

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

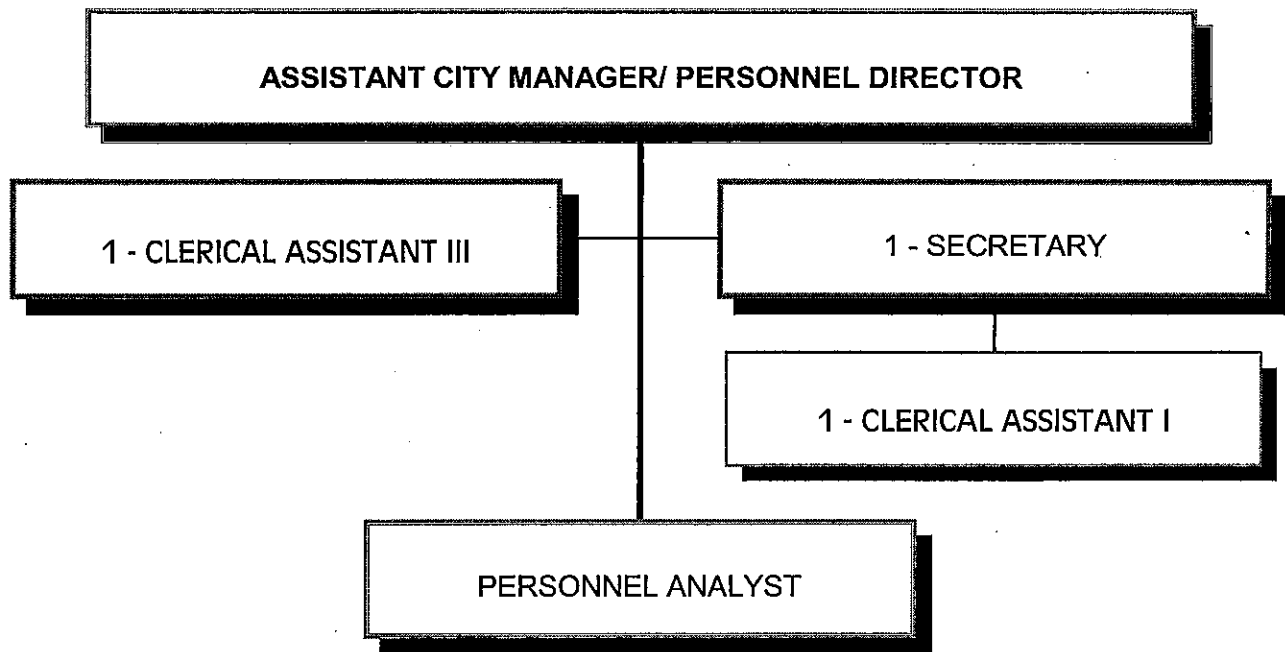
PERSONNEL DEPARTMENT MISSION STATEMENT

"The Personnel Department is to provide service in a professional, friendly and efficient manner, while promoting a positive work environment, sensitive to the diversity of those we serve."

DEPARTMENT DESCRIPTION

The Personnel Department is responsible for certain municipal support services for the citizenry and City employees. The Department functions as the human resources center for the general public, City Departments and the City's 400 full-time and 200 part-time employees. The Department is organized in the following areas: (1) administration; (2) recruitment, selection and employee information; (3) employee benefits administration; and (4) Risk Management.

ORGANIZATION CHART



CITY OF ALHAMBRA
Budget for Fiscal Year 2011-12

DEPARTMENT: *PERSONNEL*
DIVISION: *ADMINISTRATION*

Description:

Administers and coordinates the City's personnel system governing the classification, recruitment, examination, appointment, promotion, transfer, layoff, reemployment, removal, retirement, discipline, training, benefits and welfare of the City's employees; monitors and enforces affirmative action regulations; monitors and enforces selection procedures for compliance with the Uniform Guideline for Employee Selection; provides technical assistance to departments on personnel matters; oversees new employee orientation; monitors and enforces Citywide compliance with applicable Municipal Code Sections, Administrative Policies, Resolutions and existing and new Federal and State laws, as well as case law; oversees the retention of all personnel records; and responds to records subpoenas for Personnel documents, as well as other legal requests for document production, as needed.

