

# FINANCE AND ADMINISTRATION DEPARTMENT

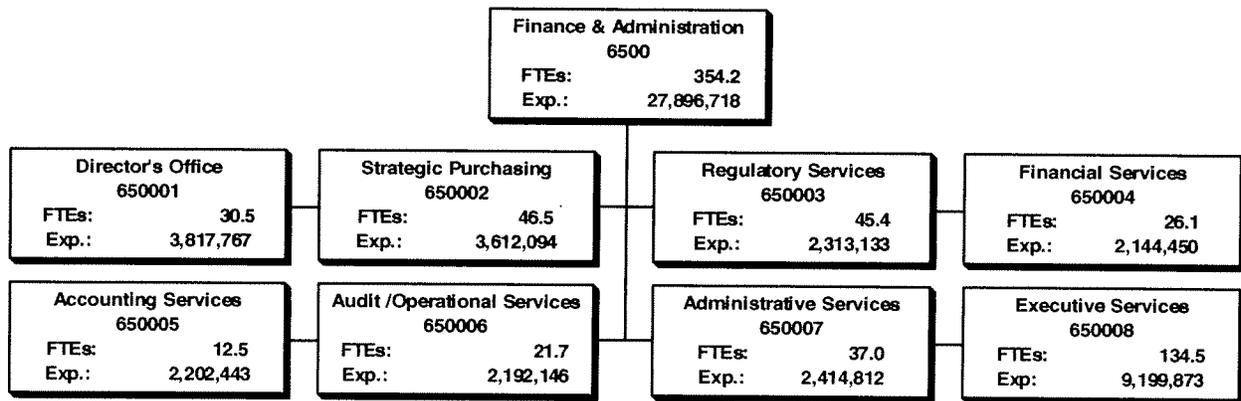
## Department Description and Mission

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 Organization



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

**FISCAL YEAR 2008 BUDGET**

**Business Area Budget Summary**

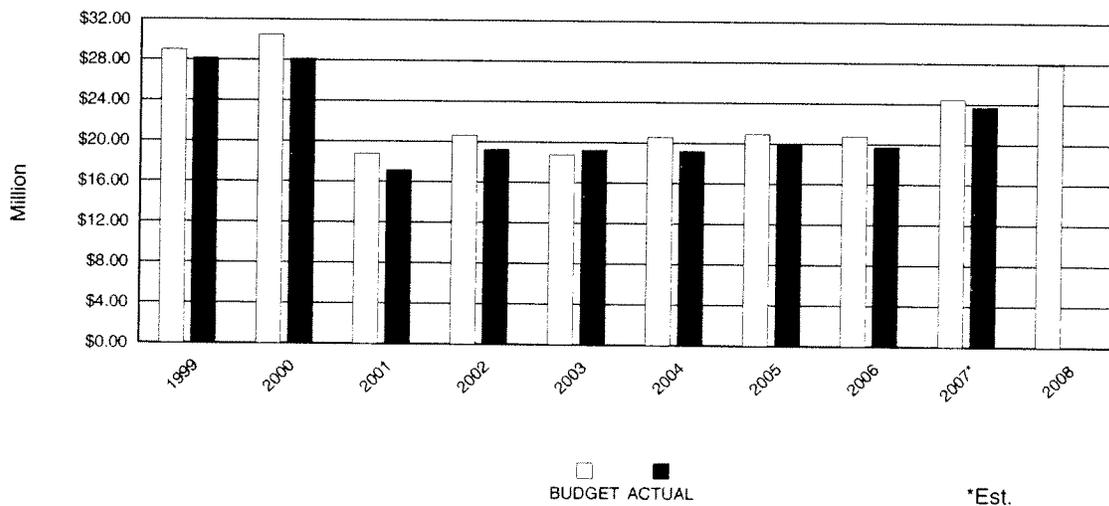
**Fund Name** : General Fund  
**Business Area Name** : Finance & Administration  
**Fund No./Bus. Area No.** : 1000 / 6500

