

Office of Milwaukee County Treasurer

901 N. 9th St. Rm. 102
Milwaukee, WI 53233

Inter-Office Memo

DATE: April 24, 2013

TO: Willie Johnson Jr. and David Cullen,
Co-Chairs, Finance, Audit and Personnel Committee,
Milwaukee County Board of Supervisors

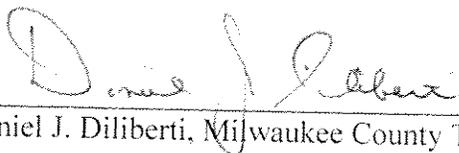
FROM: Daniel J. Diliberti, Milwaukee County Treasurer

SUBJECT: RE: Resolution to authorize the County Treasurer to undertake a Request for Proposal process, including solicitation of proposals, review, scoring of submissions, and submittal of the top rated firms for approval.

Attached is a resolution submitted for referral to the Finance, Audit and Personnel Committee that would authorize County Treasurer to undertake a Request for Proposal (RFP) process for investment advisors and custodial services. The RFP process would include the solicitation, review, scoring, and recommendations of the top rated firms for approval.

With the upcoming expiration of the current contracts in 2014, this new RFP process is scheduled to begin in the fall of 2013. The new contracts are projected to operate at the same rates as current contracted rates and would, therefore, have no impact on the 2013 or 2014 budget.

The RFP process will result in the highest qualifying proposals being submitted, along with recommendations for approval, through the county contract approval process.



Daniel J. Diliberti, Milwaukee County Treasurer

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A RESOLUTION
To authorize the County Treasurer to
undertake a request for proposal (RFP)
process for Investment Advisor and
Custodial Services in order to allow time
to prepare and complete the RFP process;
and award and initiate the new investment
advisor and custodial services contracts
beginning in 2014; by adaption of the following:

WHEREAS, County Board File No. 02-155 (Journal, March 21, 2002) authorized the Office of the Treasurer to contract with specialized firms to provide investment advisory and custodial services; and

WHEREAS, County Board Resolution File No. 09-237 (Journal, June 25, 2009) authorized awarding of five-year contracts for investment advisory and custodial services following a Request for Proposal (RFP) process; and

WHEREAS, in 2013, Milwaukee County will be entering into the fifth year of the five year contracts authorized by the Board of Supervisors following that 2009 RFP process; and

WHEREAS, planning for, and execution of, the RFP process needs to be undertaken well in advance of the contract expiration in 2014; now, therefore

BE IT RESOLVED, that the Milwaukee County Treasurer is hereby authorized to undertake a request for proposal process to solicit applications from qualified firms for the provision of Investment Advisory Services and Investment Custodial Services for the Office of County Treasurer for a five year period beginning in 2014; and

BE IT FURTHER RESOLVED that this request for Proposal (RFP) process shall include the preparation of an RFP, inclusion of the Office of Community Business Development Partners; the appointment of a proposal review and rating committee; the presentation of contract award recommendations to the Finance and Personnel Committee, the County Board and the County Executive for approval for the transition to and initiation of new investment advisor and custodial services contracts beginning in 2014.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/22/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Authorize County Treasurer to undertake a Request for Proposal process for investment advisors and custodial services.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

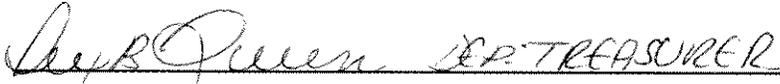
In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

In 2013, Investment Advisors and Custodial Services contracts are in the last year of their current contract's five year term. This resolution authorizes the County Treasurer to undertake a request for proposal (RFP) process for these services in order to allow time to prepare and solicit applicants and complete the RFP process; appoint a proposal review and rating committee; bring recommendations before the Finance and Personnel Committee, the County Board, and County Executive for contract awards; and to allow time for transition to and initiation of new investment advisor and custodial services contracts beginning in 2014.

Any fiscal impact on the 2014 budget will be noted in the resolution containing recommended contract awards following the RFP process, which will be brought before the County Board for review and approval at that time. It is anticipated that the new contracts will have no effect on the proposed 2014 Budget for the Treasurer's Office, Org. #3090.

Department/Prepared By Daniel J Diliberti, Milwaukee County Treasurer

Authorized Signature  D.J. DILIBERTI, COUNTY TREASURER

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

Office of Milwaukee County Treasurer

901 N. 9th St. Rm. 102
Milwaukee, WI 53233

Inter-Office Memo

DATE: April 10, 2013

TO: Willie Johnson Jr. and David Cullen,
Co-Chairs, Finance, Audit and Personnel Committee,
Milwaukee County Board of Supervisors

FROM: Daniel J. Diliberti, Milwaukee County Treasurer

SUBJECT: RE: Resolution to revise county ordinances to more accurately record receivables resulting from the sale of tax foreclosed properties.

Attached is a resolution submitted for referral to the Finance, Audit and Personnel Committee which proposes to amend chapter 6 of the Milwaukee County Ordinances to more accurately record receivables resulting from the sale of tax foreclosed properties.

This change has been recommended in a Baker Tilly Report on Internal Controls audit report as well as in an internal review recommendation to the, then, County Controller.

This amendment to the county Ordinances will also align our handling of these tax foreclosure revenues with the practices used in all other counties. It also reflects the fact that tax foreclosure properties are different than other surplus county property handled by the Real Estate Division. The distinctiveness of tax foreclosed property lies in the fact that much of the revenue derived from the sale of this property is already booked in the county accounting system either as a Delinquent Taxes Receivable or a Penalties and Interest Receivable. Thus, characterizing the revenues derived from their sale as new profits logged into the Real Estate Division's Sale of Capital Assets receivable account is kid of double booking of this revenue. It also inhibits the Office of the Treasurer's ability to implement delinquent special assessments' withholding, disbursement of surplus revenues to at-risk homeowners, and allocation of allowable costs to county departments – all of which are permitted under Wisconsin State Statutes 75.52.

I have discussed this resolution with the head of DAS and the /Real Estate Division. As written, this change in county ordinances will have no fiscal effect on the Real Estate Division's Budget r the revenue booked to the Sale of Capital Assets receivable account. Following a 5-year intensive tax foreclosure prevention program which remains in place – the required tax foreclosure process is resuming in accordance with State law. As a result, future revenues in the Real Estate Division and the Sale of Capital Assets Account will increase - not decrease - at the same time that this change is implemented.

Daniel J. Diliberti, Milwaukee County Treasurer

1 A RESOLUTION
2 to amend county ordinances
3 in order to implement procedures
4 that properly account for
5 collection of delinquent taxes
6 and accurate recording of actual
7 net revenue derived from the
8 tax foreclosure process
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11 WHEREAS, an internal departmental audit has found that the revenue derived from the
12 Treasurer's Office current tax foreclosure process is handled differently than in any other
13 Wisconsin County; and
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15 WHEREAS, under the current process, the proceeds derived from Milwaukee County in
16 the tax foreclosure process is not properly recorded against both the outstanding liabilities
17 of delinquent tax, penalties and interest and the actual receivables (costs allowed by State
18 Statutes) from the sale of tax delinquent properties; and
19

20 WHEREAS, current procedures called for under Chapter 6 of the County Ordinances
21 inaccurately records all money (minus the costs incurred by the Real Estate Division)
22 derived from the tax delinquent property sale as profits in the Land Sales revenue account
23 (#010000 0010); and
24

25 WHEREAS, this procedure of only allowing for an allocation of the costs incurred by the
26 Real Estate division in the disposition of the proceeds derived from the sale of foreclosed
27 property does not take into account the statutory allowance for the extensive staff time
28 and costs incurred over a three year period of attempted collections by the Office of the
29 Treasurer and the costs incurred by Office of the Corporation Counsel in the foreclosure
30 process. Nor does it account for the receivables recorded in the Deferred Property Tax
31 Revenue Account (# 010000 0577) that were recorded when Milwaukee County paid
32 reimbursed the municipalities for all unpaid taxes, special taxes, special charges and
33 delinquent utility charges anticipation of the eventual payment of these and related
34 incurred costs through the collection process or foreclosure; and
35

36 WHEREAS, recording the full amount derived from the sale of tax delinquent properties
37 as profits misrepresents these proceeds as net revenue when, in fact, the delinquent tax,
38 special taxes, special assessments and delinquent utility costs paid out to the municipality
39 by the county as well as the interest, penalty and expenses (allowable under Wisconsin
40 SS 75.521) incurred in the collection of those taxes would need to be written off as a loss
41 on the County Treasurer's revenue accounts; and
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43 WHEREAS, in addition to the inaccurate reporting of the proceeds derived from the sale
44 of delinquent property as profits, the booking process currently in-place does not take
45 into account the following:

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- there is a significant difference between revenues derived from the sale of tax foreclosure property (with existing tax liens already recorded in other county receivable accounts) and the sale of other surplus county land that is free and clear of liens and assessments and whose sale produces a genuine profit.
 - the resultant duplicate booking of delinquent property sale proceeds as revenue that is originally booked in the Treasurer’s “Delinquent Taxes Receivables” and accumulated “Interest and Penalties” accounts and then double-booked in the Real Estate Division’s “Sale of Capital Assets” revenue account.
 - the ability to withhold the reimbursement of Special Assessments (added to the tax bill by municipalities) during the fall delinquent tax settlement process is excluded in this process. (Settlement Process is an annual process wherein Milwaukee County compensates all 18 suburban municipalities for any property taxes, special taxes, special assessments and delinquent utilities that are delinquent as of the 31st of July
 - the inaccurate booking of the return of a prorated share of excess revenue (total amount over and above the amount due for the tax delinquency) that the vested homestead property owner is entitled to under Wisconsin State Statutes 75.521
 - the lack of recovery of foreclosure costs by other County departments as billed as mentioned above and allowable under Wisconsin SS 75.521, now, therefore,

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66 BE IT RESOLVED that chapter 6 of the Milwaukee County Ordinances is hereby
67 modified as follows:

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6.03 (3) Sale of real estate:

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- (a) The Division shall, upon approval of the county board, dispose of the excess real estate by offer to purchase, sealed bid, or public auction, unless otherwise directed by the county board. The division shall have an appraisal made of each property before sale unless the county board approves otherwise. After exposure for sale, the offered amount and the appraised value shall be presented to the standing committee with a staff recommendation. All annual proceeds from these sales - less costs incurred by the Economic Development Division, the Office of the Treasurer, and the Corporation Counsel, as well as any outstanding delinquent taxes, special assessment, special charges and delinquent utility charges, as well as accrued interest and penalties (already booked as receivables - shall be credited to the economic development account, unless otherwise directed by the county board.

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04-15-13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: FISCAL NOTE - Accurate recording of receivables in the process of sale of tax foreclosed properties.

FISCAL EFFECT:

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|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
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| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

This change in county Ordinances will not have a negative fiscal impact on any department's or overall county revenues.

I. Fiscal Summary:

Because of an increase in property tax foreclosures - and following a 5-year intensive tax foreclosure prevention program which remains in place - tax foreclosures will be resumed in accordance with State law. As a result, future revenues in the Real Estate Division and Sale of Capital Assets Account will increase - not decrease - at the same time that this change is implimented.

This fiscal note was prepared by the Milwaukee County Treasurer.

DD FISCAL NOTE - Accurate recording of receivables in the process of sale of tax foreclosed properties.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By Daniel J. Diliberti, Milwaukee County Treasurer

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/15/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: FISCAL NOTE - Accurate recording of receivables in the process of sale of tax foreclosed properties.

FISCAL EFFECT:

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| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
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- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

This change in county Ordinances will not have a negative fiscal impact on any department's or overall county revenues.

I. Fiscal Summary:

Because of an increase in property tax foreclosures – and following a 5-year intensive tax foreclosure prevention program which remains in place – tax foreclosures will be resumed in accordance with State law. As a result, future revenues in the Real Estate Division and Sale of Capital Assets Account will increase – not decrease – at the same time that this change is implemented.

This fiscal note was prepared by the Milwaukee County Treasurer.

DD FISCAL NOTE – Accurate recording of receivables in the process of sale of tax foreclosed properties.

Department/Prepared By Daniel J. Diliberti, Milwaukee County Treasurer

Authorized Signature *Daniel J. Diliberti* DEP. TREASURER

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

1 By Supervisor Jursik

2 File No. 13-

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5 **A RESOLUTION/ORDINANCE**

6
7 amending Chapter 9 of the Milwaukee County Code of General Ordinances, clarifying
8 the use of County funds to pay for Public Service Announcements and video or air time
9

10 WHEREAS, elected officials adhere to a standard of ethics delineated in Chapter
11 9 (Code of Ethics) of the Milwaukee County Code of General Ordinances, wherein the
12 following policy directive is declared in section 9.01 (1):
13

14 *It is declared that high moral and ethical standards among county public officials*
15 *and county employees are essential to the conduct of free government; that the*
16 *county believes that a code of ethics for the guidance of county public officials*
17 *and county employees will help them avoid conflicts between their personal*
18 *interests and their public responsibilities, will improve standards of public service*
19 *and will promote and strengthen the faith and confidence of the people of this*
20 *county in their county public officials and county employees. It is the intent of the*
21 *county that in its operations the board shall protect to the fullest extent possible*
22 *the rights of individuals affected.*
23

24 ; and

25
26 WHEREAS, elected officials often have responsibility for oversight of budget and
27 budgetary directives with regard to the entire county budget or separate departmental
28 budgets and can direct spending related to the purchase of commercials,
29 advertisements, paid public service announcements and others; and
30

31 WHEREAS, the purpose of this resolution/ordinance is to amend the Milwaukee
32 County Code of Ethics to specifically define the policy for appropriate public
33 communications that are paid for with public dollars whether obtained through property
34 taxes, other sales or use taxes, state and federal revenues, grant funding, fees,
35 contributions/donations, or other revenue of county government; and
36

37 WHEREAS, using county funds to pay for such paid communications can give
38 the appearance of promoting an elected official prior to re-election campaigns or
39 otherwise suggest that incumbents obtain other advantages through the use of paid
40 advertisements whether or not actual campaigns are in progress; and
41

42 WHEREAS, the intent of this policy is not to prohibit county departments from
43 using county funds for official county business such as issuing a request for proposal
44 which may require paid advertisements or to prevent the use of a photo or likeness of
45 an elected official; now, therefore,
46

47 BE IT RESOLVED, that an elected county official may not use county funds to
48 purchase or direct others on his/her behalf to purchase media commercial time or space
49 to place paid advertisements, paid public service announcements or otherwise
50 purchase video or air time that features the elected official whether in video format or
51 with an audio recording of the voice of the elected official; and

52
53 BE IT FURTHER RESOLVED, that notwithstanding this revised policy, there
54 shall be no prohibition against departments using such funds for official county business
55 that require paid advertisements or other public service announcements as long as such
56 purchase does not feature video or voice recording of an elected official; the prohibition
57 shall not apply to the use of merely a photo or likeness of an elected official as long as it
58 is not used with a voice overlay of the official making extended statements; and

59
60 BE IT FURTHER RESOLVED, the Milwaukee County Board of Supervisors
61 hereby amends Sections 9.02 and 9.05, *General Ordinances of Milwaukee County*, by
62 adopting the following:

63
64 **AN ORDINANCE**

65
66 The County Board of Supervisors of the County of Milwaukee does ordain as
67 follows:

68
69 **SECTION 1:** Section 9.02 of the General Ordinances of Milwaukee County is amended
70 as follows:

71
72 9.05. – Definitions.

73 (1) "Anything of value" means any money or property, favor, service,
74 payment, advance, forbearance, loan, or promise of future employment,
75 business, or other consideration having a value greater than twenty five
76 dollars (\$25.00), but does not include compensation and expenses paid by
77 the county, fees and expenses which are permitted and reported under
78 [section 9.14](#) of the Code, political contributions which are reported under
79 ch. 11, Wis. Stats., or hospitality extended for a purpose unrelated to
80 county business by a person other than an organization.

81 (1m) "Appointed official" means any member appointed to a county commission
82 or board.

83 (2) "Associated," when used with reference to an organization, includes any
84 organization in which an individual or a member of his/her immediate
85 family is a director, officer, or trustee, or who has a significant fiduciary
86 relationship or an individual who owns or controls, directly or indirectly,
87 and severally or in the aggregate, at least ten (10) percent of the
88 outstanding equity.

- 89 (3) "Board" means the ethics board.
- 90 (4) "Business" means any corporation, partnership, proprietorship, firm,
91 enterprise, franchise, association, organization, self-employed individual,
92 or any other legal entity that engages in profit-making activities.
- 93 (5) "Conflict of interest" means a public official's or employee's action or
94 failure to act in the discharge of his or her official duties which could
95 reasonably be expected to produce or assist in producing a substantial
96 economic or personal benefit for such official, his or her immediate family
97 or an organization with which he or she is associated.
- 98 (6) "County funds" means all funds received by the county, which flow through
99 the county's financial system, for the purposes of supporting the county's
100 operations, including federal and state revenue, property taxes, other
101 sales and use taxes, fees, grant revenue, contributions/donations and any
102 other revenue sources of county government.
- 103 (67) "Elected official" means any person holding an elected county office.
- 104 (78) "Employee" means any person holding an office or position in the
105 classified service of the county or any person holding a non-classified
106 office or position, except elected officials and appointed officials.
- 107 (89) "Gift" means the payment or receipt of anything of value without valuable
108 and sufficient consideration.
- 109 (910) "Immediate family" means an individual's:
- 110 (a) Spouse; and
- 111 (b) Child, parent or sibling or in-law or step-relative of the same degree
112 who receives, directly or indirectly, more than one-half ($\frac{1}{2}$) of
113 his/her support from the individual or from whom the individual
114 receives, directly or indirectly, more than one-half ($\frac{1}{2}$) of his /her
115 support.
- 116 (110) "Investigation request" means a written and signed statement from a
117 person stating that there are specific acts or omissions by an identified
118 person subject to the Code from unverified sources which appear prima
119 facie to constitute a violation of the Code and for which the requestor is
120 seeking that an investigation be undertaken to determine whether a matter
121 should be pursued under the verified complaint proceedings. The
122 investigation request must remain confidential until disclosure is permitted
123 or required by the Code unless the subject of the complaint requests in
124 writing that it be made part of the public record.

- 125 (124) "Lobbying" means the practice of attempting to influence legislative or
126 administrative action by oral or written communication with any public
127 official.
- 128 (132) "Ministerial action" means an action that an individual performs in a given
129 state of facts in a prescribed manner in obedience to the mandate of legal
130 authority, without regard to the exercise of the individual's own judgment
131 as to the propriety of the action being taken.
- 132 (143) "Organization" means any stock or non-stock corporation, partnership,
133 proprietorship, firm, enterprise, franchise, incorporated or unincorporated
134 association, trust or other legal entity other than an individual or body
135 politic.
- 136 (154) "Privileged information" means information obtained under government
137 authority which has not become a part of the body of public information.
- 138 (165) "Probable cause" means information sufficient to support a reasonable
139 belief that an identified person has or may have violated one (1) or more
140 provisions of this Code.
- 141 (176) "Public official" means any elected official or appointed official.
- 142 (187) "Reporting period" means any six-month period beginning with Jan. 1 and
143 ending with June 30 or beginning with July 1 and ending with Dec. 31 or
144 annual period beginning January 1 through December 31.
- 145 (198) "Significant fiduciary relationship" means owning or controlling, directly or
146 indirectly:
- 147 (a) At least ten (10) percent of the outstanding stock or stock of any
148 business corporation having a cost or market values of at least five
149 thousand dollars (\$5,000.00), or
- 150 (b) An interest of at least ten (10) percent or five thousand dollars
151 (\$5,000.00) of any organization.
- 152 (1920) "Resources" means county supplies, services, property, or facilities not
153 available to all citizens.
- 154 (210) "Verified complaint" means a written statement from a person, given under
155 oath and subscribed before a notary public or other official authorized to
156 administer oaths, alleging specific acts or omissions constituting a
157 violation of the Code by an identified person subject to the Code. The
158 verified complaint must remain confidential until disclosure is permitted or

159 required by the Code unless the subject of the complaint requests in
160 writing that it be made part of the public record.

161 **SECTION 2:** Section 9.05 of the General Ordinances of Milwaukee County is amended
162 as follows:

163 9.05. - Standards of conduct.

164 (1) *No personal or economic interest in decisions and policies:* The county board
165 hereby reaffirms that a county elected official, appointed official or employee
166 holds his/her position as a public trust, and any effort to realize personal gain
167 through official conduct is a violation of that trust. This chapter shall not prevent
168 any county elected official, appointed official or employee from accepting other
169 employment or from following any pursuit which does not interfere with the full
170 and faithful discharge of his/her duties to the county. The county board further
171 recognizes that in a representative democracy, the representatives are drawn
172 from society and, therefore, cannot and should not be without all personal and
173 economic interest in the decisions and policies of government; that citizens who
174 serve as public officials or public employees retain their rights as citizens to
175 interests of a personal or economic nature; that standards of ethical conduct for
176 public employees and public elected and appointed officials need to distinguish
177 between those minor and inconsequential conflicts which are unavoidable in a
178 free society and those conflicts which are substantial and material; and that
179 county elected officials, appointed officials or employees may need to engage in
180 employment and/or professional or business activities, other than official duties,
181 in order to support their families and to maintain a continuity of professional or
182 business activity or may need to maintain investments. However, the code
183 maintains that such activities or investments must not conflict with the specific
184 provisions of this chapter.

185 (2) (a) *No financial gain or anything of substantial value:* Except as otherwise
186 provided or approved by the county board, no county public official or employee
187 shall use his/her public position or office to obtain financial gain or anything of
188 substantial value for the private benefit of himself/herself or his/her immediate
189 family, or for an organization with which he/she is associated. This paragraph
190 does not prohibit a county elected official from using the title or prestige of his/her
191 office to obtain campaign contributions that are permitted by and reported as
192 required by ch. 11, Wis. Stats.

193 (b) *No person may offer anything of value:* No person shall offer or give to any
194 public official or employee, directly or indirectly, and no public official or
195 employee shall solicit or accept from any person, directly or indirectly, anything of
196 value if it could reasonably be expected to influence the public official's or
197 employee's vote, official actions or judgment, or could reasonably be considered
198 as a reward for any official action or inaction or omission by of the public official

199 or employee. This section does not prohibit a public official or an employee from
200 engaging in outside employment.

201 (c) *No substantial interest or benefit:* Except as otherwise provided in
202 paragraph (1.), no public official or employee shall:

203 1. Take any official action substantially affecting a matter in which the
204 public official, employee, a member of his/her immediate family, or an
205 organization with which the public official or employee is associated has a
206 substantial financial interest.

207 2. Use his/her office or position in a way that produces or assists in
208 the production of a substantial benefit, direct or indirect, for the public
209 official, employee, members of the public official's or employee's
210 immediate family either separately or together, or an organization with
211 which the public official or employee is associated.

212 (d) *No disclosure of privileged information:* No county public official or
213 employee shall use or disclose privileged information gained in the course of, or
214 by reason of, his/her position or activities which in any way could result in
215 financial gain for himself/herself or for any other person.

216 (e) *No use of public position to influence or gain unlawful benefits,*
217 *advantages or privileges:* No county public official or employee shall use or
218 attempt to use his/her public position to influence or gain unlawful benefits,
219 advantages, or privileges for himself/herself or others.

220 (f) *No offer of gifts or anything of value:* No county public official shall offer or
221 give anything of value to a member or employee of a county department or entity,
222 while that member or employee is associated with the county department or
223 entity, and no member or employee of a department shall solicit or accept from
224 any such person anything of value from a county official or employee.

225 (g) *Limits on contracts with county:* No county public official or employee and
226 no business with which he/she or his/her spouse has a significant fiduciary
227 relationship or any organization with which he/she or his/her spouse is
228 associated shall enter into any contract with the county unless that contract has
229 been awarded through a process of public notice and competitive bidding in
230 conformity with applicable federal and state statutes and county ordinances.

231 (h) *Limits on lease of real estate with county:* No county public official or
232 employee and no business in which that county public official or employee has a
233 ten (10) percent or greater interest shall enter into a lease of real property with
234 the county, except that the county board, upon a publicly filed and considered
235 request, shall waive this subsection when it is in the best interests of the county.

236 (i) *No limits on lawful payments:* Paragraph (c) does not prohibit an elected
237 official from taking any action concerning lawful payment of salaries or employee
238 benefits or reimbursement of actual and necessary expenses, or prohibit an
239 elected official from taking official action with respect to any proposal to modify a
240 county ordinance.

241 (j) *No solicitation of at-will employees:* No elected county official shall
242 knowingly solicit a campaign contribution from any "at-will employee" defined as
243 an employee who is not under union or labor contract with the county, who is
244 hired for an indefinite term or who is under an independent contract with the
245 county or its subparts or who can be discharged or terminated at any time for any
246 nondiscriminatory reason.

247 (k) *No campaign contributions to county officials with approval authority:* No
248 person(s) with a personal financial interest in the approval or denial of a contract
249 or proposal being considered by a county department or with an agency funded
250 and regulated by a county department, shall make a campaign contribution to
251 any county elected official who has approval authority over that contract or
252 proposal during its consideration. Contract or proposal consideration shall begin
253 when a contract or proposal is submitted directly to a county department or to an
254 agency funded or regulated by a county department until the contract or proposal
255 has reached final disposition, including adoption, county executive action,
256 proceedings on veto (if necessary) or departmental approval. This provision does
257 not apply to those items covered by [section 9.14](#) unless an acceptance by an
258 elected official would conflict with this section. The language in subsection
259 [9.05\(2\)\(k\)](#) shall be included in all Requests for Proposals and bid documents.

260 (l) *Limits on honorarium fees or expense reimbursements:* No county public
261 official or employee shall accept or solicit any honorariums, fees or expense
262 reimbursements except in accordance with [section 9.14](#)

263 (m) *Limits on purchased commercial time/paid public speech:* No elected
264 county official shall use county funds to purchase or direct others on his/her
265 behalf to purchase media commercial time or space, to place paid
266 advertisements, or paid public service announcements that feature the elected
267 official in video format or with an audio recording of the voice of the elected
268 official.

269 (3) *Limits on contact:*

270 (a) *Limits on contact with former county associates:* No former county public
271 official or employee, for twelve (12) months following the date on which he/she
272 ceases to be a county public official or employee, shall, for compensation, on
273 behalf of any person other than a governmental entity, make any formal or
274 informal appearance before or try to settle or arrange a matter by calling, writing,
275 or conferring with, any county public official, officer or employee of the

276 department with which he/she was associated as a county public official or
277 employee.

278 (b) *Limits on contact with judicial or quasi-judicial proceedings:* No former
279 county public official or employee for twelve (12) months following the date on
280 which he/she ceases to be a county public official or employee, shall for
281 compensation on behalf of himself/herself or any person other than a
282 governmental entity, make any formal or informal appearance before, or try to
283 settle or arrange a matter by calling, writing, or conferring with, any county public
284 official, officer or employee of a department in connection with any judicial or
285 quasi-judicial proceeding, application, contract, claim, or charge which was under
286 the former public official's or employee's responsibility as a county public official
287 or employee.

