

Budget Unit Summary

AGENCY/DEPARTMENT NAME: Administrative Service

BUDGET TITLE & NUMBER: 10-100

DEPARTMENT DESCRIPTION: *Provides customer service and cashier services for all departments of the city, maintains office supply inventory, maintains files in the vault, and provides back-up for various departments as necessary.*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	53,765	64,179	63,254	61,836	61,836
<i>Supplies</i>	7,458	11,000	6,000	6,000	6,000
<i>Purchased Services</i>	2,755	2,700	1,750	1,750	1,750
<i>Fixed Cost</i>	499	540	0	0	0
<i>Capital Outlay</i>	4,272	4,000	3,000	4,250	4,250
<i>Gross City Cost</i>	68,749	82,419	74,004	73,836	73,836
<i>Revenue</i>	0	0	0	0	0
<i>Net City cost</i>	68,749	82,419	74,004	73,836	73,836
<i>Budgeted Positions</i>	1.38	1.5	1.5	1.5	1.5

SUMMARY OF CHANGES: *Supplies and purchased services are lowered to actual levels which reduces the budget by \$5,950. Capital includes \$4,000 for copier lease.*

OBJECTIVES: *Serve as City's first contact with the public and assisting walk-in Customers*

PERFORMANCE MEASURES

	<i>2008 Actual</i>	<i>2009 Estimated</i>	<i>2010 Projected</i>
<i>Efficiency Measures/Counter tickets processed</i>	10,105	10,928	11,895
<i>Cost per ticket processed</i>	\$ 7	\$ 7	\$ 6
<i>Per Capita Cost (city support)</i>	\$ 9.43	\$ 10.15	\$ 10.13

Finance Recommendation: *Approve as requested.*

Council Action: *Approved*

ADMINISTRATIVE SERVICES

GENERAL FUND

BUDGET DETAIL

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries& Wages	48,335	49,266	49,266	49,117	49,117
51101	Salaries& Wages - Furlough	-	-	(835)	(2,506)	(2,506)
51110	FICA	2,830	3,055	3,055	3,045	3,045
51115	Medicare	662	714	714	712	712
51255	VALIC Retirement	1,933	1,971	1,971	1,964	1,964
51210	Unemployment Insurance	5	99	99	100	100
51220	Health Insurance Expense	-	7,901	7,901	8,256	8,256
51230	Dental Insurance Expense	-	759	759	733	733
51240	Vision Insurance Expense	-	120	120	120	120
51250	Life & AD&D Insurance Exp	-	122	122	123	123
51285	LTD Insurance Exp	-	172	82	172	172
	Total Personnel	53,765	64,179	63,254	61,836	61,836
		-				
52010	General Supplies	2,519	3,000	2,000	2,000	2,000
52020	Office Supplies	3,496	4,000	3,000	3,000	3,000
53105	Equipment <\$5000	1,443	4,000	1,000	1,000	1,000
	Total Supplies	7,458	11,000	6,000	6,000	6,000
53060	Services	1,633	1,500	500	500	500
53290	Telephone Expense	137	200	-	-	-
53180	Postage	15	50	700	700	700
53200	Printing	-	100	200	200	200
53240	Repairs & Maintenance-Equip	250	300	-	-	-
53250	Repairs & Maintenance-Facility	480	50	-	-	-
53300	Travel & Meetings	67	150	150	150	150
53280	Staff Development	173	350	200	200	200
	Total Purchased Services	2,755	2,700	1,750	1,750	1,750
55300	Leases & Rentals	540	540	-	-	-
55060	Cash Over & Short	(41)	-	-	-	-
	Total Fixed Costs	499	540	-	-	-
55050	Capital Leases	4,272	4,000	3,000	4,250	4,250
	Total Capital Outlay	4,272	4,000	3,000	4,250	4,250
	TOTAL	68,749	82,419	74,004	73,836	73,836

BUDGET SUMMARY

Personnel	53,765	64,179	63,254	61,836	61,836
Supplies	7,458	11,000	6,000	6,000	6,000
Purchased Services	2,755	2,700	1,750	1,750	1,750
Fixed Costs	499	540	-	-	-
Capital Outlay	4,272	4,000	3,000	4,250	4,250
Gross City Cost	68,749	82,419	74,004	73,836	73,836

Budget Unit Summary

AGENCY/DEPARTMENT NAME: City Administrator

BUDGET TITLE & NUMBER: 10-150

DEPARTMENT DESCRIPTION:

As administrative head of the City is responsible for the proper administration and execution of all affairs of the City. Including enforcing the laws and ordinances of the City, recruiting and maintaining an effective work force, developing and submitting the annual budget and ensuring its administration after adoption, establish an effective reporting system for the financial records, exercising supervision and control over all departments including recommendations to consolidate or abolish any departments functions or activities, proactively recruiting or strengthening local business and industry to provide job opportunities which will increase the City's tax base, provide engineering, architectural, maintenance, and construction services required by the City, managing growth in an effective manner.

