

FINANCE DEPARTMENT

DIRECTOR OF
FINANCE
Don Herz

ACCOUNTING

BUDGET
OFFICE

CITY
CLERK

PURCHASING

CITY
TREASURER

COPY
SERVICES

VIOLATIONS
PAYMENTS

COMMUNICATIONS

INFORMATION
SERVICES

RADIO
MAINTENANCE

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

- Relocated the City Tow Lot and 800 MHz Radio Tower that was located on the new baseball site in 2000-01.
- Obtained voter approval in 2000-01 to change the City Charter on investment options for the City's temporary funds.
- Obtained an upgrade of the City's bond rating to Aaa from Moody's Investor Services.
- Enhanced payment capabilities for citizens to pay for services over the Internet.
- Upgraded access and safety of various records in the City Clerk's office.
- Completed an investment policy for the City's temporary investments.
- Enhanced master lease/purchase program to include real estate and obtained Aaa rating from Moody's Investor Services.
- Completed various fiber optic connections to provide enhanced City government communications.

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 to enhance record retention capabilities in the City Clerk's office.
- Develop enhanced 911 capabilities to locate the origin of wireless calls for emergency service.
- Continue development of electronic business applications.
- Continue expansion of the fiber optic network to additional City/County locations.

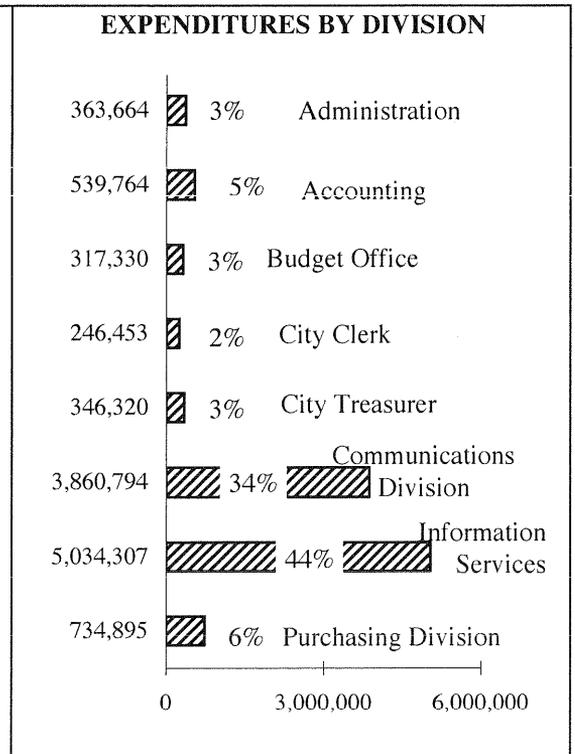
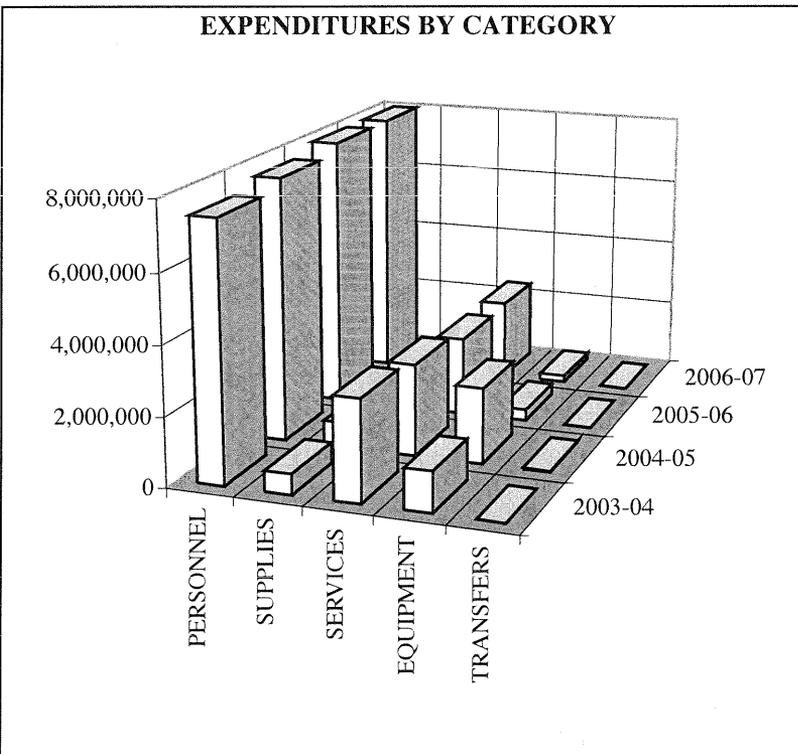
FINANCE DEPARTMENT

	ACTUAL 2004-05	BUDGET 2005-06	MAYOR'S RECOMM. 2006-07	COUNCIL ADOPTED 2006-07
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EXPENDITURE SUMMARY				
PERSONNEL	7,732,091	8,327,998	8,389,221	8,370,740
SUPPLIES	720,611	512,003	532,849	532,849
SERVICES	2,673,420	2,310,614	2,368,478	2,358,478
EQUIPMENT	2,200,002	329,170	196,460	181,460
TRANSFERS	33,175	0	0	0
	<u>13,359,298</u>	<u>11,479,785</u>	<u>11,487,008</u>	<u>11,443,527</u>

