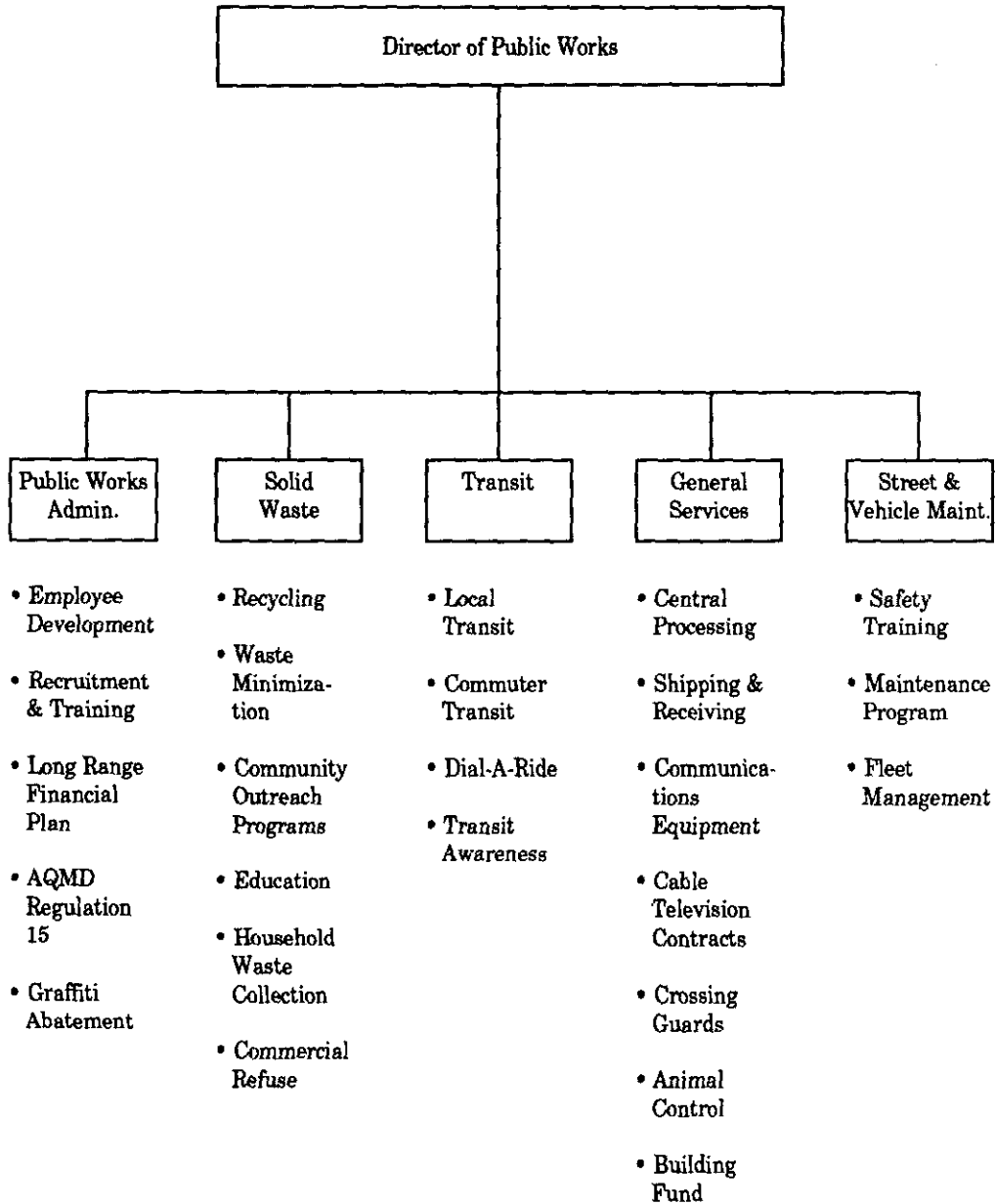


PUBLIC WORKS



CITY OF SANTA CLARITA

BUDGET SUMMARY

BUDGET CATEGORY

PUBLIC WORKS

	BUDGET

PERSONNEL SERVICES	1,950,800
OPERATIONS AND MAINTENANCE	8,564,300
TOTAL OPERATIONS AND MAINTENANCE	10,515,100
CAPITAL OUTLAY	165,500
TOTAL PUBLIC WORKS BUDGET	10,680,600

