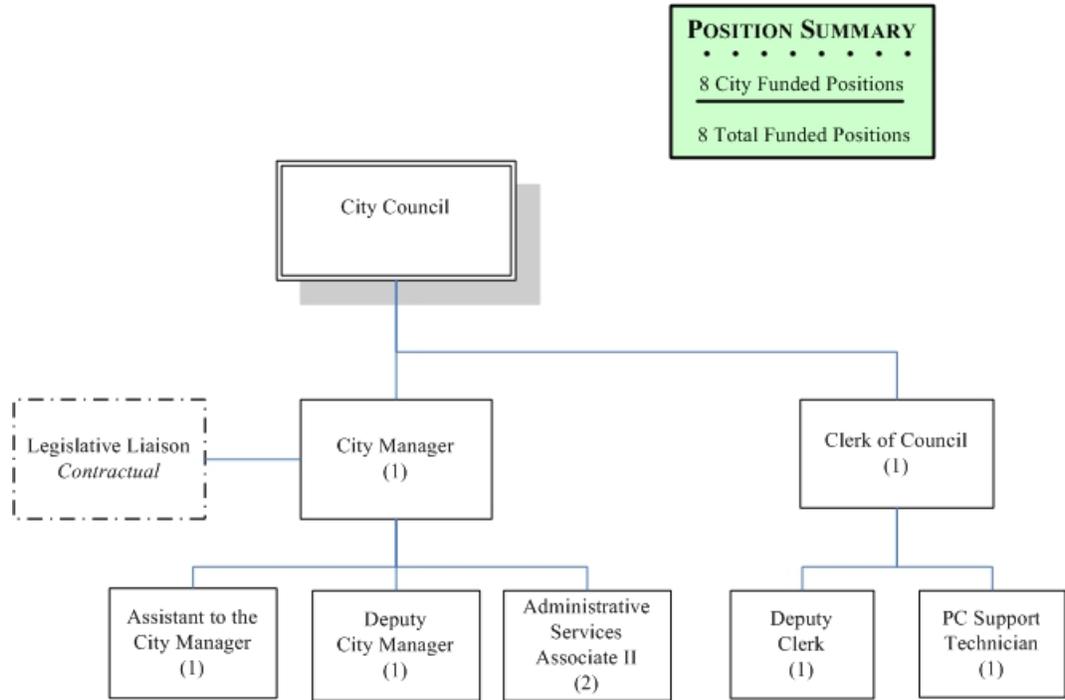




### COUNCIL/MANAGER OFFICES





**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	7.00	9.00	9.00	8.00	8.00
<b>TOTAL FTE</b>	<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$543,761	\$677,316	\$694,285	\$629,285	\$629,285
<b>Employee Benefits</b>	163,908	215,967	213,193	190,142	190,142
<b>Contractual Services</b>					
Maintenance and Repair	0	0	250	250	250
Professional	32	96	96	96	96
Printing and Binding	634	1,818	2,053	2,053	2,053
Advertising	7,315	7,000	8,300	8,300	8,300
Software Purchases	0	400	400	400	400
Legislative Liason	77,500	81,375	84,630	84,630	84,630
Community Dialogue	0	10,000	0	0	0
Miscellaneous	0	5,000	0	0	0
<b>Other Charges</b>					
Supplies and Materials	10,844	13,170	13,340	13,340	11,740
Training and Conferences	30,152	37,725	44,025	44,025	39,025
Telecommunications	4,246	5,680	6,400	6,400	6,400
Postage and Mailing	1,433	1,209	1,309	1,309	1,309
Dues and Memberships	52,998	55,464	60,136	60,136	59,736
Courtesies to Guests	309	1,000	1,000	1,000	1,000
Miscellaneous	325	800	800	800	800
<b>TOTAL</b>	<b>\$893,457</b>	<b>\$1,114,020</b>	<b>\$1,130,217</b>	<b>\$1,042,166</b>	<b>\$1,035,166</b>



**Council/Manager Offices Budget Description**

The Department Requested FY 2009 Council/Manager Offices budget of \$1,130,217 represents a 1.5% increase of \$16,197 as compared to the Adopted FY 2008 budget of \$1,114,020.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$15,071 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.
- \$15,000 decrease in funding for the Community Dialogue on Race and Racism.
- \$6,300 increase in Training and Conferences for the Assistant to the City Manager and for potential new Council members to attend the Newly Elected Officials Training.
- \$4,672 increase in Dues and Memberships reflecting the cost of membership in the National League of Cities.
- \$3,255 increase in Legislative Liaison due to increased salary expenses.

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

- \$88,051 in Salaries and Employee Benefits for the Emergency Services Coordinator position. This position is being reclassified and transferred to the Emergency Communications Division with duties being distributed between the Director and the Assistant Director position.

The Proposed FY 2009 Council/Manager budget was adopted by City Council with the following change:

- ◆ \$7,000 decrease in Supplies and Materials, Training and Conferences, and Dues and Memberships for expenses related to the Emergency Services Coordinator position.

**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 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Percent of minutes processed on time.	100%	100%	100%	100%

Goal 2:

Process ordinances and resolutions in a timely manner.

Objective:

Process ordinances and resolutions within two weeks of meeting.

Performance Measure:	Target FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
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 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Regular meeting agenda packets delivered	21	20	21	21

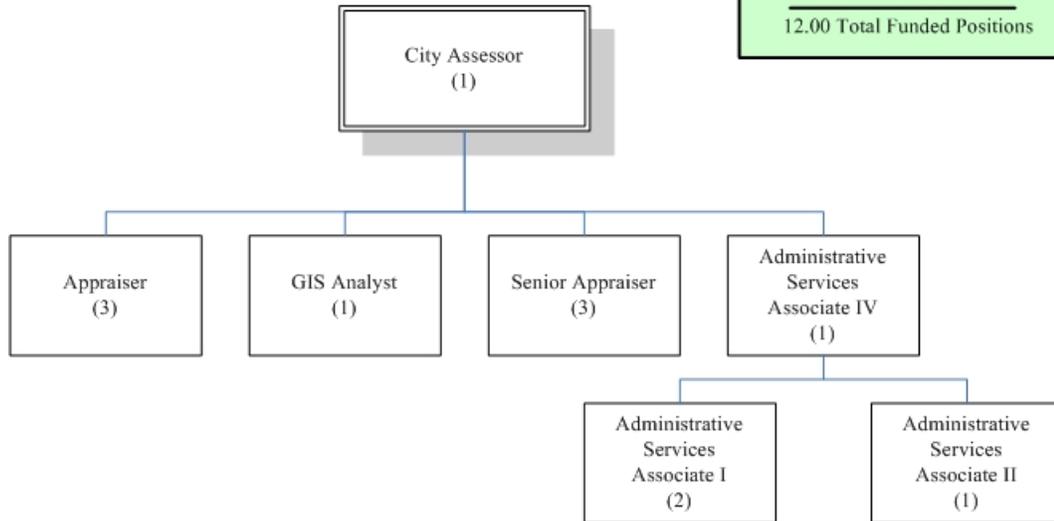


### CITY ASSESSOR

**POSITION SUMMARY**  
.....  
12.00 City Funded Positions  

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12.00 Total Funded Positions





