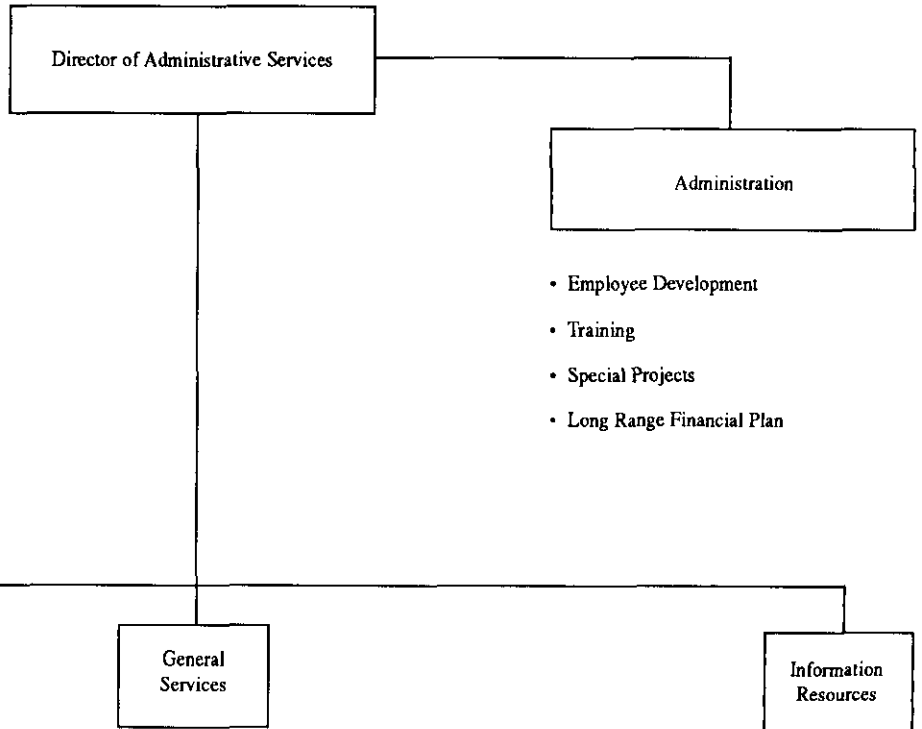




# ADMINISTRATIVE SERVICES



- Employee Development
- Training
- Special Projects
- Long Range Financial Plan

## Finance

- Accounting
- Accounts Payable
- Payroll
- Accounts Receivable
- General Ledger
- Treasury
- Budget Monitoring
- Grant Tracking

## General Services

- Purchasing
- Shipping/Receiving
- Central Storage
- Property Management
- Facilities Management
- Equipment
- Cable Television
- Crossing Guards
- Animal Control

## Information Resources

- Graphic Design
- Information Systems Support
- Computer Training
- LAN Management
- Long Range Systems Planning

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**CITY OF SANTA CLARITA**  
**BUDGET SUMMARY**

**ADMINISTRATIVE SERVICES**

	<b>BUDGET</b>
PERSONNEL SERVICES	1,980,260
OPERATIONS AND MAINTENANCE	2,081,075
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>4,061,335</b>
CAPITAL OUTLAY	<b>337,500</b>
<b>TOTAL ADMINISTRATIVE SERVICES BUDGET</b>	<b>4,398,835</b>

	<b>TOTALS</b>
<b>PROGRAM:</b>	
ADMINISTRATIVE SERVICES ADMIN	302,245
FINANCE	714,170
INFORMATION RESOURCES	1,239,925
GENERAL SERVICES	1,490,850
PROPERTY MANAGEMENT	651,645
<b>TOTAL ADMINISTRATIVE SERVICES BUDGET</b>	<b>4,398,835</b>

# Administrative Services Administration



## Program Purpose

The Administrative Services Administration Division sets City fiscal policy and direction, and provides administrative support to the department's four divisions: Finance, Information Resources, General Services and Property Management. The Administration Division attends all City Council meetings, reviews all agenda items for fiscal impact, assists the City Manager's Office in preparing the budget, and is responsible for the City's annual Mid-Year Budget Review.

