

**GENERAL FUND  
DEPARTMENT RESOURCE SUMMARY**

| <b>CITY MANAGER'S OFFICE</b>                        |                            |                            |                               |                              |
|---|----------------------------|----------------------------|-------------------------------|------------------------------|
| <b>ACTIVITIES</b>                                   | <b>ACTUAL<br/>FY 04-05</b> | <b>ACTUAL<br/>FY 05-06</b> | <b>PROJECTED<br/>FY 06-07</b> | <b>APPROVED<br/>FY 07-08</b> |
| 11-009 City Manager's Office                        | 573,355                    | 588,261                    | 764,070                       | 952,385                      |
| 11-010 Council Services                             | 546,583                    | 632,322                    | 731,455                       | 779,020                      |
| 11-011 Legislative Affairs                          | 406,882                    | 370,755                    | 393,520                       | 398,385                      |
| <b>TOTAL</b>  | <u><u>1,526,820</u></u>    | <u><u>1,591,338</u></u>    | <u><u>1,889,045</u></u>       | <u><u>2,129,790</u></u>      |
| <b>OPERATING EXPENSE</b>                            | <b>ACTUAL<br/>FY 04-05</b> | <b>ACTUAL<br/>FY 05-06</b> | <b>PROJECTED<br/>FY 06-07</b> | <b>APPROVED<br/>FY 07-08</b> |
| 6100 Personnel                                      | 1,036,060                  | 1,082,645                  | 1,320,855                     | 1,488,705                    |
| 6200 Contractual                                    | 258,835                    | 280,866                    | 274,130                       | 343,130                      |
| 6300 Commodities                                    | 82,837                     | 79,994                     | 127,685                       | 133,685                      |
| 6500 Fixed Charges                                  | 145,468                    | 145,845                    | 156,375                       | 164,270                      |
| 6600 Capital  | 3,621                      | 1,988                      | 10,000                        | 0                            |
| <b>TOTAL</b>  | <u><u>1,526,820</u></u>    | <u><u>1,591,338</u></u>    | <u><u>1,889,045</u></u>       | <u><u>2,129,790</u></u>      |
| <b>Class Code AUTHORIZED PERSONNEL</b>              | <b>ADOPTED FY 06-07</b>    |                            | <b>APPROVED FY 07-08</b>      |                              |
|   | <b>Full Time</b>           | <b>Part Time</b>           | <b>Full Time</b>              | <b>Part Time</b>             |
| Mayor   |                            | 1.00                       |                               | 1.00                         |
| Councilmembers                                      |                            | 6.00                       |                               | 6.00                         |
| 1790 City Manager *                                 | 0.75                       |                            | 1.00                          |                              |
| 0090 Assistant City Manager*                        | 1.00                       |                            | 1.00                          |                              |
| 0400 Executive Director of External Affairs         | 1.00                       |                            | 1.00                          |                              |
| 7720 Assistant to the City Manager                  | 2.00                       |                            | 2.00                          |                              |
| 1070 Secretary to the City Manager *                | 0.75                       |                            | 1.00                          |                              |
| 0900 Executive Assistant *                          | 3.42                       | 1.00                       | 4.00                          | 1.00                         |
| <b>TOTAL</b>  | <u><u>8.92</u></u>         | <u><u>8.00</u></u>         | <u><u>10.00</u></u>           | <u><u>8.00</u></u>           |
| * Partial funding thru Community Development Agency |                            |                            |                               |                              |

**GENERAL FUND**

|   |             |           |
|---|-------------|-----------|
| <b>CITY MANAGER'S OFFICE</b>  | <b>FUND</b> | <b>11</b> |
| City Manager's Office   | Activity    | 09        |
| <b>Statement of Purpose</b>   |             |           |
| <p><i>To provide for the effective implementation of the City Council's policy and priorities, advise the Council on reliable methods of responding to community needs, ensure responsible organizational and fiscal management, and promote the philosophy of continuous improvement.</i></p>  |             |           |
| <p style="text-align: center;"><b><u>SERVICE PROGRAM</u></b></p> <ul style="list-style-type: none"><li>* Effective development and implementation of the City goals while ensuring responsible organizational fiscal management.</li><li>* Enhancing the development and implementation of a system for continuous organizational improvement.</li><li>* Provide research and advice to Council and effectively implement City Council's policies and priorities.</li></ul> |             |           |

