**DEPARTMENT:** Administrative Services/General Government

	DEPA	ARTMENT SUMM	IARY		
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 <u>Adopted</u>
Regular Employees Nonregular Hours	41.3 359	38.7	37.0	37.0	37.3
Salaries & Benefits Maintenance & Support Capital Outlay Subtotal Less Allocations Total Operating Budget	\$3,453,758 13,765,351 91,100 17,310,209 (2,961,156) \$14,349,053	\$3,219,702 13,015,997 159,966 16,395,665 (2,764,432) \$13,631,233	\$3,631,447 12,530,160 284,944 16,446,551 (2,562,318) \$13,884,233	\$3,487,689 12,516,815 284,944 16,289,448 (2,562,318) \$13,727,130	\$3,622,814 12,849,529 151,000 16,623,343 (2,085,962 \$14,537,381
	DEPART	MENT FUND AN	IALYSIS		
Fund No. and Title  10 - General 58 - Debt Service Reserve 74 - Capital Projects 44 - Water 46 - Refuse Collection 47 - Sewer 66 - Group Insurance 68 - Information Technology 89 - Sucessor Agency  Subtotal  Less Allocations:					2012-13 <u>Adopted</u> \$2,583,508 228,150 51,426 1,655,873 9,652,361 8,643 27,887 2,272,879 142,616
74 - Capital Projects 66 - Group Insurance 68 - Information Technology Total					(51,426 (27,883 (2,006,649 \$14,537,383

**DEPARTMENT:** Administrative Services

Position Classification	2009-10 <u>Authorized</u>	2010-11 <u>Authorized</u>	2011-12 <u>Authorized</u>	2012-13 Authorized
	Regular	Employees - Full	-Time Equivalent	<u>Positions</u>
Director of Administrative Services	1.0	1.0	1.0	1.0
nformation Technology Manager	1.0	1.0	1.0	1.0
City Treas./Rev. & Util. Svcs. Mgr.	1.0	1.0	1.0	1.0
iscal Services Manager	1.0	1.0	1.0	1.0
nfo. Syst. Proj./Programmer Mgr.	1.0	1.0	1.0	1.0
Purchasing Manager	1.0	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0	1.0
Budget Analyst	1.0	1.0		
Jtility Services Supervisor	1.0	1.0	1.0	1.0
letwork Specialist	1.0	1.0	1.0	1.0
Seographic Info. Syst. Specialist	1.0	1.0	1.0	1.0
Accountant II	3.0	3.0	3.0	3.0
Vebmaster	0.5	0.5	0.7	1.0
Buyer	1.0	1.0		
.ead Cust. Svc. Rep Util. Svcs.	1.0	1.0	1.0	1.0
Revenue Specialist	1.0	1.0	1.0	1.0
Vater Utility Services Lead Worker	1.0	1.0	1.0	1.0
Payroll Technician	1.0	1.0	1.0	1.0
Administrative Assistant I	1.0	1.0		
nformation Systems Assistant	1.0	1.0	1.0	1.0
Jtility Systems Specialist	1.0	1.0	1.0	1.0
Reprographic Technician	1.5	0.5		
Account Clerk III	1.0	1.0	1.0	1.0
Sr Customer Svc Rep	2.0	2.0		
Vater Services Worker	4.0	4.0	4.0	4.0
Account Clerk II	4.0	3.5	4.0	5.5
Clerical Assistant III	1.0	0.4	1.0	0.0
Customer Service Rep.	5.3	4.8	7.3	6.8
otal Regular Employees	41.3	38.7	37.0	37.3

DEPARTMENT: Administrative Services PROGRAM: 2161 Administration

### PROGRAM DESCRIPTION/GOALS

The Administration Program is responsible for management of the department's divisions and coordination with other City departments. It establishes policies and procedures for the overall direction of the department and provides administrative and secretarial support for the various programs.

### **Goals**

Provide sound policy direction, leadership, and overall management of the department.

Provide timely information to the City Manager and City Council on financial issues and economic trends that may affect the City.

