

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.

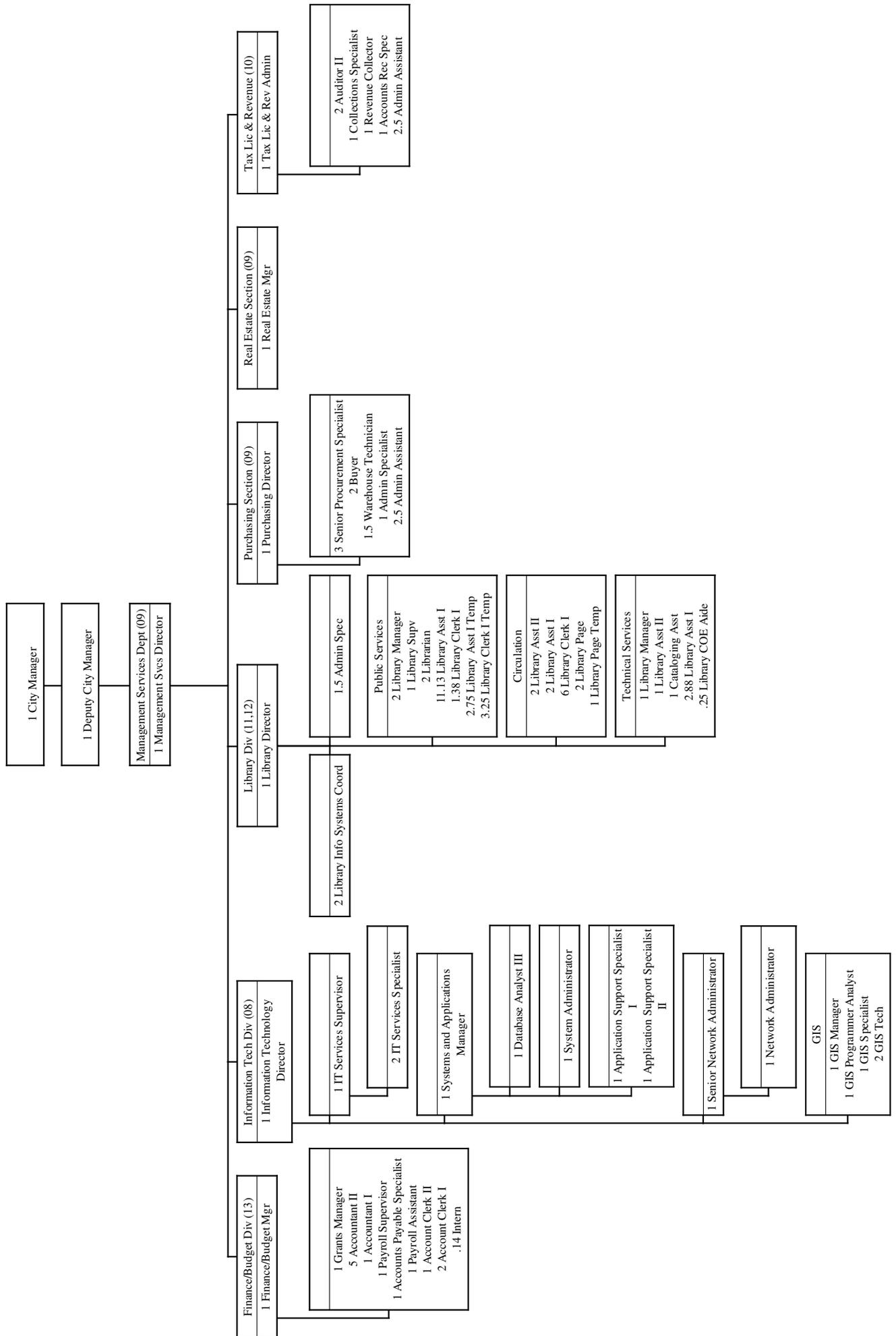
The mission of the **Information Systems Division** is to ensure City staff has the necessary resources (hardware/software) to access available data and geographical information which will assist staff in making informed decisions and to ensure the City's data resources are protected through sound security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

PROGRAM DESCRIPTION

This Division provides the infrastructure and operational assistance to meet the information technology needs of the City Council, the citizens, and City staff. These objectives are met through various computer servers and applications, network and telephony hardware, software and security, which are maintained and updated on an ongoing basis to provide accurate information in a secure and timely manner.

