

# FINANCE DEPARTMENT

DIRECTOR  
OF FINANCE  
Don Herz

ACCOUNTING

BUDGET  
OFFICE

CITY  
CLERK

PURCHASING

COPY  
SERVICES

CITY  
TREASURER

VIOLATIONS  
PAYMENTS

PUBLIC SAFETY DIRECTOR  
Tom Casady

COMMUNICATIONS

RADIO  
MAINTENANCE

INFORMATION  
SERVICES

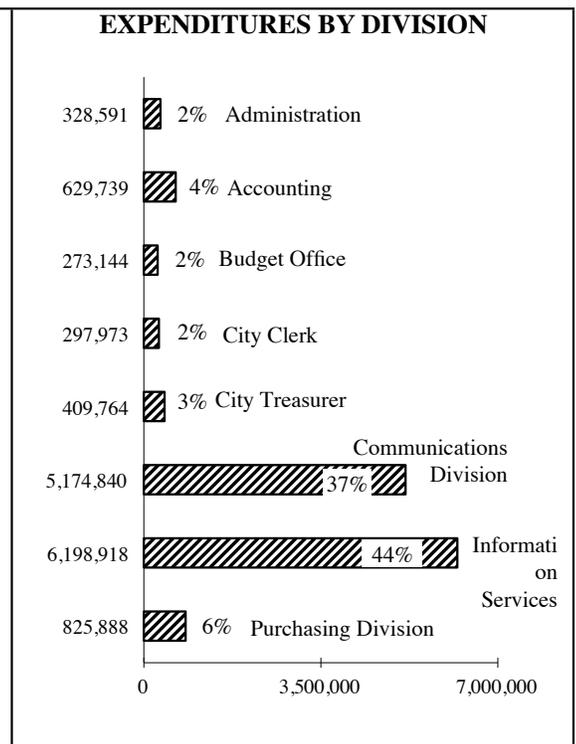
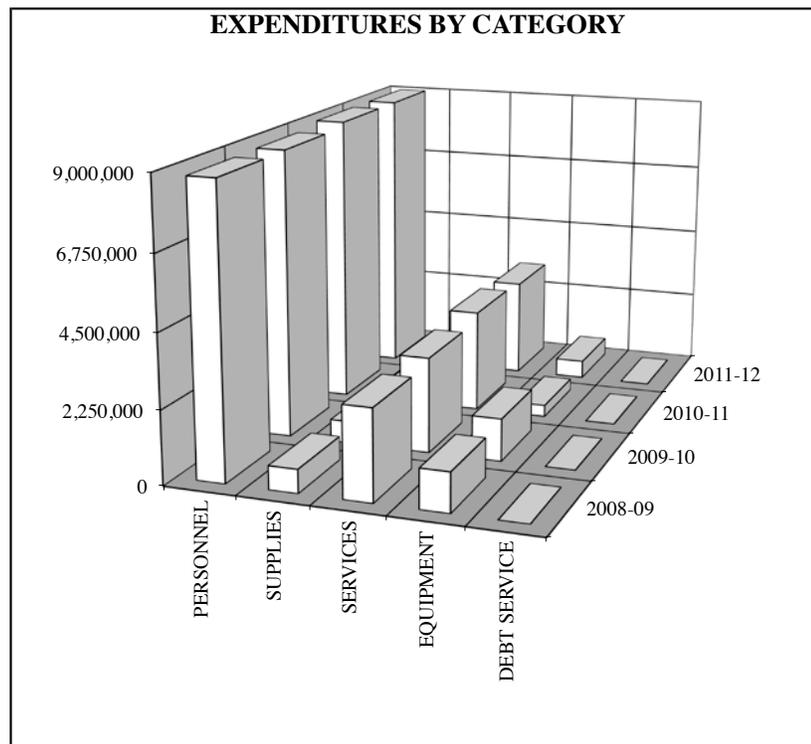
	ACTUAL 2009-10	BUDGET 2010-11	MAYOR'S RECOMM. 2011-12	COUNCIL ADOPTED 2011-12
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EXPENDITURE SUMMARY				
PERSONNEL	8,847,819	9,656,054	10,026,423	10,026,423
SUPPLIES	681,875	530,699	496,948	496,948
SERVICES	2,930,529	3,174,574	3,055,743	3,055,743
EQUIPMENT	1,308,775	359,655	559,743	559,743
DEBT SERVICE	0	0	0	0
	<u>13,768,998</u>	<u>13,720,982</u>	<u>14,138,857</u>	<u>14,138,857</u>

REVENUE SUMMARY				
GENERAL FUND		5,029,987	4,869,577	4,869,577
COUNTY		150,371	168,700	168,700
USER FEES		7,310,903	7,526,590	7,526,590
9-1-1 SURCHARGE/OTHER		1,229,721	1,573,990	1,573,990
		<u>13,720,982</u>	<u>14,138,857</u>	<u>14,138,857</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	2.00	2.00	2.00	2.00
ACCOUNTING	9.20	12.00	11.00	11.00
BUDGET OFFICE	4.00	4.00	3.10	3.10
CITY CLERK	4.00	4.00	4.00	4.00
CITY TREASURER	5.00	6.38	6.00	6.00
COMMUNICATIONS	47.50	47.50	47.50	47.50
INFO. SERVICES	37.00	37.00	39.00	39.00
PURCHASING	6.00	7.00	8.00	8.00
	<u>114.70</u>	<u>119.88</u>	<u>120.60</u>	<u>120.60</u>

**FINANCE DEPARTMENT**



**FINANCE DEPARTMENT**

**GENERAL FUND**

**ADMINISTRATION DIVISION**

**COMMENTS:**

1. The Finance Director position is funded for a partial year until their retirement.
2. 0.9 of the Budget Officer position is not funded in 2011-12. These duties have been merged with the Interim Finance Director following the retirement of the Finance Director.

