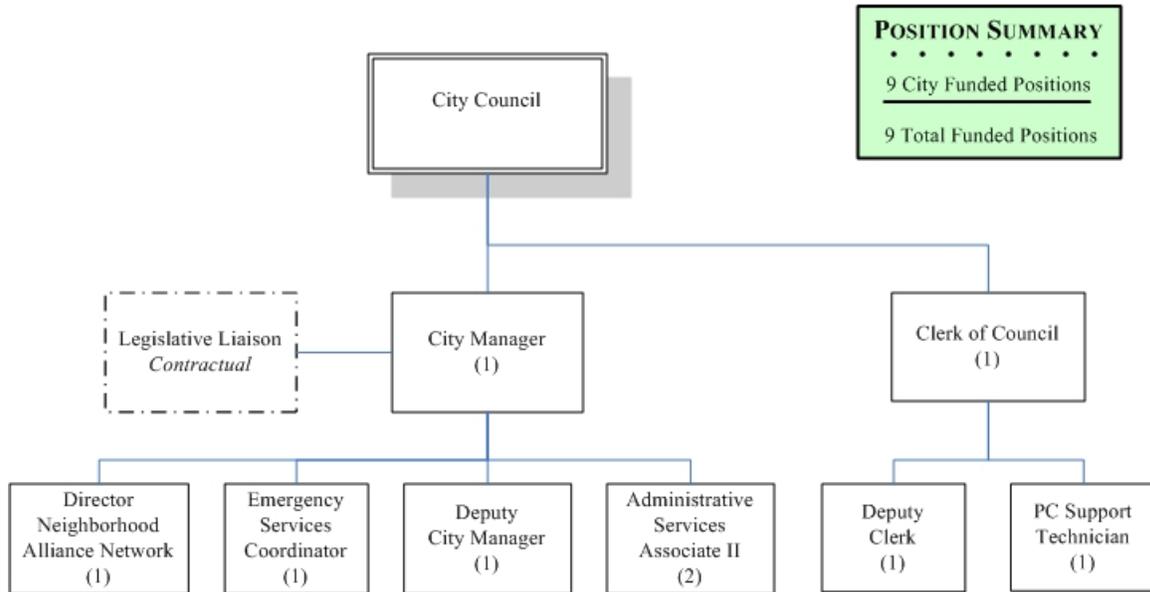




COUNCIL/MANAGER OFFICES





Council/Manager Offices. Consists of the City Council, Clerk of Council, City Manager and Legislative Liaison. The Council is the City's legislative body elected to accomplish City Charter-prescribed responsibilities. The Clerk is appointed by City Council to maintain and preserve the official records of City Council proceedings. The City Manager is the City's chief administrative officer who oversees the day-to-day operations of the City and who studies and proposes solutions for community needs and programs; prepares the annual budget; interprets City Council actions for operating departments, outside organizations, and citizens; and provides leadership in executing Council policies.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	7	7	8	8	9
TOTAL FTE	7	7	8	8	9
BUDGET SUMMARY					
Salaries	\$575,694	\$511,165	\$630,960	\$630,960	\$677,316
Employee Benefits	160,455	160,906	198,488	198,488	215,967
Contractual Services					
Maintenance and Repair	0	250	0	0	0
Legal	80	96	96	96	96
Printing and Binding	1,756	1,943	1,818	1,818	1,818
Advertising	7,032	6,800	7,000	7,000	7,000
Software	1,043	400	400	400	400
On-Site Training	3,651	0	0	0	0
Legislative Liaison	80,796	79,200	83,775	83,775	81,375
Community Dialogue	0	0	0	10,000	10,000
Miscellaneous	0	0	0	0	5,000
Internal Services					
Fleet Services	1,945	0	0	0	0
Other Charges					
Supplies and Materials	14,388	10,945	13,170	13,170	13,170
Training and Conferences	26,181	31,275	37,725	37,725	37,725
Telecommunications	2,470	1,640	5,680	5,680	5,680
Postage and Mailing	660	1,303	1,209	1,209	1,209
Dues and Memberships	52,505	54,934	55,464	55,464	55,464
Courtesies to Guests	395	1,000	1,000	1,000	1,000
Miscellaneous	680	800	800	800	800
Rental and Leases	434	0	0	0	0
TOTAL	\$930,165	\$862,657	\$1,037,585	\$1,047,585	\$1,114,020



Council/Manager Offices Budget Description

The Department Requested FY 2008 Council/Manager Offices budget of \$1,037,585 represents a 20.3% increase of \$174,928 as compared to the Adopted FY 2007 budget of \$862,657.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$128,292 increase in Salaries and Employee Benefits reflecting the transfer of an Emergency Services Coordinator position from the Fire Department.
- \$29,085 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments as well as a correction in the FY 2007 budget.
- \$4,040 increase in Telecommunications reflecting costs associated with Blackberry devices.
- \$1,500 increase in Supplies and Materials reflecting the replacement of a network printer.
- \$4,575 increase in Legislative Liaison reflecting a 5% increase in salary expenses.

Major item proposed by the City Manager not requested in the original department submission:

- ✦ \$10,000 increase in Miscellaneous Contractual Services for the Community Dialogue initiative.

The Proposed FY 2008 Council/Manager Offices budget was adopted by City Council with the following changes:

- ◆ \$63,835 increase in Salaries and Employee Benefits to move Neighborhood Alliance Network program from the City/Federal/State Aid Fund to the General Fund and to reduce the program to one full-time employee.
- ◆ \$2,400 decrease reflecting a reduction in Contractual Services for a Council retreat facilitator.

Council/Manager Offices Performance Measures

Goal 1:

Process City Council minutes in a timely manner.

Objective:

Draft minutes forwarded to City Council within 15 days.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Minutes processed	51	50	51	50

Goal 2:

Process ordinances and resolutions in a timely manner.

Objective:

Process ordinances and resolutions within two weeks of meeting.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Ordinances/resolutions processed	150	154	150	150

Goal 3:

City Manager - Process City Council regular meeting agenda packets in a timely manner.

