



FY 12 Budget 3rd Quarter Review

Presented by: The Office of Mayor William A. Flanagan

April 24, 2012



Presenting Members

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Mathew J. Thomas, Tax Title Attorney

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John Niewola, Director of MIS

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Executive Summary – Where We Were

❑ 9 Outstanding Audits

- Single Audit for 2006
- Financial Audit for 2007
- Single Audit for 2007
- Financial Audit for 2008
- Single Audit for 2008
- Financial Audit for 2009
- Single Audit for 2009
- Financial Audit for 2010
- Single Audit for 2010

❑ Late Certification of Tax Rate

- Short-term bonding requirement costing City roughly \$200k



Executive Summary – Where We Were

❑ Major Cash Flow Problems

- Delinquent Real Estate Taxes were not being addressed
- Delinquent Personal Property Taxes
- Tax Takings increasing and not being done timely
- High Volume of uncollected receivables

❑ Depleted Stabilization Account

❑ Poor Bond Rating

❑ Major Breakdown of Inter-office Working Relations and Communication



Executive Summary – Where We Were

- ❑ Unprocessed Mail in Collector's Office
- ❑ Unprocessed Municipal Lien Certificates
- ❑ Breakdown of Internal Financial Controls
- ❑ Questionable Financial Management of Grants
- ❑ Assessment and Evaluation Concerns and Credibility
- ❑ Capital Improvement Plans Disregarded



Executive Summary – Where We Are

❑ Free Cash Certification

➤ General Fund	\$4,362,623
➤ Water Enterprise	\$1,207,685
➤ Sewer Enterprise	\$1,848,955
➤ EMS Enterprise	\$732,859
➤ Sanitation Enterprise	\$223,475

❑ May 2012 Bond Rating Review with Moody's and S&P

❑ Fiscal Year 2011 Audits

- Financial Audit submitted to the Department of Revenue
- Single Audit submittal in 1-2 months, assuming timely cooperation from the School Department Staff



Executive Summary – Where We Are

❑ Key Positions Filled

- Treasurers – Account Clerk
- Collectors – Account Clerk
- Assessors – Assistant Assessor and Senior Clerk
- MIS – Network Assistant

❑ Fiscal Year 2013 Budget

- Preliminary discussions underway
- Meetings with Councilors will be scheduled in the beginning of May



Treasurer's Office - Update

- ❑ Improvement of Cash Flow
 - Timely Borrowing
 - Aggressive Tax Title Collections
 - Aggressive Receivable Collections
- ❑ Timely Reconciliation of Bank Accounts Due to the Addition of an Account Clerk
- ❑ Partial Refunding of Bonds
 - Long-term interest savings of over \$3 million
- ❑ Reorganize P/R Accounts and Implemented full Reconciliation



Collector's Office - Update

❑ Real Estate and Personal Property FY 12 Due Dates

- August 1, 2011
- November 1, 2011
- February 1, 2012
- May 1, 2012

❑ Real Estate Tax Title Takings

- Notice of Advertisement – Week ending June 8, 2012
- Subsequent Tax Title Taking – Week ending June 15, 2012
- Advertising of Original RE Tax Title Taking – Week ending July 27, 2012
- Original RE Tax Title Taking – Week ending August 24, 2012



Collector's Office - Update

- ☐ Full Services Lock Box RFP
- ☐ Tax Certification - Section 14-4 of the Ordinances
- ☐ Municipal Lien Certificates
- ☐ Personal Property Collections



