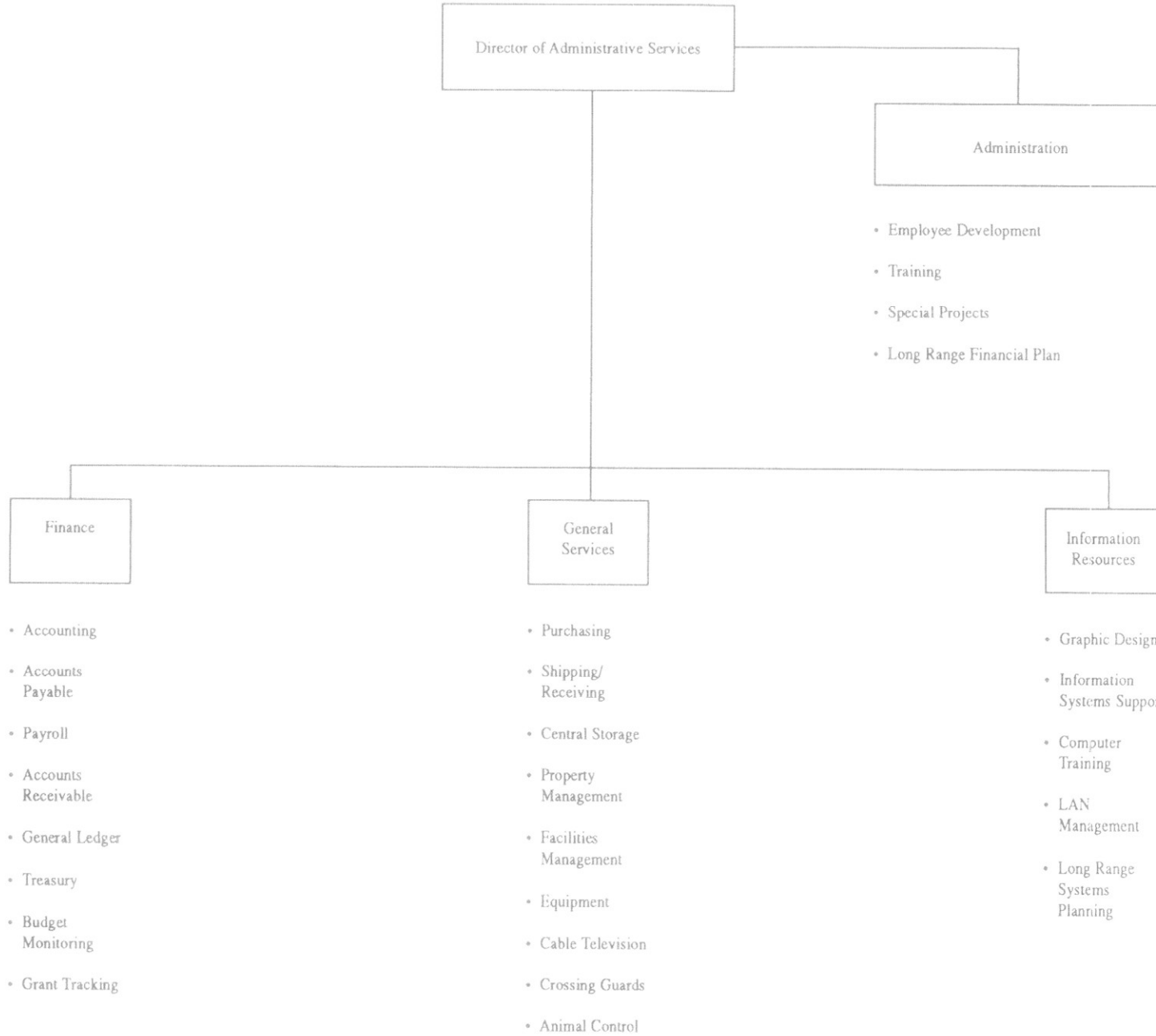


ADMINISTRATIVE SERVICES



**CITY OF SANTA CLARITA
BUDGET SUMMARY**

ADMINISTRATIVE SERVICES

	BUDGET
PERSONNEL SERVICES	1,794,300
OPERATIONS AND MAINTENANCE	2,402,095
TOTAL OPERATIONS AND MAINTENANCE	4,196,395
CAPITAL OUTLAY	244,300
TOTAL ADMINISTRATIVE SERVICES BUDGET	4,440,695

		TOTALS
PROGRAM:	ADMINISTRATION	240,180
	FINANCE	759,245
	INFORMATION RESOURCES	952,100
	GENERAL SERVICES	1,265,725
	PROPERTY MANAGEMENT	1,223,445
TOTAL ADMINISTRATIVE SERVICES		4,440,695

Administrative Services

Administration



Program Purpose

The Administrative Services Administration Division sets City fiscal policy and direction, and provides administrative support to the department's four divisions: Finance, Information Resources, General Services and Property Management. The Administration Division attends all City Council meetings, reviews all agenda items for fiscal impact, assists the City Manager's Office in preparing the budget, and is responsible for the City's annual Mid-Year Budget Review.

