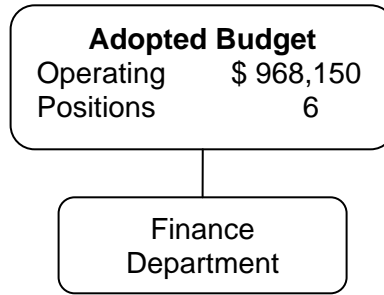
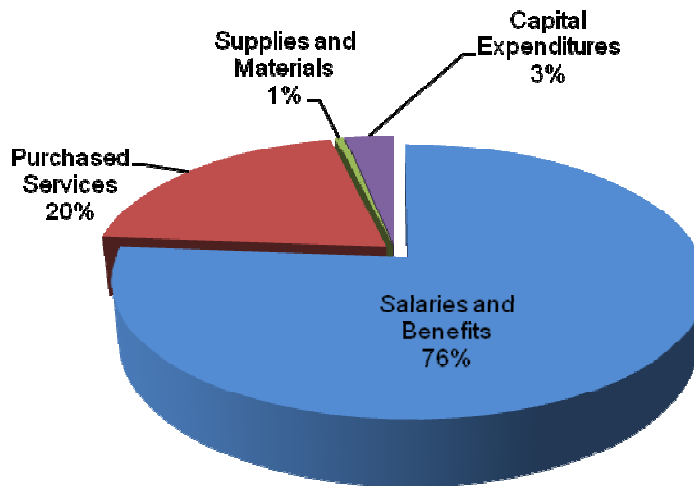


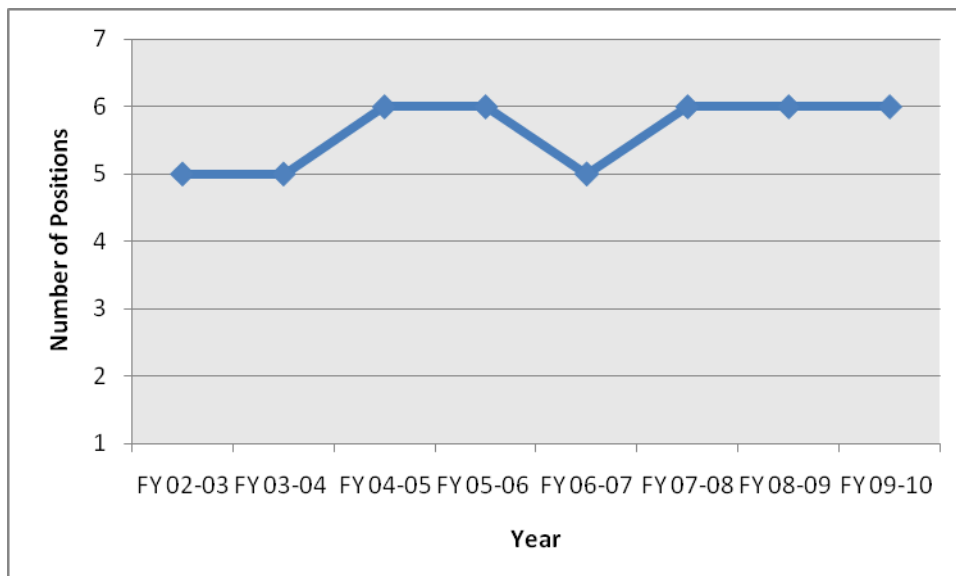
FINANCE DEPARTMENT



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

Department Summary

SOURCE

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Special Revenue Funds	487	503	530	530	570
Enterprise Funds	1,948	2,014	2,150	2,150	2,260
*Overhead Allocation	261,051	302,843	443,708	422,644	459,783
TOTAL	263,486	305,360	446,388	425,324	462,613

EXPENDITURES BY DEPARTMENT

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Finance Department	520,317	652,572	931,885	879,635	968,150
TOTAL	520,317	652,572	931,885	879,635	968,150

