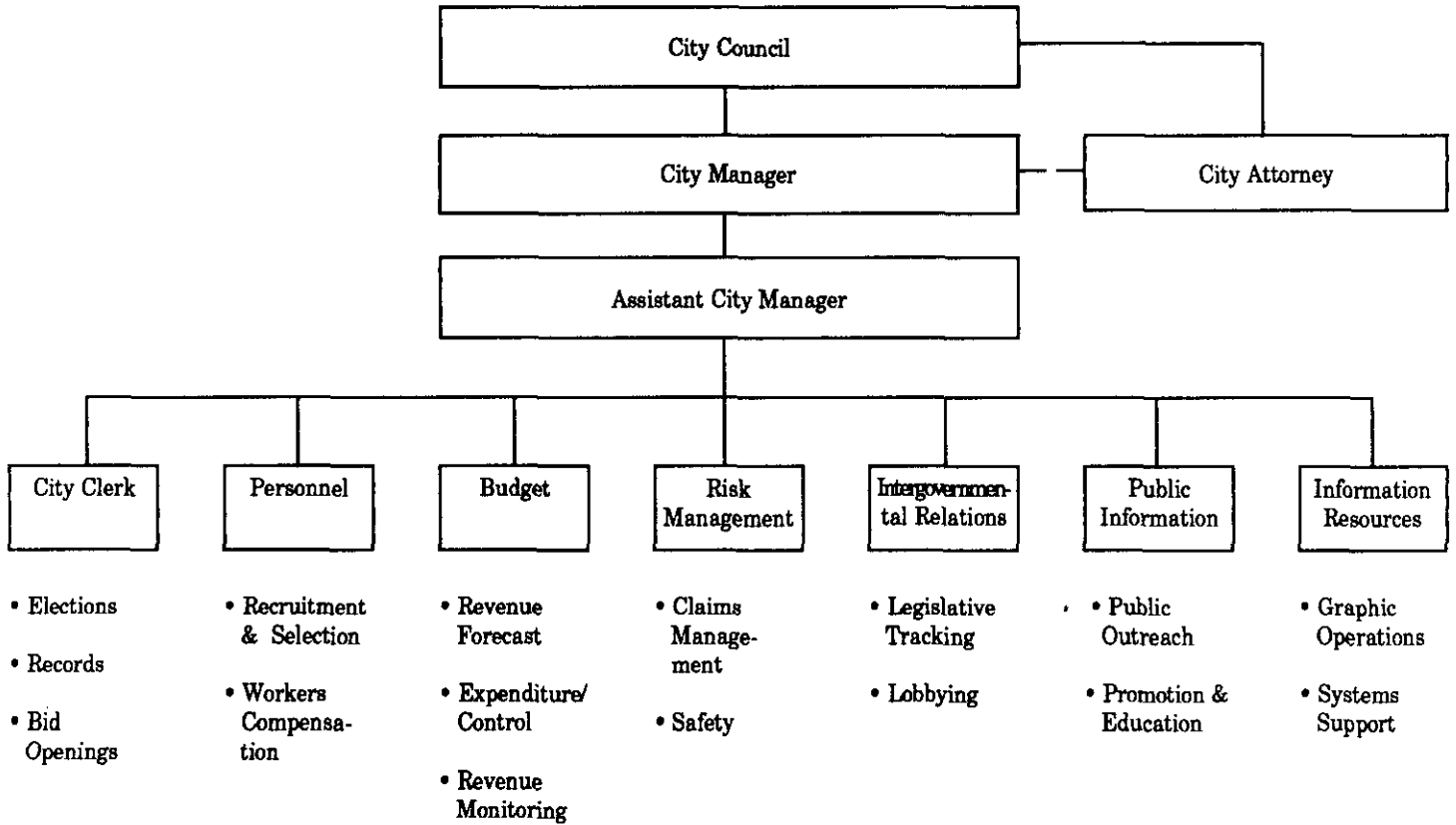




# ADMINISTRATIVE SERVICES



CITY OF SANTA CLARITA

BUDGET SUMMARY

BUDGET CATEGORY

ADMINISTRATIVE SERVICES

	BUDGET
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PERSONNEL SERVICES	1,480,400
OPERATIONS AND MAINTENANCE	7,248,600
TOTAL OPERATIONS AND MAINTENANCE	8,729,000
CAPITAL OUTLAY	68,000
TOTAL ADMINISTRATIVE SERVICES BUDGET	8,797,000