FY 07 ACCOMPLISHMENTS

- ✓ Hired a new IT Director (September)
- ✓ Completed CityNet negotiations with NPG cable (November) and began construction of the CityNet - due for completion June 2007.
- ✓ Deployed new network/server monitoring software
- ✓ Implemented on-line utility payment
- ✓ Continued to upgrade PCs Citywide
- ✓ Upgraded storage environment
- ✓ Implemented regular preventative maintenance schedule for IT infrastructure

FY 08 NEW INITIATIVES

- Continue to improve customer service
- Develop a disaster recovery/business continuity plan
- Develop telecommunication consolidation/upgrade plan
- Rewrite IT policies
- Increase network/server monitoring capabilities
- Replace aging servers

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 (Note: with the loss of the previous IT Director and hire of the new IT Director, the survey did not occur - this will be accomplished in the next FY).

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of end user machines replaced	N/A	199	199	balance

Council Priority/Goal: CUSTOMER SERVICE

Goal: Timely response to work order requests

Objective: First response within 4 hours of work orders submitted during business hours

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Percentage of work orders with a 4 hour response time	N/A	N/A	60%	100%

DEPARTMENT:		MANAGEMENT SERVICES			
DIVISION:		08-INFORMATION SYSTEMS			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 814,539	\$ 993,911	\$ 898,337	\$ 1,078,663	\$ 84,752
CONTRACTUAL	323,908	465,633	468,279	482,409	16,776
COMMODITIES	46,323	69,400	69,982	70,750	1,350
CAPITAL	5,954	-	-	100,000	100,000
TOTAL	\$ 1,190,724	\$ 1,528,944	\$ 1,436,598	\$ 1,731,822	\$ 202,878
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 347,388	\$ 372,589	\$ 293,578	\$ 622,771	\$ 250,182
AS 400	127,699	93,866	132,950	112,139	18,273
CLIENT SERVICES	252,478	184,025	185,134	195,902	11,877
LAN/WAN	156,807	527,537	465,110	442,113	(85,424)
GIS	306,352	350,927	359,826	358,897	7,970
TOTAL	\$ 1,190,724	\$ 1,528,944	\$ 1,436,598	\$ 1,731,822	\$ 202,878
SOURCE OF FUNDING:					
	GENERAL FUND			\$ 1,364,046	
	HIGHWAY USER REVENUE FUND			48,496	
	WATER AND WASTEWATER FUND			256,235	
	STORMWATER FUND			-	
	ENVIRONMENTAL SERVICES FUND			63,045	
				\$ 1,731,822	
COMMENTARY:					
<p>The Information Technology operating budget has increased 7% and capital expenditures total \$100,000 resulting in an overall net increase of 13%. Personal Services includes a merit, market, retirement, health insurance and dental insurance increase. Contractual increases are due to computer maintenance, general operating expenses, NAU internet fees. Commodities increases are due to computer software and general office expenses. One-time expenditures for this division are GIS building maintenance, computer maintenance. Major capital (>\$10,000) includes Digital Network Telephone system (\$100,000).</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 Department 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 07 ACCOMPLISHMENTS

- ✓ Provided extensive training with regards to purchasing procedures.
- ✓ Provided extensive training with regards to our city wide procurement card program
- ✓ Implemented the ability to post bids to our city website.

FY 08 NEW INITIATIVES

- Implement on-line vendor registration.
- Develop and adopt a Purchasing Department policy and procedures manual.
- Amend City Charter to increase threshold dollar amount for formal bid process.
- Develop and implement Expense Management Team to identify cost saving/cost avoidance opportunities within the City of Flagstaff
- Develop and adopt a City Procurement Code
- Continue Professional Development opportunities for each Buyer for future certification within the Purchasing profession.
- Achieve an increasing level of customer satisfaction.

PERFORMANCE MEASURES

Council Priority/Goal: FISCAL HEALTH

Goal: Process Efficiency---Procurement Card Program (On-going)

Objective: To provide a cost effective method to make and administer small dollar purchases.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Percentage of total purchases made by Procurement Card	3%	4%	4%	5%

Council Priority/Goal: CUSTOMER SERVICE

Goal: Implement on-line vendor registration (New FY 08)

Objective: To allow for a more efficient, and effective means for our vendor community to register with the City of Flagstaff's Purchasing Department in order to be considered for future business and notified of bid solicitations.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Percentage of vendor registrations completed on-line vs. download of vendor applications to be completed manually and forwarded back to the City either in person, mail, or fax.	N/A	N/A	25%	25%

