

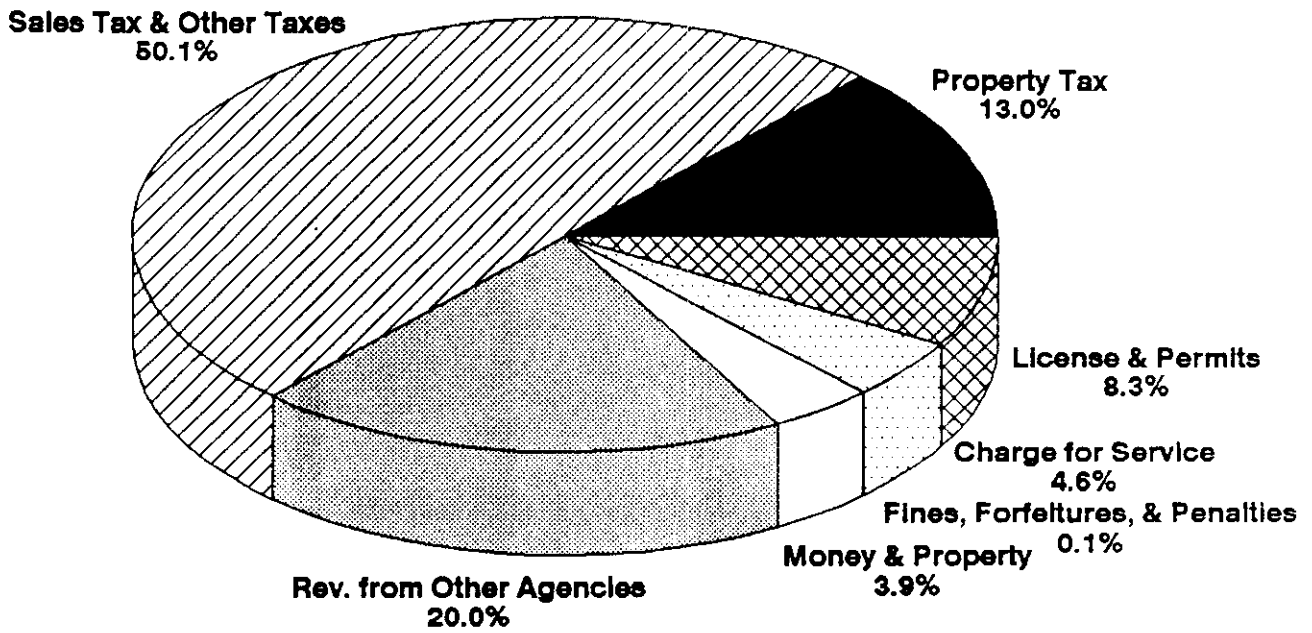


CITY OF SANTA CLARITA

BUDGET SUMMARY

	<u>BUDGET</u>
FUND BALANCE JULY 1, 1991	20,276,396
TOTAL REVENUE	52,315,079
TOTAL FUNDS AVAILABLE	<u>72,591,475</u>
APPROPRIATIONS	
Capital Projects	30,360,874
Debt Service	2,400,000
Personnel	10,233,026
Operations	25,774,429
Capital Outlay	1,038,047
TOTAL APPROPRIATIONS	<u>69,806,376</u>
REMAINING FUND BALANCE JUNE 30, 1992	2,841,265