PROGRAM:		TOTALS
CITY COUNCIL		202,000
CITY MANAGER		739,900
UNALLOCATED RESERVE		4,241,700
SELF INSURANCE		1,914,900
CITY ATTORNEY		345,100
CITY CLERK		305,300
PERSONNEL		344,300
INFORMATION RESOURCES		723,900
	TOTAL ADMINISTRATIVE SERVICES BUDGET	8,817,100





## ADMINISTRATIVE SERVICES

### CITY COUNCIL

#### Program Purpose

The City Council serves as the governing body of the City that guides the progress of the City of Santa Clarita into the future. On a continuous basis, the City Council responds to the issues and concerns facing the residents of the community, while formulating strategies for effective public policy, orderly growth and development.

#### Primary Activities

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

Major accomplishments for this division include:

- Adoption of the General Plan
- Approved City's transit system
- Established an area-wide Council with unincorporated townships
- Implementation of the Gang Prevention Task Force

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	45,103	58,099	72,282
Operations	50,885	190,151	149,605
Capital Outlay	0	668	0
Total	95,989	248,917	221,887

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4000-101	SALARIES	41,700
01-4000-130	HEALTH AND WELFARE	21,700
01-4000-145	MEDICARE	600
01-4000-155	PERS	6,000
01-4000-165	UNEMPLOYMENT TAXES	2,200
	<b>TOTAL PERSONNEL</b>	<b>73,900</b>
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4000-201	PUBLICATIONS AND SUBSCRIPTIONS	1,000
01-4000-202	TRAVEL AND TRAINING	18,000
01-4000-209	AUTOMOBILE ALLOWANCE/MILEAGE	1,000
01-4000-210	OFFICE SUPPLIES	600
01-4000-215	SPECIAL SUPPLIES	2,500
01-4000-230	PROFESSIONAL SERVICES	50,000
01-4000-232	PROMOTION AND PUBLICITY	55,000
	<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>128,100</b>
	<b>PROGRAM TOTAL</b>	<b>202,000</b>

FUNDING SOURCE: GENERAL FUND





## CITY MANAGER

### ADMINISTRATION AND MANAGEMENT SERVICES

#### Program Purpose

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

#### Primary Activities

The City Manager, in conjunction with the City Council, establishes policies, 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 City Council and legally mandated policies and regulations.

The City Manager is responsible for all the day-to-day operations of the City. He serves as the director of all City personnel, is responsible for the execution of City Council policy, the enforcement of all laws and ordinances, the preparation of the City's annual budget, public information, legislative relations, the purchase of all supplies and materials and preparation of Council agendas.

Major accomplishments for this division include:

- Implementation of Town Hall meetings
- Development of Community Strategic Plan
- Resolution for school fee issues
- Multi-media Shop Local campaign
- Established regular meetings with County, State and Federal elected officials representing Santa Clarita

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	426,610	543,627	604,929
Operations	179,850	132,294	123,612
Capital Outlay	2,591	3,808	2,000
Total	609,050	689,729	730,541

