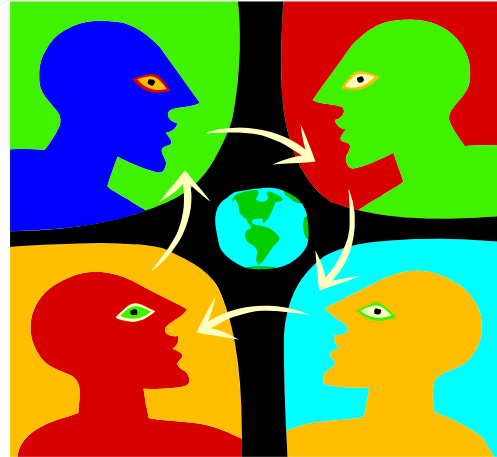


GENERAL GOVERNMENT



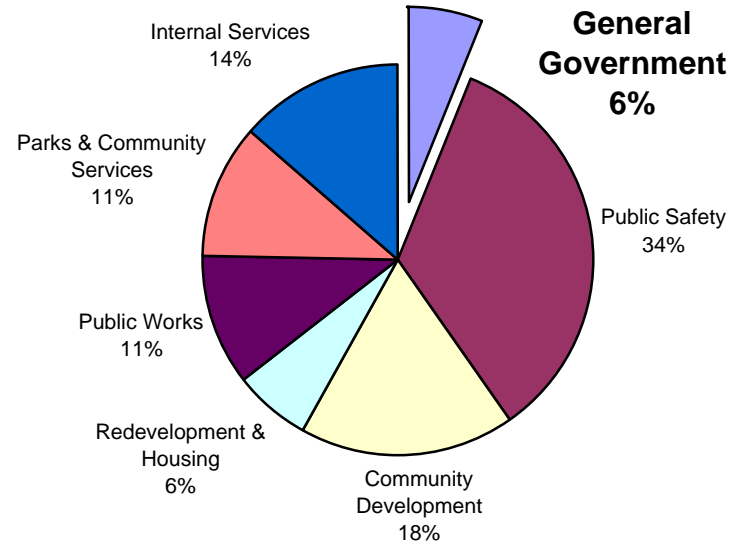
GENERAL GOVERNMENT BUDGET SUMMARY

Budget units within the General Government category provide leadership and administration for the City of Vista. The elected officials of the City Council governs the City by setting policy and a vision for the future within the restrictions of the City Charter and the state constitution. The goals of the Council are then implemented under the direction of the City Manager's office with the professional guidance of the operating budget units listed below.

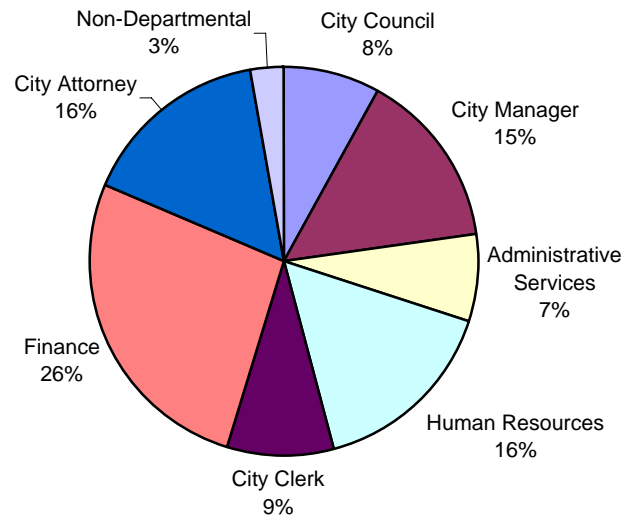
<i>FUND</i>	<i>BUDGET UNIT</i>	<i>ORIGINAL 2007-08</i>	<i>REVISED 2008-09</i>	<i>PAGE</i>
001	City Council	385,502	512,076	61
001	City Manager	928,367	937,272	65
001	Administrative Services	575,656	455,351	69
001	Human Resources	846,346	1,011,229	73
001	City Clerk	502,087	565,053	77
001	Finance	1,546,021	1,688,603	81
001	City Attorney	964,075	1,013,123	85
001	Non-Departmental	678,333	172,947	89
TOTAL		\$6,426,387	\$6,355,654	

CITY-WIDE EXPENSE REVISED FY2008-09

EXPENSES	REVISED FY2008-09
General Government	6,355,654
Public Safety	34,992,349
Community Development	18,193,045
Redevelopment & Housing	6,616,762
Public Works	10,888,806
Parks & Community Services	11,506,254
Internal Services	13,951,759
	<u>\$102,504,629</u>



GENERAL GOVERNMENT - PER BUDGET UNIT REVISED FY2008-09





CITY COUNCIL PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010100
Contact: Assistant City Manager, Patrick Johnson • *Phone:* 760-639-6131 • *E-Mail:* pjohnson@cityofvista.com

PROGRAM STATEMENT

The City Council is made up of a directly elected Mayor and four elected Council members. The Mayor serves a four-year term of office and the Council members each serve overlapping four-year terms of office. The City Council serves as the legislative and policy-making body of the City. It enacts all municipal laws, appoints the City Manager and City Attorney, appoints the members of the City commissions and directs actions required to provide for the general welfare of the Vista community. The City Council also sits as the legislative body for the Community Development Commission (Redevelopment Agency), the Joint Powers Financing Authority (for bonded indebtedness of capital projects), and the Buena Sanitation District (to administer a sewerage system).