Primary Activities

The Administration Division primary activities include: overall coordination of Administrative Services activities; employee development; recruitment and training; long range financial planning; debt management; provide Administrative Services support in implementation of Community and Organizational Strategic Planning goals; implementation of Total Quality Management (TQM); budget monitoring; special projects; response to City Council and City Manager concerns; and provision of policy direction within the department

Performance Measures

- ▶ Complete the City's first Long-Range Financial Plan.
- ▶ Assist the Divisions in implementing Total Quality Management practices.
- ▶ Include fiscal impact statements on all agenda reports.
- ▶ Complete an update of the City's Cost Recovery System.
- ▶ Assist in completion of Community and Organizational Strategic Planning Goals.

	1992-1993 Actuals	1993-1994 Actuals	1994-1995 Budget
Personnel	0	0	0
Operations & Maintenance	0	0	0
Capital Outlay	0	0	0
Total	0	0	0

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: ADMINISTRATION

ACTIVITY		BUDGET
PERSONNEL		
01-4600-101	SALARY	128,900
01-4600-110	OVERTIME	0
01-4600-130	HEALTH AND WELFARE	7,600
01-4600-135	LIFE INSURANCE	400
01-4600-140	LONG TERM DISABILITY INSURANCE	950
01-4600-145	MEDICARE (FICA)	1,850
01-4600-150	WORKERS' COMPENSATION	2,100
01-4600-155	PERS	18,350
01-4600-160	DEFERRED COMPENSATION	4,500
01-4600-165	UNEMPLOYMENT TAXES	400
TOTAL PERSONNEL		165,050
OPERATIONS & MAINTENANCE		
01-4600-201	PUBLICATIONS AND SUBSCRIPTIONS	250
01-4600-202	TRAVEL AND TRAINING	3,250
01-4600-203	MEMBERSHIP/DUES	750
01-4600-208	EDUCATIONAL REIMBURSEMENT	0
01-4600-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,000
01-4600-210	OFFICE SUPPLIES	380
01-4600-211	PRINTING	2,000
01-4600-212	POSTAGE	50
01-4600-227	CONTRACTUAL SERVICES	21,200
01-4600-230	PROFESSIONAL SERVICES	500
01-4600-260	LEGAL SERVICES	30,000
01-4600-321	COMPUTER EQUIPMENT	5,950
01-4600-326	INSURANCE REIMBURSEMENT	5,800
TOTAL OPERATIONS & MAINTENANCE		75,130
CAPITAL OUTLAY		
01-4600-402	EQUIPMENT	0
TOTAL CAPITAL OUTLAY		0
TOTAL		240,180
FUNDING SOURCE: GENERAL FUND		

Administrative Services

Finance



Program Purpose

The Finance Administration serves as a support center for all City departments and programs to ensure that all funds are managed effectively and in accordance with the City's investment policy and state and federal laws. The Department operates under the following Mission Statement: The Finance Department is a member of the City team, dedicated to serving the citizens in shaping the future of the City of Santa Clarita. We provide high quality fiscal information to ensure the long-range financial strength of the City. We value Excellence, Ethics and Enthusiasm in ourselves. We believe in total quality management which encourages creative and innovative ideas in pursuit of the best municipal service to the citizens of Santa Clarita.

Primary Activities

The primary activities of the Finance Administration program include the treasury investment functions, payroll, accounts payable, revenue collection and enhancement, accounting services, internal auditing and financial reporting, the City's cost recovery system, financial forecasting, cash receipting, and the procurement of various financing mechanisms.

Performance Goals

- ▶ Receive Excellence in Financial Reporting and Investment Policy awards from Governmental Finance Associations.
- ▶ Provide more Los Angeles County business license information to internal and external customers at the City Finance counter.
- ▶ Revise current general ledger account code structure to meet increasing demand from departments for detail information.
- ▶ Increase compliance with Peddler's & Solicitor's Ordinance through information campaigns and enforcement efforts.
- ▶ Issue October 31, 1995 revenue and expenditure reports reflecting combined adopted budget incorporating continuing appropriations and purchase order encumbrance rollover.

