

MEMORANDUM

DATE: December 10, 2019

TO: Personnel and Finance Committee

FROM: Kate Austin Stanford, Operations Director, Public Health-Madison and Dane County

SUBJECT: **Approval to Transfer Funds to Support Projected Yearend Spending Levels**

The Intergovernmental Agreement (the IGA) between the City of Madison and Dane County for Creation of a City-County Health Department requires approval from the County Personnel and Finance Committee and the City Finance Committee to transfer funds greater than \$50,000 across programs (Section VIII.7.G.). Under the IGA, the City of Madison maintains the detailed budget and accounting records for the Health Department, therefore, the type of fund transfer form typically used for committee approval would not be appropriate.

The department requests approval from the Personnel and Finance Committee of a transfer of \$182,739 from Benefits, which as of the 2019 3rd Quarter projection had a projected surplus due to vacancies over the course of the year, to debt to support the repayment of principal and interest on the department's capital budget project to remodel the Public Health Offices in the City-County Building. The requested transfer will be reflected in the Public Health special revenue fund in the City's accounting system.