Resources	Actual Last year	Budgeted Current year	Projected Current Year	Requested Next year	Final next year
Personnel Services	110,400	118,346	116,724	113,503	113,503
Supplies	961	2,500	1,250	1,250	1,250
Purchased Services	2,356	4,350	2,351	2,570	2,570
Fixed Cost	1,185	1,000	1,000	1,000	1,000
Gross City Cost	114,902	126,196	121,325	118,323	118,323
Revenue	0	0	0	0	0
Net City cost	114,902	126,196	121,325	118,323	118,323
Budgeted Positions	1	1	1	1	1

SUMMARY OF CHANGES:

Supplies are reduced \$1,250 to reflect the current year's spending pattern. Purchased services are lowered \$1,780 primarily in travel and staff development.

OBJECTIVES:

Assist Council in planning for provision of sufficient human and financial resources to carry out stated goals and objectives of the City Council; monitor sound business and fiscal policies throughout the City; provide safe, accessible, productive, and environmentally sensitive workplace for all employees to ensure that the City doesn't discriminate in its recruiting or promotion opportunities; continue to improve communication between public, Council, and staff; and develop annual work plan and monitor its' progress during the year.

PERFORMANCE MEASURES

	2008 Actual	2009 Estimated	2010 Projected
<i>Efficiency Measures</i>			
Per Capita Cost (city support)	\$ 15.76	\$ 16.64	\$ 16.23

Finance Recommendation: *Approve as requested.*

Council Action: *Approved*

CITY ADMINISTRATOR

GENERAL FUND

BUDGET DETAIL

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries& Wages	95,021	100,040	100,138	100,138	100,138
51101	Salaries& Wages - Furlough	-	-	(1,720)	(5,160)	(5,160)
51130	Relocation Allowance	4,287	-	-	-	-
51110	FICA	5,898	6,202	6,202	6,209	6,209
51115	Medicare	1,379	1,451	1,451	1,452	1,452
51255	VALIC Retirement	3,805	4,002	4,002	4,006	4,006
51210	Unemployment Insurance	10	201	201	201	201
51220	Health Insurance Expense	-	5,268	5,268	5,492	5,492
51230	Dental Insurance Expense	-	506	506	489	489
51240	Vision Insurance Expense	-	80	80	80	80
51250	Life & AD&D Insurance Expense	-	246	246	246	246
51285	LTD Insurance Expense	-	350	350	350	350
	Total Personnel	110,400	118,346	116,724	113,503	113,503
52010	General Supplies	238	1,000	500	500	500
52020	Office Supplies	76	500	250	250	250
53105	Equipment <\$5000	647	1,000	500	500	500
	Total Supplies	961	2,500	1,250	1,250	1,250
53060	Services	619	1,000	500	500	500
53080	Dues & Subscriptions	861	850	631	850	850
53290	Telephone Expense	-	50	120	120	120
53180	Postage	179	100	100	100	100
53200	Printing	-	50	-	-	-
53250	Repairs & Maintenance	-	100	-	-	-
53300	Travel & Meetings	139	1,200	500	500	500
53280	Staff Development	558	1,000	500	500	500
	Total Purchased Services	2,356	4,350	2,351	2,570	2,570
55010	Appreciation	1,185	1,000	1,000	1,000	1,000
	Total Fixed Costs	1,185	1,000	1,000	1,000	1,000
	TOTAL	114,902	126,196	121,325	118,323	118,323

BUDGET SUMMARY

Personnel	110,400	118,346	116,724	113,503	113,503
Supplies	961	2,500	1,250	1,250	1,250
Purchased Services	2,356	4,350	2,351	2,570	2,570
Fixed Costs	1,185	1,000	1,000	1,000	1,000
Gross City Cost	114,902	126,196	121,325	118,323	118,323

Budget Unit Summary

AGENCY/DEPARTMENT NAME: Human Resources

BUDGET TITLE & NUMBER: 10-140

DEPARTMENT DESCRIPTION:

Responsible for administering or coordinating all phases of personnel management. The office coordinates recruitment efforts including advertising, interviewing, background checks, etc; develops and/or administers employee benefits including health, dental and life insurance, pension programs, etc; conducts orientation and training for new employees, counseling for all employees, and ensures that the City personnel practices comply with federal and state law

Resources	Actual Last year	Budgeted Current year	Projected Current Year	Requested Next year	Final next year
Personnel Services	86,694	108,161	106,878	104,351	104,351
Supplies	3,736	4,000	2,500	2,500	2,500
Purchased Services	25,542	46,450	71,068	166,500	166,500
Gross City Cost	115,972	158,611	180,446	273,351	273,351
Revenue	13	200	7	0	0
Net City cost	115,959	158,411	180,439	273,351	273,351
Budgeted Positions	1.25	1.5	1.5	1.5	1.5

SUMMARY OF CHANGES:

Supplies are lowered \$1,400 in the small items category, Purchased services are down \$24,350 by eliminating educational assistance (15,000) and lowering staff development and training. Included in this budget unit is \$150,000 for probable legal issues that needs to be addressed in 2010.

OBJECTIVES:

Training for all employees and keep employees informed on educational and professional training, benefits, and incentives; revise job descriptions as organizational changes occur; provide employees with health preventions (i.e. fall flu shot clinic); provide background/reference checks on all new hires; improve current personnel procedures to ensure compliance with federal and state regulations and perform salary comparisons.

PERFORMANCE MEASURES

	2008 Actual	2009 Estimated	2010 Projected
Efficiency Measures/Number of FTE's	80.92	79.21	78.21
Per FTE Cost	1433.17	2278.07	3495.09
Per Capita Cost (city support)	\$ 15.91	\$ 24.75	\$ 37.50

Finance Recommendation:

Approve as requested.

Council Action:

Approved

HUMAN RESOURCES**GENERAL FUND****REVENUE DETAIL**

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
31400	Cobra Processing Fee	13	200	7	-	-
	Total Revenue	13	200	7	-	-

REVENUE SUMMARY

Charges for Services	13	200	7	-	-
Total Revenues	13	200	7	-	-

HUMAN RESOURCES

GENERAL FUND

BUDGET DETAIL

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries& Wages	78,606	88,384	88,384	88,137	88,137
51101	Salaries& Wages - Furlough	-	-	(1,283)	(3,849)	(3,849)
51110	FICA	4,728	5,480	5,480	5,464	5,464
51115	Medicare	1,106	1,282	1,282	1,278	1,278
51255	VALIC Retirement	2,247	3,535	3,535	3,525	3,525
51210	Unemployment Insurance	7	177	177	178	178
51220	Health Insurance Expense	-	7,901	7,901	8,238	8,238
51230	Dental Insurance Expense	-	759	759	733	733
51240	Vision Insurance Expense	-	120	120	120	120
51250	Life & AD&D Insurance Exp	-	215	215	219	219
51285	LTD Insurance Exp	-	308	308	308	308
	Total Personnel	86,694	108,161	106,878	104,351	104,351
52010	General Supplies	1,195	1,500	1,500	1,500	1,500
52020	Office Supplies	664	500	500	500	500
53105	Equip <5,000	1,877	2,000	500	500	500
	Total Supplies	3,736	4,000	2,500	2,500	2,500
53060	Services	4,160	5,500	42,000	150,000	150,000
53080	Dues & Subscriptions	4,864	6,300	5,000	5,000	5,000
53290	Telephone Expense	640	300	1,068	1,100	1,100
53180	Postage	522	500	200	250	250
53230	Recruitment-Advertisements	2,116	6,000	2,000	2,000	2,000
53240	Repairs & Maintenance - Equip	-	100	-	100	100
53250	Repairs & Maintenance - Facility	-	50	-	50	50
53300	Travel & Meeting	310	500	300	300	300
53280	Staff Development	532	5,000	1,000	(600)	3,000
53280-1	Employee Group Training	-	-	2,000	3,600	-
51270	Flex 125 plan	1,342	1,700	1,700	1,700	1,700
53190	Backgrounds & Pre-Employment UA	2,748	5,500	1,500	3,000	3,000
53090	Educational Assistance	8,308	15,000	14,300	-	-
	Total Purchased Services	25,542	46,450	71,068	166,500	166,500
TOTAL		115,972	158,611	180,446	273,351	273,351

BUDGET SUMMARY

Personnel	86,694	108,161	106,878	104,351	104,351
Supplies	3,736	4,000	2,500	2,500	2,500
Purchased Services	25,542	46,450	71,068	166,500	166,500
Gross City Cost	115,972	158,611	180,446	273,351	273,351

Budget Unit Summary

AGENCY/DEPARTMENT NAME: Finance

BUDGET TITLE & NUMBER: 10-160

DEPARTMENT DESCRIPTION:

Oversees a variety of functions including budget administration and preparation, debt administration and financing, accounts receivable administration, payroll, accounts payable, cash management, risk management, safety training for all employees, and major purchasing for the City.

