



Wauwatosa, WI

Financial Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, February 11, 2025

7:30 PM

Committee Room #1 and Zoom:
<https://servetosa.zoom.us/j/81144274572>,
Meeting ID: 811 4427 4572

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

FINANCIAL AFFAIRS COMMITTEE ITEMS

1. Consideration of request by the Communications Division to enter into a two-year contract with Social Pinpoint to provide an online community engagement platform [25-0221](#)
2. Consideration of approval of the use of Hart Park Senior Center restricted funds for additional Muellner Building furnishings in an amount not to exceed \$15,000 [25-0219](#)
3. Consideration of 2024 Operating Budget carryovers [25-0217](#)
4. Consideration of Amendment to the Burleigh Triangle Phase 2 Term Sheet and TID #7 Budget Amendment [25-0160](#)
5. Presentation of quarterly forecasting template for feedback [25-0158](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Staff Report

File #: 25-0221

Agenda Date: 2/11/2025

Agenda #: 1.

Consideration of request by the Communications Division to enter into a two-year contract with Social Pinpoint to provide an online community engagement platform

Submitted by:

Eva Ennamorato

Department

Communications

A. Issue

Social Pinpoint, an online community engagement platform, is an existing service we have provided to the community for two years. This item is before you tonight because all multi-year contracts require Common Council approval. We're asking the committee to consider a two-year contract with Social Pinpoint. We currently have an annual contract with Social Pinpoint, and choosing a two-year contract would provide us some savings.

B. Background/Options

We have an existing annual contract with Social Pinpoint. We'd like to continue to use the tool. Various departments have collaborated with Communications to launch webpages about significant city projects to collect feedback via Social Pinpoint. Recent examples include:

- North Avenue future construction. We asked people for feedback on different street designs. Their participation gave engineers more comments and insight into the planning of the street design.
- Street Safety Input map. This is an online map where people can log experiences on streets across Wauwatosa, including near misses or suggestions for traffic calming. We're using this feedback in upcoming traffic safety trials or where we might put traffic calming devices.
- Development map. We update the progress of various development proposals across the city. People can see a basic project description, photo/rendering, and upcoming meetings.

C. Strategic Plan (Area of Focus)

This project could overlap many areas of our strategic plan, including transportation, safe community, healthy community, public spaces, and well-maintained infrastructure.

D. Fiscal Impact

Staff recommends a two-year contract with Social Pinpoint. The one-year subscription is already budgeted for 2025. A two-year contract will allow us to budget for the actual cost in 2026 instead of an estimate.

- 2-Year Subscription: Commit to two years with a 5% uplift each year, totaling \$6,497 for the first year and \$6,822 for the second year.

E. Recommendation

Staff recommends approving the two-year contract with Social Pinpoint.

SPP Renewal – City of Wauwatosa – Starter – 2025

City of Wauwatosa

7725 West North Avenue
 Milwaukee, WI 53213
 United States

Quote created: February 6, 2025

Quote expires: March 8, 2025

Quote created by: Woo Ree

Customer Success

wooree.cho@socialpinpoint.com

Eva Ennamorato

eennamorato@wauwatosa.net
 4144798916

Products & Services

Item & Description	Quantity	Unit Price	Total
Social Pinpoint - Starter License - 2 Year	1	\$6,497.00 / year	\$6,497.00 / year
Total \$13,319 Billed Annually			for 2 years
Year 1: \$6497			
Year 2: \$6822			
Annual subtotal			\$6,497.00
Total			\$6,497.00

Purchase terms

By completing this quote you are agreeing with our [Terms and Conditions](#). If you have any questions or hesitations, please reach out to us.

Signature

Signature

Date

Printed name

Questions? Contact me



Woo Ree Cho
Customer Success
wooree.cho@socialpinpoint.com



Staff Report

File #: 25-0219

Agenda Date: 2/11/2025

Agenda #: 2.

Consideration of approval of the use of Hart Park Senior Center restricted funds for additional Muellner Building furnishings in an amount not to exceed \$15,000

Submitted by:

John Ruggini

Department:

Finance

A. Issue

The Senior Center has requested additional furnishings not part of the Muellner Building remodel project to enhance the senior center space. Staff recommend use of funds restricted for the Hart Park Senior Center.

