

CITY OF OMAHA FINANCE DEPARTMENT

MISSION STATEMENT

The Finance Department plans, controls, maintains and reports the receipts, commitments and disbursements of all City funds. The Department serves as support to the other departments in the areas of centralized purchasing, budgeting, accounting, billing, employee timekeeping, payroll, property control, printing and word processing. The Department strives to identify cost effective improvements throughout all City operations.

GOALS AND OBJECTIVES

1. To provide timely, accurate and useful financial data to the Mayor, City Council and department managers.
2. Coordinate the preparation, implementation and monitoring of the annual City budget. The budget itself should serve as a policy document, as an operations guide, as a financial plan and as a communications medium.
3. Maintain a diversified and stable revenue system to protect the City from possible short-term fluctuations in any of its various revenue sources. The department strives to maximize its revenue sources.
4. To provide City departments timely and accurate service in the areas of purchasing and procurement, printing, graphics, word processing, employee timekeeping and payroll.
5. Provide effective cash management and timely investment of City funds.
6. Retain an AAA general obligation bond rating and an AA revenue bond rating.
7. Attain an unqualified opinion on the City's annual audit.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Administration Division No. 107011

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

Administration

The Administrative Division provides support for the various divisions within the Finance Department and is responsible for fiscal administration and management of the City.

The 2006 appropriated budget reflects the suspension of the Word Processing Unit and the transfer of personnel to the City Clerk's Office.

Personal Services	\$ 523,404	418,322	347,862	347,862
Non-Personal Services	796,889	33,330	10,361	10,361
Equipment	611	4,226	---	---
Organization Total	<u>1,320,904</u>	<u>455,878</u>	<u>358,223</u>	<u>358,223</u>
Division Total	<u>\$ 1,320,904</u>	<u>455,878</u>	<u>358,223</u>	<u>358,223</u>

Performance Measures	2004 Actual	2005 Planned	2006 Goal
City General Obligation Bond Rating	AAA	AAA	AAA
City Employees Retirement System (Rate of Return)	11.7%	7.5%	7.5%
City Police and Fire Retirement System (Rate of Return)	11.5%	8.0%	8.0%

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Administration Division No. 107011

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
Finance Director	Appt.	1	1	1	87,000	1	87,000
City Comptroller	29AEC	1	1	1	90,630	1	90,630
Executive Secretary - Finance	11AEC	1	1	1	44,570	1	44,570
Administrative Secretary III	14FC	1	1	1	40,560	1	40,560
Correspondence Secretary II	12FC	1	1	--	---	--	---
Correspondence Secretary I	10FC	1	--	--	---	--	---
Annual leave sellback					1,743		1,743
Provision for longevity					2,533		2,533
		<u>6</u>	<u>5</u>	<u>4</u>	<u>267,036</u>	<u>4</u>	<u>267,036</u>

Explanatory Comments:

The 2006 appropriated personnel complement decreased one full-time position from 2005 appropriated. This position, a Correspondence Secretary II, was transferred to the City Clerk's Office.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Administration Division No. 107011

