

EXHIBIT A: 2003 Budget Adjustment Plan

Common Council File No. 030085

2003 Budget Adjustments: Changes to Adopted Budget

Overview of Adjustments:

<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
Net Salaries & Wages	\$309,455,851	-\$1,554,248
Operating Expenditures*	\$59,720,346	-\$519,934
Equipment Purchases*	\$6,498,337	-\$412,131
Special Funds*	\$112,754,467	-\$20,000
Total Adjustments to Departmental Accounts:		-\$2,506,313

*Accounts identified with an asterisk shall be transferred to Organization 9990 by the Comptroller.

JCG:jcg
Ref: 03041

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2003 Budget Adjustments: Changes to Adopted Budget

Department: ADMINISTRATION

Description of Change:

- Reduce expenditures related to mainframe software costs due to declining usage.
- Reduce expenditures for information technology related contractors.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1510-006300-R999	Operating Expenditures	\$1,039,095	-\$50,000*
Department of Administration Total Reduction:			-\$50,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: ASSESSOR'S OFFICE

Description of Change:

- Reduce statistical services used in the revaluation process.
- Postpone enhancements to the appraisal and assessment systems.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-2300-006300-R999	Operating Expenditures	\$338,534	-\$20,000*
		Assessor Total Reduction:	-\$20,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: CITY ATTORNEY'S OFFICE

Description of Change:

- Support staff has undergone recent internal promotions and a new hire that creates salary savings in of \$20,528.31 due to employees' pay being at lower steps. The positions included are: Administrative Specialist Senior, Legal Office Assistant IV, Executive Administrative Assistant II, Law Office Assistant IV, Law Office Assistant III, and Law Office Assistant II.
- Reduce general operating budget by \$5,000 by scrutinizing the purchasing of supplies, services, and equipment.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1490-006000-R999	Net Salaries & Wages	\$4,287,952	-\$20,500
0001-1490-006300-R999	Operating Expenditures	\$507,612	-\$5,000*
City Attorney Total Reduction:			-\$25,500

2003 Budget Adjustments: Changes to Adopted Budget

Department: CITY DEVELOPMENT

Description of Change:

- Discontinue use of O&M salary funds for the position of Economic Development Policy Coordinator. The position was recreated as a direct RACM position earlier this year and was being reimbursed through DCD's O&M budget. The position will now be fully funded through RACM.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1910-006000-R999	Net Salaries & Wages	\$2,635,366	-\$40,000
City Development Total Reduction:			-\$40,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: COMMON COUNCIL – CITY CLERK

Description of Change:

- Reduce funding for aldermanic travel by \$20,000.
- Reduce operating expenditures for aldermanic mailings by \$30,000.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1310-006300-R999	Operating Expenditures	\$808,458	-\$30,000*
0001-1310-006300-R130	Special Fund - Aldermanic Travel	\$39,000	-\$20,000*
Common Council –City Clerk Total Reduction:			-\$50,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: COMPTROLLER

Description of Change:

- Reduce operating expenditures for computer contract services.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-2110-006300-R999	Operating Expenditures	\$854,751	-\$40,000*
Comptroller Total Reduction:			-\$40,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: MUNICIPAL COURT

Description of Change:

- Reduce equipment purchases for court tape recorders by \$15,000. The equipment has already purchased as part of a 2001 remodeling project.
- Reduce operating expenditures for credit card bank fees by charging the convenience fee to the user.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1320-006800-R999	Equipment Purchases	\$18,450	-\$15,000*
0001-1320-006300-R999	Operating Expenditures	\$714,234	-\$3,000*
Municipal Court Total Reduction:			-\$18,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: PUBLIC DEBT COMMISSION

Description of Change:

- Reduce 2003 bond sales from five to four, saving most issuance expenses of one bond sale.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-2400-006300-R999	Operating Expenditures	\$449,780	-\$20,000*
Public Debt Commission Total Reduction:			-\$20,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: ELECTION COMMISSION

Description of Change:

- The State of Wisconsin will pay for some poll worker training that was mandated through the Federal "Help America Vote Act of 2002" through an allocation from the federal government. As a result, the Election Commission will be able to shift the cost of poll worker training to the State and reduce its operating expenditures accordingly.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1700-006300-R999	Operating Expenditures	\$506,640	-\$29,788*
Election Commission Total Reduction:			-\$29,788

2003 Budget Adjustments: Changes to Adopted Budget

Department: EMPLOYEE RELATIONS

Description of Change:

- Restructure the diversity and outreach function by eliminating one position of Community Relations Officer, Salary Grade 009, and reclassifying other positions that will be assuming those duties.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1650-006000-R999	Net Salaries & Wages	\$3,572,366	-\$40,000
Employee Relations Total Reduction:			-\$40,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: FIRE DEPARTMENT

Description of Change:

- The 2003 budget reduced the Fire Department's Special Duty (overtime) budget by \$342,420. In order to achieve this reduction, the Fire Chief has reduced the number of fire fighters hired on special duty (overtime) by two positions each day.
 - For the budget adjustment, the Fire Department will further reduce the number of fire fighters hired on special duty to three positions per day.
- Modify special duty hiring policies to minimize the number of fire fighters receiving "premium pay" (time and ½) for special duty assignments.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-3280-006000-R999	Net Salaries & Wages	\$56,415,656	-\$175,000
Fire Department Total Reduction:			-\$175,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: HEALTH

Description of Change:

- Use grant funding from the Beach Water Monitoring Grant to fund \$12,000 in salaries.
- Use grant funding from the Early Childcare Grant to fund \$43,000 in salaries.
- Hold one Food Inspector position vacant due to efficiency gained from new handheld technology.
- Hold one Public Health Nurse position in the Milwaukee Family Project vacant due to lack of case management billing reimbursement.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-3810-006000-R999	Net Salaries & Wages	\$8,630,612	-\$90,000
Health Department Total Reduction:			-\$90,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: MILWAUKEE PUBLIC LIBRARY

Description of Change:

- Reduce Thursday evening hours at Central Library to close at 5:30 PM, instead of 8:30 PM.
- Reduce hours at Villard Ave and Forest Home Libraries by 5 hours per week.
- Hold 3 Librarian III positions and one Library Circulation Assistant I position vacant due to the reduced hours, for savings of \$73,335.
- Reduce miscellaneous operating expenditures by \$31,665.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-8610-006000-R999	Net Salaries & Wages	\$11,756,591	-\$73,335
0001-8610-006300-R999	Operating Expenditures	\$2,121,904	-\$31,665*
Library Total Reduction:			-\$105,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: MAYOR'S OFFICE

Description of Change:

- Various reductions in operating expenses, including \$1,000 from reduced postage, \$200 from reduced copying, \$300 from miscellaneous expenses, \$500 from reduced printing, and \$5,000 from reduced computer upgrades.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-1110-006300-R999	Operating Expenditures	\$46,400	-\$7,000*
Mayor's Office Total Reduction:			-\$7,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: NEIGHBORHOOD SERVICES

Description of Change:

- Hold two Code Enforcement Inspector II position vacant, with total salary savings of \$39,544. The remaining inspectors will first conduct all State-mandated fire inspections and respond to complaints before any proactive inspectional activity is conducted.
- Hold one Graduate Intern position vacant, with total salary savings of \$12,127. This intern position has been used to work on developing additional strategies to reduce trash and vehicle nuisances in the University of Wisconsin-Milwaukee area, and additional strategies will not be piloted in 2003 as a result of this reduction.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-3600-006000-R999	Net Salaries & Wages	\$7,290,980	-\$51,671
Neighborhood Services Total Reduction:			-\$51,671

2003 Budget Adjustments: Changes to Adopted Budget

Department: POLICE DEPARTMENT

Description of Change:

- The Police Department did not submit any budget adjustments, citing its current fiscal constraints.
- The Administration proposes a minimal adjustment by freezing \$50,000 in the department's general operating expenditure account and \$50,000 in its equipment purchases account, allowing the department to make the final determination of where the cuts shall occur.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-3310-006300-R999	Operating Expenditures	\$9,949,514	-\$50,000*
0001-3310-006800-R999	Equipment Purchases	\$1,546,408	-\$50,000*
Police Department Total Reduction:			-\$100,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: PORT OF MILWAUKEE

Description of Change:

- The Port was not able to isolate any specific items or programs for reduction, but will monitor their operating expenditures for the remainder of the year. They will cut expenditures as they encounter items with potential savings and fully expects to achieve the requested \$40,000 reduction.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-4280-006300-R999	Operating Expenditures	\$753,805	-\$40,000*
Port of Milwaukee Total Reduction:			-\$40,000

2003 Budget Adjustments: Changes to Adopted Budget

Department: CITY TREASURER

Description of Change:

- Realize \$30,281 in savings from positions classified at lower than anticipated levels.
- Realize \$27,384 in savings from positions held vacant for part of the year.
- Utilize Auxiliary Resource Program for seven pay periods to train and recruit for an anticipated vacancy of a Network Coordinator – Assistant position at a cost of \$17,415.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-2210-006000-R999	Net Salaries & Wages	\$1,565,595	-\$40,250
	City Treasurer Total Reduction:		-\$40,250

2003 Budget Adjustments: Changes to Adopted Budget

Department: DPW - ADMINISTRATIVE SERVICES

Description of Change:

- Eliminate one temporary position from the Call Center. This change may lead to increased call waiting time and will reduce Operating Expenditures by \$17,500.
- Reduce Equipment Expenditures by \$25,000 by reducing computer purchases.
- Reduce IT Expenditures for hardware purchases for savings of \$30,000.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-5140-006300-R999	Operating Expenditures	\$1,110,406	-\$47,500*
0001-5140-006800-R999	Equipment Purchases	\$55,000	-\$25,000*
DPW - Administration Total Reduction:			-\$72,500

2003 Budget Adjustments: Changes to Adopted Budget

Department: DPW - INFRASTRUCTURE SERVICES

Description of Change:

