

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 2021 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>115 – Department of Administrative Services</u>		
7915 – Computer Software		\$26,305
6050 – Contract Pers Serv-Short		\$25,000
5199 – Salaries-Wages Budget	\$51,305	

The Department of Administrative Services Director requests an appropriation transfer of \$51,305 from Salaries - Wages Budget to cover an unanticipated fee increase related to the 2021 VFA siteworks facility software costs and address temporary help for specification writing for capital project delivery and program management for the facilities assessment team due to retirement.

The VFA software is used by the facilities assessment team to assess and document the condition of county wide facilities. The condition assessment information is used during budget preparation to identify, prioritize and estimate the cost of repair or replacement needs. The data stored in the software is also used by department to prioritize maintenance and understand the backlog of maintenance needs. Other uses include facilities allocation of costs per sq. ft and centralized cross-charges for county departments.

Due to current county facility square footage space exceeding the VFA contractual square footage amount by 30%, a fee increase of \$26,305 is required based on the licensing agreement.

The specification writer is a critical position in AE&ES in the preparation and delivery of capital projects. To limit the impact on the delivery schedule of capital projects, temporary help will be pursued while the position is vacant to assist in specification writing and assembly of project manuals in preparation for bidding project.

In early 2021, an unplanned retirement with the specification writer position occurred in AE&ES. Additionally, AE&ES has a vacant program management position. As a result of the vacancies, AE&ES is requesting \$25,000 for temporary help to ensure the functions (spec writing for capital projects and program management) of these positions continue until they can be filled.

The Director of AE&ES position has been vacant since January 1<sup>st</sup>, 2021 and is anticipated to be hired late March 2021. The Specification Writer is vacant as of February 1<sup>st</sup>, 2021 and is anticipated to be hired no earlier than May 2021. The Property Assessment Program Manager has been vacant as of January 1<sup>st</sup>, 2021 and is anticipated to be hired no earlier than May 2021. AE&ES has indicated savings through these vacancies provide funding to cover the additional costs of the VFA free increase (\$26,305) and temporary help (\$25,000).

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

2)	<u>From</u>	<u>To</u>
<u>5040 - Airport</u>		
3504 – Security Charges	\$6,156	
3510 – Land Fees – Other	\$453,907	
3607 – Terminal Space Rental	\$128,235	
3609 – Air IT County Gate	\$14,910	
3615 – Apron Parking Fees	\$2,699	
3617 – Conveyor – TV- VP- Porter Rm	\$156,752	
3618 – Comv – TV – VP – Porter – Sign'ty	\$44,221	
3635 – County Gate Non-Sig	\$68,473	
3638 – County Gate Nonig PLB	409,154	
3507 – Land Fee – Airline - Signat'y		\$366,035
3512 – Cargo Carrier Landing Fee		\$12,232
3513 – Non – Signatory Cargo Carr		\$3,159
3613 – Term Space Rent – Signatory		\$831,344
3614 – Apron Fee – Signatory		\$71,737

The Director of Transportation and the Airport Director request a 2021 appropriation transfer to increase certain revenue accounts within the Airport operating budget by \$1,284,507 and to decrease certain revenue accounts within the Airport operating budget by an equal offsetting amount \$1,284,507 to reflect anticipated airline revenue in the most appropriate budgetary accounts.

The master Airport Use and Lease Agreement (AULA) with the signatory airlines serving Milwaukee Mitchell International Airport (MMIA) was originally set to expire December 31, 2020. . In light of the COVID 19 global health pandemic and the significant uncertainty it has created in the travel and aviation sector, the airport and signatory airlines agreed to extend the AULA an additional year spanning January 1, 2021 through December 31, 2021. This extension also allowed for a one-time adjustment in space the airlines rent at the airport (such as terminal space including gates and offices and apron space for parking of aircraft at gates). Air Canada and Alaska Airlines chose to exit signatory status for the 2021 lease extension period. These two airlines are continuing to rent office space and are expected to continuing flying into MMIA for 2021; however, instead of paying rent to permanently lease space these two airlines will be charged for the gate and apron on a per use basis each time they have a flight into MMIA. Given this change with the two airlines, this appropriation transfer request does not have a budgetary impact but simply shifts revenues between accounts to ensure the most accurate budget possible and ensures the Airport's cost centers stay correctly aligned.

