FINANCE AND ADMINISTRATION DEPARTMENT

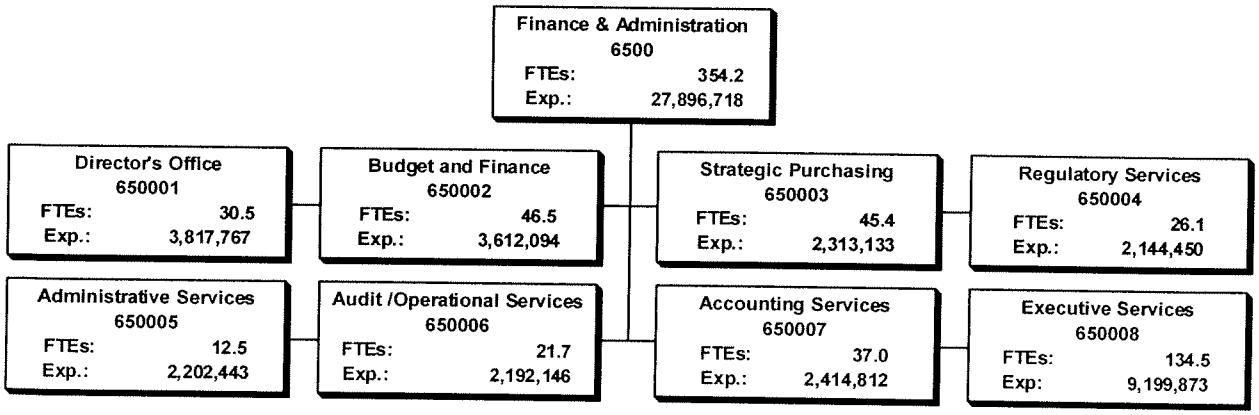
Department Description and Mission

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.

Business Area Budget Summary

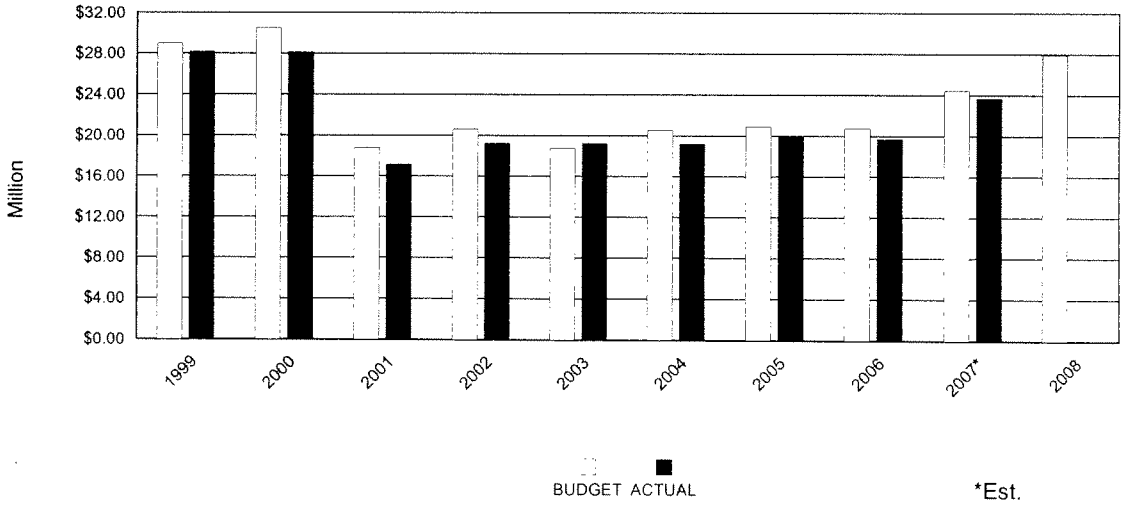
Fund Name : General Fund
Business Area Name : Finance & Administration
Fund No./Bus. Area No. : 1000 / 6500

		FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Expenditures	Personnel Services	17,575,443	20,268,587	19,199,047	**23,501,044**
	Supplies	229,105	373,790	378,822	**363,219**
	Other Services and Charges	1,909,518	3,751,612	4,088,564	**4,032,455**
	Non-Capital Equipment	0	25,502	25,502	**0**
	Total M & O Expenditures	19,714,066	24,419,491	23,691,935	**27,896,718**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	19,714,066	24,419,491	23,691,935	**27,896,718**
Revenues		1,362,032,189	1,385,642,499	1,442,912,929	**1,503,442,400**
Staffing	Full-Time Equivalents - Civilian	300.9	328.9	302.3	**354.2**
	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	300.9	328.9	302.3	**354.2**
	Full-Time Equivalents-Overtime	2.9	1.3	1.6	**1.1**

