



February 9, 2010

TO: Honorable Mayor and Town Council
FROM: Roger Carroll, Treasurer/Finance Officer
DATE: February 3, 2010
RE: Mid-Year Budget Review

RECOMMENDED ACTION:

Receive and file.

ISSUE STATEMENT AND DISCUSSION:

Since the budget is prepared in May and adopted in June, a number of the line items are based on estimates, rather than published data. Each January the Finance Director reviews that actual income and expenditures and projects the expected year end balances. These are compared to the budget to see how realistic or on track the budget is.

Staff has no recommendations to change the existing budget. Rather, understand the variances, and plan for alternate allocations in future years.

The attached budget shows that based on year to date information, the Town should come in under budget at year end. This is not because of excess revenues; in fact, the projection is that revenues will come in over \$50,000 short. The major variances are:

Property Tax in Lieu of Sales tax (revenue): This is will be short by approximately \$120,000. The original estimate of \$280,000 was reduced by the Board of Equalization, twice, to \$200,000, which was subsequently reduced by another \$43,000 by the County as a "True Up" correction from prior year payments.

Other **property taxes**, in general, are holding their own.

Licenses and Permits (revenue): These are slightly better than expected, as three new home permits have been submitted. As that was all that was projected for the year, any additional new home permits will be "gravy."

Development fees (revenue) on the other hand, are all down from the minimal projections we made. This is consistent with a construction based recession. The beginning of the recovery will be building out existing projects, followed by new development projects two to five years later.

Motor Vehicle in Lieu fees and Property taxes in Lieu of Motor Vehicle in Lieu fees (revenue) are going to be short by about \$25,000 from the projection.

Expenditures for all departments are near or below budget, mostly because the budget includes a 5% pad to payroll for cost of living adjustments which were not granted by the Council. The Planning department is showing additional savings due to an employee resignation where the position is not being re-staffed.

Attachment

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
SUMMARY

DESCRIPTION	ADOPTED BUDGET		BUDGET VS. PROJECTED	
	2009-10	As of 1/25/2010	PROJECTED 2009-10	PROJECTED
REVENUES BY MAJOR CATEGORY				
Property and Sales Taxes	1,810,435	876,598	1,693,255	(117,180)
Franchise Fees	220,000	64,366	221,172	1,172
Licenses and Permits	128,000	83,366	114,604	(13,396)
Revenue from Other Agencies	411,278	260,048	387,366	(23,912)
Investment Earnings	200,000	119,716	209,504	9,504
Miscellaneous	810,097	434,961	897,713	87,616
TOTAL REVENUES	3,579,810	1,839,055	3,523,614	(56,196)
EXPENDITURES BY DEPARTMENT				
General Government	871,175	503,403	853,989	17,186
Planning	431,500	222,511	395,219	36,281
Safety Services	1,376,707	680,204	1,341,201	35,506
Public Works	545,450	323,552	550,214	(4,764)
Non-Departmental	354,978	354,978	354,978	-
TOTAL EXPENDITURES	3,579,810	2,084,647	3,495,602	84,208
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	(245,592)	28,012	28,012
BEGINNING FUND BALANCE	5,189,100		5,189,100	
Reserves Used	682,165		682,165	
ENDING FUND BALANCE	4,506,935		4,506,935	