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 374,493	299,049	264,503	264,503
Part-time and Seasonal	23,927	21,251	---	---
Overtime	202	---	---	---
Longevity	3,881	3,195	2,533	2,533
Reimbursements	---	---	---	---
Total Personal Services	402,503	323,495	267,036	267,036
Employee Benefits:				
FICA	30,321	24,747	20,382	20,382
Pension	37,901	24,255	21,432	21,432
Insurance	54,688	45,825	40,312	40,312
Reimbursements	(2,009)	---	(1,300)	(1,300)
Total Employee Benefits	120,901	94,827	80,826	80,826
Total Employee Compensation	523,404	418,322	347,862	347,862
Non-Personal Services:				
Purchased Services	12,633	8,675	9,296	9,296
DOTComm Services	783,103	19,555	---	---
Supplies	1,153	5,100	1,065	1,065
Equipment	611	4,226	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	797,500	37,556	10,361	10,361
Capital:				
Total Capital	---	---	---	---
Division Total	\$ 1,320,904	455,878	358,223	358,223
Source of Funds:				
General (Ref. B-1)	\$ 1,135,135	455,878	358,223	358,223
Street and Highway Allocation (Ref. B-4)	49,647	---	---	---
Sewer Revenue (Ref. B-54)	113,098	---	---	---
Air Quality Control (Ref. B-55)	1,182	---	---	---
Tennis Revenue (Ref. B-61)	473	---	---	---
Golf Revenue (Ref. B-60)	7,155	---	---	---
Convention and Tourism (Ref. B-16)	2,344	---	---	---
Greater Omaha Workforce Development	7,195	---	---	---
Special Assessment (Ref. B-52)	2,283	---	---	---
Parking Facilities (Ref. B-62)	2,392	---	---	---

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Budget and Accounting Division No. 107020

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

Budget Preparation 107022

Preparation of an annual budget, under the Mayor's direction, is an assigned responsibility of the Finance Department according to Sections 5.01, 5.04 and 5.05 of the City Charter. Preparation involves the presentation of revenue and cost data for at least the current and immediate past fiscal years as well as a financial plan for the next budget year for all funds, departments, organizations, capital accounts, agencies and other budgetary accounts. A condensed annual budget summary is also prepared after adoption of the annual budget. This Division also includes budget format design and setting up computerized line item organizational budgets.

Personal Services	\$ 198,477	197,002	280,946	280,946
Non-Personal Services	23,017	135,028	2,350	2,350
Equipment	161	---	---	---
Organization Total	<u>221,655</u>	<u>332,030</u>	<u>283,296</u>	<u>283,296</u>

Enterprise and Agency 107023

Municipal enterprise funds consist of accounts which are in many cases self-supporting entities: Sewer Revenue Fund, Air Quality Control Revenue, Tennis Revenue, City Wide Sports Fund, Parking Facility Revenue, Dodge Park Marina Revenue Fund, Golf Revenue Fund, Compost Revenue Fund, Storm Water Fee Revenue Fund, Household Hazardous Waste Revenue Fund and the Convention Center Hotel Revenue Fund. Trust and agency accounts include those in which the City acts in a fiduciary capacity or disburses funds in accordance with donor stipulations. Functional objectives include accounting and auditing procedures, preparation of financial statements, rates and fee studies and contract negotiations.

Personal Services	180,823	197,002	172,395	172,395
Non-Personal Services	60	4,416	166	166
Organization Total	<u>180,883</u>	<u>201,418</u>	<u>172,561</u>	<u>172,561</u>

Accounting and Reporting 107024

The responsibilities of this Division are maintenance and control of general accounting records, preparation and issuance of all warrants, pre-audit of all purchase orders, invoices and disbursements charged against the City. The maintenance and retention of all disbursement reports for the City departmental budgetary accounts are maintained and distributed. Functional responsibilities include a quarterly summary and analysis of expenses against appropriations, pre-audit of contracts and purchase orders, application of accounting disciplines and preparation of information for bond sale official statements. This Division is also responsible for the year-end closing of funds, preparation of annual financial statements and assisting the independent auditors.

This organization is also responsible for inventory control and accountability for all City owned real and personal properties.

Personal Services	400,010	401,907	378,617	378,617
Non-Personal Services	43	2,140	850	850
Equipment	---	2,448	---	---
Organization Total	<u>400,053</u>	<u>406,495</u>	<u>379,467</u>	<u>379,467</u>

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Budget and Accounting Division No. 107020

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
<u>Grant Accounting</u> <u>107025</u>				

Grant Accounting is responsible for preparing and maintaining accounting records necessary to show both compliance with applicable legal provisions and present fairly the financial position and results of operations of the respective funds provided through grants by various federal and state agencies.