Budget Highlights

- o The FY2008 budget will enhance the current service levels.
- o Three new cost centers added: Tax Increment Reinvestment Zone with 6 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



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Business Area Group Summary

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

Group Description	Group Objectives
650001 Directors Office	
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.	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.
650002 Strategic Purchasing	
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.	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.
650003 Regulatory Services	
Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire & certain permits for alcohol-related businesses. Manage franchises for the use of city rights-of-way. Manage mailroom.	Process permitting and licensing requests, conduct enforcement activities for vehicles for hire & certain commercial & alcohol permits to ensure public safety. Distribute mail timely. Ensure value is obtained for use of public right of way by public entities.
650004 Financial Services	
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.	Monitor the City's fiscal activities through financial analysis, review and report preparation.
650005 Accounting Services	
Manage citywide fixed assets & grant accounting.	Assist all city departments in the process of inventory management and accurately tracking capital and controllable items. Monitor the activity of citywide grants.
650006 Audit/Operational Services	
Manage tax and EMS collection contracts as well as the citywide credit card contracts. Manage internet auction & revenue audit.	Improve performance under the various collection contracts.

Business Area Group Summary

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

Group Performance Measures	FY2006 Unaudited Group Activities	FY2006 Unaudited Budget FTEs	FY2006 Unaudited Group Costs $	FY2007 Estimate Group Activities	FY2007 Estimate Budget FTEs	FY2007 Estimate Group Costs $	FY2008 Budget Group Activities	FY2008 Budget Budget FTEs	FY2008 Budget Group Costs $
General Fund Revenues realized	103.46%			102.03%			100.00%		
General Fund Expenditures realized	100.95%			100.15%			99.00%		
		2.1	740,362		4.5	1,275,320		30.5	3,817,767
Purchasing Savings ($)	18M			20M			25M		
Avg days to award contract	140			130			130		
Number of contracts	600			500			475		
		44.7	2,992,703		45.8	3,548,122		46.5	3,612,094
Commercial Permits Issued	30,490			33,000			33,500		
Total Inspections Perfmd	3,699			7,471			4,400		
Utility Cust Req Handled	2,307			1,012			965		
Pieces of Mail Handled	1,690,002			1,834,526			1,800,000		
Total Revenue mgmted ($)	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

Business Area Group Summary

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

Group Description	Group Objectives
650007 Administrative Services	
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 & accounting supports.	Consolidate/streamline payroll functions to provide accurate, timely and cost effective services to customers. Develop Policy & Procedures. Conduct employee training. Maintain citywide records, control retention schedules & improve admin. functions.
650008 Executive Services	
Oversee departmental performance, responsible for regional public policy initiatives, city's emergency managment & city's non-emergency response center. Manage citywide special events.	Coordinate citywide initiatives. Improve departmental performance. Provide reports and analyses for Mayor and City Council. Ensure City's preparedness and recovery from disaster. Answer calls 7 days per wk. Produce special events for citizens.

Business Area Group Summary

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

Group Performance Measures	FY2006 Unaudited Group Activities	FY2006 Unaudited Budget FTEs	FY2006 Unaudited Group Costs $	FY2007 Estimate Group Activities	FY2007 Estimate Budget FTEs	FY2007 Estimate Group Costs $	FY2008 Budget Group Activities	FY2008 Budget Budget FTEs	FY2008 Budget Group Costs $
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
Total		300.9	19,714,066		302.3	23,691,935		**354.2**	**27,896,718**

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

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
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)

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

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
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
Total FTEs		**343.3**	**374.6**	**31.3**
Less adjustment for Civilian Vacancy Factor		**14.4**	**20.4**	**6.0**
Full-Time Equivalents		**328.9**	**354.2**	**25.3**

