



**Finance Committee Budget Hearing
Finance Department
April 20, 2016**

1. As of June 30, 2015, the Fund Balance in the General Fund total **\$46,195,152**, *realizing this is not all cash*. Please provide the amount cash available in the *Unassigned Fund Balance as of February 2016.

General Fund – Fund Balances as of 6/30/15	(figures are not all cash)
Non Spendable	\$3,184,707
Budget Reserve	\$15,169,686
*Unassigned	\$27,840,759
Total Fund Balances	\$46,195,152

- a. Specify the dollar threshold that warrants concerns if cash gets too low in the Unassigned Fund Balance.
2. Although the City's cash is pooled together in one General Cash Account, specify amount of cash available in the Water Sewer Fund as of February 2016.
 - a. Specify mechanism in place for accessing and utilizing restricted cash (balance as of 6/30/15 ~\$8.5M).
 - b. Specify amount of cash set aside for the 60 day O&M Reserve.
 - c. Provide an update on any consideration for having separate cash account for the Water Sewer Fund.
3. As of June 30, 2015, the Risk Management Fund has a net position of **\$2,503,504** since FY2007. Discuss the accounting rationale for why final actuarial claims charges that exceed budget are charged to the General Fund rather than the Risk Management Fund Balance.
 - a. Specify if there is an adjusting mechanism for when claims adjustment is favorable or unfavorable to the City, that the Risk Management Fund Balance is adjusted favorable or unfavorable similar to a rolling balance.
4. Discuss current vacant positions.
 - a. Specify duration of the vacancy.
 - b. Specify timeframe for filling position.
 - c. Justify rationale why vacant position(s) can or cannot be eliminated.
5. Discuss any changes to positions (new, deleted, and funding changes across all funds).
 - a. Specify last time any changes were done for any of the proposed changes.

6. With departmental staffing level of 86 full time positions, discuss the continued planned use of **\$510.6K** budgeted between Temporary Agency & Consultants across both General & Water Sewer Fund, up **~\$80K** over prior year's budget (**\$60K** Consultants, **\$450.6K** Temp Agency).
 - a. Specify vendor name, length of contract, amount, and purpose for all Consultants.
 - b. Specify planned use for all Temporary Agency staff, with correlating amount and purpose.
7. For the last 10 years, the City has been doing the Plan For Change and or Aggressive Collection Efforts, which over the years augmented the Department Staffing levels and lead to more reliance on Outside Collection Expertise. Discuss the services provided for the **~\$764K** budgeted between Collection Expense Sheriff Sale and Collection Expense Wage & Head Audit across both General & Water Sewer Fund (**\$257.8K** Sheriff Sale, **\$506K** Wage & Head Audit).
 - a. Specify vendor name, length of contract, amount, and purpose.
 - b. Specify amount of revenue collected as a result of using the vendors for FY15 and year to date.
 - c. Specify projected amount of revenue for FY17.
 - d. Specify the return on investment for Internal Staff.
 - e. Specify Return on Investment for External Staff.
 - f. Specify any plans or consideration to cross train internal staff so not heavily depended upon outside expertise.
 - g. Specify the number of properties for sheriff sale for FY14, FY15, and year to date.
8. Discuss revenues projected from the Plan for Change (PFC)/ Aggressive Collection Efforts for FY17 that anticipates an additional one-time **\$1.5M** for audit and collection efforts of wage and net profits.
 - a. Specify projected and actual amount for the PFC for FY13, FY14, FY15 and year to date FY16 *per revenue categories*.
 - b. Specify if the City has collected the additional one-time \$2M that was projected for FY16.
 - c. There is \$1.5M additional one-time revenue projected for Wage Tax for FY17 as a result of audit and collection efforts. Specify if this is due to new audits of new entities and or repeat entities.
 - d. Specify where the City is on the bell curve in collection efforts for the PFC, and what is the point when this will be normal collection not necessarily PFC/Aggressive Collection Efforts?
9. Discuss the planned use of **~\$2.188M** budgeted in the Commissions account lines (**\$65K** False Alarms, **\$1.1M** Parking Citation, **\$1.020M** Red Light).
 - a. Specify vendor name, length of contract, amount, and purpose.
 - b. Specify the driver for the **\$350.5K** reduction in Red – Light Commission, and whether or not there has been a correlating reduction in FY17 revenue projections.
 - c. Specify amount of revenues collected since Jan. 2013 and projected for FY17 per each commission category, and amount outstanding.

- d. Specify statistics from FY2013 to year to date for number of parking citations issued/paid as a result of the Pay Lock vehicle (OVN notices), and the number of vehicles booted.
 - e. Specify statistics from FY2013 to year to date on number of red-light tickets (video enforcement) issued and paid.
 - f. Specify any impact to revenues as a result of SMART parking meters.
 - g. Specify the reason for \$600K reduction in Parking Tickets/Booting Revenues pertaining to reduced ticket writing activity and changes in parking regulations.
10. Discuss the planned use of **\$140K** budgeted for Overtime across both General & Water Sewer Fund (**\$101.6K** GF, **\$38.4** KWSF).
 11. Discuss the **~\$103.6K** budgeted between Travel and Membership & Registration across both General and Water Sewer Fund.
 12. Provide an update on the FY16 budget allocation of **\$50K** in Miscellaneous Projects for various special projects.
 13. Provide an update on project timeframe for going from quarterly water sewer billing to monthly.
 14. The FY2015 Annual Reconciliation Ordinance for the Department of Finance trended below budget. Discuss what your department is doing to ensure actual expenditures are more align with budgetary cost.

FY15 Finance Dept Reconciliation Ordinance.	FY15 Final Budget	FY15 Actual	FY15 Budget/Actual Variance	FY16 Budget	FY17 Proposed Budget
Personal Services	\$5,064,201	\$4,910,481	\$153,720	\$5,177,810	\$5,331,701
MSE	\$5,031,971	\$4,397,241	\$634,730	\$4,773,114	\$4,502,969
DEBT Service	\$27,347	\$6,488	\$20,859	\$49,049	\$38,237
Total	\$10,123,519	\$9,314,210	\$809,309	\$9,999,973	\$9,872,907

All Departments

15. Provide FY17 proposed organizational chart with the total number of employees (i.e. permanent, temporary, contract, vacancies).
 - a. Outline specific duties of each employee.
 - b. If there are multiple divisions, please ensure there are sub-org charts that enumerate all of the above.