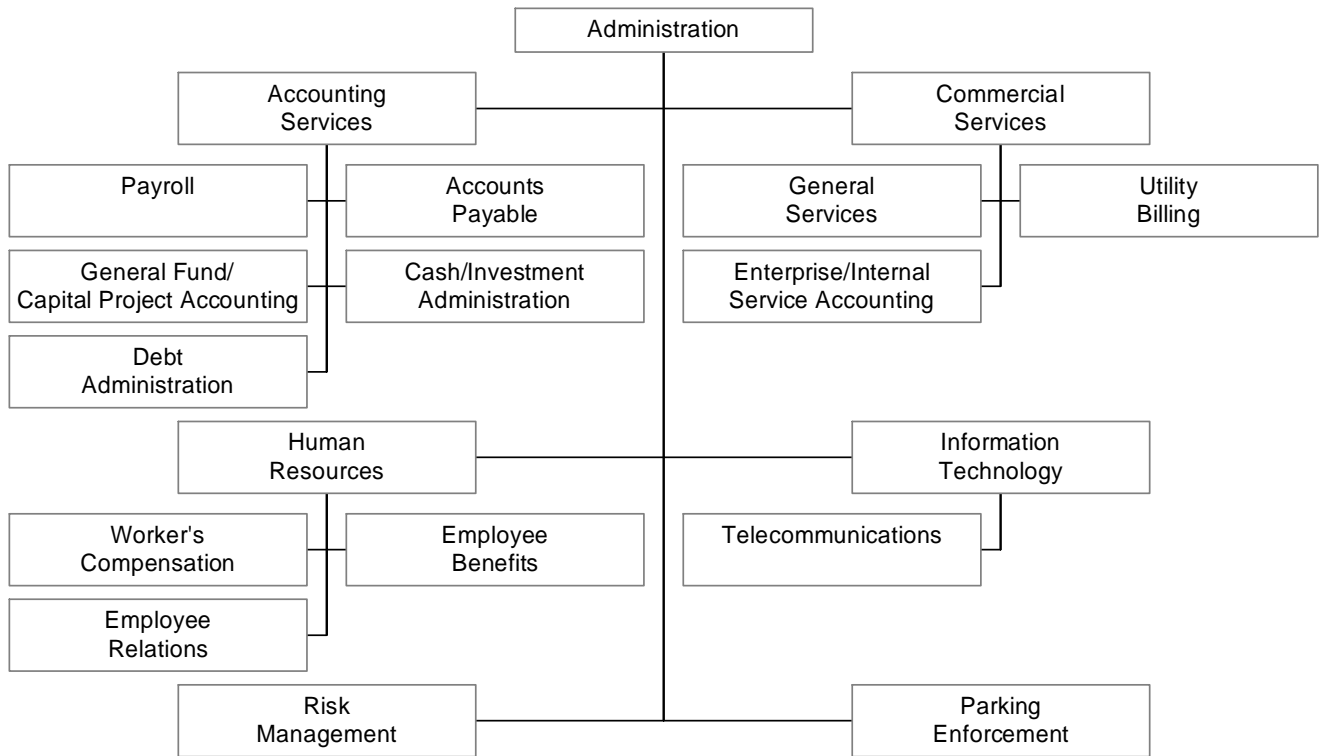


ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department oversees the management and operations of various administrative functions of the City. These administrative divisions include Finance Administration, Accounting, Commercial and General Services, Business License, Parking Enforcement, Human Resources, Risk Management and Information Technology. Each functional area of the Administrative Services Department is outlined as follows:

- **Finance/Accounting**

Provides financial services for the City and is responsible for maintaining the City's Accounting System: administration of payroll; debt administration; accounts payable; accounts receivable; financial reporting; investment of idle City funds; working with the independent auditors in preparation for the City's annual audit; preparation of the City's annual budget; and provides information as needed to the City Manager and City Council.

- **Finance/Commercial Services & General Services**

The Commercial Services Division is responsible for all billing, collection and receivable reconciliation activities. Staff is split between cashiering and deposit operations and billing and collection functions. The department handles over 120,000 billing transactions per year and processes approximately 500 receipts per day. In FY 2006 the division enhanced customer service and increased cash accountability through the implementation of a new cashiering system which was fully integrated with the utility billing system. As well, an automated electronic system for receiving utility billing payments from home computer banking systems was added to the cash receipting program. In FY 2007 the division will implement a direct pay process for utility bills, which will allow customers to have the amount of their bill automatically deducted from their bank account. Business license invoices also will be redesigned to facilitate electronic receipting in FY 2007.

