
MAYOR'S OFFICE

Budget Office Report

This report summarizes a due diligence review with departments of line item compliance with budget guidelines. Budget amounts submitted by departments have been revised based upon negotiations between the department and the Budget Office.

Prepared By: Denise L. McNeley

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Department Summary

Summary	FY 2002a	FY2003r	FY 2004b	FY 2005b
Gross Revenues	\$355,144	\$351,816	\$420,927	\$432,219
Gross Expenditures	\$1,909,399	\$2,236,195	\$1,641,298	\$1,571,098
Net Cost	\$1,554,255	\$1,884,379	\$1,220,371	\$1,138,879

This budget is a scaled down version of the Mayor's Office compared to past years. The new Mayor does not have a lot of flexibility in staffing or supplies & equipment.

There are no special project funds included in the FY 2004 and FY 2005 budget.

With the transfer of the HCHY coordinator and the Depot Manager, there are few non-administrative functions left in the Mayor's office.

The Mayor's contingency account and the neighborhood reinvestment accounts are not reflected in the Mayor's office service units, but are part of the Intergovernmental account. There is \$380,000 budgeted in FY 2004 and FY 2005 for the Mayor's contingency and \$200,000 budgeted in both fiscal years for neighborhood reinvestments.

Revenues

The Mayor's Office has few revenue sources. There are only 2 sources of revenue in the FY 2004 and FY 2005 budget in the Mayor's office; Indirect Reimbursements and the Drug Free Idaho Grant.

Revenues	FY 2002a	FY2003r	FY 2004b	FY 2005b
Olympic Torch Relay	\$52,588	\$0	\$0	\$0
Indirect Reimbursement	\$258,006	\$307,266	\$376,377	\$387,669
Drug Free Idaho	\$44,550	\$44,550	\$44,550	\$44,550
Total Revenues	\$355,144	\$351,816	\$420,927	\$432,219

Personnel Costs

On May 2003, the Mayor's Office had 18 approved FTE's.

Personnel	FY 2002a	FY2003r	FY 2004b	FY 2005b
511101 - Salaries	\$779,816	\$789,064	\$816,040	\$816,040
513001 - Overtime	\$542	\$8,847	\$3,068	\$3,068
516001 - Temp Wages	\$27,055	\$35,211	\$35,211	\$35,211
529001 - Car Allowance	\$8,400	\$8,400	\$3,600	\$3,600
Other Personnel Costs	\$304,580	\$351,625	\$284,957	\$286,195
Total Personnel	\$1,120,393	\$1,184,747	\$1,142,876	\$1,144,114

Key Personnel Accounts:

Vacant positions are currently budgeted at the top of the 1st third in the salary range. There is some potential for a fiscal impact due to the number of positions vacant in building the FY 2004 and FY 2005 budget. The Mayor's office will have 3 positions that are not filled with permanent employees, the Administrative assistant to the Mayor, and 2 Special Assistant's to the Mayor. It is anticipated that these positions will be permanently filled by the new Mayor in January.

New life and long-term disability plan effective May 2003 will result in annual savings of approximately \$2,709.

A decrease in the personnel budget from FY 2003 to FY 2004 reflects transfer of the Health Community*Healthy Youth coordinator position and the Depot Manager to the Parks & Recreation department.

The Mayor's Car Allowance was reduced from \$8,400/yr to \$3,600/yr. by the City Council.

M&O

M&O by Service Unit	FY 2002a	FY2003r	FY 2004b	FY 2005b
Mayor's Office - 1000	\$521,161	\$555,122	\$325,911	\$333,467
Depot - 1001	\$87,192	\$97,562	\$0	\$0
Spec Prog - 1002	\$50,607	\$0	\$0	\$0
Public Info Office - 1003	\$23,472	\$24,869	\$24,899	\$24,899
Council - 1004	\$18,564	\$135,236	\$20,315	\$20,321
Ombudsman - 1005	\$21,846	\$32,178	\$30,595	\$31,595
Labor Emp Relations - 1006	\$65,571	\$55,037	\$86,102	\$7,102
Hearing Office - 1007	\$0	\$0	\$0	\$0
Boise 2000 - 1008	\$0	\$5,000	\$0	\$0
HCHY - 1009	\$0	\$22,209	\$0	\$0
TOTAL M&O	\$788,413	\$927,213	\$487,822	\$417,384

Service Unit Notes:

- 1) The Special Programs service unit has been discontinued as a separate budget unit. The line item budgets have been redistributed to other area's, ie; the IDAORE contract amount has been transferred to the Contract's service unit under DFM. The dues for the Chamber of Commerce have been transferred to PDS.
- 2) The Council service unit has a significant one-time budget allocation in the FY 2003 budget for the forensic audit that will not occur in the FY 2004 or FY 2005 budget.
- 3) The Labor Employee Relations service unit has one significant line item increase from the FY 2002 actuals and the FY 2003 revised budget – the Professional Services account was increased by \$21,413 over the FY 2002 actual level to fund a professional negotiator for the Police contract, which expires March 31, 2004. The labor negotiator position eliminated and the FTE was used to create the Internal auditor.

M&O by Account	FY 2002a	FY2003r	FY 2004b	FY 2005b
534001 – Minor equipment	\$10,990	\$7,027	\$4,714	\$4,364
535001 – Motor fuels	\$2,083	\$2,220	\$562	\$562
542014 – Prof services	\$124,637	\$112,224	\$92,824	\$13,824
547001 – Travel/mtgs	\$57,257	\$26,864	\$21,653	\$22,603
548001 – Dues/subs	\$142,633	\$106,590	\$108,617	\$110,240
552012 – Cellular phones	\$12,978	\$12,997	\$8,369	\$8,369
553001 – Trans/mtgs	\$14,600	\$9,143	\$9,089	\$9,089
Other M&O	\$423,235	\$650,148	\$241,994	\$248,333
TOTAL M&O	\$788,413	\$927,213	\$487,822	\$417,384

Account Notes:

Travel is reduced to one trip per year for each Council member and limited travel for the Mayor and Mayor's office staff.

Dues/subscriptions includes membership dues for: Treasure Valley Partnership, US Conference of Mayor's, AIC, Chamber of Commerce, and Associated Taxpayers of Idaho.

Organization	FY 2002a	FY2003r	FY 2004b	FY 2005b
Treasure Valley Partnership	\$20,810	\$20,810	\$20,810	\$20,810
US Conference of Mayors	\$7,374	\$9,218	\$10,877	\$12,500
AIC	\$74,315	\$74,315	\$74,315	\$74,315
Chamber of Commerce	\$310	\$325	\$310	\$310
Associated Taxpayers	\$60	\$60	\$60	\$60

Equipment

The largest equipment category for the Mayor's Office is computer equipment.

A key watch item is the replacement of the Council's laptops and home computers in FY 2004 and FY 2005. No funds have been included in this budget request for these items. The ITAT committee is currently addressing the options available in their plan. Funds should probably be budgeted in FY 2004 or FY 2005 to replace notebooks (\$14,000) and PC's (\$7,800).

Furniture replacement by the new Mayor and Mayor's office staff is not included in the two-year budget.