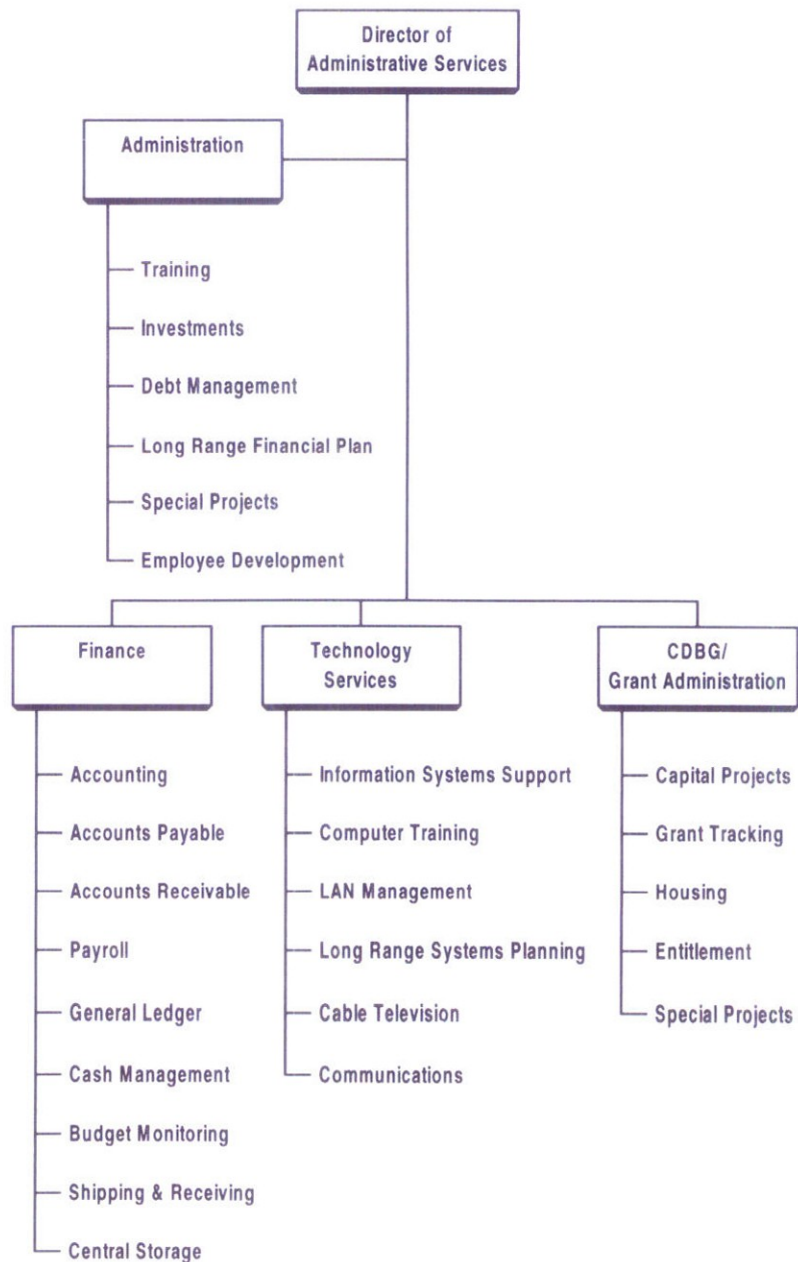


ADMINISTRATIVE  
SERVICES

# Administrative Services



# Administrative Services Department

## Budget Summary

<b>Category</b>	<b>Budget</b>
Personnel Services	1,979,970
Operations & Maintenance	2,649,675
Capital Outlay	324,900
<b>Total Administrative Services Department</b>	<b>\$4,954,545</b>

<b>Program</b>	<b>Budget</b>
Administration	410,650
Finance/Purchasing	1,776,015
Technology Services	1,948,375
<i>Grants Administration/CDBG</i>	819,505
<b>Total Administrative Services Department</b>	<b>\$4,954,545</b>

# 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 Revision/Adjustment.

## 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

- Provide fiscal impact data on all annexations for decision making purposes.
- Evaluate provide recommendations on financing alternatives for community capital project needs.
- Monitor legislative activity that has a financial impact on the City and coordinate implementation of new legislation.

