Budget & Finance Committee

Preliminary Questions to Metropolitan Government Departments

1. What is the amount of the proposed funding decrease from the previous fiscal year? $(66,200) for the General Fund, $(50,000) for the Grant Fund, and $(1,000) for the Treasury Fund. See attachment Tab Q1 for supplemental information.

2. Please provide a statement regarding the impact the proposed reductions will have on your department's operations. Specifically, please be sure to address the following questions: See attachment Tab Q2 A for supplemental information.
    a. What services currently provided by your department do you anticipate will be reduced/eliminated? The following will be reduced for FY21:
        - Public Property Finance Officer 3 vacancy - $83,600
        - Executive Leadership Special Projects Manager 50% - $90,500
        - Backfill Public Property Special Projects Manager at base - $36,400
        - Eliminate Business Assistance Office salary/fringe savings - $22,100
        - Eliminate Office of Management & Budget salary/fringe savings - $9,400
    b. What impact will such reduction or elimination have on the residents and businesses of Davidson County? Minimal impact as reductions will be absorbed by not filling vacancies and salary/fringe savings.
    c. How many department employees do you anticipate will be impacted by the reduction in funding? None as reductions will be absorbed by not filling vacancies and salary/fringe savings.

3. Regarding the number of FTE employees in your department: See attachment Tab Q3 B for supplemental information.
    a. How many budgeted employees do you have for the current fiscal year? 114.50
    b. How many unfilled FTE employees does your department currently have? 13.75
    c. How many FTE positions are included in the Mayor's proposed budget? 114.50

4. Regarding your department's "departmental savings":
    a. What is the amount of your department's 'targeted savings' for FY2020? $242,000- see attachment Tab Q4 A for supplemental information.
    b. What was your department's budget for FY2020 after the targeted savings? $10,516,400- see attachment Tab Q4 B-C for supplemental information.
    c. How does that compare with the Mayor's proposed FY2021 budget? See attachment Tab Q4 B-C for supplemental information.

5. Regarding any previous audits in which your department has participated:
    a. What operations or expenditures have been audited within the last three years? Five years? Ten years? See attachment Tab Q5 A-B for supplemental information.
    b. Has any capital spending been audited during the last five years? Ten years? See attachment Tab Q5 A-B for supplemental information.
    c. Are there any prior audit recommendations still shown as pending/outstanding? If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendation(s). See attachment Tab Q5 C for supplemental information.

1. What is the amount of the proposed funding decrease from the previous fiscal year?

FY21 Recommended Budget Highlights

Grant Fund		**Fund**	**BU**	**Amount**
Living Cities Grant Expiration	SPF	30007	15301300- Living Cities	(50,000)
Non-allocated Financial Transactions				
Insurance Billings	ISF***	51180	15563000-Treasury Non-Alloc'd Fin Trans	100
Internal Service Charges	ISF	51180	15563000-Treasury Non-Alloc'd Fin Trans	5,100
Longevity	GSD	10101	15102110-Accounts Payable	(8,400)
	GSD	10101	15102210-Acctg and Reporting	(15,000)
	GSD	10101	15102610-Payroll	(5,300)
	GSD	10101	15103110-Budget Planning & Mgmt	(7,400)
	GSD	10101	15108000-Treasury Collections	(1,600)
	GSD	10101	15116330-Purchasing Contract	(6,400)
	GSD	10101	15117150-SS Business Assistance Ofc	(3,100)
	GSD	10101	15117210-Grants Assessments & Reporting	(2,500)
	GSD	10101	15118110-Monitoring Rpts & Accountability	(3,600)
	GSD	10101	15151000-Public Property Services	(800)
	GSD	10101	15160810-Executive Leadership	(7,000)
	ISF	51180	15515110-Cash Operations	(3,300)
	ISF	51180	15515210-Investment Committee Support	(1,600)
	ISF	51180	15515310-Investor Relations	(1,300)
Out of Town Travel	GSD	10101	15117150-SS Business Assistance Ofc	(5,100)
General Services District Total		**10101**		**(66,200)**
Special Purpose Funds Total		**30077**		**(50,000)**
Internal Service Fund		**51180**		**(1,000)**
TOTAL				**(117,200)**

2.) Please provide a statement regarding the impact the proposed reductions will have on your department's operations. Specifically, please be sure to address the following questions:
a.) What services currently provided by your department do you anticipate will be reduced/eliminated?

