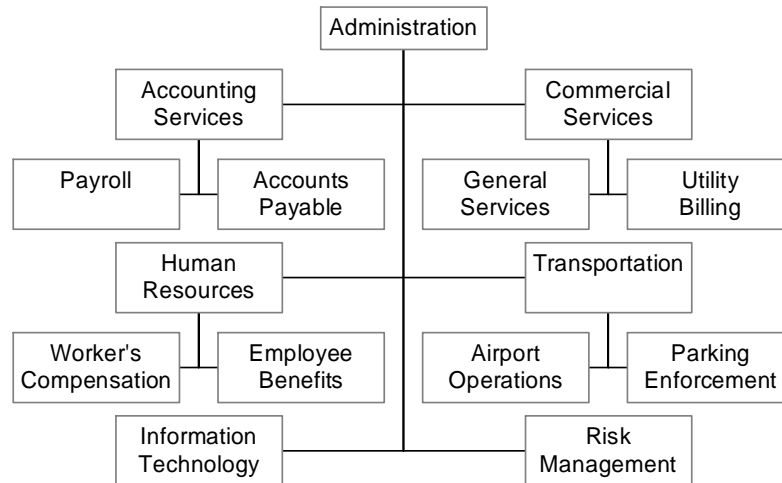


ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES DEPARTMENT

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

- **Finance**
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; utility billing and customer service for the City's enterprise funds; and provides information as needed to the City Manager and City Council. The Finance Department Administration is divided into two sections, i.e. Accounting Services and Commercial Services. The Accounting Services section includes the General Accounting, audit and financial reporting, including debt and trust accounting. The Commercial Services section includes all Enterprise Funds, Utility Billing and General Services.
- **Human Resources**
Provides management and oversight of the City's human resources function including the recruitment and the selection of personnel; classification and compensation; employment processing; employee relations; employee benefit programs, employee assistance programs, workers' compensation, safety and training programs and the maintenance all employee and employment files. Human Resources also works closely with the City Manager in collective bargaining and contract negotiations.
- **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**
Information Services will, as of July 1, 2005, be called Information Technology. This change is to address current trends in government and industry - the term is better known, the title better reflects the work performed by the Division.

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.

This division also provides assistance to users in presentation facilities - audio/video, web streaming, training facilities. We provide assistance to departments and to cable and wireless franchise efforts.

- **Transportation**

- Airport

- Oversight and management of the City's Municipal Airport of 122 hangars and 140 tie down spaces which is operational 24-hours per day and staffed 8:00 a.m. to 5:00 p.m. daily. Responsible for collection of leases and rental income, selling of fuel and general airport grounds maintenance.

- 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.

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. Deliver these services with the philosophy of "Community Interest" as its highest priority.

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 2004-05

- *Design and put out to bid contract to build 50 new hangars at our Airport*
Outcome – Designed project awarded bid to contractor for hangars to be built in FY 2005-06.
- *Design and bid contract to replace two underground gasoline tanks for one gasoline tank*
Outcome – Designed and contract was awarded to replace underground gasoline tanks.
- *Install Pentamation Utility Billing to replace the current Springbrook system*
Outcome – Implemented the new Pentamation Utility Billing system.
- *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.
- *Deliver the draft 2005-2006 annual budget to the City Council on the first Monday of May, 2005*
Outcome – Delivered the draft budget to the City Council on May 2, 2005.

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

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	General Fund	Other Funds	FY 2005-06 Total Budget
Finance	12.65	12.65	\$ 1,458,700		\$ 1,458,700
General Services	3.35	3.35		\$ 376,750	\$ 376,750
Risk Management	3.00	3.00		\$ 1,918,600	\$ 1,918,600
Human Resources	2.60	2.60	\$ 376,350		\$ 376,350
Worker's Compensation	1.00	1.00		\$ 1,986,400	\$ 1,986,400
Dental	0.00	0.00		\$ 350,000	\$ 350,000
Retiree Benefits	0.40	0.40		\$ 251,950	\$ 251,950
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
Airport	0.00	0.00		\$ 4,900,850	\$ 4,900,850
Information Technology	<u>4.10</u>	<u>4.10</u>		<u>\$ 1,175,700</u>	<u>\$ 1,175,700</u>
Total Positions	27.10	27.10	Total Appropriations		<u>\$ 12,883,300</u>
Part Time					
Full Time Equivalent	1.57	1.57			
Part Time Hours	3,269	3,269			