Collector's Office - Update

Real Estate

- Commitment \$71,455,363
- YTD Receipts \$51,757,659
- 72% Collection

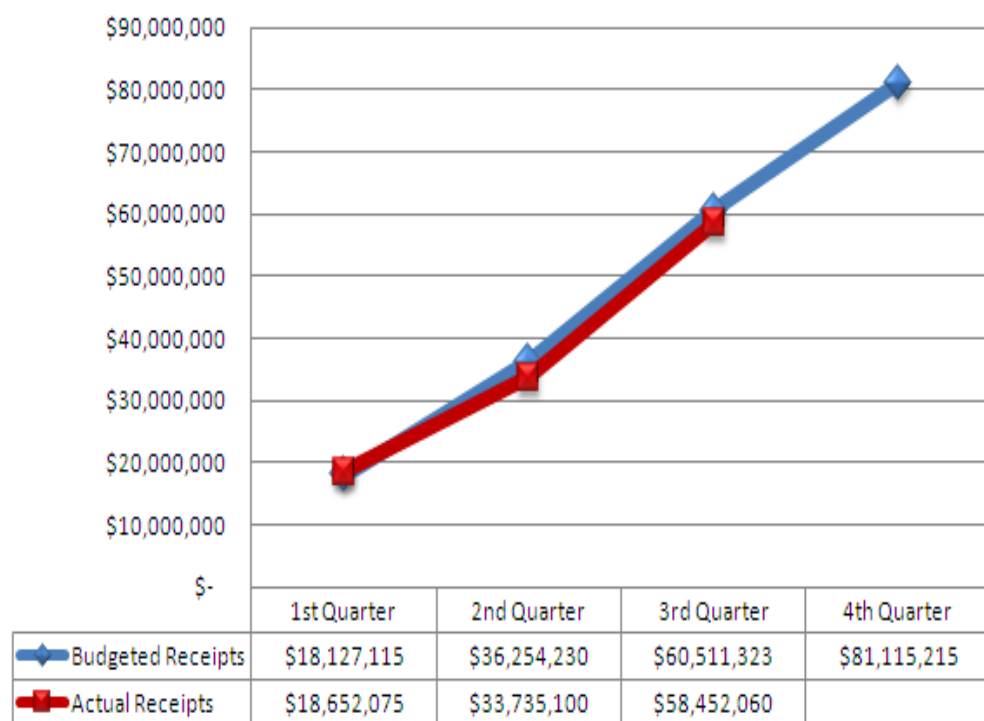
Personal Property

- Commitment \$4,771,526
- YTD Receipts \$3,304,884
- 68% Collection

Motor Vehicle Excise

- Commitment \$4,888,327