General Fund Revenues by Major Source



SUMMARY OF GENERAL FUND REVENUES BY MAJOR SOURCE

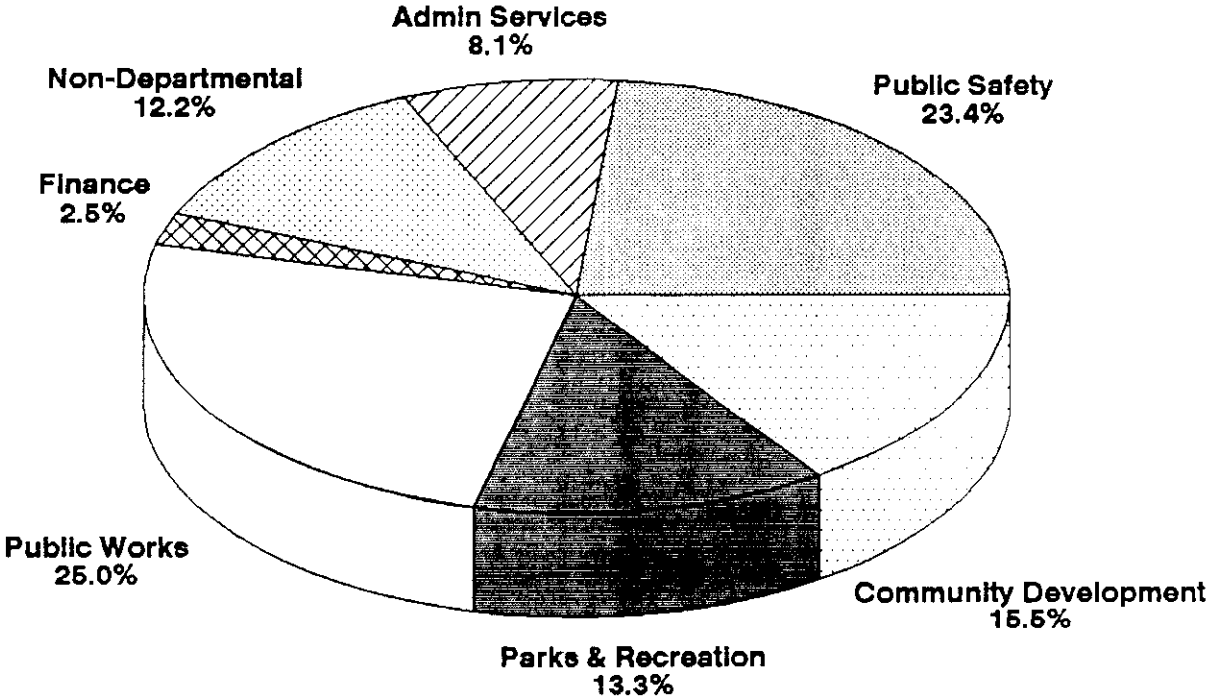
MAJOR SOURCE

Property Tax	3,801,435
Sales Tax and Other Taxes	14,717,991
License and Permits	2,416,490
Fines, Forfeits and Penalties	20,000
Use of Money and Property	1,463,771
Revenue from Other Agencies	5,838,628
Charges for Current Services	1,333,125
Other Revenues	7,000
	<hr/>
TOTAL GENERAL FUND REVENUES	29,598,440
	<hr/> <hr/>

MAJOR SOURCE

Taxes	18,519,426
Licenses and Permits	2,416,490
Fines, Forfeits and Penalties	553,021
Use of Money and Property	1,463,771
Revenue from Other Agencies	26,578,322
Charges for Current Services	1,333,125
Other Revenues	7,000
Other Taxes	1,443,924
	<hr/>
TOTAL CITY REVENUES	52,315,079
	<hr/> <hr/>

Summary of Operating Appropriations by Program for all Funds



SUMMARY OF OPERATING APPROPRIATIONS BY PROGRAM FOR ALL FUNDS

ADMINISTRATIVE SERVICES

City Council	221,887
City Manager	722,826
Unallocated Reserve	3,000,000
Self Insurance	1,188,024
City Attorney	370,700
City Clerk	372,593
Personnel	337,052
Finance Administration	938,729
Computer Services	859,012

TOTAL ADMINISTRATIVE SERVICES 8,010,823

COMMUNITY DEVELOPMENT

Community Development Administration	215,331
Economic Development	471,839
Development Services	682,396
Code Enforcement	229,186
Advance Planning/ Special Studies	1,006,703
Engineering	2,259,221
Building and Safety	1,033,758

TOTAL COMMUNITY DEVELOPMENT 5,898,435

PUBLIC WORKS

Public Works Administration	259,572
General Services	2,018,174
Street Maintenance	2,793,451
Transportation	3,681,301
Solid Waste Management	499,833

TOTAL PUBLIC WORKS 9,252,330

PUBLIC SAFETY

Police Services	8,174,534
Fire Protection	35,000
Miscellaneous Public Safety	321,500