Budget Comparison to Prior Years - All Funds

City of Petaluma, California
Fiscal Year 2006 Budget

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Salaries	\$ 1,603,853	\$ 1,927,550	\$ 1,749,850	\$ 1,852,050	6%
Benefits	200,435	348,560	430,650	532,550	24%
Services/Supplies	2,181,397	1,978,262	1,570,150	2,061,400	31%
Capital Equipment	108,924	516,192	174,000	211,850	22%
Claims	1,687,001	1,788,131	2,809,600	3,047,000	8%
Premiums	337,231	425,624	672,000	721,000	7%
Debt Service Principal	155,139	2,468,019	185,600	307,000	65%
Debt Service Interest	159,967	295,439	180,500	371,300	106%
Capital Improvement Projects	<u>-</u>	<u>171,820</u>	<u>-</u>	<u>3,492,000</u>	100%
Sub-Total	6,433,947	9,919,596	7,772,350	12,596,150	62%
Intragovernmental Charges	<u>208,950</u>	<u>250,350</u>	<u>214,800</u>	<u>287,150</u>	34%
Totals	<u>\$ 6,642,897</u>	<u>\$ 10,169,946</u>	<u>\$ 7,987,150</u>	<u>\$ 12,883,300</u>	61%
Revenues/Transfers In					
General Revenue Sources	<u>\$ 6,642,897</u>	<u>\$ 10,169,946</u>	<u>\$ 7,987,150</u>	<u>\$ 12,883,300</u>	
Totals	<u>\$ 6,642,897</u>	<u>\$ 10,169,946</u>	<u>\$ 7,987,150</u>	<u>\$ 12,883,300</u>	

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	12.65	12.65	\$ 1,458,700
Human Resources	<u>2.60</u>	<u>2.60</u>	<u>\$ 376,350</u>
Total Positions	15.25	15.25	Total Appropriations <u>\$ 1,835,050</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 888,487	\$ 921,703	\$ 901,050	\$ 940,000
Benefits	111,337	111,955	226,700	278,200
Services/Supplies	384,159	411,586	332,700	395,300
Capital Equipment	<u>91,749</u>	<u>516,192</u>	<u>150,000</u>	<u>80,000</u>
Sub-Total	1,475,732	1,961,436	1,610,450	1,693,500
Intragovernmental Charges	<u>102,200</u>	<u>106,350</u>	<u>97,550</u>	<u>141,550</u>
Totals	<u>\$ 1,577,932</u>	<u>\$ 2,067,786</u>	<u>\$ 1,708,000</u>	<u>\$ 1,835,050</u>

Revenues/Transfers In

General Revenue Sources	\$ 1,577,932	\$ 2,067,786	\$ 1,483,000	\$ 1,585,050
Parking Revenues	<u>-</u>	<u>-</u>	<u>225,000</u>	<u>250,000</u>
Totals	<u>\$ 1,577,932</u>	<u>\$ 2,067,786</u>	<u>\$ 1,708,000</u>	<u>\$ 1,835,050</u>

Finance

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

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	0.90	0.90	\$ 400,050
Accounting Services	5.50	5.50	\$ 492,850
Commercial Services	4.25	4.25	\$ 282,600
Parking Enforcement	<u>2.00</u>	<u>2.00</u>	<u>\$ 283,200</u>
Total Positions	12.65	12.65	Total Appropriations <u>\$ 1,458,700</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 716,772	\$ 732,427	\$ 718,550	\$ 762,550
Benefits	93,899	95,940	196,600	242,650
Services/Supplies	310,905	352,161	211,200	271,950
Capital Equipment	<u>91,749</u>	<u>516,192</u>	<u>150,000</u>	<u>80,000</u>
Sub-Total	1,213,325	1,696,720	1,276,350	1,357,150
Intragovernmental Charges	<u>74,400</u>	<u>77,450</u>	<u>69,850</u>	<u>101,550</u>
Totals	<u>\$ 1,287,725</u>	<u>\$ 1,774,170</u>	<u>\$ 1,346,200</u>	<u>\$ 1,458,700</u>