MAJOR CHANGES

- New Mayor and Councilmember compensation policy adopted December 11, 2007.

**CITY COUNCIL
BUDGET UNIT SUMMARY**

FUND 001: GENERAL FUND

ORG: 0010100

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
 <i>FINANCING SOURCES</i>					
GENERAL FUND				385,552	512,076
TOTAL				\$385,552	\$512,076
 <i>POSITION SUMMARY</i>					
COUNCIL*	4.00	4.00	4.00	4.00	4.00
MAYOR*	1.00	1.00	1.00	1.00	1.00
SECRETARY CITY COUNCIL-CONF	1.00	1.00	1.00	1.00	1.00
TOTAL	6.00	6.00	6.00	6.00	6.00

*POSITIONS NOT LISTED IN THE CLASS AND COMPENSATION INDEX.

CITY COUNCIL
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010100

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	106,086	116,206	109,363	121,521	177,945
SALARIES-OVERTIME	0	40	0	0	0
RETIREMENT	15,131	17,027	13,141	14,167	29,502
GROUP INSURANCE	38,064	37,441	52,834	48,869	85,453
DISABILITY INSURANCE	1,413	1,605	1,134	826	1,637
WORKERS' COMP INSURANCE	2,034	2,222	1,935	6,599	925
OTHER BENEFITS	2,286	2,231	2,049	1,530	4,479
	\$165,014	\$176,772	\$180,456	\$193,512	\$299,941
PROFESSIONAL SERVICES					
	\$0	\$2,609	\$13,899	\$4,000	\$4,000
OPERATING EXPENSES					
OFFICE SUPPLIES	2,233	3,524	3,986	3,850	3,900
OPERATING SUPPLIES	0	0	0	345	375
TRAINING/MILEAGE/CONFERENCES	20,172	12,957	16,902	27,970	29,615
TRAIN MATERIALS & PUBLICATIONS	0	0	0	1,580	1,723
AUTO ALLOWANCE	15,782	16,517	19,736	25,200	31,200
SPECIAL DEPARTMENT EXPENSE	52,673	78,193	55,344	4,950	5,000
STATE & LOCAL ASSOCIATIONS	0	0	0	45,157	41,552
PROFESSIONAL MEMBERSHIPS	0	0	0	0	5,524
	\$90,860	\$111,190	\$95,968	\$109,052	\$118,889
UTILITIES					
UTILITIES	1,974	1,582	1,560	1,800	5,760
	\$1,974	\$1,582	\$1,560	\$1,800	\$5,760
ALLOCATED COSTS					
ALLOCATED COSTS	38,580	66,619	70,052	77,138	83,486
	\$38,580	\$66,619	\$70,052	\$77,138	\$83,486
TOTAL - CITY COUNCIL	\$296,428	\$358,773	\$361,935	\$385,502	\$512,076



CITY MANAGER PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010105
Contact: Assistant City Manager, Patrick Johnson • *Phone:* 760-639-6131 • *E-Mail:* pjohnson@cityofvista.com

PROGRAM STATEMENT

As administrative leader of the City government, the City Manager provides management direction, control and coordination of all City activities and departments, in accordance with policies and direction of the City Council. The City Manager is responsible for improving the capabilities of the City in concert with department directors through development of City personnel and continual evaluation of the organizational structure of the City to ensure effective, efficient, and economical public service. The City Manager prepares the annual budget, keeps the City Council informed of the City's financial condition and recommends measures or actions to the City Council as may be needed.

GOALS AND OBJECTIVES

- Oversee bond implementation for Community Projects through January 2011.
- Carry out project management of Community Projects through January 2011.
- Facilitate the provision of services to the public during during construction of the Civic Center through January 2011.
- Update City Administrative Policies by June 2009.
- Continue to improve upon the City's legislative advocacy program by June 2009.

MAJOR CHANGES

- Transfer of Management Analyst from the Non-Departmental budget unit.

**CITY MANAGER
BUDGET UNIT SUMMARY**

FUND 001: GENERAL FUND

ORG: 0010105

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES TO OTHER FUNDS				344,758	327,242
DEPARTMENT REVENUES				22,500	20,358
GENERAL FUND				561,109	589,672
TOTAL				\$928,367	\$937,272
<i>POSITION SUMMARY</i>					
ASSISTANT CITY MANAGER	1.00	1.00	1.00	1.00	0.25
ASST TO THE CITY MANAGER	1.00	1.00	1.00	0.50	0.50
CITY MANAGER	1.00	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0.00	0.00	0.00	0.25	1.00
MANAGEMENT ANALYST	0.00	0.00	0.00	0.00	1.00
OFFICE SPECIALIST II - CONF	0.00	0.00	1.00	1.00	1.00
SECRETARY CTY MGR-CONF	1.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	5.00	4.75	5.75

