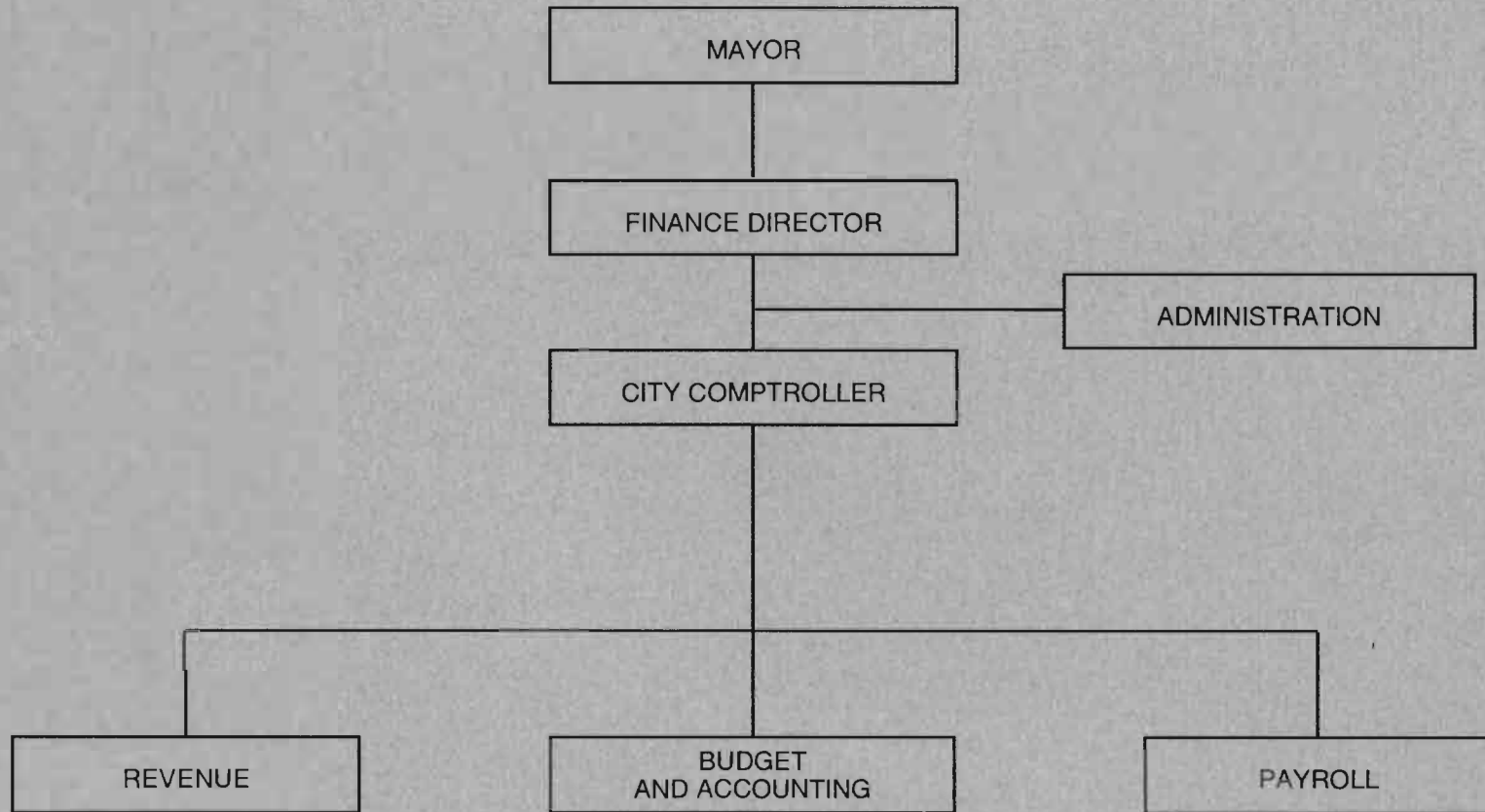


FINANCE DEPARTMENT



CITY OF OMAHA

FINANCE DEPARTMENT

MISSION STATEMENT

The Finance Department plans, controls, maintains, and reports the receipts, commitments, and disbursements of all City funds. Finance staff manage the City's debt and property assurance, monitor the Keno contract, administer the two defined-benefit pension systems, and oversee the operations of the City-owned Convention Center Hotel. The Department serves as support to the other departments in the areas of budgeting, accounting, billing, employee timekeeping, payroll, and property control. The Department strives to identify cost effective improvements throughout all City operations and to maximize revenue collections and investments.

