

CITY OF STAMFORD

Office Of Policy & Management (OPM)

FY2023-2024 Budget Presentation

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Director
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OPM Department

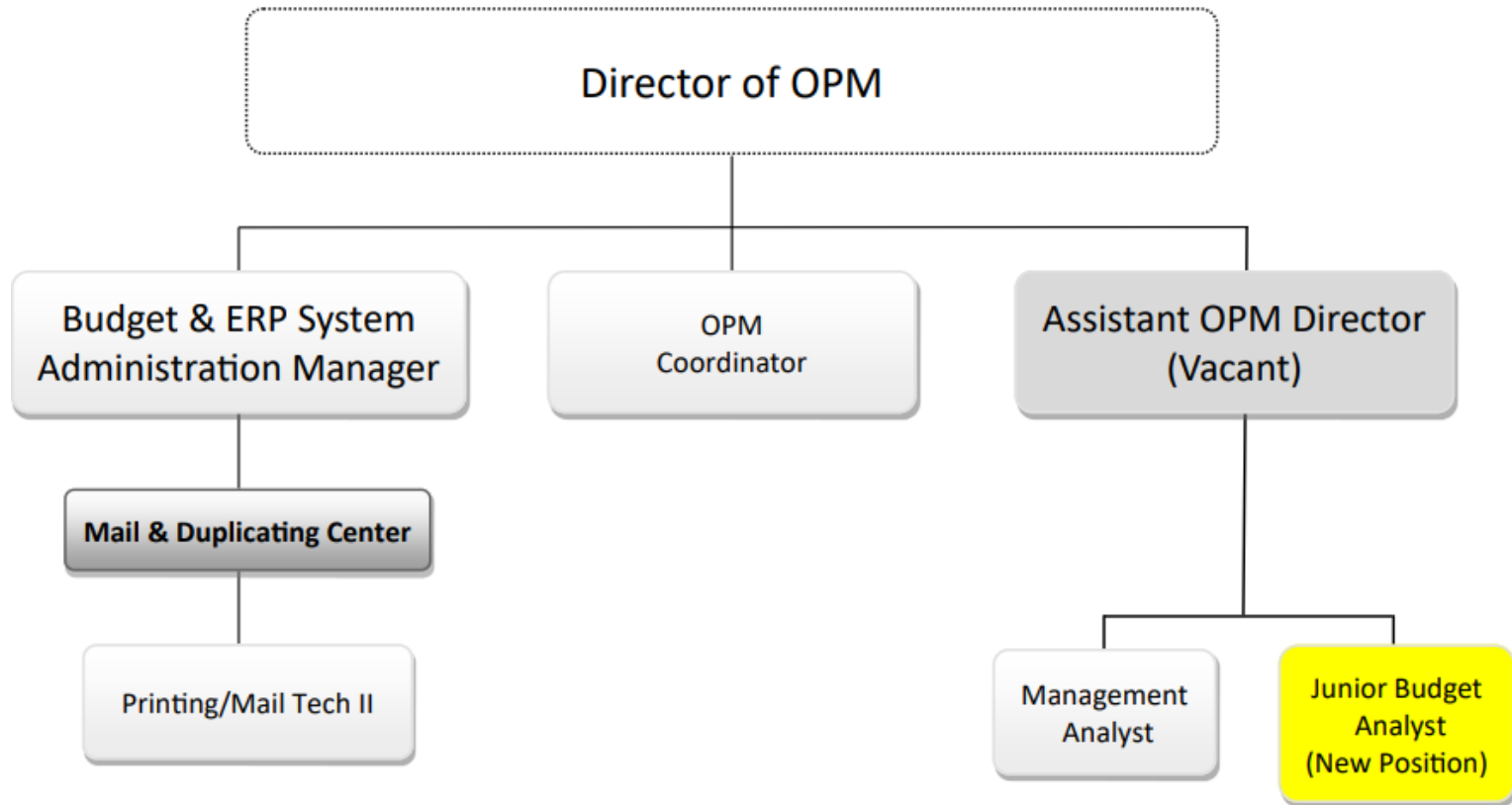
Vision: To set the standard for leadership and expertise in local government.

Mission: To provide accurate financial forecasting, and prepare the annual operating and capital budgets. To provide fiscal control, policy analysis, revenue/expenditure monitoring for the Administration, Elected Officials, Department Directors and Constituents, enabling them to make informed decisions regarding the allocation and use of resources required to achieve City goals & statutory responsibilities.

FY 2023-2024 Strategic Initiatives:

- Develop and ensure high quality preparation of FY2023-2024 Mayor's Proposed Operating and Capital Budgets.
- Execute the FY 23-24 Adopted Budget by providing ongoing management and oversight in accordance with the Mayor's and Elected Officials' fiscal policies and priorities.
- Work with and across departments on their budget to plan, forecast, control and improve performance management. Look for new initiatives on increasing revenues, full implementation of new budget system, and pursue greater effectiveness of our city services.
- Support departments, boards, and elected officials by providing accurate revenue, expenditure forecasting, and budget reports on General, Capital, Grants, Special Revenue, and Enterprise Funds. (i.e. Quarterly Budget Projection Reports.)

