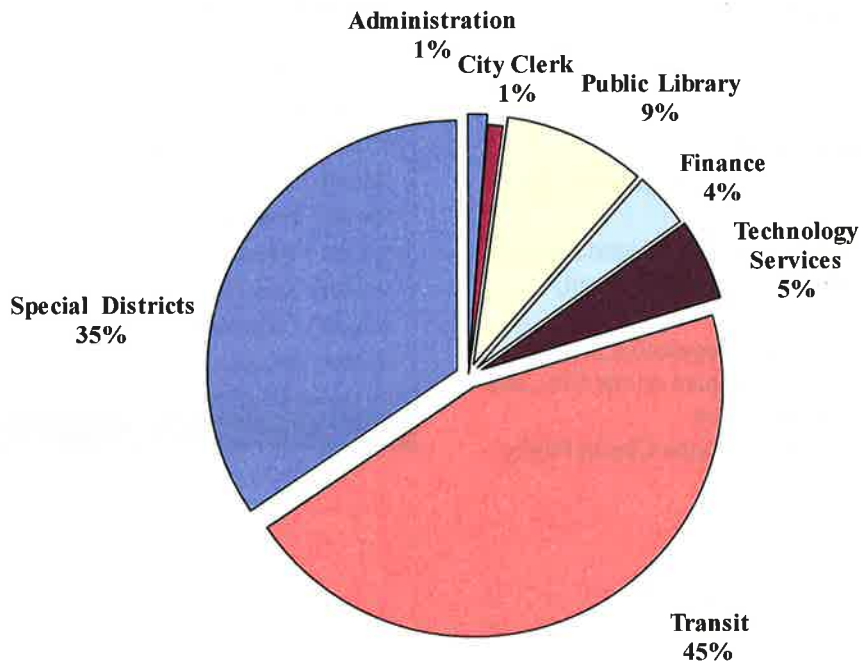


# Administrative Services

## Budget Summary

Category	Budget
Personnel Services	\$ 7,856,215
Operations & Maintenance	45,575,492
Debt Service	500,000
Capital Outlay	5,126,560
<b>Total Administrative Services</b>	<b>\$ 59,058,267</b>

Program	Budget
Administration	\$ 741,318
City Clerk	593,563
Public Library	5,457,464
Finance	2,134,018
Technology Services	3,113,115
Transit	26,677,499
Special Districts	20,341,290
<b>Total Administrative Services</b>	<b>\$ 59,058,267</b>



# Administration

## Program Purpose

Administration sets City fiscal policy and direction and provides administrative support to the department's divisions: Finance, City Clerk's office, Technology Services, Transit, Special Districts, Urban Forestry, and Public Library. Administration 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

Administration'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
- Oversee and manage Santa Clarita Public Library

Funding Source: General Fund		
Account Number: 12000		
<b>Personnel</b>		
5001.001	Regular Employees	350,818
5002.001	Part-Time Employees	30,902
5004.002	Vacation Payout	15,596
5006.001	Sick Leave Payout	29,589
5011.001	Health & Welfare	37,597
5011.002	Life Insurance	694
5011.003	Long-Term Disability Ins	2,730
5011.004	Medicare	7,279
5011.005	Worker's Compensation	9,406
5011.006	PERS	62,458
5011.007	Deferred Compensation	7,000
5011.011	EAP	119
<b>Total Personnel</b>		<b>554,188</b>
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	550
5101.002	Membership & Dues	2,500
5101.003	Office Supplies	250
5131.003	Telephone Utility	2,200
5161.001	Contractual Services	1,600
5161.002	Professional Services	150,000
5191.001	Travel & Training	2,000
5191.004	Auto Allowance & Mileage	6,910
5211.001	Computer Replacement	3,420
5211.004	Insurance Allocation	17,700
<b>Total Operations &amp; Maintenance</b>		<b>187,130</b>
<b>Total 2014-15 Budget</b>		<b>\$ 741,318</b>

# 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
- Seek an automated and user-friendly time-tracking system to collect, manage, and process employee time to eliminate common errors and increase efficiencies
- In collaboration with the City's Risk Management division establish, fund, and maintain a Worker's Compensation fund to support the City's self-insured program

