

FINANCE AND ADMINISTRATION DEPARTMENT

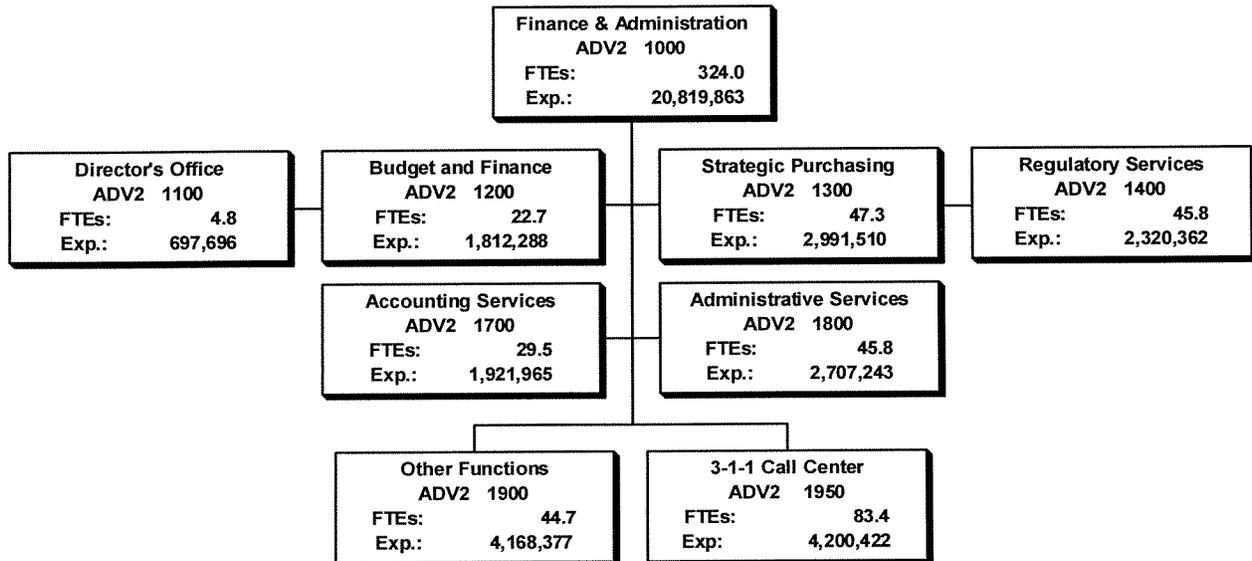
Department Description and Mission

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:

