

City of Reno Council Budget Workshop

Finance
May 13, 2016



May 13, 2016 Agenda:

- Recap of Council Requests
 - Positions – New and Vacant
 - Motel Inspection Program
 - Special Events
 - Arts & Culture
- Proposed Police Officers



May 13, 2016 Agenda:

- City Manager's Recommended 2016/2017 Budget
 - Additional FTE's
 - Enhancements
 - General Fund
- 2016/2017 Balanced Budget
- Council Direction to bring to 5/25/16 budget adoption.



Council Requests for Information



Council Requests



- The following items included in Council Memo:
 - Budget Guiding Principles
 - Council Resolution for salaries
 - CMO Revised Organization Chart
 - Police Station CIP request
 - Fee Schedule
 - Vacancy List Analysis
 - Expenditure Detail Expense Report
 - City Manager’s Office Services and Supplies
 - Fuel Taxes
 - Civil Service budget changes
 - Parks Planner
 - Historic Preservation Planner
 - Street Program
- The following items are included in the presentation:
 - Vacancy List
 - Police Team



Positions added FY 14/15 and FY 15/16



FTE Added FY 14/15 and FY 15/16



General Fund

Department	# of Positions added	FY 15/16 Budgeted Amount	Annual Cost of Positions
City Attorney*	2.50	\$281,694	\$310,813
City Manager (includes Admin, OCCE, Special Events)**	7.00	\$730,213	\$829,498
Finance ***	1.00	\$67,399****	\$93,757
Human Resources-15/16 start date of 10/1/15	1.00	\$81,609****	\$106,782
Civil Service	1.00	\$97,958	\$113,482
Community Development	2.85	\$310,461	\$370,623
Technology	3.00	\$318,117	\$399,010
Dispatch	2.00	\$265,666	\$274,021
Fire (includes adding back 21 firefighters for loss of SAFER)	33.00	\$2,838,334****	\$3,683,516
Police	19.00	\$893,796****	\$1,649,846
PRCS	2.00	\$98,674	\$110,644
Public Works	2.00	\$231,931	\$237,573
Total General Fund	76.35	\$6,215,852	\$8,179,565

*1.5 positions cost offset with savings from outside services (o/s), legal. For FY 15/16, one position paid from grant revenue

** 1 position partially paid from o/s, other

*** partially paid with temp salary savings

**** Partial year

FTE Added FY 14/15 and FY 15/16



Other Funds

Fund	# of Positions added	FY 15/16 Budgeted Amount	Annual Cost of Positions
HOME	.20	\$20,324	\$28,470
CDBG Block Grant	.50	\$29,120	\$31,310
CAC	.50	\$29,120	\$31,310
Total HUD & State housing Funds, Community Assistance Center (CAC)	1.20	\$78,564	\$91,090
Street	.40	\$27,805	\$29,283
Sewer Fund	1.60	\$123,514	\$144,466
Building Permit Fund	16.95	\$1,373,563	\$1,660,402
Total All Funds	96.50	\$7,819,298	\$10,104,806



Current Vacant Positions

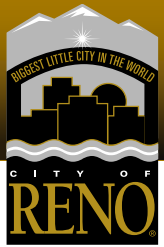


Vacant Positions: General Fund



POSITION	DEPARTMENT	# of FTE's	FY17 BUDGET
GENERAL FUND			
Public Safety Dispatcher	Dispatch	16	\$1,333,455
Fire Marshal	Fire	1	\$203,277
Fire Battalion Chief	Fire	1	\$192,737
Community Services Officer II	Police	2	\$167,243
Office Assistant II	Police	1	\$62,658
Police Lieutenant	Police	1	\$260,207
Police Recruit	Police	16	\$2,226,944
Maintenance Worker I	Police	1	\$78,664
Police Assistant I	Police	4	\$379,384
Police Services Specialist	Police	6	\$429,930
Police Sergeant	Police	2	\$330,428
SUBTOTAL PUBLIC SAFETY		51	\$5,664,927