There is no tax levy impact that results from the approval of this request because in the event that Air Canada and Alaska Airlines fly into MMIA less than expected during the course of 2021, any budgeted revenue shortfall would be covered by the remaining signatory airlines serving MMIA per the residual structure of the AULA.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

3)		<u>From</u>	<u>To</u>
	<u>1151 – Department of Administrative Services</u>		
	6148 – Professional Services	\$10,000	
	6040 – Membership Dues	\$1,822	
	6999 – Sundry Services	\$4,153	
	5199 – Salary		\$14,840
	5312 – Social Security		\$1,135

A 2021 transfer of \$15,975 is requested by the Department of Administrative Services to transfer expenditure authority from the services series to the personal services series to fund advancements in the Office of Performance, Strategy, and Budget and Central Business Office. These advancements are addressing internal equity issues and the funding is available in the 2021 Adopted Budget appropriations for the Department of Administrative Services.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

3/25/21 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
B DEPARTMENTAL RECEIPT OF REVENUE

Action Required

Finance and Audit Committee  
2/3's County Board

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 2021 appropriations of the respective listed departments:

1)		<u>From</u>	<u>To</u>
	<u>4000 – Office of the Sheriff</u>		
	2299 – Other State Grants & Reimbursements	\$15,000	
	7935 – Law Enforcement & Public Safety Supplies		\$15,000

The Office of the Sheriff requests a 2021 fund transfer to recognize revenue of \$15,000 from the State of Wisconsin and establish expenditure authority of \$15,000.

On December 17, 2020, the Office of the Sheriff received notification from the State of Wisconsin Department of Military Affairs that it had been awarded a Fiscal Year 2020 Homeland Security Program Grant Award for Homeland Security-WEM/SWAT Night Vision, CFDA #97.067. Funding in this grant is identified for the purchase of Thermal Binoculars and Night Vision Goggles. The purchase is intended to enhance the current inventory and aide in the preservation of life.

The grant is required to be expended by August 31, 2021.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FRBRUARY 19, 2021.

2)		<u>From</u>	<u>To</u>
	<u>4000 – Office of the Sheriff</u>		
	2299 – Other State Grants & Reimbursements	\$5,750	
	8552 – Mach & Equip – New > 2500		\$5,750

The Office of the Sheriff requests a 2021 fund transfer to recognize revenue of \$5,750 from the State of Wisconsin and establish expenditure authority of \$5,750.

On December 17, 2020, the Office of the Sheriff received notification from the State of Wisconsin Department of Military Affairs that it had been awarded a Fiscal Year 2020 Homeland Security Program Grant Award for Homeland Security/HS ALERT EOD Portable X-Ray Source 2020, CDFA #97.067. Funding in this grant is identified to procure a replacement portable X-Ray source for the Explosive Ordinance Disposal (EOD) unit. The purchase is intended to enhance the EOD response capability and aide in the preservation of life and property.

The grant is required to be expended by August 31, 2021.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FRBRUARY 19, 2021.

3)		<u>From</u>	<u>To</u>
	<u>4000 – Office of the Sheriff</u>		
	2299 – Other State Grants & Reimbursements	\$20,833	
	8552 – Machine & Equip – New >\$2,500		\$20,833

The Office of the Sheriff requests a 2021 fund transfer to recognize revenue of \$20,833 from the State of Wisconsin and establish expenditure authority of \$20,833.

On January 26, 2021, the Office of the Sheriff received notification from the Office of Emergency Management that the State of Wisconsin, Department of Military Affairs had awarded a Fiscal Year 2019 Homeland Security Program Grant Award for Homeland Security-WEM/SWAT Enhanced Sensing Equipment 2019, Grant Number 2019-HSW-02A-11997, CFDA # 97.067. Funding in this grant is identified for the purchase of SWAT Enhanced Sensing Equipment 2019. The purchase is intended to enhance the current inventory and aide in the safeguarding of lives.