## Primary Activities

The Administration Division's primary activities include: overall coordination of Administrative Services activities; employee development; recruitment and training; long range financial planning; debt management; provide Administrative Services support in implementation of Community and Organizational Strategic Planning goals; implementation of Total Quality Management (TQM); budget monitoring; special projects; response to City Council and City Manager concerns; and provision of policy direction within the department.

## Performance Measures

- ▶ Incorporate the Long-Range Financial Plan with the Infrastructure Master Plan in preparation of the Annual Budget.
- ▶ Assist the Divisions in implementing Total Quality Management practices.
- ▶ Review all agenda items for fiscal impact.
- ▶ Maintain the City's Cost Recovery System.
- ▶ Assist in completion of the Community and Organizational Strategic Planning Goals.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	0	0	172,350
Operations & Maintenance	0	0	92,121
Capital Outlay	0	0	0
Total	0	0	264,471

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: ADMINISTRATIVE SVCS PROGRAM: ADMINISTRATION**

	ACTIVITY	BUDGET
<b>PERSONNEL</b>		
01-4600-101	SALARY	192,050
01-4600-103	TEMPORARY SALARIES	15,300
01-4600-130	HEALTH AND WELFARE	11,400
01-4600-135	LIFE INSURANCE	570
01-4600-140	LONG TERM DISABILITY INSURANCE	1,550
01-4600-145	MEDICARE (FICA)	3,000
01-4600-150	WORKERS' COMPENSATION	3,395
01-4600-155	PERS	28,500
01-4600-160	DEFERRED COMPENSATION	6,000
01-4600-165	UNEMPLOYMENT TAXES	600
<b>TOTAL PERSONNEL</b>		<b>262,365</b>
 <b>OPERATIONS &amp; MAINTENANCE</b>		
01-4600-201	PUBLICATIONS AND SUBSCRIPTIONS	250
01-4600-202	TRAVEL AND TRAINING	4,850
01-4600-203	MEMBERSHIP/DUES	815
01-4600-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,000
01-4600-210	OFFICE SUPPLIES	415
01-4600-211	PRINTING	300
01-4600-212	POSTAGE	50
01-4600-227	CONTRACTUAL SERVICES	1,200
01-4600-230	PROFESSIONAL SERVICES	5,200
01-4600-260	LEGAL SERVICES	14,400
01-4600-321	COMPUTER REPLACEMENT	1,600
01-4600-326	INSURANCE REIMBURSEMENT	5,800
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>39,880</b>
 <b>TOTAL</b>		 <b>302,245</b>
<b>FUNDING SOURCE: GENERAL FUND</b>		

# Administrative Services

## Finance



### Program Purpose

The Finance Division serves as a support center for all City departments and programs to ensure that all funds are managed effectively and in accordance with the City's investment policy and state and federal laws. The Department operates under the following Mission Statement, "The Finance Department is a member of the City team, dedicated to serving the citizens in shaping the future of the City of Santa Clarita. We provide high quality fiscal information to ensure the long-range financial strength of the City. We value Excellence, Ethics and Enthusiasm in ourselves. We believe in total quality management which encourages creative and innovative ideas in pursuit of the best municipal service to the citizens of Santa Clarita."

### Primary Activities

The primary activities of the Finance Division program include the treasury investment functions, payroll, accounts payable, revenue collection and enhancement, accounting services, internal auditing and financial reporting, the City's cost recovery system, financial forecasting, cash receipting, and the procurement of various financing mechanism.

### Performance Measures

- ▶ Complete the major fieldwork for the annual financial audit by October 31.
- ▶ Close the monthly General Ledger by the 15th of the following month.
- ▶ Complete monthly bank reconciliations by the 25th of the following month.
- ▶ Issue W-2 forms by January 27, 1997.
- ▶ Submit the Comprehensive Annual Financial Report to CSMFO and GFOA for award consideration, and win the awards.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	510,931	619,657	466,355
Operations & Maintenance	159,422	244,943	237,945
Capital Outlay	3,440	0	3,400
Total	673,793	864,600	707,700