		<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
<b>EQUIPMENT DETAIL</b>	<b>MAYOR COUNCIL</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	
<u>2011-12</u>	<u>2011-12</u>					
None		<b>EXPENDITURE SUMMARY</b>				
		PERSONNEL	172,342	178,355	190,849	190,849
		SUPPLIES	1,801	3,250	3,250	3,250
		SERVICES	139,221	136,064	134,492	134,492
		EQUIPMENT	20,529	0	0	0
		TRANSFERS	0	0	0	0
		<b>TOTAL</b>	333,893	317,669	328,591	328,591
		<b>REVENUE SUMMARY</b>				
		GENERAL FUND		317,669	328,591	328,591
		<b>TOTAL</b>		317,669	328,591	328,591
		<b>SERVICES SUMMARY</b>				
		Contractual	10,835	902	959	959
		Travel/Mileage	0	2,500	2,500	2,500
		Print/Copying	155	550	550	550
		Insurance	22,762	21,320	22,789	22,789
		Utilities	12,432	13,200	13,200	13,200
		Maint./Repair	0	0	0	0
		Rentals	90,224	96,042	92,894	92,894
		Miscellaneous	2,813	1,550	1,600	1,600
		<b>TOTAL</b>	139,221	136,064	134,492	134,492
	<u>0</u>					<u>0</u>

		<b>PERSONNEL DETAIL</b>						
<b>CLASS</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>EMPLOYEES</b>		<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
<b>CODE</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>10-11</b>	<b>11-12</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	
D	1150	Finance Director	55,949-150,001	1.00	0.10	108,141	10,346	10,346
D	1150	Interim Finance Director	55,949-150,001		0.90		117,237	117,237
C	1630	Administrative Secretary	40,553-54,659	1.00	1.00	43,841	46,185	46,185
		Fringe Benefits (Workers' Compensation)				26,373	17,081	17,081
				2.00	2.00	178,355	190,849	190,849

**FINANCE DEPARTMENT**

**GENERAL FUND**

**ACCOUNTING DIVISION**

**COMMENTS:**

1. The Professional/Tech Worker that was added in the FY 2010-11 budget to assist with the implementation of the occupation taxes is eliminated.
2. Reallocated an Account Clerk III to an Accounting Supervisor.

EQUIPMENT DETAIL	MAYOR COUNCIL		ACTUAL	BUDGET	MAYOR	COUNCIL	
	2011-12	2011-12	2009-10	2010-11	2011-12	2011-12	
None							
<b>EXPENDITURE SUMMARY</b>							
			PERSONNEL	500,328	638,417	591,463	591,463
			SUPPLIES	12,950	16,600	16,667	16,667
			SERVICES	29,075	19,098	21,609	21,609
			EQUIPMENT	0	4,500	0	0
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>542,353</b>	<b>678,615</b>	<b>629,739</b>	<b>629,739</b>
<b>REVENUE SUMMARY</b>							
			GENERAL FUND		678,615	629,739	629,739
			<b>TOTAL</b>		<b>678,615</b>	<b>629,739</b>	<b>629,739</b>
<b>SERVICES SUMMARY</b>							
			Contractual	23,347	11,498	13,537	13,537
			Travel/Mileage	577	725	740	740
			Print/Copying	4,561	5,545	5,982	5,982
			Insurance	0	0	0	0
			Utilities	0	0	0	0
			Maint./Repair	236	470	470	470
			Rentals	0	0	0	0
			Miscellaneous	352	860	880	880
			<b>TOTAL</b>	<b>29,075</b>	<b>19,098</b>	<b>21,609</b>	<b>21,609</b>
				0			

<b>PERSONNEL DETAIL</b>								
CLASS	CODE	CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL
				10-11	11-12	2010-11	2011-12	2011-12
N	1032	Senior Office Assistant	28,835-39,240	1.00	1.00	29,732	31,061	31,061
N	1122	Account Clerk III	34,981-47,110	2.20	2.00	99,980	91,035	91,035
C	1124	Accounting Supervisor	41,563-55,945		0.20		9,519	9,519
A	1125	Accountant	44,624-62,394	2.00	2.00	118,585	108,675	108,675
M	1127	City Controller	72,217-122,977	1.00	1.00	122,240	122,677	122,677
A	1128	Assistant City Auditor	54,249-75,232	2.00	2.00	138,443	148,442	148,442
A	1129	Financial Info System Coord	56,962-78,853	1.00	1.00	76,194	78,854	78,854
U	4904	Professional/Tech Worker	\$11.40-\$25.00/hr	1.00		52,000		
		Overtime				1,243	1,200	1,200
		Fringe Benefits (Workers Compensation)				0	0	0
		Total General Fund		10.20	9.20	638,417	591,463	591,463
<b>SOCIAL SECURITY FUND:</b>								
N	1122	Account Clerk III	34,981-47,110	0.80		33,701		
C	1124	Accounting Supervisor	41,563-55,945		0.80		38,078	38,078
E	1130	Payroll Supervisor	46,775-62,586	1.00	1.00	54,116	60,031	60,031
		Fringe Benefits				33,969	36,801	36,801
		Total Social Security Fund		1.80	1.80	121,786	134,910	134,910
		<b>TOTAL</b>		<b>12.00</b>	<b>11.00</b>	<b>760,203</b>	<b>726,373</b>	<b>726,373</b>