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.
4. To provide City departments timely and accurate service.
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.

**City of Omaha
2008 Finance Department Budget
Appropriated Summary**

	Positions		Funding		
	2007	2008	2007 Appropriated	2008 Recommended	2008 Appropriated
By Division					
Finance Administration	3	4	\$ 296,869	380,994	380,994
Budget and Accounting	12	11	949,599	917,680	917,680
Revenue	8	9	539,230	629,751	629,751
Payroll	6	6	393,676	389,073	389,073
Total	<u>29</u>	<u>30</u>	<u>\$ 2,179,374</u>	<u>2,317,498</u>	<u>2,317,498</u>

By Expenditures Category

Employee Compensation	\$ 2,132,698	2,276,383	2,276,383
Non-Personal Services	46,676	41,115	41,115
Capital	-	-	-
Total	<u>\$ 2,179,374</u>	<u>\$ 2,317,498</u>	<u>\$ 2,317,498</u>

By Source of Funds

General	\$ 2,141,574	2,247,498	2,247,498
Convention Center Hotel Revenue	25,000	50,000	50,000
Special Assessment	12,800	20,000	20,000
Total	<u>\$ 2,179,374</u>	<u>2,317,498</u>	<u>2,317,498</u>

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance
 Division Finance Division No. 107000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated
<u>Finance Administration</u> <u>107011</u>				

The Finance Administration organization provides support for the various organizations within the Finance Department and is responsible for fiscal administration and management of the City. Personnel in this organization manage the City's debt and insurance policies, administer the Civilian and Police/Fire Pension Systems, and oversee the operations of the City-owned Convention Center Hotel.

Finance Administration:	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated
Employee Compensation	\$ 313,527	284,359	364,759	364,759
Non-Personal Services	7,537	12,510	16,235	16,235
Organization Total	<u>321,064</u>	<u>296,869</u>	<u>380,994</u>	<u>380,994</u>

Budget and Accounting 107020

Budget Preparation - The 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 organization also includes budget format design and setting up computerized line item organizational budgets.

Enterprise and Agency - Municipal Enterprise Funds consist of accounts which are in many cases self-supporting entities: Sewer Revenue, Air Quality Control Revenue, Tennis Revenue, City Wide Sports, Parking Facility Revenue, Dodge Park Marina Revenue, Golf Revenue, Compost Revenue, Storm Water Fee Revenue, Household Hazardous Waste Revenue, and the Convention Center Hotel Revenue. 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.

Accounting and Reporting - Responsibilities of this organization 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 disbursements 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 organization 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.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance
 Division Finance Division No. 107000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

Budget and Accounting (Continued)

Grant Accounting - 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 positions of the respective funds is kept in self-balancing accounts in conformity with Generally Accepted Accounting Principles.

Budget and Accounting:

Employee Compensation	897,771	945,733	914,555	914,555
Non-Personal Services	7,676	3,866	3,125	3,125
Organization Total	905,447	949,599	917,680	917,680

Revenue 107030

Revenue - This organization accounts for the majority of daily activities performed by the organization. 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.

Billing - 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.

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.

Traffic Violations Bureau - 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 of the \$16 ticket to recover the cost of collections. The remaining \$7 per ticket is paid to the Omaha Public Schools as directed by State Statute.

Keno Administration - Provides for the administration of the Keno-Lottery game. Keno operates at two main Keno locations and approximately 177 satellite locations; each are being monitored by this section.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Finance Division No. 107000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

Revenue (Continued)

Internal Audit - Has been suspended since 2002 due to budget constraints. This program will be reinstated in 2008, and will be responsible for reviewing the processes associated with the receipt and payment of funds. Special attention will be given to the review of the handling of cash throughout the City. Internal audits and operational contract audits will be completed as needed. One Accountant will be assigned full-time to these responsibilities.