The financial position of the respective funds is kept in self-balancing accounts in conformity with generally accepted accounting principles.

Personal Services	27,020	43,552	58,415	58,415
Non-Personal Services	---	200	200	200
Organization Total	<u>27,020</u>	<u>43,752</u>	<u>58,615</u>	<u>58,615</u>
Division Total	<u>\$ 829,611</u>	<u>983,695</u>	<u>893,939</u>	<u>893,939</u>

Performance Measures	2004 Actual	2005 Planned	2006 Goal
Elapsed Number of Days for Issuance of Quarterly Reports	30	30	30
Elapsed Number of Days for Issuance of Annual Reports	90	90	90
Proposed Budget is Completed in Time for a 6-Week Review Period	100%	100%	100%

Program Outputs	2004 Actual	2005 Planned	2006 Goal
Grant Programs (Count)	45	47	49
Grant Programs (Volume)	\$ 66,474,691	44,500,000	50,000,000
Outside Agency Monitoring Visits	8	8	8
Number of Accounts Payable Checks Processed	27,549	27,800	27,800
Number of 1099's Mailed	262	280	280

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Budget and Accounting Division No. 107020

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended		2006 Appropriated	
Accountant IV	28AEC	2	1	1	86,014	1	86,014
Accountant III	23.1MC	2	2	2	137,059	2	137,059
Accountant II	18.1MC	2	2	2	119,843	2	119,843
Accountant I	14.2MC	2	3	4	185,926	4	185,926
Fiscal Specialist	9.1MC	1	3	2	73,892	2	73,892
Administrative Clerk	9FC	--	--	1	32,698	1	32,698
Account Clerk	00170	4	2	1	34,029	1	34,029
Clerk Typist I		--	1	1	28,704	1	28,704
Part-time and seasonal					45,442		45,442
Provision for longevity					5,058		5,058
Annual leave sellback					3,066		3,066
Reimbursement					(88,833)		(88,833)
		<u>13</u>	<u>14</u>	<u>14</u>	<u>662,898</u>	<u>14</u>	<u>662,898</u>

Explanatory Comments:

The 2006 appropriated personnel complement remains the same as 2005 appropriated. Changes occurred with the reallocation of positions and duties. The complement also reflects the transfer of an Administrative Clerk position from the Payroll Division.

The Budget and Accounting Division receives reimbursements from Greater Omaha Workforce Development and from Federal Grants for professional services performed by the Division.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Budget and Accounting Division No. 107020

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 662,376	692,503	701,231	701,231
Part-Time and Seasonal	---	---	45,442	45,442
Overtime	793	---	---	---
Longevity	5,998	6,171	5,058	5,058
Reimbursements	(60,403)	(81,024)	(88,833)	(88,833)
Total Personal Services	608,764	617,650	662,898	662,898
Employee Benefits:				
FICA	49,318	53,449	57,507	57,507
Pension	53,719	56,068	56,427	56,427
Insurance	113,961	134,166	139,517	139,517
Reimbursements	(19,432)	(21,870)	(25,976)	(25,976)
Total Employee Benefits	197,566	221,813	227,475	227,475
Total Employee Compensation	806,330	839,463	890,373	890,373
Non-Personal Services:				
Purchased Services	581	7,370	1,100	1,100
DOTComm Services	20,800	129,262	---	---
Supplies	1,739	5,152	2,466	2,466
Equipment	161	2,448	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	23,281	144,232	3,566	3,566
Capital:				
Total Capital	---	---	---	---
Division Total	\$ 829,611	983,695	893,939	893,939

Source of Funds:				
General (Ref. B-1)	\$ 799,263	958,695	868,939	868,939
Convention Center Hotel Revenue (Ref. B-64)	30,348	25,000	25,000	25,000

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Revenue Division No. 107030

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

Revenue 107031

This organization accounts for the majority of daily activities performed by the Division. Specifically included are the General Fund, Debt Service Fund, special revenue funds and general obligation bond funds. Functional responsibilities include a quarterly summary and analysis of revenue, application of accounting disciplines, investment of temporarily idle funds, preparation of closing workpapers and annual financial statements and assisting the independent auditors. This activity also includes budget implementation which includes the continuous monitoring and internal control of revenue against budget appropriations.