**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. Staff 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, economic development, and related fields.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	10.00	11.00	12.00	12.00	12.00
City Funded Seasonal Wage	1.75	1.75	0.00	0.00	0.00
<b>TOTAL FTE</b>	<b>11.75</b>	<b>12.75</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$452,390	\$536,643	\$531,879	\$531,879	\$531,879
<b>Employee Benefits</b>	162,031	193,841	205,105	205,105	205,105
<b>Contractual Services</b>					
Maintenance and Repair	20,634	21,800	24,050	24,050	24,050
Printing and Binding	0	500	500	500	500
Advertising	1,056	250	250	250	250
Software Purchases	0	0	0	0	0
<b>Internal Services</b>					
Fleet Service Charges	6,349	11,394	12,664	12,664	12,822
<b>Other Charges</b>					
Supplies and Materials	14,379	5,157	5,931	5,931	5,931
Training and Conferences	13,378	17,066	17,066	17,066	17,066
Telecommunications	724	800	1,100	1,100	1,100
Postage and Mailing	11,523	12,210	13,000	13,000	13,000
Dues and Memberships	1,960	2,976	2,976	2,976	2,976
Miscellaneous: Board of Equalization	279	2,200	400	400	400
<b>Capital Outlay</b>	59,940	0	15,000	0	0
<b>TOTAL</b>	<b>\$744,643</b>	<b>\$804,837</b>	<b>\$829,921</b>	<b>\$814,921</b>	<b>\$815,079</b>



**City Assessor Budget Description**

The Department Requested FY 2009 City Assessor budget of \$829,921 represents a 3.1% increase of \$25,084 as compared to the Adopted FY 2008 budget of \$804,837.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$4,764 decrease in Salaries due to the conversion of two wage positions to one full-time classified position.
- \$11,264 increase in Employee Benefits due to the overall increase in employer-paid benefit costs.
- \$2,250 increase in Contractual Services for appraisal software maintenance.
- \$15,000 increase in Capital Outlay for the purchase of one additional vehicle for the sixth appraiser on staff.

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

- \$15,000 in Capital Outlay for a vehicle.

The Proposed FY 2009 City Assessor budget was adopted by City Council with the following change:

- ◆ \$158 increase in Fleet Service Charges for fuel.

**City Assessor Performance Measures**

**Goal 1:**

To achieve a reasonable assessment-to-sale value ratio by assessing all real property within the City fairly and equitably. In odd numbered years, this ratio is expected to be lower because the City reassesses real property biennially.

**Objective:**

Completion of the 2009 general reassessment and appeals with values based on real estate market trends and sales.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Assessment-to-Sale Value Ratio as determined by the State Ratio Study.	85%	80%	90%	85%

**Goal 2:**

Assess all real property within the City, fairly and equitably, at fair-market value by having accurate data with a recent on-site inspection.

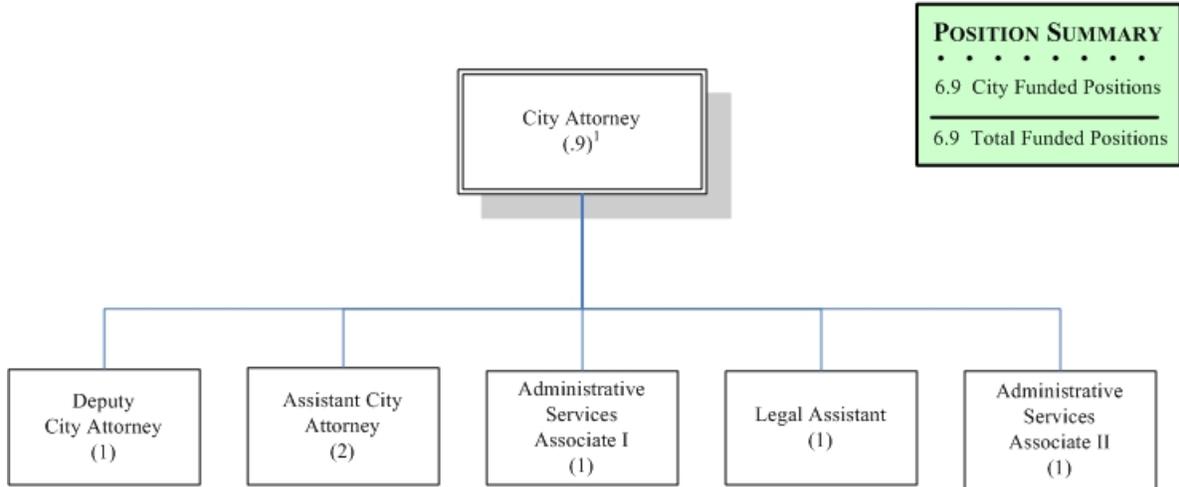
**Objective:**

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

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Property Reviews Completed	50%	50%	70%	85%



### 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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	6.85	6.90	6.90	6.90	6.90
<b>TOTAL FTE</b>	<b>6.85</b>	<b>6.90</b>	<b>6.90</b>	<b>6.90</b>	<b>6.90</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$386,480	\$369,062	\$384,380	\$384,380	\$384,380
<b>Employee Benefits</b>	134,394	136,329	140,779	140,779	140,779
<b>Contractual Services</b>					
Legal Services	17,074	3,000	3,000	3,000	3,000
Advertising	108	750	750	750	750
<b>Other Charges</b>					
Supplies and Materials	7,037	5,750	5,750	5,750	5,750
Books and Publications	27,268	23,590	24,090	24,090	24,090
Minor Equipment, Tools and Furniture	3,890	2,500	2,500	2,500	2,500
Training and Conferences	6,354	12,600	13,000	13,000	13,000
Telecommunications	262	400	400	400	400
Postage and Mailing	384	887	887	887	887
Dues and Memberships	1,208	2,950	3,070	3,070	3,070
<b>TOTAL</b>	<b>\$584,459</b>	<b>\$557,818</b>	<b>\$578,606</b>	<b>\$578,606</b>	<b>\$578,606</b>

**City Attorney Budget Description**

The Department Requested FY 2009 City Attorney budget of \$578,606 represents a 3.7% increase of \$20,788 as compared to the Adopted FY 2008 budget of \$557,818.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$19,768 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.

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

The Proposed FY 2009 City Attorney budget was adopted by City Council without changes.



