

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 6/16/16

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT: REQUEST TO RELEASE ALLOCATED CONTINGENCY ACCOUNT WITHIN THE 2016 AIRPORT BUDGET FOR CONSULTING SERVICES RELATING TO TIMMERMAN AIRPORT**

**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<br>(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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	0	0
	Revenue		
	Net Cost		
<b>Capital Improvement Budget</b>	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. <sup>1</sup> 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 Airport is requesting release of the Allocated Contingency Account within the 2016 Airport Budget for consulting services relating to Timmerman Airport.**

**B. The Airport Director has determined that an airport business plan is essential in planning for the future of Timmerman Airport. Sound business planning will provide the Airport Director with tools to make informed business decisions relating to the operation, management, and future direction of Timmerman. The scope of the business plan will include development of business goals, objectives, and action plans for Timmerman's General Aviation aeronautic activity, real estate, and non-aeronautic business opportunities.**

**The direct cost will be for development and delivery of the business plan.**

**C. It is requested that the County Board of Supervisors allocate the \$250,000 from the allocated contingency account within the Airport's 2016 Operating Budget to enable the Airport Director to proceed with a Timmerman business plan.**

**This request is contingent upon approval of a separately submitted appropriation transfer request to increase Timmerman's professional services expenditure authority by \$250,000 and recognizing an offsetting reduction in the allocated contingency. There will be no tax levy impact from approval of this transfer as the funds are budgeted and this action simply allocates them.**

**D. It is assumed that the Timmerman Business Plan will be completed by July 31, 2017.**


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<sup>1</sup> 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.

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

Department/Prepared By Karen Freiberg, Deputy Airport Director-Finance & Administration

Authorized Signature

  
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Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?<sup>2</sup>  Yes  No  Not Required