

Department/Division: Total Administrative Services--All Program Budgets						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	690,813	690,868	682,531	705,700	573,855	597,540	
51201 Part-time Salaries	34,985	30,751	7,130	19,283	0	0	
51301 Overtime	539	1,112	5,469	4,303	5,000	5,000	
Total Salaries	726,337	722,730	695,130	729,286	578,855	602,540	
BENEFITS							
51502 City Pers Contribution	102,013	98,165	110,809	120,491	90,497	95,606	
51503 Employee Paid Pers Contribution	0	0	0	0	0	0	
51506 Life Insurance	1,738	1,751	1,744	1,753	2,323	2,374	
51507 Medicare Tax	10,522	10,553	10,349	10,663	8,321	8,664	
51508 Social Security Tax	5	144	472	1,196	0	0	
51509 Flexible Benefits - Health	90,082	101,837	118,835	125,850	117,105	122,020	
51510 Retiree Health	0	0	0	0	0	0	
51511 Long-Term Disability	3,749	3,742	3,815	3,883	4,671	4,864	
51602 Dental Insurance	8,004	8,004	7,933	8,004	7,011	7,011	
51603 Vision Insurance	2,957	3,274	2,763	2,571	3,471	3,645	
51605 Employee Assistance Program	261	272	341	279	245	250	
51704 Auto Allowance	3,610	3,610	3,620	3,610	1,800	1,800	
51705 Housing Allowance	3,008	3,008	3,016	3,008	1,500	1,500	
51706 Phone Allowance	0	0	0	0	0	0	
51710 Deferred Compensation	0	0	11,658	2,857	3,938	4,265	
Total Benefits	225,948	234,360	275,355	284,164	240,882	251,999	
INSURANCE							
51800 Liability Insurance	36,775	40,756	46,154	50,094	23,464	23,338	
51810 Worker's Compensation	31,543	34,958	41,192	44,709	35,785	35,593	
Total Insurance	68,318	75,714	87,346	94,803	59,249	58,930	
SERVICES AND SUPPLIES							
52221 Communications	155	172	224	197	150	220	
52231 Equipment Maintenance	0	0	340	0	0	0	
52232 Maintenance Structures							
52233 Memberships	740	975	964	1,014	1,305	1,235	
52234 Office Expense	9,306	11,149	13,687	12,721	11,500	12,400	
52235 Professional Services	110,800	97,110	108,978	104,231	149,100	116,500	
52241 Special Department Expense	450	1,093	956	1,060	1,250	7,550	
52243 Travel & Training	16,793	22,581	8,833	15,561	19,360	21,810	
Total Services & Supplies	138,243	133,080	133,982	134,784	182,665	159,715	
FIXED ASSETS							
53300 Equipment	109	0	0	0	0	0	
Total Fixed Assets	109	0	0	0	0	0	
TOTAL BUDGET	1,158,956	1,165,884	1,191,813	1,243,037	1,061,651	1,073,185	

Department/Division: 400 Finance						General Fund Fund 100
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	597,804	594,867	586,096	607,111	442,596	455,380
51201 Part-time Salaries	73	897	1,003	5,708		
51301 Overtime	539	1,112	5,469	4,303	5,000	5,000
Total Salaries	598,416	596,875	592,568	617,123	447,596	460,380
BENEFITS						
51502 City Pers Contribution	84,032	81,611	95,647	103,624	69,797	72,861
51503 Employee Paid Pers Contribution	-	-	-	-	-	-
51506 Life Insurance	1,474	1,487	1,480	1,489	1,725	1,738
51507 Medicare Tax	8,704	8,735	8,688	8,994	6,418	6,603
51508 Social Security Tax	5	56	62	354	-	-
51509 Flexible Benefits - Health	72,307	81,939	96,946	103,287	84,043	81,660
51510 Retiree Health	-	-	-	-	-	-
51511 Long-Term Disability	3,188	3,181	3,252	3,273	3,603	3,707
51602 Dental Insurance	6,860	6,860	6,786	6,860	5,130	5,130
51603 Vision Insurance	2,535	2,806	2,363	2,203	2,540	2,667
51605 Employee Assistance Program	222	233	302	239	179	183
51704 Auto Allowance	3,610	3,610	3,620	3,610	1,800	1,800
51705 Housing Allowance	3,008	3,008	3,016	3,008	1,500	1,500
51706 Phone Allowance	-	-	-	-	-	-
Total Benefits	185,945	193,527	222,162	236,942	176,735	177,848
INSURANCE						
51800 Liability Insurance	30,766	34,126	39,324	42,730	18,097	17,785
51810 Worker's Compensation	26,389	29,271	35,096	38,136	27,600	27,125
Total Insurance	57,155	63,397	74,420	80,866	45,697	44,910
SERVICES AND SUPPLIES						
52221 Communications	155	172	224	197	150	220
52231 Equipment Maintenance	0	0	340			
52232 Maintenance-Structures						
52233 Memberships	595	590	815	600	740	660
52234 Office Expense	7,502	8,287	8,315	8,114	9,100	9,100
52235 Professional Services	64,368	52,561	62,310	54,119	85,000	53,500
52241 Special Department Expense	450	1,018	750	750	750	750
52242 Small Tools						
52243 Travel & Training	7,279	6,756	2,609	6,076	8,060	6,810
Total Services & Supplies	80,348	69,383	75,362	69,857	103,800	71,040
FIXED ASSETS						
53300 Equipment	108.97					
Total Fixed Assets	109	0	0	0	0	0
TOTAL BUDGET	921,973	923,182	964,512	1,004,788	773,828	754,178

