

CITY OF CARSON

ADOPTED OPERATING BUDGET  
 WORK GROUP SUMMARY  
 FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
5002 Regular	2,426,808	2,860,425	3,173,168	3,422,987	3,422,987	3,460,409	3,553,256
5003 Overtime	40,635	31,988	40,673	62,138	62,138	30,136	53,896
5004 Temporary/Part Time	249,701	221,359	189,398	178,359	178,359	159,001	142,606
5005 Classified Part Time	11,440	19,305	23,944	24,777	24,777	2,025	23,292
5501 Retirement	637,087	777,019	840,512	850,288	850,288	861,167	877,616
5502 Medical & Associated Benefits	303,106	358,003	403,424	467,480	467,480	453,544	495,650
5503 Dental Insurance	29,175	32,418	48,139	52,173	52,173	48,304	52,332
5505 Group Life Insurance	8,571	10,149	13,477	16,104	16,104	20,428	16,276
5508 Reimbursement	7,650	16,902	20,308	20,700	20,700	20,450	20,750
5509 Vision Insurance	3,568	4,506	4,076	5,946	5,946	4,680	6,199
5510 Medicare	24,711	30,836	36,593	44,738	44,738	39,340	45,102
5512 Deferred Compensation Match	19,939	30,799	33,406	35,200	35,200	35,991	35,400
5513 Unused Medical-Deferred Comp	3,596	5,007	18,742	0	0	19,553	18,273
5516 Part Time Retirement	0	2,564	18,595	17,653	17,653	17,715	18,099
Salaries and Benefits	3,765,986	4,401,279	4,864,453	5,198,543	5,198,543	5,172,742	5,358,747
6002 Educational Reimbursement	29,556	17,329	39,140	20,000	20,000	41,823	32,000
6003 Printing/Binding/Duplication	4,546	2,878	4,699	5,125	5,125	2,656	4,010
6004 Professional Services	126,494	181,119	196,229	144,700	198,555	153,219	171,250
6005 Contract Services	98,060	119,011	140,080	159,500	169,379	177,608	205,000
6006 Membership Fees and Dues	10,336	5,628	7,991	7,425	7,425	8,187	9,205
6008 Promotion & Publicity	0	258	0	100	100	0	0
6009 Special Materials & Supplies	30,402	35,629	39,393	33,500	46,170	25,932	39,000
6010 Office/Facilities Suppls&Frnshng	77,099	103,100	84,886	81,800	83,003	77,797	74,600
6011 Telephone	4,882	3,814	3,596	5,670	5,670	5,528	5,460
6013 Auto Allowance/Mileage	5,676	15,769	20,084	19,950	19,950	19,938	20,250
6014 Conference and Travel	3,342	7,715	9,436	7,668	7,668	8,797	9,440
6015 Taxes, Licenses and Fees	5,174	2,243	2,156	2,500	2,500	1,005	2,500
6016 Uniform Allowance	2,622	2,681	3,362	4,300	4,300	2,132	4,200
6017 Subscriptions & Publications	1,675	2,990	939	3,370	3,370	3,023	3,340
6020 Comptr-Reltd Lnse, Eqp, Acces	2,924	4,048	2,137	3,800	4,018	4,728	3,550
6027 Non-Capital Tools/Equipment	0	0	0	125	125	0	100
6029 Workers Compensation Insurance	138,897	121,508	108,059	138,897	138,897	121,179	121,580
6030 Other Insurance	6,525	5,828	14,327	7,500	7,500	11,179	11,500
6032 Recruitment Advertising	14,220	8,198	4,057	20,000	20,000	2,816	7,500
6035 Disposal Costs	866	1,050	0	2,000	2,000	770	1,700
6052 Prof/Career Development Reimb	0	99	0	1,050	1,050	0	0
6053 Postage	123,547	121,926	131,945	127,500	127,500	116,592	133,875
6056 City-wide Training	11,167	22,020	0	56,000	56,000	1,028	25,000
6097 Meetings/In-house trng/sem/wsh	0	0	0	0	0	323	2,000
6101 Driving Under Influence City	(5)	0	0	0	0	0	0
7003 Office & Equipment Maintenance	94,236	51,555	78,677	114,223	114,223	98,006	107,229
7004 Vehicle Maintenance	6,645	4,550	3,828	4,800	4,800	1,005	3,800
7011 Property & Supplies Rental	895	0	583	0	0	445	0
7013 Vehicle/Rolling Eqpmt Rental	949	6,633	474	950	950	237	950

