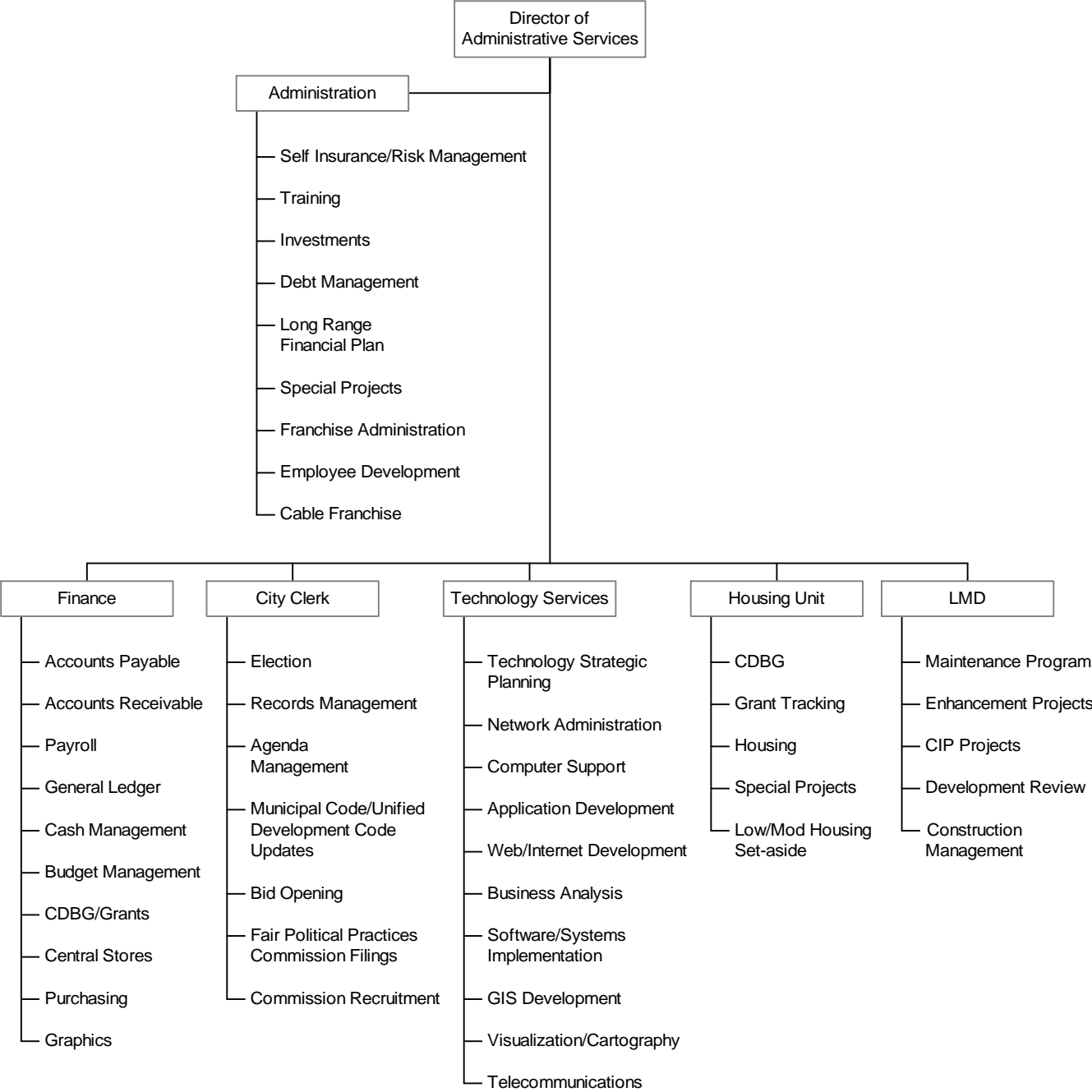


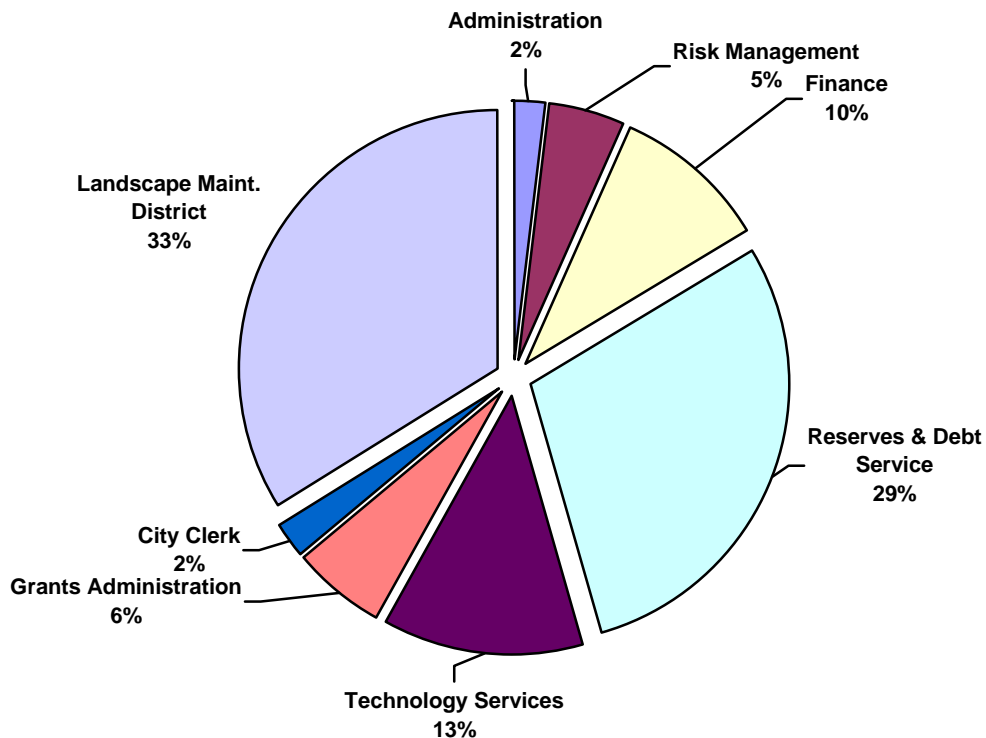
# Administrative Services



# Administrative Services Budget Summary

Category	Budget
Personnel Services	\$4,189,110
Operations & Maintenance	15,797,473
Capital Outlay	50,500
<b>Total Administrative Services</b>	<b>\$20,037,083</b>

Program	Budget
Administration	\$391,835
Risk Management	953,650
Finance	1,961,525
Reserves & Debt Service	5,832,630
Technology Services	2,514,495
Grants Administration	1,156,508
City Clerk	444,695
Landscape Maintenance District	6,781,745
<b>Total Administrative Services</b>	<b>\$20,037,083</b>



# 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.
- Process 90% of all purchase requisitions within three working days.
- Award 20% of all business to local vendors as measured by the number of invoices paid.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2100</b>		
<b>Personnel</b>		
7011	Regular Employees	\$245,080
7015	Temporary Employees	19,230
7101	Health & Welfare	30,020
7110	Life Insurance	640
7115	Long-Term Disability Insurance	1,650
7120	Medicare	3,840
7130	Worker's Compensation	14,050
7140	PERS	32,310
7150	Deferred Compensation	6,750
7160	Unemployment Taxes	570
<b>Total Personnel</b>		<b>\$354,140</b>
<b>Operations &amp; Maintenance</b>		
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	4,065
