

DEPARTMENTAL BUDGET INFORMATION BUDGET DEPARTMENT (12)

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.

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.

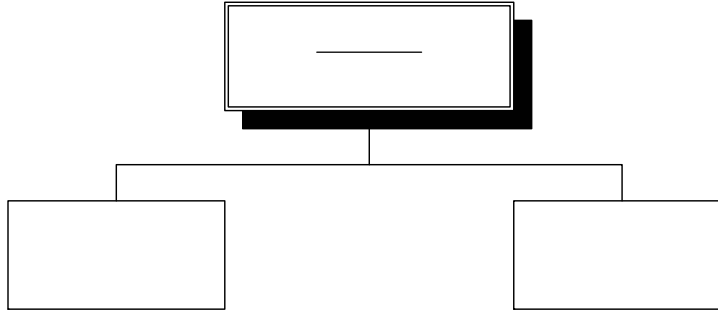
The Budget Department organizes the Annual Public Budget Meetings every fall, as part of a large informational outreach program.

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.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2010-11 Actual	2011-12 Projection	2012-13 Target
Inputs: Resources Allocated or Service Demands Made			
Personnel letters and requisitions evaluated and processed	578	500	575
Council and Finance Letters evaluated and processed	108	125	150
Personal Service Contracts reviewed, evaluated and processed	319	432	450
Team site visits to departments	1 per Dept	1 per Dept	1 per Dept
Outputs: Units of Activity directed toward Goals			
Agencies attending Budget Request Seminar	39	0	29
Management Audit reports completed	20	6	4
Average number of days turnaround on Personal Service contracts	14	14	12
Average number of days turnaround on personnel letters	8	8	8
Average number of days turnaround on Finance/Council letters	11	11	11
Average number of days between travel request and approval	5	4	5
Outcomes: Results or Impacts of Program Activities			
Total citizen participation in the Citizen Budget Program	28	32	50
Department satisfaction ratings (1-5 scale)	4.22	3.74	5.00

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EXPENDITURES

	2010-11 Actual Expense	2011-12 Redbook	2012-13 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,167,807	\$ 1,089,039	\$ 845,031	\$ (244,008)	-22%
Employee Benefits	897,245	1,070,488	752,984	(317,504)	-30%
Prof/Contractual	-	0	100000	0	0%
Operating Supplies	94,035	103,899	129,201	25,302	24%
Operating Services	151,271	161,416	196,301	34,885	22%
Other Expenses	4,074	0	0	0	0%
TOTAL	\$ 2,314,432	\$ 2,424,842	\$ 2,023,517	\$ (501,325)	-21%
POSITIONS	19	18	15	(3)	-17%