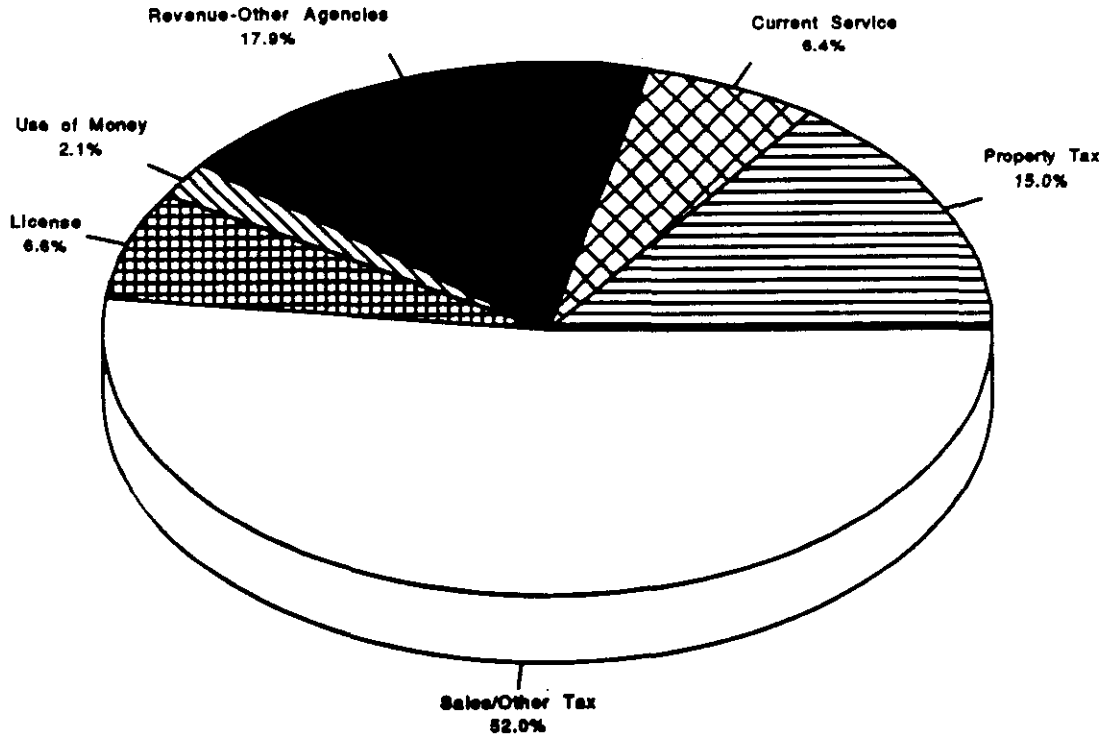


BUDGET SUMMARY

Beginning Fund Balance 7-1-92	\$19,508,000
Total Revenue	46,053,200
Total Funds Available	<u>65,561,200</u>
Appropriations	
Capital Projects	13,302,700
Debt Service	2,573,900
Personnel	11,554,900
Operations & Maintenance	26,308,300
Capital Outlay	315,800
Total Appropriations	<u>54,055,600</u>
Estimated Ending Fund Balance 6-30-93	<u>11,505,600</u>