CITY OF CARSON

ADOPTED OPERATING BUDGET  
 WORK GROUP SUMMARY  
 FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 60 Administrative Services

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
7038 Equipment Replacement Charges	24,498	945	13,566	0	47,427	0	0
7307 Unleaded Gas	0	0	0	0	0	3,059	0
7308 Motor Oil	0	0	0	0	0	9	0
Operation and Maintenance	825,230	848,523	909,645	972,453	1,097,705	889,019	999,039
8003 Specialized Equipment	0	0	15,232	0	0	0	0
8007 Furniture & Fixtures	0	2,665	0	0	0	0	0
Capital Outlays	0	2,665	15,232	0	0	0	0
TOTAL WK GP: 60 Administratv Srvcs	4,591,217	5,252,466	5,789,331	6,170,996	6,296,248	6,061,762	6,357,786

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
PERSONNEL SUMMARY - BY WORK GROUP  
FISCAL YEAR 2009/10

FUND: 01 General  
WORK GROUP: 60 Administrative Services

POSITION TITLE	FY 2006/07 ADOPTED POSITIONS	FY 2007/08 ADOPTED POSITIONS	FY 2008/09 ADOPTED POSITIONS	FY 2008/09 ADOPTED SALARIES	FY 2009/10 ADOPTED POSITIONS	FY 2009/10 ADOPTED SALARIES
Accountant I	2	2	0	0	0	0
Accountant II	1.83	1.83	4	261,711	4	275,400
Accounts Payable Specialist I	1.50	1	0	0	0	0
Accounts Payable Specialist II	0	1	2	101,756	2	109,368
Administrative Services Gen. Mgr.	1	1	1	165,159	1	165,159
Administrative Analyst	1	1	1	76,830	1	76,830
Administrative Secretary	1	1	1	60,299	1	61,770
Business License Specialist I	1	1	1	48,923	0	0
Business License Specialist II	3	3	3	174,258	4	230,874
Buyer	2	2	2	134,410	2	144,487
Central Services Clerk	2	2	2	88,121	2	88,121
Code Enforcement Officer	2	0	0	0	0	0
Code Enf. And Collections Officer	0	2	2	86,483	1	73,926
Division Secretary	1	1	1	47,204	1	52,032
Employment Service Clerk	1	1	1	34,030	1	36,852
Finance Officer	1	1	1	125,973	1	132,272
Grants Administrator	1	0	0	0	0	0
Human Resource Analyst	1	1	1	79,369	1	83,310
Human Resources Assistant	1	1	1	48,136	1	53,075
Human Resources Manager	1	0	0	0	0	0
Human Resources Officer	0	1	1	132,264	1	132,264
Human Resources Specialist	3	3	3	196,497	3	202,664
Manager, Accounting	1	1	1	87,133	1	91,487
Manager, Purchasing	1	1	1	113,843	1	113,843
Manager, Revenue	1	1	1	108,425	1	113,851
Offset Press Operator	1	1	1	48,286	1	48,286
Payroll Specialist I	0	0	1	48,323	1	50,736
Payroll Specialist II	2	2	1	56,019	1	56,019
Purchasing Specialist I	1	1	1	46,020	0	0
Purchasing Specialist II	1	1	1	58,820	2	112,172
Revenue Inspector ^	0	0	0	0	1	43,470
Senior Account Clerk II	1	0.50	0.50	28,009	0.50	28,009
Senior Accountant	1	1	1	88,913	1	88,913
Senior Buyer	1	1	1	85,263	1	85,263
Senior Human Resources Analyst	2	2	2	190,101	2	190,101
Senior Human Resources Specialist	2	2	2	134,909	2	141,064
Senior Clerk	1	1	1	48,886	1	49,486
Senior Offset Press Operator	1	1	1	55,203	1	55,203
Senior Risk Management Analyst	1	1	1	82,710	1	82,710
Senior Storekeeper	1	1	1	53,271	1	53,271
Storekeeper	1	1	1	48,286	1	48,286
Supervisor, Central Services	1	1	1	73,583	1	73,583
Supervisor, Warehouse	1	1	1	71,286	1	71,286
Typist Clerk II	1	1	1	34,275	1	37,813
<b>TOTALS</b>	<b>51.33</b>	<b>50.33</b>	<b>50.33</b>	<b>3,422,987</b>	<b>50.30</b>	<b>3,553,256</b>

