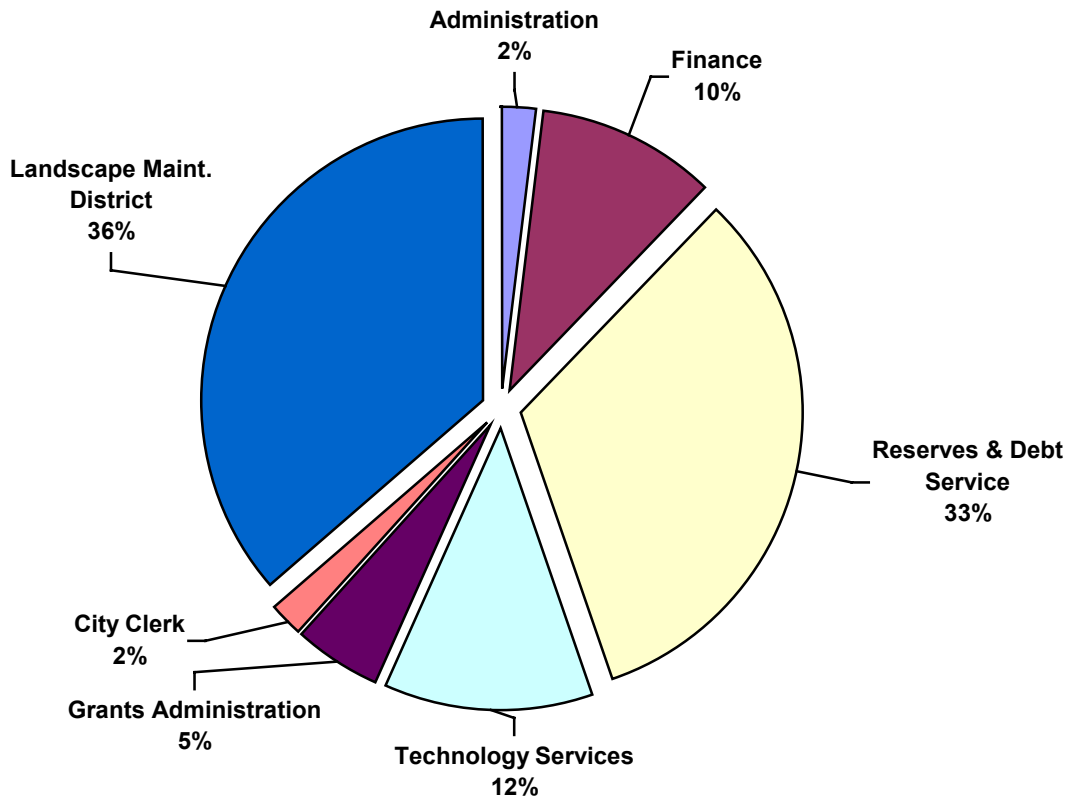


Administrative Services Budget Summary

Category	Budget
Personnel Services	3,383,775
Operations & Maintenance	16,101,835
Capital Outlay	130,000
Total Administrative Services	19,615,610

Program	Budget
Administration	377,585
Finance	2,030,025
Reserves & Debt Service	6,388,725
Technology Services	2,292,380
Grants Administration	1,001,790
City Clerk	406,485
Landscape Maintenance District	7,118,620
Total Administrative Services	19,615,610



Administration

Program Purpose

The Administration Division sets City fiscal policy and direction and provides administrative support to the department's five divisions: City Clerk's Office, Finance, Technology Services, Landscape Maintenance District and Grants Administration/CDGB. The Administration Division assists the City Manager's Office in preparing the annual budget, and is responsible for the City's annual mid-year 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 on all annexations for decision making purposes.
- Evaluate and provide recommendations on financing alternatives for community capital project needs.
- Monitor legislative activity that has a financial impact on the City and coordinate implementation of new legislation.

Funding Source: General Fund		
Account Number: 2100		
Personnel		
7011	Regular Employees	234,870
7015	Temporary Employees	18,110
7101	Health & Welfare	20,080
7110	Life Insurance	505
7115	Long-Term Disability Insurance	1,670
7120	Medicare	3,670
7130	Worker's Compensation	4,745
7140	PERS	21,945
7150	Deferred Compensation	7,000
7160	Unemployment Taxes	600
Total Personnel		313,195
Operations & Maintenance		
7301	Publications & Subscriptions	450
7302	Travel & Training	5,450
7303	Membership & Dues	680
7306	Auto Allowance & Mileage	5,930
7307	Office Supplies	1,000
7309	Postage	50
8001	Contractual Services	7,500
8110	Professional Services	500
8200	Legal Services	30,000
8801	Computer Replacement	4,185
8802	Insurance Allocation	8,645
Total Operations & Maintenance		64,390
Total 2002/03 Budget		377,585

Finance

Program Purpose

The Finance Division serves as a support center for all City departments and programs to ensure that all funds are managed effectively and in accordance with Generally Accepted Accounting Principals, 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 and financial reporting, purchasing, graphics, mail distribution, central stores, shipping and receiving, financial forecasting, and cash receipting.

