

Finance

Program Outcome

To manage the Finance Department to safeguard the City financial assets in order to provide continuity of services and to provide information to internal and external customers in a timely manner.

Program Objectives

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	3,931.20	308,560	3,931.20	408,851	1.000	104.00

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	124.80	13,133	124.80	13,133	1.000	105.23

Unit of Work: Hours

3100-Finance Administration**Program Summary**

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
100	100-General Fund	\$291,790	\$401,333	\$366,829	\$421,984
600	600-Post Retirement Health Ben			\$1,219	
Total Expenditures:		\$291,790	\$401,333	\$368,048	\$421,984
<u>Expenditure Category Breakdown</u>					
<u>Salaries and Benefits</u>					
61000	Full Time	\$160,702	\$198,231	\$175,352	\$211,301
61200	Part Time	\$424			
61500	Health Insurance Medical	\$16,184	\$21,591	\$17,296	\$23,214
61530	Health Insurance Dental	\$1,936	\$2,430	\$1,894	\$2,436
61540	Health Post Retirement	\$6,430	\$7,928	\$6,954	\$8,452
61650	Life Insurance	\$642	\$833	\$684	\$888
61660	Disability Insurance	\$1,225	\$1,435	\$1,196	\$1,297
61670	Retirement Contribution	\$39,232	\$53,325	\$43,606	\$58,299
61680	Deferred Comp Matching	\$4,044		\$4,395	
61700	Fica	\$10,128	\$11,790	\$10,773	\$12,309
61720	Workers Comp	\$1,239	\$1,506	\$1,332	\$1,437
61740	Flex Management	\$2,922	\$2,060	\$2,000	\$2,060
Total Salaries and Benefits		\$245,115	\$301,129	\$265,487	\$321,693
<u>Operating Expenses</u>					
63000	Supplies	\$4,484	\$4,591	\$4,808	\$4,683
63158	Consultant/Contract Services	\$1,500		\$200	
70000	Meeting And Conferences	\$385	\$2,229	\$3,396	\$3,474
70015	Staff Development	\$1,137	\$1,176	\$1,398	
70420	Telephone	\$254		\$550	
Total Operating Expenses		\$7,763	\$7,996	\$10,353	\$8,157
<u>Fixed Charges</u>					

3100-Finance Administration

72150	Computer/Phones-Replacement	\$2,283	\$11,061	\$11,061	\$11,393
72200	Computer/Phones-Operations	\$15,159	\$45,951	\$45,951	\$47,329
72250	Office Equipment-Replacement	\$1,074			
72350	Building-Replacement	\$978	\$1,471	\$1,470	\$1,215
72500	Building-Operations	\$7,619	\$8,717	\$8,717	\$8,510
72650	Liability Service Fees	\$11,796	\$25,008	\$25,008	\$23,687
<u>Total Fixed Charges</u>		\$38,912	\$92,208	\$92,208	\$92,134
Total Expenditures:		\$291,790	\$401,333	\$368,048	\$421,984

3100-Finance Administration**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	20			
Director Of Finance	2,080	2,080	2,080	2,080
Financial Operations Manager	47	62	68	62
Account Clerk II	1,269	1,394	1,284	1,394
Account Clerk III			17	
Administrative Clerk III		520	23	520
Total Personnel Hours	3,416	4,056	3,471	4,056

3200-Financial Analysis & Reporting
Manager: Lawrence Chiu

Program Outcome

Monitor, record and audit the City's financial activities so that all transactions comply with the requirements of the Governmental Accounting Standards Board (GASB), the City Council and Federal and State regulations.

Program Objectives

- 1A Monitor, audit and record the City's financial transactions following the guidelines of the adopted budget and Federal and State regulations for financial reporting.

Performance Indicator

1Aa Financial records will be recorded and reported correctly, 95% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	36,000.00	34,200.00	95%

Tasks

1A01 Maintain financial accounting system.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	5,218.50	229,720	5,218.50	232,311	1.000	44.52
2007-08 Budgeted	5,491.20	308,342	5,491.20	311,239	1.000	56.68
2007-08 Year to Date	5,210.25	235,284	5,210.25	237,008	1.000	45.49
2008-09 Proposed	5,491.20	307,817	5,491.20	309,690	1.000	56.40

Unit of Work: Hours

- 1B The books for the City shall be closed at the end of each fiscal year and all financial reports shall be completed as required by law.

Performance Indicator

1Ba A Comprehensive Annual Financial Report (CAFR) will be completed at the end of each fiscal year as approved by outside auditors and shall be submitted by December 31, 100% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	1.00	1.00	100%

3200-Financial Analysis & Reporting

Tasks

1B01 Close City's books and preparation of Comprehensive Annual Financial Report (CAFR).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	1,027.25	48,979	1,027.25	130,797	1.000	127.33
2007-08 Budgeted	1,027.73	57,385	1,027.73	179,866	1.000	175.01
2007-08 Year to Date	955.00	41,900	955.00	115,874	1.000	121.33
2008-09 Proposed	1,268.80	73,877	1,268.80	173,827	1.000	137.00

Unit of Work: Hours

1C Administer all grants, mandated costs and other outside funds, submitting applications, accounting and reports so full payments will be received by the City and no audit findings will be reported.

