

ADMINISTRATIVE & COMMUNITY SERVICES

Administrative & Community Services

Budget Summary

	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Dollars by Division			
Administration	21,125	116,356	1,134,212
Communications	741,789	1,001,247	1,133,127
Information Technology	2,292,574	3,522,907	3,076,119
Administrative & Community Services	\$ 3,055,488	\$ 4,640,510	\$ 5,343,458
Dollars by Category			
Personnel	1,239,388	1,417,079	2,500,758
Operations & Maintenance	1,798,395	2,929,767	2,642,700
Capital Outlay	17,705	293,664	200,000
Total Dollars by Category	\$ 3,055,488	\$ 4,640,510	\$ 5,343,458
Dollars by Funding Source			
General Fund	2,706,222	3,866,823	4,835,408
City Special Reserves	234,199	634,537	380,000
Gas Tax	-	340	340
Engineering Fees	101,167	136,040	124,940
Sewer Maintenance District	13,900	2,770	2,770
Total Dollars by Funding Source	\$ 3,055,488	\$ 4,640,510	\$ 5,343,458

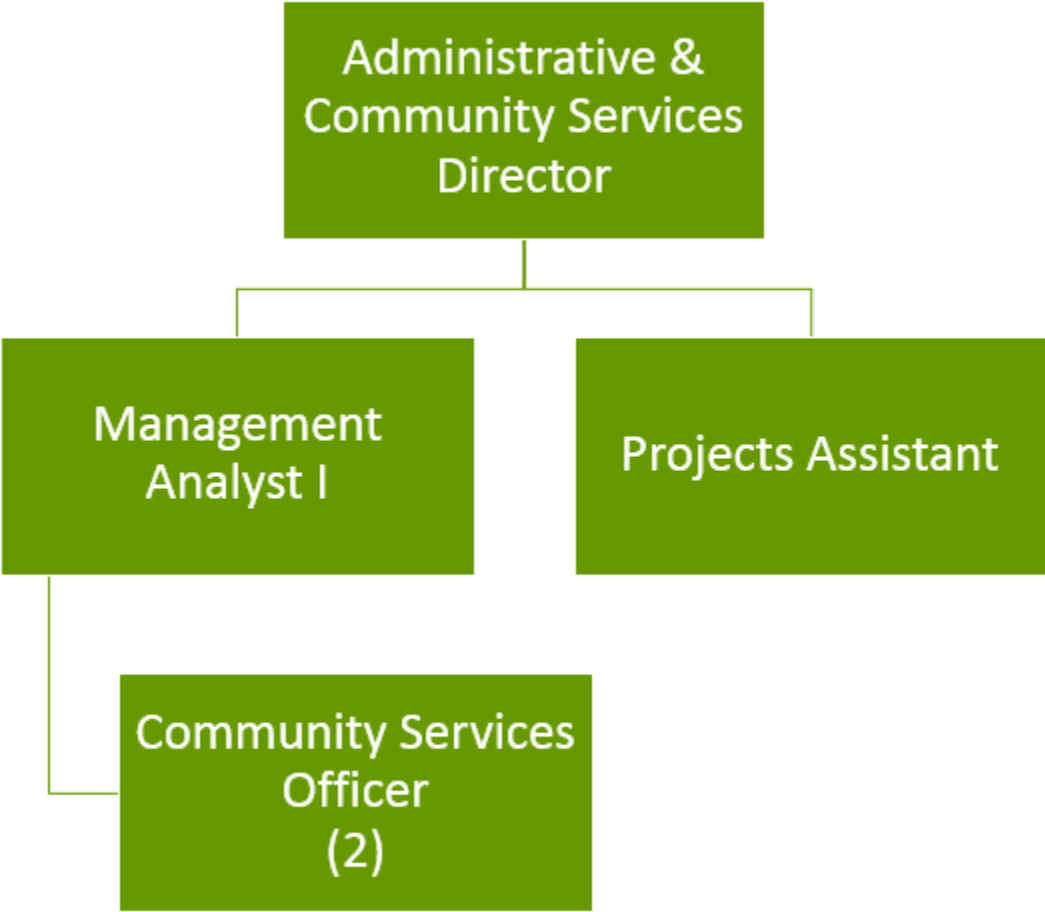
Description

ADMINISTRATION (Division no. 4330) The Administration division, through a collaborative role, supports the priorities of the City Council and the major objectives of the Organization, as well as the general operations of the City, and in engaging the community.

