

Finance
Adopted Budget – FY 2007/08

Finance Director

ADMINISTRATION
Administrative Analyst Senior
Administrative Assistant

ACCOUNTING SERVICES

BUDGET & RESEARCH

CENTRAL SERVICES

FISCAL SERVICES

Accounting Manager

GENERAL ACCOUNTING
Principal Accountant
Senior Accountant (5)

ACCOUNTS PAYABLE & RECEIVABLE
Accounting Technician Supervisor
Accounting Technician II (3)

PAYROLL
Senior Payroll Analyst
Senior Payroll Technician
Payroll Technician

AUDITS

Administrative Analyst Senior (2)

Central Services Manager
Administrative Analyst Senior

PROCUREMENT
Buyer (2)

REPROGRAPHICS
Senior Printing Services Technician (2)

MAIL

Fiscal Services Manager

MUNICIPAL SERVICES
Senior Accounting Technician
Accounting Technician II (2)

BUSINESS LICENSE
Senior Accounting Technician
Accounting Technician II (2)
Field Service Representative

The Finance Department, through its five divisions, assists with management of the City's diverse fiscal resources. The department accomplishes this task by providing budget guidance and preparation, purchasing and procurement expertise, accounting services, and billing and business license customer service.



Administration

Finance Administration is responsible for the day-to-day operations of the Finance Department. The Finance Director reviews operations to ensure compliance with Federal, State, and local laws as well as City financial policies. Administration manages the annual operating and capital budgets, five-year financial forecast, business enterprise system, city-wide cost allocation study, fixed asset inventory, financial reporting, and annual audits.

Accounting Services

The Accounting Services Division is comprised of four separate, but integrated, functional areas. General Accounting is responsible for maintaining a system of internal controls, recording and maintaining the general ledger, and preserving and safeguarding City assets. Accounts Payable is responsible for processing all City obligations for purchased materials and services. Payroll oversees a city-wide integrated workflow of employee information, time and attendance records, and biweekly payroll payments. The Audits function will focus on both internal and external processes.



Budget and Research

The Budget and Research Division coordinates preparation of the City's annual budget and prepares monthly revenue and expenditure reports for review by executive management and City Council. This division assists the City Council and executive management in managing the City's resources by working with individual departments to forecast expenditures as well as track and maintain accurate revenue projections. The division also develops and maintains the City's long-range financial projections and evaluates the fiscal impact of Federal, State, and local legislative initiatives as well as judicial decisions affecting municipal operations.



Central Services

The Central Services Division is comprised of Procurement, Reprographics, and Mail operations. The division oversees procurement of goods and services; coordinates the competitive bidding process; maintains the list of qualified vendors; provides printing services to all City departments; and provides for the daily collection, sorting, metering, and delivery of interoffice, U.S. Postal Service mail, and special deliveries (FedEx, UPS, and Overnight Delivery). In addition, the division administers office

supply orders, manages the procurement cards, leasing, equipment replacement, professional services, fuel management, and copy machine programs.

Fiscal Services

Comprised of Municipal Services and Business License, Fiscal Services processes all municipal services start-ups and disconnections (e.g., water, sewer, etc.) while providing assistance with billing questions related to the monthly municipal services statements. The division licenses all individuals and/or companies doing business in the City in accordance with Huntington Beach Municipal Code and may issue permits on behalf of other City departments.

Finance Administration

- Provide policy direction, vision, and leadership enabling the department to achieve its goals while complying with Federal, State, local, and other requirements
- Oversee and coordinate five-year budget projections
- Promote sound fiscal policies and protect local revenues
- Ensure competent use of financial, human, and material resources
- Prepare and distribute monthly and quarterly financial reports to City Administration
- Prepare updates to the Cost Allocation Plan and Fee Study
- Support the meet and confer process

