

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. Ben Kallos
Chair, Committee on Governmental Operations



Hearing on the Fiscal 2015 Preliminary Budget

Office of Payroll Administration (OPA)

March 25, 2014

Latonia McKinney, Deputy Director

John Russell, Principal Legislative Financial Analyst

Office of Payroll Administration (OPA) Overview

OPA is responsible for establishing payroll policy, coordinating payroll related matters between City agencies and affected covered organizations, and developing uniform procedures for payroll processing and development. OPA is also responsible for the distribution of payrolls, the accounting for payrolls, administration of payroll deductions, check distribution services, maintenance of the integrity and accuracy of the payroll management system (PMS), and supporting the development and implementation of PMS.

OPA Financial Summary

<i>Dollars in Thousands</i>	2012 Actual	2013 Actual	2014 Adopted	2014 Prelim Plan	2015 Prelim Plan	*Difference 2014 - 2015
Spending						
Personal Services	\$11,961	\$12,036	\$16,168	\$16,756	\$16,192	\$24
Full-Time Salaried	10,127	10,527	15,264	15,264	15,288	24
Other Salaried & Unsalaries	1,365	1,064	169	757	169	0
Additional Gross Pay	439	430	571	571	571	0
Overtime	30	15	164	164	164	0
Other Than Personal Services	2,265	1,187	11,420	11,420	11,472	52
Supplies and Materials	54	52	155	73	143	(12)
Property and Equipment	38	42	45	87	48	3
Other Services and Charges	1,145	350	378	400	378	0
Contractual Services	1,028	744	10,841	10,860	10,903	61
TOTAL	\$14,226	\$13,223	\$27,588	\$28,176	\$27,664	\$76
Funding						
City Funds			\$27,588	\$27,589	\$27,664	\$27,664
Other Categorical				588	0	\$0
TOTAL	\$14,226	\$13,223	\$27,588	\$28,176	\$27,664	\$27,664
Positions						
Full-Time Positions - Civilian	209	215	203	203	203	0

*The difference of Fiscal 2014 Adopted compared to Fiscal 2015 Preliminary Plan funding.

OPA's proposed budget for Fiscal 2015 totals \$27.7 million, including Personal Services funding of \$16.2 million to support 203 full-time positions. The Agency relies almost entirely on City tax-levy funding. The Agency's projected Fiscal 2014 and 2015 budgets are significantly higher than in previous years because the OPA had significant budget surpluses in both Fiscal 2011 and 2013.

CityTime. In conjunction with FISA, OPA is responsible for the maintenance and operations of CityTime, the web-based citywide municipal employee timekeeping system that serves over 80 City agencies. OPA's proposed Fiscal 2015 budget includes Personal Services funding of \$7.1 million for 81 positions, and \$9.6 million in OTPS funding allocated for the Citytime system. Additional resources for the operation of CityTime, are included in the budget of the Financial Information Services Agency.

Management Benefit Fund - Health Club Membership Reimbursement. The Preliminary Plan includes Other Categorical funding totaling \$588,000 in the current fiscal year from the

Management Benefit Fund. The Fund reimburses the City for payments made to City employees for health club membership fees.

OPA Budget Actions in the November and Preliminary Plans

<i>Dollars in Thousands</i>	FY 2014			FY 2015		
	City	Non-City	Total	City	Non-City	Total
Agency Budget as of FY 2014 Adopted Plan	\$27,588	\$0	\$27,588	\$27,692	\$0	\$27,692
Other Adjustments						
MBF Health Club Membership Reimbursement		588	588			0
TOTAL, All Changes	\$0	\$588	\$588	\$0	\$0	\$0
Agency Budget as of FY 2015 Preliminary Plan	\$27,588	\$588	\$28,176	\$27,692	\$0	\$27,692

OPA Contract Budget

Category	Number	Budgeted	Pct of OPA Total	Pct of City Total by Cat.
Contractual Services General	1	\$801,944	7.36%	0.15%
Maint & Repair, General	1	\$9,000	0.08%	0.07%
Office Equipment Maintenance	1	\$16,500	0.15%	0.12%
Data Processing Equipment	1	\$919,002	8.43%	0.42%
Costs Associated with Financing	1	\$12,025	0.11%	0.01%
Printing Contracts	1	\$3,000	0.03%	0.01%
Temporary Services	1	\$17,900	0.16%	0.05%
Cleaning Services	1	\$2,000	0.02%	0.01%
Training Programs for City Employees	1	\$4,000	0.04%	0.02%
Professional Services: Computer Services	3	\$9,117,295	83.62%	8.90%
OPA Fiscal 2015 Preliminary Budget	12	\$10,902,666	100.00%	0.09%

OPA's Fiscal 2015 Contract Budget totals \$10.9 million for 12 contracts. Because the Agency is in part responsible for the operation of multiple citywide IT systems, including CityTime and the City's Payroll Management System, computer services contracts make up 83.6 percent of its total contract budget and 8.9 percent of all computer service contracts citywide.