

Mark F. Weinberg
CITY ADMINISTRATOR

ADMINISTRATION

STATEMENT OF OBJECTIVES

GENERAL OBJECTIVES

Coordinate and direct the implementation of all municipal policies as adopted by the Inglewood City Council. Monitor and evaluate all municipal operations through the administration of the City's fiscal, personnel and capital resources to provide the highest standard of municipal services for the Inglewood community.

FY 2003-2004 PROGRAM OBJECTIVES

Refer to individual organization program objectives for details.

FINANCIAL SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>2000/01 ACTUALS</u>	<u>2001/02 ACTUALS</u>	<u>2002/03 CURR MOD</u>	<u>2003/04 APPROVED</u>
2010-CITY ADMINISTRATOR	704,145	1,506,841	1,733,696	1,515,160
2015-BUDGET & PURCHASING ADMIN	192,019	272,367	289,092	304,417
2031-PURCHASING & STORES	327,002	379,464	416,947	427,298
2052-OFFICE OF PROF STANDARDS	600,697	0	0	0
2053-CONTRACT COMPLIANCE/GRANT	63,088	0	0	0
AGENCY 020 TOTALS	1,886,951	2,158,672	2,439,735	2,246,875

POSITION SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
2010-CITY ADMINISTRATOR	14	0	0	11	0	0	-3	0	0
2015-BUDGET & PURCHASING ADMIN	3	0	0	3	0	0	0	0	0
2031-PURCHASING & STORES	5	0	0	5	0	0	0	0	0
AGENCY 020 TOTALS	22	0	0	19	0	0	-3	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 020 - ADMINISTRATION
ORGANIZATION: 2010 - CITY ADMINISTRATOR

GENERAL OBJECTIVES

The Office of the City Administrator coordinates all municipal operations through the supervision of Deputy City Administrators/Department Heads and subordinate staff to implement policies adopted by the City Council. Supervises and oversees management of intergovernmental relations and legislative analysis, budget preparation and procurement, management audits, contract compliance, grants administration and public information. Conducts comprehensive studies on municipal policies and procedures and organizational and financial services. Supervises City Council staff, prepares reports and recommendations for Council, and responds to citizen requests for information.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Formulate policy and program recommendations for City Council designed to improve City operations and meet community needs; (2) maintain the current high level of City services; (3) coordinate the development and implementation of the Annual Operating Budget, with an emphasis on improving the City's financial position; (4) continue to promote the goals of community beautification and economic development by reducing crime, eliminating blight and stimulating growth-sensitive development in the City; (5) research, track and recommend advocacy positions on legislative items that impact the City; (6) provide pertinent and timely public information, engage in marketing and promotional activities, and plan and sponsor City events and celebrations; (7) facilitate the use of technology to improve City-wide services; (8) prepare administrative, audit, planning, financial and other reports which evaluate City programs, policies and conditions; (9) insure compliance with grants and contracts; and (10) enhance communication, coordination and cooperation between operating departments through regular meetings, strategic and budget planning sessions.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	639,033	1,255,697	1,425,914	1,344,388
MAINTENANCE & OPERATIONS	65,112	251,144	307,782	170,772
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	704,145	1,506,841	1,733,696	1,515,160

