

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

- 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.

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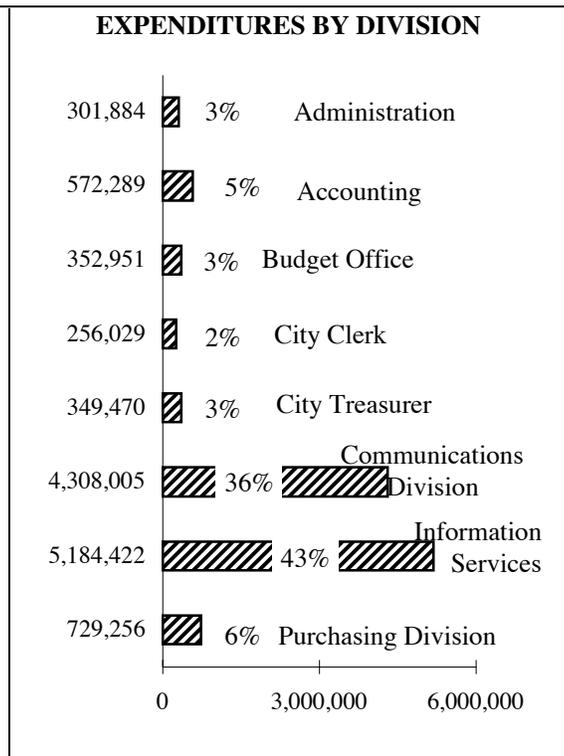
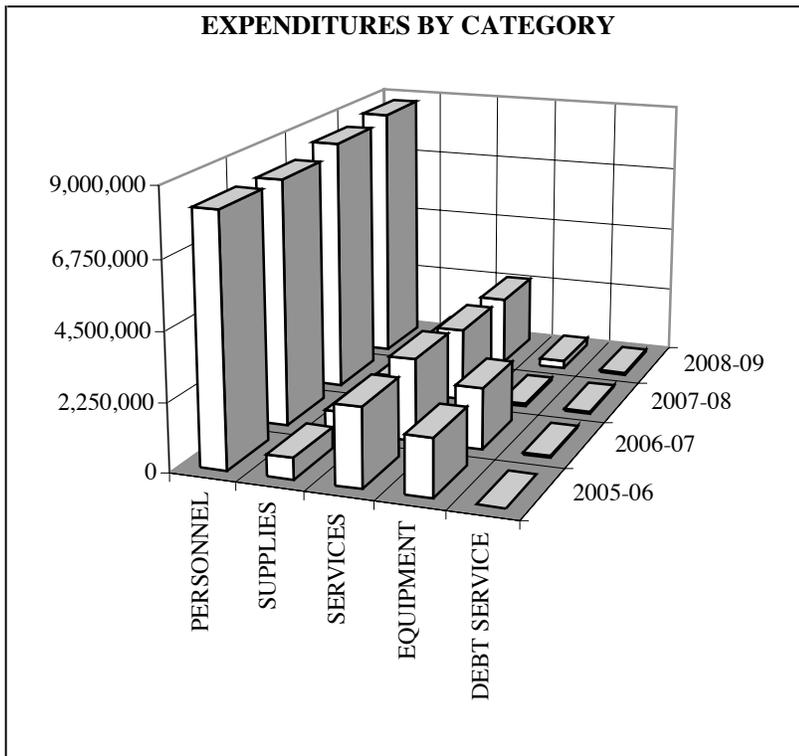
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	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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EXPENDITURE SUMMARY				
PERSONNEL	8,221,668	8,544,211	8,752,654	8,834,396
SUPPLIES	676,508	548,585	546,100	546,100
SERVICES	2,746,762	2,432,809	2,330,871	2,330,871
EQUIPMENT	2,027,397	91,700	270,944	270,944
DEBT SERVICE	70,033	73,745	71,995	71,995
	<u>13,742,368</u>	<u>11,691,050</u>	<u>11,972,564</u>	<u>12,054,306</u>

REVENUE SUMMARY				
GENERAL FUND		4,067,192	4,267,190	4,345,662
COUNTY		131,876	137,151	140,421
USER FEES		6,239,542	6,362,123	6,362,123
9-1-1 SURCHARGE/OTHER		1,252,440	1,206,100	1,206,100
		<u>11,691,050</u>	<u>11,972,564</u>	<u>12,054,306</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	3.00	2.00	2.00	2.00
ACCOUNTING	9.50	9.50	10.00	10.00
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	5.00	5.00
COMMUNICATIONS	45.50	44.50	45.50	47.02
INFO. SERVICES	39.00	37.00	37.00	37.00
PURCHASING	6.95	6.00	6.00	6.00
	<u>118.45</u>	<u>113.50</u>	<u>113.50</u>	<u>115.02</u>



FINANCE DEPARTMENT

ADMINISTRATION DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-	2007-08	2008-09
PERFORMANCE MEASURES	07		

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

GENERAL FUND

ADMINISTRATION DIVISION

COMMENTS:

- There are no significant changes proposed in this budget.

