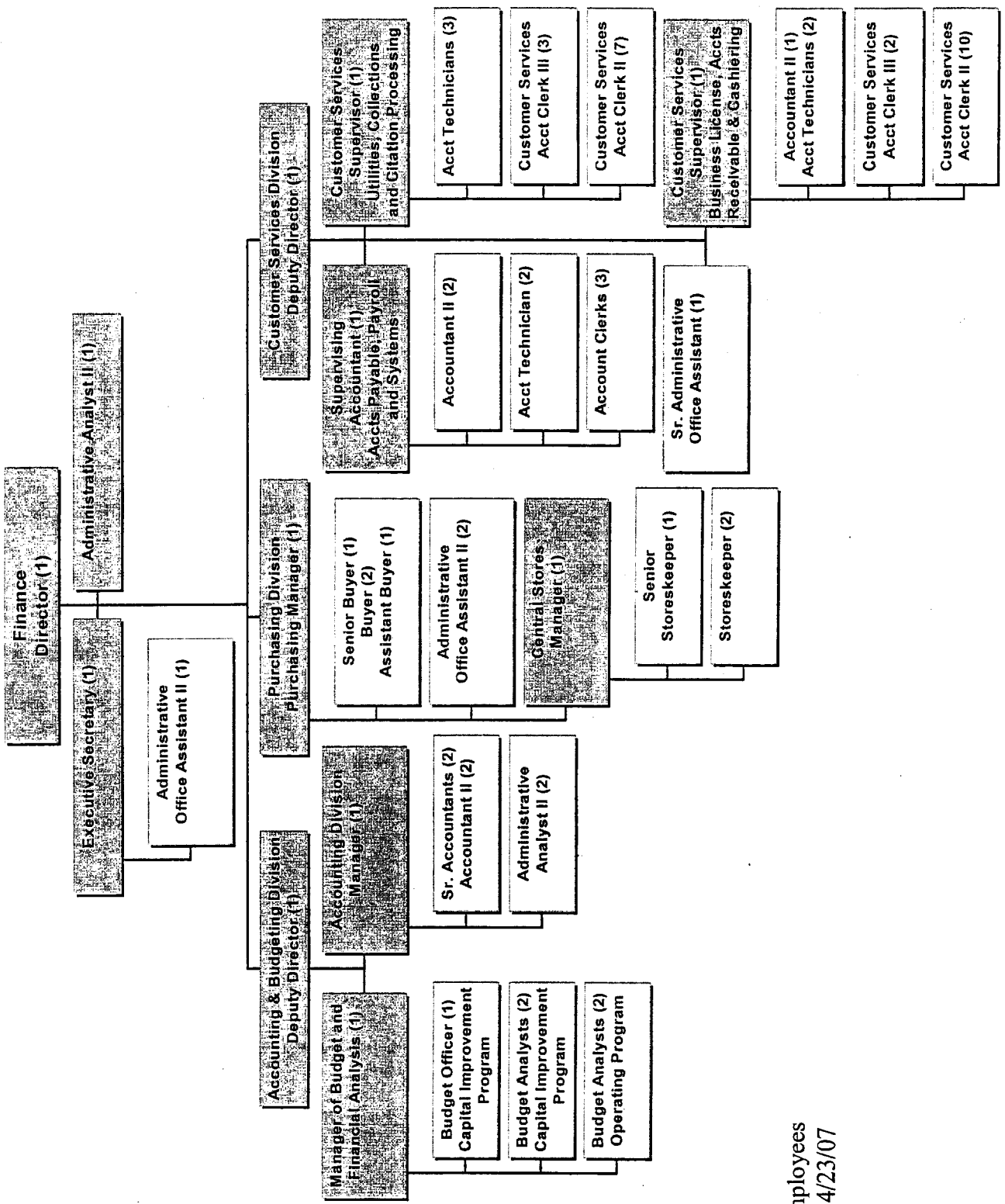


Finance Department



69 Employees
As of 4/23/07

Support Departments

Performance Measures Overview Finance Department

Modesto: A healthy, safe, attractive, economically vibrant, socially diverse and culturally rich city with a strong sense of identity and pride, a community engaged in the practice of citizenship with government based on the principle of stewardship.

Mission:

The mission of the Finance Department is to provide timely, quality information and innovative solutions with a high degree of responsiveness. The department is committed to delivering accurate information & finding solutions to fiscal challenges.

