

City of Ann Arbor  
**BUDGET IMPACT ANALYSIS**

SERVICE AREA:

SERVICE UNIT:

Financial & Administrative Services

Financial & Budget Planning

	FY2015	FY2016	FY2017
BUDGET for Ongoing Operations	\$ 3,779,128	\$ 3,937,800	\$ 3,949,696
Targeted Expenditures*			
Targeted Expenditures*			

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
	0010	Example institute General Fund policy for future funding of streetlights, safety services, hydropower (this sets up future funding for needs greater than five years away; this does not include initial expenditure)	\$ 400,000	\$ 400,000
<b>TOTAL DOLLAR IMPACT IDENTIFIED</b>			<b>\$ 400,000</b>	<b>\$ 400,000</b>

\* These numbers for General Fund should come from the General Fund Target sheet.

NOTE: FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.

Total Budget \$ 4,297,800 \$ 4,349,696

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## Information Technology

### PRIMARY SERVICES

- Support & Maintenance of Applications
- Administer dispersed city network
- Responsible for storage & backup of city data
- Onsite and remote support for customers
- Project Management for process/technology
- Manage web/GIS/document management
- Strategic planning & procurement
- Cyber security

### FINANCIAL SUMMARY

	Actual		Projected		FY2017 (\$ Mil.)
	FY2013 (\$ Mil.)	FY2014 (\$ Mil.)	FY2015 (\$ Mil.)	FY2016 (\$ Mil.)	
<i>Revenue:</i>					
Charge to Units & Other Gov'ts for Services	\$ 6.4	\$ 6.3	\$ 6.3	\$ 6.8	\$ 6.7
Interest Income	0.1	0.1	0.1	0.1	0.1
Total Revenue	\$ 6.5	\$ 6.4	\$ 6.4	\$ 6.9	\$ 6.8
<i>Expense:</i>					
Personnel	\$ 2.8	\$ 3.1	\$ 3.3	\$ 3.3	\$ 3.3
Software Maintenance	1.3	1.5	1.7	1.5	1.5
All Other	1.8	1.6	1.6	1.5	1.5
Sub-total Operating Expense	\$ 5.9	\$ 6.2	\$ 6.6	\$ 6.3	\$ 6.3
Project-related costs	0.8	0.6	0.7	0.6	0.5
Total Expense	\$ 6.7	\$ 6.8	\$ 7.3	\$ 6.9	\$ 6.8
<b>Net</b>	<b>\$ (0.2)</b>	<b>\$ (0.4)</b>	<b>\$ (0.9)</b>	<b>\$ -</b>	<b>\$ -</b>
 <i>Memo:</i>					
Remainder of previously approved project budgets			\$ 1.2		
Number of FTEs	23.5	24.5	24.5	24.5	24.5
FTE in FY2014 represents a conversion from contract to FTE - no added costs.					
<u>Key Balance Sheet items:</u>					
Invested in capital assets	\$ 1.4	\$ 1.1	\$ 1.0		
Unrestricted fund balance (net assets)	4.9	4.8	3.9		
<b>Total fund balance (net assets)</b>	<b>\$ 6.3</b>	<b>\$ 5.9</b>	<b>\$ 4.9</b>		

### Observations:

- FY2016 increased \$0.5 mil. primarily due to the discontinuation of using fund balance to subsidize rates to depts. and the replacement of grant funded police in-car video equipment. This increase anticipated in prior budgets.
- Software maintenance is expected to drop primarily from the conversion of the new HR system.
- Total expenditures are roughly flat over the 5 years & fund balance has been declining.

### OPERATIONS

- Focus of Service Unit is on maintaining existing technology over acquiring large new technology.
- Improve integration of existing technology with work processes.
- Continue improving internal processes & controls (on-boarding employees, contract mgmt, etc.)
- Deliver major projects (disaster recovery, HR/payroll system, etc.)

**FUND BALANCE (Net Assets)**

FY 2014

(\$ Mils.)

