

# Human Resources

## Mission Statement

To maximize the effectiveness, productivity and performance of the City of Glendale's human resources through the development of a workplace environment which is responsive to the needs of the organization and its employees.

	Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Budget 2008-09
<b>General Fund</b>					
Administration {101-206}	1,499,874	1,801,994	748,884	1,544,357	1,750,375
Citywide Training {101-205}	113,085	190,890	102,381	178,381	176,595
<b>Total General Fund</b>	<b>\$ 1,612,959</b>	<b>\$ 1,992,884</b>	<b>\$ 851,265</b>	<b>\$ 1,722,738</b>	<b>\$ 1,926,970</b>
<b>Workers Compensation Fund</b>					
Employee Health Services {614-211}	934,276	1,099,782	455,396	967,000	1,213,977
Compensation Insurance {614-215}	782,005	882,205	335,092	871,875	984,099
Safety {614-221}	367,476	518,881	138,755	358,305	546,113
Self Insurance {614-000}	6,607,380	6,494,132	3,212,930	7,387,820	7,298,811
<b>Total Workers Comp Fund</b>	<b>\$ 8,691,137</b>	<b>\$ 8,995,000</b>	<b>\$ 4,142,173</b>	<b>\$ 9,585,000</b>	<b>\$ 10,043,000</b>
<b>Human Resources Grand Total</b>	<b>\$ 10,304,096</b>	<b>\$ 10,987,884</b>	<b>\$ 4,993,438</b>	<b>\$ 11,307,738</b>	<b>\$ 11,969,970</b>
	Actual 2006-07	Current Year 2007-08		Estimated 2007-08	Final Budget 2008-09
Total Salaried Positions	30.00	32.00		32.00	31.00

# Human Resources

2007-08 Accomplishments	Corresponding Citywide Strategic Goals
<u>Administration</u>	
Completed labor negotiations with GPOA and GMA Police Sworn Managers, and published a four-year memorandum of understanding.	Safe Community
Completed three Executive level recruitments for the department heads of Glendale Water & Power, Finance and Fire.	Trust in Government
Reviewed Civil Service Hearing Procedures and revised to enhance the timeliness of said hearings.	Trust in Government
Through a collaborative process, selected software for on-line application tracking project.	Technology
Completed production of a community Police public safety recruitment outreach video.	Diversity
Received and processed over 6,000 applications, conducted 225 examination processes and certified 150 eligibility lists.	Economic Vitality
Conducted approximately 20 separate targeted outreach recruitment events.	Diversity
Conducted 2 Civil Service Appeal hearings.	Trust in Government
Conducted a comprehensive RFP for employee/labor relations legal services.	Trust in Government
Completed strategic plan for health benefits administration, which included feedback sessions with each of the employee associations.	Health & Wellness
Began process of selecting a new medical insurance broker.	Trust in Government
Selected new providers for COBRA administration and the Flexible Spending Account (FSA) plan.	Trust in Government
Began enhanced efforts to reach out to active employees and retirees with health and benefits information.	Health & Wellness
Modified employee service awards to replace the service pin with a more useful item.	Trust in Government
<u>Training</u>	
Trained 98% of entire workforce on Workplace Harassment. With the exception of five newly hired staff, all supervisory employees have attended the training.	Education, Knowledge, & Literacy
Implemented ADA Sensitivity & Awareness Training.	Diversity
Fifty-five employees completed and graduated from the Glendale Supervisory Academy - a comprehensive supervisory and leadership program designed to develop a successful leadership team to lead our organization into the future.	Education, Knowledge, & Literacy
Conducted over 100 quality training and developmental programs for the ongoing growth of City employees through the Glendale University Training program.	Education, Knowledge, & Literacy

