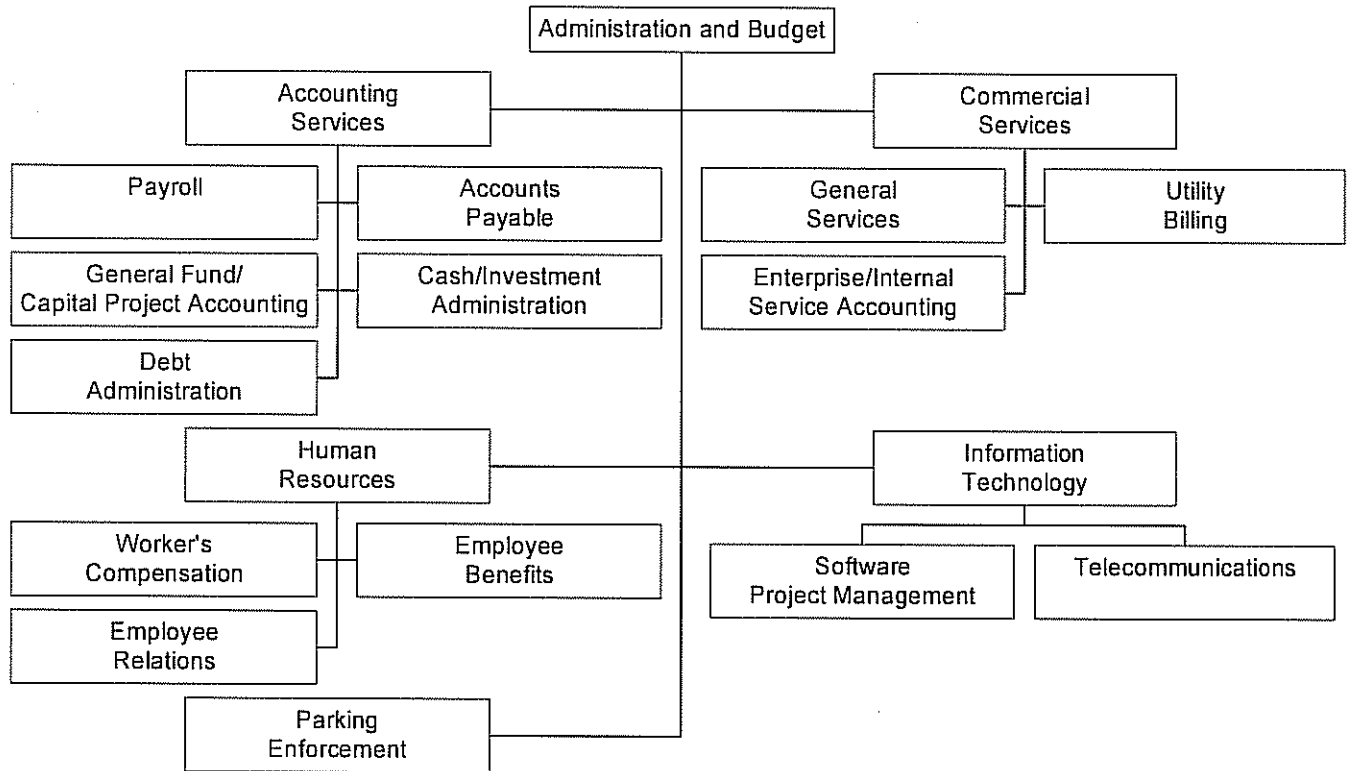


ADMINISTRATIVE SERVICES



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 banking 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 2008 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 or use a new web page to pay with a credit card. Business license invoices also will be redesigned to facilitate electronic receipting in FY 2008.

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 expanded 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 by end of fiscal 2008.

- **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 Downtown 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. In the fall of 2006, two part time parking enforcement officers were added to provide two staff on duty Monday through Saturday.

- **Human Resources**

The Human Resources Division provides a full range of human resource services to the City including recruitment, testing, and selection of personnel, employee/labor relations, classification and compensation studies, performance development and management, federal, state, and local employment compliance, training, workplace safety, and benefit administration.

