

# 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

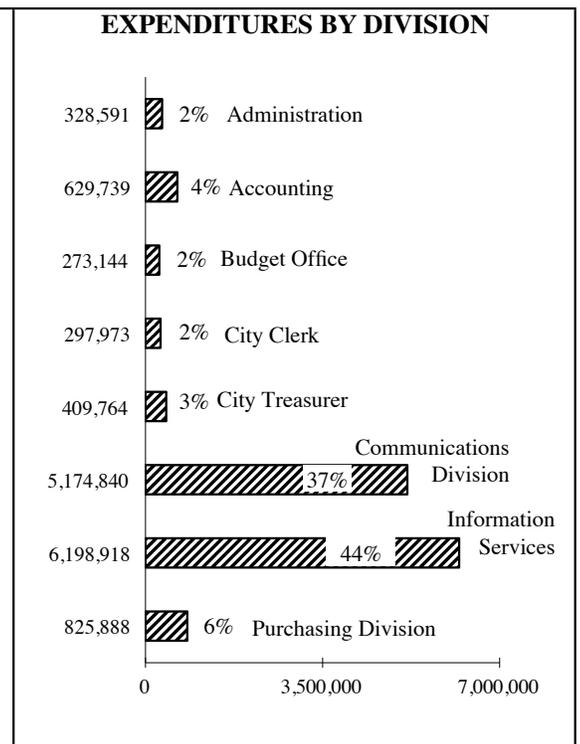
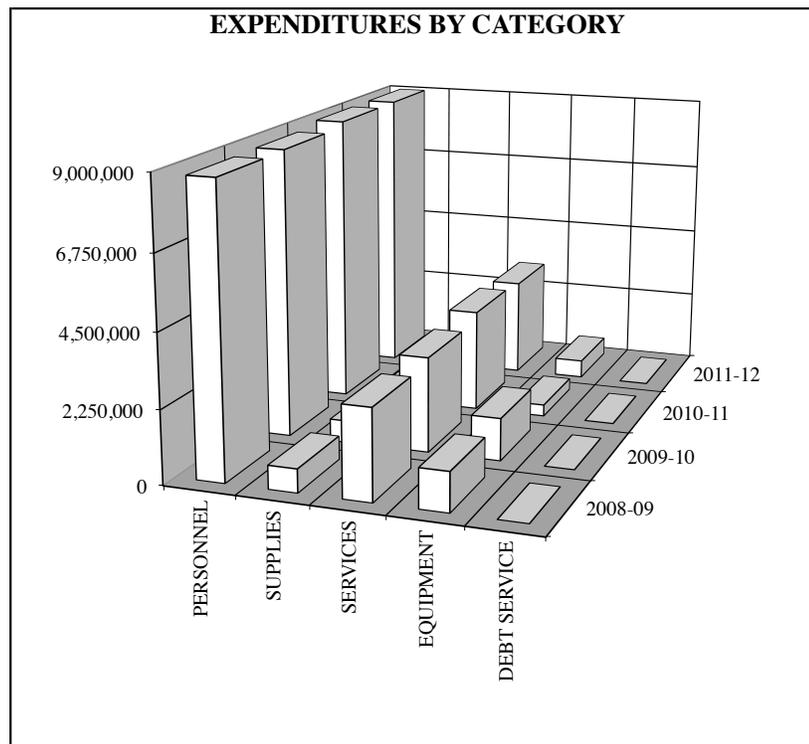
	ACTUAL 2009-10	BUDGET 2010-11	MAYOR'S RECOMM. 2011-12	COUNCIL ADOPTED 2011-12
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EXPENDITURE SUMMARY				
PERSONNEL	8,847,819	9,656,054	10,026,423	0
SUPPLIES	681,875	530,699	496,948	0
SERVICES	2,930,529	3,174,574	3,055,743	0
EQUIPMENT	1,308,775	359,655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

