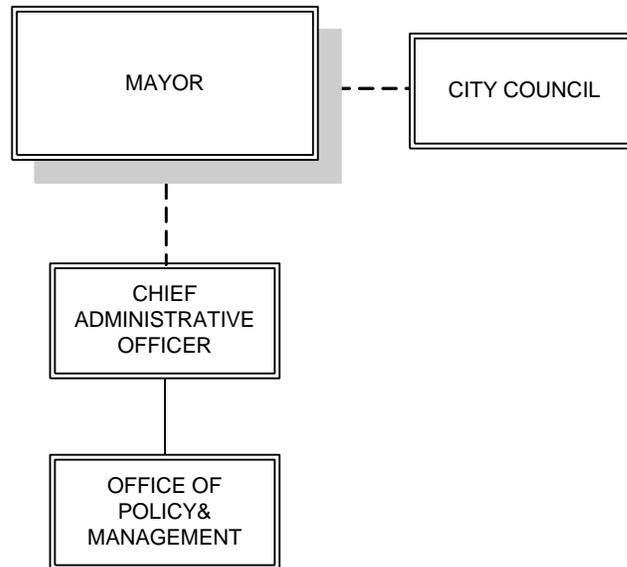


GENERAL GOVERNMENT DIVISIONS
OFFICE OF POLICY & MANAGEMENT

MISSION STATEMENT

To integrate financial and operational planning and control; to relate dollars to results, to insure the cost effectiveness of City services. This office will prepare and review the City's budget; guide the System for Performance Management and oversee the implementation of Management Improvement Projects. O.P.M. is the focus for management, policy and program analysis for the City. The office is the liaison between departments, the Mayor, and the City Council.



GENERAL FUND BUDGET
POLICY & MANAGEMENT

BUDGET DETAIL

Thomas R. Sherwood
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011	VARIANCE TO	
				MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
'01100000	OFFICE OF POLICY & MANAGEMENT	426,811	555,867	582,559	582,559	26,692
	1100PS OPM PERSONAL SERVICES	418,840	438,648	457,274	457,274	18,626
	2100TPS OPM OTHER PERSONAL SERVICES			6,750	6,750	6,750
	3100FB OPM FRINGE BENEFITS		101,937	105,329	105,329	3,392
	4100EX OPM OPERATIONAL EXPENSES	7,203	12,160	10,635	10,635	-1,525
	6100SS OPM SPECIAL SERVICES	767	3,122	2,571	2,571	-551

PERSONNEL SUMMARY

Job Description	FTE FY	FTE FY	VAC	NEW	UNF	FY 2010	FY 2011	VARIANCE
	2010	2011				CURRENT	ADOPTED	
DIRECTOR OPM	1.0	1.0				115,300	119,932	4,632
ADMINISTRATIVE ASSISTANT - OPM	1.0	1.0				65,598	68,345	2,746
PROJECT MANAGER OPM SYSTEMS	1.0	1.0				76,778	80,311	3,532
PROJECT MANAGER OPM MANAGEMENT	1.0	1.0				76,778	80,311	3,532
BUDGET/POLICY ANALYST	1.0	1.0				68,941	72,774	3,833
OPM POLICY ANALYST	0.5	0.5				35,253	35,601	349
	5.5	5.5				438,648	457,273	18,625
					TOTALS	438,648	457,273	18,625

GENERAL FUND BUDGET

POLICY & MANAGEMENT

PROGRAM HIGHLIGHTS

FY 2010-2011 GOALS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.
- 2) To continue to participate and refine our data collection practices for the ICMA Center for Performance Measurement's Annual program.
- 3) To maintain an effective City-wide System for Performance Management.
- 4) To collect data reflecting performance levels for service for all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods.
- 5) Continue to support City departments financially and operationally in providing necessary services to their customers.
- 6) To maintain and control through the fiscal year, the City-wide and department budgets.
- 7) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.
- 8) To provide support and guidance in budgeting and financial management decision making to other departments.
- 9) To work with the Finance Department, the Implementation Team, and other stakeholders to insure that the transition to the new Financial System is as painless as possible.

FY 2009-2010 GOAL STATUS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.
6 MONTH STATUS: For the second time, the Bridgeport Budget book received a distinguished budget award from the Government Financial Officer's Association. This awards program was established in 1984 to encourage and assist local governments to prepare budget documents of the very highest quality. Budget reviews are conducted by selected members of the GFOA professional staff and outside reviewers. Only those budgets that meet the criteria outlined in the process receive awards. Criteria are based upon guidelines established by the National Advisory Council on State and Local budgeting and the GFOA's recommended practices on budgeting. By incorporating the suggestions provided by reviewers in the previous award cycle, we were able to achieve success and an award for the 2009-2010 Budget Book.
- 2) To continue to participate and refine our data collection practices for the ICMA Center for Performance Measurement's Annual program.
6 MONTH STATUS: This marks the fourth consecutive year of participation in the ICMA CPM program. This year, the City of Bridgeport earned special recognition from ICMA CPM for our efforts in utilizing and publicizing our participation in the program. Bridgeport was awarded a Center for Performance Measurement Certificate of Achievement for your continuing efforts in measuring and improving your local government performance. This certificate recognizes the hard work of the whole team from your jurisdiction, including the elected officials, manager/CAO, department staff, and others.
- 3) To maintain an effective City-wide System for Performance Management.
6 MONTH STATUS: We continue to refine our quarterly performance management templates and use the information from them to enhance our budget book. Additionally, this year Bridgeport was awarded the Silver Certificate of Achievement in Performance Measurement from ICMA CPM for recognition of our continuing efforts in measuring and improving Bridgeport's local government performance.
- 4) To collect data reflecting performance levels for service for all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods.