Performance Goals

- Complete the major fieldwork for the annual financial audit by September 21.
- Process 90% of all purchase requisitions within three working days.
- Compile and distribute Monthly Treasurer’s Report by the 25th of each month.
- Award 20% of all business to local vendors as measured by the number of invoices paid.
- Submit the City’s Investment Policy to MTA’s certification program and receive certification.

**Funding Source: General Fund (\$1,932,025) & Equipment Replacement Fund (\$98,000)
Account Number: 2200**

Personnel		
7011	Regular Employees	925,350
7015	Temporary Employees	10,000
7017	Overtime	10,800
7101	Health & Welfare	125,930
7110	Life Insurance	1,990
7115	Long-Term Disability Insurance	6,575
7120	Medicare	13,420
7130	Worker's Compensation	20,740
7140	PERS	84,900
7150	Deferred Compensation	4,000
7160	Unemployment Taxes	3,960
Total Personnel		1,207,665
Operations & Maintenance		
7301	Publications & Subscriptions	2,275
7302	Travel & Training	6,375
7303	Membership & Dues	1,485
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	620
7307	Office Supplies	51,960
7308	Printing	23,650
7309	Postage	97,750
7310	Advertising	1,500
7312	Special Supplies	5,360
7313	Uniforms	800
7315	Rents/Leases	23,700
7325	Equipment Rental	9,295
7332	Equipment Maint/Supplies	100,990
8001	Contractual Services	301,085
8110	Professional Services	2,500
8117	Graphic Design Services	2,000
8615	Automotive Equipment	98,000
8801	Computer Replacement	25,095
8802	Insurance Allocation	60,505
8804	Equipment Replacement	5,915
Total Operations & Maintenance		822,360
Total 2002/03 Budget		2,030,025

Reserves & Debt Service

Program Purpose

This program provides a financial reserve which is not appropriated to any specific program. The reserve fund remains available to meet unanticipated emergencies or needs that may arise after the adoption of the budget.

Funding Source: General Fund		
Account Number: 1240		
Operations & Maintenance		
7401	Council Contingency	2,000,000
7402	TMC Reserve	100,000
7404	MTA Grant Match Reserve	357,300
7406	Porta Bella Reserve	0
7407	Risk Management Reserve	200,000
7408	Capital Project Reserve	1,250,000
9010	Principal	2,481,425
Total Operations & Maintenance		6,388,725
Total 2002/03 Budget		6,388,725

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, support services, Geographic Information Systems and communications (radio and telephone) to all departments within the City. 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 providing overall direction of the City's Information Systems; long-range planning for information infrastructure, including hardware, software, and staff resources needed to fulfill present and future informational requirements; software acquisition and implementation; software and hardware training and troubleshooting; research and implementation of technology needs and tools; and maintaining data integrity, backup of crucial data, and security of the City's information.

Performance Goals

- Develop and/or implement applications that enhance efficiencies and productivity.
- Maintain computer system availability 98.5% of the time.
- Provide reliable technology tools for City staff by resolving 90% of reported problems within the same day.
- Implement new technologies in order to provide a more efficient work environment.
- Maintain telecommunications system availability 99% of the time.

Funding Source: General Fund (\$1,697,380), Computer Replacement Fund (\$92,000) & Stormwater Utility (\$503,000)

Account Number: 2300

Personnel		
7011	Regular Employees	925,725
7015	Temporary Employees	52,260
7017	Overtime	13,000
7101	Health & Welfare	101,760
7110	Life Insurance	2,040
7115	Long-Term Disability Insurance	6,725
7120	Medicare	14,340
7130	Worker's Compensation	11,090
7140	PERS	87,785
7150	Deferred Compensation	4,000
7160	Unemployment Taxes	3,200
Total Personnel		1,221,925
Operations & Maintenance		
7301	Publications & Subscriptions	1,200
7302	Travel & Training	43,575
7303	Membership & Dues	1,000
7305	Education Reimbursement	3,000
7306	Auto Allowance & Mileage	900
7307	Office Supplies	2,700
7309	Postage	350
7312	Special Supplies	6,400
7315	Rents/Leases	2,980
7322	Taxes/Licenses/Fees	19,700
7332	Equipment Maint/Supplies	226,180
7360	Computer Software Purchase	71,490
7373	Telephone Utility	179,595
8001	Contractual Services	241,070
8110	Professional Services	108,200
8610	Equipment	32,000
8801	Computer Replacement	14,940
8802	Insurance Allocation	46,100
9010	Principal	69,075
Total Operations & Maintenance		1,070,455
Total 2002/03 Budget		2,292,380

Grants Administration

Program Purpose

This program seeks to coordinate City-wide grant activity. More specifically, this program proposes to add value to competitive grant seeking activities where one grant may have a multiplicity of applications crossing jurisdictional lines. This program administrates the City's annual Community Development Block Grant program (CDBG). CDBG programs provide public services and improvements to benefit individual persons that are of low and moderate incomes. In conjunction with its links with HUD, this program coordinates and facilitates the City's fair and affordable housing programs.