Total General Fund Revenues Major Source



MAJOR SOURCE

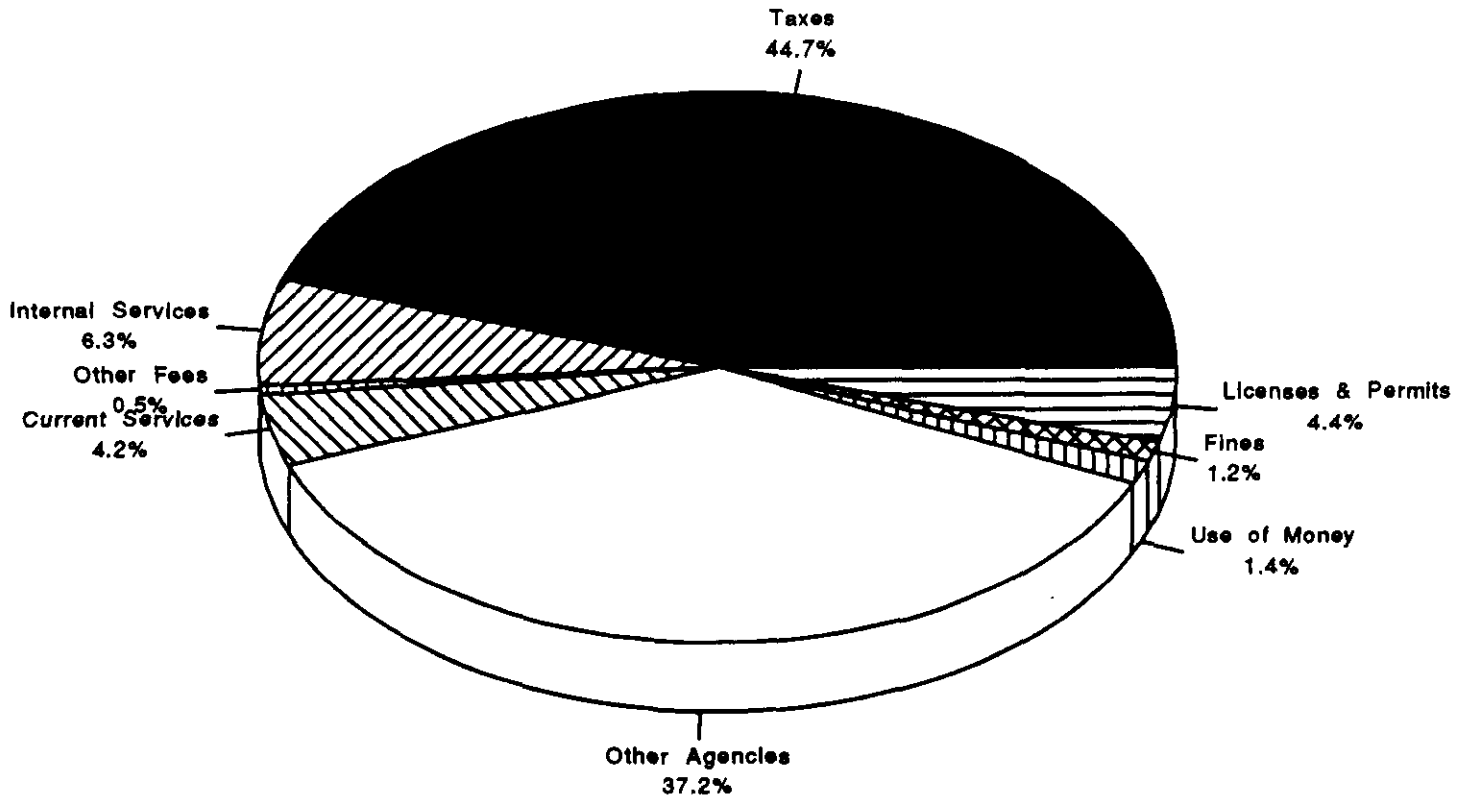
Property Tax	4,351,000
Sales Tax and Other Taxes	15,152,900
License and Permits	1,930,700
Fines, Forfeits and Penalties	500
Use of Money and Property	605,000
Revenue from Other Agencies	5,202,700
Charges for Current Services	1,848,500
Other Revenues	3,200

