Community Development

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	CITY OF SANTA CLARITA	
	BUDGET SUMMARY	
	BUDGET CATEGORY	
	COMMUNITY DEVELOPMENT	
		BUDGET
PERSONNELS	SERVICES	4,117,100
OPERATIONS	AND MAINTENANCE	1,482,200
TOTAL OPE	RATIONS AND MAINTENANCE	5,599,300
CAPITAL OUT	_AY	20,000
TOTAL COMM	UNITY DEVELOPMENT BUDGET	5,619,300
PROGRAM:	COMMUNITY DEVELOPMENT ADMINISTRATION ECONOMIC DEVELOPMENT DEVELOPMENT SERVICES ADVANCE PLANNING/SPECIAL STUDIES CODE ENFORCEMENT ENGINEERING BUILDING AND SAFETY	TOTALS 272,100 269,400 673,900 930,100 222,200 2,289,700 961,900
	TOTAL COMMUNITY DEVELOPMENT BUDGET	5,619,300

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ADMINISTRATION

Program Purpose

The Community Development Administration directs, coordinates, and prioritizes the tasks and responsibilities of the divisions and programs within the Community Development Department. These divisions and programs include: Engineering, Building & Safety, Advance Planning, Development Services, Code Enforcement, Economic Development/Redevelopment, and environmental review and clearance.

Primary Activities

The primary activities of the Administration Program include direct department liaison and staff support to the City Manager, Assistant City Manager, City Council, City Planning Commission, and other City Departments. The Administration Program directs and manages department personnel, administers capital resources and projects, assesses and establishes department priorities, and assists in City-wide strategic planning functions.

- Implemented the reorganization of the City Hall departmental functions
- Integrated Engineering, Building and Safety, and Planning into a single development processing center
- Hired a City Engineer and a Traffic Engineer
- Largely reduced the scale and cost of consulting services for Building & Safety and Engineering

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	175,077	243,720	184,923
Operations	7,505	18,232	27,022
Capital Outlay	0	0	4,000
Total	182,582	261,952	215,945

	ANNU	AL BUDGET	
CATEGORY: (PROGRAM: COMMUNITY DEVELOP	MENT ADMIN
		APPROPRIATION DETAIL	
	ACTIVITY		BUDGET
PERSONNEL		********************************	
01-5000-101	SALARY		177,00
01-5000-103	PART-TIME EMPLOYEES		11,00
01-5000-110	OVERTIME		5,00
01-5000-130	HEALTH AND WELFARE		12,50
01-5000-135	LIFE INSURANCE		60
01-5000-140	LONG TERM DISABILITY INSURA	NCE	90
01-5000-145	MEDICARE		2,60
01-5000-150	WORKERS' COMPENSATION		6,20
01-5000-155	PERS		21,80
	DEFERRED COMPENSAION		6,00
	UNEMPLOYMENT TAXES		1,30
		ERSONNEL	244,90
	& MAINTENANCE		
01-5000-201	PUBLICATIONS AND SUBSCRIPT	IONS	40
01-5000-202	TRAVEL AND TRAINING		4,50
01-5000-203	MEMBERSHIP/DUES		1,00
01-5000-209	AUTO ALLOWANCE/MILEAGE		4,50
01-5000-210	OFFICE SUPPLIES		50
01-5000-211	PRINTING		50
01-5000-212	POSTAGE		70
01-5000-213	ADVERTISING		50
01-5000-229	COUNCIL DIRECTED APPEALS/F	LING FEES	50
01-5000-230	PROFESSIONAL SERVICES		3,60
01-5000-326	INSURANCE REIMBURSEMENT		3,30
01-5000-327	EQUIPMENT REPLACEMENT		20
	TOTAL O	PERATIONS & MAINTENANCE	20,20
CAPITAL OUT			
01-5000-401	FURNITURE & FIXTURES		6,00
01-5000-402	EQUIPMENT		1,00
	TOTAL C	APITAL OUTLAY	7,00
	PROGRA	M TOTAL	272,10

DEVELOPMENT SERVICES

Program Purpose

The Development Services Program is responsible for implementing the goals and policies of the City's General Plan by processing entitlement applications within the guidelines of the Planning and Zoning Code, the Subdivision Map Act, and the California Environmental Quality Act.

