

FY 2016 BUDGET WORKSHOP #2

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City Manager

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FY 2016 Budget Calendar

March – April	Departmental Budget Hearings / Finance Review Phase
April – May	Senior Management / Mayor Review Phase
April 28	Budget Workshop #1
May 5	Budget Workshop #2
May 19	City Council Budget Presentation (Proposed Budget)
June 2	1 st Public Hearing on FY16 Budget and Discussion
June 16	Final Public Hearing and Adoption by City Council

Workshop Goals

- Receive feedback and direction from City Council as we develop the FY16 Budget
- Review and validate FY16 planning assumptions
- Understand public safety, public works, community development and parks priorities as part of an overall Citywide service delivery and capital program

Budget Principles

- Conservatively determine revenue and expenses.
 - Solid estimating effectively neutralizes pressures to inflate revenue estimates to cope with budgeting pressures.
- Do not use one-time revenue sources for ongoing expenses.
 - When a non-recurring source of revenue is used to fund an ongoing expense, an "automatic unfunded increase" is built into the budget for the following year.

Issues Raised in Workshop #1

- Discussion of Police Patrol Response Times
- Additional background on Fire Department Re-Organization
- Feedback to Council on optimal way to direct citizen requests to Call Center
- Funding update for Greenway South
- Other: Funding Options for Lost Corner Parking and Access Improvements

Update on Police Patrol Times

Support for Additional Staffing

- Refine assessment of data collection methodology
- Engage outside assistance to conduct full review of staffing in order to effectively deploy patrol resources
- Provide update at mid-year of study results

Fire Department Re-Organization

Summary of Proposed Fire Department Staffing

Position	Current FY15	Proposed FY16
FTEs	92	108
PTEs	53	6
Total	145	114

* Proposed staffing changes are a minimal increase to the bottom line in the Fire Department budget.

Staffing Background

- Currently, there are 4 positions staffed daily with part-time personnel when part-time manpower is available. Most available positions are filled with full-time personnel being paid overtime
- Full-time personnel are paid overtime to cover vacation, sick, and other types of leave
- Fire Marshal's Office is staffed with part-time inspectors and full-time suppression personnel work overtime in the Fire Marshal's Office

Part-time Staffing Challenges

- Limited to five 24-hour shifts per month due to the Affordable Care Act
- Rescue Units are taken out of service at 0700 hours and remain out of service until part-time personnel arrive from their primary job to assigned station
- Rescue Unit is occasionally out of service due to part-time personnel declining to work shifts
- Sometimes, PTs call out sick after being assigned to cover a shift
- Costs up to \$3,800 to hire and equip a part-time employee with uniforms and firefighting gear
- Battalion Chiefs spend additional hours each week calling 40 employees, offering shifts to work

Part-time Staffing Solutions

- Eliminate part-time program and reallocate funding to regular fire department salaries to hire 12 full-time firefighters
- New positions will provide 2 personnel for each rescue, 4 personnel for each fire engine, and 4 personnel for each quint
- Provides relief factor for time-off requests and prevents supplanting daily staffing with overtime to cover these vacancies
- Brings consistency to daily staffing
- Eliminate part-time program in the Fire Marshal's Office and reallocate part-time funding to the regular fire department salaries and hire 3 full-time fire inspectors

Overview of Fire Personnel Base Salary

Description	Current FY15	Proposed FY16	Change
Regular Salaries	\$4,446,495	\$5,687,568	\$1,241,073
Bonuses	\$762,500	\$125,000	(\$637,500)
Part-time / Temp	\$869,626	\$184,727	(\$684,899)
Overtime	\$490,000	\$425,000	(\$65,000)
Total	\$6,568,621	\$6,422,295	(\$146,326)

Council Requests for Call Center

- Emails received from constituents can be forwarded directly to the Call Center –
CouncilCallCenter@sandyspringsga.gov
- Call Center will submit a Lucity ticket and respond back to the resident, with a cc to Councilmember
 - If the Call Center can answer/resolve an issue, the ticket is then closed
 - If the issue is forwarded to a particular department, the department will resolve, then close the ticket
 - Both resident and councilmember will have tracking number
- Per current protocol, Call Center has 24 hours to respond to email inquiries

Funding Update for Greenway South

- Current balance in CIP Fund - \$1,135,022

Funding for Lost Corner Parking & Access Improvements

- Request for budget amendment from Capital Contingency - \$350,000
- Funding will provide for completion of parking lot and better access to the park from Brandon Mill Road