CITY MANAGER
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010105

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	448,086	496,110	546,838	573,794	605,082
SALARIES-TEMPORARY	105	4,415	0	0	0
SALARIES-OVERTIME	110	0	0	0	0
SALARIES-LEAVE PAYOUT	12,686	15,956	15,301	16,752	13,333
RETIREMENT	73,649	83,564	76,192	96,078	90,916
GROUP INSURANCE	42,756	42,576	48,658	46,425	81,892
DISABILITY INSURANCE	3,594	3,865	3,949	3,720	5,372
WORKERS' COMP INSURANCE	7,748	8,601	9,075	31,157	3,146
OTHER BENEFITS	10,924	9,343	24,692	26,818	15,782
	\$599,658	\$664,430	\$724,704	\$794,744	\$815,523
PROFESSIONAL SERVICES					
	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES					
OFFICE SUPPLIES	2,213	4,006	5,146	3,570	3,570
OPERATING SUPPLIES	0	0	0	445	475
TRAINING/MILEAGE/CONFERENCES	8,547	9,226	9,522	23,795	26,595
TRAIN MATERIALS & PUBLICATIONS	0	0	0	1,024	701
AUTO ALLOWANCE	6,451	6,150	8,313	12,600	9,000
SPECIAL DEPARTMENT EXPENSE	6,909	6,632	9,102	1,500	1,400
PROFESSIONAL MEMBERSHIPS	0	0	150	5,800	5,595
	\$24,120	\$26,014	\$32,234	\$48,734	\$47,336
UTILITIES					
UTILITIES	1,219	1,104	1,578	2,040	2,070
	\$1,219	\$1,104	\$1,578	\$2,040	\$2,070
ALLOCATED COSTS					
ALLOCATED COSTS	52,719	64,966	63,822	82,849	72,343
	\$52,719	\$64,966	\$63,822	\$82,849	\$72,343
CAPITAL OUTLAY					
CAPITAL OUTLAY	0	4,110	0	0	0
	\$0	\$4,110	\$0	\$0	\$0
TOTAL - CITY MANAGER	\$677,716	\$760,624	\$822,339	\$928,367	\$937,272



ADMINISTRATIVE SERVICES

PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010110
Contact: Human Resources Manager, Nancy Hoffman • *Phone:* 760-726-1340, ext. 1042 • *E-Mail:* nhoffman@cityofvista.com

PROGRAM STATEMENT

The Administrative Services Department provides overall management of the City's Human Resources Division, risk management operations, including Workers' Compensation, and liability and group insurance, as well as special projects as directed by the City Manager.

GOALS AND OBJECTIVES

- Develop and implement Street Tree Master Plan by November 2007. This goal has been completed and ongoing implementation is currently conducted by the Public Works Department.
- Continue to update the Administrative Services web page content and provide pertinent forms and documents accessible to public by December 2008.
- Increase the amount of grants awarded to the City by 5% over the previous year by June 2009.

MAJOR CHANGES

- The Management Analyst/Grant Writer position has been reclassified as Risk Manager/Grant Writer and the costs related to that position have been moved to the Risk Management Administration budget unit.

ADMINISTRATIVE SERVICES
BUDGET UNIT SUMMARY

FUND 001: GENERAL FUND

ORG: 0010110

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
FINANCING SOURCES					
CHARGES TO OTHER FUNDS				187,475	179,217
GENERAL FUND				388,181	276,134
TOTAL				\$575,656	\$455,351
POSITION SUMMARY					
ADMIN SERVICES DIRECTOR	1.00	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	0.00
OFFICE SPECIALIST II - CONF	2.00	1.00	1.00	1.00	1.00
SR OFFICE SPECIALIST - CONF	0.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	4.00	4.00	3.00

ADMINISTRATIVE SERVICES
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010110

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	269,224	286,270	298,118	353,941	275,177
SALARIES-OVERTIME	65	13	0	0	0
SALARIES-LEAVE PAYOUT	0	7,621	2,144	8,508	7,405
RETIREMENT	44,257	49,388	45,973	59,356	45,471
GROUP INSURANCE	42,756	43,091	56,705	48,869	42,726
DISABILITY INSURANCE	2,499	2,688	2,752	2,360	3,963
WORKERS' COMP INSURANCE	4,647	5,071	5,676	19,219	1,431
OTHER BENEFITS	7,522	6,590	7,062	9,844	7,809
	\$370,969	\$400,732	\$418,431	\$502,097	\$383,982
PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES					
OFFICE SUPPLIES	983	791	1,079	1,459	1,288
OPERATING SUPPLIES	0	0	0	0	350
TRAINING/MILEAGE/CONFERENCES	1,922	1,570	2,600	4,244	4,139
AUTO ALLOWANCE	4,820	4,800	4,800	4,800	4,800
SPECIAL DEPARTMENT EXPENSE	624	780	973	483	543
PROFESSIONAL MEMBERSHIPS	0	0	0	398	406
	\$8,349	\$7,940	\$9,452	\$11,384	\$11,526
UTILITIES					
UTILITIES	504	480	480	480	480
	\$504	\$480	\$480	\$480	\$480
ALLOCATED COSTS					
ALLOCATED COSTS	38,937	42,650	44,887	61,695	59,363
	\$38,937	\$42,650	\$44,887	\$61,695	\$59,363
TOTAL - ADMINISTRATIVE SERVICES	\$418,760	\$451,802	\$473,250	\$575,656	\$455,351



