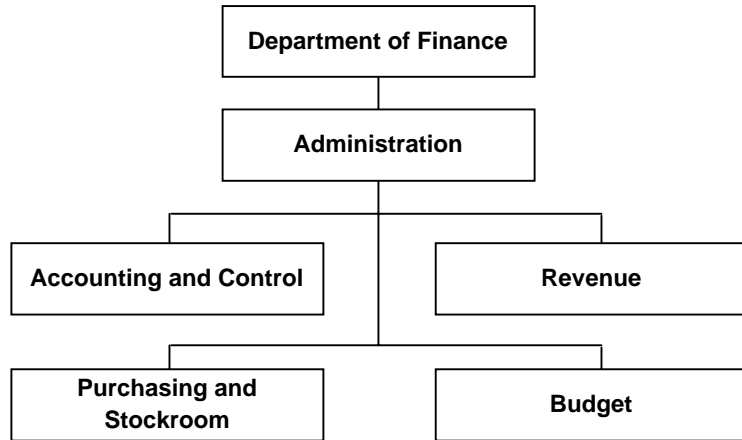
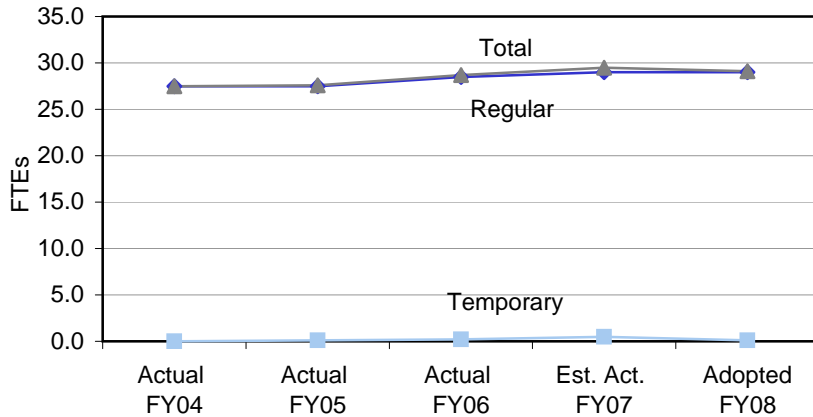


Department of Finance



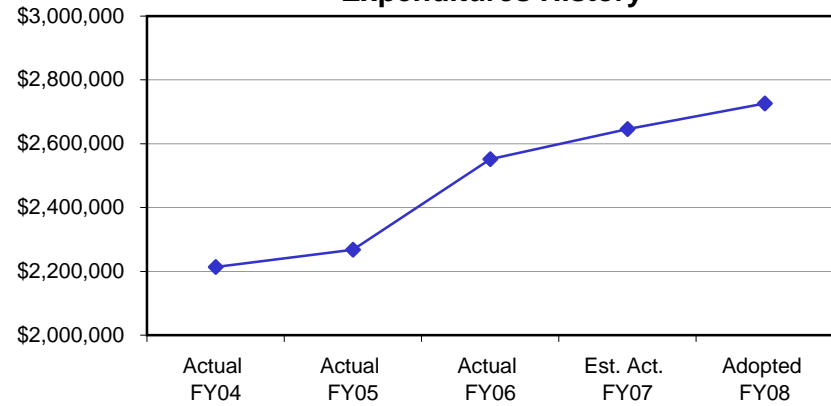
Staffing Trend



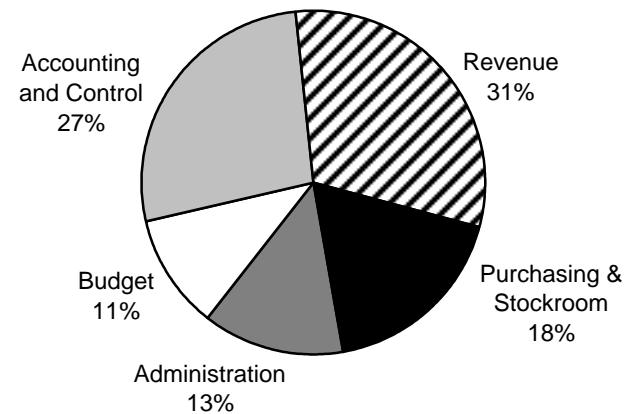
Department Mission Statement

The Department of Finance maintains the City's high standard of financial excellence by providing the citizens, employees, and vendors with professional customer service through the collection and disbursement of funds, financial reporting, and management of assets.

