



**MEMORANDUM**

TO: Toby Futrell, City Manager

FROM: Greg Canally, Budget Officer

DATE: October 11, 2007

SUBJECT: Quarterly Performance Reporting and Monthly Reporting of  
Administrative Expenditures

Item # 58 on the October 11, 2007 Council Agenda is to approve a resolution directing the City Manager to provide the City Council with more frequent budget reports for vacant full-time equivalent positions, budget stabilization reserve expenditures, and administrative expenditures exceeding \$5,000.

This item requires reporting the status of all vacant full-time equivalent (FTE) positions and the expenditures made from the budget stabilization reserve each quarter. It is anticipated that providing this data will require some additional staff time each quarter, depending on the volume of data being analyzed and reported. We currently estimate that this additional reporting can be managed within our current workload. The additional work is primarily associated with compiling and analyzing the status of each vacant position, such as when interviews are planned and when positions are expected to be filled, as well as reporting to Council special circumstances that need to be highlighted, such as challenges related to recruiting. Our targeted deadline for getting the quarterly report to Council is 45 days from the close of each fiscal quarter.

This item also requires monthly reporting of administrative expenditures over \$5,000. We estimate additional staff time initially as we transition report development from a highly customized process to a more standardized reporting mode. We estimate that this effort can be absorbed within our current workload as we refine the reporting process. Our targeted goal for getting this report to Council is 30 days after the end of each month being reported.