

**FY17 Budget Process
City Council Budget Questions
Group 3**

11. Please provide a list of the memberships that comprise the \$104,500 included in the proposed budget for the Mayor, Council and Clerk?

UNC School of Government	24,730
NC League of Municipalities	60,650
National League of Cities	12,468
Greater Fayetteville Chamber of Commerce	500
NC Black Elected Municipal Officials (McDougald)	50
Association of US Army (Mayor)	150
Cumberland County Mayors Coalition	75
Sandhills Military Council (Mayor)	350
International Institute of Municipal Clerks (Megill/Starling)	350
NC Association of Municipal Clerks (Megill/Starling/Ayre)	201
Budget for 5% Increase	4,976
Total	104,500

12. Please identify any CIP/TIP projects proposed to be funded by repurposing funds from multi-year project funds.

As presented with the CIP recommended to Council in February, there is **\$720,947 currently appropriated for the Langdon Street Widening** that is not projected to be spent because the project was determined to not be feasible due to space limitations at the site. In addition, there is **\$141,679 remaining from prior project closeouts in the Transportation Fund (Fund 46).**

Of the total of \$862,626, the recommended CIP proposed use of \$846,500 for the following:

- FY16 NC DOT Municipal Agreements
 - \$70,000 for traffic signal system upgrade
 - \$75,000 for landscaping on Legion Rd.
 - \$75,000 for landscaping for I-95 Bus at Cape Fear River
 - \$150,000 for Rowan Street bridge
- FY16 Sidewalks
 - \$101,500 for sidewalks, primarily Rosehill Rd.
- FY17 Ann and Louise Street Bridges
 - \$375,000 for partial funding of Louise Street bridge design and Ann Street bridge construction

For the TIP, there is **\$70,662 remaining from prior project closeouts in the General Government Fund (Fund 41)**, including the Grove Street parking lot repaving and the integrated cashing system. Of that total, \$64,500 is proposed to be used to fund LSDBE tracking software which was originally anticipated to be begun before the end of FY16.

13. Please provide a simplified list of the funding that both staff and Council Members have agreed are available to be re-appropriated from capital project funds back to the General Fund.

At the Wednesday, May 25th work session, it was proposed that a total of \$2,182,742 be transferred back from various capital projects to the General Fund as follows:

Project	Amount
2012 Prescription Drug Initiative	\$ 406
Violence Against Women Grant	3,883
Enterprise Document Storage and Management	323
HOPE VI Project	564,050 *
Festival Park Plaza Improvements	2,590
Fire Call Notification and Paging System	29,584
Municipal Agreements – Downtown Railroad Project	1,431,906
Thoroughfare Street Lighting	150,000
Total	\$ 2,182,742 *

* Community Development staff has since notified the City Manager’s Office that they erred in not identifying the remaining budget needed to complete the property acquisition for the Hope VI Business Park. Staff is currently reviewing their request and this funding may not be available for return to the General Fund at this time.

The balance of the available funding, excluding the HOPE VI project, would be **\$1,618,692**.

Staff will bring necessary approval actions to Council to re-appropriate funding to the General Fund as directed before the end of fiscal year 2016.

14. What compensation enhancements have been implemented for upper-rank positions in the Fire Department?

The City was able to undertake an early implementation of an education incentive program for Fire personnel in March, 2016 using current fiscal year budget savings from fuel and other items. The plan was projected to cost \$63,000 for the balance of the current fiscal year and \$202,000 for fiscal year 2017. The table below provides a summary of personnel currently eligible to receive education incentive:

	Associate's	Bachelor's	Total	Total # of positions	% of Positions Receiving Education Incentive Pay
Deputy Fire Chief	1	1	2	2	100%
Assistant Fire Chief	0	0	0	3	0%
Fire Battalion Chief	0	1	1	10	10%
Fire Captain	3	8	11	54	20%
Fire Lieutenant	7	5	12	70	17%
Firefighter	19	13	32	183	17%
	30	28	58	322	18%