B. Background/Options

The Hart Park Senior Center requested additional furnishing to enhance the use of the Senior Center following the Muellner Building remodel. There are not sufficient funds in the project budget so funds are being requested from the restricted fund for Hart Park Senior Center. This fund has a balance of approximately \$92,000.

The additional furnishings in the Muellner Building that will support senior center activities include additional tables requested by the senior center for the Parkview Room (estimated \$3,000), a new volunteer desk (estimated \$1,300), coat racks (\$500), waste bins (estimated \$5,000), and new TV's and wall mounts (estimated \$3,000).

Given these are estimated figures, Staff request \$15,000 in total.

C. Strategic Plan (Area of Focus)

Quality of Life

D. Fiscal Impact

This would reduce the Hart Park Senior Center restricted fund from \$92,736 to approximately \$77,700

E. Recommendation

Approve use of up to \$15,000 from the Hart Park Senior Center restricted fund.



Staff Report

File #: 25-0217

Agenda Date: 2/11/2025

Agenda #: 3.

Consideration of 2024 Operating Budget carryovers

Submitted by:

John Ruggini

Department:

Finance

A. Issue

Carryover requests represent one of the final annual budgetary processes as unused but committed funds are transferred from the 2024 Budget to the 2025 Budget. As these funds would have alternatively positively impacted the end of the year surplus/deficit, approval of a carryover requests represents an important decision.

B. Background/Options

A carryover is a budgetary mechanism by which spending authority is transferred from one fiscal year to the next. This is most often necessary where a project budgeted for in one fiscal year (2024) is not completed so that remaining committed but unspent funds associated with the project are transferred to the following fiscal year (2025). This is accomplished by amending the 2025 expenditure budget to reflect approved carryovers. For the General Fund, in order to maintain a balanced budget, the unspent 2024 funds that are carried over are deposited in the fund balance as an "assigned" fund balance and reflected as a revenue in the subsequent year's budget. As a result, carryovers can have an impact on the unassigned fund balance if a greater amount is carried over as compared to the prior fiscal year as funds are then shifted from the unassigned to the assigned fund balance, all other things being equal.

Departments submitted carryover requests in early January. Following Finance Department review, final recommendations are presented below by fund and in detail in Attachment A. Funds that were already encumbered on a purchase order or are designated as non-lapsing in the budget resolution are automatically approved for carryover and not included in these charts.

Recommended Carryover Amounts by Fund

Fund	Fund	Requested
10	General	\$ 510,788
12	Capital	\$ -
13	CDBG	\$ -
16	Health/Life	\$ -
24	IT	\$ 93,200
31	CDA	\$ -
32	Tourism	\$ -
34	Parks	\$ 78,225
36	TIF	\$ -
38	ARPA	\$ -
50	Water	\$ 279,831
51	Storm	\$ 1,000,000
52	Sanitary	\$ 428,440
Total		2,390,484

The General Fund carryover is \$73,088 more than the amount carried over last year. As a result, the unassigned fund balance would decrease by this difference if that were the only change as more funds are needed to be set aside for subsequent year expenditures.

The attached tables describe each carryover. Year-end forecasts assumed funds for projects already in progress would be spent by year-end. Therefore, approving these carryovers does not worsen the forecast. Denying the carryover would only create an unbudgeted 2025 expense in the cases where a project is already begun and the City has a contractual commitment.

However, carryovers for uncommitted funds do have the effect of reducing the eventual year-end surplus. Staff consider these carryovers carefully and only recommend those that have a beneficial impact on City operations or services.

C. Strategic Plan (Area of Focus)

NA

D. Fiscal Impact

See discussion above.

E. Recommendation

I recommend that 2025 Budget be amended to reflect the carryovers as presented in Attachment A. These figures are intended to be not-to-exceed amounts and may change as final 2024 bills are paid and are contingent

upon year-end results.