The Commercial Services Division is responsible for the supervision of the City's General Services Department, which includes mail, copying and purchasing services. The General Services Department will expand its multi-part form duplication services in FY2007 by adding a new, faster, more automated Risograph machine. The Department's goal is reduce outsourcing duplication jobs and to service 100% of the City's multi-part form needs.

- **Business License**

The City currently has approximately 4,900 business licenses with the City receiving approximately \$700,000 in annual revenues to the General Fund. Also, this unit does the billing for the Downtown Business Improvement District (BID). The BID receives about \$100,000 annually which the District uses for maintenance improvements.

- **Parking Enforcement**

Provides administration and management of the City's parking enforcement program. This includes ticketing, collection, billing, maintenance, and the management of the City's new Auto-Vu vehicle identification system which is a satellite global positioning system to assist in parking enforcement.

- **Human Resources**

The focus of Human Resources is to attract, develop, and retain a qualified workforce for the City of Petaluma; to ensure compliance with all federal, state, and local regulations, and to promote fair and equitable treatment in employment for everyone.

In fiscal year 2005-2006, all nine employment contracts expired. Human Resources, on behalf of the City of Petaluma, negotiated and reached agreement with six bargaining units and renewed three compensation plans. This included a two-year agreement with AFSCME represented Unit 1 (Confidential), Unit 2 (Maintenance), Unit 3 (Clerical/Technical); a three-year agreement with Unit 6 (Peace Officers' Association of Petaluma); a four-year agreement with Unit 7 (International Association of Fire Fighters); a three-year agreement with Unit 10 (Petaluma Public Safety Mid-Management Association); and one-year renewals of compensations plans for Unit 4 (Professional), Unit 8 (Department Directors), and Unit 9 (Mid-Management). A comprehensive study of compensation and benefits was accomplished for Units 6, 7, and 10. This study was instrumental in assisting the parties determine equity and future salary adjustments. All Memorandums of Understanding for represented employees were completed updated and rewritten. This enabled the City to resolve long-standing problems with contract language.

Human Resources continued to make significant progress on the goal to have compliant professional policies by developing new policies for Education and Training Reimbursement, Family Care and Medical Leave, Short-term Disability Benefit Program, and Use of Vehicles.

Goals

As we move into the coming fiscal year, Human Resources will continue to focus on staffing needs, particularly the recruitment and retention of public safety personnel. Other program goals include completion of an equity study for approximately forty classifications, an online application process, and an applicant tracking system for candidate management.

- **Risk Management**

Provides management of all insurance operations for the City including the implementation and monitoring of City safety policies and procedures. Provides workplace safety training for City staff and develops community awareness programs and activities. Coordinates the information flow between the City's insurance adjustors and City personnel. Provides management oversight of all liability claims and advises on loss control procedures and claims management, including subrogation and claims reimbursements..

- **Information Technology**

The Information Technology Division is charged with planning, deployment and maintenance of a vast variety of technology services and systems, all for the purpose of enabling our users, City Staff, to better serve the information needs of the Public, Council and Management. Technology solutions are conceived, planned and deployed appropriately - efficiently and effectively.

This division supports the technological needs of all the operating departments - over 300 full time users, 250 desktop computers, over three dozen laptop/mobiles, over two dozen network servers and an interconnecting wide area network, with DSL, cable, T1 and wireless communications. We provide all users with broad application and internet support, telephone and communication services. We maintain the City's web site. All users are equipped with internet access and email. We support systems for public safety, including Dispatch, Records (Police and Fire), various databases for training, investigative and research; Financial systems including fund accounting, budgeting, payroll, accounts payable, licensing, receivable, cash receipts, permitting, time/labor accounting and utility billing; Geographic Information Systems (GIS) and computer-aided drafting (CAD); computer-based maintenance systems for various departments; a collection of web-front systems for permits, HR, reporting and data access; Our range of support includes over 150 customized applications and setups.

This division provides data management assistance, network security (including anti-virus and anti-spam mechanisms), purchasing and equipment disposal assistance. We provide general project assistance to all departments and on all levels - small single computer applications and utilities - to larger, multi-site, multi-user deployments. We manage maintenance of or directly maintain all computers, printers.

Goals

This division has a large list of goals for the coming year in the following areas:

- Complete our migration to an equipment replacement program for all major network equipment, servers and workstations.
- Complete placement of a standardized, comprehensive system maintenance management system.
- Upgrade system access to include a secure, remote access architecture, in support of a growing demand for a mobile workforce.
- Next business day recovery time on failed major (e.g., email, finance, GIS, main database applications) systems and applications.
- Same business day recovery time on failed network systems.
- Availability of 99.9% for network , applications, data, servers.
- Zero downtime due to malware (e.g., virus, spyware, hacking) incursion.
- Implement a city-wide voice over IP phone system.

