

Administrative Services

Mission Statement

Finance & Purchasing

To provide leadership in responsibly managing the City's financial resources.

Graphics

To assist City Divisions in reaching their goals through creative visual communications

FY 2001/02 Accomplishments

- Developed new on-line Budget Status Reports for departments and City Council.
- Received Government Finance Officers Association certificate of achievement for excellence in financial reporting
- Received California Society of Municipal Finance Officers award for Excellence in Budgeting for the Annual Budget.
- Stabilized PeopleSoft Financials 7.5: Financial reporting is current, on-line and up-to-date
- Implemented automated bank reconciliation, positive pay, and electronic fund transfer functionality within PeopleSoft Financials system.
- Implemented new financial reporting model: GASB 34
- Modified City Budget to incorporate changes to format, process, and content.
- Implemented new Retiree Health Savings Plan.
- Completion and distribution of the PeopleSoft Desk Reference Manual
- Citywide distribution of Procurement Cards
- Provided greater flexibility in the processing of annual orders and service authorizations allowing City Divisions and Sections to extend agreements over multiple fiscal years. This further enables Purchasing to more evenly distribute its workload over the calendar year.
- Oversaw disposal of Surplus City Equipment and Vehicles via auction resulting in \$150,000.00 in Revenue
- Initiated new process to complete Council packets which enables Library to post to website and provides CD's for public and Councilmembers.
- Assisted City Manager's office with response to September 11 disaster. Designed and produced a variety of material including large decals for city utility vehicles, counter donation boxes and flyers for candlelight vigils, memorial services and fundraisers.
- Installed new mailing system in City Mailroom and trained staff on new technology.
- Upgraded Xerox to Digipath 2.02 system and installed Digi-web for online job submission. Also trained two staff members on new technology.
- Open Houses for Executives and general employees to promote services.
- Designed Budget Summary Book, which took second place in the National Savvy Award competition.
- Cross training of staff to produce City Views newsletter and created new design.
- Assumed responsibility for formatting Administrative Policy Manual and worked with Information Services to get on-line version.
- Supported the Arts and Culture Commission through the design and printing of events calendar.

FY 2002/03 Goals

- Upgrade Peoplesoft Human Resources to version 7.5
- Continue development of new on-line reports for departments and City Council
- Continue implementation of new financial reporting model: GASB 34
- Provide additional end-user training on PeopleSoft Financial system
- Continue stabilization of PeopleSoft Financials
- Complete review of Financial Strategies for Long Range Financial Plan
- Review and revise Purchasing Section of the Administrative Policy Manual
- Develop and institute a new automated vendor registration process, integrating it with PeopleSoft
- Revise and redistribute the city wide purchasing calendar
- Increase cooperative bidding opportunities
- To assist the City's communication efforts by producing Multilingual printed materials.
- Continue to expand upon our digital capabilities

2002/03 Budget Adopted Appropriations

	Salaries and Benefits	Maintenance and Operation	Capital Outlay	Self Insurance	Total
<u>General Fund</u>					
Finance	1,628,391	364,518	-	-	1,992,909
Purchasing	377,972	22,848	-	-	400,820
Graphics	387,679	136,153	20,000	-	543,832
Transfer to Other Funds	-	136,911			136,911
Budgeted Underexpenditures					(25,000)
Total General Fund	2,394,042	660,430	20,000	-	3,049,472
<u>Equipment Reserve Fund</u>	-	-	2,391,613	-	2,391,613
<u>Unemployment Insurance Fund</u>	-	-	-	155,000	155,000
<u>Uninsurable Litigation Fund</u>	-	-	-	2,355,000	2,355,000
<u>Liability Insurance Fund</u>	337,622	14,000	10,000	280,378	642,000
<u>Auto Insurance Fund</u>	-	-	-	345,000	345,000
<u>Dental Insurance Fund</u>	-	-	-	611,000	611,000
<u>Medical Insurance Fund</u>	-	-	-	4,602,000	4,602,000
<u>Vision Insurance Fund</u>	-	-	-	88,000	88,000
<u>Employee Benefits Fund</u>	-	-	-	1,300,000	1,300,000
Total Adopted Appropriation	2,731,664	674,430	2,421,613	9,736,378	15,539,085
	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003	
Total Personnel	37.25	39.25	40.25	40.25	

Account Summary	<u>Expenditures Actual 2000-01</u>	<u>Current Year Appropriation 2001-02</u>	<u>Year to Date Expenditures 12/31/01</u>	<u>Estimated Expenditures 2001-02</u>	<u>Budget 2002-03</u>
<u>Financial</u>					
Salaries & Benefits	1,599,775	1,681,572	847,333	1,679,200	1,628,391
Maintenance & Operation	348,761	354,147	244,287	350,228	364,518
Capital	16,376	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ 1,964,912</u>	<u>\$ 2,035,719</u>	<u>\$ 1,091,620</u>	<u>\$ 2,029,428</u>	<u>\$ 1,982,909</u>

	<u>Budget 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
<u>Personnel</u>				
Personnel Position Total	<u>26.25</u>	<u>24.25</u>	<u>24.25</u>	<u>23.25</u>

