

ADMINISTRATIVE
SERVICES



CITY OF SANTA CLARITA

BUDGET SUMMARY

BUDGET CATEGORY

ADMINISTRATIVE SERVICES

	BUDGET
PERSONNEL SERVICES	1,933,124
OPERATIONS AND MAINTENANCE	5,738,802
TOTAL OPERATIONS AND MAINTENANCE	7,671,926
CAPITAL OUTLAY	338,897
TOTAL ADMINISTRATIVE SERVICES BUDGET	8,010,823

PROGRAM:

	TOTALS
CITY COUNCIL	221,887
CITY MANAGER	722,826
UNALLOCATED RESERVE	3,000,000 ✓
SELF INSURANCE	1,188,024 ✓
CITY ATTORNEY	370,700
CITY CLERK	372,593
PERSONNEL	337,052
FINANCE ADMINISTRATION	938,729
COMPUTER SERVICES	859,012
TOTAL ADMINISTRATIVE SERVICES BUDGET	8,010,823

ADMINISTRATIVE SERVICES

CITY COUNCIL

Program Purpose

The City Council is the governing body of the City. As such, it guides the progress of the City of Santa Clarita into the future and responds to issues and concerns facing the citizenry. The Council formulates strategies for effective public policy, planned growth and development.

Primary Activities

The Council is responsible for the formulation of legislative policies. Legislative policy is expressed through the passage of ordinances, resolutions and motions. The City Council, as a body, supervises the activities of the City through the City Manager and the City Attorney.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-4000-101 SALARIES	41,681
01-4000-130 HEALTH AND WELFARE	19,740
01-4000-145 MEDICARE	576
01-4000-150 WORKERS' COMPENSATION	1,785
01-4000-155 PERS	6,300
01-4000-165 UNEMPLOYMENT TAXES	2,200
TOTAL PERSONNEL	72,282
OPERATIONS & MAINTENANCE	
01-4000-201 PUBLICATIONS AND SUBSCRIPTIONS	1,244
01-4000-202 TRAVEL AND TRAINING	15,491
01-4000-209 AUTOMOBILE ALLOWANCE/MILEAGE	810
01-4000-210 OFFICE SUPPLIES	525
01-4000-215 SPECIAL SUPPLIES	535
01-4000-230 PROFESSIONAL SERVICES	106,000
01-4000-232 PROMOTION AND PUBLICITY	25,000
TOTAL OPERATIONS AND MAINTENANCE	149,605
PROGRAM TOTAL	221,887

FUNDING SOURCE: GENERAL FUND

CITY MANAGER

ADMINISTRATION & MANAGEMENT SERVICES

Program Purpose

This program provides for administrative services executed by the City Manager for all departments within the City of Santa Clarita.

Primary Activities

The City Manager, in conjunction with the City Council, establishes policy, provides leadership and implements efficient and effective municipal services. The City Manager establishes and maintains appropriate management controls to ensure that all operating departments adhere to Council and legally mandated policies and regulations.

The City Manager is responsible for all the day-to-day operations of the City. He is the director of all City personnel. The City Manager is responsible for the execution of Council policy, the enforcement of all laws and ordinances, the preparation and administration of the annual budget, public information, legislative tracking, the purchase of all supplies and materials and the preparation of Council agendas.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY MANAGER'S OFFICE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-4100-101 SALARIES	421,483
01-4100-103 PART-TIME EMPLOYEES	36,540
01-4100-110 OVERTIME	2,000
01-4100-130 HEALTH & WELFARE	30,000
01-4100-135 LIFE INSURANCE	2,116
01-4100-140 LONG TERM DISABILITY INSURANCE	6,000
01-4100-145 MEDICARE	6,468
01-4100-150 WORKERS' COMPENSATION	16,208
01-4100-155 PERS	66,274
01-4100-160 DEFERRED COMPENSATION	13,500
01-4100-165 UNEMPLOYMENT TAXES	4,340
TOTAL PERSONNEL	604,928
OPERATIONS & MAINTENANCE	
01-4100-201 PUBLICATIONS AND SUBSCRIPTIONS	1,973
01-4100-202 TRAVEL AND TRAINING	21,225
01-4100-203 MEMBERSHIP/DUES	1,886
01-4100-208 EDUCATIONAL REIMBURSEMENT	2,500
01-4100-209 AUTOMOBILE ALLOWANCE/MILEAGE	5,500
01-4100-210 OFFICE SUPPLIES	1,150
01-4100-211 PRINTING	20,620
01-4100-212 POSTAGE	3,000
01-4100-213 ADVERTISING	9,000
01-4100-215 SPECIAL SUPPLIES	3,200
01-4100-227 CONTRACTUAL SERVICES	13,000
01-4100-230 PROFESSIONAL SERVICES	16,210
01-4100-245 VEHICLE MAINTENANCE/SUPPLIES	1,500
01-4100-252 TELEPHONE UTILITIES	1,500
01-4100-326 INSURANCE REIMBURSEMENT	13,000
01-4100-327 EQUIPMENT REPLACEMENT	634
TOTAL OPERATIONS AND MAINTENANCE	115,898
CAPITAL OUTLAY	
01-4100-402 EQUIPMENT	1,000
01-4100-405 AUTOMOTIVE EQUIPMENT	1,000
TOTAL CAPITAL OUTLAY	2,000
PROGRAM TOTAL	722,826