400 -- FINANCE

Mission Statement

The Finance Department delivers reliable financial and information technology services. We are responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial and technological policies and programs of the City, as established by the City Council and the City Manager. The Department also prepares and publishes the Comprehensive Annual Financial Report, and the Operating and Capital Budget for the City.

Department Description

Finance consists of the following areas of responsibility: Accounting, Investments, Business License billing and collection, capital projects accounting, information services, payroll, purchasing, self-insurance, and utility billing

Budget Line Item Descriptions

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Includes a pager for the IT System Administrator	150	150	150	220

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Office equipment repairs	0	0	0	0

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Technet	300	300	0	0
Government Finance Officers Association (GFOA) (2)	250	250	310	310
California Society of Municipal Finance Officers (CSMFO) (3)	450	450	330	250
Municipal Management Association of Northern California (MMANC) (1)	300	300	100	100
California Municipal Treasurer's Association	<u>150</u>	<u>150</u>	<u>0</u>	<u>0</u>
Total	1,450	1,450	740	660

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Postage and a bulk mailing permit,	2,700	2,700	2,400	2,400
Office Supplies	4,400	4,400	6,400	6,400
Books and publications	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	7,400	7,400	9,100	9,100

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Covers the total cost of the audit	30,000	30,000	32,000	35,000
Consulting Services related to Federal Requests	1,000	0	0	0
Actuarial Study for GASB 45	20,000	0	5,000	0
Consulting Services for Financial System replacement			30,000	0
Software maintenance for the Corbin Willits (M.O.M.) financial software	12,000	12,500	13,000	13,000
Investment custodial services with Bank of New York	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,500</u>
Total	68,000	47,500	85,000	53,500

**52241 Special Departmental
Expense**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
California Municipal Statistics	<u>400</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total	400	750	750	750

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
CDIAC Debt Issuance and Securities Regulations workshops				
Registration	0	0	0	0
League of California Cities Financial Management Seminar Scheduled for December				
Lodging	400	0	400	400
Registration	250	0	250	250
Travel, parking, meals	100	0	100	100
California Society of Municipal Finance Officers Annual Conference				
Lodging	1,000	0	1,000	1,000
Registration (2)	750	0	750	750
Meals, parking, etc. (2)	100	0	100	100
Travel (2)	750	0	500	150
GFOA Finance Institute	0	0	0	-
GFOA Training (1)	1,000	0	500	500
Lodging and Travel (1)	1,000	0	500	500
GFOA Conference	0	0	0	
MMANC	1,500	0	1,000	1,000
Chamber of Commerce monthly meetings	360	0	360	360
Staff training—unspecified one-day training sessions	1,000	0	1,000	1,000
Specialized training for IT staff	1,000	0	500	500
MOM annual 3-day workshop (includes mileage, meals, workshop)	1,000	0	1,000	0
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>100</u>	<u>0</u>	<u>100</u>	<u>200</u>
Total	10,310	0	8,060	6,810