

**OFFICE OF  
MANAGEMENT & BUDGET**

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**Mayor**

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**Management  
Services**

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**Office of  
Management  
and Budget  
1180**

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**DEPARTMENT SUMMARY**

**DEPARTMENT** OFFICE OF MANAGEMENT AND BUDGET

**MISSION**

To promote efficient and effective management and control of municipal resources through development and administration of fiscal policies, fiscal plans and budgeting systems.

**MAJOR PROGRAMMING HIGHLIGHTS**

- Facilitate municipal financial planning and management through development and maintenance of budget systems.
- Maintain and apply long-range fiscal projection model.
- Monitor budget status and advise departments through budget analysis.
- Coordinate the development of operating and capital budgets for general government and Municipally-owned utilities.
- Research and analyze pending fiscal legislation to assist in obtaining legislation that is favorable to the Municipality.
- Conduct management reviews and provide assistance to departments in reorganizational matters.

**RESOURCES**

|                  | 1988         | 1989         |
|------------------|--------------|--------------|
| Direct Costs     | \$ 1,471,010 | \$ 1,326,400 |
| Program Revenues | \$ 20,000    | \$ 31,500    |
| Personnel        | 12FT 1PT     | 11FT         |

1989 RESOURCE PLAN

DEPARTMENT: OFFICE OF MGMT AND BUDGET

| DIVISION   | FINANCIAL SUMMARY |             | PERSONNEL SUMMARY |    |             |       |
|--|-------------------|-------------|-------------------|----|-------------|-------|
|  | 1988 REVISED      | 1989 BUDGET | 1988 REVISED      |    | 1989 BUDGET |       |
|  |                   |             | FT                | PT | T           | TOTAL |
| MANAGEMENT & BUDGET                                  | 1,471,010         | 1,326,400   | 12                | 1  |             | 13    |
| OPERATING COST                                       | 1,471,010         | 1,326,400   | 12                | 1  |             | 13    |
| ADD DEBT SERVICE                                     | 0                 | 0           |                   |    |             |       |
| DIRECT ORGANIZATION COST                             | 1,471,010         | 1,326,400   |                   |    |             |       |
| ADD INTRAGOVERNMENTAL CHARGES<br>CHARGES FROM OTHERS | 0                 | 333,070     |                   |    |             |       |
| TOTAL DEPARTMENT COST                                | 1,471,010         | 1,659,470   |                   |    |             |       |
| LESS INTRAGOVERNMENTAL<br>CHARGES TO OTHERS          | 0                 | 194,910     |                   |    |             |       |
| FUNCTION COST  | 1,471,010         | 1,464,560   |                   |    |             |       |
| LESS PROGRAM REVENUES                                | 20,000            | 31,500      |                   |    |             |       |
| NET PROGRAM COST                                     | 1,451,010         | 1,433,060   |                   |    |             |       |

1989 RESOURCES BY CATEGORY OF EXPENSE

| DIVISION                         | PERSONAL SERVICES | SUPPLIES | OTHER SERVICES | CAPITAL OUTLAY | TOTAL DIRECT COST |
|----------------------------------|-------------------|----------|----------------|----------------|-------------------|
| MANAGEMENT & BUDGET              | 637,550           | 2,000    | 695,440        | 1,900          | 1,336,890         |
| DEPT. TOTAL WITHOUT DEBT SERVICE | 637,550           | 2,000    | 695,440        | 1,900          | 1,336,890         |
| LESS VACANCY FACTOR              | 10,490            |          |                |                | 10,490            |
| ADD DEBT SERVICE                 |                   |          |                |                |                   |
| TOTAL DIRECT ORGANIZATION COST   | 627,060           | 2,000    | 695,440        | 1,900          | 1,326,400         |

|   |
|---|
| RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET |
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DEPARTMENT: OFFICE OF MANAGEMENT AND BUDGET

|   | DIRECT COSTS        | POSITIONS   |       |   |
|---|---------------------|-------------|-------|---|
|   |                     | FT          | PT    | T |
| <b>1988 REVISED BUDGET:</b>                                   | \$ 1,471,010        | 12FT        | 1PT   |   |
| <b>Amount Required to Continue Existing Programs in 1989:</b> | (43,470)            |             |       |   |
| <b>REDUCTIONS TO EXISTING PROGRAMS:</b>                       |                     |             |       |   |
| - Fiscal Planning Officer                                     | (51,300)            |             | (1PT) |   |
| - Administrative Officer                                      | (47,830)            | (1FT)       |       |   |
| - Travel  | (3,600)             |             |       |   |
| <b>EXPANSIONS IN EXISTING PROGRAMS:</b>                       |                     |             |       |   |
| None  |                     |             |       |   |
| <b>NEW PROGRAMS:</b>  |                     |             |       |   |
| None  |                     |             |       |   |
| <b>MISCELLANEOUS INCREASES (DECREASES):</b>                   |                     |             |       |   |
| - Indigent Defense  | 890                 |             |       |   |
| - Supplies and services                                       | 700                 |             |       |   |
|   | <hr/>               |             |       |   |
| <b>1989 BUDGET</b>  | <b>\$ 1,326,400</b> | <b>11FT</b> |       |   |

1989 PROGRAM PLAN

DEPARTMENT: OFFICE OF MGMT AND BUDGET DIVISION:

PROGRAM: Municipal Budgeting

PURPOSE:

To coordinate and monitor the municipal operating, capital and utility budgets and to coordinate the grants for general government.