Fund Balance Reserve

- Adopted as part of the approved Budgetary Policy
- Fund Balance is the cash reserve and working capital to cover the following:
 - Expenditures caused by unforeseen emergencies
 - Shortfalls caused by revenue decline
- Eliminates need for short-term borrowing for cash flow purposes
- Reserve policy calls for no less than three (3) months of operating and debt expenditures (25%)

Projected Undesignated Fund Balance

Audited June 30, 2014 Fund Balance	\$33,435,081
Add: FY 2015 Projected Revenues	89,423,281
Less: FY 2015 Projected Expenditures	(93,062,929)
Subtotal:	\$29,795,433
Less: Fund Balance Reserve	(20,500,000)
YEAR END ESTIMATED UNDESIGNATED GENERAL FUND BALANCE	\$9,295,433

Revenues FY15 vs. Projected FY16

	2015 Budget	2016 Budget	Variance	% Change
Property Taxes	\$30,400,000	\$30,900,000	\$500,000	1.64%
Sales Tax	23,125,000	24,425,000	1,300,000	5.62%
Business & Occupational Tax	8,750,000	9,000,000	250,000	2.86%
Franchise Taxes	8,850,000	9,225,000	375,000	4.24%
Insurance Premium Taxes	4,600,000	4,750,000	150,000	3.26%
Other Revenue	7,254,280	7,466,568	212,288	2.93%
Total Revenues	\$82,979,280	\$85,766,568	\$2,787,288	3.36%

General Fund Expenditures FY15 vs. Projected FY16

	2015 Budget	2016 Budget	Variance	% Change
City Council	\$224,922	\$224,922	\$0	0.00%
City Manager	786,745	885,490	98,745	12.55%
City Clerk	160,410	164,855	4,445	2.77%
Finance	2,322,671	2,363,916	41,245	1.78%
City Attorney	823,000	823,000	0	0.00%
Information Services	2,085,783	2,251,258	165,475	7.93%
Human Resources	276,047	311,788	35,741	12.95%
Facilities Management	1,629,154	1,734,574	105,420	6.47%
Communications	1,228,451	1,246,836	18,385	1.50%
General Administration	2,212,395	2,474,895	262,500	11.86%

General Fund Expenditures FY15 vs. Projected FY16 (cont.)

	2015 Budget	2016 Budget	Variance	% Change
Municipal Court	1,797,701	1,840,647	42,946	2.39%
Police	19,233,793	19,570,623	336,830	1.75%
Fire	11,861,209	12,092,123	230,914	1.95%
Emergency Management	1,406,400	1,072,000	(334,400)	-23.78%
Public Works	11,462,058	12,024,933	562,875	4.91%
Parks & Recreation	2,939,683	3,188,808	249,125	8.47%
Community Development	3,882,448	4,793,700	911,252	23.47%
Economic Development	328,063	311,570	(16,493)	-5.03%
Transfers to Other Funds	31,253,429	27,686,063	(3,567,366)	-11.41%
Total Expenditures	95,914,361	95,062,001	(852,360)	-0.89%

Preliminary Task Order Analysis

Firm / Work Package	NTE Escalator	Actual Escalator	FY 15 Amount	FY 16 Amount	% Change
ST Services / Finance	2.50%	2.50%	\$1,755,000	\$1,798,875	2.50%
InterDev / Information Services	5.25%	4.00%	1,361,883	1,416,358	4.00%
Faneuil / Call Center	4.88%	4.88%	450,538	472,524	4.88%
The Collaborative / Communications	2.20%	2.20%	549,917	653,012	18.75%
Jacobs / Municipal Court	3.00%	0.00%	1,102,660	1,102,660	0.00%
AECOM (URS) / Public Works	4.00%	3.50%	3,732,558	4,326,318	15.91%
Jacobs / Recreation	3.00%	0.00%	1,042,912	1,199,183	14.98%
The Collaborative / Community Development	2.20%	2.20%	3,434,961	3,849,020	12.05%
		TOTAL	\$13,430,429	\$14,817,950	10.33%

Public Works Contractor Analysis

Firm / Service	Escalator	FY15 Amount	FY16 Amount	% Change
Blount / Street Maintenance	0.00%	\$1,445,000	\$1,445,000	0.00%
Optech / Park Maint., ROW, Street Cleaning	0.00%	2,720,000	2,840,000	4.41%
ProCutters / Mowing on Interstates	0.00%	220,000	250,000	13.64%
Casey, Yellow Ribbon, Richmond / Tree Removal	0.00%	200,000	200,000	0.00%
Optech / Road Signage	0.00%	350,000	300,000	-14.29%
Siemens / Traffic Signals	3.00%	566,500	583,495	3.00%
Tomal, TMI / Road Striping	0.00%	150,000	150,000	0.00%
	TOTAL	\$5,651,500	\$5,768,495	2.07%

