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, and reports on the City's financial status to the City Manager and City Council.

		2006 Actual	2007 Amended Budget*	2007 Estimated Actual	2008 Proposed Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 2,768,575	$ 1,957,747	$ 1,890,496	$ 1,724,121
Services, Supplies, and Other Charges		1,034,901	479,105	457,360	505,192
Capital Outlay		104,605	-	-	-
Debt Service		290	-	-	-
Total Expenditures		$ 3,908,371	$ 2,436,852	$ 2,347,856	$ 2,229,313
*FY 2007 Adopted Budget:			$ 2,398,596		
EXPENDITURES BY ACTIVITY:					
Finance Administration	1240	$ 662,708	$ -	$ -	$ -
Finance Department Operations	1241	758,385	2,014,206	1,989,732	1,798,379
Treasury and Revenue	1242	409,117	-	-	-
Purchasing	1243	374,388	422,646	358,124	430,934
Information Technology	1244	1,394,971	-	-	-
GIS	1245	64,722	-	-	-
Subtotal General Fund		3,664,290	2,436,852	2,347,856	2,229,313
Telecommunications	7810	244,081	-	-	-
Total Expenditures		$ 3,908,371	$ 2,436,852	$ 2,347,856	$ 2,229,313
RESOURCES BY FUND:					
General Fund		$ 3,664,290	$ 2,436,852	$ 2,347,856	$ 2,229,313
Telecommunications Services Fund		244,081	-	-	-
Total Resources		$ 3,908,371	$ 2,436,852	$ 2,347,856	$ 2,229,313
PROJECT EXPENDITURES				$ -	$ -
			2006	**2007**	**2008**
TOTAL PERSONNEL FUNDED			33.97	24.70 *	27.91

* 10.75 positions moved to Information Technology Department 2007

DEPARTMENT SUMMARY

PERSONNEL AUTHORIZATION

	2006	2007		2008
Account Clerk I	3.00	3.00		3.00
Account Clerk II	5.00	6.00		6.00
Accountant I/II	4.75	5.25		5.25
Accounting Services Supervisor	2.00	2.00		2.00
Administrative Analyst	1.00	1.00		1.00
Administrative Assistant I/II	0.50	0.50		0.50
Administrative Assistant III	1.00	1.00		1.00
Assistant Director of Finance	1.00	1.00		1.00
City Payroll Clerk	2.00	2.00		2.00
Director of Finance	1.00	1.00		1.00
Financial Services Officer	1.00	1.00		1.00
GIS Coordinator	1.00	-	*	-
Information Technology Business Systems Administrator	1.00	-	*	-
Information Technology Manager	1.00	-	*	-
Information Technology Operations Administrator	1.00	-	*	-
Information Technology Specialist I/II	4.00	-	*	-
Network Administrator	2.00	-	*	-
Principal Administrative Analyst	1.00	1.00		1.00
Programmer Analyst I/II	1.75	-	*	-
Purchasing Manager	1.00	1.00		1.00
Senior Accountant	1.00	1.00		1.00
Telecommunications Manager	1.00	-	*	-
	38.00	26.75		26.75

* 12.75 positions transferred to Information Technology FY 2007

The positions listed here may be different from the sum of what is listed in the "Personnel Funded" section for each activity. Those sections show all of the positions or portions of positions funded through that activity. This Personnel Authorization includes the department's positions or portions of positions that are funded by other departments, and does not include positions or portions of positions that are funded by this department but located in another department.

ACTIVITY SUMMARY

FINANCE DEPARTMENT OPERATIONS

ACTIVITY NUMBER: 1241
FUND: General

DEPARTMENT: Finance
FUNCTION: General Government

ACTIVITY DESCRIPTION:

Performs short-range and long-range financial planning; monitors financial condition of City; develops and implements financial policies, plans, and reporting systems to help operating departments achieve their objectives and assure the City's long-term fiscal health. Maintains the accounting records of the City, including all City funds, the Redevelopment Agency, the Library JPA, capital projects, fixed assets, payroll, accounts payable, and accounts receivable. Responsible for collecting revenues, including billing, receipting, recording, and banking cash transactions for all City operations. Administers business license tax, admission tax, transient occupancy tax, and special assessment programs set forth in the municipal code. Invests funds in accordance with the City's investment policy. Prior to Fiscal Year 2007, the administrative and treasury & revenue functions were in separate activities, which were consolidated into this activity in FY 2007.

EXPENDITURES BY CHARACTER:	2006 Actual	2007 Amended Budget*	2007 Estimated Actual	2008 Proposed Budget
Personnel Services	$ 643,258	$ 1,634,383	$ 1,623,320	$ 1,382,553
Services, Supplies, and Other Charges	106,530	379,823	366,412	415,826
Capital Outlay	8,597	-	-	-
Total Expenditures	$ 758,385	$ 2,014,206	$ 1,989,732	$ 1,798,379

*FY 2007 Adopted Budget: $ 871,138

PERSONNEL FUNDED:	2006	2007	2008
Account Clerk I	-	3.00	3.00
Account Clerk II	2.00	4.00	4.00
Accountant I/II	2.67	4.15	1.62
Accounting Services Supervisor	1.00	2.00	2.00
Administrative Assistant III	-	1.00	1.00
Assistant Director of Finance	-	1.00	1.00
City Payroll Clerk	2.00	2.00	2.00
Director of Finance	-	1.00	1.00
Financial Services Officer	1.00	1.00	1.00
Principal Administrative Analyst	-	0.52	0.52
Senior Accountant	0.53	0.53	0.27
Total Personnel Funded	9.20	20.20	17.41

* 3.53 from 1240, 6.0 from 1241, FY 2007

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. Establishes and implements policies and procedures to ensure compliance with the City's living wage ordinance. Responsible for City surplus disposition, and compliance with vendor insurance requirements.

EXPENDITURES BY CHARACTER:	2006 Actual	2007 Amended Budget*	2007 Estimated Actual	2008 Proposed Budget
Personnel Services	$ 321,020	$ 323,364	$ 267,176	$ 341,568
Services, Supplies, and Other Charges	53,368	99,282	90,948	89,366
Total Expenditures	$ 374,388	$ 422,646	$ 358,124	$ 430,934

*FY 2007 Adopted Budget: $ 422,646

PERSONNEL FUNDED:	2006	2007	2008
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 Funded	4.50	4.50	4.50