TOTAL GENERAL FUND REVENUES

29,094,500



Total City Revenues Major Source



MAJOR SOURCE

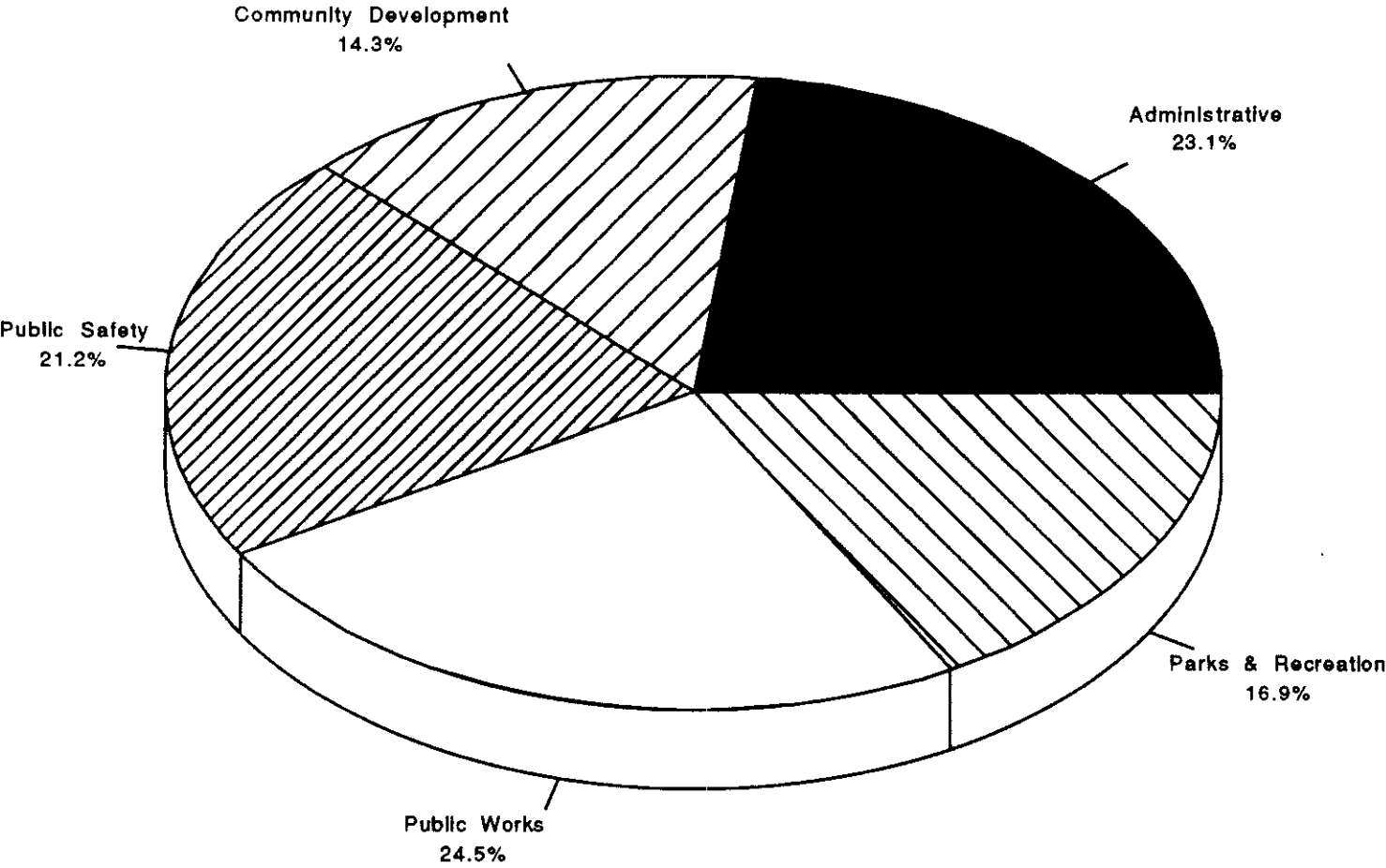
Taxes	19,503,900
Licenses and Permits	1,930,700
Fines, Forfeits and Penalties	533,500
Use of Money and Property	605,000
Revenue from Other Agencies	18,665,500
Charges for Current Services	1,848,500
Other Revenues	3,200
Other Fees	210,000
Charges for Internal Services	2,752,900

