

ADMINISTRATIVE SERVICES

Finance

Purchasing

Printing Services

Business License

Human Resources – Personnel Services

Human Resources – Risk Management

Information Technology

Community Facilities District – Debt Service

Community Facilities District – Maintenance

Azusa Public Finance Authority

Citywide



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ADMINISTRATIVE SERVICES FINANCE DIVISION PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Finance division of the Administrative Services Department is responsible for maintaining the financial system and records of the City consistent with highest professional standards in accordance with legal requirements and generally accepted accounting principles. Major services include financial reporting, budgeting, accounting, payroll, and control of City expenditures consistent with the annual budget and the direction of the City Council. In addition, the Finance division provides staff support to the City Treasurer, maintains the accounting records of all grants funded through various federal, state and local agencies, acts as trustee for all special assessment and bond transactions and provides centralized accounts payable and receivable processing and control.

STRATEGIC GOALS:

- Assure completion and adoption of balanced annual City Budget by June 30.
- Oversee implementation of city-wide fee schedule and accompanying cost allocation plan.
- Prepare Comprehensive Annual Financial Report (CAFR) in compliance with audit standards.

FY 11-12 PROGRAM HIGHLIGHTS:

- Provide financial support and absorb accounting duties for Redevelopment Agency projects.
- Update post-retirement benefits actuary.
- Implement payroll impacts from contracted Memorandum of Understandings (MOUs).
- Monitor inter-governmental budget impacts, especially at the State level.

Budget Division: ADMINISTRATIVE SERVICES - FINANCE

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Admin Services Director/CFO ^(a)	0.65	0.65	\$112,570	\$112,570	Dept Intern	1,040	1,040	\$10,720	\$11,275
Controller ^(b)	0.90	0.80	101,260	81,870					
Executive Assistant to Admin Srvcs Dir ^(c)	0.80	0.80	50,050	50,050					
Senior Accountant ^(d)	1.50	1.30	126,520	110,090					
Budget Analyst ^(e)	0.575	0.575	48,110	48,110					
Accountant ^(f)	0.73	0.73	51,620	51,620					
Junior Accountant/Payroll Specialist	1.00	1.00	62,560	63,640					
Accounts Payable Specialist	1.00	1.00	62,560	62,560					
Account Specialist II ^(g)	0.60	0.70	32,015	37,350					
^(a) .20 FTE RDA Administration, .15 FTE Admin Serv-CFD Maint-Rosedale									
^(b) FY 2010-11: .10 FTE RDA Administration; FY 2011-12: .20 FTE RDA Administration									
^(c) .20 FTE Information Technology									
^(d) FY 2010-11: .25 FTE Prop A, .25 FTE Prop C; FY 2011-12: .50 FTE Prop A, .20 RDA CIP									
^(e) .10 FTE Sr Nutrition, .30 FTE Admin Serv-CFD Maint-Rosedale, .025 FTE CDBG									
^(f) .27 FTE CDBG									
^(g) FY 2010-11: .40 FTE Business License; FY 2011-12: .30 FTE Business License									
TOTAL	7.76	7.56	\$647,265	\$617,860	TOTAL	1,040	1,040	\$10,720	\$11,275

BUDGET UNIT:**1045810000 ADMIN SERVICES - FINANCE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	<u>PERSONNEL</u>					
6003	Salaries/Regular	623,220	599,385	647,265	617,860	(29,405)
6006	Salaries/Temp & Part-Time	4,595	9,340	10,720	11,275	555
6012	Salaries/Comp-Time	3,305	630	-	-	-
6015	Salaries/Vacation	29,250	34,745	-	-	-
6024	Salaries/Sick Leave	20,105	26,330	-	-	-
6027	Salaries/Bereavement	1,890	1,380	-	-	-
6033	Overtime Pay/Premium	3,785	970	4,500	3,000	(1,500)
6045	Salaries/Education Incentive	1,295	1,305	1,305	-	(1,305)
6048	Salaries/Language Pay	5,595	5,765	5,760	4,955	(805)
6063	Salaries/Jury Duty	195	295	-	-	-
6069	Allowances/Vehicle	4,340	1,470	-	-	-
6101	PERS/Employee Contribution	48,185	47,085	43,165	43,885	720
6105	PERS/Employer Contribution	82,625	78,660	71,205	79,115	7,910
6109	PARS/Employer Contribution	10,565	11,345	11,255	10,175	(1,080)
6125	FICA/Employer Contrib/Med	11,165	11,155	11,720	10,935	(785)
6133	Retiree Health Premium Reimb	1,210	1,050	1,280	1,280	-
6140	Life Insurance Allocation	2,770	1,745	1,800	1,665	(135)
6155	Workers' Comp Allocation	27,740	27,190	27,450	25,365	(2,085)
6160	LTD Insurance Allocation	6,470	5,985	5,175	4,805	(370)
6165	Unemployment Allocation	700	705	810	755	(55)
6175	Benefits/Flex Plan	118,990	117,340	110,800	120,070	9,270
6180	Deferred Comp/Employer Paid	7,055	6,570	6,535	6,140	(395)
	PERSONNEL SUBTOTAL	1,015,050	990,445	960,745	941,280	(19,465)

**ADMINISTRATIVE SERVICES- FINANCE
ACTIVITY DETAIL**

Account Number		Description	Cost
1045810000	6220	Training - Training for changes and updates related to accounting, accounts payable and payroll.	\$900
	6230	Dues/Subscriptions - Membership in the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).	\$900
	6235	Meeting/Conferences - CSMFO Conference and attendance at CSMFO local chapter meetings.	\$2,500
	6315	Auditing/ Accounting Services - Contract audit service increase from CPA firm required to perform independent review of financial information; HDL statistical packet for annual audit.	\$50,140
	6493	Outside Services & Repairs - Provides for Maximus SB-90 State mandated claims reimbursement, Iron Mountain document storage and CINTAS shredding services.	\$14,500
	6530	Office Supplies - Supplies such as binders, paper, tabs, toner for check printer, etc.	\$5,000
	6850	Lease Payments - Copy machine lease at Finance-Light and Water location and Neopost mailing machine costs shared equally with Business License division.	\$4,000

BUDGET UNIT:**1045810000 ADMIN SERVICES - FINANCE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
OPERATIONS						
6215	Tuition Reimbursement	1,485	-	-	-	-
6220	Training Schools	1,330	530	1,400	900	(500)
6230	Dues & Subscriptions	995	910	1,200	900	(300)
6235	Meetings & Conferences	6,820	4,170	2,695	2,500	(195)
6240	Mileage Reimbursement	380	305	350	250	(100)
6315	Accounting/Auditing Services	48,145	49,975	55,820	50,140	(5,680)
6415	Computer Software Support	250	-	-	-	-
6493	Outside Services & Repairs	26,425	13,835	20,000	14,500	(5,500)
6503	Books	280	195	250	200	(50)
6504	Computer Software/Licensing	-	-	-	300	300
6518	Postage	15	5	50	50	-
6521	Messenger Service	40	50	100	50	(50)
6527	Supplies/Computer/Small	-	225	-	-	-
6530	Office Supplies	5,635	9,795	6,000	5,000	(1,000)
6539	Printing, Binding & Duplicating	1,145	1,350	1,500	1,500	-
6563	Supplies/Special	955	15	-	200	200
6564	Supplies/Medical-Dental	-	265	-	-	-
6572	Office Furniture & Equipment	-	90	-	-	-
6815	Maintenance & Repair	110	-	-	-	-
6850	Lease Payments	3,830	3,845	5,000	4,000	(1,000)
6915	Utilities/Telephone	590	800	700	1,000	300
OPERATIONS SUBTOTAL		98,430	86,360	95,065	81,490	(13,575)
GENERAL FUND TOTAL:		1,113,480	1,076,805	1,055,810	1,022,770	(33,040)

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ADMINISTRATIVE SERVICES PURCHASING DIVISION PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Purchasing division of the Administrative Services Department is responsible for providing centralized City-wide purchasing and warehousing. This division coordinates the procurement of all equipment, supplies and services in accordance with the Municipal Code, using integrity and prudence in obtaining the lowest cost commensurate with the quality required.

STRATEGIC GOALS:

- Overhaul and simplification of the City's purchasing and payment processes.

FY 11-12 PROGRAM HIGHLIGHTS:

- Expand and administer the City's purchasing card program to improve operating efficiency and reduce costs.
- Evaluation of City's warehousing operations and review of alternatives.
- Adopt revised Purchasing Policies and Procedures in accordance with Amended Ordinance.

