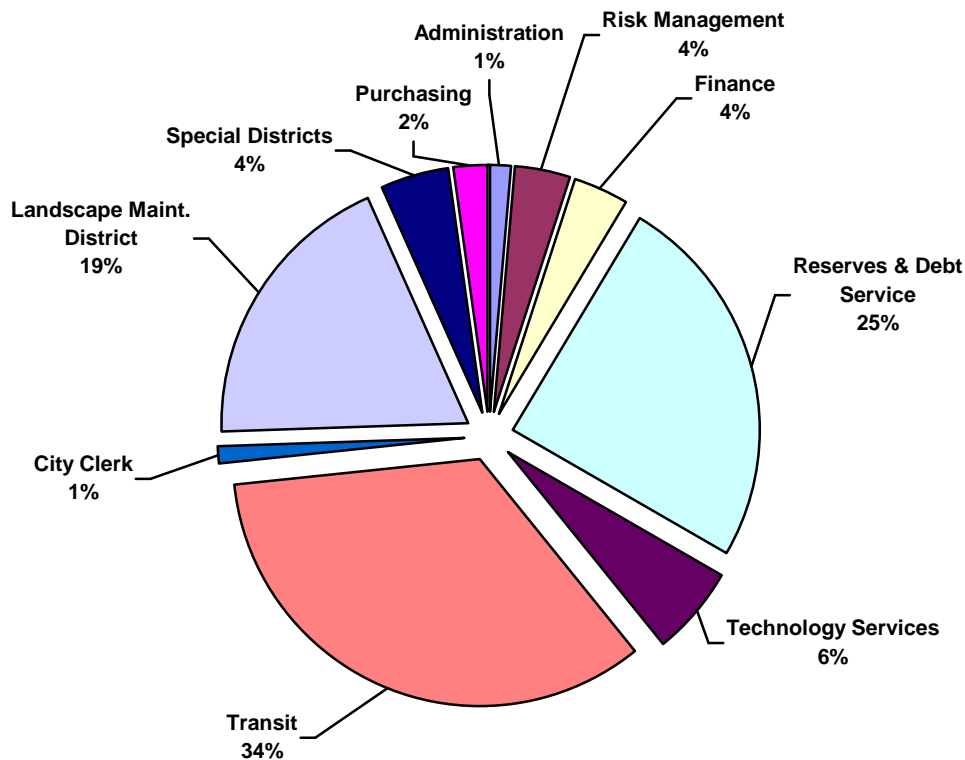


# Administrative Services Budget Summary

Category	Budget
Personnel Services	\$5,733,390
Operations & Maintenance	\$41,426,795
Capital Outlay	\$644,180
<b>Total Administrative Services</b>	<b>\$47,804,365</b>

Program	Budget
Administration	\$700,015
Risk Management	1,701,382
Finance	1,735,170
Reserves & Debt Service	11,840,729
Technology Services	2,691,290
City Clerk	496,850
Landscape Maintenance District	9,021,100
Special Districts	2,090,715
Purchasing	1,111,385
Transit	16,415,729
<b>Total Administrative Services</b>	<b>\$47,804,365</b>



# Administration

## Program Purpose

The Administration Division sets City fiscal policy and direction and provides administrative support to the department's four divisions: City Clerk's Office, Finance, Technology Services and Transit, as well as the offices of Risk Management, Special Districts, and Purchasing. 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	266,270
7015	Temporary Employees	20,700
7101	Health & Welfare	31,750
7110	Life Insurance	690
7115	Long-Term Disability Insurance	1,790
7120	Medicare	4,170
7130	Worker's Compensation	8,440
7140	PERS	53,000
7150	Deferred Compensation	7,000
7160	Unemployment Taxes	600
<b>Total Personnel</b>		<b>394,410</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
8110	Professional Services	150,000
8801	Computer Replacement	5,820
8802	Insurance Allocation	27,375
<b>Total Operations &amp; Maintenance</b>		<b>305,605</b>
<b>Total 2006/07 Budget</b>		<b>700,015</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 and Implement Employee Training Matrix
- Handle 100% of non SDRMA claims in house
- Implement IIPP
- Conduct Appraisal
- 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	122,700
7101	Health & Welfare	21,530
7110	Life Insurance	320
7115	Long-Term Disability Ins	830
7120	Medicare	1,780
7130	Worker's Compensation	4,160
7140	PERS	24,010
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	420
<b>Total Personnel</b>		<b>177,750</b>
<b>Operations &amp; Maintenance</b>		
7302	Travel & Training	2,000
8001	Contractual Services	1,235,590
8501	Risk Liability	235,000
8505	First Aid	20,000
9510	Contributions to General Fund	31,138
<b>Total Operations &amp; Maintenance</b>		<b>1,523,632</b>
<b>Total 2006/07 Budget</b>		<b>\$1,701,382</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 and cash receipting.