Performance Indicator

1Ca Administer grants and mandated reimbursements so that no audit findings are recorded 95% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	54.00	54.00	100%
2007-08 Budgeted	50.00	47.00	94%
2007-08 Year to Date	51.00	51.00	100%
2008-09 Proposed	50.00	47.00	94%

Tasks

1C01 Process all grants, mandated costs, reimbursements, etc.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	50.00	15,576	270.40	36,794	0.185	735.88

Unit of Work: Grants

3200-Financial Analysis & Reporting

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	3,286.40	239,844	3,286.40	398,493	1.000	121.26

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	145.60	10,338	145.60	10,338	1.000	71.00

Unit of Work: Hours

3200-Financial Analysis & Reporting**Program Summary**

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
100	100-General Fund	\$715,150	\$902,988	\$796,271	\$929,142
Total Expenditures:		\$715,150	\$902,988	\$796,271	\$929,142
<u>Expenditure Category Breakdown</u>					
<u>Salaries and Benefits</u>					
61000	Full Time	\$377,937	\$422,121	\$368,829	\$437,627
61300	Over Time	\$9,387		\$7,569	
61500	Health Insurance Medical	\$20,930	\$36,197	\$6,239	\$32,382
61510	Health Ins Med Waiver	\$12,558		\$19,017	
61520	Health Insurance Vision				\$17
61530	Health Insurance Dental	\$4,143	\$4,985	\$2,802	\$4,147
61540	Health Post Retirement	\$14,480	\$16,885	\$14,201	\$17,505
61650	Life Insurance	\$1,453	\$1,772	\$1,435	\$1,839
61660	Disability Insurance	\$3,409	\$4,117	\$3,262	\$3,589
61670	Retirement Contribution	\$88,632	\$106,803	\$89,282	\$113,534
61680	Deferred Comp Matching	\$3,205		\$3,116	
61700	Fica	\$29,396	\$30,792	\$29,024	\$32,136
61720	Workers Comp	\$3,061	\$3,207	\$3,019	\$2,976
61740	Flex Management	\$2,000	\$1,700	\$1,999	\$1,700
Total Salaries and Benefits		\$570,596	\$628,579	\$549,799	\$647,452
<u>Operating Expenses</u>					
63000	Supplies	\$2,772	\$3,515	\$1,412	\$3,586
63158	Consultant/Contract Services	\$98,191	\$117,057	\$90,417	\$120,569
70000	Meeting And Conferences	\$866	\$1,061	\$1,866	\$2,164
70015	Staff Development	\$1,039	\$1,061	\$1,061	
Total Operating Expenses		\$102,870	\$122,694	\$94,758	\$126,319
<u>Fixed Charges</u>					

3200-Financial Analysis & Reporting

72150	Computer/Phones-Replacement	\$4,566	\$27,129	\$27,129	\$27,943
72200	Computer/Phones-Operations	\$27,059	\$112,700	\$112,700	\$116,081
72350	Building-Replacement	\$1,145	\$1,716	\$1,716	\$1,418
72500	Building-Operations	\$8,913	\$10,170	\$10,170	\$9,929
<u>Total Fixed Charges</u>		\$41,684	\$151,715	\$151,715	\$155,371
Total Expenditures:		\$715,150	\$902,988	\$796,271	\$929,142

3200-Financial Analysis & Reporting**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Financial Operations Manager	1,778	1,768	1,757	1,768
Financial Analyst	134			
Accountant II	6,346	6,436	5,905	6,677
Accountant I	1,468	1,685	1,674	1,685
Account Clerk II	61	83	107	62
Account Clerk III	129	166	67	166
Payroll Specialist		104		104
Total Personnel Hours	9,916	10,242	9,509	10,462

3210-Disbursements
Manager: Lawrence Chiu

Program Outcome

To provide payment for all the City bills.

Program Objectives

- 1A Administer bi-weekly payroll so that all City employees are paid by the pay dates, 98% of the time. All reporting of gross pay and benefits shall meet the requirements of Federal and State regulations, PERS's and City MOU's, 100% of the time.

Performance Indicator

- 1Aa All employees will be paid according to their MOU's and City Policy & Procedures, 98% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	19,195.00	19,096.00	99%
2007-08 Budgeted	20,000.00	19,600.00	98%
2007-08 Year to Date	19,373.00	19,373.00	100%
2008-09 Proposed	20,000.00	19,600.00	98%

- 1Ab Staff will respond to customer inquiries within 3 working days 90% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	5,000.00	4,500.00	90%

Tasks

- 1A01 Process bi-weekly payroll and respond to customer inquiries.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	25,000.00	221,891	4,867.20	225,747	5.136	9.03

Unit of Work: Paychecks & Customer Inquiries

3210-Disbursements

1B Administer accounts payable so that 95% of all bills are paid according to the City's Policy & Procedures and on time, taking discounts whenever possible.

Performance Indicator

1Ba All invoices shall be processed within 30 days of receipt, 90% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	30,000.00	27,000.00	90%

1Bb 90% of all customer inquiries are handled within 3 working days.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	4,863.00	4,863.00	100%
2007-08 Budgeted	4,500.00	4,050.00	90%
2007-08 Year to Date	4,617.00	4,617.00	100%
2008-09 Proposed	4,500.00	4,050.00	90%

Tasks

1B01 Process all invoices and respond to customer inquiries.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	34,500.00	203,619	5,241.60	206,769	6.582	5.99

Unit of Work: Invoices & Customer Inquiries

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	2,683.20	121,258	2,683.20	321,893	1.000	119.97

Unit of Work: Hours

3210-Disbursements

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	145.60	6,342	145.60	6,342	1.000	43.56

Unit of Work: Hours

30-Finance
3210-Disbursements

Performance Based
 Budget Detail
 For Council
 2008-09

Program Summary

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$555,384	\$742,236	\$721,966	\$760,751
Total Expenditures:	\$555,384	\$742,236	\$721,966	\$760,751

Expenditure Category Breakdown

Salaries and Benefits

61000 Full Time	\$310,297	\$335,048	\$333,686	\$349,081
61150 Full Time - Attrition				
61200 Part Time	\$2,123			
61300 Over Time	\$2,090		\$2,289	
61500 Health Insurance Medical	\$60,973	\$67,694	\$44,071	\$60,391
61510 Health Ins Med Waiver	\$2,628		\$5,450	
61520 Health Insurance Vision			\$230	\$649
61530 Health Insurance Dental	\$5,981	\$7,220	\$6,955	\$7,053
61540 Health Post Retirement	\$12,316	\$13,402	\$13,194	\$13,963
61650 Life Insurance	\$1,224	\$1,407	\$1,338	\$1,467
61660 Disability Insurance	\$3,023	\$3,473	\$3,219	\$2,977
61670 Retirement Contribution	\$75,633	\$82,647	\$83,360	\$88,400
61680 Deferred Comp Matching	\$414		\$431	
61700 Fica	\$23,752	\$25,419	\$25,559	\$26,515
61720 Workers Comp	\$2,415	\$2,546	\$2,598	\$2,374
61740 Flex Management		\$240	\$2,185	\$240
<u>Total Salaries and Benefits</u>	\$502,875	\$539,096	\$524,571	\$553,110

