

**DEPARTMENT BUDGET OVERVIEW****Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$339,044	\$352,636	\$352,636	\$352,636	\$350,281
Contractual	\$5,441	\$7,915	\$7,915	\$7,915	\$8,015
Materials & Supplies	\$3,604	\$4,000	\$4,000	\$4,000	\$4,000
<b>Total</b>	<b>\$348,089</b>	<b>\$364,551</b>	<b>\$364,551</b>	<b>\$364,551</b>	<b>\$362,296</b>

**Mission Statement**

The City Treasurer's Office provides quality customer service and accountability through the collections of all monies due the City. All monies are deposited daily that sweep to interest bearing accounts. Annual, monthly and published reports of the funds' receipts and disbursements are submitted in a continuous timely manner to the City Council. Funds for the Peoria Firemen's Pension are invested to provide safety with the best yield available. We are a committed work force in an environment that promotes efficiency, integrity and respect.

<b>Division – N/A</b>
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The Treasurer's office works closely with City departments in implementing interfaces between cash collections and application programs for all revenue due the City. The Treasurer's office verifies, collects, records and receipts all fines, fees, charges, accounts receivables, and credit memos from the general public, state revenues, federal revenues and various city departments.

**Fiscal 2008 Accomplishments**

Collected and reported the receipts of the various City funds including the General Fund, and all bond funds.

Invested over \$8 million in fixed income for the Firemen's Pension Fund

**Desired Program Outcomes for 2009**

The City Treasurer's Office will ensure compliance to the reporting of fiscal documents, provide assistance with the reporting of all funds, provide efficiency in collections and minimize the occurrence of any discrepancies

The City Treasurer's Office will continue the most efficient procedures of all collections through the most accountable and technology enhanced system.

The City Treasurer's Office will continue to enhance and ensure the safekeeping of cash and the depositing of such funds.

The City Treasurer's Office will continue to record and report receipts and disbursements in the same timely manner.

The City Treasurer will meet or exceed investment returns for the Firemen's Pension Fund per the fund's investment policy for fixed income.

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY2009</b>
Proficiency of operations	100%	100%	100%
Accuracy of collections	100%	100%	100%
Prompt deposits of all funds	Yes	Yes	Yes
Reports submitted to meet deadlines	Yes	Yes	Yes
Fire pension investments exceeding benchmarks	Yes	Yes	Yes

**Activities Linked to Council Goals**

Administration and Cash Management	Council Goal #1
Superior Customer Service in Collections	Council Goal #1
Checks and Balances	Council Goal #1
Timely Reporting	Council Goal #1
Pension Funds	Council Goal #1

**Division Activities****1. Administration and Cash Management**

Prepare, maintain and oversee a professional level of over 54,000 fiscal transactions, collection processes and accounting reports of all receipts and disbursements for over forty accounts for the City of Peoria. Maintain level of Customer Service through collections over the counter and through the mail. Make suggestions for improvement in training personnel, prepare personnel evaluations and pay changes, mediate grievances, provide leadership and resource for staff of six. The recording of transactions to the proper funds and journal entries that are made on a daily cash basis with an accuracy rate of 100% as corrections and adjustments are made immediately.

**2. Collections**

Provide the point of entry for all collections into the City's Revenue Collection System amounting to over \$60,000,000 for all cash receivables, miscellaneous receivables, building permits and licenses; maintain accountability and accuracy; correct any and all deficiencies in the collection procedures within twenty-four hours. All collections are deposited to banks within the next business day, meeting 100% of all state and federal statute requirements.

**3. Checks and Balances**

Implement interfaces between cash collections for all City collections and application programs and verifies all receipts and disbursements, check registers, deposits and fund balances on a daily cash basis. 100% of over 54,000 transactions verified and checked for accuracy of entry and dollar amount. Over \$60,000,000 in collections are 100% accurate and in balance with the finance department when posted to the ledgers.

**4. Recording and Reporting**

Create and prepare monthly reports of the receipts, disbursements and balances of all funds from the daily updated fund ledger books. Prepare and submit the Annual Report of all receipts, disbursements and balances. Prepare and submit the Yearly Published Report for publication of receipts and disbursements. Daily reports verified and submitted for accuracy of the daily business. All ledger entries and 100% of the reports are submitted within the specified time specifications under state and federal statutes.