The grant is required to be expended by December 31, 2021.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

4)		<u>From</u>	<u>To</u>
	<u>5600 – Transit/ Paratransit</u>		
	2699 – Other Fed Grants & Reimb	\$87,149	
	8555 – Furniture & Fixtures- New >\$2500		\$50,000
	8557 – Computer Equipment – New >\$500		\$37,149

The Director of Transportation is requesting a fund transfer to increase expenditure authority and federal revenue by \$87,149 in the ParaTransit section of MCDOT under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Funding is provided at 100% with no local match requirement, so there is no tax levy impact as a result of this transfer.

The funding is intended to be used for the following ParaTransit purposes:

Implementation of an electronic application and client filing system for MCTS Transit Plus. This will allow clients to apply for the program from home and will reduce the need for clients to mail or bring their paperwork to the Transit Plus office for processing. This system will also support MCTS staff’s ability to telework as it will allow them to access client information remotely.

Implementation of Transit Plus office space programming and furniture purchases to address needs related to COVID-19. MCTS is currently undertaking a project to remodel the MCTS Administration building for improved security and COVID-19 precautions. This new building structure has caused members of the Transit Plus staff to be displaced from their work locations. Funds in this project would be used to implement social distancing in the proposed Transit Plus Office layout and to purchase furniture that is conducive to COVID-19 sanitation procedures.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

**DRAFT**

Fiscal Year 2021

3-25-21 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
C CAPITAL IMPROVEMENT- RECEIPT OF REVENUE

Action Required

Finance and Audit Committee  
2/3's County Board

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 2021 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WA299 – GMIA Taxiway A Extension #</u>		
2699 – Other Fed Grants and Reimbursements	\$389,854	
9706 – Professional Services		\$119,805
4901 – Passenger Facility Charges Revenue		\$135,025
2299 – Other St Grants and Reimbursements		\$135,024
<b># Existing Project, + Included in 5-Year Plan, * New Project</b>		

The Director of Transportation and the Airport Director request an appropriation transfer for project WA299 – GMIA Taxiway A Extension.

The purpose of this transfer is to:

- 1) Realign the revenue to 100% federal share for this project based on the grant award from the Federal Aviation Administration (FAA)
- 2) Increase the total budget by \$119,805 for the design phase to \$1,200,000 to match the FAA Airport Improvement Program (AIP) grant award.

Typically, FAA AIP projects are awarded at 75% federal, 12.5% state, and 12.5% local share. However, this project is being converted to 100% FAA federal funding as part of the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for certain capital infrastructure projects.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

2)	<u>From</u>	<u>To</u>
<u>WA392 – GMIA Runway 7R/25L Rehabilitation#</u>		
2699 – Other Fed Grants and Reimbursements	\$2,433,702	
8527 – Land Improvements - Cap		\$1,639,638
4707 – Contribution from Reserves		\$396,717
2299 – Other St Grants and Reimbursements		\$396,717

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

The Director of Transportation and the Airport Director request an appropriation transfer for project WA392 – GMIA Runway 7R/25L Rehabilitation (Design and Construction) to: 1) increase the available funding; 2) realign the revenue to account for funding mix for this project based on the grant awards from the Federal Aviation Administration (FAA).

The Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant increases the award to the airport by \$1,639,638 bringing the total project budget to \$10,600,000. Typically, FAA AIP projects are awarded at 75% federal, 12.5% state, and 12.5% local share; however, this project is being converted to the following:

- 1) A 100% FAA federal funded grant in the amount of \$4,903,344 as part of the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act),
- 2) A 75% Federal, 12.5% State and 12.5% local share FAA funded AIP grant totaling \$5,666,667 and 3) A 50% State and 50% local share state aid grant totaling \$29,989.

The overall total revenue funding sources for this capital project will be as follows: \$9,153,344 in federal dollars, \$723,328 in state dollars and \$723,328 in local share dollars for a project total of \$10,600,000.

Airport staff has indicated the local share of the project is being funded through the Airport Development Fund (ADF) reserve until FAA approval of a future Passenger Facility Charge (PFC) application that includes this project. Upon future approval of the PFC application, an additional appropriation transfer will be submitted to reflect the change in local funding source from ADF to PFC and allowing the Airport then to reimburse the ADF with PFC funds.