	1992-1993 Actuals	1993-1994 Actuals	1994-1995 Budget
Personnel	578,175	510,931	639,950
Operations & Maintenance	175,932	159,422	266,620
Capital Outlay	2,553	3,440	210
Total	756,660	673,793	906,780

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE

ACTIVITY		BUDGET
PERSONNEL		
01-4610-101	SALARY	411,700
01-4610-110	OVERTIME	8,800
01-4610-130	HEALTH AND WELFARE	41,800
01-4610-135	LIFE INSURANCE	1,250
01-4610-140	LONG TERM DISABILITY INSURANCE	3,100
01-4610-145	MEDICARE (FICA)	5,950
01-4610-150	WORKERS' COMPENSATION	3,950
01-4610-155	PERS	58,650
01-4610-160	DEFERRED COMPENSATION	3,000
01-4610-165	UNEMPLOYMENT TAXES	2,200
TOTAL PERSONNEL		540,400
OPERATIONS & MAINTENANCE		
01-4610-201	PUBLICATIONS AND SUBSCRIPTIONS	1,220
01-4610-202	TRAVEL AND TRAINING	2,600
01-4610-203	MEMBERSHIP/DUES	390
01-4610-208	EDUCATIONAL REIMBURSEMENT	1,650
01-4610-209	AUTOMOBILE ALLOWANCE/MILEAGE	200
01-4610-210	OFFICE SUPPLIES	5,035
01-4610-211	PRINTING	6,800
01-4610-212	POSTAGE	100
01-4610-227	CONTRACTUAL SERVICES	166,850
01-4610-230	PROFESSIONAL SERVICES	1,500
01-4610-326	INSURANCE REIMBURSEMENT	29,100
TOTAL OPERATIONS & MAINTENANCE		215,445
CAPITAL OUTLAY		
01-4610-402	EQUIPMENT	3,400
TOTAL CAPITAL OUTLAY		3,400
TOTAL		759,245
FUNDING SOURCE: GENERAL FUND		

Administrative Services

General Services



Program Purpose

The purpose of the General Services Division is to facilitate all Departments' activities by conducting purchasing operations, support other departments through the provision of communication systems and facilities management, and contribute to public welfare through animal control, school crossing guards, and cable television.

Primary Activities

The primary functions of the General Services Division program are purchasing (including shipping and receiving), facilities management, communications (radio and telephones), mail distribution, security, property management, animal control contract administration, crossing guard program, and cable television franchise administration.

Performance Measures

- ▶ Procure, ship and receive materials, supplies and equipment as requested by the operating departments in a timely manner and comply with all applicable provisions identified in the City Municipal Code and State UCC.
- ▶ Close monitoring of franchise and contract agreements entered into by the City.
- ▶ Provide prompt, courteous service in the maintenance of the Field Services, City Hall and Metrolink Station facilities.
- ▶ To attract and develop a group of responsible bidders able to offer the best prices consistent with quality, delivery and service. This includes reaching out and helping local vendors through direct mailings, telephone, and seminars.
- ▶ Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment.
- ▶ In cooperation with the operating departments, review, modify and/or approve specifications for the purchase of goods and services.

	1992-1993 Actuals	1993-1994 Actuals	1994-1995 Budget
Personnel	526,159	493,380	521,104
Operations & Maintenance	633,121	593,226	670,923
Capital Outlay	171,529	23,416	56,854
Total	1,330,809	1,110,023	1,248,881

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES PROGRAM: GENERAL SERVICES