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL	
MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
<u>2008-09</u>	<u>2008-09</u>	EXPENDITURE SUMMARY				
None		PERSONNEL	151,574	153,578	162,751	162,751
		SUPPLIES	1,664	3,250	3,250	3,250
		SERVICES	125,819	138,173	135,883	135,883
		EQUIPMENT	0	0	0	0
		TRANSFERS	0	0	0	0
		TOTAL	279,057	295,001	301,884	301,884
		REVENUE SUMMARY				
		GENERAL FUND	295,001	301,884	301,884	301,884
		TOTAL	295,001	301,884	301,884	301,884
		SERVICES SUMMARY				
		Contractual	794	645	531	531
		Travel/Mileage	1,848	2,500	2,500	2,500
		Print/Copying	129	550	550	550
		Insurance	21,211	25,724	26,048	26,048
		Utilities	11,748	14,500	14,500	14,500
		Maint./Repair	10	0	0	0
		Rentals	88,525	92,904	90,404	90,404
		Miscellaneous	1,554	1,350	1,350	1,350
		TOTAL	125,819	138,173	135,883	135,883
	<u>0</u>					<u>0</u>

PERSONNEL DETAIL								
CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL		
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09		
					<u>2008-09</u>	<u>2008-09</u>		
D	1150	Finance Director	55,950-132,559	1.00	1.00	95,689	99,518	101,906
C	1630	Administrative Secretary	38,176-50,086	1.00	1.00	37,306	38,598	39,950
		Salary Adjustment					3,702	
		Vacancy/Turnover Savings				-1,330	-1,381	-1,419
		Fringe Benefits (Workers' Compensation)				21,913	22,314	22,314
				<u>2.00</u>	<u>2.00</u>	<u>153,578</u>	<u>162,751</u>	<u>162,751</u>

FINANCE DEPARTMENT

ACCOUNTING DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
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	\$2.60	\$2.55
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:	12/29/06	1/31/08	1/31/09
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.	\$2.45	\$2.50	\$2.55
2. Employee W-2 forms issued timely and accurately by:	1/26/07	1/31/08	1/31/09

FINANCE DEPARTMENT

GENERAL FUND

ACCOUNTING DIVISION

COMMENTS:

1. Moved .5 Senior Office Assistant from the City Treasurer's Division.
2. Moved .8 Account Clerk III to the Social Security Fund.

EQUIPMENT DETAIL	MAYOR	COUNCIL	ACTUAL	BUDGET
	<u>2008-09</u>	<u>2008-09</u>	<u>2006-07</u>	<u>2007-08</u>
2008-09	2008-09	2008-09	2008-09	2008-09
None				
EXPENDITURE SUMMARY				
PERSONNEL	458,364	475,578	476,298	476,298
SUPPLIES	13,069	17,425	16,925	16,925
SERVICES	63,112	72,444	79,066	79,066
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
TOTAL	534,544	565,447	572,289	572,289
REVENUE SUMMARY				
GENERAL FUND		565,447	572,289	572,289
TOTAL		565,447	572,289	572,289
SERVICES SUMMARY				
Contractual	56,642	61,739	68,496	68,496
Travel/Mileage	534	580	625	625
Print/Copying	5,333	8,600	8,405	8,405
Insurance	0	0	0	0
Utilities	200	220	220	220
Maint./Repair	186	470	470	470
Rentals	0	0	0	0
Miscellaneous	217	835	850	850
TOTAL	63,112	72,444	79,066	79,066

