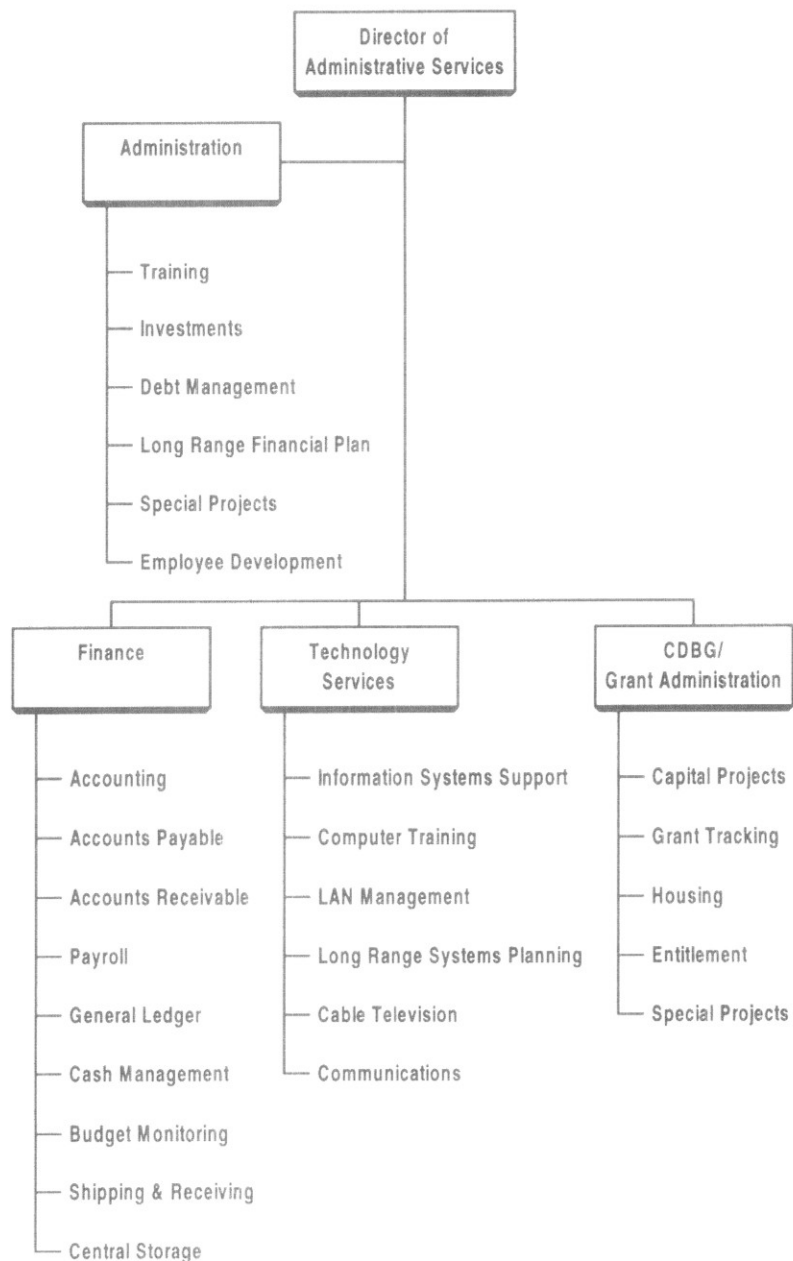




Administrative Services



Administrative Services Department Budget Summary

Category	Budget
Personnel Services	2,052,385
Operations & Maintenance	3,274,590
Capital Outlay	244,200
Total Administrative Services Department	\$5,571,175

Program	Budget
Administration	417,990
Finance	1,749,145
Technology Services	1,903,040
Grants Administration	1,501,000
Total Administrative Services Department	\$5,571,175

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; City right-of-way franchise agreements; and response to City Council and City Manager concerns and inquiries.

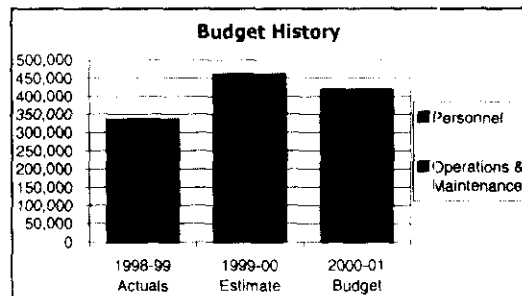
Performance Goals

- Provide fiscal impact data on all annexations for decision making purposes.
- Evaluate and 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	219,905
7015	Temporary Employees	17,065
7101	Health & Welfare	15,860
7110	Life Insurance	660
7115	Long-Term Disability Insurance	1,230
7120	Medicare	3,420
7130	Worker's Compensation	2,920
7140	PERS	24,745
7150	Deferred Compensation	6,000
7160	Unemployment Taxes	800
Total Personnel		292,405
Operations & Maintenance		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	680
7306	Auto Allowance & Mileage	5,590
7307	Office Supplies	1,000
7309	Postage	50
7310	Advertising	5,000
7320	Promotion & Publicity	5,000
8001	Contractual Services	7,500
8110	Professional Services	50,500
8200	Legal Services	30,000
8801	Computer Replacement	3,500
8802	Insurance Allocation	10,865
Total Operations & Maintenance		125,585
Total 2000/01 Budget		417,990



