# Administration Department

## ADMINISTRATION/FINANCE BUDGET MESSAGE

FY 2007-08

#### **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/City Clerk appointed by the City Council
- 1 Finance Director/Treasurer
- 1 Assistant to the City Manager
- 1 Administrative Services Manager
- 1 Administrative Aide I
- 1.75 FTE Accounting Technicians
- 0.25 FTE Finance System Technician
- 0.50 FTE hourly Accountant

Total = 5 elected officials, 7 FTE benefited employees, .5 FTE hourly/ part-time employees.

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; recruitment of volunteers and members of City boards, commissions and committees; 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 also operate under the Administration Department.

#### 2006-07 ACCOMPLISHMENTS:

- Entered into consolidation agreement with Southern Marin Fire Protection
   District for fire services
- Working with the Business Advisory Committee, continued the Business Visioning process, establishing six working groups to develop goals and strategies for improving the business climate and quality of life in Sausalito
- Conducted Municipal Election in November 2006 at which two new City Councilmember were elected

- Conducted successful education and outreach campaign for a mail ballot measure election and gained 81% voter approval for \$15.5 million in General Obligation Bonds for construction of the police and fire buildings
- Issued for FY 2005-06 a Comprehensive Annual Financial Report (CAFR) for the first time
- Continued program to educate and train members of boards and commissions regarding compliance with the Brown Act and other regulatory matters
- Continued the ongoing review of City fee and fine schedules to ensure consistency with regulatory requirements, full cost recovery and regional practices
- Continued distribution of at least 5 to 6 monthly "In The Loop" email newsletters to an average of 1,000 community subscribers
- Continued MLK in-house property management and leasing, resulting in 6 new or renewed leases; all of the leasable MLK space is now occupied
- Continued revenue enhancement efforts, including preparation and prioritization of a series of strategies for enhancing revenues and reducing costs
- Recruited 7 staff positions: Associate Planner, Assistant Planner, Sewer Systems Coordinator, Administrative Aide I (Community Development), Library Assistant, Librarian II, Special Events Coordinator
- Issued a 2006 TRAN to stabilize City cash flow
- Selected and recommended for budget approval the DocuWare document management software & equipment to begin City's project to convert to electronic format both current and historical documents: ordinances, resolutions, agendas, agenda reports, meeting minutes, leases and agreements
- Implemented a new industrial injury phone triage system, "Company Nurse", reducing lost time and costs associated with industrial injuries
- Signed new agreement with Kaiser Occupational Health to provide preemployment evaluations and industrial injury care
- Reorganized the Finance Department structure to promote greater efficiency and effectiveness for the City as a whole; and to start the first phase of succession planning
- Worked with a dedicated community volunteer to take physical inventory of City fixed assets with tags
- Centralized all City billings through Springbrook financial systems for better control and collection

#### FY 2007-08 GOALS AND OBJECTIVES:

- Continue to formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the City financial system

- Evaluate the .net version of Springbrook financial systems for FY 2008-09 upgrade
- Refine collection procedures on past dues billing accounts and business license discovery to better customer services
- Improve and automate billings and cash collection procedures
- Work with CDD Department and Transportation Manager to construct a new parking booth at Lot 1
- Work with Transportation Manager to fully utilize the DataPark systems at Lot 1
- Continue to train users on Springbrook and DataPark systems
- 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 upon construction of new booth
- Monitor consolidation of fire services with Southern Marin Fire Protection District
- Complete and launch Website redesign
- Conduct ongoing staff education in methods to keep redesigned Website current and informational
- Initiate electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- 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
- Make substantial progress in the project to convert City records into electronic format for ease of storage, organization and searchability of the City's archived documents
- Activate an employee Customer Service Team to develop standards and criteria for excellent customer service in all City departments; develop a City customer service handbook for distribution to all employees
- Work with Finance Committee to review the feasibility of issuing Pension Obligation Bonds to pay off the CalPERS pension side fund liabilities