Expenditures History



Use of Funds



Department of Finance

Department Summary

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Dept. Expenditures by Division				
Administration	351,862	341,426	426,726	365,600
Accounting and Control	586,911	690,365	681,952	730,000
Revenue	920,913	739,969	771,660	841,400
Purchasing / Stockroom	456,586	488,146	488,166	494,455
Budget	235,840	283,044	277,836	294,550
Department Total	\$2,552,112	\$2,542,950	2,646,340	2,726,005

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Dept. Expenditures by Type				
Salary and Wages	1,645,484	1,802,021	1,765,608	1,859,500
Benefits	369,239	429,766	424,558	470,700
Overtime	14,022	3,393	3,393	3,400
Personnel Subtotal	\$2,028,745	\$2,235,180	\$2,193,559	\$2,333,600
Contractual Services	180,498	184,110	279,061	197,810
Commodities	40,697	23,660	23,720	24,595
Capital Outlays	302,172	100,000	150,000	170,000
Other	0	0	0	0
Operating Subtotal	\$523,367	\$307,770	\$452,781	\$392,405
Department Total	\$2,552,112	\$2,542,950	\$2,646,340	\$2,726,005

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Department Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,658,031	1,832,429	1,904,128	1,914,805
Water Fund (210)	894,081	710,521	742,212	811,200
Subtotal	\$2,552,112	\$2,542,950	\$2,646,340	\$2,726,005
Department Total	\$2,552,112	\$2,542,950	\$2,646,340	\$2,726,005

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Administration	2.0	2.0	2.0	2.0
Accounting and Control	9.0	9.0	9.0	9.0
Revenue	9.0	9.0	9.0	9.0
Purchasing / Stockroom	5.5	6.0	6.0	6.0
Budget	3.0	3.0	3.0	3.0
Regular Subtotal	28.5	29.0	29.0	29.0
<i>Temporary</i>				
Administration	0.1	0.0	0.0	0.0
Accounting and Control	0.0	0.0	0.2	0.0
Purchasing / Stockroom	0.1	0.0	0.2	0.0
Budget	0.0	0.1	0.1	0.1
Temporary Subtotal	0.2	0.1	0.5	0.1
Department Total	28.7	29.1	29.5	29.1

Department of Finance

Department Summary

Department Overview:

The Department of Finance assists the departments of the City government in meeting their service objectives by acquiring goods and services, allocating and tracking the organization's financial resources, processing financial transactions, and providing information and analysis as a basis for decision making. The department bills and/or collects revenue and provides assistance to taxpayers and utility customers. The department also secures financing for capital construction and safeguards and invests City funds.

Objectives:

The strategic objectives of the Finance Department are:

- Promote a high level of public trust in financial transactions \$
- Maintain City's financial health and stability \$
- Ensure financial accountability across the organization \$
- Professional management of resources \$ ☺
- Equitable and ethical service to all customers 🏠

Significant Changes:

Adopted FY07 to Estimated Actual FY07

Implemented a new utility billing system.

The department is in the process of implementing an upgraded web-based payroll / human resource system that includes payroll and position control.

Estimated Actual FY07 to Adopted FY08

The implementation of GASB 34, a set of significant changes to the rules governing financial reporting, will continue. GASB 45, otherwise known as OPEB (Other Post-Employment Benefits) may change the way funding is provided for retiree health benefits.

The department will be implementing a new purchasing card (P-Card) system due to a bank merger. This upgrade will enhance the P-Card processing and controls.

In conjunction with Public Works, implement citywide water meter replacement program.

