

## ADMINISTRATION/FINANCE BUDGET MESSAGE

FY 2006-07

### ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected City Council members of which one is chosen to serve as Mayor,
- 1 City Manager appointed by the City Council
- 1 Finance Director/Treasurer
- 1 Assistant to the City Manager
- 1 Administrative Services Manager
- 1 Accounting Technician
- 0.60 FTE Finance System Technician
- 1 FTE (job share) hourly office assistant
- 0.5 FTE hourly Accountant

**Total = 5 elected officials, 5.6 FTE benefited employees, 1.5 FTE hourly part-time employees. This is the same staffing as last year.**

The personnel in this department provide such diverse services to the organization and to the community as: management of all municipal operations; preparation of Council agenda packets; codification of ordinances and resolutions; records management; property management and leasing; public information; web site content management; volunteer recruitment; policy advice to Commissions and Council; budget preparation and management; financial management; accounts payable and receivables; payroll administration; parking administration; investment management; risk management; and business license administration. The Department is also responsible for personnel and benefits administration, including the labor negotiations process with various employee associations. In addition to the budgeted City staff, the Administration Department includes the contract City Attorney position. The Parking and Technology Divisions operate under the Administration Department.

### 2005-06 ACCOMPLISHMENTS:

- Negotiated two-year labor agreements with the Police Association and SEIU, and a one-year agreement with the Fire Association,
- Negotiated the terms of a labor contract and an agreement for consolidation of the Sausalito Fire Department with the Southern Marin Fire Protection District
- Conducted an audit of sales tax
- Conducted an audit to detect persons doing business in Sausalito without a business license
- Through the Business Advisory Commission, conducted additional public outreach efforts on Sausalito's future business vision

- Converted to Cal-Card purchasing system
- Developed an accounting manual to serve as a useful reference tool
- Provided financial system training to inter-department users
- Maintained high staff visibility at public meetings and civic events
- Expanded utilization of volunteer services through recruitment, expanded opportunities, and continued volunteer recognition at an annual celebration
- Continued the ongoing review of City fee and fine schedules to ensure consistency with regulatory requirements, full cost recovery and regional practices
- Co-managed (with City Council Committee) the community outreach and financing for the new police and fire buildings
- Continued weekly publication of the City Manager's Report in the Marin Scope Newspaper
- Conducted a Strategic Planning Sessions with a facilitator, and monitored the City's progress in meeting its strategic goals
- Implemented new purchasing policies and procedures
- Completed financial audits for FY 2004-05 fiscal year
- Refined MLK in-house property management and leasing, resulting in 7 new or renewed leases
- Continued revenue enhancement efforts, including preparation of a series of strategies for enhancing revenues and reducing costs
- Recruited a new Assistant to the City Manager, City Engineer, and contract property manager
- Issued a TRAN to stabilize City cash flow
- Held a team building session with the management team
- Held a team building session with the City Council
- Continued to create a work environment and an organizational culture where strong customer service, constructive improvements, responsible risk taking, innovative problem solving, and open communication are core values
- Solicited proposals for redesign of the City's website

**FY 2006-07 GOALS AND OBJECTIVES:**

- Fund new Police and Fire buildings and initiate construction
- Issue a TRAN by July 2006 in order to stabilize City cash flow
- Continue to formalize accounting policies and procedures
- Create a new chart of accounts for the city financial system
- Study the need to upgrade existing financial system to "a.net" version
- Implement collection procedures on past dues billing accounts
- Continue modifications to City fee and fine schedules to ensure consistency with regulatory requirements, full cost recovery and regional practices
- Transition parking permit issuance to the Parking staff

- Implement consolidation of fire services with Southern Marin Fire Protection District
- Acquire rights to approximately 4000 SF in the South Pacific Lab Building for public use
- Complete Website redesign
- Complete the Business Visioning Process through the Business Advisory Committee
- Implement additional injury and illness prevention strategies, workers' case management and return to work procedures that reduce overall workers' compensation expenses