Budget Division: ADMINISTRATIVE SERVICES - PURCHASING

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Purchasing Officer	1.00	1.00	\$66,410	\$67,700	Stores Yard Asst	1,560	1,560	\$26,940	\$26,940
Account Specialist III	1.00	1.00	61,700	61,700					
Store Keeper	1.00	1.00	56,155	58,300					
TOTAL	3.00	3.00	\$184,265	\$187,700	TOTAL	1,560	1,560	\$26,940	\$26,940

BUDGET UNIT:**1045830000 ADMIN SERVICES - PURCHASING**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	152,265	158,575	184,265	187,700	3,435
6006	Salaries/Temp & Part-Time	32,290	30,785	26,940	26,940	-
6012	Salaries/Comp-Time	50	30	-	-	-
6015	Salaries/Vacation	16,835	13,065	-	-	-
6024	Salaries/Sick Leave	5,710	9,760	-	-	-
6027	Salaries/Bereavement	850	-	-	-	-
6033	Overtime Pay/Premium	770	-	1,000	1,000	-
6045	Salaries/Education Incentive	-	5	-	-	-
6047	Salaries/Bonuses	-	4,290	-	-	-
6048	Salaries/Language Pay	-	15	-	-	-
6063	Salaries/Jury Duty	270	-	-	-	-
6101	PERS/Employee Contribution	14,990	15,215	14,900	15,140	240
6105	PERS/Employer Contribution	25,690	25,395	24,565	27,285	2,720
6109	PARS/Employer Contribution	2,625	2,715	2,770	2,850	80
6125	FICA/Employer Contrib/Med	2,510	2,615	2,675	2,745	70
6133	Retiree Health Premium Reimb	1,230	1,070	1,300	1,300	-
6140	Life Insurance Allocation	575	495	490	500	10
6155	Workers' Comp Allocation	8,520	8,835	8,450	8,625	175
6160	LTD Insurance Allocation	1,530	1,365	1,435	1,460	25
6165	Unemployment Allocation	230	240	260	265	5
6175	Benefits/Flex Plan	43,960	47,060	50,080	51,075	995
6180	Deferred Comp/Employer Paid	540	540	540	540	-
	PERSONNEL SUBTOTAL	311,440	322,070	319,670	327,425	7,755

**ADMINISTRATIVE SERVICES - PURCHASING
ACTIVITY DETAIL**

Account Number		Description	Cost
1045830000	6230	<u>Dues/Subscriptions</u> - Membership dues to professional purchasing organizations: California Association of Public Purchasing Officers (CAPPO) and Los Angeles Metro Public Purchasing Agents Cooperative (LAMPPAC)	\$300
	6235	<u>Meeting/Conferences</u> - Registration and attendance of annual CAPPO conference to be held locally	\$1,250
	6493	<u>Outside Services & Repairs</u> - Equipment repairs and services	\$250
	6551	<u>Fuel & Oil</u> - Gasoline and oil for Central Stores delivery vehicle	\$3,000
	6569	<u>Small Equipment</u> - Cell phone replacements	\$500

BUDGET UNIT:**1045830000 ADMIN SERVICES - PURCHASING**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
OPERATIONS						
6201	Uniforms & Laundry	755	1,575	1,600	1,600	-
6220	Training Schools	70	-	500	100	(400)
6230	Dues & Subscriptions	170	425	250	300	50
6235	Meetings & Conferences	150	200	1,000	1,250	250
6240	Mileage Reimbursement	-	-	100	50	(50)
6493	Outside Services & Repairs	-	-	600	250	(350)
6521	Messenger Service	15	40	-	-	-
6530	Office Supplies	980	1,520	1,250	750	(500)
6536	Supplies/Reprographics	155	-	250	250	-
6539	Printing, Binding & Duplicating	195	805	150	100	(50)
6551	Fuel and Oil	1,520	1,310	2,400	3,000	600
6554	Supplies/Custodial & Cleaning	-	90	400	300	(100)
6563	Supplies/Special	1,045	685	1,000	750	(250)
6566	Small Tools	-	25	-	-	-
6569	Small Equipment	-	170	500	500	-
6572	Office Furniture & Equipment	675	-	500	500	-
6825	Maint & Repair / Vehicle	795	1,215	1,000	1,000	-
6835	Maint & Repair/Equipment	-	10	2,000	2,000	-
6845	Maint/Office Furniture & Equip	-	1,100	-	-	-
6915	Utilities/Telephone	1,655	1,370	1,500	1,000	(500)
OPERATIONS SUBTOTAL		8,180	10,540	15,000	13,700	(1,300)
GENERAL FUND TOTAL:		319,620	332,610	334,670	341,125	6,455

**ADMINISTRATIVE SERVICES - PRINTING SERVICES
ACTIVITY DETAIL**

Account Number		Description	Cost
1045950000	6530	<u>Office Supplies</u> - Staples for copiers in City Hall	\$150
	6536	<u>Supplies/Reprographics</u> - Paper for copiers and printers in City Hall and Finance	\$9,000
	6539	<u>Printing, Binding & Duplicating</u> - Meter charges from Konica and Lanier copiers	\$3,000
	6835	<u>Maintenance & Repair/Equipment</u> - Maintenance agreements on various copy machines throughout the City, and minor repairs on machines without maintenance agreements.	\$1,000

BUDGET UNIT:**1045950000 ADMIN SERVICES - PRINTING**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	OPERATIONS					
6530	Office Supplies	-	130	150	150	-
6536	Supplies/Reprographics	6,225	7,495	9,000	9,000	-
6539	Printing, Binding & Duplicating	-	1,075	3,000	3,000	-
6563	Supplies/Special	3,160	3,145	-	-	-
6835	Maint & Repair/Equipment	-	370	1,000	1,000	-
	OPERATIONS SUBTOTAL	9,385	12,215	13,150	13,150	-
	GENERAL FUND TOTAL:	9,385	12,215	13,150	13,150	-

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ADMINISTRATIVE SERVICES BUSINESS LICENSE DIVISION

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Business License Division implements and enforces the licensing and taxation provisions of the Azusa Municipal Code and deals with approximately 5,500 businesses annually. Permits and regulates the annual Fireworks Stands operated by Azusa non-profits, and is responsible for the collection of unpaid civil fines. The Division collects annually approximately \$3.8 Million in monthly, quarterly, and annual General Fund tax payments. All personnel, operational costs, and administrative support costs are almost entirely paid for under a “fee for service” structure with funds deposited to the City General Fund.

STRATEGIC GOALS:

- Install and configure a comprehensive update of the HDL business license software, including web based application processing.
- Continue efforts to improve efficiency and coordination with county and state agencies to collect unpaid debts to the city.

FY 11-12 PROGRAM HIGHLIGHTS:

- Business License Division staff will be conducting both routine and targeted audits to recover escaped revenue.

Budget Division: ADMINISTRATIVE SERVICES - BUSINESS LICENSE

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Revenue Supervisor	1.00	1.00	\$75,415	\$75,415	Field Enf. Officer	1,664	1,664	\$42,675	\$44,705
Account Specialist III ^(a)	0.50	0.50	29,595	29,595					
Account Specialist II ^(b)	0.40	0.30	21,345	16,010					
Account Specialist I ^(a)	0.50	0.50	22,775	23,375					
^(a) Jobshare positions									
^(b) FY 2010-11: .60 FTE Administrative Services-Finance; FY 2011-12: .70 FTE Administrative Services-Finance									
TOTAL	2.40	2.30	\$149,130	\$144,395	TOTAL	1,664	1,664	\$42,675	\$44,705

BUDGET UNIT:**1045630000 ADMIN SERVICES - BUSINESS LICENSE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	118,005	137,785	149,130	144,395	(4,735)
6006	Salaries/Temp & Part-Time	-	30,305	42,675	44,705	2,030
6012	Salaries/Comp-Time	505	70	-	-	-
6015	Salaries/Vacation	7,850	9,245	-	-	-
6024	Salaries/Sick Leave	1,550	3,145	-	-	-
6033	Overtime Pay/Premium	155	-	-	-	-
6048	Salaries/Language Pay	605	605	600	600	-
6063	Salaries/Jury Duty	-	195	-	-	-
6101	PERS/Employee Contribution	9,065	12,795	13,610	13,425	(185)
6105	PERS/Employer Contribution	15,535	21,355	22,420	24,155	1,735
6125	FICA/Employer Contrib/Med	2,075	3,070	3,315	3,280	(35)
6133	Retiree Health Premium Reimb	1,210	1,050	1,280	1,280	-
6140	Life Insurance Allocation	410	400	395	385	(10)
6155	Workers' Comp Allocation	5,145	7,255	7,695	7,590	(105)
6160	LTD Insurance Allocation	1,120	1,145	1,160	1,125	(35)
6165	Unemployment Allocation	120	185	230	225	(5)
6175	Benefits/Flex Plan	26,545	34,070	36,130	36,410	280
6180	Deferred Comp/Employer Paid	1,060	1,280	1,295	1,240	(55)
	PERSONNEL SUBTOTAL	190,955	263,955	279,935	278,815	(1,120)

