

Finance**Function: Administration***Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
General	4,306,071	4,160,221	3,945,645	4,175,833	4,223,368	4,223,367
TOTAL	\$ 4,306,071	\$ 4,160,221	\$ 3,945,645	\$ 4,175,833	\$ 4,223,368	\$ 4,223,367

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Accounting	2,208,639	2,072,217	2,095,230	2,136,555	2,091,560	2,091,559
Budget & Program Evaluation	795,031	648,596	627,199	683,485	654,685	745,784
Risk Management	6,967	-	8,274	-	91,099	-
Administrative Support	568,818	674,845	488,602	506,371	502,363	502,363
Treasury	726,616	764,563	726,341	849,422	883,661	883,661
TOTAL	\$ 4,306,071	\$ 4,160,221	\$ 3,945,645	\$ 4,175,833	4,223,368	4,223,367

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Intergov Revenues	(242)	-	-	-	-	-
Misc Revenue	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer In	-	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)
TOTAL	\$ (15,242)	\$ (415,000)	\$ (417,935)	\$ (415,000)	\$ (415,000)	\$ (415,000)

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Salaries	2,472,493	3,259,992	3,075,810	3,372,713	3,382,702	3,381,702
Benefits	791,705	911,352	927,395	914,348	905,779	905,778
Supplies	132,979	101,332	134,687	133,175	133,175	133,175
Purchased Services	915,241	1,030,407	954,078	991,784	1,039,375	1,040,375
Inter Depart Charges	8,895	9,010	9,010	10,987	9,511	9,511
Inter Depart Billing	-	(736,872)	(737,400)	(832,174)	(832,174)	(832,174)
TOTAL	\$ 4,321,314	\$ 4,575,221	\$ 4,363,580	\$ 4,590,833	\$ 4,638,368	\$ 4,638,367

Insurance**Function: Administration***Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Insurance	1,268,957	324,576	335,055	351,728	342,000	342,000
TOTAL	\$ 1,268,957	\$ 324,576	\$ 335,055	\$ 351,728	\$ 342,000	\$ 342,000

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Insurance	1,268,957	324,576	335,055	351,728	342,000	342,000
TOTAL	\$ 1,268,957	\$ 324,576	\$ 335,055	\$ 351,728	342,000	342,000

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Salaries	184,165	177,542	180,832	183,232	185,053	185,053
Benefits	58,494	253,904	69,285	256,818	260,304	260,304
Supplies	7,796	10,250	1,259	10,250	10,250	10,250
Purchased Services	2,633,165	2,282,880	1,931,652	2,411,880	2,662,005	2,662,005
Debt & Other Financing	-	-	360,817	839,548	74,390	74,390
Inter Depart Billing	(2,251,410)	(2,400,000)	(2,399,850)	(3,350,000)	(2,850,002)	(2,850,002)
Transfer Out	636,749	-	191,060	-	-	-
TOTAL	\$ 1,268,957	\$ 324,576	\$ 335,055	\$ 351,728	\$ 342,000	\$ 342,000

Workers Compensation**Function: Administration***Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Worker'S Compensation	199,011	75,000	30,125	891,682	430,250	430,250
TOTAL	\$ 199,011	\$ 75,000	\$ 30,125	\$ 891,682	\$ 430,250	\$ 430,250

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Workers Comp	199,011	75,000	30,125	891,682	430,250	430,250
TOTAL	\$ 199,011	\$ 75,000	\$ 30,125	\$ 891,682	430,250	430,250

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Salaries	73,693	96,310	82,613	94,177	94,416	94,416
Benefits	16,551	16,118	25,151	16,217	29,546	29,546
Supplies	1,767	10,000	7,551	10,000	10,000	10,000
Purchased Services	3,734,735	3,871,258	3,827,791	3,921,288	3,946,288	3,946,288
Debt & Other Financing	624,209	131,313	137,018	-	-	-
Inter Depart Billing	(4,251,945)	(4,049,999)	(4,049,999)	(3,150,000)	(3,650,000)	(3,650,000)
TOTAL	\$ 199,011	\$ 75,000	\$ 30,125	\$ 891,682	\$ 430,250	\$ 430,250

memo

To: Mayor Satya

From: David Schmiedicke

Date: July 10, 2020

Subject: 2021 Operating Budget: Transmittal Memo-Finance Department

2021 Operating Request: Major Goals

Major Goals

As a department, Finance is focused on providing sound and accurate financial analysis, exceptional service to end users, and act as the City's fiscal steward. Below we have outlined specific steps we will take to advance these commitments in 2021.