	PRO	OGRAM SUMMA	RY		
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 Adopted
Regular Employees Nonregular Hours	2.0	2.0	2.0	2.0	1.0
Salaries & Benefits Maintenance & Support Capital Outlay Subtotal Less Allocations	\$285,571 29,018 	\$270,162 34,550 304,712 (32,171)	\$274,946 35,830 310,776 (33,367)	\$240,480 35,830 	\$227,604 34,175 261,779 (22,577)
Total Operating Budget	\$278,688	\$272,541	\$277,409	\$242,943	\$239,202
	PRO	GRAM REVENU	ES		
Revenue Source	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 <u>Adopted</u>
General Fund Contrib. Water Fund Contrib. Refuse Fund Contrib. IT Support Fees Costs Allocated to	\$198,599 51,958 25,530	\$192,596 56,063 22,336	\$185,725 56,747 11,189 22,709	\$151,259 56,747 11,189 22,709	\$216,354 11,659 11,189 22,577
Various Departments Contrib. (to) from IT Fund Redev. Fund Contrib.	(25,530) (4,879) 33,010	(32,171) 33,717	(33,367) 34,406	(33,367) 34,406	(22,577)
Total	\$278,688	\$272,541	\$277,409	\$242,943	\$239,202

**DEPARTMENT:** Administrative Services **PROGRAM:** 2163 Fiscal Services

#### PROGRAM DESCRIPTION/GOALS

The Fiscal Services Program includes both the Budget and Accounting functions. Fiscal Services provides a wide range of accounting and financial services, including payroll, accounts payable/receivable, general accounting services, and coordinating the preparation of the City's two-year budget. Fiscal Services also provides financial information and reports to management, City staff, and other governmental entities. Fiscal Services is responsible for the preparation of the City's Comprehensive Annual Financial Report, the Budget which represents the City's detailed financial management plan, the Annual Report of the Redevelopment Agency, and a number of other reports to federal, state, and county governments.

#### Goals

Provide a high level of timely and accurate financial services, accounting information, and reports to City Council/City Manager/departments and other governmental agencies within established guidelines, regulations, and federal, state, and local laws.

Provide comprehensive accounting and financial services to the City and the Fullerton Redevelopment Agency.

**PROGRAM SUMMARY** 

	2009-10 Actual	2010-11 Actual	2011-12 Adopted	2011-12 Estimated	2012-13 <u>Adopted</u>
	<u> </u>	<u> </u>	<u>/ taoptou</u>	Louridiod	raoptea
Regular Employees Nonregular Hours	12.0	10.9	10.9	11.0	11.0
Salaries & Benefits	\$1,041,362	\$945,965	\$986,151	\$894,436	\$952,461
Maintenance & Support Capital Outlay	1,977,413	484,113	556,817	556,817	510,339
Subtotal	3,018,775	1,430,078	1,542,968	1,451,253	1,462,800
Less Allocations	(112,446)	(38,130)	(43,440)	(43,440)	(27,887)
Total Operating Budget	\$2,906,329	\$1,391,948	\$1,499,528	\$1,407,813	\$1,434,913
	PRO	GRAM REVENU	ES		
	2009-10	2010-11	2011-12	2011-12	2012-13
Revenue Source	Actual	<u>Actual</u>	Adopted	Estimated	Adopted
Police Alarm Permits	\$69,773	\$69,179	\$72,136	\$72,136	\$71,070
General Fund Contrib.	883,879	794,038	967,696	997,225	897,923
Debt Service Fund Contrib.	1,378,480	184,794	184,600	184,600	228,150
Capital Projects Support Costs	66,400	,	,	,	,
Costs Alloc. to Cap. Proj. Fund	(66,400)				
Group Ins. Fund Costs	11,550	11,350	13,288	11,550	27,887
Costs Alloc. to Group Ins. Fund	(11,550)	(11,350)	11,550	(11,550)	(27,887)
Info. Technology Fund Contrib.	21,542	87,865		` ' '	( , )
Water Fund Contrib.	68,190	62,343	57,237	45,354	91,484
Sewer Fund Contrib.	•		,	•	3,670
RDA/Successor Agency Contrib	484,465	193,729	193,021	108,498	142,616
Total	\$2,906,329	\$1,391,948	\$1,499,528	\$1,407,813	\$1,434,913

DEPARTMENT: Administrative Services PROGRAM: 2164 Purchasing

### PROGRAM DESCRIPTION/GOALS

The Purchasing Program provides a wide range of services that support the operating needs of City departments, including contracting for supplies, equipment, and services at competitive costs.

