

Mayor's Department



Responsibilities of the Mayor's Office

Is the Chief Administrative Officer of the City

Provides overall administration of City

- **Policy execution and administration**
- **Enforcement of City ordinances**
- **Strategic planning, and**
- **Oversees all City departments and services including police services.**
- **Also oversees some specialized areas within the Mayor's Department: Finance (Fiscal, Accounting and Purchasing), Media and Grant Administration.**



Responsibilities of the Mayor's Office

Finance

Fiscal - Budgets , CIP, CDBG, Long-Range Financial Planning, Risk Management, Debt Management, Retirement Plans among other things

Accounting - Records, maintains and reconciles all City financial transactions, prepares the Comprehensive Annual Financial Report (CAFR), bills water and sewer and prepares the Citizen Financial Summary Report (PAFR)

Purchasing - Administers the Purchasing Ordinance and the procurement card program, participates in many cooperative purchasing efforts with other governmental agencies

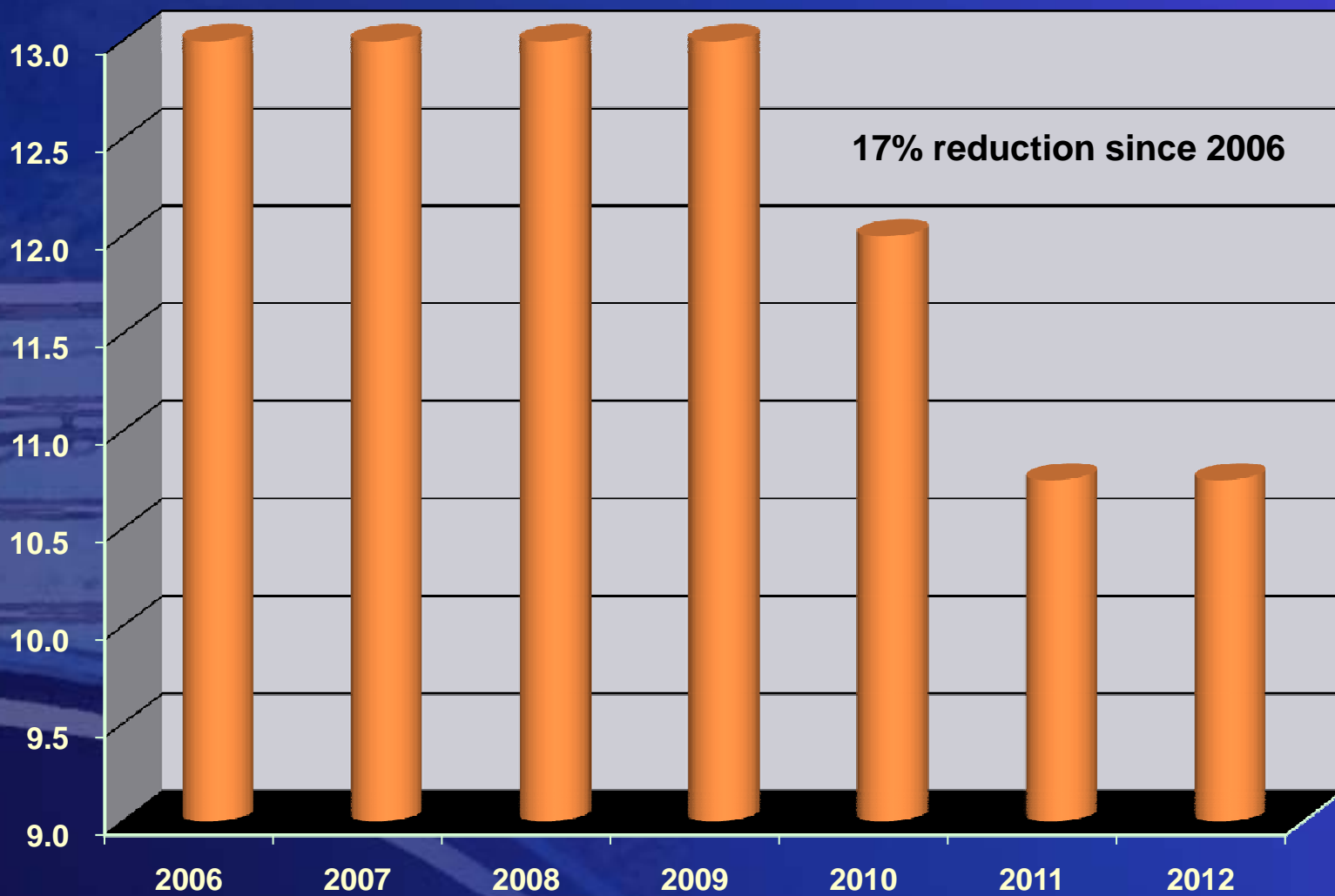
Media

Manages the City's Government Access Channel, video production for employee training, City Council meetings, promotional material, and other special programs including the Festival of the Hills

Grant Administration

Researches and identifies grants and alternative funding sources for various projects, and administers grants in full compliance with all conditions required by the funding source

Mayor's Dept Staff



2012-2014 Budget Summary Report

171 Mayor's Department Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ 1,321,340	\$ 1,302,833	\$ 1,243,480	\$ 590,717	\$ 1,289,050	\$ 1,308,600	\$ 1,330,100
Supplies	27,200	21,195	22,300	8,066	18,800	18,800	18,800
Professional Services	441,880	420,835	405,410	191,501	378,380	385,080	377,080
Other Services	8,470	4,153	9,600	5,029	9,600	9,600	9,600
TOTAL	\$ 1,798,890	\$ 1,749,016	\$ 1,680,790	\$ 795,312	\$ 1,695,830	\$ 1,722,080	\$ 1,735,580
<i>Per Capita</i>	\$ 26.14	\$ 25.41	\$ 23.67	<i>n/a</i>	\$ 23.89	\$ 24.26	\$ 24.45