Finance

Administration

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 104,220	\$ 108,023	\$ 86,300	\$ 87,300
Benefits	10,241	7,527	16,450	22,650
Services/Supplies	228,472	263,046	132,100	108,550
Capital Equipment	<u>83,161</u>	<u>516,192</u>	<u>150,000</u>	<u>80,000</u>
Sub-Total	426,094	894,788	384,850	298,500
Intragovernmental Charges	<u>37,800</u>	<u>39,350</u>	<u>35,450</u>	<u>101,550</u>
Totals	\$ 463,894	\$ 934,138	\$ 420,300	\$ 400,050
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Dir. of Administrative Services			0.50	0.50
Administrative Secretary			<u>0.40</u>	<u>0.40</u>
Total Division Positions			<u>0.90</u>	<u>0.90</u>
Full Time Equivalent			0.00	0.00
Part Time Hours			0	0

Finance

Accounting Services

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 284,535	\$ 338,496	\$ 324,800	\$ 357,950
Benefits	38,661	54,303	82,150	99,900
Services/Supplies	48,913	23,243	36,500	35,000
Capital Equipment	-	-	-	-
Sub-Total	372,109	416,042	443,450	492,850
Intragovernmental Charges	7,750	8,050	7,300	-
Totals	\$ 379,859	\$ 424,092	\$ 450,750	\$ 492,850
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Accounting Asst. II			1.50	1.50
Accountant			2.00	2.00
Accounting Mgr.			1.00	1.00
Accountant/Analyst			<u>1.00</u>	<u>1.00</u>
Total Division Positions			<u>5.50</u>	<u>5.50</u>
Full Time Equivalent			0.00	0.00
Part Time Hours			0	0

Finance

Commercial Services

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 230,323	\$ 174,165	\$ 206,250	\$ 207,400
Benefits	31,155	18,008	55,950	67,500
Services/Supplies	3,949	13,201	7,100	7,700
Capital Equipment	-	-	-	-
Sub-Total	265,427	205,374	269,300	282,600
Intragovernmental Charges	<u>28,650</u>	<u>29,850</u>	<u>26,900</u>	<u>-</u>
Totals	\$ 294,077	\$ 235,224	\$ 296,200	\$ 282,600

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 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

Finance

Parking Enforcement

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 97,694	\$ 111,743	\$ 101,200	\$ 109,900
Benefits	13,842	16,102	42,050	52,600
Services/Supplies	29,571	52,671	35,500	120,700
Capital Equipment	<u>8,588</u>	<u>-</u>	<u>-</u>	<u>-</u>
Sub-Total	149,695	180,516	178,750	283,200
Intragovernmental Charges	<u>200</u>	<u>200</u>	<u>200</u>	<u>-</u>
Totals	\$ 149,895	\$ 180,716	\$ 178,950	\$ 283,200
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 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	0.00
Part Time Hours			0	0

General Services

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

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Mail Services	1.15	1.15	\$ 105,800
Printing Services	1.15	1.15	\$ 162,500
Purchasing	<u>1.05</u>	<u>1.05</u>	<u>\$ 108,450</u>
Total Positions	3.35	3.35	Total Appropriations <u>\$ 376,750</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 149,252	\$ 189,520	\$ 185,450	\$ 194,200
Benefits	28,145	51,214	62,750	65,150
Services/Supplies	126,141	119,057	123,050	97,350
Capital Equipment	-	-	-	<u>1,850</u>
Sub-Total	303,538	359,792	371,250	358,550
Intragovernmental Charges	13,600	14,150	12,750	18,200
Totals	<u>\$ 317,138</u>	<u>\$ 373,942</u>	<u>\$ 384,000</u>	<u>\$ 376,750</u>

Revenues/Transfers In

General Revenue Sources	\$ 340,300	\$ 354,650	\$ 70,700	\$ -
Intergovernmental Charges	-	-	<u>313,300</u>	<u>376,750</u>
Totals	<u>\$ 340,300</u>	<u>\$ 354,650</u>	<u>\$ 384,000</u>	<u>\$ 376,750</u>

