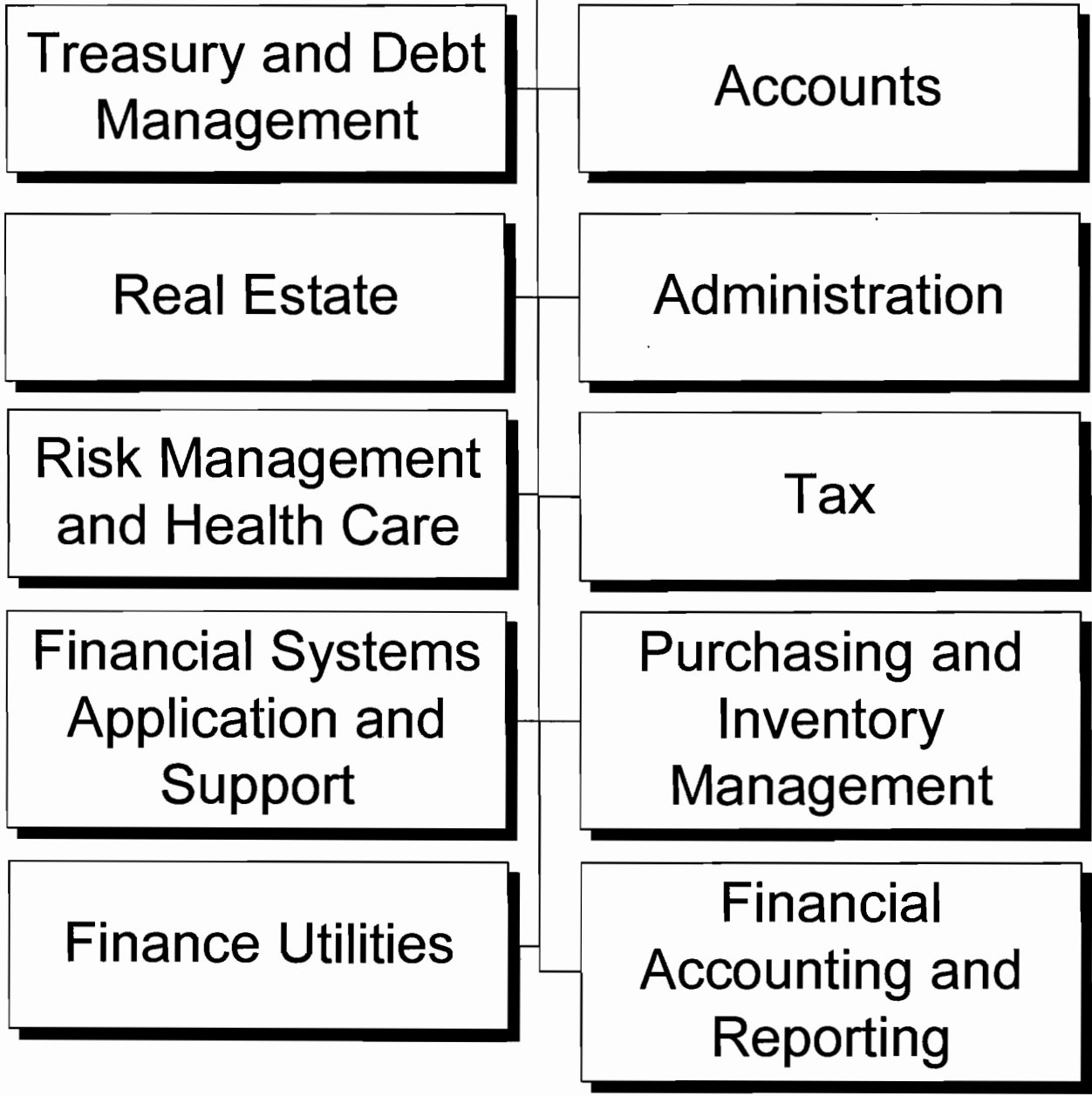


Finance



DEPARTMENT SUMMARY

PROGRAM General Government	DEPARTMENT Finance	DEPARTMENT NO. 35
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Program Goal

The Finance Department strives to maintain a fiscally sound governmental organization that conforms to legal requirements and to generally accepted financial management principles; maintains effective procurement procedures for commodities and services; provides for effective treasury management and a citywide risk management program; acquires, manages and disposes of property for public facilities; provides an effective debt management program; and provides financial advisory services for all city departments.

