

Vacant
**DEPUTY CITY
ADMINISTRATOR**

FINANCE

STATEMENT OF OBJECTIVES

GENERAL OBJECTIVES

The Department's mission is to provide outstanding financial services in a professional and responsive manner.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Continued refinement of the new business license software system, which will permit the cross matching of business tax records with State sales tax and County property tax databases to identify non-complying taxpayers; (2) Implement updated version of financial system which uses a graphical user interface and allows enhanced information and reporting to users; and (3) Implement new accounting standards, GASB Statement 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments".

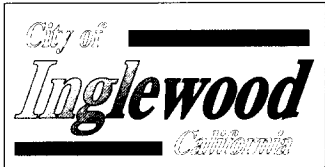
FINANCIAL SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>2000/01 ACTUALS</u>	<u>2001/02 ACTUALS</u>	<u>2002/03 CURR MOD</u>	<u>2003/04 APPROVED</u>
2510-ADMINISTRATIVE SUPPORT	255,389	279,819	324,458	122,897
2522-REVENUE MANAGEMENT	355,357	380,996	495,540	526,986
2523-CUSTOMER SERVICE- CASHIER	228,289	218,386	244,977	252,857
2524-CUSTOMER SERVICE-WATER	345,328	397,840	436,594	522,613
2541-FINANCIAL REPORTING	203,910	228,968	325,525	304,640
2543-PAYROLL	210,544	228,536	267,421	272,705
2544-ACCOUNTS PAYABLE	349,648	295,436	369,722	298,946
2550-CDBG/GRAFFITI ABATEMENT	0	0	0	328,536
2555-CDBG/PROGRAM MANAGEMENT	1,441,912	1,455,708	623,614	488,231
2556-CDBG/CAPITAL PROGRAM	411,000	429,313	1,611,641	427,963
2557-NEIGHBORHOOD PRESERVATION	1,139,805	636,080	791,076	397,396
2558-HOME PROGRAM	591,950	786,994	2,225,699	2,876,624
AGENCY 025 TOTALS	5,533,132	5,338,076	7,716,267	6,820,394

POSITION SUMMARY RECAP

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
2510-ADMINISTRATIVE SUPPORT	3	0	0	2	0	0	-1	0	0
2522-REVENUE MANAGEMENT	7	0	50	7	0	50	0	0	0
2523-CUSTOMER SERVICE- CASHIER	4	0	60	4	0	60	0	0	0
2524-CUSTOMER SERVICE-WATER	5	0	100	6	0	100	1	0	0
2541-FINANCIAL REPORTING	3	0	0	3	0	0	0	0	0
2543-PAYROLL	4	0	0	4	0	0	0	0	0
2544-ACCOUNTS PAYABLE	6	200	0	5	0	0	-1	-200	0
2550-CDBG/GRAFFITI ABATEMENT	0	0	0	3	2,080	0	3	2,080	0
2555-CDBG/PROGRAM MANAGEMENT	4	0	0	3	0	0	-1	0	0
2556-CDBG/CAPITAL PROGRAM	0	0	0	0	0	0	0	0	0
2557-NEIGHBORHOOD PRESERVATION	3	6,240	0	6	0	0	3	-6,240	0
2558-HOME PROGRAM	1	0	0	2	2,640	0	1	2,640	0
AGENCY 025 TOTALS	40	6,440	210	45	4,720	210	5	-1,720	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2510 - ADMINISTRATIVE SUPPORT

GENERAL OBJECTIVES

To provide the citizens of Inglewood and the City's Agencies with professional and courteous services, as well as providing executive direction, coordination, policy determination, and general management support.

FY 2003-2004 PROGRAM OBJECTIVES

Refer to individual organization program objectives for details.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	235,995	256,993	299,808	111,744
MAINTENANCE & OPERATIONS	19,394	22,826	24,650	11,153
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	255,389	279,819	324,458	122,897

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
918-FINANCE DIRECTOR	1	0	0	0	0	0	-1	0	0
680-ADMINISTRATIVE SECRETARY	1	0	0	1	0	0	0	0	0
372-SENIOR TYPIST CLERK	1	0	0	1	0	0	0	0	0
ORGANIZATION TOTAL	3	0	0	2	0	0	-1	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) The Finance Director position was eliminated as part of the City-wide reorganization. This Department will be supervised by the Deputy Administrative Officer for Administrative Services.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS FY 2000/01</u>	<u>ACTUALS FY 2001/02</u>	<u>CURR MOD FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED FY 2003/04</u>	<u>PERCNT CHANGE</u>
2	2	3		Authorized Positions	2	-33.3%
188,963	203,907	225,384	1001	Salaries	83,280	-63.0%
0	0	0	1003	Supplemental Pay	1,320	***0
188,963	203,907	225,384		TTL SALARIES & WAGES	84,600	-62.5%
0	0	0	1501	Retirement	3,048	***0
14,153	15,083	16,729	1503	Employee/City P.E.R.S.	4,716	-71.8%
722	946	1,184	1611	FICA Medicare	1,200	1.4%
13,542	13,996	30,216	1701	Health Insurance	9,780	-67.6%
627	1,427	1,025	1702	Life Insurance	240	-76.6%
1,416	2,425	2,351	1703	Workers Compensation	1,404	-40.3%
1,297	1,485	3,033	1704	Dental/Vision Insurance	1,728	-43.0%
0	0	0	1715	Disability Insurance	1,200	***0
168	168	468	1805	Unemployment Insurance Reserve	312	-33.3%
2,907	3,161	4,160	1807	Sick Leave Reserve	1,536	-63.1%
8,000	8,572	9,198	1808	Vacation Reserve	1,980	-78.5%
4,200	5,823	6,060	1902	Car Allowance	0	-100.0%
47,032	53,086	74,424		TTL BENEFITS	27,144	-63.5%
235,995	256,993	299,808		TTL FOR PERSONNEL SERVICES	111,744	-62.7%
1,918	2,058	2,500	3600	Office Supplies	2,500	0.0%
325	0	0	3700	Postage	0	***0
218	249	500	4050	Mileage Expense	500	0.0%
16,933	20,519	21,650	5998	ITC Charges	8,153	-62.3%
19,394	22,826	24,650		TTL MAINTENANCE & OPERATIONS	11,153	-54.8%
255,389	279,819	324,458		TOTAL FOR ORGANIZATION	122,897	-62.1%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2522 - REVENUE MANAGEMENT