**GENERAL FUND**

| <b>CITY MANAGER'S OFFICE</b> |  | <b>FUND</b>             |                        |                           |                          |
|------------------------------|--|-------------------------|------------------------|---------------------------|--------------------------|
| <b>City Manager's Office</b> |  | <b>Activity</b>         |                        |                           |                          |
|                              |  | <b>11</b>               |                        |                           |                          |
|                              |  | <b>09</b>               |                        |                           |                          |
| <b>Object Code</b>           | <b>LINE ITEM RESOURCES</b>                                 | <b>ACTUAL FY 04-05</b>  | <b>ACTUAL FY 05-06</b> | <b>PROJECTED FY 06-07</b> | <b>APPROVED FY 07-08</b> |
| 6111                         | Salaries & Wages Regular                                   | 399,152                 | 403,644                | 500,440                   | 663,450                  |
| 6141                         | Salaries -Overtime   | 1,032                   | 622                    | 1,000                     | 1,000                    |
| 6151                         | Retirement Plan  | 3,847                   | 23,810                 | 41,105                    | 54,495                   |
| 6161                         | Medicare Insurance   | 1,214                   | 1,269                  | 4,165                     | 5,195                    |
| 6171                         | Employees Insurance  | 30,818                  | 23,620                 | 38,715                    | 40,525                   |
| 6172                         | Retiree Medical Insurance                                  | 1,789                   | 2,674                  | 4,745                     | 6,635                    |
| 6181                         | Compensation Insurance                                     | 8,499                   | 7,316                  | 11,710                    | 15,750                   |
| 6191                         | Other Personnel Services                                   | 2,077                   | 0                      | 0                         | 0                        |
|                              | <b>SUBTOTAL PERSONNEL</b>                                  | <u>448,428</u>          | <u>462,954</u>         | <u>601,880</u>            | <u>787,050</u>           |
| 6211                         | Communications   | 22,707                  | 21,066                 | 21,600                    | 21,600                   |
| 6221                         | Training & Transportation                                  | 9,737                   | 8,124                  | 24,000                    | 24,000                   |
| 6251                         | Other Agency Services                                      | 4,124                   | 4,010                  | 7,220                     | 7,220                    |
| 6291                         | Other Contractual Services                                 | 793                     | 552                    | 2,960                     | 2,960                    |
|                              | <b>SUBTOTAL CONTRACTUAL</b>                                | <u>37,361</u>           | <u>33,752</u>          | <u>55,780</u>             | <u>55,780</u>            |
| 6313                         | Office Operations  | 2,050                   | 1,930                  | 1,940                     | 1,940                    |
| 6382                         | Gas & Diesel   | 144                     | 0                      | 400                       | 400                      |
| 6391                         | Operating Materials & Supplies                             | 26,118                  | 30,232                 | 41,635                    | 41,635                   |
|                              | <b>SUBTOTAL COMMODITIES</b>                                | <u>28,311</u>           | <u>32,161</u>          | <u>43,975</u>             | <u>43,975</u>            |
| 6511                         | Equipment Rental, City                                     | 11,988                  | 11,980                 | 14,185                    | 14,895                   |
| 6521                         | Insurance (Risk Management)                                | 1,820                   | 1,930                  | 2,045                     | 2,170                    |
| 6571                         | Building Rental  | 43,495                  | 43,495                 | 46,205                    | 48,515                   |
|                              | <b>SUBTOTAL FIXED CHARGES</b>                              | <u>57,303</u>           | <u>57,405</u>          | <u>62,435</u>             | <u>65,580</u>            |
| 6641                         | Machinery & Equipment                                      | 1,777                   | 0                      | 0                         | 0                        |
| 6661                         | Computer Software  | 175                     | 1,988                  | 0                         | 0                        |
|                              | <b>SUBTOTAL CAPITAL</b>                                    | <u>1,952</u>            | <u>1,988</u>           | <u>0</u>                  | <u>0</u>                 |
|                              | <b>TOTAL OPERATING</b>                                     | <u><u>573,355</u></u>   | <u><u>588,260</u></u>  | <u><u>764,070</u></u>     | <u><u>952,385</u></u>    |
| <b>Class Code</b>            | <b>AUTHORIZED PERSONNEL</b>                                | <b>ADOPTED FY 06-07</b> |                        | <b>APPROVED FY 07-08</b>  |                          |
|                              |  | <b>Full Time</b>        | <b>Part Time</b>       | <b>Full Time</b>          | <b>Part Time</b>         |
| 1790                         | City Manager *   | 0.75                    |                        | 1.00                      |                          |
| 0090                         | Assistant City Manager                                     | 1.00                    |                        | 1.00                      |                          |
| 7720                         | Assistant to the City Manager                              | 0.75                    |                        | 0.75                      |                          |
| 1070                         | Secretary to the City Manager *                            | 0.50                    |                        | 0.75                      |                          |
| 0900                         | Executive Assistant *                                      | 0.42                    |                        | 1.00                      |                          |
|                              | <b>TOTAL</b>   | <u>3.42</u>             |                        | <u>4.50</u>               |                          |
|                              | <i>* Partial funding thru Community Development Agency</i> |                         |                        |                           |                          |