**5. Pension Funds**

Provide guidelines and support for securing bids from banking institutions and securities dealers and investing the Firemen's Pension Fund's idle cash per the fund's Investment Policy. Prepare monthly reports on receipts and disbursements for Police and Firemen's Pension Funds.

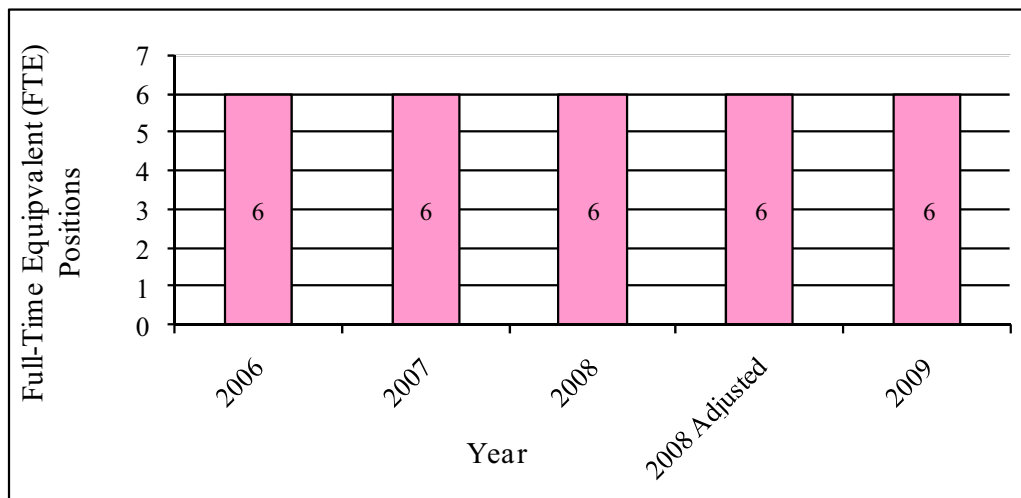
**Service Level Trend Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
1. Maintain Cash Basis Reporting	Yes	Yes	Yes
2. Total Transactions	61,507	54,864	*TBD
3. Amounts Collected	71,755,340	60,600,138	*TBD
4. Monthly, Annual, Daily & Published	314	314	314
5. Fire Pension Fixed Income	17,000,000	8,000,000	*TBD

\* TBD = To be determined

**DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS**

TITLE	FY2007	FY2008	ADJUSTED FY2008	FY2009
<u>City Treasurer's Office</u>				
City Treasurer	1	1	1	1
Deputy Treasurer	2	2	2	2
Fiscal Technician II	2	2	2	2
Fiscal Technician I	1	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Staffing History**


## FINANCE DEPARTMENT

### DEPARTMENT BUDGET OVERVIEW

#### Appropriation by Major Object

	2007 Actual	2008 Budget	2008 Adjusted Budget	2008 12-Month Estimate	2009 Budget
Personnel Services	\$993,020	\$1,094,704	\$1,094,704	\$1,068,523	\$1,140,324
Contractual	\$127,656	\$201,608	\$203,042	\$150,756	\$202,323
Materials & Supplies	\$24,955	\$23,115	\$21,869	\$22,862	\$24,015
<b>Total</b>	<b>\$1,145,631</b>	<b>\$1,319,427</b>	<b>\$1,319,615</b>	<b>\$1,242,141</b>	<b>\$1,366,662</b>

#### Appropriation by Division

Financial Services	\$933,632	\$994,929	\$995,117	\$984,851	\$1,026,120
Budget	\$113,560	\$116,393	\$116,393	\$117,046	\$124,584
Purchasing	\$98,439	\$208,105	\$208,105	\$140,244	\$215,958
<b>Total</b>	<b>\$1,145,631</b>	<b>\$1,319,427</b>	<b>\$1,319,615</b>	<b>\$1,242,141</b>	<b>\$1,366,662</b>

**Mission Statement**

The Finance Department provides support to the organization with pertinent financial and managerial information in an accurate and timely manner, while ensuring adherence to relevant laws, ordinances, policies and procedures and maintaining quality customer service through financial and fiduciary management.