CHARACTER OF EXPENDITURES

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	420,865	430,217	738,105	726,885	744,420
Subtotal	420,865	430,217	738,105	726,885	744,420
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	92,312	216,323	158,580	147,750	188,495
Supplies and Materials	2,815	4,374	5,200	5,000	5,235
Other Expenditures	0	0	0	0	0
Capital Expenditures	4,325	1,658	30,000	0	30,000
Subtotal	99,452	222,355	193,780	152,750	223,730
TOTAL	520,317	652,572	931,885	879,635	968,150
TOTAL FUND CONTRIBUTION	256,831	347,212	485,497	454,311	505,537

* OVERHEAD ALLOCATION

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Gas Tax Fund	5,021	5,933	8,719	8,770	9,353
Measure A / Sales Tax	5,021	5,933	8,719	8,770	9,353
NPDES	5,021	5,933	8,719	8,770	9,353
Rent Stabilization Program	10,000	10,000	10,000	0	10,000
Lighting Services	15,063	5,934	8,719	8,770	9,353
Drainage Services	0	2,967	4,359	4,382	4,677
Water Services	10,042	5,933	8,719	8,770	9,353
Garbage Services	10,042	5,933	0	8,770	9,353
Grant	0	16,939	37,000	14,860	14,860
Redevelopment Fund	200,841	237,338	348,754	350,782	374,128
OVERHEAD ALLOCATION	261,051	302,843	443,708	422,644	459,783

FINANCE DEPARTMENT

Department Summary cont.

AUTHORIZED STRENGTH

Position Summary

Finance Department

TOTAL

FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
5	6	6	6	6
5	6	6	6	6

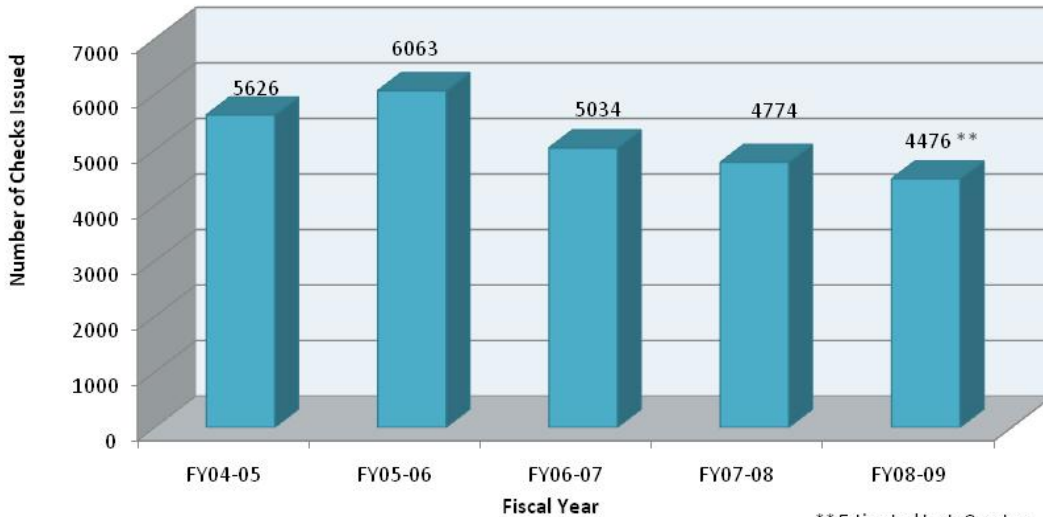
Position Detail

Accountant I
 Accountant I -RES
 Accountant II
 Account Technician
 Finance Director
 Fiscal Analyst
 Financial Services Manager
 Senior Financial Services Manager

TOTAL

FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
0	1	1	1	1
1	0	0	0	0
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
0	1	1	1	1
1	0	0	0	0
0	1	1	1	1
5	6	6	6	6

Accounts Payable Checks Issued by Year



FINANCE DEPARTMENT

Department Summary

MISSION STATEMENT

Maintain the financial integrity of the City and Redevelopment Agency by providing fiscal management and oversight. Perform financial, compliance and operational audits that provide independent and objective analysis of City departments; provide accurate, complete and timely financial records operations, maintain and enhance City's financial reporting systems, control, and disbursements.