In fiscal year 2006-2007 Human Resources partnered with the owner of the existing Human Resources Information System software to develop and implement a new on-line employment application and applicant tracking system. In the coming fiscal year we will continue work on the project thereby improving upon operational efficiency. Human Resources worked closely with Fire Department staff to improve and streamline recruiting and selection methods for the position of Firefighter/Paramedic.

Goals

- Increase the number of safety training programs offered to field personnel in the Parks, Public Works and Water Departments and improve workplace safety program documentation.
- Revise and develop new performance competencies for law enforcement portions in the Performance Management Program.
- Further develop the capabilities of the on-line employment and applicant tracking system.

- **Risk Management**

The Risk Management Division was transferred to the City Manager's office for FY 07-07.

- **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, 300 desktop computers, several dozen laptop/mobiles, three dozen network servers and an interconnecting wide area network, with fiber, 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 service request/work orders and maintenance systems for various departments; a collection of web-front systems for permits, HR, reporting and data access; Our range of support includes over 250 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.

In FY 2006-07, staff implemented a citywide VOIP web based phone system. This saved the City over \$200,000 during the first year. Continued savings are expected to increase for each year of the 5-year leasing contract.

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 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.

Meeting City demand for recruitment, testing and selection of personnel in requested time frames.

PERFORMANCE MEASURES – FY 2006-07

- *Apply for and receive the GFOA and California Society of Municipal Finance Officers awards for accounting excellence (CAFR) and budget excellence*

Outcome – Won awards.

- *Deliver the draft 2007-2008 annual budget to the City Council on the first Monday of May, 2007*

Outcome – Delivered on time.

- *Install a Voice Over IP phone system for City staff*

Outcome – Installation complete in May, 2007.

- *Install new desktop computers to one third of City staff as part of our 3 year useful life change out program*

Outcome – Completed October, 2006.

- *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*

Outcome – In progress. Completion expected in August, 2007.

- *Implement monthly billing for utility bills*

Outcome – Will begin in August, 2007.

- *Implement an on-line employment application with an applicant tracking system*

Outcome – Completed December, 2006.

- *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.*

Outcome – Expected July, 2007.

- *For staff that has automatic deposit of their paycheck, e-mail their paystub instead of printing on paycheck stock.*

Outcome – Completed February, 2007.

- *Revise 50% of all City financial policies.*

Outcome – Completed five of seven policies. Remaining two to be completed October, 2007.

- *Hire and integrate two new IT positions approved in this budget.*

Outcome – Completed.

- *Convert Pentamation operating system from Informix to Sequel Server.*

Outcome – Completed in June, 2007.

- *Hire and train two new Parking Enforcement Officers to ensure City coverage of parking function has two officers on duty Monday through Saturday.*

Outcome – Completed January, 2007.

- *Complete an equity study for 40 different classifications..*

Outcome – Completed February, 2007.

- *City receives a clean audit.*

Outcome – Completed December 2007.

- *Hire new capital projects accountant to maintain financial records for all city construction projects.*

Outcome – Completed April, 2007.

- *Complete audit on City business licenses.*

Outcome – In progress. Completion September, 2007.

- *Continue to audit sales tax.*

Outcome – Completed. Audit resulted in City receiving \$330,000 in additional sales tax revenue.

- *Implement an on-line employment application and applicant tracking system.*

Outcome - The new system is designed and in place.

PERFORMANCE MEASURERS – FY 2007-08

- *City receives a clean audit.*

- *Continue to audit sales tax.*

See Mission 2 – Economic Vitality, Goal A, Page I-15.

- *Complete the remaining update to City's financial policies.*

- *Completion of Comprehensive Workorder Maintenance Management System.*

See Mission 1 – Core Services, Programs/Performance Indicators Item A, Page I-14.

