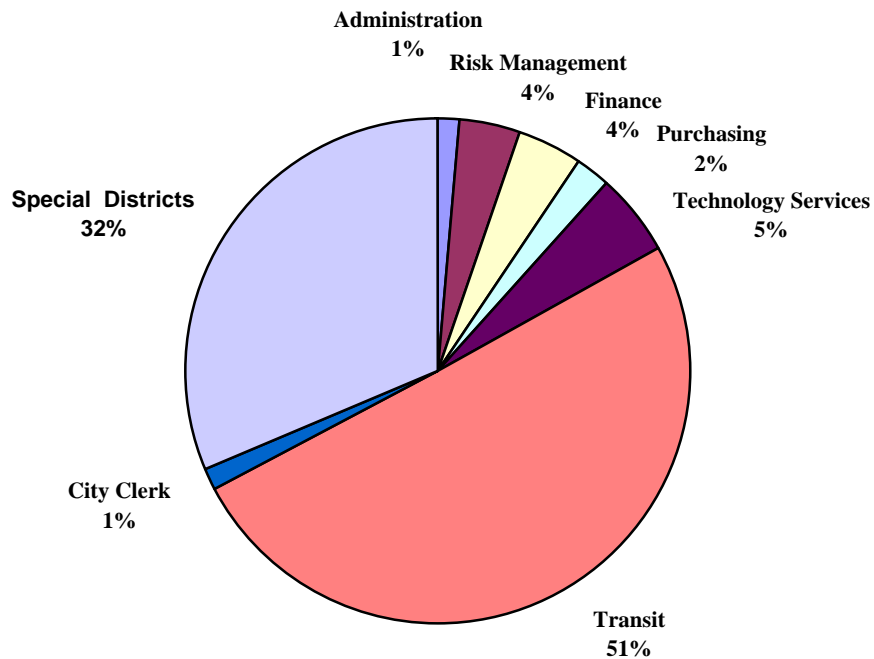


Administrative Services

Budget Summary

Category	Budget
Personnel Services	\$ 6,668,121
Operations & Maintenance	34,603,402
Capital Outlay	3,034,000
Total Administrative Services	\$ 44,305,523

Program	Budget
Administration	\$ 587,473
Risk Management	1,700,952
Finance	1,922,717
Purchasing	977,490
Technology Services	2,350,022
Transit	22,226,249
City Clerk	639,492
Special Districts	13,901,128
Total Administrative Services	\$ 44,305,523



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 budget 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 Storm-water and Library Facilities 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: 12000

Personnel		
5001.001	Regular Employees	219,161
5002.001	Temporary Employees	29,120
5011.001	Health & Welfare	30,034
5011.002	Life Insurance	566
5011.003	Long-Term Disability Ins	1,402
5011.004	Medicare	4,385
5011.005	Worker's Compensation	2,863
5011.006	PERS	42,979
5011.007	Deferred Compensation	4,250
5011.008	Unemployment Taxes	490
Total Personnel		335,250
Operations & Maintenance		
5101.001	Publications & Subscription	450
5101.002	Membership & Dues	1,100
5101.003	Office Supplies	200
5101.005	Postage	50
5161.001	Contractual Services	3,800
5161.002	Professional Services	150,000
5191.001	Travel & Training	5,450
5191.004	Auto Allowance & Mileage	6,410
5211.001	Computer Replacement	3,423
5211.004	Insurance Allocation	13,020
5511.100	Reimbursement to the General Fund	18,320
Total Operations & Maintenance		202,223
Total 2009-10 Budget		537,473

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 to staff on contract routing and City contractual policies.

Performance Goals

- Improve safety incentive programs
- Complete employee training on the recently executed Injury & Illness Prevention Program (IIPP) Revision
- Implement program on boot safety specifications
- Continue to find methods to improve the contract process

Funding Source: Self Insurance Fund		
Account Number: 12001		
Personnel		
5001.001	Regular Employees	159,390
5011.001	Health & Welfare	27,773
5011.002	Life Insurance	411
5011.003	Long-Term Disability Ins	1,020
5011.004	Medicare	2,927
5011.005	Worker's Compensation	2,075
5011.006	PERS	31,296
5011.007	Deferred Compensation	2,000
5011.008	Unemployment Taxes	460
Total Personnel		227,352
Operations & Maintenance		
5151.002	Claims Payment	200,000
5151.003	Employee Safety	20,000
5161.001	Contractual Services	1,240,090
5191.001	Travel & Training	2,000
5211.001	Computer Replacement	2,396
5211.004	Insurance Allocation	9,114
Total Operations & Maintenance		1,473,600
Total 2009-10 Budget		1,700,952

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, budget development, internal auditing, financial reporting, financial forecasting, and cash receipting.

