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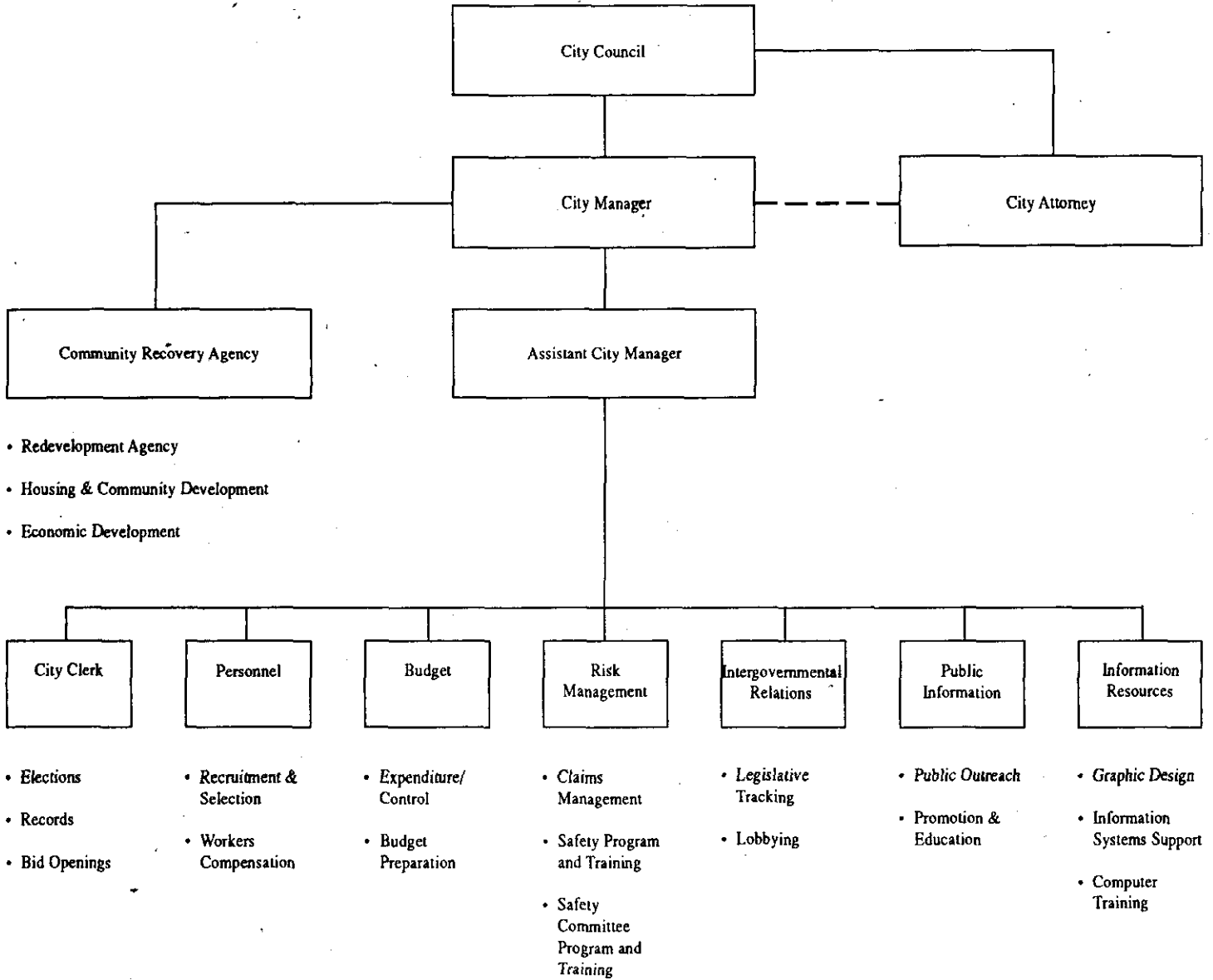


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ADMINISTRATIVE SERVICES



Management Services

CITY OF SANTA CLARITA
BUDGET SUMMARY

MANAGEMENT SERVICES

PERSONNEL SERVICES	BUDGET 1,654,600
OPERATIONS AND MAINTENANCE	5,701,076
TOTAL OPERATIONS AND MAINTENANCE	7,355,676
CAPITAL OUTLAY	98,300
TOTAL MANAGEMENT SERVICES BUDGET	7,453,976

PROGRAM:	TOTALS
CITY COUNCIL	144,600
CITY MANAGER	849,800
RESERVES/DEBT SERVICE	4,615,976
SELF INSURANCE	326,000
CITY CLERK	330,700
PERSONNEL	325,200
INFORMATION RESOURCES	861,700
TOTAL MANAGEMENT SERVICES	7,453,976

MANAGEMENT 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.

