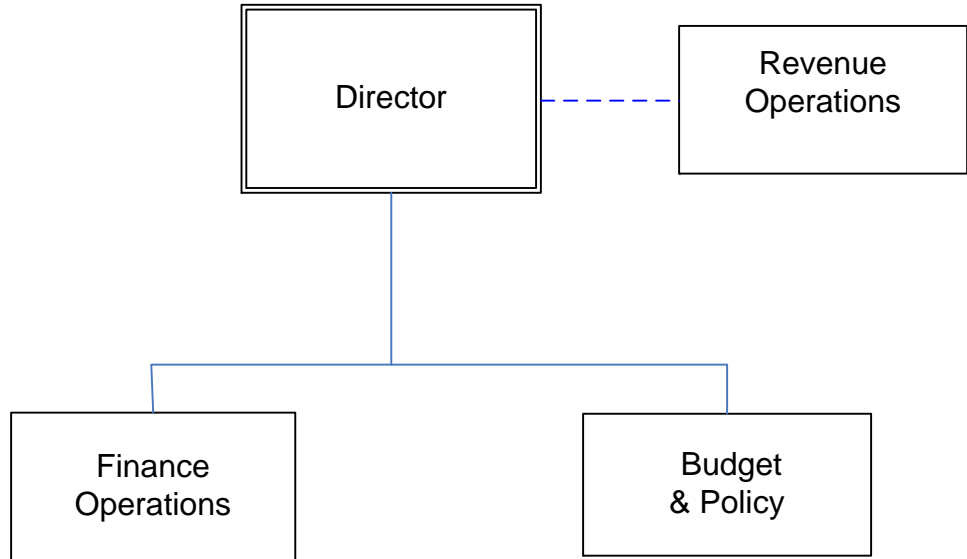




Office of Management & Budget



OFFICE OF MANAGEMENT & BUDGET

Mission

The mission of Office of Management & Budget is to ensure the fiscal integrity of Louisville Metro Government and to provide the highest level of services to our customers.

Programs and Services

Revenue:

The purpose of the division is to collect the proper amount of revenues and account for the revenue according to Louisville Metro provisions and laws; to serve the public with a high level of service while performing in a manner to obtain the highest degree of public confidence in our honesty, efficiency, integrity, and fairness.

Budget & Policy:

This division assists in creating and monitoring the Louisville Metro Government's fiscal plan (operating and capital) by identifying available resources, funding needs, and managing debt. It also oversees the development of performance accountability and reporting systems as they relate to both annual and long-term strategic plans.

Finance Operations:

This division oversees the daily financial operations of the Government. It is responsible for maintaining financial transactions, preparing accurate financial statements and reports for the government, managing and monitoring fiscal requirements of grants, providing fair, open and competitive procurement services, minimizing the government's exposure to accidental loss of assets and overseeing investment and cash disbursement operations.

OFFICE OF MANAGEMENT & BUDGET

Goals & Indicators

Goal: Maintain financial accountability.

Measurements:

- Meet the operational accounting needs for all Metro departments.
- Receive an unqualified audit opinion.
- Continue to complete monthly financial statements within 10 working days after month end.
- Maintain bond rating.
- Continue to reconcile bank accounts within 10 working days after receipt of bank statements.
- Continue to issue payment on payables within 5 working days of receipt in Finance.
- Increase efficient and cost saving ways to procure goods and services for Metro Louisville.

Goal: Develop a five-year financial plan with a particular focus on a formal capital improvement plan.

Measurements:

- Continual implementation of CIP during FY10.

Goal: Complete annual update of Mayor's Strategic Plan.

Measurements:

- Implement performance measures as they relate to the Strategic Plan.
- Provide tools to departments to introduce and implement best practices.

Goal: Improve internal and external communications.

Measurements:

- Maintain high level of customer satisfaction.
- Implement a document imaging solution that utilizes electronic workflow for various financial documents.
- Improve taxpayer's ability to access financial information via louisvilleky.gov website.
- Continue finance training programs.
- Development of a business manager network.
- Continue staff cross training.
- Complete implementation of paperless employee pay notifications.

Office of Management & Budget

Budget Summary

	Prior Year Actual 2007-2008	Original Budget 2008-2009	Revised Budget 2008-2009	Mayor's Recommended 2009-2010	Council Approved 2009-2010
General Fund Appropriation	25,004,700	16,526,900	25,731,900	17,278,100	17,278,100
Agency Receipts	7,134,900	6,828,100	6,828,200	6,979,200	6,979,200
Total Revenue:	32,139,600	23,355,000	32,560,100	24,257,300	24,257,300
Personal Services	6,576,300	6,497,500	8,124,900	6,856,500	6,856,500
Contractual Services	16,785,500	13,236,200	14,980,900	14,599,600	14,599,600
Supplies	82,700	73,900	53,500	84,900	84,900
Equipment/Capital Outlay	7,600	316,500	159,400	9,300	9,300
Interdepartment Charges	256,600	376,200	376,200	365,400	365,400
Restricted & Other Proj Exp	0	2,854,700	8,865,200	2,341,600	2,341,600
Total Expenditure:	23,708,700	23,355,000	32,560,100	24,257,300	24,257,300
Expenditures By Activity					
Quality Care Charitable Trust	9,255,500	9,469,800	9,469,800	9,643,200	9,643,200
General Adjustments	3,102,100	3,854,700	12,286,700	4,351,600	4,351,600
Finance Operations	11,351,100	10,030,500	10,803,600	10,262,500	10,262,500
Total Expenditure:	23,708,700	23,355,000	32,560,100	24,257,300	24,257,300

Office of Management & Budget	Position Detail	
	Mayor's Recommended FY2009-2010	Council Approved FY2009-2010
Position Allocation (in Full-time Equivalents)		
Full-time	118	118
Part-time	6	6
Seasonal/Other	0	0
Total Positions	124	124

Position Title

Account Specialist	1	1
Administrative Assistant	1	1
Administrative Assistant II	1	1
Administrative Coordinator	1	1
Administrative Specialist	3	3
Auditor Revenue	1	1
Budget Analyst I	3	3
Budget Analyst II	3	3
Buyer I	1	1
Buyer II	2	2
Cash Control Assistant	1	1
Cashier	1	1
Clerk II	1	1
Clerk Typist I	1	1
Corporate Tax Auditor	5	5
Director	1	1
Executive Administrator	6	6
Executive Liaison	1	1
Finance Accountant I	5	5
Finance Accountant II	3	3
Finance Coordinator	1	1
Finance Specialist	9	9
Finance Supervisor I	2	2
Finance Supervisor II	1	1
Graphic Specialist	1	1
Info Processing Clerk	6	6
Information Systems Analyst	2	2
Investment Analyst	1	1
Investment Analyst II	1	1
Mail Room Operator	1	1
Maintenance Worker II	1	1
Management Assistant	1	1
Organization Performance Administrator	1	1
Paralegal	1	1
Payroll Analyst I	3	3
Payroll Analyst II	1	1
Payroll Coordinator	1	1
Payroll Supervisor	1	1
Purchasing Supervisor	1	1
Revenue Collection Specialist	9	9

Office of Management & Budget	Position Detail	
	Mayor's Recommended FY2009-2010	Council Approved FY2009-2010
Revenue Manager	4	4
Revenue Supervisor	5	5
Risk Management Analyst	1	1
Risk Management Supervisor	1	1
Risk Management Technician	2	2
Surplus Property Coordinator	1	1
Tax Audit Supervisor	2	2
Tax Auditor I	1	1
Tax Processing Specialist	15	15
Taxpayer Service Representative	5	5