Vacant Positions: General Fund - continued



POSITION	DEPARTMENT	# of FTE's	FY17 BUDGET
Office Assistant II	City Clerk	1	\$63,823
Property Program Manager	City Manager's Office	1	\$121,379
Assistant Planner	Community Development	1	\$111,175
Management Analyst - Budget	Finance	1	\$102,946
Sr. Recreation Leader	Parks, Recreation & Community Services	1	\$39,165
Maintenance Technician	Parks, Recreation & Community Services	1	\$111,504
Recreation Leader	Parks, Recreation & Community Services	1	\$31,032
Maintenance Technician	Public Works	1	\$118,818
Parking Enforcement Officer	Public Works	1	\$100,228
SUBTOTAL NON-PUBLIC SAFETY		9	\$800,070
TOTAL GENERAL FUND		60	\$6,464,997

Vacant Positions: Other Funds



POSITION	DEPARTMENT	FTE	FY17 BUDGET
BUILDING FUND			
Building Inspector I	Community Development	1	\$82,455
Sr. Engineering Tech I	Community Development	1	\$80,090
Plans Examiner	Community Development	1	\$140,428
Plans Examiner Supervisor	Community Development	1	\$176,722
TOTAL BUILDING FUND		4	\$479,695
STREET FUND			
Maintenance Worker I	Public Works	2	\$174,572
TOTAL STREET FUND		2	\$174,572
SEWER FUND			
Maintenance Worker I	Public Works	2	\$179,712
Maintenance Worker III	Public Works	1	\$108,622
Maintenance & Operations Manager	Public Works	1	\$153,815
TOTAL SEWER FUND		4	\$442,149



Motel Inspection Program



Motel Weekly Inspection Ordinance & Program



Required Steps:

- Six month process starting July 1, 2016
 - Conduct Site Visit to agency w/ordinance in place
 - Draft Ordinance; Review w/CAO & Experts
 - Create and implement new program for Code Enforcement
 - Coordinate with RPD Community Action Officers (CAO's)
 - Conduct public meetings with industry
 - Commence Business Impact Statement Process
 - Provide open opportunity for input
 - Present ordinance to City Council for adoption

Motel Weekly Inspection Ordinance & Program



Follow up Steps:

- If the ordinance is adopted by January, 2017
 - Create an ordinance active date of July 1, 2017
 - Provides the industry 6 months to prepare with a standard checklist provided by Code Enforcement on the requirements to pass inspections (i.e. smoke detectors, dead bolt locks, window screens, exterior cleanliness, storefront requirements, etc.)
 - May provide the City an opportunity to implement 2 new FTE positions into budget for FY 2017/18



Arts & Culture & Special Events



Special Events Funding-FY 2016/2017



General Fund	
City Staff	\$248,018
Overtime (RPD, PW, Fire and PRCS overtime for events)**	\$663,000
Supplies (equipment for events)**	\$89,650
Outside services (food and portable restrooms for events)**	\$12,175
Rentals(equipment rentals for events)**	\$50,650
Motor Vehicle Rental-(Special Event vehicle)	\$2,356
Non-City Programs (reimburse city departments)*	\$358,933
Misc. (training and education seminars)	\$518
Total Special Events Funding	\$1,425,300
Less Reimbursements	(\$578,933)
Less Room Tax Support	(\$387,297)
Total General Fund Support	\$459,070
*Approved by Council 3/2016	
**reimbursed by sponsorship or by the event organizer	

Arts and Culture Funding-FY 2016/2017



General Fund	
City Staff	\$175,188
Sierra Arts	\$8,000
Arts & Culture Commission Grants*	\$64,000
Total General Fund	\$247,188
Room Tax Fund	
Pioneer Center	\$50,960
Arts & Culture Commission Grants*	\$130,000
Arts & Culture Commission Block Grants**	\$57,900
Allocation of Art in Public Places	\$50,000
Artown	\$125,000
Total Room Tax Fund	\$413,860
Total Arts Funding	\$661,048