TOTAL PUBLIC SAFETY 8,531,034

PARKS AND RECREATION

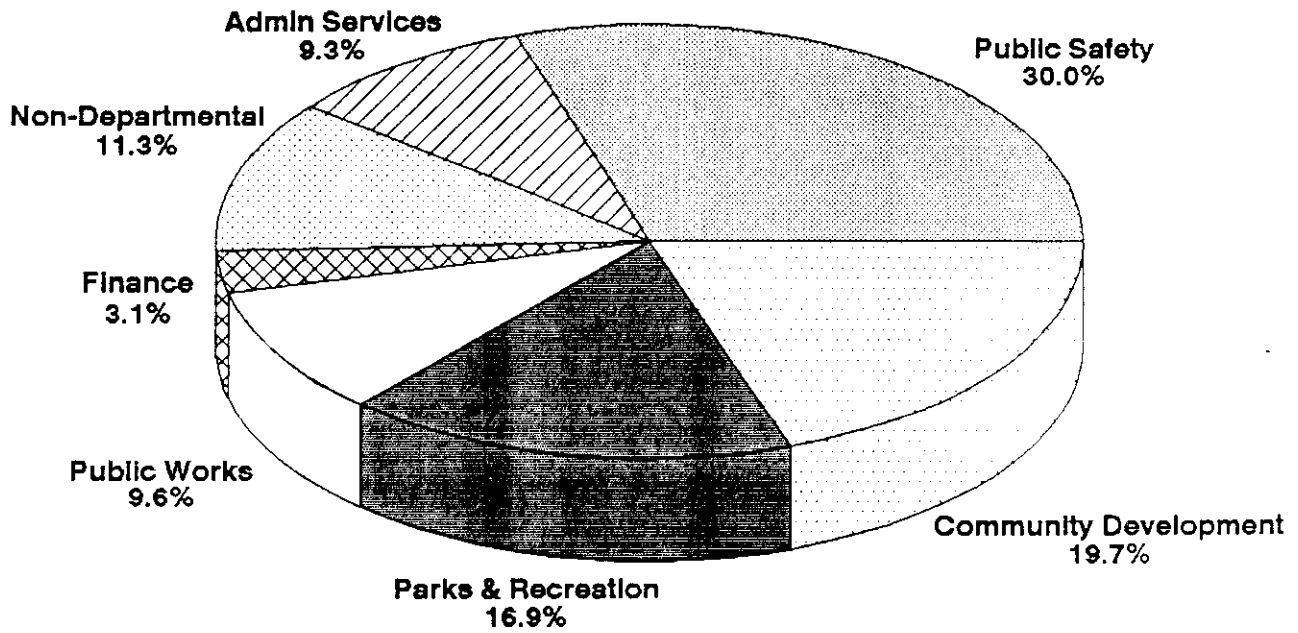
Parks and Recreation Administration	412,661
Recreation	1,903,979
Parks Maintenance	2,440,538
Aquatics	478,113
Emergency Preparedness	117,590

TOTAL PARKS AND RECREATION 5,352,880

TOTAL OPERATING APPROPRIATIONS FOR ALL FUNDS

37,045,502

Summary of Appropriations by Program for General Fund



SUMMARY OF OPERATING APPROPRIATIONS BY PROGRAM FOR GENERAL FUND

ADMINISTRATIVE SERVICES

City Council	221,887
City Manager	722,826
Unallocated Reserve	3,000,000
Self Insurance	0
City Attorney	370,700
City Clerk	372,593
Personnel	337,052
Finance Administration	938,729
Computer Services	859,012

TOTAL ADMINISTRATIVE SERVICES 6,822,799

COMMUNITY DEVELOPMENT

Community Development Administration	215,331
Economic Development	471,839
Development Services/ Code Enforcement	682,396
Advance Planning/ Special Studies	1,006,703
Engineering	2,083,876
Code Enforcement	229,186
Building and Safety	1,033,758

TOTAL COMMUNITY DEVELOPMENT 5,723,089

PUBLIC WORKS

Public Works Administration	259,572
Solid Waste Management	499,833
General Services	2,018,174

TOTAL PUBLIC WORKS 2,777,579

PUBLIC SAFETY

Police Services	8,174,534
Fire Protection	35,000
Miscellaneous Public Safety	321,500

TOTAL PUBLIC SAFETY 8,531,034

PARKS AND RECREATION

Parks and Recreation Administration	360,641
Recreation	1,903,979
Parks Maintenance	2,440,538
Aquatics	478,113
Emergency Preparedness	117,590

TOTAL PARKS AND RECREATION 5,300,861

TOTAL OPERATING APPROPRIATIONS FOR GENERAL FUND 29,155,362

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SANTA CLARITA ADOPTING THE
ANNUAL BUDGET FOR FISCAL YEAR 1991-92
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, 1991, and ending June 30, 1992, 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, 1991, and ending June 30, 1992.