The current recommended budget for fiscal year 2017 funds continuation of the step plan for firefighters and lieutenants and includes funding for merit increases of 2% of mid-point for fire captains and above. Based upon Council interest to address compensation compression concerns, staff has also developed two options for an additional one-time compensation adjustment for upper ranks in the Fire Department as follows:

Option A: 1% of mid-point pay increase for officers with minimum of 5 years in current position

	# of Officers Eligible	1% of Mid-point per Person	Total Cost Impact with Longevity and Benefits
Deputy Fire Chief	-	\$1,030	\$ -
Assistant Fire Chief	-	\$922	-
Fire Battalion Chief	4	\$780	3,939
Fire Captain	31	\$648	25,338
	<u>35</u>		<u>\$ 29,277</u>

Option B: For officers below the mid-point of pay grade:

- o 0.5% of mid-point pay increase with minimum of 3 years in current position, or
- o 0.75% of mid-point pay increase with minimum of 5 years in current position, or
- o 1.0% of mid-point pay increase with minimum of 7 years in current position.

	# of Officers Eligible	Mid-point Pay Increases	Total Cost Impact with Longevity and Benefits
Deputy Fire Chief	2	\$515, \$773 or \$1,030	\$ 1,314
Assistant Fire Chief	-	\$461, \$691 or \$922	-
Fire Battalion Chief	7	\$390, \$585 or \$780	4,978
Fire Captain	33	\$324, \$486, or \$ 648	21,251
	<u>42</u>		<u>\$ 27,543</u>

15. Please provide copies of the following:

- o **Complete list of proposed uses of fund balance in the FY17 recommended budget**
- o **A list of vacant positions**
- o **An update of the “parking lot” list of items for further Council consideration**

The documents requested are attached as Attachments A, B and C.

16. Please provide a summary of FY16 travel and training expenditures and FY17 budget request for travel and training for the City Manager’s Office.

Travel and training expenditures, as rolled-up in the budget document, include funding for employee travel and training (object account 8263); local mileage reimbursements (object account 8261); and, expenditures for internal development (object account 8262) which funds training programs coordinated by a department for employees across the organization.

FY16 City Manager's Office Travel and Training Object Code: 8263

Total Budget:	\$	60,214.00	Total Actuals To	Date:	\$ 53,361.55
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City Administration			Budget		\$ 41,160.00
	Douglas Hewett				\$ 900.00
	Ted Voorhees				9,535.35
	Rochelle Small-Toney				16,603.47
	Kristoff Bauer				4,549.55
	Jay Reinstein				4,909.52
	Andrew Holland				603.90
	Sandra Eller				2,763.18
			Total		\$ 39,864.97
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Customer Call Center			Budget		\$ 3,011.00
	Tiffany Brisson				\$ 1,094.03
			Total		\$ 1,094.03
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Internal Audit			Budget		\$ 8,031.00
	Elizabeth Somerindyke				\$ 1,071.24
	Traci Carraway				1,698.39
	Rose Rasmussen				1,596.37
	Department				1,556.82
			Total		\$ 5,922.82
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Strategy & Performance Analytics			Budget		\$ 8,012.00
	Rebecca Rogers Carter				\$ 5,940.23
	Chris McMillan				539.50
			Total		\$ 6,479.73

FY16 City Manager's Office Internal Development Training Object Code: 8262

Strategy & Performance Analytics			Budget		\$ 12,120.00
	Neubrain: Performance Measurement Training				\$ 12,120.00
			Total		\$ 12,120.00

FY16 City Manager's Office Local Mileage Object Code: 8261

Total Budget:	\$	325.00	Total Actuals To	Date:	\$ -
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FY17 City Manager's Office Travel and Training Object Code: 8263

Total Budget: \$ 49,069.00

City Administration	\$ 21,247.00
Customer Call Center	\$ 5,600.00
Internal Audit	\$ 8,673.00
Strategy & Performance Analytics	\$ 13,549.00

FY17 City Manager's Office Internal Development Training Object Code: 8262

Total Budget: \$ 3,000.00

Strategy & Performance Analytics	\$ 3,000.00
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FY17 City Manager's Office Local Mileage Object Code: 8261

Total Budget: \$ 600.00

City Administration	\$ 200.00
Customer Call Center	\$ -
Internal Audit	\$ 300.00
Strategy & Performance Analytics	\$ 100.00

Responses for the following questions are pending:

17. For the combined Stormwater operating and capital funds, please provide a chart from FY15 to FY21 that provides:

- **Fiscal Year 2015 Available Fund Balance**
- **Annual Fee and Other Revenues (actual and forecasted)**
- **Expenses (actual and forecasted)**
- **Fiscal Year End Available Fund Balance**

Current available revenue bond proceeds should be reflected in these totals.

