

CITY COUNCIL MEETING
June 8, 1993

1993-94 OPERATING BUDGET REVIEW

CC-21(b)

City Manager Peterson presented an overview of the budget and of the schedule for the budget review meetings.

Assistant City Manager Glenn made a presentation on the following budgets:

COUNCIL; CITY CLERK; ELECTION

Mr. Glenn outlined where the reductions were made for the 1993-94 Operating Budget and questions followed among the City Council and staff.

Council Member Davenport made a motion that each City Council Member be given a separate account with \$500.00 to be used at the individual's discretion (purchase of supplies and materials, etc). The motion died for lack of a second.

GENERAL CHARGES

Mr. Glenn outlined the reductions in General Charges. On motion of Council Member Sieglock, Mann second, the City Council directed that the funds allocated for the purchase of balloons for Field and Fair Day be moved to the Community Center budget under insurance (Function 399) by the following vote:

Ayes: Council Members - Mann, Sieglock and Pennino
(Mayor)

Noes: Council Members - Davenport and Snider

Absent: Council Members - None

Frank Alegre, 2000 Edgewood Drive, Lodi made several comments throughout the meeting.

CITY COUNCIL MEETING
June 9, 1993

1993-94 OPERATING BUDGET REVIEW

CC-21(b)

POLICE DEPARTMENT BUDGET

Assistant City Manager presented the City's budget for the Police Department. Mr. Glenn gave the background of the Police Department and what had been decided with regards to the vacant captain's position since the promotion of Larry Hansen to Police Chief.

Chief Hansen advised the City Council of what he wanted to accomplish as head of the Department. He acknowledged the tough choices which would need to be made in the coming fiscal year. He presented the areas where services could be cut as well as services which should remain at the same level for the safety of the citizens of Lodi.

In the recommended budget, one Police Officer vacancy is recommended to be eliminated.

Council Member Mann said he would not vote for the approval of the budget if this position was to be eliminated.

After discussion, on motion of Council Member Mann, Sieglock second, the City Council voted not to eliminate the position of one Police Officer by the following vote:

Ayes: Council Members - Davenport, Mann and Sieglock

Noes: Council Members - Pennino (Mayor)

Absent: Council Members - Snider

Mayor Pennino opposed until more information is forthcoming from the Police Department.

Frank Alegre, 2000 Edgewood Drive, Lodi spoke in favor of retaining the current staff level.

Further, overtime in the Police Department, patrolling of the parks, S.T.A.R.S. program and the recent SWAT raid on a house in Stockton were discussed.

FIRE DEPARTMENT BUDGET

Assistant City Manager Glenn presented the Fire Department budget.

Chief Hughes presented ideas and recommendations for his department with regard to cost cutting and revenue savings. The Fire Department reorganization was discussed.

United Firefighters of Lodi (UFL) President, Stan Mall (Fire Captain) presented his concerns regarding the "understaffing" in the Fire Department. Chief Hughes indicated that staffing levels were such that all calls and

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services were being responded to at the present Department staffing level. There will be two retirements which will be effective September 1993. Chief Hughes has been working closely with his administrative staff to ensure that staffing levels are adequate and that training and safety issues are addressed.

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June 10, 1993

1993-94 OPERATING BUDGET REVIEW

CC-21 (b)

COMMUNITY DEVELOPMENT DEPARTMENT BUDGET

Assistant City Manager Glenn presented an overview of the Community Development Department's budget and outlined some of the reductions/additions in the 1993/94 Operating Budget.

Speaking on the matter were the following:

- a) Frank Alegre, 2000 Edgewood Drive, Lodi; and
- b) Jim Griffith, Lodi Planning Commissioner.

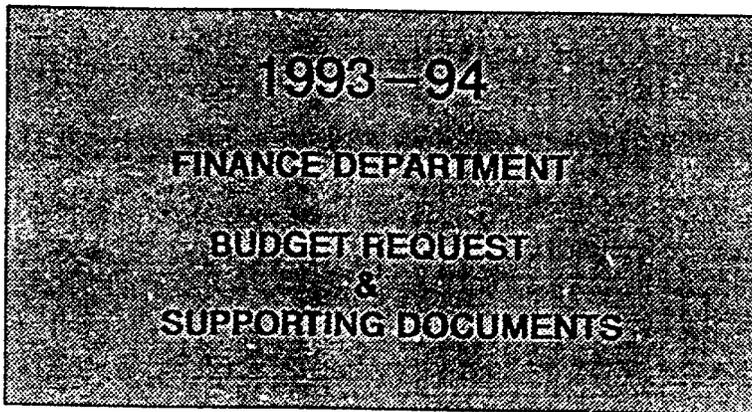
Further discussion among the City Council and staff followed regarding the "ugly" ordinance, Community Development Block Grant (CDBG) funding, and the number of building permits issued.

FINANCE DEPARTMENT BUDGET

Assistant City Manager Glenn presented a report on the Finance Department's budget and outlined the reductions, elimination of staff positions, and the restructuring of Finance Department operations and staffing.

Council and staff addressed matters such as combining meter reading with Pacific Gas and Electric (PG&E), overtime of staff, incentive pay, a multiple billing policy.

F/U for
6/10



June 6, 1993

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MISSION STATEMENT

Mission.wk3

DEPARTMENT: Finance

FUND: General Fund

June 6, 1993

MISSION

The overall mission of the Finance Department is provide financial support and general support services to the citizens, customers and staff of Lodi by conducting the following activities:

- Administration (8% of activity)
- Accounting services (18% of activity)
- Revenue management services (21% of activity)
- Field services (18% of activity)
- Purchasing services (13% of activity)
- Data processing services (13% of activity)

DEPARTMENT COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	1,549,015	1,647,089	1,622,145	1,521,900	1,521,900
200 Utilities & Communications	74,872	67,926	83,780	99,325	99,325
300 Supplies, Materials & Services	165,239	224,745	321,739	290,875	292,875
500 Equipment, Land & Structures	12,713	52,749	89,859	9,700	
600 Special Payments	10,619	7,784			
TOTAL	1,812,458	2,000,293	2,117,523	1,921,800	1,914,100
Growth		10%	6%	-9%	-10%

STAFFING SUMMARY

	1990-91	1991-92	1992-93	1993-94	1993-94
Administration	4.0	4.3	3.6	3.6	3.6
Accounting Division	7.5	7.0	7.0	7.0	7.0
Revenue Management Division	11.5	11.5	11.5	11.5	11.5
Field Services Division	10.0	10.0	10.0	9.0	9.0
Purchasing Division	5.0	5.0	5.0	4.0	4.0
Data Processing Division	6.0	5.0	5.0	4.0	4.0
TOTAL	44.0	42.8	42.1	39.1	39.1
Growth		-3%	-2%	-7%	0%

DEPARTMENT GOALS

* CUSTOMER SERVICE

To promote and foster attitudes, policies and procedures to treat citizens, customers and the businesses of Lodi as valued customers.