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

Department Organization



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

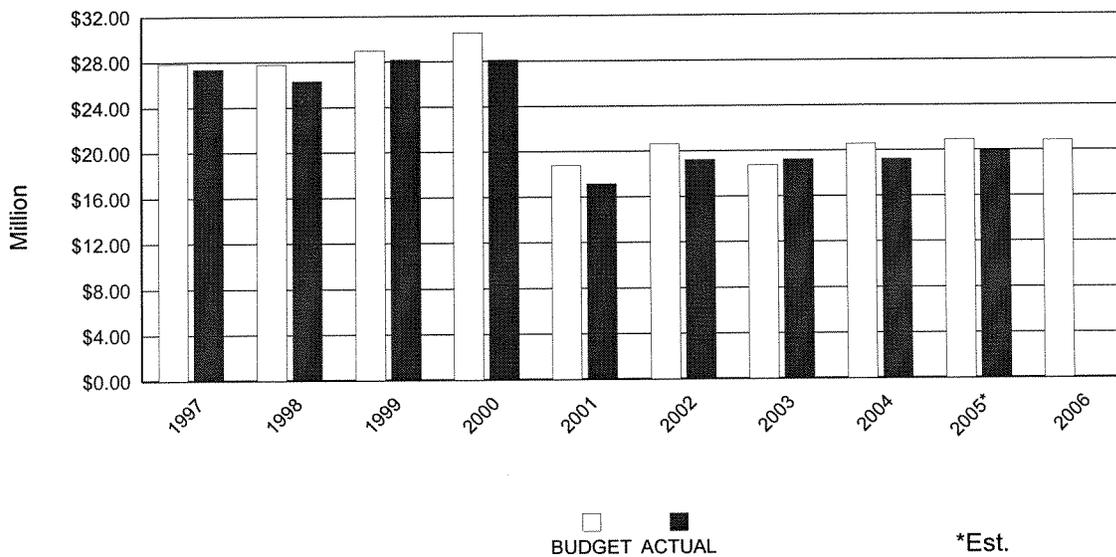
FISCAL YEAR 2006 BUDGET

Department Budget Summary

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

		FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
Expenditure Summary	Personnel Services	17,664,578	18,978,568	17,751,551	19,137,628
	Supplies	237,064	347,531	283,244	255,142
	Other Services and Charges	1,313,193	1,560,090	1,425,764	1,427,093
	Total M & O Expenditures	<u>19,214,835</u>	<u>20,886,189</u>	<u>19,460,559</u>	<u>20,819,863</u>
	Debt Service & Other Uses	0	0	442,237	0
	Total Expenditures	<u>19,214,835</u>	<u>20,886,189</u>	<u>19,902,796</u>	<u>20,819,863</u>
Revenue Summary		1,207,320,276	1,239,304,412	1,243,879,558	1,294,524,864
Staffing Summary	Full-Time Equivalents - Civilian	301.0	318.5	301.7	324.0
	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>301.0</u>	<u>318.5</u>	<u>301.7</u>	<u>324.0</u>
	Full-Time Equivalents-Overtime	3.4	4.7	7.4	1.2
Budget Highlights	<ul style="list-style-type: none"> o The FY2006 budget includes the continuation of current service levels with high efficiency and effectiveness. o A new org of 4 positions (2 from Legal) has been set up for the Government and Education affairs in FY2006. o The payroll, procurement, and receiving functions (6 positions) of the Building Services Department have been consolidated to the Finance & Administration Department in FY2005. o The Miller Outdoor Theatre personnel (10 positions) and other services have been transferred from F&A to the Convention and Entertainment Facilities and 8 positions were added to 311 Call Center in FY2005. 				

**Finance & Administration
Budget vs Actual Expenditures**



FISCAL YEAR 2006 BUDGET

Department Group Summary									
Fund Name : General Fund Department Name : Finance & Administration Fund/Department No. : 100 / 65									
Group Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
General Fund revenue realized	99.98%			100.09%			100%		
General Fund expenditures expended	99.60%			101.62%			99%		
		2.3	486,691		3.5	639,220		4.8	697,696
Financial reports prepared	17			17			17		
City departments monitored	24			24			24		
		19.6	1,970,604		18.3	1,528,003		22.7	1,812,288
Purchasing savings (\$)	N/A			18M			20M		
Avg days to award contract	151			140			130		
Number of contracts	691			600			500		
		42.5	2,637,525		44.4	2,852,589		47.3	2,991,510
Commercial permits issued	27,038			28,000			30,000		
Lien assessments billed	75,000			66,061			60,645		
Liens collections (\$)	2,476,530			1,700,000			1,800,000		
Pieces of mail handled	1,622,569			1,700,000			1,700,000		
		46.5	2,291,665		39.2	2,210,509		45.8	2,320,362
Total revenue managed (\$)	74.6M			75.8M			77.6M		
Assets accounted for	99.5%			99.8%			99.9%		
Audits completed	15			23			23		
Analyses completed	100%			100%			100%		
		30.8	1,783,039		31.0	1,856,558		29.5	1,921,965
User manual development	30%			20%			20%		
Streamline payroll process	3			3			3		
Payroll training sessions	3			3			3		
Records schedules maint.	127			75			100		
Imaging services (images)	756,257			600,000			800,000		
		44.3	2,592,554		45.4	2,701,342		45.8	2,707,243

