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2013 MAR 22 PM 12:54 **AGENDA REPORT**

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Donna Hom  
Budget Director

**SUBJECT:** FY 2012-13 First and Second Quarter  
Revenue and Expenditure Report

**DATE:** March 20, 2013

City Administrator  
Approval

Date

3/22/13

**COUNCIL DISTRICT:** City-Wide

### RECOMMENDATION

Staff recommends that the Finance & Management Committee accept this report containing information on FY 2012-13 first and second quarter revenue and expenditures for four selected funds, as well as required semiannual information on overtime.

### OUTCOME

This is an informational report related to the City's financial activities, the acceptance of which does not create any policy or compel any action.

### EXECUTIVE SUMMARY

The City ended last fiscal year (FY), FY 2011-12, with some positive financial news. As presented in the FY 2011-12 Fourth Quarter Revenue and Expenditure Report, the City ended the fiscal year with General Purpose Fund (GPF) expenditures on budget, modestly better ongoing revenue than budgeted, and some early receipt of revenue. This increased the City's GPF fund balance even while the City paid down some long-term liabilities.

The trends of last year, keeping expenditures on budget and improving economic conditions and revenue, have generally continued in the current fiscal year's first two quarters (July 1 - December 31, 2012). Highlights of this FY 2012-13 first and second quarter revenue and expenditure report are the following:

- The GPF is forecasted to end the fiscal year with a small operating deficit (\$1.0 million), due primarily to the inclusion of carryforwards in the adjusted expenditures budget compared to adopted, some higher than budgeted expenditures, and differences in professional accounting rules for budget and actual values regarding transfers from fund balance;

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- GPF revenues are forecasted to be higher than budgeted by \$27.0 million, when accounting for transfers from fund balance (\$14.3 million), due to higher than expected property tax (\$14.5 million) and growth in sales (\$3.9 million) and real estate transfer taxes (\$11.6 million);
- GPF expenditures are forecasted to be higher than budgeted by \$7.7 million, due almost entirely to projected police overtime;
- The increase in GPF revenues that are forecasted for this fiscal year based on the first and second quarter results are expected to continue into future years, although was already partially anticipated and included in the baseline budget for FY 2013-14 and FY 2014-15;
- The three other funds analyzed for this report are forecasted to end the fiscal year with surpluses ranging from \$0.6 million to \$1.4 million; and
- As noted above, the Police Department is exceeding its overtime budget, which is forecasted to result in the department exceeding its overall budget by \$8.5 million.

### **BACKGROUND/LEGISLATIVE HISTORY**

The City Administrator's Budget Office normally publishes a quarterly report of revenues and expenditures to keep stakeholders up-to-date on budget developments. The quarterly report has historically included four funds with citywide significance, the General Purpose Fund (GPF, 1010); Landscaping and Lighting Assessment District Fund (LLAD, 2310); Equipment Fund (4100); and City Facilities Fund (4400).

In addition, Resolution 81377 C.M.S. of June 2008 requires that the City Administrator submit a semiannual overtime report to the City Council. The second quarter and year-end revenue and expenditure reports contain the information to satisfy this requirement.

In June 2012, the City Council passed the FY 2012-13 Amended Midcycle Policy Budget, which can be found on the City's website. The FY 2012-13 budget contained no layoffs (for the first time in four years), modest revenue growth, investment in essential services, and the removal of one furlough day or the dollar equivalent for all employees.

### **ANALYSIS – GENERAL PURPOSE FUND**

#### **Introduction**

The General Purpose Fund (GPF) is the fund from which the City has the most flexibility in making expenditures. As the words "general purpose" suggest, it can be used on a wide range of purposes. As such, it is a fund of great interest.

As shown in the table below, the GPF ended FY 2011-12, and therefore began FY 2012-13, with an audited fund balance of \$84.6 million. This was a slight improvement over the unaudited year-end fund balance of \$82.9 million reported in the FY 2011-12 Fourth Quarter Revenue and Expenditure Report. The fund balance is discussed in greater detail later in this report.

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The City Council's FY 2012-13 Amended Midcycle Policy Budget included GPF revenues of \$409.4 million and expenditures of \$408.9 million. Subsequent to the adoption of the budget, \$5.1 million of unspent appropriations from FY 2011-12 were "carried forward" into the FY 2012-13 budget. These carryforwards plus other miscellaneous appropriations and adjustments, including \$0.9 million for Sierra Systems/Internal Personnel Assessment System (IPAS) approved by City Council in December 2012, resulted in the adjusted expenditure budget of \$415.4 million shown below.