* PERSONNEL RESOURCES

To promote, foster and implement policies and procedures which promotes the professional development and growth of employees as the most valued resource of the City in providing services.

* FINANCIAL RESOURCES

To promote, foster and implement policies and procedures that: 1) ensure that the City's financial resources are protected, reported and accounted for in accordance with accepted accounting principles and practices; 2) ensure financial resources are used in accordance with public policy as set forth by the City Council; and 3) promote effective planning and budgeting.

* COST CONTROL

To promote, foster and implement policies, procedures and standards that ensure that services provided are the most cost effective possible within the service standards and policies set forth by the City Council and City Manager. The methods include: privatization of commercial type activities; contracting for services when a competitive market exists; performance audits by an independent audit firm; eliminating standards and policies which are not cost effective; and exploiting new technology.

BUDGET STATISTICS AND SUMMARIES

Mission.wk3

DEPARTMENT: Finance

FUND: General Fund

June 6, 1993

BUDGET STATISTICS – FINANCE DEPARTMENT

	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Overtime Hours	369	373	675	565
Overtime Cost	\$6,330	\$6,015	\$8,736	\$7,311
Operating cost per employee	\$41,192	\$46,736	\$50,297	\$49,151
Growth		13%	8%	-2%
Operating cost per capita	\$36.01	\$38.07	\$39.81	\$36.13
Growth		6%	5%	-9%
Average salary per employee	\$35,205	\$38,483	\$38,531	\$38,923
Growth		9%	0%	1%
Salary per capita	\$30.78	\$31.35	\$30.50	\$28.61
Growth		2%	-3%	-6%

MAJOR DEPARTMENT OBJECTIVES

- * **Utility Billing Enhancements**
 - Summary bills
 - Master bills
 - Customer appeal process and policies
 - Billing vacant commercial accounts
- **Budget Processing**
 - Develop recommendations to link City's budget with City's financial reporting and audit (policies and procedures)
- **Meter Reading**
 - Explore with PG&E concept of combined meter reading
- **Systems Software**
 - Develop recommendation and costs for purchase and replacement of financial systems software (payroll, accounting, utility billing, cash control, miscellaneous accounts receivable, and accounts payable)
- **Purchasing Control**
 - Develop purchasing control policies and procedures

FINANCIAL ADMINISTRATION

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DEPARTMENT: Finance FUND: General Fund
 ACTIVITY: Administrative Services

June 6, 1993

ACTIVITY DESCRIPTION

The Administrative Division is responsible for the city's financial operations in accordance with establish fiscal policies to include purchasing, data processing, and parking enforcement on designated streets and lots; providing City Hall reception and switchboard services; providing central mailing and distribution services; and, coordination of customer services. Activity goals include: 1) quality customer service; 2) financial planning, reporting and accounting; 3) protection of city's assets from unauthorized use; and 4) efficient, effective support services. The major activities include:

- **POLICIES AND STANDARDS.** Developing, recommending and implementing financial planning, reporting and accounting standards to ensure the City's resources are used in the most efficient and effective manner in accordance with public policy.
- **ACCOUNTING AND BUDGETING.** Coordinating preparation of the annual budgets; payment of the City's payroll and invoices; maintaining the City's accounting records; preparing and issuing schedule d and periodic financial reports; coordinating annual and special audits and reviews of the City's financial records, internal controls and operations; preparing cost allocation plans; and projection of revenues and fund balances during budget preparation and execution.
- **REVENUE MANAGEMENT.** Billing and collecting utility service payments; business taxes and pet license fees, and other revenues and receivables due the City; managing the City's investment portfolio; and, developing and maintaining cost recovery programs.
- **SUPPORT SERVICES.** Reviewing, coordinating, and directing support services, policies, and programs as to purchasing, inventory management, data processing, and programming; directing and coordinating City Hall reception and switchboard services; directing and coordinating City mail and distribution services.

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	192,120	200,704	158,350	152,615	152,615
200 Utilities & Communications	1,440	2,172	3,500	1,200	1,200
300 Supplies, Materials & Services	15,375	67,654	81,255	56,300	58,300
500 Equipment, Land & Structures	1,605	21,888	53		
600 Special Payments					
TOTAL	210,540	292,418	243,158	210,115	212,115
Growth		39%	-17%	-14%	1%

STAFFING SUMMARY

Finance Director	1	1	1	1	1
Assistant Finance Director	1	1	1	0	0
Department Secretary	1	1	1	1	1
City Hall Receptionist	1	1	1	1	1
Temporary Positions (FTE's)	0	0.3	0.6	0.6	0.6
TOTAL	4	4.3	4.6	3.6	3.6
Growth		8%	7%	-22%	0%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- * 1992-94: Contract software replacement (\$300,000 - not funded)
- 1992-94: Prepare a City Purchasing Policy Manual and Information Systems Manual for City Council approval.
- * 1992-94: Revise the Business Tax Ordinance and recommend a new rate structure
- * 1992-94: Identify new revenue sources to finance essential city services and capital projects
- * 1992-94: Contract for sales tax audit (Hinderleiter and DeLlamas) (\$16,000)
- * 1992-94: Develop Department mission statement, goals, objectives and activity description
- 1992-94: Reclassify Department Secretary to Support Services Supervisor per City Council Resolution September 2, 1992 - 5% increase of \$1,545 per year
- * 1992-94: Contract with Jones, Hall, Hill & White for arbitrage calculation services - \$2,000 per year

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance
ACTIVITY: Administrative Services (continued)

June 6, 1993

WORKLOAD INDICATORS	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Number of regular employees	40	39	38	38
Number of temporary employees	4	3.8	4.1	4.1
Items of mail processed	114,700	116,800	120,000	120,000
Vehicles Authorized	1	0	0	0

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PART-TIME/TEMPORARY REQUEST FORM

DEPARTMENT: Finance (Administration)

ACTIVITY: Part Time Account Clerk to provide leave coverage for Full Time Account Clerk ACCOUNT NUMBER: 10-050.01-103

Job Title (1)	Purpose (2)	Est Time Utilized (3)	Hourly Rate (4)	Total Requested (5)	111 Worker's Compensation (6)	115 Medicare Insurance (7)	115 Unemployment Insurance (8)	TOTAL REQUEST (9)
Part Time Account Clerk	Provide leave coverage for Full Time Account Clerk (Switchboard)	140	10.28	1,439.20	2.88		1.87	1,443.95
Vacation Leave	200							
Holiday Leave	32							
Sick Leave	48							
	280 X 50% = 140							
We are only requesting coverage for 50% of Account Clerk's leave-- Department Secretary will cover balance								
Total of Items Above				1,439.20	2.88		1.87	

Specific Instructions:

- Column 3: Identify the time required (Example: 100 hours)
- Column 4: Use the appropriate salary rate from the part-time/temporary rates
- Column 5: Multiply the amounts in Column 3 and 4
- Column 6: Multiply the amount in Column 4 by the applicable rate;
- Column 7: Multiply the amount in Column 5 by .0145 if the employee is subject to Medicare (hired after 3/1/86)
- Column 8: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only
- Column 9: Add columns 5, 6, 7 and 8