Operating Expenses

63000 Supplies	\$5,119	\$5,643	\$1,949	\$5,757
70000 Meeting And Conferences				\$108
70015 Staff Development	\$104	\$106	\$40	
70400 Printing	\$490	\$2,380	\$395	\$2,452
<u>Total Operating Expenses</u>	\$5,714	\$8,129	\$2,384	\$8,317

3210-DisbursementsFixed Charges

72150	Computer/Phones-Replacement	\$6,473	\$33,882	\$33,882	\$34,898
72200	Computer/Phones-Operations	\$21,162	\$140,754	\$140,754	\$144,976
72250	Office Equipment-Replacement	\$1,914			
72350	Building-Replacement	\$1,968	\$2,942	\$2,942	\$2,430
72500	Building-Operations	\$15,276	\$17,433	\$17,433	\$17,020
<u>Total Fixed Charges</u>		\$46,795	\$195,011	\$195,011	\$199,324
Total Expenditures:		\$555,384	\$742,236	\$721,966	\$760,751

3210-Disbursements**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	99			
Financial Operations Manager	255	250	256	250
Accountant II	58			
Accounts Payable Team Leader	2,178	2,080	2,113	2,080
Account Clerk II	574	499	503	499
Account Clerk III	5,393	5,699	6,217	6,053
Payroll Specialist	2,080	1,976	2,107	1,976
Payroll Technician	2,080	2,080	2,091	2,080
Total Personnel Hours	12,715	12,584	13,286	12,938

30-020-Finance Operations
Manager: Lawrence Chiu**Division Summary**

		<u>2006-07</u> <u>Actual</u>	<u>2007-08</u> <u>Budgeted</u>	<u>2007-08</u> <u>Year to Date</u>	<u>2008-09</u> <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
100	100-General Fund	\$1,270,534	\$1,645,224	\$1,518,238	\$1,689,893
Total Expenditures:		\$1,270,534	\$1,645,224	\$1,518,238	\$1,689,893

Expenditure Category BreakdownSalaries and Benefits

61000	Full Time	\$688,234	\$757,169	\$702,516	\$786,708
61150	Full Time - Attrition				
61200	Part Time	\$2,123			
61300	Over Time	\$11,477		\$9,858	
61500	Health Insurance Medical	\$81,904	\$103,891	\$50,311	\$92,773
61510	Health Ins Med Waiver	\$15,187		\$24,468	
61520	Health Insurance Vision			\$230	\$666
61530	Health Insurance Dental	\$10,124	\$12,205	\$9,757	\$11,200
61540	Health Post Retirement	\$26,796	\$30,287	\$27,396	\$31,468
61650	Life Insurance	\$2,677	\$3,179	\$2,773	\$3,306
61660	Disability Insurance	\$6,433	\$7,590	\$6,481	\$6,566
61670	Retirement Contribution	\$164,266	\$189,450	\$172,642	\$201,934
61680	Deferred Comp Matching	\$3,619		\$3,547	
61700	Fica	\$53,149	\$56,211	\$54,583	\$58,651
61720	Workers Comp	\$5,477	\$5,753	\$5,617	\$5,350
61740	Flex Management	\$2,000	\$1,940	\$4,185	\$1,940
Total Salaries and Benefits		\$1,073,471	\$1,167,675	\$1,074,371	\$1,200,562

Operating Expenses

63000	Supplies	\$7,892	\$9,158	\$3,361	\$9,343
63158	Consultant/Contract Services	\$98,191	\$117,057	\$90,417	\$120,569
70000	Meeting And Conferences	\$866	\$1,061	\$1,866	\$2,272
70015	Staff Development	\$1,143	\$1,167	\$1,101	

30-020-Finance Operations
Manager: Lawrence Chiu

70400	Printing	\$490	\$2,380	\$395	\$2,452
<u>Total Operating Expenses</u>		\$108,584	\$130,823	\$97,142	\$134,636
<u>Fixed Charges</u>					
72150	Computer/Phones-Replacement	\$11,040	\$61,011	\$61,011	\$62,841
72200	Computer/Phones-Operations	\$48,222	\$253,454	\$253,454	\$261,057
72250	Office Equipment-Replacement	\$1,914			
72350	Building-Replacement	\$3,113	\$4,658	\$4,658	\$3,848
72500	Building-Operations	\$24,189	\$27,603	\$27,603	\$26,949
<u>Total Fixed Charges</u>		\$88,479	\$346,726	\$346,726	\$354,695
Total Expenditures:		\$1,270,534	\$1,645,224	\$1,518,238	\$1,689,893

30-020-Finance Operations
Manager: Lawrence Chiu**Position Authorization for Division**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	99			
Financial Operations Manager	2,033	2,018	2,013	2,018
Financial Analyst	134			
Accountant II	6,404	6,436	5,905	6,677
Accountant I	1,468	1,685	1,674	1,685
Accounts Payable Team Leader	2,178	2,080	2,113	2,080
Account Clerk II	635	582	610	562
Account Clerk III	5,522	5,866	6,284	6,219
Payroll Specialist	2,080	2,080	2,107	2,080
Payroll Technician	2,080	2,080	2,091	2,080
Total Personnel Hours	22,631	22,826	22,795	23,400

3300-Budget & Financial Planning
Manager: Ronald Buck

Program Outcome

To provide and administer a City budget and a ten year financial planning document.

Program Objectives

- 1A Present a budget for adoption under the direction of the City Manager. Record changes in the budget throughout the fiscal year as directed by the City Council or designee.