- Accounting Services
 - This service will continue supporting the implementation of an updated Water Utility billing system, along with implementing the reporting requirements of updated GASB standards pertaining to leases.
- Administrative Support
 - This service will continue to support the Clerk's Office with election administration.
- Budget & Program Evaluation
 - This service will complete the transition to a new service structure in the City's operating budget with a focus on increasing transparency surrounding the budget. The service will also continue work on data visualization and analysis as it pertains to COVID response and recovery.
- Risk Management
 - In 2021 this service will continue efforts to mitigate citywide risk. The service will continue to be focused on ways to ensure the safety of City employees during COVID.
- Treasury
 - In 2021 this service will work to replace the City's legacy tax system improving the efficiency of generating tax bills while also improving the data access and management of the tax role file.

COVID Response & Recovery

Like all other elements of our organization, the pandemic has forced us to redesign how we approach the work of the Finance Department. Some of these impacts include:

- Ensuring the continuity of operations for critical services including biweekly payroll and revenue collections.
- Adapting the City's risk management and safety programs to ensure citywide safety procedures for staff during the pandemic.
- Leading citywide procurements for critical supplies and PPE to keep frontline workers safe during COVID.
- Preparing grant materials to leverage federal & state funding for the response and recovery.
- Deploying dashboards to track key indicators associated with COVID response and recovery ensuring policies and decisions are grounded in data and evidence.

We are working to meet these demands within our existing staffing and funding levels. The budget proposals we have put forward do not include any budget changes as a result of the pandemic.

2021 Request & Equity

The Finance Department plays a unique role in advancing the City's equity goals. Our role in facilitating citywide processes including purchasing, payroll, and building the City's budget call on us to think about how those processes seek to address disparities in our community. In 2020 we have taken steps to examine how equity plays into the City's contracting process and are continuing work to examine budget decisions through the equity lens.

In the Department's 2021 budget request, we sought to identify savings alternatives that would avoid eliminating positions and laying off members of our team. The plan we put forth will allow us to focus on recruiting diverse candidates to different types of roles within our Department. We are also very excited about expanding our Data Team internships to high school students in the hopes of exposing a new generation of leaders to opportunities in local public service.

2021 Request & Sustainability

Like equity, our role in facilitating the City's budget and purchasing processes allows us to support City Departments in their efforts to advance sustainability goals. In 2021 we will continue this work as opportunities arise.

Major Changes in 2021 Operating Request

In general, the Finance Department is proposing a budget that is consistent with Cost to Continue. Our service proposals include two minor General Fund changes described below:

1. Transferring \$91k from Risk Management to Budget & Program Evaluation. This is a technical change to correct the allocation for a Data Analyst position. In cost to continue this position was incorrectly assigned to the Risk Management service.
2. Transferring \$1,000 from overtime to training in the Treasury service. This change is intended to ensure there is adequate funding for Treasury staff to maintain the necessary certifications for their roles.

Staff in the Finance Department are also charged with overseeing the Insurance & Worker's Compensation Funds. Both of these programs are structured as internal service funds meaning

they are funded by the user agencies. We closely monitor the status of these funds to ensure annual billing amounts are consistent with current claim trends and outstanding liabilities. In 2021 we are anticipating that General Liability Insurance payments are going to decrease by \$500,000 while Worker's Compensation payments will increase by \$500,000.