**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>BUDGET SUMMARY</b>					
<b>Other Charges</b>					
Self-Insurance Payment	\$609,760	\$614,037	\$769,004	\$757,504	\$757,504
<b>TOTAL</b>	<b>\$609,760</b>	<b>\$614,037</b>	<b>\$769,004</b>	<b>\$757,504</b>	<b>\$757,504</b>

**Self-Insurance Budget Description**

The Department Requested FY 2009 Self-Insurance budget of \$769,004 represents a 25.2% increase of \$154,967 as compared to the Adopted FY 2008 budget of \$614,037.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$125,664 increase in Self-Insurance Payments reflecting the transfer of Waste Management Fund activities to the General Fund.
- \$29,303 increase in Self-Insurance Payments reflecting the rising cost of insurance premiums.

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

- \$20,000 in insurance premiums. The City will no longer be responsible for insuring the property and equipment that is being transferred to the Regional Landfill Authority.

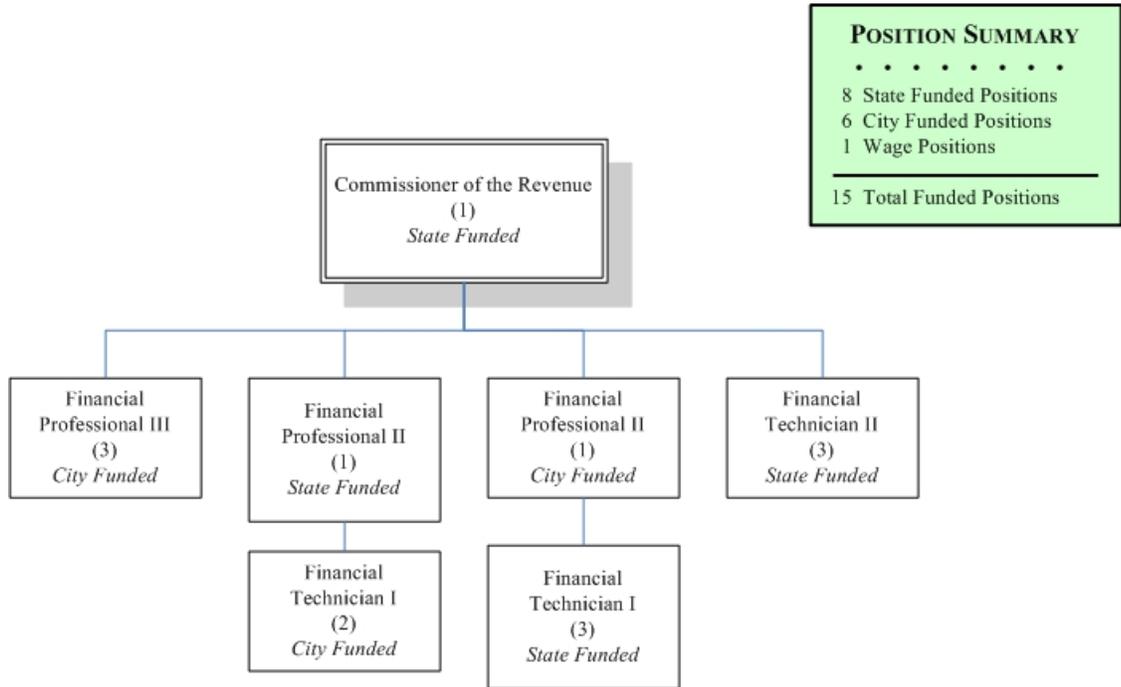
Major item proposed by the City Manager not requested in the original department submission:

- ✦ \$8,500 increase in insurance premiums reflecting the cost of insuring Point of Honor.

The Proposed FY 2009 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 vehicle license file.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	6	6	6	6	6
City Funded Seasonal Wage	1	1	1	1	1
State Funded	9	8	8	8	8
<b>TOTAL FTE</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$505,856	\$553,879	\$561,125	\$561,125	\$561,125
<b>Employee Benefits</b>	191,182	217,414	220,654	220,654	220,654
<b>Contractual Services</b>					
Maintenance and Repair	575	1,200	1,200	1,200	1,200
Advertising	675	800	800	800	800
Miscellaneous	15,100	9,100	9,600	9,600	9,600
<b>Other Charges</b>					
Supplies and Materials	7,249	9,750	10,472	10,472	10,472
Training and Conferences	10,140	12,000	9,000	9,000	9,000
Telecommunications	1,779	1,600	1,920	1,920	1,920
Postage and Mailing	21,312	22,200	22,200	22,200	22,200
Dues and Memberships	555	850	780	780	780
<b>Rentals and Leases</b>	4,551	5,146	3,600	3,600	3,600
<b>TOTAL</b>	<b>\$758,974</b>	<b>\$833,939</b>	<b>\$841,351</b>	<b>\$841,351</b>	<b>\$841,351</b>
Less Revenues from the Commonwealth	(173,511)	(192,658)	(192,658)	(192,658)	(192,658)
<b>TOTAL CITY COST</b>	<b>\$585,463</b>	<b>\$641,281</b>	<b>\$648,693</b>	<b>\$648,693</b>	<b>\$648,693</b>

**Commissioner of the Revenue Budget Description**

The Department Requested FY 2009 Commissioner of the Revenue budget of \$841,886 represents a 1% increase of \$7,947 as compared to the Adopted FY 2008 budget of \$833,939.

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

The Proposed FY 2009 Commissioner of the Revenue budget was adopted by City Council without changes.



**Commissioner of Revenue Performance Measures**

**Goal 1:**

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

**Objective:**

Utilize information provided by 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Personal Property Tax	\$12,803,698	\$12,676,129	\$13,687,203	\$13,974,299
License Fee	not projected	\$1,413,309	\$1,575,000	\$1,591,000

**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 Development, and citizens to identify and assess utility, business license, meals, lodging, amusement, and sales tax.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Utility	\$6,909,853	\$7,550,579	\$8,346,046	\$8,342,612
Business License	\$7,432,799	\$7,474,759	\$7,626,976	\$7,701,716
Meals	\$9,880,350	\$9,947,175	\$10,129,000	\$10,332,000
Lodging	\$1,592,109	\$1,565,191	\$1,572,000	\$1,588,000
Amusement	\$369,568	\$409,473	\$404,000	\$408,000
Sales	not projected	\$14,475,896	\$14,235,896	\$14,235,896

**Goal 3:**

Conduct compliance audits of local businesses.