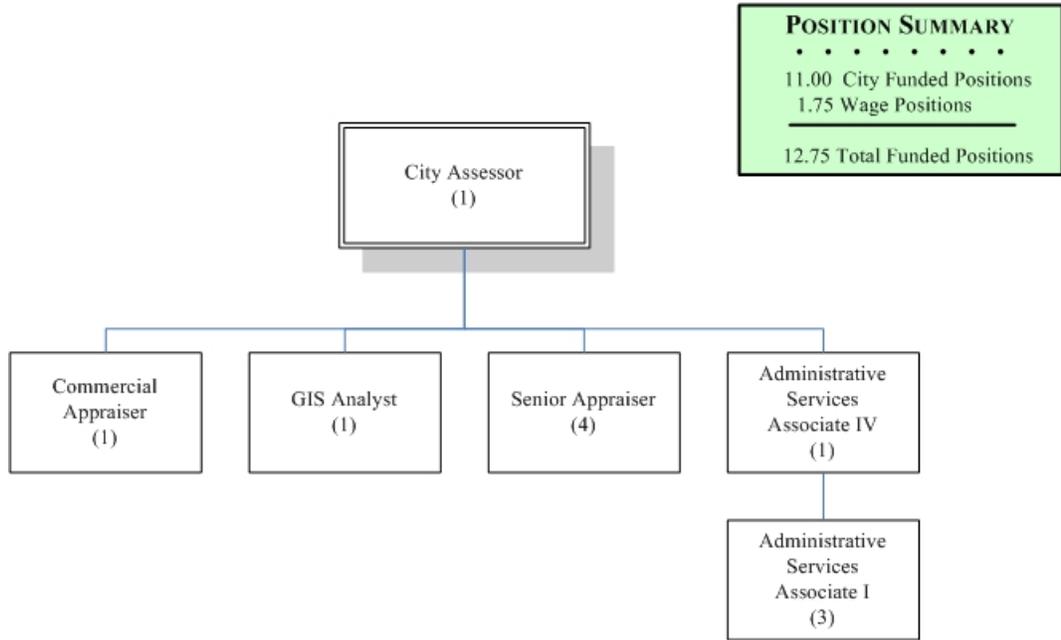
Objective:

Agenda packets delivered to City Council on Thursday prior to a regular Council meeting.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Regular meeting agenda packets delivered	21	20	21	21



CITY ASSESSOR





City Assessor. Maintains and updates ownership and physical characteristic records for approximately 29,000 property parcels and provides assessments for the properties. New construction and additions to properties are recorded and valued by the appraisers. The City Assessor also administers the Land Use Program and the Real Estate Rehabilitation Program. The office provides assistance to the public, other City departments, and various local, state and federal agencies. This division has a wealth of information and resources that are utilized by those in the real estate profession and related fields.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	11.00	10.00	11.00	11.00	11.00
City Funded Seasonal Wage	1.75	1.75	1.75	1.75	1.75
TOTAL FTE	12.75	11.75	12.75	12.75	12.75
BUDGET SUMMARY					
Salaries	\$476,596	\$477,161	\$536,643	\$536,643	\$536,643
Employee Benefits	158,256	172,682	193,841	193,841	193,841
Contractual Services					
Maintenance and Repair	0	19,550	21,800	21,800	21,800
Printing and Binding	305	500	500	500	500
Advertising	206	250	250	250	250
Software Purchases	17,082	0	0	0	0
Internal Services					
Fleet Service Charges	0	8,433	11,394	11,394	11,394
Other Charges					
Supplies and Materials	8,523	5,157	5,157	5,157	5,157
Training and Conferences	18,989	17,066	17,066	17,066	17,066
Telecommunications	137	150	800	800	800
Postage and Mailing	519	12,210	12,210	12,210	12,210
Dues and Memberships	2,484	2,976	2,976	2,976	2,976
Miscellaneous: Board of Equalization	1,402	400	2,200	2,200	2,200
Capital Outlay	0	65,000	0	0	0
TOTAL	\$684,499	\$781,535	\$804,837	\$804,837	\$804,837



City Assessor Budget Description

The Department Requested FY 2008 City Assessor’s Office budget of \$804,837 represents a 3.0% increase of \$23,302 as compared to the Adopted FY 2007 budget of \$781,535.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$50,835 increase in Salaries and Employee Benefits reflecting the request for a new Administrative Associate IV position.
- \$29,806 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments.
- \$65,000 decrease in Capital Outlay for Vehicles reflecting reduced funding since vehicles were purchased last year.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 City Assessor budget was adopted by City Council without changes.

City Assessor Performance Measures

Goal 1:

Assess all real property within the City of Lynchburg, fairly and equitably, at fair-market value.

Objective:

Completion of the 2007 general reassessment with values based on real estate market trends and sales.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Assessment-Sales Ratio	92%	86%	95%	90%

Goal 2:

Assess all real property within the City of Lynchburg, fairly and equitably, at fair-market value.

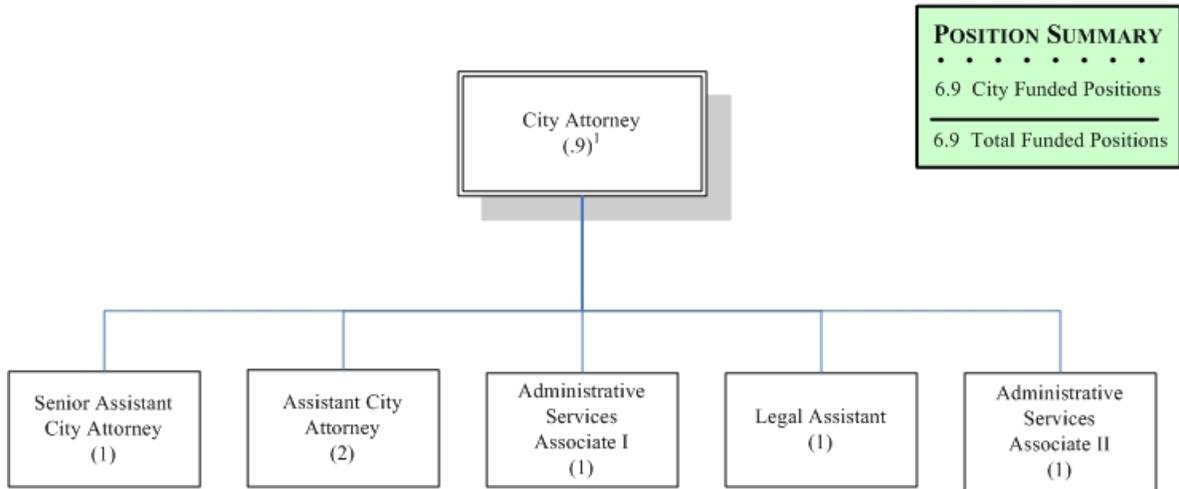
Objective:

Review property by visiting all improved parcels, measuring buildings, and verifying that the data is accurate.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Property Reviews Completed	25%	35%	50%	75%



