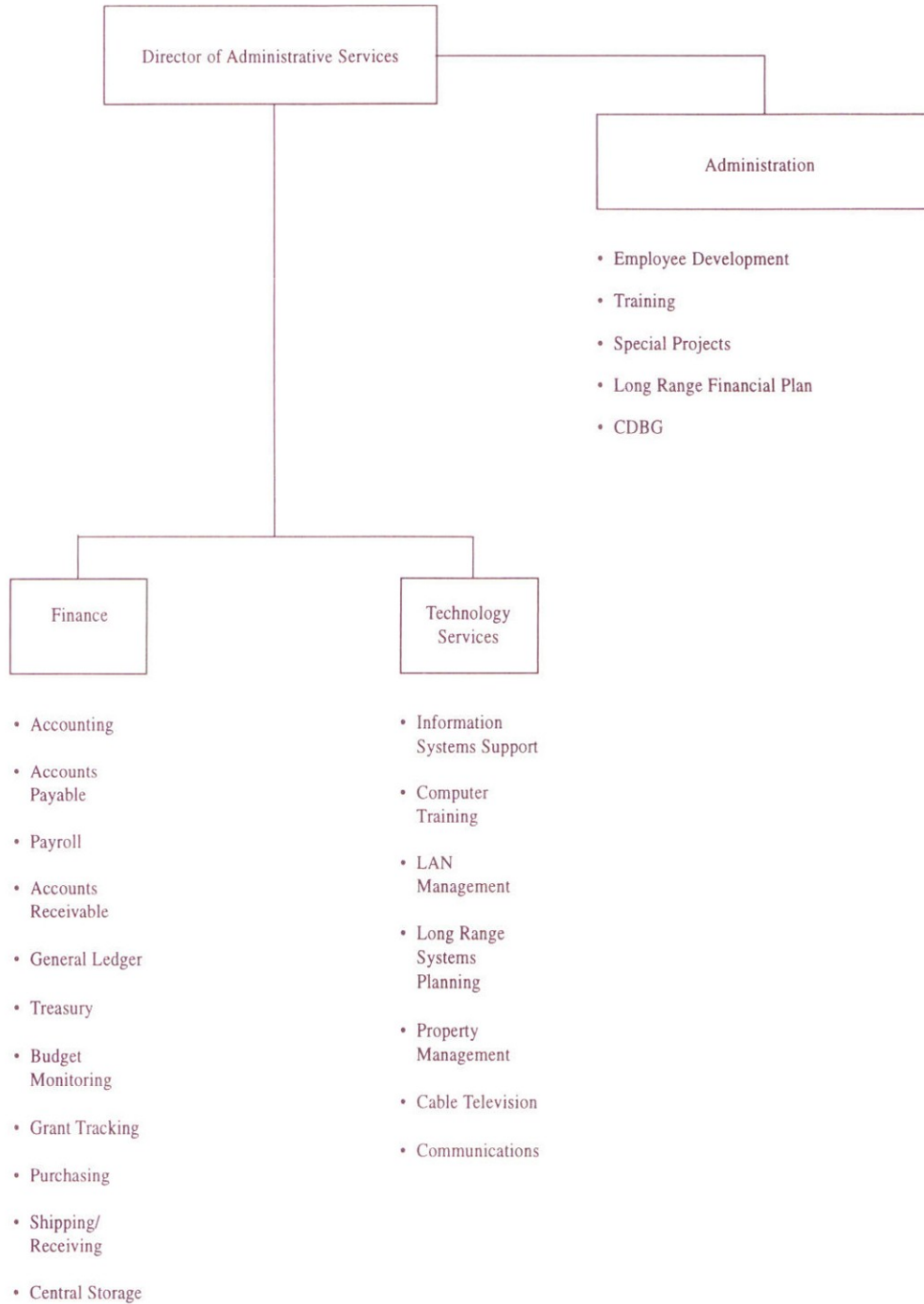


Administrative
Services

ADMINISTRATIVE SERVICES



Administrative Services

Budget Summary

Category	Budget
Personnel Services	1,934,425
Operations & Maintenance	5,600,195
	<i>Total Operations & Maintenance</i> 7,534,620
Capital Outlay	162,500
	Total Administrative Services 7,697,120

Program	Budget
Administration	291,440
Finance	752,015
Technology Services	1,242,745
General Services	941,215
Technology Services /Property Management	633,880
CDBG Entitlement Program	433,485
CDBG Supplemental Program	1,289,955
CDBG HOME Program	2,112,385
	Total Administrative Services \$7,697,120

Administrative Services

Administration



Program Purpose

The Administrative Services Administration Division sets City fiscal policy and direction and provides administrative support to the Department's divisions: Administration, Finance, Technology Services, Property Management, and Community Development Block Grant. Administrative staff 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; budget monitoring; special projects; response to City Council and City Manager concerns; and provision of policy direction with the Department.