As of the close of the second quarter, the City is forecasting that GPF revenue will exceed FY 2012-13 budget by \$27.0 million when accounting for transfers from fund balance, as described in greater detail below. Expenditures are forecasted to exceed budget by \$7.7 million. Based on unaudited first and second quarter revenue and expenditures, staff forecasts a fiscal year-end deficit of \$1.0 million.

**Table 1 – Summary of FY 2012-13 First and Second Quarter GPF Revenue and Expenditure**

**GENERAL PURPOSE FUND (1010)**

(\$ in millions)

	FY 2012-13 Adjusted Budget	FY 2012-13 Q2 Year-End Forecast	Q2 Forecast v. Budget Over (Under)
Revenue	\$395.1	\$422.1	\$27.0
Transfers from Fund Balance	\$14.3	\$0	(\$14.3)
Total Revenue [A]	\$409.4	\$422.1	\$12.7
Expenditures [B]	(\$415.4)	(\$423.0)	(\$7.7)
Estimated Current Year Surplus/(Shortfall)	(\$6.0)	(\$1.0)	\$5.0
<b>Beginning Fund Balance [C]</b>	<b>\$84.6</b>	<b>\$84.6</b>	<b>\$0</b>
Estimated Current Year Surplus/(Shortfall)	(\$6.0)	(\$1.0)	\$5.0
Transfers Fund Balance	(\$14.3)	(\$0.0)	\$14.3
Estimated Ending Fund Balance	\$64.3	\$83.6	\$19.3

A – Total budgeted revenue includes revenue from normal sources such as property tax, sales tax, real estate transfer tax, etc. It also includes \$14.3 million of revenue from GPF fund balance. Due to differences between professional budgeting practices and accounting practices, this transfer from fund balance is not recorded in the year-end forecast actual revenue.

B - Adjusted expenditure budget includes adopted midcycle budget of \$409.4 million, plus approved project carryforwards of \$5.1 million, plus miscellaneous small adjustments including \$0.9 million for Sierra Systems/IPAS approved by City Council in December 2012.

C - \$84.6 million is the audited FY 2011-12 year-end fund balance, and therefore the FY 2012-13 beginning fund balance. It is higher than the \$82.9 million unaudited FY 2011-12 year-end fund balance reported in the FY 2011-12 Fourth Quarter Revenue and Expenditure Report primarily due to the inclusion of a \$1.2 million receivable from the Port of Oakland.

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### Revenue Highlights

The FY 2012-13 adjusted GPF revenue budget is \$409.4 million. The year-end forecast as of the close of the second quarter is \$422.1 million, an increase of \$12.7 million, or an increase of \$27.0 million if accounting for the transfer from fund balance. **Attachment A1** provides details of the adjusted revenue budget and year-end estimate. The major variances are the following, discussed in greater detail below:

- Property Tax: + \$14.5 million
- Sales Tax: + \$3.9 million
- Business License Tax: + 2.7 million
- Real Estate Transfer Tax: + \$11.6 million
- Fines and Penalties: - \$3.9 million
- Miscellaneous: - \$2.0 million
- Fund Transfers: - \$14.3 million

#### Property Tax: + \$14.5 million

Property tax revenue is forecasted to total \$139.7 million, an increase of \$14.5 million compared to budget. This increase is primarily due to the distribution to the City of its pro-rata share of property tax that was previously allocated to the Oakland Redevelopment Agency as property tax increment that is now distributed among the region's taxing entities, net of the former Redevelopment Agency's enforceable obligations, due to the State legislation that dissolved California redevelopment agencies. The City was not aware, as of the adoption of the FY 2012-13 Amended Midcycle Policy Budget in June 2012, that this additional property tax revenue would flow to the City, as the consequences of the dissolution of Redevelopment were not fully known at the time. This increased revenue is forecasted to be ongoing.

#### Sales Tax: + \$3.9 million

Sales tax revenue is forecasted to total \$47.5 million, an increase of \$3.9 million compared to budget, due primarily to better than expected economic growth and sales, especially in auto sales, and higher than expected fuel prices.

#### Business License Tax: + \$2.7 million

Business license tax revenue is forecasted to total \$54.5 million, an increase of \$2.7 million compared to budget, due to better than expected economic growth.

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Real Estate Transfer Tax: + \$11.6 million

Real estate transfer tax revenue is forecasted to total \$40.1 million, an increase of \$11.6 million compared to budget. The increase over budget is due to two main factors, a general increase in sales values of transferred properties and some large transactions that are not likely to be replicated in future years.