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 1991-92 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, 1991.

Mayor

ATTEST:

City Clerk

CITY OF SANTA CLARITA

ANNUAL BUDGET

1990 - 91

STATEMENT OF FUND BALANCES

FUND NO.	FUND	7-01-90 FUND BALANCE	ESTIMATED REVENUE	TOTAL RESOURCES AVAILABLE	OPERATING EXPENDITURES	CAPITAL PROJECTS	FUND TRANSFERS	6-30-91 PROJECTED FUND BAL.
01	GENERAL FUND	11,212,033	28,507,661	39,719,694	24,772,173	5,511,952	(200,000) 583,326	9,818,901
02	GAS TAX	304,086	2,158,929	2,463,015	1,866,485	213,500	0	383,030
05	TRAFFIC SAFETY	73,258	510,068	583,326	0	0	(583,326)	0
06	PARK IN-LIEU FEES	111,516	61,566	173,082	0	0	0	173,082
08	COUNTY AID	0	0	0	0	0	0	0
10	FEDERAL AID URBAN	0	6,140,000	6,140,000	0	6,140,000	0	0
12	CDBG GRANT	293,344	420,923	714,267	0	714,267	0	0
14	SB 821 BIKEWAY	229,783	184,884	414,667	0	0	0	414,667
16	TDA (ARTICLE 8)	6,792,760	2,848,674	9,641,434	0	3,766,700	0	5,874,734
18	PROPOSITION A	1,482,414	2,494,085	3,976,499	2,036,000	90,000	0	1,850,499
24	STATE PARK GRANTS	(491,225)	556,267	65,042	0	65,042	0	0
26	SELF INSURANCE	988,024	0	988,024	0	0	200,000	1,188,024
41	BRIDGE/THOROUGH	1,115,509	1,182,950	2,298,459	0	1,725,000	0	573,459
44	DRAINAGE BENEFIT	0	52,000	52,000	52,000	0	0	0
		22,111,502	45,118,007	67,229,509	28,726,658	18,226,461	0	20,276,396