1993-94 Budget
PROFESSIONAL SERVICES

DEPARTMENT: Finance
ACTIVITY: Administration

ACCOUNT NUMBER: 10-050.01-323

<u>Transaction Description</u>	<u>Expenditures</u>
Bank of America (safekeeping fees)	800.00
Hinderliter, de Llamas (sales tax recovery)	16,000.00
Kelly Temporary Services (Mail Clerk)	8,000.00
Sympro (portfolio support contract)	<u>1,000.00</u>
Total	<u>25,800.00</u>

Note

Hinderliter, de Llamas: Service contract 1,500 per quarter
Estimated percentage charge for sales tax recovered 2,500 per quarter

FINANCIAL ADMINISTRATION

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DEPARTMENT: Finance **FUND:** General Fund
ACTIVITY: Purchasing Services

June 6, 1993

ACTIVITY DESCRIPTION

The Purchasing Division is responsible for providing centralized support services in the procurement of supplies, equipment and material as provided in City ordinances and other public policy; the warehousing and distribution of selected supplies, material and equipment; disposal of surplus supplies, material and equipment; and maintaining good working relations with city vendors and suppliers.

- **PROCUREMENT SERVICES.** Manage the research, sourcing, bidding and procurement of supplies, material and equipment as requested by City departments in accordance with public policy in order to obtain the best value for cost to the City. (65% of activity)
- **WAREHOUSING AND DISTRIBUTION SERVICES.** Store, maintain and distribute office supplies, janitorial supplies, electric department material and electric department equipment; receive, inspect and distribute supplies, material and equipment ordered by the Purchasing Division. (20% of activity)
- **DISPOSAL OF SURPLUS MATERIAL, EQUIPMENT AND SUPPLIES.** Coordinate the disposal of surplus property in accordance with public policy to obtain the best return for the City through competitive sales. (5% of activity)
- **ESTABLISH AND MAINTAIN VENDOR/SUPPLIER RELATIONS.** Maintain effective working relations with the Lodi business community and other competitive vendors to ensure the best values for the cost; maintain listing of qualified, competitive suppliers and service contractors by supply or service class; and, negotiate terms favorable to the City. (10% of activity)

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	200,061	216,994	223,185	173,600	176,300
200 Utilities & Communications	8,919	8,147	9,610	5,495	5,495
300 Supplies, Materials & Services	22,019	25,589	33,598	30,530	30,530
500 Equipment, Land & Structures	3,825		2,514	7,500	0
600 Special Payments					
TOTAL	234,824	250,730	268,907	217,125	212,325
Growth		7%	7%	-19%	-2%

STAFFING SUMMARY

Purchasing Officer	1	1	1	1	1
Buyer	1	1	1	0	0
Purchasing Assistant	1	1	1	1	1
Buyer/Senior Storekeeper	1	1	1	1	1
Storekeeper	1	1	1	1	1
TOTAL	5	5	5	4	4
Growth		0%	0%	-20%	0%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- * **1992-94:** Develop a Purchasing Policy and Procedures Manual for review and adoption by City Council.
- **1992-94:** Contract with consultant to evaluate alternative purchasing practices: 1) contracting with other agencies for purchasing services; and, 2) contracting with other agencies or private businesses for warehouse and delivery services. (\$20,000 - not funded)
- **1992-94:** Evaluate the use of a cooperative purchasing arrangement with other local agencies to lower price and administrative cost of purchasing.

FINANCIAL ADMINISTRATION

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DEPARTMENT: Finance
ACTIVITY: Purchasing Services (continued)

June 6, 1993

WORKLOAD INDICATORS	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
Purchase Orders issued					
Requisitions received					
Equipment items in inventory					
Issues					
Blanket Purchase Orders					
Vehicle miles on delivery vehicle					
Vehicles Authorized	2	2	2	2	2
Fork Lifts Authorized	2	2	2	2	2

1993-94 I GET
CONFERENCE/TRAINING

DEPARTMENT: Finance

ACTIVITY: Purchasing

ACCOUNT NUMBER: 10.0-050.02

CHECK ONE

- 314 Business Expense
- 315 Conference Expense
- 358 Training & Education

EXPENSE #	DESTINATION	PURPOSE	MILEAGE	LODGING	# OF NIGHTS	MEALS	TRANS	REGISTRATION	OTHER EXPENSES	TOTAL
	Annual CAPPO Conference,	at which approximately 170 representatives of California public agency purchasing departments meet to discuss new ideas, resolve common problems, and study ways to better serve the public trust through improved purchasing methods.								
	1994 Conference: San Diego,	4 days	-	400.	4	50.	125.	225.	-	800.00
	Serving as Vice-Chairman of Product Exhibition,	Tuesday, January 18, 1994								

TOTAL MILEAGE

TOTAL COST

800.00

Justification for Out-of-State Expense

15

**1993-94 BUDGET
SUPPLEMENTAL REQUEST**

REQUEST TITLE: Photocopier Replacement, Purchasing Division

DEPARTMENT: Finance

ACTIVITY: Purchasing **ACCOUNT NUMBER:** 10.0-050.02

CONTACT PERSON: Joel Harris, Purchasing Officer

Cost Summary		1993-94
		Add/Del
100 Personnel Services		
200 Utilities & Communications		
300 Supplies, Materials & Services		
400 Depreciation (Enterprise Activities Only)		
500 Equipment, Land & Structures		7,500
600 Special Payments		
TOTAL		

Request Summary – Describe program, position, equipment, supplies, etc. requested. What will be accomplished and/or what are the benefits? If a new program, why is it needed? Does this reduce a backlog? Does this improve efficiency?

Purchase replacement photocopier for Purchasing Division.

Driving Factors – Why is this request needed?

Existing photocopier in Purchasing is among the oldest in use in the City (the 11-year-old 3M copier in Accounting is older); it has required 20 service calls during the past two years, has no capability for document handling or collating, and duplex copying requires manual intervention. Moreover, the original equipment dealer has gone out of business, and the current service provider has indicated that replacement parts are becoming increasingly difficult to obtain.

With the number of RFQs, RFPs, and bid documents being produced and mailed each day to bidders, it is extremely important that the department have a reliable copier capable of making good-quality copies. In addition, with the elimination of the part-time clerk position in Purchasing, equipment capable of feeding and collating documents will reduce copying time for existing staff.

Alternatives – How else can this be accomplished or what are the consequences of not taking the recommended action?

- . Lease-purchase arrangement could defer portions of the cost to future budget years;
- . Failure to replace the existing unit could result in poor-quality documents being distributed to the public; continued service calls may result in cancellation of the maintenance contract, increasing service costs; equipment failure would interfere with the department's ability to do its work.

Implementation - How and when will this change be implemented? How will success be measured?

Purchase, if approved, should be completed as soon as possible.

