

**FISCAL YEAR 2016**

Proposed Budget

April 9, 2015

# General Government

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City Manager



# General Government Budget Overview

- Very little change from FY15
- Proposed increase in one FTE in City Manager's Office
- Election Year
- Continued implementation of technology/software improvements to improve service, reduce paper, save time, allow greater access to information and processes by residents
  - Switch to new finance system in first quarter
  - New timekeeping system at start of fiscal year
  - Collaboration software
  - Continued efforts on digitization of records

# General Government Divisions

- Legislative
- General Management
- Finance
- Legal Services
- Information Systems
- Human Resources
- City Clerk

## Department Summary

	FY15	FY16	Change
Revenues	\$70,000	\$60,000	-14.3%
Expenditures	\$3,010,133	\$3,374,200	12.1%
FTEs	17.5	18.5	1.0

Expenditures are \$364,067 higher than budgeted for FY15 due to the addition of a position in the City Manager's Office, an overlap of the Finance Director position, and software upgrades.

# Legislative Division

- Little change in monies allocated for the City Council or for other activities in the Legislative Division
- Expenditures increase from \$201,700 in the adopted FY15 budget to \$207,750, an increase of 3 percent
- \$15,000 is allocated for election-related expenses

# General Management Summary

	FY15	FY16	Change
Expenditures	\$737,800	\$913,300	23.8%
FTEs	4.0	5.0	1.0

# General Management Division

- Advance the Council's interests in economic development, environmental sustainability, quality of life and fiscal prudence through effective leadership and management
- The addition of a management level position is to ensure excellence in the provision of City services and to facilitate new economic development initiatives



# Finance Division Summary

	FY15	FY16	Change
Expenditures	\$654,170	\$701,150	7.2%
FTEs	5.50	5.50	0.00

- Personnel costs increased \$35,890, primary due to the transition of the retiring Finance Director to the New Finance Director during the first quarter of FY 16.





## Finance Division Highlights

- Overall increase in the FY 16 budget is \$46,980.
- The budget also includes projected increases for health insurance, annual staff salary increases, and the costs related to the preparation of the CAFR and the financial audit.
- Increases in non-personnel costs are due to staff training, copying and telephone.



# Finance Division Major Initiatives

- Continue efforts to improve the City's financial operations
- Ensure compliance with generally accepted accounting principles
- Continue to receive unmodified audit opinions on the City's financial statements
- Continue to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Continue to improve the presentation of the annual budget document
- Continue to practice financial prudence
- Continue to ensure compliance with City policies and procedures
- Continue to ensure the timely and accurate processing of the City's payroll and financial transactions
- Continue to assist the Information Technology Division with upgrading the City's financial system

## Legal Services Division

- In addition to the City Attorney services of Silber, Perlman, Sigman and Tilev, PA, and the specialized counsel services of Kollman & Saucier, PA for employment and labor matters, the City will be retaining specialized counsel for development matters
- Expenditures increase from \$253,025 in the adopted FY15 budget to \$273,100, an increase of 7.9 percent

# Information Services Summary

	FY15	FY16	Change
Expenditures	\$529,578	\$669,950	26.5%
FTEs	3.50	3.50	0.00

- Personnel costs increased by \$36,840 from the FY15 budgeted amount

# Information Services Highlights

- Overall increase in the FY 16 budget is \$140,372.
- Division Expenses are higher for FY16 due to higher Software Maintenance charges.



# Information Systems Major Initiatives

- Oversee new financial software implementation
- Facilitate move toward paperless operations across departments
- Continue implementation of IT Strategic Plan
- Continue server consolidation and development of VMWare virtual server environment.
- Support CableTV department in planned digital broadcast and production equipment improvements
- Continue exploring cloud based solutions that make good business sense
- Continue support of Police Department technology improvements like On-Body Cameras, and 911 enhancements
- Continue to manage and maintain City information system resources without interruption to key functions
- Maintain backups of critical software and data
- Test off-site storage of current financial software, and network redundancies

# Human Resources Summary

	FY15	FY16	Change
Expenditures	\$339,660	\$314,450	-7.4%
FTEs	2.00	2.00	0.00

- Decrease in overall expenditures is primarily due to the transition of technology related contracts to the IT budget



# Human Resources Highlights

- Overall decrease in the FY 16 budget is \$25,210.
- Decrease in services and charges of \$55,360 is due to the transition of technology contract items to the IT budget.



# Human Resources Major Initiatives

- Develop/implement training program for staff
- Complete procedures manual
- Complete phase two of personnel policies review and implementation
- Develop improved safety culture
- Reduce workers' compensation costs
- Reduce average time to hire from 88 to 80 days

## City Clerk's Office Summary

	FY15	FY16	Change
Expenditures	\$294,200	\$294,500	<0.5%
FTEs	2.5	2.5	0.00

## City Clerk's Office Highlights

- Approximately 86% of division expenditures are personnel related.
- Services and charges account for around 10% of the budget. This category includes \$15,000 to continue the digitizing of records, \$4,500 for codification of ordinances and web hosting of the City Code, and \$2,000 for legal advertising and notices.

# City Clerk's Office Major Initiatives

- Focus on the November 2015 City Election. Expenditures accounted for in the Legislative Division (\$15,000).
- Of the \$25,000 budgeted for scanning project in FY15, \$10,000 delayed for continuation in FY16.



## Non-Departmental

- This budgetary unit provides for insurance, employee training, grants, the local supplement to the State Homeowner Property Tax Credit, and the general contingency monies required by the City Charter
- Expenditures for FY16 are \$1,313,131, which is 6.8% higher than the \$1,229,930 adopted in the FY15 budget
- Small increases in a variety of the accounts total the \$83,201 higher amount

## Debt Service

- The City will pay \$376,800 in debt service for the 2005 Community Center bond and 2010 Public Works bond
- Staff has been discussing options for reducing the interest rate of the Community Center bond in the coming months