EXPENDITURES BY CHARACTER

CHARACTER	2005-06 ACTUAL EXPENDITURES	2006-07 ESTIMATED EXPENDITURES	2007-08 COUNCIL ALLOWANCE	PERCENT CHANGE FROM 2006-07 ESTIMATE
PERSONAL SERVICES	\$ 22,935,624	\$ 24,153,175	\$ 26,539,167	9.9%
CONTRACTUAL SERVICES	3,079,754	3,566,342	3,760,953	5.5%
INTERDEPARTMENTAL CHARGES AND CREDITS	(3,488,656)	(2,996,756)	(3,627,529)	21.0%
SUPPLIES	320,372	368,648	521,923	41.6%
EQUIPMENT AND MINOR IMPROVEMENTS	147,357	33,864	62,351	84.1%
DEBT SERVICE PAYMENTS	51,609	51,606	56,601	9.7%
MISCELLANEOUS TRANSFERS	-	-	-	-
TOTAL	\$ 23,046,060	\$ 25,176,879	\$ 27,313,466	8.5%

AUTHORIZED POSITIONS

FULL-TIME POSITIONS	312.0	315.0	318.0	1.0%
PART-TIME POSITIONS (FTE)	1.5	1.5	1.5	-
TOTAL	313.5	316.5	319.5	0.9%

SOURCE OF FUNDS

General Funds	\$ 21,565,884	\$ 23,515,087	\$ 25,496,919	8.4%
Water Funds	702,095	763,591	808,311	5.9%
Wastewater Funds	691,549	730,428	807,746	10.6%
Sports Facilities Funds	31,537	128,167	131,845	2.9%
City Improvement Funds	51,609	51,606	56,601	9.7%
Grant Funds	-	-	-	-
Public Housing Funds	3,386	(12,000)	12,044	-100.0%
TOTAL	\$ 23,046,060	\$ 25,176,879	\$ 27,313,466	8.5%

2007-2008 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM	DEPARTMENT		DEPARTMENT NO.
General Government	Finance		35
ORGANIZATION DETAIL	2005-2006 ACTUAL EXPENDITURES	2006-2007 ESTIMATED EXPENDITURES	2007-2008 COUNCIL ALLOWANCE
Finance Administration	\$2,113,415	\$2,272,569	\$2,468,346
Finance Utilities	1,238,554	1,479,398	1,611,853
Accounts			
Administration	2,044,340	2,073,130	2,223,513
Accounting/Financial Management	1,579,025	420,167	408,898
Inventory Management - Housing	752,325	499,185	551,800
Payroll	1,102,008	1,067,451	1,127,313
Accounts Payable	987,776	1,112,319	995,892
Subtotal	6,465,474	5,172,252	5,307,416
Risk Management and Health Care	1,042,280	1,103,886	1,181,784
Financial Accounting & Reporting	-	1,372,683	1,566,382
Treasury and Debt Management	1,112,457	1,127,329	1,259,031
Financial Systems Application and Support	4,243,507	4,540,819	5,003,127
Purchasing and Inventory Management			
Administration	380,351	426,355	460,572
Buying	1,358,580	1,565,327	1,691,180
Administrative Services	545,230	610,198	604,438
Supplies Administration	640,470	578,568	749,374
Petroleum Stores	333,311	398,225	459,477
Surplus Property	234,597	252,591	230,171
Subtotal	3,492,539	3,831,264	4,195,212
Real Estate			
Administration	676,401	740,180	995,183
Real Estate Appraisal	398,424	312,398	432,301
Property Management	406,606	391,031	426,221
Title	599,335	373,696	716,321
Relocation	157,107	333,576	415,225
Acquisition	644,743	561,264	535,188
Subtotal	2,882,616	2,712,145	3,520,439

