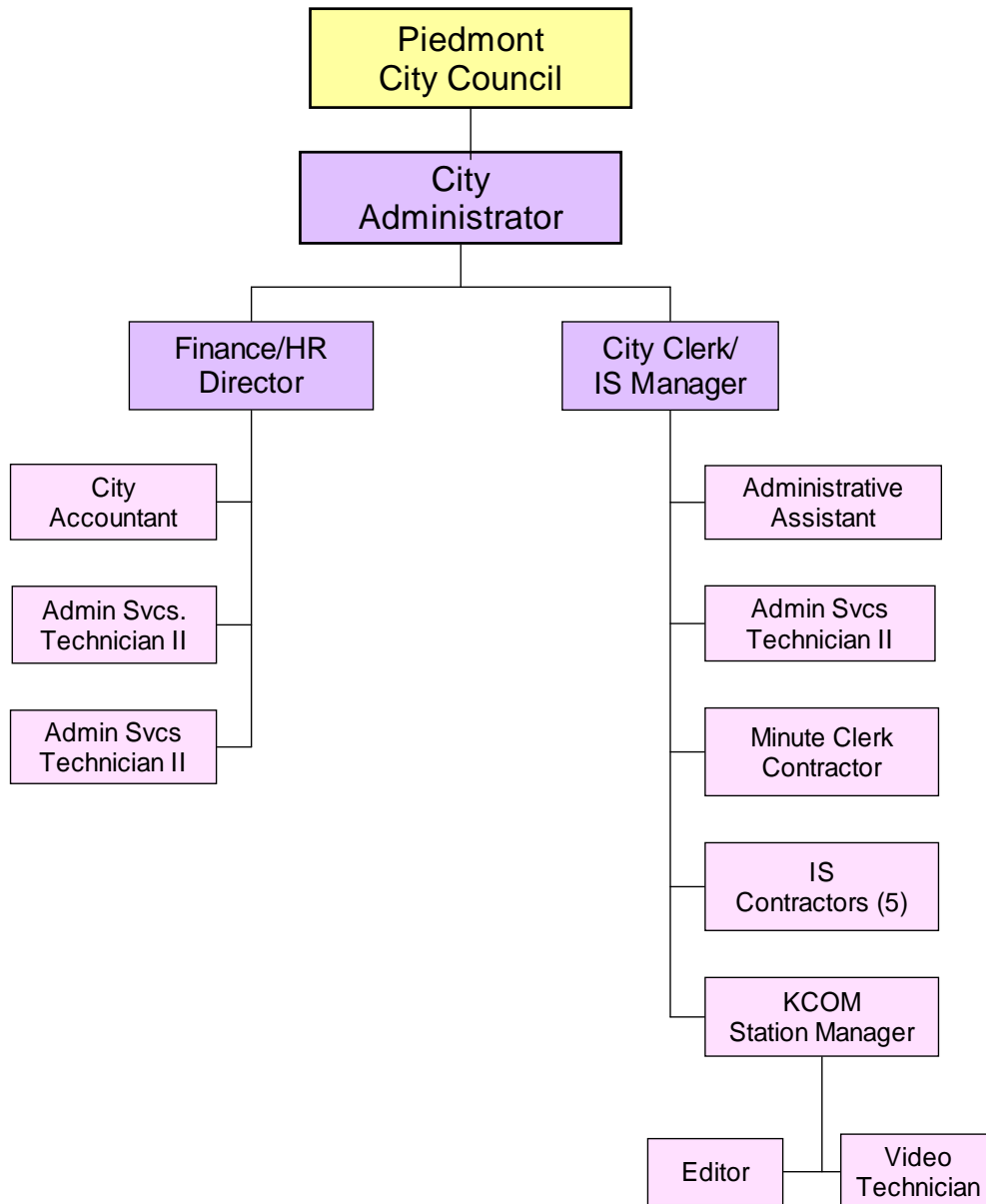


**Administration Department
FY 09-10 Budget**

Functional Description & Work Objectives



City Administrator

The City of Piedmont operates under a council/manager form of government. Under the city charter, the City Administrator is responsible for supervising and coordinating all city departments to insure that public services are efficiently delivered. The City Administrator may also:

- Appoint, discipline and, when necessary, suspend or remove city employees
- Attend council meetings and have the right to take part in discussion, but not to vote
- Prepare and submit the annual budget to the City Council and supervise its administration after adoption
- Advise the City Council about the future needs of the city and make recommendations concerning its affairs

In addition, the City Administrator serves as a member of the Board of the Bay Cities' Joint Powers Insurance Authority and the California Associated Risk Management Agency of which Piedmont is a member.

Together with the City Attorney, the City Administrator coordinates the legal defense of the city with independent counsel from the city's insurance pools.

