

CITY OF CARSON

ADOPTED OPERATING BUDGET  
 WORK GROUP SUMMARY - BY CATEGORY  
 FISCAL YEARS 2006/07 AND 2007/08

FUND: 01 General  
 WORK GROUP: 60 Administrative Services

CATEGORY	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURES THRU 6/30/06	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
Salaries and Benefits	\$ 3,842,078	\$ 3,544,504	\$ 4,292,191	\$ 4,298,808	\$ 3,765,986	\$ 4,710,239	\$ 4,902,537
Operations & Maintenance	920,227	836,089	905,732	1,006,021	825,230	883,927	883,927
Capital Outlay	1,553	13,107	0	0	0	0	0
Operating Transfers Out	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 4,763,858</b>	<b>\$ 4,393,700</b>	<b>\$ 5,197,923</b>	<b>\$ 5,304,829</b>	<b>\$ 4,591,217</b>	<b>\$ 5,594,166</b>	<b>\$ 5,786,464</b>

WORK GROUP ACTIVITY

The Administrative Services work group, under the direction of the City Manager-appointed Administrative Services General Manager, provides the internal foundation to support the whole organization of the City of Carson. This work group is comprised of the following two divisions:

- **Finance Division:** Handles a variety of City functions including revenue collection, business license, purchasing, central services, warehousing, accounting, payroll, accounts payable, accounts receivable and budgeting. The Finance Division is further sub-divided into four (4) sections namely: Administration, Accounting, Purchasing and Revenue.
  - ◊ **Administration:** Responsible for the administration and supervision of the division. Also responsible for producing the Annual Operating Budget, the Comprehensive Annual Financial Report (CAFR) and for providing the City Council, the City Manager and all other City work groups with financial information and analysis of financial issues.
  - ◊ **Accounting:** Provides administration, general direction, and supervision for all accounting functions of the City and Redevelopment Agency.
    - Payroll: This function involves the preparation and payment of all payroll checks and direct deposits. In addition, payroll staffs are also responsible for reconciliation and payment of PERS contributions, employer taxes and employee fringe benefits.
    - Accounts Payable: This function is responsible for ensuring the validity and payment of all authorized financial obligations.
    - Accounting: This function handles the recording, classifying and summarizing of financial transactions within the funds of the City and the Redevelopment Agency. In addition, the accounting staff prepares monthly and special reports mandated by federal, state and other governmental regulatory agencies and other reports related to the financial position of the City.
    - Accounts Receivable: This function includes the preparation of invoices for various services rendered by the City and the Agency including, but not limited to, memberships at the Veterans SportsComplex, Public Works services and COBRA medical and dental coverage.

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**WORK GROUP ACTIVITY (cont.)**

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- ◇ **Purchasing:** Controls and coordinates the purchases of supplies and equipment used by City work groups. This division also offers support services to City work groups through cost effective policies and procedures. In addition, it manages the operational activities of the following sub-divisions.
  - Warehouse: Receives all purchased supplies and equipment, and distributes stock to work groups upon request.
  - Central Services: Operates a variety of reproduction equipment to produce various publications and materials upon request by City work groups. Also handles the City's mail service.
  
- ◇ **Revenue:** Responsible for the enforcement of the Carson Municipal Code provisions pertaining to taxation, regulatory permits and franchises, as well as the collection of delinquent debts owed to the City. The group strives annually to maximize revenue sources and pursues new sources wherever possible. The revenues generated by this group help pay for the services provided to the residents of the City.
  
- **Human Resources Division:** Responsible for recruitment, testing and selection; labor relations support and employee relations; labor contract administration; employee service awards program; benefits administration and staff support to the Personnel Subcommittee. The following are various programs that support the Division:
  - ◇ **Recruitment, Testing, Selection:** Recruits, tests and coordinates the selection of applicants in accordance with current employment law, policies and procedures; provides orientation programs and guidance to the City's full-time and part-time employees.
  
  - ◇ **Labor and Employee Relations:** Negotiates with City's bargaining units, administers Memoranda of Understanding (MOUs); administers the Classification and Compensation Plan and Personnel Rules; oversees and coordinates the City's performance management program by support to all work groups.
  
  - ◇ **Administration of Benefits:** Maintains contracts with benefit providers, obtains optimum rates and information, coordinates employee health fair and benefits plan information. Human Resources staff assists City employees with retirement benefits, deferred compensation and administers self-insured Long Term Disability benefits, and the educational enrichment and Citywide training programs.
  
