

FINANCE

CITY TREASURER
FINANCE ADMINISTRATION
ACCOUNTING
PURCHASING
INFORMATION TECHNOLOGY
INFORMATION TECHNOLOGY FUND
BUSINESS LICENSE

Division Description:

The City Treasurer, appointed by the City Council, manages the cash activity for the city, the Redevelopment Agency, and the water utility. The Treasurer is responsible for receipt, deposit, and disbursement of all City funds. Various investment instruments are used to receive the highest yield possible while maintaining a portfolio that emphasizes safety and adequate liquidity to meet the City's cash flow needs.

Division Goals

- * To invest excell cash for maximum safety, liquidity and yield.
- * Invest funds in compliance with the City Investment Policy and the California Government Code.
- * Review and update the City Investment Policy to comply with changes in State Laws.
- * Upgrade the City's computerized investment management information system.
- * Effectively communicate investment portfolio information to the City Council.

Personnel Summary Information

Full Time Employees

No Full Time Employees Are Budgeted

Part Time Employees

Title	Amount
Deputy City Treasurer	0.3

Total 0.3

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	11,295	11,394	11,394
Materials Services	8,350	7,400	7,400
Capital Outlay	0	0	0
Total Budget	19,645	18,794	18,794

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	10 GENERAL FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1100 CITY TREASURER		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
40011		Regular Part-Time	9,272	9,822	8,202	9,822	9,822
41001		Fringe Benefits (conv.)	1,487	1,473	1,227	1,572	-
41010		Employer FICA	-	-	-	-	408
41011		Medical Insurance	-	-	-	-	505
41012		Dental Insurance	-	-	-	-	73
41013		Vision Insurance	-	-	-	-	25
41014		Life Insurance	-	-	-	-	20
41015		Retirement Annuity	-	-	-	-	467
41016		Long-Term Disability	-	-	-	-	17
41017		Short-Term Disability	-	-	-	-	17
41018		Long-Term Care	-	-	-	-	36
41041		Unemployment Insurance	-	-	-	-	4
41051		Sick Leave Buyback	-	-	-	-	-
Sub-Total			10,759	11,295	9,429	11,394	11,394
52001		Contractual Services (conv.)	580	4,500	937	-	-
54011		Other Financial Services	-	-	-	2,900	2,900
60010		Department Supplies	71	250	319	300	300
70015		Utilities - Internet	-	-	-	600	600
73030		Travel and Meeting Expenses	2,771	3,000	2,420	3,000	3,000
73031		Local Meetings Expenses	-	-	-	-	-
73040		Subscription and Memberships	352	600	155	600	600
Sub-Total			3,775	8,350	3,831	7,400	7,400
Department 1100 Totals			14,535	19,645	13,260	18,794	18,794

Division Description:

The Finance Department administers the financial affairs of the City and the Community Development Commission. The department is responsible for purchasing, data processing, risk management, treasurer function and debt management; acts as card club liaison; maintains the accounting system and performs accounts payable, accounts receivable, and payroll functions; prepares all necessary financial reports and performs internal audits; aids the City Administrator in the preparation of the annual budget; and provides support services to the City Council, the City

Division Goals

- * Maintain financial stability for the City and ensure that resources continue to be available to fund services.
- * Develop formalized capital improvement program to establish criteria and set priorities for specific projects.
- * Develop a three to five year forecast for general fund to do long range planning and control expenditures.
- * Communicate financial information to City Council, staff and the community.

Personnel Summary Information

Full Time Employees

Part Time Employees

No Part Time Employees Are Budgeted

Title	Amount
Director of Finance/City Treasurer	1
Assistant Director of Finance	1
Administrative Secretary	1

Total 3

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	311,512	336,012	336,012
Materials Services	20,200	21,200	21,200
Capital Outlay	0	0	0
Total Budget	331,712	357,212	357,212