<b>Division – Financial Services</b>
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The Financial Services Division is responsible for processing the City's accounting, accounts payable, accounts receivable and payroll functions. The Financial Services Division provides for the recording of transactions in a timely and accurate manner. This division provides reports of financial activity to City Council and assists other departments with grant reporting. The Financial Services staff also provides revenue estimates for budgeting and monitors all financial data for accuracy and budget analysis.

**Fiscal 2008 Accomplishments**

- The City has received the Certificate of Achievement for Excellence in Financial Reporting for seven consecutive years; awarded for the 2000-2006 City CAFR's. We anticipate that the City will also receive this GFOA award for the 2007 City CAFR.
- The City received no audit finding considered a material weakness resulting from the independent external audit.
- All parking tickets were entered in City records within 24 hours of issuance.
- Continued to implement an administrative adjudication program for unpaid parking tickets, resulting in significantly less court cases and savings in legal summons costs.
- Maintained "AA" bond rating from Standard & Poor's Corporation and retained an "Aa3" rating from Moody's Investor Services assigned to one new money bond issued this year; same high bond ratings anticipated for refunding bonds to be issued.
- Completed third year of banking and investment services contractual agreements contributing to a 2.73% average rate of return for contractual bank deposits and a 4.98% average rate of return for certificates of deposit.
- Overall, the City earned a 3.01% average return on all bank deposits and investments.

**Desired Program Outcomes for 2009**

- The City will maintain or upgrade AA bond rating assigned by Standard & Poor's.
- The City will continue to seek Moody's Investor Services upgrade from Aa3 to Aa2.
- The City will refinance bonds when adequate interest savings would be generated.
- The City will meet or exceed investment return benchmarks.
- City will receive Certificate of Achievement for Excellence in Financial Reporting.
- City staff will effectively coordinate with McGladrey & Pullen LLP auditors.

- The City will have no audit finding considered a material weakness resulting from the independent external audit.
- The City will process all invoices in conformance with the Prompt Payment Act.
- The City will maintain or increase 71% direct deposit rate for total payroll checks.
- Accounts receivable staff will continue timely billing of payments due to the City.
- All parking tickets will be entered in the City's records within 24 hours of issuance.

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Refinancing savings	N/A	TBD	TBD
Return on investments	4.89%	3.01%	3.00%
Bond Rating	AA/Aa3	AA/Aa3	AA/Aa3
Audit finding of material weakness	No	No	No
Parking tickets input within 24 hrs	100%	100%	100%
Parking tickets & fines revenue	\$741,811	\$776,997	\$800,000
Use of direct deposit	71%	71%	71%

**Activities Linked to Council Goals**

General Accounting	Council Goal #1
Accounts Receivable	Council Goal #1
Payroll	Council Goal #1
Accounts Payable	Council Goal #1
Labor/Management Healthcare Committee	Council Goal #1
Debt Management	Council Goal #1
Banking Services	Council Goal #1

**Division Activities****1. General Accounting**

General accounting is responsible for all financial reporting and monitoring including the Comprehensive Annual Financial Report (CAFR), TIF reports, State Comptroller reports, and grant spending reports. All reports are issued in a timely and accurate manner.

- The City received the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY2000 – FY2006. We have applied for and anticipate receiving this award for the FY2007 CAFR. We believe the FY2008 CAFR will also merit the Certificate subsequent to FY2008 CAFR issuance on June 20, 2009.
- Accounting staff record all financial transactions and prepare weekly bank wire transfers pertaining to payments of accounts payable checks and payroll checks.
- Accounting staff review and update entries in the general ledger system for transactions initiated in payroll, receivables, cash receipts and fixed assets.



- Accounting staff meticulously coordinate compilation and review of annual financial statements to ensure that auditors render an unqualified professional opinion confirming that the City's audited financial statements are fairly stated in accordance with generally accepted accounting principles.
- Sales tax rebates, property tax rebates and development agreement incentives are processed in a timely manner 100% of the time.
- Finance officials periodically prepare and issue requests for proposals to obtain competitive bids for banking services, investment services and auditing services.
- Portions of revenues collected from H.R.A taxes, utility taxes, TIF property taxes, SSA taxes, sales taxes, local motor fuel tax, special assessments and gaming revenues are allocated for repayment of debt as provided in bond ordinances.