- YTD Receipts \$3,389,517
- 69% Collection

Fiscal Year 2012 Receipts





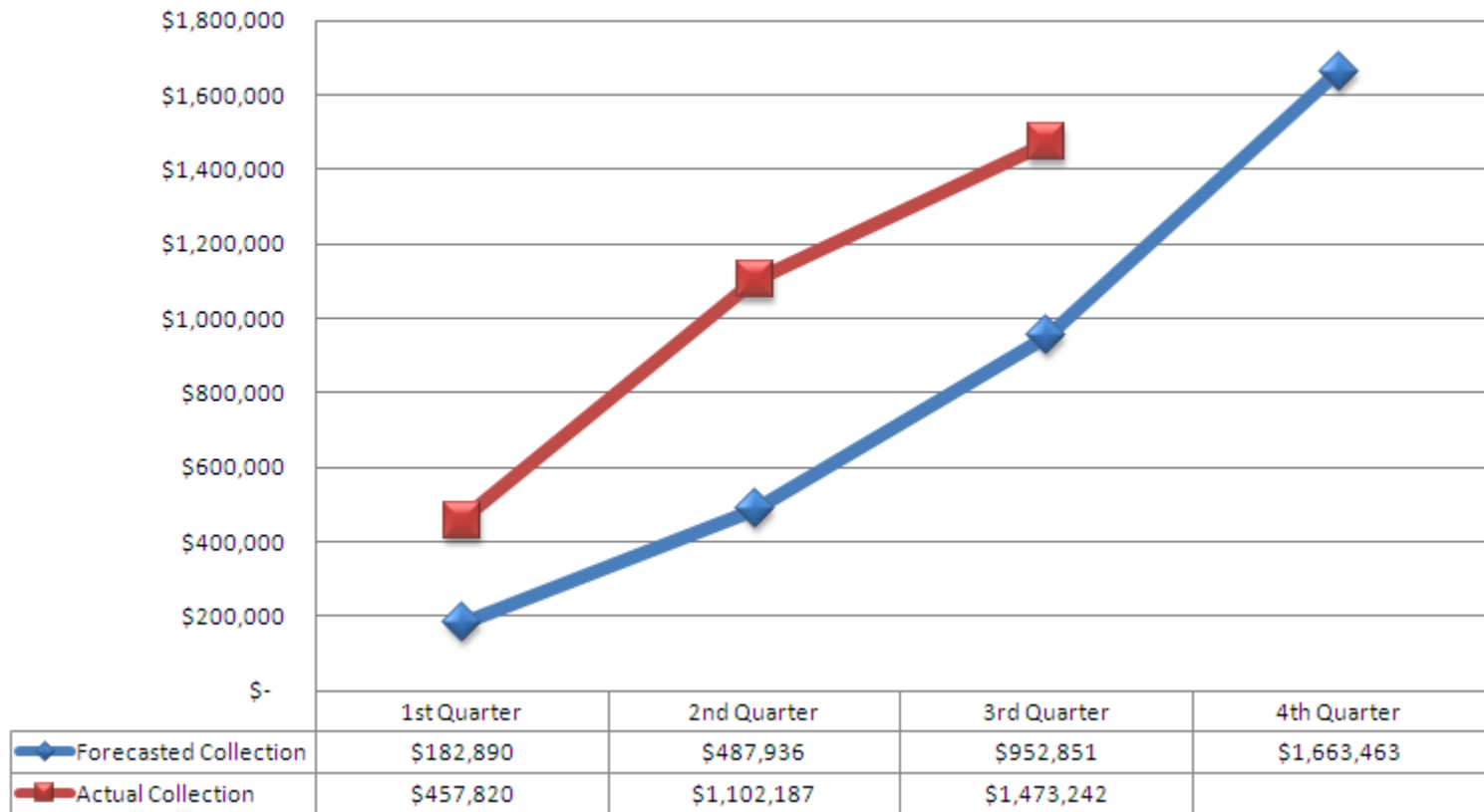
Tax Title - Update

- ☐ Affidavit of Address
- ☐ Foreclosure Ordinance
- ☐ Tax Certification - Section 14-4 of the Ordinances
- ☐ Installment Agreements
- ☐ Land Court Cases



