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## BUDGET SUMMARY

Capital Projects	24,058,663
Debt Service	1,816,276
Personnel	12,019,919
Operations & Maintenance	30,608,700
Capital Outlay	<u>731,600</u>
Total Appropriations	<u>69,235,158</u>

## **ANNUAL BUDGET USER'S GUIDE**

### **A BRIEF OVERVIEW OF THE CITY OF SANTA CLARITA**

Covering over 40 square miles, the City of Santa Clarita has a population of 147,228. At present, the Valencia Industrial Center is the fourth largest industrial park in Los Angeles County, and the valley's leading source of employment. Located 35 miles northwest of Los Angeles and 40 miles east of the Pacific ocean, Santa Clarita forms an inverted triangle with the San Gabriel and Santa Susanna mountain ranges. These mountain ranges separate Santa Clarita from the San Fernando Valley and the Los Angeles Basin to the south, and from the San Joaquin Valley, Mojave Desert and Angeles National Forest to the north.

The City of Santa Clarita's economy remains strong and diverse, making Santa Clarita the ideal site for Southern California businesses. Maintaining a highly supportive environment for business development is achieved through the cooperation of the local Chambers of Commerce and the City government. In addition, companies benefit greatly from the area's land and leasing opportunities, as well as from the labor pool, variety of transportation choices, housing, quality of life, climate, and scenery.

But Santa Clarita's real pride and joy is its residential communities. As a result of more businesses and industries moving into the area, residents can live, be entertained, and shop close to where they work, rather than commuting long distances. Needless to say, this proximity saves residents a considerable amount of time, energy, and money. Residents can also enjoy many recreational opportunities, including visits to Magic Mountain, the Disney Movie Ranch, Gene Autry's Melody Ranch, Placerita Park and Nature Center, and the ranch of former film star, William S. Hart, which is now a museum. And all attract thousands of visitors annually.

Santa Clarita residents enjoy a distinct way of life, and value the City's landscaped paseo system, well-maintained roads, idyllic neighborhoods, high-quality schools, and innovative recycling programs. Residents also enjoy numerous parks and recreation services and facilities, outstanding Los Angeles County Sheriff and fire services, highly responsive paramedic and ambulance services, and high levels of local government services.

#### **Form of Government**

The City of Santa Clarita is a general-law City operating under a Council-Manager form of government, with the City Council acting as the part-time legislative body of the City. Five members are elected to the City Council at large on a nonpartisan basis, with members serving four-year terms. Elections are staggered every two years, with the Mayor serving a one-year term and acting as presiding officer.

Assisting the City Council in serving the Santa Clarita community are a variety of boards and commissions which address specific needs within their particular realm of responsibility. Each board and commission has the opportunity to get involved in a wide range of activities from

reviewing City ordinances to recommending major revisions to City programs. Public meetings are held on a regular basis.

The City Council appointed a City Manager to be the Chief Administrative Officer responsible for the day-to-day operations of the City. The City Manager's duties include appointing Department Managers, who are then responsible for the day-to-day operations of their own departments. Department Managers then have the task of selecting division managers and support staff members.

Also appointed by the City Council is the City Attorney, who is the legal advisor to the Council, Department Managers, Commissioners, and other City officials.

### **PURPOSE OF AN ANNUAL BUDGET**

The basic purpose of the City of Santa Clarita's budget is to serve as a "blueprint" for providing City services, and a working financial plan, as well as providing a communication tool for City residents, businesses, and employees. The budget is specifically designed to provide clear and accurate information to the Santa Clarita community with respect to how its local government is organized and how it operates.

### **Budget Process**

For the ensuing fiscal year, the City adopts an annual budget by June 30. Formal budgets are employed as a *management control device during the year for the General Revenue Fund* and for all Special Revenue Funds.

From the effective date of the budget, the amounts stated as proposed expenditures become appropriations for the various City departments. Amendments may be made to the budget during the fiscal year by the City Council, or the City Manager may transfer funds within and between departments. Expenditures may not exceed appropriations at the department level on a city-side basis. The expenditure classification in the accompanying General Purpose Financial Statements is reflective of the various department levels of the City (with the exception of Capital Outlay). Appropriations lapse at the end of the fiscal year to the extent in which they have not been expended or carried over into the ensuing fiscal year.

Over the past six years, the City has prepared a line-item detail, which lists each account group within each of the three expenditure/expense categories.

This annual budget format is designed to provide a more comprehensive management and fiscal planning system to aid in the achievement of goals and objectives at the operational levels consistent with the City Council's policies.

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## **Preparation of the Annual Budget Document**

Budget preparation takes approximately six months. Work typically begins in January prior to the first fiscal year of the budget. An executive team meets to review the budget preparation calendar, as well as to establish the basic ground rules for budget preparation.

In December, the Budget Instruction Manual is distributed and reviewed during a training session and it is at this time that the departments begin preparing their budget requests and revenue estimates.

From January through March, the City Manager's Office carefully reviews, evaluates, and prioritizes each department's budget submissions for new and additional services, positions, capital outlays, and capital improvement projects. The overall picture of estimated revenues and proposed expenditures is carefully studied. Moreover, remaining cognizant of public safety and legal requirements, and adhering to the City Council's financial policies, as well as providing the most efficient, effective, and economical service levels possible are the major considerations throughout the budget process.