Performance Goals

- Expansion of the Anti-gang Task force activities and outreach to include goals of reducing graffiti and vandalism.
- Completion of the design of the future Civic Center/City Hall.
- Expand participation in joint programs and projects with other agencies and neighboring cities for the benefit of Santa Clarita residents.
- Continue Community outreach.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-94 Budget
Personnel	72,282	53,777	67,000
Operations	149,605	76,001	140,200
Capital Outlay	0	1329	0
Total	221,887	130,787	207,200

CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: CITY COUNCIL

	ACTIVITY	BUDGET
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PERSONNEL		
01-4000-101	SALARY	46,000
01-4000-130	HEALTH AND WELFARE	11,400
01-4000-135	LIFE INSURANCE	200
01-4000-140	LONG TERM DISABILITY INSURANCE	300
01-4000-145	MEDICARE (FICA)	700
01-4000-150	WORKERS' COMPENSATION	1,700
01-4000-155	PERS	7,100
	TOTAL PERSONNEL	67,400
OPERATIONS & MAINTENANCE		
01-4000-201	PUBLICATIONS AND SUBSCRIPTIONS	700
01-4000-202	TRAVEL AND TRAINING	18,200
01-4000-209	AUTOMOBILE ALLOWANCE/MILEAGE	1,000
01-4000-210	OFFICE SUPPLIES	600
01-4000-215	SPECIAL SUPPLIES	4,000
01-4000-230	PROFESSIONAL SERVICES	12,000
01-4000-232	PROMOTION AND PUBLICITY	40,000
01-4000-252	TELEPHONE & UTILITIES	700
	TOTAL OPERATIONS AND MAINTENANCE	77,200
	TOTAL	144,600

FUNDING SOURCE: GENERAL FUND

MANAGEMENT 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.

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.

Performance Goals

- Expansion of public participation activities to include cable television, Town Hall meetings and special events.
- Develop community strategic planning process for Sheriffs' Department.
- Continue marketing and public relations activities for benefit of City positioning and image efforts.
- Establish intergovernmental relations strategies involving all City departments.
- Prepare and monitor budget.
- Establish City-wide Risk Assessment Program.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	604,929	626,295	628,100
Operations	123,612	86,867	227,135
Capital Outlay	2,000	6,014	200
Total	730,541	719,176	855,435

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CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: CITY MANAGER

ACTIVITY	BUDGET
PERSONNEL	
01-4100-101 SALARY	465,700
01-4100-103 PART-TIME EMPLOYEES	39,400
01-4100-110 OVERTIME	1,500
01-4100-130 HEALTH & WELFARE	30,400
01-4100-135 LIFE INSURANCE	1,400
01-4100-140 LONG TERM DISABILITY INSURANCE	2,900
01-4100-145 MEDICARE (FICA)	7,000
01-4100-150 WORKERS' COMPENSATION	15,100
01-4100-155 PERS	74,400
01-4100-160 DEFERRED COMPENSATION	16,500
01-4100-165 UNEMPLOYMENT TAXES	1,800
TOTAL PERSONNEL	656,100
OPERATIONS & MAINTENANCE	
01-4100-201 PUBLICATIONS AND SUBSCRIPTIONS	3,500
01-4100-202 TRAVEL AND TRAINING	19,600
01-4100-203 MEMBERSHIP/DUES	2,900
01-4100-208 EDUCATIONAL REIMBURSEMENT	600
01-4100-209 AUTOMOBILE ALLOWANCE/MILEAGE	1,300
01-4100-210 OFFICE SUPPLIES	2,500
01-4100-211 PRINTING	12,100
01-4100-212 POSTAGE	1,100
01-4100-213 ADVERTISING	20,000
01-4100-215 SPECIAL SUPPLIES	2,200
01-4100-227 CONTRACTUAL SERVICES	4,200
01-4100-230 PROFESSIONAL SERVICES	18,200
01-4100-232 PROMOTION & PUBLICITY	1,000
01-4100-252 TELEPHONE UTILITIES	1,600
01-4100-260 LEGAL SERVICES	89,000
01-4100-326 INSURANCE REIMBURSEMENT	13,000
01-4100-327 EQUIPMENT REPLACEMENT	600
TOTAL OPERATIONS AND MAINTENANCE	193,400
CAPITAL OUTLAY	
01-4100-401 FURNITURE AND FIXTURES	200
01-4100-402 EQUIPMENT	100
TOTAL CAPITAL OUTLAY	300
TOTAL	849,800

