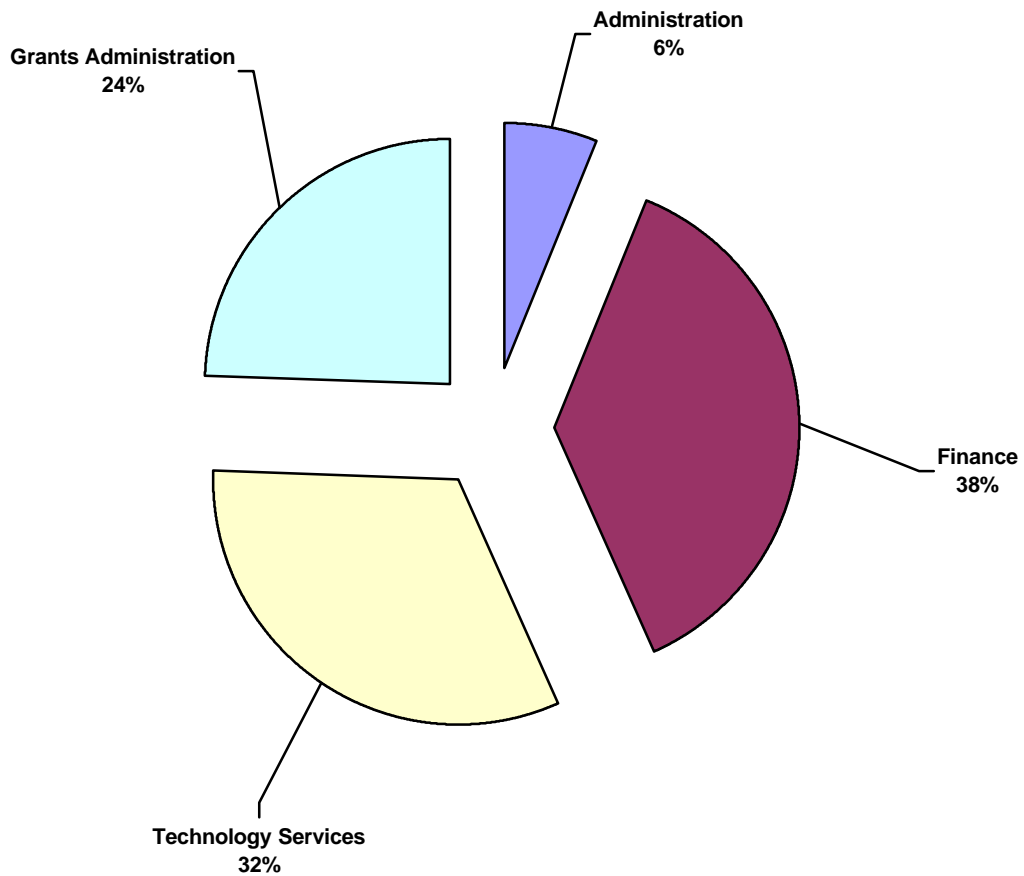


# Administrative Services Budget Summary

Category	Budget
Personnel Services	2,343,220
Operations & Maintenance	3,335,290
Capital Outlay	497,620
<b>Total Administrative Services</b>	<b>6,176,130</b>

Program	Budget
Administration	369,775
Finance	2,312,200
Technology Services	1,965,955
Grants Administration	1,528,200
<b>Total Administrative Services</b>	<b>6,176,130</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; 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.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2100</b>		
<b>Personnel</b>		
7011	Regular Employees	228,030
7015	Temporary Employees	17,580
7101	Health & Welfare	19,000
7110	Life Insurance	435
7115	Long-Term Disability Insurance	1,620
7120	Medicare	3,560
7130	Worker's Compensation	3,035
7140	PERS	21,305
7150	Deferred Compensation	7,000
7160	Unemployment Taxes	600
<b>Total Personnel</b>		<b>302,165</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	680
7306	Auto Allowance & Mileage	5,930
7307	Office Supplies	1,000
7309	Postage	50
8001	Contractual Services	7,500
8110	Professional Services	500
8200	Legal Services	30,000
8801	Computer Replacement	4,185
8802	Insurance Allocation	11,865
<b>Total Operations &amp; Maintenance</b>		<b>67,610</b>
<b>Total 2001/02 Budget</b>		<b>369,775</b>

# 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 Generally Accepted Accounting Principals, 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 21.
- 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.