**Objective:**

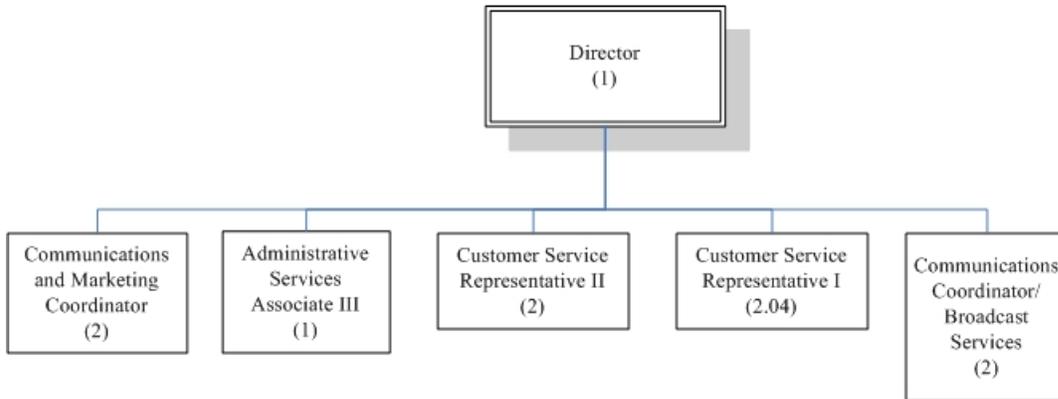
Ensure compliance with business license and business personal property requirements.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Number of audits	45	47	60	60



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

<b>POSITION SUMMARY</b> ..... 10.04 City Funded Positions .50 Wage Positions <hr/> 10.54 Total Funded Positions
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**Communications and Marketing including Citizens First Customer Service Center and Local Government Channel**

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	5.33	7.33	8.00	8.00	8.00
City Funded Part-Time	0.00	2.04	2.04	2.04	2.04
City Funded Non-Seasonal Wage	0.00	0.50	0.50	0.50	0.50
<b>TOTAL FTE</b>	<b>5.33</b>	<b>9.87</b>	<b>10.54</b>	<b>10.54</b>	<b>10.54</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$234,354	\$364,407	\$406,680	\$406,680	\$406,680
<b>Employee Benefits</b>	79,765	124,610	138,148	138,148	138,148
<b>Contractual Services</b>					
Maintenance and Repair	0	1,000	1,000	1,000	1,000
Printing and Binding	34,407	10,900	40,223	3,223	3,223
Advertising	29,013	27,200	31,320	31,320	31,320
Public Relations	42,579	20,000	83,800	83,800	83,800
Software Purchases	0	2,000	4,500	4,500	4,500
<b>Other Charges</b>					
Supplies and Materials	7,209	24,125	23,492	23,492	23,492
Training and Conferences	4,127	10,000	11,200	11,200	11,200
Telecommunications	603	1,360	2,032	2,032	2,032
Postage and Mailing	11,264	1,425	10,950	1,950	1,950
Dues and Memberships	777	1,718	2,263	2,263	2,263
Courtesies to Guests	1,150	5,000	5,500	5,500	5,500
Citizens Academy/State of the City/Program Materials	6,290	11,000	12,200	12,200	12,200
<b>Capital Outlay</b>	0	0	55,000	0	0
<b>TOTAL</b>	<b>\$451,538</b>	<b>\$604,745</b>	<b>\$828,308</b>	<b>\$727,308</b>	<b>\$727,308</b>



***Communications and Marketing including Citizens First Customer Service Center and Local Government Channel Budget Description***

The Department Requested FY 2009 Communications and Marketing including Citizens First Customer Service Center and Local Government Channel budget of \$828,308 represents a 37.0% increase of \$223,563 as compared to the Adopted FY 2008 budget of \$604,745.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$39,842 increase in Salaries and Employee Benefits reflecting the transfer of .33 of a full-time Communications and Marketing Coordinator position from the Solid Waste Management Fund resulting from the reorganization of the landfill and .34 of that position from the Water Fund.
- \$23,449 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.
- \$63,800 increase in Public Relations reflecting \$13,800 for the Citizens Survey and \$70,000 for support of the ongoing branding initiative.
- \$55,000 increase in Capital Outlay reflecting costs associated with upgrading studio lights and other equipment for the government channel.
- \$27,000 increase in Printing and Binding reflecting costs associated with the printing of the 2009 Community Handbook.
- \$4,000 increase in Advertising reflecting an increase in advertising rates.
- \$9,000 increase in Postage reflecting costs associated with mailing 36,000 Community Handbooks.
- \$4,825 decrease in Salaries reflecting the actual cost associated with hiring staff for the Government Channel.

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

- \$27,000 reflected in Printing and Binding as well as \$9,000 in Postage and Mailing for producing and mailing the Community Handbook on a bi-annual basis.
- \$55,000 for lighting for the Local Government Channel studio that will be considered for funding at FY 2008 Third Quarter.

The Proposed FY 2009 Communications and Marketing and Citizens First budget was adopted by City Council without changes.



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

**Goal 1:**

To help ensure alignment of the City’s programs, policies, and procedures with the needs and expectations of its customers.

**Objective:**

To conduct a biennial citizens survey and achieve a response rate that meets or exceeds the standard citizen survey rates of 25% - 40%.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
To increase the survey return rate by at least 10%	New measure	36%	Biennial survey	40%

**Goal 2:**

To use the City’s website to provide the public with 24-hour access to information about City services/events whenever needed.

**Objective:**

To increase the number of visits to the City’s website.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
To increase the average number of visits per month by 10% annually.	New measure	New measure	42,700 hits per month	47,000 hits per month

**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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
New programs produced and broadcast.	12	12	12	13

**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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Broadcast all regular City Council Meetings including the Annual Budget Public Hearing and the State of the City Address	23	23	23	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, LTV Channel 15 and employee communications.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	3.33	3.33	4.00	4.00	4.00
<b>TOTAL FTE</b>	<b>3.33</b>	<b>3.33</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$144,906	\$151,095	\$192,796	\$192,796	\$192,796
<b>Employee Benefits</b>	54,433	60,910	73,382	73,382	73,382
<b>Contractual Services</b>					
Printing and Binding	33,525	9,900	39,123	2,123	2,123
Advertising	28,176	26,000	30,000	30,000	30,000
Public Relations	42,579	20,000	83,800	83,800	83,800
Software Purchases	0	1,000	1,500	1,500	1,500
<b>Other Charges</b>					
Supplies and Materials	5,569	10,350	10,980	10,980	10,980
Training and Conferences	3,601	6,000	6,500	6,500	6,500
Telecommunications	584	600	652	652	652
Postage and Mailing	11,260	750	10,300	1,300	1,300
Dues and Memberships	777	1,218	1,513	1,513	1,513
Courtesies to Guests	1,150	3,000	3,500	3,500	3,500
Citizens Academy/State of the City	6,290	9,000	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$332,850</b>	<b>\$299,823</b>	<b>\$464,046</b>	<b>\$418,046</b>	<b>\$418,046</b>