FISCAL YEAR 2006 BUDGET

Department Group Summary									
Fund Name : General Fund Department Name : Finance & Administration Fund/Department No. : 100 / 65									
Group Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$	Group Activities	Budget FTEs	Program Costs \$
Emergency mgmt activations	6			4			6		
City Special Events	525			460			460		
		39.2	3,758,804		39.0	4,042,601		44.7	4,168,377
% Response to Inquires	100%			100%			100%		
Average queue time	67 sec			60 sec			30 sec		
Monthly surveys	0			700			1,500		
Calls handled/mMonthly	173,156			175,000			180,000		
Weekly Report Prepared	52			52			52		
		75.9	3,693,953		80.9	4,071,974		83.4	4,200,422
Total		<u>301.0</u>	<u>19,214,835</u>		<u>301.7</u>	<u>19,902,796</u>		<u>324.0</u>	<u>20,819,863</u>

FISCAL YEAR 2006 BUDGET

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

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
7	3-1-1 CUSTODIAN OF RECORDS	6437	16
54	3-1-1 TELECOMMUNICATOR	6435	13
3	ACCOUNT CLERK	3411	10
1	ACCOUNTANT SUPERVISOR	3426	24
1	ACCOUNTING SERVICES SUPERVISOR	3427	17
9	ADMINISTRATION MANAGER	3029	26
3	ADMINISTRATION MANAGER(EXE LEV)	3032	26
8	ADMINISTRATIVE AIDE	3011	10
13	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE ASSISTANT (EXE LEV)	3023	17
10	ADMINISTRATIVE ASSOCIATE	3021	13
3	ADMINISTRATIVE COORDINATOR	3026	24
2	ADMINISTRATIVE COORDINATOR(EXE LEV)	3027	24
11	ADMINISTRATIVE SPECIALIST	3025	20
4	ADMINISTRATIVE SUPERVISOR	3035	22
9	ASSISTANT DIRECTOR(EXE LEV)	3062	32
1	AUDITOR SUPERVISOR	3515	25
3	BUYER	3631	16
2	CENTRAL PAYROLL CLERK	3717	13
1	CENTRAL PAYROLL MANAGER	3716	27
1	CHIEF ADMINISTRATIVE OFFICER	3551	39
5	CUSTOMER SERVICE CLERK	8851	10
3	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
2	DEPUTY DIRECTOR-F & A(EXE LEV)	3575	36
13	DIVISION MANAGER	3030	29
1	EQUIPMENT OPERATOR II	5312	10
3	EVENT COORDINATOR	9612	19
2	EXECUTIVE OFFICE ASSISTANT	4922	15
1	EXECUTIVE STAFF ANALYST	3043	30
1	EXECUTIVE STAFF ANALYST(EXE LEV)	3046	30
1	FINANCE & ADMINISTRATION DIRECTOR	3560	37
8	FINANCIAL ANALYST III	3563	21
3	FINANCIAL ANALYST IV	3564	25
2	FIXED ASSET SPECIALIST	3623	22
3	INVENTORY MANAGEMENT CLERK	3615	9
1	IS PROJECT MANAGER	4475	28
1	MANAGEMENT ANALYST II	3083	16
4	MANAGEMENT ANALYST III	3084	21
12	MANAGEMENT ANALYST IV	3085	25
1	MARKETING SPECIALIST	8767	25
3	OFFICE SUPERVISOR	5021	16
3	PAYROLL SUPERVISOR	3714	17
11	PROCUREMENT SPECIALIST	3633	24
1	PROGRAMMER	4511	13
1	PURCHASING AGENT(EXE LEV)	3636	32
2	PURCHASING MANAGER	3634	27
2	RECORDS ADMINISTRATOR	5041	23
2	REGULATORY INVESTIGATOR	3915	11

