Department of Administrative Services

Administrative Services Director/ Deputy City Manager (1)

Manage Finance activities
Manage Human Resource activities
Manage investments
Prepare Budget
Develop long-term financial projections
Manage IT activities

Financial Services Manager (1)

Prepare and enter journal entries Reconcile bank statements

Prepare, compile statistical reports

Close books at month and year end

Assist clerical staff

Year-end Audit

Prepare CAFR

Prepare all State Reports

Information Technology and System Administrator

Manage day-today IT activities Troubleshoot and repair computer system Install new and updated software Train Staff

Senior Accounting Assistant (2)

Accounts payable Utility billing and payment recordation Answer telephones and assist public Payroll Cash receipts Business licenses

Senior Human Resources Analyst

(1)

Salary & Benefits Administration Personnel Policy Development and Implementation Recruitment and Staffing Training and Development Employee Orientation Recognition & Communications Labor Relations and Negotiations Job Classification & Analysis Workers' Compensation Maintenance of Personnel Records Grievances

Office Specialist (0.5 FTE)

Prepares employment forms/documents

Coordinates recruitments and prepares related correspondence

Answers phone/provides information

Process the payment of bills

General office duties, filing

Interns (0.3 FTE)

Archive Special Projects Finance

Management Analyst (1)

Communications
Cost of Service Studies
Grant writing

Administrative Services Personnel Costs FY 2009/2011

	Number of Positions	Annual Salary 2009/10	Annual Benefits 2009/10	Number of Positions	Annual Salary 2010/11	Annual Benefits 2010/11
Administrative Services		193,081	60,216		197,908	63,391
Director Information Tech. and System Administrator	1	101,823	26,435	1	104,369	27,838
Financial Services Manager		115,507	36,364		118,395	38,617
Senior Accounting Assistant	2	128,772	55,964	2	131,991	59,881
Senior Human Resources Analyst		90,248	36,870		92,504	39,436
Office Specialist (Human Resources)	0.5	30,613	2,342	0.5	31,378	2,400
Interns	0.3	9,600	734	0.3	9,600	734
Management Analyst		70,024	21,231	1	75,364	23,061
Special Counsel*	na new Yorkennang.	120,000	9,180		120,000	9,180
Overtime		500	0		500	0
Total Salaries and		860,168	249,336		882,009	264,538
Benefits					eselle les le	

^{*} Not included in budget since the position is reimbursed by development

Department/Division: Total Administrative ServicesAll Program Budgets							
						Fund 100	
	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	
	Actual	Actual	Actual	Approved	Recommended	Recommended	
Account and Title:	Expended	Expended	Expended	Budget	Budget	Budget	
SALARIES							
51101 Salaries	490,274	562,837	594,600	693,098	699,456	720,531	
51201 Part-time Salaries	40,185	45,918	47,622	57,724	40,213	40,978	
51301 Overtime	90	101	0	500	500	500	
Total Salaries	530,549	608,856	642,222	751,322	740,169	762,009	
BENEFITS							
51502 City Pers Contribution	59,679	56,295	60,082	97,368	98,064	102,330	
51503 Employee Paid Pers Contribution	0	11,668	11,524	0	0	0	
51506 Life Insurance	1,900	1,676	1,764	2,655	2,693	2,738	
51507 Medicare Tax	7,774	8,830	9,314	10,886	10,725	11,042	
51508 Social Security Tax	2,497	1,326	353	1,830	2,493	2,541	
51509 Flexible Benefits	52,458	61,760	77,400	91,188	101,639	111,803	
51510 Retiree Health	26,722	29,002	0	0	0	0	
51511 Long-Term Disability	3,221	3,542	3,833	5,642	5,694	5,865	
51602 Dental Insurance	6,251	6,869	7,031	7,980	7,980	7,980	
51603 Vision Insurance	2,327	2,503	2,598	3,250	3,413	3,584	
51605 Employee Assistance Program	608	670	262	826	857	878	
51704 Auto Allowance	3,614	3,614	3,628	3,600	3,600	3,600	
51705 Housing Allowance	3,011	3,011	3,023	3,000	3,000	3,000	
51706 Phone Allowance	0	0	0	0	0	0	
Total Benefits	170,062	190,766	180,811	228,225	240,158	255,360	
INSURANCE							
51800 Liability Insurance	21,264	22,887	27,564	32,884	36,775	40,927	
51810 Worker's Compensation	18,320	19,513	23,642	28,206	31,543	35,104	
Total Insurance	39,584	42,400	51,206	61,090	68,318	76,031	
SERVICES AND SUPPLIES							
52221 Communications	146	152	161	320	120	120	
52231 Equipment Maintenance	215	0	0	850	450	450	
52233 Memberships	1,693	4,347	1,355	2,200	1,740	1,740	
52234 Office Expense	15,949	16,310	12,968	18,460	14,400	14,500	
52235 Professional Services	118,458	148,616	146,381	145,044	120,550	104,950	
52241 Special Department Expense	1,009	2,578	1,603	2,900	400	400	
52243 Travel & Training	19,720	27,140	15,722	37,935	26,210	26,210	
Total Services & Supplies	157,189	199,143	178,190	207,709	163,870	148,370	
FIXED ASSETS							
53300 Equipment	10,409	1,541	678	0	0	0	
Total Fixed Assets	10,409	1,541	678	0 (1111)	ija ka ka karo		
TOTAL BUDGET	907,793	1,042,706	1,053,107	1,248,346	1,212,515	1,241,770	

Administrative Services

ACCOMPISHMENTS 2007-2009

Accomplishment: Water and Sewer rates increased to cover the cost of depreciation to

system.

Community Value: Environmentally progressive - ensures funds will be available to ensure

clean drinking water and an environmentally secure wastewater system.

<u>Accomplishment:</u> Business License tax collection changed for larger businesses.

Community Value: Interconnected - Change in business license tax provides money for capital

projects to ensure public spaces are available for community interaction.

Accomplishment: City weblog created and maintained on a weekly basis.

Community Value: Informed – The blog provides another vehicle to convey information to

the public.

Accomplishment: Received a police technology grant.

Community Value: Safety- provides funds to upgrade the security of the Police Station, and

provide equipment for vehicles and officers.

Informed – Provides money to upgrade the City's website to ensure its

continued usability.

Accomplishment: Water and Sewer late billing fee adjusted.

Community Value: Caring – Reduced the initial late fee to \$5.

Accomplishment: Computer system moved to temporary City Hall and back with minimal

interruption in service.

Community Value:

Accomplishment: Implemented a two-tier retirement program

Community Value: Caring – Showed respect for current employees while at the same time

showed long-term financial care.

Developed an ergonomic policy for our safety program. Accomplishment:

Caring – Showed concern for our employees by ensuring repetitive motion stresses would be minimized. Community Value:

GOALS 2009-2011

Goal: Update City Performance Measurement System.

Community Value: Informed – Develop a performance measurement system which informs

the community how the programs and budgets of the City meet the needs

of the community.

Goal: Develop a new website.

Community Value: Informed – Develop a website which provides more information to the

public and allows for greater interaction with residents.

Goal: Provide training opportunities for all staff.

Community Value: Safety – Provide trainings to ensure staff is ready to respond to emergency

situations.

Caring – Ensure staff is provided training which encourages them to

provide the highest quality services to the public.

Goal: Review and update the City's method for recruitment.

Community Value: Caring and Informed - Provide for a new method of recruiting employees

to take advantage of new technologies and diverse styles among potential

employees.