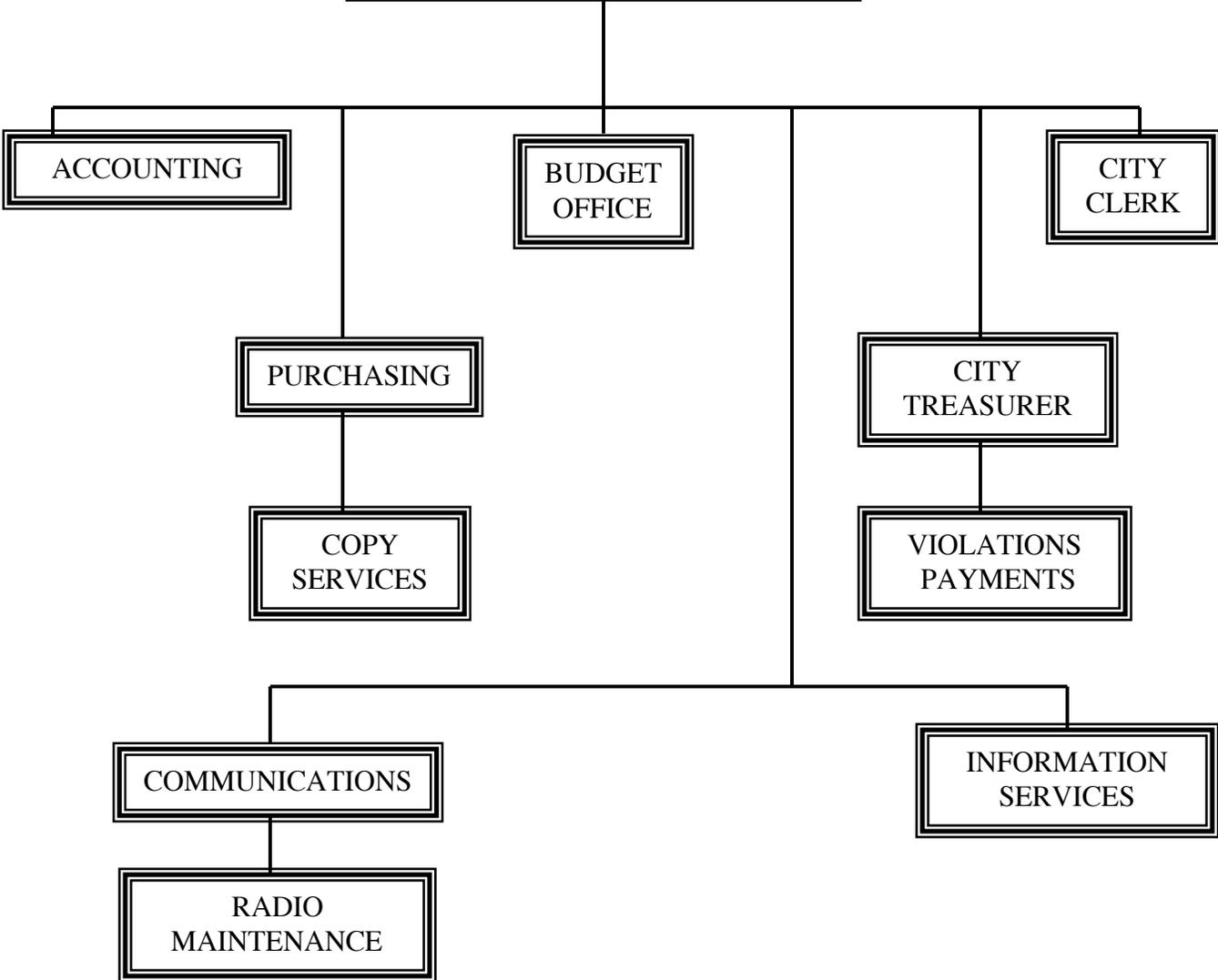


FINANCE DEPARTMENT

DIRECTOR OF
FINANCE
Don Herz



FINANCE DEPARTMENT

GOAL: To manage the financial resources of the City in an effective, efficient, and proactive manner and in accordance with the Lincoln City Charter, the Lincoln Municipal Code, and all applicable state and federal laws. To facilitate the collection, distribution, and use of information for our customers in the areas of records retention, data processing, purchasing, accounting, and communications. To operate Pershing Auditorium to meet the public's need for entertainment.

SIGNIFICANT CHANGES FOR THE LAST FIVE YEARS

- Issued the City's Comprehensive Annual Financial Report (CAFR) for the last five years with a "clean" audit opinion.
- Received the Government Finance Officer's Association (GFOA) Certificate of Excellence each of the past five years for the City's Comprehensive Annual Financial Report.
- Coordinated several electronic payment (E-pay) initiatives allowing for payment over the Internet for parking tickets, permits, utility billing, police department inquiries, pool passes, and parking passes.
- Developed an investment policy for the City's short-term investments.
- Led successful efforts to get a Charter amendment allowing the use of the "Prudent Person Rule" for investing funds.
- Led successful efforts to get a Charter amendment allowing the issuance of checks rather than warrants.
- Implemented a process of pooling cash from all City funds into a short-term and mid-term investment pool.
- Developed a ticket writing system that utilizes wireless technology.
- Retained a AAA credit rating from Standard & Poors.
- Upgraded the City's credit rating from Moody's from Aa1 to Aaa in 2003.
- Initiated a process to sell most City bonds on a competitive sale via the Internet.
- Completed over 20 bond sales totaling approximately \$1.1 billion.
- Completed significant mapping and vehicle locator projects and upgrades in the 911 Center.
- Implemented enhanced 911 (locate source of wireless calls).
- Completed a significant enhancement to the City's fiber optic ring, creating redundant paths between most of the City and County facilities.
- Completed system development for the imaging of our ordinances, executive orders, resolutions, and contracts in the City Clerk's Office.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Connectivity between microcomputers, mainframe, mid range computers, and GIS workstations will continue. The fiber optic communications network will be expanded to include remote sites.
- Continue expansion of the fiber optic network to additional City and County locations.
- Develop an administrative process to implement LB 562, which will allow for the collection of a self-imposed occupation tax to finance infrastructure in new retail developments.
- Update our business interruption plans in the event of a natural disaster, pandemic illness, or similar event.
- Implement existing plan to install Voice over Internet Protocol (VoIP) in the City and County.
- Replace the Computer Assisted Dispatch (CAD) system in the 911 Center.