Personal Services	\$ 110,788	146,463	157,183	157,183
Non-Personal Services	98,230	5,100	2,840	2,840
Equipment	---	2,000	---	---
Organization Total	<u>209,018</u>	<u>153,563</u>	<u>160,023</u>	<u>160,023</u>

Billing 107032

Billing is responsible for the coordination of the City's centralized billing procedures. Duties include the maintenance of billing ledgers, preparation of summary outstanding balances and receipt reports, and the resolution of billed customer inquiries.

Personal Services	62,967	51,117	50,007	50,007
Non-Personal Services	<u>7,721</u>	<u>3,650</u>	<u>9,000</u>	<u>9,000</u>
Organization Total	<u>70,688</u>	<u>54,767</u>	<u>59,007</u>	<u>59,007</u>

Cashier 107033

The Central Cashier collects, records, and deposits all monies pertaining to permits, fees, licenses, various taxes and other miscellaneous revenues which are not assigned to the City Treasurer by law. This responsibility includes the safekeeping of such funds and the timely deposit thereof with the City Treasurer. In addition, the Cashier Section has the custodial responsibility for the centralized City petty cash fund and the collection of returned checks, delinquent accounts and occupation taxes.

Personal Services	73,100	83,707	107,913	107,913
Non-Personal Services	<u>2,195</u>	<u>1,875</u>	<u>2,050</u>	<u>2,050</u>
Organization Total	<u>75,295</u>	<u>85,582</u>	<u>109,963</u>	<u>109,963</u>

Violations Bureau 107034

The Traffic Violations Bureau is responsible for the collection of and the accounting for all monies paid by persons who are alleged to have violated any of the non-moving provisions of the Traffic Code. The City's administrative fee for parking violations is \$9 per \$16 ticket to recover the cost of collections. The remaining \$7 per ticket is paid to the Omaha Schools as directed by State Statute.

Personal Services	89,072	113,849	84,557	84,557
Non-Personal Services	<u>916</u>	<u>1,500</u>	<u>1,250</u>	<u>1,250</u>
Organization Total	<u>89,988</u>	<u>115,349</u>	<u>85,807</u>	<u>85,807</u>

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Revenue Division No. 107030

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

Keno Administration 107035

This organization provides for the administration of the Keno-Lottery game. Keno operates at one main Keno location and approximately 153 satellite locations; each are being monitored by this section.

Personal Services	86,663	77,203	69,428	69,428
Non-Personal Services	---	300	400	400
Organization Total	<u>86,663</u>	<u>77,503</u>	<u>69,828</u>	<u>69,828</u>

Public Events Ticket Office 107036

In 2004, the Public Events Office provided a reimbursement to the City of Omaha for all costs incurred or associated with the continued operation of the Public Events Office. This office was closed effective July 1, 2004, when MECA assumed operations of the Civic Auditorium.

Personal Services	3,893	---	---	---
Non-Personal Services	428	---	---	---
Organization Total	<u>4,321</u>	<u>---</u>	<u>---</u>	<u>---</u>
Division Total	<u>\$ 535,973</u>	<u>486,764</u>	<u>484,628</u>	<u>484,628</u>

Performance Measures	2004 Actual	2005 Planned	2006 Goal
% of Time Rate of Return on Investments Exceeds 180 Day Annualized Treasury Bill Rate	100%	100%	100%

Program Outputs	2004 Actual	2005 Planned	2006 Goal
Rate of Return on Investments	2.16%	2.00%	3.00%
Parking Violation Tickets Collected	21,707	25,000	25,000
Keno Locations Monitored:			
Main Locations	1	1	1
Satellite Locations	153	152	165