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2

# Human Resources

2007-08 Accomplishments (continued)	Corresponding Citywide Strategic Goals
<u>Workers Compensation</u>	
In the interest of providing excellent customer services we now have established on going monthly or quarterly WC meetings with the Police, Fire, GWP and HR Departments.	Education, Knowledge, & Literacy
Coordinated the final phase of the implementation process of the State required Electronic Data Interchange (EDI) System. Currently we are successfully transmitting the basic claim information to the State electronically.	Technology
Identified and closed Future Medical Claims without any activity for two years.	Trust in Government
Identified claims that could have been resolved by use of a Structured Settlement to attempt closure.	Trust in Government
Hired a new Workers' Compensation Administrator.	Trust in Government
Evaluated & closed 570 claims, opened 264 new claims, & reduced inventory from 651 to 513 claims	Trust in Government
<u>Employee Health Services</u>	
EHS provided care for 139 first aid and medical only workers' compensation claims at a cost of 14% of what an external provider would charge.	Economic Vitality
EHS provides all required regulatory testing at 18% the cost of provision by an external provider and pre-placement/promotional exams at an average cost of \$23 per physical (16% of that of an external provider).	Economic Vitality
Lab work done during health screening assessments for 2007 showed 40% of those tested to have high levels of cholesterol (greater than 200). Of those 12% were in the dangerous level of greater than 240. It is estimated if those with cholesterol higher than 240 had gone unchecked, the cost to the City could be \$469,260 in medical expenses and lost time. This is \$42,266 per affected employee.	Economic Vitality / Health & Wellness
<u>Safety</u>	
Developed City-Wide Inspection form for Departments to conduct facility inspections.	Trust in Government
Coordinated Joint class for Fire Department and Radio Shop on Communication Tower Climbing/Rescue.	Trust in Government
Developed report detailing Workers' Compensation Costs to aid in re-structuring rates charged to departments.	Trust in Government
Developed draft Injury/Illness Program for in conjunction with the Fire Department.	Trust in Government

# Human Resources

2008-09 Goals	Corresponding Citywide Strategic Goals
<u>Administration</u>	
Update the comprehensive outreach recruitment plan.	Diversity
Fully integrate the public sector ethics principles into our employment practices.	Sense of Community
Commence labor negotiations for GFFA and its corresponding GMA Fire management unit memoranda of understanding, and conduct related preparatory research, surveys and data gathering.	Trust in Government
Revise and update the Supervisor Manual, APM, Employee Handbook and Employee Relations Ordinance.	Trust in Government
Implement the new job performance evaluation format and conduct related training.	Trust in Government / Education, Knowledge, & Literacy
Continue to enhance outreach to employees and retirees on health benefits information.	Education, Knowledge, & Literacy
Continue to work with Finance on overhaul of time and attendance process, and conduct meet and confer with the employee associations on the impact of the proposed changes.	Technology
<u>Training</u>	
Continue administration of the Glendale Supervisory Academy to help develop successful leaders for the future of the organization.	Education, Knowledge, & Literacy
Fully implement diversity awareness training for all current and newly hired City employees.	Arts & Culture / Diversity
Complete ADA Sensitivity & Awareness training for all employees.	Trust in Government / Diversity
Commence biennial Workplace Harassment training for all City employees in compliance with AB 1825	Education, Knowledge, & Literacy
Graduate the third class and begin the fourth class of the Glendale Supervisory Academy	Education, Knowledge, & Literacy
<u>Workers Compensation</u>	
Implement training requirements mandated by the California Department of Insurance, which will require each Claims Analyst to attend classes related to Workers' Compensation legislation and claims management.	Trust in Government
Scan all closed Workers' Compensation claims into FileNet. This will allow for the eventual destruction of the "paper files." The Workers' Compensation Analysts will be able to access the information via their computers.	Technology

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4

# Human Resources

2008-09 Goals (continued)	Corresponding Citywide Strategic Goals
<u>Workers Compensation (continued)</u>	
Initiate monthly informational meetings between the Workers' Compensation staff and the Department managers in Public Works, Parks and Community Development. These meetings are currently held with Police, Fire, GWP and Human Resources and provide education on the Workers' Compensation program, as well as a status of employees who are off-duty because of injury	Education, Knowledge, & Literacy
<u>Employee Health Services</u>	
Increase EHS' health screening utilization by 10%.	Health & Wellness
<u>Safety</u>	
Implement Injury/Illness Prevention Programs (required by Cal/OSHA) in Fire, Parks, and Community Development Departments.	Trust in Government
Implement changes to Low-Voltage Electrical Regulations in affected Departments.	Trust in Government
Develop and implement process to ensure lost and restricted work days for Workers' Compensation injuries are updated regularly.	Trust in Government