Summary of Reductions

A 5% reduction to the Finance Department's cost to continue budget equates to approximately \$207,000. As a Management Team we have worked to present a series of realistic reductions that will maintain the current level of service while preventing the elimination of any positions. To accomplish this goal we are proposing the following reductions:

- Accounting Services: Total Proposed Reduction-\$26,000
 - In this service we have proposed updating revenue amounts for the City's work associated with managing the MFUN (fiber network) and Room Tax Commission. The remaining reductions will be realized by scaling back printing costs and other miscellaneous reductions. We do not believe these reductions will result in a service impact.
- Budget & Program Evaluation: Total Proposed Reduction-\$83,100
 - This reduction will be realized by reclassifying two vacant Data Analyst positions from the senior level of the career series to entry level. With guidance and support from the Data Team lead, filling these positions at this level will still allow the Data Team to meet its charge.
 - We have also proposed to scale back funding for the Data Internship program. While the reduced funding will reduce the number of interns hired annually, it will allow us to continue the program. In 2021 we are working to expand this program to high school students with the hopes of reaching a more diverse group of candidates.
- Treasury: Total Proposed Reduction-\$96,290
 - These reductions are across multiple line items. These reductions were identified by more closely analyzing budgeted amounts with current contracts. We believe these reductions can be implemented with no service impacts.

c.c. Deputy Mayors
Budget & Program Evaluation Staff
Patricia McDermott
Eric Veum
Craig Franklin

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Accounting

SERVICE NUMBER:

151

SERVICE DESCRIPTION:

This service is responsible for the ongoing centralized functions of the accounting, payroll, and procurement operations of the city. The service staffs prepare and maintain accounting related internal controls to help to mitigate risk for financial transactional losses and oversee the annual financial statements and audit preparation. Staffs verify adherence to Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements. The service is responsible for the development, coordination and implementation of the City's accounting and financial reporting systems. Accounting staffs serve as liaison to independent auditors and to the Community Housing Authority. Payroll staff generates the city's payroll including direct deposit advices, paychecks, maintaining payroll records, and preparing all tax forms and reconciliations to pay subsequent taxes. The staff generates W-2's and 1095's for the employees at the end of the year. Central payroll staff is largely responsible for assisting Human Resources with benefit administration, and labor association strategies. Central procurement is responsible for directing and coordinating the contracting for equipment, supplies and services required by the City. This service includes developing policies and procedures, encumbrance and purchasing card management, negotiating and making recommendations on type, availability, and overall procurement costs.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$2,208,639	\$2,072,217	\$2,095,230	\$2,136,555	\$2,091,560	\$2,091,559
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$2,208,639</i>	<i>\$2,072,217</i>	<i>\$2,095,230</i>	<i>\$2,136,555</i>	<i>\$2,091,560</i>	<i>\$2,091,559</i>
<i>Budget by Major</i>						
Revenue	(\$15,000)	(\$137,016)	(\$137,016)	(\$137,016)	(\$137,016)	(\$137,016)
Personnel	\$1,688,777	\$2,060,762	\$2,064,095	\$2,211,290	\$2,137,919	\$2,137,918
Non-Personnel	\$527,021	\$581,482	\$601,690	\$587,286	\$615,377	\$615,377
Agency Billings	\$7,841	(\$433,011)	(\$433,539)	(\$525,005)	(\$524,720)	(\$524,720)
<i>Total</i>	<i>\$2,208,639</i>	<i>\$2,072,217</i>	<i>\$2,095,230</i>	<i>\$2,136,555</i>	<i>\$2,091,560</i>	<i>\$2,091,559</i>
FTEs		19.75		20.05	21.05	21.05

PRIORITY

Citywide Element

Effective Government

Describe how this service advances the Citywide Element:

Safeguard assets, oversee reporting compliances and external audits, administers the ERP solution, and payroll activities.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Accounting	57	Responsible for overseeing and processing financial transactions according to GAAP and GASB reporting standards. CAFR preparation and liaisons to external audit teams. Ensure debt compliance and proper accounting of principal and interest payments. Administers Tyler MUNIS city-wide.