TOTAL CITY REVENUES

46,053,200



Summary of Operating Appropriations All Funds

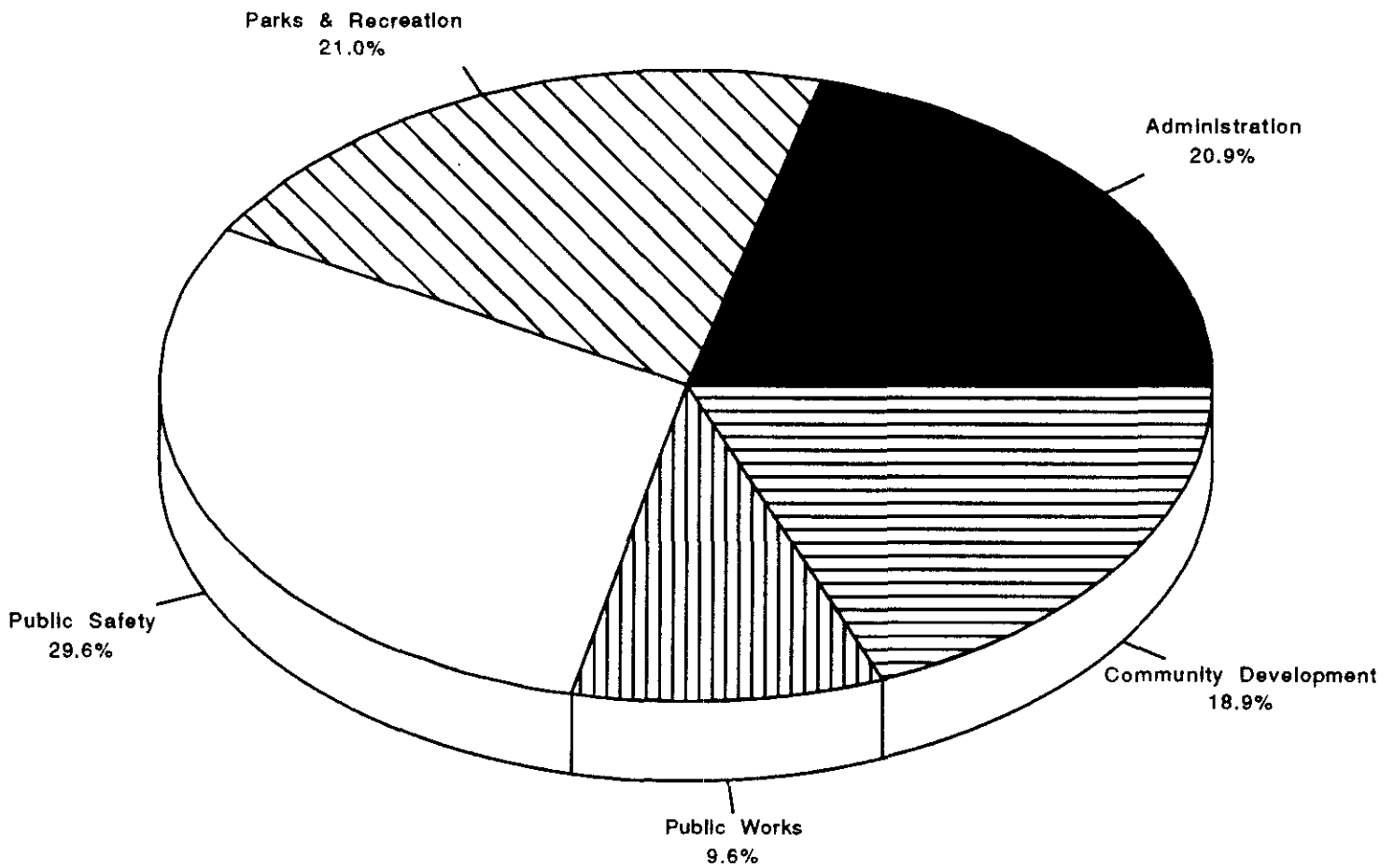


SUMMARY OF OPERATING APPROPRIATIONS BY PROGRAM FOR ALL FUNDS

ADMINISTRATIVE SERVICES		
City Council		202,000
City Manager		739,900
Unallocated Reserve		4,241,700
Self Insurance		1,914,900
City Attorney		345,100
City Clerk		305,300
Personnel		344,300
Finance Administration		864,200
Information Resources		723,900
		<hr/>
TOTAL ADMINISTRATIVE SERVICES		9,681,300
 COMMUNITY DEVELOPMENT		
Community Development Administration		272,100
Economic Development		269,400
Development Services		673,900
Code Enforcement		222,200
Advance Planning/ Special Studies		930,100
Engineering		2,289,700
Building and Safety		961,900
		<hr/>
TOTAL COMMUNITY DEVELOPMENT		5,619,300
 PUBLIC WORKS		
Public Works Administration		354,000
General Services		1,814,100
Street Maintenance		2,626,400
Vehicle Maintenance		199,600
Transportation		4,068,700
Solid Waste Management		438,700
Building Maintenance		1,179,100
		<hr/>
TOTAL PUBLIC WORKS		10,680,600
 PUBLIC SAFETY		
Police Services		8,419,700
Fire Protection		35,000
Miscellaneous Public Safety		3,500
		<hr/>
TOTAL PUBLIC SAFETY		8,458,200
 PARKS AND RECREATION		
Parks and Recreation Administration		486,900
Recreation		2,263,900
Parks Maintenance		2,615,600
Aquatics		512,200
Emergency Preparedness		113,200
Community Development Block Grant		360,900
TOTAL PARKS AND RECREATION		6,352,700
 TOTAL APPROPRIATIONS ALL FUNDS		<hr/> 40,792,100