BUDGET ORGANIZATION AND THE STRATEGIC PRIORITIES

The functions of the Finance Department are: Administration, Accounting, Accounts Payable, Grants Reporting, and Payroll. The Department has a staffing level of 6 positions, which includes: Finance Director, Senior Financial Services Manager, Fiscal Analyst, Accountant II, Accountant I, and Account Technician.

The emphasis of the Fiscal Year 2009-2010 budget is delivery of the City and Redevelopment Agency's basic financial management services, focusing on accurate, timely, and understandable financial reports; and, continuing efforts to assure improvement of the City's overall fiscal condition. The Department will provide support to the City's Capital Program by providing financial consulting services to the Public Works Department, assuring thorough review and successful financing of projects.

Within each of the basic services provided, the Finance Department will undertake projects that specifically address:

- Providing clear, concise and timely financial information;
- Providing funding support for City and Agency projects through debt financing and grant funding;
- Upgrading employee skills through internal classes, seminars and reference materials;
- Recommending alternative revenue and expense strategies;
- Researching investment options, including portfolio management, to improve investment returns within the parameters of the City's Investment Policy;
- Working with operating departments to assure accurate grant reporting.

SIGNIFICANT CHANGES

FY 2008-2009 Adopted to FY 2008-2009 Amended:

The Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$454,311 is a decrease of \$31,186 from the Fiscal Year 2008-2009 Adopted Budget of \$485,497. Overall, this 6.4% decrease is primarily a result of a reduction in capital expenditures in the projected budget for a Records Management System (RMS), which is being deferred to Fiscal Year 2009-2010.