Baseline Targeted Savings Reduction Plan $242,000

Adjustments	Amount
Eliminate Public Property Finance Officer 3	83,600
Eliminate Special Projects Manager 50%	90,500
Backfill Special Projects Manager @ lower salary	36,400
BAO Salary/Fringe Savings	22,100
OMB Salary/Fringe Savings	9,400
Total	**242,000**

3.) Regarding the number of FTE employees in your department:

b.) How many unfilled FTE employees does your department currently have?

Grade	Job	Headcount	FTE
GG.OR11	03160.Metropolitan Treasurer	1	1.00
GG.OR09	06232.Finance Mgr	1	1.00
GG.OR03	07243.Admin Svcs Officer 2	1	1.00
GG.OR03	07244.Admin Svcs Officer 3	1	1.00
GG.NS	09020.Seasonal/Part-time/Temporary	3	0.75
GG.ST09	10103.Application Tech 3	1	1.00
GG.OR07	10108.Finance Admin	1	1.00
GG.OR03	10151.Finance Officer 2	1	1.00
GG.OR05	10152.Finance Officer 3	1	1.00
GG.OR03	10874.Management & Budget Analyst 2	1	1.00
GG.OR06	10875.Management & Budget Analyst 3	1	1.00
GG.OR03	10877.Procurement Officer 2	3	3.00
		16	**13.75**

4. Regarding your department's "departmental savings":
a.) What is the amount of your department's 'targeted savings' for FY2020?

$242,000

4. Regarding your department's "departmental savings":
b.) What was your department's budget for FY2020 after the targeted savings?
c.) How does that compare with the Mayor's proposed FY2021 budget?

Fund	Fund Name	FY2020 Budget	FY2021 Recommended Budget	FY2021-FY2020 Difference
10101	GSD General	10,516,400	10,450,200	(66,200)
30077	Finance Department Grants	52,600	2,600	(50,000)
51180	Treasury Management	909,600	908,600	(1,000)
		11,478,600	11,361,400	(117,200)

Grouping	Audit Title	Issuer	Date Issued	Focus	Link
1	Architectural and Engineering Vendor Audits	IA	2/19/2020	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2020/02192020_AE%20Vendor%20Audits_Combined_%20FINAL.pdf
1	Cooperative Purchases Best Practices Audit	IA	12/2/2019	Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2020/12022019%20Cooperative%20Purchases%20Best%20Practices%20FINAL.pdf
1	2019 CAFR	Crosslin	10/31/2019	Metro Wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202019.pdf
1	Arts Commission Audit*	IA	7/5/2019	Arts Commission/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2019/20190524_Metro%20Nashville%20Arts%20Commission%20(MNAC)%20Audit%20-Final%20Report%20REVISED_20190705.pdf
1	Autumn Hills	IA	7/18/2017	Hospital Authority/ Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2018/20170718AutumnAssistedLivingPartnersFinalReport.pdf
1	CAFR 2017	Crosslin	10/31/2017	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202017.pdf
1	CAFR 2018	Crosslin	10/31/2018	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202018.pdf
1	Finance Procurement Division	IA	8/17/2018	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2019/20180817Finance-ProcurementDivisionFinalReport.pdf
1	First Tennessee Ballpark Construction Project*	IA	7/1/2017	General Services/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2017/20170424GeneralServicesFirstTennesseeParkConstructionProject.pdf
1	Flood Grant review	Federal - DHS	7/15/2016	FEMA/TEMA/Metro Govt	https://www.oig.dhs.gov/sites/default/files/assets/GrantReports/2016/OIG-16-112-D-Jul16.pdf
1	Flood Grant review	Federal - DHS	11/29/2018	FEMA/TEMA/Metro Govt	https://www.oig.dhs.gov/sites/default/files/assets/2018-12/OIG-19-09-Nov18.pdf
1	Hotel Occupancy and Tax Audit	IA	2/1/2019	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2019/20190201HotelAuditReportFY2019.pdf
1	MDHA Finance- Development Incentives	IA	10/31/2018	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2018/20180330MDHADevelopmentIncentivesAudit.pdf
1	Oracle R12 - Business Suite Implementation Interim Report*	IA	4/2/2019	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2019/20190402OracleR12ImplementationReport02.pdf
1	Short-term Rental permitting Process	IA	1/4/2019	Codes/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2019/20190104ShortTermRentalPermittingFollowUp.pdf
2	IRS Examination-2010A-1 Convention Center Auth	IRS	4/27/2017	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/Debt/The%20Convention%20Center%20Authority%20Tourism%20Tax%20Revenue%20Bonds%202010A-1.pdf
2	CAFR 2016	Crosslin	10/31/2016	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202016.pdf