#### Goals

Provide efficient and effective procurement of quality supplies, equipment, and services for the City's operating departments at competitive prices.

Enrich customer service and increase efficiency by integrating current technology with updated procedures.

Join with other public agencies in cooperative procurement programs to reduce costs wherever possible.

PROGRAM SUMMARY						
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 Adopted	
Regular Employees Nonregular Hours	4.5	3.5	3.5	2.0	2.0	
Salaries & Benefits Maintenance & Support Capital Outlay	\$287,717 296,342	\$209,323 160,565	\$160,415 42,697	\$173,760 29,352	\$160,068 34,875	
Subtotal Less Allocations	584,059 (297,932)	369,888 (154,950)	203,112 (1,120)	203,112 (1,120)	194,943	
Total Operating Budget	\$286,127	\$214,938	\$201,992	\$201,992	\$194,943	
	PRO	GRAM REVENU	ES			
Revenue Source	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	. 2011-12 Adopted	2011-12 Estimated	2012-13 Adopted	
General Fund Contrib. Water Fund Contrib. Sewer Fund Contrib.	\$286,127	\$214,938	\$201,992	\$201,992	\$177,237 \$12,733 \$4,973	
Central Svcs. Fund Costs Costs Allocated to	296,803	153,830			Ψ4,973	
Various Departments	(296,803)	(153,830)				
Total	\$286,127	\$214,938	\$201,992	\$201,992	\$194,943	

**DEPARTMENT:** Administrative Services **PROGRAM:** 2165 Revenue & Utility Services

#### PROGRAM DESCRIPTION/GOALS

The primary Revenue responsibilities are investment of the City and Redevelopment Agency monies; establishment and maintenance of banking/broker relationships and accounts; administration of the business registration program; and the collection of the transient occupancy taxes, oil extraction taxes, and airport fixed-based (FBO) leases, including other revenue-producing contracts. The state-mandated (SB 90) cost reimbursement program is also part of the division.

The primary Utility Services responsibilities are administration of the citywide water accounts including customer service, meter reading, billing and collection; management of the franchise agreements for refuse, gas, and electricity; centralized cashiering; providing telephone answering services for City Hall and functioning as the main reception desk. The division also assists with processing the paramedic subscription and donation programs.

#### Goals

Invest City and Redevelopment Agency funds, maximizing safety, liquidity, and yield. Evaluate cash flow on a daily basis to ensure sufficient liquidity to meet current and future operating needs. Direct and review procedures to ensure the City's cash is handled properly and deposited timely. Maximize interest earnings by utilizing a prudent investment strategy that complies with state law and the adopted Investment Policy. Receipt the City and Redevelopment Agency's revenues in a timely and accurate manner. Continue outreach strategies to ensure business registration compliance. Provide timely and accurate meter reading and water billing of the City's water customers. Administer the City's franchise agreements to maximize revenue and ensure compliance with the City's ordinances. Oversee the City's statemandated (SB 90) cost reimbursement program to secure full compensation. Promote positive customer service relations.

PROGRAM SUMMARY							
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 <u>Adopted</u>		
Regular Employees Nonregular Hours	17.3	16.8	16.8	17.3	17.3		
Salaries & Benefits Maintenance & Support Capital Outlay	\$1,204,288 540,703	\$1,149,590 695,948 4,516	\$1,170,217 654,542 5,000	\$1,170,217 654,542 5,000	\$1,147,211 664,240 5,000		
Subtotal Less Allocations	1,744,991	1,850,054	1,829,759	1,829,759	1,816,451		
Total Operating Budget	\$1,744,991	\$1,850,054	\$1,829,759	\$1,829,759	\$1,816,451		
	PRO	OGRAM REVENU	ES				
Revenue Source	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 <u>Adopted</u>		
Business License Review General Fund Contrib. Water Fund Contrib.	\$7,618 327,079 1,410,294	\$4,575 287,890 1,557,590	\$5,000 294,748 1,530,011	\$5,000 294,748 1,530,011	\$5,000 271,454 1,539,997		
Total	\$1,744,991	\$1,850,055	\$1,829,759	\$1,829,759	\$1,816,451		