Performance Goals

- Incorporate the Long-Range Financial Plan with the Infrastructure Master Plan in preparation of the Annual Budget.
- 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.
- Monitor legislative activity that has a financial impact on the City, and coordinate implementation of new legislation.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	0	172,350	269,257
Operations & Maintenance	0	92,121	44,180
Capital Outlay	0	0	0
Total	0	264,471	313,437

Department: Administrative Services | Division: Administration
Funding Source: General Fund

Program	Account	Title	Budget
Personnel	2100-7011	Permanent Employees	188,005
	2100-7015	Temporary Employees	15,600
	2100-7101	Health & Welfare	11,400
	2100-7110	Life Insurance	565
	2100-7115	Long-Term Disability Insurance	1,530
	2100-7120	Medicare	2,950
	2100-7130	Workers' Compensation	3,280
	2100-7140	PERS	26,430
	2100-7150	Deferred Compensation	6,000
	2100-7160	Unemployment Taxes	600
	<i>Total Personnel</i>		
Operations & Maintenance	2100-7301	Publications & Subscriptions	250
	2100-7302	Travel & Training	4,850
	2100-7303	Membership & Dues	815
	2100-7306	Auto Allowance & Mileage	5,000
	2100-7307	Office Supplies	415
	2100-7309	Postage	50
	2100-8001	Contractual Services	1,200
	2100-8110	Professional Services	500
	2100-8200	Legal Services	14,400
	2100-8801	Computer Replacement	1,800
	2100-8802	Insurance Allocation	5,800
<i>Total Operations & Maintenance</i>			<i>35,080</i>
Total 1997/98 Budget			\$291,440

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 Finance Division is a member of the City team, dedicated to serving the citizens in shaping the future of the City of Santa Clarita by providing fiscal information to ensure the long-range financial strength of the City.

Primary Activities

The primary activities of the Finance Division 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 Goals

- Complete the major fieldwork for the annual financial audit by September 19.
- Compile and distribute the Monthly Treasurer's Report by the 25th of the following month.
- Submit the City's Investment Policy to MTA's certification program and receive certification.
- Submit the Comprehensive Annual Financial Report to CSMFO and GFOA for award consideration, and win the awards.
- Complete Bi-Annual Audit of Investments.

1997/98 Decision Packages

Recommended	Amount	Purpose
Account Clerk Reclass	1,970	Reclass to Payroll Specialist.
Account Clerk Reclass	1,970	Reclass to General Accounting Specialist.
Banking & Investment Svcs.	9,000	Increase in base per bid contract.
Financial Audit	14,800	Increase in base.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	619,657	446,350	493,439
Operations & Maintenance	244,943	216,083	244,140
Capital Outlay	0	0	0
Total	864,600	662,434	737,579

Department: Administrative Services | Division: Finance
Fund: General Fund

Program	Account	Title	Budget
Personnel	2200-7011	Permanent Employees	388,545
	2200-7017	Overtime	8,800
	2200-7101	Health & Welfare	38,000
	2200-7110	Life Insurance	1,170
	2200-7115	Long-Term Disability Insurance	2,915
	2200-7120	Medicare	5,640
	2200-7130	Workers' Compensation	3,090
	2200-7140	PERS	52,525
	2200-7150	Deferred Compensation	1,500
	2200-7160	Unemployment Taxes	2,000
	<i>Total Personnel</i>		
Operations & Maintenance	2200-7301	Publications & Subscriptions	1,220
	2200-7302	Travel & Training	4,000
	2200-7303	Membership & Dues	350
	2200-7305	Education Reimbursement	3,000
	2200-7306	Auto Allowance & Mileage	160
	2200-7307	Office Supplies	5,085
	2200-7308	Printing	7,075
	2200-7309	Postage	150
	2200-8001	Contractual Services	191,690
	2200-8110	Professional Services	1,500
	2200-8801	Computer Replacement	4,500
	2200-8802	Insurance Allocation	29,100
	<i>Total Operations & Maintenance</i>		
Total 1997/98 Budget			\$752,015

Administrative Services

Technology Services



Program Purpose

Technology Services provides centralized information processing, and support services to all departments within the City.

