DEPARTMENT DESCRIPTION:

Administration of the City's financial matters is the responsibility of the Finance Department. The Director of Finance is the chief financial officer of the City and advises the City Manager and the City Council on financial matters. This department maintains the City's accounting records, collects and invests City revenues, handles purchasing functions of the City, provides voice and data processing services to all City departments, and reports on the City's financial status to the City Manager and City Council.

		2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 2,417,461	$ 2,554,329	$ 2,583,794	$ 2,902,437
Services, Supplies, and Other Charges		844,543	1,152,916	1,152,177	1,044,247
Capital Outlay		67,958	51,315	54,883	56,195
Debt Service		24,512	24,513	24,513	12,257
Total Expenditures		$ 3,354,474	$ 3,783,073	$ 3,815,367	$ 4,015,136
*FY 2005 Adopted Budget:			$ 3,687,084		
EXPENDITURES BY ACTIVITY:					
Finance Administration	1240	$ 563,690	$ 609,209	$ 632,278	$ 636,496
Accounting	1241	545,741	539,066	592,720	780,947
Treasury and Revenue	1242	350,993	414,027	388,427	439,017
Purchasing	1243	354,212	381,402	385,781	404,881
Information Technology	1244	1,201,081	1,430,206	1,441,252	1,349,062
GIS	1245	107,238	142,400	104,402	150,193
Subtotal General Fund		3,122,955	3,516,310	3,544,860	3,760,596
Telecommunications	7810	231,519	266,763	270,507	254,540
Total Expenditures		$ 3,354,474	$ 3,783,073	$ 3,815,367	$ 4,015,136
RESOURCES BY FUND:					
General Fund		$ 3,122,955	$ 3,516,310	$ 3,544,860	$ 3,760,596
Telecommunications Services Fund		231,519	266,763	270,507	254,540
Total Resources		$ 3,354,474	$ 3,783,073	$ 3,815,367	$ 4,015,136
PROJECT EXPENDITURES (Financial System)				$ 162,108	$ -
			2004	**2005**	**2006**
TOTAL PERSONNEL			31.40	32.40	33.72

ACTIVITY SUMMARY

FINANCE ADMINISTRATION

ACTIVITY NUMBER: 1240
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Directs overall department operations; performs short-range and long-range financial planning; monitors financial condition of City. Develops and implements efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health. Conducts audits of hotels and motels in accordance with the City's transient occupancy tax law. Verifies compliance of terms of lease agreements, with the City, by lessees. Administers payments to Social Services Programs.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 383,053	$ 409,142	$ 426,620	$ 401,976
Services, Supplies, and Other Charges	180,637	198,331	203,907	232,520
Capital Outlay	-	1,736	1,751	2,000
Total Expenditures	$ 563,690	$ 609,209	$ 632,278	$ 636,496
*FY 2005 Adopted Budget:		$ 562,660		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 370,992	$ 373,861	$ 373,861	$ 373,861
Total Resources	$ 370,992	$ 373,861	$ 373,861	$ 373,861
NET GENERAL FUND REQUIREMENTS	$ 192,698	$ 235,348	$ 258,417	$ 262,635

PERSONNEL:	2004	2005	2006
Administrative Assistant III	1.00	1.00	1.00
Assistant Director of Finance	1.00	1.00	1.00
Accountant II	1.00	1.00	0.00
Director of Finance	1.00	1.00	1.00
Principal Administrative Analyst	0.00	0.00	0.52
Total Personnel	4.00	4.00	3.52

ACTIVITY SUMMARY

ACCOUNTING

ACTIVITY NUMBER: 1241
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Maintains the accounting records of the City, pre-audits purchase orders, processes payroll and accounts payable; and assists in the preparation of the annual budget and the comprehensive annual financial report. Maintains accounting records for enterprise funds and fixed assets. Responsible for fiscal administration of all City grant programs. Provides accounting services to the enterprise funds.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 485,760	$ 498,214	$ 515,888	$ 733,834
Services, Supplies, and Other Charges	59,981	38,822	74,807	47,113
Capital Outlay	-	2,030	2,025	-
Total Expenditures	$ 545,741	$ 539,066	$ 592,720	$ 780,947
*FY 2005 Adopted Budget:		$ 539,614		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 265,198	$ 267,860	$ 267,860	$ 267,860
Total Resources	$ 265,198	$ 267,860	$ 267,860	$ 267,860
NET GENERAL FUND REQUIREMENTS	$ 280,543	$ 271,206	$ 324,860	$ 513,087

PERSONNEL:	2004	2005	2006
Accountant I	1.00	0.00	0.00
Accountant II	1.15	1.15	2.42
Account Clerk II	2.00	2.00	2.00
Accounting Services Supervisor	0.00	1.00	1.00
City Payroll Clerk	2.00	2.00	2.00
Financial Services Officer	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.53
Total Personnel	7.15	7.15	8.95