CLASS		PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
N	1032 Senior Office Assistant	28,547-37,620	0.50	1.00	14,449	29,908	30,745
N	1122 Account Clerk III	30,580-40,209	3.00	2.20	113,285	84,166	86,472
A	1125 Accountant	42,007-57,368	2.00	2.00	107,900	109,583	111,308
M	1127 City Controller	61,994-120,886	1.00	1.00	105,593	109,571	110,941
A	1128 Assistant City Auditor	51,068-69,452	1.00	1.00	65,185	65,186	67,308
A	1129 Financial Info System Coordinator	53,621-72,861	1.00	1.00	71,742	71,742	72,861
	Overtime				2,206	1,430	1,459
	Salary Adjustment					9,414	
	Vacancy/Turnover Savings				-4,782	-4,702	-4,796
	Fringe Benefits (Workers Compensation)				0	0	0
	Total General Fund		8.50	8.20	475,578	476,298	476,298
SOCIAL SECURITY FUND:							
N	1122 Account Clerk III	30,580-40,209		0.80		26,665	27,406
E	1130 Payroll Supervisor	36,792-51,929	1.00	1.00	51,137	51,137	51,929
	Salary Adjustment					1,533	
	Fringe Benefits				16,135	33,276	33,276
	Total Social Security Fund		1.00	1.80	67,272	112,611	112,611
TOTAL			9.50	10.00	542,850	588,909	588,909

FINANCE DEPARTMENT

GENERAL FUND

BUDGET DIVISION

COMMENTS:

- No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	<u>2008-09</u>	<u>2008-09</u>					
None			EXPENDITURE SUMMARY				
			PERSONNEL	312,000	329,020	343,714	343,714
			SUPPLIES	386	405	370	370
			SERVICES	6,172	9,098	8,867	8,867
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	318,558	338,523	352,951	352,951
			REVENUE SUMMARY				
			GENERAL FUND		338,523	352,951	352,951
			TOTAL		338,523	352,951	352,951
			SERVICES SUMMARY				
			Contractual	1,559	3,448	3,862	3,862
			Travel/Mileage	0	0	0	0
			Print/Copying	4,075	5,000	4,280	4,280
			Insurance	0	0	0	0
			Utilities	0	0	0	0
			Maint./Repair	20	200	200	200
			Rentals	0	0	0	0
			Miscellaneous	519	450	525	525
			TOTAL	6,172	9,098	8,867	8,867
	0	0					

PERSONNEL DETAIL							
CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
M 1166	Budget & Adm Analyst	47,938-82,053	2.00	2.00	152,356	157,286	159,252
M 1168	Grants Administrator	47,938-82,053	1.00	1.00	63,317	65,747	66,569
M 1169	Budget Officer	61,994-120,886	1.00	1.00	116,359	119,001	120,488
	Overtime				308	850	868
	Salary Adjustment					4,251	
	Vacancy/Turnover Savings				-3,320	-3,421	-3,463
					0	0	0
	Fringe Benefits		4.00	4.00	329,020	343,714	343,714

FINANCE DEPARTMENT

CITY CLERK DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
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.	2,838	3,350	2,268
2. Resolutions filed.	495	725	525
3. Ordinances filed.	189	170	175
4. Directorial Orders Filed	89	N/A	1,068
B. Keep index system current.			
1. Estimated number of documents indexed.	11,000	11,400	11,425
C. Update portions of the Lincoln Municipal Code that pertain to the City Clerk's Office as necessary.			
1. Updates to Lincoln Municipal Code.	1	3	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.	66	67	70
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.	7,011	7,018	6,300
2. Special designated license.	300	N/A	400

FINANCE DEPARTMENT

GENERAL FUND

CITY CLERK DIVISION

COMMENTS:

1. There are no significant changes in this budget.

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL			
MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09			
2008-09	2008-09							
None		EXPENDITURE SUMMARY						
		PERSONNEL	197,774	207,956	217,684	217,684		
		SUPPLIES	7,395	8,125	6,870	6,870		
		SERVICES	48,968	30,727	31,475	31,475		
		EQUIPMENT	0	0	0	0		
		TRANSFERS	0	0	0	0		
		TOTAL	254,136	246,808	256,029	256,029		
		REVENUE SUMMARY						
		GENERAL FUND		246,808	256,029	256,029		
		TOTAL		246,808	256,029	256,029		
		SERVICES SUMMARY						
		Contractual	2,949	4,163	3,975	3,975		
		Travel/Mileage	0	0	0	0		
		Print/Copying	12,345	9,300	9,500	9,500		
		Insurance	0	0	0	0		
		Utilities	2,042	2,144	2,720	2,720		
		Maint./Repair	230	300	200	200		
		Rentals	0	0	0	0		
		Miscellaneous	31,402	14,820	15,080	15,080		
		TOTAL	48,968	30,727	31,475	31,475		
0	0							
PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09	
N	1032	Senior Office Assistant	28,547-37,620	2.00	2.00	65,001	66,019	67,853
M	1131	City Clerk	49,432-100,814	1.00	1.00	87,461	90,578	91,710
A	1132	Assistant City Clerk	46,316-63,113	1.00	1.00	55,319	57,092	57,986
		Overtime				2,253	2,264	2,310
		Salary Adjustment					3,868	
		Vacancy/Turnover Savings				-2,078	-2,137	-2,175
		Fringe Benefits				0	0	0
		TOTAL		4.00	4.00	207,956	217,684	217,684

