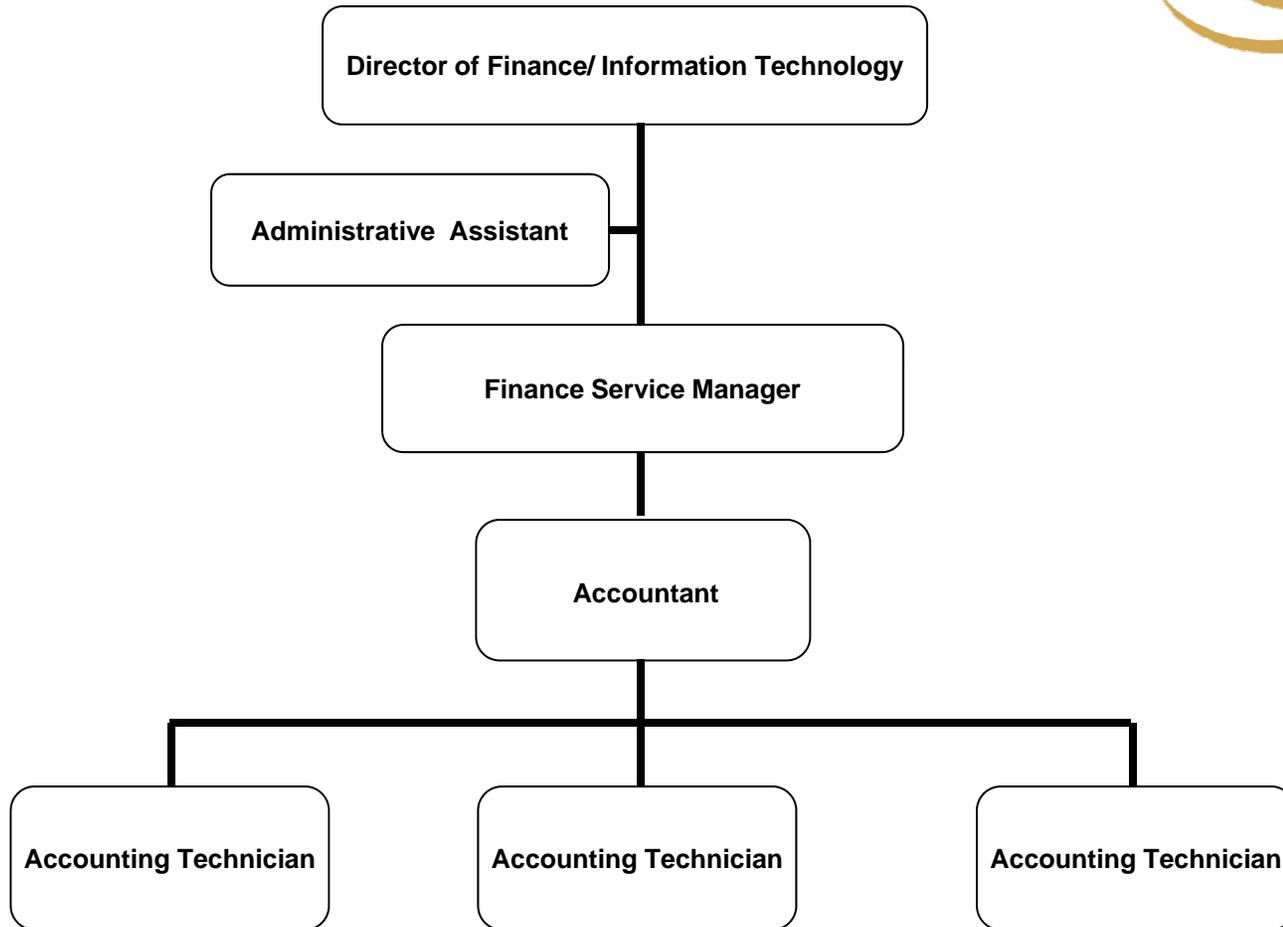


FINANCE



Additional part-time positions not included in Position Allocation Plan



FINANCE DEPARTMENT

The Finance Department's primary role in City government is to safeguard City assets, assure timely payment of financial obligations and provide financial guidance to Council and all other City departments. The Finance Department defines and monitors internal financial controls, purchase goods and services, pays employees and vendors, prepares the City Administrator's budget and prepares and analyzes various financial reports. Finance Department staff is also responsible for information technology, risk management, and public information duties.



