

ADMINISTRATIVE SERVICES SUMMARY

The Administrative Services group includes departments that assist, support, or direct other departments in achieving their service objectives. These departments include the Mayor's Office, City Council, City Secretary, Controller's Office, Legal, Human Resources, Finance and Administration and Information Technology (IT). The Mayor's Office participates in the legislative process, directs City operations and promotes economic growth for minority and women-owned businesses and manages the One Stop Business Center through its Affirmative Action Division; City Council serves as the legislative body; and the City Secretary maintains the official records. The Controller's Office certifies funds availability and manages the disbursement of City funds. The Legal Department counsels and advises on all legal matters affecting the City, with the Human Resources Department responsible for recruitment and selection of personnel. The Finance and Administration Department directs the financial, administrative, and regulatory affairs of the City while IT manages and directs the City's information technology services. The Administrative Services function has a General Fund Budget of \$58.3 million for FY2004. The chart below provides an eight year history of budget vs. expenditures, the FY2003 Budget vs. Estimate, and the FY2004 Budget for the administrative services departments.

BUDGET vs. ACTUAL EXPENDITURES