Performance Goals

- Continue to safeguard the long-term financial health of the City, and monitor the economic impact of housing and slowing sales tax
- Update and include GASB 45 information in the Comprehensive Annual Financial Report (CAFR)
- Review CalPERS valuation reports and produce employer paid contribution projections over the next five years
- Complete major fieldwork for the annual financial audit by the end of September, under a new Auditing Services Contract
- Continue to work with Sheriff's Department staff to effectively streamline the False Alarm Program

Funding Source: General Fund (\$1,697,017) & Equipment Replacement Fund (\$225,700)		
Account Number: 12100, 12101, 12102, 12103		
Personnel		
5001.001	Regular Employees	898,500
5003.001	Overtime	3,800
5011.001	Health & Welfare	170,259
5011.002	Life Insurance	2,319
5011.003	Long-Term Disability Ins	5,748
5011.004	Medicare	16,682
5011.005	Worker's Compensation	8,611
5011.006	PERS	176,515
5011.007	Deferred Compensation	6,000
5011.008	Unemployment Taxes	2,820
Total Personnel		1,291,254
Operations & Maintenance		
5101.001	Publications & Subscription	265
5101.002	Membership & Dues	805
5101.003	Office Supplies	6,000
5101.004	Printing	3,900
5101.005	Postage	200
5161.001	Contractual Services	275,530
5185.003	Taxes/Licenses/Fees	33,500
5191.001	Travel & Training	7,000
5191.004	Auto Allowance & Mileage	185
5211.001	Computer Replacement	16,316
5211.004	Insurance Allocation	62,062
5511.100	Reimbursements to the General Fund	1,700
Total Operations & Maintenance		407,463
Capital Outlay		
5201.002	Equipment	144,000
5201.003	Automotive Equipment	80,000
Total Capital Outlay		224,000
Total 2009-10 Budget		1,922,717

Purchasing

Program Purpose

The Purchasing Division handles most City-wide 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 materials and mail.

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 and 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
- Process all U.S. Mail and interoffice mail in a timely manner

Funding Source: General Fund		
Account Number: 12002, 12003		
Personnel		
5001.001	Regular Employees	420,865
5003.001	Overtime	2,500
5011.001	Health & Welfare	93,581
5011.002	Life Insurance	1,085
5011.003	Long-Term Disability Ins	2,694
5011.004	Medicare	7,982
5011.005	Worker's Compensation	7,764
5011.006	PERS	82,771
5011.008	Unemployment Taxes	1,550
Total Personnel		620,792
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	106,000
5111.001	Special Supplies	4,600
5111.005	Maintenance/Supplies	62,500
5121.001	Rents/Leases	13,790
5161.001	Contractual Services	10,030
5161.002	Professional Services	10,000
5161.004	Advertising	16,000
5191.001	Travel & Training	2,500
5191.003	Education Reimbursement	300
5191.004	Auto Allowance & Mileage	300
5191.006	Employees' Uniform	1,200
5211.001	Computer Replacement	8,843
5211.004	Insurance Allocation	33,635
Total Operations & Maintenance		356,698
Total 2009-10 Budget		977,490

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 Number: 19000, 19100, 19101, 19106, 19300		
Operations & Maintenance		
5101.002	Publications & Membership	51,595
Total Operations & Maintenance		51,595
Reserves		
5401.001	Contingency	500,000
5401.002	TMC Reserve	54,000
5401.003	South SC Annexation	115,000
5401.004	MTA Grant Match Reserve	500,000
5401.005	Whittaker Bermite Reserve	90,000
5401.007	Capital Project Reserve	15,000,000
Total Reserves		16,259,000
Debt Service		
5301.001	Principal & Interest	3,682,001
Total Debt Service		3,682,001
Total 2009-10 Budget		19,992,596