2024 Carryovers for 2025 Budget

FUND	Department	Recommended Amount	Reason	Finance Comment
10	Mayor	\$5,000.00	State of the City event, videography	
10	Mayor	\$4,000.00	State of the City event, videography	
10	Mayor	\$1,000.00	State of the City event, videography	
10	Mayor	\$2,200.00	State of the City event, videography	
10	Common Council	\$2,000.00	State of the City event, videography	
10	Common Council	\$1,000.00	State of the City event, videography	
10	Common Council	\$1,500.00	State of the City event, videography	
10	Human Resources	\$1,900.00	we funded a large police staffing	
10	Human Resources	\$1,800.00	Funding large police staffing	
10	Human Resources	\$7,500.00	Funding large police staffing	
10	Human Resources	\$3,000.00	Funding large police staffing	
10	Human Resources	\$3,500.00	We have continuing fees from Fire labor negotiations	
10	Assessor	\$0.00	Carryover to consulting services for contracted appraisal	Insufficient funds
10	Assessor	\$5,750.00	Postage carryover for revaluation	
10	Assessor	\$250.00	Carryover to 2025 postage for revaluation	
10	Assessor	\$1,000.00	Carryover to 2025 postage for revaluation	
10	Police	\$5,000.00	New MOU for City of Waukesha CEFU Lab not signed until January 2025	
10	Police	\$144.00	Fund transfer for Hart Park Lane parking permit sales completed in December 2024, but funds were not able to be expended for administrative expenses in the short period of time.	
10	Police	\$6,878.00	Equipping/outfitting for 3 newly assigned motor officers on backorder/not received from 2024.	
10	Police	\$6,600.00	Additional DOJ training funds were received in December 2024 and were not able to be expended for training in the short period of time.	
10		-\$6,600.00	Need JE to defer revenue and increase 2025 revenue budget	
10	Police	\$5,008.00	Multiple 2024 courses were postponed until 2025 due to vendor cancellations.	
10	Police	\$2,388.00	Instructor polos ordered in 2024, but not received until January 2025.	
10	Police	\$24,750.00	1/2 of funding for Certa Study inadvertently left out of budget	
10	Police Reserves	\$350.00	Reserve Officer outfitting equipment ordered in November 2024, but will not be received until 2025.	
10	Police Reserves	\$1,485.00	Miscellaneous Reserve equipment ordered in Novemeber 2024, but will not be received until 2025.	
10	Fire	\$4,000.00	We would like to purchase new refrigerators for the stations.	
10	Fire	\$6,689.46	We would like to carry over the P-card rebate money from 2024 to purchase standup desks for the staff and/or a shared treadmill desk.	

2024 Carryovers for 2025 Budget

FUND	Department	Recommended Amount	Reason	Finance Comment
10	Fire	\$6,761.80	Should be revolving account - Emergency Management	
10	Public Works Operat	\$9,500.00	These funds will be utilized to fund various Engineering Division staff's attendance at the National Association of City Transportation Officials conference in 2025. This conference provides critical continuing education for our Engineering staff that deals with the City's transportation needs.	
10	Roadway Maintenanc	\$6,000.00	Purchasing motors for the brine maker and outdoor chloride tank. Current motors are obsolete and this better motor is a mag drive pump which means that there is no mechanical seal and should withstand the issue with the crystallization of the brine.	
10	Roadway Maintenanc	\$167,000.00	Carry over funds to use towards increased sealcoat/crackfill expenses	
10	Traffic Control	\$5,000.00	Purchase of sign brackets (inventory depleted by last Neighborhood Association request) and cost to paint brackets.	
10	Traffic Control	\$1,500.00	Additional funds needed to repair North Ave flags	
10	Traffic Control	\$1,500.00	Additional funds needed to repair North Ave flags	
10	Traffic Control	\$3,600.00	Pay for damagaed radar signs at Honey Creek Parkway and Wisconsin Ave	
10	Traffic Control	\$7,600.00	Carry over funds to use towards increased pavement marking expenses.	
10	Eletrical	\$5,000.00	Concrete and aluminum light poles (Traditional Lighting) for deteriorated/replacement poles. Carry over amount based upon last order (2023)	
10	Eletrical	\$3,621.25	5 Lumen Pulse LED bridge sign lights and replacement parts from TAPCO	
10	Eletrical	\$11,800.00	Concrete and aluminum light poles (Traditional Lighting) for deteriorated/replacement poles. Carry over amount based upon last order (2023)	
10	Solid Waste	\$8,000.00	Purchase of 96 Gallon carts (approx \$85/ea with shipping). Quote provided by Toter.	
10	Solid Waste	\$5,000.00	Purchase of 96 Gallon carts (approx \$85/ea with shipping). Quote provided by Toter.	
10	Forestry	\$27,000.00	Carry over balance of small cell revenue not utilized in 2024. Funds to be used in 2025 towards completion of cityscape/beautifucation proejects.	
10	Police Station	\$0.00	During the last PM cycle some preventitve work was recommended of the emergency generator. The work was approved and parts were ordered but the work was not able to be completd until late December and has yet to be invoiced	Work completed in 2024 so accrual needed, not carryover
10	Police Station	\$6,400.00	The building management software that runs the HVAC systems for the building has come due for an update. The work has been approved but not completed or invoiced.	
10	Building	\$60,112.00	Dual-fill Building inspector. Assume March 1 start	
10	Building	\$20,200.00	Dual-fill Building inspector. Assume March 1 start	