  - ◇ **Personnel Subcommittee:** Provides staff support to the Personnel Subcommittee which considers Council policy related to Personnel Rules, employee benefits, staffing and the Classification and Compensation plan.
  
  - ◇ **Workers' Compensation:** Responsible for the administration of the City's workers' compensation program, supervisory safety training related to workers' compensation and related ADA issues. More specifically, keeps track of and reconciles all self-insured workers' compensation claims for both full-time and part-time employees; coordinates program with workers' compensation third party administrator; prepares and issues workers' compensation benefits.

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
WORK GROUP SUMMARY  
FISCAL YEARS 2006/07 & 2007/08

FUND: 01 General Fund  
WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	2,776,253	2,338,731	2,865,163	2,870,280	2,426,808	3,116,337	3,267,847
5003 Overtime	63,865	66,773	59,463	59,463	40,635	56,308	56,308
5004 Temporary/Part Time	189,904	220,724	112,516	114,016	249,701	204,883	204,883
5005 Classified Part Time	19,182	13,420	23,121	23,121	11,440	15,000	15,000
5501 Retirement	431,816	528,467	733,081	733,081	637,087	779,989	813,693
5502 Medical & Associated Benefits	323,529	278,128	377,629	377,629	303,106	407,139	412,036
5503 Dental Insurance	30,465	29,347	33,886	33,886	29,175	35,446	35,446
5505 Group Life Insurance	11,232	8,266	10,253	10,253	8,571	11,118	11,118
5508 Reimbursement	9,150	8,200	9,317	9,317	7,650	9,750	9,750
5509 Vision Insurance	3,532	3,064	3,900	3,900	3,568	5,023	5,023
5510 Medicare	27,002	24,422	33,762	33,762	24,711	38,146	40,333
5512 Deferred Compensation Match	19,564	21,406	30,100	30,100	19,939	31,100	31,100
5513 Unused Medical-Deferred Comp	6,302	3,557	0	0	3,596	0	0
5515 Contra Retirement	(69,716)	0	0	0	0	0	0
<b>Salaries and Benefits</b>	<b>3,842,078</b>	<b>3,544,504</b>	<b>4,292,191</b>	<b>4,298,808</b>	<b>3,765,986</b>	<b>4,710,239</b>	<b>4,902,537</b>
6002 Educational Reimbursement	10,019	13,454	10,000	10,000	29,556	20,000	20,000
6003 Printing/Binding/Duplication	3,078	2,049	2,850	2,850	4,546	5,225	5,225
6004 Professional Services	138,040	134,482	129,650	130,175	126,494	122,850	122,850
6005 Contract Services	204,046	174,559	171,700	242,089	98,060	124,000	124,000
6006 Membership Fees and Dues	5,578	7,400	7,150	7,150	10,336	8,550	8,550
6008 Promotion & Publicity	676	221	750	750	0	500	500
6009 Special Materials & Supplies	30,240	28,834	33,150	33,150	30,402	33,725	33,725
6010 Office/Facilities Suppls&Frnshng	88,835	85,778	80,350	84,810	77,099	80,700	80,700
6011 Telephone	8,059	7,466	8,350	8,350	4,882	6,650	6,650
6013 Auto Allowance/Mileage	7,847	5,358	10,300	10,300	5,676	10,350	10,350
6014 Conferences/Meetings/Travel	4,370	6,330	10,200	10,200	3,342	8,460	8,460
6015 Taxes, Licenses and Fees	700	117	0	0	5,174	2,500	2,500
6016 Uniform Allowance	4,345	3,571	4,300	4,300	2,622	4,300	4,300
6017 Subscriptions & Publications	2,719	2,599	3,870	3,870	1,675	3,420	3,420
6020 Compnr-Reltd Lnse, Eqp, Acces	5,198	1,768	1,950	2,367	2,924	3,050	3,050
6027 Small Tools	0	0	0	0	0	200	200
6029 Workers Compensation Insurance	130,056	120,294	138,897	138,897	138,897	138,897	138,897
6030 Other Insurance	9,653	7,695	10,000	10,000	6,525	7,500	7,500
6032 Recruitment Advertising	24,762	15,051	25,000	25,000	14,220	20,000	20,000
6035 Disposal Costs	548	1,981	3,050	3,050	866	2,000	2,000
6052 Prof/Career Development Reimb	0	0	1,200	1,200	0	1,200	1,200
6053 Postage	121,183	101,460	120,000	120,000	123,547	120,000	120,000
6056 City-wide Training	5,301	9,959	25,000	25,000	11,167	50,000	50,000
6101 Driving Under Influence City	0	0	0	0	(5)	0	0
7003 Office & Equipment Maintenance	95,682	98,707	103,650	103,650	94,236	103,525	103,525
7004 Vehicle Maintenance	5,969	6,250	3,200	3,200	6,645	5,300	5,300
7011 Property & Supplies Rental	162	0	0	0	895	0	0
7013 Vehicle & Equipment Rental	1,241	705	1,165	1,165	949	1,025	1,025
7038 Equipment Replacement Charges	11,918	0	0	24,498	24,498	0	0

