

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

### **STATEMENT OF PURPOSE**

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 2008-09**

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

In FY 2009-10, Finance accounts payable division will assume responsibility for telecommunications management. 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. Total direct costs of administering the program continue to be roughly \$5,000 for mailing and advertising. Total participation from 2006 to 2008 has been below long term program averages and goals. In 2009, we hope to revive the Public Schools' outreach component and to increase the involvement of other city departments in the outreach.

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

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. Sixty-one (61) city staff participated in BRASS training in 2008.

The Budget Department is in the process of revising the Travel Directive. The Budget

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

Department will also begin to conduct regular training sessions to acquaint all Department Travel Coordinators with new policies and procedures.

During the transition of Mayoral power in 2008, staff met with each department to discuss upgrading of management information. Agencies were asked to elaborate their organization chart and document their business processes, and were asked to collect a broader palette of performance statistics. This information is intended to support long term restructuring of the city's bureaucracy. In 2009-10, one budget team will be reassigned to the Policy Analysis Division in order to more aggressively pursue these initiatives.

### **PLANNING FOR THE FUTURE FOR FY 2009-10, FY 2010-11 and BEYOND**

The Non-Departmental division produced the Biennial Five-Year Capital Agenda, in December 2008. This process documents the entities in the City with capital programs, the capital needs of City agencies, and proposes a capital plan relating to the City's General Obligation Bond program.

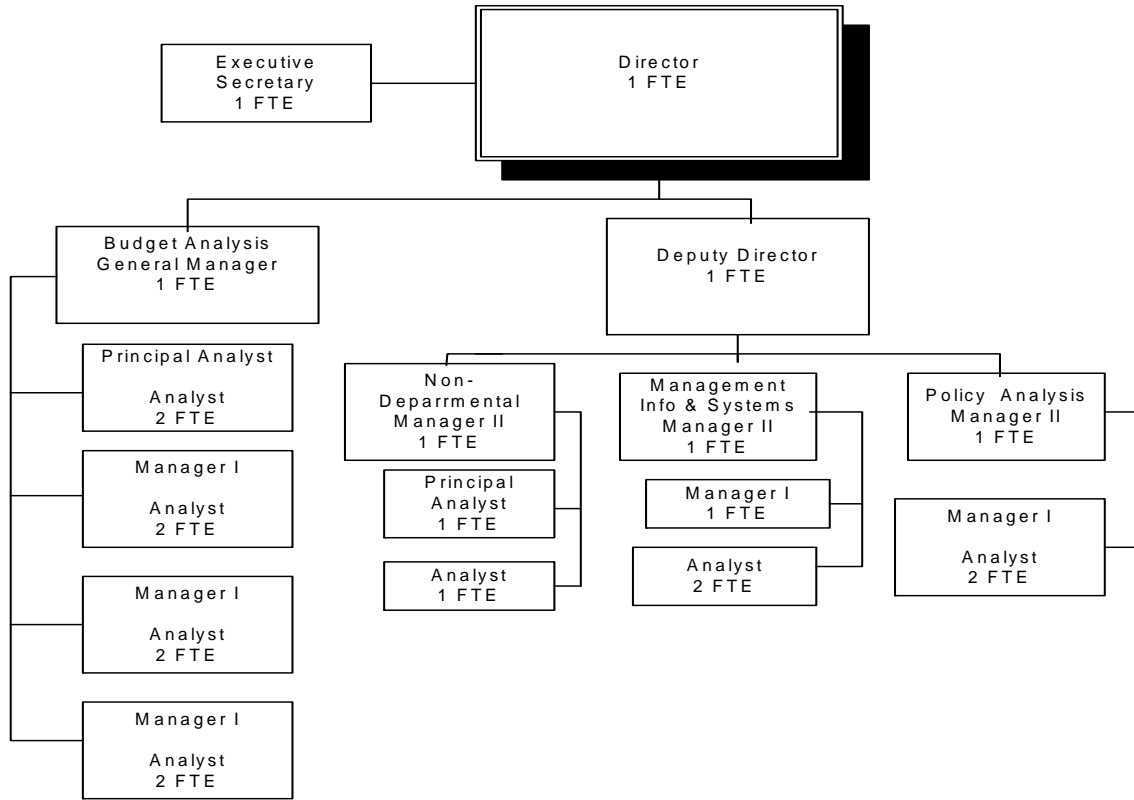
The Budget Department is considering switching its Budget application from BRASS (Budget Reporting and Analysis Support System) to Oracle Public Sector

Budgeting (PSB). The advantage to switching to Oracle PSB is that it would allow the Budget Department to interface the data that will be stored in the Oracle HR module. This will assist the Budget Department in developing more accurate salary and fringe benefit projections. Another advantage is eliminating the need for manually importing and exporting of data between BRASS and Oracle (i.e. loading the Budget into Oracle and loading Actual into BRASS).

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 coming years, we will add CD-ROM options to our document distribution. We are also developing standards for document archiving and retention.

In conjunction with renewed efforts at long-term planning, we will further integrate Geographic Information Systems (GIS) capability into our processes.

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



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

**PERFORMANCE MEASURES AND TARGETS**

<b>Type of Performance Measure:</b> List of Measures	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>2008-09 Projection</b>	<b>2009-10 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>				
Personnel letters and requisitions evaluated and processed	1,500	1,500	1,330	1,250
Council and Finance Letters evaluated and processed	300	310	300	300
Personal Service Contracts reviewed, evaluated and processed	210	400	210	250
Team site visits to departments	100	100	100	100
<b>Outputs: Units of Activity directed toward Goals</b>				
Agencies attending Budget Request Seminar	32	32	32	32
Management Audit reports completed	6	6	6	6
Average number of days turnaround on Personal Service contracts	14.5	14.5	14	14
Average number of days turnaround on personnel letters	11.1	10.6	8	8
Average number of days turnaround on Finance/Council letters	11.9	14	11	11
Average number of days between travel request and approval	7	5	5	4
<b>Outcomes: Results or Impacts of Program Activities</b>				
Total citizen participation in the Citizen Budget Program	184	336	184	500
Department satisfaction ratings (1-5 scale)	3.99	3.99	4.22	5.00

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

**EXPENDITURES**

	2007-08 Actual Expense	2008-09 Redbook	2009-10 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,390,119	\$ 1,561,005	\$ 1,408,882	\$ (152,123)	-10%
Employee Benefits	886,699	979,491	967,758	(11,733)	-1%
Prof/Contractual	-	5,000	-	(5,000)	-100%
Operating Supplies	79,287	101,454	99,098	(2,356)	-2%
Operating Services	176,091	191,082	168,968	(22,114)	-12%
Capital Equipment	13,925	-	-	-	0%
Fixed Charges	1,166	6,995	-	(6,995)	-100%
Other Expenses	5,856	5,960	5,960	-	0%
<b>TOTAL</b>	<b>\$ 2,553,143</b>	<b>\$ 2,850,987</b>	<b>\$ 2,650,666</b>	<b>\$ (200,321)</b>	<b>-7%</b>
<b>POSITIONS</b>	<b>22</b>	<b>24</b>	<b>22</b>	<b>(2)</b>	<b>-8%</b>

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

**This Page Intentionally Blank**