

# **DETAILED DEPARTMENTAL BUDGETS**

# **GENERAL FUND**

## SUMMARY

GENERAL FUND SUMMARY

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Request	2008 Manager	2008 Approved
Property Taxes	63,736,257	69,345,179	75,460,895	85,540,661	89,505,565	90,355,565	90,355,565
Local Aid	130,586,868	135,623,145	140,806,562	150,315,120	155,415,087	155,415,087	155,415,087
Local Receipts	30,259,935	27,170,882	26,580,431	28,702,000	27,966,623	28,571,309	28,571,309
Available Funds	447,485	1,305,888	1,695,966	745,935	167,000	167,000	167,000
Free Cash	-	-	-	-	-	-	-
MSBA Reimbursement	16,282,496	16,492,179	16,492,179	16,492,179	12,926,895	13,172,962	13,172,962
Sewer Ent Free Cash	-	-	2,500,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Receipts	241,313,042	249,937,274	263,536,033	282,895,895	287,081,170	288,781,923	288,781,923

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Request	2008 Manager	2008 Approved
Personal Services	45,870,725	47,854,604	49,987,618	52,944,656	54,330,567	52,335,932	52,335,932
Ordinary Expenses	9,567,023	10,025,912	10,920,829	12,356,042	12,977,676	12,338,026	12,338,026
Capital Expense	785,774	1,027,246	845,610	1,026,627	1,387,882	1,241,382	1,241,382
Debt Service	21,335,103	23,340,770	24,584,715	23,041,451	22,626,034	22,626,034	22,626,034
Health Insurance	14,130,000	14,836,500	15,336,500	16,136,500	18,879,705	18,374,416	18,374,416
Retirement	12,315,627	12,375,653	12,994,791	13,875,333	14,907,663	14,637,663	14,637,663
Medicare Tax	1,580,052	1,625,329	1,894,911	1,650,000	2,000,000	1,950,000	1,950,000
Unemployment	1,323,778	457,454	371,282	375,202	380,000	445,000	445,000
Workers Compensation	657,884	680,494	794,039	1,467,865	800,000	800,000	800,000
Legal Claims	1,066,673	643,456	1,244,927	1,065,000	1,210,000	1,210,000	1,210,000
Trash Removal	5,973,736	6,250,005	6,100,616	6,518,235	6,785,000	6,460,000	6,460,000
Street Lighting	680,000	724,000	875,000	880,000	950,000	940,000	940,000
Snow & Ice	550,000	2,597,763	550,000	550,000	550,000	580,015	580,015
Lowell Public Schools	119,400,750	123,705,306	128,712,530	131,878,136	136,758,473	135,975,089	135,975,089
Gr Lowell Vocational	4,811,953	4,981,908	4,824,844	5,119,960	5,264,017	5,264,017	5,264,017
State Assessments	6,680,478	8,475,999	9,737,708	12,623,671	12,895,068	12,895,068	12,895,068
No. Middlesex	25,978	25,978	25,978	26,631	26,631	26,631	26,631
Transfers	97,956	107,811	(94,752)	107,850	107,800	107,800	107,800
Total Expenditures	246,853,490	259,736,187	269,707,146	281,643,158	292,836,516	288,207,073	288,207,073

Surplus/(Deficit)	(5,540,448)	(9,798,914)	(6,171,113)	1,252,737	(5,755,346)	574,850	574,850
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Unappropriated funding:

Estimated FY 2007 Snow & Ice Deficit					(600,000)	(730,033)	(730,033)
Other Deficits					-	-	-
Add FY 2008 Arena Deficit					(958,841)	(833,841)	(833,841)
Less Estimated Indirect wages (WW & Garage)					653,247	683,259	683,259
Less Estimated Indirect expenses (WW & Garage)					438,226	438,226	438,226
Less Estimated Indirect Health Insurance (WW & Garage)					642,383	443,270	443,270
Less Estimated Indirect Pensions (WW & Garage)					432,269	432,269	432,269
Plus Provision for Abatements and Exemptions					(1,100,000)	(1,100,000)	(1,100,000)
Less declared overlay surplus					92,000	92,000	92,000

Net "Recap"					(6,156,062)	(0)	(0)
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Total Employees	926	895	898	911	894	900	900
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LEGISLATIVE

City Council

Mayor

City Clerk

## Mayor

By charter, the Mayor is the official head of the city for all ceremonial purposes. There are other duties of the Mayor, including chairing both the City Council and the School Committee, as well as other duties in times of public danger or emergency. Nearly all of the expenditures in the Mayor's office are to provide support to the Mayor in fulfilling his duties as the ceremonial head of the City.

Like many departments, most of the budget is for personnel costs. The Mayor has 2 staff members who assist in planning, scheduling and coordinating many of the Mayor's activities. Some of these activities require extensive planning and preparation, while others are planned by other groups with limited input from the Mayor's office. During the last fiscal year, these activities included the following:

- Participating in varied programs to promote economic development and job creation in the City, including those sponsored by the Lowell Plan, the Merrimack Valley Economic Development Council, and the Greater Lowell Chamber of Commerce, the Lowell Rotary Club, the Merrimack Valley Chamber of Commerce and the Lowell Center City Committee
- Hosting or greeting foreign dignitaries from various countries, including France, Greece, Portugal, the Ukraine, Ireland, Italy, Scotland, Canada, Cambodia and Kenya
- Welcoming officials from the federal government; recent visitors to the city include United States Senators Edward Kennedy and John Kerry, United States Secretary of Energy Samuel Bodner, HUD Regional Director Taylor Caswell, former United States Representative Joseph Kennedy
- Welcoming officials from the state and other municipal governments; recent visitors to the city include, Governor Deval Patrick, Lieutenant Governor Timothy Murray, former Governor Mitt Romney and former Lieutenant Governor Kerry Healy, Massachusetts Secretary of Energy and Environment Ian Bowles, Massachusetts Secretary of Administration and Finance Leslie Kirwan, Massachusetts Director of Public Safety Kevin Burke, and about 20 Mayors of other Massachusetts cities for a recent meeting of the Massachusetts Mayors' Association
- Planning or participating in flag raisings and other celebrations for over 30 ethnic groups;
- Planning the City's annual Holiday reception;
- Participating in community meetings and activities involving the National Park Service, youth groups, senior citizens, neighborhood groups, advocacy groups for various causes, local hospitals, artists groups and non-profit agencies
- Participating in commencement exercises, including those at the University of Massachusetts at Lowell, Middlesex Community College, Lowell High School, Lowell Youth Build, and the Lowell Police Academy
- Planning and coordinating press conferences and responses to press inquiries about matters including from the 2006 flood, special events, public safety and economic activity in the City

In addition to the foregoing, the Mayor's staff devotes several hours each day to responding to citizen correspondence and requests for assistance. These requests are extraordinarily diverse, and require a working knowledge of not only city government but other resources available to residents of the city. The vast majority of requests are handled efficiently by the Mayor's staff, sometimes with the Mayor's guidance and occasionally with direct intervention by the Mayor.