Work Plan:

1. Develop and implement a Supervisor's Academy by June 30, 2012.
2. Research innovative and award-winning programs from other jurisdictions and implement appropriate programs.
3. Review and revise Municipal Code sections relating to Personnel by June 30, 2012.
4. Automate Personnel Action forms by June 30, 2012.
5. Automate employee history cards/files by June 30, 2012.
6. Revise and implement the City's Administrative Policy Manual by June 30, 2012.
7. Continue to maintain and update City organization charts.
8. Continue to develop and maintain Personnel library of reference materials.
9. Revise the City's salary schedule by January 1, 2012.
10. Implement a Citywide comprehensive classification study by June 30, 2012.
11. Develop and implement a specialized Personnel database by June 30, 2012.
12. Investigate and implement, if appropriate, possibilities of new screening devices, which could cut costs and time, spent on recruitment by January 1, 2012.
13. Investigate and implement, if appropriate, an automated application form to reduce data entry time and application screening time by June 30, 2012.
14. Continue to implement the Department of Transportation Drug/Policy.
15. Continue to implement the Family and Medical Leave Act.
16. Continue to maintain and update the Eden software system.

CITY OF ALHAMBRA
Budget for Fiscal Year 2011-12

DEPARTMENT: *PERSONNEL*
DIVISION: *ADMINISTRATION*

Ongoing Activity Measures:

	FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Projected</u>
Personnel Actions processed	1,100	900	900	900
Personnel Commission meetings	20	15	15	15
Meetings regarding disciplinary matters	500	250	250	250

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

DEPARTMENT: *PERSONNEL*
DIVISION: *RECRUITMENT, SELECTION AND EMPLOYEE INFORMATION*

Description:

Implements the recruitment and selection programs of the Department; receives requests to recruit from department heads for all full-time positions, as well as certain part-time positions; advertises for each position; receives applications from applicants and answers questions regarding employment and related matters from the general public; conducts necessary application screening; orders and proctors written examinations and coordinates scoring; conducts performance tests; organizes oral boards; schedules interviews; orients oral board members; tabulates scores for various examinations; tabulates, produces and maintains eligibility lists; completes and mails notices to applicants at various times throughout the testing process; administers an interest card system; tracks applicants for affirmative action purposes; answers personnel inquiries from employees; orients new employees; processes separating employees; maintains and processes personnel forms and records; coordinates the City performance evaluation system; and coordinates bilingual testing program for employees; and processes Immigration forms (I-9s) for new employees and ensures compliance with the Immigration Reform and Control Act.

Work Plan:

1. Continue to improve applicant tracking software by June 30, 2012.
2. Investigate current background procedures for non-sworn employees and make recommendations.
3. Develop new Employee Evaluation forms by January 1, 2012.
4. Continue to improve guidelines for the hiring of all full- and part-time personnel.
5. Improve recruitment/selection procedures.
6. Revise Administrative Policy on Probationary Reports by June 30, 2012.
7. Revise Administrative Policy on Employee Exits by June 30, 2012.
8. In coordination with the telephone system, by June 30, 2012, develop and implement automated system for the request of applications, to be integrated with an updated Job Information Hotline.
9. Continue implementation of the COBRA health insurance premium subsidy.

Ongoing Activity Measures:

	FY 2009 <u>Actual</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Projected</u>
Incoming Interest Cards	8,000	4,000	4,000	4,000
Outgoing Interest Cards	5,500	2,500	2,500	2,500
Recruitment	85	17	15	15
Advertisements placed	130	35	35	35
Cobra Requests	0	2	3	3

CITY OF ALHAMBRA
Budget for Fiscal Year 2011-12

DEPARTMENT: *PERSONNEL*
 DIVISION: *RECRUITMENT, SELECTION AND EMPLOYEE INFORMATION*

Ongoing Activity Measures (continued):

