

## SECTION F

# Program And Budgetary Appropriation Details By Department and Organization

A reading of these remarks is essential for a proper understanding of the information contained in this Section of the Budget. It is our goal to provide the reader with a clear understanding of the extent and variety of municipal programs/services provided and available, the cost of these programs/services and what municipal funds and resources are used to support these activities.

This section is organized by department and followed by each division of that department. Within each division, there is one or more of the following schedules:

1. **Expenditure Summary by Organization.** This schedule details a listing of each program or service provided by the division. Each schedule contains a concise description of what specific objectives and/or benefits the community receives and at what cost by detailing comparative budget appropriations for 2004 expended, 2005 appropriated, 2006 recommended and 2006 appropriated. Note that the amounts reflected on the Expenditure Summary by Organization Schedule is a summary by organization of the total divisional expenditures and appropriations for personal, non-personal, equipment and capital.
2. **Division Summary of Personal Services.** This schedule lists by class title and pay range the comparative personnel complement for 2004 actual and 2005 authorized. Recommended and appropriated costs for the 2006 complements are included. Personnel complement costs are calculated using 2006 pay scales for all positions except Civilian Management, AEC, Civilian Bargaining and Appointed Officials which are calculated using 2005 rates. The schedule also details appropriations for part-time and seasonal, longevity, overtime, holiday pay, attrition and other specialty pays. Explanatory comments, if appropriate, follow the divisions' complement and monetary totals.

3. **Division Summary of Major Object Expenditures.** This schedule details the divisions' major object comparative appropriations for personal services, direct allocated employee benefits, non-personal services, DOTComm technology services, equipment and capital for 2004 expended, 2005 appropriated and 2006 recommended. DOTComm Technology Services for 2006 recommended are included in the "Other Budgetary Accounts" section of this document. The schedule concludes with a presentation of the "Source of Funds" showing the source of revenue supporting the division appropriations.

The tab divider labeled "Other Budgetary Accounts" contains separate classifications of retiree benefits, workers compensation, unemployment costs, categorical or contractual municipal contributions to external agencies detailed by contractual agency or functional objective, Citywide General Expense and Debt Service.

The total amounts detailed for personal, non-personal and capital accounts are also summarized and reflected by department and division in Section "E" located in the Budget Section labeled "Appropriations".

Note: The descriptions and explanations in this section describe the 2006 "Appropriated" column.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Mayor's Office

Division \_\_\_\_\_ Division No. 101000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Executive and Public Affairs      101011

All executive and public affairs inquiries, decisions, needs assessment, policy development and general City management are handled by this Division.

Personal Services	\$ 567,365	666,023	685,667	685,667
Non-Personal Services	90,333	110,618	30,000	30,000
Equipment	1,576	3,750	3,000	3,000
Organization Total	659,274	780,391	718,667	718,667

Mayor's Hot Line      101012

This Division, required by the City Charter, Section 3.18, is the focal point for receiving and investigating approximately 50,000 inquiries, suggestions and complaints, related to City matters each year.

Personal Services	130,766	105,631	108,022	108,022
Non-Personal Services	2,654	2,650	2,750	2,750
Organization Total	133,420	108,281	110,772	110,772

Economic Growth and  
Capital      101013

The Office of Neighborhood Development is charged with working closely with neighborhood and community groups to implement the Administration's emphasis on neighborhood and community cultural and recreational enhancement.

Personal Services	160,587	128,798	117,030	117,030
Non-Personal Services	792	6,250	5,050	5,050
Organization Total	161,379	135,048	122,080	122,080
Department Total	\$ 954,073	1,023,720	951,519	951,519

DIVISION SUMMARY OF PERSONAL SERVICES

Department Mayor's Office

Division \_\_\_\_\_ Division No. 101000

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
Mayor	Elected	1	1	1	95,205	1	95,205
Chief of Staff	Appt.	1	1	1	80,000	1	80,000
Deputy Chief of Staff	Appt.	1	1	1	76,000	1	76,000
Assistant to the Mayor	Appt.	3	3	--	---	--	---
Assistant to the Mayor-Communications	Appt.	--	--	1	55,000	1	55,000
Assistant to the Mayor-Neighborhood Development	Appt.	--	--	1	55,000	1	55,000
Administrative Assistant	Appt.	2	2	1	42,000	1	42,000
Communications Director	Appt.	1	1	--	---	--	---
Communications Assistant	Appt.	1	1	--	---	--	---
Deputy Assistant to the Mayor	Appt.	--	--	1	38,000	1	38,000
Deputy Assistant to the Mayor	Appt.	--	--	1	33,000	1	33,000
Deputy Assistant to the Mayor	Appt.	--	--	1	33,000	1	33,000
Hot Line Director	Appt.	1	1	1	40,000	1	40,000
Scheduler	Appt.	--	--	1	28,000	1	28,000
Part-time and seasonal					138,000		138,000
		<u>11</u>	<u>11</u>	<u>11</u>	<u>713,205</u>	<u>11</u>	<u>713,205</u>