Personnel Classification Detail

	<u>Budget 2000-2001</u>	<u>Budget 2001-2002</u>	<u>Estimated 2001-2002</u>	<u>Budget 2002-2003</u>
Accountant	3.00	3.00	2.00	2.00
Accounting Services Specialist	3.00	3.00	2.00	2.00
Accounting Systems Administrator	1.00	2.00	2.00	2.00
Administrative Analyst	3.00	3.00	3.00	3.00
Administrative Associate	2.15	2.15	4.15	3.15
Assistant Finance Director	0.00	1.00	1.00	1.00
Audit Administrator	1.00	0.00	0.00	0.00
Director of Finance & Admin. Services	1.00	1.00	1.00	1.00
Executive Secretary (Steno) (Conf)	1.00	1.00	1.00	1.00
Office Specialist I	2.00	0.00	0.00	0.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Principal Accountant	1.00	1.00	1.00	1.00
Senior Accountant	2.10	2.10	2.10	2.10
Senior Accounting Services Specialist	2.00	2.00	2.00	2.00
Senior Accounting Technician	1.00	1.00	1.00	1.00
Senior Accounting Technician (Confid.)	1.00	1.00	1.00	1.00
Senior Executive Analyst	1.00	0.00	0.00	0.00
TOTAL	<u>26.25</u>	<u>24.25</u>	<u>24.25</u>	<u>23.25</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	1,354,249	1,467,812	718,097	1,436,200	1,407,775
41200 Overtime	3,001	5,354	-	-	5,541
41300 Hourly Wages	55,926	5,315	30,191	45,000	4,815
41600 Compensated Absences	12,018	14,523	8,494	17,000	22,017
41700 Other Benefits	9,180	4,000	1,308	2,600	4,000
41800 Life Insurance	2,707	2,608	1,414	2,800	2,342
41900 Disability Insurance	4,132	7,024	4,069	8,100	9,630
42000 Vision Insurance	3,051	3,637	1,738	3,500	3,516
42100 Medical Insurance	108,566	119,858	55,769	111,500	119,748
42200 Dental Insurance	12,527	14,437	7,195	14,400	14,565
42300 Unemployment Insurance	1,416	1,463	748	1,500	1,468
42400 Compensation Insurance	21,316	22,992	12,400	24,800	22,017
42500 Medicare	10,474	12,480	5,755	11,500	10,888
42600 Social Security	1,211	69	154	300	69
Total	\$ 1,599,775	\$ 1,681,572	\$ 847,333	\$ 1,679,200	\$ 1,628,391

Maintenance & Operation Detail

42800 Auto Allowance	4,875	4,962	2,557	5,100	5,012
43110 Contractual Services	222,806	243,628	185,276	243,628	253,628
44120 Repairs to Office Equipment	2,733	4,223	1,643	3,300	4,265
44300 Telephone	4,747	4,223	2,206	4,400	4,265
44450 Postage	10,088	15,836	7,200	14,400	15,994
44550 Travel	6,362	7,750	3,313	6,600	6,230
44650 Training	11,754	10,557	730	1,500	10,663
44700 Computer Software	205	1,056	188	400	1,067
44750 Insurance & Surety Bonds	24,077	25,337	12,772	25,500	26,968
44800 Membership & Dues	1,035	1,056	935	1,900	1,067
45050 Periodicals & Newspapers	1,034	633	416	800	639
45100 Books	4,721	528	193	400	533
45150 Furniture & Equipment	13,732	4,223	4,974	6,000	4,265
45250 Office Supplies	28,599	21,114	10,366	20,700	19,944
45350 General Supplies	2,807	528	2,803	5,600	1,000
46900 Business Meetings	-	-	517	1,000	400
47000 Miscellaneous	9,272	8,493	8,198	9,000	8,578
47010 Discount Earned & Lost	(87)	-	-	-	-
Total	\$ 348,761	\$ 354,147	\$ 244,287	\$ 350,228	\$ 364,518

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	318,811	321,010	163,415	326,800	377,972
Maintenance & Operation	61,266	23,289	11,519	23,000	22,848
Capital	2,500	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 382,577</u>	<u>\$ 344,299</u>	<u>\$ 174,935</u>	<u>\$ 349,800</u>	<u>\$ 400,820</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>

Personnel Classification Detail

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Administrative Associate	0.00	0.00	0.00	1.00
Buyer	1.00	1.00	1.00	1.00
Buyer Supervisor	1.00	1.00	1.00	1.00
Office Services Specialist II	2.00	2.00	2.00	2.00
Purchasing Administrator	1.00	1.00	1.00	1.00
TOTAL	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	286,039	290,605	147,997	296,000	339,539
41300 Hourly Wages	80	107	61	100	107
41600 Compensated Absences	7,504	2,906	1,744	3,500	5,093
41700 Other Benefits	1,020	1,000	411	800	1,000
41800 Life Insurance	638	528	275	600	438
41900 Disability Insurance	707	1,277	762	1,500	1,886
42000 Vision Insurance	732	732	366	700	792
42100 Medical Insurance	17,041	18,568	9,039	18,100	22,558
42200 Dental Insurance	1,539	1,746	895	1,800	2,062
42300 Unemployment Insurance	287	290	148	300	340
42400 Compensation Insurance	1,434	1,453	817	1,600	1,698
42500 Medicare	1,790	1,798	900	1,800	2,459
Total	<u>\$ 318,811</u>	<u>\$ 321,010</u>	<u>\$ 163,415</u>	<u>\$ 326,800</u>	<u>\$ 377,972</u>
Maintenance & Operation Detail					
42800 Auto Allowance	213	633	12	-	639
43110 Contractual Services	-	200	-	-	202
44120 Repairs to Office Equipment	95	633	20	-	639
44300 Telephone	3,380	3,167	1,322	2,600	3,199
44450 Postage	1,651	2,850	739	1,500	1,665
44550 Travel	1,870	2,225	677	1,400	1,573
44650 Training	2,550	528	-	-	533
44700 Computer Software	-	528	-	-	533
44750 Insurance & Surety Bonds	4,875	4,962	2,517	5,000	6,226
44800 Membership & Dues	362	871	-	-	880
45050 Periodicals & Newspapers	458	106	-	-	107
45100 Books	273	264	-	-	267
45150 Furniture & Equipment	1,426	528	83	200	533
45250 Office Supplies	10,600	3,167	6,066	12,100	3,199
45350 General Supplies	33,278	-	-	-	-
47000 Miscellaneous	252	2,627	83	200	2,653
47010 Discount Earned & Lost	(17)	-	-	-	-
Total	<u>\$ 61,266</u>	<u>\$ 23,289</u>	<u>\$ 11,519</u>	<u>\$ 23,000</u>	<u>\$ 22,848</u>

