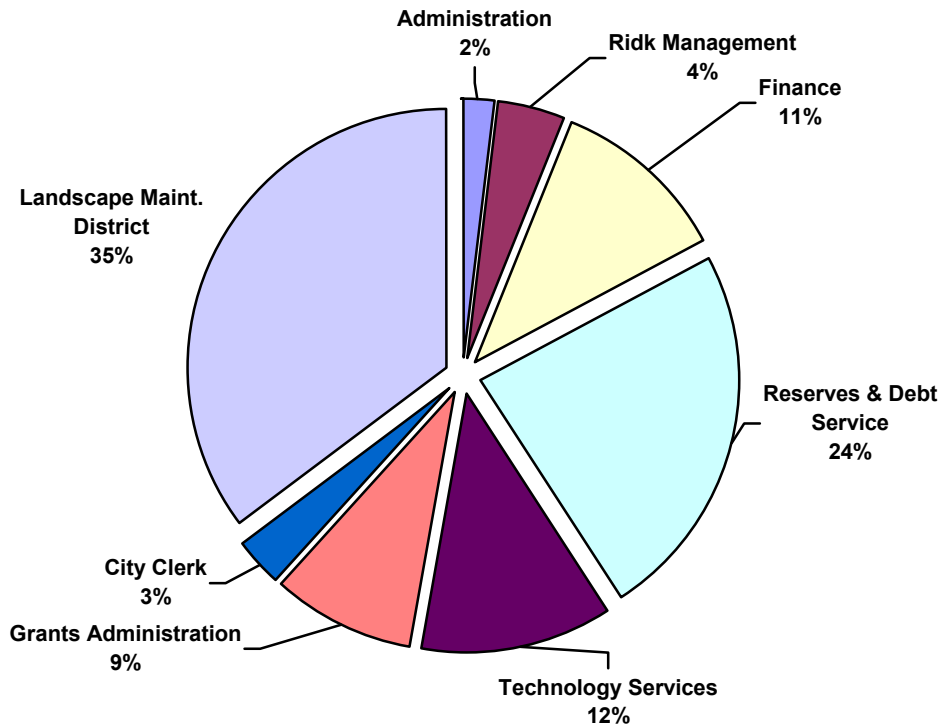


Administrative Services Budget Summary

Category	Budget
Personnel Services	\$3,879,790
Operations & Maintenance	15,245,365
Capital Outlay	117,000
Total Administrative Services	\$19,242,155

Program	Budget
Administration	\$357,360
Risk Management	838,675
Finance	2,103,355
Reserves & Debt Service	4,555,360
Technology Services	2,295,050
Grants Administration	1,698,175
City Clerk	598,660
Landscape Maintenance District	6,795,520
Total Administrative Services	\$19,242,155



Administration

Program Purpose

The Administration Division sets City fiscal policy and direction and provides administrative support to the department's five divisions: City Clerk's Office, Finance, Technology Services, Landscape Maintenance District 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	\$231,015
7015	Temporary Employees	18,615
7101	Health & Welfare	25,430
7110	Life Insurance	595
7115	Long-Term Disability Insurance	1,550
7120	Medicare	3,620
7130	Worker's Compensation	7,065
7140	PERS	24,955
7150	Deferred Compensation	6,500
7160	Unemployment Taxes	560
Total Personnel		\$319,905
Operations & Maintenance		
7301	Publications & Subscriptions	\$450
7302	Travel & Training	5,450
7303	Membership & Dues	850
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	5,930
7307	Office Supplies	200
7309	Postage	50
8001	Contractual Services	7,500
8801	Computer Replacement	4,185
8802	Insurance Allocation	11,340
Total Operations & Maintenance		\$37,455
Total 2003/04 Budget		\$357,360

Risk Management

Program Purpose

This program provides for services related to the overall City insurance, risk assessment, risk avoidance, and safety programs.

Primary Activities

Primary activities within the Risk Management Program include a yearly review of the City's comprehensive insurance needs, as well as review and assessment of all claims filed with the City. In addition, attorney review and litigation of all tort claims are coordinated through Risk Management. Finally, safety training, OSHA compliance, risk assessment, and contract review are addressed within this area.

Performance Goals

- Complete 100% of the City-wide contract process analysis.
- Enhance City-wide safety training and reduce incidents of employee injury by 20%.
- Contact 95% of claimants within 48 hours.
- Review 90% of all contracts within two working days.
- Perform loss assessments audits on 50% of the City's public facilities.

