

BUDGET AND FINANCE ADVISORY COMMITTEE

FY2016-17 BUDGET GUIDANCE RECOMMENDATIONS

PRESENTED TO OPA BOARD OF DIRECTORS, SEPTEMBER 16, 2015

1. FTE expense...review staffing by department for appropriateness of FTE's and salaries. Use government statistics for comparison. Recommend the dollars be budgeted to have an outside study performed for this comparison. Use this study to also determine the range of increases by department/position.
2. Recommend that the Human Resources Specialist and Information Technology positions be filled as soon as possible. This can be accomplished either with actual staff or by engaging an appropriate consulting firm.
3. To obtain the best price and service, consolidate under contract with vendor when purchasing the same service or item across departments.
4. Recommend "membership" fee for non-residents while maintaining the activity fee differential in order to decrease the net subsidy for parks and recreation.
5. For presentation and analysis purposes,

Develop and utilize a top down budget report which presents the major budget changes budget to projected actual with prior budget included. This should include assessment impact. Budget report should include comparison by department and natural class line item across organization.

Any departmental level revenue or expense increase or decrease of 15% or \$50,000 (whichever is greater) year over year requires justification.

Relevant, objective performance metrics should be used in documenting expenses and revenues.

6. Capital budget should be presented separate from operating budget and be structured in a rolling, multiyear format which includes budgeted but unexpended capital items from prior year(s). Requests for new or replacement capital expenditures should include dollars and rationale. Recommend increasing capital threshold to \$2,000.