



CITY OF OAK PARK

**Carl Johnson, Director
Department of Finance**

Mayor
Marian McClellan
Mayor Pro Tem
Paul Levine
Council Members
Michael M. Seligson
Carolyn Burns
Kiesha Speech
City Manager
Erik Tungate

MEMORANDUM

Date: June 13, 2016

To: Erik Tungate, City Manager

From: Carl Johnson

Re: 3rd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the third quarter ending March 31, 2016 (see attached report for budget-to-actual by department activity for the General Fund only). The third quarter budget amendment approved at the June 6, 2016 council meeting is included in the attached report. Through the third quarter, generally, revenues and expenditures should represent 75% of the annual budget.

GENERAL FUND

REVENUES

Total revenues through the third quarter total approximately \$17.0 million, representing approximately 82% of the annual budget. Overall revenues are on track with budget with the following items of note:

- **Property Tax Revenue** – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2015. As of the end of the first quarter approximately 90% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in June 2016 and final reconciliation will occur during the last quarter. Property tax revenue being paid in the first two months of the fiscal year is the primary reason the overall revenues are at 82% to date.
- **Intergovernmental Revenue (State Revenue Sharing)** – The City receives six bi-monthly payments annually for state-shared revenue. The third quarter report reflects three fiscal 2016 payments as the August 31, 2015 payment by statute is included as part of the June 30, 2015 revenues. The City will receive the remaining three payments on

April 30, June 30 and August 31 (2016) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,309,894.

- The City receives cable franchise fees on a quarterly basis estimated at \$633,228 for the current fiscal year. The third quarter remittances will be received during April 2016. Collections for cable revenue total \$314,790 as of March 31, 2016.
- Fines and forfeiture revenue received from the district court is budgeted for a total of \$1,900,000 of which \$1,518,656 or 79.9% was received through the third quarter. The revenue received is used to offset a portion of the court's operating costs.

EXENDITURES

Total expenditures through the third quarter total approximately \$12.9 million, representing approximately 62% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 75%):

- City Attorneys Department is slightly more than 75% due to the fourth quarter retainer for the labor attorney was actually paid during the third quarter. Overall the budget through three quarters for this department is in line with the budget.
- Recreation Department budgets are running lower than budgeted amounts due to the seasonality of the programs and related costs. The spring programs are just beginning and will be in full force during the last quarter of the fiscal year.
- Non Departmental Department is running lower than budget due to the timing of the annual contributions related to OPEB and the Public Safety Pension System.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 15% of annual expenditures and the annual operating budget is balanced while continuing to address the long-term legacy costs of OPEB and pensions.

GL NUMBER	END BALANCE 06/30/2015 NORM (ABNORM)	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenue						
00.000-NONE	17,494,172.08	17,371,729.00	17,766,162.00	14,219,591.32	3,546,570.68	80.04
17.345-PUBLIC SAFETY	2,722,403.49	3,081,831.00	3,081,831.00	2,811,497.76	270,333.24	91.23
TOTAL Revenues	20,216,575.57	20,453,560.00	20,847,993.00	17,031,089.08	3,816,903.92	81.69
Expenditures						
10.101-COUNCIL AND MAYOR	53,060.76	91,519.00	79,980.00	42,081.92	37,898.08	52.62
11.172-CITY MANAGER	505,486.30	421,273.00	476,997.00	341,275.58	135,721.42	71.55
11.611-COMMUNITY DEVELOPMENT	163,770.26	190,803.00	151,418.00	86,819.91	64,598.09	57.34
12.258-MAGEMENT INFORMTN SERVICE	286,883.93	346,509.00	388,301.00	236,213.90	152,087.10	60.83
13.210-CITY ATTORNEY	243,818.75	233,000.00	293,000.00	221,931.03	71,068.97	75.74
13.229-PROSECUTING ATTORNEY	59,400.00	62,400.00	62,400.00	46,800.00	15,600.00	75.00
14.191-ELECTIONS	363,982.26	225,369.00	255,684.00	149,437.86	106,246.14	58.45
14.215-CITY CLERK	151,493.36	166,071.00	144,186.00	82,418.59	61,767.41	57.16
15.201-FINANCE & ADMIN SERVICES	945,755.04	948,910.00	968,973.00	703,156.33	265,816.67	72.57
16.371-INSPECTIONS	522,732.28	661,889.00	733,534.00	387,250.80	346,283.20	52.79
16.401-TECH & PLANNING ADMIN.	115,959.87	118,650.00	137,681.00	92,433.05	45,247.95	67.14
16.447-ENGINEERING	35,358.69	47,154.00	46,284.00	22,132.70	24,151.30	47.82
16.448-STREET LIGHTING	449,361.64	475,000.00	457,000.00	296,142.89	160,857.11	64.80
16.691-PLANNING	0.00	49,240.00	0.00	0.00	0.00	0.00
17.345-PUBLIC SAFETY	8,431,385.30	8,313,052.00	8,927,759.00	6,348,672.66	2,579,086.34	71.11
18.265-BUILDING MAINTENANCE	500,803.99	618,219.00	618,394.00	292,409.91	325,984.09	47.29
18.441-DPW ADMINISTRATION	9,313.52	12,941.00	14,337.00	9,510.79	4,826.21	66.34
18.443-SHEPHERD PARK	22,582.11	51,651.00	51,729.00	9,038.60	42,690.40	17.47
18.444-OTHER PARKS FORESTRY	42,155.10	61,734.00	71,748.00	30,766.13	40,981.87	42.88
19.752-RECREATION ADMINISTRATION	268,980.76	255,499.00	300,972.00	160,702.76	140,269.24	53.39
19.753-ATHLETICS	61,892.03	57,242.00	59,223.00	11,044.55	48,178.45	18.65
19.754-OUTDOOR ACTIVITIES	34,159.44	97,310.00	77,868.00	22,765.23	55,102.77	29.24
19.755-INSTRUCTIONAL ACTIVITIES	24,240.06	25,000.00	20,000.00	4,605.93	15,394.07	23.03
19.756-SPECIAL RECREATION EVENTS	15,843.90	25,275.00	23,000.00	8,705.02	14,294.98	37.85
19.757-SWIMMING POOL FACILITY	76,699.02	89,716.00	78,451.00	41,958.50	36,492.50	53.48
19.776-SENIOR SERVICES	88,586.85	95,646.00	112,434.00	80,161.56	32,272.44	71.30
21.890-NON DEPARTMENTAL	6,058,571.36	7,364,243.00	6,132,453.00	3,032,962.44	3,099,490.56	49.46
22.806-PUBLIC INFORMATION CABLE	160,260.79	151,041.00	164,187.00	100,390.27	63,796.73	61.14
TOTAL Expenditures	19,692,537.37	21,256,356.00	20,847,993.00	12,861,788.91	7,986,204.09	61.69
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	20,216,575.57	20,453,560.00	20,847,993.00	17,031,089.08	3,816,903.92	81.69
TOTAL EXPENDITURES	19,692,537.37	21,256,356.00	20,847,993.00	12,861,788.91	7,986,204.09	61.69
NET OF REVENUES & EXPENDITURES	524,038.20	(802,796.00)	0.00	4,169,300.17	(4,169,300.17)	100.00