18. Please provide a report on the FayWorx project, including the original budget and timeline with milestones by fiscal year, actual expenditures and milestones achieved, and updated timeline and project budget.

ATTACHMENT A

FY2017 Recommended Budget - Proposed Fund Balance Appropriations

For Capital and Technology Improvement Projects:

Ann & Louise Street Bridges	\$ 175,000
Gateways	200,000
HVAC and Boiler Replacements	75,000
FayWorx Implementation	158,000
City-Wide Radio Replacements	29,069
Pedestrian Study	60,000
Murchison Rd./I-295 Gateway Improvements	500,000
Designated Fund Balance for Senior Recreation for Use for Capital Improvement Projects For Seniors	494,000
	<u>\$ 1,691,069</u>

Other Uses:

Fire Department Ladder Truck Replacement	\$ 981,000
Small Capital Improvements	
LED Light replacement for parking lots	30,000
Tokay Tennis Court Resurfacing	45,000
Fence Replacement at Glen Reilly Park	20,000
Lighting Control Control Links at Reid Ross Field and Track	30,000
Picnic Shelter at Brayboy Park	30,000
Equipment Shed at Lamon Street	30,000
Fuel Site Concrete Slab Replacement	49,500
	<u>\$ 234,500</u>
Police Overtime for Election Events	\$ 50,000
Ride-on Sprayer (Addition)	\$ 32,000
Non-Recurring Contract Services and Training	
Performance Management System Configuration Adjustments	15,000
Neighborhood Commercial Study	25,000
Workflow Development (LaserFiche Forms)	40,000
Building Plans Scanning Project	28,000
Legal Services for MMTC	10,000
Transit System Map Redesign	7,500
Maintenance Training - Farebox Systems, Engines, Transmissions	10,500
	<u>\$ 136,000</u>
Non-Recurring Small Equipment, Supplies and Licenses	
Laserfiche Licenses	22,000
Kronos Licenses	12,375
Fire Text Book Replacements	9,000
Swiftwater Dry Suits	12,000
Survey Equipment	20,000
Kronos Time Clocks	9,864
SCBA and Protective Clothing Racks	27,445
Recruitment Display	3,500
Rescue Tools - 3 strong arm forcible entry tools	16,200
Two Dogs	15,000
Digital Cameras and Accessories (13)	30,300
Workstations for Police Central Records Unit	10,017
Mounted Lights for Guns	8,306
Rolling Jacks	16,000
Adjustment to Balance	(1,002)
	<u>\$ 211,005</u>

Total Recommended FY17 Fund Balance Appropriation **\$ 3,335,574**

Fund Balance recommended to be assigned for future CIP/TIP projects as of 6/30/16

HVAC and Boiler Replacements	FY2018	200,000
Fire Station 16 Design (Partial Funding)	FY2018	44,000
FayWorx Implementation	FY2018	58,000
Louise Street Bridge Repairs	FY2019	800,000
HVAC and Boiler Replacements	FY2019	120,000
FayWorx Implementation	FY2019	58,000
Murchison Road Redevelopment	FY2020	250,000
Murchison Road Redevelopment	FY2021	250,000

