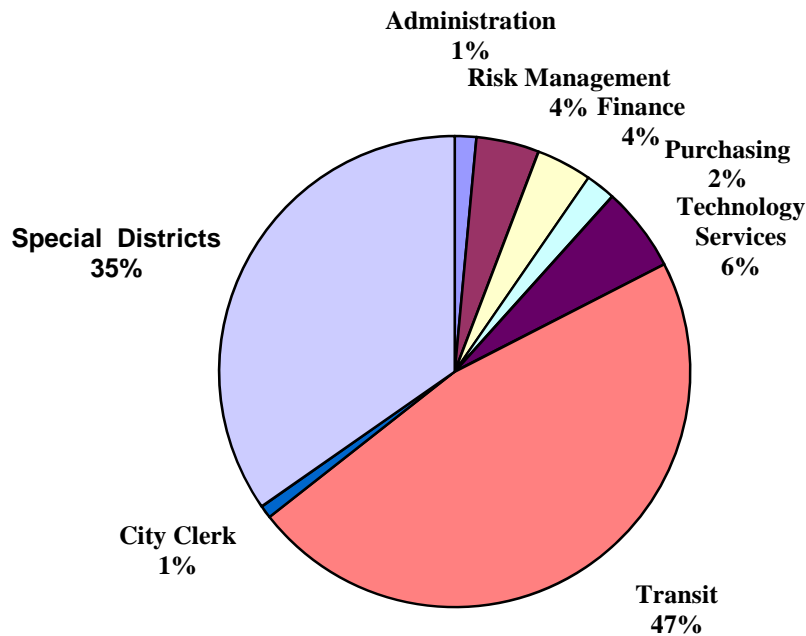


Administrative Services

Budget Summary

Category	Budget
Personnel Services	\$ 6,781,539
Operations & Maintenance	35,880,577
Capital Outlay	147,800
Total Administrative Services	\$ 42,809,916

Program	Budget
Administration	\$ 635,672
Risk Management	1,845,468
Finance	1,634,063
Purchasing	879,757
Technology Services	2,481,914
Transit	20,095,739
City Clerk	377,278
Special Districts	14,860,025
Total Administrative Services	\$ 42,809,916



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 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	219,162
5002.001	Temporary Employees	29,120
5006.001	Sick Leave Payout	20,207
5011.001	Health & Welfare	30,338
5011.002	Life Insurance	513
5011.003	Long-Term Disability Ins	1,402
5011.004	Medicare	4,683
5011.005	Worker's Compensation	4,980
5011.006	PERS	43,355
5011.007	Deferred Compensation	4,250
Total Personnel		358,010
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	53,800
5161.002	Professional Services	150,000
5191.001	Travel & Training	5,450
5191.004	Auto Allowance & Mileage	6,410
5211.001	Computer Replacement	2,795
5211.004	Insurance Allocation	14,612
5511.100	Reimbursement to the GF	42,795
Total Operations & Maintenance		277,662
Total 2010-11 Budget		635,672

Special Districts

LMD

Program Purpose

To enhance the quality of life in Santa Clarita with beautiful landscaping in City areas within the City's forty 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 over 300 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 (National Pollutant Discharge Elimination System) 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

Funding Source: LMD (\$10,986,630); DBAA (\$325,079); OSPD (\$239,337); GVROMD (\$45,425); SMD (\$3,263,554)

Account Number: 12500-12594

Personnel		
5001.001	Regular Employees	813,354
5001.006	Certification Pay	212
5003.001	Overtime	7,500
5004.002	Vacation Payout	10,398
5006.001	Sick Leave Payout	5,561
5011.001	Health & Welfare	136,894
5011.002	Life Insurance	1,740
5011.003	Long-Term Disability Ins	5,206
5011.004	Medicare	15,158
5011.005	Worker's Compensation	18,503
5011.006	PERS	161,106
5011.007	Deferred Compensation	6,400
Total Personnel		1,182,032
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	3,076,924
5131.003	Telephone Utility	17,350
5131.006	Water Utility	1,944,232
5141.001	Maintenance and Repairs	1,575,122
5161.001	Contractual Services	210,388
5161.002	Professional Services	263,980
5161.004	Advertising	800
5161.010	Landscape Services	3,639,933
5161.011	Weed & Pest Control	102,486
5161.012	Tree Trimming	558,450
5161.013	Reserve Projects Exp	931,700
5161.014	Inspections	492,840
5181.002	Direct Cost Allocation	92,461
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	11,282
5211.004	Insurance Allocation	61,325
5511.100	Reimbursements to the General Fund	681,460
Total Operations & Maintenance		13,677,993
Total 2010-11 Budget		14,860,025