288 (c) *Limits on contacts with judicial or quasi-judicial proceedings where*
289 *personally participated:* No former county public official or employee shall,
290 whether for compensation or not, act on behalf of any party other than the county
291 in connection with any judicial or quasi-judicial proceeding, application, contract,
292 claim, or charge in which the former public official or employee participated
293 substantially as a public official or employee.

294 (d) *Consideration of exemptions:* The ethics board shall accept and review
295 written requests by former appointed officials for an exemption from the
296 prohibitions of (3). Such exemption requests must be heard and deliberated
297 during a properly convened open session of an ethics board meeting and must
298 be included in a written ethics board opinion stating the reason(s) that the former
299 appointed official should be exempt from the otherwise prohibited conduct.

300 **SECTION 3:** This ordinance shall become effective upon passage and publication.
301
302
303
304

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 3/26/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A resolution/ordinance amending Chapter 9 of the Milwaukee County Code of General Ordinances, clarifying the use of County funds to pay for Public Service Announcements and video and air time.

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

This resolution/ordinance would amend Chapter 9 of the Milwaukee County Code of General Ordinances adding a provision to the Ethics Code limiting purchased commercial time/paid public speech by elected officials.

There is no fiscal effect associated with adoption of this resolution/ordinance.

Department/Prepared By Jennifer Collins, County Board Research Analyst

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 26, 2013

To: Supervisor Willie Johnson Jr., Co-chair, Committee on Finance, Personnel & Audit
Supervisor David Cullen, Co-Chair, Committee on Finance, Personnel & Audit

From: Cindy VanPelt, Risk Manager

Subject: Review of Request for Proposal Evaluation Process (File no.12-984) response
(Informational Report)

Background

In accordance with the Amended Resolution File No. 12-984 this report is given to the Committee on Finance, Personnel and Audit. This report responds to the request for information as to the process that will be used to evaluate insurance proposals for 2014. This report includes any proposed policy changes on how claims processing and litigation oversight should be handled, including a detailed cost breakdown of estimated new county expenses if these functions are handled in house.

Review and Update of Process

Milwaukee County's current insurance coverage for public entity liability uses a third party administrator for claims handling and loss control services. This practice will remain unchanged. Third party administration will be included as part of the RFP. Costs and services associated with this task will be requested from all proposers. This will result in no new approaches to claims management.

There will be no change in the litigation of general liability claims. The established current practice will remain unchanged. This will result in no new approaches to general liability claims management and no additional county expenses.

As there are no changes proposed, related to claims or litigation, there is no detailed cost breakdown available.

Risk management anticipates releasing an RFP for acquisition of 2014 Insurance Coverage in July.

The RFP process will be used to convey information needed to potential bidders to determine their interest in participating in the solicitation and to offer a complete proposal; to describe the scope of services needed by Milwaukee County; provide detailed requirements and specifications related to acquisition and roles of each party; to specify aspects of acquisition that are mandatory, optional or desirable; provide a timeline and communicate evaluation criteria.

Risk Management is also in receipt of an Inter-Office Communication dated December 20, 2012 from Scott B. Manske related to his review of the 2013 RFP process.

This communication outlined five primary concerns:

- 1.) 'New approach to both claims and litigation coverage'. This concern will be eliminated in the 2014 acquisition, as no change in these processes will be proposed or requested from proposers.
- 2.) Cost 'proposals are not directly comparable'. Responses to the request will be comparable as the RFP will contain detailed requirements and specifications. There will be an effort to provide reasonable analysis and valuation for incorporating 'dividends' in net cost evaluation as well as cost of funding the deductible at inception of the policy.
- 3.) 'The scoring for cost for coverage'. The cost component scoring will be addressed through establishment of scoring methodology consistent with best business practices and "past county practices".
- 4.) 'Scoring methodology' (Technical Scoring) In 2014 requests will provide for an individual and independent evaluation, by evaluator, based upon technical information provided in submitted proposal(s) against the predetermined criteria as outlined in RFP.
- 5.) 'Disadvantaged Business Enterprise'. Scoring on a pass/fail basis and CBDP involvement will be resolved by use and process identified in Chapter 42.06.

Corporation counsel has advised that after the RFP evaluation is completed and any appeals of the 'intent to award' decision are completed, that Risk Management will give the Committee on Finance, Personnel and Audit a memo summarizing the RFP, the timeline and process, the services that were requested and are recommended, the general composition of the evaluation panel, the evaluation methods and scoring criteria, a summary of the scoring and cost proposals, the justification for selecting the recommended contractor and services, DBE involvement and any budget or fiscal effects.



Cindy VanPelt
Risk Manager

cc: Chris Abele, Milwaukee County Executive
Amber Moreen, Chief of Staff, Milwaukee County Executive
Don Tyler, Director, Department of Administrative Services
Josh Fudge, Interim Fiscal & Budget Administrator
C.J. Pahl, Assistant Fiscal & Budget Administrator
Patrick Lee, Procurement Director
Kimberly Walker, Corporation Counsel
Scott Manske, Milwaukee County Comptroller

**INTEROFFICE COMMUNICATION
COUNTY OF MILWAUKEE**

DATE: April 18, 2013

TO: Marina Dimitrijevic, Chairwoman, County Board of Supervisors

FROM: Veronica W. Robinson, PRB Executive Secretary

SUBJECT: Resolution to Amend Contract for Gonzalez, Saggio & Harlan LLP for Legal Representation in Personnel Review Board Matters

REQUEST

It is requested that this matter be referred to the Committee on Finance, Personnel and Audit.

On April 4, 2013, the PRB was served with a new lawsuit: *James L. Tietjen v. Milwaukee County Personnel Review Board and Milwaukee County*, Case No. 13-CV-003154. Immediate action is necessary to provide representation to the PRB and the PRB has asked its outside counsel to defend it in this matter. In addition, the PRB anticipates another lawsuit against it by Milwaukee County based on its decision in the matter of the Charges for Discharge of Willie McGee, and the PRB will ask its outside counsel to represent it in that matter as well.

Authority is requested to amend the PRB's contract amount with Gonzalez, Saggio & Harlan, LLP ("GSH") by an additional \$90,000, to a total of \$102,000, in order to pay for continued legal services in pending cases, including the matters of James Tietjen and Willie McGee, as well as for any new legal proceedings against the PRB and its ongoing need to receive advisory opinions and other legal services from its outside counsel pertaining to matters brought before the PRB. The costs for the additional amount for PRB outside legal counsel will be charged to the Department of Health and Human Services and/or the Behavioral Health Division.

Corporation Counsel has advised that it is unable to provide representation in these cases due to conflicts of interests with the PRB and/or the fact that Corporation Counsel has represented County departments before the PRB and cannot simultaneously represent the PRB and departments that appeared before the PRB in Circuit Court reviews.

Because of the emergency nature of the need, it is requested that this contract and amendment be exempted from the provisions of section 56.30(2)(b) and Chapter 42 of the ordinances. GSH is a minority-owned law firm, but is no longer considered a DBE by CDBP due to its size and success. However, the Office of the Personnel Review Board shares labor and other resources with the Office of the Ethics Board at a 75/25 ratio and

the Ethics Board does use a DBE firm for its outside counsel. Therefore, taking into consideration the dual nature of the Offices, the departmental requirement to utilize 17% DBE firms is met.

The Department of Administrative Services has confirmed that sufficient funds exist in the DHHS and/or BHD org units for this request.

HISTORY & JUSTIFICATION

Since 2004, the PRB has continuously used Gonzalez, Saggio & Harlan, LLP (“GSH”) as its outside counsel for advisory opinions and, in limited circumstances, to assist with the drafting of legal findings and other legal documents. In 2012, GSH was paid \$17,396.60, an increase from the prior year, and no outstanding billings were carried over to 2013. On February 5, 2013, the Personnel Review Board (“PRB”) renewed its contract for legal representation from GSH in the amount of \$12,000.60 and a modest \$5,769.40 was carried over from 2012. Although it was anticipated that the need for PRB outside legal services in 2013 would remain similar to the amount of the 2012 expenditures, in fact, the need has significantly increased, in large part due to both appeals of PRB decisions to Circuit Court by employees and the possibility of additional appeals by Milwaukee County departments. Substantially greater legal services are also anticipated for the PRB’s regular matters than were anticipated in its 2013 budget.

The PRB continues to use GSH to handle proceedings in court including, most recently:

- *State of Wisconsin ex Rel. Amy Hazen v. Milwaukee County Personnel Review Board and David A. Clarke, Jr. as Sheriff of Milwaukee County*, Case No. 12-CV-006035.

In addition, the PRB has requested opinions from its outside counsel regarding procedural matters and regarding complex, new or high profile matters most recently including, but not limited to, the matters of:

- *The suspension of Lieutenant William Brown, Milwaukee County Sheriff’s Office*
- *The discharge of Reginald Bell, Child Support Enforcement*
- *The discharge of Willie McGee, Behavioral Health Division*
- *The grievance of Dr. Robert Montgomery, Behavioral Health Division*
- *The discharge of James L. Tietjen, Department of Health & Human Needs*

Currently, the PRB has eighteen (18) additional regularly scheduled meetings remaining in calendar year 2013 and one (1) scheduled special meeting. (In 2012, the Personnel Review Board needed to schedule four (4) special meetings in addition to its regularly scheduled 26 meetings per year.) The PRB currently has eighty-one (81) matters scheduled for hearing through October 29, 2013 and anticipates scheduling additional hearings at each of its remaining meetings in 2013. (The PRB schedules a minimum of four (4) hearings per meeting.)

The PRB anticipates that the funds adopted in its 2013 budget will be insufficient to cover the costs associated with its defense in the identified matters and to cover the costs associated with other legal services provided by its outside counsel. To date, the PRB has incurred and paid \$4,900.50 in legal fees, which represents 28% of total funds available in its 2013 budget for private legal counsel.

The requested increased amount is a best estimate of the legal fees required for these matters, but is only an estimate as the actual amount of fees that will be required is unknown.

cc: Amber Moreen
Kelly Bablitch
Carol Mueller
Steve Cady
Raisa Koltun

A RESOLUTION

To authorize the Executive Secretary of the Personnel Review Board (“PRB”) to amend the contract with Gonzalez, Saggio & Harlan, LLP (“Gonzalez, Saggio & Harlan”) to provide legal representation to the PRB.

WHEREAS, the PRB has required and will continue to require the assistance of outside legal counsel with specialized and historical knowledge of the PRB’s activities and decisions and with experience in the area of labor, employment, and administrative law to advise and represent the PRB in employee disciplinary matters and grievance appeals that come before the PRB and in appeals of PRB decisions to Circuit Court, and

WHEREAS, utilizing 2013 adopted budget funds, the PRB has a contract with Gonzalez, Saggio & Harlan dated February 5, 2013 for that purpose, and

WHEREAS, continuously since 2004 and renewing in February, 2013 Gonzalez, Saggio & Harlan has advised and represented and continues to advise and represent the PRB on, most recently, matters including but not limited to:

- *State of Wisconsin ex Rel. Amy Hazen v. Milwaukee County Personnel Review Board and David A. Clarke, Jr. as Sheriff of Milwaukee County*, Case No. 12-CV-006035, and

WHEREAS, the PRB has needed to request an opinion from its outside counsel regarding procedural matters and regarding, most recently, the matters of:

- *The suspension of Lieutenant William Brown, Milwaukee County Sheriff’s Office*
- *The discharge of Reginald Bell, Child Support Enforcement*
- *The discharge of Willie McGee, Behavioral Health Division*
- *The grievance of Dr. Robert Montgomery, Behavioral Health Division*
- *The discharge of James L. Tietjen, Department of Health & Human Services, and*

WHEREAS, the PRB calendar as of April 17, 2013 has eighty-one (81) hearings scheduled through October 29, 2013, any one of which may require the PRB to utilize the legal services provided by Gonzalez, Saggio & Harlan, and

WHEREAS, the PRB as of April 17, 2013 has an additional eighteen (18) regularly scheduled meetings at which it anticipates the scheduling of new matters and the hearing of as yet unscheduled matter for which the PRB may require the legal services provided to it by Gonzalez, Saggio & Harlan, and

WHEREAS, it is advantageous to the PRB to continue to retain the services of Gonzalez, Saggio & Harlan to provide advice and representation in matters brought before the PRB because of its extensive background and experience advising and representing the PRB and its continuing representation of the PRB in pending litigation identified above, and

WHEREAS, it is expected that the need for these services will be significant as a result of the currently scheduled hearings, pending litigation, and anticipated matters that require the firm's continued advice and representation, and

WHEREAS, the PRB Secretary estimates the need for a minimum additional \$90,000.00 to provide those services in 2013, which amount represents a best estimate of the legal fees required for these matters, but is only an estimate as the actual amount of fees that will be required is unknown, and

WHEREAS, the total sum of \$17,396.60 was paid to Gonzalez, Saggio & Harlan in 2012 and no outstanding billings were carried over to 2013, but by April 17, 2013, the sum of \$4,900.50 – 28% of the PRB's funds available for private legal counsel – has already been paid to Gonzalez, Saggio & Harlan for the various legal services described in this resolution and additional billings are being incurred, but have not yet paid, and

WHEREAS, the PRB was just served with a new lawsuit: *James L. Tietjen v. Milwaukee County Personnel Review Board and Milwaukee County*, Case No. 13-CV-003154, and the PRB anticipates another lawsuit against it by Milwaukee County based on its decision in the Willie McGee matter listed above, and

WHEREAS, Corporation Counsel has advised that it is unable to provide representation in these cases due to conflicts of interests with the PRB and/or the fact that Corporation Counsel has represented County departments before the PRB and cannot simultaneously represent the PRB and departments that appeared before the PRB in circuit court reviews, and

WHEREAS, the nature of this request is an emergency, it is requested that this contract and amendment be exempted from the provisions of section 56.30(2)(b) and Chapter 42 of the ordinances, and

WHEREAS, Gonzalez, Saggio & Harlan is a minority-owned law firm, but is no longer considered a Disadvantaged Business Enterprise (DBE) by the Office of Community Business Development Partners (CDBP) due to its size and success, but the combined Offices of the PRB and Ethics Board meet the 17% DBE participation requirement, and

WHEREAS, the Department of Administrative Services has confirmed that sufficient funds exist in the DHHS and/or BHD org units to pay for the legal services described in this resolution,

NOW THEREFORE,

BE IT RESOLVED that the Executive Secretary of the PRB is authorized and directed to amend the contract with Gonzalez, Saggio & Harlan, LLP to advise and represent the Personnel Review Board in employee disciplinary matters, and grievance

appeals, and appeals of PRB decisions to Circuit Court, for a total amount not to exceed \$102,000 for payment of continuing legal services.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04/22/2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Resolution to Amend Contract for Gonzalez, Saggio & Harlan LLP for Legal Representation in Personnel Review Board (PRB) Matters

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input checked="" type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	90,000	
	Revenue		
	Net Cost	90,000	
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

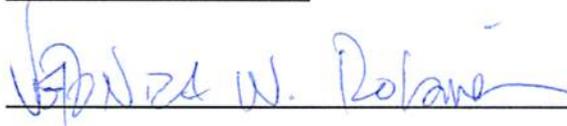
In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Approval of this Resolution will result in an additional \$90,000 expenditure authority in the PRB's 2013 legal services budget, for a total expenditure authority of \$102,000. The additional costs will be charged to DHHS/BHD and will be absorbed in the DHHS/BHD budget. This request is anticipated to be a one-time request for 2013 only and is not expected to impact 2014 and beyond.

Department/Prepared By Veronica W. Robinson

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: April 16, 2013

TO: County Executive Chris Abele
Milwaukee County Board Chairwoman Marina Dimitrijevic
Willie Johnson Jr., Co-Chair, Committee on Finance and Audit
David Cullen, Co-Chair, Committee on Finance and Audit
Don Tyler, Director, Department of Administrative Services

FROM: Charles Wikenhauser, Director, Zoological Department

SUBJECT: **NOTIFICATION OF A REVENUE DEFICIT FOR 2013
(FOR INFORMATION ONLY)**

ISSUE

Milwaukee County Ordinance 56.02 requires department administrators to submit a report to the County Executive, Finance and Audit Committee and the Department of Administrative Services when potential revenue deficits of \$75,000 or more are identified.

BACKGROUND

The Zoo has a daily revenue budget and performs monthly fiscal projections. As of March 31, 2013, the Zoo is \$263,100 short of its year-to-date revenue goal of \$954,805 and 44,658 visitors behind the year-to-date attendance goal of 141,899. The variance is due to the poor weather conditions for the months of January, February and March. The rain and cold weather in April continues to be a challenge to the revenue budget. Through April 15, the revenue shortfall has increased to \$535,294.

Another challenge to the Zoo's revenue budget comes from all of the construction projects surrounding the Zoo that are related to the Zoo Interchange Project. Zoo staff is working closely with the Wisconsin Department of Transportation to ensure safe and more efficient travel to the Zoo but the inconvenience to visitors to navigate to the Zoo will make it more difficult to improve on the revenue situation. It is too early to estimate the construction impact on the budget.

CORRECTIVE ACTION PLAN

The peak revenue generating season begins in May and Zoo staff will work diligently to optimize revenue opportunities. Every attempt will be made to save on expenditures while still allowing the Zoo to fully operate to maximize revenues.

RECOMMENDATION

This is an informational report required by Section 56.02 of the Milwaukee County Ordinances and requires no action.

Charles Wikenhauser
Director, Zoological Department

- c: Supervisor Gerry Broderick, Chairman, Parks, Energy and Environment Committee
Supervisor Jason Haas, Vice-Chair, Parks, Energy and Environment Committee
Scott Manske, Comptroller
Amber Moreen, Chief of Staff, County Executive's Office
Raisa Koltun, Director of Legislative Affairs, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Craig Kammolz, Fiscal and Budget Administrator, Department of Administrative Services
Josh Fudge, Director of Strategic Planning
Cynthia Pahl, Assistant Fiscal and Budget Administrator
Steve Cady, County Board, Fiscal and Budget Analyst
Jessica Janz-McKnight, County Board, Research Analyst
Daniel Laurila, DAS, Fiscal and Management Analyst
Vera Westphal, Deputy Zoo Director (Administration/Finance)
Sue Rand, Accounting Manager



CHRIS ABELE, MILWAUKEE COUNTY EXECUTIVE
 JAMES KEEGAN, INTERIM DIRECTOR OF PARKS, RECREATION AND CULTURE

Date: April 29, 2013

To: Willie Johnson, Jr., Co-Chair, Finance, Personnel and Audit Committee
 David Cullen, Co-Chair, Finance, Personnel and Audit Committee

From: James Keegan, Interim Director, Department of Parks, Recreation and Culture

Subject: **Revenue Deficit Report - INFORMATIONAL**

POLICY

Milwaukee County Ordinance 56.02 requires each person in charge of any County office, department, agency, or any non-departmental account to report revenue deficits in excess of \$75,000.

BACKGROUND

The Milwaukee County Department of Parks, Recreation and Culture (DPRC) is reporting a revenue deficit of approximately \$270,000. The revenue target through April 28 was \$4,303,645 and actual revenue received was \$4,033,712.

This shortage is due to the inclement weather throughout the spring which has impacted all revenue sources.

The DPRC places the utmost priority on operating within the budget allocated and ending the fiscal year without a deficit. The DPRC's approach to minimize the impact of this shortfall is to diligently manage expenditures.

RECOMMENDATION

No action requested. Informational item unless further action required.



Prepared by:

Approved:

Laura Schloesser, Chief of Administration
& External Affairs

James Keegan, Interim Director

cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitsch, Chief of Staff, County Board
Supv. Jason Haas, Vice-Chair, Finance, Personnel and Audit Committee
Daniel Laurila, Fiscal Mgt. Analyst, Admin & Fiscal Affairs/DAS
Janelle Jensen, Parks, Energy & Environment Committee Clerk
Jessica Janz-McKnight, Research Analyst, County Board

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : April 29, 2013
TO : Supervisor Dimitrijevic, Chairwoman, County Board of Supervisors
FROM : Scott Manske, Comptroller, Office of the Comptroller
SUBJECT : Marcus Center Orchestra Shell Repair

BACKGROUND

In April 2011, the 27,000 pound, Uihlein Hall acoustical curtain at the Marcus Center for the Performing Arts (the "Marcus Center") fell to the floor and incurred \$484,092 in damages to the shell and the floor. This was the second time the orchestra shell had fallen and incurred substantial damage.

The Marcus Center is covered by the County's property insurance policy. In 2002, the orchestra shell fell and the County filed an insurance property claim (claim) with its insurance company and received approval to repair the damage. The County filed a claim on the second occasion, but the claim was denied. The County legally challenged the denial of the claim, but the Court upheld the denial. Corporation Counsel assessed the decision by the Court and determined that it was best not to appeal the decision.

Because of the need to use the stage for its performance commitments, the Marcus Center made the repairs to the orchestra shell. Since the previous claim had been approved, the County thought that it would be able to reimburse the Marcus Center for the repairs. Once the insurance claim was denied, both parties had to address who was the responsible party for making and paying for the repairs. Per the lease between the Marcus Center and the County, the County is responsible for structural improvements and the Marcus Center is responsible for all other improvements.

Corporation Counsel reviewed the existing lease between Milwaukee County and the Marcus Center and determines that there was no clear delineation of responsibility for the improvement. Therefore, it was determined that administration would have to determine if the repair was a structural improvement (County's responsibility) or maintenance (Marcus Center responsibility). The two parties agreed that the County would pay for the improvement and a Memorandum of Understanding (MOU) would be drafted between the County and Marcus Center. The MOU would indicate that the Marcus Center would be responsible for all improvements/repairs, structural or maintenance, from the date of the approval of the attached resolution forward.

Approval of the attached resolution will authorize the payment of the bill for the repairs for an amount of \$484,092. The cost of the repair was included in the 2012 close.

RECOMMENDATION

The Office of the Comptroller recommends that the County Board of Supervisors approve the payment of \$484,092 to the Marcus Center for the repair of the Marcus Center Orchestra Shell for the Uihlien Hall. In addition, a Memorandum of Understanding will be drafted to delineate that the sole responsibility for the repair and/or maintenance of the Orchestra Shell belongs to the Marcus Center. The payment of the bill will be provided upon signing of the MOU by both parties.



Scott Manske
Comptroller

Attachments

pc: Chris Abele, County Executive
Supervisor Willie Johnson, Co-Chair, Committee on Finance, Audit and Personnel
Supervisor David Cullen, Co-Chair, Committee on Finance, Audit and Personnel
Don Tyler, Director, Department of Administrative Services
Amber Moreen, Chief of Staff, County Executive's Office
Raisa Koltun, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Pamela Bryant, Capital Finance Manager
Stephen Cady, County Board Fiscal and Budget Analyst
Justin Rodriguez, Fiscal and Management Analyst
Paul Mathews, Marcus Center for the Performing Arts

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(ITEM *) A resolution to authorize the Office of the Comptroller to pay the Marcus Center for the Performing Arts \$484,092 for the repair of the Marcus Center Orchestra Shell after a Memorandum of Understanding is agreed to between the County and the Marcus Center to delineate all future responsibility for the repair and/or maintenance of the Orchestra Shell to the Marcus Center:

A RESOLUTION

WHEREAS, in April 2011, the 27,000 pound, Uihlein Hall acoustical curtain at the Marcus Center for the Performing Arts (the "Marcus Center") fell to the floor and incurred \$484,092 in damages to the shell and the floor; and

WHEREAS, this was the second time the orchestra shell had fallen and incurred substantial damage; and

WHEREAS, in 2002, the orchestra shell fell and the County filed an insurance property claim (claim) with its insurance company and received approval to repair the damage; and

WHEREAS, the County filed a claim on the second occasion, but the claim was denied; and

WHEREAS, because of the need to use the stage for its performance commitments, the Marcus Center made the repairs to the orchestra shell; and

WHEREAS, once the claim was denied, both parties had to address who was the responsible party for making and paying for the repairs; and

WHEREAS, per the lease between the Marcus Center and the County, the County is responsible for structural improvements and the Marcus Center is responsible for all other improvements; and

36 WHEREAS, Corporation Counsel reviewed the existing lease between
37 Milwaukee County and the Marcus Center and determines that there was no
38 clear delineation of responsibility for the improvement; and

39

40 WHEREAS, it was determined that administration would have to determine
41 if the repair was a structural improvement (County's responsibility) or
42 maintenance (Marcus Center responsibility), and

43

44 WHEREAS, the two parties agreed that the County would pay for the
45 \$484,092 cost of the Orchestra Shell repair and a Memorandum of
46 Understanding (MOU) would be drafted between the County and Marcus Center;
47 and

48 WHEREAS, the Office of the Comptroller accrued the cost of the Orchestra
49 Shell repair when it closed the books for 2012, and

50

51 WHEREAS, the MOU would indicate that the Marcus Center would be
52 responsible for all improvements/repairs, structural or maintenance, from the
53 date of the approval of the attached resolution forward for the Orchestra Shell;
54 now, therefore

55

56 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby
57 authorizes the DAS, Corporation Counsel, and Risk Management staff to
58 negotiate, prepare, review, approve, execute and record all documents and
59 perform all actions required to enter into an MOU with the Marcus Center; and,

60

61 BE IT FURTHER RESOLVED, the DAS is authorized to process an
62 administrative transfer to create the expenditure authority necessary to pay for
63 the repairs to the Orchestra Shell; and,

64

65 BE IT FURTHER RESOLVED, this MOU will delineate that the sole
66 responsibility for future repairs and/or maintenance of the Orchestra Shell
67 belongs to the Marcus Center; and,

68

69 BE IT FURTHER RESOLVED, upon signing of the MOU by the County and
70 the Marcus Center, the Office of the Comptroller is authorized to pay \$484,092
71 for the repairs to the Orchestra Shell.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04/29/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Marcus Center Orchestra Shell Repair

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure	\$484,092	\$0
	Revenue	(\$484,092)	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

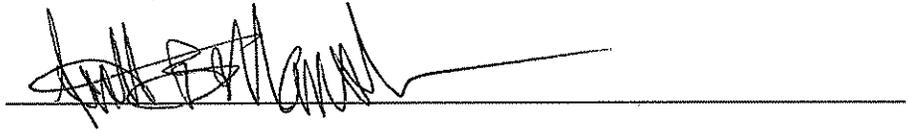
- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
 - B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
 - C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
 - D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
-
- A. In April 2011, the 27,000 pound, Uihlein Hall acoustical curtain at the Marcus Center for the Performing Arts (the "Marcus Center") fell to the floor and incurred \$484,092 in damages to the shell and the floor. This was the second time the orchestra shell had fallen and incurred substantial damage. The Marcus Center is covered by the County's property insurance policy. The acoustical curtain fell in 2002, the County filed an insurance claim and the claim was approved. However, the claim relating to the 2011 fall and subsequent damage was denied. The County was not successful with its appeal. The Marcus Center paid for the improvements so that the performance commitments could be maintained. Both parties had to determine which entity was responsible for the payment for the repairs/improvements.
 - B. Corporation Counsel reviewed the existing lease between Milwaukee County and the Marcus Center and determines that there was no clear delineation of responsibility for the improvement. Therefore, it was determined that administration would have to determine if the repair was a structural improvement (County's responsibility) or maintenance (Marcus Center responsibility). The two parties agreed that the County would pay for the improvement and a Memorandum of Understanding (MOU) would be drafted between the County and Marcus Center. The MOU would indicate that the Marcus Center would be responsible for all improvements/repairs, structural or maintenance, from the date of the approval of the attached resolution forward. Approval of the attached resolution will authorize the payment of the bill for the repairs for an amount of \$484,092.
 - C. The Office of the Comptroller has accrued the expense of \$484,092 to 2012. The attached resolution grants the authority to pay the bill and provides for an MOU.
 - D. N/A

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

Department/Prepared By Pamela Bryant

Authorized Signature



A handwritten signature in black ink, appearing to be 'Pamela Bryant', is written over a horizontal line. The signature is somewhat stylized and cursive.

