

3/25/21 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 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.

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