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5

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	1,117,301	1,344,346	548,145	1,240,712	1,323,930
Maintenance & Operation	366,737	457,648	200,739	303,645	426,445
Capital	15,836	-	-	-	-
Charges - Other Depts	-	-	-	-	-
<b>Total</b>	<b>\$ 1,499,874</b>	<b>\$ 1,801,994</b>	<b>\$ 748,884</b>	<b>\$ 1,544,357</b>	<b>\$ 1,750,375</b>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Administrative Assistant/Human Resources	0.00	1.00	1.00	1.00
Administrative Associate/Human Resources	1.00	1.00	1.00	1.00
Assistant Director - Human Resources	1.00	1.00	0.00	0.00
Customer Service Representative	2.00	1.00	1.00	1.00
Director of Human Resources	0.00	0.00	1.00	1.00
Human Resources Administrator	0.00	0.00	0.00	0.00
Human Resources Analyst	0.00	2.00	2.00	2.00
Human Resources Analyst II	3.00	2.00	1.00	0.00
Human Resources Associate	1.00	0.00	1.00	1.00
Human Resources Technician	1.00	0.00	0.00	0.00
Office Services Specialist II	0.00	2.00	2.00	2.00
Office Services Supervisor	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	2.00	2.00	2.00
Senior Office Services Specialist	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<u>12.00</u>	<u>14.00</u>	<u>14.00</u>	<u>13.00</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	834,029	1,075,969	408,269	946,254	982,050
41200 Overtime	5,869	4,000	1,053	4,000	4,120
41300 Hourly Wages	37,679	43,882	21,217	43,882	45,198
41600 Compensated Absences	14,571	15,413	7,392	15,413	16,330
41700 Other Benefits	12,770	3,000	8,794	17,588	12,000
41800 Life Insurance	1,758	1,931	903	1,806	1,654
41900 Disability Insurance	5,275	6,470	2,576	5,152	4,810
42000 Vision Insurance	1,891	2,016	1,288	2,576	3,864
42100 Medical Insurance	84,642	68,296	40,722	81,444	108,552
42200 Dental Insurance	7,585	7,008	3,278	6,556	6,556
42300 Unemployment Insurance	910	907	430	907	1,010
42400 Compensation Insurance	10,012	5,486	2,367	5,486	10,502
42500 Medicare	12,234	11,479	6,190	11,479	13,770
42600 Social Security/PARS	454	570	125	250	588
42700 PERS Retirement	87,623	97,919	43,538	97,919	112,926
Total	<u>\$ 1,117,301</u>	<u>\$ 1,344,346</u>	<u>\$ 548,145</u>	<u>\$ 1,240,712</u>	<u>\$ 1,323,930</u>

Maintenance & Operation Detail

42800 Auto Allowance	3,077	4,400	3,371	6,742	6,000
43110 Contractual Services	153,152	163,000	108,153	120,000	122,400
43150 City Services	16,734	22,000	5	5	-
44120 Repairs to Office Equipment	319	2,800	317	1,000	2,000
44200 Advertising	30,293	61,000	10,439	4,000	61,000
44300 Telephone	11,212	4,078	5,920	11,840	12,000
44450 Postage	14,521	8,500	8,057	16,112	16,000
44550 Travel	3,438	6,968	2,835	6,470	7,655
44650 Training	4,804	2,000	727	1,452	2,000
44700 Computer Software	523	-	258	514	6,000
44750 Insurance & Surety Bonds	58,516	91,048	33,567	67,132	67,132
44800 Membership & Dues	3,080	2,000	-	1,200	3,000



	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
45050 Periodicals & Newspapers	250	500	-	200	200
45100 Books	-	200	-	200	200
45150 Furniture & Equipment	8,361	2,500	28	2,500	21,209
45170 Computer Hardware	1,190	-	-	-	-
45250 Office Supplies	31,656	64,144	18,325	45,000	62,852
45350 General Supplies	2,554	800	1,225	1,500	-
45450 Printing & Graphics	-	-	-	-	15,000
46900 Business Meetings	18,770	18,000	6,124	15,000	18,000
47000 Miscellaneous	4,287	3,710	1,389	2,778	3,797
<b>Total</b>	<b>\$ 366,737</b>	<b>\$ 457,648</b>	<b>\$ 200,739</b>	<b>\$ 303,645</b>	<b>\$ 426,445</b>

Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	113,085	190,890	102,381	178,381	176,595
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
<b>Total</b>	<b>\$ 113,085</b>	<b>\$ 190,890</b>	<b>\$ 102,381</b>	<b>\$ 178,381</b>	<b>\$ 176,595</b>

Maintenance & Operation Detail

42800 Auto Allowance	-	-	267	267	-
43080 Rent	-	-	2,515	2,515	-
43110 Contractual Services	91,359	177,640	53,171	114,171	147,695
43150 City Services	2,089	3,250	110	110	-
44450 Postage	5	-	-	-	-
44550 Travel	505	-	3,081	3,081	-
44650 Training	7,521	-	20,000	20,000	-
44800 Membership & Dues	2,292	-	-	2,500	3,000
45150 Furniture & Equipment	1,624	-	5,099	12,599	1,500
45250 Office Supplies	1,659	4,500	14,221	15,221	4,000
45350 General Supplies	1,565	2,000	80	80	-
45450 Printing & Graphics	-	-	-	2,000	10,000
46900 Business Meetings	4,466	3,500	3,837	5,837	10,400
47000 Miscellaneous	-	-	-	-	-
<b>Total</b>	<b>\$ 113,085</b>	<b>\$ 190,890</b>	<b>\$ 102,381</b>	<b>\$ 178,381</b>	<b>\$ 176,595</b>

COMPENSATION INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2009  
FUND 614

	Actual 2006-07	Current Year 2007-08	Year to Date 12/31/07	Revised Estimated 2007-08	Budget 2008-09
<u>Estimated Financing Resources</u>					
<u>Revenue</u>					
Charges For Services	9,159,722	8,679,000	3,935,273	9,171,000	9,629,000
Misc & Non-Operating Revenue	501,251	316,000	206,900	414,000	414,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 9,660,973</u>	<u>\$ 8,995,000</u>	<u>\$ 4,142,173</u>	<u>\$ 9,585,000</u>	<u>\$ 10,043,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	1,483,695	1,754,714	723,056	1,559,809	1,932,671
Maintenance & Operation	600,063	732,654	206,187	637,371	811,518
Capital	-	13,500	-	-	-
Self Insurance	6,607,380	6,494,132	3,212,930	7,387,820	7,298,811
Unallocated	969,836	-	-	-	-
Total Estimated Requirements	<u>\$ 9,660,973</u>	<u>\$ 8,995,000</u>	<u>\$ 4,142,173</u>	<u>\$ 9,585,000</u>	<u>\$ 10,043,000</u>

COMPENSATION INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 614

	Actual 2006-07	Current Year 2007-08	Year to Date 12/31/07	Revised Estimated 2007-08	Budget 2008-09
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	6,453,499	6,233,000	3,232,444	6,465,000	6,788,000
37010 Charges for Ins-Ent	2,706,223	2,446,000	702,829	2,706,000	2,841,000
37020 Charges for Ins-Fid	-	-	-	-	-
Total	<u>\$ 9,159,722</u>	<u>\$ 8,679,000</u>	<u>\$ 3,935,273</u>	<u>\$ 9,171,000</u>	<u>\$ 9,629,000</u>
<u>Misc &amp; Non-Operating Revenue</u>					
38560 Miscellaneous Revenue	(101)	-	-	-	-
38710 Interest & Inv. Revenue	372,480	316,000	206,900	414,000	414,000
38715 Interest & Inv. GASB 31	128,872	-	-	-	-
Total	<u>\$ 501,251</u>	<u>\$ 316,000</u>	<u>\$ 206,900</u>	<u>\$ 414,000</u>	<u>\$ 414,000</u>
Total Revenue	<u>\$ 9,660,973</u>	<u>\$ 8,995,000</u>	<u>\$ 4,142,173</u>	<u>\$ 9,585,000</u>	<u>\$ 10,043,000</u>