FINANCE DEPARTMENT

CITY TREASURER DIVISION

GENERAL FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES			
PERFORMANCE MEASURES	2006-07	2007-08	2008-09
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.	99.47%	99.5%	98%
B. Record investments purchased, investments cashed, and investment interest payments.			
1. Total investment actions recorded.	551	525	500
C. Report quarterly to City Council all City investment activity.			
1. Investment resolutions prepared.	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.	38,011	40,000	37,500
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.	12,786,756	11,500,000	12,000,000
C. Verify and enter City Treasurer's receipts.			
1. Total City Treasurer's receipts processed.	11,771	11,000	11,500
D. Collect payments for parking tickets and comply with legal requirements in the most efficient, accurate, and timely manner.			
1. Tickets paid.	41,810	43,500	40,000
2. Administrative fees collected.	\$334,482	\$349,000	\$320,000
3. Courtesy tickets processed.	3,504	5,000	3,000

FINANCE DEPARTMENT

GENERAL FUND

CITY TREASURER DIVISION

COMMENTS:

1. Moved .5 Senior Office Assistant to the Accounting Division.
2. Eliminated a Senior Office Assistant position and added contractual services in anticipation of the parking violations responsibilities being moved to Urban Development.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	<u>2008-09</u>	<u>2008-09</u>	EXPENDITURE SUMMARY				
None			PERSONNEL	293,551	306,917	270,196	270,196
			SUPPLIES	13,590	15,420	15,700	15,700
			SERVICES	34,398	44,313	63,574	63,574
			EQUIPMENT	0	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	341,539	366,650	349,470	349,470
			REVENUE SUMMARY				
			GENERAL FUND	366,650	349,470	349,470	349,470
			TOTAL	366,650	349,470	349,470	349,470
			SERVICES SUMMARY				
			Contractual	18,754	24,363	43,724	43,724
			Travel/Mileage	0	0	0	0
			Print/Copying	1,484	1,700	1,700	1,700
			Insurance	1,500	1,950	1,950	1,950
			Utilities	9,233	10,100	10,000	10,000
			Maint./Repair	2,059	3,200	3,200	3,200
			Rentals	0	0	0	0
			Miscellaneous	1,368	3,000	3,000	3,000
	0	0	TOTAL	34,398	44,313	63,574	63,574

PERSONNEL DETAIL									
CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL			
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>		
N	1032	Senior Office Assistant	28,547-37,620	1.50	45,013				
N	1121	Account Clerk II	27,581-36,394	1.00	31,045	27,372	28,139		
N	1122	Account Clerk III	30,580-40,209	1.00	38,350	38,350	39,410		
A	1139	Assistant City Treasurer	46,316-63,113	1.00	57,948	59,824	60,771		
M	1140	City Treasurer	61,994-120,886	1.00	89,910	92,824	93,984		
A	1631	Administrative Aide I	36,289-49,740	1.00	46,715	46,715	49,564		
		Overtime			1,026	1,026	1,047		
		Salary Adjustment				6,736			
		Vacancy/Turnover Savings			-3,090	-2,651	-2,719		
		Fringe Benefits			0	0	0		
		TOTAL			6.50	5.00	306,917	270,196	270,196

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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EXPENDITURE SUMMARY				
PERSONNEL	3,072,595	3,161,861	3,287,867	3,369,609
SUPPLIES	183,744	96,187	99,350	99,350
SERVICES	681,447	650,642	667,851	667,851
EQUIPMENT	1,328,579	88,200	99,200	99,200
DEBT SERVICE	70,033	73,745	71,995	71,995
	<u>5,336,397</u>	<u>4,070,635</u>	<u>4,226,263</u>	<u>4,308,005</u>

REVENUE SUMMARY				
GENERAL FUND		1,912,582	2,085,527	2,163,999
COUNTY		131,876	137,151	140,421
9-1-1 SURCHARGE/OTHER		1,252,440	1,206,100	1,206,100
USER FEES		773,737	797,485	797,485
		<u>4,070,635</u>	<u>4,226,263</u>	<u>4,308,005</u>