- Reduce the number of mini concrete crews from 3 to 1 and reduce the number of crack filling crews from 4 to 3, grinding sidewalks by request only and possibly increasing the wait for permanent concrete repairs. This change also eliminates one Street Repair Supervisor position and will generate salary savings of approximately \$185,025.
- Eliminate a Bridge Laborer Crew Leader and two city laborer positions, reducing some bridge maintenance activities such as painting. The change will generate salary savings of \$78,069.
- Reduce five Electrical Services Laborer (seasonal) positions that assist in street line painting projects. These line painting projects will take longer to complete since the painter will not have an assistant to place cones, and will generate salary savings of \$43,533.
- Restructure Civil Engineering management by eliminating a Management Civil Engineer Sr. position. Approximately 30% of this position's duties are paid via O&M. The O&M duties associated with this position will be assumed by a newly promoted Civil Engineering V and will create salary savings of \$29,854.
- Operating expenditure savings will accrue from reduction of supplies related to these service changes that will total \$72,992.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-5230-006000-R999	Net Salaries & Wages	\$12,553,706	-\$336,481
0001-5230-006300-R999	Operating Expenditures	\$6,459,355	-\$72,992*
Infrastructure Services Total Reduction:			-\$409,473

2003 Budget Adjustments: Changes to Adopted Budget

Department: DPW – OPERATIONS DIVISION

Description of Change:

Sanitation

- Eliminate the purchase of 2 skid loaders for an equipment budget reduction of \$56,000. This may increase the response time for bulky-waste special collections depending upon demand for bulky-waste collection and the repair status of currently owned skid loaders.
- Eliminate the purchase of mobile radios for an equipment budget reduction of \$30,000. Some field crew in Sanitation Section and Forestry Section will not be provided with two-way radios.
- Reduce Special Collection Overtime for salary budget savings of \$99,302. This reduction may increase the average response time for bulky-waste special collections, but will not increase response time beyond the Department standard of 1 week.
- Providing only spring season brush collection will save \$102,024 in salaries for vacant auxiliary positions and \$30,080 in operating costs. After June 1st residents will be required to dispose of brush waste at City of Milwaukee Self Help waste disposal centers.
- Eliminate one vacant Sanitation Supervisor position for salary savings of \$26,161. This vacancy will occur mid-year, due to retirement.

Forestry

- Mow boulevards bi-weekly beginning August 1st when hotter weather curtails growth. Boulevards will continue to be mowed weekly from May through July. This will entail releasing four seasonal laborers earlier than originally scheduled for salary savings of \$55,000.
- Reduce boulevard bed maintenance including reduced time spent edging, composting, and fertilizing. Trash will continue to be picked up and weeds pulled. Twelve fewer seasonal employees will be called to work for salary savings of \$66,000 and operating savings of \$4,000.
- Eliminate the upcoming forestry training crew for salary savings of \$90,912. The training crew is comprised approximately 10 Urban Forestry Specialist Trainees who are typically promoted to Urban Forestry Specialist at the end of a six month training period. The elimination of these positions will be further reflected in the 2004 budget and will impact service level for pruning and boulevard maintenance.
- Forestry will reduce its permanent tree pruning staff by six employees. While Forestry will attempt to prune the same amount of trees as originally planned, weather and other factors could mean 3,000 less trees than the 62,000 originally planned. This pruning staff reduction will save \$125,000 in salaries.

Buildings and Fleet

- Reduce frequency of contracted window washing in City Hall Complex from monthly to every other month and in outlying buildings from bi-annually to annually for total operating savings of \$6,020.

- Reduce City Hall Complex custodial services by eliminating two filled positions for salary savings of \$31,666. Staff may be transferred to vacant positions in other departments. City Hall complex staff will be required to deliver recyclable waste materials to a centrally located receptacle. Additionally, the frequency of house-keeping tasks, such as dusting and vacuuming may be reduced.
- Reduce contracted custodial services in outlying areas for operating savings of \$32,889. Cleaning services would be reduced from five days a week to four in some facilities and reduced to three days a week in others.
- Reduce City Hall Complex electrical maintenance by eliminating one vacant electrical maintenance mechanic position for salary savings of \$25,410.
- Reduce facility painting services at DPW shops and garages by eliminating two vacant painter positions for salary savings of \$29,234.
- Reduced fleet equipment painting by eliminating two vacant painter positions for salary savings of \$36,302.
- Eliminate remaining Fleet Services Section equipment purchases for equipment valued under \$50,000 each for savings of \$236,131. This may increase the cost for vehicle repairs due to the continued use of older equipment.

Adjustments to Appropriation Accounts:

<u>Account Number</u>	<u>Title</u>	<u>2003 Budget</u>	<u>Reduction</u>
0001-5450-006000-R999	Salaries & Wages	\$39,380,505	-\$687,011
0001-5450-006300-R999	Operating Expenditures	\$25,735,842	-\$72,989*
0001-5450-006800-R999	Equipment Purchases	\$1,660,447	-\$322,131*
DPW - Operations Total Reduction:			-\$1,082,131