

12-08-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 A DEPARTMENTAL

Action Required
 Finance, Personnel and Audit Committee

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Office of Performance, Strategy and Budget, 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 2016 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>9000 – Department of Parks, Recreation & Culture</u>		
5199 – Salaries & Wages	\$ 380,000	
5318 – Unemployment Compensation	\$ 120,000	
5201 – Overtime		\$ 177,000
6050 – Contracted Personal Services		\$ 223,000
6148 – Prof. Serv – Recurring Oper		\$ 100,000

The Department of Parks, Recreation & Culture is requesting a transfer of excess funds from the categories of Salaries & Wages and Unemployment Compensation to offset under budgeted Overtime and service contracts. Vacant positions have required additional external staff to assist with specific expertise areas to sustain operations resulting in additional contracted services. Salary from vacancy and turnover is also being utilized to extend the contract for the Parks Master Plan which is not proceeding according to the expected schedule.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

2)	<u>From</u>	<u>To</u>
<u>7900 – Department on Aging</u>		
5199 – Salaries-Wages Budget	\$484,220	
4999 – Other Misc Revenue		\$296,000
6050 – Contract Personal Serv – Short Term		\$25,000
7300 – Food and Provisions		\$163,220

Transfer of \$484,220 is requested by the Director, Department on Aging to realign expenditures and revenue within Department on Aging. This transfer realigns the 2016 Adopted Budget to reflect underspending of \$484,220 in salaries to offset a revenue shortfall of \$296,000 and a projected shortage of \$188,220 in other program and operating expenditures. Projected savings in salaries are due to vacancies throughout the department in management and support staff positions resulting from retirements, resignations and normal position turnover. Approval of this transfer has a \$0 impact on Milwaukee County tax levy.

This transfer decreases federally funded meal reimbursement revenue by \$296,000 primarily due to a reduction in MyChoice Family Care meal purchases from Department on Aging Nutrition Program. The transfer also increases the budget for catering expenses by \$163,220 to reflect 2016 projected actual catering costs which will be more in line with 2015 actual experience.

The Nutrition Program objectives include: malnutrition prevention and promote good health behaviors; serve wholesome good quality meals; maintenance of high food safety and sanitation standards; and target older adults who have the greatest economic or social need with particular attention to low-income minority and individuals in rural communities.

Contract temporary services expenditure increase of \$25,000 provides fiscal management and fiscal and operational support services to the department due to vacancies of one Fiscal Administrator and one Administrative Assistant.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

3)	<u>From</u>	<u>To</u>
<u>4802 – Emergency Management</u>		
5199 – Salaries- Wages Budget	\$57,500	
5312 – Social Security Taxes	\$4,399	
<u>4812 – OEM Directors Office</u>		
5199 – Salaries- Wages Budget	\$7,500	
5312 – Social Security Taxes	\$574	
<u>4842 – Training Program</u>		
5199 – Salaries- Wages Budget	\$102,450	
5312 – Social Security Taxes	\$7,837	
<u>4844 – Para Medical Center</u>		
5199 – Salaries- Wages Budget	\$8,500	
5312 – Social Security Taxes	\$650	
<u>4842 – Training Program</u>		
6148 – Prof Services – Recurring Operating		\$189,410

The Office of Emergency Management is requesting a fund transfer in the amount of \$189,410. Over the course of 2016 OEM continues to have high levels of vacancies of its EMS Instructors and 9-1-1 Communicators. Because of this, OEM has partnered with local vocational schools on a fee-for-service basis to fill the training gap and to cross train EMS communicators to assist on 9-1-1 side.

The fund transfer would increase expenditure authority in professional services while simultaneously reducing salaries and social security.

This request has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

4)	<u>From</u>	<u>To</u>
<u>5300 – Department of Transportation - Fleet</u>		
4905 – Sale of Capital Assets	\$ 101,850	
8551 – Machinery & Equipment Replacement		\$ 101,850

The department is requesting that revenues generated from auctioning of Fleet vehicles as part of the sale of older equipment prior to the 2010 bonding replacement program for fleet equipment be transferred into Fleet’s daily operations budget. This request has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.