19

Payroll Accounting

Processing bi-weekly payroll, approving time entry batches for agency staff. Assisting HR staff to administer benefits and annual enrollments. Administers the Tyler MUNIS Employee Self Service portal.

Procurement and Contracting

23

Assist city department staff to procure and contract for goods and services. Administers the Tyler MUNIS Vendor Self Service portal.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

<i>Fund</i>	<i>Major</i>	<i>Amount</i>	<i>Description</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Accounting	1,500	Increase revenues for MUFN fiscal agent services.
Payroll Accounting	2,500	Reduce actuarial costs given recent contract.
Procurement	1,500	Hire Buyer 1 at a Step 1 to reduce personnel costs.
Accounting	15,000	Room Tax Overhead Costs: Under the current Room Tax budget the Finance Department receives an annual payment for the administrative costs associated with managing the Room Tax fund. This expenditure is included in the 2021 Room Tax proposal, this proposal will budget the corresponding revenue.
Misc Non-Personnel Reductions (Department-wide)	7,000	This reduction will be realized through multiple reductions to non-personnel line items across the Finance Department's budget (we are reflecting the reduction here for the purpose of simplicity due to the size of the reduction). The savings would likely be realized through reducing phone lines for interns (i.e Interns), and reducing the number of CAFR and budget books printed annually.

Insert item

Total	\$27,500	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$1,500	Reduction to personnel costs-no decrease in service levels.
Non-Personnel	\$9,500	Phone & printing reductions, reduction to contract for actuarial services based on projected contract cost
Agency Billings	\$16,500	Increased revenue for MUFN contract (in line with current contract) and Room Tax admin fee (currently unbudgeted)
Total	\$27,500	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

This service is required to meet the City's obligation to pay employees, prepare the annual Comprehensive Annual Financial Report, and oversee the procurement process. The reductions proposed here will not impact the service's ability to meet its mandates.

The City has a contract with MUFN to provide fiscal agent services. Actuarial services are required for OPEB reporting under GASBs 74 & 75.

Has this reduction been proposed in prior years?

No ▼

Does the proposed reduction result in eliminating permanent positions?

No ▼

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No ▼

If yes, which agencies:

Describe why the proposed reduction was chosen.

The Finance Department looked to identify savings across line items that prevented staff layoffs and the abolishment of vacant positions. The proposed reductions was chosen because it can be implemented with no service impacts. The proposal to hire the Buyer 1 at Step 1 was proposed in order to fully fund a vacant position.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

No service impacts anticipated.

Submit

v. 06-01-20

2021 Operating Budget Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Administrative Support

SERVICE NUMBER:

154

SERVICE DESCRIPTION:

This service provides clerical and office services to City agencies. In addition to Administrative Support Team staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$568,818	\$674,845	\$488,602	\$506,371	\$502,363	\$502,363
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$568,818</i>	<i>\$674,845</i>	<i>\$488,602</i>	<i>\$506,371</i>	<i>\$502,363</i>	<i>\$502,363</i>
<i>Budget by Major</i>						
Revenue	(\$242)	\$0	\$0	\$0	\$0	\$0
Personnel	\$534,073	\$655,036	\$460,253	\$483,217	\$479,507	\$479,507
Non-Personnel	\$34,988	\$26,082	\$34,622	\$27,665	\$27,367	\$27,367
Agency Billings	\$0	(\$6,273)	(\$6,273)	(\$4,511)	(\$4,511)	(\$4,511)
<i>Total</i>	<i>\$568,818</i>	<i>\$674,845</i>	<i>\$488,602</i>	<i>\$506,371</i>	<i>\$502,363</i>	<i>\$502,363</i>
FTEs		8.24		6.24	6.24	6.24

PRIORITY

Citywide Element Effective Government

Describe how this service advances the Citywide Element:

This service provides services to different departments throughout the City thereby saving departments from having underutilized staff.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Administrative Support Team	50	Centralized team that provides administrative support to City agencies upon request
Document Services	50	Provides assistance to City agencies in document presentation, database management and website administration.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

0

What are the service level impacts of the proposed funding changes?

