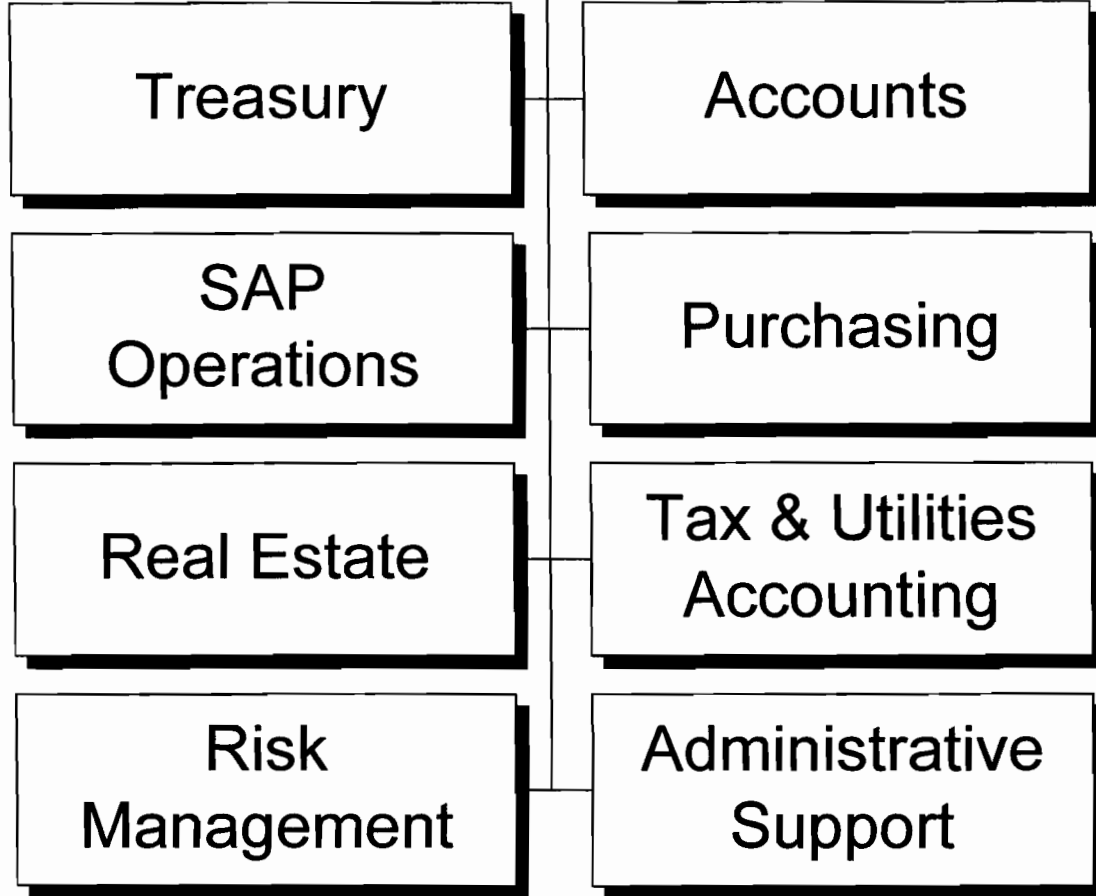


Finance



DEPARTMENT SUMMARY

PROGRAM General Government	DEPARTMENT Finance	DEPARTMENT NO. 35
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Program Goal

The Finance Department strives to maintain a fiscally sound governmental organization that conforms to legal requirements and to generally accepted financial management principles; maintains effective procurement procedures for commodities and services; provides for effective treasury management and a citywide risk management program; acquires, manages and disposes of property for public facilities; provides an effective debt management program; and provides financial advisory services for all city departments.

EXPENDITURES BY CHARACTER

CHARACTER	2004-05 ACTUAL EXPENDITURES	2005-06 ESTIMATED EXPENDITURES	2006-07 COUNCIL ALLOWANCE	PERCENT CHANGE FROM 2005-06 ESTIMATE
PERSONAL SERVICES	\$21,169,123	\$23,788,926	\$26,129,111	9.8%
CONTRACTUAL SERVICES	2,752,388	3,300,424	3,452,639	4.6%
INTERDEPARTMENTAL CHARGES AND CREDITS	(2,072,449)	(3,749,171)	(3,654,734)	-2.5%
SUPPLIES	179,088	205,905	350,100	70.0%
EQUIPMENT AND MINOR IMPROVEMENTS	32,793	192,800	43,200	-77.6%
DEBT SERVICE PAYMENTS	750	-	-	-
MISCELLANEOUS TRANSFERS	-	-	-	-
TOTAL	\$22,061,693	\$23,738,884	\$26,320,316	10.9%

