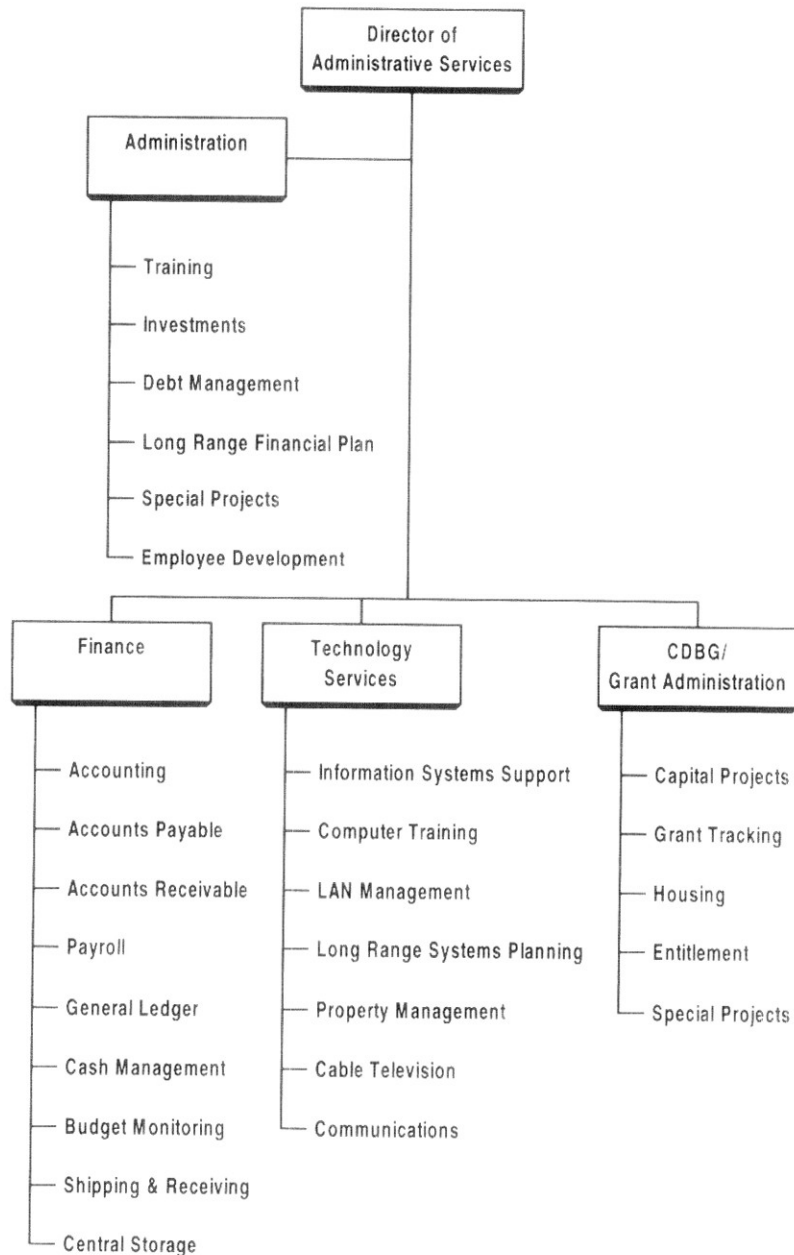




**Administrative
Services**

Administrative Services



Administrative Services Department

Budget Summary

Category	Budget
Personnel Services	1,924,885
Operations & Maintenance	2,368,655
Capital Outlay	311,400
Total Administrative Services Department	\$4,604,940

Program	Budget
Administration	315,800
Finance/Purchasing	1,543,505
Technology Services	1,766,740
Technology Services/Property Management	253,785
Grants Administration/CDBG	725,110
Total Administrative Services Department	\$4,604,940

Administration

Program Purpose

The Administrative Services, Administrative Division, sets City fiscal policy and direction and provides administrative support to the Department's three Divisions, Finance, Technology Services, and Grants Administration/CDGB. The Administration Division assists the City Manager's Office in preparing the Annual Budget, and is responsible for the City's annual Mid-Year Budget.