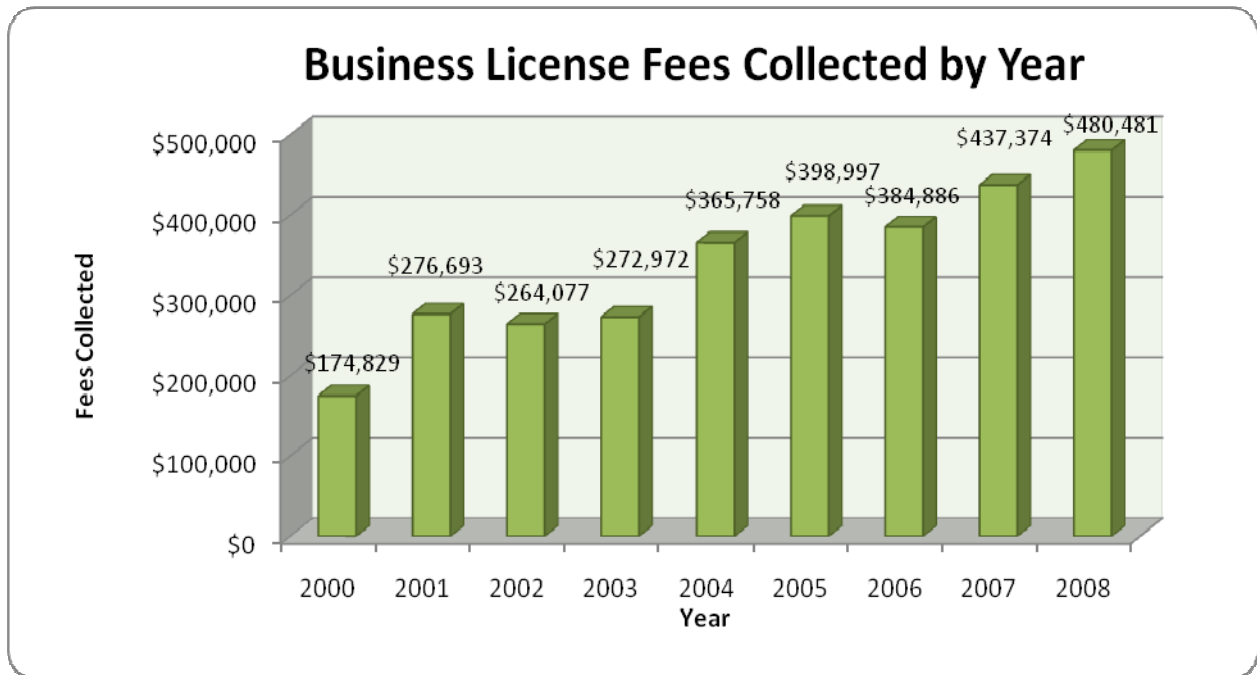
FINANCE DEPARTMENT

Department Summary cont.

FY 2008-2009 Amended to FY 2009-2010 Adopted:

The Fiscal Year 2009-2010 Adopted Budget Net General Fund Contribution of \$505,537 is an increase of \$51,226 from the Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$454,311. This 10.1% increase reflects a slight increase in the City cost of acquiring a new independent audit firm. In addition, the adopted budget includes investment advisory services and policy & procedures review services. Also, the adopted budget recommends the re-appropriation of funds to establish a records management system to ensure security and retention compliance of the City's financial records. The Fiscal Year 2009-2010 adopted budget also reflects the implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year if necessary and approved.

Graph below is a highlight of Business License Fees collected by year from 2000-2008:



FINANCE DEPARTMENT

FY 2008-2009 ACCOMPLISHMENTS

OBJECTIVE	RESULTS
1. To closely monitor the annual City capital projects, as well as timely reporting of grant funded projects.	With the successful recruitment of the Fiscal Analyst, department has able to better manage over 40 City grants. Closer monitoring has resulted in greater response to timely grant reporting by various City staff by 80%
2. To begin the implementation for Comprehensive Annual Financial Reporting (CAFR) format for Fiscal Year 2007-2008, by December 2008.	The successful recruitment of the Senior Financial Services Manager in May 2008 has allowed staff to refocus on this effort for the 2008-2009 audit. We have completed approximately 30% of this project.
3. To expand employee skills and job knowledge through internal training, seminars and reference materials by sending employees to various trainings related to payroll functions, accounts payable and financial grants.	Accomplished and ongoing: all employees within the department have attended at least one training session so far.
4. To work with the City Manager's Office to identify and update the City's administrative policies to clarify current procedures and practices related to travel and investment policy by September 2008.	The Investment policy was updated to comply with California State Code and was presented and adopted by the City Council in May 2009. The Travel & Training Policy was not accomplished and staff expects this to be completed during the upcoming fiscal year.
5. To work with the City Manager's Office to implement Statement of Auditing Standards Statement No. 114, whereby the City is required to develop an audit committee. The committee should be formed before the FY 2007-2008 Financial Audit is complete in December 2008.	As a result of recent discussion with City's new auditors, the City was advised that the implementation of Statement No. 114 does not require an audit committee. Although this is not a requirement, the City at any time if it so chooses can established a financial audit committee.
6. To work with the City Manager's Office to identify and update the City's administrative policies to clarify current procedures and practices related to cash by December 2008.	Accomplished.
7. To provide staff support to the Measure C oversight committee during the fiscal year.	Accomplished and on-going.