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
942-EX ASST TO ADMIN OFFICER	1	0	0	1	0	0	0	0	0
934-ASST ADMIN OFFICER	1	0	0	1	0	0	0	0	0
930-DEPUTY ADMIN OFFICER	2	0	0	2	0	0	0	0	0
914-CITY ADMIN OFFICER	1	0	0	1	0	0	0	0	0
832-EXECUTIVE SECRETARY	1	0	0	1	0	0	0	0	0
810-ASST TO ADMIN OFFICER	1	0	0	1	0	0	0	0	0
605-ADMIN SERVICES SUPERVISOR	1	0	0	1	0	0	0	0	0
604-SR. ADMINISTRATIVE ANALYST	3	0	0	1	0	0	-2	0	0
602-ADMINISTRATIVE ASSISTANT	0	0	0	1	0	0	1	0	0
372-SR. TYPIST CLERK	1	0	0	0	0	0	-1	0	0
209-SENIOR ADMINISTRATIVE AIDE	0	0	0	1	0	0	1	0	0
206-ADMINISTRATIVE AIDE	2	0	0	0	0	0	-2	0	0
ORGANIZATION TOTAL	14	0	0	11	0	0	-3	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) Two (2) Sr. Administrative Analysts and a Sr. Typist Clerk position were eliminated as a result of the FY 2003-04 organizational resizing.
- (2) Two (2) Administrative Aide positions were reclassified, one (1) to an Administrative Assistant and one (1) to a Sr. Administrative Aide to better reflect actual job duties.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
6	14	14		Authorized Positions	11	-21.4%
487,328	980,374	1,136,923	1001	Salaries	1,028,718	-9.5%
795	2,820	13,067	1003	Supplemental Pay	1,044	-92.0%
462	517	0	1100	Regular Overtime	0	***0
37,850	21,633	0	1300	Part-Time	0	***0
0	0	-84,000	9001	Salary Savings	0	-100.0%
526,435	1,005,344	1,065,990		TTL SALARIES & WAGES	1,029,762	-3.4%
0	0	0	1501	Retirement	37,734	***0
34,289	72,325	85,644	1503	Employee/City P.E.R.S.	76,936	-10.2%
682	0	0	1515	Part Time Retirement	0	***0
3,480	8,591	11,228	1611	FICA Medicare	8,912	-20.6%
28,380	56,248	132,204	1701	Health Insurance	78,852	-40.4%
1,786	7,757	4,524	1702	Life Insurance	1,260	-72.1%
5,525	13,636	13,814	1703	Workers Compensation	17,411	26.0%
3,871	9,690	14,369	1704	Dental/Vision Insurance	14,700	2.3%
0	0	0	1715	Disability Insurance	8,904	***0
588	1,092	2,184	1805	Unemployment Insurance Reserve	1,716	-21.4%
7,438	15,207	20,984	1807	Sick Leave Reserve	18,975	-9.6%
19,987	38,018	37,173	1808	Vacation Reserve	35,630	-4.2%
6,572	27,789	37,800	1902	Car Allowance	13,596	-64.0%
112,598	250,353	359,924		TTL BENEFITS	314,626	-12.6%
639,033	1,255,697	1,425,914		TTL FOR PERSONNEL SERVICES	1,344,388	-5.7%
5,090	14,529	15,000	3600	Office Supplies	15,000	0.0%
6,047	2,987	6,000	3700	Postage	6,000	0.0%
6,877	20,868	23,577	4000	Equipment Expense	477	-98.0%
0	0	500	4050	Mileage Expense	500	0.0%
0	77,824	150,000	4820	Contract Services-Administration	50,000	-66.7%
544	356	700	5020	Special Expense-Administration	700	0.0%
0	8,098	5,700	5501	Lease/Rental Charges	0	-100.0%
46,554	126,482	106,305	5998	ITC Charges	98,095	-7.7%
65,112	251,144	307,782		TTL MAINTENANCE & OPERATIONS	170,772	-44.5%
704,145	1,506,841	1,733,696		TOTAL FOR ORGANIZATION	1,515,160	-12.6%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 020 - ADMINISTRATION
ORGANIZATION: 2015 - BUDGET

GENERAL OBJECTIVES

Preparation of the City's Annual Operating Budget. Provide administrative oversight to the Purchasing and Services division. Process approved budget transfers and amendments. Preserve fiscal control as established by the City Charter. Analyze financial results and provide interim budget progress reports. Perform special projects and studies as required to facilitate budgetary decisions.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Assist the City Administrator in preparing and presenting the City's Annual Operating Budget; (2) improve budget data collection, analysis, and presentations; (3) provide training on budget formulation, monitoring and purchasing procedures to appropriate City staff; and (4) conduct special budget analysis and forecasting to strengthen the City's financial position.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	167,617	250,566	268,691	282,784
MAINTENANCE & OPERATIONS	24,402	21,801	20,401	21,633
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	192,019	272,367	289,092	304,417

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
683-SENIOR ACCOUNTANT	1	0	0	1	0	0	0	0	0
607-BUDGET OFFICER/ PURCH ADM	1	0	0	1	0	0	0	0	0
602-ADMINISTRATIVE ASSISTANT	1	0	0	1	0	0	0	0	0
ORGANIZATION TOTAL	3	0	0	3	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) No significant changes this fiscal year.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
3	3	3		Authorized Positions	3	0.0%
127,824	183,301	192,198	1001	Salaries	203,727	6.0%
0	350	0	1003	Supplemental Pay	0	***0
281	0	0	1100	Regular Overtime	0	***0
128,105	183,651	192,198		TTL SALARIES & WAGES	203,727	6.0%
0	0	0	1501	Retirement	7,464	***0
9,338	14,053	14,395	1503	Employee/City P.E.R.S.	15,264	6.0%
1,948	2,803	2,787	1611	FICA Medicare	2,958	6.1%
14,164	28,512	36,588	1701	Health Insurance	30,816	-15.8%
497	1,337	1,077	1702	Life Insurance	360	-66.6%
2,849	4,221	4,644	1703	Workers Compensation	3,438	-26.0%
1,966	3,063	3,162	1704	Dental/Vision Insurance	4,428	40.0%
0	0	0	1715	Disability Insurance	2,520	***0
111	252	468	1805	Unemployment Insurance Reserve	468	0.0%
1,929	3,295	3,547	1807	Sick Leave Reserve	3,762	6.1%
4,058	6,644	7,173	1808	Vacation Reserve	7,579	5.7%
2,652	2,735	2,652	1902	Car Allowance	0	-100.0%
39,512	66,915	76,493		TTL BENEFITS	79,057	3.4%
167,617	250,566	268,691		TTL FOR PERSONNEL SERVICES	282,784	5.2%
1,409	0	0	3600	Office Supplies	500	***0
6,441	0	0	4820	Contract Services-Administration	0	***0
556	498	1,000	5020	Special Expense-Administration	500	-50.0%
15,996	21,303	19,401	5998	ITC Charges	20,633	6.4%
24,402	21,801	20,401		TTL CAPITAL OUTLAY/IMP	21,633	6.0%
192,019	272,367	289,092		TOTAL FOR ORGANIZATION	304,417	5.3%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 020 - ADMINISTRATION
ORGANIZATION: 2031 - PURCHASING AND STORES

