

Administrative Services

CITY OF SANTA CLARITA

BUDGET SUMMARY

BUDGET CATEGORY

ADMINISTRATIVE SERVICES

	BUDGET
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PERSONNEL SERVICES	1,664,500
OPERATIONS AND MAINTENANCE	7,593,200
TOTAL OPERATIONS AND MAINTENANCE	9,257,700
CAPITAL OUTLAY	937,000
TOTAL ADMINISTRATIVE SERVICES BUDGET	10,194,700

PROGRAM:	TOTALS
CITY COUNCIL	172,200
CITY MANAGER	640,200
UNALLOCATED RESERVE	3,000,000
SELF INSURANCE	1,712,800
CITY ATTORNEY	370,700
CITY CLERK	292,100
PERSONNEL	273,100
FINANCE ADMINISTRATION	1,062,200
GENERAL SERVICES	2,248,900
COMPUTER SERVICES	422,500
 TOTAL ADMINISTRATIVE SERVICES BUDGET	 10,194,700

ADMINISTRATIVE SERVICES

CITY COUNCIL

Program Purpose

The City Council is the governing body of the City. As such, it guides the progress of the City of Santa Clarita and responds to issues and concerns facing the citizenry. The Council formulates strategies for effective public policy and planned growth and development.

Primary Activities

The Council is responsible for the formulation of legislative policies, which are expressed through the passage of ordinances, resolutions and motions. The City Council, as a body, supervises the activities of the City through the City Manager and the City Attorney.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY COUNCIL

 APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET

PERSONNEL	
01-4000-101 SALARIES	39,700
01-4000-130 HEALTH AND WELFARE	18,800
01-4000-145 MEDICARE	600
01-4000-150 WORKERS' COMPENSATION	1,700
01-4000-155 PERS	6,000
01-4000-165 UNEMPLOYMENT TAXES	2,200
TOTAL PERSONNEL	69,000
OPERATIONS & MAINTENANCE	
01-4000-201 PUBLICATIONS AND SUBSCRIPTIONS	700
01-4000-202 TRAVEL AND TRAINING	21,000
01-4000-209 AUTOMOBILE ALLOWANCE/MILEAGE	500
01-4000-210 OFFICE SUPPLIES	1,000
01-4000-215 SPECIAL SUPPLIES	1,000
01-4000-230 PROFESSIONAL SERVICES	60,000
01-4000-232 PROMOTION AND PUBLICITY	19,000
TOTAL O AND M	103,200
PROGRAM TOTAL	172,200

 FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

CITY MANAGER'S OFFICE

Program Purpose

This program provides for administrative services executed by the City Manager for all departments within the City of Santa Clarita.

The City Manager, in concert with the City Council, establishes policy, provides leadership and implements efficient and effective municipal services. The City Manager establishes and maintains appropriate management controls to ensure that all operating departments adhere to Council and legally mandated policies and regulations.

Primary Activities

The City Manager is responsible for all the day-to-day operations of the City including personnel, execution of Council policy, the enforcement of all laws and ordinances, the preparation and administration of the annual budget, the purchase of all supplies and materials, and the preparation of Council agendas.

The City Manager also serves as the Emergency Preparedness Director.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY MANAGER'S OFFICE

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
PERSONNEL	
01-4100-101 SALARIES	388,200
01-4100-103 PART-TIME EMPLOYEES	25,000
01-4100-110 OVERTIME	3,000
01-4100-130 HEALTH & WELFARE	26,300
01-4100-135 LIFE INSURANCE	1,900
01-4100-140 LONG TERM DISABILITY INSURANCE	6,000
01-4100-145 MEDICARE	6,100
01-4100-150 WORKERS' COMPENSATION	18,900
01-4100-155 PERS	58,800
01-4100-160 DEFERRED COMPENSATION	13,500
01-4100-165 UNEMPLOYMENT TAXES	4,300
TOTAL PERSONNEL	552,000
OPERATIONS & MAINTENANCE	
01-4100-201 PUBLICATIONS AND SUBSCRIPTIONS	2,000
01-4100-202 TRAVEL AND TRAINING	19,000
01-4100-203 MEMBERSHIP/DUES	5,500
01-4100-208 EDUCATIONAL REIMBURSEMENT	500
01-4100-209 AUTOMOBILE ALLOWANCE/MILEAGE	5,000
01-4100-210 OFFICE SUPPLIES	3,000
01-4100-211 PRINTING	20,800
01-4100-212 POSTAGE	4,000
01-4100-213 ADVERTISING	2,200
01-4100-215 SPECIAL SUPPLIES	3,200
01-4100-227 CONTRACTUAL SERVICES	8,000
01-4100-230 PROFESSIONAL SERVICES	10,000
01-4100-245 VEHICLE MAINTENANCE/SUPPLIES	1,500
01-4100-252 TELEPHONE UTILITIES	1,500
TOTAL O AND M	86,200
CAPITAL OUTLAY	
01-4100-402 EQUIPMENT	1,000
01-4100-405 AUTOMOTIVE EQUIPMENT	1,000
TOTAL CAPITAL OUTLAY	2,000
PROGRAM TOTAL	640,200

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

UNALLOCATED RESERVE

Program Purpose

This program provides for a reserve that is not appropriated to any one program but rather remains available to be used to meet unexpected needs or emergencies that may arise after adoption of the budget.

