

CITY OF CARSON

ADOPTED OPERATING BUDGET
 WORK GROUP SUMMARY - BY CATEGORY
 FISCAL YEAR 2009/10

FUND: 01 General
 WORK GROUP: 60 Administrative Services

CATEGORY	FY 2005/06 ACTUAL EXPENDITURES	FY 2006/07 ACTUAL EXPENDITURES	FY 2007/08 ACTUAL EXPENDITURES	FY 2008/09 ADOPTED BUDGET	FY 2008/09 AMENDED BUDGET	FY 2008/09 EXPENDITURES THRU 6/30/09	FY 2009/10 ADOPTED BUDGET
Salaries and Benefits	\$3,765,986	\$4,401,279	\$4,864,453	\$5,198,543	\$5,198,543	\$5,172,742	\$5,358,747
Operations & Maintenance	825,230	848,523	909,645	972,453	1,097,705	889,019	999,039
Capital Outlay	0	2,665	15,232	0	0	0	0
Other Financing Uses	0	0	0	0	0	0	0
Total Expenditures	\$4,591,217	\$5,252,466	\$5,789,331	\$6,170,996	\$6,296,248	\$6,061,762	\$6,357,786

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 entire 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 staff 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 coverages.

WORK GROUP ACTIVITY (cont.)

- ◇ **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 sections.
 - 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, and telephone and front office reception.

- ◇ **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 division supports the following programs:
 - ◇ **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, 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 YEAR 2009/10

FUND: 01 General Fund
 WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
5002 Regular	2,426,808	2,860,425	3,173,168	3,422,987	3,422,987	3,460,409	3,553,256
5003 Overtime	40,635	31,988	40,673	62,138	62,138	30,136	53,896
5004 Temporary/Part Time	249,701	221,359	189,398	178,359	178,359	159,001	142,606
5005 Classified Part Time	11,440	19,305	23,944	24,777	24,777	2,025	23,292
5501 Retirement	637,087	777,019	840,512	850,288	850,288	861,167	877,616
5502 Medical & Associated Benefits	303,106	358,003	403,424	467,480	467,480	453,544	495,650
5503 Dental Insurance	29,175	32,418	48,139	52,173	52,173	48,304	52,332
5505 Group Life Insurance	8,571	10,149	13,477	16,104	16,104	20,428	16,276
5508 Reimbursement	7,650	16,902	20,308	20,700	20,700	20,450	20,750
5509 Vision Insurance	3,568	4,506	4,076	5,946	5,946	4,680	6,199
5510 Medicare	24,711	30,836	36,593	44,738	44,738	39,340	45,102
5512 Deferred Compensation Match	19,939	30,799	33,406	35,200	35,200	35,991	35,400
5513 Unused Medical-Deferred Comp	3,596	5,007	18,742	0	0	19,553	18,273
5516 Part Time Retirement	0	2,564	18,595	17,653	17,653	17,715	18,099
Salaries and Benefits	3,765,986	4,401,279	4,864,453	5,198,543	5,198,543	5,172,742	5,358,747
6002 Educational Reimbursement	29,556	17,329	39,140	20,000	20,000	41,823	32,000
6003 Printing/Binding/Duplication	4,546	2,878	4,699	5,125	5,125	2,656	4,010
6004 Professional Services	126,494	181,119	196,229	144,700	198,555	153,219	171,250
6005 Contract Services	98,060	119,011	140,080	159,500	169,379	177,608	205,000
6006 Membership Fees and Dues	10,336	5,628	7,991	7,425	7,425	8,187	9,205
6008 Promotion & Publicity	0	258	0	100	100	0	0
6009 Special Materials & Supplies	30,402	35,629	39,393	33,500	46,170	25,932	39,000
6010 Office/Facilities Suppls&Frnshng	77,099	103,100	84,886	81,800	83,003	77,797	74,600
6011 Telephone	4,882	3,814	3,596	5,670	5,670	5,528	5,460
6013 Auto Allowance/Mileage	5,676	15,769	20,084	19,950	19,950	19,938	20,250
6014 Conference and Travel	3,342	7,715	9,436	7,668	7,668	8,797	9,440
6015 Taxes, Licenses and Fees	5,174	2,243	2,156	2,500	2,500	1,005	2,500
6016 Uniform Allowance	2,622	2,681	3,362	4,300	4,300	2,132	4,200
6017 Subscriptions & Publications	1,675	2,990	939	3,370	3,370	3,023	3,340
6020 Comptr-Reltd Lnse, Eqp, Acces	2,924	4,048	2,137	3,800	4,018	4,728	3,550
6027 Non-Capital Tools/Equipment	0	0	0	125	125	0	100
6029 Workers Compensation Insurance	138,897	121,508	108,059	138,897	138,897	121,179	121,580
6030 Other Insurance	6,525	5,828	14,327	7,500	7,500	11,179	11,500
6032 Recruitment Advertising	14,220	8,198	4,057	20,000	20,000	2,816	7,500
6035 Disposal Costs	866	1,050	0	2,000	2,000	770	1,700
6052 Prof/Career Development Reimb	0	99	0	1,050	1,050	0	0
6053 Postage	123,547	121,926	131,945	127,500	127,500	116,592	133,875
6056 City-wide Training	11,167	22,020	0	56,000	56,000	1,028	25,000
6097 Meetings/In-house trng/sem/wsh	0	0	0	0	0	323	2,000
6101 Driving Under Influence City	(5)	0	0	0	0	0	0
7003 Office & Equipment Maintenance	94,236	51,555	78,677	114,223	114,223	98,006	107,229
7004 Vehicle Maintenance	6,645	4,550	3,828	4,800	4,800	1,005	3,800
7011 Property & Supplies Rental	895	0	583	0	0	445	0
7013 Vehicle/Rolling Eqpmt Rental	949	6,633	474	950	950	237	950