GENERAL OBJECTIVES

Expediently acquire goods and services at cost savings, in compliance with the Inglewood Municipal Code.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Respond to the needs of the City agencies by processing requisitions within 5 working days; (2) assertively reach out to notify local, minority and women-owned enterprises of the procurement opportunities with the City by using our newly developed web-site and pamphlet materials; (3) implement electronic Purchasing system for processing a paperless purchase order system; (4) review quarterly all encumbered purchase orders and contracts for proper payment and closeout, with emphasis on those where no activity has taken place during the previous six months; (5) deliver goods and services to City agencies within three business days from the time of the order; (6) establish web based catalog for users to obtain pricing and pictorial view of warehouse materials; (7) periodically survey user departments to help facilitate their material needs to provide better service; (8) bar code inventory for more efficient record keeping; and (9) carry a more diverse inventory of goods for the City's agencies.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	261,512	293,453	336,524	347,298
MAINTENANCE & OPERATIONS	65,490	83,471	79,423	79,000
CAPITAL OUTLAY	0	2,540	1,000	1,000
ORGANIZATION TOTAL	327,002	379,464	416,947	427,298

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
670-PURCHASING & SVCS MANAGER	1	0	0	1	0	0	0	0	0
631-WAREHOUSE SUPERVISOR	1	0	0	1	0	0	0	0	0
399-STOREKEEPER	1	0	0	1	0	0	0	0	0
249-PURCHASING CLERK	1	0	0	1	0	0	0	0	0
218-BUYER	1	0	0	1	0	0	0	0	0
ORGANIZATION TOTAL	5	0	0	5	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

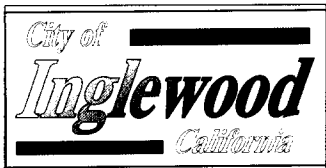
(1) No significant changes this fiscal year.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
5	5	5		Authorized Positions	5	0.0%
176,332	170,995	239,172	1001	Salaries	255,816	7.0%
480	720	0	1003	Supplemental Pay	1,044	***0
0	501	0	1100	Regular Overtime	0	***0
12,710	40,728	0	1300	Part-Time	0	***0
0	0	0	9001	Salary Savings	-6,000	***0
189,522	212,944	239,172		TTL SALARIES & WAGES	250,860	4.9%
0	0	0	1501	Retirement	9,403	***0
10,629	13,363	17,310	1503	Employee/City P.E.R.S.	14,874	-14.1%
192	411	0	1515	Part Time Retirement	0	***0
2,279	2,671	3,469	1611	FICA Medicare	3,726	7.4%
23,396	18,626	34,212	1701	Health Insurance	31,836	-6.9%
1,021	1,560	1,380	1702	Life Insurance	360	-73.9%
19,493	27,913	17,929	1703	Workers Compensation	13,220	-26.3%
3,685	3,783	4,883	1704	Dental/Vision Insurance	5,772	18.2%
0	0	0	1715	Disability Insurance	3,192	***0
347	498	780	1805	Unemployment Insurance Reserve	780	0.0%
2,692	3,125	4,415	1807	Sick Leave Reserve	4,732	7.2%
5,604	5,824	7,670	1808	Vacation Reserve	8,543	11.4%
2,652	2,735	5,304	1902	Car Allowance	0	-100.0%
71,990	80,509	97,352		TTL BENEFITS	96,438	-0.9%
261,512	293,453	336,524		TTL FOR PERSONNEL SERVICES	347,298	3.2%
553	1,009	3,000	3500	Advertising & Publications	3,000	0.0%
13,629	15,429	18,400	3600	Office Supplies	18,400	0.0%
0	0	2,000	3700	Postage	2,000	0.0%
18,323	16,911	19,106	4000	Equipment Expense	16,321	-14.6%
410	841	1,500	4100	Uniforms	1,500	0.0%
2,619	7,033	5,000	4820	Contract Services-Administration	5,000	0.0%
	4,671	1,400	5020	Special Expense-Administration	1,400	0.0%
5,100	5,981	5,100	5501	Lease/Rental Charges	5,600	9.8%
24,856	31,596	23,917	5998	ITC Charges	25,779	7.8%
65,490	83,471	79,423		TTL MAINTENANCE & OPERATIONS	79,000	-0.5%
0	2,540	1,000	6000	Office Equipment/Furniture	1,000	0.0%
0	2,540	1,000		TTL CAPITAL OUTLAY/IMP	1,000	0.0%
327,002	379,464	416,947		TOTAL FOR ORGANIZATION	427,298	2.5%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 020 - ADMINISTRATION
ORGANIZATION: 2052 - OFFICE OF PROFESSIONAL STANDARDS