	TOTALS
PROGRAM:	
PUBLIC WORKS ADMINISTRATION	354,000
GENERAL SERVICES	1,814,100
STREET MAINTENANCE	2,626,400
SOLID WASTE MANAGEMENT	438,700
TRANSPORTATION	4,068,700
BUILDING MANAGEMENT	1,179,100
VEHICLE MAINTENANCE	199,600
TOTAL PUBLIC WORKS BUDGET	10,680,600





PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Program Purpose

The Public Works Administration program oversees the various functions within the Department of Public Works.

Primary Activities

Primarily, the Public Works Administration program provides overall coordination of public works activities, including: employee development, recruitment and training, long range financial planning, purchasing of materials, supplies, services and equipment for use by City employees, facilities management, property management, crossing guards, transit planning, communication, cable television and animal control administration services.

Major accomplishments for this division include:

- Approval of Regulation XV Program
- Implemented graffiti abatement program
- Sponsored a Teen Spring Clean 92 for graffiti removal
- Developed and implemented a ride share program
- Sponsored the Clean Air Expo 92

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	194,882	319,794	206,555
Operations	40,052	248,368	60,924
Capital Outlay	1,097	250	1,500
Total	236,031	568,412	268,979

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: PUBLIC WORKS ADMINISTRATION

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
01-6000-101	SALARY	198,200
01-6000-110	OVERTIME	1,600
01-6000-130	HEALTH AND WELFARE	19,200
01-6000-135	LIFE INSURANCE	800
01-6000-140	LONG-TERM DISABILITY	1,200
01-6000-145	MEDICARE	2,400
01-6000-150	WORKERS' COMPENSATION	5,900
01-6000-155	PERS	26,400
01-6000-160	DEFERRED COMPENSATION	3,100
01-6000-165	UNEMPLOYMENT TAXES	1,600
TOTAL PERSONNEL		260,400
OPERATIONS & MAINTENANCE		
01-6000-201	PUBLICATIONS AND SUBSCRIPTIONS	500
01-6000-202	TRAVEL AND TRAINING	3,900
01-6000-203	MEMBERSHIP AND DUES	700
01-6000-210	AUTO ALLOWANCE/MILEAGE	4,300
01-6000-210	OFFICE SUPPLIES	2,500
01-6000-211	PRINTING	200
01-6000-212	POSTAGE	300
01-6000-215	SPECIAL SUPPLIES	300
01-6000-227	CONTRACTUAL SERVICES	25,800
01-6000-230	PROFESSIONAL SERVICES	3,000
01-6010-227	GRAFFITI ABATEMENT	25,000
01-6000-238	REGULATION 15	15,000
01-6000-326	INSURANCE REIMBURSEMENT	6,500
01-6000-327	EQUIPMENT REPLACEMENT	300
TOTAL OPERATIONS & MAINTENANCE		88,300
CAPITAL OUTLAY		
01-6000-401	FURNITURE & FIXTURES	4,300
01-6000-402	EQUIPMENT	1,000
TOTAL CAPITAL OUTLAY		5,300
PROGRAM TOTAL		354,000

FUNDING SOURCE: GENERAL FUND





PUBLIC WORKS DEPARTMENT

GENERAL SERVICES

Program Purpose

The General Services Division facilitates all purchasing activities and operations. It supports other departments through the provision of communication systems, contributes to the public welfare through administering animal control, provides school crossing guards, and facilitates cable television contracts.