GENERAL OBJECTIVES

To provide equitable enforcement and efficient collection of all Revenue sections of the City Code for the benefit of the citizens of the City of Inglewood.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Implementation of the new business license software system, which will permit the cross matching of business tax records with State sales tax and County property tax databases to identify non-complying taxpayers; (2) through joint efforts with ITC Department streamline the revenue reporting and analysis capabilities of the cash receipt system to increase productivities (3) implement a Transit Occupancy Tax compliance review on a rotating basis of hotels/motels in order to insure compliance and increase revenue; and (4) Improve customer service by providing additional training for all Customer Service Representative requiring at least one customer service class annually.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	279,955	313,811	402,766	414,261
MAINTENANCE & OPERATIONS	75,402	67,185	92,774	112,725
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	355,357	380,996	495,540	526,986

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
676-REVENUE MANAGER	1	0	0	1	0	0	0	0	0
350-REVENUE INSPECTOR	2	0	20	2	0	20	0	0	0
242-CUSTOMER SERVICE REPRESENTATIVE	3	0	30	3	0	30	0	0	0
202-SENIOR ACCOUNT CLERK	1	0	0	1	0	0	0	0	0
ORGANIZATION TOTAL	7	0	50	7	0	50	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) Item 4825: Provides funds for the transient occupancy tax compliance (T.O.T.) review, to enhance T.O.T. revenues.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
7	7	7		Authorized Positions	7	0.0%
209,272	219,507	290,613	1001	Salaries	300,694	3.5%
1,155	3,385	2,080	1003	Supplemental Pay	4,728	127.3%
151	225	1,255	1100	Regular Overtime	1,287	2.5%
4,273	20,565	0	1300	Part-Time	0	***0
214,851	243,682	293,948		TTL SALARIES & WAGES	306,709	4.3%
0	0	0	1501	Retirement	11,100	***0
14,360	12,906	20,870	1503	Employee/City P.E.R.S.	17,264	-17.3%
86	281	0	1515	Part Time Retirement	0	***0
3,466	3,634	4,213	1611	FICA Medicare	4,406	4.6%
23,007	26,907	46,800	1701	Health Insurance	38,784	-17.1%
929	1,828	1,701	1702	Life Insurance	480	-71.8%
7,339	8,464	11,673	1703	Workers Compensation	8,665	-25.8%
3,676	4,820	6,604	1704	Dental/Vision Insurance	7,667	16.1%
0	0	0	1715	Disability Insurance	3,864	***0
682	697	1,092	1805	Unemployment Insurance Reserve	1,092	0.0%
3,027	3,599	5,363	1807	Sick Leave Reserve	5,539	3.3%
6,267	5,639	7,850	1808	Vacation Reserve	8,691	10.7%
2,265	1,354	2,652	1902	Car Allowance	0	-100.0%
65,104	70,129	108,818		TTL BENEFITS	107,552	-1.2%
279,955	313,811	402,766		TTL FOR PERSONNEL SERVICES	414,261	2.9%
8,349	9,314	10,000	3600	Office Supplies	10,000	0.0%
28,300	15,028	11,000	3700	Postage	11,000	0.0%
3,743	2,645	2,988	4000	Equipment Expense	21,798	629.5%
2,042	100	35,000	4825	Contract Services-Finance Dept	35,000	0.0%
4,700	5,778	4,700	5501	Lease/Rental Charges	4,700	0.0%
28,268	34,320	29,086	5998	ITC Charges	30,227	3.9%
75,402	67,185	92,774		TTL MAINTENANCE & OPERATIONS	112,725	21.5%
355,357	380,996	495,540		TOTAL FOR ORGANIZATION	526,986	6.3%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2523 - CUSTOMER SERVICE - CASHIERING

GENERAL OBJECTIVES

To provide professional and courteous cashiering service to all customers and agencies, while communicating policies and procedures.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Improve level of quality service and customer satisfaction to all customers by instituting a customer satisfaction survey to ensure a high level of customer service and satisfy customers needs.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	207,946	193,771	223,816	231,095
MAINTENANCE & OPERATIONS	20,343	24,615	21,161	21,762
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	228,289	218,386	244,977	252,857

