

CITY OF CARSON

ADOPTED OPERATING BUDGET
DEPARTMENT SUMMARY - BY CATEGORY
FISCAL YEAR 2012/13

FUND: 01 General Fund
DEPARTMENT: 60 Administrative Services

CATEGORY	FY 2008/09 ACTUAL EXPENDITURES	FY 2009/10 ACTUAL EXPENDITURES	FY 2010/11 AMENDED BUDGET	FY 2010/11 ACTUAL EXPENDITURES	FY 2011/12 AMENDED BUDGET	FY 2011/12 ACTUAL EXPENDITURES	FY 2012/13 ADOPTED BUDGET
Salaries and Benefits	\$5,172,742	\$5,108,498	\$4,964,906	\$4,909,168	\$5,044,564	\$5,073,476	\$4,963,399
Operations & Maintenance	888,859	1,134,879	1,172,148	1,139,739	1,497,174	1,437,584	1,178,908
Capital Outlay	0	0	0	0	0	0	103,200
Other Financing Uses	0	0	0	0	0	0	0
Total Expenditures	\$6,061,601	\$6,243,376	\$6,137,054	6,048,907	\$6,541,738	6,511,060	\$6,245,507

DEPARTMENT ACTIVITY

The Administrative Services department, under the direction of the Director of Administrative Services, provides the internal foundation to support the entire organization of the City of Carson. This department 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 Finance division. Also responsible for producing the Annual Operating Budget, and for providing the City Council, the City Manager and all City departments with financial information and analysis of financial issues.
 - ◊ **Accounting:** Responsible for producing the Comprehensive Annual Financial Report (CAFR). Provides administration, general direction, and supervision for all accounting functions of the City, the Carson Housing Authority and the Carson Successor Agency.
 - Payroll: This function involves the preparation and payment of all payroll checks and direct deposits. In addition, payroll staff is also responsible for reconciliation and payment of CALPERS 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, the Carson Housing Authority and the Carson Successor 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 which includes Public Works services, and COBRA medical and dental coverages.

DEPARTMENT ACTIVITY (cont.)

- ◊ **Purchasing:** Controls and coordinates the purchase of supplies and equipment used by City departments. This section also offers support services to City departments 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 departments upon request.
 - Central Services: Operates a variety of reproduction equipment to produce various publications and materials upon request by City departments. 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.

- **Information Technology:** This division's charter/mission is to maintain a reliable and cost effective automated organization which would provide quality systems and services to all City departments in assisting them to better serve the community. The duties of the division include system development, web development, geographical information systems (GIS), telecommunications, and the local area network. It also provides technical support to City departments and remote locations and maintains servers and various applications. The Information Technology division provides maintenance and support to the following departmental and citywide used applications.
 - ◊ **Citywide Applications:**
 - Live Streaming - City Council/Redevelopment Agency and Planning Commission
 - Questys/Legistream - Records Management and Agenda Preparation
 - IFAS - Financial System
 - C.A.R.E.S. - Internal and External Service requests
 - Reverse 911 - Citywide Early Notification System
 - HDL - Business License
 - Telecommunication Services
 - Website Online Applications
 - Planning Case Log
 - Engineering Permit Log

 - ◊ **Departmental Applications:**
 - Scheduler Plus - Community Center/Event Scheduling
 - Optimum Settings - Community Center/Lay-Out Tool
 - Mainstar - Public Works/Work and Labor Maintenance Tool
 - Recware - Parks and Recreation/Booking Facility, Event and Activity Scheduler
 - Assessor Information - Public Safety/Property Information
 - PeopleTrak - Human Resources/Personnel Information
 - EJ Ward/Fueling System - City's Fuel Station

 - ◊ **Geographic Information Systems (GIS):** The GIS is the section of Information Technology that manages the overall infrastructure of the City's Geographic Information System. It's primary purpose is to provide GIS technology access and technical support to all employees who use this GIS to perform their work more efficiently. In addition, the GIS section provides public access to selected GIS data through the City's website.

 - ◊ **Citywide Applications:**
 - Property Information System - This application is used by staff and citizens to find information on any parcel, view geographic data, or display aerial, street, and oblique imagery of any City location.

DEPARTMENT ACTIVITY (cont.)

- Carsonsites.com - This application is used by brokers to list their commercial properties and by people and companies to find available commercial land in Carson.
- Citywide construction projects - This application is used to provide current information on ongoing City capital projects.
- Election Map - This online map is used to show precinct results during election time.
- Map Gallery - this portion of the City's website retains maps and data for viewing and download.