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SVCS	PROGRAM: FINANCE
ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-4610-101 SALARY	378,070
01-4610-110 OVERTIME	8,800
01-4610-130 HEALTH AND WELFARE	38,000
01-4610-135 LIFE INSURANCE	1,135
01-4610-140 LONG TERM DISABILITY INSURANCE	2,835
01-4610-145 MEDICARE (FICA)	5,480
01-4610-150 WORKERS' COMPENSATION	3,155
01-4610-155 PERS	53,850
01-4610-160 DEFERRED COMPENSATION	1,500
01-4610-165 UNEMPLOYMENT TAXES	2,000
 <b>TOTAL PERSONNEL</b>	 <b>494,825</b>
 <b>OPERATIONS &amp; MAINTENANCE</b>	
01-4610-201 PUBLICATIONS AND SUBSCRIPTIONS	1,220
01-4610-202 TRAVEL AND TRAINING	1,990
01-4610-203 MEMBERSHIP/DUES	325
01-4610-208 EDUCATIONAL REIMBURSEMENT	1,650
01-4610-209 AUTOMOBILE ALLOWANCE/MILEAGE	160
01-4610-210 OFFICE SUPPLIES	4,610
01-4610-211 PRINTING	6,800
01-4610-212 POSTAGE	100
01-4610-227 CONTRACTUAL SERVICES	167,890
01-4610-230 PROFESSIONAL SERVICES	1,500
01-4610-321 COMPUTER REPLACEMENT	4,000
01-4610-326 INSURANCE REIMBURSEMENT	29,100
 <b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	 <b>219,345</b>
 <b>TOTAL</b>	 <b>714,170</b>
<hr style="border-top: 1px solid black;"/>	
FUNDING SOURCE: GENERAL FUND	

# Administrative Services

## General Services



### Program Purpose

The purpose of the General Services Division is to facilitate all Departments' activities by conducting purchasing operations, support other departments through the provision of communication systems and facilities management, and contribute to public welfare through animal control, school crossing guards, and cable television.

### Primary Activities

The primary functions of the General Services Division program are purchasing (including shipping and receiving), facilities management, communications (radio and telephones), mail distribution, security, property management, animal control contract administration, crossing guard program, and cable television franchise administration.

### Performance Measures

- ▶ Award 20% of all business to local vendors as measured by the number of invoices paid.
- ▶ Process 90% of all purchase requisitions in less than three working days.
- ▶ Ensure that all pager and radio repeater equipment operates 95% of the time.
- ▶ Develop system to enable office equipment to operate properly 95% of the time.
- ▶ Ensure timely delivery of all materials requested through purchasing.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	493,380	489,882	515,100
Operations & Maintenance	593,226	593,560	743,200
Capital Outlay	23,416	54,632	63,055
Total	1,110,022	1,138,074	1,321,355