Department History:

	Actual FY05	Actual FY06	Est. Act. FY07	Estimate FY08
Number of citizen service requests (CSRs) received and responded to	10	15	13	14
Percent of employee performance evaluations completed before their anniversary date	90%	90%	24%	90%
Turnover rate	7.3%	7.0%	10.4%	7.0%
Lost Time	N/A	5.1%	5.0%	5.0%

Department of Finance

Division: Administration

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Cost Center				
Administration	351,862	341,426	426,726	365,600
Division Total	\$351,862	\$341,426	\$426,726	\$365,600

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Type				
Salary and Wages	207,143	215,096	215,096	225,100
Benefits	37,846	39,145	39,145	43,200
Overtime	0	0	0	0
Personnel Subtotal	\$244,989	\$254,241	\$254,241	\$268,300
Contractual Services	78,732	77,300	162,600	87,300
Commodities	28,141	9,885	9,885	10,000
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$106,873	\$87,185	\$172,485	\$97,300
Division Total	\$351,862	\$341,426	\$426,726	\$365,600

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	351,862	341,426	426,726	365,600
Subtotal	\$351,862	\$341,426	\$426,726	\$365,600
Division Total	\$351,862	\$341,426	\$426,726	\$365,600

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Administration	2.0	2.0	2.0	2.0
Regular Subtotal	2.0	2.0	2.0	2.0
<i>Temporary</i>				
Administration	0.1	0.0	0.0	0.0
Temporary Subtotal	0.1	0.0	0.0	0.0
Division Total	2.1	2.0	2.0	2.0

Department of Finance

Division: Administration

Division Purpose:

The Administration Division is responsible for developing City financial management policies and strategies. The division promotes equitable taxation systems and usage fees; maximizes the return on City investments at minimal risk; maintains banking relations; plans and executes bond sales; and provides internal control oversight. The Director of Finance serves as the Executive Secretary to the Retirement Board.

Significant Changes:

Adopted FY07 to Estimated Actual FY07

None.

Estimated Actual FY07 to Adopted FY08

None.

Cost Center: Administration

Objectives:

- Provides guidance and financial oversight to Finance divisions \$
- Plans, organizes, leads, monitors and directs overall Finance function \$
- Promotes long-term financial health through recommending financial policies, practices, and procedures \$
- Maintain City's AA+ bond rating through sound debt administration \$
- Continue efforts to reduce costs across City departments, building on efforts from the Strengthening the Bottom Line process \$
- Monitors cash flow needs carefully to maximize interest income \$
- Closely monitors the impact of economic conditions on major revenue sources \$
- Promotes High Performance Organization (HPO) principles and initiatives throughout the Department \$

Performance Measures:

	Actual FY06	Target FY07	Est. Act. FY07	Target FY08
Investment interest rate earned as a percent of the three-month T-bill rate	97%	105%	102%	105%
Bond rating	AA+	AA+	AA+	AA+

Workload Measures:

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Number of investment reports to Mayor and Council	6 / 6 *	12 / 12	12 / 12	12 / 12
Number of bond sales executed	1	0	0	1

* First report distributed in January 2006.

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Director	1.0	1.0
Administrative Assistant	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Accounting and Control

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Cost Center				
Accounting and Control	586,911	\$690,365	681,952	730,000
Division Total	\$586,911	\$690,365	\$681,952	\$730,000

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Type				
Salary and Wages	472,737	546,910	530,497	567,200
Benefits	99,397	123,555	123,555	142,900
Overtime	0	0	0	0
Personnel Subtotal	\$572,134	\$670,465	\$654,052	\$710,100
Contractual Services	8,860	15,100	23,100	14,400
Commodities	5,917	4,800	4,800	5,500
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$14,777	\$19,900	\$27,900	\$19,900
Division Total	\$586,911	\$690,365	\$681,952	\$730,000

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	586,911	690,365	681,952	730,000
Subtotal	\$586,911	\$690,365	\$681,952	\$730,000
Division Total	\$586,911	\$690,365	\$681,952	\$730,000

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Accounting and Control	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Accounting and Control	0.0	0.0	0.2	0.0
Temporary Subtotal	0.0	0.0	0.2	0.0
Division Total	9.0	9.0	9.2	9.0

Department of Finance

Division: Accounting and Control

Division Purpose:

The Accounting and Control Division provides timely and accurate accounting and internal control services for the City. Provides professional and consistent financial services to all city departments through accounts payable, payroll processing and accounting services. Oversees and reports on a timely and accurate basis all financial results of city operations through the City's annual financial report. Maintains the City's pension and deferred compensation programs, prepares and oversees accurate input of City's actuarial reports as well as performs timely pension benefit calculations.