General Services

Mail Services

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 31,511	\$ 53,287	\$ 52,800	\$ 54,950
Benefits	4,200	24,425	20,950	25,850
Services/Supplies	2,110	5,270	6,700	6,800
Capital Equipment	-	-	-	-
Sub-Total	37,821	82,983	80,450	87,600
Intragovernmental Charges	50	50	50	18,200
Totals	\$ 37,871	\$ 83,033	\$ 80,500	\$ 105,800

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 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 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 54,677	\$ 53,287	\$ 53,300	\$ 55,550
Benefits	20,926	2,054	21,550	26,450
Services/Supplies	110,699	112,653	115,500	80,500
Capital Equipment	-	-	-	-
Sub-Total	186,302	167,995	190,350	162,500
Intragovernmental Charges	6,800	7,100	6,400	-
Totals	\$ 193,102	\$ 175,095	\$ 196,750	\$ 162,500

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 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 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 63,064	\$ 82,946	\$ 79,350	\$ 83,700
Benefits	3,019	24,736	20,250	12,850
Services/Supplies	13,332	1,133	850	10,050
Capital Equipment	-	-	-	1,850
Sub-Total	79,415	108,814	100,450	108,450
Intragovernmental Charges	6,750	7,000	6,300	-
Totals	\$ 86,165	\$ 115,814	\$ 106,750	\$ 108,450
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Finance Director			0.10	0.10
Admin Secretary			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

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	<u>3.00</u>	<u>3.00</u>	<u>\$ 1,918,600</u>
Total Positions	3.00	3.00	Total Appropriations <u>\$ 1,918,600</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 44,462	\$ 220,602	\$ 231,150	\$ 242,850
Benefits	6,716	36,660	51,300	67,650
Services/Supplies	615,782	337,179	47,750	83,100
Capital Equipment	-	-	-	-
Claims	189,543	82,606	1,314,000	1,200,000
Premiums	<u>267,870</u>	<u>279,669</u>	<u>280,000</u>	<u>325,000</u>
Sub-Total	1,124,373	956,715	1,924,200	1,918,600
Intragovernmental Charges	-	-	-	-
Totals	<u>\$ 1,124,373</u>	<u>\$ 956,715</u>	<u>\$ 1,924,200</u>	<u>\$ 1,918,600</u>

Revenues/Transfers In

General Revenue Sources	\$ 1,124,373	\$ 956,715	\$ 662,550	\$ -
Intergovernmental Charges	-	-	1,261,650	1,918,600
Totals	<u>\$ 1,124,373</u>	<u>\$ 956,715</u>	<u>\$ 1,924,200</u>	<u>\$ 1,918,600</u>

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions		FY 2005-06 Total Budget
Human Resources	<u>2.60</u>	<u>2.60</u>		<u>\$ 376,350</u>
Total Positions	2.60	2.60	Total Appropriations	<u>\$ 376,350</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 171,715	\$ 189,276	\$ 182,500	\$ 177,450
Benefits	17,438	16,015	30,100	35,550
Services/Supplies	73,254	59,425	121,500	123,350
Capital Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Sub-Total	262,407	264,716	334,100	336,350
Intragovernmental Charges	<u>27,800</u>	<u>28,900</u>	<u>27,700</u>	<u>40,000</u>
Totals	<u>\$ 290,207</u>	<u>\$ 293,616</u>	<u>\$ 361,800</u>	<u>\$ 376,350</u>

Worker's Compensation

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	1.00	1.00	\$ 606,400
Benefits	<u>0.00</u>	<u>0.00</u>	<u>\$ 1,380,000</u>
Total Positions	1.00	1.00	Total Appropriations <u>\$ 1,986,400</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 68,318	\$ 67,250	\$ 63,550	\$ 76,800
Benefits	12,115	15,936	17,850	25,000
Services/Supplies	111,580	47,478	143,000	145,000
Premiums	40,347	104,393	350,000	350,000
Claims	<u>1,108,516</u>	<u>1,361,499</u>	<u>750,000</u>	<u>1,380,000</u>
Sub-Total	1,340,876	1,596,556	1,324,400	1,976,800
Intragovernmental Charges	<u>4,950</u>	<u>38,100</u>	<u>4,650</u>	<u>9,600</u>
Totals	<u>\$ 1,345,826</u>	<u>\$ 1,634,656</u>	<u>\$ 1,329,050</u>	<u>\$ 1,986,400</u>