There are no proposed changes to the service's budget.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? No

Type	Fund	Amount	Description
Perm Wages			
Benefits			
Total		\$0	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay? No

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description

Total	\$0	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

The activities performed by the service are not mandated. These activities do; however, assist other agencies with administrative actions, supporting the election, and document preparation.

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

If yes, which agencies:

Describe why the proposed reduction was chosen.

The Finance Department looked to identify savings across line items that prevented staff layoffs and the abolishment of vacant positions. Through that prioritization we did not identify any potential sources of savings from this service.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

No anticipated impact.

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Budget and Program Evaluation

SERVICE NUMBER:

152

SERVICE DESCRIPTION:

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies; supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice and performance goals; and coordinates the City's efforts to identify and secure outside grant funding.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$795,031	\$648,596	\$627,199	\$683,485	\$654,685	\$745,784
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$795,031</i>	<i>\$648,596</i>	<i>\$627,199</i>	<i>\$683,485</i>	<i>\$654,685</i>	<i>\$745,784</i>
<i>Budget by Major</i>						
Revenue	\$0	(\$277,984)	(\$277,984)	(\$277,984)	(\$277,984)	(\$277,984)
Personnel	\$728,362	\$901,511	\$866,510	\$973,516	\$924,616	\$1,015,715
Non-Personnel	\$66,669	\$93,683	\$107,287	\$44,359	\$64,459	\$64,459
Agency Billings	\$0	(\$68,614)	(\$68,614)	(\$56,406)	(\$56,406)	(\$56,406)
<i>Total</i>	<i>\$795,031</i>	<i>\$648,596</i>	<i>\$627,199</i>	<i>\$683,485</i>	<i>\$654,685</i>	<i>\$745,784</i>
FTEs		8.13		7.03	8.03	9.03

PRIORITY

Citywide Element

Effective Government

Describe how this service advances the Citywide Element:

Imagine Madison calls for City services to be transparent and accountable. This service is focused on improving the ways the City is leveraging data in order to make decisions and allocate resources in the City's budget. In 2021 staff working on the service will continue to expand data visualization tools allowing policymakers and residents to interact with the budget, implement a new service structure for the development of the 2022 budget, execute projects as part of the Data Management workplan, and execute data projects as part of an annual research agenda.


This team is also focused on incorporating the ways in which equity tools are used to develop the City's budget and establishing Citywide data standards with a focus on disaggregating data wherever possible.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Operating & Capital Budget Development	35	Facilitate all phases of the budget planning process including: forecasting budget trends for the upcoming year, facilitating the agency proposal process, establishing Finance Recommendations for the Executive Budget, and drafting amendments to Executive Budget.
Budget Monitoring	10	

Conduct quarterly projections to monitor actual expenditures and revenues against the Adopted Budget. This work effort allows City policymakers and Managers to make necessary adjustments throughout the year based on actual budgetary trends. This work also ensures the City remains compliant with the State Expenditure Restraint program.

Legislative Fiscal Analysis	10	Perform fiscal analysis on all legislation introduced to the Common Council.
Data Management	35	Serve as staff to the City's data management team, lead efforts around citywide data visualization and collection, and convene data users from City departments. In 2020 this team has been focused on building and maintaining dashboards to track the City's progress on COVID response and recovering.
Ad Hoc Data Projects	5	Perform ad hoc research at the request of policy makers and agencies. In 2020 this work has been focused on completing the following projects: Transit Operator Staffing Analysis, Recycling Special Fee Feasibility Study, and participation in the Bloomberg Innovation Team.

 Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

The proposed change to the service's budget is driven by updating the payroll allocation for a Data Analyst position. In the cost to continue budget this position was incorrectly assigned to the Risk Management service. This change has no service impact, it is intended to align the position with where it is housed in the Department.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$0	

Explain the assumptions behind the allocation change.

This change reflects moving a vacant Data Analyst (position 767) from the Risk Management service to Budget & Program Evaluation. The change is to correct an error in the allocation during Cost to Continue.

What is the justification behind the allocation change?