<b>Funding Source: General Fund (\$1,894,580) &amp; Equipment Replacement Fund (\$417,620)</b>		
<b>Account Number: 2200</b>		
<b>Personnel</b>		
7011	Regular Employees	856,605
7017	Overtime	10,800
7101	Health & Welfare	134,400
7110	Life Insurance	1,625
7115	Long-Term Disability Insurance	6,085
7120	Medicare	12,425
7130	Worker's Compensation	13,415
7140	PERS	78,590
7150	Deferred Compensation	4,000
7160	Unemployment Taxes	3,880
<b>Total Personnel</b>		<b>1,121,825</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	2,220
7302	Travel & Training	6,375
7303	Membership & Dues	1,485
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	620
7307	Office Supplies	51,960
7308	Printing	23,705
7309	Postage	97,750
7310	Advertising	1,500
7312	Special Supplies	5,360
7313	Uniforms	800
7315	Rents/Leases	23,700
7316	Equipment Rental	9,295
7332	Equipment Maint/Supplies	93,990
8001	Contractual Services	336,085
8110	Professional Services	2,500
8117	Graphic Design Services	2,000
8610	Equipment	54,720
8615	Automotive Equipment	362,900
8801	Computer Replacement	24,500
8802	Insurance Allocation	69,495
8804	Equipment Replacement	16,415
<b>Total Operations &amp; Maintenance</b>		<b>1,190,375</b>
<b>Total 2001/02 Budget</b>		<b>2,312,200</b>

# 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, backup of crucial data, 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.
- Maintain telecommunications system availability 99% of the time.

**Funding Source: General Fund (\$1,808,605), Computer Replacement Fund (\$110,800) & Stormwater Utility (\$46,550)**

**Account Number: 2300**

### Personnel

7011	Regular Employees	602,405
7015	Temporary Employees	17,580
7017	Overtime	9,000
7101	Health & Welfare	70,500
7110	Life Insurance	1,145
7115	Long-Term Disability Insurance	4,275
7120	Medicare	8,990
7130	Worker's Compensation	4,970
7140	PERS	55,655
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	2,350

**Total Personnel 778,870**

### 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	2,300
7309	Postage	200
7312	Special Supplies	3,000
7315	Rents/Leases	2,430
7322	Taxes/Licenses/Fees	9,700
7332	Equipment Maint/Supplies	273,300
7360	Computer Software Purchase	238,290
7373	Telephone Utility	179,595
8001	Contractual Services	175,000
8110	Professional Services	70,000
8610	Equipment	80,000
8801	Computer Replacement	14,340
8802	Insurance Allocation	40,680
9010	Principal	69,075

**Total Operations & Maintenance 1,187,085**

**Total 2001/02 Budget 1,965,955**

# 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, the HOME rehabilitation program, and affordable housing issues.

## Performance Goal

- Adjust affordable housing strategies to new 2000 census data.
- Make 10 first time home buyer rehab loans.

<b>Funding Source: Community Development Block Grant Fund (\$1,106,200) HOME Program (\$422,000)</b>		
<b>Account Number: 2500 &amp; 2700</b>		
<b>Personnel</b>		
7011	Regular Employees	107,630
7101	Health & Welfare	15,920
7110	Life Insurance	230
77115	Long-Term Disability Insurance	770
7120	Medicare	1,575
7130	Worker's Compensation	1,600
7140	PERS	10,270
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	365
<b>Total Personnel</b>		<b>140,360</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	500
7302	Travel & Training	500
7306	Auto Allowance & Mileage	100
7307	Office Supplies	3,150
7308	Printing	2,500
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	700
8001	Contractual Services	877,873
8110	Professional Services	42,378
9010	Principal	457,939
<b>Total Operations &amp; Maintenance</b>		<b>1,387,840</b>
<b>Total 2001/02 Budget</b>		<b>1,528,200</b>