Primary Activities

The primary activity is to provide a contingency reserve of \$1,500,000.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: UNALLOCATED RESERVE

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
OPERATIONS AND MAINTENANCE	
01-4101-290 CONTINGENCY	1,500,000
01-4101-292 PAYMENT TO COUNTY	1,500,000
TOTAL O AND M	3,000,000
PROGRAM TOTAL	3,000,000

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

SELF-INSURANCE

Program Purpose

This program provides funds to cover the City's expenses which may occur as a result of liability claims filed.

Primary Activities

The primary activity is to provide a reserve through which claims can be addressed.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: SELF INSURANCE

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
OPERATIONS AND MAINTENANCE	
26-4201-230 PROFESSIONAL SERVICES	25,000
26-4201-294 LIABILITY	1,687,800
TOTAL O AND M	1,712,800
PROGRAM TOTAL	1,712,800

FUNDING SOURCE: SELF INSURANCE FUND

ADMINISTRATIVE SERVICES

CITY ATTORNEY

Program Purpose

The City Attorney is the chief legal advisor to the City Council, the department heads, commissioners and various other City officials.

Primary Activities

The City Attorney prepares or reviews all ordinances, resolutions, contracts and agreements submitted to the City. Additionally, the City legal staff advises and represents the City in all legal matters.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
OPERATIONS & MAINTENANCE	
01-4300-211 PRINTING	700
01-4300-230 PROFESSIONAL SERVICES	370,000
TOTAL O AND M	370,700
PROGRAM TOTAL	370,700

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

CITY CLERK

Program Purpose

The purpose of the City Clerk's program is to assist and support the public and City departments by making available the records necessary for the City to advance its administrative, legal and legislative functions. The City Clerk's Office prepares the Council agendas, documents and minutes. The City Clerk also conducts and supervises municipal elections as the Chief Elections Officer. The City Clerk's office provides clerical support to the City Council.

Primary Activities

The City Clerk is responsible for keeping minutes of the City Council meetings, compiling the agenda and collecting back-up information for each Council meeting. The Clerk's office serves as a depository for all official documents and records. The City Clerk records official documents, handles legal advertising, coordinates bid openings, maintains the City seal, processes claims against the City, and maintains current files on all commissions and committees. The Clerk maintains and updates the Municipal Code and serves as the filing official/officer for the Fair Political Practices Commission regulations.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY CLERK

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
PERSONNEL	
01-4400-101 SALARIES	111,300
01-4400-110 OVERTIME	1,000
01-4400-130 HEALTH & WELFARE	18,800
01-4400-135 LIFE INSURANCE	600
01-4400-140 LONG TERM DISABILITY	1,200
01-4400-145 MEDICARE	1,700
01-4400-150 WORKERS' COMPENSATION	2,200
01-4400-155 PERS	17,100
01-4400-160 DEFERRED COMPENSATION	1,500
01-4400-165 UNEMPLOYMENT TAXES	2,700
TOTAL PERSONNEL	158,100
OPERATIONS & MAINTENANCE	
01-4400-201 PUBLICATION AND SUBSCRIPTIONS	300
01-4400-202 TRAVEL AND TRAINING	2,500
01-4400-203 MEMBERSHIP/DUES	25,000
01-4400-208 EDUCATIONAL REIMBURSEMENT	300
01-4400-209 AUTOMOBILE ALLOWANCE/MILEAGE	800
01-4400-210 OFFICE SUPPLIES	3,000
01-4400-211 PRINTING	600
01-4400-213 ADVERTISING	8,500
01-4400-225 ELECTIONS	90,000
01-4400-227 CONTRACTUAL SERVICES	1,000
01-4400-230 PROFESSIONAL SERVICES	2,000
TOTAL O AND M	134,000
PROGRAM TOTAL	292,100

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

PERSONNEL ADMINISTRATION

Program Purpose

The purpose of Personnel Administration is to provide a program which will effectively select, place, train and motivate employees to support the various departments and divisions within the City.