		<b>FY2006 Actual</b>	<b>FY2007 Budget</b>	<b>FY2007 Estimate</b>	<b>FY2008 Budget</b>
Expenditures	Personnel Services	17,575,443	20,268,587	19,199,047	<b>23,501,044</b>
	Supplies	229,105	373,790	378,822	<b>363,219</b>
	Other Services and Charges	1,909,518	3,751,612	4,088,564	<b>4,032,455</b>
	Non-Capital Equipment	0	25,502	25,502	<b>0</b>
	Total M & O Expenditures	19,714,066	24,419,491	23,691,935	<b>27,896,718</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	19,714,066	24,419,491	23,691,935	<b>27,896,718</b>
Revenues		1,363,323,061	1,385,642,499	1,443,912,929	<b>1,503,442,400</b>
Staffing	Full-Time Equivalents - Civilian	300.9	328.9	302.3	<b>354.2</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	300.9	328.9	302.3	<b>354.2</b>
	Full-Time Equivalents-Overtime	2.9	1.3	1.6	<b>1.1</b>

**Budget Highlights**

- o The FY2008 budget will enhance the current service levels.
- o Three new cost centers added: Tax Increment Reinvestment Zone with 5.7 FTEs for \$460,289, City Council Administrative Support with 3.4 FTEs for \$230,847, and ERP Support with 21 FTEs for \$2,040,745.
- o FY2008 budget includes additional funding of \$341,397 for Deloitte & Touche audit and review.

**Finance & Administration  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2008 BUDGET**

**Business Area Group Summary**

**Fund Name** : General Fund  
**Business Area Name** : Finance & Administration  
**Fund No./Bus. Area No.** : 1000 / 6500

Group Description	Group Objectives
<p><b>650001 Directors Office</b></p> <p>Executive head of Finance and Administration Department with authority over all policies, procedures, and employees. Use tax abatements, and state and federal enterprise zone incentives to promote residential and commercial development. Maintain and support SAP system.</p>	<p>Improve administrative and financial functions citywide by exercising sound management through improved financial planning and reporting and implementation of debt and cash management policies. Improve management of TIRZ programs. Maintain SAP system.</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>Process permitting and licensing requests, conduct enforcement activities for vehicles for hire &amp; certain commercial &amp; alcohol permits to ensure public safety. Distribute mail timely. Ensure value is obtained for use of public right of way by public entities.</p> <p>Monitor the City's fiscal activities through financial analysis, review and report preparation.</p> <p>Assist all city departments in the process of inventory management and accurately tracking capital and controllable items. Monitor the activity of citywide grants and provides citywide cost studies including the indirect cost allocation plans.</p> <p>Improve performance under the various collection contracts.</p>
<p><b>650002 Strategic Purchasing</b></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 PCards, purchase orders, contracts and EProcurement.</p>	
<p><b>650003 Regulatory Services</b></p> <p>Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire &amp; certain permits for alcohol-related businesses. Manage franchises for the use of city rights-of-way. Manage mailroom.</p>	
<p><b>650004 Financial Services</b></p> <p>Monitor the financial activities of City departments. Coordinate, develop, implement and monitor the citywide budget. Administer budget, tax and financial reporting. Manage the operations of the Administrative Office of City Council.</p>	
<p><b>650005 Accounting Services</b></p> <p>Citywide monitoring and oversight of grants management, fixed asset, CIP accounting, Citywide cost studies including the indirect cost allocation plans.</p>	
<p><b>650006 Audit/Operational Services</b></p> <p>Manage tax and EMS collection contracts as well as the citywide credit card contracts. Manage internet auction &amp; revenue audit.</p>	

**FISCAL YEAR 2008 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Finance &amp; Administration</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
Group Performance Measures	FY2006 Actual			FY2007 Estimate			FY2008 Budget		
	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budget FTEs	Group Costs \$
General Fund Revenues realized		104.05%			103.37%			100.00%	
General Fund Expenditures realized		99.92%			99.82%			99.00%	
		2.1	740,362		4.5	1,275,320		30.5	3,817,767
Purchasing Savings (\$)		18M			20M			25M	
Avg days to award contract		140			130			130	
Number of contracts		600			500			475	
		44.7	2,992,703		45.8	3,548,122		46.5	3,612,094
Commercial Permits Issued		30,490			33,000			33,500	
Total Inspections Performed		3,699			7,471			4,400	
Utility Cust Req Handled		2,307			1,012			965	
Pieces of Mail Handled		1,690,002			1,834,526			1,800,000	
Total Revenue mgmted (\$)		190,257,884			190,223,579			186,912,617	
		41.4	2,271,765		41.3	2,221,512		45.4	2,313,133
Financial reports prepared		15			15			15	
City Departments monitored		24			24			24	
		18.6	1,556,785		20.7	1,748,191		26.1	2,144,450
Assets accounted for		N/A			99.9			99.9	
		6.9	562,720		8.2	1,820,011		12.5	2,202,443
Total revenue managed (\$)		77.6M			76.7M			78.3M	
Audits completed		12			88			90	
		29.1	1,407,519		22.1	2,219,686		21.7	2,192,146

