

# City of Idaho Falls

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## ***Municipal Services Department Fiscal Year 2020/21 Budget Presentation***

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# Department Structure

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## Divisions:

- Administration
- City Clerk
- Information Technology
- Treasury
  - Utility Billing and Credit Office
- Finance
- General Services Administration
  - Building Maintenance
  - Equipment Maintenance
  - General Buildings
  - Purchasing
  - Property Coordination

## Funds:

- General Fund
- Enterprise Funds  
(through inter-fund transfers)
- Health Insurance
- Municipal Equipment Replacement Fund (MERF)
- Risk Management
- Contingency

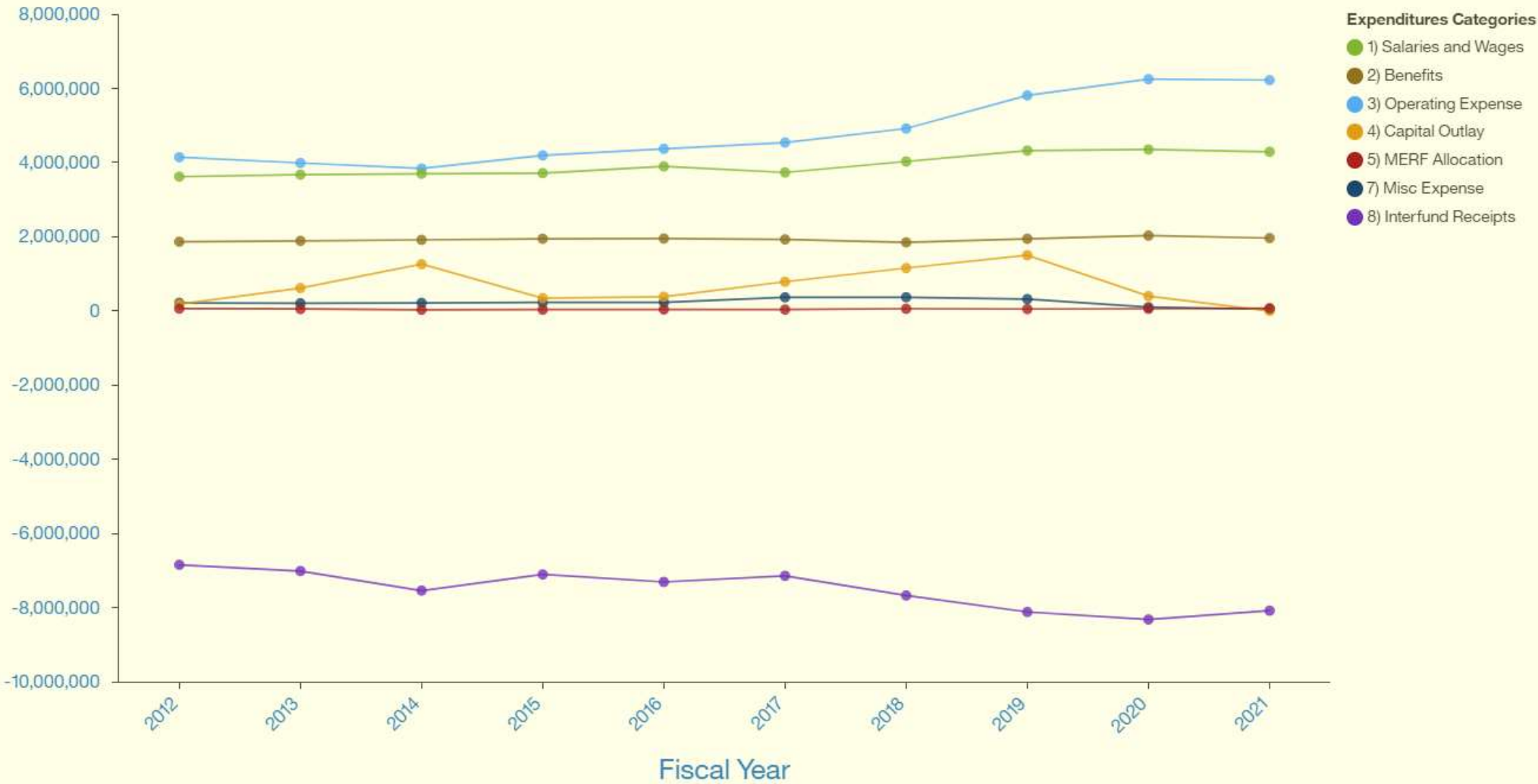


# Department Budget Overview

Department	2019/20 Expenditure Budget*	2019/20 Revenue Budget	2020/21 Proposed Expenditure Budget*	2020/21 Proposed Revenue Budget	\$ Change Expenditure	% Change Expenditure	2020/21 Proposed Position Count
Administration	\$226,275	\$ -	\$179,876	\$ -	\$(46,399)	-26%	2
City Clerk	180,736	40,250	162,336	40,250	(18,400)	-11%	2
Information Technology	851,752	-	1,285,989	-	434,237	34%	9
Treasurer	69,905	-	81,455	-	11,550	14%	6
Utility Billing	-	-	-	-	-	-	7
Finance	285,899	-	273,196	-	(12,703)	-5%	9
General Services Admin	109,284	-	80,685	-	(28,599)	-35%	2
Purchasing	57,320	-	67,629	-	10,309	15%	2
Equipment Maintenance	22,339	720,700	-	720,700	(22,339)	100%	15
Building Maintenance	1,555,129	-	1,279,996	-	(275,133)	-21%	14
Idaho Falls Civic Center	662,163	128,450	514,965	128,450	(147,198)	-29%	6
General Buildings	632,328	32,953	558,432	9,000	(73,896)	-13%	-
Property Coordination	14,423	-	30,963	-	16,540	53%	1
<b>Total</b>	<b>\$4,667,553</b>	<b>\$922,353</b>	<b>\$4,515,522</b>	<b>\$898,400</b>	<b>\$(152,031)</b>	<b>-3%</b>	<b>75</b>

\*Expenditure amounts include transfers.