Significant Changes:

Adopted FY07 to Estimated Actual FY07

The Accounting and Control Division implemented in FY06 the web-based financial system that includes the general ledger, accounts payable, accounting, inventory, and purchasing functions. System modules are continuously being added and enhanced to improve functionality.

This division is also in the process of implementing an upgraded web-based time and attendance program for employees as well as developing an automated timesheet process for the administrative and part-time employees.

The division is in the process of implementing an upgraded web-based payroll/human resource system that includes payroll and position control. This system will allow the City to:

- Respond to requests for information more efficiently
- Support automated business practices
- Streamline workflow (approvals on line)
- Reduce paper

The Division has contracted with a consultant firm to provide an actuarial report for GASB 45, known OPEB (Other Post-Employment Benefits). The purpose of the valuation is to (1) determine liability of retiree health plan, (2) budget for costs (3) plan for how to address future funding/liability issues.

Estimated Actual FY07 to Adopted FY08

The Accounting and Control Division is in the process of implementing an upgraded web-based payroll/human resources system that includes payroll and position control. The first phase of implementation will be completed during the second quarter of FY08.

The Division will be implementing a new purchasing card (P-Card) system due to a bank merger. This upgrade will enhance the P-Card processing and controls.

The Division will maintain and upgrade existing modules in the new financial system and human resource system and web-based time and attendance system.

The Division will begin implementing the reporting component of GASB 45.

Cost Center: Accounting and Control

Objectives:

- Conduct approximately 72 internal financial and operational reviews on a routine basis \$
- Compliance with Generally Accepted Accounting Principles \$
- Continue to implement GASB 34, a major change to the rules governing governmental financial reporting, including retroactively reporting capitalized infrastructure in FY07 and FY08 \$
- Continue to provide staff training on new financial and payroll/HR web-based systems O\$
- Implement GASB 45, OPEB in FY08 and FY09 \$

Department of Finance

Performance Measures:

	Actual FY06	Target FY07	Est. Act. FY07	Target FY08
Number of years receiving GFOA Achievement of Excellence in Financial Reporting Certificate for Annual Financial Report	17	18	18	19
Receive an unqualified audit opinion	Yes	Yes	Yes	Yes
Number of payroll checks voided due to payroll error	4	0	8	0
Percent of employees satisfied with payroll Service *	89%	90%	2.97 / 4.00 or 74%	3.25 / 4.00 or 81%
Percent of employees rating the quality and timeliness of payment processing as good or excellent *	73%	90%	2.89 / 4.00 or 72%	3.25 / 4.00 or 81%
Number of voided vendor disbursement checks due to A/P error	6	0	0	0

* Internal Survey scale changed to a four point grading system.

Workload Measures:

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Number of internal control reviews completed and P-Card audits *	35	60	70	72
Number of professional development classes/ training staff attended	10	12	12	15
Number of financial system training classes held for system users **	40	4	12	16
Percent of FTE's on payroll direct deposit	85%	90%	86%	90%

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Number of payroll checks / EFT's issued	20,740	21,000	21,000	21,000
Total number of Purchasing Card transactions processed *	8,876	9,500	10,140	11,000
Number of Help Desk Calls for Financial, HR & P-Card Systems	125	125	125	175

* Please see purchasing division for more P-Card performance measures.