Total Recommended CIP/TIP FB Assignment **\$ 1,780,000**

ATTACHMENT B

City Department Vacancy Report (Days vacant as of 4/18/16)					
Department	Job Title	Current Headcount	Vacancies	# Days	Staff Comments
City Manager's Office	Interns	1	3	34	Currently have one intern assigned to the City Manager's Office but working on projects for various city departments. Intern assigned to Corporate Communications ended assignment on 1/10/16 and the previous CMO intern ended her internship 3/16. It has been 34 days since the last intern departed.
City Manager's Office	Total Department Vacancies		3		
Planning	Sr. Admin Assistant	1	1	39	New position; effective date of 3/7/16. Recruitment postponed until budget submittals in place. Recruitment to begin the week of April 18.
Planning	Total Department Vacancies		1		
Permitting & Inspections	Building Inspections Supervisor	0	1	11	Became vacant 4/4/2016 – Employee reassigned to another position in P&I.
Permitting & Inspections	Building Inspector	4	1	257	Became vacant with the resignation of an employee last fiscal year. We've hired other building inspectors to fill other vacancies, but we seem to bring one onboard and lose an employee due to retirements, resignations or reassignments/promotions. This position was designated as a multi-trade inspector. We will begin recruitment for this position next week. Data for # of days was captured by the vacancy date of 08/05/15 for Christopher Ferguson.
Permitting & Inspections	Total Department Vacancies		2		
Human Resources Dev.	HR Specialist	2	1	50	HR Specialist is currently vacant and advertised as we had an internal promotion that created the vacancy 2/29/16.
Human Resources Dev.	Wellness Coordinator	1	1	1005	A conditional offer was made to the candidate on 5/23 with an expected start date by mid-June- Delay in recruitment was in part due to including the new Director in the hiring process. The position is funded out of the Risk fund with the cost being allocated to healthcare premiums. When the position was authorized HRD had no Director for close to 18 months which delayed the hiring process.
Human Resources Dev.	Total Department Vacancies		2		
Finance	A/P Supervisor	1	1		Internal candidate has accepted the position, background check is being performed.
Finance	Office Assistant II Purchasing	0	1	109	New City Purchasing Division was approved on September 28, 2016 for six months in FY16. Purchasing transition from PWC to City staff will be complete by June 30, 2016. Position is frozen until closer to the transition date. Position is full-time with benefits.
Finance	Purchasing Manager	0	1	54	Vacant as of February 29, 2016. Open recruitment. Position is full-time with benefits.
Finance	Buyer	0	1		Candidate has been hired with start date of April 25, 2016.
Finance	Accounting Technician	0	1		This is an unfunded part-time temporary position that has been used when Finance Department has had large numbers of unfilled positions due to turnover.
Finance	Total Department Vacancies		5		As indicated above: 2 of these positions are filled awaiting hire date. Another of these positions is an unfunded temporary position. The 2 unfilled are in Purchasing, which has not fully transitioned from PWC to City Staff.
Information Technology	Desktop Supp Spec.	2	1	189	We conducted 10 interviews. None of the candidates from the first set were a good fit. The second round of interviews had a very good candidate, however he took another position with higher pay. We will be interviewing again for this position during the week of April 18th.
Information Technology	G.I.S. Database Administrator	1	1	127	We conducted 6 interviews, however the candidates took other positions before attending the interview. Position is posted until filled and we are pursuing contract to hire options. Given the market, we change the job description to reduce the number of years of experience.
Information Technology	Interns	2	2	107	Scheduling conflict with universities so students would not get credit. Plan to interview April 25th for the summer session.
Information Technology	Total Department Vacancies		4		
Police	Police Officers	322	10		Indefinitely- There are always vacancies