CITY OF PHOENIX, ARIZONA

2007-2008 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM General Government	DEPARTMENT Finance (Continued)		DEPARTMENT NO. 35
ORGANIZATION DETAIL	2005-2006 ACTUAL EXPENDITURES	2006-2007 ESTIMATED EXPENDITURES	2007-2008 COUNCIL ALLOWANCE
Tax Administration Tax Audit Tax Accounting Subtotal	 199,912 2,468,618 1,223,735 3,892,265	 389,049 2,909,537 1,211,098 4,509,684	 400,804 3,144,325 1,225,675 4,770,804
Debt Service	51,609	51,606	56,601
Inter-Departmental Charges	(3,488,656)	(2,996,756)	(3,627,529)
Total	\$23,046,060	\$25,176,879	\$27,313,466

2007-2008 OPERATING BUDGET

PROGRAM CHANGES

PROGRAM General Government	DEPARTMENT Finance				DEPARTMENT NO. 35
DESCRIPTION	2007-2008				ADDITIONAL 2008-2009 COSTS
	REDUCTIONS		ADDITIONS		
	POSITIONS	AMOUNT	POSITIONS	AMOUNT	
Add a purchasing position to address increased workloads			1.0	\$71,000	
Convert contracted common carrier services to regular city staff. This position will deliver city fuel to all city facilities to meet all Homeland Security access requirements.			1.0	-	
Add an accountant position transferred from the Hope VI Project.			1.0	75,000	
Total			3.0	\$146,000	

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM General Government	DEPARTMENT Finance	DEPARTMENT NO. 35
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ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS

SUMMARY BY DIVISION

Administration		18.0	18.0	-	18.0
Finance Utilities		15.0	16.0	-	16.0
Accounts		72.2	71.2	-	71.2
Risk Management and Health Care		13.0	13.0	-	13.0
Financial Accounting and Reporting		16.0	16.0	1.0	17.0
Treasury and Debt Management		12.7	12.7	-	12.7
Financial Systems Applctn & Support		23.0	22.0	-	22.0
Purchasing & Inventory Management		52.0	53.0	2.0	55.0
Real Estate		38.0	41.0	-	41.0
Tax		53.6	53.6	-	53.6
Total Finance		313.5	316.5	3.0	319.5

DETAIL BY DIVISION

Administration

Finance Administration

Full Time

Finance Director	909	1.0	1.0	-	1.0
Asst Finance Director	905	1.0	1.0	-	1.0
Deputy Finance Director	842	2.0	2.0	-	2.0
Admin Aide*U8	726	1.0	1.0	-	1.0
Personnel Aide	726	1.0	1.0	-	1.0
Personnel Clerk II	723	1.0	1.0	-	1.0
Accounting Supervisor	039	1.0	1.0	-	1.0
Investment Manager	039	1.0	1.0	-	1.0
Accountant IV	037	1.0	1.0	-	1.0
Management Asst II	037	2.0	2.0	-	2.0
Accountant III	035	2.0	2.0	-	2.0
Personnel Officer	035	1.0	1.0	-	1.0
Personnel Analyst I	030	1.0	1.0	-	1.0
Admin Secretary	027	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		18.0	18.0	-	18.0
Total Finance Administration		18.0	18.0	-	18.0
Total Administration		18.0	18.0	-	18.0