2024 Carryovers for 2025 Budget

FUND	Department	Recommended Amount	Reason	Finance Comment
10	Building	\$100.00	Dual-fill Building inspector. Assume March 1 start	
10	Building	\$4,600.00	Dual-fill Building inspector. Assume March 1 start	
10	Engineering	\$3,500.00	Professional license's required continuing education has been deferred due to staff workload. We will have a new FTE in 2025	
10	Engineering	\$3,500.00	Purchase folding machine capable of folding multiple pages at a time to significantly increase staff efficiency. Existing City Clerk machine can not fold multiple plages at once	
10	Engineering	\$10,000.00	Need to replace the 17 year old large scale color plotter. Maintenance costs are increasing and plotter has exceeded its useful life.	
10	Engineering	\$1,000.00	Memberships lapsed, we had several new FTE's in 2024 and a new FTE in 2025.	
10	Engineering	\$7,000.00	Mass mailings regarding sewer laterals not sent out last year due to staffing and workload constraints.	
10	Engineering	\$600.00	Purchase remaining office furniture for new City Engineer	
10	Engineering	\$25,000.00	Contingency funding for non-capital consultant assistance	
10	Engineering	\$1,800.00	Additional consulting services	
FUND 10 TOTAL:		\$510,787.51		
24	Information Services	\$43,200.00	Purchase replacement CradlePoints for Police and Fire	
24	Information Services	\$50,000.00	Office 365 Pilot Program	
FUND 24 TOTAL:		\$93,200.00		
26	PW Bldg	\$0.00	During the PM service in December it was determined that the elevator needed a significant repair. The work has been completed, but not invoiced.	Work completed in 2024 so accrual needed, not carryover
26	PW Bldg	\$0.00	During the PM service in December it was determined that the elevator needed a significant repair. The work has been completed, but not invoiced.	Work completed in 2024 so accrual needed, not carryover
FUND 26 TOTAL:		\$0.00		
34	Facilities	\$2,800.00	Not all lighting in the Muellner Building was able to be updated in the remodel project. These funds will be used to replace these fixtures	
34	Parks	\$11,000.00	New discus cage needed at Hart Park. Total for new cage and installation is \$13,090 (including discount)	
34	Parks	\$2,090.00	New discus cage needed at Hart Park. Total for new cage and installation is \$13,090 (including discount)	
34	Parks	\$62,335.00	Park Open Space Plan project to continue in 2025.	
FUND 34 TOTAL:		\$78,225.00		

