

Administrative Services

Mission Statement

Finance & Purchasing

To provide leadership in responsibly managing the City's financial resources.

Graphics

To assist City Divisions in reaching their goals through creative visual communications

Human Resources

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.

Risk Management

To effectively control and reduce the City's exposure to risk through the centralized administration of a comprehensive risk management program. Risk management is comprised of three separate sections: workers' compensation, safety, and insurance services. Our goal is to provide professional, cost effective solutions to safeguard the public, the City's assets, and our employees.

	Expenditures Actual 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditures 12/31/06	Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
General Fund						
Finance						
Purchasing {101-162}	379,668	411,404	202,462	412,204	426,921	426,991
Administration {101-164}	1,186,514	1,241,591	966,884	1,537,512	1,259,813	1,491,747
Accounts Payable {101-165}	237,393	269,997	105,509	222,169	279,804	280,804
Budget {101-166}	97,493	166,861	63,868	141,496	174,499	197,249
Accounting{101-167}	614,114	464,931	290,896	581,792	485,437	691,334
Grants {101-168}	155,885	502,737	82,281	190,589	526,879	-
Payroll {101-169}	315,989	350,489	174,692	316,389	368,442	376,642
Transfer to Other Funds	10,044,610	5,549,911	160,000	5,549,911	5,939,911	5,939,911
Total Budget Underexpenditures	-	-	-	-	-	(2,000,000)
Human Resources						
Administration {101-206}	1,368,539	1,557,390	684,348	1,539,945	1,591,940	1,770,994
Citywide Training {101-205}	63,138	170,140	46,390	173,363	170,140	185,890
Risk Management						
Enterprise Services {101-212}	-	772,694	85,018	768,910	952,072	954,342
Total General Fund	14,463,343	11,458,145	2,862,347	11,434,279	12,175,858	10,315,904

Administrative Services

	Expenditures Actual 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditures 12/31/06	Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
<u>Capital Improvement Fund Transfers {Fund 401}</u>	-	-	-	-	3,200,000	4,550,000
<u>Unemployment Insurance Fund {Fund 610}</u>	155,850	160,000	83,394	167,000	160,000	160,000
<u>Uninsurable Litigation Fund {Fund 611}</u>	2,639,432	2,586,000	1,406,692	2,813,000	2,586,000	2,586,000
<u>Liability Insurance Fund {Fund 612}</u>	659,768	651,000	447,033	879,000	651,000	970,443
<u>Auto Insurance Fund {Fund 613}</u>	852,429	731,000	182,133	902,000	731,000	731,000
<u>Workers Compensation Fund {Fund 614}</u>						
Employee Health Services {614-211}	886,821	1,030,796	465,077	1,045,338	1,054,938	1,099,782
Compensation Insurance {614-215}	612,264	833,221	371,155	692,798	856,353	882,205
Safety {614-221}	406,898	481,125	179,768	429,022	494,464	518,881
Self Insurance	6,785,155	6,649,858	3,542,460	6,947,842	6,589,245	6,549,893
Total Workers Comp Fund	8,691,137	8,995,000	4,558,461	9,115,000	8,995,000	9,050,761
<u>Dental Insurance Fund {Fund 615}</u>	1,216,881	1,209,000	628,608	1,257,000	1,209,000	1,209,000
<u>Medical Insurance Fund {Fund 616}</u>	10,005,448	9,833,000	5,787,222	11,576,000	9,833,000	9,833,000
<u>Vision Insurance Fund {Fund 617}</u>	99,405	98,000	51,083	103,000	98,000	98,000
<u>Employee Benefits Fund {Fund 640}</u>	2,333,059	2,524,000	1,307,178	2,615,000	2,524,000	2,524,000
<u>Graphics Operation Fund {Fund 650}</u>	582,497	776,626	317,202	700,234	765,121	765,121
Admin. Services Grand Total	41,699,249	39,021,771	17,631,353	41,561,513	42,927,979	42,793,229
	Actual 2005-06	Current Year 2006-07		Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
Total Salaried Positions	69.90	72.90		72.90	72.90	73.90

2006-07 Accomplishments: Finance	Citywide Strategic Goals
Upgraded Payroll/H.R. system (GEMS) to v8.9	Technology
Timely 2005/06 Audited Financial Statements	Trust in Government
Rewrote part of the Financial section of the Administrative Policy Manual	Trust in Government
Developed additional nVision reports to streamline outside reporting requirements (State Controller's Report, etc.)	Technology, Trust in Government
Supported the transition from printed media to digital format	Technology

Administrative Services

2006-07 Accomplishments: Human Resources	Citywide Strategic Goals
Completion of GFFA negotiations and establishment of four-year contract through 2010.	Safe Community
Completion of GMA/Fire Sworn Management negotiations and establishment of four-year contract through 2010.	Safe Community
Selection of vendor for on-line application process.	Technology
Received and processed over 6,000 applications for employment and conducted over 200 examinations. (N/A)	(N/A)
Conducted 26 separate targeted outreach recruitment events.	Diversity
Offered over 100 employee training & development programs for over 1,000 employees.	Education/ Knowledge/Literacy
Transferred Flexible Spending Account (FSA) program to new vendor following the bankruptcy of the former provider.	Health & Wellness
Conducted and concluded six separate Civil Service Appeal Hearings.	(N/A)
Revised and published new Civil Service Rules & Regulations.	(N/A)
Established new policy prohibiting Retaliation.	Diversity
Employee Health Services	
EHS has provided each visit at 15% the cost of provision from an outside provider when services re compared to costs established by the National Medical Fee Analyzer.	Economic Vitality
EHS continues to care for first aid and medical- only workers' compensation case. There has been a 9% increase utilization for this purpose from the prior year.	Economic Vitality
Conducted 7,584 employee health evaluations and treatments from July 1, 2006 to March 1, 2007.	Health & Wellness

