

**CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12**

ADMINISTRATIVE SERVICES DEPARTMENT MISSION STATEMENT

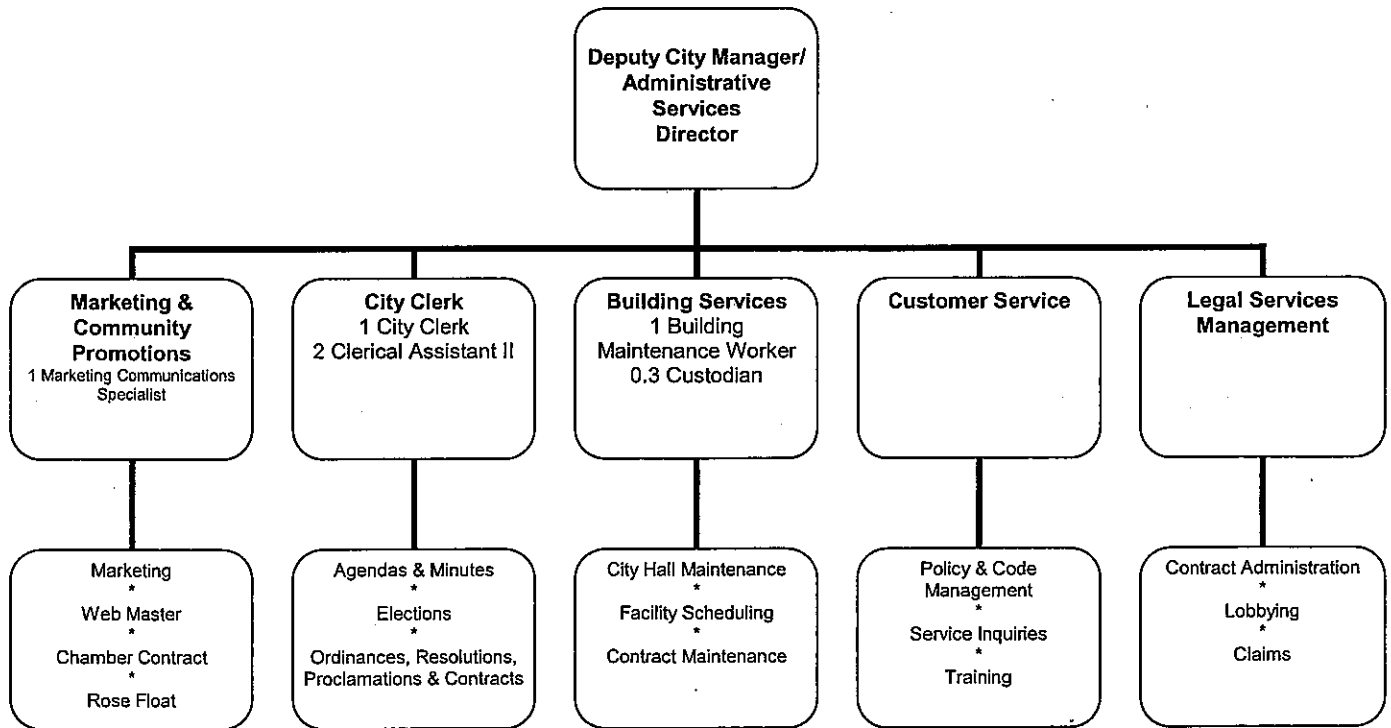
"To provide quality customer service to the residents and businesses of Alhambra, preparing and maintaining an accurate record of the City's proceedings and legal documents, promoting City services through the City's website and providing a clean and friendly environment within the City Hall."

DEPARTMENT DESCRIPTION

The Administrative Services Department is headed by the Administrative Services Director, who oversees the following areas of responsibility. The Administrative Services Department is responsible for providing quality customer service to the residents and businesses patronizing City Hall. The Department also coordinates the promotion of City information and services to keep the residents and business informed of the services provided and available to them and works with Chamber of Commerce to coordinate the City's assistance in certain community events.

