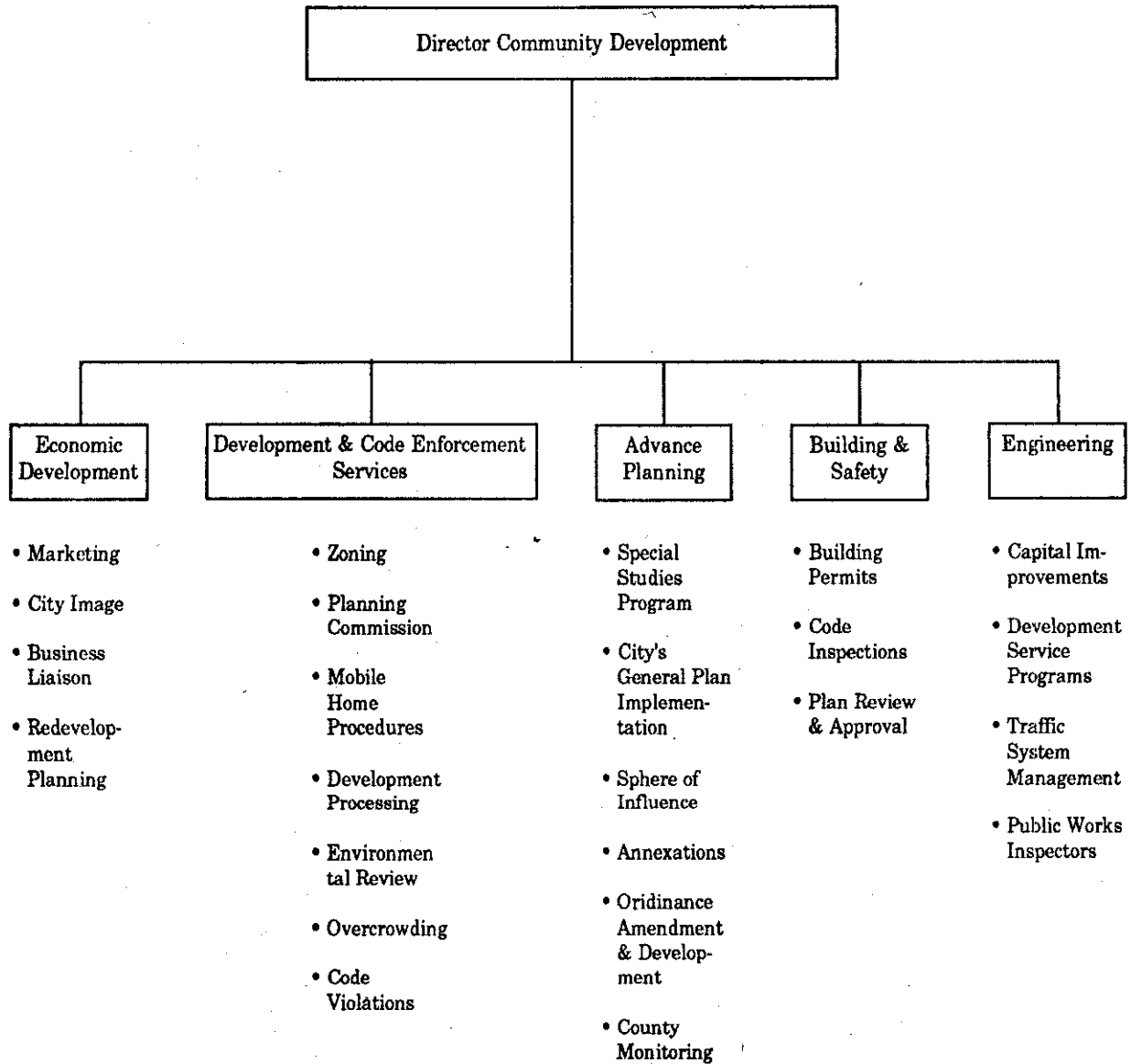






# COMMUNITY DEVELOPMENT



CITY OF SANTA CLARITA  
BUDGET SUMMARY  
COMMUNITY DEVELOPMENT

	<b>BUDGET</b>
<b>PERSONNEL SERVICES</b>	3,205,800
<b>OPERATIONS AND MAINTENANCE</b>	1,225,500
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	4,431,300
<b>CAPITAL OUTLAY</b>	1,000
<b>TOTAL COMMUNITY DEVELOPMENT BUDGET</b>	4,432,300
<b>PROGRAM:</b>	<b>TOTALS</b>
COMMUNITY DEVELOPMENT ADMINISTRATION	527,200
ECONOMIC DEVELOPMENT	220,900
DEVELOPMENT SERVICES	881,900
ADVANCE PLANNING/SPECIAL STUDIES	271,300
ENGINEERING	1,804,400
BUILDING AND SAFETY	726,600
<b>TOTAL COMMUNITY DEVELOPMENT BUDGET</b>	4,432,300





## COMMUNITY DEVELOPMENT

### Administration

#### Program Purpose

Community Development Administration directs, coordinates, prioritizes, and oversees the tasks and responsibilities of the department, which is made up of four divisions including Planning, Building & Safety, Engineering and Economic Development.