◊ Departmental Applications:

- Mailer Application - Used for compiling mail labels and postcards to send to occupants and owners in order to meet the State's permit notification requirements.
- Pictometry - A unique software that allows a user to view any location in the City from multiple directions in an "oblique" angle and use measuring tools such as height, distance, area and elevation to better perform analysis or research on that location.

CITY OF CARSON

ADOPTED OPERATING BUDGET
DEPARTMENT SUMMARY
FISCAL YEAR 2012/13

FUND: 01 General Fund
DEPARTMENT: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET
5002 Regular	3,460,409	3,464,463	3,280,699	3,249,883	3,239,250	3,290,169	3,216,200
5003 Overtime	30,136	6,886	40,749	6,180	31,964	9,592	23,344
5004 Temporary/Part Time	159,001	121,435	151,510	141,510	191,483	163,986	142,892
5005 Classified Part Time	2,025	0	0	0	0	0	0
5501 Retirement	861,167	855,053	806,789	817,681	865,172	884,732	835,374
5502 Medical & Associated Benefits	453,544	459,918	483,985	495,869	526,981	525,267	559,733
5503 Dental Insurance	48,304	48,541	49,633	49,464	46,667	46,100	44,909
5505 Group Life Insurance	20,428	14,512	12,057	12,322	11,292	11,505	10,684
5508 Reimbursement	20,450	20,400	19,800	19,200	18,250	20,517	19,800
5509 Vision Insurance	4,680	5,657	5,309	4,446	3,296	3,485	2,692
5510 Medicare	39,340	38,097	39,197	38,254	41,075	40,605	43,402
5512 Deferred Compensation Match	35,991	38,262	35,600	33,004	31,700	34,038	36,700
5513 Unused Medical-Deferred Comp	19,553	18,305	18,273	22,140	18,273	24,938	12,700
5516 Part Time Retirement	17,715	16,970	21,305	19,216	19,161	18,544	14,968
Salaries and Benefits	5,172,742	5,108,498	4,964,906	4,909,168	5,044,564	5,073,476	4,963,399
6002 Educational Reimbursement	41,823	35,972	32,000	58,594	50,000	40,527	0
6003 Printing/Binding/Duplication	3,279	3,513	2,950	10,088	2,940	738	2,120
6004 Professional Services	153,219	445,625	203,834	201,534	251,402	287,325	373,260
6005 Contract Services	177,608	186,949	327,485	421,405	410,816	428,943	256,209
6006 Membership Fees and Dues	8,187	5,945	6,219	2,309	11,955	9,855	2,528
6008 Promotion & Publicity	0	0	1,200	0	400	306	0
6009 Special Materials & Supplies	25,756	30,667	65,568	28,260	71,660	34,797	39,450
6010 Office/Facilities Sppls&Prnshng	77,797	56,893	77,816	53,826	72,875	52,479	61,700
6011 Telephone	5,528	4,718	6,061	4,556	4,610	3,325	149,761
6013 Auto Allowance/Mileage	19,938	19,439	16,775	16,060	17,775	15,974	11,700
6014 Conference and Travel	8,797	5,783	11,330	6,489	10,540	7,838	23,585
6015 Taxes, Licenses and Fees	1,005	0	0	(56)	800	500	1,130
6016 Employee Uniform	2,132	2,176	4,200	2,446	2,900	2,928	3,050
6017 Subscriptions & Publications	2,576	1,599	875	316	1,070	331	1,170
6020 Comptr-Reltd Lcnse, Eqp, Accs	4,728	3,886	3,200	9,683	11,776	7,565	37,830
6027 Non-Capital Tools/Equipment	0	0	100	0	100	0	600
6028 Liability Insurance	0	0	0	0	192,190	192,190	0
6029 Workers Compensation Insuranc	121,179	121,580	121,580	121,580	121,334	121,334	0
6030 Other Insurance	11,179	16,513	18,023	17,059	37,840	28,577	0
6032 Recruitment Advertising	2,816	1,337	2,000	351	2,000	385	0
6035 Disposal Costs	770	500	1,700	438	1,400	0	700
6037 Workers Comp Claims Settlemnt	0	33	0	0	0	0	0
6051 Miscellaneous Parts	0	0	0	0	2,000	2,331	1,000
6053 Postage	116,432	111,939	133,875	101,901	110,000	107,032	105,000
6056 City-wide Training	1,028	0	18,600	0	15,000	0	7,000
6097 Local Trainings & Meetings	323	1,391	2,450	371	2,300	218	50
7003 Office & Equipment Maintenanc	98,006	69,288	107,307	74,365	84,341	81,080	94,515
7004 Vehicle Maintenance	1,005	2,478	3,800	4,352	3,800	5,506	2,600
7011 Property & Supplies Rental	445	2,837	750	711	1,250	407	750

