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# City of El Paso

## FY2014 City Manager's Proposed Budget

*City Manager's Office*





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# Mission Statement

Provides professional recommendations and implements the policies and direction of City Council. Ensures high quality services, fosters economic and fiscal sustainability, and enhances the City's reputation as a high performing organization that operates in a manner consistent with its mission and values.





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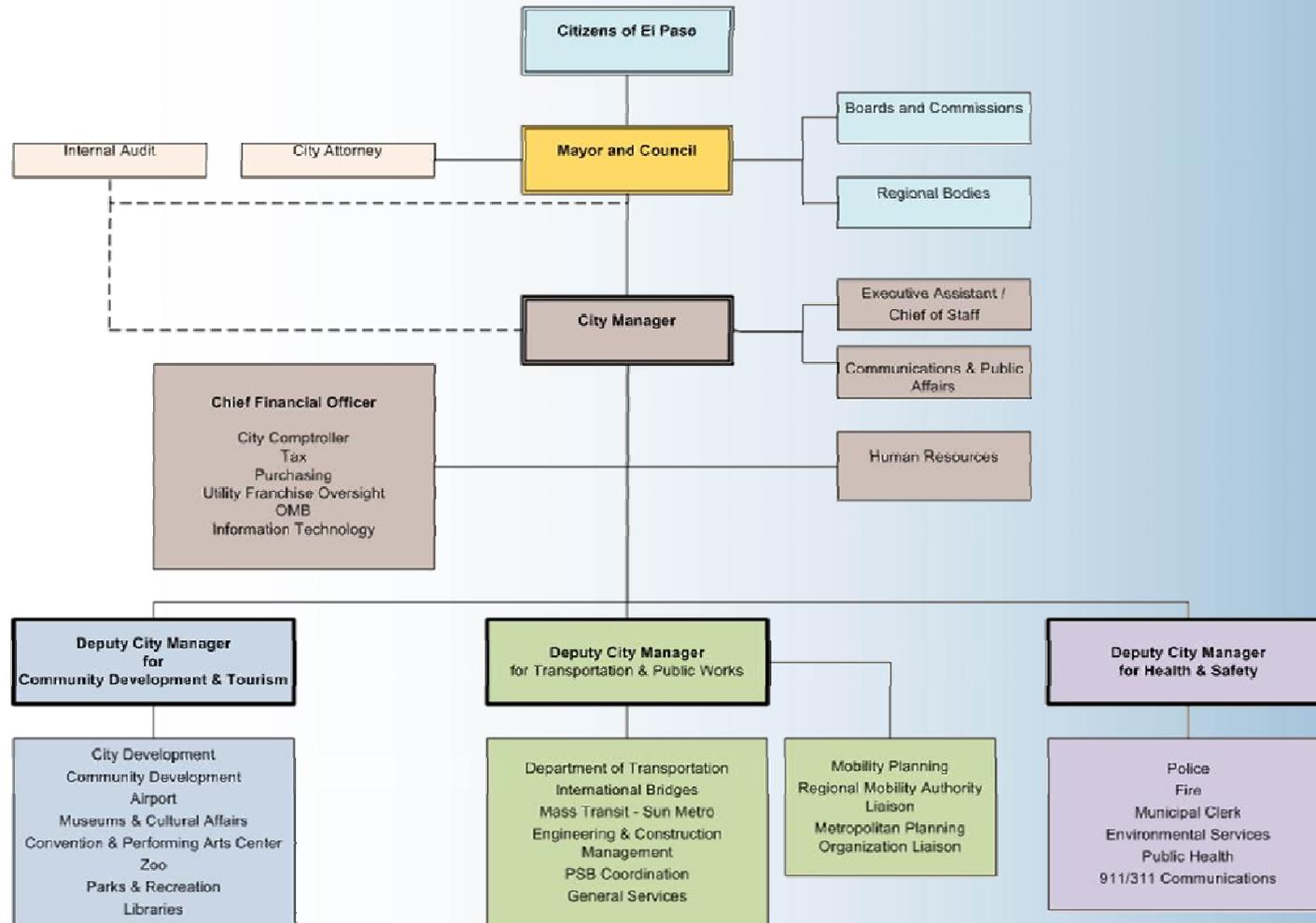
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# City Manager's Office

- Consists of Several Divisions
  - General Administration
  - Communications and Public Affairs
  - Internal Audit
  - Office of Management & Budget



# FY 2014 Organizational Chart





## **FY2013 Highlights & Accomplishments**

- ❑ Successful November 2012 Bond Election with 70%+ support for two propositions and 60%+ for third proposition
- ❑ Relocated City Hall into permanent and temporary locations within a span of 90 days
- ❑ Established Bond Oversight Committee and developed three-year implementation plan (in progress with quarterly updates)
- ❑ Continued progress on all capital projects, including street infrastructure and transit projects, as well as local participation on comprehensive mobility plan
- ❑ Began construction of AAA ballpark to meet April 2014 opening deadline



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## **FY2013 Highlights & Accomplishments**

- ❑ Maintained balanced budget despite major tax loss in 3<sup>rd</sup> quarter of fiscal year
- ❑ Brought forward proposed charter amendments to public at May general election; 6 of 9 ballot questions passed successfully
- ❑ Facilitated smooth transition for newly elected Mayor and City Council who took office June 24