2024 Carryovers for 2025 Budget

FUND	Department	Recommended Amount	Reason	Finance Comment
50	Water	\$15,955.00	Need to have meters that were planned to be tested in 2024 completed in 2025; in addition to the 2025 meters being tested	
50	Water	\$174,000.00	Carryover any & all remaining funds for lead lines	
50	Water	\$876.00	Carryover any & all remaining funds for lead lines	
50	Water	\$20,000.00	Use for mainbreaks	
50	Water	\$69,000.00	Carryover any & all remaining funds for mainbreaks	
FUND 50 TOTAL:		\$279,831.00		
51	Sanitary	\$180,000.00	Sanitary sewer televising for Schoonmaker Creek watershed in East Tosa	
51	Sanitary	\$500,000.00	Dye-testing for efficacy of grouting on different lateral lengths.	
51	Sanitary	\$250,000.00	Carry over funds to create larger contract for manhole rehab program in 2025.	
51	Sanitary	\$70,000.00	Carry over funds for payment on gate valve on sanitary main.	
FUND 51 TOTAL:		\$1,000,000.00		
52	Storm	\$130,000.00	Storm sewer televising for Schoonmaker Creek watershed in East Tosa	
52	Storm	\$144,440.00	Carry for unforeseen televising needed outside the what the sewer truck can accommodate.	
52	Storm	\$154,000.00	Carry over funds to create larger contract for for collapse repair in 2025.	
FUND 52 TOTAL:		\$428,440.00		



Staff Report

File #: 25-0160

Agenda Date: 2/11/2025

Agenda #: 4.

Consideration of Amendment to the Burleigh Triangle Phase 2 Term Sheet and TID #7 Budget Amendment

Submitted by:

John Ruggini

Department:

Finance

A. Issue

Due to rising interest rates and flat rents, the developer of the Burleigh Phase 2 project (Whole Foods complex) in Tax Increment District 7 is out of agreement with their bank for the loan outstanding for this phase and is requesting advance payment for an obligation the City has.

B. Background/Options

In 2015 the City and HSA agreed to terms for the development of the Whole Foods retail building which currently also includes Home Goods, Bob’s Discount Furniture and Verlo Mattress. This phase was successfully constructed and is currently 100% occupied. The Developer has outstanding debt with a private bank from this development that financed infrastructure improvements expected to be reimbursed sometime in the future, as outlined below. However, rising interest rates and flat rents have caused the Developer’s debt coverage ratio (annual lease payments divided by annual debt service) to fall below the bank’s required 1.25 coverage ratio. Technically, the HSA partnership, Burleigh 45, LLC is in default although the Bank has not taken any action at this point.

The phase three term sheet for the construction of the Synergy residential project agreed to in 2016 included terms to reimburse HSA for \$2,320,000 in infrastructure costs incurred in Phase 2. However, as there was not sufficient cash flow in Tax Increment 7 at the time, this amount was agreed to be reimbursed in the future at an amount of \$3,100 per housing unit for a maximum of \$2,320,000. An additional \$500 per unit was added to this incentive for a maximum of \$369,400. The chart below depicts the agreement.

	<u>Per Unit</u>	<u>Total</u>	
Maximum "Additional Future Development Incentive"	3,600	2,689,400	
Includes:			
Phase II Utility & Public Amenities (Installed in 2017, Unfunded 84,000)		748	2,320,000
<u>Additional Incentive</u>	<u>500</u>	<u>739</u>	<u>369,400</u>
	3600		2,689,400 Maximum Incer

Over the past month, City staff have worked with an external financial consultant to review the loan documents and Burleigh 45, LLC financial statements and have verified the facts as presented by HSA. We also have negotiated a proposed solution.

I recommend we convert this development incentive into a straight reimbursement of \$2,320,000 to be provided to the bank in March. As a reimbursement of previously incurred costs, the “Additional Incentive” of \$369,400 would then be eliminated and not owed to HSA since it is not linked to a prior expense. Furthermore, HSA has offered that any interest cost the City may incur as a result of borrowing for all or a portion of the \$2,320,000 can be credited against any accrued interest of the outstanding loan the City has with HSA for the purchase of the Shoeneck warehouse that was demolished to make way for the Wingspan, MSP and other future developments.