Primary Activities

The primary activities of Technology Services 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; and maintaining data integrity and security of the City's information.

Performance Goals

- 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.
- Implement new technologies in order to provide a more efficient work environment for City users.

1997/98 Decision Packages

Recommended	Amount	Purpose
ITAC Computer Needs	70,200	City-wide computer needs.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	411,569	415,785	414,931
Operations & Maintenance	296,814	324,245	451,372
Capital Outlay	151,993	96,994	118,500
Total	860,376	837,024	984,803

Department: Administrative Services | Division: Technology Services
 Funding Sources: General Fund/Computer Replacement Fund

Program	Account	Title	Budget
Personnel	2300-7011	Permanent Employees	456,155
	2300-7017	Overtime	11,000
	2300-7101	Health & Welfare	38,000
	2300-7110	Life Insurance	1,370
	2300-7115	Long-Term Disability Insurance	3,420
	2300-7120	Medicare	6,620
	2300-7130	Workers' Compensation	5,265
	2300-7140	PERS	61,660
	2300-7150	Deferred Compensation	1,500
	2300-7160	Unemployment Taxes	2,000
	<i>Total Personnel</i>		
Operations & Maintenance	2300-7301	Publications & Subscriptions	1,150
	2300-7302	Travel & Training	4,160
	2300-7303	Membership & Dues	600
	2300-7305	Education Reimbursement	1,700
	2300-7306	Auto Allowance & Mileage	1,300
	2300-7307	Office Supplies	1,200
	2300-7309	Postage	250
	2300-7312	Special Supplies	13,560
	2300-7332	Equipment Maint/Supplies	85,000
	2300-7360	Computer Software Purchase	43,290
	2300-8001	Contractual Services	92,500
	2300-8110	Professional Services	116,700
	2300-8610	Equipment	76,200
	2300-8801	Computer Replacement	4,500
	2300-8802	Insurance Allocation	23,400
2311-9010	Lease Payment	190,245	
<i>Total Operations & Maintenance</i>			<i>655,755</i>
Total 1997/98 Budget			\$1,242,745

Administrative Services

Technology Services / Property Management



Program Purpose

The purpose of the Property Management Program is to establish a fund to protect the assets of the City in it's role as Owner and Landlord of the City Hall Building. 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 Goals

- Prepare and send monthly rental statements to all tenants by the 25th day of each month.
- Collect rental payments within 60 days of due date proper cash management
- Conduct quarterly inspections of both the interior and exterior of the premises.
- Achieve 100% tenant renewal and eliminate advertised vacancies.
- Prepare reports to management and submit as required; typical reports include:
 - Annual revenue projections / quarterly updates
 - Aged Receivables Collection efforts - monthly updates
 - Vacancy Reports identify projected square footage vacant - quarterly updates

1997/98 Decision Packages

Recommended	Amount	Purpose
Real Estate Broker Commissions	9,100	Services rendered for leasing space.
Building Tenant Improvements	25,000	Provide improvements to leasable space.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	71,529	80,077	94,080
Operations & Maintenance	419,215	417,393	517,288
Capital Outlay	114,331	106,254	270,616
Debt Service	0	603,724	28,890
Total	1,359,700	1,773,084	910,874

Department: Administrative Services | Division: Technology Services/Property Mgmt
 Funding Source: General Fund

Program	Account	Title	Budget
	2450-7017	Overtime	4,000
		<i>Total Personnel</i>	<i>4,000</i>
Operations & Maintenance	2450-7301	Publications & Subscriptions	250
	2450-7302	Travel & Training	1,400
	2450-7303	Membership & Dues	975
	2450-7307	Office Supplies	300
	2450-7308	Printing	375
	2450-7309	Postage	200
	2450-7310	Advertising	3,150
	2450-7312	Special Supplies	2,000
	2450-7313	Uniforms	430
	2450-7314	Commissions	18,200
	2450-7322	Taxes/Licenses/Fees	4,150
	2450-7324	Small Tools	1,000
	2450-7325	Equipment Rental	2,700
	2450-7326	Janitorial Supplies	15,000
	2450-7330	Maintenance/Supplies	15,200
	2450-7332	Equipment Maint/Supplies	1,000
	2450-7371	Electric Utility	179,000
	2450-7372	Gas Utility	16,000
	2450-7373	Telephone Utility	600
	2450-7374	Water Utility	5,500
	2450-8001	Contractual Services	25,800
	2450-8005	Janitorial Services	65,000
	2450-8006	Landscape Services	15,000
	2450-8007	Security Services	32,400
	2450-8008	HVAC Services	40,550
	2450-8110	Professional Services	4,000
	2450-8502	Insurance	62,700
	2450-8640	Building Improvements	68,800
	2450-9010	Lease Payment	48,200
		<i>Total Operations & Maintenance</i>	<i>629,880</i>
		Total 1997/98 Budget	\$633,880