The Mayor's staff also meets with various groups in lieu of the Mayor, including the Mayor's Joint Youth Commission, the Citizen School's Steering Committee, Winterfest Committee, Annual City of Lights Parade, and Rib'n Brews Event Committee.

The other expenses in the Mayor's budget are also primarily related to the Mayor's duties as the ceremonial head of the city. Those expenses include things such as stationery costs for citations and proclamations, costs for keys to the City and other small ceremonial gifts, and travel expenses for attending various events (by ordinance the Mayor receives a \$1,500 travel allowance).

In the coming year the 3 main goals for the Mayor's office are:

- To continue to provide first rate service and response to all citizen inquiries in the Mayor's office;
- To have the staff focus on working in partnership with other city departments to provide assistance where needed and to avoid duplication of efforts
- To improve the promotion and publicity of positive activities occurring daily in the City to enhance the City's image to its citizens and visitors

## City Clerk

The mission statement of the Office of the City Clerk is one of simplicity. The duties, responsibilities and the authorities of the City Clerk and staff are prescribed by law and include the implementation of applicable statutes, city ordinances and all promulgated rules and regulations thereof. Though at times described as the keeper of the records, the Office of the City Clerk can most accurately be described as the hub around which the wheel of local government revolves, having daily contact with nearly every city department and agency. The Clerk's Office also relates, on a regular basis, with a multitude of Federal, State and Local Departments and Agencies. Also among the duties and responsibilities of the Office of the City Clerk are the registering, administering and distribution of Vital Records (Births, Deaths & Marriages) a duty and responsibility for which the general public most commonly associates the City Clerk.

These are just a few of the duties and responsibilities of the City Clerk's Office, as prescribed by law, there are many more and they are a curious blending of both an official and unofficial description. It is in relating to the general public, the various government agencies and the city departments, boards and commissions that we believe this City Clerk's Office rises to the level of excellence for which we are often commended. So it is no wonder that we have chosen for its Mission Statement, that the City Clerk's Office continue to carry out, to the best of our ability, the aforementioned duties, responsibilities and authorities while preserving the integrity, prestige and respect this Office has achieved since Thomas Ordway served as it's first City Clerk in early 1840s.

The first of our three goals is to carry out our mission while continuing to work within the fiscal restraints that our and other city departments have experienced over the past several years. To achieve this goal, many steps have been implemented and will continue to be implemented within the City Clerk's Office. They include, but are not limited to, cross training of employees, staggering employee work hours, improving the flow of workload and by asking employees to help us work better through these trying financial times.

The second of the goals is to continue to work with and in total cooperation, with all city departments and agencies making the entire operation of the city as efficient, streamline and productive as possible. To achieve this goal, which to all appearances seems a bit small, we will continue to exercise an open dialog, graciously accept any and all suggestions for improvement and continue, as a link in the chain, to move the City in a positive and more productive direction.

The third of the goals is to continue, along with other city departments and agencies, to improve and advance the technological capabilities of the various operations within the Office of the City Clerk. To achieve this goal we will make available to our employees; training seminars, classes, workshops and/or any and all tools possible to achieve advancement.

We will continue to work with applicable Federal, State and Local Agencies to ensure that we remain on the cutting edge of technology. And lastly, we will continue to implement any and all plans and procedures set forth by the governing body aimed at making not only the City Clerk's Office, but all other city departments and agencies, as user friendly as possible.

**LEGISLATIVE**

**CITY COUNCIL - 111**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Mayor, Martin, William			19,000	19,000	19,000	19,000
Councillor, Broderick, Kevin			15,000	15,000	15,000	15,000
Councillor, Caulfield, Edward			15,000	15,000	15,000	15,000
Councillor, Donoghue, Eileen			15,000	15,000	15,000	15,000
Councillor, Elliott, Rodney			15,000	15,000	15,000	15,000
Councillor, Mercier, Armand			15,000	15,000	15,000	15,000
Councillor, Mercier, Rita			15,000	15,000	15,000	15,000
Councillor, Milinazzo, James			15,000	15,000	15,000	15,000
Councillor, Ramirez, George			15,000	15,000	15,000	15,000
<b>TOTAL</b>			<b>139,000</b>	<b>139,000</b>	<b>139,000</b>	<b>139,000</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
S & W Perm.	01114151-511000	139,000	139,000	139,000	139,000	139,000
Advertising	01114153-531702	6,824	10,000	10,000	10,000	10,000
<b>TOTAL</b>		<b>145,824</b>	<b>149,000</b>	<b>149,000</b>	<b>149,000</b>	<b>149,000</b>

**MAYOR'S OFFICE - 121**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Asst. to Mayor, Diana LeMay			38,603	39,569	38,853	38,853
Aide, Michael Paglia			31,014	31,789	31,312	31,312
<b>TOTAL</b>			<b>69,617</b>	<b>71,358</b>	<b>70,165</b>	<b>70,165</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
S & W-Perm	01214151-511000	59,397	68,835	71,358	70,165	70,165
Office Supplies	01214151-544400	1,014	1,500			
Office Equipment	01214170-589166	622	1,000			
Office Operations	NEW			4,000	4,000	4,000
Trans. - Monthly Allowance	01214157-570700	1,375	1,500	1,500	1,500	1,500
Trans. Reimburse. & Seminars	01214157-570702	201	500	500	500	500
Miscellaneous Charges	01214157-573400	2,033	4,000	-	-	-
Mayoral Portrait	NEW			3,000	3,000	3,000
<b>TOTAL BUDGET</b>		<b>64,641</b>	<b>77,335</b>	<b>80,358</b>	<b>79,165</b>	<b>79,165</b>