### SIGNIFICANT EXPENDITURE CHANGES OF NOTE:

Administration/Finance Department

Net Increase of 46,338

- Increase of \$43,301 in salaries and benefits costs
- Transfer legal services expense to Non-Department

# Non-Department

- Increase of \$15,003 in retiree health benefits
- Increase of \$38,000 in legal services (\$125,000 budgeted in FY 2006-07 in Admin/Finance Dept)
- Decrease of \$27,000 in TRANs costs (No TRANs needed for FY 2007-08)
- Transfer of \$150,000 to fund unfunded GASB 45 (retiree health) benefits

City of Sausalito	salito					
Administration/Finance	n/Finance Department				,	
Budget FY 2008	80					
						Increase
			2007	2007		(Decrease)
		2006	Adjusted	Actual	2008	Over Prior
Account	Description	Actual	Budget	Thru Mar 07	Requested	Year Budget
100-101-1000-110	Salaries & Wages	535,064	630,668	454,035	640,499	9,831
100-101-1000-130	Overtime	2,371	1	571	1,000	1,000
100-101-1000-140	Transportation Allowance	12,763	13,800	10,616	13,800	1
100-101-1000-145	Commuter Checks	345	•	150	•	1
100-101-2000-215	Cafeteria Plan	76,156	89,319	63,814	92,572	3,253
100-101-2000-220	Social Security	4,415	3,655	3,001	2,418	(1,237)
100-101-2000-221	Medicare	968'9	8,262	5,872	9,453	1,191
100-101-2000-230	PERS Employer Contrib	57,762	968'69	51,695	76,078	6,182
100-101-2000-231	PERS Employee Contrib	1,152	1,440	720	1,440	1
100-101-2000-251	State Unemployment	5,297	5,594	4,475	6,405	811
100-101-2000-260	Workers' Compensation	1,716	1,330	423	852	(478)
100-101-2000-280	City Paid Def Comp.	10,036	10,359	7,773	11,445	1,086
100-101-2001-002	Salary Sayings	ı	(4,196)	•	(4,804)	(808)
700-1007-101-001	Total Salaries & Benefits	713,972	830,126	603,146	851,159	21,033
100-101-3000-311	Contract Labor	10,525	10,000	5,929	10,000	1
100-101-3000-320	Professional Services	33,282	66,250	18,778	37,000	(29,250)
100-101-3000-321	City Attorney Services	132,975	125,000	109,253		(125,000)
100-101-4000-412	Utilities - Telephone	9,891	11,000	7,011	11,000	1
100-101-4000-431	Repair Machinery & Equip	848	1,500	125	1,500	8
100-101-4000-442	Copy Machine Rental	5,827	5,500	3,863	5,500	1
100-101-5000-540	Recruitment Costs	834	1,000	774	1,000	1
100-101-5000-541	Advertising - Noticing	2,116	2,000	701	2,000	
100-101-5000-542	Advertising - General	397	1	ı	1	ı
100-101-5000-551	Printing - External Service	2,657	4,000	1,099	4,000	\$
100-101-5000-570	Banking Services	1		35		1

City of Sausalito	alito					
Administration/Finance De	n/Finance Department					
Budget FY 2008	80					
						Increase
			2007	2007		(Decrease)
		2006	Adjusted	Actual	2008	Over Prior
Account	Description	Actual	Budget	Thru Mar 07	Rednested	Year Budget
100-101-5000-581	Conferences	6,682	8,950	2,989	9,950	1,000
100-101-5000-582	Training and Workshops	3,726	5,000	3,324	2,000	1
100-101-5000-583	Mileage Reimbursement	56	300	49	300	1
100-101-5000-584	Employee Education Reimb	•	1	1	•	B
100-101-5000-586	Memberships & Dues	3,480	3,415	2,714	3,715	300
100-101-6000-610	Supplies - General	I	f	18	1	
100-101-6000-611	Office Supplies	10,883	12,000	6,701	12,000	1
100-101-6000-612	Postade	8,867	10,000	4,198	10,000	1
100-101-6000-630	Food	3,894	4,300	2,573	4,300	1
100-101-6000-641	Subscriptions	526	1,000	384	1,000	
100-101-6000-699	Misc Supplies	183	4,000	1,538	4,000	1
100-101-9100-260	Transfer to Employee Leave Fund	4,534	4,825	3,619	5,835	1,010
	Total Operations	242,184	280,040	175,675	128,100	(151,940)
	Total Admin/Finance	956,156	1,110,166	778,821	979,259	(130,907)