HUMAN RESOURCES

PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010120
Contact: Human Resources Manager, Nancy Hoffman • *Phone:* 760-726-1340, ext. 1042 • *E-Mail:* nhoffman@cityofvista.com

PROGRAM STATEMENT

The Human Resources Division of the Administrative Services Department provides the day-to-day administration of the City's personnel program including: recruitment and selection of the City's employees, classification and compensation plan administration, personnel documents, policies and procedures administration, labor relations, negotiations and grievance resolution, Workers' Compensation, retirement, group insurance and other benefit administration, centralized City switchboard and reception, employee safety, health and wellness, training, affirmative action, payroll master files and table maintenance, payroll change input and related reports, and Americans with Disabilities Act (ADA) coordination.

GOALS AND OBJECTIVES

- Conduct two sessions of harassment and discrimination prevention training by January 2008. This goal has been completed and on-going sessions will continue to be conducted as needed or required.
- Continue to update the City Classification Plan and complete Phase II of updating the existing job descriptions by December 2008.
- Negotiate new contracts with the City's three bargaining units by June 2009.
- Implement a new online application and applicant tracking system.
- Monitor and update the group insurance policies and workers' compensation program that includes employee safety on an ongoing basis.

MAJOR CHANGES

- Office Specialist I-II-Confidential has been reduced to .5 FTE from FY2007-08 to FY2008-09 in the Human Resources budget unit; however, .5 FTE has been added to the Risk Management Administration unit, equating to 1 FTE between the two units.
- The consolidation of Non-Departmental expenses into Human Resources budget unit.
- In FY2007-08 citywide training and materials are included in this budget.

HUMAN RESOURCES
BUDGET UNIT SUMMARY

FUND 001: GENERAL FUND

ORG: 0010120

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES TO OTHER FUNDS				257,278	191,050
GENERAL FUND				589,068	820,179
TOTAL				\$846,346	\$1,011,229
<i>POSITION SUMMARY</i>					
HUMAN RESOURCES ANALYST	0.00	1.00	1.00	1.00	1.00
HUMAN RESOURCES MANAGER	0.00	0.00	0.00	1.00	1.00
HUMAN RESOURCES TECH I	1.00	1.00	1.00	0.00	0.00
HUMAN RESOURCES TECH II	0.00	0.00	0.00	1.00	1.00
OFFICE SPECIALIST I-II -CONF	1.00	0.38	0.38	0.75	0.50
PRINCIPAL HR ANALYST	1.00	1.00	1.00	0.00	0.00
SR OFFICE SPECIALIST-CONF	0.00	1.00	1.00	1.00	1.00
SR OFFICE SPECIALIST-CONF	0.00	0.00	1.00	1.00	1.00
TOTAL	3.00	4.38	5.38	5.75	5.50

HUMAN RESOURCES
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010120

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	183,545	248,700	293,242	312,705	347,464
SALARIES-TEMPORARY	5,155	0	10	12,000	12,000
SALARIES-OVERTIME	319	1,125	4,959	1,300	1,300
SALARIES-LEAVE PAYOUT	3,800	2,756	3,443	5,258	5,768
SALARIES-OTHER	0	0	0	15,580	29,250
RETIREMENT	30,749	43,031	42,760	52,479	55,874
GROUP INSURANCE	39,812	51,344	65,991	52,534	78,332
DISABILITY INSURANCE	2,279	2,711	2,859	2,115	3,366
WORKERS' COMP INSURANCE	3,484	4,633	5,329	18,478	1,807
OTHER BENEFITS	4,691	4,881	5,785	8,555	9,089
	\$273,835	\$359,181	\$424,379	\$481,004	\$544,250
PROFESSIONAL SERVICES					
SPECIAL STUDIES	25,622	13,854	66,874	81,400	178,478
	\$25,622	\$13,854	\$66,874	\$81,400	\$178,478
OPERATING EXPENSES					
OFFICE SUPPLIES	5,018	5,062	7,517	6,962	7,701
TRAINING/MILEAGE/CONFERENCES	640	1,082	759	112,927	115,186
TRAIN MATERIALS & PUBLICATIONS	0	0	0	1,000	1,000
AUTO ALLOWANCE	0	0	1,206	3,300	3,300
SPECIAL DEPARTMENT EXPENSE	21,299	8,575	11,831	54,700	55,814
PROFESSIONAL MEMBERSHIPS	0	0	0	1,310	1,336
ADVERTISING	8,730	9,879	14,219	13,659	13,932
	\$35,687	\$24,597	\$35,531	\$193,858	\$198,269
UTILITIES					
	\$0	\$0	\$0	\$0	\$0
ALLOCATED COSTS					
ALLOCATED COSTS	62,074	70,990	73,615	90,084	90,232
	\$62,074	\$70,990	\$73,615	\$90,084	\$90,232
CAPITAL OUTLAY					
CAPITAL OUTLAY	10,372	0	0	0	0
	\$10,372	\$0	\$0	\$0	\$0
TOTAL - HUMAN RESOURCES	\$407,590	\$468,622	\$600,399	\$846,346	\$1,011,229