City Clerk/IS Manager

The City Clerk has the following areas of responsibility:

- Manages the city clerk's office to provide all statutory duties of a city clerk, a citywide records management program and administrative support for the City Administrator and City Council
- Serves as the risk manager, processing claims against the city and documenting coverage requirements with the city's insurance pools
- Oversees the city's information systems including television, web site, Geographic Information System (GIS), e-mail and all shared data applications
- Collects business license taxes
- Functions as the liaison to new underground utility districts and provides administrative oversight throughout the process

The clerk is assisted in these duties by three (3) full-time employees and eight (8) part-time contractors.

Finance/HR Director

The Finance/HR Director has the following areas of responsibility:

- Management and analysis of all financial records of the City of Piedmont including investment funds
- Coordination of all personnel functions including payroll, benefit administration, recruitment and testing
- Oversight of the Workers' Compensation program
- Staff support to the Civil Service Commission, Police & Fire Pension Board and the Municipal Services Tax Review Committee

The Finance/HR Director is assisted by three (3) full-time employees.

City Attorney

The City Attorney is a contract position and has been filled by George S. Peyton, Jr. for more than 30 years.



Management Goals & Objectives Reporting Form

Employee Ann Swift

Review Period FY 08-09

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Oversee an upgrade to TRIM records management system	\$25,000	1/31/2009	
	1a. Contract for data transfer and training		8/1/2008	HP/Trim provided 2-day training 12/8-10
	1b. Coordinate on-site training and roll out		12/31/08	Special training for PW 1/09
	1c. Add contracts, staff reports and minutes to TRIM		6/1/2009	All current material in system
2	Prepare a report to council on tree damage		3/1/2009	
	2a. Input 5 years of claim information in TreeWorks		9/1/2008	Completed on schedule
	2b. Create reports by street, species & strip width		12/1/2009	Monte Avenue tree process begun 10/08
	2c. Consult with other staff on possible recommendations		3/1/2009	Coordinated proposal w/public works staff
3	Reduce paper files in Public Works		3/1/2009	
	3a. Survey existing records		8/1/2008	Initial proposal will be presented to public works by 6/1/09
	3b. Develop & implement a plan for immediate paper reduction		2/1/2009	
	3c. Develop plan for long-term storage		3/1/2009	
4	Assist Underground Districts to Bid & Ballot		6/30/2009	Council action scheduled for May 2009
	4a. Re-negotiate engineering contracts		10/30/2008	Terminated Harris & hired RGA 10/08
	4b. Coordinate dual track bidding		2/1/2009	Bids for both project issued 2/09
	4c. Expand public info to web site		3/15/2009	Maps, engineer's reports, forms, etc. available 3/09
5	Oversee coordination of KCOM & Granicus	\$304,000	9/1/2008	Remodel completed in 30 days with go-live 10/08
	5a.			Project under budget.
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.

Assisted with Fire Department RFP for kitchen remodel



Management Goals & Objectives Reporting Form

Employee: Mark Bichsel

Review Period: FY 08-09

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Provide legally required training for all employees	\$10,000	6/30/2009	On December 10, 2008, Gerry Preciado, Esq., of
	1a. Contract for sexual harrasment training for all employees		12/1/2008	Bickmore Risk Services, conducted training for all city
	1b. Contract for supervisory training & personnel procedures		6/1/09	employees which complied with AB1825 harasment
	1c.			and discrimination training.
2	Provide budget information on the city web site		12/1/2008	
	2a. Post draft budget for FY 08-09		5/1/2008	Draft and approved budget were posted by the target
	2b. Post approved budget for FY 08-09		7/1/2009	dates.
	2c. Post audited budget for FY 08-09		11/1/2008	
3	Provide electronic documents to all departments		12/1/2008	Before 12/1/2008, all tax forms, personnel action forms
	3a. Provide tax forms		8/1/2008	and evaluation forms were converted to electronic form
	3b. Provide personnel action forms		10/1/2008	and provided to each supervisory employee.
	3c. Provide evaluation forms		12/1/2008	
4				
	4a.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

Employee Ann Swift

Review Period FY 09-10

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Oversee 2010 general municipal election	\$45,000	2/2/2010	
	1a. Prepare timeline for ballot measures		7/30/2009	
	1b. Develop candidate materials		11/15/09	
	1c. Coordinate FPPC filings		On-going	
2	Piedmont Hills & Hampton Sea View Undergrounding Districts			
	2a. Coordinate FY 09-10 assessments		8/10/2009	
	2b. Generate repayment to steering committee		12/1/2010	
	2c.			
3	Wildwood Gardens & Scenic Avenue Undergrounding Districts		1/30/2010	
	3a. Develop project timeline		7/1/2009	
	3b. Explore standardized project specifications		9/1/2009	
	3c.			
4	Develop options for citywide software upgrade		5/1/2009	
	4a. Analyze both New World and CRW modules		9/1/2009	
	4b. Analyze benefits of proprietary software		9/1/2009	
	4c. Develop cost and benefit recommendation to council		3/15/2010	
5				
	5a.			
	5b.			
	5c.			