0.9% increase over FY 2011

- Reclassification and scheduled step adjustment
- Raising health care costs



Accounting Budget

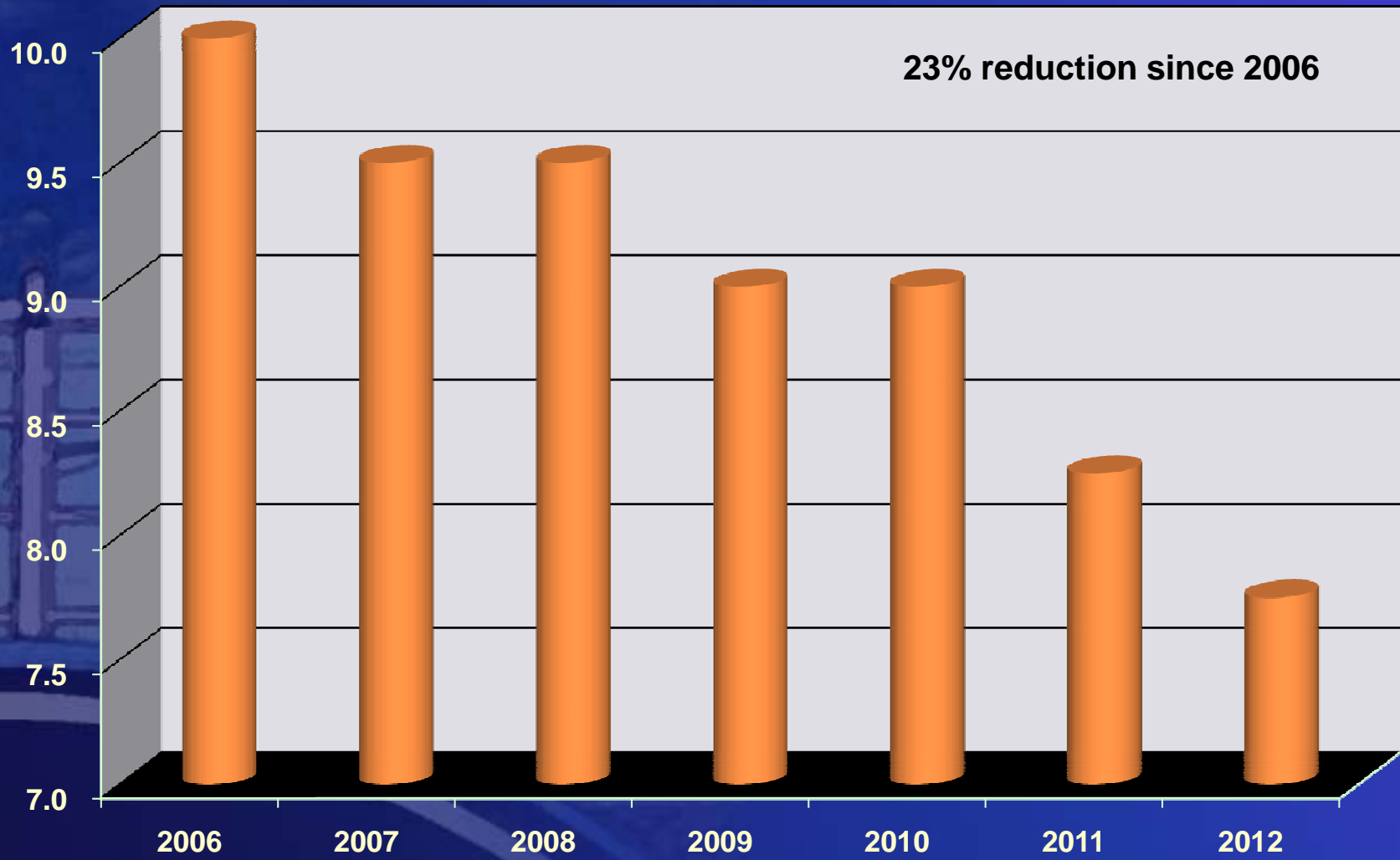


Responsibilities of Accounting

- Records, maintains and reconciles all City financial transactions, prepares the Comprehensive Annual Financial Report (CAFR), bills for water and sewer activity and prepares the Citizen Financial Summary Report (PAFR)
- In addition, Accounting is directly responsible for:
 - All City Related Audits
 - Developers' escrow activity and billing
 - Retirement Plan Administration
 - Accounting services for Rochester Avon Recreation Authority (RARA) and the Older Person's Commission (OPC).



Accounting Dept Staff



2012-2014 Budget Summary Report

201 Accounting Division Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ 820,820	\$ 769,907	\$ 775,510	\$ 336,122	\$ 749,060	\$ 770,560	\$ 785,760
Supplies	14,000	10,914	12,800	4,472	13,000	13,400	13,400
Professional Services	306,110	303,353	322,310	181,258	307,780	310,780	322,890
Other Services	-	-	-	-	-	-	-