This change will move the position to the correct service.

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No ▾

Are you proposing an increase or a decrease to the budgeted revenue?

Select... ▾

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Select... ▾

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$37,289

What is the proposed reduction to this service's budget?

\$83,100

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Budget Development	5,000	Eliminate funding for Power BI licenses. Funding for these licenses will be part of the Microsoft 365 package (if implemented). If Microsoft 365 is not implemented, this reduction will result in eliminating the use of Power BI dashboards.
Data Management	78,100	Reclassifying two vacant Data Analyst positions from levels 3 & 4 of the career series to level 1. This action will allow us to fill the positions at the entry level. Reducing the annual internship program by \$42k. At the proposed funding level the service will still be able to hire 3-4 interns/year.
Total	\$83,100	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$78,100	Downgrading vacant Data Analyst positions to Data Analyst 1 (\$36k); Reducing Data Internship program by \$42k.
Non-Personnel	\$5,000	Annual licensing amounts for Power BI dashboarding tools
Agency Billings	\$0	

Total	\$83,100	
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Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

The City is mandated to prepare and oversee the operating and capital budgets. This service is charged with facilitating the annual budget planning process along with monitoring the adopted budget. This service also includes the City's Data Team which is comprised of 3 positions (2 are currently vacant). This team began with creation of the Data Projects Coordinator position in the 2015 position, followed by creating 2 new positions through reclassifications in 2019.

Has this reduction been proposed in prior years?

No ▼

Does the proposed reduction result in eliminating permanent positions?

No ▼

If yes, what is the decrease in FTEs:

0

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No ▼

If yes, which agencies:

Describe why the proposed reduction was chosen.

The Finance Department looked to identify savings across line items that prevented staff layoffs and the abolishment of vacant positions. The proposed reductions was chosen because it allows the Department to maintain currently authorized staffing levels in this service. The proposed reductions will not have a service impact.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

No service impact.

Submit

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Risk Management

SERVICE NUMBER:

153

SERVICE DESCRIPTION:

This service is responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Part 1: Base Budget Proposal

BUDGET INFORMATION

		2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>							
	General-Net	\$6,967	\$0	\$8,274	\$0	\$91,099	\$0
	Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Total</i>	<i>\$6,967</i>	<i>\$0</i>	<i>\$8,274</i>	<i>\$0</i>	<i>\$91,099</i>	<i>\$0</i>
<i>Budget by Major</i>							
	Revenue	\$0	\$0	\$0	\$0	\$0	\$0
	Personnel	\$701	\$0	\$470	\$0	\$91,099	\$0
	Non-Personnel	\$6,267	\$0	\$7,804	\$0	\$0	\$0
	Agency Billings	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Total</i>	<i>\$6,967</i>	<i>\$0</i>	<i>\$8,274</i>	<i>\$0</i>	<i>\$91,099</i>	<i>\$0</i>
	FTEs		0.00		1.00	1.00	0.00

PRIORITY

Citywide Element


Effective Government

Describe how this service advances the Citywide Element:

This service provides payment of City liability and property claims, and manages subrogation claims; administers the City's safety program; administers both the workers' compensation and insurance funds, including setting the annual rates billed to agencies, and coordinates with the City's insurers, agent and outside service providers.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Claim Payment	30	Payment of City liability property and subrogation claims
Safety program	30	Administer the City's safety program
Work Comp and Insurance Fund Administration	40	Administer funds, set allocations, and coordinate with insurers, agent and outside providers

 Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

-91,099

What are the service level impacts of the proposed funding changes?

The reduced funding in this service reflects transferring a vacant Data Analyst position to Service 152-Budget & Program Eval. The position was incorrectly allocated to this org. The activities performed by this service are funded by the Insurance & Worker's Compensation funds. See the proposals for those services for additional detail regarding any budget savings impacting Risk Management.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? No

Type	Fund	Amount	Description
Perm Wages			
Benefits			
Total		\$0	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay? No

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$0

What is the proposed reduction to this service's budget?