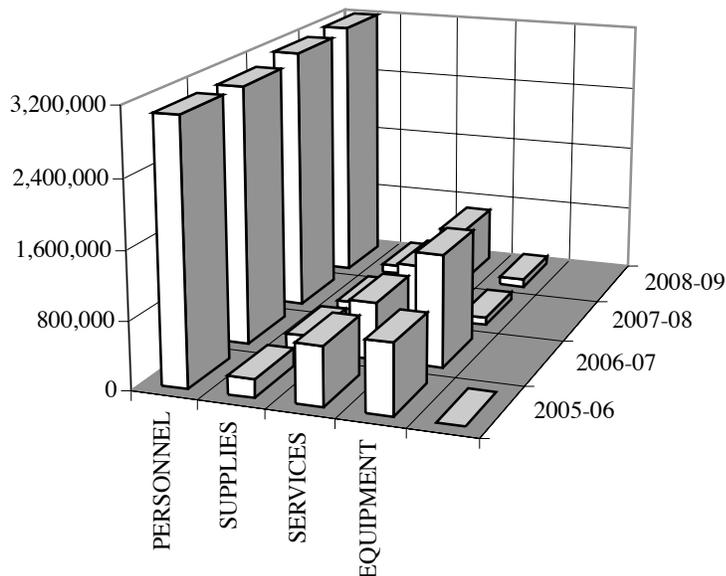
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
9-1-1 CENTER	39.50	38.50	39.50	41.02
RADIO MAINTENANCE	6.00	6.00	6.00	6.00
	<u>45.50</u>	<u>44.50</u>	<u>45.50</u>	<u>47.02</u>

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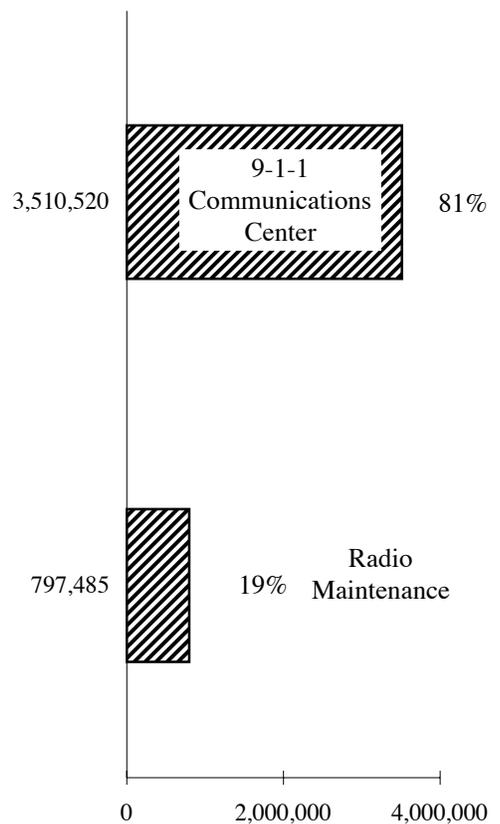
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EXPENDITURES BY CATEGORY



EXPENDITURES BY DIVISION



Lincoln Emergency Communications Outcome-Based Budget

NOTE: Two samples of the indicators for this department are presented below. The full set of indicators will be released in the separate document.

City of Lincoln Outcome: Safety & Security

GOALS:

Reduced crime and disorder, provide timely quality response to medical emergencies, and maintain emergency preparedness.

METHODS

Provide adequate staffing to perform basic calltake and dispatch functions for public safety. Measure and analyze 911 call volumes on wireline, wireless, and voice over IP on a monthly basis to identify trends and adjust minimum-staffing levels accordingly. Provide technology and staffing necessary for measurement

INDICATORS:

- 1. Maintain average 40 second interval between time a call is received until a unit is dispatched for serious medical incidents.**

Comparison: New assessment measure. No chart is available.

Description: Serious medical incidents are defined as cardiac or respiratory distress call (EMS Echo calls). The time stamp occurs when the call taker has enough information to initiate a dispatch and the event/incidents pending queue. The dispatched time stamp occurs when the dispatcher has aired a call to an available unit.

- 2. Maintain accurate call assessment rate of 90% for Emergency Medical Dispatch.**

Comparison: New assessment measure. No chart is available.

Description: A random sample of 25 EMS calls per week is analyzed to ensure that the correct assessment of the medical situation was made by the call taker based on software packages designed to implement the appropriate response.

