

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:

- Group Summary
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- Goals and Objectives
- Service Efforts and Accomplishments
- Key Performance Indicators
- Department Summary
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Group Summary

The Group Summary section lists all departments belonging to each group.

Department Description

This is a brief overview of the department that describes its history and the services it provides. It also includes the department's mission statement. This section can be found in the budget narratives contained in Volume II.

Goals and Objectives

This section describes 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. For Fiscal Year 2012, Fiscal Year 2011 goals and objectives have been reprinted as they were originally adopted. They have not been updated to reflect budget reductions, as implementation of those changes occurred in phases over the course of Fiscal Year 2011, making it difficult to provide reliable projections of service levels and performance targets. Additionally, an effort is planned to update the City's Strategic Plan goals and objectives, which may also alter the City's objectives, strategies, and performance expectations for Fiscal Year 2012 and beyond.

Service Efforts and Accomplishments

This is a narrative describing major efforts and achievements of a department. Programs, grants, and other major activities not included in the tactical plan are included at the discretion of the

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department. This area is appropriate for describing milestones met, services provided, accomplishments, as well as awards and special recognitions the department has received.

Key Performance Indicators

This section lists the key performance measures chosen by the department. Each indicator was selected based on one or more of the following reasons: it reflects the priorities of the department; it is considered useful in achieving the City's Strategic Plan goals and objectives; it shows department responsibilities highlighted as a result of Mayoral responses to audit, IBA reports, or Council action; or it best reflects the results or outcomes of the department's primary responsibilities rather than workload or volume of work performed. Actual figures for Fiscal Year 2010 and Fiscal Year 2011 have been included for each performance indicator.

Department Summary

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

Department Summary

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Positions	17.00	26.00	9.00
Personnel Expenditures	\$ 2,071,435	\$ 3,451,914	\$ 1,380,479
Non-Personnel Expenditures	20,436,306	2,316,750	(18,119,556)
Total Department Expenditures	\$ 22,507,741	\$ 5,768,664	\$ (16,739,077)
Total Department Revenue	\$ 3,510,440	\$ 5,585,381	\$ 2,074,941

Department Expenditures and Personnel

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

Department Expenditures

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Financial & Support Services	\$ 1,321,041	\$ 2,333,653	\$ 1,012,612
Information Technology	2,040,793	3,090,552	1,049,759
Project Management Office	152,060	154,006	1,946
Total	\$ 3,513,894	\$ 5,578,211	\$ 2,064,317

Department Personnel

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Financial & Support Services	5.00	11.00	6.00
Information Technology	11.00	14.00	3.00
Project Management Office	1.00	1.00	0.00
Total	17.00	26.00	9.00

Note: In some instances, the sum of individual expenditure line items may not match the bottom-line totals due to rounding.

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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 Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	\$ 190,453	\$ -
Decentralization of Non-Discretionary Allocations Transfer of non-discretionary allocations for ERP Support Transfer, Wireless Communications Technology Transfer, and Information Technology Transfer to individual General Fund Departments.	0.00	(18,993,847)	-

Expenditures by Category

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

Expenditures by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
PERSONNEL			
Salaries and Wages	\$ 1,273,051	\$ 2,167,913	\$ 894,862
Fringe Benefits	798,384	1,284,001	485,617
PERSONNEL SUBTOTAL	\$ 2,071,435	\$ 3,451,914	\$ 1,380,479
NON-PERSONNEL			
Supplies	\$ 4,853	\$ 6,353	\$ 1,500
Contracts	857,494	1,301,721	444,227
Information Technology	533,165	757,678	224,513
Energy and Utilities	35,267	15,230	(20,037)
Other	11,680	42,915	31,235
Capital Expenditures	-	2,400	2,400
NON-PERSONNEL SUBTOTAL	\$ 1,442,459	\$ 2,126,297	\$ 683,838
Total	\$ 3,513,894	\$ 5,578,211	\$ 2,064,317

Revenues by Category

The Revenues by Category table displays budgeted revenues by category.

Revenues by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
Charges for Current Services	\$ 1,428,591	\$ 3,308,229	\$ 1,879,638
Other Financial Sources (Uses)	2,081,849	2,081,849	-
Other Revenue	-	195,303	195,303
Total	\$ 3,510,440	\$ 5,585,381	\$ 2,074,941

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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 Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
Salaries and Wages						
20000175	1241	Applications Programmer 2	0.00	1.00	\$66,768 - \$80,891	\$ 66,768
20001101	2132	Department Director	1.00	1.00	59,155 - 224,099	140,649
20000924	1876	Executive Secretary	1.00	1.00	43,555 - 52,666	52,929
20000290	1348	Information Systems Analyst 2	1.00	2.17	54,059 - 65,333	126,442
20000293	1349	Information Systems Analyst 3	4.00	5.00	59,363 - 71,760	347,199
20000998	1926	Information Systems Analyst 4	3.00	3.00	66,768 - 80,891	235,392
20000180	1244	Information Systems Manager	1.00	1.00	84,427 - 102,253	102,253
20000377	1401	Information Systems Technician	0.00	1.00	42,578 - 51,334	42,578
20000680	1648	Payroll Specialist 2	1.00	1.00	34,611 - 41,787	-
20001222	2270	Program Manager	4.00	8.83	46,966 - 172,744	979,737
20000015	1106	Senior Management Analyst	1.00	1.00	59,363 - 71,760	69,966
		Overtime Budgeted				4,000
Salaries and Wages Subtotal			17.00	26.00		\$ 2,167,913
Fringe Benefits						
		Employee Offset Savings				\$ 62,883
		Flexible Benefits				235,187
		Long-Term Disability				14,210
		Medicare				27,580
		Other Post-Employment Benefits				154,444
		Retiree Medical Trust				659
		Retirement 401 Plan				2,636
		Retirement ARC				631,967
		Retirement DROP				9,787
		Retirement Offset Contribution				1,946
		Risk Management Administration				25,256
		Supplemental Pension Savings Plan				86,654
		Unemployment Insurance				7,431
		Workers' Compensation				23,361
Fringe Benefits Subtotal						\$ 1,284,001
Total Personnel Expenditures						\$ 3,451,914

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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)

Information Technology Fund	FY2011 Budget*	FY2012 Adopted
BEGINNING BALANCE AND RESERVES		
Balance from Prior Year	\$ 947,569	\$ 664,031
Contingency Reserve	500,000	-
TOTAL BALANCE AND RESERVES	\$ 1,447,569	\$ 664,031
REVENUE		
Information Technology Revenue	\$ 3,510,440	\$ 5,390,078
Reimbursement from Other Agencies	-	195,303
TOTAL REVENUE	\$ 3,510,440	\$ 5,585,381
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 4,958,009	\$ 6,249,412
OPERATING EXPENSE		
Personnel Expense	\$ 2,071,435	\$ 3,451,914
Non-Personnel Expense	1,442,459	2,126,297
TOTAL OPERATING EXPENSE	\$ 3,513,894	\$ 5,578,211
TOTAL EXPENSE	\$ 3,513,894	\$ 5,578,211
BALANCE	\$ 1,444,115	\$ 671,201
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 4,958,009	\$ 6,249,412

* At the time of publication, audited financial statements for Fiscal Years 2010 and 2011 were not available. Therefore, the Fiscal Year 2011 column reflects final budget amounts from the Fiscal Year 2011 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.