- Community Promotions
- Marketing and Communications
- City Clerk
- Building Maintenance
- Customer Service

ORGANIZATION CHART



CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12

DEPARTMENT: *ADMINISTRATIVE SERVICES*
DIVISION: *CITY CLERK*

Description:

The Department works closely with the City Manager's office to coordinate the City Council meeting agendas and special City functions and maintains the records of the City for legal and historical purposes. The Department works closely with the City Attorney's office to ensure compliance with State and Federal Regulation governing the City, including, but not limited, to the Political Reform Act, the Ralph M. Brown Act, the California Public Records Act, Campaign Reporting laws, etc. The Department is responsible for conducting all Municipal Elections, including those for members of the Alhambra Board of Education and measures of the Alhambra City School and High School Districts.

Work Plan:

1. Receive, resolve and respond to citizen concerns and complaints as necessary.
2. Oversee, coordinate and process the filing by designated officials and staff as required by State Law or the City/Redevelopment Agency's Conflict of Interest Codes of their annual Statements of Economic Interest (Form 700).
3. Update the Municipal Code by means of hard copy supplemental pages, CD-ROM, & internet access.
4. Provide Notary Public service to the public.
5. Post and maintain three months of agendas and minutes for the Council/ARA on the City's website.
6. Transfer minutes which have been computer generated and stored on disk to archival paper for the official Minutes Books as required by State law.
7. Mail & process Candidate's Statements for all open City election campaign committees by 7-31-11 and 1-31-12.
8. Update the City's Records Retention Schedule.
9. Back up the previously scanned official records for offsite storage as part of this department's disaster preparedness plan.

CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12

DEPARTMENT: **ADMINISTRATIVE SERVICES**
 DIVISION: **CITY CLERK**

Ongoing Activity Measures:

	FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Projected</u>
Staff Reports Completed	24	12	15	15
Citizen inquiries and complaints	300	300	300	300
Staff Performance Evaluations	2	3	2	2
Official Documents				
(a) Contracts	60	76	65	65
(b) Deeds/Easements	2	2	14	2
(c) Ordinances	10	15	4	5
(d) Resolutions	45	29	35	35
(e) Legal Notices	115	85	80	100
Ceremonials				
(a) Plaques, Certificates, Proclamations, etc.	400	492	400	400
(b) Banquets & Receptions	3	1	2	2
Conflict of Interest Code Form 700	90	90	90	90
Claims for Damage filed	60	82	75	75
Notarizations Performed	150	166	150	175
Number of sets of Minutes	32	29	30	30
Number of Agendas	32	29	30	30
Number of Elections	1	0	0	0
Number of Campaign Statements Processed	50	15	15	25
Number of <i>written</i> Public Records Act Requests	130	195	150	150
Subpoenas Received	50	54	50	50

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *City Clerk*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1410*

Object of Expenditure	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
Personnel Cost	\$ 458,692	511,707	511,707	484,651	404,972
Services & Supplies	63,769	169,800	173,205	122,900	47,610
Capital Outlay	0	0	0	0	0
Total Budget	522,461	681,507	684,912	607,551	452,582
Costs Applied	(448,073)	(579,281)	(579,281)	(516,418)	(452,582)
Net Budget	\$ 74,388	102,226	105,631	91,133	0

FUNDING SOURCES

Reproduction/Notary/Code Fees	\$ 1,658	1,700	1,700	1,650	1,550
Election Reimbursement	10,556	10,000	10,000	300	300
Non-specified General Fund Revenues	510,247	669,807	673,212	605,601	450,732
Total Funding	\$ 522,461	681,507	684,912	607,551	452,582

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *City Clerk*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1410*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Deputy CMgr/Admin Svcs Dir	1.0	\$ 127,944	1.0	\$ 127,944
City Clerk	1.0	86,940	1.0	91,428
Assistant City Clerk	1.0	76,692	0.0	0
Clerical Assistant II	2.0	86,568	2.0	70,225
Total Permanent	5.0	378,144	4.0	289,597
TEMPORARY				
Clerical Assistant I	0.0	0	0.0	0
Total Temporary	0.0	0	0.0	0
Total Salaries	5.0	\$ 378,144	4.0	\$ 289,597