**FINANCE DEPARTMENT**

**GENERAL FUND**

**CITY CLERK DIVISION**

**COMMENTS:**

1. There are no significant changes in this budget.

EQUIPMENT DETAIL MAYOR COUNCIL <u>2011-12</u> <u>2011-12</u>	ACTUAL	BUDGET	MAYOR	COUNCIL	
	2009-10	2010-11	2011-12	2011-12	
	<b>EXPENDITURE SUMMARY</b>				
None	PERSONNEL	231,660	242,149	250,753	250,753
	SUPPLIES	4,670	8,170	7,870	7,870
	SERVICES	33,926	40,337	39,350	39,350
	EQUIPMENT	0	0	0	0
	TRANSFERS	0	0	0	0
	<b>TOTAL</b>	<b>270,255</b>	<b>290,656</b>	<b>297,973</b>	<b>297,973</b>
	<b>REVENUE SUMMARY</b>				
	GENERAL FUND		290,656	297,973	297,973
	<b>TOTAL</b>		<b>290,656</b>	<b>297,973</b>	<b>297,973</b>
	<b>SERVICES SUMMARY</b>				
	Contractual	2,119	3,282	2,735	2,735
	Travel/Mileage	0	0	0	0
	Print/Copying	8,361	9,675	9,525	9,525
	Insurance	0	0	0	0
	Utilities	2,131	2,300	2,300	2,300
	Maint./Repair	432	500	500	500
	Rentals	0	0	0	0
	Miscellaneous	20,882	24,580	24,290	24,290
	<b>TOTAL</b>	<b>33,926</b>	<b>40,337</b>	<b>39,350</b>	<b>39,350</b>
		0			
		0			

<b>PERSONNEL DETAIL</b>								
CLASS CODE	CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
			10-11	11-12	2010-11	2011-12	2011-12	
N	1032	Senior Office Assistant	28,835-39,240	2.00	2.00	70,421	73,125	73,125
M	1131	City Clerk	63,057-107,634	1.00	1.00	104,381	107,161	107,161
A	1132	Assistant City Clerk	49,201-68,500	1.00	1.00	64,847	67,967	67,967
		Overtime				2,500	2,500	2,500
		Fringe Benefits				0	0	0
		<b>TOTAL</b>		<b>4.00</b>	<b>4.00</b>	<b>242,149</b>	<b>250,753</b>	<b>250,753</b>

**FINANCE DEPARTMENT**

**GENERAL FUND**

**CITY TREASURER DIVISION**

**COMMENTS:**

1. The West Haymarket JPA is reimbursing the General Fund \$52,891 for staff time to perform collection duties associated with JPA occupation tax revenues.
2. The operating costs for the Violations Bureau has been transferred to the Parking Fund.

	<b>EQUIPMENT DETAIL</b>		<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
	<b>MAYOR</b>	<b>COUNCIL</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	
	<u>2011-12</u>	<u>2011-12</u>					
None			<b>EXPENDITURE SUMMARY</b>				
			PERSONNEL	313,924	355,874	344,264	344,264
			SUPPLIES	13,225	16,200	6,100	6,100
			SERVICES	71,655	126,457	59,400	59,400
			EQUIPMENT	1,175	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	399,979	498,531	409,764	409,764
			<b>REVENUE SUMMARY</b>				
			GENERAL FUND		498,531	409,764	409,764
			TOTAL		498,531	409,764	409,764
			<b>SERVICES SUMMARY</b>				
			Contractual	57,746	106,953	53,700	53,700
			Travel/Mileage	35	0	0	0
			Print/Copying	1,516	1,700	350	350
			Insurance	1,500	1,950	1,950	1,950
			Utilities	6,790	10,000	0	0
			Maint./Repair	2,436	3,200	2,200	2,200
			Rentals	0	0	0	0
			Miscellaneous	1,632	2,654	1,200	1,200
			TOTAL	71,655	126,457	59,400	59,400
	0	0					

<b>PERSONNEL DETAIL</b>								
<b>CLASS</b>			<b>PAY RANGE</b>	<b>EMPLOYEES</b>		<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>
<u>CODE</u>	<u>CLASS</u>			<u>10-11</u>	<u>11-12</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>
N	1032	Senior Office Assistant	28,835-39,240	1.00	1.00	36,642	30,688	30,688
N	1121	Account Clerk II	32,383-44,517	1.00	1.00	34,773	36,899	36,899
N	1122	Account Clerk III	34,981-47,110	1.00	1.00	45,509	46,151	46,151
A	1139	Assistant City Treasurer	49,201-68,500	1.00	1.00	65,149	66,791	66,791
M	1140	City Treasurer	72,217-122,977	1.00	1.00	105,296	108,932	108,932
A	1631	Administrative Aide I	38,548-54,294	1.00	1.00	51,996	54,294	54,294
U	4904	Professional/Tech Worker	\$11.40-\$25.00/hr	0.38		16,000		
		Overtime				509	509	509
		Fringe Benefits				0	0	0
		<b>TOTAL</b>		<u>6.38</u>	<u>6.00</u>	<u>355,874</u>	<u>344,264</u>	<u>344,264</u>