AUTHORIZED POSITIONS

FULL-TIME POSITIONS	309.0	312.0	312.0	-
PART-TIME POSITIONS (FTE)	1.5	1.5	1.5	-
TOTAL	310.5	313.5	313.5	-

SOURCE OF FUNDS

General Funds	\$20,612,545	\$22,031,028	\$24,463,459	11.0%
Water Funds	751,118	811,005	927,965	14.4%
Wastewater Funds	628,615	781,917	781,834	-0.0%
City Improvement Funds	750	-	-	-
Grant Funds	2,000	-	-	-
Public Housing Funds	(75)	(8,141)	18,891	-100.0%
Sports Facilities Funds	66,740	123,075	128,167	4.1%
TOTAL	\$22,061,693	\$23,738,884	\$26,320,316	10.9%

2006-2007 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM	DEPARTMENT		DEPARTMENT NO.
General Government	Finance		35
ORGANIZATION DETAIL	2004-2005 ACTUAL EXPENDITURES	2005-2006 ESTIMATED EXPENDITURES	2006-2007 COUNCIL ALLOWANCE
Finance Administration	\$2,349,066	\$2,385,709	\$3,026,814
Utilities Accounting	1,379,733	1,593,714	1,709,799
Accounts			
Administration	(94,719)	47,300	121,243
Accounting/Financial Management	7,381,626	7,164,674	7,683,153
Inventory Management - Housing	998	(7,690)	18,058
Payroll	4,063,854	4,493,129	4,501,915
Accounts Payable	1,024,513	1,000,023	1,069,909
Subtotal	12,376,272	12,697,436	13,394,278
Risk Management	14,480	(81,476)	(83,815)
Treasury			
Banking and Cashiering Services	565,599	681,463	763,520
License Administration	798,166	818,356	877,719
Subtotal	1,363,765	1,499,819	1,641,239
Purchasing and Inventory			
Administration	831,548	1,087,357	1,141,057
Buying	288,030	37,276	155,347
Administrative Services	396,496	494,717	536,374
Supplies Administration	(78)	(451)	284
Petroleum Stores	(49,054)	(14,824)	49,121
Surplus Property	293,144	295,438	335,077
Subtotal	1,760,086	1,899,513	2,217,260
Real Estate			
Administration	537,294	960,476	1,062,363
Real Estate Appraisal	(299,987)	(215,035)	(186,645)
Property Management	1,626	(25,685)	25,989
Title	(400,571)	(466,458)	(439,964)
Relocation	(390,482)	(459,016)	(408,616)
Acquisition	(491,141)	(430,207)	(378,883)
Subtotal	(1,043,261)	(635,925)	(325,756)

2006-2007 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM General Government	DEPARTMENT Finance (Continued)		DEPARTMENT NO. 35
ORGANIZATION DETAIL	2004-2005 ACTUAL EXPENDITURES	2005-2006 ESTIMATED EXPENDITURES	2006-2007 COUNCIL ALLOWANCE
Tax Administration Tax Audit Tax Accounting	153,827 2,122,621 1,584,354	394,136 2,357,377 1,628,581	442,066 2,549,422 1,749,009
Subtotal	3,860,802	4,380,094	4,740,497
Debt Service	750	0	0
Total	\$22,061,693	\$23,738,884	\$26,320,316

2006-2007 OPERATING BUDGET

PROGRAM CHANGES

PROGRAM General Government	DEPARTMENT Finance				DEPARTMENT NO. 35
DESCRIPTION	2006-2007				ADDITIONAL 2007-2008 COSTS
	REDUCTIONS		ADDITIONS		
	POSITIONS	AMOUNT	POSITIONS	AMOUNT	
Convert a temporary inventory management coordinator position and a temporary accountant position to regular status.	-	-			