FY16 Budget Assumptions – Operating

- Fixed Cost of General Government Services Contracts - \$14,817,950 (+10.33%)
- Renewal of subcontractor agreements - \$5,768,495 (+2.07%)
- Continued funding for Police Fleet Replacement Program (22 vehicles) - \$702,050
- Vehicle Acquisition Costs for Fire Dept. (4 vehicles) - \$112,000
- Additional trucks for Public Works Field Insp. Staff (3 vehicles) - \$70,000
- Continued funding for Community Events/Non-profits - \$502,500
- Debt service for Fire Department - \$773,980
- 911 Center / NFRRSA operations - \$750,000
- Continued EMS subsidy for enhanced service - \$120,000
- Comp Plan/Small Area Plans/Transportation Planning- \$800,000

FY16 Budget Assumptions – Capital

- Continued funding for City Center Projects - \$15,000,000
- Land Acquisition/Construction Funding for City Center master plan transportation grid - \$3,000,000
- Continued funding for Stormwater Infrastructure Improvements - \$2,550,000
- I-285 / SR400 Interchange Shared Use Trail - \$1,000,000
- Pavement Management Program - \$500,000
- Lake Forrest Dam Repair - \$700,000
- C0007 Marsh Creek BMP Contingency - \$250,000
- Sidewalk Program - \$500,000
- T0046 Carpenter Drive at Roswell Road intersection - \$900,000
- Projects requiring Federal Match- \$1,225,471
- T0044 - ATMS2 (Roswell Rd S of Abernathy) \$368,241
- T0054 - ATMS3 (Hammond Dr / Glenridge Conn / PTD) \$255,000
- CC010 - SS Circle Streetscape (Local ROW Match) \$602,230
- **Total CIP Assumptions - \$25,625,471**

Review of Potential FY16 Citywide Capital Projects

FY16 Citywide Capital Projects (Consolidated Rankings)		
1. Rank Categories		
2. Estimated Allocation within Each Category		
Priority		Proposed
	Intersection Improvement Program (T-7000)	300,000
	Traffic Management Center (TMC T-9500) and City SCOOT	350,000
	Interchange Justification Report for new I-285 Interchange	450,000
	Windsor Meadows Park	300,000
	Hammond Park Facility Upgrades	660,000
	Johnson Ferry/Riverside Property - Greenspace Reforestation	100,000
	Old Riverside Drive Park Construction	1,500,000
	Additional Sidewalk Program Funding	500,000

TOTAL \$ 4,160,000

Ranking of Potential FY16 Citywide Capital Projects

FY16 Citywide Capital Projects (Consolidated Rankings)		
1. Rank Categories		
2. Estimated Allocation within Each Category		
PRIORITY		Est. Allocation
1	Interchange Justification Report for new I-285 Interchange	450,000
2	Hammond Park Facility Upgrades	660,000
3	Traffic Management Center (TMC T-9500) and City SCOOT	350,000
3	Windsor Meadows Park	300,000
4	Intersection Improvement Program (T-7000)	300,000
5	Johnson Ferry/Riverside Property - Greenspace Reforestation	100,000
6	Old Riverside Drive Park Construction	1,500,000
7	Additional Sidewalk Program Funding	500,000
	TOTAL	\$ 4,160,000

Recommended FY16 Citywide Capital Projects

FY16 Citywide Capital Projects (Consolidated Rankings)			
1. Rank Categories			
2. Estimated Allocation within Each Category			
PRIORITY		Est. Allocation	Amount
1	Interchange Justification Report for new I-285 Interchange	450,000	450,000
2	Hammond Park Facility Upgrades	660,000	660,000
3	Traffic Management Center (TMC T-9500) and City SCOOT	350,000	350,000
3	Windsor Meadows Park	300,000	300,000
4	Intersection Improvement Program (T-7000)	300,000	164,529
5	Johnson Ferry/Riverside Property - Greenspace Reforestation	100,000	
6	Old Riverside Drive Park Construction	1,500,000	
7	Additional Sidewalk Program Funding	500,000	
	TOTAL	\$ 4,160,000	\$ 1,924,529

Discussion

