

**ATTACHMENT B**

**GENERAL FUND & PUBLIC SAFETY FUND  
FY14 SAME AS FY13**

<b>General Fund</b>	<b>FY 14 Over/(Under) FY 13 Expenditure Budget</b>	<b>FY 14 Cost Allocation Charge for Services Revenue Reduction</b>	<b>GF Bottom Line Revenue Over/(Under) Expenditure Change</b>	
<b>Department</b>				
Mayor and City Council	(835)	-	(835)	
City Administrator	18,235	(8,718)	9,517	
Human Resources	30,346	(16,117)	14,229	
City Attorney	(6,578)	-	(6,578)	
Municipal Court	2,434	-	2,434	
Finance	1,918	(1,445)	473	
Code Enforcement	6,742	-	6,742	
Parks, Recreation and Public Lands	61,964	-	61,964	
Non-Departmental	N/A	N/A	N/A	
Council Contingency	N/A	N/A	N/A	
	<hr/> <hr/> 114,226	<hr/> <hr/> (26,280)	<hr/> <hr/> 87,946	
<b>Public Safety Fund</b>				
<b>Department</b>				
Police	948,123	-	948,123	
Fire	<hr/> 120,149	<hr/> -	<hr/> 120,149	
			1,068,272	<b>1,156,218</b>

**General Fund Recommendations for Reductions**

Mayor & City Council

Staff makes no recommendations for reductions, since the budget is \$835 less in FY14 than in FY13.

City Administrator

There are insufficient cuts available in the O&M lines to make up the deduction, so reductions would have to come from personnel.

- The City Administrator would give up a recent pay increase approved by the City Council and the Assistant City Administrator would give up a long-delayed step increase, keeping both at their FY12 pay levels.
- Support staff members would not be allowed overtime except for rare occasions when they could take compensatory time for the hours used, which could lead to slower production of minutes, reports and correspondence.
- The City Clerk had anticipated buying a Citywide software tracking program for public records requests in FY 2013 that would have become a maintenance item in FY 2014 and future years; the City has functioned in the past without it, but it does improve responsiveness, ensures that duplicate requests receive the same information, and also ensures that everyone who obtains a record is charged. That system would not be purchased.

#### Human Resources

Human Resources would postpone the hiring of the Human Resources Associate position until January 2014. This would result in vacancy savings of \$33,814.00. Delaying this position would also result in deferring the HR Policy Manual review and revisions, in-house investigations, Affirmative Action Plan revisions and increased in-house supervisor and employee training to a later date. Without the additional staffing, Human Resource functions will remain in a reactive mode instead of progressing to a proactive mode.

#### City Attorney

FY 14 is anticipated to be \$6,578 less than FY13 because only three (3) individuals in the office will be receiving a merit increase (the other 11 employees are at Step 7 and can receive no additional step increases for FY 14); the General Fund transfer to cover DV (Board of Crime Control) Grant personnel costs is being reduced in FY14 by \$11,373; and the funds received from the Municipal Court Surcharge are being increased by \$10,000. No reductions are planned.

#### Municipal Court

The \$2,434 reduction will be absorbed in controllable operations & maintenance lines, primarily office supplies.

#### Finance

Finance will reduce Office Supplies by \$1,000 and Training by \$1,000 for a total of \$2,000.

#### Code Enforcement

If the same total is held level for FY14, the Division will need to absorb any individual line item increases by adjusting other line items throughout the remaining budget line items. The Division also will need to move its office location in FY14, so those costs must also be absorbed or mitigated throughout the budget.

In order to maintain FY13 funding levels in FY14, Code Enforcement will need to make the following cuts:

- Layoff the Code Enforcement Clerk
- Eliminate the Nuisance Weed Program – This program relies on the services of the Code Enforcement Clerk to coordinate mailings, notices, and billing for property cut by the city. PRPL and the CE Division would experience a loss of revenue. The CE Division's revenue reduction is estimated to be \$5,000 - \$15,000 for FY14.
- Eliminate Public Nuisance Property Cleanups - Only voluntary nuisance abatement will be affordable. The division would continue the inspection and notification process for these properties but would not write citations or ask the Court to approve abatement orders that allow the City to perform the cleanup. This includes locations already in the enforcement process:
  1. 2617 13 Street West
  2. 23 Rhea Lane
  3. 3 Jefferson Street
  4. 2244 Dallas Drive
  5. 3310 1 Avenue South
  6. 423 Miles Avenue
  7. 1220 Colton Boulevard
  8. 218 North 22<sup>nd</sup> Street
  9. 916 South 27<sup>th</sup> Street
  10. 401 South 26<sup>th</sup> Street
  11. 40 Jackson Street
  12. 107 Custer Avenue