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

UNALLOCATED RESERVE

Program Purpose

This program provides a reserve that is not appropriated to any program, but instead remains available to be used to meet unexpected emergencies or needs that may arise after the adoption of the budget. This program also provides funds for services previously provided by the County and provides funds for potential salary increases.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: UNALLOCATED RESERVE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
OPERATIONS AND MAINTENANCE	
01-4101-290 CONTINGENCY	1,500,000
01-4101-292 PAYMENT TO COUNTY	1,500,000
TOTAL OPERATIONS AND MAINTENANCE	3,000,000
PROGRAM TOTAL	3,000,000

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

SELF INSURANCE

Program Purpose

This program provides funds to cover the City's expenses which may occur as a result of claims against the City in the areas of liability. In addition, it is this fund which pays all premiums on vehicles, equipment and liability insurance.

CITY OF SANTA CLARITA
ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: SELF INSURANCE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
OPERATIONS AND MAINTENANCE	
26-4201-294 LIABILITY	1,188,024
TOTAL OPERATIONS AND MAINTENANCE	1,188,024
PROGRAM TOTAL	1,188,024

FUNDING SOURCE: SELF INSURANCE FUND

ADMINISTRATIVE SERVICES

CITY ATTORNEY

Program Purpose

The City Attorney is the chief legal advisor to the City Council, the department heads, commissioners and various other City officials.

Primary Activities

The City Attorney prepares or reviews all ordinances, resolutions, contracts and agreements submitted to the City. Additionally, the City legal staff advises and represents the City in all legal matters.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL

ACTIVITY	BUDGET
OPERATIONS & MAINTENANCE	
01-4300-211 PRINTING	700
01-4300-230 PROFESSIONAL SERVICES	370,000
TOTAL OPERATIONS AND MAINTENANCE	370,700
PROGRAM TOTAL	370,700

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICE
PERSONNEL ADMINISTRATION

Program Purpose

The purpose of Personnel Administration is to provide a program which will effectively select, place, train and motivate employees to support the various departments and divisions within the City. This program also ensures compliance with federal, state and local employment labor laws and provides programs for employee compensation benefits, training and wellness activities.

Primary Activities

The primary activities of the Personnel Administration program include recruitment, selection, retention of qualified employees, monitoring, administering and, when needed, revising the City's personnel rules and the personnel administrative policies. This program also administers the City's compensation and benefits plans, maintains and updates the classification plan, and plans and conducts all Citywide training and development sessions.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: PERSONNEL

