



SAUSALITO FINANCE COMMITTEE

8:30 A.M. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Tuesday, September 30, 2008

8:30 A.M. CALL TO ORDER

A. **Attendance:** Mayor Amy Belser, Councilmember Mike Kelly, City Manager Adam Politzer, Administrative Services Director/Treasurer Louise Ho, Interim Finance Director Laurie Ireland-Ashley

B. Discussion Item

1. Bank of Marin Current Economic and Financial Climate Discussion
Recommendation: Received information
2. City Manager Performance Review/Follow Up on Council Direction
Recommendation: Received information
3. Review July and August 2008 General Fund Operating Result
Recommendation: Received information; directed staff to attach financial report as part of agenda packet
4. 2006 General Obligation Bonds Investment
Recommendation: Directed Treasurer to leave the approx. \$1million Treasury Bills matured on 9/25/08 in the Dreyfus Treasury Prime Cash Management Fund due to low treasury yield
5. Worker's Compensation Claim Update
Recommendation: Received information
6. Finance Department Transition and Pending Project List
Recommendation: Received information

C. Adjournment

How to obtain Finance Committee Agendas

Posted Agendas: Agendas are posted at least 72 hours prior to the meeting time at the entrance to the City Hall at 420 Litho Street.

Clerk's Office: Go to the Administration Office at the City Hall at 420 Litho Street, Sausalito.

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10-21-08
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Special Needs

In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title 11), if you need special assistance to participate in a City Council meeting, please call 289-4165 or 289-4106. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting

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General Ledger

Revenue vs. Expenses by Account Type

User: L.Ashley
 Printed: 09/30/2008 - 10:25
 Period 1 to 2, 2009
 Full Year Budget



CITY OF SAUSALITO

420 Lillo Street
 Sausalito, CA 94965
 tel (415) 289-4100
 fax (415) 289-4167

Account	Description	Budget	Period Amount	YTD Amount	YTD Variance	2/12 Budg Amt	% Budg Expended
100	General Fund						
REVENUE							
	Property Tax	6,195,000.00	-8,116.62	-8,116.62	6,203,116.62	1,032,500.00	-0.13
	Sales & Use Tax	1,614,850.00	0.00	36,182.33	1,578,667.67	269,141.66	2.24
	Transient Occupancy Tax	980,000.00	0.00	0.00	980,000.00	163,333.34	0.00
	Franchise Tax	651,255.00	0.00	50,000.00	601,255.00	108,542.50	7.68
	Business License	415,000.00	2,380.00	10,746.81	404,253.19	69,166.66	2.59
	Planning Revenues	210,400.00	34,171.00	48,490.80	161,909.20	35,066.66	23.05
	Intergovernmental	183,500.00	0.00	0.00	183,500.00	30,583.34	0.00
	Fees for Services	67,700.00	6,629.70	15,110.57	52,589.43	11,283.34	22.32
	Fines	350,000.00	4,086.85	23,652.50	326,347.50	58,333.34	6.76
	Interest Earnings	6,000.00	-42,675.45	-10,168.23	16,168.23	1,000.00	-169.47
	Rentals	135,000.00	13,132.27	23,888.54	111,111.46	22,500.00	17.70
	Contributions - Private	72,000.00	0.00	16,250.00	55,750.00	12,000.00	22.57
	Miscellaneous Revenue	9,000.00	754.87	-6,116.82	15,116.82	1,500.00	-67.96
	Interfund Transfers In	1,481,875.00	0.00	0.00	1,481,875.00	246,979.16	0.00
	Proceeds of Sale of Assets	0.00	0.00	1,000.00	-1,000.00	0.00	0.00
	Proceeds of Debt	0.00	0.00	0.00	0.00	0.00	0.00
	Capital Contributions	0.00	0.00	0.00	0.00	0.00	0.00
	Use of Reserves	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Revenues	317,540.00	22,940.73	49,831.11	267,708.89	52,923.34	15.69
	Building Revenues	477,050.00	27,955.09	60,894.75	416,155.25	79,508.34	12.76
	REVENUE Totals:	13,166,170.00	61,258.44	311,645.74	12,854,524.26	2,194,361.66	2.37
EXPENSES							
100-101	Admin/Finance						
	Salaries & Benefits	911,355.91	94,975.25	160,013.73	751,342.18	151,892.66	17.56
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	38,000.00	4,768.05	4,800.30	33,199.70	6,333.34	12.63
	Operations	51,195.00	1,703.91	2,192.42	49,002.58	8,532.50	4.28
	Other Services	7,000.00	63.36	63.36	6,936.64	1,166.66	0.91

