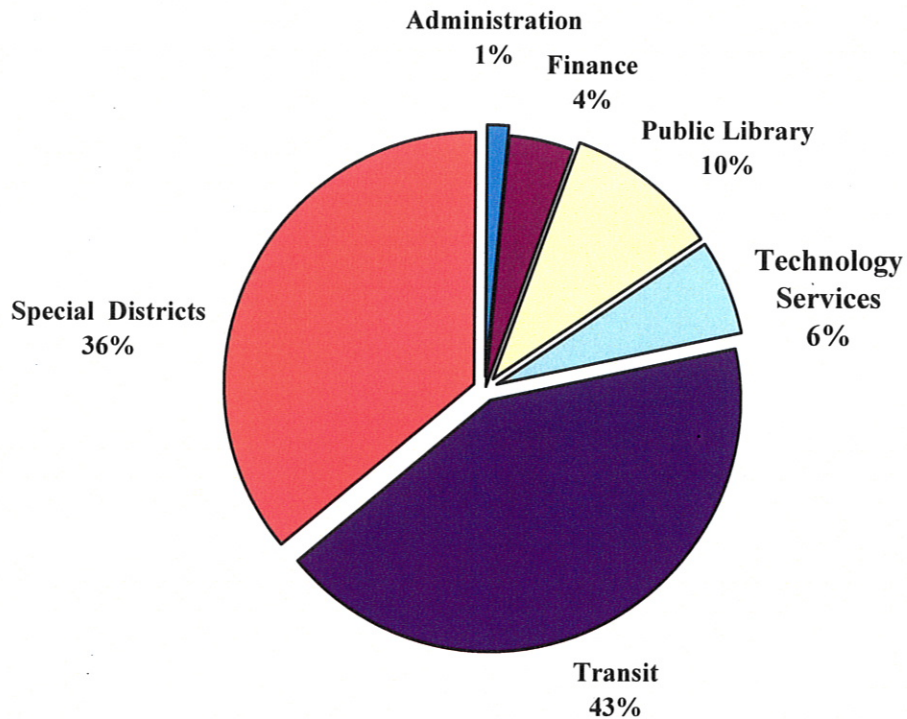


Administrative Services

Budget Summary

Category	Budget
Personnel Services	\$ 6,721,700
Operations & Maintenance	40,547,884
Debt Service	250,000
Capital Outlay	362,200
Total Administrative Services	\$ 47,881,784

Program	Budget
Administration	\$ 686,353
Finance	1,953,854
Public Library	4,804,973
Technology Services	2,869,063
Transit	20,285,037
Special Districts	17,282,504
Total Administrative Services	\$ 47,881,784



Administration

Program Purpose

The Administration Division sets City fiscal policy and direction and provides administrative support to the department's three divisions: Finance, Technology Services, and Transit, as well as Special Districts, and the Public Library. 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
- Oversight and management of Santa Clarita Public Library

Funding Source: General Fund		
Account Number: 12000		
Personnel		
5001.001	Regular Employees	324,995
5002.001	Temporary Employees	30,593
5006.001	Sick Leave Payout	20,207
5011.001	Health & Welfare	37,597
5011.002	Life Insurance	682
5011.003	Long-Term Disability Ins	2,564
5011.004	Medicare	6,508
5011.005	Worker's Compensation	8,224
5011.006	PERS	62,305
5011.007	Deferred Compensation	7,000
5011.011	Supplemental Health	119
Total Personnel		500,793
Operations & Maintenance		
5101.001	Publications & Subscription	450
5101.002	Membership & Dues	1,100
5101.003	Office Supplies	250
5131.003	Telephone Utility	1,200
5161.001	Contractual Services	2,600
5161.002	Professional Services	150,000
5191.001	Travel & Training	4,000
5191.004	Auto Allowance & Mileage	6,410
5211.001	Computer Replacement	3,420
5211.004	Insurance Allocation	16,130
Total Operations & Maintenance		185,560
Total 2012-13 Budget		686,353