This program also ensures compliance with federal, state and local employment and labor laws and provides programs for employee compensation, benefits and training.

Primary Activities

The primary activities of the Personnel Administration program include recruitment, selection and retention of qualified employees, monitoring, administering and, when needed, revising the City's personnel rules and the personnel administrative policies. This program also administers the City's compensation and benefits plans, maintains and updates the classification plan, and coordinates and conducts all City-wide training and development sessions.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: PERSONNEL

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
PERSONNEL	
01-4110-101 SALARIES	98,400
01-4110-110 OVERTIME	1,000
01-4110-130 HEALTH AND WELFARE	11,300
01-4110-135 LIFE INSURANCE	500
01-4110-140 LONG TERM DISABILITY	1,200
01-4110-140 MEDICARE	1,400
01-4110-150 WORKERS' COMPENSATION	2,500
01-4110-155 PERS	14,800
01-4110-160 DEFERRED COMPENSATION	1,500
01-4110-165 UNEMPLOYMENT TAXES	1,700
TOTAL PERSONNEL	134,300
OPERATIONS AND MAINTENANCE	
01-4110-201 PUBLICATION AND SUBSCRIPTIONS	300
01-4110-202 TRAVEL AND TRAINING	20,000
01-4110-203 MEMBERSHIP/DUES	200
01-4110-207 RELOCATION	2,000
01-4110-208 EDUCATIONAL REIMBURSEMENT	2,100
01-4110-209 AUTOMOBILE ALLOWANCE/MILEAGE	300
01-4110-210 OFFICE SUPPLIES	600
01-4110-211 PRINTING	15,000
01-4110-212 POSTAGE	300
01-4110-213 ADVERTISING	35,000
01-4110-215 SPECIAL SUPPLIES	1,900
01-4110-230 PROFESSIONAL SERVICES	28,200
01-4110-232 PROMOTION AND PUBLICITY	5,500
TOTAL O AND M	111,400
CAPITAL OUTLAY	
TOTAL CAPITAL OUTLAY	27,400
PROGRAM TOTAL	273,100

FUNDING SOURCE: GENERAL FUND

Finance and General Services

Finance Administration

Program Purpose

The purpose of the Finance Administration program is to serve as a support center for all City departments and programs to ensure that all funds are managed in accordance with the City's investment policy and state and federal laws. This program provides for the collection of revenue, treasury and cash management services, recordation of all expenditures, payroll, general and special accounting, internal auditing and financial reporting.

Primary Activities

The primary activities of the Finance Administration program include the treasury investment functions, payroll, accounts payable, revenue collection and enhancement, accounting services, grants administration, internal auditing and financial reporting.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE ADMINISTRATION

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
01-4600-101 SALARIES	305,400
01-4600-103 PART-TIME EMPLOYEES	28,100
01-4600-110 OVERTIME	1,000
01-4600-130 HEALTH & WELFARE	33,800
01-4600-135 LIFE INSURANCE	1,500
01-4600-140 LONG TERM DISABILITY INSURANCE	2,400
01-4600-145 MEDICARE	4,900
01-4600-150 WORKERS' COMPENSATION	9,100
01-4600-155 PERS	50,000
01-4600-160 DEFERRED COMPENSATION	6,000
01-4600-165 UNEMPLOYMENT TAXES	5,600
TOTAL PERSONNEL	447,800
OPERATIONS & MAINTENANCE	
01-4600-201 PUBLICATIONS AND SUBSCRIPTIONS	2,500
01-4600-202 TRAVEL AND TRAINING	6,000
01-4600-203 MEMBERSHIP/DUES	1,500
01-4600-207 RELOCATION	0
01-4600-208 EDUCATIONAL REIMBURSEMENT	1,700
01-4600-209 AUTOMOBILE ALLOWANCE/MILEAGE	4,500
01-4600-210 OFFICE SUPPLIES	1,800
01-4600-211 PRINTING	9,300
01-4600-212 POSTAGE	1,500
01-4600-230 PROFESSIONAL SERVICES	585,000
TOTAL O AND M	613,800
CAPITAL OUTLAY	
01-4600-402 EQUIPMENT	600
TOTAL CAPITAL OUTLAY	600
PROGRAM TOTAL	1,062,200

FUNDING SOURCE: GENERAL FUND

Finance and General Services

General Services Administration

Program Purpose

The purpose of the General Services Administration is to serve as a support center for all City departments by providing for the central purchasing of materials, supplies, services and equipment. This program provides facility, equipment, communications (telephones and radio) and fleet management and is contract administrator for animal control, crossing guards, and cable television franchise agreements.