- *99% uptime of all computer applications on City network.*

- *Improve written procedures and employee training for the City's workplace safety program.*

- *Improve the City's Performance Review Program by revising and updating performance competencies for law enforcement positions.*

- *Continue to develop the capabilities of the on-line employment and applicant tracking system.*

See Mission 1 – Core Services, Programs/Performance Indicators Item G, Page I-14.

- *Win the GFOA Distinguished Budget Presentation Award.*

- *Win the GFOA Certificate of Achievement for Excellence in Financial Reporting.*

- *Implement monthly utility billing.*

See Mission 2 – Economic Vitality, Goal C, Page I-15.

Administrative Services

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

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	General Fund	Other Funds	FY 2007-08 Total Budget
Finance	12.55	13.35	\$ 1,741,600		\$ 1,741,600
General Services	3.35	3.25		\$ 366,300	\$ 366,300
Risk Management	2.70	0.00		\$ -	\$ -
Human Resources	2.60	2.60	\$ 385,050		\$ 385,050
Worker's Compensation	1.00	0.85		\$ 1,492,150	\$ 1,492,150
Dental	0.00	0.00		\$ 350,000	\$ 350,000
Retiree Benefits	0.40	0.55		\$ 275,100	\$ 275,100
Unemployment	0.00	0.00		\$ 20,000	\$ 20,000
Vision	0.00	0.00		\$ 45,000	\$ 45,000
Other Emp. Benefits	0.00	0.00		\$ 41,000	\$ 41,000
Information Technology	6.10	6.20		\$ 1,887,450	\$ 1,887,450
Total Positions	28.70	26.80	Total Appropriations		\$ 6,603,650
Part Time					
Full Time Equivalent	0.00	1.52			
Part Time Hours	0	3,164			

Budget Comparison to Prior Years - All Funds

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget	% Change From Budget
Salaries	\$ 1,984,681	\$ 2,044,486	\$ 2,068,300	\$ 2,062,850	0%
Benefits	570,954	637,948	636,900	578,350	-9%
Services/Supplies	1,208,151	1,645,557	1,930,400	1,628,100	-16%
Capital Equipment	75,392	64,518	230,000	267,000	16%
Claims	1,470,187	1,377,115	2,064,000	1,425,000	-31%
Premiums	<u>637,856</u>	<u>573,066</u>	<u>796,000</u>	<u>346,000</u>	-57%
Sub-Total	5,947,221	6,342,690	7,725,600	6,307,300	-18%
Intragovernmental Charges	<u>122,100</u>	<u>184,800</u>	<u>258,200</u>	<u>296,350</u>	15%
Totals	\$ 6,069,321	\$ 6,527,490	\$ 7,983,800	\$ 6,603,650	-17%

Administrative Services

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

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Finance	12.55	13.35	\$ 1,741,600
Human Resources	<u>2.60</u>	<u>2.60</u>	<u>\$ 385,050</u>
Total Positions	15.15	15.95	Total Appropriations \$ <u>2,126,650</u>
Part Time			
Full Time Equivalent	0.00	1.52	
Part Time Hours	0	3,164	

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 947,271	\$ 1,017,909	\$ 1,034,400	\$ 1,181,650
Benefits	220,448	284,972	281,250	281,650
Services/Supplies	243,567	340,177	379,900	348,450
Capital Equipment	<u>70,215</u>	<u>6,300</u>	<u>65,000</u>	<u>60,000</u>
Sub-Total	1,481,501	1,649,358	1,760,550	1,871,750
Intragovernmental Charges	<u>97,350</u>	<u>148,150</u>	<u>181,550</u>	<u>254,900</u>
Totals	<u>\$ 1,578,851</u>	<u>\$ 1,797,508</u>	<u>\$ 1,942,100</u>	<u>\$ 2,126,650</u>

Finance

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

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Administration	0.70	1.00	\$ 464,650
Accounting Services	5.60	6.10	\$ 664,600
Commercial Services	4.25	4.25	\$ 317,700
Parking Enforcement	<u>2.00</u>	<u>2.00</u>	<u>\$ 294,650</u>
Total Positions	12.55	13.35	Total Appropriations \$ 1,741,600