Performance Indicator

- 1Aa Calculate and present a proposed budget once a year pursuant to City Manager guidance with input from the budget team and all City departments.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	1.00	1.00	100%
2007-08 Budgeted	1.00	1.00	100%
2007-08 Year to Date	1.00	1.00	100%
2008-09 Proposed	1.00	1.00	100%

Tasks

- 1A01 Prepare proposed operating budget and adjustments to budget during the year.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	2,350.40	194,214	2,350.40	198,623	1.000	84.51

Unit of Work: Hours

- 1B Prepare the Construction Improvement Plan (CIP)/Transportation Improvement Plan (TIP) document in conjunction with direction given by the City Manager and the CIP committee. Record changes in the CIP/TIP throughout the fiscal year as directed by the City Council.

Performance Indicator

- 1Ba Calculate and present CIP/TIP once a year pursuant to City Manager guidance with input from the CIP committee.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	1.00	1.00	100%

3300-Budget & Financial Planning

Tasks

1B01 Prepare proposed CIP/TIP and adjustments to the budget during the year.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	936.00	64,951	936.00	64,951	1.000	69.39

Unit of Work: Hours

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	603.20	46,016	603.20	114,226	1.000	189.37

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	312.00	23,960	312.00	23,960	1.000	76.79

Unit of Work: Hours

3300-Budget & Financial Planning**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$255,422	\$413,518	\$341,229	\$401,760
Total Expenditures:	\$255,422	\$413,518	\$341,229	\$401,760
<u>Expenditure Category Breakdown</u>				
<u>Salaries and Benefits</u>				
61000 Full Time	\$137,576	\$230,656	\$177,380	\$217,761
61300 Over Time	\$203			
61500 Health Insurance Medical	\$110	\$15,808	\$93	\$19,300
61510 Health Ins Med Waiver	\$9,930		\$14,195	
61530 Health Insurance Dental	\$1,996	\$3,278	\$1,835	\$3,187
61540 Health Post Retirement	\$5,627	\$9,227	\$7,227	\$8,711
61650 Life Insurance	\$592	\$969	\$705	\$915
61660 Disability Insurance	\$1,246	\$2,046	\$1,435	\$1,653
61670 Retirement Contribution	\$34,379	\$60,385	\$45,317	\$58,783
61680 Deferred Comp Matching	\$3,815		\$4,413	
61700 Fica	\$9,879	\$15,966	\$12,867	\$14,950
61720 Workers Comp	\$1,143	\$1,753	\$1,348	\$1,481
61740 Flex Management	\$2,084	\$2,460	\$3,999	\$2,400
Total Salaries and Benefits	\$208,586	\$342,548	\$270,820	\$329,141
<u>Operating Expenses</u>				
63000 Supplies	\$6,427	\$8,866	\$5,449	\$9,002
63158 Consultant/Contract Services	\$11,497		\$2,861	
70015 Staff Development	\$415	\$598	\$591	\$610
Total Operating Expenses	\$18,341	\$9,464	\$8,903	\$9,612
<u>Fixed Charges</u>				
72150 Computer/Phones-Replacement	\$2,766	\$10,945	\$10,944	\$11,313
72200 Computer/Phones-Operations	\$21,441	\$45,467	\$45,467	\$46,831

3300-Budget & Financial Planning

72350	Building-Replacement	\$485	\$736	\$735	\$608
72500	Building-Operations	\$3,803	\$4,358	\$4,358	\$4,255
<u>Total Fixed Charges</u>		\$28,496	\$61,506	\$61,506	\$63,007
Total Expenditures:		\$255,422	\$413,518	\$341,229	\$401,760

3300-Budget & Financial Planning**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Budget Officer	2,080	2,080	2,080	2,080
Financial Analyst	176	478	154	
Budget Analyst			237	416
Accountant II	296	1,863	1,069	1,622
Accountant I	64		1	
Account Clerk II	6		1	
Account Clerk III	21	416	17	83
Payroll Technician			1	
Total Personnel Hours	2,643	4,838	3,558	4,202

3400-Purchasing & Materials Management
Manager: Anita Bell-Karno**Program Outcome**

To provide purchasing and materials management services in a timely and efficient manner, ensure that products and services are delivered when required at the most reasonable price. To provide warehouse storage and delivery services to ensure that required stock is available and delivered when needed.

Program Objectives

- 1A Issue a minimum of 90% of all purchase orders within 5 days of their receipt and 75% of all bids within 4 weeks of their receipt so that products and services are delivered when required at a reasonable price.

Performance Indicator

- 1Aa Issue 90% of all purchase order requests within 5 days of receipt.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	1,200.00	1,155.00	96%
2007-08 Budgeted	1,500.00	1,350.00	90%
2007-08 Year to Date	1,201.00	1,147.00	96%
2008-09 Proposed	1,200.00	1,080.00	90%

- 1Ae Issue 75% of all bids within 4 weeks of receipt of requests.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	36.00	34.00	94%
2007-08 Budgeted	41.00	31.00	76%
2007-08 Year to Date	43.00	38.00	88%
2008-09 Proposed	41.00	31.00	76%

3400-Purchasing & Materials Management

Tasks

1A01 Process purchase orders.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	1,200.00	28,636	687.50	28,672	1.745	23.89
2007-08 Budgeted	1,500.00	41,676	852.80	42,855	1.759	28.57
2007-08 Year to Date	1,201.00	33,278	727.75	33,286	1.650	27.72
2008-09 Proposed	1,200.00	45,968	915.20	47,529	1.311	39.61

Unit of Work: Purchase orders

1A03 Non-construction bid processing.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	33.00	15,562	358.00	15,562	0.092	471.60
2007-08 Budgeted	32.00	17,734	353.60	17,850	0.090	557.81
2007-08 Year to Date	40.00	28,713	506.50	28,713	0.079	717.84
2008-09 Proposed	32.00	18,271	353.60	18,389	0.090	574.66

Unit of Work: Non-construction bids

1A04 Construction bids.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	3.00	3,353	54.25	3,353	0.055	1,117.94
2007-08 Budgeted	9.00	4,717	83.20	4,951	0.108	550.11
2007-08 Year to Date	3.00	4,874	104.00	4,874	0.029	1,624.89
2008-09 Proposed	9.00	4,888	83.20	5,127	0.108	569.67

Unit of Work: Construction bids

3400-Purchasing & Materials Management

- 1B Provide timely service by ensuring that 95% of all stock requests for pick up are filled at the time of request, and 95% of material requested for delivery are delivered within 3 working days.