**ADMINISTRATIVE SERVICES - BUSINESS LICENSE
ACTIVITY DETAIL**

Account Number		Description	Cost
1035630000	6230	<u>Dues & Subscriptions</u> - California Municipal Revenue & Tax Association Dues	\$150
	6235	<u>Meetings & Conferences</u> - California Municipal Revenue & Tax Association annual conference and meetings	\$750
	6315	<u>Accounting/Auditing Services</u> - Outside audit services	\$3,500
	6493	<u>Outside Services & Repairs</u> - Miscellaneous outside services, including credit card processing costs	\$1,500
	6518	<u>Postage</u> - Registered mail for fines as necessary	\$100
	6530	<u>Office Supplies</u> - Toner cartridges, envelopes and miscellaneous stationery	\$2,000
	6539	<u>Printing, Binding & Duplicating</u> - Business License forms and shared cost of citation books	\$1,200
	6551	<u>Fuel & Oil</u> - Operating expenses for City vehicles; previously funded with Community Development funds	\$1,500
	6563	<u>Supplies/Special</u> - Miscellaneous expenses	\$250
	6825	<u>Maintenance Repair/Vehicles</u> - Maintenance and repair of city vehicle	\$500
	6850	<u>Lease Payments</u> - Lease payments for Bizhub and Neopost machines	\$3,950
	6915	<u>Utilities/Telephone</u> - Utilities and telephone costs	\$900
	7009	<u>Bank Charges</u> - Online payment costs	\$13,000
	7080	<u>Refund</u> - Audit refunds	\$1,500

BUDGET UNIT:**1045630000 ADMIN SERVICES - BUSINESS LICENSE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	<u>OPERATIONS</u>					
6220	Training Schools	120	-	-	-	-
6230	Dues & Subscriptions	250	140	150	150	-
6235	Meetings & Conferences	1,265	620	750	750	-
6240	Mileage Reimbursement	-	50	-	-	-
6315	Accounting/Auditing Services	6,000	-	6,500	3,500	(3,000)
6493	Outside Services & Repairs	1,845	1,470	1,500	1,500	-
6504	Computer Software/Licensing	-	180	-	-	-
6518	Postage	-	-	100	100	-
6521	Messenger Service	440	-	250	-	(250)
6527	Supplies/Comp/Small Equipment	-	925	-	-	-
6530	Office Supplies	1,725	2,000	2,000	2,000	-
6539	Printing, Binding & Duplicating	1,180	2,225	1,200	1,200	-
6551	Fuel and Oil	215	1,030	1,500	1,500	-
6563	Supplies/Special	380	535	250	250	-
6572	Office Furniture & Equipment	-	295	-	-	-
6605	Filing Costs	305	-	50	50	-
6815	Maintenance & Repair/Building	110	-	100	100	-
6825	Maint & Repair / Vehicle	130	1,320	850	500	(350)
6850	Lease Payments	3,830	3,845	4,000	3,950	(50)
6915	Utilities/Telephone	345	1,415	900	900	-
7009	Bank Service Charge	2,990	11,095	8,000	13,000	5,000
7015	Tax/Property	-	30	-	-	-
7080	Refund	3,765	7,165	1,500	1,500	-
	OPERATIONS SUBTOTAL	24,895	34,340	29,600	30,950	1,350
	GENERAL FUND TOTAL:	215,850	298,295	309,535	309,765	230

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**ADMINISTRATIVE SERVICES
HUMAN RESOURCES - PERSONNEL SERVICES DIVISION
PROGRAM COMMENTARY**

PROGRAM DESCRIPTION:

As part of Administrative Services, the Human Resources Department strives to provide assistance to all departments in developing a high-quality and diverse workforce that supports and sustains a productive customer oriented, safe and stable work environment.

Personnel Services is a division of Human Resources responsible for a variety of support functions, including but not limited to benefits administration, employment records management, recruitment/testing, employer/employee relations, training, employee development, contract negotiations, and new employee orientation.

STRATEGIC GOALS:

- Implement new and continue existing training programs (ethics, performance evaluation, employee relations, Executive and Supervisory development).
- Streamline & modernize personnel processes to reduce expenses and improve efficiency.
- Negotiate and implement four Memorandum of Understandings (MOUs).

FY 11-12 PROGRAM HIGHLIGHTS:

- Work with City departments and third party administrators (benefits and brokers) to ensure effective, efficient and fiscally responsible management of insurance and benefit programs.
- Work with City administration and bargaining groups to ensure effective, efficient and fiscally responsible agreements.

Budget Division: ADMINISTRATIVE SERVICES - HUMAN RESOURCES (PERSONNEL)

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Director of Human Resources	1.00	1.00	\$109,700	\$109,700					
Human Resources Technician	1.00	1.00	58,675	59,695					
TOTAL	2.00	2.00	\$168,375	\$169,395	TOTAL	0	0	\$0	\$0

BUDGET UNIT:**1050921000 ADM SRVCS - HUMAN RESOURCES PERS SRV**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	52,225	51,430	168,375	169,395	1,020
6012	Salaries/Comp-Time	-	1,665	-	-	-
6015	Salaries/Vacation	1,810	4,315	-	-	-
6024	Salaries/Sick Leave	890	3,385	-	-	-
6027	Salaries/Bereavement	270	-	-	-	-
6033	Overtime Pay/Premium	215	210	300	300	-
6063	Salaries/Jury Duty	1,630	-	-	-	-
6069	Allowances/Vehicle	-	-	5,400	5,400	-
6101	PERS/Employee Contribution	4,000	4,165	11,845	11,915	70
6105	PERS/Employer Contribution	6,860	6,950	19,550	21,495	1,945
6109	PARS/Employer Contribution	-	-	4,390	4,390	-
6125	FICA/Employer Contrib/Med	905	975	2,980	3,005	25
6133	Retiree Health Premium Reimb	2,430	2,315	2,570	2,570	-
6140	Life Insurance Allocation	195	155	460	465	5
6155	Workers' Comp Allocation	2,280	2,370	6,950	6,990	40
6160	LTD Insurance Allocation	545	460	1,310	1,320	10
6165	Unemployment Allocation	55	65	205	205	-
6175	Benefits/Flex Plan	13,555	14,445	31,610	32,385	775
6180	Deferred Comp/Employer Paid	540	540	2,700	2,700	-
	PERSONNEL SUBTOTAL	88,405	95,180	258,645	262,535	3,890

**ADMINISTRATIVE SERVICES - HUMAN RESOURCES PERSONNEL SERVICES
ACTIVITY DETAIL**

Account Number		Description	Cost
1050921000	6220	<u>Training Programs</u> - Liebert Cassidy workshops; Southern California Public Labor Relations Council (SCPLRC) training; misc. programs	\$500
	6230	<u>Dues/Subscriptions</u> - California Public Employers Labor Relations Association (CALPELRA) Membership; Business & Legal Occupational Safety and Health Administration (OSHA) Compliance; Lexis Nexis	\$4,000
	6235	<u>Meeting/Conferences</u> - California Public Employees Retirement System (CalPERS) Annual Conference	\$800
	6301	<u>Legal Fees</u> - Best Best & Krieger (BBK) (over and above retainer), Ken Meyer Associates & Liebert Cassidy legal	\$5,000
	6350	<u>Medical Service</u> - Pre-placement physicals; fitness for duty, random drug tests, DOT DL renewal, Hepatitis B vaccines	\$4,400
	6399	<u>Professional Service</u> - Cooperative Personnel (tests), Rio Hondo College, Donahoe & Associates	\$2,650
	6563	<u>Supplies/Special</u> - Annual Health Benefits Fair	\$1,200
	6601	<u>Advertising Expense</u> - Los Angeles Times; San Gabriel Valley Tribune; Brown & Caldwell; Western City; Jobs Available; L & W trade Magazines	\$5,000
	6850	<u>Lease Payments</u> - Konica-Minolta (copier lease)	\$1,200

BUDGET UNIT:**1050921000 ADM SRVCS - HUMAN RESOURCES PERS SRV**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	OPERATIONS					
6220	Training Schools	7,055	8,375	5,000	500	(4,500)
6230	Dues & Subscriptions	1,355	3,365	4,300	4,000	(300)
6235	Meetings & Conferences	1,255	485	3,800	800	(3,000)
6240	Mileage Reimbursement	130	335	300	300	-
6301	Legal Fees	135	-	5,000	5,000	-
6350	Medical Services	5,285	5,600	7,000	4,400	(2,600)
6399	Professional Services/Other	112,165	117,940	5,350	2,650	(2,700)
6405	Commission Meetings Expense	1,950	2,550	3,000	3,000	-
6480	Insurance Claims Administration	225	-	-	-	-
6493	Outside Services & Repairs	865	325	300	300	-
6509	Publications/Other	80	-	-	-	-
6518	Postage	300	135	300	300	-
6527	Supplies/Computer/Small Equip	-	95	-	-	-
6530	Office Supplies	1,450	2,140	2,000	1,500	(500)
6539	Printing, Binding & Duplicating	190	-	-	-	-
6545	Fingerprinting	3,655	1,840	3,000	2,500	(500)
6563	Supplies/Special	-	965	950	1,200	250
6572	Office Furniture & Equipment	8,570	845	-	-	-
6599	Materials & Supplies	85	-	-	-	-
6601	Advertising Expense	5,905	5,065	9,000	5,000	(4,000)
6635	Oral Board Costs	1,160	700	1,500	1,000	(500)
6736	Employee Assistant Program	6,930	6,910	7,000	7,000	-
6835	Maint & Repair/Equipment	-	-	150	150	-
6850	Lease Payments	3,615	2,700	3,600	1,200	(2,400)
6915	Utilities/Telephone	230	225	240	300	60
	OPERATIONS SUBTOTAL	162,590	160,595	61,790	41,100	(20,690)
	GENERAL FUND TOTAL:	250,995	255,775	320,435	303,635	(16,800)