WOF

Account	Description	Budget	Period Amount	YTD Amount	YTD Variance	2/12 Budg Amt % Budg Expended
	Supplies	32,000.00	3,204.62	3,333.86	28,666.14	5,333.34
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00
	Transfers Out	6,009.41	0.00	0.00	6,009.41	1,001.56
	100-101 Totals:	1,045,560.32	104,715.19	170,403.67	875,156.65	174,260.06
100-130	Technology					
	Salaries & Benefits	154,599.64	18,695.23	30,709.71	123,889.93	25,766.60
	Retiree Health	0.00	0.00	0.00	0.00	0.00
	Professional Services	79,701.00	477.31	4,121.51	75,579.49	13,283.50
	Operations	5,800.00	211.86	371.86	5,428.14	966.66
	Other Services	0.00	0.00	0.00	0.00	0.00
	Supplies	56,234.00	326.63	16,160.37	40,073.63	9,372.34
	Property, Plant & Equipment	125,018.00	2,962.23	8,738.64	116,279.36	20,836.34
	Transfers Out	902.97	0.00	0.00	902.97	150.50
	100-130 Totals:	422,255.61	22,673.26	60,102.09	362,153.52	70,375.94
100-180	Planning & Zoning					
	Salaries & Benefits	444,616.61	30,678.14	65,881.49	378,735.12	74,102.76
	Retiree Health	0.00	0.00	0.00	0.00	0.00
	Professional Services	78,400.00	352.25	384.50	78,015.50	13,066.66
	Operations	11,800.00	420.86	695.18	11,104.82	1,966.66
	Other Services	2,200.00	150.00	150.00	2,050.00	366.66
	Supplies	14,000.00	1,468.21	1,494.31	12,505.69	2,333.34
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00
	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
	Transfers Out	3,531.75	0.00	0.00	3,531.75	588.62
	100-180 Totals:	554,548.36	33,069.46	68,605.48	485,942.88	92,424.72
100-190	Non-Department					
	Salaries & Benefits	0.00	0.00	0.00	0.00	0.00
	Retiree Health	128,091.91	12,349.41	24,562.68	103,529.23	21,348.66
	Professional Services	451,809.00	84,486.18	87,621.32	364,187.68	75,301.50
	Operations	247,917.00	-2,353.00	150,327.90	97,589.10	41,319.50
	Other Services	30,000.00	0.00	71.15	29,928.85	5,000.00
	Supplies	10,500.00	0.00	0.00	10,500.00	1,750.00
	Property, Plant & Equipment	30,000.00	0.00	0.00	30,000.00	5,000.00
	Debt Service Exp.	0.00	0.00	0.00	0.00	0.00
	Transfers Out	250,000.00	0.00	0.00	250,000.00	41,666.66
	100-190 Totals:	1,186,817.91	94,138.60	263,543.35	923,274.30	183,000.00

GL - Revenue vs Expenses (09/30/2008 - 10:25)

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Reoccurring Monthly Transfers for Vehicle Replacement and Employee Benefits, and Interfund transfers need to be booked for July & August.

