

April 29, 2011

To: Todd Steinbrink, Chairman
Financial Planning Committee of City Council

From: Cheryl A. Hilvert, City Manager

Subject: Financial Planning Committee Meeting of May 2, 2011

As a reminder, the Financial Planning Committee is scheduled to meet on Monday, May 2 at 8:30 AM in City Hall. (Please note the change in time for this meeting.) The agenda for this meeting is as follows:

1. 2011 April Earnings Tax Report – The Earnings Tax Report for the first four months of 2011 will be presented at the meeting for the Committee's review and discussion. Staff will be prepared to answer any questions on this report at Monday's meeting.
2. Update from Board of Tax Review – Staff would like to give a progress report to update the Committee concerning the goals of the Board of Tax Review that were reported by the Chair of the Board at the Council update.
3. 2011 First Half Real Estate and Estate Tax Settlement – The first half real estate settlement from the County Auditor has been paid to the City. A schedule has been prepared for your information which compares 1st half collections for the years 2009, 2010 and 2011. Staff will be prepared to answer any questions on this report at Monday's meeting, discuss the impact of the State's acceleration of eliminating the tangible personal property reimbursement and the expected reduction in the City's assessed valuation which will impact property tax collections in 2012. In addition, the City received its 1st half estate tax settlement in the amount of \$533,081.86.
4. 2012 Budget Timetable – The Finance Department is beginning to prepare for the 2012 budget. A tentative calendar for the budget process has been prepared and staff will share the information with the Committee at Monday's meeting.
5. Restructuring of the Finance Department – The staff would like to discuss with the Committee the proposed changes in the organizational structure of the Finance Department with the retirement of Becki Wellbrock.

Also attached are the minutes from the April 4, 2011 meeting of your Committee for review and approval at Monday's meeting.

Should you have questions or concerns regarding the above agenda items, or have additional items to be discussed at the meeting, please do not hesitate to contact me.

c: Financial Planning Committee Members (2)
Mayor and City Council Members (3)
James Hanson, Finance Director
Wayne Davis, Assistant City Manager
Susan Hamm, Administrative Coordinator
File

First Half Property Settlement
Net Collections

		2009	2010	Difference	%	2011	Difference	%
	Mills	Collections	Collections			Collections		
General Fund	4.50	1,037,791	1,021,706	(16,085)	-1.55%	1,075,931	54,225	5.31%
Fire/EMS Levy	5.55	848,317	837,411	(10,906)	-1.29%	884,162	46,751	5.58%
Special Assessments		131,150	134,042	2,892	2.21%	125,318	(8,724)	-6.51%
TIFs		294,256	742,343	448,087	152.28%	743,919	1,576	0.21%
TOTAL	10.05	2,311,514	2,735,502	423,988	18.34%	2,829,330	93,828	3.43%

First Half Estate Settlement


First Half Estate Tax		1,493,314	493,825	(999,489)	-66.93%	533,082	86,680	17.55%
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Tentative 2012 Budget Calendar

May 13	Budgets available on intranet for department heads and commissions
May 16	Budget software refresher training (10:00 a.m. to 11:00 a.m.) in the Council Chambers
May 31	Salary and benefit cost will be completed and updated in all applicable departments
Prior to June 10	Publish Public Hearing notice of 2012 Tax Budget Hearing
June 22	Public hearing on 2012 tax budget
June 24	Deadline for submission of budget requests by staff, task teams, and commissions
July 6	Adoption of 2012 tax budget
August 1 to August 5	Budget reviews with each department by Finance staff
August 8 to 12	Review of budget submissions with staff by City Manager and Finance Director
September 6	Financial Planning Committee for submission of draft budget and capital improvement program
September 7	Schedule City Council budget review sessions at council business session
September 21	Submission of legislation to request 2012 budget appropriation ordinance for first reading and other changes, if any, requiring an ordinance
October 5	First Reading of 2012 Budget Passage of Resolution certifying tax rates and collections for calendar year 2011 Hamilton County Budget Commission. Submission of legislation to certify the Hamilton County Budget Commission's tax rates and collections for calendar year 2011. Required to be filed with the County Auditor in early October. Second Reading on November 2 nd Third Reading on December 7 th
December 7	City Council adoption of 2012 budget and all accompanying legislation
December 14	Submission of clean-up legislation for 2011 budget

April 28, 2011

TO: Cheryl A. Hilvert, City Manager

FROM: James A. Hanson, Finance Director 

SUBJECT: Restructuring of the Finance Department

Request

Re-title the position of Assistant Director of Finance to the Assistant Director of Finance/Tax Commissioner.

Financial Impact

The proposed changes will reduce personnel costs \$76,864 which include benefits,

Background

The position of Assistant Director of Finance when established as a full-time position in 2008 was structured as part of the succession plan to assume the combined duties of Assistant Finance Director and Tax Commissioner. With the recent announcement of Ms. Becki Wellbrock retiring effective July 1, 2011, I request that Ms. Natasha Dempsey's position be changed to Assistant Director of Finance/Tax Commissioner. In addition, I would request that the part-time Finance Specialist position currently held by Ms. Sharon Savitt be elevated to a full-time position. The proposed changes would effectively save the City \$76,864 in personnel costs as shown below:

Eliminated	Tax Commissioner	(94,927.97)
Current	Asst Director of Finance	(102,571.92)
Proposed	Asst Dir Finance/Tax Com	109,155.41
Current	PT Finance Specialist	(60,702.74)
Proposed	FT Finance Specialist	72,182.60
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Cost Savings		(76,864.63)

Staff Recommendation

It is requested that re-titling of the position of Assistant Director of Finance to the Assistant Director of Finance/Tax Commissioner be completed effective July 1, 2011 in to be compliant with Section 44.08 of the City's Codified Ordinances which specify the duties of the Tax Commissioner.

If there are any questions or if additional information is required please do not hesitate to contact me.