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Finance Utilities					
Finance Utilities					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Admin Aide	326	1.0	1.0	-	1.0
Accounting Supervisor	039	1.0	1.0	-	1.0
Accountant IV	037	2.0	2.0	-	2.0
Info Tech Analyst/Prg II	037	1.0	1.0	-	1.0
Rate Analyst	036	1.0	1.0	-	1.0
Accountant III	035	3.0	4.0	-	4.0
Water & Wastewtr Econ Anlst	035	1.0	1.0	-	1.0
Accountant II	032	3.0	3.0	-	3.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		15.0	16.0	-	16.0
Total Finance Utilities		15.0	16.0	-	16.0
Total Finance Utilities		15.0	16.0	-	16.0
Accounts					
Administration					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Treasury Collections Rep*TAR	329	11.0	11.0	-	11.0
Treasury Collections Rep	328	4.0	4.0	-	4.0
Account Clerk III	325	2.0	2.0	-	2.0
Account Clerk II	321	1.0	1.0	-	1.0
Secretary II	321	1.0	1.0	-	1.0
Treasury Administrator	039	1.0	1.0	-	1.0
Treasury Collections Supv	032	2.0	2.0	-	2.0
Account Clerk Supervisor	027	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		25.0	25.0	-	25.0
<u>Part Time</u>					
Account Clerk II	321	0.2	0.2	-	0.2
Total Part Time		0.2	0.2	-	0.2
<u>Temporary</u>					
Treasury Collections Rep*TAR	329	1.0	1.0	-	1.0
Total Temporary		1.0	1.0	-	1.0
Total Administration		26.2	26.2	-	26.2
Accounting/Financial Management					
<u>Full Time</u>					
Account Clerk III	325	2.0	2.0	-	2.0
Accountant IV*Housing	038	1.0	1.0	-	1.0
Accountant I	029	1.0	1.0	-	1.0
Total Full Time		4.0	4.0	-	4.0

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
<u>Temporary</u>					
Accountant III	035	1.0	-	-	-
Total Temporary		1.0	-	-	-
Total Accounting/Financial Management		5.0	4.0	-	4.0
Inventory Management - Housing					
<u>Full Time</u>					
Account Clerk III	325	5.0	5.0	-	5.0
Accountant III	035	1.0	1.0	-	1.0
Accountant II	032	1.0	1.0	-	1.0
Accountant I	029	2.0	2.0	-	2.0
Total Full Time		9.0	9.0	-	9.0
Total Inventory Management - Housing		9.0	9.0	-	9.0
Payroll					
<u>Full Time</u>					
Account Clerk III*U8	725	6.0	6.0	-	6.0
Payroll Supervisor	037	1.0	1.0	-	1.0
Accountant III	035	2.0	2.0	-	2.0
Accountant II	032	3.0	3.0	-	3.0
Accountant I	029	4.0	4.0	-	4.0
Total Full Time		16.0	16.0	-	16.0
Total Payroll		16.0	16.0	-	16.0
Accounts Payable					
<u>Full Time</u>					
Account Clerk III	325	11.0	11.0	-	11.0
Accountant IV	037	1.0	1.0	-	1.0
Accountant III	035	1.0	1.0	-	1.0
Accountant II	032	1.0	1.0	-	1.0
Accountant I	029	2.0	2.0	-	2.0
Total Full Time		16.0	16.0	-	16.0
Total Accounts Payable		16.0	16.0	-	16.0
Total Accounts		72.2	71.2	-	71.2

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Risk Management and Health Care					
Risk Management and Health Care					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Secretary II	321	1.0	1.0	-	1.0
Asst Risk Management Admin	039	1.0	1.0	-	1.0
Accountant IV	037	1.0	1.0	-	1.0
Risk Management Coordinator	037	2.0	2.0	-	2.0
Claims Adjuster II	033	3.0	3.0	-	3.0
Accountant I	029	1.0	1.0	-	1.0
Admin Aide*U7	026	1.0	1.0	-	1.0
Secretary III	025	2.0	2.0	-	2.0
Total Full Time		13.0	13.0	-	13.0
Total Risk Management and Health Care		13.0	13.0	-	13.0
Total Risk Management and Health Care		13.0	13.0	-	13.0
Financial Accounting and Reporting					
Financial Accounting and Reporting					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Accounting Supervisor	039	1.0	1.0	-	1.0
Accountant IV	037	3.0	3.0	-	3.0
Accountant III	035	4.0	4.0	-	4.0
Accountant II	032	6.0	6.0	1.0	7.0
Accountant I	029	1.0	1.0	-	1.0
Total Full Time		16.0	16.0	1.0	17.0
Total Financial Accounting and Reporting		16.0	16.0	1.0	17.0
Total Financial Accounting and Reporting		16.0	16.0	1.0	17.0
Treasury and Debt Management					
Banking and Cashiering Services					
<u>Full Time</u>					
Account Clerk III	325	1.0	1.0	-	1.0
Account Clerk II	321	7.0	7.0	-	7.0
Meter Collection Clerk	319	1.0	1.0	-	1.0
Accountant IV	037	1.0	1.0	-	1.0
Accountant II	032	1.0	1.0	-	1.0
Accountant I	029	1.0	1.0	-	1.0
Total Full Time		12.0	12.0	-	12.0
<u>Part Time</u>					
Meter Collection Clerk	319	0.7	0.7	-	0.7
Total Part Time		0.7	0.7	-	0.7
Total Banking and Cashiering Services		12.7	12.7	-	12.7