In April, a final review of department budget requests is made by the City Manager. As soon as the final details are approved by the City Manager, a proposed Annual Budget is printed. The City Manager then presents a proposed Annual Budget to the City Council and the public for review during the month of May.

From late May through early June, budget study sessions are held, culminating with public hearings in late June. The City Council may further revise the City Manager's proposed Annual Budget as it deems necessary. To adopt the final Annual Budget, a three-fifths majority vote is required, after which the budget is then adopted by July 1.

## **ANNUAL BUDGET ORGANIZATION**

### **Introductory Sections**

As indicated in the Table of Contents, the City of Santa Clarita's Annual Budget document consists of thirteen sections, with each section divided by a corresponding tab page. The first two sections serve as both an introduction and overview of the Annual Budget's preparation process and contents.

The City Manager's Transmittal letter to the City Council outlines the key contents of the budget. The fiscal health of all the fund types, as well as the City as a whole is also discussed.

*The Budget Summaries provide an easy-to-read overview of the City's revenues and expenditures, while the Budget User's Guide provides an introduction to the City of Santa Clarita and an explanation of how to use the Annual Budget document.*

It is important to note that the City's revenue estimates make assumptions based on actual experience and current knowledge of impending circumstances. Expenditure requests, in turn, reflect these assumed revenue trends and increases.

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## **Department Budget Sections**

The next seven sections represent the main body of the Annual Budget document. These sections contain all five City departments. Each department section begins with an overview of the department, its goals, and budget summaries by expenditure category.

## **Concluding Sections**

The final two sections of the City Budget contain additional information to further assist the reader.

To better familiarize the reader with some of the budgetary and financial vocabulary found throughout the Annual Budget document, the **Glossary of Budget Terms** is provided.

Contained in the **Appendix** is the following information: an abbreviated history of the City of Santa Clarita, facts about Santa Clarita, and a list of the City's various boards and commissions.

## **Community Recovery Agency**

The last section of the budget contains the Community Recovery Agency's 1994-95 Annual Budget. This newly created agency operates under State law as separate legislative body with budgetary and financial requirements disjoint from those of the City.

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RESOLUTION NO. 94-

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SANTA CLARITA ADOPTING THE  
ANNUAL BUDGET FOR FISCAL YEAR 1994-1995  
AND MAKING APPROPRIATIONS FOR THE AMOUNT BUDGETED

WHEREAS, a proposed annual budget for the City of Santa Clarita for the fiscal year commencing July 1, 1994, and ending June 30, 1995, was submitted to the City Council and is on file in the City Clerk's Office, and

WHEREAS, proceedings for adoption of said budget have been duly taken, and

WHEREAS, the City Council has made certain revisions, corrections, and modifications to said proposed budget, and

WHEREAS, the City Manager has caused the proposed budget document to be corrected to reflect the changes ordered by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA CLARITA DOES RESOLVE AS FOLLOWS:

Section 1. The budget attached hereto and included herein by Resolution is adopted as the Annual Budget for the City of Santa Clarita for Fiscal Year commencing July 1, 1994, and ending June 30, 1995.

Section 2. There is hereby appropriated to each account set forth in said budget, attached hereto and made a part hereof, the sum shown for such account in the 1994-1995 budget, and the City Manager is authorized and empowered to expend such sum for the purpose of such account but no expenditure by any office or department for any item within an account will exceed the amount budgeted therefore without prior approval of the City Manager.

APPROVED AND ADOPTED this \_\_\_\_ day of June, 1994.