Explanatory Comments:

The 2006 complement in the Mayor's Office reflects a reorganization of duties and positions. The total complement remains the same as the 2005 appropriated.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Mayor's Office

Division \_\_\_\_\_ Division No. 101000

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
<b>Personal Services:</b>				
Classified Regular	\$ 759,518	591,225	575,205	575,205
Part-Time and Seasonal	91,442	107,511	138,000	138,000
Overtime	15	---	---	---
Longevity	363	---	---	---
Reimbursements	(181,110)	---	---	---
<b>Total Personal Services</b>	<b>670,228</b>	<b>698,736</b>	<b>713,205</b>	<b>713,205</b>
<b>Employee Benefits:</b>				
FICA	63,903	53,453	53,643	53,643
Pension	57,949	47,445	46,189	46,189
Insurance	139,121	100,818	97,682	97,682
Reimbursements	(72,483)	---	---	---
<b>Total Employee Benefits</b>	<b>188,490</b>	<b>201,716</b>	<b>197,514</b>	<b>197,514</b>
<b>Total Employee Compensation</b>	<b>858,718</b>	<b>900,452</b>	<b>910,719</b>	<b>910,719</b>
<b>Non-Personal Services:</b>				
Purchased Services	22,340	24,600	23,100	23,100
DOTComm Services	54,964	77,518	---	---
Supplies	15,257	14,900	12,700	12,700
Equipment	1,576	3,750	3,000	3,000
Other	1,218	2,500	2,000	2,000
Reimbursements	---	---	---	---
<b>Total Non-Personal Services</b>	<b>95,355</b>	<b>123,268</b>	<b>40,800</b>	<b>40,800</b>
<b>Capital:</b>				
<b>Total Capital</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>Department Total</b>	<b>\$ 954,073</b>	<b>1,023,720</b>	<b>951,519</b>	<b>951,519</b>
<b>Source of Funds:</b>				
General (Ref. B-1)	\$ 954,073	1,023,720	951,519	951,519

EXPENDITURE SUMMARY BY ORGANIZATION

Department City Council

Division City Council, Legislative and Administrative Offices Division No. 102000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Council Direct Cost                    102011

The City Council was established by the Home Rule Charter of the City of Omaha, 1956, as the legislative branch of City government. The Council has the vested power to pass, amend or repeal any and all ordinances and resolutions necessary or proper to execute and carry into effect the provisions of the Charter. In addition to exercising its general legislative duties, it is the responsibility of the Council to provide for public hearings, make or confirm appointments, adopt the annual budget, undertake necessary investigations, provide for an independent audit and take such other actions as it deems necessary and consistent with the Charter.

Upon adoption of the 2006 Budget, the City Council decreased Non-Personal Services by \$5,600.

Personal Services	\$ 311,517	315,017	340,829	340,829
Non-Personal Services	3,199	32,143	8,780	3,180
Organization Total	<u>314,716</u>	<u>347,160</u>	<u>349,609</u>	<u>344,009</u>

Council Administrative Cost                    102012

The Administrative Division informs and assists the City Council on all aspects of City business including budget and financial issues, research, weekly agenda review and scheduling activities. The employees also assist in resolving citizen complaints, provide general support for Council activities, and conduct liaison with the Office of the Mayor and City departments. This office is staffed by the Assistant to the Council and a support staff of City Council Staff Assistants and clerical personnel.

Personal Services	501,375	537,361	485,022	485,022
Non-Personal Services	27,309	27,374	4,485	4,485
Equipment	40	---	---	---
Organization Total	<u>528,724</u>	<u>564,735</u>	<u>489,507</u>	<u>489,507</u>

City Legislative Support                    102013

The City Legislative activity supports the City Council and the Mayor on City, State and National Legislative matters. The City Lobbyist is the official City of Omaha representative at State Legislative sessions and committee meetings.