\$0

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description

Insert item

Total	\$0	
--------------	-----	--

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

This General Fund service will not be used in 2021. See the Workers Comp & Insurance service requests for a more complete explanation.

Has this reduction been proposed in prior years?

Select... ▼

Does the proposed reduction result in eliminating permanent positions?

Select... ▼

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

Select... ▼

If yes, which agencies:

Describe why the proposed reduction was chosen.

This General Fund service will not be used in 2021. See the Workers Comp & Insurance service requests for a more complete explanation.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

This General Fund service will not be used in 2021. See the Workers Comp & Insurance service requests for a more complete explanation.

Submit

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Treasury

SERVICE NUMBER:

155

SERVICE DESCRIPTION:

This service processes over one million payments per year with more payments through electronic payment channels which requires development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continue development and expansion of Electronic Bill Presentment and Payment.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$726,616	\$764,563	\$726,341	\$849,422	\$883,661	\$883,661
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$726,616</i>	<i>\$764,563</i>	<i>\$726,341</i>	<i>\$849,422</i>	<i>\$883,661</i>	<i>\$883,661</i>
<i>Budget by Major</i>						
Revenue	\$0	\$0	(\$2,935)	\$0	\$0	\$0
Personnel	\$312,286	\$554,035	\$611,878	\$619,038	\$655,340	\$654,340
Non-Personnel	\$413,276	\$430,492	\$337,362	\$465,649	\$465,347	\$466,347
Agency Billings	\$1,054	(\$219,964)	(\$219,964)	(\$235,265)	(\$237,026)	(\$237,026)
<i>Total</i>	<i>\$726,616</i>	<i>\$764,563</i>	<i>\$726,341</i>	<i>\$849,422</i>	<i>\$883,661</i>	<i>\$883,661</i>
FTEs		5.86		6.00	7.00	7.00

PRIORITY

Citywide Element Effective Government

Describe how this service advances the Citywide Element:

This service processes over one million payments per year with more payments through electronic payment channels which requires development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continue development and expansion of Electronic Bill Presentment and Payment.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Revenue Processing	60	Calculate and receipt all revenue including annual personal and property tax bills.
Citywide Investments, Reconciliation and Reporting	20	Oversee citywide investments, reconciliation of bank accounts and report of investment holdings and revenue earnings.
Parking Revenue Processing	20	Collect and count all receipts collected by the Parking Utility.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text" value="1100"/>	<input type="text" value="(\$1,000)"/>	<input type="text" value="Reducing the overtime budget by \$1k to fund increased in training & conferences"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="(\$1,000)"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
1100	54	\$1,000	Conferences & Training

Insert item

Explain the assumptions behind the requested funding.

This increase is funded by transferring \$1,000 from the service's overtime budget. The increased training will fund the certification requirements for the CPA (Accountant) positions within the service.

What is the justification behind the increased funding?

The Treasury section employs two CPAs. The State of Wisconsin now requires continuing education for CPAs. The increase will fund conferences and training to meet the education requirements.

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$44,183

What is the proposed reduction to this service's budget?

\$96,290

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Revenue Processing	96,290	The proposed reduction is across various line items. These reductions can be implemented with no service impacts on processing payments made to the City.

Insert item

Total	\$96,290	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$30,000	Reduction in the overtime budget; The service will absorb the reduction to overtime by utilizing A Team & Doc Services staff to assist with revenue collections during peak periods.
Non-Personnel	\$66,290	The proposed reductions will be made to software maintenance (\$8,300), bank services (\$50k), and printing services (\$7,900). The proposed reductions will bring the budgeted amount in line with contract obligations for 2021. No service impact is anticipated with the proposed reduction.
Agency Billings	\$0	
Total	\$96,290	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Yes, this service is required in order to collect citywide revenues and manage the City's bank accounts and investments. At the proposed funding level the service will be able to meet its mandates.

Has this reduction been proposed in prior years?

No

Does the proposed reduction result in eliminating permanent positions?

No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No

If yes, which agencies:

Describe why the proposed reduction was chosen.