Administrative Services

Community Development Block Grant (CDBG) Entitlement Program



Program Purpose

The Community Development Block Grant (CDBG) Entitlement Program was created by Congress through Title I of the Housing and Community Development Act of 1974. The CDBG Entitlement Program provides local governments with a funding source to meet the community development needs of low and moderate income people. These restricted funds allow the City to develop specific programs and projects which meet the National objectives of the CDBG Program.

Primary Activities

Primary activities associated with the CDBG Program include development, coordination, and administration of the City's Handyworker, Fair Housing, Senior Services, SANE Camp, Children's Dental Foundation, Health Services and Community Service Center Programs. Additional activities and responsibilities include the preparation of numerous required documents and reports such as the City's Consolidated Plan, Fair Housing Impediments Study, Fair Housing Plan, Grantee Performance Report (GPR), and implementation of Fair Housing policies. Lastly, funding for Capital Improvement Projects, such as the curbs, gutters and sidewalks currently being constructed in the West Newhall Community are provided through the CDBG Entitlement Program.

Performance Goals

- Complete Phase II construction of the West Newhall Capital Improvement Project.
- Complete all construction design work and award the construction bid for Phase III of the West Newhall Capital Improvement Project.
- Implement HUD's new computerized Financial Management System - IDIS.
- Expand the number of children served through the Foundation for Children Dental Health Program by 10%.
- Expand the number of residents served by the Handyworker Rehabilitation Program by 10%.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	132,401	130,670	90,655
Operations & Maintenance	412,444	380,973	33,310
Capital Outlay	4,735	0	980
Total	549,580	511,643	124,945

Department: Administrative Services | Division: CDBG Entitlement
 Funding Source: Community Development Block Grant

Program	Account	Title	Budget
Personnel	2500-7011	Permanent Employees	64,395
	2500-7017	Overtime	800
	2500-7101	Health & Welfare	4,750
	2500-7110	Life Insurance	195
	2500-7115	Long-Term Disability Insurance	485
	2500-7120	Medicare	935
	2500-7130	Workers' Compensation	1,170
	2500-7140	PERS	8,705
	2500-7150	Deferred Compensation	1,500
	2500-7160	Unemployment Taxes	250
	<i>Total Personnel</i>		
Operations & Maintenance	2500-7301	Publications & Subscriptions	500
	2500-7302	Travel & Training	1,000
	2500-7305	Education Reimbursement	700
	2500-7306	Auto Allowance & Mileage	300
	2500-7307	Office Supplies	2,000
	2500-7308	Printing	2,000
	2500-7309	Postage	200
	2500-7310	Advertising	1,000
	2500-7311	Film Processing	300
	2500-7312	Special Supplies	4,000
	2500-8001	Contractual Services	338,300
	<i>Total Operations & Maintenance</i>		
Total 1997/98 Budget			\$433,485

Administrative Services

Community Development Block Grant (CDBG) Program Emergency Supplemental Appropriation



Program Purpose

The purpose of the City's Community Development Block Grant (CDBG) Emergency Supplemental Appropriation is to meet special identified community development needs of Santa Clarita arising from the January 1994 Northridge Earthquake. Similar to the annual appropriation of CDBG funds, use of the Emergency Supplemental Appropriation must observe strict guidelines established by the U.S. Department of Housing and Urban Development (HUD). The City undertook an extensive citizen participation process to allow the community to identify projects which assist with the earthquake recovery process and meet the national objectives of the CDBG program.

Primary Activities

The chief activities to be implemented using the Emergency Supplemental Appropriation funds include the planning and implementation of: residential and industrial rehabilitation loan programs; city-wide hazard mitigation and circulation system improvements; safety improvements to city-wide rights-of-way; and hazard mitigation of public drainage systems. The Emergency Supplemental Appropriation also provides for the general management and oversight of the program, including maintenance of accurate financial records, and preparation of required documents and reports.