I think it is important to answer directly the question that the public will have about why the City should assist a private developer with their private loan. These were my considerations:

1. Term sheets are both legal obligations and declarations of partnership. If a Development partner will suffer financial hardships that are results of economic forces they cannot control and could threaten their ability to execute current or projects within the City, it is in the City’s interest to get involved. This was the case when the City provided a forgivable loan during COVID to the Renaissance Hotel developer.
2. The \$2,320,000 was in effect a zero-interest loan provided by the Developer to the Tax Increment District for infrastructure necessary for future phases. They are not receiving any funds not owed to them.
3. The Developer has a track-record of following the Master Plan for the site and executing high-quality projects. Private market forces and demonstrated good faith to execute the master plan provide sufficient incentive for the developer so I believe that eliminating the incentive structure has no impact on future development occurring.
4. The Developer also provided the City favorable loan terms for the purchase of the Schoeneck warehouse (3.0% interest that is payable along with a single principal payment in 2032) that allowed Wingspan and MSP projects to move forward.
5. The Tax Increment District will be in a stronger financial position by executing this agreement as it will reduce future obligations by \$369,400 even when considering forgone interest earnings.
6. The Developer has navigated some of the most difficult economic challenges to the retail sector including the COVID pandemic and competition from online retailers without needing any City financial support or term sheet adjustments.
7. This is a unique situation that does not create a precedent or obligation for the City to assist other Developers that experience financial challenges.

Based on these considerations, I’m confident providing this payment is both the prudent and right thing to do.

C. Strategic Plan (Area of Focus)

Economic Development & Financial Resilience

D. Fiscal Impact

Issuing a payment of \$2,320,000 to the Burleigh 45, LLC Developer will reduce cash in the Tax Increment District fund resulting in lost investment earnings. Assuming that this amount would have been paid to the Developer upon the completion of the Wingspan project in 2028, this is estimated to be \$243,600. This is offset by eliminating a \$369,400 payment and by any interest credit in the event funds are borrowed.

E. Recommendation

I recommend amending the TIF 7 Phase 3 Term Sheet as attached and increasing the TIF 7 budget by \$2,320,000.



Staff Report

File #: 25-0158

Agenda Date: 2/11/2025

Agenda #: 5.

Presentation of quarterly forecasting template for feedback

Submitted by:

John Ruggini

Department:

Finance Department

A. Issue

Prior to 2020, the Finance Department produced a quarterly financial report projecting actuals and budget variances based on year-to-date financial information. We would like to restart this process in 2025 and receive feedback on the report content.

B. Background/Options

Due to the COVID-19 pandemic and the financial system implementation, the Finance Department stopped preparing quarterly budget to actual reports. They were not restarted due to the cumbersome process required. This is a current weakness in our financial reporting as these reports serve as an early-warning system for staff and elected officials of potential year-end budget issues. We spent 2024 reconfiguring our Municast forecasting system to simplify this reporting and plan on restarting the reporting in 2025. Our goal is to produce the report 45 days after the close of the quarter. So the first quarter report would be presented to the Financial Affairs Committee at their May 6th meeting for the quarter that closes March 31.

Prior to producing the first report staff would like to receive feedback on the graphs and charts we intend to use. We plan to report on approximately 12 revenue categories and 8 expenditure categories with the ability to drill down into further detail. The categories are shown below with some of the drill-down capability displayed.

There are over 3,000 accounts contained within these 20 categories. Each account has been assigned one of three forecasting methodologies:

1. Assume budget
2. Assume a final actual based on the average spending/earning pattern of the prior 2 years.
 - a. Example: If in the prior 2 years, we earned 80% of the final amount by Oct. 1 and this year, we've earned \$100,000 by Oct. 1 then we would assume we would earn \$125,000. (i.e. $\$100,000/.8$)
3. Pro-rated Budget.
 - a. Assume actuals to date and then assume the remaining months by pro-rating the budget either straight line (dividing the budget by 12) or based on historical spending.

- 2-EXPENDITURES
 - 01-WAGES
 - 01A-REGULAR PAY-POLICE SWORN
 - 01B-REGULAR PAY-FIRE SWORN
 - 01C-REGULAR PAY-GENERAL
 - 02A-OVERTIME-POLICE SWORN
 - 02B-OVERTIME-FIRE SWORN
 - 02C-OVERTIME-GENERAL
 - 02-BENEFITS
 - 03-OPERATING EXPENDITURES
 - 04-UTILITIES
 - 05-OTHER EXPENSES
 - 08-INTER-DEPT CHARGES
 - 09-CAPITAL IMPROVEMENTS
 - 12-INTER-FUND TRANSFERS