Fiscal Impact

Costs - What are the start up costs? What are savings? Are there additional revenues?

Purchase price of \$7,500 includes installation and start-up supplies.

Time savings will be realized in operations requiring collating of multiple-part documents (currently, all multiple-copy documents such as RFPs, RFQs, bids and specifications are assembled manually).

Additional savings will be realized in reduction of wasted staff time and wasted supplies (paper and toner) resulting from paper jams, misfeeds, and incorrect exposures.

On-going Costs - List all costs associated with this request, ie, number of personnel and benefits, equipment, supplies, etc.

Costs

On-going costs should approximate current operating costs, which are included in the 300-series budget requests.

TOTAL

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance FUND: General Fund
 ACTIVITY: Accounting Services

June 6, 1993

ACTIVITY DESCRIPTION

The Accounting Division is responsible for the maintenance and control of the City financial records and books of original entry; preparation, analysis and publication of all financial reports required by the City, State and Federal governments; maintenance of records on issued and outstanding debts; maintenance of cost accounting systems; maintenance of fixed asset records; preparation of payroll and associated reports; and payment of invoices for materials, equipment and services purchased by the City.

- ACCOUNTING AND REPORTING. Prepare and distribute routine and periodic financial reports. (28% of activity)
- ANNUAL AUDIT. Assist City auditors in preparation of annual audit, prepare and distribute the Combined Annual Financial Report and coordinate response to the Management Letter issued by the City's auditors. (18% of activity)
- BUDGETING. Assist in preparation and management of City's annual expenditure budget, publication of the operating budget and projection of fund balances, income statements and balance sheets (12% of activity)
- PAYROLL SERVICES. Provide payroll and reporting services for City employees. (14% of activity)
- ACCOUNTS PAYABLE SERVICES. Process vendor, supplier and contractor invoices in a timely and accurate manner as prescribed by City policy and procedure (28% of activity)

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	231,145	268,957	286,815	289,655	289,655
200 Utilities & Communications	3,699	3,860	4,230	3,400	3,400
300 Supplies, Materials & Services	22,295	13,443	27,650	27,150	27,150
500 Equipment, Land & Structures	3,548	1,581	3,976	2,200	0
600 Special Payments	0	0	0		
TOTAL	260,687	287,841	322,671	322,405	320,205
Growth		10%	12%	-0%	-1%

STAFFING SUMMARY

Accounting Manager	1	1	1	1	1
Accountant II	1	1	1	1	1
Senior Account Clerk	1	1	1	1	1
Account Clerk	4	4	4	4	4
Temporary Positions (FTE's)	0.5	0	0	0	0
TOTAL	7.5	7	7	7	7
Growth		-7%	0%	0%	0%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- * 1992-94: Implement fixed asset accounting system
- * 1992-94: Submit Combined Annual Financial Report (CAFR) to the Government Finance Officer's Association and California Municipal Finance Officer's Association for evaluation
- * 1992-94: Publish City Operating Budget (\$2,000)
- * 1992-94: Establish contract services to microfiche payroll and accounting reports to be kept longer than 3 years. (\$3,500)
- * 1992-94: Reclassify Senior Account Clerk to Accounting Technician per City Council Resolution September 2, 1992 - 10% increase of \$3,070 per year
- * 1992-94: Train payroll clerk to American Payroll Association Standards for certification (\$300.00)

FINANCIAL ADMINISTRATION

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DEPARTMENT: Finance
ACTIVITY: Accounting Services (continued)

June 6, 1993

WORKLOAD INDICATORS	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Payroll checks issued	14,225	15,180	16,180	16,000
Accounts payable invoices paid	11,596	11,867	12,167	12,000
Supplemental budget requests processed	195	164	160	160
Number of Funds	60	66	66	65
General Journal Entries	1,834	1,486	1,500	1,500

1993-94 BUDGET
SUPPLEMENTAL REQUEST

REQUEST TITLE: Equipment

DEPARTMENT: Finance

ACTIVITY: Accounting Division

ACCOUNT NUMBER: 10.0-93.0-050.03

CONTACT PERSON: Vicky McAthic

Cost Summary

100 Personnel Services
 200 Utilities & Communications
 300 Supplies, Materials & Services
 400 Depreciation (Enterprise Activities Only)
 500 Equipment, Land & Structures
 600 Special Payments
 TOTAL

1993-94
Add/Del
2,200.00

Request Summary – Describe program, position, equipment, supplies, etc. requested. What will be accomplished and/or what are the benefits? If a new program, why is it needed? Does this reduce a backlog? Does this improve efficiency?

Accounting is requesting to purchase a Microfilm Viewer/Printer during the 1993-94 budget year. During the 1992-93 fiscal year, Accounting starting sending various payroll records out to be microfilmed in an attempt to save on the vast storage space needed to retain hard copies of the records which we are legally required to retain. We will be microfilming additional records during the balance of 1992-93 and in 1993-94.

Driving Factors – Why is this request needed?

Currently, we have access to the microfilm reader/printer that is located on the second floor of City Hall. However, if Finance is relocated to the Beckman building as projected, there will be a need to have a viewer/printer closer to ensure proper control over the microfilmed copies of records.

Alternatives – How else can this be accomplished or what are the consequences of not taking the recommended action?

Alternative One:

We can continue to use the machine available on the second floor, however, this is not cost effective as far as staff time is concerned. In addition, we risk the possibility of lost or misplaced microfilm copies.

Alternative Two:

We can purchase a viewer only (at a cost of approximately \$350.00). This would be a viable alternative if Finance is to remain in City Hall, however, if we relocate we will be running to City Hall to view/copy. In addition, if we opt to purchase at a latter date, then we will be out the \$350.00 that could have been used toward the cost of the purchase of the viewer/printer.

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance **FUND:** General Fund
ACTIVITY: Revenue Services

June 6, 1993

ACTIVITY DESCRIPTION

The Revenue Division is responsible for the collection and custody of City funds, investment of idle funds, maintaining customer relations with the City's banks, sale of Dial-A-Ride tickets; utility billing for electric, water, sewer and garbage; customer services and information information for utility customers; business license and pet license administration and tax collection; and management of imprest funds.