**6/30/14 - Total Fund Balance (Net Assets)**

\$ 5.9

Less:

Restricted - Invested in Capital Assets

(1.1)

Committed for Projects:

Network Replacements

(1.3)

Human Resources Upgrade

(0.4)

PC Replacements

(0.4)

Financial System Upgrade

(0.4)

Disaster Recovery

(0.3)

Server Replacements

(0.2)

Enterprise Telecommunication

(0.2)

All Other

(0.9)

**Subtotal Committed for Projects**

\$ (5.1)

Less: Minimum Balance Requirement

(0.6)

**Available Fund Balance**\$ 0.2

## Communications Office - CTN

### PRIMARY SERVICES

- Produce and support Public access, Education and Government cable tv channels [channel 16-19]
- Administers cable franchise agreements
- Manages city-wide communications (internal, external & emergency communications)

### FINANCIAL SUMMARY

	Actual			Projected		
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	(\$ Mil.)	(\$ Mil.)	(\$ Mil.)	(\$ Mil.)	(\$ Mil.)	(\$ Mil.)
<i>Revenue:</i>						
Cable TV Franchise Fees (5%)	\$ 0.6	\$ 1.7	\$ 1.5	\$ 1.5	\$ 1.5	\$ 1.5
Cable TV PEG Fees (2%)	1.2	0.5	0.6	0.4	0.4	0.6
All Other (primarily investment inc.)	0.1	0.1	0.1	0.0	-	-
Total Revenue	<u>\$ 1.9</u>	<u>\$ 2.2</u>	<u>\$ 2.1</u>	<u>\$ 2.0</u>	<u>\$ 2.0</u>	<u>\$ 2.1</u>
<i>Expense:</i>						
Personnel & Fringes (all activities)	\$ 1.0	\$ 1.1	\$ 1.1	\$ 1.1	\$ 1.1	\$ 1.1
Operating expenditures	0.4	0.4	0.5	0.5	0.6	0.7
Sub-total Operating Expense	<u>\$ 1.4</u>	<u>\$ 1.5</u>	<u>\$ 1.6</u>	<u>\$ 1.6</u>	<u>\$ 1.7</u>	<u>\$ 1.8</u>
PEG capital equipment	0.2	0.2	0.2	0.4	0.3	0.3
Total Expense	<u>\$ 1.7</u>	<u>\$ 1.7</u>	<u>\$ 1.8</u>	<u>\$ 2.0</u>	<u>\$ 2.0</u>	<u>\$ 2.1</u>
<b>Net</b>	<u>\$ 0.2</u>	<u>\$ 0.5</u>	<u>\$ 0.3</u>	<u>\$ 0.0</u>	<u>\$ 0.0</u>	<u>\$ 0.0</u>

#### Memo:

<b>Total fund balance</b>	\$ 4.5	\$ 4.9	\$ 5.2	\$ 5.2	\$ 5.2	\$ 5.2
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#### Observations:

- FY2012 revenue allocated incorrectly between PEG & franchise (internal issue only).
- FY2015 represents stabilized revenue level with minor increases going forward.
- Personnel expenditures are the largest expense item since service delivery is the primary product.
- For capital expenditures (PEG equipment) are contained within operating expenditures.

### OPERATIONS

- Public access - leveraging other community agency locations for training to supplement on-site efforts.
- Public meetings - increasing requests for coverage. CTN anticipates meeting needs with existing revenues.
- Communication Office - proliferation of online communications tools is fully utilizing existing staff.
- Current CTN lease for office space expires in 2020. CTN anticipates exercising a 5 year renewal.

**FUND BALANCE (Net Assets)**

FY 2014

(\$ Mils.)

**6/30/14 - Total Fund Balance (Net Assets)**

\$ 5.2

Less:

Reserved for working capital

(0.5)

Reserved for ongoing renovations for existing facility

(0.5)

Reserved for city hall basement meeting space PEG equipment

(0.2)

Reserve for unanticipated needs at this time (such as required reloc.)