Accounting Services

- Prepare the Comprehensive Annual Financial Report, Popular Annual Financial Report, and Redevelopment Agency Financial Statements
- Process 39,000 payroll advices and checks annually
- Produce and distribute approximately 1,800 W-2s annually
- Provide updates and training to department timekeepers
- Maintain and troubleshoot database calculations for both time and attendance and payroll
- Maintain the general ledger and various reconciliations
- Process 31,000 invoices within 30 days of receipt and achieve less than one percent void checks
- Maintain accounts payable records and respond to departmental and vendor inquiries
- Distribute 2,200 1099 reports according to required timelines
- Process 22,000 accounts receivable invoices within 30 days of rendering service
- Maintain accounts receivable records and respond to departmental inquiries
- Process retirement supplemental payments and 1099 reports according to required timelines

Budget and Research

- Manage and coordinate the annual budget preparation process
- Maintain the budget manual and coordinate the budget development process with departments by preparing consolidated budget requests for review by the City Administrator
- Prepare monthly revenue and expenditure reports and projections
- Prepare research reports as directed
- Assist departments with budget reporting information from the accounting system
- Maintain the five-year budget projection

Central Services

- Process over 8,000 purchase requisitions within a nine-day turnaround period
- Manage on-going procurement programs including the procurement card and lease programs
- Process over 8.4 million printing impressions per year
- Provide photocopier supplies and service to departments
- Process over one million pieces of mail (annually) by the end of the next business day

Fiscal Services

- Process 8,000 water connections/disconnections annually
- Maintain municipal service billing records and respond to customer inquiries
- Issue over 3,000 new business licenses and permits annually
- Maintain business license records and respond to customer inquiries

FY 2006/07 marked the first year of a city-wide effort aimed at integrating performance measures into the budget development process. In certain instances, departments have realigned and adjusted performance measures for FY 2007/08 to better reflect operational realities. The objectives and measures, which have changed between FY 2006/07 and FY 2007/08, are noted below.

Accounting Services:

	<i>FY 2006/07 ACTUALS</i>	<i>FY 2007/08 Budget</i>	Strategic Plan Goals
Objective: (FY 2007/08) NEW			
1. Increase electronic payments by ten percent.			Financial
Measure: % increase in electronic payments	N/A	10%	
Objective: (FY 2007/08) NEW			
2. Reply to 100% of employment verification requests within three business days.			
Measure: % of employment verification requests answered within three business days	N/A	100%	
Objective: (FY 2007/08) NEW			
3. Provide department timekeeper training three times each fiscal year.			
Measure: # of department timekeeper trainings provided	N/A	3	
Objective: (FY 2007/08) NEW			
4. Respond to 90% of employee and vendor requests within two business days.			
Measure: % of employee and vendor requests answered within two business days	N/A	90%	
Objective: (FY 2007/08) NEW			
5. Conduct transient occupancy tax (TOT) revenue audits of 33% of hotels/motels in Huntington Beach.			Financial
Measure: % of hotels/motels on which TOT audits conducted	N/A	33%	
Objective: (FY 2006/07 and FY 2007/08)			
6. Prepare the Comprehensive Annual Financial Report (CAFR) and a Popular Annual Financial Report (PAFR) within five months of fiscal year-end.			Financial
Measure: CAFR prepared within five months of fiscal year-end PAFR prepared within five months of fiscal year-end	Yes Yes	Yes Yes	

Central Services:

	<i>FY 2006/07 ACTUALS</i>	<i>FY 2007/08 Budget</i>	Strategic Plan Goals
Objective: (FY 2007/08) NEW			
1. Achieve 67% "excellent" rating in customer service satisfaction.			
Measure:			
% "excellent" rating in customer service satisfaction	N/A	67%	
Objective: (FY 2006/07 and FY 2007/08)			
2. Provide contract training throughout the year.			
Measure:			
# of contract trainings provided	3	6	
Objective: (FY 2006/07 and FY 2007/08)			
3. Complete 98% of print request work orders within five days.			
Measure:			
% print request work orders completed within five days	98%	98%	
Objective: (FY 2006/07 and FY 2007/08)			
4. Process 98% of incoming and outgoing mail in the same day.			
Measure:			
% of mail processed in same day	98%	98%	
Objective: (FY 2006/07 and FY 2007/08)			
5. Process 100% of purchase requisitions within a nine-day turnaround period.			
Measure:			
% of purchase requisitions processed within a nine-day period	100%	100%	