Primary Activities

The primary functions of the General Services Division program include central purchasing, shipping and receiving, management of facilities, communications equipment (radio and telephone), mail distribution, security, and property management.

Major accomplishments for this division include:

- First floor remodel project management
- Implemented a central shipping and receiving system City-wide

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	78,384	160,155	567,264
Operations	790,203	976,577	1,518,361
Capital Outlay	376,356	728,437	342,390
Total	1,244,943	1,865,170	2,428,015

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: GENERAL SERVICES

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
01-6900-101	SALARIES	234,100
01-6900-103	PART-TIME EMPLOYEES	278,000
01-6900-110	OVERTIME	8,000
01-6900-130	HEALTH AND WELFARE	39,200
01-6900-135	LIFE INSURANCE	1,700
01-6900-140	LONG TERM DISABILITY	4,900
01-6900-145	MEDICARE	4,700
01-6900-150	WORKERS' COMPENSATION	6,100
01-6900-155	PERS	40,700
01-6900-160	DEFERRED COMPENSATION	1,800
01-6900-165	UNEMPLOYMENT TAXES	4,600
TOTAL PERSONNEL		623,800
OPERATIONS & MAINTENANCE		
01-6900-201	PUBLICATIONS AND SUBSCRIPTIONS	400
01-6900-202	TRAVEL AND TRAINING	3,000
01-6900-203	MEMBERSHIP/DUES	1,000
01-6900-208	EDUCATIONAL REIMBURSEMENT	7,000
01-6900-209	AUTOMOBILE ALLOWANCE/MILEAGE	3,000
01-6900-210	OFFICE SUPPLIES	65,000
01-6900-211	PRINTING	15,000
01-6900-212	POSTAGE	35,000
01-6900-215	SPECIAL SUPPLIES	10,000
01-6900-220	RENT/LEASE	445,000
01-6900-223	EQUIPMENT RENTAL	15,000
01-6900-227	CONTRACTUAL SERVICES	149,800
01-6900-230	PROFESSIONAL SERVICES	4,500
01-6900-240	BUILDING MAINTENANCE/SUPPLIES	20,000
01-6900-243	EQUIPMENT MAINTENANCE/SUPPLIES	65,000
01-6900-245	VEHICLE MAINTENANCE/SUPPLIES	60,000
01-6900-250	ELECTRIC UTILITIES	60,000
01-6900-251	GAS UTILITIES	5,000
01-6900-252	TELEPHONE UTILITIES	200,000
01-6900-326	INSURANCE REIMBURSEMENT	13,000
01-6900-327	EQUIPMENT REPLACEMENT	600
TOTAL OPERATIONS & MAINTENANCE		1,177,300
CAPITAL OUTLAY		
01-6900-402	EQUIPMENT	13,000
TOTAL CAPITAL OUTLAY		13,000
PROGRAM TOTAL		1,814,100





PUBLIC WORKS DEPARTMENT

STREET MAINTENANCE

Program Purpose

The Street Maintenance Division is responsible for the maintenance of all City streets and alley rights-of-way. The objective of the Street Maintenance Division is to continue to implement a planned maintenance program.

Primary Activities

The primary activities of this Division include: vehicle maintenance, weed abatement, , training for management and safety in the public right-of-way to employees and public, and maintenance of the City's pool vehicles. Other responsibilities include: minor to moderate asphalt repair work and concrete repair work, grading and oiling of unsurfaced roads, roadside drainage, grading and maintenance, street sweeping, street name sign maintenance, traffic signal maintenance, bridge maintenance, street striping and the maintenance of all storm drains not the property of other jurisdictions.

