

FINANCE AND ADMINISTRATION DEPARTMENT

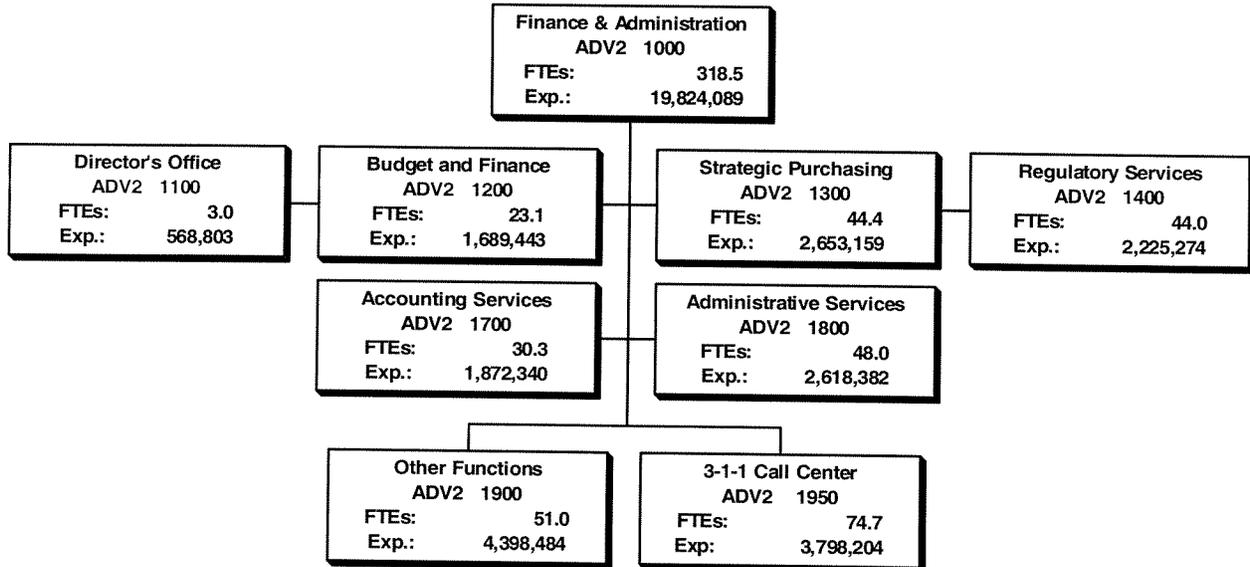
Department Description and Mission

The Finance and Administration Department serves the citizens of the community and provides support to the City departments through sound management of the City's financial activities. It implements and monitors policies and procedures concerning the financial, administrative, insurance management, procurement and regulatory affairs of the City.

The department's objectives are to:

- Demonstrate integrity, accountability, consistency, and professionalism.
- Provide excellent customer service.
- Emphasize strategic financial planning and performance reporting.
- Maximize the effective and efficient use of public funds.
- Follow directives and policies of City Council and City management.
- Build a cohesive team based on trust, respect, and mutual support.

Department Description



Note: Certain functions are contained within the Finance and Administration budget although they report elsewhere within the organization.

FISCAL YEAR 2005 BUDGET

Department Budget Summary

Fund Name : General Fund
Department Name : Finance & Administration
Fund/Department No. : 100 / 65

		<u>FY2003 Actual</u>	<u>FY2004 Budget</u>	<u>FY2004 Estimate</u>	<u>FY2005 Budget</u>
Expenditure Summary	Personnel Services	16,997,789	18,617,830	18,258,762	17,985,232
	Supplies	835,445	376,638	324,607	345,531
	Other Services and Charges	1,385,428	1,565,779	1,389,614	1,475,136
	Equipment	0	0	0	0
	Total M & O Expenditures	<u>19,218,662</u>	<u>20,560,247</u>	<u>19,972,983</u>	<u>19,805,899</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>19,218,662</u>	<u>20,560,247</u>	<u>19,972,983</u>	<u>19,805,899</u>