Fines and Penalties: - \$3.9 million

Fines and penalties revenue is forecasted to total \$21.6 million, a decrease of \$3.9 million compared to budget. This decrease is attributable to falling parking citation revenue due to vacant positions and staff on leave in parking enforcement, the winter parking holidays, the "parkmobile" pilot program (from which individuals can get reminders and pay for meters remotely), and the five-minute grace period. It should be noted that the Administration is coordinating the recruitment to fill the vacant parking enforcement positions.

Miscellaneous Revenue: - \$2.0 million

Miscellaneous revenue consists of land sales and other income that does not fit into other revenue categories. It is forecasted to total \$0.7 million, a decrease of \$2.0 million compared to budget. This is entirely due to billboard revenue that had been expected this fiscal year but that is now anticipated to not be collected until a future year.

Fund Transfers: - \$14.3 million

The FY 2012-13 Amended Midcycle Policy Budget included \$14.3 million of revenue from transfers from GPF fund balance related to property tax, land sales, and other revenue that was expected in FY 2012-13 and budgeted for FY 2012-13 but actually received early, in FY 2011-12. Due to differences in how revenue is recognized in budgeting compared to accounting, that budgeted revenue is not among the estimated year-end actual revenue of \$422.1 million reported above. As such, the actual fund transfer revenue estimated for year end FY 2012-13, \$0.0 million, is \$14.3 million lower than budgeted.

Note on Implications for Future Year Revenue

As noted above, the forecasted year end revenues are \$27.0 million higher than budgeted, when accounting for transfers from fund balance. The total revised estimate is \$12.7 million greater than the FY 2012-13 adjusted budget. This is primarily due to the additional property tax revenue that flowed to the City from property tax increment that would have formerly flowed to the Oakland Redevelopment Agency. The revenue forecast included in the FY 2012-13 Amended Midcycle Policy Budget in June 2012 was developed in spring 2012, when the City did not yet anticipate receiving the additional property tax. As noted above, higher than budgeted sales tax and real estate transfer tax revenues had a positive impact.

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Subsequent to the adoption of the FY 2012-13 budget, the Budget Office in summer and early fall 2012 updated its revenue forecast for FY 2013-14 through FY 2017-18 for inclusion in the Five-Year Financial Plan (FYFP) and the FY 2013-15 two year baseline budget. At that time, the additional property tax that would flow to the City from former Redevelopment property tax increment was known, as was some information about improvement to other tax revenues. As such, the revenue forecast for the FYFP and FY 2013-15 baseline budget have already included much of the revenue increase illustrated in this FY 2012-13 First and Second Quarter Revenue and Expenditure Report. The Budget Office will review and revise its GPF revenue forecast for FY 2013-15 and FY 2013-18 for inclusion in the FY 2013-15 Proposed Budget to be released in April 2013.

### Expenditure Highlights

The FY 2012-13 adjusted expenditure budget for the General Purpose Fund is \$415.4 million. This is composed of the amended midcycle budget of \$408.9 million plus carryforwards of \$5.1 million and miscellaneous small adjustments, including \$0.9 million for Sierra Systems/IPAS approved by City Council in December 2012. The year-end forecast as of the close of the second quarter is \$423.0 million, \$7.7 million over the adjusted budget. *Attachment A2* provides details of the adjusted expenditure budget and year-end estimate.

There are only two major variances between the adjusted expenditure budget and forecasted year-end value. The City Administrator's Office is forecasted to have year-end expenditures of \$24.4 million compared to budgeted expenditures of \$25.4 million, a reduction of \$1.0 million. This is due to the delayed assumption by this office of intake responsibilities for the Citizen's Police Review Board (CPRB) from the Police Department.

The only other major forecasted expenditure variance is for the Police Department. The department is forecasted to have year-end GPF expenditures of \$177.7 million compared to budgeted expenditures of \$169.2 million, an increase of \$8.5 million. This is primarily due to overtime costs. It is also partially due to the delay of handing off CPRB intake responsibilities to the City Administrator's Office. The Police Department is forecasted to overspend its overtime budget by \$8.9 million.

Other than the Police Department, City departments have managed expenditures to remain within approved budgets. Departments have been directed to tightly manage expenditures for the remainder of the fiscal year in order to possibly create savings that can be applied to an anticipated budget shortfall for the next two-year budget.

Note that this report, covering revenues and expenditures through the second quarter (December 31, 2012), does not capture a number of supplemental appropriations for expenditures that the City Council has authorized since January 1, 2013. The third quarter report will address these expenditures.