Council Priority/Goal: CUSTOMER SERVICE

Goal: Develop Purchasing Department policy and procedures manual (New FY 08)

Objective: To provide standardization and continuity in the delivery of best practices when conducting a purchasing related function.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
PSP Committee approval, auditor's approval	N/A	N/A	Yes	Yes

Council Priority/Goal: FISCAL HEALTH/CUSTOMER SERVICE

Goal: Amend City Charter to increase threshold dollar amount for formal bid process (New FY 08)

Objective: To increase threshold dollar amount, that requires formal bid process, while maintaining informal bid procedures to promote competition and procure goods and services at fair and reasonable prices. This will also allow us to be more efficient and effective with our purchasing process, and help minimize the time and "soft" dollar costs associated with conducting a formal bid process where we can sometimes spend a dollar in staff time to save a dime with the particular purchase. In addition, we will be able to conduct a more timely purchase of goods and services for our end users.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Council approval	N/A	N/A	Yes	Yes

Council Priority/Goal: FISCAL HEALTH

Goal: Develop and implement Expense Management Team (New FY 08)

Objective: Team will identify and implement cost saving/cost avoidance opportunities within the City of Flagstaff.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Total annual savings/cost avoidance as a percentage of total FF&E and supply expenses.	N/A	N/A	2%	4%
Team is established.	N/A	N/A	Yes	N/A

Council Priority/Goal: CUSTOMER SERVICE

Goal: Achieve an increasing level of customer satisfaction.

Objective: Continually increase customer satisfaction survey results through implementation of process improvements, better communication with departments, and quicker response time to customer's requests.

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
One survey, sent to all customers to identify percentage of customers receiving, at minimum, satisfactory service from the Purchasing Department.	N/A	N/A	70%	90%

MANAGEMENT SERVICES

DIVISION 09

MANAGEMENT SERVICES

DEPARTMENT:		MANAGEMENT SERVICES			
DIVISION:		09-MANAGEMENT SERVICES			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 702,927	\$ 893,318	\$ 901,456	\$ 1,036,279	\$ 142,961
CONTRACTUAL	51,491	58,445	64,905	62,280	3,835
COMMODITIES	15,602	9,550	16,024	24,545	14,995
CAPITAL	-	70,000	15,000	20,000	(50,000)
TOTAL	\$ 770,020	\$ 1,031,313	\$ 997,385	\$ 1,143,104	\$ 111,791
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 172,689	\$ 258,945	\$ 238,241	\$ 343,896	\$ 84,951
PURCHASING	402,206	448,329	523,471	542,608	94,279
MAIL SERVICES	28,510	108,488	58,045	62,550	(45,938)
BOND & SURETY ADMIN	6,244	-	-	-	-
WAREHOUSE	70,569	122,663	84,265	98,038	(24,625)
PROPERTY MANAGEMENT	89,802	92,888	93,363	96,012	3,124
TOTAL	\$ 770,020	\$ 1,031,313	\$ 997,385	\$ 1,143,104	\$ 111,791
SOURCE OF FUNDING:					
	GENERAL FUND			\$ 757,285	
	LIBRARY FUND			22,099	
	HIGHWAY USER REVENUE FUND			148,371	
	WATER AND WASTEWATER FUND			132,027	
	STORMWATER FUND			6,875	
	AIRPORT FUND			13,593	
	ENVIRONMENTAL SERVICES FUND			62,854	
				\$ 1,143,104	
COMMENTARY:					
<p>The Management Services operating budget has increased 16% and capital expenditures total \$20,000 resulting in an overall net increase of 11%. Personal Services increases are due to 1.5 FTE staffing additions that include one Buyer and one-half Warehouse Technician. In addition there are merit, market, retirement, health insurance and dental insurance increases. Contractual increases are due to telephone, advertising and utilities. Commodities increases are due to office and computer equipment, office supplies, copying/printing and food. One-time expenditures for this division are retirement payout, computer and office equipment, advertising and telephone. Major capital (>\$10,000) includes one mail meter machine (\$20,000).</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 07 ACCOMPLISHMENTS

- ✓ Processed 34,746 city sales tax returns. A 1.7% increase over FY 05.
- ✓ Performed 71 sales tax audits and reviews.
- ✓ Issued 1,214 Sales Tax licenses and 472 Occupational Business licenses.
- ✓ Consolidated all of Parking Ticket collections under the Revenue Collector. Our customers were not sure if payments should be made at the Court or City Hall. This consolidation removes that confusion for our customers.