List any additional major projects which were assigned during this review period.



Management Goals & Objectives Reporting Form

Employee: Mark Bichsel

Review Period: FY 09-10

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Provide legally required training for supervisory employees.	0	12/1/2009	
	1a. AB1825 training is required for five (5) supervisory employees this fiscal year.		10/1/2009	
	1b.			
2	Complete transition to Kaiser on-the-job, for use as the city's designated healthcare facility.		8/1/2009	
	2a. Review all exam protocols with department heads.		7/1/2009	
	2b. Forward approved protocols to Kaiser for system set-up.		7/1/2009	
	2c.			
3	Prepare information designated for part-time employees		6/30/2009	
	3a. Pay-scale for part-time employees		12/1/2009	
	3b. Personnel manual for part-time employees		3/1/2010	
	3c.			
4	Provide budget information on the city web site		12/31/2009	
	4a. Post draft budget for FY 09-10		6/1/2009	
	4b. Post approved budget for FY 09-10		12/31/2009	
	4c. Post audited budget for FY 09-10		12/31/2009	
5				

List any additional major projects which were assigned during this review period.

City Clerk/Information Services Annual Report

Information Services

The Information Services team consists of five contract employees and John Tulloch, a full-time Administrative Services Technician II. The following are the core duties of the IT team:

- Ensure that all city departments have reliable computers and appropriate software
- Provide security for the city's computer systems and data
- Maintain the city's GIS system and related property data
- Monitor the use of city computer resources to comply with city policies
- Assist departments in the selection and implementation of new software
- Maintain a variety of databases

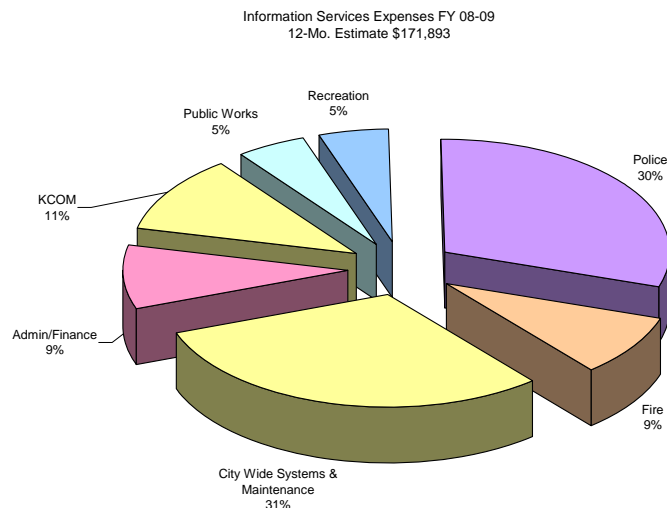
During FY 08-09 the department worked on the implementation of the following projects:

Provided support for the KCOM digital upgrade and implementation of streaming video
Upgraded records management software and held city-wide and departmental trainings
Created 18 maps for the draft General Plan
Created detailed, small-scale maps of the city for use by Police & Fire dispatchers
Facilitated the development of link between Police dispatch & Fire reporting software

Purchased in FY 07-08, Treeworks tree-management software has used to assist with requests for claims information related to liquidambar trees. In addition to claim information, pruning, planting and tree removals are regularly entered into this database.

OASIS, software which documents our sewer system's compliance with state and federal clean water mandates was used to assist staff with an EPA audit in the spring of 2009. Staff makes weekly updates to the program to reflect work being done in the field and also coordinates data input from the I/I sub-basin improvements being done with Sewer Fund monies.