\_\_\_\_\_  
George Pederson, Mayor

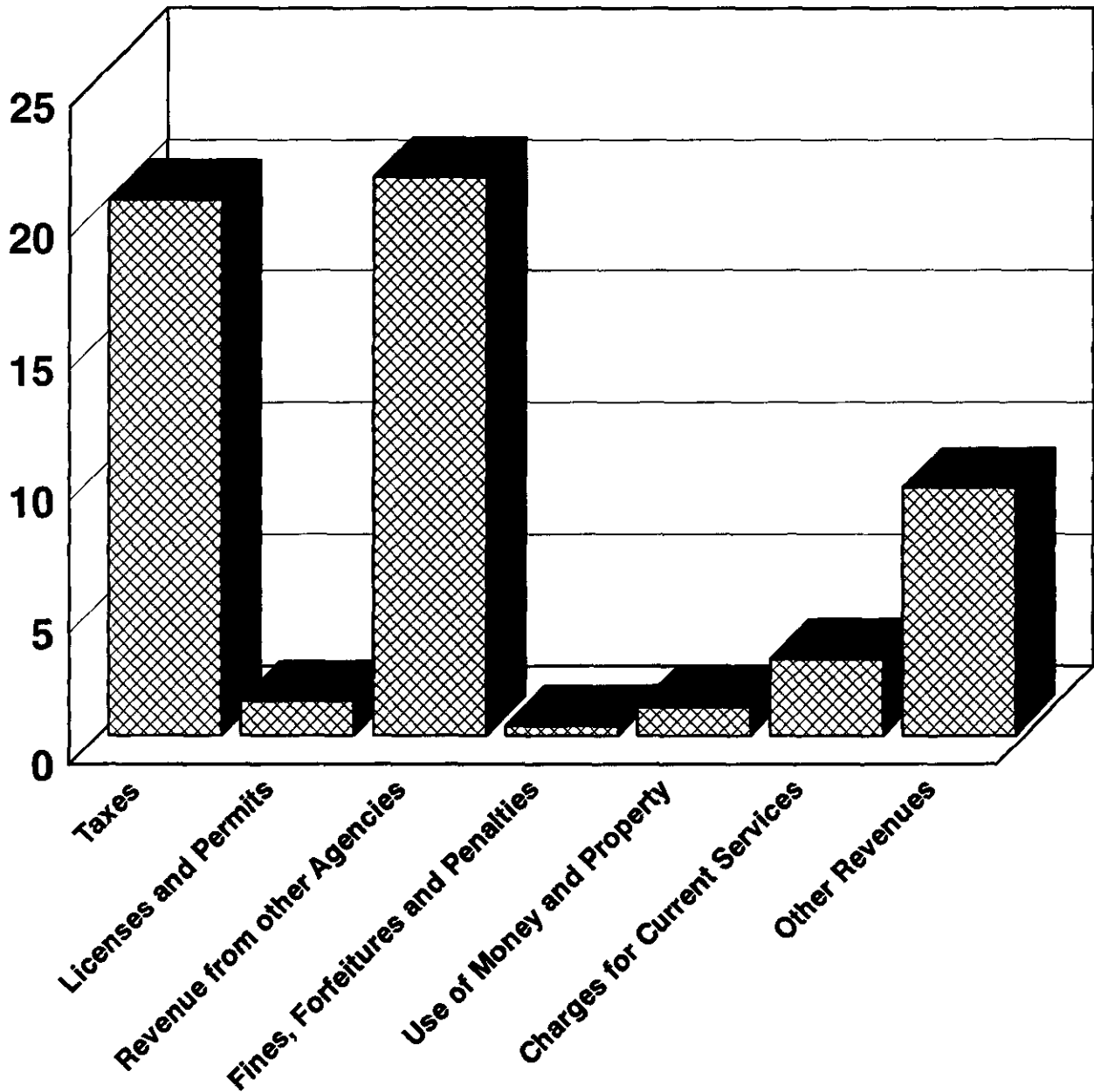
ATTEST:

\_\_\_\_\_  
Donna M. Grindey, City Clerk

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# Total City Revenues

Millions



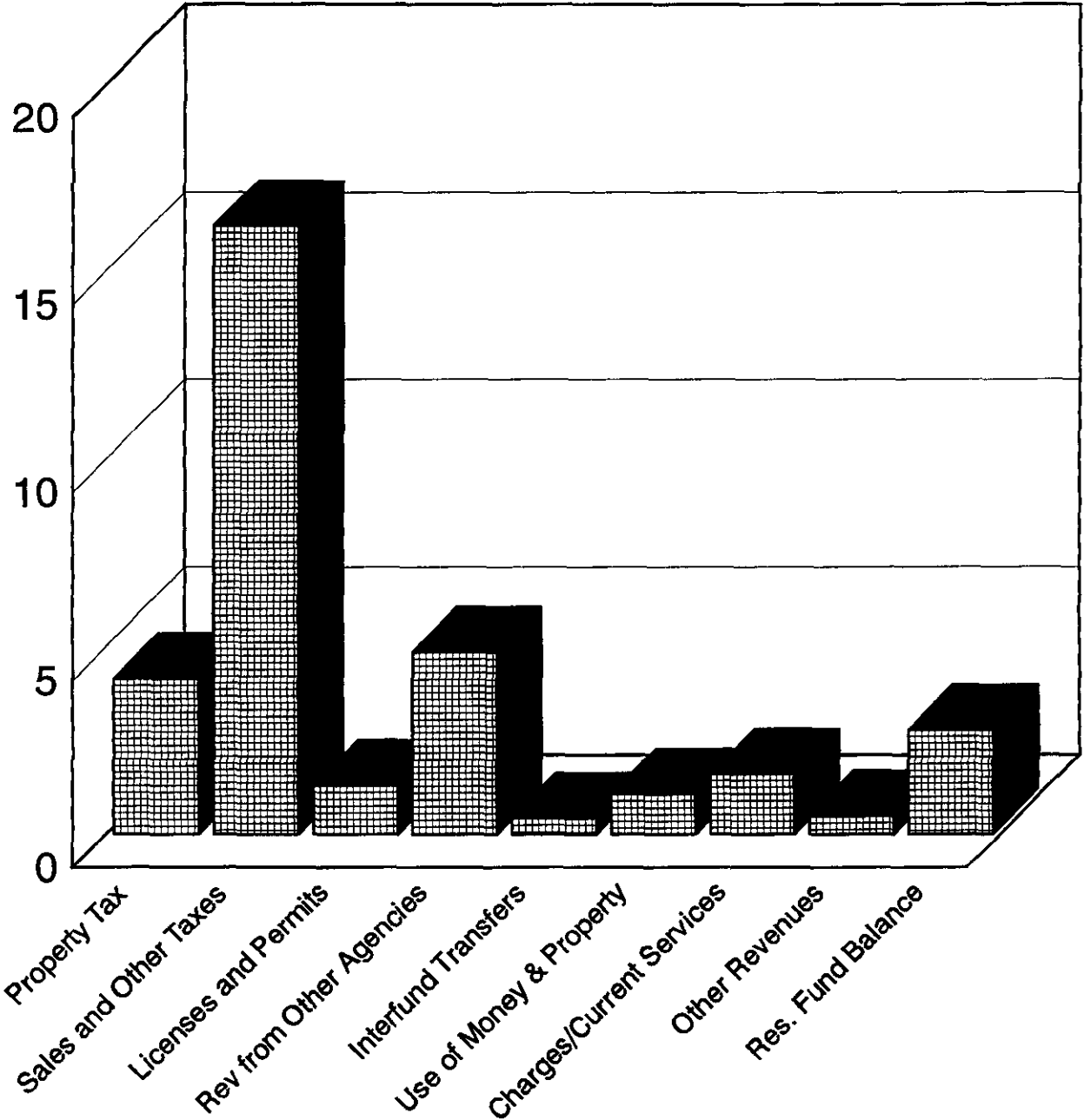
## MAJOR SOURCES

Taxes	\$20,323,400
Licenses and Permits	1,287,000
Revenue from Other Agencies	21,185,693
Fines, Forfeitures and Penalties	347,000
Use of Money and Property	1,052,100
Charges from Current Services	2,880,400
Other Revenues	9,367,950
<b>TOTAL CITY REVENUES</b>	<b>\$56,443,543</b>



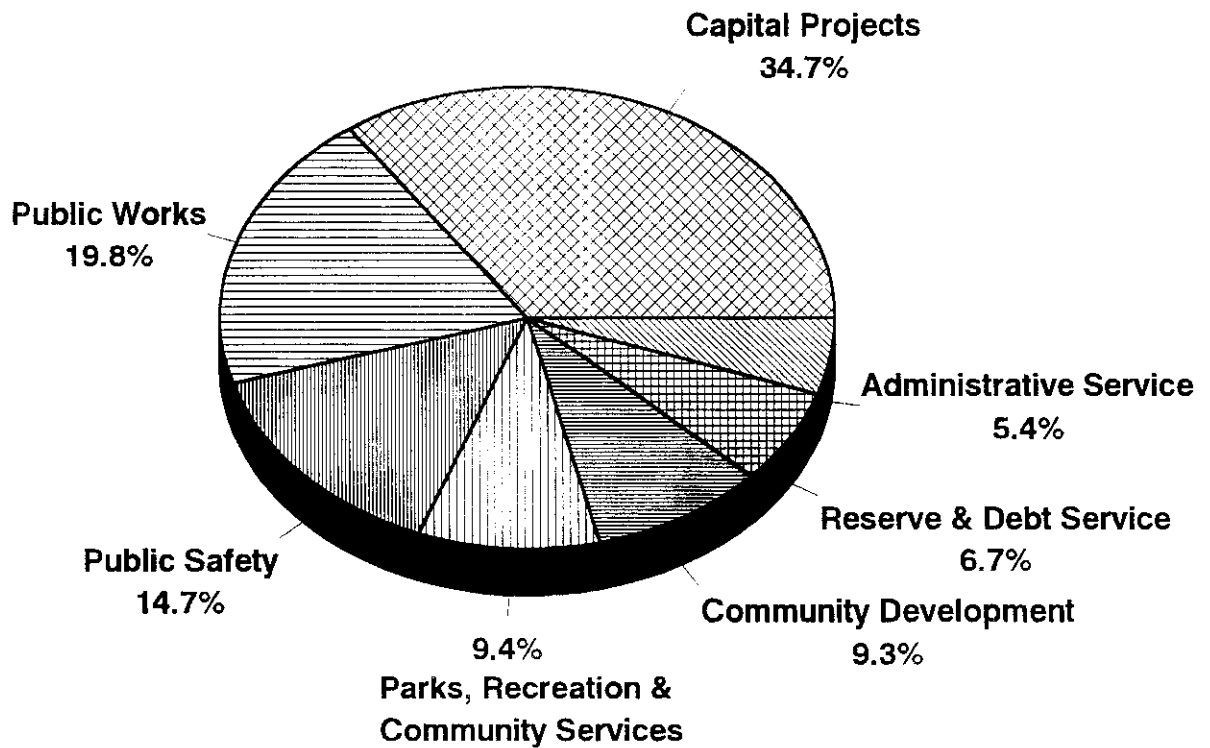
# Total General Fund Revenues

Millions



Property Tax	\$4,144,000
Sales Tax and Other Taxes	16,169,400
Licenses and Permits	1,287,000
Revenue from Other Agencies	4,832,500
Interfund Transfers	410,900
Use of Money and Property	1,052,100
Charges for Current Services	1,591,500
Other Revenues	479,400
Res. Fund Balance	2,773,176
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$32,749,976</b>