Funding Source: General Fund (\$1,883,088) & Vehicle Replacement Fund (\$250,930)

Account Number: 12100-12103

<b>Personnel</b>		
5001.001	Regular Employees	1,010,097
5002.001	Part-time Employees	16,291
5003.001	Overtime	1,900
5004.002	Vacation Payout	12,460
5011.001	Health & Welfare	166,516
5011.002	Life Insurance	1,999
5011.003	Long-Term Disability Ins	6,462
5011.004	Medicare	18,943
5011.005	Worker's Compensation	11,776
5011.006	PERS	167,919
5011.007	Deferred Compensation	7,800
5011.010	Supplemental Health	8,803
5011.011	EAP	405
<b>Total Personnel</b>		<b>1,431,371</b>
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	255
5101.002	Membership & Dues	2,061
5101.003	Office Supplies	6,050
5101.004	Printing	742
5101.005	Postage	250
5161.001	Contractual Services	222,500
5161.002	Professional Services	114,304
5185.003	Taxes/Licenses/Fees	34,500
5191.001	Travel & Training	8,100
5191.004	Auto Allowance & Mileage	185
5211.001	Computer Replacement	15,570
5211.004	Insurance Allocation	47,200
5511.100	Reimbursements to the General Fund	2,930
<b>Total Operations &amp; Maintenance</b>		<b>454,647</b>
<b>Capital Outlay</b>		
5201.002	Equipment	29,500
5201.003	Automotive Equipment	218,500
<b>Total Capital Outlay</b>		<b>248,000</b>
<b>Total 2014-15 Budget</b>		<b>\$ 2,134,018</b>

# City Clerk

## Program Purpose

The City Clerk's office provides exceptional customer service by being proactive, disseminating reliable information, and serving in an objective advisory role to the community, City Council, and our colleagues. The City Clerk's office is the custodian of records and administers the City's Records Management, legal and legislative documents, and the City's municipal elections.

## Primary Activities

The City Clerk's office is responsible for the administration of the City's records management and retention, providing timely responses to California Public Records Requests, claims against the City, administers oaths, compiles and disseminates City Council agendas, Council minutes, legal and legislative documents, Fair Political Practice Commission Filings (Statement of Economic Interest/Campaign Disclosures), Municipal Code updates, and conducts City of Santa Clarita municipal elections in compliance with Federal, State, and local laws.

## Performance Goals

- Coordinate all FPPC filings for elected and appointed officials as well as staff who are designated filers using the newly installed, FPPC approved, e-filing system, DisclosureDocs
- Implement the City's new Agenda Management System by fall 2014
- Coordinate AB 1234 Ethics Trainings for 2014
- Complete and disseminate administrative policy updates

Funding Source: General Fund		
Account Number: 12300.12301		
<b>Personnel</b>		
5001.001	Regular Employees	381,538
5003.001	Overtime	6,828
5011.001	Health & Welfare	70,144
5011.002	Life Insurance	757
5011.003	Long-Term Disability Ins	2,441
5011.004	Medicare	7,140
5011.005	Worker's Compensation	6,079
5011.006	PERS	68,118
5011.007	Deferred Compensation	1,500
5011.010	Supplemental Health	1,923
5011.011	EAP	170
<b>Total Personnel</b>		<b>546,638</b>
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	300
5101.002	Membership & Dues	1,225
5101.003	Office Supplies	300
5101.004	Printing	1,000
5101.005	Postage	260
5111.001	Special Supplies	4,500
5161.001	Contractual Services	6,000
5161.004	Advertising	600
5191.001	Travel & Training	4,050
5191.004	Auto Allowance & Mileage	500
5211.001	Computer Replacement	6,560
5211.004	Insurance Allocation	21,630
<b>Total Operations &amp; Maintenance</b>		<b>46,925</b>
<b>Total 2014-15 Budget</b>		<b>\$ 593,563</b>

# 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 develop an informed community.

## Primary Activities

Effective July 1, 2011, the 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 user's accessibility to an increased number of books and media, along with more days and hours at the three library branches. Services available include an online 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 partnerships and community involvement.

