

**Administrative Services  
Personnel Costs  
FY 2011/2012**

	Number of Positions	Annual Salary 2011/12	Annual Benefits 2011/12	Number of Positions	Annual Salary 2012/13	Annual Benefits 2012/13
<b>Administrative Services Director</b>	1	188,183	66,097	1	187,465	74,510
<b>Information Tech. and System Administrator</b>	1	99,225	29,307	1	98,846	33,450
<b>Financial Services Manager</b>	1	112,555	40,118	1	112,126	45,528
<b>Senior Accounting Assistant</b>	2	125,508	61,115	2	125,029	68,633
<b>Senior Analyst (Human Resources/Special Projects)</b>	1	96,149	41,951	1	95,805	47,320
<b>Office Specialist (Human Resources)</b>	0.08	9,135	699	0.5	9,135	699
<b>Management Analyst</b>	1	80,695	25,775	1	84,406	30,206
<b>Overtime</b>		500	0		500	0
<b>Total Salaries and Benefits</b>		<b>711,950</b>	<b>265,062</b>		<b>713,312</b>	<b>300,346</b>

Department/Division: Total Administrative Services--All Program Budgets						General Fund Fund 100
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget
<b>SALARIES</b>						
51101 Salaries	594,600	681,771	690,813	720,531	702,315	703,677
51201 Part-time Salaries	47,622	29,021	34,985	40,978	9,135	9,135
51301 Overtime	0	348	539	500	500	500
<b>Total Salaries</b>	<b>642,222</b>	<b>711,140</b>	<b>726,337</b>	<b>762,009</b>	<b>711,950</b>	<b>713,312</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	60,082	99,868	102,013	102,330	117,989	142,143
51503 Employee Paid Pers Contribution	11,524	0	0	0	0	0
51506 Life Insurance	1,764	1,978	1,738	2,738	2,703	2,700
51507 Medicare Tax	9,314	10,280	10,522	11,042	10,316	10,336
51508 Social Security Tax	353	23	5	2,541	566	566
51509 Flexible Benefits	77,400	83,444	90,082	111,803	109,148	120,062
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	3,833	4,276	3,749	5,865	5,717	5,728
51602 Dental Insurance	7,031	7,928	8,004	7,980	7,980	7,980
51603 Vision Insurance	2,598	2,964	2,957	3,584	3,763	3,951
51605 Employee Assistance Program	262	317	261	878	280	280
51704 Auto Allowance	3,628	3,578	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,000	3,000	3,000
51706 Phone Allowance	0	0	0	0	0	0
<b>Total Benefits</b>	<b>180,811</b>	<b>217,638</b>	<b>225,948</b>	<b>255,360</b>	<b>265,062</b>	<b>300,346</b>
<b>INSURANCE</b>						
51800 Liability Insurance	27,564	32,884	36,775	40,927	46,120	51,216
51810 Worker's Compensation	23,642	28,206	31,543	35,104	41,160	45,709
<b>Total Insurance</b>	<b>51,206</b>	<b>61,090</b>	<b>68,318</b>	<b>76,031</b>	<b>87,280</b>	<b>96,924</b>
<b>SERVICES AND SUPPLIES</b>						
52221 Communications	161	177	155	120	150	150
52231 Equipment Maintenance	0	0	0	450	0	0
52233 Memberships	1,355	1,705	740	1,740	2,145	2,170
52234 Office Expense	12,968	11,583	9,306	14,500	14,200	14,200
52235 Professional Services	146,381	154,819	110,768	104,950	128,200	108,700
52241 Special Department Expense	1,603	1,545	450	400	400	400
52243 Travel & Training	15,722	17,094	16,793	26,210	22,110	21,260
<b>Total Services &amp; Supplies</b>	<b>178,190</b>	<b>186,923</b>	<b>138,211</b>	<b>148,370</b>	<b>167,205</b>	<b>146,880</b>
<b>FIXED ASSETS</b>						
53300 Equipment	678	433	109	0	0	0
<b>Total Fixed Assets</b>	<b>678</b>	<b>433</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>1,053,107</b>	<b>1,177,223</b>	<b>1,158,924</b>	<b>1,241,770</b>	<b>1,231,496</b>	<b>1,257,462</b>

