

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 eighteen (18) years. In order to receive this award, the governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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| Program Summary | | | | | |
|---|----------------|----------------|----------------|----------------------|---------------|
| | <i>Actual</i> | <i>Actual</i> | <i>Budget</i> | <i>Budget</i> | <i>%</i> |
| | <i>2001/02</i> | <i>2002/03</i> | <i>2003/04</i> | <i>2004/05</i> | <i>Change</i> |
| Personnel | 241,021 | 252,128 | 265,020 | 276,510 | 4.3% |
| Operating | 4,374 | 4,394 | 6,520 | 10,720 | 64.4% |
| Internal Services | <u>26,605</u> | <u>24,429</u> | <u>24,960</u> | <u>22,920</u> | <u>-8.2%</u> |
| Total | 272,000 | 280,951 | 296,500 | 310,150 | 4.6% |
| Department Full-Time Equivalent Positions | 4.0 | 4.0 | 4.0 | 4.0 | |

Program Highlights

- ❖ The Budget Office is supported by four full-time equivalent positions, the same as the 2003/04 budget.
- ❖ Personnel costs represent 89% of this program's budget.
- ❖ There have been no significant changes in the Budget Office in this budget. The 2004/05 budget for this office reflects a modest increase of 4.6% over the previous year's budget.