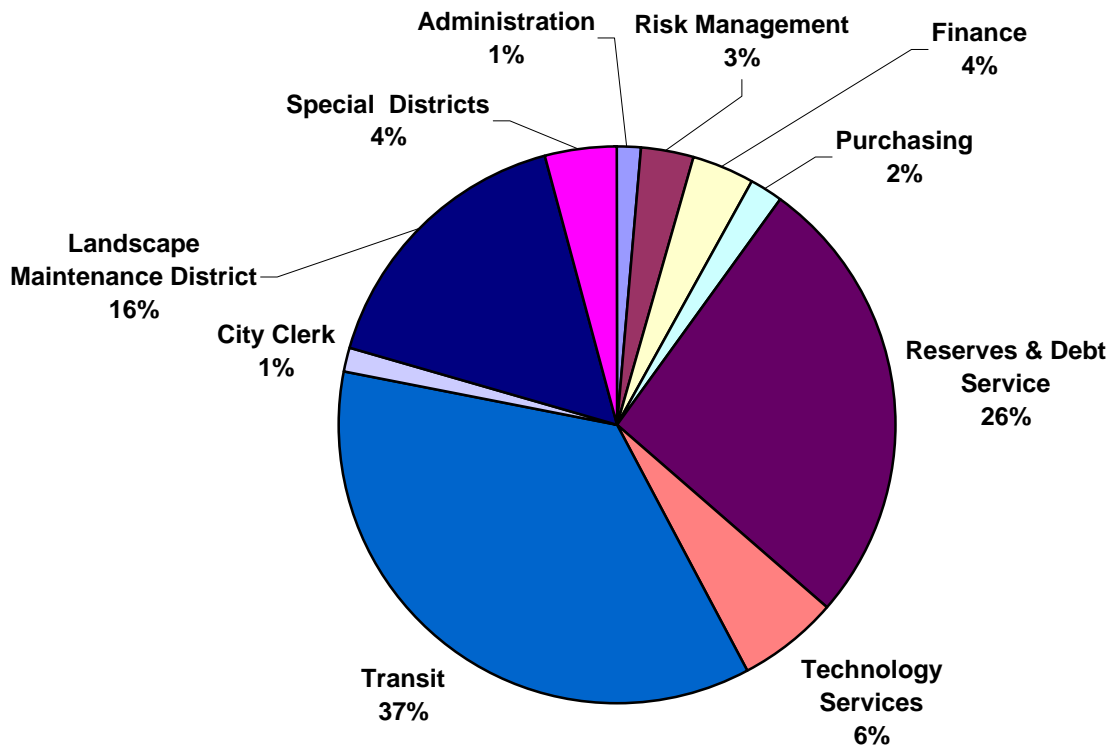


Administrative Services Budget Summary

Category	Budget
Personnel Services	\$ 6,193,738
Operations & Maintenance	44,313,287
Capital Outlay	2,595,787
Total Administrative Services	\$ 53,102,812

Program	Budget
Administration	\$ 735,526
Risk Management	1,696,790
Finance	1,859,366
Purchasing	1,021,057
Reserves & Debt Service	13,954,356
Technology Services	3,160,473
Transit	19,027,303
City Clerk	717,365
Landscape Maintenance District	8,658,832
Special Districts	2,271,744
Total Administrative Services	\$ 53,102,812



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 and Special Districts. 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.
- Identify and monitor legislative activity that has a financial impact on the City and assist in implementation.

Funding Source: General Fund		
Account Number: 2100		
Personnel		
7011	Regular Employees	302,781
7015	Temporary Employees	21,400
7101	Health & Welfare	33,904
7110	Life Insurance	709
7115	Long-Term Disability Insurance	1,842
7120	Medicare	5,670
7130	Worker's Compensation	10,321
7140	PERS	54,593
7150	Deferred Compensation	7,000
7160	Unemployment Taxes	600
Total Personnel		438,820
Operations & Maintenance		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	2,350
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	4,564
8802	Insurance Allocation	19,732
Total Operations & Maintenance		296,706
Total 2007/08 Budget		735,526

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 include a yearly review of the City's comprehensive insurance needs, as well as the review and assessment of all claims filed with the City. In addition, Risk Management coordinates attorney review and litigation of all tort claims. Finally, safety training, Occupational Safety and Health Administration compliance, risk assessment, and contract review are addressed within this area.

Performance Goals

- Implement employee training matrix.
- Implement Injury and Illness Prevention program.
- Implement mandatory safety training for new employees.
- Implement Safety Incentive program.
- Implement defensive driving program.
- Complete Risk Management's annual report.