	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimated</u>	<u>FY 2012 Projected</u>
Applications received	4,200	850	750	750
Applications mailed out with flyer and response card	7,500	1,100	1,100	1,100
Flyers mailed to other agencies	8,500	550	550	550
EEO information sheets entered	4,200	850	750	750
Written tests administered	75	28	28	28
Oral interviews/performance exams coordinated	85	38	38	38
Response cards processed	7,000	1,000	1,000	1,000
Responses to written surveys	100	65	65	65
Responses to telephone surveys	100	65	65	65
Responses to requests for employment verification	650	325	325	325
Responses to rater requests	500	350	350	350
Miscellaneous inquiries re: Personnel Department	8,500	6,500	6,500	6,500
Classification & compensation information FAXED	500	250	250	250
Employee exit interviews	48	17	17	15
Pre-employment physicals	170	87	87	87
Performance evaluations	750	650	650	650

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

DEPARTMENT: *PERSONNEL*
DIVISION: *EMPLOYEE BENEFITS ADMINISTRATION*

Description:

Administers and coordinates a cafeteria style benefits plan which includes health insurance, dental insurance, optical insurance, life insurance and an employee assistance program, and processes necessary employee changes within these programs; conducts an annual open enrollment, during which time employees may change insurance coverage; arranges for, coordinates and processes pre-employment physicals; and ensures compliance with various benefits laws.

Work Plan:

1. Investigate automation of PERS HBD-12 and other health insurance forms by June 30, 2012.
2. Revise Open Enrollment Procedure by June 30, 2012.
3. Develop more effective communications between Pasadena Community Urgent Care and Occu-Med, with respect to pre-employment physicals, and investigate expansion of the program by June 30, 2012.
4. Reorganize Department files and develop more efficient filing procedures by June 30, 2012.
5. Investigate a Wellness Program for City employees by June 30, 2012.

Ongoing Activity Measures:

	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimated</u>	<u>FY 2012 Projected</u>
Open enrollments	415	415	415	415
Open enrollment insurance changes	100	45	45	45
Additional insurance changes	80	40	40	40
COBRA sign-ups	45	15	15	15
Employee Assistance Program inquiries	100	110	110	110
Telephone inquiries re: insurance information	3,000	1,500	1,500	1,500
Walk-in inquiries re: insurance information	750	400	400	400

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Personnel*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: 101.18.1810

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	\$ 290,373	225,792	225,792	239,632	232,592
Services & Supplies	166,674	146,400	146,400	237,351	138,400
Capital Outlay	4,280	0	0	1,661	0
Total Budget	<u>461,327</u>	<u>372,192</u>	<u>372,192</u>	<u>478,644</u>	<u>370,992</u>
Costs Applied	(461,327)	(372,192)	(372,192)	(478,644)	(370,992)
Net Budget	<u>\$ 0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

FUNDING SOURCES

ARA	\$ 0	0	0	0	0
Water Fund	25,359	18,594	18,594	18,594	19,359
Sewer and Storm Drain Fund	6,395	0	0	0	0
Non-specific General Fund Revenues	429,573	353,598	353,598	460,050	351,633
Total Funding	<u>\$ 461,327</u>	<u>372,192</u>	<u>372,192</u>	<u>478,644</u>	<u>370,992</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Personnel*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: 101.18.1810

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Personnel Analyst	1.0	\$ 80,206	1.0	\$ 80,208
Clerical Assistant II	0.0	0	0.0	0
Clerical Assistant III	0.0	0	1.0	51,948
Secretary	1.0	56,314	0.0	0
Total Permanent	2.0	136,520	2.0	132,156
TEMPORARY				
Clerical Assistant I	0.5	25,078	0.5	25,078
Total Temporary	0.5	25,078	0.5	25,078
Total Salaries	2.5	\$ 161,598	2.5	\$ 157,234

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Personnel*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: 101.18.1810