Core Services:

- Finance Administration
- Budget and Financial Analysis
- Accounting
- Customer Services: Cashiering, Utilities and Collections, Licensing, Accounts Receivable, Citation Processing Services
- Purchasing.

Strategic Plan Goals:

- S.B.1. Facilitate the budgeting process, and provide documents and procedures that are well understood by internal and external customers.
- S.B.2. Provide a Budget document that is user-friendly to our citizens and accurately reflects Council's priorities and delineated in this Strategic Plan.
- S.B.3. Purchase goods and services at the best possible price and receives them in a timely manner.
- S.B.4. Ensure the City's customers are very satisfied with the quality and efficiency of City services.

Key Performance - Efficiency Measures

Performance Measure

Results

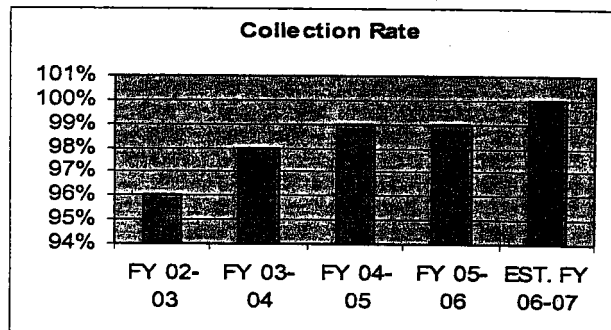
FY 07-08 Target

FIN - CUSTOMER SERVICES

What: Provide customer service and financial management that provides the highest quality utility services at the lowest rate possible.

Why: Measure the department's ability to maintain the viability of utility enterprise funds.

Strategic Plan Goals: IV.A.4 and IV.A.6



Target for FY 06-07 collection rates are compared to a baseline average of collection rates during 2002-2006

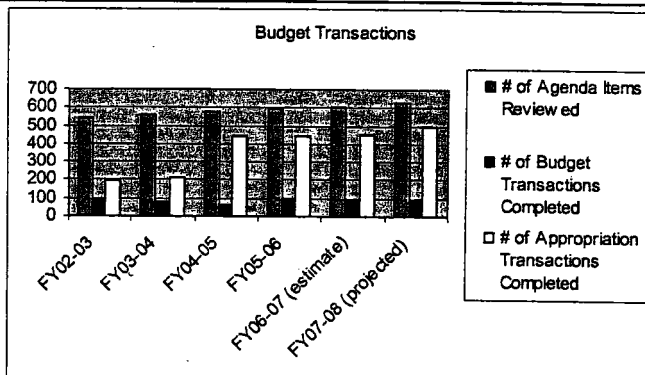
Target = 99%

FIN - Budget & Financial Analysis

What:

Why:

Strategic Plan Goals:



Target for FY 06-07

Support Departments

Performance Measures Overview

Finance Department

Modesto: A healthy, safe, attractive, economically, vibrant, socially diverse and culturally rich city with a strong sense of identity and pride, a community engaged in the practice of citizenship with governance based on the principle of stewardship.

Key Performance - Efficiency Measures

Performance Measure	Results	FY 2007-08 Target	Comments								
<p>FIN - PURCHASING REQUISITION CONVERSION</p> <p>What: Process departmental requisitions for informal quotations to purchase orders for placement with vendors.</p> <p>Why: Measure the department's ability to convert requisitions not requiring formal competitive solicitations to purchase orders within nine (9) days</p> <p>Strategic Plan Goals: S.B.3.</p>		Process 75% of requisitions for informal quotations within nine (9) days.	Prompt conversions will allow City staff to be confident that requisitions are being processed in a timely fashion and that products and services needed by City staff will be available for use in a shorter time frame.								
<p>FIN - PURCHASING COST SAVINGS</p> <p>What: Show the value add that the competitive procurement process provides on an annual basis.</p> <p>Why: Measure the department's ability to provide cost savings by going through the competitive bidding process.</p> <p>Strategic Plan Goals: S.B.3.</p>	<p>Projected Cost Savings in FY2007-08</p> <table border="1"> <thead> <tr> <th></th> <th>2005-06</th> <th>2006-07</th> <th>2007-08</th> </tr> </thead> <tbody> <tr> <td>← Savings</td> <td>\$350,000.00</td> <td>\$420,000.00</td> <td>\$450,000.00</td> </tr> </tbody> </table>		2005-06	2006-07	2007-08	← Savings	\$350,000.00	\$420,000.00	\$450,000.00		Documented cost savings will show the value of the competitive bidding process performed by a Purchasing Division staffed with skilled purchasing professionals.
	2005-06	2006-07	2007-08								
← Savings	\$350,000.00	\$420,000.00	\$450,000.00								