CITY OF SANTA CLARITA

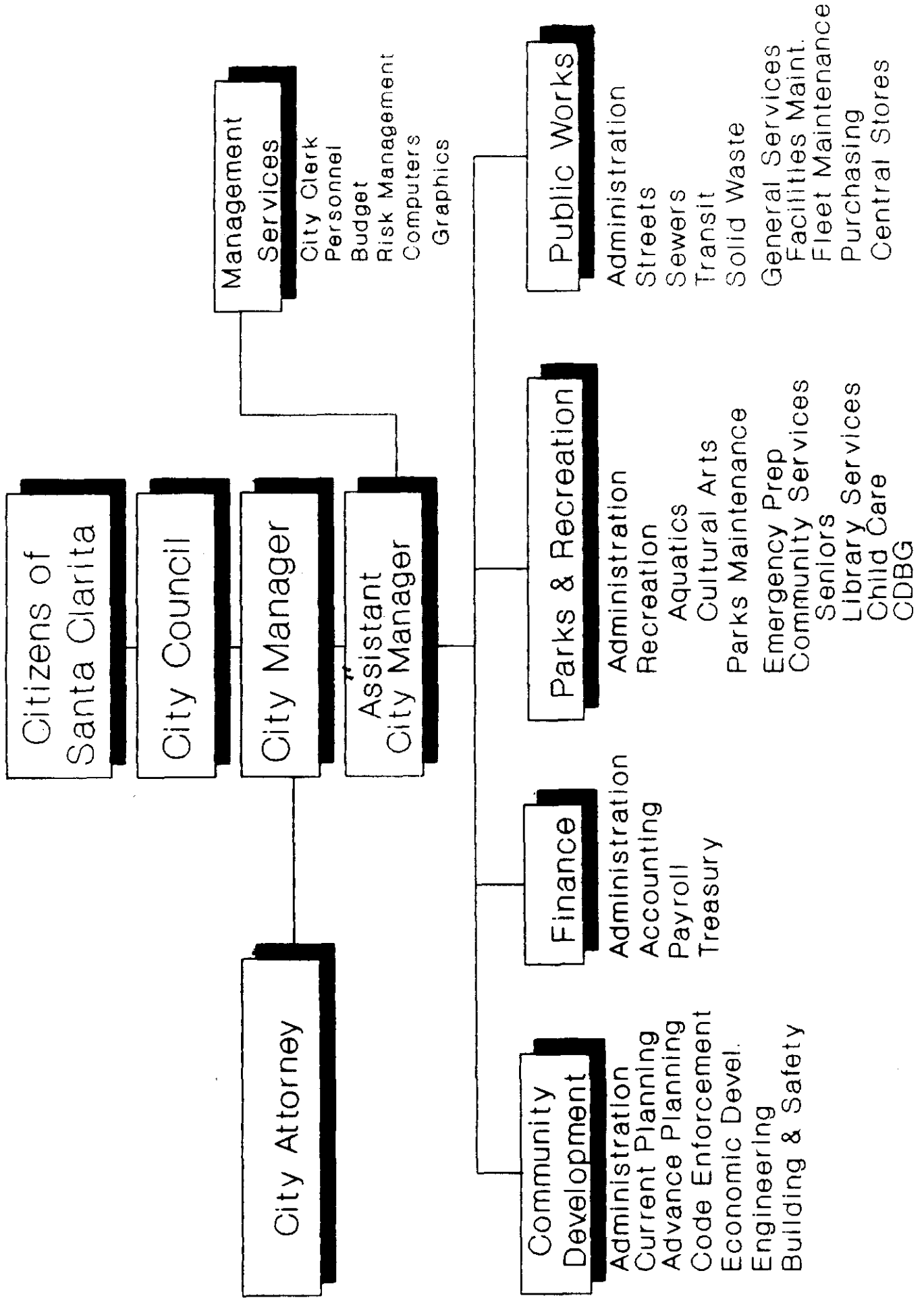
ANNUAL BUDGET

1991 - 92

STATEMENT OF FUND BALANCES

FUND NO.	FUND	7-01-91 FUND BALANCE	ESTIMATED REVENUE	TOTAL RESOURCES AVAILABLE	OPERATING EXPENDITURES	CAPITAL PROJECTS	FUND TRANSFERS	6-30-92 PROJECTED FUND BAL.
01	GENERAL FUND	9,818,901	29,598,440	39,417,341	29,155,362	8,395,000	533,021 (2,400,000)	0
02	GAS TAX	383,030	2,520,853	2,903,883	2,823,451	80,432	0	0
05	TRAFFIC SAFETY	0	533,021	533,021	0	0	(533,021)	0
06	PARK IN-LIEU FEES	173,082	20,000	193,082	0	140,000	0	53,082
08	COUNTY AID	0	300,000	300,000	0	300,000	0	0
10	FEDERAL AID URBAN	0	400,000	400,000	0	0	0	400,000
12	CDBG GRANT	0	522,000	522,000	52,200	469,800	0	0
14	SB 821 BIKEWAY	414,667	37,217	451,884	0	451,884	0	0
16	TDA (ARTICLE 8)	5,874,734	2,659,624	8,534,358	0	8,534,358	0	0
18	PROPOSITION A	1,850,499	1,270,000	3,120,499	3,120,499	0	0	0
24	STATE PARK GRANTS	0	365,000	365,000	0	144,200	0	220,800
26	SELF INSURANCE	1,188,024	327,000	1,515,024	1,188,024	0	0	327,000
41	BRIDGE/THOROUGH	573,459	1,055,000	1,628,459	10,000	0	0	1,618,459
27	FLEET REPLACEMENT	0	221,924	0	0	0	0	221,924
50	DEBT SERVICE	0	0	0	0	0	2,465,000	0
17	PROPOSITION C	0	1,018,000	1,018,000	560,800	457,200	0	0
	BOND PROCEEDS	0	715,000	715,000	0	650,000	(65,000)	0
	STATE REVENUES	0	10,578,000	10,578,000	0	10,578,000	0	0
	DEVELOPER FEES	0	160,000	160,000	0	160,000	0	0
44	DRAINAGE BENEFIT	0	14,000	14,000	14,000	0	0	0
		20,276,396	52,315,079	72,355,551	37,045,502	30,360,874	0	2,841,265

CITY OF SANTA CLARITA ORGANIZATION



Citizens of Santa Clarita

City Council

City Manager

Assistant City Manager

Management Services

City Clerk
Personnel
Budget
Risk Management
Computers
Graphics

Community Development

Administration
Current Planning
Advance Planning
Code Enforcement
Economic Devel.
Engineering
Building & Safety