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	372,340	446,358	196,187	392,500	487,679
Maintenance & Operation	131,729	205,087	75,402	183,137	206,853
Capital	245,641	58,068	-	58,068	20,000
Charges - Other Depts	(162,686)	(170,000)	(66,978)	(134,000)	(170,700)
Budgeted Underexpenditure	-	-	-	-	(15,000)
Total	<u>\$ 587,024</u>	<u>\$ 539,513</u>	<u>\$ 204,611</u>	<u>\$ 499,705</u>	<u>\$ 528,832</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>6.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

Personnel Classification Detail

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Duplicating Machine Operator	2.00	2.00	2.00	2.00
Graphics Administrator	1.00	1.00	1.00	1.00
Graphics Illustrator	2.00	2.00	2.00	2.00
Office Specialist I	0.00	2.00	2.00	2.00
Sr. Graphics Illustrator	1.00	1.00	1.00	1.00
TOTAL	<u>6.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	305,591	366,098	160,958	321,900	407,105
41200 Overtime	-	8,037	-	-	8,318
41300 Hourly Wages	32,281	21,259	15,144	30,300	21,259
41600 Compensated Absences	1,214	3,661	1,989	4,000	5,657
41700 Other Benefits	278	1,000	154	300	1,000
41800 Life Insurance	567	468	244	500	389
41900 Disability Insurance	617	1,058	691	1,400	1,458
42000 Vision Insurance	732	1,464	371	700	792
42100 Medical Insurance	22,799	35,432	12,382	24,800	32,474
42200 Dental Insurance	2,037	2,245	1,275	2,600	2,492
42300 Unemployment Insurance	338	316	176	400	377
42400 Compensation Insurance	1,689	1,581	972	1,900	1,842
42500 Medicare	3,515	3,463	1,832	3,700	4,240
42600 Social Security	682	276	-	-	276
42799 Salary Charges Out	(97,612)	(100,000)	(40,727)	(81,500)	(100,000)
Total	\$ 274,728	\$ 346,358	\$ 155,460	\$ 311,000	\$ 387,679

Maintenance & Operation Detail

42800 Auto Allowance	444	500	62	100	505
43110 Contractual Services	11,524	44,260	16,725	44,260	44,703
44120 Repairs to Office Equipment	21,041	30,000	14,185	28,400	30,300
44300 Telephone	658	550	257	500	556
44450 Postage	41	100	9	-	101
44550 Travel	1,236	940	-	-	664
44600 Laundry & Towel Service	355	500	240	500	505
44650 Training	7,980	10,000	-	-	10,100
44700 Computer Software	3,384	5,000	2,546	5,100	5,050
44750 Insurance & Surety Bonds	5,744	5,900	2,994	6,000	6,093
45050 Periodicals & Newspapers	489	1,000	1,081	2,200	1,010
45100 Books	-	200	122	200	202
45150 Furniture & Equipment	5,440	5,000	-	-	5,050
45200 Maps & Blue Prints	535	2,000	297	600	2,020
45250 Office Supplies	69,202	90,177	34,382	90,177	90,944
45350 General Supplies	3,097	8,000	1,577	3,200	8,080
46900 Business Meetings	-	-	197	400	-
47000 Miscellaneous	786	960	751	1,500	970
47010 Discount Earned & Lost	(226)	-	(23)	-	-
49050 Charges-Other Depts	(65,074)	(70,000)	(26,251)	(52,500)	(70,700)
Total	\$ 66,654	\$ 135,087	\$ 49,151	\$ 130,637	\$ 136,153

Transfer To Other Funds

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
48020 Transfer - Special Revenue	83,411	136,911	-	136,911	136,911
48040 Transfer - Capital Funds	-	-	-	-	-
48050 Transfer - Public Service	-	-	-	-	-
Total	<u>\$ 83,411</u>	<u>\$ 136,911</u>	<u>\$ -</u>	<u>\$ 136,911</u>	<u>\$ 136,911</u>

EQUIPMENT RESERVE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 601

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	1,775,818	1,945,488	882,987	1,765,000	1,790,000
Misc & Non-Operating Revenue	493,005	350,000	204,843	410,000	410,000
Fund Balance - Prior Year	-	-	-	-	191,613
Total Estimated Financing Resources	<u>\$ 2,268,823</u>	<u>\$ 2,295,488</u>	<u>\$ 1,087,830</u>	<u>\$ 2,175,000</u>	<u>\$ 2,391,613</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	1,429,822	1,952,000	494,394	1,952,000	2,391,613
Charges to Other Funds	-	-	-	-	-
Unallocated	839,001	343,488	593,436	223,000	-
Total Estimated Requirements	<u>\$ 2,268,823</u>	<u>\$ 2,295,488</u>	<u>\$ 1,087,830</u>	<u>\$ 2,175,000</u>	<u>\$ 2,391,613</u>