	Administration/Finance		
	100-101		FY 2008
Account No.	Quantity, brief description and justification		Requested
& Title	of items requested		Appropriations
1000-110	Administration salaries plus City Council		640,499
Salaries			
1000-130	Overtime due to vacancies and emergencies		1,000
Overtime			
1000-140	Allowance of \$400.00 per month paid to City Manager		13,800
Transportation Allow	\$250 per month paid to Finance Director/Treasurer, Admin Services Manager, Assistant to City Manager		
			92,572
2000-215 Cafeteria Plan	Health plan coverage - Kaiser or Blue Cross,  Dental coverage, Term Life insurance		92,572
			2,418
2000-220 Social Security Tax	Employer share of 6.2% tax on hourly employees		2,410
	Employees hired after April 1986 pay 1.45%		9,453
2000-221 Medicare Tax	of pay with Employer matching at same rate		9,400
2000-230	Employer contribution for employee pension.		76,078
Pers Emplyer Contr	Employer contribution for employee pendion.		
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	······	6,405
State Unemployment			
2000-260	Workers Comp charged to Department based		852
Workers Compensation	on .05 % of FY 07/08 premium and SIR of \$426,231		
Deferred Comp	City Paid Deferred Comp for City Manager		11,445
2000-280	Only 1 and Botomod Compiler City manager		
2001-002	Salary savings set at .75% of Salaries & Benefits		(4,804)
Salary Savings	Total Salaries & Benefits		851,159
	Total Salaties & Belletits		
3000-311 Contract Labor	Minutes Clerk		10,000
3000-320 Professional Services	Strategic Planning Retreat - 2 date & Team Building - 1 date	11,000	
1 101000101141 00111000	MBIA business license services	21,000 5,000	37,000
	Consulting Services	5,000	37,000
3000-321	See nondepartment budget		-
City Attorney Services			
4000-412 Utilities - Telephone	Phone, fax, and support lines for all depts		11,000
4000-442 Copy Machine Rental	Admin 40% share of copier rental and maint.		5,500
			4 500
4000-431 Repairs & Maint. Equip	Misc repairs for equipment		1,500
- There a transfer madaile			