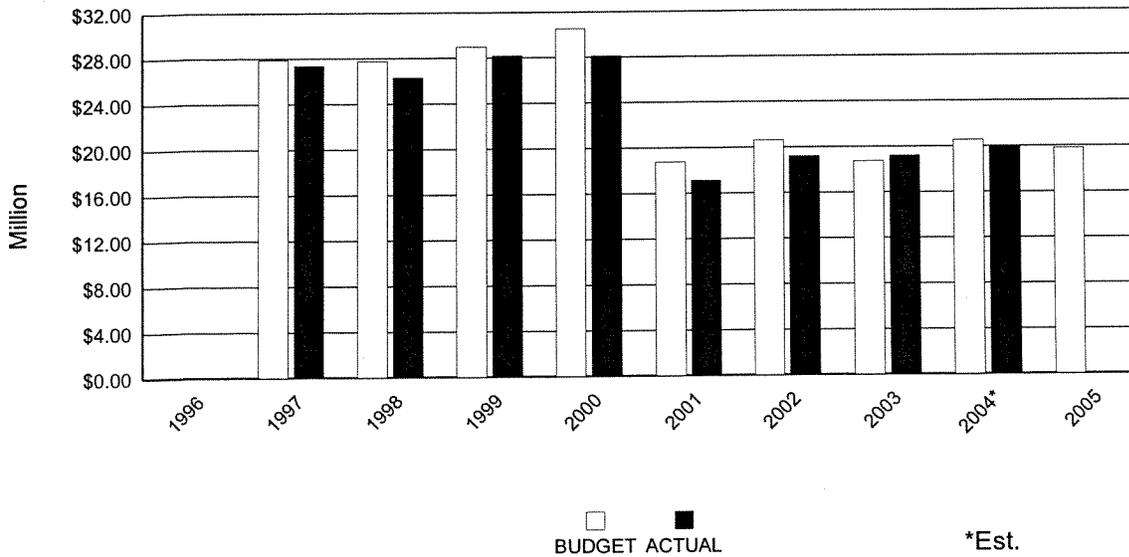
Revenue Summary	1,157,362,122	1,207,893,581	1,202,123,198	1,239,304,412
-----------------	---------------	---------------	---------------	---------------

Staffing Summary	Full-Time Equivalents - Civilian	320.6	327.7	318.3	318.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>320.6</u>	<u>327.7</u>	<u>318.3</u>	<u>318.5</u>
	Full-Time Equivalents-Overtime	0.0	0.0	12.7	4.7

Budget Highlights

- o The 2005 budget includes the continuation of current service levels with a significant decrease in FTEs due to positions not being filled when becoming vacant through attrition.
- o The Emergency Management Division (8 positions) has been moved to F&A from HEC in FY05.
- o The payroll functions of PW&E, SWD, Affirmative Action, HR and PLD (15 positions) have been consolidated to the Finance & Administration Department in Oct. FY04.
- o The Special Events Office and Miller Outdoor Theatre personnel (21 positions) and other services have been transferred to F&A from the Parks and Recreation Department in FY04.
- o Six positions in 3-1-1 Call Center have been transferred to the Health Department in March FY04.