* Approved by Council 3/2016

** Approved by Commission 4/2016 for gallery costs, ArtBLAST,
Poet Laureate, marketing (Facebook and KUNR)



Proposed Police Officers



Proposed Additional Police Officers in FY17

(Using COPS Grant with City of Reno Cash Match)



- Addition of six (6) Police Officers in January 2017, [contingent on COPS Grant Award](#)
- Salaries and benefits of six (6) Police Officers could be funded up to 75% by COPS Grant up to a three year total of \$125,000 per officer, with City of Reno cash match for the balance (Four-year commitment)
- Staff will report in October 2016:
 - Grant award status
 - Potential future funding for Special Events
 - Potential budget status
 - Potential Augmentation

About COPS Grant (US Dept. of Justice)



- Community Oriented Policing Services (COPS) is a Federal Grant from the US Department of Justice that provides funding to hire and re-hire entry level career law enforcement officers
- If awarded, COPS Grant will provide federal funding for 3 years of a 4-year commitment of up to \$125,000 per officer for each position awarded
- City will be required to retain each grant-funded police officer position for at least 1 year after grant period ends (4-year total)
- Grant will provide up to 75% funding of the approved entry level salaries and fringe benefit with a minimum 25% local cash match requirement
- Application deadline on 6/23/16. Possible notification in September. Grant funds available after October 1, 2016.

Budget Impact of Adding 6 Police Officers with COPS Grant



	COPS Funding @ 75%	City Funding @ 25%	Total Cost
FY 16/17	\$180,590	\$324,497	\$505,086
FY 17/18	\$369,856	\$123,285	\$493,142
FY 18/19	\$199,554	\$324,125	\$523,679
FY 19/20	\$0	\$561,609	\$561,209
FY 20/21	\$0	\$290,286	\$290,286
TOTAL ALL YEARS	\$750,000	\$1,623,801	\$2,373,801
Actual Funding Percentages over grant term	32%	68%	

Police Academy Timeline



14 Officers
Active in Oct. 2016
(Current Academy)

22 Officers
(16 + 6 over-hires)
(Academy starting July)
Active in April 2017

6 COPS Officers + Attrition Vacancies
(Academy starting January 2017)
Active in Sept. 2017 (*contingent on COPS Grant*)



FY 16/17 Recommended Budget



FTE'S Recommended FY 16/17



General Fund		
Department	# of Positions	Cost of Positions
Community Development	1.0	\$ 87,787
Street Fund		
Public Works	3.5	\$372,149
Sewer Fund		
Public Works	1.5	\$170,262
Building Permit Fund		
Community Development	3.0	\$249,102
Total All Funds	9.00	\$879,300

Recommended Enhancements



General Fund		
Department	Description	Amount
City Manager	Wrike Upgrade	\$10,209
City Manager	Increase in Services & Supplies- Sustainability	\$20,000
Community Development	Supplies for New Position	\$8,482
Community Development	Vehicle for New Position	\$22,000
Public Works	Supplies for Facility Maintenance	\$50,000
Parks/Recreation	Supplies for Parks Maintenance	\$65,000
Parks/Recreation	Funds to purchase Trees	\$12,500
Parks/Recreation	Services for Seniors	\$13,000
Information Technology	Training	\$5,000
Transfer to Community Assistance Center	Reno Works Funding	\$50,000
TOTAL GENERAL FUND	\$256,191	\$256,191

Recommended Enhancements



Street Fund		
Department	Description	Amount
Public Works	Supplies for New Positions	\$13,140
Public Works	Vehicle for New Positions	\$42,500
Public Works	Low Boy Trailer	\$80,000
Public Works	Mae Anne Sound Wall	\$50,000
Total Street Fund		\$185,640

Recommended Enhancements



Sewer Fund		
Department	Description	Amount
Public Works	Supplies for New Position	\$5,540
Public Works	Vehicle for New Position	\$12,500
Public Works	Rotomister	\$160,000
TOTAL SEWER FUND	\$178,040	\$178,040