Major accomplishments for this division include:

- Assumed the responsibility for the vehicle maintenance section
- Serviced approximately 1,450 requests
- Acquired the following equipment: aerial boom truck, asphalt recycling truck, paint truck, and striping truck to continue to provide in-house repair and maintenance services
- Implement major reductions in County contracts by assuming additional striping, signing, and painting responsibilities

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	45,300	214,202	460,357
Operations	2,243,071	1,567,466	1,809,755
Capital Outlay	372	2,000	465,069
Total	2,243,443	1,783,424	2,735,181

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: STREET MAINTENANCE

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
02-6500-101	SALARY	446,900
02-6500-110	OVERTIME	8,800
02-6500-130	HEALTH AND WELFARE	51,800
02-6500-135	LIFE INSURANCE	1,100
02-6500-140	LONG-TERM DISABILITY	3,000
02-6500-145	MEDICARE	3,400
02-6500-150	WORKERS' COMPENSATION	9,500
02-6500-155	PERS	63,200
02-6500-160	DEFERRED COMPENSATION	7,800
02-6500-165	UNEMPLOYMENT TAXES	2,400
TOTAL PERSONNEL		597,900
OPERATIONS & MAINTENANCE		
02-6500-201	PUBLICATIONS AND SUBSCRIPTIONS	100
02-6500-202	TRAVEL AND TRAINING	2,200
02-6500-203	MEMBERSHIP AND DUES	300
02-6500-208	EDUCATION REIMBURSEMENT	1,500
02-6500-209	AUTOMOBILE ALLOWANCE/MILEAGE	1,000
02-6500-210	OFFICE SUPPLIES	1,700
02-6500-211	PRINTING	500
02-6500-212	POSTAGE	200
02-6500-213	ADVERTISING	400
02-6500-215	SPECIAL SUPPLIES	24,300
02-6500-216	UNIFORMS	3,100
02-6500-223	EQUIPMENT LEASE	6,000
02-6505-227	STREET MAINTENANCE-CONTRACTUAL SERVICES	663,600
02-6506-227	STREET SWEEPING/CLEANING-CONTRACTUAL SERVICES	500,000
02-6507-215	SPECIAL SUPPLIES (STREETS)	4,000
02-6507-227	WEED ABATEMENT CONTRACTUAL SERVICES	25,000
02-6508-227	BRIDGE MAINTENANCE CONTRACTUAL SERVICES	10,000
02-6509-215	SIDEWALK & GUTTER SPECIAL SUPPLIES	70,000
02-6509-227	CURB AND SIDEWALK-CONTRACTUAL SERVICES	95,000
02-6510-227	MISCELLANEOUS OFF-ROAD MAINTENANCE-CONTRACTUAL SERVICES	3,000
02-6511-227	STORM DRAINAGE DAMAGE REPAIR-CONTRACTUAL SERVICES	30,000
02-6550-243	TRAFFIC SIGNAL & LIGHT EQUIPMENT MAINTENANCE	185,000
02-6550-250	TRAFFIC SIGNAL & LIGHT UTILITIES	110,000
02-6550-326	INSURANCE ALLOCATION	26,000
02-6550-327	EQUIPMENT REPLACEMENT	99,600
02-6560-215	SPECIAL SUPPLIES STRIPING	80,000
02-6560-227	STRIPING CONTRACTUAL SERVICES	50,000
02-6599-227	HAZ MAT/ACCIDENT RECOVERY	15,000
TOTAL OPERATIONS & MAINTENANCE		2,007,500
CAPITAL OUTLAY		
02-6500-402	EQUIPMENT	21,000
TOTAL CAPITAL OUTLAY		21,000
PROGRAM TOTAL		2,626,400

FUNDING SOURCE: GAS TAX





PUBLIC WORKS

VEHICLE MAINTENANCE

Program Purpose

The purpose of the Vehicle Maintenance Program is to maintain safe, reliable and economical transportation, as required, to conduct City business. This program controls and coordinates all vehicle repairs and maintenance. It also coordinates the acquisition, maintenance, repair and monitoring of all fuel and dispensing equipment purchased for City vehicles.