**GENERAL FUND**

|                              |                 |            |
|------------------------------|-----------------|------------|
| <b>CITY MANAGER'S OFFICE</b> | <b>FUND</b>     | <b>11</b>  |
| <b>Council Services</b>      | <b>Activity</b> | <b>010</b> |

**Statement of Purpose**

*To provide administrative assistance and other support services to the Mayor and Councilmembers.*

This program provides such services as processing Council requests and resident inquiries; providing materials and staff support in various community meetings; coordinating special presentations by the City Council; providing clerical support to Councilmembers including mail/messenger and scheduling duties; handle special projects and assistance as directed by the City Manager, Mayor, and City Council; responsible for all intergovernmental relations and legislation for the City.

**SERVICE PROGRAM**

- \* Process requests made by Councilmembers and residents to appropriate City departments and ensure that a solution is reached.
- \* Monitor Federal and State legislation that may impact cities in general and Santa Ana in particular.
- \* Provide advocacy of legislative programs which address issues on the federal, state and county levels in conjunction with the Legislative Operations Committee and the League of California Cities.
- \* Provide recommendations addressing legislative concerns at the scheduled meetings of the Legislative Operations Committee for Council Actions.

**GENERAL FUND**

| <b>CITY MANAGER'S OFFICE</b> |                                |                            |                            |                               | <b>FUND</b>                  | <b>11</b>  |
|------------------------------|--------------------------------|----------------------------|----------------------------|-------------------------------|------------------------------|------------|
| <b>Council Services</b>      |                                |                            |                            |                               | <b>Activity</b>              | <b>010</b> |
| <b>Object Code</b>           | <b>LINE ITEM RESOURCES</b>     | <b>ACTUAL<br/>FY 04-05</b> | <b>ACTUAL<br/>FY 05-06</b> | <b>PROJECTED<br/>FY 06-07</b> | <b>APPROVED<br/>FY 07-08</b> |            |
| 6111                         | Salaries & Wages-Regular       | 399,932                    | 465,669                    | 495,015                       | 528,035                      |            |
| 6131                         | Salaries & Wages-Temporary     | 39,244                     | 4,281                      | 38,970                        | 47,850                       |            |
| 6141                         | Salaries -Overtime             | 134                        | 61                         | 1,200                         | 1,200                        |            |
| 6151                         | Retirement Plan                | 4,213                      | 36,801                     | 41,475                        | 44,520                       |            |
| 6161                         | Medicare Insurance             | 3,681                      | 3,733                      | 4,175                         | 4,590                        |            |
| 6171                         | Employees Insurance            | 36,756                     | 40,792                     | 45,485                        | 44,925                       |            |
| 6172                         | Retiree Medical Insurance      | 1,778                      | 4,350                      | 4,460                         | 5,280                        |            |
| 6181                         | Compensation Insurance         | 8,152                      | 9,177                      | 9,685                         | 10,970                       |            |
|                              | <b>SUBTOTAL PERSONNEL</b>      | <u>493,888</u>             | <u>564,863</u>             | <u>640,465</u>                | <u>687,370</u>               |            |
| 6211                         | Communications                 | 25,282                     | 35,154                     | 30,700                        | 30,700                       |            |