Budget and Research:

Objective: (FY 2006/07 and FY 2007/08)			
1. Achieve GFOA budget excellence rating.			
Measure:			
GFOA budget excellence rating achieved	Yes	Yes	
Objective: (FY 2006/07 and FY 2007/08)			
2. Complete monthly expenditure and revenue projection reports by the 15 th of each month 100% of the time.			Financial
Measure:			
% of monthly projection reports completed by the 15 th of each month	92%	100%	

Fiscal Services:

	<i>FY 2006/07 ACTUALS</i>	<i>FY 2007/08 Budget</i>	Strategic Plan Goals
Objective: (FY 2007/08) NEW			
1. Respond to 90% of citizen inquiries within 24 hours and resolve issue within seven business days 75% of the time.			City Services
Measure:			
% of citizen inquiries responded to within 24 hours	75%	90%	
% of citizen inquiries resolved within seven business days	95%	75%	
Objective: (FY 2006/07 and FY 2007/08)			
2. Respond to telephone inquiries on the same business day 90% of the time.			City Services
Measure:			
% of telephone inquiries responded to on same business day	90%	90%	
Objective: (FY 2006/07 and FY 2007/08)			
3. Increase business license revenue through improved revenue recovery efforts by four percent over prior fiscal year.			City Services
Measure:			
% increase in business license revenue	12%	4%	
Objective: (FY 2006/07 and FY 2007/08)			
4. Submit draft of Chapter 5.16 Municipal Code changes to City Attorney's Office.			City Services
Measure:			
Municipal Code changes submitted to City Attorney	No	YES	
Objective: (FY 2006/07)			
5. Provide additional training to 50% of Fiscal Services staff.			
Measure:			
% of staff provided with additional training	100%	N/A	



Finance
Adopted Budget - FY 2007/08
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	1,214,210	1,310,367	1,721,121	2,139,858	2,252,927	2,499,708	16.82%
Salaries, Temporary	115	13,614	13,347	2,500	2,500	53,940	2057.60%
Salaries, Overtime	9,141	2,457	1,088	1,500	1,501	1,000	-33.33%
Benefits	1,030,583	1,281,206	1,533,724	2,089,375	2,129,551	1,858,429	-11.05%
PERSONAL SERVICES	2,254,050	2,607,644	3,269,281	4,233,234	4,386,479	4,413,077	4.25%
OPERATING EXPENSES							
Utilities		550	24	350	350		-100.00%
Equipment and Supplies	311,016	352,445	468,549	692,151	715,067	694,783	0.38%
Repairs and Maintenance	4,571	3,102	1,245	4,000	4,000	4,000	0.00%
Conferences and Training	4,281	13,902	18,532	28,750	28,750	58,000	101.74%
Professional Services	477,140	-145,730	295,852	443,000	298,123	423,400	-4.42%
Other Contract Services	47,032	42,500	81,115	327,200	348,359	375,200	14.67%
Rental Expense	43,221	41,645	110,070	80,000	80,000	80,000	0.00%
Claims Expense		-645					
Pension Payments	1,787,485	1,759,326	1,810,309	3,500,000	3,500,000	1,967,356	-43.79%
Payments to Other Governments		1,524	150				
Expense Allowances	4,198	4,072	5,525	6,000	6,000	6,000	0.00%
Other Expenses		134					
OPERATING EXPENSES	2,678,943	2,072,823	2,791,371	5,081,451	4,980,649	3,608,739	-28.98%
CAPITAL EXPENDITURES							
Equipment	474,000						
Software - Capital	46					50,000	
CAPITAL EXPENDITURES	474,046					50,000	
NON-OPERATING EXPENSES							
Debt Service Expenses	9,711	26,631	-36,341				
Transfers to Other Funds	104,037				7,941,428	6,598,428	
NON-OPERATING EXPENSES	113,748	26,631	-36,341		7,941,428	6,598,428	
Grand Total(s)	5,520,786	4,707,098	6,024,310	9,314,685	17,308,556	14,670,244	57.50%
General Fund	2,317,740	2,500,877	3,310,605	4,402,685	12,498,127	11,671,337	165.10%
Other Funds	3,203,046	2,206,221	2,713,704	4,912,000	4,810,428	2,998,906	-38.95%
Grand Total(s)	5,520,786	4,707,098	6,024,309	9,314,685	17,308,555	14,670,244	57.50%
Personnel Summary	18.00	22.00	31.00	31.00	33.00	33.00	0.00



