

BUDGET (12)

AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

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.

AGENCY GOALS:

1. Develop high-quality departmental and Citywide financial plans.
2. Monitor conformity of departmental activities to the City's financial and operations plan.
3. Assist in the ongoing formulation of the Administration's priorities through systematic provision and communication of rigorous fiscal analyses.
4. Provide efficient high-quality and user-friendly services to departments and key stakeholders of the City.

AGENCY FINANCIAL SUMMARY:

2013-14 <u>Requested</u>		2012-13 <u>Budget</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 2,160,468	City Appropriations	\$ 2,023,517	\$ 2,167,466	\$ 143,949
\$ 2,160,468	Total Appropriations	\$ 2,023,517	\$ 2,167,466	\$ 143,949
\$ 2,160,468	NET TAX COST:	\$ 2,023,517	<u>\$ 2,167,466</u>	\$ 143,949

AGENCY EMPLOYEE STATISTICS:

2013-14 <u>Requested</u>		2012-13 <u>Budget</u>	04-01-13 <u>Actual</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>15</u>		<u>15</u>	<u>16</u>	<u>15</u>	<u>0</u>
15	Total Positions	15	16	15	0

ACTIVITIES IN THIS AGENCY:

	2012-13 <u>Budget</u>	2013-14 <u>Recommended</u>	Increase <u>(Decrease)</u>
Budget Operations	\$ 2,023,517	\$ 2,167,466	\$ 143,949
Total Appropriations	\$ 2,023,517	\$ 2,167,466	\$ 143,949

BUDGET (12)

BUDGET OPERATIONS ACTIVITY INFORMATION

ACTIVITY 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 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.

GOALS:

1. Develop high-quality departmental and Citywide Financial Plans.
 - Budget staff provides accurate and detailed information to departments.
 - Departments have meaningful involvement in development of their operating plans.
 - Budget staff analyzes proposals and develops necessary alternatives.
 - Citywide plans reflect a special focus on the Mayor's priorities and are consistent with the overall strategic direction set for the City.
2. Monitor conformity of departmental activities to the City's financial and operations plan.
 - Budget staff spends sufficient time with departmental representatives.
 - Budget variances are explained and where possible predicted.
 - Budget staff will perform monthly variance analyses for each department.
3. Assist in the ongoing formulation of the Administration's priorities through systematic provision and communication of rigorous fiscal analyses.
 - Budget staff elevates the Mayor's service priorities in ongoing analysis.
4. Provide efficient, high-quality and user-friendly services to departments and key stakeholders of the city.
 - Staff is trained and oriented to their responsibilities.
 - The Budget Department offers useful management information to departments and the Administration.

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 Department staff continue to be responsible for coordinating and reconciling employee travel for most City departments. Budget Department staff also utilizes personnel and payroll systems to manage positions and to make changes based on budget amendments or the Redbook.

The Budget 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 Budget 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 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.

BUDGET (12)

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 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	2010-11 Actual	2011-12 Actual	2012-13 Projection	2013-14 Target
Inputs: Resources Allocated or Service Demands Made				
Personnel letters and requisitions evaluated and processed	578	450	484	504
Council and Finance Letters evaluated and processed	108	156	172	52
Personal/Professional Service Contracts reviewed, evaluated and processed	319	576	428	52
Team site visits to departments	1 per Dept.	1 per Dept.	1 per Dept.	1 per Dept.
Outputs: Units of Activity directed toward Goals				
Agencies attending Budget Request Seminar	39	33	33	33
Average number of days turnaround on Personal Service contracts	14	10	8	7
Average number of days turnaround on personnel letters	8	10	10	7
Average number of days turnaround on Finance/Council letters	11	10	8	7
Average number of days between travel request and approval	5	5	5	5
Outcomes: Results or Impacts of Program Activities				
Total citizen participation in the Citizen Budget Program	28	53	82	100
Department satisfaction ratings (1-5 scale)	4.22	4.22	5	5
Activity Costs	\$2,314,432	\$2,353,959	\$2,023,517	\$2,167,466

CITY OF DETROIT
Budget Department
Financial Detail by Appropriation and Organization

Budget Operations	2012-13 Redbook		2013-14 Dept Final Request		2013-14 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	15	\$2,023,517	15	\$2,160,468	15	\$2,167,466
APPROPRIATION TOTAL	15	\$2,023,517	15	\$2,160,468	15	\$2,167,466
ACTIVITY TOTAL	15	\$2,023,517	15	\$2,160,468	15	\$2,167,466

CITY OF DETROIT
Budget Development for FY 2013-2014
Appropriations - Summary Objects

	2012-13 Redbook	2013-14 Dept Final Request	2013-14 Mayor's Budget Rec
AC0512 - Budget Operations			
<i>A12000 - Budget Department</i>			
SALWAGESL - Salary & Wages	845,031	845,031	845,654
EMPBENESL - Employee Benef	752,984	883,057	963,185
PROFSVCSL - Professional/Cor	100,000	100,000	50,000
OPERSUPSL - Operating Suppli	129,201	129,201	129,198
OPERSVCSL - Operating Servic	196,301	203,179	179,429
<i>A12000 - Budget Department</i>	<i>2,023,517</i>	<i>2,160,468</i>	<i>2,167,466</i>
AC0512 - Budget Operations	2,023,517	2,160,468	2,167,466
Grand Total	2,023,517	2,160,468	2,167,466

CITY OF DETROIT
Budget Development for FY 2013-2014
Appropriation Summary - Revenues

	2011-12 Actuals	2012-13 Redbook	2013-14 Dept Final Request	2013-14 Mayor's Budget Rec	Variance
A12000 - Budget Department					
<i>00226 - Budget Department Operations</i>					
446100 - Administration Fee	66	0	0	0	0
<i>00226 - Budget Department Operatior</i>	66	0	0	0	0
A12000 - Budget Department	66	0	0	0	0
Grand Total	66	0	0	0	0

**CITY OF DETROIT
MAYOR'S 2013-2014 RECOMMENDED BUDGET**

Budget Department

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2012	2013 FTE	FY 2013	2014 FTE	2013	2014 FTE
Classification						
00226 - Budget Department Operations						
 120010 - Budget Operations						
Budget Director	1		1		1	
Deputy Budget Director	0		0		1	
General Manager - Budget	1		1		1	
Manager II - Budget	2		2		2	
Manager I - Budget	0		0		1	
Principal Budget Analyst	2		2		2	
Senior Budget Analyst	8		8		6	
Administrative Specialist I	1		1		1	
Total Budget Operations	15		15		15	
Total Budget Department Operations	15		15		15	
Agency Total	15		15		15	