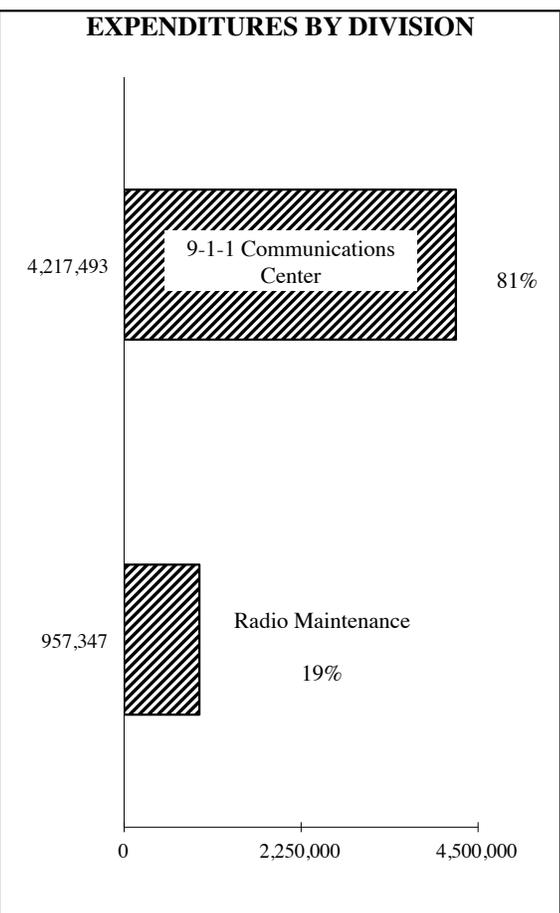
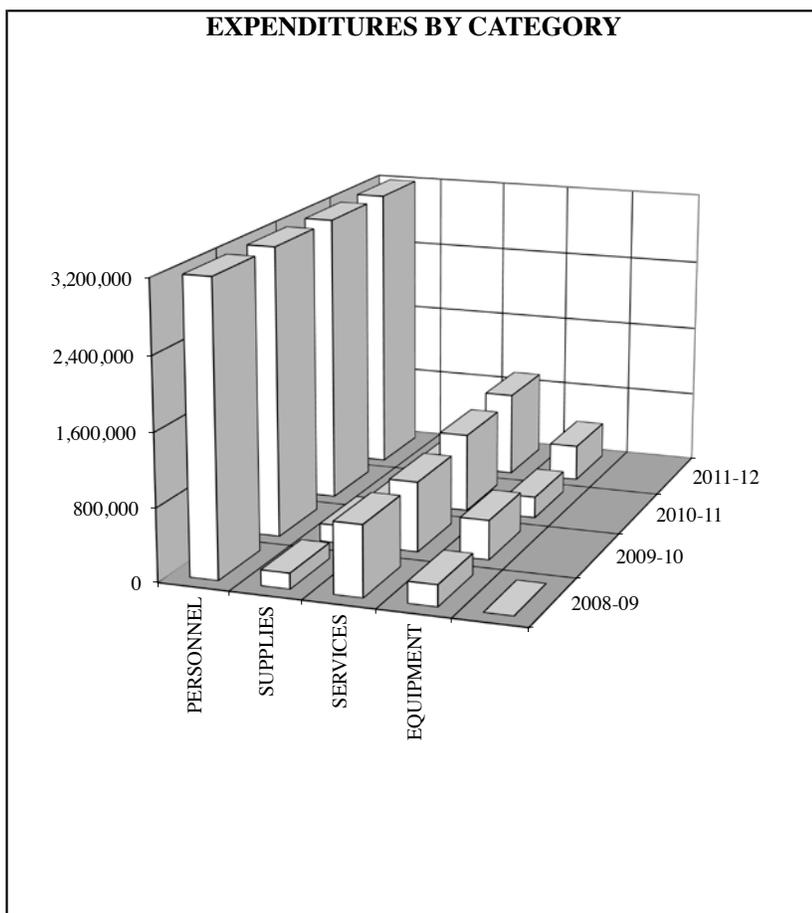
	<b>ACTUAL 2009-10</b>	<b>BUDGET 2010-11</b>	<b>MAYOR'S RECOMM. 2011-12</b>	<b>COUNCIL ADOPTED 2011-12</b>
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<b>EXPENDITURE SUMMARY</b>				
PERSONNEL	3,404,121	3,577,625	3,740,210	3,740,210
SUPPLIES	196,194	89,150	95,550	95,550
SERVICES	774,363	872,305	939,880	939,880
EQUIPMENT	436,378	236,200	399,200	399,200
DEBT SERVICE	0	0	0	0
	<u>4,811,056</u>	<u>4,775,280</u>	<u>5,174,840</u>	<u>5,174,840</u>

<b>REVENUE SUMMARY</b>				
GENERAL FUND		2,421,415	2,474,803	2,474,803
COUNTY		150,371	168,700	168,700
9-1-1 SURCHARGE/OTHER		1,229,721	1,573,990	1,573,990
USER FEES		973,773	957,347	957,347
		<u>4,775,280</u>	<u>5,174,840</u>	<u>5,174,840</u>

<b>FULL TIME EQUIVALENT EMPLOYEES SUMMARY</b>				
9-1-1 CENTER	41.50	41.50	41.50	41.50
RADIO MAINTENANCE	6.00	6.00	6.00	6.00
	<u>47.50</u>	<u>47.50</u>	<u>47.50</u>	<u>47.50</u>

**COMMUNICATIONS  
CENTER  
DIVISION**



**FINANCE DEPARTMENT**

**COMMUNICATIONS CENTER DIVISION  
COMMUNICATIONS CENTER**

**9-1-1 COMMUNICATION FUND**

**COMMENTS:**

- \$433,990 in new revenue from the Public Service Commission will fund .8 existing Emergency Service Dispatcher II/ Technology Support position, the software maintenance for the phone system which had previously been paid directly by the PSC and \$340,000 for the State "match" for the phone system and logging recorder. The City "match" for the phone system and logging recorder was budgeted in prior year budgets.

