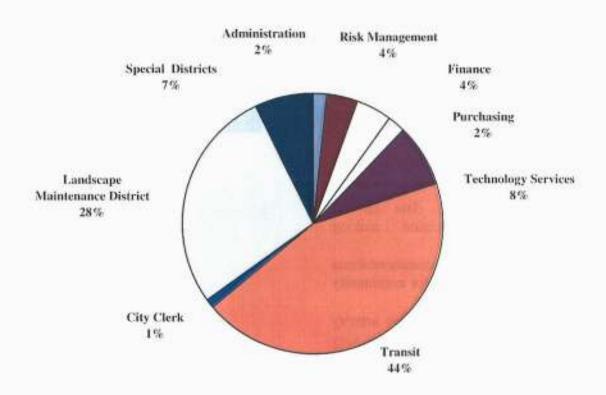
Administrative Services Budget Summary

Category		Budget
Personnel Services	S	6,854,930
Operations & Maintenance		34,943,173
Capital Outlay		1,679,310
Total Administrative Services	\$	43,477,413

Program	 Budget
Administration	\$ 758,114
Risk Management	1,706,262
Finance	1,874,075
Purchasing	1,017,258
Technology Services	3,307,149
Transit	19,152,816
City Clerk	486,387
Landscape Maintenance District	12,026,372
Special Districts	3,148,980
Total Administrative Services	\$ 43,477,413



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
- Coordinate efforts of the Open Space Preservation District Financial Accountability and Audit Panel to prepare an annual written report of the District's activities

	Source: General Fund Number: 12000	
Personnel	rumber, 12000	
5001,001	Regular Employees	291,92
5002.001	Temporary Employees	50,639
5011.001	Health & Welfare	35,993
5011.002	Life Insurance	75
5011.003	Long-Term Disability Ins	1,95
5011.004	Medicare	5,98
5011.005	Worker's Compensation	10,91
5011.006	PERS	56,03
5011.007	Deferred Compensation	7,000
5011.008	Unemployment Taxes	60
Total Person	mel	461,80
Operations	& Maintenance	
5101.001	Publications & Subscription	450
5101.002	Membership & Dues	2.35
5101.003	Office Supplies	200
5101.005	Pistage	5
5161.001	Contractual Services	107,50
5161.002	Professional Services	150,000
5191.001	Travel & Training	5,450
5191,004	Auto Allowance & Mileage	6,41
5211.001	Computer Replacement	4.56
5211.004	Insurance Allocation	19,336
Total Opera	itions & Maintenance	296,31
Total 2008/0	9 Budget	758,11

Risk Management

Program Purpose

Risk Management administers the funding of the self-insured portions of the program; manages the administration of general liability claims; works in conjunction with the City Attorney's Office and outside counsel to monitor, control, and resolve litigated matters; and provides training for various departments to minimize the risk of future losses.

Primary Activities

The Risk Management program provides centralized services to all City departments for risk management, loss control, and safety. Primary activities include: a yearly review of the City's comprehensive insurance program, including coverage for property/casualty; professional liability; errors and omissions; bonds; the workers' compensation insurance; administration of the City's self-insured retention; loss prevention and control; and safety programs. Risk Management also administers the City's Contract Management system and provides yearly training staff on contract routing and City contractual policies.

Performance Goals

Key Achievements for 2007-2008

- Planned, organized and conducted training for over 1,100 employees at regular safety meetings and/or interactive presentations
- Developed comprehensive and concise insurance requirements handout for contractors

Key Goals for 2008-2009

- Implement Defensive Driving Program
- Complete Risk Management's Annual Report
- Implement Employee Training Matrix
- Execute the Injury & Illness Prevention Program (IIPP)

Personnel	Number: 12001	
	with a second	136,788
100,1002	Regular Employees	177777
5011.001	Health & Welfare	24,494
5011,002	Life Insurance	353
5011,003	Long-Term Disability Insurance	917
5011.004	Medicare	2,526
5011.005	Worker's Compensation	4,621
5011.006	PERS	26,076
5011.007	Deferred Compensation	2.000
5011.00K	Unemployment Taxes	429
Total Perso	nect	198,195
Operations	& Maintenance	
5151.002	Claims Payment	200,000
5151.003	Employee Safety	20,000
5161.001	Contractant Services	1,240,590
5191.001	Travel & Training	2,000
5231.001	Computer Replacement	2,396
5211.004	Insurance Allocation	10.151
5511.100	Reimbursements to the General Fund	32,930
Total Open	ations & Maintenance	1,508,067
Total 2008/	CONTRACTOR OF THE PARTY OF THE	1,706,262