MISSION STATEMENT

To serve the community of Petaluma by providing honest, dedicated and trustworthy services; support the City Manager, City Council and City staff with services that contribute and add value to the work and mission of the City; create a positive and productive workplace where all are respected, valued and empowered to deliver excellent service to the residents and community of Petaluma.

CHALLENGES FACING DEPARTMENT

Continuing to provide timely, direct and support services to department level functional areas with continued reduced staffing. Our challenge is to work smarter and more stream-lined to accomplish the necessary tasks in a timely and efficient manner.

The Administrative Services Department is a newly created department that encompasses many direct and support municipal functional areas. The challenge is to develop systems and controls to administer and operate in a streamlined, efficient and organized manner. Continue to refine the Pentamation computer reporting system to provide accurate data to expedite and facilitate the management decision process.

PERFORMANCE MEASURES – FY 2005-06

- *Install Pentamation Finance Plus update to Pentamation System Financial and Payroll applications*
Outcome – Implemented the new Pentamation Financial Plus enhancements.
- *Apply for and receive the GFOA and California Society of Municipal Finance Officers awards for accounting excellence (CAFR) and budget excellence*
Outcome – Received the GFOA and CSMFO awards for accounting and budget excellence.
- *Initiate salary equity study for all non-management miscellaneous employment classifications*
Outcome – Completed salary equity study for all three bargaining units. Implementation is effective beginning FY 06-07.

PERFORMANCE MEASURES – FY 06-07

- *Apply for and receive the GFOA and California Society of Municipal Finance Officers awards for accounting excellence (CAFR) and budget excellence*
- *Deliver the draft 2007-2008 annual budget to the City Council on the first Monday of May, 2007*
- *Install a Voice Over IP phone system for City staff*
- *Install new desktop computers to one third of City staff as part of our 3 year useful life change out program*
- *Implement a direct pay process for utility bills and business licenses which will allow customers to have their bank account debited for the billing amount*
- *Implement monthly billing for utility bills*
- *Implement an on-line employment application with an applicant tracking system*
- *Implement on-line website to provide utility bill information to enable customer to look at historical usage, print a duplicate bill and make a credit card payment.*
- *For staff that has automatic deposit of their paycheck, e-mail their paystub instead of printing on paycheck stock.*
- *Revise 50% of all City financial policies.*
- *Hire and integrate two new IT positions approved in this budget.*
- *Convert Pentamation operating system from Informix to Sequel Server.*
- *Hire and train two new Parking Enforcement Officers to ensure City coverage of parking function has two officers on duty Monday through Saturday.*
- *Complete an equity study for 40 different classifications.*
- *City receives a clean audit.*
- *Hire new capital projects accountant to maintain financial records for all city construction projects.*
- *Complete audits on City business licenses.*
- *Continue to audit sales tax.*

Administrative Services

Summary of Expenses, Appropriations, Revenue and Transfers In - All Funds

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	General Fund	Other Funds	FY 2006-07 Total Budget
Finance	13.65	12.55	\$ 1,545,800		\$ 1,545,800
General Services	3.35	3.35		\$ 372,500	\$ 372,500
Risk Management	3.00	2.70		\$ 1,922,950	\$ 1,922,950
Human Resources	2.60	2.60	\$ 396,300		\$ 396,300
Worker's Compensation	0.70	0.70		\$ 1,516,150	\$ 1,516,150
Dental	0.00	0.00		\$ 350,000	\$ 350,000
Retiree Benefits	0.70	0.70		\$ 253,500	\$ 253,500
Unemployment	0.00	0.00		\$ 12,000	\$ 12,000
Vision	0.00	0.00		\$ 45,000	\$ 45,000
Other Emp. Benefits	0.00	0.00		\$ 31,000	\$ 31,000
Information Technology	4.10	6.10		\$ 1,538,600	\$ 1,538,600
Total Positions	28.10	28.70	Total Appropriations		\$ 7,983,800