<b>EQUIPMENT DETAIL</b>			<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>
	<b>MAYOR</b>	<b>COUNCIL</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>
	<b>2011-12</b>	<b>2011-12</b>				
Computers	20,000	20,000				
Chairs	3,000	3,000				
Misc Equipment	2,000	2,000				
Phone System	340,000	340,000				
	<u>365,000</u>	<u>365,000</u>				

<b>EXPENDITURE SUMMARY</b>				
PERSONNEL	2,913,735	3,066,702	3,213,330	3,213,330
SUPPLIES	17,743	20,600	23,500	23,500
SERVICES	486,955	559,205	615,663	615,663
EQUIPMENT	10,628	155,000	365,000	365,000
DEBT SERV.	0	0	0	0
<b>TOTAL</b>	<u>3,429,060</u>	<u>3,801,507</u>	<u>4,217,493</u>	<u>4,217,493</u>

<b>REVENUE SUMMARY</b>				
GENERAL FUND		2,421,415	2,474,803	2,474,803
LANCASTER COUNTY		150,371	168,700	168,700
9-1-1 SURCHARGE/OTHER		1,229,721	1,573,990	1,573,990
<b>TOTAL</b>		<u>3,801,507</u>	<u>4,217,493</u>	<u>4,217,493</u>

<b>SERVICES SUMMARY</b>				
Contractual	18,839	35,500	42,210	42,210
Travel/Mileage	21,501	14,800	14,800	14,800
Print/Copying	1,647	2,000	2,000	2,000
Insurance	11,590	9,790	10,395	10,395
Utilities	235,770	243,500	243,500	243,500
Maint./Repair	102,725	149,000	193,772	193,772
Rentals	66,258	79,915	80,986	80,986
Miscellaneous	28,625	24,700	28,000	28,000
<b>TOTAL</b>	<u>486,955</u>	<u>559,205</u>	<u>615,663</u>	<u>615,663</u>

<b>PERSONNEL DETAIL</b>								
<b>CLASS</b>	<b>CODE</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>EMPLOYEES</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
				<b>10-11</b>	<b>11-12</b>	<b>2010-11</b>	<b>2011-12</b>	
						<b>2011-12</b>	<b>2011-12</b>	
C	1512	Systems Specialist I	39,616-53,464	1.00	1.00	42,661	44,491	44,491
C	1516	Systems Specialist III	50,392-67,225		1.00		51,032	51,032
C	3100	Emergency Serv Call Taker	29,638-40,727		1.00		36,955	36,955
C	3102	ESD II/Technology Support	40,553-54,659	2.00	2.00	98,637	103,153	103,153
A	3103	Operations Training Coord.	49,201-68,500	1.00	1.00	65,466	55,644	55,644
A	3104	Oper Quality Assurance Coord.	46,864-65,384	1.00	1.00	50,969	53,874	53,874
C	3105	Emergency Serv Dispatcher I	34,965-47,527	11.50	9.50	434,352	361,297	361,297
C	3106	Emergency Serv Dispatch II	40,553-54,659	19.00	19.00	900,917	947,167	947,167
C	3107	Emergency Serv Dispatch III	46,822-62,665	4.00	4.00	224,472	222,372	222,372
M	3161	Communications Coord.	63,057-107,634	1.00	1.00	107,634	107,635	107,635
A	3162	Communications Supervisor	51,656-71,779	1.00	1.00	68,939	80,524	80,524
		Holiday Pay				75,655	81,200	81,200
		Standby Pay				28,162	42,629	42,629
		Trainer Pay				5,000	5,000	5,000
		Overtime				169,549	175,596	175,596
		Fringe Benefits				794,289	844,761	844,761
		<b>TOTAL</b>		<u>41.50</u>	<u>41.50</u>	<u>3,066,702</u>	<u>3,213,330</u>	<u>3,213,330</u>

**FINANCE DEPARTMENT**

**COMMUNICATIONS CENTER DIVISION  
RADIO MAINTENANCE**

**RADIO MAINTENANCE FUND**

**COMMENTS:**

1. There are no significant changes proposed in this budget.

<b>EQUIPMENT DETAIL</b>			<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
	<b>MAYOR</b>	<b>COUNCIL</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	
	<b>2011-12</b>	<b>2011-12</b>	<b>EXPENDITURE SUMMARY</b>				
Replace Computer	4,200	4,200	PERSONNEL	490,387	510,923	526,880	526,880
Replace Tower Site			SUPPLIES	178,451	68,550	72,050	72,050
Equipment	30,000	30,000	SERVICES	287,408	313,100	324,217	324,217
			EQUIPMENT	425,749	81,200	34,200	34,200
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>1,381,995</b>	<b>973,773</b>	<b>957,347</b>	<b>957,347</b>
			<b>REVENUE SUMMARY</b>				
			USER FEES	973,773		957,347	957,347
			<b>TOTAL</b>	<b>973,773</b>		<b>957,347</b>	<b>957,347</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	14,175	17,508	19,763	19,763
			Travel/Mileage	25,278	33,900	32,900	32,900
			Print/Copying	369	670	700	700
			Insurance	8,358	9,482	6,929	6,929
			Utilities	59,946	65,140	67,800	67,800
			Maint./Repair	163,542	168,100	177,000	177,000
			Rentals	11,200	10,000	11,200	11,200
			Miscellaneous	4,541	8,300	7,925	7,925
			<b>TOTAL</b>	<b>287,408</b>	<b>313,100</b>	<b>324,217</b>	<b>324,217</b>
	<b>34,200</b>	<b>34,200</b>					