REVENUE SUMMARY				
GENERAL FUND		3,823,265	3,966,136	3,934,943
COUNTY		122,116	125,067	123,767
USER FEES		6,225,404	6,186,365	6,175,377
9-1-1 SURCHARGE		1,309,000	1,209,440	1,209,440
		<u>11,479,785</u>	<u>11,487,008</u>	<u>11,443,527</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	2.00	2.67	3.00	3.00
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	45.50	45.50
INFO. SERVICES	41.00	39.00	39.00	39.00
PURCHASING	7.00	7.00	7.00	7.00
	<u>119.50</u>	<u>118.17</u>	<u>118.50</u>	<u>118.50</u>



FINANCE DEPARTMENT

ADMINISTRATION DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2004-05	2005-06	2006-07
PERFORMANCE MEASURES			
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

FINANCE DEPARTMENT

GENERAL FUND

ADMINISTRATION DIVISION

COMMENTS: 1. The Internal Auditor position is funded for the entire year.

	ACTUAL 2004-05	BUDGET 2005-06	MAYOR 2006-07	COUNCIL 2006-07
EQUIPMENT DETAIL				
MAYOR <u>2006-07</u>				
COUNCIL <u>2006-07</u>				
None				
EXPENDITURE SUMMARY				
PERSONNEL	150,002	214,048	225,794	225,794
SUPPLIES	1,702	2,750	3,250	3,250
SERVICES	121,636	127,929	134,620	134,620
EQUIPMENT	7,398	0	0	0
TRANSFERS	0	0	0	0
TOTAL	280,738	344,727	363,664	363,664
REVENUE SUMMARY				
GENERAL FUND		344,727	363,664	363,664
TOTAL		344,727	363,664	363,664
SERVICES SUMMARY				
Contractual	559	1,587	1,605	1,605
Travel/Mileage	6,120	2,290	2,500	2,500
Print/Copying	149	550	550	550
Insurance	14,785	18,248	21,211	21,211
Utilities	11,436	13,500	14,500	14,500
Maint./Repair	0	0	0	0
Rentals	86,827	90,404	92,904	92,904
Miscellaneous	1,761	1,350	1,350	1,350
TOTAL	121,636	127,929	134,620	134,620
0				0

PERSONNEL DETAIL							
CLASS	EMPLOYEES	BUDGET	MAYOR	COUNCIL			
<u>CODE</u> <u>CLASS</u>	<u>PAY RANGE</u>	<u>05-06</u> <u>06-07</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>		
M 1135 Internal Auditor	46,081-78,872	0.67 1.00	54,100	81,150	81,962		
D 1150 Finance Director	53,177-125,987	1.00 1.00	92,965	89,521	90,416		
C 1630 Administrative Secretary	33,990-44,743	1.00 1.00	45,314	34,545	35,408		
Salary Adjustment				2,570			
Vacancy/Turnover Savings				-2,078	-2,078		
Fringe Benefits (Workers' Compensation)			21,669	20,086	20,086		
		2.67 3.00	214,048	225,794	225,794		

FINANCE DEPARTMENT

ACCOUNTING DIVISION

GENERAL FUND

PROGRAM STATEMENTS OBJECTIVES PERFORMANCE MEASURES	ACTUAL 2004-05	ESTIMATED 2005-06	PROJECTED 2006-07
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.	\$2.29	\$2.60	\$2.52
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:	1/19/05	1/31/06	1/321/07
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.	\$2.18	\$2.70	\$2.40
2. Employee W-2 forms issued timely and accurately by:	1/26/05	1/31/06	1/31/07

FINANCE DEPARTMENT

GENERAL FUND

ACCOUNTING DIVISION

COMMENTS:
1. Reduced overtime \$1,038.

EQUIPMENT DETAIL MAYOR COUNCIL <u>2006-07</u> <u>2006-07</u>	ACTUAL	BUDGET	MAYOR	COUNCIL
	2004-05	2005-06	2006-07	2006-07
	None			
EXPENDITURE SUMMARY				
PERSONNEL	428,287	461,443	454,826	454,826
SUPPLIES	14,375	20,075	17,410	17,410
SERVICES	59,565	67,590	67,528	67,528
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
TOTAL	502,227	549,108	539,764	539,764
REVENUE SUMMARY				
GENERAL FUND		549,108	539,764	539,764
TOTAL		549,108	539,764	539,764
SERVICES SUMMARY				
Contractual	52,284	57,180	57,433	57,433
Travel/Mileage	440	530	475	475
Print/Copying	5,922	8,400	8,100	8,100
Insurance	0	0	0	0
Utilities	202	220	220	220
Maint./Repair	363	470	470	470
Rentals	0	0	0	0
Miscellaneous	354	790	830	830
TOTAL	59,565	67,590	67,528	67,528