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
REVENUE DETAIL

DESCRIPTION	ADOPTED BUDGET	As of	PROJECTED	BUDGET VS.
	2009-10	1/25/2010	2009-10	PROJECTED
PROPERTY AND SALES TAXES				
30010 Property Taxes - Secured	825,000	460,577	837,413	12,413
30020 Property Taxes - Unsecured	20,000	19,884	20,878	878
30025 Property Taxes - Supplemental	25,000	5,812	11,625	(13,375)
30035 Property Tax in lieu of Sales Taxes	280,435	57,603	157,896	(122,539)
30030 Sales and Use Taxes	605,000	306,389	612,777	7,777
30040 Real Property Transfer Tax	10,000	6,580	13,160	3,160
30050 Transient Occupancy Tax	45,000	19,753	39,507	(5,493)
TOTAL TAXES	1,810,435	876,598	1,693,255	(117,180)
FRANCHISES				
32010 PG&E Electric	64,000	-	64,000	-
32020 PG&E Gas	16,000	-	16,000	-
32030 Cable Television	20,000	6,220	24,880	4,880
32040 Refuse Disposal	120,000	58,146	116,292	(3,708)
TOTAL FRANCHISES	220,000	64,366	221,172	1,172
LICENSES AND PERMITS				
33010 Business Licenses	16,000	7,133	14,266	(1,734)
33012 Business License Application fee	6,000	4,836	6,045	45
33020 Grading Permits	-	1,344	1,680	1,680
33030 Encroachment Permits	7,500	1,368	1,710	(5,790)
33040 Building Permits	24,000	32,590	40,738	16,738
33050 Plan Checks	10,000	8,975	11,219	1,219
33060 Electrical	3,500	2,836	3,545	45
33070 Plumbing	3,000	2,456	3,070	70
33080 Mechanical	2,000	2,677	3,346	1,346
33090 Energy	2,000	1,606	2,008	8
33090 Tree Permits	-	-	-	-
33110 Gen. Plan Amdenments/Rezoning	2,500	-	-	(2,500)
33130 Conditional Use Permits	5,000	-	-	(5,000)
33140 Design Reviews	12,000	10,816	13,520	1,520
33160 Variance Fees	1,000	-	-	-
33170 Minor Boundary Adjustments	20,000	2,002	4,004	(15,996)
33180 Certificate of Compliance	3,000	-	-	(3,000)
33200 Sign Permits	500	178	356	(144)
33220 Subdivisions	-	-	-	-
33230 Transportation Permits	5,000	2,244	4,488	(512)
33990 Misc. Planning Fees	5,000	2,305	4,610	(390)
TOTAL LICENSES AND PERMITS	128,000	83,366	114,604	(12,396)
REVENUE FROM OTHER AGENCIES				
36010 Motor Vehicle In-Lieu	16,000	4,468	4,468	(11,532)
36030 Off Highway Vehicle License	200	-	-	(200)
36060 Homeowner Property Tax Relief	8,000	1,262	8,415	415
36035 Property tax in Lieu of Vehicle License Fees	521,231	254,318	508,636	(12,595)
39999 State revenue take-a-way	(134,153)	-	(134,153)	-

TOTAL REVENUE FROM OTHER AGENCIES	411,278	260,048	387,366	(23,912)
INVESTMENT EARNINGS				
37010 Portfolio income	200,000	119,716	209,504	9,504
OTHER SOURCES OF FUNDS				
35010 Traffic fines	25,000	8,156	16,311	(8,689)
39020 Rents	40,200	22,498	44,997	4,797
39090 Miscellaneous	62,732	77,120	154,240	91,508
Prior year excess reserves	682,165	327,187	682,165	-
TOTAL OTHER SOURCES OF FUNDS	810,097	434,961	897,713	87,616
TOTAL GENERAL FUND REVENUE	3,579,810	1,839,055	3,523,614	(55,196)

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
EXPENDITURE SUMMARIES

DESCRIPTION	ADOPTED BUDGET 2009-10	As of 1/25/2010	PROJECTED 2009-10	BUDGET VS. PROJECTED
EXPENDITURES BY FUNCTION				
Personnel	1,245,450	686,032	1,184,943	60,507
Supplies	50,750	27,772	53,048	(2,298)
Communications	12,150	5,017	10,034	2,116
Contracted Services	1,733,857	873,709	1,698,481	35,376
Resource Development	34,500	16,794	33,421	1,079
Occupancy	53,500	45,907	65,517	(12,017)
Capital Outlay	358,478	358,498	361,146	(2,668)
Miscellaneous	91,125	70,918	89,012	2,113
TOTAL	3,579,810	2,084,647	3,495,602	84,208
EXPENDITURES BY DEPARTMENT				
Town Council	162,050	81,805	157,771	4,279
Town Clerk	74,300	35,118	69,286	5,014
Finance/Treasury	192,725	115,244	182,972	9,753
Administration	442,100	271,236	443,960	(1,860)
Planning	431,500	222,511	395,219	36,281
Safety Services	1,376,707	680,204	1,341,201	35,506
Public Works	545,450	323,552	550,214	(4,764)
Non Departmental	354,978	354,978	354,978	-
TOTAL	3,579,810	2,084,647	3,495,602	84,208

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
 DEPARTMENT 0100
 TOWN COUNCIL

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET	1/25/2010	2009-10	VS.
	2009-10			PROJECTED
PERSONNEL				
40110 Salaries	23,000	13,253	22,972	28
40310 Medicare	750	521	903	(153)
SUPPLIES AND EQUIPMENT				
50110 Office Expenses	4,500	3,163	3,829	671
50150 Legal Noticing	1,000	551	1,101	(101)
50210 Copy Machine	2,000	2,723	5,446	(3,446)
COMMUNICATIONS				
CONTRACTED SERVICES				
51210 Recreation Program	-	-	-	-
51210 Council Projects	2,500	2,850	5,700	(3,200)
51210 Attorney - Special Projects	100,000	46,015	92,030	7,970
RESOURCE DEVELOPMENT				
60110 Memberships and Dues	4,000	50	4,000	-
60120 Travel and Meetings	7,500	2,853	5,306	2,194
OCCUPANCY				
61110 Rents and Leases	-	-	-	-
CAPITAL OUTLAY				
70110 Council room chairs	-	-	-	-
70110 Light Pole Banners	-	-	-	-
Town art program/Sr. Projects	-	-	-	-
MISCELLANEOUS				
80010 Town sponsored events at Loomis Station	4,500	784	3,784	716
80110 Insurance and Bonds	200	-	200	-
80130 Donations and Awards	12,100	9,242	12,500	(400)
TOTALS	162,050	81,805	157,771	4,279