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : April 29, 2013
 TO : Marina Dimitrijevic, County Board Chairwoman
 FROM : Scott B. Manske, Comptroller
 SUBJECT : Bi-Annual Review of Trust and Agency Funds

Policy

In accordance with Resolution 86-779(a)(a), the Comptroller's office is required to perform a bi-annual review of all trust and agency funds. The primary purpose of the review is to determine if the purpose for which the fund was established still exists. In addition, the Comptroller's Office reviewed the funds currently recorded in the County's financial accounting system to determine if the funds were properly authorized in accordance with Administrative Policy R-528 Agency Fund Policies.

Background

Trust and agency funds are established to account for assets held by the County in a trustee capacity.

Trust funds

Trust funds are established to account for money that is restricted for a specific purpose. The use of funds may be restricted by County ordinance, County resolution, State statutes, third-party contracts, grant agreements, court orders, or donor stipulations. Typically, assets held in trust funds are available for operating use; however, the trust assets will only be used for operations in compliance with trust agreements. The trust funds included in this report are referred to as Special Revenue Funds in the County's Comprehensive Annual Financial Report.

As of December 31, 2009, the County had 27 trust accounts with assets totaling \$51,861,404. The following is a summary of the significant trust accounts held by the County:

<u>Trust Name</u>	<u>Balance 12/31/09</u>
Airport PFC Trust	\$28,951,171
BHD Compensated Absences Trust	8,607,157
Midwest Airlines Trusts (2 accounts)	5,703,324
DTPW OPEB Trust	4,361,482
DTPW Compensated Absences Trust	2,138,060
Parks Trusts (15 accounts)	819,122
Zoo Trusts (2 accounts)	680,196
Other Trust Balances (4 accounts)	600,892
Total Trust Account Balances	51,861,404

Agency funds

Agency funds are established to account for money, which the County collects on behalf of other entities. The Combined Court Related Operations department uses the most agency funds. The Courts collects a variety of fines, forfeitures and other fees on behalf of the State and other municipalities. In addition, the Courts holds funds on behalf of parties in legal matters before the Court.

As of December 31, 2009, the County had 146 agency accounts with assets totaling \$19,835,336. The Courts agency funds comprised 94 accounts and \$10,552,795 of this total.

File Review

In addition to reviewing the trust and agency accounts to determine if the purpose for which they were established still exists, this office performed a file review of 19 trust and agencies during 2010. The file review verified that the fund was established properly and that transactions were properly authorized.

Action Recommended

The attached schedule provides a listing of all trust and agency accounts, the account balance, the responsible department, and a recommendation as to whether the account should be closed. The Comptroller's Office is recommending the closure of 15 trust and agency funds. The requested closure of these accounts has been confirmed with each of the appropriate departments. If a balance remains in an account that is approved for closure, it will be closed out to the department in which the trust was held.

It is requested that the Finance, Personnel and Audit Committee recommend that the County Board approve the attached resolution, to close the trust and agency accounts listed in the resolution, as the purpose for which these accounts were established no longer exists.



Scott B. Manske
Comptroller

Attachment

Schedule of Trust and Agency Funds								
Balances as of 12/31/2009								
Interest Bearing: Yes indicates interest income stays in the trust fund, No indicates interest income goes to the general fund								
General indicates that cash funds are part of County General funds. Sep Bank means that the Trust is in its own bank account.								
Fund	B/S	Fund Name	Balance Sheet Account Name	Interest Bearing	Trust Fund Banking	Trust Balance 12/31/2009	Agency Balance 12/31/2009	Status / Recommend
0003		Zoo Expendable Trust						
0003	0881/0883/0884	Zoo Expendable Trust	Railroad Fund	Yes	General	\$ 508,031.60		Open
0003	0882	Zoo Expendable Trust	Specimen Fund	Yes	General	172,164.59		Open
						680,196.19		
0005		Parks Expendable Trust						
0005	0871	Parks Expendable Trust	W.G. Bruce Memorial	No	General	2,000.00		Open
0005	0872	Parks Expendable Trust	Wehr Nature Center	No	General	16,541.83		Open
0005	0873	Parks Expendable Trust	Trimborn Farm	No	General	2,321.00		Open
0005	0874	Parks Expendable Trust	Mitchell Park Conservatory	No	General	0.25		Open
0005	0875	Parks Expendable Trust	Soccer Association	No	General	5,000.00		Open
0005	0876	Parks Expendable Trust	Bike Trails	No	General	22,553.89		Open
0005	0877	Parks Expendable Trust	Playgrounds	No	General	29,858.03		Open
0005	0880	Parks Expendable Trust	Tree Replacement Fund	No	General	217,678.51		Open
0005	0885	Parks Expendable Trust	Friends Of Boemer	Yes	General	74.28		Open
0005	0886	Parks Expendable Trust	Lake Park Pavilion Trust Fund	Yes	Sep Bank	141,999.02		Open
0005	0887	Parks Expendable Trust	Voight Trail Fund		General	61,878.63		Open
0005	0888	Parks Expendable Trust	Park Security	No	General	32,170.76		Open
0005	0889	Parks Expendable Trust	Estabrook Park (MATC)	No	General	45,500.00		Open
0005	0892	Parks Expendable Trust	MMSD Ecological Plan	No	General	241,546.01		Open
0005		Parks Expendable Trust	Park Trust (Land Sale & Donations)	No	General	-		Open
						819,122.21		
0006		Office for Persons with Disabilities						
0006	0870	Office for Persons with Disabilities	General Trust Fund Balance	Yes	General	122,024.75		Open
						122,024.75		
0007		MHD Expendable Trust						
0007	0878	MHD Expendable Trust	MHD-Research	No	General	205,707.25		Open
0007	0879	MHD Expendable Trust	MHD-Patient Activ/Spec Ev	No	General	137,485.13		Open
0007	0895	MHD Expendable Trust	BHD-Compensated Absences	No	General	8,607,156.91		Open
						8,950,349.29		
0008		Airport PFC Trust						
0008	0770	Airport PFC Trust	PFC Application 01	Yes	General	28,951,170.51		Open
						28,951,170.51		
0009		Midwest Airlines Trust						
0009	0890	Midwest Airlines Trust	Midwest Airlines CDBG Trust	Yes	General	4,664,291.81		Open
0009	0891	Midwest Airlines Trust	Midwest Airlines Hangar Trust	Yes	General	1,039,032.39		Open
						5,703,324.20		
0010		DAS Expendable Trust						
0010	0801	DAS Expendable Trust	Health and Safety Trust	No	General	135,674.81		Open
						135,674.81		
0011		DTPW Expendable Trust						
0011	0990	DTWP Expendable Trust	Fleet/Facilities-Comp Absences			2,138,060.20		Open
0011	0991	DTWP Expendable Trust	Fleet Facilities OPEB			4,361,482.00		Open
						6,499,542.20		
9010		Civil Court Agency						
9010	0664	Civil Court Agency	Attorney Fee Trust		Sep Bank		261.80	Open
9010	0666	Civil Court Agency	Truck Driver Education Surcharge		Sep Bank		6,417.20	Open
9010	0668	Civil Court Agency	Credit and Debit Card Fee		Sep Bank		1,767.15	Open
9010	0669	Civil Court Agency	CHPRN Surgcharge		Sep Bank		-	Open
9010	0681	Civil Court Agency	Bail Deposits		Sep Bank		4,609,042.01	Open
9010	0691	Civil Court Agency	General Trust		Sep Bank		2,128,803.06	Open
9010	0692	Civil Court Agency	Civil Trust		Sep Bank		376,489.65	Open
9010	0695	Civil Court Agency	Trust For Safekeeping		Sep Bank		1,028,536.08	Open
9010	0696	Civil Court Agency	Unclaimed Trust		Sep Bank		460,078.87	Open
9010	0697	Civil Court Agency	Bureau Of Vital Statistics		Sep Bank		94.00	Open
9010	0699	Civil Court Agency	Real Estate Trust		Sep Bank		3,500.00	Open
9010	0706	Civil Court Agency	Transcript of Judgment		Sep Bank		6,090.00	Open
9010	0853	Civil Court Agency	FA/AD Contributed Capital		Sep Bank		34.40	Close
9010	0893	Civil Court Agency	Wildlife Violator Compact Surcharge		Sep Bank		68.29	Open
9010	0911	Civil Court Agency	Bail Forfeiture		Sep Bank		77,601.33	Open
9010	0912	Civil Court Agency	Crime Prevention Organization		Sep Bank		2,405.00	Open
9010	0914	Civil Court Agency	Undistrib Payments-Felony		Sep Bank		15,776.41	Open
9010	0915	Civil Court Agency	Crime Lab & Drug Law Enfc		Sep Bank		23,216.63	Open
9010	0916	Civil Court Agency	Domestic Abuse Aspects		Sep Bank		2,714.97	Open
9010	0917	Civil Court Agency	DNA Analysis Surcharge		Sep Bank		13,946.98	Open
9010	0918	Civil Court Agency	Drug Abuse Prog Impr Surc		Sep Bank		3,409.22	Open
9010	0919	Civil Court Agency	Driver Impr Surcharge		Sep Bank		46,176.34	Open
9010	0922	Civil Court Agency	Environmental Assessment		Sep Bank		2,458.13	Open
9010	0923	Civil Court Agency	Excess Muni-Co 348		Sep Bank		1,529.14	Open
9010	0924	Civil Court Agency	Fishing Shelter Removal Surcharge		Sep Bank		-	Open
9010	0926	Civil Court Agency	Issue Agnt Drug Invs Rbst		Sep Bank		1,524.00	Open

Schedule of Trust and Agency Funds								
Balances as of 12/31/2009								
Interest Bearing: Yes indicates interest income stays in the trust fund, No indicates interest income goes to the general fund								
General indicates that cash funds are part of County General funds. Sep Bank means that the Trust is in its own bank account.								
Fund	B/S	Fund Name	Balance Sheet Account Name	Interest Bearing	Trust Fund Banking	Trust Balance 12/31/2009	Agency Balance 12/31/2009	Status / Recommend
9010	0931	Civil Court Agency	Municipal Fee-County		Sep Bank		45.00	Open
9010	0932	Civil Court Agency	Natural Resources Assessment		Sep Bank		602.93	Open
9010	0933	Civil Court Agency	Natural Resources Rest'n		Sep Bank		20.00	Open
9010	0935	Civil Court Agency	Occup Driver License Fees		Sep Bank		120.00	Open
9010	0938	Civil Court Agency	Probation Trust		Sep Bank		-	Close
9010	0939	Civil Court Agency	Administrative Cost		Sep Bank		1,437.00	Open
9010	0941	Civil Court Agency	Genetic Test Account		Sep Bank		-	Open
9010	0942	Civil Court Agency	Administrative Surcharge		Sep Bank		685.06	Open
9010	0943	Civil Court Agency	State F/F 341-347,49,51		Sep Bank		46,986.54	Open
9010	0944	Civil Court Agency	St Fines Under Chap. 348		Sep Bank		45,003.47	Open
9010	0945	Civil Court Agency	Bail Bond Forfeitures		Sep Bank		-	Open
9010	0946	Civil Court Agency	Undistrib Pmt-Misdemeanor		Sep Bank		29,465.02	Open
9010	0949	Civil Court Agency	Cr Vict & Wit Asst Surchg		Sep Bank		18,144.34	Open
9010	0951	Civil Court Agency	Felony V/W Asst Surchg		Sep Bank		6,007.52	Open
9010	0952	Civil Court Agency	Weapons Assessment		Sep Bank		48.45	Open
9010	0953	Civil Court Agency	Sheriff'S Fees		Sep Bank		1,698.23	Open
9010	0955	Civil Court Agency	Delinq Vic Wit Assoc Surch		Sep Bank		180.00	Open
9010	0956	Civil Court Agency	Wild Animal Protection As		Sep Bank		-	Open
9010	0957	Civil Court Agency	County Specific Account 4		Sep Bank		2,163.82	Open
9010	0962	Civil Court Agency	Bayside Forfeitures		Sep Bank		(23.89)	Open
9010	0963	Civil Court Agency	Brown Deer Forfeitures		Sep Bank		(45.00)	Open
9010	0964	Civil Court Agency	Fox Point Forfeitures		Sep Bank		-	Open
9010	0965	Civil Court Agency	Greendale Forfeitures		Sep Bank		(10.00)	Open
9010	0966	Civil Court Agency	Hales Corners Forfeitures		Sep Bank		(20.00)	Open
9010	0967	Civil Court Agency	River Hills Forfeitures		Sep Bank		-	Open
9010	0968	Civil Court Agency	Shorewood Forfeitures		Sep Bank		86.11	Open
9010	0969	Civil Court Agency	West Milwaukee Forfeitures		Sep Bank		(30.00)	Open
9010	0971	Civil Court Agency	Whitefish Bay Forfeitures		Sep Bank		(2.47)	Open
9010	0972	Civil Court Agency	West Allis Forfeitures		Sep Bank		405.79	Open
9010	0973	Civil Court Agency	Cudahy Forfeitures		Sep Bank		(30.00)	Open
9010	0974	Civil Court Agency	Franklin Forfeitures		Sep Bank		246.75	Open
9010	0975	Civil Court Agency	Glendale Forfeitures		Sep Bank		-	Open
9010	0976	Civil Court Agency	Greenfield Forfeitures		Sep Bank		148.57	Open
9010	0977	Civil Court Agency	Oak Creek Forfeitures		Sep Bank		16.11	Open
9010	0978	Civil Court Agency	St. Francis Forfeitures		Sep Bank		47.26	Open
9010	0979	Civil Court Agency	South Milw Forfeitures		Sep Bank		104.76	Open
9010	0981	Civil Court Agency	Wauwatosa Forfeitures		Sep Bank		(5.00)	Open
9010	0982	Civil Court Agency	Citizen Witness Fees		Sep Bank		35.52	Open
9010	0990	Civil Court Agency	UW Board of Regents		Sep Bank		-	Open
9010	1001	Civil Court Agency	Guard Ad Litem Fee-County		Sep Bank		6,330.80	Open
9010	1003	Civil Court Agency	Witness Fee - County		Sep Bank		-	Open
9010	1005	Civil Court Agency	Mail Fees - Postage		Sep Bank		57.50	Open
9010	1006	Civil Court Agency	Jury Fee - County		Sep Bank		5,760.00	Open
9010	1007	Civil Court Agency	Transmittal Fee - County		Sep Bank		110.00	Open
9010	1019	Civil Court Agency	Application Fee IV-D		Sep Bank		863.33	Open
9010	1021	Civil Court Agency	Overage & Shortage		Sep Bank		(2,968.48)	Open
9010	1026	Civil Court Agency	Court Support Service Fee		Sep Bank		654,798.98	Open
9010	1027	Civil Court Agency	Justice Information Fee		Sep Bank		180,298.08	Open
9010	1028	Civil Court Agency	Family Counseling Service		Sep Bank		4,781.25	Open
9010	1029	Civil Court Agency	First Family Hearing Fee		Sep Bank		-	Close
9010	1034	Civil Court Agency	Milwaukee County Form Fee		Sep Bank		4,556.00	Open
9010	1043	Civil Court Agency	Copy Fee - County		Sep Bank		6,152.80	Open
9010	1051	Civil Court Agency	County Share Payable-CCC		Sep Bank		370.00	Open
9010	1053	Civil Court Agency	State Share Payable-CCC		Sep Bank		-	Open
9010	1054	Civil Court Agency	Miscellaneous Clerks Fees		Sep Bank		39,007.09	Open
9010	1055	Civil Court Agency	Stat Fine/Forfit/Othr Civ		Sep Bank		45,910.73	Open
9010	1056	Civil Court Agency	Penalty Assessments		Sep Bank		65,604.11	Open
9010	1057	Civil Court Agency	Jail Assessment - County		Sep Bank		18,552.39	Open
9010	1065	Civil Court Agency	Mediation Fee		Sep Bank		52,702.73	Open
9010	1066	Civil Court Agency	CCAP Fee Payable - CCC		Sep Bank		79,673.28	Open
9010	1067	Civil Court Agency	Milw Cnty Forfeitures		Sep Bank		173,345.29	Open
9010	1076	Civil Court Agency	Mil Cnty Prosecution Fees		Sep Bank		29,417.40	Open
9010	1091	Civil Court Agency	Interest Income		Sep Bank		8,980.07	Open
9010	1093	Civil Court Agency	Circuit Court Fee Payable		Sep Bank		166,374.65	Open
9010	1094	Civil Court Agency	Small Claims-County Share		Sep Bank		34,219.40	Open
9010	1099	Civil Court Agency	Consumer Protection Act		Sep Bank		-	Open
							10,540,369.95	
9011		Civil Court State Suit Tax-Non Sur						
9011	0671	Civil Ct St Suit Tx-Non Sur	State Suit Tax - Circuit Court		Sep Bank		12,474.50	Open
							12,474.50	
9012		Civil Court State Suit Tax-Share						

Schedule of Trust and Agency Funds								
Balances as of 12/31/2009								
Interest Bearing: Yes indicates interest income stays in the trust fund. No indicates interest income goes to the general fund								
General indicates that cash funds are part of County General funds. Sep Bank means that the Trust is in its own bank account.								
Fund	B/S	Fund Name	Balance Sheet Account Name	Interest Bearing	Trust Fund Banking	Trust Balance 12/31/2009	Agency Balance 12/31/2009	Status / Recommend
9012	0673	Civil Ct St Suit Tx-Share	Addn'L. Suit Tax Sm Claim Jury		Sep Bank		(49.00)	Close
							(49.00)	
9030	County Clerk Agency							
9030	0501	County Clerk Agency	Assignments & Garnishmnts				33,567.40	Open
9030	0502	County Clerk Agency	Marriage License Fees				120,900.00	Open
							154,467.40	
9040	Treasurer General Trust							
9040	0667	Treasurer General Trust	Unclaimed Monies Deposit	No	General		714,032.28	Open
9040	0733	Treasurer General Trust	Federated Library System	Yes	General		2,749,782.70	Open
9040	0870	Treasurer General Trust	State Probate Fees	No	General		3,901.81	Open
							3,467,716.79	
9042	Real Estate Transfer							
9042	0700	Milw Cty Real Estate Tr	Surety Deposits	No	General		69,717.72	Open
9042	0707	Milw Cty Real Estate Tr	IBRETA Deposits	No	General		285,689.91	Open
							355,407.63	
9050	DHHS							
9050	0701	DHHS	Special Trust Funds	No	General		17,711.49	Open
9050	0702	DHHS	DSD Long-Term Support Risk Resv	No	General		751,104.74	Open
9050	0704	DHS Agency	Patient Deposits - CCSB/MHC	No	General		37,049.76	Open
9050	0705	DHS Agency	Patient Deposits - Sec Div	No	General		20,312.62	Open
9050	0870	DHS Agency	Burial Trust Fund				28,127.43	Open
							854,306.04	
9060	Public Works Agency							
9060	0660	Public Works Agency	General Trust Deposits	No	General		447,363.94	Open
							447,363.94	
9061	Gandhi Memorial Statue							
9061	0732	Gandhi Memorial Statue	Gandhi Memorial Statue	Yes	General		10,000.00	Open
							10,000.00	
9070	Parks Agency							
9070	0503	Parks Agency	Team Sports				70.00	Close
							70.00	
9095	Paramedic							
9095	0663	Paramedic	Paramedic Education		General		37,212.27	Open
							37,212.27	
9100	Mental Health Agency							
9100	0680	Mental Health Agency	Patient Deposits	Yes	Sep Bank		562,571.25	Open
							562,571.25	
9110	Housing FSS Program							
9110	0661	Housing FSS Program	Principal Deposit	Yes	General		-	Close
9110	0662	Housing FSS Program	Interest Earned Deposit	Yes	General		-	Close
							-	
9130	District Attorney							
9130	0670	District Attorney	Minority Recruitment	No	General		936.16	Open
9130	0675	District Attorney	Victim/Witness	No	General		4,975.48	Open
9130	0676	District Attorney	Sexual Assault	No	General		286.33	Open
9130	0679	District Attorney	General	No	General		1,837.09	Open
							8,035.06	
9160	Register of Deeds - Sundry Trust							
9160	0731	Register of Deeds - Sundry Trust	State Vital Statistics Fund	No	General		140,172.00	Open
9160	0734	Register of Deeds - Sundry Trust	Vital Records				(61,923.00)	Open
9160	0735	Register of Deeds - Sundry Trust	State Vital Statistics Fund	No	General		120,667.00	Open
9160	0736	Register of Deeds - Sundry Trust	State Real Estate Transfer Tax	No	General		387,370.21	Open
9160	0738	Register of Deeds - Sundry Trust	St Fund/Rec Filed Doc	No	General		17,259.30	Open
							603,545.51	
9170	Sheriff Trust							
9170	0711	Sheriff Trust	Sundry Trust	No	Sep Bank		1,701,537.14	Open
9170	0712	Sheriff Trust	Sheriff Sales	No	Sep Bank		6,574.42	Open
9170	0716	Sheriff Trust	Executions	No	Sep Bank		97,088.73	Open
9170	0718	Sheriff Trust	Prisoners Fund	No	Sep Bank		61,688.37	Open
9170	0725	Sheriff Trust	Bail Deposit - Commitment	No	Sep Bank		3,987.50	Open
9170	0727	Sheriff Trust	Bail - Warrants - Summary	No	Sep Bank		175,721.00	Open
							2,046,597.16	
9180	HOC for the Sheriff							
9180	0665	HOC for the Sheriff	Sundry Trust Deposits	No	Sep Bank		1,361,236.42	Open
							1,361,236.42	
9190	General County-Employee Retirement							
9190	0870	Gen'l County-Employee Retirement	General Trust & Agency Fd Bal	No	Sep Bank		332,099.73	Open
							332,099.73	
9200	Allis Art Museum							
9200	0661	Allis Art Museum	Principal Deposit	Yes	General		240,000.00	Open
9200	0662	Allis Art Museum	Interest Earned Deposit	Yes	General		1,727.68	Open

From the Comptroller's Office requesting the closure of certain trust and agency accounts for which their purpose no longer exists:

A RESOLUTION

WHEREAS, Administrative Policy R528 requires the Comptroller to perform a bi-annual review of trust and agency funds to determine if the purpose for which the fund was created still exists; and

WHEREAS, the Comptroller's office has completed its bi-annual review of the trust and agency funds; and

WHEREAS, the Comptroller's office has determined that fifteen (15) trust and agency funds should be closed since the original purpose for the creation of the fund no longer exists; and

WHEREAS, it has been determined that the most appropriate way to close the trust and agency funds is by resolution; and

BE IT RESOLVED, that the Director of the Department of Administrative Services is authorized and directed to close the following trust and agency funds as of December 31, 2012.

<u>Fund</u>	<u>Account</u>	<u>Fund Name</u>	<u>Account Name</u>
9010	0853	Civil Court General Trust	FA/AD Contributed Capital
9010	0938	Civil Court General Trust	Probation Trust
9010	1029	Civil Court General Trust	First Family Hearing Fee
9012	0673	Civil Ct St Suit Tx-Share	Addn'L Suit Tax Sm Claim Jury
9070	0503	Parks Agency	Team Sports
9110	0661	Housing FSS Program	Principal Deposit
9110	0662	Housing FSS Program	Interest Earned Deposit
9201	0989	Milw Co Historical Society	Milw Co Historical Society
9710	0896	Sheriff Longevity Trust	Sheriff Longevity Trust
9717	0739	Law Enforcement	2003 Law Enforcement Block Grant
9718	0739	Law Enforcement	2004 Law Enforcement Block Grant
9718	0759	Law Enforcement	2004 Law Enforcement Block Grant
9719	0739	Law Enforcement	2005 Law Enforcement Block Grant
9720	0739	Law Enforcement	2006 Law Enforcement Block Grant
9721	0739	Law Enforcement	2008 Law Enforcement Block Grant

FISCAL NOTE: Any miscellaneous funds remaining will be transferred to the General Fund.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 04/29/2013

Original Fiscal Note x

Substitute Fiscal Note

SUBJECT: Bi-Annual Review of Trust and Agency Funds

FISCAL EFFECT:

- | | |
|---|---|
| <p>X No Direct County Fiscal Impact</p> <p><input type="checkbox"/> Existing Staff Time Required</p> <p><input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)</p> <p><input type="checkbox"/> Absorbed Within Agency's Budget</p> <p><input type="checkbox"/> Not Absorbed Within Agency's Budget</p> <p><input type="checkbox"/> Decrease Operating Expenditures</p> <p><input type="checkbox"/> Increase Operating Revenues</p> <p><input type="checkbox"/> Decrease Operating Revenues</p> | <p><input type="checkbox"/> Increase Capital Expenditures</p> <p><input type="checkbox"/> Decrease Capital Expenditures</p> <p><input type="checkbox"/> Increase Capital Revenues</p> <p><input type="checkbox"/> Decrease Capital Revenues</p> <p><input type="checkbox"/> Use of contingent funds</p> |
|---|---|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

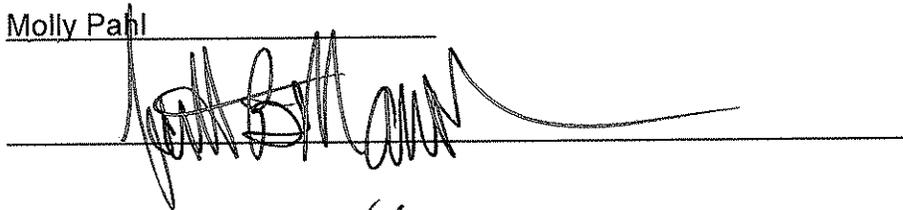
In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

In accordance with Resolution 86-779(a)(a), the Comptroller's office is required to perform a bi-annual review of all trust and agency funds. Based upon this review, the Comptroller's office is recommending the closure of 15 trust and agency funds since the original purpose for the creation of the fund no longer exists. The requested closure of these accounts has been confirmed with each of the appropriate departments. Any miscellaneous funds remaining in the trusts will be transferred to the General Fund.

Department/Prepared By Molly Pahl

Authorized Signature



Did DAS-Fiscal Staff Review?

Yes

No

Did CBDP Review?²

Yes

No

Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : April 29, 2013
TO : Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors
FROM : Scott B. Manske, Comptroller
SUBJECT: Execution of extension with Ceridian Corporation for HRIS (**For Information Only**)

Policy Issue:

In 2005, Milwaukee County entered into a contract with Ceridian Corporation for a human resource information system (HRIS) solution for the County. After a request for proposal process and negotiations, the Department of Administrative Services was approved to complete the negotiations and enter into a contract with Ceridian by resolution 05-145 (a) (a) dated July 29, 2005. The contract called for an initial term of five years from the effective date of the contract of July 29, 2005, with two subsequent renewal periods of three years each. The initial five-year term ended on July 29, 2010. The Department of Administrative Affairs – Fiscal Affairs office entered into the first extension of the contract for the first renewal period of three-years on July 29, 2010 with the term ending on July 29, 2013. The Office of the Comptroller is recommending the extension of the contract for the second renewal period of three-years. The three-year extension would be from July 29, 2013 to July 29, 2016. This contract extension does not require County Board approval, since the contract terms remain unchanged, and the estimated cost of the contract will be less than the contract estimate for repetitive fees.