Finance Department

Position Allocation	FY04-05 Actual	FY05-06 Actual	FY06-07 Proposed	FY06-07 Adopted	FY07-08 Proposed	Increase/ (Decrease)
<u>Finance Administration</u>						
Finance Director	1.0	1.0	1.0	1.0	1.0	
Admin Office Assistant II				1.0	1.0	
Executive Secretary	1.0	1.0	1.0	1.0	1.0	
Finance Administration (0100-1201)	2.0	2.0	2.0	3.0	3.0	
<u>Budget Division</u>						
Deputy Finance Director	1.0	1.0	1.0	1.0	1.0	
Manager of Budget & Financial Analyst				1.0	1.0	
Budget Analyst I/II	3.0	4.0	4.0	4.0	4.0	
Budget Analyst I (limited term 5/31/05)	1.0					
Budget Officer	1.0	1.0	1.0	1.0	1.0	
Administrative Analyst I						
Administrative Analyst II	1.0	1.0	1.0	1.0	1.0	
Budget & Financial Analysis (0100-1205)	7.0	7.0	7.0	8.0	8.0	
<u>Accounting Division</u>						
Accounting Division Manager	1.0	1.0	1.0	1.0	1.0	
Administrative Analyst II				2.0	2.0	
Supervising Accountant		1.0	1.0	1.0	1.0	
Senior Accountant	3.0	2.0	2.0	2.0	2.0	
Accountant II	2.0	4.0	4.0	4.0	4.0	
Accountant I (Confidential)	1.0					
Accountant I	1.0					
Accounting Technician	1.0	2.0	2.0	2.0	2.0	
Account Clerk	3.0	2.0	3.0	3.0	3.0	
Administrative Office Assistant II	1.0	1.0				
Accounting (0100-1222)	13.0	13.0	13.0	15.0	15.0	
Customer Services Accounting Technician	1.0	1.0	1.0	1.0	1.0	
Customer Services Account Clerk II	4.0	4.0	4.0	4.0	4.0	
Customer Services Account Clerk III	1.0	1.0	1.0	1.0	1.0	
Cashiering (0100-1221)	6.0	6.0	6.0	6.0	6.0	

Finance Department

Position Allocation	FY04-05 Actual	FY05-06 Actual	FY06-07 Proposed	FY06-07 Adopted	FY07-08 Proposed	Increase/ (Decrease)
Deputy Director of Finance	1.0	1.0	1.0	1.0	1.0	
Customer Services Supervisor	1.0	1.0	1.0	1.0	1.0	
Sr. Admin Office Assistant (Confidential)	1.0	1.0	1.0	1.0	1.0	
Customer Services Accounting Technician	2.0	2.0	2.0	2.0	2.0	
Customer Services Account Clerk II	6.0	6.0	6.0	6.0	6.0	
Customer Services Account Clerk III	2.0	2.0	2.0	2.0	2.0	
Admin Office Assistant II	1.0					
Utilities & Collections (0100-1223)	14.0	13.0	13.0	13.0	13.0	
Customer Services Supervisor	1.0	1.0	1.0	1.0	1.0	
Customer Services Accounting Technician	1.0	1.0	1.0	1.0	1.0	
Customer Services Account Clerk II	4.0	4.0	4.0	4.0	4.0	
Customer Services Account Clerk III	1.0	1.0	1.0	1.0	1.0	
Licensing (0100-1224)	7.0	7.0	7.0	7.0	7.0	
Accountant I	1.0					
Accountant II		1.0	1.0	1.0	1.0	
Customer Services Account Clerk II	2.0	2.0	2.0	2.0	2.0	
Accounts Receivable (0100-1225)	3.0	3.0	3.0	3.0	3.0	
Purchasing Manager		1.0	1.0	1.0	1.0	
Purchasing Supervisor	1.0					
Senior Buyer	2.0	2.0	2.0	2.0	2.0	
Buyer		1.0	1.0	1.0	1.0	
Assistant Buyer	1.0	1.0	1.0	1.0	1.0	
Account Clerk	1.0					
Admin Office Assistant II	1.0	3.0	3.0	2.0	2.0	
Purchasing (0100-1232)	6.0	8.0	8.0	7.0	7.0	
Customer Services Accounting Technician	1.0	1.0	1.0	1.0	1.0	
Customer Services Account Clerk II				1.0	1.0	
Customer Services Account Clerk III	1.0	1.0	1.0	1.0	1.0	
Citation Processing Services (0100-1234)	2.0	2.0	2.0	3.0	3.0	
Stores Manager	1.0	1.0	1.0	1.0	1.0	
Senior Storeskeeper	1.0	1.0	1.0	1.0	1.0	
Storeskeeper	2.0	2.0	2.0	2.0	2.0	
Central Store (7110-1272)	4.0	4.0	4.0	4.0	4.0	
General Fund	60.0	61.0	61.0	65.0	65.0	
Other Funds	4.0	4.0	4.0	4.0	4.0	
Finance Total	64.0	65.0	65.0	69.0	69.0	