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	\$ 192,267	136,520	136,520	143,004	132,156
51020	Temporary	22,542	25,078	25,078	25,561	25,078
51030	Overtime	1,181	600	600	3,821	600
51310	Compensated Absences	4,196	4,196	4,196	4,196	4,196
52010	Retirement	44,362	38,083	38,083	39,544	42,222
52020	PARS	517	0	0	6	0
52030	Group Insurance	20,147	17,728	17,728	20,230	24,853
52040	FICA	3,094	2,343	2,343	2,074	2,280
52050	Compensation Insurance	907	697	697	745	679
52060	LTD	1,160	546	546	451	529
52099	Cost Appropriation		0	0	0	0
	Total Personnel Services	290,373	225,792	225,792	239,632	232,592
SERVICES & SUPPLIES						
61102	Maint & Repair - Equipment	0	100	100	0	100
61120	Maint & Repair - Computer	0	300	300	0	300
61701	Telephone	2,970	2,600	2,600	2,550	2,600
62110	Professional & Consulting	5,720	30,000	30,000	85,000	25,000
62505	Temp Agency Employees	33,538	27,000	27,000	34,000	27,000
62510	Special Departmental Services	113,785	75,000	75,000	105,451	73,000
62512	Advertising	630	1,000	1,000	1,000	1,000
62520	Employee Training	68	200	200	150	200
64120	Office Supplies	2,702	3,000	3,000	3,000	3,000
65010	Memberships-Subscriptions-Dues	4,795	4,000	4,000	4,000	3,000
65020	Travel & Transportation	216	200	200	0	200
65022	Conferences & Meetings	2,250	3,000	3,000	2,200	3,000
	Total Services & Supplies	166,674	146,400	146,400	237,351	138,400
CAPITAL OUTLAY						
98010	Various Capital Outlay	4,280	0	0	1,661	0
	Total Capital Outlay	4,280	0	0	1,661	0

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Personnel*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: 101.18.1810

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	0	0	0	0	0
71520	Transfers In	(31,754)	(18,594)	(18,594)	(18,594)	(19,359)
75020	Cost Allocation	(429,573)	(353,597)	(353,597)	(460,050)	(351,633)
	Total Costs Applied	<u>(461,327)</u>	<u>(372,192)</u>	<u>(372,192)</u>	<u>(478,644)</u>	<u>(370,992)</u>
	TOTAL BUDGET	<u>461,327</u>	<u>372,192</u>	<u>372,192</u>	<u>478,644</u>	<u>370,992</u>
	TOTAL COSTS APPLIED	<u>(461,327)</u>	<u>(372,192)</u>	<u>(372,192)</u>	<u>(478,644)</u>	<u>(370,992)</u>
	NET BUDGET	<u>\$ 0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Health Insurance*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *515.18.1830*

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	3,991,851	4,224,000	4,224,000	4,372,284	4,661,400
Capital Outlay	0	0	0	0	0
Total Budget	3,991,851	4,224,000	4,224,000	4,372,284	4,661,400
Costs Applied	(257,836)	(290,000)	(290,000)	(590,295)	(482,000)
Net Budget	\$ 3,734,015	3,934,000	3,934,000	3,781,989	4,179,400

FUNDING SOURCES

Health Insurance Premiums	\$ 3,641,804	3,890,000	3,890,000	3,969,206	4,223,536
Reserves	92,211	44,000	44,000	(187,217)	(44,136)
Total Funding	\$ 3,734,015	3,934,000	3,934,000	3,781,989	4,179,400

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Health Insurance*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *515.18.1830*

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						
69201	Admin Service Charges	\$ 0	0	0	0	0
69210	Dental	337,041	340,000	340,000	355,858	375,600
69211	Life/ADD	11,411	12,000	12,000	11,217	12,000
69212	Psychological	32,071	31,000	31,000	31,519	31,000
69213	Vision Care	75,316	75,800	75,800	75,041	75,800
69214	Excess Risk	74,434	63,200	63,200	78,031	80,000
69216	LTD	51,561	52,000	52,000	52,541	53,000
69220	PERS Health	3,152,181	3,360,000	3,360,000	3,352,782	3,552,000
69230	Retirees Medical	219,860	240,000	240,000	383,281	432,000
69231	City Council Retirees Medical	37,976	50,000	50,000	32,014	50,000
	Total Services & Supplies	<u>3,991,851</u>	<u>4,224,000</u>	<u>4,224,000</u>	<u>4,372,284</u>	<u>4,661,400</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						
71540	Transfers In - Reserves	0	0	0	(175,000)	0
75020	Cost Allocation	(257,836)	(290,000)	(290,000)	(415,295)	(482,000)
	Total Costs Applied	<u>(257,836)</u>	<u>(290,000)</u>	<u>(290,000)</u>	<u>(590,295)</u>	<u>(482,000)</u>
	TOTAL BUDGET	<u>3,991,851</u>	<u>4,224,000</u>	<u>4,224,000</u>	<u>4,372,284</u>	<u>4,661,400</u>
	TOTAL COSTS APPLIED	<u>(257,836)</u>	<u>(290,000)</u>	<u>(290,000)</u>	<u>(590,295)</u>	<u>(482,000)</u>
	NET BUDGET	<u>\$ 3,734,015</u>	<u>3,934,000</u>	<u>3,934,000</u>	<u>3,781,989</u>	<u>4,179,400</u>