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
817-REVENUE SUPERVISOR	1	0	0	1	0	0	0	0	0
242-CUSTOMER SERVICE REPRESENTATIVE	3	0	60	3	0	60	0	0	0
ORGANIZATION TOTAL	4	0	60	4	0	60	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) Item 4825: Provides funds for courier services of the daily lockbox payment report, unidentified checks and customer correspondence.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
4	4	4		Authorized Positions	4	0.0%
131,273	144,907	154,267	1001	Salaries	162,273	5.2%
2,085	3,770	3,120	1003	Supplemental Pay	2,088	-33.1%
374	469	1,359	1100	Regular Overtime	1,507	10.9%
25,721	0	0	1300	Part-Time	0	***0
159,453	149,146	158,746		TTL SALARIES & WAGES	165,868	4.5%
0	0	0	1501	Retirement	6,024	***0
7,679	6,742	11,230	1503	Employee/City P.E.R.S.	7,587	-32.4%
2,376	2,257	2,238	1611	FICA Medicare	2,400	7.2%
23,109	22,736	36,132	1701	Health Insurance	31,488	-12.9%
525	1,059	957	1702	Life Insurance	372	-61.1%
3,465	3,325	3,727	1703	Workers Compensation	2,798	-24.9%
2,539	3,283	3,829	1704	Dental/Vision Insurance	5,327	39.1%
0	0	0	1715	Disability Insurance	2,184	***0
376	408	624	1805	Unemployment Insurance Reserve	624	0.0%
2,222	2,191	2,847	1807	Sick Leave Reserve	2,994	5.2%
4,102	2,624	3,486	1808	Vacation Reserve	3,429	-1.6%
2,100	0	0	1902	Car Allowance	0	***0
48,493	44,625	65,070		TTL BENEFITS	65,227	0.2%
207,946	193,771	223,816		TTL FOR PERSONNEL SERVICES	231,095	3.3%
3,463	4,187	3,900	3600	Office Supplies	3,500	-10.3%
0	0	1,100	4825	Contract Services-Finance Dept	1,400	27.3%
16,880	20,428	16,161	5998	ITC Charges	16,862	4.3%
20,343	24,615	21,161		TTL MAINTENANCE & OPERATIONS	21,762	2.8%
228,289	218,386	244,977		TOTAL FOR ORGANIZATION	252,857	3.2%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 110 - WATER
AGENCY: 025 - FINANCE
ORGANIZATION: 2524 - CUSTOMER SERVICE - WATER

GENERAL OBJECTIVES

To provide a high level of friendly customer service to citizens and the business community through teamwork, communications and problem solving. To insure the City's policies and procedures are effectively followed to maximize the efficient collection of utility charges.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Improve customer service by providing additional training for all Customer Service Representative requiring at least one customer service class annually; and (2) administer cross training session to improve customer service and teamwork.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	231,285	286,267	307,874	383,696
MAINTENANCE & OPERATIONS	114,043	111,573	128,720	138,917
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	345,328	397,840	436,594	522,613

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
865-SENIOR REVENUE SUPERVISOR	1	0	0	1	0	0	0	0	0
603-ADMINISTRATIVE ANALYST	0	0	0	1	0	0	1	0	0
242-CUSTOMER SERVICE REPRESENTATIVE	4	0	100	4	0	100	0	0	0
ORGANIZATION TOTAL	5	0	100	6	0	100	1	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) An Administrative Analyst position was added to assist with collection and analysis efforts.
- (2) Item 4825: Provide funds to pay for a collection agency and small claims process server fees.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
5	5	5		Authorized Positions	6	20.0%
121,457	176,203	210,187	1001	Salaries	270,330	28.6%
1,095	3,510	3,120	1003	Supplemental Pay	3,132	0.4%
56	88	2,646	1100	Regular Overtime	2,511	-5.1%
65,044	34,967	0	1300	Part-Time	0	***0
187,652	214,768	215,953		TTL SALARIES & WAGES	275,973	27.8%
0	0	0	1501	Retirement	10,011	***0
8,689	13,940	15,208	1503	Employee/City P.E.R.S.	17,061	12.2%
882	108	0	1515	Part Time Retirement	0	***0
2,747	3,594	3,048	1611	FICA Medicare	3,969	30.2%
16,851	29,765	48,936	1701	Health Insurance	47,208	-3.5%
681	1,394	1,135	1702	Life Insurance	612	-46.1%
4,069	5,409	5,079	1703	Workers Compensation	4,646	-8.5%
2,526	3,867	4,754	1704	Dental/Vision Insurance	6,407	34.8%
0	0	0	1715	Disability Insurance	3,672	***0
681	500	780	1805	Unemployment Insurance Reserve	936	20.0%
1,959	3,421	3,878	1807	Sick Leave Reserve	4,974	28.3%
4,272	6,766	6,451	1808	Vacation Reserve	8,227	27.5%
276	2,735	2,652	1902	Car Allowance	0	-100.0%
43,633	71,499	91,921		TTL BENEFITS	107,723	17.2%
231,285	286,267	307,874		TTL FOR PERSONNEL SERVICES	383,696	24.6%
150	0	0	3500	Advertising & Publications	0	***0
12,220	13,663	14,000	3600	Office Supplies	14,000	0.0%
21,091	0	0	3700	Postage	0	***0
200	2,034	15,000	4825	Contract Services-Finance Dept	15,000	0.0%
901	0	0	5025	Special Expense-Finance Dept	0	***0
15,000	15,000	15,000	5500	Lease/Rental-Interfund Charges	0	-100.0%
20,259	24,943	22,230	5998	ITC Charges	27,997	25.9%
44,222	55,933	62,490	5999	Overhead	81,920	31.1%
114,043	111,573	128,720		TTL MAINTENANCE & OPERATIONS	138,917	7.9%
345,328	397,840	436,594		TOTAL FOR ORGANIZATION	522,613	19.7%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2541 - FINANCIAL REPORTING