- 1-REVENUES
 - 01-TAXES
 - 02-STATE SHARED TAXES
 - 03-LICENSES AND PERMITS
 - 04-FEES
 - 05-LAW AND ORDINANCE VIOLATIONS
 - 07-FEDERAL AND STATE GRANTS
 - 08-LOCAL INTERGOVT REVENUE
 - 09-INTEREST
 - 10-MISC REVENUES
 - 11-INTER-DEPT REVENUE
 - 12-BOND PROCEEDS
 - 13-INTER-FUND TRANSFERS

A stop-light analysis is shown with a positive variance receiving a green light; a negative variance up to 10% would be orange and any variance below negative 10% would be red. In addition, period over period trends would be indicated with an arrow as shown below using 2024 data through October. The legend for the year-over-year trend arrows is also shown below.

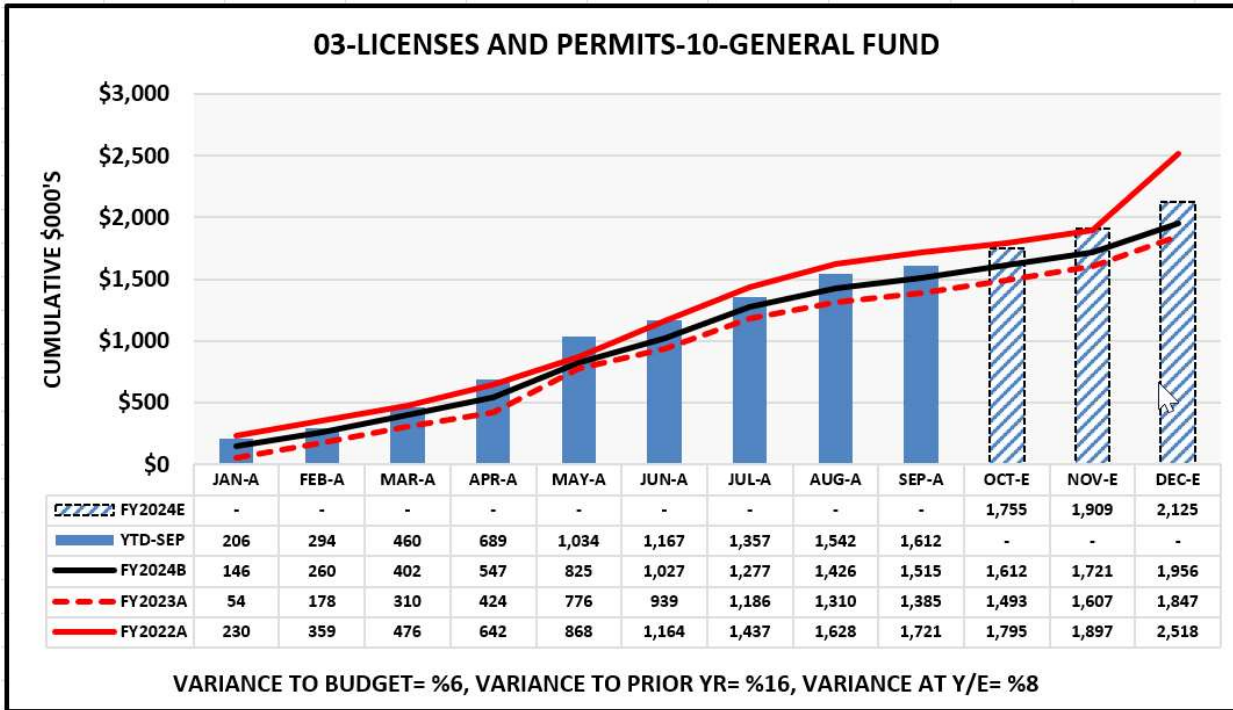
Row Labels	2023YTD	2024YTD	2024BA	2024 EST	Sum of Variance	Sum of % Va	Year over Year Trend	Prior YTD Variance
1-REVENUES	67,967,735	70,169,694	76,923,348	81,616,458	4,693,110	6.1%	→	2,201,959
01-TAXES	51,558,964	53,003,824	54,030,272	54,108,058	77,786	0.1%	→	1,444,859
02-STATE SHARED TAXES	4,604,468	4,421,281	6,676,816	6,700,816	24,000	0.4%	→	(183,188)
03-LICENSES AND PERMITS	1,385,262	1,612,142	1,800,600	2,124,608	324,008	18.0%	↕	226,879
04-FEES	1,937,178	3,238,140	4,512,934	4,213,484	(299,450)	-6.6%	↑	1,300,961
05-LAW AND ORDINANCE VIOLATIONS	586,659	708,198	1,128,500	916,448	(212,052)	-18.8%	↕	121,539
17-COURT PENALTIES	258,518	245,898	481,000	305,398	(175,602)	-36.5%	→	(12,619)
18-PARKING VIOLATIONS	266,941	388,770	542,500	511,270	(31,230)	-5.8%	↑	121,829
19-OTHER LAW AND ORDINANCE REVENUE	61,200	73,530	105,000	99,780	(5,220)	-5.0%	↕	12,330