ATTACHMENT B

Department	Job Title	Current Headcount	Vacancies	# Days	Staff Comments
Police	Police Officers Over-hire		9		Indefinitely- There are always vacancies
Police	Forensic Technician	9	3	163	Positions became vacant 11/8/15; 2/26/16 & 3/21/16- Advertised March 10, 2016; Interviews complete, background investigations being conducted.
Police	Forensic NIBIN Technician	1	1		New position- Advertised March 10, 2016
Police	Property & Evidence Technician	3	1	91	Position became vacant January 19, 2016, interviews conducted on 3/24/16 but no candidate chosen. This position is being re-posted by HRD.
Police	Central Records Supervisor	4	1	18	Position became vacant April 1, 2016. Interviews conducted on 4/6/16.
Police	Police Records Clerk	23	2		New position- Advertised March 17, 2016- Interviews Scheduled 4/25&4/26
Police	Crime Prevention Specialist	6	1	18	Position became vacant April 1, 2016, Requisition entered on 4/13/16, pending approval to post.
Police	Civilian Crash Inv. Part-time	1	1	404	Position became vacant December 5, 2014; Retired PO was hired to start on 12-21-15, but declined position. Position reposted in March 2016 and interviews are pending.
Police	Total Department Vacancies		29		
911 Communications	Public Safety Call taker (Day)	1	1	N/A	Indefinitely- There are always vacancies
911 Communications	Tele communicator I	11	7	N/A	Indefinitely- There are always vacancies
911 Communications	Tele communicator II	25	11	N/A	Indefinitely- There are always vacancies
911 Communications	Total Department Vacancies		19		
Fire - Administration	Fire Battalion Chief	9	1	75	This is a full time position with benefits. We show a vacancy at the position, resulting from a retirement on Feb. 1, 2016. We are in process of running a Battalion Chief promotional process.
Fire - Administration	Fire Fighter (Over Hire)	6	1	42	We also show over hires in the academy that graduates on April 12, 2016. However, we have 1 approaching Captain vacancy that will be effective June 1 st and 2 firefighters on long term LWOP. (One military leave and one due to his wife's military deployment.) Our over hire positions are unfunded positions, absorbed through salary lag. This is necessary to address vacancies that occur during the time frame before the next academy is scheduled.
Fire - Administration	Total Department Vacancies		2		
Economic & Business Dev.	Local/Small DBE Manager	1	1		This was a new position with the newly formed EBD department. Manager will start on May 9, 2016
Economic & Business Dev.	Total Department Vacancies		1		
Engineering & Inf.	City Engineer	0	1	N/A	Must remain vacant per HRD due to military leave status.
Engineering & Inf.	Engineer II	4	1	N/A	Must remain vacant per HRD due to military leave status.
Engineering & Inf.	Engineering Technician	0	0		Filled 4/4/16
Engineering & Inf.	Equipment Operator II	6	1	89	Interviews conducted 4/13/16. Position is full time with benefits
Engineering & Inf.	Total Department Vacancies		3		
Transit	Transit Dispatcher	7	1	29	Due to promotion on March 21. Currently reviewing applicants.
Transit	Bus Operator	80	8	37 - FT	4 are FT Operator positions that are vacant due to resignation (2) and dismissal (2). The longest vacancy has been since March 12. 4 are for Intermittent/Part-Time positions. These PT positions have been difficult to hire and retain. We have selected persons to 4 FT and 1 PT who are scheduled to start our on May 9 (City new employee orientation and bus operator training class).
Transit	Maintenance Worker	0	1		New position related to the new Transit Center and was to be hired in April. This position is frozen and will be hired later next FY.
Transit	Total Department Vacancies		10		
Airport	Equipment Operator I	0	1	53	Current position pending hire of new EOI
Airport	Total Department Vacancies		1		

ATTACHMENT B

Department	Job Title	Current Headcount	Vacancies	# Days	Staff Comments
Environmental Svcs.	Equipment Operator II	20	2		One position has been open since September 21, 2015 and there has been continuous recruitment to fill the position but no candidates have made it through the full recruitment process due to failed background checks or they declined the job offer. The Second position has been vacant since February 4, 2016. The candidate did not show up for his scheduled interview on April 7, 2016. A former employee will be reinstated on April 25 leaving one position vacant. Additional interviews are scheduled for April 19th.
Environmental Svcs.	Total Department Vacancies		2		
Parks & Recreation	Assistant Recreation Center Sup.	13	1	77	General Fund full-time position - interviews completed and selection will be sent to HRD on 4/15/16
Parks & Recreation	Life Guard	0	6	NA	General Fund part-time summer positions - will hire if a decision is made not to outsource services
Parks & Recreation	Water Safety Instructor	0	2	NA	General Fund part-time summer positions - will hire if a decision is made not to outsource services
Parks & Recreation	Pool Cashier	0	1	NA	General Fund part-time summer position - will be hiring within the next few weeks
Parks & Recreation	Score/Time Keeper	44	10	NA	General Fund Part-time positions - positions are hired seasonally as needed
Parks & Recreation	Mini Bus Operator	2	1	NA	General Fund Part-time positions - positions are hired as needed
Parks & Recreation	Gym Supervisor	18	11	NA	General Fund Part-time positions - positions are hired seasonally as needed
Parks & Recreation	Recreation Assistant	84	10	NA	Over hire - Authorized 74 positions - General Fund Part-time positions - positions are hired as needed
Parks & Recreation	Recreation Program Assistant	5	1	NA	General Fund Part-time positions - positions are hired as needed
Parks & Recreation	Equipment Operator I	3	1	106	General Fund full-time position - a candidate was selected in October 2015, however the department was unable to hire due to unacceptable driving requirements; started interview process over since there were no other qualified candidates in the first process.
Parks & Recreation	Total Department Vacancies		44		
Total Vacancies			128		