## Performance Goals

- Complete a Library Needs Assessment which includes the analysis of the current and projected needs of library service, ability of facilities to serve future needs, and analysis of library service areas
- Update the Santa Clarita Public Library Strategic Service Plan

<b>Funding Source: Public Library Fund</b>		
<b>Account Number: 12050, 12051</b>		
<b>Personnel</b>		
5001.001	Regular Employees	18,360
5002.001	Part-Time Employees	4,636
5003.001	Overtime	2,500
5011.001	Health & Welfare	3,050
5011.002	Life Insurance	36
5011.003	Long-Term Disability Ins	118
5011.004	Medicare	514
5011.005	Worker's Compensation	2,486
5011.006	PERS	3,431
5011.011	EAP	7
<b>Total Personnel</b>		<b>35,138</b>
<b>Operations &amp; Maintenance</b>		
5101.002	Membership & Dues	6,300
5101.003	Office Supplies	250
5101.004	Printing	150
5111.001	Special Supplies	50,800
5111.005	Maintenance/Supplies	90,647
5111.007	Small Tools	500
5111.020	Books and Materials	750,000
5121.003	Equipment Rental	59,404
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	3,723,115
5161.002	Professional Services	25,000
5185.003	Taxes/Licenses/Fees	3,000
5191.001	Travel & Training	1,000
5191.006	Employees' Uniform	760
<b>Total Operations &amp; Maintenance</b>		<b>4,922,326</b>
<b>Debt Service</b>		
5301.001	Principal	395,055
5301.002	Interest	104,945
<b>Total Debt Service</b>		<b>500,000</b>
<b>Total 2014-15 Budget</b>		<b>\$ 5,457,464</b>

# Special Districts - LMD – Urban Forestry

## Program Purpose

Special Districts purpose is to enhance the quality of life in Santa Clarita with beautiful landscaping within Landscape Maintenance Districts (LMD), including specific communities, parkways, and medians.

## Primary Activities

Primary activities include: design, construction, and maintenance of over 1,200 acres of landscaping areas, including eight parks, of which five are jointly managed with the Parks division. Additional responsibilities include the care and maintenance of all City trees, reforestation activities, efficiently and effectively responding to requests for landscape and tree services, protecting heritage oak trees, and procuring and managing private contracts for landscape and tree services.

## Performance Goals

- Complete construction of landscaped medians on major thoroughfares
- Design and construct streetscape beautification projects
- Expand preventative tree maintenance activities to minimize future damage to public and private infrastructure
- Continue the reduction of water use through the use of technology, replacing grass with ground cover and plants which need less water, and active management of irrigation systems

# Special Districts - SMD - DBAA – GVROSMD – OSPD

## Program Purpose

These units administer the Landscaping and Lighting Act of 1972 and Benefit Assessment Act of 1982 for the operation and maintenance of streetlights 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 and the annexation of development into existing or newly created zones or districts. The units arrange for and oversee ongoing inspections, maintenance, and repair of water infrastructure facilities; maintain clean water permit compliance; and perform and/or arrange for inspections or repair of street lighting. Special Districts provides support to other City departments who maintain and acquire open space.

## Performance Goals

- Maintain NPDES and Sanitation District permits
- Administer the operation and maintenance of all City streetlights
- Conduct development review activities

<b>Funding Source: LMD (\$14,293,242); DBAA (\$330,752); OSPD (\$427,942); GVROMD (\$44,890); SMD (\$3,528,813); General Fund (\$1,715,650)</b>		
<b>Account Number: 12500-12600, 14507</b>		
<b>Personnel</b>		
5001.001	Regular Employees	1,540,024
5002.001	Part-Time Employees	157,267
5001.006	Certification Pay	562
5003.001	Overtime	22,700
5004.002	Vacation Payout	10,718
5006.001	Sick Leave Payout	6,559
5011.001	Health & Welfare	225,710
5011.002	Life Insurance	2,778
5011.003	Long-Term Disability Ins	9,083
5011.004	Medicare	28,480
5011.005	Worker's Compensation	78,802
5011.006	PERS	248,161
5011.007	Deferred Compensation	6,150
5011.010	Supplemental Health	8,600
5011.011	EAP	548
<b>Total Personnel</b>		<b>2,346,142</b>