#### PROGRAM DESCRIPTION/GOALS

The Information Technology Program is responsible for the administration and operation of the City's management information systems and resources. This program oversees the day-to-day operations of the City's computer center, maintenance and support of software applications, training and support of personal computers, central computer and network server maintenance, and planning for future system/software resource requirements in the City.

The program provides support for all major software on the City's HP 3000 computers and support of certain specialized personal computer (PC) applications and the Library system. Major applications on the City's computers include police records and dispatching; financial and payroll systems; City paramedic, water, and refuse billing; purchasing; Engineering and Planning permits; business registration; document imaging; computer aided design (CAD); and the Geographic Information System (GIS). The computer center and Help Desk are currently staffed from 7:00 a.m. to 5:30 p.m. The City contracts for all significant functions in the program, including on-site personnel, hardware maintenance, and software development/maintenance.

PROGRAM SUMMARY							
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 <u>Adopted</u>		
Regular Employees Nonregular Hours	5.5	5.5	5.5	5.7	6.0		
Salaries & Benefits	\$634,821	\$629,632	\$658,796	\$658,796	\$704,298		
Maintenance & Support	1,400,788	1,429,299	1,534,994	1,534,994	1,451,430		
Capital Outlay	91,100	155,450	279,944	279,944	146,000		
Subtotal	2,126,709	2,214,381	2,473,734	2,473,734	2,301,728		
Less Allocations	(2,514,877)	(2,539,181)	(2,484,391)	(2,484,391)	(2,035,498)		
Total Operating Budget	(\$388,168)	(\$324,800)	(\$10,657)	(\$10,657)	\$266,230		
	PRO	GRAM REVENU	ES				
	2009-10	2010-11	2011-12	2011-12	2012-13		
Revenue Source	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>		
IT Support Fees Costs Allocated to	\$2,126,709	\$2,214,381	\$2,473,734	\$2,473,734	\$2,301,728		
Various Departments	(2,514,877)	(2,539,181)	(2,484,391)	(2,484,391)	(2,035,498)		
Capital Projects Support Costs Costs Allocated to Capital	52,487	53,151	51,539	51,539	51,426		
Projects Fund	(52,487)	(53,151)	(51,539)	(51,539)	(51,426)		
Total	(\$388,168)	(\$324,800)	(\$10,657)	(\$10,657)	\$266,230		

DEPARTMENT: Administrative Services PROGRAM: 2167 Legal Services

### PROGRAM DESCRIPTION/GOALS

The City contracts for City Attorney services, and this program provides for the administration of the contract and serves as the cost center for City Attorney services. In addition to the City Attorney, the departments (principally the Redevelopment Agency, Human Resources, and Community Development) also contract for legal and litigation services. In prior years, the Administrative Services Department had responsibility for the payment of the City's general legal costs. Beginning in FY 2011-12, legal costs are paid directly by individual departments to better reflect program costs.

#### Goals and Objectives:

Provide City Attorney services, by contract, to the City Council, City Manager, City operating departments, and the Redevelopment Agency in a timely manner.

Conduct annual training seminar for new council members, commissioners, and board members on parliamentary procedure, the requirements of the Brown Act, and conflict of interest statements.

Administer the City Attorney contract to ensure cost-effective legal services.

Revise and amend the Municipal Code as required for changes in department operation and the needs of the community, as reflected by the actions of the City Council.

Provide periodic training to the City Council and commissioners as required by AB 1234.

