

DEPARTMENTAL BUDGET INFORMATION BUDGET DEPARTMENT (12)

MISSION

The Budget Department analyzes 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 maintain structural balance of City finances by bringing costs in line with revenue.

DESCRIPTION

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets; and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year; relating 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 coordinates City employee travel, employee telecommunication approvals, and perform management audits of City operations as staffing levels permit.

MAJOR INITIATIVES FOR FY 2009-10

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, or reduce program costs.

Budget Department staff will continue to be responsible for coordinating employee travel for most City departments and reconciling all employee travels. Budget Department

staff also utilizes Personnel and Payroll System (PPS) to manage positions and to make changes based on Budget Amendments or Redbook.

The Budget Department organizes the Annual Public Budget Meetings every fall, as part of a large informational outreach program. The 1997 Charter requires this meeting prior to November 1 with six departments. Total participation from 2006 to 2008 has been below long term program averages and goals. We will work with the schools to revive our efforts to get feedback from high school students.

The Budget Department continues to provide technical support to agencies through special organizational projects. These include the effort to get bond authorization in elections and, support for Labor Relations with analysis for the Act 312 Arbitration process for Police, Fire and fact finding proceeding.

Department staff periodically sits on RFP committees and are members or staff of numerous interagency working groups: the Vehicle Management Steering Committee, the Procurement Review Committee and the Risk Management Council. Ongoing training seminars for City agencies are held annually: BRASS, budget request development, and vehicle planning sessions. City staff participated in BRASS training in 2009.

PLANNING FOR THE FUTURE FOR FY 2010-11, FY 2011-12 and BEYOND

The Non-Departmental division will produce the Biennial Five-Year Capital Agenda in December 2010. This process documents the entities in the City with capital programs, the capital needs of City agencies, and proposes a capital plan

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relating to the City's General Obligation Bond program.

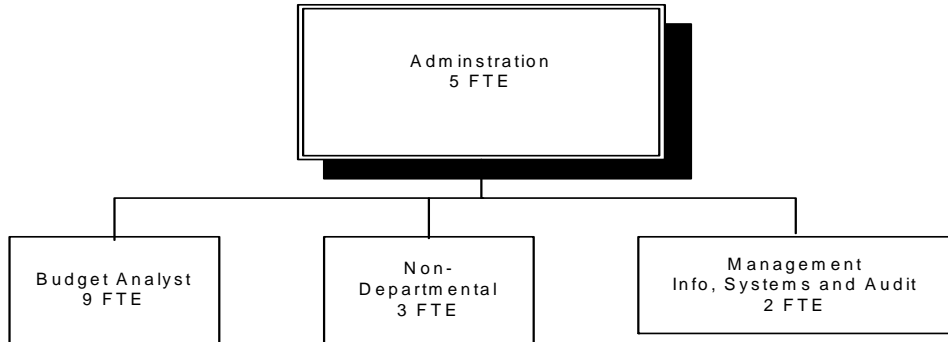
The Budget Department has received the GFOA Distinguished Budget Award for 12 consecutive years, and has a commitment to public sector standards for planning and reporting of financial information. Accordingly, we would like to redesign our Executive Budget, Adopted "Redbook" budget, and Five-Year Capital Agenda documents to make information more user-friendly. In 2010, we added CD-ROM options to our document distribution.

During FY 2011 Budget staff will focus on providing monthly variance analysis to departments. We will monitor appropriation status and address deficits. We will

compare paycheck information to PPS and Oracle 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 Finance we will change budget control levels to allow the system to better perform fund checking and reduce the need for our review of purchase requisitions and contracts.

The budget development process will be changed for the FY 2011-12. We will better connect our cash spending to budgeted allocations. Budget staff will provide more information to allow departments to make data driven decisions.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Actual	2009-2010 Projection	2010-11 Target
Inputs: Resources Allocated or Service Demands Made				
Personnel letters and requisitions evaluated and processed	1,507	1,246	640	1,250
Council and Finance Letters evaluated and processed	312	291	250	300
Personal Service Contracts reviewed, evaluated and processed	400	351	183	250
Team site visits to departments	100	100	100	100
Outputs: Units of Activity directed toward Goals				
Agencies attending Budget Request Seminar	32	32	36	36
Management Audit reports completed	6	5	20	6
Average number of days turnaround on Personal Service contracts	14.5	14	14	14
Average number of days turnaround on personnel letters	10.6	8	8	8
Average number of days turnaround on Finance/Council letters	14	11	11	11
Average number of days between travel request and approval	5	5	5	4
Outcomes: Results or Impacts of Program Activities				
Total citizen participation in the Citizen Budget Program	336	184	29	500
Department satisfaction ratings (1-5 scale)	3.99	4.22	4.22	5.00

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EXPENDITURES

	2008-09 Actual Expense	2009-10 Redbook	2010-11 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,464,793	\$ 1,408,882	\$ 1,168,127	\$ (240,755)	-17%
Employee Benefits	873,102	967,758	906,980	(60,778)	-6%
Prof/Contractual	24,000	-	-	-	0%
Operating Supplies	171,964	99,098	99,000	(98)	0%
Operating Services	87,092	168,968	157,804	(11,164)	-7%
Other Expenses	9,612	5,960	-	(5,960)	-100%
TOTAL	\$ 2,630,563	\$ 2,650,666	\$ 2,331,911	\$ (318,755)	-12%
POSITIONS	24	22	19	(3)	-14%

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