Financial Trending – Tax Title

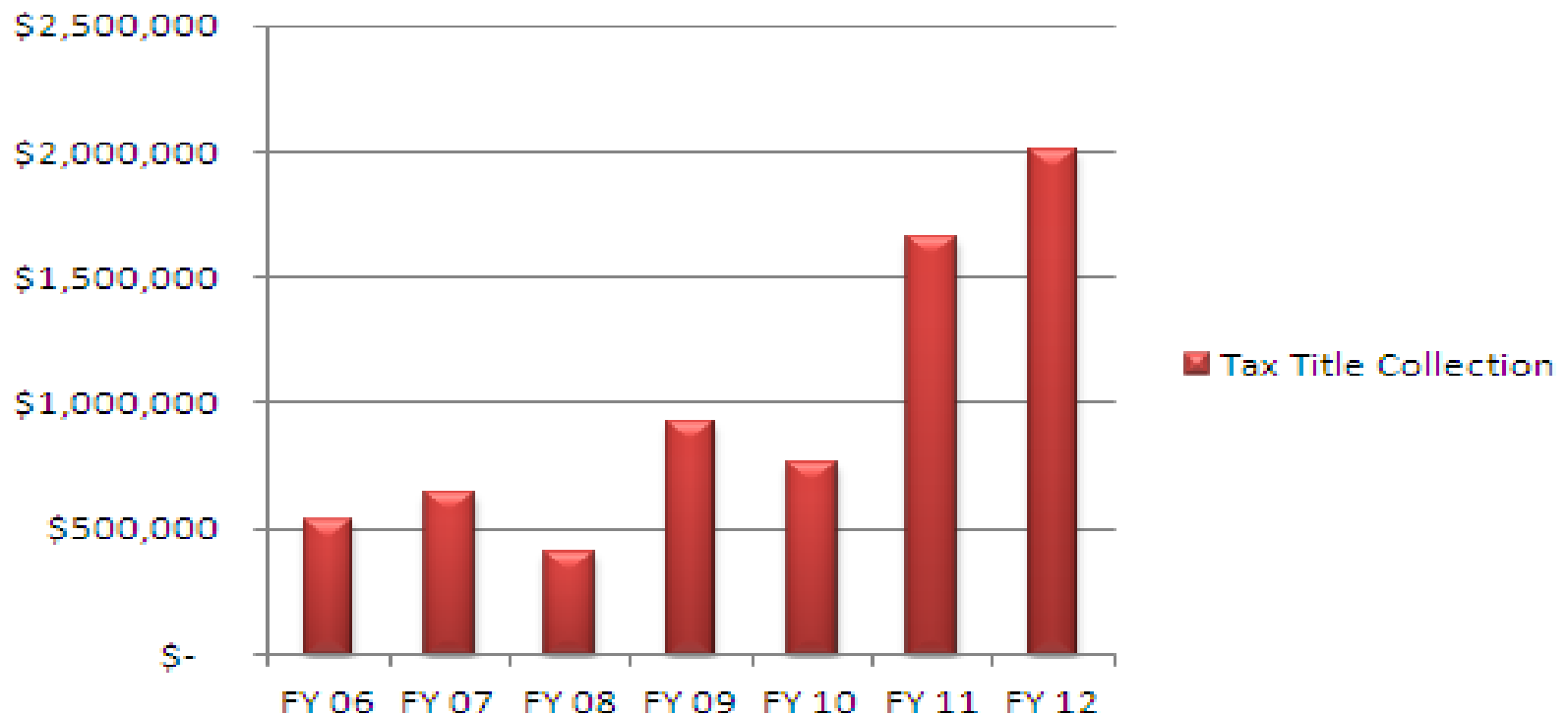
Tax Title Collections





Financial Trending – Tax Title FY Comp

Comparison of Tax Title Collection





Auditor's Office - Update

❑ Department of Revenue Certifications

- Tax Recap - December 23, 2011
- Free Cash – January 30, 2012

❑ FY 11 Schedule 'A' submitted on March 19, 2012

❑ FY 09, FY10, and FY 11 Financial Audits finalized within the last 15 months

❑ Current Priorities

- FY 11 Single Audit – June 30th target date
- Post Retirement Obligations Study GASB 45 – Steve Ricci and Associates
- Strengthening Internal Financial Controls and enforcing corrective action plan on audit findings



Assessor's Office - Update

❑ Assessor Milestones

- 325 Abatements finalized
- 60 ATB cases completed
- 3,200 Income and Expense statements mailed to commercial properties
- 800 Forms of List for personal property accounts mailed

❑ Projects underway

- 1,000 building permit inspections
- 1,700 sales analysis
- 22,000 parcels being reviewed for re-evaluation FY 13



Mgmt Information Systems - Update

❑ Technology Upgrades in Progress

- MUNIS v.9.3 – Fall 2012
- Financial Servers – IBM Servers to Virtual Machines
- Assessor Software – Patriot and Assess Pro
- Assessor Server - IBM Servers to Virtual Machines
- Government Center and Police Department Network (Switches, Routers, and Internet)

❑ Online Payment Capability (Credit Cards, EFT)

- Collectors
- Traffic
- City Clerk – Currently working to get online



Mgmt Information Systems - Update

- ❑ New Training Opportunities for Govt. Center Employees
 - Microsoft 2007 Word
 - Microsoft 2007 Excel
 - MUNIS Training

- ❑ Equipment Replacement
 - Replaced 9 offices' printers, fax machines and copy machines with new multi-function machines
 - Will help to reduce costs in toners, paper, and maintenance