## **FY2013 Highlights & Accomplishments**

### **Communications & Public Affairs**

- ❑ Instituted new electronic Open Records Request (ORR)
- ❑ Centralized and electronically tracked all ORR's
  - ❑ Avoid unnecessary duplication
  - ❑ Ensure timely response per State statute
- ❑ Updated City's website and all departmental web pages
- ❑ Implemented content management system
- ❑ Rebuilt technology for City 15 in new council chambers
- ❑ Enhanced communications to public via social media
  - ❑ Facebook, Twitter, e-newsletter



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## **FY2013 Highlights & Accomplishments**

### **Office of Management & Budget**

- Received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for FY13 Budget Book with special recognitions
  - “Outstanding as a Policy Document”
  - “Outstanding as a Communications Device”
- Continued with implementation of Managing for Results (MFR) –13 additional departments now have a Strategic Business Plan
- Implemented new budget module Enterprise Performance Management (EPM)



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# **FY2013 Highlights & Accomplishments**

## **Internal Audit**

- ❑ Completed 15 audits
- ❑ Completed 20 Special Projects or Investigations
- ❑ Staffed newly created Finance and Internal Audit LRC
- ❑ Continuous audit reviews at Airport, P-Cards, ethics line calls, Tax Office refunds
- ❑ Planned new audits for Fire Department Medicare, Police Department Storage Facility, One-Stop-Shop cash controls, Grants, HOT audits, and other follow-up audits as needed



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## FY 2014 Priorities/Major Initiatives

- ❑ Continue with process reforms and initiatives
- ❑ Managing for Results - performance based budgeting
- ❑ Facilitate a complementary partnership with Borderplex Regional Economic Development Alliance
- ❑ Continue with Professional and Leadership Development courses for mid and entry-level management
- ❑ Maintain balanced budget by continuously monitoring actual to projected revenues and expenditures
- ❑ Update HR and management policies as a result of May Charter amendments



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## FY 2014 Proposed General Fund Budget Comparison by Character

<b>Appropriations</b>	<b>Adopted FY13</b>	<b>Adjusted FY13</b>	<b>Proposed FY14</b>	<b>% Change</b>
Personal Services	\$2,544,423	\$2,522,749	\$2,842,425	11.7%
Contractual Services	112,250	106,274	106,928	-4.7%
Materials & Supplies	31,520	30,520	23,370	-25.9%
Operating Expenses	63,500	55,461	30,797	-51.5%
<b>Total Budget</b>	<b>\$2,751,693</b>	<b>\$3,003,520</b>	<b>\$3,003,520</b>	<b>9.2%</b>



## FY2014 Proposed Comparison by Division/Function

<b>Division/Program</b>	<b>FY2013 Adopted</b>	<b>FY2014 Proposed</b>	<b>% Change</b>
Office of Management & Budget	\$1,140,661	\$1,276,551	11.9%
City Manager	931,195	983,999	5.7%
Public Information Office	266,197	297,390	11.7%
Internal Audit	413,640	445,580	7.7%
<b>Total</b>	<b>\$2,751,693</b>	<b>\$3,003,520</b>	<b>9.2%</b>



## FY 2014 Budget Highlights

- ❑ Deleted vacant Deputy City Manager position
- ❑ Transferred Chief Financial Officer and Administrative Analyst to City Manager's Office
- ❑ Added full-time Public Records Coordinator and deleted part-time Clerical Assistant in Communications
- ❑ Added full-time Senior Secretary in Internal Audit and deleted part-time Intern (per request of Finance and Internal Audit LRC Chair)
- ❑ Increased pension rate for 2014 (from 12.85% to 13.45%)



## FY 2014 Budget Highlights

- OMB filled 5 vacancies during FY13 and now has to account for full-year staffing costs
  - Will hold the Financial & Benefit System Admin position vacant all year (General Fund savings of \$53,466)
- Transferred \$12K in paging services to IT
- Reduced travel and continuing education expenses by \$19K



## FY2014 Proposed Authorized Position Count

	<b>FY2013 Adopted</b>	<b>FY2014 Proposed</b>	<b>% Change</b>
General Fund	30.98	34.50	6.0%
Non – General Fund	.30	1.10	266.7%
<b>Total Authorized Positions</b>	<b>31.28</b>	<b>35.60</b>	<b>8.5%</b>

- Add 2.0 FTE's for CFO and Administrative Analyst
- Add 1.0 for Public Records Coordinator in PIO
- Delete 0.50 Administrative Support in PIO
- Add 1.0 for Clerical Assistant
- Add 1.0 for Senior Secretary in Internal Audit
- Delete 0.6 for Graduate Intern in Internal Audit
- Added 0.6 Graduate Intern in OMB
- Delete 0.18 technical adjustment



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## Position Analysis

	<b>Proposed Staffing</b>
Filled Positions	31.60
Vacant Positions - Funded	2.0
Vacant Positions – Not Funded	1.60
*Proposed Additional	.40
<b>Total</b>	<b>35.60</b>

\*Internal Audit is deleting an part-time intern, 0.6 FTE, and adding a full-time Senior Secretary, 1.0 FTE



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## Estimated Cost of Adding 4<sup>th</sup> Deputy City Manager (DCM)

	Low	Mid	High
DCM - Pay Range	\$112,175	\$151,350	\$190,698
Estimated Benefits	\$24,454	\$32,994	\$41,572
Estimated Total	<u>\$136,629</u>	<u>\$184,344</u>	<u>\$232,270</u>



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# Comments or Questions?