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**ANALYSIS – INTERNAL SERVICE FUNDS**

**Landscaping and Lighting Assessment District Fund (LLAD)**

In the Landscaping and Lighting Assessment District Fund (LLAD, 2310), revenue is forecasted to total \$19.4 million, an increase of \$0.7 million compared to budget. Expenditures are forecasted to total \$18.7 million, a decrease of \$0.3 million compared to budget. The cause of the increased revenue is reduced property tax delinquencies, attributable to economic recovery. The cause of the decreased expenditures is personnel savings in park maintenance due to vacancies.

The higher than expected revenues and lower than expected expenditures are forecasted to create a \$0.6 million surplus at year end, which is expected to reduce the fund’s negative balance from a beginning balance of -\$1.7 million to -\$0.8 million. The LLAD has steadily improved its negative fund balance from approximately -\$6.0 million in FY 2008-09.

*Table 2 - Summary of FY.2011-12 Year-End Revenues and Expenditures*

**LANDSCAPING & LIGHTING ASSESSMENT DISTRICT FUND (2310)**  
 (\$ in millions)

	FY 2012-13 Adjusted Budget	FY 2012-13 Q2 Year-End Forecast
<b>Beginning Fund Balance</b>	(\$1.4)	(\$1.4)
Revenue	\$18.7	\$19.4
Expenditures	\$19.0	\$18.7
<b>Estimated Current Year Surplus/(Shortfall)</b>	<b>(\$0.3)</b>	<b>\$0.6</b>
<b>Estimated Ending Fund Balance</b>	<b>(\$1.7)</b>	<b>(\$0.8)</b>

**Equipment Fund**

The adjusted budget for the Equipment Fund (4100) anticipated \$17.1 million in revenues and expenditures. Revenues are now forecasted to end the year at \$17.4 million, whereas expenditures are forecasted to end the year at \$16.7 million. The increase in revenue is due to the sale of some surplus equipment. The reduction in expenditures is due to savings in personnel due to vacancies.

The higher than budgeted revenues and lower than budgeted expenditures are forecasted to create a \$0.7 million surplus. Of note, the Equipment Fund continues on a ten-year repayment plan to eliminate its negative fund balance by FY 2018-19, and has steadily improved its balance from approximately -\$16.0 million in FY 2007-08. However, the modest operating surplus of

\$0.7 million forecasted for FY 2012-13 is smaller than that needed by the fund to meet its approved repayment schedule this year. This fund is reported on a cash basis.

*Table 3- Summary of FY 2011-12 Year-End Revenues and Expenditures*

**EQUIPMENT FUND (4100) (\$ in millions)**

	FY 2012-13 Adjusted Budget	FY 2012-13 Q2 Year-End Forecast
Gross Beginning Cash Balance	(\$7.8)	(\$7.8)
Revenue	\$17.1	\$17.4
Expenditures	\$17.1	\$16.7
Estimated Current Year Surplus/(Shortfall)	\$0.0	\$0.7
Estimated Ending Cash Balance	(\$7.8)	(\$7.1)

**Facilities Fund**

The adjusted budget for the Facilities Fund (4400) anticipated \$23.2 million in revenues and \$23.6 million in expenditures. Revenues are now projected to end the year at \$23.4 million, whereas expenditures are forecasted to end the year at \$22.0 million. Lower than budgeted expenditures are attributable to personnel vacancy savings.

When accounting for carryforwards, the fund is expected to end the year with a \$1.4 million surplus, which will marginally reduce the fund's negative cash balance from a beginning balance of -\$23.9 million to -\$22.5 million. Of note, the Facilities Fund continues on a ten-year repayment plan to eliminate its negative fund balance by FY 2018-19, and has steadily improved its negative fund balance from approximately -\$31 million in FY 2008-09. Its forecasted FY 2012-13 surplus is enough to meet its approved repayment schedule this year.

*Table 4 - Summary of FY 2011-12 Year-End Revenues and Expenditures*

**FACILITIES FUND (4400) (\$ in millions)**

	FY 2012-13 Adjusted Budget	FY 2012-13 Q2 Year-End Forecast
Gross Beginning Cash Balance	(\$23.9)	(\$23.9)
Revenue	\$23.2	\$23.4
Expenditures	\$23.6	\$22.0
Estimated Current Year Surplus/(Shortfall)	(\$0.4)	\$1.4
Estimated Ending Cash Balance	(\$24.2)	(\$22.5)



### ANALYSIS - OVERTIME

Resolution 81377 C.M.S., of June 2008, requires that the City Administrator submit a semiannual overtime report to the City Council. Below is a discussion of major variances in departments' FY 2012-13 estimated year end overtime spending. The information, along with that in Attachment 3, satisfies the resolution's requirements.