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	10 GENERAL FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1110 FINANCE ADMINISTRATION		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
40010		Regular Full-Time	121,757	190,355	161,866	200,589	200,589
40030		Overtime Salaries	2,116	2,000	2,237	2,000	2,000
41001		Fringe Benefits (conv.)	76,387	116,117	99,060	130,383	-
41010		Employer FICA	-	-	-	-	33,814
41011		Medical Insurance	-	-	-	-	41,800
41012		Dental Insurance	-	-	-	-	6,033
41013		Vision Insurance	-	-	-	-	2,053
41014		Life Insurance	-	-	-	-	1,698
41015		Retirement Annuity	-	-	-	-	38,724
41016		Long-Term Disability	-	-	-	-	1,445
41017		Short-Term Disability	-	-	-	-	1,445
41018		Long-Term Care	-	-	-	-	3,016
41020		Education Incentive	600	600	550	600	600
41025		Deferred Compensation	991	1,240	1,278	1,240	1,240
41026		Tuition Reimbursement	-	-	-	-	-
41041		Unemployment Insurance	-	-	-	-	355
41050		Lump Sum Leave Payout	-	1,200	1,208	1,200	1,200
41051		Sick Leave Buyback	1,159	-	-	-	-
		Sub-Total	203,011	311,512	266,199	336,012	336,012
52001		Contractual Services (conv.)	21,567	10,000	900	-	-
54011		Other Financial Services	-	-	-	10,000	10,000
60010		Department Supplies	1,109	1,800	1,224	1,800	1,800
62010		Automotive - Gas\Oil	-	-	-	-	-
62010	VU050	Vehicle Unit #050	-	-	-	-	1,500
62010	VU711	Vehicle Unit #711	-	-	-	-	1,000
62030		Automotive - Routine Maint. & Repair	5,289	4,250	5,773	5,250	1,250
62030	VU050	Vehicle Unit #050	-	-	-	-	750
62030	VU711	Vehicle Unit #711	-	-	-	-	750
73020		Record Storage	-	-	-	-	-
73030		Travel and Meeting Expenses	1,035	2,950	657	2,950	2,950
73031		Local Meetings Expenses	402	500	356	500	500
73040		Subscription and Memberships	410	700	915	700	700
		Sub-Total	29,812	20,200	9,825	21,200	21,200
		Department 1110 Totals	232,823	331,712	276,024	357,212	357,212

Division Description:

The Accounting Division performs payroll, accounts payable, accounts receivable, and cashiering functions for the City. The Accounting Division also provides monthly management reports to all departments and prepares all necessary financial reports for the City and Community Development Commission.

Division Goals

- * To increase operational efficiency through the use of office automation.
- * To provide timely year-end closing information for the independent auditors.
- * Meet all local, state, and federal reporting requirements.
- * Keep up-to-date expenditure records and appraise the departments of their budget status.
- * Produce the Comprehensive Annual Financial Report that meets the highest standards.
- * Meet bi-weekly, quarterly and annual deadlines for the payroll and accounts payable functions.

Personnel Summary Information

Full Time Employees

Part Time Employees

Title	Amount
Accountant	2
Accounting Technician	3

Title	Amount
Office Assistant II	0.4

Total 5

Total 0.4

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	302,869	331,075	331,075
Materials Services	78,050	97,050	97,050
Capital Outlay	0	0	0
Total Budget	380,919	428,125	428,125

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	10 GENERAL FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1120 ACCOUNTING		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
40010		Regular Full-Time	163,237	165,731	152,962	177,488	177,488
40011		Regular Part-Time	36,304	16,254	34,374	17,431	17,431
40013		YES Summer Program	2,970	1,500	3,139	1,500	1,500
40030		Overtime Salaries	6,354	7,500	7,392	7,500	7,500
40040		Part-Time Sick Leave	753	1,000	785	1,000	1,000
40041		Part-Time Vacation Leave	151	1,000	-	1,000	1,000
41001		Fringe Benefits (conv.)	108,514	103,534	99,262	118,156	-
41010		Employer FICA	-	-	-	-	30,643
41011		Medical Insurance	-	-	-	-	37,879
41012		Dental Insurance	-	-	-	-	5,467
41013		Vision Insurance	-	-	-	-	1,861
41014		Life Insurance	-	-	-	-	1,539
41015		Retirement Annuity	-	-	-	-	35,093
41016		Long-Term Disability	-	-	-	-	1,309
41017		Short-Term Disability	-	-	-	-	1,309
41018		Long-Term Care	-	-	-	-	2,734
41020		Education Incentive	1,800	1,500	1,650	1,500	1,500
41025		Deferred Compensation	3,438	2,850	3,880	3,500	3,500
41041		Unemployment Insurance	-	-	-	-	322
41050		Lump Sum Leave Payout	-	1,000	7,998	1,000	1,000
41051		Sick Leave Buyback	907	1,000	1,801	1,000	1,000
Sub-Total			324,427	302,869	313,243	331,075	331,075
52001		Contractual Services (conv.)	19,500	40,000	49,601	-	-
54010		City Audit	-	-	-	30,000	30,000
54080		Printing Services	-	-	-	10,000	10,000
55050		Office Equip. Maint. & Repair	-	300	187	300	300
60010		Department Supplies	11,619	16,000	17,068	15,000	15,000
73030		Travel and Meeting Expenses	1,165	1,000	144	1,000	1,000
73031		Local Meetings Expenses	786	750	612	750	750
73114		Sales & Use Taxes (Expenditures)	43,018	20,000	27,592	40,000	40,000
Sub-Total			76,088	78,050	95,204	97,050	97,050
Department 1120 Totals			400,515	380,919	408,447	428,125	428,125