8802	Insurance Allocation	11,700
<b>Total Operations &amp; Maintenance</b>		<b>\$37,695</b>
<b>Total 2004/05 Budget</b>		<b>\$391,835</b>

# Risk Management

## Program Purpose

This program provides for services related to the overall City insurance, risk assessment, risk avoidance, safety committee, 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 Citywide contract process analysis.
- Implement Citywide 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 all of the City's public facilities.

<b>Funding Source: Self Insurance Fund</b>		
<b>Account Number: 2150</b>		
<b>Personnel</b>		
7011	Regular Employees	\$122,900
7101	Health & Welfare	20,400
7110	Life Insurance	320
7115	Long-Term Disability Ins	830
7120	Medicare	1,790
7130	Worker's Compensation	7,640
7140	PERS	15,680
7160	Unemployment Taxes	400
<b>Total Personnel</b>		<b>\$169,960</b>
<b>Operations &amp; Maintenance</b>		
7302	Travel & Training	\$2,000
8001	Contractual Services	497,430
8501	Risk Liability	235,000
8505	First Aid	20,000
9510	Contributions to General Fund	29,260
<b>Total Operations &amp; Maintenance</b>		<b>783,690</b>
<b>Total 2004/05 Budget</b>		<b>\$953,650</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, ~~mail distribution, central stores,~~ financial forecasting, and cash receipting.