## Funding Source: General Fund

### Account Number: 2100

#### Personnel

7011	Regular Employees	205,410
7015	Temporary Employees	16,100
7101	Health & Welfare	12,850
7110	Life Insurance	390
7115	Long-Term Disability Insurance	1,210
7120	Medicare	3,210
7130	Worker's Compensation	2,750
7140	PERS	23,155
7150	Deferred Compensation	6,000
7160	Unemployment Taxes	600

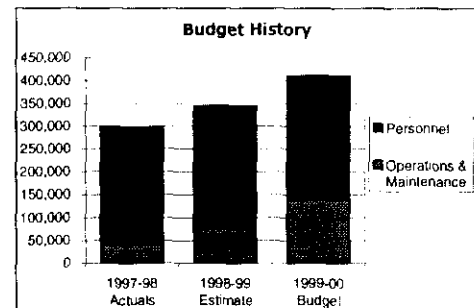
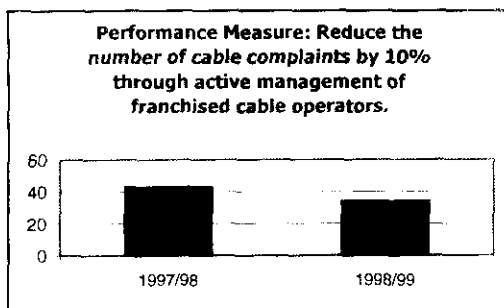
**Total Personnel 271,675**

#### Operations & Maintenance

7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	680
7306	Auto Allowance & Mileage	5,590
7307	Office Supplies	1,615
7309	Postage	50
7310	Advertising	5,000
7320	Promotion & Publicity	5,000
8001	Contractual Services	14,940
8110	Professional Services	55,500
8200	Legal Services	30,000
8801	Computer Replacement	3,500
8802	Insurance Allocation	11,200

**Total Operations & Maintenance 138,975**

**Total 1999/00 Budget 410,650**



# 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 (\$1,637,515) & Equipment Replacement Fund (\$138,500)**  
**Account Number: 2200**

### Personnel

7011	Regular Employees	730,505
7017	Overtime	14,135
7101	Health & Welfare	69,125
7110	Life Insurance	1,385
7115	Long-Term Disability Insurance	4,315
7120	Medicare	10,590
7130	Worker's Compensation	8,295
7140	PERS	80,085
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	3,500

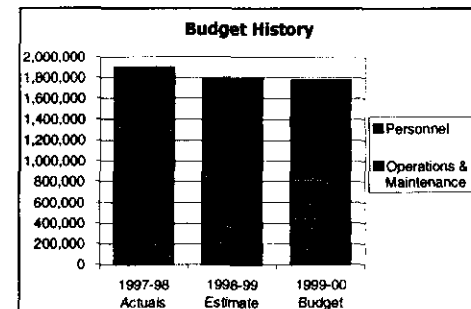
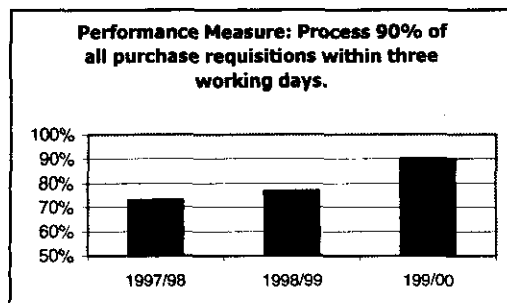
**Total Personnel 923,435**

### Operations & Maintenance

7301	Publications & Subscriptions	3,385
7302	Travel & Training	8,700
7303	Membership & Dues	1,485
7305	Education Reimbursement	5,000
7306	Auto Allowance & Mileage	620
7307	Office Supplies	55,290
7308	Printing	30,325
7309	Postage	64,750
7310	Advertising	1,500
7312	Special Supplies	5,360
7313	Uniforms	800
7315	Rents/Leases	14,700
7325	Equipment Rental	700
7332	Equipment Maint/Supplies	103,510
7373	Telephone Utility	745
8001	Contractual Services	299,435
8110	Professional Services	3,500
8117	Graphic Design Services	2,350
8615	Automotive Equipment	163,500
8801	Computer Replacement	19,000
8802	Insurance Allocation	53,100
8804	Equipment Replacement	14,825

**Total Operations & Maintenance 852,580**

**Total 1999/00 Budget 1,776,015**



# Technology Services

## Program Purpose

Technology Services provides centralized information processing, support services and communications (radio and telephones) to all departments within the City. Also, proactively manages the ever-changing technology needs of the City to ensure up-to date automated processes and tools.