Division Description:

The Purchasing Division is responsible for maximizing cost effectiveness and control over purchases through centralized purchasing. The Purchasing Division assists departments in vendor selection for major equipment, services, salvage of obsolete items, and assure that City purchasing policies are adhered to. The Division also supervises the City's Warehouse and Central Receiving Operations, and manages the City's facilities' telephone system.

Division Goals

- * Seek cost savings and availability of supplies by alternate sources.
- * Continue the city's competitive bid process and keep abreast of changes in the market place.
- * Create Asset Inventory Sheets by Division in order to audit all division assets.
- * Complete Purchasing Division Policies and Procedures Manual.

Personnel Summary Information

Full Time Employees

Part Time Employees

Title	Amount
Purchasing Agent	1
Central Stores Specialist	1
Accounting Technician	1

Title	Amount
Stock Helper	0.7

Total 3

Total 0.7

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	331,112	336,950	336,950
Materials Services	6,995	7,400	7,400
Capital Outlay	0	0	0
Total Budget	338,107	344,350	344,350

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND DEPT	10 GENERAL FUND 1130 PURCHASING		2006-07 ACTUAL EXPEND	2007-08 APPROVED BUDGET	2007-08 ESTIMATED EXPEND	2008-09 CITY ADMIN RECOMMEND BUDGET	2008-09 COUNCIL ADOPTED BUDGET
ACCT	PROJ	DESCRIPTION					
40010		Regular Full-Time	157,931	181,677	143,069	178,987	178,987
40011		Regular Part-Time	46,394	27,576	52,853	28,725	28,725
40013		YES Summer Program	-	1,400	-	1,400	1,400
40030		Overtime Salaries	486	400	1,565	400	400
40040		Part-Time Sick Leave	559	400	777	750	750
40041		Part-Time Vacation Leave	1,050	400	1,366	1,000	1,000
41001		Fringe Benefits (conv.)	106,347	114,959	95,463	120,938	-
41010		Employer FICA	-	-	-	-	31,365
41011		Medical Insurance	-	-	-	-	38,772
41012		Dental Insurance	-	-	-	-	5,596
41013		Vision Insurance	-	-	-	-	1,904
41014		Life Insurance	-	-	-	-	1,575
41015		Retirement Annuity	-	-	-	-	35,919
41016		Long-Term Disability	-	-	-	-	1,340
41017		Short-Term Disability	-	-	-	-	1,340
41018		Long-Term Care	-	-	-	-	2,798
41020		Education Incentive	-	-	-	-	-
41022		Trip Reduction Incentives	-	-	-	-	-
41025		Deferred Compensation	1,713	1,300	1,875	1,750	1,750
41026		Tuition Reimbursement	-	-	-	-	-
41041		Unemployment Insurance	-	-	-	-	329
41051		Sick Leave Buyback	3,025	3,000	3,106	3,000	3,000
		Sub-Total	317,504	331,112	300,074	336,950	336,950
54080		Printing Services	-	-	-	300	300
55050		Office Equip. Maint. & Repair	-	400	-	500	500
60010		Department Supplies	3,536	3,700	1,978	3,700	3,050
63010		Uniform Purchase	642	650	575	650	650
63011		Laundry & Cleaning	-	-	-	-	650
73030		Travel and Meeting Expenses	696	900	-	900	900
73031		Local Meetings Expenses	291	900	12	900	900
73040		Subscription and Memberships	325	445	130	450	450
		Sub-Total	5,491	6,995	2,695	7,400	7,400
		Department 1130 Totals	322,995	338,107	302,769	344,350	344,350

