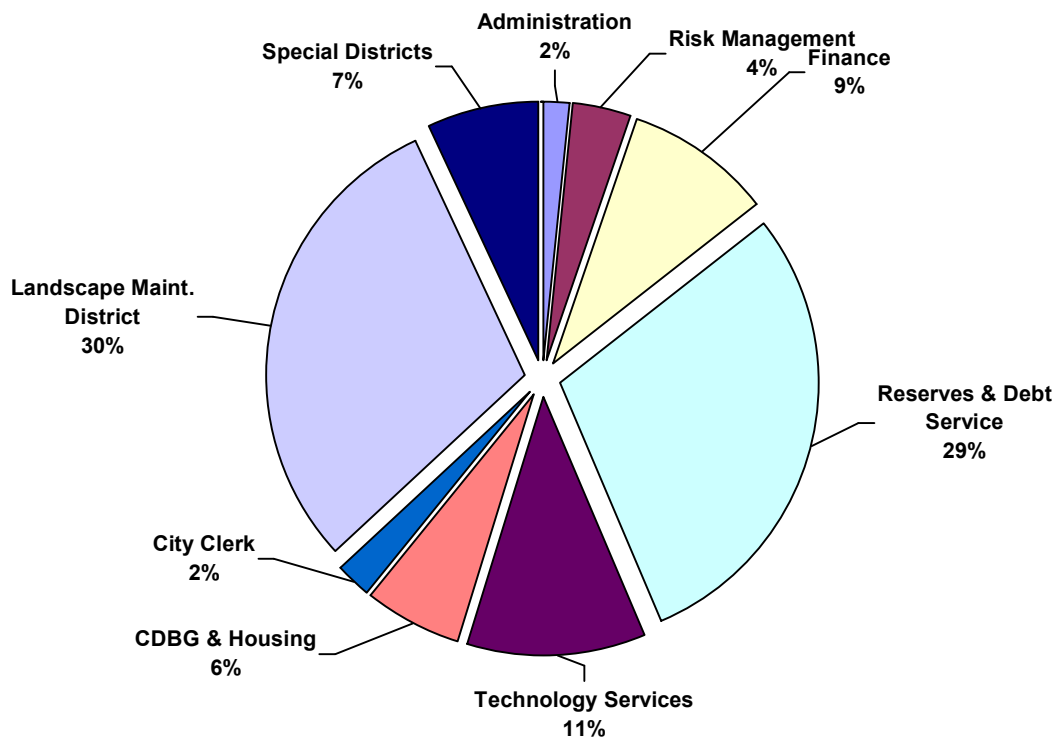


# Administrative Services Budget Summary

Category	Budget
Personnel Services	\$4,629,238
Operations & Maintenance	\$21,439,627
Capital Outlay	\$512,000
<b>Total Administrative Services</b>	<b>\$26,580,865</b>

Program	Budget
Administration	\$452,280
Risk Management	978,657
Finance	2,372,449
Reserves & Debt Service	7,752,599
Technology Services	2,974,116
CDBG and Housing	1,648,124
City Clerk	601,910
Landscape Maintenance District	7,976,791
Special Districts	1,823,939
<b>Total Administrative Services</b>	<b>\$26,580,865</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, and Affordable Housing/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.
- Successfully negotiate and complete the Cable Television Franchise Renewal Process.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2100</b>		
<b>Personnel</b>		
7011	Regular Employees	210,180
7015	Temporary Employees	19,870
7101	Health & Welfare	23,390
7110	Life Insurance	550
7115	Long-Term Disability Insurance	1,410
7120	Medicare	3,340
7130	Worker's Compensation	13,630
7140	PERS	35,845
7150	Deferred Compensation	5,450
7160	Unemployment Taxes	440
<b>Total Personnel</b>		<b>314,105</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	850
7305	Educational Reimbursement	1,500
7306	Auto Allowance & Mileage	6,410
7307	Office Supplies	200
7309	Postage	50
8001	Contractual Services	107,500
8801	Computer Replacement	4,065
8802	Insurance Allocation	11,700
<b>Total Operations &amp; Maintenance</b>		<b>138,175</b>
<b>Total 2005/06 Budget</b>		<b>452,280</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	120,330
7101	Health & Welfare	21,420
7110	Life Insurance	320
7115	Long-Term Disability Ins	810
7120	Medicare	1,750
7130	Worker's Compensation	8,350
7140	PERS	19,689
7160	Unemployment Taxes	420
<b>Total Personnel</b>		<b>173,089</b>
<b>Operations &amp; Maintenance</b>		
7302	Travel & Training	2,000
8001	Contractual Services	517,430
8501	Risk Liability	236,000
8505	First Aid	20,000
9510	Contributions to General Fund	30,138
<b>Total Operations &amp; Maintenance</b>		<b>805,568</b>
<b>Total 2005/06 Budget</b>		<b>\$978,657</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, financial reporting, financial forecasting, cash receipting, risk management and administration of landscape maintenance, street lighting and drainage benefit districts.