Part Time

Full Time Equivalent	0.00	1.52
Part Time Hours	0	3,164

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 772,961	\$ 829,811	\$ 841,650	\$ 982,100
Benefits	190,291	241,464	241,050	244,050
Services/Supplies	182,466	273,518	256,550	244,550
Capital Equipment	<u>70,215</u>	<u>6,300</u>	<u>65,000</u>	<u>60,000</u>
Sub-Total	1,215,933	1,351,093	1,404,250	1,530,700
Intragovernmental Charges	<u>69,650</u>	<u>108,150</u>	<u>141,550</u>	<u>210,900</u>
Totals	<u>\$ 1,285,583</u>	<u>\$ 1,459,243</u>	<u>\$ 1,545,800</u>	<u>\$ 1,741,600</u>

ADMINISTRATION

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

GOALS

- 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
- Win the GFOA Distinguished Budget Presentation Award
- Win the GFOA Certificate of Achievement for Excellence in Financial Reporting

FinanceAdministration

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 98,298	\$ 92,359	\$ 65,150	\$ 98,000
Benefits	13,790	21,915	14,950	21,700
Services/Supplies	108,984	145,291	81,550	74,050
Capital Equipment	<u>70,215</u>	<u>6,300</u>	<u>65,000</u>	<u>60,000</u>
Sub-Total	291,287	265,865	226,650	253,750
Intragovernmental Charges	<u>35,450</u>	<u>108,150</u>	<u>141,550</u>	<u>210,900</u>
Totals	\$ 326,737	\$ 374,015	\$ 368,200	\$ 464,650

POSITIONS

	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions
Dir. Admin Services	0.30	0.50
Admin Technician	<u>0.40</u>	<u>0.50</u>
Total Division Positions	<u>0.70</u>	<u>1.00</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.

GOALS

- Prepare Comprehensive Annual Financial Report
- Win GFOA award for Annual Financial Report

FinanceAccounting Services

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 368,928	\$ 413,574	\$ 396,500	\$ 485,250
Benefits	82,182	103,282	103,400	111,350
Services/Supplies	15,785	21,258	42,000	68,000
Capital Equipment	-	-	-	-
Sub-Total	466,895	538,114	541,900	664,600
Intragovernmental Charges	<u>7,300</u>	-	-	-
Totals	\$ 474,195	\$ 538,114	\$ 541,900	\$ 664,600

POSITIONS

	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions
Accounting Asst. II	1.50	2.00
Accountant	2.00	2.00
Accounting Mgr.	1.00	1.00
Senior Accountant	1.00	1.00
Accountant/Analyst	<u>0.10</u>	<u>0.10</u>
Total Division Positions	<u>5.60</u>	<u>6.10</u>
Full Time Equivalent	0.00	0.72
Part Time Hours	0	1,500

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.

GOALS

- Complete the implementation for on-line payment of Utility Bills, Business License, Business Improvement District, parking tickets, garbage bills and other miscellaneous Accounts Receivable
- Continue to implement new changes to the City's Pentamation Financial and Utility billing.

FinanceCommercial Services

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 196,853	\$ 210,826	\$ 224,050	\$ 235,350
Benefits	51,372	63,361	69,750	68,050
Services/Supplies	14,084	22,011	14,300	14,300
Capital Equipment	-	-	-	-
Sub-Total	262,309	296,198	308,100	317,700
Intragovernmental Charges	<u>26,900</u>	-	-	-
Totals	\$ 289,209	\$ 296,198	\$ 308,100	\$ 317,700

POSITIONS	FY 2006-07 Funded Positions	FY 2007-08 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.