Account	Description	2/12					
		Budget	Period Amount	YTD Amount	YTD Variance	Budg Amt % Budg Expended	
	Contribution to UAD	0.00	0.00	0.00	0.00	0.00	
100-190	Totals:	1,148,317.91	94,482.59	262,583.05	885,734.86	191,386.32	22.87
100-200	Police						
	Salaries & Benefits	3,239,629.73	336,517.11	559,428.98	2,680,200.75	539,938.28	17.27
	Professional Services	123,937.00	0.00	5,329.00	118,608.00	20,656.16	4.30
	Operations	324,735.00	8,519.98	12,906.67	311,828.33	54,122.50	3.97
	Other Services	45,591.00	984.11	28,152.11	17,438.89	7,598.50	61.75
	Supplies	64,700.00	1,740.24	1,714.01	62,985.99	10,783.34	2.65
	Property, Plant & Equipment	16,990.00	322.49	322.49	16,667.51	2,831.66	1.90
	Debt Service Exp.	38,126.75	11.97	38,138.97	-12.22	6,354.46	100.03
	Transfers Out	33,012.00	0.00	0.00	33,012.00	5,502.00	0.00
100-200	Totals:	3,886,721.48	348,095.90	645,992.23	3,240,729.25	647,786.92	16.62
100-300	Fire						
	Salaries & Benefits	2,498,165.36	273,075.46	468,572.61	2,029,592.75	416,360.90	18.76
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	281,100.11	25,813.00	203,661.00	77,439.11	46,850.02	72.45
	Operations	0.00	0.00	0.00	0.00	0.00	0.00
	Other Services	0.00	0.00	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00	0.00
	Debt Service Exp.	0.00	0.00	0.00	0.00	0.00	0.00
	Transfers Out	178,436.03	0.00	0.00	178,436.03	29,739.34	0.00
100-300	Totals:	2,957,701.50	298,888.46	672,233.61	2,285,467.89	492,950.24	22.73
100-400	Building						
	Salaries & Benefits	255,714.14	19,308.34	34,522.55	221,191.59	42,619.02	13.50
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	190,000.00	0.00	0.00	190,000.00	31,666.66	0.00
	Operations	2,250.00	0.00	0.00	2,250.00	375.00	0.00
	Other Services	0.00	75.00	320.00	-320.00	0.00	0.00
	Supplies	3,400.00	7.12	7.12	3,392.88	566.66	0.21
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00	0.00
	Transfers Out	2,058.77	0.00	0.00	2,058.77	343.12	0.00

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Account	Description	Budget	Period Amount	YTD Amount	YTD Variance	Budg Amt	% Budg Expended
100-410	100-400 Totals:	453,422.91	19,390.46	34,849.67	418,573.24	75,570.48	7.69
	Engineering						
	Salaries & Benefits	198,205.83	18,176.92	27,103.02	171,102.81	33,034.30	13.67
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	25,318.00	11,832.00	11,832.00	13,486.00	4,219.66	46.73
	Operations	3,200.00	35.00	35.00	3,165.00	533.34	1.09
	Other Services	500.00	0.00	0.00	500.00	83.34	0.00
	Supplies	3,500.00	114.29	114.29	3,385.71	583.34	3.27
	Property, Plant & Equipment	1,500.00	0.00	0.00	1,500.00	250.00	0.00
	Transfers Out	1,627.59	0.00	0.00	1,627.59	271.26	0.00
	100-410 Totals:	233,851.42	30,158.21	39,084.31	194,767.11	38,975.24	16.71
100-415	Special Assessment District						
	Operations	0.00	0.00	0.00	0.00	0.00	0.00
	100-415 Totals:	0.00	0.00	0.00	0.00	0.00	0.00
100-500	Public Works						
	Salaries & Benefits	997,922.58	84,503.42	140,021.77	857,900.81	166,320.44	14.03
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	31,000.00	52.00	294.00	30,706.00	5,166.66	0.95
	Operations	185,700.00	6,518.64	6,627.66	179,072.34	30,950.00	3.57
	Other Services	6,409.00	75.00	6,334.00	75.00	1,068.16	98.83
	Supplies	55,500.00	5,822.69	5,822.69	49,677.31	9,250.00	10.49
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00	0.00
	Debt Service Exp.	9,866.97	0.00	9,867.00	-0.03	1,644.50	100.00
	Transfers Out	72,664.46	0.00	0.00	72,664.46	12,110.74	0.00
	100-500 Totals:	1,359,063.01	96,971.75	168,967.12	1,190,095.89	226,510.50	12.43
100-600	Recreation						
	Salaries & Benefits	324,970.36	33,300.54	54,188.28	270,782.08	54,161.72	16.67
	Retiree Health	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services	50,000.00	3,277.69	10,148.30	39,851.70	8,333.34	20.30
	Operations	11,100.00	590.35	747.11	10,352.89	1,850.00	6.73
	Other Services	1,500.00	732.37	994.87	505.13	250.00	66.32
	Supplies	22,500.00	3,352.31	3,352.31	19,147.69	3,750.00	14.90