**Finance & Administration
Budget vs Actual Expenditures**



Department Group Summary	
<p>Fund Name : General Fund Department Name : Finance & Administration Fund/Department No. : 100 / 65</p>	
Group Description	Group Objectives
<p>1100 Director's Office</p> <p>Oversee all financial and administrative activities of the department. This is the executive division of the Finance and Administration Department with authority over all policies, procedures and employees.</p> <p>1200 Budget and Finance</p> <p>Monitor the financial activities of City departments. Coordinate, develop, implement and monitor the citywide budget. Administer budget, financial reporting, financial planning and debt services.</p> <p>1300 Strategic Purchasing</p> <p>Develop, implement and manage citywide policies and procedures for purchasing goods and services. Ensure the City's cost is minimized through the prudent issuing of P-Cards, purchase orders, and contracts.</p> <p>1400 Regulatory Services</p> <p>Utility regulation (electricity, natural gas, private water companies); regulation of vehicles for hire and certain permits for alcohol-related and other businesses; management of franchises for the use of City rights-of-way; central mailroom, shipping/receiving functions.</p> <p>1700 Accounting Services</p> <p>Manage tax & EMS collection contracts as well as the city-wide credit card contracts. Manage citywide fixed assets, internet auctions, live auto auctions, grant accounting, revenue audit, insurance mgmt. and the city quick copy and print shop operations.</p> <p>1800 Administrative Services</p> <p>Process citywide payroll related auditing and accounting functions. Balance and submit city employees' W-2s. Prepare required employer reporting to IRS, SSA, TWC and BLS. Coordinate citywide records mgmt. Provide departmental administrative & accounting supports.</p>	<p>Improve administrative and financial functions citywide through audits and review of procedures.</p> <p>Monitor the City's fiscal activities through financial analysis, review and report preparation.</p> <p>Seek to assure purchasing needs are fulfilled through minimizing purchasing cycle time, consolidating requirements in fewer contracts, and achieving purchasing savings that meet or exceed twice the annual budget, and offering cost effective purchasing alternatives.</p> <p>Oversee ratepayer interests in utility rate issues; enforce ordinances related to vehicles for hire and certain commercial & alcohol permits to ensure public safety; ensure value is obtained for use of public right of way by private entities; distribute mail timely.</p> <p>Improve performance under the various collection contracts. Improve administrative and accounting functions. Reduce department's percentage of unaccounted for assets.</p> <p>Streamline payroll processes to provide accurate, timely and cost effective services to internal/external customers. Maintain compliance with payroll/tax laws and standardize citywide. Maintain citywide records, control retention schedules & improve admin. functions.</p>

FISCAL YEAR 2005 BUDGET

Department Group Summary									
Fund Name : General Fund Department Name : Finance & Administration Fund/Department No. : 100 / 65									
Group Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
General Fund revenue realized	95.21%			99.29%			100%		
General Fund expenditures expended	97.35%			99.22%			99%		
		2.0	290,929		2.7	478,864		3.0	568,803
Financial reports prepared	17			17			17		
City departments monitored	24			24			24		
		34.9	2,110,040		25.0	1,955,775		23.1	1,689,443
Purchasing savings (\$)	NA			5.5 million			6.0 million		
Avg days to award contract	158			159			160		
Number of contracts	746			740			700		
		51.4	3,095,407		44.8	2,675,004		44.4	2,653,159
Commercial permits issued	28,186			27,000			28,000		
Lien assessments billed	110,928			91,173			91,000		
Liens collections (\$)	2,012,790			1,983,288			2,000,000		
Pieces of mail handled	1,700,000			1,643,000			1,700,000		
		51.4	3,231,070		44.0	2,342,710		44.0	2,225,274
Total revenue managed (\$)	682M			697M			714M		
Assets accounted for	98%			98%			98%		
Audits completed	15			18			20		
Analyses completed	63			20			25		
		38.7	2,078,906		29.0	1,883,291		30.3	1,872,340
User manual development	20%			30%			50%		
Streamline payroll process	3			3			3		
Payroll training sessions	3			3			3		
Records schedules maint.	96			165			170		
Imaging services (images)	806,735			682,000			700,000		
		37.2	2,171,568		48.0	2,725,240		48.0	2,618,382

FISCAL YEAR 2005 BUDGET

Department Group Summary	
Fund Name : General Fund Department Name : Finance & Administration Fund/Department No. : 100 / 65	
Group Description	Group Objectives
<p>1900 Other Functions</p> <p>Oversee departmental performance, conduct mgmt. reviews and responsible for regional public policy initiatives and City's emergency management. Management of Miller Theatre operations and production of city events.</p> <p>1950 3-1-1 Call Center</p> <p>Citywide response center for non-emergency services.</p>	<p>Coordinate citywide initiatives. Improve departmental performance. Provide reports and analyses for Mayor and City Council. Ensure City's preparedness and recovery from disaster. Produce quality performance and special events for citizens.</p> <p>Maintain staffing 18 hours per day, 7 days per week. Answer citizen calls for all city departments. Generate service request/work orders. Provide information, statistical reports and citizen satisfaction measurements.</p>