- **BILLING AND PAYMENT COLLECTION.** Prepare, issue, collect and reconcile utility bill for electric, water, sewer and garbage customers of the City; prepare, issue and collect miscellaneous bills; and reconcile receivables. (63% of activity)
- **BUSINESS LICENSE AND PET LICENSE ADMINISTRATION AND COLLECTION.** Prepare, distribute, enforce and collect business license ordinance and taxes. Issue annual pet licenses to pet owners. (9% of activity)
- **MANAGING CITY'S INVESTMENT PORTFOLIO.** Invest and report to the City Council on the investment of the City's excess cash in accordance with the investment policies approved by the City Council. (4% of activity)
- **CUSTOMER SERVICES AND INFORMATION FOR UTILITY CUSTOMERS.** Process turn-on; and terminations; and, respond to customer inquiries regarding city utilities. (18% of activity)
- **BUDGETING.** Prepare annual revenue projections for the City budget and fund balance projections; track revenues received; and prepare cash flow reports (6% of activity)

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	334,456	357,597	343,900	355,140	355,140
200 Utilities & Communications	57,045	49,741	62,800	86,780	86,780
300 Supplies, Materials & Services	25,585	39,629	47,100	52,500	52,500
500 Equipment, Land & Structures	1,883	29,171	15,225		
600 Special Payments		108			
TOTAL	418,969	476,246	469,025	494,420	494,420
Growth		14%	-2%	5%	0%

STAFFING SUMMARY

Revenue Manager	0	0	1	1	1
Revenue/Collection Technician	1	1	1	1	1
Senior Account Clerk	1	1	1	1	1
Account Clerk	7	7	6	6	6
Temporary Positions (FTE's)	2.5	2.5	2.5	2.5	2.5
TOTAL	11.5	11.5	11.5	11.5	11.5
Growth		0%	0%	0%	0%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- **1992-94:** Update business license tax ordinance and recommend a tax structure using gross receipts.
- **1992-94:** Contract parking ticket collection (\$7,500.00)
- **1992-94:** Identify an automated cashiering system for replacement of existing system
- **1992-94:** Develop, recommend and implement policies to improve utility billing system, reduce costs and to improve customer relations:
 - Summary billing
 - **Five year billing** and consumption history by customer/by account
 - **Refund customer** deposits who have establish good credit history with the City.
 - Evaluate **benefits** and costs to privatizing garbage billing and use of pay stations to receive payments
- **1992-94:** Reclassify Account Clerk to Revenue Collection Technician per City Council Resolution September 2, 1992 - 10% increase of \$2,815 per year

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance
ACTIVITY: Revenue Services (continued)

June 6, 1993

WORKLOAD INDICATORS	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Utility bills issued	271,669	273,434	275,322	275,500
Utility customer starts and stops	13,452	12,722	12,425	12,500
Accounts receivable bills issued			900	900
Business Licenses Issued	4,103	4,139	4,150	4,200
Pet Licenses Issued	4,020	4,300	4,500	4,500
Number of Utility Customers	22,650	22,739	22,907	23,300

993-94 BUDGET
 SUPPLEMENTAL REQUEST

REQUEST TITLE: Equipment

DEPARTMENT: *Finance/Billing, Revenue Division*

ACTIVITY: Account Clerk

ACCOUNT NUMBER: *10.0-050.04*

CONTACT PERSON:

Cost Summary		1993-94
		Add/Del
100 Personnel Services		
200 Utilities & Communications		
300 Supplies, Materials & Services		
400 Depreciation (Enterprise Activities Only)		
500 Equipment, Land & Structures		
600 Special Payments		
TOTAL		

Request Summary - Describe program, position, equipment, supplies, etc. requested. What will be accomplished and/or what are the benefits? If a new program, why is it needed? Does this reduce a backlog? Does this improve efficiency?

One additional account clerk is requested. Part-time hours are at 2320 hrs- fulltime person 2800 hours. Workload has increased and a full time employee will be employed daily which will also help to fully train and get more work done. Part time employees are at higher salaries than A-step for a new employee. With the additional employee part-time hours would not be necessary.

Driving Factors - Why is this request needed?

New position person will be tested and should be the best quality wise person we can get. Part-time people have not been tested.
 Total dollars for additional account clerk with all benefits - \$26,037.77
 part-time dollars would be \$24,805.45.

Alternatives - How else can this be accomplished or what are the consequences of not taking the recommended action?

One parttime employee will be going to Step D during this next year and one parttime employee will be receiving Step B.

PART-TIME/TEMPORARY REQUEST FORM

DEPARTMENT: Finance
Revenue Division

ACTIVITY:

ACCOUNT NUMBER:

Job Title (1)	Purpose (2)	Est Time Utilized (3)	Hourly Rate (4)	Total Requested (5)	111 Worker's Compensation (6)	115 Medicare Insurance (7)	115 Unemployment Insurance (8)	TOTAL REQUEST (9)
Account Clerk @ B step	Staff vacation	400	9.99525	3998.10	8.00	57.97	5.20	4069.27
Account Clerk @ D step	Staff vacation	200	11.01988	2203.98	4.41	31.96	2.87	2243.22
Account Clerk @ B step	Holiday + Sick Leave	160	9.99525	1599.24	3.20	23.19	2.08	1627.71
Account Clerk @ D step	Holiday + Sick Leave	160	11.01988	1763.18	3.53	25.57	2.29	1794.57
Account Clerk @ B step - to cover for Staff training		16	9.99525	159.92	.32	2.32	.21	162.77
Account Clerk @ D step - to cover for Staff training		16	11.01988	176.32	.35	2.56	.23	179.46
Account Clerk @ B step - heavy work load		2160	9.99525	21589.74	43.18	313.05	28.07	21974.04
Account Clerk @ D step - heavy work load		720	11.01988	7934.31	15.87	115.05	10.31	8075.54
Account Clerk @ B step - Subdivision relands		48	9.99525	479.77	.96	6.96	.62	488.31
Account Clerk @ D step - Subdivision relands		48	11.01988	528.95	1.06	7.67	.69	538.37
Account Clerk @ B step - special work requests		16	9.99525	159.92	.32	2.32	.21	162.77
Account Clerk @ D step - special work requests		16	11.01988	176.32	.35	2.56	.23	179.46
Account Clerk @ B step - supervisor vacation		360	9.99525	3598.29	7.20	52.18	4.68	3662.35
Total of Items Above				44368.04	88.75	643.36	57.69	45157.84

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Specific Instructions:

- Column 3: Identify the time required (Example: 100 hours)
- Column 4: Use the appropriate salary rate from the part-time/temporary rates
- Column 5: Multiply the amounts in Columns 3 and 4
- Column 6: Multiply the amount in Column 4 by the applicable rate; .002
- Column 7: Multiply the amount in Column 5 by .0145 if the employee is subject to Medicare (hired after 3/1/86)
- Column 8: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only
- Column 9: Add columns 5, 6, 7 and 8

1993-94 BUDGET
CONFERENCE/TRAINING

DEPARTMENT: Finance
ACTIVITY: Revenue Division

ACCOUNT NUMBER: 11.0-050.314

CHECK ONE
314 Business Expense
315 Conference Expense
358 Training & Education

EXPENSE # DISTINATION PURPOSE MILLAORB LODGING NIGHTS MEALS TRANS ADMINSTRAT EXPENSES TOTAL

EXPENSE #	DISTINATION	PURPOSE	MILLAORB	LODGING	NIGHTS	MEALS	TRANS	ADMINSTRAT	EXPENSES	TOTAL
314	California Municipal Treasurers Assn	- Treasury - Finance Information	1							1
		5 meeting x	115/38=16.1-			5/20=100-		6.00	216.-	
311	California Business/Treas. Exp. Assn	Business License Information	1					41.00	196.-	
		4 quarterly meetings	100/28=11.2-			4/20=80-				
311	State Administrative Center	2 quarterly meetings	1							2
						2/20=40-				

TOTAL MILLAORB 860

TOTAL COST 502-

Justification for Out-of-State Expense

502-
502-
502-

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FINANCIAL ADMINISTRATION

9394bud wk3

DEPARTMENT: Finance
 FUND: General Fund
 ACTIVITY: Data Processing Services

June 6, 1993

ACTIVITY DESCRIPTION

The Data Processing Division is responsible for operation and maintenance of the Finance Department's central computer and Police Department's sub-system; maintaining application approved by the Finance Director; and assisting other departments on a time available basis with computer programs and systems maintenance.