CITY CLERK

PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010125
Contact: City Clerk, Marci Kilian • *Phone:* 760-726-1340, ext. 1062 • *E-Mail:* mkilian@cityofvista.com

PROGRAM STATEMENT

The City Clerk is governed by provisions of State, Election, and Municipal Codes, and serves to preserve and protect the legislative history of the City. The City Clerk's Department serves the public, elected officials and the City organization by accurately processing staff reports and preparing agendas, recording and preparing Minutes for the governing bodies, managing follow-up in accordance with governing body actions, and archiving municipal records for ready retrieval; administers citywide records management, inactive records storage, and record retention and destruction programs. The City Clerk's Department also coordinates City Council advisory commission, board and committee membership, and legal publications, processes and tracks public record requests, maintains policies, and performs in-house codification of the Municipal Code. The City Clerk is the Municipal Election Official and oversees city elections, including timely Candidate Disclosure Statement and Statement of Economic Interest filings as required by law.

GOALS AND OBJECTIVES

- Research, compare, and implement document management and imaging software to enhance citywide efficiency by December 2008.
- Enhance public access via City website, scan and provide current agendas and approved minutes on City website for all City agencies and commissions and committees on an ongoing basis.
- Reformat Municipal and Development Code for consistency in appearance by July 2008. Continue in-house codification of Municipal and Development Code.
- Conduct General Municipal Election for two City Council members and any measures, ensuring that all legal requirements are met by November 2008.
- Implement record scanning assistance to departments on alternating basis following department head evaluation of pertinent documents by September 2007.
- Develop plan to provide document imaging to departments on an alternating basis to prepare, image and index records currently stored on-site to work toward the elimination of file cabinet storage prior to anticipated City Hall move in 2010.
- Coordinate the City's response to Public Information Requests.

MAJOR CHANGES

- Increase in Professional Services due to an increase in outside archival storage facility services.
- Decrease in FY2007-08 in Special Department expenses due to the absence of a special election.

CITY CLERK
BUDGET UNIT SUMMARY

FUND 001: GENERAL FUND

ORG: 0010125

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES TO OTHER FUNDS				163,751	179,590
DEPARTMENT REVENUES				740	5,850
GENERAL FUND				337,596	379,613
TOTAL				\$502,087	\$565,053
<i>POSITION SUMMARY</i>					
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00	1.00
ASSISTANT CITY CLERK	1.00	1.00	1.00	0.50	0.50
CITY CLERK	0.50	1.00	1.00	1.00	1.00
OFFICE SPECIALIST I-II	0.00	0.00	0.00	0.00	1.00
RECORDS TECHNICIAN	1.00	1.00	2.00	2.00	1.00
TOTAL	3.50	4.00	5.00	4.50	4.50

CITY CLERK
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010125

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	178,311	192,791	234,898	270,405	286,412
SALARIES-TEMPORARY	6,947	8,277	8,779	10,773	10,773
SALARIES-OVERTIME	0	409	0	0	0
SALARIES-LEAVE PAYOUT	13,453	0	6,144	0	0
RETIREMENT	29,397	33,574	34,563	45,376	44,571
GROUP INSURANCE	34,363	36,322	51,357	43,982	64,090
DISABILITY INSURANCE	2,705	2,166	2,382	1,839	2,840
WORKERS' COMP INSURANCE	3,293	3,626	4,391	15,268	1,489
OTHER BENEFITS	5,689	4,911	5,757	7,848	7,593
	\$274,158	\$282,076	\$348,272	\$395,491	\$417,768
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING SRV	0	186	1,034	0	5,000
SERVICE CONTRACT	0	0	0	9,679	13,852
	\$0	\$186	\$1,034	\$9,679	\$18,852
OPERATING EXPENSES					
OFFICE SUPPLIES	3,156	3,943	4,076	4,404	4,605
OPERATING SUPPLIES	0	0	0	496	509
TRAINING/MILEAGE/CONFERENCES	1,846	4,015	4,797	6,945	6,219
TRAIN MATERIALS & PUBLICATIONS	0	0	0	0	150
AUTO ALLOWANCE	1,128	4,800	4,800	4,800	4,800
SPECIAL DEPARTMENT EXPENSE	19,328	10,962	362,140	150	30,000
STATE & LOCAL ASSOCIATIONS	0	0	0	490	0
PROFESSIONAL MEMBERSHIPS	0	0	0	360	883
BLDG/LAND/EQUIP MAINT SERVICES	0	212	0	0	0
ADVERTISING	7,674	6,992	8,172	8,139	8,301
	\$33,131	\$30,925	\$383,985	\$25,784	\$55,467
UTILITIES					
UTILITIES	0	102	480	480	480
	\$0	\$102	\$480	\$480	\$480
ALLOCATED COSTS					
ALLOCATED COSTS	65,448	69,063	67,782	70,653	72,486
	\$65,448	\$69,063	\$67,782	\$70,653	\$72,486
CAPITAL OUTLAY					
	\$0	\$0	\$0	\$0	\$0
TOTAL - CITY CLERK	\$372,736	\$382,351	\$801,552	\$502,087	\$565,053