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years - All Funds

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget	% Change From Budget
Salaries	\$ 1,901,717	\$ 1,984,681	\$ 1,834,450	\$ 2,068,300	13%
Benefits	344,240	570,954	647,600	636,900	-2%
Services/Supplies	1,254,681	1,208,151	1,467,500	1,930,400	32%
Capital Equipment	516,192	75,392	246,000	230,000	-7%
Claims	1,793,858	1,470,187	3,047,000	2,064,000	-32%
Premiums	<u>428,718</u>	<u>637,856</u>	<u>721,000</u>	<u>796,000</u>	10%
Sub-Total	6,239,406	5,947,221	7,963,550	7,725,600	-3%
Intragovernmental Charges	<u>166,750</u>	<u>122,100</u>	<u>178,200</u>	<u>258,200</u>	45%
Totals	\$ 6,406,156	\$ 6,069,321	\$ 8,141,750	\$ 7,983,800	-2%

Administrative Services

Summary of Expenses, Appropriations, Revenue and Transfers In - General Fund

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Finance	13.65	12.55	\$ 1,545,800
Human Resources	<u>2.60</u>	<u>2.60</u>	<u>\$ 396,300</u>
Total Positions	16.25	15.15	Total Appropriations <u>\$ 1,942,100</u>
Part Time			
Full Time Equivalent	0.00	0.80	
Part Time Hours	0	1,664	

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 921,703	\$ 947,271	\$ 953,100	\$ 1,034,400
Benefits	111,955	220,448	278,200	281,250
Services/Supplies	411,586	243,567	395,300	379,900
Capital Equipment	<u>516,192</u>	<u>70,215</u>	<u>80,000</u>	<u>65,000</u>
Sub-Total	1,961,436	1,481,501	1,706,600	1,760,550
Intragovernmental Charges	<u>106,350</u>	<u>97,350</u>	<u>141,550</u>	<u>181,550</u>
Totals	<u>\$ 2,067,786</u>	<u>\$ 1,578,851</u>	<u>\$ 1,848,150</u>	<u>\$ 1,942,100</u>

Finance

Summary of Expenses, Appropriations, Revenue and Transfers In - Department Total

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Administration	0.90	0.70	\$ 368,200
Accounting Services	6.50	5.60	\$ 541,900
Commercial Services	4.25	4.25	\$ 308,100
Parking Enforcement	<u>2.00</u>	<u>2.00</u>	<u>\$ 327,600</u>
Total Positions	13.65	12.55	Total Appropriations <u>\$ 1,545,800</u>

Part Time

Full Time Equivalent	0.00	0.80
Part Time Hours	0	1,664

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 732,427	\$ 772,961	\$ 775,650	\$ 841,650
Benefits	95,940	190,291	242,650	241,050
Services/Supplies	352,161	182,466	271,950	256,550
Capital Equipment	<u>516,192</u>	<u>70,215</u>	<u>80,000</u>	<u>65,000</u>
Sub-Total	1,696,720	1,215,933	1,370,250	1,404,250
Intragovernmental Charges	<u>77,450</u>	<u>69,650</u>	<u>101,550</u>	<u>141,550</u>
Totals	<u>\$ 1,774,170</u>	<u>\$ 1,285,583</u>	<u>\$ 1,471,800</u>	<u>\$ 1,545,800</u>

ADMINISTRATION

The Administration division of the Administrative Services Department is responsible for planning, coordinating and supporting all goals and activities within the department.

OBJECTIVES

- Conduct comprehensive personnel evaluations on each employee
- Encourage professional development of department employees through formal education and technical training
- Develop and implement the comprehensive annual budget per City Council direction

FinanceAdministration

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 108,023	\$ 98,298	\$ 100,400	\$ 65,150
Benefits	7,527	13,790	22,650	14,950
Services/Supplies	263,046	108,984	108,550	81,550
Capital Equipment	<u>516,192</u>	<u>70,215</u>	<u>80,000</u>	<u>65,000</u>
Sub-Total	894,788	291,287	311,600	226,650
Intragovernmental Charges	<u>39,350</u>	<u>35,450</u>	<u>101,550</u>	<u>141,550</u>
Totals	\$ 934,138	\$ 326,737	\$ 413,150	\$ 368,200

POSITIONS

	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Dir. Admin Services	0.50	0.30
Admin Technician	<u>0.40</u>	<u>0.40</u>
Total Division Positions	<u>0.90</u>	<u>0.70</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

ACCOUNTING SERVICES

The Accounting Division is responsible for all of the financial operations within the City. The primary objective is to manage financial record keeping in preparation for the City's annual audit.