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
6500020001	**F&A-Purchasing Admin**			
452030	Miscellaneous Revenue	55,000	126,950	**126,950**
6500030001	**F&A-Transportation**			
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**
Total	**F&A-Transportation**	1,594,000	1,605,333	**1,810,300**
6500030002	**F&A-Franchise**			
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 Franichise 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**
Total	**F&A-Franchise**	178,273,220	181,688,528	**182,193,419**
6500030003	**F&A-Commercial Permits**			
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-Ope.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**
Total	**F&A-Commercial Permits**	445,406,843	4,861,052	**5,025,000**
6500060001	**F&A-Tax and Accounting**			
411020	Current Property Tax	654,797,000	458,407,624	**507,399,383**
411030	Current Year Delinquent Property Tax	45,000,000	256,221,213	**241,026,956**
411040	Delinquent Property Tax - Prior Years	1,800,000	1,209,976	**1,433,977**
411070	Prior Year Delinquent Property Tax-1994	65,000	0	**0**
411080	Prior Year Delinquent Property Tax-1995	225,000	36,294	**0**
411090	Prior Year Delinquent Property Tax-1996	275,000	141,703	**52,843**
411100	Prior Year Delinquent Property Tax-1997	325,000	202,263	**168,249**

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
411110	Prior Year Delinquent Property Tax-1998	500,000	203,441	**250,535**
411120	Prior Year Delinquent Property Tax-1999	800,000	265,408	**245,324**
411130	Prior Year Delinquent Property Tax-2000	1,000,000	386,722	**323,777**
411140	Prior Year Delinquent Property Tax-2001	1,500,000	557,867	**465,907**
411150	Prior Year Delinquent Property Tax-2002	1,600,000	887,361	**690,078**
411160	Prior Year Delinquent Property Tax-2003	2,500,000	1,495,430	**1,015,584**
411170	Prior Year Delinquent Property Tax-2004	3,500,000	3,330,719	**1,786,120**
411171	Prior Year Delinquent Property Tax-2005	15,057,000	10,168,001	**4,097,885**
411172	Prior Year Delinquent Property Tax-2006	0	0	**12,960,722**
411180	Curr Delinq-P & I	4,000,000	2,428,378	**2,362,153**
411190	Penalty&Interest-Delinq. Property Tax	10,000,000	7,973,912	**12,495,847**
411200	Property Tax Refunds	(12,100,000)	0	**0**
411210	Property Tax Rebates	(324,000)	(380,000)	**(407,000)**
412010	Sales Tax	0	460,028,859	**487,216,565**
413010	Mixed Beverage Tax	0	9,589,456	**9,874,389**
414010	Bingo Tax	0	325,000	**289,000**
415010	Industrial District Assessment	13,608,933	15,700,000	**15,700,000**
424150	Interfund Auditing Services-601	205,847	205,847	**208,208**
428060	Other Interest Income	150,000	584,027	**613,229**
432010	Interest on Pooled Investments	7,700,000	9,435,000	**11,950,000**
432020	Interest Apportionment Transfer In	2,695,000	1,565,000	**0**
490080	Other Operating Transfers In	2,200,000	2,200,000	**0**
Total	**F&A-Tax and Accounting**	757,079,780	1,243,169,501	**1,312,219,731**
6500060003	**F&A-Property Disposal Management**			
434205	Sale of Scrap Metal	40,000	12,000	**15,000**
434215	Sale of Non-Capital Rolling Stock	650,000	650,000	**0**
434225	Sale of Non-Capital Equip. & Merchandise	200,000	200,000	**240,000**
Total	**F&A-Property Disposal Management**	890,000	862,000	**255,000**
6500070001	**F&A-Central Payroll**			
426290	Other Service Charges	0	110,000	**110,000**
6500070004	**F&A-Payroll - 701**			
424080	Interfund Payroll Services	513,156	0	**0**
6500080002	**F&A-Emergency Management**			
422040	Federal Emergency Mgmt Agency Grants	128,000	8,787,065	**0**
6500080003	**F&A-3-1-1**			
424040	Interfund 311	1,702,500	1,702,500	**1,702,000**
Total	**Finance & Administration**	1,385,642,499	1,442,912,929	**1,503,442,400**

Business Area Expenditure Summary

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

Commit Item	Description	FY2006 Unaudited	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-Muncipial	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**
Total	**Personnel Services**	**17,575,443**	**20,268,587**	**19,199,047**	**23,501,044**
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**
Total	**Supplies**	**229,105**	**373,790**	**378,822**	**363,219**
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**

Business Area Expenditure Summary

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

Commit Item	Description	FY2006 Unaudited	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**
Total	**Other Services and Charges**	**1,909,518**	**3,751,612**	**4,088,564**	**4,032,455**
551010	Non-Capital Office Furniture & Equipment	0	25,173	25,173	**0**
551015	Non-Capital Computer Equipment	0	329	329	**0**
Total	**Non-Capital Equipment**	**0**	**25,502**	**25,502**	**0**
	Grand Total Expenditures	**19,714,066**	**24,419,491**	**23,691,935**	**27,896,718**