Primary Activities

To provide information on grants that meet the above described criteria to City departments and track and monitor submission cycles and dollar matching requirements. The program is responsible for coordinating with the Finance division and the other City departments to ensure that required reporting elements of grants are met. This program is responsible for public participation in the CDBG process and the evaluation of community requests for CDBG funding, the HOME rehabilitation program, and affordable housing issues.

Performance Goal

- Adjust affordable housing strategies to new 2000 census data.
- Make 10 first time home buyer rehabilitation loans.
- Award 100% of CDBG grant funding to community non profits.
- Respond to 100% of citizen requests within 36 hours.

Funding Source: Community Development Block Grant Fund		
Account Number: 2500 & 2700		
Personnel		
7011	Regular Employees	123,815
7101	Health & Welfare	14,310
7110	Life Insurance	270
77115	Long-Term Disability Insurance	880
7120	Medicare	1,795
7130	Worker's Compensation	2,825
7140	PERS	11,355
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	450
Total Personnel		157,700
Operations & Maintenance		
7301	Publications & Subscriptions	500
7302	Travel & Training	500
7306	Auto Allowance & Mileage	100
7307	Office Supplies	3,150
7308	Printing	2,000
7309	Postage	200
7310	Advertising	2,000
7312	Special Supplies	1,000
7373	Telephone Utility	215
8001	Contractual Services	444,035
8110	Professional Services	6,250
9010	Principal	384,140
Total Operations & Maintenance		844,090
Total 2002/03 Budget		1,001,790

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 is the link between the City Council and City staff in the preparation of official agendas, legal and legislative documents and minutes. The City Clerk also conducts municipal elections as the chief election officer.

Primary Activities

The City Clerk keeps minutes of Council meetings, compiles agendas, and collects information for each Council meeting. The Clerk's Office maintains official documents and records. The City Clerk handles legal publications, coordinates bid openings, processes 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 Commissions regulations.

Performance Goals

- Meet 100% of the state reporting requirements for *Economic Interest* and *Campaign Disclosure Statements*.
- Utilize optical imaging system in 80% of records to assist with records management program.

Funding Source: General Fund		
Account Number: 2800		
Personnel		
7011	Regular Employees	206,980
7017	Overtime	2,300
7101	Health & Welfare	25,440
7110	Life Insurance	445
7115	Long-Term Disability Insurance	1,470
7120	Medicare	3,000
7130	Worker's Compensation	2,750
7140	PERS	18,990
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	750
Total Personnel		264,125
Operations & Maintenance		
7301	Publications & Subscriptions	1,885
7302	Travel & Training	1,910
7303	Membership & Dues	41,280
7305	Education Reimbursement	250
7306	Auto Allowance & Mileage	600
7307	Office Supplies	960
7308	Printing	500
7309	Postage	1,500
7310	Advertising	67,000
7312	Special Supplies	2,935
7320	Promotion & Publicity	200
8110	Professional Services	5,000
8801	Computer Replacement	4,780
8802	Insurance Allocation	13,560
Total Operations & Maintenance		142,360
Total 2002/03 Budget		406,485

Landscape Maintenance District

Program Purpose

The landscape maintenance districts provide landscape maintenance services for 500 acres of landscaped medians, paseos, parkways and slopes within the districts. The districts also provide plan check, inspection and district formation services for new developments.

Primary Activities

Primary activities include regular maintenance of the designated LMD areas. The maintenance also includes repair to all of the amenities with the districts and paseo areas. The amenities include block walls, play equipment, paseo bridges and lights, concrete walkways, and other appurtenances.

Performance Goal

- Upgrade the irrigation systems and controllers to optimize water conservation.

Funding Source: Landscape Maintenance District		
Account Number: 2900		
Personnel		
7011	Regular Employees	174,010
7101	Health & Welfare	19,080
7110	Life Insurance	375
7115	Long-Term Disability Insurance	1,235
7120	Medicare	2,525
7130	Worker's Compensation	3,375
7140	PERS	15,965
7150	Deferred Compensation	2,000
7160	Unemployment Taxes	600
Total Personnel		219,165
Operations & Maintenance		
7301	Publications & Subscriptions	100
7302	Travel & Training	300
7306	Auto Allowance & Mileage	435
7307	Office Supplies	135
7308	Printing	135
7309	Postage	100
7371	Electric Utility	175,340
7373	Telephone Utility	32,900
7374	Water Utility	901,385
8001	Contractual Services	1,137,000
8006	Landscape Services	2,512,300
8012	Maintenance & Repairs	793,310
8013	Weed & Pest Control	75,960
8029	Inspections	482,650
8110	Professional Services	38,460
8801	Computer Replacement	3,585
8802	Insurance Allocation	8,645
9510	Contributions to General Fund	726,840
9511	Direct Cost Allocation	9,875
Total Operations & Maintenance		6,899,455
Total 2002/03 Budget		7,118,620