

City of Stamford OPM

FY 2018-19 Budget Presentation





Department Introduction & Brief History

Department's Mission:

The responsibility of the Office of Policy and Management is to prepare the annual operating and capital budgets, provide policy analysis, financial forecasting and revenue/expenditure monitoring and analysis for the Administration and elected officials, and provide duplication and mail room services to user departments.



Services Provided

Program	Services Provided
OPM	<ul style="list-style-type: none">• Preparation of proposed and adopted annual operating & capital budgets• Monitor the budget process and provide support to departments, administration, and elected Boards• Budget control procedures• Provides quarterly capital and operating forecasting and projections• Proposes/recommends budget amendments and adjustments• Assess and recommend opportunities for cost reduction and revenue enhancements• Process chargeback for various centralized costs to departments• Work with fiscal advisors on bond related matters• Manage board of finance and fiscal committee of BOR agendas for appropriation/transfers• Create, manage and forecast full-time salary budgets for all City departments• Create, manage, and maintain dynamic budgeting information systems• Work with actuaries to obtain pension and OPEB budget information



Services Provided

Program	Services Provided						
Central Services	Duplication, printing, and mailroom services to user departments with annual volume of: <table border="1"><tbody><tr><td>Outgoing Mail</td><td>> 175,000 pieces</td></tr><tr><td>Outgoing Mail cost of postage</td><td>> \$125,000</td></tr><tr><td>Document pages printed</td><td>> 800,000</td></tr></tbody></table>	Outgoing Mail	> 175,000 pieces	Outgoing Mail cost of postage	> \$125,000	Document pages printed	> 800,000
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This is how well we do it (2017-18 Highlights)

What are the most significant accomplishments made & challenges faced by the department in the last several FYs?

Operating

- Added the debt service fund to the budget book to allow for better accounting management of the fund.
- Added the active medical fund to budget to provide more detailed information of the expenses and revenues.
- Enhancements to the presentation of the Risk budget including reports, charts, and graphs.
- Linked CAFR to budget database for ease of reconciliation.
- Revised portions of the budget book based on request by BOF (i.e.. risk, active medical, full time salary variance, outyears, revenue).
- Improved communication with boards and commissions to help them make informed decisions about the budgets and requests for transfers or appropriations
- Performed policy analysis on: road/street condition, land use fees, multi city water usage analysis, state revenue by municipality.
- Created a fuel database for Vehicle Maintenance Dept to assist in monthly fuel chargebacks and reporting.



This is how well we do it (2017-18 Highlights)

What are the most significant accomplishments made & challenges faced by the department in the last several FYs?

Capital

- Expansion of capital funding sources in capital budget book. Includes replacement of “other” funding source with specific funding source.
- Reconciliation of capital non-recurring fund with Controller’s office.
- Assisted in modifying capital budget to provide for reduction in AUI project amounts.



Performance Metrics

OPM

- Budget and quarterly reports prepared accurately and issued in a timely manner
- Responsiveness to administration and board requests for information
- Informed decisions by administration and boards

Central Services

- Timely completion/delivery and accuracy of duplication and mailroom services to departments



Department Management

Key Program/Department Challenges

OPM

- Preparing and implementing plans for reduction and continued uncertainty of state grant funding
- Responding to recent increases in OPEB and pension ADC
- Analysis of and changes to pension and OPEB rate of return assumptions
- Participation in performance reviews of risk management



This is what is coming

- Proposed Addition of Cost Reduction Analysis – to expand on the depth and breath of value-added analysis and cost reduction opportunities.



2018-2019 Goals

What are your department goals and plans for 2018-19?

Operating

- Ensure FY2017-18 ends with a reasonable excess of revenue over expenditures.
- Ensure FY2018-19 ends with a reasonable excess of revenue over expenditures.
- Ensure the FY2019-20 budget is submitted with reasonable level of mill rate increase and that administration and Boards are provided with the information they need to make informed decisions.
- Participate in several policy & cost benefit analyses that result in improvement of services, cost reduction and/or revenue enhancements.
- Support administration's analysis of potential new finance system
- Continue updating and enhancing current operating budget database
- Create salary database
- Create an up to date compendium of fees for all city services



2018-2019 Goals

What are your department goals and plans for 2018-19?

Operating (continued)

- Create digital forms for grants and capital accounts (transfers and appropriations)

Capital

- Improve capital budget book to help integrate with the CAFR.
- Improve quarterly capital (i.e. funding sources, funding vs unfunded, projected expenditures)
- Update project specific bonding policies
- Create capital project web portal
- Implement Business Intelligence technology for monitoring and review of capital project expenditures
- Expand capital funding sources to control advances