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Total Treasury and Debt Management		12.7	12.7	-	12.7
Financial Systems Applctn & Support					
Financial Systems Applctn & Support					
<u>Full Time</u>					
Deputy Finance Director	842	1.0	1.0	-	1.0
Lead Info Tech Systems Spec	042	2.0	2.0	-	2.0
Info Tech Project Manager	041	2.0	2.0	-	2.0
Accountant IV*Utilities Acctng	039	1.0	1.0	-	1.0
Lead User Technology Spec	039	2.0	2.0	-	2.0
Internal Auditor IV	038	1.0	1.0	-	1.0
Procurement Manager	038	1.0	1.0	-	1.0
Accountant IV	037	2.0	2.0	-	2.0
Info Tech Analyst/Prg II	037	1.0	1.0	-	1.0
Inventory Management Coord	037	1.0	1.0	-	1.0
Senior User Technology Spec	037	1.0	1.0	-	1.0
Accountant III	035	3.0	3.0	-	3.0
User Technology Specialist	035	2.0	2.0	-	2.0
Info Tech Service Specialist	033	1.0	1.0	-	1.0
Accountant I	029	1.0	1.0	-	1.0
Total Full Time		22.0	22.0	-	22.0
<u>Temporary</u>					
Inventory Management Coord	037	1.0	-	-	-
Total Temporary		1.0	-	-	-
Total Financial Systems Applctn & Support		23.0	22.0	-	22.0
Total Financial Systems Applctn & Support		23.0	22.0	-	22.0
Purchasing & Inventory Management					
Administration					
<u>Full Time</u>					
Procurement Manager	038	3.0	3.0	-	3.0
Management Asst II	037	1.0	1.0	-	1.0
Total Full Time		4.0	4.0	-	4.0
Total Administration		4.0	4.0	-	4.0
Buying					
<u>Full Time</u>					
Buyer Aide	326	1.0	1.0	-	1.0
Contracts Specialist II*Lead	037	2.0	2.0	-	2.0
Contracts Specialist II	035	2.0	2.0	-	2.0
Procurement Supervisor	034	4.0	4.0	-	4.0
Senior Buyer	032	5.0	5.0	-	5.0
Auto Parts Buyer	031	1.0	1.0	-	1.0
Buyer	031	5.0	5.0	1.0	6.0
Total Full Time		20.0	20.0	1.0	21.0