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY MANAGER

APPROPRIATION DETAIL

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4100-101	SALARIES	421,600
01-4100-103	PART-TIME EMPLOYEES	33,700
01-4100-110	OVERTIME	2,000
01-4100-130	HEALTH & WELFARE	43,300
01-4100-135	LIFE INSURANCE	1,200
01-4100-140	LONG TERM DISABILITY INSURANCE	2,700
01-4100-145	MEDICARE	6,300
01-4100-150	WORKERS' COMPENSATION	16,000
01-4100-155	PERS	64,800
01-4100-160	DEFERRED COMPENSATION	13,500
01-4100-165	UNEMPLOYMENT TAXES	4,300
TOTAL PERSONNEL		609,400
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4100-201	PUBLICATIONS AND SUBSCRIPTIONS	4,900
01-4100-202	TRAVEL AND TRAINING	21,500
01-4100-203	MEMBERSHIP/DUES	2,900
01-4100-208	EDUCATIONAL REIMBURSEMENT	2,500
01-4100-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,800
01-4100-210	OFFICE SUPPLIES	1,000
01-4100-211	PRINTING	22,000
01-4100-212	POSTAGE	2,100
01-4100-213	ADVERTISING	8,300
01-4100-215	SPECIAL SUPPLIES	2,800
01-4100-227	CONTRACTUAL SERVICES	10,000
01-4100-230	PROFESSIONAL SERVICES	30,000
01-4100-245	VEHICLE MAINTENANCE/SUPPLIES	1,600
01-4100-252	TELEPHONE UTILITIES	1,500
01-4100-326	INSURANCE REIMBURSEMENT	13,000
01-4100-327	EQUIPMENT REPLACEMENT	600
TOTAL OPERATIONS & MAINTENANCE		130,500
PROGRAM TOTAL		739,900

FUNDING SOURCE: GENERAL FUND





## **ADMINISTRATIVE SERVICES**

### **UNALLOCATED RESERVE**

#### **Program Purpose**

This program provides a financial reserve which is not appropriated to any specific program. The reserve fund remains available to meet unanticipated emergencies or needs that may arise after the adoption of the budget.



CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: RESERVE / DEBT SERVICE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
OPERATIONS AND MAINTENANCE	
01-4101-290 CONTINGENCY	1,500,000
01-4101-292 PAYMENT TO COUNTY	800,000
01-4101-356 DEBT SERVICE PFA	1,591,700
01-4101-355 DEBT SERVIC ICE PROJECTS	350,000
TOTAL OPERATIONS AND MAINTENANCE	4,241,700
PROGRAM TOTAL	4,241,700

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 claims against the City in areas of liability. In addition, it is this fund which pays all premiums on vehicles, equipment and liability insurance.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: SELF INSURANCE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
OPERATIONS & MAINTENANCE	
26-4210-230 PROFESSIONAL SERVICES	399,900
26-4201-294 LIABILITY	1,515,000
TOTAL OPERATIONS & MAINTENANCE	1,914,900
PROGRAM TOTAL	1,914,900

FUNDING SOURCE: SELF INSURANCE FUND





## **ADMINISTRATIVE SERVICES**

### **CITY ATTORNEY**

#### **Program Purpose**

The City Attorney serves as the chief legal advisor to the City Council, City Commissioners, City Manager and other various City officials.

#### **Primary Activities**

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

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	0	0	0
Operations	399,994	590,461	370,700
Capital Outlay	0	0	0
Total	399,994	590,461	370,700

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL

ACTIVITY

BUDGET

OPERATIONS & MAINTENANCE

01-4300-211

PRINTING

700

01-4300-230

PROFESSIONAL SERVICES

344,400

TOTAL OPERATIONS & MAINTENANCE

345,100

PROGRAM TOTAL

345,100

FUNDING SOURCE: GENERAL FUND



## CITY MANAGER



### 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.

#### 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, organizes and conducts all City-wide training and development sessions.

