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.*

Resources	Actual Last Year	Budgeted Current Year	Projected Current Year	Requested Next Year	Final Next Year
Personnel Services	142,863	280,169	226,086	93,057	93,103
Supplies	4,950	4,500	6,693	5,500	5,500
Purchased Services	12,405	1,850	1,248	2,350	2,350
Fixed Cost	1,292	1,700	1,751	1,700	1,700
Capital Outlay	6,055	9,000	6,000	4,000	4,000
Gross City Cost	167,564	297,219	241,778	106,607	106,653
Revenue	0	0	0	0	0
Net City Cost	167,564	297,219	241,778	106,607	106,653
Budgeted Positions	3.5	5	5	2	2

SUMMARY OF CHANGES: *We transferred the Planning Technician and Court Clerk positions out of Administrative Services and put them into their respective departments. The Economic Devopment position was eliminated and contracted out. All hourly rates remaining in this department were budgeted at a 4.5% increase for the second half of 2013 to allow room for a raise based on their performance reviews. The changes in personnel have lead to a decrease in all personnel services expenses for this department. Health Insurance Expense was originally budgeted with a 12% increase but was adjusted in the final budget to a 5.9% increase. The following accounts have increased from 2012 to 2013: Office Supplies, Dues & Subscriptions, Telephone Expense, and Staff Development. The following accounts have decreased from 2012 to 2013: Services, Postage, and Capital Leases.*

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

PERFORMANCE MEASURES

	2011 Actual	2012 Estimated	2013 Projected
Efficiency Measures/Counter tickets processed	17,963	18,467	19,083
Per Capita Cost (City Support)	$ 22.62	$ 32.64	$ 14.40

Finance Recommendation: *Approve as requested.*

Council Action: *Approve as requested with a decrease in Health Insurance Expense by $1,512 and an increase to allowable salaries and related expenditures from 3.5% to 4.5% if personnel are making more than $50,000 per year and 8.5% if personnel are making less than $50,000 per year.*

BUDGET DETAIL

Account	Description	2011 Actual	2012 Amended Budget	2012 Projected Year End	2013 Requested Budget	2013 Budget Final
51100	Salaries& Wages	107,115	202,404	170,620	55,993	57,377
51110	FICA	6,166	12,552	9,698	3,471	3,558
51115	Medicare	1,442	2,938	2,268	812	832
51255	VALIC Retirement	3,309	8,095	6,825	2,240	2,295
51210	Unemployment Insurance	321	609	470	169	173
51220	Health Insurance Expense	18,790	48,406	32,040	28,024	26,512
51230	Dental Insurance Expense	4,974	3,345	2,717	1,714	1,714
51240	Vision Insurance Expense	271	607	448	306	306
51250	Life & AD&D Insurance Exp	187	504	385	127	129
51285	LTD Insurance Exp	288	709	615	201	207
	Total Personnel	**142,863**	**280,169**	**226,086**	**93,057**	**93,103**
52010	General Supplies	1,701	1,500	1,500	1,500	1,500
52020	Office Supplies	3,249	2,500	4,193	3,500	3,500
53105	Equipment <$5000	-	500	1,000	500	500
	Total Supplies	**4,950**	**4,500**	**6,693**	**5,500**	**5,500**
53060	Services	11,589	1,000	-	-	-
53080	Dues & Subscriptions	10	-	180	200	200
53290	Telephone Expense	175	-	793	1,000	1,000
53180	Postage	14	150	25	50	50
53200	Printing	570	500	250	500	500
53300	Travel & Meetings	8	100	-	100	100
53280	Staff Development	39	100	-	500	500
	Total Purchased Services	**12,405**	**1,850**	**1,248**	**2,350**	**2,350**
55300	Leases & Rentals (Postage Mach.)	1,325	1,700	1,700	1,700	1,700
55060	Cash Over & Short	(32)	-	51	-	-
	Total Fixed Costs	**1,292**	**1,700**	**1,751**	**1,700**	**1,700**
55050	Capital Leases (Konica Minolta)	6,055	9,000	6,000	4,000	4,000
	Total Capital Outlay	**6,055**	**9,000**	**6,000**	**4,000**	**4,000**
	TOTAL	**167,564**	**297,219**	241,778	106,607	106,653

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Fixed Costs	1,292	1,700	1,751	1,700	1,700
Capital Outlay	6,055	9,000	6,000	4,000	4,000
Gross City Cost	167,564	297,219	241,778	106,607	106,653