- **CENTRAL COMPUTER OPERATION AND MAINTENANCE.** Maintain and operate IBM AS 400 and AS 400 sub-system computer including peripheral equipment and applications software of the Finance, Police and Fire Departments, including contract maintenance services. User support limited to specific approval of Finance Director on a case by case basis. (20% of activity)
- **SOFTWARE MAINTENANCE.** Maintain and operate software approved by the Finance Director for the Finance, Police and Fire Departments; and make programming changes to systems software as needed within available resources. (50% of activity)
- **OFFICE PRODUCTS SUPPORT.** Provide City departments with access, support and training in the use of office products software and query capability on a time available basis. (5% of activity)
- **SOFTWARE SYSTEMS DEVELOPMENT.** Within the resources authorized, enhance, design and implement software and systems to meet user needs as authorized by the Finance Director. Contracting for major software changes and purchase of "canned" programs is preferred. (25% of activity)

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94	1993-94
	Actual	Actual	Budget	Budget	Recommended
100 Personnel Services	270,871	257,666	261,230	219,330	219,330
200 Utilities & Communications	1,206	851	850	100	100
300 Supplies, Materials & Services	66,931	86,964	86,815	87,890	87,890
500 Equipment, Land & Structures	1,852		68,091		
600 Special Payments					
TOTAL	340,860	345,481	416,986	307,320	307,320
Growth		1%	21%	-26%	0%

STAFFING SUMMARY

Data Processing Manager	1	1	1	1	1
Data Processing Operations Specialist	1	1	1	1	1
Data Processing Programmer/Analyst	2	1	1	0	0
Senior Programmer Analyst	2	2	2	2	2
TOTAL	6	5	5	4	4
Growth		-17%	0%	-20%	0%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- 1992-94: Develop a "Summary Bill" for multiple account customers.
- 1992-94: Develop utility billing history - payment, bills, consumption, etc
- 1992-94: With Accounting Division develop and implement a payroll budget system by employee for pay and benefits.
- 1992-94: With the Revenue Division develop and implement an automated cashier and miscellaneous accounts receivable system (\$15,000 - not funded).
- 1992-94: Lease of IBM computer, equipment, software - \$56,800 per year

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance
ACTIVITY: Data Processing Services (continued)

June 6, 1993



WORKLOAD INDICATORS	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Work stations supported	77	100	131	131
Computer Users			234	234
Major software systems maintained				
Utility Billing	1	1	1	1
Payroll	1	1	1	1
General Accounting	1	1	1	1
Business License	1	1	1	1
Accounts Payable	1	1	1	1
Police/Fire CAD/Records		1	1	1
Building Dept Management	1	1	1	1
Major software systems implemented				
Police/Fire CAD/Records		1		
Building Dept Management	1	1	1	1

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Finance
 ACTIVITY: Field Services
 FUND: General Fund

June 6, 1993

ACTIVITY DESCRIPTION

- The Field Services Division is responsible for reading the city's electric and water meters; service turn-ons and turn-offs; parking enforcement in designated parking districts; notifying utility customers of delinquent accounts; identifying theft of electricity and water; delivering utility bills to Post Office; and responding to customer complaints on utility bills.
- METER READING.** Read city electric and water meters and report meter reads to utility billing staff. (50% of activity)
- UTILITY TURN-ONS/TURN-OFFS.** Connect and disconnect customers based on applications for service; termination of service or for delinquent accounts. (20% of activity)
- CUSTOMER SERVICES.** Assist customers turn-off for delinquent bills and other complaints regarding utility services; authorizing extensions on payment of delinquent bills; determining accounts to be sealed for non-payment; and, collection of delinquent bills. (10% of activity)
- PARKING ENFORCEMENT.** Enforce City's parking ordinances in designated districts (downtown, PCP, schools). (20% of activity)

ACTIVITY COSTS

	1990-91	1991-92	1992-93	1993-94
Actual	320,362	345,171	348,665	331,560
Budget	2563	2,761	2,790	2,350
500 Equipment, Land & Structures	23,643	32,926	45,321	36,505
300 Supplies, Materials & Services				0
700 Utilities & Communications				
100 Personnel Services				
TOTAL	346,568	380,859	396,776	370,415
Growth		10%	4%	-7%

STAFFING SUMMARY

	1990-91	1991-92	1992-93	1993-94
Field Services Supervisor	1	1	1	1
Meter Reader	4	4	4	4
Account Collectors	2	2	2	2
Parking Enforcement Assistants	2	2	2	1
Temporary Positions (FTE's)	1	1	1	1
TOTAL	10	10	10	9
Growth		0%	0%	-10%

ACTIVITY OBJECTIVES & SIGNIFICANT EXPENDITURE CHANGES

- 1992-94: Work with Electric Utility Department to develop energy/water theft control program
- 1992-94: Explore new meter reading technology to improve staff efficiency and reduce long term costs
- 1992-94: Evaluate contracting meter reading of gas services

FINANCIAL ADMINISTRATION

9394hd w+3

DEPARTMENT: Finance
ACTIVITY: Field Services (continued)

June 6, 1993

WORKLOAD INDICATORS	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Budget	Budget
Turn-ons/Turn-offs	13,452	12,722	13,425	13,500
Seal for Non-Payment	778	936	963	950
Number of Electric Meters	22,650	22,739	22,800	22,800
Number of Water Meters	430	750	801	800
Persons Referred to Assistance Services		750	1,200	1,200
Vehicle miles			85,464	85,500
Deliquent Notices	15,321	15,939	16,404	16,400
Parking Tickets Issued	6,000	6,000	6,000	6,000
Vehicles Authorized	9	10	10	10

1993-94 BUDGET

SUPPLEMENTAL REQUEST

REQUEST TITLE: Vehicle Replacement

DEPARTMENT: Finance

ACTIVITY: Field Services Division

ACCOUNT NUMBER: 10.0-93.0-050.07

CONTACT PERSON: Duane McEacham

Cost Summary

1993-94

Add/Del

100 Personnel Services

200 Utilities & Communications

300 Supplies, Materials & Services

400 Depreciation (Enterprise Activities Only)

500 Equipment, Land & Structures

600 Special Payments

TOTAL

12,000.00

12,000.00

Request Summary - Describe program, position, equipment, supplies, etc. requested. What will be accomplished and/or what are the benefits? If a new program, why is it needed? Does this reduce a backlog? Does this improve efficiency?