REVENUE SUMMARY				
GENERAL FUND		5,029,987	4,869,577	0
COUNTY		150,371	168,700	0
USER FEES		7,310,903	7,526,590	0
9-1-1 SURCHARGE/OTHER		1,229,721	1,573,990	0
		<u>13,720,982</u>	<u>14,138,857</u>	<u>0</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	2.00	2.00	2.00	0.00
ACCOUNTING	9.20	12.00	11.00	0.00
BUDGET OFFICE	4.00	4.00	3.10	0.00
CITY CLERK	4.00	4.00	4.00	0.00
CITY TREASURER	5.00	6.38	5.62	0.00
COMMUNICATIONS	47.50	47.50	47.50	0.00
INFO. SERVICES	37.00	37.00	39.00	0.00
PURCHASING	6.00	7.00	8.00	0.00
	<u>114.70</u>	<u>119.88</u>	<u>120.22</u>	<u>0.00</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	0
		SUPPLIES	1,801	3,250	3,250	0
		SERVICES	139,221	136,064	134,492	0
		EQUIPMENT	20,529	0	0	0
		TRANSFERS	0	0	0	0
		TOTAL	333,893	317,669	328,591	0
		<b>REVENUE SUMMARY</b>				
		GENERAL FUND		317,669	328,591	0
		TOTAL		317,669	328,591	0
		<b>SERVICES SUMMARY</b>				
		Contractual	10,835	902	959	0
		Travel/Mileage	0	2,500	2,500	0
		Print/Copying	155	550	550	0
		Insurance	22,762	21,320	22,789	0
		Utilities	12,432	13,200	13,200	0
		Maint./Repair	0	0	0	0
		Rentals	90,224	96,042	92,894	0
		Miscellaneous	2,813	1,550	1,600	0
		TOTAL	139,221	136,064	134,492	0
	0	0				

		<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>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
D	1150	Interim Finance Director	55,949-150,001		0.90		117,237
C	1630	Administrative Secretary	40,553-54,547	1.00	1.00	43,841	46,185
		Fringe Benefits (Workers' Compensation)				26,373	17,081
				2.00	2.00	178,355	190,849
							0

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

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	10-11	11-12	2010-11	2011-12	2011-12
N	1032	Senior Office Assistant	28,835-39,127	1.00	1.00	29,732	31,061
N	1122	Account Clerk III	34,981-46,997	2.20	2.00	99,980	91,035
C	1124	Accounting Supervisor	41,563-55,833		0.20		9,519
A	1125	Accountant	44,624-62,282	2.00	2.00	118,585	108,675
M	1127	City Controller	72,217-122,977	1.00	1.00	122,240	122,677
A	1128	Assistant City Auditor	53,449-75,120	2.00	2.00	138,443	148,442
A	1129	Financial Info System Coord	56,962-78,741	1.00	1.00	76,194	78,854
U	4904	Professional/Tech Worker	\$11.40-\$25.00/hr	1.00		52,000	
		Overtime				1,243	1,200
		Fringe Benefits (Workers Compensation)				0	0
		Total General Fund		10.20	9.20	638,417	591,463
		<b>SOCIAL SECURITY FUND:</b>					
N	1122	Account Clerk III	34,981-46,997	0.80		33,701	
C	1124	Accounting Supervisor	41,563-55,833		0.80		38,078
E	1130	Payroll Supervisor	46,775-62,474	1.00	1.00	54,116	60,031
		Fringe Benefits				33,969	
		Total Social Security Fund		1.80	1.80	121,786	98,109
		<b>TOTAL</b>		<b>12.00</b>	<b>11.00</b>	<b>760,203</b>	<b>689,572</b>

**FINANCE DEPARTMENT**

**GENERAL FUND**

**BUDGET DIVISION**

**COMMENTS:**

- .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.