FISCAL YEAR 2005 BUDGET

Department Group Summary									
Fund Name : General Fund									
Department Name : Finance & Administration									
Fund/Department No. : 100 / 65									
Group Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
Surveys & Benchmarking	7			12			10		
Perform & mgmt review/rpts	36			40			38		
Emergency mgmt activations	NA			6			5		
Performances at Miller	117			110			107		
City Special Events	459			400			400		
		30.3	2,603,283		50.7	4,163,953		51.0	4,398,484
Service level	84/16			80/20			80/20		
Response to inquiries	100%			100%			100%		
Average queue time	66 sec.			123 sec.			95 sec.		
Calls handled monthly	162,008			168,000			175,000		
Monthly surveys	0			1,500			1,500		
		74.7	3,637,459		74.0	3,748,146		74.7	3,798,204
Total		<u>320.6</u>	<u>19,218,662</u>		<u>318.3</u>	<u>19,972,983</u>		<u>318.5</u>	<u>19,824,089</u>

FISCAL YEAR 2005 BUDGET

Fund Name : : **General Fund**
 Department Name : : **Finance & Administration**
 Fund / Department No. : **100 / 65**

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
6	3-1-1 CUSTODIAN OF RECORDS	6437	16
49	3-1-1 TELECOMMUNICATOR	6435	13
1	3-1-1 TELECOMMUNICATOR SUPERVISOR	6439	20
4	ACCOUNT CLERK	3411	10
1	ACCOUNTING SERVICES SUPERVISOR	3427	16
8	ADMINISTRATION MANAGER	3029	26
2	ADMINISTRATION MANAGER(EXE LEV)	3032	26
8	ADMINISTRATIVE AIDE	3011	10
10	ADMINISTRATIVE ASSISTANT	3022	17
12	ADMINISTRATIVE ASSOCIATE	3021	13
3	ADMINISTRATIVE COORDINATOR	3026	24
2	ADMINISTRATIVE COORDINATOR(EXE LEV)	3027	24
8	ADMINISTRATIVE SPECIALIST	3025	20
5	ADMINISTRATIVE SUPERVISOR	3035	22
8	ASSISTANT DIRECTOR(EXE LEV)	3062	32
7	ASSISTANT SPECIFICATION ANALYST	3672	24
1	AUDITOR SUPERVISOR	3515	25
2	BUYER	3631	16
3	CENTRAL PAYROLL CLERK	3717	13
1	CENTRAL PAYROLL MANAGER	3716	27
1	CHIEF ADMINISTRATIVE OFFICER	3551	39
1	CLERK	4812	5
1	COLLECTOR/ADJUSTOR	3762	9
4	CUSTOMER SERVICE CLERK	8851	10
2	CUSTOMER SERVICE REPRESENTATIVE I	8862	13
2	CUSTOMER SERVICE REPRESENTATIVE III	8866	16
3	DEPUTY ASSISTANT DIRECTOR(EXE LEV)	3063	30
1	DEPUTY DIRECTOR(EXE LEV)	3061	34
1	DEPUTY DIRECTOR-F & A(EXE LEV)	3575	36
14	DIVISION MANAGER	3030	29
1	DIVISION MANAGER(EXE LEV)	3031	29
1	EQUIPMENT OPERATOR II	5312	10
3	EVENT COORDINATOR	9612	19
2	EXECUTIVE SECRETARY	4922	15
2	EXECUTIVE STAFF ANALYST(EXE LEV)	3046	30
1	FINANCE & ADMINISTRATION DIRECTOR	3560	37
1	FINANCIAL ANALYST II	3562	18
6	FINANCIAL ANALYST III	3563	21
4	FINANCIAL ANALYST IV	3564	25
1	GENERAL SUPERINTENDENT	5761	21
1	HUMAN RESOURCES SUPERVISOR	4027	24
1	HUMAN RESOURCES TECHNICIAN	4017	12
4	INVENTORY MANAGEMENT CLERK	3615	9
2	LABORER	5133	4
1	MANAGEMENT ANALYST II	3083	16
4	MANAGEMENT ANALYST III	3084	20
13	MANAGEMENT ANALYST IV	3085	24
1	MARKETING SPECIALIST	8767	25
1	MICROCOMPUTER ANALYST	4671	20
2	OFFICE SUPERVISOR	5021	16
3	PAYROLL SUPERVISOR	3714	17
1	PROCUREMENT SPECIALIST	3633	24