Replace meter reader Vehicle # 14
1984 Plymouth Reliant - 60,000 miles

Driving Factors - Why is this request needed?

Vehicle #14 has major engine and transmission problems.
Expense to maintain could exceed cost of replacement.

Alternatives - How else can this be accomplished or what are the consequences of not taking the recommended action?

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Electric/Public Works **FUND:** Electric & Water Fund
ACTIVITY: Inter-Fund Loans

June 6, 1993

ACTIVITY DESCRIPTION

California Department of Water Resources Loan (\$4,758,000)

The City entered into an agreement with the Water Resources Board to finance the construction of water filter systems to meet safe water drinking standards established by the State. The bond is secured by a pledge of water revenues. Commencing October 1, 1993 semiannual payments of \$174,000 at 3.41% is due through the year 2014.

Water Utility Loan (\$1,000,000)

The City's Water Utility entered into an agreement with the Electric Utility that was approved by the City Council on February 1, 1989 to borrow \$1 million for 5 years for capital improvements. The loan is secured by water revenues and is repaid at a rate representing one-fifth of the principal with interest equal to the City's current return on investments beginning July 1, 1990 and ending July 1, 1994.

Capital Outlay Loan (\$250,000)

The City Council authorized the City to enter into an agreement on May 2, 1990 with the Electric Utility to borrow \$250,000 for 5 years for the purchase of property at 217 West Elm Street. The loan is secured by general fund revenues and is repaid in an amount of one-fifth (1/5) of the principal plus interest in an amount equal to the City's investment earnings.

ACTIVITY COSTS

	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
Water Resources Loan					
628 Principal	0	0	0	0	335,200
627 Interest	0	0	0	0	11,426
Water Utility Loan					
Principal	200,000	200,000	200,000	200,000	200,000
699 Interest	125,091	64,000	33,000	18,000	9,000
Capital Outlay Loan					
Principal	0	50,000	50,000	50,000	50,000
699 Interest	0	23,333	11,000	6,750	4,500
TOTAL	325,091	337,333	294,000	274,750	610,126
Growth					

SOURCES/USES

Water Resources Loan

987 Water Fund 0 0 0 0 (346,626)

Water Utility Loan

987 Water Fund (325,091) (264,000) (233,000) (218,000) (209,000)
 Electric Fund 325,091 264,000 233,000 218,000 209,000

Capital Outlay Loan

987 Capital Outlay Fund 0 (73,000) (61,000) (56,750) (54,500)
 Electric Fund 0 73,000 61,000 56,750 54,500

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Various FUND: General Fund
 ACTIVITY: Lease Purchase Obligations

June 6, 1993

ACTIVITY DESCRIPTION

Lease/Purchase of Fire Truck (\$338,908)

The City entered into a lease/purchase agreement on June 1, 1990 with Federal Signal Corporation, Oakbrook Illinois to acquire a Fire Truck with 75' ladder. This lease is secured by General Fund revenues and is paid over 5 years with interest of 7.49% per annum beginning August 15, 1991.

Lease/Purchase of Fire Truck (\$213,175)

The City entered into a lease/purchase agreement in October 1992 to purchase a 1,500 GPM Fire Truck to be delivered not later than July 29, 1993. This lease is secured by the General Fund and is to be paid over five years at an interest rate of 5.81% per annum beginning November 1993.

Lease/Purchase of Computer Equipment (\$61,243)

The City entered into a lease/purchase agreement September 5, 1991 with International Business Machines to purchase computer equipment for the Police Department. This lease is secured by the General Fund and is to be paid over 5 years at an interest rate of 7.40% per annum beginning September 1, 1991.

Lease/Purchase of Computer Equipment (\$170,020)

The City entered into a lease/purchase agreement on March 18, 1991 with International Business Machines to purchase computer equipment and software for the Finance Department. This lease is secured by General Fund revenues and is to be paid over 5 years at an interest rate of 7.42% per annum beginning July 1, 1990.

Lease/Purchase Emergency Generator (\$78,873)

The City entered into a lease/purchase agreement on February 28, 1988 with Caterpillar Financial Services Corporation to purchase an emergency generator for the City's public safety building on Elm Street. This lease is secured by General Fund revenues and is to be paid over 5 years at an interest rate of 7.50% per annum beginning July 1, 1988.

Lease/Purchase Street Sweeper (\$104,274)

The City entered into a lease/purchase agreement on November 24, 1986 with FMC Corporation to purchase a street sweeper for Public Works. This lease is secured by General Fund revenues and is to be paid over 5 years at an interest rate of 7.86% per annum beginning December 1, 1986. (Paid 91/92)

Lease/Purchase Street Sweeper (\$89,098)

The City entered into a lease/purchase agreement in December 1989 with FMC Corporation to purchase a street sweeper for Public Works. This lease is secured by General Fund revenues and is to be paid over 34 months at an interest rate of 8.42% per annum beginning January 1990. (Paid 92/93)

ACTIVITY COSTS

	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
Fire Truck (\$338,908)					
625 Principal	0	0	46,688	50,185	53,944
624 Interest	0	0	20,307	16,810	13,052
Down Payment	0	67,782	0	0	0
Fire Truck (\$213,175)					
625 Principal	0	0	0	0	0
624 Interest	0	0	0	0	0
Down Payment	0	0	0	0	42,635
Computer Equipment Police (\$61,243)					
625 Principal	0	0	7,572	9,319	10,033
624 Interest	0	0	2,635	2,930	2,216
Computer Equipment Finance (\$170,020)					
625 Principal	0	24,557	27,393	29,502	31,773
624 Interest	0	10,620	7,784	5,675	3,403

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Various
 FUND: General Fund
 ACTIVITY: Lease Purchase Obligations

June 6, 1993

ACTIVITY COSTS (continued)

	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
Emergency Generator (\$78,873)					
625 Principal	14,465	15,589	16,801	18,107	0
624 Interest	4,387	3,263	2,051	745	0
Street Sweeper (\$104,275)					
625 Principal	17,894	19,352	8,353	0	0
624 Interest	2,961	1,503	168	0	0
Street Sweeper (\$89,098)					
625 Principal	9,894	24,967	27,413	12,119	0
624 Interest	2,481	4,733	2,287	256	0
TOTAL	52,082	172,365	169,452	145,647	157,056
Growth		231%	-2%	-14%	8%

SOURCES

Fire Department					
Fire Truck (\$338,908)	0	67,782	66,995	66,995	66,996
Fire Truck (\$213,175)	0	0	0	0	42,635
Total		67,782	66,995	66,995	109,631
Police Department					
Computer Equipment Police (\$61,243)	0	0	10,207	12,249	12,249
Finance Department					
Computer Equipment Finance (\$170,020)	0	35,177	35,177	35,177	35,177
Public Works Department					
Emergency Generator (\$78,873)	18,852	18,852	18,852	18,852	0
Street Sweeper (\$104,275)	20,855	20,855	8,521	0	0
Street Sweeper (\$89,098)	12,375	29,700	29,700	12,375	0
Total	52,082	69,407	57,073	31,227	0
TOTAL	52,082	172,365	169,452	145,647	157,056

FINANCIAL ADMINISTRATION

9394bud.wk3

DEPARTMENT: Non-Departmental FUND: General Fund
ACTIVITY: Property Rental

June 6, 1993

ACTIVITY DESCRIPTION

The City entered into a 10 year rental agreement on August 21, 1992 for property known as the Beckman Building on Pine Street for the expansion of City Hall. This is an obligation of the General Fund and under the agreement one year's rent was paid in advance on September 1, 1992 (\$59,908.80). Beginning September 1, 1993 payment is due monthly in the amount of \$4,992.40.