## **2. Accounts Receivable**

Bills, tracks and reports various taxes, special assessment, licenses, parking ticket/court cases, permits, fines and fees in an accurate and timely manner. The miscellaneous receivables are billed monthly with past dues billed after 30 days. Uncollectible amounts are sent to collection agencies or the legal department.

- The department has a 90% collection rate for miscellaneous receivables within 90 days of billings. The legal department is taking a more pro-active approach on false alarms and restaurants/taverns municipal tax when staffing resources permit.
- Accounts Receivable staff convert hard copy receivables records to CD-ROM's, in a timely manner after processing, for long-term electronic data storage.
- As a result of new hand held parking ticket writers, 100% of all parking tickets (approximately 25,350 annually) are entered into the computer on the same day.
- Past due notices for parking tickets are sent on the 8<sup>th</sup> and 31<sup>st</sup> day after issuance.

## **3. Payroll**

All employees expect and receive timely, accurate paychecks. The payroll program is responsible for the processing, editing, recording and distributing of payroll checks, direct deposits and deductions, preparing and filing payroll reports and returns, and implementing changes in the tax laws, personnel policies and multiple labor union agreements.

- Payroll distribution, whether by check or direct deposit, is conducted in accordance with City policies and labor union agreements 100% of the time.
- All quarterly tax returns are processed within 30 days after the end of the quarter.
- Since 1992, no material payroll tax return penalty has been incurred by the City.
- All annual W-2 Wage & Tax Statements are issued to City employees within 31 days following the end of each tax year.

**4. Accounts Payable**

Accounts Payable (AP) staff processes and issues an average of approximately 350 checks weekly to City and Workforce Development vendors. Prior to weekly check mailings and check distribution to City departments, Finance officials review all checks, sign corresponding purchase orders or vouchers payable, confirm the presence of the submitting department's signature authorizing payment, and briefly review supporting documentation for accuracy and reasonableness. Within one week of check issuance, hard copy AP records are copied to CD-ROM's for long-term electronic data storage.

- Coordinates with all City departments to ensure prompt processing and payment of all valid billings submitted by vendors for equipment, supplies and services.
- Reconciles amounts on purchase orders and vouchers with vendors' invoices to ensure 100% accuracy for all check payments issued to vendors.
- Confirms the adequacy of supporting documentation to ensure the validity of payments claimed by vendors and submitted for payments by City departments.
- Issues Form 1099 miscellaneous income returns to medical services providers, legal services vendors and all unincorporated City vendors paid  $\geq$  \$600 annually.

**5. Labor Management Healthcare Committee Participation**

Two representatives of the Finance Department are voting members of this committee and both serve as resources for managing the provision of health insurance benefits (\$13.8 million projected 2008 net annual healthcare expenditures) for active employees and retirees.

- The committee reviews statistical data and medical providers' data to monitor performance of the benefits manager and ensure quality services are provided.
- The committee continues to institute program changes to contain escalating healthcare benefits costs.
- Finance staff provides timely quarterly reports to the committee and City Council.
- YTD 2008 medical/dental claims experience indicated that 2008 net actual healthcare expenditures could decrease \$2.2 million compared with the prior year.

**6. Debt Management**

Issue new debt in a timely manner and refinance existing debt when savings will be realized. Monitor timing so that money is available for projects without incurring arbitrage costs. The department has been successful in avoiding arbitrage costs 100% of the time.

- Since 1997, the City has maintained AA and Aa3 bond ratings from Standard & Poor's and Moody's, respectively.
- All bond principal and interest payments are paid to Depository Trust Company by the City and the City's bond trustees, in a timely manner, 100% of the time.
- Continuing disclosure requirements met, in a timely manner, 100% of the time.

**7. Banking Services**

Meet periodically with primary bank to review compliance with the contractual banking services agreement, including guaranteed interest rates, to confirm primary bank consistently provides required services and operates within the City's investment policy.

- All investments are insured or collateralized 100% of the time.
- The City exceeded two of two investment return benchmarks during 2008 and will meet or exceed investment return benchmarks during 2009.
- All weekly wires and bank transfers are done in a timely manner, with no overdrafts, 100% of the time.
- Positive pay check confirmation procedures performed on a daily basis by primary bank, for 100% of all AP and Payroll checks issued, to disclose inconsistencies, detect alterations and minimize the risk of check fraud.