	ACTUAL 2005-06	BUDGET 2006-07	MAYOR'S RECOMM. 2007-08	COUNCIL ADOPTED 2007-08
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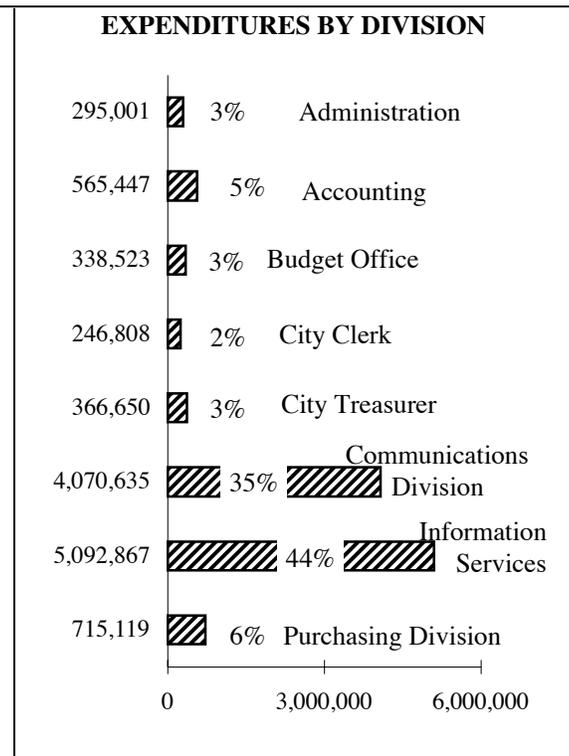
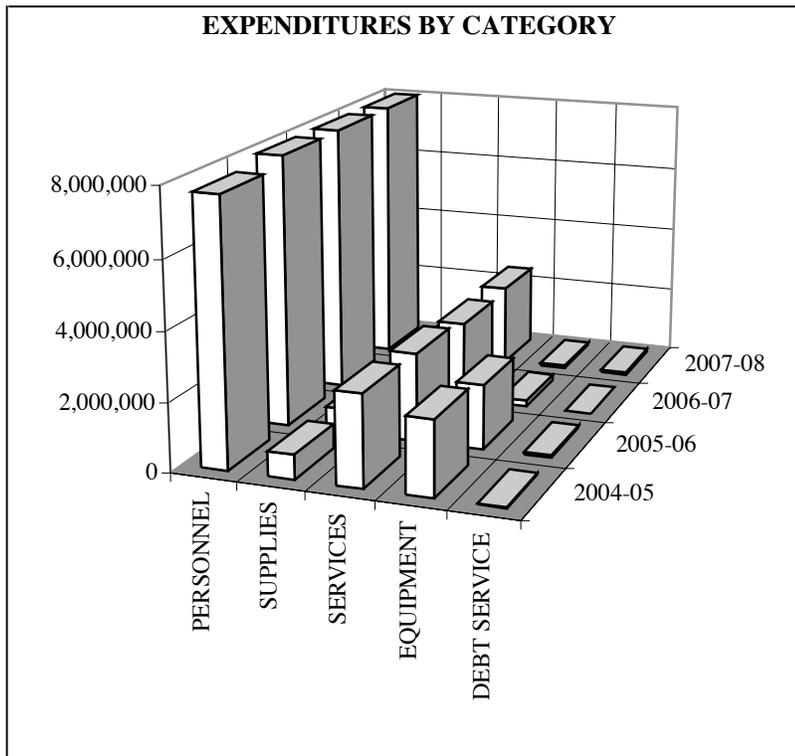
EXPENDITURE SUMMARY				
PERSONNEL	8,232,214	8,370,740	8,544,211	8,544,211
SUPPLIES	709,387	532,849	548,585	548,585
SERVICES	2,600,186	2,358,478	2,432,809	2,432,809
EQUIPMENT	1,902,119	181,460	91,700	91,700
DEBT SERVICE	71,199	0	73,745	73,745
	<u>13,515,106</u>	<u>11,443,527</u>	<u>11,691,050</u>	<u>11,691,050</u>

REVENUE SUMMARY				
GENERAL FUND		3,934,943	4,067,192	4,067,192
COUNTY		123,767	131,876	131,876
USER FEES		6,175,377	6,239,542	6,239,542
9-1-1 SURCHARGE/OTHER		1,209,440	1,252,440	1,252,440
		<u>11,443,527</u>	<u>11,691,050</u>	<u>11,691,050</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	2.67	3.00	2.00	2.00
ACCOUNTING	9.50	9.50	9.50	9.50
BUDGET OFFICE	4.00	4.00	4.00	4.00
CITY CLERK	4.00	4.00	4.00	4.00
CITY TREASURER	6.50	6.50	6.50	6.50
COMMUNICATIONS	45.50	45.50	44.50	44.50
INFO. SERVICES	39.00	39.00	37.00	37.00
PURCHASING	7.00	7.00	6.00	6.00
	<u>118.17</u>	<u>118.50</u>	<u>113.50</u>	<u>113.50</u>

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FINANCE DEPARTMENT

ADMINISTRATION DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-	2006-07	2007-08
PERFORMANCE MEASURES	06		

1. Protect and enhance the fiscal position of the City.			
A. Issue long-term and short-term debt as dictated by Council action.			
1. Maintain a satisfactory debt rating:			
General Obligation Bonds, Standard and Poor's.	AAA	AAA	AAA
General Obligation Bonds, Moody's Investors Service.	Aaa	Aaa	Aaa
Water Revenue Bonds, Standard and Poor's.	AA-	AA-	AA-
Water Revenue Bonds, Moody's Investors Service.	Aa2	Aa2	Aa2
Sewer Revenue Bonds, Standard and Poor's.	AA+	AA+	AA+
Sewer Revenue Bonds, Moody's Investors Service.	Aa2	Aa2	Aa2
Municipal Infrastructure Redevelopment Fund, Standard and Poor's.	AAA	AAA	AAA
Municipal Infrastructure Redevelopment Fund, Moody's Investors Service.	Aa2	Aa2	Aa2
Tax-Supported Antelope Valley Revenue Bonds, Moody's Investors Service.	Aa2	Aa2	Aa2
Tax-Supported Antelope Valley Revenue bonds, Standard and Poor's.	AA	AA	AA
Certificates of Participation – Lease/Purchase	AAA	AAA	AAA