TOTAL	\$ 1,140,930	\$ 1,084,173	\$ 1,110,620	\$ 521,852	\$ 1,069,840	\$ 1,094,740	\$ 1,122,050
<i>Per Capita</i>	\$ 16.58	\$ 15.75	\$ 15.64	<i>n/a</i>	\$ 15.07	\$ 15.42	\$ 15.80

A decrease of 3.7% over FY 2011

Entered into a employee sharing program with MIS which resulted in a 5.6% decrease in personnel costs

The Audit RFP resulted in a decrease in audit fees of 11.8%

An RFP for water and sewer billing and printing services decreased that cost by 7%



Legal Services

2012-2014 Budget Summary Report							
210	2010	2010	2011	2011	2012	2013	2014
Legal Services Expenditures	Amended Budget	Audited Actual	Amended Budget	June YTD Actual	Proposed Budget	Projected Budget	Projected Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-	-
Professional Services	334,450	325,589	307,500	132,356	307,500	304,500	304,500
Other Services	-	-	-	-	-	-	-
TOTAL	\$ 334,450	\$ 325,589	\$ 307,500	\$ 132,356	\$ 307,500	\$ 304,500	\$ 304,500
<i>Per Capita</i>	\$ 4.86	\$ 4.73	\$ 4.47	<i>n/a</i>	\$ 4.47	\$ 4.42	\$ 4.42

There are no significant changes proposed for FY 2012.



