



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

February 15, 2024

Finance and Personnel Committee
Common Council

Subject: File # 231645 – Communication from the Department of Employee Relations amending the Salary Ordinance to add incentive rates relative to the ERP software project.

The Enterprise Resource Planning (ERP) Executive Committee has requested a 10% incentive rate for employees responsible for implementing the ERP project. This ERP system includes financials, human resources, and management of all the information and resources involved in a company's operations by means of an integrated computer system. The ERP project will replace the current FMIS and HRMS software.

Attached to this communication are documents that provide an overview and frequently asked questions about the ERP project. The target dates for project completion are December 2025 for Phase 1 and December 2026 for Phase 2. Phase 1 includes the implementation of both financial and human resource software. The 10% incentive pay has been requested for employees working on Phase 1 of the ERP project.

There is also a separate communication before this committee requesting positions needed to backfill the work of employees assigned to implement the ERP project. The requested 10% incentive pay is a cost savings compared to requesting an even larger number of positions to complete the ERP project.

This 10% incentive pay would sunset with the completion of Phase 1 of the project, and the ERP Executive Committee will evaluate the necessity of the incentive pay on a regular basis. The language below will implement this request.

Actions Required - Effective Pay Period 7, 2024 (March 17, 2024):

In the Salary Ordinance, Part II, Section 5: Promotions and Special Pay Practices, add:

- I. The Employees listed below will receive a 10% incentive while assigned to perform additional responsibilities related to the Enterprise Resource Planning software project. This incentive will expire at the conclusion of Pay Period 25, 2025.

Department	Division/Section	Title	Employee
DOA	Budget	Admin Specialist Sr.	Amanda Cervantes
DOA	Budget	Budget & Fiscal Policy Analyst II	Angelique Pettigrew
DOA	Budget	Budget & Fiscal Policy Analyst III	Nathaniel Haack
DOA	Budget	Budget & Fiscal Policy Analyst III	Shaketa Winters
DOA	Budget	Budget & Fiscal Policy Manager	Sarah Osborn
DOA	Budget	Budget & Fiscal Policy Manager	Mason Lavey

Comptroller	Accounting	Accounting Manager	Chris Wanty
Comptroller	Accounting	Assistant Accounting Manager	Sheila Scott
Comptroller	Financial Systems Support	FMIS Project Manager	Max Riesing
Comptroller	Financial Systems Support	Functional Applications Analyst-Senior	Barbara James
Comptroller	Financial Systems Support	Functional Applications Manager	David Klein
Comptroller	Payroll Administration	Assistant City Payroll Manager	Casey Kloss
Comptroller	Payroll Administration	City Payroll Manager	Joann Bielinski
DER	Pay Services	HRIS Audit Coordinator	Ashley Brandt
DER	Systems Support	Functional Applications Administrator	Megan Kemmerling
DPW	Administrative Services	Administrative Services Manager	Shannon Goodwin
DPW	Administrative Services	DPW Inventory and Purchasing Manager	Anamaria Benites
DPW	Operations/Fleet	Fleet Inventory Manager	Darryl Ewing
DPW	Infrastructure/Accounting	Business Operations Manager	Carl Rappelt
DPW	Operations/Accounting	Program Assistant II	Shanice Thomas
DPW	Transportation/Accounting	Transportation Accountant	Lynn Guerrero
DPW	Water Works/Accounting	Water Financial Manager	Terry Ignatowski
DOA	Purchasing	Procurement Specialist	Markiesha Henderson

Sincerely,



Harper Donahue, IV
Employee Relations Director

Addendum

1. ERP Frequently Asked Questions:



ERP FAQs.docx

2. ERP Project Milestones 2023



ERP Project
Milestones 2023.pptx



City of Milwaukee Fiscal Impact Statement

A	Date <u>2/19/2024</u> File Number <u>231645</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute
	Subject <u>Amending the Salary Ordinance to add incentive rates relative to the ERP software project</u>

B	Submitted By (Name/Title/Dept./Ext.) <u>Nathaniel Haack/Budget & Fiscal Policy Analyst/Dept. of Administration</u>
----------	---

C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages	Salary impact in 2024	\$159,609.00	\$0.00
		Fringe Benefit impact in 2024	\$12,210.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
				\$0.00
	TOTALS		\$171,819.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Assumes the incentive pay begins on March 17,2024.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

- 1-3 Years** **3-5 Years**
 1-3 Years **3-5 Years**
 1-3 Years **3-5 Years**

Anticipated costs in 2025 are \$190,011 in salary and \$14,536 in fringe expenses.
The incentive pay will sunset after pay period 25 of 2025.

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note **Was requested by committee chair.**