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 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 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
- Include GASB 45 information in the Comprehensive Annual Financial Report (CAFR)
- Complete cost allocation and user fee studies to determine the most accurate cost of providing services to the public, and to ensure City fees are in compliance with the City's cost recovery goals

Account	Numbers: 12100, 12101, 12102	12103
Personnel	1,41110-131 12100, 12101, 12101	4 12100
5001.001	Respular Employees	855,494
5003.001	Overtime	7.800
5011.001	Health & Welfare	166.794
5011.002	Life Insurance	2.208
5011.003	Long-Term Disability Insurance	5,732
5011.004	Medicare	16.017
5011.005	Worker's Compensation	19,244
5011.006	PERS	163,172
5011.007	Deferred Compensation	6,000
5011.008	Unemployment Taxes	2,860
Total Perso		1,245,321
Operations	& Maintenance	
5101.001	Publications & Subscription	940
5101.002	Membership & Dues	800
5101.003	Office Supplies	6,000
5101.004	Printing	5,600
5101.005	Postage	200
5161.001	Contractual Services	308,580
5161,002	Professional Services	22.50
5185,003	Taxes/Licenses/Fees	36,500
5191.001	Travel & Training	7,000
5191,003	Education Reimbursement	4,000
5191.004	Auto Alfowance & Mileage	183
5211.001	Computer Replacement	15.82
5211.004	Insurance Allocation	67,040
5511,100	Reimbursements to the General Fund	870
Total Opera	ntions & Maintenance	476,05
Capital Out	tlay	
5201.002	Equipment	12,50
5201.003	Automotive Equipment	(40,20)
Total Capit	al Outlay	152,700
Total 2008/	09 Budget	1,874,07

Purchasing

Program Purpose

The Purchasing Division handles most Citywide acquisitions of equipment, goods, and services. Purchasing provides assistance to external entities on how to do business with the City, along with providing internal support to City departments on acquisition issues. Purchasing also handles the receipt and distribution of all mail and material.

Primary Activities

One of the primary activities of the Purchasing Division is the advertisement of all formal bids in the local paper, on the City's website, with the 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 procedures. Purchasing is also responsible for the receipt, shipping, issuing and internal distribution of materials 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

	Source: General Fund	
Account	Numbers: 12002, 12003	
Personnel		
5001.004	Regular Employees	410,803
5003,001	Overtime	3,500
5011.001	Health & Welfare	90,396
5011.002	Life Insurance	1.061
5011.003	Long-Term Disability Insurance	2,753
5011,004	Medicare	7,795
5011.005	Worker's Compensation	15.719
5011.006	PERS	78,421
5011.008	Unemployment Taxes	1,550
Total Perso	nuel	611,998
Operations	& Maintenance	
5101.001	Publications & Subscription	650
5101.002	Membership & Dues	850
5101.003	Office Supplies	70,000
5101,004	Printing	15,500
5101.005	Postage	122,850
5111,001	Special Supplies	4,600
51113005	Maintenance/Supplies	79,110
5121.001	Rents/Leases	13,790
5121,003	Equipment Rental	1.000
5161,001	Contractual Services	11.030
5161,002	Professional Services	10,000
5161.004	Advertising	22,000
5191.001	Travel & Training	2,500
5191.003	Education Reimbursement	,900
5191.004	Auto Allowance & Mileage	435
5191,005	Employees' Uniform	1,200
5211.001	Computer Replacement	7,987
5211.004	Insurance Allocation	33,838
Total Oper	ations & Maintenance	397,640
Capital Ou	tlay	
5201.002	Equipment	7,620
Total Capi	100000000	7,620
Total 2008.		1,017,258