# Ten Year Review of Expenditure Categories



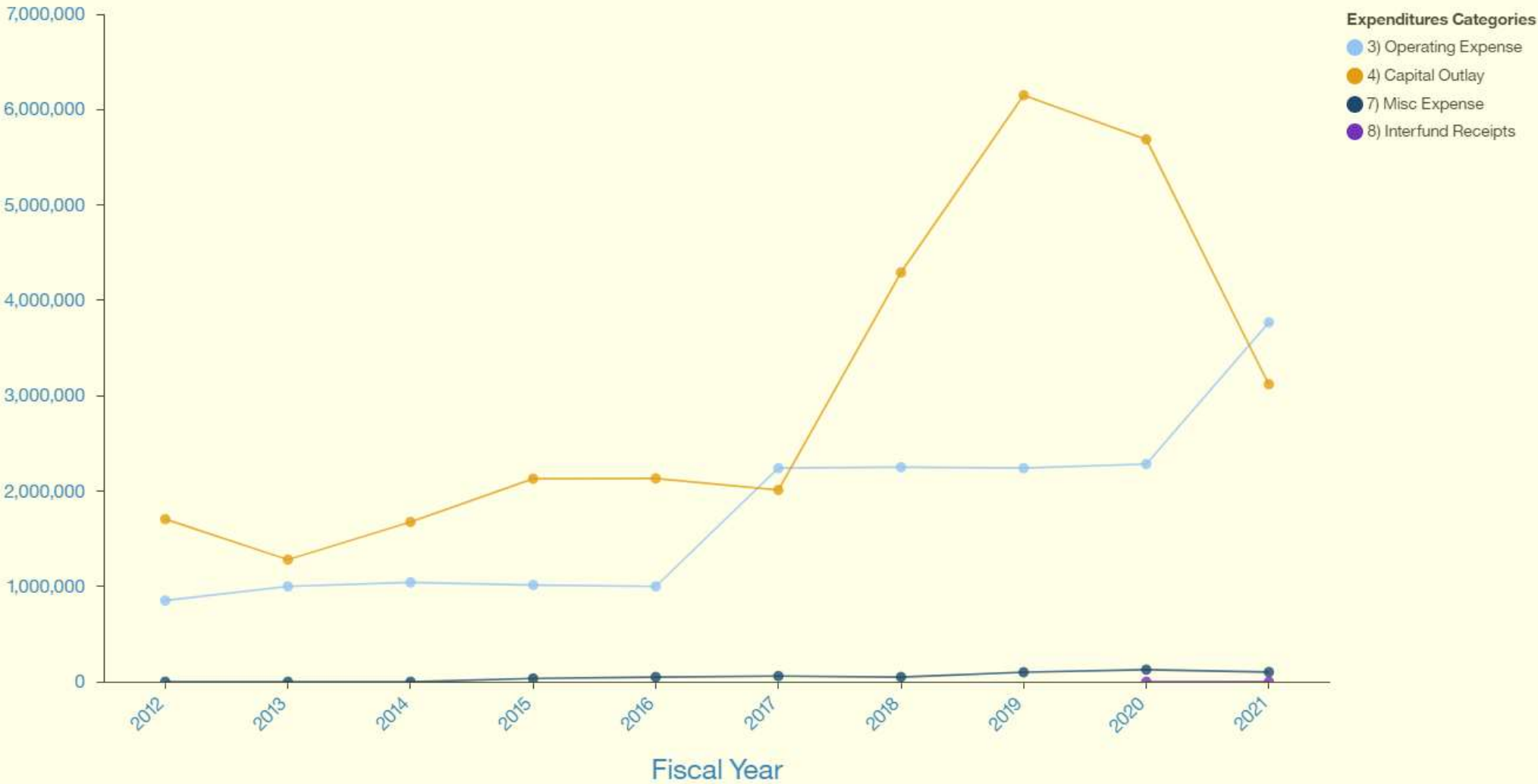
# Department Budget Overview

## Internal Service Funds

Department	2019/20 Expenditure Budget	2019/20 Revenue Budget	2020/21 Proposed Expenditure Budget	2020/21 Proposed Revenue Budget	\$ Change Expenditure	% Change Expenditure	2020/21 Proposed Position Count
Municipal Equipment Replacement Fund (MERF)	\$5,687,500	\$2,200,000	\$3,120,000	\$2,000,000	\$(2,567,500)	-82%	-
Risk Management	2,350,000	1,200,000	3,811,292	1,990,496	1,461,292	38%	-
Health Insurance	60,000	-	60,000	2,000,000	-	-	-
<b>Total</b>	<b>\$8,097,500</b>	<b>\$3,400,000</b>	<b>\$6,991,292</b>	<b>\$5,990,496</b>	<b>\$(1,106,208)</b>	<b>-14%</b>	<b>-</b>



# Ten Year Review of Expenditure Categories



# Department Budget Overview

## Contingency Fund

Department	2019/20 Expenditure Budget	2019/20 Revenue Budget	2020/21 Proposed Expenditure Budget	2020/21 Proposed Revenue Budget	\$ Change Expenditure	% Change Expenditure	2020/21 Proposed Position Count
Contingency	\$6,000,000	\$ -	\$10,000,000	\$ -	\$4,000,000	40%	-

# 2020/21 Highlights, Strategies and Goals

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## Budget Reductions:

- Cancelled priority base budgeting subscription.
- Reduced one customer service representative position.
- Delay hiring and re-evaluating the Accounts Payable position.
- Delay hiring Equipment Maintenance Mechanic position.
- Reduced division travel and minor equipment budgets.
- Reviewed all City contracts for savings; custodial, carpeting cleaning, et al.
  - Reducing cleaning frequency of City Hall and Equipment Maintenance.



# 2020/21 Highlights, Strategies and Goals

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- Issuing Request for Proposal (RFP) for outsourcing utility billing (printing, stuffing and mailing).
- Continue to participate, identify and plan for implementing accessible services with ADA committee.
- Continue to explore and implement cost effective services for internal and external customers.
- Improve city agenda management processes.
- Continue to report fuel management savings.
- Equipment maintenance improvements for transparency of costs for services.
- Continue improvements to annual audit performance.
- Continue to analyze long-term agreements for cost savings.
- Continue to review and improve the inter-fund transfer process.



# Fees

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- No new fees or fee increases proposed.

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