Background:

The County had a goal in 2005 of replacing its current payroll, human resource system, and retirement system from the mainframe product Genesys. The goal was to improve these systems, provide an internet based recruiting product, provide an on-line time reporting system and no longer require the County to maintain the system on the County mainframe. After a request for proposal process the County selected the Ceridian system to provide a payroll, human resource, recruiting, and benefits solution. A decision was made that the retirement system would not be under Ceridian but under an alternative system, that was built for retirement processing.

After the completion of negotiations, the selection committee submitted a resolution for the authority to execute the contract. The contract was approved by resolution 05-145 (a)(a). The contract called for repetitive fees of \$1,662,145 that was based on a fixed fee for services that were to be provided and volumes for this work, as stated in the initial Statement of Work. After a year under the contract, volumes and billings were evaluated, and the County and Ceridian negotiated revised rates based on its usage of the products. The repetitive fees have been maintained under \$1,662,145 annual limit, as a result of this agreement.

The opportunity for Disadvantage Business Enterprise (DBE) participation was during the implementation of the Ceridian products, which set a goal of 17% participation. Per the contract, the DBE participation applied to only the implementation phase of the contract, since the on-going (repetitive) fees would be directly paid to Ceridian to maintain the system (contract exhibit

D section 10). If the County performs any enhancements to the system in the future, the County will look for DBE participation.

After the implementation phase, the County began payroll and human resource processing in November 2007. The recruiting system was rolled out approximately six months later. During the past eight years of the contract, Ceridian has made changes to the system to ensure it meets the initial statement of work and County specifications.

Terms of Extension of Agreement for Additional Three Year's:

The County and Ceridian will enter into the following terms for the extension of the Agreement for a three-year period.

1. **Extended Term.** The services as outlined in the Agreement, and all of its exhibits, will be provided for an extended term commencing on the July 29, 2013 (Effective Date) and expiring 36 months after the Effective Date, or July 29, 2016 (the "Extended Term"). As provided for in the Terms of the Agreement, the County provided two (2) subsequent renewal periods. The second subsequent renewal period is agreed to by this Amendment. Year 2013 at 0% increase, Year 2014 at 3% increase, Year 2015 at 3% increase.
2. **Service Charges.** Prior to the expiration of the Extended Term and after this Amendment has been in effect for at least 12 months, Ceridian reserves the right to increase prices annually for any services identified in the Agreement by giving Client at least 30 days' written notice of the change, but prices will not increase by more than 3.0% in any 12-month period.
3. **Cancellation.** County may cancel the Agreement prior to the expiration of the Extended Term by furnishing at least 90 days' prior written notice to Ceridian. If County cancels the Agreement, it will pay a cancellation charge equal to the percent of the average monthly charge (computed based on the charges for services provided to County during the 3-month period preceding cancellation) times the number of whole or partial months between the date that the cancellation is effective and the end of the expiration of the Extended Term. The cancellation for convenience charge applies during the ongoing service years; 50% for the first year or remainder thereof of the first year, 25% for the second year or remainder thereof of the second year, and 10% for the final year or remainder thereof of the third and final year. However, this shall not restrict the County from cancelling the contract in accordance with the terms in the agreement Section 7 and Section 8.

4. Other Terms.

- a. Rate for professional services shall not exceed \$140 per hour for the Extended Term.
- b. Rate for creation of Reports and Power Query's shall not exceed \$140 per hour for the Extended Term.
- c. Forty (40) hours of Crystal Report programming hours shall be made available at no cost for each of the three years of the Extended Term.
- d. Three (3) Insight (Annual Ceridian Conference) admission fees, for each year of the Extended Term, shall be provided at no cost to the County.
- e. \$200 flat fee for supplemental runs, not producing checks.
- f. Local CD-Rom at 0.00 cost

Recommendation:

The County continues to work with the vendor to make the product more efficient. Ceridian and the County have a good working relationship, to solve issues that arise during processing that would delay payroll. At present, we believe that the County should continue the use of the Ceridian HRIS solution for benefits, recruiting, time and attendance and payroll for an additional three-year period.

An addendum has been finalized to formalize the three-year extension of the contract with Ceridian Corporation.



Scott B. Manske
Comptroller

cc: Chris Abele, County Executive
Supervisor Willie Johnson, Jr., Co-Chairman, Finance, Audit and Personnel
Committee
Supervisor David Cullen, Co-Chairman, Finance, Audit and Personnel Committee
Don Tyler, Director, Department of Administrative Services
Stephen Cady, Fiscal and Budget Analyst, County Board

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : April 29, 2013
TO : Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors
FROM : Scott B. Manske, Comptroller
SUBJECT: Monthly Update of the 2012 Fiscal Projection of Milwaukee County (April 2013 Report) (For Information Only)

Policy Issue

County Ordinance 56.02(2) was modified to reflect changes adopted under 2011 Wisconsin Act 62 which created the Office of the Comptroller. A new requirement calls for a monthly update of the fiscal condition of the County to the County Board. To comply with this ordinance, the Comptroller is providing the County Board with a monthly update to the projection of 2012 year-end financial results fiscal report that was submitted to the County Board and County Executive during the April 2013 cycle of the County Board.

Updated 2012 Year-end Fiscal Projection – December 2012

Based on financial results through the 4th quarter of 2012, updated information from certain departments, and analysis performed by the Office of the Comptroller, the County is projected to have a 2012 surplus \$23,025,976. The April 2013 update to the committee, reported that the projected surplus was \$24.6 million.

Based on the resolution approved by the County Board in the April 2013 committee cycle, the surplus would be split into two balances: Reserve for 2014 Budget, and Debt Service Reserve. The County Board has authorized that \$5.0 million of the surplus would be placed into a Reserve for 2014 budget. This \$5.0 million represents the remainder surplus after transfers are made to the Debt Service Reserve of \$18,025,976. Per State Statute, the 2012 remaining surplus shall be placed into a reserve to offset the 2014 budget.

This is a *preliminary estimate* and should not be considered the final results for 2012. The 2012 year-end results will be audited by the outside auditing firms during April and May 2013. Any adjustments requested by them will be reviewed by the Comptroller Office and impacted departments for adjustment to the surplus reported to the Committee.

Committee Action

This is an informational report only. This report should be referred to and reviewed by the Finance, Personnel and Audit Committee.



Scott B. Manske
Comptroller

cc: Chris Abele, County Executive
Supervisor Willie Johnson, Jr., Co-Chairman, Finance, Audit and Personnel Committee
Supervisor David Cullen, Co-Chairman, Finance, Audit and Personnel Committee
Finance, Audit and Personnel Committee
Don Tyler, Director, Department of Administrative Services
Josh Fudge, Interim Fiscal and Budget Administrator
Stephen Cady, Fiscal and Budget Analyst, County Board
Department Heads

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : April 29, 2013
TO : Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors
FROM : Scott B. Manske, Comptroller
SUBJECT: Fiscal Report 1st Quarter 2013 for Milwaukee County

Policy Issue

County Ordinance 56.02(2) was modified to reflect changes adopted under 2011 Wisconsin Act 62 which created the Office of the Comptroller. A new requirement calls for a monthly update of the fiscal condition of the County to the County Board. To comply with this ordinance, the Comptroller has provided the County Board with monthly updates to the projection of 2013 year-end financial results. This fiscal report is a projection of 2013 financial results based on first quarter financial data. The County's 2013 fiscal year ends on December 31, 2013. For each fiscal year, the County prepares a balanced budget in which revenues equal expenditures. Therefore, a report of surplus or deficit for the County represents actual results that are in total above (surplus) or below (deficit) net budgeted funds.

Year-end Projection

Based on financial results through March 31, 2013 and quarterly reports submitted by departments, Milwaukee County's projected 2013 year-end fiscal status is a surplus of \$6.1 million. The projected surplus assumes that the full available balance in the contingency fund of \$4.6 million is applied to offset departmental and non-departmental deficits. To the extent the contingency fund is used during the year for deficit reduction, the projected surplus will decrease.

This report projects year-end departmental operating surpluses of \$0.1 million in Labor Relations, \$0.1 million in the Register of Deeds, \$0.1 million in Medical Examiner's Office, and \$0.3 in the Department of Health and Human Services (DHHS).

Non-departmental surpluses include: a surplus in projected savings from fringe benefits of \$3.0 million.

These surpluses are offset by projected departmental deficits including: Combined Courts (including Pre-Trial Services) of (\$0.1) million, the Sheriff (excluding the HOC) of (\$1.4) million, the DOT Highway Maintenance of (\$0.1) million, the Behavioral Health Division (DHHS-BHD) of (\$0.2) million, and the Zoo of (\$0.5) million.

The following attachments provide further detail:

- Attachment A: provides the projected surpluses and deficits in excess of \$100,000 by department.
- Attachment B: provides narrative explanations of the amounts reported in Attachment A.
- Attachment C: provides the projected surplus or deficit for 2013 by agency.

Overview of Process for Determining County-wide Year End Financial Projections:

The projection of the County's year-end results begins with an analysis of year-to-date actual results by each Department for the most recent quarter that has ended. These actual results become the basis for each department projecting twelve months of actual activity. Departments then submit a report of projected year-end results to the Comptroller. The departmental projections include a fiscal report of budget versus projected actual results by appropriation category, a written report of variances between budgeted and projected actual results, and a written report of any corrective action plan that the department intends to implement to reduce any projected deficit.

The Comptroller reviews the reports submitted by departments. During the review, questions may arise regarding departmental projections. Discussions will then occur with department personnel on the expected annual results. In rare instances, when the Comptroller projections differ from departmental financial results, the County-wide report will reflect the Comptroller projection, which will be noted in this report.

The Comptroller analyzes and projects financial results for most non-departmental accounts including fringe benefits, sales taxes, delinquent property taxes, investment income, unallocated contingency fund, debt service fund and capital projects fund. In addition, the Comptroller prepares salary projections for each department and compares the results to the salary projections prepared by departments.

The projections by departments and the Comptroller are combined to arrive at a year-end projection of financial results for the County. The fiscal report is then submitted to the County Board and County Executive.

Transit/ Paratransit (Org Unit 5600)

The Transit/ Paratransit System are projecting a surplus of \$74,000 for 2013. It should be noted that the Paratransit system will experience costs that are \$2.5 million higher than it would have incurred if the process for procuring transit services had been successful. Problems with the process resulted in the execution of three-year emergency contracts for Paratransit service entered into in the fall of 2012. A report on the contract was issued by the Office of the Comptroller, Audit Division.

Committee Action

This is an informational report only. This report should be referred to and reviewed by the Finance and Audit Committee.



Scott B. Manske
Comptroller

Attachments

cc: Chris Abele, County Executive

Supervisor William Johnson, Co-Chairman, Finance, Audit and Personnel Committee
Supervisor David Cullen, Co-Chairman, Finance, Audit and Personnel Committee
Finance, Audit and Personnel Committee
Don Tyler, Director, Department of Administrative Services
Josh Fudge, Interim Fiscal and Budget Administrator
Stephen Cady, Fiscal and Budget Analyst, County Board
Department Heads

Milwaukee County		
Projection for 2013 - Based on Activity as of March 31, 2013		
Dept	Department Name	31-Mar-13
1150	DAS - Risk Management	\$ -
1160	Information Management Services Division	-
1135	Labor Relations	103,000
2000	Combined Courts	(271,300)
2900	Pre Trial Services	153,300
3400	Register of Deeds	101,000
4000	Sheriff's Office	(1,395,800)
4500	District Attorney	-
4900	Medical Examiner	136,400
5100	DOT Highway	(130,600)
5600	DOT - Transit/Paratransit System	74,800
5800	DOT - Administration	23,000
6300	Behavioral Health Division	(195,800)
7900	Department on Aging	-
7990	Department of Family Care (CMO)	546,200
7990	Contribution From/(To) Family Care Reserve	(546,200)
8000	Department of Health and Human Services	342,000
9000	Department of Parks, Recreation and Culture	-
9500	Zoological Department	(535,300)
	Other Departments not shown above	580,891
	Departmental Total	(1,014,409)
	Capital Projects Funding	-
1945	Unallocated Contingency Fund	4,660,829
1950	Fringe Benefits	3,000,000
1991	Reserve for Delinquent Property Taxes	(500,000)
1993	State Shared Revenue	-
1996	Sales Tax Revenue	-
9960	Debt Service Fund/Froedtert Lease Payment	-
	Non-Departmental Total	7,160,829
	Projected County Surplus (Deficit)	\$ 6,146,420

Description of Significant Surplus and Deficit Projections for 2013:

Departmental Surpluses and Deficits:

Labor Relations (Org Unit 1135)

\$0.1 million surplus

The Department of Labor Relations is projecting a surplus of \$103,000 for 2013. The surplus is a result of holding one position of Labor Relations Specialist 3 vacant.

Combined Court Related Operations (Orgs 2000 & 2900)

(\$0.1 million deficit)

The Combined Courts is projecting a revenue deficit of \$349,638 partially offset by a projected surplus of \$78,315 in expenditures in the Combined Court Operations Budget and a projected surplus in the Court's Pre-Trial Service budget of \$153,287. Total Courts projected 2013 year end deficit of \$118,036.

The projected deficit in Combined Courts includes a revenue deficit in marriage licenses fees, and fines and forfeitures including bails of \$266,679. Courts also have a projected revenue deficit of \$165,000 in interest income. Offsetting these revenue deficits is an expenditure surplus of \$118,992 in salaries and benefits and \$58,176 in contractual services which is partially offset by a commodities deficit of \$103,115.

The Pre Trial Services budget operated by Courts is projecting an expenditure surplus of \$153,287 in professional services for Justice 2000, Inc.

Office of the Sheriff (Org 4000)

(\$1.4 million deficit)

The Sheriff's Department is projecting a 2013 deficit of \$1.4 million due to a revenue deficit of \$607,730 and an expenditure deficit of \$788,100. The variances are due to surpluses and deficits in a variety of revenue and expenditure categories.

Personal Services and Fringe Benefits deficits are projected in the following areas:

- Bailiffs are expected to deficit by \$319,001 due to staffing at higher levels than included in the 2013 Adopted Budget with four additional deputies being deployed and one additional Deputy Sheriff Sergeant to provide three front line supervisors. The 2013 budget cut the number of deputies assigned to this operation from 92 to 88.
- Civil/Criminal Process is expected to deficit by \$381,534 due to it being staffed with five additional deputies beyond that provided in the Adopted Budget due to the budgeted staff's inability to serve the number of civil/criminal process papers and one Deputy Sheriff Sergeant is also assigned here. The 2013 budget cut the number of personnel assigned to this department from 15 to 10.
- The General Investigations Unit is expected to deficit by \$312,635 due to five additional deputies being required to maintain the caseload acceptable to the Sheriff.

The 2013 budget cut the number of personnel assigned to this department from 11 to 6.

- These deficits are partially offset by other vacant positions in the Office of the Sheriff.

The Sheriff is projecting a revenue deficit of \$381,734 in traffic citation revenue based upon 2012 actual traffic citation revenue.

Revenues of the Sheriff's Office are projected to deficit for 2013 due to reduced State, Federal and other governmental reimbursement of \$813,375. The largest deficit is Federal inmate revenue of \$525,447. The 2013 budget estimated that 35 federal prisoners would be housed at the correctional facility, however only 17 on average have been housed during the first quarter of 2013. The Sheriff is also projecting a deficit of \$210,325 in state revenue comprised of a projected deficit of \$161,745 in reduced County Trunk Maintenance payments and a projected deficit of \$48,580 in reimbursement revenue for training.

Partially offsetting these revenue deficits is an anticipated revenue surplus of \$186,218 in inmate telephone commission in 2013. In 2012, the Sheriff's Office had a surplus of \$239,000 in telephone commissions, due to a new contract executed in February 2012.

House of Correction (HOC) (Org 4300)

Possible deficit - Amount unknown

There are two major pieces of litigation involving the HOC that are ongoing. One is over the provision of inmate medical services and the other is over who has control of the facility. The provision of the inmate medical program is subject to an ongoing lawsuit (Christensen Consent Decree). The Sheriff is pursuing the use of an outside firm for provision of all inmate medical services. The 2013 budget transferred the costs for Inmate Medical Services to HOC, plus the 2013 budget was built on using County staff. It is anticipated at this time that the resolution of the inmate medical issue may result in higher costs to the County in 2013 than budgeted. In addition, the 2013 Adopted Budget transferred authority of the HOC department to a Superintendent. The Sheriff has filed a lawsuit objecting to that transfer. No resolution to this matter has occurred, as of the date of this memo.

The Office of the Comptroller will continue to monitor the lawsuits and its potential impact on 2013.

Medical Examiner (Org 4900)

\$0.1 million surplus

The Medical Examiner is projecting a revenue surplus of \$25,140 mainly due to a service fee surplus and an expenditure surplus of \$111,220 from a variety of areas including \$ 34,458 in salaries and \$30,000 in medical service fees.

DOT – Highway (Org 5100)

(\$0.1 million deficit)

The Highway Division of the Milwaukee County Department of Transportation (MCDOT) is projecting a revenue deficit of \$418,913 for professional services charged to capital projects due to vacant positions. This deficit is partially offset by expenditure surplus in salaries and wages due to the vacant positions.

DTPW - Transit/Paratransit System (Org 5600)

\$0.1 million surplus

Transit is projecting a deficit of \$1,430,000 and Paratransit is projecting a surplus of \$1,514,500 for a net projected surplus of \$75,000.

The Transit system is projecting a deficit of \$1,830,000 in revenue due to ridership declines in all revenue categories. This deficit is partially offset by a projected fixed route revenue surplus of \$600,000 due to traffic mitigation contracts with the State of Wisconsin. The Transit system is also projecting a \$200,000 deficit in fixed-route expenses.

The Paratransit System is projecting a revenue deficit of \$165,500 due to ridership being 25% under budget. This revenue deficit is offset by a projected expenditure surplus of \$1,680,000 due to fewer trips being taken by Paratransit clients.

DHHS – Behavioral Health Division (BHD) (Org 6300)

(\$0.2 million deficit)

BHD is projecting a deficit of \$195,800 for 2013, which consists entirely of a revenue deficit of \$1,726,000 offset by an expenditure surplus of \$1,530,200.

The revenue deficit is projected to occur in health care revenues due in part to a delay in the request for a State Medicaid Plan Amendment and lower inpatient census which results in a projected deficit of \$1,450,000. The Medicaid change would have allowed BHD to submit unreimbursed inpatient costs to Medicaid for reimbursement. Separately, revenue from the Medicaid Pay-for-Performance program is projected to deficit by \$176,000. Further, BHD is projecting a \$100,000 deficit from a bed hold rate at the Rehab Central and Hilltop due to downsizing and a resulting occupancy rate below 94%. The revenue payment required an occupancy rate of at least 94%.

These revenue deficits are partially offset by the following expenditure surpluses: \$648,000 in services for meals and medical services and a \$200,000 surplus in commodity costs and \$682,000 due to the startup of the Access to Recovery (ATR) grant and purchase contracts being executed later than anticipated.

Department of Family Care (Org 7990)

\$0.5 million surplus

The Department of Family Care is projected a year-end surplus of \$546,000 which results in a contribution to its reserves equal to the surplus for a net zero impact to the County's bottom line. The surplus is projected as a result of a small increase in the capitation rate and intensive management of service utilization.

Department of Health and Human Services

\$0.3 million surplus

DHHS is projecting a surplus of \$342,000 for 2013 due to a revenue surplus of \$142,000 in prior year revenue for Children's Long Term Support case management and a \$200,000 expenditure surplus in personnel services.

Zoological Department

(\$0.5 million deficit)

The Zoo Department is projecting a revenue deficit of \$535,924 due to poor weather conditions for the months of January, February and March and the first half of April. In addition, the multiple construction projects for the Zoo Interchange are having an impact on attendance.

Non - Departmental Surpluses and Deficits:

Unallocated Contingency Fund (Org 1945)

\$4.6 million surplus

The unallocated contingency account was appropriated at \$4.6 million. The unallocated contingency fund, for purposes of this report, is being utilized to offset deficits projected by various departments, and in order to arrive at a net surplus for the County of \$6.0 million.

Fringe Benefits (Org 1950)

\$3.0 million surplus

Based on analysis performed by the County's Comptroller, fringe benefit costs are currently projected to surplus for 2013.

Delinquent Property Taxes

(\$0.5 million deficit)

Based on delinquent property receipts for the first four months of the year, which lag behind prior year payments, the County is projected to increase its reserves for delinquent property taxes by \$500,000. Receipts in the remaining months of 2013 may offset this deficit.

Milwaukee County
Annual Fiscal Report of Surplus/Deficit as of March 31, 2013

	2013 Projected Revenues	2013 Budgeted Net Revenues	Revenue Variance	% Variance	2013 Projected Expenditures	2013 Budgeted Net Expenditures	Expense Variance	% Variance	Surplus (Deficit)
<u>Legislative, Executive & Staff</u>									
1000				N/A	6,677,337	6,677,337		0%	
1001				N/A				N/A	
1040	258,236	258,236		0%	1,197,783	1,197,783		0%	
County Executive									
1011				N/A	1,305,897	1,326,286	20,389	2%	20,389
1021	13,000	13,000		0%	291,092	318,147	27,055	9%	27,055
1110				N/A	15,514	15,514		0%	
1120				N/A	253,210	253,210		0%	
1130	120,000	120,000		0%	1,769,802	1,769,802		0%	
1140	1,483,690	1,483,690		0%	6,542,342	6,542,342		0%	
Dept of Administrative Services									
1019	155,500	154,500	1,000	1%	1,043,802	1,050,981	7,179	1%	8,179
1188				N/A				N/A	
1135				N/A	381,531	484,537	103,006	21%	103,006
1150	8,345,206	8,345,206		0%	8,352,097	8,352,097		0%	
1151				N/A	1,264,394	1,312,498	48,104	4%	48,104
1152				N/A	1,050,880	1,050,880		0%	
1160	16,312,317	16,252,317	60,000	0%	16,912,997	16,852,997	(60,000)	0%	
1190	2,908,580	2,908,580		0%	4,117,027	4,117,027		0%	
3010	50,750	50,750		0%	679,258	655,952	(23,306)	-4%	(23,306)
3090	3,405,250	3,405,250		0%	1,469,159	1,469,159		0%	
3270	475,325	475,325		0%	820,609	820,609		0%	
3400	5,401,667	5,401,536	131	0%	4,481,959	4,582,813	100,854	2%	100,854
3700	74,700	74,700		0%	5,799,704	5,799,704		0%	
	39,004,221	38,943,090	61,131	0%	64,426,394	64,649,675	223,281	0%	284,411
<u>Courts and Judiciary</u>									
2000	9,231,939	9,581,578	(349,639)	-4%	39,093,901	39,172,217	78,316	0%	(271,323)
2430	18,974,234	19,000,279	(26,045)	0%	20,505,699	20,532,282	26,583	0%	538
2900	598,101	598,101		0%	5,731,667	5,884,954	153,287	3%	153,287
	28,804,274	29,179,958	(375,684)	-1%	65,331,267	65,589,453	258,186	0%	(117,498)
<u>Public Safety</u>									
4900	1,805,175	1,780,035	25,140	1%	4,568,583	4,679,803	111,220	2%	136,360
4000	11,980,811	12,568,541	(607,730)	-5%	86,419,280	85,631,180	(788,100)	-1%	(1,395,830)
4300	5,095,464	5,095,464		0%	60,166,205	60,166,205		0%	
4500	6,319,673	6,319,673		0%	18,422,542	18,422,542		0%	
	25,181,123	25,763,713	(582,590)	-2%	169,576,610	168,899,730	(676,880)	0%	(1,259,470)
<u>Non-Departmental's</u>									
1933				N/A				N/A	
1937	4,026,477	4,026,477		0%				N/A	
1945				N/A		4,660,829	4,660,829	100%	4,660,829
1950	19,878,944	16,976,607	2,902,337	17%	16,976,607	17,074,270	97,663	1%	3,000,000
1972				N/A				N/A	
1991	279,321,196	279,321,196		0%				N/A	
1992	1,711,411	1,711,411		0%				N/A	
1993	30,990,382	30,990,382		0%				N/A	
1996	60,789,514	60,789,514		0%				N/A	
	19,843,871	19,843,871		0%	(630,036)	(630,036)		0%	
1900'S Total Non-Departmental	412,535,318	409,632,981	2,902,337	1%	16,346,571	21,105,063	4,758,492	23%	7,660,829

	2013 Projected Revenues	2013 Budgeted Net Revenues	Revenue Variance	% Variance	2013 Projected Expenditures	2013 Budgeted Net Expenditures	Expense Variance	% Variance	Surplus (Deficit)
Public Works & Development									
5040 DOT - Airport Division	86,997,816	86,997,816	-	0%	89,213,804	89,213,804	-	0%	-
5070 Transportation Services Div	-	-	-	N/A	-	-	-	N/A	-
5080 Architectural/ Environmental Svc	-	-	-	N/A	-	-	-	N/A	-
5100 DOT - Highway Maintenance	19,459,906	19,878,819	(418,913)	-2%	20,752,620	21,040,980	288,360	1%	(130,553)
5300 DOT - Fleet Management	10,775,565	10,775,565	-	0%	9,681,474	9,681,474	-	0%	-
5600 DOT - Transit/Paratransit System	99,840,599	100,006,108	(165,509)	0%	120,047,733	120,288,065	240,332	0%	74,823
5800 DOT - Admin Div	269,180	269,180	-	0%	117,248	140,219	22,971	16%	22,971
5500 DAS - Utility	4,087,687	4,087,687	-	0%	4,370,994	4,370,994	-	0%	-
5700 DAS - Facilities Mngmnt	29,028,735	29,028,735	-	0%	29,096,108	29,096,108	-	0%	-
Total Public Works & Development	250,459,488	251,043,910	(584,422)	0%	273,279,981	273,831,644	551,663	0%	(32,759)
Health & Human Services									
6300 Behavioral Health Division	112,195,131	113,921,131	(1,726,000)	-2%	180,145,093	181,675,293	1,530,200	1%	(195,800)
7900 Department on Aging	17,061,080	17,061,080	-	0%	18,545,964	18,545,964	-	0%	-
7990 Department of Family Care (CMO)	284,651,178	294,816,671	(10,165,493)	-3%	284,202,539	294,914,229	10,711,690	4%	546,197
8000 Department of Human Services	63,757,390	63,616,390	142,000	0%	86,161,622	86,361,622	200,000	0%	342,000
Total Health & Human Services	477,664,779	489,414,272	(11,749,493)	-2%	569,055,218	581,497,108	12,441,890	2%	692,397
7100 John L. Doyne Transition	-	-	-	N/A	-	-	-	N/A	-
Parks, Recreation & Culture									
9000 Department of Parks	17,688,248	17,688,248	-	0%	42,515,596	42,515,596	-	0%	-
9500 Zoological Department	19,282,176	19,817,470	(535,294)	-3%	25,010,685	25,010,685	-	0%	(535,294)
9700 Milwaukee Public Museum	-	-	-	N/A	3,502,376	3,502,376	-	0%	-
9910 University Extension	144,350	144,350	-	0%	480,214	480,214	-	0%	-
Total Parks, Recreation & Culture	37,114,774	37,650,068	(535,294)	-1%	71,508,871	71,508,871	-	0%	(535,294)
9950 Ran Promissory Note Repay Debt Retirement and Interest Adj for Budget of Propr. Fnds	153,904,380	153,904,380	-	0%	205,467,858	205,467,858	-	0%	-
9960 Debt Retirement and Interest	153,904,380	153,904,380	-	0%	205,467,858	205,467,858	-	0%	-
1200-1899 Capital Improvements	167,631,262	167,631,262	-	0%	243,290,445	243,290,445	-	0%	-
Expendable Trusts									
FUND 3 Zoo Trust Funds	-	954,602	(954,602)	-100%	-	959,321	959,321	100%	4,719
FUND 4 IMSD Expendable Trust	-	-	-	N/A	-	-	-	N/A	-
FUND 5 Parks Trust Funds	-	-	-	N/A	1,483	1,483	-	0%	-
FUND 6 Office on Handicapped Trust Fund	-	25,000	(25,000)	-100%	-	25,000	25,000	100%	-
FUND 7 Behavioral Health Complex Trust Funds	-	35,100	(35,100)	-100%	-	35,100	35,100	100%	-
FUND 8 Airport PFC	-	-	-	N/A	-	-	-	N/A	-
FUND 9 DAS -- Trust	-	-	-	N/A	-	-	-	N/A	-
FUND 10 DAS -- Trust	-	-	-	N/A	-	-	-	N/A	-
FUND 11 Fleet Facilities Reserve Trust	-	-	-	N/A	-	-	-	N/A	-
Total Expendable Trusts	-	1,014,702	(1,014,702)	-100%	1,483	1,020,904	1,019,421	100%	4,719
Projected Surplus (Deficit)	1,592,299,619	1,604,178,336	(11,878,717)	-1%	1,678,284,698	1,696,860,751	18,576,053	1%	6,697,336
Reserves Expendable Trusts	-	-	-	-	-	-	-	-	(4,719)
Transfer from (to) Debt Svc Reserve	-	-	-	-	-	-	-	-	(546,197)
Contribution to Family Care Reserves	-	-	-	-	-	-	-	-	-
Total Projected Surplus (Deficit)	-	-	-	-	-	-	-	-	6,146,420

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : May 7, 2013

TO : Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

FROM : Scott B. Manske, Comptroller
Don Tyler, DAS Director
Mark Grady, Deputy Corporation Counsel
Stephen Cady, Fiscal and Budget Analyst, County Board
Molly Pahl, Fiscal and Management Analyst, Comptroller's Office

SUBJECT: Milwaukee Public Museum (For Information Only) – Workgroup Analysis

REPORT OVERVIEW

At its January 31, 2013 meeting, the Committee on Finance, Personnel and Audit was briefed on the potential cash flow issues which would result should the Milwaukee Public Museum, Inc. ("MPM") be required to make the required pension payment due in September of 2013. The committee was also briefed on the discussions occurring between MPM and Milwaukee County staff regarding options to deal with the short-term cash flow issues and long-term sustainability of MPM.