FINANCE

PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010130
Contact: Finance Director, Tom Gardner • *Phone:* 760-726-1340, ext. 1021 • *E-Mail:* tgardner@cityofvista.com

PROGRAM STATEMENT

The Finance department provides financial leadership, supervision, and policy direction to ensure the City's fiscal integrity and accountability. This includes establishing City-wide accounting and financial reporting policy, the collection and disbursement of all funds, compiling budget revenue and expense estimates, preparing and implementing annual operating and capital improvement program budgets, and preparing financial planning and reporting documents for the City Manager and City Council. The department provides cashing services for all city departments and the public, and is responsible for the administration of the business license function and related permit ordinances, as well as oversight of the ambulance and sewer billing processes. The Finance Department is also responsible for treasury, investment, cash management, and debt administration of the City.

GOALS AND OBJECTIVES

- Implemented Prop. L financial plan and issued bonds December 2007. Continue to monitor funds held by the trustee and work with Community Projects staff to manage cash-flow.
- Continuing to evaluate Munis system capabilities and performance. Additional evaluation will occur following 2008-09 budget preparation.
- Prepare the Comprehensive Annual Financial Report at the close of each fiscal year. Submit for financial reporting award by December of each year.
- Prepare a 6-year fiscal forecast by December 2008.
- Assist the Engineering Department in preparing an updated sewer capacity rate by December 2008.
- Implementation of on-line business license application and renewal process was initiated in June 2008. Follow-up will include evaluation and enhancement to ensure greater participation in renewal in 2008-09.
- Produce all accounting, payroll, and related documents in electronic format by June 2009.

MAJOR CHANGES

- In FY2007-08 the Revenue Billing Manager position was converted to a Financial Analyst. Previous concentration of effort on sewer billings is now completed and new assignments will concentrate on budget and financial planning.
- The Professional Services category of spending has been reduced due to the payments for the Munis financial software have been largely completed.
- Due to changes in funding, portions of an Accounting Technician and the Financial Analyst positions are now assigned to Finance.
- In FY2008-09 activities relating to delinquent trash were moved from the Recycling and Beautification budget unit into Finance. This increased Special Department Expense by \$60,000.
- The Finance Department has assumed the city-wide credit card expense of approximately \$16,000. The City will recover the expense in future overhead rates to departments.

FINANCE
BUDGET UNIT SUMMARY

FUND 001: GENERAL FUND

ORG: 0010130

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
FINANCING SOURCES					
CHARGES TO OTHER FUNDS				398,821	508,188
DEPARTMENT REVENUES				1,147,200	1,091,480
GENERAL FUND				0	88,935
TOTAL				\$1,546,021	\$1,688,603
POSITION SUMMARY					
ACCOUNT CLERK	3.00	3.00	3.00	3.00	3.00
ACCOUNTANT	2.00	2.00	2.00	2.00	2.00
ACCOUNTANT (UNFILLED)	1.00	1.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN	2.00	2.50	2.50	2.50	3.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00	1.00
DIRECTOR OF FINANCE	1.00	1.00	1.00	1.00	1.00
FINANCE MANAGER	1.00	1.00	1.00	1.00	1.00
FINANCIAL ANALYST	0.00	0.00	0.00	0.00	0.50
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	1.00
REVENUE BILLING MANAGER	0.00	0.50	0.50	0.50	0.50
SR MANAGEMENT ANALYST	0.50	0.00	0.00	0.00	0.00
TOTAL	12.50	13.00	13.00	13.00	14.00

FINANCE
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010130

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	703,768	732,559	670,469	858,977	892,993
SALARIES-TEMPORARY	3,581	11,824	21,658	0	15,000
SALARIES-OVERTIME	0	0	17,345	0	0
SALARIES-LEAVE PAYOUT	4,671	5,555	20,253	8,412	7,822
RETIREMENT	115,721	126,895	98,073	144,073	141,426
GROUP INSURANCE	129,131	129,323	136,512	122,172	185,148
DISABILITY INSURANCE	9,086	8,869	7,363	5,966	9,282
WORKERS' COMP INSURANCE	13,056	13,734	13,848	46,642	4,644
OTHER BENEFITS	18,252	16,037	13,996	22,066	22,145
	\$997,266	\$1,044,798	\$999,514	\$1,208,308	\$1,278,460
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING SRV	101,975	246,455	231,728	70,800	71,300
	\$101,975	\$246,455	\$231,728	\$70,800	\$71,300
OPERATING EXPENSES					
OFFICE SUPPLIES	27,611	34,160	35,287	32,695	35,695
TRAINING/MILEAGE/CONFERENCES	7,819	10,542	6,255	6,189	7,410
TRAIN MATERIALS & PUBLICATIONS	0	0	82	0	0
AUTO ALLOWANCE	5,559	4,800	3,464	8,100	4,800
SPECIAL DEPARTMENT EXPENSE	11,012	16,540	12,109	14,590	91,175
	\$52,001	\$66,042	\$57,197	\$61,574	\$139,080
UTILITIES					
UTILITIES	468	480	425	960	960
	\$468	\$480	\$425	\$960	\$960
ALLOCATED COSTS					
ALLOCATED COSTS	152,859	161,310	167,578	204,379	198,803
	\$152,859	\$161,310	\$167,578	\$204,379	\$198,803
CAPITAL OUTLAY					
CAPITAL OUTLAY	585	8,383	308	0	0
	\$585	\$8,383	\$308	\$0	\$0
TOTAL - FINANCE	\$1,305,154	\$1,527,468	\$1,456,750	\$1,546,021	\$1,688,603