**CITY OF SANTA CLARITA**  
**ANNUAL BUDGET**

CATEGORY: ADMINISTRATIVE SVCS                      PROGRAM: GENERAL SERVICES

ACTIVITY		BUDGET
<b>PERSONNEL</b>		
01-4630-101	SALARY	254,225
01-4630-103	TEMPORARY SALARIES	172,500
01-4630-110	OVERTIME	7,000
01-4630-130	HEALTH AND WELFARE	34,200
01-4630-135	LIFE INSURANCE	1,030
01-4630-140	LONG TERM DISABILITY INSURANCE	2,575
01-4630-145	MEDICARE (FICA)	5,090
01-4630-150	WORKERS' COMPENSATION	9,300
01-4630-155	PERS	49,400
01-4630-160	DEFERRED COMPENSATION	1,500
01-4630-165	UNEMPLOYMENT TAXES	1,800
<b>TOTAL PERSONNEL</b>		<b>538,620</b>
<b>OPERATIONS &amp; MAINTENANCE</b>		
01-4630-201	PUBLICATIONS AND SUBSCRIPTIONS	1,860
01-4630-202	TRAVEL AND TRAINING	4,300
01-4630-203	MEMBERSHIPS AND DUES	800
01-4630-209	AUTO ALLOWANCE/MILEAGE	4,750
01-4630-210	OFFICE SUPPLIES	46,600
01-4630-211	PRINTING	16,000
01-4630-212	POSTAGE	60,000
01-4630-213	ADVERTISING	1,500
01-4630-215	SPECIAL SUPPLIES - ENGINEERING	3,500
01-4630-216	UNIFORMS	1,200
01-4630-220	RENTS/LEASES	20,000
01-4630-223	EQUIPMENT RENTAL	8,910
01-4630-227	CONTRACTUAL SERVICES	72,165
01-4632-227	ANIMAL CONTROL CONT. SVCS	95,000
01-4630-230	PROFESSIONAL SERVICES	12,500
01-4630-235	TAXES, LICENSES & FEES	6,530
01-4630-239	SMALL TOOLS	1,000
01-4630-240	BUILDING MAINTENANCE SUPPLIES	33,000
01-4630-243	EQUIPMENT MAINTENANCE	94,315
01-4630-250	ELECTRIC UTILITIES	41,110
01-4630-251	GAS UTILITIES	11,000
01-4630-252	TELEPHONE UTILITIES	195,000
01-4630-253	WATER UTILITIES	6,400
01-4631-215	JANITORIAL SUPPLIES	3,000
01-4630-321	COMPUTER REPLACEMENT	3,600
01-4630-326	INSURANCE REIMBURSEMENT	26,300
01-4630-327	EQUIPMENT REPLACEMENT	10,500
01-4630-356	LIGHTING RETROFIT LEASE	28,890
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>809,730</b>
<b>CAPITAL OUTLAY</b>		
01-4630-401	FURNITURE & FIXTURES	4,500
01-4630-402	EQUIPMENT	20,000
01-4630-415	BUILDING IMPROVEMENTS	118,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>142,500</b>
<b>TOTAL</b>		<b>1,490,850</b>
FUNDING SOURCE: GENERAL FUND		

# Administrative Services

## General Services\Property Management



### Program Purpose

The purpose of the Property Management Program is to establish a fund to protect the assets of the City as landlord. This fund provides a separate accounting of all building income and expenditure activity.

### Primary Activities

The primary functions include lease management and tenant relations activities. Using the budget as a guideline, building operations and contractual services for the City Hall Building are closely monitored.

### Performance Measures

- ▶ Collect all rent within 60 days of due date in order to ensure proper cash management.
- ▶ Prepare and send monthly rental statements by 5th working day of each month in order to receive payments on a timely basis.
- ▶ Conduct monthly property inspections to ensure tenant satisfaction.
- ▶ Consistently review and monitor HVAC to ensure that it is operational 95% of the time.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	42,322	71,529	77,900
Operations & Maintenance	303,973	419,215	483,406
Capital Outlay	71,486	114,331	107,981
<b>Total</b>	<b>417,781</b>	<b>605,075</b>	<b>669,287</b>

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: ADMINISTRATIVE SVCS PROGRAM: PROPERTY MGMT**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-4640-101 SALARY	89,080
01-4640-103 TEMPORARY SALARIES	1,000
01-4640-110 OVERTIME	4,000
<b>TOTAL PERSONNEL</b>	<b>94,080</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	
01-4640-201 PUBLICATIONS AND SUBSCRIPTIONS	250
01-4640-202 TRAVEL AND TRAINING	1,325
01-4640-203 MEMBERSHIPS AND DUES	975
01-4640-210 OFFICE SUPPLIES	300
01-4640-211 PRINTING	375
01-4640-212 POSTAGE	200
01-4640-213 ADVERTISING	3,150
01-4640-215 SPECIAL SUPPLIES	1,050
01-4640-216 UNIFORMS	400
01-4640-219 COMMISSIONS	1,550
01-4640-223 EQUIPMENT RENTAL	2,000
01-4640-227 CONTRACTUAL SERVICES	25,800
01-4640-230 PROFESSIONAL SERVICES	2,000
01-4640-235 TAXES, LICENSES & FEES	4,150
01-4640-239 SMALL TOOLS	1,000
01-4640-240 BUILDING MAINTENANCE SUPPLIES	15,200
01-4640-243 EQUIPMENT MAINTENANCE & SUPPLIES	1,000
01-4640-250 ELECTRIC UTILITIES	185,000
01-4640-251 GAS UTILITIES	15,225
01-4640-252 TELEPHONE UTILITIES	600
01-4640-253 WATER UTILITIES	5,200
01-4640-295 INSURANCE	62,700
01-4641-215 JANITORIAL SUPPLIES	12,000
01-4641-227 JANITORIAL CONTRACT	55,500
01-4642-227 LANDSCAPING CONTRACT	14,000
01-4643-227 SECURITY CONTRACT	31,500
01-4644-227 HVAC CONTRACTUAL SERVICES	38,615
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>481,065</b>
<b>CAPITAL OUTLAY</b>	
01-4640-402 EQUIPMENT	20,000
01-4640-415 TENANT IMPROVEMENTS	56,500
<b>TOTAL CAPITAL OUTLAY</b>	<b>76,500</b>
<b>TOTAL</b>	<b>651,645</b>
<b>FUNDING SOURCE: GENERAL FUND</b>	