**Service Level Trend Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
<b>1. Financial Services</b>			
Bond project allocation reports	12	16	16
Budget reporting and monitoring	28	28	28
Grant reports & reconciliation's	60	60	60
Sales and property tax rebates processed	29	25	25
Accounts payable checks issued to vendors	17,532	16,000	16,000
Form 1099 misc. income returns issued	167	170	170
<b>2. Accounts Receivable</b>			
Parking tickets processed	28,648	25,350	28,000
Parking ticket court cases	0	0	0
Parking ticket administrative hearings	2,965	3,650	4,000
<b>3. Payroll</b>			
W-2's issued annually	1,228	1,250	1,250
Direct deposit confirmations issued annually	18,917	19,000	19,000
<b>4. Debt Management</b>			
New debt issues	2	1	2
Refinanced issues	0	1	0
<b>5. Banking Services</b>			
Accounts collateralized/insured	100%	100%	100%
Meet or exceed investment benchmark	Yes	Yes	Yes

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$750,225	\$807,798	\$807,798	\$783,549	\$837,626
Contractual	\$170,422	\$173,191	\$174,097	\$187,620	\$174,799
Materials & Supplies	\$12,985	\$13,940	\$13,222	\$13,682	\$13,695
<b>Total</b>	<b>\$933,632</b>	<b>\$994,929</b>	<b>\$995,117</b>	<b>\$984,851</b>	<b>\$1,026,120</b>

**Mission Statement**

The Finance Department provides support to the organization with pertinent financial and managerial information in an accurate and timely manner, while ensuring adherence to relevant laws, ordinances, policies and procedures and maintaining quality customer service through financial and fiduciary management.

<b>DIVISION - BUDGET</b>
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The Budget Division coordinates the preparation and development of the annual operating budget, capital budget, and multi-year capital improvement program for the City. This division is responsible for publishing the final budget document and its distribution to City departments and outside agencies. Budget staff is also responsible for written communications relating to budget amendments, tax levy ordinances and tax abatement ordinances. Budget staff monitors and tracks all active capital projects and monitors revenue and expenditures throughout the fiscal year. Additionally, oversight for the implementation of the City's various budget policies is the responsibility of this division.

**Fiscal 2008 Accomplishments**

- Monitored revenue and expenditures throughout the fiscal year.
- Continued to refine organizations budgetary process from program-based to activity based budget.
- Compiled the preliminary budget document in a timely manner for effective decision making for FY2009 operating and capital budget.
- Received Outstanding Budget Presentation Award for the 16<sup>th</sup> consecutive year.
- Continued cost savings and efficiency through refining budget methods and reporting.
- Third year ICMA Center for Performance Measurement participation.

**Desired Program Outcomes for 2009**

- Increase number and percent of finance department budget deadlines met according to the budget calendar.
- Implement training session to update and improvement performance measures.
- Increase number of departmental budgets submitted by deadlines.
- Increase number or percent general fund departments on or below budget.
- Decrease number of budget amendments needed due to project estimation errors.
- Decrease number of budget corrections, adjusted needed due to processing errors.
- Convert from output to outcome performance measures.
- Qualify for the Outstanding Budget Presentation Award for the 17<sup>th</sup> consecutive year.

- Audit one large and two smaller department's performance measurement data annually.
- Provide assistance in developing and preparing Budget-To-Actual Trend Analysis for initial budget meetings.
- Compile the preliminary budget document in a timely manner for decision making.

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Budget Award	Yes	Yes	Yes
Department Audits of Performance Measures	0	0	3
Budget Amendments	26	30	30

**Activities Linked to Council Goals**

Operating Budget	Council Goal # 1
Capital Budget	Council Goal # 1, #2, #4, #5, #6
Assistance & Training	Council Goal # 1
Budgetary Analysis & Financial Reporting	Council Goal # 1
Performance Measurement	Council Goal # 1, #2, #4, #5, #6

**Division Activities**

**1. Operating Budget**

This activity maintains responsibility for the timely and accurate compilation of the preliminary operating budget used in early budget deliberations and ultimately the production of the final document in conformance with the GFOA award requirements. Additional activities of this division include overall budget administration duties, such as preparing all budget amendments, tax levies, abatement ordinances, and monitoring expenditures to help ensure compliance within the operating budget limits.