Reserves & Debt Services

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	Numbers: 19000, 19300	
Operations	& Maintenance	-1-1-10 Hz
5101,002	Publications & Membership	51,595
Total Oper:	ations & Maintenance	51,595
Reserves		
5401,001	Contingency	1,000,000
5401.002	TMC Reserve	250,000
5401.003	South SC Annexation	115,000
5401.004	MTA Grant Match Reserve	500,000
5401.005	Whitaker Bermite Reserve	150,000
5401.007	Capital Project Reserve	12,000,000
Total Reser	Yes	14,015,000
Debt Servic	e	
5301.001	Principal & Interest	2,954,954
Total Debt	Service	2,954,954
Total 2008/	09 Budget	17,021,549

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, hardware and software support services, Geographic Information Systems, and communications services for all internal staff. The Division 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 overall direction of the City's Information Technology Systems; recruitment of staff resources required to manage Informational Technology long-range requirements; planning. implementation and deployment organizational technology needs: GIS services; organizational software acquisition and application development; software and hardware training; Helpdesk support; Telecommunications management; Enterprise management; maintaining data integrity, backup of crucial data, and security of the City's information.

Performance Goals

- Enhance the availability of eCommerce government services, such as on-line permit processing and on-line service requests via the City's website, www.santa-clarita.com
- Initiate efforts to research, identify and acquire an upgraded automated Land Use and Building Permitting System.
- Continue efforts to update the City's Disaster Recovery and Business Continuity Plan to ensure critical systems are available during localized and regional emergencies
- Continue efforts to streamline the delivery of local government services through the utilization of technology and automation

 Work with mobile service providers to improve the level of cellular network coverage in Santa Clarita

	ter Replacement Fund (\$343,435 and (\$96,000)	/*
	t Numbers: 12200-12205	
Personnel	Citumotis, Isave tasve	
5001.001	Regular Employees	1,278,683
5002.001	Temporary Employees	140.257
5003.001	Overtime	13,000
5011.001	Health & Welfare	201,204
5011.002	Life Insurance	3,297
5011.003	Long-Term Disability Insurance	8,568
5011,004	Medicare	25,561
5011.005	Worker's Compensation	32,123
5011.006	PERS	244,632
5011,007	Deferred Compensation	16,000
5011.008	Unemployment Taxes	3,450
Total Pers	LP-LS1	1,966,775
Operation	s & Maintenance	
5101.001	Publications & Subscription	1,200
5101.002	Membership & Dues	800
5101.003	Office Supplies	9DX
5101.005	Postage	350
5111.00t	Special Supplies	6,030
511L005	Maintenance/Supplies	276,000
5111.00K	New Personnel Computers	8,700
5111.009	Computer Software Purchase	56,490
5121.001	Rents/Leases	11.050
5131,003	Telephone Utility	163,405
51317004	New Personnel VOIP phone	2.200
5131,005	Cellular Service	12.080
5161.001	Contractual Services	331,670
5161.002	Professional Services	37,200
5191,001	Travel & Training	32,575
5191.003	Education Reimbursement	6,500
5191.004	Auto Allowance & Mileage	6,445
5211.001	Computer Replacement	20,82
5211.003	Equipment Replacement	8,300
5211.004	Insurance Allocation	88,22
5511.100	Reimbursements to the General Fund	445
Total Ope	rations & Maintenance	1,071,38
Capital O	utlay	
5201,002	Equipment	268,990
	ital Outlay	268,990
	S/09 Budget	3,307,14

Transit

Program Purpose

Provide high quality, safe reliable 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 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

- Award new transit contract with minimal disruption to customers
- Begin installation of Transportation Information Network (TIN)
- Complete paint redesign of all City bus fleet
- Complete City-wide replacement and improvement of all Santa Clarita Transit's Bus Stop Shelters and Benches
- Maintain a 90% or better on-time performance for all transit services
- Maintain an average of less than "2minutes" telephone hold times for all transit customers
- Rebuild 25 transit vehicles to prolong useful life of City vehicles
- Procure and place into service fourteen compressed natural gas
 Dial-a-ride vehicles, eight forty-foot buses, and four new commuter buses