GF Budget vs. GF Actual Expenditures

		Budgeted FY 12		3rd Quarter Actuals				Available Budget	
		Salaries	Expenses	Salaries	% Used	Expenses	% Used	Salaries	Expenses
Administrative Services									
		\$ 1,038,658	\$ 1,027,736	\$ 718,954	69.2%	\$ 857,557	83.4%	\$ 319,704	\$ 170,179
Community Maintenance									
		\$ 3,280,896	\$ 3,047,994	\$ 2,325,115	70.9%	\$ 2,412,753	79.2%	\$ 955,781	\$ 635,241
Community Service									
		\$ 2,513,360	\$ 597,829	\$ 1,822,265	72.5%	\$ 478,117	80.0%	\$ 691,095	\$ 119,712
Financial Services									
		\$ 1,119,308	\$ 504,015	\$ 672,437	60.1%	\$ 393,540	78.1%	\$ 446,871	\$ 110,475
Fire and Emergency Services									
		\$ 10,931,642	\$ 553,723	\$ 7,950,367	72.7%	\$ 353,522	63.8%	\$ 2,981,275	\$ 200,201
Miscellaneous Departments									
	City Clerk	\$ 236,671	\$ 47,100	\$ 173,862	73.5%	\$ 32,753	69.5%	\$ 62,809	\$ 14,347
	City Council	\$ 194,208	\$ 2,948	\$ 144,371	74.3%	\$ 30	1.0%	\$ 49,837	\$ 2,918
	Claims and Damages	\$ -	\$ 300,000	\$ -	0.0%	\$ 299,055	99.7%	\$ -	\$ 945
	Harbor Master	\$ 2,500	\$ 10,779	\$ 1,875	75.0%	\$ 10,115	93.8%	\$ 625	\$ 664
	Mayor's Office	\$ 336,346	\$ 18,400	\$ 248,195	73.8%	\$ 15,771	85.7%	\$ 88,151	\$ 2,629
	Police	\$ 15,567,091	\$ 841,556	\$ 11,223,482	72.1%	\$ 741,105	88.1%	\$ 4,343,609	\$ 100,451
	Veterans	\$ 215,990	\$ 2,621,385	\$ 160,021	74.1%	\$ 2,185,815	83.4%	\$ 55,969	\$ 435,570