CITY OF ALHAMBRA
Budget for Fiscal Year 2011-12

DEPARTMENT: *PERSONNEL*
DIVISION: *ADMINISTRATIVE HEARING OFFICE (AB 408)*

Description:

This division oversees the processing of all parking violations that result in Administrative Hearings. The passage of AB 408 in 1992 transferred the responsibility of processing parking violations to the City. This was done to reduce the workload of the courts, eliminate the need for police officers to appear in court, and increase the revenue cities receive from penalties.

Effective July 1, 1993, the City established an administrative civil procedure for violations concerning the unlawful standing or parking of vehicles within City limits. The administrative civil procedure consists of: 1) an Administrative review by the Finance Department; 2) Hearing Examiner review; and 3) Court Appeal.

Work Plan:

1. Conduct the Administrative Hearing process for all citizens wishing to appeal a City of Alhambra parking citation.

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 Parking Hearings	550	750	850	900
Telephone Inquiries re: Parking Hearings	350	350	400	400

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Hearing Office*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *101.18.1820*

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	\$ 39,840	38,323	38,323	38,562	41,485
Services & Supplies	736	638	638	736	638
Capital Outlay	0	0	0	0	0
Total Budget	<u>40,576</u>	<u>38,961</u>	<u>38,961</u>	<u>39,298</u>	<u>42,123</u>
Costs Applied	2,253	(12,676)	(12,676)	(13,541)	2,568
Net Budget	<u>\$ 42,829</u>	<u>26,285</u>	<u>26,285</u>	<u>25,757</u>	<u>44,691</u>

FUNDING SOURCES

Parking Violation Revenues	\$ 42,829	26,285	26,285	25,757	44,691
Total Funding	<u>\$ 42,829</u>	<u>26,285</u>	<u>26,285</u>	<u>25,757</u>	<u>44,691</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Hearing Office*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *101.18.1820*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Clerical Assistant III	0.5	\$ 25,975	0.0	\$ 0
Secretary	0.0	0	0.5	28,158
Total Permanent	0.5	25,975	0.5	28,158
TEMPORARY				
Total Temporary	0.0	0	0.0	0
Total Salaries	0.5	\$ 25,975	0.5	\$ 28,158

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Hearing Office*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *101.18.1820*

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	\$ 26,044	25,975	25,975	25,975	28,158
51030	Overtime	1,470	300	300	252	300
52010	Retirement	6,026	6,121	6,121	6,094	7,561
52020	PARS	0	0	0	0	0
52030	Group Insurance	5,628	5,333	5,333	5,674	4,822
52040	FICA	393	377	377	372	408
52050	Compensation Insurance	116	113	113	110	122
52060	LTD	163	104	104	85	113
52099	Cost Appropriation	0	0	0	0	0
	Total Personnel Services	39,840	38,323	38,323	38,562	41,485
SERVICES & SUPPLIES						
61701	Telephone	5	10	10	5	10
64120	Office Supplies	731	628	628	731	628
	Total Services & Supplies	736	638	638	736	638
CAPITAL OUTLAY						
		0	0	0	0	0
	Total Capital Outlay	0	0	0	0	0
COSTS APPLIED						
71020	Transfers Out	0	0	0	0	0
71520	Transfers In	0	(14,864)	(14,864)	(14,864)	0
75020	Cost Allocation	2,253	2,188	2,188	1,323	2,568
	Total Costs Applied	2,253	(12,676)	(12,676)	(13,541)	2,568
	TOTAL BUDGET	40,576	38,961	38,961	39,298	42,123
	TOTAL COSTS APPLIED	2,253	(12,676)	(12,676)	(13,541)	2,568
	NET BUDGET	\$ 42,829	26,285	26,285	25,757	44,691