2006-07 Accomplishments: Risk Management	Citywide Strategic Goals
Enterprise Services	
Opened our new office to the public 20 days early. Opened August 9th for Live Scan Fingerprinting. Passport Acceptance opened September 28th, 2006.	Community Services & Facilities
Hired and trained staff to provide Live Scan Fingerprinting and Passport Acceptance services. Developed written policies and procedures for all activities.	Community Services & Facilities
Conducted monthly events to provide/promote our services at various City events and Libraries, highlighted by our booths at the Los Angeles Times Travel show at the Long Beach Convention Center and the NBC Travel show at the Los Angeles Convention Center.	Community Services & Facilities
Developed our newest service "My Jewel City Id Kit", which is a credit card sized CD that contains 4 digital photos, a complete set of digital finger prints (including palm prints), child information and parents contact information, to be used in the event of lost or missing child. Disk can be read quickly and easily by any Law Enforcement Agency.	Community Services & Facilities
Identified additional services which will complement our current services and expand our revenues and provide enhanced services to our community.	Community Services & Facilities
Negotiated and managed a first of its kind, lease of City owned Property for Filming of a TV Pilot, including pre and post production offices.	Community Services & Facilities
Developed a plan to expand Filming in Glendale and the use of City Properties for filming, this plan also includes marketing concepts and a centralization of film permitting.	Community Services & Facilities
Developed RFP for Property Management of all properties owned by the City.	Community Services & Facilities

Administrative Services

Workers Compensation	
Continued to manage and direct our Open/Active Claim Inventory to resolution and closure.	Economic Vitality
Recruited and filled vacant the Workers Compensation Administrator position.	Economic Vitality
Closed 315 claims, resulting in a reduction of liability of \$1,917,151	Economic Vitality
Conducted training for staff with other agencies and Industry Service Providers	Economic Vitality
Reduced the Workers' Compensation Claim Inventory to 681 files	Economic Vitality
Complete training of the new Workers Compensation Administrator	Economic Vitality
Continued education of the Workers' Compensation Analysts for their state required hours.	Economic Vitality
Insurance Services	
Developed RFP for Liability Reporting Software Application. Estimated release June 2007.	Economic Vitality
Conducted City wide training class for through Glendale University (City Wide Training Program) on the City's Insurance Requirements for Contracts, Purchase Orders, Permits/Special Events and our small vendor insurance program called SPARTA.	Economic Vitality
Transferred Liability Claims function and staff from the Legal Division.	Economic Vitality
Transferred responsibility for Insurance Review/Approval for all Insurance related activities from the Legal Division. Implemented new procedures city wide for insurance review/approval. Worked with Finance staff to insure all vendor payments that require insurance that meets the city's requirements are in place before payments are made.	Economic Vitality
Implemented use of the File Net system to electronically scan all insurance documents, to safe guard essential documents and to make their retrieval easier.	Economic Vitality
Completed a comprehensive list of all city owned land and structures, leased properties and worked with Public Works Engineering staff to develop an up to date map of all properties owned or sold by the city.	Economic Vitality
Safety	
Implemented Injury/Illness Prevention Programs (required by Cal/OSHA) in one third of the City Departments	Health & Wellness

2007-08 Goals: Finance	Citywide Strategic Goals
Continue update of Accounting procedures	Trust in Government
Continue to support the City's communication efforts by producing multi-lingual printed materials	Trust in Government
Timely 2006/07 Audited Financial Statements	Trust in Government
Establish city wide policy to deal with past due invoices held by the department	Trust in Government
Develop and document procedure to process bills	Trust in Government
Citywide Inventory of Assets	Trust in Government
Expand/improve upon our digital capabilities by acquisition of new equipment/technology	Technology
Feasibility study of rolling out Accounts Receivable to other departments	Technology
Continue to Support the transition from printed media to digital format	Technology
Continue to Rewrite Financial section of Administrative Policy Manual	Trust in Government

Administrative Services

2007-08 Goals: Human Resources	Citywide Strategic Goals
Continue high volume recruitment and testing program.	Diversity
Continue implementation of Outreach Recruitment program.	Diversity
Enhance advertising outreach through the development of an outreach video.	Diversity
Establish a fully-functioning on-line employment application process.	Technology
The placement of job specifications and additional employment information on-line.	Technology
Support efforts to increase employee awareness and sensitivity toward other cultures through the Cultural Diversity Training program and vigorous enforcement of anti-harassment and anti-discrimination policies.	Diversity/Sense of Community
Review Civil Service Appeal Hearing procedures and revise to enhance the timeliness of said hearings.	N/A
Incorporate the newly devised public sector ethics principles into our employment practices.	Sense of Community
Revise the existing job performance evaluation program.	N/A
Complete MOU negotiations for GPOA and its GMA management counterpart.	N/A
Revise City policies relative to Catastrophic Leave, and Family & Medical Leave. Also revise and update the Supervisor Manual, Employee Relations Ordinance and Employee Handbook.	N/A
Mitigating medical and dental insurance costs, while retaining quality employee benefits. Consider going out to bid for new insurance broker services.	Health & Wellness
Employee Health Services	
Increased involvement and participation in Workers' Compensation services such as dealing with utilization review and case management and increasing percentage of cases seen in EHS versus outside facilities.	Economic Vitality
Expansion of health and wellness related activities with a disease management focus.	Health & Wellness
Outreach program to involve retirees in health and wellness program.	Health & Wellness

2007-08 Goals: Risk Management	Citywide Strategic Goals
Enterprise Services	
Expand evening hours of operations to better serve the community.	Community Services & Facilities
Implement DMV services such as Registration Renewals, Title changes. Change in Ownership.	Community Services & Facilities
Increase sales through enhanced marketing and public events that promote our services.	Community Services & Facilities
Develop and Implement expanded Filming Operations and Use of City Facilities.	Community Services & Facilities
Organize a working group of key departments involved in Filming and Special Events to better provide services and co-ordination of resources.	Community Services & Facilities
Workers Compensation	
Complete training of the new Workers Compensation Administrator.	Economic Vitality
Continued education of the Workers' Compensation Analysts for their state required hours.	Economic Vitality
Continued reduction of Workers Compensation Program Liabilities and open case count.	Economic Vitality

Administrative Services

Insurance Services

Implement Liability Reporting System

Economic Vitality

Conduct training classes through Glendale University on Insurance and Risk Management Issues.