Finance Department

City of Modesto

Fund Summary

Expenditures by Fund (\$)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
General Fund (0100)	5,941,765	5,845,681	6,261,297	6,563,346	302,049	4.8%
Capital Improvement Support (0300)	0	50,219	76,876	0	(76,876)	100.0%
Central Services (7100)	22,006	20,114	26,000	26,000	0	0.0%
Inventory Purchases (7110)	2,831,233	945,339	2,884,300	4,592,440	1,708,140	59.2%
Total Expenditures	8,795,004	6,861,354	9,248,473	11,181,786	1,933,313	20.9%

Revenues General Fund (\$)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
General Fund (0100)	2,710,197	3,076,901	2,828,435	2,653,873	(174,562)	(6.2%)
Central Services (7100)	37,292	35,802	26,000	26,000	0	0.0%
Inventory Purchases (7110)	3,059,158	2,640,551	2,879,875	4,592,440	1,712,565	59.5%
Total Revenues	5,806,647	5,753,255	5,734,310	7,272,313	1,538,003	26.8%

Finance Administration (1201)

City of Modesto

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	71,471	189,302	239,759	297,232	57,473	24.0%
Internal Service Charges	25,936	25,643	29,137	28,443	(694)	(2.4%)
Professional & Contractual Svc	42,901	9,034	17,608	24,936	7,328	41.6%
Materials & Supplies	3,158	2,949	5,250	4,750	(500)	(9.5%)
Other	760	178	855	1,200	345	40.4%
Intrafund Service Credits	0	0	0	(9,560)	(9,560)	
Total Expenditures	144,227	227,105	292,609	347,001	54,392	18.6%
Revenues (\$)						
Interfund Labor Charges	0	0	14,267	23,967	9,700	68.0%
CFD One-Time Capital Tax	600	0	0	0	0	
Total Revenues	600	0	14,267	23,967	9,700	68.0%
Net (Expenditures)/Revenues	(143,627)	(227,105)	(278,342)	(323,034)	(44,692)	16.1%

Budget & Financial Analysis (1205)

City of Modes

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	571,583	636,059	721,177	884,331	163,154	22.6%
Internal Service Charges	47,012	42,695	54,561	78,148	23,587	43.2%
Professional & Contractual Svc	374,114	76,385	261,012	112,541	(148,471)	(56.9%)
Materials & Supplies	5,899	4,691	21,000	12,500	(8,500)	(40.5%)
Other	235	504	2,272	2,285	13	0.6%
Total Expenditures	998,843	760,333	1,060,022	1,089,805	29,783	2.8%
Revenues (\$)						
Copying Fee	0	106	0	0	0	
Interfund Labor Charges	91,667	151,369	168,809	226,408	57,599	34.1%
Total Revenues	91,667	151,475	168,809	226,408	57,599	34.1%
Net (Expenditures)/Revenues	(907,175)	(608,858)	(891,213)	(863,397)	27,816	(3.1%)

Capital Improvement Support (1240)

City of Modesto

Capital Improvement Support (0300)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Professional & Contractual Svc	0	50,219	76,876	0	(76,876)	(100.0%)
Total Expenditures	0	50,219	76,876	0	(76,876)	(100.0%)
Net (Expenditures)/Revenues	0	(50,219)	(76,876)	0	76,876	(100.0%)