Finance Accounting Services

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 338,496	\$ 368,928	\$ 357,950	\$ 396,500
Benefits	54,303	82,182	99,900	103,400
Services/Supplies	23,243	15,785	35,000	42,000
Capital Equipment	-	-	-	-
Sub-Total	416,042	466,895	492,850	541,900
Intragovernmental Charges	8,050	7,300	-	-
Totals	\$ 424,092	\$ 474,195	\$ 492,850	\$ 541,900

POSITIONS	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Accounting Asst. II	1.50	1.50
Accountant	2.00	2.00
Accounting Mgr.	1.00	1.00
Senior Accountant	1.00	1.00
Financial Analyst CIP	<u>1.00</u>	<u>0.10</u>
Total Division Positions	<u>6.50</u>	<u>5.60</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

COMMERCIAL SERVICES

The Commercial Services Division performs all the City's billing operations which include: Utility Billing, Accounts Receivable, Business License and Business Improvement District.

Finance Commercial Services

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 174,165	\$ 196,853	\$ 207,400	\$ 224,050
Benefits	18,008	51,372	67,500	69,750
Services/Supplies	13,201	14,084	7,700	14,300
Capital Equipment	-	-	-	-
Sub-Total	205,374	262,309	282,600	308,100
Intragovernmental Charges	<u>29,850</u>	<u>26,900</u>	-	-
Totals	\$ 235,224	\$ 289,209	\$ 282,600	\$ 308,100

POSITIONS	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Accounting Asst. II	4.00	4.00
Commercial Services Mgr.	<u>0.25</u>	<u>0.25</u>
Total Division Positions	<u>4.25</u>	<u>4.25</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

PARKING ENFORCEMENT

The Parking Enforcement Division is responsible for monitoring and enforcing the parking restrictions within the City. Much of the responsibility involves monitoring the newly renovated downtown area. The goal of the division was to educate the patrons and merchants in the area of the new parking rules and that has been accomplished.

FinanceParking Enforcement

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 111,743	\$ 108,882	\$ 109,900	\$ 155,950
Benefits	16,102	42,947	52,600	52,950
Services/Supplies	52,671	43,613	120,700	118,700
Capital Equipment	-	-	-	-
Sub-Total	180,516	195,442	283,200	327,600
Intragovernmental Charges	<u>200</u>	-	-	-
Totals	\$ 180,716	\$ 195,442	\$ 283,200	\$ 327,600
POSITIONS			FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Parking Enforcement Officer			<u>2.00</u>	<u>2.00</u>
Total Division Positions			<u>2.00</u>	<u>2.00</u>
Full Time Equivalent			0.00	0.80
Part Time Hours			0	1,664

GENERAL SERVICES

This division oversees the printing and mailing for all City operations.

General Services

Summary of Expenses, Appropriations, Revenue and Transfers In - Department Total

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Mail Services	1.15	1.15	\$ 118,750
Printing Services	1.15	1.15	\$ 139,950
Purchasing	<u>1.05</u>	<u>1.05</u>	<u>\$ 113,800</u>
Total Positions	3.35	3.35	Total Appropriations <u>\$ 372,500</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 189,520	\$ 195,670	\$ 194,300	\$ 197,800
Benefits	51,214	55,090	75,200	74,950
Services/Supplies	119,058	113,358	89,050	81,550
Capital Outlay	-	-	-	-
Sub-Total	359,792	364,118	358,550	354,300
Intragovernmental Charges	<u>14,150</u>	<u>12,750</u>	<u>18,200</u>	<u>18,200</u>
Totals	<u>\$ 373,942</u>	<u>\$ 376,868</u>	<u>\$ 376,750</u>	<u>\$ 372,500</u>

General Services

Mail Services

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 53,287	\$ 55,586	\$ 55,050	\$ 54,600
Benefits	24,425	18,350	25,850	25,650
Services/Supplies	5,270	9,951	6,700	20,300
Capital Outlay	-	-	-	-
Sub-Total	82,983	83,887	87,600	100,550
Intragovernmental Charges	50	50	18,200	18,200
Totals	\$ 83,033	\$ 83,937	\$ 105,800	\$ 118,750

POSITIONS

	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Office Asst. II	0.50	0.50
Mail Service Assistant	0.50	0.50
Commercial Services Mgr.	<u>0.15</u>	<u>0.15</u>
Total Division Positions	<u>1.15</u>	<u>1.15</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

General Services

Printing Services

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 53,287	\$ 55,587	\$ 55,550	\$ 54,900
Benefits	2,054	18,351	26,450	26,350
Services/Supplies	112,654	102,644	80,500	58,700
Capital Outlay	-	-	-	-
Sub-Total	167,995	176,582	162,500	139,950
Intragovernmental Charges	7,100	6,400	-	-
Totals	\$ 175,095	\$ 182,982	\$ 162,500	\$ 139,950