GENERAL FUND BUDGET

POLICY & MANAGEMENT

PROGRAM HIGHLIGHTS

6 MONTH STATUS: We continue to refine our quarterly performance management templates and use the information from them to enhance our budget book and related publications. This process is recursive and continuous. The OPM Director also acts as an advisor in the Mayor's CitiStat Program, which aims to develop highly refined and timely departmental performance information.

- 5) Continue to support City departments financially and operationally in providing necessary services to their customers.

6 MONTH STATUS: In the fiscal year 2007-2008, we processed 919 budget transfers. Department staff attended meetings, assisted fellow departments over the phone, and responded to numerous inquiries. As of this writing, OPM has processed 316 budget transfers.

- 6) To maintain and control through the fiscal year, the City-wide and department budgets.

6 MONTH STATUS: This process is continuous

- 7) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.

6 MONTH STATUS: OPM closely monitors spending and revenues continuously. Monthly reports are produced by this office.

- 8) To provide support and guidance in budgeting and financial management decision making to other departments.

6 MONTH STATUS: OPM has played a central role in the support and training of all departments in the new financial system. We continue to provide a variety of budgeting and financial management support mechanisms to other departments throughout the year.

- 9) To work with the Finance Department, the Implementation Team, and other stakeholders to insure that the transition to the new Financial System is as painless as possible.

6 MONTH STATUS: Well, the transition has not been entirely painless, but OPM continues to work to make certain that the new system will function and provide the kind of reports that are necessary to make key decisions.

GENERAL FUND BUDGET
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

ORG	OBJECT DESC	FY2009	FY2010	FY2011	FY2011	VARIANCE TO
		ACTUAL	BUDGET	MAYOR PROPOSED	COUNCIL ADOPTED	FY2010 BUDGET
'01100000	OFFICE OF POLICY & MANAGEMENT	426,811	555,867	582,559	582,559	26,692
	'51000 FULL TIME EARNED PAY	417,609	438,648	457,274	457,274	18,626
	51028 FT RETROACTIVE PAY	1,231	0	0	0	0
	'51140 LONGEVITY PAY	0	0	6,750	6,750	6,750
	'52360 MEDICARE	0	6,360	4,517	4,517	-1,843
	'52504 MERF PENSION EMPLOYER CONT	0	32,899	40,700	40,700	7,801
	'52917 HEALTH INSURANCE CITY SHARE	0	62,678	60,112	60,112	-2,566
	'53605 MEMBERSHIP/REGISTRATION FEES	315	522	522	522	0
	'53610 TRAINING SERVICES	0	200	150	150	-50
	'53750 TRAVEL EXPENSES	0	1,000	600	600	-400
	'53905 EMP TUITION AND/OR TRAVEL REIM	0	300	225	225	-75
	'54020 COMPUTER PARTS	0	0	0	0	0
	'54555 COMPUTER SUPPLIES	227	958	958	958	0
	'54560 COMMUNICATION SUPPLIES	0	800	0	0	-800
	'54595 MEETING/WORKSHOP/CATERING FOOD	460	505	505	505	0
	'54675 OFFICE SUPPLIES	1,903	1,285	1,980	1,980	695
	'54700 PUBLICATIONS	0	300	225	225	-75
	'54705 SUBSCRIPTIONS	169	170	170	170	0
	'54720 PAPER AND PLASTIC SUPPLIES	0	180	180	180	0
	'55055 COMPUTER EQUIPMENT	0	0	0	0	0
	'55095 FOOD SERVICE EQUIPMENT	120	135	135	135	0
	'55150 OFFICE EQUIPMENT	170	500	375	375	-125
	'55155 OFFICE EQUIPMENT RENTAL/LEAS	3,840	4,610	4,610	4,610	0
	'55530 OFFICE FURNITURE	0	695	0	0	-695
	'56175 OFFICE EQUIPMENT MAINT SRVCS	767	1,820	1,820	1,820	0
	'56240 TRANSPORTATION SERVICES	0	202	151	151	-51
	'56250 TRAVEL SERVICES	0	1,100	600	600	-500

GENERAL FUND BUDGET

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