

MANAGEMENT SERVICES MISSION

The mission of the **Management Services Department** is threefold as a provider of internal service functions, library services, and enforcement of the sales tax code. The mission of the internal service functions are to provide services to all City divisions and employees which will assist the users in making informed decisions and reasonably allocating resources. As an enforcement division, sales tax provides services to citizens and businesses that ensure compliance with all licensing, sales tax, audit, and collection codes.

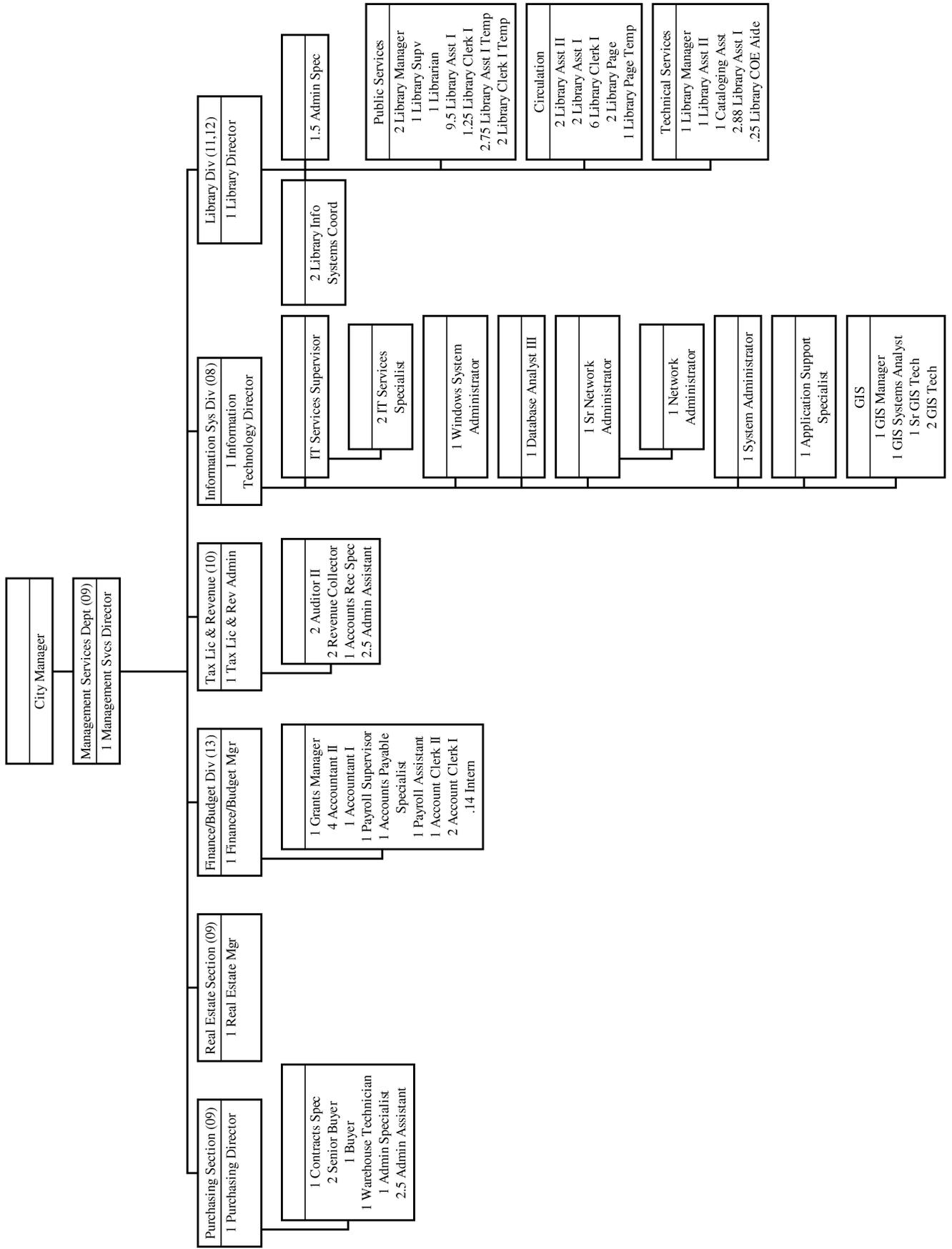
The mission of the **Information Systems Division** is to ensure City staff has the necessary resources (hardware/software) to access available data and geographical information which will assist staff in making informed decisions and to ensure the City's data resources are protected through sound security and disaster recovery management methodologies. Information Systems provides system analysis, software development, and product evaluation.