Department/Division: 400 Finance					General Fund Fund 100	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget
<b>SALARIES</b>						
51101 Salaries	507,251	589,277	597,804	628,027	606,166	607,872
51201 Part-time Salaries	18,248	367	73	9,600	-	
51301 Overtime	0	348	539	500	500	500
<b>Total Salaries</b>	<b>525,499</b>	<b>589,993</b>	<b>598,416</b>	<b>638,127</b>	<b>606,666</b>	<b>608,372</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	49,718	83,152	84,032	89,192	101,836	122,790
51503 Employee Paid Pers Contribution	11,524	0	-	-		
51506 Life Insurance	1,454	1,677	1,474	2,333	2,298	2,295
51507 Medicare Tax	7,675	8,583	8,704	9,246	8,789	8,814
51508 Social Security Tax	0	23	5	595	-	
51509 Flexible Benefits	61,245	66,404	72,307	89,781	87,649	96,414
51510 Retiree Health	0	0	-	-	-	
51511 Long-Term Disability	3,218	3,634	3,188	5,112	4,934	4,948
51602 Dental Insurance	5,882	6,795	6,860	6,840	6,840	6,840
51603 Vision Insurance	2,173	2,546	2,535	3,072	3,225	3,387
51605 Employee Assistance Program	219	270	222	753	240	240
51704 Auto Allowance	3,628	3,578	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,000	3,000	3,000
51706 Phone Allowance	0	0	-	-	-	
<b>Total Benefits</b>	<b>149,757</b>	<b>179,644</b>	<b>185,945</b>	<b>213,524</b>	<b>222,411</b>	<b>252,328</b>
<b>INSURANCE</b>						
51800 Liability Insurance	22,567	27,633	30,766	34,269	39,295	43,676
51810 Worker's Compensation	19,356	23,702	26,389	29,393	35,069	38,979
<b>Total Insurance</b>	<b>41,923</b>	<b>51,335</b>	<b>57,155</b>	<b>63,662</b>	<b>74,364</b>	<b>82,655</b>
<b>SERVICES AND SUPPLIES</b>						
52221 Communications	161	177	155	120	150	150
52231 Equipment Maintenance	0	0	0	300		
52232 Maintenance-Structures						
52233 Memberships	750	1,226	595	1,150	1,450	1,450
52234 Office Expense	9,557	9,411	7,502	7,400	7,400	7,400
52235 Professional Services	70,162	92,280	64,368	46,550	68,000	48,500
52241 Special Department Expense	627	821	450	400	400	400
52242 Small Tools		6				
52243 Travel & Training	10,564	6,973	7,279	9,910	10,310	9,460
<b>Total Services &amp; Supplies</b>	<b>91,821</b>	<b>110,893</b>	<b>80,348</b>	<b>65,830</b>	<b>87,710</b>	<b>67,360</b>
<b>FIXED ASSETS</b>						
53300 Equipment	678	433	108.97			
<b>Total Fixed Assets</b>	<b>678</b>	<b>433</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>809,678</b>	<b>932,298</b>	<b>921,973</b>	<b>981,143</b>	<b>991,151</b>	<b>1,010,714</b>

## 400 -- FINANCE

### Mission Statement

The Finance Department delivers reliable financial and information technology services. We are responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial and technological policies and programs of the City, as established by the City Council and the City Manager. The Department also prepares and publishes the Comprehensive Annual Financial Report, and the Operating and Capital Budget for the City and the Agency.

