

# OFFICE OF BUDGET MANAGEMENT

The Department of Budget Management prepares and manages the County's annual operating and capital budgets. The Department provides fiscal oversight of agency and department revenues and expenditures, assesses fiscal trends, and advises the County Administration regarding fiscal matters. The Department provides Risk Management services to the county, and manages the collection and enforcement of the Hospitality Tax.

| DEPT NUMBER: 1-9111             | OFFICE OF BUDGET MANAGEMENT |                      |                      |                      |                      |                       |
|---------------------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| FUNDING SOURCE(S)               | FY 2006/07<br>ACTUAL        | FY 2007/08<br>ACTUAL | FY 2008/09<br>ACTUAL | FY 2009/10<br>BUDGET | FY 2010/11<br>BUDGET | INC/DEC<br>FY 11 - 10 |
| General Fund                    | 265,871                     | 292,082              | 291,527              | 333,663              | 341,853              | 8,190                 |
| <b>EXPENDITURES</b>             |                             |                      |                      |                      |                      |                       |
| Personnel Services Expenditures | 247,070                     | 265,622              | 275,676              | 302,643              | 313,443              | 10,800                |
| Operating Expenditures          | 14,505                      | 25,584               | 12,474               | 31,020               | 28,410               | (2,610)               |
| Capital Outlay                  | 4,296                       | 875                  | 3,377                | 0                    | 0                    | 0                     |
| Other Expenditures              |                             | 0                    | 0                    | 0                    | 0                    | 0                     |
| <b>EXPENDITURE TOTAL</b>        | <b>\$265,871</b>            | <b>\$292,082</b>     | <b>\$291,527</b>     | <b>\$333,663</b>     | <b>\$341,853</b>     | <b>\$8,190</b>        |
| <b>AUTHORIZED PERSONNEL</b>     | <b>4</b>                    | <b>4</b>             | <b>4</b>             | <b>4</b>             | <b>4</b>             | <b>0</b>              |

## FY 2010/11 Budget Highlights & Initiatives

- There are no significant changes to the FY 2010/11 Recommended Operating Budget.

### Goal:

Promote fiscal responsibility and long-term planning among departments, and manage the County risk exposure

### Objectives:

- Continue to direct focus to long-term financial planning and best practice standards
- Evaluate the fiscal impact of programs and services
- Limit risk exposure to our employees, our residents and our property

| Function or Division                | Description  | Percent of Budget |
|-------------------------------------|--|-------------------|
| <b>Budget Management</b>            | Develop, monitor and adjust annual budget; provides fiscal impact analysis, financial forecasting and trend analysis; administers the Hospitality Tax program; and adherence to adopted fiscal policies  | 50%               |
| <b>Capital Improvement Planning</b> | Long-term planning and financing for infrastructure, technology, vehicle, equipment and other projects; Maintains the county's vehicle and capital equipment replacement schedule  | 25%               |
| <b>Risk Management</b>              | Implementing the County's risk management strategy; identifies and remediates areas of potential liability and exposure; tracks and analyzes performance; manages tort property and liability insurance policies; and conducts safety training and accident investigations | 25%               |