The mission of the **Tax, Licensing, and Revenue Division** is to ensure compliance with the City's Business License ordinances and assist the public so that tax-reporting problems can be avoided.

The mission of the **Flagstaff City-County Public Library** is to provide residents of the City of Flagstaff and Coconino County with access to available recorded knowledge, which will assist them to meet their informational, recreational, educational, and cultural needs. The Library staff will deliver services to users in a professional, timely, and courteous manner.

The mission of the **Finance and Budget Division** is to ensure that City's financial resources are protected through sound financial management, including allocation of resources consistent with community goals and providing timely, accurate, and reliable information that will assist in making informed decisions.

Management Services



MISSION

The mission of the Information Services Division is to ensure City staff has the necessary resources (hardware/software) to access available data and geographical information which will assist staff in making informed decisions and to ensure the City's data resources are protected through sound security and disaster recovery management methodologies. Information Systems provides system analysis, software development, and product evaluation.

PROGRAM DESCRIPTION

This Division provides design, development, and operational assistance in meeting the management information needs of the City Council and staff. These objectives are met through various computer applications, which are modified, maintained, and updated on an ongoing basis to provide accurate information in a timely manner.

FY 06 ACCOMPLISHMENTS

- ✓ Reorganized IS to more effectively meet the City's needs
- ✓ Deployed new infrastructure to better serve Internet facing products, saving the City >\$20,000/year
- ✓ Replaced aging email system
- ✓ Improved remote connectivity (still not ideal)
- ✓ Work order management system deployed

FY 07 NEW INITIATIVES

- Full documentation of deployed systems.
- Re-examination of all maintenance contracts and deployed software.
- Develop IT SLA

PERFORMANCE MEASURES

Council Priority/Goal: CUSTOMER SERVICE

Goal: Achieve an increasing level of customer satisfaction

Objective: Perform baseline performance measurement survey, follow late in year with same

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Percentage of end users receiving satisfactory service from IT	n/a	n/a	60%	90%

Council Priority/Goal: CUSTOMER SERVICE

Goal: Maintain replacement schedule for computers

Objective: Replace minimum of 100 end user machines

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of end user machines replaced	n/a	n/a	80	100

Council Priority/Goal: CUSTOMER SERVICE

Goal: Timely response to work order requests

Objective: 4 hour response time to all incoming work orders during business hours

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Percentage of work orders responded to within 4 hours via email	n/a	n/a	60%	100%

EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 771,900	\$ 886,440	\$ 811,357	\$ 993,911	\$ 107,471
CONTRACTUAL	442,331	369,214	383,513	465,633	96,419
COMMODITIES	148,963	52,700	58,040	69,400	16,700
CAPITAL	10,088	-	5,954	-	-
TOTAL	\$ 1,373,282	\$ 1,308,354	\$ 1,258,864	\$ 1,528,944	\$ 220,590
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 346,665	\$ 318,467	\$ 520,641	\$ 372,589	\$ 54,122
AS 400	212,784	149,386	94,914	93,866	(55,520)
CLIENT SERVICES	254,401	304,246	204,563	184,025	(120,221)
LAN/WAN	257,992	176,942	164,435	527,537	350,595
GIS	301,440	359,313	274,311	350,927	(8,386)
TOTAL	\$ 1,373,282	\$ 1,308,354	\$ 1,258,864	\$ 1,528,944	\$ 220,590
SOURCE OF FUNDING:					
	GENERAL FUND			\$ 1,096,062	
	HIGHWAY USER REVENUE FUND			33,729	
	WATER AND WASTEWATER FUND			293,752	
	STORMWATER FUND			25,297	
	ENVIRONMENTAL SERVICES FUND			80,104	
				\$ 1,528,944	
COMMENTARY:					
<p>The Information Technology operating budget has increased 17% and there are no capital expenditures. Personal Services increases are due to 2 FTE staffing additions that include a GIS Technician and a Software Specialist. In addition there is a 9% pay plan adjustment and increases in Arizona State Retirement, health insurance, and dental insurance. Contractuals increase are due to travel & training, consulting fees, computer maintenance, programming, data lines and GIS building expenses. Commodities increases are Computer Equipment & Software and Office Supplies. One-time expenditures include advertising, office and computer equipment.</p>					