GENERAL OBJECTIVES

Provide quality financial information to many users, including elected officials, citizens, funding agencies, investors, and creditors. Maintain accounting data. Produce complete and accurate reports of financial condition and results of operations for all City agencies. Prepare reports that compare actual results with legally adopted budgets. Assist in financial planning and decision making regarding limited financial resources. Monitor compliance with laws, regulations, contracts and grant agreements as they relate to accounting and financial reporting. Coordinate financial and compliance audits.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Implement updated version of financial system which uses a graphical user interface and allows enhanced information and reporting to users; (2) Implement new accounting standards, GASB Statement 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments;" (3) Issue annual audited financial statements which meet the Government Finance Officers Association standards by March 15th; (4) submit monthly financial reports to the City Council within the following 30 days of month end; (5) prepare and submit federal, state, and local government grant reports in accordance with grantor requirements and deadlines; (6) reconcile City bank accounts monthly, within 30 days of receipt of statements; and (7) prepare and submit Redevelopment Agency annual financial reports to the County and State by their respective deadlines.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	181,913	190,193	286,066	266,401
MAINTENANCE & OPERATIONS	21,997	38,775	39,459	38,239
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	203,910	228,968	325,525	304,640

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
683-SENIOR ACCOUNTANT	1	0	0	0	0	0	-1	0	0
672-FINANCIAL REPORTING MANAGER	1	0	0	1	0	0	0	0	0
600-ACCOUNTANT	1	0	0	2	0	0	1	0	0
ORGANIZATION TOTAL	3	0	0	3	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) The Sr. Accountant position was reclassified to an Accountant position to better reflect the position's current job duties.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
2	2	3		Authorized Positions	3	0.0%
141,918	149,593	217,198	1001	Salaries	198,760	-8.5%
141,918	149,593	217,198		TTL SALARIES & WAGES	198,760	-8.5%
0	0	0	1501	Retirement	7,276	***0
10,630	11,430	16,269	1503	Employee/City P.E.R.S.	14,892	-8.5%
2,102	2,253	3,150	1611	FICA Medicare	2,888	-8.3%
13,103	9,813	24,756	1701	Health Insurance	23,184	-6.3%
369	969	998	1702	Life Insurance	252	-74.7%
3,117	3,398	5,248	1703	Workers Compensation	3,348	-36.2%
1,767	2,152	3,162	1704	Dental/Vision Insurance	4,428	40.0%
0	0	0	1715	Disability Insurance	2,496	***0
231	168	468	1805	Unemployment Insurance Reserve	468	0.0%
2,172	3,010	4,009	1807	Sick Leave Reserve	3,676	-8.3%
3,686	4,672	5,504	1808	Vacation Reserve	4,733	-14.0%
2,818	2,735	5,304	1902	Car Allowance	0	-100.0%
39,995	40,600	68,868		TTL BENEFITS	67,641	-1.8%
181,913	190,193	286,066		TTL FOR PERSONNEL SERVICES	266,401	-6.9%
7,820	21,081	17,000	3600	Office Supplies	17,000	0.0%
876	300	1,800	5025	Special Expense-Finance Dept	1,800	0.0%
13,301	17,394	20,659	5998	ITC Charges	19,439	-5.9%
21,997	38,775	39,459		TTL MAINTENANCE & OPERATIONS	38,239	-3.1%
203,910	228,968	325,525		TOTAL FOR ORGANIZATION	304,640	-6.4%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2543 - PAYROLL

GENERAL OBJECTIVES

Provide prompt, quality payroll services.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Ensure that all City employees continue to be paid accurately and on time through the newly implemented fully integrated payroll / human resources system; (2) prepare and submit annual and quarterly earnings reports to federal and state agencies; and (3) maintain expanded employee earnings and leave data.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	194,339	208,616	248,480	253,228
MAINTENANCE & OPERATIONS	16,205	19,920	18,941	19,477
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	210,544	228,536	267,421	272,705

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
693-PAYROLL SUPERVISOR	1	0	0	1	0	0	0	0	0
320-PAYROLL TECHNICIAN	3	0	0	3	0	0	0	0	0
ORGANIZATION TOTAL	4	0	0	4	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) No significant changes this fiscal year.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
3	3	4		Authorized Positions	4	0.0%
1,040	1,040	0		Part-Time Hours	0	***0
146,772	146,445	176,101	1001	Salaries	180,647	2.6%
0	1,050	0	1003	Supplemental Pay	0	***0
588	2,401	0	1100	Regular Overtime	0	***0
147,360	149,896	176,101		TTL SALARIES & WAGES	180,647	2.6%
0	0	0	1501	Retirement	6,618	***0
8,273	10,088	12,610	1503	Employee/City P.E.R.S.	9,329	-26.0%
2,156	2,313	2,553	1611	FICA Medicare	2,630	3.0%
23,208	28,776	36,384	1701	Health Insurance	34,404	-5.4%
741	1,341	1,026	1702	Life Insurance	372	-63.7%
3,059	3,682	4,256	1703	Workers Compensation	3,045	-28.5%
2,782	3,301	3,829	1704	Dental/Vision Insurance	5,328	39.1%
0	0	0	1715	Disability Insurance	2,208	***0
336	336	624	1805	Unemployment Insurance Reserve	624	0.0%
2,210	2,573	3,250	1807	Sick Leave Reserve	3,339	2.7%
4,214	4,514	5,195	1808	Vacation Reserve	4,684	-9.8%
0	1,796	2,652	1902	Car Allowance	0	-100.0%
46,979	58,720	72,379		TTL BENEFITS	72,581	0.3%
194,339	208,616	248,480		TTL FOR PERSONNEL SERVICES	253,228	1.9%
1,048	0	0	3600	Office Supplies	0	***0
667	1,360	1,000	3700	Postage	1,000	0.0%
14,490	18,560	17,941	5998	ITC Charges	18,477	3.0%
16,205	19,920	18,941		TTL MAINTENANCE & OPERATIONS	19,477	2.8%
210,544	228,536	267,421		TOTAL FOR ORGANIZATION	272,705	2.0%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 025 - FINANCE
ORGANIZATION: 2544 - ACCOUNTS PAYABLE