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WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
Operation and Maintenance	920,227	836,089	905,732	1,006,021	825,230	883,927	883,927
8006 Office Equipment	1,553	13,107	0	0	0	0	0
Capital Outlays	1,553	13,107	0	0	0	0	0
TOTAL WK GP: 60 Administratv Srvcs	4,763,858	4,393,700	5,197,923	5,304,829	4,591,217	5,594,166	5,786,464

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
PERSONNEL SUMMARY - BY WORK GROUP  
FISCAL YEARS 2006/07 AND 2007/08

FUND: 01 General  
WORK GROUP: 60 Administrative Services

POSITION TITLE	FY 2004/05	FY 2005/06	FY 2006/07	FY 2006/07	FY 2007/08	FY 2007/08
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	PROPOSED POSITIONS	PROPOSED SALARIES
Accountant I	2	2	2	101,888	2	111,650
Accountant II	1.83	1.83	1.83	127,803	1.83	130,359
Accounts Payable Specialist I	0	1	1.50	69,785	0.50	21,783
Accounts Payable Specialist II	1.50	0.50	0	0	1	53,031
Administrative Services Gen. Mgr.	1	1	1	153,289	1	156,355
Administrative Analyst	1	1	1	71,302	1	72,728
Administrative Secretary	1	1	1	55,964	1	57,084
Business License Specialist I	0	0	1	38,749	1	43,565
Business License Specialist II	4	4	3	160,472	3	163,669
Buyer	1	2	2	113,359	2	121,319
Central Services Clerk	2	2	2	81,834	2	83,460
Code Enforcement Officer	2	2	2	136,278	2	139,004
Division Secretary	1	1	1	39,752	1	44,691
Employment Service Clerk	1	1	1	34,209	1	36,633
Finance Officer	1	1	1	100,985	1	108,159
Grants Administrator	1	1	1	0	1	0
Human Resource Analyst	0	1	1	70,235	1	75,183
Human Resources Assistant	1	1	1	41,117	1	46,174
Human Resources Manager	1	1	1	89,260	1	95,598
Human Resources Specialist	2	3	3	179,160	3	185,455
Manager, Accounting	1	1	1	93,561	1	95,432
Manager, Purchasing	1	1	1	93,565	1	100,204
Manager, Revenue	1	1	1	100,578	1	102,590
Offset Press Operator	1	1	1	42,686	1	45,714
Payroll Specialist II	2	2	2	105,281	2	107,387
Purchasing Specialist I	0	1	1	38,749	1	43,566
Purchasing Specialist II	2	1	1	53,291	1	54,356
Senior Account Clerk I	1	1	0	0	0	0
Senior Account Clerk II	0	0	1	51,991	1	53,031
Senior Accountant	1	1	1	80,608	1	82,221
Senior Buyer	1	1	1	77,350	1	78,885
Senior Human Resources Analyst	2	2	2	176,472	2	179,991
Senior Human Resources Specialist	2	2	2	93,116	2	126,086
Senior Clerk	1	1	1	45,418	1	46,314
Senior Offset Press Operator	1	1	1	50,045	1	51,034
Senior Risk Management Analyst	1	1	1	76,770	1	78,305
Senior Storekeeper	1	1	1	49,445	1	50,434
Storekeeper	1	1	1	44,818	1	45,715
Supervisor, Central Services	1	1	1	68,340	1	69,694
Supervisor, Warehouse	1	1	1	66,164	1	67,487
Typist Clerk II	1	1	1	42,648	1	43,501
<b>TOTALS</b>	<b>48.33</b>	<b>51.33</b>	<b>51.33</b>	<b>3,116,337</b>	<b>51.33</b>	<b>3,267,847</b>

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2006/07	FY 2007/08
Council/Commissions	0	0
Regular	3,116,337	3,267,847
Overtime	56,308	56,308
Temporary Part-Time	204,883	204,883
Permanent Part-Time	15,000	15,000
Fringe Benefits	1,317,711	1,358,499
<b>TOTALS</b>	<b>4,710,239</b>	<b>4,902,537</b>