**FISCAL YEAR 2008 BUDGET**

**Business Area Group Summary**

**Fund Name** : General Fund  
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**Fund No./Bus. Area No.** : 1000 / 6500

Group Description	Group Objectives
<p><b>650007 Administrative Services</b></p> <p>Process citywide payroll. Balance and submit city employees' W-2s. Prepare required employer reporting to IRS, SSA, TWC and BLS. Coordinate citywide records management. Provide departmental administrative &amp; accounting supports.</p>	<p>Consolidate/streamline payroll functions to provide accurate, timely and cost effective services to customers. Develop Policy &amp; Procedures. Conduct employee training. Maintain citywide records, control retention schedules &amp; improve admin. functions.</p>
<p><b>650008 Executive Services</b></p> <p>Oversee departmental performance, responsible for regional public policy initiatives, city's emergency management &amp; city's non-emergency response center. Manage citywide special events.</p>	

**FISCAL YEAR 2008 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Finance &amp; Administration</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
<b>Group Performance Measures</b>	<b>FY2006 Actual</b>			<b>FY2007 Estimate</b>			<b>FY2008 Budget</b>		
	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>
Policy & Proc. Developed		N/A			5			5	
Accts Paybl # of Paymnts		6,962			6,073			5,500	
Employee Training		403			390			500	
Records Schedules Maint		492			157			150	
Imaging Services(images)		650,365			649,347			650,000	
		42.9	2,645,420		38.1	2,499,340		37.0	2,414,812
Wkly Reports to the Mayor		52			52			52	
Emergency Mgmt Activations		4			6			8	
311 Resp To Citizens Inqrs		92.55%			90%			96%	
Calls Handled Monthly		192,242			190,000			200,000	
City Special Events		460			552			656	
		115.2	7,536,792		121.6	8,359,753		134.5	9,199,873
<b>Total</b>		<u>300.9</u>	<u>19,714,066</u>		<u>302.3</u>	<u>23,691,935</u>		<u>354.2</u>	<u>27,896,718</u>