<b>PERSONNEL DETAIL</b>								
<b>CLASS</b>			<b>EMPLOYEES</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>		
<b>CODE</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>10-11</b>	<b>11-12</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	
N	1307	Stores Clerk II	32,215-45,948	1.00	1.00	43,071	45,948	45,948
C	3163	Radio System Specialist	42,540-57,201	3.00	3.00	162,368	167,652	167,652
C	3164	Lead Radio System Spec.	43,640-58,601	1.00	1.00	55,713	57,452	57,452
C	3165	Radio System Supervisor	50,392-67,225	1.00	1.00	64,453	66,692	66,692
		Standby Pay				22,575	22,796	22,796
		Overtime				20,108	21,024	21,024
		Salary Adjustment				3,594		
		Fringe Benefits				139,041	145,316	145,316
		<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>510,923</b>	<b>526,880</b>	<b>526,880</b>

**FINANCE DEPARTMENT**

**INFORMATION SERVICES FUND**

**INFORMATION SERVICES DIVISION**

**COMMENTS:**

1. Transferred the GIS Program Manager to Information Services from Planning.
2. Added funding for a Microcomputer Support Specialist I to allow the city to move from the current analog phone system to a VOIP system that utilizes the current city network. This new position will be funded from savings generated by converting to the VOIP system.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL		
	MAYOR	COUNCIL	2009-10	2010-11	2011-12	2011-12		
	2011-12	2011-12	EXPENDITURE SUMMARY					
2 Used City Vehicles	3,000	3,000	PERSONNEL	3,482,856	3,830,349	4,164,506	4,164,506	
Chair Replacements	1,000	1,000	SUPPLIES	186,172	91,439	87,591	87,591	
Server Replacement	5,000	5,000	SERVICES	1,803,643	1,909,359	1,786,278	1,786,278	
New Workstation	4,000	4,000	EQUIPMENT	829,395	110,855	160,543	160,543	
Monitors/Computer			TRANSFERS	0	0	0	0	
Equipment	4,623	4,623	TOTAL	6,302,067	5,942,002	6,198,918	6,198,918	
3 Cameras	3,000	3,000	REVENUE SUMMARY					
5 PC's	5,025	5,025	USER FEES		5,942,002	6,198,918	6,198,918	
Servers & Software	15,895	15,895	TOTAL		5,942,002	6,198,918	6,198,918	
Hub Equipment	35,000	35,000						
Network Switches	75,000	75,000						
Server Replacement	9,000	9,000						
			SERVICES SUMMARY					
			Contractual	499,850	318,218	99,357	99,357	
			Travel/Mileage	2,597	22,500	22,555	22,555	
			Print/Copying	1,339	5,000	2,300	2,300	
			Insurance	18,781	16,488	18,854	18,854	
			Utilities	96,109	106,332	98,158	98,158	
			Maint./Repair	690,562	941,707	774,498	774,498	
			Rentals	421,901	429,726	325,517	325,517	
			Miscellaneous	72,504	69,388	445,039	445,039	
			TOTAL	1,803,643	1,909,359	1,786,278	1,786,278	
	160,543	160,543						

PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CLASS	CLASS	PAY RANGE	10-11	11-12	2010-11	2011-12	2011-12
N 1032	Senior Office Assistant	28,835-39,240	1.00	1.00	36,905	37,828	37,828
M 1450	Information Services Mgr	76,244-129,718	1.00	1.00	117,423	120,039	120,039
M 1451	Systems Coordinator	72,217-122,977	1.00	1.00	116,908	120,324	120,324
M 1452	Micro/Network Sup Coord.	72,217-122,977	1.00	1.00	122,976	122,594	122,594
A 1460	Operations Supervisor	46,864-65,384	1.00	1.00	62,922	65,384	65,384
N 1463	Computer Operator I	33,671-46,880	2.00	2.00	67,815	78,469	78,469
N 1464	Computer Operator II	38,636-53,446	1.00	1.00	40,182	47,550	47,550
M 1471	Tech Support/Oper. Coord.	72,217-122,977	1.00	1.00	114,389	117,495	117,495
M 1472	Tech Support Specialist II	63,057-107,634	4.00	4.00	396,769	405,582	405,582
A 1473	Tech Support Specialist I	51,656-71,779	1.00	1.00	53,403	67,735	67,735
A 1479	Systems Analyst/Prog II	56,962-78,853	6.00	6.00	446,820	466,902	466,902
M 1480	Systems Project Supervisor	63,057-107,634	2.00	2.00	213,508	214,670	214,670
A 1481	System Software Integrator	56,962-78,853	2.00	2.00	147,168	153,899	153,899
A 1485	Network Specialist II	51,656-71,779	2.00	2.00	127,405	133,219	133,219
M 1486	Network Supervisor	63,057-107,634	1.00	1.00	101,754	105,584	105,584
C 1495	Microcomputer Sup Spec I	45,741-61,288		2.00		93,623	93,623
C 1496	Microcomputer Sup Spec II	52,929-70,466	9.00	8.00	591,469	543,366	543,366
M 1522	GIS Program Manager	63,057-107,634		1.00		105,585	105,585
A 1631	Administrative Aide I	38,548-54,294	1.00	1.00	51,996	54,294	54,294
	Overtime				29,434	26,276	26,276
	Other Pay				36,209	34,125	34,125
	Salary Adjustment				16,149		
	Fringe Benefits				938,745	1,049,963	1,049,963
	TOTAL		37.00	39.00	3,830,349	4,164,506	4,164,506