The City generally recovers the cost of these nuisance abatements, but it tends to have a lag time of 2 to 4 years. Most abatement costs are assigned to the property taxes and will remain unpaid until the property is sold for back taxes. Some of the locations listed above will be abated in FY13. To date, the Code Enforcement Division has conducted several abatement projects in FY13 including 1250 Princeton Avenue (demolition) and 23 Rhea Lane (junk removal). The property at 3310 1<sup>st</sup> Avenue South is scheduled for abatement at the end of March 2013. The total abatement costs so far in FY13 is \$22,780.00 (includes cost for 3310 1<sup>st</sup> Avenue South).

- No computer replacement, no training manuals, no professional memberships, reduced training budget, no budget for office machine repair or weed cutting refunds.

### Parks & Recreation

If the FY14 budget is not increased by approximately \$61,964 to cover increases in non-controllable O&M (utilities, postage, rent, fuel, telephone, motor pool, human resources, information technology, special assessments, minimum wage, BOC rent and debt service, etc.) some public services would have to be reduced. The services that would be affected in FY14 would include the following:

#### Recreation

- Wading pools – Daily hours of operation at the wading pools would be reduced from 12-6 PM to 12-4 PM

#### Cemetery

- Cemetery appearance – Elimination of the fertilization and weed control program at the cemetery

#### General Fund Parks (North, South, Pioneer, etc.)

- Restrooms – Closure of up to 4 park restrooms for the season or a portion of the season
- Park signage - Reduction in park signage upgrades
- Multi-Use Trails - Reduction in mowing along trails

#### Urban Forestry

- Reduction in tree pruning in the general fund parks

#### Non-Departmental & Council Contingency

Staff makes no recommendation

## **Public Safety Recommendations for Reductions**

### Fire

Given that approximately 84% of the Fire Departments budget is directly related to wages and benefits, the ability to reduce the budget is limited without impacting essential emergency services. The following options impact programs such as training, equipment replacement, and projects cost savings associated with past projections.

The delay in filling vacated positions and reducing overtime should be considered temporary budget adjustments.

- Fire Department & 911 Center Overtime: Minimize the use of overtime to meet only essential and time sensitive responsibilities, which would reduce the projected overtime budget by \$17,656.

- HI-C Out-of-Position to higher classification costs: By contractual agreement, the Fire Department is obligated to fill vacated positions in the organization chart and compensate impacted employees accordingly. FY13 actual projections indicate a potential saving of \$31,819 associated with this financial responsibility.
- Holiday Pay Benefit: The line item for holiday compensation associated with projections for FY 13 could result in a cost reduction of \$11,000 as a result of FY13 budget projections.
- Electricity: Based on actual costs and anticipated future utility cost, the line item for electrical service would reduce by \$12,000.
- Computer Equipment Replacement: Postponing the expected replacement of a number of computer systems including mobile data terminals would support a budget reduction of \$33,170. The concern regarding this option is that the systems will still have to be replaced or maintained at a higher cost.
- Educational Equipment, Building Maintenance, Small Item Replacement, and Operating Supplies: An \$11,128 reduction would include optional items for the 911 Communications Center and the Fire Department Training Division.
- Management/Professional Development: A \$ 3,376 budget reduction would prioritize the essential training and management development associated with the maintenance of required certifications.

### Police

Implementation of such a budget reduction plan would have a severe impact on police operations. This potential impact will need to be carefully evaluated for there is great potential to adversely impact the provision of basic police services. Several options were considered and the plan below needs much more evaluation. For this exercise however, it is designed to maintain the ability to provide core police service.