MISSION

The mission of the Management Services Department is threefold as a provider of internal service functions, library services, and enforcement of the sales tax code. The mission of the internal service functions are to provide services to all City divisions and employees which will assist the users in making informed decisions and reasonably allocating resources. As an enforcement division, sales tax provides services to citizens and businesses that ensure compliance with all licensing, sales tax, audit, and collection codes.

PROGRAM DESCRIPTION

The Management Services Division is responsible for the general administration of Finance/Budget, Sales Tax, Information Systems, and Library Divisions. The Purchasing function and Real Estate Management function are also within this division.

FY 06 ACCOMPLISHMENTS

- Implemented an electronic interface between the bank and our accounting system to streamline the processing of our procurement card transactions
- Set up an Internet Site with Bank of America, which allows us to manage, view, and download our procurement card transactions.
- Set up email notification within the Purchasing application, through the use of email we are now able to notify internal customers of requisitions that need their review and approval.

- Prepared the Sales and transit tax initiatives for voter approval in May 2006.
- Sold \$31.5 million in General obligation bonds to carryout the 2004 bond projects.
- Maintained the city's bond rating at A+ by S & P and A-1 by Moody's
- Continued work with the CID on project reporting and budgeting.

FY 07 NEW INITIATIVES

- Implement On Line vendor registration
- Develop and adopt a City Procurement Code
- Provide training programs for users of the financial applications.
- Work with Accounts Payable in performing an account payable review look to streamline the application.
- Electronically transmit purchase orders.
- Work with the CID to identify maintenance impact of capital projects.
- Implement the recommendations of our software vendor to improve the efficiency of the systems.
- Continue to work leadership talent development program to enhance staff's ability to move up in the City.
- Improve communications among staff on status of property acquisitions
- Maintain fiscal health by analyzing financial capacity of all funds and rate adjustments when necessary.

PERFORMANCE MEASURES

Council Priority/Goal: FISCAL HEALTH

Goal: Work Smarter

Objective: Through use of the City's Procurement card application promote cost effective method to make and administer small dollar purchases.

Measures:

	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Percentage of total purchases made by Procurement Card	2%	3%	4%	5%

MANAGEMENT SERVICES

DIVISION 09

MANAGEMENT SERVICES

EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 687,943	\$ 736,731	\$ 699,005	\$ 893,318	\$ 156,587
CONTRACTUAL	46,699	46,088	46,056	58,445	12,357
COMMODITIES	7,883	9,000	9,649	9,550	550
CAPITAL	7,922	-	-	70,000	70,000
TOTAL	\$ 750,447	\$ 791,819	\$ 754,710	\$ 1,031,313	\$ 239,494
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 168,801	\$ 184,833	\$ 183,747	\$ 258,945	\$ 74,112
PURCHASING	374,323	408,181	385,527	448,329	40,148
MAIL SERVICES	35,594	28,524	29,755	108,488	79,964
BOND & SURETY ADMIN	5,687	-	-	-	-
WAREHOUSE	83,383	83,743	65,067	122,663	38,920
PROPERTY MANAGEMENT	82,659	86,538	90,614	92,888	6,350
TOTAL	\$ 750,447	\$ 791,819	\$ 754,710	\$ 1,031,313	\$ 239,494
SOURCE OF FUNDING:					
	GENERAL FUND			\$ 628,096	
	LIBRARY FUND			33,338	
	HIGHWAY USER REVENUE FUND			114,374	
	WATER AND WASTEWATER FUND			170,746	
	STORMWATER FUND			11,873	
	AIRPORT FUND			24,149	
	ENVIRONMENTAL SERVICES FUND			48,737	
				\$ 1,031,313	
COMMENTARY:					
<p>The Management Services operating budget has increased 21% and capital expenditures total \$70,000 resulting in an overall net increase of 24%. Personal Services increases are due to a 9% pay plan adjustment and increases in Arizona State Retirement, health insurance, and dental insurance. Contractual increases are due to travel & training, general office expenses and contract database. Commodities expenses are for gas and food, office supplies, various operating supplies. One time expenditure is for a laptop \$2,000. Major capital includes one replacement folder/insertor (\$20,000) and replacement of skylights (\$50,000).</p>					

MISSION

The mission of the Tax, Licensing and Revenue division is to ensure compliance with the City’s Business License ordinances and assist the public so that tax-reporting problems can be avoided.