POSITIONS

	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Office Asst. II	0.50	0.50
Mail Service Assistant	0.50	0.50
Commercial Services Mgr.	<u>0.15</u>	<u>0.15</u>
Total Division Positions	<u>1.15</u>	<u>1.15</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

General Services

Purchasing

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 82,946	\$ 84,497	\$ 83,700	\$ 88,300
Benefits	24,736	18,389	22,900	22,950
Services/Supplies	1,133	763	1,850	2,550
Capital Outlay	-	-	-	-
Sub-Total	108,814	103,649	108,450	113,800
Intragovernmental Charges	<u>7,000</u>	<u>6,300</u>	-	-
Totals	\$ 115,814	\$ 109,949	\$ 108,450	\$ 113,800

POSITIONS

	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Dir. Admin Services	0.10	0.10
Admin Technician	0.50	0.50
Commercial Services Mgr	<u>0.45</u>	<u>0.45</u>
Total Division Positions	<u>1.05</u>	<u>1.05</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

RISK MANAGEMENT

This division provides management of all insurance operations for the City including the implementation and monitoring of City safety policies and procedures.

Risk Management

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Administration	<u>3.00</u>	<u>2.70</u>	<u>\$ 1,922,950</u>
Total Positions	3.00	2.70	Total Appropriations \$ <u>1,922,950</u>
<u>Part Time</u>			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Budget Comparison to Prior Years

<u>Description</u>	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 220,602	\$ 253,336	\$ 242,850	\$ 221,500
Benefits	36,660	58,577	67,650	58,500
Services/Supplies	337,178	359,203	83,100	511,100
Capital Outlay	-	-	-	-
Claims	82,606	284,326	1,200,000	697,000
Premiums	<u>279,669</u>	<u>338,471</u>	<u>325,000</u>	<u>400,000</u>
Sub-Total	956,715	1,293,913	1,918,600	1,888,100
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,850</u>
Totals	<u>\$ 956,715</u>	<u>\$ 1,293,913</u>	<u>\$ 1,918,600</u>	<u>\$ 1,922,950</u>

HUMAN RESOURCES

The focus of Human Resources is to attract, develop and retain a qualified workforce. The division also oversees the Worker's Compensation and City's self-insured benefits for Vision and Dental.

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Human Resources	2.60	2.60	\$ 396,300
Worker's Compensation	0.70	0.70	\$ 1,516,150
Employee Benefits	<u>0.70</u>	<u>0.70</u>	<u>\$ 691,500</u>
Total Positions	4.00	4.00	Total Appropriations <u>\$ 2,603,950</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 429,782	\$ 428,959	\$ 280,250	\$ 301,200
Benefits	97,762	197,725	175,500	175,800
Services/Supplies	153,967	149,347	304,350	304,350
Capital Equipment	-	-	-	-
Claims	1,711,252	1,185,861	1,847,000	1,367,000
Premiums	<u>149,049</u>	<u>299,385</u>	<u>396,000</u>	<u>396,000</u>
Sub-Total	2,541,812	2,261,277	3,003,100	2,544,350
Intragovernmental Charges	<u>67,000</u>	<u>32,350</u>	<u>49,600</u>	<u>59,600</u>
Totals	<u>\$ 2,608,812</u>	<u>\$ 2,293,627</u>	<u>\$ 3,052,700</u>	<u>\$ 2,603,950</u>

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Human Resources	<u>2.60</u>	<u>2.60</u>	\$ <u>396,300</u>
Total Positions	2.60	2.60	Total Appropriations \$ <u>396,300</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 189,276	\$ 174,310	\$ 177,450	\$ 192,750
Benefits	16,015	30,157	35,550	40,200
Services/Supplies	59,425	61,101	123,350	123,350
Capital Equipment	-	-	-	-
Sub-Total	264,716	265,568	336,350	356,300
Intragovernmental Charges	<u>28,900</u>	<u>27,700</u>	<u>40,000</u>	<u>40,000</u>
Totals	\$ <u>293,616</u>	\$ <u>293,268</u>	\$ <u>376,350</u>	\$ <u>396,300</u>

Worker's Compensation

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Administration	0.70	0.70	\$ 616,150
Benefits	<u>0.00</u>	<u>0.00</u>	<u>\$ 900,000</u>
Total Positions	0.70	0.70	Total Appropriations \$ <u>1,516,150</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 67,250	\$ 48,943	\$ 76,800	\$ 81,050
Benefits	15,936	94,154	130,000	125,500
Services/Supplies	47,480	26,129	40,000	40,000
Premiums	104,393	252,840	350,000	350,000
Claims	<u>1,361,499</u>	<u>837,079</u>	<u>1,380,000</u>	<u>900,000</u>
Sub-Total	1,596,558	1,259,145	1,976,800	1,496,550
Intragovernmental Charges	<u>38,100</u>	<u>4,650</u>	<u>9,600</u>	<u>19,600</u>
Totals	<u>\$ 1,634,658</u>	<u>\$ 1,263,795</u>	<u>\$ 1,986,400</u>	<u>\$ 1,516,150</u>