Economic Vitality

Implement the use of File Net System for digital storage of all documents for Liability Claims.

Economic Vitality

Review and implement changes in regards to cost allocation of insurance to all Departments, to better reflect actual Risks and facility property values.

Economic Vitality

Continue and expand training of staff in Risk and Liability operations.

Economic Vitality

Develop and implement new policies and procedures for Capital Projects Insurance Policies.

Economic Vitality

Centralize all Small Claims actions and enhance recoveries of monies owed to the city not currently collected.

Economic Vitality

Safety

Establish an automated system to compare labor hours worked by employees to the number of injuries reported. Then, accurate comparisons to state, federal, and other municipalities injury rates can be determined.

Technology

Implement Injury/Illness Prevention Programs (required by Cal/OSHA) in remaining two thirds of the City Departments..

Health & Wellness

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Account Summary	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
<u>Financial</u>						
Salaries & Benefits	362,057	386,780	193,755	387,510	402,311	402,311
Maintenance & Operation	17,612	24,624	8,707	24,694	24,610	24,680
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 379,668</u>	<u>\$ 411,404</u>	<u>\$ 202,462</u>	<u>\$ 412,204</u>	<u>426,921</u>	<u>426,991</u>

Personnel Classification Detail

	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimated 2006-2007</u>	<u>Prior Est. 2007-2008</u>	<u>Budget 2007-08</u>
Accounting Services Specialist	0.00	0.00	0.00	0.00	1.00
Administrative Associate	1.00	1.00	1.00	1.00	0.00
Buyer	1.00	1.00	1.00	1.00	2.00
Office Services Specialist II	2.00	2.00	2.00	2.00	1.00
Purchasing Administrator	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

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	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	298,082	313,457	155,887	311,774	326,105	326,105
41300 Hourly Wages	-	125	-	-	125	125
41600 Compensated Absences	5,067	5,329	2,848	5,696	5,544	5,544
41700 Other Benefits	724	600	497	995	600	600
41800 Life Insurance	474	1,055	199	397	1,087	1,087
41900 Disability Insurance	1,770	1,854	842	1,683	1,910	1,910
42000 Vision Insurance	516	516	258	516	516	516
42100 Medical Insurance	22,906	22,674	12,726	25,453	22,674	22,674
42200 Dental Insurance	2,375	2,375	1,188	2,376	2,375	2,375
42300 Unemployment Insurance	298	313	156	312	326	326
42400 Compensation Insurance	1,639	1,645	857	1,715	1,794	1,794
42500 Medicare	3,700	3,905	1,919	3,838	4,022	4,022
42700 PERS Retirement	24,505	32,932	16,378	32,755	35,233	35,233
Total	\$ 362,057	\$ 386,780	\$ 193,755	\$ 387,510	402,311	402,311

Maintenance & Operation Detail

42800 Auto Allowance	941	639	-	639	639	639
43110 Contractual Services	-	202	-	202	202	202
43150 City Services	-	-	35	70	-	70
44120 Repairs to Office Equipment	54	639	29	639	639	639
44300 Telephone	3,938	1,864	2,123	1,864	1,863	1,863
44450 Postage	1,114	1,665	671	1,665	1,665	1,665
44550 Travel	1,093	3,534	2,196	3,534	3,521	3,521
44650 Training	963	533	-	533	533	533
44700 Computer Software	35	533	-	533	533	533
44750 Insurance & Surety Bonds	5,067	5,311	2,650	5,311	5,311	5,311
44800 Membership & Dues	524	880	390	880	880	880
45050 Periodicals & Newspapers	267	107	19	107	107	107
45100 Books	144	267	-	267	267	267
45150 Furniture & Equipment	1,914	600	196	600	600	600

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	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45170 Computer Hardware	134	-	-	-	-	-
45250 Office Supplies	1,068	5,264	365	5,264	5,264	5,264
45350 General Supplies	76	-	-	-	-	-
46900 Business Meetings	103	100	20	100	100	100
47000 Miscellaneous	176	2,486	12	2,486	2,486	2,486
Total	<u>\$ 17,612</u>	<u>\$ 24,624</u>	<u>\$ 8,707</u>	<u>\$ 24,694</u>	<u>24,610</u>	<u>24,680</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	504,608	528,910	266,966	533,931	547,148	547,148
Maintenance & Operation	694,906	725,681	699,918	1,016,580	725,665	944,599
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	(13,000)	(13,000)	-	(13,000)	(13,000)	-
Total	<u>\$ 1,186,514</u>	<u>\$ 1,241,591</u>	<u>\$ 966,884</u>	<u>\$ 1,537,512</u>	<u>\$ 1,259,813</u>	<u>\$ 1,491,747</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-2007</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Administrative Analyst	1.00	0.00	0.00	0.00	0.00
Assistant Director - Finance	1.00	1.00	1.00	1.00	1.00
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Executive Secretary (Steno) (Conf)	1.00	1.00	1.00	1.00	0.00
Office Services Specialist II	1.00	1.00	1.00	1.00	1.00
Office Services Supervisor	0.00	0.00	0.00	0.00	1.00
TOTAL	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	394,714	409,240	205,042	410,085	423,577	423,577
41300 Hourly Wages	12,138	11,250	5,704	11,409	11,588	11,588
41600 Compensated Absences	6,722	6,957	3,636	7,272	7,201	7,201
41700 Other Benefits	948	1,000	482	965	1,000	1,000
41800 Life Insurance	1,181	1,371	457	914	1,412	1,412
41900 Disability Insurance	3,353	3,366	1,403	2,807	3,467	3,467
42000 Vision Insurance	695	672	336	672	672	672
42100 Medical Insurance	39,603	39,352	21,993	43,985	39,352	39,352
42200 Dental Insurance	3,720	3,719	1,840	3,679	3,719	3,719
42300 Unemployment Insurance	407	409	211	421	424	424
42400 Compensation Insurance	2,238	2,148	1,159	2,318	2,330	2,330
42500 Medicare	5,152	5,250	2,575	5,150	5,408	5,408
42600 Social Security/PARS	111	-	-	-	-	-
42700 PERS Retirement	33,626	44,176	22,127	44,254	46,998	46,998
Total	\$ 504,608	\$ 528,910	\$ 266,966	\$ 533,931	\$ 547,148	\$ 547,148