Major accomplishments for this division include:

- Development of Employee Handbook
- Executive Development Program
- Implementation of a drug free work place
- Developed a new application form

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	90,147	143,887	196,876
Operations	142,673	141,503	161,162
Capital Outlay	0	0	0
Total	232,819	285,391	358,038

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: PERSONNEL

APPROPRIATION DETAIL

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4110-101	SALARIES	162,800
01-4110-110	OVERTIME	3,000
01-4110-130	HEALTH AND WELFARE	17,300
01-4110-135	LIFE INSURANCE	500
01-4110-140	LONG TERM DISABILITY	1,100
01-4110-145	MEDICARE	2,300
01-4110-150	WORKERS' COMPENSATION	4,000
01-4110-155	PERS	23,900
01-4110-160	DEFERRED COMPENSATION	1,500
01-4110-165	UNEMPLOYMENT TAXES	1,700
TOTAL PERSONNEL		218,100
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4110-201	PUBLICATION AND SUBSCRIPTIONS	500
01-4110-202	TRAVEL AND TRAINING	18,000
01-4110-203	MEMBERSHIP/DUES	300
01-4110-207	RELOCATION	2,000
01-4110-208	EDUCATIONAL REIMBURSEMENT	5,500
01-4110-209	AUTOMOBILE ALLOWANCE/MILEAGE	300
01-4110-210	OFFICE SUPPLIES	400
01-4110-211	PRINTING	7,500
01-4110-212	POSTAGE	800
01-4110-213	ADVERTISING	30,000
01-4110-215	SPECIAL SUPPLIES	2,000
01-4110-230	PROFESSIONAL SERVICES	40,000
01-4110-232	PROMOTION AND PUBLICITY	12,000
01-4110-326	INSURANCE REIMBURSEMENT	6,500
01-4110-327	EQUIPMENT REPLACEMENT	400
TOTAL OPERATIONS & MAINTENANCE		126,200
PROGRAM TOTAL		344,300

FUNDING SOURCE: GENERAL FUND





## ADMINISTRATIVE SERVICES

### CITY CLERK

#### Program Purpose

The City Clerk's office assists and supports the public and City departments by making available the records necessary for the City to advance its administrative, legal, and legislative functions. This office is the link between the City Council and City staff in the preparation of official agendas, legal documents, legislative documents, and minutes. The City Clerk also conducts and administers elections as the chief elections officer.

#### Primary Activities

The City Clerk is responsible for keeping minutes of the City Council meetings, compiling the agendas, and collecting back-up information for each Council meeting. This office provides a depository for all official documents and records, records official documents, handles legal publications, coordinates bid openings, maintains the City seal, processes claims against the City, administers oaths, maintains current files on all commissions and committees, maintains and updates the Municipal Code, maintains records management City-wide, administers municipal elections, maintains the City's archives and notarizes legal documents. The City Clerk also serves as the filing officer for the FPPC regulations.

Major accomplishments for this department include:

- Implementation of the Municipal Code
- Provide for Municipal Election
- Processed 5,200 absentee application ballots before the April 14, 1992 election
- Developed a Campaign Contribution Policy
- City Council Agenda packet distribution

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	135,654	160,081	195,877
Operations	127,017	66,898	182,900
Capital Outlay	2,342	0	1,000
Total	265,114	226,979	379,777



CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY CLERK

APPROPRIATION DETAIL

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4400-101	SALARIES	153,100
01-4400-110	OVERTIME	1,500
01-4400-130	HEALTH & WELFARE	18,800
01-4400-135	LIFE INSURANCE	700
01-4400-140	LONG TERM DISABILITY	900
01-4400-145	MEDICARE	2,100
01-4400-150	WORKERS' COMPENSATION	2,900
01-4400-155	PERS	21,800
01-4400-160	DEFERRED COMPENSATION	1,500
01-4400-165	UNEMPLOYMENT TAXES	2,200
TOTAL PERSONNEL		205,500
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4400-201	PUBLICATION AND SUBSCRIPTIONS	300
01-4400-202	TRAVEL AND TRAINING	2,500
01-4400-203	MEMBERSHIP/DUES	20,000
01-4400-208	EDUCATIONAL REIMBURSEMENT	1,000
01-4400-209	AUTOMOBILE ALLOWANCE/MILEAGE	1,000
01-4400-210	OFFICE SUPPLIES	5,500
01-4400-211	PRINTING	2,000
01-4400-213	ADVERTISING	22,000
01-4400-230	PROFESSIONAL SERVICES	37,700
01-4400-232	PROMOTION & PUBLICITY	1,000
01-4400-326	INSURANCE REIMBURSEMENT	6,500
01-4400-327	EQUIPMENT REPLACEMENT	300
TOTAL OPERATIONS & MAINTENANCE		99,800
PROGRAM TOTAL		305,300