Summary of Operating Appropriations General Fund



SUMMARY OF OPERATING APPROPRIATIONS GENERAL FUND

ADMINISTRATIVE SERVICES

City Council	202,000
City Manager	739,900
Unallocated Reserve	2,300,000
Self Insurance	0
City Attorney	345,100
City Clerk	305,300
Personnel	489,300
Finance Administration	864,200
Information Resources	723,900

TOTAL ADMINISTRATIVE SERVICES	<u>5,969,700</u>
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COMMUNITY DEVELOPMENT

Community Development Administration	268,600
Economic Development	269,400
Development Services/ Code Enforcement	673,900
Advance Planning/ Special Studies	930,100
Engineering	2,222,400
Code Enforcement	222,200
Building and Safety	961,900

TOTAL COMMUNITY DEVELOPMENT	<u>5,548,500</u>
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PUBLIC WORKS

Public Works Administration	354,000
Solid Waste Management	438,700
General Services	1,814,100
Vehicle Maintenance	63,300

2,670,100

PUBLIC SAFETY

Police Services	8,419,700
Fire Protection	35,000
Miscellaneous Public Safety	3,500

TOTAL PUBLIC SAFETY	<u>8,458,200</u>
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PARKS AND RECREATION

Parks and Recreation Administration	486,900
Recreation	2,263,900
Parks Maintenance	2,615,600
Aquatics	512,200
Emergency Preparedness	113,200

TOTAL PARKS AND RECREATION	5,991,800
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TOTAL GENERAL FUND APPROPRIATIONS	<u>28,638,300</u>
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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SANTA CLARITA ADOPTING THE
ANNUAL BUDGET FOR FISCAL YEAR 1992-1993
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, 1992, and ending June 30, 1993, 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, 1992, and ending June 30, 1993.

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 1992-1993 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, 1992.

Mayor

ATTEST:

City Clerk



CITY OF SANTA CLARITA
STATEMENT OF FUND BALANCES
1991-1992

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.	FUND BAL.
01	GENERAL FUND	9,608,500	27,293,900	36,902,400	28,317,500	8,395,000	617,600	807,500	807,500
02	GAS TAX	546,900	2,536,000	3,082,900	2,584,100	80,400	0	318,400	318,400
05	TRAFFIC SAFETY	73,300	544,300	617,600	0	0	(617,600)	0	0
06	PARK IN-LIEU FEES	140,000	0	140,000	0	140,000	0	0	0
08	COUNTY AID TO CITIES	0	300,000	300,000	0	300,000	0	0	0
10	FEDERAL AID URBAN	0	0	0	0	0	0	0	0
12	CDBG GRANT	0	522,000	522,000	0	522,000	0	0	0
14	SB 821 BIKEWAY	367,900	29,000	396,900	0	73,500	0	323,400	323,400
16	TDA (ARTICLE 8)	7,981,700	2,557,300	10,539,000	0	9,876,100	350,000	1,012,900	1,012,900
18	TRANSIT	2,072,100	1,808,400	3,881,500	3,505,900	0	(350,000)	25,600	25,600
24	STATE PARK GRANTS	32,600	274,600	307,200	0	81,000	0	226,200	226,200
26	SELF INSURANCE FUND	1,188,000	327,000	1,515,000	0	0	0	1,515,000	1,515,000
41	BRIDGE/THOROUGHFARE	1,963,600	325,000	2,288,600	0	1,670,000	0	618,600	618,600
44	DRAINAGE BENEFIT	0	14,000	14,000	0	14,000	0	0	0
27	FLEET REPLACEMENT	0	221,000	221,000	0	0	0	221,000	221,000
17	PROPOSITION C	0	0	0	0	0	0	0	0
80	PUBLIC FACILITIES	20,025,400	300,000	20,325,400	0	7,920,000	0	12,405,400	12,405,400
55	COMMUTER RAIL	0	2,734,000	2,734,000	0	700,000	0	2,034,000	2,034,000
		44,000,000	39,787,500	83,787,500	34,507,500	29,772,000	0	19,508,000	19,508,000