| 6221                         | Training & Transportation      | 12,597                     | 10,906                     | 17,500                        | 17,500                       |            |
| 6251                         | Other Agency Services          | 0                          | 0                          | 1,800                         | 1,800                        |            |
| 6281                         | M&R Machinery & Equipment      | 0                          | 0                          | 1,250                         | 1,250                        |            |
| 6291                         | Other Contractual Services     | 988                        | 9,333                      | 3,000                         | 3,000                        |            |
|                              | <b>SUBTOTAL CONTRACTUAL</b>    | <u>38,867</u>              | <u>55,393</u>              | <u>54,250</u>                 | <u>54,250</u>                |            |
| 6391                         | Operating Materials & Supplies | 428                        | 185                        | 14,125                        | 24,125                       |            |
|                              | <b>SUBTOTAL COMMODITIES</b>    | <u>428</u>                 | <u>185</u>                 | <u>14,125</u>                 | <u>24,125</u>                |            |
| 6521                         | Insurance (Risk Management)    | 2,540                      | 2,690                      | 2,850                         | 3,020                        |            |
| 6571                         | Building & Site Rental         | 9,190                      | 9,190                      | 9,765                         | 10,255                       |            |
|                              | <b>SUBTOTAL FIXED CHARGES</b>  | <u>11,730</u>              | <u>11,880</u>              | <u>12,615</u>                 | <u>13,275</u>                |            |
| 6641                         | Machinery & Equipment          | 1,669                      | 0                          | 10,000                        | 0                            |            |
|                              | <b>SUBTOTAL CAPITAL</b>        | <u>1,669</u>               | <u>0</u>                   | <u>10,000</u>                 | <u>0</u>                     |            |
|                              | <b>TOTAL</b>                   | <u><u>546,583</u></u>      | <u><u>632,322</u></u>      | <u><u>731,455</u></u>         | <u><u>779,020</u></u>        |            |

  

| <b>Class Code</b> | <b>AUTHORIZED PERSONNEL</b>             | <b>ADOPTED FY 06-07</b> |                  | <b>APPROVED FY 07-08</b> |                  |
|-------------------|---|-------------------------|------------------|--------------------------|------------------|
|                   |   | <b>Full Time</b>        | <b>Part Time</b> | <b>Full Time</b>         | <b>Part Time</b> |
| 0400              | Executive Director of External Affairs  | 1.00                    |                  | 1.00                     |                  |
| 7720              | Assistant to the City Manager           | 1.25                    |                  | 0.25                     |                  |
| 0670              | Executive Assistant to the City Manager | 0.00                    |                  | 1.00                     |                  |
| 1070              | Secretary to the City Manager           | 0.25                    |                  | 0.25                     |                  |
| 0900              | Executive Assistant                     | 3.00                    | 1.00             | 3.00                     | 1.00             |
|                   | <b>TOTAL</b>                            | <u>5.50</u>             | <u>1.00</u>      | <u>5.50</u>              | <u>1.00</u>      |

**GENERAL FUND**

**CITY MANAGER'S OFFICE**  
**Legislative Affairs**

**FUND 11**  
**Activity 011**

**Statement of Purpose**

*To ensure that Councilmembers are provided the means in which to perform their legislative responsibilities and establish municipal policies.*

This program provides the services to enable Councilmembers to maintain an awareness of community needs, analyze program possibilities and available resources, select and implement programs, and evaluate the efficiency and effectiveness of City programs.