The FY 2012-13 adjusted overtime expenditure budget is approximately \$14.0 million for GPF and \$20.6 million for all funds. As of the end of the second quarter, the City has already expended \$18.2 million GPF and \$22.3 million all funds. At this rate, the City would spend \$35.8 million in GPF and \$44.7 million in all funds by year end.

Almost all of the estimated year end GPF over-expenditure on overtime is due to two departments, the Fire Department and Police Department. The Fire Department budgeted under \$140,000 for GPF overtime. However, as of the end of the second quarter, it has expended over \$6.5 million. At this rate, the department is expected to expend over \$13.0 million by year end. However, based on analysis by the department and budget staff, the over-expenditure on overtime, due to backfilling vacancies, is expected to be offset by savings in other personnel categories, such that the department is expected to end the year on budget overall.

The Police Department's situation is different. Its FY 2012-13 adjusted GPF overtime budget is \$13.7 million. However, as of the end of the second quarter, it had already expended \$11.6 million, and is on track to expend \$22.6 million by year end. Whereas the Fire Department is using overtime to backfill vacancies for which it is achieving salary savings, the Police Department is using overtime to pay for non-discretionary overtime and to increase deployment, which is not offset by salary savings elsewhere. As such, the forecasted over-expenditure of \$8.9 million by the Police Department on overtime is contributing to a forecasted year end over-expenditure on all expenses of \$8.5 million for the department. The City Administrator's Office has directed the Police Department to limit the use of overtime over the remaining two quarters, to reduce the forecasted overage, particularly in light of recently approved contracts with the Alameda County Sheriff's Office and California Highway Patrol that will each provide up to six months of supplemental police staffing to the department. Already, approximately \$1 million in projected overtime has been identified for reduced expenditure.

The only significant non-GPF instance of forecasted over-expenditure on overtime is for the Public Works Agency. The department has a FY 2012-13 adjusted budget of \$1.3 million for overtime, but has already expended \$1.2 million as of the end of the second quarter. At this rate, the department is forecasted to end the year with expenditures of \$2.5 million, \$1.2 million over budget. The higher than budgeted overtime use is attributed to emergency sanitary sewer maintenance and street and sidewalk development.

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**PUBLIC OUTREACH/INTEREST**

Not applicable.

**COORDINATION**

This report was prepared in coordination between the City Administrator's Budget Office, the Controller's Office, the City Attorney's Office, and various other departments.

**COST SUMMARY/IMPLICATIONS**

This report presents unaudited budget information for the General Purpose Fund and other key City funds for the period July 1, 2012 through December 31, 2012.

**SUSTAINABLE OPPORTUNITIES**


***Economic:*** No direct economic opportunities have been identified.

***Environmental:*** No direct environmental impacts have been identified.

***Social Equity:*** No social equity opportunities have been identified.

For questions regarding this report, please contact Donna Hom, Budget Director, City Administrator's Office, at 238-2038.

Respectfully submitted,

  
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DONNA HOM  
Budget Director

Prepared by:  
Andrew Murray, Assistant to the City Administrator

***Attachments:***

- A1***    ***General Purpose Fund Revenues***
- A2***    ***General Purpose Fund Expenditures***
- B***     ***Overtime Analysis***

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**FY 2012-13 REVENUE AND EXPENDITURE ANALYSIS**  
**Through Second Quarter (July 1, 2012 - December 31, 2012)**  
**GENERAL PURPOSE FUND REVENUES (\$ in millions)**