ACTIVITY		BUDGET
PERSONNEL		
01-4630-101	SALARY	248,100
01-4630-103	PART TIME	168,600
01-4630-110	OVERTIME	5,000
01-4630-130	HEALTH AND WELFARE	34,200
01-4630-135	LIFE INSURANCE	1,000
01-4630-140	LONG TERM DISABILITY INSURANCE	2,400
01-4630-145	MEDICARE (FICA)	4,600
01-4630-150	WORKERS' COMPENSATION	7,800
01-4630-155	PERS	45,900
01-4630-160	DEFERRED COMPENSATION	1,500
01-4630-165	UNEMPLOYMENT TAXES	18,000
TOTAL PERSONNEL		537,100
OPERATIONS & MAINTENANCE		
01-4630-201	PUBLICATIONS AND SUBSCRIPTIONS	650
01-4630-202	TRAVEL AND TRAINING	3,000
01-4630-203	MEMBERSHIPS AND DUES	600
01-4630-208	EDUCATIONAL REIMBURSEMENT	800
01-4630-209	AUTO ALLOWANCE/MILEAGE	3,750
01-4630-210	OFFICE SUPPLIES	48,000
01-4630-211	PRINTING	16,000
01-4630-212	POSTAGE	48,000
01-4630-213	ADVERTISING	300
01-4630-215	SPECIAL SUPPLIES	6,500
01-4630-216	UNIFORMS	1,000
01-4630-223	EQUIPMENT RENTAL	7,500
01-4630-227	CONTRACTUAL SERVICES	143,350
01-4630-230	PROFESSIONAL SERVICES	10,000
01-4630-235	TAXES, LICENSES & FEES	5,100
01-4630-239	SMALL TOOLS	1,000
01-4630-240	BUILDING MAINTENANCE SUPPLIES	38,000
01-4630-243	EQUIPMENT MAINTENANCE	77,200
01-4630-250	ELECTRIC UTILITIES	60,000
01-4630-251	GAS UTILITIES	10,000
01-4630-252	TELEPHONE UTILITIES	175,000
01-4630-253	WATER UTILITIES	3,500
01-4630-321	COMPUTER REPLACEMENT	3,825
01-4630-326	INSURANCE REIMBURSEMENT	26,300
01-4630-327	EQUIPMENT REPLACEMENT	3,350
TOTAL OPERATIONS & MAINTENANCE		692,725
CAPITAL OUTLAY		
01-4630-401	FURNITURE & FIXTURES	2,900
01-4630-402	EQUIPMENT	33,000
TOTAL CAPITAL OUTLAY		35,900
TOTAL		1,265,725
FUNDING SOURCE: GENERAL FUND		

Administrative Services

General Services/Property Management



Program Purpose

The purpose of the Property Management Program is to establish a fund to protect the assets of the City as landlord. This fund provides a separate accounting of all building income and expenditure activity.

Primary Activities

The primary functions include lease management and tenant relations activities. Using the budget as a guideline, building operations and contractual services for the City Hall Building are closely monitored.

Performance Measures

- ▶ Track, maintain and have a thorough knowledge of all tenant leases.
- ▶ Provide professional tenant relations, which includes courteous and responsive interaction with tenants. Timely communications will allow tenants to understand the reason for any capital improvements or building procedure changes that may affect their daily business operations or costs passed through to them.
- ▶ Establish and/or monitor standard operating procedures for the building i.e., security, janitorial, maintenance, landscaping, building inspections, tenant work orders, etc.
- ▶ Maintain the City Hall Building as a "Class A" building in order to effectively compete with other such buildings in the immediate area.
- ▶ Locate and secure new tenants as necessary.
- ▶ Monitor building costs and performance through such measures as utility audits and tenant questionnaires or surveys.
- ▶ Ensure the safety of all building occupants by providing appropriate fire/life safety education and building evacuation procedures.

	1992-1993 Actuals	1993-1994 Actuals	1994-1995 Budget
Personnel	53,099	42,322	72,100
Operations & Maintenance	350,222	303,973	419,699
Capital Outlay Debt Service	23,640	71,486	724,869
Total	426,962	417,781	1,216,668

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: PROPERTY MANAGEMENT

ACTIVITY		BUDGET
PERSONNEL		
01-4640-101	SALARY	73,900
01-4640-103	PART TIME SALARIES	1,000
01-4640-110	OVERTIME	4,000
TOTAL PERSONNEL		78,900
OPERATIONS & MAINTENANCE		
01-4640-201	PUBLICATIONS AND SUBSCRIPTIONS	170
01-4640-202	TRAVEL AND TRAINING	1,325
01-4640-203	MEMBERSHIPS AND DUES	940
01-4640-210	OFFICE SUPPLIES	300
01-4640-211	PRINTING	350
01-4640-212	POSTAGE	200
01-4640-213	ADVERTISING	3,000
01-4640-215	SPECIAL SUPPLIES	1,000
01-4640-216	UNIFORMS	250
01-4640-219	COMMISSIONS	7,510
01-4640-223	EQUIPMENT RENTAL	2,000
01-4640-227	CONTRACTUAL SERVICES	18,400
01-4640-230	PROFESSIONAL SERVICES	1,900
01-4640-235	TAXES, LICENSES & FEES	3,600
01-4640-239	SMALL TOOLS	1,000
01-4640-240	BUILDING MAINTENANCE SUPPLIES	12,000
01-4640-243	EQUIPMENT MAINTENANCE & SUPPLIES	1,000
01-4640-250	ELECTRIC UTILITIES	142,800
01-4640-251	GAS UTILITIES	14,500
01-4640-252	TELEPHONE UTILITIES	600
01-4640-253	WATER UTILITIES	5,000
01-4640-295	INSURANCE	62,700
01-4641-215	JANITORIAL SUPPLIES	10,500
01-4641-227	JANITORIAL CONTRACT	50,000
01-4642-227	LANDSCAPING CONTRACT	11,000
01-4643-227	SECURITY CONTRACT	30,000
01-4644-227	HVAC CONTRACTUAL SERVICES	37,000
01-4640-355	DEBT SERVICE	630,500
TOTAL OPERATIONS & MAINTENANCE		1,049,545
CAPITAL OUTLAY		
01-4640-401	FURNITURE & FIXTURES	20,000
01-4640-415	TENANT IMPROVEMENTS	75,000
TOTAL CAPITAL OUTLAY		95,000
TOTAL		1,223,445
FUNDING SOURCE: GENERAL FUND		