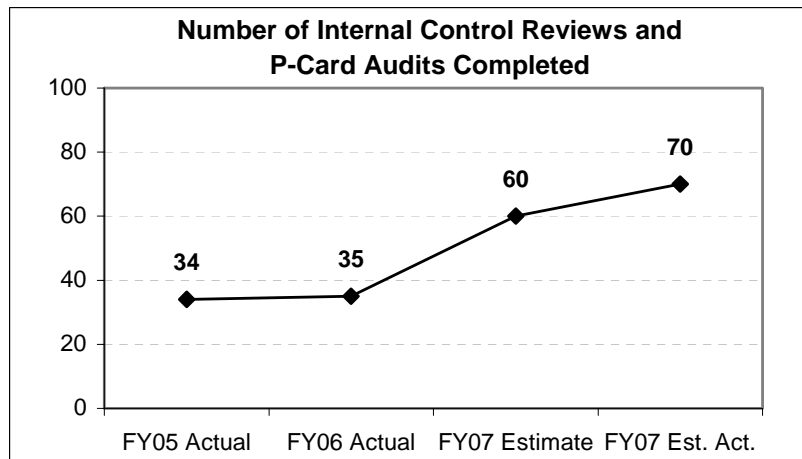
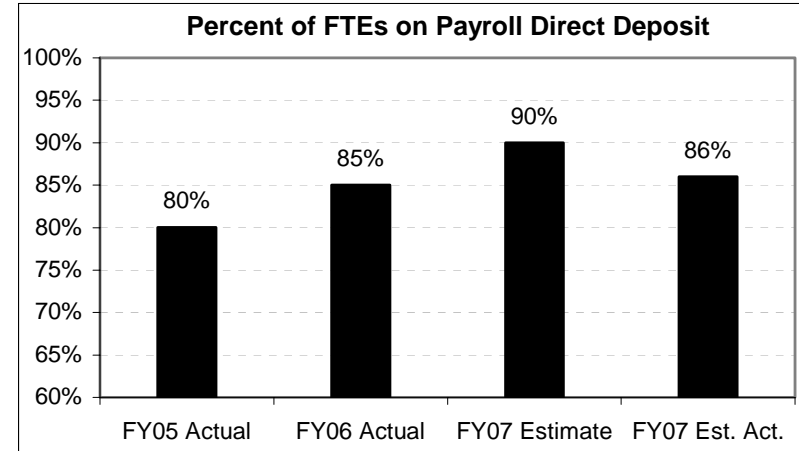
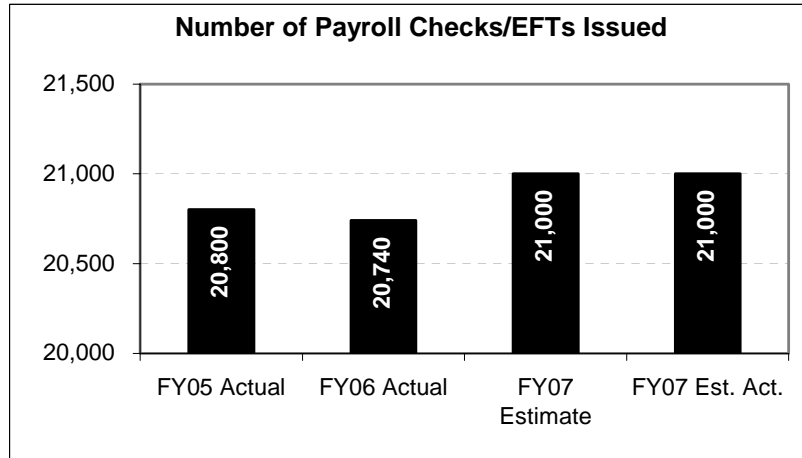
** Training sessions vary due to implementation of financial system in FY06.