Finance projections:

Expense	FY 13	FY 14	Difference
Personnel	15,159,013.00	15,528,365.00	369,352.00 *
IT	306,286.00	328,222.00	21,936.00
IT for Animal Shelter	8,269.00	8,426.00	157.00
Courier	2,492.00	2,538.00	46.00
800 MHz	134,040.00	245,004.00	110,964.00 *
Motor Pool	584,425.00	592,026.00	7,601.00
Duplication	18,334.00	16,733.00	(1,601.00)
Postage	14,280.00	14,995.00	715.00
Electricity	10,100.00	10,807.00	707.00
Electricity/AS	11,600.00	18,430.00	6,830.00
Natural Gas AS	8,900.00	9,396.00	496.00
Telephone	200,020.00	203,061.00	3,041.00
Telephone/AS	10,884.00	11,110.00	226.00
Facilities	475,264.00	492,126.00	16,862.00
Facilities/AS	6,224.00	6,514.00	290.00
Property/Liability Ins Police	816,995.00	1,287,338.00	470,343.00 *
Property/Liability Ins AS	5,258.00	6,899.00	1,641.00
Debt payments	92,698.00	92,698.00	*
Other O&M	1,324,740.00	376,617.00	(948,123.00) (1)
Equipment Replacement Police	466,686.00	406,689.00	(59,997.00)
Equipment Replacement AS	18,270.00	16,784.00	(1,486.00)
Property/Liability Ins transfer	120,000.00	120,000.00	-
	<u>\$19,794,778.00</u>	<u>\$19,794,778.00</u>	<u>\$ -</u>

These are all costs that have to increase/decrease because they are uncontrollable charges. For instance, the only way to reduce payroll is to eliminate positions. The only way to reduce utilities is to close non-City owned offices.

These are transfers that are set costs

FY13 Total Expense Budget 19,794,778.00

(1) This is showing that O&M would need to decrease in order to stay within last year's budget levels. These costs include supplies, clothing and uniforms, contracted services, training, travel, etc.

\* 958,260.00 Majority of cause for reduction

#### Proposed FY14 Budget Reductions

Description	Reduction Amount
Defer Car Purchase	383,761.00
Chaplains Program	1,500.00
Travel and Training	19,249.20
Overtime	91,920.20
Furlough	460,358.43

\$ 956,788.83

Reductions \$ 948,123.00 \$ (8,665.83)

Travel & Training at 20% Reduction		
1500-21110-403740	Food for Meetings	1,500.00
1500-21110-403824	Admin Training	8,000.00
1500-21150-403822	SWAT Training	3,000.00
1500-21150-403870	Bomb Training	2,000.00
1500-21200-403822	Investigations Training	1,500.00
1500-21400-402280	Training Aids	2,000.00
1500-21400-403822	Training	67,296.00
1500-21500-403822	Support Services Training	4,000.00
1500-21700-403824	Animal Shelter Management	1,250.00
1500-21720-403824	Animal Shelter Management/Developme	5,700.00
		<u>\$ 96,246.00</u>
	20% reduction	\$ 19,249.20

Furlough Projections		
Close City Hall 2 Days a Week	104 days/year = 1040 hours	10 hr shifts
	104 days/year = 832 hours	8 hr shifts
Police Support Specialist	13 x \$14.13/hour x 1040	191,037.60
Quartermaster	21.19/hour x 832	17,630.08
Administrative Support II	17.38/hour x 832	14,460.16
Volunteer Coordinator	100%	76,479.87
Records Supervisor	28.47/hour x 832	23,687.04
Administrative Coordinator	19.99/hour x 832	16,631.68
Animal Control Supervisor	30.53/hour x 832	25,400.96
Sr. Office Assistant	16.36/hour x 832	13,611.52
ACO Officers	16.31/hour x 832	81,419.52
		<u>\$ 460,358.43</u>

As stated previously, this suggested plan is designed to maintain core police services at current levels. However, the support function and O/M are seriously affected. The only revenue in jeopardy would be that generated by CPC assuming the program would collapse with the loss of the coordinator. Obviously staff is in place to continue the program if necessary. Additionally, reduced work days for Animal Control will negatively affect the amount of revenue generated by fines, traps, and licensing.

Potential CPC Revenue Loss: \$80,000 to city/\$2,400 back to PD for parking tickets. \$9,000 to CPC for fingerprint services and misc. publications.

Potential Animal Control Revenue Loss: Reduction in citations because of reduction in service. Fine money handled by Municipal Court and sent to general fund.