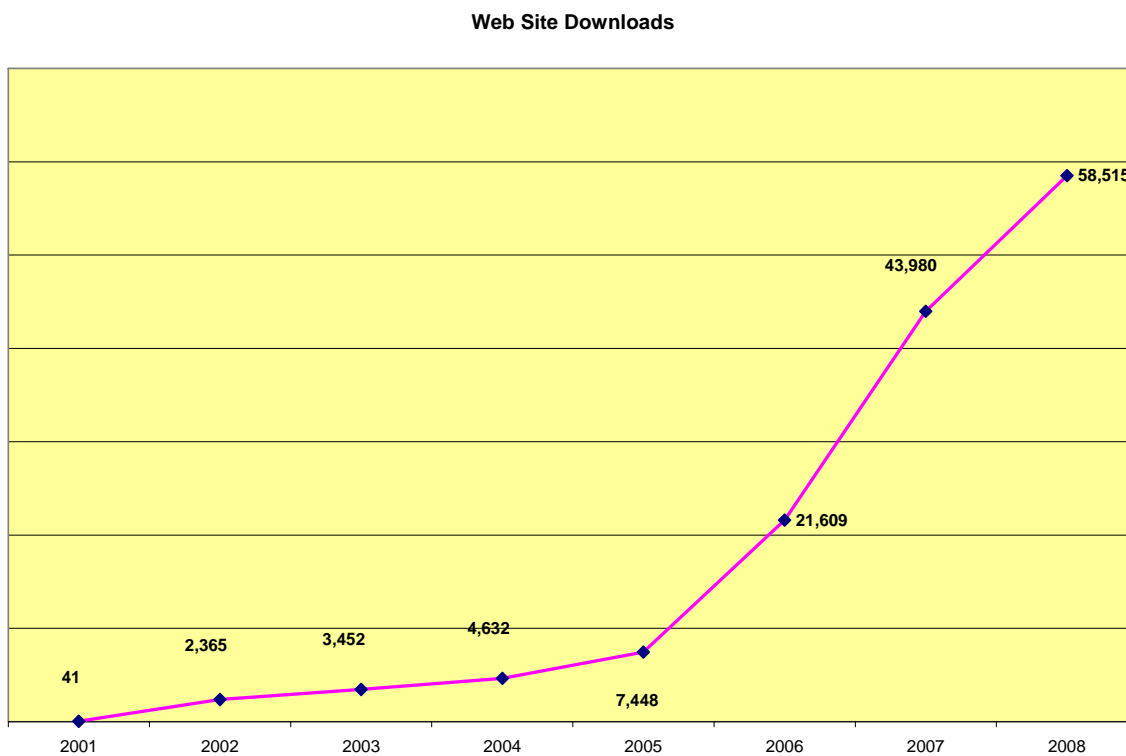
Spending reductions have already begun in the area of information services. Prior to this year, the city's policy has been to replace 25% of its desktop computers per year (about 16 computers). This year, only five computers that were in danger of failing were replaced. This reduction saved the city nearly \$18,000. In addition, consultant costs for city-wide network maintenance have been reduced through the use of departmental staff. It is anticipated that further reduction should be possible in FY 09-10.



Web Site

Since the October 2007 upgrade of the city's web site, residents have been able reach the information they are searching for with less effort. The amount of data downloaded has doubled while the total number of pages accessed has dropped by nearly 50%. In 2008, customers downloaded 58,515 documents, a 33% increase over 2007.

Keeping the public informed about significant issues continues to be the focus of the web site. Through 2008 and into 2009, a page has been maintained for the General plan update, allowing the public to see pertinent information on this process. A significant amount of information has also been posted regarding the Coaches Field/Blair Park EIR, the City's work with the Piedmont Unified School District on the topic of temporary housing for the elementary schools, underground utility districts and the city's work on a Climate Action Plan.



Although a consultant is under contract for structural changes to the web site, the day-to-day maintenance is now done by city staff. Cross training ensures reliable service levels throughout the year.

Records Management

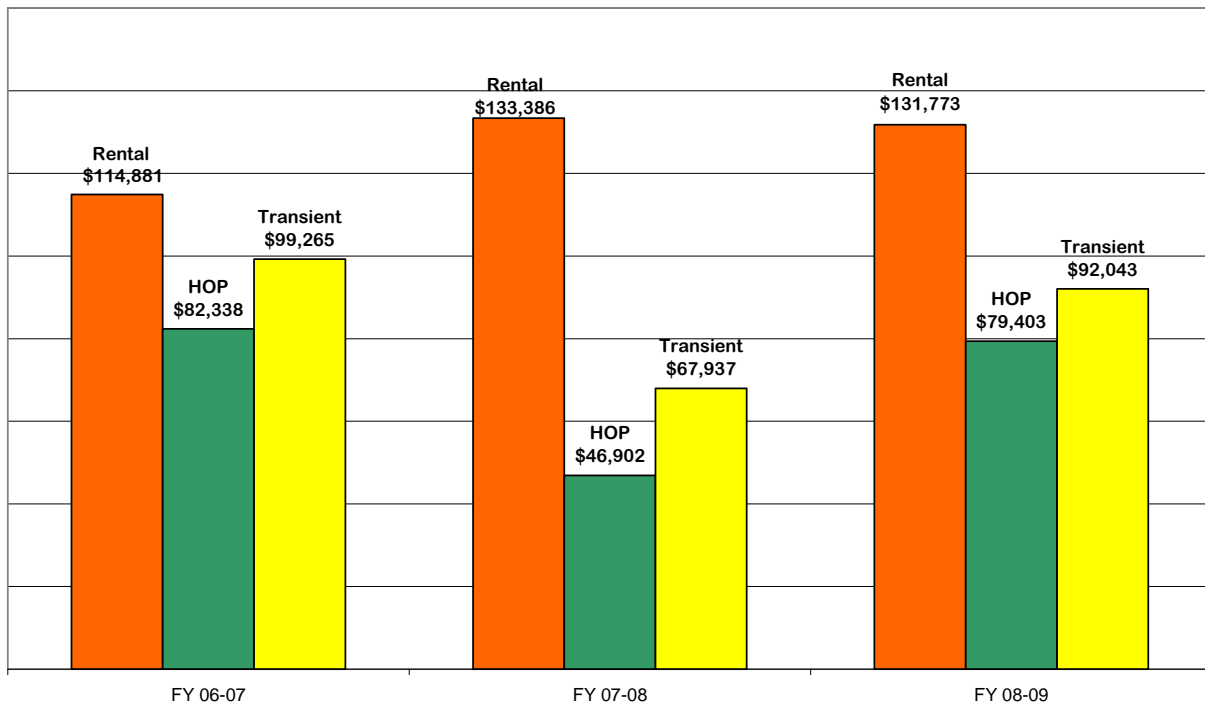
During FY 08-09, the city upgraded to the most current version of TRIM records management software, which is used to catalog both paper and electronic records. Staff received an intensive two-day on-site training in the use and administration of the software. This training was adapted by John Tulloch to the city's specific needs and a shortened version was given to planning staff.