Maintenance & Operation Detail

42800 Auto Allowance	5,280	5,012	2,754	5,012	5,012	5,012
43110 Contractual Services	231,443	315,000	39,764	315,000	315,000	243,000
43113 County Property Tax Admin	270,721	310,000	579,680	600,000	310,000	600,000
43150 City Services	51,169	10,000	2,501	10,000	10,000	10,000
44120 Repairs to Office Equipment	44	983	44	983	983	983
44200 Advertising	6,889	-	-	-	-	-
44300 Telephone	2,085	573	955	573	573	573
44450 Postage	25,321	11,186	34	11,186	11,186	11,186
44550 Travel	2,793	4,235	1,291	4,235	4,219	4,219
44650 Training	423	2,457	-	2,457	2,457	2,457
44700 Computer Software	54,869	246	50,013	246	246	246
44750 Insurance & Surety Bonds	6,917	6,266	3,583	7,165	6,266	7,200
44760 Regulatory	-	-	136	-	-	-

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
44800 Membership & Dues	480	246	393	246	246	246
45050 Periodicals & Newspapers	451	147	129	147	147	147
45100 Books	168	123	40	123	123	123
45150 Furniture & Equipment	123	983	15,847	983	983	983
45170 Computer Hardware	5,928	-	43	-	-	-
45250 Office Supplies	10,701	40,725	1,012	40,725	40,725	40,725
45350 General Supplies	445	15,430	-	15,430	15,430	15,430
45400 Reports & Publications	-	-	200	-	-	-
45450 Printing & Graphics	7,157	-	-	-	-	-
46900 Business Meetings	6,080	92	1,082	92	92	92
47000 Miscellaneous	5,417	1,977	417	1,977	1,977	1,977
Total	\$ 694,906	\$ 725,681	\$ 699,918	\$ 1,016,580	\$ 725,665	\$ 944,599

Account Summary	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
<u>Financial</u>						
Salaries & Benefits	223,437	254,086	102,629	205,258	263,893	263,893
Maintenance & Operation	13,956	15,911	2,880	16,911	15,911	16,911
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 237,393</u>	<u>\$ 269,997</u>	<u>\$ 105,509</u>	<u>\$ 222,169</u>	<u>\$ 279,804</u>	<u>\$ 280,804</u>

Personnel Classification Detail

	<u>Actual</u> <u>2005-2006</u>	<u>Budget</u> <u>2006-2007</u>	<u>Estimated</u> <u>2006-2007</u>	<u>Prior Est.</u> <u>2007-2008</u>	<u>Budget</u> <u>2007-08</u>
Accounting Services Specialist	2.00	2.00	2.00	2.00	1.00
Accounts Payable Supervisor	0.00	0.00	0.00	1.00	1.00
Principal Accounting Technician	1.00	1.00	1.00	0.00	1.00
Senior Accounting Services Specialist	1.00	0.00	0.00	0.00	1.00
Senior Accounting Technician	0.00	1.00	1.00	1.00	0.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	173,619	197,790	77,653	155,306	205,634	205,634
41300 Hourly Wages	8,793	5,525	5,627	11,253	5,691	5,691
41600 Compensated Absences	3,089	3,278	1,406	2,813	3,411	3,411
41700 Other Benefits	611	300	100	200	300	300
41800 Life Insurance	109	648	60	120	667	667
41900 Disability Insurance	836	820	356	711	845	845
42000 Vision Insurance	175	180	65	130	180	180
42100 Medical Insurance	16,935	20,000	6,699	13,399	20,000	20,000
42200 Dental Insurance	1,466	1,477	591	1,182	1,477	1,477
42300 Unemployment Insurance	181	193	83	167	201	201
42400 Compensation Insurance	1,024	1,012	458	916	1,103	1,103
42500 Medicare	1,933	2,038	782	1,563	2,099	2,099
42600 Social Security/PARS	105	-	-	-	-	-
42700 PERS Retirement	14,561	20,825	8,749	17,499	22,285	22,285
Total	<u>\$ 223,437</u>	<u>\$ 254,086</u>	<u>\$ 102,629</u>	<u>\$ 205,258</u>	<u>\$ 263,893</u>	<u>\$ 263,893</u>

Maintenance & Operation Detail						
43110 Contractual Services	1,260	-	-	-	-	-
43150 City Services	2,461	-	465	1,000	-	1,000
44100 Repairs to Equipment	135	-	-	-	-	-
44120 Repairs to Office Equipment	25	789	74	789	789	789
44300 Telephone	1,489	460	796	460	460	460
44450 Postage	91	2,957	23	2,957	2,957	2,957
44650 Training	-	1,972	-	1,972	1,972	1,972
44700 Computer Software	-	197	-	197	197	197
44750 Insurance & Surety Bonds	3,166	3,250	1,416	3,250	3,250	3,250
44800 Membership & Dues	-	197	-	197	197	197
45050 Periodicals & Newspapers	-	118	-	118	118	118
45100 Books	-	99	-	99	99	99
45150 Furniture & Equipment	925	789	-	789	789	789

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45170 Computer Hardware	358	-	-	-	-	-
45250 Office Supplies	3,976	3,238	-	3,238	3,238	3,238
45350 General Supplies	-	185	-	185	185	185
46900 Business Meetings	70	74	106	74	74	74
47000 Miscellaneous	-	1,586	-	1,586	1,586	1,586
Total	<u>\$ 13,956</u>	<u>\$ 15,911</u>	<u>\$ 2,880</u>	<u>\$ 16,911</u>	<u>\$ 15,911</u>	<u>\$ 16,911</u>