This report is an informational update of the current proposals to help ensure the financial success of MPM. If feedback from policymakers is supportive, it is anticipated that a final agreement would be presented to the County Board for approval during the June cycle. The Workgroup is still discussing various issues but a list of tentative proposals is included at the conclusion of this report.

HISTORICAL BACKGROUND

In March of 1992, Milwaukee County entered into a lease and management agreement with MPM under which MPM assumed the primary responsibility for management and operation of the Museum. The County retained ownership of the buildings and the artifact collection. The original term of the lease was from March 31, 1992 until March 31, 1997 with nine successive renewal periods of five years subject to termination clauses. The base level of County operating support for MPM was \$4.3 million per year in the original lease. The current lease agreement period expires on December 31, 2017 with four additional terms of five years and one of two years that stretches the agreement through 2039. The current County funding commitment is \$3.5 million annually through 2017.

MPM Pension Plan for Former County Employees

In addition to the lease agreement, an agreement pertaining to employees was also executed on March 31, 1992. In 1992, the Museum was a department of Milwaukee County, and the employees of the museum were County employees covered by

Milwaukee County labor contracts and benefits. The 1992 agreement with MPM allowed for affected employees who, at that time, were County employees and members and potential members of the Employees' Retirement System (ERS) to be offered positions by the MPM in connection with the execution of the lease. Any employee who accepted a position became an employee of MPM. Upon becoming MPM employees, they were no longer members of the ERS and began to participate in the MPM sponsored pension plan that was created in 1992. The MPM pension plan was to mirror the County ERS benefits that existed at the date of transition in 1992. However, the pension costs of MPM differed, depending if the employee was vested in the County ERS plan, or not. In 1992, vesting occurred in the County ERS pension plan after an employee had ten full years of service.

- For vested Milwaukee County employees, who transferred to MPM at the transition date, the County was responsible for the pension liability for all service credit earned while at the County. MPM became responsible for all future service credit pension costs for these vested transfer employees, while at MPM. The County was responsible for the costs while a County employee, and MPM was responsible for the costs while a MPM employee.
- For non-vested Milwaukee County employees, who transferred to MPM, MPM was responsible for pension costs for all service credit earned both at the County and all future service credit earned at MPM. No payment was made to MPM by the County for the prior service credit earned while County employees.

Only former Milwaukee County employees who are in the MPM plan under discussion in this report. Employees who subsequently joined MPM are not members of the MPM pension plan that exists solely for former County employees.

There were approximately 53 individuals who transferred from County employment and ERS membership to MPM employment and the MPM plan in 1992. Of those 53, 11 are still active employees of MPM. The actuary report requires MPM to make a pension payment of \$640,523 by September 2013. The payment is made up of \$180,000 in normal costs and \$460,000 from the unfunded liability. The 2010, 2011 and 2012 required pension payments were \$402,463, \$399,092, and \$667,325, respectively. MPM has successfully made the prior annual pension payments, but has not yet made the 2013 required contribution which is due in the fall.

The MPM pension plan is subject to IRS rules for funding purposes which require a lower rate of return assumption than the County ERS plan. The County ERS plan is not subject to the same IRS rules. The County ERS plan currently uses a rate of return of 8.0%. The MPM pension plan for former County employees requires a rate of return of 6.2%, which will drop to 5.0% in the next two years. The lower interest rates will require higher pension contributions from MPM, which will put a strain on maintaining a positive bottom line.

The County has requested MPM to engage their actuary to provide estimates of future pension contributions, and unfunded liability based on these changes in discount rates. In addition, the MPM pension actuary will also determine the cost to fully fund the MPM

pension plan for former County employees, so as to eliminate future MPM contributions to the plan.

2004 MPM loss and recovery

In May 2005, it was reported that MPM would end the 2004 fiscal year with a deficit of approximately \$4.1 million and was facing another large shortfall for 2005. A Workgroup was formed that eventually led to a financial recovery plan for MPM that included private donation pledges, a working capital loan of up to \$6 million guaranteed by the County, capital infrastructure and annual operating support guarantees and a favorable restructuring of existing debt by the banks holding the loans. Since that time, MPM has successfully repaid the working capital loan without requiring the County guarantee to be called, significantly reduced its outstanding long-term debt through bank write-offs and repayments, invigorated its capital donor campaigns and reduced its expenses to better match annual revenues.

2012 Financial Results and Current Financial Issues

Despite these positive steps, MPM still has financial difficulties that threaten its existence as a viable ongoing entity. The audited financial statements as of August 31, 2012, showed a \$3.5 million total loss. The loss included a \$2.7 million non-cash increase in long-term pension and health care benefits for former County employees, who transitioned to the Museum in 1992. Current regulations require the Museum to report these liabilities, but do not require a cash contribution. The remaining loss was due to the attendance for the Cleopatra exhibit being well below expectations. These revelations were shared with the County and a Workgroup was formed to develop recommendations to help ensure MPM's viability as a regional cultural destination that is supported by visitors and public and private donations. From these meetings, the Museum delineated a list of financial issues it would face in the coming year that it had to resolve to remain viable. This list included funding for the MPM pension plan for former county employees.

MEETINGS ON A SOLUTION

The Workgroup recommended and the Committee on Finance, Personnel and Audit approved a \$100,000 appropriation transfer from the Appropriation for Contingencies (Org. Unit 1945) to provide for actuarial and legal analysis, as needed, of any possible agreement with MPM at its March 14, 2013 meeting. As of this report, no funds have been expended for this purpose.

The County and MPM have requested the MPM actuary to provide some analysis of various options for funding the MPM pension plan for former county employees.

At the April 16, 2013, meeting of the Committee on Parks, Energy and Environment, members from MPM testified that senior managers at MPM have agreed to take furlough hours in 2013 to assist MPM in meeting its bottom line for 2013. MPM has indicated that additional reductions to operating expenses may be necessary to ensure the sustainability of MPM for this and future years.

The Comptroller and representatives from the County Board, Corporation Counsel and the Department of Administrative Services attended numerous meetings with MPM and reviewed a variety of options.

MPM BUILDING AND CAPITAL IMPROVEMENTS PROJECT ISSUES

The building and artifact collections of MPM continue to be the property of Milwaukee County. MPM estimates of the deferred building maintenance costs are approximately \$30 million. As a part of the discussions, transfer of ownership of the building was raised as MPM seeks to fundraise for elimination of existing debt of \$4.5 million and to finance future building needs. MPM is not currently in a financial position to assume the maintenance and upkeep of the building as it stands. MPM is seeking additional capital improvement funds from Milwaukee County in order to have the building in a condition in which it could be transferred to the MPM without significant outstanding deferred maintenance needs that would add to the fiscal burden of MPM. Discussions have focused on a future commitment from Milwaukee County during 2014-2017 for the MPM facility with discussions resuming on the transfer of the building in 2017 if conditions permit and policymakers later approve. The total combined capital commitment would not exceed \$5 million over the course of the four years.

LEASE AND MANAGEMENT AGREEMENT REQUESTED CHANGES

In addition, discussions on several revisions proposed to the Lease and Management Agreement by MPM have occurred. A number of the revisions relate to the items discussed above but MPM is requesting additional changes be included in a new agreement. These additional changes have yet to be fully vetted by staff and will be the focus of ongoing discussions with MPM through May. It is anticipated that these changes will be brought to the County Board during the June 2013 committee cycle for approval.

TENTATIVE PROPOSAL

The following is an initial list of proposals that would be included in a formal agreement between the MPM and the County. In June, a formal agreement and resolution will be submitted by the Workgroup to the policymakers for their approval.

1. Milwaukee County will provide a contribution toward funding the defined benefit plan assets of the MPM Pension Plan for former Milwaukee County Employees prior to August 31, 2013. The goal of the contribution would be to decrease or eliminate the annual costs for this MPM pension plan for former County employees, thereby reducing the annual operating costs for MPM. An actuarial analysis has been requested.

2. MPM will look to obtain donor commitments for the elimination of MPM's existing bank debt. As stated above, the Museum has outstanding debt of \$4.5 million attributed to losses it incurred in 2004 and 2005. The MPM's total debt as of 2007 was \$18.6 million in debt payable and \$2.7 million in a line of credit. The County had guaranteed up to \$6.0 million of that debt. Presently, the outstanding balance is \$4.5 million. The reduction was due to contributions and bank restructuring of the debt. In return for the County funding the MPM pension plan for former County employees, the County would require MPM to seek donations to significantly reduce the remaining outstanding debt of MPM. The goal is to reduce the annual operating costs of MPM, by reducing debt service costs.
3. Milwaukee County will extend the commitment for annual support funding to MPM through December 31, 2022; thereby continuing the current operating commitment for several years. This continuing commitment may require that MPM maintain a certain level of operating results. The current MPM payment support is \$3,502,376.
4. MPM retiree medical obligations for former Milwaukee County employees will remain the responsibility of MPM. County employees, who transferred to MPM in 1992, were allowed to continue their post-retirement health care benefits under contract with MPM. County employees became vested in this benefit after 15 years of service. Employees who transferred to MPM, who were not vested in the benefit, were able to earn the benefit through additional services years with MPM. MPM is currently paying the retiree health costs of these non-vested transfers. Under the proposal, MPM would continue to be responsible for these retiree health benefits.
5. Milwaukee County will provide a commitment from 2014-2017 in capital project funding within the County Capital Improvement Budget to address identified deferred maintenance projects related to the museum facility. Total commitment over the four years will not exceed \$5 million for the entire period.
6. Parties will consider the transfer of the museum facility ownership from Milwaukee County to MPM in the future. Discussions surrounding the County transferring the building to MPM cannot take place until the County has a better understanding of its overall deferred maintenance on this facility and others. Therefore, this discussion is deferred for several years.
7. The Workgroup will recommend changes to the Lease and Management Agreement that combined with the proposals noted above, would further stabilize to the annual operating results of MPM. In addition, MPM will also recommend changes to the Lease and Management agreement that they believe will provide financial sustainability for the future.

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4-29-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 A DEPARTMENTAL - RECEIPT OF REVENUE File No. 13-1/13-443
 (Journal, December 20, 2012)

Action Required

Finance, Personnel and Audit Committee
 County Board (2/3 Vote)

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>4021 – Expressway Patrol (Office of the Sheriff)</u>		
5201 – Overtime		\$46,155
5312 – Social Security Taxes		\$ 3,531
2299 – Other St Grants and Reimbur	\$49,686	

A transfer in the amount of \$49,686 is being requested by the Office of the Sheriff to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the State of Wisconsin for Seat Belt Enforcement for 2013.

The grant monies must be spent prior to September 30, 2013, as stipulated by the grant. This fund transfer seeks to use the grant monies for overtime costs in an amount not to exceed \$49,686, as detailed above, to fund 1,140 patrol hours authorized under this grant. Patrol hours will be utilized for increasing the percentage of vehicle occupants wearing seatbelts.

The grant requires a 25% match, which will be provided from existing funds in the Office of the Sheriff budget relating to Expressway Patrol.

It should be noted that the acceptance of this transfers is contingent upon acceptance of the grant award by the County Board.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

	<u>From</u>	<u>To</u>
2) <u>4021 – Expressway Patrol (Office of the Sheriff)</u>		
5201 – Overtime		\$64,983
5312 – Social Security Taxes		\$ 4,972
8552 – Mach and Equip New > \$2,500		\$ 4,999
2299 – Other St Grants and Reimbur	\$74,954	

A transfer in the amount of \$74,954 is being requested by the Office of the Sheriff to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the State of Wisconsin for Speed Enforcement for 2013.

The grant monies must be spent prior to September 30, 2013, as stipulated by the grant. This fund transfer seeks to use the grant monies by purchasing a Double Eagle Radar Unit in an amount not to exceed \$4,999 and for overtime costs in an amount not to exceed \$69,955, as detailed above, to fund 1,491 patrol hours authorized under this grant. Patrol hours will be utilized for reducing the number of speed-related crashes and fatalities.

The grant requires a 25% match, which will be provided from existing funds in the Office of the Sheriff budget relating to Expressway Patrol.

It should be noted that the acceptance of this transfers is contingent upon acceptance of the grant award by the County Board.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

	<u>From</u>	<u>To</u>
3) <u>4021 – Expressway Patrol (Office of the Sheriff)</u>		
5199 – Salaries – Wages Budget		\$204,863
5312 – Social Security Taxes		\$ 19,326
5420 – Employee Health Care		\$ 81,141
5201 – Overtime		\$ 47,765
2299 – Other St Grants and Reimbur	\$353,095	

A transfer in the amount of \$353,095 is being requested by the Office of the Sheriff to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the State of Wisconsin Department of Transportation to mitigate traffic impacts and ensure emergency response capabilities are not adversely affected by roadway construction.

The funds were awarded, as authorized by County Board File 13-71 and 13-73 respectively, for the Zoo Interchange Rebuilding/Reconstruction Project and for the I-43/I-94 Bridge Rehabilitation Project.

The funds for the Zoo Interchange Project, \$866,564 in total, must be expended between February 1, 2013 and December 31, 2014. The Office of the Sheriff is requesting transfer of \$325,282, which is approximately half of the total funds less monies previously expended to secure vehicles dedicated to this project, for expenditure in Personal Services, as detailed above, for patrolling the construction zone. The fund transfer related to the vehicle expenditure referenced above was processed during the January 2013 cycle and totaled \$118,000.

Grant funding for the I-43/I-94 Bridge Rehabilitation Project was originally budgeted at \$330,000, however, total grant award came in at \$357,813, and the Office of the Sheriff seeks to increase the appropriations by \$27,813 to account for total funding received. Funding will be expended for Personal Services, as detailed above, prior to December 31, 2013 to provide patrolling to the construction zone.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

	<u>From</u>	<u>To</u>
4) <u>4900 – Medical Examiner</u>		
7729 – Other Genl Med Surg Supplies		\$27,700
8552 – Mach and Equip New > \$2,500		\$38,500
2299 – Other St Grants and Reimbur	\$66,200	

A transfer in the amount of \$66,200 is being requested by the Department of the Medical Examiner to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the Wisconsin Hospital Emergency Preparedness Program, a sub grantee of the US Department of Health and Human Services, Health Resources and Services Administration (CFDA number 93.889) for the National Bioterrorism Hospital Preparedness Program.

This fund transfer seeks to use the grant monies by purchasing a mobile morgue trailer in an amount not to exceed \$38,500 and for autopsy and investigative supplies such as personal protection equipment to have in the event of a mass casualty incident in an amount not to exceed \$27,700.

It should be noted that the acceptance of this transfers is contingent upon acceptance of the grant award by the County Board.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

			<u>From</u>	<u>To</u>
5)	<u>7931- Elderly Services</u>			
	2222	0000 Community Human Services		\$ 2,348
	2222	A5CG Community Human Svcs.-S85.21		31,200
	2699	A5DD Other Fed Grants Reimb.		4,021
	2699	0000 Other Fed Grants Reimb.		11,116
	2255	0000 Social Serv- Purchase	\$31,862	
	<u>7932- Elderly Nutrition</u>			
	2699	0000 Other Fed Grants Reimb.		16,679
	2699	A5DB Other Fed Grants Reimb		3,240
	<u>7961- RCA Administration</u>			
	2699	A5DU Other Fed Grants Reimb.		2,157
	2255	0000 Social Serv- Purchase		806
	<u>7964- Eligibility Screenings</u>			
	2299	A5RC Other St Grants & Reimb	32,138	
	<u>7967- Wellness & Prevention</u>			
	2699	A5CW Other Fed Grants & Reimb		2,409
	2299	A5RC Other St Grants & Reimb		32,138
	2255	A5WP Social Serv- Purchases		31,862
	7999	A5WP Sundry Materials & Suppl		10,335
	8123	A5WP Purchase of Service		34,140
	2299	A5SD Other St Grants & Reimb	28,000	
	2299	A5WP Other St Grants & Reimb	56,311	
	6148	A5WP Prof. Serv-Recurring Oper	34,140	

A transfer of \$182,451 is requested by the Director of the Department on Aging to increase and realign revenues and expenditures accordingly within the department.

Pursuant to County Board resolution File No. 13-18, approved on December 20, 2012, the County Executive is authorized to carry out the Department on Aging's 2013 State and County contract covering the administration of Social Services and Community Programs-Aging Programs. The resolution authorizes the County Executive to accept federal and state revenues including any and all increases in allocations during the contract year.

This transfer reflects a revenue increase of \$84,311 which includes \$56,311 for the Chronic Disease Self-Management Program (CDSMP) and \$28,000 for the Falls Prevention Program. The Funding will be used to expand these programs to include peer trainers, as well as other peer supports that will promote greater awareness, thereby reducing isolation and depression for older adults. This increase is offset by a reduction in State/County contract revenues of \$73,976 including reductions of \$806 in Basic County Allocation (BCA), \$33,548 in state shared transportation grant revenue, \$11,116 in Older American act administration funding, \$4,021 in Title 3B Service Revenue, \$16,679 in Title 3C-1 Site Meal Revenue, \$3,240 Title 3C-2 Home Meal Revenue, \$2,157 in Title 3E- Community Support Program Rev, and \$2,409 in Title 3F- Prevention Revenue. In addition, the department is increasing expenditures by \$10,335 for the cost of prevention supplies such as manuals, outreach display equipment, and other promotional supplies.

Prior to the increase in revenue for the wellness programs, these programs were funded with BCA and Resource Center allocation funds. As a result of the increase in grant funds, the department is transferring \$64,000 of BCA and Resource Center Allocation funds from the wellness program to Elderly Services and Eligibility & screening.

In addition, MCDA and the University of Wisconsin Milwaukee (UWM) collaborate to offer the Wellness Works Programs at five (5) senior centers. While MCDA is responsible for program oversight, UWM was responsible for the day-to-day administration of the program. However, Interfaith Older Adults will now be responsible for the day-to-day administration of the program, with UWM continuing to conduct research and provide students to assist the seniors with use of the fitness equipment. As a result, \$34,140 is transferred from the professional services contract for UWM to the Purchase of Service Contract for Interfaith Older Adults.

This transfer would allow the department to recognize revenue and to realign revenues and expenditures accordingly.

There is no levy impact as a result of this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

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4-29-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B CAPITAL - RECEIPT OF REVENUE

File No. 13-1/13-443
(Journal, December 20, 2012)

Action Required

Finance, Personnel and Audit Committee
County Board (2/3 Vote)

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>WH002012 Interjurisdictional Traffic</u>		
<u>Communications System #</u>		
8530 – Roadway Planning and Construction		\$500,000
2699 – Federal Grants and Reimbursements	\$360,000	
<u>WO870011 Special Assessments #</u>		
8589 – Other Capital Outlay- (CAP)	\$140,000	

Existing Project, + Included in 5-Year Plan, * New Project

An appropriation transfer of \$500,000 is requested by the Interim Director of the Department of Transportation to increase revenue and expenditure authority for Project WH002012 Interjurisdictional Traffic Communications System- Congestion Mitigation Air Quality (Interjurisdictional CMAQ) and to decrease expenditure authority from Project WO870011 Special Assessments.

The 2009 Adopted Capital Improvements Budget included an appropriation of \$500,000 (excluding capitalized interest) for the design and initial construction phases of the Interjurisdictional CMAQ project. The project will allow the County to connect its signaling system with its master traffic control computer. This alleviates the need for the County to construct its own communication lines throughout the county trunk highway system. The project will also allow the County to coordinate its intersections closely with state-owned intersections and signals to create coordination between interconnecting streets and highways. The coordination of the signals will reduce traffic congestion.

This 2013 appropriation transfer request will increase expenditure authority for Project WH002012 by \$500,000 to perform the remaining construction work on the project. Assuming approval of this appropriation transfer, construction on the project will be completed by the end of 2013. The following County Trunk Highways are being done as part of the project:

County Trunk Highways

- PP – West Good Hope Road
- W – North Port Washington Road
- E – West Silver Spring Drive
- EE – West Hampton Avenue
- NN / T / – West Oklahoma Avenue / West Beloit Road / South 92nd
N Street
- Y – West Layton Avenue
- U – South 76th Street
- ZZ – West College Avenue
- BB – West Rawson Avenue
- V – South 13th Street

Financing will be provided from Federal CMAQ funds (\$360,000) and surplus expenditure authority in project WO870 County Special Assessments (\$140,000). If this appropriation transfer is approved, the remaining balance in the County Special Assessments project will be approximately \$540,000.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

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Action Required
Finance, Personnel and Audit Committee
County Board (2/3 Vote)

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>WO115012 County Grounds Energy Conversion from WE Energies Chilled Water to Independent Chiller #</u>		
8509 – Other Capital Improvement- (CAP)		\$450,000
4905 – Sale of Capital Assets	\$450,000	
<u>WO141021 Zoo Interchange Allocated Contingency #</u>		
8902 – Appropriation for Allocated Contingency	\$450,000	
4905 – Sale of Capital Assets		\$450,000

Existing Project, + Included in 5-Year Plan, * New Project

An appropriation transfer of \$450,000 is requested by the Director of the Department of Administrative Services to increase revenue and expenditure authority for and to change the scope of Project WO115 County Grounds Energy Conversion from Steam to Natural Gas and to decrease revenue and expenditure authority for Project WO141021 Zoo Interchange Allocated Contingency.

The 2013 Adopted Budget included a \$1,000,000 appropriation for the Conversion from Steam to Natural Gas at the County Grounds Project. Both the scope of work and the cost estimate were incorrect. The budgeted scope of work included the installation of a stand-alone chiller and boiler plants at the Vel Philips Juvenile Justice Center and stand-alone boiler plants at the Fleet Management Facility and the Parks Administration Building. The scope of the project should not have included the installation of the boiler plants. A September 2012 resolution (12-680) was approved that provided the financing for the boiler plants at the Fleet Management Facility and the Vel Philips Juvenile Justice Center. The boiler plant at the Parks Administration Building is not being replaced. Resolution 12-680 created Project WO143 Fleet and Vel Philips Independent Heating System Replacement which

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appropriated \$1,600,000 for the planning, design and construction to install natural gas fired boilers and hot water heaters at the Fleet Management Facility and the Vel Philips Juvenile Justice Center. Financing for the project was to be provided by land parcel sale proceeds required as a result of the Zoo Interchange project.

This appropriation transfer request will change the name of Project WO115 from “County Grounds Energy Conversion from Steam to Natural Gas” to “County Grounds Energy Conversion from WE Energies Chilled Water to Independent Chilled Water”. The transfer also change the scope work only include the conversion from WE Energies supplied chilled water to independent chilled water at the County Grounds.

This appropriation transfer will increase expenditure authority and revenues for the project by \$450,000 for a revised total of \$1,450,000. A majority of the cost increase is driven by the need for a new 200 amp electrical service in addition to the existing electrical service. It was originally anticipated that the existing electrical service would be sufficient; however it was determined later in the design that it would not be sufficient. This new electrical service will also require a new three hour rated electrical room for the new switch gear since the new electrical transformer must be located outside the building. The remainder of the cost increase is a result of unforeseen relocations of underground utilities, the addition of a supplemental chiller, additional consulting fees, and the inclusion of energy savings options.

Construction on the project is already underway and, assuming approval of the appropriation transfer, the project is anticipated to be complete by the first quarter of 2014.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

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Action Required
Finance, Personnel and Audit Committee
County Board (2/3 Vote)

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>3010 – Election Commission</u>		
6403 – Ballots and Election Supplies/Services		\$35,000
<u>1945 – Appropriation for Contingency</u>		
8901 – Appropriation for Contingency	\$35,000	

A transfer in the amount of \$35,000 is being requested by the Department Administrator of the Election Commission to increase the appropriations relating to elections held in 2013.

In accordance with Wisconsin Statute Sec. 5.68(2), (5) and 7.03(1)(bm) and cost distribution guidelines provided by the Wisconsin Government Accountability Board, Milwaukee County is responsible for all costs associated with any special election for a County office.