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *City Clerk*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1410*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
PERSONNEL SERVICES						
51010	Permanent	\$ 296,845	378,144	378,144	301,328	289,597
51020	Temporary	43,499	0	0	53,052	0
51030	Overtime	27	530	530	0	530
51110	Bonus-Sick Pay	0	0	0	0	0
51310	Compensated Absences	8,898	8,898	8,898	8,898	8,898
52010	Retirement	69,679	89,116	89,116	82,557	77,766
52020	PARS	1,198	0	0	0	0
52030	Group Insurance	30,347	45,514	45,514	30,971	23,432
52040	FICA	4,880	3,628	3,628	4,982	2,344
52050	Compensation Insurance	1,430	1,628	1,628	1,471	1,247
52060	LTD	1,889	1,513	1,513	1,392	1,158
52097	Salary Savings	0	(17,263)	(17,263)	0	0
52099	Cost Appropriation	0	0	0	0	0
	Total Personnel Services	458,692	511,707	511,707	484,651	404,972
SERVICES & SUPPLIES						
61102	Maint & Repair - Equipment	135	3,000	3,000	1,200	1,000
61110	Maint & Repair-Bldgs & Structures	0	2,000	4,000	4,000	1,000
61701	Telephone	2,226	2,100	2,100	2,200	2,010
62110	Professional & Consulting	0	15,000	15,000	0	2,000
62510	Special Departmental Services	28,160	20,000	20,000	15,000	12,000
62512	Publishing & Advertising	2,342	6,000	6,000	6,000	4,300
62520	Employee Training	0	500	500	500	0
62532	Elections	12,742	100,000	100,000	75,000	10,000
64110	Special Departmental Supplies	732	700	700	700	700
64120	Office Supplies	6,306	6,000	6,000	6,000	4,000
64129	Ceremonials	4,396	7,500	8,905	5,000	4,800
65010	Memberships-Subscriptions-Dues	585	1,000	1,000	1,000	600
65020	Travel & Transportation	102	200	200	200	200
65022	Conferences & Meetings	2,072	2,000	2,000	2,000	1,000
68010	Rentals	3,971	3,800	3,800	4,100	4,000
	Total Services & Supplies	63,769	169,800	173,205	122,900	47,610
CAPITAL OUTLAY						
98010	Various Capital Outlay-Video Equip	0	0	0	0	0
	Total Capital Outlay	0	0	0	0	0

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *City Clerk*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1410*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
COSTS APPLIED						
71520	Transfers In	(26,547)	(29,018)	(29,018)	(29,018)	(31,596)
75020	Cost Allocation	(421,526)	(550,264)	(550,264)	(487,400)	(420,987)
	Total Costs Applied	<u>(448,073)</u>	<u>(579,281)</u>	<u>(579,281)</u>	<u>(516,418)</u>	<u>(452,582)</u>
	TOTAL BUDGET	<u>522,461</u>	<u>681,507</u>	<u>684,912</u>	<u>607,551</u>	<u>452,582</u>
	TOTAL COSTS APPLIED	<u>(448,073)</u>	<u>(579,281)</u>	<u>(579,281)</u>	<u>(516,418)</u>	<u>(452,582)</u>
	NET BUDGET	<u>\$ 74,388</u>	<u>102,226</u>	<u>105,631</u>	<u>91,133</u>	<u>0</u>

**CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12**

DEPARTMENT: *ADMINISTRATIVE SERVICES*
DIVISION: *COMMUNITY PROMOTIONS*

Description:

The activities of Community Promotions include those that the City participates in for the purpose of promoting and enhancing the image of the community.

Work Plan:

Contract with the Chamber of Commerce for a variety of services that will promote and enhance the image of the community, including, but not limited to:

1. Supporting the City float for the annual Tournament of Roses Parade.
2. Supporting the annual Chinese New Year Festivities.
3. Promoting and marketing the City as a business, industrial and residential center through the development and dissemination of promotional information, and proper follow-up of inquiries about various activities of the City.
4. Maintaining a central information office to serve both citizens and out-of-town requests for information.
5. Promoting and/or sponsoring civic, business, and trade meetings to market the advantages and opportunities of Alhambra, such as the Lunar New Year Parade & Festival, Summer Jubilee, Rose Queen & Court Luncheon, and Alhambra Beautiful Awards.
6. Developing and maintaining a community database of important demographic and economic information.
7. Assisting and promoting the business community's interests including helping startup businesses and periodically surveying the business community.
8. Meeting with individual businesses at least two times per month and reporting back to the City periodically on important issues.
9. Actively participating in the San Gabriel Valley Economic Partnership.
10. Working with schools to put on a program to introduce students to local business and career opportunities.
11. Printing and dissemination of guides and informational brochures, such as the History of Alhambra, City Map, Facts Folder, Clubs and Organizations List, Business Directory, Chamber Membership List, and Points of Interest and Community Resources Guide.