**FISCAL YEAR 2008 BUDGET**

**Fund Name** : General Fund  
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<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2007 Budget FTE</b>	<b>FY2008 Budget FTE</b>	<b>Change</b>
3-1-1 TELECOMMUNICATOR	13	55.0	53.0	(2.0)
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	1.0	0.0	(1.0)
3-1-1 CUSTODIAN OF RECORDS	20	6.0	7.0	1.0
ACCOUNT CLERK	10	3.0	1.7	(1.3)
ACCOUNTANT ASSOCIATE	14	3.0	3.0	
ACCOUNTANT SUPERVISOR	24	1.0	2.0	1.0
ADMINISTRATION MANAGER	26	9.0	10.0	1.0
ADMINISTRATION MANAGER(EXE LEV)	26	3.0	3.0	
ADMINISTRATIVE AIDE	10	5.8	2.0	(3.8)
ADMINISTRATIVE ASSISTANT	17	12.0	14.0	2.0
ADMINISTRATIVE ASSOCIATE	13	10.0	8.4	(1.6)
ADMINISTRATIVE COORDINATOR	24	5.0	8.0	3.0
ADMINISTRATIVE COORDINATOR(EXE LEV)	24	2.0	1.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	9.0	10.0	1.0
ADMINISTRATIVE SUPERVISOR	22	2.0	3.0	1.0
ASSISTANT CITY CONTROLLER IV	27	0.0	1.0	1.0
ASSISTANT DIRECTOR(EXE LEV)	32	9.0	11.3	2.3
ASSISTANT PURCHASING AGENT(EXE LEV)	30	1.0	1.0	
AUDITOR SUPERVISOR	25	1.0	1.0	
BUYER	16	2.0	1.0	(1.0)
CENTRAL PAYROLL CLERK	13	2.0	2.0	
CHIEF ADMINISTRATIVE OFFICER	39	1.0	1.0	
COLLECTIONS SUPERVISOR	18	0.0	1.0	1.0
CONTRACT ADMINISTRATOR	22	0.0	1.0	1.0
CUSTOMER SERVICE CLERK	10	5.0	6.4	1.4
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	2.7	3.7	1.0
CUSTOMER SERVICE REPRESENTATIVE II	15	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE III	16	1.0	1.0	
CUSTOMER SERVICE SUPERVISOR	18	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR(EXE LEV)	30	4.0	6.0	2.0
DEPUTY CITY CONTROLLER(EXE LEV)	36	0.0	1.0	1.0
DEPUTY DIRECTOR(EXE LEV)	34	1.0	2.0	1.0
DEPUTY DIRECTOR-F & A(EXE LEV)	36	3.0	4.0	1.0
DIVISION MANAGER	29	10.0	15.0	5.0
EQUIPMENT OPERATOR II	10	1.0	1.0	
EVENT COORDINATOR	19	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
EXECUTIVE STAFF ANALYST	30	0.0	1.0	1.0
FINANCE & ADMINISTRATION DIRECTOR	37	1.0	1.0	
FINANCIAL ANALYST I	15	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	6.4	7.0	0.6
FINANCIAL ANALYST IV	25	13.0	16.0	3.0
FIXED ASSET SPECIALIST	13	2.0	2.0	
HUMAN RESOURCES SPECIALIST	17	0.0	2.0	2.0
HUMAN RESOURCES SUPERVISOR	24	1.0	1.0	
INVENTORY MANAGEMENT CLERK	09	3.0	2.0	(1.0)
IS PROJECT MANAGER	28	1.0	2.0	1.0
MANAGEMENT ANALYST II	18	0.0	2.0	2.0
MANAGEMENT ANALYST III	21	6.0	6.0	
MANAGEMENT ANALYST IV	25	8.7	8.0	(0.7)

**FISCAL YEAR 2008 BUDGET**

**Fund Name** : General Fund  
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<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2007 Budget FTE</b>	<b>FY2008 Budget FTE</b>	<b>Change</b>
MARKETING SPECIALIST	25	1.0	1.0	
OFFICE SUPERVISOR	17	3.0	2.0	(1.0)
PAYROLL SUPERVISOR	17	3.0	1.0	(2.0)
PROCUREMENT SPECIALIST	24	10.4	7.0	(3.4)
PROGRAMMER	13	1.0	0.0	(1.0)
PROGRAMMER ANALYST IV	25	1.0	1.0	
PURCHASING AGENT(EXE LEV)	32	1.0	1.0	
PURCHASING MANAGER	27	2.0	3.0	1.0
RECORDS ADMINISTRATOR	23	2.0	2.0	
REGULATORY INVESTIGATOR	11	1.0	2.0	1.0
REGULATORY SUPERVISOR	20	1.0	1.0	
SENIOR 3-1-1 TELECOMMUNICATOR	15	14.0	22.0	8.0
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR AUDITOR	21	3.0	3.0	
SENIOR BUYER	22	3.0	3.0	
SENIOR CASHIER	10	1.4	1.7	0.3
SENIOR CENTRAL PAYROLL CLERK	15	4.0	4.0	
SENIOR CLERK	08	2.7	4.4	1.7
SENIOR COLLECTOR/ADJUSTOR	11	3.0	0.0	(3.0)
SENIOR CUSTOMER SERVICE CLERK	12	0.0	1.0	1.0
SENIOR FIXED ASSET SPECIALIST	17	2.0	1.0	(1.0)
SENIOR GIS ANALYST	24	0.5	1.0	0.5
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	3.0	2.0
SENIOR IMAGING TECHNICIAN	13	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	2.0	1.0	(1.0)
SENIOR PAYROLL CLERK	13	12.0	5.0	(7.0)
SENIOR PROCUREMENT SPECIALIST	27	7.0	13.0	6.0
SENIOR REGULATORY INVESTIGATOR	14	11.0	11.0	
SENIOR STAFF ANALYST	28	4.0	9.0	5.0
SENIOR STAFF ANALYST(EXE LEV)	28	3.0	3.0	
SENIOR SUPERINTENDENT	27	1.0	1.0	
SENIOR TRAINER	21	1.0	0.0	(1.0)
SR INVENTORY MANAGEMENT CLERK	12	1.0	1.0	
STAFF ANALYST	26	5.7	7.0	1.3
STAFF ANALYST(EXE LEV)	26	4.0	2.0	(2.0)
STAGE SUPERVISOR	15	1.0	1.0	
SYSTEMS ACCOUNTANT II	23	1.0	1.0	
SYSTEMS ACCOUNTANT III	27	2.0	1.0	(1.0)
SYSTEMS ACCOUNTANT IV	29	0.0	2.0	2.0
SYSTEMS CONSULTANT	26	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	2.0	1.0
TRAINING ADMINISTRATOR	24	0.0	1.0	1.0
<b>Total FTEs</b>		<b>343.3</b>	<b>374.6</b>	<b>31.3</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>14.4</b>	<b>20.4</b>	<b>6.0</b>
<b>Full-Time Equivalents</b>		<b>328.9</b>	<b>354.2</b>	<b>25.3</b>