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 the sluggish housing market, unemployment, and most recently, the dissolution of the Redevelopment Agency
- Complete major fieldwork for the annual financial audit, and prepare the City's financial statements
- Continue increased automation, including implementation of a citywide paperless invoice processing system
- Evaluate potential upgrade to the payroll timecard system

**Funding Source: General Fund (\$1,754,654);
Vehicle Replacement Fund (\$199,200)
Account Numbers: 12100-12103**

Personnel		
5001.001	Regular Employees	959,263
5003.001	Overtime	3,800
5004.002	Vacation Payout	8,507
5011.001	Health & Welfare	166,516
5011.002	Life Insurance	2,014
5011.003	Long-Term Disability Ins	6,137
5011.004	Medicare	17,772
5011.005	Worker's Compensation	11,657
5011.006	PERS	181,781
5011.007	Deferred Compensation	6,000
5011.010	EAP	4,698
5011.011	Supplemental Health	405
Total Personnel		1,368,549
Operations & Maintenance		
5101.001	Publications & Subscription	265
5101.002	Membership & Dues	2,335
5101.003	Office Supplies	8,470
5101.004	Printing	2,490
5101.005	Postage	250
5161.001	Contractual Services	214,915
5161.002	Professional Services	64,425
5185.003	Taxes/Licenses/Fees	28,700
5191.001	Travel & Training	3,100
5191.003	Education Reimbursement	2,500
5191.004	Auto Allowance & Mileage	185
5211.001	Computer Replacement	14,440
5211.004	Insurance Allocation	44,030
5511.100	Reimbursements to the General Fund	2,900
Total Operations & Maintenance		389,005
Capital Outlay		
5201.002	Equipment	86,800
5201.003	Automotive Equipment	109,500
Total Capital Outlay		196,300
Total 2012-13 Budget		1,953,854

Public Library

Program Purpose

The Santa Clarita Public Library was established on July 1, 2011. Serving as a cornerstone in Santa Clarita, our libraries play an important role in educating our children, promoting a lifelong love of reading, and serve as central community gathering places. We provide access to a wide variety of services and information resources which help improve literacy, enhance cultural awareness and help develop an informed citizenry.

Primary Activities

Santa Clarita Public Library owns and operates the three local libraries in the City of Santa Clarita. The primary activities of the Public Library are to provide library patrons and online library users accessibility to an increased number of books and media, along with more days and hours at the three library branches. Services available include an on-line public access catalog, public access Internet computers, adult and children's programs, photocopiers, and public meeting rooms (available on a rental basis). Additional activities include fostering collaborations and community involvement.

Performance Goals

- Open and operate the new Old Town Newhall Library
- Establish an Adult Literacy Program and address the priority of early literacy identified in the Library Strategic Service Plan, through the introduction of early learning computers at all Santa Clarita Public Library branches
- Implement new technology with a new Library Catalog System, book sorters, and additional public computers

Funding Source: Public Library Fund		
Account Numbers: 12050, 12051		
Personnel		
5001.001	Regular Employees	48,559
5002.001	Part-Time Salaries	13,500
5003.001	Overtime Pay	7,500
5011.001	Health & Welfare	12,199
5011.002	Life Insurance	94
5011.003	Long-Term Disability Ins	285
5011.004	Medicare	1,071
5011.005	Worker's Compensation	5,207
5011.006	PERS	9,765
5011.011	EAP	30
Total Personnel		98,210
Operations & Maintenance		
5101.002	Membership & Dues	6,300
5101.003	Office Supplies	250
5101.004	Printing	150
5111.001	Special Supplies	27,600
5111.005	Maintenance Supplies	71,150
5111.007	Small Tools	500
5111.020	Books and Materials	750,000
5121.003	Equipment Rental	1,500
5131.001	Electric Utility	175,500
5131.002	Gas Utility	9,900
5131.003	Telephone Utility	13,000
5131.006	Water Utility	13,000
5161.001	Contractual Services	3,348,853
5161.002	Professional Services	25,000
5185.003	Taxes/Licenses/Fees	3,000
5191.001	Travel & Training	1,000
5191.006	Employees' Uniform	760
Total Operations & Maintenance		4,447,463
Debt Service		
5301.001	Principal	157,542
5301.002	Interest	92,458
Total Debt Service		250,000
Capital Outlay		
5201.003	Equipment	9,300
Total Capital Outlay		9,300
Total 2012-13 Budget		4,804,973