Funding Source: Self Insurance Fund

Account Number: 2150

Personnel		
7011	Regular Employees	133,310
7101	Health & Welfare	23,033
7110	Life Insurance	344
7115	Long-Term Disability Ins	893
7120	Medicare	2,451
7130	Worker's Compensation	4,512
7140	PERS	26,009
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	420
Total Personnel		192,972
Operations & Maintenance		
7302	Travel & Training	2,000
8001	Contractual Services	1,237,090
8501	Risk Liability	200,000
8505	First Aid	20,000
8801	Computer Replacement	2,396
8802	Insurance Allocation	10,359
9510	Contributions to General Fund	31,973
Total Operations & Maintenance		1,503,818
Total 2007/08 Budget		1,696,790

Finance

Program Purpose

The Finance Division serves as a support center for all City departments and programs to ensure 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 City's long-range financial strength.

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 the Municipal Treasurers Association's certification program and receive certification.
- Complete the new Financial System upgrade and continue on-going training of key staff in order to produce appropriate annual reports, year-end, budget, and payroll functions and/or processes. Work with Technology Services to provide customer/city staff training.
- Include Governmental Accounting Standards Board (GASB) 34 infrastructure inventory financials and GASB 45 information into the Comprehensive Annual Financial Report (CAFR).

Funding Source: General Fund (\$1,625,496) & Equipment Replacement Fund (\$233,870)

Account Number: 2211, 2230, 2240, 2260

Personnel		
7011	Regular Employees	813,070
7017	Overtime	7,800
7101	Health & Welfare	152,126
7110	Life Insurance	2,095
7115	Long-Term Disability Insurance	5,448
7120	Medicare	15,138
7130	Worker's Compensation	18,277
7140	PERS	158,711
7150	Deferred Compensation	6,000
7160	Unemployment Taxes	2,774
Total Personnel		1,181,439
Operations & Maintenance		
7301	Publications & Subscriptions	940
7302	Travel & Training	7,000
7303	Membership & Dues	805
7305	Education Reimbursement	4,000
7306	Auto Allowance & Mileage	185
7307	Office Supplies	6,000
7308	Printing	5,600
7309	Postage	200
7322	Taxes/Licenses/Fees	36,500
8001	Contractual Services	297,580
8117	Graphic Design Services	1,000
8801	Computer Replacement	15,826
8802	Insurance Allocation	68,421
9510	Contributions to Gen Fund	870
Total Operations & Maintenance		444,927
Capital Outlay		
8615	Automotive Equipment	233,000
Total Capital Outlay		233,000
Total 2007/08 Budget		1,859,366

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 to City departments on acquisition issues. Purchasing also handles the receipt and distribution of all mail and material.

Primary Activities

Purchasing's primary activities include 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 and is also responsible for the receipt, shipping, issue and internal distribution of material and surplus. The mail section processes all incoming and outgoing U.S. Mail as well as the internal distribution of interoffice mail.

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.
- Ship and receive City material.
- Process all U.S. Mail and interoffice mail in a timely manner.

Funding Source: General Fund		
Account Number: 2220, 2221		
Personnel		
7011	Regular Employees	389,837
7017	Overtime	3,500
7101	Health & Welfare	82,946
7110	Life Insurance	1,005
7115	Long-Term Disability Ins	2,611
7120	Medicare	7,358
7130	Worker's Compensation	15,570
7140	PERS	76,184
7160	Unemployment Taxes	1,513
Total Personnel		580,524
Operations & Maintenance		
7301	Publications & Subscriptions	650
7302	Travel & Training	2,500
7303	Membership and Dues	850
7305	Education Reimbursement	300
7306	Auto Allowance & Mileage	435
7307	Office Supplies	66,960
7308	Printing	33,500
7309	Postage	122,850
7310	Advertising	25,000
7312	Special Supplies	600
7313	Uniforms	1,200
7315	Rents & Leases	13,540
7316	Equipment Rental	2,100
7332	Equipment Maint. & Supplies	94,150
8001	Contractual Services	11,030
8110	Professional Services	10,000
8801	Contractual Services	7,987
8802	Insurance Allocation	34,531
8804	Equipment Replacement	4,730
Total Operations & Maintenance		432,913
Capital Outlay		
8610	Equipment	7,620
Total Capital Outlay		7,620
Total 2007/08 Budget		1,021,057

Reserves & Debt Service

Program Purpose

This program provides funding for the City's annual debt service payments and 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	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	9,000,000
9010	Principal & Interest	2,939,356
Total Operations & Maintenance		13,954,356
Total 2007/08 Budget		13,954,356

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, hardware and software support services, Geographic Information Systems and communications (radio and telephone) to all City departments. Technology Services 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; 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 municipal needs including use for emergency personnel.
- Complete the upgrade of the City's Financial System.
- 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.