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
SUMMARY BY DIVISION					
Administration		27.0	27.0	-	27.0
Utilities Accounting		13.0	13.0	-	13.0
Accounts		88.2	90.2	-	90.2
Risk Management		12.0	12.0	-	12.0
Treasury		48.3	48.3	-	48.3
Purchasing and Inventory		47.0	48.0	-	48.0
Real Estate		37.0	37.0	-	37.0
Tax		38.0	38.0	-	38.0
Total Finance		310.5	313.5	-	313.5
DETAIL BY DIVISION					
Administration					
Finance Administration					
<u>Full Time</u>					
Chief Financial Officer	910	1.0	1.0	-	1.0
Asst Finance Director	905	1.0	1.0	-	1.0
Deputy Finance Director*Housng	903	1.0	1.0	-	1.0
Deputy Finance Director	842	3.0	3.0	-	3.0
Personnel Aide	726	1.0	1.0	-	1.0
Personnel Clerk II	723	1.0	1.0	-	1.0
Lead Info Tech Systems Spec	042	1.0	1.0	-	1.0
Accounting Supervisor	039	1.0	1.0	-	1.0
Investment Manager	039	1.0	1.0	-	1.0
Lead User Technology Spec	039	2.0	2.0	-	2.0
Accountant IV	037	1.0	1.0	-	1.0
Management Asst II	037	1.0	1.0	-	1.0
Senior User Technology Spec	037	1.0	1.0	-	1.0
Accountant III	035	2.0	2.0	-	2.0
User Technology Specialist	035	1.0	1.0	-	1.0
Personnel Officer I	034	1.0	1.0	-	1.0
Personnel Analyst I	030	1.0	1.0	-	1.0
Admin Secretary	027	1.0	1.0	-	1.0
Admin Aide*U7	026	1.0	1.0	-	1.0
Secretary III	025	4.0	4.0	-	4.0
Total Full Time		27.0	27.0	-	27.0
Total Finance Administration		27.0	27.0	-	27.0
Total Administration		27.0	27.0	-	27.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Utilities Accounting					
Utilities Accounting					
<u>Full Time</u>					
Accounting Supervisor	039	1.0	1.0	-	1.0
Accountant IV	037	2.0	2.0	-	2.0
Info Tech Analyst/Prg II	037	1.0	1.0	-	1.0
Rate Analyst	036	1.0	1.0	-	1.0
Accountant III	035	3.0	3.0	-	3.0
Water & Wastewtr Econ Anlst	035	1.0	1.0	-	1.0
Accountant II	032	3.0	3.0	-	3.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		13.0	13.0	-	13.0
Total Utilities Accounting		13.0	13.0	-	13.0
Total Utilities Accounting		13.0	13.0	-	13.0
Accounts					
Administration					
<u>Full Time</u>					
Admin Aide	326	1.0	1.0	-	1.0
Account Clerk III	325	1.0	1.0	-	1.0
Treasury Administrator	039	1.0	1.0	-	1.0
Accountant III	035	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		5.0	5.0	-	5.0
<u>Part Time</u>					
Account Clerk II	321	0.2	0.2	-	0.2
Total Part Time		0.2	0.2	-	0.2
Total Administration		5.2	5.2	-	5.2

