

Budget & Finance Committee

Preliminary Questions to Metropolitan Government Departments

1. Proposed funding decrease from the previous fiscal year:

The current proposed funding decrease in the budget represents the elimination of the longevity payment to our employees for this fiscal year, a savings of \$35,600.00. However, there are unprecedented revenue decreases that are related to the COVID-19 pandemic which will impact the end of FY20 and continue through FY21.

2. Impact of proposed reductions:

All of our offices provide essential support services to the judicial system with recordkeeping that cannot be reduced or eliminated. The Traffic Violation Bureau processes the parking and moving tickets issued by law enforcement in Davidson County which also cannot be reduced or eliminated.

The loss of longevity pay will not impact the residents and businesses of Davidson County. However, the drastic drop in revenue will likely result in loss of employees in our offices unless an uptick is seen in May. April figures show the lowest monthly income in the Traffic Violation Bureau in at least the last 15 years. Losing employees may impact customer service and wait times within our offices.

The loss of longevity pay will not impact staffing levels; however, it is likely that at least 5 employees would need to be let go if revenues do not show improvement by the end of May.

Additionally, part of our FY21 budget includes a submission of excess fees to the general fund in the amount of \$1,000,000.00. It is also uncertain at this time as to whether that will be possible considering the current economic environment. Our revenue streams have been impacted in several ways. There has been a decrease in case filings in all offices. The Traffic Violation Bureau has seen a dramatic drop in tickets presented for processing. Without a more certain sense of the next few months, it will remain to be seen as to whether there will be that amount in excess fees available for remittance.

3. Full Time Employees:

- a. 44 FTE in our department
- b. There are currently 5 unfilled FTE in our department.
- c. There are 44 FTE in the Mayor's proposed budget.

4. Departmental Savings:

- a. Our FY2020 targeted savings was \$86,500.00.
- b. Our department's budget for FY2020 after the targeted savings was \$3,465,400.00.
- c. Our department's budget for FY2021 is \$3,429,800.00.

5. Audits:

Annual Audit:

Every department in the organization participates in an external audit directed by Metro after the close of each fiscal year. Some of the items reviewed by the audit team include the following:

- a. Bank accounts and reconciliations;
- b. Cash receipting;
- c. Payroll records; and
- d. Office procedural changes.

2018: There was an employee fraud incident that was reported to the Tennessee Comptroller of the Treasury in 2015 as required. Metro Internal Audit conducted an audit in 2018 of the cashier practices.

2015: Metro Internal Audit reviewed practices and balances regarding funds that we hold in trust per Court Orders. This audit was not conducted in response to any incident or allegation of misconduct.

2013: In October 2013, the Traffic Violation Bureau was audited after it was learned that certain employees were destroying or hiding traffic citations.

We do not have any capital spending accounts or projects open. There have been no such audits over that type of account in the last five or ten years for our offices.