Personal Services	93,670	65,257	104,949	104,949
Non-Personal Services	5,061	13,240	11,800	11,800
Organization Total	<u>98,731</u>	<u>78,497</u>	<u>116,749</u>	<u>116,749</u>

EXPENDITURE SUMMARY BY ORGANIZATION

Department City Council

Division City Council, Legislative and Administrative Offices Division No. 102000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Cable TV Administrative Cost      102014

The City Council monitors the compliance of Cox Communications and Qwest, with the respective cable television franchises granted by the City.

Personal Services	5,821	7,288	6,940	6,940
Non-Personal Services	20	150	1,115	1,115
Organization Total	5,841	7,438	8,055	8,055

City Audit      102015

The Omaha City Charter requires the City Council to contract with a Certified Public Accountant to make an independent audit of all City funds and accounts at the end of each fiscal year. Beginning in 2006, the audit will be charged to the General Expense Account.

Non-Personal Services	48,804	118,500	---	---
Organization Total	48,804	118,500	---	---
Division Total	\$ 996,816	1,116,330	963,920	958,320

DIVISION SUMMARY OF PERSONAL SERVICES

Department City Council

Division City Council, Legislative and Administrative Offices Division No. 102000

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
City Council President	Elected	1	1	1	37,565	1	37,565
City Council Members	Elected	6	6	6	187,824	6	187,824
Chief of Staff	29AEC	1	1	1	79,115	1	79,115
City Lobbyist	26AEC	1	1	1	81,284	1	81,284
City Council Staff Assistant	17AEC	3	3	3	164,281	3	164,281
Secretary to the City Council	12AEC	1	1	2	90,581	2	90,581
Administrative Secretary III	14FC	1	1	--	---	--	---
Administrative Typist II	5FC	1	1	1	29,224	1	29,224
Provision for longevity					4,554		4,554
Provision for overtime					600		600
Part-time and seasonal					5,000		5,000
		<u>15</u>	<u>15</u>	<u>15</u>	<u>680,027</u>	<u>15</u>	<u>680,027</u>

Explanatory Comments:

The 2006 complement reflects the promotion of one Administrative Secretary III to Secretary to the City Council and includes the same number of positions as authorized for 2005.



DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department City Council

Division City Council, Legislative and Administrative Offices Division No. 102000

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
<b>Personal Services:</b>				
Classified Regular	\$ 657,634	681,229	669,873	669,873
Part-Time and Seasonal	4,779	3,000	5,000	5,000
Overtime	320	600	600	600
Longevity	4,659	4,555	4,554	4,554
Reimbursements	---	---	---	---
<b>Total Personal Services</b>	<b>667,392</b>	<b>689,384</b>	<b>680,027</b>	<b>680,027</b>
<b>Employee Benefits:</b>				
FICA	49,966	52,738	52,022	52,022
Pension	61,290	45,326	54,204	54,204
Insurance	133,735	137,475	151,487	151,487
<b>Total Employee Benefits</b>	<b>244,991</b>	<b>235,539</b>	<b>257,713</b>	<b>257,713</b>
<b>Total Employee Compensation</b>	<b>912,383</b>	<b>924,923</b>	<b>937,740</b>	<b>937,740</b>
<b>Non-Personal Services:</b>				
Purchased Services	57,638	128,900	22,230	16,630
DOTComm Services	23,380	59,287	---	---
Supplies	3,352	3,020	3,700	3,700
Equipment	40	---	---	---
Other	23	200	250	250
Reimbursements	---	---	---	---
<b>Total Non-Personal Services</b>	<b>84,433</b>	<b>191,407</b>	<b>26,180</b>	<b>20,580</b>
<b>Capital:</b>				
<b>Total Capital</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>Division Total</b>	<b>\$ 996,816</b>	<b>1,116,330</b>	<b>963,920</b>	<b>958,320</b>

Upon adoption of the 2006 Budget, the City Council decreased Non-Personal Services by \$5,600.

<b>Source of Funds:</b>				
General (Ref. B-1)	\$ 996,816	1,116,330	963,920	958,320

EXPENDITURE SUMMARY BY ORGANIZATION

Department City Council

Division City Clerk Division No. 103000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Administrative Support and  
Records 103011

The City Clerk's Office is charged with records management of all documents pertaining to the City Council through a recording, imaging, publishing, indexing, processing and maintenance system.