GENERAL OBJECTIVES

Provide prompt, quality accounts payable services.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Pay 90% of invoices within thirty days of the invoice date; (2) file all vendor files within five days of warrant being audited; and (3) furnish accurate monthly expenditure reports to all agencies by the fifth working day after the end of the month.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	304,852	257,802	328,636	263,518
MAINTENANCE & OPERATIONS	44,796	37,634	41,086	35,428
CAPITAL OUTLAY	0	0	0	0
 ORGANIZATION TOTAL	 349,648	 295,436	 369,722	 298,946

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
600-ACCOUNTANT	1	200	0	1	0	0	0	-200	0
228-TYPIST CLERK	1	0	0	1	0	0	0	0	0
202-SENIOR ACCOUNT CLERK	3	0	0	2	0	0	-1	0	0
201-ACCOUNT CLERK	1	0	0	1	0	0	0	0	0
 ORGN. TOTAL	 6	 200	 0	 5	 0	 0	 -1	 -200	 0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) A Sr. Account Clerk and 200 part-time hours for an Accountant was eliminated to achieve the mandated citywide 5% departmental budget cuts.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
6	6	6		Authorized Positions	5	-16.7%
200	200	200		Part-Time Hours	0	-100.0%
222,237	190,878	230,824	1001	Salaries	193,071	-16.4%
0	1,600	0	1003	Supplemental Pay	0	***0
843	3,435	0	1100	Regular Overtime	0	***0
15,654	7,607	5,202	1300	Part-Time	0	-100.0%
0	0	-16,000	9001	Salary Savings	0	-100.0%
238,734	203,520	220,026		TTL SALARIES & WAGES	193,071	-12.3%
0	0	0	1501	Retirement	7,080	***0
14,545	10,799	16,787	1503	Employee/City P.E.R.S.	9,495	-43.4%
145	36	0	1515	Part Time Retirement	0	***0
1,276	1,416	2,635	1611	FICA Medicare	2,014	-23.6%
27,699	22,645	65,505	1701	Health Insurance	28,824	-56.0%
998	1,314	1,040	1702	Life Insurance	240	-76.9%
5,193	4,612	5,705	1703	Workers Compensation	3,276	-42.6%
4,286	3,951	5,679	1704	Dental/Vision Insurance	6,528	14.9%
0	0	0	1715	Disability Insurance	2,856	***0
645	501	951	1805	Unemployment Insurance Reserve	780	-18.0%
3,419	2,955	4,261	1807	Sick Leave Reserve	3,564	-16.4%
7,912	6,053	6,047	1808	Vacation Reserve	5,790	-4.3%
66,118	54,282	108,610		TTL BENEFITS	70,447	-35.1%
304,852	257,802	328,636		TTL FOR PERSONNEL SERVICES	263,518	-19.8%
13,060	0	0	3600	Office Supplies	0	***0
713	4,106	5,000	3700	Postage	5,000	0.0%
229	0	0	4401	Educational Reimbursement	0	***0
3,071	0	6,000	4825	Contract Services-Finance Dept	6,000	0.0%
5,200	5,200	5,200	5501	Lease/Rental Charges	5,200	0.0%
22,523	28,328	24,886	5998	ITC Charges	19,228	-22.7%
44,796	37,634	41,086		TTL MAINTENANCE & OPERATIONS	35,428	-13.8%
349,648	295,436	369,722		TOTAL FOR ORGANIZATION	298,946	-19.1%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 220 - GRANTS
AGENCY: 025 - FINANCE
ORGANIZATION: 2550 - CDBG/GRAFFITI ABATEMENT

GENERAL OBJECTIVES

Control the spread of graffiti through the coordination of public and private graffiti removal efforts throughout the City's eligible Community Development Block Grant (CDBG) areas. This section will promote the City's community beautification efforts through anti-graffiti public awareness activities.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Perform professional graffiti removal services on public and private property; and (2) maintain twenty-four hour graffiti removal response time.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	0	0	0	233,498
MAINTENANCE & OPERATIONS	0	0	0	95,038
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	0	0	0	328,536