Finance
Adopted Budget - FY 2007/08
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Administration							
PERSONAL SERVICES							
Salaries, Permanent	111,193	256,054	280,033	283,533	283,533	336,114	18.54%
Salaries, Temporary		13,614	450				
Salaries, Overtime		2,544	287	500	500		-100.00%
Benefits	29,215	86,777	92,800	99,428	99,428	111,634	12.28%
PERSONAL SERVICES	140,408	358,989	373,570	383,461	383,461	447,747	16.76%
OPERATING EXPENSES							
Utilities		550	24	100	100		-100.00%
Equipment and Supplies	2,181	8,739	7,917	5,950	5,950	6,050	1.68%
Repairs and Maintenance		782	1,245	1,000	1,000	1,000	0.00%
Conferences and Training	1,276	2,470	2,878	6,000	6,000	5,000	-16.67%
Professional Services	4,707			25,000	25,000	173,000	592.00%
Expense Allowances	4,135	4,072	5,525	6,000	6,000	6,000	0.00%
OPERATING EXPENSES	12,299	16,614	17,588	44,050	44,050	191,050	333.71%
CAPITAL EXPENDITURES							
NON-OPERATING EXPENSES							
Transfers to Other Funds					7,893,000	6,550,000	
NON-OPERATING EXPENSES					7,893,000	6,550,000	
Administration	152,707	375,603	391,158	427,511	8,320,511	7,188,797	1581.55%

Significant Changes

Increases in Personal Services are due to negotiated increases in Salaries and Benefits. An amount of \$150,000 is requested under Professional Services for completion of a Cost Allocation and Fee Study with an additional \$23,000 requested for ongoing maintenance of the long-term financial plan. Transfers to Other Funds was previously budgeted in Non-Departmental. This transfer will now more appropriately be under the purview of the Finance Department. Of the \$6,550,000 total, \$5,410,000 is designated as a transfer to the Public Financing Authority (PFA), and \$1,140,000 is designated as a transfer to judgment obligation bonds.

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Analyst Senior	0.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00	1.00	0.00
Administrative Secretary	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Office Assistant II	0.00	1.00	0.00	0.00	0.00	0.00	0.00
Total	1.00	3.00	3.00	3.00	3.00	3.00	0.00



Finance
Adopted Budget - FY 2007/08
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Accounting Services							
PERSONAL SERVICES							
Salaries, Permanent	626,745	601,482	772,782	819,343	932,411	1,034,712	26.29%
Salaries, Temporary	0	0	12,897	2,500	2,500	22,500	800.00%
Salaries, Overtime	1,436	-87	647		1		
Benefits	183,515	185,818	289,695	339,473	379,649	373,957	10.16%
PERSONAL SERVICES	811,696	787,213	1,076,021	1,161,316	1,314,561	1,431,168	23.24%
OPERATING EXPENSES							
Equipment and Supplies	4,967	7,989	6,164	13,600	14,479	18,557	36.45%
Conferences and Training	1,916	6,329	15,093	11,000	11,000	40,000	263.64%
Professional Services	292,863	246,467	198,360	201,000	206,123	213,400	6.17%
Other Contract Services	13,029	7,673	7,841	5,000	11,197	105,000	2000.00%
OPERATING EXPENSES	312,775	268,458	227,459	230,600	242,799	376,957	63.47%
CAPITAL EXPENDITURES							
Accounting Services	1,124,471	1,055,671	1,303,479	1,391,916	1,557,360	1,808,125	29.90%

Significant Changes

In FY 2006/07, the payroll function was incorporated into the Accounting Division from the Human Resources Department. This action increased Conferences and Training by \$4,780 and also contributes to the growth in Personal Services due to the addition of three employees. Conferences and Training is further increasing due to the need to cross-train employees on payroll functions. An increase in Temporary Salaries is requested to support the use of interns to assist with audits and scanning. An Administrative Aide position was transferred to the Human Resources Department in FY 2006/07. Additionally, the reclassification of a Payroll Analyst to a Senior Payroll Analyst occurred in FY 2006/07 as a result of the recently completed compensation and classification study. Increases in Professional Services are due to the escalation of costs of existing service contracts.

