

11/7/19 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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>7900 – Department on Aging</u>		
5199 – Salaries & Wages	\$190,000	
7300 – Food & Provisions	\$75,000	
6019 – Conference Service Fees		\$7,000
6030 – Advertising		\$3,000
6081 – Mailing/Shipping Service		\$1,700
6805 – Education/Seminar Paym'ts		\$355
6812 – Meetings Other Auth Travl		\$2,200
7399 – Other Food & Provisions		\$7,000
7541 – Kitchen & Dining Room Supplies		\$39,000
7917 – DP Supplies		\$506
7973 – Minor Office Equipment		\$10,269
8123 – Purchase of Service		\$193,970

A transfer request of \$265,000 is requested to realign various expenditures within the Department on Aging.

This transfer realigns various expenditures to properly reflect projected year-end actuals based on current year-to-date experience. Expenditure reductions are due to surplus projections of \$75,000 in food catering costs and \$190,000 in salaries and wages. A salary surplus projection continues as a result of staffing turnover and vacancies throughout the department. The Nutrition program continues the benefit of a surplus projection due to a catering vendor change.

Various year-to-date and projected operating expenditure shortfalls totaling \$71,030 partially offset the projected surplus, including \$46,000 in Nutrition program kitchen supplies and other provisions, \$10,775 in office related minor equipment and supplies, \$9,555 in staff development and \$4,700 for related mailing and advertising services. Purchase of service contracts increase \$193,970 based on request for services.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE SEPTEMBER 23, 2019.

2)	<u>From</u>	<u>To</u>
4800 – Office of Emergency Management		
6148 – Prof. Serv-Recurring Oper	\$15,999	
5199 – Salaries – Wages Budget		\$14,861
5312 – Social Security		\$1,138

Per File No. 18-880, the Director of the Office of Emergency Management is authorized to execute an agreement with the Medical College of Wisconsin (MCW) Department of Emergency Medicine for a five-year Medical Director Services Agreement ending December 31, 2023. For 2019, the contracted amount is \$420,407 which includes \$131,407 for Medical Support. The Medical Support contractor working with OEM has resigned from MCW. OEM is now requesting to fund a County position rather than continuing with the MCW contract agreement.

Based on this decision, the Director of the Office of Emergency Management is requesting this fund transfer of \$15,999 from the Professional Services Recurring Operations, where funding for the contract was located, to the Salaries and Social Security accounts.

The fund transfer increases expenditures of \$15,999 within the Personal Services - Salaries & Wages budget section to fund a county employee and decreases expenditures of \$15,999 within the Professional Services object line. The purpose of this transfer is to allow for the opportunity to hire a County employee into this role.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE SEPTEMBER 23, 2019.

3)	<u>From</u>	<u>To</u>
3700 - Comptroller		
5199 – Salaries-Wages Budget	\$100,000	
6050 – Contract Pers Services Short		\$100,000

This transfers \$100,000 from salaries and wages to \$100,000 in Contract Pers Services Short expenditures for the implementation of the Enterprise Resource Planning (ERP) Project.

Temporary staff are needed for the transition of the old payroll and time keeping systems to the new ERP. The temporary staff are dedicated to the ERP project and are specialized for this purpose.

The transition to the new ERP system is critical for the continuation of the project and will require additional resources. Funding for these positions was the result of the department holding vacant positions open that may not be necessary in the future with the new ERP. The temporary positions will be terminated when the project is fully implemented.

The new staffing structure with the ERP system is designed to streamline and produce efficiencies for the department. This transfer will insure the progression of the project through 2019.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE SEPTEMBER 23, 2019.