**SIGNIFICANT EXPENDITURE CHANGES OF NOTE:**

Administration/Finance Department Increase of \$31,022

- Increase of \$24,796 in salaries and benefits costs
- Increase of \$5,000 in professional services for team building

Non-Department Decrease of \$50,099

- Decrease of \$45,319 in interfund transfers
- Increase of \$4,439 in retiree health benefits
- Decrease of \$22,169 in TRANS costs
- Increase of \$10,897 in JPA CATV consulting

<b>City of Sausalito</b>									
<b>Administration/Finance Department</b>									
<b>Budget FY 2007</b>									
Account	Description	2005		2006		2007		Increase (Decrease) Over Prior Year Budget	Year Budget
		Actual	Adjusted Budget	Actual Thru Apr 06	Adjusted Budget	Requested	Year Budget		
100-101-1000-110	Salaries & Wages	541,278	557,899	450,220	559,419	1,520			
100-101-1000-130	Overtime	229	-	2,234	-	-			
100-101-1000-140	Transportation Allowance	10,809	10,800	10,639	13,800	3,000			
100-101-1000-145	Commuter Checks	315	-	300	-	-			
100-101-2000-215	Cafeteria Plan	63,365	79,081	62,984	89,319	10,238			
100-101-2000-220	Social Security	3,791	4,542	3,633	3,655	(887)			
100-101-2000-221	Medicare	7,037	8,040	5,790	8,262	222			
100-101-2000-230	PERS Employer Contrib	47,464	58,338	50,255	69,895	11,558			
100-101-2000-231	PERS Employee Contrib	1,152	-	960	1,440	1,440			
100-101-2000-251	State Unemployment	5,379	5,446	4,448	5,594	148			
100-101-2000-260	Workers' Compensation	1,369	4,212	1,716	1,330	(2,882)			
100-101-2000-280	City Paid Def Comp.	9,796	9,809	8,489	10,359	550			
100-101-2001-002	Salary Savings	-	(4,085)	-	(4,196)	(111)			
	<b>Total Salaries &amp; Benefits</b>	<b>691,986</b>	<b>734,081</b>	<b>601,669</b>	<b>758,877</b>	<b>24,796</b>			
100-101-3000-311	Contract Labor	7,779	10,000	7,825	10,000	-			
100-101-3000-320	Professional Services	16,498	31,000	20,792	36,000	5,000			
100-101-3000-321	City Attorney Services	138,090	125,000	94,531	125,000	-			
100-101-3000-322	Legal Services - Fort Baker	45,763	-	-	-	-			
100-101-4000-412	Utilities - Telephone	10,171	12,000	7,313	11,000	(1,000)			
100-101-4000-430	Repairs & Maint Buildings	-	-	-	-	-			
100-101-4000-431	Repair Machinery & Equip	3,393	1,500	1,420	1,500	-			
100-101-4000-442	Copy Machine Rental	5,174	5,500	3,504	5,500	-			
100-101-5000-540	Recruitment Costs	1,723	2,000	834	1,000	(1,000)			
100-101-5000-541	Advertising - Noticing	-	4,000	1,040	2,000	(2,000)			
100-101-5000-542	Advertising - General	1,639	-	397	-	-			
100-101-5000-551	Printing - External Service	2,527	5,000	2,388	4,000	(1,000)			
100-101-5000-570	Banking Services	-	-	-	-	-			