Revenues/Transfers In

Direct Intragovernmental Charges	<u>\$ 1,345,826</u>	<u>\$ 1,634,656</u>	<u>\$ 1,329,050</u>	<u>\$ 1,986,400</u>
Totals	<u>\$ 1,345,826</u>	<u>\$ 1,634,656</u>	<u>\$ 1,329,050</u>	<u>\$ 1,986,400</u>

Employee Benefits

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

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions		FY 2005-06 Total Budget
Dental	0.00	0.00		\$ 350,000
Retiree Benefits	0.40	0.40		\$ 251,950
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	0.40	0.40	Total Appropriations	<u>\$ 689,950</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 125,433	\$ 173,256	\$ 21,650	\$ 26,000
Benefits	4,890	65,811	7,300	9,950
Services/Supplies	56,789	55,882	79,250	141,000
Claims	388,942	344,026	745,600	467,000
Premiums	<u>29,014</u>	<u>41,562</u>	<u>42,000</u>	<u>46,000</u>
Sub-Total	605,068	680,538	895,800	689,950
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ 605,068</u>	<u>\$ 680,538</u>	<u>\$ 895,800</u>	<u>\$ 689,950</u>

Revenues/Transfers In

Direct Intragovernmental Charges	<u>\$ 605,068</u>	<u>\$ 680,538</u>	<u>\$ 895,800</u>	<u>\$ 689,950</u>
Totals	<u>\$ 605,068</u>	<u>\$ 680,538</u>	<u>\$ 895,800</u>	<u>\$ 689,950</u>

Employee Benefits

Dental

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Services/Supplies	\$ 28,250	\$ 29,957	\$ 35,000	\$ 30,000
Claims	<u>292,009</u>	<u>306,722</u>	<u>350,000</u>	<u>320,000</u>
Sub-Total	320,259	336,679	385,000	350,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 320,259	\$ 336,679	\$ 385,000	\$ 350,000

Employee Benefits

Retiree Benefits

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 125,433	\$ 173,256	\$ 21,650	\$ 26,000
Benefits	4,890	65,811	7,300	9,950
Services/Supplies	1,049	471	250	70,000
Claims	56,637	-	353,600	100,000
Premiums	<u>29,014</u>	<u>41,562</u>	<u>42,000</u>	<u>46,000</u>
Sub-Total	217,023	281,101	424,800	251,950
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 217,023	\$ 281,101	\$ 424,800	\$ 251,950

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Human Resources Specialist	0.35	0.35
Human Resources Manager	0.05	0.05
Total Division Positions	<u>0.40</u>	<u>0.40</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Employee Benefits

Unemployment

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Services/Supplies	\$ 532	\$ 9,560	\$ -	\$ -
Claims	<u>11,076</u>	<u>7,594</u>	<u>12,000</u>	<u>12,000</u>
Sub-Total	11,608	17,154	12,000	12,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 11,608	\$ 17,154	\$ 12,000	\$ 12,000

Employee Benefits

Vision

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Services/Supplies	\$ 7,281	\$ 6,221	\$ 10,000	\$ 10,000
Claims	<u>29,220</u>	<u>29,710</u>	<u>30,000</u>	<u>35,000</u>
Sub-Total	36,501	35,931	40,000	45,000
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	\$ 36,501	\$ 35,931	\$ 40,000	\$ 45,000

Employee Benefits

Other Emp. Benefits

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Services/Supplies	\$ 19,677	\$ 9,673	\$ 34,000	\$ 31,000
Sub-Total	19,677	9,673	34,000	31,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 19,677	\$ 9,673	\$ 34,000	\$ 31,000

Airport

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

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Operations	0.00	0.00	\$ 240,850
Fueling	0.00	0.00	\$ 478,800
Hangars	0.00	0.00	\$ 689,200
CIP Airport	<u>0.00</u>	<u>0.00</u>	<u>\$ 3,492,000</u>
Total Positions	0.00	0.00	Total Appropriations \$ <u>4,900,850</u>