PROGRAM DESCRIPTION

The Tax, Licensing, and Revenue division is responsible for the licensing of new businesses and the collection of delinquent sales tax and business license accounts. Division staff disseminates City and State sales tax information to the taxpayers. This division is responsible for the collection of delinquent utility billings, delinquent library accounts, City Court fines, parking tickets, miscellaneous city billings and NSF checks. Staff has the responsibility to bill for the miscellaneous receivable accounts. This division also invests excess funds as allowed by the City Investment Policy.

FY 06 ACCOMPLISHMENTS

- ✓ Processed 34,171 city sales tax returns. A 4% increase over FY 04
- ✓ Performed 68 sales tax audits and reviews
- ✓ Issued 1,129 Sales Tax licenses and 455 Occupational Business licenses

FY 07 NEW INITIATIVES

- Conduct at least 5 seminars for new taxpayers. Invite the Arizona Department of Revenue to also participate.
- Perform at least 60 sales tax audits and reviews.
- Maintain write-off percentages below 0.5% of sales tax revenues and 0.5% of miscellaneous billings for various city services.
- Begin conversion to a new sales tax software program that will allow taxpayers to do business with the city on-line. This includes applying for licenses and reporting and paying city sales tax.
- Maintain a rate of return on investments that exceeds the rate of return from the State Treasurer’s LGIP fund.

PERFORMANCE MEASURES

Council Priority/Goal: CUSTOMER SERVICE

Goal: Provide taxpayer education seminars

Objective: Conduct at least 5 seminars during the year

Measures:

	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of seminars held	5	5	5	5
Number of attendees	122	66	120	120

Council Priority/Goal: FISCAL HEALTH

Goal: Maintain a high collection rate of sales tax and miscellaneous billing accounts

Objective: Keep write-offs below 1.0% of annual billings

Measures:

	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Sales tax write-offs as a percentage of sales tax revenue	0.5%	0.1%	0.4%	0.4%
Miscellaneous receivables write-offs as a percentage of billings	0.4%	0.3%	0.4%	0.4%

Council Priority/Goal: FISCAL HEALTH

Goal: Invest city funds

Objective: Maintain a rate of return that exceeds the state Local Government Investment Pool (LGIP)

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Return on investments compared to return on same amount with LGIP	111.1%	23.3%	-16.0%	10.0%

EXPENDITURES BY CATEGORY:	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 473,130	\$ 495,294	\$ 474,611	\$ 534,434	\$ 39,140
CONTRACTUAL	30,175	40,336	28,470	40,800	464
COMMODITIES	13,884	14,680	11,105	15,448	768
CAPITAL	-	-	-	-	-
TOTAL	\$ 517,189	\$ 550,310	\$ 514,186	\$ 590,682	\$ 40,372
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 150,232	\$ 158,522	\$ 117,642	\$ 180,875	\$ 22,353
AUDIT	152,130	155,147	155,147	165,402	10,255
COLLECTIONS	98,983	106,205	106,205	111,758	5,553
LICENSING AND CLERICAL	68,465	74,144	74,144	83,034	8,890
ACCOUNTS RECEIVABLE	47,379	56,292	61,048	49,613	(6,679)
TOTAL	\$ 517,189	\$ 550,310	\$ 514,186	\$ 590,682	\$ 40,372
SOURCE OF FUNDING:					
GENERAL FUND				\$ 483,563	
LIBRARY FUND				16,700	
HIGHWAY USER REVENUE FUND				1,029	
WATER AND WASTEWATER FUND				23,202	
AIRPORT FUND				26,662	
ENVIRONMENTAL SERVICES FUND				39,526	
				\$ 590,682	

COMMENTARY:
 The Sales Tax operating budget has increased 7% and there are no capital expenditures. Personal Services increases are due to a 9 % pay plan adjustment and increases in Arizona State Retirement, health insurance, and dental insurance. Contractual increases are for office equipment maintenance, postage & freight and training. Commodities increases are for office furniture.