CLASS		PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS		05-06	06-07	2005-06	2006-07	2006-07	
N	1032	Senior Office Assistant	25,265-35,735	0.50	0.50	13,414	13,354	13,588
N	1122	Account Clerk III	27,066-38,190	3.00	3.00	109,944	107,404	109,250
A	1125	Accountant	40,243-55,015	2.00	2.00	101,797	100,587	103,083
M	1127	City Controller	59,590-116,200	1.00	1.00	98,100	97,038	98,008
A	1128	Assistant City Auditor	46,586-63,475	1.00	1.00	64,292	61,960	63,475
A	1129	Financial Info System Coordinator	51,370-69,858	1.00	1.00	70,758	68,187	69,858
		Overtime				3,138	2,100	2,137
		Salary Adjustment					8,769	
		Vacancy/Turnover Savings					-4,573	-4,573
		Fringe Benefits (Workers Compensation)				0	0	0
		Total General Fund		8.50	8.50	461,443	454,826	454,826
SOCIAL SECURITY FUND:								
E	1130	Payroll Supervisor	35,248-49,804	1.00	1.00	48,109	47,949	49,114
		Salary Adjustment					1,165	
		Fringe Benefits				14,942	15,459	15,459
		Total Social Security Fund		1.00	1.00	63,051	64,573	64,573
TOTAL				9.50	9.50	524,494	519,399	519,399

FINANCE DEPARTMENT

BUDGET OFFICE DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2004-05	2005-06	2006-07
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). | -0.8% | +3.5% | +3.5% |
| 2 Variance of actual August 31 General Fund cash balance to the projected August 31 General Fund cash balance. | -9.9% | +15% | +15% |
| 3. Percentage of actual expenditures to budgeted expenditures for the General Fund. | 3.9% | +4.0% | +4.0% |
| B. Coordinate the preparation of the City's Annual Budget. | | | |
| 1. City Council adoption of Budget. | 8/23/04 | 8/22/05 | 8/21/06 |

FINANCE DEPARTMENT

GENERAL FUND

BUDGET DIVISION

COMMENTS:

1. Reduced printing costs \$2,030 by putting the budget information on the City's website and printing fewer budget books.
2. Reduced overtime \$138.

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL		
MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07		
<u>2006-07</u>	<u>2006-07</u>						
None		EXPENDITURE SUMMARY					
		PERSONNEL	286,147	310,971	306,668	306,668	
		SUPPLIES	512	870	680	680	
		SERVICES	71,194	12,640	9,982	9,982	
		EQUIPMENT	417	0	0	0	
		TRANSFERS	0	0	0	0	
		TOTAL	358,269	324,481	317,330	317,330	
		REVENUE SUMMARY					
		GENERAL FUND		324,481	317,330	317,330	
		TOTAL		324,481	317,330	317,330	
		SERVICES SUMMARY					
		Contractual	65,026	3,690	3,162	3,162	
		Travel/Mileage	0	0	0	0	
		Print/Copying	6,018	8,180	6,150	6,150	
		Insurance	0	0	0	0	
		Utilities	0	0	0	0	
		Maint./Repair	150	400	300	300	
		Rentals	0	0	0	0	
		Miscellaneous	0	370	370	370	
		TOTAL	71,194	12,640	9,982	9,982	
0	0						
PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>05-06</u>	<u>06-07</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>
M 1166	Budget & Adm Analyst	46,081-78,872	2.00	2.00	142,501	140,554	141,959
M 1168	Grants Administrator	46,081-78,872	1.00	1.00	59,733	58,705	59,292
M 1169	Budget Officer	59,590-116,200	1.00	1.00	108,294	107,136	108,207
	Overtime				443	300	305
	Salary Adjustment					3,068	
	Vacancy/Turnover Savings					-3,095	-3,095
					0	0	0
	Fringe Benefits		4.00	4.00	310,971	306,668	306,668

FINANCE DEPARTMENT

CITY CLERK DIVISION

GENERAL FUND

PROGRAM STATEMENTS OBJECTIVES PERFORMANCE MEASURES	ACTUAL 2004-05	ESTIMATED 2005-06	PROJECTED 2006-07
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.	2,760	3,000	3,300
2. Resolutions filed.	605	650	700
3. Ordinances filed.	184	165	170
B. Keep index system current.			
1. Estimated number of documents indexed.	11,000	10,600	10,955
C. Update portions of the Lincoln Municipal Code that pertain to the City Clerk's Office as necessary.			
1. Updates to Lincoln Municipal Code.	2	3	6
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.	64	64	66
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.	6,486	8,060	8,065

FINANCE DEPARTMENT

GENERAL FUND

CITY CLERK DIVISION

COMMENTS:
 1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07
	<u>2006-07</u>	<u>2006-07</u>				
None						
	0	0				

EXPENDITURE SUMMARY				
PERSONNEL	180,936	195,126	196,442	196,442
SUPPLIES	7,029	8,125	8,125	8,125
SERVICES	47,025	41,836	41,886	41,886
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
TOTAL	234,991	245,087	246,453	246,453

REVENUE SUMMARY				
GENERAL FUND		245,087	246,453	246,453
TOTAL		245,087	246,453	246,453

SERVICES SUMMARY				
Contractual	3,345	4,572	4,022	4,022
Travel/Mileage	0	0	0	0
Print/Copying	16,054	9,600	10,300	10,300
Insurance	0	0	0	0
Utilities	2,043	2,144	2,144	2,144
Maint./Repair	322	600	500	500
Rentals	0	0	0	0
Miscellaneous	25,261	24,920	24,920	24,920
TOTAL	47,025	41,836	41,886	41,886

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07	
N	1032	Senior Office Assistant	25,265-35,735	2.00	2.00	63,200	61,304	62,367
M	1131	City Clerk	47,516-96,906	1.00	1.00	80,240	80,643	81,449
A	1132	Assistant City Clerk	44,371-60,520	1.00	1.00	49,269	50,875	52,126
		Overtime				2,417	2,417	2,459
		Salary Adjustment					3,162	
		Vacancy/Turnover Savings					-1,959	-1,959
		Fringe Benefits				0	0	0
		TOTAL		4.00	4.00	195,126	196,442	196,442