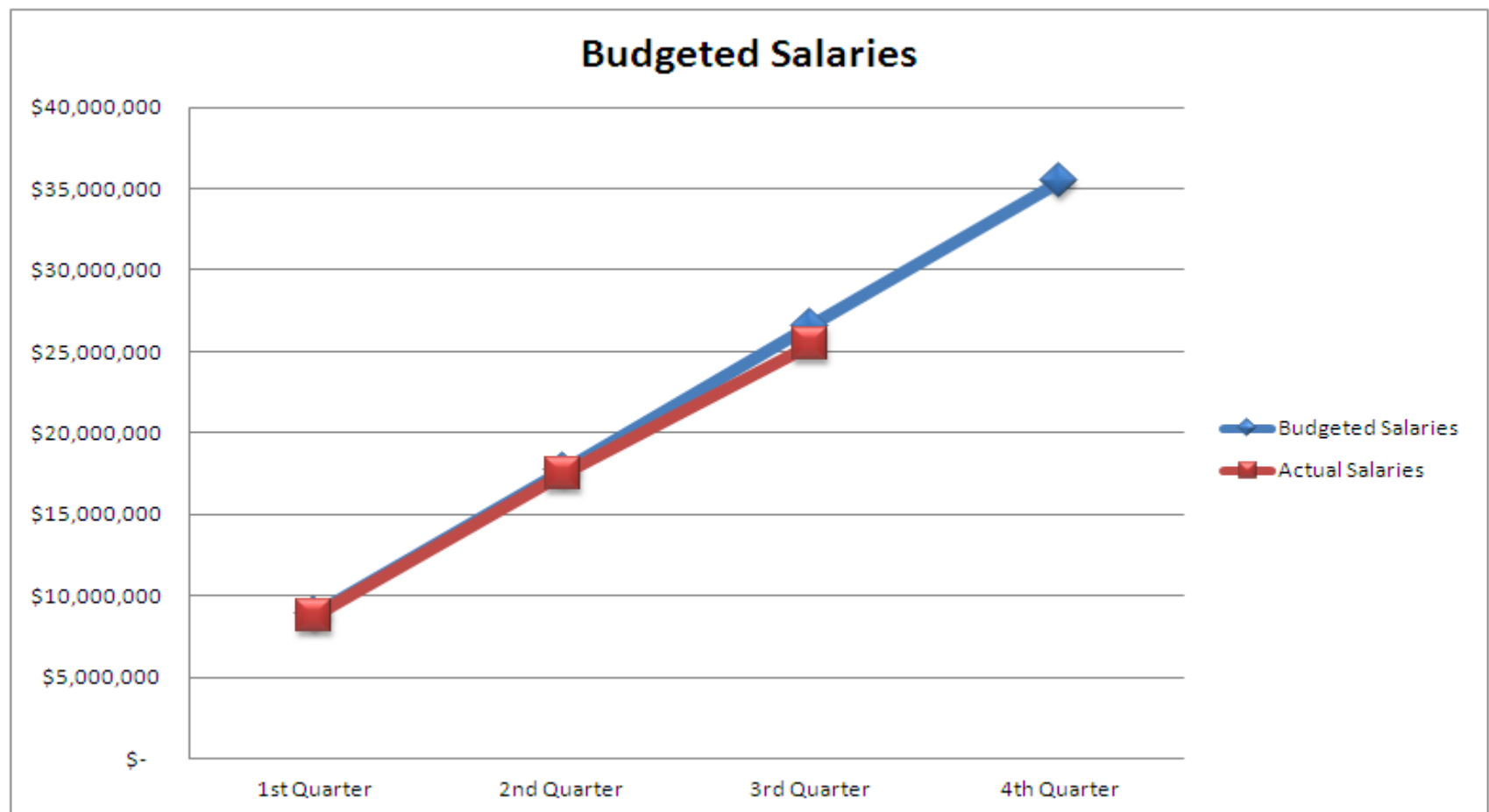


Enterprise Budget vs. Actual Expenditures

		Budgeted FY 12		3rd Quarter Actuals				Available Budget	
		<u>Salaries</u>	<u>Expenses</u>	<u>Salaries</u>	<u>% Used</u>	<u>Expenses</u>	<u>% Used</u>	<u>Salaries</u>	<u>Expenses</u>
Fire and Emergency Services									
	Emergency Medical Services	\$2,136,802	\$ 1,890,687	\$1,534,881	71.8%	\$ 1,256,112	66.4%	\$601,921	\$ 634,575
Community Utilities									
	Water	\$1,866,044	\$ 7,146,456	\$1,353,956	72.6%	\$ 5,203,205	72.8%	\$512,088	\$1,943,251
	Sewer	\$ 404,934	\$17,043,072	\$ 253,825	62.7%	\$15,211,855	89.3%	\$151,109	\$1,831,217
Sanitation									
	Sanitaiton	\$2,339,908	\$ 4,431,715	\$1,600,989	68.4%	\$ 3,613,397	81.5%	\$738,919	\$ 818,318