FISCAL YEAR 2005 BUDGET

Fund Name : : **General Fund**
 Department Name : : **Finance & Administration**
 Fund / Department No. : **100 / 65**

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	PROGRAMMER	4511	13
1	PURCHASING AGENT(EXE LEV)	3636	32
2	PURCHASING SUPERVISOR	3634	27
1	RECEPTIONIST	4821	7
2	RECORDS ADMINISTRATOR	5041	23
2	REGULATORY INVESTIGATOR	3915	11
1	REGULATORY SUPERVISOR	3071	20
11	SENIOR 3-1-1 TELECOMMUNICATOR	6436	15
6	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR AUDITOR	3514	21
3	SENIOR BUYER	3632	22
4	SENIOR CENTRAL PAYROLL CLERK	3718	15
4	SENIOR COLLECTOR/ADJUSTOR	3763	11
2	SENIOR FIXED ASSET SPECIALIST	3624	17
1	SENIOR HUMAN RESOURCES SPECIALIST	4023	21
1	SENIOR IMAGING TECHNICIAN	5518	13
10	SENIOR PAYROLL CLERK	3712	13
10	SENIOR REGULATORY INVESTIGATOR	3916	14
3	SENIOR SECRETARY	4921	12
4	SENIOR STAFF ANALYST	3042	28
1	SENIOR STAFF ANALYST(EXE LEV)	3045	28
1	SENIOR TRAINER	4213	21
4	SPECIFICATION ANALYST	3673	27
2	SR INVENTORY MANAGEMENT CLERK	3616	12
7	STAFF ANALYST	3041	26
4	STAGE SUPERVISOR	9624	14
5	STAGEHAND	9622	12
1	SYSTEMS ACCOUNTANT II	3432	23
1	SYSTEMS ACCOUNTANT III	3433	27
1	SYSTEMS ACCOUNTANT IV	3434	29
1	SYSTEMS CONSULTANT	4565	26
1	SYSTEMS SUPPORT ANALYST IV	4564	25
<hr/>			
326.0	Total Positions		
7.5	Less adjustment for Vacancies and Part-Time Employees		
<hr/>			
318.5	Full-Time Equivalents		

FISCAL YEAR 2005 BUDGET

Fund Name : General Fund
Department Name : Finance & Administration
Fund/Department No. : 100 / 65

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	12,559,727	13,190,490	12,636,412	12,787,715
1105	Salary-Part Time-Civilian	0	45,809	30,000	56,494
1110	Premium Pay-Civilian	44,011	57,086	58,411	45,000
1113	Bilingual Pay-Civilian	35,454	40,443	38,393	41,754
1120	Overtime-Civilian	39,869	233,342	241,253	217,349
1130	Termination Pay-Civilian	483,490	161,249	507,127	90,781
1135	Pension-Civilian	1,264,773	1,832,822	1,827,242	1,523,115
1140	Social Security-Civilian	970,201	1,023,594	994,802	992,425
1145	Health/Life Ins Active Civilian	1,372,448	1,811,902	1,715,347	1,971,204
1146	Health/Life Ins Retiree Civilian	0	2,500	4,924	7,544
1155	Vehicle Allowance-Civilian	19,708	21,000	19,708	21,000
1199	Employee Awards	0	0	0	33,000
1405	Workers Compensation-Civilian	168,288	156,252	130,339	137,463
1415	Unemployment Claims	9,647	9,525	28,051	30,897
1420	Long Term Disability	30,173	31,816	26,753	29,491
Total Personnel Services		16,997,789	18,617,830	18,258,762	17,985,232
2130	Chem, Gases & Spec Fluids	0	300	300	300
2135	Cleaning and Sanitary Supplies	0	5,400	5,400	5,400
2200	Construction Materials	0	8,100	5,000	4,854
2205	Electrical Hardware & Parts	0	26,000	26,000	28,150
2210	Mechanical Hardware & Parts	0	2,400	2,150	2,400
2300	Audio-Visual Supplies	(292)	16,480	8,580	6,780
2305	Computer Supplies	35,784	24,897	21,074	18,398
2306	Paper & Printing Supplies	2,876	21,430	14,138	17,900
2315	Publications & Printed Materials	3,722	7,095	4,790	3,157
2323	Postage	717,638	53,866	53,866	53,466
2325	Miscellaneous Office Supplies	48,522	93,628	91,772	89,684
2412	Medical & Surgical Supplies	0	26,600	1,400	26,500
2415	Small Tech & Scientific Equip	0	1,000	1,000	1,000
2600	Fuel	16,192	16,880	15,330	15,130
2605	Vehicle Repair & Maint Suppl	0	300	1,820	750
2701	Clothing	622	5,850	4,700	1,500
2702	Food Supplies	740	3,000	1,000	3,000
2704	Recreational Supplies	0	5,500	5,500	5,000
2709	Small Tools & Minor Equipment	0	10,500	10,500	18,000
2738	Miscellaneous Parts & Supplies	9,641	47,412	50,287	44,162
Total Supplies		835,445	376,638	324,607	345,531
3100	Janitorial Services	1,846	125,000	128,367	125,000
3105	Security Services	4,646	9,300	5,693	5,700
3107	Temporary Personnel Services	106,756	21,091	57,591	21,091
3305	Advertising Services	58,673	61,809	52,300	45,800
3321	Computer Info/Contracting Srvc	524	3,098	100	100
3325	Medical, Dental & Lab Services	0	0	500	500
3335	Management Consulting Services	(2,000)	10,000	0	20,000
3344	Photographic Services	0	1,100	1,100	700
3345	Miscellaneous Support Services	34,660	60,390	36,260	38,700
3400	Real Estate Lease/Office Rental	289,510	86,280	76,280	94,470