Primary Activities

The Development Services Program provides a number of services to the community to ensure that the health, safety and welfare of the public are protected. Development Services accomplishes this by regulating development standards, encouraging good architectural design, protecting ridgelines, preserving oak trees, meeting with public and neighborhood groups to discuss their concerns in regards to development proposals, and providing mitigation measures for projects that might have a significant effect of the environment.

The primary duties of the Development Services Program is to process conditional use permits, variances, zone changes, tentative tract/parcel maps, development agreements, general Plan amendments, plot plans, sign plans, oak tree permits, temporary use permits, lot line adjustments, certificates of compliance, and time extensions.

- Implemented a well-received public participation program for the Unified Development Code
- Implemented an improved case filing system
- Processed approximately 200 individual development entitlements
- Implemented GeoBase information tracking system

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	493,333	559,360	615,054
Operations	55,219	69,202	87,480
Capital Outlay	8,290	2,835	9,658
Total	556,842	631,397	712,192

ANNUAL BUDGET

CATEGORY: COMMUNITY DEVELOPMENT

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PROGRAM: DEVELOPMENT SERVICES

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APPROPRIATION DETAIL

ACTIVITY

BUDGET

PERSONNEL	······································	
01-5101-101	SALARY	440,500
01-5101-110	OVERTIME	5,000
01-5101-130	HEALTH AND WELFARE	47,700
01-5101-135	LIFE INSURANCE	1,300
01-5101-140	LONG-TERM DISABILITY INSURANCE	2,700
01-5101-145	MEDICARE	6,300
01-5101-150	WORKERS' COMPENSATION	16,900
01-5101-155	PERS	64,800
01-5101-160	DEFERRED COMPENSATION	4,500
01-5101-165	UNEMPLOYMENT TAXES	4,800
	TOTAL PERSONNEL	594,500
OPERATIONS	& MAINTENANCE	
01-5101-201	PUBLICATIONS AND SUBSCRIPTIONS	1,100
01-5101-202	TRAVEL AND TRAINING	1,400
01-5101-203	MEMBERSHIP/DUES	300
01-5101-208	EDUCATIONAL REIMBURSEMENT	6,000
01-5101-209	AUTOMOBILE ALLOWANCE/MILEAGE	1,100
01-5101-210	OFFICE SUPPLIES	2,200
01-5101-211	PRINTING	1,100
01-5101-212	POSTAGE	600
01-5101-213	ADVERTISING	4,000
01-5101-214	FILM PROCESSING	1,500
01-5101-229	COUNCIL DIRECTED APPEALS	1,000
01-5101-230	PROFESSIONAL SERVICES	40,000
01-5101-326	INSURANCE REIMBURSEMENT	16,300
01-5101-327	EQUIPMENT REPLACEMENT	800
	TOTAL OPERATIONS & MAINTENANCE	77,400
CAPITAL OUT		
01-5101-401	FURNITURE & FIXTURES	1,000
01-5101-402	EQUIPMENT	1,000
	TOTAL CAPITAL OUTLAY	2,000
	PROGRAM TOTAL	673,900

FUNDING SOURCE: GENERAL FUND





ADVANCE PLANNING/SPECIAL STUDIES

Program Purpose

The Advance Planning/Special Studies program conducts reasoned studies and prepares those plans, policies and ordinances necessary to lead and guide the City and surrounding area into the future; to envision and plan for a prosperous, well planned, and efficient community which exhibits those essential ingredients for an outstanding quality of life for its residents.