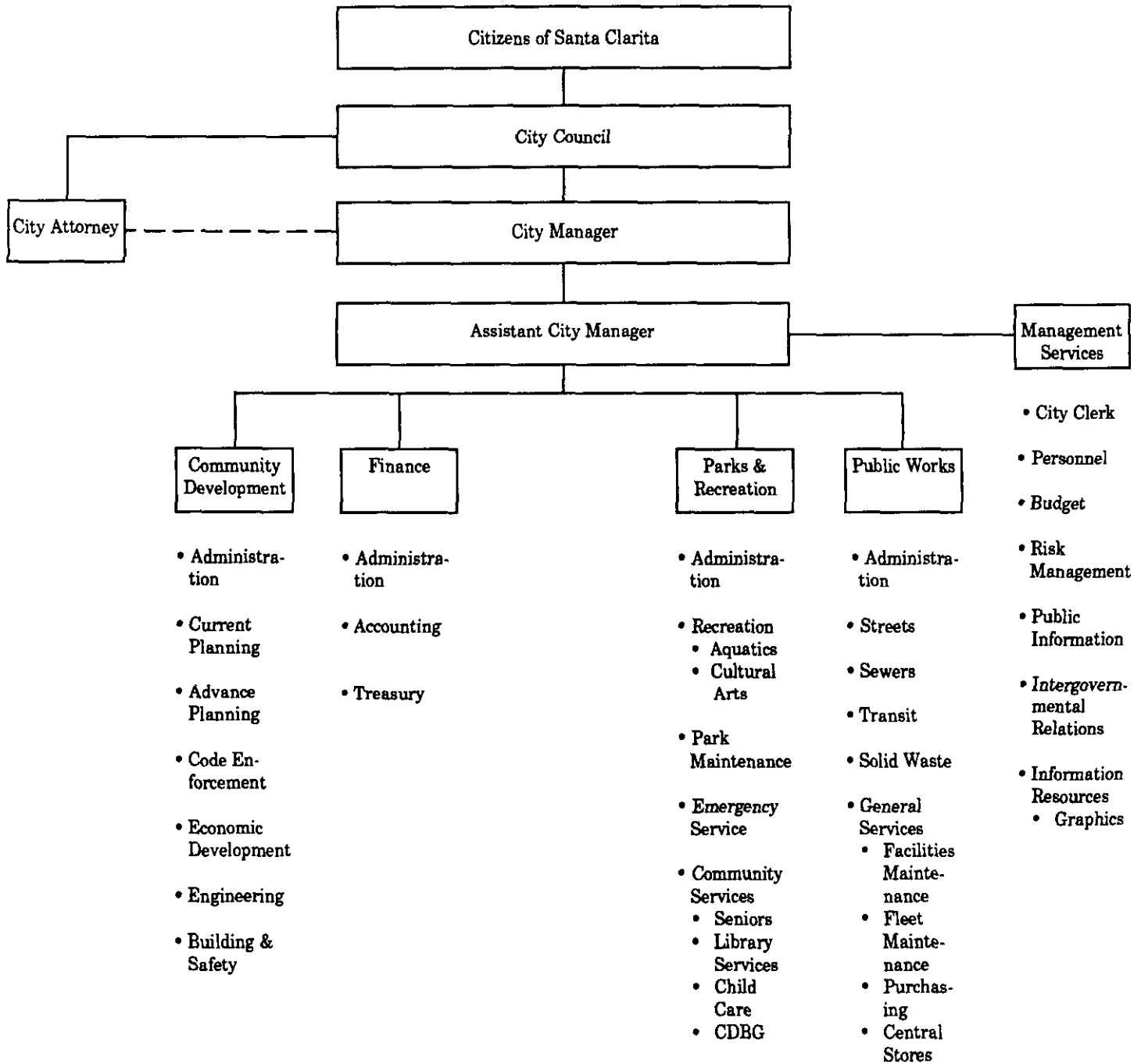
CITY OF SANTA CLARITA
STATEMENT OF FUND BALANCES
1992-1993