Accounting Division (1222)

City of Modest

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	875,446	946,880	1,010,565	1,201,188	190,623	18.9%
Internal Service Charges	283,567	277,326	356,111	354,447	(1,664)	(0.5%)
Professional & Contractual Svc	184,238	128,317	50,128	54,000	3,872	7.7%
Materials & Supplies	15,853	12,826	12,817	12,817	0	0.0%
Other	266,760	935	900	900	0	0.0%
Capital Non-CIP	0	16,202	0	0	0	
Intrafund Service Credits	0	(256)	0	0	0	
Total Expenditures	1,625,863	1,382,230	1,430,521	1,623,352	192,831	13.5%
Revenues (\$)						
Payoff Demand Fee	75	0	0	0	0	
Revenue Bond Admin Fee	23,935	41,781	42,000	42,000	0	0.0%
City Billing Fee	2,890	3,390	3,000	3,400	400	13.3%
Interfund Labor Charges	16,667	40,884	35,052	97,950	62,898	179.4%
Miscellaneous Revenue	5,672	11,086	0	0	0	
Total Revenues	49,239	97,141	80,052	143,350	63,298	79.1%
Net (Expenditures)/Revenues	(1,576,625)	(1,285,089)	(1,350,469)	(1,480,002)	(129,533)	9.6%

Cashiering (1221)

City of Modesto

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	247,450	287,906	330,863	315,345	(15,518)	(4.7%)
Internal Service Charges	39,667	38,282	36,275	36,667	392	1.1%
Professional & Contractual Svc	86,609	94,721	92,484	91,084	(1,400)	(1.5%)
Materials & Supplies	7,727	7,229	6,335	7,467	1,132	17.9%
Other	418	390	0	0	0	
Capital Non-CIP	0	13,345	0	0	0	
Total Expenditures	381,872	441,873	465,957	450,563	(15,394)	(3.3%)
Revenues (\$)						
Copying Fee	21	144	0	0	0	
Interfund Labor Charges	351,570	431,302	446,721	442,563	(4,158)	(0.9%)
Returned Check Charged	8,056	6,891	8,000	8,000	0	0.0%
Total Revenues	359,647	438,337	454,721	450,563	(4,158)	(0.9%)
Net (Expenditures)/Revenues	(22,224)	(3,536)	(11,236)	0	11,236	(100.0%)

Utilities & Collections (1223)

City of Modes

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	773,274	811,641	874,894	907,128	32,234	3.7%
Internal Service Charges	72,376	69,239	99,348	97,838	(1,510)	(1.5%)
Professional & Contractual Svc	507,024	547,178	516,090	513,138	(2,952)	(0.6%)
Materials & Supplies	62,567	67,394	64,959	69,786	4,827	7.4%
Other	0	239	2,142	2,500	358	16.7%
Capital Non-CIP	7,501	20,095	0	0	0	
Intrafund Service Credits	(1,330)	0	0	0	0	
Total Expenditures	1,421,412	1,515,785	1,557,433	1,590,390	32,957	2.1%
Revenues (\$)						
Payoff Demand Fee	850	1,325	0	0	0	
Copying Fee	0	3	0	0	0	
City Billing Fee	242,029	293,478	330,000	330,000	0	0.0%
Interfund Labor Charges	1,141,973	1,155,575	1,213,020	906,265	(306,755)	(25.3%)
Total Revenues	1,384,852	1,450,381	1,543,020	1,236,265	(306,755)	(19.9%)
Net (Expenditures)/Revenues	(36,559)	(65,404)	(14,413)	(354,125)	(339,712)	2357.0%

Licensing (1224)

City of Modesto

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	406,979	421,429	441,317	457,231	15,914	3.6%
Internal Service Charges	36,408	34,488	54,895	58,392	3,497	6.4%
Professional & Contractual Svc	72,743	59,171	70,252	78,793	8,541	12.2%
Materials & Supplies	5,334	7,329	5,100	4,685	(415)	(8.1%)
Other	50	50	87	87	0	0.0%
Total Expenditures	521,514	522,467	571,651	599,188	27,537	4.8%
Revenues (\$)						
Business License Mill Tax	450,000	449,998	450,000	450,000	0	0.0%
Copying Fee	260	190	0	0	0	
Miscellaneous Special Service	3,726	3,259	3,000	3,000	0	0.0%
Interfund Labor Charges	37,327	40,572	43,481	46,856	3,375	7.8%
Total Revenues	491,313	494,019	496,481	499,856	3,375	0.7%
Net (Expenditures)/Revenues	(30,201)	(28,448)	(75,170)	(99,332)	(24,162)	32.1%