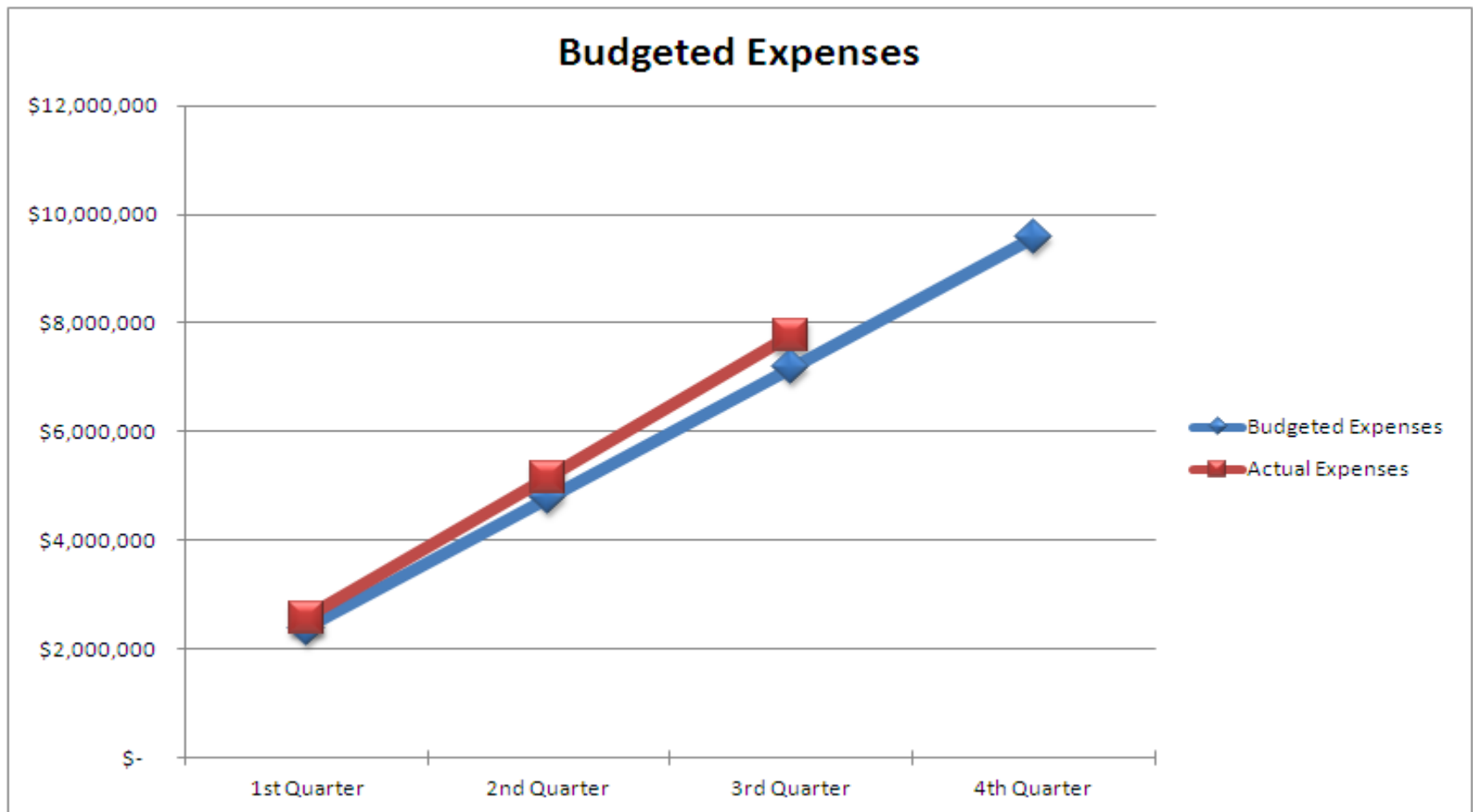


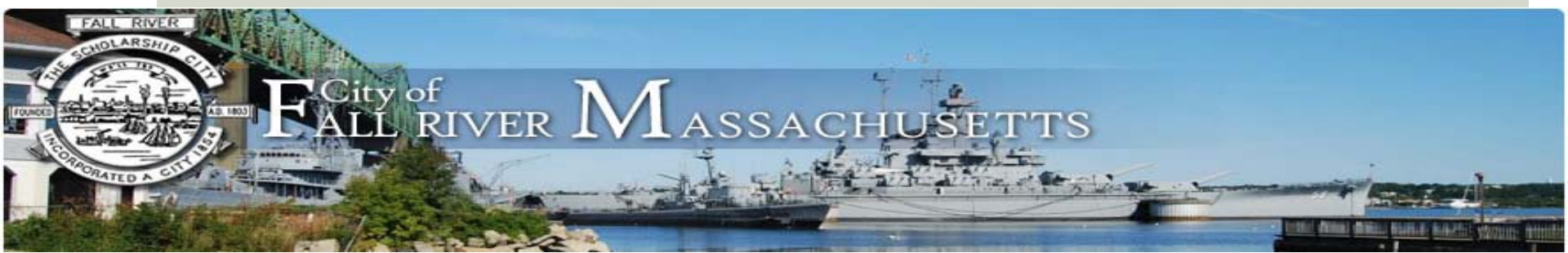
GF Financial Trending - Salaries





GF Financial Trending - Expenses





Questions