Division Description:

Information Technology (IT) supports many services, from troubleshooting microcomputer problems to coordinating hardware and software purchases. IT also trains city staff on the usage of their equipment or programs. Support is offered to all departments on any computer needs that they may have. This includes feasibility studies for any additional equipment needs or application programs. The division has two full time staff who support over two-hundred micro-computers, six servers, two mini-computers and many mission critical programs.

Division Goals

- * Upgrade City's Servers
- * Upgrade Computers
- * Maintain City webpage.

Personnel Summary Information

Full Time Employees

Title	Amount
Information Technology Manager	1
Information Technology Specialist	1

Part Time Employees

Title	Amount
Information Technology Technician	0.8

Total 2

Total 0.8

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	287,105	305,086	305,086
Materials Services	207,000	241,265	241,265
Capital Outlay	0	0	0
Total Budget	494,105	546,351	546,351

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	10 GENERAL FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1150 INFORMATION TECHNOLOGY		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
40010		Regular Full-Time	118,173	148,088	130,920	154,017	154,017
40011		Regular Part-Time	7,571	32,507	27,345	34,189	34,189
40030		Overtime Salaries	9,535	8,000	7,025	8,000	8,000
40040		Part-Time Sick Leave	-	-	196	-	-
40041		Part-Time Vacation Leave	-	-	235	-	-
41001		Fringe Benefits (conv.)	76,056	95,210	84,681	105,580	-
41010		Employer FICA	-	-	-	-	27,382
41011		Medical Insurance	-	-	-	-	33,847
41012		Dental Insurance	-	-	-	-	4,885
41013		Vision Insurance	-	-	-	-	1,663
41014		Life Insurance	-	-	-	-	1,375
41015		Retirement Annuity	-	-	-	-	31,358
41016		Long-Term Disability	-	-	-	-	1,170
41017		Short-Term Disability	-	-	-	-	1,170
41018		Long-Term Care	-	-	-	-	2,443
41020		Education Incentive	-	-	-	-	-
41025		Deferred Compensation	725	1,300	1,425	1,300	1,300
41026		Tuition Reimbursement	-	-	-	-	-
41041		Unemployment Insurance	-	-	-	-	287
41050		Lump Sum Leave Payout	9,856	-	-	-	-
41051		Sick Leave Buyback	1,349	2,000	1,774	2,000	2,000
		Sub-Total	223,264	287,105	253,601	305,086	305,086
52001		Contractual Services (conv.)	96,211	131,000	109,793	-	-
53510		Programming	-	-	-	62,000	62,000
53520		Software App. - Annual Support	-	-	-	3,365	3,365
53521		Software Supp. - Finance System	-	-	-	38,400	38,400
53522		Software Supp. - Permit System	-	-	-	8,000	8,000
53524		Software Supp. - Web Page	-	-	-	12,000	12,000
53525		Software Supp. - Business Lic.	-	-	-	3,000	3,000
53526		Software Supp. - Parks & Rec Sys	-	-	-	3,000	3,000
53600		Network Security Services	-	-	-	35,500	35,500
54087		Employee Development	-	3,000	-	3,000	3,000
55051		Other Equip. Maint. & Repairs	51,712	53,000	36,233	53,000	53,000
60010		Department Supplies	18,141	20,000	14,625	20,000	20,000
63010		Uniform Purchase	-	-	115	-	-
		Sub-Total	166,064	207,000	160,766	241,265	241,265
80210		Computer Equipment	1,488	-	25,362	-	-
		Sub-Total	1,488	-	25,362	-	-
		Department 1150 Totals	390,816	494,105	439,729	546,351	546,351

Division Description:

This fund was setup in fiscal year 1997/98 to fund the on going purchasing of new equipment and the replacement of obsolete hardware for the City. This fund will be used for replacing and upgrading computers, printers, software and any other related peripherals.