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2	Credit cards review	IA	7/18/2016	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2017/20160718FinanceCreditCardFinalReport.pdf
2	Hotel Occupancy and Tax Audit	IA	7/21/2016	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2017/20160721HotelAuditReportFY2016.pdf
2	OMB Revenue Forecasting	IA	1/22/2016	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2016/20160122FinanceRevenueForecastingFinal.pdf
2	CAFR 2015	Crosslin	10/31/2015	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202015.pdf
2	Finance Debt Management	IA	11/2/2016	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2017/20161102FinanceDebtMgmtFinal%20Report.pdf
2	Hotel Occupancy and Tax Audit	IA	7/9/2015	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2016/20150709HotelAuditsFY2015.pdf
3	CAFR 2013	Crosslin	10/31/2013	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202013.pdf
3	CAFR 2014	Crosslin	10/31/2014	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/CAFR%202014.pdf
3	Finance General Reserve Funding Capital Assets Process*	IA	9/4/2015	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2016/20150904FinanceGeneralReserveFundingCapital%20Asset%20ProcessFinalReport.pdf
3	Finance Unusual Transactions Review	IA	9/22/2014	Finance Dept Focus	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2015/20140922FinanceUnusualTransactionsFinalReport.pdf
3	Hotel Occupancy and Tax Audit	IA	9/17/2014	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2015/2040917HotelSummaryFY2014.pdf
3	IRS Examination-2007A GO Refunding Bonds	IRS	5/29/2012	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/Debt/General%20Obligation%20Refunding%20Bonds,%20Series%202007A.pdf
3	IRS Examination-2004 Sports Auth Revenue Refunding	IRS	5/4/2011	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/Debt/Public%20Improvement%20Revenue%20Refunding%20Bonds,%20Series%202004.pdf
3	IRS Examination-2003 GO Multi-Purpose Bonds	IRS	3/21/2011	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/Debt/General%20Obligation%20Multi-Purpose%20Bonds,%20Series%202003.pdf
3	CAFR 2010	Crosslin	10/31/2010	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/2010%20cafr.pdf
3	CAFR 2011	Crosslin	10/31/2011	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/2011%20cafr.pdf
3	CAFR 2012	Crosslin	10/31/2012	Metro Govt wide	https://www.nashville.gov/Portals/0/SiteContent/Finance/docs/CAFR/2012%20CAFR.pdf
3	Finance Department Metro Investment Pool	IA	3/28/2013	Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2013/FinanceMetroInvestmentPool_130328.pdf
3	Hotel Occupancy and Tax Audit	IA	8/22/2013	Vendors/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2014/HotelAuditReportFiscalYear20130822.pdf

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3	Metro Nashville Credit Expense Top Users	IA	12/26/2013	Metro Govt wide/Finance	https://www.nashville.gov/Portals/0/SiteContent/InternalAudit/docs/FY2014/FinanceCredit%20Card%20and%20Travel%20Expenses20131226.pdf

Note	Period Covered
1	Within last 3 years
2	4- 5 years
3	6- 10 years
*	Capital related

5. Regarding any previous audits in which your department has participated:

c.) Are there any prior audit recommendations still shown as pending/outstanding? If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendation(s).

