



Department of Administration
Budget and Management Division

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April 30, 2001

Ref: 01044

Common Council
City of Milwaukee

Subject: Revised 2001 Budget Adjustments

Dear Honorable Members:

Attached is a revision of the proposed 2001 Budget Adjustments for Common Council File 001659. This revision reflects changes made to the proposed budget adjustments following discussions with the Chair and Vice-Chair of the Finance and Personnel Committee. Please include this revision in the File as a substitute to the original. A revised Fiscal Note and Speed Reply are also attached.

Respectfully submitted,

Laura J. Engan
Budget and Management Director

ECP:dmr
Attachments

ResLetter2.doc

2001 Budget Adjustments: Changes to Adopted Budget

DEPARTMENT	APPROPRIATION CHANGE	REVENUE CHANGE
Administration, Dept. of	\$ (142,803)	\$ 139,585
Assessor's Office	\$ (26,766)	\$ -
City Attorney	\$ (35,633)	\$ -
City Development, Dept. of	\$ (78,656)	\$ -
City Comptroller	\$ (28,000)	\$ -
Election Commission	\$ (34,101)	\$ -
Employee Relations, Dept. of	\$ (45,982)	\$ -
Fire and Police Commission	\$ (22,923)	\$ -
Fire Department	\$ -	\$ 150,000
Health Department	\$ (123,917)	\$ 75,000
Library	\$ (677,000)	\$ 163,943
Mayor's Office	\$ (35,000)	\$ -
Neighborhood Services, Dept. of	\$ (46,200)	\$ 138,650
<i>Public Works, Dept. of</i>	<i>\$ (2,425,081)</i>	<i>\$ 848,000</i>
DPW-Buildings & Fleet Division	\$ (1,736,581)	\$ -
DPW-Forestry Division	\$ (275,500)	\$ 75,000
DPW-Infrastructure Division	\$ (243,000)	\$ -
DPW-Parking	\$ -	\$ 630,000
DPW-Solid Waste	\$ (170,000)	\$ 143,000 *
Treasurer's Office	\$ (28,172)	\$ -
TOTAL	\$ (3,750,234)	\$ 1,515,178

* This revenue change does not reflect the reduction of Solid Waste Fund revenues of \$170,000. This change of \$170,000 reflects the reduction of the City Contribution - Solid Waste Fund, which are levy supported funds.

2001 Budget Adjustments: Changes to Adopted Budget

Department: DEPARTMENT OF ADMINISTRATION

Description of Change:

- Reduce Equipment purchases by \$24,900 (Reduction of 22.68%)
 - ITMD – Reduce workstation purchases by \$20,000
 - BMD – Reduce computer purchases by \$2,000
 - BOD – Delay purchase of shrink wrapper, \$2,900

- Reduce Operating Expenditures by \$117,903 (Reduction of 8.0%)
 - ITMD – Reduce expenditures by \$80,000
 - BMD – Reduce expenditures by \$6,675
 - Admin – Reduce expenditures by \$6,545
 - IRD – Reduce expenditures by \$5,680
 - BOD – Reduce expenditures by \$19,003

- Antenna Lease Revenues - \$136,340

These revenues were not submitted for recognition in the 2001 budget, but are being generated by the department. To date \$64,140 has been generated in 2001, DOA projects another \$72,200 in additional revenue by the end of the year from current leases. DOA anticipates that more money will actually be generated than this amount.

- Bid Appeal Revenue - \$3,245

This is an estimate on what revenue might be generated by changing the appeal fee to 1% of the bid versus the current practice of \$76 per appeal. This estimate was determined by taking 1% of the bid for all appeals since 1996 and then determining a yearly average. The estimated revenue for the \$76 appeal per is currently set at \$200 in 2001.

