

FINANCE



Finance

Budget Summary

	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Dollars by Division			
Finance	12,006,719	11,142,824	11,040,675
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Dollars by Category			
Personnel	1,855,603	1,982,278	2,409,539
Operations & Maintenance	10,151,116	9,160,546	8,631,136
Capital Outlay			
Total Dollars by Category	\$ 12,006,719	\$ 11,142,824	\$11,040,675
Dollars by Funding Source			
General Fund	4,358,524	4,538,537	3,952,331
City Special Reserves	4,419,637	3,427,850	3,852,720
Air Quality Management District	19,875	22,285	-
Gas Tax	63,524	56,160	87,000
Proposition A	2,753,255	3,097,992	3,148,624
Proposition C	391,904	-	-
Lighting Maintenance District	-	-	-
Total Dollars by Funding Source	\$ 12,006,719	\$ 11,142,824	\$11,040,675

Description

The Finance Department is responsible for the following functions:

ADMINISTRATION (Division no. 4310) Finance Administration manages all financial activities of the City, including the disbursement of financial resources and assurance that adequate resources are available.

ACCOUNTING (Division no. 4310) The City's Accounting Division is responsible for accounts payable, accounts receivable, payroll, fixed assets, special assessments, and financial reporting. The Division provides accurate and timely financial information to the public, bondholders, grantors, auditors, City Council, and City Management.

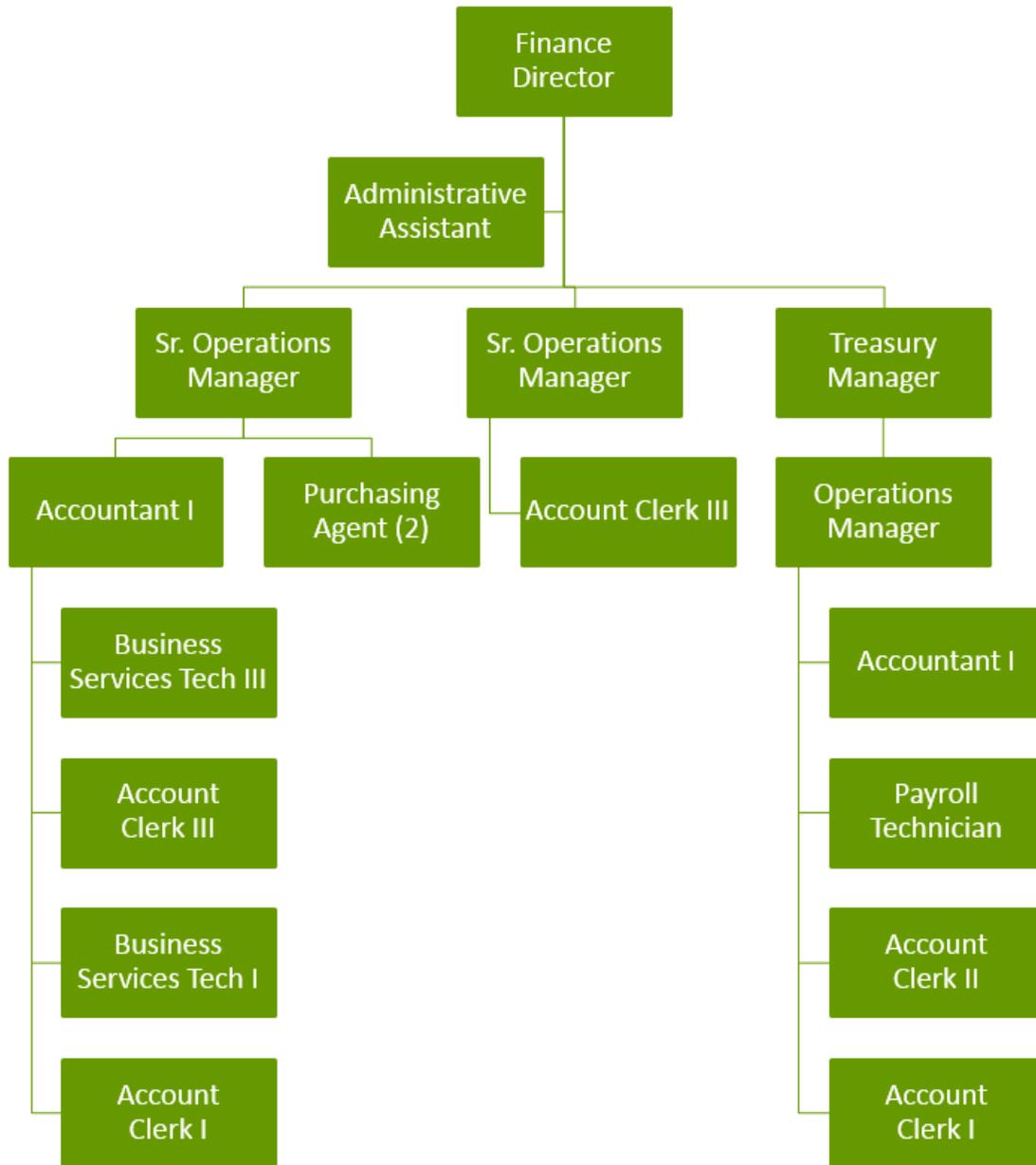
BUSINESS LICENSING (Division no. 4310) The Business Licensing Division is responsible for the processing of new business license and rental housing applications, along with the processing of annual renewals of these licenses. The Division ensures that all applicants comply with Municipal Code Chapter 5 when applying and renewing their licenses.