Employee Benefits

Summary of Expenses, Appropriations, Revenue and Transfers In - Summary

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Dental	0.00	0.00	\$ 350,000
Retiree Benefits	0.70	0.70	\$ 253,500
Unemployment	0.00	0.00	\$ 12,000
Vision	0.00	0.00	\$ 45,000
Other Emp. Benefits	<u>0.00</u>	<u>0.00</u>	<u>\$ 31,000</u>
Total Positions	0.70	0.70	Total Appropriations \$ <u>691,500</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 173,256	\$ 205,706	\$ 26,000	\$ 27,400
Benefits	65,811	73,414	9,950	10,100
Services/Supplies	47,062	62,117	141,000	141,000
Claims	349,753	348,782	467,000	467,000
Premiums	<u>44,656</u>	<u>46,545</u>	<u>46,000</u>	<u>46,000</u>
Sub-Total	680,538	736,564	689,950	691,500
Intragovernmental Charges	-	-	-	-
Totals	<u>\$ 680,538</u>	<u>\$ 736,564</u>	<u>\$ 689,950</u>	<u>\$ 691,500</u>

Employee Benefits Dental

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Services/Supplies	\$ 24,231	\$ 26,853	\$ 30,000	\$ 30,000
Claims	<u>312,449</u>	<u>309,009</u>	<u>320,000</u>	<u>320,000</u>
Sub-Total	336,680	335,862	350,000	350,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 336,680	\$ 335,862	\$ 350,000	\$ 350,000

Employee Benefits Retiree Benefits

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 173,256	\$ 205,706	\$ 26,000	\$ 27,400
Benefits	65,811	73,414	9,950	10,100
Services/Supplies	471	-	70,000	70,000
Claims	-	-	100,000	100,000
Premiums	<u>41,562</u>	<u>46,545</u>	<u>46,000</u>	<u>46,000</u>
Sub-Total	281,101	325,665	251,950	253,500
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 281,101	\$ 325,665	\$ 251,950	\$ 253,500

POSITIONS

	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions
Human Resources Specialist	0.35	0.35
Human Resources Manager	0.35	0.35
Total Division Positions	<u>0.70</u>	<u>0.70</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Employee Benefits

Unemployment

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Services/Supplies	\$ 6,466	\$ -	\$ -	\$ -
Premiums	3,094	-	-	-
Claims/Settlements	<u>7,594</u>	<u>8,602</u>	<u>12,000</u>	<u>12,000</u>
Sub-Total	17,154	8,602	12,000	12,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 17,154	\$ 8,602	\$ 12,000	\$ 12,000

Employee Benefits

Vision

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Services/Supplies	\$ 6,221	\$ 7,670	\$ 10,000	\$ 10,000
Claims	<u>29,710</u>	<u>31,171</u>	<u>35,000</u>	<u>35,000</u>
Sub-Total	35,931	38,841	45,000	45,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 35,931	\$ 38,841	\$ 45,000	\$ 45,000

Employee Benefits

Other Emp. Benefits

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Services/Supplies	\$ 9,673	\$ 27,594	\$ 31,000	\$ 31,000
Sub-Total	9,673	27,594	31,000	31,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 9,673	\$ 27,594	\$ 31,000	\$ 31,000

INFORMATION TECHNOLOGY

The division is responsible for planning, deployment and maintenance for all technology service including telephones. The range of support covers over 150 customized applications. Implementation of a new voice over IP phone system is the primary objective for the coming year.

Information Technology

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2005-06 Funded Positions	FY 2006-07 Funded Positions	FY 2006-07 Total Budget
Administration	<u>4.10</u>	<u>6.10</u>	<u>\$ 1,538,600</u>
Total Positions	<u>4.10</u>	<u>6.10</u>	Total Appropriations <u>\$ 1,538,600</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Budget
Salaries	\$ 329,386	\$ 333,755	\$ 341,400	\$ 506,150
Benefits	62,664	69,271	86,600	86,600
Services/Supplies	292,317	403,777	719,050	776,850
Capital Outlay	<u>-</u>	<u>5,177</u>	<u>166,000</u>	<u>165,000</u>
Sub-Total	684,367	811,980	1,313,050	1,534,600
Intragovernmental Charges	<u>8,150</u>	<u>7,350</u>	<u>8,850</u>	<u>4,000</u>
Totals	<u>\$ 692,517</u>	<u>\$ 819,330</u>	<u>\$ 1,321,900</u>	<u>\$ 1,538,600</u>