Primary Activities

The primary activities of the Advance Planning/Special Studies program are to monitor the City's adopted General Plan through an implementation program; analyze and update statistical facts in order to make sound recommendations and projections; prepare special area wide, community and neighborhood studies and plans; ordinance amendment and development, including completion of the City's Unified Development Ordinance. Other activities include centralized environmental assessment; ongoing monitoring of County and other related agency projects and activities within the City's area of concern; an aggressive annexation program; and, a variety of special emerging topical studies, reports, and recommendations as the need arises.

- Ridgeline Preservation and Hillside Development Ordinance adopted
- Sign Guidelines adopted
- Oak Springs Canyon annexation completed
- CEQA clearance completed for Commuter Rail Station
- County monitoring conducted for 11 major cases, including 6,158 dwelling units (4,298 approved) and over 12 million sq. ft. of commercial/industrial floor area.

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	205,287	278,480	407,470
Operations	479,490	390,133	787,192
Capital Outlay	0	911	6,062
Total	684,777	669,523	1,200,724

ANNUAL BUDGET

CATEGORY: COMMUNITY DEVELOPMENT

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PROGRAM: ADVANCE PLANNING/SPECIAL STUDIES

APPROPRIATION DETAIL

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ACTIVITY

BUDGET

PERSONNEL		
01-5102-101	SALARY	350,20
01-5102-110	OVERTIME	5,00
01-5102-130	HEALTH AND WELFARE	34,700
01-5102-135	LIFE INSURANCE	1,000
01-5102-140	LONG-TERM DISABILITY	2,10
01-5102-145	MEDICARE	5,000
01-5102-150	WORKERS' COMPENSATION	14,90
01-5102-155	PERS	51,50
01-5102-160	DEFERRED COMPENSATION	6,00
01-5102-165	UNEMPLOYMENT TAXES	3,50
	TOTAL PERSONNEL	473,90
OPERATIONS	& MAINTENANCE	
01-5102-201	PUBLICATIONS AND SUBSCRIPTIONS	500
01-5102-202	TRAVEL AND TRAINING	1,000
01-5102-203	MEMBERSHIP/DUES	50
01-5102-208	EDUCATIONAL REIMBURSEMENT	1,600
01-5102-209	AUTOMOBILE ALLOWANCE/MILEAGE	500
01-5102-210	OFFICE SUPPLIES	2,000
01-5102-211	PRINTING	12,000
01-5102-212	POSTAGE	7,00
01-5102-213	ADVERTISING	5,00
01-5102-214	FILM PROCESSING	50
01-5102-230	PROFESSIONAL SERVICES	310,00
01-5102-236	ANNEXATION SERVICES	100,00
01-5102-326	INSURANCE REIMBURSEMENT	13,00
01-5102-327	EQUIPMENT REPLACEMENT	60
	TOTAL OPERATIONS & MAINTENANCE	454,200
CAPITAL OUT	LAY	
01-5102-401	FURNITURE AND FIXTURES	1,000
01-5102-402	EQUIPMENT	1,00
	TOTAL CAPITAL OUTLAY	2,00
	PROGRAM TOTAL	930,10

FUNDING SOURCE: GENERAL FUND



CODE ENFORCEMENT

Program Purpose

The Code Enforcement program serves as a responsive and effective service in which the complaints from residents of the City regarding health, safety, and general welfare are addressed. Industrial, commercial and multi-family residential development projects are also reviewed prior to occupancy, through the planning final or code inspection process, to ensure compliance with all codes and conditions of approval.

Primary Activities

The primary activities of the Code Enforcement program are to respond and investigate complaints regarding overcrowding, garage conversions, illegal signs, Oak Tree Ordinance violations, Emergency Oak Tree Exemptions, abandoned vehicles, and other related land use issues. Additional activities include ccordinating services with the Sheriff, Fire and Health contract services in resolving complaints. Finally, this program also assists the general public with information regarding codes, ordinances, and regulations.