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 FISCAL YEAR 2012/13

FUND: 01 General Fund
 DEPARTMENT: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET
7013 Vehicle/Rolling Eqpmt Rental	237	0	950	0	0	0	0
7307 Unleaded Gas	3,059	3,819	1,500	3,101	2,100	5,093	3,200
7308 Motor Oil	9	0	0	0	0	0	0
Operation and Maintenance	888,859	1,134,879	1,172,148	1,139,739	1,497,174	1,437,584	1,178,908
8003 Specialized Equipment	0	0	0	0	0	0	17,600
8006 Office Equipment	0	0	0	0	0	0	85,600
Capital Outlays	0	0	0	0	0	0	103,200
TOTAL DEPT: 60 Administrtrtv Srvcs	6,061,601	6,243,376	6,137,054	6,048,907	6,541,738	6,511,060	6,245,507

CITY OF CARSON
ADOPTED OPERATING BUDGET
PERSONNEL SUMMARY - BY DEPARTMENT
FISCAL YEAR 2012/13

FUND: 01 General Fund
DEPARTMENT: 60 Administrative Services

POSITION TITLE	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	AMENDED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
Accountant I	0	1	1	0	0	0
Accountant II	3.80	2.74	2.80	208,433	2.80	208,433
Accounts Payable Specialist II	2	2	2	114,720	2	114,720
Administrative Analyst	1	1	1	78,672	1	78,672
Administrative Secretary	1	1	1	63,252	1	63,252
Business License Specialist II	4	4	4	235,776	4	235,776
Buyer	2	2	2	147,914	2	147,914
Central Services Clerk	2	2	2	90,240	2	90,240
Code Enf. And Collections Officer	1	1	1	75,772	1	75,772
Computer Systems Support Tech	0	0	0	0	2	136,296
Director of Administrative Services	1	1	1	173,414	1	169,285
Division Secretary	1	1	1	55,943	1	55,944
Employment Service Clerk	1	1	1	33,408	0	0
Finance Officer	1	1	1	132,264	1	132,264
GIS Administrator	0	0	0	0	1	56,998
Human Resource Analyst	1	1	1	85,296	0	0
Human Resources Assistant	1	1	1	57,048	0	0
Human Resources Officer	1	1	1	132,264	0	0
Human Resources Specialist	3	3	3	207,536	0	0
Manager, Information Technology	0	0	0	0	1	132,127
Manager, Accounting	1	1	1	105,876	1	108,456
Manager, Purchasing	1	1	1	0	1	0
Manager, Revenue	1	1	1	0	1	103,296
Offset Press Operator	1	1	1	49,452	1	49,452
Payroll Specialist I	1	0	0	0	0	0
Payroll Specialist II	1	2	2	114,720	2	114,720
Purchasing Specialist II	2	2	2	117,588	2	117,588
Revenue Inspector	1	1	1	63,631	1	75,227
Senior Account Clerk II	0.50	0.50	0.50	28,680	0.50	29,397
Senior Accountant	1	1	1	91,048	1	91,048
Senior Buyer	1	1	1	91,958	1	87,301
Senior Clerk	1	1	2	97,080	1	51,289
Senior Human Resources Analyst	2	2	2	194,646	0	0
Senior Human Resources Specialist	2	2	2	76,587	0	0
Senior Offset Press Operator	1	1	1	56,516	1	57,880
Senior Risk Management Analyst	1	1	1	82,716	0	0
Senior Storekeeper	1	1	1	57,280	0	0
Storekeeper	1	1	1	0	1	49,452
Supervisor, Central Services	1	1	1	0	0	12,657
Supervisor, Warehouse	1	1	1	76,480	1	76,481
Systems Analyst	0	0	0	0	2	191,688
Systems Specialist	0	0	0	0	1	78,672
Telecomm & Systems Analyst	0	0	0	0	1	88,992
Typist Clerk II	1	1	1	43,040	1	45,420
Web Developer	0	0	0	0	1	89,592
TOTALS	50.30	50.24	51.30	3,239,250	43.85	3,216,200

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2011/12	FY 2012/13
Regular	3,239,250	3,216,200
Overtime	31,964	23,344
Temporary Part-Time	191,483	142,892
Classified Part-Time	0	0
Fringe Benefits	1,581,867	1,580,963
TOTALS	5,044,564	4,963,399