The 2008 appropriated equipment of \$2,300 is for a microcomputer and office equipment.

Revenue:

Employee Compensation	438,830	520,630	613,996	613,996
Non-Personal Services	9,110	18,600	15,755	15,755
Organization Total	447,940	539,230	629,751	629,751

Payroll 107041

Payroll provides for wage payments to employees, pension 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.

Payroll:

Employee Compensation	364,672	381,976	383,073	383,073
Non-Personal Services	6,485	11,700	6,000	6,000
Organization Total	371,157	393,676	389,073	389,073

Purchasing/Printing and Graphics 107050

The Purchasing organization is established by the City Charter. The organization'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 organization 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.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance

Division Finance Division No. 107000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

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

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

Following the merger of those activities with Douglas County, the Purchasing/Printing and Graphics Divisions are now shown in the Other Agency Section of the Budget, effective with the 2007 Budget.

Purchasing/Printing and Graphics:				
Employee Compensation	517,633	-	-	-
Non-Personal Services	303,696	-	-	-
Organization Total	821,329	-	-	-
Department Total	\$ 2,866,937	2,179,374	2,317,498	2,317,498

EXPENDITURE SUMMARY BY ORGANIZATION

Department Finance
 Division Finance Division No. 107000

Performance Measures	2006 Actual	2007 Planned	2008 Goal
City General Obligation Bond Rating	AAA	AAA	AAA
City Employees Retirement System (Rate of Return)	11.43%	7.50%	7.50%
City Police and Fire Retirement System (Rate of Return)	12.95%	8.00%	8.00%
Elapsed Number of Days for Issuance of Quarterly Reports	49	30	30
Elapsed Number of Days for Issuance of Annual Reports	120	90	90
Proposed Budget is Completed in Time for a 6-week Review	100%	100%	100%
% of Time Rate of Return on Investments Exceeds 180 Day Annualized Treasury Bill Rate	100%	100%	100%
Payrolls Published	26	26	26
F.L.S.A. Payrolls Calculated (Police & Fire)	12	13	12
Pension Payroll Processed	12	12	12
DOT.Comm Payrolls Processed	26	26	26
W2's Processed	4,049	5,000	4,500
1099's Processed	2,562	2,700	3,000

Program Outputs	2006 Actual	2007 Planned	2008 Goal
Total Number of Funds Reconciled at Year End	142	160	155
Grant Programs (Count)	52	55	55
Grant Programs (Volume)	59,486,206	50,000,000	65,000,000
Outside Agency Monitoring Visits	5	8	6
Number of Accounts Payable Checks Processed	23,439	27,800	28,200
Number of 1099's Mailed (MISC & S)	330	300	380
Rate of Return on Investments	4.4%	4.0%	4.8%
Parking Violation Tickets Collected	34,795	25,500	36,000
Keno Locations Monitored:			
Main Locations	1	1	1
Satellite Locations	177	176	194
Mini-main Locations	1	1	1

