

Budget & Research

Mission Statement

Ensure effective, efficient allocation of city resources to enable the City Council, City Manager, and city departments to provide quality services to our residents. In everything we do, we strive to:

- Deliver excellence in our analysis;
- Address the needs of our diverse customers;
- Be honest and open in our working relationships; and
- Encourage the professional growth of all employees.

Key Services

Prepare the annual budget, prepare the 5-year Capital Improvement Program, provide a centralized system of budgetary and internal controls, and perform program evaluation and other research studies.

CIP Expenditures as % of Estimate

Target: 70%

YTD Percent: 19.5%

Goal:

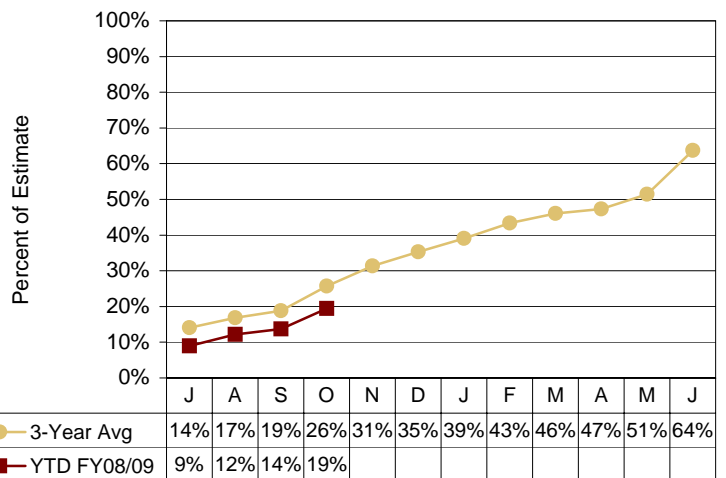
To ensure the Capital Improvement Program (CIP) estimate more accurately reflects actual expenditures

Target:

Total expenditures will be at least 70% of the estimate by year-end

Significance:

A target of 70% provides flexibility for unplanned changes in the CIP. Comparison to a three year average is a measure of whether the rate of expenditures is occurring according to expectations (similar to historical patterns).



GF Operating Expenditures as % of Estimate

Target: 100%

YTD Percent: 33.8%

Goal:

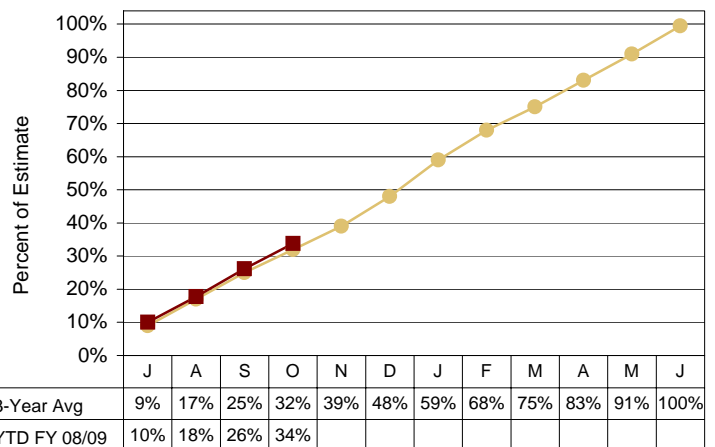
To ensure General Fund (GF) expenditures are on track to be within estimated expenditures

Target:

Expenditures will be within ± 0.5% of estimate at year-end

Significance:

Accurate estimates are crucial to having a balanced current year budget and for setting a realistic budget for the following year. Comparison to a three year average is a measure of whether the rate of expenditures is occurring according to expectations (similar to historical patterns).



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GF Revenue as % of Estimate

Target: 100%

YTD Percent: 20.2%

Goal:

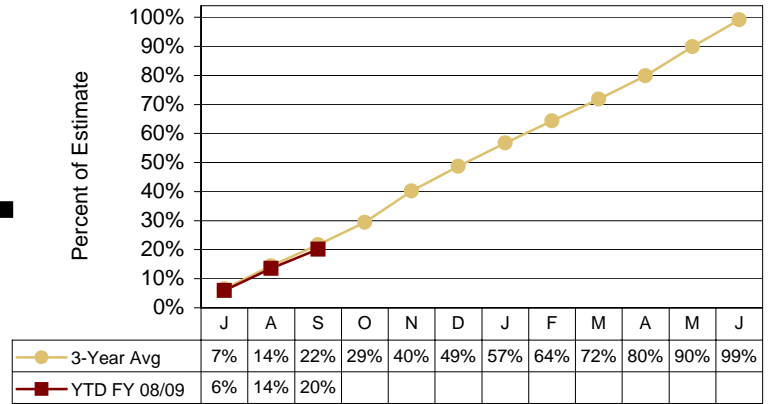
To ensure General Fund (GF) revenue is on track to achieve estimated revenue

Target:

Revenue will be within ± 0.5% of estimate at year-end

Significance:

Accurate estimates are crucial to having a balanced current year budget and for setting a realistic budget for the following year. Comparison to a three year average is a measure of whether the rate of revenue collections is occurring according to expectations (similar to historical patterns). Due to the timing of State-shared revenue reporting, total General Fund revenue reporting will be one month behind.



Staff Training Hours

Target: 24 hours

YTD Average: 16

Goal:

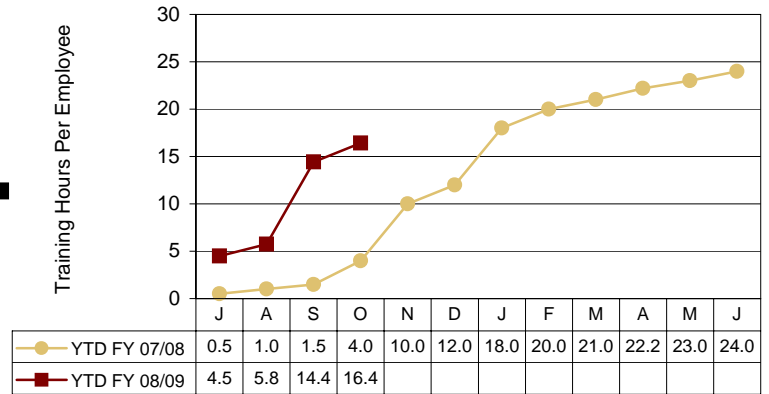
To ensure employees stay current on technical skills and to accomplish department diversity goals

Target:

Complete an average of 24 hours of training per employee by year-end

Significance:

The improvement of technical skills is important for efficiently and effectively accomplishing budget analysis. Diversity strengthens our department, broadens our outlook and encourages creativity and commitment in providing outstanding customer service.



RCA Turn-around Time

Target: 75%

YTD Actual: 71%

Goal:

Process Requests for Council Action (RCA) in a timely fashion

Target:

Process 75% of RCA's within 24 hours of receipt

Significance:

The timely processing of RCA's is important to our customers. Delays in processing can negatively impact client department operations.