Special elections for County Board Supervisor Districts 2 and 17 were conducted in 2013 concurrently with the regularly scheduled spring elections, as ordered by the County Executive. The additional costs associated with the special elections, which affected five municipalities in Milwaukee County, included an increase in ballot printing, programming, and advertising for the two unbudgeted County Board Supervisor contests on the ballots.

This fund transfer seeks to utilize funds from the Appropriation for Contingencies to provide sufficient expenditure authority to pay the costs which are associated with the unbudgeted special elections.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

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4-29-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
E DEPARTMENTAL

File No. 13-1/13-443
(Journal, December 20, 2012)

Action Required

Finance, Personnel and Audit Committee

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>2900 – Pre-Trial Services</u>		
5199 – Salaries - Wages Budget		\$67,144
5312 – Social Security Taxes		\$ 5,142
5420 – Employee Health Care		\$15,084
5421 – Employee Pension		\$10,416
6148 – Prof Services – Recur Operational	\$97,786	

A transfer in the amount of \$97,786 is being requested by the Clerk of Circuit Court for the Department of Pre-Trial Services to increase expenditure authority in Personal Services and decrease expenditure authority in Professional Services. This appropriation transfer request provides funding for the position of Intake Court Coordinator, which is currently unfunded.

The department is forecasting a surplus in its services due to its contract with “Justice 2000” and is proposing to use the surplus funds to fill the position of Intake Court Coordinator. The filling of the position was requested by the Chief Judge in an effort to work towards reduction of the jail population and increase efficiencies within the court system.

The funds will be spread between necessary Personal Services accounts, detailed above, in order to fund this position for one full year. The department will need to request additional expenditure authority in 2014 to continue funding this position.

There is no tax levy impact from this transfer for the current budget year.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE APRIL 29, 2013.

2013 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

2013 Budgeted Contingency Appropriation Budget \$4,103,329

Approved Transfers from Budget through April 29, 2013

4000 - Equipment rental for EMU	\$ 57,500
4300 - Equipment rental for EMU	\$ 600,000
1130 - Misc. legal fees related to MPM lease	\$ (100,000)

Contingency Balance April 29, 2013 \$4,660,829

Transfers Pending in Finance, Personnel & Audit Committee through April 29, 2013

WO141021 - Zoo Interchange Allocated Contingency	\$ (450,000)
3010 - Election Commission (Special Elections)	\$ (35,000)

Total Transfers Pending in Finance, Personnel & Audit Committee \$ (485,000)

Net Balance \$ 4,175,829

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: April 1, 2013

TO: Supervisor Marina Dimitrijevic, County Board Chairwoman

FROM: Brain Dranzik, Director of Department of Transportation

SUBJECT: Request for Dual Fill of a Firefighter & Equipment Operator

Background

Chapter 17.14 of the General Ordinances of Milwaukee County states the following that *“Only one (1) full-time employee may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employee in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources.”*

Rationale for the Request to Double Fill

The Airport Division of the Department of Transportation respectfully requests permission for a Dual Fill of a Firefighter & Equipment Operator (Job Code 64200; Position #11).

The current incumbent to this position has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual has not been to work since January 31, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County’s Office for Persons with Disabilities in hopes that placement into a position within the County that meets the medical restrictions can be made. Until such time that the individual is fully enrolled in the program and/or a placement can be made, Airport Staff desires to Dual Fill the position.

Airport Staff wish to have the position dual filled so that another Firefighter & Equipment Operator can be hired in an effort to limit that amount of overtime being used to maintain FAA mandated minimum staffing levels in the Airport Fire Department as prescribed in 14 CFR 139.317.

Please advise if you have any questions or concerns regarding this request.

Prepared by: Terry Blue, Deputy Airport Director – Operations & Maintenance

Approved by:

Brian Dranzik, Director
Department of Transportation

C. Barry Bateman,
Airport Director

cc: Kerry Mitchell, Director of Human Resources
Supervisor David Cullen, Finance & Personnel Committee Co-Chair
Supervisor Willie Johnson, Jr., Finance & Personnel Committee Co-Chair
Supervisor Michael Mayo Sr., TPW&T Committee Chair
Don Tyler, Director, Department of Administrative Services
Cynthia Pahl, Assistant Finance & Budget Administrator, Admin & Fiscal
Affairs Division/DAS
Sean Moore, HR Manager, (DOT)
Paul Menches, Chief of Airport Rescue & Firefighting
Pamela Cavadias, Executive Assistant, Airport

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : April 22, 2013

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Rick Ceschin, Deputy Director of Human Resources 

SUBJECT: **Double Fill of a Position – Airport Firefighter & Equipment Operator**

REQUEST

The Department of Transportation has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-time Employment, to dual fill one position of Firefighter & Equipment Operator position, job code 00064200000011, job grade (pay range) 17B. The request is to allow the dual fill until the individual is fully enrolled in the Job Accommodation program and/or a placement can be made.

ISSUE

The current incumbent to this position has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual has not been to work since January 31, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets the medical restrictions can be made. Until such time that the individual is fully enrolled in the program and/or a placement can be made, Airport Staff desires to Dual Fill the position. Airport Staff wish to have the position dual filled so that another Firefighter & Equipment Operator can be hired in an effort to limit that amount of overtime being used to maintain FAA mandated minimum staffing levels in the Airport Fire Department as prescribed in 14 CFR 139.317.

RECOMMENDATION

It is recommended that the request for dual fill for one position of Firefighter & Equipment Operator position, job code 00064200000011, job grade (pay range) 17B, be approved to limit that amount of overtime being used to maintain FAA mandated minimum staffing levels in the Airport Fire Department as prescribed in 14 CFR 139.317.

FISCAL IMPACT

The incumbent is currently unable to work and has exhausted all leave time. There will be no tax levy impact.

KJM:jam

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Supervisor Willie Johnson, Jr., Co-Chair, Finance Personnel, and Audit Committee
Supervisor David Cullen, Co-Chair, Finance Personnel, and Audit Committee
Supervisor Michael Mayo Sr., TPW&T Committee Chair
Steve Cady, Fiscal & Budget Analyst, County Board
Brian Dranzik, Director, Department of Transportation
C. Barry Bateman, Airport Director
Don Tyler, Director, Department of Administrative Services
Cynthia Pahl, Assistant Finance & Budget Administrator, DAS – Fiscal Affairs
Sean Moore, HR Manager, (DOT)
Paul Menches, Chief of Airport Rescue & Firefighting
Pamela Cavadias, Executive Assistant, Airport
Carol Mueller, Chief Committee Clerk

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(ITEM NO.) From the Director, Department of Human Resources, requesting authorization to double fill the position of Firefighter & Equipment Operator position, job code 00064200000011, job grade (pay range) 17B, until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, by adoption of the following:

A RESOLUTION

WHEREAS, Section 17.14 (1) of the Milwaukee County Code of Ordinances provides that a department head may request approval from the County Board to actively employ more than one employee in a full-time authorized position for a specified period of time; and

WHEREAS, the incumbent Firefighter & Equipment Operator, has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again; and

WHEREAS, the individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets his/her medical restrictions can be made; and

WHEREAS, Airport Staff needs to have the position dual filled to limit that amount of overtime being used to maintain FAA mandated minimum staffing levels in the Airport Fire Department as prescribed in 14 CFR 139.317; now, therefore,

BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize the Airport Director to double-fill one Firefighter & Equipment Operator position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, pursuant to Section 17.14 (1) of the Milwaukee County Code of General Ordinances.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/1/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request for Dual Fill of a Firefighter & Equipment Operator

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Due to permanent medical restrictions, the incumbent to the position is currently unable to work. The incumbent will have exhausted all available leave time before this requested action is approved and completed. Thus, the requested personnel action of a dual fill will not have a duplicate impact on the personnel funds in the approved 2013 budget where sufficient funds exist for this request.

Department/Prepared By Terry Blue, Deputy Airport Director - Operations and Maintenance

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: April 1, 2013

TO: Supervisor Marina Dimitrijevic, County Board Chairwoman

FROM: Brain Dranzik, Director of Department of Transportation

SUBJECT: Request for Dual Fill of an Airport Maintenance Worker-RA

Background

Chapter 17.14 of the General Ordinances of Milwaukee County states the following that *“Only one (1) full-time employee may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employee in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources.”*

Rationale for the Request to Double Fill

The Airport Division of the Department of Transportation respectfully requests permission for a Dual Fill of an Airport Maintenance Worker – RA (Job Code 32450; Position #50).

The current incumbent to this position has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual has not been to work since April 20, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County’s Office for Persons with Disabilities in hopes that placement into a position within the County that meets the medical restrictions can be made. Until such time that the individual is fully enrolled in the program and/or a placement can be made, Airport Staff desires to Dual Fill the position.

Airport Staff wish to have the position dual filled so that another Airport Maintenance Worker – RA can be hired in order to have a fully staffed Maintenance Department as the airport rolls into the busy vacation season this summer. A fully staffed department is vital for the airport to meet the requirements established by the FAA in 14 CFR 139.303.

Please advise if you have any questions or concerns regarding this request.

Prepared by: Terry Blue, Deputy Airport Director – Operations & Maintenance

Approved by:

Brian Dranzik, Director
Department of Transportation

C. Barry Bateman,
Airport Director

cc: Kerry Mitchell, Director of Human Resources
Supervisor David Cullen, Finance & Personnel Committee Co-Chair
Supervisor Willie Johnson, Jr., Finance & Personnel Committee Co-Chair
Supervisor Michael Mayo Sr., TPW&T Committee Chair
Don Tyler, Director, Department of Administrative Services
Cynthia Pahl, Assistant Finance & Budget Administrator, Admin & Fiscal
Affairs Division/DAS
Sean Moore, HR Manager, (DOT)
Chris Lukas, Airport Maintenance Manager
Pamela Cavadias, Executive Assistant, Airport

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : April 22, 2013

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Rick Ceschin, Deputy Director of Human Resources 

SUBJECT: **Double Fill of a Position – Airport Maintenance Worker-RA**

REQUEST

The Department of Transportation has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-time Employment, to dual fill one position of Airport Maintenance Worker-RA position, job code 00032450000050, job grade (pay range) 15KZ. The request is to allow the dual fill until the individual is fully enrolled in the Job Accommodation program and/or a placement can be made.

ISSUE

The current incumbent to this position has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual has not been to work since April 20, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets the medical restrictions can be made. Until such time that the individual is fully enrolled in the program and/or a placement can be made, Airport Staff desires to Dual Fill the position. Airport Staff wish to have the position dual filled so that another Airport Maintenance Worker - RA can be hired in order to have a fully staffed Maintenance Department as the airport rolls into the busy vacation season this summer. A fully staffed department is vital for the airport to meet the requirements established by the FAA in 14 CFR 139.303.

RECOMMENDATION

It is recommended that the request for dual fill for one position of Airport Maintenance Worker-RA position, job code 00032450000050, job grade (pay range) 15KZ, be approved to ensure a fully staffed, a requirement by the FAA in 14 CFR 139.303, Maintenance Department as the airport rolls into the busy vacation season this summer.

FISCAL IMPACT

The incumbent is currently unable to work and has exhausted all leave time. There will be no tax levy impact.

RC:jam

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Supervisor Willie Johnson, Jr., Co-Chair, Finance Personnel, and Audit Committee
Supervisor David Cullen, Co-Chair, Finance Personnel, and Audit Committee
Supervisor Michael Mayo Sr., TPW&T Committee Chair
Steve Cady, Fiscal & Budget Analyst, County Board
Brian Dranzik, Director, Department of Transportation
C. Barry Bateman, Airport Director
Don Tyler, Director, Department of Administrative Services
Cynthia Pahl, Assistant Finance & Budget Administrator, DAS – Fiscal Affairs
Sean Moore, HR Manager, (DOT)
Chris Lukas, Airport Maintenance Manager
Pamela Cavadias, Executive Assistant, Airport
Carol Mueller, Chief Committee Clerk

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(ITEM NO.) From the Director, Department of Human Resources, requesting authorization to double fill the position of Airport Maintenance Worker-RA (job code 00032450000050, Pay Range 15KZ) until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, by adoption of the following:

A RESOLUTION

WHEREAS, Section 17.14 (1) of the Milwaukee County Code of Ordinances provides that a department head may request approval from the County Board to actively employ more than one employee in a full-time authorized position for a specified period of time; and

WHEREAS, the incumbent Airport Maintenance Worker-RA, has presented to the DOT HR Coordinator a doctor signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again; and

WHEREAS, the individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets his/her medical restrictions can be made; and

WHEREAS, Airport Staff needs to have the position dual filled to ensure a fully staffed, a requirement by the FAA in 14 CFR 139.303, Maintenance Department as the airport rolls into the busy vacation season this summer; now, therefore,

BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize the Airport Director to double-fill one Airport Maintenance Worker-RA position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, pursuant to Section 17.14 (1) of the Milwaukee County Code of General Ordinances.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/1/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request for Dual Fill of an Airport Maintenance Worker-RA

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Due to permanent medical restrictions, the incumbent to the position is currently unable to work and has exhausted all leave time. Thus, the requested personnel action of a dual fill will not have a duplicate impact on the personnel funds in the approved 2013 budget where sufficient funds exist for this request.

Department/Prepared By Terry Blue, Deputy Airport Director - Operations and Maintenance

Authorized Signature

C. Barry Bateman

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.



CHRIS ABELE, MILWAUKEE COUNTY EXECUTIVE
 JAMES KEEGAN, INTERIM DIRECTOR OF PARKS, RECREATION AND CULTURE

Date: April 29, 2013

To: Chairwoman Marina Dimitrijevic, County Board of Supervisors

From: James Keegan, Interim Director, Department of Parks, Recreation and Culture

Subject: **Request to abolish one position of Natural Resources Technician (Title Code 421950), pay grade 15Z, and create one position of Assistant Natural Areas Coordinator (Title Code ____), pay grade 15Z**

POLICY

The Department of Parks, Recreation and Culture (DPRC) respectfully requests the abolishment of one vacant FTE Natural Resources Technician position, PR15Z, and the creation of one FTE Assistant Natural Areas Coordinator position with a recommended pay range of 15Z.

BACKGROUND

In 2002, the Milwaukee County Department of Parks Recreation and Culture (DPRC) created the position of Natural Areas Coordinator to supervise and manage the DPRC's 10,000 acre Natural Areas Program while providing outreach and education to the citizens of Milwaukee County. This position is funded by Milwaukee County; however, it is a University of Wisconsin-Extension position.

The natural areas program has increased significantly and has become a major focus area for the DPRC over the last five years. Natural Areas staff (one FTE employee and 3 seasonal Park Worker III employees) is currently responsible for 1,000 acres of natural resource management, supervising and training over 1,000 volunteers, and working with 50-60 partner organizations annually. This major expansion of workload and responsibility has shown the need to create a second FTE position for the program in order maintain recent accomplishments, expand/maintain partnership priorities, increase external funding opportunities,



and further engage the public through expanded outreach and education programs.

The main focus of the requested Assistant Natural Areas Coordinator position would be to assist with the day-to-day operation, oversight, and management of all aspects of the Natural Areas Program:

- Assist with the coordination, implementation, and on the ground supervision of partnership activities such as invasive species removal workdays, university outreach activities (service learning students and interns), and other volunteer/community opportunities.
- Assist with the supervision of crew leaders for the NCCC AmeriCorps teams, Student Conservation Association crews, and oversees the development of the Natural Areas Interns.
- Assist with controlling exotic invasive plants through standardized control methods in cooperation with DPRC staff, volunteers, and contractors.
- Train staff.
- Conduct natural resource assessments to determine Natural Areas project prioritization for critical species habitat.
- Assist with hiking trail maintenance.
- Maintain volunteer database, wildlife and plant inventory databases, herbicide use database; grant writing, updates internal management policies, develops restoration and management plans, creates ArcGIS management maps, and other projects as assigned.
- Develop protocols, organize, and conduct natural resource inventories and monitoring for invasive species, ephemeral ponds, native plants, and wildlife within DPRC Natural Areas.
- Develop and manage new and existing partnerships through community outreach and education activities such as public presentations, media outreach, website management, leading environmental field trips, and giving lectures to local universities.

RECOMMENDATION

The Department of Parks, Recreation and Culture (DPRC) is respectfully requesting to abolish one vacant position of Natural Resources Technician (Title Code 421950) and create one position of Assistant Natural Areas Coordinator (Title Code _____) at a recommended pay range of 15Z.

Prepared by:

Approved:

Laura Schloesser, Chief of Administration
& External Affairs

James Keegan, Interim Director

cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitsch, Chief of Staff, County Board
Supv. Willie Johnson, Co-Chair, Finance, Personnel and Audit Committee
Supv. David Cullen, Co-Chair, Finance, Personnel and Audit Committee
Supv. Jason Haas, Vice-Chair, Finance, Personnel and Audit Committee
Daniel Laurila, Fiscal Mgt. Analyst, Admin & Fiscal Affairs/DAS
Janelle Jensen, Parks, Energy & Environment Committee Clerk
Jessica Janz-McKnight, Research Analyst, County Board
Kerry Mitchell, Director, Department of Human Resources

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : 4/29/13

To : Committee on Finance, Personnel & Audit

FROM : Kerry Mitchell, Director of Human Resources 

SUBJECT : **Position Creation Under Consideration by the Committee**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
9000	TBD	1	Assistant Natural Areas Coordinator	15Z	\$31,071.04-\$42,635.01

13-4124

**-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION**

Referred
MAY 09 2013
**County Board
Chair**

DATE : April 25, 2013
TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors
FROM : Josh Fudge, Interim Fiscal and Budget Administrator, DAS-Fiscal
SUBJECT : Request to abolish 1.0 FTE Natural Resources Technician position (Title Code 42195, pay range 15Z) and create 1.0 FTE Assistant Natural Areas Coordinator position (Title Code TBD, pay range 15Z).

REQUEST

The Department of Parks, Recreation, and Culture (Parks) requests to abolish 1.0 FTE Natural Resources Technician position (Title Code 42195, pay range 15Z) and create 1.0 FTE Assistant Natural Areas Coordinator position (Title Code TBD, pay range 15Z) in the Forestry Division.

BACKGROUND/ANALYSIS

The Natural Areas Program within the Parks department consists of one full-time Natural Areas Coordinator and three seasonal staff members. While the Natural Areas Coordinator reports to the Director of Parks, the position is an employee of UW-Extension and is funded by the State. This program is responsible for over 1,000 acres of natural resource management, coordinating volunteer efforts, and working with many partner organizations. The Assistant Natural Areas Coordinator position would be responsible for day-to-day operations and oversight of the program. Specific duties include supervising seasonal staff, training Parks employees on avoidance of negative environmental impacts, and grant writing.

The Forestry Division has thirty positions of Natural Resource Technician. As of April 22, 2013, twenty-three are filled. These positions are responsible for tree and shrub planting, maintenance, and removal throughout County parkland. This request would abolish one of the vacant positions. Parks indicates there is greater need for a position in the Natural Areas Program than in Forestry.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Natural Resources Technician and create 1.0 FTE Assistant Natural Areas Coordinator position be approved.

FISCAL NOTE

Approval of this request has no fiscal impact as the proposed positions are both in the same pay range (15Z).

Prepared by:
Daniel Laurila
278-4274



Josh Fudge
Interim Fiscal and Budget Administrator

cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Kerry Mitchell, Director, Human Resources
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitsch, Chief of Staff, County Board
Steve Cady, County Board Fiscal and Budget Analyst
Don Tyler, Director, Department of Administrative Services
Jim Keegan, Interim Director, Parks
Laura Schloesser, Chief of Admin & External Affairs, Parks

1 From the Committee on, Reporting on:
2

3 File No.
4

5 (ITEM NO.) A resolution requesting to abolish 1.0 FTE Natural Resources Technician
6 (title code 42195, pay range 15Z) and create 1.0 FTE Assistant Natural Areas
7 Coordinator (title code TBD, pay range 15Z).
8

9 **A RESOLUTION**
10

11 WHEREAS, the Department of Parks, Recreation, and Culture (Parks) seeks to
12 shift position authority to the growing Natural Areas Program; and
13

14 WHEREAS, the Natural Areas Program contains one full-time position and three
15 seasonal staff members ;and
16

17 WHEREAS, the Natural Areas Program is responsible for over 1,000 acres of
18 natural resource management, coordinator volunteer efforts, and working with many
19 partner organizations; and
20

21 WHEREAS, the Assistant Natural Areas Coordinator would be responsible for
22 day-to-day operations and oversight of the Natural Areas Program; and
23

24 WHEREAS, the Natural Resources Technician positions in the Forestry Division
25 are responsible for tree planting, maintenance, and removal throughout County
26 parkland; and
27

28 WHEREAS, there exist 30.0 FTE Natural Resources Technician positions in the
29 Forestry Division, of which 23.0 are filled as of April 22, 2013; and
30

31 WHEREAS, this request would abolish a vacant position of Natural Resources
32 Technician; and
33

34 WHEREAS, Parks indicates that there is greater need for a position in the
35 Natural Areas Program than the Forestry Division; and
36

37 WHEREAS, the Natural Resources Technician and Assistant Natural Areas
38 Coordinator positions are both in Pay Range 15Z; and
39

40 WHEREAS, the fiscal impact of this position action is \$0; and
41

42 WHEREAS, a review by Human Resources of the duties assigned to the new
43 position resulted in the recommended title and pay range; and
44

45 WHEREAS, the Department of Administrative Services, Fiscal Affairs
46 recommends that the following request effective May 23, 2013, be approved: abolish

47 1.0 FTE Natural Resources Technician (title code 42195, pay range 15Z) and create 1.0
48 FTE Assistant Natural Areas Coordinator (title code TBD, pay range 15); now, therefore

49

50 BE IT RESOLVED, that the following position actions are approved, for the
51 Department of Parks, Recreation, and Culture,:

52

<u>Action</u>	<u>Title</u>	<u>No. of FTEs</u>	<u>No. of Positions</u>
53 Abolish	Natural Resources Technician	1.0	1
54 Create	Assistant Natural Resources Coordinator	1.0	1

55

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/25/2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to abolish 1.0 FTE Natural Resources Technician and create 1.0 FTE Assistant Natural Areas Coordinator

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$0	\$0
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Parks requests to abolish 1.0 FTE Natural Resources Technician (title code 42195, pay range 15Z) and create 1.0 FTE Assistant Natural Areas Coordinator (title code TBD, pay range 15Z)

B. The requested positions are both in the same pay range. There is no direct cost of this request in either the current or subsequent year.

C. The estimated budget impact is the same as the direct cost.

D. This fiscal note assumes that the Assistant Natural Areas Coordinator position will be filled at step 1 of Pay Range 15Z.

Department/Prepared By Daniel Laurila, Fiscal & Management Analyst, DAS-Fiscal

Authorized Signature _____



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.



Milwaukee County

Department of Human Resources

INTER-OFFICE COMMUNICATION

18

Date: April 29, 2013

To: Chairwoman Marina Dimitrijevic, County Board of Supervisors

From: Kerry J. Mitchell, Director, Department of Human Resources *K Mitchell*

Subject: **Request to abolish one Clerical Specialist MHD and create one Compensation Analyst.**

REQUEST

The Department of Human Resources (DHR) requests to abolish one 1.0 FTE Clerical Specialist MHD within the DHR (title code 00001293) and create one 1.0 FTE Compensation Analyst (title code 00005780).

BACKGROUND

The Compensation Division of the Department of Human Resources is a pivotal component for Human Resources and a valuable resource for all County Departments. The addition of one Compensation Analyst helps the Compensation Division of DHR to:

- Conduct thorough job and pay analysis and evaluations
- Perform market job and pay benchmarking and surveying
- Ensure Wage & Hour, FLSA, Equity, EEO, Job Description compliance
- Administer and audit Hourly/Salary Base & Differential pay, Equity and Incentives
- Analyze position requests and departmental reorganizations
- Review and evaluate market trends
- Maintain and audit Pay Structures
- Maintain and audit Human Resources Information System (HRIS)

Additionally, the Compensation Division is currently mid-stream on a County-wide job analysis and evaluation project that will touch nearly all positions in Milwaukee County service. The additional position will assist in that process, but will also help to assure the day-to-day compensation services are maintained.

To help offset the cost of the position creation, DHR requests abolishing one position of Clerical Specialist MHD within DHR's allocation of positions. This [vacant] position supported payroll functions, and with the centralization of most payroll duties, the position is no longer functionally necessary.

RECOMMENDATION

The Department of Human Resources respectfully requests that our request to create 1.0 FTE Compensation Analyst and abolish 1.0 FTE Clerical Specialist MHD be referred to the Committee on Finance, Personnel and Audit, and the Department of Administrative Services. DHR will prepare a classification recommendation in conjunction with this request for the Committee's review.

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Supervisor Willie Johnson, Jr., Co-Chair, Finance Personnel, and Audit Committee
Supervisor David Cullen, Co-Chair, Finance Personnel, and Audit Committee
Steve Cady, Fiscal & Budget Analyst, County Board
Don Tyler, Director, Department of Administrative Services
Daniel Laurila, Fiscal Management Analyst, DAS – Fiscal Affairs
Janelle Jensen, Committee Clerk

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : 4/29/13

To : Committee on Finance, Personnel & Audit

FROM : Kerry Mitchell, Director of Human Resources *RM*

SUBJECT : **Position Creation Under Consideration by the Committee**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
1140	00005780	1	Compensation Analyst	29M	\$55,047.20-\$65,974.48

13-423

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

Referred

MAY 03 2013

**County Board
Chair**

DATE : April 29, 2013

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Josh Fudge, Interim Fiscal and Budget Administrator, DAS-Fiscal

SUBJECT : Request to abolish 1.0 FTE Clerical Spec MHD position (Title Code 01293, pay range 05P) and create 1.0 FTE Compensation Analyst position (Title Code 05780, pay range 29M).

REQUEST

The Department of Human Resources requests to abolish 1.0 FTE Clerical Spec MHD position (Title Code 01293, pay range 05P, \$32,364 to \$41,501) in the Director's Office and create 1.0 FTE Compensation Analyst position (Title Code 05780, pay range 29M, \$55,873 to \$66,964) in the Compensation Division.

BACKGROUND/ANALYSIS

The Compensation Division of Human Resources is in the process of a comprehensive analysis of all County positions. The division currently consists of three positions, including 1.0 FTE Compensation Analyst. Human Resources has identified a need for additional staffing to support the high priority project. Approval of this request would add a second Compensation Analyst, bringing the total to 4.0 FTE in the division. The requested position would also support the day-to-day duties of the Compensation Division including analyzing position requests, ensuring compliance with all applicable laws and regulations, and maintaining the County's position control system.

A total of four positions in the Director's Office are assigned to provide support to the Behavioral Health Division (BHD). The vacant position Clerical Specialist MHD position supports payroll functions for BHD. Due to the centralization of payroll duties, the Clerical Spec MHD position is no longer needed. The remaining three positions can provide sufficient Human Resources support to BHD.

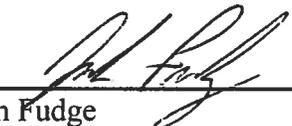
RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Clerical Spec MHD and create 1.0 FTE Compensation Analyst position be approved.

FISCAL NOTE

Approval of this request will result in a net annual salary, social security, and benefit cost increase of \$17,701. Assuming that the Compensation Analyst position is filled at the start of pay period 16 in 2013 at step 1 of the pay range, the current year fiscal impact is a cost increase of \$6,808.

