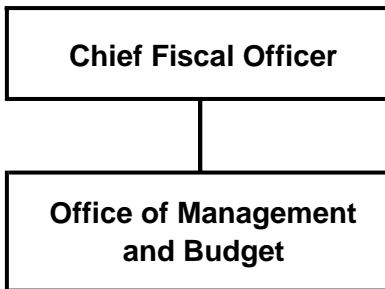


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# ***Office of Management and Budget***

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## 2006/2007 Proposed General Government Operating Budget

### ***Office of Management & Budget***

Janet Mitson, Director

343-4496

#### **Description**

The Office of Management and Budget is responsible for fiscal and operational planning, monitoring compliance with Municipal policies and standards, management analysis, budgeting and program evaluation, preparing and managing the Municipal budget and coordinating State and Federal grant assistance.

#### **2005 Highlights**

- Supported 25 general government operating departments, seven utilities, and grants.
- Implemented biennial budgeting for general government and utilities.

#### **2006-2007 Operational Goals**

- Provide ongoing support of departments, utilities and grants.
- Implement intragovernmental charge reform.
- Select and implement a new automated budget preparation system.

**2006/2007 Proposed General Government Operating Budget**

***Office of Management & Budget***

**Resource Plan**

Description	2005 Revised	2006 Proposed	2007 Proposed
<b><i>Financial Summary</i></b>			
Office of Management & Budget	\$ 1,061,360	\$ 1,098,880	\$ 1,168,510
<b>Operating Cost</b>	<b>1,061,360</b>	<b>1,098,880</b>	<b>1,168,510</b>
Add Debt Service	-	-	-
<b>Direct Organization Cost</b>	<b>1,061,360</b>	<b>1,098,880</b>	<b>1,168,510</b>
Charges From/(To) Others	(187,140)	(92,780)	(109,330)
<b>Function Cost</b>	<b>874,220</b>	<b>1,006,100</b>	<b>1,059,180</b>
Less Program Revenues	-	-	-
<b>Net Program Cost</b>	<b>\$ 874,220</b>	<b>\$ 1,006,100</b>	<b>\$ 1,059,180</b>
<b><i>Personnel Summary</i></b>			
Full-Time Employees	9	7	7
Part-Time Employees	-	2	2
Temporary Employees	-	-	-
<b>Total Employees</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b><i>Resource Costs by Category</i></b>			
Personal Services	\$ 889,660	\$ 929,440	\$ 1,000,890
Supplies	5,510	4,050	4,050
Other Services *	168,490	170,440	168,620
Depreciation & Amortization	-	-	-
Capital Outlay	2,700	500	500
<b>Total Direct Cost</b>	<b>1,066,360</b>	<b>1,104,430</b>	<b>1,174,060</b>
Less Vacancy Factor	(5,000)	(5,550)	(5,550)
Add Debt Service	-	-	-
<b>Total Direct Organization Cost</b>	<b>\$ 1,061,360</b>	<b>\$ 1,098,880</b>	<b>\$ 1,168,510</b>
* Travel for this department included in the Other Services category	\$ 4,000	\$ 4,000	\$ 4,000

2006/2007 Proposed General Government Operating Plan

**Office of Management & Budget**

**Reconciliation From 2005 Revised Budget to 2006/2007 Proposed Budget**

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
<b>2005 Revised Budget</b>	\$ 1,061,360	9		
<b>2005 One-Time Requirements</b>				
- None				
<b>Transfers (To)/From Other Agencies</b>				
- Community Relations Specialist to PM&E Department	(88,850)	(1)		
<b>Debt Service Changes - Not Applicable</b>				
<b>Changes in Existing Programs for 2006</b>				
- Salary and benefits adjustments	62,680			
- Management Systems Officer, part-time	98,650		1	
- Management Systems Officer, full-time to part-time	(34,410)	(1)	1	
<b>Continuation Level for 2006</b>	\$ 1,099,430	7	2	-
<b>Transfers (To)/ From Other Agencies</b>				
- None				
<b>2006 Program/Funding Changes</b>				
- Vacancy factor adjustment	(550)			
<b>2006 Proposed Budget</b>	<b>\$ 1,098,880</b>	<b>7</b>	<b>2</b>	<b>-</b>
<b>Changes in Existing Programs for 2007</b>				
- Salary and benefits adjustments	71,450			
- Procurement savings	(1,820)			
<b>2007 Proposed Budget</b>	<b>\$ 1,168,510</b>	<b>7</b>	<b>2</b>	<b>-</b>