

**ADMINISTRATIVE SERVICES
DEPARTMENT**

	ACTUAL FY 07-08	ADJUSTED BUDGET FY 08-09	12-MONTH ESTIMATE FY 08-09	CM RECOM. BUDGET FY 09-10
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	2,538,477	2,802,315	2,678,063	2,610,319
OPERATING EXPENSES	965,499	1,123,926	1,027,219	1,139,745
CAPITAL OUTLAYS	0	119,921	115,800	0
TRANSFERS OUT	1,591,876	2,277,761	2,140,074	2,500,960
TOTAL FUNCTIONAL AREAS	5,095,852	6,323,923	5,961,156	6,251,024
PROGRAM SUMMARY				
ADMINISTRATION				97,693
FINANCE DIVISION				
ACCOUNTING				468,811
TREASURY				323,535
BUDGET				105,090
PURCHASING				122,235
BUSINESS LICENSING				110,506
UTILITY BILLING				768,010
TRANSFERS OUT				2,500,960
TOTAL FINANCE				4,399,147
HUMAN RESOURCES DIVISION				
EMPLOYEE DEV. & RELATIONS				123,982
RECRUITING & RETENTION				108,461
SAFETY & BENEFITS				128,851
TOTAL HUMAN RESOURCES				361,294
INFORMATION TECH. DIVISION				
IT SYSTEMS				651,365
IT HARDWARE				359,461
IT TECHNICAL SUPPORT				241,162
SOFT. DEV. & DATABASE ADMIN.				140,902
TOTAL INFORMATION TECH.				1,392,890
TOTAL ADMIN. SERVICES				6,251,024

ADMINISTRATIVE SERVICES

FINANCE

- PROGRAMS**
Administration
Accounting
Treasury
Budget
Management
Purchasing
Business Licensing

INFORMATION TECHNOLOGY

- PROGRAMS**
Infrastructure/
Systems/Phones
Customer hardware
Technical support
Software
development &
Database
administration

HUMAN RESOURCES

- PROGRAMS**
Employee
development/
relations
Recruiting &
retention
Safety & wellness