# Summary of Total Appropriations



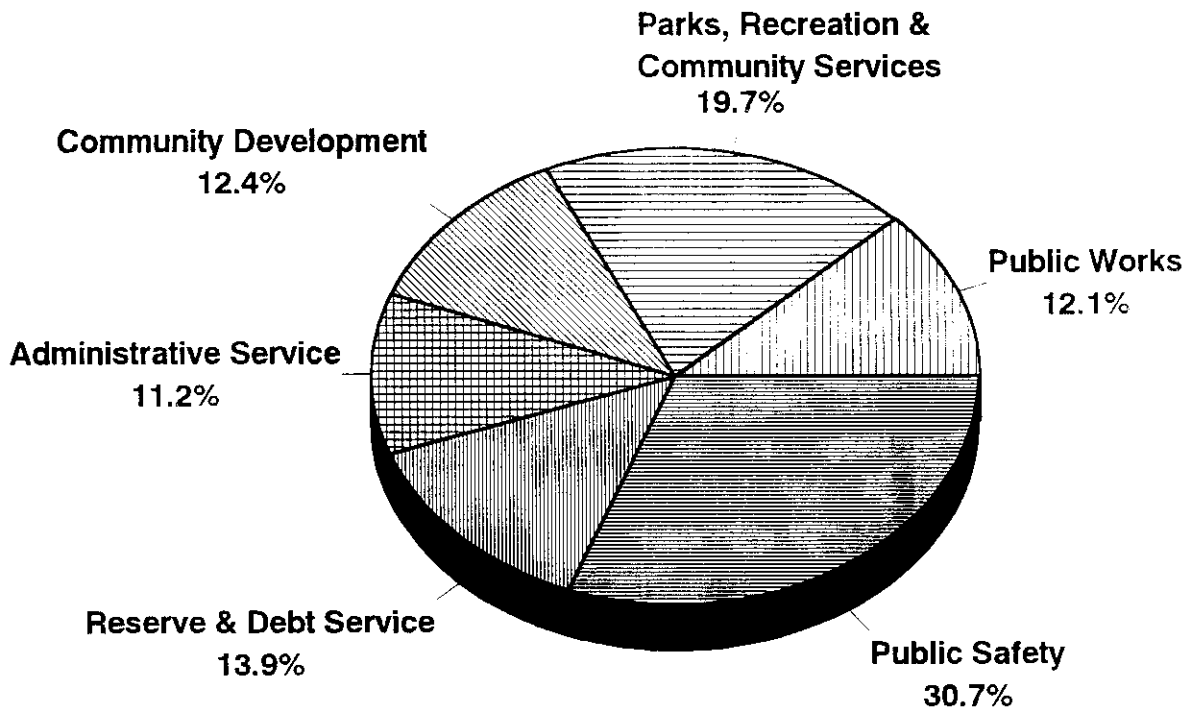
Reserve & Debt Service	\$4,615,976
Administrative Services	\$3,718,400
Community Development	\$6,438,600
Public Works	\$13,704,100
Public Safety	\$10,167,800
Parks, Recreation & Community Services	\$6,531,619
Capital Projects	\$24,058,663
<b><u>Total Appropriations</u></b>	<b><u>\$69,235,158</u></b>

**SUMMARY OF OPERATING APPROPRIATIONS**

**ALL FUNDS**

	<b>TOTALS</b>
<b>ADMINISTRATIVE SERVICES</b>	
City Council	144,600
City Manager	849,800
Reserve & Debt Service	4,615,976
Self Insurance	326,000
City Clerk	330,700
Personnel	325,200
Finance Administration	880,400
Information Resources	861,700
	-----
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>8,334,376</b>
<b>COMMUNITY DEVELOPMENT</b>	
Community Development Administration	544,500
Planning	883,000
Engineering	2,046,800
Building and Safety	745,500
Code Enforcement	175,500
Mandated Stormwater Utility	2,043,500
	-----
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>6,438,600</b>
<b>PUBLIC WORKS</b>	
Public Works Administration	512,400
Street Maintenance	2,310,600
Solid Waste Management	721,100
General Services	1,212,000
Vehicles	258,600
Property Management	1,359,700
Transportation	7,329,700
	-----
<b>TOTAL PUBLIC WORKS</b>	<b>13,704,100</b>
<b>PUBLIC SAFETY</b>	
Police Services	10,132,800
Fire Protection	35,000
	-----
<b>TOTAL PUBLIC SAFETY</b>	<b>10,167,800</b>
<b>PARKS AND RECREATION</b>	
Parks and Recreation Administration	560,500
Recreation	2,465,219
Parks Maintenance	2,832,800
Aquatics	498,000
Emergency Preparedness	175,100
	-----
<b>TOTAL PARKS AND RECREATION</b>	<b>6,531,619</b>
<b>TOTAL OPERATING APPROPRIATIONS FOR GENERAL FUND</b>	<b>45,176,495</b>
	=====

# Summary of Operating Appropriations General Fund



Reserve & Debt Service	\$6,615,976
Administrative Services	\$3,718,400
Community Development	\$4,126,100
Public Works	\$3,999,150
Public Safety	\$10,167,800
Parks, Recreation & Community Services	\$6,531,619
<b><u>TOTAL GENERAL FUND APPROPRIATIONS</u></b>	<b><u>\$32,883,045</u></b>