COMMUNICATIONS (Division no. 4305) The Communications division is responsible for all internal and external City communications, including media relations, event publicity, press releases, City publications, website management, social media management, and employee communications.

INFORMATION TECHNOLOGY (Division no. 4315) The Information Technology division provides technology solutions that support City departments in delivering quality services to the community.

Org Detail- Administration



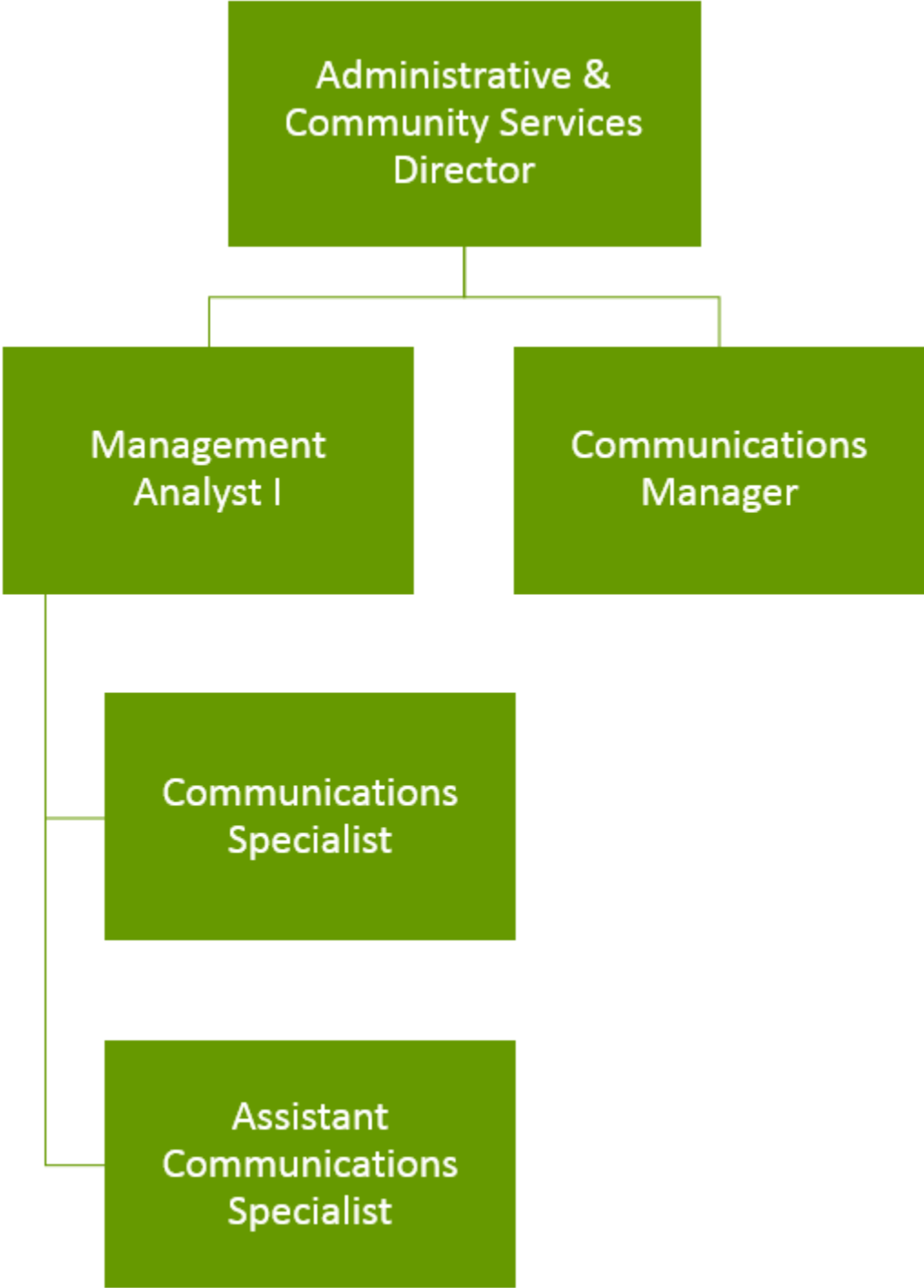
Org Detail – Administration

Division no. 4330

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	-	-	464,234
121	FRINGE BENEFITS	2	-	18,746
122	PERS	26	50,000	120,394
124	HEALTH INSURANCE	-	-	81,300
125	WORKER'S COMP	-	-	20,333
129	DEFERRED COMP	-	-	40,455
112	SALARIES-TEMPORARY	115	-	32,000
Personnel Total		\$ 143	\$ 50,000	\$ 777,462
Operations & Maintenance				
206	PUBLICATIONS & DUES	-	-	2,000
251	SPECIAL ACTIVITY SUPPLIES	-	31,356	7,950
259	OFFICE SUPPLIES	-	-	2,000
301	PROFESSIONAL SERVICES	20,982	-	212,000
308	CONTRACT SERVICES	-	-	72,000
311	GOVERNMENT FILING FEES	-	-	800
355	SPECIAL PROGRAMS	-	35,000	35,000
416	PROPERTY TAX ON LAND	-	-	25,000
Operations & Maintenance Total		\$ 20,982	\$ 66,356	\$ 356,750
GRAND TOTAL		\$ 21,125	\$ 116,356	\$ 1,134,212
Funding Sources				
101	GENERAL FUND	21,125	116,356	1,134,212
GRAND TOTAL		\$ 21,125	\$ 116,356	\$ 1,134,212