FY 08 NEW INITIATIVES

- Create an online fill able tax return.
- Set-up online payment capability for sales tax accounts. Along with the fill able form this will allow tax payers to file and pay sales tax returns online.
- Prepare RFP for a new sales tax software program.

PERFORMANCE MEASURES

Council Priority/Goal: CUSTOMER SERVICE

Goal: Provide taxpayer education seminars

Objective: Conduct at least 5 seminars during the year

Measures:

	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of seminars held	5	5	5	5
Number of attendees	66	70	70	70

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Sales tax write-offs as a percentage of sales tax revenue	0.1%	0.1%	0.3%	0.3%
Miscellaneous receivables write-offs as a percentage of billings	0.3%	0.1%	0.3%	0.3%

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Return on investments compared to return on same amount with LGIP	23.3%	(15.8%)	(19.00%)	5.0%

DEPARTMENT:		MANAGEMENT SERVICES			
DIVISION:		10-TAX, LICENSES, AND REVENUE COLLECTION			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 503,703	\$ 534,434	\$ 536,507	\$ 572,297	\$ 37,863
CONTRACTUAL	37,491	40,800	31,549	50,480	9,680
COMMODITIES	12,453	15,448	15,220	20,195	4,747
CAPITAL	-	-	-	-	-
TOTAL	\$ 553,647	\$ 590,682	\$ 583,276	\$ 642,972	\$ 52,290
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 164,376	\$ 180,875	\$ 176,269	\$ 218,371	\$ 37,496
AUDIT	162,176	165,402	165,402	176,197	10,795
COLLECTIONS	106,275	111,758	111,758	117,749	5,991
LICENSING AND CLERICAL	72,356	83,034	83,034	76,570	(6,464)
ACCOUNTS RECEIVABLE	48,464	49,613	46,813	54,085	4,472
TOTAL	\$ 553,647	\$ 590,682	\$ 583,276	\$ 642,972	\$ 52,290
SOURCE OF FUNDING:					
	GENERAL FUND			\$ 524,877	
	LIBRARY FUND			14,571	
	HIGHWAY USER REVENUE FUND			1,157	
	WATER AND WASTEWATER FUND			23,604	
	AIRPORT FUND			32,935	
	ENVIRONMENTAL SERVICES FUND			45,828	
				\$ 642,972	
COMMENTARY:					
The Sales Tax operating budget has increased 9% and there are no capital expenditures. Personal Services includes a merit, market, retirement, health insurance and dental insurance increases. Contractual increases are due to postage rates, temporary personnel to scan tax returns into Laser Fiche. Commodities increases are due to photocopying, subscriptions, office supplies and software. One-time expenditures for this division are scanning tax returns on to laser fiche (\$5,430). There is no major capital (>\$10,000) for this division.					

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 07 ACCOMPLISHMENTS

- ✓ We received 3 Library Services and Technology Act (LSTA) grants from the State Library for planning and to provide enhanced services.
- ✓ At the East Flagstaff Community Library, in addition to increased programming for children, we started scheduling programming for adults which was met with great success.
- ✓ We have established new internal accounting procedures to track the various grants, gifts and donations for our libraries.
- ✓ The Library website has been redesigned, and we now have Kids, Teens, and Parent/Educator page links that provide Library program and services

information. Also included are links to websites that educate and inform.

- ✓ We now have a core collection of "Playaway" audio books.
- ✓ Book discussion groups for teens and adults are established and popular.
- ✓ We received funding from the Gates Foundation to replace computers in the public libraries throughout Coconino County.
- ✓ In collaboration with Dineh College, we have increased programming for young people in Tuba City.
- ✓ We had the largest participation to date in the Summer Reading Program with a total of 1616 registered at the Main and East Flagstaff libraries.
- ✓ Grand Canyon Community Library is now a branch of this Library system.