**SUMMARY OF OPERATING APPROPRIATIONS**

**GENERAL FUND**

	<b>TOTALS</b>
<b>ADMINISTRATIVE SERVICES</b>	
City Council	144,600 ✓
City Manager	849,800 ✓
Reserves & Debt Service	4,615,976
City Clerk	330,700 ✓
Personnel	325,200
Finance Administration	880,400 ✓
Information Resources	861,700 ✓
	-----
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>8,008,376</b>
<b>COMMUNITY DEVELOPMENT</b>	
Community Development Administration	544,500
Planning	883,000
Engineering	1,777,800
Building and Safety	745,300
Code Enforcement	175,500
	-----
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>4,126,100 ✓</b>
<b>PUBLIC WORKS</b>	
Public Works Administration	512,400
Solid Waste Management	721,100
General Services	1,212,000
Vehicles	193,950
Property Management	1,359,700
	-----
<b>TOTAL PUBLIC WORKS</b>	<b>3,999,150</b>
<b>PUBLIC SAFETY</b>	
Police Services	10,132,800
Fire Protection	35,000
	-----
<b>TOTAL PUBLIC SAFETY</b>	<b>10,167,800 ✓</b>
<b>PARKS AND RECREATION</b>	
Parks and Recreation Administration	560,500 ✓
Recreation	2,465,219 ✓
Parks Maintenance	2,832,800 ✓
Aquatics	498,000 ✓
Emergency Preparedness	175,100 ✓
	-----
<b>TOTAL PARKS AND RECREATION</b>	<b>6,531,619</b>
<b>TOTAL OPERATING APPROPRIATIONS FOR GENERAL FUND</b>	<b>32,833,045</b>
	=====

