

Guide to the Budget

Volume II

Introduction

Volume II contains the budget information for City departments and programs. The following sections may be included in the commentaries:

- Department Description
- Did you know?
- Goals and Objectives
- Key Performance Indicators
- Department Summary
- Department Expenditures
- Department Personnel
- Significant Budget Adjustments
- Expenditures by Category
- Revenues by Category
- Personnel Expenditures
- Revenue and Expense Statement

Department Description

This section is a brief overview of the department which includes its purpose, history, mission and vision statements, and the services it provides. This section can be found in the budget narratives contained in Volume II.

Did you know?

The “Did you know?” section is new to this year’s budget narrative and is optional. This is an area where departments can identify, list, and describe ‘fast facts’ in bullet style format (i.e. # of employees, # of visitors, # of invoices processed, # of facilities).

Goals and Objectives

This section lists the goals and objectives that make up the action plan for the department. Strategic goals are broad, multi-year areas of focus, while strategic objectives are articulated aims that support the identified goals.

Key Performance Indicators

This section lists the key performance indicators chosen by the department. These indicators show the results or outcomes of the department’s performance. They help budget readers effectively evaluate City services and enables the City to accurately quantify service levels for all departments.

Actual and target figures for Fiscal Year 2015, estimated figures for Fiscal Year 2016, and targets for Fiscal Year 2017 have been included for each performance indicator.

Guide to the Budget

Volume II

Department Summary

The Department Summary table summarizes positions, expenditures, and revenue. Grant Funds and Capital Funds are not included.

Department Summary

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016–2017 Change
FTE Positions (Budgeted)	105.76	115.00	118.00	3.00
Personnel Expenditures	\$ 11,716,623	\$ 13,674,195	\$ 15,464,801	\$ 1,790,606
Non-Personnel Expenditures	26,977,255	35,842,814	34,595,340	(1,247,474)
Total Department Expenditures	\$ 38,693,878	\$ 49,517,009	\$ 50,060,141	\$ 543,132
Total Department Revenue	\$ 38,855,582	\$ 47,615,093	\$ 48,056,705	\$ 441,612

Department Expenditures and Personnel

The Department Expenditures and Department Personnel sections display expenditures and positions by fund and division.

Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016–2017 Change
Enterprise IT Sourcing Operations	\$ 2,091,998	\$ 3,073,388	\$ 2,667,168	\$ (406,220)
Financial & Support Services	2,149,891	3,597,852	3,665,706	67,854
IT Contract Management	-	-	533,595	533,595
Information Technology	4,953,415	6,532,989	4,542,937	(1,990,052)
Project Management Office	1	159,668	342,044	182,376
Total	\$ 9,195,304	\$ 13,363,897	\$ 11,751,450	\$ (1,612,447)

Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Adopted	FY2016–2017 Change
Enterprise IT Sourcing Operations	9.00	10.00	10.00	0.00
Financial & Support Services	10.00	7.00	8.00	1.00
IT Contract Management	0.00	0.00	3.00	3.00
Information Technology	23.00	26.00	19.00	(7.00)
Project Management Office	0.00	1.00	2.00	1.00
Total	42.00	44.00	42.00	(2.00)

Note: In some instances, the sum of individual expenditure line items may not match the bottom-line totals due to rounding. In addition, the figures displayed in the FY2015 Budget column by revenue and expenditure category may not match the Fiscal Year 2015 Adopted Budget publication due to the reclassification of commitment items between commitment item groups.

Guide to the Budget

Volume II

Significant Budget Adjustments

The Significant Budget Adjustments section lists key program and personnel changes by fund. Position adjustments are included and impacts of adjustments are described.

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology	0.00	\$ 1,572,718	\$ -
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			

Expenditures by Category

The Expenditures by Category table represents how a department's budget is distributed within major expenditure categories.

Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016–2017 Change
PERSONNEL				
Personnel Cost	\$ 54,643	\$ 110,697	\$ 110,697	\$ -
Fringe Benefits	50,999	70,087	75,813	5,726
PERSONNEL SUBTOTAL	105,642	180,784	186,510	5,726
NON-PERSONNEL				
Contracts	\$ 588,564	\$ 630,300	\$ 874,598	\$ 244,298
Information Technology	1,087,395	1,251,490	824,881	(426,609)
Capital Expenditures	10,332	-	-	-
NON-PERSONNEL SUBTOTAL	1,686,292	1,881,790	1,699,479	(182,311)
Total	\$ 1,791,934	\$ 2,062,574	\$ 1,885,989	\$ (176,585)

Revenues by Category

The Revenues by Category table displays budgeted revenues by category.

Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016–2017 Change
Charges for Services	\$ 1,605,759	\$ 1,548,341	\$ 1,447,938	\$ (100,403)
Rev from Money and Prop	1,830	-	-	-
Rev from Other Agencies	105,968	195,303	195,303	-
Total	\$ 1,713,557	\$ 1,743,644	\$ 1,643,241	\$ (100,403)

Guide to the Budget

Volume II

Personnel Expenditures

The Personnel Expenditures section displays the number of budgeted positions, salary amounts by job classification, special assignment pays, and fringe benefits.

Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000175	Applications Programmer 2	1.00	0.00	0.00	\$66,768 - \$80,891	\$ -
20000293	Information Systems Analyst 3	0.00	1.00	1.00	59,363 - 71,760	59,363
20000377	Information Systems Technician	1.00	1.00	1.00	42,578 - 51,334	51,334
FTE, Salaries, and Wages Subtotal		2.00	2.00	2.00		\$ 110,697
		FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 609	\$ 513	\$ 513	\$ -	-
	Flexible Benefits	7,730	18,583	21,583	3,000	3,000
	Long-Term Disability	503	361	352	(9)	(9)
	Medicare	802	1,605	1,605	-	-
	Other Post-Employment Benefits	6,671	11,772	11,830	58	58
	Retiree Medical Trust	-	148	148	-	-
	Retirement ADC	29,712	25,626	27,982	2,356	2,356
	Risk Management Administration	945	2,100	2,044	(56)	(56)
	Supplemental Pension Savings Plan	3,307	8,567	8,567	-	-
	Unemployment Insurance	118	207	201	(6)	(6)
	Workers' Compensation	604	605	988	383	383
Fringe Benefits Subtotal		\$ 50,999	\$ 70,087	\$ 75,813	\$ 5,726	\$ 5,726
Total Personnel Expenditures					\$ 186,510	

Guide to the Budget

Volume II

Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve, and fund balance information. Revenue and Expense Statements are not provided for departments or programs within the General Fund.

Revenue and Expense Statement (Non-General Fund)

GIS Fund	FY2015 Actual	FY2016* Budget	FY2017 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 569,727	\$ 491,350	\$ 354,852
TOTAL BALANCE AND RESERVES	\$ 569,727	\$ 491,350	\$ 354,852
REVENUE			
Charges for Services	\$ 1,605,759	\$ 1,548,341	\$ 1,447,938
Revenue from Other Agencies	105,968	195,303	195,303
Revenue from Use of Money and Property	1,830	-	-
TOTAL REVENUE	\$ 1,713,557	\$ 1,743,644	\$ 1,643,241
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,283,284	\$ 2,234,994	\$ 1,998,093
OPERATING EXPENSE			
Personnel	\$ 54,643	\$ 110,697	\$ 110,697
Fringe Benefits	50,999	70,087	75,813
Contracts	588,564	630,300	874,598
Information Technology	1,087,395	1,251,490	824,881
Capital Expenditures	10,332	-	-
TOTAL OPERATING EXPENSE	\$ 1,791,934	\$ 2,062,574	\$ 1,885,989
TOTAL EXPENSE	\$ 1,791,934	\$ 2,062,574	\$ 1,885,989
BALANCE	\$ 491,350	\$ 172,420	\$ 112,104
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 2,283,284	\$ 2,234,994	\$ 1,998,093

* At the time of publication, audited financial statements for Fiscal Year 2016 were not available. Therefore, the Fiscal Year 2016 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2016 Adopted Budget, while the beginning FY 2016 balance amount reflects the audited Fiscal Year 2015 ending balance.