Note:

^ This position is partially funded

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2008/09	FY 2009/10
Council/Commissions	0	0
Regular	3,422,987	3,553,256
Overtime	62,138	53,896
Temporary Part-Time	178,359	142,606
Classified Part-Time	24,777	23,292
Fringe Benefits	1,510,282	1,585,697
<b>TOTALS</b>	<b>5,198,543</b>	<b>5,358,747</b>



CITY OF CARSON

ADOPTED OPERATING BUDGET

DIVISION SUMMARY

FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 60 Administrative Services  
 DIVISION: 010 Administration

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
5002 Regular	146,688	152,146	159,420	165,159	165,159	165,156	226,929
5501 Retirement	38,457	41,530	42,482	40,732	40,732	41,319	56,049
5502 Medical & Associated Benefits	9,746	10,717	12,030	12,288	12,288	12,636	22,722
5503 Dental Insurance	720	719	1,026	1,044	1,044	1,022	2,088
5505 Group Life Insurance	648	695	644	624	624	796	936
5508 Reimbursement	800	800	800	800	800	800	1,100
5509 Vision Insurance	0	0	0	104	104	0	373
5510 Medicare	2,281	2,406	2,527	2,395	2,395	2,610	3,290
5512 Deferred Compensation Match	4,998	6,162	6,000	6,000	6,000	5,991	6,000
Salaries and Benefits	204,337	215,175	224,928	229,146	229,146	230,330	319,487
6003 Printing/Binding/Duplication	341	39	285	375	375	24	360
6004 Professional Services	549	395	8,900	500	500	19	100
6006 Membership Fees and Dues	200	495	500	300	300	503	500
6009 Special Materials & Supplies	120	0	1,698	0	0	176	300
6010 Office/Facilities Suppls&Frnshng	3,139	6,366	3,364	1,900	1,900	3,986	2,600
6011 Telephone	(615)	(139)	(814)	900	900	950	900
6013 Auto Allowance/Mileage	4,800	6,800	7,200	7,200	7,200	7,200	7,200
6014 Conference and Travel	0	414	354	700	700	569	1,000
6017 Subscriptions & Publications	0	0	0	0	0	447	0
6020 Comptr-Reltd Lnse, Eqp, Acces	0	35	0	0	0	0	0
7003 Office & Equipment Maintenance	0	0	0	0	0	590	450
7011 Property & Supplies Rental	0	0	0	0	0	235	0
7038 Equipment Replacement Charges	24,498	945	13,566	0	47,427	0	0
Operation and Maintenance	33,033	15,349	35,052	11,875	59,302	14,699	13,410
8007 Furniture & Fixtures	0	2,665	0	0	0	0	0
Capital Outlays	0	2,665	0	0	0	0	0
TOTAL DIV: 010 Administration	237,370	233,189	259,981	241,021	288,448	245,029	332,897

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
PERSONNEL SUMMARY - BY DIVISION  
FISCAL YEAR 2009/10

FUND: 01 General  
WORK GROUP: 60 Administrative Services  
DIVISION: 010 Administration

POSITION TITLE	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2009/10	FY 2009/10
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
Administrative Services Gen. Mgr.	1	1	1	165,159	1	165,159
Administrative Secretary	0	0	0	0	1	61,770
<b>TOTALS</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>165,159</b>	<b>2</b>	<b>226,929</b>

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**SUMMARY OF SALARIES AND FRINGE BENEFITS**

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	FY 2008/09	FY 2009/10
Council/Commissions	0	0
Regular	165,159	226,929
Overtime	0	0
Temporary Part-Time	0	0
Fringe Benefits	63,987	92,558
<b>TOTALS</b>	<b>229,146</b>	<b>319,487</b>