**CITY CLERK - 161**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
City Clerk, Richard Johnson			78,868	76,007	76,299	76,299
Asst. City Clerk, Angela Gitschier			55,127	59,234	56,459	56,459
Office Manager, MaryJo Christian			36,596	36,737	36,737	36,737
Clerk of Committees, Audrey McMahon			32,022	32,145	1	1
Head Clerk, Jennifer Martinez			33,315	33,571	33,571	33,571
Head Clerk, Daryl Bastien			33,315	32,896	32,896	32,896
Head Clerk, Kathy Hubert			33,315	33,571	33,571	33,571
Head Clerk, Shannon Gouveia			33,315	33,571	33,571	33,571
<b>TOTAL</b>			<b>335,873</b>	<b>337,733</b>	<b>303,106</b>	<b>303,106</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
S & W - Perm	01614151-511000	322,899	335,873	337,733	303,106	303,106
Longevity	01614151-514800	707	725	725	707	707
Incentive BB Active Employees	01614151-51803		-			
Repair & Maint. Equipment	01614153-520500	933	1,500	1,500	1,500	1,500
Printing & Binding	01614153-531800	-	2,000	3,000	2,000	2,000
Office Supplies	01614154-544400	1,898	1,800	3,300	1,800	1,800
Dues & Subscriptions	01614157-570401	200	300	300	300	300
Computer Equip/ Soft.	01617754-541000	-	1,000	2,000	1,000	1,000
<b>TOTAL</b>		<b>326,637</b>	<b>343,198</b>	<b>348,558</b>	<b>310,413</b>	<b>310,413</b>

CITY MANAGER

Manager

Lowell School System Rents/Misc.

Marketing Development

Disability Commission

Scholarships

Contingency

Cable Access

Neighborhood Services

## **City Manager**

The City Manager's Department oversees the day-to-day activities of every department in the City with the exception of the School Department and the departments under the City Council's control (Auditor, City Clerk, City Council, and Mayor). All major operational decisions require the City Manager's approval. This department is also the focal point for all communications with the City's legislative body, the Lowell City Council.

All budgeting and long-range financial planning is prepared and coordinated through the City Manager's Department. The City Manager generally makes appointments to City boards and committees. City department heads are appointed by, and serve at the will of, the City Manager.

In addition to these general responsibilities there are specific detailed activities that are controlled through this department. These include marketing development, maintenance of buildings and grounds in the City Hall complex, and, historically, management of local governmental telephone systems.

### **Annual Goals**

Reorganize the departmental structure of Lowell to better group similar responsibilities, position ourselves to take advantage of efficiencies and eliminate redundancies, and provide improved responsiveness to constituents.

Create a multi-year capital plan. This capital plan will project the infrastructure needs of Lowell for at least ten years. It will consider needs for building, grounds and equipment. In addition, it will provide a comprehensive analysis of the City's vehicle fleet. Finally, the plan will make recommendations as to funding our needs. Eventually the capital plan will be incorporated into our budgeting and general financial planning.

Begin the collective bargaining process with our non-school unions. Our objective is to modify contracts in a way that is fair to both taxpayers and employees, and provides a financial framework that is realistic and sustainable.

**CITY MANAGER**

**CITY MANAGER**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
City Manager, Lynch, Bernard F.			130,000	145,000	145,000	145,000
Asst. City Manager, McCarthy, T.J.			89,689	93,554	1	1
Chief Financial Officer, Moses, Thomas			105,833	110,393	-	-
Assistant to City Manager (New)			-	85,000	82,000	82,000
Adm. Asst. to Manager			48,738	50,838	1	1
Executive Assistant					42,138	42,138
Administrative Assistant, Teles, Brenda			45,902	48,155	46,610	46,610
Executive Secretary, Rourke, Keri			39,923	41,843	-	-
Special Events Coordinator, St. Onge, Andrew			56,002	56,002	56,002	56,002
Sr.Clerk Typist (New)			-	-	29,267	29,267
Dir. C.O.O.L,Nunn, Elizabeth			45,561	47,524	45,999	45,999
<b>TOTAL</b>			<b>561,648</b>	<b>678,310</b>	<b>447,018</b>	<b>447,018</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Salaries & Wages - Permanent	01234151-511000	529,654	561,648	678,310	447,018	447,018
Salaries & Wages - Temporary	01234151-512000	1,376	5,000	2,500	2,500	2,500
Repair & Maint. Equipment	01234153-520500	-	400	200	200	200
Leasing Equipment & Service	01234153-525100	360	1,000	500	500	500
Professional Services	01234153-530000	545	8,000	8,000	8,000	8,000
Advertising	01234153-531702	1,136	1,500	1,200	1,200	1,200
Office Supplies	01234154-544400	1,170	2,000	1,500	1,300	1,300
Mis.- Supplies - Other	01234154-545300	-	1,000	500	500	500
Mass. Municipal Association Dues	01234157-570400	12,800	12,800	12,800	12,800	12,800
In-State Travel Reimbursement	01234157-570701	115	2,500	1,500	1,500	1,500
Transportation Reimbursement & Seminar	01234157-570702	-	1,000	500	500	500
Miscellaneous Charges	01234157-573400	24,161	-	-	-	-
Out of State Travel	01234160-572300	2,726	7,500	5,000	5,000	5,000
Office Furniture & Equip	01234170-589166	-	2,000	1,000	1,000	1,000
Computer Equipment & Seminar	01237754-540900		1,000	500	500	500
Dues & Subscriptions	01237757-570401	55	500	500	500	500
Sick Leave Incentive	01234151-514900	57,629	50,000	75,000	75,000	75,000
Incentive BB Active Employees	01234151-51803					
Buy Back Sick Leave			50,000	75,000	75,000	75,000
Deferred Compensation			5,000	14,500	14,500	14,500
<b>TOTAL</b>		<b>631,727</b>	<b>712,848</b>	<b>879,010</b>	<b>647,518</b>	<b>647,518</b>

**LOWELL SCHOOL SYSTEM**

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Medicaid Reimbursement Expense			70,000	107,120	107,120	107,120
Rental - School Administration	01238353-524008	428,665	459,830	450,000	450,000	450,000
<b>TOTAL</b>		<b>428,665</b>	<b>529,830</b>	<b>557,120</b>	<b>557,120</b>	<b>557,120</b>

**MARKETING DEVELOPMENT**

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Professional Auditorium	01238153-525004	400,000	400,000	400,000	400,000	400,000
Marketing - CVB	01238153-531700	100,000	100,000	100,000	100,000	100,000
<b>Cultural Development</b>	01238153-535906	-	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Special Events	01238153-535903	78,254	130,000	100,000	100,000	100,000
Merrimack Repertory Theatre	01238153-530210	50,000	50,000	50,000	50,000	50,000
<b>TOTAL</b>		<b>50,000</b>	<b>780,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>