**ANNUAL BUDGET
FISCAL YEAR 2010-11**



**FINANCE
ADMINISTRATION
102020**

GENERAL FUND		Actual 2008-09	Budget 2009-10	Amended Budget 2009-10	Estimate 2009-10	Approved 2010-11
	SALARIES AND BENEFITS					
5001	Full-time Salaries	206,355	199,030	162,930	148,040	196,020
5005	Part-time Salaries	5,693	-	-	-	-
5015	Overtime	-	2,000	2,000	-	-
5105	Health Allocation	92,808	26,750	20,311	39,374	29,460
5110	Life Allocation	494	2,690	2,690	1,931	1,070
5115	Dental Allocation	449	1,490	1,490	2,130	1,850
5120	Optical Allocation	448	460	460	550	520
5125	Long-term Disability Insurance	1,833	1,690	1,690	1,140	1,600
5127	Workers' Comp Allocation	181	-	-	-	-
5135	Medicare	3,007	2,920	2,920	-	-
5140	Employers' Social Security	353	-	-	-	-
5145	Retirement Annuity	30,035	22,170	22,170	12,250	16,650
5150	Tuition Reimbursement	2,050	-	-	-	-
5153	Unemployment Allocation	-	-	-	-	-
5159	Medial Opt Out Plan	-	-	480	480	-
5163	Life Insurance Premiums	88	-	-	1,890	1,050
5175	Vacation Leave Buy Back	1,921	2,370	2,370	-	-
	TOTAL SALARIES AND BENEFITS	345,716	261,570	219,511	207,785	248,220
	MATERIAL, SUPPLIES & SERVICES					
6010	Accounting & Auditing	-	-	-	-	-
6017	Special Studies	10,000	-	-	-	-
6099	Other Professional Services	(162,584)	-	-	-	-
6134	Vehicle Repair & Maintenance	-	-	-	-	-
6135	Repair/Maint Off Furniture & Equipment	-	500	500	-	-
6140	Vehicle Maintenance Allocation	1,000	-	-	-	-
6145	Reprographics Allocation	-	-	-	-	-
6150	Facility Maintenance Allocation	55,280	-	-	-	-
6155	Information Technology Allocation	7,790	-	-	-	-
6175	Office Equipment Rental	-	-	-	-	-
6212	Insurance Allocation	9,970	-	-	-	-
6215	Telephone	5,987	-	-	-	-
6235	Travel and Meetings	471	-	-	-	-
6240	Mileage Reimbursement	66	200	200	-	-
6245	Meeting and Conferences	1,061	2,500	2,500	10	1,080
6250	Staff Training	121	-	-	-	-
6255	Dues and Memberships	768	540	540	760	760
6301	Special Department Supplies	115	-	-	-	-
6315	Office Supplies	7,777	4,000	3,000	5,400	5,400
6320	Books and Periodicals	150	610	610	-	-



**ANNUAL BUDGET
FISCAL YEAR 2010-11**



**FINANCE
ADMINISTRATION
102020**

GENERAL FUND		Actual 2008-09	Budget 2009-10	Amended Budget 2009-10	Estimate 2009-10	Approved 2010-11
6325	Postage	4,006	5,000	5,000	4,700	500
6330	Electricity	13,904	-	-	-	-
6335	Water	779	-	-	-	-
6340	Natural Gas	285	-	-	-	-
6345	Gasoline & Diesel Fuel	40	-	-	-	-
TOTAL MATERIALS, SUPPLIES & SERVICES		(43,014)	13,350	12,350	10,870	7,740
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL		302,702	274,920	231,861	218,655	255,960

FINANCE ADMINISTRATION
DIVISION 102020

SALARIES AND BENEFITS:

- 5001 Full-time Salaries
Provides for full-time positions in the division.
- 5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees.
- 5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees.
- 5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees.
- 5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees.
- 5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees.
- 5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees.
- 5163 Life Insurance Premiums
Provides for Life Insurance premiums for eligible employees.