**TOWN OF LOOMIS
PROPOSED BUDGET
FOR THE YEAR ENDING JUNE 30, 2010**

**GENERAL FUND
DEPARTMENT 0200
TOWN CLERK**

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET	1/25/2010	2009-10	VS.
	2009-10		2009-10	PROJECTED
PERSONNEL				
40110 Salaries	40,000	20,696	38,089	1,911
40210 Group Insurance	12,000	5,387	10,718	1,282
40220 Retirement	7,000	-	5,749	1,251
40230 Worker's Compensation	2,000	784	2,080	(80)
40310 Medicare	1,000	289	537	463
40320 Unemployment and Training Tax	1,000	-	208	792
SUPPLIES AND EQUIPMENT				
50110 Office Expenses	1,200	50	100	1,100
50160 Books and Publications	200	78	156	44
RESOURCE DEVELOPMENT				
60110 Memberships and Dues	200	80	160	40
60120 Travel and Meetings	2,500	1,913	2,500	-
OCCUPANCY				
61110 Rents and Leases	5,000	4,041	5,388	(388)
61120 Utilities	1,000	269	538	462
61140 Building Maintenance	200	135	270	(70)
CAPITAL OUTLAY				
70110 Office Equipment/Software	-	-	-	-
MISCELLANEOUS				
80110 Elections	-	-	-	-
80130 Codification	1,000	1,396	2,793	(1,793)
TOTALS	74,300	35,118	69,286	5,014

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
 DEPARTMENT 0300
 FINANCE/TREASURER

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET 2009-10	1/25/2010	2009-10	VS. PROJECTED
PERSONNEL				
40110 Salaries and wages	112,000	62,029	107,517	4,483
40210 Group Insurance	21,000	10,114	17,531	3,469
40220 Retirement	18,000	8,580	14,871	3,129
40230 Worker's Compensation	4,000	2,609	4,523	(523)
40310 Medicare	2,000	820	1,422	578
40320 Unemployment and Training Tax	1,000	183	318	682
SUPPLIES AND EQUIPMENT				
50110 Office Expenses	1,500	183	367	1,133
50210 Copy Machine	-	454	908	(908)
COMMUNICATIONS				
CONTRACTED SERVICES				
51210 Custodial services	4,000	2,216	3,799	201
51210 Computer Services	4,400	3,624	3,624	776
51210 Auditors	15,000	15,150	15,150	(150)
RESOURCE DEVELOPMENT				
60110 Memberships and Dues	800	280	835	(35)
60120 Travel and Meetings	1,000	1,000	1,000	-
60120 Travel and Meetings - Risk Management	2,000	2,016	2,016	(16)
OCCUPANCY				
61110 Rents and Leases	4,200	5,145	6,860	(2,660)
61120 Utilities	1,000	343	685	315
61140 Building Maintenance	500	172	344	156
CAPITAL OUTLAY				
70110 Office Equipment/Software	-	-	878	(878)
MISCELLANEOUS				
80110 Insurance/Bonds	325	325	325	-
TOTALS	192,725	115,244	182,972	9,753