**DISABILITY COMMISSION**

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Administrative Assistant, Oxton, Jade	01244153-530053	1,500	1,500	1,500	1,500	1,500
<b>TOTAL</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

**SCHOLARSHIPS**

		FY07	FY08 Request	08 Mgr	FY08 Approved
Scholarship Fund/Awards	01234190-598000	75,000	75,000	75,000	75,000
<b>TOTAL</b>		<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>

**MANAGER'S CONTINGENCY**

		FY07	FY08 Request	08 Mgr	FY08 Approved
Reserve Fund	01237056-561700	-	292,872	100,000	250,000
Salary Reserve (new)			-	1,500,000	-
<b>TOTAL</b>		<b>-</b>	<b>292,872</b>	<b>1,600,000</b>	<b>250,000</b>

**CABLE ACCESS**

		FY07	FY08 Request	08 Mgr	FY08 Approved
Cable Coordinator, Hall, Jack		14,000	14,000	-	-
<b>TOTAL</b>		<b>14,000</b>	<b>14,000</b>	<b>-</b>	<b>0</b>

		FY07	FY08 Request	08 Mgr	FY08 Approved
Salaries & Wages - Perm	01237951-511000	14,000	14,000	14,000	-
Holiday	01237951-514000	-	44	-	-
Legal & filing Fees	01237953-525002	-	5,000	2,000	2,000
Contracted Services	01237953-530002	90,000	103,500	90,000	90,000
Misc - Supplies - Other	01237954-545300	-	500	500	500
Dues & Subscriptions	01237957-570401	-	100	100	100
Trans. Reimbursement & Semin	01237957-570702	-	375	200	200
Equipment - Other	01237975-588200	20,000	20,000	15,000	15,000
Transfer to Lowell Schools	01237991-598200	(107,552)	95,050	95,000	95,000
Transfer to Lowell Voc.	01237991-598300	12,800	12,800	12,800	12,800
<b>TOTAL</b>		<b>29,248</b>	<b>251,369</b>	<b>229,600</b>	<b>215,600</b>

**NEIGHBORHOOD SERVICES**

	Account #'s	FY06 Actual	FY07	FY08 Request	08 Mgr	FY08 Approved
Director, T.J. McCarthy			1	-	-	-
Coordinator, Michael Demaras			54,054	54,262	54,262	54,262
Sr.Clerk Typist, Gail McKeon			28,561	29,267	1	1
<b>TOTAL</b>			<b>82,615</b>	<b>83,529</b>	<b>54,263</b>	<b>54,263</b>

		FY07	FY08 Request	08 Mgr	FY08 Approved
S & W-Perm.	01244151-511000	69,659	82,615	83,529	54,263
Repair & Maintenance Equipment	01244153-520500	97	400	400	400
Professional Services	01244153-530000	226	400	400	400
Economic/Prof Development	01244153-530038	-	400	500	500
Printing & Binding	01244153-531800	1,002	1,300	1,300	1,300
Tuition Reimbursements	01244153-531904	-	258	1,000	1,000
Office Supplies	01244154-544400	579	750	750	750
Trans. Reimbursement & Seminars	01244157-570702	373	400	400	400
Longevity				1,198	1,198
<b>TOTAL</b>		<b>71,935</b>	<b>86,523</b>	<b>89,477</b>	<b>60,211</b>

FINANCE

Finance General

City Auditor

Purchasing

Assessor

Treasurer

Human Relations

Management Information Systems

## **Finance General**

The Finance – General group is newly created this year, and is a spin-off from the City Manager’s Department. Staff will be responsible for coordinating all financial functions of the City, as well as preparation of the annual budget. In addition, Finance – General will be coordinating the creation of a comprehensive capital plan in FY 2008.

## **Auditor**

**MISSION:** The mission of the Auditing Department is to process and report the financial transactions of the City in a timely and accurate manner. We safeguard and monitor the City’s financial resources. The Auditors Office services and assists all other Departments in fulfilling their missions. We report financial information to the State, Council, City Manager, Departments, and the public.

Below are three main goals of this department. We realize that some of these issues may take more than one fiscal year to resolve, but we do intend on making measurable progress on each in Fiscal 08.

**Goal 1** – the City Audit and the Management Letter are documents required by Law. They are issued by our Auditors and are reviewed by rating agencies and potential investors to determine our ratings and costs for borrowings. The current Management Letter cites “Material Weakness in Internal Controls over Cash”. Goal #1 of the Auditors Department is to assist the Treasurers Office in implementing procedures to reconcile cash on a monthly basis and thereby rectify this material weakness.

**Goal 2** – is to systematically address each Management Letter comment and put procedures in place to resolve each and every issue.

**Goal 3** – is to restructure the Chart of Accounts to make it more “user friendly”. The current structure is much more complex than it needs to be. Department Heads find that it is almost impossible to understand, let alone be useful in making informed decisions. We intend on developing a chart that can be easily understood and used by all.

## **Purchasing**

The primary mission of the Purchasing Department is to procure all goods and services requested by city departments, school department, and any other agency within the City of Lowell. Under the supervision of the Chief Procurement Officer/Purchasing Agent, the City:

- Implements and administers the purchasing policies and practices of the City.
- Provides procurement support to all City Departments, including the Schools.
- Procures purchases of goods and services in accordance with applicable MA General Laws and City Ordinances.
- Ensures that all purchases are in the best interest of the City and from the most responsible and responsive vendor.
- Maintains all procurement records in accordance with M.G.L. Chap 30B and the MA Public Records Retention Laws.

The Purchasing Department strives for open and fair competition, while maintaining goodwill with all vendors interested in servicing the needs of the City and preserving public trust.

## **GOALS FOR THE PURCHASING DEPARTMENT**

### Updating Procurement Reference Manual:

The last edition of the Procurement Reference Manual published and distributed to all departments in October, 2002 is due for revision and updating. Since this publication, the procurement process for purchasing goods and services under blanket contracts has been revised. Also, as technology continues to improve, electronic transmission for requesting information, forms, and publication of bids, etc. is now available. These are not documented in the current manual.