Primary Activities

The Administration Division's primary activities include: overall coordination of administrative activities; employee development; recruitment and training; long-range financial planning; debt management; investment management; support and implementation of community and organizational strategic planning goals; budget monitoring; special projects; response to City Council and City Manager concerns and inquiries.

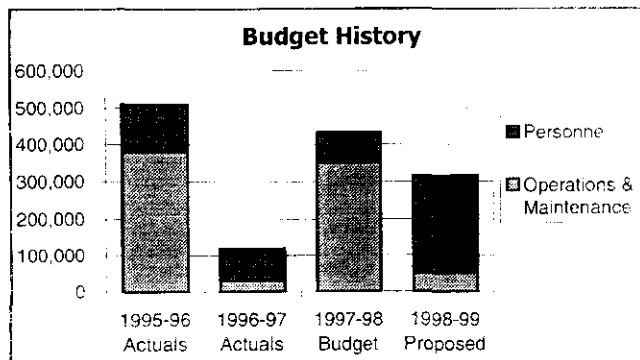
Performance Goals

- Review all agenda items for fiscal impact
- Assist in implementation of the Community Strategic Plan-Share the Vision III.
- Monitor legislative activity that has a financial impact on the City and coordinate implementation of new legislation.
- Maintain the City's Cost Recovery System.

Funding Source: General Fund

Account Number: 2100

Personnel		
7011	Regular Employees	195,380
7015	Temporary Employees	16,100
7101	Health & Welfare	11,850
7110	Life Insurance	40
7115	Long-Term Disability Insurance	1,155
7120	Medicare	3,065
7130	Worker's Compensation	2,610
7140	PERS	27,230
7150	Deferred Compensation	6,000
7160	Unemployment Taxes	600
Total Personnel		264,030
Operations & Maintenance		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	1,015
7306	Auto Allowance & Mileage	5,590
7307	Office Supplies	415
7309	Postage	50
8001	Contractual Services	16,200
8110	Professional Services	500
8200	Legal Services	11,000
8801	Computer Replacement	2,600
8802	Insurance Allocation	8,500
Total Operations & Maintenance		51,770
Total 1998/99 Budget		315,800



Finance/Purchasing

Program Purpose

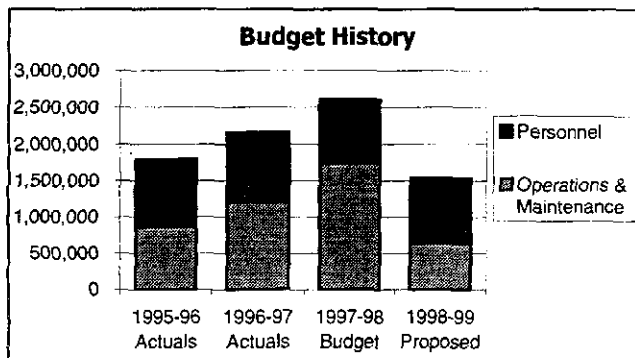
The Finance/Purchasing Division serves as a support center for all City departments and programs to ensure that all funds are managed effectively and in accordance with the City's investment policy and state and federal laws. The Finance Division is dedicated to serving the citizens in shaping the future of the City by providing fiscal information to ensure the long-range financial strength of the City.

Primary Activities

The primary activities of the Finance/Purchasing Division include treasury investment functions, payroll, accounts payable, revenue collection, accounting services, internal auditing and financial reporting, purchasing, graphics, mail distribution, central stores, shipping and receiving, financial forecasting, and cash receipting.

Performance Goals

- Complete the major fieldwork for the annual financial audit by September 20.
- Process 90% of all purchase requisitions within three working days.
- Compile and distribute Monthly Treasurer's Report by the 25th of each month.
- Award 20% of all business to local vendors as measured by the number of invoices paid.
- Submit the City's Investment Policy to MTA's certification program and receive certification.