Finance

Administration
Accounting
Payroll
Treasury

Parks & Recreation

Administration
Recreation
Aquatics
Cultural Arts
Parks Maintenance
Emergency Prep
Community Services
Seniors
Library Services
Child Care
CDBG

Public Works

Administration
Streets
Sewers
Transit
Solid Waste
General Services
Facilities Maint.
Fleet Maintenance
Purchasing
Central Stores

CITY OF SANTA CLARITA

ANNUAL BUDGET

1991/92

AUTHORIZED FULL-TIME AND PART-TIME POSITIONS
IN THE CITY SERVICE BY PROGRAM

	<u>1990/91</u>	<u>1991/92</u>
<u>CITY COUNCIL</u>		
City Council (P/T)	<u>5</u>	<u>5</u>
Total Part-Time	5	5
<u>CITY MANAGER</u>		
City Manager	1	1
Public Info Officer	1	1
Inter Govt Rel Officer	<u>1</u>	<u>1</u>
Total Full-Time	3	3
<u>MANAGEMENT SERVICES</u>		
<u>ADMINISTRATION</u>		
Assistant City Manager	1	1
Admin. Assistant	2	1
✓ Admin. Aide	1	1
✓ Clerk Typist	1	2
Admin. Intern (F/T)	1	1
Admin. Intern (P/T)	1	1
<u>PERSONNEL</u>		
Personnel Mgr.	1	1
Personnel Tech.	1	2
✓ Secretary	1	1
<u>CITY CLERK</u>		
City Clerk	1	1
Deputy City Clerk	1	1
✓ Clerk Typist	2	1
✓ Receptionist Clerk	0	1
✓ Admin. Clerk (P/T)	1	1
<u>COMPUTER SERVICES</u>		
Data Process Mgr.	1	1
Computer Programmer II	0	1
Computer Programmer I	1	1
Computer Operator	1	1
Graphic Specialist	0	1
Graphics Tech	0	1
Graphics Intern (P/T)	<u>1</u>	<u>0</u>
Total Full-Time	17	19
Total Part-Time	2	3

1990/91

1991/92

FINANCE

Director of Finance	1	1
Revenue Collector	1	0
Admin. Asst.	0	1
Executive Secretary	1	1
Account Clerk	3	4
Accounting Mgr.	1	1
Accountant	1	2
Clerk Typist	1	1
Admin. Intern (P/T)	1	1
Total Full-Time	9	11
Total Part-Time	1	1

COMMUNITY DEVELOPMENT

ADMINISTRATION

Director of Comm. Dev.	1	1
✓Executive Secretary	1	1
Admin. Intern (P/T)	1	1

CURRENT PLANNING

Principal Planner	1	1
Sr. Planner	0	1
Associate Planner	2	2
Assistant Planner II	3	2
Assistant Planner I	2	2
Planning Technician	2	2
✓Admin. Clerk	2	1
✓Secretary	0	1
Graphics Specialists	1	0
Graphics Intern (P/T)	1	0

ADVANCE PLANNING

Principal Planner	1	1
Sr. Planner	0	1
Associate Planner	2	1
Asst. Planner II	3	3
Admin. Intern (P/T)	1	1

ECONOMIC DEVELOPMENT

Econ. Dev. Coord.	1	1
Asst. Planner II	1	1
✓Admin. Clerk	1	1

CODE ENFORCEMENT

Sr. Code Enf. Officer	1	1
Code Enf. Officer	2	2
✓Admin. Clerk	1	0
✓Secretary	0	1

1990/91

1991/92

ENGINEERING

City Engineer	1	1
Asst. City Engineer	0	1
Engineer	2	3
Associate Engineer	4	6
Asst. Engineer	3	4
Engineering Tech	2	2
Engineering Aide	1	1
Traffic Engineer	1	1
Associate Traffic Engineer	1	1
Assistant Traffic Engineer	2	2
Sr. Public Works Inspector	1	1
Public Works Inspector	3	3
Permit Specialist	1	0
✓Secretary	1	1
✓Clerk Typist	0	1