CITY OF CARSON

ADOPTED OPERATING BUDGET
 WORK GROUP SUMMARY
 FISCAL YEAR 2009/10

FUND: 01 General Fund
 WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL	ACTUAL	ACTUAL	ADOPTED	AMENDED	EXPENDITURES	ADOPTED
	EXPENDITURS	EXPENDITURS	EXPENDITURS	BUDGET	BUDGET	THR 06/30/09	BUDGET
=====	=====	=====	=====	=====	=====	=====	=====
7038 Equipment Replacement Charges	24,498	945	13,566	0	47,427	0	0
7307 Unleaded Gas	0	0	0	0	0	3,059	0
7308 Motor Oil	0	0	0	0	0	9	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9</u>	<u>0</u>
Operation and Maintenance	825,230	848,523	909,645	972,453	1,097,705	889,019	999,039
8003 Specialized Equipment	0	0	15,232	0	0	0	0
8007 Furniture & Fixtures	0	2,665	0	0	0	0	0
	<u>0</u>	<u>2,665</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlays	0	2,665	15,232	0	0	0	0
TOTAL WK GP: 60 Administratv Srvcs	4,591,217	5,252,466	5,789,331	6,170,996	6,296,248	6,061,762	6,357,786
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CITY OF CARSON
ADOPTED OPERATING BUDGET
PERSONNEL SUMMARY - BY WORK GROUP
FISCAL YEAR 2009/10

FUND: 01 General
WORK GROUP: 60 Administrative Services

POSITION TITLE	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2009/10	FY 2009/10
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
Accountant I	2	2	0	0	0	0
Accountant II	1.83	1.83	4	261,711	4	275,400
Accounts Payable Specialist I	1.50	1	0	0	0	0
Accounts Payable Specialist II	0	1	2	101,756	2	109,368
Administrative Services Gen. Mgr.	1	1	1	165,159	1	165,159
Administrative Analyst	1	1	1	76,830	1	76,830
Administrative Secretary	1	1	1	60,299	1	61,770
Business License Specialist I	1	1	1	48,923	0	0
Business License Specialist II	3	3	3	174,258	4	230,874
Buyer	2	2	2	134,410	2	144,487
Central Services Clerk	2	2	2	88,121	2	88,121
Code Enforcement Officer	2	0	0	0	0	0
Code Enf. And Collections Officer	0	2	2	86,483	1	73,926
Division Secretary	1	1	1	47,204	1	52,032
Employment Service Clerk	1	1	1	34,030	1	36,852
Finance Officer	1	1	1	125,973	1	132,272
Grants Administrator	1	0	0	0	0	0
Human Resource Analyst	1	1	1	79,369	1	83,310
Human Resources Assistant	1	1	1	48,136	1	53,075
Human Resources Manager	1	0	0	0	0	0
Human Resources Officer	0	1	1	132,264	1	132,264
Human Resources Specialist	3	3	3	196,497	3	202,664
Manager, Accounting	1	1	1	87,133	1	91,487
Manager, Purchasing	1	1	1	113,843	1	113,843
Manager, Revenue	1	1	1	108,425	1	113,851
Offset Press Operator	1	1	1	48,286	1	48,286
Payroll Specialist I	0	0	1	48,323	1	50,736
Payroll Specialist II	2	2	1	56,019	1	56,019
Purchasing Specialist I	1	1	1	46,020	0	0
Purchasing Specialist II	1	1	1	58,820	2	112,172
Revenue Inspector ^	0	0	0	0	1	43,470
Senior Account Clerk II	1	0.50	0.50	28,009	0.50	28,009
Senior Accountant	1	1	1	88,913	1	88,913
Senior Buyer	1	1	1	85,263	1	85,263
Senior Human Resources Analyst	2	2	2	190,101	2	190,101
Senior Human Resources Specialist	2	2	2	134,909	2	141,064
Senior Clerk	1	1	1	48,886	1	49,486
Senior Offset Press Operator	1	1	1	55,203	1	55,203
Senior Risk Management Analyst	1	1	1	82,710	1	82,710
Senior Storekeeper	1	1	1	53,271	1	53,271
Storekeeper	1	1	1	48,286	1	48,286
Supervisor, Central Services	1	1	1	73,583	1	73,583
Supervisor, Warehouse	1	1	1	71,286	1	71,286
Typist Clerk II	1	1	1	34,275	1	37,813
TOTALS	51.33	50.33	50.33	3,422,987	50.30	3,553,256

Note:
^ This position is partially funded

SUMMARY OF SALARIES AND FRINGE BENEFIT:

	FY 2008/09	FY 2009/10
Council/Commissions	0	0
Regular	3,422,987	3,553,256
Overtime	62,138	53,896
Temporary Part-Time	178,359	142,606
Classified Part-Time	24,777	23,292
Fringe Benefits	1,510,282	1,585,697
TOTALS	5,198,543	5,358,747