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Financial Systems Manager	1.0	1.0
Financial Accounting Manager	1.0	1.0
Senior Accountant	1.0	1.0
Accountant	1.0	1.0
Accounts Payable Assistant I	1.0	1.0
Accounts Payable Assistant II	1.0	1.0
Payroll Assistant I	2.0	2.0
Payroll Assistant II	1.0	1.0
Cost Center Total	9.0	9.0

Department of Finance

Supplemental Information:



Department of Finance

Division: Revenue

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Cost Center				
Revenue	920,913	739,969	771,660	841,400
Division Total	\$920,913	\$739,969	\$771,660	\$841,400

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Type				
Salary and Wages	412,923	430,122	410,122	440,000
Benefits	112,565	121,354	121,354	138,400
Overtime	12,132	3,393	3,393	3,400
Personnel Subtotal	\$537,620	\$554,869	\$534,869	\$581,800
Contractual Services	79,468	79,500	81,151	84,000
Commodities	1,653	5,600	5,640	5,600
Capital Outlays	302,172	100,000	150,000	170,000
Other	0	0	0	0
Operating Subtotal	\$383,293	\$185,100	\$236,791	\$259,600
Division Total	\$920,913	\$739,969	\$771,660	\$841,400

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	26,832	29,448	29,448	30,200
Water Fund (210)	894,081	710,521	742,212	811,200
Subtotal	\$920,913	\$739,969	\$771,660	\$841,400
Division Total	\$920,913	\$739,969	\$771,660	\$841,400

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Revenue	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Revenue

Division Purpose:

Ensure the timely, accurate and equitable collection of all revenues due to the City by collecting and recording the receipt of revenues for all City departments; managing the billing and collection of City water, sewer and refuse fees; recording and reconciling the receipt of City front-foot benefit charges; and managing the billing and collection of special assessment charges.

Significant Changes:

Adopted FY07 to Estimated Actual FY07

Implemented a new utility billing system.

Estimated Actual FY07 to Adopted FY08

Implementation of a citywide water meter replacement program.

Cost Center: Revenue

Objectives:

- Ensure that all utility properties are billed appropriately and registered with the City by performing periodic audits using CPDS information, GIS maps, Refuse Operations Division information and the Maryland Dept. of Assessment and Taxation records \$
- Ensure revenues are properly collected and reported and monitor revenue collection by preparing and analyzing quarterly reports \$
- Ensure billing practices are consistent with encouraging water conservation by notifying customers of high water usage and allowing credits for timely plumbing repairs m \$
- Ensure funds collection accuracy by performing periodic "spot" audits of the cashier and address any overage/shortage issues \$
- Ensure utility rates are equitably distributed among users and are sufficient to assure the stability and financial health of the utility funds \$
- Redesign utility bills to provide more clear account information m \$
- Continue to upgrade the meter reading and billing processes to provide a more efficient system c \$

Workload Measures:

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Number of utility audits	3	4	3	4
Number of cashier audits	6	12	10	12
Number of service work orders completed	1,943	2,000	2,102	1,500
Number of water meters read monthly	165	544	573	593
Number of water meters read quarterly	12,267	11,906	11,927	11,977
Number of bills issued:				
• Water/sewer, refuse	78,943	79,000	79,000	79,000
• Special Assessments	65	50	42	40

Performance Measures:

	Actual FY06	Target FY07	Est. Act. FY07	Target FY08
Amount of cashier variance recorded annually	\$19	\$25	\$25	\$25
Number of monthly cashier audits that balance	N/A	N/A	10 / 12 or 83%	11 / 12 or 92%
Number of bills sent out by the 15 th of the month	N/A	N/A	12 / 12 or 100%	12 / 12 or 100%

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Revenue Supervisor	1.0	1.0
Revenue Assistant I	2.0	2.0
Revenue Assistant II	1.0	1.0
Meter Services Supervisor	1.0	1.0
Meter Services Technician	3.0	3.0
Cashier	1.0	1.0
Cost Center Total	9.0	9.0

Department of Finance

Division: Purchasing and Stockroom

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures By Cost Center				
Purchasing and Contracts	310,223	346,135	346,135	346,500
Stockroom	146,363	142,011	142,031	147,955
Division Total	\$456,586	\$488,146	\$488,166	\$494,455