### City's Intranet website:

With assistance from the Management Information Systems, the Intranet (Citydesk) currently has available forms, links to resource websites, publishing procurement policies, etc. This is a work in progress project for the Purchasing Department to add all forms and other information that will allow departments to utilize this resource tool. Requests for disposal of equipment, supplies, etc. between departments can be posted through the Intranet. Likewise, if a department is in need of something, it can also be advertised here. Training for using the Intranet is ongoing through the MIS Department and the Purchasing Department.

### City's Website:

Notices for all public bids procured by the Purchasing Department are currently available on the City's Website. For the purpose of reducing costs associated with forwarding bid documents to proposed bidders these can be made available on the website. This requires creating adobe files to include Word documents and Excel Spreadsheets associated with each bid. Training Purchasing staff responsible is required to convert files to pdf.

## **Assessors**

The Assessors Department's mission is to provide the taxpayers with equitable real estate assessments for tax purposes as well as keeping the citizens informed about the tax exemptions the city offers to elderly, veterans and the less fortunate populace in a welcoming and professional manner.

There are many annual goals the Assessors Department sets, however, the three main goals for FY 2008 are as follows:

1. To get the FY 2008 Triennial Revaluation finalized and certified by the Department of Revenue by September 15, 2008. The annual updates and triennial revaluations are normally completed by November.
2. To realize 100% compliancy from all property owners relative to the "Affidavit of Address" project - a 1996 City Council Ordinance to collect owner information. This project has been a challenge to management, however, we are getting close to seeing the light at the end of the tunnel and would like to have all affidavits on file other than the current year sales. This goal includes getting all pertinent information into the database.
3. To complete a data quality study (DQS) on all 26,000+ properties by the end of Fiscal Year 2008. This is in addition to the ongoing state-mandated cyclical reinspection currently being done in-house.

## **Treasurer**

The Treasurer's Department is the focal point for all cash transactions within the City. All collections are deposited through this office. While the City's funds remain in the Treasury, staff in this department invests cash with regard to safety, liquidity and yield. All cash payments, whether by wire or check, ultimately come from the Treasurer.

In addition to collection, banking, investment and disbursement of cash, the Treasurer is responsible for borrowing for the capital needs of the City, by issuing municipal notes and bonds at various times throughout the year.

Important goals for Fiscal Year 2008 are:

- Cross-training between the Treasurer's staff and the newly incorporated Parking Collections group
- Upgrading the cash reporting computer system
- Identifying and implementing new strategies to create more efficiency and automation

## **Human Relations**

**PURPOSE & MISSION:** The Human Relations Office is committed to providing quality service to all prospective, current and past employees and treats all individuals with respect and professionalism. The department exists to provide services that help the City to attract, retain, and reward competent and dedicated employees. The Department works with managers, supervisors, and employees to develop solutions to organizational and human resource issues.

### **Benefit Administration:**

The Office is responsible for overall administration of the City's health, dental, life, and disability insurances, unemployment insurance, employee assistance program, deferred compensation programs, and Flexible Spending Accounts for City and School employees, and retirees.

**Medical** - The Health Insurance account for employee benefits continues to represent a large portion of the City's budget. The City offers three types of medical products through Blue Cross/Blue Shield to its eligible City and School employees and retirees. Currently, there are over 2,400 active employees and 1700 retirees insured in these plans. The City contributes 75% towards the cost of the premium. The Office processes all enrollments electronically, and administers COBRA and HIPAA procedures. Over 1220 electronic benefit changes were processed in 2006. The City contracts with a consultant to monitor monthly expenses, prepare projected costs, track and monitor claims and recoveries.

There are approximately 49% of active eligible employees currently enrolled in the managed care plans with the remaining in Master Medical. It is expected that the Human Relations Office will see an increase in employees enrolling into the managed care plan with the recent adoption of Section 16 of Chapter 32B of MGL.

The Office is responsible for managing the Medicare Part D prescription drug subsidy program. There are approximately 1100 eligible Medicare retirees for whom the City has applied to receive the federal subsidy allowance. In addition to monthly data filing requirements and cost reporting of prescription drug expenses to the Center of Medicare and Medicaid, the Human Relations Office educates retirees with mandated annual notices regarding the advantages of their current City provided insurance plan.

Dental - The City provides a basic dental insurance plan to its employees and retirees and contributes 75% towards the cost of the plan. The City continues to explore alternative options to enhance the benefit level but with enhancements, comes additional costs to the City. The Office is examining a change to a national provider system for July 1<sup>st</sup> in order to meet the needs of out-of-state retirees and employees, at no additional cost to the City or subscriber.

## **Management Information Systems**

Description/Mission: The Management Information Systems Department (M.I.S.) is responsible for providing technical services, support, and policy planning. The M.I.S. mission is: *“To help further the transformation of the relationship between local government and the community by making technology a tool for better government.”*

### FY08 Goals:

- Inventory, allocate, and adjust technology resources throughout the City.
- Introduce an electronic document project to reduce paper, and document storage.
- Increase the City’s external and internal website use.

**FINANCE**

**FINANCE GENERAL TDB**

	Accounts #'s	FY06 Actual	FY07	FY08 Request	08 Mgr	FT08 Approved
Chief Financial Officer, Moses, Thomas					106,241	106,241
Executive Secretary, Rourke, Keri					40,269	40,269
<b>TOTAL</b>			-	-	<b>146,510</b>	<b>146,510</b>
			FY07	FY08 Request	08 Mgr	FT08 Approved
Salaries-Perm			-	-	146,510	146,510
Office Supplies			-	-	200	200
<b>TOTAL</b>		-	-	-	<b>146,710</b>	<b>146,710</b>