FINANCE DEPARTMENT

COMMUNICATIONS CENTER DIVISION

RADIO MAINTENANCE SECTION

RADIO MAINTENANCE FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
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.	2,787	3,000	3,050
2. Repairs completed.	480	525	500
3. Preventive maintenance inspections completed.	532	300	300
4. Installations completed.	75	75	75
5. Radios programmed.	76	150	100
6. Other related tasks.	209	300	300
B. Provide maintenance, repair and installation service for the 911 EDACS consoles and transmitter sites.			
1. Towers maintained.	3	3	3
2. Antenna systems maintained.	12	16	16
3. Microwave Radios maintained.	8	10	10
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.	144	156	156
8. Repairs completed.	123	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.	4	5	5
D. Provide maintenance, repair and installation for Backup and Interoperatable Communications equipment.			
1. Antenna systems maintained.	16	19	19
2. 800 Mhz repeaters maintained.	13	15	15
3. 450 Mhz repeaters maintained.	1	1	1
4. 150 Mhz repeaters maintained.	4	4	4
5. Low Band Base Stations maintained.	5	3	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	24	25
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.	9	8	8
2. 800 Mhz repeaters maintained.	8	7	7
3. 150 Mhz repeaters maintained.	5	5	5
4. Site preventive maintenance inspections completed.	260	128	128
5. Repairs completed.	10	20	20
3. Maintain OpenSky Radio System			
A. Provide maintenance, repair and installation for Open Sky Radio System.			
1. 800 Mhz repeaters maintained	2	4	4
2. Mobiles maintained.	70	70	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	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace Computers	4,200	4,200	PERSONNEL	450,312	458,074	460,124	460,124
Service Monitors	25,000	25,000	SUPPLIES	172,640	75,437	77,600	77,600
Radio Equipment	30,000	30,000	SERVICES	184,052	181,026	183,561	183,561
1 Ton Truck	17,000	17,000	EQUIPMENT	1,324,319	59,200	76,200	76,200
			TRANSFERS	0	0	0	0
			TOTAL	2,131,322	773,737	797,485	797,485
			REVENUE SUMMARY				
			USER FEES		773,737	797,485	797,485
			TOTAL		773,737	797,485	797,485
			SERVICES SUMMARY				
			Contractual	13,104	18,807	16,487	16,487
			Travel/Mileage	26,613	31,118	31,985	31,985
			Print/Copying	430	800	700	700
			Insurance	6,015	8,426	8,584	8,584
			Utilities	29,427	25,775	28,985	28,985
			Maint./Repair	89,059	82,300	83,020	83,020
			Rentals	10,000	10,000	10,000	10,000
			Miscellaneous	9,404	3,800	3,800	3,800
			TOTAL	184,052	181,026	183,561	183,561
	<u>76,200</u>	<u>76,200</u>					

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
N	1307 Stores Clerk II	30,580-40,209	1.00	1.00	39,150	39,150	40,210
N	3163 Radio System Technician	37,594-49,125	3.00	3.00	140,614	140,675	144,574
N	3164 Radio System Lead Tech	38,909-50,804	1.00	1.00	48,655	48,910	50,258
C	3165 Radio System Supervisor	47,438-61,915	1.00	1.00	60,442	60,441	61,390
	Standby Pay				19,006	18,735	19,113
	Overtime				13,543	14,100	14,385
	Salary Adjustment					7,919	
	Fringe Benefits				136,664	130,194	130,194
	TOTAL		6.00	6.00	458,074	460,124	460,124

FINANCE DEPARTMENT

INFORMATION SERVICES DIVISION

INFORMATION SERVICES FUND

PROGRAM STATEMENTS

OBJECTIVES

PERFORMANCE MEASURES

ACTUAL

ESTIMATED

PROJECTED

2006-07

2007-08

2008-09

1.	Provide accurate and timely results to the Information Services customer community (Alpha, Mainframe, AS400s).			
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.	98.1%	80.0%	81.5%
2.	Three day clearance rate for customer services requests.	99.2%	95.0%	92.7%
3.	Five day clearance rate for customer services requests.	99.2%	99.9%	95.2%
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	80%	85.3%
	2. Three day clearance.	N/A	90%	88.4%
	3. Five day clearance.	N/A	95%	90.7%

FINANCE DEPARTMENT

INFORMATION SERVICES FUND

INFORMATION SERVICES DIVISION

COMMENTS:

- No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
NACO Lease Purchase			PERSONNEL	3,406,468	3,563,922	3,635,106	3,635,106
Z/890	63,744	63,744	SUPPLIES	135,418	86,773	79,135	79,135
Non-IS Servers	20,000	20,000	SERVICES	1,727,924	1,438,672	1,298,437	1,298,437
Computer Terminals	3,500	3,500	EQUIPMENT	698,818	3,500	171,744	171,744
City AS/400	55,000	55,000	TRANSFERS	0	0	0	0
Server Replacement	4,500	4,500	TOTAL	5,968,628	5,092,867	5,184,422	5,184,422
Hub Equipment	25,000	25,000	REVENUE SUMMARY				
			USER FEES	5,092,867	5,184,422	5,184,422	5,184,422
			TOTAL	5,092,867	5,184,422	5,184,422	5,184,422
			SERVICES SUMMARY				
			Contractual	242,105	35,752	31,571	31,571
			Travel/Mileage	13,155	27,650	25,150	25,150
			Print/Copying	22,155	6,000	5,000	5,000
			Insurance	15,553	19,160	20,717	20,717
			Utilities	118,209	115,937	121,232	121,232
			Maint./Repair	977,604	717,794	629,425	629,425
			Rentals	267,437	444,879	394,342	394,342
			Miscellaneous	71,705	71,500	71,000	71,000
	171,744	171,744	TOTAL	1,727,924	1,438,672	1,298,437	1,298,437

			PERSONNEL DETAIL					
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09	
N	1032 Senior Office Assistant	28,547-37,620	1.00	1.00	35,547	35,831	36,820	
M	1450 Information Services Manager	61,994-120,886	1.00	1.00	116,816	119,263	120,753	
M	1451 Systems Coordinator	61,994-120,886	1.00	1.00	100,608	103,475	104,768	
M	1452 Microcomput/Network Support Coord.	61,994-120,886	1.00	1.00	104,804	107,115	108,454	
A	1460 Operations Supervisor	44,116-60,180	1.00	1.00	59,260	59,260	60,181	
N	1463 Computer Operator I	27,581-36,394	1.00	2.00	28,033	54,900	56,436	
N	1464 Computer Operator II	35,094-45,948	2.00	1.00	79,913	36,452	37,466	
M	1471 Technical Support/Operations Coord.	61,994-120,886	1.00	1.00	105,404	109,538	110,907	
M	1472 Technical Support Specialist II	49,432-100,814	5.00	5.00	449,724	459,148	464,887	
A	1479 Systems Analyst/Programmer II	53,621-72,861	7.00	6.00	446,693	387,251	401,090	
M	1480 Systems Project Supervisor	49,432-100,814	2.00	2.00	189,994	193,981	196,406	
A	1481 System Software Integrator	53,621-72,861	1.00	2.00	71,216	134,201	136,317	
A	1484 Network Specialist I	42,007-57,368	1.00		47,909			
A	1485 Network Specialist II	48,628-66,200	1.00	2.00	65,185	116,610	118,439	
M	1486 Network Supervisor	49,432-100,814	1.00	1.00	87,575	90,126	91,253	
C	1495 Microcomputer Support Specialist I	43,060-56,324	1.00	1.00	45,132	46,376	47,113	
C	1496 Microcomputer Support Specialist II	49,826-64,964	8.00	8.00	490,820	495,804	503,601	
A	1631 Administrative Aide I	36,289-49,740	1.00	1.00	46,715	46,715	48,802	
	Overtime				17,296	16,703	16,973	
	Standby Pay				35,000	33,457	34,034	
	Salary Adjustment					48,494		
	Fringe Benefits				940,278	940,406	940,406	
	TOTAL		37.00	37.00	3,563,922	3,635,106	3,635,106	