FUNDING SOURCE: GENERAL FUND

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

Performance Goals

- Recruit and provide the qualified personnel necessary to fill positions within the City service.
- Maintain an effective program of employee relations and open communications to assure employee satisfaction, motivation and high level of morale.
- Meet all federal and state reporting requirements for equal employment, workers compensation, and other information as requested.
- Develop and administer a benefits program that meets the needs of employees while being cost conscious and consistent with other progressive cities.
- Stay abreast of external trends affecting the Personnel function for planning and informational purposes such as work time patterns, legal trends, trends towards performance-based compensation plans and changing values of workers.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-94 Budget
Personnel	170,040	195,416	210,700
Operations	110,595	88,520	90,750
Capital Outlay	345	0	0
Total	280,980	283,936	301,450

CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: PERSONNEL

	ACTIVITY	BUDGET
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PERSONNEL		
01-4110-101	SALARY	175,000
01-4110-103	PART TIME EMPLOYEES	5,000
01-4110-110	OVERTIME	2,000
01-4110-130	HEALTH AND WELFARE	15,200
01-4110-135	LIFE INSURANCE	500
01-4110-140	LONG TERM DISABILITY	1,100
01-4110-145	MEDICARE (FICA)	2,500
01-4110-150	WORKERS' COMPENSATION	5,600
01-4110-155	PERS	27,300
01-4110-160	DEFERRED COMPENSATION	1,500
01-4110-165	UNEMPLOYMENT TAXES	800
	TOTAL PERSONNEL	236,500
OPERATIONS AND MAINTENANCE		
01-4110-201	PUBLICATION AND SUBSCRIPTIONS	400
01-4110-202	TRAVEL AND TRAINING	28,200
01-4110-203	MEMBERSHIP/DUES	2,000
01-4110-207	RELOCATION	2,000
01-4110-208	EDUCATIONAL REIMBURSEMENT	1,200
01-4110-209	AUTOMOBILE ALLOWANCE/MILEAGE	400
01-4110-210	OFFICE SUPPLIES	800
01-4110-211	PRINTING	4,500
01-4110-212	POSTAGE	500
01-4110-213	ADVERTISING	19,000
01-4110-215	SPECIAL SUPPLIES	1,700
01-4110-230	PROFESSIONAL SERVICES	17,000
01-4110-232	PROMOTION AND PUBLICITY	4,100
01-4110-326	INSURANCE REIMBURSEMENT	6,500
01-4110-327	EQUIPMENT REPLACEMENT	400
	TOTAL OPERATIONS AND MAINTENANCE	88,700
	TOTAL	325,200

FUNDING SOURCE: GENERAL FUND

MANAGEMENT SERVICES

Information Resources

Program Purpose

Information Resources provides centralized information processing, graphic and support services to all departments within 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 staff 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.

Performance Goals

- Provide timely, customer oriented service delivery to City staff and the public.
- Implement strategic plan for the City's information systems.
- Establish and maintain efficient and effective automation tools.
- Maximize utilization of existing and future resources.
- Maintain positive interaction with all departments.
- Continually analyze system capabilities and phase system modifications.
- Seek innovative, futuristic solutions to the City's information needs.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	297,841	362,280	406,750
Operations	227,274	222,718	286,600
Capital Outlay	327,897	116,151	98,000
Total	853,012	701,149	791,350

CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: INFORMATION RESOURCES

ACTIVITY	BUDGET
PERSONNEL	
01-4120-101 SALARY	345,000
01-4120-110 OVERTIME	15,000
01-4120-130 HEALTH AND WELFARE	30,400
01-4120-135 LIFE INSURANCE	1,000
01-4120-140 LONG TERM DISABILITY	2,100
01-4120-145 MEDICARE (FICA)	5,000
01-4120-150 WORKERS' COMPENSATION	11,000
01-4120-155 PERS	53,100
01-4120-160 DEFERRED COMPENSATION	1,500
01-4120-165 UNEMPLOYMENT TAXES	1,600
TOTAL PERSONNEL	465,700
OPERATIONS AND MAINTENANCE	
01-4120-201 PUBLICATION AND SUBSCRIPTIONS	700
01-4120-202 TRAVEL AND TRAINING	5,000
01-4120-203 MEMBERSHIP/DUES	700
01-4120-208 EDUCATIONAL REIMBURSEMENT	6,000
01-4120-209 AUTOMOBILE ALLOWANCE/MILEAGE	400
01-4120-210 OFFICE SUPPLIES	2,200
01-4120-212 POSTAGE	400
01-4120-215 SPECIAL SUPPLIES	12,900
01-4120-227 CONTRACTUAL SERVICES	95,000
01-4120-230 PROFESSIONAL SERVICES	30,900
01-4120-243 EQUIPMENT MAINTENANCE/SUPPLIES	84,500
01-4120-248 COMPUTER SOFTWARE	49,000
01-4120-326 INSURANCE ALLOCATION	9,800
01-4120-327 EQUIPMENT REPLACEMENT	500
TOTAL OPERATIONS AND MAINTENANCE	298,000
CAPITAL OUTLAY	
01-4120-402 EQUIPMENT	98,000
TOTAL CAPITAL OUTLAY	98,000
TOTAL	861,700

