

7/29/21 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>5700 – DAS – Facilities Management Division</u>		
8502 – Major Maintenance Building (Exp)	\$10,940	
5199 – Salaries – Wages Budget		\$10,162
5312 – Social Security Taxes		\$778

The Director of the Department of Administrative Services (DAS) – Facilities Management Division (division), is requesting a transfer of expenditure authority from the division’s Major Maintenance expenditures to its Personnel expenditures. This transfer of expenditure authority will allow for a merit adjustment for one (1) Operations and Admin Manager position based on increased duties and responsibilities. Key additional duties include: (1) Key Performance Indicator (KPI) management for Operations & Maintenance (O&M) program, O&M health scorecard creation and management, and new asset management KPI development and management. (2) Manage the annual O&M training program and the O&M staff on-boarding process. (3) Create and manage O&M operational capital (8502). (4) Added (Standard Operating Procedures) SOP responsibilities.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE JUNE 25, 2021.

2)		<u>From</u>	<u>To</u>
	<u>4000 - Sheriff</u>		
	6505 – Vehicle Lease/Rent Outside LT	\$47,994	
	6999 – Sundry Services	\$39,000	
	7999 – Sundry Materials and Supplies	\$30,000	
	5199 – Salaries- Wages		\$108,681
	5312 – Social Security		\$8,313

The Sheriff's office requests a fund transfer that seeks to move expenditure authority from Services and Commodities to Salaries and Social Security to support personnel changes of \$116,994.

Included in the personnel changes are:

1. Advance in pay range for Supervisor Officer Management in Internal Affairs.
2. Advance in pay range for Lieutenant for equity with sergeants in MSDA contract
3. Reclassification of Clerical Assistant 2 and Clerical Assistant 2 Hourly in Jail Records to Clerical Specialist (multiple)
4. Reclassification of Administrative Assistant Jail Records to Assistant Office Supervisor for equity with Clerical Specialist & supervisory duties

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE JUNE 25, 2021.

3)		<u>From</u>	<u>To</u>
	<u>9000- Parks Rec. and Culture</u>		
	6149 – Prof Service Non-Recur Operations	\$5,153	
	5199 – Salaries Wages - Budget		\$4,787
	5312 – Social Security		\$366

The Director of Parks requests a fund transfer to address an equity issue within the department. Recent increase in trades compensation adopted via file 21-318 has caused many direct reports of this manager to have a higher compensation. The employee skill set is critical to managing parks trades staff.

This fund transfer has no tax levy impact.

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