The system currently holds more than 7,000 electronic records and information regarding an additional 4,000 paper files. This system continues to be compliant with the most stringent national standards for records management and is used worldwide.

Business Licenses

The city collects three types of business taxes: rental tax on both residential and commercial property; a tax on home based businesses; and taxes levied on individuals or companies whose business is transient in nature. The current tax rates have been in effect since 1991 and cannot be changed without a vote of the people.

Business License Tax Comparison
FY 06-07 through FY 08-09 (9 month totals)



Increased enforcement has generated greater revenue this year, despite the economic downturn. Revenue in each category has improved with total revenue expected to be up by

Underground Assessment Districts

Alta Piedmont (220 parcels)

This district was not able to raise sufficient funds for preliminary engineering costs and was terminated in the spring of 2009. Deposits were refunded to homeowners except for those wishing to form a new, smaller Scenic Avenue Underground Assessment District. before the end of the fiscal year. However, some homeowners remain interested in a smaller district in the same general area and it is likely that a new, smaller, Scenic Avenue District will be developed in this area.

Hampton-Sea View (109 parcels)

The Engineer of Work has prepared a report to council and the district residents will ballot before the end of the fiscal year. If approved, construction will take place in the summer of 2009.

Piedmont Hills (186 parcels)

The Engineer of Work has prepared a report to council and the district residents will ballot before the end of the fiscal year. If approved, construction will take place in the summer of 2009.

Exploration of undergrounding is occurring in several other neighborhoods including Wildwood Gardens, Scenic Avenue and Blair Avenue. It is likely that one or more of these neighborhoods will move forward with a project in the next fiscal year.

Administration		Budget	Estimated	Budget	Budget
Description	Account #	08/09	08/09	09/10	% Change
Salaries					
Regular Salaries	400-010-001	871,000	858,400	897,900	3.09%
Overtime Salaries	400-010-003	4,400	1,600	3,400	-22.73%
Object Total	400-010	875,400	860,000	901,300	2.96%
Health Insurance					
Medical Insurance	400-011-001	93,400	99,600	108,400	16.06%
Dental Insurance	400-011-002	14,000	12,600	13,500	-3.57%
Vision Plan	400-011-003	3,000	3,000	3,000	-0.01%
Object Total	400-011	110,400	115,200	124,900	13.13%
Retirement					
PERS	400-012-001	239,000	232,400	242,700	1.55%
FICA	400-012-002	44,000	42,700	47,300	7.50%
Object Total	400-012	283,000	275,100	290,000	2.47%
Other Benefits					
Life Insurance	400-013-001	5,600	5,800	5,900	5.35%
Disability Insurance	400-013-002	4,100	3,600	3,900	-4.89%
Medicare Insurance	400-013-005	13,000	12,700	13,100	0.77%
Object Total	400-013	22,700	22,100	22,900	0.88%
Membership/conf/training	400-031-001	37,460	23,780	20,000	-46.61%
Auto Allowance	400-031-002	12,600	12,600	12,600	0.00%
Reimbursements	400-031-003	4,100	1,000	2,000	-51.22%
M.L. King Celebration	400-031-004	3,000	3,000	1,000	-66.67%
Object Total	400-031	57,160	40,380	35,600	-37.72%
Department Supplies					
Office Supplies	400-051-001	37,000	32,000	32,000	-13.51%
Postage	400-051-002	33,000	28,000	33,000	0.00%
Object Total	400-051	70,000	60,000	65,000	-7.14%
Equipment Maintenance					
Hardware Maint. Contracts	400-053-001	13,300	13,300	13,300	0.00%
Object Total	400-053	13,300	13,300	13,300	
Contract Services					
Legal Services	400-054-001	193,900	180,000	180,000	-7.17%
Audit Fees	400-054-002	36,750	36,750	38,500	4.76%
Legal Fees - Undergrounding	400-054-003	25,000	10,000	0	-100.00%
Negotiator	400-054-004	0	7,340	0	
Economic Dev. Program	400-054-005	1,800	1,780	0	-100.00%
Minute Clerk	400-054-007	21,000	21,000	21,000	0.00%
Congestion Management	400-054-013	3,500	3,212	3,500	0.00%
Flex 125 Admin Fee	400-054-015	2,100	1,850	1,950	-7.14%
CALPERS Med Admin Fee	400-054-016	4,850	4,850	6,000	23.71%
Interdistrict PUSD Expense	400-054-019	85,000	85,728	86,000	1.18%
Records Storage	400-054-022	7,500	3,500	4,000	-46.67%
Oakland Airport Noise Advisory	400-054-025	1,000	1,000	0	-100.00%
211 Referral	400-054-026	5,000	5,000	0	-100.00%
Object Total	400-054	387,400	362,010	340,950	-11.99%