Division Goals

- * Install new computers for City staff.
- * Upgrade old Microcomputers by installing more memory and larger hard-drives.
- * Upgrade Exchange Server

Personnel Summary Information

Full Time Employees

No Full Time Employees Are Budgeted

Part Time Employees

No Part Time Employees Are Budgeted

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	0	0	0
Materials Services	0	0	0
Capital Outlay	143,864	112,477	112,477
Total Budget	143,864	112,477	112,477

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	63 INFORMATION TECHNOLOGY FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1150 INFORMATION TECHNOLOGY		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
80210		Computer Equipment	64,418	143,864	80,733	112,477	112,477
80220		Computer Software	-	-	-	-	-
		Sub-Total	64,418	143,864	80,733	112,477	112,477
		Department 1150 Totals	64,418	143,864	80,733	112,477	112,477

Division Description:

Manage and maintain the business license records.
 Conduct field inspections and enforce business license section of the municipal code.
 Prepare and process renewals and special permits and licenses.
 Establish and maintain policies, procedures and operating system for business license division.
 Provide assistance to businesses, business owners, citizens, and staff.
 Promote business attraction and retention.

Division Goals

- *Update business license code
- *Improve business license functions
- *Continue the canvas of all business locations and canvas sales tax permits
- *Increase employment opportunities for the local community
- *Promote business license awareness
- *Issue regulatory permits for adult businesses, taxi cabs, massage establishments, billiards, dance and entertainment

Personnel Summary Information

Full Time Employees

Part Time Employees

Title	Amount
Business License Officer	1

Title	Amount
Business License Clerk	1.0

Total 1

Total 1.0

Division Budget Summary

	2007-2008 Approved	2008-2009 Request	2008-2009 Approved
Employee Services	70,123	74,887	74,887
Materials Services	6,615	7,210	7,210
Capital Outlay	0	0	0
Total Budget	76,738	82,097	82,097

**CITY OF COMMERCE
ADOPTED BUDGET**

FISCAL YEAR 2008-09

FUND	10 GENERAL FUND		2006-07	2007-08	2007-08	2008-09	2008-09
DEPT	1160 BUSINESS LICENSE		ACTUAL	APPROVED	ESTIMATED	CITY ADMIN	COUNCIL
ACCT	PROJ	DESCRIPTION	EXPEND	BUDGET	EXPEND	RECOMMEND	ADOPTED
						BUDGET	BUDGET
40010		Regular Full-Time	31,929	31,897	28,215	31,897	31,897
40011		Regular Part-Time	22,130	13,886	22,661	17,156	17,156
40030		Overtime Salaries	29	-	31	-	-
40040		Part-Time Sick Leave	696	500	365	500	500
40041		Part-Time Vacation Leave	757	450	-	6	6
41001		Fringe Benefits (conv.)	23,536	21,540	20,645	23,478	-
41010		Employer FICA	-	-	-	-	6,089
41011		Medical Insurance	-	-	-	-	7,527
41012		Dental Insurance	-	-	-	-	1,086
41013		Vision Insurance	-	-	-	-	370
41014		Life Insurance	-	-	-	-	306
41015		Retirement Annuity	-	-	-	-	6,973
41016		Long-Term Disability	-	-	-	-	260
41017		Short-Term Disability	-	-	-	-	260
41018		Long-Term Care	-	-	-	-	543
41020		Education Incentive	600	1,200	500	1,200	1,200
41025		Deferred Compensation	328	650	329	650	650
41026		Tuition Reimbursement	-	-	-	-	-
41041		Unemployment Insurance	-	-	-	-	64
41050		Lump Sum Leave Payout	-	-	-	-	-
41051		Sick Leave Buyback	706	-	418	-	-
		Sub-Total	80,711	70,123	73,164	74,887	74,887
54080		Printing Services	1,733	3,700	2,094	3,800	3,800
54087		Employee Development	-	-	-	-	-
55050		Office Equip. Maint. & Repair	-	-	-	-	-
60010		Department Supplies	756	1,200	382	1,300	1,300
62090		Automotive - Miscellaneous	-	-	-	-	-
73020		Record Storage	-	-	-	-	-
73030		Travel and Meeting Expenses	797	950	-	1,200	1,200
73031		Local Meetings Expenses	172	675	525	800	800
73040		Subscription and Memberships	50	90	50	110	110
		Sub-Total	3,508	6,615	3,051	7,210	7,210
		Department 1160 Totals	84,219	76,738	76,215	82,097	82,097

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