ATTACHMENT C

**FY2017 Budget Process
Council Work Sessions Parking Lot List**

Item	One Time	Recurring	Comments
GF Fund Balance Available Beyond 12% as of 6/30/16			
• Original Estimate	246,168		
• FY16 Use for Summer Youth Employment Initiative Pilot	-26,000		
• FY16 Increase in MV Property Tax Revenues	98,210		
• FY16 City/PWC Transfer Variance	-108,910		
• FY16 Existing Funding for FSU Farmers' Market	71,472		
Update of Projected F/B	<u>280,940</u>		
Available Funding from Multi Year Projects	1,618,692		Reduced from \$2,182,742. Please see response to Question 13.
Increased Property Tax Projection for Motor Vehicles		165,712	Increase growth projection from 1% to 2%
Increased Transfer for P&R Bonds		-4,021	Revenues from 1.35 cents of increase
Net Impact of Adjustment to Bus Stop Maintenance Service Agreement (PRM)		5,200	\$6,500 increase in service agreement, with 80% funding from transit grants. GF Transfer to Transit \$1,300, GF Service Revenue \$6,500.
FY17 City/PWC Transfer Variance		-148,400	
Increase in Rowan Street Bridge Municipal Agreement Cost	-234,155		Projected local share increased from \$150,000 to \$384,155
City Manager Recruitment	-40,000		
Temporary, Part-time Financial Analyst	-28,691		
Thoroughfare Streetlight Transfer	125,000		In addition to savings from existing funding. Funded using vehicle financing proceeds.
Direction re. Murchison Rd / I-295 Gateway Funding	500,000		Funded from GF fund balance.
FSU Farmers Market Funding	50,000		Funded using vehicle financing proceeds.
Civil War History Center Contribution	400,000		Funded using vehicle financing proceeds.
CEED Business Incubator Project	250,000		Funded using vehicle financing proceeds.
Small Business Loan Pool	-300,000		

ATTACHMENT C

**FY2017 Budget Process
Council Work Sessions Parking Lot List**

Item	One Time	Recurring	Comments
Service Increase - Leaf Season			
• Option A - Maintain current 12 week leaf season, but add capacity by contracting for zip code 28314		-21,120	Contract for service for 2 trucks, 40 hours per week for 8 weeks @ \$33 per hour
• Option B - Reduce leaf season to 8 weeks by adding 4 vacuum trucks using current staff	-761,700	-26,000	4 trucks, fuel and maintenance
• Option C - Reduce leaf season to 10 weeks by adding 2 vacuum trucks using current staff	-380,850	-13,000	2 trucks, fuel and maintenance
Service Increase - Litter Pick-Up			
Three additional year-round litter crews	-89,787	-174,298	Three pick up trucks, 9 temporary agency staff for 38 weeks, operating supplies, tipping fees, fuel and maintenance
Service Increase - ROW Mowing			
		TBD	
Additional Pool at Lake Rim	-3,000,000		\$200k design, \$2.8M construction, \$0 land
FY17 Council Pay Increase		-4,169	
Fire Command Staff Compensation Adjustment		-30,000	