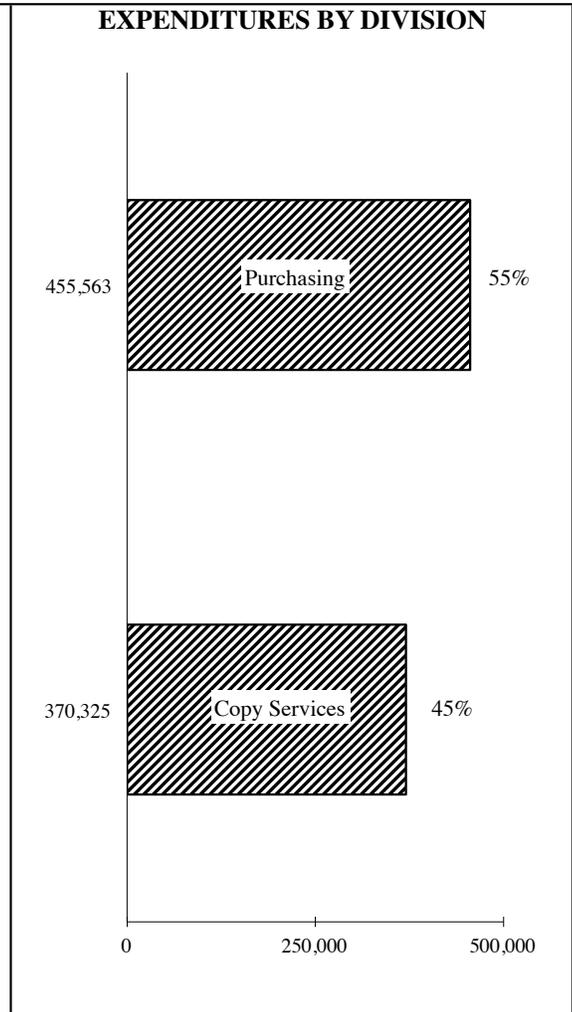
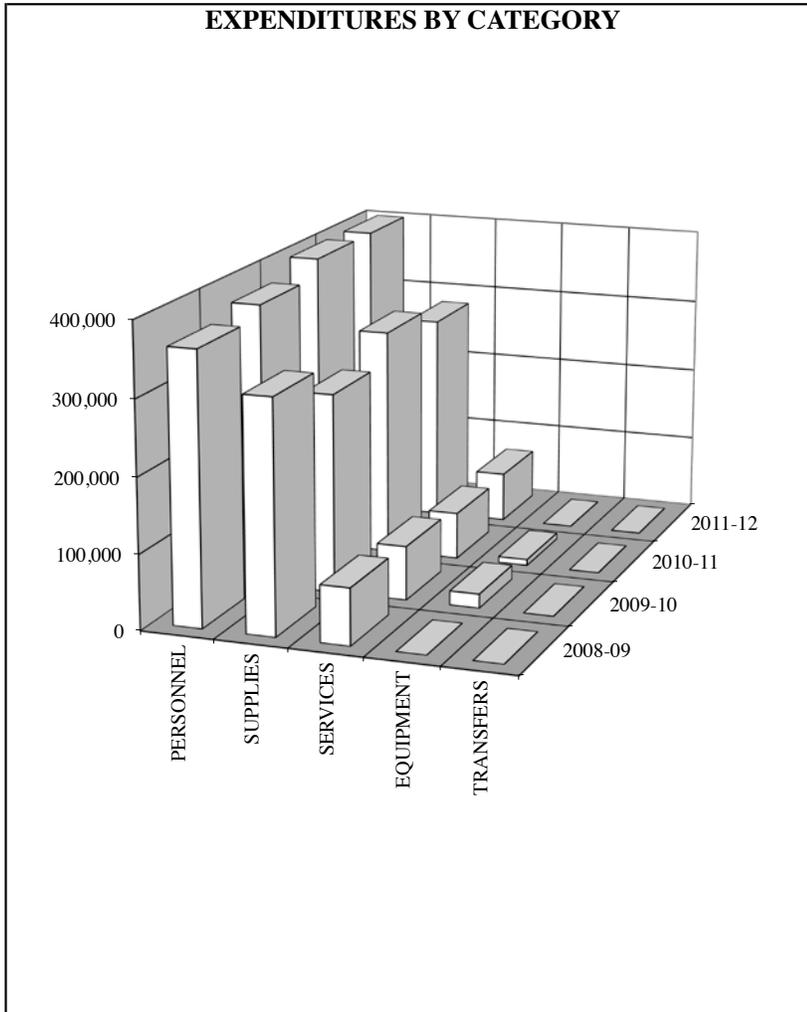
	<b>ACTUAL 2009-10</b>	<b>BUDGET 2010-11</b>	<b>MAYOR'S RECOMM. 2011-12</b>	<b>COUNCIL ADOPTED 2011-12</b>
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<b>EXPENDITURE SUMMARY</b>				
PERSONNEL	376,976	455,016	479,836	479,836
SUPPLIES	266,166	305,500	279,500	279,500
SERVICES	72,457	62,830	66,552	66,552
EQUIPMENT	18,934	8,100	0	0
TRANSFERS	0	0	0	0
	<u>734,534</u>	<u>831,446</u>	<u>825,888</u>	<u>825,888</u>