Funding Source: General Fund & Equipment Replacement Fund Account Number: 2200

Personnel		
7011	Regular Employees	699,875
7017	Overtime	14,135
7101	Health & Welfare	69,120
7110	Life Insurance	140
7115	Long-Term Disability Insurance	4,125
7120	Medicare	10,110
7130	Worker's Compensation	8,505
7140	PERS	93,845
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	3,400
Total Personnel		904,755

Operations & Maintenance		
7301	Publications & Subscriptions	3,385
7302	Travel & Training	8,600
7303	Membership & Dues	1,150
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	385
7307	Office Supplies	52,940
7308	Printing	28,975
7309	Postage	62,750
7310	Advertising	1,500
7312	Special Supplies	5,360
7315	Rents/Leases	16,885
7322	Taxes/Licenses/Fees	5,700
7332	Equipment Maint/Supplies	95,060
7373	Telephone Utility	745
8001	Contractual Services	206,215
8110	Professional Services	7,500
8117	Graphic Design Services	2,350
8601	Furniture & Fixtures	3,000
8615	Automotive Equipment	82,000
8801	Computer Replacement	11,650
8802	Insurance Allocation	29,100
8804	Equipment Replacement	10,500
Total Operations & Maintenance		638,750
Total 1998/99 Budget		1,543,505

Technology Services

Program Purpose

Technology Services provides centralized information processing, support services and communications (radio and telephones) to all departments within the City. Also manages the cable television franchise agreements and is responsible for City Hall Property Management.

Primary Activities

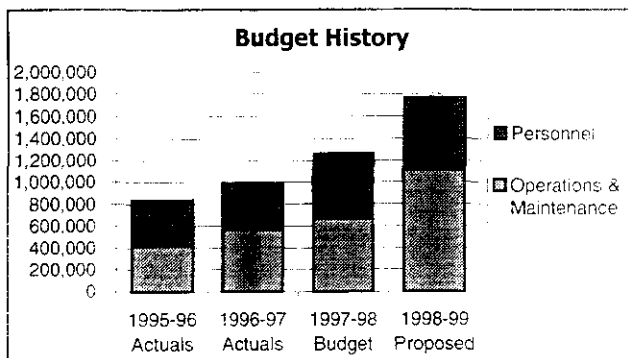
The primary activities of Technology Services includes providing overall direction and long range planning for hardware, software, and staff resources needed to fulfill present and future informational requirements; software acquisition and implementation; software and hardware training and troubleshooting; and maintaining data integrity and security of the City's information.

Performance Goals

- Maintain computer system availability 98.5% of the time.
- Secure City data with standard security administration.
- 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.
- Ensure that all pager and radio repeater equipment operates 95% of the time.

Funding Source: General Fund & Computer Replacement Fund Account Number: 2300

Personnel		
7011	Regular Employees	512,655
7017	Overtime	11,000
7101	Health & Welfare	43,450
7110	Life Insurance	100
7115	Long-Term Disability Insurance	3,025
7120	Medicare	7,435
7130	Worker's Compensation	3,820
7140	PERS	68,740
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	2,065
Total Personnel		653,790
Operations & Maintenance		
7301	Publications & Subscriptions	910
7302	Travel & Training	53,160
7303	Membership & Dues	600
7305	Education Reimbursement	4,500
7306	Auto Allowance & Mileage	700
7307	Office Supplies	3,000
7309	Postage	200
7312	Special Supplies	3,000
7315	Rents/Leases	2,400
7322	Taxes/Licenses/Fees	6,100
7332	Equipment Maint/Supplies	148,100
7360	Computer Software Purchase	70,790
7373	Telephone Utility	143,895
8001	Contractual Services	100,400
8110	Professional Services	110,000
8610	Equipment	159,400
8801	Computer Replacement	7,150
8802	Insurance Allocation	25,400
9010	Principal	273,245
Total Operations & Maintenance		1,112,950
Total 1998/99 Budget		1,766,740



Technology Services/Property Management

Program Purpose

The purpose of the Property Management Program is to provide adequate resources to support the City in its role as Owner and Landlord of the City Hall Building and other real property holdings. The program provides an objective, central point of contact, which is well positioned to review, provide guidance on, and/or manage real property activities. This program helps ensure the organization's overall property and space needs.

Primary Activities

The primary functions include the maintenance of records for the City Hall Building, income and expenditure activities, marketing and lease negotiations, as well as lease management and tenant relations activities. Working closely with the Facilities Maintenance staff, the Property Manager helps ensure the professional image of the City Hall Building.