TREASURY (Division no. 4310) The Treasury Division is responsible for all banking, investments, and budget functions for the City. Ancillary tasks include Mello Roos and assessment district management, submitting SB 90 claims of reimbursement from the State, post bond issue compliance, and acting as a liaison between Finance and Development Service's Capital Engineering Division.

PROCUREMENT & CONTRACTS (Division no. 4310) The Procurement & Contracts division performs and coordinates the centralized purchasing activities for all city departments in the procurement of supplies, services, and equipment necessary for city operations including the management of supplier risk. The Division reviews all City contracts that have a procurement component and suggests and drafts revisions to those contracts if necessary.

Org Detail- Finance

Division no. 4310



Budget Detail- Finance

Division no. 4310

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	1,154,617	1,240,752	1,480,241
121	FRINGE BENEFITS	78,499	74,457	65,234
122	PERS	279,358	300,830	383,886
124	HEALTH INSURANCE	196,475	213,583	280,962
125	WORKER'S COMP	54,998	55,209	64,835
129	DEFERRED COMP	59,231	66,161	107,713
112	SALARIES-TEMPORARY	23,693	25,000	17,750
Personnel Total		\$ 1,846,871	\$ 1,975,992	\$ 2,400,621
Operations & Maintenance				
200	REGISTRATION	(96)	395	-
201	TRAVEL EXPENSE	3,284	1,000	-
202	LOCAL & REGIONAL EVENTS	858	550	550
203	MILEAGE	103	450	450
206	PUBLICATIONS & DUES	2,885	2,200	2,500
207	VEHICLE OPERATIONS	131	100	950
212	POSTAGE-SPECIAL MAILING	380	100	-
217	VEHICLE - FUEL	18	100	400
235	CREDIT CARD CHARGES	16,733	16,000	16,000
251	SPECIAL ACTIVITY SUPPLIES	2,670	395	-
253	REPROGRAPHICS	3,692	7,000	8,410
254	PHOTOCOPY MACHINE COSTS	190,582	200,000	243,820
256	STAFF DEVELOPMENT	587	1,390	-
259	OFFICE SUPPLIES	4,136	4,000	4,000
263	LEGAL ADVERTISING	345	-	-
286	CASH VARIANCE	40	205	-
291	FURN & OFFICE EQUIP (NON CAP)	2,410	-	-
301	PROFESSIONAL SERVICES	62,623	120,480	120,480
302	COMPUTER SOFTWARE AND SUPPORT	8,649	11,000	17,000
304	AUDIT SERVICES	140,738	150,000	197,930
308	CONTRACT SERVICES	-	60,960	48,360
402	MAINTENANCE SERVICE-PRIVATE	68	100	100
Operations & Maintenance Total		\$ 440,836	\$ 576,425	\$ 660,950
GRAND TOTAL		\$ 2,287,707	\$ 2,552,417	\$ 3,061,571
Funding Sources				
101	GENERAL FUND	2,287,707	2,552,417	3,061,571
GRAND TOTAL		\$ 2,287,707	\$ 2,552,417	\$ 3,061,571

Budget Detail- Other Non-Departmental Payments

Division no. 4330

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	5,476	3,947	5,439
121	FRINGE BENEFITS	307	188	426
122	PERS	1,359	952	1,411
124	HEALTH INSURANCE	676	552	720
125	WORKER'S COMP	257	173	238
129	DEFERRED COMP	657	474	684
Personnel Total		\$ 8,732	\$ 6,286	\$ 8,918
Operations & Maintenance				
101	SALARIES-PERMANENT	544,651	550,000	550,000
124	HEALTH INSURANCE	2,359,850	2,359,850	2,802,720
136	LONG TERM CARE	18,000	18,000	-
209	UNIFORMS	420	-	-
260	INSURANCE EXPENSE	1,150,262	1,144,360	74,500
300	LEGAL CLAIMS	1,497,136	500,000	500,000
301	PROFESSIONAL SERVICES	1,602,771	1,550,525	1,559,265
308	CONTRACT SERVICES	-	-	30,000
404	GROUNDS MAINTENANCE	79,264	78,266	79,200
603	RENT - BUILDINGS & GROUNDS	888,902	896,950	894,520
770	GRANT EXPENSES	19,875	22,285	-
779	GENERAL FUND OVERHEAD	37,175	37,915	54,981
991	TRANS/EXCH W OTHER AGENCIES	1,425,000	1,425,000	1,425,000
Operations & Maintenance Total		\$ 9,623,306	\$ 8,583,151	\$ 7,970,186
GRAND TOTAL		\$ 9,632,038	\$ 8,589,437	\$ 7,979,104
Funding Sources				
101	GENERAL FUND	2,070,817	1,986,120	890,760
109	CITY SPECIAL RESERVES	4,419,637	3,427,850	3,852,720
203	GAS TAX	63,524	56,160	87,000
204	AIR QUALITY MANAGEMENT DISTRICT	19,875	22,285	-
207	PROPOSITION "A" TRANSIT	2,753,255	3,097,992	3,148,624
209	PROPOSITION "C"	391,904	-	-
GRAND TOTAL		\$ 9,719,012	\$ 8,590,407	\$ 7,979,104