Funding Source: Self Insurance Fund		
Account Number: 2150		
Personnel		
7011	Regular Employees	\$60,520
7101	Health & Welfare	8,760
7110	Life Insurance	155
7115	Long-Term Disability Ins	405
7120	Medicare	880
7130	Worker's Compensation	1,955
7140	PERS	6,370
7160	Unemployment Taxes	200
Total Personnel		\$79,245
Operations & Maintenance		
8001	Contractual Services	\$499,430
8501	Risk Liability	235,000
8505	First Aid	25,000
Total Operations & Maintenance		\$759,430
Total 2003/04 Budget		\$838,675

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.

**Funding Source: General Fund
(\$2,001,355) & Equipment
Replacement Fund (\$102,000)
Account Number: 2200**

Personnel		
7011	Regular Employees	\$950,950
7015	Temporary Employees	13,365
7017	Overtime	10,800
7101	Health & Welfare	169,945
7110	Life Insurance	2,455
7115	Long-Term Disability Insurance	6,370
7120	Medicare	13,985
7130	Worker's Compensation	27,105
7140	PERS	100,710
7150	Deferred Compensation	3,600
7160	Unemployment Taxes	3,880
Total Personnel		\$1,303,165

Operations & Maintenance		
7301	Publications & Subscriptions	\$2,140
7302	Travel & Training	5,875
7303	Membership & Dues	1,605
7305	Education Reimbursement	500
7306	Auto Allowance & Mileage	620
7307	Office Supplies	52,660
7308	Printing	22,250
7309	Postage	97,750
7310	Advertising	1,000
7312	Special Supplies	3,530
7313	Uniforms	800
7315	Rents/Leases	9,550
7316	Equipment Rental	3,090
7322	Taxes/Licenses/Fees	1,500
7332	Equipment Maint/Supplies	95,490
8001	Contractual Services	299,780
8117	Graphic Design Services	1,000
8615	Automotive Equipment	102,000
8801	Computer Replacement	25,095
8802	Insurance Allocation	68,040
8804	Equipment Replacement	5,915
Total Operations & Maintenance		\$800,190
Total 2003/04 Budget		\$2,103,355

Reserves & Debt Service

Program Purpose

This program provides funding for the City's annual debt service payments and for a financial reserve which is not appropriated to any specific program. The reserve fund remains available to meet unanticipated emergencies or needs that may arise after the adoption of the budget.

Funding Source: General Fund		
Account Number: 2250		
Operations & Maintenance		
7401	Council Contingency	\$1,000,000
7402	TMC Reserve	50,000
7403	Los Lomas Reserve	50,000
7404	MTA Grant Match Reserve	400,000
7408	Capital Project Reserve	300,000
9010	Principal	2,755,360
Total Operations & Maintenance		\$4,555,360
Total 2003/04 Budget		\$4,555,360

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, support services, Geographic Information Systems and communications (radio and telephone) 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 include 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

- Develop and/or implement applications that enhance efficiencies and productivity.
- 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.
- Maintain telecommunications system availability 99% of the time.

Funding Source: General Fund (\$1,707,035), Computer Replacement Fund (\$80,000) & Stormwater Utility (\$508,015)

Account Number: 2300

Personnel		
7011	Regular Employees	\$981,875
7015	Temporary Employees	53,725
7017	Overtime	13,000
7101	Health & Welfare	141,160
7110	Life Insurance	2,535
7115	Long-Term Disability Insurance	6,580
7120	Medicare	15,015
7130	Worker's Compensation	24,620
7140	PERS	105,250
7150	Deferred Compensation	19,000
7160	Unemployment Taxes	3,200
Total Personnel		\$1,365,960

Operations & Maintenance		
7301	Publications & Subscriptions	\$1,200
7302	Travel & Training	37,575
7303	Membership & Dues	800
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	6,445
7307	Office Supplies	900
7309	Postage	350
7312	Special Supplies	6,030
7315	Rents/Leases	2,980
7322	Taxes/Licenses/Fees	9,700
7332	Equipment Maint/Supplies	193,280
7360	Computer Software Purchase	56,490
7373	Telephone Utility	179,595
8001	Contractual Services	241,070
8110	Professional Services	37,200
8610	Equipment	15,000
8801	Computer Replacement	14,940
8802	Insurance Allocation	53,460
9010	Principal	69,075
Total Operations & Maintenance		\$929,090
Total 2003/04 Budget		\$2,295,050

Housing Unit

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 rehabilitation loans.
- Award 100% of CDBG grant funding to community non-profits.
- Respond to 100% of citizen requests within 36 hours.