<b>City of Sausalito</b>									
<b>Administration/Finance Department</b>									
<b>Budget FY 2007</b>									
								<b>Increase (Decrease)</b>	
				<b>2006</b>		<b>2007</b>		<b>Over Prior Year Budget</b>	
<b>Account</b>	<b>Description</b>	<b>2005 Actual</b>	<b>2006 Adjusted Budget</b>	<b>2006 Actual Thru Apr 06</b>	<b>2007 Requested</b>				
100-101-5000-581	Conferences	6,924	5,300	4,226	8,950				
100-101-5000-582	Training and Workshops	4,710	5,000	3,137	5,000				
100-101-5000-583	Mileage Reimbursement	114	300	56	300				
100-101-5000-584	Employee Education Reimb	-	2,000	-	1,000	(1,000)			
100-101-5000-586	Memberships & Dues	3,189	2,150	3,480	3,415	1,265			
100-101-6000-610	Supplies - General	287	-	-	-				
100-101-6000-611	Office Supplies	15,224	12,000	7,922	12,000				
100-101-6000-612	Postage	4,861	8,000	7,008	10,000	2,000			
100-101-6000-630	Food	3,025	4,300	2,387	4,300				
100-101-6000-641	Subscriptions	822	1,000	246	1,000				
100-101-6000-699	Misc Supplies	2,834	4,000	53	4,000				
100-101-9100-260	Transfer to Employee Leave Fund	-	4,534	3,778	4,825	291			
<b>Total Operations</b>		<b>274,745</b>	<b>244,584</b>	<b>172,339</b>	<b>250,790</b>	<b>6,206</b>			
<b>Total Admin/Finance</b>		<b>966,731</b>	<b>978,665</b>	<b>774,007</b>	<b>1,009,667</b>	<b>31,002</b>			

Administration/Finance			
100-101			FY 2007
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
1000-110	Administration salaries plus City Council		559,419
Salaries			
1000-130	Overtime due to vacancies and emergencies		-
Overtime			
1000-140	Allowance of \$400.00 per month paid to City Manager		13,800
Transportation Allow	\$250 per month paid to Finance Director, Admin Services Manager, Assistant to City Manager		
2000-215	Health plan coverage - Kaiser or Blue Cross,		89,319
Cafeteria Plan	Dental coverage, Term Life insurance		
2000-220	Employer share of 6.2% tax on hourly employees		3,655
Social Security Tax			
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		8,262
Medicare Tax			
2000-230	The City is no longer superfunded for FY 2007.		69,895
Pers Emplry Contr	13.966% is the contribution rate for PERS salary.		
2000-231	8% is the employee (Council) contribution rate for PERS salary		1,440
Pers Employee Contr			
2000-251	State Unemployment based on 1% of Salary		5,594
State Unemployment			
2000-260	Workers Comp charged to Department based on .25% of FY 06/07 premium and SIR of \$532,082		1,330
Workers Compensation			
Deferred Comp	City Paid Deferred Comp for City Manager		10,359
2000-280			
2001-002	Salary savings set at .75% of Salaries & Benefits		(4,196)
Salary Savings			
	<b>Total Salaries &amp; Benefits</b>		<b>758,877</b>
3000-311	Minutes Clerk		10,000
Contract Labor			
3000-320			
Professional Services	Strategic Planning Retreat - 2 date & Team Building - 1 date	11,000	
	MBIA business license services	20,000	
	Consulting Services	5,000	36,000
3000-321	Contract City Attorney- Gen'l business	110,000	
City Attorney Services	Litigation	5,000	
	Personnel	10,000	125,000
4000-412	Phone, fax, and support lines for all depts		11,000
Utilities - Telephone			
4000-442	Admin 40% share of copier rental and maint.		5,500
Copy Machine Rental			
4000-430	Lighting, Painting, locks, etc.		-
Repairs & Maint Bldg			

