

3/24/22 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 A DEPARTMENTAL

Action Required
 Finance and Audit Committee

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Performance, Strategy, and Budget (PSB), 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 2022 appropriations of the respective listed departments:

| 1) | <u>From</u> | <u>To</u> |
|--|-------------|-----------|
| <u>1160 – DAS – Information Management Services Division</u> | | |
| 60506 – DP Software Lease / LCN - LT | \$11,788 | |
| 51006 – Salaries – Wages Budget | | \$10,950 |
| 54000 – Social Security Taxes | | \$838 |

The Director of the Department of Administrative Services (DAS) – Information Management Services Division is requesting a \$11,788 appropriation transfer of expenditure authority from Services/Commodities to its Personnel expenditures.

This transfer of expenditure authority will allow for merit adjustments for two (2) IT Manager Applications based on increased duties and responsibilities.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.

| 2) | <u>From</u> | <u>To</u> |
|--|-------------|-----------|
| <u>5700 – DAS – Facilities Management Division</u> | | |
| 60600 – R/M-Bldg and Structures | \$4,365 | |
| 51006 – Salaries – Wages Budget | | \$4,031 |
| 54000 – Social Security Taxes | | \$334 |

The Director of the Department of Administrative Services (DAS) – Facilities Management Division (division), is requesting a \$4,365 appropriation transfer of expenditure authority from the division’s Services/Commodities expenditures to its Personnel expenditures.

This transfer of expenditure authority will allow for a merit adjustment for one (1) Coordinator Maintenance Services based on increased duties and responsibilities. The division manages approximately 35 vendor relationships who perform any services for the County. The division currently does not have a methodology, protocols or procedures around vendor management. To address this issue, key additional duties for the Coord Maintenance Services will include vendor management, such as: vendor relationship management, engagement, contract agreement monitoring, performance mgt, continuous improvement & troubleshooting.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.

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|----|-----------------------------------|-------------|-----------|
| 3) | | <u>From</u> | <u>To</u> |
| | <u>5300 - Fleet</u> | | |
| | 51006 – Salaries- Wages Budget | | \$210,000 |
| | 70706 – Repair Parts | \$110,000 | |
| | 60600 – R/M – Bldg and Structures | \$30,000 | |
| | 70802 – Computer Software | \$70,000 | |

The Director of the Department of Transportation is requesting a funds transfer from the Repair Parts, Repair Maintenance for Buildings and Structures, and Computer Software accounts to the Salary account based upon an internal salary study conducted in 2021.

The study compared salaries with other fleet departments and comparable positions across the department for equity purposes. The Fleet Management Division continues to have difficulty recruiting qualified candidates for the Fleet Mechanic positions due to the uncompetitive wage structure.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.

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|----|--|-------------|-----------|
| 4) | | <u>From</u> | <u>To</u> |
| | <u>4800 – Office of Emergency Management (OEM)</u> | | |
| | 51006 – Salaries – Wages Budget | | \$5,473 |
| | 54000 – Social Security Taxes | | \$418 |
| | 60115 – Prof Serv – Recurring Operations | \$5,892 | |

The Director of the Department of Emergency Management requests an appropriation transfer of \$5,892 from the services account to the personal services account series for the Lead GIS Coordinator reclassification. The fund transfer increases expenditures of \$5,892 within the Salaries-Wages budget section and decreases expenditures of \$5,892 within the Prof. Serv-Recurring Operation account for no net tax levy impact.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.

| 5) | | <u>From</u> | <u>To</u> |
|----|---|-------------|-----------|
| | <u>5040 - Airport</u> | | |
| | 46305 – Land Fee – Airline Signatory | | \$134,467 |
| | 47006 – Terminal Space Non Signatory | | \$66,684 |
| | 47022 – Air IT County Gate | | \$19,920 |
| | 47011 – Term Space Rent – Signatory | | \$153,574 |
| | 47012 – Apron Fee Signatory | | \$19,699 |
| | 47013 – Apron Parking Fees | | \$24,880 |
| | 46308 – Land Fees – Other | \$87,996 | |
| | 46310 – Signatory Cargo Carrier LDG | \$38,164 | |
| | 46311 – Non – Signatory Cargo Carrier | \$8,306 | |
| | 47014 – Conveyor TV VP Porter RM | \$13,094 | |
| | 47015 – Conveyor TV VP Porter Signatory | \$41,443 | |
| | 47024 – County Gate Non Signatory | \$44,581 | |
| | 47027 – County Gate Non Signatory PLB | \$185,640 | |

The Director of Transportation and the Airport Director request a 2022 appropriation transfer to increase certain revenue accounts within the Airport operating budget by \$419,224 and to decrease certain revenue accounts within the Airport operating budget by an equal offsetting amount \$419,224 to reflect anticipated airline revenue in the most appropriate budgetary accounts.

Throughout the annual budget process as additional schedule information becomes available from airlines for the upcoming year, the Airport refines assumptions on space rental utilization and landed weights by air carrier type (e.g. passenger or cargo) and lease classification status (e.g. signatory or no signatory). These refining adjustments are made to ensure the Airport begins the year with the most accurately budgeted airline rates and charges possible and that those rates and charges are also as accurately distributed across the Airport's cost centers as possible.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.

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|----|---------------------------|------------------------------|------------------|----------|
| 8) | | | Fiscal Year 2021 | |
| | | | From | To |
| | <u>3700 - Comptroller</u> | | | |
| | 51006 | - Salaries – Wages Budget | | \$15,000 |
| | 60023 | - Contract Pers Serv - Short | \$15,000 | |

The Office of the Comptroller requests an appropriation transfer of \$15,000 to fund salary increase. Surplus appropriations are available within the contractual personnel services account due to most positions being filled in the Office of the Comptroller.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 18, 2022.