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
272-GRAFFITI SERVICE WORKER	0	0	0	3	2,080	0	3	2,080	0
ORGN. TOTAL	0	0	0	3	2,080	0	3	2,080	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) This section was transferred from the Parks, Recreation and Community Services Department to reflect the funding source for staff working in the CDBG eligible areas.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
0	0	0		Authorized Positions	3	***0
0	0	0		Part-Time Hours	2,080	***0
0	0	0	1001	Salaries	114,441	***0
0	0	0	1003	Supplemental Pay	1,044	***0
0	0	0	1300	Part-Time	38,580	***0
0	0	0		TTL SALARIES & WAGES	154,065	***0
0	0	0	1501	Retirement	4,230	***0
0	0	0	1503	Employee/City P.E.R.S.	6,687	***0
0	0	0	1515	Part Time Retirement	768	***0
0	0	0	1611	FICA Medicare	2,234	***0
0	0	0	1701	Health Insurance	28,668	***0
0	0	0	1702	Life Insurance	240	***0
0	0	0	1703	Workers Compensation	25,463	***0
0	0	0	1704	Dental/Vision Insurance	3,852	***0
0	0	0	1715	Disability Insurance	1,512	***0
0	0	0	1805	Unemployment Insurance Reserve	624	***0
0	0	0	1807	Sick Leave Reserve	2,103	***0
0	0	0	1808	Vacation Reserve	3,052	***0
0	0	0		TTL BENEFITS	79,433	***0
0	0	0		TTL FOR PERSONNEL SERVICES	233,498	***0
0	0	0	3600	Office Supplies	1,000	***0
0	0	0	4100	Uniforms	4,000	***0
0	0	0	4200	Small Tools	3,000	***0
0	0	0	5025	Special Expense-Finance Dept	70,000	***0
0	0	0	5998	ITC Charges	17,038	***0
0	0	0		TTL MAINTENANCE & OPERATIONS	95,038	***0
0	0	0		TOTAL FOR ORGANIZATION	328,536	***0



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 220 - GRANTS
AGENCY: 025 - FINANCE
ORGANIZATION: 2555 - CDBG/PROGRAM MANAGEMENT

GENERAL OBJECTIVES

Direct, manage and coordinate the Community Development Block Grant Division and all related activities. Monitor projects for the Consolidated Plan Grants, which includes the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME) Program and Emergency Shelter Grant (ESG) Program.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Coordinate the implementation of the 29th year Community Development Block Grant Program; (2) schedule and conduct citizen participation activities; (implement and administer grant funding for the Neighborhood Preservation/Property Maintenance, Graffiti Removal, Housing Rehabilitation, First Time Home Buyer, Emergency Shelter and Homeless Prevention and Public Improvement Programs); (3) implement activities, programs and projects related to the Consolidated Plan Grants administered through the U.S. Department of Housing and Urban Development Department (HUD), in accordance with applicable Code of Federal Regulations, law and statutes.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	217,709	231,661	291,643	280,194
MAINTENANCE & OPERATIONS	1,220,916	1,220,868	316,971	198,037
CAPITAL OUTLAY	3,287	3,179	15,000	10,000
ORGANIZATION TOTAL	1,441,912	1,455,708	623,614	488,231

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
683-SENIOR ACCOUNTANT	1	0	0	1	0	0	0	0	0
830-CDBG ADMINISTRATOR	1	0	0	1	0	0	0	0	0
604-SENIOR ADMINISTRATIVE ANALYST	0	0	0	1	0	0	1	0	0
603-ADMINISTRATIVE ANALYST	1	0	0	0	0	0	-1	0	0
372-SR. TYPIST CLERK	1	0	0	0	0	0	-1	0	0
ORGN. TOTAL	4	0	0	3	0	0	-1	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) A Sr. Typist Clerk position has been eliminated as a result of the organizational resizing efforts.
- (2) The Administrative Analyst position was reclassified to a Sr. Administrative Analyst position to better reflect the current duties of this position.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
3	3	4		Authorized Positions	3	-25.0%
162,449	179,640	218,530	1001	Salaries	207,702	-5.0%
147	0	0	1100	Regular Overtime	0	***0
10,518	0	0	1300	Part-Time	0	***0
173,114	179,640	218,530		TTL SALARIES & WAGES	207,702	-5.0%
0	0	0	1501	Retirement	7,608	***0
12,167	13,957	16,216	1503	Employee/City P.E.R.S.	15,564	-4.0%
195	0	0	1515	Part Time Retirement	0	***0
2,553	2,785	3,168	1611	FICA Medicare	3,012	-4.9%
12,062	12,900	27,684	1701	Health Insurance	24,876	-10.1%
599	1,257	1,159	1702	Life Insurance	372	-67.9%
3,806	4,185	5,282	1703	Workers Compensation	3,504	-33.7%
2,669	3,228	4,087	1704	Dental/Vision Insurance	4,428	8.3%
0	0	0	1715	Disability Insurance	2,496	***0
420	252	624	1805	Unemployment Insurance Reserve	468	-25.0%
2,512	3,417	4,034	1807	Sick Leave Reserve	3,840	-4.8%
4,945	5,798	6,731	1808	Vacation Reserve	6,324	-6.0%
2,667	4,242	4,128	1902	Car Allowance	0	-100.0%
44,595	52,021	73,113		TTL BENEFITS	72,492	-0.8%
217,709	231,661	291,643		TTL FOR PERSONNEL SERVICES	280,194	-3.9%
3,951	3,713	5,000	3500	Advertising & Publications	5,000	0.0%
1,712	3,489	5,000	3600	Office Supplies	1,500	-70.0%
0	396	1,500	3700	Postage	6,500	333.3%
164	273	500	4050	Mileage Expense	0	-100.0%
1,972	1,072	4,000	4400	Training	2,000	-50.0%
2,380	415	2,500	4500	Dues & Subscriptions	1,000	-60.0%
3,000	3,000	3,000	4802	Auditors	3,000	0.0%
114,560	11,906	20,000	4825	Contract Services-Finance Dept	0	-100.0%
914,500	925,800	0	5025	Special Expense-Finance Dept	0	***0
-12,064	0	0	5081	Cultural Arts Master Plan	0	***0
0	55,000	50,875	5628	Direct Exec Support	0	-100.0%
174,618	194,618	203,535	5698	Indirect Cost-Block Grant	158,592	-22.1%
16,123	21,186	21,061	5998	ITC Charges	20,445	-2.9%
1,220,916	1,220,868	316,971		TTL MAINTENANCE & OPERATIONS	198,037	-37.5%
3,287	3,179	15,000	6000	Office Equipment/Furniture	10,000	-33.3%
3,287	3,179	15,000		TTL CAPITAL OUTLAY/IMP	10,000	-33.3%
1,441,912	1,455,708	623,614		TOTAL FOR ORGANIZATION	488,231	-21.7%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 220 - GRANTS
AGENCY: 025 - FINANCE
ORGANIZATION: 2556 - CDBG/CAPITAL PROGRAM

GENERAL OBJECTIVES

Refer to CDBG Program Administration Section (2550).