Recommended Enhancements



Building Permit Fund		
Department	Description	Amount
Community Development	Supplies for New Positions	\$18,474
Community Development	Vehicles for New Positions	\$45,600
TOTAL BUILDING PERMIT FUND	\$64,074	\$64,074



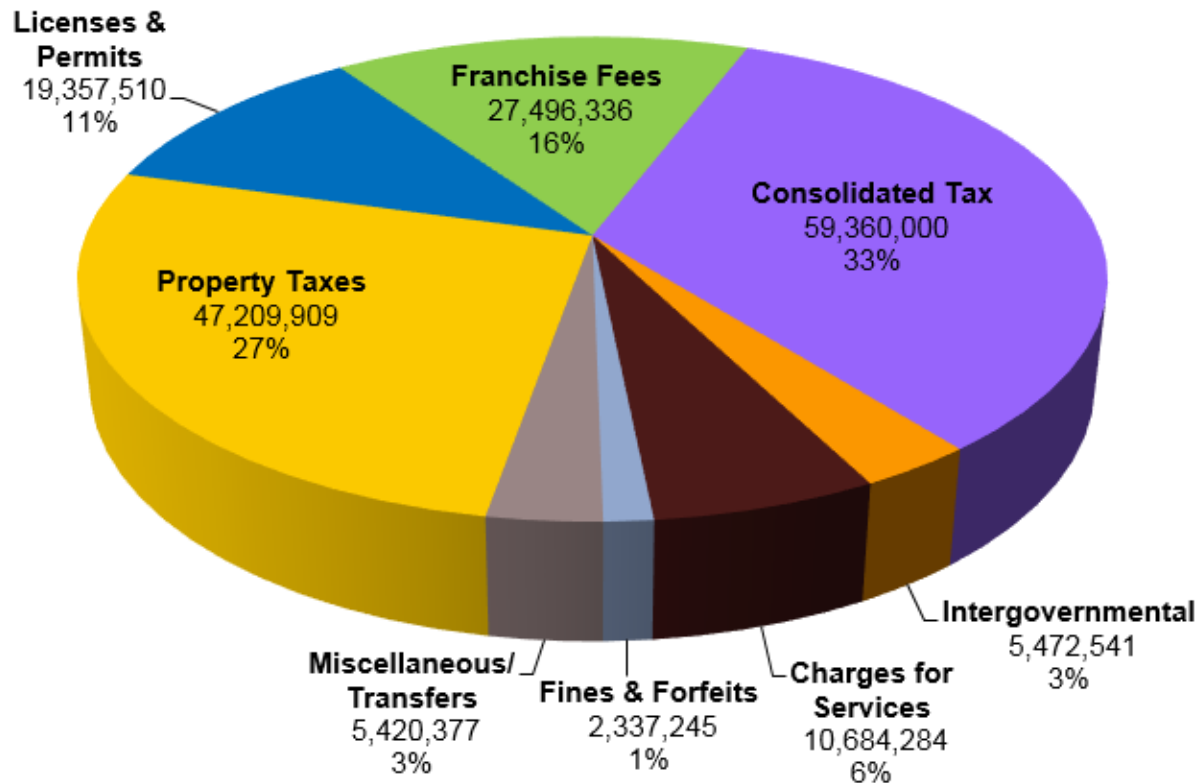
General Fund



FY 2016/2017 General Fund Revenues



FY17 General Fund Revenues Total: \$177.3M



General Fund Revenues

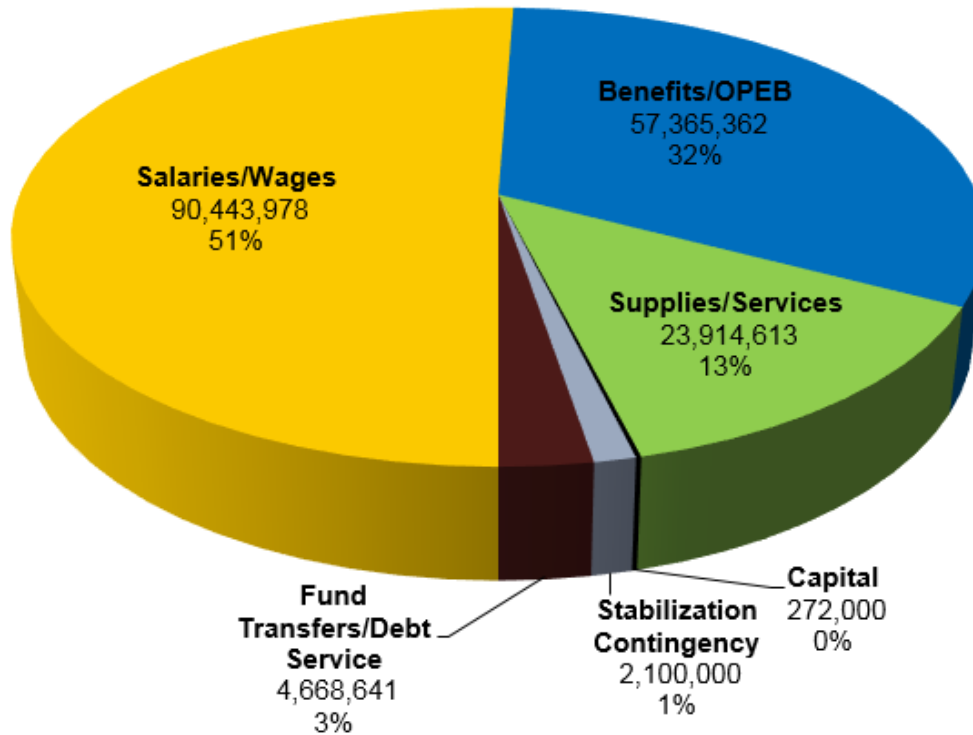


	Projected FY 15/16	Recommended FY 16/17	Difference
Property Taxes	\$46,370,000	\$47,209,909	\$839,909
Licenses & Permits	\$19,450,291	\$19,357,510	\$-92,781
Franchise Fees	\$27,431,310	\$27,496,336	\$65,026
Consolidated Tax	\$56,000,000	\$59,360,000	\$3,360,000
Intergovernmental	\$8,088,578	\$5,472,541	\$-2,616,037
Charges for Services	\$11,532,058	\$10,684,284	\$-847,774
Fines & Forfeits	\$2,506,568	\$2,337,245	\$-169,323
Miscellaneous/ Transfers	\$4,992,740	\$5,420,377	\$427,637
Beginning Fund Balance	\$11,765,565	\$14,119,945	\$2,354,380
TOTAL REVENUES	\$188,137,110	\$191,458,147	\$3,321,0367

