

## **DEPARTMENTAL BUDGET INFORMATION BUDGET DEPARTMENT (12)**

### **MISSION**

The Budget Department compiles and monitors all necessary financial planning information and makes recommendations so that the City Administration can efficiently deliver quality services to improve public safety, accelerate economic development and improve the financial health of the City.

The Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial Five-Year Capital Agenda. Critical functions include monitoring City revenues and expenditures throughout the fiscal year and tying financial activity to the plan expressed by the budget and to the long-term strategic direction set for the City. Development, implementation and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff also coordinates travel for City employees, and performs management audits of City operations as staffing levels permit.

### **MAJOR INITIATIVES FOR FY 2012-13**

Budget staff continues its more aggressive cost monitoring of the past few years. Budget teams continue to hold regular meetings with each agency to monitor expenditures, provide process improvement studies, support attempts to maximize revenue, and reduce program costs.

Budget staff continues to be responsible for coordinating and reconciling employee travel for most City departments. Staff also utilizes personnel and payroll System to manage positions and to make changes

based on budget amendments or the Redbook.

The Department organizes the public budget meetings every fall as part of a large informational outreach program. The City Charter requires this meeting prior to November 1 with the participation of six departments. We will revive our efforts to get feedback from citizens and students.

The Department continues to provide technical support to agencies through special organizational projects. These include efforts in support of public bond authorization in elections as well as analysis for Labor Relations in the Act 312 Arbitration process for Police, Fire and fact finding proceedings.

Department staff periodically sits on Request for Proposal (RFP) committees and serves on interagency working groups including the Vehicle Management Steering Committee, the Procurement Review Committee and the Risk Management Council. Ongoing training seminars for City agencies are held annually on budget request development and vehicle planning.

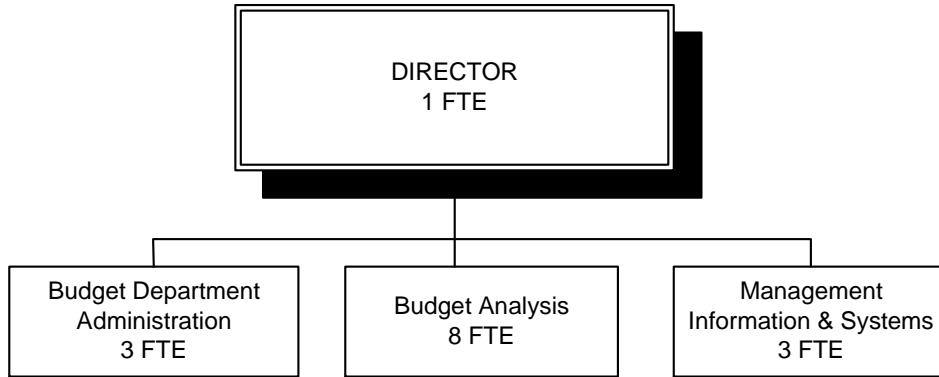
### **PLANNING FOR THE FUTURE FOR FY 2013-14, FY 2014-15 and BEYOND**

Budget will continue to focus on providing monthly variance analyses to departments. We will monitor appropriation status and remedy potential deficits. We will compare paycheck information to personnel and payroll system data to ensure accurate recording of information and compliance with budgeted positions. Budget information will be shown in Oracle on a monthly level to allow for better comparisons. Working with the Finance Department we will change budget control levels to allow the system to better perform

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fund checking and reduce the need for our review of purchase requisitions and contracts.

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**PERFORMANCE MEASURES AND TARGETS**

<b>Type of Performance Measure:</b> List of Measures	<b>2011-12 Actual</b>	<b>2012-13 Projection</b>	<b>2013-14 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>			
Personnel letters and requisitions evaluated and processed	450	484	504
Council and Finance Letters evaluated and processed	156	172	52
Personal Service Contracts reviewed, evaluated and processed	576	428	52
Team site visits to departments	1 per Dept	1 per Dept	1 per Dept
<b>Outputs: Units of Activity directed toward Goals</b>			
Agencies attending Budget Request Seminar	39	33	33
Average number of days turnaround on Personal Service contracts	10	8	7
Average number of days turnaround on personnel letters	10	10	7
Average number of days turnaround on Finance/Council letters	10	8	7
Average number of days between travel request and approval	5	5	5
<b>Outcomes: Results or Impacts of Program Activities</b>			
Total citizen participation in the Citizen Budget Program	28	82	100
Department satisfaction ratings (1-5 scale)	4.22	5	5

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**EXPENDITURES**

	2011-12 Actual Expense	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,115,159	\$ 845,031	\$ 845,654	\$ 623	0%
Employee Benefits	1,005,399	752,984	963,185	210,201	28%
Prof/Contractual	-	100,000	50,000	(50,000)	-50%
Operating Supplies	88,148	129,201	129,198	(3)	0%
Operating Services	145,253	196,301	179,429	(16,872)	-9%
<b>TOTAL</b>	<b>\$ 2,353,959</b>	<b>\$ 2,023,517</b>	<b>\$ 2,167,466</b>	<b>\$ 143,949</b>	<b>7%</b>
POSITIONS	-	15	15	-	0%