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ADMINISTRATIVE SERVICES

HUMAN RESOURCES - RISK MANAGEMENT DIVISION

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

Risk Management is a division of Human Resources responsible for a variety of support functions, including special projects as directed by the Director of Administrative Services and/or City Manager. The Division's ongoing responsibilities include: workers compensation, liability, City and special event insurance, safety and safety training, including compliance with Occupational Safety and Health Administration (OSHA) guidelines and employee wellness programs. Risk Management also provides support in other Human Resource functions including negotiations of Memorandum of Understandings (MOUs), re-classifications, recruitment, employee relations and research on a variety of Human Resource related issues.

STRATEGIC GOALS:

- Coordinate expansion of training (safety, emergency preparedness, defensive driving, etc.).
- Evaluate and improve the subrogation and reinsurance claims process.
- Expand cost analysis of litigated liability claims and allocate to departments.
- Coordinate tracking comparison of legal costs, expenses and settlements for liability claims data base with third party administrators.
- Ensure annual competitive pricing for all Insurance including Liability, Workers Compensation, Property, and Special Events.

FY 11-12 PROGRAM HIGHLIGHTS:

- Work with City Departments and Third Party Administrators such as Cal Claims Management Services (CCMS), Carl Warren and Independent Cities Risk Management Authority (ICRMA) to ensure effective, efficient and fiscally responsible management of workers compensation and liability claims.
- Provide staff support and representation for the City's membership in ICRMA, and California Transit Insurance Pool (CalTIP).
- Implement and Utilize workers compensation VOS claims tracking system and allocate claims costs.

Budget Division: ADMINISTRATIVE SERVICES - RISK MANAGEMENT

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Senior HR/Risk Management Analyst	1.00	1.00	\$76,095	\$76,095					
Human Resources Technician	1.00	1.00	58,675	58,675					
TOTAL	2.00	2.00	\$134,770	\$134,770	TOTAL	0	0	\$0	\$0

BUDGET UNIT:**4250923000 ADMIN SERVICES - HUMAN RESOURCES RISK MGT**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	120,380	125,980	134,770	134,770	-
6012	Salaries/Comp-Time	500	135	-	-	-
6015	Salaries/Vacation	3,605	7,590	-	-	-
6024	Salaries/Sick Leave	5,040	3,330	-	-	-
6027	Salaries/Bereavement	730	-	-	-	-
6033	Overtime Pay/Premium	1,560	1,695	-	-	-
6048	Salaries/Language Pay	120	-	-	-	-
6091	Leave Liability Adjustments	2,900	3,640	-	-	-
6101	PERS/Employee Contribution	9,150	9,640	9,490	9,490	-
6105	PERS/Employer Contribution	15,685	16,100	15,660	17,115	1,455
6109	PARS/Employer Contribution	30	4,870	4,880	4,880	-
6125	FICA/Employer Contrib/Med	2,190	2,290	2,390	2,415	25
6140	Life Insurance Allocation	400	365	355	355	-
6155	Workers' Comp Allocation	5,240	5,525	5,390	5,390	-
6160	LTD Insurance Allocation	1,120	1,055	1,050	1,050	-
6165	Unemployment Allocation	145	150	165	165	-
6175	Benefits/Flex Plan	28,480	28,895	30,110	31,660	1,550
6180	Deferred Comp/Employer Paid	1,135	2,345	2,340	2,340	-
	PERSONNEL SUBTOTAL	198,410	213,605	206,600	209,630	3,030

**ADMINISTRATIVE SERVICES - HUMAN RESOURCES RISK MANAGEMENT
ACTIVITY DETAIL**

Account Number	Description	Cost
4250923000 6220	Training Schools - Risk Management training in areas including safety/Occupational Safety and Health Administration (OSHA), workers compensation, risk management, employment liability and changes in current laws/regulations.	\$400
6230	Dues/Subscriptions - Membership fees Society of Human Resource Management (SHRM); Subscription costs for Risk Management publications.	\$250
6235	Meeting/Conferences - Human Resource/Risk Management meeting and conference expenses.	\$500
6480	Insurance Claims Administration - Third Party Administration fees for workers' compensation (Cal Claims Management Services-CCMS), Liability (Carl Warren) and Unemployment (TALX).	\$28,700
6563	Supplies/Special - Safety Committee expenses for the implementation and/or purchase of safety related items (emergency evacuation placards for each building, drop box for anonymous reporting, etc.).	\$1,800
6710	Insurance /General Liability Premiums - Independent Cities Risk Management Authority (ICRMA) (Liability and Storage Tanks), California Transit Insurance Pool (CalTIP) (transportation vehicles), and Municipality (Special Events).	\$305,000
6715	Insurance/Fire and Casualty Premiums - ICRMA (Property/Earthquake and Auto Physical Damage) and CALTIP (transportation vehicles) .	\$584,000
6720	Insurance /Workers Compensation Premiums - ICRMA	\$252,000
6740	Claims Expense/Liability - Funds utilized in the litigation/management (Carl Warren, Ken Meyer, Best, Best & Krieger-BBK) and settlement (payments made to claimants) of liability claims.	\$300,000
6745	Claims Expense/Workers Compensation - Funds utilized by our Third Party Administrator - CCMS in the administration of workers compensation expenses (payments made to Irwindale Industrial Clinic, employees and various hospitals and doctors); Legal and investigation expenses in the litigation/management of claims (Kegel, Tobin & Truce; Ken Meyer); First Aid Workers Compensation, medical utilization review, medical billing review.	\$565,000
6755	Claims Expense/Unemployment - State mandated expenses for unemployment insurance.	\$25,000

BUDGET UNIT:**4250923000 ADMIN SERVICES - HUMAN RESOURCES RISK MGT**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	OPERATIONS					
6220	Training Schools	35	-	800	400	(400)
6225	Training Materials	-	780	-	-	-
6230	Dues & Subscriptions	310	160	500	250	(250)
6235	Meetings & Conferences	105	-	1,300	500	(800)
6480	Ins Claims Administration	26,265	28,405	31,100	28,700	(2,400)
6493	Outside Services and Repairs	-	625	-	-	-
6521	Messenger Service	-	115	200	200	-
6539	Printing, Binding & Duplicating	750	-	-	-	-
6563	Supplies/Special	-	545	1,800	1,800	-
6701	Fidelity Bonds	6,100	8,415	8,100	10,000	1,900
6710	Ins/General Liability Premiums	291,335	246,900	305,000	305,000	-
6715	Ins/Fire & Casualty Premiums	437,010	557,445	584,000	584,000	-
6720	Ins/Workers Comp Premiums	216,905	239,510	252,000	252,000	-
6740	Claims Expense/Liability	603,370	249,230	150,000	250,000	100,000
6740	<i>Claims Expense/Liability - RDA Liability</i>	-	38,195	50,000	-	(50,000)
6740	<i>Claims Expense/Liability - Utility Liability</i>	42,230	75,270	100,000	50,000	(50,000)
6745	Claims Expense/Workers Comp	815,990	550,265	600,000	565,000	(35,000)
6755	Claims Expense/Unemployment	28,135	27,290	31,500	25,000	(6,500)
7055	Uncollectable Accounts	2,835	-	-	-	-
7080	Refund	150	-	-	-	-
	OPERATIONS SUBTOTAL	2,471,525	2,023,150	2,116,300	2,072,850	(43,450)
	RISK MGMT. FUND TOTAL	2,669,935	2,236,755	2,322,900	2,282,480	(40,420)

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ADMINISTRATIVE SERVICES INFORMATION TECHNOLOGY

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Department of Information Technology provides leadership in the development of powerful, cost-effective technical services and business solutions for City staff and policy makers. Services include the management and support of the technology infrastructure and network administration, providing City-wide systems and solutions.

Ongoing responsibilities include: Strategic planning related to technology and the City's networking infrastructure; Software and hardware support of all systems including but not limited to: Software licensing, Financial Software systems, Business Licensing systems, Building permit systems, Land management systems, Geographic Information Systems (GIS), Library systems, Utility billing and integrated systems, all Police computer systems including wireless mobile units in cars, and all phone and telecom systems. Also, ongoing equipment replacement, helpdesk function, internet, e-mail, and web sites, wireless, the fiber backbone and network infrastructure on which all systems reside.

