

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
- Goals and Objectives
- Service Efforts and Accomplishments
- Key Performance Indicators
- Department Summary
- Department Expenditures
- Department Personnel
- Significant Budget Adjustments
- Expenditures by Category
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- Revenue and Expense Statement

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 2013, Fiscal Year 2012 goals and objectives have been reprinted and, in some cases, updated to reflect budget reductions, department restructures, and new City mandates. 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 2014 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 department. This area is appropriate for describing milestones met, services provided, accomplishments, as well as awards and special recognitions that 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

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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. While the performance indicators listed in this section may reflect multiple department goals and objectives, those that are most closely identified by the indicator are identified in parentheses. Actual figures for Fiscal Year 2011 have been included for each performance indicator, as well as estimated Fiscal Year 2012 and target Fiscal Year 2013 information.

Department Summary

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

Department Summary

	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2012–2013 Change
Positions (Budgeted)	17.00	26.00	94.00	68.00
Personnel Expenditures	\$ 2,431,903	\$ 3,451,914	\$ 11,352,062	\$ 7,900,148
Non-Personnel Expenditures	22,004,535	2,316,750	30,266,528	27,949,778
Total Department Expenditures	\$ 24,436,438	\$ 5,768,664	\$ 41,618,590	\$ 35,849,926
Total Department Revenue	\$ 4,906,787	\$ 5,585,381	\$ 43,694,272	\$ 38,108,891

Department Expenditures and Personnel

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

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2012–2013 Change
Financial & Support Services	\$ 1,832,469	\$ 2,333,653	\$ 1,665,810	\$ (667,843)
IT Services Sourcing	-	-	1,675,487	1,675,487
Information Technology	2,220,135	3,090,552	3,977,594	887,042
Project Management Office	245,252	154,006	-	(154,006)
Total	\$ 4,297,855	\$ 5,578,211	\$ 7,318,891	\$ 1,740,680

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Proposed	FY2012–2013 Change
Financial & Support Services	5.00	11.00	6.00	(5.00)
IT Services Sourcing	0.00	0.00	6.00	6.00
Information Technology	11.00	14.00	15.00	1.00
Project Management Office	1.00	1.00	0.00	(1.00)
Total	17.00	26.00	27.00	1.00

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	0.00	\$ 309,547	\$ -
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
Total	0.00	\$ 309,547	\$ -

Expenditures by Category

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

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 1,538,793	\$ 2,167,913	\$ 2,222,880	\$ 54,967
Fringe Benefits	893,110	1,284,001	1,326,463	42,462
PERSONNEL SUBTOTAL	\$ 2,431,903	\$ 3,451,914	\$ 3,549,343	\$ 97,429
NON-PERSONNEL				
Supplies	\$ 4,155	\$ 6,353	\$ 6,528	\$ 175
Contracts	1,204,184	1,285,326	831,232	(454,094)
Information Technology	592,475	741,366	2,802,902	2,061,536
Energy and Utilities	36,399	15,230	15,070	(160)
Other	6,868	11,957	11,700	(257)
Transfers Out	21,871	63,665	102,116	38,451
Capital Expenditures	-	2,400	-	(2,400)
NON-PERSONNEL SUBTOTAL	\$ 1,865,952	\$ 2,126,297	\$ 3,769,548	\$ 1,643,251
Total	\$ 4,297,855	\$ 5,578,211	\$ 7,318,891	\$ 1,740,680

Revenues by Category

The Revenues by Category table displays budgeted revenues by category.

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2012-2013 Change
Charges for Services	\$ 3,529,281	\$ 3,308,229	\$ -	\$ (3,308,229)
Other Revenue	199,109	195,303	-	(195,303)
Rev from Money and Prop	(20,100)	-	-	-
Transfers In	-	2,081,849	7,818,160	5,736,311
Total	\$ 3,708,289	\$ 5,585,381	\$ 7,818,160	\$ 2,232,779

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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 Title / Wages	FY2011 Budget	FY2012 Budget Proposed	FY2013	Salary Range	Total
Salaries and Wages						
20000175	Applications Programmer 2	0.00	1.00	0.00	\$66,768 - \$80,891	\$ -
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	149,865
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,349
20000487	Graphic Designer	0.00	0.00	1.00	43,264 - 51,979	50,680
20000290	Information Systems Analyst 2	1.00	2.17	3.00	54,059 - 65,333	171,491
20000293	Information Systems Analyst 3	4.00	5.00	5.00	59,363 - 71,760	347,370
20000998	Information Systems Analyst 4	3.00	3.00	3.00	66,768 - 80,891	235,392
20000180	Information Systems Manager	1.00	1.00	1.00	84,427 - 102,253	102,253
20000377	Information Systems Technician	0.00	1.00	0.00	42,578 - 51,334	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	40,742
20001222	Program Manager	4.00	8.83	10.00	46,966 - 172,744	975,772
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	69,966
	Overtime Budgeted					4,000
	Termination Pay Annual Leave					24,000
Salaries and Wages Subtotal		17.00	26.00	27.00		\$ 2,222,880
Fringe Benefits						
	Employee Offset Savings					\$ 62,773
	Flexible Benefits					237,747
	Long-Term Disability					14,773
	Medicare					31,503
	Other Post-Employment Benefits					165,146
	Retiree Medical Trust					849
	Retirement 401 Plan					3,397
	Retirement ARC					661,787
	Retirement DROP					6,127
	Retirement Offset Contribution					873
	Risk Management Administration					27,060
	Supplemental Pension Savings Plan					79,394
	Unemployment Insurance					6,583
	Workers' Compensation					28,451
Fringe Benefits Subtotal						\$ 1,326,463
Total Personnel Expenditures						\$ 3,549,343

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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 Actual	FY2012 [*] Budget	FY2013 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,485,019	\$ 664,031	\$ 1,008,725
TOTAL BALANCE AND RESERVES	\$ 1,485,019	\$ 664,031	\$ 1,008,725
REVENUE			
Reimbursement Between Funds/Departments	\$ 3,529,281	\$ 5,390,078	\$ 7,818,160
Reimbursement From Other Agencies	199,109	195,303	-
Interest and Dividends	(20,100)	-	-
TOTAL REVENUE	\$ 3,708,289	\$ 5,585,381	\$ 7,818,160
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 5,193,308	\$ 6,249,412	\$ 8,826,885
OPERATING EXPENSE			
Personnel Expense	\$ 2,431,903	\$ 3,451,914	\$ 3,549,343
Non-Personnel Expense	1,865,952	2,126,297	3,769,548
TOTAL OPERATING EXPENSE	\$ 4,297,855	\$ 5,578,211	\$ 7,318,891
TOTAL EXPENSE	\$ 4,297,855	\$ 5,578,211	-\$ 7,318,891
RESERVES			
Contingency Reserve	\$ -	\$ -	\$ 500,000
TOTAL RESERVES	\$ -	\$ -	\$ 500,000
BALANCE	\$ 895,453	\$ 671,201	\$ 1,007,994
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 5,193,308	\$ 6,249,412	\$ 8,826,885

^{*} At the time of publication, audited financial statements for Fiscal Year 2012 were not available. Therefore, the Fiscal Year 2012 column reflects final budget amounts from the Fiscal Year 2012 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



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