**CITY AUDITOR- 135**

	Accounts #'s	FY06 Actual	FY07	FY08 Request	08 Mgr	FT08 Approved
Auditor, Wright, Sheryl			80,663	87,290	85,279	85,279
Asst. Auditor, O'Beirne, Karen (37.5 hrs)			55,834	57,389	57,389	57,389
System Analyst, Vacant			1	1	1	1
Payroll Spervisor, Lamarre, Tricia (37.5 hrs)			52,508	52,508	52,508	52,508
Asst. Payroll Supr.. Riopelle, Lisa (40 hrs)			46,173	46,173	46,173	46,173
Senior Accountant, Parke, Albert ( 40hrs)			49,260	49,260	49,260	49,260
Head Clerk,Cardero, Maribel			33,315	33,315	33,315	33,315
Asst. A/P Supr., Childs, Pamila			33,350	33,350	22,500	22,500
Head Clerk,Daly, Christine			33,315	33,315	33,315	33,315
Head Clerk, Paasewe Samutah			33,315	33,315	33,315	33,315
<b>TOTAL</b>			<b>417,734</b>	<b>425,916</b>	<b>413,055</b>	<b>413,055</b>
			FY07	FY08 Request	08 Mgr	FT08 Approved
Salaries-Perm	01354151-511000	393,653	417,734	425,916	413,055	413,055
Salaries-Temp	01354151-512000	2,701	-	-	-	-
Overtime	01354151-513000	-	1	1	1	1
Retirement vacation owed (Retirees Buy Back)	01354151-518502	-	1,969	770	770	770
Buy Back Vacation (IOD)	0134151-518500	-	-	-	-	-
Employee Incentive Buy Back (Active employees)	01354151-51803	-	-	1,000	-	-
SW LONGEVITY	01354151-514800	709	710	-	-	-
Repair & Maint.-Equip.	01354153-520500	-	300	300	300	300
Printing & Binding	01354153-531800	500	500	300	300	300
Forms & Supplies	01354154-541700	4,072	6,000	7,000	6,000	6,000
Office Supplies	01354154-544400	1,473	1,500	1,500	1,500	1,500
In-State Travel	01354157-570701	33	200	500	500	500
Office Furn. & Equip.	01354170-589166	911	800	750	750	750
Data Proc.-SP Projects - accruals/treasury module	01354253-520704	33,000	22,500	20,000	20,000	20,000
Employee Training - MUNIS/UMAS/MMA				5,000	-	-
Independent Audit (total cost \$85,000 allocated)	01354153-525005	29,178	43,000	45,000	45,000	45,000
Ins. Premium -Bond	01354257-571904	100	200	100	100	100
<b>TOTAL</b>		<b>466,328</b>	<b>495,414</b>	<b>508,137</b>	<b>488,276</b>	<b>488,276</b>

**Community Development Block Grant**

	FY07	FY08	08 Mgr	FT08 Approved
Financial Specialist, Hernandez, Everlidis	37,984	37,984	37,984	37,984
<b>TOTAL</b>	<b>37,984</b>	<b>37,984</b>	<b>37,984</b>	<b>37,984</b>

\* increased by one step

\*\* current contract expires - Employees at max

**PURCHASING DEPARTMENT - 138**

	Account #'s	FY06 Actual	FY07	FY08 Request	08 Mgr	FY08 Approved
CPO/Purchasing Agent,			62,449	65,771	62,931	62,931
Deputy Purchasing Agent, Vacant			1	1	1	1
Off. Mgr./Proc.Compl.Off, Themelis, Pamela			44,718	44,890	44,890	44,890
Head Clerk, Sek, Sokra			33,315	33,443	33,443	33,443
Principal Clerk, Foote, Pauline			32,012	32,135	32,135	32,135
Senior Clerk, McGovern, Helen			30,352	30,469	30,469	30,469
Senior Clerk, Vacant			1	1	1	1
<b>TOTAL</b>			<b>202,848</b>	<b>206,709</b>	<b>203,869</b>	<b>203,869</b>

			FY07	FY08 Request	08 Mgr	FY08 Approved
S & W-Perm.	01384151-511000	189,408	202,848	206,709	203,869	203,869
Longevity	01384151-514800	305	306	306	306	306
Incentive BB Active Employee	01384151-51803					
Retiree Sick / Vac Buy Back	01384151-518502	-		3,344	-	-
Repair & Maint. Equip	01384153-520500	1,199	410	500	500	500
Advertising	01384153-531702	3,071	2,800	2,750	2,750	2,750
Printing & Binding	01384153-531800	423	100	150	150	150
Office Supplies	01384154-544400	994	504	2,000	2,000	2,000
Dues & Subscriptions	01384157-570401	345	400	750	750	750
Trans. Reimb & Seminars	01384157-570702	350	295	1,000	1,000	1,000
Office Furniture & Equipment	01384170-589166	4,416	-	-	-	-
<b>TOTAL BUDGET</b>		<b>200,511</b>	<b>207,663</b>	<b>217,509</b>	<b>211,325</b>	<b>211,325</b>

Salary increases due to 52.2 weeks on all employees.  
 Dept Head increase per city ordinance.-New Dept Head salary shall be lower.

\*Accrued BB Sick/Vac for early retire. Inc. previously paid under Mgr.Dept.

Operating expenses show an increase for Dues-GLEC Coop Group and MAPPO recertification training at IG's Office for Proc. Compliance Officer.  
 Office Supplies shows an increase for purchase of white and colored paper.  
 ( paper previously supplied by IT Dept-colored & School Dept-white)  
 All purchase orders are printed in Purchasing Dept-white=vendor copy  
 purple=purch file copy; pink=dept file copy; yellow=receiving copy

**TELEPHONE EXCHANGE (formerly in the City Managers Department**

			FY07	FY08 Request	08 Mgr	FY08 Approved
Purchase of Services	01584153-530000	281,301	290,000	290,000	290,000	290,000
Telephone	01584753-520200	1,531	7,500	2,500	2,500	2,500
Misc-Supplies-Other	01584754-545300	1,951	2,500	2,000	2,000	2,000
Telephone-moves, adds, equip	01584754-545301	10,943	12,500	10,000	10,000	10,000
<b>TOTAL</b>		<b>295,726</b>	<b>312,500</b>	<b>304,500</b>	<b>304,500</b>	<b>304,500</b>