CITY ATTORNEY



1. Note: .1 FTE Assigned to Risk Management Budget.



City Attorney. Provides legal services to City Council, the City Manager, City departments and agencies as well as the Lynchburg School Board. Services include rendering formal and informal opinions; recommending appropriate legal changes in the City Code, regulations and policies; advising of changes in law which affect the City; drafting ordinances, resolutions, Charter revisions, proposed legislation, contracts, deeds, leases and other legal documents; handling real estate matters, including necessary title examinations, negotiations and closings; prosecuting and defending lawsuits on behalf of the City; supervising the City’s Risk Management activities and the Self-Insurance Plan; and reviewing legislation which concern the City.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	6.85	6.85	6.90	6.90	6.90
TOTAL FTE	6.85	6.85	6.90	6.90	6.90
BUDGET SUMMARY					
Salaries	\$363,328	\$364,845	\$369,062	\$369,062	\$369,062
Employee Benefits	118,468	134,621	136,329	136,329	136,329
Contractual Services					
Legal Services	3,000	3,000	3,000	3,000	3,000
Advertising	0	750	750	750	750
Other Charges					
Supplies and Materials	4,212	5,550	5,750	5,750	5,750
Books and Publications	17,906	22,906	23,590	23,590	23,590
Minor Equipment, Tools & Furniture	3,918	1,600	2,500	2,500	2,500
Mileage Reimbursement	5	100	100	100	100
Training and Conferences	7,428	11,625	12,500	12,500	12,500
Telecommunications	242	400	400	400	400
U.S. Postage	303	406	432	432	432
Mailing Services	26	455	455	455	455
Dues and Memberships	2,895	2,431	2,950	2,950	2,950
TOTAL	\$521,731	\$548,689	\$557,818	\$557,818	\$557,818

City Attorney Budget Description

The Department Requested FY 2008 City Attorney budget of \$557,818 represents a 1.7% increase of \$9,129 as compared to the Adopted FY 2007 budget of \$548,689.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$5,925 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 City Attorney budget was adopted by City Council without changes.



City Attorney Performance Measure

Goal 1:

To provide the best possible legal counsel and representation to the City, its departments and employees in support of their mission to create a safe, productive and harmonious community.

Objectives:

To provide timely responses to all requests for legal opinions and advice from the City Council, City Manager and City departments and agencies.

To handle real estate matters, including title examinations, preparation of documents and conducting closings, in a timely manner.

To ensure that civil litigation brought by or against the City consistently processes to a favorable conclusion.

Performance Measure:

No later than September 1 of each year, the City Attorney's Office will prepare an annual report for City Council summarizing the legal services provided by the Office during the preceding year, including a statement of opinions given upon City business, real estate matters handled and lawsuits ended and pending.

Target FY 2006

Completed

Actual FY 2006

Completed

Projected FY 2007

Completed

Projected FY 2008

Completed



Self Insurance. The Risk Management Program established by City Council effective January 1, 1986, is an alternative to the routine procurement of general liability and automobile liability insurance policies from commercial insurance companies. The program is funded through annual contributions from the General Fund, Utility Funds, Airport Fund, Regional Juvenile Detention Fund and Self-Insurance Fund interest income. The claims placed in this fund are expended in lieu of insurance to settle liability claims filed against the City.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
BUDGET SUMMARY					
Other Charges					
Self Insurance Payment	\$568,752	\$609,760	\$614,037	\$614,037	\$614,037
TOTAL	\$568,752	\$609,760	\$614,037	\$614,037	\$614,037

Self Insurance Budget Description

The Department Requested FY 2008 Self Insurance budget of \$614,037 represents a .7% increase of \$4,277 as compared to the Adopted FY 2007 budget of \$609,760.

Significant changes introduced in the Department Requested FY 2007 budget include:

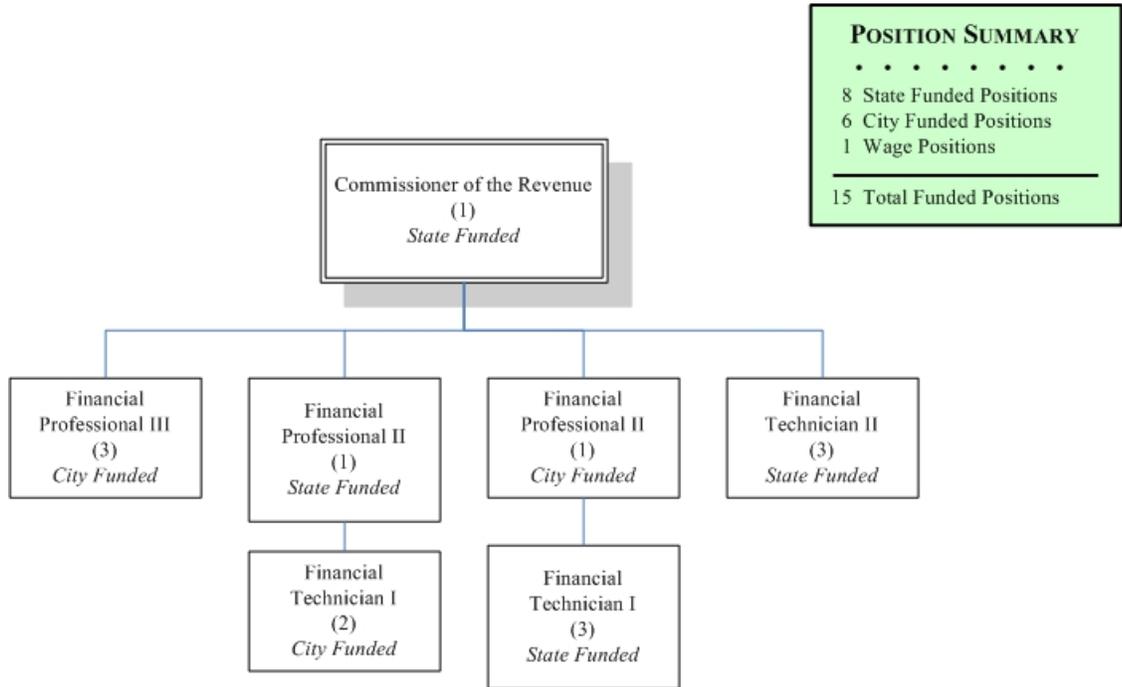
- \$4,277 increase in Self-Insurance Payments reflecting the rising cost of insurance premiums.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 Self Insurance budget was adopted by City Council without changes.



COMMISSIONER OF THE REVENUE





Commissioner of Revenue. A State Constitutional Office. Elected by City residents, the Commissioner assesses personal property, machinery/tools, business/professional licenses, bank stock tax, public service corporations, meals, lodging, amusement and income taxes. The Commissioner prepares and audits State income tax returns, administers tax relief for the elderly, furnishes information on local and State tax issues, and maintains the automotive decal file.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	6	6	6	6	6
City Funded Seasonal Wage	1	1	1	1	1
State Funded	9	9	8	8	8
TOTAL FTE	16	16	15	15	15
BUDGET SUMMARY					
Salaries	\$495,762	\$531,261	\$548,879	\$548,879	\$553,879
Employee Benefits	176,098	212,036	215,954	215,954	217,414
Contractual Services					
Maintenance and Repair	1,862	575	1,200	1,200	1,200
Advertising and Public Relations	690	800	800	800	800
Miscellaneous	50	5,100	9,100	9,100	9,100
Other Charges					
Supplies and Materials	14,396	12,350	9,750	9,750	9,750
Training and Conferences	5,714	7,000	12,000	12,000	12,000
Telecommunications	1,490	1,005	1,600	1,600	1,600
Postage and Mailing	27,620	17,420	22,200	22,200	22,200
Dues and Memberships	920	610	850	850	850
Rentals and Leases	5,322	5,000	5,146	5,146	5,146
TOTAL	\$729,924	\$793,157	\$827,479	\$827,479	\$833,939
Less Revenues from the Commonwealth	(166,826)	(165,000)	(180,333)	(180,333)	(186,793)
TOTAL CITY COST	\$563,098	\$628,157	\$647,146	\$647,146	\$647,146