Adjustments to Appropriation Accounts:

Account	Title	2001 Budget	Reduction
0001-1510-006300	OPERATING EXPENDITURES	\$1,480,565	-\$117,903
0001-1510-006800	EQUIPMENT PURCHASES	\$109,800	-\$24,900
	TOTAL		-\$142,803

Adjustments to Revenue Accounts:

Account	Title	2001 Budget	Change
MISCELLANEOUS REVENUES			
0001-1510-009870	DOA – Antenna Leases	\$0	+\$136,340
0001-1510-009830	DOA Property Sales	\$186,000	+\$3,245
	TOTAL		+\$139,585

2001 Budget Adjustments: Changes to Adopted Budget

Department: ASSESSOR

Description of Change:

- Reduction in mailing costs.
- Reduction in inspections and mileage costs.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1910-006300	OPERATING EXPENDITURES	\$267,662	<u>-\$26,766</u>
	TOTAL		-<u>\$26,766</u>

2001 Budget Adjustments: Changes to Adopted Budget

Department: CITY ATTORNEY

Description of Change:

- The City Attorney has proposed a target goal of at least a 5% reduction in operating costs. Hopefully, more than a 5% reduction can be achieved.
- In addition, the City Attorney's Office is projecting achieving some savings in their overall equipment account. The City Attorney's 2001 equipment account has line-item appropriations for books, new computers, and office furniture. It is likely that some savings can be achieved in each of these line-item accounts. City Attorney's management will also be closely reviewing expenditures for books with the goal of making some reductions in this account. The exact percentages or amounts for overall reductions in the equipment account can not be determined at this time.
- The City Attorney will also absorb costs that were previously funded through the Special Purpose Account - Seminar Fund (2001 estimated savings -\$9,500).

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1490-006300	OPERATING EXPENDITURES	\$522,662	-\$26,133
0001-1490-006800	EQUIPMENT PURCHASES	\$200,000	<u>unknown</u>
SPECIAL PURPOSE ACCOUNTS – MISCELLANEOUS			
0001-1310-S167-006300	SEMINAR FUND	\$20,000	-\$9,500
	TOTAL		-\$35,633

2001 Budget Adjustments: Changes to Adopted Budget

Department: DEPARTMENT OF CITY DEVELOPMENT

Description of Change:

- Savings from Brownfield grants - \$36,748.
Use Brownfield grants rather than operating budget to pay for site investigation costs.
- Reduced Data Processing Costs - \$18,841.
Savings from changes in ITMD charges for Cityscape services.
- Reduced Bid for Board-Up Costs - \$13,067
Savings resulting from lower bid than budgeted for Board-up services.
- Reduced Travel and Training Expenses - \$10,000
Savings resulting from reducing training and travel costs.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1910-006300	OPERATING EXPENDITURES	\$786,557	<u>-\$78,656</u>
	TOTAL		<u>-\$78,656</u>

2001 Budget Adjustments: Changes to Adopted Budget

Department: CITY COMPTROLLER

Description of Change:

- Reduce Operating Expenditures - \$28,000.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-2110-006300	OPERATING EXPENDITURES	\$793,027	<u>-\$28,000</u>
	TOTAL		-\$28,000

2001 Budget Adjustments: Changes to Adopted Budget

Department: ELECTION COMMISSION

Description of Change:

- Eliminate use of billboard advertising, saving \$5,000.
 - Reduce use of technical consultant by \$5,000.
 - Reduce other operating services by \$11,476.
Miscellaneous reductions.
-
- Eliminate restock of "I Voted" stickers using current surplus of stickers, saving \$2,500.
 - Reduce equipment replacement costs by \$10,125.
Will not purchase new computers, but will use recently replaced computers from the City Attorney's Office. Also, will not replace election-site tables and chairs.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1700-006300	OPERATING EXPENDITURES	\$260,630	-\$23,976
0001-1700-006800	EQUIPMENT PURCHASES	\$13,388	-\$10,125
	TOTAL		-\$34,101

2001 Budget Adjustments: Changes to Adopted Budget

Department: EMPLOYEE RELATIONS

Description of Change:

- Reduce Equipment purchases by \$15,000 (Reduction of 60%)
Department will reduce expenditures by delaying sigma upgrade.
- Reduce Operating Expenditures by \$30,982 (Reduction of 9.3%)