The adopted FY 2007/08 budget also includes the implementation of an Audit function within the Finance Department. This function will focus on both internal and external audits and accounts for the increase in Other Contract Services (\$100,000) as well as contributes to increases in Conferences and Training and Equipment and Supplies.

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Accounting Manager			1.00	1.00	1.00	1.00	0.00
Principal Accountant			1.00	1.00	1.00	1.00	0.00
Senior Accountant			5.00	5.00	5.00	5.00	0.00
Administrative Aide			1.00	1.00	0.00	0.00	0.00
Accounting Technician Supervisor			0.00	1.00	1.00	1.00	0.00
Senior Accounting Technician			1.00	0.00	0.00	0.00	0.00
Accounting Technician II			3.00	3.00	3.00	3.00	0.00
Payroll Analyst			0.00	0.00	0.00	0.00	0.00
Senior Payroll Analyst			0.00	0.00	1.00	1.00	0.00
Senior Payroll Technician			0.00	0.00	1.00	1.00	0.00
Payroll Technician			0.00	0.00	1.00	1.00	0.00
Total	0.00	0.00	12.00	12.00	14.00	14.00	0.00



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General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Budget and Research							
PERSONAL SERVICES							
Salaries, Permanent	156,055	145,587	150,322	172,166	172,166	187,221	8.74%
Benefits	42,183	37,732	46,075	55,274	55,274	57,656	4.31%
PERSONAL SERVICES	198,239	183,319	196,397	227,440	227,440	244,876	7.67%
OPERATING EXPENSES							
Equipment and Supplies	1,696	4,335	3,419	3,000	3,000	3,575	19.17%
Conferences and Training	528	898	135	3,000	3,000	2,000	-33.33%
Professional Services	603			20,000	20,000		-100.00%
Other Contract Services		323	727			200	
OPERATING EXPENSES	2,827	5,556	4,281	26,000	26,000	5,775	-77.79%
CAPITAL EXPENDITURES							
Budget and Research	201,066	188,875	200,678	253,440	253,440	250,651	-1.10%

Significant Changes

Personal Services is increasing due to recently negotiated Memoranda of Understanding. In FY 2006/07, a transfer out of one Budget Analyst Senior to the City Treasurer's Office was offset by the transfer in of one Administrative Analyst from the City Treasurer's Office, and the subsequent reclassification of this position to Administrative Analyst Senior. Professional Services previously budgeted for ongoing maintenance and development of budget related applications in the JDEdwards accounting system is not needed in FY 2007/08

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Budget Analyst Senior	2.00	1.00	1.00	1.00	0.00	0.00	0.00
Administrative Analyst Senior	0.00	0.00	0.00	1.00	2.00	2.00	0.00
Administrative Analyst	0.00	1.00	1.00	0.00	0.00	0.00	0.00
Total	2.00	2.00	2.00	2.00	2.00	2.00	0.00



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Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Central Services							
PERSONAL SERVICES							
Salaries, Permanent	298,788	307,244	341,940	405,147	405,147	440,130	8.63%
Benefits	95,335	94,377	117,222	148,081	148,081	152,585	3.04%
PERSONAL SERVICES	394,123	401,620	459,162	553,228	553,228	592,715	7.14%
OPERATING EXPENSES							
Equipment and Supplies	301,746	331,382	388,268	442,851	445,208	442,851	0.00%
Repairs and Maintenance	4,571	2,320		3,000	3,000	3,000	0.00%
Conferences and Training	561	4,205	259	3,000	3,000	7,000	133.33%
Professional Services	61,461	63,396	63,491				
Other Contract Services	34,002	36,027	37,241	125,000	125,000	125,000	0.00%
Rental Expense	43,031	41,645	110,070	80,000	80,000	80,000	0.00%
Other Expenses		134					
OPERATING EXPENSES	445,373	479,108	599,330	653,851	656,208	657,851	0.61%
CAPITAL EXPENDITURES							
Software - Capital						50,000	
CAPITAL EXPENDITURES						50,000	
Central Services	839,496	880,728	1,058,491	1,207,079	1,209,435	1,300,566	7.74%