**SERVICE PROGRAM**

- \* Councilmembers participate in meetings of the City Council, Redevelopment Agency, Housing Authority, Industrial Development Bond Authority, Santa Ana Financing Authority, City Council committees, and in various community meetings, and in presentations on behalf of civic and regional events.
- \* Councilmembers also participate in local, state, and national organizations of municipal officials and attend various conferences to promote local needs, to increase knowledge and to share information.

**GENERAL FUND**

| <b>CITY MANAGER'S OFFICE</b> |                                | <b>FUND 11</b>          |                        |                           |                          |
|------------------------------|--------------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| <b>Legislative Affairs</b>   |                                | <b>Activity 011</b>     |                        |                           |                          |
| <b>Object Code</b>           | <b>LINE ITEM RESOURCES</b>     | <b>ACTUAL FY 04-05</b>  | <b>ACTUAL FY 05-06</b> | <b>PROJECTED FY 06-07</b> | <b>APPROVED FY 07-08</b> |
| 6111                         | Salaries & Wages-Regular       | 14,351                  | 13,110                 | 13,225                    | 14,000                   |
| 6161                         | Medicare Insurance             | 0                       | 0                      | 0                         | 0                        |
| 6181                         | Compensation Insurance         | 36                      | 26                     | 285                       | 285                      |
| 6191                         | Other Personnel Services       | 79,357                  | 41,691                 | 65,000                    | 0                        |
|                              | <b>SUBTOTAL PERSONNEL</b>      | <u>93,744</u>           | <u>54,827</u>          | <u>78,510</u>             | <u>14,285</u>            |
| 6211                         | Communications                 | 9,134                   | 6,671                  | 5,460                     | 5,460                    |
| 6221                         | Training & Transportation      | 44,948                  | 43,356                 | 38,000                    | 42,000                   |
| 6251                         | Other Agency Services          | 109,238                 | 130,711                | 110,640                   | 110,640                  |
| 6291                         | Other Contractual Services     | 19,286                  | 10,983                 | 10,000                    | 75,000                   |
|                              | <b>SUBTOTAL CONTRACTUAL</b>    | <u>182,606</u>          | <u>191,720</u>         | <u>164,100</u>            | <u>233,100</u>           |
| 6313                         | Office Operations              | 28,033                  | 27,274                 | 52,845                    | 48,845                   |
| 6341                         | Non-Consumable Items           | 0                       | 0                      | 1,520                     | 1,520                    |
| 6391                         | Operating Materials & Supplies | 26,064                  | 20,373                 | 15,220                    | 15,220                   |
|                              | <b>SUBTOTAL COMMODITIES</b>    | <u>54,097</u>           | <u>47,647</u>          | <u>69,585</u>             | <u>65,585</u>            |
| 6521                         | Insurance (Risk Management)    | 2,090                   | 2,215                  | 2,350                     | 2,490                    |
| 6571                         | Building & Site Rental         | 74,345                  | 74,345                 | 78,975                    | 82,925                   |
|                              | <b>SUBTOTAL FIXED CHARGES</b>  | <u>76,435</u>           | <u>76,560</u>          | <u>81,325</u>             | <u>85,415</u>            |
|                              | <b>TOTAL</b>                   | <u><u>406,882</u></u>   | <u><u>370,755</u></u>  | <u><u>393,520</u></u>     | <u><u>398,385</u></u>    |
| <b>Class Code</b>            | <b>AUTHORIZED PERSONNEL</b>    | <b>ADOPTED FY 06-07</b> |                        | <b>APPROVED FY 07-08</b>  |                          |
|                              |                                | <b>Full Time</b>        | <b>Part Time</b>       | <b>Full Time</b>          | <b>Part Time</b>         |
|                              | Mayor                          |                         | 1.00                   |                           | 1.00                     |
|                              | Councilmembers                 |                         | 6.00                   |                           | 6.00                     |
|                              | <b>TOTAL</b>                   |                         | <u><u>7.00</u></u>     |                           | <u><u>7.00</u></u>       |