- Created an illegal dumping task force with the Sheriff's Department
- Developed a complaint tracking system
- Began East Newhall pilot enforcement program
- Responded to calls within 24 hours

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	613	151,463	206,970
Operations	163	1,964	15,800
Capital Outlay	19,010	603	1,000
Total	19,786	154,031	223,770

	ANNUAL BUD	IGET	
PROGRAM:		PROGRAM: CODE ENFORCEMENT	
*****	AF	PPROPRIATION DETAIL	
	ACTIVITY	BL	JDGE
PERSONNEL			
01-5105-101	SALARY		15
01-5105-110	OVERTIME		5
01-5105-130	HEALTH AND WELFARE		17
01-5105-135			
01-5105-140	LONG TERM DISABILITY		
01-5105-145			,
01-5105-150	WORKERS' COMPENSATION		3
01-5105-155	PERS		22
01-5105-160	DEFERRED COMPENSATION		1
01-5105-165	UNEMPLOY ENT TAXES TOTAL PERSON		1 206
			 ,
	MAINTENANCE		
01-5105-201	PUBLICATIONS AND SUBSCRIPTIONS		
	TRAVEL & TRAINING		
	EDUCATIONAL REIMBURSEMENT		٩
01-5105-209			
01-5105-210	OFFICE SUPPLIES		
01-5105-211	PRINTING		
01-5105-212	POSTAGE		
01-5105-214	FILM PROCESSING		
01-5105-216			,
01-5105-230	PROFESSIONAL SERVICES		:
01-5105-326			
01-5105-327	EQUIPMENT REPLACEMENT		
	TOTAL OPERAT	IONS & MAINTENANCE	14
CAPITAL OUTLA 01-5105-402	AY EQUIPMENT		
	TOTAL CAPITAL	. OUTLAY.	
	PROGRAM TOT	AL	22
FUNDING SOUR	RCE: GENERAL FUND		
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ECONOMIC DEVELOPMENT

Program Purpose

The primary activities of the Economic Development Program are to engage the community in a plan to stimulate the local economy, increase and strengthen and City's revenue base, provide job opportunities for residents, enhance the jobs/housing balance objectives of the City, and create a self-sustaining economic base in Santa Clarita, within the context of the environmental, General Plan, zoning and growth management policies of the City.

Primary Activities

The activities of the Economic Development Program focus on marketing the City to create a positive name recognition, attract new economic investment, retain and enhance existing local business, and to initiate the legal process to develop the City's first redevelopment plan.

- Established a Small Business Development Center
- Processed 200 retention calls over 1991 and early part of 1992
- Attraction of Borax and the Price Club
- Developed a 3-year Economic Development Strategy
- Established a film marketing program with the SCV Chamber of Commerce

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	97,200	101,658	168,430
Operations	5,413	57,099	402,434
Capital Outlay	1,957	1,094	4,906
Total	104,570	159,851	575,770

ANNUAL BUDGET

CATEGORY : COMMUNITY DEVELOPMENT

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PROGRAM: ECONOMIC DEVELOPMENT