Revenue Category	FY 2012-13 Adjusted Budget	FY 2012-13 Q1 YTD Actuals	FY 2012-13 Q2 YTD Actuals	FY 2012-13 Percent to Date	FY 2012-13 Year-End Estimate	FY 2012-13 Year-End \$ Over / (Under) Adj. Bud.	Explanation of Over / (Under) Collection
PROPERTY TAX	125.17	5.37	62.49	49.9%	139.88	14.52	Increase due to redistribution of Property Tax previously distributed to the Oakland Redevelopment Agency
SALES TAX	43.56	3.83	19.05	43.7%	47.45	3.90	Reflects continued economic growth, especially in transportation and fuel. Consistent with forecast of outside consultants
BUSINESS LICENSE TAX	51.80	1.69	3.36	6.5%	54.50	2.70	
UTILITY CONSUMPTION TAX	50.50	8.34	22.14	43.8%	50.50	0.00	
REAL ESTATE TRANSFER TAX	28.49	3.45	14.36	50.4%	40.08	11.59	Result of a general increase in sales values of transferred properties. 3.73M are due to large transactions not anticipated to reoccur in future years.
TRANSIENT OCCUPANCY TAX	10.86	2.42	5.76	53.0%	11.23	0.36	Rapid growth due to national economic recovery and increased travel, especially business travel. This increase is consistent with other Cities in our region.
PARKING TAX	8.10	1.90	3.41	42.1%	8.35	0.24	Increase due to stronger economic activity and additional parking at the Oakland International Airport due to increased travel. Partially offset by the Coliseum Parking Tax Settlement Agreement.
LICENSES & PERMITS	0.93	0.38	0.82	89.1%	0.93	0.00	
FINES & PENALTIES	25.43	3.53	8.68	34.1%	21.58	(3.85)	The decrease is attributable to
INTEREST INCOME	0.80	0.03	0.12	14.4%	0.80	0.00	
SERVICE CHARGES	43.34	5.34	15.16	35.0%	42.87	(0.47)	Decrease largely due to lower than expected rental income and sales revenue, offset by higher than expected parking meter collections.
GRANTS & SUBSIDIES	0.16	0.00	0.02	11.9%	0.16	0.00	
MISCELLANEOUS	2.73	0.26	(0.09)	-3.4%	0.73	(2.00)	Decrease due to billboard revenue which is not anticipated for collection in the current fiscal year.
INTER-FUND TRANSFERS	3.20	0.12	1.69	52.8%	3.20	0.00	All Transfers from other funds will occur as budgeted
Sub-Total Revenue	\$335.06	\$36.66	\$156.97	39.7%	\$422.06	\$27.00	
TRANSFERS FROM FUND BALANCE	14.23	0.00	0.00	0.0%	0.00	(14.28)	Transfer from Fund Balance not needed based on YE Revenue projections
Total Revenue	\$409.35	\$36.66	\$156.97	39.7%	\$422.06	\$12.71	

**FY 2012-13 REVENUE AND EXPENDITURE ANALYSIS**  
**Through Second Quarter (July 1, 2012 - December 31, 2012)**  
**GENERAL PURPOSE FUND EXPENDITURES (\$ in millions)**

Agency / Department	FY 2012-13 Adjusted Budget	FY 2012-13 Q1 YTD Actuals	FY 2012-13 Q2 YTD Actuals	FY 2012-13 Percent To Date	FY 2012-13 Year-End Estimate	FY 2012-13 Year-End \$ Over / (Under) Adjusted Budget	FY 2012-13 Year-End Over / (Under) as % of Adjusted Budget	Explanation of (Overspending) / Savings
MAYOR	1.32	0.33	0.74	56.3%	1.49	0.17	13.0%	Overspending anticipated due to personnel overages
CITY COUNCIL	3.08	0.74	1.46	47.5%	3.19	0.11	3.6%	The estimated over spending is associated with insufficient leave taking and delayed implementation of reductions
CITY ADMINISTRATOR	25.45	9.54	13.93	54.7%	24.44	(1.01)	(4.0%)	Majority of anticipated savings due to delayed implementation of CPRB intake.
CITY ATTORNEY	4.34	0.84	1.87	43.2%	4.34	0.00	0.0%	
CITY AUDITOR	0.90	0.31	0.65	71.8%	1.37	0.46	51.3%	The estimated over spending is associated with insufficient leave taking and delayed implementation of reductions
CITY CLERK	2.40	0.28	0.69	26.7%	2.22	(0.18)	(7.4%)	Personnel savings expected due to Management Assistant vacancy.
ADMINISTRATIVE SERVICES								The estimated overspending in DIT is due to personnel overages in systems
INFORMATION TECHNOLOGY	6.95	1.70	3.38	48.7%	7.24	0.29	4.2%	database administration. Finance and
FINANCE & MANAGEMENT	6.83	1.17	3.09	45.2%	6.56	(0.27)	(3.9%)	Management personnel savings occurring in the Budget Analysis & Operation unit
HUMAN RESOURCES	3.56	0.71	1.38	38.7%	3.01	(0.55)	(15.5%)	due to vacancies. Anticipated savings due to personnel vacancies
POLICE SERVICES	169.21	42.59	86.09	50.9%	177.71	8.50	5.0%	Deficit primarily due to overtime costs for both sworn and civilians for patrol activities.
FIRE SERVICES	95.53	23.67	46.52	48.7%	95.53	0.00	0.0%	Fire department is anticipated to spend at budget.
LIBRARY SERVICES	9.06	1.94	4.01	44.3%	9.06	0.00	0.0%	Anticipated under spending in personnel due to high vacancy rate.
COMMUNITY SERVICES								
PARKS & RECREATION	12.40	3.83	6.66	53.7%	12.44	0.04	0.3%	Minor overspending in personnel costs
HUMAN SERVICES	5.72	0.90	1.97	34.4%	5.72	0.00	0.0%	Human Services is anticipated to spend at budget.
NEIGHBORHOOD SERVICES	0.24	0.04	0.12	52.6%	0.27	0.03	12.6%	
PUBLIC WORKS	1.33	0.25	0.57	42.7%	1.58	0.25	19.1%	Overspending primarily due to addition of Public Works Supervisor and Overtime due to backlog of broken meters.
COMMUNITY & ECONOMIC DEVELOPMENT		0.00	0.00	0.0%	0.00	0.00	0%	N/A
PLANNING, BUILDING & NEIGHBORHOOD PRESERVATION				0.0%		0.00	0%	N/A
HOUSING & COMMUNITY DEVELOPMENT				0.0%		0.00	0%	N/A
NON-DEPARTMENTAL	65.88	7.58	38.04	57.8%	65.69	(0.19)	(0.3%)	Primarily due to Central Service Overhead recoveries exceeding budget
SUBTOTAL	414.20	96.41	211.19	51.0%	421.87	7.67	1.9%	
CAPITAL IMPROVEMENT PROGRAM	1.18	0.04	0.09	8.0%	1.16	0.00	0.0%	
Total Expenditures	\$415.38	\$96.44	\$211.29	50.9%	\$423.03	\$7.67	1.8%	
*Net of Prior Year Carryforward								