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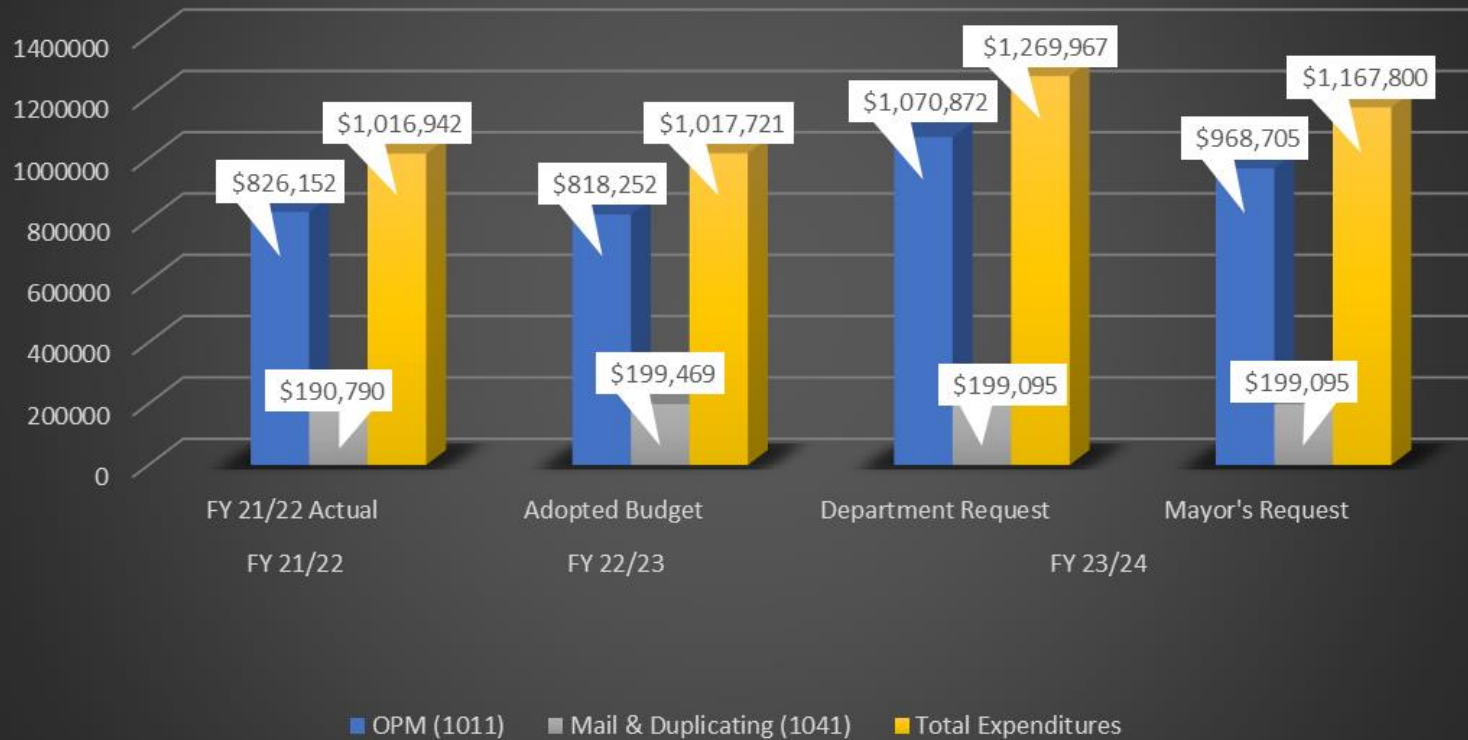




Significant Features:

- *The Recommended Budget for FY 2023-2024 is \$1,167,800. This reflects an increase of \$150,079, or 14.7%, compared to the FY2022-2023 Adopted Budget. The increase is due to salary, contractual wage increases, and program expansion for a new position of Junior Budget Analyst.*
- *OPM currently has 5 Full Time Employees & 1 Part Time employee in OPM Division, and 1 Full Time Employee and 1 Permanent Part Time employee in Mail & Duplicating Center. Currently we have one vacant position of Assistant OPM Director.*
- *Implementation of new budget system in Oracle.*

FY 23/24 OPM Department Budget Summary





OPM Achievements :

- Prepared the Annual Operating & Capital Budget for FY 2022-2023
- Lead Role in the ERP budget system implementation, chart of accounts, and data conversion.
- Assisted Controller's office with the new payroll system with systemic data.
- Reported quarterly projections to the boards.
- Managed additional appropriations when required and tracked the contingency fund.
- Worked with accounting office and auditors on year-end requests.
- Assisted department in collecting data to request fee changes and increases.
- Performed analysis of departments to evaluate efficiency and effectiveness. (Currently working with city departments to identify key performance measures. In the past OPM worked with city's fleet (i.e., managing Inventory, centralizing purchasing of fuel, parts...etc.)
- Managed process for procurement, leasing, billing, and chargeback of city copiers.
- Managed the process for initiating and approving cellphone service and equipment, analysis of usage, billing, and chargeback.
- Created the budget and chargeback for medical, unemployment comp, central service cost allocation, and salary.
- Created the budget and maintain current status of all FT and PPT Employees.
- Digital approver for all benefit eligible salary requests and open positions.
- Processed all incoming and outgoing mail for City.(Runs 300k+ pieces of mail annually.)
- Provided a large variety of printing services to city departments.





FY 2023-2024 Goals

Conversion of inhouse/existing budget database and data entry database to Oracle's Budget (EPM) Module.



Develop and create new reports for new ERP System.



Design a new budget book (Operating, Capital, WPCA) using Oracle's Budget Module.



Creation of dashboards for budgeting and projection.