DIVISION SUMMARY OF PERSONAL SERVICES

Department	Finance						
Division	Finance			Division No.	107000		
	Comparative Budget Appropriations						
Class Title	Pay	2006	2007	2008		2008	
	Range	Actual	Auth.	Recommended		Appropriated	
Finance Director	Appt.	1	1	1	95,607	1	95,607
City Comptroller	29AEC	-	1	1	83,707	1	83,707
Accountant IV	28AEC	1	1	1	98,526	1	98,526
Payroll Manager	26AEC	-	-	1	85,951	1	85,951
Revenue Manager	25.1MC	1	1	1	91,544	1	91,544
Purchasing Agent	23.3MC	1	-	-	-	-	-
Information Systems Manager	23.2MC	1	1	-	-	-	-
Accountant III	23.1MC	1	1	1	80,088	1	80,088
Management Analyst II	18.1MC	-	-	1	59,358	1	59,358
Accountant II	18.1MC	2	2	2	132,172	2	132,172
Buyer	14.3MC	1	-	-	-	-	-
Accountant I	14.2MC	4	6	6	312,067	6	312,067
Budget Analyst	14.2MC	1	1	1	49,718	1	49,718
Payroll Analyst	14.2MC	2	2	2	102,318	2	102,318
Office Supervisor	11.1MC	1	1	1	50,032	1	50,032
Fiscal Specialist	9.1MC	1	1	2	80,391	2	80,391
Graphics and Printing Foreman	9.1MC	1	-	-	-	-	-
Senior Payroll Clerk	14FC	1	1	1	41,563	1	41,563
Administrative Assistant III	14FC	1	1	1	43,247	1	43,247
Graphics Operator	14FC	-	-	-	-	-	-
Administrative Clerk	9FC	2	2	1	32,247	1	32,247
Account Clerk	00170	3	2	2	70,031	2	70,031
Cashier	00165	2	2	2	60,212	2	60,212
Clerk Typist II	00130	1	-	-	-	-	-
Printer Operator II	00125	1	-	-	-	-	-
Senior Clerk	00120	3	2	2	68,043	2	68,043
Clerk II	00115	1	-	-	-	-	-
Part-time and seasonal					234,769		234,769
Provision for overtime					2,500		2,500
Provision for longevity					10,380		10,380
Provision for annual leave sellback					3,408		3,408
Provision for attrition					(103,289)		(103,289)
Reimbursements					(30,000)		(30,000)
		34	29	30	1,754,590	30	1,754,590

Explanatory Comments:

The 2008 appropriated complement reflects the addition of a Management Analyst II position from the City of Elkhorn annexation, a reclassification of an Information Systems Manager to Payroll Manager, the retirement of a Administrative Clerk, and the addition of a Fiscal Specialist.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES
Expended

Department	Finance			
Division	Finance		Division No.	107000
	Comparative Budget Appropriations			
	2006	2007	2008	2008
<u>Major Object Expenditures</u>	<u>Expended</u>	<u>Appropriated</u>	<u>Recommended</u>	<u>Appropriated</u>
Employee Earnings:				
Classified Regular	\$ 1,733,120	1,461,985	1,536,941	1,536,941
Part-Time and Seasonal	222,924	213,738	234,769	234,769
Overtime	2,604	2,500	2,500	2,500
Longevity	14,246	11,126	10,380	10,380
Reimbursements	(13,402)	(40,000)	(30,000)	(30,000)
Total Employee Earnings	<u>1,959,492</u>	<u>1,649,349</u>	<u>1,754,590</u>	<u>1,754,590</u>
Employee Benefits:				
FICA	146,336	128,665	146,520	146,520
Pension	147,655	126,758	137,396	137,396
Insurance	293,634	228,697	257,290	257,290
Reimbursements	(14,684)	(771)	(19,413)	(19,413)
Total Employee Benefits	<u>572,941</u>	<u>483,349</u>	<u>521,793</u>	<u>521,793</u>
Total Employee Compensation	<u>2,532,433</u>	<u>2,132,698</u>	<u>2,276,383</u>	<u>2,276,383</u>
Non-Personal Services:				
Purchased Services	65,615	21,180	23,495	23,495
Supplies	267,672	22,450	15,275	15,275
Equipment	921	2,960	2,300	2,300
Other	296	86	45	45
Reimbursements	-	-	-	-
Total Non-Personal Services	<u>334,504</u>	<u>46,676</u>	<u>41,115</u>	<u>41,115</u>
Capital:				
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Department Total	<u>\$ 2,866,937</u>	<u>2,179,374</u>	<u>2,317,498</u>	<u>2,317,498</u>
Source of Funds:				
General (Ref. B-1)	\$ 2,342,406	2,141,574	2,247,498	2,247,498
Special Assessment (Ref. B-43)	12,800	12,800	20,000	20,000
Printing and Graphics Services (Ref. B-52)	511,731	-	-	-
Convention Center Hotel Revenue (Ref. B-53)	-	25,000	50,000	50,000