Part Time

Full Time Equivalent	1.57	1.60
Part Time Hours	3,269	3,328

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 23,736	\$ 25,832	\$ 34,500	\$ 37,500
Benefits	3,748	4,319	-	-
Services/Supplies	468,184	714,762	498,300	584,100
Capital Outlay	17,175	-	-	-
Debt Service Principal	155,139	2,468,019	185,600	307,000
Debt Service Interest	159,967	295,439	180,500	371,300
Capital Improvement Projects	<u>-</u>	<u>171,820</u>	<u>-</u>	<u>3,492,000</u>
Sub-Total	827,949	3,680,192	898,900	4,791,900
Intragovernmental Charges	<u>80,350</u>	<u>83,600</u>	<u>92,500</u>	<u>108,950</u>
Totals	<u>\$ 908,299</u>	<u>\$ 3,763,792</u>	<u>\$ 991,400</u>	<u>\$ 4,900,850</u>

Revenues/Transfers In

General Revenue Sources	\$ 908,299	\$ 3,763,792	\$ -	\$ (1,350)
Charges for Sales	-	-	450,000	528,450
Charges for Services	-	-	478,400	716,050
Intergovernmental	-	-	57,000	434,000
Debt Proceeds	-	-	-	3,109,000
Interest and Rents	-	-	6,000	114,700
Totals	<u>\$ 908,299</u>	<u>\$ 3,763,792</u>	<u>\$ 991,400</u>	<u>\$ 4,900,850</u>

Airport

Operations

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 14,492	\$ 652	\$ 34,500	\$ 37,500
Benefits	2,286	109	-	-
Services/Supplies	124,557	274,145	122,200	94,400
Capital Outlay	-	-	-	-
Debt Service Principal	155,139	2,392,141	115,800	-
Debt Service Interest	<u>118,371</u>	<u>255,144</u>	<u>143,800</u>	<u>-</u>
Sub-Total	414,845	2,922,191	416,300	131,900
Intragovernmental Charges	<u>79,000</u>	<u>82,200</u>	<u>91,200</u>	<u>108,950</u>
Totals	\$ 493,845	\$ 3,004,391	\$ 507,500	\$ 240,850

Airport

Fueling

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 9,244	\$ 25,180	\$ -	\$ -
Benefits	1,462	4,211	-	-
Services/Supplies	328,817	413,555	341,000	463,200
Capital Outlay	-	-	-	-
Debt Service Principal	-	13,045	13,100	14,500
Debt Service Interest	<u>2,857</u>	<u>2,435</u>	<u>2,500</u>	<u>1,100</u>
Sub-Total	342,380	458,426	356,600	478,800
Intragovernmental Charges	<u>1,250</u>	<u>1,300</u>	<u>1,200</u>	<u>-</u>
Totals	\$ 343,630	\$ 459,726	\$ 357,800	\$ 478,800
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Full Time Equivalent			0.00	0.00
Part Time Hours				

Airport

Hangars

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Services/Supplies	14,810	27,062	35,100	26,500
Capital Outlay	17,175	-	-	-
Debt Service Principal	-	62,833	56,700	292,500
Debt Service Interest	<u>38,739</u>	<u>37,860</u>	<u>34,200</u>	<u>370,200</u>
Sub-Total	70,724	127,755	126,000	689,200
Intragovernmental Charges	<u>100</u>	<u>100</u>	<u>100</u>	<u>-</u>
Totals	\$ 70,824	\$ 127,855	\$ 126,100	\$ 689,200

Airport

CIP Airport

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Services/Supplies	\$ -	\$ -	\$ -	\$ -
Capital Imp Projects	-	<u>171,820</u>	-	<u>3,492,000</u>
Sub-Total	-	171,820	-	3,492,000
Intragovernmental Charges	-	-	-	-
Totals	\$ -	\$ 171,820	\$ -	\$ 3,492,000

Information Technology

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	<u>4.10</u>	<u>4.10</u>	\$ <u>1,175,700</u>
Total Positions	<u>4.10</u>	<u>4.10</u>	Total Appropriations \$ <u>1,175,700</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 304,165	\$ 329,386	\$ 312,500	\$ 334,700
Benefits	33,484	62,664	64,750	86,600
Services/Supplies	418,762	292,317	346,100	615,550
Capital Equipment	-	-	<u>24,000</u>	<u>130,000</u>
Sub-Total	756,411	684,367	747,350	1,166,850
Intragovernmental Charges	7,850	8,150	7,350	8,850
Totals	<u>\$ 764,261</u>	<u>\$ 692,517</u>	<u>\$ 754,700</u>	<u>\$ 1,175,700</u>