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	365,612	378,269	264,542	0
			SUPPLIES	697	390	420	0
			SERVICES	6,189	8,124	8,182	0
			EQUIPMENT	2,364	0	0	0
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>374,862</b>	<b>386,783</b>	<b>273,144</b>	<b>0</b>
			<b>REVENUE SUMMARY</b>				
			GENERAL FUND		386,783	273,144	0
			<b>TOTAL</b>		<b>386,783</b>	<b>273,144</b>	<b>0</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	4,001	3,684	4,212	0
			Travel/Mileage	50	0	0	0
			Print/Copying	2,138	3,840	3,470	0
			Insurance	0	0	0	0
			Utilities	0	0	0	0
			Maint./Repair	0	100	100	0
			Rentals	0	0	0	0
			Miscellaneous	0	500	400	0
			<b>TOTAL</b>	<b>6,189</b>	<b>8,124</b>	<b>8,182</b>	<b>0</b>
				0		0	

PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CLASS CODE	CLASS	PAY RANGE	10-11	11-12	2010-11	2011-12	2011-12
M 1166	Budget & Admin. Analyst	50,754-87,032	2.00	2.00	173,366	173,466	
M 1168	Grants Administrator	50,754-87,032	1.00	1.00	75,058	78,027	
M 1169	Budget Officer	76,244-129,718	1.00	0.10	129,285	12,481	
	Overtime				560	568	
					0	0	0
	Fringe Benefits		4.00	3.10	378,269	264,542	0

**FINANCE DEPARTMENT**

**GENERAL FUND**

**CITY CLERK DIVISION**

**COMMENTS:**  
 1. There are no significant changes in this budget.

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	231,660	242,149	250,753	0
			SUPPLIES	4,670	8,170	7,870	0
			SERVICES	33,926	40,337	39,350	0
			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>0</b>
			<b>REVENUE SUMMARY</b>				
			GENERAL FUND		290,656	297,973	0
			<b>TOTAL</b>		<b>290,656</b>	<b>297,973</b>	<b>0</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	2,119	3,282	2,735	0
			Travel/Mileage	0	0	0	0
			Print/Copying	8,361	9,675	9,525	0
			Insurance	0	0	0	0
			Utilities	2,131	2,300	2,300	0
			Maint./Repair	432	500	500	0
			Rentals	0	0	0	0
			Miscellaneous	20,882	24,580	24,290	0
			<b>TOTAL</b>	<b>33,926</b>	<b>40,337</b>	<b>39,350</b>	<b>0</b>
		<u>0</u>					<u>0</u>

PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CLASS CODE	CLASS	PAY RANGE	10-11	11-12	2010-11	2011-12	2011-12
N 1032	Senior Office Assistant	28,835-39,127	2.00	2.00	70,421	73,125	
M 1131	City Clerk	63,057-107,634	1.00	1.00	104,381	107,161	
A 1132	Assistant City Clerk	49,201-68,388	1.00	1.00	64,847	67,967	
	Overtime				2,500	2,500	
	Fringe Benefits				0	0	0
	<b>TOTAL</b>		<u>4.00</u>	<u>4.00</u>	<u>242,149</u>	<u>250,753</u>	<u>0</u>

**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>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
<b>EQUIPMENT DETAIL</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	0
			SUPPLIES	13,225	16,200	6,100	0
			SERVICES	71,655	126,457	59,400	0
			EQUIPMENT	1,175	0	0	0
			TRANSFERS	0	0	0	0
			TOTAL	399,979	498,531	409,764	0
			<b>REVENUE SUMMARY</b>				
			GENERAL FUND		498,531	409,764	0
			TOTAL		498,531	409,764	0
			<b>SERVICES SUMMARY</b>				
			Contractual	57,746	106,953	53,700	0
			Travel/Mileage	35	0	0	0
			Print/Copying	1,516	1,700	350	0
			Insurance	1,500	1,950	1,950	0
			Utilities	6,790	10,000	0	0
			Maint./Repair	2,436	3,200	2,200	0
			Rentals	0	0	0	0
			Miscellaneous	1,632	2,654	1,200	0
			TOTAL	71,655	126,457	59,400	0
		0	0				