Administrative Services

Information Resources



Program Purpose

Information Resources provides centralized information processing, graphic and support services to all departments within the City.

Primary Activities

The primary activities of Information Resources included planning, acquiring and allocating resources for the City's information systems. Some of the specific duties include: providing overall direction and long-range planning for hardware, software, and staff resources needed to fulfill present and future informational requirements; software acquisition and implementation; software and hardware training and troubleshooting; maintaining data integrity and security of the City's information.

The primary activities of Graphic Services include graphic design and layout for informational and promotional printed materials. Some of the specific duties include: designing project pieces such as brochures, pamphlets, flyers, posters, pins, cups, certificates, and awards; layout of pieces to be printed outside, and then coordinating and supervising printing to ensure a professional product; preparing maps, slides and other exhibits for City Council and Planning Commission meetings.

Performance Measures

- ▶ Continually provide timely technology education to City staff.
- ▶ Provide a timely and on-going computer training program to enhance customer skills.
- ▶ Meet project deadlines.
- ▶ Seek innovative methods of implementing state of the art technology in a fiscally responsible manner.
- ▶ Provide computer system access 98% of the time.

	1992-1993 Actuals	1993-1994 Actuals	1994-1995 Budget
Personnel	362,280	338,149	440,008
Operations & Maintenance	233,018	232,240	409,100
Capital Outlay	116,151	139,628	208,667
Total	711,449	710,017	1,057,775

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: INFORMATION RESOURCES

ACTIVITY	BUDGET
PERSONNEL	
01-4620-101 SALARY	354,700
01-4620-110 OVERTIME	20,000
01-4620-130 HEALTH AND WELFARE	30,400
01-4620-135 LIFE INSURANCE	1,050
01-4620-140 LONG TERM DISABILITY INSURANCE	2,650
01-4620-145 MEDICARE (FICA)	5,100
01-4620-150 WORKERS' COMPENSATION	5,350
01-4620-155 PERS	50,500
01-4620-160 DEFERRED COMPENSATION	1,500
01-4620-165 UNEMPLOYMENT TAXES	1,600
TOTAL PERSONNEL	472,850
OPERATIONS & MAINTENANCE	
01-4620-201 PUBLICATIONS AND SUBSCRIPTIONS	700
01-4620-202 TRAVEL AND TRAINING	5,000
01-4620-203 MEMBERSHIP/DUES	550
01-4620-208 EDUCATIONAL REIMBURSEMENT	5,000
01-4620-209 AUTOMOBILE ALLOWANCE/MILEAGE	500
01-4620-210 OFFICE SUPPLIES	1,200
01-4620-212 POSTAGE	400
01-4620-215 SPECIAL SUPPLIES	13,000
01-4620-227 CONTRACTUAL SERVICES	115,900
01-4620-230 PROFESSIONAL SERVICES	71,000
01-4620-243 EQUIPMENT MAINTENANCE/SUPPLIES	86,000
01-4620-248 COMPUTER SOFTWARE	43,200
01-4620-321 COMPUTER REPLACEMENT	3,400
01-4620-326 INSURANCE REIMBURSEMENT	23,400
TOTAL OPERATIONS & MAINTENANCE	369,250
CAPITAL OUTLAY	
01-4620-402 EQUIPMENT	110,000
TOTAL CAPITAL OUTLAY	110,000
TOTAL	952,100
FUNDING SOURCE: GENERAL FUND	