Other Expenses					
Civil Service	400-056-001	100,000	103,000	100,000	0.00%
Election Expense	400-056-003	0	0	45,000	
Other Expenses	400-056-006	8,000	6,000	5,000	-37.50%
Bank Charges	400-056-008	2,500	2,000	2,500	0.00%
Object Total	400-056	110,500	111,000	152,500	38.01%
Information Services					
Hardware	400-060-001	1,500	1,500	1,500	0.00%
Software	400-060-002	22,820	21,300	24,900	9.11%
Labor	400-060-003	55,300	48,200	38,800	-29.84%
Object Total	400-060	79,620	71,000	65,200	-18.11%
Capital Outlay					
Computer Furniture	400-081-038	2,000	1,600	0	-100.00%
Object Total	400-081	2,000	1,600	0	-100.00%
Total Administration		2,011,480	1,931,691	2,011,650	0.01%

Budget Narrative FY 09-10

Membership and Meetings

400-031

FY 08-09	Budgeted Amount	\$ 57,160 (Reduced by \$14,000 to 43,160 in 02/2009)
FY 08-09	12 Mo. Estimate	40,380
FY 09-10	Proposed	35,600

Councilmember expenses for attendance at state or local meetings; events sponsored by the city council such as the annual Volunteer Reception, the Alameda County Mayor's Conference dinner, and Employee Appreciation Day; and all staff membership and meeting expenses for professional development are paid from this account. Reimbursements for auto expense (a contractual expense), and reimbursements for tuition (also a contractual expense) are paid from this account.

Membership & Meetings

<u>Membership Costs</u>	Budget FY 08-09	Estimated FY 08-09	Proposed FY 09-10
League of California Cities	\$7,000	\$6,000	\$7,000
ABAG	\$2,500	\$2,430	\$2,500
Alameda Co. Mayors Conference	\$3,000	\$3,000	\$3,000
Govt. Finance Officers Assn.	\$190	\$0	\$0
International Institute of Muni Clerks	\$120	\$0	\$0
California Society of Finance Directors	\$120	\$0	\$0
Northern Calif. City Clerks Assn.	\$130	\$120	\$0
Sub-Total	\$13,060	\$11,550	\$12,500
<u>Ceremonial Events</u>			
Volunteer Reception	\$5,000	\$2,000	\$2,000
Employee Appreciation Day	\$4,000	\$1,000	\$1,000
Mayor's Conference Dinner	\$3,500	\$4,300	\$1,000
Sub-Total	\$12,500	\$7,300	\$4,000
<u>Meetings & Conferences</u>			
League of California Cities Annual	\$1,000	\$0	\$0
City Manager's Annual	\$1,000	\$750	\$0
City Clerk's Annual & Bi-monthly	\$1,000	\$1,000	\$0
Finance Director's Annual & Monthly	\$1,000	\$0	\$0
City Council Special Events	\$3,400	\$180	\$1,000
National Conference of Mayors	\$1,500	\$0	\$1,500
Sub-Total	\$8,900	\$1,930	\$2,500
<u>Miscellaneous</u>	\$3,000	\$3,000	\$1,000
Sub-Object Total	\$37,460	\$23,780	\$20,000

Auto Expense 400-031-002

FY 08-09	Budgeted Amount	\$12,600
FY 08-09	12 Mo. Estimate	12,600
FY 09-10	Proposed	12,600

Auto reimbursement for the city administrator, city clerk and finance director are budgeted from this account. No change is expected in FY 09-10.

Reimbursements 400-031-003

FY 08-09	Budgeted Amount	\$4,100
FY 08-09	12 Mo. Estimate	1,000
FY 09-10	Proposed	2,000

Contractual reimbursements for employee tuition, the city administrator's expense account and department head reimbursements are handled under this account. Historically, there has been little use of this account and, therefore, the budget has been lowered for the coming year.

Martin Luther King Day Celebration 400-031-004

FY 08-09	Budgeted Amount	\$ 3,000
FY 08-09	12 Mo. Estimate	3,000
FY 09-10	Proposed	1,000

Due to budget reductions, only partial funding is possible in FY 08-09. It is hoped that the city's partners in this event can contribute funding in order to avoid a reduction in the scope of the celebration.

