

CITY OF CARSON

ADOPTED OPERATING BUDGET
 WORK GROUP SUMMARY - BY CATEGORY
 FISCAL YEARS 2004/05 & 2005/06

FUND: 01 General
 WORK GROUP: 60 Administrative Services

CATEGORY	FY 2001/02 ACTUAL EXPENDITURES	FY 2002/03 ACTUAL EXPENDITURES	FY 2003/04 ADOPTED BUDGET	FY 2003/04 AMENDED BUDGET	FY 2003/04 EXPENDITURES THRU 6/30/04	FY 2004/05 ADOPTED BUDGET	FY 2005/06 PROPOSED BUDGET
Salaries and Benefits	\$ 2,746,902	\$ 2,801,060	\$ 3,255,586	\$ 3,968,877	\$ 3,842,078	\$ 3,822,318	\$ 4,125,459
Operations & Maintenance	1,511,716	1,637,505	894,250	1,185,664	920,227	921,070	921,070
Capital Outlay	19,847	3,567	0	10,575	1,553	0	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Expenditures	\$ 4,278,465	\$ 4,442,131	\$ 4,149,836	\$ 5,165,116	\$ 4,763,858	\$ 4,743,388	\$ 5,046,529

WORK GROUP ACTIVITY

The Administrative Services work group provides the internal foundation to support the whole organization of the City of Carson. The authority to provide direction and control to this work group is vested in the General Manager. This work group is comprised of the following two divisions:

- **Finance Division:** Handles a variety of City functions including revenue collection, business license, purchasing, central services, warehousing, accounting, payroll, accounts payable, accounts receivable and budgeting. The Finance Division is further sub-divided into four (4) sections namely: Administration, Accounting, Purchasing and Revenue.
 - ◇ **Administration:** Responsible for the administration and supervision of the division. Also responsible for producing the Annual Operating Budget, the Comprehensive Annual Financial Report (CAFR) and for providing the City Council, the City Manager and all other City work groups with financial information and analysis of financial issues.
 - ◇ **Accounting:** Provides administration, general direction, and supervision for all accounting functions of the City and Redevelopment Agency.
 - Payroll: This function involves the preparation and payment of all payroll checks and direct deposits. In addition, payroll staffs are also responsible for reconciliation and payment of PERS contributions, employer taxes and employee fringe benefits.
 - Accounts Payable: This function is responsible for ensuring the validity and payment of all authorized financial obligations.
 - Accounting: This function handles the recording, classifying and summarizing of financial transactions within the funds of the City and the Redevelopment Agency. In addition, the accounting staff prepares monthly and special reports mandated by federal, state and other governmental regulatory agencies and other reports related to the financial position of the City.
 - Accounts Receivable: This function includes the preparation of invoices for various services rendered by the City and the Agency including, but not limited to, memberships at the Veterans SportsComplex, Public Works services and COBRA medical and dental coverage.

- ◇ ***Purchasing:*** Controls and coordinates the purchases of supplies and equipment used by City work groups. This division also offers support services to City work groups through cost effective policies and procedures. In addition, it manages the operational activities of the following sub-divisions.
 - Warehouse: Receives all purchased supplies and equipment, and distributes stock to work groups upon request.
 - Central Services: Operates a variety of reproduction equipment to produce various publications and materials upon request by City work groups. Also handles the City's mail service.

- ◇ ***Revenue:*** Responsible for the enforcement of the Carson Municipal Code provisions pertaining to taxation, regulatory permits and franchises, as well as the collection of delinquent debts owed to the City. The group strives annually to maximize revenue sources and pursues new sources wherever possible. The revenues generated by this group help pay for the services provided to the residents of the City.

- **Human Resources Division:** Responsible for recruitment, testing and selection; labor relations support and employee relations; labor contract administration; employee service awards program; benefits administration and staff support to the Personnel Subcommittee. The following are various programs that support the Division:
 - ◇ ***Recruitment, Testing, Selection:*** Recruits, tests and coordinates the selection of applicants in accordance with current employment law, policies and procedures; provides orientation programs and guidance to the City's full-time and part-time employees.

 - ◇ ***Labor and Employee Relations:*** Negotiates with City's bargaining units, administers Memoranda of Understanding (MOUs); administers the Classification and Compensation Plan and Personnel Rules; oversees and coordinates the City's performance management program by support to all work groups.

 - ◇ ***Administration of Benefits:*** Maintains contracts with benefit providers, obtains optimum rates and information, coordinates employee health fair and benefits plan information. Human Resources staff assists City employees with retirement benefits, deferred compensation and administers self-insured Long Term Disability benefits, and the educational enrichment and Citywide training programs.

 - ◇ ***Personnel Subcommittee:*** Provides staff support to the Personnel Subcommittee which considers Council policy related to Personnel Rules, employee benefits, staffing and the Classification and Compensation plan.

 - ◇ ***Workers' Compensation:*** Responsible for the administration of the City's workers' compensation program, supervisory safety training related to workers' compensation and related ADA issues. More specifically, keeps track of and reconciles all self-insured workers' compensation claims for both full-time and part-time employees; coordinates program with workers' compensation third party administrator; prepares and issues workers' compensation benefits.