FY 2003-2004 PROGRAM OBJECTIVES

(1) To provide program compliance monitoring in accordance with HUD Part 24 of the Code of Federal Regulations.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	0	0	0	0
MAINTENANCE & OPERATIONS	411,000	429,313	1,611,641	427,963
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	411,000	429,313	1,611,641	427,963

NOTE: THERE ARE NO PERSONNEL ASSIGNED TO THIS ORGANIZATION.

HIGHLIGHTS

- (1) Item 5048: Provides grant funds for the St. Margaret's Center and People Assisting The Homeless (PATH) for homeless shelter services.
- (2) Item 5096: Provides grant funds for the Housing Rights Center for Fair Housing Counseling Services to Inglewood Residents.
- (3) Item 5101: Provides grant funding for community-based Crime Prevention Programs/Non-Profit Agencies.
- (4) Item 5697: Provides grant funding for the Inglewood Police Department Community Based Policing Programs.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
0	0	50,000	5008	City Promotional Activities	0	-100.0%
0	0	792,000	5025	Special Expense-Finance Dept	0	-100.0%
0	0	97,000	5048	Path/St. Margaret's	95,000	-2.1%
0	0	75,000	5049	Public Improvement Arts	0	-100.0%
0	50,000	50,000	5096	Housing Rights Center	53,000	6.0%
0	0	75,000	5097	Smart Growth EDA Match	0	-100.0%
0	0	0	5101	CDBG-Crime Prev Non-Profit Corp.	100,000	***0
411,000	379,313	372,641	5697	Public Safety/Anti-Crime Prgms	179,963	-51.7%
0	0	100,000	8020	Grant Writing Svcs	0	-100.0%
411,000	429,313	1,611,641		TTL MAINTENANCE & OPERATIONS	427,963	-73.4%
411,000	429,313	1,611,641		TOTAL FOR ORGANIZATION	427,963	-73.4%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 220 - GRANTS
AGENCY: 025 - FINANCE
ORGANIZATION: 2557 - NEIGHBORHOOD PRESERVATION

GENERAL OBJECTIVES

Implement the Property Maintenance/Code Enforcement Program in CDBG eligible census tracts citywide.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Provide property maintenance code enforcement activities.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	285,140	218,096	290,014	355,623
MAINTENANCE & OPERATIONS	689,659	396,326	399,062	41,773
CAPITAL OUTLAY	165,006	21,658	102,000	0
ORGANIZATION TOTAL	1,139,805	636,080	791,076	397,396

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
206-ADMINISTRATIVE AIDE	0	0	0	1	0	0	1	0	0
372-SR. TYPIST CLERK	1	0	0	0	0	0	-1	0	0
337-CODE ENFORCEMENT OFFICER	2	2,080	0	5	0	0	3	-2,080	0
272-GRAFFITI SERVICE WORKER	0	4,160	0	0	0	0	0	-4,160	0
ORGN. TOTAL	3	6,240	0	6	0	0	3	-6,240	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) An Administrative Aide position and three (3) Code Enforcement Officer positions were transferred from the Parks, Recreation and Community Services Department to reflect the funding source for staff working in the CDBG eligible areas.
- (2) 2,080 of the part-time hours for Code Enforcement Officer were transferred to section 2550, CDBG-Graffiti Abatement.
- (3) 4,160 part-time hours for Graffiti Service Worker and (1) Sr. Typist Clerk were eliminated as a result of resizing the organization.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
1	2	3			6	
10,400	8,320	6,240		Authorized Positions	6	100.0%
				Part-Time Hours	0	-100.0%
183,242	91,905	115,761	1001	Salaries	249,126	115.2%
0	1,880	1,040	1003	Supplemental Pay	3,684	254.2%
550	480	0	1100	Regular Overtime	0	***0
71,488	91,407	102,389	1300	Part-Time	0	-100.0%
255,280	185,672	219,190		TTL SALARIES & WAGES	252,810	15.3%
0	0	0	1501	Retirement	9,227	***0
1,199	3,222	15,343	1503	Employee/City P.E.R.S.	14,292	-6.9%
1,354	586	0	1515	Part Time Retirement	0	***0
2,075	2,828	3,163	1611	FICA Medicare	2,919	-7.7%
1,855	3,936	16,848	1701	Health Insurance	35,940	113.3%
195	592	521	1702	Life Insurance	600	15.2%
19,744	16,911	26,410	1703	Workers Compensation	13,590	-48.5%
841	1,720	2,775	1704	Dental/Vision Insurance	7,704	177.6%
0	0	0	1715	Disability Insurance	3,024	***0
660	504	936	1805	Unemployment Insurance Reserve	936	0.0%
648	599	2,136	1807	Sick Leave Reserve	4,599	115.3%
909	866	2,692	1808	Vacation Reserve	8,302	208.4%
380	660	0	1901	Uniform Allowance	1,680	***0
29,860	32,424	70,824		TTL BENEFITS	102,813	45.2%
285,140	218,096	290,014		TTL FOR PERSONNEL SERVICES	355,623	22.6%
0	0	10,000	3600	Office Supplies	0	-100.0%
5,702	1,402	1,584	4000	Equipment Expense	15,825	899.1%
0	0	2,500	4100	Uniforms	0	-100.0%
169,686	160,000	182,017	5623	Indirect Cost-Code Enforcement	0	-100.0%
244,525	166,858	182,016	5657	CDBG Graffiti Abatement	0	-100.0%
19,746	23,966	20,945	5998	ITC Charges	25,948	23.9%
250,000	0	0	8013	Neighborhood Housing Service	0	***0
0	33,100	0	8019	Comm Retail Recr	0	***0
0	11,000	0	8020	Grant Writing Svcs	0	***0
689,659	396,326	399,062		TTL MAINTENANCE & OPERATIONS	41,773	-89.5%
25,824	21,658	35,000	6000	Office Equipment/Furniture	0	-100.0%
139,182	0	67,000	7000	Machinery & Equipment	0	-100.0%
165,006	21,658	102,000		TTL CAPITAL OUTLAY/IMP	0	-100.0%
1,139,805	636,080	791,076		TOTAL FOR ORGANIZATION	397,396	-49.8%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 220 - GRANTS
AGENCY: 025 - FINANCE
ORGANIZATION: 2558 - HOME PROGRAM