Significant Changes

A reclassification of a Printing Services Technician to a Senior Printing Services Technician is included to more accurately reflect the responsibilities and duties being performed. Conferences and Training is increasing due to increased staffing in recent years allowing staff to attend conferences without sacrificing coverage. Additionally, a Capital Expenditure of \$50,000 is included for contract management software.

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Purchasing & Central Services Mgr	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Analyst Senior	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Buyer	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Senior Printing Services Tech	1.00	1.00	1.00	1.00	1.00	2.00	1.00
Printing Services Technician	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Total	5.00	5.00	6.00	6.00	6.00	6.00	0.00



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Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Fiscal Services							
PERSONAL SERVICES							
Salaries, Permanent			176,045	459,670	459,670	501,532	9.11%
Salaries, Temporary						31,440	
Salaries, Overtime			154	1,000	1,000	1,000	0.00%
Benefits			82,196	232,118	232,118	216,476	-6.74%
PERSONAL SERVICES			258,395	692,789	692,789	750,448	8.32%
OPERATING EXPENSES							
Utilities				250	250		-100.00%
Equipment and Supplies			62,782	226,750	246,430	223,750	-1.32%
Conferences and Training			167	5,750	5,750	4,000	-30.43%
Other Contract Services			35,455	197,200	212,162	145,000	-26.47%
OPERATING EXPENSES			98,405	429,950	464,593	372,750	-13.30%
CAPITAL EXPENDITURES							
Fiscal Services			356,799	1,122,739	1,157,381	1,123,198	0.04%

Significant Changes

Salaries are increasing due to negotiated Memoranda of Understanding. Benefits are decreasing due to individual employees' election to opt-out of medical coverage. Temporary salaries are increasing due to additional business license audits being conducted with the State Franchise Tax Board and the State Board of Equalization. Other Contract Services are decreasing to reflect realistic spending patterns.

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Fiscal Services Manager			1.00	1.00	1.00	1.00	0.00
Senior Accounting Technician			2.00	2.00	2.00	2.00	0.00
Field Service Representative			1.00	1.00	1.00	1.00	0.00
Accounting Technician II			4.00	4.00	4.00	4.00	0.00
Total	0.00	0.00	8.00	8.00	8.00	8.00	0.00



Finance
Adopted Budget - FY 2007/08
Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

Expenditure Object Account	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
Supplemental Retirement (702), Medical Retirement (703), PERSONAL SERVICES							
Salaries, Permanent	21,429						
Salaries, Temporary	115						
Salaries, Overtime	7,705						
Benefits	680,335	876,502	905,736	1,215,000	1,215,000	946,122	-22.13%
PERSONAL SERVICES	709,585	876,502	905,736	1,215,000	1,215,000	946,122	-22.13%
OPERATING EXPENSES							
Equipment and Supplies	425						
Professional Services	117,505	-455,592	34,000	197,000	47,000	37,000	-81.22%
Rental Expense	190						
Claims Expense		-645					
Pension Payments	1,787,485	1,759,326	1,810,309	3,500,000	3,500,000	1,967,356	-43.79%
Expense Allowances	63						
OPERATING EXPENSES	1,905,668	1,303,088	1,844,309	3,697,000	3,547,000	2,004,356	-45.78%
CAPITAL EXPENDITURES							
Equipment	474,000						
Software - Capital	46						
CAPITAL EXPENDITURES	474,046						
NON-OPERATING EXPENSES							
Debt Service Expenses	9,711	26,631	-36,341				
Transfers to Other Funds	104,037				48,428	48,428	
NON-OPERATING EXPENSES	113,748	26,631	-36,341		48,428	48,428	
Finance	3,203,046	2,206,221	2,713,704	4,912,000	4,810,428	2,998,906	-38.95%

Significant Changes

Benefits are expended for retiree medical costs in accordance with employee contracts. Pension Payments represent the City's contribution toward employee retirement costs also in accordance with employee contracts. Funding for these two expenses comes from payroll transfers based on actuarial studies. This expense is decreasing in accordance with recent actuarial studies.