CITY ATTORNEY PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010140
Contact: City Attorney, Darold Pieper • *Phone:* 760-726-1340, ext. 1441 • *E-Mail:* dpieper@cityofvista.com

PROGRAM STATEMENT

The City Attorney is appointed by the City Council and serves as the general counsel and legal advisor to the City government and each of its agencies. The City Attorney's office provides legal advice and counsel to the City Council and other City officials with respect to the rights, duties and obligations of the City government and prosecutes violations of the Municipal Code. The City Attorney's office also drafts or reviews and approves the form of ordinances, resolutions and other documents evidencing official actions of the City of Vista. When authorized by the City Council, the City Attorney may also represent the City or its agencies in litigation or other judicial proceedings. The City Attorney also administers or directs the provision of legal services provided to the City or its agencies under contract, when authorized by the City Council.

GOALS AND OBJECTIVES

- Provide timely, accurate and meaningful advice to City officials concerning rights, duties and obligations.
- Advise the City regarding new or changing State and Federal legislation and their impacts on City regulations and operations.
- Advise the Risk Manager on potential liability for all claims presented against the City.
- Prepare or review and approve the form of all ordinances, resolutions and other official documents.
- When authorized by City Council, represent the City in any legal action.
- Administer the provision of legal services to the City by outside legal counsel.
- Administer the processing of all subpoenas related to red-light cameras and other City operations.
- Represent the City in connection with the construction of its high priority construction projects through completion in 2010.
- Maintain professional skills and meet mandatory continuing legal education requirements by attending training and conferences focused on the needs of local government attorneys on an ongoing basis.
- Develop ordinances and policies applicable to chartered city status.

MAJOR CHANGES

- There are no significant changes to this budget unit.

**CITY ATTORNEY
BUDGET UNIT SUMMARY**

FUND 001: GENERAL FUND

ORG: 0010140

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES TO OTHER FUNDS				313,366	281,471
GENERAL FUND				650,709	731,652
TOTAL				\$964,075	\$1,013,123
<i>POSITION SUMMARY</i>					
ASSISTANT CITY ATTORNEY	2.00	2.00	2.00	2.00	2.00
CITY ATTORNEY	1.00	1.00	1.00	1.00	1.00
OFFICE SPEC II-CONF (VACANT)	1.00	1.00	1.00	1.00	1.00
PARALEGAL	1.00	1.00	1.00	1.00	1.00
SR OFFICE SPECIALIST-CONF	1.00	1.00	1.00	1.00	1.00
TOTAL	6.00	6.00	6.00	6.00	6.00

CITY ATTORNEY
BUDGET UNIT EXPENSE SUMMARY

FUND 001: GENERAL FUND

ORG: 0010140

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	528,411	538,865	527,689	580,633	626,206
SALARIES-LEAVE PAYOUT	23,417	0	0	0	0
RETIREMENT	86,722	97,725	91,006	97,576	103,457
GROUP INSURANCE	63,519	63,180	64,414	58,643	85,453
DISABILITY INSURANCE	4,906	4,825	4,003	3,812	5,002
WORKERS' COMP INSURANCE	8,963	9,274	9,115	31,528	3,256
OTHER BENEFITS	14,043	13,069	14,422	15,241	16,362
	\$729,982	\$726,938	\$710,648	\$787,433	\$839,736
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING SRV	2,533	6,612	7,587	33,155	33,216
TRANSFERED LEGAL COSTS	4,046	15,806	3,551	0	0
	\$6,579	\$22,418	\$11,138	\$33,155	\$33,216
OPERATING EXPENSES					
OFFICE SUPPLIES	5,258	7,913	9,144	7,405	6,781
OPERATING SUPPLIES	0	0	0	0	624
TRAINING/MILEAGE/CONFERENCES	5,676	6,961	10,446	14,450	16,185
TRAIN MATERIALS & PUBLICATIONS	0	0	0	26,727	27,089
AUTO ALLOWANCE	3,692	4,731	6,000	6,000	6,000
SPECIAL DEPARTMENT EXPENSE	20,434	21,987	25,362	0	0
STATE & LOCAL ASSOCIATIONS	0	0	0	0	80
PROFESSIONAL MEMBERSHIPS	0	0	0	3,626	3,720
	\$35,061	\$41,591	\$50,952	\$58,208	\$60,479
UTILITIES					
UTILITIES	517	473	600	600	1,080
	\$517	\$473	\$600	\$600	\$1,080
ALLOCATED COSTS					
ALLOCATED COSTS	60,464	73,597	76,471	84,679	78,612
	\$60,464	\$73,597	\$76,471	\$84,679	\$78,612
CAPITAL OUTLAY					
CAPITAL OUTLAY	906	0	11,897	0	0
	\$906	\$0	\$11,897	\$0	\$0
TOTAL - CITY ATTORNEY	\$833,508	\$865,017	\$861,706	\$964,075	\$1,013,123



