

BUDGET (12)

AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

MISSION:

The Budget Department prepares and monitors the annual budget and Triennial Budget including the annual operating and capital improvement budgets; and the biennial five-year capital agenda. Budget Department also monitors City revenues and expenditures throughout the fiscal year.

AGENCY GOALS:

1. Develop and deliver timely annual budget and Triennial budget.
2. Monitor conformity of Departmental activities with financial and operations plan.
3. Support reporting requirements of Financial Stability Agreement

AGENCY FINANCIAL SUMMARY:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 2,114,810	City Appropriations	\$ 2,424,842	\$ 2,023,517	\$ (401,325)
\$ 2,114,810	Total Appropriations	\$ 2,424,842	\$ 2,023,517	\$ (401,325)
\$ 2,114,810	NET TAX COST:	\$ 2,424,842	<u>\$ 2,023,517</u>	\$ (401,325)

AGENCY EMPLOYEE STATISTICS:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	04-01-12 <u>Actual</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>18</u>		<u>18</u>	<u>13</u>	<u>15</u>	<u>(3)</u>
18	Total Positions	18	13	15	(3)

ACTIVITIES IN THIS AGENCY:

	2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
Budget Operations	\$ 2,424,842	\$ 2,023,517	\$ (401,325)
Total Appropriations	\$ 2,424,842	\$ 2,023,517	\$ (401,325)

BUDGET (12)

BUDGET OPERATIONS ACTIVITY INFORMATION

MAJOR INITIATIVES FOR FY 2011-12:

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 and HRMS) 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.

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 2011.

PLANNING FOR THE FUTURE FOR FY 2012-13, FY 2013-14 and BEYOND:

Budget will provide monthly variance analysis to department heads, CFO, COO, PMO, FAB, and City Council. Budget will participate in semi-annual revenue conferences. Budget will participate in the preparation of the Triennial Budget. Budget will monitor appropriation status and address deficits. Budget 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. Budget will work with Finance to 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.

BUDGET (12)

BUDGET OPERATIONS MEASURES AND TARGETS

Type of Performance Measure List of Measures	2009-10 Actual	2010-11 Actual	2011-12 Projection	2012-13 Target
Inputs: Resources Allocated or Service Demands Made				
Personnel letters and requisitions evaluated and processed	592	578	500	575
Council and Finance Letters evaluated and processed	236	108	125	150
Personal/Professional Service Contracts reviewed, evaluated and processed	243	319	432	450
Team site visits to departments	100	1 per Dept.	1 per Dept.	1 per Dept.
Outputs: Units of Activity directed toward Goals				
Agencies attending Budget Request Seminar	39	39	0	29
Management Audit reports completed	20	20	6	4
Average number of days turnaround on Personal Service contracts	14	14	14	12
Average number of days turnaround on personnel letters	8	8	8	8
Average number of days turnaround on Finance/Council letters	11	11	11	11
Average number of days between travel request and approval	5	5	4	5
Outcomes: Results or Impacts of Program Activities				
Total citizen participation in the Citizen Budget Program	20	28	32	50
Department satisfaction ratings (1-5 scale)	4.22	4.22	3.74	5.0
Activity Costs	\$2,624,469	\$2,314,432	\$2,424,842	\$2,203,517

Proposed Performance Measures:

To be determined

CITY OF DETROIT
Budget Department
Financial Detail by Appropriation and Organization

Budget Operations	2011-12 Redbook		2012-13 Dept Final Request		2012-13 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Budget Department Operations						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00226 - Budget Department Operations						
120010 - Budget Operations	18	\$2,424,842	18	\$2,114,810	15	\$2,023,517
APPROPRIATION TOTAL	18	\$2,424,842	18	\$2,114,810	15	\$2,023,517
ACTIVITY TOTAL	18	\$2,424,842	18	\$2,114,810	15	\$2,023,517

CITY OF DETROIT
Budget Development for FY 2012-2013
Appropriations - Summary Objects

	2011-12 Redbook	2012-13 Dept Final Request	2012-13 Mayor's Budget Rec
AC0512 - Budget Operations			
<i>A12000 - Budget Department</i>			
SALWAGESL - Salary & Wages	1,089,039	845,031	845,031
EMPBENESL - Employee Benef	1,070,488	854,232	752,984
PROFSVCSL - Professional/Cor	0	100,000	100,000
OPERSUPSL - Operating Suppli	103,899	129,201	129,201
OPERSVCSL - Operating Servic	161,416	186,346	196,301
<i>A12000 - Budget Department</i>	<i>2,424,842</i>	<i>2,114,810</i>	<i>2,023,517</i>
AC0512 - Budget Operations	2,424,842	2,114,810	2,023,517
Grand Total	2,424,842	2,114,810	2,023,517

CITY OF DETROIT
Budget Development for FY 2012-2013
Appropriation Summary - Revenues

	2010-11 Actuals	2011-12 Redbook	2012-13 Dept Final Request	2012-13 Mayor's Budget Rec	Variance
A12000 - Budget Department					
<i>00226 - Budget Department Operations</i>					
446100 - Administration Fee	92	0	0	0	0
<i>00226 - Budget Department Operati</i>	92	0	0	0	0
A12000 - Budget Department	92	0	0	0	0
Grand Total	92	0	0	0	0

**CITY OF DETROIT
MAYOR'S 2012-2013 RECOMMENDED BUDGET**

Budget Department

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2011	2012 FTE	FY 2012	2013 FTE	2012	2013 FTE
Classification						
00226 - Budget Department Operations						
120010 - Budget Operations						
Budget Director	1		1		1	
Deputy Budget Director	1		1		0	
General Manager - Budget	1		1		1	
Manager II - Budget	1		1		2	
Business Analyst	1		1		0	
Manager I - Budget	2		2		0	
Org Design and Process Analyst	3		3		0	
Principal Budget Analyst	2		2		2	
Senior Budget Analyst	5		5		8	
Administrative Specialist I	1		1		1	
Total Budget Operations	18		18		15	
Total Budget Department Operations	18		18		15	
Agency Total	18		18		15	

This Page Intentionally Blank