Commissioner of the Revenue Budget Description

The Department Requested FY 2008 Commissioner of the Revenue budget of \$827,479 represents a 4.3% increase of \$34,322 as compared to the Adopted FY 2007 budget of \$793,157.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$4,625 increase in Contractual Services reflecting an increase in vehicle assessment services.
- \$5,000 increase in Training and Conferences reflecting continuing education, employee certification as Master Deputy Commissioners of the Revenue, and sponsorship of the 88th Annual Commissioner of the Revenue conference which will be held in Lynchburg August 2007.
- \$4,780 increase in mailing services reflecting postage increase and printing of File By Exception forms by mailing service.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 Commissioner of the Revenue budget was adopted by City Council with the following changes:

- ◆ \$6,460 increase in Salaries and Employee Benefits reflecting additional funding from the State Compensation Board.



Commissioner of Revenue Performance Measures

Goal 1:

Ensure all personal property is filed for taxation on or before April 15th or within 30 days of acquiring property or moving into the City of Lynchburg.

Objective:

Utilize information provided the Department of Motor Vehicles, Department of Taxation, apartment complexes, mobile home parks, Department of Inland Game and Fisheries, Circuit Court Clerks, real estate transfers, City of Lynchburg utility records and citizens to identify and assess personal property tax.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Personal Property Tax	\$10,999,807	\$17,867,625 ¹	\$12,803,698	\$13,535,166

¹ Includes an extra installment from implementing installment billing.

Goal 2:

Ensure all businesses file equipment for business personal property tax and obtain all required licenses. Ensure all utility, meals, amusement and lodging taxes are remitted.

Objective:

Utilize information provided by business owners, Department of Taxation, Department of Motor Vehicles, Alcohol Beverage Control Board, Chamber of Commerce, Community Planning and Development, and citizens to identify and assess business license, utility, meals, amusement and lodging taxes.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Utility	\$7,232,559	\$6,870,716	\$6,909,853	\$6,957,658
Business License	\$6,814,811	\$7,130,237	\$7,432,799	\$7,503,617
Meals Tax	\$8,873,700	\$9,358,567	\$9,880,350	\$10,275,564
Lodging	\$1,476,141	\$1,491,943	\$1,592,109	\$1,679,674
Amusement	\$392,000	\$368,680	\$369,568	\$373,264

Goal 3:

Conduct 46 compliance audits of local businesses.

Objective:

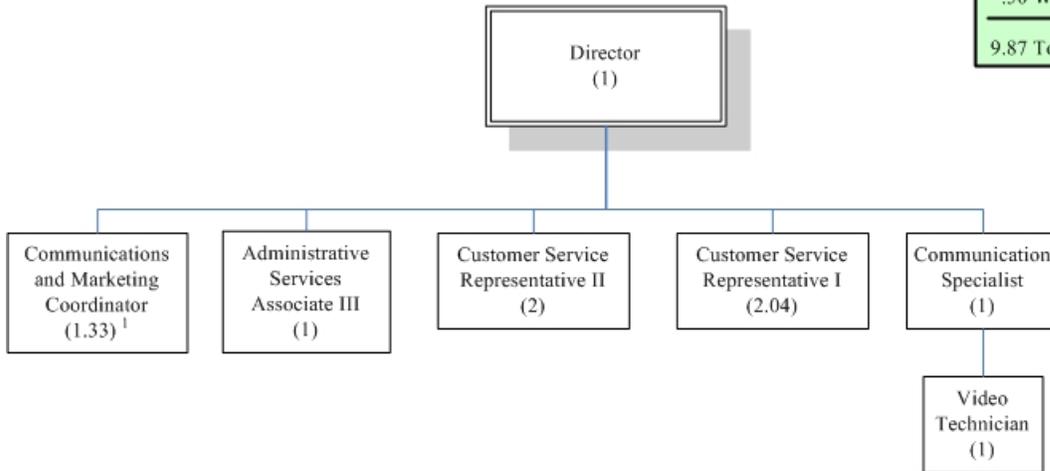
Ensure compliance with business license and business personal property requirements.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Number of audits	46	35	45	60



**COMMUNICATIONS AND MARKETING
(including Citizens First Customer Service Center and Local Government Channel)**

POSITION SUMMARY
.....
9.37 City Funded Positions
.50 Wage
<hr/>
9.87 Total Funded Positions



1. One Position shared among three departments:
 .33 FTE position assigned to Communications and Marketing
 .33 FTE position assigned to Waste Management
 .34 FTE position assigned to Utilities (Water Fund)



Communications and Marketing, Citizens First Customer Service Center, and Local Government Channel

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	5.33	5.33	7.33	7.33	7.33
City Funded Part-Time	0.00	1.88	2.04	2.04	2.04
City Funded Non-Seasonal Wage	0.00	0.00	0.50	0.50	0.50
TOTAL FTE	5.33	7.21	9.87	9.87	9.87
BUDGET SUMMARY					
Salaries	\$232,630	\$246,530	\$364,407	\$364,407	\$364,407
Employee Benefits	71,997	86,682	124,610	124,610	124,610
Contractual Services					
Maintenance and Repair	75	3,600	1,000	1,000	1,000
Printing and Binding	6,822	6,765	10,900	10,900	10,900
Advertising	16,321	25,548	27,200	27,200	27,200
Public Relations	11,756	13,000	20,000	20,000	20,000
Miscellaneous	26	500	2,000	2,000	2,000
Other Charges					
Supplies and Materials	11,358	9,400	24,125	24,125	24,125
Training and Conferences	5,005	7,950	10,000	10,000	10,000
Telecommunications	423	700	1,360	1,360	1,360
Postage and Mailing	717	700	1,425	1,425	1,425
Dues and Memberships	749	1,218	1,718	1,718	1,718
Courtesies To Guests	3,021	2,758	5,000	5,000	5,000
Miscellaneous	10,489	9,000	11,000	11,000	11,000
Capital Outlay	0	0	100,000	0	0
TOTAL	\$371,389	\$414,351	\$704,745	\$604,745	\$604,745

Communications and Marketing, Citizens First, and Local Government Channel Budget Description

The Department Requested FY 2008 Communications and Marketing/Citizens First/Government Channel budget of \$704,745 represents a 70.1% increase of \$290,394 as compared to the Adopted FY 2007 budget of \$414,351.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$7,000 increase in Public Relations reflecting branding efforts for the City.
- \$3,500 increase in Furniture reflecting a request to replace a desk and conference room chairs.
- \$4,135 increase in Printing and Binding Services to print the City's Street Directory.
- \$266,021 increase reflecting the new request for a local government channel and related expenses.

