

Department/Division: 400 Finance							General Fund Fund 100
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Approved Budget	2013/14 Recommended Budget
<b>SALARIES</b>							
51101 Salaries	507,251	589,277	597,804	594,867	586,096	597,402	442,596
51201 Part-time Salaries	18,248	367	73	897	1,003		
51301 Overtime	0	348	539	1,112	5,469	1,000	5,000
<b>Total Salaries</b>	<b>525,499</b>	<b>589,993</b>	<b>598,416</b>	<b>596,875</b>	<b>592,568</b>	<b>598,402</b>	<b>447,596</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	49,718	83,152	84,032	81,611	95,647	123,847	69,797
51503 Employee Paid Pers Contribution	11,524	0	-	-			
51506 Life Insurance	1,454	1,677	1,474	1,487	1,480	2,282	1,725
51507 Medicare Tax	7,675	8,583	8,704	8,735	8,688	8,662	6,418
51508 Social Security Tax	0	23	5	56	62		-
51509 Flexible Benefits - Health	61,245	66,404	72,307	81,939	96,946	98,985	84,043
51510 Retiree Health	0	0	-	-	-		
51511 Long-Term Disability	3,218	3,634	3,188	3,181	3,252	4,863	3,603
51602 Dental Insurance	5,882	6,795	6,860	6,860	6,786	6,840	5,130
51603 Vision Insurance	2,173	2,546	2,535	2,806	2,363	3,387	2,540
51605 Employee Assistance Program	219	270	222	233	302	235	179
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,620	3,600	1,800
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,016	3,000	1,500
51706 Phone Allowance	0	0	-	-	-		-
<b>Total Benefits</b>	<b>149,757</b>	<b>179,644</b>	<b>185,945</b>	<b>193,527</b>	<b>222,162</b>	<b>255,701</b>	<b>176,735</b>
<b>INSURANCE</b>							
51800 Liability Insurance	22,567	27,633	30,766	34,126	39,324	42,730	18,097
51810 Worker's Compensation	19,356	23,702	26,389	29,271	35,096	38,136	27,600
<b>Total Insurance</b>	<b>41,923</b>	<b>51,335</b>	<b>57,155</b>	<b>63,397</b>	<b>74,420</b>	<b>80,866</b>	<b>45,697</b>
<b>SERVICES AND SUPPLIES</b>							
52221 Communications	161	177	155	172	224	150	150
52231 Equipment Maintenance	0	0	0	0	340		
52232 Maintenance-Structures							
52233 Memberships	750	1,225	595	590	815	1,450	740
52234 Office Expense	9,557	9,411	7,502	8,287	8,315	7,400	9,100
52235 Professional Services	70,162	92,280	64,368	52,561	62,310	47,500	85,000
52241 Special Department Expense	627	821	450	1,018	750	400	750
52242 Small Tools		6					
52243 Travel & Training	10,564	6,973	7,279	6,756	2,609	4,000	8,060
<b>Total Services &amp; Supplies</b>	<b>91,821</b>	<b>110,893</b>	<b>80,348</b>	<b>69,383</b>	<b>75,362</b>	<b>60,900</b>	<b>103,800</b>
<b>FIXED ASSETS</b>							
53300 Equipment	678	433	108.97				
<b>Total Fixed Assets</b>	<b>678</b>	<b>433</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>809,678</b>	<b>932,298</b>	<b>921,973</b>	<b>923,182</b>	<b>964,512</b>	<b>995,670</b>	<b>773,828</b>

## 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			
	2010/2011	2011/2012	2012/2013	2013/14
Includes a pager for the IT System Administrator	120	150	150	150
52231 Equipment Maintenance				

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Office equipment repairs	300	0	0	0

#### 52233 Memberships

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Technet	300	300	300	0
Government Finance Officers Association (GFOA) (2)	250	250	250	310
California Society of Municipal Finance Officers (CSMFO) (3)	450	450	450	330
Municipal Management Association of Northern California (MMANC) (1)	300	300	300	100
California Municipal Treasurer's Association	<u>150</u>	<u>150</u>	<u>150</u>	<u>0</u>
<b>Total</b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>	<b>740</b>

**52234 Office Expense**

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Postage and a bulk mailing permit,	2,700	2,700	2,700	2,400
Office Supplies	4,400	4,400	4,400	6,400
Books and publications	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<b>Total</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>9,100</b>

**52235 Professional Services**

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Covers the total cost of the audit	30,050	30,000	30,000	32,000
Consulting Services related to Federal Requests	0	1,000	0	0
Actuarial Study for GASB 45	0	20,000	0	5,000
Consulting Services for Financial System replacement				30,000
Software maintenance for the Corbin Willits (M.O.M.) financial software	11,500	12,000	12,500	13,000
Investment custodial services with Bank of New York	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>Total</b>	<b>46,550</b>	<b>68,000</b>	<b>47,500</b>	<b>85,000</b>

**52241 Special Departmental Expense**

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
California Municipal Statistics	400	400	750	750
<b>Total</b>	<b>400</b>	<b>400</b>	<b>750</b>	<b>750</b>

**52243 Travel and Training**

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
CDIAC Debt Issuance and Securities Regulations workshops				
Registration	250	0	0	0
League of California Cities Financial Management Seminar Scheduled for December				

Lodging	400	400	0	400
Registration	250	250	0	250
Travel, parking, meals	100	100	0	100
California Society of Municipal Finance Officers Annual Conference				
Lodging	1,000	1,000	0	1,000
Registration (2)	1,050	750	0	750
Meals, parking, etc. (2)	0	100	0	100
Travel (2)	0	750	0	500
GFOA Finance Institute	6,000	0	0	0
GFOA Training (6)	1,000	1,000	0	500
Lodging and Travel (6)	2,000	1,000	0	500
GFOA Conference	0	0	0	0
MMANC	0	1,500	0	1,000
Chamber of Commerce monthly meetings	360	360	0	360
Staff training—unspecified one-day training sessions	1,000	1,000	0	1,000
Specialized training for IT staff	1,500	1,000	0	500
MOM annual 3-day workshop (includes mileage, meals, workshop)	1,000	1,000	0	1,000
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>
<b>Total</b>	<b>16,010</b>	<b>10,310</b>	<b>4,000</b>	<b>8,060</b>