Some of the ways that the department plans to reduce expenditures in 2001 are:

- Reduce advertising – only advertise in Journal Sentinel & community newspapers
- Purchase only necessary consumables
- Look to use payroll stuffers instead of mailings
- Reduce travel expenses
- Monitor miscellaneous services expenses

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1650-006300	OPERATING EXPENDITURES	\$334,816	-\$30,982
0001-1650-006800	EQUIPMENT PURCHASES	\$25,000	<u>-\$15,000</u>
	TOTAL		-\$45,982

2001 Budget Adjustments: Changes to Adopted Budget

Department: FIRE AND POLICE COMMISSION

Description of Change:

- Reduce Operating Expenses by \$20,048.
Department will absorb cut through reductions in printing and advertising budget.
- Reduce Equipment purchases by \$2,875.
Delay the purchase of office equipment and one computer.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-3100-006300	OPERATING EXPENDITURES	\$200,484	-\$20,048
0001-3100-006800	EQUIPMENT PURCHASES	\$5,750	-\$2,875
	TOTAL		-\$22,923

2001 Budget Adjustments: Changes to Adopted Budget

Department: FIRE DEPARTMENT

Description of Change:

- BLS Transport Revenues - \$150,000.
These revenues were not recognized in the 2001 budget, but are being generated by the department.

Adjustments to Revenue Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Change</u>
CHARGES FOR SERVICES			
0001-3280-009400	FIRE DEPARTMENT	\$1,300,000	<u>+\$150,000</u>
	TOTAL		<u>+\$150,000</u>

2001 Budget Adjustments: Changes to Adopted Budget

Department: HEALTH DEPARTMENT

Description of Change:

- Reduce Equipment purchases by \$5,000 (33.11% reduction)
- Reduce Operating Expenditures by \$118,917 (6.2% reduction)
- Increase TB dispensary revenues. The 2001 budget recognized \$20,000 in revenues for this purpose. The Health Department now anticipates revenues at \$60,000 for 2001.
- Increase Whole Blood Lead Tests revenues. The 2001 budget recognized \$5,000 in revenues for this purpose. The Health Department now anticipates revenues at \$35,000 for 2001.
- Increase Targeted Case Management for Lead revenues. The 2001 budget did not include these revenues. The Health Department anticipates revenues at \$5,000 for 2001.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-3810-006300	OPERATING EXPENDITURES	\$1,913,672	-\$118,917
0001-3810-006800	EQUIPMENT PURCHASES	\$15,100	-\$5,000
	TOTAL		-\$123,917

Adjustments to Revenue Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Change</u>
0001-3810-941628	TB Dispensary	\$20,000	+\$40,000
0001-3810-941635	Whole Blood Pb Tests	\$5,000	+\$30,000
no account now	Targeted Case Management	\$0	+\$5,000
	TOTAL		+\$75,000

2001 Budget Adjustments: Changes to Adopted Budget

Department: LIBRARY

Description of Change:

- Reduction in Library Hours - \$278,000.
Reduce hours that some libraries are open Monday through Thursday.
- Reduce Operating Expenditures - \$155,000.
Miscellaneous reductions in this account totaling 7.5%.
- Reduce Computer equipment purchases - \$115,000.
A 60% reduction in budgeted computer replacement in 2001.
- Reduce other miscellaneous equipment purchases - \$20,000.
A 32% reduction in non-computer and non-materials equipment budgeted in 2001.
- Replace city book budget funds with contribution funds - \$109,000.
Replace \$109,000 of the levy-funded book and materials budget with contribution funds acquired through settlement of a federal lawsuit against Baker & Taylor.
- Additional revenue from the Milwaukee County Federated Library System - \$130,000
Latest contract with MCFLS increased revenue for Resource and Lease agreements by a net amount of \$130,000.