### Department Description

Finance consists of the following areas of responsibility: Accounting, Investments, Business License billing and collection, capital projects accounting, information services, payroll, purchasing, self-insurance, and utility billing

### Budget Line Item Descriptions

#### 52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Includes a pager for the IT System Administrator	120	120	150	150

#### 52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Office equipment repairs	300	300	0	0

#### 52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
Technet	300	300	300	300
Government Finance Officers Association (GFOA) (2)	250	250	250	250
California Society of Municipal Finance Officers (CSMFO) (3)	450	450	450	450
Municipal Management Association of Northern California (MMANC) (3)	300	300	300	300
California Municipal Treasurer's Association	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
<b>Total</b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Postage and a bulk mailing permit,	2,700	2,700	2,700	2,700
Envelopes	1,500	1,500	1,500	1,500
Other forms	1,100	1,100	1,100	1,100
Computer supplies and forms	400	400	400	400
Payroll forms	500	500	500	500
Office supplies	500	500	500	500
Books and publications	300	300	300	300
Checks	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
<b>Total</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
Covers the total cost of the audit	30,050	30,050	30,000	30,000
Consulting Services related to Federal Requests	5,000	0	1,000	1,000
Actuarial Study for GASB 45	12,000	0	20,000	0
Software maintenance for the Corbin	11,000	11,500	12,000	12,500
Willits (M.O.M.) financial software @ \$838 per month,				
Investment custodial services with Bank of New York	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>Total</b>	<b>63,050</b>	<b>46,550</b>	<b>68,000</b>	<b>48,500</b>

**52241 Special Departmental Expense**

	2009/10	2010/2011	2011/2012	2012/2013
California Municipal Statistics	400	400	400	400
<b>Total</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>

**52243 Travel and Training**

	2009/10	2010/2011	2011/2012	2012/2013
CDIAC Debt Issuance and Securities Regulations workshops				
Registration	250	250	0	0
League of California Cities Financial Management Seminar Scheduled for December	0	0		
Lodging	400	400	400	400
Registration	250	250	250	250
Travel, parking, meals	100	100	100	100
California Society of Municipal Finance Officers Annual Conference	0	0	0	0
Lodging (Anaheim/Peninsula)	0	1,000	1,000	0
Registration (2)	1,050	1,050	750	750
Meals, parking, etc. (2)	0	0	100	0
Travel (Anaheim/Peninsula) (2)	750	0	750	0
GFOA Finance Institute	6,000	6,000	0	0
GFOA Training (6)	1,000	1,000	1,000	1,000
Lodging and Travel (6)	2,000	2,000	1,000	1,000
GFOA Conference	0	0	0	1,000
MMANC	0	0	1,500	1,500
Chamber of Commerce monthly meetings	360	360	360	360
Staff training—unspecified one-day training sessions	1,000	1,000	1,000	1,000
Specialized training for IT staff	1,500	1,500	1,000	1,000
MOM annual 3-day workshop (includes mileage, meals, workshop)	1,000	1,000	1,000	1,000
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Total</b>	<b>15,760</b>	<b>16,010</b>	<b>10,310</b>	<b>9,460</b>