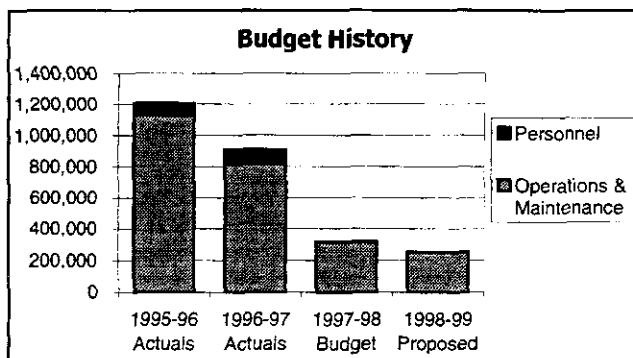
Performance Goals

- Preserve value of City-owned real property, with specific attention to City Hall.
- Collect rental payments within 30 days of due date for cash management purposes.
- Conduct quarterly inspections of both the interior and exterior premises.
- Achieve 100% occupancy status for all space not reserved for staff needs.

Funding Source: General Fund

Account Number: 2450

Personnel		
7017	Overtime	3,865
Total Personnel		3,865
Operations & Maintenance		
7301	Publications & Subscriptions	250
7302	Travel & Training	1,075
7303	Membership & Dues	1,020
7307	Office Supplies	200
7308	Printing	375
7309	Postage	200
7310	Advertising	3,300
7312	Special Supplies	3,500
7314	Commissions	9,500
7373	Telephone Utility	600
8110	Professional Services	4,000
8502	Insurance	62,700
8640	Building Improvements	115,000
9010	Principal	48,200
Total Operations & Maintenance		249,920
Total 1998/99 Budget		253,785



Grants Administration/CDBG

Program Purpose

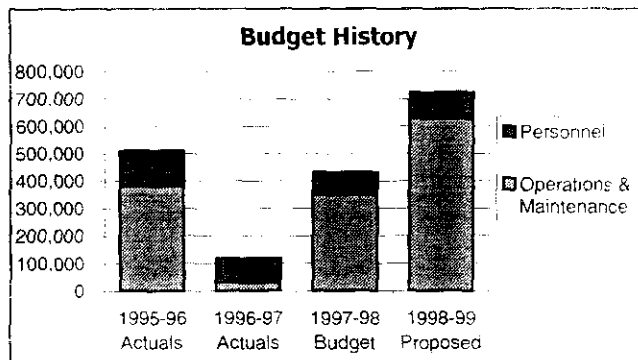
This program seeks to coordinate City wide grant activity. More specifically, this program proposes to add value to grant seeking activities where one grant may have a multiplicity of applications crossing departmental lines. This program administrates the City's annual Community Development Block Grant program (CDBG). CDBG programs provide public services and capital improvement to benefit individual persons and/or areas of persons that are of low and moderate incomes.

Primary Activities

To provide information on grants that meet the above described criteria to City departments and track and monitor submission cycles and dollar matching requirements. The program is responsible for coordinating with the Finance division and the other City departments to ensure that required reporting elements of grants are met. CDBG programs have been and will continue to provide capital funding for brick and mortar programs in City census tracks comprised of residents of low and moderate incomes.

Performance Goals

- Implement HUD's Communities 2020 on line reporting system
- Expand first time home buyer programs
- Catalog City grants that have various uses
- Expand housing rehabilitation programs



Funding Source: Community Development Block Grant Fund Account Number: 2500

Personnel		
7011	Regular Employees	77,310
7101	Health & Welfare	6,320
7110	Life Insurance	15
7115	Long-Term Disability Insurance	455
7120	Medicare	1,120
7130	Worker's Compensation	985
7140	PERS	10,370
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	370
Total Personnel		98,445

Operations & Maintenance		
7301	Publications & Subscriptions	500
7302	Travel & Training	500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	300
7307	Office Supplies	2,150
7308	Printing	2,000
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	1,000
7373	Telephone Utility	215
8001	Contractual Services	383,300
8601	Furniture & Fixtures	1,000
8610	Equipment	1,000
9010	Principal	231,000
Total Operations & Maintenance		626,665
Total 1998/99 Budget		725,110