Adjustments to Appropriation Accounts:

Account	Title	2001 Budget	Reduction
0001-8610-006000	NET SALARIES & WAGES	\$10,988,921	-\$278,000
0001-8610-006300	OPERATING EXPENDITURES	\$2,052,731	-\$155,000
0001-8610-006800	EQUIPMENT PURCHASES	\$2,667,430	-\$244,000
	TOTAL		-\$677,000

Adjustments to Revenue Accounts:

Account	Title	2001 Budget	Change
CHARGES FOR SERVICES			
0001-8610-009400	COUNTY FED SYSTEM	\$1,654,200	+\$163,943
	TOTAL		+\$163,943

2001 Budget Adjustments: Changes to Adopted Budget

Department: MAYOR'S OFFICE

Description of Change:

- Reduce Operating Expenditures - \$5,000.
Miscellaneous reductions in this account totaling 10% of the 2001 appropriation.
- Hold positions vacant - \$30,000
Hold Staff Assistant positions vacant.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-1110-006000	NET SALARIES & WAGES	\$863,328	-\$30,000
0001-1110-006300	OPERATING EXPENDITURES	\$50,054	<u>-\$5,000</u>
	TOTAL		-\$35,000

2001 Budget Adjustments: Changes to Adopted Budget

Department: DEPARTMENT OF NEIGHBORHOOD SERVICES

Description of Change:

- Reduce Operating Expenditures by \$15,000.
Incorporate cost saving measures in supplies and services.
- Reduce Equipment purchases by \$31,200.
Delay and eliminate the purchase of some computer equipment items.
- Permit Revenues - \$138,650.
Implement a CPI driven increase in the cost of DNS New Construction building permits above the 2001 budget estimates.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-3600-006300	OPERATING EXPENDITURES	\$1,174,495	-\$15,000
0001-3600-006800	EQUIPMENT PURCHASES	\$134,882	-\$31,200
	TOTAL		-\$46,200

Adjustments to Revenue Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Change</u>
LICENSES & PERMITS			
0001-3600-009210	Building	\$1,934,500	+\$138,650
	TOTAL		+\$138,650

2001 Budget Adjustments: Changes to Adopted Budget

Department: DPW - BUILDINGS & FLEET

Description of Change:

- Reduction in Fleet Equipment Purchases.
- 15% reduction in Custodial Services – eliminate 2 Custodial Workers (2 currently vacant), also reducing custodial contracts.
- 10% reduction in O&M Painting – eliminate 1 Painter position (vacant).
- 5% reduction in Electrical Maintenance – eliminate 1 Electrical Mechanic position (vacant).
- Reduction in heating and air conditioning in City Hall Complex.
- Elimination in equipment purchases in Facilities – 1 Tracker Propane Striper, 2 Motorized Lifts, 2 Carpet Extractors, and 13 Vacuums.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-5450- 006000	NET SALARIES & WAGES	\$15,663,526	-\$137,895
0001-5450- 006300	OPERATING EXPENDITURES	\$10,112,336	-\$70,000
0001-5450- 006800	EQUIPMENT PURCHASES	\$3,528,055	<u>-\$1,043,910</u>
	TOTAL		-<u>\$1,251,805</u>

2001 Budget Adjustments: Changes to Adopted Budget

Department: DPW – FORESTRY DIVISION

Description of Change:

- Reduction in boulevard bed maintenance, including fertilization, shrub pruning, and mulching.
Savings: \$105,000 (\$99,000 salaries and \$6,000 supplies)
Revenue: None
Positions: Eliminate 6 seasonal laborers.
- Reduction in boulevard turf maintenance, including fertilization, herbicide treatments, weed control, edging, and debris pick-up.
Savings: \$78,000 (\$64,000 salaries and \$14,000 supplies)
Revenue: None
Positions: Eliminate 4 seasonal laborers.
- Reduction in boulevard mowing to a bi-weekly cycle beginning in August.
Savings: \$38,000 (salaries)
Revenue: None
Positions: Eliminate 3 seasonal laborers.
- Boulevard Gateway Signage Program with corporate sponsorship
Savings: None
Revenue: Approximately \$50,000 annually.
Positions: No impact.
- Poinsettia Contract-Growing Program
Savings: None
Revenue: \$25,000 (\$1/square foot basis)
Positions: No Impact
- Forestry Equipment Reductions
Savings: \$54,500
 1. \$6,000 for 3 deck shells
 2. \$24,500 for 5 trailers
 3. \$19,800 for 9 field radios
 4. \$4,200 for 3 utility trailers