CITY OF CARSON

ADOPTED OPERATING BUDGET  
PROGRAM BUDGET  
FISCAL YEAR 2009/10

FUND: 01 General Fund  
WORK GROUP: 60 Administrative Services  
DIVISION: 010 Administration  
PROGRAM: 001 Management and Control

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
5002 Regular	146,688	152,146	159,420	165,159	165,159	165,156	226,929
5501 Retirement	38,457	41,530	42,482	40,732	40,732	41,319	56,049
5502 Medical & Associated Benefits	9,746	10,717	12,030	12,288	12,288	12,636	22,722
5503 Dental Insurance	720	719	1,026	1,044	1,044	1,022	2,088
5505 Group Life Insurance	648	695	644	624	624	796	936
5508 Reimbursement	800	800	800	800	800	800	1,100
5509 Vision Insurance	0	0	0	104	104	0	373
5510 Medicare	2,281	2,406	2,527	2,395	2,395	2,610	3,290
5512 Deferred Compensation Match	4,998	6,162	6,000	6,000	6,000	5,991	6,000
Salaries and Benefits	204,337	215,175	224,928	229,146	229,146	230,330	319,487
6003 Printing/Binding/Duplication	341	39	285	375	375	24	360
6004 Professional Services	549	395	8,900	500	500	19	100
6006 Membership Fees and Dues	200	495	500	300	300	503	500
6009 Special Materials & Supplies	120	0	1,698	0	0	176	300
6010 Office/Facilities Suppls&Frnshng	3,139	6,366	3,364	1,900	1,900	3,837	2,600
6011 Telephone	(615)	(139)	(814)	900	900	950	900
6013 Auto Allowance/Mileage	4,800	6,800	7,200	7,200	7,200	7,200	7,200
6014 Conference and Travel	0	414	354	700	700	569	1,000
6017 Subscriptions & Publications	0	0	0	0	0	447	0
6020 Comptr-Reltd Lcnse, Eqp, Acces	0	35	0	0	0	0	0
7003 Office & Equipment Maintenance	0	0	0	0	0	590	450
7038 Equipment Replacement Charges	24,498	945	13,566	0	47,427	0	0
Operation and Maintenance	33,033	15,349	35,052	11,875	59,302	14,315	13,410
8007 Furniture & Fixtures	0	2,665	0	0	0	0	0
Capital Outlays	0	2,665	0	0	0	0	0
TOTAL PROG: 001 Mangmnt and Cntrl	237,370	233,189	259,981	241,021	288,448	244,645	332,897

CITY OF CARSON

ADOPTED OPERATING BUDGET  
 PROGRAM BUDGET  
 FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 60 Administrative Services  
 DIVISION: 010 Administration  
 PROGRAM: 016 UUT Oversight Committee

OBJECT CODE AND DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2008/09	FY 2009/10
	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ACTUAL EXPENDITURS	ADOPTED BUDGET	AMENDED BUDGET	EXPENDITURES THR 06/30/09	ADOPTED BUDGET
6010 Office/Facilities Suppls&Frnshng	0	0	0	0	0	150	0
7011 Property & Supplies Rental	0	0	0	0	0	235	0
Operation and Maintenance	0	0	0	0	0	384	0
TOTAL PROG: 016 UUT Ovrsght Cmmtt	0	0	0	0	0	384	0



CITY OF CARSON

ADOPTED OPERATING BUDGET  
 PROGRAM BUDGET  
 FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 60 Administrative Services  
 DIVISION: 400 Appropriations for Donations  
 PROGRAM: 029 Bingo, Lotteries, etc.

OBJECT CODE AND DESCRIPTION	FY 2005/06 ACTUAL EXPENDITURS	FY 2006/07 ACTUAL EXPENDITURS	FY 2007/08 ACTUAL EXPENDITURS	FY 2008/09 ADOPTED BUDGET	FY 2008/09 AMENDED BUDGET	FY 2008/09 EXPENDITURES THR 06/30/09	FY 2009/10 ADOPTED BUDGET
6009 Special Materials & Supplies	0	0	0	0	635	0	0
Operation and Maintenance	0	0	0	0	635	0	0
TOTAL PROG: 029 Bing, Lttrs, etc.	0	0	0	0	635	0	0