Funding Source: Community Development Block Grant Fund Account Number: 2500 & 2700

Personnel		
7011	Regular Employees	\$223,710
7101	Health & Welfare	30,175
7110	Life Insurance	540
77115	Long-Term Disability Insurance	1,395
7120	Medicare	3,025
7130	Worker's Compensation	7,940
7140	PERS	22,095
7150	Deferred Compensation	2,900
7160	Unemployment Taxes	685
Total Personnel		\$292,465
Operations & Maintenance		
7301	Publications & Subscriptions	\$250
7302	Travel & Training	500
7306	Auto Allowance & Mileage	100
7307	Office Supplies	2,000
7308	Printing	2,000
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	500
7373	Telephone Utility	215
8001	Contractual Services	983,925
8110	Professional Services	5,750
9010	Principal	408,270
Total Operations & Maintenance		\$1,405,710
Total 2003/04 Budget		\$1,698,175

City Clerk

Program Purpose

The City Clerk's Office assists and supports the public and City departments by making available the records necessary for the City to advance its administrative, legal and legislative functions. This office is the link between the City Council and City staff in the preparation of official agendas, legal and legislative documents and minutes. The City Clerk also conducts municipal elections as the chief election officer.

Primary Activities

The City Clerk keeps minutes of Council meetings, compiles agendas, and collects information for each Council meeting. The Clerk's Office maintains official documents and records. The City Clerk handles legal publications, coordinates bid openings, processes claims against the City, administers oaths, maintains and updates the Municipal Code, and provides records management services. The City Clerk also serves as filing official/officer for the Fair Political Practices Commissions regulations.

Performance Goals

- Meet 100% of the state reporting requirements for *Economic Interest* and *Campaign Disclosure Statements*.
- Utilize optical imaging system in 80% of records to assist with records management program.

Funding Source: General Fund

Account Number: 2800

Personnel

7011	Regular Employees	\$212,775
7017	Overtime	9,300
7101	Health & Welfare	35,040
7110	Life Insurance	550
7115	Long-Term Disability Insurance	1,425
7120	Medicare	3,085
7130	Worker's Compensation	3,170
7140	PERS	22,415
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	800

Total Personnel \$290,560

Operations & Maintenance

7301	Publications & Subscriptions	\$1,885
7302	Travel & Training	1,910
7303	Membership & Dues	50,280
7305	Education Reimbursement	250
7306	Auto Allowance & Mileage	600
7307	Office Supplies	2,800
7308	Printing	8,500
7309	Postage	26,500
7310	Advertising	65,000
7312	Special Supplies	17,935
7320	Promotion & Publicity	3,200
8110	Professional Services	111,500
8801	Computer Replacement	4,780
8802	Insurance Allocation	12,960

Total Operations & Maintenance \$308,100

Total 2003/04 Budget \$598,660

Landscape Maintenance District

Program Purpose

The landscape maintenance districts provide landscape maintenance services for 500 acres of landscaped medians, paseos, parkways and slopes within the districts. The districts also provide plan check, inspection and district formation services for new developments.

Primary Activities

Primary activities include regular maintenance of the designated LMD areas. The maintenance also includes repair to all of the amenities within the districts and paseo areas. The amenities include block walls, play equipment, paseo bridges and lights, concrete walkways, and other appurtenances.

Performance Goal

- Upgrade the irrigation systems and controllers to optimize water conservation.

Funding Source: Landscape Maintenance District Account Number: 2900

Personnel		
7011	Regular Employees	\$171,865
7101	Health & Welfare	26,280
7110	Life Insurance	445
7115	Long-Term Disability Insurance	1,150
7120	Medicare	2,490
7130	Worker's Compensation	5,560
7140	PERS	18,100
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	600
Total Personnel		\$228,490
Operations & Maintenance		
7301	Publications & Subscriptions	\$100
7302	Travel & Training	300
7306	Auto Allowance & Mileage	435
7307	Office Supplies	135
7308	Printing	135
7309	Postage	100
7371	Electric Utility	187,240
7373	Telephone Utility	33,460
7374	Water Utility	955,185
8001	Contractual Services	54,300
8006	Landscape Services	2,713,245
8012	Maintenance & Repairs	833,680
8013	Weed & Pest Control	78,960
8015	Reserve Projects Exp	324,000
8029	Inspections	556,900
8110	Professional Services	10,940
8801	Computer Replacement	3,585
8802	Insurance Allocation	9,720
9510	Contributions to General Fund	795,070
9511	Direct Cost Allocation	9,540
Total Operations & Maintenance		\$6,567,030
Total 2003/04 Budget		\$6,795,520