FISCAL YEAR 2005 BUDGET

Fund Name : General Fund
Department Name : Finance & Administration
Fund/Department No. : 100 / 65

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
3402	Parking Space Rental	144,040	142,965	145,798	149,432
3405	Vehicle/Equipment Rental/Lease	0	10,100	10,100	13,100
3409	Office Equipment Rental	37,531	49,000	42,168	64,300
3420	Other Rental	10,192	59,750	56,150	63,600
3500	Electricity	11,921	20,000	11,000	20,000
3505	Natural Gas	3,632	2,700	2,700	2,700
3510	Telephone	280,204	248,795	257,838	292,583
3515	Communication Lines	118,376	134,083	36,700	56,063
3519	Radio Communications	21,191	8,300	0	0
3525	Refuse Disposal	863	8,635	8,935	7,700
3539	Sewer	348	810	810	810
3600	Building Maintenance Services	0	2,000	44,500	52,116
3615	Computer Eq/Software Maint Svc	29,525	61,000	62,343	67,359
3616	Communications Equip Services	252	1,600	300	30,300
3620	Enterprise Applications	0	0	28,438	27,000
3625	Office Equipment Services	1,498	4,600	4,850	5,100
3626	Vehicle & Motor Equip Services	54,619	49,130	43,252	45,800
3635	Other Equipment Services	0	19,800	23,500	25,800
3745	IntFd Communicatn Equip Repair	7,200	10,000	10,350	11,400
3794	Print Shop Services	74,371	78,566	54,708	56,306
3799	Mail/Delivery Services	11,656	7,290	6,590	6,090
3805	Printing & Reproduction Srvcs	10,359	69,700	57,013	37,313
3840	Assessments-Other Govts	(456)	0	0	0
3890	Cashier Shortages	1	100	100	100
3895	Misc Other Services & Charges	36,857	115,101	76,130	40,821
3897	Tuition Reimbursement	0	0	500	500
3900	Education & Training	8,619	39,546	15,876	25,606
3905	Membership & Professional Fees	11,039	15,240	12,530	12,720
3910	Travel-Training Related	8,624	20,000	7,744	16,446
3950	Travel-Non-training Related	8,351	7,900	9,500	9,000
3960	Motor Pool Charges	0	0	1,000	200
3970	Freight Charges	0	1,000	0	1,000
Total Other Services and Charges		1,385,428	1,565,779	1,389,614	1,493,326
Grand Total Expenditures		19,218,662	20,560,247	19,972,983	19,824,089