<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>
N	1032	Senior Office Assistant	28,835-39,127	1.00	1.00	36,642	30,688
N	1121	Account Clerk II	32,383-44,404	1.00	1.00	34,773	36,899
N	1122	Account Clerk III	34,981-46,997	1.00	1.00	45,509	46,151
A	1139	Assistant City Treasurer	49,201-68,388	1.00	1.00	65,149	66,791
M	1140	City Treasurer	72,217-122,977	1.00	1.00	105,296	108,932
A	1631	Administrative Aide I	38,548-54,182	1.00	1.00	51,996	54,294
U	4904	Professional/Tech Worker	\$11.40-\$25.00/Hr	0.38		16,000	
		Overtime				509	509
		Fringe Benefits				0	0
		TOTAL		6.38	6.00	355,874	344,264
						0	0

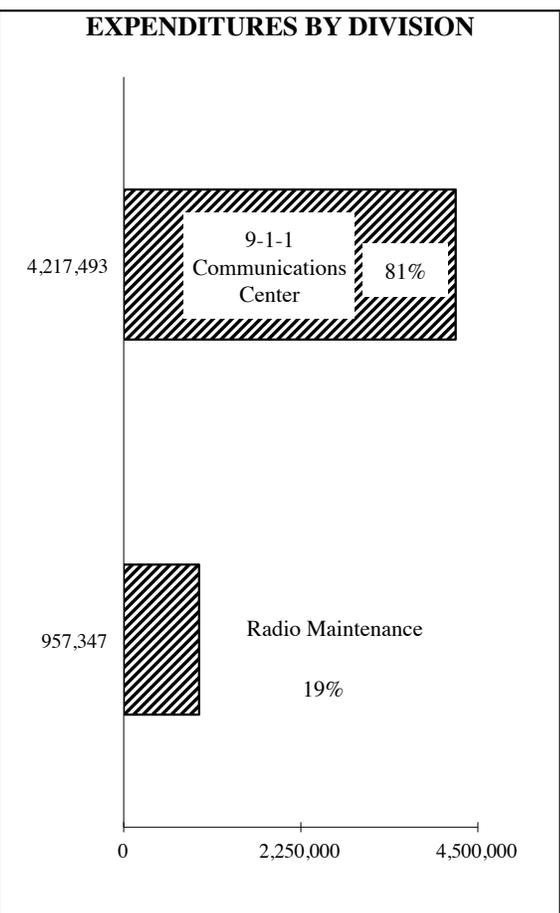
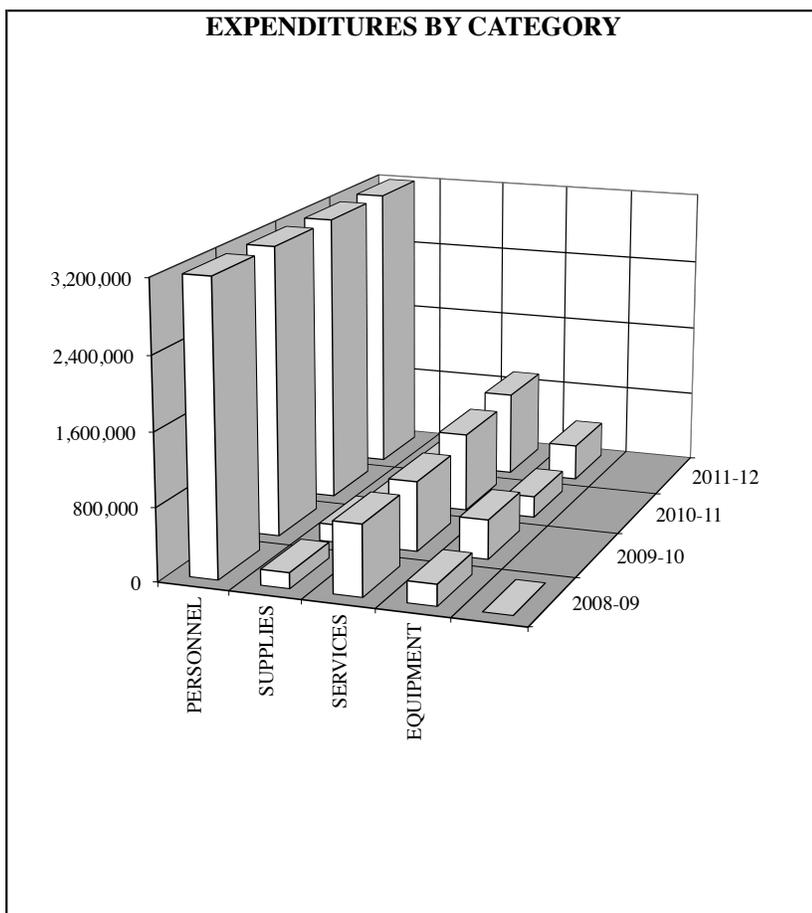
	ACTUAL 2009-10	BUDGET 2010-11	MAYOR'S RECOMM. 2011-12	COUNCIL ADOPTED 2011-12
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EXPENDITURE SUMMARY				
PERSONNEL	3,404,121	3,577,625	3,740,210	0
SUPPLIES	196,194	89,150	95,550	0
SERVICES	774,363	872,305	939,880	0
EQUIPMENT	436,378	236,200	399,200	0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