1988 PERFORMANCES:

- Improved fiscal projections and impact data to facilitate informed budget decisions.
- Provided municipal departments with the latest budget management information.
- Reviewed the intragovernmental charge system for fairness and accuracy.
- Ensured user fees and related charges met the fee policy requirements.

1989 OBJECTIVES:

- Improve fiscal projections and impact data to facilitate improved budget decisions.
- Continue to provide municipal departments with the latest budget management information.
- Ensure user fees and related charges meet the fee policy requirements.
- Continue to review the intragovernmental charge system for fairness and accuracy.

RESOURCES:

|                    | 1987 REVISED |         |   | 1988 REVISED |         |   | 1989 BUDGET |         |   |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
|                    | FT           | PT      | T | FT           | PT      | T | FT          | PT      | T |
| PERSONNEL:         | 15           | 0       | 0 | 11           | 0       | 0 | 10          | 0       | 0 |
| PERSONAL SERVICES  | \$           | 728,810 |   | \$           | 594,370 |   | \$          | 564,870 |   |
| SUPPLIES           |              | 1,800   |   |              | 900     |   |             | 1,900   |   |
| OTHER SERVICES     |              | 6,010   |   |              | 4,560   |   |             | 6,910   |   |
| CAPITAL OUTLAY     |              | 6,900   |   |              | 1,900   |   |             | 1,900   |   |
| TOTAL DIRECT COST: | \$           | 743,520 |   | \$           | 601,730 |   | \$          | 575,580 |   |

PERFORMANCE MEASURES:

|  |     |     |     |
|--|-----|-----|-----|
| - Operating grants coordinated                     | 60  | 60  | 60  |
| - Indirect cost rate proposals prepared for grants | 3   | 3   | 3   |
| - Budget transfers processed                       | 300 | 300 | 300 |
| - Supplemental appropriations processed            | 110 | 100 | 100 |
| - Capital grants maintained and monitored          | 302 | 275 | 275 |
| - Utility and special quality analyses             | 4   | 0   | 0   |

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 4, 6

1989 P R O G R A M P L A N

DEPARTMENT: OFFICE OF MGMT AND BUDGET DIVISION:  
PROGRAM: Management Services

PURPOSE:

Increase the efficiency and effectiveness of municipal operations to better meet public service requirements and reduce costs.

1988 PERFORMANCES:

- Continue to provide management assistance to municipal agencies with emphasis on organization structure, staffing, program delivery, internal controls, and revenue enhancement.
- Develop and implement municipal-wide cost saving measures.
- Coordinate and assist special task groups assigned to analyze municipal wide issues, including the Mayor's Special Committee on Fiscal Policy.
- Coordinate the development and annual review of municipal policies and procedures.

1989 OBJECTIVES:

- Continue to provide management assistance to municipal agencies.
- Continue to develop and implement municipal-wide cost saving measures.
- Continue to coordinate and assist special task groups assigned to analyze municipal-wide issues.
- Continue to coordinate the development and annual review of municipal policies and procedures.
- Develop and implement a structured approach and process for cost containment, including performance reviews, cost saving suggestions, code and regulation reform and performance measurement.

RESOURCES:

|                    | 1987 REVISED |         |   | 1988 REVISED |         |   | 1989 BUDGET |        |   |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|--------|---|
|                    | FT           | PT      | T | FT           | PT      | T | FT          | PT     | T |
| PERSONNEL:         | 3            | 0       | 0 | 1            | 1       | 0 | 1           | 0      | 0 |
| PERSONAL SERVICES  | \$           | 208,540 |   | \$           | 169,730 |   | \$          | 62,190 |   |
| SUPPLIES           |              | 700     |   |              | 100     |   |             | 100    |   |
| OTHER SERVICES     |              | 14,300  |   |              | 1,550   |   |             | 800    |   |
| TOTAL DIRECT COST: | \$           | 223,540 |   | \$           | 171,380 |   | \$          | 63,090 |   |

PERFORMANCE MEASURES:

- Major management assistance projects 5 7 4
- Short-term management assistance projects 20 20 16
- Policies and procedures reviewed 100 100 100

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