- Transportation Information Network solution to integrate advanced technology for Santa Clarita Transit.

**Funding Source: General Fund (\$2,744,861),
Computer Replacement Fund (\$415,612)**

Account Number: 2300, 2311

Personnel

7011	Regular Employees	1,243,443
7015	Temporary Employees	59,740
7017	Overtime	13,000
7101	Health & Welfare	178,230
7110	Life Insurance	3,064
7115	Long-Term Disability Insurance	7,958
7120	Medicare	23,440
7130	Worker's Compensation	32,251
7140	PERS	234,470
7150	Deferred Compensation	18,000
7160	Unemployment Taxes	3,250
Total Personnel		1,816,846

Operations & Maintenance

7301	Publications & Subscriptions	1,200
7302	Travel & Training	42,575
7303	Membership & Dues	800
7305	Education Reimbursement	6,500
7306	Auto Allowance & Mileage	6,445
7307	Office Supplies	900
7309	Postage	350
7312	Special Supplies	6,030
7315	Rents/Leases	11,050
7332	Equipment Maint/Supplies	176,000
7337	New Personnel Computer	17,300
7338	New Personnel Phone	4,200
7360	Computer Software Purchase	56,490
7373	Telephone Utility	163,405
7375	Cellular Service	12,300
8001	Contractual Services	326,170
8110	Professional Services	37,200
8801	Computer Replacement	20,823
8802	Insurance Allocation	90,027
8804	Equipment Replacement	8,250
9510	Contributions to Gen Fund	445
Total Operations & Maintenance		988,460

Capital Outlay

8610	Equipment	355,167
Total Capital Outlay		355,167

Total 2007/08 Budget 3,160,473

Transit

Program Purpose

Provide high quality public transportation services within, to, and from the Santa Clarita Valley, providing mobility and access to individuals with no access to an automobile; as well as encourage the use of public transportation to reduce traffic congestion and pollution to those who may not be dependent upon public transportation.

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

- Begin implementation of recommendations outlined in the recently adopted Transportation Development Plan (TDP).
- Expansion of local Fixed Route transit service by 8%.
- Expansion and replacement of local, commuter and Dial A Ride vehicles that have reached their useful life.
- Release Request for Proposals (RFP) for Transportation Information Network.
- Citywide expansion, replacement and improvement of all Santa Clarita Transit's bus stop shelters and benches
- Release RFP in October for transportation contractor.

Funding Source: Transit Fund

Account Number: 2460

Personnel

7011	Regular Employees	768,399
7101	Health & Welfare	134,358
7110	Life Insurance	1,981
7115	Long-Term Disability Ins	5,146
7120	Medicare	14,037
7130	Worker's Compensation	19,980
7140	PERS	149,923
7150	Deferred Compensation	4,000
7160	Unemployment Taxes	2,450
Total Personnel		1,100,274

Operations & Maintenance

7301	Publications & Subscriptions	400
7302	Travel & Training	5,000
7303	Membership & Dues	24,000
7305	Education Reimbursement	9,500
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	8,372
7315	Rents and Leases	12,000
7332	Equipment Maint/Supplies	68,200
7371	Electric Utility	2,000
7373	Telephone Utility	15,000
8001	Contractual Services	85,000
8081	Local Bus	8,534,372
8082	Dial-A-Ride	2,547,694
8083	Commuter	3,162,428
8084	Commute Connection	207,520
8110	Professional Services	95,000
8801	Computer Replacement	11,410
8802	Insurance Allocation	49,330
9020	Debt Service	427,018
9510	Contributions to General Fund	560,755
Total Operations & Maintenance		15,927,029

Capital Outlay

8615	Automotive Equipment	2,000,000
Total Capital Outlay		2,000,000
Total 2007/08 Budget		19,027,303

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.
- Image all recorded documents through a collaborative effort with Public Works staff; image all permanent contracts.
- Provide public with easy access to City's records through compliance with the California Public Records Act, including web access to allowable information for campaign disclosure statements.
- Develop a Records Information Management Focus Group to assist in developing policies, procedures and training strategies for paper and electronic documents.

- Conduct general municipal election for two members of the City Council in April, 2008.