**FY 2012-13 REVENUE AND EXPENDITURE ANALYSIS**  
**Through Second Quarter (July 1, 2012 - December 31, 2012)**
OVERTIME ANALYSIS (in Dollars)GENERAL PURPOSE FUND

Agency / Department	FY 2012-13 Adjusted Budget	FY 2012-13 Q1 YTD Overtime Actuals	FY 2012-13 Q2 YTD Overtime Actuals	FY 2012-13 Percent To Date	FY 2012-13 Year-End Estimate	FY 2012-13 Year-End \$ (Over) / Under Adjusted Budget	FY 2012-13 Year-End (Over) / Under as % of Adjusted Budget	Explanation of Over / (Under) Collection
MAYOR	3,960	0	0	0.0%	0	8,960	100.0%	Mayor's Office not expected to utilize overtime budget.
CITY COUNCIL	0		8	0.0%	16	(16)	0.0%	
CITY ADMINISTRATOR	15,560	10,207	20,005	128.6%	40,010	(24,450)	(157.1%)	Overtime spending due to Parking Meter Collection in Revenue unit
CITY ATTORNEY	(570)	423	972	(170.5%)	1,944	(2,514)	441.1%	
CITY AUDITOR	0		80	0.0%	159	(159)	0.0%	
CITY CLERK	11,570	1,923	4,241	36.7%	8,483	3,087	26.7%	
ADMINISTRATIVE SERVICES				0.0%				
INFORMATION TECHNOLOGY	2,040	23,503	38,479	1586.2%	76,958	(74,918)	(3672.5%)	Overspending anticipated within the areas of Server Maintenance and Desktop Support
FINANCE & MANAGEMENT	61,139	446	446	0.7%	893	60,246	98.5%	Finance is not expected to utilize full overtime budget
HUMAN RESOURCES	26,390	4,138	4,722	17.9%	9,445	16,945	64.2%	HR is not expected to utilize full overtime budget
POLICE SERVICES	13,684,299	5,630,975	11,641,746	85.1%	22,599,603	(8,915,304)	(65.1%)	Historically low levels of sworn staffing leading to higher overtime costs.
FIRE SERVICES	135,990	3,695,594	6,518,055	4793.0%	13,036,111	(12,900,121)	(9486.1%)	Overtime spending offset by savings in personnel costs.
LIBRARY SERVICES	6,260	241	306	4.9%	612	5,648	90.2%	
COMMUNITY SERVICES				0.0%				
PARKS & RECREATION	0	875	1,545	0.0%	3,090	(3,090)	0.0%	
HUMAN SERVICES	0	613	973	0.0%	1,947	(1,947)	0.0%	Overtime spending related to Senior Center activities.
NEIGHBORHOOD SERVICES	0			0.0%		0	0.0%	
PUBLIC WORKS	0	13,402	17,133	0.0%	34,265	(34,265)	0.0%	Overtime spending primarily due to meter repairs.
COMMUNITY & ECONOMIC DEVELOPMENT	0			0.0%		0	0.0%	
PLANNING, BUILDING & NEIGHBORHOOD PRESERVATION	0			0.0%		0	0.0%	
HOUSING & COMMUNITY DEVELOPMENT	0			0.0%		0	0.0%	
NON-DEPARTMENTAL	0			0.0%		0	0.0%	
CAPITAL IMPROVEMENT PROGRAM	0			0.0%		0	0.0%	
<b>TOTAL</b>	<b>\$13,951,638</b>	<b>\$9,382,342</b>	<b>\$18,248,713</b>	<b>130.8%</b>	<b>\$35,813,535</b>	<b>(\$21,861,897)</b>	<b>(156.7%)</b>	