FY 08 NEW INITIATIVES

- In collaboration with the County Elections Office, complete the remodel of the Tuba City Public Library.
- Expand our website to provide online registration for the 2007 Summer Reading Program.
- Increase adult programming.
- Reevaluate our sources of online databases in order to become more cost effective.
- Get our new bookmobiles on the road and in service.
- Continue our collaborative efforts with organizations such as Coconino Community College, Nonprofit Resource Center of Northern Arizona, and the Community Council on Early Childhood Education and Development.
- 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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Materials circulated to the public at Main Library and its branches	404,804	831,713	848,347	865,313

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of people entering libraries	692,318	715,194	729,497	740,439

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of reference questions successfully answered	75,342	72,409	73,134	74,231

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of computer sessions	157,810	155,505	158,615	161,787

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Notices sent requesting that material be returned promptly	36,270	30,678	31,077	31,512

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Materials cataloged	20,529	18,884	20,029	20,529

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Per capita number of materials	3.72	3.75	3.77	3.79

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Number of special programs	414	820	897	942

MANAGEMENT SERVICES

DIVISION 11/12

LIBRARY

Division 11 – Library Operating

DEPARTMENT:		MANAGEMENT SERVICES			
DIVISION:		11-LIBRARY			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 1,914,743	\$ 2,102,133	\$ 2,101,729	\$ 2,464,644	\$ 362,511
CONTRACTUAL	381,250	430,767	406,318	459,510	28,743
COMMODITIES	333,750	481,122	418,230	504,920	23,798
CAPITAL	64,000	345,500	220,500	125,000	(220,500)
TOTAL	\$ 2,693,743	\$ 3,359,522	\$ 3,146,777	\$ 3,554,074	\$ 194,552
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 385,457	\$ 453,631	\$ 404,928	\$ 603,805	\$ 150,174
TECHNICAL SERVICES	639,735	682,787	691,536	721,195	38,408
PUBLIC SERVICES	1,102,690	1,563,830	1,369,811	1,388,846	(174,984)
COUNTY JAIL	54,512	54,174	55,466	66,500	12,326
COUNTY BOOKMOBILE	73,962	44,386	31,788	52,050	7,664
FOREST LAKES LIBRARY	48,647	71,819	51,202	85,087	13,268
TUBA CITY LIBRARY	121,292	153,005	155,445	172,848	19,843
SUPAI LIBRARY	1,866	5,500	5,500	5,500	-
EAST FLAGSTAFF LIBRARY	257,547	256,371	332,460	358,302	101,931
OUTREACH	-	1,550	1,219	1,550	-
GRAND CANYON	-	61,394	35,874	84,566	23,172
MAIN LIBRARY AUTOMATION	7,424	11,075	11,548	13,825	2,750
E. FLAG COMMUNITY	611	-	-	-	-
TOTAL	\$ 2,693,743	\$ 3,359,522	\$ 3,146,777	\$ 3,554,074	\$ 194,552
SOURCE OF FUNDING:					
LIBRARY FUND				\$ 3,554,074	
				\$ 3,554,074	
COMMENTARY:					
<p>The Library operating budget has increased 14% and there are no capital expenditures. Personal Services increases are due to 4.01 FTE staffing additions that include positions at the Main Flagstaff branch, East Flagstaff, jail, Forest Lakes and Tuba City. In addition there are merit, market, retirement, health insurance and dental insurance increases. Contractuals increases are due to increases in postage, and overall maintenance needs. Commodities increases are due to gas and oil, and office supply increases. One-time expenditures for this division include shelf extensions for an expanded DVD collection and a disk cleaner for the East Flag branch. Major capital includes a carryover of \$125,000 for the PALSmobile.</p>					

Division 12 – Library Grants

DEPARTMENT:		MANAGEMENT SERVICES			
DIVISION:		12-LIBRARY GRANTS			
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 83,304	\$ 87,485	\$ 85,868	\$ 76,724	\$ (10,761)
CONTRACTUAL	201,319	813,734	217,122	813,734	-
COMMODITIES	61,610	200,000	339,293	80,000	(120,000)
CAPITAL	-	-	-	-	-
TOTAL	\$ 346,233	\$ 1,101,219	\$ 642,283	\$ 970,458	\$ (130,761)
EXPENDITURES BY PROGRAM:					
COUNTY WIDE PROJECTS	\$ 317,425	\$ 1,101,219	\$ 482,118	\$ 970,458	\$ (130,761)
STATE GRANT-IN-AID	160	-	646	-	-
STATE GRANT-IN-AID	24,974	-	26	-	-
GET FIT GRANT	774	-	325	-	-
BLDG A NEW GEN OF READERS	2,000	-	-	-	-
GATES STAY CONNECTED	900	-	8,083	-	-
PLANNING FOR PARTNERSH	-	-	20,000	-	-
BABY BOOMER GRANT	-	-	20,000	-	-
SNR STORYTIME & BOOKMO	-	-	25,000	-	-
GATES COMPUTER REPLACE	-	-	52,800	-	-
TUBA CITY HEALTH FAIR	-	-	3,285	-	-
2006 FOREST H'LANDS FO	-	-	5,000	-	-
STATE GRANT IN AID 200	-	-	25,000	-	-
TOTAL	\$ 346,233	\$ 1,101,219	\$ 642,283	\$ 970,458	\$ (130,761)
SOURCE OF FUNDING:					
LIBRARY FUND				\$ 970,458	
				\$ 970,458	