Permanent Personnel	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue Summary	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Change from Prior Year
00702 Retiree Ins Fund	707,960	1,074,651	1,234,990	1,301,000	1,301,000	2,525,000	1,224,000
00703 Retirement Supplement	3,200,953	4,677,699	5,681,415	4,850,000	4,850,000	4,473,000	-377,000
Total	3,908,913	5,752,350	6,916,405	6,151,000	6,151,000	6,998,000	847,000



Finance
Adopted Budget - FY 2007/08
Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Adopted	FY 2006/07 Revised	FY 2007/08 Adopted	Percent Change From Prior Year
FIN Finance							
ADM Administration							
10035201 Finance Administration	152,707	375,603	391,158	427,511	427,511	638,797	49.42%
10035999 General Fund - Finance Trfs					7,893,000	6,550,000	
ADM Administration	152,707	375,603	391,158	427,511	8,320,511	7,188,797	1581.55%
ATG Accounting Services							
10035205 Accounting Svcs			32,750	1,391,916	1,557,360	1,693,168	21.64%
10035208 Audits						114,957	
ATG Accounting Services			32,750	1,391,916	1,557,360	1,808,125	29.90%
BGT Budget and Research							
10035204 Budget and Research	201,066	188,875	200,678	253,440	253,440	250,651	-1.10%
BGT Budget and Research	201,066	188,875	200,678	253,440	253,440	250,651	-1.10%
CRS Central Services							
10035207 Central Services			19,544	1,207,079	1,207,079	1,300,566	7.74%
10035401 Procurement	326,378	333,836	351,643				
10035402 Reprographics	267,525	283,573	375,931		2,357		
10035403 Mail	245,593	263,319	311,373				
CRS Central Services	839,496	880,728	1,058,491	1,207,079	1,209,435	1,300,566	7.74%
FIN Finance							
10035202 General Accounting	742,862	662,442	779,040				
10035203 Accts Payable/Accts Receiva	381,610	393,229	491,689				
FIN Finance	1,124,471	1,055,671	1,270,729				
FS Fiscal Services							
10035206 Fiscal Services			356,799	1,122,739	1,157,381	1,123,198	0.04%
FS Fiscal Services			356,799	1,122,739	1,157,381	1,123,198	0.04%
Other Funds							
30335201 Finance Mello Roos Cap Proj	103,223						
31340101 McDonnell Ctr CFD 2002-1	814						
40680999 Mello Roos - Econ Dev Trfs					48,428	48,428	
55035610 Risk Management Admin	-38						
55035620 Employee Benefits	-258	-645					
55135610 Employee Safety	-268						
70135201 BID - Auto	601,216	-438,161	-36,341	150,000			-100.00%
70235202 Retirement Medical Supplem	672,085	876,502	905,736	1,226,000	1,226,000	983,122	-19.81%
70335203 Retirement Supplement	1,787,485	1,768,526	1,844,309	3,536,000	3,536,000	1,967,356	-44.36%
76235101 Magnolia Oil Incident	38,787						
Other Funds	3,203,046	2,206,221	2,713,704	4,912,000	4,810,428	2,998,906	-38.95%
General Fund	2,317,740	2,500,877	3,310,605	4,402,685	12,498,127	11,671,337	165.10%
Other Funds	3,203,046	2,206,221	2,713,704	4,912,000	4,810,428	2,998,906	-38.95%
Grand Total(s)	5,520,786	4,707,098	6,024,309	9,314,685	17,308,555	14,670,244	57.50%