29 900

FUND NO.	FUND	7-01-92	ESTIMATED REVENUE	TOTAL RESOURCES AVAILABLE	OPERATING EXPENDITURES	CAPITAL PROJECTS	FUND TRANSFERS	6-30-93
		FUND BALANCE						PROJECTED FUND BAL.
01	GENERAL FUND	807,500	29,094,500	29,902,000	28,493,300	0	533,000 (1,941,700)	0
02	GAS TAX	318,400	3,207,200	3,525,600	2,762,700	762,900		0
05	TRAFFIC SAFETY	0	533,000	533,000	0	0	(533,000)	0
06	PARK IN-LIEU FEES	0	0	0	0	0	0	0
08	COUNTY AID TO CITIES	0	0	0	0	0	0	0
10	FEDERAL AID URBAN	0	0	0	0	0	0	0
12	CDBG GRANT	0	593,200	593,200	360,900	232,300		0
14	SB 821 BIKEWAY	323,400	42,000	365,400	0	365,400		0
16	TDA (ARTICLE 8)	1,012,900	2,102,000	3,114,900	1,464,400	1,650,500		0
18	TRANSIT	25,600	2,578,700	2,604,300	2,604,300	0		0
24	STATE PARK GRANTS	226,200	1,501,400	1,727,600	0	1,727,600		0
26	SELF INSURANCE FUND	1,515,000	399,900	1,914,900	1,914,900	0		0
41	BRIDGE/THOROUGHFARE	618,600	343,700	962,300	0	0		962,300
27	FLEET REPLACEMENT	221,000	249,200	470,200	0	0		470,200
50	DEBT SERVICE	0	0	0	2,573,700	0	2,573,900 (1,627,000)	0
17	PROPOSITION C	0	1,627,000	0	0	0		0
80	PUBLIC FACILITIES	12,405,400	563,000	12,968,400	0	4,250,000		8,718,400
	STATE REVENUES	0	0	0	0	0		0
25	DEVELOPER FEES	0	210,000	210,000	0	50,000		160,000
44	DRAINAGE BENEFIT	0	27,100	27,100	27,100	0		0
55	COMMUTER RAIL	2,034,000	1,438,500	3,472,500	0	4,264,000	1,627,000	835,500
60	BUILDING FUND	0	1,542,800	1,542,800	546,900	0	(632,200)	363,700
		19,508,000	46,053,200	65,561,200	40,792,100	13,302,700	0	11,505,600



CITY of SANTA CLARITA ORGANIZATION



CITY OF SANTA CLARITA

ANNUAL BUDGET
1992/93

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

	<u>1991/92</u>	<u>1992/93</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
Admin. Assistant	1	1
Admin. Intern (P/T)	<u>1</u>	<u>1</u>
Total Full-Time	4	4
Total Part-Time	1	1
<u>MANAGEMENT SERVICES</u>		
<u>ADMINISTRATION</u>		
Assistant City Manager	1	1
Admin. Assistant	1	1
Admin. Aide	1	1
Clerk Typist	2	2
Admin. Intern (P/T)	2	2
<u>PERSONNEL</u>		
Personnel Manager	1	1
Personnel Analyst	0	1
Personnel Technician	1	1
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>1991/92</u>	<u>1992/93</u>
<u>INFORMATION RESOURCES</u>		
Info. Resource Manager	1	1
Information Analyst	1	1
Information Specialist	1	2
Information Assistant	0	1
Computer Operator	1	0
Graphic Artist	1	1
Graphics Tech	<u>1</u>	<u>1</u>
Total Full-Time	18	20
Total Part-Time	3	3
<u>FINANCE</u>		
Director of Finance	1	1
Admin. Assistant	1	1
Executive Secretary	1	1
Account Clerk	4	4
Accounting Mgr.	1	1
Accountant	2	2
Clerk Typist	1	0
Cashier	1	1
Admin. Intern (P/T)	<u>2</u>	<u>2</u>
Total Full-Time	11	11
Total Part-Time	2	2
<u>COMMUNITY DEVELOPMENT</u>		
<u>ADMINISTRATION</u>		
Director of Comm. Dev.	1	1
Administrative Assistant	0	1
Executive Secretary	1	1
Admin. Intern (P/T)	1	1
<u>CURRENT PLANNING</u>		
Principal Planner	1	1
Senior Planner	1	1
Associate Planner	2	2
Assistant Planner II	2	2
Assistant Planner I	2	2
Planning Technician	2	2
Secretary	1	1
Admin. Clerk	1	1