REVENUE SUMMARY				
GENERAL FUND		2,421,415	2,474,803	0
COUNTY		150,371	168,700	0
9-1-1 SURCHARGE/OTHER		1,229,721	1,573,990	0
USER FEES		973,773	957,347	0
		<u>4,775,280</u>	<u>5,174,840</u>	<u>0</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
9-1-1 CENTER	41.50	41.50	41.50	0.00
RADIO MAINTENANCE	6.00	6.00	6.00	0.00
	<u>47.50</u>	<u>47.50</u>	<u>47.50</u>	<u>0.00</u>

COMMUNICATIONS  
CENTER  
DIVISION





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

<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	32,215-45,835	1.00	1.00	43,071	45,948
C	3163	Radio System Specialist	42,540-57,089	3.00	3.00	162,368	167,652
C	3164	Lead Radio System Spec.	43,640-58,489	1.00	1.00	55,713	57,452
C	3165	Radio System Supervisor	50,392-67,113	1.00	1.00	64,453	66,692
		Standby Pay				22,575	22,796
		Overtime				20,108	21,024
		Salary Adjustment				3,594	
		Fringe Benefits				139,041	145,316
		<b>TOTAL</b>		<u>6.00</u>	<u>6.00</u>	<u>510,923</u>	<u>526,880</u>
							0

**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.

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

<b>PERSONNEL DETAIL</b>			<b>EMPLOYEES</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>
<b>CLASS</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>CODE</b>	<b>CLASS</b>					<b>2011-12</b>
N 1032	Senior Office Assistant	28,835-39,127	1.00	1.00	36,905	37,828
M 1450	Information Services Mgr	76,244-129,718	1.00	1.00	117,423	120,039
M 1451	Systems Coordinator	72,217-122,977	1.00	1.00	116,908	120,324
M 1452	Micro/Network Sup Coord.	72,217-122,977	1.00	1.00	122,976	122,594
A 1460	Operations Supervisor	46,864-65,272	1.00	1.00	62,922	65,384
N 1463	Computer Operator I	33,671-46,767	2.00	2.00	67,815	78,469
N 1464	Computer Operator II	38,636-53,333	1.00	1.00	40,182	47,550
M 1471	Tech Support/Oper. Coord.	72,217-122,977	1.00	1.00	114,389	117,495
M 1472	Tech Support Specialist II	63,057-107,634	4.00	4.00	396,769	405,582
A 1473	Tech Support Specialist I	51,656-71,667	1.00	1.00	53,403	67,735
A 1479	Systems Analyst/Prog II	56,962-78,741	6.00	6.00	446,820	466,902
M 1480	Systems Project Supervisor	63,057-107,634	2.00	2.00	213,508	214,670
A 1481	System Software Integrator	56,962-78,741	2.00	2.00	147,168	153,899
A 1485	Network Specialist II	51,656-71,667	2.00	2.00	127,405	133,219
M 1486	Network Supervisor	63,057-107,634	1.00	1.00	101,754	105,584
C 1495	Microcomputer Sup Spec I	45,741-61,176		2.00		93,623
C 1496	Microcomputer Sup Spec II	52,929-70,354	9.00	8.00	591,469	543,366
M 1522	GIS Program Manager	63,057-107,634		1.00		105,585
A 1631	Administrative Aide I	38,548-54,182	1.00	1.00	51,996	54,294
	Overtime				29,434	26,276
	Other Pay				36,209	34,125
	Salary Adjustment				16,149	
	Fringe Benefits				938,745	1,049,963
	<b>TOTAL</b>		<b>37.00</b>	<b>39.00</b>	<b>3,830,349</b>	<b>4,164,506</b>
						<b>0</b>