Revenues/Transfers In

General Revenue Sources	\$ 764,261	\$ 692,517	\$ -	\$ -
General Fund Departments	-	-	522,300	812,900
Water Utility	-	-	121,150	189,500
Wastewater Utility	-	-	16,300	25,400
Other Enterprise	-	-	38,850	60,550
Other Funds	-	-	<u>56,100</u>	<u>87,350</u>
Totals	<u>\$ 764,261</u>	<u>\$ 692,517</u>	<u>\$ 754,700</u>	<u>\$ 1,175,700</u>

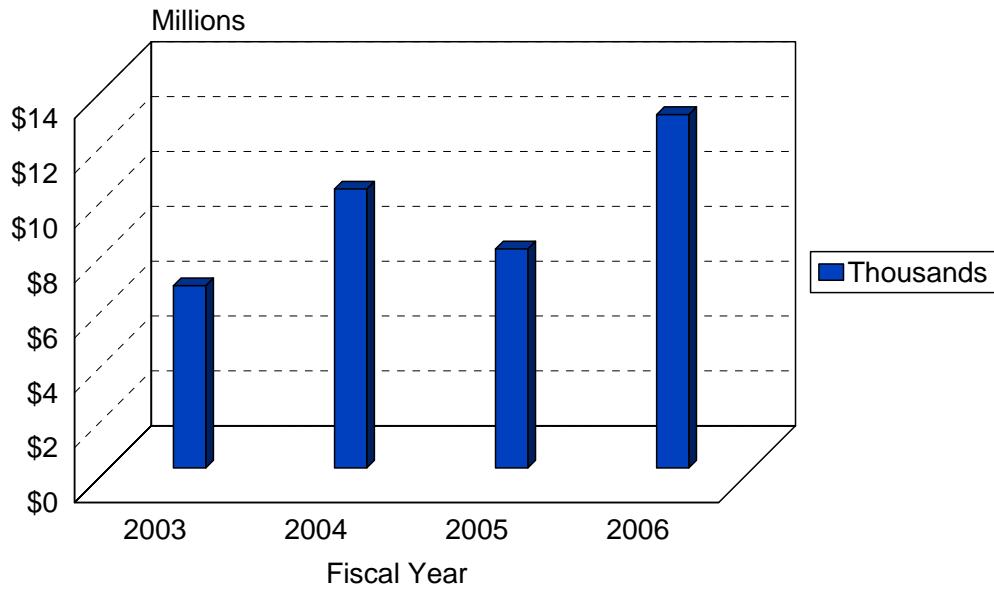
ADMINISTRATIVE SERVICES

FULL TIME POSITION ALLOCATION BY FUND

FY 05-06

DEPARTMENT POSITION	FY 02-03	FY 03-04	FY 04-05	FY 05-06	General Fund	OTHER FUNDS		
	Positions	Positions	Positions	Positions		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 Secretary	1.00	1.00	1.00	1.00	0.40			0.60
Benefits Admin Assistant	1.00	1.00	1.00	0.00				0.00
Buyer	1.00	1.00	0.00	0.00				0.00
City Manager	0.00	0.00	0.10	0.10				0.10
Commercial Services Mgr.	1.00	1.00	1.00	1.00	0.25			0.75
Custodian	4.00	4.00	0.00	0.00	0.00			
Dir. of Administrative Services	1.00	1.00	1.00	1.00	0.50			0.50
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	0.50	1.00	2.00	1.00			1.00
Information Systems Manager	0.00	0.00	1.00	1.00				1.00
Information Systems Tech	0.00	0.00	1.00	1.00				1.00
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	0.00	1.00	1.00	1.00				1.00
Risk Manager	0.00	1.00	1.00	1.00				1.00
Supervising Custodian	1.00	1.00	0.00	0.00	0.00			
Systems Analyst	0.00	0.00	2.00	2.00				2.00
Total Administrative Services	26.50	28.50	27.10	27.10	15.25	0.00	0.00	11.85

ADMINISTRATIVE SERVICES ANNUAL BUDGET COMPARISON



ADMINISTRATIVE SERVICES APPROPRIATIONS