FINANCE ADMINISTRATION
DIVISION 102020

MATERIAL, SUPPLIES & SERVICES:

- 6245 Meetings and Conferences
Provides for meetings and conferences. This account includes funds for the meetings and conferences to California Society of Municipal Finance Officers (CSMFO) and California Municipal Treasurer's Association.

- 6255 Dues and Memberships
Provides for dues and memberships with California Society of Municipal Finance Officers (CSMFO), Government Finance Officer's Association (GFOA), National Notary Association and California Municipal Treasurer's Association.

- 6315 Office Supplies
Provides for office supplies.

- 6325 Postage
Provides for Fed-Ex/special mailing expenses.



**ANNUAL BUDGET
FISCAL YEAR 2010-11**



**FINANCE
ACCOUNTING & BUDGETING
102021**

GENERAL FUND		Actual 2008-09	Budget 2009-10	Amended Budget 2009-10	Estimate 2009-10	Approved 2010-11
	SALARIES AND BENEFITS					
5001	Full-time Salaries	252,412	262,760	244,860	232,061	176,000
5005	Part-time Salaries	43,646	23,670	23,670	61,360	72,990
5015	Overtime	686	2,000	2,000	5,000	5,000
5105	Health Allocation	35,618	41,280	41,280	40,170	26,850
5110	Life Allocation	906	130	130	110	90
5115	Dental Allocation	1,874	2,560	2,560	2,450	1,500
5120	Optical Allocation	734	800	800	730	420
5125	Long-term Disability Insurance	2,332	2,180	2,180	2,020	1,230
5127	Workers' Comp Allocation	434	-	-	-	-
5135	Medicare	4,474	4,310	4,310	4,380	4,650
5140	Employers' Social Security	2,706	890	890	3,810	2,900
5145	Retirement Annuity	38,465	25,340	25,340	30,620	12,940
5150	Tuition Reimbursement	-	1,500	4,500	4,500	4,500
5153	Unemployment Allocation	303	-	-	-	-
5170	Sick Leave Buy Back	2,444	4,650	4,650	1,350	1,500
5175	Vacation Leave Buy Back	4,390	6,020	6,020	1,830	-
	TOTAL SALARIES AND BENEFITS	391,425	378,090	363,190	390,391	310,570
	MATERIAL, SUPPLIES & SERVICES					
6010	Accounting & Auditing	116,301	95,600	95,600	85,000	115,000
6025	Third Party Administrator	-	2,400	3,400	-	-
6099	Other Professional Services	43,462	24,300	21,300	19,900	25,000
6145	Reprographics Allocation	6,287	-	-	-	-
6155	Information Technology Allocation	23,090	-	-	-	-
6230	Printing & Binding	976	3,000	3,000	2,830	3,650
6240	Mileage Reimbursement	-	-	-	-	-
6245	Meeting and Conferences	90	200	200	-	-
6250	Staff Training	188	5,000	5,000	2,000	3,000
6255	Dues and Memberships	200	200	200	110	-
6296	Administrative Service Fees	104,450	100,000	100,000	105,000	110,000
6301	Special Department Supplies	930	500	500	300	-
6925	Issuance Costs	-	-	-	-	-
	TOTAL MATERIALS, SUPPLIES & SERVICES	295,974	231,200	229,200	215,140	256,650
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	GRAND TOTAL	687,399	609,290	592,390	605,531	567,220

ACCOUNTING AND BUDGETING

DIVISION 102021

SALARIES AND BENEFITS:

- 5001 Full-time Salaries
Provides for full-time positions in the division.
- 5005 Part-time Salaries
Provides for part-time positions in the division.
- 5015 Overtime
Provides for overtime in the division.
- 5105 Health Allocation
Provides for Medical Insurance for eligible city officials and employees.
- 5110 Life Allocation
Provides for Life Insurance for eligible city officials and employees.
- 5115 Dental Allocation
Provides for Dental Insurance for eligible city officials and employees.
- 5120 Optical Allocation
Provides for Optical Insurance for eligible city officials and employees.
- 5125 Long-Term Disability Insurance
Provides for Long-Term Disability for eligible city officials and employees.
- 5135 Medicare
Provides for the employer share of Medicare.
- 5140 Employer's Social Security
Provides for the employer share of Social Security.
- 5145 Retirement Annuity
Provides for a retirement plan for eligible city officials and employees.

ACCOUNTING AND BUDGETING

DIVISION 102021

SALARIES AND BENEFITS continued:

- 5150 Tuition Reimbursement
Provides for tuition reimbursement for eligible employees.
- 5170 Sick Leave Buy Back
Provides for annual buy back of sick leave hours in excess of 432 hour base for all full-time employees. Buy back value is based upon years of services as follows:
- A) Employee with three (3) to six (6) years of service receives a buy back value of 45% of hours in excess of 432.
 - B) Employee with six (6) to nine (9) years of service receives a buy back value of 55% of hours in excess of 432.
 - C) Employee with nine (9) to twenty (20) years of service receives a buy back value of 70% of hours in excess of 432.
 - D) Employee with over twenty (20) years of service receives a buy back value of 75% of hours in excess of 432.

MATERIAL, SUPPLIES & SERVICES:

- 6010 Accounting & Auditing
Provides for accounting and auditing services.
- 6099 Other Professional Services
Provides for sales tax and property tax consulting services, County and Sales Tax administrative fees.
- 6230 Printing and Binding
Provides for printing and binding of financial forms and documents.
- 6250 Staff Training
Provides for the staff training.
- 6296 Administrative Service Fees
Provides for sales tax and property tax administrative fees.



**ANNUAL BUDGET
FISCAL YEAR 2010-11**



**FINANCE
CITY DEBT SERVICE
105525**

CITY DEBT SERVICE		Actual 2008-09	Budget 2009-10	Amended Budget 2009-10	Estimate 2009-10	Approved 2010-11
SALARIES AND BENEFITS						
TOTAL SALARIES AND BENEFITS		-	-	-	-	-
MATERIAL, SUPPLIES & SERVICES						
TOTAL MATERIALS, SUPPLIES & SERVICES		-	-	-	-	-
CAPITAL OUTLAY						
TOTAL CAPITAL OUTLAY		-	-	-	-	-
OTHER EXPENDITURES						
6905	Principal/Bonds/COP's/Leases	-	645,000	-	-	75,000
6915	Interest	-	442,700	64	302,730	329,250
6925	Issuance Cost	-	15,000	15,000	137,460	-
6935	Lease Expenditure	-	-	997,636	997,640	993,290
TOTAL OTHER EXPENDITURES		-	1,102,700	1,012,700	1,437,830	1,397,540
GRAND TOTAL		-	1,102,700	1,012,700	1,437,830	1,397,540

CITY DEBT SERVICE
DIVISION 105525

MATERIAL, SUPPLIES & SERVICES:

- 6905 Principal Expense
Provides for 2009 Lease Revenue Bond (Working Capital) debt service payment.
- 6915 Interest Expense
Provides for 2009 Lease Revenue Bond (Working Capital) debt service payments.
- 6935 Lease Expenditures
Provides for 2003 Refunding COP debt service payments (Principal and Interest) as a lease payment to the Redevelopment Agency (per Lease Agreement). The Redevelopment Agency is to reimburse the City for additional capital improvements and facilities funded in May and November 2003 projects in the annual amount equal to 87.52% of the 2003 Refunding COP debt service payments paid by the City. (See revenue account 100000-4711 Lease Revenue)