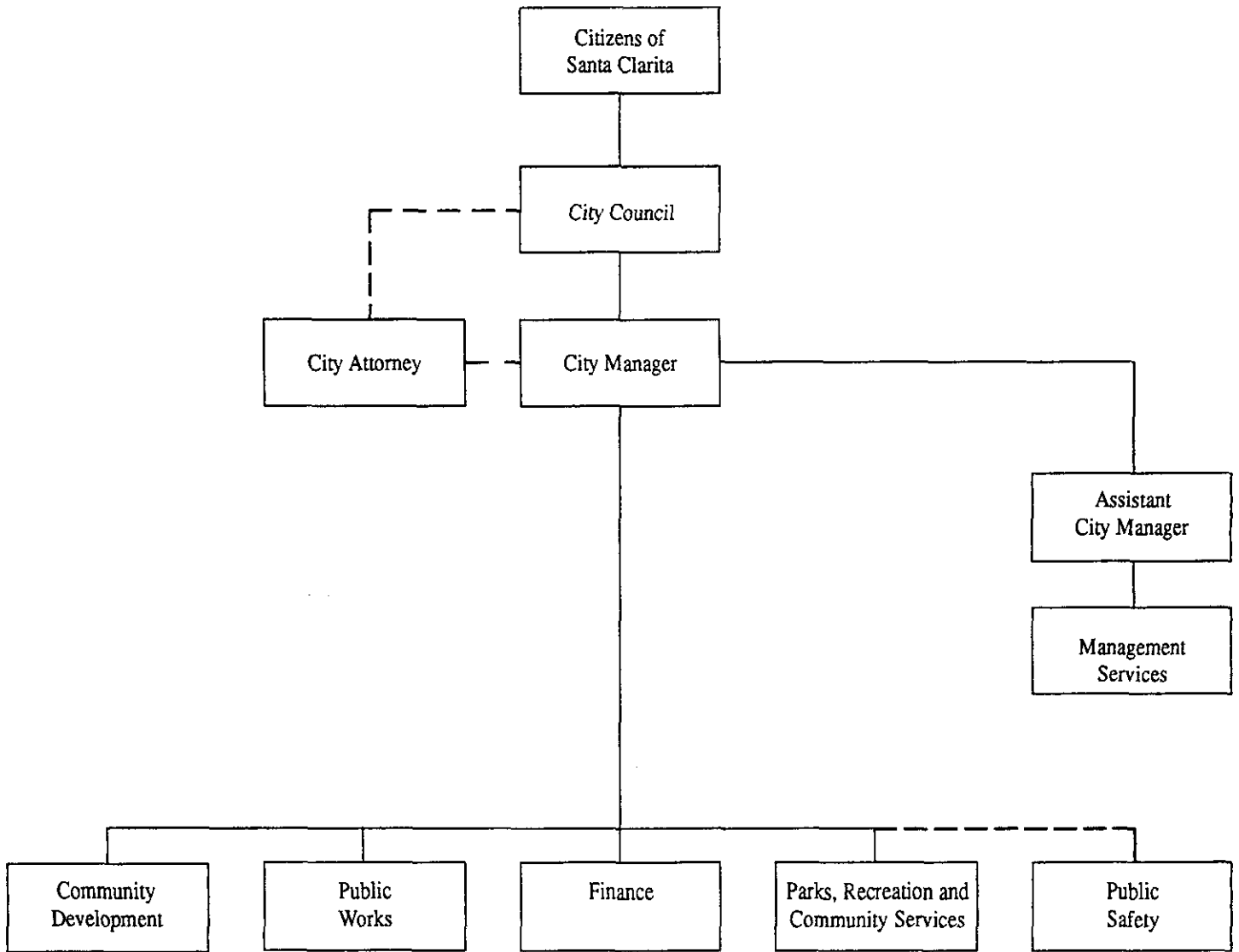
CITY OF SANTA CLARITA

ANNUAL BUDGET  
1994-1995

STATEMENT OF FUND BALANCE

FUND NO	FUND	JULY 1, 1994 FUND BALANCE	ESTIMATED REVENUE	TOTAL RESOURCES AVAILABLE	OPERATING EXPENDITURES	CAPITAL PROJECTS	FUND TRANSFERS	JUNE 30, 1995 PROJECTED FUND BAL.
01	GENERAL FUND	4,021,942	29,565,900	33,587,842	32,749,976	121,942	410,900	-1,126,824
02	GAS TAX	99,000	2,549,900	2,648,900	2,467,900	0	(63,900)	117,100
05	TRAFFIC SAFETY	0	347,000	347,000	0	0	(347,000)	0
06	PARK IN-LIEU FEES	0	100,000	100,000	0	100,000	0	0
08	COUNTY AID TO CITIES	318,000	0	318,000	0	318,000	0	0
10	FEDERAL AID URBAN	0	0	0	0	0	0	0
12	CDBG GRANT	0	0	0	0	0	0	0
14	SB 821 BIKEWAY FUNDS	0	50,000	50,000	0	0	0	50,000
15	AB2766 AIR QUALITY IMPROVEMENT	318,000	130,325	448,325	12,500	0	(125,000)	310,825
16	TDA (ARTICLE 8)	8,629,000	2,466,000	11,095,000	0	8,796,053	(1,535,000)	763,947
17	PROPOSITION C	1,920,000	4,751,368	6,671,368	0	3,691,868	(1,085,900)	1,893,600
18	PROPOSITION A	140,000	1,515,700	1,655,700	0	140,000	(1,515,700)	0
24	STATE PARK GRANTS	0	2,364,000	2,364,000	0	2,239,000	0	125,000
26	SELF INSURANCE FUND	0	326,000	326,000	326,000	0	0	0
27	EQUIPMENT REPLACEMENT FUND	652,900	214,900	867,800	0	0	0	867,800
28	PFA CONSTRUCTION FUNDS	1,763,185	0	1,763,185	0	1,761,800	0	1,385
30	DEVELOPER FEES	0	6,296,600	6,296,600	0	5,980,000	0	316,600
40	SPECIAL ASSESSMENT DISTRICTS	0	500	500	0	0	0	500
41	BRIDGE & THOROUGHFARE (BOUQUET)	0	77,000	77,000	0	0	0	77,000
42	BRIDGE & THOROUGHFARE (ROUTE 126)	0	95,000	95,000	0	0	0	95,000
43	BRIDGE & THOROUGHFARE (VIA PRINCESSA)	0	110,000	110,000	0	0	0	110,000
44	DRAINAGE BENEFIT ASSESSMENT DISTRICTS	0	100,550	100,550	100,000	0	0	550
45	VALENCIA INDUSTRIAL SIGNALIZATION FEES	0	3,700	3,700	0	0	0	3,700
46	LANDSCAPE MAINTENANCE DISTRICT #1	0	9,700	9,700	0	0	0	9,700
55	TRANSIT	0	3,325,900	3,325,900	6,592,000	910,000	4,261,600	85,500
TOTALS		17,862,027	54,400,043	72,262,070	42,248,376	24,058,663	0	5,955,031

# City of Santa Clarita Organization Chart



**CITY OF SANTA CLARITA  
ANNUAL BUDGET  
1994/1995**

**FUNDED PERMANENT FULL-TIME AND PART-TIME POSITIONS  
IN THE CITY SERVICE BY PROGRAM**

<u>PCN SERIES</u>	<u>1993/94</u>	<u>1994/95</u>
<b><u>CITY COUNCIL</u></b>		
2500 City Council (P/T)	<u>5</u>	<u>5</u>
Total Part-Time	5	5
<b><u>CITY MANAGER</u></b>		
2700 City Manager	1	1
6600 Public Information Officer	1	1
600 Administrative Assistant	<u>1</u>	<u>1</u>
Total Full-Time	3	3
<b><u>MANAGEMENT SERVICES</u></b>		
<b><u>ADMINISTRATION</u></b>		
1000 Assistant City Manager	1	1
600 Administrative Assistant	1	1
500 Administrative Aide	1	1
700 Administrative Clerk	1	1
2900 Clerk Typist	1	1
<b><u>PERSONNEL</u></b>		
6200 Personnel Manager	1	1
6100 Personnel Analyst	1	1
6300 Personnel Technician	1	1
7300 Secretary	1	0
700 Administrative Clerk	0	1
<b><u>CITY CLERK</u></b>		
2400 City Clerk	1	1
3500 Deputy City Clerk	1	1
2900 Clerk Typist	2	2
700 Administrative Clerk (P/T)	1	1



<b><u>PCN</u></b>		<b><u>1993/94</u></b>	<b><u>1994/95</u></b>
<b><u>SERIES</u></b>			

**INFORMATION RESOURCES**

5200	Information Resources Manager	1	1
5000	Information Analyst	1	1
5300	Information Specialist	3	3
5100	Information Assistant	1	1
4600	Graphic Artist	1	1
4700	Graphic Technician	1	1
	Total Full-Time	22	22
	Total Part-Time	1	1

