

# 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 the proposed millage changes, the 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, Section 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-one 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 2004/05	Actual 2005/06	Budget 2006/07	Budget 2007/08	% Change
Personnel	279,390	269,098	297,830	268,140	-10%
Operating	8,147	13,027	11,120	10,910	-2%
Internal Services	23,012	22,524	24,360	26,110	7%
<b>Total Office of Management and Budget</b>	<b>310,549</b>	<b>304,649</b>	<b>333,310</b>	<b>305,160</b>	<b>-8%</b>

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<b>DEPARTMENT FULL TIME EQUIVALENT POSITIONS</b>				
	<b>Actual 2004/05</b>	<b>Actual 2005/06</b>	<b>Budget 2006/07</b>	<b>Budget 2007/08</b>
Office of Management and Budget	4.0	4.0	4.0	3.0
<b>Total Office of Management and Budget</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>

## Program Highlights

- ❖ The Office of Management and Budget is supported by three (3) full time equivalent (FTE) positions, a reduction of one from the 2006/07 budget. One position of Accountant has been eliminated from the budget. This change results in a 10% reduction in personnel service costs for the 2007/08 budget.
- ❖ Personnel costs represent 88% of this program's budget.
- ❖ There have been no other significant changes in the Office of Management and Budget. The budget for this Department reflects a decrease of 8% from the 2006/07 budget.