FUNDING SOURCE: GENERAL FUND

MANAGEMENT SERVICES

City Clerk

Program Purpose

The purpose of the City Clerk's Office 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 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 municipal 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. The Clerk's Office provides a depository for all official documents and records. The City Clerk records official documents, handles legal publications, coordinates bid openings, maintains 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 official/officer for the Fair Political Practices Commission regulations.

Performance Goals

- Meet all State reporting requirements for Economic Interest Statements and Campaign Contribution Statements.
- Begin archiving all historical information of the City.
- Begin to coordinate election workers for 1996 by advertising and mail.
- Identify and research imaging applications.
- In the next year, prepare for 1996 elections by developing and implementing an outreach program for the Asian and Spanish voters.
- Maintain and coordinate the records management program for the City.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	195,877	189,784	212,000
Operations	182,900	97,056	199,100
Capital Outlay	1,000	0	0
Total	379,777	286,840	411,100

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CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: CITY CLERK

ACTIVITY	BUDGET
PERSONNEL	
01-4400-101 SALARY	169,300
01-4400-110 OVERTIME	4,000
01-4400-130 HEALTH & WELFARE	19,000
01-4400-135 LIFE INSURANCE	500
01-4400-140 LONG TERM DISABILITY	1,000
01-4400-145 MEDICARE (FICA)	2,500
01-4400-150 WORKERS' COMPENSATION	4,000
01-4400-155 PERS	26,100
01-4400-160 DEFERRED COMPENSATION	1,500
01-4400-165 UNEMPLOYMENT TAXES	1,000
TOTAL PERSONNEL	228,900
OPERATIONS & MAINTENANCE	
01-4400-201 PUBLICATION AND SUBSCRIPTIONS	1,200
01-4400-202 TRAVEL AND TRAINING	1,600
01-4400-203 MEMBERSHIP/DUES	44,100
01-4400-208 EDUCATIONAL REIMBURSEMENT	200
01-4400-209 AUTOMOBILE ALLOWANCE/MILEAGE	1,000
01-4400-210 OFFICE SUPPLIES	2,500
01-4400-211 PRINTING	800
01-4400-212 POSTAGE	15,500
01-4400-213 ADVERTISING	22,000
01-4400-215 SPECIAL SUPPLEIS	1,900
01-4400-225 ELECTIONS	0
01-4400-230 PROFESSIONAL SERVICES	4,000
01-4400-232 PROMOTION AND PUBLICITY	200
01-4400-326 INSURANCE REIMBURSEMENT	6,500
01-4400-327 EQUIPMENT REPLACEMENT	300
TOTAL OPERATIONS AND MAINTENANCE	101,800
TOTAL	330,700

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

RESERVES & DEBT SERVICE

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.

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CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: MANAGEMENT SERVICES PROGRAM: RESERVES/DEBT SERVICE

ACTIVITY		BUDGET
OPERATIONS AND MAINTENANCE		
01-4101-290	CONTINGENCY	1,481,500
01-4101-356	DEBT SERVICE PUBLIC FACILITIES	1,816,276
01-4101-291	ELSMERE LEGAL RESERVE	500,000
01-4101-293	FEMA GRANT MATCH	500,000
01-5005-XXX	ECONOMIC DEVELOPMENT	318,200
TOTAL OPERATIONS AND MAINTENANCE		4,615,976
TOTAL		4,615,976

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: MANAGEMENT SERVICES PROGRAM: INSURANCE

ACTIVITY

BUDGET

OPERATIONS AND MAINTENANCE

26-4201-294 LIABILITY 326,000

TOTAL OPERATIONS AND MAINTENANCE 326,000

TOTAL 326,000

FUNDING SOURCE: SELF INSURANCE FUND