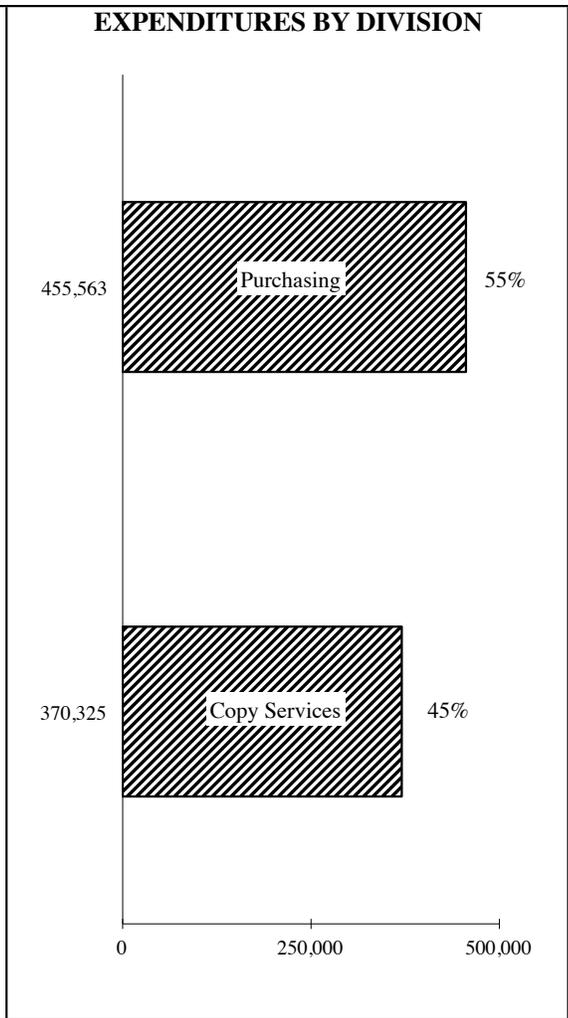
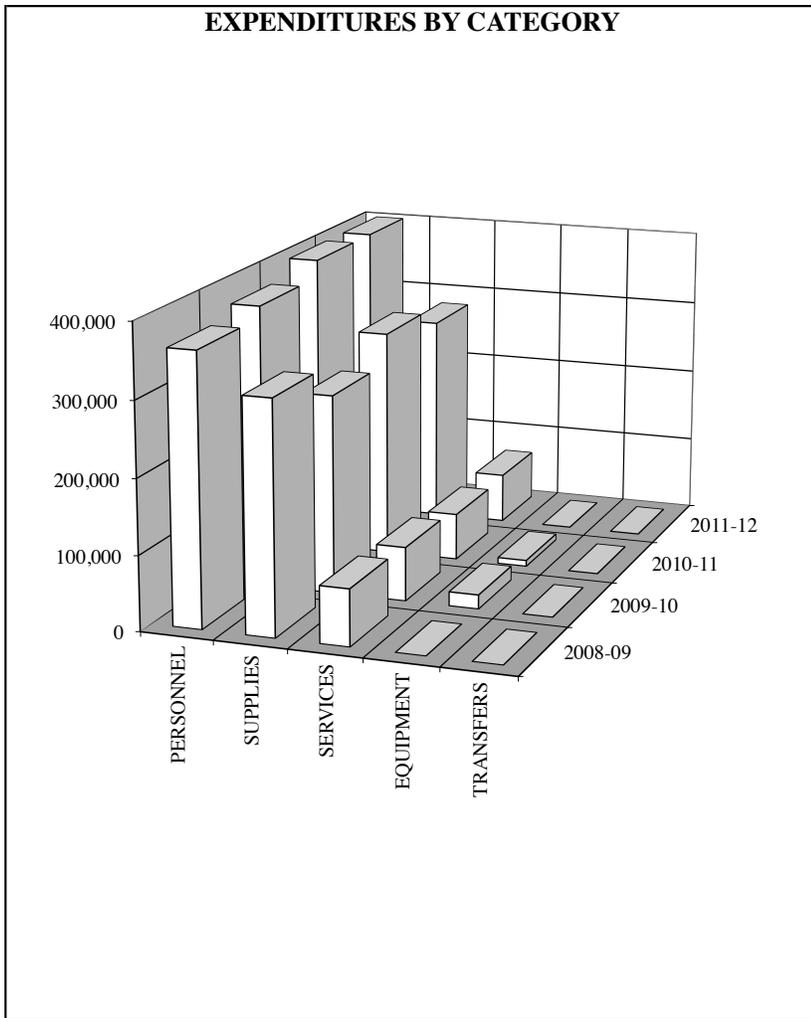
	<b>ACTUAL 2009-10</b>	<b>BUDGET 2010-11</b>	<b>MAYOR'S RECOMM. 2011-12</b>	<b>COUNCIL ADOPTED 2011-12</b>
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<b>EXPENDITURE SUMMARY</b>				
PERSONNEL	376,976	455,016	479,836	0
SUPPLIES	266,166	305,500	279,500	0
SERVICES	72,457	62,830	66,552	0
EQUIPMENT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