MISSION

The mission of the Flagstaff City-County Public Library is to provide residents of the City of Flagstaff and Coconino County with access to available recorded knowledge, which will assist them to meet their informational, recreational, educational, and cultural needs. The Library staff will deliver services to users in a professional, timely, and courteous manner.

PROGRAM DESCRIPTION

The City-County Library is a jointly funded public library administered by the City of Flagstaff and financed by both the City of Flagstaff and Coconino County. The Library provides residents of the City and County with access to available recorded knowledge that will assist them in meeting their informational, recreational, educational, and cultural needs. The Library staff is committed to delivering services to users in a professional, timely and courteous manner.

FY 06 ACCOMPLISHMENTS

- The Library continues to nurture our partnership with Coconino Community College. We have assisted their staff in installing and configuring equipment so that they can begin circulating materials on our SIRSI automation system, and we have started working on a planning document together.
- Our IT staff has inventoried public computing equipment and attended a workshop to qualify for new for replacement equipment throughout the County from the Bill and Melinda Gates Foundation. They also installed 3M Security Gates to prevent theft of the collection at East Flagstaff Community Library

- Bill Landau sought out funding in order to purchase hundreds of books for the increasingly busy East Flagstaff Community Library. This library also has an active and energetic Teen Council.
- We have increased the number and variety of programs and workshops for the public at our libraries in Flagstaff and in Tuba City: these include book discussion groups and programs such as Geographic Information Systems, Youth Access, Tuba City Family Literacy, Get Real, Get Fit, Early Literacy, Family Wellness, and Parent/Child Play and Learn @ the Library.
- We had 1536 young people register for the Summer Reading program, which is the highest number to date. In addition, 3215 young people participated in 152 group visits to the Library.
- Staff successfully worked to raise funding to help replace our ancient and decrepit bookmobiles.

FY 07 NEW INITIATIVES

- Our updated and redesigned Web site will be up in a few months.
- As there are many retirements coming up, we would like to work on staff development and training this year.
- We will continue to create programming for seniors and expand our early literacy programming.
- IT staff will continue to seek E-Rate funding to offset the cost of telecommunications in the libraries.
- We are hoping to add new formats of materials, specifically ebooks and downloadable audiobooks. Maricopa County Library District and the Arizona State Library will assist us with a pilot program this year.
- The library staff will continue to seek out funding opportunities made by grant making organizations to enhance collections and improve services.

PERFORMANCE MEASURES

Council Priority/Goal: QUALITY OF LIFE

Goal: Have a wide variety of materials available for the public to use.

Objective: Select materials for purchase on a monthly basis.

Measures:

	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Materials circulated to the public at Main Library and its branches	420,430	404,804	412,900	421,158

Council Priority/Goal: QUALITY OF LIFE**Goal:** To continue to have a large number of people use and enjoy the library system.**Objective:** Increase the number of people using the libraries on a yearly basis.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of people entering libraries	308,288	362,849	370,105	374,807

Council Priority/Goal: QUALITY OF LIFE**Goal:** Provide quality informational services to people of all ages.**Objective:** Provide successful responses to reference questions on a daily basis.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of reference questions successfully answered	74,377	59,907	61,105	62,327

Council Priority/Goal: QUALITY OF LIFE**Goal:** Provide computers for the use of the public.**Objective:** Keep computers and software updated and in good working order.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of computer sessions	60,715	80,657	83,076	85,568

Council Priority/Goal: FISCAL HEALTH**Goal:** Ensure that materials are available for the public.**Objective:** Notices concerning overdue materials are sent out on a weekly basis.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Notices sent requesting that material be returned promptly	16,338	17,518	17,256	16,998

Council Priority/Goal: QUALITY OF LIFE**Goal:** Provide simple, logical access to library materials.**Objective:** Catalog all new materials as they are received.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Materials cataloged	8,529	9,705	9,947	10,195