EQUIPMENT RESERVE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 601

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
Charges For Services					
37110 Charges For Vehicles	1,775,818	1,945,488	882,987	1,765,000	1,790,000
Total	\$ 1,775,818	\$ 1,945,488	\$ 882,987	\$ 1,765,000	\$ 1,790,000
Misc & Non-Operating Revenue					
38500 Donations & Contributions	-	-	-	-	-
38710 Interest & Inv. Revenue	316,994	300,000	148,768	300,000	300,000
38715 Interest & Inv. GASB 31	123,961	-	-	-	-
39080 Sales of Property	52,050	50,000	56,075	110,000	110,000
Total	\$ 493,005	\$ 350,000	\$ 204,843	\$ 410,000	\$ 410,000
Total Revenue	\$ 2,268,823	\$ 2,295,488	\$ 1,087,830	\$ 2,175,000	\$ 2,200,000

	Actual Expenditures 2000-2001	Current Year Appropriation 2001-2002	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-2002	Budget 2002-2003
ORG					
Information Services	-	-	-	-	-
Communication Services	-	-	-	-	26,011
Police	678,328	369,000	3,927	369,000	529,800
Police Helicopter	-	-	-	-	-
Civic Center Garage	(15,153)	57,000	146	57,000	-
Fire	249,117	-	11,486	-	1,194,802
Engineering Inspection	-	75,000	-	75,000	60,000
Building Maintenance	-	-	-	-	-
Street Administration	352,356	1,228,000	474,720	1,228,000	310,000
Mechanical Maintenance	33,736	-	39	-	-
Traffic Engineering	-	-	-	-	-
Traffic Safety Control	-	-	-	-	-
Parks Administration	112,707	160,000	3,893	160,000	172,000
Library	-	20,000	-	20,000	-
Neighborhood Services	18,731	43,000	183	43,000	99,000
Total	\$ 1,429,822	\$ 1,952,000	\$ 494,394	\$ 1,952,000	\$ 2,391,613

UNEMPLOYMENT INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 610

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	107,748	110,000	58,901	117,000	117,000
Misc & Non-Operating Revenue	52,428	45,000	18,900	38,000	38,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 160,176</u>	<u>\$ 155,000</u>	<u>\$ 77,801</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>
Estimated Requirements					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	86,704	155,000	33,969	155,000	155,000
Unallocated	73,472	-	43,832	-	-
Total Estimated Requirements	<u>\$ 160,176</u>	<u>\$ 155,000</u>	<u>\$ 77,801</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>

UNEMPLOYMENT INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 610

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	68,796	72,000	36,974	74,000	74,000
37010 Charges for Ins-Ent	33,543	34,000	17,739	35,000	35,000
37020 Charges for Ins-Fid	5,409	4,000	4,188	8,000	8,000
Total Total	\$ 107,748	\$ 110,000	\$ 58,901	\$ 117,000	\$ 117,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	39,402	45,000	18,900	38,000	38,000
38715 Interest & Inv. GASB 31	13,026	-	-	-	-
Total	\$ 52,428	\$ 45,000	\$ 18,900	\$ 38,000	\$ 38,000
Total Revenue	\$ 160,176	\$ 155,000	\$ 77,801	\$ 155,000	\$ 155,000

UNINSURABLE LITIGATION FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 611

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	1,875,255	1,935,000	1,007,664	2,015,000	2,015,000
Misc & Non-Operating Revenue	392,164	310,000	626,768	840,000	340,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 2,267,419</u>	<u>\$ 2,245,000</u>	<u>\$ 1,634,432</u>	<u>\$ 2,855,000</u>	<u>\$ 2,355,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	1,306,845	2,245,000	777,449	2,855,000	2,355,000
Unallocated	960,574	-	856,983	-	-
Total Estimated Requirements	<u>\$ 2,267,419</u>	<u>\$ 2,245,000</u>	<u>\$ 1,634,432</u>	<u>\$ 2,855,000</u>	<u>\$ 2,355,000</u>

UNINSURABLE LITIGATION FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 611

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	1,196,617	1,248,000	635,277	1,271,000	1,271,000
37010 Charges for Ins-Ent	569,495	588,000	301,189	602,000	602,000
37020 Charges for Ins-Fid	109,143	99,000	71,198	142,000	142,000
Total	\$ 1,875,255	\$ 1,935,000	\$ 1,007,664	\$ 2,015,000	\$ 2,015,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	301,062	310,000	169,154	340,000	340,000
38715 Interest & Inv. GASB 31	91,102	-	-	-	-
38740 Joint Project	-	-	457,614	500,000	-
Total	\$ 392,164	\$ 310,000	\$ 626,768	\$ 840,000	\$ 340,000
Total Revenue	\$ 2,267,419	\$ 2,245,000	\$ 1,634,432	\$ 2,855,000	\$ 2,355,000

LIABILITY INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 612

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	421,470	700,000	235,628	472,000	472,000
Misc & Non-Operating Revenue	362,907	275,000	83,466	170,000	170,000
Fund Balance - Prior Year	3,089,407	-	-	212,095	-
Total Estimated Financing Resources	\$ 3,873,784	\$ 975,000	\$ 319,094	\$ 854,095	\$ 642,000
<u>Estimated Requirements</u>					
Salaries & Benefits	-	124,274	76,048	152,095	337,622
Maintenance & Operation	3,795	4,000	50,046	60,000	14,000
Capital	-	-	-	-	10,000
Self Insurance	3,869,989	846,726	(1,168,981)	642,000	280,378
Unallocated	-	-	1,361,981	-	-
Total Estimated Requirements	\$ 3,873,784	\$ 975,000	\$ 319,094	\$ 854,095	\$ 642,000

