



Finance & Economic Development Committee Budget Hearing
Finance Department
April 3, 2024

1. Considering the City's financial ERP (enterprise resource planning) system, MUNIS, has had many challenges over the years that impacts the City's financial data, please share if this budget addresses any mechanisms to resolve the MUNIS issues, and if not, please explain.
 - a. Specify any plans for consideration of an updated ERP system, or a new ERP system.
 - b. Specify timeframe for considering a new ERP system, since a new Administration will be in place in January 2025.

2. Discuss current vacant positions.
 - a. Specify duration of the vacancy.
 - b. Specify timeframe for filling position.
 - c. Specify if position generates revenue, and if so, estimated amount.
 - d. Specify any impact to Overtime, Temp Agency, and or Consultants.
 - e. Justify the need for the position.

3. Discuss any proposed changes to positions (new position, deleted position, upgrade, downgrade, title change, salary changes, appeals, etc.).
 - a. Considering the proposed 9% water rate and 6% stormwater, justify the additional cost added to the Water Sewer Fund for 3 new positions: Senior Accountant, Senior Billing Analyst, and Billing Clerk.
 - b. In view of the deletion of one Parking Enforcement Officer (PREO) in FY24, two PREO's deleted in FY23, and two Billing Analyst and one Administrative Clerk positions proposed to be deleted in FY25, discuss impact to revenues.
 - c. Realizing extra duty work provided by WPD and WFD for third-party functions, justify the new Billing Clerk position that is split funded 80% WSF and 20% GF because of.
 - i. Specify the amount of revenue collected in the last 2 years (per year) for extra duty work for WPD and WFD.
 - ii. Justify why position is 80% WSF.
 - d. Specify impact to the growth of local AFSCME 1102 Union positions per year for the last 3 years with correlations to non-union and management within the Finance Department.

4. Discuss the planned use for ~\$1.285M in Professional Services (Temp Agencies and Consultants), up ~\$100K over the prior year's budget (**\$690K** GF, **\$595K** WSF), with a proposed budget for 83 FTE's.
 - a. Specify vendor name, length of contract, amount, and purpose for all Consultants.
 - b. Specify if any vendors are DBE's.
 - c. Specify any reoccurring one-year agreements.
 - d. Considering the deletion of 3 vacant Parking Revenue Enforcement Officers within the last 2 fiscal years, discuss funds budgeted for the 3 Temps in Parking Enforcement.
 - e. The ACFR (Annual Comprehensive Report) is preferably due by Dec. 31st of each year, yet the City seldom meets this timeframe, justify if the **\$350K** budgeted provides the adequate resources to meet the year end process closings.

5. Discuss the planned use of ~\$3.4M budgeted in Commissions account lines, up ~\$162K over the prior year's budget.

ACCOUNT LINE	FY24 BUDGET	FY25 PROPOSED
False Alarms	\$70,000	\$70,000
Parking Citations	\$1,450,000	\$1,577,345
Red Light	\$1,715,640	\$1,749,953
Total	\$3,235,640	\$3,397,298

- Specify vendor name, length of contract, amount, scope and purpose.
- Specify if any vendors are DBE's.
- Specify any reoccurring one-year agreements.
- Specify revenues collected for FY2022 to year to date and projected for FY25 per each commission category and amount outstanding.
- Specify statistics for FY2022 to year to date for number of parking citations issued/paid/outstanding as a result of the Auto Vu Mobile License Plate Technology (OVN notices), and the number of vehicles booted and towed.
- Specify statistics for FY2022 to year to date on number of red-light tickets (video enforcement) issued/paid/outstanding per year and the number of vehicles booted and towed.
- Specify number of parking citations issued per year by PREO's for FY22, FY23, and year to date (list amount paid/outstanding per year).
- Specify the number of participants per year for the digital parking permit program for the last 3 years.
- Specify the number of DMV registrations HOLDS done per year for the last 3 years, and amount collected/outstanding as result of DMV holds per year for the last 3 years.
- Share the benefits for inclusion of parking call center and is this part of the 311-call center.
- Specify projected impact to this budget if any for the new one-year towing contract with City Towing Services.
- Considering the Fines & Fees Taskforce just recently submitted a report on March 31, 2024, please advise if any recommendations may be considered for this budget or for implementation soon.
- Specify if the Parking Reform that was announced in CY2022, if it has been fully implemented, and if so, specify if any impact to this budget.

6. Discuss the ~\$2.1M budgeted between Legal Sheriff Sale, Wage & Head Audit, Misc. Charges N.O.C. and other Collection expense account lines, up \$169K over prior year's budget (\$637K GF, \$1.5M WSF):

	FY24 Budget	FY25 Proposed
Legal Sheriff Sale	\$445,000	\$445,000
Wage & Head Audit	\$350,000	\$397,000
Credit Card Fees	\$305,000	\$305,000
Court Costs	\$25,000	\$35,000
Misc. Charges N.O.C.	\$838,000	\$950,000
TOTAL	\$1,963,000	\$2,132,000

- Specify vendor name, length of contract, amount, and purpose.
- Specify if any DBE's.
- Specify any reoccurring one-year agreements.
- Specify ROI for FY21, FY22, F23 and year to date.
- Specify the uncollectable amount for collections.
- Share the total funds allocated for the call center support for the 311 initiative and share why this cost is primarily budgeted in the water sewer fund.
- Share if continued funded for the annual budgeted mandate for funding the Utility Assistance Program.

7. Discuss the **\$525K** budget for Lockbox Charges, up **\$25K** over the prior year's budget (**\$200K** GF, **\$325K** WSF).
 - a. Justify the rationale for higher cost allocation to the water sewer fund for this charge.
8. Discuss the planned use for **~\$129K** budgeted for Printing & Advertising.
9. Discuss budget funding set-aside for training and conferences for the Finance Team, and any citywide training.

All Departments

10. Provide FY2025 proposed organizational chart with the total number of employees (i.e. permanent, temporary, contract, vacancies).
 - a. If there are multiple divisions, please ensure there are sub-org charts that enumerate all the above.