	Admin/Finance Budget FY 2008		Page 2 of 2
101-5000-540	Personnel recruitment ads, and other costs		1,000
Recruitment Costs	related to recruitment for Admin Employees.		1,000
, too didinone o o o			
101-5000-541	Public Noticing, etc.		2,000
Advertising - Noticing			
		4.000	
101-5000-551	Printing Budget for general distribution	1,000	4 000
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	
Contention	Liebert Cassidy Public Sector Employment Law Conference	1,000	
	Marin County Finance Officer's Group Lunch Meeting	250	
	Finance Director - Springbrook User Conference	1,000	
	Finance Director - CSMFO Conference	1,000	
		5,250	
	City Council:		
	MCCMC	2,100	
	State of the City	600	
	Annual League Conference - 2 @ \$1,000 ea	2,000	0.050
		4,700	9,950
104 5000 500	Figure 1-1 Contain Companies Training	2,000	
101-5000-582	Financial System Computer Training  GFOA/CMTA/CDIAC/CalPERS Accounting, Budget, and Debt	2,000	
Training and Workshops	Finance Director - League of CA Cities Financial Mngt Seminar	1,000	5,000
	Finance Director - League of CA Cities Financial Wingt Seminal	1,000	3,000
101-5000-583	Reimburse mileage to employees who aren't		300
Mileage Reimbursement	covered under car allowances		
The state of the s			
101-5000-584	Reimburse employees for taking classes		-
Education Reimburse	related to their job or toward a degree.		
101-5000-586	MCCMA	750	
Memberships & Dues	GFOA, CMTA, CSMFO, CalCPA, CMRTA, PERSPAC	1,000	
	Springbrook National User Group	50	
	State Board of Accountancy CPA License Renewal	200 100	
	Marin Manager Association  N. CA Municipal Management Association	65	
	Employment Relations Consortium	1,550	3,715
	Employment Relations Consortium	1,550	3,713
101-6000-611	Pens, paper, computer supplies, and small		12,000
Office Supplies	equipment replacement less than \$1,000		,
Office Supplies	Trade Journals, Management texts		
	, , , , , , , , , , , , , , , , , , , ,		
101-6000-612	Postage for mailing checks, Business License,		10,000
Postage	correspondence, etc.		
101-6000-630	Food for Employee events, training, and team building, etc.	2,000	4.000
Food	Food served before Council Meetings	2,300	4,300
	F N T-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		1,000
101-6000-641	For Newspapers, Technical journals, etc.		1,000
Subscriptions			
101-6000-699	Unexpected Expenditures.		4,000
Miscellaneous	ополроска штропана ос.		.,-00
TYROCORUTIO GG			
101-9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		5,835
Transfer to EE Leave Fund			
	Total Operations		128,100
	Total Administration/Finance		979,259

Salaries for Admin/Finance Department	tment										***************************************
FY 2008											
				200	0.42648	goo	0.062	0.0145			
	0,000	Calant @	8000	City Dd Dof	D. 12040	Employee	Social	0.0	Cafeteria	Transnortation	
Job Class	20/0E/9	6/30/07	Salary	Comp	PERS	PERS	Security	Medicare	Plan	Allowance	Total
Administration and Finance											
					1			0	07007	000,	10000
City Manger	N/A	163,498	163,498	11,445	20,679			7,537	16,346	4,800	219,305
Finance Director/Treasurer	N/A	117,099	127,099	ì	16,075	1		1,843	6,940	3,000	154,958
Administrative Services Manager	NA	84,323	84,323	•	10,665	1		1,223	12,969	3,000	112,180
Assistant to City Manager	NA	76,685	76,685		669'6	ı		1,112	16,346	3,000	106,842
Administrative Aide I	1 (fy 08)	1	43,531		5,506	•		631	6,508	1	56,176
Accounting Technician	2	49,091	51,545	•	6,519	-		747	6,508	3	65,320
Accounting Technician (.75) new	2 (fy 08)	1	36,818		4,657	1		534	4,881	•	46,890
The state of the s											
		490,696	583,499	11,445	73,801	•		8,627	70,500	13,800	761,672
		00000	000 00				077.0	201			44 004
Accountant (50%)	1000 hrs	36,000	39,000				2,410	000			+1,304
Hourly Payroll		36,000	39,000	•		•	2,418	299	•	•	41,984
Council Members		18,000	18,000		2,277	1,440		261	22,072		44,050
Total Admin/Finance Dept		544.696	640,499	11,445	76,078	1,440	2,418	9,453	92,572	13,800	847,705
Note:											
Salaries are projected at one step higher than the employ	nan the em	ployee is currently.	ently.								
Admin Aide I replaces the two part-time Office Assistants	fice Assista		mended in	as recommended in March 2007 Strategic Retreat to improve customer services.	trategic Retr	eat to impro	ve customer	services.			
Replace .6 Accounting System Technician & .5 Accountil	& .5 Accou	inting Assista	nt with a .8	ng Assistant with a .8 Accounting Technician.	chnician.						