GOALS

- Increase parking revenues by 10%

FinanceParking Enforcement

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 108,882	\$ 113,052	\$ 155,950	\$ 163,500
Benefits	42,947	52,906	52,950	42,950
Services/Supplies	43,613	84,958	118,700	88,200
Capital Equipment	-	-	-	-
Sub-Total	195,442	250,916	327,600	294,650
Intragovernmental Charges	-	-	-	-
Totals	\$ 195,442	\$ 250,916	\$ 327,600	\$ 294,650

POSITIONS	FY 2006-07 Funded Positions	FY 2007-08 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.

GOALS

- Continue to strive to print all large volume and brochure print jobs needed by City staff

General Services

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

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Mail Services	1.15	1.15	\$ 117,550
Printing Services	1.15	1.15	\$ 145,700
Purchasing	<u>1.05</u>	<u>0.95</u>	<u>\$ 103,050</u>
Total Positions	3.35	3.25	Total Appropriations \$ <u>366,300</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 195,670	\$ 184,440	\$ 197,800	\$ 195,700
Benefits	55,090	41,321	74,950	63,200
Services/Supplies	113,358	70,590	81,550	89,350
Capital Outlay	-	-	-	-
Sub-Total	364,118	296,351	354,300	348,250
Intragovernmental Charges	<u>12,750</u>	<u>18,200</u>	<u>18,200</u>	<u>18,050</u>
Totals	<u>\$ 376,868</u>	<u>\$ 314,551</u>	<u>\$ 372,500</u>	<u>\$ 366,300</u>

General Services

Mail Services

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 55,586	\$ 49,314	\$ 54,600	\$ 57,550
Benefits	18,350	10,396	25,650	21,650
Services/Supplies	9,951	44,039	20,300	20,300
Capital Outlay	-	-	-	-
Sub-Total	83,887	103,749	100,550	99,500
Intragovernmental Charges	<u>50</u>	<u>18,200</u>	<u>18,200</u>	<u>18,050</u>
Totals	\$ 83,937	\$ 121,949	\$ 118,750	\$ 117,550

POSITIONS

	FY 2006-07 Funded Positions	FY 2007-08 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 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 55,587	\$ 49,315	\$ 54,900	\$ 57,550
Benefits	18,351	10,397	26,350	21,650
Services/Supplies	102,644	25,136	58,700	66,500
Capital Outlay	-	-	-	-
Sub-Total	176,582	84,848	139,950	145,700
Intragovernmental Charges	<u>6,400</u>	-	-	-
Totals	\$ 182,982	\$ 84,848	\$ 139,950	\$ 145,700

POSITIONS

	FY 2006-07 Funded Positions	FY 2007-08 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 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 84,497	\$ 85,811	\$ 88,300	\$ 80,600
Benefits	18,389	20,528	22,950	19,900
Services/Supplies	763	1,415	2,550	2,550
Capital Outlay	-	-	-	-
Sub-Total	103,649	107,754	113,800	103,050
Intragovernmental Charges	<u>6,300</u>	-	-	-
Totals	\$ 109,949	\$ 107,754	\$ 113,800	\$ 103,050

POSITIONS	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions
Dir. Admin Services	0.10	0.00
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>0.95</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

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.

GOALS

- Continue to focus on staffing needs, particularly the recruitment and retention of public safety personnel

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Human Resources	2.60	2.60	\$ 385,050
Worker's Compensation	1.00	0.85	\$ 1,492,150
Employee Benefits	<u>0.40</u>	<u>0.55</u>	<u>\$ 731,100</u>
Total Positions	4.00	4.00	Total Appropriations \$ <u>2,608,300</u>

Part Time

	FY 2006-07	FY 2007-08
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 428,959	\$ 430,699	\$ 301,200	\$ 315,350
Benefits	197,725	226,653	175,800	158,650
Services/Supplies	149,347	167,028	304,350	299,900
Claims	1,185,861	609,338	1,367,000	1,425,000
Premiums	<u>299,385</u>	<u>310,315</u>	<u>396,000</u>	<u>346,000</u>
Sub-Total	2,261,277	1,744,033	2,544,350	2,544,900
Intragovernmental Charges	<u>32,350</u>	<u>49,600</u>	<u>59,600</u>	<u>63,400</u>
Totals	<u>\$ 2,293,627</u>	<u>\$ 1,793,633</u>	<u>\$ 2,603,950</u>	<u>\$ 2,608,300</u>