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APPROPRIATION DETAIL

ACTIVITY

BUDGET

PERSONNEL		
01-5005-101	SALARY	129,300
01-5005-110	OVERTIME	800
01-5005-130	HEALTH AND WELFARE	13,000
01-5005-135	LIFE INSURANCE	400
01-5005-140	LONG-TERM DISABILITY	800
01-5005-145	MEDICARE	1,800
01-5005-150	WORKERS' COMPENSATION	4,600
01-5005-155	PERS	19,000
01-5005-160	DEFERRED COMPENSATION	1,500
01-5005-165	UNEMPLOY ENT TAXES	1,300
	TOTAL PERSONNEL	172,500
OPERATIONS	& MAINTENANCE	
01-5005-201	PUBLICATIONS AND SUBSCRIPTIONS	600
01-5005-202	TRAVEL AND TRAINING	4,400
01-5005-203	MEMBERSHIP/DUES	3,100
01-5005-208	EDUCATIONAL REIMBURSEMENT	2,500
01-5005-209	AUTO ALLOWANCE/MILEAGE	500
01-5005-210	OFFICE SUPPLIES	200
01-5005-211	PRINTING	3,000
01-5005-212	POSTAGE	500
01-5005-213	ADVERTISING	300
01-5005-214	FILM PROCESSING	300
01-5005-230	PROFESSIONAL SERVICES	9,000
01-5005-232	PROMOTION & PUBLICITY	1,500
01-5050-230	SMALL BUSINESS DEVELOPMENT	67,000
01-5005-326	INSURANCE REIMBURSEMENT	3,300
01-5005-327	EQUIPMENT REPLACEMENT	200
	TOTAL OPERATIONS & MAINTENANCE	96,400
CAPITAL OUTL	AY	
01-5005-401	FURNITURE AND FIXTURES	500
	TOTAL CAPITAL OUTLAY	500
	PROGRAM TOTAL	269,400

FUNDING SOURCE: GENERAL FUND



ENGINEERING

Program Purpose

The purpose of the Engineering Division is to plan, design, construct, and administer Capital Improvement Projects, and to condition, update and review subdivision related maps and plans including City-wide traffic systems management and public works inspection.

Primary Activities

The primary activities of the Engineering Division include implementation of the City's Capital Improvement Programs, engineering, traffic operations, public works inspection and development service programs. Development Services include plan review and inspection of subdivision improvements. Additionally, the Engineering Division's primary activities include preparation and support of Federal and State grant applications.

- First slurry project designed and administered without consultant assistance
- First overlay project designed and admininstered without consultant assistance
- San Fernando Road widening project under construction
- Initiated a City-wide pavement management program
- Soledad Canyon Road widening project east of Sand Canyon underway

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	180,876	489,230	1,665,804
Operations	1,541,772	1,489,986	470,997
Capital Outlay	9,905	10,144	14,450
Total	1,732,553	1,989,360	2,151,251

ANNUAL BUDGET

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CATEGORY: COMMUNITY DEVELOPMENT

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PROGRAM: ENGINEERING

APPROPRIATION DETAIL

ACTIVITY

BUDGET

PERSONNEL		
01-5400-101	SALARY	1,286,00
01-5400-110	OVERTIME	1,20
01-5400-130	HEALTH AND WELFARE	117,60
01-5400-135	LIFE INSURANCE	3,80
01-5400-140	LONG-TERM DISABILITY	7,80
01-5400-145	MEDICARE	18,30
01-5400-150	WORKERS' COMPENSATION	50,30
01-5400-155	PERS	170,70
01-5400-160	DEFERRED COMPENSATION	27,00
01-5400-165	UNEMPLOYMENT TAXES	11,80
	TOTAL PERSONNEL	1,694,50
OPERATIONS	& MAINTENANCE	
01-5400-201	PUBLICATIONS AND SUBSCRIPTIONS	2,00
01-5400-202	TRAVEL AND TRAINING	14,40
01-5400-203	MEMBERSHIP AND DUES	3,00
01-5400-208	EDUCATION REIMBURSEMENT	12,00
01-5400-209	AUTO ALLOWANCE/MILEAGE	2,40
01-5400-210	OFFICE SUPPLIES	10,60
01-5400-211	PRINTING	13,00
01-5400-212	POSTAGE	1,00
01-5400-213	ADVERTISING	7,80
01-5400-215	SPECIAL SUPPLIES	8,70
1-5400-243	EQUIPMENT LEASES	1,20
01-5400-326	INSURANCE REIMBURSEMENT	50,00
01-5400-327	EQUIPMENT REPLACEMENT	2,50
01-5400-230	PROFESSIONAL SERVICES	45,00
01-5401-227	PROJECT DEVELOPMENT SERVICES	125,00
01-5402-227	TRAFFIC SERVICES	175,00
1-5403-227	SUBDIVISION SERVICES	50,00
01-5404-227	CONSTRUCTION SERVICES	25,00
2-5400-227	OPERATIONS CONTRACTUAL SERVICES	15,00
4-5400-230	DRAINAGE BENEFIT	27,10
- 0-00 200	TOTAL OPERATIONS & MAINTENANCE	590,70
CAPITAL OUTL		000,70
)1-5400-401	FURNITURE AND FIXTURES	2,50
1-5400-402	EQUIPMENT	2,00
	TOTAL CAPITAL OUTLAY	4,50
	PROGRAM TOTAL	2,289,70