Accounts Receivable (1225)

City of Modest

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	162,937	171,345	189,266	195,867	6,601	3.5%
Internal Service Charges	12,299	11,444	15,144	26,650	11,506	76.0%
Professional & Contractual Svc	23,858	32,038	34,448	32,244	(2,204)	(6.4%)
Materials & Supplies	1,952	2,016	2,669	2,729	60	2.2%
Total Expenditures	201,046	216,843	241,527	257,490	15,963	6.6%
Revenues (\$)						
Interfund Labor Charges	0	1,200	1,236	0	(1,236)	(100.0%)
Total Revenues	0	1,200	1,236	0	(1,236)	(100.0%)
Net (Expenditures)/Revenues	(201,046)	(215,643)	(240,291)	(257,490)	(17,199)	7.2%

Citation Processing Services (1234)

City of Modesto

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	106,324	117,748	127,961	193,467	65,506	51.2%
Internal Service Charges	14,653	14,218	22,540	30,292	7,752	34.4%
Professional & Contractual Svc	92,245	149,633	112,442	208,607	96,165	85.5%
Materials & Supplies	1,007	2,641	3,093	3,093	0	0.0%
Intrafund Service Credits	0	0	(263,594)	(435,459)	(171,865)	65.2%
Total Expenditures	214,229	284,240	2,442	0	(2,442)	(100.0%)
Revenues (\$)						
Interfund Labor Charges	0	0	0	0	0	
Parking Fine	307,699	394,540	0	0	0	
Returned Check Charged	10	0	0	0	0	
Total Revenues	307,709	394,540	0	0	0	
Net (Expenditures)/Revenues	93,479	110,300	(2,442)	0	2,442	(100.0%)

Internal Service Stores (1272)

City of Modes

Inventory Purchases (7110)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	233,599	196,816	255,953	261,639	5,686	2.2%
Internal Service Charges	32,088	33,360	31,606	35,357	3,751	11.9%
Professional & Contractual Svc	41,679	50,561	39,224	38,640	(584)	(1.5%)
Materials & Supplies	2,387	4,049	7,517	6,804	(713)	(9.5%)
Total Expenditures	309,753	284,785	334,300	342,440	8,140	2.4%
Revenues (\$)						
Interfund Labor Charges	572	1,237	0	0	0	
UPS Service - Stores	0	0	0	7,504	7,504	
Surplus Sales	247,740	239,974	20,000	11,000	(9,000)	(45.0%)
Cellular Phones Rental Stores	0	0	3,000	500	(2,500)	(83.3%)
Sales of Inventory - Stores	38,541	23,066	296,875	308,436	11,561	3.9%
Change in Fair Value of Investment	0	65	0	0	0	
Interest on Bank Accounts	3,318	2,859	0	0	0	
Sale of Personal Property	7,992	12,114	0	0	0	
Miscellaneous Revenue	22,774	22,528	10,000	15,000	5,000	50.0%
Total Revenues	320,937	301,843	329,875	342,440	12,565	3.8%
Net (Expenditures)/Revenues	11,184	17,058	(4,425)	0	4,425	(100.0%)

Internal Service Inventory Purchasing (8311)

City of Modesto

Inventory Purchases (7110)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change From Budget
Expenditures (\$)						
Professional & Contractual Svc	0	0	0	0	0	
Other	2,521,480	660,554	2,550,000	4,250,000	1,700,000	66.7%
Total Expenditures	2,521,480	660,554	2,550,000	4,250,000	1,700,000	66.7%
Revenues (\$)						
Sales of Inventory - Stores	2,423,308	1,992,351	2,550,000	4,250,000	1,700,000	66.7%
Sale of Inventory - Stationery	314,913	346,358	0	0	0	
Total Revenues	2,738,222	2,338,708	2,550,000	4,250,000	1,700,000	66.7%
Net (Expenditures)/Revenues	216,742	1,678,155	0	0	0	