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

- Implement "Lock Out, Tag Out" program – which will spell out how to de-energize City equipment and minimize risk of injury to City employees
- Continue to provide defensive driving training

Funding Source: Self Insurance Fund		
Account Number: 12001		
Personnel		
5001.001	Regular Employees	192,895
5011.001	Health & Welfare	31,108
5011.002	Life Insurance	451
5011.003	Long-Term Disability Ins	1,235
5011.004	Medicare	3,508
5011.005	Worker's Compensation	4,091
5011.006	PERS	38,189
5011.007	Deferred Compensation	2,520
Total Personnel		273,997
Operations & Maintenance		
5151.002	Claims Payment	175,000
5151.003	Employee Safety	14,000
5161.001	Contractual Services	1,240,090
5191.001	Travel & Training	2,000
5211.001	Computer Replacement	2,624
5211.004	Insurance Allocation	13,446
5511.100	Reimbursement to the GF	124,311
Total Operations & Maintenance		1,571,471
Total 2010-11 Budget		1,845,468

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 Principles, 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

- Continue to safeguard the long-term financial health of the City, and monitor the economic impact of housing, slowing sales tax, and unemployment
- Update CalPERS valuation reports and produce employer paid contribution projections over the next five years
- Complete major fieldwork for the annual financial audit
- Continue to work with Sheriff's Department staff to effectively streamline the False Alarm Program, Noise Ordinance Program, and Parking Citations
- Utilize existing and new technologies to assist in streamlining accounting processes and to increase efficiency in the entire Finance Division

Funding Source: General Fund (\$1,594,638) & Equipment Replacement Fund (\$39,425)		
Account Number: 12100, 12101, 12102, 12103		
Personnel		
5001.001	Regular Employees	842,499
5003.001	Overtime	3,800
5004.002	Vacation Payout	6,644
5011.001	Health & Welfare	151,268
5011.002	Life Insurance	1,973
5011.003	Long-Term Disability Ins	5,392
5011.004	Medicare	15,624
5011.005	Worker's Compensation	8,320
5011.006	PERS	166,895
5011.007	Deferred Compensation	6,000
Total Personnel		1,208,415
Operations & Maintenance		
5101.001	Publications & Subscription	265
5101.002	Membership & Dues	2,945
5101.003	Office Supplies	6,000
5101.004	Printing	3,300
5101.005	Postage	200
5161.001	Contractual Services	264,390
5161.002	Professional Services	7,500
5185.003	Taxes/Licenses/Fees	29,000
5191.001	Travel & Training	6,600
5191.003	Education Reimbursement	7,000
5191.004	Auto Allowance & Mileage	185
5211.001	Computer Replacement	14,947
5211.004	Insurance Allocation	43,891
5511.100	Reimbursements to the General Fund	1,625
Total Operations & Maintenance		387,848
Capital Outlay		
5201.002	Equipment	37,800
Total Capital Outlay		37,800
Total 2010-11 Budget		1,634,063

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 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 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
- Ship and receive City material
- 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	370,463
5003.001	Overtime	1,500
5011.001	Health & Welfare	82,343
5011.002	Life Insurance	867
5011.003	Long-Term Disability Ins	2,371
5011.004	Medicare	7,017
5011.005	Worker's Compensation	4,846
5011.006	PERS	73,487
Total Personnel		542,894
Operations & Maintenance		
5101.001	Publications & Subscription	500
5101.002	Membership & Dues	1,000
5101.003	Office Supplies	69,000
5101.004	Printing	14,500
5101.005	Postage	99,500
5111.001	Special Supplies	4,600
5111.005	Maintenance/Supplies	61,500
5121.001	Rents/Leases	13,790
5161.001	Contractual Services	10,030
5161.002	Professional Services	8,000
5161.004	Advertising	15,000
5191.001	Travel & Training	2,500
5191.003	Education Reimbursement	1,800
5191.004	Auto Allowance & Mileage	300
5191.006	Employees' Uniform	1,200
5211.001	Computer Replacement	8,843
5211.004	Insurance Allocation	24,800
Total Operations & Maintenance		336,863
Total 2010-11 Budget		879,757

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 requirements; organizational GIS services; long-range planning, implementation and deployment of organizational technology needs; software acquisition and application development; software and hardware training; Telecommunications management; Enterprise management; Helpdesk support; maintaining data integrity, backup of crucial data, and security of the City's information.