Primary Activities

In addition to maintenance, this section maintains an adequate City pool of vehicles to minimize the City's vehicle/equipment capital expenditure, facilitate effective utilization of City vehicles, provide for loaner vehicles for out-of-service vehicles and temporary vehicle usage. The control of license plates, registration and City identification numbers are conducted through this section.

This division has been established for the 1992-1993 Fiscal Year.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: VEHICLE MAINTENANCE

APPROPRIATION DETAIL

ACTIVITY	BUDGET
PERSONNEL	
01-9500-101 SALARIES	65,800
01-9500-103 PART TIME EMPLOYEES	1,000
01-9500-130 HEALTH & WELFARE	7,300
01-9500-135 LIFE INSURANCE	300
01-9500-140 LONG TERM DISABILITY	300
01-9500-145 MEDICARE	900
01-9500-150 WORKERS COMPENSATION	1,900
01-9500-155 PERS	9,700
01-9500-165 UNEMPLOYMENT TAXES	200
TOTAL PERSONNEL	87,400
OPERATIONS & MAINTENANCE	
01-9500-202 TRAVEL AND TRAINING	2,000
01-9500-203 MEMBERSHIPS AND DUES	100
01-9500-208 EDUCATIONAL REIMBURSEMENT	200
01-9500-209 AUTOMOBILE ALLOWANCE	1,000
01-9500-210 OFFICE SUPPLIES	300
01-9500-211 PRINTING	100
01-9500-215 SPECIAL SUPPLIES	4,000
01-9500-230 PROFESSIONAL SERVICES	1,000
01-9500-243 EQUIPMENT MAINTENANCE SUPPLIES	40,000
01-9500-326 INSURANCE REIMBURSEMENT	3,300
01-9500-327 EQUIPMENT REPLACEMENT	200
TOTAL OPERATIONS & MAINTENANCE	52,200
CAPITAL OUTLAY	
01-9500-245 VEHICLE MAINTENANCE SUPPLIES	60,000
TOTAL CAPITAL OUTLAY	60,000
PROGRAM TOTAL	199,600

FUNDING SOURCE: GAS TAX 135,000 GENERAL FUND 63,300





PUBLIC WORKS DEPARTMENT

SOLID WASTE

Program Purpose

The purpose of the Integrated Solid Waste program is to design and implement various recycling programs within the City to ensure compliance with the mandates of Assembly Bill 939 - the California Integrated Waste Management Act of 1989. This Bill requires all cities in the state to reduce the amount of waste sent to landfills 25% by 1995, and 50% by the year 2000, or pay \$10,000 a day in fines.

Primary Activities

In addition to designing and implementing recycling, waste minimization, and composting programs, this section is involved in on-going community outreach programs to educate school children and the general public about various environmental issues, oversees household hazardous waste collection and monitors the collection and disposal of residential and commercial refuse.

Major accomplishments for this division include:

- Curbside recycling program went on-line servicing 30,859 single family residences
- State mandated Source Reduction and Recycling Element (SRRE) submitted to the County of Los Angeles
- Implemented Annual Christmas tree recycling program, diverting 273 tons of trees from the landfill
- An on-going environmental education program for children at all City schools
- "Let's Stop Junk Mail" Program initiated

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	0	2,329	169,125
Operations	0	292,386	328,700
Capital Outlay	0	0	1,000
Total	0	294,715	498,825