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Total Buying		20.0	20.0	1.0	21.0
Administrative Services					
<u>Full Time</u>					
Deputy Finance Director *Housng	903	1.0	1.0	-	1.0
Buyer Aide	326	1.0	1.0	-	1.0
Clerical Supervisor	027	1.0	1.0	-	1.0
Secretary III	025	4.0	4.0	-	4.0
Total Full Time		7.0	7.0	-	7.0
Total Administrative Services		7.0	7.0	-	7.0
Supplies Administration					
<u>Full Time</u>					
Customer Service Clerk	320	1.0	1.0	-	1.0
Supplies Clerk III *U2	217	1.0	1.0	-	1.0
Supplies Clerk II *U2	215	3.0	3.0	-	3.0
Supplies Clerk I *U2	212	5.0	5.0	-	5.0
Accountant II	032	1.0	1.0	-	1.0
Supplies Clerk III *U7	027	1.0	1.0	-	1.0
Secretary III	025	1.0	1.0	-	1.0
Total Full Time		13.0	13.0	-	13.0
Total Supplies Administration		13.0	13.0	-	13.0
Petroleum Stores					
<u>Full Time</u>					
Equipment Op IV *U2	217	2.0	2.0	-	2.0
Supplies Clerk II *U2	215	1.0	1.0	-	1.0
Equipment Op IV	117	-	-	1.0	1.0
Inventory Management Coord	037	-	1.0	-	1.0
Petroleum Supplies Supervisor	034	1.0	1.0	-	1.0
Total Full Time		4.0	5.0	1.0	6.0
Total Petroleum Stores		4.0	5.0	1.0	6.0
Surplus Property					
<u>Full Time</u>					
Supplies Clerk II *U2	215	1.0	1.0	-	1.0
Supplies Clerk I *U2	212	2.0	2.0	-	2.0
Supplies Supervisor	034	1.0	1.0	-	1.0
Total Full Time		4.0	4.0	-	4.0
Total Surplus Property		4.0	4.0	-	4.0
Total Purchasing & Inventory Management		52.0	53.0	2.0	55.0

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT	DEPARTMENT NO.			
General Government		Finance	35			
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08		
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS	
Acquisition						
<u>Full Time</u>						
Project Manager	036	4.0	4.0	-	4.0	
Property Specialist	032	2.0	4.0	-	4.0	
Admin Asst I	030	-	1.0	-	1.0	
Total Full Time		6.0	9.0	-	9.0	
Total Acquisition		6.0	9.0	-	9.0	
Total Real Estate		38.0	41.0	-	41.0	
Tax						
Administration						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	1.0	-	1.0	
Asst Tax & License Adm	039	1.0	1.0	-	1.0	
Total Full Time		2.0	2.0	-	2.0	
Total Administration		2.0	2.0	-	2.0	
Tax Audit						
<u>Full Time</u>						
License Inspector	327	7.0	7.0	-	7.0	
Account Clerk III	325	2.0	2.0	-	2.0	
Secretary II	321	1.0	1.0	-	1.0	
Tax Audit Supervisor	037	5.0	5.0	-	5.0	
Accountant III	035	1.0	1.0	-	1.0	
Info Tech Analyst/Prg I	035	1.0	1.0	-	1.0	
Senior Tax Auditor	033	9.0	9.0	-	9.0	
Tax Enforcement Supervisor	031	1.0	1.0	-	1.0	
Admin Asst I	030	1.0	1.0	-	1.0	
Tax Auditor	030	9.0	9.0	-	9.0	
Total Full Time		37.0	37.0	-	37.0	
Total Tax Audit		37.0	37.0	-	37.0	
Tax Accounting						
<u>Full Time</u>						
Account Clerk III	325	2.0	2.0	-	2.0	
Customer Service Clerk	320	4.0	4.0	-	4.0	
Remote Comp Term Op	320	1.0	1.0	-	1.0	
Accountant III	035	1.0	1.0	-	1.0	
Treasury Collections Supv	032	1.0	1.0	-	1.0	
Tax Auditor	030	1.0	1.0	-	1.0	
Accountant I	029	3.0	3.0	-	3.0	
Customer Service Clerk *Lead-U7	022	1.0	1.0	-	1.0	
Total Full Time		14.0	14.0	-	14.0	

2007-2008 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT		DEPARTMENT NO.	
General Government		Finance		35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2005-06	2006-07	2007-08	
		AUTHORIZED POSITIONS AS OF 6/30/06	AUTHORIZED POSITIONS AS OF 6/30/07	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
<u>Part Time</u>					
Customer Service Clerk	320	0.6	0.6	-	0.6
Total Part Time		0.6	0.6	-	0.6
Total Tax Accounting		14.6	14.6	-	14.6
Total Tax		53.6	53.6	-	53.6
Total Finance		313.5	316.5	3.0	319.5