Org Detail - Communications

Division no. 4305



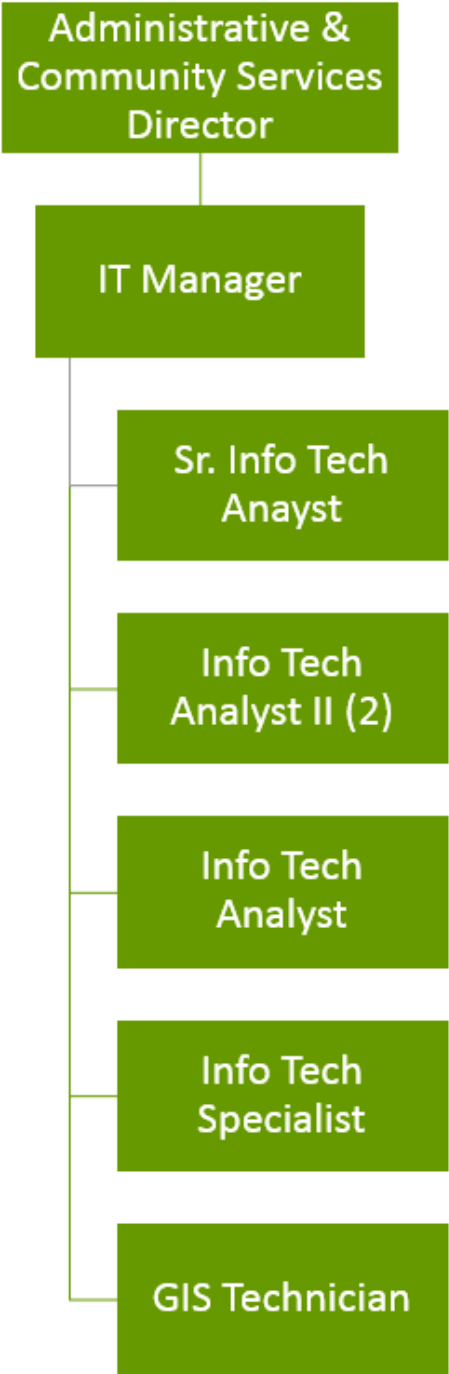
Budget Detail - Communications

Division no. 4305

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	246,619	252,850	339,646
121	FRINGE BENEFITS	4,207	(7,163)	14,057
122	PERS	67,419	77,087	88,084
124	HEALTH INSURANCE	40,595	43,532	59,700
125	WORKER'S COMP	14,278	14,116	14,876
129	DEFERRED COMP	24,741	25,354	36,364
112	SALARIES-TEMPORARY	58,595	80,000	96,000
Personnel Total		\$ 456,454	\$ 485,776	\$ 648,727
Operations & Maintenance				
200	REGISTRATION	-	1,132	-
201	TRAVEL EXPENSE	237	1,878	-
202	LOCAL & REGIONAL EVENTS	781	800	750
203	MILEAGE	-	-	175
205	CITY PROMOTION & ADVERTISING	27,637	33,000	22,000
206	PUBLICATIONS & DUES	1,382	1,300	725
211	POSTAGE	29,315	33,000	33,000
251	SPECIAL ACTIVITY SUPPLIES	576	-	750
253	REPROGRAPHICS	69,608	87,375	75,000
259	OFFICE SUPPLIES	2,295	1,500	1,500
295	SPECIALIZED EQUIP (NON CAP)	9,763	-	-
301	PROFESSIONAL SERVICES	78,413	87,830	83,830
302	COMPUTER SOFTWARE AND SUPPORT	43,942	45,070	45,070
402	MAINTENANCE SERVICE-PRIVATE	21,386	22,586	21,600
Operations & Maintenance Total		\$ 285,335	\$ 315,471	\$ 284,400
Capital Outlay				
753	EQUIPMENT & MACHINERY	-	200,000	200,000
Capital Outlay Total		\$ -	\$ 200,000	\$ 200,000
GRAND TOTAL		\$ 741,789	\$ 1,001,247	\$ 1,133,127
Funding Sources				
101	GENERAL FUND	741,789	1,001,247	1,133,127
GRAND TOTAL		\$ 741,789	\$ 1,001,247	\$ 1,133,127

Org Detail- Information Technology

Division no. 4315



Budget Detail- Information Technology