Major item requested not proposed by the City Manager for funding:

- \$100,000 reduction in Capital Outlay with the intention of purchasing equipment with FY 2007 funding.

The Proposed FY 2008 Communications and Marketing and Citizens First budget was adopted by City Council without changes.



Communications and Marketing, Citizens First Customer Service Center, and Local Government Channel Performance Measures

Goal 1:

To take ownership of each call, manage each request correctly, dispatch efficiently and communicate to ensure citizens satisfaction.

Objective:

To achieve a high level of citizen satisfaction with the City's customer service efforts.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Increase by 1% the percentage of citizens rating the City's customer service in the excellent to good range.	65%	65%	Not Measured	66%

Goal 2:

Increase citizen awareness, knowledge, and understanding of its government processes, programs, services, and activities.

Objective:

Continue the Citizens Academy and the publication of the Source newsletter.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Increase by 2% the percentage of citizens rating the City's public information services in the excellent to good range.	65%	64%	Not Measured	66%

Goal 3:

Produce quality television programming aimed at increasing citizen awareness, knowledge, and understanding of government services and programs.

Objective:

Utilize the local government channel to improve community awareness of local government services, programs, and activities.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
New programs produced and broadcast.	New division in 2008	New division in 2008	New division in 2008	12

Goal 4:

Broadcast live and replayed City Council Meetings.

Objective:

Citizens are better informed about the issues and activities being addressed by City Council.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Broadcast all regular City Council Meetings including Budget Public Hearing and the State of the City Address	New division in 2008	New division in 2008	New division in 2008	23



Communications and Marketing. Focuses on proactive communication with City Council, citizens, employees and others. Efforts are concentrated on public information and assistance for departments and staff, media relations as well as neighborhood, business, Internet/Intranet, Cable Channel 7 and employee communications.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	3.33	3.33	3.33	3.33	3.33
TOTAL FTE	3.33	3.33	3.33	3.33	3.33
BUDGET SUMMARY					
Salaries	\$136,207	\$139,556	\$151,095	\$151,095	\$151,095
Employee Benefits	47,445	57,664	60,910	60,910	60,910
Contractual Services					
Maintenance and Repair	75	0	0	0	0
Printing and Binding	5,859	5,865	9,900	9,900	9,900
Advertising	15,634	24,548	26,000	26,000	26,000
Public Relations	11,756	13,000	20,000	20,000	20,000
Miscellaneous	26	500	1,000	1,000	1,000
Other Charges					
Supplies and Materials	10,026	5,700	10,350	10,350	10,350
Training and Conferences	4,901	5,200	6,000	6,000	6,000
Telecommunications	392	550	600	600	600
Postage and Mailing	717	600	750	750	750
Dues and Memberships	749	1,218	1,218	1,218	1,218
Courtesies To Guests	3,021	2,758	3,000	3,000	3,000
State of the City Address/Citizens Academy/Tours	10,489	9,000	9,000	9,000	9,000
TOTAL	\$247,297	\$266,159	\$299,823	\$299,823	\$299,823



Citizens First Customer Service Center. The mission of the Center is to respond to each citizen interaction through the provision of accurate, timely and easily understood information.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	2.00	2.00	2.00	2.00	2.00
City Funded Part-Time	0.00	1.88	2.04	2.04	2.04
TOTAL FTE	2.00	3.88	4.04	4.04	4.04
BUDGET SUMMARY					
Salaries	\$96,423	\$106,974	\$98,487	\$98,487	\$98,487
Employee Benefits	24,552	29,018	27,729	27,729	27,729
Contractual Services					
Maintenance and Repair	0	3,600	1,000	1,000	1,000
Printing and Binding	963	900	1,000	1,000	1,000
Advertising	687	1,000	1,200	1,200	1,200
Other Charges					
Supplies and Materials	1,332	3,700	5,175	5,175	5,175
Training and Conferences	104	2,750	3,000	3,000	3,000
Telecommunications	31	150	160	160	160
Postage and Mailing	0	100	150	150	150
Courtesies to Guests	0	0	1,000	1,000	1,000
TOTAL	\$124,092	\$148,192	\$138,901	\$138,901	\$138,901



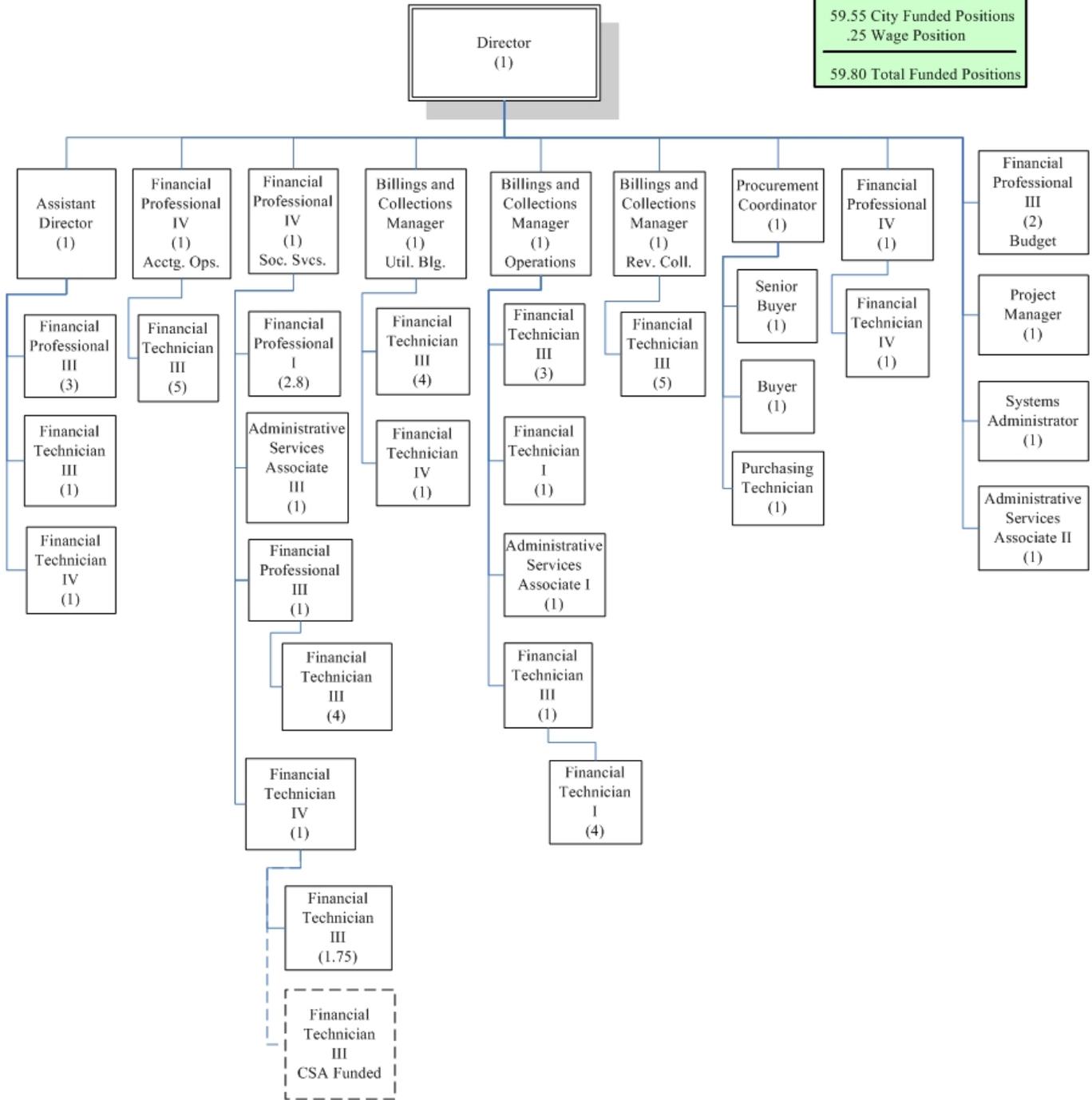
Local Government Channel. This cable channel is to enhance the City’s communication program with citizens.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	0.00	0.00	2.00	2.00	2.00
City Funded Non-Seasonal Wage	0.00	0.00	0.50	0.50	0.50
TOTAL FTE	0.00	0.00	2.50	2.50	2.50
BUDGET SUMMARY					
Salaries	\$0	\$0	\$114,825	\$114,825	\$114,825
Employee Benefits	0	0	35,971	35,971	35,971
Contractual Services					
Miscellaneous	0	0	1,000	1,000	1,000
Other Charges					
Supplies and Materials	0	0	8,600	8,600	8,600
Training and Conferences	0	0	1,000	1,000	1,000
Telecommunications	0	0	600	600	600
Postage and Mailing	0	0	525	525	525
Dues and Memberships	0	0	500	500	500
Courtesies To Guests	0	0	1,000	1,000	1,000
Miscellaneous	0	0	2,000	2,000	2,000
Capital Outlay	0	0	100,000	0	0
TOTAL	\$0	\$0	\$266,021	\$166,021	\$166,021