614-211 Employee Health Service

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditures 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	602,200	647,806	291,625	585,092	770,434
Maintenance & Operation	332,076	438,476	163,770	381,908	443,543
Capital	-	13,500	-	-	-
Charges-Other Depts	-	-	-	-	-
<b>Total</b>	<b>\$ 934,276</b>	<b>\$ 1,099,782</b>	<b>\$ 455,396</b>	<b>\$ 967,000</b>	<b>\$ 1,213,977</b>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Benefits Coordinator	1.00	0.00	0.00	0.00
Benefits Manager	0.00	1.00	1.00	1.00
Customer Service Representative	1.00	0.00	0.00	0.00
Health Services Administrator	1.00	1.00	1.00	1.00
Health Services Nurse	0.00	1.00	1.00	1.00
Health Services Nurse Educator	1.00	0.00	0.00	0.00
Health Services Nurse Practitioner	1.00	1.00	1.00	1.00
Medical Assistant	0.00	1.00	1.00	1.00
Sr. Office Svcs. Specialist	1.00	1.00	1.00	1.00
TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

## 614-211 Employee Health Service

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	464,404	489,799	229,500	448,999	564,642
41200 Overtime	79	1,000	-		
41300 Hourly Wages	21,832	58,108	7,167	25,000	59,851
41600 Compensated Absences	8,219	-	4,148	8,297	9,572
41700 Other Benefits	1,250	1,050	48	948	1,800
41800 Life Insurance	1,125	6,190	595	1,190	1,251
41900 Disability Insurance	3,094	3,003	1,550	3,100	3,446
42000 Vision Insurance	1,139	888	598	1,196	1,380
42100 Medical Insurance	35,781	21,917	16,896	33,792	46,603
42200 Dental Insurance	3,674	2,543	1,659	3,318	3,519
42300 Unemployment Insurance	506	478	237	473	562
42400 Compensation Insurance	4,448	3,821	1,302	2,603	3,096
42500 Medicare	7,019	6,924	3,393	6,786	8,164
42600 Social Security/PARS	211	-	-	325	778
42700 PERS Retirement	49,419	52,085	24,532	49,065	65,770
Total	<u>\$ 602,200</u>	<u>\$ 647,806</u>	<u>\$ 291,625</u>	<u>\$ 585,092</u>	<u>\$ 770,434</u>

Maintenance & Operation Detail

43050 Repairs-Bldgs & Grounds	559	200	408	1,000	1,000
43060 Utilities	3,993	4,000	2,055	4,100	4,120
43080 Rent	60,890	57,886	29,329	55,995	61,572
43110 Contractual Services	154,595	267,200	86,667	226,562	263,400
43150 City Services	874	-	-	-	-
44120 Repairs to Office Equip	612	1,500	746	1,500	1,545
44300 Telephone	4,277	3,000	1,430	2,860	3,000

614-211 Employee Health Service

K - 16

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
44350 Vehicle Maintenance	-	-	10	-	-
44400 Janitorial Services	400	-	-	-	-
44450 Postage	1,517	3,000	1,193	2,387	3,000
44550 Travel	2,331	5,795	588	5,795	6,255
44650 Training	3,783	4,000	852	1,547	4,000
44700 Computer Software	1,773	3,000	-	2,718	3,090
44750 Insurance & Surety Bonds	11,441	10,000	6,821	13,042	12,445
44760 Regulatory	115	-	-	-	-
44800 Membership and Dues	2,507	1,600	1,085	1,617	1,450
45050 Periodicals & Newspapers	339	1,500	98	447	1,000
45100 Books	1,346	1,000	188	1,228	1,500
45150 Furniture & Equipment	10,890	1,000	6,211	6,500	4,000
45170 Computer Hardware	1,463	200	-	-	2,000
45250 Office Supplies	11,641	9,000	4,053	193	12,000
45350 General Supplies	33,786	38,000	19,624	46,039	46,000
45400 Reports & Publications	-	500	-	-	-
45450 Printing and Graphics	-	1,500	261	420	600
46000 Depreciation	1,166	16,095	583	1,166	3,416
46900 Business Meetings	5,137	3,500	556	1,792	3,000
47000 Miscellaneous	3,463	5,000	140	5,000	5,150
47010 Discount Earned & Lost	(3)	-	(10)	-	-
48563 Compensation Ins-Permanent	5,596	-	-	-	-
48564 Compensation Ins-Medical	2,680	-	883	-	-
48565 Compensation Ins-Other Exp	4,908	-	-	-	-
<b>Total</b>	<b>\$ 332,076</b>	<b>\$ 438,476</b>	<b>\$ 163,770</b>	<b>\$ 381,908</b>	<b>\$ 443,543</b>