Performance Indicator

- 1Ba Fill 95% of all requests for stock from inventory, at the time of request and deliver materials requested from inventory within 3 working days 95% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	25,150.00	23,892.00	95%

Tasks

- 1B01 Issue, receive, store and post inventory items.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	25,150.00	64,701	1,747.20	70,791	14.394	2.81

Unit of Work: Number of items

- 1Z Administrative support for the program's objectives and resources.

Tasks

- 1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	5,075.20	255,898	5,075.20	504,835	1.000	99.47

Unit of Work: Hours

- 1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	145.60	7,324	145.60	9,704	1.000	66.65

Unit of Work: Hours

3400-Purchasing & Materials Management**Program Summary**

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
100	100-General Fund	\$519,029	\$646,410	\$644,980	\$656,375
Total Expenditures:		\$519,029	\$646,410	\$644,980	\$656,375
<u>Expenditure Category Breakdown</u>					
<u>Salaries and Benefits</u>					
61000	Full Time	\$235,290	\$249,643	\$246,726	\$255,882
61200	Part Time	\$23		\$46	
61300	Over Time	\$151		\$78	
61500	Health Insurance Medical	\$19,860	\$27,330	\$21,536	\$29,384
61510	Health Ins Med Waiver	\$4,965		\$5,450	
61530	Health Insurance Dental	\$2,999	\$3,090	\$2,983	\$3,102
61540	Health Post Retirement	\$9,411	\$9,987	\$9,743	\$10,236
61650	Life Insurance	\$942	\$1,049	\$978	\$1,074
61660	Disability Insurance	\$2,311	\$2,479	\$2,286	\$2,162
61670	Retirement Contribution	\$57,422	\$64,414	\$61,089	\$67,756
61680	Deferred Comp Matching	\$2,937		\$3,088	
61700	Fica	\$18,411	\$18,686	\$18,976	\$19,190
61720	Workers Comp	\$6,951	\$6,859	\$7,183	\$6,264
61740	Flex Management	\$2,269	\$2,000	\$2,922	\$2,000
Total Salaries and Benefits		\$363,947	\$385,537	\$383,091	\$397,050
<u>Operating Expenses</u>					
63000	Supplies	\$6,667	\$10,992	\$10,409	\$11,212
63005	Materials	\$737			
63068	Other Contracts	\$3,884	\$4,181	\$5,248	\$4,306
70000	Meeting And Conferences	\$1,056	\$1,167	\$2,210	\$1,190
70015	Staff Development	\$260	\$1,167	\$300	\$1,190
70420	Telephone	\$386		\$355	
Total Operating Expenses		\$12,994	\$17,507	\$18,523	\$17,898

3400-Purchasing & Materials ManagementFixed Charges

72000	Fleet-Replacement	\$5,037	\$1,981	\$1,980	\$2,041
72050	Fleet Operation		\$4,610	\$4,610	\$4,851
72100	Fleet Maintenance	\$425			
72150	Computer/Phones-Replacement	\$4,077	\$21,889	\$21,888	\$22,546
72200	Computer/Phones-Operations	\$24,573	\$90,934	\$90,933	\$93,662
72250	Office Equipment-Replacement	\$2,180			
72350	Building-Replacement	\$12,105	\$17,899	\$17,898	\$14,786
72500	Building-Operations	\$93,690	\$106,053	\$106,053	\$103,541
<u>Total Fixed Charges</u>		\$142,089	\$243,366	\$243,365	\$241,427
Total Expenditures:		\$519,029	\$646,410	\$644,980	\$656,375

3400-Purchasing & Materials Management**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Maint. Laborer	2		4	
Purchasing Agent	2,080	2,080	2,080	2,080
Buyer	2,084	2,080	2,080	2,080
Administrative Clerk II	2,080	2,080	2,080	2,080
Central Storekeeper	2,081	2,080	2,083	2,080
Total Personnel Hours	8,327	8,320	8,327	8,320

3600-City Treasury
Manager: Linda Lorenzetti

Program Outcome

To manage the investment portfolio by meeting the California Government code and the City's adopted investment policy so that sufficient investment liquidity and anticipated revenue are available to meet projected estimated expenditures. To process returned checks and receivables in an expedient manner so that a greater percentage of funds are collected. To maintain assessment and bond districts according to California law by following proper accounting procedures .

Program Objectives

- 1A To Invest the surplus cash so that sufficient investment liquidity and anticipated revenue are available to meet projected estimated expenditures, without selling an investment at a loss.

Performance Indicator

- 1Aa All investments will meet the California Government Code, as well as the City's adopted investment policy, 100% of the time and will not be sold at a loss.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	88.00	88.00	100%
2007-08 Budgeted	60.00	60.00	100%
2007-08 Year to Date	88.00	88.00	100%
2008-09 Proposed	60.00	60.00	100%

Tasks

- 1A01 Manage the portfolio and produce monthly reports

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	767.00	48,743	767.00	60,100	1.000	78.36
2007-08 Budgeted	790.40	57,980	790.40	70,186	1.000	88.80
2007-08 Year to Date	683.00	46,688	683.00	62,055	1.000	90.86
2008-09 Proposed	769.60	59,196	769.60	71,745	1.000	93.22

Unit of Work: Hours

1B Expedient processing of all collections resulting in a higher percentage of funds collected.