The Finance Department looked to identify savings across line items that prevented staff layoffs and the abolishment of vacant positions. The proposed reductions was chosen because it can be implemented with no service impacts.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

No service impacts anticipated.

Submit

v. 06-01-20

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Insurance

SERVICE NUMBER:

751

SERVICE DESCRIPTION:

This service purchases insurance and implements other risk management techniques to protect the assets of the City. This is accomplished via risk transfer, where the City shifts exposure/risk to another entity either through purchase of insurance or in a contract. If neither of those techniques are possible or reasonable, risk avoidance or loss control techniques (i.e., training and other programs designed to mitigate risk) may be used.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	\$1,268,957	\$324,576	\$2,543,845	\$3,701,728	\$3,192,002	\$3,192,002
<i>Total</i>	<i>\$1,268,957</i>	<i>\$324,576</i>	<i>\$2,543,845</i>	<i>\$3,701,728</i>	<i>\$3,192,002</i>	<i>\$3,192,002</i>
<i>Budget by Major</i>						
Revenue			(\$335,055)	(\$351,728)	(\$342,000)	\$342,000
Personnel	\$242,659	\$431,446	\$250,117	\$440,050	\$445,357	\$445,357
Non-Personnel	\$3,277,709	\$2,293,130	\$2,484,789	\$3,261,678	\$2,746,645	\$2,746,645
Agency Billings	(\$2,251,410)	(\$2,400,000)	(\$2,399,850)	(\$3,350,000)	(\$2,850,002)	(\$2,850,002)
<i>Total</i>	<i>\$1,268,958</i>	<i>\$324,576</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$684,000</i>
FTEs		2.05		2.05	2.05	2.05

PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Through the use of risk management techniques, the Insurance Fund attempts to manage the city's overall risk through the purchase of insurance and implementation of loss control techniques.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Insurance Premiums	25	Payment and administration of city's property and liability premiums.
Claim Payment	50	Payment of City liability, subrogation recoveries, and processing of departmental property claims.
Administration	25	Administration of Insurance Fund.

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Billings to departments reduced by \$500,000, liability premiums increased by \$170,000, and property and other premiums increased by \$80,000.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

If yes, which agencies:

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Workers Compensation

SERVICE NUMBER:

761

SERVICE DESCRIPTION:

Through its work with safety committees, managers, and employees, staff assist in providing a safe working environment for City employees. If an employee becomes injured or ill on the job, staff work with providers to provide appropriate and timely benefits as provided under the Workers' Compensation laws of Wisconsin.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	(\$425,198)	\$75,000	\$4,080,124	\$4,041,682	\$4,080,250	\$4,080,250
<i>Total</i>	<i>(\$425,198)</i>	<i>\$75,000</i>	<i>\$4,080,124</i>	<i>\$4,041,682</i>	<i>\$4,080,250</i>	<i>\$4,080,250</i>
<i>Budget by Major</i>						
Revenue			(\$30,125)	(\$891,682)	(\$430,250)	(\$430,250)
Personnel	\$90,245	\$112,428	\$107,764	\$110,394	\$123,962	\$123,962
Non-Personnel	\$3,736,502	\$4,012,571	\$3,972,360	\$3,931,288	\$3,956,288	\$3,956,288
Agency Billings	(\$4,251,945)	(\$4,049,999)	(\$4,049,999)	(\$3,150,000)	(\$3,650,000)	(\$3,650,000)
<i>Total</i>	<i>(\$425,198)</i>	<i>\$75,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
FTEs		1.05		1.05	1.05	1.05

PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

By working with departments and safety committees, the Workers' Compensation Fund identifies and attempts to reduce hazards to employees for injuries that do occur the Fund pays benefits due to employees.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Claim Payments	50	Payment of workers' compensation claims.
Administration	50	Payment of insurance premiums, third party administrator fees, assessments and administrative expenses.

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

None

What are the service level impacts of the proposed funding changes?

Increase in billings to departments of \$500,000 and \$25,000 increase in outside services and insurance premiums.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

If yes, which agencies:

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?