FINANCE DEPARTMENT

ACCOUNTING DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-06	2006-07	2007-08
PERFORMANCE MEASURES			
1. Provide financial information that is timely, informative, and accurate, but offers flexibility to the needs of the customer.			
A. Maintain the JDE system sufficient to provide necessary accounting reports and maintain all funds and accounts of the City in conformance with Generally Accepted Accounting Principles (GAAP).			
1. Percentage of routine accounting period reports available to departments on-line.	100%	100%	100%
2. Percentage of monthly budget status reports available to departments on-line.	100%	100%	100%
3. Accounting system in conformance with generally accepted accounting principles.	yes	yes	yes
4. Format of financial statements in conformance with generally accepted accounting principles.	yes	yes	yes
5. Receive the GFOA Certificate of Conformance.	yes	yes	yes
2. Process payments in a timely, accurate, and efficient manner according to the legal guidelines and procedures of the City.			
A. Produce vendor warrants and interdepartmental transfers in a timely and efficient manner.			
1. Cost of issuing vendor warrants and processing inter-departmental transfers.	\$2.35	\$2.52	\$2.60
3. Provide efficient, quality audits that offer useful improvements to our customers and improvements for safeguarding City assets.			
A. Have an audit performed by an external auditor on the City's accounts in compliance with GAAP, GASS, and the single audit concept as promulgated by the Federal Government.			
1. An unqualified report from the external auditor on our financial statements by:	12/30/05	1/31/07	1/31/08
4. Provide payroll services in a timely, efficient, and accurate fashion.			
A. Produce payroll warrants and W-2 forms in a timely, accurate, and efficient manner.			
1. Cost of issuing payroll warrants.	\$2.21	\$2.40	\$2.50
2. Employee W-2 forms issued timely and accurately by:	1/27/06	1/31/07	1/31/08

FINANCE DEPARTMENT

BUDGET OFFICE DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-06	2006-07	2007-08
PERFORMANCE MEASURES			

- | | | | |
|---|---------|---------|---------|
| 1. Coordinate the budget process in an efficient, effective, and fair manner to facilitate the optimum allocation of resources City-wide. | | | |
| A. To accurately forecast revenues and expenditures. | | | |
| 1 Variance of actual revenues to projected revenues for the General Fund (excluding property taxes). | 1.1% | ±3.5% | ±3.5% |
| 2 Variance of actual August 31 General Fund cash balance to the projected August 31 General Fund cash balance. | -5.2% | ±15% | ±15% |
| 3. Percentage of actual expenditures to budgeted expenditures for the General Fund. | -2.3% | ±4.0% | ±3.0% |
| B. Coordinate the preparation of the City's Annual Budget. | | | |
| 1. City Council adoption of Budget. | 8/22/05 | 8/21/06 | 8/20/07 |

FINANCE DEPARTMENT

CITY CLERK DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-06	2006-07	2007-08
PERFORMANCE MEASURES			
1. Maintain all official records of the City of Lincoln.			
A. Maintain and process official records in proper time frame as mandated by code.			
1. Executive orders filed.	2,995	3,300	3,350
2. Resolutions filed.	603	700	725
3. Ordinances filed.	201	170	170
B. Keep index system current.			
1. Estimated number of documents indexed.	10,794	10,955	11,400
C. Update portions of the Lincoln Municipal Code that pertain to the City Clerk's Office as necessary.			
1. Updates to Lincoln Municipal Code.	0	6	3
2. Coordinate material to be acted upon by the City Council.			
A. Provide staff support, including recording secretarial services, to the City Council.			
1. City Council meetings staffed.	67	66	67
3. Issue various permits and licenses as set out by ordinances.			
A. Assure eligibility criteria are met and regulations are followed.			
1. Licenses and permits issued.	6,558	8,065	7,018

FINANCE DEPARTMENT

GENERAL FUND

CITY CLERK DIVISION

COMMENTS:

1. Eliminated \$10,000 in advertising of ordinances, these will now be posted on the County/City bulletin board.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08	
	2007-08	2007-08					
None							
EXPENDITURE SUMMARY							
PERSONNEL			201,694	196,442	207,956	207,956	
SUPPLIES			5,736	8,125	8,125	8,125	
SERVICES			55,516	41,886	30,727	30,727	
EQUIPMENT			473	0	0	0	
TRANSFERS			0	0	0	0	
TOTAL			263,419	246,453	246,808	246,808	
REVENUE SUMMARY							
GENERAL FUND				246,453	246,808	246,808	
TOTAL				246,453	246,808	246,808	
SERVICES SUMMARY							
Contractual			2,884	4,022	4,163	4,163	
Travel/Mileage			0	0	0	0	
Print/Copying			20,474	10,300	9,300	9,300	
Insurance			0	0	0	0	
Utilities			2,037	2,144	2,144	2,144	
Maint./Repair			69	500	300	300	
Rentals			0	0	0	0	
Miscellaneous			30,052	24,920	14,820	14,820	
TOTAL			55,516	41,886	30,727	30,727	
	0	0					
PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	06-07	07-08	2006-07	2007-08	2007-08
N	1032 Senior Office Assistant	25,922-36,631	2.00	2.00	62,367	63,366	65,001
M	1131 City Clerk	48,822-99,569	1.00	1.00	81,449	85,120	87,461
A	1132 Assistant City Clerk	45,590-62,147	1.00	1.00	52,126	53,860	55,319
	Overtime				2,459	2,196	2,253
	Salary Adjustment					5,492	
	Vacancy/Turnover Savings				-1,959	-2,078	-2,078
	Fringe Benefits				0	0	0
	TOTAL		4.00	4.00	196,442	207,956	207,956