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Accounting/Financial Mgmt					
<u>Full Time</u>					
Deputy Finance Director	842	2.0	2.0	-	2.0
Account Clerk III	325	5.0	5.0	-	5.0
Account Clerk II	321	1.0	1.0	-	1.0
Lead Info Tech Systems Spec	042	1.0	1.0	-	1.0
Info Tech Project Manager	041	2.0	2.0	-	2.0
Accountant IV*Utilities Acctng	039	1.0	1.0	-	1.0
Accounting Supervisor	039	1.0	1.0	-	1.0
Accountant IV*Housing	038	1.0	1.0	-	1.0
Internal Auditor IV	038	1.0	1.0	-	1.0
Procurement Manager	038	1.0	1.0	-	1.0
Accountant IV	037	6.0	6.0	-	6.0
Info Tech Analyst/Prg II	037	1.0	1.0	-	1.0
Inventory Management Coord	037	1.0	1.0	1.0	2.0
Accountant III	035	8.0	8.0	1.0	9.0
User Technology Specialist	035	1.0	1.0	-	1.0
Info Tech Service Specialist	033	1.0	1.0	-	1.0
Accountant II	032	9.0	9.0	-	9.0
Accountant I	029	5.0	5.0	-	5.0
Total Full Time		48.0	48.0	2.0	50.0
<u>Temporary</u>					
Inventory Management Coord	037	-	1.0	(1.0)	-
Accountant III	035	-	1.0	(1.0)	-
Total Temporary		-	2.0	(2.0)	-
Total Accounting/Financial Mgmt		48.0	50.0	-	50.0
Inventory Mgmt Housing					
<u>Full Time</u>					
Customer Service Clerk	320	1.0	1.0	-	1.0
Supplies Clerk II*U2	215	1.0	1.0	-	1.0
Budget Analyst I	032	1.0	1.0	-	1.0
Total Full Time		3.0	3.0	-	3.0
Total Inventory Mgmt Housing		3.0	3.0	-	3.0
Payroll					
<u>Full Time</u>					
Account Clerk III*U8	725	6.0	6.0	-	6.0
Payroll Supervisor	037	1.0	1.0	-	1.0
Accountant III	035	2.0	2.0	-	2.0
Accountant II	032	1.0	1.0	-	1.0
Accountant I	029	4.0	4.0	-	4.0
Total Full Time		14.0	14.0	-	14.0
Total Payroll		14.0	14.0	-	14.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Accounts Payable					
<u>Full Time</u>					
Account Clerk III	325	12.0	12.0	-	12.0
Accountant IV	037	1.0	1.0	-	1.0
Accountant II	032	2.0	2.0	-	2.0
Accountant I	029	2.0	2.0	-	2.0
Account Clerk Supervisor	027	1.0	1.0	-	1.0
Total Full Time		18.0	18.0	-	18.0
Total Accounts Payable		18.0	18.0	-	18.0
Total Accounts		88.2	90.2	-	90.2
Risk Management					
Risk Management					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Secretary II	321	2.0	2.0	-	2.0
Relocation Supervisor	037	1.0	1.0	-	1.0
Claims Coordinator	033	2.0	2.0	-	2.0
Claims Analyst	030	3.0	3.0	-	3.0
Accountant I	029	1.0	1.0	-	1.0
Secretary III	025	2.0	2.0	-	2.0
Total Full Time		12.0	12.0	-	12.0
Total Risk Management		12.0	12.0	-	12.0
Total Risk Management		12.0	12.0	-	12.0
Treasury					
Treasury Collections					
<u>Full Time</u>					
Treasury Collections Rep	327	15.0	15.0	-	15.0
Account Clerk III	325	2.0	2.0	-	2.0
Treasury Collections Supv	032	2.0	2.0	-	2.0
Total Full Time		19.0	19.0	-	19.0
<u>Temporary</u>					
Treasury Collections Rep	327	1.0	1.0	-	1.0
Total Temporary		1.0	1.0	-	1.0
Total Treasury Collections		20.0	20.0	-	20.0
Banking and Cashiering					
<u>Full Time</u>					
Account Clerk II	321	8.0	8.0	-	8.0
Meter Collection Clerk	319	1.0	1.0	-	1.0
Accountant IV	037	1.0	1.0	-	1.0
Accountant I	029	2.0	2.0	-	2.0
Total Full Time		12.0	12.0	-	12.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT	DEPARTMENT NO.		
General Government		Finance	35		
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
<u>Part Time</u>					
Meter Collection Clerk	319	0.7	0.7	-	0.7
Total Part Time		0.7	0.7	-	0.7
Total Banking and Cashiering		12.7	12.7	-	12.7
License Administration					
<u>Full Time</u>					
License Inspector	327	7.0	7.0	-	7.0
Customer Service Clerk	320	4.0	4.0	-	4.0
Remote Comp Term Op	320	1.0	1.0	-	1.0
Treasury Collections Supv	032	1.0	1.0	-	1.0
Tax Enforcement Supervisor	031	1.0	1.0	-	1.0
Customer Service Clerk*Lead-U7	022	1.0	1.0	-	1.0
Total Full Time		15.0	15.0	-	15.0
<u>Part Time</u>					
Customer Service Clerk	320	0.6	0.6	-	0.6
Total Part Time		0.6	0.6	-	0.6
Total License Administration		15.6	15.6	-	15.6
Total Treasury		48.3	48.3	-	48.3
Purchasing and Inventory					
Administration					
<u>Full Time</u>					
Procurement Manager	038	2.0	3.0	-	3.0
Management Asst II	037	-	1.0	-	1.0
Total Full Time		2.0	4.0	-	4.0
<u>Temporary</u>					
Procurement Manager	038	1.0	-	-	-
Management Asst II	037	1.0	-	-	-
Total Temporary		2.0	-	-	-
Total Administration		4.0	4.0	-	4.0
Buying					
<u>Full Time</u>					
Contracts Specialist II	035	2.0	2.0	-	2.0
Procurement Supervisor	034	5.0	5.0	-	5.0
Senior Buyer	032	5.0	6.0	-	6.0
Auto Parts Buyer	031	1.0	1.0	-	1.0
Buyer	031	5.0	5.0	-	5.0
Total Full Time		18.0	19.0	-	19.0
Total Buying		18.0	19.0	-	19.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Administrative Services					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Buyer Aide	326	2.0	2.0	-	2.0
Secretary II	321	1.0	1.0	-	1.0
Clerical Supervisor	027	1.0	1.0	-	1.0
Secretary III	025	2.0	2.0	-	2.0
Total Full Time		7.0	7.0	-	7.0
Total Administrative Services		7.0	7.0	-	7.0
Supplies Administration					
<u>Full Time</u>					
Supplies Clerk III*U2	217	1.0	1.0	-	1.0
Supplies Clerk II*U2	215	2.0	2.0	-	2.0
Supplies Clerk I*U2	212	5.0	5.0	-	5.0
Supplies Clerk III*U7	027	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		10.0	10.0	-	10.0
Total Supplies Administration		10.0	10.0	-	10.0
Petroleum Stores					
<u>Full Time</u>					
Equipment Op IV*U2	217	2.0	2.0	-	2.0
Supplies Clerk II*U2	215	1.0	1.0	-	1.0
Petroleum Supplies Supervisor	034	1.0	1.0	-	1.0
Total Full Time		4.0	4.0	-	4.0
Total Petroleum Stores		4.0	4.0	-	4.0
Surplus Property					
<u>Full Time</u>					
Supplies Clerk II*U2	215	1.0	1.0	-	1.0
Supplies Clerk I*U2	212	2.0	2.0	-	2.0
Supplies Supervisor	034	1.0	1.0	-	1.0
Total Full Time		4.0	4.0	-	4.0
Total Surplus Property		4.0	4.0	-	4.0
Total Purchasing and Inventory		47.0	48.0	-	48.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Real Estate					
Administration					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Account Clerk III	325	1.0	1.0	-	1.0
Asst Real Estate Admin	039	2.0	2.0	-	2.0
Admin Aide*U7	026	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		6.0	6.0	-	6.0
Total Administration		6.0	6.0	-	6.0
Real Estate Appraisal					
<u>Full Time</u>					
Asst Real Estate Admin	039	1.0	1.0	-	1.0
Review Appraiser	037	3.0	3.0	-	3.0
Total Full Time		4.0	4.0	-	4.0
Total Real Estate Appraisal		4.0	4.0	-	4.0
Property Management					
<u>Full Time</u>					
Property Management Supervisor	037	1.0	1.0	-	1.0
Property Specialist	032	6.0	6.0	-	6.0
Total Full Time		7.0	7.0	-	7.0
Total Property Management		7.0	7.0	-	7.0
Title					
<u>Full Time</u>					
Title Records Supervisor	037	1.0	1.0	-	1.0
Property Specialist	032	6.0	6.0	-	6.0
Total Full Time		7.0	7.0	-	7.0
Total Title		7.0	7.0	-	7.0
Relocation					
<u>Full Time</u>					
Management Asst II	037	1.0	1.0	-	1.0
Relocation Specialist	033	3.0	3.0	-	3.0
Total Full Time		4.0	4.0	-	4.0
Total Relocation		4.0	4.0	-	4.0