Account Summary	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
<u>Financial</u>						
Salaries & Benefits	94,480	151,273	62,563	125,126	158,912	180,867
Maintenance & Operation	3,013	15,588	1,305	16,371	15,587	16,382
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 97,493</u>	<u>\$ 166,861</u>	<u>\$ 63,868</u>	<u>\$ 141,496</u>	<u>\$ 174,499</u>	<u>\$ 197,249</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-07</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Administrative Associate	0.00	1.00	1.00	1.00	1.00
Executive Analyst	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>1.00</u>
TOTAL	<u><u>0.75</u></u>	<u><u>1.75</u></u>	<u><u>1.75</u></u>	<u><u>1.75</u></u>	<u><u>2.00</u></u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	76,613	118,310	49,642	99,284	124,640	146,595
41600 Compensated Absences	1,199	2,011	864	1,728	2,119	2,119
41700 Other Benefits	400	500	-	-	500	500
41800 Life Insurance	244	396	105	210	408	408
41900 Disability Insurance	574	1,012	315	630	1,042	1,042
42000 Vision Insurance	212	336	124	247	336	336
42100 Medical Insurance	6,935	12,576	4,883	9,766	12,576	12,576
42200 Dental Insurance	669	1,254	384	769	1,254	1,254
42300 Unemployment Insurance	77	118	50	99	125	125
42400 Compensation Insurance	421	622	273	546	685	685
42500 Medicare	1,055	1,715	719	1,439	1,766	1,766
42700 PERS Retirement	6,082	12,423	5,203	10,407	13,461	13,461
Total	<u>\$ 94,480</u>	<u>\$ 151,273</u>	<u>\$ 62,563</u>	<u>\$ 125,126</u>	<u>\$ 158,912</u>	<u>\$ 180,867</u>

Maintenance & Operation Detail

43110 Contractual Services	-	11,307	-	11,307	11,307	11,307
43150 City Services	581	-	-	-	-	-
44120 Repairs to Office Equipment	-	190	-	190	190	190
44300 Telephone	496	111	265	111	111	111
44450 Postage	-	713	-	713	713	713
44550 Travel	-	215	-	215	214	214
44650 Training	-	475	-	475	475	475
44700 Computer Software	325	48	-	48	48	48
44750 Insurance & Surety Bonds	1,302	905	844	1,688	905	1,700
44800 Membership & Dues	-	48	196	48	48	48
45050 Periodicals & Newspapers	-	28	-	28	28	28
45100 Books	-	24	-	24	24	24
45150 Furniture & Equipment	-	190	-	190	190	190
45250 Office Supplies	309	889	-	889	889	889
45350 General Supplies	-	45	-	45	45	45

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
46900 Business Meetings	-	18	-	18	18	18
47000 Miscellaneous	-	382	-	382	382	382
Total	<u>\$ 3,013</u>	<u>\$ 15,588</u>	<u>\$ 1,305</u>	<u>\$ 16,371</u>	<u>\$ 15,587</u>	<u>\$ 16,382</u>

Account Summary	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
<u>Financial</u>						
Salaries & Benefits	487,001	451,929	240,649	481,298	472,435	647,873
Maintenance & Operation	127,113	13,002	50,247	100,494	13,002	43,461
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 614,114</u>	<u>\$ 464,931</u>	<u>\$ 290,896</u>	<u>\$ 581,792</u>	<u>\$ 485,437</u>	<u>\$ 691,334</u>

Personnel Classification Detail

	<u>Actual</u> <u>2005-2006</u>	<u>Budget</u> <u>2006-2007</u>	<u>Estimated</u> <u>2006-2007</u>	<u>Prior Est.</u> <u>2007-2008</u>	<u>Budget</u> <u>2007-08</u>
Accountant	1.00	1.00	1.00	1.00	0.00
Accountant I	0.00	0.00	0.00	0.00	4.15
Accounting Services Specialist	1.00	2.00	2.00	2.00	1.00
Accounting Systems Administrator	1.00	0.00	0.00	0.00	0.90
Administrative Associate	2.00	1.00	1.00	1.00	0.00
Principal Accountant	1.00	1.00	1.00	1.00	0.00
Senior Accountant	0.00	0.00	0.00	0.00	1.85
Senior Accounting Services Specialist	0.00	1.00	1.00	1.00	0.00
TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>7.90</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	390,379	349,098	185,253	370,505	366,059	504,754
41200 Overtime	37	-	-	-	-	-
41300 Hourly Wages	1,565	-	7,843	15,686	-	-
41600 Compensated Absences	6,568	5,934	3,236	6,473	6,222	9,572
41700 Other Benefits	1,495	500	481	963	500	1,500
41800 Life Insurance	662	1,173	259	518	1,208	1,855
41900 Disability Insurance	2,079	2,248	897	1,794	2,315	3,939
42000 Vision Insurance	623	516	320	640	516	1,155
42100 Medical Insurance	42,717	46,491	18,268	36,536	46,491	50,210
42200 Dental Insurance	4,836	4,510	1,562	3,124	4,510	6,449
42300 Unemployment Insurance	392	349	186	372	366	563
42400 Compensation Insurance	2,156	1,832	1,023	2,045	2,013	3,097
42500 Medicare	2,543	2,629	1,850	3,699	2,708	3,972
42600 Social Security/PARS	-	-	9	17	-	-
42700 PERS Retirement	30,949	36,649	19,463	38,925	39,527	60,807
Total	<u>\$ 487,001</u>	<u>\$ 451,929</u>	<u>\$ 240,649</u>	<u>\$ 481,298</u>	<u>\$ 472,435</u>	<u>\$ 647,873</u>

Maintenance & Operation Detail

42800 Auto Allowance	23	-	33	66	-	-
43110 Contractual Services	52,721	-	50,336	100,673	-	-
43150 City Services	621	-	150	300	-	300
44100 Repairs to Equipment	688	-	-	-	-	-
44120 Repairs to Office Equipment	197	786	-	-	786	1,522
44300 Telephone	993	536	531	1,062	536	965
44450 Postage	6,354	448	6,264	12,527	448	3,207
44650 Training	-	465	-	-	465	2,304
44700 Computer Software	325	197	-	-	197	381
44750 Insurance & Surety Bonds	6,664	8,001	3,161	6,321	8,001	10,697
44760 Regulatory	700	-	-	-	-	-
44800 Membership & Dues	190	197	361	723	197	381