FINANCE DEPARTMENT

CITY TREASURER DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES			
PERFORMANCE MEASURES	2005-06	2006-07	2007-08
1. Manage cash and investments of the City funds in the best composition of safety, liquidity, and highest return.			
A. Monitor funds and investment balances and keep cash not needed immediately in interest bearing securities.			
1. Percentage of City funds invested.	99.45%	98%	99.5%
B. Record investments purchased, investments cashed, and investment interest payments.			
1. Total investment actions recorded.	549	575	525
C. Report quarterly to City Council all City investment activity.			
1. Investment resolutions prepared. (Was weekly till May 2005)	4	4	4
2. Collect and distribute money in an efficient, accurate, and timely manner to guarantee safety and increase investment potential.			
A. Verify and pay all City warrants, bonds, and coupons when presented for payment.			
1. Warrants paid per year.	41,542	45,000	40,000
B. Collect various occupation taxes and franchise fees.			
1. Total value of collections for various taxes, fees, and licenses other than special assessments, real estate, and personal property taxes and sales taxes.	11,478,036	11,000,000	11,500,000
C. Verify and enter City Treasurer's receipts.			
1. Total City Treasurer's receipts processed.	12,124	11,500	11,000
D. Collect payments for parking tickets and comply with legal requirements in the most efficient, accurate, and timely manner.			
1. Tickets paid.	40,800	45,000	43,500
2. Administrative fees collected.	\$325,314	\$360,000	\$349,000
3. Courtesy tickets processed.	4,016	5,500	5,000

FINANCE DEPARTMENT

GENERAL FUND

CITY TREASURER DIVISION

COMMENTS:

- No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08	
	2007-08	2007-08					
None			EXPENDITURE SUMMARY				
			PERSONNEL	293,425	290,848	306,917	306,917
			SUPPLIES	14,394	17,150	15,420	15,420
			SERVICES	30,532	38,322	44,313	44,313
			EQUIPMENT	52,524	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	390,875	346,320	366,650	366,650
			REVENUE SUMMARY				
			GENERAL FUND		346,320	366,650	366,650
			TOTAL		346,320	366,650	366,650
			SERVICES SUMMARY				
			Contractual	15,917	19,468	24,363	24,363
			Travel/Mileage	0	0	0	0
			Print/Copying	2,726	1,700	1,700	1,700
			Insurance	0	1,950	1,950	1,950
			Utilities	8,758	9,504	10,100	10,100
			Maint./Repair	1,993	3,700	3,200	3,200
			Rentals	0	0	0	0
			Miscellaneous	1,138	2,000	3,000	3,000
			TOTAL	30,532	38,322	44,313	44,313
0		0					
PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE CLASS	PAY RANGE		06-07	07-08	2006-07	2007-08	2007-08
N 1032	Senior Office Assistant	25,922-36,631	1.50	1.50	42,130	43,878	45,013
N 1121	Account Clerk II	25,047-35,438	1.00	1.00	29,210	30,264	31,045
N 1122	Account Clerk III	27,770-39,149	1.00	1.00	37,343	37,391	38,350
A 1139	Assistant City Treasurer	45,590-62,147	1.00	1.00	54,569	56,404	57,948
M 1140	City Treasurer	61,228-119,394	1.00	1.00	84,183	87,504	89,910
A 1631	Administrative Aide I	34,019-46,714	1.00	1.00	45,500	45,501	46,715
	Overtime				842	1,000	1,026
	Salary Adjustment					8,065	
	Vacancy/Turnover Savings				-2,929	-3,090	-3,090
	Fringe Benefits				0	0	0
	TOTAL		6.50	6.50	290,848	306,917	306,917

	ACTUAL 2005-06	BUDGET 2006-07	MAYOR'S RECOMM. 2007-08	COUNCIL ADOPTED 2007-08
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EXPENDITURE SUMMARY				
PERSONNEL	3,082,746	3,014,272	3,161,861	3,161,861
SUPPLIES	218,581	99,450	96,187	96,187
SERVICES	692,150	659,402	650,642	650,642
EQUIPMENT	825,414	87,670	88,200	88,200
DEBT SERVICE	71,199	0	73,745	73,745
	<u>4,890,090</u>	<u>3,860,794</u>	<u>4,070,635</u>	<u>4,070,635</u>

REVENUE SUMMARY				
GENERAL FUND		1,760,963	1,912,582	1,912,582
COUNTY		123,767	131,876	131,876
9-1-1 SURCHARGE/OTHER		1,209,440	1,252,440	1,252,440
USER FEES		766,624	773,737	773,737
		<u>3,860,794</u>	<u>4,070,635</u>	<u>4,070,635</u>

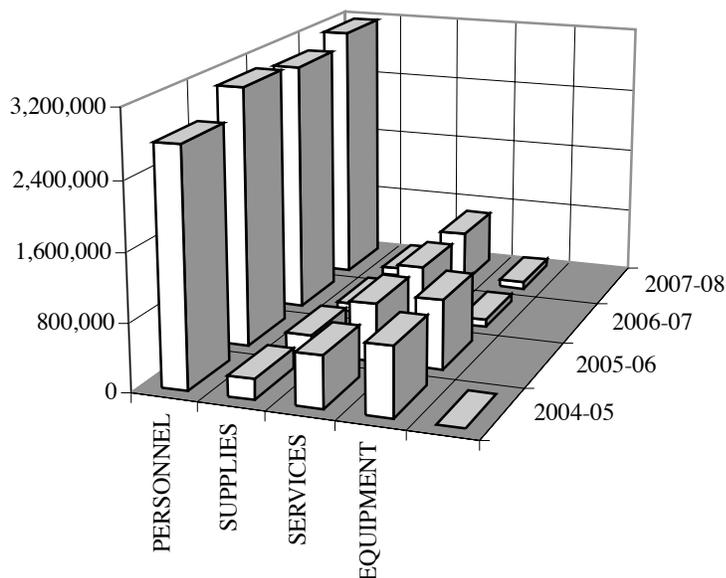
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
9-1-1 CENTER	39.50	39.50	38.50	38.50
RADIO MAINTENANCE	6.00	6.00	6.00	6.00
	<u>45.50</u>	<u>45.50</u>	<u>44.50</u>	<u>44.50</u>