FINANCIAL SERVICES

POSITION SUMMARY	
.....	
59.55 City Funded Positions	
.25 Wage Position	
<hr/>	
59.80 Total Funded Positions	





Financial Services. Comprised of the Office of the Director, Accounting, Billings & Collections, Budget and Procurement Divisions. The Human Services Financial Division was added to the Financial Services Department budget in FY 2007.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	49.00	58.00	59.00	58.00	58.00
City Funded Part-Time	0.00	1.55	0.80	1.55	1.55
City Funded Seasonal Wage	0.00	0.00	0.25	0.25	0.25
TOTAL FTE	49.00	59.55	60.05	59.80	59.80
BUDGET SUMMARY					
Salaries	\$1,754,461	\$2,240,504	\$2,329,491	\$2,301,333	\$2,301,333
Employee Benefits	617,698	904,447	918,590	901,357	901,357
Contractual Services					
Maintenance and Repair	14,323	8,554	8,664	8,664	8,664
Professional	1,219	5,000	25,000	25,000	25,000
Auditing	68,277	65,129	100,000	75,000	75,000
Fiscal	32,063	32,000	32,840	32,840	32,840
Printing and Binding	7,425	14,470	11,750	11,750	11,750
Legal	(1,592)	5,500	5,500	5,500	5,500
Temporary Personnel	3,041	3,000	5,000	5,000	5,000
Advertising	4,583	3,900	2,600	2,600	2,600
Investigation Services	0	80	80	80	80
Banking	72,164	71,400	73,000	73,000	73,000
Miscellaneous	5,362	2,785	2,785	2,785	2,785
Other Charges					
Supplies and Materials	103,043	96,588	85,414	85,414	85,414
Training and Conferences	46,112	79,245	80,022	80,022	80,022
Telecommunications	1,459	1,490	1,828	1,828	1,828
Postage and Mailing	195,058	191,195	238,617	238,617	238,617
Inventory	1,898	2,000	3,000	3,000	3,000
Dues and Memberships	2,836	6,774	5,196	5,196	5,196
Courtesies to Guests	406	0	0	0	0
Miscellaneous	3,092	650	650	650	650
Rentals and Leases	2,688	2,684	3,272	3,272	3,272
Capital Outlay	18,922	20,880	16,000	16,000	16,000
TOTAL	\$2,954,538	\$3,758,275	\$3,949,299	\$3,878,908	\$3,878,908
Less revenues from Finance Social Services - Federal	0	(267,975)	(311,607)	(311,607)	(311,607)
Less revenues from Finance Social Services - State	0	(67,639)	(75,200)	(75,200)	(75,200)
Less revenues from Finance Juvenile Services - State	0	(12,000)	(12,000)	(12,000)	(12,000)
TOTAL CITY COST	\$2,954,538	\$3,410,661	\$3,550,492	\$3,480,101	\$3,480,101



Financial Services – Office of the Director. Responsible for the overall planning and leadership to prudently manage financial operations and to recommend and implement sound fiscal policies. In addition, long-range financial planning, debt management and coordination of the annual audit are major responsibilities of the Office of the Director.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	5	6	6	7	7
TOTAL FTE	5	6	6	7	7
BUDGET SUMMARY					
Salaries	\$237,823	\$379,003	\$389,740	\$414,596	\$414,596
Employee Benefits	77,286	136,052	138,800	150,144	150,144
Contractual Services					
Maintenance and Repair	95	0	0	0	0
Professional	1,219	5,000	25,000	25,000	25,000
Advertising	3,164	0	0	0	0
Other Charges					
Supplies and Materials	44,922	5,514	5,945	5,945	5,945
Training and Conferences	9,484	15,820	20,712	20,712	20,712
Telecommunications	524	100	420	420	420
Postage and Mailing	152	100	200	200	200
Dues and Memberships	213	2,144	1,106	1,106	1,106
Courtesies to Guests	406	0	0	0	0
TOTAL	\$375,288	\$543,733	\$581,923	\$618,123	\$618,123

Financial Services – Office of the Director Budget Description

The Department Requested FY 2008 Finance Director’s budget of \$581,923 represents a 7.0% increase of \$38,190 as compared to the Adopted FY 2007 budget of \$543,733.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$13,485 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments.
- \$4,892 increase in Training and Conferences reflecting training for new personnel and moving the budget for the City Accountant’s training expenses to this division.
- \$20,000 increase in Professional Services for Investment Services.

Major item proposed by the City Manager not requested in the original department submission:

- ✦ \$36,200 reflected in Salaries and Employee Benefits to add an Administrative Support Associate II position. This position was moved and reclassified from the Accounting Division of Financial Services.

The Proposed FY 2008 Financial Services – Office of the Director budget was adopted by City Council without changes.



Financial Services – Office of the Director Performance Measures

Goal 1:

Provide timely and professional analysis, interpretation, and presentation of the City’s financial position.