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Revenue Division No. 107030

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended		2006 Appropriated	
Revenue Manager	25.1MC	1	1	1	74,606	1	74,606
Accountant II	18.1MC	--	1	--	---	--	---
Accountant I	14.2MC	1	1	1	51,025	1	51,025
Office Supervisor	11.1MC	1	1	1	45,872	1	45,872
Fiscal Specialist	9.1MC	1	--	1	42,847	1	42,847
Account Clerk	00170	1	1	1	34,029	1	34,029
Cashier	00165	3	3	3	84,781	3	84,781
Provision for longevity					3,918		3,918
Provision for overtime					1,000		1,000
		8	8	8	338,078	8	338,078

Explanatory Comments:

The 2006 appropriation provides for the same total complement as 2005 appropriated.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Revenue Division No. 107030

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 392,887	341,312	333,160	333,160
Part-Time and Seasonal	8,291	---	---	---
Longevity	4,138	3,452	3,918	3,918
Overtime	1,459	2,000	1,000	1,000
Reimbursements	(121,070)	---	---	---
Total Personal Services	285,705	346,764	338,078	338,078
Employee Benefits:				
FICA	30,365	26,527	25,863	25,863
Pension	31,357	27,828	27,148	27,148
Insurance	82,086	71,220	77,999	77,999
Reimbursements	(3,030)	---	---	---
Total Employee Benefits	140,778	125,575	131,010	131,010
Total Employee Compensation	426,483	472,339	469,088	469,088
Non-Personal Services:				
Purchased Services	2,962	5,625	3,770	3,770
DOTComm Services	96,327	---	---	---
Supplies	10,201	6,800	11,770	11,770
Equipment	---	2,000	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	109,490	14,425	15,540	15,540
Capital:				
Total Capital	---	---	---	---
Division Total	\$ 535,973	486,764	484,628	484,628

Source of Funds:				
General (Ref. B-1)	\$ 523,173	473,964	471,828	471,828
Special Assessment (Ref. B-52)	12,800	12,800	12,800	12,800

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Payroll Division No. 107041

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

Payroll Processing 107041

Payroll provides for wage payments to employees, pension payments to retirees and disbursements of deductions from these payments. This organization is also responsible for preparation and custody of federal, state and local wage related documents and other numerous reporting requirements.

Personal Services	\$ 459,945	383,557	372,235	372,235
Non-Personal Services	92,352	27,935	11,700	11,700
Equipment	---	5,800	---	---
Organization Total	<u>552,297</u>	<u>417,292</u>	<u>383,935</u>	<u>383,935</u>
Division Total	<u>\$ 552,297</u>	<u>417,292</u>	<u>383,935</u>	<u>383,935</u>

Performance Measures	2004 Actual	2005 Planned	2006 Goal
Cost Per Paycheck	\$ 3.00	3.00	3.00

Program Outputs	2004 Actual	2005 Planned	2006 Goal
Payrolls published	52	52	52
F.L.S.A. Payrolls Calculated (Police & Fire)	13	13	13
Pension Payroll Processed	12	12	12
DOTComm Payrolls Processed	26	26	26
W2's Processed	4,485	4,500	4,500
1099's Processed	2,441	2,600	2,700

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Payroll Division No. 107041

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended		2006 Appropriated	
Information Systems Manager	23.2MC	1	1	1	75,598	1	75,598
HRIS/Payroll Analyst	14.2MC	--	--	2	88,030	2	88,030
Fiscal Specialist	9.1MC	2	2	--	---	--	---
Senior Payroll Clerk	14FC	1	1	1	37,502	1	37,502
Administrative Clerk	9FC	3	3	2	62,941	2	62,941
Provision for longevity					2,156		2,156
Provision for overtime					4,079		4,079
		<u>7</u>	<u>7</u>	<u>6</u>	<u>270,306</u>	<u>6</u>	<u>270,306</u>

Explanatory Comments:

The 2006 personnel complement decreased one full-time position from 2005 appropriated. This position, an Administrative Clerk, was transferred to the Budget and Accounting Division of Finance.