<b>REVENUE SUMMARY</b>				
GENERAL FUND		436,318	455,563	0
COPY SERVICES USER FEES		395,128	370,325	0
		<u>831,446</u>	<u>825,888</u>	<u>0</u>

<b>FULL TIME EQUIVALENT EMPLOYEES SUMMARY</b>				
PURCHASING	4.65	5.65	6.60	0.00
COPY SERVICES	1.35	1.35	1.40	0.00
	<u>6.00</u>	<u>7.00</u>	<u>8.00</u>	<u>0.00</u>

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**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	0
			SUPPLIES	262,543	300,000	275,000	0
			SERVICES	10,279	10,507	12,641	0
			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>0</b>
			<b>REVENUE SUMMARY</b>				
			COPY SERVICES		395,128	370,325	0
			<b>TOTAL</b>		<b>395,128</b>	<b>370,325</b>	<b>0</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	0
			<b>TOTAL</b>	<b>10,279</b>	<b>10,507</b>	<b>12,641</b>	<b>0</b>
				0			0

PERSONNEL DETAIL			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CLASS CODE	CLASS	PAY RANGE	10-11	11-12	2010-11	2011-12	2011-12
N 1032	Senior Office Assistant	28,835-39,127	1.00	1.00	33,427	34,750	
M 1310	Purchasing Agent	72,217-122,977	0.10	0.05	12,238	6,119	
A 1314	Buyer	44,624-62,282	0.25	0.25	12,804	13,580	
C 1512	Systems Specialist I	39,616-53,352		0.10		5,347	
	Salary Adjustment				1,459		
	Fringe Benefits				21,093	22,888	
	<b>TOTAL</b>		<b>1.35</b>	<b>1.40</b>	<b>81,021</b>	<b>82,684</b>	<b>0</b>