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Account	Description	2/12				YTD Variance	YTD Amount	Budget	Period Amount	YTD Amount	YTD Variance	2/12	
		Budget	Period Amount	YTD Amount	YTD Variance							Budg Amt	% Budg Expended
	Property, Plant & Equipment	1,000.00	0.00	0.00	1,000.00	0.00			166.66		0.00		
	Recreation Program Expense	147,750.00	6,735.27	38,334.27	109,415.73	24,625.00			25.95				
	Transfers Out	6,130.85	0.00	0.00	6,130.85	1,021.80			0.00				
	Depreciation	0.00	0.00	0.00	0.00	0.00			0.00				
	100-600 Totals:	564,951.21	47,988.53	107,765.14	457,186.07	94,158.54			19.08				
100-640	(No Description)	0.00	0.00	0.00	0.00	0.00			0.00				
	Salaries & Benefits	0.00	0.00	0.00	0.00	0.00			0.00				
	Retiree Health	0.00	0.00	0.00	0.00	0.00			0.00				
	Professional Services	0.00	0.00	0.00	0.00	0.00			0.00				
	Operations	0.00	0.00	0.00	0.00	0.00			0.00				
	Other Services	0.00	0.00	0.00	0.00	0.00			0.00				
	Supplies	0.00	0.00	0.00	0.00	0.00			0.00				
	Property, Plant & Equipment	0.00	0.00	0.00	0.00	0.00			0.00				
	100-640 Totals:	0.00	0.00	0.00	0.00	0.00			0.00				
100-690	Library	490,756.14	57,000.77	94,192.67	396,563.47	81,792.70			19.19				
	Salaries & Benefits	0.00	0.00	0.00	0.00	0.00			0.00				
	Retiree Health	37,933.00	28,781.25	32,448.50	5,484.50	6,322.16			85.54				
	Professional Services	4,750.00	199.52	238.71	4,511.29	791.66			5.03				
	Operations	0.00	0.00	0.00	0.00	0.00			0.00				
	Other Services	94,850.00	3,868.43	3,858.43	90,991.57	15,808.34			4.07				
	Supplies	0.00	0.00	0.00	0.00	0.00			0.00				
	Property, Plant & Equipment	3,071.70	0.00	0.00	3,071.70	511.96			0.00				
	Transfers Out												
	100-690 Totals:	631,360.84	89,849.97	130,738.31	500,622.53	105,226.80			20.71				
100-700	Debt Service	0.00	0.00	0.00	0.00	0.00			0.00				
	Debt Service Exp.												
	100-700 Totals:	0.00	0.00	0.00	0.00	0.00			0.00				
100-900	Interfund Transfer Out	0.00	0.00	0.00	0.00	0.00			0.00				
	Debt Service Exp.	0.00	0.00	0.00	0.00	0.00			0.00				
	Transfers Out												

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Account	Description	Budget	Period Amount	YTD Amount	YTD Variance	2/12 Budg Amt	% Budg Expended
	100-900 Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	13,257,754.57	1,186,283.78	2,361,324.68	10,896,429.89	2,209,625.76	17.81
	100 Totals:	-91,584.57	1,125,025.34	-2,049,678.94	1,958,094.37	-15,264.10	2238.02
	REVENUE TOTAL	13,166,170.00	61,258.44	311,645.74	12,854,524.26	2,194,361.66	2.37
	EXPENSE TOTAL	13,257,754.57	1,186,283.78	2,361,324.68	10,896,429.89	2,209,625.76	17.81
	GRAND TOTAL	-91,584.57	-1,125,025.34	-2,049,678.94	1,958,094.37	-15,263.98	??????

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