(0.5)

**Subtotal Available Fund Balance**

\$ 3.5

Known Risks

- I-net rebuild may be required due to Comcast agreement - (est. \$1.5 mil. To \$2.5 mil.)

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**BUDGET IMPACT ANALYSIS**

SERVICE AREA:

SERVICE UNIT:

City Administrator

City Administrator

FY2015	FY2016	FY2017
BUDGET for Ongoing Operations	Targeted Expenditures*	Targeted Expenditures*
\$ 604,653	\$ 651,944	\$ 626,020

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
	0010	Strategic Management Assistance including implementation as determined by Strategic Management System Assessment (SMS) to formulate/review strategy, develop operational plans; build alignment; and measure performance.	\$ 50,000	

1,2,3,4,5,8,6

TOTAL DOLLAR IMPACT IDENTIFIED \$ 50,000 \$

\* These numbers for General Fund should come from the General Fund Target sheet. Total Budget \$ 701,944 \$ 626,020

NOTE: FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.

**BUDGET IMPACT ANALYSIS**

FY2015	FY2016	FY2017
BUDGET for Ongoing Operations	Targeted Expenditures*	Targeted Expenditures*
\$ 1,050,840	\$ 1,024,479	\$ 1,235,531

SERVICE AREA:

SERVICE UNIT:

City Administrator

City Clerk

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
Dog licensing	0010	Reduce dog licensing expense budget - reduce marketing/education efforts	\$ (17,000)	\$ (17,000)
City Boards and Commissions	0010	Create new FTE (Boards and Commissions Coordinator) Note: if authorized, this position would relieve request from HR for temporary help, transferring responsibility for Human Rights and Disability Commission to the City Clerk's Office.	\$ 90,000	\$ 90,000
	0010	August 2015 Primary budget assumes 3 wards.		
	0010	Presidential Election temporary staffing and overtime budget assumes continuation of Friday closures from 9/9/16 - 10/28/16		
<b>TOTAL DOLLAR IMPACT IDENTIFIED</b>			<b>\$ 73,000</b>	<b>\$ 73,000</b>

\* These numbers for General Fund should come from the General Fund Target sheet.

Total Budget

\$ 1,097,479

\$ 1,201,531

NOTE: FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.



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City of Ann Arbor  
**BUDGET IMPACT ANALYSIS**

FY2015 BUDGET for Ongoing Operations	FY2016 Targeted Expenditures*	FY2017 Targeted Expenditures*
\$ 18,778,737	\$ 1,852,091	\$ 1,870,547

SERVICE AREA:

SERVICE UNIT:

City Administrator

Human Resources

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
Professional Services	0010	Increased commission meeting costs (accommodations)	\$ 9,980	\$ 9,980
	0010	Increased use of Thomas Profile (recruitment & selection)	\$ 4,000	\$ 4,000
	0010	Purchase of CareerBuilder Resume Database	\$ 4,800	\$ 4,800
Temporary Pay	0010	Increased cost for temp admin support	\$ 12,900	\$ 12,900
	0010	FTE Seasonal Recruiter Position	\$ 70,540	\$ 71,820

**TOTAL DOLLAR IMPACT IDENTIFIED** \$ 102,220 \$ 103,500

\* These numbers for General Fund should come from the General Fund Target sheet.

Total Budget \$ 1,954,311 \$ 1,974,047

NOTE: FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.

**BUDGET IMPACT ANALYSIS**

SERVICE AREA:

SERVICE UNIT:

15th District Court

15th District Court

FY2015	FY2016	FY2017
BUDGET for Ongoing Operations	Targeted Expenditures*	Targeted Expenditures*
\$ 4,681,172	\$ 4,415,417	\$ 4,452,674

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	
		FY2016	FY2017
Software Maintenance	0010		
	0010	\$ 50,300	\$ 11,600
Document Imaging Project			
Document Imaging Project			

**TOTAL DOLLAR IMPACT IDENTIFIED** \$ 50,300 \$ 11,600

\* These numbers for General Fund should come from the General Fund Target sheet. Total Budget \$ 4,465,717 \$ 4,464,271

NOTE: FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.