LIABILITY INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 612

	<u>Actual</u> 2000-2001	<u>Current Year</u> 2001-2002	<u>Year to Date</u> 12/31/01	<u>Revised</u> <u>Estimate</u> 2001-2002	<u>Budget</u> 2002-2003
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	131,970	282,000	83,810	168,000	168,000
37010 Charges for Ins-Ent	266,000	376,000	151,568	303,000	303,000
37020 Charges for Ins-Fid	23,500	42,000	250	1,000	1,000
Total	<u>\$ 421,470</u>	<u>\$ 700,000</u>	<u>\$ 235,628</u>	<u>\$ 472,000</u>	<u>\$ 472,000</u>
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	245,254	275,000	83,466	170,000	170,000
38715 Interest & Inv. GASB 31	117,653	-	-	-	-
Total	<u>\$ 362,907</u>	<u>\$ 275,000</u>	<u>\$ 83,466</u>	<u>\$ 170,000</u>	<u>\$ 170,000</u>
Total Revenue	<u><u>\$ 784,377</u></u>	<u><u>\$ 975,000</u></u>	<u><u>\$ 319,094</u></u>	<u><u>\$ 642,000</u></u>	<u><u>\$ 642,000</u></u>

Account Summary	<u>Expenditures Actual 2000-2001</u>	<u>Current Year Appropriation 2001-2002</u>	<u>Year to Date Expenditures 12/31/01</u>	<u>Estimated Expenditures 2001-2002</u>	<u>Budget 2002-2003</u>
<u>Financial</u>					
Salaries & Benefits	-	124,274	76,048	152,095	337,622
Maintenance & Operation	3,795	4,000	50,046	60,000	14,000
Capital	-	-	-	-	10,000
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 3,795</u>	<u>\$ 128,274</u>	<u>\$ 126,094</u>	<u>\$ 212,095</u>	<u>\$ 361,622</u>

	<u>Budget 2000-2001</u>	<u>Budget 2001-2002</u>	<u>Estimated 2001-2002</u>	<u>Budget 2002-2003</u>
<u>Personnel</u>				
Personnel Position Total	<u>-</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

Personnel Classification Detail

	<u>Budget</u> <u>2000-2001</u>	<u>Budget</u> <u>2001-2002</u>	<u>Estimated</u> <u>2001-2002</u>	<u>Budget</u> <u>2002-2003</u>
Administrative Analyst	0.00	1.00	1.00	1.00
Asst. City attorney	0.00	0.00	1.00	1.00
Office Services Specialist II	0.00	1.00	1.00	0.00
Risk Manager	0.00	0.00	0.00	1.00
TOTAL	<u>0.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

	Expenditures Actual 2000-2001	Current Year Appropriation 2001-2002	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-2002	Budget 2002-2003
Salaries & Benefits					
41100 Salaries	-	124,274	67,219	134,437	312,090
41600 Compensated Absences	-	-	814	1,627	2,431
41700 Other Benefits	-	-	1,069	2,139	750
41800 Life Insurance	-	-	147	294	307
41900 Disability Insurance	-	-	373	746	944
42000 Vision Insurance	-	-	140	280	276
42100 Medical Insurance	-	-	4,615	9,230	11,390
42200 Dental Insurance	-	-	677	1,353	763
42300 Unemployment Insurance	-	-	-	-	162
42400 Compensation Insurance	-	-	-	-	6,159
42500 Medicare	-	-	994	1,989	2,350
Total	\$ -	\$ 124,274	\$ 76,048	\$ 152,095	\$ 337,622
Maintenance & Operation Detail					
42800 Auto Allowance	-	-	97	-	-
45250 Office Supplies	-	-	16	-	4,000
47000 Miscellaneous	3,795	4,000	49,933	60,000	10,000
Total	\$ 3,795	\$ 4,000	\$ 50,046	\$ 60,000	\$ 14,000

AUTO INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 613

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	213,792	227,000	106,896	215,000	215,000
Misc & Non-Operating Revenue	145,210	168,000	65,274	130,000	130,000
Fund Balance - Prior Year	-	-	9,963	-	-
Total Estimated Financing Resources	\$ 359,002	\$ 395,000	\$ 182,133	\$ 345,000	\$ 345,000
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	251,103	395,000	182,133	345,000	345,000
Unallocated	107,899	-	-	-	-
Total Estimated Requirements	\$ 359,002	\$ 395,000	\$ 182,133	\$ 345,000	\$ 345,000

AUTO INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 613

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	134,088	141,000	67,044	135,000	135,000
37010 Charges for Ins-Ent	79,704	86,000	39,852	80,000	80,000
Total	\$ 213,792	\$ 227,000	\$ 106,896	\$ 215,000	\$ 215,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	117,137	168,000	65,274	130,000	130,000
38715 Interest & Inv. GASB 31	28,073	-	-	-	-
Total	\$ 145,210	\$ 168,000	\$ 65,274	\$ 130,000	\$ 130,000
Total Revenue	\$ 359,002	\$ 395,000	\$ 172,170	\$ 345,000	\$ 345,000

DENTAL INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 615

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	517,738	539,000	297,923	600,000	600,000
Misc & Non-Operating Revenue	6,517	24,000	5,582	11,000	11,000
Fund Balance - Prior Year	18,063	-	-	-	-
Total Estimated Financing Resources	<u>\$ 542,318</u>	<u>\$ 563,000</u>	<u>\$ 303,505</u>	<u>\$ 611,000</u>	<u>\$ 611,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	542,318	563,000	267,616	611,000	611,000
Unallocated	-	-	35,889	-	-
Total Estimated Requirements	<u>\$ 542,318</u>	<u>\$ 563,000</u>	<u>\$ 303,505</u>	<u>\$ 611,000</u>	<u>\$ 611,000</u>