614-215 Compensation Insurance

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditures 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	589,076	714,105	319,401	713,255	712,854
Maintenance & Operation	192,929	168,100	15,692	158,620	271,245
Capital	-	-	-	-	-
Charges-Other Depts	-	-	-	-	-
Total	<u>\$ 782,005</u>	<u>\$ 882,205</u>	<u>\$ 335,092</u>	<u>\$ 871,875</u>	<u>\$ 984,099</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Customer Service Representative	1.00	1.00	1.00	1.00
Office Services Specialist I	1.00	1.00	1.00	1.00
Senior Workers Comp Analyst	1.00	1.00	1.00	1.00
Workers Comp Administrator	1.00	1.00	1.00	1.00
Workers Comp Analyst	2.00	2.00	2.00	2.00
Workers Comp Technician	2.00	2.00	2.00	2.00
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

## 614-215 Compensation Insurance

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	470,238	576,579	257,035	576,579	557,857
41200 Overtime	23	500	-	250	750
41300 Hourly Wages	14,048	13,474	6,490	13,474	16,963
41600 Compensated Absences	8,133	7,100	4,566	7,100	9,484
41700 Other Benefits	1,081	2,100	705	1,500	1,600
41800 Life Insurance	961	1,300	582	1,300	1,551
41900 Disability Insurance	2,820	2,850	1,628	2,850	3,498
42000 Vision Insurance	1,063	1,400	1,024	1,400	1,932
42100 Medical Insurance	27,099	34,480	14,198	34,480	36,000
42200 Dental Insurance	3,031	3,970	1,438	3,970	4,000
42300 Unemployment Insurance	507	500	264	500	575
42400 Compensation Insurance	4,457	4,000	1,450	4,000	3,162
42500 Medicare	4,946	4,800	2,734	4,800	8,335
42600 Social Security/PARS	11	200	-	200	-
42700 PERS Retirement	50,660	60,852	27,289	60,852	67,147
Total	<u>\$ 589,076</u>	<u>\$ 714,105</u>	<u>\$ 319,401</u>	<u>\$ 713,255</u>	<u>\$ 712,854</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	100	-	30	100
43050 Repairs-Bldgs & Grounds	-	500	-	250	250
43110 Contractual Services	96,706	110,000	565	110,000	201,000
43150 City Services	300	-	-	150	300
44120 Repairs to Office Equip	29	1,500	29	300	500
44300 Telephone	4,126	5,000	1,395	5,000	5,000
44450 Postage	898	4,000	105	2,500	3,000

## 614-215 Compensation Insurance

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
44550 Travel	125	4,000	-	2,000	1,675
44650 Training	3,052	4,000	2,145	4,000	5,000
44700 Computer Software	9,079	4,000	-	4,000	25,000
44750 Insurance & Surety Bonds	8,610	9,000	5,270	9,000	12,670
44760 Regulatory	250	-	1,000	1,500	500
44800 Membership and Dues	715	1,000	410	1,000	1,000
45050 Periodicals & Newspapers	-	300	-	300	250
45100 Books	887	800	135	650	750
45150 Furniture & Equipment	2,101	3,600	-	2,000	4,000
45170 Computer Hardware	64	-	-	100	500
45250 Office Supplies	4,741	9,000	3,130	6,000	8,000
45350 General Supplies	-	1,800	-	800	500
46000 Depreciation	-	8,500	-	8,500	-
46900 Business Meetings	191	-	-	100	250
47000 Miscellaneous	440	1,000	126	440	1,000
48563 Compensation Ins-Permanent	28,390	-	-	-	-
48564 Compensation Ins-Medical	19,542	-	125	-	-
48565 Compensation Ins-Other Exp	12,681	-	1,256	-	-
Total	<u>\$ 192,929</u>	<u>\$ 168,100</u>	<u>\$ 15,692</u>	<u>\$ 158,620</u>	<u>\$ 271,245</u>