In this example, revenues in total based on actuals through October, are projected by year-end to surplus 6.1% (a green light since the percentage is positive) and are \$2.2 million above the prior. This 3.2% period over period increase earns a vertical arrow. Under “Law and Ordinance Violations” which is showing red, I’ve drilled down into a lower level of categories to identify where the potential issue is.

Display each icon according to these rules:

Icon	Condition	Value	Type
↑	when value is >=	0.25	Number
↕	when < 0.25 and >=	0.05	Number
→	when < 0.05 and >=	-0.05	Number
↕	when < -0.05 and >=	-0.25	Number
↓	when < -0.25		

A higher-level chart is also available as shown below for General Fund Licenses and Permits. This chart shows cumulative actuals by month as a solid blue bar (January through September). The blue hatched bars show the forecasted month amounts. The lines show different fiscal year time periods. In this example, Licenses and Permits are forecasted to be \$2,125,000 at year end which is less than 2022 actuals but greater than the 2024 budget and 2023 actuals. Below the table, the actual variances are shown.



In addition, third party sources will be used. For example, we receive monthly health insurance projections:



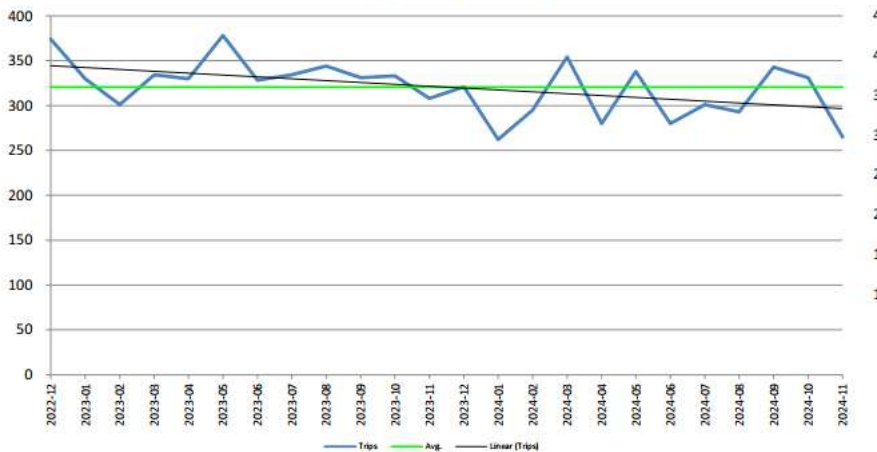
and hotel occupancy and rate trends.

Overall Percent Change



In some cases, we may drill into operational data if available. For example, if there is variance in ambulance revenue that we want to explore we might present information on ambulance trips by month as shown below.

Trips by Month - DOS



The City has an increasing amount of data available and we hope to leverage that data to assist with financial reporting while at the same time, creating an easy reporting structure so that we can consistently provide quarterly reports.

A future goal is to integrate our operational and financial databases so we can report on efficiency measures. For example, what is our trend for the cost of salt per ton per inch of snowfall over time. However, this is a future enhancement with yet-to-be solved technology integration issues.

C. Strategic Plan (Area of Focus)

Financial Resilience

D. Fiscal Impact

Informational only

E. Recommendation

This report is for informational purposes only.