Special Street Lighting

2012-2014 Budget Summary Report

448 Street Lighting Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-	-
Professional Services	5,330	6,018	6,270	2,012	6,580	6,910	7,250
Other Services	-	-	-	-	-	-	-
TOTAL	\$ 5,330	\$ 6,018	\$ 6,270	\$ 2,012	\$ 6,580	\$ 6,910	\$ 7,250
<i>Per Capita</i>	\$ 0.08	\$ 0.09	\$ 0.09	<i>n/a</i>	\$ 0.10	\$ 0.10	\$ 0.11

There are no significant changes proposed for FY 2012.



Community Development Block Grant

2012-2014 Budget Summary Report							
666 CBDG Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-	-
Professional Services	189,240	192,071	156,920	23,770	131,850	131,000	131,000
Other Services	-	-	-	-	-	-	-
TOTAL	\$ 189,240	\$ 192,071	\$ 156,920	\$ 23,770	\$ 131,850	\$ 131,000	\$ 131,000
<i>Per Capita</i>	\$ 2.75	\$ 2.79	\$ 2.28	\$ -	\$ 1.92	\$ 1.90	\$ 1.90

Decreased by 16.0% over FY 2011

- We had to reduce our Minor Home Repair program by 16% or \$17,530 due to Federal funding reductions
- We also had to reduce our Senior Citizen Home Chore Program by 32% or \$7,540 due to Federal funding reductions but the goods news is we are still able to service the same amount of seniors due to better service pricing from our contractors.

Community Events

2012-2014 Budget Summary Report

Community Events Revenues	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Contributions & Donations - Fireworks	\$ -	\$ -	\$ 76,530	\$ 9,275	\$ 71,530	\$ 71,530	\$ 71,530
Reimbursement - Brooksieway	-	-	10,000	-	10,000	10,000	10,000
TOTAL	\$ -	\$ -	\$ 86,530	\$ 9,275	\$ 81,530	\$ 81,530	\$ 81,530
<i>Per Capita</i>	\$ -	\$ -	\$ 1.26	<i>n/a</i>	\$ 1.18	\$ 1.18	\$ 1.18

2012-2014 Budget Summary Report

760 Community Events Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-	-
Professional Services	-	-	86,530	15,640	81,530	81,530	81,530
Other Services	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 86,530	\$ 15,640	\$ 81,530	\$ 81,530	\$ 81,530
<i>Per Capita</i>	\$ -	\$ -	\$ 1.26	<i>n/a</i>	\$ 1.18	\$ 1.18	\$ 1.18

Decreased by 5.8% over FY 2011

Expenses are offset with donations or reimbursements



Insurance Fund

2012-2014 Budget Summary Report

677 Insurance Fund Revenues	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Charges for Service	\$ 613,650	\$ 613,650	\$ 609,640	\$ 304,820	\$ 451,050	\$ 451,050	\$ 451,050
Investment Earnings	1,500	13,127	6,360	568	14,950	22,460	30,100
Other Revenue	123,380	123,385	-	212,580	-	-	-
TOTAL	\$ 738,530	\$ 750,162	\$ 616,000	\$ 517,968	\$ 466,000	\$ 473,510	\$ 481,150
<i>Per Capita</i>	\$ 10.73	\$ 10.90	\$ 8.95	<i>n/a</i>	\$ 6.77	\$ 6.88	\$ 6.99
677 Insurance Fund Expenses	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Other Services	\$ 620,000	\$ 483,220	\$ 616,000	\$ 353,191	\$ 466,000	\$ 466,000	\$ 466,000
TOTAL	\$ 620,000	\$ 483,220	\$ 616,000	\$ 353,191	\$ 466,000	\$ 466,000	\$ 466,000
<i>Per Capita</i>	\$ 9.01	\$ 7.02	\$ 8.95	<i>n/a</i>	\$ 6.77	\$ 6.77	\$ 6.77