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Human Resources	<u>2.60</u>	<u>2.60</u>	\$ <u>385,050</u>
Total Positions	2.60	2.60	Total Appropriations \$ <u>385,050</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 174,310	\$ 188,098	\$ 192,750	\$ 199,550
Benefits	30,157	43,508	40,200	37,600
Services/Supplies	61,101	66,659	123,350	103,900
Capital Equipment	-	-	-	-
Sub-Total	265,568	298,265	356,300	341,050
Intragovernmental Charges	<u>27,700</u>	<u>40,000</u>	<u>40,000</u>	<u>44,000</u>
Totals	\$ <u>293,268</u>	\$ <u>338,265</u>	\$ <u>396,300</u>	\$ <u>385,050</u>

Worker's Compensation

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions		FY 2007-08 Total Budget
Administration	<u>1.00</u>	<u>0.85</u>		\$ 1,492,150
Total Positions	1.00	0.85	Total Appropriations	\$ 1,492,150
Part Time				
Full Time Equivalent	0.00	0.00		
Part Time Hours	0	0		

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 48,943	\$ 78,711	\$ 81,050	\$ 75,900
Benefits	94,154	111,880	125,500	106,850
Services/Supplies	26,129	25,782	40,000	40,000
Premiums	252,840	254,224	350,000	300,000
Claims	<u>837,079</u>	<u>189,858</u>	<u>900,000</u>	<u>950,000</u>
Sub-Total	1,259,145	660,455	1,496,550	1,472,750
Intragovernmental Charges	<u>4,650</u>	<u>9,600</u>	<u>19,600</u>	<u>19,400</u>
Totals	\$ 1,263,795	\$ 670,055	\$ 1,516,150	\$ 1,492,150

Employee Benefits

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

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Dental	0.00	0.00	\$ 350,000
Retiree Benefits	0.40	0.55	\$ 275,100
Unemployment	0.00	0.00	\$ 20,000
Vision	0.00	0.00	\$ 45,000
Other Emp. Benefits	<u>0.00</u>	<u>0.00</u>	<u>\$ 41,000</u>
Total Positions	0.40	0.55	Total Appropriations \$ <u>731,100</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 205,706	\$ 163,890	\$ 27,400	\$ 39,900
Benefits	73,414	71,265	10,100	14,200
Services/Supplies	62,117	74,587	141,000	156,000
Claims	348,782	419,480	467,000	475,000
Premiums	<u>46,545</u>	<u>56,091</u>	<u>46,000</u>	<u>46,000</u>
Sub-Total	736,564	785,313	691,500	731,100
Intragovernmental Charges	-	-	-	-
Totals	<u>\$ 736,564</u>	<u>\$ 785,313</u>	<u>\$ 691,500</u>	<u>\$ 731,100</u>

Employee Benefits Dental

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Services/Supplies	\$ 26,853	\$ 30,748	\$ 30,000	\$ 30,000
Claims	<u>309,009</u>	<u>379,342</u>	<u>320,000</u>	<u>320,000</u>
Sub-Total	335,862	410,090	350,000	350,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 335,862	\$ 410,090	\$ 350,000	\$ 350,000

Employee Benefits Retiree Benefits

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 205,706	\$ 163,890	\$ 27,400	\$ 39,900
Benefits	73,414	71,265	10,100	14,200
Services/Supplies	-	-	70,000	75,000
Claims	-	-	100,000	100,000
Premiums	<u>46,545</u>	<u>56,091</u>	<u>46,000</u>	<u>46,000</u>
Sub-Total	325,665	291,246	253,500	275,100
Intragovernmental Charges	-	-	-	-
Totals	\$ 325,665	\$ 291,246	\$ 253,500	\$ 275,100