DENTAL INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 615

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37080 Charges for Ins-Dental	517,738	539,000	297,923	600,000	600,000
Total	\$ 517,738	\$ 539,000	\$ 297,923	\$ 600,000	\$ 600,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	2,278	24,000	5,582	11,000	11,000
38715 Interest & Inv. GASB 31	4,239	-	-	-	-
Total	\$ 6,517	\$ 24,000	\$ 5,582	\$ 11,000	\$ 11,000
Total Revenue	\$ 524,255	\$ 563,000	\$ 303,505	\$ 611,000	\$ 611,000

MEDICAL INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 616

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	4,095,082	4,063,000	2,260,098	4,522,000	4,522,000
Misc & Non-Operating Revenue	124,397	80,000	41,318	80,000	80,000
Fund Balance - Prior Year	-	-	310,747	-	-
Total Estimated Financing Resources	<u>\$ 4,219,479</u>	<u>\$ 4,143,000</u>	<u>\$ 2,612,163</u>	<u>\$ 4,602,000</u>	<u>\$ 4,602,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	3,972,010	4,143,000	2,612,163	4,602,000	4,602,000
Unallocated	247,469	-	-	-	-
Total Estimated Requirements	<u>\$ 4,219,479</u>	<u>\$ 4,143,000</u>	<u>\$ 2,612,163</u>	<u>\$ 4,602,000</u>	<u>\$ 4,602,000</u>

MEDICAL INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 616

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37030 Charges for Ins-GCEA	1,272,342	1,290,000	699,793	1,400,000	1,400,000
37040 Charges for Ins-GPOA	409,000	387,000	228,296	457,000	457,000
37050 Charges for Ins-GFFA	650,159	657,000	341,282	683,000	683,000
37060 Charges for Ins-Retirees	672,882	648,000	389,757	780,000	780,000
37070 Charges for Ins-Other	1,090,699	1,081,000	600,970	1,202,000	1,202,000
Total	\$ 4,095,082	\$ 4,063,000	\$ 2,260,098	\$ 4,522,000	\$ 4,522,000
<u>Misc & Non-Operating Revenue</u>					
38560 Miscellaneous Revenue	-	-	2,619	-	-
38710 Interest & Inv. Revenue	92,597	80,000	38,699	80,000	80,000
38715 Interest & Inv. GASB 31	31,800	-	-	-	-
Total	\$ 124,397	\$ 80,000	\$ 41,318	\$ 80,000	\$ 80,000
Total Revenue	\$ 4,219,479	\$ 4,143,000	\$ 2,301,416	\$ 4,602,000	\$ 4,602,000

VISION INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 617

	Actual 2000- 2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002- 2003
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	85,054	86,000	43,792	87,000	87,000
Misc & Non-Operating Revenue	1,360	1,000	584	1,000	1,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 86,414</u>	<u>\$ 87,000</u>	<u>\$ 44,376</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	84,834	87,000	39,194	88,000	88,000
Unallocated	1,580	-	5,182	-	-
Total Estimated Requirements	<u>\$ 86,414</u>	<u>\$ 87,000</u>	<u>\$ 44,376</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>

VISION INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 617

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37090 Charges for Ins-Vision	85,054	86,000	43,792	87,000	87,000
Total	\$ 85,054	\$ 86,000	\$ 43,792	\$ 87,000	\$ 87,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	1,046	1,000	584	1,000	1,000
38715 Interest & Inv. GASB 31	314	-	-	-	-
Total	\$ 1,360	\$ 1,000	\$ 584	\$ 1,000	\$ 1,000
Total Revenue	\$ 86,414	\$ 87,000	\$ 44,376	\$ 88,000	\$ 88,000

EMPLOYEE BENEFITS FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2002
FUND 640

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
Estimated Financing Resources					
Revenue					
Charges For Services	394,767	400,000	448,863	900,000	1,100,000
Misc & Non-Operating Revenue	144,683	-	126,065	200,000	200,000
Fund Balance - Prior Year	46,491	-	-	-	-
Total Estimated Financing Resources	\$ 585,941	\$ 400,000	\$ 574,928	\$ 1,100,000	\$ 1,300,000
Estimated Requirements					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	585,941	400,000	18,037	1,100,000	1,300,000
Unallocated	-	-	556,891	-	-
Total Estimated Requirements	\$ 585,941	\$ 400,000	\$ 574,928	\$ 1,100,000	\$ 1,300,000

EMPLOYEE BENEFITS FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 640

	Actual 2000-2001	Current Year 2001-2002	Year to Date 12/31/01	Revised Estimate 2001-2002	Budget 2002-2003
<u>Charges For Services</u>					
37100 Charges for Employee Benefits	394,767	400,000	448,863	900,000	1,100,000
Total	\$ 394,767	\$ 400,000	\$ 448,863	\$ 900,000	\$ 1,100,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	98,783	-	126,065	200,000	200,000
38715 Interest & Inv. GASB 31	45,900	-	-	-	-
Total	\$ 144,683	\$ -	\$ 126,065	\$ 200,000	\$ 200,000
Total Revenue	\$ 539,450	\$ 400,000	\$ 574,928	\$ 1,100,000	\$ 1,300,000

City Attorney

Mission Statement

The City Attorney's Office is committed to providing legal services which ultimately protect the interests of the City of Glendale, its divisions, the City Council, and, most importantly, the citizens of the community. We provide a full range of dedicated, in-house legal services intended to ensure the legality of actions taken in effectively performing our obligations.