**Performance Goals**

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

<b>Funding Source: General Fund (\$1,682,800) &amp; Equipment Replacement Fund (\$52,370)</b>		
<b>Account Number: 2211, 2230, 2240, 2260</b>		
<b>Personnel</b>		
7011	Regular Employees	805,100
7017	Overtime	7,800
7101	Health & Welfare	145,570
7110	Life Insurance	2,090
7115	Long-Term Disability Insurance	5,400
7120	Medicare	11,820
7130	Worker's Compensation	18,190
7140	PERS	157,510
7150	Deferred Compensation	6,340
7160	Unemployment Taxes	2,850
<b>Total Personnel</b>		<b>1,162,670</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	940
7302	Travel & Training	7,000
7303	Membership & Dues	805
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	185
7307	Office Supplies	6,000
7308	Printing	5,600
7309	Postage	200
7312	Special Supplies	2,000
7322	Taxes/Licenses/Fees	1,500
8001	Contractual Services	362,580
8117	Graphic Design Services	1,000
8801	Computer Replacement	22,675
8802	Insurance Allocation	106,645
9510	Contributions to Gen Fund	870
<b>Total Operations &amp; Maintenance</b>		<b>521,000</b>
<b>Capital Outlay</b>		
8615	Automotive Equipment	51,500
<b>Total Capital Outlay</b>		<b>51,500</b>
<b>Total 2006/07 Budget</b>		<b>1,735,170</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	1,000,000
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	7,000,000
9010/20	Principal & Interest	2,825,729
<b>Total Operations &amp; Maintenance</b>		<b>11,840,729</b>
<b>Total 2006/07 Budget</b>		<b>11,840,729</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

- Implement a city-wide Wi-Fi network that citizens can utilize to access the Internet and the City can use to for all of its municipal needs including use for emergency personnel.
- Complete the upgrade of the City's Financial System.
- Upgrade the City's phone system to Voice Over Internet Protocol (VOIP).
- Design an effective Disaster Recovery Plan which will backup the City's most critical information to a remote location and make it available in times of crisis.
- Develop and implement system to process building permits via the internet.

**Funding Source: General Fund (\$2,028,775), Computer Replacement Fund (\$165,505) & Stormwater Utility (\$493,910)**

**Account Number: 2300**

### Personnel

7011	Regular Employees	1,151,320
7015	Temporary Employees	57,840
7017	Overtime	13,000
7101	Health & Welfare	167,050
7110	Life Insurance	2,980
7115	Long-Term Disability Insurance	7,720
7120	Medicare	17,740
7130	Worker's Compensation	30,230
7140	PERS	227,840
7150	Deferred Compensation	16,000
7160	Unemployment Taxes	3,260

**Total Personnel 1,694,980**

### 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	7,050
7322	Taxes/Licenses/Fees	2,000
7332	Equipment Maint/Supplies	185,410
7337	New Personnel Computer	13,800
7338	New Personnel Phone	3,000
7360	Computer Software Purchase	62,490
7373	Telephone Utility	193,595
8001	Contractual Services	242,570
8110	Professional Services	37,200
8801	Computer Replacement	18,260
8802	Insurance Allocation	85,880
8804	Equipment Replacement	8,250
9510	Contributions to Gen Fund	445

**Total Operations & Maintenance 911,250**

### Capital Outlay

8610	Equipment	85,060
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**Total Capital Outlay 85,060**

**Total 2006/07 Budget 2,691,290**

# 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 and maintain minutes in accordance with Brown Act requirements.
- Continue "Date Forward" imaging of City Council agenda packets, minutes, resolutions and ordinances as well as imaging those agenda packets not already included since the City's inception.
- Provide public with easy access to City's records through compliance with the California Public Records Act.
- Update Records Management program to include policies & procedures and a training strategy designed around the new records management software and current business requirements.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2800</b>		
<b>Personnel</b>		
7011	Regular Employees	267,890
7017	Overtime	2,300
7101	Health & Welfare	46,120
7110	Life Insurance	700
7115	Long-Term Disability Insurance	1,800
7120	Medicare	4,040
7130	Worker's Compensation	6,400
7140	PERS	52,410
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	900
<b>Total Personnel</b>		<b>384,560</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	2,300
7302	Travel & Training	4,550
7303	Membership & Dues	52,780
7305	Education Reimbursement	250
7306	Auto Allowance & Mileage	695
7307	Office Supplies	300
7308	Printing	400
7309	Postage	900
7310	Advertising	12,000
7312	Special Supplies	2,000
7320	Promotion & Publicity	200
8001	Contractual Services	6,550
8110	Professional Services	75
8801	Computer Replacement	5,135
8802	Insurance Allocation	24,155
<b>Total Operations &amp; Maintenance</b>		<b>112,290</b>
<b>Total 2006/07 Budget</b>		<b>496,850</b>