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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	2.00	2.00	2.00	2.00	2.00
City Funded Part-Time	0.00	2.04	2.04	2.04	2.04
<b>TOTAL FTE</b>	<b>2.00</b>	<b>4.04</b>	<b>4.04</b>	<b>4.04</b>	<b>4.04</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$89,448	\$98,487	\$102,884	\$102,884	\$102,884
<b>Employee Benefits</b>	25,332	27,729	28,619	28,619	28,619
<b>Contractual Services</b>					
Maintenance and Repair	0	1,000	1,000	1,000	1,000
Printing and Binding	882	1,000	1,100	1,100	1,100
Advertising	837	1,200	1,320	1,320	1,320
<b>Other Charges</b>					
Supplies and Materials	1,640	5,175	5,562	5,562	5,562
Training and Conferences	526	3,000	3,200	3,200	3,200
Telecommunications	19	160	176	176	176
Postage and Mailing	4	150	150	150	150
Courtesies to Guests	0	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>\$118,688</b>	<b>\$138,901</b>	<b>\$145,011</b>	<b>\$145,011</b>	<b>\$145,011</b>



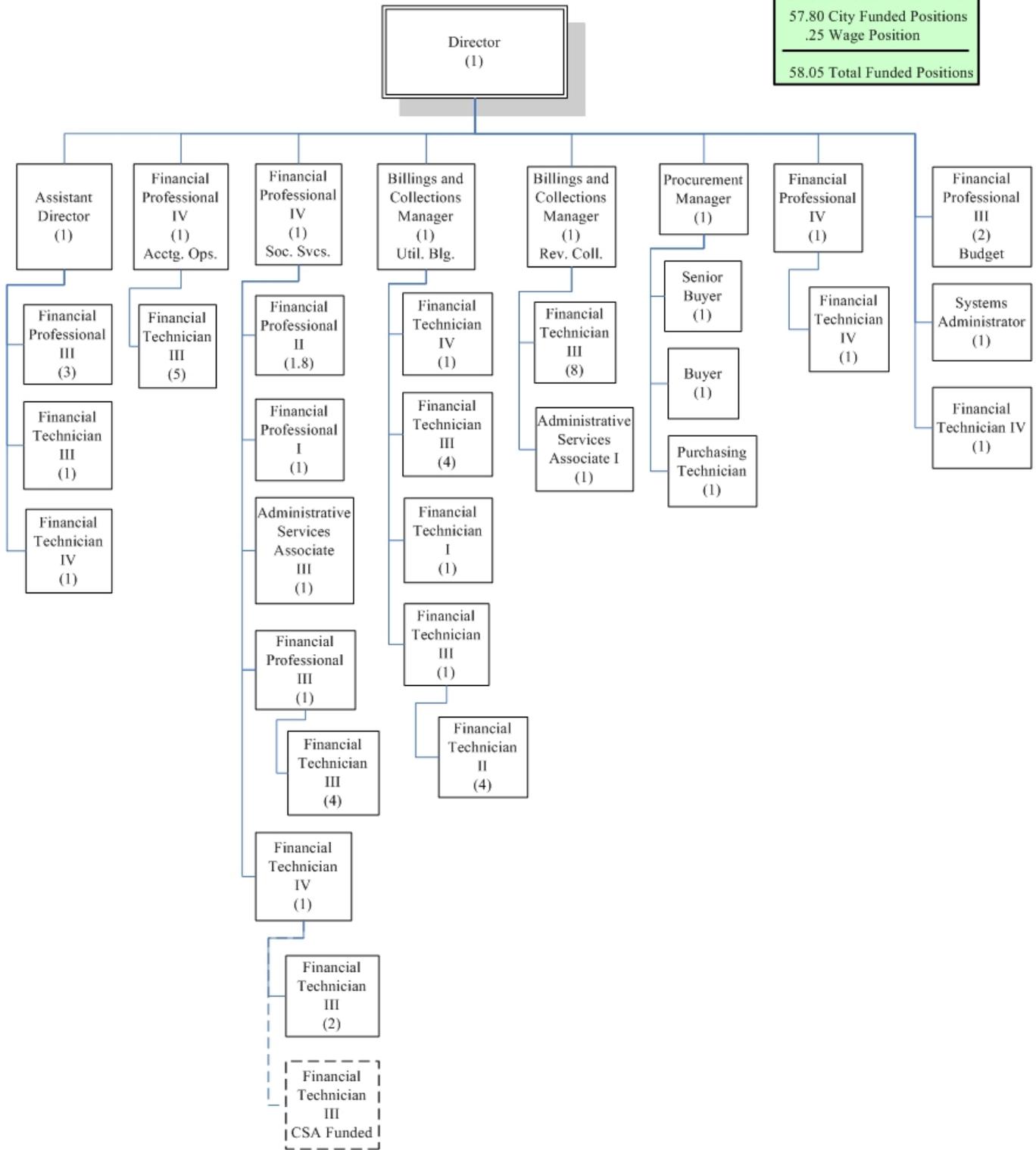
**Local Government Channel.** This cable channel is to enhance the City’s communication program with citizens.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	0.0	2.0	2.0	2.0	2.0
City Funded Non-Seasonal Wage	0.0	0.5	0.5	0.5	0.5
<b>TOTAL FTE</b>	<b>0.0</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$0	\$114,825	\$111,000	\$111,000	\$111,000
<b>Employee Benefits</b>	0	35,971	36,147	36,147	36,147
<b>Contractual Services</b>					
Software Purchases	0	1,000	3,000	3,000	3,000
<b>Other Charges</b>					
Supplies and Materials	0	8,600	6,950	6,950	6,950
Training and Conferences	0	1,000	1,500	1,500	1,500
Telecommunications	0	600	1,204	1,204	1,204
Postage and Mailing	0	525	500	500	500
Dues and Memberships	0	500	750	750	750
Courtesies to Guests	0	1,000	1,000	1,000	1,000
Miscellaneous	0	2,000	2,200	2,200	2,200
<b>Capital Outlay</b>	0	0	55,000	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$166,021</b>	<b>\$219,251</b>	<b>\$164,251</b>	<b>\$164,251</b>



### FINANCIAL SERVICES

POSITION SUMMARY	
.....	
57.80 City Funded Positions	
.25 Wage Position	
<hr/>	
58.05 Total Funded Positions	