FY 2001/02 Accomplishments

- Restructured office personnel to increase litigation defense capabilities while helping to reinforce our transactional work and departmental response time. The office is now organized into two sections, litigation and transactional. Each has a supervising attorney. Support staff has also been reorganized to address the needs of the new office structure.
- Early evaluation of liability exposure and use of alternative dispute resolution programs to manage cases.
- Excellent success rate in litigation to protect the City's interests. This includes successful jury and court trials.
- By the end of fiscal year 2001-02, we will have added a litigation paralegal to our office to increase the effectiveness of our litigators by providing needed assistance.
- Continued to keep the City up to date on public interest litigation and the application of pertinent and relevant laws.
- Handled 335 legal services requests from other divisions and successfully completed many written opinions.
- By the end of fiscal year 2001-02, will have created additional needed office space by reconfiguring the law library.
- Reviewed the size and scope of our law library for the purpose of managing its size while assuring it met the needs of the office for successful research and preparation of trials, opinions, etc.
- Established a policy for reporting high-dollar claims to our excess insurance carrier.

FY 2002/03 Goals

- Continue to work on a proactive system to advise the City about legislation and court decisions that may/do have an effect on the City.
- Continue to assess City and departmental needs, make recommendations, and refocus priorities to address such needs.
- Provide support and advice through well-reasoned legal opinions.
- Continue to successfully defend the interests of the City in litigation, arbitrations, mediations and other adversarial proceedings.
- Refine the office's scanning capabilities to increase the efficiency of our operations and reduce the amount of paperwork required to be maintained

2002/03 Budget Adopted Appropriations

	Salaries and Benefits	Maintenance and Operation	Capital Outlay	Total
<u>General Fund</u>				
Legal	1,247,451	117,192	-	1,364,643
Budgeted Underexpenditures				(10,000)
Total Adopted Appropriation	1,247,451	117,192	-	1,354,643

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Total Personnel	14.50	13.50	12.50	13.50

Account Summary	<u>Expenditures Actual 2000-01</u>	<u>Current Year Appropriation 2001-02</u>	<u>Year to Date Expenditures 12/31/01</u>	<u>Estimated Expenditures 2001-02</u>	<u>Budget 2002-03</u>
<u>Financial</u>					
Salaries & Benefits	1,112,636	1,346,762	558,427	1,346,762	1,247,451
Maintenance & Operation	97,807	117,671	44,356	117,752	117,192
Capital	5,563	7,350	4,229	7,350	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ 1,216,006</u>	<u>\$ 1,471,783</u>	<u>\$ 607,012</u>	<u>\$ 1,471,864</u>	<u>\$ 1,354,643</u>

<u>Personnel</u>	<u>Budget 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Personnel Position Total	<u>14.50</u>	<u>13.50</u>	<u>12.50</u>	<u>13.50</u>

Personnel Classification Detail

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Administrative Analyst	0.50	0.50	0.50	0.50
Assistant City Attorney	4.00	2.00	2.00	3.00
Chief Assistant City Attorney	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Legal Executive Secretary	1.00	1.00	1.00	1.00
Legal Secretary	3.00	3.00	3.00	3.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	1.00
Senior Assistant City Attorney	2.00	3.00	2.00	1.00
TOTAL	<u>14.50</u>	<u>13.50</u>	<u>12.50</u>	<u>13.50</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	1,018,390	1,237,291	507,490	1,237,291	1,112,441
41300 Hourly Wages	5,009	2,074	275	2,074	1,574
41600 Compensated Absences	403	2,497	6,805	2,497	16,686
41700 Other Benefits	4,860	4,000	849	4,000	3,000
41800 Life Insurance	2,954	2,624	1,571	2,624	2,687
41900 Disability Insurance	3,809	5,817	3,787	5,817	8,386
42000 Vision Insurance	2,266	2,862	1,207	2,862	2,604
42100 Medical Insurance	55,550	66,214	25,391	66,214	74,511
42200 Dental Insurance	6,541	8,241	3,685	8,241	7,213
42300 Unemployment Insurance	1,021	1,174	508	1,174	1,226
42400 Compensation Insurance	5,106	5,556	2,823	5,556	6,129
42500 Medicare	6,612	8,385	4,038	8,385	10,994
42600 Social Security	116	27	-	27	-
Total	\$ 1,112,636	\$ 1,346,762	\$ 558,427	\$ 1,346,762	\$ 1,247,451
Maintenance & Operation Detail					
42800 Auto Allowance	9,303	8,879	4,576	8,879	8,967
43080 Rent	1,447	2,000	-	2,000	2,020
43110 Contractual Services	9,302	8,000	3,495	8,000	8,080
44100 Repairs to Equipment	56	506	-	506	505
44120 Repairs to Office Equipment	2,506	4,000	20	4,000	4,040
44300 Telephone	7,312	7,500	2,920	7,500	7,575
44450 Postage	3,657	4,000	1,075	4,000	4,040
44550 Travel	2,898	5,465	1,701	5,465	3,863
44650 Training	4,838	5,100	758	5,100	5,151
44700 Computer Software	1,258	3,100	1,346	3,100	1,643
44750 Insurance & Surety Bonds	19,359	17,436	9,155	17,436	19,107
44800 Membership & Dues	7,343	10,200	3,455	10,200	10,302
45050 Periodicals & Newspapers	547	1,000	689	1,000	1,010
45100 Books	17,889	25,000	10,973	25,000	25,250
45150 Furniture & Equipment	1,664	2,550	860	2,550	2,575
45250 Office Supplies	6,596	5,100	2,835	5,100	5,151
46900 Business Meetings	-	-	55	81	-
47000 Miscellaneous	1,833	7,835	442	7,835	7,913
Total	\$ 97,807	\$ 117,671	\$ 44,356	\$ 117,752	\$ 117,192

City Clerk

Mission Statement

To maintain records and provide accurate information. To provide superior, professional and friendly services to the public and to our internal customers. To conduct elections in a non-partisan and impartial manner. To issue licenses and permits and ensure Fair Code compliance.