Funding Source: General Fund

Account Number: 2800

Personnel

7011	Regular Employees	280,589
7017	Overtime	9,300
7101	Health & Welfare	49,356
7110	Life Insurance	724
7115	Long-Term Disability Insurance	1,880
7120	Medicare	5,172
7130	Worker's Compensation	8,073
7140	PERS	54,787
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	900

Total Personnel 412,781

Operations & Maintenance

7301	Publications & Subscriptions	2,300
7302	Travel & Training	4,550
7303	Membership & Dues	52,780
7305	Education Reimbursement	2,500
7306	Auto Allowance & Mileage	1,000
7307	Office Supplies	1,300
7308	Printing	20,400
7309	Postage	25,900
7310	Advertising	18,695
7312	Special Supplies	19,000
7320	Promotion & Publicity	1,700
8001	Contractual Services	6,550
8110	Professional Services	120,575
8801	Computer Replacement	5,135
8802	Insurance Allocation	22,199

Total Operations & Maintenance 304,584

Total 2007/08 Budget 717,365

Special Districts - LMD

Program Purpose

This unit administrates the 1972 Act for the operation and maintenance of 37 zones located in the Landscape Maintenance Districts (LMD).

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 which includes block walls, play equipment, paseo bridges and lights, concrete walkways, and other appurtenances.

LMD provides landscape maintenance services for 580 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

- Improve Stonecrest landscaping and reduce water costs.
- Complete and implement the first year recommendation of an Infrastructure Reserve Study.
- Modify and synchronize LMD tree pruning cycles with the Urban Forestry Division.
- Administrate the annual levy and annexations into the LMDs for new development, as well as for areas annexing into the City.

Funding Source: Landscape Maint. District Account Number: 2900

Personnel

7011	Regular Employees	220,848
7020	Certification Pay	23
7101	Health & Welfare	39,265
7110	Life Insurance	569
7115	Long-Term Disability Insurance	1,480
7120	Medicare	4,051
7130	Worker's Compensation	7,964
7140	PERS	43,099
7150	Deferred Compensation	1,600
7160	Unemployment Taxes	716

Total Personnel 319,615

Operations & Maintenance

7301	Publications & Subscriptions	1,350
7302	Travel & Training	3,500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	435
7307	Office Supplies	738
7308	Printing	135
7309	Postage	100
7312	Special Supplies	2,000
7313	Uniforms	100
7324	Small Tools	50
7371	Electric Utility	292,940
7373	Telephone Utility	33,460
7374	Water Utility	1,516,421
8001	Contractual Services	(17,621)
8006	Landscape Services	3,613,934
8012	Maintenance & Repairs	979,810
8013	Weed & Pest Control	112,860
8015	Reserve Projects Expense	17,000
8017	Tree Trimming	548,350
8029	Inspections	668,300
8110	Professional Services	10,940
8801	Computer Replacement	2,944
8802	Insurance Allocation	12,727
9510	Contributions to General Fund	524,442
9511	Direct Cost Allocation	12,802

Total Operations & Maintenance 8,339,217

Total 2007/08 Budget 8,658,832

Special Districts -

SMD - DBAA – GVROMD

Program Purpose

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

Primary Activities

Primary activities include the preparation of annual assessments and the annexation of development into existing or newly created zones or districts. The units arrange for and oversee ongoing inspections, maintenance, and repair of well, pump station, drainage ditch, and hydrauger facilities; maintain National Pollutant Discharge Elimination System (NPDES) permit compliance; perform and/or arrange for inspections of street lighting; and arrange for streetlight repairs.

Performance Goals

- Continue to maintain NPDES permit compliance.
- Implement plan to use discharge from pump station #1 for LMD irrigation.
- Include territories into SMD #1 upon County withdrawal.
- Continue efforts to annex new development areas and existing neighborhoods into Streetlight Maintenance District #1, pursuant to the 1972 Act.

Funding Source: DBAA (\$225,028); GVROMD (\$39,000); SMD (\$2,007,716)		
Account Number: 2270, 2281, 2279		
Personnel		
7011	Regular Employees	98,348
7017	Overtime	7,500
7101	Health & Welfare	17,548
7110	Life Insurance	250
7115	Long-Term Disability Ins	661
7120	Medicare	1,913
7130	Worker's Compensation	3,689
7140	PERS	19,638
7150	Deferred Compensation	600
7160	Unemployment Taxes	320
Total Personnel		150,467
Operations & Maintenance		
7302	Travel & Training	2,600
7303	Membership and Dues	200
7306	Auto Allowance & Mileage	100
7307	Office Supplies	1,050
7309	Postage	100
7310	Advertising	800
7311	Film Processing	100
7312	Special Supplies	2,980
7371	Electric Utility	1,774,000
8001	Contractual Services	137,780
8110	Professional Services	116,980
8801	Contractual Services	1,426
8802	Insurance Allocation	6,166
9510	Contributions to General Fund	76,995
Total Operations & Maintenance		2,121,277
Total 2007/08 Budget		2,271,744