

# OFFICE OF MANAGEMENT AND BUDGET

## Mission

*Our mission in the Office of Management and Budget is to offer accurate financial planning information and quality service to the City Management Team, the City Council, other City departments, and our citizens in order to increase confidence in City leadership and provide comprehensive budgeting data to all of our customers.*

## Department Description

There are four primary responsibilities of the Office of Management and Budget, as follows:

- Prepare and present the City's Annual Operating and Capital Improvement Budget. This includes managing and coordinating all aspects of the budget process.
- Assure the City's compliance with the State of Florida's "Truth-in-Millage" (TRIM) act. TRIM establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. This ensures taxpayer awareness of proposed millage changes, proposed budget changes, and, if any, the percent of change in the rolled-back rate. Non-compliance by the taxing authority could result in the loss of revenue sharing funds.
- Assure the City's compliance with the City of Clearwater's Code of Ordinances regarding the City's budget under Article VI, Division 2 Fiscal Management Procedure of the code. The City Code establishes specific requirements regarding the production of the City's annual operating and capital improvement budgets, as well as, the budget amendment process.
- Provide assistance to other City departments for numerous related activities including the review of all agenda items for fiscal impact to assure sufficient revenues are available and relevant budget impacts are disclosed, annual support to the Finance department for the year-end closing process, and the preparation of miscellaneous financial analysis and reports for management planning.

The City of Clearwater has received the Distinguished Budget Presentation Award from the Government Finance Officer's Association of the United States and Canada for its annual budget for each of the last twenty-five years. In order to receive this award, the governmental unit must publish a budget document that meets the program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

PROGRAM SUMMARY					
	Actual 2008/09	Actual 2009/10	Budget 2010/11	Budget 2011/12	% Change
Personnel	234,695	254,489	262,400	265,670	1%
Operating	7,738	11,658	11,300	11,780	4%
Internal Services	21,544	18,134	15,800	16,290	3%
<b>Total Office of Management and Budget</b>	<b>263,977</b>	<b>284,281</b>	<b>289,500</b>	<b>293,740</b>	<b>1%</b>

# OFFICE OF MANAGEMENT AND BUDGET

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2008/09	Actual 2009/10	Budget 2010/11	Budget 2011/12
Office of Management and Budget	3.0	3.0	3.0	3.0
<b>Total Office of Management and Budget</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

## Program Highlights

- ❖ The Office of Management and Budget is supported by three full time equivalent positions, the same level as the 2010/11 budget.
- ❖ The 1% increase in Personnel costs is due to budgeted increases in employee pension costs, and the new method in charging back medical insurance. Personnel costs represent 90% of this program's budget.
- ❖ Operating costs reflect a 4% increase from the 2010/11 budget due to increased printing costs.
- ❖ There have been no other significant changes in the Office of Management and Budget. The budget for this department reflects an increase of 1% from the 2010/11 budget.