FISCAL YEAR 2006 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	REGULATORY SUPERVISOR	3071	20
14	SENIOR 3-1-1 TELECOMMUNICATOR	6436	15
3	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR AUDITOR	3514	21
2	SENIOR BUYER	3632	22
2	SENIOR CASHIER	4873	10
5	SENIOR CENTRAL PAYROLL CLERK	3718	15
3	SENIOR CLERK	4813	8
2	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
2	SENIOR OFFICE ASSISTANT	4921	12
10	SENIOR PAYROLL CLERK	3712	13
7	SENIOR PROCUREMENT SPECIALIST	3673	27
11	SENIOR REGULATORY INVESTIGATOR	3916	14
5	SENIOR STAFF ANALYST	3042	28
3	SENIOR STAFF ANALYST(EXE LEV)	3045	28
1	SENIOR TRAINER	4213	21
2	SR INVENTORY MANAGEMENT CLERK	3616	12
5	STAFF ANALYST	3041	26
3	STAFF ANALYST(EXE LEV)	3044	26
1	STAGE SUPERVISOR	9624	14
1	SYSTEMS ACCOUNTANT II	3432	23
2	SYSTEMS ACCOUNTANT III	3433	27
1	SYSTEMS ACCOUNTANT IV	3434	29
1	SYSTEMS CONSULTANT	4565	26
1	SYSTEMS SUPPORT ANALYST III	4563	22
1	SYSTEMS SUPPORT ANALYST IV	4564	25
<hr/>			
339.0	Total Positions		
15.0	Less adjustment for Vacancies and Part-Time Employees		
324.0	Full-Time Equivalent		

FISCAL YEAR 2006 BUDGET

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

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
1100	Salary-Base Pay-Civilian	12,153,471	13,371,853	12,344,427	13,462,806
1105	Salary-Part Time-Civilian	36,182	56,494	141,799	247,066
1110	Premium Pay-Civilian	45,456	45,000	49,823	48,000
1113	Bilingual Pay-Civilian	43,645	41,754	42,423	45,522
1120	Overtime-Civilian	243,716	217,349	151,858	55,799
1130	Termination Pay-Civilian	517,739	90,781	154,737	81,742
1135	Pension-Civilian	1,809,565	2,180,269	2,014,823	2,207,896
1140	Social Security-Civilian	986,451	1,007,647	951,406	1,044,951
1145	Health/Life Ins Active Civilian	1,625,667	1,706,325	1,676,749	1,760,251
1146	Health/Life Ins Retiree Civilian	5,579	7,544	0	0
1155	Vehicle Allowance-Civilian	19,519	21,000	26,591	16,800
1199	Employee Awards	0	33,000	30,000	33,000
1405	Workers Compensation-Civilian	122,614	138,682	104,065	85,267
1415	Unemployment Claims	25,573	30,897	16,580	18,048
1420	Long Term Disability	29,401	29,972	46,270	30,480
Total Personnel Services		17,664,578	18,978,568	17,751,551	19,137,628
2130	Chem, Gases & Spec Fluids	0	300	0	0
2135	Cleaning and Sanitary Supplies	10,203	5,400	2,251	300
2200	Construction Materials	(3)	4,854	700	700
2205	Electrical Hardware & Parts	12,332	28,150	4,150	4,150
2210	Mechanical Hardware & Parts	7	2,400	0	0
2300	Audio-Visual Supplies	10,508	6,780	2,900	13,485
2305	Computer Supplies	13,915	18,178	21,984	21,148
2306	Paper & Printing Supplies	7,125	17,900	12,200	12,600
2315	Publications & Printed Materials	3,164	3,157	3,788	4,131
2323	Postage	28,331	53,466	28,620	28,600
2325	Miscellaneous Office Supplies	67,428	91,904	94,850	85,675
2412	Medical & Surgical Supplies	0	26,500	25,100	20,529
2415	Small Tech & Scientific Equip	0	1,000	0	0
2600	Fuel	15,249	15,130	15,930	15,930
2605	Vehicle Repair & Maint Suppl	1,659	750	831	750
2701	Clothing	5,388	2,400	3,893	1,500
2702	Food Supplies	1,456	2,100	2,000	2,000
2704	Recreational Supplies	1,330	5,000	3,800	3,800
2709	Small Tools & Minor Equipment	9,204	18,000	10,100	5,100
2738	Miscellaneous Parts & Supplies	49,768	44,162	50,147	34,744
Total Supplies		237,064	347,531	283,244	255,142
3100	Janitorial Services	164,978	125,000	67,330	5,000
3105	Security Services	5,767	5,700	5,700	5,700
3107	Temporary Personnel Services	86,623	102,445	92,116	36,000
3305	Advertising Services	45,443	45,800	38,100	41,100
3321	Computer Info/Contracting Srvc	0	100	0	0
3325	Medical, Dental & Lab Services	0	500	500	500
3335	Management Consulting Services	0	20,000	0	200,000
3344	Photographic Services	103	700	2,275	1,200
3345	Miscellaneous Support Services	25,853	38,700	40,200	37,760