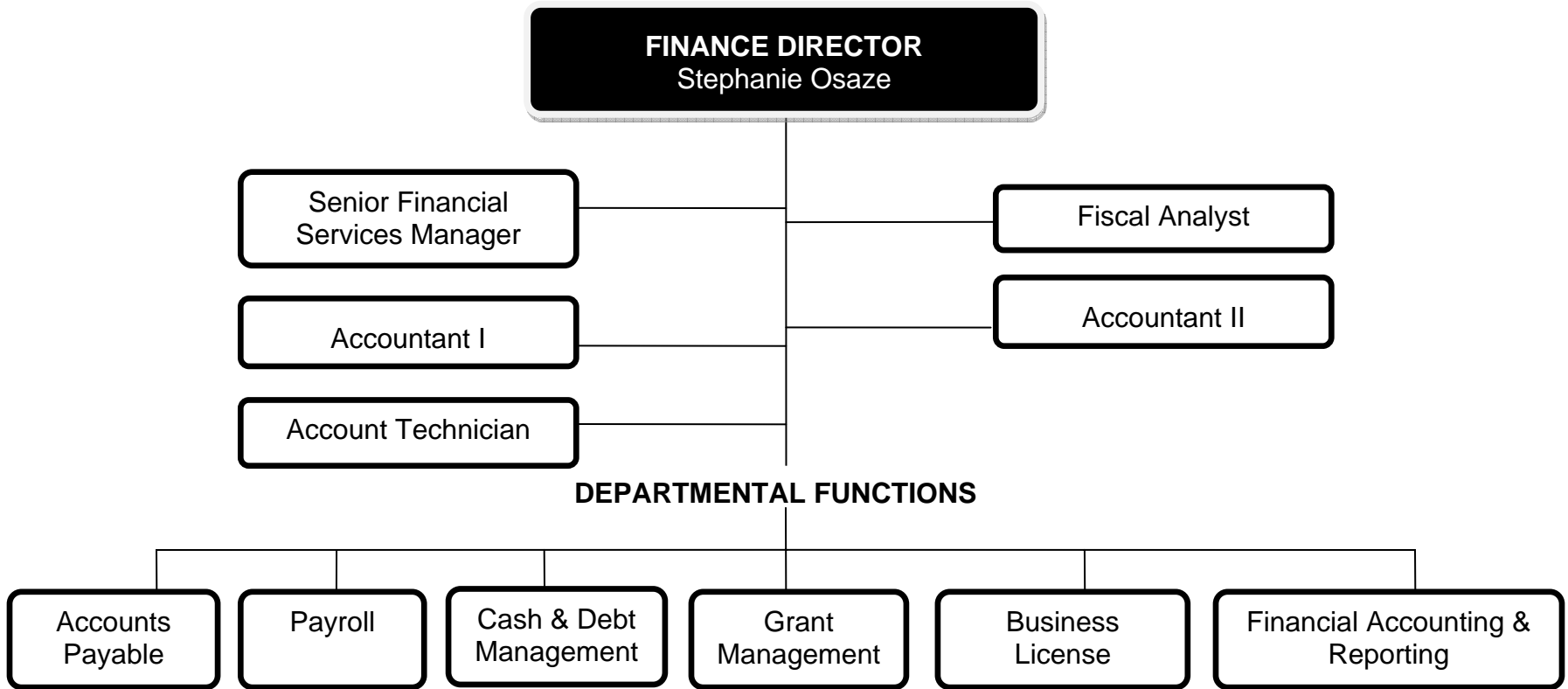
FINANCE DEPARTMENT

FY 2009-2010 OBJECTIVES

1. To continue the implementation for Comprehensive Annual Financial Reporting (CAFR) format for Fiscal Year 2008-2009, by December 2009.
2. To maximize job knowledge related to payroll and accounts payable functions through internal cross training and seminars allowing greater efficiency and flexibility in execution of Department's assigned duties and responsibilities.
3. To work with the City Manager's Office to identify and update the City's administrative policies to clarify current procedures and practices related to travel and training by September 2009.
4. To work with the City Manager's Office to implement a formal credit card policy and a prescribed policy to periodically perform a physical inventory of the City's capital assets as recommended in the Management Letter prepared by Macias, Gini and O'Connell (City's former independent financial auditors).
5. To begin documentation of Accounting Policies and Procedures performed by Finance by May 2010.
6. To continue providing financial information and assistance to the Measure C Oversight Committee during Fiscal Year 2009-2010.

FINANCE DEPARTMENT

(Existing Organization)



DB-39

Total Positions: 6