Also reflected is the promotion of two Fiscal Specialists to HRIS/Payroll Analysts.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Payroll Division No. 107041

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 338,234	283,940	264,071	264,071
Part-Time and Seasonal	---	---	---	---
Overtime	5,459	3,678	4,079	4,079
Longevity	2,442	2,782	2,156	2,156
Reimbursements	---	(15,555)	---	---
Total Personal Services	<u>346,135</u>	<u>274,845</u>	<u>270,306</u>	<u>270,306</u>
Employee Benefits:				
FICA	26,098	22,216	20,678	20,678
Pension	22,555	23,319	21,692	21,692
Insurance	66,244	64,155	60,468	60,468
Reimbursements	(1,087)	(978)	(909)	(909)
Total Employee Benefits	<u>113,810</u>	<u>108,712</u>	<u>101,929</u>	<u>101,929</u>
Total Employee Compensation	<u>459,945</u>	<u>383,557</u>	<u>372,235</u>	<u>372,235</u>
Non-Personal Services:				
Purchased Services	674	3,409	2,000	2,000
DOTComm Services	83,121	---	---	---
Supplies	8,557	24,526	9,700	9,700
Equipment	---	5,800	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	<u>92,352</u>	<u>33,735</u>	<u>11,700</u>	<u>11,700</u>
Capital:				
Total Capital	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
Division Total	<u>\$ 552,297</u>	<u>417,292</u>	<u>383,935</u>	<u>383,935</u>
Source of Funds:				
General (Ref. B-1)	\$ 552,297	417,292	383,935	383,935

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Purchasing Division No. 107051

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

Administration

The Purchasing Division is established by the City Charter. The Division's responsibilities consist of: purchasing all materials, parts, supplies and equipment; contracting for services required by all departments and agencies of the City; and conducting purchasing procedures as specified by law.

The objective of the Purchasing Division is to purchase services, commodities and equipment at the lowest possible cost, consistent with the quality needed to maintain the proper level of service. A further objective is to aggressively carry out the Administration's policies concerning the inclusion of minority and female-owned businesses in purchases made by the City.

Personal Services	\$ 365,972	325,863	336,812	336,812
Non-Personal Services	16,112	8,186	6,000	6,000
Equipment	531	1,000	---	---
Organization Total	382,615	335,049	342,812	342,812
Division Total	\$ 382,615	335,049	342,812	342,812

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Purchasing Division No. 107051

Class Title	Pay Range	Comparative Budget Appropriations			
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated
Purchasing Agent	23.3MC	1	1	1 79,363	1 79,363
Buyer	14.3MC	2	2	2 100,399	2 100,399
Senior Clerk	00130	2	2	2 65,270	2 65,270
Clerk Typist II	00120	1	--	-- ---	-- ---
Provision for longevity				3,485	3,485
		<u>6</u>	<u>5</u>	<u>5 248,517</u>	<u>5 248,517</u>

Explanatory Comments:

The 2006 appropriation provides for the same personnel complement as 2005 appropriated.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Purchasing Division No. 107051