CITY OF ALHAMBRA
Budget for Fiscal Year 2011-12

DEPARTMENT: *PERSONNEL*
 DIVISION: *RISK MANAGEMENT*

Description:

This division administers the City's self-insured liability, worker's compensation and loss prevention programs. The coordination of these programs is through the Risk Management Office in the Personnel Department. Funds for this division are collection through premiums from respective departments and, in turn, are utilized to make settlement payments, permanent or temporary disability awards and related expenses.

The City's liability insurance coverage has been provided by the Independent Cities Risk Management Authority (ICRMA) since 1986. The City has a representative and an alternate on the ICRMA Governing Board, which decides pool matters. This risk-sharing pool is comprised of 23 like-size cities. The City has a self-insured retention of \$250,000 per claim with limits of \$20,000,000. All litigated claims are handled by the law firm of Burke, Williams and Sorensen with an independent, third party administrator overseeing all tort claims.

The City is self-insured for Worker's Compensation and retains a third-party administrator to oversee all claims. The City has a self-insured retention of \$500,000 per occurrence with \$100,000,000 limits. A separate legal firm is retained to handle litigated cases.

Also included in the fund is the City's loss prevention program. The establishment of this program will minimize the City's accidental loss exposure through systematic and continuous identification of hazards, the analysis of frequency and severity of such hazards and the application of sound risk control and risk financing techniques to retain, reduce or eliminate such hazards.

Work Plan:

1. Continue to oversee the administration of all liability claims by the Third-Party Administrator.
2. Continue to oversee the administration of all workers' compensation claims by the Third-Party Administrator.
3. Continue to implement Citywide loss prevention program pursuant to SB 198.
4. Coordinate Requests For Proposal for an actuarial review of the Insurance Fund by June 30, 2012.
5. Continue to implement quarterly ICRMA claim audit of the workers' compensation and liability programs.

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 liability claims	90	81	85	85
Number of litigated liability claims	12	14	18	18
Number of worker's compensation claims	95	103	107	107
Number of litigated worker's compensation claims	20	30	32	32
Number of safety meetings	185	185	185	185
Number of TULIP applications processed	10	0	0	0
Number of Safety Inspections	70	70	70	70

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Insurance - General Liab/Property*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *526.18.1832*

Object of Expenditure	2009-10 Actual Expenditure	2010-11 Approved Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Approved Budget
Personnel Cost	\$ 127,717	135,978	135,978	116,953	142,862
Services & Supplies	4,597,960	3,988,186	3,997,671	4,180,276	3,988,186
Capital Outlay	0	0	0	0	0
Total Budget	<u>4,725,677</u>	<u>4,124,164</u>	<u>4,133,649</u>	<u>4,297,229</u>	<u>4,131,048</u>
Costs Applied	144,148	164,495	(835,505)	(835,505)	(1,835,350)
Net Budget	<u>\$ 4,869,825</u>	<u>4,288,658</u>	<u>3,298,143</u>	<u>3,461,724</u>	<u>2,295,699</u>

FUNDING SOURCES

Interest Earnings	\$ (526)	3,500	3,500	998	900
Liability Insurance Premiums	2,868,966	2,868,966	2,868,966	2,868,966	2,868,966
Other income	240,777	179,815	179,815	166,265	0
Water Fund	28,696	7,175	7,175	7,175	15,177
Reserves	1,731,912	1,229,202	238,687	418,320	(589,344)
Total Funding	<u>\$ 4,869,825</u>	<u>4,288,658</u>	<u>3,298,143</u>	<u>3,461,724</u>	<u>2,295,699</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Insurance - General Liab/Property*
 DEPARTMENT: *Personnel/Risk Management*
 ACCOUNT: *526.18.1832*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Asst CM / Personnel Dir	0.50	\$ 73,723	0.50	\$ 74,623
Clerical Assistant III	0.25	12,988	0.00	0
Secretary	0.00	0	0.25	14,079
Total Permanent	0.75	86,711	0.75	88,702
TEMPORARY				
Clerical Assistant I	0.45	15,810	0.45	15,810
Total Temporary	0.45	15,810	0.45	15,810
Total Salaries	1.20	\$ 102,521	1.20	\$ 104,512