Performance Goals

- Complete all activities within the current budget year.
- Provide substantial infrastructure repairs Citywide.
- Provide funds for rehabilitation of damaged single family housing.
- Continue successful relationships with HUD staff.
- Implement measures for mitigation against future earthquakes.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	6,000	53,366	79,682
Operations & Maintenance	110,917	207,182	228,590
Capital Outlay	0	0	0
Total	116,917	260,548	308,272

Department: Administrative Services | Division: CDBG Supplemental
 Funding Source: Community Development Block Grant Supplemental

Program	Account	Title	Budget
Personnel	2600-7011	Permanent Employees	60,360
	2600-7101	Health & Welfare	4,750
	2600-7110	Life Insurance	180
	2600-7115	Long-Term Disability Insurance	450
	2600-7120	Medicare	875
	2600-7130	Workers' Compensation	1,090
	2600-7140	PERS	8,160
	2600-7150	Deferred Compensation	1,500
	2600-7160	Unemployment Taxes	250
	<i>Total Personnel</i>		
Operations & Maintenance	2600-7301	Publications & Subscriptions	150
	2600-7302	Travel & Training	910
	2600-7303	Membership & Dues	400
	2600-7306	Auto Allowance & Mileage	400
	2600-7307	Office Supplies	800
	2600-7308	Printing	5,000
	2600-7309	Postage	550
	2600-7310	Advertising	500
	2600-7320	Promotion & Publicity	500
	2600-7373	Telephone Utilities	20
	2600-7400	Contingency	112,260
	2600-8001	Contractual Services	1,090,850
	<i>Total Operations & Maintenance</i>		
Total 1997/98 Budget			\$1,289,955

Administrative Services

Community Development Block Grant (CDBG) Home Investment Partnerships (HOME) Program



Program Purpose

The purpose of the City's Home Investment Partnerships (HOME) Program is to expedite the City's earthquake recovery process by providing loans to owners of single and multi family property where the tenants are of low income. These loans will assist with needed earthquake repair and rehabilitation to single and multi family structures. Funds to implement the City's HOME Program were received from the U.S. Department of Housing and Urban Development (HUD) through the State Department of Housing and Community Development (HCD).

Primary Activities

The chief activities of the HOME Program is the provision of loans to owners of multi family rental property for the repair of their rental units and loans to City residents of single family property for repair of their primary residences. Applicants must have exhausted all other funding sources, yet still have unmet needs associated with these repairs. Although providing loans is the cornerstone of the program, other activities include the development, coordination, and implementation of the program, the tracking of finances associated with the program, and the preparation of reports and documents to comply with the regulations of HUD and HCD.

Performance Goals

- Continue implementation of the City's first multi family/single family residential rehabilitation loan program.
- Provide assistance to an additional 15 households.
- Provide loan funds to rehabilitate approximately 50 rental units in the City.
- Complete all activities according to milestones set.
- Provide funds for substantial rehabilitation of earthquake damaged rental housing.
- Use the HOME Program as a model for future City housing programs.

Three Year Budget History

Program	1994-1995 Actuals	1995-1996 Actuals	1996-1997 Budget
Personnel	0	0	0
Operations & Maintenance	0	71,429	1,499,500
Capital Outlay	0	0	0
Total	0	71,429	1,499,500

Department: Administrative Services | Division: HOME Program
 Funding Source: HOME Program

Program	Account	Title	Budget
Personnel	2700-7011	Permanent Employees	20,040
	2700-7101	Health & Welfare	1,770
	2700-7110	Life Insurance	65
	2700-7115	Long-Term Disability Insurance	165
	2700-7120	Medicare	300
	2700-7130	Workers' Compensation	475
	2700-7140	PERS	3,100
	2700-7150	Deferred Compensation	600
	2700-7160	Unemployment Taxes	80
			<i>Total Personnel</i>
Operations & Maintenance	2700-7301	Publications & Subscriptions	1,000
	2700-7302	Travel & Training	1,000
	2700-7303	Membership & Dues	500
	2700-7306	Auto Allowance & Mileage	1,000
	2700-7307	Office Supplies	5,000
	2700-7308	Printing	4,500
	2700-7309	Postage	1,150
	2700-7310	Advertising	2,450
	2700-7311	Film Processing	1,250
	2700-7312	Special Supplies	3,500
	2700-7320	Promotion & Publicity	2,500
	2700-7400	Contingency	18,865
	2700-8001	Contractual Services	2,007,475
	2700-8110	Professional Services	34,600
	2700-8601	Furniture & Fixtures	500
	2700-8610	Equipment	500
		<i>Total Operations & Maintenance</i>	<i>2,085,790</i>
		Total 1997/98 Budget	\$2,112,385