**Performance Goals**

- Complete the major fieldwork for the annual financial audit by September 21.
- Compile and distribute Monthly Treasurer’s Report by the 25th of each month.
- Submit the City’s Investment Policy to MTA’s certification program and receive certification.

<b>Funding Source: General Fund (2,243,579) &amp; Equipment Replacement Fund (128,870)</b>		
<b>Account Number: 2200</b>		
<b>Personnel</b>		
7011	Regular Employees	1,037,116
7015	Temporary Employees	3,475
7017	Overtime	10,800
7101	Health & Welfare	201,450
7110	Life Insurance	2,708
7115	Long-Term Disability Insurance	6,970
7120	Medicare	15,114
7130	Worker's Compensation	49,614
7140	PERS	170,572
7150	Deferred Compensation	1,800
7160	Unemployment Taxes	3,950
<b>Total Personnel</b>		<b>1,503,569</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	3,040
7302	Travel & Training	7,650
7303	Membership & Dues	1,505
7305	Education Reimbursement	3,500
7306	Auto Allowance & Mileage	620
7307	Office Supplies	62,960
7308	Printing	21,100
7309	Postage	200
7310	Advertising	30,450
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	91,990
8001	Contractual Services	408,180
8110	Professional Services	10,000
8117	Graphic Design Services	1,000
8610	Equipment	28,000
8615	Rents and Leases	100,000
8801	Computer Replacement	20,915
8802	Insurance Allocation	60,220
9510	Contributions to Gen Fund	870
<b>Total Operations &amp; Maintenance</b>		<b>868,880</b>
<b>Total 2005/06 Budget</b>		<b>2,372,449</b>

# Reserves & Debt Service

**Program Purpose**

This program provided 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

<b>Funding Source: General Fund</b>		
<b>Account Number: 2250</b>		
<b>Operations &amp; Maintenance</b>		
7401	Council Contingency	849,977
7402	TMC Reserve	250,000
7403	South SC Annexation	115,000
7404	MTA Grant Match Reserve	500,000
7406	Whittaker Bermite Reserve	150,000
7408	Capital Project Reserve	3,000,000
9010	Principal	2,887,622
<b>Total Operations &amp; Maintenance</b>		<b>7,752,599</b>
<b>Total 2005/06 Budget</b>		<b>7,752,599</b>

# 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; 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

- Continue efforts to create free YI-FI internet Hotspot at City recreation and transit facilities throughout the community.
- Develop and implement system to process building permits via the internet.
- Complete the upgrade of the City's Financial System.
- Continue to develop eCommerce solutions that enhance the City's ability to reach out and provide information or services to residents via the internet.
- Develop automated systems that enhance the efficiencies and effectiveness of City staff in their effort to deliver City services.

**Funding Source: General Fund (1,947,379), Computer Replacement Fund (586,292) & Stormwater Utility (440,445)**

**Account Number: 2300**

### Personnel

7011	Regular Employees	1,144,710
7015	Temporary Employees	55,500
7017	Overtime	13,000
7101	Health & Welfare	173,400
7110	Life Insurance	2,960
7115	Long-Term Disability Insurance	7,680
7120	Medicare	17,410
7130	Worker's Compensation	57,500
7140	PERS	192,133
7150	Deferred Compensation	16,000
7160	Unemployment Taxes	3,400

**Total Personnel 1,683,693**

### 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	6,030
7315	Rents/Leases	2,980
7322	Taxes/Licenses/Fees	9,700
7332	Equipment Maint/Supplies	197,180
7337	New Personnel Computer	16,200
7338	New Personnel Phone	5,000
7360	Computer Software Purchase	90,328
7373	Telephone Utility	179,595
8001	Contractual Services	241,070
8110	Professional Services	37,200
8610	Equipment	360,000
8615	Automotive Equipment	24,000
8801	Computer Replacement	15,895
8802	Insurance Allocation	59,530
9510	Contributions to Gen Fund	445

**Total Operations & Maintenance 1,290,423**

**Total 2005/06 Budget 2,974,116**

# CDBG & Housing Activities

## Program Purpose

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. This program also coordinates city wide granting efforts

## Primary Activities

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. It coordinates with the RDA and new development so the City's affordable housing requirements are met. It operates the City's First Time Home Buyer program.

## Performance Goal

- Make three first time home buyer rehabilitation loans.
- Award of CDBG public service grant funding to community non profits.
- Award 20 housing rehabilitation grants to eligible residents.
- Through monitoring activities ensure all grant recipients are in compliance with Federal, State and City regulations.