<b>REVENUE SUMMARY</b>				
GENERAL FUND		436,318	455,563	455,563
COPY SERVICES USER FEES		395,128	370,325	370,325
		<u>831,446</u>	<u>825,888</u>	<u>825,888</u>

<b>FULL TIME EQUIVALENT EMPLOYEES SUMMARY</b>				
PURCHASING	4.65	5.65	6.60	6.60
COPY SERVICES	1.35	1.35	1.40	1.40
	<u>6.00</u>	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>

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**FINANCE DEPARTMENT**

**PURCHASING DIVISION  
CITY PURCHASING**

**GENERAL FUND**

**COMMENTS:**

1. A Senior Office Assistant was added mid-year in FY 2010-11 and is shown in the 2011-12 budget for the first time.

EQUIPMENT DETAIL	MAYOR COUNCIL		ACTUAL	BUDGET	MAYOR	COUNCIL	
	2011-12	2011-12	2009-10	2010-11	2011-12	2011-12	
None			<b>EXPENDITURE SUMMARY</b>				
			PERSONNEL	303,382	373,995	397,152	397,152
			SUPPLIES	3,623	5,500	4,500	4,500
			SERVICES	62,179	52,323	53,911	53,911
			EQUIPMENT	0	4,500	0	0
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>369,184</b>	<b>436,318</b>	<b>455,563</b>	<b>455,563</b>
			<b>REVENUE SUMMARY</b>				
			GENERAL FUND		436,318	455,563	455,563
			<b>TOTAL</b>		<b>436,318</b>	<b>455,563</b>	<b>455,563</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	29,778	16,873	19,551	19,551
			Travel/Mileage	904	200	200	200
			Print/Copying	2,425	2,720	3,030	3,030
			Insurance	0	0	0	0
			Utilities	757	1,900	1,000	1,000
			Maint./Repair	1,380	0	0	0
			Rentals	26,238	28,623	28,623	28,623
			Miscellaneous	697	2,007	1,507	1,507
			<b>TOTAL</b>	<b>62,179</b>	<b>52,323</b>	<b>53,911</b>	<b>53,911</b>
				0	0		

PERSONNEL DETAIL			PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL
CLASS CODE	CLASS			10-11	11-12	2010-11	2011-12	2011-12
N	1032	Senior Office Assistant	28,835-39,240		1.00		29,827	29,827
M	1310	Purchasing Agent	72,217-122,977	0.90	0.95	110,139	116,259	116,259
A	1311	Assistant Purchasing Agent	49,201-68,500	3.00	3.00	174,267	162,208	162,208
A	1314	Buyer	44,624-62,394	0.75	0.75	38,410	40,740	40,740
C	1512	Systems Specialist I	39,616-53,464	1.00	0.90	51,179	48,118	48,118
		Fringe Benefits						
		<b>TOTAL</b>				<b>0</b>	<b>0</b>	<b>0</b>
				5.65	6.60	373,995	397,152	397,152

**FINANCE DEPARTMENT**

**PURCHASING DIVISION  
COPY SERVICES**

**COPY SERVICES FUND**

**COMMENTS:**

- Purchasing staff time was slightly reallocated between funds to better reflect job duties.

EQUIPMENT DETAIL	MAYOR COUNCIL		ACTUAL	BUDGET	MAYOR	COUNCIL	
	2011-12	2011-12	2009-10	2010-11	2011-12	2011-12	
None			<b>EXPENDITURE SUMMARY</b>				
			PERSONNEL	73,594	81,021	82,684	82,684
			SUPPLIES	262,543	300,000	275,000	275,000
			SERVICES	10,279	10,507	12,641	12,641
			EQUIPMENT	18,934	3,600	0	0
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>365,350</b>	<b>395,128</b>	<b>370,325</b>	<b>370,325</b>
			<b>REVENUE SUMMARY</b>				
			COPY SERVICES		395,128	370,325	370,325
			<b>TOTAL</b>		<b>395,128</b>	<b>370,325</b>	<b>370,325</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	0	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	0	0	0	0
			Rentals	0	0	0	0
			Miscellaneous	10,279	10,507	12,641	12,641
			<b>TOTAL</b>	<b>10,279</b>	<b>10,507</b>	<b>12,641</b>	<b>12,641</b>
				0			

<b>PERSONNEL DETAIL</b>								
CLASS	CODE	CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL
				10-11	11-12	2010-11	2011-12	2011-12
N	1032	Senior Office Assistant	28,835-39,240	1.00	1.00	33,427	34,750	34,750
M	1310	Purchasing Agent	72,217-122,977	0.10	0.05	12,238	6,119	6,119
A	1314	Buyer	44,624-62,394	0.25	0.25	12,804	13,580	13,580
C	1512	Systems Specialist I	39,616-53,464		0.10		5,347	5,347
		Salary Adjustment				1,459		
		Fringe Benefits				21,093	22,888	22,888
		<b>TOTAL</b>		<b>1.35</b>	<b>1.40</b>	<b>81,021</b>	<b>82,684</b>	<b>82,684</b>