FINANCE DEPARTMENT

CITY TREASURER DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES			
PERFORMANCE MEASURES	2004-05	2005-06	2006-07

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.	99.36%	98%
B.	Record investments purchased, investments cashed, and investment interest payments.		
1.	Total investment actions recorded.	623	400
C.	Report quarterly to City Council all City investment activity.		
1.	Investment resolutions prepared. (Was weekly till May 2005)	40	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.	44,770	50,000
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.	11,442,884	11,000,000
C.	Verify and enter City Treasurer's receipts.		
1.	Total City Treasurer's receipts processed.	11,742	10,000
D.	Collect payments for parking tickets and comply with legal requirements in the most efficient, accurate, and timely manner.		
1.	Tickets paid.	55,667	65,000
2.	Administrative fees collected.	\$449,617	\$500,000
3.	Courtesy tickets processed.	5,881	6,000

FINANCE DEPARTMENT

GENERAL FUND

CITY TREASURER DIVISION

COMMENTS:

1. Added \$9,504 for new data line costs associated with the new Violations Bureau system.
2. \$6,000 of Investment Tracking Software will be paid for out of another funding source.
3. Reduced overtime \$2,000.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL		
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07		
	<u>2006-07</u>	<u>2006-07</u>	EXPENDITURE SUMMARY					
MICRO FUND:			PERSONNEL	272,447	289,892	290,848	290,848	
Replacement Laser			SUPPLIES	15,694	19,600	17,150	17,150	
Printer	1,100	1,100	SERVICES	17,320	31,684	38,322	38,322	
			EQUIPMENT	85,955	0	0	0	
			TRANSFERS	0	0	0	0	
			TOTAL	391,415	341,176	346,320	346,320	
			REVENUE SUMMARY					
			GENERAL FUND		341,176	346,320	346,320	
			TOTAL		341,176	346,320	346,320	
			SERVICES SUMMARY					
			Contractual	5,976	17,734	19,468	19,468	
			Travel/Mileage	0	0	0	0	
			Print/Copying	1,045	1,700	1,700	1,700	
			Insurance	1,500	1,950	1,950	1,950	
			Utilities	0	0	9,504	9,504	
			Maint./Repair	7,603	8,100	3,700	3,700	
			Rentals	0	0	0	0	
			Miscellaneous	1,195	2,200	2,000	2,000	
	1,100	1,100	TOTAL	17,320	31,684	38,322	38,322	
PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CLASS			PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07
N	1032	Senior Office Assistant	25,265-35,735	1.50	1.50	39,636	41,406	42,130
N	1121	Account Clerk II	24,412-34,573	1.00	1.00	28,592	28,711	29,210
N	1122	Account Clerk III	27,066-38,190	1.00	1.00	36,143	36,709	37,343
A	1139	Assistant City Treasurer	44,371-60,520	1.00	1.00	52,331	53,244	54,569
M	1140	City Treasurer	59,590-116,200	1.00	1.00	84,281	83,350	84,183
A	1631	Administrative Aide I	33,109-45,500	1.00	1.00	46,081	44,423	45,500
		Overtime				2,828	828	842
		Salary Adjustment					5,106	
		Vacancy/Turnover Savings					-2,929	-2,929
		Fringe Benefits				0	0	0
		TOTAL		6.50	6.50	289,892	290,848	290,848

	ACTUAL 2004-05	BUDGET 2005-06	MAYOR'S RECOMM. 2006-07	COUNCIL ADOPTED 2006-07
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EXPENDITURE SUMMARY				
PERSONNEL	2,783,649	2,935,439	3,023,250	3,014,272
SUPPLIES	241,653	84,250	99,450	99,450
SERVICES	608,599	648,683	669,402	659,402
EQUIPMENT	813,252	90,670	102,670	87,670
TRANSFERS	0	0	0	0
	4,447,153	3,759,042	3,894,772	3,860,794

REVENUE SUMMARY				
GENERAL FUND		1,621,796	1,792,156	1,760,963
COUNTY		122,116	125,067	123,767
9-1-1 SURCHARGE		1,309,000	1,209,440	1,209,440
USER FEES		706,130	768,109	766,624
		3,759,042	3,894,772	3,860,794

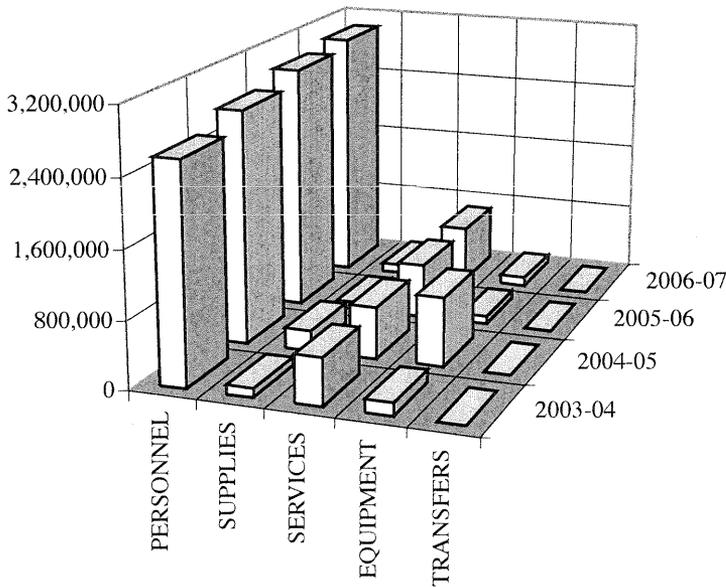
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
9-1-1 CENTER	39.50	39.50	39.50	39.50
RADIO MAINTENANCE	6.00	6.00	6.00	6.00
	45.50	45.50	45.50	45.50