Performance Indicator

1Ba 95% of all bills are invoiced to the customer within 30 days of receiving the request.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	3,400.00	3,230.00	95%

1Bd Collect on 70% of returned checks.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	69.00	54.00	78%
2007-08 Budgeted	100.00	70.00	70%
2007-08 Year to Date	92.00	75.00	82%
2008-09 Proposed	100.00	70.00	70%

Tasks

1B01 Process accounts receivable, returned checks, and respond to customer inquiries.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	3,500.00	66,679	1,747.20	71,968	2.003	20.56

Unit of Work: Returned Checks, Invoices & Inquiries

1Z Administrative support for program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	1,780.00	138,288	1,780.00	246,136	1.000	138.28

Unit of Work: Hours

3600-City Treasury

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	124.80	8,178	124.80	8,178	1.000	65.53

Unit of Work: Hours

Program Summary

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$291,106	\$380,306	\$391,237	\$398,027
Total Expenditures:	\$291,106	\$380,306	\$391,237	\$398,027

Expenditure Category Breakdown

Salaries and Benefits

61000 Full Time	\$145,952	\$152,583	\$160,732	\$164,674
61300 Over Time	\$46			
61500 Health Insurance Medical	\$33,031	\$38,953	\$32,713	\$35,729
61530 Health Insurance Dental	\$3,045	\$3,669	\$3,287	\$3,287
61540 Health Post Retirement	\$5,719	\$6,004	\$6,349	\$6,587
61650 Life Insurance	\$544	\$609	\$606	\$661
61660 Disability Insurance	\$1,357	\$1,445	\$1,427	\$1,353
61670 Retirement Contribution	\$34,859	\$39,685	\$39,955	\$44,527
61680 Deferred Comp Matching	\$2,700		\$2,874	
61700 Fica	\$11,169	\$11,453	\$12,234	\$12,483
61720 Workers Comp	\$1,323	\$1,140	\$1,459	\$1,120
61740 Flex Management	\$2,000	\$1,920	\$1,999	\$1,920
<u>Total Salaries and Benefits</u>	\$241,751	\$257,461	\$263,641	\$272,341

Operating Expenses

63000 Supplies	\$1,715	\$873	\$631	\$890
63078 Unemployment Expenses	\$3,826		\$3,826	
63158 Consultant/Contract Services	\$13,318	\$15,113	\$17,618	\$15,566
70000 Meeting And Conferences	\$2,214	\$2,061	\$1,004	\$2,102
70015 Staff Development	\$183	\$1,167	\$884	\$1,190
<u>Total Operating Expenses</u>	\$21,257	\$19,214	\$23,965	\$19,748

Fixed Charges

72150 Computer/Phones-Replacement	\$3,396	\$18,047	\$18,047	\$18,588
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3600-City Treasury

72200	Computer/Phones-Operations	\$15,719	\$74,972	\$74,972	\$77,221
72350	Building-Replacement	\$1,023	\$1,532	\$1,532	\$1,265
72500	Building-Operations	\$7,959	\$9,080	\$9,080	\$8,864
<u>Total Fixed Charges</u>		\$28,098	\$103,631	\$103,631	\$105,938
Total Expenditures:		\$291,106	\$380,306	\$391,237	\$398,027

30-Finance
3600-City Treasury

Performance Based
 Budget Detail
 For Council
 2008-09

Position Authorization for Program

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
City Treasurer	12	12	11	12
Treasury Manager	2,028	1,997	2,031	1,997
Treasury Technician	2,080	2,080	2,067	2,080
Account Clerk III	69	62	555	333
Total Personnel Hours	4,189	4,151	4,664	4,422

3610-Revenue Generation
Manager: Linda Lorenzetti

Program Outcome

Program Objectives

1A Administer the Business License Ordinance such that 95% of all eligible businesses have a current business license.

Performance Indicator

1Aa 95% of all businesses that are in the database will be notified and the license renewed within 90 days of notification. Business licenses are issued on an annual basis with the majority of renewals being processed in January and February.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	9,371.00	9,239.00	99%
2007-08 Budgeted	8,000.00	7,600.00	95%
2007-08 Year to Date	9,324.00	8,850.00	95%
2008-09 Proposed	8,000.00	7,600.00	95%

1Ac Customer inquiries are handled satisfactorily within 3 working days, 95% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	17,238.00	17,223.00	100%
2007-08 Budgeted	15,000.00	14,250.00	95%
2007-08 Year to Date	16,495.00	16,461.00	100%
2008-09 Proposed	15,000.00	14,250.00	95%

1Ad Of all business license customers surveyed, 85% will rate service as satisfactory or better.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	549.00	530.00	97%
2007-08 Budgeted	400.00	340.00	85%
2007-08 Year to Date	665.00	649.00	98%
2008-09 Proposed	400.00	340.00	85%

3610-Revenue Generation

Tasks

1A01 Administer the Business License ordinance

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	9,371.00	125,275	3,636.00	136,206	2.577	14.53
2007-08 Budgeted	8,000.00	172,782	4,430.40	184,539	1.806	23.07
2007-08 Year to Date	9,324.00	143,505	4,052.25	149,601	2.301	16.04
2008-09 Proposed	8,000.00	185,642	4,492.80	197,688	1.781	24.71

Unit of Work: Business License

1C All revenue is processed correctly within 48 hours of receipt, 95% of the time. All customers inquiries and/or questions are responded to in a timely manner.

Performance Indicator

1Ca 95% of all revenue transactions are processed within 48 hours of receipt.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	6,648.00	6,389.00	96%
2007-08 Budgeted	6,000.00	5,700.00	95%
2007-08 Year to Date	7,468.00	7,468.00	100%
2008-09 Proposed	6,000.00	5,700.00	95%

3610-Revenue Generation

Tasks

1C01 Receive, process and accurately record revenue.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	6,648.00	24,122	746.25	25,191	8.909	3.79
2007-08 Budgeted	6,000.00	64,371	1,996.80	83,473	3.005	13.91
2007-08 Year to Date	7,468.00	27,635	851.00	40,470	8.776	5.42
2008-09 Proposed	6,000.00	67,083	1,664.00	73,028	3.606	12.17

Unit of Work: Revenue Transactions

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	1,643.20	68,351	1,643.20	177,934	1.000	108.29

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	228.80	9,003	228.80	9,003	1.000	39.35

Unit of Work: Hours

3610-Revenue Generation**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$264,541	\$461,354	\$357,220	\$457,653
Total Expenditures:	\$264,541	\$461,354	\$357,220	\$457,653