## Primary Activities

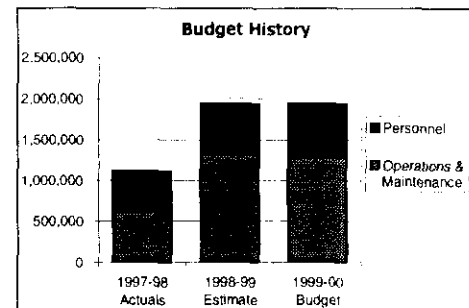
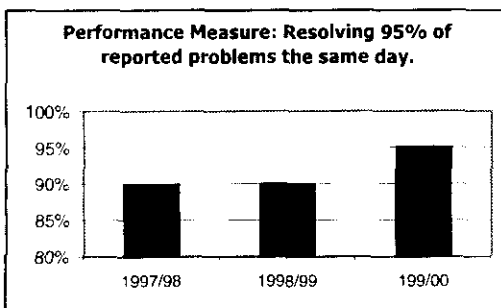
The primary activities of Technology Services includes providing overall direction of the City's Information Systems; long range planning for information infrastructure, including hardware, software, and staff resources needed to fulfill present and future informational requirements; software acquisition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

## Performance Goals

- Maintain computer system availability 98.5% of the time.
- 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 (\$1,673,130) & Computer Replacement Fund (\$275,245)**  
**Account Number: 2300**

<b>Personnel</b>		
7011	Regular Employees	517,735
7015	Temporary Employees	15,000
7017	Overtime	11,000
7101	Health & Welfare	42,465
7110	Life Insurance	985
7115	Long-Term Disability Insurance	3,055
7120	Medicare	7,510
7130	Worker's Compensation	3,865
7140	PERS	56,755
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	2,150
<b>Total Personnel</b>		<b>662,020</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	910
7302	Travel & Training	35,025
7303	Membership & Dues	1,100
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	700
7307	Office Supplies	3,300
7309	Postage	200
7312	Special Supplies	3,000
7315	Rents/Leases	2,430
7322	Taxes/Licenses/Fees	6,100
7325	Equipment Rental	5,165
7332	Equipment Maint/Supplies	260,255
7360	Computer Software Purchase	123,290
7373	Telephone Utility	176,595
8001	Contractual Services	105,345
8110	Professional Services	103,220
8601	Furniture & Fixtures	2,000
8610	Equipment	157,400
8801	Computer Replacement	10,000
8802	Insurance Allocation	28,000
9010	Principal	259,320
<b>Total Operations &amp; Maintenance</b>		<b>1,286,355</b>
<b>Total 1999/00 Budget</b>		<b>1,948,375</b>



# Grants Administration/CDBG

## Program Purpose

This program seeks to coordinate City wide grant activity. More specifically, this program proposes to add value to competitive grant seeking activities where one grant may have a multiplicity of applications crossing jurisdictional lines. This program administrates the City's annual Community Development Block Grant program (CDBG). CDBG programs provide public services and improvements to benefit individual persons that are of low and moderate incomes. In conjunction with its links with HUD, this program coordinates and facilitates the City's fair and affordable housing programs.

## 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. This program is responsible for public participation in the CDBG process and the evaluation of community requests for CDBG funding.

## Performance Goal

- Implement low to moderate income Revolving Home Rehabilitation Loan program.
- Develop tool to measure expansion/ shrinkage of affordable housing stock.

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

Personnel		
7011	Regular Employees	99,545
7101	Health & Welfare	6,915
7110	Life Insurance	190
7115	Long-Term Disability Insurance	590
7120	Medicare	1,445
7130	Worker's Compensation	1,345
7140	PERS	10,910
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	400
<b>Total Personnel</b>		<b>122,840</b>
Operations & Maintenance		
7301	Publications & Subscriptions	500
7302	Travel & Training	500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	300
7307	Office Supplies	3,150
7308	Printing	2,000
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	1,000
7373	Telephone Utility	215
8001	Contractual Services	410,300
8110	Professional Services	25,000
8601	Furniture & Fixtures	1,000
8610	Equipment	1,000
9010	Principal	248,000
<b>Total Operations &amp; Maintenance</b>		<b>696,665</b>
<b>Total 1999/00 Budget</b>		<b>819,505</b>