# Special Districts – LMD

## Program Purpose

This unit administrates the 1972 Act for the operation and maintenance of zones located in the landscape maintenance districts.

## 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.

This divisional unit provides 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.

## Performance Goals

- Provide a plan to beautify the City's major roadway corridors.
- Implement the corridor beautification plan.
- Upgrade the irrigation systems and controllers to optimize water conservation in residential zones.
- Complete all identified capital infrastructure maintenance improvements.
- Administrate the annual levy and annexations into the LMD's for new development, as well as for areas annexing into the City.

<b>Funding Source: Landscape Maintenance District Account Number: 2900</b>		
<b>Personnel</b>		
7011	Regular Employees	170,010
7015	Temporary Employees	25,000
7101	Health & Welfare	26,440
7110	Life Insurance	440
7115	Long-Term Disability Insurance	1,140
7120	Medicare	2,470
7130	Worker's Compensation	5,920
7140	PERS	33,240
7150	Deferred Compensation	1,600
7160	Unemployment Taxes	520
<b>Total Personnel</b>		<b>266,780</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	1,350
7302	Travel & Training	3,500
7305	Education Reimbursement	7,500
7306	Auto Allowance & Mileage	435
7307	Office Supplies	388
7308	Printing	135
7309	Postage	100
7371	Electric Utility	289,540
7373	Telephone Utility	34,660
7374	Water Utility	1,304,190
8001	Contractual Services	22,000
8006	Landscape Services	3,206,362
8012	Maintenance & Repairs	879,852
8013	Weed & Pest Control	110,860
8015	Reserve Projects Expense	1,090,160
8017	Tree Trimming	543,350
8029	Inspections	642,600
8110	Professional Services	10,940
8801	Computer Replacement	2,945
8802	Insurance Allocation	13,850
9510	Contributions to General Fund	579,601
9511	Direct Cost Allocation	10,002
<b>Total Operations &amp; Maintenance</b>		<b>8,754,320</b>
<b>Total 2006/07 Budget</b>		<b>9,021,100</b>



# Special Districts -

## SMD - DBAA – GVRMD

### Program Purpose

These divisional units administrate the 1972 and 1982 Act for the operation and maintenance of street lights and traffic lights (SMD), drainage wells (DBAA) and the Golden Valley Ranch Open Space Maintenance District (GVRMD).

### Primary Activities

Primary activities include the preparation of annual assessments; annexation of development into existing or creation of new zones or districts. The units arrange for ongoing inspections, maintenance, and repairs of the, 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 Goals

- 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.
- Annex new development/territories into the special districts pursuant to the 1972 and 1982 Act.

<b>Funding Source: DBAA (\$298,320); GVRMD ( \$39,000); SMD (\$1,753,395) Account Number: 2270, 2280</b>		
<b>Personnel</b>		
7011	Regular Employees	93,410
7017	Overtime	7,500
7101	Health & Welfare	16,430
7110	Life Insurance	250
7115	Long-Term Disability Ins	660
7120	Medicare	1,510
7130	Worker's Compensation	3,560
7140	PERS	18,320
7150	Deferred Compensation	600
7160	Unemployment Taxes	360
<b>Total Personnel</b>		<b>142,600</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	1,549,000
8001	Contractual Services	124,580
8012	Maintenance & Repairs	65,290
8110	Professional Services	116,980
8801	Contractual Services	1,430
8802	Insurance Allocation	6,710
9510	Contributions to General Fund	76,995
<b>Total Operations &amp; Maintenance</b>		<b>1,948,115</b>
<b>Total 2006/07 Budget</b>		<b>2,090,715</b>

# Purchasing

**Program Purpose**

Purchasing handles most City-wide acquisitions of equipment, goods and services. Purchasing also provides assistance to external entities on how to do business with the City, as well as internal support of City departments on acquisition issues.