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: WASTE MANAGEMENT

 APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
01-6600-101	SALARY	137,700
01-6600-130	HEALTH AND WELFARE	11,300
01-6600-135	LIFE INSURANCE	700
01-6600-142	LONG TERM DISABILITY	800
01-6600-145	MEDICARE	1,900
01-6600-150	WORKERS' COMPENSATION	5,600
01-6600-155	PERS	19,900
01-6600-160	DEFERRED COMPENSATION	1,500
01-6600-165	UNEMPLOYMENT TAXES	1,300
	TOTAL PERSONNEL	180,700
OPERATIONS & MAINTENANCE		
01-6100-201	PUBLICATIONS AND SUBSCRIPTIONS	1,000
01-6600-202	TRAVEL AND TRAINING	3,500
01-6600-203	MEMBERSHIP AND DUES	300
01-6600-208	EDUCATION REIMBURSEMENT	2,500
01-6600-209	AUTO ALLOWANCE/MILEAGE	3,000
01-6600-210	OFFICE SUPPLIES	1,500
01-6600-211	PRINTING	15,000
01-6600-212	POSTAGE	500
01-6600-213	ADVERTISING	11,000
01-6600-215	SPECIAL SUPPLIES	1,200
01-6600-227	CONTRACTUAL SERVICES	50,000
01-6600-230	ELSMERE	150,000
01-6600-232	PROMOTION AND PUBLICITY	15,000
01-6600-326	INSURANCE REIMBURSEMENT	3,300
01-6600-327	EQUIPMENT REPLACEMENT	200
	TOTAL OPERATIONS & MAINTENANCE	258,000
	PROGRAM TOTAL	438,700

 FUNDING SOURCE: GENERAL FUND





PUBLIC WORKS DEPARTMENT

TRANSIT

Program Purpose

The Transit program provides safe, dependable and efficient local, commuter and dial-a-ride service to the residents of the Santa Clarita Valley.

Primary Activities

The primary activities include managing and coordinating the contract between the City and the provider of transit services, and the maintenance of the City's 29 buses and contractor's ten vans. Also, the coordination of inter-governmental activities with the Los Angeles County Department of Public Works and Los Angeles County Transportation Commission (LACTC) reporting to the LACTC on the use of all Proposition A funds as well as other funding sources that this fund utilizes.

Transit Awareness focuses on improving communication between riders and transit staff. This Awareness includes the development and maintenance of user friendly maps and schedules; community outreach programs, and the establishment of an advisory committee for the local commuter and Dial-a-Ride transit.

Major accomplishments for this division include:

- Initiated local fixed route service on August 5, 1991
- Entered into 3-year, \$8 million contract ATE/Ryder for provision of transit services
- Initiated general public, elderly and disabled Dial-A-Ride programs
- Took delivery of 11 commuter and 5 local buses
- Increased service to commuter, local and Dial-A-Ride programs

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	0	31,334	113,793
Operations	0	2,025,350	3,536,195
Capital Outlay	0	0	4,295
Total	*0	2,056,687	3,654,283

* Included in Public Works Administration

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: TRANSIT

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
18-6800-201	SALARIES	94,000
18-6800-130	HEALTH & WELFARE	8,100
18-6800-135	LIFE INSURANCE	400
18-6800-140	LONG-TERM DISABILITY	1,300
18-6800-145	MEDICARE	1,300
18-6800-150	WORKERS' COMPENSATION	4,000
18-6800-155	PERS	13,800
18-6800-160	DEFERRED	1,600
18-6800-165	UNEMPLOYMENT TAXES	1,000
TOTAL PERSONNEL		125,500
OPERATIONS & MAINTENANCE		
18-6800-201	PUBLICATIONS & SUBSCRIPTIONS	200
18-6800-202	TRAVEL & TRAINING	2,600
18-6800-203	MEMBERSHIP & DUES	3,000
18-6800-208	EDUCATION REIMBURSEMENT	200
18-6800-209	AUTO ALLOWANCE/MILEAGE	700
18-6800-210	OFFICE SUPPLIES	400
18-6800-211	PRINTING	20,000
18-6800-212	POSTAGE	600
18-6800-213	ADVERTISING	4,200
18-6800-215	SPECIAL SUPPLIES	4,700
18-6800-223	EQUIPMENT LEASES	1,002,000
18-6800-227	CONTRACTUAL SERVICES	23,000
18-6800-232	PROMOTION & PUBLICITY	52,500
18-6800-243	EQUIPMENT MAINTENANCE/SUPPLIES	42,000
18-6801-227	LOCAL BUS SERVICE CONTRACTUAL SERVICES	1,496,000
18-6802-227	DIAL-A-RIDE-CONTRACTUAL SERVICES	589,000
18-6803-227	SCV DOWNTOWN COMMUTER-CONTRACTUAL SERVICES	483,000
18-6804-227	SHUTTLE SERVICE TO ANTELOPE VALLEY-CONTRACTUAL SERVICES	2,700
18-6807-227	GENERAL PUBLIC DIAL-A-RIDE CONTRACTUAL SERVICES	120,000
18-6820-227	COMMUTER RAIL	26,700
18-6807-326	INSURANCE REIMBURSEMENT	3,300
18-6807-327	EQUIPMENT REPLACEMENT	200
TOTAL OPERATIONS & MAINTENANCE		3,877,000
CAPITAL OUTLAY		
18-6800-401	FURNITURE & FIXTURES	1,200
18-6800-402	EQUIPMENT	65,000
TOTAL CAPITAL OUTLAY		66,200
PROGRAM TOTAL		4,068,700