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Insurance - General Liab/Property*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *526.18.1832*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Approved Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Approved Budget
PERSONNEL SERVICES						
<i>1832 Liability Insurance</i>						
51010	Permanent	\$ 91,555	86,711	86,711	86,235	88,702
51020	Temporary	0	15,810	15,810	0	15,810
51030	Overtime	1,470	0	0	252	0
52010	Retirement	22,184	24,161	24,161	20,340	28,065
52020	PARS	0	0	0	0	0
52030	Group Insurance	10,084	7,022	7,022	8,056	7,966
52040	FICA	1,435	1,487	1,487	1,236	1,515
52050	Compensation Insurance	419	441	441	364	449
52060	LTD	570	347	347	470	355
52099	Cost Appropriation	0	0	0	0	0
Total Personnel Services		127,717	135,978	135,978	116,953	142,862
SERVICES & SUPPLIES						
<i>1832 Liability Insurance</i>						
62110	Professional & Consulting	285	4,000	4,000	3,000	4,000
62210	Contract Services	0	1,000	1,000	0	1,000
62520	Employee Training	0	800	800	0	800
64120	Office Supplies	2,144	2,500	2,500	2,500	2,500
65010	Memberships-Subscriptions-Dues	2,441	2,200	2,200	2,760	2,200
65022	Conferences & Meetings	792	3,200	3,200	2,000	3,200
69120	Legal	1,374,501	900,000	900,000	1,586,941	900,000
69121	Insurance - Liability	2,075,362	2,240,000	2,240,000	2,083,075	2,240,000
	ICRMA Risk Premium					
	ICRMA Contingency					
	ICRMA Administrative Premium					
	ICRMA Supplemental Risk					
	Property Premium					
	Surety Bonds					
69122	Claims Legal Services	1,062,390	759,486	768,971	450,000	759,486
69130	Unemployment	80,045	75,000	75,000	50,000	75,000
Total Services & Supplies		4,597,960	3,988,186	3,997,671	4,180,276	3,988,186
CAPITAL OUTLAY						
<i>1832 Liability Insurance</i>						
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: *Insurance - General Liab/Property*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *526.18.1832*

Line Item	Description	2009-10 Actual Expenditure	2010-11 Approved Budget	2010-11 Adjusted Budget	2010-11 Estimated Actual	2011-12 Approved Budget
COSTS APPLIED						
<i>1832 Liability Insurance</i>						
71010	ARA Reimbursement	0	0	0	0	0
71020	Transfers Out	172,844	171,670	171,670	171,670	179,827
71520	Transfers In	(28,696)	(7,175)	(7,175)	(7,175)	(15,177)
71540	Transfers In - Reserves	0	0	(1,000,000)	(1,000,000)	(2,000,000)
	Total Costs Applied	<u>144,148</u>	<u>164,495</u>	<u>(835,505)</u>	<u>(835,505)</u>	<u>(1,835,350)</u>
	TOTAL BUDGET	<u>4,725,677</u>	<u>4,124,164</u>	<u>4,133,649</u>	<u>4,297,229</u>	<u>4,131,048</u>
	TOTAL COSTS APPLIED	<u>144,148</u>	<u>164,495</u>	<u>(835,505)</u>	<u>(835,505)</u>	<u>(1,835,350)</u>
	NET BUDGET	<u>\$ 4,869,825</u>	<u>4,288,658</u>	<u>3,298,143</u>	<u>3,461,724</u>	<u>2,295,699</u>

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE SUMMARY

ACTIVITY: *Insurance - Worker's Comp*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *527.18.1834*