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; 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

- Continue efforts to streamline the delivery of local government services through the utilization of technology and automation.
- Expand the City's use of social networking tools to enhance transparency and the community's ability to communicate and access City information in real-time.
- Work with local law enforcement to increase their operational efficiencies through the integration and expansion of technology.
- 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 (\$2,376,244);
Computer Replacement Fund (\$208,620);
Public Education & Government Fund
(\$284,199)**

Account Numbers: 12200-12205

Personnel		
5001.001	Regular Employees	1,161,070
5002.001	Temporary Employees	46,538
5003.001	Overtime	5,000
5004.002	Vacation Payout	11,780
5011.001	Health & Welfare	176,885
5011.002	Life Insurance	2,440
5011.003	Long-Term Disability Ins	7,431
5011.004	Medicare	22,081
5011.005	Worker's Compensation	13,859
5011.006	PERS	222,875
5011.007	Deferred Compensation	15,400
5011.010	EAP	7,366
5011.011	Supplemental Health	489
Total Personnel		1,693,214
Operations & Maintenance		
5101.001	Publications & Subscription	500
5101.002	Membership & Dues	800
5101.003	Office Supplies	200
5101.005	Postage	200
5111.001	Special Supplies	23,030
5111.005	Maintenance/Supplies	167,000
5111.008	New Personnel Computers	12,500
5111.009	Computer Software Purchase	93,290
5121.001	Rents/Leases	22,500
5131.003	Telephone Utility	214,000
5131.004	New Personnel VOIP Phone	3,200
5131.005	Cellular Service	14,000
5161.001	Contractual Services	234,170
5161.002	Professional Services	35,000
5191.001	Travel & Training	19,575
5191.003	Education Reimbursement	5,000
5191.004	Auto Allowance & Mileage	1,245
5211.001	Computer Replacement	16,540
5211.004	Insurance Allocation	62,550
5401.008	Other Financing Uses	145,899
5511.100	Reimbursements to the General Fund	17,950
Total Operations & Maintenance		1,089,149
Capital Outlay		
5201.002	Equipment	86,700
Total Capital Outlay		86,700
Total 2012-13 Budget		2,869,063

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 Landscape Maintenance Districts (LMD), including specific communities and medians, parkways and trees within the public right-of-way.

Primary Activities

Primary activities include design, construction and maintenance for over 1,000 acres of landscaping located in the LMD areas, including five parks. These activities are carried out primarily by contract service providers including design, construction, and maintenance and repairs to the City and LMD landscaped areas.

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

Performance Goals

- Implement water budgets for six of the largest LMD Zones
- Complete construction of medians on Newhall Avenue, Railroad Avenue, and Sierra Highway
- Design and construction of streetscape improvement at Via Princessa and Sierra Highway, Zone 4 and screening of railroad tracks on Soledad near Rainbow Glen
- Implement the LMD zone modifications resulting from the ballot approval, including a new LMD zone for Newhall, (Zone 28)
- Administer 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 through the annual application of the open space assessment process
- Maintain NPDES and Sanitation District permits for the DBAAs
- Continue Development Review for SMD
- Continue to provide support for the administration of GVROSMD

**Funding Source: LMD (\$11,544,754);
DBAA (\$320,601); OSPD (\$377,026);
GVROMD (\$45,860); SMD (\$3,301,990);
General Fund (\$1,692,274)**

Account Numbers: 12500-12593, 14507

Personnel		
5001.001	Regular Employees	1,276,207
5002.001	Part-Time Employees	75,884
5001.006	Certification Pay	562
5003.001	Overtime	22,700
5004.002	Vacation Payout	11,237
5006.001	Sick Leave Payout	5,561
5011.001	Health & Welfare	216,560
5011.002	Life Insurance	2,682
5011.003	Long-Term Disability Ins	8,279
5011.004	Medicare	25,124
5011.005	Worker's Compensation	67,787
5011.006	PERS	248,060
5011.007	Deferred Compensation	8,150
5011.010	EAP	7,284
5011.011	Supplemental Health	527
Total Personnel		1,976,603