Expenditure Category BreakdownSalaries and Benefits

61000 Full Time	\$112,362	\$208,008	\$140,055	\$204,929
61200 Part Time	\$9,971			
61500 Health Insurance Medical	\$14,308	\$46,386	\$16,608	\$39,376
61510 Health Ins Med Waiver	\$5,354		\$9,176	
61530 Health Insurance Dental	\$2,653	\$6,310	\$3,391	\$6,060
61540 Health Post Retirement	\$4,448	\$8,321	\$5,616	\$8,197
61650 Life Insurance	\$754	\$873	\$570	\$860
61660 Disability Insurance	\$1,128	\$2,181	\$1,389	\$1,763
61670 Retirement Contribution	\$27,144	\$51,144	\$35,213	\$51,748
61680 Deferred Comp Matching	\$65		\$66	
61700 Fica	\$9,666	\$15,912	\$11,273	\$15,672
61720 Workers Comp	\$971	\$1,581	\$1,134	\$1,394
61740 Flex Management		\$80		\$80
<u>Total Salaries and Benefits</u>	\$188,831	\$340,796	\$224,497	\$330,079

Operating Expenses

63000 Supplies	\$25,787	\$5,827	\$21,744	\$5,944
63078 Unemployment Expenses	\$6,407			
63158 Consultant/Contract Services	\$2,855	\$2,477		\$6,531
70000 Meeting And Conferences	\$4	\$741	\$704	\$756
70015 Staff Development	\$50	\$286	\$50	\$292
70400 Printing		\$2,190	\$627	\$2,255
70405 Postage/Mailing	\$3,034	\$3,225	\$3,785	\$3,322
<u>Total Operating Expenses</u>	\$38,139	\$14,746	\$26,911	\$19,100

3610-Revenue GenerationFixed Charges

72150	Computer/Phones-Replacement	\$4,902	\$19,211	\$19,211	\$19,788
72200	Computer/Phones-Operations	\$25,860	\$79,809	\$79,809	\$82,203
72250	Office Equipment-Replacement	\$1,074			
72350	Building-Replacement	\$651	\$981	\$981	\$810
72500	Building-Operations	\$5,082	\$5,811	\$5,811	\$5,673
<u>Total Fixed Charges</u>		\$37,571	\$105,812	\$105,812	\$108,474
Total Expenditures:		\$264,541	\$461,354	\$357,220	\$457,653

3610-Revenue Generation**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	464			
Treasury Manager	52	83	50	83
Accountant II	26	21	9	21
Accountant I	389	395	406	395
Treasury Technician			13	
Account Clerk II	170	104	185	125
Account Clerk III	2,074	4,056	2,911	3,765
Revenue Generation Team Leader	2,080	2,080	2,080	2,080
Administrative Clerk III		1,560	414	1,560
Total Personnel Hours	5,253	8,299	6,065	8,029

30-050-City Treasurer
Manager: Linda Lorenzetti**Division Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$555,647	\$841,660	\$748,458	\$855,680
Total Expenditures:	\$555,647	\$841,660	\$748,458	\$855,680

Expenditure Category BreakdownSalaries and Benefits

61000 Full Time	\$258,314	\$360,591	\$300,788	\$369,603
61200 Part Time	\$9,971			
61300 Over Time	\$46			
61500 Health Insurance Medical	\$47,339	\$85,339	\$49,322	\$75,105
61510 Health Ins Med Waiver	\$5,354		\$9,176	
61530 Health Insurance Dental	\$5,698	\$9,979	\$6,678	\$9,347
61540 Health Post Retirement	\$10,168	\$14,325	\$11,966	\$14,784
61650 Life Insurance	\$1,298	\$1,482	\$1,176	\$1,521
61660 Disability Insurance	\$2,486	\$3,626	\$2,817	\$3,116
61670 Retirement Contribution	\$62,004	\$90,829	\$75,168	\$96,275
61680 Deferred Comp Matching	\$2,765		\$2,941	
61700 Fica	\$20,836	\$27,365	\$23,508	\$28,155
61720 Workers Comp	\$2,295	\$2,721	\$2,594	\$2,514
61740 Flex Management	\$2,000	\$2,000	\$1,999	\$2,000
<u>Total Salaries and Benefits</u>	\$430,581	\$598,257	\$488,139	\$602,420

Operating Expenses

63000 Supplies	\$27,503	\$6,700	\$22,375	\$6,834
63078 Unemployment Expenses	\$10,233		\$3,826	
63158 Consultant/Contract Services	\$16,174	\$17,590	\$17,618	\$22,097
70000 Meeting And Conferences	\$2,218	\$2,802	\$1,708	\$2,858
70015 Staff Development	\$233	\$1,453	\$934	\$1,482
70400 Printing		\$2,190	\$627	\$2,255

30-050-City Treasurer
Manager: Linda Lorenzetti

70405	Postage/Mailing	\$3,034	\$3,225	\$3,785	\$3,322
<u>Total Operating Expenses</u>		\$59,396	\$33,960	\$50,877	\$38,848
<u>Fixed Charges</u>					
72150	Computer/Phones-Replacement	\$8,298	\$37,258	\$37,258	\$38,376
72200	Computer/Phones-Operations	\$41,579	\$154,781	\$154,781	\$159,424
72250	Office Equipment-Replacement	\$1,074			
72350	Building-Replacement	\$1,674	\$2,513	\$2,513	\$2,075
72500	Building-Operations	\$13,041	\$14,891	\$14,891	\$14,537
<u>Total Fixed Charges</u>		\$65,669	\$209,443	\$209,443	\$214,412
Total Expenditures:		\$555,647	\$841,660	\$748,458	\$855,680

30-050-City Treasurer
Manager: Linda Lorenzetti**Position Authorization for Division**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	464			
City Treasurer	12	12	11	12
Treasury Manager	2,080	2,080	2,080	2,080
Accountant II	26	21	9	21
Accountant I	389	395	406	395
Treasury Technician	2,080	2,080	2,080	2,080
Account Clerk II	170	104	185	125
Account Clerk III	2,143	4,118	3,465	4,098
Revenue Generation Team Leader	2,080	2,080	2,080	2,080
Administrative Clerk III		1,560	414	1,560
Total Personnel Hours	9,443	12,450	10,729	12,450