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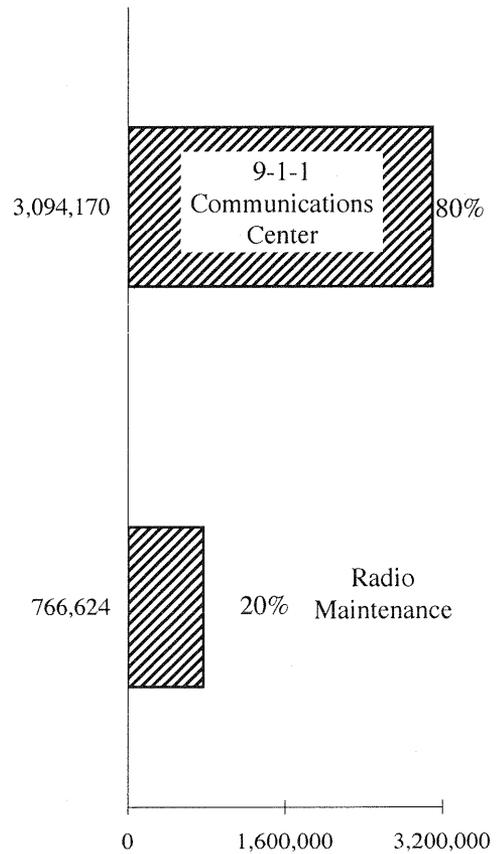
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EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

COMMUNICATIONS CENTER SECTION

9-1-1 COMMUNICATION FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2004-05	2005-06	2006-07
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 maximum efficiency within the Emergency Communications Center by creating flexible positions to effectively utilize personnel to fulfill staffing requirements during scheduled vacations and sick leaves. Implementation reduces overtime 38%. | | | |
| 1. Number of positions. | 2 | 2 | 2 |
| B. 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. | 98% | 95% | 95% |
| 2. Emergency requests within 12 hours. | 98% | 98% | 98% |
| C. Maintain 10% or lower turnover rate. | | | |
| 1. Turnover rate. | 5% | 10% | 8% |
| D. 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. | 29 | 30 | 24 |

FINANCE DEPARTMENT

**COMMUNICATIONS CENTER DIVISION
COMMUNICATIONS CENTER**

9-1-1 COMMUNICATION FUND

COMMENTS:

1. Reduced software expense \$5,000. A reduction of \$40,000 in software maintenance was achieved by applying for and receiving a reimbursement from the PSC/State Wireless Fund.
2. The 9-1-1 surcharge revenue declined \$99,560 as customers shift from land lines to cell phones.
3. Council cut \$10,000 of printing, telephone, advertising/media and tuition reimbursement along with \$15,000 of computers.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07	
	<u>2006-07</u>	<u>2006-07</u>	EXPENDITURE SUMMARY				
Replace Camera	1,000	1,000	PERSONNEL	2,368,542	2,504,992	2,581,101	2,573,608
Replace PC's	20,000	5,000	SUPPLIES	13,531	18,900	19,900	19,900
Replace Chairs	6,000	6,000	SERVICES	442,557	496,020	490,662	480,662
Lease/Purchase			EQUIPMENT	49,335	33,000	35,000	20,000
Telephone Map			TRANSFERS	0	0	0	0
Equipment	5,000	5,000	TOTAL	2,873,966	3,052,912	3,126,663	3,094,170
Misc Equipment	2,000	2,000	REVENUE SUMMARY				
Back-Up Center Misc			GENERAL FUND	1,621,796	1,792,156	1,760,963	
Furniture	1,000	1,000	LANCASTER COUNTY	122,116	125,067	123,767	
			9-1-1 SURCHARGE	1,309,000	1,209,440	1,209,440	
			TOTAL	3,052,912	3,126,663	3,094,170	
	<hr/>	<hr/>	SERVICES SUMMARY				
	35,000	20,000	Contractual	30,566	40,000	48,525	48,525
			Travel/Mileage	8,945	9,500	12,800	12,800
			Print/Copying	1,691	2,500	2,500	2,000
			Insurance	5,952	6,857	9,620	9,620
			Utilities	247,391	242,500	242,500	236,000
			Maint./Repair	78,076	116,100	87,500	87,500
			Rentals	54,347	56,063	62,717	62,717
			Miscellaneous	15,588	22,500	24,500	21,500
			TOTAL	442,557	496,020	490,662	480,662