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 271,831	239,873	245,032	245,032
Part-Time and Seasonal	---	---	---	---
Overtime	---	---	---	---
Longevity	3,298	3,125	3,485	3,485
Reimbursements	(2,944)	---	---	---
Total Personal Services	272,185	242,998	248,517	248,517
Employee Benefits:				
FICA	20,561	18,589	19,012	19,012
Pension	21,133	19,501	19,943	19,943
Insurance	54,688	44,775	49,340	49,340
Reimbursements	(2,595)	---	---	---
Total Employee Benefits	93,787	82,865	88,295	88,295
Total Employee Compensation	365,972	325,863	336,812	336,812
Non-Personal Services:				
Purchased Services	5,262	6,436	4,750	4,750
DOTComm Services	9,720	---	---	---
Supplies	1,130	1,750	4,750	4,750
Equipment	531	1,000	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	16,643	9,186	6,000	6,000
Capital:				
Total Capital	---	---	---	---
Division Total	\$ 382,615	335,049	342,812	342,812
Source of Funds:				
General (Ref. B-1)	\$ 382,615	335,049	342,812	342,812

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Printing and Graphics Division No. 107060

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

Printing Services 107061

This activity operates through the Intergovernmental Cooperative Agreement with Douglas County to provide all City/County departments, federal grant programs and other agencies with copying, printing and bindery services.

Personal Services	\$ 148,511	151,650	154,392	154,392
Non-Personal Services	138,882	168,200	167,200	167,200
Organization Total	287,393	319,850	321,592	321,592

Graphics 107062

Graphics services include composition and layout of forms, flyers, reports, budgets, tables, and other specialized written communications.

Personal Services	56,160	55,884	56,257	56,257
Non-Personal Services	216	250	250	250
Organization Total	56,376	56,134	56,507	56,507

Office Supplies 107063

This activity was established to account for intergovernmental charges between City and County agencies. The costs are recovered through a user charge-back system.

Non-Personal Services	129,566	---	104,315	104,315
Organization Total	129,566	---	104,315	104,315
Division Total	\$ 473,335	375,984	482,414	482,414

DIVISION SUMMARY OF PERSONAL SERVICES

Department Finance

Division Printing and Graphics Division No. 107060

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
Graphics and Printing Foreman	9.1MC	1	1	1	42,848	1	42,848
Graphics Operator	14FC	1	1	1	39,188	1	39,188
Printer Operator II	01125	1	1	1	35,818	1	35,818
Clerk II	00115	1	1	1	28,434	1	28,434
Provision for longevity					1,875		1,875
		<u>4</u>	<u>4</u>	<u>4</u>	<u>148,163</u>	<u>4</u>	<u>148,163</u>

Explanatory Comments:

The 2006 appropriated personnel complement provides for the same complement as 2005 appropriated.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Finance

Division Printing and Graphics Division No. 107060

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
Personal Services:				
Classified Regular	\$ 143,722	146,754	146,288	146,288
Part-Time and Seasonal	---	---	---	---
Overtime	292	---	---	---
Longevity	1,888	1,873	1,875	1,875
Reimbursements	---	---	---	---
Total Personal Services	<u>145,902</u>	<u>148,627</u>	<u>148,163</u>	<u>148,163</u>
Employee Benefits:				
FICA	11,161	11,370	11,334	11,334
Pension	11,161	11,927	11,890	11,890
Insurance	36,459	35,610	39,262	39,262
Reimbursements	(12)	---	---	---
Total Employee Benefits	<u>58,769</u>	<u>58,907</u>	<u>62,486</u>	<u>62,486</u>
Total Employee Compensation	<u>204,670</u>	<u>207,534</u>	<u>210,649</u>	<u>210,649</u>
Non-Personal Services:				
Purchased Services	50,364	54,750	54,750	54,750
DOTComm Services	3,000	4,000	---	---
Supplies	215,300	109,700	217,015	217,015
Equipment	---	---	---	---
Other	---	---	---	---
Reimbursements	---	---	---	---
Total Non-Personal Services	<u>268,665</u>	<u>168,450</u>	<u>271,765</u>	<u>271,765</u>
Capital:	---	---	---	---
Total Capital	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
Division Total	<u>\$ 473,335</u>	<u>375,984</u>	<u>482,414</u>	<u>482,414</u>

Source of Funds:
 Printing and Graphics Services (Ref. B-63) \$ 473,335 375,984 482,414 482,414