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, hardware and software support services, Geographic Information Systems (GIS), 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 requirements; long-range planning, implementation and deployment of organizational technology needs; organizational GIS services; 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
- Work with mobile service providers to improve the level of cellular network coverage in Santa Clarita

Funding Source: General Fund (\$2,197,852), Computer Replacement Fund (\$151,990), Public Education & Government Fund (\$180)

Account Number: 12200-12205

Personnel		
5001.001	Regular Employees	1,016,282
5002.001	Temporary Employees	46,592
5003.001	Overtime	12,000
5011.001	Health & Welfare	153,956
5011.002	Life Insurance	2,624
5011.003	Long-Term Disability Ins	6,504
5011.004	Medicare	19,274
5011.005	Worker's Compensation	10,650
5011.006	PERS	199,402
5011.007	Deferred Compensation	15,400
5011.008	Unemployment Taxes	2,550
Total Personnel		1,485,234
Operations & Maintenance		
5101.001	Publications & Subscription	1,200
5101.002	Membership & Dues	800
5101.003	Office Supplies	900
5101.005	Postage	350
5111.001	Special Supplies	6,030
5111.005	Maintenance/Supplies	159,000
5111.009	Computer Software Purchase	53,490
5121.001	Rents/Leases	11,050
5131.003	Telephone Utility	163,405
5131.005	Cellular Service	12,080
5161.001	Contractual Services	236,670
5161.002	Professional Services	37,200
5191.001	Travel & Training	21,575
5191.003	Education Reimbursement	6,500
5191.004	Auto Allowance & Mileage	1,445
5211.001	Computer Replacement	15,118
5211.003	Equipment Replacement	8,300
5211.004	Insurance Allocation	57,505
5511.100	Reimbursements to the General Fund	2,170
Total Operations & Maintenance		794,788
Capital Outlay		
5201.002	Equipment	70,000
Total Capital Outlay		70,000
Total 2009-10 Budget		2,350,022

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

The City of 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 persons within the Santa Clarita Valley, as well as for the general public during evening hours.

Performance Goals

- Complete implementation of the Transportation Information Network (TIN)
- Maintain a 90% or better on-time performance for all transit services
- Maintain an average of less than “2 minutes” telephone hold times for all transit customers
- Place into service seven compressed natural gas 40-foot buses, and four new commuter buses
- Continue the commissioning of Public Art at Bus Stops
- Begin design and construction of the McBean Regional Transit Center Park and Ride

Funding Source: Transit Fund		
Account Number: 12400, 12401		
Personnel		
5001.001	Regular Employees	913,026
5001.006	Certification Pay	132
5011.001	Health & Welfare	167,136
5011.002	Life Insurance	2,357
5011.003	Long-Term Disability Ins	5,844
5011.004	Medicare	16,796
5011.005	Worker's Compensation	10,379
5011.006	PERS	179,354
5011.007	Deferred Compensation	5,100
5011.008	Unemployment Taxes	2,760
Total Personnel		1,302,884
Operations & Maintenance		
5101.001	Publications & Subscription	500
5101.002	Membership & Dues	24,000
5101.003	Office Supplies	2,030
5101.004	Printing	60,000
5101.005	Postage	1,500
5111.001	Special Supplies	11,000
5111.004	Janitorial Supplies	11,250
5111.005	Maintenance/Supplies	129,000
5111.007	Small Tools	8,000
5121.001	Rents/Leases	23,985
5121.003	Equipment Rental	3,000
5131.001	Electric Utility	106,750
5131.002	Gas Utility	141,000
5131.003	Telephone Utility	8,015
5131.006	Water Utility	13,230
5161.001	Contractual Services	330,000
5161.002	Professional Services	30,000
5161.004	Advertising	35,000
5161.010	Landscape Services	30,000
5161.016	Local Bus	7,937,629
5161.017	Dial A Ride	1,490,738
5161.018	Commuter Services	2,277,457
5161.019	Commuter Connection	4,440,986
5185.003	Taxes/Licenses/Fees	4,200
5191.001	Travel & Training	5,700
5191.003	Education Reimbursement	9,500
5191.004	Auto Allowance & Mileage	3,500
5191.006	Employees' Uniform	1,270
5211.001	Computer Replacement	15,175
5211.004	Insurance Allocation	57,722
5301.002	Debt Service	260,148
5511.100	Reimbursements to the General Fund	711,080
Total Operations & Maintenance		18,183,365
Capital Outlay		
5201.003	Automotive Equipment	2,740,000
Total Capital Outlay		2,740,000
Total 2009-10 Budget		22,226,249