GENERAL OBJECTIVES

N/A

FY 2003-2004 PROGRAM OBJECTIVES

N/A

FINANCIAL SUMMARY

	<u>2000/01 ACTUALS</u>	<u>2001/02 ACTUALS</u>	<u>2002/03 CURR MOD</u>	<u>2003/04 APPROVED</u>
PERSONNEL SERVICES	504,207	0	0	0
MAINTENANCE & OPERATIONS	96,490	0	0	0
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	600,697	0	0	0

POSITION SUMMARY

NOTE: THERE ARE NO PERSONNEL ASSIGNED TO THIS ORGANIZATION.

HIGHLIGHTS

(1) This page is provided for historical purposes.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS FY 2000/01</u>	<u>ACTUALS FY 2001/02</u>	<u>CURR MOD FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED FY 2003/04</u>	<u>PERCNT CHANGE</u>
3	0	0		Authorized Positions	0	***0
401,282	0	0	1001	Salaries	0	***0
23	0	0	1100	Regular Overtime	0	***0
401,305	0	0		TTL SALARIES & WAGES	0	***0
30,029	0	0	1503	Employee/City P.E.R.S.	0	***0
3,128	0	0	1611	FICA Medicare	0	***0
26,439	0	0	1701	Health Insurance	0	***0
1,276	0	0	1702	Life Insurance	0	***0
3,342	0	0	1703	Workers Compensation	0	***0
3,675	0	0	1704	Dental/Vision Insurance	0	***0
336	0	0	1805	Unemployment Insurance Reserve	0	***0
6,211	0	0	1807	Sick Leave Reserve	0	***0
15,765	0	0	1808	Vacation Reserve	0	***0
12,701	0	0	1902	Car Allowance	0	***0
102,902	0	0		TTL BENEFITS	0	***0
504,207	0	0		TTL FOR PERSONNEL SERVICES	0	***0
8,255	0	0	3600	Office Supplies	0	***0
58,998	0	0	4820	Contract Services-Administration	0	***0
5,700	0	0	5501	Lease/Rental Charges	0	***0
23,537	0	0	5998	ITC Charges	0	***0
96,490	0	0		TTL MAINTENANCE & OPERATIONS	0	***0
600,697	0	0		TOTAL FOR ORGANIZATION	0	***0



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 020 - ADMINISTRATION
ORGANIZATION: 2053 - CONTRACT COMPLIANCE & GRANTS ADMINISTRATION UNIT

GENERAL OBJECTIVES

N/A

FY 2003-2004 PROGRAM OBJECTIVES

N/A

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	56,126	0	0	0
MAINTENANCE & OPERATIONS	6,962	0	0	0
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	63,088	0	0	0

POSITION SUMMARY

NOTE: THERE ARE NO PERSONNEL ASSIGNED TO THIS ORGANIZATION.

HIGHLIGHTS

(1) This page is provided for historical purposes.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
1	0	0		Authorized Positions	0	***0
40,931	0	0	1001	Salaries	0	***0
40,931	0	0		TTL FOR SALARIES & WAGES	0	***0
3,066	0	0	1503	Employee/City P.E.R.S.	0	***0
620	0	0	1611	FICA Medicare	0	***0
5,994	0	0	1701	Health Insurance	0	***0
139	0	0	1702	Life Insurance	0	***0
923	0	0	1703	Workers Compensation	0	***0
534	0	0	1704	Dental/Vision Insurance	0	***0
84	0	0	1805	Unemployment Insurance Reserve	0	***0
629	0	0	1807	Sick Leave Reserve	0	***0
1,400	0	0	1808	Vacation Reserve	0	***0
1,806	0	0	1902	Car Allowance	0	***0
15,195	0	0		TTL FOR BENEFITS	0	***0
56,126	0	0		TTL FOR PERSONNEL SERVICES	0	***0
6,962	0	0	5998	ITC Charges	0	***0
6,962	0	0		TTL MAINTENANCE & OPERATIONS	0	***0
63,088	0	0		TOTAL FOR ORGANIZATION	0	***0