Ongoing Activity Measures:

	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimated</u>	<u>FY 2012 Projected</u>
Weekend Entertainment	0	25	50	25
Float Development	1	1	1	0

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Community Promotions*
DEPARTMENT: *Administrative Services*
ACCOUNT: 101.14.1226

Object of Expenditure	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
Personnel Cost	\$ 0	0	0	0	0
Services & Supplies	213,225	211,925	211,925	206,925	111,925
Capital Outlay	0	0	0	0	0
Total Budget	<u>213,225</u>	<u>211,925</u>	<u>211,925</u>	<u>206,925</u>	<u>111,925</u>
Costs Applied	(213,225)	(211,925)	(211,925)	(206,925)	(111,925)
Net Budget	<u>\$ 0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

FUNDING SOURCES

Non-specified General Fund Revenues \$	213,225	211,925	211,925	206,925	111,925
Total Funding \$	<u>213,225</u>	<u>211,925</u>	<u>211,925</u>	<u>206,925</u>	<u>111,925</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Community Promotions*
DEPARTMENT: *Administrative Services*
ACCOUNT: 101.14.1226

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
SERVICES & SUPPLIES						
62540	Alh Chamber of Commerce	\$ 111,925	111,925	111,925	111,925	111,925
62542	Tournament of Roses Float	101,300	100,000	100,000	95,000	0
	Total Services & Supplies	<u>213,225</u>	<u>211,925</u>	<u>211,925</u>	<u>206,925</u>	<u>111,925</u>
CAPITAL OUTLAY						
		0	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
COSTS APPLIED						
71520	Transfers In	0	0	0		0
75020	Cost Allocation	(213,225)	(211,925)	(211,925)	(206,925)	(111,925)
	Total Costs Applied	<u>(213,225)</u>	<u>(211,925)</u>	<u>(211,925)</u>	<u>(206,925)</u>	<u>(111,925)</u>
	TOTAL BUDGET	<u>213,225</u>	<u>211,925</u>	<u>211,925</u>	<u>206,925</u>	<u>111,925</u>
	TOTAL COSTS APPLIED	<u>(213,225)</u>	<u>(211,925)</u>	<u>(211,925)</u>	<u>(206,925)</u>	<u>(111,925)</u>
	NET BUDGET	<u>\$ 0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12

DEPARTMENT: ADMINISTRATIVE SERVICES
 DIVISION: MARKETING & COMMUNICATIONS

Description:

The Communications Division serves to promote the mission and objectives of the City of Alhambra, as well as to provide its various constituents with informed and effective communication about significant news/issues involving Alhambra and/or events taking place in the City. Specific vehicles of communication used to communicate with the community include *Around Alhambra* and other local media, the Alhambra website (www.cityofalhambra.org), local advertising and the Channel 55 event log.

Work Plan:

1. Maintain and expand the City's website as needed.
2. Submit and edit monthly articles for *Around Alhambra* that are related to City operations and current news events/programs of interest to the general community.
3. Act as a media liaison, when necessary, providing for the development and distribution of appropriate press releases pertaining to City events, issues, etc.
4. Oversee the Cable Channel 3 event log, ensuring current, accurate information that is always available.
5. Write copy and submit applications for various awards that promote the image and services of the City.
6. Assist other staff members with special events as required, such as developing presentation aids, creating street banners or promotional signs, etc.
7. Develop ads for relevant publications that promote the City and its various departments, including the Alhambra Redevelopment Agency so that its programs and mission are better understood by the general public, business and other special groups.
8. Take photos as needed at Council Meetings and other community functions.
9. Respond to citizen inquiries and complaints that are received by mail, phone call or email.
10. Develop certificates, awards and proclamations.
11. Coordinate City Hall Art Gallery bookings and consult with artists as needed.