2006-2007 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2004-05	2005-06	2006-07	
		AUTHORIZED POSITIONS AS OF 6/30/05	AUTHORIZED POSITIONS AS OF 6/30/06	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Acquisition					
<u>Full Time</u>					
Asst Real Estate Admin	039	1.0	1.0	-	1.0
Project Manager	036	4.0	4.0	-	4.0
Real Estate Operations Spec	034	1.0	1.0	-	1.0
Property Specialist	032	2.0	2.0	-	2.0
Project Management Assistant	031	1.0	1.0	-	1.0
Total Full Time		9.0	9.0	-	9.0
Total Acquisition		9.0	9.0	-	9.0
Total Real Estate		37.0	37.0	-	37.0
Tax					
Administration					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Asst Tax & License Adm	039	1.0	1.0	-	1.0
Total Full Time		2.0	2.0	-	2.0
Total Administration		2.0	2.0	-	2.0
Tax Audit					
<u>Full Time</u>					
Account Clerk III	325	2.0	2.0	-	2.0
Secretary II	321	1.0	1.0	-	1.0
Tax Audit Supervisor	037	5.0	5.0	-	5.0
Accountant III	035	2.0	2.0	-	2.0
Info Tech Analyst/Prg I	035	1.0	1.0	-	1.0
Senior Tax Auditor	033	9.0	9.0	-	9.0
Admin Asst I	030	1.0	1.0	-	1.0
Tax Auditor	030	10.0	10.0	-	10.0
Total Full Time		31.0	31.0	-	31.0
Total Tax Audit		31.0	31.0	-	31.0
Tax Accounting					
<u>Full Time</u>					
Account Clerk III	325	2.0	2.0	-	2.0
Accountant I	029	3.0	3.0	-	3.0
Total Full Time		5.0	5.0	-	5.0
Total Tax Accounting		5.0	5.0	-	5.0
Total Tax		38.0	38.0	-	38.0
Total Finance		310.5	313.5	-	313.5