**TOWN OF LOOMIS
PROPOSED BUDGET
FOR THE YEAR ENDING JUNE 30, 2010**

GENERAL FUND
DEPARTMENT 0700
PLANNING

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET 2009-10	1/25/2010	2009-10	VS. PROJECTED
PERSONNEL				
40110 Salaries and wages	235,000	128,921	223,462	11,538
40210 Group Insurance	45,000	22,203	38,485	6,515
40220 Retirement	37,000	17,592	30,493	6,507
40230 Worker's Compensation	8,000	5,064	8,778	(778)
40310 Medicare	4,000	1,908	3,307	693
40320 Unemployment and Training Tax	1,000	-	-	1,000
SUPPLIES AND EQUIPMENT				
50110 Office Expenses	4,500	3,068	6,137	(1,637)
50150 Legal Publication	10,000	2,521	5,041	4,959
50160 Books and Publications	200	309	618	(418)
50210 Equipment Maintenance	1,000	2,723	5,446	(4,446)
COMMUNICATIONS				
50310 Postage	1,500	420	841	659
50320 Telephone	-	-	-	-
CONTRACTED SERVICES				
51210 Consulting	65,000	26,929	53,858	11,142
51210 Code Enforcment & mediation	-	-	-	-
RESOURCE DEVELOPMENT				
60110 Memberships and Dues	500	350	700	(200)
60120 Travel and Meetings	6,000	588	1,175	4,825
OCCUPANCY				
61110 Rents and Leases	7,000	7,721	10,294	(3,294)
61120 Utilities	1,400	514	1,028	372
61140 Building Maintenance	400	258	516	(116)
CAPITAL OUTLAY				
70010 Computer Services	1,000	1,270	2,540	(1,540)
PARKS, RECREATION AND OPEN SPACE COMMITTEE				
51210 Stipends	3,000	125	2,250	750
50110 Supplies	-	28	250	(250)
51210 Contractors				
MISCELLANEOUS				
80010 General Plan Update	-	-	-	-

TOTALS

431,500	222,511	395,219	36,281
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TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
 DEPARTMENT 1500
 SAFETY SERVICES

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET 2009-10	1/25/2010	2009-10	VS. PROJECTED
PERSONNEL				
SUPPLIES AND EQUIPMENT				
50210 Equipment Maintenance	100			100
COMMUNICATIONS				
50320 Telephone	650	530	1,060	(410)
CONTRACTED SERVICES				
51210 Police - basic service	1,201,104	600,552	1,201,104	-
Traffic control in excess of COPS grant	79,553	50,000	100,000	(20,447)
51210 Fire	10,000	-	-	10,000
51210 Animal Control	84,000	25,931	34,574	49,426
51210 Civil Defense	800	800	1,600	(800)
RESOURCE DEVELOPMENT				
OCCUPANCY				
61120 Utilities	-	-	-	-
CAPITAL OUTLAY				
MISCELLANEOUS				
81510 Booking Fees	500	2,392	2,863	(2,363)
TOTALS	1,376,707	680,204	1,341,201	35,506

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
 DEPARTMENT 1900
 PUBLIC WORKS

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET 2009-10	1/25/2010	2009-10	VS. PROJECTED
PERSONNEL				
40110 Salaries and wages	330,100	186,215	322,773	7,327
40210 Group Insurance	45,000	23,217	40,243	4,757
40220 Retirement	52,000	26,101	45,242	6,758
40230 Worker's Compensation	10,000	19,704	19,704	(9,704)
40310 Medicare/Fica	5,000	2,627	4,553	447
40320 Unemployment and Training Tax	2,000	-	-	2,000
			-	
SUPPLIES AND EQUIPMENT				
50110 Office Expenses	2,000	1,069	2,138	(138)
50160 Books and Publications	50	280	561	(511)
COMMUNICATIONS				
50310 Postage	200	49	98	102
50320 Telephone	800	434	868	(68)
CONTRACTED SERVICES				
51210 Engineering	15,000	19,743	27,243	(12,243)
51210 Maintenance Contracts	20,000	8,000	16,000	4,000
51210 Building Official	35,000	23,625	47,249	(12,249)
51210 Public Works Standards	-	-		
RESOURCE DEVELOPMENT				
60110 Memberships and Dues	500	125	250	250
60120 Travel and Meetings	2,500	-	-	2,500
OCCUPANCY				
61110 Rents and Leases	8,500	6,220	8,294	206
61120 Utilities	1,000	862	1,723	(723)
61120 Park Water	8,000	4,929	6,572	1,428
61130 Park Electricity	300	85	169	131
61140 Building Maintenance	500	268	535	(35)
CAPITAL OUTLAY				
70010 Small Equipment	1,000	-	-	1,000
70010 Infrastructure Acquisition/Maintenance	-	-	-	-
MISCELLANEOUS				
80220 Flood Control Planning	6,000	-	6,000	-
TOTALS	545,450	323,552	550,214	(4,764)

TOWN OF LOOMIS
 PROPOSED BUDGET
 FOR THE YEAR ENDING JUNE 30, 2010

GENERAL FUND
 DEPARTMENTAL EXPENSES

DESCRIPTION	ADOPTED	As of	PROJECTED	BUDGET
	BUDGET	1/25/2010	2009-10	VS.
	2009-10			PROJECTED
PERSONNEL				
SUPPLIES AND EQUIPMENT				
COMMUNICATIONS				
CONTRACTED SERVICES				
RESOURCE DEVELOPMENT				
OCCUPANCY				
CAPITAL OUTLAY				
Property Acquisition and Due Dilligence	354,978	354,978	354,978	
MISCELLANEOUS				
TOTALS	354,978	354,978	354,978	-