**FISCAL YEAR 2008 BUDGET**

**Business Area Revenue Summary**

**Fund Name** : General Fund  
**Business Area Name** : Finance & Administration  
**Fund No./Bus Area No.** : 1000 / 6500

Commit Item	Description	FY2007 Budget	FY2007 Estimate	FY2008 Budget
<b>6500020001</b>	<b>F&amp;A-Purchasing Admin</b>			
452030	Miscellaneous Revenue	55,000	126,950	126,950
<b>6500030001</b>	<b>F&amp;A-Transportation</b>			
419020	Limousine Franchise Tax	475,000	475,000	590,000
419030	Charter Tours & Sight Franchise Tax	160,000	160,000	175,000
421220	School Bus Licenses & Permits	15,000	15,000	15,000
421230	Taxicab Licenses & Permits	900,000	900,000	992,000
421250	Valet Parking Operator Permits	9,000	15,333	0
426240	Limousine Inspection Fees	35,000	40,000	38,000
428080	Returned Check Charges	0	0	300
<b>Total F&amp;A-Transportation</b>		<b>1,594,000</b>	<b>1,605,333</b>	<b>1,810,300</b>
<b>6500030002</b>	<b>F&amp;A-Franchise</b>			
416010	Electricity Franchise Tax	96,558,421	97,138,000	96,562,000
417010	Telephone Franchise Tax	45,600,000	48,000,000	48,000,000
418010	Natural Gas Franchise Tax	18,902,000	20,689,589	21,506,802
419010	Cable TV Franchise Tax	10,914,000	10,914,000	11,300,000
419040	Solid Waste Hauler Franchise Fee	4,192,185	4,192,185	4,270,998
419050	Spur Track Franchise Fee	21,420	21,420	21,420
419060	Pipeline & Conduits Franchise Fee	171,860	220,000	160,000
419070	Fiber Optics Franchise Fee	375,360	375,360	372,199
419080	Encroachment Franchise Fee	137,974	137,974	0
452020	Recoveries & Refunds	1,400,000	0	0
<b>Total F&amp;A-Franchise</b>		<b>178,273,220</b>	<b>181,688,528</b>	<b>182,193,419</b>
<b>6500030003</b>	<b>F&amp;A-Commercial Permits</b>			
412010	Sales Tax	431,219,000	0	0
413010	Mixed Beverage Tax	9,125,000	0	0
414010	Bingo Tax	325,000	0	0
421100	Occupation Licenses	140,121	119,197	143,000
421120	Beer & Wine Licenses	230,787	0	0
421130	Decals for Coin-Oper. Amusement Machines	133,939	492,280	350,000
421140	Dance Licenses	150,000	100,000	75,000
421150	Liquor Licenses	139,091	900,000	925,000
421160	Mixed Beverage Licenses	360,605	0	0
421280	Other Licenses & Permits	282,800	32,800	30,000
426090	Demolition Fees	950,000	1,091,204	1,147,000
426120	Weed Cutting Fees	650,000	1,285,071	1,350,000
428030	Release of Liens	100,000	125,000	125,000
434150	Streets & Bridges Assessments	950,000	250,000	230,000
434340	Cashier Overages	500	500	0
443130	Pay Phone Concessions	650,000	465,000	650,000
<b>Total F&amp;A-Commercial Permits</b>		<b>445,406,843</b>	<b>4,861,052</b>	<b>5,025,000</b>
<b>6500060001</b>	<b>F&amp;A-Tax and Accounting</b>			
411020	Current Property Tax	654,797,000	659,409,311	706,193,095
411030	Current Year Delinquent Property Tax	45,000,000	47,812,689	51,204,905
411040	Delinquent Property Tax - Prior Years	1,800,000	1,547,707	1,659,394
411070	Prior Year Delinquent Property Tax-1994	65,000	0	0
411080	Prior Year Delinquent Property Tax-1995	225,000	41,597	0
411090	Prior Year Delinquent Property Tax-1996	275,000	188,941	44,598
411100	Prior Year Delinquent Property Tax-1997	325,000	261,675	202,575

