

5-20-21 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 D CAPITAL IMPROVEMENTS

Action Required

Finance and Audit Committee
 Majority 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>WO647012 - ERP MODERNIZATION PHASE 3*</u>		
6146 – Prof Services-Cap/Major Mtce		\$270,000
<u>WO546012 - ENTERPRISE PLATFORM MODRN PH 2*</u>		
6146 – PROF. SERV-CAP/MAJOR MTCE	\$270,000	

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

An appropriation transfer of \$270,000 is requested to be reallocated from Project WO546 - Enterprise Platform Modernization Ph 2 (Project WO546 - ERP Modernization Phase 2) to Project WO647 ERP Modernization Phase 3 (Project WO647 - ERP Modernization Phase 3) to more efficiently manage the ERP project.

Project WO546 - Enterprise Platform Modernization Phase 2

The scope of work included the implementation of Performance & Goals, Succession Planning, and Health & Safety Modules as a part of the ERP project. Enterprise Resource Planning (ERP) is a business management software consisting of a set of integrated applications to consolidate common business operations. The project scope also included modifications for usability, process efficiency that were not able to be accommodated in the original platform implementation timelines. Work also includes software fixes and functionality to stabilize the platform.

Project WO647 - ERP Modernization Phase 3

The scope of work includes completion of the product roadmap and strategy for finance, human resources, and Supply Chain software components after Phase 1 and Phase 2 implementations is deployed. It also includes software fixes and functionality to provide additional up-front error-proofing, eliminate manual dual entry between systems, and provide additional reporting capabilities.

Background

In 2020, \$2,000,000 was included in the 2020 Adopted Capital Budget for Project WO546 - ERP Modernization Phase 2 for the implementation of the County's ERP systems.

A DAS-only appropriation transfer was approved in March of 2020 (Res. No. 20-286) to reallocate \$1,730,000 from Project WO546 - ERP Modernization Phase 2 to Organizational Unit 1945 – Appropriation for Contingencies (Appropriation for Contingencies). Subsequently, as a part of Resolution File No. 20-286, \$1,120,000 was reallocated from the Appropriation for Contingencies to Organizational Unit 1172 – Information Management Services Division – Mainframe and \$610,000 to Organizational Unit 1921 – Human Resource and Payroll Systems to provide funding for an entire year of services on the current platforms with Ceridian, Morneau Shepell Limited, and Cornerstone OnDemand, Inc.

This appropriation transfer allocates the remaining \$270,000 in Project WO546 - ERP Modernization Phase 2 to Project WO647 - ERP Modernization Phase 3.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE MARCH 19, 2021.

2)	<u>From</u>	<u>To</u>
<u>115 – Dept. Administrative Services (DAS)</u>		
5199 – Salaries – Wages Budget		\$145,423
5312 – Social Security Taxes		\$11,125
<u>WO647 - ERP Modernization Phase 3</u>		
6146 – Prof Serv Cap / Maj Maint	\$156,548	

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

The Department of Administrative Services (DAS) Director requests an appropriation transfer to reallocate budget authority of \$156,548 from capital project WO647-ERP MODERNIZATION PHASE 3 to DAS.

As part of the Adopted 2021 Operating Budget, the DAS – Procurement Division includes one new position each of Business Success Manager and Analyst Business Systems for a total salary and social security cost of \$156,548. These positions are responsible for helping configure and deploy the Enterprise Platform Modernization project as well as train end users.

The adopted budget directs that an appropriation transfer be submitted to the County Board to allocate funding for the positions, which may be provided by cash appropriations contained in Capital Improvement Project WO64701 – Enterprise Platform Modernization. This fund transfer request effectuates the adopted budget language.

The cost of the positions (\$156,548) is temporarily absorbed in DAS-Procurement’s vacancy and turnover. Therefore, if the transfer is not approved, the positions could not be filled until late December 2021 as the division would need to fully absorb those related vacancy and turnover costs.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE APRIL 16, 2021.