POSITIONS	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions
Human Resources Specialist	0.35	0.50
Human Resources Manager	<u>0.05</u>	<u>0.05</u>
Total Division Positions	<u>0.40</u>	<u>0.55</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Employee Benefits

Unemployment

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Claims/Settlements	\$ 8,602	\$ 11,681	\$ 12,000	\$ 20,000
Sub-Total	8,602	11,681	12,000	20,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 8,602	\$ 11,681	\$ 12,000	\$ 20,000

Employee Benefits

Vision

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Services/Supplies	\$ 7,670	\$ 8,344	\$ 10,000	\$ 10,000
Claims	31,171	28,457	35,000	35,000
Sub-Total	38,841	36,801	45,000	45,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 38,841	\$ 36,801	\$ 45,000	\$ 45,000

Employee Benefits

Other Emp. Benefits

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Services/Supplies	\$ 27,594	\$ 35,495	\$ 31,000	\$ 41,000
Sub-Total	27,594	35,495	31,000	41,000
Intragovernmental Charges	-	-	-	-
Totals	\$ 27,594	\$ 35,495	\$ 31,000	\$ 41,000

INFORMATION TECHNOLOGY

The division is responsible for planning, deployment and maintenance for all technology service including telephones. The range of support covers over 250 customized applications.

GOALS

- Complete migration to an equipment replacement program for all major network equipment, servers and workstations
- Next business day recovery time on failed major systems and applications (email, finance, GIS, main database applications)
- Availability of 99.9% for network, applications, data, servers
- Zero downtime due to malware incursion (virus, spyware, hacking)

Information Technology

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2007-08 Total Budget
Administration	<u>6.10</u>	<u>6.20</u>	<u>\$ 1,887,450</u>
Total Positions	<u>6.10</u>	<u>6.20</u>	Total Appropriations <u>\$ 1,887,450</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Budget Comparison to Prior Years

Description	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2007-08 Budget
Salaries	\$ 333,755	\$ 345,272	\$ 506,150	\$ 569,700
Benefits	69,271	62,305	86,600	112,450
Services/Supplies	403,777	723,303	776,850	994,300
Capital Outlay	<u>5,177</u>	<u>58,218</u>	<u>165,000</u>	<u>207,000</u>
Sub-Total	811,980	1,189,098	1,534,600	1,883,450
Intragovernmental Charges	<u>7,350</u>	<u>8,850</u>	<u>4,000</u>	<u>4,000</u>
Totals	<u>\$ 819,330</u>	<u>\$ 1,197,948</u>	<u>\$ 1,538,600</u>	<u>\$ 1,887,450</u>