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 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 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
(\$1,658,645) & Equipment
Replacement Fund (\$90,500)
Account Number: 2200**

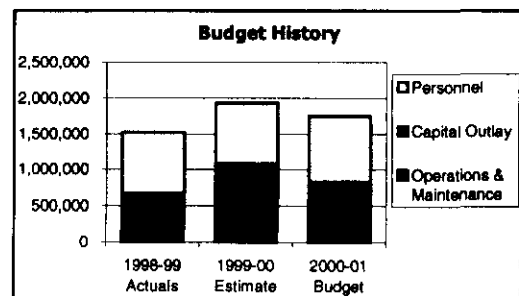
Personnel

7011	Regular Employees	719,225
7017	Overtime	10,800
7101	Health & Welfare	78,080
7110	Life Insurance	2,155
7115	Long-Term Disability Insurance	4,035
7120	Medicare	10,430
7130	Worker's Compensation	8,000
7140	PERS	78,845
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	3,480
Total Personnel		916,550

Operations & Maintenance

7301	Publications & Subscriptions	2,270
7302	Travel & Training	6,875
7303	Membership & Dues	1,485
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	620
7307	Office Supplies	52,960
7308	Printing	23,705
7309	Postage	67,750
7310	Advertising	1,500
7312	Special Supplies	5,360
7313	Uniforms	800
7315	Rents/Leases	14,730
7325	Equipment Rental	8,565
7332	Equipment Maint/Supplies	102,710
8001	Contractual Services	295,585
8110	Professional Services	37,500
8117	Graphic Design Services	2,000
8610	Equipment	30,000
8615	Automotive Equipment	85,500
8801	Computer Replacement	19,000
8802	Insurance Allocation	58,995
8804	Equipment Replacement	11,685
Total Operations & Maintenance		832,595

Total 2000/01 Budget 1,749,145



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.

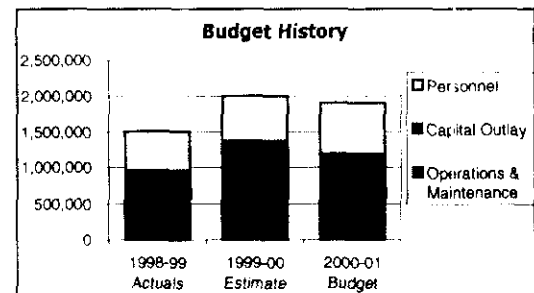
Performance Goals

- 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 (\$1,623,040) & Computer Replacement Fund (\$280,000)

Account Number: 2300

Personnel		
7011	Regular Employees	552,120
7015	Temporary Employees	15,900
7017	Overtime	9,000
7101	Health & Welfare	50,820
7110	Life Insurance	1,655
7115	Long-Term Disability Insurance	3,090
7120	Medicare	8,235
7130	Worker's Compensation	4,290
7140	PERS	61,155
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	2,200
Total Personnel		709,965
Operations & Maintenance		
7301	Publications & Subscriptions	500
7302	Travel & Training	24,575
7303	Membership & Dues	600
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	500
7307	Office Supplies	2,000
7309	Postage	200
7312	Special Supplies	5,500
7315	Rents/Leases	2,430
7322	Taxes/Licenses/Fees	6,100
7332	Equipment Maint/Supplies	136,580
7360	Computer Software Purchase	343,690
7373	Telephone Utility	176,595
8001	Contractual Services	147,170
8110	Professional Services	96,600
8610	Equipment	128,700
8801	Computer Replacement	12,000
8802	Insurance Allocation	37,260
9010	Principal	69,075
Total Operations & Maintenance		1,193,075
Total 2000/01 Budget		1,903,040



Grants Administration

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 and the HOME rehabilitation program.

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 (\$1,081,000) HOME Program (\$420,000)

Account Number: 2500 & 2700

Personnel		
7011	Regular Employees	104,660
7101	Health & Welfare	11,550
7110	Life Insurance	315
77115	Long-Term Disability Insurance	585
7120	Medicare	1,515
7130	Worker's Compensation	1,380
7140	PERS	11,460
7150	Deferred Compensation	1,500
7160	Unemployment Taxes	500
Total Personnel		133,465

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	1,081,690
8110	Professional Services	43,480
9010	Principal	231,000
Total Operations & Maintenance		1,367,535
Total 2000/01 Budget		1,501,000