**FISCAL YEAR 2008 BUDGET**

**Business Area Revenue Summary**

**Fund Name** : General Fund  
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Commit Item	Description	FY2007 Budget	FY2007 Estimate	FY2008 Budget
411110	Prior Year Delinquent Property Tax-1998	500,000	269,122	<b>280,559</b>
411120	Prior Year Delinquent Property Tax-1999	800,000	346,445	<b>288,543</b>
411130	Prior Year Delinquent Property Tax-2000	1,000,000	484,563	<b>371,446</b>
411140	Prior Year Delinquent Property Tax-2001	1,500,000	708,078	<b>519,530</b>
411150	Prior Year Delinquent Property Tax-2002	1,600,000	1,129,380	<b>759,175</b>
411160	Prior Year Delinquent Property Tax-2003	2,500,000	1,947,571	<b>1,210,880</b>
411170	Prior Year Delinquent Property Tax-2004	3,500,000	4,250,767	<b>2,088,114</b>
411171	Prior Year Delinquent Property Tax-2005	15,057,000	11,301,466	<b>4,557,514</b>
411172	Prior Year Delinquent Property Tax-2006	0	0	<b>12,117,012</b>
411180	Curr Delinq-P & I	4,000,000	4,104,565	<b>4,410,884</b>
411190	Penalty&Interest-Delinq. Property Tax	10,000,000	10,112,435	<b>10,867,116</b>
411200	Property Tax Refunds	(12,100,000)	0	<b>0</b>
411210	Property Tax Rebates	(324,000)	(380,000)	<b>(407,000)</b>
412010	Sales Tax	0	460,028,859	<b>477,216,565</b>
413010	Mixed Beverage Tax	0	9,589,456	<b>9,874,389</b>
414010	Bingo Tax	0	325,000	<b>289,000</b>
415010	Industrial District Assessment	13,608,933	15,700,000	<b>15,700,000</b>
424150	Interfund Auditing Services-601	205,847	205,847	<b>208,208</b>
428060	Other Interest Income	150,000	584,027	<b>613,229</b>
432010	Interest on Pooled Investments	7,700,000	10,435,000	<b>11,950,000</b>
432020	Interest Apportionment Transfer In	2,695,000	1,565,000	<b>0</b>
490080	Other Operating Transfers In	2,200,000	2,200,000	<b>0</b>
<b>Total F&amp;A-Tax and Accounting</b>		<u>757,079,780</u>	<u>1,244,169,501</u>	<u><b>1,312,219,731</b></u>
<b>6500060003 F&amp;A-Property Disposal Management</b>				
434205	Sale of Scrap Metal	40,000	12,000	<b>15,000</b>
434215	Sale of Non-Capital Rolling Stock	650,000	650,000	<b>0</b>
434225	Sale of Non-Capital Equip. & Merchandise	200,000	200,000	<b>240,000</b>
<b>Total F&amp;A-Property Disposal Management</b>		<u>890,000</u>	<u>862,000</u>	<u><b>255,000</b></u>
<b>6500070001 F&amp;A-Central Payroll</b>				
426290	Other Service Charges	0	110,000	<b>110,000</b>
<b>6500070004 F&amp;A-Payroll - 701</b>				
424080	Interfund Payroll Services	513,156	0	<b>0</b>
<b>6500080002 F&amp;A-Emergency Management</b>				
422040	Federal Emergency Mgmt Agency Grants	128,000	8,787,065	<b>0</b>
<b>6500080003 F&amp;A-3-1-1</b>				
424040	Interfund 311	1,702,500	1,702,500	<b>1,702,000</b>
<b>Total Finance &amp; Administration</b>		<u><u>1,385,642,499</u></u>	<u><u>1,443,912,929</u></u>	<u><u><b>1,503,442,400</b></u></u>