BUILDING AND SAFETY

Building Official	1	1
Engineer	0	1
Associate Engineer	1	1
Assistant Engineer	2	2
Supervising Building Insp.	1	1
Sr. Building Inspector	0	1
Building Inspector	3	2
Supervising Permit Spec.	1	1
Permit Specialist	1	2
✓Secretary	1	1
✓Clerk Typist	1	1
✓Receptionist Clerk	0	1
Total Full-Time	63	70
Total Part-Time	3	2

PUBLIC WORKS

ADMINISTRATION

Director of Public Works	1	1
Administrative Assistant	1	1
✓Executive Secretary	1	1
✓Secretary	1	1
Admin. Intern (P/T)	0	1

SOLID WASTE

Solid Waste Coordinator	1	1
Solid Waste Outreach Coordinator	0	1
Solid Waste Project Coordinator	0	1

	<u>1990/91</u>	<u>1991/92</u>
<u>TRANSIT</u>		
Transit Manager	0	1
Transit Coordinator	1	0
Transit Analyst	0	1
<u>STREET MAINTENANCE</u>		
Street Supervisor	1	1
√Secretary	1	1
Street Maint. Worker	6	10
Crew Leader	0	2
<u>GENERAL SERVICES</u>		
General Services Manager	1	1
Purchasing Agent	1	1
Buyer	0	1
Account Clerk	1	0
Materials Clerk	0	1
Bldg Maint Worker I	1	2
Bldg Maint Worker II	0	1
√Clerk Typist	1	1
Messenger (P/T)	1	0
Vehicle Technician	0	1
Vehicle Maint. Mechanic	0	1
Total Full-Time	19	33
Total Part-Time	1	1
<u>PARKS AND RECREATION</u>		
<u>ADMINISTRATION</u>		
Director of Parks & Rec	1	1
√Executive Secretary	1	1
Administrative Assistant	0	1
Rec. Coord. (Child Care)	0	1
Admin. Assistant (P/T)	1	1
Admin. Analyst (CDBG)	0	1
<u>RECREATION</u>		
Parks/Rec Superintendent	1	1
√Secretary	1	1
√Clerk Typist	1	1
√Receptionist Clerk	1	1
Recreation Coord.	9	8
Admin. Intern (P/T)	0	2
<u>AQUATICS</u>		
Recreation Coordinator	1	1

1990/91

1991/92

PARKS MAINTENANCE

Parks/Rec Superintendent	1	1
✓Secretary	1	1
Park Planner	1	0
Sr. Park Planner	0	1
Development Coordinator	0	1
Trails Coordinator	0	1
Park Supervisor	3	3
Crewleader	3	3
Groundskeeper II	6	6
Groundskeeper I	3	3
Bldg Maint Worker III	2	2
Bldg Maint Worker I	1	2
✓Clerk Typist	0	1
Admin. Intern (P/T)	<u>1</u>	<u>1</u>
Total Full-Time	37	43
Total Part-Time	2	4
TOTAL FULL-TIME	148	179
TOTAL PART-TIME	14	16

ANNUAL BUDGET USER'S GUIDE

A Brief Overview of the City of Santa Clarita

The City of Santa Clarita has a population of 147,228 and covers over 40 square miles. At present, the Valencia Industrial Center is the fourth-largest industrial park in Los Angeles County and the Valley's leading source of employment. The Santa Clarita Valley is located 35 miles northwest of Los Angeles and 40 miles east of the Pacific Ocean. It forms an inverted triangle with the San Gabriel and Santa Susanna mountain ranges. These mountains separate it 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. Santa Clarita is the ideal site for a business in Southern California. The local Chamber of Commerce and the City of Santa Clarita work to maintain a highly supportive environment for business development. In addition, companies benefit greatly from the area's land and leasing opportunities, labor pool, transportation, housing, quality of life, climate and scenery.

The real pride and joy of Santa Clarita is the residential communities. Due to more businesses and industries moving into the area, residents can live, shop and play close to where they work, rather than commute long distances. Needless to say, this proximity saves substantial amounts of money, stress, time and energy. The Master's College, the Disney Movie Ranch, Gene Autry's Melody Ranch, a park and nature center, and film star, William S. Hart's former ranch, now a museum draws thousands of visitors annually.

Santa Clarita residents praise their landscaped paseos, park-like neighborhoods, golf-courses, well kept roads, high quality schools, innovative recycling programs, numerous parks and recreational facilities and services, outstanding police and fire services, highly responsive paramedics and ambulance service, and high levels of general governmental services.