Prepared by:
Daniel Laurila
278-4274



Josh Fudge
Interim Fiscal and Budget Administrator

cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Kerry Mitchell, Director, Human Resources
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitsch, Chief of Staff, County Board
Steve Cady, County Board Fiscal and Budget Analyst
Don Tyler, Director, Department of Administrative Services

1 From the Committee on, Reporting on:

2

3

File No.

4

5 (ITEM NO.) A resolution requesting to abolish 1.0 FTE Clerical Spec MHD (title
6 code 01293, pay range 05P) and create 1.0 FTE Compensation Analyst (title
7 code 05780, pay range 29M).

8

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A RESOLUTION

10

11 WHEREAS, the Human Resources Compensation Division is currently mid-
12 stream on a County-wide job analysis and evaluation project that will touch
13 nearly all positions in Milwaukee County service, and has the need for an
14 additional position to support that project and build capacity for ongoing
15 compensation services; and

16

17 WHEREAS, the Compensation Division currently consists of a
18 Compensation Manager, one Compensation Analyst and one Compensation
Specialist to meet the needs of the entire organization; and

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20 WHEREAS, the addition of 1.0 FTE Compensation Analyst will help the
Compensation Division:

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- Conduct thorough job and pay analysis and evaluations
- Perform market job and pay benchmarking and surveying
- Ensure Wage & Hour, FLSA, Equity, EEO, Job Description compliance
- Administer and audit Hourly/Salary Base & Differential pay, Equity and Incentives
- Analyze position requests and departmental reorganizations
- Review and evaluate market trends
- Maintain and audit Pay Structures
- Maintain and audit Human Resources Information System (HRIS)

31

32 WHEREAS, the Department of Human Resources has one vacant 1.0 FTE
33 Clerical Specialist MHD position assigned to service the Behavioral Health
Division, with primary duties associated with payroll processing; and

34

35 WHEREAS, the Comptroller’s Office is currently centralizing many payroll
duties, which eliminates the need to retain this position; and

36

37 WHEREAS, the Department of Human Resources requests that one 1.0 FTE
38 position of Clerical Specialist MHD be abolished and one 1.0 FTE position of
Compensation Analyst be created; now, therefore

39 WHEREAS, the Department of Administrative Services, Fiscal Affairs
40 recommends that the following request effective May 23, 2013, be approved:
41 abolish 1.0 FTE Clerical Spec MHD (title code 01293, pay range 05P) and create
42 1.0 FTE Compensation Analyst (title code 05780, pay range 29M); now, therefore
43

44 BE IT RESOLVED, that the following position actions are approved, for the
45 Department of Human Resources,:

<u>Action</u>	<u>Title</u>	<u>No. of FTEs</u>	<u>No. of</u>
<u>Positions</u>			
49 Abolish	Clerical Spec MHD	1.0	1
50 Create	Compensation Analyst	1.0	
51 1			

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: April 29, 2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to abolish 1.0 FTE Clerical Spec MHD and create 1.0 FTE Compensation Analyst.

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input checked="" type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget

<input type="checkbox"/> Decrease Operating Expenditures

<input type="checkbox"/> Increase Operating Revenues

<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures

<input type="checkbox"/> Decrease Capital Expenditures

<input type="checkbox"/> Increase Capital Revenues

<input type="checkbox"/> Decrease Capital Revenues

<input type="checkbox"/> Use of contingent funds |
|--|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$6,808	\$17,701
	Revenue	\$0	\$0
	Net Cost	\$6,808	\$17,701
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

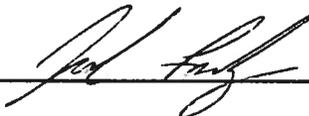
DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
 - B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
 - C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
 - D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
-
- A. Human Resources is requesting to abolish 1.0 FTE Clerical Spec MHD (title code 01293, pay range 05P, Director's Office) and create 1.0 FTE Compensation Analyst (title code 05780, pay range 29M, Compensation Division).
 - B. The direct cost of abolishing the Clerical Spec MHD and creating the Compensation Analyst Specialist is \$6,808 in the current year and \$17,701 in the subsequent year.
 - C. The estimated budget impact is the same as the direct cost.
 - D. The current year costs will be achieved assuming the Compensation Analyst is filled for 10 pay periods in 2013 at step 1 of pay range 29M. The analysis is based on 2013 Adopted Budget salary and fringe benefit rates, including the 1.5% wage increase in the 12th pay period.

Department/Prepared By Daniel Laurila, Fiscal & Management Analyst, DAS-Fiscal

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : April 1, 2013

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources 

SUBJECT: **Revisions to Chapter 17.085 relating Temporary Assignments to Higher Classifications**

REQUEST

The Department of Human Resources (DHR) is recommending revisions to Chapter 17.085 of the Code of General Ordinance to revise the rules governing Temporary Assignments to Higher Classifications (TAHC).

ISSUE

In order to maintain services and operations, when a position is temporarily or permanently vacant, a department head may temporarily assign an employee to cover the duties of a higher classified position pending the return of the incumbent or until a permanent successor for the higher classified position is appointed.

Existing ordinances relating to TAHCs require compensation at the higher rate of pay for any employee who covers the duties of the higher classification for only three or more consecutive days. Due to this requirement to compensate for three days or more of service at the higher classification, there are many instances where employees receive the higher rate of pay for covering one week of duties for another employee who is simply on vacation. In most other professional environments – public or private – employees are assigned to cover short-term vacancies without additional compensation with the understanding that such short-term assignments are a fact of working life.

The attached ordinance revision allows for an employee serving on a TAHC to receive additional compensation when the assignment exceeds six consecutive weeks (30 working days). The change realigns short-term assignments as coverage duties while preserving the possibility of additional compensation for lengthier service. Department managers are prohibited from manipulating such assignments in order to prevent the TAHC'ed employee from receiving the higher rate of pay.

RECOMMENDATION

Please refer this item for consideration by the Committee on Finance, Personnel and Audit.

KJM:jam

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Steve Cady, Fiscal & Budget Analyst, County Board
Carol Mueller, Chief Committee Clerk

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(ITEM) From the Director, Department of Human Resources, recommending adoption of a resolution/ordinance to repeal and recreate Chapter 17.085 and amend Chapter 17.015 of the Milwaukee County Code of General Ordinances relating to Temporary Assignment to a Higher Classification, by recommending adoption of the following:

A RESOLUTION

WHEREAS, department heads are periodically faced with the challenge of covering a temporarily or permanently vacant position to maintain services for the public; and

WHEREAS, as provided in Chapter 17.085 of the Milwaukee County Code of General Ordinances, the department head may temporarily assign an employee to cover the duties of a higher classified position pending the return of the incumbent, or until a permanent successor for the higher classified position is appointed; and

WHEREAS, in many cases the Temporary Assignment to a Higher Classification (TAHC) serves to bridge the gap between an employee's departure and the completion of the recruitment of a replacement; and

WHEREAS, the existing ordinances relating to Temporary Assignments to Higher Classification (TAHC) require compensation at the higher rate of pay for any employee who covers the duties of the higher classification for only three or more consecutive days; and

WHEREAS, due to the requirement to compensate for three days or more of service at the higher classification, there are many instances where employees receive the higher rate of pay for covering one week of duties for another employee who is simply on vacation; and

WHEREAS, in most other professional environments – public or private – employees are assigned to cover short-term vacancies without additional compensation with the understanding that such short-term assignments are a fact of working life; and

WHEREAS, in its current form, the Ordinance requires supplemental paperwork from departments, manual workarounds in the human resource information system, tracking and reporting, and occasionally serves as a source of conflict for those who did not receive the TAHC in the favor of another; and

35 WHEREAS, in the Department's continuing efforts to increase operational
36 efficiencies, the Department will present to the appropriate authority – legislative,
37 administrative or the civil service commission – proposals to revise such rules or
38 ordinances as necessary; now, therefore,

39 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby
40 repeals and recreates Chapter 17.085 and amends Chapter 17.015 of the Milwaukee
41 County Code of General Ordinances by adopting the following:

42 **AN ORDINANCE**

43 The County Board of Supervisors of the County of Milwaukee does ordain as
44 follows:

45 **SECTION 1.** Chapter 17.085 of the General Ordinances of Milwaukee County is
46 repealed and recreated as follows:

47 **17.085. - Temporary assignments.**

48 (1) The following provisions apply to all employees except to the extent it is
49 inconsistent with a provision of an applicable collective bargaining agreement.
50 When necessary to maintain the delivery of quality public services, a
51 department manager may assign an employee to fill a temporary or
52 permanent vacancy in the classified or unclassified service, as set forth
53 below.

54 (a) If a position is permanently vacant and a certification request has been
55 forwarded to the department of human resources and approved to be filled
56 by the department of administrative services, an employee may be
57 temporarily assigned to perform the duties of the vacant position for ninety
58 (90) days or less. One extension of the temporary assignment for no
59 more than an additional ninety (90) days may be approved by the Director
60 of Human Resources. Temporary assignments in excess of 180 days
61 must be approved by the County Board.

62 (b) If a position is temporarily vacant, the position may be filled by a
63 temporary assignment for ninety (90) days or less. Extensions beyond the
64 ninety (90) days must be approved by the director of human resources.
65 Temporary assignments in excess of 180 days must be approved by the
66 County Board.

67 (c) Employees temporarily assigned to a position in a higher classification
68 shall receive the rate of pay for the higher classification if the assignment
69 predominantly includes the duties of the higher classification for at least
70 thirty (30) consecutive scheduled work days, inclusive of holidays. The

71 higher rate of pay shall commence after the thirtieth day of consecutive
72 service of temporary duties and such pay shall be consistent with Section
73 17.09(1) of these ordinances. Department managers shall not
74 unreasonably interrupt or terminate consecutive scheduled work days to
75 circumvent the provisions of this section.

- 76 (d) Employees temporarily assigned to perform the functions of a position in a
77 lower classification shall continue to receive the full rate of pay assigned to
78 his or her permanent position, regardless of the length of the assignment.
- 79 (e) Employees temporarily assigned to a higher classification shall not be
80 entitled to accrue additional vacation, holiday, personal, or sick time due to
81 service in the temporary assignment different from the employee's
82 entitlement in their permanent position, with the exception of increased
83 pay pursuant to paragraph (c) above. An employee assigned to a lower
84 classification shall not have any diminution of benefits based on the time
85 served in the temporary assignment.
- 86 (f) Temporary assignments may be terminated at the discretion of
87 department management or the Director, Department of Human
88 Resources.

89
90 **SECTION 2.** Chapter 17.015 of the General Ordinances of Milwaukee County is
91 amended as follows:

92 **17.015. - Continuation of certain compensation and fringe benefits for former**
93 **members of AFSCME.**

- 94 (1) This ordinance is effective upon the decertification by the Wisconsin
95 Employment Relations Commission, pursuant to
96 ERC 73.01, 73.03(7)(b) and any other applicable provision of the
97 Wisconsin Administrative Code, of the American Federation of State,
98 County and Municipal Employees (AFSCME) as a collective bargaining
99 unit and as the bargaining representative for its members.
- 100 (2) Notwithstanding any provision of these ordinances to the contrary, for
101 employes who were represented by AFSCME as of January 30, 2012,
102 all provisions of the 2007-08 collective bargaining agreement between
103 AFSCME and Milwaukee County are adopted by reference and
104 incorporated herein, except as set forth in the following paragraph, until
105 such time that the county board of supervisors and the county
106 executive can consider other action.
- 107 (3) The following sections of the AFSCME 2007-08 collective bargaining
108 agreement have already been addressed, as noted parenthetically
109 below, by the county board and county executive, and therefore, are

110 not incorporated herein and are excepted from the provisions of the
111 preceding paragraph:

- 112 (a) 2.03 Salary Increment (M.C.O. 17.10)
- 113 (b) 2.04 Overtime (M.C.O. 17.16)
- 114 (c) 2.14 Auto Allowance (M.C.O. 5.06)
- 115 (d) 2.16 Contribution to Retirement System (M.C.O. Chapter 201.24 (3.11)
116 Employee Contribution, (3.3) Employee Membership Accounts, (3.5)
117 Refunds, upon severance or death)
- 118 (e) 2.17(1)(b)(c) and (d), and 2.17(2) Retirement Benefits (M.C.O. Chapter
119 201.24 (2.18) Normal Retirement Age, (4.1) Normal Retirement, (5.1) Normal
120 Pension)
- 121 (f) 2.17(8) Sick Allowance Balance on Retirement, upon adoption of resolution
122 11-20 (M.C.O. 17.184)
- 123 (g) 2.18 Life Insurance (M.C.O. Chapter 62 Life Insurance)
- 124 (h) 2.19 Employee Health Insurance (M.C.O. 17.14(7) Milwaukee County Group
125 Health Benefit Program)
- 126 (i) 2.192 Dental Insurance (M.C.O. 17.14(9) County Dental Benefit Plan)
- 127 (j) 3.02 Full-Time Representative
- 128 (k) 3.15 Fair Share Agreement (Wisconsin Act 10 and Act 32, no longer allow for
129 the collection of union dues on bargaining agreements that have expired)
- 130 (l) 3.16 Voluntary Political Contributions (halted as a result of Act 10 and Act 32)
- 131 (m) 4.01 Resolution of Disputes, 4.02 Grievance Procedure, 4.05 Selection of
132 and Appeals to Umpire and 4.06 Disciplinary Suspensions not Appealable
133 under s. 63.10, Wis. Stats. (Civil Service Rules, M.C.O. 17.207 and s. 63.10,
134 Wis. Stats.)
- 135 (n) 2.11 Temporary Assignments (M.C.O. 17.085)
- 136

137 **SECTION 3.** The provisions of this ordinance shall be effective upon passage and
138 publication.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/1/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: The department is requesting to amend ordinance so that a Temporary Assignment to a Higher Classification (TAHC) is only paid if longer than 6 weeks or 42 consecutive calendar days or more.

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input checked="" type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	-24,498	-37,298
	Revenue	0	0
	Net Cost	-24,498	-37,298
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The department is requesting to amend ordinance so that a Temporary Assignment to a Higher Classification (TAHC) is only paid if longer than 6 weeks or 42 consecutive calendar days or more.

B. Based on the best available data for 2012, the County paid on 134 TAHC periods that were 41 calendar days or less. The total additional salary paid on these TAHCs were \$36,204. Assuming a 1.5 percent increase in salaries in 2013 and 2014 and similar actions by departments, the approximate annual savings for would be \$36,747 and \$37,298 respectively. Assuming that the ordinance takes affect on May 1, 2013, the County would save approximately \$24,498 with 8 months of policy change in effect. Additionally, time will be saved in administrative overhead, as the TAHC process is labor and paper intensive. However, no direct fiscal savings is achievable due to the reduction in administrative overhead because no one specific position is responsible for TAHCs.

C. There are no budgetary impacts for the current year or subsequent years. The direct costs of TAHCs have never been budgeted directly, but have been absorbed by departments in their salary costs. In circumstances where TAHCs are filling vacant positions, the TAHC cost is covered by the budgeted salary of the vacant position. In circumstances where TAHCs are filling positions with employees out on leave, departments typically absorb such costs through other vacant positions or salary savings.

D. Due to the varying nature of TAHCs and the data available to estimate such costs, the amounts used in this are best estimates of potential savings. The data provided included all of 2012 TAHCs as recorded in the payroll system. Dates documented in the system are a solid indicator of dates paid, but variances due exist which are not easily accounted for, such as weekends and holidays which may not have been paid if the employee did not work. This fiscal note also assumes that the actions taken in 2013 to temporarily assign employees to higher classification will closely resemble the

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

actions taken in 2012. It is impossible to predict otherwise as TAHCs are generally used to cover medical leave, vacations and vacancies.

Department/Prepared By Cynthia J. Pahl

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No
Did CBDP Review?² Yes No Not Required

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 2, 2013
To : Committee on Finance, Personnel & Audit
FROM : Rick Ceschin, Deputy Director of Human Resources 
SUBJECT : **Informational Report for 05/16/2013**
Finance, Personnel & Audit Committee Meeting

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to Executive Compensation Plan [ECP]*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the May 16, 2013 Finance, Personnel & Audit Committee Meeting for informational purposes.

In the event the Finance, Personnel & Audit Committee takes no action, the transactions noted on the reports will be implemented.

RC:jam

Copy: HR Managers

AMENDED

Finance, Personnel & Audit Committee Meeting Compensation Report May 2013

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.
(Reclassifications, Advancements Within The Pay Range and Reallocations)
*Change in Duties has to reflect a weight of 25% or more.

Item #	ORDINANCE TYPE	REQUESTOR	ORG	CURRENT	RECOMMENDED	NO. OF POSITIONS	CURRENT		RECOMMENDED		JUSTIFICATION		
				JOB CODE / POSITION #	JOB CODE / POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
1	RECLASSIFICATION 17.05	CBD	1040	0000067 / 000001	00055730 / 000001	1	04PM	01	\$29,016.42	27	01	\$53,021.70	*Change in Duties, Job Classification [Secretarial Assistant to Contract Coordinator]
								02	\$30,040.61		02	\$55,421.39	
								03	\$31,064.59		03	\$57,826.70	
								04	\$32,088.78		04	\$60,579.17	
								05	\$33,112.98		05	\$63,273.18	
								06	\$34,136.75				
								07	\$35,160.94				
								08	\$36,184.72				
								09	\$37,209.33				
2	RECLASSIFICATION 17.05	COMPROLLER	3700	00004605 / 000004	00004431 / 000001	1	32M	01	\$63,133.62	31M	01	\$60,232.02	*Change in Duties, Job Classification [Accounting Manager to Accounting Supervisor]
								02	\$65,974.48		02	\$63,133.62	
								03	\$68,873.38		03	\$65,974.48	
								04	\$71,721.10		04	\$68,873.38	
								05	\$75,175.98		05	\$71,721.31	
3	RECLASSIFICATION 17.05	COMPROLLER	3700	00004120 / 000001	00004200 / 000019	1	14	01	\$34,847.70	17	01	\$37,908.42	*Change in Duties, Job Classification [Accountant 1 - Fiscal Affairs to Accountant 2]
								02	\$35,910.78		02	\$39,068.64	
								03	\$36,927.49		03	\$40,172.70	
								04	\$37,908.42		04	\$41,335.84	
								05	\$39,068.64		05	\$42,936.61	
4	RECLASSIFICATION 17.05	COMPROLLER	3700	00012220 / 000013	00012245 / 000001	1	33JM	01	\$57,667.38	36M	01	\$75,175.98	*Change in Duties, Job Classification, Retention and Recruitment [Fiscal Management Analyst 3 & Capital Finance 3 to Budget and Management Coordinator]
								02	\$60,232.02		02	\$78,631.90	
								03	\$63,133.62		03	\$82,032.08	
								04	\$65,974.48		04	\$85,490.08	
								05	\$68,873.38		05	\$88,948.70	
								06	\$71,721.10				
								07	\$75,175.98				
								08	\$78,631.90				

AMENDED

Finance, Personnel & Audit Committee Meeting Compensation Report May 2013

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.
(Reclassifications, Advancements Within The Pay Range and Reallocations)

*Change in Duties has to reflect a weight of 25% or more.

Item #	ORDINANCE TYPE	REQUESTOR	ORG	CURRENT	RECOMMENDED	NO. OF POSITIONS	CURRENT		RECOMMENDED		JUSTIFICATION		
				JOB CODE / POSITION #	JOB CODE / POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
5	RECLASSIFICATION 17.05	COMPTROLLER	3700	00012220 / 000014	00012245 / 000002	1	33JM	01	\$57,667.38	36M	01	\$75,175.98	*Change in Duties, Job Classification, Retention and Recruitment [Fiscal Management Analyst 3 to Budget and Management Coordinator]
								02	\$60,232.02		02	\$78,631.90	
								03	\$63,133.62		03	\$82,032.08	
								04	\$65,974.48		04	\$85,490.08	
								05	\$68,873.38		05	\$88,948.70	
								06	\$71,721.10				
								07	\$75,175.98				
								08	\$78,631.90				
6	RECLASSIFICATION 17.05	COMPTROLLER	3700	00012243 / 000001	00012245 / 000003	1	33JM	01	\$57,667.38	36M	01	\$75,175.98	*Change in Duties, Job Classification, Retention and Recruitment [Capital Finance 3 to Budget and Management Coordinator]
								02	\$60,232.02		02	\$78,631.90	
								03	\$63,133.62		03	\$82,032.08	
								04	\$65,974.48		04	\$85,490.08	
								05	\$68,873.38		05	\$88,948.70	
								06	\$71,721.10				
								07	\$75,175.98				
								08	\$78,631.90				
7	REALLOCATION 17.055	CBD	1040	00080004 / 000001	N/A	1	901E	MIN	\$60,756.80	902E	MIN	\$77,376.00	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications
								MID	\$74,838.40		MID	\$96,012.80	
								MAX	\$88,940.80		MAX	\$114,649.60	
								\$87,000.00			TBD		
8	REALLOCATION 17.056	DHR	1140	00076520 / 000001	N/A	1	915E	01	\$60,757.63	902E	MIN	\$77,376.00	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications
								02	\$63,795.26		MID	\$96,012.80	
								03	\$66,833.94		MAX	\$114,649.60	
								04	\$69,871.15		\$96,000.00		
								05	\$72,909.41				
								06	\$75,188.67				
								07	\$77,466.48				
								08	\$78,985.30				

AMENDED

**Finance, Personnel & Audit Committee Meeting
Compensation Report
May 2013**

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation.
The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

(Reclassifications, Advancements Within The Pay Range and Reallocations)

*Change in Duties has to reflect a weight of 25% or more.

Item #	ORDINANCE TYPE	REQUESTOR	ORG	CURRENT	RECOMMENDED	NO. OF POSITIONS	CURRENT		RECOMMENDED		JUSTIFICATION		
				JOB CODE / POSITION #	JOB CODE / POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
9	REALLOCATION 17.057 / ADVANCEMENT WITHIN THE PAY RANGE 17.10	COMPTROLLER	3700	00076980 / 000002	N/A	1	915E	01	\$60,757.63	916E	01	\$68,407.66	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications
								02	\$63,795.26		02	\$71,828.22	
								03	\$66,833.94		03	\$75,248.16	
								04	\$69,871.15		04	\$78,668.72	
								05	\$72,909.41		05	\$82,089.28	
								06	\$75,188.67		06	\$84,654.75	
								07	\$77,466.48		07	\$87,219.81	
								08	\$78,985.30		08	\$88,930.19	
10	REALLOCATION 17.057 / ADVANCEMENT WITHIN THE PAY RANGE 17.10	COMPTROLLER	3700	00004605 / 000001 & 2	N/A	2	32M	01	\$63,133.62	916E	01	\$68,407.66	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications
								02	\$65,974.48		02	\$71,828.22	
								03	\$68,973.38		03	\$75,248.16	
								04	\$71,721.10		04	\$78,668.72	
								05	\$75,175.98		05	\$82,089.28	
											06	\$84,654.75	
											07	\$87,219.81	
											08	\$88,930.19	
11	REALLOCATION 17.058	DAS - FACILITIES	5700	00080035	N/A	1	902E	MIN	\$77,376.00	903E	MIN	\$97,260.80	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications
								MID	\$96,012.80		MID	\$118,830.40	
								MAX	\$114,649.60		MAX	\$140,420.80	
								No Incumbent in Position			No Incumbent in Position		

RECLASS
DAS FISCAL FORM
4/25/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Community Business Development Partners
Date of Reclassification Request: April 24, 2013
Date of anticipated reclassification: May 25 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S)															
1	1040	1041	00067	Secretarial Asst NR	04PM	9	1	1.0	17.89	1,431	109	802	16	37,487	60,916
													SUBTOTAL:	37,487	60,916
RECLASSIFICATION POSITIC(N)(S)															
1	1040	1041	55730	Contract Coordinator	27	1	1	1.0	25.49	2,039	156	897	16	49,471	80,391
													SUBTOTAL:	49,471	80,391
													TOTAL COST:	11,984	19,475

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/25/14
DATE

RECLASS
DAS FISCAL FORM
4/25/2013

REALLOCATION DAS FISCAL FORM
Department: Community Business Development Partners
Date of Reallocation Request: April 24, 2013
Date of anticipated reallocation: May 26 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S):															
1	1040	1041	80004	Exdir1-Adsec-Dir Dbd	901E	-	1	1.0	41.83	3,346	256	1,099	16	75,223	122,238
													SUBTOTAL:	75,223	122,238
REALLOCATION POSITION(S):															
1	1040	1041	TBD	Exdir1-Adsec-Dir Dbd	902E	-	1	1.0	41.83	3,346	256	1,099	16	75,223	122,238
													SUBTOTAL:	75,223	122,238
													TOTAL COST:	0	0

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE REALLOCATION? Yes

DOES DAS APPROVE THE ABOVE MENTIONED REALLOCATION? Yes

COMMENT/NARRATIVE (optional): The current rate of the incumbent is within the new pay range. No information was provided regarding where the incumbent would be placed in the reallocated range, therefore the current rate was used. If the incumbent were placed at the top of the reallocated range, the estimated impact would be \$20,956 in the current year and \$34,053 in the subsequent year.


FISCAL AND BUDGET ADMINISTRATOR

4/25/14
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

REALLOCATION DAS FISCAL FORM
Department: Human Resources
Date of Reclass Request: April 24, 2013
Date of anticipated reclasses: May 16, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S):															
1	1140	1143	76520	Employment Relations Manager	915E	8	1	1.0	38.54	3,083	236	1,059	11	48,157	113,826
													SUBTOTAL:	48,157	113,826
RECLASS POSITION(S):															
1	1140	1143	76520	Employment Relations Manager	902E	n/a	1	1.0	46.15	3,692	282	1,153	11	56,406	133,323
													SUBTOTAL:	56,406	133,323
													TOTAL COST:	8,249	19,497

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS. Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): This analysis includes a 1.5% wage increase in Pay Period 12 per the 2013 Adopted Budget. The incumbent is currently at the top step of Pay Range 915E (\$61,669 to \$80,170) and, if approved, will be reallocated to an annual salary of \$96,000 (within the range of \$78,537 to \$116,369 in 902E). HR indicates the incumbent plans to retire in June 2013. This Fiscal Note was prepared under the assumption that the new employee will be hired at the same salary as the incumbent. If the employee is hired at a different level, the fiscal impact will also change accordingly. If the employee is hired at the maximum of Pay Range 902E, the estimated annual fiscal impact of this request is \$18,862 in the current year and \$44,583 in the subsequent year.