**FISCAL YEAR 2008 BUDGET**

**Business Area Expenditure Summary**

**Fund Name** : General Fund  
**Business Area Name** : Finance & Administration  
**Fund No./Bus. Area No.** : 1000 / 6500

Commit Item	Description	FY2006 Actual	FY2007 Budget	FY2007 Estimate	FY2008 Budget
500010	Salary Base Pay - Civilian	12,436,558	14,299,739	13,732,821	16,701,172
500030	Salary Part Time - Civilian	182,038	202,081	98,342	149,867
500060	Overtime - Civilian	73,376	60,109	83,720	58,609
500090	Premium Pay - Civilian	62,266	59,000	71,618	59,000
500110	Bilingual Pay - Civilian	49,123	56,068	50,996	51,716
500180	Temporary Employees	560	0	3,440	3,500
500210	Pay for Performance-Municipal	12,396	0	0	0
501050	Employee Awards	2,500	43,000	39,587	35,500
501070	Pension - Civilian	2,033,182	2,333,843	2,251,973	2,638,800
501120	Termination Pay - Civilian	172,760	149,527	125,598	114,357
501160	Vehicle Allowance - Civilian	12,593	19,529	16,524	23,745
502010	FICA - Civilian	959,236	1,104,300	1,042,439	1,286,098
503010	Health/Life Insurance - Active Civilian	1,441,498	1,787,738	1,545,869	1,842,515
503060	Long Term Disability	44,661	56,198	42,870	49,853
503090	Workers Compensation-Civilian-Admin	83,917	88,547	90,295	83,710
503100	Workers Compensation-Civilian-Clm	0	0	0	7,540
504020	Compensation Contingency	0	0	0	382,867
504030	Unemployment Claims	8,779	8,908	2,955	12,195
<b>Total</b>	<b>Personnel Services</b>	<b>17,575,443</b>	<b>20,268,587</b>	<b>19,199,047</b>	<b>23,501,044</b>
511015	Cleaning & Sanitary Supplies	0	300	0	300
511020	Construction Materials	0	3,100	2,320	1,000
511025	Electrical Hardware & Parts	0	5,150	2,000	2,000
511030	Mechanical Hardware & Parts	0	1,000	0	2,000
511040	Audiovisual Supplies	16	31,235	23,500	25,016
511045	Computer Supplies	28,841	20,665	20,665	20,468
511050	Paper & Printing Supplies	5,773	20,400	15,400	17,300
511055	Publications & Printed Materials	1,255	8,753	8,753	6,250
511060	Postage	22,436	31,200	27,150	29,950
511070	Miscellaneous Office Supplies	127,167	122,730	125,850	115,000
511090	Medical & Surgical Supplies	0	20,629	16,500	20,430
511095	Small Technical & Scientific Equipment	0	0	700	0
511110	Fuel	26,608	22,682	26,900	25,300
511115	Vehicle Repair & Maintenance Supplies	2,741	5,500	4,000	2,600
511120	Clothing	4,786	14,800	5,438	3,300
511125	Food Supplies	(67,120)	5,200	4,600	4,100
511135	Recreational Supplies	4,543	6,500	6,500	0
511145	Small Tools & Minor Equipment	5,083	7,500	5,000	8,000
511150	Miscellaneous Parts & Supplies	66,976	46,446	83,546	80,205
<b>Total</b>	<b>Supplies</b>	<b>229,105</b>	<b>373,790</b>	<b>378,822</b>	<b>363,219</b>
520100	Temporary Personnel Services	338,127	129,385	191,798	146,133
520101	Janitorial Services	4,186	5,000	5,000	5,000
520102	Security Services	8,089	9,300	9,300	9,300
520105	Accounting & Auditing Services	0	851,130	1,139,550	1,192,527
520107	Computer Info/Contr	9,959	26,800	26,800	25,000
520109	Medical Dental & Laboratory Services	0	500	500	300
520110	Management Consulting Services	103,200	390,120	485,120	415,620
520113	Photographic Services	60	1,100	1,100	1,100
520114	Miscellaneous Support Services	30,360	260,860	202,160	238,110
520115	Real Estate Lease/Office Rental	93,081	90,558	53,300	54,100