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Type				
Salary and Wages	358,748	383,438	383,438	387,200
Benefits	82,905	94,773	94,773	97,300
Overtime	1,890	0	0	0
Personnel Subtotal	\$443,543	\$478,211	\$478,211	\$484,500
Contractual Services	11,629	6,810	6,810	6,760
Commodities	1,414	3,125	3,145	3,195
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$13,043	\$9,935	\$9,955	\$9,955
Division Total	\$456,586	\$488,146	\$488,166	\$494,455

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	456,586	488,146	488,166	494,455
Subtotal	\$456,586	\$488,146	\$488,166	\$494,455
Division Total	\$456,586	\$488,146	\$488,166	\$494,455

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Purchasing and Contracts	3.5	4.0	4.0	4.0
Stockroom	2.0	2.0	2.0	2.0
Regular Subtotal	5.5	6.0	6.0	6.0
<i>Temporary</i>				
Purchasing and Contracts	0.1	0.0	0.2	0.0
Temporary Subtotal	0.1	0.0	0.2	0.0
Division Total	5.6	6.0	6.2	6.0

Department of Finance

Division: Purchasing and Stockroom

Division Purpose:

To provide the City with the means to obtain quality goods and services at the best value, maintain the integrity of the bidding process while conforming to city, state and federal requirements for procurement. To provide central stockroom services to procure, store and maintain proper inventory levels of supplies, materials and equipment used in operating, maintenance and repair activities by various City departments. To manage a surplus property program for the disposal of property in a timely manner, while maximizing return.

Significant Changes:

Adopted FY07 to Estimated Actual FY07

The Purchasing Division has completed an upgrade to the financial management system, including procurement software. This implementation allows staff to administer on-line purchase requisitioning. The contract for the sale of surplus City property via an Internet auction service has been signed. This process allows the City to set minimum bids and attracts bidders nationwide.

Estimated Actual FY07 to Adopted FY08

The Purchasing Division will provide on-going quarterly training sessions for staff covering the on-line purchasing requisition process.

Cost Center: Purchasing

Objectives:

- Ensure the integrity of the public bidding process \$
- Develop an on-going quarterly training program for staff covering the on-line purchasing requisition process and implementation of additional purchasing features of the system ☺ \$

Workload Measures:

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Number / percent of awards made without protest	30 / 100%	30 / 100%	30 / 100%	30 / 100%
Number of bids over \$15,000	30	30	30	30
Value of purchasing card transactions processed	\$2.5M	\$2.7M	\$2.7M	\$2.7M
Number of P-cards managed	64	70	67	67

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Contract Officer	1.0	1.0
Purchasing Supervisor	1.0	1.0
Buyer II	1.0	1.0
Buyer I (2)	1.0	1.0
Cost Center Total	4.0	4.0

Cost Center: Stockroom

Objectives:

- Maintain adequate levels of stock to prevent outages of needed materials \$
- Monitor stockroom assets \$
- Implement internet auction to yield greatest return for surplus property \$

Performance Measures:

	Actual FY06	Target FY07	Est. Act. FY07	Target FY08
Percent of error between actual and system inventory counts	0.03%	0.02%	0.02%	0.02%

Workload Measures:

	Actual FY06	Estimate FY07	Est. Act. FY07	Estimate FY08
Value of inventory stored	\$315,270	\$300,000	\$300,000	\$300,000
Value of inventory written off as obsolete at year end	\$0	\$4,000	\$4,000	\$4,000
Value of items sold via internet auction	N/A	N/A	N/A	\$500

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Inventory Services Supervisor	1.0	1.0
Inventory Services Clerk	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Budget

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Cost Center				
Budget	235,840	283,044	277,836	294,550
Division Total	\$235,840	\$283,044	\$277,836	\$294,550

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Division Expenditures by Type				
Salary and Wages	193,934	226,455	226,455	240,000
Benefits	36,525	50,939	45,731	48,900
Overtime	0	0	0	0
Personnel Subtotal	\$230,459	\$277,394	\$272,186	\$288,900
Contractual Services	1,809	5,400	5,400	5,350
Commodities	3,572	250	250	300
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$5,381	\$5,650	\$5,650	\$5,650
Division Total	\$235,840	\$283,044	\$277,836	\$294,550