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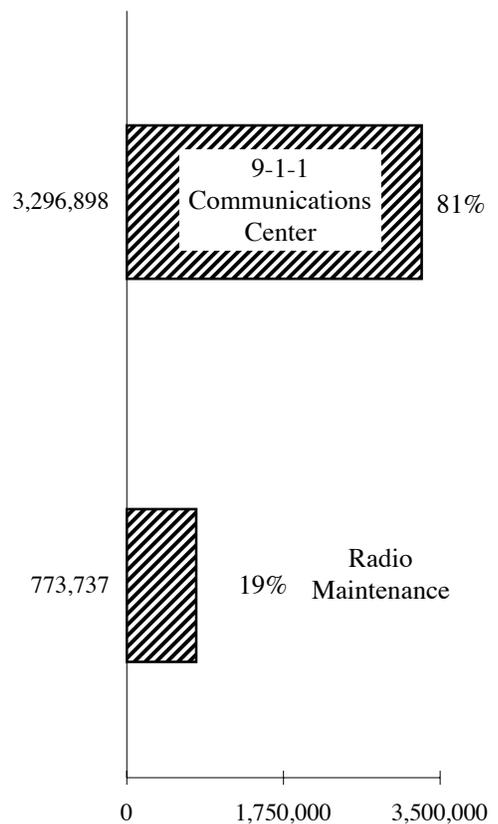
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EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

COMMUNICATIONS CENTER SECTION

9-1-1 COMMUNICATION FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2005-06	2006-07	2007-08
PERFORMANCE MEASURES				
1.	Operate the Emergency Communications Center twenty-four hours per day, seven days per week. Answer and process all incoming 911 and non-emergency calls. Dispatch calls for service for the Lincoln Police Department, Lincoln Fire Department, Lancaster County Sheriff's Office, and Rural Volunteer Fire and Rescue Departments within their areas of jurisdiction and/or coverage.			
2.				
	A. Provide accurate and timely information at user departments request; i.e. tapes CAD records, non-emergency request within 7 days, emergency requests within 12 hours.			
	1. Non-emergency requests within 7 days.	95%	95%	95%
	2. Emergency requests within 12 hours.	100%	98%	98%
	B. Maintain 10% or lower turnover rate.			
	1. Turnover rate.	12%	8%	8%
	C. Provide employees with continuing opportunities for in-service training and growth throughout their career. Minimum of 12 hours of in-service per employee.			
	1. Average in-service training hours per employee per year.	24	24	24
	D. Solicit information from citizens (customers) concerning service provided by division through annual surveys.		2	2
	E. Conduct quality assurance reviews of at least 3% of emergency calls to ensure protocol compliance and professional customer service.		3%	6%

FINANCE DEPARTMENT

**COMMUNICATIONS CENTER DIVISION
COMMUNICATIONS CENTER**

9-1-1 COMMUNICATION FUND

COMMENTS:

1. Eliminated an Emergency Service Dispatcher I position.
2. The Debt Service is for Certificates of Participation for installation of the new phone system. \$43,000 is included as revenue from the Public Service Commission to offset a portion of this cost.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08	
	2007-08	2007-08	EXPENDITURE SUMMARY				
Replacement			PERSONNEL	2,641,162	2,573,608	2,703,787	2,703,787
Computers	20,000	20,000	SUPPLIES	14,417	19,900	20,750	20,750
Replacement Chairs	6,000	6,000	SERVICES	494,654	480,662	469,616	469,616
Misc. Equipment	2,000	2,000	EQUIPMENT	53,798	20,000	29,000	29,000
Audio-Visual Equip.	1,000	1,000	DEBT SERV.	71,199	0	73,745	73,745
			TOTAL	3,275,230	3,094,170	3,296,898	3,296,898
			REVENUE SUMMARY				
			GENERAL FUND	1,760,963	1,912,582	1,912,582	1,912,582
			LANCASTER COUNTY	123,767	131,876	131,876	131,876
			9-1-1 SURCHARGE/OTHER	1,209,440	1,252,440	1,252,440	1,252,440
			TOTAL	3,094,170	3,296,898	3,296,898	3,296,898
			SERVICES SUMMARY				
			Contractual	38,762	48,525	45,991	45,991
			Travel/Mileage	9,219	12,800	12,800	12,800
			Print/Copying	1,832	2,000	2,000	2,000
			Insurance	6,857	9,620	11,240	11,240
			Utilities	232,010	236,000	227,500	227,500
			Maint./Repair	133,257	87,500	87,500	87,500
			Rentals	56,422	62,717	63,585	63,585
			Miscellaneous	16,295	21,500	19,000	19,000
	<u>29,000</u>	<u>29,000</u>	TOTAL	494,654	480,662	469,616	469,616

CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	06-07	07-08	2006-07	2007-08	2007-08
C	1512 Systems Specialist I	36,710-48,215	1.00	1.00	40,166	41,582	42,718
A	1633 Administrative Officer	47,866-65,184	1.00	1.00	62,949	62,950	64,659
C	3100 Emergency Service Call Taker	27,467-36,413	2.00	2.00	65,903	66,805	68,635
C	3102 ESD II/CAD Administrator	37,578-49,324	1.00	1.00	47,755	47,756	49,040
A	3103 Operations Training Coordinator	45,590-62,147	1.00	1.00	51,494	53,218	54,668
A	3104 Oper Quality Assurance Coordinator	43,425-59,260	1.00	1.00	50,588	52,283	53,707
C	3105 Emergency Service Dispatcher I	32,402-42,714	11.50	6.50	386,551	222,708	228,815
C	3106 Emergency Service Dispatcher II	37,578-49,324	17.00	21.00	725,295	880,315	902,105
C	3107 Emergency Service Dispatcher III	43,385-56,740	3.00	3.00	165,248	165,248	169,694
M	3161 Communications Coordinator	48,822-99,569	1.00	1.00	89,262	93,597	96,170
	Holiday Pay				43,803	60,000	61,650
	Standby Pay				26,074	26,073	26,790
	Trainer Pay				5,000	5,000	5,000
	Overtime				143,500	160,000	164,399
	Salary Adjustment					50,515	
	Vacancy/Turnover Savings				-16,852	-17,302	-17,302
	Fringe Benefits				686,872	733,039	733,039
	TOTAL		<u>39.50</u>	<u>38.50</u>	2,573,608	2,703,787	2,703,787

FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

RADIO MAINTENANCE SECTION

RADIO MAINTENANCE FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-06	2006-07	2007-08
PERFORMANCE MEASURES			
1. Maintain and expand a City radio maintenance shop.			
A. Provide maintenance, repair and installation service for the mobiles, portables, control stations, and accessories used on the 800 MHz trunked radio system.			
1. Radios maintained.	2,927	2,700	3,000
2. Repairs completed.	513	450	525
3. Preventive maintenance inspections completed.	301	400	300
4. Installations completed.	98	100	75
5. Radios programmed.	236	200	150
6. Other related tasks.	301	400	300
B. Provide maintenance, repair and installation service for the 911 EDACS consoles and transmitter sites.			
1. Towers maintained.	N/A	3	3
2. Antenna systems maintained.	N/A	12	16
3. Microwave Radios maintained.	N/A	8	10
4. 911 consoles maintained.	9	8	8
5. 800 MHz transmitters maintained.	40	40	40
6. Receiver voters maintained.	20	20	20
7. Preventive maintenance inspections completed.	156	140	156
8. Repairs completed.	130	100	100
C. Provide maintenance, repair and installation service for the EDACS mobile data and automatic vehicle location equipment.			
1. Ericsson Data Gateway switch maintained.	1	1	1
2. Repairs completed.	0	5	5
D. Provide maintenance, repair and installation for Backup and Interoperatable Communications equipment.			
1. Antenna systems maintained.	N/A	16	19
2. 800 Mhz repeaters maintained.	15	13	15
3. 450 Mhz repeaters maintained.	2	1	1
4. 150 Mhz repeaters maintained.	4	4	4
5. Low Band Base Stations maintained.	N/A	5	3
6. Zetron consoles maintained.	8	8	8
7. Mobile communications trailers maintained.	1	1	1
8. Repairs completed.	4	25	25
9. Preventive maintenance inspections.	52	23	24
2. Maintain Rural Fire Radio system Backbone			
A. Provide maintenance, repair, and installations for the communications backbone equipment for Rural Fire.			
1. Repeater antenna systems maintained.	N/A	9	8
2. 800 Mhz repeaters maintained.	7	8	7
3. 150 Mhz repeaters maintained.	5	5	5
4. Site preventive maintenance inspections completed.	208	260	128
5. Repairs completed.	0	15	20
3. Maintain OpenSky Radio System			
A. Provide maintenance, repair and installation for Open Sky Radio System.			
1. 800 Mhz repeaters maintained	1	4	4
2. Mobiles maintained.	10	40	70
3. Portables maintained.	0	5	5

FINANCE DEPARTMENT

**COMMUNICATIONS CENTER DIVISION
RADIO MAINTENANCE**

RADIO MAINTENANCE FUND

COMMENTS:

- No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08	
	2007-08	2007-08	EXPENDITURE SUMMARY				
2 Replacement			PERSONNEL	441,584	440,664	458,074	458,074
Computers	4,200	4,200	SUPPLIES	204,163	79,550	75,437	75,437
Replacement Service			SERVICES	197,496	178,740	181,026	181,026
Monitor	25,000	25,000	EQUIPMENT	771,616	67,670	59,200	59,200
Radio Equipment	30,000	30,000	TRANSFERS	0	0	0	0
			TOTAL	1,614,859	766,624	773,737	773,737
			REVENUE SUMMARY				
			USER FEES		766,624	773,737	773,737
			TOTAL		766,624	773,737	773,737
			SERVICES SUMMARY				
			Contractual	18,452	18,000	18,807	18,807
			Travel/Mileage	30,046	31,500	31,118	31,118
			Print/Copying	385	800	800	800
			Insurance	6,361	6,015	8,426	8,426
			Utilities	24,130	26,275	25,775	25,775
			Maint./Repair	73,534	82,100	82,300	82,300
			Rentals	40,000	10,000	10,000	10,000
			Miscellaneous	4,588	4,050	3,800	3,800
			TOTAL	197,496	178,740	181,026	181,026
	59,200	59,200					
PERSONNEL DETAIL			EMPLOYEES	BUDGET	MAYOR	COUNCIL	
CLASS			06-07	07-08	2006-07	2007-08	
CODE	CLASS	PAY RANGE				2007-08	
N	1307 Stores Clerk II	27,770-39,149	1.00	1.00	38,191	39,150	
N	3163 Radio System Technician	34,138-47,822	3.00	3.00	136,744	140,614	
N	3164 Radio System Lead Tech	35,331-49,455	1.00	1.00	47,435	48,655	
C	3165 Radio System Supervisor	46,695-60,967	1.00	1.00	58,845	60,442	
	Standby Pay				18,722	19,006	
	Overtime				13,309	13,543	
	Salary Adjustment					8,126	
	Fringe Benefits				127,418	136,664	
	TOTAL		6.00	6.00	440,664	458,074	
						136,664	

FINANCE DEPARTMENT

INFORMATION SERVICES DIVISION

INFORMATION SERVICES FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2005-06	2006-07	2007-08
1. Provide accurate and timely results to the Information Services customer community (Alpha, Mainframe, AS400s).			
A. Resolve 85% of all customer questions and problems within one calendar day and 95% within three calendar days.			
1. One day clearance rate for customer services requests.	98.1%	80.0%	85.0%
2. Three day clearance rate for customer services requests.	92.2%	95.0%	95.0%
3. Five day clearance rate for customer services requests.	99.2%	99.0%	99.0%
B. Maintain network availability 100% of scheduled time.			
1. CICS availability.	99.9%	99.9%	99.9%
2. ALPHA availability.	99.9%	99.9%	99.9%
3. City Word Processing Server availability.	99.9%	99.9%	99.9%
4. County Word Processing Server availability.	99.9%	99.9%	99.9%
C. Complete new development and enhancement projects on time and within budget 95% of the time.			
1. Projects completed within budget.	92.0%	95.0%	95.0%
2. Provide accurate and timely results to the Information Services Customers (Microcomputer Support).			
A. 1. One day clearance.	N/A	N/A	80.0%
2. Three day clearance.	N/A	N/A	85.0%
3. Five day clearance.	N/A	N/A	95.0%

FINANCE DEPARTMENT

INFORMATION SERVICES FUND

INFORMATION SERVICES DIVISION

COMMENTS:

1. Due to retirement vacancies and curtailed development issues, eliminated a Systems Analyst/Programmer I and a Systems Analyst/Programmer II.
2. Misc. contractual services were reduced as a result of the completion of fiber networking. Equipment maint. contracts were increased to reflect items coming off of warranty and some equipment is now being purchased by Time Warner funds.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08	
	<u>2007-08</u>	<u>2007-08</u>	EXPENDITURE SUMMARY				
Computer Terminals	3,500	3,500	PERSONNEL	3,385,439	3,516,626	3,563,922	3,563,922
			SUPPLIES	140,447	65,784	86,773	86,773
			SERVICES	1,581,937	1,358,107	1,438,672	1,438,672
			EQUIPMENT	1,018,646	93,790	3,500	3,500
			TRANSFERS	0	0	0	0
			TOTAL	6,126,469	5,034,307	5,092,867	5,092,867
			REVENUE SUMMARY				
			USER FEES		5,034,307	5,092,867	5,092,867
			TOTAL		5,034,307	5,092,867	5,092,867
			SERVICES SUMMARY				
			Contractual	191,850	115,904	35,752	35,752
			Travel/Mileage	12,114	2,528	27,650	27,650
			Print/Copying	11,822	7,000	6,000	6,000
			Insurance	14,370	15,553	19,160	19,160
			Utilities	140,875	141,731	115,937	115,937
			Maint./Repair	809,829	567,766	717,794	717,794
			Rentals	331,613	430,625	444,879	444,879
			Miscellaneous	69,465	77,000	71,500	71,500
	<u>3,500</u>	<u>3,500</u>	TOTAL	1,581,937	1,358,107	1,438,672	1,438,672

			PERSONNEL DETAIL					
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>06-07</u>	<u>07-08</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	
N	1032	Senior Office Assistant	25,922-36,631	1.00	1.00	27,249	34,651	35,547
M	1450	Information Services Manager	61,228-119,394	1.00	1.00	108,427	113,690	116,816
M	1451	Systems Coordinator	61,228-119,394	1.00	1.00	94,143	97,916	100,608
M	1452	Microcomput/Network Support Coord.	61,228-119,394	1.00	1.00	98,489	101,999	104,804
A	1460	Operations Supervisor	43,425-59,260	1.00	1.00	57,710	57,710	59,260
N	1463	Computer Operator I	25,047-35,438	1.00	1.00	25,470	27,322	28,033
N	1464	Computer Operator II	31,866-44,732	2.00	2.00	76,731	77,926	79,913
M	1471	Technical Support/Operations Coord.	61,228-119,394	1.00	1.00	98,018	102,583	105,404
M	1472	Technical Support Specialist II	48,822-99,569	5.00	5.00	424,242	437,686	449,724
A	1478	Systems Analyst/Programmer I	41,350-56,490	1.00		40,244		
A	1479	Systems Analyst/Programmer II	47,866-65,184	8.00	7.00	495,339	434,841	446,693
M	1480	Systems Project Supervisor	48,822-99,569	2.00	2.00	178,399	184,910	189,994
A	1481	System Software Integrator	52,782-71,741	1.00	1.00	69,332	69,331	71,216
A	1484	Network Specialist I	41,350-56,490	1.00	1.00	44,853	46,634	47,909
A	1485	Network Specialist II	47,866-65,184	1.00	1.00	63,475	63,476	65,185
M	1486	Network Supervisor	48,822-99,569	1.00	1.00	81,724	85,231	87,575
C	1495	Microcomputer Support Specialist I	42,387-55,464	1.00	1.00	41,252	43,924	45,132
C	1496	Microcomputer Support Specialist II	49,046-63,968	8.00	8.00	471,686	477,825	490,820
A	1631	Administrative Aide I	34,019-46,714	1.00	1.00	45,500	45,501	46,715
		Overtime				20,941	16,835	17,296
		Standby Pay				31,434	34,079	35,000
		Salary Adjustment					69,574	
		Fringe Benefits				921,968	940,278	940,278
		TOTAL		<u>39.00</u>	<u>37.00</u>	3,516,626	3,563,922	3,563,922

	ACTUAL 2005-06	BUDGET 2006-07	MAYOR'S RECOMM. 2007-08	COUNCIL ADOPTED 2007-08
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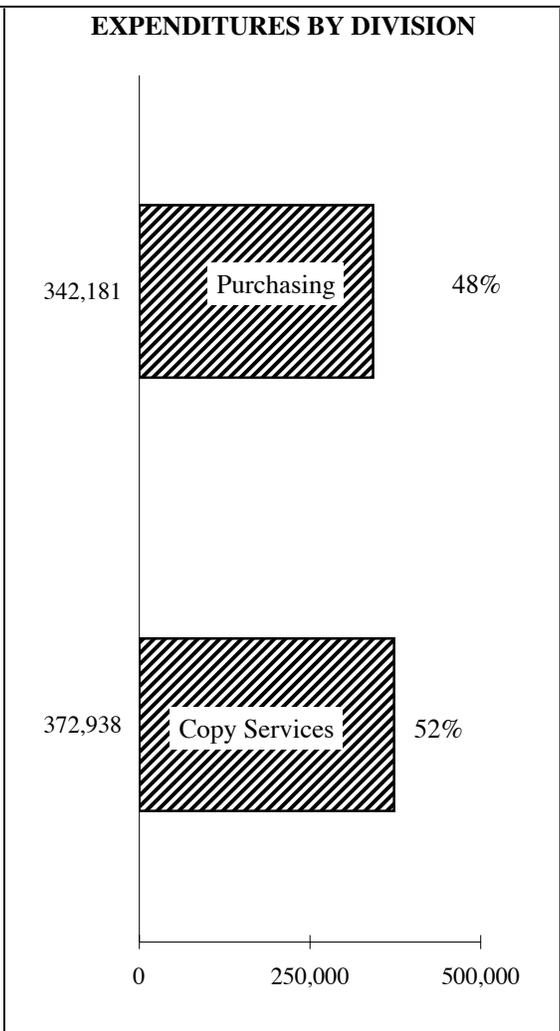
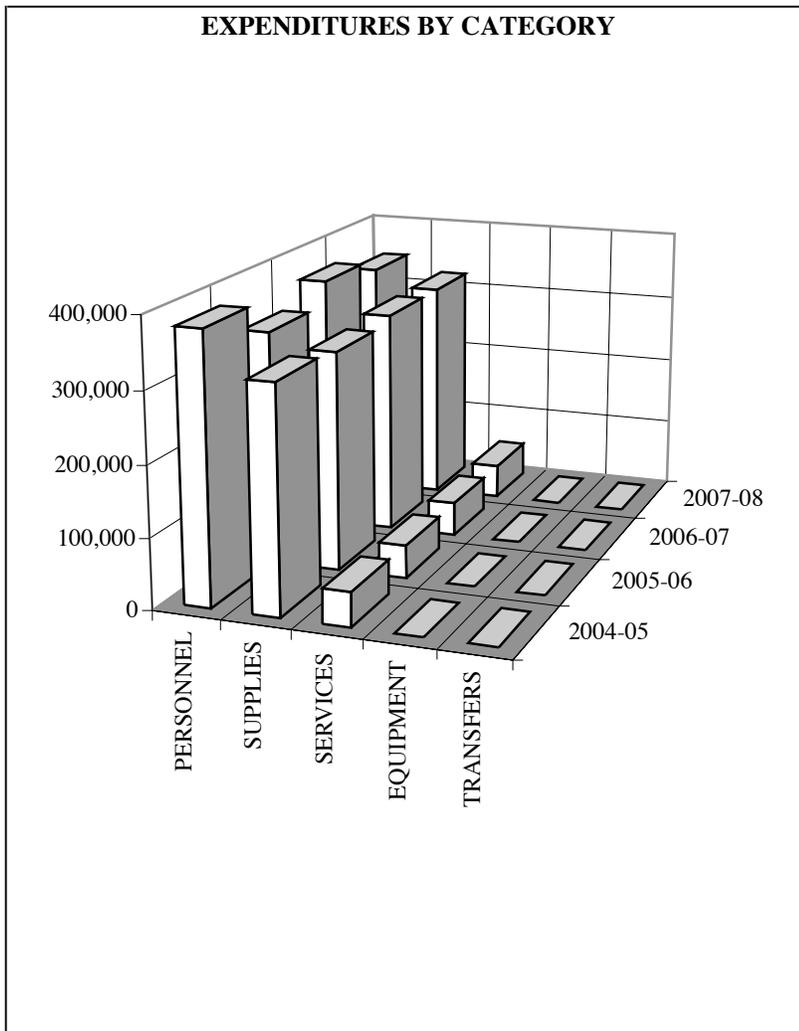
EXPENDITURE SUMMARY				
PERSONNEL	332,239	365,264	345,379	345,379
SUPPLIES	312,518	321,000	321,000	321,000
SERVICES	47,391	48,631	48,740	48,740
EQUIPMENT	29	0	0	0
TRANSFERS	0	0	0	0
	<u>692,177</u>	<u>734,895</u>	<u>715,119</u>	<u>715,119</u>