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45050 Periodicals & Newspapers	-	118	-	-	118	228
45100 Books	-	98	-	-	98	190
45150 Furniture & Equipment	53,547	286	(14,411)	(28,822)	286	1,022
45250 Office Supplies	1,780	676	2,794	5,589	676	4,116
45350 General Supplies	1,483	39	-	-	39	15,444
45400 Reports & Publications	5	-	-	-	-	-
45450 Printing & Graphics	8	-	-	-	-	-
46900 Business Meetings	85	74	151	301	74	143
47000 Miscellaneous	729	1,081	877	1,754	1,081	2,561
Total	<u>\$ 127,113</u>	<u>\$ 13,002</u>	<u>\$ 50,247</u>	<u>\$ 100,494</u>	<u>\$ 13,002</u>	<u>\$ 43,461</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	144,583	472,578	80,215	160,430	496,720	-
Maintenance & Operation	11,302	30,159	2,066	30,159	30,159	-
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 155,885</u>	<u>\$ 502,737</u>	<u>\$ 82,281</u>	<u>\$ 190,589</u>	<u>\$ 526,879</u>	<u>\$ -</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-2007</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Accountant I	0.00	0.00	0.00	0.00	0.00
Accounting Services Administrator	0.00	0.00	0.00	0.00	0.00
Accounting Systems Administrator	0.90	0.90	0.90	0.90	0.00
Administrative Associate	0.15	0.15	0.15	0.15	0.00
Senior Accountant	0.10	0.10	0.10	0.10	0.00
TOTAL	<u>1.15</u>	<u>1.15</u>	<u>1.15</u>	<u>1.15</u>	<u>0.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	117,170	423,284	64,337	128,674	445,394	-
41600 Compensated Absences	1,880	3,179	1,091	2,181	3,350	-
41700 Other Benefits	351	1,000	2	5	1,000	-
41800 Life Insurance	388	628	151	302	647	-
41900 Disability Insurance	987	1,577	408	816	1,624	-
42000 Vision Insurance	275	639	144	288	639	-
42100 Medical Insurance	12,077	18,302	6,696	13,391	18,302	-
42200 Dental Insurance	1,344	1,939	631	1,261	1,939	-
42300 Unemployment Insurance	117	187	64	129	197	-
42400 Compensation Insurance	644	982	354	708	1,084	-
42500 Medicare	139	1,227	116	231	1,264	-
42700 PERS Retirement	9,210	19,634	6,221	12,443	21,280	-
Total	\$ 144,583	\$ 472,578	\$ 80,215	\$ 160,430	\$ 496,720	\$ -

Maintenance & Operation Detail

42800 Auto Allowance	51	-	-	-	-	-
43110 Contractual Services	955	-	-	-	-	-
43150 City Services	4,369	-	-	-	-	-
44120 Repairs to Office Equipment	628	736	-	736	736	-
44300 Telephone	993	429	531	429	429	-
44450 Postage	191	2,759	-	2,759	2,759	-
44650 Training	80	1,839	-	1,839	1,839	-
44700 Computer Software	325	184	-	184	184	-
44750 Insurance & Surety Bonds	1,992	2,696	1,094	2,696	2,696	-
44800 Membership & Dues	190	184	-	184	184	-
45050 Periodicals & Newspapers	-	110	-	110	110	-
45100 Books	-	92	-	92	92	-
45150 Furniture & Equipment	29	736	-	736	736	-
45250 Office Supplies	873	3,440	16	3,440	3,440	-
45350 General Supplies	-	15,405	-	15,405	15,405	-

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45400 Reports & Publications	213	-	425	-	-	-
45450 Printing & Graphics	52	-	-	-	-	-
46900 Business Meetings	133	69	-	69	69	-
47000 Miscellaneous	228	1,480	-	1,480	1,480	-
Total	\$ 11,302	\$ 30,159	\$ 2,066	\$ 30,159	\$ 30,159	\$ -

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	237,897	333,324	145,513	291,026	351,277	351,277
Maintenance & Operation	78,092	17,165	29,178	25,363	17,165	25,365
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 315,989</u>	<u>\$ 350,489</u>	<u>\$ 174,692</u>	<u>\$ 316,389</u>	<u>\$ 368,442</u>	<u>\$ 376,642</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-2007</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Accountant I	0.00	0.00	0.00	0.00	1.00
Accounting Services Specialist	0.00	0.25	0.25	0.25	0.25
Accounting Supervisor	0.90	0.00	0.00	0.00	0.00
Administrative Associate	2.00	1.00	1.00	1.00	0.00
Assistant Finance Director	0.00	0.00	0.00	0.00	0.00
Payroll Supervisor	0.00	0.90	0.90	0.90	0.90
Senior Accounting Services Specialist	0.25	1.00	1.00	1.00	1.00
Senior Accounting Technician	0.00	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>4.15</u>	<u>4.15</u>	<u>4.15</u>	<u>4.15</u>	<u>4.15</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	173,521	237,904	110,736	221,473	252,251	252,251
41200 Overtime	1,755	2,700	1,301	2,602	2,781	2,781
41300 Hourly Wages	20,142	19,125	963	1,925	19,699	19,699
41600 Compensated Absences	2,943	4,044	2,049	4,098	4,288	4,288
41700 Other Benefits	2,594	500	71	143	500	500
41800 Life Insurance	219	800	154	308	824	824
41900 Disability Insurance	1,091	2,076	653	1,307	2,138	2,138
42000 Vision Insurance	259	456	204	408	456	456
42100 Medical Insurance	14,406	32,000	14,400	28,800	32,000	32,000
42200 Dental Insurance	1,405	2,336	1,396	2,791	2,336	2,336
42300 Unemployment Insurance	195	238	113	226	252	252
42400 Compensation Insurance	1,075	1,250	622	1,243	1,387	1,387
42500 Medicare	2,077	2,907	1,205	2,410	2,994	2,994
42600 Social Security/PARS	-	-	13	25	-	-
42700 PERS Retirement	16,214	26,988	11,634	23,268	29,371	29,371
Total	<u>\$ 237,897</u>	<u>\$ 333,324</u>	<u>\$ 145,513</u>	<u>\$ 291,026</u>	<u>\$ 351,277</u>	<u>\$ 351,277</u>