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

<b>Personnel</b>		
7011	Regular Employees	199,960
7020	Certificate Pay	100
7101	Health & Welfare	31,500
7110	Life Insurance	520
7115	Long-Term Disability Insurance	1,340
7120	Medicare	2,910
7130	Worker's Compensation	15,020
7140	PERS	33,353
7150	Deferred Compensation	2,250
7160	Unemployment Taxes	620
<b>Total Personnel</b>		<b>287,573</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	250
7302	Travel & Training	2,000
7306	Auto Allowance & Mileage	100
7307	Office Supplies	1,000
7308	Printing	1,000
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	500
7373	Telephone Utility	215
8001	Contractual Services	967,314
8110	Professional Services	1,000
9010	Principal	230,000
9020	Interest	154,972
<b>Total Operations &amp; Maintenance</b>		<b>1,360,551</b>
<b>Total 2005/06 Budget</b>		<b>1,648,124</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, 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, minutes, resolutions and ordinances.
- Update all departments'/divisions' records retention schedules.
- Implement new records management software to enhance current RIM program by automating the tracking of records from creation to final disposition.
- Conduct April 2006 Election for three members of the City Council.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2800</b>		
<b>Personnel</b>		
7011	Regular Employees	225,910
7017	Overtime	9,300
7101	Health & Welfare	40,800
7110	Life Insurance	590
7115	Long-Term Disability Insurance	1,530
7120	Medicare	3,290
7130	Worker's Compensation	11,270
7140	PERS	36,875
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	800
<b>Total Personnel</b>		<b>332,365</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	1,885
7302	Travel & Training	4,550
7303	Membership & Dues	50,280
7305	Education Reimbursement	250
7306	Auto Allowance & Mileage	600
7307	Office Supplies	1,300
7308	Printing	6,500
7309	Postage	30,500
7310	Advertising	17,500
7312	Special Supplies	19,310
7320	Promotion & Publicity	700
8001	Contractual Services	6,550
8110	Professional Services	111,075
8801	Computer Replacement	4,780
8802	Insurance Allocation	13,765
<b>Total Operations &amp; Maintenance</b>		<b>269,545</b>
<b>Total 2005/06 Budget</b>		<b>601,910</b>



# Landscape Maintenance District

## Program Purpose

The landscape maintenance districts provide landscape maintenance services for 550 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 with 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.
- Complete all identified capital infrastructure maintenance improvements.
- Process annexations into the LMD's for new development as well as for areas annexing into the City.

<b>Funding Source: Landscape Maintenance District</b>		
<b>Account Number: 2900</b>		
<b>Personnel</b>		
7011	Regular Employees	182,710
7101	Health & Welfare	30,600
7110	Life Insurance	480
7115	Long-Term Disability Insurance	1,230
7120	Medicare	2,650
7130	Worker's Compensation	13,010
7140	PERS	29,895
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	600
<b>Total Personnel</b>		<b>263,175</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	600
7302	Travel & Training	3,500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	435
7307	Office Supplies	135
7308	Printing	135
7309	Postage	100
7371	Electric Utility	188,140
7373	Telephone Utility	33,460
7374	Water Utility	958,685
8001	Contractual Services	521,700
8006	Landscape Services	2,904,675
8012	Maintenance & Repairs	861,858
8013	Weed & Pest Control	83,860
8015	Reserve Projects Expense	829,905
8029	Inspections	564,800
8110	Professional Services	97,140
8801	Computer Replacement	3,585
8802	Insurance Allocation	10,325
9510	Contributions to General Fund	644,010
9511	Direct Cost Allocation	5,068
<b>Total Operations &amp; Maintenance</b>		<b>7,713,616</b>
<b>Total 2005/06 Budget</b>		<b>7,976,791</b>

# Special Districts

## Program Purpose

These divisions provide for the administration of the Citywide Streetlight Maintenance District #1 and the City's six Drainage Benefit Assessment Areas (DBAA).

## Primary Activities

Primary activities include assisting in the preparation of future annual assessments; arrange for ongoing inspections, maintenance, and repairs of the DBAA observations wells, pump station equipment, drainage ditches, and hydraugers; maintain NPDES permit compliance; perform and/or arrange for inspections of street lighting; and process new streetlight annexations.

## Performance Goal

- Continue to maintain NPDES permit compliance.
- Continue efforts to annex new development areas and existing neighborhoods into Streetlight Maintenance District #1.
- Improve access to the City easements located in DBAA #22.
- Develop and write procedures for processing streetlight annexations.

<b>Funding Source: Special Districts</b>		
<b>Account Number: 2270</b>		
<b>Personnel</b>		
7011	Regular Employees	44,330
7017	Overtime	7,500
7101	Health & Welfare	7,840
7110	Life Insurance	160
7115	Long-Term Disability Ins	310
7120	Medicare	660
7130	Worker's Compensation	3,200
7140	PERS	7,279
7150	Deferred Compensation	200
7160	Unemployment Taxes	190
<b>Total Personnel</b>		<b>71,669</b>
<b>Operations &amp; Maintenance</b>		
7302	Travel & Training	2,600
7303	Membership and Dues	200
7306	Auto Allowance & Mileage	100
7307	Office Supplies	1,050
7309	Postage	100
7311	Film Processing	100
7312	Special Supplies	2,980
7371	Electric Utility	1,513,500
8001	Contractual Services	78,580
8110	Professional Services	71,885
8801	Contractual Services	1,080
8802	Insurance Allocation	3,100
9510	Contributions to General Fund	76,995
<b>Total Operations &amp; Maintenance</b>		<b>1,752,270</b>
<b>Total 2005/06 Budget</b>		<b>1,823,939</b>