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	227,526	263,881	264,618	244,329	244,329
<i>Supplies</i>	10,446	18,300	5,500	11,000	11,000
<i>Purchased Services</i>	49,115	71,750	55,375	55,525	55,525
<i>Fixed Cost</i>	17	50	0	0	0
<i>Capital Outlay</i>	0	1,512	0	0	0
<i>Gross City Cost</i>	287,104	355,493	325,493	310,854	310,854
<i>Revenue</i>	0	0	0	0	0
<i>Net City cost</i>	287,104	355,493	325,493	310,854	310,854
<i>Budgeted Positions</i>	4	4	4	4	4

SUMMARY OF CHANGES:

Supplies are lowered \$10,300 to basic services level, and purchased services are down \$17,475 in the professional services area.

OBJECTIVES:

Maintain City's financial records and maximize investment earnings

PERFORMANCE MEASURES

	<i>2008 Actual</i>	<i>2009 Estimated</i>	<i>2010 Projected</i>
<i>Efficiency Measures/Checks written (Payroll & Accts Payable)</i>	4,965	4,962	5,206
<i>20% of cost for checks</i>	\$ 11.57	\$ 13.12	\$ 11.94
<i>Per Capita Cost (city support)</i>	\$ 39.39	\$ 44.66	\$ 42.65

Finance Recommendation:

Approve as requested.

Council Action:

Approved

FINANCE ACCOUNTING

GENERAL FUND

BUDGET DETAIL

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries & Wages	204,505	216,550	199,350	204,691	204,691
51101	Salaries & Wages - Furlough	-	-	(3,751)	(11,254)	(11,254)
51110	FICA	12,011	13,426	11,650	12,691	12,691
51115	Medicare	2,809	3,140	27,300	2,969	2,969
51255	VALIC Retirement 4.0	8,180	8,662	8,000	8,188	8,188
51210	Unemployment Insurance	21	434	400	411	411
51220	Health Insurance Expense	-	18,399	18,399	23,095	23,095
51230	Dental Insurance Expense	-	1,710	1,710	1,988	1,988
51240	Vision Insurance Expense	-	268	268	324	324
51250	Life & AD&D Insurance Exp	-	534	534	510	510
51285	LTD Insurance Exp	-	758	758	716	716
	Total Personnel	227,526	263,881	264,618	244,329	244,329
52010	General Supplies	4,647	5,300	3,500	4,000	4,000
52020	Office Supplies	2,249	3,000	1,500	2,000	2,000
53105	Equipment <\$5000	3,550	10,000	500	5,000	5,000
	Total Supplies	10,446	18,300	5,500	11,000	11,000
53060	Services	22,309	25,000	24,000	24,000	24,000
53080	Dues & Subscriptions	160	500	350	400	400
53030	Bank Charges	6,441	6,000	6,300	6,300	6,300
53180	Postage	1,476	2,400	1,450	1,500	1,500
53020	Auditor Fees	16,346	31,500	19,000	19,000	19,000
53200	Printing	-	150	75	75	75
53220	Ads & Public Notices	1,109	1,200	750	1,000	1,000
53240	Repairs & Maintenance - Equip	-	-	1,700	1,500	1,500
53250	Repairs & Maintenance - Facility	-	2,000	-	-	-
53300	Travel & Meetings	663	1,500	800	750	750
53285	Safety Training	-	500	250	250	250
53280	Staff Development	611	1,000	700	750	750
	Total Purchased Services	49,115	71,750	55,375	55,525	55,525
55350	Misc Expenditures	17	50	-	-	-
	Fixed Charges	17	50	-	-	-
55050	Capital Leases Finance	-	1,512	-	-	-
	Total Capital Outlay	-	1,512	-	-	-
	TOTAL	287,104	355,493	325,493	310,854	310,854

BUDGET SUMMARY

Personnel	227,526	263,881	264,618	244,329	244,329
Supplies	10,446	18,300	5,500	11,000	11,000
Purchased Services	49,115	71,750	55,375	55,525	55,525
Fixed Charges	17	50	-	-	-
Capital Outlay	-	1,512	-	-	-
Gross City Cost	287,104	355,493	325,493	310,854	310,854