

# 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

### 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 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Proposed Budget 2008-09	Proposed Budget 2009-10
<b>General Fund</b>						
<b>Finance</b>						
Administration {101-164}	1,389,100	1,491,747	911,466	1,408,540	1,428,237	1,444,542
Accounts Payable {101-165}	239,018	280,804	141,400	283,575	302,001	313,302
Budget {101-166}	127,964	197,249	93,258	198,797	214,521	224,438
Accounting{101-167}	557,961	998,033	355,451	736,430	807,143	851,967
Grants {101-168}	161,867	(306,699)	-	-	-	-
Payroll {101-169}	427,403	376,642	193,047	382,341	408,399	426,053
Purchasing {101-162}	370,854	426,991	196,224	399,036	426,380	449,797
Transfer to Other Funds	6,329,611	6,004,836	6,004,836	14,004,836	8,189,911	8,989,911
Total Budget Underexpenditures	-	(2,000,000)	-	(2,000,000)	(2,000,000)	(2,000,000)
Adjustments					(10,079,898)	(9,229,898)
<b>Risk Management</b>						
Enterprise Services {101-212}	366,566	1,011,881	250,391	961,065	740,267	752,203
<b>Total General Fund</b>	<b>9,970,343</b>	<b>8,481,484</b>	<b>8,146,073</b>	<b>16,374,620</b>	<b>436,961</b>	<b>2,222,315</b>
	Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Proposed Budget 2008-09	Proposed Budget 2009-10
<u>Capital Improvement Fund Transfers {Fund 401}</u>	-	-	-	-	3,950,000	5,650,000
<u>Unemployment Insurance Fund {Fund 610}</u>	180,822	160,000	91,917	184,000	193,000	202,000
<u>Uninsurable Litigation Fund {Fund 611}</u>	3,093,846	2,586,000	-	-	-	-

# Administrative Services

Liability Insurance Fund {Fund 612}	9,565,952	651,000	3,169,461	6,338,135	6,200,000	926,335
Auto Insurance Fund {Fund 613}	968,830	731,000	182,133	-	-	-
Dental Insurance Fund {Fund 615}	1,339,581	1,209,000	666,672	1,334,000	1,466,000	1,611,000
Medical Insurance Fund {Fund 616}	11,629,892	9,833,000	5,880,977	12,122,000	13,332,000	14,664,000
Vision Insurance Fund {Fund 617}	102,721	98,000	153,605	307,000	316,000	325,000
Employee Benefits Fund {Fund 640}	2,684,213	2,524,000	477,212	954,000	987,000	1,022,000
Post Employment{Fund 641}	-	-	996,129	1,993,000	2,079,000	2,170,000
Graphics Operation Fund {Fund 650}	725,367	765,121	323,625	708,264	768,164	794,290
<b>Admin. Services Grand Total</b>	<b>40,261,567</b>	<b>27,038,605</b>	<b>20,087,804</b>	<b>40,315,019</b>	<b>29,728,125</b>	<b>29,586,940</b>
	Actual	Current Year		Estimated	Proposed Budget	Proposed Budget
	2006-07	2007-08		2007-08	2008-09	2009-10
Total Salaried Positions	<u>72.90</u>	<u>73.90</u>		<u>73.90</u>	<u>41.90</u>	<u>41.90</u>