Maintenance & Operation Detail

42800 Auto Allowance	274	-	194	-	-	-
43110 Contractual Services	19,710	-	6,725	-	-	-
43150 City Services	17,682	-	4,099	8,198	-	8,200
44120 Repairs to Office Equipment	407	781	-	781	781	781
44300 Telephone	496	455	265	455	455	455
44450 Postage	51	2,931	-	2,931	2,931	2,931
44550 Travel	986	-	-	-	-	-
44650 Training	146	1,955	785	1,955	1,955	1,955
44700 Computer Software	20,381	195	8,189	195	195	195
44750 Insurance & Surety Bonds	3,322	4,173	1,921	4,173	4,173	4,173
44800 Membership & Dues	235	195	-	195	195	195
45050 Periodicals & Newspapers	-	118	-	118	118	118

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45100 Books	175	97	-	97	97	97
45150 Furniture & Equipment	3,468	781	-	781	781	781
45250 Office Supplies	6,201	3,655	6,895	3,655	3,655	3,655
45350 General Supplies	2,259	184	-	184	184	184
46900 Business Meetings	305	73	104	73	73	73
47000 Miscellaneous	1,993	1,572	-	1,572	1,572	1,572
Total	<u>\$ 78,092</u>	<u>\$ 17,165</u>	<u>\$ 29,178</u>	<u>\$ 25,363</u>	<u>\$ 17,165</u>	<u>\$ 25,365</u>

Account Summary	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
<u>Financial</u>						
48020 Transfer - Nutritional Meals (Seniors)	136,911	136,911	-	136,911	136,911	136,911
48020 Transfer - Fire Paramedic	798,000	1,150,000	-	1,150,000	1,450,000	1,450,000
48020 Transfer - Police Staffing Aug. Fund	-	1,000,000	-	1,000,000	1,250,000	1,250,000
48020 Transfer - Special Revenue	-	-	-	-	-	-
48040 Transfer - Capital Funds	6,075,000	160,000	160,000	160,000	-	-
48050 Transfer - Public Service	-	-	-	-	-	-
48070 Transfer-Applic Software Repl	200,000	200,000	-	200,000	200,000	200,000
48070 Transfer-Wireless Comm Sys	1,194,699	1,098,000	-	1,098,000	1,098,000	1,098,000
48070 Transfer-Tech. Equip. Repl.	675,000	840,000	-	840,000	840,000	840,000
48070 Transfer-Financial System	580,000	580,000	-	580,000	580,000	580,000
48070 Transfer-Citywide Doc Mgmt Sys	95,000	95,000	-	95,000	95,000	95,000
48070 Transfer-Police CAD/RMS	290,000	290,000	-	290,000	290,000	290,000
48070 Transfer - Internal Service	-	-	-	-	-	-
Total	<u>\$ 10,044,610</u>	<u>\$ 5,549,911</u>	<u>\$ 160,000</u>	<u>\$ 5,549,911</u>	<u>\$ 5,939,911</u>	<u>\$ 5,939,911</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	1,064,601	1,136,469	549,642	1,099,285	1,186,292	1,344,346
Maintenance & Operation	303,938	404,921	118,869	424,660	405,648	426,648
Capital	-	16,000	15,836	16,000	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 1,368,539</u>	<u>\$ 1,557,390</u>	<u>\$ 684,348</u>	<u>\$ 1,539,945</u>	<u>\$ 1,591,940</u>	<u>\$ 1,770,994</u>

Personnel Classification Detail

	<u>Actual</u> <u>2005-2006</u>	<u>Budget</u> <u>2006-07</u>	<u>Estimated</u> <u>2006-2007</u>	<u>Prior Est.</u> <u>2007-2008</u>	<u>Budget</u> <u>2007-08</u>
Administrative Assistant/Human Resources	1.00	0.00	0.00	0.00	1.00
Administrative Associate/Human Resources	0.00	1.00	1.00	1.00	1.00
Assistant Director - Human Resources	1.00	1.00	1.00	1.00	1.00
Customer Service Representative	2.00	2.00	2.00	2.00	1.00
Human Resources Administrator	1.00	0.00	0.00	0.00	0.00
Human Resources Analyst	2.00	0.00	0.00	1.00	2.00
Human Resources Analyst II	2.00	3.00	3.00	3.00	2.00
Human Resources Associate	0.00	1.00	1.00	0.00	0.00
Human Resources Technician	0.00	1.00	1.00	1.00	0.00
Office Services Specialist II	1.00	0.00	0.00	0.00	2.00
Office Services Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	0.00	1.00	1.00	1.00	2.00
Senior Office Services Specialist	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>14.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	821,691	878,530	408,756	817,513	917,915	1,075,969
41200 Overtime	8,088	3,500	5,085	10,170	4,000	4,000
41300 Hourly Wages	40,872	42,598	22,228	44,456	43,882	43,882
41600 Compensated Absences	13,873	14,744	7,454	14,907	15,413	15,413
41700 Other Benefits	3,242	3,000	4,165	8,330	3,000	3,000
41800 Life Insurance	2,068	1,871	845	1,690	1,931	1,931
41900 Disability Insurance	5,882	6,217	2,576	5,152	6,470	6,470
42000 Vision Insurance	1,848	2,016	895	1,789	2,016	2,016
42100 Medical Insurance	69,019	68,296	39,721	79,442	68,296	68,296
42200 Dental Insurance	6,948	7,008	3,591	7,181	7,008	7,008
42300 Unemployment Insurance	871	867	436	872	907	907
42400 Compensation Insurance	9,577	5,009	4,797	9,594	5,486	5,486
42500 Medicare	11,390	11,145	5,894	11,787	11,479	11,479
42600 Social Security/PARS	493	553	277	555	570	570
42700 PERS Retirement	68,740	91,115	42,924	85,847	97,919	97,919
Total	<u>\$ 1,064,601</u>	<u>\$ 1,136,469</u>	<u>\$ 549,642</u>	<u>\$ 1,099,285</u>	<u>\$ 1,186,292</u>	<u>\$ 1,344,346</u>