Council Priority/Goal: QUALITY OF LIFE**Goal:** Provide adequate number of materials for users (per capita).**Objective:** Select new materials for purchase on a monthly basis.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Per capita number of materials	3.6	3.72	3.76	3.8

Council Priority/Goal: QUALITY OF LIFE**Goal:** Ensure that young people are using and enjoying the libraries.**Objective:** Provide special programming for young people.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Number of special programs	410	414	434	455

MANAGEMENT SERVICES

DIVISION 11/12

LIBRARY

Division 11-Library Operating

EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 1,762,564	\$ 1,861,158	\$ 1,865,204	\$ 2,102,133	\$ 240,975
CONTRACTUAL	356,446	372,360	393,475	430,767	58,407
COMMODITIES	308,027	428,341	350,602	481,122	52,781
CAPITAL	261,673	325,000	1,108	345,500	20,500
TOTAL	\$ 2,688,710	\$ 2,986,859	\$ 2,610,389	\$ 3,359,522	\$ 372,663
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 628,650	\$ 386,445	\$ 457,879	\$ 453,631	\$ 67,186
TECHNICAL SERVICES	577,207	651,694	642,142	682,787	31,093
PUBLIC SERVICES	991,596	1,413,212	1,014,084	1,563,830	150,618
COUNTY JAIL	48,536	48,000	47,664	54,174	6,174
COUNTY BOOKMOBILE	27,640	42,050	31,636	44,386	2,336
FOREST LAKES LIBRARY	33,018	67,985	37,577	71,819	3,834
TUBA CITY LIBRARY	109,257	150,074	117,808	153,005	2,931
SUPAI LIBRARY	2,132	5,500	5,500	5,500	-
EAST FLAGSTAFF LIBRARY	260,138	211,024	246,097	256,371	45,347
OUTREACH	-	-	-	1,550	1,550
GRAND CANYON	-	-	-	61,394	61,394
MAIN LIBRARY AUTOMATION	9,830	10,875	9,350	11,075	200
E. FLAG COMMUNITY	706	-	652	-	-
TOTAL	\$ 2,688,710	\$ 2,986,859	\$ 2,610,389	\$ 3,359,522	\$ 372,663
SOURCE OF FUNDING:					
	LIBRARY FUND			\$ 3,359,522	
				\$ 3,359,522	
COMMENTARY:					
<p>The Library operating budget has increased 13% and capital expenditures total \$345,500 resulting in an overall net increase of 12%. Personal Services increases are due to 3.25 FTE staffing additions that include 1.5 FTE's for Flagstaff, and 1.75 FTE's to staff the Grand Canyon Library. In addition there is a 9% pay plan adjustment and increases in Arizona State Retirement, health insurance and dental insurance. Contractual increases are due to utility increases and equipment maintenance costs. Commodities increases are primarily due to increases in the East Flagstaff branch to establish an appropriate circulation and subscription budget. Major capital (>\$10,000) includes a replacement Library van (\$20,500) and two bookmobiles (\$325,000) carried forward from FY2006.</p>					

MANAGEMENT SERVICES

DIVISION 11/12

LIBRARY

Division 12-Library Grants

EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 81,355	\$ 75,941	\$ 77,348	\$ 87,485	\$ 11,544
CONTRACTUAL	244,762	1,085,791	273,157	813,734	(272,057)
COMMODITIES	150,274	25,000	54,887	200,000	175,000
CAPITAL	-	-	-	-	-
TOTAL	\$ 476,391	\$ 1,186,732	\$ 405,392	\$ 1,101,219	\$ (85,513)
EXPENDITURES BY PROGRAM:					
COUNTY WIDE PROJECTS	\$ 431,601	\$ 1,161,732	\$ 369,320	\$ 1,101,219	\$ (60,513)
STATE GRANT-IN-AID	1,983	-	-	-	-
YOUTH ACCESS-TUBA	6,119	-	-	-	-
FAMILY PLACE GRANT	4,852	-	-	-	-
STATE GRANT-IN-AID	24,354	-	160	-	-
LITERACY BEGINS @ HOME	7,482	-	-	-	-
STATE GRANT IN AID 2006	-	25,000	25,000	-	(25,000)
GET FIT GRANT	-	-	1,700	-	-
BLDG A NEW GEN OF READERS	-	-	2,000	-	-
GATES STAY CONNECTED	-	-	7,212	-	-
TOTAL	\$ 476,391	\$ 1,186,732	\$ 405,392	\$ 1,101,219	\$ (85,513)
SOURCE OF FUNDING:					
	LIBRARY FUND			\$ 1,101,219	
				\$ 1,101,219	

MISSION

The mission of the Finance/Budget division is to ensure that City's financial resources are protected through sound financial management, including allocation of resources consistent with community goals and providing timely, accurate, and reliable information that will assist in making informed decisions.