STRATEGIC GOALS:

- Maintain computer network uptime at 99%.
- Ensure the integrity of the network, security, traffic and segmentation.

FY 11-12 PROGRAM HIGHLIGHTS:

- Increase bandwidth.
- Maintain infrastructure with limited budget.

Budget Division: ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Director of Information Technology	1.00	1.00	\$132,860	\$132,860	GIS Intern	780	780	\$8,040	\$8,455
Information Systems Manager	2.00	2.00	204,850	206,050					
Senior Information Technology Analyst	3.00	3.00	255,795	258,740					
Information Technology Analyst	3.00	3.00	207,615	207,615					
Executive Assistant to Admin Svcs Dir ^(a)	0.20	0.20	12,515	12,515					
^(a) .80 FTE Administrative Services-Finance									
TOTAL	9.20	9.20	\$813,635	\$817,780	TOTAL	780	780	\$8,040	\$8,455

BUDGET UNIT:**ALL FUND 48 DIVISIONS-INFORMATION TECH (SUMMARY)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>PERSONNEL</u>						
6003	Salaries/Regular	703,105	726,795	813,635	817,780	4,145
6006	Salaries/Temp & Part-Time	-	8,115	8,040	8,455	415
6012	Salaries/Comp-Time	4,935	8,775	-	-	-
6015	Salaries/Vacation	42,015	47,030	-	-	-
6024	Salaries/Sick Leave	22,280	22,695	-	-	-
6027	Salaries/Bereavement	2,925	485	-	-	-
6033	Overtime Pay/Premium	4,640	5,140	-	-	-
6039	Salaries/Education Incentive	10,990	4,815	24,000	20,000	(4,000)
6048	Salaries/Language Pay	6,265	6,280	6,240	6,240	-
6063	Salaries/Jury Duty	775	1,215	-	-	-
6066	Allowances/Uniform	1,520	1,520	2,400	2,400	-
6069	Allowances/Vehicle	2,130	5,425	5,400	5,400	-
6072	Salaries/Injury	-	795	-	-	-
6091	Leave Liability Adjustments	10,215	11,035	-	-	-
6101	PERS/Employee Contribution	54,980	57,315	57,525	58,545	1,020
6105	PERS/Employer Contribution	94,275	95,760	94,700	105,305	10,605
6109	PARS/Employer	12,355	18,455	18,335	18,835	500
6125	FICA/Employer Contrib/Med	12,545	12,745	12,755	13,350	595
6140	Life Insurance Allocation	2,655	2,150	2,180	2,215	35
6155	Workers' Comp Allocation	31,765	33,150	32,915	34,315	1,400
6160	LTD Insurance Allocation	6,915	6,505	6,250	6,360	110
6165	Unemployment Allocation	870	905	965	1,005	40
6175	Benefits/Flex Plan	126,500	133,650	140,005	146,360	6,355
6180	Deferred Comp/Employer Paid	8,360	9,115	9,105	9,105	-
PERSONNEL SUBTOTAL		1,163,015	1,219,870	1,234,450	1,255,670	21,220

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>PERSONNEL</u>						
CITY COMPUTER SERVICES						
6003	Salaries/Regular	294,800	255,575	291,920	293,720	1,800
6006	Salaries/Temp & Part-Time	-	5,410	5,895	6,200	305
6012	Salaries/Comp-Time	1,445	1,145	-	-	-
6015	Salaries/Vacation	16,270	19,415	-	-	-
6024	Salaries/Sick Leave	11,885	10,965	-	-	-
6027	Salaries/Bereavement	1,930	-	-	-	-
6033	Overtime Pay/Premium	3,235	2,875	-	-	-
6039	Standby Pay/Premium	755	600	8,000	4,000	(4,000)
6048	Salaries/Language Pay	2,410	2,165	2,100	2,100	-
6063	Salaries/Jury Duty	115	160	-	-	-
6069	Allowance/Vehicle	1,490	3,160	2,700	2,700	-
6072	Salaries/Injury	-	200	-	-	-
6091	Leave Liability Adjustments	4,645	5,185	-	-	-
6101	PERS/Employee Contribution	23,030	20,355	20,450	20,940	490
6105	PERS/Employer Contribution	39,490	34,000	33,675	37,675	4,000
6109	PARS/Employer Contribution	2,330	4,710	4,305	4,540	235
6125	FICA/Employer Contrib/Med	4,425	3,915	4,050	4,240	190
6140	Life Insurance Allocation	1,160	760	780	800	20
6155	Workers' Comp Allocation	13,225	11,895	11,895	12,350	455
6160	LTD Insurance Allocation	2,940	2,400	2,230	2,285	55
6165	Unemployment Allocation	355	315	350	360	10
6175	Benefits/Flex Plan	53,985	48,675	50,430	52,600	2,170
6180	Deferred Comp/Employer Paid	3,100	3,085	2,905	2,905	-
	SUBTOTAL	483,020	436,965	441,685	447,415	5,730

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
POLICE INFORMATION SYSTEMS						
6003	Salaries/Regular	182,600	226,470	252,280	252,810	530
6006	Salaries/Temp & Part-Time	-	2,705	2,145	2,255	110
6012	Salaries/Comp-Time	2,265	7,120	-	-	-
6015	Salaries/Vacation	7,680	8,225	-	-	-
6024	Salaries/Sick Leave	2,195	5,470	-	-	-
6027	Salaries/Bereavement	275	485	-	-	-
6033	Overtime Pay/Premium	325	1,235	-	-	-
6039	Standby Pay/Premium	9,895	4,030	13,000	13,000	-
6048	Salaries/Language Pay	2,650	2,800	2,940	2,940	-
6063	Salaries/Jury Duty	360	-	-	-	-
6066	Allowances/Uniform	1,520	1,520	1,600	1,600	-
6069	Allowances/Vehicle	215	1,020	1,350	1,350	-
6091	Leave Liability Adjustments	2,785	2,980	-	-	-
6101	PERS/Employee Contribution	14,025	17,715	18,055	18,275	220
6105	PERS/Employer Contribution	24,050	29,600	29,695	32,840	3,145
6109	PARS/Employer Contribution	6,185	7,775	7,240	7,355	115
6125	FICA/Employer Contrib/Med	3,645	4,275	4,125	4,390	265
6140	Life Insurance Allocation	650	665	680	685	5
6155	Workers' Comp Allocation	8,260	10,270	10,245	10,895	650
6160	LTD Insurance Allocation	1,725	1,950	1,945	1,965	20
6165	Unemployment Allocation	235	300	300	320	20
6175	Benefits/Flex Plan	31,505	40,440	44,035	46,090	2,055
6180	Deferred Comp/Employer Paid	2,660	3,075	3,105	3,105	-
	SUBTOTAL	305,705	380,125	392,740	399,875	7,135

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
LW INFORMATION SYSTEMS						
6003	Salaries/Regular	225,705	244,750	269,435	271,250	1,815
6012	Salaries/Comp-Time	1,225	510	-	-	-
6015	Salaries/Vacation	18,065	19,390	-	-	-
6024	Salaries/Sick Leave	8,200	6,260	-	-	-
6027	Salaries/Bereavement	720	-	-	-	-
6033	Overtime Pay/Premium	1,080	1,030	-	-	-
6039	Standby Pay/Premium	340	185	3,000	3,000	-
6048	Salaries/Language Pay	1,205	1,315	1,200	1,200	-
6063	Salaries/Jury Duty	300	1,055	-	-	-
6066	Allowances/Uniform	-	-	800	800	-
6069	Allowances/Vehicle	425	1,245	1,350	1,350	-
6072	Salaries/Injury	-	595	-	-	-
6091	Leave Liability Adjustments	2,785	2,870	-	-	-
6101	PERS/Employee Contribution	17,925	19,245	19,020	19,330	310
6105	PERS/Employer Contribution	30,735	32,160	31,330	34,790	3,460
6109	PARS/Employer Contribution	3,840	5,970	6,790	6,940	150
6125	FICA/Employer Contrib/Med	4,475	4,555	4,580	4,720	140
6140	Life Insurance Allocation	845	725	720	730	10
6155	Workers' Comp Allocation	10,280	10,985	10,775	11,070	295
6160	LTD Insurance Allocation	2,250	2,155	2,075	2,110	35
6165	Unemployment Allocation	280	290	315	325	10
6175	Benefits/Flex Plan	41,010	44,535	45,540	47,670	2,130
6180	Deferred Comp/Employer Paid	2,600	2,955	3,095	3,095	-
	SUBTOTAL	374,290	402,780	400,025	408,380	8,355
	PERSONNEL SUBTOTAL	1,163,015	1,219,870	1,234,450	1,255,670	21,220

**ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY
ACTIVITY DETAIL**

Account Number		Description	Cost
		City	
4849930000	6220	<u>Training Schools</u> - Novell Brainshare, ESRI (GIS Software), SunGard Public Sector National User's Group (SNUG), Municipal Information Systems Association of California (MISAC)	\$9,000
	6235	<u>Meetings/Conferences</u> - Liebert Cassidy sessions, Women Leading Government	\$1,500
	6415	<u>Computer Software Services</u> - SunGard, SIRSI, ESRI, HDL, Civicplus, Granicus, GUAVA	\$156,770
	6493	<u>Outside Services & Repairs</u> - JD Briggs, Iron Mountain, DSL services, SIRSI	\$10,800
	6499	<u>Contract Services</u> - Matrix, SunGard, SAS Access Control, Novell, HDL	\$6,630
	6504	<u>Computer Software Licensing</u> - MS Office, PC Anywhere, Netware, Win Srv Remote, McAfee, Adobe, Novell Patch Management, Zenworks, GroupWise, Solarwinds Orion, Digicert, Autocad, Miscropaver, Streetpaver	\$35,825
	6846	<u>Computer Hardware Maintenance</u> - Laser printer services, Watchguard, Hewlett Packard, Cisco, Barracuda	\$24,450

Account Number		Description	Cost
		Communications Services	
4849940000	6835	<u>Maintenance & Repair/Equipment</u> - Avaya support, Spenser Communications, Music on Hold, Mutare	\$68,200
	6915	<u>Utilities-Telephone</u> - City phone expense, Verizon T1, Cingular Wireless, PDA Communications, Blackberry's	\$164,560

Account Number		Description	Cost
		Police Information Systems	
4849941000	6220	<u>Training Schools</u> - Microsoft	\$2,000
	6415	<u>Computer Software Services</u> - CAD/RMS Support, Motorola MDC Support, NICE 911	\$71,800
	6493	<u>Outside Services & Repairs</u> - JD Briggs, PKORP & Associates	\$10,000
	6504	<u>Computer Software Licensing</u> - GroupWise, Novell, Microsoft SQL, MS Office, Go to my PC	\$30,475
	6846	<u>Computer Hardware Maintenance</u> - Carltock Cabling, CDCE, Laser Printer Services, Cisco Routers, Premio	\$11,150

Account Number		Description	Cost
		Light and Water Information Systems	
4849942000	6220	<u>Training Schools</u> - Microsoft Training, SNUG, MISAC	\$2,000
	6235	<u>Meetings/Conferences</u> - S&S Conference, Techmentor, Itron, Cognos	\$4,000
	6415	<u>Computer Software Services</u> - Software support for Bi-Tech, HP, GUAVA, Civic Plus	\$17,600
	6493	<u>Outside Services & Repairs</u> - JD Briggs, Iron Mountain	\$5,800
	6504	<u>Computer Software Licensing</u> - MS Office, Verisign, Veritas, Gotomypc, McAfee, GroupWise	\$25,050
	6570	<u>Computer Hardware Peripherals</u> - GovConnection, CDW-G	\$18,000
	6846	<u>Computer Hardware Maintenance</u> - Cisco , Watchguard, Laser printer service, Hewlett Packard, Charter Communication	\$21,500

BUDGET UNIT:

ALL FUND 48 DIVISIONS-INFORMATION TECH (SUMMARY)

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>OPERATIONS</u>						
6220	Training Schools	10,450	8,070	15,000	13,000	(2,000)
6230	Dues & Subscriptions	250	490	1,725	1,725	-
6235	Meetings & Conferences	145	620	5,500	5,500	-
6240	Mileage Reimbursement	80	-	600	600	-
6415	Computer Software Support	196,305	208,270	246,170	246,170	-
6493	Outside Services & Repairs	14,230	7,450	28,640	26,600	(2,040)
6499	Contract Services & Fees/Other	4,085	-	30,000	10,200	(19,800)
6503	Books	-	30	-	-	-
6504	Computer Software/Licensing	44,845	46,555	91,350	91,350	-
6515	Films & Video Recordings	-	5,995	-	-	-
6521	Messenger Service	70	70	100	100	-
6527	Supplies/Computer/Small Equipment	22,070	12,395	21,700	21,700	-
6530	Office Supplies	245	1,030	1,140	1,140	-
6563	Supplies/Special	1,715	945	2,250	2,250	-
6569	Small Equipment	5,650	8,510	22,800	22,800	-
6570	Computer Peripherals/Misc	32,050	24,295	33,000	33,000	-
6835	Maint & Repair/Equipment	66,485	44,005	79,200	79,200	-
6846	Computer Hardware Maint/Repair	50,020	45,275	61,300	61,300	-
6915	Utilities/Telephone	176,335	170,955	172,060	172,060	-
	OPERATIONS SUBTOTAL	625,030	584,960	812,535	788,695	(23,840)
INFORMATION TECH FUND TOTAL:		1,788,045	1,804,830	2,046,985	2,044,365	(2,620)
Funding:						
	ALLOCATION FROM L&W FUND	(459,075)	(480,240)	(533,175)	(536,250)	3,075
	ALLOCATION FROM GENERAL FUND	(1,328,970)	(1,324,590)	(1,513,810)	(1,508,115)	(5,695)
	Total Funding	(1,788,045)	(1,804,830)	(2,046,985)	(2,044,365)	(2,620)

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>OPERATIONS</u>						
CITY COMPUTER SERVICES						
6220	Training Schools	5,285	5,655	11,000	9,000	(2,000)
6230	Dues & Subscriptions	250	490	1,145	1,145	-
6235	Meetings & Conferences	145	420	1,500	1,500	-
6240	Mileage Reimbursement	80	-	200	200	-
6415	Computer Software Support	117,560	134,295	156,770	156,770	-
6493	Outside Services & Repairs	2,730	500	10,800	10,800	-
6499	Contract Services & Fees/Other	1,250	-	19,500	6,630	(12,870)
6504	Computer Software/Licensing	15,355	15,585	35,825	35,825	-
6515	Films & Video Recordings	-	5,995	-	-	-
6527	Supplies/Computer/Small Equip	6,740	3,275	3,000	3,000	-
6530	Office Supplies	65	425	490	490	-
6563	Supplies/Special	1,220	650	1,500	1,500	-
6569	Small Equipment	1,265	4,570	3,300	3,300	-
6846	Computer Hardware Maint/Repair	19,960	20,075	24,450	24,450	-
	SUBTOTAL	171,905	191,935	269,480	254,610	(14,870)
BROADBAND - LIBRARY						
6846	Computer Hardware Maint/Repair	-	-	4,200	4,200	-
	SUBTOTAL	-	-	4,200	4,200	-
COMMUNICATION SERVICES						
6569	Small Equipment	835	830	-	-	-
6835	Maint & Repair/Equipment	66,485	36,085	68,200	68,200	-
6915	Utilities/Telephone	169,515	162,065	164,560	164,560	-
	SUBTOTAL	236,835	198,980	232,760	232,760	-
COMMUNICATION SERVICES - TECHNOLOGY FUND						
6915	Utilities/Telephone	6,820	6,805	7,500	7,500	-
	SUBTOTAL	6,820	6,805	7,500	7,500	-

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
POLICE INFORMATION SYSTEMS						
6220	Training Schools	415	800	2,000	2,000	-
6230	Dues & Subscriptions	-	-	80	80	-
6240	Mileage Reimbursement	-	-	200	200	-
6415	Computer Software Support	61,090	57,935	71,800	71,800	-
6493	Outside Services & Repairs	5,970	1,765	12,040	10,000	(2,040)
6499	Contract Services & Fees/Other	-	-	2,500	850	(1,650)
6504	Computer Software/Licensing	14,405	12,805	30,475	30,475	-
6527	Supplies/Computer/Small Equip	7,125	5,495	7,000	7,000	-
6530	Office Supplies	175	445	450	450	-
6563	Supplies/Special	295	235	250	250	-
6569	Small Equipment	1,990	275	1,500	1,500	-
6570	Computer Peripherals/Misc	17,300	10,830	15,000	15,000	-
6835	Maint & Repair/Equipment	-	7,920	11,000	11,000	-
6846	Computer Hardware Maint/Repair	15,920	11,275	11,150	11,150	-
	SUBTOTAL	124,685	109,780	165,445	161,755	(3,690)
LW INFORMATION SYSTEMS						
6220	Training Schools	4,750	1,615	2,000	2,000	-
6230	Dues & Subscriptions	-	-	500	500	-
6235	Meetings & Conferences	-	200	4,000	4,000	-
6240	Mileage Reimbursement	-	-	200	200	-
6415	Computer Software Support	17,655	16,040	17,600	17,600	-
6493	Outside Services & Repairs	5,530	5,185	5,800	5,800	-
6499	Contract Services & Fees/Other	2,835	-	8,000	2,720	(5,280)
6503	Books	-	30	-	-	-
6504	Computer Software/Licensing	15,085	18,165	25,050	25,050	-
6521	Messenger Service	70	70	100	100	-
6527	Supplies/Computer/Small Equip	7,070	3,625	8,700	8,700	-
6530	Office Supplies	5	160	200	200	-
6563	Supplies/Special	200	60	500	500	-
6569	Small Equipment	1,525	2,150	3,000	3,000	-

