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FY 2013 Administration Report

Details on budget and status report on programs, projects, and assignments

*Prepared by:
Office of the City Manager
(June 2012)*

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City of Miami Organization

Mayor

Kent Ketcher

Council Members

Scott Trussler – Northwest Ward 2

Rudy Schultz – Northeast Ward 1

Neal Johnson – Southwest Ward 3

Joe Sharbutt – Southeast Ward 4

City Attorney

David Anderson

Department Heads

City Engineer – Chuck Childs

Fire Chief – Ronnie Cline

CVB Director – Amanda Davis

Grant Coordinator – Larry Eller

Management & Budget Director – Jill Fitzgibbon

Police Chief – George Haralson

Library Director – Marcia Johnson

Emergency Management Director – Glenda Longan

It Director – Mike Richardson

Public Works Director – David Rountree

HR Director – Nancy Wells

Administration and Staff

Acting City Manager – Jeffrey Bishop

Assistant to the City Manager – Judy Francisco



Mayor Kent Ketcher
Councilman Scot Trussler, Ward 2
Councilman Rudy Schultz, Ward 1
Councilman Neal Johnson, Ward 3
Councilman Rudy Joe Sharbutt, Ward 4

Jeffrey T. Bishop, Acting City Manager
David Anderson, City Attorney

**CITY OF MIAMI, OKLAHOMA
BUDGET MESSAGE
FY 2012-2013**

To: Honorable Mayor and Members of the City Council

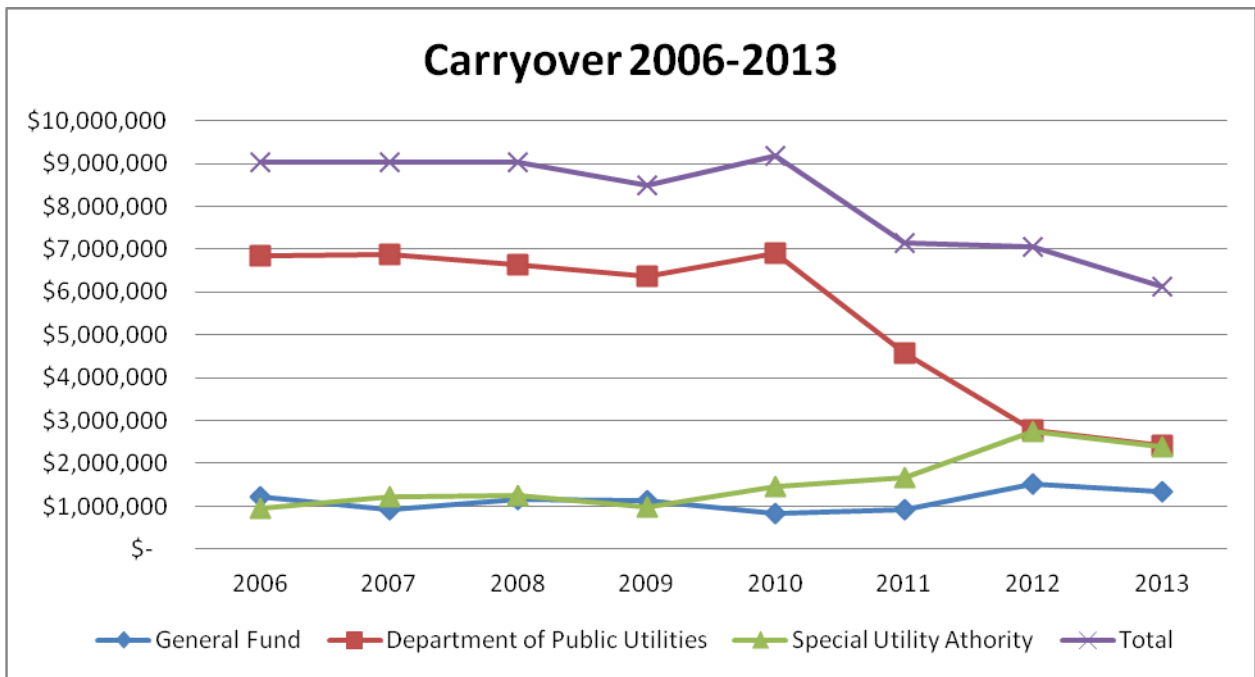
The upcoming FY 2012-2013 annual budget of the City of Miami has been prepared for your consideration and reflects the City's continuing effort to provide quality services to our citizens.