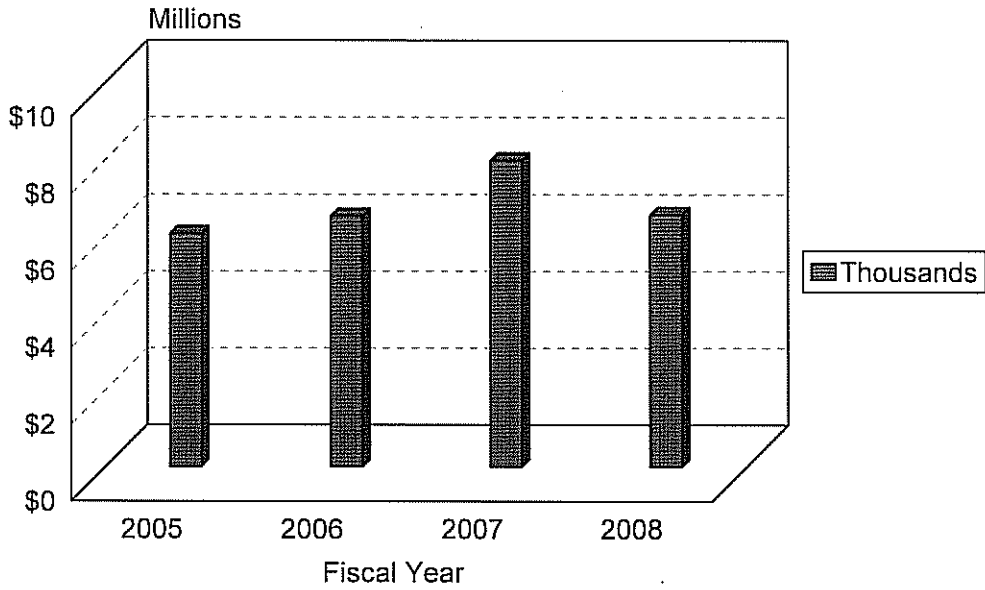
ADMINISTRATIVE SERVICES

FULL TIME POSITION ALLOCATION BY FUND

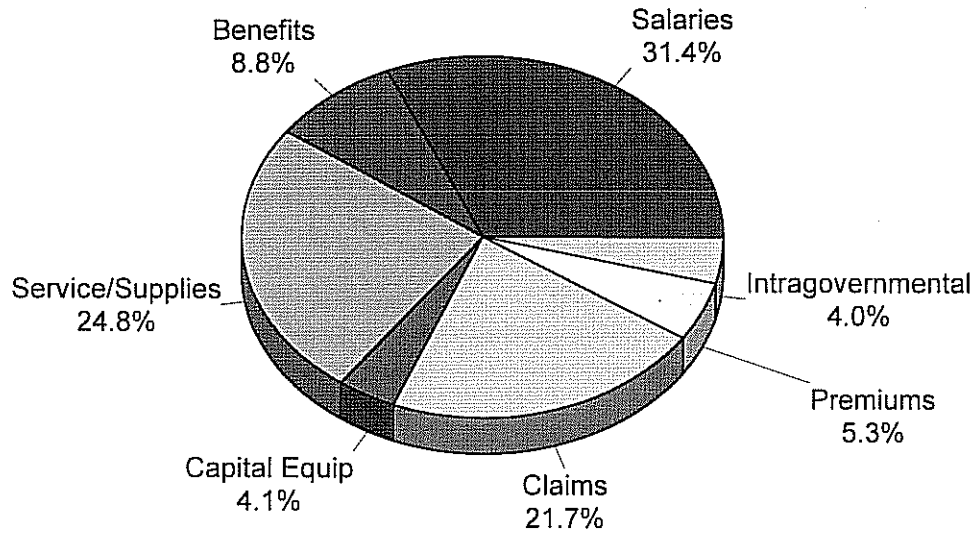
FY 07-08

DEPARTMENT POSITION	FY 04-05 Positions	FY 05-06 Positions	FY 06-07 Positions	FY 07-08 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	2.00	1.10	1.10	1.10			
Accounting Assistant II	6.00	6.00	6.00	6.00	6.00			
Accounting Manager	1.00	1.00	1.00	1.00	1.00			
Administrative Technician	1.00	1.00	1.00	1.00	0.50			0.50
Benefits Admin Assistant	1.00	0.00	0.00	0.00				
City Manager	0.10	0.10	0.00	0.00				
Commercial Services Mgr.	1.00	1.00	1.00	1.00	0.25			0.75
Dir. Of Admin Services	1.00	1.00	0.60	0.70	0.50			0.20
Human Resources Analyst	0.00	0.00	0.00	1.00	1.00			
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	1.00	2.00	2.00	1.00	0.00			1.00
Info Tech Specialist 1/2/3	3.00	3.00	4.00	4.00				4.00
Information Systems Manager	1.00	1.00	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			
Programmer Analyst	0.00	0.00	1.00	1.00				1.00
Risk Claims Administrator	1.00	1.00	1.00	0.00				
Risk Manager	1.00	1.00	1.00	0.00				
Total Administrative Services	27.10	28.10	28.70	26.80	15.95	0.00	0.00	10.85

ADMINISTRATIVE SERVICES ANNUAL BUDGET COMPARISON



ADMINISTRATIVE SERVICES APPROPRIATIONS





Hills surrounding Sonoma County.