Form of Government

The City of Santa Clarita is a general law city which operates a Council-Manager form of government. The City Council consists of five members elected at large on a nonpartisan basis and acts as the part-time legislative body of the City. Council members serve four-year terms with elections staggered every two years. The Mayor is chosen by the Council to serve as its presiding officer. Traditionally, the Mayor serves a one year term.

There are boards and commissions which assist the City Council in serving the Santa Clarita community by addressing specific needs

within their realm of responsibility. Each Board and Commission may also get involved in a wide-range of activities from reviewing City ordinances to recommending major revisions to City programs. Each Commission meets on a regular basis and each meeting is open to the public. The length of member terms and when they are appointed varies.

The City Manager is appointed by the City Council to be the chief administrative officer responsible for the day-to-day operations of the City. The City Manager appoints all department managers. Each department manager is responsible for the day-to-day operations of their department. Each department manager selects his/her division managers as well as various support staff members. The goals and objectives of each department and their divisions/programs are discussed at the beginning of each department's budget section.

The City Attorney is appointed by the City Council to be the legal advisor to the City Council, the department heads, commissioners and various other City officials.

Purpose of an Annual Budget

The basic purpose of the City of Santa Clarita's 1991-92 Budget is to serve as a "blueprint" for providing City services; a working financial plan; and, a major communication instrument for City residents, businesses, and employees. This budget is specifically designed to provide clear and understandable information to the Santa Clarita community with respect to how its local government is organized and operates.

Budget Process

On or before June 30, the City adopts an annual budget for the ensuing fiscal year. Formal budgets are employed as a management control device during the year for the General and certain Special Revenue Funds.

From the effective date of the budget, the amounts stated as proposed expenditures become appropriations for the various City departments. The City Council may amend the budget during the fiscal year. The City Manager may transfer funds within and between departments. Expenditures may not exceed appropriations at the department level on a Citywide basis. The expenditure classification in the accompanying general purpose financial statements is reflective of the various department levels of the City (except capital outlay). Appropriations lapse at the end of the fiscal year to the extent they have not been expended or carried over into the ensuing fiscal year.

Over the past three years, the City prepared a line-item detail that is, a line-by-line listing of each account group within each of the three expenditure/expense categories.

The Annual budget format is designed to provide a more comprehensive management and fiscal planning system. This format is aimed at achieving goals and objectives at the operational levels which are consistent with the City Council's policies.

Preparation of the Annual Budget Document

Altogether, budget preparation takes approximately six months. Work typically begins in January (in the year prior to the first fiscal year of the Budget) when the Executive Team meets to review the budget preparation calendar as well as establish the basic ground rules for budget preparation.

In January, the Budget Manual is distributed and reviewed in a training session. 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 also carefully studied. Moreover, remaining cognizant of public safety and legal requirements; adhering to the City Council's financial policies; as well as providing the most efficient, effective, economical, and efficacious service levels possible are 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 worked out and 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, which occur typically in late June. The City Council may further revise the City Manager's proposed Annual Budget, as it determines necessary. A three-fifths (majority) (3/5) vote is required to adopt the final Annual Budget. The budget is adopted prior to July 1.

Annual Budget Organization

As indicated in the Table of Contents, the City of Santa Clarita's Annual Budget document consists of 9 sections. Each section is divided by a corresponding tab page.

Introductory Sections

The first two sections serve as both an introduction and overview of this particular 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.

The Budget User's Guide provides a brief overview of and introduction to the City of Santa Clarita as well explanation of how to understand and use this Annual Budget document.

It is important to note that the City's revenue estimates are estimates which make assumptions based on actual experience and current knowledge of impending circumstances. Overall, the revenue estimates for both fiscal years assume moderate and stable growth. Expenditure requests, in turn, reflect these assumed revenue increases.

Department Budget Sections

The next 7 sections represent the main body of the Annual Budget document. These sections contain all 5 City departments.

Each department section begins with an overview of the department, narrative description, and budget summaries by expenditure category.

Concluding Sections

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

The **Glossary of Budget Terms** is provided to better familiarize the reader with some of the budgetary and financial vocabulary found throughout the Annual Budget document. The Glossary also contains a description of the City's 32 major revenue sources as well as a description of all the fund types.

The **Appendix** contains the following information to better assist and inform the reader: 1) An Abbreviated History of The City of Santa Clarita; 2) Facts About Santa Clarita; and, 3) A list of all the City's Boards and Commissions.