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>05-06</u>	<u>06-07</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>	
C	1512	Systems Specialist I	35,727-46,960	1.00	1.00	38,187	39,186	40,166
A	1633	Administrative Officer	46,586-63,475	1.00	1.00	63,667	61,434	62,949
C	3100	Emergency Service Call Taker	26,732-35,475	2.00	2.00	64,625	64,302	65,903
C	3102	ESD II/CAD Administrator	36,683-48,039	1.00	1.00	48,368	46,616	47,755
A	3103	Operations Training Coordinator	44,371-60,520	1.00	1.00	49,413	50,250	51,494
A	3104	Oper Quality Assurance Coordinator	42,262-57,710	1.00	1.00	48,022	49,367	50,588
C	3105	Emergency Service Dispatcher I	31,534-41,607	12.50	11.50	411,836	377,137	386,551
C	3106	Emergency Service Dispatcher II	36,572-48,039	16.00	17.00	669,844	707,816	725,295
C	3107	Emergency Service Dispatcher III	42,224-55,258	3.00	3.00	166,745	161,303	165,248
M	3161	Communications Coordinator	47,516-96,906	1.00	1.00	89,345	88,378	89,262
		Holiday Pay				42,735	42,735	43,803
		Standby Pay				25,438	25,438	26,074
		Trainer Pay				5,000	5,000	5,000
		Overtime				132,275	140,000	143,500
		Salary Adjustment					44,626	
		Vacancy/Turnover Savings					-16,852	-16,852
		Fringe Benefits				649,492	694,365	686,872
		TOTAL				39.50	39.50	2,504,992
								2,581,101
								2,573,608

FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

RADIO MAINTENANCE SECTION

RADIO MAINTENANCE FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2004-05	2005-06	2006-07
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.	2,458	2,650	2,700
2. Repairs completed.	453	750	450
3. Preventive maintenance inspections completed.	242	500	400
4. Installations completed.	164	110	100
5. Radios programmed.	350	150	200
6. Other related tasks.	308	450	400
B. Provide maintenance, repair and installation service for the 911 EDACS consoles and transmitter sites.			
1. Towers maintained.	2	2	3
2. Antenna systems maintained.	6	6	12
3. Microwave Radios maintained.	2	2	8
4. 911 consoles maintained.	8	8	8
5. 800 MHz transmitters maintained.	40	40	40
6. Receiver voters maintained.	20	20	20
7. Preventive maintenance inspections completed.	99	140	140
8. Repairs completed.	78	175	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. Mobile data terminals maintained.	0	30	6
3. Repairs completed.	5	10	5
4. Installs completed.	2	15	0
D. Provide maintenance, repair and installation for Backup and Interoperable Communications equipment.			
1. Antenna systems maintained.	11	11	16
2. 800 Mhz repeaters maintained.	8	8	13
3. 450 Mhz repeaters maintained.	0	1	1
4. 150 Mhz repeaters maintained.	2	4	4
5. Low Band Base Stations maintained.	5	5	5
6. Zetron consoles maintained.	0	8	8
7. Mobile communications trailers maintained.	0	1	1
8. Repairs completed.	0	5	25
9. Preventive maintenance inspections.	0	26	23
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.	0	9	9
2. 800 Mhz repeaters maintained.	0	7	8
3. 150 Mhz repeaters maintained.	0	5	5
4. Site preventive maintenance inspections completed.	0	260	260
5. Repairs completed.	0	10	15
3. Maintain OpenSky Radio System			
A. Provide maintenance, repair and installation for Open Sky Radio System.			
1. 800 Mhz repeaters maintained	1	1	4
2. Mobiles maintained.	0	40	40
3. Portables maintained.	0	5	5
4. Maintain Public Works Automatic Vehicle Radio System			
A. Provide maintenance and repair for Public Works/StarTran Automatic Vehicle Location and Mobile Data radio system.			
1. 800 Mhz repeaters maintained	1	1	1
2. Radios maintained.	0	66	66
3. Radios completed.	0	10	5

FINANCE DEPARTMENT

**COMMUNICATIONS CENTER DIVISION
RADIO MAINTENANCE**

RADIO MAINTENANCE FUND

COMMENTS:

1. Added \$8,879 of tools & test fixtures needed to perform maintenance and repairs on the newer models of radios purchased with the Homeland Security Funds.
2. Added \$10,000 to hire tower crews to perform maintenance and repairs on City owned towers and tower mounted antenna systems.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL		
	MAYOR	COUNCIL	2004-05	2005-06	2006-07	2006-07		
	<u>2006-07</u>	<u>2006-07</u>	EXPENDITURE SUMMARY					
2 Replacement PC's	4,200	4,200	PERSONNEL	415,106	430,447	442,149	440,664	
Radio Equipment	30,000	30,000	SUPPLIES	228,122	65,350	79,550	79,550	
Test Equip & Tools			SERVICES	166,042	152,663	178,740	178,740	
For Microwave			EQUIPMENT	763,917	57,670	67,670	67,670	
Radio Equipment	33,470	33,470	TRANSFERS	0	0	0	0	
			TOTAL	1,573,187	706,130	768,109	766,624	
			REVENUE SUMMARY					
			USER FEES		706,130	768,109	766,624	
			TOTAL		706,130	768,109	766,624	
			SERVICES SUMMARY					
			Contractual	13,258	18,122	18,000	18,000	
			Travel/Mileage	23,907	27,250	31,500	31,500	
			Print/Copying	837	575	800	800	
			Insurance	6,750	6,361	6,015	6,015	
			Utilities	23,236	21,625	26,275	26,275	
			Maint./Repair	94,271	65,680	82,100	82,100	
			Rentals	0	10,000	10,000	10,000	
			Miscellaneous	3,783	3,050	4,050	4,050	
	<u>67,670</u>	<u>67,670</u>	TOTAL	166,042	152,663	178,740	178,740	
PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CLASS			PAY RANGE	05-06	06-07	2005-06	2006-07	
<u>CODE</u>	<u>CLASS</u>					<u>2005-06</u>	<u>2006-07</u>	
N	1307	Stores Clerk II	27,066-28,190	1.00	1.00	38,652	37,556	38,191
N	3163	Radio System Technician	33,273-46,643	3.00	3.00	134,252	134,413	136,744
N	3164	Radio System Lead Tech	34,435-48,235	1.00	1.00	48,306	46,628	47,435
C	3165	Radio System Supervisor	45,445-59,371	1.00	1.00	59,607	57,430	58,845
		Standby Pay				18,343	18,400	18,722
		Overtime				10,106	13,081	13,309
		Salary Adjustment					5,738	
		Fringe Benefits				121,181	128,903	127,418
		TOTAL		6.00	6.00	430,447	442,149	440,664