**FISCAL YEAR 2008 BUDGET**

**Business Area Expenditure Summary**

**Fund Name** : General Fund  
**Business Area Name** : Finance & Administration  
**Fund No./Bus. Area No.** : 1000 / 6500

Commit Item	Description	FY2006 Actual	FY2007 Budget	FY2007 Estimate	FY2008 Budget
520118	Refuse Disposal	16,462	6,000	17,000	17,000
520119	Computer Equipment/Software Maintenance	132,519	30,621	26,050	26,050
520120	Communications Equipment Services	1,020	7,000	0	5,000
520121	IT Application Svcs	93,666	30,000	30,000	65,603
520122	Office Equipment Services	1,990	3,491	1,950	2,150
520123	Vehicle & Motor Equipment Services	35,502	44,650	42,324	41,809
520124	Other Equipment Services	2,999	0	0	0
520136	Billing & Collection Services	0	750,000	750,000	750,000
520510	Mail/Delivery Services	3,365	4,350	6,673	4,450
520515	Print Shop Services	42,814	42,000	42,000	44,900
520520	Printing & Reproduction Services	28,146	42,467	42,467	27,597
520605	Advertising Services	55,580	52,200	52,200	49,700
520705	Insurance Fees	0	7,815	9,217	10,781
520725	Assessments - Other Governments	(9,504)	0	0	0
520740	Document Recording/Filing Fees	0	0	800	0
520765	Membership & Professional Fees	12,336	16,635	16,300	16,430
520805	Education & Training	2,767	34,882	28,882	31,550
520815	Tuition Reimbursement	1,130	0	0	0
520905	Travel - Training Related	11,678	28,500	34,600	32,000
520910	Travel - Non-Training Related	16,621	30,700	28,500	32,600
521405	Building Maintenance Services	37,783	4,500	15,513	4,500
521410	Sewer Services	383	400	450	450
521415	Land and Grounds Maintenance	(11)	0	0	0
521435	Water Services	0	75	75	0
521505	Electricity	24,138	36,087	23,187	24,879
521510	Natural Gas	898	1,705	1,705	801
521605	Data Services	55,125	44,547	44,547	103,137
521610	Voice Services	283,217	349,850	349,850	234,848
521615	Radio Communications	0	1,683	1,500	6,000
521620	Voice Equipment	0	0	0	42,146
521625	Voice Labor	0	0	0	4,770
521705	Vehicle/Equipment Rental/Lease	3,528	7,000	9,000	9,000
521715	Office Equipment Rental	232,758	88,420	100,509	96,882
521725	Other Rental	48,765	56,010	61,860	40,925
521730	Parking Space Rental	96,166	157,534	134,140	137,693
522305	Freight Charges	0	1,000	300	1,000
522410	Cashier Shortages	646	200	200	200
522430	Miscellaneous Other Services & Charges	80,759	93,687	89,587	67,914
522435	Interest Charges Past Due Accounts	0	0	100	0
522735	Interfund Communication Equipment Repair	9,210	12,850	12,450	12,500
<b>Total</b>	<b>Other Services and Charges</b>	<b>1,909,518</b>	<b>3,751,612</b>	<b>4,088,564</b>	<b>4,032,455</b>
551010	Non-Capital Office Furniture & Equipment	0	25,173	25,173	0
551015	Non-Capital Computer Equipment	0	329	329	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>0</b>	<b>25,502</b>	<b>25,502</b>	<b>0</b>
<b>Grand Total Expenditures</b>		<b>19,714,066</b>	<b>24,419,491</b>	<b>23,691,935</b>	<b>27,896,718</b>