**FY 2012-13 REVENUE AND EXPENDITURE ANALYSIS**  
**Through Second Quarter (July 1, 2012 - December 31, 2012)**
**OVERTIME ANALYSIS (in Dollars)**
**ALL FUNDS**

Agency / Department	FY 2012-13 Adjusted Budget	FY 2012-13 Q1 YTD Overtime Actuals	FY 2012-13 Q2 YTD Overtime Actuals	FY 2012-13 Percent To Date	FY 2012-13 Year-End Estimate	FY 2012-13 Year-End S (Over) / Under Adjusted Budget	FY 2012-13 Year-End (Over) / Under as % of Adjusted Budget	Explanation of Over / (Under) Collection
MAYOR	8,960			0.0%		8,960	100.0%	Mayor's Office not expected to utilize overtime budget.
CITY COUNCIL	0	8	8	0.0%	16	(16)	0.0%	
CITY ADMINISTRATOR	15,850	17,094	37,872	238.9%	75,744	(59,894)	(377.9%)	Overtime spending due to Parking Meter Collection in Revenue and Economic Workforce Development units
CITY ATTORNEY	(570)	423	972	(170.5%)	1,944	(2,514)	441.1%	
CITY AUDITOR	0		80	0.0%	159	(159)	0.0%	
CITY CLERK	11,570	2,404	5,302	45.8%	10,603	967	8.4%	
ADMINISTRATIVE SERVICES								
INFORMATION TECHNOLOGY	10,710	35,386	66,398	620.0%	132,796	(122,086)	(1139.9%)	Overspending anticipated within the areas of Server Maintenance and Desktop Support
FINANCE & MANAGEMENT	64,309	493	650	1.0%	1,300	63,009	98.0%	
HUMAN RESOURCES	26,390	4,138	4,722	17.9%	9,445	16,945	64.2%	
POLICE SERVICES	14,360,889	5,955,218	12,059,032	84.0%	24,118,064	(9,757,175)	(67.9%)	Historically low levels of sworn staffing leadina to higher overtime costs. Overtime spending offset by savings in personnel costs.
FIRE SERVICES	4,463,843	4,784,730	8,671,566	194.3%	17,343,132	(12,879,289)	(288.5%)	
LIBRARY SERVICES	6,260	2,668	3,150	50.3%	6,300	(40)	(0.6%)	
COMMUNITY SERVICES								
PARKS & RECREATION	0	1,158	1,545	0.0%	3,090	(3,090)	0.0%	
HUMAN SERVICES	0	1,461	1,952	0.0%	3,904	(3,904)	0.0%	Overtime spending related to Senior Center activities.
PUBLIC WORKS	1,326,904	589,302	1,246,172	93.9%	2,492,343	(1,165,439)	(87.8%)	Overtime spending related to Sanitary Sewer Maintenance and Streets and Sidewalks developemnt
COMMUNITY & ECONOMIC DEVELOPMENT	0	585	5,861	0.0%	11,722	(11,722)	0.0%	
PLANNING, BUILDING & NEIGHBORHOOD PRESERVATION	307,520	115,286	234,053	76.1%	468,106	(160,586)	(52.2%)	Overtime spending anticipated within the Engineering & Inspections division
HOUSING & COMMUNITY DEVELOPMENT	0	3,380	6,958	0.0%	13,917	(13,917)	0.0%	
NON-DEPARTMENTAL	0			0.0%		0	0.0%	
CAPITAL IMPROVEMENT PROGRAM	0			0.0%		0	0.0%	
<b>TOTAL</b>	<b>\$20,602,635</b>	<b>\$11,513,734</b>	<b>\$22,346,293</b>	<b>108.5%</b>	<b>\$44,692,585</b>	<b>(\$24,089,950)</b>	<b>-116.9%</b>	