Audit Name**	Recommendation	Management Original Response and updates	Implementation Date Originally	Most Recent Revised Date
Procurement Division	Developing staff by establishing a buyer model-training curriculum and encourage certification programs for staff. Several government procurement associations offer certifications such as a certified professional public buyer or certified public procurement officer.	ACCEPT - An educational roadmap has already been launched. Staff educational attainment is being reviewed in comparison with required courses necessary for each buying staff member to be certified as a Certified Professional Public Buyer (CPPB) by the National Institute of Government Purchasing (NIGP). Full implementation of this recommendation is subject to funding availabilitv. *Update: In progress--The Procurement Division has assessed the requirements of staff certification and has put together a strategy pending future fiscal year budgetary approvals. The certification efforts have been hindered by employee turnovers*	6/30/2019	6/30/2021
Procurement Division	Seeking accreditation from a national professional procurement organization.	ACCEPT - The Procurement Division is reviewing the criteria necessary to achieve The National Institute of Government Purchasing (NIGP) OA4 Accreditation. This accreditation recognizes agencies that lead the public procurement profession through the implementation of best practices. Agencies meeting the minimum requirements are OA4-accredited for three years. The Accreditation includes a review of 11 core areas including Mission and Strategies, Organizational Structure, Authority and Responsibility, Planning and Scheduling, Standards and Specifications, Personnel and Professional Development, Best Practices, Audit and Evaluation, Cooperative Procurement, Property Management, and Procurement Technology. A milestone date of May 30, 2019, has been established to review achievement of the criteria with the hope of achieving accreditation by the end of 2019. Full implementation of this recommendation is subject to funding availability. *Update: In progress--The Procurement Division has done all preliminary work necessary to seek accreditation and will submit the accreditation application in FY20.*	11/30/2019	6/30/2020*
Procurement Division	Ensure all procurements for goods and services are enabled through iProcurement requisitions and purchase orders. Exceptions to this policy should require approval from the Purchasing Agent.	ACCEPT - The Procurement Division and Division of Accounts staff will work to develop a policy and procedures for Departmental use of the iProcurement System for those payments which are pursuant to contracts in order to ensure that such payments are the result of requisitions and approved Purchase Orders. The installation of the Oracle R12 product which will result in a singular platform for the iProcurement and Accounting /Payment Systems will facilitate this transition due to increased controls related to contract/PO details and payments. Details regarding this process will also be included in the Procurement Manual which will be made available for departmental users in an effort to provide them with information and guidance on effective use of the Procurement Process from requisition to receipt.	4/30/2019	3/31/2020

		Completed - The implementation of the Oracle R12 eBusiness Suite has enabled storing of all requisitions and purchase orders in iProcurement for all departments use. The Office of Financial Accountability is in the process of testing each individual deparrment's compliance with this requirement.		
Procurement Division	Ensure monitoring of contract insurance terms is assigned to staff within the Procurement Division, Department of Law Claims Division, or the contract proponent.	ACCEPT - Monitoring of contract insurance terms has been assigned to staff in the Procurement Division. The Procurement Division has established procedures to receive electronic Certificates of Insurance (COI), for ongoing reviewing to insure appropriateness of coverages as determined by the Department of Law. The Certificates are then uploaded into the iProcurement System as well as the public facing digital document management system where the expiration date of the COI is documented and searchable. *Update:Completed--Procurement Division Staff have been trained to inspect Certificates of Insurance (COI) on an established frequency and track the COI expirations and ensure copies are filed in iProcurement. The Office of Financial Accountability is testing the Procurement Division Staff 's performance in ensuring that there are COIs filed in iProcurement that is current, and provides adequate coverage consistent with the requirements of the contract.*	6/30/2019	3/31/2020