**Financial Services.** Comprised of the Office of the Director, Accounting, Billings & Collections, Budget, Procurement and Human Services Divisions.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	59.00	58.00	57.00	57.00	57.00
City Funded Part-Time	1.55	1.55	0.80	0.80	0.80
City Funded Seasonal Wage	0.25	0.25	0.33	0.25	0.25
<b>TOTAL FTE</b>	<b>60.80</b>	<b>59.80</b>	<b>58.13</b>	<b>58.05</b>	<b>58.05</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$2,272,780	\$2,301,333	\$2,292,579	\$2,288,479	\$2,288,479
<b>Employee Benefits</b>	854,837	901,357	900,736	900,736	900,736
<b>Contractual Services</b>					
Maintenance and Repair	6,889	8,664	9,050	9,050	9,050
Professional	21,022	25,000	25,000	25,000	25,000
Auditing	70,208	75,000	75,000	75,000	75,000
Fiscal	30,156	32,840	32,800	32,800	32,800
Printing and Binding	4,013	11,750	9,775	9,775	9,775
Legal	(760)	5,500	5,500	5,500	5,500
Temporary Personnel	2,800	5,000	0	0	0
Advertising	1,860	2,600	2,258	2,258	2,258
Investigation Services	0	80	80	80	80
Banking	74,144	73,000	88,200	88,200	88,200
Software Purchases	756	0	0	0	0
Miscellaneous	4,054	2,785	4,630	4,630	4,630
<b>Internal Services</b>					
Fleet Service Charges	276	0	300	300	300
<b>Other Charges</b>					
Supplies and Materials	70,331	85,414	76,134	76,134	76,134
Training and Conferences	59,367	80,022	80,297	80,297	80,297
Telecommunications	1,231	1,828	5,724	5,724	5,724
Postage and Mailing	200,444	238,617	229,364	229,364	229,364
Inventory	7,080	3,000	10,000	10,000	10,000
Dues and Memberships	4,442	5,196	5,271	5,271	5,271
Courtesies to Guests	165	0	0	0	0
Miscellaneous	2,020	650	650	650	650
<b>Rentals and Leases</b>	14,856	19,272	15,272	15,272	15,272
<b>TOTAL</b>	<b>\$3,702,971</b>	<b>\$3,878,908</b>	<b>\$3,868,620</b>	<b>\$3,864,520</b>	<b>\$3,864,520</b>
Less Revenues from Social Services - Federal	(310,265)	(311,607)	(298,483)	(298,483)	(298,483)
Less Revenues from Social Services - State	(74,495)	(75,200)	(112,069)	(112,069)	(112,069)
Less Revenues from Juvenile Services - State	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
Less Charges for Services	0	0	(36,879)	(36,879)	(36,879)
<b>TOTAL CITY COST</b>	<b>\$3,306,211</b>	<b>\$3,480,101</b>	<b>\$3,409,189</b>	<b>\$3,405,089</b>	<b>\$3,405,089</b>



**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	6	7	6	6	6
<b>TOTAL FTE</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$352,221	\$414,596	\$376,541	\$376,541	\$376,541
<b>Employee Benefits</b>	121,992	150,144	134,798	134,798	134,798
<b>Contractual Services</b>					
Professional	21,022	25,000	25,000	25,000	25,000
Advertising	249	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	13,909	5,945	2,995	2,995	2,995
Training and Conferences	12,328	20,712	20,412	20,412	20,412
Telecommunications	208	420	1,776	1,776	1,776
Postage and Mailing	0	200	200	200	200
Dues and Memberships	708	1,106	1,106	1,106	1,106
<b>TOTAL</b>	<b>\$522,637</b>	<b>\$618,123</b>	<b>\$562,828</b>	<b>\$562,828</b>	<b>\$562,828</b>

**Financial Services – Office of the Director Budget Description**

The Department Requested FY 2009 Financial Services – Office of the Director budget of \$562,828 represents an 8.9% decrease of \$55,295 as compared to the Adopted FY 2008 budget of \$618,123.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$53,401 net decrease in Salaries and Benefits reflecting FY 2008 compensation adjustments and the reassignment of a Systems Administrator position to the Engineering Division.
- \$2,700 increase in Training and Conferences reflecting greater transportation expenses.
- \$1,356 increase in Telecommunications reflecting Blackberry e-mail service for 5 employees.
- \$2,700 decrease in Supplies and Materials reflecting printers that were budgeted in FY 2008.

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

The Proposed FY 2009 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	13.00	12.00	12.00	12.00	12.00
City Funded Seasonal Wage	0.25	0.25	0.33	0.25	0.25
<b>TOTAL FTE</b>	<b>13.25</b>	<b>12.25</b>	<b>12.33</b>	<b>12.25</b>	<b>12.25</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$541,711	\$496,444	\$509,398	\$505,298	\$505,298
<b>Employee Benefits</b>	202,497	192,918	197,450	197,450	197,450
<b>Contractual Services</b>					
Maintenance and Repair	4,090	5,850	5,850	5,850	5,850
Auditing	70,208	75,000	75,000	75,000	75,000
Fiscal	30,156	32,840	32,800	32,800	32,800
Printing and Binding	1,913	1,750	1,775	1,775	1,775
Advertising	0	100	100	100	100
Banking	74,144	73,000	88,200	88,200	88,200
Miscellaneous	0	435	250	250	250
<b>Other Charges</b>					
Supplies and Materials	18,093	25,705	22,793	22,793	22,793
Training and Conferences	24,204	30,035	30,535	30,535	30,535
Telecommunications	277	550	900	900	900
Postage and Mailing	4,908	5,795	5,849	5,849	5,849
Dues and Memberships	2,106	1,655	1,655	1,655	1,655
Miscellaneous	2,023	550	550	550	550
<b>TOTAL</b>	<b>\$976,330</b>	<b>\$942,627</b>	<b>\$973,105</b>	<b>\$969,005</b>	<b>\$969,005</b>

**Financial Services – Accounting Division Budget Description**

The Department Requested FY 2009 Financial Services – Accounting Division budget of \$ 973,105 represents a 3.2% increase of \$30,478 as compared to the Adopted FY 2008 budget of \$942,627.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$15,938 increase in Salaries and Benefits reflecting FY 2008 compensation adjustments.
- \$15,200 increase in Banking Services reflecting increased costs related to the implementation of e-Box.
- \$2,912 decrease in Supplies and Materials reflecting a reduction in office supply, food and dietary needs.

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

- \$4,100 reflected in Salaries and Employee Benefits to increase wage hours.

The Proposed FY 2009 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:**

Payments made within 45 days.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Percent of payments made within 45 days	95%	96%	98%	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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Date of “close” of fiscal year and completion of the annual audit.	12/5/07	11/30/07	12/1/08	11/30/09

**Goal 3:**

Provide effective education for 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Number of training classes provided	3	6	5	7



**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	24	23	22	22	22
<b>TOTAL FTE</b>	<b>24</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$714,068	\$727,437	\$719,262	\$719,262	\$719,262
<b>Employee Benefits</b>	291,438	308,291	302,380	302,380	302,380
<b>Contractual Services</b>					
Maintenance and Repair	2,799	2,814	3,200	3,200	3,200
Legal	(760)	5,500	5,500	5,500	5,500
Temporary Personnel	2,800	5,000	0	0	0
Advertising	1,611	1,750	1,558	1,558	1,558
Financial Security Services	3,991	2,350	4,380	4,380	4,380
<b>Internal Services</b>					
Fleet Service Charges	276	0	300	300	300
<b>Other Charges</b>					
Supplies and Materials	30,671	45,204	41,286	41,286	41,286
Training and Conferences	8,977	6,825	7,200	7,200	7,200
Telecommunications	453	558	1,374	1,374	1,374
Postage and Mailing	194,666	230,922	221,615	221,615	221,615
Dues and Memberships	45	265	270	270	270
Miscellaneous	(3)	0	0	0	0
<b>Rentals and Leases</b>	3,387	3,272	3,272	3,272	3,272
<b>TOTAL</b>	<b>\$1,254,419</b>	<b>\$1,340,188</b>	<b>\$1,311,597</b>	<b>\$1,311,597</b>	<b>\$1,311,597</b>



**Financial Services – Billings and Collections Division Budget Description**

The Department Requested FY 2009 Financial Services – Billings and Collections Division budget of \$1,311,597 represents a 2.1% decrease of \$28,591 as compared to the Adopted FY 2008 budget of \$1,340,188.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$14,086 net decrease in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments and a reorganization resulting in the elimination of a division manager position.
- \$5,000 decrease in Temporary Personnel Services reflecting cross-training and distribution of work to existing staff during peak periods.
- \$9,307 decrease in Postage and Mailing reflecting the transition of all bill printing to an outside vendor.