Ongoing Activity Measures:

	FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Projected</u>
Articles for <i>Around Alhambra</i>	50	82	80	80
Legislative Letters	6	35	35	35
Awards & Certificates	3	205	200	200

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Marketing and Communications*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1220*

Object of Expenditure	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
Personnel Cost	\$ 102,354	101,496	101,496	103,146	104,859
Services & Supplies	76,914	97,700	97,700	91,143	90,200
Capital Outlay	1,355	3,000	3,000	1,700	2,300
Total Budget	180,623	202,196	202,196	195,989	197,359
Costs Applied	(135,468)	(151,647)	(151,647)	(146,992)	(197,359)
Net Budget	\$ 45,155	50,549	50,549	48,997	0

FUNDING SOURCES

Non-specified General Fund Revenues \$	180,623	202,196	202,196	195,989	197,359
Total Funding \$	180,623	202,196	202,196	195,989	197,359

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Marketing and Communications*
 DEPARTMENT: *Administrative Services*
 ACCOUNT: *101.14.1220*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Mktg and Communication Spec	1.0	\$ 73,710	1.0	\$ 73,716
Total Permanent	1.0	73,710	1.0	73,716
TEMPORARY				
	0.0	0	0.0	0
Total Temporary	0.0	0	0.0	0
Total Salaries	1.0	\$ 73,710	1.0	\$ 73,716

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Marketing and Communications*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1220*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
PERSONNEL SERVICES						
51010	Permanent	\$ 77,673	73,710	73,710	77,416	73,716
51020	Temporary	0	0	0	0	0
52010	Retirement	17,102	17,371	17,371	18,161	19,795
52030	Group Insurance	5,657	8,712	8,712	5,878	9,645
52040	FICA	1,126	1,069	1,069	1,123	1,069
52050	Compensation Insurance	326	317	317	325	317
52060	LTD	470	317	317	243	317
52099	Cost Appropriation	0	0	0	0	0
	Total Personnel Services	102,354	101,496	101,496	103,146	104,859
SERVICES & SUPPLIES						
61102	Maint & Repair - Equipment	0	200	200	0	200
62110	Professional & Consulting	0	5,000	5,000	0	0
62510	Special Departmental Services	18	100	100	106	0
62512	Publishing & Advertising	0	8,000	8,000	7,500	7,000
62520	Employee Training	0	300	300	0	0
62530	Council Meeting Broadcast	66,000	72,000	72,000	72,000	72,000
64110	Special Departmental Supplies	139	200	200	200	200
64120	Office Supplies	157	500	500	500	300
65010	Memberships-Subscriptions-Dues	10,600	11,000	11,000	10,437	10,500
65020	Travel & Transportation	0	100	100	100	0
65022	Conferences & Meetings	0	300	300	300	0
	Total Services & Supplies	76,914	97,700	97,700	91,143	90,200
CAPITAL OUTLAY						
98130	Office Equipment	267	500	500	200	300
98132	PEG Equipment	1,088	2,500	2,500	1,500	2,000
	Total Capital Outlay	1,355	3,000	3,000	1,700	2,300
COSTS APPLIED						
71520	Transfers In	0	(49,756)	(49,756)	(49,756)	(51,884)
75020	Cost Allocation	(135,468)	(101,891)	(101,891)	(97,236)	(145,475)
	Total Costs Applied	(135,468)	(151,647)	(151,647)	(146,992)	(197,359)
	TOTAL BUDGET	180,623	202,196	202,196	195,989	197,359
	TOTAL COSTS APPLIED	(135,468)	(151,647)	(151,647)	(146,992)	(197,359)
	NET BUDGET	\$ 45,155	50,549	50,549	48,997	0

CITY OF ALHAMBRA
Budget for Fiscal Years 2011-12

DEPARTMENT: *ADMINISTRATIVE SERVICES*
 DIVISION: *BUILDING MAINTENANCE*

Description:

The Building Maintenance Division is responsible for oversight and administration of the custodial services contract, general maintenance, maintaining all mechanical, plumbing and electrical services, fire control systems, HVAC, building security, and facility renovation for City Hall, the Library, and the Police Station.

Work Plan:

1. Refinish woodwork in halls.
2. Relocate Employee Lunchroom and convert old to a Conference Room.
3. Paint exterior of City Hall.
4. Replace lobby doors on First Street.
5. Identify areas for energy conservation measures to reduce energy usage.
6. Identify and repair plumbing problems immediately.