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	235,840	283,044	277,836	294,550
Subtotal	\$235,840	\$283,044	\$277,836	\$294,550
Division Total	\$235,840	\$283,044	\$277,836	\$294,550

	Actual FY06	Adopted FY07	Est. Act. FY07	Adopted FY08
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Budget	3.0	3.0	3.0	3.0
Regular Subtotal	3.0	3.0	3.0	3.0
<i>Temporary</i>				
Budget	0.0	0.1	0.1	0.1
Temporary Subtotal	0.0	0.1	0.1	0.1
Division Total	3.0	3.1	3.1	3.1

Department of Finance

Division: Budget

Division Purpose:

The Budget Division oversees and reports on a timely and accurate basis all budgetary policies and procedures through the City's annual Operating and Capital Improvements Program budgets. This division also provides services related to resource allocation, fiscal analysis, and forecasting, and regularly provides objective information and recommendations to the Mayor and Council, City Manager, and city departments.

Significant Changes:

Adopted FY07 to Estimated Actual FY07

None.

Estimated Actual FY07 to Adopted FY08

None.

Cost Center: Budget

Objectives:

- Support the Mayor and Council, City Manager, and city departments with recommendations on resource allocation, fiscal policy, and efficient operations \$
- Coordinate the development, implement and manage the FY08 Operating Budget and the FY08 – FY12 Capital Improvements Program to ensure the most efficient and effective use of resources \$
- Review and approve budget, purchasing, and personnel transactions \$
- Assist with the competitive bidding and selection process of investment vehicles for the City's portfolio, and prepare the Monthly Cash and Investment Portfolio Summary that describes the City's investment distributions \$

Performance Measures:

	Actual FY06	Target FY07	Est. Act. FY07	Target FY08
Percent of employees "satisfied" or "very satisfied" with overall budgeting guidance and assistance *	79%	85%	85%	85%
Number of consecutive years receiving the GFOA Budget Presentation Award	15	16	16	17
Budget book ratings of "outstanding" as a percentage of ratings given by GFOA reviewers for the city's budget book	21% or 17 / 81	30% or 24 / 81	28% or 23 / 81	30% or 24 / 81
General Fund actual expenses as a percent of the adopted budget	106%**	100%	95%	100%
General Fund actual revenues as a percent of the adopted budget	110%	100%	108%	100%

* The internal customer satisfaction survey was administered in FY06 and the next survey will take place in FY08.

** The General Fund fund balance over the 15% reserve requirement may be appropriated during the fiscal year through a budget amendment. As a result, General Fund expenditures may exceed the adopted budget while staying within the expenditure limits of the modified budget.

Regular Positions:

Position Title	Adopted FY07	Adopted FY08
Budget and Finance Officer	1.0	1.0
Management and Budget Analyst	2.0	2.0
Cost Center Total	3.0	3.0

Department of Finance

Financial System – Expense Budget Detail Query

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, Stacey Tate Budget Workspace

Budget Workspace Expense Budget

BFY	Fund	Department	Appr. Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
2007	110	850	0159	0803	0312	\$405,923.00	\$4,657.50	\$162,748.53	\$238,516.97

First Prev Next Last

Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$238,516.97

Encumbered: \$4,657.50 Unobligated: \$238,516.97

Accrued Expenses: \$0.00

Cash Expenses: \$162,748.53

Budgeted Amounts

Adopted: \$405,923.00 Current Budget: \$405,923.00

Financial System – Revenue Budget Detail Query

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, Stacey Tate Budget Workspace

Budget Workspace Revenue Budget

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
2007	110	800	01IN	3342	\$562,000.00	\$295,728.00	\$266,272.00

First Prev Next Last

Budget Actuals

Billed Earned Revenue: \$0.00 Total Revenue: \$295,728.00

Unbilled Earned Revenue: \$0.00 Unrecognized: \$266,272.00

Collected Earned Revenue: \$295,728.00

Budgeted Amounts

Adopted: \$562,000.00 Current Budget: \$562,000.00

Carry Forward: \$0.00 Amendments: \$0.00