Additionally, Airport staff has stated the original budget and scope for this project included pavement rehabilitation for the entire length of Runway 7R-25L at GMIA. The degree of pavement rehabilitation for the east 1,100 feet of the runway was scaled back in the bid with an alternate bid due to uncertainty during pre-bid. After construction bids were received and reviewed with the FAA, additional grant funding was proposed by the FAA to replace the scaled back 1,100 feet with the full surface rehabilitation consistent with the entire length. The FAA was highly interested in expending resources in rehabilitating this runway pavement to the greatest extent possible. The increase in project budget through this proposed transfer captures the additional grant funding to complete the originally intended scope of this project.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

**DRAFT**

Fiscal Year 2021

3-25-21 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
D UNALLOCATED CONTINGENCY

Action Required

Finance and Audit Committee  
2/3's County Board

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 2021 appropriations of the respective listed

1)	<u>From</u>	<u>To</u>
<u>1945 – Appropriation for Contingencies</u>		
8901 – Unallocated Contingency	\$25,787	
<u>3270 – County Clerk</u>		
5199 – Salaries Wages - Budget		\$25,787

An appropriation transfer from unallocated contingencies is requested by the County Clerk’s Office for the purpose of reclassifying two (2) positions as of January 1, 2021. These positions were transferred from the Milwaukee County Board to the County Clerk’s Office effective January 1, 2021.

An Admin Sec Public Information Manager (29M-1) is being reclassified to a Manager Communications (30M-3) at an annual cost of \$9,710.06, including social security. An Admin Secretary Legislative Assistant Level 3 (11M-1) is being reclassified to a Communications Specialist (22-1) at an annual cost of \$16,076.60, including social security.

The duties of these position have increased under the direction of the County Clerk's Office and are now supporting services to the County Board, County Clerk's Office, and the Milwaukee County Election Commission.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

2)		<u>From</u>	<u>To</u>
	<u>1945 – Appropriation For Contingencies</u>		
	8901 – Unallocated Contingency	\$80,000	
	<u>1961 – Litigation Reserve</u>		
	6999 – Sundry Services		\$80,000

A 2021 transfer of \$80,000 is requested by the Department of Administrative Services to transfer expenditure authority from the Allocated Contingency to the Litigation Reserve. This funding will be used to support the Independent Redistricting Committee (IRC) per Chapter 3 of the Milwaukee County General Ordinances (MCGO).

Costs include:

- Compensation for commission members.
- Technical assistance and map drafting services from the Southeast Wisconsin Regional Planning Commission (SEWRPC).
- Costs related to any municipalities who accept the County's offer to provide redistricting services pursuant to MCGO 3.01 (5).
- Other items required for the IRC to complete its tasks in a timely manner.

In the event the total costs of the IRC are less than \$80,000, the balance of the funding will be transferred back to the Allocation for Contingencies.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 19, 2021.

## 2020 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

<b>UNALLOCATED CONTINGENCY ACCOUNT</b>	
2021 Budgeted <b>Unallocated</b> Contingency Appropriation Budget	\$4,950,000
Approved Transfers from Budget through February 19, 2021 \$111,727    Surplus Bid Premiums	\$111,727
Unallocated Contingency Balance as of February 19, 2021	\$5,061,727
Transfers from the Unallocated Contingency PENDING March CB Approval, and Finance & Audit Committee through February 19, 2021	
(\$25,787)    Reclassify Clerk Positions Transferred from the CB	(\$25,787)
(\$80,000)    Fund Independent Redistricting Committee	(\$80,000)
Total Transfers PENDING in Finance Committee	(\$105,787)
<b>Net Balance</b>	<b>\$4,955,940</b>

<b>ALLOCATED CONTINGENCY ACCOUNT</b>	
2021 Budgeted <b>Allocated</b> Contingency Appropriation Budget	\$50,000
\$50,000    Rock Sports Complex Sound Study	
Approved Transfers from Budget through February 19, 2021	
Allocated Contingency Balance as of February 19, 2021	\$50,000
Transfers from the Allocated Contingency PENDING December CB Approval, and Finance & Audit Committee through February 19, 2021	
Total Transfers PENDING in Finance Committee	\$0
<b>Net Balance</b>	<b>\$50,000</b>