

ADMINISTRATIVE SERVICES

(Reviewed by Council 06/29/11)

	Expended 2007-08	Expended 2008-09	Expended 2009-10	Original Budget 2010-11	Adjusted Budget 2010-11	Estimate/ Actual 2010-11	Staff Request 2011-12	Council Approve 2011-12	% Change	Projection 2012-13
PERSONNEL										
Salaries	478,605	496,186	436,155	390,600	390,600	390,600	395,200	395,200		401,300
FICA *	4,412	4,307	4,441	5,000	5,000	5,000	5,000	5,000		5,000
PERS	77,637	76,398	71,058	55,900	55,900	55,900	71,100	71,100		71,100
Fringe Benefits	55,068	58,623	56,590	58,900	58,900	58,900	60,900	60,900		63,900
Janitorial Services	2,734	3,186	2,864	3,300	3,300	3,300	3,300	3,300		3,300
Total Employee Services	618,456	638,700	571,108	513,700	513,700	513,700	535,500	535,500	4.2%	544,600
OTHER CURRENT EXPENSES										
(1) Office & Other Expenses	38,315	35,371	31,141	22,500	22,500	22,000	31,600	31,600		25,500
Equipment Maintenance	1,018	240	960	1,000	1,000	1,000	1,000	1,000		1,000
Accounting Software Support	31,530	33,106	34,348	35,000	35,000	35,000	36,000	36,000		36,000
Townwide Network	55,373	47,730	44,461	55,000	55,000	55,000	55,000	55,000		55,000
Retired Employees Health Ins	215,116	245,216	272,158	300,000	300,000	311,000	332,000	332,000		349,000
GASB No. 45 Compliance (Mandated Requirement)	0	24,481	10,000	25,000	25,000	25,000	25,000	25,000		25,000
Meetings	3,092	2,074	739	1,000	1,000	1,000	1,000	1,000		1,000
Memberships & Subscriptions	480	485	485	500	500	500	500	500		500
Education & Training	3,636	1,287	0	0	0	0	0	0		0
Annual Audits (six)	36,775	37,275	37,975	39,000	39,000	39,000	39,000	39,000		39,000
Mandated Cost Claiming Service	0	1,807	0	4,000	4,000	4,000	4,000	4,000		4,000
Printing	3,361	2,326	1,424	3,000	3,000	3,000	3,000	3,000		3,000
Utilities - Telephone	2,770	2,521	2,107	2,000	2,000	2,000	2,000	2,000		2,000
Utilities - Data Lines	11,483	11,147	9,895	11,000	11,000	11,000	11,000	11,000		11,000
Town Hall Maintenance Charges	21,056	20,050	21,344	20,900	20,900	20,900	20,900	20,900		20,900
Total Other Current Expenses	424,005	465,116	467,037	519,900	519,900	530,400	562,000	562,000	8.1%	572,900

* Mandated Cost Item

(1) Objects 3080, 3330, 3411, 3413, 3430, 3470, 3700, 5200, 5270, 5300, 6351, 6400

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Continued

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	Expended 2007-08	Expended 2008-09	Expended 2009-10	Original Budget 2010-11	Adjusted Budget 2010-11	Estimate/ Actual 2010-11	Staff Request 2011-12	Council Approve 2011-12	% Change	Projection 2012-13
EQUIPMENT & OTHER										
Replace Finance Multi-user Computer Hardware System & Upgrade Software (E)	16,499	0								
Replace/Upgrade Town Network Components (E)	0	0								
Update Classification and Compensation Plan (G)	7,600	0								
Total Equipment & Other	24,099	0	0	0	0	0	0	0	N/A	0
GRAND TOTALS	1,066,560	1,103,816	1,038,145	1,033,600	1,033,600	1,044,100	1,097,500	1,097,500	6.2%	1,117,500

FINANCING SOURCES

Cost Recovery	17,943	14,622	12,708	12,000	12,000	12,000	12,000	12,000		12,000
Sewer Fund	40,922	50,388	48,877	50,000	50,000	50,000	50,000	50,000		50,000
Equipment Replacement Fund	16,499	0	0	0	0	0	0	0		0
Town General Revenues	991,196	1,038,806	976,560	971,600	971,600	982,100	1,035,500	1,035,500		1,055,500
Totals	1,066,560	1,103,816	1,038,145	1,033,600	1,033,600	1,044,100	1,097,500	1,097,500	6.2%	1,117,500

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Continued

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COMMENTARY

This function accounts for the collection and disbursement of all monies; invests funds; provides numerous financial statements and reports on financial position; performs budgetary management; administers the position classification plan, job descriptions and associated salary plan; administers the employee compensation and benefit programs; administers the business license ordinance; assists the Town Manager in risk management and other general administrative functions; oversees and coordinates operation of Townwide Networked computer system; oversees and operates the Town Web Site (<http://ci.corte-madera.ca.us>); provides reception, information and referral; provides clerical and computer operations assistance; provides Town Hall building maintenance; property management; and many other tasks.

Typical functions include: maintaining general, revenue and expenditure ledgers; providing financial reports; processing payroll, employee enrollments, and employee benefit programs; processing bills for payment; processing purchase orders; collecting revenues including business license taxes; administering the paramedic special tax, storm drainage special tax, sewer service charge, and special assessments; providing monthly investment reports; budget formulation and administration; issuance of annual published financial statements; processing changes to the position classification plan, job descriptions and associated salary plan; assisting the Town Manager as required; operation of the Townwide Networked computer system; development and maintenance of information on the Town Web Site; assisting the public with information and referral; assisting other Town functions with clerical and computer operations; providing Town Hall building maintenance; management of Town property; and assorted functions.

Corte Madera Municipal Code Chapter 2.12 Town Manager, Section 2.12.130 Financial Reports, Section 2.12.140 Budget, Section 2.12.145 Approval of Payrolls and Demands, Section 2.12.150 Purchasing Agent, and Section 2.12.155 Town Clerk, provide for the segregation of fiscal responsibilities between the budget, procurement, and disbursement functions and the treasury functions of Corte Madera Municipal Code Chapter 2.28, Department of Finance (Statutory provisions contained in California Government Code Sections 37202 through 37209 and Sections 40802 through 40805 and Section 40805.5).