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
- Assist departments in records management to ensure compliance with state and federal regulations, the adopted records retention schedules, and the California Public Records Act
- Prepare for and conduct General Municipal Election for three members of the City Council in April 2010
- Complete document imaging of historical City Council agenda documents
- Continue "Date Forward" imaging of City Council agenda packets, minutes, resolutions, and ordinances

Funding Source: General Fund

Account Number: 12300, 12301

Personnel		
5001.001	Regular Employees	279,340
5003.001	Overtime	7,000
5011.001	Health & Welfare	48,300
5011.002	Life Insurance	721
5011.003	Long-Term Disability Ins	1,786
5011.004	Medicare	5,104
5011.005	Worker's Compensation	3,434
5011.006	PERS	54,848
5011.007	Deferred Compensation	2,000
5011.008	Unemployment Taxes	800
Total Personnel		403,333
Operations & Maintenance		
5101.001	Publications & Subscription	1,355
5101.002	Membership & Dues	980
5101.003	Office Supplies	1,100
5101.004	Printing	20,600
5101.005	Postage	25,900
5111.001	Special Supplies	20,000
5161.001	Contractual Services	5,950
5161.002	Professional Services	120,500
5161.004	Advertising	8,400
5161.005	Promotion & Publicity	1,500
5161.100	Legal Fees	1,000
5191.001	Travel & Training	4,950
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	500
5211.001	Computer Replacement	4,564
5211.004	Insurance Allocation	17,360
Total Operations & Maintenance		236,159
Total 2009-10 Budget		639,492

Special Districts

LMD

Program Purpose

To enhance the quality of life in Santa Clarita with beautiful landscaping in City areas 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

- Replace 90 irrigation controllers in the LMD resulting in a reduction of nearly 17 million gallons of water consumption annually
- Upgrade medians in the Valencia Industrial Center, Town Center/Tourney, and Wiley Canyon Road to include stamped concrete, safety strips, irrigation and landscaping and ornamental structures
- 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

Special Districts

SMD - DBAA – GVROSMD – OSPD

Program Purpose

These divisional units administrate the Landscaping and Lighting Act of 1972 and Benefit Assessment Act of 1982 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 for the DBAAs
- Continue Development Review for SMD
- Continue to provide support for the administration of GVROSMD

Account Number: 12500-12594**Personnel**

5001.001	Regular Employees	697,237
5001.006	Certification Pay	36
5003.001	Overtime	7,500
5011.001	Health & Welfare	119,960
5011.002	Life Insurance	1,800
5011.003	Long-Term Disability Ins	4,464
5011.004	Medicare	12,852
5011.005	Worker's Compensation	13,635
5011.006	PERS	136,902
5011.007	Deferred Compensation	5,650
5011.008	Unemployment Taxes	1,986

Total Personnel 1,002,022**Operations & Maintenance**

5101.001	Publications & Subscription	250
5101.002	Membership & Dues	380
5101.003	Office Supplies	1,550
5101.005	Postage	350
5111.001	Special Supplies	5,980
5111.007	Small Tools	800
5131.001	Electric Utility	2,401,424
5131.003	Telephone Utility	17,650
5131.006	Water Utility	1,742,164
5141.001	Maintenance and Repairs	1,526,422
5161.001	Contractual Services	127,388
5161.002	Professional Services	256,980
5161.004	Advertising	800
5161.010	Landscape Services	3,992,273
5161.011	Weed & Pest Control	101,866
5161.012	Tree Trimming	543,350
5161.013	Reserve Projects Exp	964,786
5161.014	Inspections	480,580
5181.002	Direct Cost Allocation	100
5191.001	Travel & Training	6,100
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	250
5191.006	Employees' Uniform	100
5211.001	Computer Replacement	8,362
5211.004	Insurance Allocation	31,811
5511.100	Reimbursements to the General Fund	685,890

Total Operations & Maintenance 12,899,106**Total 2009-10 Budget 13,901,128**