FINANCE DEPARTMENT

INFORMATION SERVICES DIVISION

INFORMATION SERVICES FUND

PROGRAM STATEMENTS OBJECTIVES PERFORMANCE MEASURES	ACTUAL 2004-05	ESTIMATED 2005-06	PROJECTED 2006-07
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1. Provide accurate and timely results to the Information Services customer community (Alpha, Mainframe, AS400).			
A. Resolve 80% 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.	84.0%	80.0%	80.0%
2. Three day clearance rate for customer services requests.	95.0%	95.0%	95.0%
3. Five day clearance rate for customer services requests.	96.0%	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.	91.0%	95.0%	95.0%

FINANCE DEPARTMENT

INFORMATION SERVICES FUND

INFORMATION SERVICES DIVISION

COMMENTS:

1. Eliminated \$32,497 in Schools & Conferences and \$9,500 in Education & Training.
2. There is a \$144,710 reduction in equipment purchases for Information Services and the departments that they serve.

EQUIPMENT DETAIL	MAYOR	COUNCIL	ACTUAL	BUDGET	MAYOR	COUNCIL
	2006-07	2006-07	2004-05	2005-06	2006-07	2006-07
EXPENDITURE SUMMARY						
Chair Replacements	2,000	2,000	PERSONNEL	3,250,327	3,526,995	3,525,898
6 New PC & 8 Monitors	7,000	7,000	SUPPLIES	121,022	62,944	65,784
Halon Blasting Caps	1,000	1,000	SERVICES	1,699,306	1,332,976	1,358,107
Memory	550	550	EQUIPMENT	1,292,928	238,500	93,790
Fiber Card	2,760	2,760	TRANSFERS	33,175	0	0
Integration Server	12,000	12,000	TOTAL	6,396,757	5,161,415	5,043,579
Fax Modem & Software	5,570	5,570	REVENUE SUMMARY			
Fortran Compiler	1,930	1,930	USER FEES	5,161,415	5,043,579	5,034,307
C Compiler	1,280	1,280	TOTAL	5,161,415	5,043,579	5,034,307
Hub Expansion	25,000	25,000	SERVICES SUMMARY			
Non-IS owned new servers	31,200	31,200	Contractual	206,479	113,088	115,904
Terminals & Keyboards	3,500	3,500	Travel/Mileage	16,948	34,675	2,528
TOTAL	93,790	93,790	Print/Copying	12,415	5,750	7,000
			Insurance	12,225	14,371	15,553
			Utilities	197,943	121,923	141,731
			Maint./Repair	841,131	543,312	567,766
			Rentals	343,991	415,626	430,625
			Miscellaneous	68,174	84,231	77,000
			TOTAL	1,699,306	1,332,976	1,358,107

PERSONNEL DETAIL			EMPLOYEES	BUDGET	MAYOR	COUNCIL
CLASS	PAY RANGE	05-06	06-07	2005-06	2006-07	2006-07
N 1032 Senior Office Assistant	25,265-35,735	1.00	1.00	26,828	26,780	27,249
M 1450 Information Services Manager	59,590-116,200	1.00	1.00	108,529	107,354	108,427
M 1451 Systems Coordinator	59,590-116,200	1.00	1.00	94,368	93,211	94,143
M 1452 Microcomput/Network Support Coord.	59,590-116,200	1.00	1.00	99,463	97,514	98,489
A 1460 Operations Supervisor	42,262-57,710	1.00	1.00	58,446	56,335	57,710
N 1463 Computer Operator I	24,412-34,573	1.00	1.00	25,032	25,032	25,470
N 1464 Computer Operator II	31,058-43,632	3.00	2.00	120,665	75,437	76,731
M 1471 Technical Support/Operations Coord.	59,590-116,200	1.00	1.00	98,380	97,048	98,018
M 1472 Technical Support Specialist II	47,516-96,906	4.00	5.00	356,426	420,043	424,242
A 1478 Systems Analyst/Programmer I	40,243-55,015	1.00	1.00	37,508	39,262	40,244
A 1479 Systems Analyst/Programmer II	46,586-63,475	9.00	8.00	541,584	483,362	495,339
M 1480 Systems Project Supervisor	47,516-96,906	2.00	2.00	179,287	176,633	178,399
A 1481 Software Integrator	51,370-69,858	2.00	1.00	139,601	67,661	69,332
A 1484 Network Specialist I	40,243-55,015	1.00	1.00	42,297	43,759	44,853
A 1485 Network Specialist II	46,586-63,475	1.00	1.00	64,292	61,960	63,475
M 1486 Network Supervisor	47,516-96,906	1.00	1.00	81,879	80,915	81,724
C 1495 Microcomputer Support Specialist I	41,252-54,015	1.00	1.00	40,246	40,246	41,252
C 1496 Microcomputer Support Specialist II	47,733-62,291	8.00	8.00	466,304	460,294	471,686
A 1631 Administrative Aide I	33,109-45,500	1.00	1.00	45,312	44,423	45,500
Overtime				19,649	20,444	20,941
Standby Pay				29,757	30,743	31,434
Salary Adjustment				46,202	46,202	46,202
Fringe Benefits				916,420	931,240	921,968
TOTAL		39.00	39.00	3,526,995	3,525,898	3,516,626