**FINANCE**

3600	Director of Finance	1	1
600	Administrative Assistant	1	0
4300	Executive Secretary	1	1
300	Accounting Manager	1	1
9800	Senior Accountant	0	1
200	Accountant	2	2
100	Account Clerk	4	4
2300	Cashier	1	1
2900	Clerk Typist	1	1
	Total Full-Time	12	12

**COMMUNITY DEVELOPMENT**

**ADMINISTRATION**

3300	Deputy City Manager	1	1
600	Administrative Assistant	1	1
4300	Executive Secretary	1	1

**PLANNING**

2800	City Planner	1	1
7500	Senior Planner	2	2
1500	Associate Planner	2	2
900	Assistant Planner II	5	5
1200	Assistant Planner I	2	0
6400	Planning Technician	2	2
7300	Secretary	2	2
700	Administrative Clerk	1	1

**PCN  
SERIES**

**1993/94**

**1994/95**

**ENGINEERING**

2600	City Engineer	1	1
4000	Supv. Civil Engineer	3	2
1400	Associate Engineer	4	5
1100	Assistant Engineer	4	3
4200	Engineering Technician	2	2
4100	Engineering Aide	1	1
8500	Traffic Engineer	1	1
1600	Associate Traffic Engineer	2	2
1300	Assistant Traffic Engineer	2	2
8000	Senior Public Works Inspector	1	1
6700	Public Works Inspector	3	3
7300	Secretary	1	1
7100	Receptionist Clerk	1	1

**BUILDING AND SAFETY**

2100	Building Official	1	1
7800	Senior Building Engineer	1	1
1400	Associate Engineer	1	1
7900	Senior Building Inspector	1	1
2000	Building Inspector	2	2
8400	Supervising Permit Specialist	1	1
6000	Permit Specialist	1	1
7300	Secretary	1	1
2900	Clerk Typist	1	1
7100	Receptionist Clerk	1	1

**CODE ENFORCEMENT**

7400	Senior Code Enforcement Officer	1	0
3000	Code Enforcement Officer	2	3

**ECONOMIC DEVELOPMENT**

5500	Mktg. & Economic Dev. Manager	1	0
1500	Associate Planner	1	0
900	Assistant Planner II	<u>1</u>	<u>0</u>

	Total Full-Time	63	57
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**PCN  
SERIES**

1993/94

1994/95

**PUBLIC WORKS**

**ADMINISTRATION**

3400	Deputy City Manager	1	1
600	Administrative Assistant	1	1
4300	Executive Secretary	1	1
7100	Receptionist Clerk	1	1

**SOLID WASTE**

7700	Solid Waste Coordinator	1	1
7600	Solid Waste Analyst	2	2
2900	Clerk Typist	1	1

**TRANSIT**

8800	Transportation Manager	1	1
8700	Transit Analyst	1	1
1500	Associate Planner	1	1
7300	Secretary	1	1

**STREET MAINTENANCE**

8200	Street Supervisor	1	1
7300	Secretary	1	1
8100	Street Maintenance Worker	11	11
3200	Crew Leader	2	2
8900	Vehicle Maintenance Mechanic	1	2
9000	Vehicle Technician	1	0

**GENERAL SERVICES**

4500	General Services Manager	1	1
6800	Purchasing Agent	1	1
2200	Buyer	1	1
5400	Materials Clerk	1	1
1700	General Maintenance Worker	2	2
3200	Crew Leader	1	1
7300	Secretary	1	1
2900	Clerk Typist	1	1

Total Full-Time		38	38
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**PCN  
SERIES**

**1993/94**

**1994/95**

**PARKS, RECREATION AND COMMUNITY SERVICES**

**ADMINISTRATION**

3700	Director of Parks, Rec. Comm. Serv.	1	1
4300	Executive Secretary	1	1
700	Administrative Clerk	1	1
600	Administrative Assistant	1	1
400	Administrative Analyst (CDBG)	1	0
9200	CDBG Program Coordinator	1	0

**EMERGENCY PREPAREDNESS**

3900	Emergency Preparedness Coordinator	1	1
6900	Recreation Coordinator	1	1
400	Administrative Analyst	1	1

**RECREATION**

5600	Parks/Recreation Superintendent	1	1
7300	Secretary	1	1
2900	Clerk Typist	1	1
6900	Recreation Coordinator	7	7
7000	Recreation Supervisor	3	3

**AQUATICS**

6900	Recreation Coordinator	1	1
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**PARK MAINTENANCE**

5600	Park/Recreation Superintendent	1	1
7300	Secretary	1	1
2900	Clerk Typist	1	1
5800	Park Planning Supervisor	1	1
5700	Park Development Coordinator	2	2
9100	Project Technician	1	1
906	Assistant Planner II	1	1
4000	Supervising Civil Engineer	1	1
5900	Park Supervisor	3	3

<b>PCN SERIES</b>	<b><u>1993/94</u></b>	<b><u>1994/95</u></b>
3200 Crew Leader	3	3
4900 Groundskeeper II	6	6
4800 Groundskeeper I	4	4
1900 Building Maintenance Worker III	2	2
1700 General Maintenance Worker	4	4
Total Full-Time	54	52
<b>Total Full-Time</b>	<b>192</b>	<b>184</b>
<b>Total Part-Time</b>	<b>6</b>	<b>6</b>