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 07 ACCOMPLISHMENTS

- ✓ Received the Government Finance Officer Association (GFOA) Distinguished Budget presentation award for the thirteenth year in a row.
- ✓ Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the eleventh year in a row.
- ✓ Successfully assisted with two open enrollment sessions for health insurance.
- ✓ Assisted with the implementation of the Human Resource Interface module

- ✓ Assisted with the initial implementation of the Work Order system.
- ✓ Completed the evaluation and addition of historical infrastructure assets to the City financial system
- ✓ Completed laser printing conversion for both W-2 and 1099 printing.
- ✓ Met with Purchasing staff in retreat to facilitate work processes and streamline operations through technology implementation.
- ✓ Received the Governor's Pride in Arizona Award through AZ Clean & Beautiful for the Frances Short Pond project
- ✓ Two staff attended the Western H.T.E. users group meeting

FY 08 NEW INITIATIVES

- Complete implementation of the work order system
- Streamline work processes to assist with year-end processes and completion of the annual audit and financial report production
- Continue work in performance measurement development
- Implement employee self service through the H.T.E. Click-2-Gov module
- Implement ACH payment to vendors on a wide-scale basis
- Enhance fraud protection for the City through the implementation of software enhancements

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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 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 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Grant Revenue Received	\$8,368,413	\$5,627,737	\$15,000,000	\$10,000,000

Council Priority/Goal: FISCAL HEALTH

Goal: Increase the number of vendors paid through ACH transactions

Objective: Have a total of 50 vendors paid through ACH transactions

Measures:	CY 05 Actual	CY 06 Actual	CY 07 Estimate	CY 08 Proposed
Vendors registered for ACH payments	N/A	2	5	50

DEPARTMENT: MANAGEMENT SERVICES					
DIVISION: 13-FINANCE AND BUDGET					
EXPENDITURES BY CATEGORY:					
	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance
PERSONAL SERVICES	\$ 778,096	\$ 860,555	\$ 868,222	\$ 965,067	\$ 104,512
CONTRACTUAL	31,511	68,205	58,365	53,105	(15,100)
COMMODITIES	22,833	18,705	17,705	25,805	7,100
CAPITAL	-	-	-	-	-
TOTAL	\$ 832,440	\$ 947,465	\$ 944,292	\$ 1,043,977	\$ 96,512
EXPENDITURES BY PROGRAM:					
GENERAL ADMINISTRATION	\$ 136,549	\$ 192,150	\$ 198,922	\$ 199,967	\$ 7,817
ACCOUNTING	328,198	361,545	354,370	420,307	58,762
PAYROLL	126,123	134,105	134,305	142,386	8,281
ACCTS PAYABLE/ RECEIVABLE	143,880	158,000	155,400	165,744	7,744
BUDGET	5,527	4,000	4,150	4,000	-
GRANTS ADMINISTRATION	92,163	97,665	97,145	111,573	13,908
TOTAL	\$ 832,440	\$ 947,465	\$ 944,292	\$ 1,043,977	\$ 96,512
SOURCE OF FUNDING:					
GENERAL FUND				\$ 642,215	
LIBRARY FUND				56,133	
HIGHWAY USER REVENUE FUND				61,106	
WATER AND WASTEWATER FUND				90,815	
STORMWATER FUND				36,180	
AIRPORT FUND				64,432	
ENVIRONMENTAL SERVICES FUND				93,096	
				\$ 1,043,977	

COMMENTARY:
 The Finance operating budget has increased 10% and there are no capital expenditures. Personal services increases are due to 1 FTE staffing additions that include an Accountant II. In addition there are merit, market, retirement, health insurance and dental insurance increases. Contractuals decreases are due to Infrastructure Valuation consultant budgeted in FY 2007 will not be expended (\$25,000). Commodities increases are due to office and computer equipment, education and training and office supplies. There is no major capital (>\$10,000) for this division.