PROGRAM DESCRIPTION

The Finance Division provides a variety of financial services to the Council and City staff. Services include accounting and financial reporting, budgeting, payroll, accounts payable, special financial analysis, grant management, citywide switchboard operations, and performance reporting.

FY 06 ACCOMPLISHMENTS

- ✓ Received the GFOA distinguished Budget presentation award for the twelfth year in a row.
- ✓ Received GFOA Certificate of Achievement for Excellence in Financial Reporting for the tenth year in a row.
- ✓ Converted to a New Budget System.
- ✓ Implemented Laser Printers for Accounts/Payable and Payroll Checks.

FY 07 NEW INITIATIVES

- Develop a new Performance Measurement System reporting process for FY 06-07.
- To Implement a Work Order System

PERFORMANCE MEASURES

Council Priority/Goal: FISCAL HEALTH

Goal: To maintain external validation of appropriate budget and year end financial reporting.

Objective: Maintain the Government Finance Officer's Association (GFOA) Certificate of Achievement of Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
GFOA Certificate of Achievement	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes

Council Priority/Goal: FISCAL HEALTH

Goal: Continue to maintain budgeted grant revenue levels.

Objective: To apply and receive grant revenue in the amount of approximately \$10 million per Fiscal Year.

Measures:	CY 04 Actual	CY 05 Actual	CY 06 Estimate	CY 07 Proposed
Grant Revenue Received	\$3,218,639	\$8,368,413	\$17,385,413	\$10,000,000

EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Estimated Expenditures 2005-2006	Proposed Budget 2006-2007	Budget-Budget Variance
PERSONAL SERVICES	\$ 748,177	\$ 777,452	\$ 777,112	\$ 860,555	\$ 83,103
CONTRACTUAL	30,334	56,735	34,335	68,205	11,470
COMMODITIES	21,516	18,800	20,454	18,705	(95)
CAPITAL	-	-	-	-	-
TOTAL	\$ 800,027	\$ 852,987	\$ 831,901	\$ 947,465	\$ 94,478
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 117,358	\$ 157,040	\$ 160,572	\$ 192,150	\$ 35,110
ACCOUNTING	314,424	327,042	318,713	361,545	34,503
PAYROLL	142,953	128,170	117,522	134,105	5,935
ACCTS PAYABLE/ RECEIVABLE	133,693	148,039	141,926	158,000	9,961
BUDGET	4,552	5,025	5,024	4,000	(1,025)
GRANTS ADMINISTRATION	87,047	87,671	88,144	97,665	9,994
TOTAL	\$ 800,027	\$ 852,987	\$ 831,901	\$ 947,465	\$ 94,478
SOURCE OF FUNDING:					
GENERAL FUND				\$ 590,647	
LIBRARY FUND				54,822	
HIGHWAY USER REVENUE FUND				56,766	
WATER AND WASTEWATER FUND				143,766	
STORMWATER FUND				12,203	
AIRPORT FUND				40,370	
ENVIRONMENTAL SERVICES FUND				48,891	
				\$ 947,465	
COMMENTARY:					
<p>The Finance operating budget has increased 11% and there are no capital expenditures. Personal services increases are due to 1.13 FTE staffing additions that include (1) Account Clerk II and a part-time intern. In addition there is a 9% pay plan adjustment and increases in Arizona State Retirement, health insurance, and dental insurance. Contractuals increases are due to Performance measure development, travel and training, computer equipment and software, memberships and subscriptions and postage. Commodities decreases are due to reduction in office supplies, office equipment and copy/printing expenses. One-time expenditures for this division are consultant for infrastructure valuation (\$25,000), Personal Data Assistants for the Finance Manager and the CIP accountant, payroll assistance training, books and subscriptions.</p>					