Departmental Supplies 400-051

FY 08-09	Budgeted Amount	\$70,000
FY 08-09	12 Mo. Estimate	60,000
FY 09-10	Proposed	65,000

All office supplies, copier paper and consumables, personal computer supplies, and miscellaneous printing costs are included. The city's one postage meter is also expensed from this account and the postage figure is for all departments.

Office Supplies 400-051-001

FY 08-09	Budgeted Amount	\$37,000 (Reduced by \$5,000 to \$32,000 in 02/2009)
FY 08-09	12 Mo. Estimate	32,000
FY 09-10	Proposed	32,000

All consumable office supplies, including copier paper, are paid from this account.

Postage 400-051-002

FY 08-09	Budgeted Amount	\$33,000
FY 08-09	12 Mo. Estimate	28,000
FY 09-10	Proposed	33,000

Despite the postal rate increase on May 11, 2009, based on this fiscal year's expenses, there is no proposed change in the budget.

Equipment Maintenance 400-053

FY 08-09	Budgeted Amount	\$13,300
FY 08-09	Mo. Estimate	13,300
FY 09-10	Proposed	13,300

Hardware maintenance contracts cover both admin and public works copiers plus the city's only postage meter.

Contract Services 400-054

FY 08-09	Budgeted Amount	\$387,400
FY 08-09	12 Mo. Estimate	362,010
FY 09-10	Proposed	340,950

All council authorized contracts with other jurisdictions such as the Congestion Management Agency are expensed from this account, as are legal, negotiating, audit and other service agreements.

Legal Services 400-054-001

FY 08-09	Budgeted Amount	\$193,900
FY 08-09	12 Mo. Estimate	180,000
FY 09-10	Proposed	180,000

The city's legal services have been provided by George Peyton for more than 30 years. Occasional expenses for Judith Robbins, the Deputy City Attorney are also paid from this account.

Audit Fees 400-054-002

FY 08-09	Budgeted Amount	\$36,750
FY 08-09	12 Mo. Estimate	36,750
FY 09-10	Proposed	38,500

Annual audit of the city's records is conducted by an outside consultant. A Request for Proposals in 2007 has resulted in higher costs for the next several years.

Legal – Undergrounding 400-054-003

FY 08-09	Budgeted Amount	\$ 25,000
FY 08-09	12 Mo. Estimate	10,000
FY 09-10	Proposed	0

At council direction, a new account has been established to pay for legal advice to the city directly related to private undergrounding projects. No expenses are anticipated from this account in FY 09-10.

Negotiator 400-054-004

FY 08-09	Budgeted Amount	\$ 0
FY 08-09	12 Mo. Estimate	7,340
FY 09-10	Proposed	0

Labor negotiations continued beyond the end of the 07-08 fiscal year, necessitating the unexpected cost.

Economic Development Advisory Board 400-054-005

FY 08-09	Budgeted Amount	\$ 1,800
FY 08-09	12 Mo. Estimate	1,780
FY 09-10	Proposed	\$ 0

Piedmont and all other cities in Alameda County participate in this economic development program. Due to budget reductions, no funding is proposed for FY 09-10.

Minute Clerk 400-054-007

FY 08-09	Budgeted Amount	\$21,000
FY 08-09	12 Mo. Estimate	21,000
FY 09-10	Proposed	21,000

Chris Harbert has been under contract with the City of Piedmont since August 1979.

Congestion Management Agency 400-054-013

FY 08-09	Budgeted Amount	\$3,500
FY 08-09	12 Mo. Estimate	3,212
FY 09-10	Proposed	3,500

Together with other Alameda County cities, Piedmont participates in this countywide traffic management effort. The city receives funding from CMA which is much greater than the city's annual dues, and, therefore, the city's contribution will not change.

Flex 125 Administrative Fee 400-054-015

FY 08-09	Budgeted Amount	\$2,100
FY 08-09	12 Mo. Estimate	1,850
FY 09-10	Proposed	1,950

TLC Administrators manages the city's flexible benefit plan which allows employees to deduct certain pre-tax costs.

CAL PERS Administration Fee 400-054-016

FY 08-09	Budgeted Amount	\$ 4,850
FY 08-09	12 Mo. Estimate	4,850
FY 09-10	Proposed	6,000

PERS currently charges .3% of the total of health premiums for all active employees and retirees as an administrative charge for PERS Medical. This amount fluctuates with changes in the premium amounts.

Inter-district Transfer Expense 400-054-019

FY 08-09	Budgeted Amount	\$85,000
FY 08-09	12 Mo. Estimate	85,728
FY 09-10	Proposed	86,000

The city has an agreement with Piedmont Unified School District to reimburse the district for expenses incurred through approved interdistrict transfers for children of city employees.