1991/92

1992/93

ADVANCE PLANNING

Principal Planner	1	1
Senior Planner	1	1
Associate Planner	1	1
Asst. Planner II	3	3
Admin. Intern (P/T)	1	1

ECONOMIC DEVELOPMENT

Econ. Dev. Coordinator	1	1
Asst. Planner II	1	1
Admin. Clerk	1	1

CODE ENFORCEMENT

Sr. Code Enf. Officer	1	1
Code Enf. Officer	2	2
Secretary	1	1

ENGINEERING

City Engineer	1	1
Asst. City Engineer	1	0
Engineer	3	3
Associate Engineer	6	6
Asst. Engineer	4	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
Secretary	1	1
Clerk Typist	1	1

BUILDING AND SAFETY

Building Official	1	1
Sr. Building Engineer	0	1
Associate Engineer	1	1
Assistant Engineer	2	2
Supervising Bldg. Inspector	1	0
Sr. Building Inspector	1	0
Building Inspector	2	2



	<u>1991/92</u>	<u>1992/93</u>
Supervising Permit Spec.	1	1
Permit Specialist	2	2
Secretary	1	1
Clerk Typist	1	1
Receptionist Clerk	<u>1</u>	<u>1</u>
Total Full-Time	66	68
Total Part-Time	2	2

PUBLIC WORKS

ADMINISTRATION

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

SOLID WASTE

Solid Waste Coordinator	1	1
Solid Waste Analyst	2	2

TRANSIT

Transportation Manager	1	1
Transit Analyst	1	1

STREET MAINTENANCE

Street Supervisor	1	1
Secretary	1	1
Street Maint. Worker	10	11
Crew Leader	2	2

GENERAL SERVICES

General Services Manager	1	1
Purchasing Agent	1	1
Buyer	1	1
Materials Clerk	1	1
Bldg Maint Worker I	2	2
Bldg Maint Worker II	1	0
Crew Leader	0	1
Clerk Typist	1	1
Vehicle Technician	1	1

	<u>1991/92</u>	<u>1992/93</u>
Vehicle Maint. Mechanic	<u>1</u>	<u>1</u>
Total Full-Time	34	36
Total Part-Time	1	0

PARKS AND RECREATION

ADMINISTRATION

Director of Parks & Rec	1	1
Executive Secretary	1	1
Emergency Prep. Coordinator	1	1
Administrative Assistant	1	1
Rec. Coord. (Child Care)	1	1
Admin. Assistant (P/T)	1	1
Admin. Analyst (CDBG)	1	1
Admin. Intern (P/T)	0	1

RECREATION

Parks/Rec Superintendent	1	1
Secretary	1	1
Clerk Typist	1	1
Receptionist Clerk	1	1
Recreation Coord.	8	8
Recreation Supervisor	3	3
Admin. Intern (P/T)	2	2

AQUATICS

Recreation Coordinator	1	1
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PARKS MAINTENANCE

Parks/Rec. Superintendent	1	1
Secretary	1	1
Park Develop. Supervisor	1	1
Park Development Coordinator	1	1
Trails Coordinator	1	1
Park Supervisor	3	3
Crewleader	3	3
Groundskeeper II	6	6
Groundskeeper I	4	4
Bldg Maint Worker III	2	2
Bldg Maint Worker I	4	4
Clerk Typist	1	1



Admin. Intern (P/T)	<u>1</u>	<u>1</u>
Total Full-Time	50	50
Total Part-Time	4	5
TOTAL FULL-TIME	183	189
TOTAL PART-TIME	18	18

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 four 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.

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 ten 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.



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. The section also includes a budget breakdown chart since incorporation, in addition to Fiscal Year 91-92 major accomplishments.

Concluding Sections

The final two sections 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.