## Performance Goals

- Complete the major fieldwork for the annual financial audit by September 21.
- Compile and distribute the Monthly Treasurer's Report by the 26th of each month.
- Submit the City's Investment Policy to MTA's certification program and receive certification.
- Submit the Comprehensive Annual Financial Report to CSFMO and GFOA for award.

### Funding Source: General Fund (\$1,930,155) & Equipment Replacement Fund (\$31,370) Account Number: 2200

Personnel		
7011	Regular Employees	\$919,390
7015	Temporary Employees	3,475
7017	Overtime	10,800
7101	Health & Welfare	178,500
7110	Life Insurance	2,380
7115	Long-Term Disability Insurance	6,180
7120	Medicare	13,390
7130	Worker's Compensation	31,320
7140	PERS	117,620
7150	Deferred Compensation	3,800
7160	Unemployment Taxes	3,500
<b>Total Personnel</b>		<b>\$1,290,355</b>
Operations & Maintenance		
7301	Publications & Subscriptions	\$1,840
7302	Travel & Training	5,525
7303	Membership & Dues	1,505
7305	Education Reimbursement	500
7306	Auto Allowance & Mileage	620
7307	Office Supplies	62,660
7308	Printing	21,100
7309	Postage	200
7310	Advertising	450
7312	Special Supplies	3,530
7315	Rents/Leases	9,550
7316	Equipment Rental	2,100
7322	Taxes/Licenses/Fees	1,500
7332	Equipment Maint/Supplies	89,990
8001	Contractual Services	308,180
8110	Professional Services	42,500
8117	Graphic Design Services	1,000
8615	Automotive Equipment	30,500
8801	Computer Replacement	20,915
8802	Insurance Allocation	60,220
8804	Equipment Replacement	5,915
9510	Contributions to General Fund	870
<b>Total Operations &amp; Maintenance</b>		<b>\$671,170</b>
<b>Total 2004/05 Budget</b>		<b>\$1,961,525</b>

# Reserves & Debt Service

## Program Purpose

This program provides 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.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2250</b>		
<b>Operations &amp; Maintenance</b>		
7401	Council Contingency	\$1,000,000
7402	TMC Reserve	250,000
7404	MTA Grant Match Reserve	500,000
7406	Whitaker Bermite Reserve	150,000
7408	Capital Project Reserve	1,000,000
9010	Principal	2,932,630
<b>Total Operations &amp; Maintenance</b>		<b>\$5,832,630</b>
<b>Total 2004/05 Budget</b>		<b>\$5,832,630</b>

# Technology Services

## Program Purpose

The Technology Services Division provides centralized information processing, support services, computer hardware and software support, database management, Geographic Information Systems, and communications (radio and telephone) to all departments within the City. It 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; provides technical GIS services for stormwater related activities 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.
- Provide GIS support to assist in achieving 100% compliance with the City's NPDES Stormwater permit.
- Obtain, update, and integrate necessary GIS databases to meet Stormwater, Watershed Management, and Joint General Plan needs.
- Maintain telecommunications system availability 99% of the time.

**Funding Source: General Fund (\$1,865,685), Computer Replacement Fund (\$100,445) & Stormwater Utility (\$548,365)**

**Account Number: 2300**

### Personnel

7011	Regular Employees	\$1,076,290
7015	Temporary Employees	55,500
7017	Overtime	13,000
7101	Health & Welfare	165,985
7110	Life Insurance	2,790
7115	Long-Term Disability Insurance	7,225
7120	Medicare	16,415
7130	Worker's Compensation	47,620
7140	PERS	140,405
7150	Deferred Compensation	19,000
7160	Unemployment Taxes	3,235

**Total Personnel \$1,547,465**

### Operations & Maintenance

7301	Publications & Subscriptions	\$1,200
7302	Travel & Training	32,575
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	6,500
7315	Rents/Leases	2,980
7322	Taxes/Licenses/Fees	9,700
7332	Equipment Maint/Supplies	193,280
7360	Computer Software Purchase	86,490
7373	Telephone Utility	179,595
8001	Contractual Services	241,070
8110	Professional Services	37,200
8610	Equipment	20,000
8801	Computer Replacement	15,895
8802	Insurance Allocation	59,530
9010	Principal	69,075
9510	Contributions to General Fund	445

**Total Operations & Maintenance \$967,030**

**Total 2004/05 Budget \$2,514,495**

# CDBG & Housing Activities

## 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

The primary activities of CDBG are 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.