**ASSESSORS - 141**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Chief Assessor, LeMay Susan			64,235	66,747	62,931	62,931
Assessor, Golden Karen			49,502	49,502	49,502	49,502
Assessor, Cohen Joel			50,739	50,739	50,739	50,739
Adm. Asst. Bd., Callahan Donna			46,860	46,860	46,860	46,860
Adm. Asst. Bd./ Finance, Patenaude Lisa			39,377	39,377	39,377	39,377
Asst. Assessor, Rondeau, Ryan			33,875	33,875	33,875	33,875
Asst. Assessor, Trzcienski Gail			33,875	33,875	33,875	33,875
Appraisal Clerk, Gagniere Cathy			35,622	35,622	35,622	35,622
Principal Clerk, N Karen Nielsen			30,432	31,374	31,374	31,374
Head Clerk, Boucher, Aline			33,314	33,314	33,314	33,314
Principal Clerk, layoff			32,012	1	1	1
Principal Property Lister, Hubert Lindsey			33,951	33,951	33,951	33,951
Annual Chair Stipend			1,500	1,500	1,500	1,500
<b>TOTAL</b>			<b>485,294</b>	<b>456,737</b>	<b>452,921</b>	<b>452,921</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
S & W - Perm	01414151-511000	438,512	482,731	456,737	452,921	452,921
Longevity	01414151-514800	360	360	360	360	360
Incentive BB Active Employees	01414151-51803					
Repair & Maint. Equipment	01414153-520500	1,396	1,800	2,000	2,000	2,000
Appraisal's	01414153-530010	-	5,000	10,000	10,000	10,000
Prof Service - Interim Reval/P.P. Reval/Tri Reval	01414153-530022	50,976	100,000	190,000	190,000	190,000
Advertising	01414153-531702	926	3,000	2,500	2,500	2,500
Printing & Binding	01414153-531800	1,703	2,300	2,000	2,000	2,000
Data Proc- Equi & Supply	01414154-540900	1,221	2,000	2,000	2,000	2,000
Office Supplies	01414154-544400	2,261	2,194	2,000	2,000	2,000
Tuition Reimb	01414157-531904	1,000	-	1,000	1,000	1,000
Dues & Subscriptions	01414157-570401	1,917	2,200	2,200	2,200	2,200
Trans Reimburse & Seminars	01414157-570702	4,096	4,300	4,500	4,500	4,500
Miscellaneous Charges	01414157-573400	1,384	2,000	2,000	2,000	2,000
Office Furniture & Equipment	01414170-589166	954	896	800	800	800
Data Processing - Spec Proj	01414253-520704	1,631	1,000	1,500	1,500	1,500
Leasing of copier	01414253-525100	2,268	2,268	1,488	1,488	1,488
<b>TOTAL</b>		<b>510,604</b>	<b>612,049</b>	<b>681,085</b>	<b>677,269</b>	<b>677,269</b>

**TREASURERS - 145**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Treasurer, Rosengard, Mark			78,520	81,590	81,958	81,958
Asst. Treasurer, Winters, Judith			57,279	57,499	57,499	57,499
Sr. Accountant, Darezzo, Kathleen A.			40,027	43,051	43,051	43,051
Accountant, Butt, Donna A.			35,230	37,892	37,892	37,892
Tax Title Director/Asst City Solicitor, McKenna, John			62,570	-	-	-
Paralegal, Long, Thida			36,689	-	-	-
Head Clerk, Tarmey Katherine			33,379	33,507	33,507	33,507
Head Clerk, Vacant			-	-	1	1
Head Clerk, Roane, Gertrude A			33,379	35,900	35,900	35,900
Principal Clerk, McMahan, Sheila (injured)			30,810	30,929	30,929	30,929
Principal Clerk, Vacant			1	1	1	1
Senior Clerk, Vacant			1	1	1	1
Senior Clerk, Vacant			1	1	1	1
Clerk Typist (2), Vacant			2	2	2	2
Accountants (2), Vacant			2	2	2	2
Cashier (1)			1	1	1	1
1st Asst. Parking Clerk, Coughlin, Judy (37.5 Hrs)			43,842	44,011	44,011	44,011
Head Clerk/Treas Parking Div, Gavin, Sheila			37,196	35,763	35,763	35,763
2nd Asst. Parking Clerk Hudzik, Courtney (37.5Hrs)			<b>33,379</b>	<b>33,508</b>	<b>33,508</b>	<b>33,508</b>
<b>TOTAL</b>			<b>522,308</b>	<b>433,659</b>	<b>434,027</b>	<b>434,027</b>

			<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
S & W-Perm.	01454151-511000	411,690	522,308	433,659	434,027	434,027
S & W-Temp.	01454151-512000	32,552	34,131	43,500	43,500	43,500
Overtime	01454151-513000					
Longevity	01454151-514800	1,175	1,175	1,175	1,175	1,175
Incentive BB Active Employees	01454151-51803					
Retiree Sick/Vac Buy Back	01454151-518502					
Repair & Maint. Equipment	01454153-520500	6,865	7,000	7,000	7,000	7,000
Professional Services	01454153-530000	68,877	70,000	70,000	70,000	70,000
Bond Counsel - Banking Serv	01454153-530028	42,648	43,025	50,000	50,000	50,000
Printing & Binding	01454153-531800	2,772	5,000	5,000	5,000	5,000
Postage	01454153-536900	197,961	190,000	225,000	225,000	225,000
Equipment Leasing	01457753-525100	-	4,500	4,500	4,500	4,500
Office Supplies	01454154-544400	2,928	3,000	3,000	3,000	3,000
Dues & Subscriptions	01454157-570401	365	400	400	400	400
Transportation Reimbursement	01454157-570704	3,047	3,000	3,000	3,000	3,000
Tax Title Fees	01454157-573400	32,697	40,000	40,000	-	-
Ins. Premiums - Bonds	01459657-571904	4,000	4,000	4,000	4,000	4,000
<b>TOTAL</b>		<b>807,575</b>	<b>927,539</b>	<b>890,234</b>	<b>850,602</b>	<b>850,602</b>

**HUMAN RELATIONS - 152**

	<b>Account #'s</b>	<b>FY06 Actual</b>	<b>FY07</b>	<b>FY08 Request</b>	<b>08 Mgr</b>	<b>FY08 Approved</b>
Human Relations Manager, Tierney, Kathryn			76,007	76,007	76,299	76,299
Assistant Human Relations Manager, Callery, Mary			53,127	53,127	53,331	53,331
Administrative Assistant, Cheney, Kathleen Personnel Technician,			36,914	37,056	37,056	37,056
	<b>TOTAL</b>		<b>166,048</b>	<b>166,190</b>	<b>166,686</b>	<b>166,686</b>
S & W - Perm.	01524151-511000	156,524	166,048	166,190	166,686	166,686
S & W - Temp.	01524151-512000	8,665	12,359	9,400	9,400	9,400
Longevity	01524151-514800	211	212	212	212	212
Incentive BB Active Employees	01524151-51803					
Repair & Maintenance Equipment	01524153-520500	531	650	-	-	-
Drug Program	01524153-520607	3,171	4,500	4,000	4,000	4,000
Economic/Prof. Development	0154153-525200	525	1,000	1,000	1,000	1,000
Professional Services	01524153-530000	2,419	3,000	2,000	2,000	2,000
Safety Committee	01524153-530031	450	500	-	-	-
Pre-employment physicals	01524153-530103	3,000	4,900	4,500	4,500	4,500
Advertising	01524153-531702	2,048	2,500	2,000	2,000	2,000
Printing & Binding	01524153-531800	900	900	700	700	700
Office Supplies	01524154-544400	643	900	700	700	700
Transportation, Reimbursement & Seminars	01524157-570702	485	800	500	500	500
Dues & Subscriptions	01524157-570401	491	500	450	450	450
Misc.	01524157-573400	536	650	350	350	350
	<b>TOTAL</b>	<b>180,598</b>	<b>199,419</b>	<b>192,002</b>	<b>192,498</b>	<b>192,498</b>
	<b>TOTAL BUDGET</b>	<b>180,598</b>	<b>199,419</b>	<b>192,002</b>	<b>192,498</b>	<b>192,498</b>