# Administrative 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 includes 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; and maintaining data integrity and security of the City's information.

The primary activities of Graphic Services include designing project pieces such as brochures, pamphlets, flyers, posters, pins, cups, certificates, and awards; layout of pieces to be printed outside, and the coordinating and supervising of printing to ensure a professional product; and preparing maps, slides and other exhibits for City Council and Commission meetings.

### Performance Measures

- ▶ Maintain computer system access availability 98.5% of the time during business hours.
- ▶ Secure City data with standard security administration of computer access, daily back-up and weekly off-site storage of back-up tapes.
- ▶ Provide reliable technology tools for City staff by resolving 90% of reported problems within the same day.
- ▶ Provide technology leadership in the community by directing the efforts of the SCV Connecting Communities Partners in enhancing the knowledge and utilization of technology in the Valley.
- ▶ Project positive image through the development and use of graphic standards and quality printed pieces.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	338,149	411,569	472,850
Operations & Maintenance	232,240	296,814	479,743
Capital Outlay	139,628	151,993	176,688
Total	710,017	860,376	1,129,281

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: ADMINISTRATIVE SVCS PROGRAM: INFO. RESOURCES**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-4620-101 SALARY	447,360
01-4620-110 OVERTIME	20,000
01-4620-130 HEALTH AND WELFARE	37,050
01-4620-135 LIFE INSURANCE	1,340
01-4620-140 LONG TERM DISABILITY INSURANCE	3,350
01-4620-145 MEDICARE (FICA)	6,490
01-4620-150 WORKERS' COMPENSATION	6,070
01-4620-155 PERS	63,710
01-4620-160 DEFERRED COMPENSATION	3,000
01-4620-165 UNEMPLOYMENT TAXES	2,000
<b>TOTAL PERSONNEL</b>	<b>590,370</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	
01-4620-201 PUBLICATIONS AND SUBSCRIPTIONS	1,150
01-4620-202 TRAVEL AND TRAINING	7,200
01-4620-203 MEMBERSHIP/DUES	600
01-4620-208 EDUCATIONAL REIMBURSEMENT	3,200
01-4620-209 AUTOMOBILE ALLOWANCE/MILEAGE	500
01-4620-210 OFFICE SUPPLIES	1,200
01-4620-212 POSTAGE	400
01-4620-215 SPECIAL SUPPLIES	13,560
01-4620-227 CONTRACTUAL SERVICES	89,900
01-4620-230 PROFESSIONAL SERVICES	73,000
01-4620-243 EQUIPMENT MAINTENANCE/SUPPLIES	81,200
01-4620-248 COMPUTER SOFTWARE	41,500
01-4620-321 COMPUTER REPLACEMENT	4,000
01-4620-326 INSURANCE REIMBURSEMENT	23,400
21-4620-356 COMPUTER LEASE	190,245
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>531,055</b>
<b>CAPITAL OUTLAY</b>	
01-4620-401 FURNITURE & FIXTURES	8,000
01-4620-402 EQUIPMENT	118,500
<b>TOTAL CAPITAL OUTLAY</b>	<b>118,500</b>
<b>TOTAL</b>	<b>1,239,925</b>
<b>FUNDING SOURCE: GENERAL FUND/COMPUTER REPLACEMENT FUND</b>	