**Primary Activities**

Primary activities include the advertisement of all formal bids in the local paper, City’s website, Chamber of Commerce and the Valley Industrial Association. Purchasing prepares most formal bid packages and assists City departments in complex procurements. Purchasing establishes and maintains purchasing regulations, policies and procedures.

**Performance Goals**

- Prepare and receive formal bids and Request for Proposals.
- Continue to work with local businesses on how to do business with the City.
- Guide and monitor staff on the City’s purchasing policies.

<b>Funding Source: General Fund</b>		
<b>Account Number: 2220, 2221</b>		
<b>Personnel</b>		
7011	Regular Employees	473,080
7017	Overtime	3,500
7101	Health & Welfare	92,240
7110	Life Insurance	1,230
7115	Long-Term Disability Ins	3,180
7120	Medicare	6,930
7130	Worker’s Compensation	16,130
7140	PERS	92,630
7160	Unemployment Taxes	1,800
<b>Total Personnel</b>		<b>690,720</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	900
7302	Travel & Training	2,900
7303	Membership and Dues	850
7305	Education Reimbursement	500
7306	Auto Allowance & Mileage	435
7307	Office Supplies	66,960
7308	Printing	15,500
7309	Postage	122,850
7310	Advertising	30,450
7312	Special Supplies	3,530
7313	Uniforms	800
7315	Rents/Leases	13,540
7316	Equipment Rental	2,100
7332	Equipment Maint./Supplies	94,150
8001	Contractual Services	29,830
8110	Professional Services	10,000
8801	Contractual Services	2,285
8802	Insurance Allocation	10,735
8804	Equipment Replacement	4,730
<b>Total Operations &amp; Maintenance</b>		<b>413,045</b>
<b>Capital Outlay</b>		
8610	Equipment	7,620
<b>Total Capital Outlay</b>		<b>7,620</b>
<b>Total 2006/07 Budget</b>		<b>1,111,385</b>

# Transit

## Program Purpose

Provide public transportation services within, to, and from the Santa Clarita Valley, providing mobility and access to individuals with no access to an automobile; and encourage the use of public transportation to reduce traffic congestion and pollution.

## Primary Activities

Santa Clarita Transit (SCT) operates local fixed routes within the Santa Clarita Valley and commuter bus service between Santa Clarita and downtown Los Angeles, Century City, and Westwood. It also operates three express bus routes between Santa Clarita and the San Fernando Valley and express bus routes between Santa Clarita and the Antelope Valley. SCT provides paratransit service for seniors and disabled within the Santa Clarita Valley, as well as for the general public during evening hours.

## Performance Goals

- Full implementation of transit operations, administration and maintenance to the new Transit Maintenance Facility (TMF).
- Completion of Transportation Development Plan (TDP) update.
- Expansion of local Fixed Route Transit Service.
- Install ITS technology in Local, Commuter and Dial-A-Ride vehicles.
- Citywide expansion and improvement of Santa Clarita Transit's Bus Stop Shelters and Benches.
- Achieve a 20-minute Maximum Wait Time for Dial-A-Ride Customers.

<b>Funding Source: Transit Fund</b>		
<b>Account Number: 2460</b>		
<b>Personnel</b>		
7011	Regular Employees	577,280
7101	Health & Welfare	91,720
7110	Life Insurance	1,490
7115	Long-Term Disability Ins	3,870
7120	Medicare	8,380
7130	Worker's Compensation	17,500
7140	PERS	112,890
7150	Deferred Compensation	4,000
7160	Unemployment Taxes	1,790
<b>Total Personnel</b>		<b>818,920</b>
<b>Operations &amp; Maintenance</b>		
7301	Publications & Subscriptions	400
7302	Travel & Training	5,000
7303	Membership & Dues	19,500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	3,500
7307	Office Supplies	2,030
7308	Printing	60,000
7309	Postage	1,500
7310	Advertising	35,000
7312	Special Supplies	5,000
7332	Equipment Maint/Supplies	48,200
7371	Electric Utility	2,000
8001	Contractual Services	110,000
8081	Local Bus	7,780,354
8082	Dial-A-Ride	2,247,960
8083	SCV Downtown Commuter	2,832,900
8084	Commuter Connection	289,520
8110	Professional Services	15,000
8801	Computer Replacement	10,555
8802	Insurance Allocation	49,645
9020	Debt Service	994,895
9510	Contributions to General Fund	582,350
<b>Total Operations &amp; Maintenance</b>		<b>15,096,809</b>
<b>Capital Outlay</b>		
8615	Rents and Leases	500,000
<b>Total Capital Outlay</b>		<b>500,000</b>
<b>Total 2006/07 Budget</b>		<b>16,415,729</b>