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	\$ 105,350	135,978	135,978	119,596	142,862
Services & Supplies	1,177,584	1,725,600	1,725,600	1,462,000	1,725,600
Capital Outlay	0	0	0	0	0
Total Budget	<u>1,282,934</u>	<u>1,861,578</u>	<u>1,861,578</u>	<u>1,581,596</u>	<u>1,868,462</u>
Costs Applied	0	(7,175)	992,825	992,825	1,984,823
Net Budget	<u>\$ 1,282,934</u>	<u>1,854,403</u>	<u>2,854,403</u>	<u>2,574,421</u>	<u>3,853,286</u>

FUNDING SOURCES

Interest Earnings	19,128	6,000	6,000	12,835	12,000
Miscellaneous Revenues	9	0	0	0	0
Refunds	70,000	30,000	30,000	30,000	30,000
Worker's Compensation Premiums	2,637,590	2,790,000	2,790,000	2,691,782	2,702,454
Reserves	(1,443,793)	(971,597)	28,403	(160,196)	1,108,832
Total Funding	<u>\$ 1,282,934</u>	<u>1,854,403</u>	<u>2,854,403</u>	<u>2,574,421</u>	<u>3,853,286</u>

BUDGET FOR FISCAL YEAR 2011-2012

AUTHORIZED POSITIONS & SALARY DETAIL

ACTIVITY: *Insurance - Worker's Comp*
 DEPARTMENT: *Personnel/Risk Management*
 ACCOUNT: *527.18.1834*

Position	2010-11 Budget		2011-12 Budget	
	Number	Amount	Number	Amount
PERMANENT				
Asst CM / Personnel Dir	0.50	\$ 73,723	0.50	\$ 74,623
Clerical Assistant III	0.25	12,988	0.00	0
Secretary	0.0	0	0.25	14,079
Total Permanent	0.75	86,711	0.75	88,702
TEMPORARY				
Clerical Assistant I	0.45	15,810	0.45	15,810
Total Temporary	0.45	15,810	0.45	15,810
Total Salaries	1.20	\$ 102,521	1.20	\$ 104,512

CITY OF ALHAMBRA
BUDGET FOR FISCAL YEAR 2011-2012

EXPENDITURE DETAIL

ACTIVITY: *Insurance - Worker's Comp*
DEPARTMENT: *Personnel/Risk Management*
ACCOUNT: *527.18.1834*

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						
1834	<i>Workers Compensation Insurance</i>					
51010	Permanent	\$ 80,330	86,711	86,711	89,122	88,702
51020	Temporary	0	15,810	15,810	0	15,810
51030	Overtime	0	0	0	0	0
52010	Retirement	18,049	24,161	24,161	20,342	28,065
52020	PARS	0	0	0	0	0
52030	Group Insurance	5,015	7,022	7,022	8,058	7,966
52040	FICA	1,161	1,487	1,487	1,238	1,515
52050	Compensation Insurance	338	441	441	364	449
52060	LTD	457	347	347	472	355
52099	Cost Appropriation	0	0	0	0	0
	Total Personnel Services	105,350	135,978	135,978	119,596	142,862
SERVICES & SUPPLIES						
	<i>Workers Compensation Insurance</i>					
62110	Professional & Consulting	1,200	1,500	1,500	0	1,500
64120	Office Supplies	0	100	100	0	100
69110	Ins - Workers Comp Admin	111,207	120,000	120,000	112,000	120,000
69111	Ins - Workers Comp Premium	404,197	404,000	404,000	350,000	404,000
69112	Workers Comp SIR Claims	660,980	1,200,000	1,200,000	1,000,000	1,200,000
	Total Services & Supplies	1,177,584	1,725,600	1,725,600	1,462,000	1,725,600
CAPITAL OUTLAY						
		0	0	0	0	0
	Total Capital Outlay	0	0	0	0	0
COSTS APPLIED						
71040	Transfers Out - Reserves	0	0	1,000,000	1,000,000	2,000,000
71520	Transfers In	0	(7,175)	(7,175)	(7,175)	(15,177)
	Total Costs Applied	0	(7,175)	992,825	992,825	1,984,823
TOTAL BUDGET		1,282,934	1,861,578	1,861,578	1,581,596	1,868,462
TOTAL COSTS APPLIED		0	(7,175)	992,825	992,825	1,984,823
NET BUDGET		\$ 1,282,934	1,854,403	2,854,403	2,574,421	3,853,286