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditures 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	292,418	392,803	112,030	261,462	449,383
Maintenance & Operation	75,058	126,078	26,725	96,843	96,730
Capital	-	-	-	-	-
Charges-Other Depts	-	-	-	-	-
Total	<u>\$ 367,476</u>	<u>\$ 518,881</u>	<u>\$ 138,755</u>	<u>\$ 358,305</u>	<u>\$ 546,113</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Administrative Assistant	1.00	1.00	0.00	0.00
Safety Administrator	1.00	1.00	1.00	1.00
Safety Services Specialist	1.00	0.00	1.00	1.00
Senior IT Applications Specialist	0.00	1.00	0.00	0.00
Senior Safety Services Specialist	0.00	1.00	1.00	1.00
Technical Staff Associate	1.00	0.00	1.00	1.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	227,677	315,267	88,388	210,000	351,063
41200 Overtime	691	1,000	-	250	1,000
41600 Compensated Absences	4,038	3,000	1,590	3,000	5,566
41700 Other Benefits	1,052	700	98	700	1,100
41800 Life Insurance	507	4,461	253	3,000	910
41900 Disability Insurance	1,468	2,068	627	1,500	2,155
42000 Vision Insurance	552	612	276	612	1,104
42100 Medical Insurance	24,723	24,862	9,134	18,000	36,000
42200 Dental Insurance	2,248	2,559	712	1,400	4,000
42300 Unemployment Insurance	235	297	88	200	352
42400 Compensation Insurance	2,073	2,372	486	1,800	1,936
42500 Medicare	3,235	4,301	1,223	3,000	5,105
42600 Social Security/PARS					255
42700 PERS Retirement	23,920	31,304	9,154	18,000	38,837
Total	<u>\$ 292,418</u>	<u>\$ 392,803</u>	<u>\$ 112,030</u>	<u>\$ 261,462</u>	<u>\$ 449,383</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	75	-	-	-
42900 Uniform Allowance	150	-	-	150	300
43050 Repairs-Bldgs & Grounds	-	1,500	-	-	250
43110 Contractual Services	15,343	32,000	1,220	18,000	17,000
43150 City Services	316	-	-	-	250
44100 Repairs to Equipment	-	500	-	500	500
44120 Repairs to Office Equip	-	1,000	-	100	250
44250 Communication Maint	-	2,500	-	750	1,000

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditures 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
44300 Telephone	2,526	2,000	1,448	2,700	3,000
44350 Vehicle Maintenance	538	750	166	500	500
44450 Postage	351	750	187	400	500
44550 Travel	3,646	4,660	-	3,000	9,045
44650 Training	10,364	20,000	6,995	15,000	15,000
44700 Computer Software	5,547	5,000	-	5,000	6,500
44750 Insurance & Surety Bonds	5,048	6,043	2,288	6,043	8,685
44800 Membership and Dues	150	1,100	375	1,100	1,100
45050 Periodicals & Newspapers	1,117	2,000	890	900	1,000
45100 Books	2,322	1,000	425	1,000	1,000
45150 Furniture & Equipment	630	3,500	1,048	6,000	2,000
45170 Computer Hardware	802	-	27	3,000	500
45250 Office Supplies	1,244	2,200	383	1,000	1,500
45350 General Supplies	18,518	24,000	7,710	20,000	20,000
45450 Printing and Graphics	54	-	-	100	250
46000 Depreciation	6,095	11,000	3,048	11,000	6,100
46900 Business Meetings	154	1,000	64	100	250
47000 Miscellaneous	143	3,500	450	500	250
<b>Total</b>	<b>\$ 75,058</b>	<b>\$ 126,078</b>	<b>\$ 26,725</b>	<b>\$ 96,843</b>	<b>\$ 96,730</b>