FUNDING SOURCE: GENERAL FUND





## CITY MANAGER

### INFORMATION RESOURCES

#### Program Purpose

Information Resources provides centralized information processing, graphic and support services to all departments and divisions within in the City.

#### Primary Activities

The primary activities of Information Resources include planning, acquiring, and allocating resources for the City's information systems. Some of the specific duties include: providing overall direction and long-range planning for hardware, software, and personnel resources needed to fulfill present and future informational requirements; software acquisition and implementation; software and hardware training and troubleshooting; maintaining data integrity and security of the City's information.

The primary activities of Graphic Services include graphic design and layout for *informational and promotional printed materials*. Some of the specific duties include: designing project pieces such as brochures, pamphlets, flyers, posters, pins, cups, certificates, and awards; layout of pieces to be printed outside, and then coordinating and supervising printing to ensure a professional product; preparing maps, slides and other exhibits for City Council and Planning Commission meetings.

Major accomplishments include:

- Implemented public access to City information via computer modem
- Implemented local area network technology at Corporate Yard utilizing PC technology and software
- Developed and implemented a standard graphic design for City publications
- Responded to over 1,200 requests for computer and graphic assistance

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	39,316	123,843	297,841
Operations	151,881	144,616	227,274
Capital Outlay	142,171	280,166	327,897
Total	333,368	548,624	859,012

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES PROGRAM: INFORMATION RESOURCES

APPROPRIATION DETAIL

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4120-101	SALARIES	284,400
01-4120-110	OVERTIME	15,000
01-4120-130	HEALTH AND WELFARE	30,300
01-4120-135	LIFE INSURANCE	1,000
01-4120-140	LONG TERM DISABILITY	2,600
01-4120-145	MEDICARE	4,100
01-4120-150	WORKERS' COMPENSATION	9,900
01-4120-155	PERS	41,800
01-4120-160	DEFERRED COMPENSATION	1,500
01-4120-165	UNEMPLOYMENT TAXES	3,000
<b>TOTAL PERSONNEL</b>		<b>393,600</b>
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4120-201	PUBLICATION AND SUBSCRIPTIONS	700
01-4120-202	TRAVEL AND TRAINING	8,000
01-4120-203	MEMBERSHIP/DUES	700
01-4120-208	EDUCATIONAL REIMBURSEMENT	5,000
01-4120-209	AUTOMOBILE ALLOWANCE/MILEAGE	400
01-4120-210	OFFICE SUPPLIES	1,000
01-4120-212	POSTAGE	200
01-4120-215	SPECIAL SUPPLIES	8,500
01-4120-227	CONTRACTUAL SERVICES	57,000
01-4120-230	PROFESSIONAL SERVICES	25,100
01-4120-243	EQUIPMENT MAINTENANCE/SUPPLIES	69,400
01-4120-248	COMPUTER SOFTWARE PURCHASES	76,000
01-4120-326	INSURANCE ALLOCATION	9,800
01-4120-327	EQUIPMENT REPLACEMENT	500
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>262,300</b>
<b>CAPITAL OUTLAY</b>		
01-4120-401	FURNITURE & FIXTURES	4,500
01-4120-402	EQUIPMENT	63,500
<b>TOTAL CAPITAL OUTLAY</b>		<b>68,000</b>
<b>PROGRAM TOTAL</b>		<b>723,900</b>

FUNDING SOURCE: GENERAL FUND