Records Storage
400-054-022

FY 08-09	Budgeted Amount	\$ 7,500
FY 08-09	12 Mo. Estimate	3,500
FY 09-10	Proposed	4,000

Due to the lack of storage space at city hall, Piedmont contracts for off-site records storage. The company providing this service uses barcode identification of cartons which are generated in the city's TRIM software package. Storage was switched to a new contractor this year, lowering the cost but increasing service levels.

Oakland Airport Noise Advisory Forum 400-054-025

FY 08-09	Budgeted Amount	\$ 1,000
FY 08-09	12 Mo. Estimate	1,000
FY 09-10	Proposed	0

The city participates in this regional advisory body and contributes toward the administrative overhead. Due to budget reductions, no funding is proposed for FY 09-10.

211 Referral			400-054-
FY 08-09	Budgeted Amount	\$ 5,000	
FY 08-09	12 Mo. Estimate	5,000	
FY 09-10	Proposed	0	

The city participates in this regional social services help line provided by Eden I & R. Due to budget reductions, no funding is proposed for FY 08-09.

Other Expenses **400-056**

FY 08-09	Budgeted Amount	\$110,500
FY 08-09	12 Mo. Estimate	111,000
FY 09-10	Proposed	152,500

Expenses which do not clearly fall in other categories and are not capital expenditures are listed in this object including items such as civil service costs, election expense, and bank charges.

Civil Service			400-056-001
FY 08-09	Budgeted Amount	\$100,000	
FY 08-09	12 Mo. Estimate	103,000	
FY 09-10	Proposed	100,000	

Recruitment, testing, training, medical evaluation of new employees and the cost of disciplinary actions are handled through this account. Disciplinary issues in FY 08-09 have generated unexpected expenses.

Election Expense			400-056-003
FY 08-09	Budgeted Amount	\$ 0	
FY 08-09	12 Mo. Estimate	0	
FY 09-10	Proposed	45,000	

There is a municipal election scheduled for February, 2010. The city contracts with the Alameda County Registrar of Voters to organize and run the election.

Other Expenses			400-056-006
FY 08-09	Budgeted Amount	\$ 8,000	
FY 08-09	12 Mo. Estimate	6,000	
FY 09-10	Proposed	5,000	

Unusual and unexpected expenses not covered in any department budget, such as honorary plaques, newspaper subscriptions, city pins, nameplates, etc. are paid from this account.

Bank Charges

400-056-008

FY 08-09	Budgeted Amount	\$2,500
FY 08-09	12 Mo. Estimate	2,000
FY 09-10	Proposed	2,500

The city uses the local Wells Fargo Bank for its accounts and pays a modest amount for bank charges each year.

Information Services

400-060

FY 08-09	Budgeted Amount	\$ 79,620
FY 08-09	12 Mo. Estimate	71,000
FY 09-10	Proposed	65,200

Hardware 101-400-060-001	Budget FY 08-09	Estimated FY 08-09	Proposed FY 09-10
Hardware	\$1,500	\$1,500	\$1,500
Total	\$1,500	\$1,500	\$1,500
Software 101-400-060-002			
Government Financial System	\$3,750	\$3,005	\$3,100
HRIS (Human Resources)	\$1,760	\$1,415	\$1,475
Paymate	\$3,500	\$2,800	\$2,900
Fixed Assets	\$1,525	\$1,200	\$1,525
New Vision Software Support	\$1,175	\$1,210	\$1,250
TRIM (Records Management)	\$5,000	\$5,345	\$5,700
CD-Data (Alameda Co. APN data)	\$1,500	\$1,180	\$1,500
Internet access for Finance	\$550	\$550	\$550
Treeworks (Street Tree Management)	\$0	\$0	\$650
Retrospect (server back-up software)	\$750	\$0	\$750
ArcView 9.1	\$3,310	\$0	\$3,500
Kerio (Mailserver Maintenance)	\$0	\$1,745	\$0
Symantec (Anti-Virus Maintenance)	\$0	\$2,850	\$2,000
Sub-Total	\$22,820	\$21,300	\$24,900
Labor Costs 101-400-053-003			
Admin Maintenance	\$5,000	\$5,000	\$5,000
Network Maintenance	\$44,000	\$40,000	\$30,000
Web Site Maintenance	\$5,500	\$2,400	\$3,000
Web Server (ABAG)	\$800	\$800	\$800
Sub-Total	\$55,300	\$48,200	\$38,800
Object Total	\$79,620	\$71,000	\$65,200

The Administration budget shows two separate types of computer related expenses: costs for departmental software and maintenance as well as costs for the network. The city's shared infrastructure includes e-mail, internet, GIS, records management and data storage.

Capital Outlay

400-081

FY 08-09	Budgeted Amount	\$ 2,000
FY 08-09	12 Mo. Estimate	1,600
FY 09-10	Proposed	0

Proposed expenditures for equipment or durable office goods which do not exceed \$10,000 and which are for the exclusive use of an individual department are budgeted under capital expense.