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

The Proposed FY 2009 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Number of payment methods	8	7	8	8
Number of types of bills that can be paid electronically	6	4	6	6
Number of payments made electronically	12,000	17,994	18,500	19,000



**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	2	2	2	2	2
<b>TOTAL FTE</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$100,923	\$100,126	\$103,500	\$103,500	\$103,500
<b>Employee Benefits</b>	36,430	37,730	38,698	38,698	38,698
<b>Contractual Services</b>					
Printing and Binding	2,100	10,000	8,000	8,000	8,000
Miscellaneous	63	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	1,899	1,750	1,600	1,600	1,600
Training and Conferences	314	4,000	4,000	4,000	4,000
Telecommunications	0	0	816	816	816
Postage and Mailing	102	100	100	100	100
Dues and Memberships	570	570	640	640	640
Courtesies to Guests	165	0	0	0	0
<b>TOTAL</b>	<b>\$142,566</b>	<b>\$154,276</b>	<b>\$157,354</b>	<b>\$157,354</b>	<b>\$157,354</b>



**Financial Services – Budget Division Budget Description**

The Department Requested FY 2009 Financial Services – Budget Division budget of \$157,354 represents a 2% increase of \$3,078 as compared to the Adopted FY 2008 budget of \$154,276.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$4,342 increase in Salaries and Benefits reflecting FY 2008 compensation adjustments.
- \$2,000 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 2009 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Completion of the proposed document prior to Council’s first 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 to 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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
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 services 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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	4	4	4	4	4
<b>TOTAL FTE</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$157,000	\$156,130	\$161,490	\$161,490	\$161,490
<b>Employee Benefits</b>	60,051	62,456	63,987	63,987	63,987
<b>Contractual Services</b>					
Advertising	0	700	500	500	500
Software Purchases	756	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	3,198	4,300	4,300	4,300	4,300
Training and Conferences	11,216	15,000	15,000	15,000	15,000
Telecommunications	154	300	708	708	708
Postage and Mailing	747	1,500	1,500	1,500	1,500
Inventory	7,080	3,000	10,000	10,000	10,000
Dues and Memberships	655	1,200	1,200	1,200	1,200
<b>Rentals and Leases</b>	11,469	16,000	12,000	12,000	12,000
<b>TOTAL</b>	<b>\$252,326</b>	<b>\$260,586</b>	<b>\$270,685</b>	<b>\$270,685</b>	<b>\$270,685</b>

**Financial Services – Procurement Division Budget Description**

The Department Requested FY 2009 Financial Services – Procurement Division budget of \$270,685 represents a 3.9% increase of \$10,099 as compared to the Adopted FY 2008 budget of \$260,586.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$6,891 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.
- \$7,000 increase in Inventory Purchases reflecting the purchase of paper for use by all City Hall departments and copiers.
- \$4,000 decrease in Rentals and Leases reflecting the downsizing of two City Hall copiers.

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

The Proposed FY 2009 Financial Services – Procurement Division budget was adopted by City Council without changes.



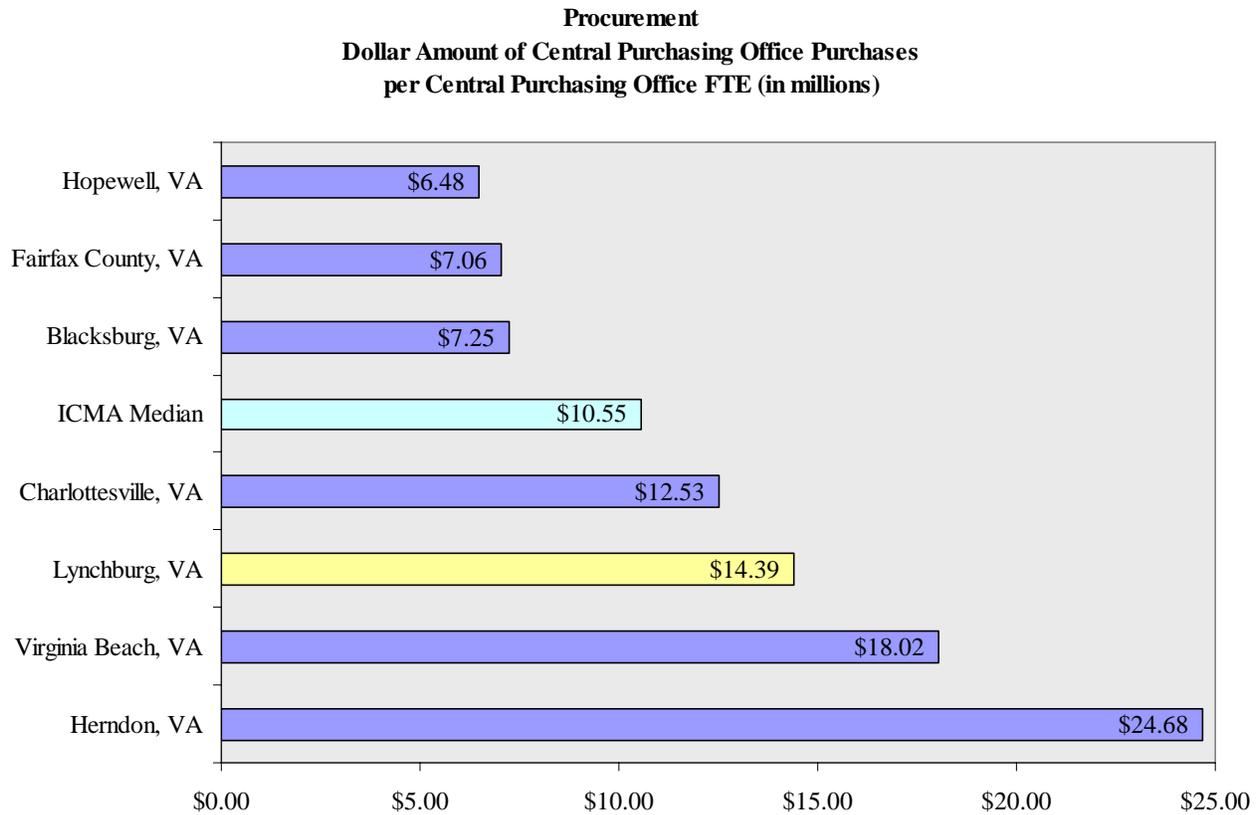
**Key Performance Measures**

**Objectives**

- ❖ To achieve a workload that promotes staff to be more proactive and comprehensive in serving its customers.
- ❖ To continue to increase the effective use of purchasing cards as the program grows with a maximum percentage use of 15%.