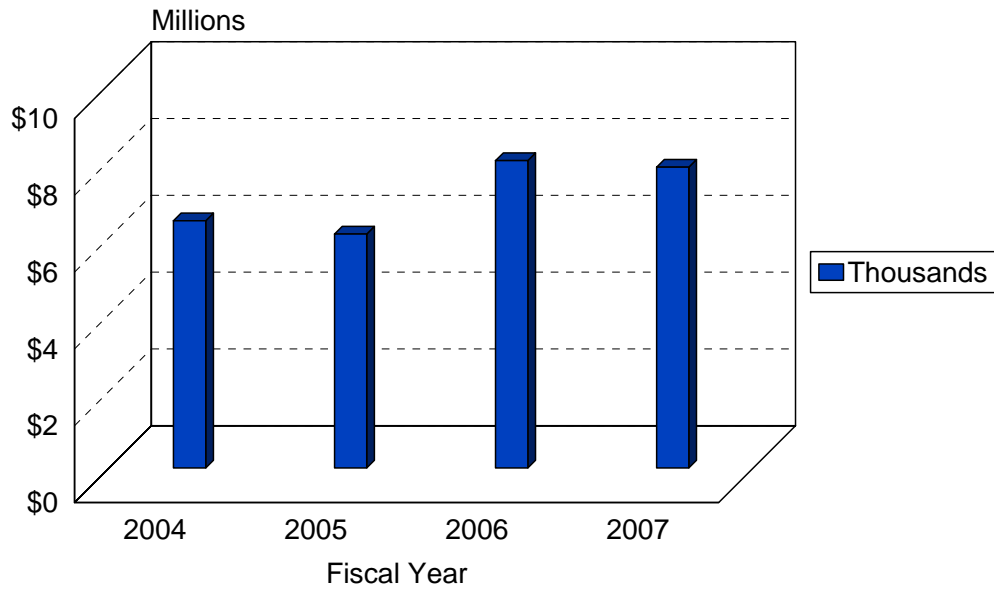
ADMINISTRATIVE SERVICES

FULL TIME POSITION ALLOCATION BY FUND

FY 06-07

DEPARTMENT POSITION	FY 03-04 Positions	FY 04-05 Positions	FY 05-06 Positions	FY 06-07 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
ADMINISTRATIVE SERVICES								
Accountant	2.00	2.00	2.00	2.00	2.00			
Accountant Analyst	1.00	1.00	1.00	1.00	1.00			
Accounting Assistant II	6.00	6.00	6.00	6.00	5.50			0.50
Accounting Manager	1.00	1.00	1.00	1.00	1.00			
Administrative Technician	1.00	1.00	1.00	1.00	0.40			0.60
Benefits Admin Assistant	1.00	1.00	0.00	0.00				
Buyer	1.00	0.00	0.00	0.00				
City Manager	0.00	0.10	0.10	0.00				
Commercial Services Mgr.	1.00	1.00	1.00	1.00	0.25			0.75
Custodian	4.00	0.00	0.00	0.00	0.00			
Dir. Of Admin Services	1.00	1.00	1.00	0.60	0.30			0.30
Financial Analyst CIP	0.00	0.00	1.00	0.10	0.10			
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00			
Human Resources Manager	1.00	1.00	1.00	1.00	0.60			0.40
Human Resources Specialist	0.50	1.00	2.00	2.00	1.00			1.00
Programmer Analyst	0.00	0.00	0.00	1.00				1.00
Information Systems Manager	0.00	1.00	1.00	1.00				1.00
Info Tech Specialist 1/2/3	0.00	3.00	3.00	4.00				4.00
Mail Service Assistant	1.00	1.00	1.00	1.00				1.00
Office Assistant II	1.00	1.00	1.00	1.00				1.00
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00			
Risk Claims Administrator	1.00	1.00	1.00	1.00				1.00
Risk Manager	1.00	1.00	1.00	1.00				1.00
Supervising Custodian	1.00	0.00	0.00	0.00	0.00			
Total Administrative Services	28.50	27.10	28.10	28.70	15.15	0.00	0.00	13.55

ADMINISTRATIVE SERVICES ANNUAL BUDGET COMPARISON



ADMINISTRATIVE SERVICES APPROPRIATIONS