FUNDING SOURCE: TRANSIT FUNDS





PUBLIC WORKS

BUILDING FUND

Program Purpose

The Property Management Program ensures that the income of the City Hall building meets or surpasses the cash flow projections stipulated prior to close of escrow, and protects the assets of the City as landlord. To properly account for all income and expenditures, it is necessary to keep a separate account related to all building activities.

Primary Activities

The primary functions of the Property Management Program include performing lease management activities and tenant relations. Using the budget as a guideline, this division also monitors building operations and contractual services for the City Hall building.

This division has been established for the 1992-1993 Fiscal Year.

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: PUBLIC WORKS

PROGRAM: BUILDING FUND

APPROPRIATION DETAIL

ACTIVITY		BUDGET
PERSONNEL		
60-6700-101	SALARIES	70,100
60-6700-110	OVERTIME	5,000
TOTAL PERSONNEL		75,100
OPERATIONS & MAINTENANCE		
60-6700-201	PUBLICATIONS AND SUBSCRIPTIONS	1,100
60-6700-202	TRAVEL AND TRAINING	5,800
60-6700-203	MEMBERSHIPS AND DUES	900
60-6700-208	EDUCATIONAL REIMBURSEMENT	500
60-6700-210	OFFICE SUPPLIES	1,000
60-6700-212	POSTAGE	200
60-6700-216	UNIFORMS	300
60-6700-219	COMMISSIONS	18,500
60-6700-223	EQUIPMENT RENTAL	6,000
60-6700-227	CONTRACTUAL SERVICES	10,600
60-6700-230	PROFESSIONAL SERVICES	12,700
60-6700-235	TAXES & FEES	0
60-6700-239	SMALL TOOLS	2,000
60-6700-240	BUILDING MAINTENANCE SERVICES/SUPPLIES	29,600
60-6700-243	EQUIPMENT MAINTENANCE SUPPLIES	1,000
60-6700-250	ELECTRICAL UTILITIES	170,000
60-6700-251	GAS UTILITIES	20,000
60-6700-253	WATER UTILITIES	5,600
60-6700-415	BUILDING IMPROVEMENTS	41,000
60-6700-610	DEBT SERVICE	632,200
60-6700-295	INSURANCE	60,000
60-6701-227	JANITORIAL SERVICES	40,000
60-6702-227	LANDSCAPE SERVICES	10,000
60-6703-227	SECURITY SERVICES	30,000
60-6704-227	HVAC SERVICES	5,000
TOTAL OPERATIONS & MAINTENANCE		1,104,000
PROGRAM TOTAL		1,179,100

FUNDING SOURCE: BUILDING FUND *General Fund*