BUDGET UNIT:**Fund 48 ADMIN SERVICES - INFORMATION TECH (DETAILS)**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
6570	Computer Peripherals/Misc	14,750	13,465	18,000	18,000	-
6846	Computer Hardware Maint/Repair	14,140	13,925	21,500	21,500	-
6915	Utilities/Telephone	-	2,085	-	-	-
	SUBTOTAL	83,615	76,775	115,150	109,870	(5,280)
LW TECHNOLOGY FUND						
6527	Supplies/Computer/Small Equip	1,135	-	3,000	3,000	-
6569	Small Equipment	35	685	15,000	15,000	-
	SUBTOTAL	1,170	685	18,000	18,000	-
OPERATIONS SUBTOTAL		625,030	584,960	812,535	788,695	(23,840)
INFORMATION TECH FUND TOTAL:		1,788,045	1,804,830	2,046,985	2,044,365	(2,620)
Funding:						
	ALLOCATION FROM L&W FUND	(459,075)	(480,240)	(533,175)	(536,250)	3,075
	ALLOCATION FROM GENERAL FUND	(1,328,970)	(1,324,590)	(1,513,810)	(1,508,115)	(5,695)
	Total Funding	(1,788,045)	(1,804,830)	(2,046,985)	(2,044,365)	(2,620)

ADMINISTRATIVE SERVICES CFD/APFA DEBT SERVICE PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Community Facilities District (CFD) and Azusa Public Financing Authority (APFA) budget divisions of the Administrative Services Department reflect the special district and debt management responsibilities of the Department. The annual budget for the administrative activities of the established Mountain Cove and the Rosedale CFDs, as well as the administrative and debt service requirements of the APFA, are included in this division. For the Rosedale CFD, the annual costs of the maintenance portion of the CFD are included as well. Maintenance costs for the Rosedale CFD will grow to include several contracts required to maintain various aspects of the Rosedale development, such as park and landscape maintenance.

STRATEGIC GOALS:

- Utilize staff to prepare and administer contracts for CFD maintenance services
- Utilize staff to ensure compliance with Rosedale Development Agreement and CFD requirements
- Develop cost accounting/recovery processes for Rosedale related activities
- Prepare and disseminate all required disclosure reports in a timely manner

**ADMINISTRATIVE SERVICES - CFD DEBT SERVICE
ACTIVITY DETAIL**

Account Number	Description	Cost
6370000000 / 65000000xx	6315 <u>Accounting/Auditing Service</u> - Provides for annual audited financial reports for each CFD by outside independent auditor.	\$4,100
	6320 <u>Fiscal Agent Fees</u> - Provides for annual charges from Wells Fargo for Ficscal Agent services per bond indentures.	\$10,000
	6345 <u>Program Consultants</u> - Provides for the services of Special District Financing & Administration and David Taussig to assist staff in administering district , calculating and collecting special taxes	\$23,500
	6399 <u>Professional Services/Other</u> - Provides for legal and financial assistance and continuing disclosure services provided by Urban Futures under contract	\$8,500
	6423 <u>Administrative Allocation</u> - Allocated cost for staff time necessary to administer Mountain Cove CFD, transferred to General Fund ; Rosedale in CFD Maintenance	\$35,000
	7001 <u>Interest Expense</u> - Interest payments on the two CFD Bond issues	\$3,066,875
	7005 <u>Principal Payment</u> - Principle payments on the two CFD Bond issues	\$385,000

BUDGET UNIT:**VARIOUS****ADMIN SERVICES - CFD DEBT SERVICE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>OPERATIONS</u>						
ROSEDALE CFD						
6315	Accounting/Auditing Service	-	2,100	2,165	2,000	(165)
6320	Fiscal Agent Fees	-	-	8,000	8,000	-
6345	Program Consultants	2,250	12,041	20,000	20,000	-
6399	Professional Services/Other	1,750	-	4,500	4,500	-
6423	Administrative Allocation	-	33,002	-	-	-
7001	Interest Expense	3,514,930	3,055,641	3,511,825	2,559,905	(951,920)
7005	Principal Payment	105,000	165,000	305,000	290,000	(15,000)
	SUBTOTAL	3,623,930	3,267,784	3,851,490	2,884,405	(967,085)
MOUNTAIN COVE CFD						
6315	Accounting/Auditing Services	-	2,100	2,165	2,100	(65)
6320	Fiscal Agent Fees	-	-	2,000	2,000	-
6345	Program Consultants	1,650	4,516	3,500	3,500	-
6399	Professional Services/Other	-	-	4,000	4,000	-
6423	Administrative Allocation	35,000	35,000	35,000	35,000	-
7001	Interest Expense	-	-	510,995	506,970	(4,025)
7005	Principal Payment	-	-	80,000	95,000	15,000
7009	Bank Service Charge	-	2,000	2,000	2,000	-
	SUBTOTAL	36,650	43,616	639,660	650,570	10,910
CFD DEBT SERVICE TOTAL:		3,660,580	3,311,400	4,491,150	3,534,975	(956,175)

Budget Division: ADMINISTRATIVE SERVICES - CFD MAINTENANCE

Full Time Positions

Part Time Positions

Position Title	FY 10-11 Revised Allocation	FY 11-12 Adopted Allocation	FY 10-11 Revised Salary	FY 11-12 Adopted Salary	Position Title	FY 10-11 Revised Hours	FY 11-12 Adopted Hours	FY 10-11 Revised Wages	FY 11-12 Adopted Wages
Admin Services Director/CFO ^(a)	0.15	0.15	\$25,980	\$25,980	Parks Maint Wrkr I	520	520	\$9,070	\$8,820
Budget Analyst ^(b)	0.30	0.30	25,100	25,100					
^(a) .20 FTE RDA Administration, .65 FTE Admin Serv-Finance									
^(b) .10 FTE Sr Nutrition, .575 FTE Admin Serv-Finance, .025 FTE CDBG									
TOTAL	0.45	0.45	\$51,080	\$51,080	TOTAL	520	520	\$9,070	\$8,820

BUDGET UNIT:**VARIOUS****ADMIN SERVICES - CFD MAINT-ROSEDALE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
PERSONNEL						
ROSEDALE CFD - ADMINISTRATION						
6003	Salaries/Regular	19,035	44,915	50,275	51,080	805
6015	Salaries/Vacation	2,490	2,380	-	-	-
6024	Salaries/Sick Leave	1,175	1,765	-	-	-
6045	Salaries/Education Incentive	400	-	-	-	-
6069	Allowance/Vehicle	-	340	-	-	-
6101	PERS/Employee Contribution	1,630	3,495	3,575	3,635	60
6105	PERS/Employer Contribution	2,785	5,840	5,880	6,525	645
6109	PARS/Employer Contribution	295	1,020	1,005	1,040	35
6125	FICA/Employer Contrib/Med	455	820	845	850	5
6140	Life Insurance Allocation	85	125	135	135	-
6155	Workers' Comp Allocation	925	1,990	2,045	2,045	-
6160	LTD Insurance Allocation	235	590	390	397	7
6165	Unemployment Allocation	30	50	60	60	-
6175	Benefits/Flex Plan	5,425	6,135	7,000	7,235	235
6180	Deferred Comp/Employer Paid	395	445	485	485	-
	SUBTOTAL	35,360	69,910	71,695	73,485	1,790
ROSEDALE CFD - PARKS MAINTENANCE						
6006	Salaries/Temp & Part-Time	3,775	8,115	9,070	8,820	(250)
6101	PERS/Employee Contribution	150	575	695	675	(20)
6105	PERS/Employer Contribution	260	955	1,110	1,180	70
6109	PARS/Employer	35	-	-	-	-
6125	FICA/Employer Contrib/Med	55	120	130	125	(5)
6155	Workers' Comp Allocation	150	325	365	355	(10)
6165	Unemployment Allocation	5	10	10	5	(5)
	SUBTOTAL	4,430	10,100	11,380	11,160	(220)
	PERSONNEL SUBTOTAL	39,790	80,010	83,075	84,645	1,570

**ADMINISTRATIVE SERVICES - CFD MAINTENANCE
ACTIVITY DETAIL**

Account Number		Description	Cost
3725420000 / 3745810143	6345	<u>Program Consultants</u> - Provides for consulting services relating to calculation and collection of annual maintenance taxes. Services provided under contract by Special District Financing & Administration	\$5,000
	6399	<u>Professional Services/Other</u> - Provides for the services of appraisors, attorney's financial and operational consultants as necessary to manage CFD related matters	\$20,000
	6423	<u>Administrative Allocation</u> - Provides for general administrative overhead related to Rosedale CFD programs and operations. Funds are transferred to General Fund	\$35,000
	6493	<u>Outside Services & Repairs</u> - Provides for contract maintenance of Rosedale CFD parks and grounds	\$52,670
	6554	<u>Supplies/Custodial & Cleaning</u> - Provides for contract maintenance of buildings and restrooms	\$4,100
	6560	<u>Repair Parts</u> - Provides for cost of replacement parts and materials for CFD parks, facilities and grounds	\$8,600