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City of Ann Arbor  
**BUDGET IMPACT ANALYSIS**

SERVICE AREA: Safety Services

SERVICE UNIT: Police

FY2015	FY2016	FY2017
BUDGET for Ongoing Operations	Targeted Expenditures*	Targeted Expenditures*
\$ 25,421,722	\$ 25,252,206	\$ 25,589,517

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
Equipment	0010	Replacement of body armor at end of life (\$700 x 70 officers)	\$ 49,000	\$ -
Firearms program	0010	Replacement tasers, holster, accessories for those at end of life (25 x \$1500 ea)	\$ 37,500	\$ -
Patrol	0010	Replacement automatic external defibrillators for those at end of life (15 patrol cars) + 5 trainer units	\$ 22,300	\$ -
Administration	0010	CALEA Accreditation	\$ 14,000	\$ -
Administration	0010	Cost of CALEA administrator (would move one police officer FTE, to Lieutenant FTE. This position would not increase the overall FTE count for the department)	\$ 25,297	\$ 25,297
Administration	0010	Promotional Process Costs	\$ 35,000	\$ -
Animal Control	0010	Animal Control Costs (Recurring)	\$ 107,570	\$ 107,570
<b>TOTAL DOLLAR IMPACT IDENTIFIED</b>			<b>\$ 290,667</b>	<b>\$ 132,867</b>

\* These numbers for General Fund should come from the General Fund Target sheet.

**NOTE:** FY17 Expenditure Budget Projections do not assume a flowthrough of items from FY16. If you are making a one-time change in FY16, you would list in FY16. Otherwise, please list the impact in both columns.

City of Ann Arbor  
**BUDGET IMPACT ANALYSIS**

SERVICE AREA:

SERVICE UNIT:

Safety Services

Fire Services

FY2015 BUDGET for Ongoing Operations	FY2016 Targeted Expenditures*	FY2017 Targeted Expenditures*
\$ 14,920,072	\$ 14,852,447	\$ 14,967,292

Strategic Plan Goal # (if applicable)-see key to the right

Sustainability Framework # (if applicable)- see key to the right

SERVICE ACTIVITY	FUND	CHANGES FROM EXISTING SERVICE LEVELS	FY2016	FY2017
<b>Fiscal Year 2016 and 2017</b>				
		Changes proposed by service area:		
0010		Other Services - Contracted Services for CPSE Accreditation	\$ 14,000	\$ 2,500
0010		Other Services - Fire Dashboard (Metric Sftw Msrmt - 1 yr Support)	\$ 26,510	\$ 5,302
0010		Materials & Supplies - SCBA equipment - Continue Bottle replacement program	\$ 7,200	\$ 7,200
0010		Capital Outlay - Thermal Imaging Camera (Replacement Program)	\$ 8,300	\$ 8,300
0010		Capital Outlay - KnoxBox Replacements (Parts No Longer Available)	\$ 11,501	
0010		Capital Outlay - Apparatus SCBA Seat Replacement	\$ 13,155	
0010		Capital Outlay - Two 4-wheel drive emergency staff vehicles for assignment to Assistant Fire Chiefs	\$ 48,000	\$ 8,000
0010		Personnel Services - (3 Yr Intern Position for Accreditation)	\$ 72,000	\$ 72,000
			\$ 200,666	\$ 103,302

TOTAL DOLLAR IMPACT IDENTIFIED

\* These numbers for General Fund should come from the General Fund Target sheet.

Total Budget \$ 15,053,113 \$ 15,070,594

Passenger vehicles would replace AC vehicle stipends of \$9,000 annual costs. Forecasted annual maintenance, fuel and replacement cost would be under \$8,000 (per Fleet Services); saving over \$1,000 per fiscal period after initial purchase cost.

NOTE:

(12)