2001 Budget Adjustments: Changes to Adopted Budget

Department: DPW - INFRASTRUCTURE

Description of Change:

- Reduction in Street lighting Burn Time (30 minutes per day, savings \$143,000)
- 20% Reduction in Overtime Street Light Repairs (savings \$100,000)
- Increase Rental Fee for Underground Conduit (not known)

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-5235-006000	NET SALARIES & WAGES	\$10,798,847	-\$100,000
0001-5235-006300	OPERATING EXPENDITURES	\$6,461,026	-\$143,000
	TOTAL		-\$243,000

Adjustments to Revenue Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Change</u>
	CHARGES FOR SERVICES		
0001-5230-009400	DPW- Infrastructure Division	\$2,566,800	Unknown

2001 Budget Adjustments: Changes to Adopted Budget

Department: PARKING FUND

Description of Change:

- Increase Parking Citations by \$2 for every violation beginning July 1, 2001.
- Increase Night Parking Permits (beginning July 1,2001)

Adjustments to Revenue Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Change</u>
0450-6610-009611	PARKING CITATION REVENUE	\$21,741,090	+\$500,000
0450-6610-009400	PARKING PERMITS	\$1,362,300	<u>+\$130,000</u>
	TOTAL		+\$630,000

2001 Budget Adjustments: Changes to Adopted Budget

Department: DPW - BUILDINGS & FLEET DIVISION and SOLID WASTE FUND

Description of Change:

- Eliminate Spring and Fall Mailings for Recycling, Leaf Collection, and Solid Waste Services (\$35,000 Savings)
- Eliminate purchase of 2 Mad Vacs (\$60,000 Savings).
- Eliminate purchase of 300 Litter Cans (\$60,000 Savings)
- Reduce street sweeping by 25% (net savings of \$499,776 – includes savings in Buildings and Fleet and Sanitation)
- Charge Sewer Fund for clean fill dumping at Hartung (\$134,000 in projected revenue)
- Charge MMSD for river cleaning tonnage (\$9,000 in projected revenue)

Adjustments to Appropriation Accounts:

Account	Title	2001 Budget	Reduction
0001-6940-006300	OPERATING EXPENDITURES	\$13,284,903	-\$50,000
0001-6940-006800	EQUIPMENT PURCHASES	\$1,617,450	-\$120,000
0001-5450-006000	NET SALARIES AND WAGES	\$15,663,526	-\$213,140
0001-5450-006100	FRINGE BENEFITS	\$5,168,964	-\$70,336
0001-5450-006300	OPERATING EXPENDITURES	\$10,112,336	-\$92,300
0001-5450-006800	EQUIPMENT PURCHASES	\$3,528,055	-\$109,000
0001-6940-S194	SOLID WASTE FUND- CITY CONTRIBUTION	\$27,085,837	-\$170,000
	FRINGE BENEFIT OFFSET	-\$81,301,495	+\$70,336
	TOTAL		-\$754,440

Adjustments to Revenue Accounts:

Account	Title	2001 Budget	Change
0470-6940-009400	CITY CONTRIBUTION	\$27,085,837	-\$170,000
no existing acct.	HARTUNG CHARGES	\$0	+\$134,000
no existing acct.	RIVER CLEANING	\$0	+\$9,000
	TOTAL		-\$27,000

2001 Budget Adjustments: Changes to Adopted Budget

Department: CITY TREASURER

Description of Change:

- Hold position vacant - \$28,172.
Hold one Accounting Assistant I position vacant for 2001.

Adjustments to Appropriation Accounts:

<u>Account</u>	<u>Title</u>	<u>2001 Budget</u>	<u>Reduction</u>
0001-2210-006000	NET SALARIES & WAGES	\$1,613,190	<u>-\$28,172</u>
	TOTAL		-\$28,172