The Clerk provides required information to city officials, departments, other governmental agencies and the general public. The office prepares agendas for the City Council and the City Council sitting as a Board of Equalization. In conjunction with the agenda, the Clerk's office prepares an informational packet consisting of the pertinent information for each agenda item and distributes it to Council Members, the Mayor, staff and general public. The Clerk is responsible for legally required publication of City Council documents, public hearing notifications and courtesy notifications. The City Clerk conducts City Council and Board of Equalization meetings. A journal record, tape recordings and summarized minutes are maintained for all public meetings as required by law. It is the City Clerk's responsibility to present required documents to the Mayor for signature, attest the Mayor's signature, and refer and legally file certified copies.

The City Clerk is a member of the Bid Opening Committee and receives bids, requests for proposals and sale of city property proposals for the City of Omaha. The office maintains bid bond security files and deposits bid security checks.

The City Clerk's office maintains records in regard to liquor licenses with the City of Omaha, keno operations, City of Omaha lobbyist registrations, sanitary and improvement districts, claims filed against the City, proofs of publications, surety bonds and oaths of city employees.

The City Clerk issues the proclamation and notice to public on election issues pertaining to the City of Omaha.

The City Clerk's office prepares bond issue transcripts and the City Clerk participates in the signing and closing of municipal bond sales for the City of Omaha.

Beginning in 2006, one full-time Correspondence Secretary II and two part-time positions, previously part of Finance Administration will be assigned to the City Clerk's Office.

Personal Services	\$	461,592	476,675	577,277	577,277
Non-Personal Services		57,579	89,427	39,500	39,500
Equipment		13,070	9,300	9,000	9,000
Organization Total		532,241	575,402	625,777	625,777
Division Total	\$	532,241	575,402	625,777	625,777

DIVISION SUMMARY OF PERSONAL SERVICES

Department City Council

Division City Clerk Division No. 103000

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
City Clerk	26AEC	1	1	1	81,446	1	81,446
Deputy City Clerk	17AEC	1	1	1	56,947	1	56,947
Administrative Secretary III	14FC	1	1	1	40,560	1	40,560
Correspondence Secretary II	12FC	--	--	1	38,605	1	38,605
Senior Administrative Clerk	11FC	1	1	1	37,545	1	37,545
Administrative Clerk	9FC	1	1	1	30,247	1	30,247
Administrative Typist II	9FC	3	3	3	96,876	3	96,876
Part-time and seasonal					31,804		31,804
Provision for longevity					5,139		5,139
Provision for overtime					1,000		1,000
Annual leave sellback					2,662		2,662
		8	8	9	422,831	9	422,831

Explanatory Comments:

The total personnel complement for 2006 increases by a Correspondence Secretary II and two part-time positions, previously reported in the Finance Administration budget.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department City Council

Division City Clerk Division No. 103000

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
<b>Personal Services:</b>				
Classified Regular	\$ 333,707	342,152	384,888	384,888
Part-Time and Seasonal	---	---	31,804	31,804
Overtime	773	2,000	1,000	1,000
Longevity	4,359	4,545	5,139	5,139
Reimbursements	---	---	---	---
<b>Total Personal Services</b>	<b>338,839</b>	<b>348,697</b>	<b>422,831</b>	<b>422,831</b>
<b>Employee Benefits:</b>				
FICA	25,475	26,675	32,347	32,347
Pension	26,384	27,983	31,397	31,397
Insurance	70,894	73,320	90,702	90,702
<b>Total Employee Benefits</b>	<b>122,753</b>	<b>127,978</b>	<b>154,446</b>	<b>154,446</b>
<b>Total Employee Compensation</b>	<b>461,592</b>	<b>476,675</b>	<b>577,277</b>	<b>577,277</b>
<b>Non-Personal Services:</b>				
Purchased Services	53,538	22,600	31,000	31,000
DOTComm Services	---	56,027	---	---
Supplies	4,041	10,800	8,500	8,500
Equipment	13,070	9,300	9,000	9,000
Other	---	---	---	---
Reimbursements	---	---	---	---
<b>Total Non-Personal Services</b>	<b>70,649</b>	<b>98,727</b>	<b>48,500</b>	<b>48,500</b>
<b>Capital:</b>				
<b>Total Capital</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>Division Total</b>	<b>\$ 532,241</b>	<b>575,402</b>	<b>625,777</b>	<b>625,777</b>
<b>Source of Funds:</b>				
General (Ref. B-1)	\$ 525,665	568,826	619,201	619,201
Street and Highway Allocation (Ref. B-4)	2,006	2,006	2,006	2,006
Sewer Revenue (Ref. B-54)	4,570	4,570	4,570	4,570