Ongoing Activity Measures:

	FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Projected</u>
Number of Requests	400	425	400	400
Urgent Calls	100	125	100	100
Plumbing repairs	25	70	50	50
Lamps & Ballast replacement	600	150	600	300
Electrical repairs	25	50	25	25

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Building Maintenance*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1230*

Object of Expenditure	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
Personnel Cost	\$ 99,718	101,859	101,859	100,007	104,114
Services & Supplies	274,279	294,550	296,441	290,070	576,763
Capital Outlay	0	0	0	0	0
Total Budget	373,997	396,409	398,300	390,077	680,877
Costs Applied	(373,995)	(396,409)	(398,300)	(390,077)	(680,877)
Net Budget	\$ 2	0	0	0	0

FUNDING SOURCES

ARA	\$ 24,000	24,000	24,000	24,000	7,793
Library	14,941	14,941	14,941	14,941	14,941
Water	12,846	12,846	12,846	12,846	12,846
Non-specified General Fund Revenues	322,210	344,622	346,513	338,290	645,298
Total Funding	\$ 373,997	396,409	398,300	390,077	680,877

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Building Maintenance*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1230*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Bldg Maint Worker	1.0	\$ 51,216	1.0	\$ 51,216
Total Permanent	1.0	51,216	1.0	51,216
TEMPORARY				
Custodian	0.3	11,970	0.3	11,970
Total Temporary	0.3	11,970	0.3	11,970
Total Salaries	1.3	\$ 63,186	1.3	\$ 63,186

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Building Maintenance*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1230*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
PERSONNEL SERVICES						
51010	Permanent	\$ 51,144	51,216	51,216	51,216	51,216
51020	Temporary	10,626	11,970	11,970	10,880	11,970
51030	Overtime	591	700	700	570	700
51310	Compensated Absences	4,602	4,602	4,602	4,602	4,602
52010	Retirement	11,884	12,106	12,106	12,015	13,753
52020	PARS	399	449	449	408	449
52030	Group Insurance	13,335	12,830	12,830	13,447	13,438
52040	FICA	154	916	916	158	916
52050	Compensation Insurance	6,656	6,866	6,866	6,542	6,866
52060	LTD	327	205	205	169	205
52099	Cost Appropriation	0	0	0	0	0
	Total Personnel Services	99,718	101,859	101,859	100,007	104,114
SERVICES & SUPPLIES						
61102	Maint & Repair - Equipment	11,690	15,000	15,000	15,000	13,000
61110	Maint & Repair - Bldg & Structures	14,573	15,000	16,891	12,000	13,000
61701	Telephone	570	500	500	564	230
61710	Electricity	72,778	77,000	77,000	80,850	82,800
61720	Natural Gas	16,937	15,000	15,000	16,606	16,500
61730	Water	2,843	2,700	2,700	3,200	3,200
62210	Contract Services	153,040	165,000	165,000	160,000	163,000
62520	Employee Training	0	150	150	0	150
62550	Uniform Service	282	300	300	300	300
64110	Special Departmental Supplies	1,432	3,000	3,000	1,000	2,000
64126	Cleaning Supplies	0	500	500	250	500
64140	Small Tools	134	300	300	200	0
65022	Conferences & Meetings	0	100	100	100	100
68040	Principal Retired	0	0	0	0	190,747
68041	Interest Expense	0	0	0	0	91,236
	Total Services & Supplies	274,279	294,550	296,441	290,070	576,763
CAPITAL OUTLAY						
98010	Various Capital Outlay	0	0	0	0	0
	Total Capital Outlay	0	0	0	0	0

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Building Maintenance*
DEPARTMENT: *Administrative Services*
ACCOUNT: *101.14.1230*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Adopted Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Adopted Budget
COSTS APPLIED						
71010	ARA Reimbursement	(24,000)	(24,000)	(24,000)	(24,000)	(7,793)
71050	Transfer Out - Chevron	29,260	29,260	29,260	29,260	0
71520	Transfers In	(27,787)	(27,787)	(27,787)	(27,787)	(43,372)
71550	Transfers In - Chevron	0	0	0	0	(180,495)
75020	Cost Allocation	(351,468)	(373,882)	(375,773)	(367,550)	(449,218)
	Total Costs Applied	<u>(373,995)</u>	<u>(396,409)</u>	<u>(398,300)</u>	<u>(390,077)</u>	<u>(680,877)</u>
	TOTAL BUDGET	<u>373,997</u>	<u>396,409</u>	<u>398,300</u>	<u>390,077</u>	<u>680,877</u>
	TOTAL COSTS APPLIED	<u>(373,995)</u>	<u>(396,409)</u>	<u>(398,300)</u>	<u>(390,077)</u>	<u>(680,877)</u>
	NET BUDGET	<u>\$ 2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>