Objective:

Receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Certificate of Achievement for Excellence in Financial Reporting.	Yes	Yes	Yes	Yes

Goal 2:

Ensure the City is financially sound and has an investment grade bond rating

Objective:

Receive a bond rating from the three bond rating agencies

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Maintain at least a AA Bond rating by three bond rating agencies.	AA	AA	AA	AA



Financial Services – Accounting Division. Administers the financial, payroll, accounts payable and fixed assets systems and processes for all funds, the largest of which is the General Fund. The Division also prepares financial analysis for City Council, Administration and Departments, as well as required reports for Federal/State/Local and other regulatory agencies, auditors, private sector financial entities and the citizenry. In addition, the Division accounts for Federal and/or State funded grants/projects, performs cash management/investment functions, administers the debt portfolio and compiles all the information necessary to complete the annual independent audit.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	14.00	13.00	13.00	12.00	12.00
City Funded Seasonal Wage	0.00	0.00	0.25	0.25	0.25
TOTAL FTE	14.00	13.00	13.25	12.25	12.25
BUDGET SUMMARY					
Salaries	\$571,402	\$539,636	\$541,372	\$496,444	\$496,444
Employee Benefits	193,805	211,279	210,158	192,918	192,918
Contractual Services					
Maintenance and Repair	2,503	5,850	5,850	5,850	5,850
Auditing	68,277	65,129	100,000	75,000	75,000
Fiscal	32,063	32,000	32,840	32,840	32,840
Printing and Binding	2,513	1,700	1,750	1,750	1,750
Advertising	40	100	100	100	100
Banking	72,164	71,400	73,000	73,000	73,000
Miscellaneous	0	435	435	435	435
Other Charges					
Supplies and Materials	19,289	25,705	25,705	25,705	25,705
Training and Conferences	20,754	33,775	30,035	30,035	30,035
Telecommunications	311	550	550	550	550
Postage and Mailing	5,044	5,460	5,795	5,795	5,795
Dues and Memberships	1,123	2,080	1,655	1,655	1,655
Miscellaneous	2,802	550	550	550	550
TOTAL	\$992,090	\$995,649	\$1,029,795	\$942,627	\$942,627



Financial Services – Accounting Division Budget Description

The Department Requested FY 2008 Finance Accounting budget of \$1,029,795 represents a 3.4% increase of \$34,146 as compared to the Adopted FY 2007 budget of \$995,649.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$36,471 increase in Auditing and Banking Services reflecting increased costs.
- \$2,100 increase in Salaries and Employee Benefits to hire a seasonal employee.

Major items requested not proposed by the City Manager for funding:

- \$62,168 reflected in Salaries and Employee Benefits to reclassify a Financial Professional III position to an Administrative Support Associate II position and move it to the Director's budget.
- \$25,000 reflected in Auditing due to staff performing more of the required schedules.

The Proposed FY 2008 Financial Services – Accounting Division budget was adopted by City Council without changes.



Financial Services – Accounting Division Performance Measures

Goal 1:

Facilitate timely and accurate payments to vendors for goods and services provided to the City.

Objective:

Improve the percentage of payments made within 45 days.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Increase of Payments made within 45 days	85%	90%	95%	98%

Goal 2:

Provide timely and professional analysis, interpretation, and presentation of the City’s financial position through financial reporting and oversight.

Objective:

Complete the Comprehensive Annual Financial Report and deliver to the State Auditor of Public Accounts by December 5 of each year.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Date of “close” of fiscal year and completion of the annual audit.	12/5/06	11/29/06	12/5/07	12/1/08

Goal 3:

Provide effective education of City financial system users

Objective:

Provide users with the training necessary to perform their jobs effectively and efficiently through the use of the City’s financial system.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Number of training classes provided	2	2	3	5



Financial Services – Billings & Collections Division. Primarily responsible for the billing and collection, both current and delinquent, of substantially all City revenues. This division provides for the billing and collection of real estate taxes, personal property taxes, business license taxes, water and sewer bills, parking tickets, delinquent ambulance bills, vehicle decals, trash tags and a variety of other revenues due the City.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	24	23	23	23	23
TOTAL FTE	24	23	23	23	23
BUDGET SUMMARY					
Salaries	\$666,766	\$696,313	\$727,437	\$727,437	\$727,437
Employee Benefits	255,989	299,836	308,291	308,291	308,291
Contractual Services					
Maintenance and Repair	11,725	2,704	2,814	2,814	2,814
Legal	(1,592)	5,500	5,500	5,500	5,500
Temporary Personnel	3,041	3,000	5,000	5,000	5,000
Advertising	985	2,750	1,750	1,750	1,750
Miscellaneous	5,362	2,350	2,350	2,350	2,350
Other Charges					
Supplies and Materials	34,503	56,009	45,204	45,204	45,204
Training and Conferences	7,234	6,200	6,825	6,825	6,825
Telecommunications	458	540	558	558	558
Postage and Mailing	189,167	183,635	230,922	230,922	230,922
Dues and Memberships	275	200	265	265	265
Miscellaneous	290	0	0	0	0
Rentals and Leases	2,688	2,684	3,272	3,272	3,272
Capital Outlay	1,818	0	0	0	0
TOTAL	\$1,178,709	\$1,261,721	\$1,340,188	\$1,340,188	\$1,340,188



Financial Services – Billings and Collections Division Budget Description

The Department Requested FY 2008 Billings and Collections budget of \$1,340,188 represents a 6.2% increase of \$78,467 as compared to the Adopted FY 2007 budget of \$1,261,721.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$39,579 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments.
- \$2,000 increase in Temporary Personnel Services to cover the peak payment periods of November, May, and June.
- \$10,821 decrease in Forms and Stationary reflecting the shift to an outside vendor for the Mailing Services Contract.
- \$47,287 increase in Mailing Services reflecting a 5% increase for printing services and a 6.5% postal rate increase.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 Financial Services – Billings and Collections Division budget was adopted by City Council without changes.

Financial Services – Billings and Collections Division Performance Measure

Goal 1:

Make the payment of taxes and fees by citizens and businesses as easy as possible.