FY 16/17 General Fund Expenditures by Category



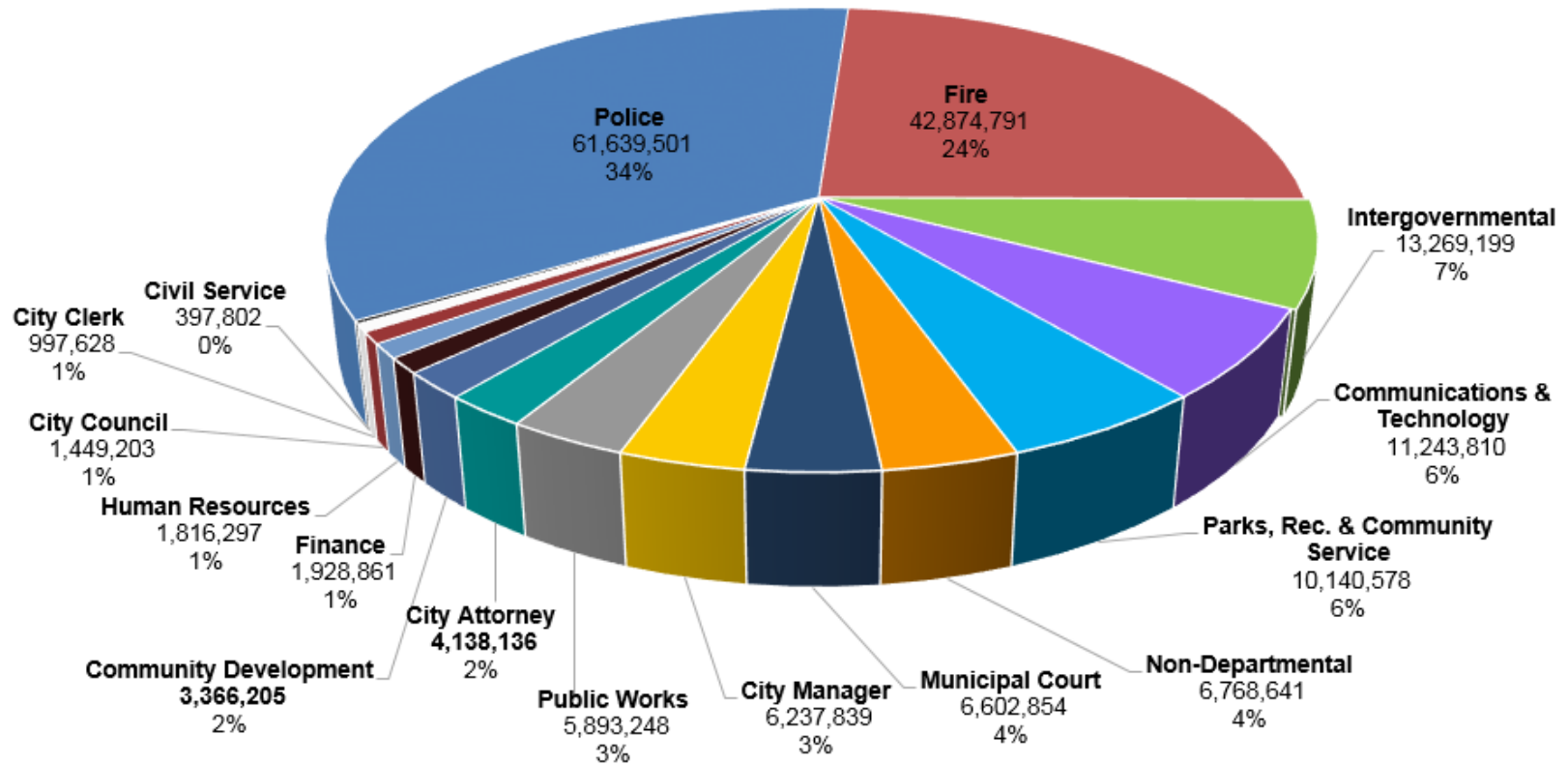
FY17 General Fund Expenditures Total: \$178.8M



FY 16/17 GF Expenditures by Department



FY17 General Fund Expenditures by Department
 (excludes Ending Fund Balance)
Total: \$178.8M



General Fund Expenditures



	Projected FY 15/16	Recommended FY 16/17	Difference
Salaries/Wages	\$89,768,785	\$90,443,978	\$675,193
Benefits/OPEB	\$52,032,307	\$57,365,362	\$5,333,055
Supplies/Services	\$26,346,285	\$23,914,613	\$-2,431,672
Capital	\$472,973	\$272,000	\$-200,973
Stabilization Contingency	\$0	\$2,100,000	\$2,100,000
Fund Transfers/ Debt Service	\$5,396,815	\$4,668,641	\$-728,174
Ending Fund Balance	\$14,119,945	\$12,693,553	\$-1,426,392
TOTAL EXPENDITURES	\$188,137,110	\$191,458,147	\$3,321,037



Direction





- Provided a City Manager recommended 2016/2017 Balanced Budget
- Direction for final Adoption on 5/25/16?