Maintenance & Operation Detail

42800 Auto Allowance	230	3,400	191	3,400	4,400	4,400
43110 Contractual Services	75,533	147,000	37,496	147,000	147,000	132,000
43150 City Services	16,991	2,000	10,869	21,739	1,000	22,000
44120 Repairs to Office Equipment	1,639	2,800	319	2,800	2,800	2,800
44200 Advertising	47,451	46,000	9,711	46,000	46,000	61,000
44300 Telephone	8,489	4,079	4,561	4,079	4,078	4,078
44450 Postage	9,911	8,500	8,276	8,500	8,500	8,500
44550 Travel	6,833	6,240	918	6,240	6,968	6,968
44650 Training	2,301	2,000	1,252	2,000	2,000	2,000
44700 Computer Software	5,100	-	-	-	-	-
44750 Insurance & Surety Bonds	54,797	91,048	27,411	91,048	91,048	91,048
44800 Membership & Dues	1,805	2,000	745	2,000	2,000	2,000

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45050 Periodicals & Newspapers	250	500	250	500	500	500
45100 Books	-	200	-	200	200	200
45150 Furniture & Equipment	1,496	2,500	63	2,500	2,500	2,500
45170 Computer Hardware	29	-	-	-	-	-
45250 Office Supplies	38,955	64,144	7,105	64,144	64,144	64,144
45350 General Supplies	1,711	800	1,226	800	800	800
45450 Printing & Graphics	6,740	-	-	-	-	-
46900 Business Meetings	19,363	18,000	6,295	18,000	18,000	18,000
47000 Miscellaneous	4,315	3,710	2,180	3,710	3,710	3,710
Total	<u>\$ 303,938</u>	<u>\$ 404,921</u>	<u>\$ 118,869</u>	<u>\$ 424,660</u>	<u>\$ 405,648</u>	<u>\$ 426,648</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	75,638	182,640	46,390	185,863	182,640	185,890
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	(12,500)	(12,500)	-	(12,500)	(12,500)	-
Total	<u>\$ 63,138</u>	<u>\$ 170,140</u>	<u>\$ 46,390</u>	<u>\$ 173,363</u>	<u>\$ 170,140</u>	<u>\$ 185,890</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Maintenance & Operation Detail						
43110 Contractual Services	61,571	172,640	37,240	172,640	172,640	172,640
43150 City Services	2,334	-	1,611	3,223	-	3,250
44550 Travel	-	-	505	-	-	-
44650 Training	4,043	-	2,500	-	-	-
45150 Furniture & Equipment	231	-	1,624	-	-	-
45250 Office Supplies	2,739	4,500	24	4,500	4,500	4,500
45350 General Supplies	-	2,000	-	2,000	2,000	2,000
46900 Business Meetings	1,899	3,500	2,886	3,500	3,500	3,500
47000 Miscellaneous	2,821	-	-	-	-	-
Total	<u>\$ 75,638</u>	<u>\$ 182,640</u>	<u>\$ 46,390</u>	<u>\$ 185,863</u>	<u>\$ 182,640</u>	<u>\$ 185,890</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	-	162,102	78,024	156,048	205,642	205,642
Maintenance & Operation	-	610,592	6,994	612,862	746,430	748,700
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	\$ -	\$ 772,694	\$ 85,018	\$ 768,910	\$ 952,072	\$ 954,342

Personnel Classification Detail

	Actual 2005-2006	Budget 2006-07	Estimated 2006-2007	Prior Est. 2007-2008	Budget 2007-08
Administrative Analyst	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	1.00
Administrative Associate	0.00	1.00	1.00	1.00	0.00
Customer Service Representative	0.00	1.00	1.00	1.00	0.00
Sr. Office Services Specialist	0.00	0.00	0.00	0.00	1.00
TOTAL	<u>0.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	-	103,967	46,417	92,835	115,777	115,777
41200 Overtime	-	-	1,098	2,195	-	-
41300 Hourly Wages	-	26,250	17,362	34,725	54,075	54,075
41600 Compensated Absences	-	1,751	858	1,715	1,967	1,967
41700 Other Benefits	-	733	-	-	800	800
41800 Life Insurance	-	34	26	53	38	38
41900 Disability Insurance	-	515	193	387	579	579
42000 Vision Insurance	-	418	25	50	456	456
42100 Medical Insurance	-	9,379	5,069	10,138	10,539	10,539
42200 Dental Insurance	-	-	479	958	-	-
42300 Unemployment Insurance	-	151	65	130	169	169
42400 Compensation Insurance	-	831	714	1,427	934	934
42500 Medicare	-	2,192	592	1,184	2,463	2,463
42600 Social Security/PARS	-	-	229	457	-	-
42700 PERS Retirement	-	15,881	4,897	9,794	17,845	17,845
Total	\$ -	\$ 162,102	\$ 78,024	\$ 156,048	\$ 205,642	\$ 205,642

Maintenance & Operation Detail						
42800 Auto Allowance	-	-	24	-	-	-
43060 Utilities	-	10,000	-	10,000	11,000	11,000
43080 Rent	-	21,900	-	21,900	26,280	26,280
43110 Contractual Services	-	562,400	400	562,400	689,600	689,600
43150 City Services	-	-	35	70	-	70
44100 Repairs to Equipment	-	417	-	417	500	500
44200 Advertising	-	1,250	120	1,250	1,500	1,500
44450 Postage	-	834	427	834	1,000	1,000
44600 Laundry & Towel Service	-	-	46	-	-	-
44650 Training	-	625	-	625	750	750
44750 Insurance & Surety Bonds	-	-	1,103	2,200	-	2,200
45150 Furniture & Equipment	-	3,291	68	3,291	3,950	3,950

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45250 Office Supplies	-	3,000	1,874	3,000	3,600	3,600
45350 General Supplies	-	833	-	833	1,000	1,000
45450 Printing & Graphics	-	417	-	417	500	500
46000 Depreciation	-	5,000	2,512	5,000	6,000	6,000
46900 Business Meetings	-	208	126	208	250	250
47000 Miscellaneous	-	417	259	417	500	500
Total	\$ -	\$ 610,592	\$ 6,994	\$ 612,862	\$ 746,430	\$ 748,700