Department/Division: 402 Human Resources						General Fund Fund 100	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget	
<b>SALARIES</b>							
51101 Salaries	87,349	92,494	93,010	92,504	96,149	95,805	
51201 Part-time Salaries	29,373	28,653	34,912	31,378	9,135	9,135	
<b>Total Salaries</b>	<b>116,723</b>	<b>121,147</b>	<b>127,921</b>	<b>123,882</b>	<b>105,284</b>	<b>104,940</b>	
<b>BENEFITS</b>							
51502 City Pers Contribution	10,364	16,717	17,982	13,137	16,153	19,353	
51506 Life Insurance	310	301	264	405	405	405	
51507 Medicare Tax	1,639	1,697	1,818	1,796	1,527	1,522	
51508 Social Security Tax	353	0	-	1,945	566	566	
51509 Flexible Benefits	16,155	17,040	17,775	22,022	21,499	23,849	
51510 Retiree Health	0	0	-	-	-	-	
51511 Long-Term Disability	615	642	561	753	783	780	
51602 Dental Insurance	1,150	1,133	1,143	1,140	1,140	1,140	
51603 Vision Insurance	425	418	422	512	538	564	
51605 Employee Assistance Program	43	47	39	125	40	40	
51704 Auto Allowance	0	0	-	-	-	-	
51705 Housing Allowance	0	0	-	-	-	-	
51706 Phone Allowance	0	0	-	-	-	-	
<b>Total Benefits</b>	<b>31,054</b>	<b>37,994</b>	<b>40,004</b>	<b>41,836</b>	<b>42,650</b>	<b>48,019</b>	
<b>INSURANCE</b>							
51800 Liability Insurance	4,997	5,251	6,009	6,658	6,825	7,540	
51810 Worker's Compensation	4,286	4,504	5,154	5,711	6,091	6,729	
<b>Total Insurance</b>	<b>9,283</b>	<b>9,755</b>	<b>11,163</b>	<b>12,369</b>	<b>12,916</b>	<b>14,269</b>	
<b>SERVICES AND SUPPLIES</b>							
52221 Communications	0	0	-	-	-	-	
52231 Equipment Maintenance	0	0	-	150	-	-	
52232 Maintenance Structures	1,450	0	32	-	-	-	
52233 Memberships	605	480	145	590	695	720	
52234 Office Expense	3,411	2,171	1,805	7,100	6,800	6,800	
52235 Professional Services	76,220	62,539	46,400	58,400	60,200	60,200	
52241 Special Department Expense	976	724	-	-	-	-	
52243 Travel & Training	5,158	10,121	9,513	16,300	11,800	11,800	
<b>Total Services &amp; Supplies</b>	<b>87,819</b>	<b>76,036</b>	<b>57,895</b>	<b>82,540</b>	<b>79,495</b>	<b>79,520</b>	
<b>FIXED ASSETS</b>							
53300 Equipment	0	0	-	-	-	-	
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>244,879</b>	<b>244,932</b>	<b>236,983</b>	<b>260,627</b>	<b>240,345</b>	<b>246,748</b>	

## 402 – HUMAN RESOURCES

### Mission Statement

The Human Resources Department recognizes the value and importance of human resources management and employees to the organization and is committed to providing high quality human resource services. We are a resource and advisor to all City departments and employees and to deliver cost effective, results-oriented services.

### Program Description

The Human Resources Department provides resources and advice to all City departments in the following areas of service: recruitment and staffing, training and development, policy development and implementation, grievance and discipline, salary and benefits administration, job classification and analysis, workers' compensation, risk management and safety programs, labor relations and negotiations, maintenance of personnel records, and employee recognition.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous repairs to office machines and computer equipment minor upgrades	150	150	0	0

#### 52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
CALPELRA	290	290	350	350
SHRM	0	0	65	65
IPMA	150	150	105	105
NCHRA	<u>150</u>	<u>150</u>	<u>175</u>	<u>200</u>
<b>Total</b>	<b>590</b>	<b>590</b>	<b>695</b>	<b>720</b>

#### 52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
General office supplies	2,000	2,000	1,900	1,900
Postage and express mailing,	300	300	300	300
On-line telephone software support service (Corbin Willits Personnel Module)	3,700	3,800	3,800	3,800
Recruitments	<u>1,000</u>	<u>1,000</u>	<u>800</u>	<u>800</u>
<b>Total</b>	<b>7,000</b>	<b>7,100</b>	<b>6,800</b>	<b>6,800</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
Personnel related legal services	12,000	12,000	12,000	12,000
Safety Program	18,500	18,500	20,500	20,500
IEDA for Labor Relations services	17,700	18,500	19,300	19,300
Website access related to compensation and benefit information	0	0	1,900	1,900
Calopps	2,500	2,500	1,500	1,500
Liebert, Cassidy & Whitmore Consortium training	4,400	4,700	4,800	4,800
Drug/Alcohol Testing	<u>2,100</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
<b>Total</b>	<b>57,200</b>	<b>58,400</b>	<b>60,200</b>	<b>60,200</b>

**52241 Special Departmental Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Employee Recognition Program	0	0	150	150

**52243 Travel & Training**

	2009/10	2010/2011	2011/2012	2012/2013
City-wide policy and skill training	8,000	8,000	8,000	8,000
Attendance at miscellaneous training seminars and/or conferences	8,000	8,000	3,500	3,500
Meetings	300	300	300	300
Recruitments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>16,300</b>	<b>16,300</b>	<b>11,800</b>	<b>11,800</b>