Admin/Finance Budget FY 2007		Page 2 of 2	
4000-431	Misc repairs for equipment		1,500
Repairs & Maint. Equip			
101-5000-540	Personnel recruitment ads, and other costs related to recruitment for Admin Employees.		1,000
Recruitment Costs			
101-5000-541	Public Noticing, etc.		2,000
Advertising - Noticing			
101-5000-551	Printing Budget for general distribution	1,000	
Printing - Extl Servs	Flyers, Envelopes, Letterhead, Business Cards	3,000	4,000
101-5000-581	Annual League Conference - City Manager	1,000	
Conferences	City Managers Spring Conference - League	1,000	
	Marin County Finance Officer's Group Lunch Meeting	250	
	Finance Director - Springbrook User Conference	1,000	
	Finance Director - CSMFO Conference	1,000	
		4,250	
	<b>City Council:</b>		
	MCCMC	2,100	
	State of the City	600	
	Annual League Conference - 2 @ \$1,000 ea. -	2,000	
		4,700	8,950
101-5000-582	Financial System Computer Training	2,000	
Training and Workshops	GFOA/CSMFO/CDIAC/CalPERS Accounting, Budget, and Debt	2,000	
	Finance Director - League of CA Cities Financial Mngt Seminar	1,000	5,000
101-5000-583	Reimburse mileage to employees who aren't covered under car allowances		300
Mileage Reimbursement			
101-5000-584	Reimburse employees for taking classes related to their job or toward a degree.		1,000
Education Reimburse			
101-5000-586	MCCMA	600	
Memberships & Dues	GFOA, CMTA, CSMFO, CalCPA, CMTA, CMRTA	950	
	State Board of Accountancy CPA License Renewal	200	
	Marin Manager Association	100	
	N. CA Municipal Management Association	65	
	Employment Relations Consortium	1,500	3,415
101-6000-611	Pens, paper, computer supplies, and small equipment replacement less than \$1,000		12,000
Office Supplies	Trade Journals, Management texts		
101-6000-612	Postage for mailing checks, Business License, correspondence, etc.		10,000
Postage			
101-6000-630	Food for Employee events, training and for team building, etc.	2,000	
Food	Food served before Council Meetings	2,300	4,300
101-6000-641	For Newspapers, Technical journals, etc.		1,000
Subscriptions			
101-6000-699	Unexpected Expenditures.		4,000
Miscellaneous			
101-9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		4,825
Transfer to EE Leave Fund			
	<b>Total Operations</b>		<b>250,790</b>
	<b>Total Administration/Finance</b>		<b>1,009,667</b>

Salaries for Admin/Finance Department															
FY 2007															
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	City Pd. Def Comp	0.07	0.13966	0.08	0.062	0.0145	Medicare	Cafeteria Plan	Transportation Allowance	Total		
<b>Administration and Finance</b>															
City Manger	N/A	144,356	147,979	10,359	20,667	15,047	-	6,822	3,913	9,768	11,165	7,146	57,806	13,800	638,961
Finance Director	N/A	105,101	107,739	-	15,047	6,822	-	3,913	9,768	11,165	7,146	57,806	13,800	638,961	
Accounting Technician	1	45,382	48,847	-	6,822	3,913	-	1,014	14,964	11,906	3,000	4,800	201,065		
Finance System Technician (60%)	2	26,032	28,015	-	3,913	1,014	-	1,159	11,906	3,000	3,000	98,687			
Assistant to City Manager	N/A	68,228	69,941	-	9,768	11,165	-	1,159	11,906	3,000	3,000	107,179			
Administrative Services Manager	N/A	77,990	79,948	-	11,165	7,146	-	7,146	57,806	13,800	638,961				
		<b>467,089</b>	<b>482,469</b>	<b>10,359</b>	<b>67,382</b>	<b>1,440</b>	<b>3,655</b>	<b>8,262</b>	<b>89,319</b>	<b>13,800</b>	<b>756,148</b>				
Office Assistant	1000 hrs	15,300	15,300					949	222			16,470			
Office Assistant	500 hrs	7,650	7,650					474	111			8,235			
Accountant (50%)	1000 hrs	35,000	36,000					2,232	522			38,754			
	Hourly Payroll	57,950	58,950	-	-	-	-	3,655	855	-	-	63,460			
Council Members		18,000	18,000		2,514	1,440			261			53,727			
<b>Total Admin/Finance Dept</b>		<b>543,039</b>	<b>559,419</b>	<b>10,359</b>	<b>69,895</b>	<b>1,440</b>	<b>3,655</b>	<b>8,262</b>	<b>89,319</b>	<b>13,800</b>	<b>756,148</b>				
Note:															
Salaries are projected at one step higher than the employee is currently.															
Finance Assistant position substituted with .6 Finance System Technician.															
Senior Accountant position substituted with .5 Accountant.															