	PR	OGRAM SUMMA	RY		
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 <u>Adopted</u>
Regular Employees Nonregular Hours					
Salaries & Benefits					
Maintenance & Support Capital Outlay	\$477,995	\$609,136			
Subtotal	477,995	609,136	······································		
Less Allocations					
Total Operating Budget	\$477,995	\$609,136	\$0	\$0	\$0
	PRO	GRAM REVENU	ES		
	2009-10	2010-11	2011-12	2011-12	2012-13
Revenue Source	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
General Fund Contrib.	\$471,095	\$602,236			
Redev. Fund Contrib.	6,900	6,900			
Total	\$477,995	\$609,136	\$0	\$0	\$0

DEPARTMENT: Administrative Services PROGRAM: 2168 Refuse Collection

#### PROGRAM DESCRIPTION/GOALS

The City has an exclusive franchise with MG Disposal for the automated collection of residential and commercial trash. Since July of 1994, all trash has been delivered to Taormina Industries for processing at their Material Recovery Facility to comply with the 50 percent diversion goals mandated by the state of California in AB 939. Residential pickup is weekly, with special pickups available for bulky items.

Effective March 1, 2009, the City entered into a new ten-year contract with MG Disposal and terminated its contract with Taormina Industries. MG Disposal will continue to provide refuse collection and disposal services to the City until June 30, 2019. As part of the terms of the new contract, City residents receive free containers for green waste, recyclables, and trash, and at no cost to the City, for the life of the contract. In addition, the City receives a franchise fee from the hauler.

#### Goals

Provide quality, scheduled refuse services to Fullerton residences and businesses.

Contribute to a clean and healthy environment through regular collection of refuse from properties in the City. Maintain the AB 939 mandate of diverting 50 percent of refuse from the county landfill.

PROGRAM SUMMARY						
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 Adopted	
Regular Employees Nonregular Hours						
Salaries & Benefits Maintenance & Support Capital Outlay	8,875,556	\$15,029 9,412,280	\$30,922 9,424,810	\$30,922 9,424,810	\$31,172 9,610,000	
Subtotal Less Allocations	8,875,556	9,427,309	9,455,732	9,455,732	9,641,172	
Total Operating Budget	\$8,875,556	\$9,427,309	\$9,455,732	\$9,455,732	\$9,641,172	
	PRO	GRAM REVENU	ES			
Revenue Source	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 <u>Adopted</u>	
Refuse Collection & Disposal Misc. Cost Reimb.	\$8,940,130	\$9,421,195	\$9,455,732	\$9,455,732	\$9,641,172	
Admin. Cost Reimb. Contrib. (to) from Refuse Fund	17,000 (81,574)	6,114				
Total	\$8,875,556	\$9,427,309	\$9,455,732	\$9,455,732	\$9,641,172	

**DEPARTMENT:** Administrative Services **PROGRAM:** 2182 General Government

#### PROGRAM DESCRIPTION/GOALS

The General Government program accounts for costs that are general in nature and do not pertain to any one department. Prior to 2011-12, the program reflected only the debt service payments for the 1996 Public Financing Authority Bonds. Beginning in 2011-12 several charges have been moved to this program that were previously accounted for in other areas of the budget. The amount in salaries and benefits reflects the amount estimated for accrued leave payouts to retiring employees. The Maintenance and Support budget includes city wide postage costs previously budgeted in the Central Services division, which was eliminated in 2010-11. In 2012-13, the PAF Bonds have been retired, but the animal control service contract has been transferred from the Community Development Department.

PROGRAM SUMMARY							
	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 Adopted	2011-12 Estimated	2012-13 Adopted		
Regular Employees Nonregular Hours							
Salaries & Benefits Maintenance & Support	167,535	190,105	\$350,000 280,470	\$350,000 280,470	\$400,000 544,470		
Capital Outlay Subtotal Less Allocations	167,535	190,105	630,470	630,470	944,470		
Total Operating Budget	\$167,535	\$190,105	\$630,470	\$630,470	\$944,470		
	PRO	GRAM REVENU	ES				
Revenue Source	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Adopted</u>	2011-12 Estimated	2012-13 Adopted		
General Fund Contrib. Sanitation Fund Contrib.	167,535	172,504 17,601	630,470	630,470	944,470		
Total	\$167,535	\$190,105	\$630,470	\$630,470	\$944,470		