P U R C H A S I N G D I V I S I O N

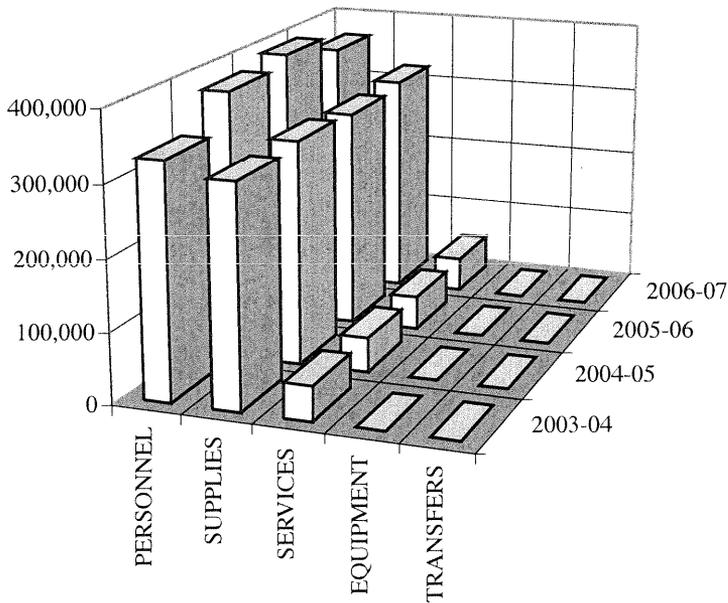
	ACTUAL 2004-05	BUDGET 2005-06	MAYOR'S RECOMM. 2006-07	COUNCIL ADOPTED 2006-07
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EXPENDITURE SUMMARY				
PERSONNEL	380,296	394,084	365,495	365,264
SUPPLIES	318,623	313,389	321,000	321,000
SERVICES	48,775	47,276	48,631	48,631
EQUIPMENT	53	0	0	0
TRANSFERS	0	0	0	0
	<u>747,748</u>	<u>754,749</u>	<u>735,126</u>	<u>734,895</u>

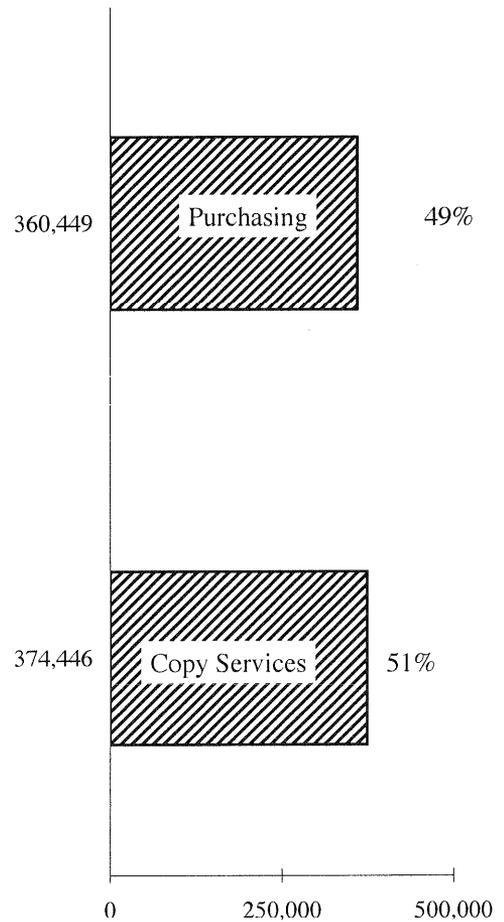
REVENUE SUMMARY				
GENERAL FUND		396,890	360,449	360,449
COPY SERVICES USER FEES		357,859	374,677	374,446
		<u>754,749</u>	<u>735,126</u>	<u>734,895</u>

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

EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



FINANCE DEPARTMENT

PURCHASING DIVISION

CITY PURCHASING

GENERAL FUND

PROGRAM STATEMENTS OBJECTIVES PERFORMANCE MEASURES	ACTUAL 2004-05	ESTIMATED 2005-06	PROJECTED 2006-07
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.	313	320	330
2. Written quotations prepared.	128	180	180
3. Review and update commodity term contracts and service contracts.	486	480	480
4. Purchase orders issued.	1,035	1,200	1,200
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.	\$411,017	\$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.	1,250	1,500	1,500
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.	5 days	5 days	5 days
b. With quote.	4 days	4 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	2004-05	2005-06	2006-07
PERFORMANCE MEASURES			

1. Administer copier contracts through Copy Services Revolving Fund.

A. Administer departmental orders and billings.

1. Number of copiers.

163

175

175

2. Impressions made.

17,084,586

18,000,000

18,000,000