Division no. 4315

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	497,784	548,138	659,111
121	FRINGE BENEFITS	23,525	27,618	32,859
122	PERS	122,352	132,093	170,934
124	HEALTH INSURANCE	86,998	113,032	129,600
125	WORKER'S COMP	23,306	24,008	28,869
129	DEFERRED COMP	28,826	36,414	53,196
Personnel Total		\$ 782,791	\$ 881,303	\$ 1,074,569
Operations & Maintenance				
201	TRAVEL EXPENSE	196	1,043	500
203	MILEAGE	-	164	-
205	CITY PROMOTION & ADVERTISING	-	314	-
206	PUBLICATIONS & DUES	160	500	500
207	VEHICLE OPERATIONS	181	1,000	1,000
212	POSTAGE-SPECIAL MAILING	327	400	400
217	VEHICLE - FUEL	166	1,000	1,000
251	SPECIAL ACTIVITY SUPPLIES	2,065	10,000	10,000
256	STAFF DEVELOPMENT	5,673	10,000	10,000
259	OFFICE SUPPLIES	122	2,000	2,000
291	FURN & OFFICE EQUIP (NON CAP)	279,056	407,000	178,000
301	PROFESSIONAL SERVICES	21,515	286,354	150,000
302	COMPUTER SOFTWARE AND SUPPORT	916,575	1,439,692	1,260,630
402	MAINTENANCE SERVICE-PRIVATE	39,983	100,140	100,140
651	TELEPHONE	226,059	288,333	287,380
Operations & Maintenance Total		\$ 1,492,078	\$ 2,547,940	\$ 2,001,550
Capital Outlay				
753	EQUIPMENT & MACHINERY	17,705	93,664	-
Capital Outlay Total		\$ 17,705	\$ 93,664	\$ -
GRAND TOTAL		\$ 2,292,574	\$ 3,522,907	\$ 3,076,119
Funding Sources				
101	GENERAL FUND	1,943,308	2,749,220	2,568,069
109	CITY SPECIAL RESERVES	234,199	634,537	380,000
203	GAS TAX	-	340	340
251	ENGINEERING FEES	101,167	136,040	124,940
480	SEWER MAINTENANCE DISTRICT	13,900	2,770	2,770
GRAND TOTAL		\$ 2,292,574	\$ 3,522,907	\$ 3,076,119