Decreased by 24.0% over FY 2011

Property Causally and Liability Insurance costs decreased by \$150,000

Capital Improvement Fund

2012-2014 Budget Summary Report							
420 CIF Revenues	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Fund Balance to Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,230
Investment Earnings	16,000	15,147	28,970	9,058	41,070	62,490	86,700
Transfer - In	97,000	97,000	165,000	63,750	165,000	165,000	165,000
TOTAL	\$ 113,000	\$ 112,147	\$ 193,970	\$ 72,808	\$ 206,070	\$ 227,490	\$ 446,930
<i>Per Capita</i>	\$ 1.64	\$ 1.63	\$ 2.82	<i>n/a</i>	\$ 2.99	\$ 3.31	\$ 6.49
420 CIF Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Capital Outlay	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 400,000
Transfer - Out	-	-	-	-	136,690	48,310	46,930
TOTAL	\$ -	\$ -	\$ 10,000	\$ -	\$ 146,690	\$ 58,310	\$ 446,930
<i>Per Capita</i>	\$ -	\$ -	\$ 0.15	<i>n/a</i>	\$ 2.13	\$ 0.85	\$ 6.49

PEG Transfer In to reflect the limitations placed on those funds for capital only purchases related to Government Access channel

Transfer-Out to Facilities for Government Access channel's share of debt service related space used by that group. This will offset the cost that was paid for by taxpayers in the past.

Transfer-Out to MIS for the (IS-16) Field Laptop & Permit Software Upgrade project.

Building Authority

2012-2014 Budget Summary Report

279 Building Authority Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ 1,010	\$ 475	\$ 1,010	\$ 270	\$ 1,010	\$ 1,010	\$ 1,010
Supplies	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-
Other Services	-	-	-	-	-	-	-
TOTAL	\$ 1,010	\$ 475	\$ 1,010	\$ 270	\$ 1,010	\$ 1,010	\$ 1,010
<i>Per Capita</i>	\$ 0.01	\$ 0.01	\$ 0.01	n/a	\$ 0.01	\$ 0.01	\$ 0.01

There are no significant changes proposed for FY 2012.

Retiree Healthcare Trust Fund

2012-2014 Budget Summary Report

736 Retiree Health Trust Revenues	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Investment Earnings	\$ 90,000	\$ 213,441	\$ 100,900	\$ 79,936	\$ 120,920	\$ 128,800	\$ 137,060
Transfer - In	155,640	155,640	155,640	77,820	159,450	159,450	159,450
TOTAL	\$ 245,640	\$ 369,081	\$ 256,540	\$ 157,756	\$ 280,370	\$ 288,250	\$ 296,510
<i>Per Capita</i>	\$ 3.57	\$ 5.36	\$ 3.73	<i>n/a</i>	\$ 4.07	\$ 4.19	\$ 4.31
736 Retiree Health Trust Expenditures	2010 Amended Budget	2010 Audited Actual	2011 Amended Budget	2011 June YTD Actual	2012 Proposed Budget	2013 Projected Budget	2014 Projected Budget
Personnel Services	\$ 70,220	\$ 67,653	\$ 74,590	\$ 27,624	\$ 85,480	\$ 93,600	\$ 102,530
Professional Services	27,000	26,902	1,000	-	9,000	1,000	9,000
Transfer - Out	36,090	36,090	40,360	20,180	28,340	28,340	28,340
TOTAL	\$ 133,310	\$ 130,646	\$ 115,950	\$ 47,804	\$ 122,820	\$ 122,940	\$ 139,870
<i>Per Capita</i>	\$ 1.94	\$ 1.90	\$ 1.68	<i>n/a</i>	\$ 1.78	\$ 1.79	\$ 2.03

Interest & Dividend Earnings was increased reflecting the fund's projected earnings

Professional Services was increased to cover our required every other year actuarial report



Conclusion

- What we learned from the Financial Forecast and the Public Opinion Survey was taken into consideration in drafting the budget plan
- We drafted an expenditure budget that fit our available revenue sources
- Some of our expenditure decisions were difficult to make but necessary
- Now we'll start to hear from Department Directors as they cover their areas of responsibilities



Questions