BUDGET UNIT:**VARIOUS****ADMIN SERVICES - CFD MAINT-ROSEDALE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>OPERATIONS</u>						
ROSEDALE CFD - ADMINISTRATION						
6345	Program Consultants	4,790	-	5,000	5,000	-
6399	Professional Services/Other	-	-	20,000	20,000	-
6423	Administrative Allocation	235,000	35,000	35,000	35,000	-
	SUBTOTAL	239,790	39,825	60,000	60,000	-
ROSEDALE CFD - PARKS MAINTENANCE						
6493	Outside Services & Repairs	19,105	20,650	51,135	52,670	1,535
6554	Supplies/Custodial & Cleaning	765	610	6,050	4,100	(1,950)
6560	Repair Parts	-	40	11,600	8,600	(3,000)
6563	Supplies/Special	20	20	-	-	-
	SUBTOTAL	19,890	21,320	68,785	65,370	(3,415)
	OPERATIONS SUBTOTAL	259,680	61,145	128,785	125,370	(3,415)
<u>TRANSFERS OUT</u>						
ROSEDALE CFD - ADMINISTRATION						
5950	Transfer To Other Funds	-	-	149,820	150,285	150,285
	SUBTOTAL	-	-	149,820	150,285	150,285
	TRANSFERS OUT SUBTOTAL	-	-	149,820	150,285	150,285
ROSEDALE CFD-2005-1 FUND TOTAL:		299,470	141,155	361,680	360,300	(1,380)

**ADMINISTRATIVE SERVICES - APFA DEBT SERVICE
ACTIVITY DETAIL**

Account Number		Description	Cost
7130000000/ 7150000000/ 7160000000	6610	<u>Bond Administration</u> - Cost of Trustee services and continuing disclosure services for four bond issues	\$14,000
	7001	<u>Interest Expense</u> - Interest payments on four City Bond issues	\$2,890,570
	7005	<u>Principal Payments</u> - Principle payments on four City Bond issues	\$655,000

BUDGET UNIT:

VARIOUS

ADMIN SERVICES - APFA DEBT SERVICE

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
OPERATIONS						
APFA-DEBT SERVICE/1994 SEWER COPs						
6610	Bond Administration	2,750	775	4,500	4,500	-
7001	Interest Expense	118,065	112,363	106,315	99,990	(6,325)
7005	Principal Payments	100,000	105,000	115,000	115,000	-
	SUBTOTAL	220,815	218,138	225,815	219,490	(6,325)
APFA-DEBT SERVICE/2003 CIP COPs						
6610	Bond Administration	8,400	4,625	4,500	4,500	-
7001	Interest Expense	145,750	140,590	134,560	127,590	(6,970)
7005	Principal Payments	215,000	215,000	225,000	230,000	5,000
	SUBTOTAL	369,150	360,215	364,060	362,090	(1,970)
APFA-DEBT SERVICE/2006 WATER CIP BONDS						
6610	Bond Administration	-	-	5,000	5,000	-
7001	Interest Expense	2,692,190	2,686,588	2,675,090	2,662,990	(12,100)
7005	Principal Payments	-	280,000	295,000	310,000	15,000
	SUBTOTAL	2,692,190	2,966,588	2,975,090	2,977,990	2,900
	OPERATIONS SUBTOTAL	3,282,155	3,544,941	3,564,965	3,559,570	(5,395)
	APFA DEBT SERVICE FUND TOTAL:	3,282,155	3,544,941	3,564,965	3,559,570	(5,395)
Funding:						
	Transfer From General Fund	(369,150)	(360,215)	(364,060)	(362,090)	(1,970)
	Transfer From Sewer Fund	(220,815)	(218,138)	(225,815)	(219,490)	(6,325)
	Transfer From Light and Water	(2,692,190)	(2,966,588)	(2,975,090)	(2,977,990)	2,900
	Total Funding	(3,282,155)	(3,544,941)	(3,564,965)	(3,559,570)	(5,395)

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ADMINISTRATIVE SERVICES CITYWIDE PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Citywide budget division of the Administrative Services Department is utilized to provide for General Fund expenditures that apply to all Departments. The following expenses are funded through this program: retirement medical, early retirement programs, insurance premiums, central garage services, information technology services, and other administrative expenses that are levied on the City as a whole.

STRATEGIC GOALS:

- Evaluate Central Garage Services.

PROGRAM HIGHLIGHTS:

- The costs of Citywide programs are offset from the Enterprise funds in proportion to the benefits received by the related Enterprise.

**ADMINISTRATIVE SERVICES - CITYWIDE
ACTIVITY DETAIL**

Account Number		Description	Cost
1090000000	6108	<u>PARS Administration Fees</u> - Administration costs for four Public Agency Retirement System (PARS) programs offered by the City	\$42,000
	6133	<u>Retiree Health Premium</u> - Annual premium paid for retiree health benefits through CALPERS.	\$318,470
	6670	<u>IT Allocation</u> - General Fund contribution for costs of Citywide information technology program. Balance paid by Light and Water Funds.	\$1,570,210
	6760	<u>Insurance Allocation</u> - General Fund portion of Citywide property and liability insurance costs.	\$500,000
	6827	<u>Garage Allocation</u> - General Fund portion of citywide vehicle maintenance performed by Central Garage.	\$132,180
	7070	<u>Property Tax Administration</u> - Annual payment to County of LA for property Tax administration.	\$135,100

BUDGET UNIT:**109000000 ADMIN SERVICES - CITYWIDE**

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
<u>PERSONNEL</u>						
6095	Salary Savings	-	-	(150,000)	(206,620)	(56,620)
6108	PARS Administration Fees	28,500	30,750	42,000	42,000	-
6133	Retiree Health Premium Reimb	225,280	236,555	297,065	318,470	21,405
PERSONNEL SUBTOTAL		253,780	267,305	189,065	153,850	(35,215)
<u>OPERATIONS</u>						
6399	Professional Services/Other	10,750	21,440	12,000	12,000	-
6670	IT Allocation	1,554,900	1,373,935	1,516,680	1,570,680	54,000
6760	Insurance Allocation	500,000	500,000	500,000	500,000	-
6827	Garage Allocation	150,765	118,785	139,015	132,180	(6,835)
7001	Interest Expense	19,860	18,360	16,860	15,360	(1,500)
7070	Property Tax Administration	123,960	131,340	132,000	135,100	3,100
OPERATIONS SUBTOTAL		2,360,235	2,163,860	2,316,555	2,365,320	48,765
<u>TRANSFERS OUT</u>						
5950	Transfer To Other Funds	3,818,045	3,900,765	3,748,850	3,765,240	16,390
5951	Transfer To APFA	337,150	365,705	364,060	362,090	(1,970)
TRANSFERS OUT SUBTOTAL		4,155,195	4,266,470	4,112,910	4,127,330	14,420
CITY-WIDE TOTAL		6,769,210	6,697,635	6,618,530	6,646,500	27,970
<i>Funding:</i>						
	TRANSFER IN - SEWER FUND	(6,000)	(11,500)	(6,000)	(11,500)	5,500
	TRANSFER IN - L&W FUND	(79,590)	(101,660)	(94,660)	(98,070)	3,410
	GENERAL FUND TOTAL	(6,683,620)	(6,584,475)	(6,517,870)	(6,536,930)	19,060
	Total Funding	(6,769,210)	(6,697,635)	(6,618,530)	(6,646,500)	27,970

**ADMINISTRATIVE SERVICES- EMPLOYEE BENEFIT FUND
ACTIVITY DETAIL**

Account Number		Description	Cost
419000000	6133	<u>Deferred Comp/Employer Paid</u> - Retiree annuity	\$23,630

BUDGET UNIT:

419000000 EMPLOYEE BENEFIT FUND

Acct. #	DESCRIPTION	ACTUAL 08-09	ACTUAL 09-10	REVISED 10-11	ADOPTED 11-12	VARIANCE
	<u>PERSONNEL</u>					
6133	Deferred Comp/Employer Paid	80,685	23,425	27,320	23,630	(3,690)
	PERSONNEL SUBTOTAL	80,685	23,425	27,320	23,630	(3,690)
	EMPLOYEE BENEFIT FUND TOTAL	80,685	23,425	27,320	23,630	(3,690)
	<i>Funding:</i>					
	TRANSFER IN - L&W FUND	(15,655)	(15,655)	(18,260)	(15,790)	2,470
	TRANSFER IN - GENERAL FUND	(65,030)	(7,770)	(9,060)	(7,840)	1,220
	Total Funding	(80,685)	(23,425)	(27,320)	(23,630)	3,690

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