ACTIVITY SUMMARY

TREASURY AND REVENUE

ACTIVITY NUMBER: 1242
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Responsible for budgeting, analyzing and collecting revenues for all City operations. Maintains accounts receivable, business license and transient occupancy tax records. Invests funds in accordance with the City's investment policy.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 309,995	$ 359,806	$ 326,144	$ 390,537
Services, Supplies, and Other Charges	40,998	54,221	62,283	48,480
Total Expenditures	$ 350,993	$ 414,027	$ 388,427	$ 439,017
*FY 2005 Adopted Budget:		$ 407,804		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 121,546	$ 121,817	$ 121,817	$ 121,817
Check Penalties - General	1,287	-	1,200	1,200
Other Fines and Forfeits	13,747	8,000	15,000	14,000
Total Resources	$ 136,580	$ 129,817	$ 138,017	$ 137,017
NET GENERAL FUND REQUIREMENTS	$ 214,413	$ 284,210	$ 250,410	$ 302,000

PERSONNEL:	2004	2005	2006
Accountant I	1.00	0.00	0.00
Accountant II	1.00	1.00	1.00
Account Clerk I	2.00	3.00	3.00
Account Clerk II	1.00	1.00	1.00
Accounting Services Supervisor	0.00	1.00	1.00
Total Personnel	5.00	6.00	6.00

ACTIVITY SUMMARY

PURCHASING

ACTIVITY NUMBER: 1243
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Establishes and implements policies and procedures to administer the City's purchasing ordinance and all municipal codes pertaining to procurement. Assures all City purchasing activities are in compliance by reviewing and approving all City purchasing requests, consulting on department bids and requests for proposals, and conducting bids and requests for proposals for Citywide commodities and services. Responsible for City surplus disposition, compliance with the City's living wage ordinance, and compliance with vendor insurance requirements.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 292,734	$ 310,353	$ 318,730	$ 337,858
Services, Supplies, and Other Charges	61,478	71,049	67,051	67,023
Total Expenditures	$ 354,212	$ 381,402	$ 385,781	$ 404,881
*FY 2005 Adopted Budget:		$ 381,702		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 207,802	$ 156,256	$ 156,256	$ 156,256
Total Resources	$ 207,802	$ 156,256	$ 156,256	$ 156,256
NET GENERAL FUND REQUIREMENTS	$ 146,410	$ 225,146	$ 229,525	$ 248,625

PERSONNEL:	2004	2005	2006
Account Clerk II	2.00	2.00	2.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant I/II	0.50	0.50	0.50
Purchasing Manager	1.00	1.00	1.00
Total Personnel	4.50	4.50	4.50

ACTIVITY SUMMARY

INFORMATION TECHNOLOGY

ACTIVITY NUMBER: 1244
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Provides data communications, telecommunications, and geographical information services to all City departments. The City's data communication network is comprised of a centralized HP3000 mid-range computer running the legacy applications, NT servers, and approximately 500 personal computers connected via a wide area network.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 771,838	$ 791,428	$ 821,720	$ 836,844
Services, Supplies, and Other Charges	362,242	596,229	568,425	468,523
Capital Outlay	67,001	42,549	51,107	43,695
Total Expenditures	$ 1,201,081	$ 1,430,206	$ 1,441,252	$ 1,349,062
*FY 2005 Adopted Budget:		$ 1,386,141		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 232,063	$ 240,240	$ 240,240	$ 240,240
Total Resources	$ 232,063	$ 240,240	$ 240,240	$ 240,240
NET GENERAL FUND REQUIREMENTS	$ 969,018	$ 1,189,966	$ 1,201,012	$ 1,108,822

PERSONNEL:	2004	2005	2006
Information Technology Business Systems Administrator	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Information Technology Operations Administrator	1.00	1.00	1.00
Information Technology Specialist I/II	3.00	3.00	3.00
Network Administrator	1.00	1.00	1.00
Programmer Analyst	1.75	1.75	1.75
Total Personnel	8.75	8.75	8.75

ACTIVITY SUMMARY

GIS

ACTIVITY NUMBER: 1245
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Geographic Information System (GIS) coordinates a database of digitized maps of parcels within the City and develops and maintains additional layers of spatial information relevant to City services, land use, and property location.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 91,590	$ 100,282	$ 85,828	$ 110,345
Services, Supplies, and Other Charges	14,691	37,118	18,574	29,348
Capital Outlay	957	5,000	-	10,500
Total Expenditures	$ 107,238	$ 142,400	$ 104,402	$ 150,193
*FY 2005 Adopted Budget:		$ 142,400		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 30,695	$ -	$ -	$ -
Total Resources	$ 30,695	$ -	$ -	$ -
NET GENERAL FUND REQUIREMENTS	$ 76,543	$ 142,400	$ 104,402	$ 150,193

PERSONNEL:	2004	2005	2006
GIS Coordinator	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00

ACTIVITY SUMMARY

TELECOMMUNICATIONS

ACTIVITY NUMBER: 7810
FUND: Telecommunications Services Fund

DEPARTMENT: Finance
FUNCTION: Internal Services

ACTIVITY DESCRIPTION:

Telecommunications manages the telephone network including the telephone library and interactive voice applications. Services to other departments also include coordination of fax, pager, and cell phones. Telecommunications costs are charged to user departments.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 82,491	$ 85,104	$ 88,864	$ 91,043
Services, Supplies, and Other Charges	124,516	157,146	157,130	151,240
Debt Service	24,512	24,513	24,513	12,257
Total Expenditures	$ 231,519	$ 266,763	$ 270,507	$ 254,540

*FY 2005 Adopted Budget: $ 266,763

ACTIVITY RESOURCES Charges to other funds.

PERSONNEL:	2004	2005	2006
Telecommunications Manager	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00