The following are highlights of the proposed budget:

- **General Fund (GF)**
 - The General Fund Transfers:
 - The total of the 3.65% sales tax (@\$6,000,000) the City collects will be transferred into the Special Utility Authority (SUA) for debt service and debt coverage requirements, all but the voter approved .65% sales tax will be transferred back to the general fund (\$4,931,507) plus \$935,447 for operating costs.
 - Department of Public Utilities (DPU) will be transferring \$1,424,750 into City for operating costs including completion of the petition authorized state audit, 2 internal audits, Crawford & Associates professional financial services, Retail Attractions economic development contract, GT Bynum governmental relations consulting, and a reallocation of property insurance expense.
 - The proposed budget eliminates the Assistant City Manager and the in-house CPA positions, but creates the positions of Paralegal/Archivist and Deputy City/Payroll Clerk.
 - Salaries and Benefits:
 - The proposed budget contains a 4% COLA for all employees.
 - Also provides \$343 per employee per month for health insurance; this is up \$70 per employee per month.
 - Retirement contributions are budgeted at 10.6% of enumeration which is up from 9.5% in the FY 11/12 budget based on the actuary's recommendation.
 - Contracted work with outside organizations is budgeted at \$177,080.
 - Property insurance rates projected to rise from \$280,000 for FY 11/12 to \$351,000 in the proposed budget.

- Overall City expenses are approximately \$700,000 more than last year, due primarily to the proposed cost of living adjustment and the reallocation of some expenses from the DPU to the General Fund.
- **Department of Public Utilities (DPU)**
 - Transfers:
 - \$3,054,800 is proposed to be transferred out of DPU to the following:
 - \$775,000 to Special Utility Authority for Oklahoma Water Resources Board Loan for the Pretreatment Plant at the Wastewater Treatment Facility.
 - \$1,424,750 to City's General Fund to balance expenses.
 - \$500,000 to Street & Alley Fund.
 - \$235,050 to the Utility Improvement Fund.
 - \$120,000 to the Demolition Fund.
 - The FY 12/13 proposed budget restores the Utility Repair & Replacement Reserve to \$2,000,000 and Utility Emergency Reserve to \$1,000,000.
 - The budget covers the projected GRDA expense of \$11,800,000.
 - Includes \$195,220 for outside tree contractor services.
- The overall DPU budget (Personal Services, Materials, and Other Services & Transfers) is \$1,273,368 less than the previous year mainly because the City transferred \$410,000 to the Capital Improvement Fund in the FY 11/12 budget, which is not repeated, some expenses were reallocated to the General Fund, and because the DPU is transferring \$575,250 less to the City for general operating costs.
- **Special Utility Authority (SUA)**
 - Transfers:
 - \$935,447 will be transferred out of this fund to balance the General Fund.
 - The total of the 3.65% sales tax (@\$6,000,000) the City collects will be transferred into the Special Utility Authority (SUA) for debt service and debt coverage requirements, all but the voter approved .65% sales tax will be transferred back to the general fund (\$4,931,507).
 - \$775,000 will be transferred in from the DPU to pay for Oklahoma Water Resources Board Loan for the Pretreatment Plant at the Wastewater Treatment Facility.
 - 1 position eliminated in FY 11/12 and has not been replaced in the 12/13 budget.
 - The budget projects sanitation fees to rise by \$150,000 due to rate increase approved by the Trust in January of 2012.
 - The budget projects tipping fees to decline by approx \$105,000 due to Tracker Marine layoff and OK Disposal doing less business inside city limits.
- Overall there is a \$51,000 decrease in Personal Services, Materials, & Other Services due to one less employee.

- Capital Outlay:
 - No capital improvements are budgeted for FY 12/13 .
- Debt Service:
 - There are no projected changes to debt service in FY 12/13.
- **Fund Balance:**
 - The FY 12/13 budget is projected to decrease the total fund balance of the City’s main funds by approximately \$1 million. These three funds have experienced a decrease of approximately \$3 million over the past three fiscal years.
 - As a result the City Council of the City of Miami is proposing the development of comprehensive financial policies for fund balances and reserve funds to be completed in FY 12/13.



The proposed budget presented to you is a balanced budget prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes. We submit this budget for your consideration and approval. The City staff looks forward to working with the council and citizens in the administration of the Fiscal Year 2012-13 budget.

Respectfully submitted,

Jeffrey Bishop,
Acting City Manager

JTB/jaf