**2. Capital Budget**

This activity coordinates and compiles the annual capital budget, as well as preparing the multi-year Capital Improvement Program. Projects are monitored regularly and status reports are prepared and forwarded to the City Council semi-annually.

**3. Departmental Assistance & Training**

This activity includes annual training and on-going assistance to the city departmental budget liaisons. Includes budget training for the capital improvement program as well as training for developing and implementing performance measures for the department's operating budgets.

**4. Budgetary Analysis & Financial Reporting**

This activity provides budgetary analysis to identify potential funding/financing options, determine resources, and evaluate funding options. Analysis done during review development phase of the budget process and financial reports according to established policies and procedures.

**5. Design & Implementing Performance Measures**

This activity directs the development, design and use of output and outcome measurements to evaluate the efficiency and effectiveness of City operations. This activity also includes the development of supplementary service level indicators within City operations, which provide the greatest opportunity to measuring activities or programs with associated resources. The City of Peoria participated in the International City/County Management Association (ICMA) Center for Performance Measurement benchmarking program submitting information for FY2007 for inclusion in the FY2008 publication.

**Service Level Trend Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
<b>1. Operating Budget</b>			
Original Operating Budget (in millions)	\$119.1	\$125.4	\$132.2
Operating Budget per Capita per Day	\$2.69	\$2.88	\$2.99
Number of Amendments to the Operating Budget	16	15	15
<b>2. Capital Budget</b>			
Capital Budget (in millions)	\$22.0	\$22.1	\$23.6
Number of Amendments to the Capital Budget	10	15	15
Number of New Projects/Programs	12	22	2
Number of Continuing Projects/Programs	43	37	30
% Closed Projects Completed Within Budget	75%	87%	90%
<b>3. Departmental Assistance &amp; Training</b>			
Finance Budget Related Training Classes	1	3	2
% Budget Information Submitted by Deadline	84%	70%	100%
<b>4. Budgetary Analysis &amp; Financial Reporting</b>			
Active CIP Status Communication	1	2	2
Expenditure Report – Budget to Actual	11	12	12
<b>5. Design &amp; Implementing Performance Measures</b>			
% Depts. Employing Performance Measures	100%	100%	100%
Participation in ICMA Benchmarking Program	Yes	Yes	No

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$104,535	\$107,893	\$107,893	\$108,990	\$115,932
Contractual	\$2,010	\$3,375	\$3,375	\$3,136	\$3,482
Materials & Supplies	\$7,015	\$5,125	\$5,125	\$4,920	\$5,170
<b>Total</b>	<b>\$113,560</b>	<b>\$116,393</b>	<b>\$116,393</b>	<b>\$117,046</b>	<b>\$124,584</b>



<b>DIVISION - PURCHASING</b>
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The Purchasing Division is responsible for administering the purchasing ordinance of the City of Peoria Municipal Code, Central Services, disposal of assets, and vehicle registration.

**Fiscal 2008 Accomplishments**

- Joined other governmental purchasing organizations providing efficiencies and cost savings.
- Replaced high-speed digital copiers with high-speed, black and white/color copiers, lowering per copy rate.
- Continued to seek alternatives to reduce certified mail costs.
- Conducted two auctions generating \$75,000.
- All capital budget expenditures were processed via purchase order rather than voucher.

**Desired Program Outcomes for 2009**

- Continue to increase utilization of outside co-ops providing pooled resources on bidding. These co-ops provide discounts and faster availability. (WSCA, US Commodities, state contracts, local government agreements)
- Track processing time on PO's and determines appropriate benchmark for effective performance measure.
- Train users to create a requisition containing complete information.
- Continue to promote discount-mailing service through Quick Silver.
- Continue to promote automated transmittal from remote locations of documents for copying.
- Continue to develop minority vendor participation in City purchasing.
- Update City ordinances as they relate to purchasing.