Primary Activities

The primary activities of the General Services Administration program includes central purchasing, management of the City Hall building, communications, and fleet operations. Additionally, this program administers animal controls, crossing guards, and the cable television franchises.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: GENERAL SERVICES

APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET
PERSONNEL	
01-4605-101 SALARIES	130,300
01-4605-103 PART-TIME EMPLOYEES	10,000
01-4605-110 OVERTIME	1,000
01-4605-130 HEALTH AND WELFARE	16,900
01-4605-135 LIFE INSURANCE	600
01-4605-140 LONG TERM DISABILITY	1,200
01-4605-145 MEDICARE	2,000
01-4605-150 WORKERS' COMPENSATION	4,500
01-4605-155 PERS	19,500
01-4605-160 DEFERRED COMPENSATION	1,500
01-4605-165 UNEMPLOYMENT TAXES	2,400
TOTAL PERSONNEL	189,900
OPERATIONS & MAINTENANCE	
01-4605-201 PUBLICATIONS AND SUBSCRIPTIONS	1,200
01-4605-202 TRAVEL AND TRAINING	1,700
01-4605-203 MEMBERSHIP/DUES	1,200
01-4605-208 EDUCATIONAL REIMBURSEMENT	1,500
01-4605-209 AUTOMOBILE ALLOWANCE/MILEAGE	400
01-4605-210 OFFICE SUPPLIES	50,000
01-4605-211 PRINTING	20,000
01-4605-212 POSTAGE	24,000
01-4605-213 ADVERTISING	2,500
01-4605-215 SPECIAL SUPPLIES	7,500
01-4605-220 RENT/LEASE	1,000,000
01-4605-223 EQUIPMENT RENTAL	10,000
01-4605-230 PROFESSIONAL SERVICES	5,000
01-4605-240 BLDG. MAINTENANCE/SUPPLIES	25,000
01-4605-243 EQUIPMENT MAINTENANCE/SUPPLIES	40,000
01-4605-245 VEHICLE MAINTENANCE/SUPPLIES	20,000
01-4605-252 TELEPHONE UTILITIES	150,000
TOTAL O AND M	1,360,000
CAPITAL OUTLAY	
01-4605-401 FURNITURE & FIXTURES	10,000
01-4605-402 EQUIPMENT	689,000
TOTAL CAPITAL OUTLAY	699,000
PROGRAM TOTAL	2,248,900

FUNDING SOURCE: GENERAL FUND

Finance and General Services

Computer Services

Program Purpose

The purpose of the Computer Services program is to provide support to the computer users employed by the City of Santa Clarita.

Primary Activities

The primary activities of the Computer Services program include the following activities: daily backup of the files on the main computer system, restoration and reorganization of each disk on the main system for optimum performance, preventive maintenance on printers, terminals, P.C.'s, planning for the possibility of a computer downtime and implementation of a recovery plan, interaction between users for optimum use of the computers at their disposal, training on computer related programs, assistance in the fit, installation and training of all software packages.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: COMPUTER SERVICES

 APPROPRIATION DETAIL

ACTIVITY	1990-91 BUDGET

PERSONNEL	
01-4610-101 SALARIES	82,100
01-4610-110 OVERTIME	1,000
01-4610-130 HEALTH AND WELFARE	9,400
01-4610-135 LIFE INSURANCE	400
01-4610-140 LONG TERM DISABILITY	900
01-4610-145 MEDICARE	1,200
01-4610-150 WORKERS' COMPENSATION	3,900
01-4610-155 PERS	12,300
01-4610-160 DEFERRED COMPENSATION	1,100
01-4610-165 UNEMPLOYMENT TAXES	1,100
TOTAL PERSONNEL	113,400
OPERATIONS AND MAINTENANCE	
01-4610-201 PUBLICATION AND SUBSCRIPTIONS	400
01-4610-202 TRAVEL AND TRAINING	4,500
01-4610-203 MEMBERSHIP/DUES	400
01-4610-208 EDUCATIONAL REIMBURSEMENT	1,000
01-4610-209 AUTOMOBILE ALLOWANCE/MILEAGE	200
01-4610-210 OFFICE SUPPLIES	500
01-4610-212 POSTAGE	200
01-4610-227 CONTRACTUAL SERVICES	40,400
01-4610-230 PROFESSIONAL SERVICES	24,000
01-4610-243 EQUIP. MAINTENANCE/SUPPLIES	29,500
TOTAL O AND M	101,100
CAPITAL IMPROVEMENTS	
01-4610-401 FURNITURE & FIXTURES	5,000
01-4610-402 EQUIPMENT	203,000
TOTAL CAPITAL OUTLAY	208,000
PROGRAM TOTAL	422,500

 FUNDING SOURCE: GENERAL FUND