Objective:

Provide as many different ways to accept payments as possible.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Increase number of payment methods	7	7	8	8
Increase number of types of bills that can be paid electronically	5	4	6	6
Increase number of payments made electronically	10,000	14,618	12,000	15,000



Financial Services – Budget Division. Responsible for working with the City Manager’s Office to develop the annual operating budget and capital improvement program. This Division assists City departments, agencies, and citizens with budget matters and questions; as well as preparing and managing both the operating budget and capital improvement programs. The Division also provides research, data compilation, and various management reports related to budget matters.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	2	2	2	2	2
TOTAL FTE	2	2	2	2	2
BUDGET SUMMARY					
Salaries	\$92,189	\$86,908	\$100,126	\$100,126	\$100,126
Employee Benefits	30,868	33,951	37,730	37,730	37,730
Contractual Services					
Printing and Binding	4,912	12,770	10,000	10,000	10,000
Other Charges					
Supplies and Materials	1,745	1,450	1,750	1,750	1,750
Training and Conferences	1,975	5,000	4,000	4,000	4,000
Postage and Mailing	64	100	100	100	100
Dues and Memberships	570	750	570	570	570
TOTAL	\$132,323	\$140,929	\$154,276	\$154,276	\$154,276



Financial Services – Budget Division Budget Description

The Department Requested FY 2008 Financial Services – Budget Division budget of \$154,276 represents a 9.5% increase of \$13,347 as compared to the Adopted FY 2007 budget of \$140,929.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$16,997 increase in Salaries and Employee Benefits reflecting compensation adjustments.
- \$2,770 decrease in Printing and Binding services reflecting a lower than expected cost for producing the Proposed and Adopted budget books.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 Financial Services – Budget Division budget was adopted by City Council without changes.

Financial Services – Budget Division Performance Measures

Goal 1:

Provide a proposed budget document to City Council within a timeframe that allows timely adoption.

Objective:

To ensure City Council has adequate time to review and discuss the proposed book prior to adoption.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Proposed document is delivered to Council prior to its first scheduled Work Session in March.	Yes	Yes	Yes	Yes

Goal 2:

Provide financial management information to Council, departments, agencies, investors and citizens to increase confidence in City government and make informed decisions about provisions of services and City resources.

Objective:

Ensure that policy makers and stakeholders have clear, reliable information on how tax dollars are spent and understand the value they are getting in terms of results.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Publish accurate and informative financial documents that comply with GFOA Distinguished Budget Presentation Award standards.	Yes	Yes	Yes	Yes



Financial Services – Procurement Division. Provides a full range of service to internal and external customers in the acquisition of goods and services, including construction and professional services, recordation and disposition of City owned surplus property, provides mail services to City departments and maintains City Hall copiers.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
TOTAL FTE	4	4	4	4	4
BUDGET SUMMARY					
Salaries	\$184,086	\$162,040	\$156,130	\$156,130	\$156,130
Employee Benefits	59,164	78,016	62,456	62,456	62,456
Contractual Services					
Advertising	394	1,000	700	700	700
Other Charges					
Supplies and Materials	2,584	5,400	4,300	4,300	4,300
Training and Conferences	6,665	15,000	15,000	15,000	15,000
Telecommunications	166	300	300	300	300
Postage and Mailing	631	1,800	1,500	1,500	1,500
Inventory	1,898	2,000	3,000	3,000	3,000
Dues and Memberships	655	1,200	1,200	1,200	1,200
Rentals and Leases	17,104	20,880	16,000	16,000	16,000
TOTAL	\$273,347	\$287,636	\$260,586	\$260,586	\$260,586

Financial Services – Procurement Division Budget Description

The Department Requested FY 2008 Finance/Procurement Division budget of \$260,586 represents a 9.4% decrease of \$27,050 as compared to the Adopted FY 2007 budget of \$287,636.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$21,470 decrease in Salaries and Employee Benefits reflecting the reorganization of the department.
- \$4,880 decrease in Rentals and Leases-Equipment Rental reflecting the downsizing of two City Hall copiers.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2008 Financial Services – Procurement Division budget was adopted by City Council without changes.



Financial Services – Procurement Division Performance Measures

Goal 1: Increase internal customer satisfaction through improvements to Procurement procedures and customer service.

Objective: Finalize all Procurement policies and procedures to ensure consistency. Implement the e-Procurement website, which will maximize efficiency of formal solicitations and vendor registrations. Establish regular training sessions for City Departments and vendors to provide an understanding of procedural requirements and give City employees the tools to effectively perform delegated purchasing responsibilities.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Based on the 2005 Procurement Management Review, Increase internal customer satisfaction with:				
Procurement Operations	7-10%	7%	5%	5%
Overall Procurement Performance	7-10%	34%	5%	5%
Purchasing Processes				
Procurement Division Performance	7-10%	9%	5%	5%
	7-10%	50%	5%	5%

Goal 2: Increase the percentage of City-wide Procurement Card purchases made through eVA.

Objective: Ensure departments are utilizing Procurement Cards efficiently through the use of state contracts and QuickQuote. Provide one-on-one trainings within departments so users will fully understand eVA applications.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Percentage of Procurement Card Purchases processed through eVA	New Measure in 2006	5%	8%	15%



Financial Services – Human Services Financial Division Provides financial services to Juvenile and Social Services, the Detention Home Fund, and the Comprehensive Services Act Fund. Services include accounting for all State, federal, and local revenues within these funds.

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
POSITION SUMMARY					
City Funded Full-Time	0.00	10.00	11.00	10.00	10.00
City Funded Part-Time	0.00	1.55	0.80	1.55	1.55
TOTAL FTE	0.00	11.55	11.80	11.55	11.55
BUDGET SUMMARY					
Salaries	\$2,195	\$376,604	\$414,686	\$406,600	\$406,600
Employee Benefits	586	145,313	161,155	149,818	149,818
Contractual Services					
Advertising	0	50	50	50	50
Investigation Services	0	80	80	80	80
Other Charges					
Supplies and Materials	0	2,510	2,510	2,510	2,510
Training and Conferences	0	3,450	3,450	3,450	3,450
Postage and Mailing	0	100	100	100	100
Dues and Memberships	0	400	400	400	400
Miscellaneous	0	100	100	100	100
TOTAL	\$2,781	\$528,607	\$582,531	\$563,108	\$563,108
Less revenues from Finance Social Services - Federal	0	(267,975)	(311,607)	(311,607)	(311,607)
Less revenues from Finance Social Services - State	0	(67,639)	(75,200)	(75,200)	(75,200)
Less revenues from Finance Juvenile Services - State	0	(12,000)	(12,000)	(12,000)	(12,000)
TOTAL CITY COST	\$2,781	\$180,993	\$183,724	\$164,301	\$164,301

Financial Services – Human Services Financial Division Budget Description

The Department Requested FY 2008 Financial Services – Human Services Financial Division budget of \$582,531 represents a 10.2% increase of \$53,924 as compared to the Adopted FY 2007 budget of \$528,607.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$53,924 increase in Salaries and Employee Benefits reflecting FY 2007 compensation adjustments and the upgrade of a part-time (.75) Financial Technician III to a full-time position.

Major item requested not proposed by the City Manager for funding:

- \$19,423 reflected in Salaries and Employee Benefits for the upgrade of a part-time Financial Technician III to full-time.

The Proposed FY 2008 Financial Services – Human Services Financial Division budget was adopted by City Council without changes.



Financial Services – Human Services Financial Division Performance Measure

Goal 1:

Facilitate timely and accurate payments to vendors for Title IV-E and Comprehensive Services Act related services provided to the City.

Objective:

Improve the percentage of payments made within 45 days.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Increase of Payments made within 45 days	90%	92%	92%	95%