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY2009</b>
Dollar value of buying consolidations	\$150,000	\$150,000	\$150,000
Discount mail savings	\$5,295	\$5,500	\$5,800
Auction proceeds(City Portion)	\$71,292	\$75,000	\$75,000
Vehicles registered on time	100%	100%	100%

**Activities Linked to Council Goals**

Purchasing Ordinance Administration	Council Goals #1
Central Services	Council Goals #1
Disposal of Surplus Equipment	Council Goals #1
Vehicle Registration	Council Goals #1

**Division Activities****1. Purchasing Ordinance Administration**

This program provides centralized purchasing to all City departments.

- Continue to encourage minority vendor participation by annually adding minority firms to the database through participation in ECHO/Central Illinois Trade Fair.
- Certain items are jointly bid with the County to create economies of scale.
- Joined several government purchasing organizations to create economies of scale, better competition, and savings through larger volume. Time of bid preparation is saved as well.
- During 2008, Finance staff processed a majority of expenditures on purchase orders rather than vouchers. Purchase orders obligate the funds for the entire contractual commitment causing better accountability. Using purchase orders creates efficiency by eliminating dual preparation by the department and then entry to computer by Finance.

**2. Central Services**

This program is responsible for completing large copying runs, maintenance of all City copiers, central mail and major supply inventory.

- This program oversees the discount mail service that processes approximately 120,000 pieces of discount mail saving nearly \$5,500 annually.
- The City processed approximately 200,000 color copies internally in 2008, rather than outsourcing, producing \$80,000 cost savings for color copies. Costs of color copying are charged to departments at the rate of \$0.20 per copy. Equivalent color copying services provided by external vendors would cost \$0.60 per copy.

**3. Disposal of Surplus Equipment**

Oversees the auction of surplus equipment, vehicles and equipment confiscated by the Police Department.

- The auctions are coordinated with other local governmental entities to create economies of scale.
- Multiple auctions are held each year, raising approximately \$75,000 annually for the City, to keep storage space available and obtain cash for acquisition of replacement vehicles and equipment.

**4. Vehicle Registration –**

License renewal for all City vehicles including marked and unmarked police vehicles, Public Works vehicles, all new vehicles, as well as, the transfer of plates from old to new vehicles.

- The program maintains compliance with legal regulations regarding the licensing of vehicles 100% of the time.

**Service Level Trend Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
1. Purchasing Administration			
Bids processed	67	80	85
Purchase order processed	9,857	10,000	11,000
2. Central Services			
Discount mail pieces processed	132,375	120,000	150,000
Discount mail processing cost	\$44,125	\$50,000	\$50,000
Discount mail cost savings	\$5,295	\$5,500	\$5,800
Color photocopies	208,993	200,000	200,000
Black & white photocopies	2,076,006	2,200,000	2,000,000
3. Disposal of Surplus Property			
Auctions held	2	2	2
4. Vehicle Registration			
License renewals	115	115	115

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$138,260	\$179,013	\$179,013	\$175,984	\$186,766
Contractual	(\$44,776)	\$25,042	\$25,570	(\$40,000)	\$25,142
Materials & Supplies	\$4,955	\$4,050	\$3,522	\$4,260	\$4,050
<b>Total</b>	<b>\$98,439</b>	<b>\$208,105</b>	<b>\$208,105</b>	<b>\$140,244</b>	<b>\$215,958</b>

## FINANCE DEPARTMENT

### DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS

TITLE	FY2007	FY2008	ADJUSTED FY2008	FY2009
<b><u>Financial Services</u></b>				
Finance Director/Comptroller	1	1	1	1
Auditor	0	0	0	0
Finance Manager	1	1	1	1
Administrative Specialist IV	1	1	1	1
Administrative Specialist I	1	1	1	1
Receivables Supervisor	1	1	1	1
Accounting Coordinator	1	1	1	1
Accountant	3	3	3	3
Fiscal Technician I	3	3	3	3
Payroll Supervisor	1	1	1	1
Payroll Specialist	.5	.5	.5	.5
Parking Enforcement Coordinator	1	1	1	1
<b><u>Budget</u></b>				
Capital Budget Coordinator	1	1	1	1
Senior Budget Analyst	0	0	0	0
<b><u>Purchasing</u></b>				
Purchasing Manager	1	1	1	1
Purchasing Coordinator	2	2	2	2
Central Services Technician	1	1	1	1
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

## Staffing History