Performance Goals

- Launch services to allow for electronic submittal, review and processing of documents for development plan check to eliminate paper plans and speed up development processing approvals
- Expand the City's use of social networking tools to enhance transparent and real-time communication from, and access to, the City
- Continue efforts to streamline the delivery of local government services through the utilization of technology and automation
- Continue efforts to update the City's Disaster Recovery and Business Continuity Plan, to ensure critical systems are available during localized and regional emergencies

Funding Source: General Fund (\$2,167,719), Computer Replacement Fund (\$141,130), Public Education & Government Fund (\$173,065)

Account Number: 12200-12205

Personnel		
5001.001	Regular Employees	1,038,862
5002.001	Temporary Employees	43,592
5003.001	Overtime	7,000
5004.002	Vacation Payout	5,721
5011.001	Health & Welfare	155,537
5011.002	Life Insurance	2,430
5011.003	Long-Term Disability Ins	6,649
5011.004	Medicare	19,615
5011.005	Worker's Compensation	9,655
5011.006	PERS	205,598
5011.007	Deferred Compensation	15,400
Total Personnel		1,510,059
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	13,030
5111.005	Maintenance/Supplies	143,985
5111.009	Computer Software Purchase	53,490
5121.001	Rents/Leases	54,600
5131.001	Electric Utility	13,000
5131.003	Telephone Utility	168,200
5131.005	Cellular Service	23,000
5141.001	Maintenance & Repairs	5,250
5161.001	Contractual Services	186,670
5161.002	Professional Services	87,200
5191.001	Travel & Training	21,575
5191.003	Education Reimbursement	6,500
5191.004	Auto Allowance & Mileage	1,445
5211.001	Computer Replacement	14,548
5211.003	Equipment Replacement	8,100
5211.004	Insurance Allocation	56,317
5511.100	Reimbursements to the General Fund	1,695
Total Operations & Maintenance		861,855
Capital Outlay		
5201.002	Equipment	110,000
Total Capital Outlay		110,000
Total 2010-11 Budget		2,481,914

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 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 forty-foot buses, and four new commuter buses
- Begin design and construction of the McBean Regional Transit Center Park and Ride
- Expand parking at the Jan Heidt Newhall Metrolink Station

Funding Source: Transit Fund		
Account Number: 12400, 12401		
Personnel		
5001.001	Regular Employees	928,484
5001.006	Certification Pay	133
5006.001	Sick Leave Payout	7,050
5011.001	Health & Welfare	168,846
5011.002	Life Insurance	2,174
5011.003	Long-Term Disability Ins	5,943
5011.004	Medicare	17,165
5011.005	Worker's Compensation	18,703
5011.006	PERS	183,967
5011.007	Deferred Compensation	5,100
5011.009	Retiree Medical	28,180
Total Personnel		1,365,744
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	142,000
5111.007	Small Tools	8,000
5121.001	Rents/Leases	10,985
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	8,209,274
5161.017	Dial A Ride	1,543,470
5161.018	Commuter Services	2,359,739
5161.019	Commute Connection	4,705,130
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	15,746
5211.004	Insurance Allocation	105,808
5301.002	Debt Service	260,148
5511.100	Reimbursements to the General Fund	538,250
Total Operations & Maintenance		18,729,995
Total 2010-11 Budget		20,095,739

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
- 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	236,904
5004.002	Vacation Payout	3,141
5011.001	Health & Welfare	42,086
5011.002	Life Insurance	554
5011.003	Long-Term Disability Ins	1,515
5011.004	Medicare	4,387
5011.005	Worker's Compensation	3,394
5011.006	PERS	46,927
5011.007	Deferred Compensation	1,480
Total Personnel		340,388
Operations & Maintenance		
5101.001	Publications & Subscription	1,355
5101.002	Membership & Dues	980
5101.003	Office Supplies	100
5101.004	Printing	600
5101.005	Postage	900
5111.001	Special Supplies	4,000
5161.001	Contractual Services	5,950
5161.004	Advertising	400
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	11,091
Total Operations & Maintenance		36,890
Total 2010-11 Budget		377,278