Impact of 4.2% reduction:

Departments will absorb more of their advertising costs  
 Seasonal help will not be drug screened.  
 Departments will need to share expense of arbitration/other ADR processes.  
 Any 1705 initiatives for safety procedures/items will need to be funded through departments impacted.

? For funding items: Chief Assessment Center Practice-  
 Settlement for the remaining 2 of the 16 term. Laborers  
 If a RIF occurs, unemployment costs will increase.  
 I did not factor in any salary increase since it would mean cutting staffing levels to an inoperable level.

**MANAGEMENT INFORMATION SYSTEMS - 155**

	Account #s	FY06 Actual	FY07	FY08 Request	08 Mgr	FY08 Approved
Chief Information Officer, Fernandez, Miran			92,156	97,057	92,765	92,765
MIS Director, Gagnon, George (Ted)			77,015	77,311	77,311	77,311
Systems Administrator, Kapeckas, Edward			61,965	62,203	62,203	62,203
Systems Administrator, Welch, David			60,454	60,686	60,686	60,686
GIS Manager, Donovan, Joseph			57,761	57,984	57,984	57,984
Network Systems Specialist, John Meyers			30,900	51,698	30,900	30,900
Application Developer, John Overton			43,260	43,427	43,427	43,427
Desktop Support Specialist, Bleckmann, Mark			41,160	41,318	41,318	41,318
Desktop Support Specialist, Vacant			1	1	1	1
Technical Administrative Assistant, Carvalho, April			33,072	33,200	33,200	33,200
Senior Clerk, Vacant			1	1	1	1
<b>TOTAL</b>			<b>497,745</b>	<b>524,886</b>	<b>499,796</b>	<b>499,796</b>

			FY07	FY08 Request	08 Mgr	FY08 Approved
S & W-Perm. (1)	01554151-511000	479,523	497,745	524,886	499,796	499,796
S & W-Temp.(2)	01554151-512000	3,280	10,000	10,000	10,000	10,000
Overtime (3)	01554151-513000	22,985	35,000	35,000	17,500	17,500
Incentive BB Active Employee	01554151-51803	-				
Repair & Maint of Equipment (4)	01554153-520500	133,576	120,702	77,000	77,000	77,000
Data Processing - Spec Proj (5)	01554153-520704	20,107	20,250	123,000	28,000	28,000
Leasing Equip. & Software (6)	01554153-525100	176,093	195,659	132,000	132,000	132,000
Professional Services (7)	01554153-530000	17,823	18,000	59,000	59,000	59,000
Employee Training (8)	01554153-530108	31,930	23,000	37,000	25,000	25,000
Data Proc - Equip & Supply (9)	01554154-540900	32,099	32,425	54,000	54,000	54,000
Office Supplies (10)	01554154-544400	4,968	4,910	4,500	4,500	4,500
Software Licensing & Support (11)	1554157-570100	422,780	456,340	466,000	466,000	466,000
Computer Equip/Software (12)	01554154-541000	23,192	21,250	65,000	40,000	40,000
<b>TOTAL</b>		<b>1,368,355</b>	<b>1,435,281</b>	<b>1,587,386</b>	<b>1,412,796</b>	<b>1,412,796</b>

**Summary:**

The FY08 MIS Budget includes over \$160K in increases (\$20K to properly reflect John Meyers' true salary without cross-funding, \$45K in MUNIS licensing, \$75K approximation to implement broadcasting from the Mayor's Reception Room, and \$20K to complete the City's ordinance codification project), yet due to cuts made in other areas, the net increase was kept to \$138K over FY07. The notes below highlight some of the changes to the budget, along with unbudgeted areas, and areas for potential cross funding.

**Notes:**

- 1 - 52.2wks used for staffing, without any union increases; ordinance increase is included in the CIO position; John Meyers position reflects the \$20K x funded from other sources
- 2 - This is typically used for an M.I.S. intern to augment the staff
- 3 - Level funded, which may create a challenge depending on the union increases, and need for OT; note that production systems can only be worked on after-hours
- 4 - 3rd party I-Net Maintenance discontinued; line items moved to other account lines
- 5 - Includes: Document Imaging, Permits/Licenses/Code Enforcement, Online Payment/Collections, and Ordinance Codification projects
- 6 - I-Net upgrades removed from budget (hopefully, they will come through on the Cable Franchise), departmental computing moved to #12
- 7 - Items from other account lines consolidated here to properly reflect Professional Services' engagements for various projects
- 8 - Increased to reflect additional training opportunities; this includes MIS and other City staff training
- 9 - Items from other account lines consolidated here to properly reflect centrally funded items
- 10 - Slight decrease
- 11 - \$44.6K increase in MUNIS licensing costs; offset by prior upgrades on I-Net which don't require licensing, and other discontinued apps; note other license costs have increased
- 12 - Increased to reflect departmental hardware funding

**Additional Notes:**

- No NBX Telecommunications expansion are included; hopefully the telecommunications savings will accommodate this
- No I-Net Maintenance or upgrades are included; hopefully the cable franchise contract will accommodate this
- Schools currently cross-funds the Network Systems Specialist position with \$10,000
- Schools currently cross-funds the Application Developer position with \$15,000
- The Parking Department currently cross-funds the Network Systems Specialist position with \$10,000
- The Division of Planning and Development currently cross-funds the Application Developer position with \$5,000
- Potential areas of chargeback include:
  - Retirement for MUNIS SW, and MIS Support Services
  - WasteWater for MUNIS SW, and MIS Support Services
  - Water for MUNIS SW, and MIS Support Services
  - Schools for MUNIS SW they have purchased
- Police \*are supposed to\* pay for certain Larimore Change Orders that they have initiated