ACTIVITY COSTS

	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
600 Special Payments	0	0	0	59,909	49,924

SOURCES

General Fund Non-Departmental	0	0	0	59,909	49,924
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FINANCIAL ADMINISTRATION

9394bhd.wk3

DEPARTMENT: Non-Departmental
ACTIVITY: Debt Financing

FUND: Debt Service Fund

June 6, 1993

DEBT BALANCE	1989-90	1990-91	1991-92	1992-93	1993-94
	Actual	Actual	Actual	Budget	Budget
General Obligation Bond	2,065,000	1,790,000	1,500,000	1,205,000	895,000
Beginning Balance					
Current Balance	1,790,000	1,500,000	1,205,000	895,000	570,000
Special Assessment Bond	800,000	715,000	595,000	470,000	220,000
Beginning Balance					
Current Balance	715,000	595,000	470,000	220,000	190,000
Certificates of Participation	8,917,483	8,834,348	8,746,213	10,670,598	10,550,598
Beginning Balance					
Current Balance	8,834,348	8,746,213	10,670,598	10,550,598	10,440,598
Arbitrage Rebate	0	68,529	97,048	134,979	169,979
Beginning Balance					
Current Balance	68,529	97,048	134,979	169,979	35,000
AMORTIZATION OF DEBT	1993-94	1994-95	1995-96	1996-97	Thereafter
	Projected	Projected	Projected	Projected	Projected
General Obligation Bond	325,000	280,000	290,000	0	0
625 Principal					
624 Interest	32,288	19,950	10,150	0	0
Special Assessment Bond	30,000	30,000	35,000	40,000	85,000
625 Principal					
624 Interest	21,575	18,695	15,785	12,355	12,870
Certificates of Participation	110,000	110,000	115,000	120,000	10,385,000
625 Principal					
624 Interest	705,690	700,31	694,855	688,817	13,236,822
Arbitrage Rebate	169,979	0	0	0	0
699 Excess Earnings					
TOTAL	1,394,532	1,159,000	1,160,790	861,172	23,719,692
Growth					
		-17%	0%	-26%	

ROLL BUDGET 1993-94

Dy	EMP	NAME	OCCUPATION	ANNUAL	MONTHLY	BI-WEEKLY	AUTO	UNIFORM	MEAL	BD	AD LV	CHP	MED	DENTAL	OPTICAL	FLEX			INS					Total		
				SALARY	SALARY	SALARY			ALLOW	INCENT						SPEND	WC	MEDICAR	PERS	DEFCOM	LIP	IMS	UNEMPLC		LTD	REFUND
				01	01	01	05	06	08	09	10	129	132	113	114	117	111	115	121	123	124	125	128	130		
FIELD SERVICES																										
1	2		ACCOUNTS COLLECTOR	29,097.00	2,424.75	1,191.12		0.00					60.00	4,320.00	397.80	133.44		436.46	0.00	4,914.42	741.78	79.30	37.83	145.49	0.00	39,641.51
2	2		METER READER	27,711.72	2,309.31	1,045.64		300.00					60.00	4,320.00	397.80	133.44		415.68	0.00	3,991.87	706.42	79.30	36.03	136.38	0.00	38,290.81
3	2		METER READER	27,711.72	2,309.31	1,045.64		300.00					60.00	4,320.00	397.80	133.44		415.68	401.82	3,991.87	706.42	79.30	36.03	136.38	0.00	38,992.63
4	2		FIELD SERVICES SUPERVISOR	33,676.96	2,798.08	1,383.73		0.00		1,383.73			60.00	4,320.00	583.96	133.44		539.65	0.00	5,823.48	0.00	167.64	66.77	179.68	0.00	48,597.55
5	2		ACCOUNTS COLLECTOR	29,097.00	2,424.75	1,191.12		0.00					60.00	0.00	211.90	133.44		436.46	0.00	4,914.42	741.78	79.30	37.83	145.49	1,149.90	36,984.51
6	2		METER READER	27,711.72	2,309.31	1,045.64		300.00					60.00	4,320.00	397.80	133.44		415.68	401.82	3,991.87	0.00	79.30	36.03	136.38	0.00	37,966.21
7	2		METER READER *	27,461.36	2,303.15	1,061.61		300.00					60.00	4,320.00	211.90	133.44		414.03	600.23	3,976.05	672.42	79.30	35.68	136.01	0.00	38,913.20
				204,907.88	17,075.66	7,881.07	0.00	1,200.00	0.00	0.00	1,383.73	430.00	25,920.00	2,796.96	814.08	0.00	10,773.62	1,203.67	29,336.96	1,869.02	636.48	266.39	1,024.54	1,849.90	0.00	278,325.42
PARKING ENFORCEMENT																										
1	2		PARKING ENFORCEMENT ASSISTANT	15,221.36	1,301.78	670.65		300.00					60.00	4,320.00	397.80	133.44		378.32	0.00	3,633.14	642.96	79.30	32.79	126.11	0.00	15,323.23
2	2		PARKING ENFORCEMENT ASSISTANT	15,221.36	1,301.78	670.65		300.00					60.00	4,320.00	397.80	133.44		378.32	0.00	3,633.14	630.53	79.30	32.79	126.11	0.00	15,122.79
				30,442.72	2,603.56	1,341.30	0.00	600.00	0.00	0.00	0.00	130.00	8,640.00	795.68	266.88	0.00	736.64	0.00	7,266.27	1,273.51	146.60	65.58	252.21	0.00	30,445.02	
Total Please				1,827,351.23	164,841.83	44,896.24	4,200.00	1,800.00	0.00	0.00	9,113.84	2,280.00	148,640.00	15,490.28	5,079.73	330.00	10,439.36	10,140.16	167,400.83	16,379.07	4,072.38	1,510.73	5,810.51	6,199.79	0.00	1,772,340.23
ESTIMATED OVERTIME				3,481.19														27.41	79.68			7.13				3,951.20

M EMP X 200 = 79,040
 L362 D:22579,040 = 14,70
 372.87 X 14.30 = 5,341.19

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