GENERAL OBJECTIVES

Coordinate, direct and manage public and private affordable housing needs in the City for very low to moderate-income families.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Implement affordable housing programs and activities, such as: lead-based paint hazard removal activities, tenant-based rental assistance activities and transitional housing rental rehabilitation activities.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	0	40,985	54,545	198,419
MAINTENANCE & OPERATIONS	591,950	731,277	2,161,154	2,678,205
CAPITAL OUTLAY	0	14,732	10,000	0
ORGANIZATION TOTAL	591,950	786,994	2,225,699	2,876,624

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
209-SENIOR ADMINISTRATIVE AIDE	0	0	0	1	0	0	1	0	0
603-ADMINISTRATIVE ANALYST	1	0	0	1	2,640	0	0	2,640	0
ORGN. TOTAL	1	0	0	2	2,640	0	1	2,640	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) A Sr. Administrative Aide position was added to assist with the increased affordable housing programs implemented throughout the City.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS FY 2000/01</u>	<u>ACTUALS FY 2001/02</u>	<u>CURR MOD FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED FY 2003/04</u>	<u>PERCNT CHANGE</u>
0	1	1		Authorized Positions	2	100.0%
0	0	0		Part-Time Hours	2,640	***0
0	30,531	43,563	1001	Salaries	88,918	104.1%
0	0	0	1003	Supplemental Pay	2,364	***0
0	3,482	0	1300	Part-Time	72,000	***0
0	34,013	43,563		TTL SALARIES & WAGES	163,282	274.8%
0	0	0	1501	Retirement	3,301	***0
0	1,827	3,263	1503	Employee/City P.E.R.S.	6,554	100.9%
0	70	0	1515	Part Time Retirement		***0
0	527	632	1611	FICA Medicare	2,361	273.6%
0	2,033	2,964	1701	Health Insurance	10,740	262.3%
0	237	137	1702	Life Insurance	120	-12.4%
0	581	1,053	1703	Workers Compensation	2,745	160.7%
0	638	1,054	1704	Dental/Vision Insurance	2,757	161.6%
0	0	0	1715	Disability Insurance	1,344	***0
0	133	156	1805	Unemployment Insurance Reserve	624	300.0%
0	456	804	1807	Sick Leave Reserve	1,641	104.1%
0	470	919	1808	Vacation Reserve	2,614	184.4%
0	0	0	1901	Uniform Allowance	336	***0
0	6,972	10,982		TTL BENEFITS	35,137	220.0%
0	40,985	54,545		TTL FOR PERSONNEL SERVICES	198,419	263.8%
0	480	1,500	3600	Office Supplies	1,500	0.0%
0	105	500	4050	Mileage Expense	500	0.0%
0	232	2,000	4400	Training	2,000	0.0%
0	0	40,000	4825	Contract Services-Finance Dept	10,000	-75.0%
102,200	0	0	4831	Home Program Admin 10%	0	***0
0	0	700,000	4832	Home Program Chdo 15%	367,227	-47.5%
489,750	0	0	5031	Special Expense-Home Program	0	***0
0	0	250,000	5037	INHS Home Buy	750,000	200.0%
0	500,000	500,000	5038	Housing Rehab-INHS	1,000,000	100.0%
0	4,000	250,000	5039	Lead Abatement	250,000	0.0%
0	150,000	203,213	5046	Special Needs Housing	0	-100.0%
0	60,000	60,000	5047	Tenant Based Rent Assistance	82,500	37.5%
0	10,000	150,000	5048	Midnight Mission	200,000	33.3%
0	6,460	3,941	5998	ITC Charges	14,478	267.4%
591,950	731,277	2,161,154		TTL MAINTENANCE & OPERATIONS	2,678,205	23.9%
0	14,732	10,000	6000	Office Equipment/Furniture	0	-100.0%
0	14,732	10,000		TTL CAPITAL OUTLAY/IMP	0	-100.0%
591,950	786,994	2,225,699		TOTAL FOR ORGANIZATION	2,876,624	29.2%