FISCAL YEAR 2006 BUDGET

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

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
3400	Real Estate Lease/Office Rental	76,280	76,280	75,468	55,850
3402	Parking Space Rental	135,053	153,032	147,510	147,357
3405	Vehicle/Equipment Rental/Lease	8,056	13,100	10,271	10,000
3409	Office Equipment Rental	46,350	64,300	63,958	63,400
3420	Other Rental	35,402	63,600	46,358	42,750
3500	Electricity	9,830	20,000	12,800	12,800
3505	Natural Gas	2,468	2,700	2,700	2,700
3510	Telephone	264,453	292,583	324,563	327,973
3515	Communication Lines	44,254	56,063	55,000	53,064
3519	Radio Communications	1,100	0	0	0
3525	Refuse Disposal	8,350	7,700	4,044	6,100
3539	Sewer	238	810	300	300
3600	Building Maintenance Services	18,636	52,116	9,002	4,500
3605	Land and Grounds Maintenance	0	0	500	0
3615	Computer Eq/Software Maint Svc	40,644	67,359	68,356	73,221
3616	Communications Equip Services	0	30,300	30,000	7,000
3620	Enterprise Applications	42,364	27,000	24,150	24,150
3625	Office Equipment Services	1,456	5,100	5,000	5,000
3626	Vehicle & Motor Equip Services	28,770	45,800	57,600	57,600
3635	Other Equipment Services	24,707	25,800	2,641	5,400
3745	IntFd Communicatn Equip Repair	9,540	11,400	10,400	11,400
3794	Print Shop Services	42,832	56,306	49,000	48,350
3799	Mail/Delivery Services	2,590	6,090	3,990	3,940
3805	Printing & Reproduction Srvcs	20,102	37,313	25,300	30,764
3840	Assessments-Other Govts	(756)	0	0	0
3890	Cashier Shortages	31	100	200	200
3895	Misc Other Services & Charges	93,989	40,821	96,395	43,487
3897	Tuition Reimbursement	1,000	500	1,567	1,567
3900	Education & Training	5,067	25,606	19,684	22,710
3905	Membership & Professional Fees	8,107	12,720	11,840	11,750
3910	Travel-Training Related	7,510	16,446	15,000	17,500
3950	Travel-Non-training Related	5,017	9,000	5,746	7,800
3960	Motor Pool Charges	986	200	200	200
3970	Freight Charges	0	1,000	0	1,000
Total Other Services and Charges		1,313,193	1,560,090	1,425,764	1,427,093
5634	Transfers To Convention & Entertainm	0	0	442,237	0
Total Debt Service and Other Uses		0	0	442,237	0
Grand Total Expenditures		19,214,835	20,886,189	19,902,796	20,819,863