Funding	Source: Transit Fund	
Account	Numbers: 12400, 12401	
Personnel		
5001.001	Regular Employees	884,633
5001.006	Certification Pay	123
5011.001	Health & Welfare	166,795
5011.002	Life Insurance	2,284
5011.003	Long-Term Disability Insurance	5.927
5011.004	Medicare	16,340
5011.005	Worker's Compensation	24,861
5011.006	PERS	168,716
5011,007	Deferred Compensation	4,600
5011.008	Unemployment Taxes	2,860
Total Person	mel	1,277,139
Operations	& Maintenance	
5101.001	Publications & Subscription	500
5101,002	Membership & Dues	24,000
5101,003	Office Supplies	2,030
5101.004	Printing	50,000
5101.005	Postage	1,500
5111,001	Special Supplies	11,000
5111.004	Janitorial Supplies	11,250
5111.005	Maintenance/Supplies	147.200
5111.007	Small Tooks	8,000
5121.001	Rent/Leases	12,000
5121.003	Equipment Rental	3,000
5131.001	Electric Utility	106,750
5131.002	Gas Utility	141,000
5131.003	Telephone Utility	15,000
5131.006	Water Utility	7.000
5161.001	Contractual Services	389,730
5161.002	Professional Services	180,000
5161.004	Advertising	35,000
5161.010	Landscape Services	30,000
5161.016	Local Bus	8,531,744
	Dial A Ride	2,551,544
5161.017		
5161.018	Commuter Services	3,167,220
5161.019	Commute Connection	157,520
5185.003	Taxes/Licenses/Fees	5,700
5191,003	Travel & Training	5,700
	Education Reimbursement	9,500
5191,004	Auto Allowance & Mileage	3,500
5191.006	Employees' Uniform	1,270
5211.001	Computer Replacement	13,692
5211.004	Insurance Allocation	.58,008
5301.062	Deht Service	427,018
5511.100	Reimbursements to the General Fund	508,301
Total Opera	ations & Maintenance	16,625,677
Capital Out	lay	
5201.003	Automotive Equipment	1,250,000
Total Capit	al Outlay	1,250,000
Total 2008/	99 Budget	19,152,816

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
- Use grant money from Southern California City Clerk's Association to begin scanning the backlog of City Council agenda documents
- Enhance public records request and subpoena response workflow through use of the eService CRM System
- Develop on-going training opportunities for new and existing employees in the records and information management program area
- Continue "Date Forward" imaging of City Council agenda packets, minutes, resolutions, and ordinances

	Source: General Fund Numbers: 12300, 12301	
Personnel	Tumbers, Isove, Isovi	
5001,001	Regular Employees	292,54
5003.001	Overtime	9_30
5011.001	Health & Welfare	52,48
5011.002	Life Insurance	75
5011.003	Long-Term Disability Insurance	1,96
5011.004	Medicare	5,40
5011,005	Worker's Compensation	8,42
5011.006	PERS	55,76
5011.007	Deferred Compensation	2.00
5011.008	Unemployment Taxes	90
Total Person	met	429,53
Operations -	& Maintenance	
5101,001	Publications & Subscription	2,30
5101.002	Membership & Dues	1.18
5101.003	Office Supplies	35
5101.004	Printing	35
5101.005	Postage	90
5111.001	Special Supplies	3,00
5161.001	Contractual Services	6,55
5161,002	Professional Services	7
5161.004	Advertising	7,00
5161.005	Promotion & Publicity	20
5191,001	Travel & Training	4,53
5491.003	Education Reimbursement	2,50
5191.004	Auto Allowance & Mileage	1.00
5211.001	Computer Replacement	5.13
5211.004	Insurance Allocation	21,75
Total Opera	tions & Maintenance	56,84
Total 2008/0	9 Budect	486,38

Special Districts -LMD

Program Purpose

To enhance the quality of life in Santa Clarita with beautiful landscaping in City areas that is within the City's three Landscape Maintenance Districts (LMD), including specific communities and medians, parkways and trees within the public right-of-way.

Primary Activities

Primary activities include maintenance of over 705 acres of landscaping located in the LMD areas, including three parks. These activities are carried out primarily by contract service providers including monthly maintenance and repairs; capital items repair and replacement (such as block walls, fences, play equipment, paseos, paseo bridges, lights, and other appurtenances).