<b>Funding Source: LMD (\$14,293,242); DBAA (\$330,752); OSPD (\$427,942); GVROMD (\$44,890); SMD (\$3,528,813); General Fund (\$1,715,650)</b>		
<b>Account Number: 12500-12600, 14507</b>		
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	650
5101.002	Membership & Dues	1,910
5101.003	Office Supplies	1,380
5101.004	Printing	800
5101.005	Postage	450
5111.001	Special Supplies	6,000
5111.005	Maintenance Supplies	6,000
5111.007	Small Tools	3,100
5121.001	Rents/Leases	85,000
5121.003	Equipment Rental	1,000
5131.001	Electric Utility	3,367,518
5131.002	Gas Utility	1,000
5131.003	Telephone Utility	20,020
5131.006	Water Utility	3,115,949
5141.001	Maintenance and Repairs	2,178,094
5161.001	Contractual Services	984,964
5161.002	Professional Services	165,980
5161.004	Advertising	800
5161.010	Landscape Services	3,076,323
5161.011	Weed & Pest Control	95,814
5161.012	Tree Trimming	674,244
5161.013	Reserve Projects Exp	2,069,550
5161.014	Inspections	621,707
5161.023	Landscape Maintenance/Supplies	7,000
5161.028	Water Monitoring	84,220
5161.100	Legal Services	5,000
5181.002	Direct Cost Allocation	(103,842)
5185.003	Taxes/Licenses/Fees	90,000
5191.001	Travel & Training	6,022
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	600
5191.006	Employees' Uniform	6,125
5211.001	Computer Replacement	21,100
5211.003	Equipment Replacement	34,100
5211.004	Insurance Allocation	322,110
5511.100	Reimbursements to the General Fund	1,016,960
<b>Total Operations &amp; Maintenance</b>		<b>17,969,148</b>
<b>Capital Outlay</b>		
5201.002	Equipment	26,000
<b>Total Capital Outlay</b>		<b>26,000</b>
<b>Total 2014-15 Budget</b>		<b>\$ 20,341,290</b>

# 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 Geographic Information System (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

- Integrate a new automated agenda management and video archiving system to provide on-demand access and increase transparency
- Leverage City-owned fiber-optic infrastructure to expand the number of competitive broadband providers serving the community
- Integrate a software solution to improve collection efficiencies, and track City-owned assets through desktop, laptop, and mobile devices

Funding Source: General Fund (\$2,537,396), Computer Replacement Fund (\$287,740), Public Education & Government Fund (\$287,979)		
Account Number: 12200-12205		
<b>Personnel</b>		
5001.001	Regular Employees	1,259,758
5002.001	Part-Time Employees	47,156
5003.001	Overtime	4,043
5004.002	Vacation Payout	6,988
5011.001	Health & Welfare	176,885
5011.002	Life Insurance	2,495
5011.003	Long-Term Disability Ins	8,059
5011.004	Medicare	23,646
5011.005	Worker's Compensation	14,835
5011.006	PERS	218,484
5011.007	Deferred Compensation	17,400
5011.010	Supplemental Health	13,103
5011.011	EAP	489
<b>Total Personnel</b>		<b>1,793,341</b>
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	500
5101.002	Membership & Dues	1,000
5101.003	Office Supplies	200
5101.005	Postage	200
5111.001	Special Supplies	3,030
5111.005	Maintenance/Supplies	221,300
5111.008	New Personnel Computer	3,800
5111.009	Computer Software Purchase	34,626
5121.001	Rents/Leases	10,000
5131.001	Electric Utility	15,000
5131.003	Telephone Utility	217,000
5131.004	New Personnel VOIP Phone	550
5131.005	Cellular Service	14,000
5161.001	Contractual Services	448,490
5161.002	Professional Services	22,174
5191.001	Travel & Training	12,550
5191.004	Auto Allowance & Mileage	1,245
5211.001	Computer Replacement	16,540
5211.004	Insurance Allocation	62,710
5401.008	Other Financing Uses	115,299
5511.100	Reimbursements to the General Fund	16,560
<b>Total Operations &amp; Maintenance</b>		<b>1,216,774</b>
<b>Capital Outlay</b>		
5201.002	Equipment	103,000
<b>Total Capital Outlay</b>		<b>103,000</b>
<b>Total 2014-15 Budget</b>		<b>\$ 3,113,115</b>