FY 2001/02 Accomplishments

- Restructured department to provide field liaison for filming
- Completed initial records management project for City Clerk's records
- Established City Clerk website
- Completed canvassing of entire city for unlicensed dogs (canvassing initiated in November 1998)
- In conjunction with other departments, completed inclusion of City Council, Housing Authority and Redevelopment Agency packets on City website

FY 2002/03 Goals

- Implement Automated Agenda Process
- Continue Implementation of Filming Center
- Complete Renovation of City Clerk's office
- Implement Complete City Clerk's Office Records Management Program
- Convert ballot from punch card to scanned for 2003 Municipal Election

2002/03 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
City Clerk	678,792	123,941	-	802,733
Elections	2,300	192,400	13,020	207,720
Budgeted Underexpenditures				(10,000)
Total Adopted Appropriation	681,092	316,341	13,020	1,000,453
	<u>Budget 2000-2001</u>	<u>Budget 2001-2002</u>	<u>Estimated 2001-2002</u>	<u>Budget 2002-2003</u>
Total Personnel	12.00	12.00	12.00	12.00

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	590,450	649,054	312,376	624,752	678,792
Maintenance & Operation	93,635	112,308	43,969	110,070	126,941
Capital	1,536	12,800	1,187	12,800	-
Charges - Other Depts	(5,421)	(3,000)	(827)	(3,000)	(3,000)
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ 680,201</u>	<u>\$ 771,162</u>	<u>\$ 356,705</u>	<u>\$ 744,622</u>	<u>\$ 792,733</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

Personnel Classification Detail

	<u>Budget 2000-2001</u>	<u>Budget 2001-2002</u>	<u>Estimated 2001-2002</u>	<u>Budget 2002-2003</u>
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00
License Investigator	2.00	2.00	2.00	2.00
Office Services Specialist II	2.00	2.00	2.00	2.00
Office Services Secretary (Steno)	1.00	1.00	1.00	1.00
Secretary to the City Clerk (Steno)	1.00	1.00	1.00	1.00
Senior Office Specialist	1.00	1.00	1.00	1.00
Senior Office Services Assistant	2.00	2.00	2.00	2.00
TOTAL	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	493,743	565,107	266,650	533,300	586,956
41200 Overtime	1,205	-	116	233	233
41300 Hourly Wages	26,690	19,557	11,806	23,613	17,557
41600 Compensated Absences	10,000	880	3,167	6,334	8,804
41700 Other Benefits	2,823	1,000	335	669	750
41800 Life Insurance	589	530	273	545	449
41900 Disability Insurance	1,155	1,623	1,011	2,022	2,171
42000 Vision Insurance	906	1,152	456	912	912
42100 Medical Insurance	40,643	45,755	21,636	43,271	47,131
42200 Dental Insurance	4,418	4,740	2,530	5,060	4,992
42300 Unemployment Insurance	529	565	279	557	573
42400 Compensation Insurance	2,646	2,826	1,546	3,092	2,863
42500 Medicare	4,629	5,065	2,514	5,028	5,173
42600 Social Security	475	254	58	117	228
42700 PERS Retirement	-	-	-	-	-
Total	<u>\$ 590,450</u>	<u>\$ 649,054</u>	<u>\$ 312,376</u>	<u>\$ 624,752</u>	<u>\$ 678,792</u>

Maintenance & Operation Detail

42800 Auto Allowance	13,494	12,485	7,042	14,000	14,000
43080 Rent	11,135	11,200	4,655	9,310	9,400
43110 Contractual Services	6,211	11,600	2,584	12,000	12,000
44100 Repairs to Equipment	56	80	-	50	80
44120 Repairs to Office Equipment	6,817	5,500	3,149	6,000	6,300
44200 Advertising	15,276	14,500	11,484	23,000	29,500
44300 Telephone	2,708	3,500	1,065	2,130	3,000
44450 Postage	10,158	9,000	4,660	9,300	10,000
44550 Travel	1,932	4,670	-	3,000	3,475
44650 Training	129	3,300	695	2,500	3,300
44700 Computer Software	1,922	3,000	-	1,300	2,600
44750 Insurance & Surety Bonds	9,101	10,568	4,749	9,500	10,809
44800 Membership & Dues	786	850	385	850	850
45050 Periodicals & Newspapers	106	100	-	100	100
45100 Books	35	150	(24)	100	100
45150 Furniture & Equipment	295	1,600	362	1,000	1,500
45250 Office Supplies	12,968	19,500	2,682	15,000	18,977
46900 Business Meetings	-	-	94	150	150
47000 Miscellaneous	507	705	388	780	800
49050 Charges-Other Depts	(5,421)	(3,000)	(827)	(3,000)	(3,000)
Total	<u>\$ 88,215</u>	<u>\$ 109,308</u>	<u>\$ 43,142</u>	<u>\$ 107,070</u>	<u>\$ 123,941</u>

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	2,275	-	-	-	2,300
Maintenance & Operation	179,238	-	-	-	192,400
Capital	-	-	-	-	13,020
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 181,513</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 207,720</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41200 Overtime	2,236	-	-	-	2,300
41300 Hourly Wages	38	-	-	-	-
Total	<u>\$ 2,275</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,300</u>
 Maintenance & Operation Detail					
43110 Contractual Services	152,219	-	-	-	165,000
44450 Postage	23,660	-	-	-	24,000
45250 Office Supplies	3,360	-	-	-	3,400
Total	<u>\$ 179,238</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 192,400</u>