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BUILDING AND SAFETY

Program Purpose

The Building and Safety Program is responsible for ensuring that all building construction and existing structures meet the requirements of various City, State and professional codes to provide for the health, safety and welfare of the public.

Primary Activities

The primary activities of the Building and Safety Program include the issuance of building permits and related construction permits (electrical, plumbing, etc.), review and approval of construction plans, collection of construction related fees, and the inspection of new construction and existing structures to ensure compliance with all building and safety code requirements.

- Issued 1,470 residential permits, 38 commercial/industrial permits, 6 amusement/social/recreational facility permits, 2 schools and other educational building permits, and 4,178 miscellaneous permits
- Reviewed 563 construction plans for new permits issued
- Corrected approximately 4,500 potential code violations in buildings to be constructed in the City.
- Major projects that were issued permits and completed or currently under construction and/or inspection include:
 - Valencia Town Center, U.S. Borax Headquarters, Price Club & Auto Club

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	51,700	82,588	766,358
Operations	1,497,122	1,055,892	213,300
Capital Outlay	0	4,996	6,500
Total	1,502,822	1,143,475	986,158

	ANNUAL BUE	GET	
CATEGORY:		PROGRAM: BUILDING AND SAFET	Y
	A		
	ACTIVITY		BUDGET
PERSONNEL			
01-5200-101	SALARY		546,8
01-5200-110	OVERTIME		1,0
01-5200-130	HEALTH AND WELFARE		61,3
01-5200-135			1,8
01-5200-140	LONG-TERM DISABILITY		3,4
01-5200-145	MEDICARE		8,1
01-5200-150	WORKERS' COMPENSATION		18,4
01-5200-155 01-5200-160	PERS DEFERRED COMPENSATION		76,1
01-5200-165	DEFERRED COMPENSATION UNEMPLOYMENT TAXES		7,5 5,7
01-0200-100			5,7
	TOTAL PERSON	NEL	730,1
OPERATIONS	& MAINTENANCE		
01-5200-201	PUBLICATIONS AND SUBSCRIPTIONS		3,7
01-5200-202	TRAVEL AND TRAINING		5,0
01-5200-203	MEMBERSHIP AND DUES		7
01-5200-208	EDUCATION REIMBURSEMENT		4,0
01-5200-209	AUTOMOBILE ALLOWANCE/MILEAGE		g
01-5200-210	OFFICE SUPPLIES		2,5
01-5200-211	PRINTING		5,0
01-5200-212	POSTAGE		6
01-5200-213	ADVERTISING		1,5
01-5200-214	FILM PROCESSING		9
01-5200-215	SPECIAL SUPPLIES		1,2
01-5200-220	RENTS & LEASES		7,1
01-5200-227	CONTRACTUAL SERVICES		45,0
01-5200-230 01-5200-243	PROFESSIONAL SERVICES EQUIPMENT MAINTENANCE SUPPLIES		99,6
01-5200-243	INSURANCE REIMBURSEMENT		3,5 28,0
01-5200-327	EQUIPMENT REPLACEMENT		19,6
01-5200-527		IONS & MAINTENANCE	228,8
CAPITAL OUTL			
01-5200-401	FURNITURE AND FIXTURES		1,0
01-5200-402	EQUIPMENT		2,0
	TOTAL CAPITAL	OUTLAY	3,0
	PROGRAM TOT	AL .	961,9

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