REVENUE SUMMARY				
GENERAL FUND		360,449	342,181	342,181
COPY SERVICES USER FEES		374,446	372,938	372,938
		<u>734,895</u>	<u>715,119</u>	<u>715,119</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PURCHASING	6.00	5.95	4.95	4.95
COPY SERVICES	1.00	1.05	1.05	1.05
	<u>7.00</u>	<u>7.00</u>	<u>6.00</u>	<u>6.00</u>

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FINANCE DEPARTMENT

PURCHASING DIVISION

CITY PURCHASING

GENERAL FUND

PROGRAM STATEMENTS		ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES		2005-06	2006-07	2007-08
PERFORMANCE MEASURES				
1.	Provide professional procurement securing the best value in the most professional manner.			
A.	Provide the right product, at the right price, at the right time, and in the right quantity.			
1.	Formal bids.	338	330	325
2.	Written quotations prepared.	122	180	150
3.	Review and update commodity term contracts and service contracts.	421	480	450
4.	Purchase orders issued.	919	1,200	1,000
B.	Provide a variety of new and used products that offer the best value and provide for the disposal of surplus items in the most advantageous manner.			
1.	Surplus property auctions conducted.	1	1	1
2.	Revenue received from surplus auctions-net.	\$435,844	\$310,000	\$310,000
2.	Promote efficient methods and procedures and maintain a high benefits to cost ratio.			
A.	Improve Purchasing Division staff efficiency and productivity.			
1.	Requisitions processed.	976	1,500	1,000
3.	Foster trust and cooperation with customers to utilize our service.			
A.	Develop a simplified standards and specifications process.			
1.	Revise Purchasing Policies and Procedures Manual.	On going	On going	On going
2.	Days from receipt of requisition to issuance of purchase order:			
a.	Without bid or quote.	4 days	5 days	4 days
b.	With quote.	5 days	5 days	5 days
c.	With bid.	6 weeks	6 weeks	6 weeks
B.	Achieve understanding of the procurement process through education of our customers.			
1.	Conduct customer training seminars (County/City and Building Commission).	3	3	3
2.	Collect and distribute to our customers information on purchasing trends.	On going	On going	On going

FINANCE DEPARTMENT

PURCHASING DIVISION

COPY SERVICES

COPY SERVICES FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2005-06	2006-07	2007-08
PERFORMANCE MEASURES			
1. Administer copier contracts through Copy Services Revolving Fund.			
A. Administer departmental orders and billings.			
1. Number of copiers.	179	175	175
2. Impressions made.	16,000,000	18,000,000	17,000,000

FINANCE DEPARTMENT

**PURCHASING DIVISION
COPY SERVICES**

COPY SERVICES FUND

COMMENTS:

1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2005-06	2006-07	2007-08	2007-08
	2007-08	2007-08				
None						
EXPENDITURE SUMMARY						
PERSONNEL			26,989	49,130	47,622	47,622
SUPPLIES			308,665	315,000	315,000	315,000
SERVICES			10,121	10,316	10,316	10,316
EQUIPMENT			0	0	0	0
TRANSFERS			0	0	0	0
TOTAL			345,775	374,446	372,938	372,938
REVENUE SUMMARY						
COPY SERVICES				374,446	372,938	372,938
TOTAL				374,446	372,938	372,938
SERVICES SUMMARY						
Contractual			117	0	0	0
Travel/Mileage			0	0	0	0
Print/Copying			0	0	0	0
Insurance			0	0	0	0
Utilities			0	0	0	0
Maint./Repair			341	0	0	0
Rentals			0	0	0	0
Miscellaneous			9,664	10,316	10,316	10,316
TOTAL			10,121	10,316	10,316	10,316
	0	0				

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	06-07	07-08	2006-07	2007-08	2007-08	
N	1032	Senior Office Assistant	25,922-36,631	1.00	1.00	27,322	28,317	29,053
M	1310	Purchasing Agent	61,228-119,394	0.05	0.05	4,915	5,109	5,249
		Salary Adjustment					876	
		Fringe Benefits				16,893	13,320	13,320
		TOTAL		1.05	1.05	49,130	47,622	47,622