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
01-4110-101	SALARIES	146,458
01-4110-110	OVERTIME	2,500
01-4110-130	HEALTH AND WELFARE	15,051
01-4110-135	LIFE INSURANCE	644
01-4110-140	LONG TERM DISABILITY	1,200
01-4110-145	MEDICARE	2,023
01-4110-150	WORKERS' COMPENSATION	4,040
01-4110-155	PERS	21,706
01-4110-160	DEFERRED COMPENSATION	1,500
01-4110-165	UNEMPLOYMENT TAXES	1,754
	TOTAL PERSONNEL	196,876
OPERATIONS AND MAINTENANCE		
01-4110-201	PUBLICATION AND SUBSCRIPTIONS	700
01-4110-202	TRAVEL AND TRAINING	25,700
01-4110-203	MEMBERSHIP/DUES	500
01-4110-207	RELOCATION	2,000
01-4110-208	EDUCATIONAL REIMBURSEMENT	4,700
01-4110-209	AUTOMOBILE ALLOWANCE/MILEAGE	350
01-4110-210	OFFICE SUPPLIES	850
01-4110-211	PRINTING	2,500
01-4110-212	POSTAGE	400
01-4110-213	ADVERTISING	50,000
01-4110-215	SPECIAL SUPPLIES	2,000
01-4110-230	PROFESSIONAL SERVICES	30,000
01-4110-232	PROMOTION AND PUBLICITY	13,600
01-4110-326	INSURANCE REIMBURSEMENT	6,500
01-4110-327	EQUIPMENT REPLACEMENT	376
	TOTAL OPERATIONS	140,176
	PROGRAM TOTAL	337,052

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

CITY CLERK

Program Purpose

The purpose of the City Clerk's Office is to assist and support the public and City departments by making available the records necessary for the City to advance its administrative, legal, and legislative functions. The City Clerk's Office is the link between the City Council and City staff in the preparation of official agendas, legal documents, legislative documents, and minutes. The City Clerk also conducts and administers municipal elections as the chief elections officer.

Primary Activities

The City Clerk is responsible for keeping minutes of the City Council meetings, compiling the agendas, and collecting back up information for each Council meeting. The Clerk's Office provides a depository for all official documents and records. The City Clerk records official documents, handles legal publications, coordinates bid openings, maintains City seal, processes claims against the City, administers oaths, maintains current files on all commissions and committees, maintains and updates the Municipal Code, maintains records management Citywide, administers municipal elections, maintains the City's archives and notarizes legal documents. The City Clerk also serves as the filing official/officer for the FPPC regulations.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: CITY CLERK

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-4400-101 SALARIES	140,525
01-4400-110 OVERTIME	1,000
01-4400-130 HEALTH & WELFARE	18,500
01-4400-135 LIFE INSURANCE	955
01-4400-140 LONG TERM DISABILITY	1,200
01-4400-145 MEDICARE	2,118
01-4400-150 WORKERS' COMPENSATION	5,849
01-4400-155 PERS	21,060
01-4400-160 DEFERRED COMPENSATION	1,500
01-4400-165 UNEMPLOYMENT TAXES	2,170
TOTAL PERSONNEL	194,877
OPERATIONS & MAINTENANCE	
01-4400-201 PUBLICATION AND SUBSCRIPTIONS	300
01-4400-202 TRAVEL AND TRAINING	2,500
01-4400-203 MEMBERSHIP/DUES	24,000
01-4400-208 EDUCATIONAL REIMBURSEMENT	1,000
01-4400-209 AUTOMOBILE ALLOWANCE/MILEAGE	1,000
01-4400-210 OFFICE SUPPLIES	5,500
01-4400-211 PRINTING	1,600
01-4400-213 ADVERTISING	13,000
01-4400-225 ELECTIONS	100,000
01-4400-227 CONTRACTUAL SERVICES	20,000
01-4400-230 PROFESSIONAL SERVICES	2,000
01-4400-326 INSURANCE REIMBURSEMENT	6,500
01-4400-327 EQUIPMENT REPLACEMENT	316
TOTAL OPERATIONS AND MAINTENANCE	177,716
CAPITAL OUTLAY	
PROGRAM TOTAL	372,593

FUNDING SOURCE: GENERAL FUND

ADMINISTRATIVE SERVICES

COMPUTER SERVICES

Program Purpose

Computer Services provides the City of Santa Clarita with the technology and resources necessary to gather, store, analyze, retrieve, and interpret the City's information. Also included in this section are all city wide graphics.