FISCAL AND BUDGET ADMINISTRATOR

4/24/13

DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: May 16, 2013

Date of anticipated reclasses: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total				
EXISTING POSITION(S)*																			
1	3700	3758	04120	Accountant 1 - Fiscal Affairs	14	1	1	1.0	16.75	1,340	103	208	16	26,411	42,918				
RECLASS POSITION(S)*																			
1	3700	3758	04200	Accountant 2	17	1	1	1.0	18.23	1,458	112	226	16	28,731	46,688				
														TOTAL COST:				2,320	3,770

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS. Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Department of Health and Human Services
Date of Reclass Request: May 16, 2013
Date of anticipated reclasses: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total		
																TOTAL COST:	
EXISTING POSITION(S):																	
1	3700	3758	04605	Accounting Manager	32M	1	1	1.0	30.35	2,428	186	378	16	47,665	77,781		
RECLASS POSITION(S):																	
1	3700	3758	04431	Accounting Supervisor	31M	1	1	1.0	28.96	2,317	177	359	16	45,650	74,182		
														TOTAL COST:		(2,215)	(3,599)

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS? Yes
DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes
COMMENT/NARRATIVE (optional):

FISCAL AND BUDGET ADMINISTRATOR

4/24/13

DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Department of Health and Human Services
Date of Reclass Request: May 16, 2013
Date of anticipated reclass: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total	
EXISTING POSITION(S):																
1	3700	3752	12243	Capital Finance Planning Analyst	33JM	7	1	1.0	36.14	2,891	221	448	16	56,976	92,587	
RECLASS POSITION(S):																
1	3700	3752	12245	Budget and Management Coordinator	36M	4	1	1.0	41.10	3,287	252	510	16	64,794	105,290	
														TOTAL COST:	7,817	12,703

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS.

Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS?

Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: May 16, 2013

Date of anticipated reclasses: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total	
EXISTING POSITION(S):																
1	3700	3751	12220	Fiscal and Management Analyst	33JM	8	1	1.0	37.80	3,024	231	469	16	59,596	96,843	
RECLASS POSITION(S):																
1	3700	3751	12245	Budget and Management Coordinator	36M	4	1	1.0	41.10	3,288	252	510	16	64,794	105,290	
														TOTAL COST:	5,198	8,447

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS? Yes

Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: May 16, 2013

Date of anticipated reclasses: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hourly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
EXISTING POSITION(S)*															
1	3700	3751	12220	Fiscal and Management Analyst	33JM	8	1	1.0	37.80	3,024	231	469	16	59,596	96,843
RECLASS POSITION(S)*															
1	3700	3751	12245	Budget and Management Coordinator	36M	1	1	1.0	36.14	2,891	221	448	16	56,976	92,587
														(2,619)	(4,256)

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)
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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes
DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes
COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclasp Request: May 16, 2013

Date of anticipated reclasses: May 27, 2013

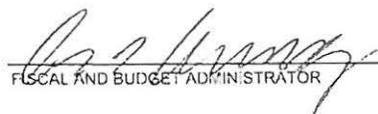
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total	
EXISTING POSITION(S):																
6	3700	3758	76980	Accounting Manager - DOA	915E	7	1	1.0	37.24	2,979	228	482	16	58,712	95,408	
RECLASS POSITION(S):																
6	3700	3758	76980	Accounting Manager - DOA	916F	6	1	1.0	40.70	3,256	249	505	16	64,160	104,261	
														TOTAL COST:	5,448	8,853

* Pension Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/24/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: May 16, 2013

Date of anticipated reclasses: May 27, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTFs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	3700	3757	04605	Accounting Manager	32M	5	2	1.0	36.14	2,891	221	448	16	113,953	185,173
RECLASS POSITION(S)*:															
1	3700	3757	04605	Accounting Manager	916E	6	2	1.0	40.70	3,256	249	505	16	128,321	208,522
											TOTAL COST:		14,368	23,348	

* Pens on Fixed Rate for 2013 = 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

4/24/13
DATE

RECLASS
DAS FISCAL FORM
4/29/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Department of Administrative Services
Date of Reclass Request: April 24, 2013
Date of anticipated reclasses: May 28, 2013

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S)*															
1	5700	5701	00080035	ExtD-2 Facilities Management Director	MIN		1	1.0	\$37.20	2,976	228	1,042	16	67,929	110,385
2					MID		1	1.0	\$46.16	3,693	282	1,153	16	82,054	133,338
					MAX		1	1.0	\$55.12	4,410	337	1,254	16	96,179	156,291
													**SUBTOTAL:	82,054	133,338
RECLASS POSIT.ON(S)*															
1	5700	5701	TBD	TBD	MIN		1	1.0	\$46.76	3,741	286	1,161	16	83,000	134,875
2					MID		1	1.0	\$57.13	4,570	350	1,289	16	99,348	161,441
					MAX		1	1.0	\$57.51	5,401	413	1,418	16	115,712	188,031
													**SUBTOTAL:	99,348	161,441
													TOTAL COST:	17,294	28,102

* Pension Fixed Rate for 2013 = 15.51% of salary
**SUBTOTALS reflect the MID pay range

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS. Yes
DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes
COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities


FISCAL AND BUDGET ADMINISTRATOR

4-29-13
DATE

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Finance, Personnel & Audit Committee Meeting
May 16, 2013

Currently, there are no "Revisions to ECP" to report.

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : April 29, 2013
To : Committee on Finance, Personnel & Audit
FROM : Rick Ceschin, Deputy Director of Human Resources 
SUBJECT : **Informational Reports 05/16/2013**
For Finance, Personnel & Audit Committee Meeting

Attached are a series of informational reports relative to ***dual employment, emergency appointment, and temporary appointment.*** Also included is an informational report relative to ***temporary assignments to a higher classification,*** which is updated through April 24, 2013.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances.

RC:jam

Attachments

Dual Employment Report
Finance, Personnel & Audit Committee Meeting
May 16, 2013

<u>Organizational Unit</u>	<u>Name</u>	<u>Current Classification</u>	<u>Current Pay Range</u>	<u>Dual Employment</u>	<u>Dual Employment Pay Range</u>
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Currently, there are no "Dual Employments" to report.

Emergency Appointment Report
 Finance, Personnel & Audit Committee Meeting
 May 16, 2013

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
HR	1144	Braatz	Lynda	Mgmt Asst - Human Res	F	A	1/14/2013	06PM
DHHS	8525	Collura	Andrew	Housing Prog Asst Rent Asst	F	A	12/10/2012	16Z
DHHS	8528	Gant	Evans	Housing Prog Analyst	F	A	5/20/2012	18
Sheriff	4316	Rowling	Kenneth	Power Plant Operator	F	A	4/1/2013	20
DHHS	8524	Tsounis	Diane	Housing Inspector	F	A	10/22/2012	20M

Temporary Appointment Report
Finance, Personnel & Audit Committee Meeting
May 16, 2013

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
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Currently, there are no "Temporary Appointments" to report.

Temporary Assignment to a Higher Classification (TAHC) Report
Finance, Personnel & Audit Committee Meeting
May 16, 2013

DEPT	FIRST NAME	LAST NAME	CURRENT JOB TITLE	OLD PAY RANGE	NEW PAY RANGE	TAHC JOB TITLE	ORIG START	EXTENDED/ NEW DATE	END DATE	TYPE OF EXT	REASON
BHD	Teri	Jenkins	Clerical Asst 1	03P	22M	Qual Mgmt Adm Asst	4/1/2012	10/1/2012	indefinite	12-881	Vacant position
BHD	Patricia	Meehan	Quality Impr & Risk Coord	28MN	902E	ExDir2-Associate Admin of Nursing	12/31/2012	4/1/2013	6/29/2013	adm	Incumbent new position
BHD	Jeanine	Joe	Clerical Asst 1	03P	04P	Fiscal Asst II*	1/21/2013	4/1/2013	6/29/2013	adm	Vacant position
BHD	Frank	O'Bryant	Certified Nurse Asst	05D	06PM	Staffing Asst	4/28/2013		7/26/2013		Vacant position
BHD	Dragon	Obradovic	Certified Nurse Asst	05D	06PM	Staffing Asst	1/28/2013	4/28/2013	7/26/2013	adm	Vacant position
BHD	Jennifer	Miles	Clerical Specialist MHD	05P	06PM	Management Asst HR	4/15/2013		5/29/2013		Vacant position
DAS-Fiscal Affairs	Josh	Fudge	Director of Strategic Planning	901E	903E	Fiscal & Budget Administrator	4/29/2013		7/27/2013		Incumbent resigned
District Attorney	Sanetran	Johnson	Victim Wit Adv-Exempt	16A	26M	Victim Witness Supervisor	3/31/2013		6/1/2013		Incumbent medical leave
DAS - Facilities Mgmt	Gerald	Otto	Electrical Mechanic	54	54	Electrical Mech Supervisor	1/4/2013	4/2/2013	6/15/2013	adm	Vacant position
DAS - Facilities Mgmt	Gary	Waszak	Facilities Mtce Manager	916E	902E	Facilities Management Director	4/15/2013		7/13/2013		Vacant position
DOT-Airport	Patrick	Harrington	Airport Mtce Worker Asst	16Z	14M	Asst Facilities Supervisor	3/24/2013		6/21/2013		Incumbent promoted
DOT-Airport	Matthew	Wines	Airport Mtce Worker IC	15KZ	26M	Asst Airport Maint Supv	4/15/2013		5/31/2013		Incumbent termed
Parks	Amy	Popp	Park Patrol Seasonal	1	7PM	Park Ranger IC*	2/17/2013	5/17/2013	7/6/2013	adm	Incumbent resigned
Parks	Ryan	Peters	Park Worker 3 Seas	5108	18Z	Park Mtce Wrkr 2-IC*	3/18/2013		6/15/2013		Incumbent promoted
Parks	Jon	Peltonen	Park Mtce Worker II IC	18Z	22M	Park Unit Coord I-Golf*	12/27/2012	3/17/2013	6/14/2013	adm	Incumbent resigned
Parks	Jim	Keegen	ExDir2Chief of PlantPartPo	902E	903E	Interim Parks Director	8/27/2012	4/9/2013	8/13/2013	File No. 13-227	Incumbent termed
Parks	Jill	Organ	Engineer	32A	902E	Chief of Planning & Development	9/14/2012	4/9/2013	8/13/2013	File No. 13-227	TAHC of incumbent
Parks	Charlotte	Kurzawa	Office Asst 3 Seas	07PM	12DC	Senior Executive Asst.		4/9/2013	8/13/2013	File No. 13-227	TAHC of incumbent
Parks	Michael	Stein	Park Mtce Worker II IC	18Z	24M	Park Unit Coord I-Golf*	3/18/2013		6/15/2013		Incumbent promoted
Parks	Susie	Devcich	Asst. Chief of Rec/Bus Op	916E	902E	Chief of Rec & Bus Ops	4/7/2013		7/5/2013		Incumbent resigned
Parks	Wayne	Stollenwerk	Park Worker 3 Seas	5108	06	Office Asst I	4/15/2013		7/13/2013		Incumbent medical leave
Parks	Stephen	Gallam	Park Worker 3	5108	18Z	Parks Maint Wrkr 2 IC	4/14/2013		7/12/2013		Incumbent termed
Parks	Nickolas	Goryl	Parks/Hwy Maint	13P	18Z	Parks Maint Wrkr 2 IC	4/14/2013		7/12/2013		Incumbent resigned
Parks	Frank	Corona	Park Worker 3	5108	5103	Ironworker	4/1/2013		6/29/2013		Incumbent medical leave
Parks	Brian	Ochowicz	Nat Resource Tech	15Z	210DC	Nat Resource Tech IC	4/14/2013		7/12/2013		Incumbent medical leave
Parks	Christian	Kovnesky	Ironworker	5103	5104	Ironworker Supervisor	4/1/2013		6/29/2013		Incumbent medical leave
Sheriff Dept	Mary	Sawczuk	Deputy Sheriff I	17BZ	22B	Dep. Sheriff Sergeant*	9/21/2012	3/21/2013	6/18/2013	adm	No Cert list
Sheriff Dept	Daniel	Carter	Deputy Sheriff I	17BZ	22B	Dep. Sheriff Sergeant*	9/21/2012	3/21/2013	6/18/2013	adm	No Cert list
Sheriff Dept	Fred	Gladney	Deputy Sheriff I	17BZ	22B	Dep. Sheriff Sergeant*	9/21/2012	3/21/2013	6/18/2013	adm	No Cert list
Sheriff Dept	Brandy	Lester	Deputy Sheriff I	17BZ	22B	Dep. Sheriff Sergeant*	9/21/2012	3/21/2013	6/18/2013	adm	No Cert list
Sheriff Dept	Aaron	Dobson	Deputy Sheriff I	17BZ	22B	Deputy Sheriff Sergeant*	1/8/2013	4/9/2013	7/7/2013	adm	Hiring process begun
Sheriff Dept	Jeffrey	Andrykowski	CO 1	14Z	23CM	CO Lieutenant	11/24/2012	3/17/2013	6/14/2013	adm	Hiring process begun
Zoo	Michael	Narlock	Heritage Farm Attendant	51	15	Zookeeper*	1/20/2013	4/1/2013	6/1/2013	adm	Vacant position

The TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a vacant unclassified position through adoption of a resolution.

*Individual has a TAHC according to provisions of labor contracts

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : April 29, 2013
TO : Committee on Finance, Personnel & Audit
FROM : Rick Ceschin, Deputy Director of Human Resources 
SUBJECT : **Informational Reports 05/16/13**
For Finance, Personnel & Audit Committee Meeting

Attached is an informational report listing *appointments at an advanced step of the pay range*, which the Director of Human Resources has approved.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the May 16, 2013 Finance, Personnel & Audit Committee Meeting for informational purposes

RC:jam

Attachment

Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
May 2013

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	EST. FISCAL YEAR IMPACT^^	JUSTIFICATION
DAS - Economic Development	1190	Adm Sec 4- Support Servs	Admin Spec - Econ Dev NR	07PM	01	\$ 17.8082	\$ 37,041.06	09	03/03/2013	\$9,729.76	Transfer Promotion / 20+ Experience
					02	\$ 18.4369	\$ 38,348.75				
					03	\$ 19.0653	\$ 39,655.82				
					04	\$ 19.6939	\$ 40,963.31				
					05	\$ 20.3223	\$ 42,270.38				
					06	\$ 20.9508	\$ 43,577.66				
					07	\$ 21.5794	\$ 44,885.15				
					08	\$ 22.2078	\$ 46,192.22				
					09	\$ 22.8365	\$ 47,499.92				
DAS - Economic Development	1190	N/A	Real Estate Agent	26M	01	\$ 24.1383	\$ 50,207.66	04	03/25/2013	\$4,188.06	New Hire Appointment / 10+ Experience
					02	\$ 24.9938	\$ 51,987.10				
					03	\$ 26.1252	\$ 54,340.42				
					04	\$ 26.4650	\$ 55,047.20				
					05	\$ 27.7247	\$ 57,667.38				
DOT	5800	Fiscal & Perf Mgmt Coord	Director of Operations	38M	01	\$ 39.4385	\$ 82,032.08	05	04/22/2013	\$8,944.99	Transfer Promotion / Experience/Education
					02	\$ 41.1010	\$ 85,490.08				
					03	\$ 42.7638	\$ 88,948.70				
					04	\$ 44.9601	\$ 93,517.01				
					05	\$ 47.7234	\$ 99,264.67				
BHD - Behavioral Health Div	6300	N/A	BH Staff Psychiatrist Hourly	44PM	01	\$ 82.8190	\$ 172,263.52	04	04/13/2013	\$14,991.66	New Hire Appointment / Recruitment at Market Rate
					02	\$ 85.7177	\$ 178,292.82				
					03	\$ 88.7178	\$ 184,533.02				
					04	\$ 91.8230	\$ 190,991.84				
					05	\$ 95.0367	\$ 197,676.34				
					06	\$ 98.3630	\$ 204,595.04				
					07	\$ 101.8057	\$ 211,755.86				
BHD - Behavioral Health Div	6300	N/A	House Physician I - Hourly	40XM	01	\$ 57.4578	\$ 119,512.22	03	TBD	~	New Hire Appointment / Recruitment at Market Rate
					02	\$ 59.4687	\$ 123,694.90				
					03	\$ 61.5502	\$ 128,024.42				
					04	\$ 63.7044	\$ 132,505.15				
					05	\$ 65.9339	\$ 137,142.51				
					06	\$ 68.2418	\$ 141,942.94				
					07	\$ 70.6302	\$ 146,910.82				

^Bold/shaded border denotes rates of incumbents

Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
May 2013

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	EST. FISCAL YEAR IMPACT ^{MA}	JUSTIFICATION
BHD - Behavioral Health Div	6300	N/A	House Physician I - Hourly	40XM	01	\$ 57.4578	\$ 119,512.22	03	04/05/2013	\$6,813.85	New Hire Appointment / Recruitment at Market Rate
					02	\$ 59.4687	\$ 123,694.90				
					03	\$ 61.5502	\$ 128,024.42				
					04	\$ 63.7044	\$ 132,505.15				
					05	\$ 65.9339	\$ 137,142.51				
					06	\$ 68.2418	\$ 141,942.94				
					07	\$ 70.6302	\$ 146,910.82				
BHD - Behavioral Health Div	6300	N/A	Clinical Prog Dir Psy Hourly	34HM	01	\$ 73.6348	\$ 153,160.38	02	04/01/2013	\$4,245.52	New Hire Appointment / Recruitment at Market Rate
					02	\$ 76.0539	\$ 158,192.11				
					03	\$ 78.4729	\$ 163,223.63				
					04	\$ 80.8920	\$ 168,255.36				
					05	\$ 83.3110	\$ 173,286.88				
					06	\$ 85.7301	\$ 178,318.61				
					07	\$ 88.1491	\$ 183,350.13				
BHD - Behavioral Health Div	6300	N/A	EMS Instructor	18N	01	\$ 26.5101	\$ 55,141.01	04	04/01/2013	\$7,120.04	New Hire Appointment / Recruitment at Market Rate
					02	\$ 28.0892	\$ 58,425.54				
					03	\$ 29.4905	\$ 61,340.24				
					04	\$ 30.7558	\$ 63,972.06				
					05	\$ 32.1572	\$ 66,886.98				
					06	\$ 32.7951	\$ 68,213.81				
					07	\$ 33.4435	\$ 69,562.48				
					08	\$ 34.0082	\$ 70,737.06				
					09	\$ 34.5729	\$ 71,911.63				
BHD - Behavioral Health Div	6300	N/A	Fiscal Mgt Analyst 3	33JM	01	\$ 27.7247	\$ 57,667.38	06	04/08/2013	\$11,040.28	New Hire Appointment / 15+ Experience
					02	\$ 28.9577	\$ 60,232.02				
					03	\$ 30.3527	\$ 63,133.62				
					04	\$ 31.7185	\$ 65,974.48				
					05	\$ 33.1122	\$ 68,873.38				
					06	\$ 34.4813	\$ 71,721.10				
					07	\$ 36.1423	\$ 75,175.98				
					08	\$ 37.8038	\$ 78,631.90				

^Bold/shaded border denotes rates of incumbents

Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
May 2013

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	EST. FISCAL YEAR IMPACT^^	JUSTIFICATION
BHD - Behavioral Health Div	6300	BH Clinical Psychologist III	BH Clinical ProgDir Psychology	34MP	01	\$ 48.3848	\$ 100,640.38	03	04/15/2013	\$7,697.42	Transfer Promotion / 15+ Experience
					02	\$ 50.8039	\$ 105,672.11				
					03	\$ 53.2229	\$ 110,703.63				
					04	\$ 55.6420	\$ 115,735.36				
					05	\$ 58.0610	\$ 120,766.88				
					06	\$ 60.4801	\$ 125,798.61				
					07	\$ 62.8991	\$ 130,830.13				
BHD - Behavioral Health Div	6300	N/A	Qual Assur Spec AODA	16C	01	\$ 16.0074	\$ 33,295.39	13	TBD	~	New Hire Appointment / Recruitment at Market Rate
					02	\$ 16.3806	\$ 34,071.65				
					03	\$ 16.7537	\$ 34,847.70				
					04	\$ 17.2648	\$ 35,910.78				
					05	\$ 17.7536	\$ 36,927.49				
					06	\$ 18.2252	\$ 37,908.42				
					07	\$ 18.7830	\$ 39,068.64				
					08	\$ 19.3138	\$ 40,172.70				
					09	\$ 19.8730	\$ 41,335.84				
					10	\$ 20.6426	\$ 42,936.61				
					11	\$ 21.4659	\$ 44,649.07				
					12	\$ 22.3420	\$ 46,471.36				
					13	\$ 23.0695	\$ 47,984.56				
14	\$ 23.8285	\$ 49,563.28									
15	\$ 24.7311	\$ 51,440.69									
16	\$ 25.1942	\$ 52,403.94									
17	\$ 25.6422	\$ 53,335.78									

^^Est. Fiscal Current Year fiscal impact amount is based upon number of weeks remaining in 2013 from date of appointment and the difference from the required rate to the advanced rate. Based on 40 Hour Work Week.

^Bold/shaded border denotes rates of incumbents

COUNTY OF MILWAUKEE
Department of Human Resources
INTEROFFICE COMMUNICATION

DATE: April 26, 2013

TO: Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee

FROM: Kerry Mitchell, Director, Department of Human Resources *Km*
Prepared by: Sue Drummond, Payroll Manager

SUBJECT: Quarterly Report on FLSA Exempt Overtime Accrued and Paid (Informational Only)

Milwaukee County Code Section 17.16 governs overtime compensation for non-represented employees. As amended in November of 2009, the Code states that non-represented employees that are exempt from the requirements of the Fair Labor Standards Act (FLSA), other than ECP employees, shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off. Accrued overtime for FLSA exempt staff will be paid out at termination. The Code requires the Director of Human Resources to provide the Personnel Committee with quarterly reports of all overtime paid to non-represented employees that are FLSA exempt.

Overtime to Non-Represented Employees

The attached spreadsheet summarizes overtime compensation for non-represented and FLSA exempt employees for Quarter 1 of 2013.

KJM/SD:jam

cc: Amber Moreen, Chief of Staff
John Zapfel, Deputy Chief of Staff
Jerry Heer, County Auditor
Scott Manske, Comptroller

Quarterly Overtime Analysis

Milwaukee County

For Finance, Personnel & Audit Committee Committee

	2013					2012					2011			
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1 & Q2	Q3	Q4	Total
TOTAL Overtime Expense														
Hours														
Hours of Overtime Accrued	4649.2				4,649	3575.4	1873.8	3318.7	3039.4	11,807	3372.1	3079.69	3401.5	9853.3
Hours of Overtime Paid Out	1520.1				1,520	961.4	792.6	1271.3	1138.7	4,164	967.4	763.2	1179.4	2910
Dollars														
\$ Paid OT	\$98,608.49				\$98,608.49	\$70,210.40	\$ 44,933.65	\$ 88,825.70	\$ 62,664.64	\$266,634.39	\$58,497.78	\$ 47,689.62	\$ 64,703.24	\$ 170,890.62
Employees														
# Accrued OT	156					138	114	145	130		129	171	204	
# Paid OT	25					13	11	15	14		15	24	34	

Insert graph to depict annual comparisons by quarter

**INTEROFFICE COMMUNICATION
COUNTY OF MILWAUKEE**

DATE: May 1, 2013

TO: Mark Borkowski, Chairman
Committee on Judiciary, Safety and General Services

Willie Johnson & David Cullen, Co-Chairmen
Committee on Finance, Personnel and Audit

FROM: Mark A. Grady, Deputy Corporation Counsel

SUBJECT: Status update on pending litigation

The following is a list of some of the significant pending cases that we believe may be of interest to the Committees. New information and additions to the list since the last committee meetings are noted in **bold**. However, our office is prepared to discuss any pending litigation or claim involving Milwaukee County, at your discretion.

1. *DC48 v. Milwaukee County* (Rule of 75)
Case No. 11-CV-16826 (temporary stay of case until May 10, 2013)
2. *MDSA v. Milwaukee County* (overturn arbitration award on 2012 deputy layoffs)
Case No. 12-CV-1984
3. Retiree health plan (co-pays, deductibles, etc.) cases:
Hussey v. Milwaukee County (Retiree health)
Case No. 12-C-73 (U.S. District Court, appealed by Hussey to U.S. Seventh Circuit Court of Appeals)
MDSA prohibited practice complaint
WERC Case No. 792 No. 71690 MP-4726
Rieder & MDSA v. Milwaukee County
Case No. 12-CV-12978
DC48 prohibited practice complaint
WERC Case No. 762 No. 70685 MP-4657
DC48 et al. v. Milwaukee County et al.
Case No. 12-CV-13612 (stayed pending outcome of *Hussey* case)
4. Medicare Part B premium reimbursement cases:
FNHP and AMCA v. Milwaukee County
Case No. 12-CV-1528 (appealed to WI Court of Appeals by Milwaukee County)
DC48 et al. v. Milwaukee County et al.
Case No. 12-CV-13612 (stayed pending outcome of cases above)

5. 1.6% Pension Multiplier cases:
Stoker & FNHP v. Milwaukee County
Case No. 11-CV-16550 (appealed to WI Court of Appeals by Milwaukee County)
AFSCME v. Milwaukee County
Case No. 12-CV-9911 (stayed pending above appeal)
Brillowski & Trades v. Milwaukee County
Case No. 12-CV-13343 (stayed pending outcome of *Stoker* above)
6. Sheriff Captain Lay-off cases:
McKenzie & Goodlette v. Milwaukee County (captains layoffs)
Case No. 12-CV-0079
Rewolinski v Milwaukee County (captain layoff)
Case No. 12-CV-0645
Clarke v. Civil Service Commission (captains promotions and layoffs)
Case No. 12-CV-3366 (Commission affirmed)
7. *DC48 v. Milwaukee County* (seniority in vacation selection and CO1 transfer rights under Sheriff)
Case No. 12-CV-3944
8. *Wosinski et al. v. Advance Cast Stone et al.* (O'Donnell Park)
Case No. 11-CV-1003 (consolidated actions)(**trial: October 7, 2013, six weeks**)
9. *Christensen et al. v. Sullivan et al.* (Sheriff motion on medical care in jail)
Case No. 96-CV-1835
10. *Milwaukee Riverkeeper v. Milwaukee County* (Estabrook dam)
Case No. 11-CV-8784
11. *Milwaukee County v. Federal National Mortgage Ass'n. et al.* (transfer taxes)
Case No. 12-C-732 (U.S. District Court)
12. *Midwest Development Corporation v. Milwaukee County* (Crystal Ridge)
Case No. 12-CV-11071
13. *MDSA grievance arbitration* (overtime opportunities)
Milwaukee County v. MDSA (overturn arbitration award for MDSA on overtime)
Case No. 12-CV-8411
14. Retirement sick allowance payment for employees not represented at retirement, but previously represented
Pasko v. Milwaukee County
Case No. 11-CV-2577 (appealed to WI Court of Appeals by Milwaukee County)

Memo to Mark Borkowski, Chairman

5/1/2013

Page 3 of 3

- Porth v. Milwaukee County*
Case No. 11-CV-4908 (consolidated with Pasko case, appealed to WI Court of Appeals by Milwaukee County)
- Koehn v. Milwaukee County*
Case No. 12-CV-1402 (stayed in circuit court pending appeal of other cases)
- Marchewka v. Milwaukee County*
Case No. 13-CV-969
15. *Clarke v. Milwaukee County* (House of Correction transition)
Case No. 12-CV-13388
16. *Calderon v. Milwaukee County*
Case No. 12-C-1043 (U.S. District Ct.)(deputy assault of person in custody)
17. Froedtert Hospital petition to disturb burial sites – petition granted by State.
18. FNHP, AMCA & AFSCME v. Milwaukee County and ERS (backdrop modification)
Case No. 13-CV-3134