Operations & Maintenance		
5101.001	Publications & Subscription	350
5101.002	Membership & Dues	1,890
5101.003	Office Supplies	2,280
5101.004	Printing	800
5101.005	Postage	550
5111.001	Special Supplies	110,750
5111.005	Maintenance Supplies	91,000
5111.007	Small Tools	3,400
5121.001	Rents/Leases	75,000
5121.003	Equipment Rental	1,000
5131.001	Electric Utility	3,104,774
5131.002	Gas Utility	1,000
5131.003	Telephone Utility	14,000
5131.006	Water Utility	2,008,953
5141.001	Maintenance and Repairs	1,606,062
5161.001	Contractual Services	1,034,524
5161.002	Professional Services	265,980
5161.004	Advertising	800
5161.010	Landscape Services	3,446,422
5161.011	Weed & Pest Control	112,186
5161.012	Tree Trimming	573,082
5161.013	Reserve Projects Exp	1,044,417
5161.014	Inspections	517,160
5161.023	Landscape Maintenance/Supplies	7,000
5161.100	Legal Services	10,000
5181.002	Direct Cost Allocation	(19,656)
5185.003	Taxes/Licenses/Fees	90,000
5191.001	Travel & Training	8,022
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	300
5191.006	Employees' Uniform	6,125
5211.001	Computer Replacement	18,530
5211.003	Equipment Replacement	34,100
5211.004	Insurance Allocation	304,250
5511.100	Reimbursements to the General Fund	771,150
Total Operations & Maintenance		15,247,701
Capital Outlay		
5201.002	Equipment	2,400
5201.003	Automotive Equipment	55,800
Total Capital Outlay		58,200
Total 2012-13 Budget		17,282,504

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, North Hollywood 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

- Maintain a 90% or better on-time performance for all transit services
- Maintain an average of a less-than two (2) minute telephone hold time for all transit customers
- Place into service ten compressed natural gas forty-foot buses as replacement for diesel powered local buses
- Begin design and construction of the McBean Regional Transit Center Park and Ride
- Completion of the public information relay system, which includes on street LED board signs and on-board visual displays on all local and community fleet

Funding Source: Transit Fund

Account Numbers: 12400, 12401, 15207

Personnel		
5001.001	Regular Employees	749,229
5001.006	Certification Pay	133
5006.001	Sick Leave Payout	7,050
5011.001	Health & Welfare	134,189
5011.002	Life Insurance	1,574
5011.003	Long-Term Disability Ins	4,796
5011.004	Medicare	13,951
5011.005	Worker's Compensation	23,610
5011.006	PERS	137,840
5011.007	Deferred Compensation	4,000
5011.010	EAP	7,633
5011.011	Supplemental Health	326
Total Personnel		1,084,331
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	142,200
5111.007	Small Tools	3,500
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	310,000
5161.002	Professional Services	30,000
5161.004	Advertising	35,000
5161.010	Landscape Services	68,400
5161.016	Local Bus	7,651,174
5161.017	Dial A Ride	1,890,919
5161.018	Commuter Services	3,171,946
5161.019	Commuter Connection	4,640,662
5185.003	Taxes/Licenses/Fees	4,200
5191.001	Travel & Training	7,000
5191.003	Education Reimbursement	9,500
5191.004	Auto Allowance & Mileage	3,500
5191.006	Employees' Uniform	1,270
5211.001	Computer Replacement	12,550
5211.004	Insurance Allocation	103,960
5511.100	Reimbursements to the General Fund	720,950
Total Operations & Maintenance		19,189,006
Capital Outlay		
5201.002	Equipment	2,400
5201.003	Automotive Equipment	9,300
Total Capital Outlay		11,700
Total 2012-13 Budget		20,285,037

DEPUTY CITY MANAGER