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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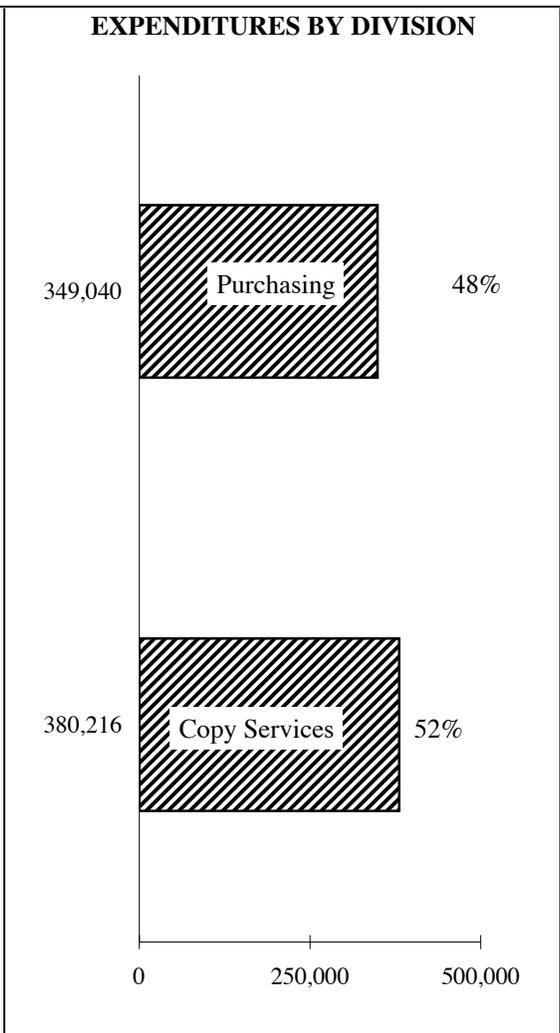
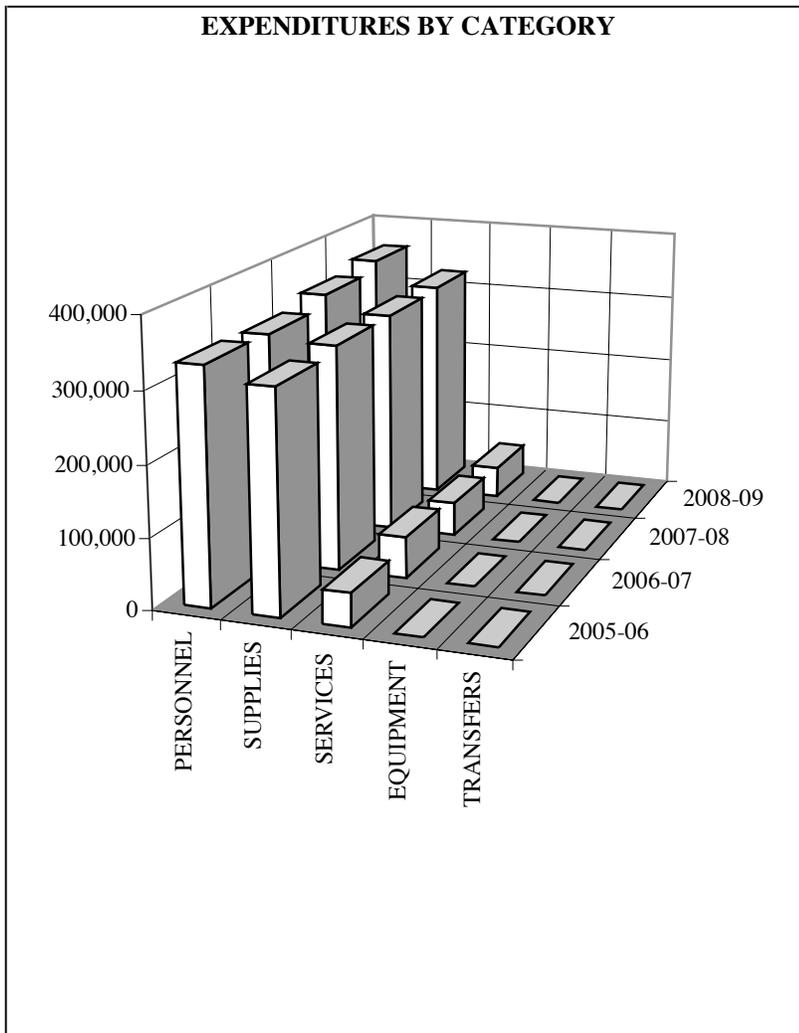
EXPENDITURE SUMMARY				
PERSONNEL	329,342	345,379	359,038	359,038
SUPPLIES	321,242	321,000	324,500	324,500
SERVICES	58,923	48,740	45,718	45,718
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
	<u>709,507</u>	<u>715,119</u>	<u>729,256</u>	<u>729,256</u>

REVENUE SUMMARY				
GENERAL FUND		342,181	349,040	349,040
COPY SERVICES USER FEES		372,938	380,216	380,216
		<u>715,119</u>	<u>729,256</u>	<u>729,256</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PURCHASING	5.95	4.95	4.95	4.95
COPY SERVICES	1.00	1.05	1.05	1.05
	<u>6.95</u>	<u>6.00</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		2006-07	2007-08	2008-09
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.	368	325	350
2.	Written quotations prepared.	178	150	160
3.	Review and update commodity term contracts and service contracts.	436	450	450
4.	Purchase orders issued.	915	1,000	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.	\$416,420	\$310,000	\$325,000
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.	1,100	1,000	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.	5 days	4 days	5 days
b.	With quote.	10 days	5 days	10 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	2006-07	2007-08	2008-09
PERFORMANCE MEASURES			
1. Administer copier contracts through Copy Services Revolving Fund.			
A. Administer departmental orders and billings.			
1. Number of copiers.	180	175	175
2. Impressions made.	17,000,000	18,000,000	18,000,000