# Transit

## Program Purpose

Provide high-quality safe and reliable public transportation services within, to, and from the Santa Clarita Valley; provide 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 eight local fixed routes which serve the Santa Clarita Valley and two Station Link routes which meet arriving and departing Metrolink trains. Additionally, SCT operates commuter express bus service between Santa Clarita and Downtown Los Angeles, Century City, UCLA, North Hollywood, and Warner Center in the west San Fernando Valley. To meet the needs of the senior and disabled community, SCT provides curb-to-curb Dial-a-Ride service within the Santa Clarita Valley, which is also available to the general public during evening hours.

## Performance Goals

- Maintain a 90 percent or better on-time performance for all transit services
- Maintain an average of less than “two minutes” telephone hold times for all transit customers
- Promote and increase the use of the McBean Regional Transit Center Park-and-Ride
- Expand the use of the City’s real-time bus arrival system through the promotion of the text messaging system, the Quick Response (QR) codes installed at each stop location, and the development of a customer-education campaign for the program
- Expand the use of social media to better communicate with our customers

Funding Source: Transit Fund		
Account Number: 12400, 12401, 15207		
<b>Personnel</b>		
5001.001	Regular Employees	804,584
5001.006	Certification Pay	133
5002.001	Part-time Employees	4,636
5004.002	Vacation Payout	3,064
5006.001	Sick Leave Payout	4,363
5011.001	Health & Welfare	134,189
5011.002	Life Insurance	1,594
5011.003	Long-Term Disability Ins	5,149
5011.004	Medicare	14,896
5011.005	Worker's Compensation	25,354
5011.006	PERS	139,476
5011.007	Deferred Compensation	4,000
5011.010	Supplemental Health	7,633
5011.011	EAP	326
<b>Total Personnel</b>		<b>1,149,397</b>
<b>Operations &amp; Maintenance</b>		
5101.001	Publications & Subscription	500
5101.002	Membership & Dues	27,500
5101.003	Office Supplies	1,530
5101.004	Printing	45,000
5101.005	Postage	1,500
5111.001	Special Supplies	6,500
5111.004	Janitorial Supplies	11,250
5111.005	Maintenance/Supplies	134,000
5111.007	Small Tools	3,500
5121.003	Equipment Rental	1,500
5131.001	Electric Utility	106,750
5131.002	Gas Utility	141,000
5131.003	Telephone Utility	24,015
5131.006	Water Utility	13,230
5161.001	Contractual Services	430,000
5161.002	Professional Services	30,000
5161.004	Advertising	15,000
5161.010	Landscape Services	68,400
5161.008	Graphic Design Services	20,000
5161.016	Local Bus	8,371,027
5161.017	Dial A Ride	2,455,664
5161.018	Commuter Services	3,289,619
5161.019	Commuter Connection	4,785,376
5161.028	Water Monitoring	471
5185.003	Taxes/Licenses/Fees	4,200
5191.001	Travel & Training	4,500
5191.003	Education Reimbursement	9,500
5191.004	Auto Allowance & Mileage	500
5191.006	Employees' Uniform	1,270
5211.001	Computer Replacement	12,550
5211.004	Insurance Allocation	65,550
5511.100	Reimbursements to the General Fund	697,140
<b>Total Operations &amp; Maintenance</b>		<b>20,778,542</b>
<b>Capital Outlay</b>		
5201.003	Automotive Equipment	4,749,560
<b>Total Capital Outlay</b>		<b>4,749,560</b>
<b>Total 2014-15 Budget</b>		<b>\$ 26,677,499</b>