Primary Activities

The primary activities of Computer Services include design, analysis, and implementation of office automation within the City. Some of the specific duties include: Assisting various departments in determining what should be automated, who should access the information, where the information should be stored, how the information will be retrieved, and how to interpret the information. Protecting the integrity of the City's data by conducting daily backups, weekly off-site backups, and scheduled preventative maintenance is also part of the program. In addition, the graphics division of computer services will provide professional level graphics work for informational and promotional materials for the City.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: COMPUTER SERVICES

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-4120-101 SALARIES	215,191
01-4120-103 PART-TIME SALARIES	0
01-4120-110 OVERTIME	12,000
01-4120-130 HEALTH AND WELFARE	22,506
01-4120-135 LIFE INSURANCE	916
01-4120-140 LONG TERM DISABILITY	1,200
01-4120-145 MEDICARE	3,904
01-4120-150 WORKERS' COMPENSATION	7,259
01-4120-155 PERS	30,761
01-4120-160 DEFERRED COMPENSATION	1,500
01-4120-165 UNEMPLOYMENT TAXES	2,604
TOTAL PERSONNEL	297,841
OPERATIONS AND MAINTENANCE	
01-4120-201 PUBLICATION AND SUBSCRIPTIONS	325
01-4120-202 TRAVEL AND TRAINING	9,000
01-4120-203 MEMBERSHIP/DUES	450
01-4120-208 EDUCATIONAL REIMBURSEMENT	2,000
01-4120-209 AUTOMOBILE ALLOWANCE/MILEAGE	400
01-4120-210 OFFICE SUPPLIES	500
01-4120-212 POSTAGE	200
01-4120-215 SPECIAL SUPPLIES	8,500
01-4120-227 CONTRACTUAL SERVICES	68,728
01-4120-230 PROFESSIONAL SERVICES	77,000
01-4120-243 EQUIPMENT MAINTENANCE/SUPPLIES	49,946
01-4120-326 INSURANCE ALLOCATION	9,750
01-4120-327 EQUIPMENT REPLACEMENT	475
TOTAL OPERATIONS AND MAINTENANCE	227,274
CAPITAL IMPROVEMENTS	
01-4120-401 FURNITURE & FIXTURES	6,000
01-4120-402 EQUIPMENT	327,897
TOTAL CAPITAL OUTLAY	333,897
PROGRAM TOTAL	859,012

FUNDING SOURCE: GENERAL FUND

FINANCE

FINANCE ADMINISTRATION

Program Purpose

The purpose of the Finance Administration is to serve as a support center for all City departments and programs and ensure that all funds are managed effectively and in accordance with the City's investment policy and state and federal laws. This program provides for the collection of revenue, treasury and cash management services, recording of all expenditures, payroll, as well as general and special accounting, internal auditing and financial reporting.

Primary Activities

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

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE ADMINISTRATION

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-4600-101 SALARIES	403,094
01-4600-103 PART-TIME EMPLOYEES	19,656
01-4600-110 OVERTIME	3,000
01-4600-130 HEALTH & WELFARE	41,261.29
01-4600-135 LIFE INSURANCE	1,773.01
01-4600-140 LONG TERM DISABILITY INSURANCE	3,117.02
01-4600-145 MEDICARE	5,838.04
01-4600-150 WORKERS' COMPENSATION	12,464.09
01-4600-155 PERS	62,976.45
01-4600-160 DEFERRED COMPENSATION	7,500.05
01-4600-165 UNEMPLOYMENT TAXES	5,642.04
TOTAL PERSONNEL	566,320 140,970
OPERATIONS & MAINTENANCE	
01-4600-201 PUBLICATIONS AND SUBSCRIPTIONS	4,100
01-4600-202 TRAVEL AND TRAINING	9,500
01-4600-203 MEMBERSHIP/DUES	1,300
01-4600-207 RELOCATION	0
01-4600-208 EDUCATIONAL REIMBURSEMENT	3,000
01-4600-209 AUTOMOBILE ALLOWANCE/MILEAGE	5,000
01-4600-210 OFFICE SUPPLIES	1,900
01-4600-211 PRINTING	5,750
01-4600-230 PROFESSIONAL SERVICES	315,000
01-4600-326 INSURANCE REIMBURSEMENT	22,750
01-4600-327 EQUIPMENT REPLACEMENT	1,109
TOTAL OPERATIONS AND MAINTENANCE	369,409
CAPITAL OUTLAY	
01-4600-401 FURNITURE & FIXTURES	3,000
TOTAL CAPITAL OUTLAY	3,000
PROGRAM TOTAL	938,729

FUNDING SOURCE: GENERAL FUND