NON-DEPARTMENTAL PROGRAM STATEMENT

Fund Type: General • *Category:* General Government • *Fund:* 001 General Fund • *Org:* 0010145
Contact: Assistant to the City Manager, Aly Zimmermann • *Phone:* 760-639-6131 • *E-Mail:* alyz@cityofvista.com

PROGRAM STATEMENT

This budget unit funds a variety of city-wide activities, including the city's contributions to the Chamber of Commerce, the North County Convention and Visitor's Bureau, the Communications Office and contingency funds for the general fund and litigations. Effective July 1, 2007, the Human Resources activities previously listed in this budget unit such as training, the higher education program, and tuition reimbursement have been moved to the Human Resources Non-Departmental budget unit.

GOALS AND OBJECTIVES

- Inform audiences on city-related programs, projects and services on an ongoing basis.
- Produce a city newsletter three times a year.
- Develop a comprehensive identity program for the city by December 2008.
- Produce city magazine-style television show in October 2008 and May 2009.
- Provide photograph, digital imaging and video production services on an ongoing basis.
- Coordinate the city's response to media requests.

MAJOR CHANGES

- Contingencies for litigation previously located in Risk Management are now located in this budget.
- One Management Analyst position was moved from Non-Departmental to the City Manager budget unit in FY2008-09.
- Estimated General Fund salary savings are budgeted for in this unit in the amount of \$758,597. These are estimated savings to be realized over the course of the fiscal year, however, the specific amounts for individual positions and budget units are unknown at this time.

**NON-DEPARTMENTAL
BUDGET UNIT SUMMARY**

FUND 001: GENERAL FUND

ORG: 0010145

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES TO OTHER FUNDS				51,050	51,050
GENERAL FUND				627,283	121,897
TOTAL				\$678,333	\$172,947
<i>POSITION SUMMARY</i>					
COMMUNICATIONS OFFICER	0.00	0.00	0.00	1.00	1.00
MANAGEMENT ANALYST	1.00	1.00	1.00	2.00	1.00
SR MANAGEMENT ANALYST	0.50	1.00	1.00	0.00	0.00
TOTAL	1.50	2.00	2.00	3.00	2.00

**NON-DEPARTMENTAL
BUDGET UNIT EXPENSE SUMMARY**

FUND 001: GENERAL FUND

ORG: 0010145

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	90,893	150,428	306,974	146,004	157,184
SALARIES-TEMPORARY	8,180	572	1,998	0	0
SALARIES-OVERTIME	14,202	18,050	13,845	0	0
SALARIES-LEAVE PAYOUT	0	0	1,776	0	0
RETIREMENT	15,224	25,873	45,239	24,484	25,980
GROUP INSURANCE	15,624	23,130	54,834	19,548	28,484
DISABILITY INSURANCE	661	963	2,111	934	1,006
WORKERS' COMP INSURANCE	2,287	2,779	5,626	7,928	817
OTHER BENEFITS	2,505	3,015	6,028	3,603	3,891
	\$149,576	\$224,810	\$438,432	\$202,501	\$217,362
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING CONTRACTS	247,433	18,199	106,104	202,000	257,500
	\$247,433	\$18,199	\$106,104	\$202,000	\$257,500
OPERATING EXPENSES					
OFFICE SUPPLIES	28	701	1,671	1,000	1,000
TRAINING/MILEAGE/CONFERENCES	91,814	49,133	69,540	6,903	4,750
AUTO ALLOWANCE	0	0	2,017	3,600	3,360
SPECIAL DEPARTMENT EXPENSE	98,494	61,315	44,680	4,000	13,000
STATE & LOCAL ASSOCIATIONS	0	0	0	54,000	27,000
PROFESSIONAL MEMBERSHIPS	0	0	0	1,030	745
TECHNOLOGY PURCH & SERVICES	0	0	0	1,000	1,000
BLDG/LAND/EQUIP MAINT SERVICES	27,918	0	23,015	0	0
CONTINGENCIES	150	13,483	703	150,000	350,000
	\$218,404	\$124,632	\$141,626	\$221,533	\$400,855
UTILITIES					
UTILITIES	0	0	1,209	480	480
	\$0	\$0	\$1,209	\$480	\$480
ALLOCATED COSTS					
ALLOCATED COSTS	7,861	32,098	39,313	51,819	(703,250)
	\$7,861	\$32,098	\$39,313	\$51,819	(\$703,250)
CAPITAL OUTLAY					
CAPITAL OUTLAY	3,305	304,385	96,376	0	0
	\$3,305	\$304,385	\$96,376	\$0	\$0
DEBT SERVICE					
ERAF (ED REVENUE AUGMENT FUND)	903,230	903,230	0	0	0
	\$903,230	\$903,230	\$0	\$0	\$0
TOTAL - NON-DEPARTMENTAL	\$1,529,809	\$1,607,353	\$823,060	\$678,333	\$172,947