Special Districts also provides development services for City and private projects that will be maintained by the LMD.

Performance Goals

- Effective use of irrigation water
- Complete annual replacement and repair of capital assets
- Complete the annual tree pruning program
- Administrate the annual levy and annexations into the LMDs for new development, as well as for areas annexing into the City

Account	Numbers: 12500-12541	
Personnel		
5001.001	Regular Employees	333,961
5001,006	Certification Pay	67
5011.001	Health & Welfare	62,381
5011.002	Life Insurance	862
5011.003	Long-Term Disability Insurance	2,236
5011.004	Medicare	6,158
5011.005	Worker's Compensation	14.894
5011.005	PERS	63,796
5011.007	Deferred Compensation	1,560
5011.008	Unemployment Taxes	1,070
Total Pers	onnel	486,985
Operation	s & Maintenance	
5101/001	Publications & Subscription	1.350
5101,002	Membership & Dues	180
5101.003	Office Supplies	1.008
5101.004	Printing	135
5101,005	Postage	100
5111.001	Special Supplies	3,800
5111.007	337337557575757575	33
5131.001	Electric Utility	321,659
5134.003	Telephone Utility	33,460
5131.006	Water Utility	1,847,414
5141.001	Maintenance and Repairs	1.296,116
5161.001	Contractual Services	(453)
5161,002	Professional Services	150,940
5161.010	Landscape Services	4,636,439
5161.011	Weed & Pest Control	118.275
5161.012	Tree Trimming	674,897
5161.013	Reserve Projects Exp	1,078,993
5161,014	Inspections	668,979
5181.002	Direct Cost Allocation	72,658
5191.001	Travel & Training	3,500
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	435
5191.006	Employees' Uniform	100
5201.003	Automotive Equipment	54,600
5211.001	Computer Replacement	2.94
5211.004	Insurance Allocation	12,472
5511.100	Reimbursements to the General Fund	557.85
	rations & Maintenance	11,539,387
_	V09 Budget	12,026,377

Special Districts -

SMD - DBAA - GVROSMD - OSPD

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), the Golden Valley Ranch Open Space Maintenance District (GVROSMD), and provide administrative support for the Open Space Preservation District (OSPD).

Primary Activities

Primary activities include the preparation of annual assessments; 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 NPDES permit compliance; perform and/or arrange for inspections of street lighting; and arrange for streetlight repairs. Special Districts provides support to other City departments who maintain and acquire Open Space.

Performance Goals

- Provide support for the acquisition of open space
- Continue to maintain NPDES permit compliance
- Continue Development Review for SMD
- Administration of GVROSMD

	\$741,652); GVROSMD (\$39,000 2,027,052)	/•
	t Numbers: 12570, 12590, 12592	, 12593
Personnel		10000000
5001.001	Regular Employees	117,382
5003,001	Overtime	7,500
5011.001	Health & Welfare	21.463
5011.002	Life Insurance	306
5011.003	Long-Term Disability Insurance	787
5011.004	Medicare	2,269
5011.005	Worker's Compensation	4,079
5011.006	PERS	22,380
50113007	Deferred Compensation	640
5011.008	Unemployment Taxes	368
Total Pers	sincl	177,174
Operation	s & Maintenance	
5101.002	Membership & Dues	200
5101.003	Office Supplies	1.0%
5101.005	Postage	250
5111.001	Special Supplies	2.9M
5131.001	Electric Utility	1,774,000
5141,001	Maintenance and Repairs	1,36,643
5161,001	Contractual Services	127,388
5161.002	Professional Services	116,980
51613004	Advertising	800
5161,010	Landscape Services	500
5161.014	Inspections	5.000
5181.002	Direct Cost Allocation	100
5191.001	Travel & Training	2,600
5191.004	Auto Allowance & Milenge	10
5211.001	Computer Replacement	1,42
5211.004	Insurance Allocation	6,04
5301.001	Principal	5,000
5301.002	Interest	713.65
5511.100	Reimbursements to the General Fund	77,09
Total Ope	rations & Maintenance	2,971,80
Total 2008	009 Budget	3,148,98