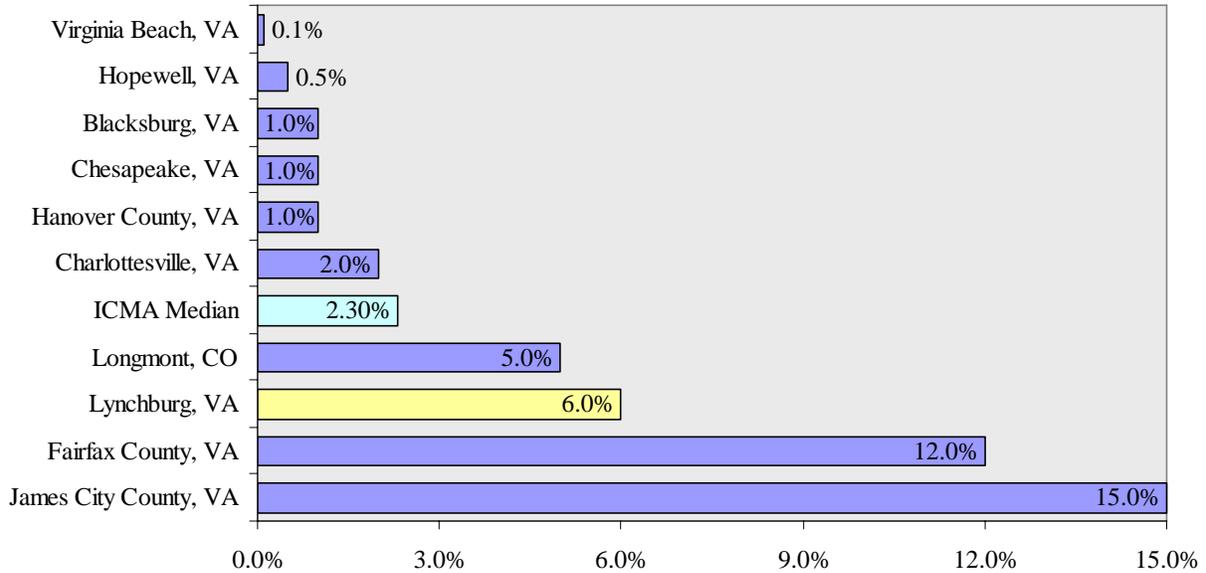
Indicator	Prior Years			Current Year	Future Estimate
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
<b>Dollar Amount of Central Purchasing Office Purchases per Central Purchasing FTE (in millions)</b>					
Target	not measured	not measured	not measured	\$18.00	\$20.00
Actual	\$7.64	\$14.39	\$16.15	n/a	n/a
ICMA Median	\$4.88	\$10.55	not yet reported	not yet reported	not yet reported
<b>Percentage of Purchasing Conducted with Purchasing Cards/Credit Cards</b>					
Target	not measured	not measured	not measured	10.0%	12.0%
Actual	15.0%	6.0%	8.4%	n/a	n/a
ICMA Median	2.0%	2.3%	not yet reported	not yet reported	not yet reported

**Comparison to ICMA Center for Performance Measurement Benchmark Localities – FY 2006**





**Procurement**  
**Percentage of Purchasing Conducted with Purchasing Cards/Credit Cards**



**Analysis of the data**

*Dollar Amount of Central Purchasing Office Purchases per Central Purchasing Office Full-Time Equivalent (in millions):* Lynchburg (\$14.39) falls above the ICMA median of \$10.55. Due to the loss of a position and an increase in workload, this amount doubled in one year. While processes are now more efficient, future reinstatement of the position would allow staff to concentrate more efforts on strategic City-wide spending, available cost savings, and departmental trainings.

*Percent of Purchasing Conducted with Purchasing Cards/Credit Cards:*

Lynchburg (6.0%) exceeds the median (2.3%) in this performance indicator. There was a significant drop in expenditures on the purchasing card and staff is reviewing its purchasing card program, working with departments to ensure that the most efficient and cost-effective form of procurement is being used. An increase in the percentage of purchasing conducted with the card is appropriate as more departments utilize State contracts and online catalogs through eVA to make small dollar purchases.



**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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
<b>POSITION SUMMARY</b>					
City Funded Full-Time	10.00	10.00	11.00	11.00	11.00
City Funded Part-Time	1.55	1.55	0.80	0.80	0.80
<b>TOTAL FTE</b>	<b>11.55</b>	<b>11.55</b>	<b>11.80</b>	<b>11.80</b>	<b>11.80</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$406,857	\$406,600	\$422,388	\$422,388	\$422,388
<b>Employee Benefits</b>	142,429	149,818	163,423	163,423	163,423
<b>Contractual Services</b>					
Advertising	0	50	100	100	100
Investigation Services	0	80	80	80	80
<b>Other Charges</b>					
Supplies and Materials	2,561	2,510	3,160	3,160	3,160
Training and Conferences	2,328	3,450	3,150	3,150	3,150
Telecommunications	139	0	150	150	150
Postage and Mailing	21	100	100	100	100
Dues and Memberships	358	400	400	400	400
Miscellaneous	0	100	100	100	100
<b>TOTAL</b>	<b>\$554,693</b>	<b>\$563,108</b>	<b>\$593,051</b>	<b>\$593,051</b>	<b>\$593,051</b>
Less Revenues from Social Services - Federal	(310,265)	(311,607)	(298,483)	(298,483)	(298,483)
Less Revenues from Social Services - State	(74,495)	(75,200)	(112,069)	(112,069)	(112,069)
Less Revenues from Juvenile Services - State	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
Less Charges for Services	0	0	(36,879)	(36,879)	(36,879)
<b>TOTAL CITY COST</b>	<b>\$157,933</b>	<b>\$164,301</b>	<b>\$133,620</b>	<b>\$133,620</b>	<b>\$133,620</b>

**Financial Services – Human Services Financial Division Budget Description**

The Department Requested FY 2009 Financial Services – Human Services Financial Division budget of \$593,051 represents a 5.3% increase of \$29,943 as compared to the Adopted FY 2008 budget of \$563,108.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$29,943 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.

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

The Proposed FY 2009 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:

Payments made within 45 days.

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Percent of payments made within 45 days	92%	94%	95%	95%