<b>Funding Source: Community Development Block Grant Fund</b>		
<b>Account Number: 2500 &amp; 2700</b>		
<b>Personnel</b>		
7011	Regular Employees	\$199,410
7101	Health & Welfare	33,540
7110	Life Insurance	520
7115	Long-Term Disability Insurance	1,340
7120	Medicare	2,900
7130	Worker's Compensation	12,760
7140	PERS	25,450
7150	Deferred Compensation	2,450
7160	Unemployment Taxes	660
<b>Total Personnel</b>		<b>\$279,030</b>
<b>Operations &amp; Maintenance</b>		
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	471,778
8110	Professional Services	1,000
9010	Principal	396,935
<b>Total Operations &amp; Maintenance</b>		<b>\$877,478</b>
<b>Total 2004/05 Budget</b>		<b>\$1,156,508</b>



# 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 coordinates the preparation of official City Council agendas, legal and legislative documents, and minutes. The City Clerk also conducts municipal elections as the chief election officer.

## Primary Activities

The Clerk's Office maintains official documents and records. The City Clerk keeps minutes of Council meetings, compiles agendas and distributes agenda packets, handles legal publishing, coordinates bid openings, receives 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 Commission regulations.

## Performance Goals

- Post all required meetings in accordance with Brown Act requirements.
- Continue "Date Forward" optical imaging of City Council agenda packets and complete imaging of historical Council records through January 2000.
- Update all departments/divisions records retention schedules
- Begin working with new codification company for updates to the Municipal Code.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2800</b>		
<b>Personnel</b>		
7011	Regular Employees	\$210,840
7017	Overtime	2,300
7101	Health & Welfare	40,800
7110	Life Insurance	550
7115	Long-Term Disability Insurance	1,420
7120	Medicare	3,060
7130	Worker's Compensation	9,090
7140	PERS	26,930
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	800
<b>Total Personnel</b>		<b>\$297,790</b>
<b>Operations &amp; Maintenance</b>		
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	300
7308	Printing	500
7309	Postage	1,500
7310	Advertising	63,000
7312	Special Supplies	1,310
7320	Promotion & Publicity	200
8001	Contractual Services	6,550
8110	Professional Services	75
8801	Computer Replacement	4,780
8802	Insurance Allocation	13,765
<b>Total Operations &amp; Maintenance</b>		<b>\$146,905</b>
<b>Total 2004/05 Budget</b>		<b>\$444,695</b>

# Landscape Maintenance District

## Program Purpose

The landscape maintenance districts (LMD's) 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 Goals

- Complete all identified maintenance and landscape improvements.
- Continue staff training to optimize the water saving capabilities of the irrigation system.
- Provide ongoing customer service for the proposed areas to be annexed into the LMD.

<b>Funding Source: Landscape Maintenance District</b>		
<b>Account Number: 2900</b>		
<b>Personnel</b>		
7011	Regular Employees	\$178,940
7101	Health & Welfare	30,600
7110	Life Insurance	470
7115	Long-Term Disability Insurance	1,200
7120	Medicare	2,600
7130	Worker's Compensation	11,120
7140	PERS	22,840
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	600
<b>Total Personnel</b>		<b>\$250,370</b>
<b>Operations &amp; Maintenance</b>		
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	137,300
8006	Landscape Services	2,720,245
8012	Maintenance & Repairs	846,830
8013	Weed & Pest Control	78,860
8015	Reserve Project Exps	224,000
8029	Inspections	557,000
8110	Professional Services	50,940
8801	Computer Replacement	3,585
8802	Insurance Allocation	10,325
9510	Contributions to General Fund	715,570
9511	Direct Cost Allocation	9,630
<b>Total Operations &amp; Maintenance</b>		<b>\$6,531,375</b>
<b>Total 2004/05 Budget</b>		<b>\$6,781,745</b>