Department Summary**30 Finance**

Manager: Margaret Lefebvre

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$6,922,261	\$6,476,709	\$6,212,947	\$4,025,692
600 600-Post Retirement Health Ben			\$1,219	
Total Expenditures:	\$6,922,261	\$6,476,709	\$6,214,167	\$4,025,692

Expenditure Category BreakdownSalaries and Benefits

61000 Full Time	\$1,480,117	\$1,796,290	\$1,602,764	\$1,841,255
61150 Full Time - Attrition				
61200 Part Time	\$12,543		\$46	
61300 Over Time	\$11,879		\$9,937	
61500 Health Insurance Medical	\$165,399	\$253,959	\$138,560	\$239,776
61510 Health Ins Med Waiver	\$35,437		\$53,290	
61520 Health Insurance Vision			\$230	\$666
61530 Health Insurance Dental	\$22,754	\$30,982	\$23,150	\$29,272
61540 Health Post Retirement	\$58,434	\$71,754	\$63,287	\$73,651
61650 Life Insurance	\$6,153	\$7,512	\$6,319	\$7,704
61660 Disability Insurance	\$13,703	\$17,176	\$14,217	\$14,794
61670 Retirement Contribution	\$357,305	\$458,403	\$397,824	\$483,047
61680 Deferred Comp Matching	\$17,181		\$18,385	
61700 Fica	\$112,405	\$130,018	\$120,710	\$133,255
61720 Workers Comp	\$17,106	\$18,592	\$18,075	\$17,046
61740 Flex Management	\$11,276	\$10,460	\$15,108	\$10,400
<u>Total Salaries and Benefits</u>	\$2,321,700	\$2,795,146	\$2,481,908	\$2,850,866

Operating Expenses

63000 Supplies	\$52,975	\$40,307	\$46,405	\$41,074
63005 Materials	\$756			
63061 Allowance For Bad Debt Exp	\$28,638		\$-960	
63068 Other Contracts	\$3,884	\$4,181	\$5,248	\$4,306
63078 Unemployment Expenses	\$10,233		\$3,826	

63086	Lafco Support	\$24,793	\$17,221	\$21,294	
63100	Property Tax Admin Fee	\$92,136	\$213,979	\$269,580	
63118	Sales Tax Analysis		\$8,525		
63124	Animal Control	\$450,520	\$522,631	\$522,632	
63158	Consultant/Contract Services	\$127,362	\$134,647	\$111,097	\$142,666
70000	Meeting And Conferences	\$4,527	\$7,259	\$9,183	\$9,794
70015	Staff Development	\$3,190	\$5,561	\$4,325	\$3,282
70400	Printing	\$490	\$4,570	\$1,023	\$4,707
70405	Postage/Mailing	\$3,034	\$3,225	\$3,785	\$3,322
70420	Telephone	\$641		\$905	
<u>Total Operating Expenses</u>		\$803,184	\$962,106	\$998,346	\$209,151
<u>Fixed Charges</u>					
72000	Fleet-Replacement	\$5,037	\$1,981	\$1,980	\$2,041
72050	Fleet Operation	\$125,000	\$4,610	\$94,610	\$4,851
72100	Fleet Maintenance	\$425			
72150	Computer/Phones-Replacement	\$70,965	\$142,164	\$142,164	\$146,469
72200	Computer/Phones-Operations	\$566,391	\$590,587	\$590,587	\$608,303
72250	Office Equipment-Replacement	\$6,244			
72350	Building-Replacement	\$138,590	\$27,277	\$27,276	\$22,532
72500	Building-Operations	\$766,266	\$161,622	\$161,622	\$157,792
72650	Liability Service Fees	\$11,796	\$25,008	\$25,008	\$23,687
<u>Total Fixed Charges</u>		\$1,690,719	\$953,249	\$1,043,249	\$965,675
<u>Other Financing Uses</u>					
90100	Inter Fund Transfers Out		\$834,595	\$734,595	
90210	Intra Trans Out - Cip	\$906,658	\$731,613	\$756,069	
90230	Intra Trans Out - Cap & Maint	\$600,000	\$100,000	\$100,000	
90250	Intra Trans Out - Unforecasted	\$600,000	\$100,000	\$100,000	
<u>Total Other Financing Uses</u>		\$2,106,658	\$1,766,208	\$1,690,664	
Total Expenditures:		\$6,922,261	\$6,476,709	\$6,214,167	\$4,025,692

Position Authorization for Department

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	582			
Ltd Ser-Maint. Laborer	2		4	
City Treasurer	12	12	11	12
Director Of Finance	2,080	2,080	2,080	2,080
Financial Operations Manager	2,080	2,080	2,080	2,080
Budget Officer	2,080	2,080	2,080	2,080
Financial Analyst	310	478	154	
Treasury Manager	2,080	2,080	2,080	2,080
Budget Analyst			237	416
Purchasing Agent	2,080	2,080	2,080	2,080
Accountant II	6,726	8,320	6,982	8,320
Accountant I	1,920	2,080	2,080	2,080
Buyer	2,084	2,080	2,080	2,080
Treasury Technician	2,080	2,080	2,080	2,080
Accounts Payable Team Leader	2,178	2,080	2,113	2,080
Account Clerk II	2,080	2,080	2,080	2,080
Account Clerk III	7,685	10,400	9,782	10,400
Payroll Specialist	2,080	2,080	2,107	2,080
Revenue Generation Team Leader	2,080	2,080	2,080	2,080
Payroll Technician	2,080	2,080	2,091	2,080
Administrative Clerk III		2,080	436	2,080
Administrative Clerk II	2,080	2,080	2,080	2,080
Central Storekeeper	2,081	2,080	2,083	2,080
Total Personnel Hours	46,459	52,490	48,879	52,428