#### Primary Activities

The Administration Division's primary duties include the following: response to City Council, City Manager, and Planning Commission concerns; provision of policy direction within the department; formulation, implementation, and oversight of the Department's budget; and personnel management. This Division also acts as a City and department representation in the community and with others, as well as overseeing the public participation process for Department issues.

#### Performance Goals

- Meet or exceed goals and objectives and program requirements of the budget and the Community and Department strategic plan.
- Coordinate the Department's operations with other departments in areas such as engineering support, development review, environmental review, storm watch, etc.
- Increase public awareness of the Department's purpose, activities, and services.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	243,720	195,150	244,900
Operations	18,232	18,761	20,200
Capital Outlay	0	2,055	7,000
Total	261,952	215,966	272,100

**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: ADMINISTRATION**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-5000-101 SALARY	191,200
01-5000-103 PART-TIME EMPLOYEES	500
01-5000-110 OVERTIME	1,500
01-5000-130 HEALTH AND WELFARE	10,500
01-5000-135 LIFE INSURANCE	500
01-5000-140 LONG TERM DISABILITY INSURANCE	1,100
01-5000-145 MEDICARE	2,600
01-5000-150 WORKERS' COMPENSATION	6,400
01-5000-155 PERS	23,900
01-5000-160 DEFERRED COMPENSATION	6,000
01-5000-165 UNEMPLOYMENT TAXES	800
<b>TOTAL PERSONNEL</b>	<b>245,000</b>
<b>OPERATIONS AND MAINTENANCE</b>	
01-5000-202 TRAVEL AND TRAINING	2,000
01-5000-203 MEMBERSHIP/DUES	100
01-5000-208 EDUCATIONAL REIMBURSEMENT	1,500
01-5000-209 AUTO ALLOWANCE/MILEAGE	4,500
01-5000-210 OFFICE SUPPLIES	500
01-5000-211 PRINTING	500
01-5000-212 POSTAGE	700
01-5000-213 ADVERTISING	600
01-5000-220 RENTS AND LEASES	100
01-5000-229 COUNCIL DIRECTED APPEALS/FILING FEES	300
01-5000-230 PROFESSIONAL SERVICES	1,000
01-5000-260 LEGAL SERVICES	267,000
01-5000-326 INSURANCE REIMBURSEMENT	3,200
01-5000-327 EQUIPMENT REPLACEMENT	200
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>282,200</b>
<b>TOTAL</b>	<b>527,200</b>

FUNDING SOURCE: GENERAL FUND



## COMMUNITY DEVELOPMENT



### Economic Development

#### Program Purpose

The purpose of the Economic Development Program is to implement the Three-Year Economic Development Strategy designed to stimulate the local economy, increase and strengthen the 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, and Zoning policies of the City.

#### Primary Activities

The activities of the Economic Development Program focus on maintaining a liaison with business to encourage Santa Clarita as a relocation area, to enhance and retain existing local businesses, and to explore the feasibility of local redevelopment planning.

#### Performance Goals

- Marketing program: City visibility, start-up of a City image campaign, and advertising on radio and television.
- Phase II of Redevelopment Program including a public information program and a preliminary plan.
- Continuation of business retention efforts including outreach workshops, surveys, cooperation with the Small Business Development Center, and interface with the local business community.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	101,658	162,140	172,500
Operations	57,099	168,979	185,400
Capital Outlay	159,851	331,365	358,400
Total	318,608	662,484	716,300

**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: ECONOMIC DEVELOPMENT**

<b>ACTIVITY</b>		<b>BUDGET</b>
<b>PERSONNEL</b>		
01-5005-101	SALARY	107,000
01-5005-110	OVERTIME	700
01-5005-130	HEALTH AND WELFARE	7,000
01-5005-135	LIFE INSURANCE	300
01-5005-140	LONG-TERM DISABILITY	700
01-5005-145	MEDICARE	1,500
01-5005-150	WORKERS' COMPENSATION	5,300
01-5005-155	PERS	12,900
01-5005-160	DEFERRED COMPENSATION	1,500
01-5005-165	UNEMPLOYMENT TAXES	400
	<b>TOTAL PERSONNEL</b>	<b>137,300</b>
<b>OPERATIONS AND MAINTENANCE</b>		
01-5005-201	PUBLICATIONS AND SUBSCRIPTIONS	400
01-5005-202	TRAVEL AND TRAINING	1,300
01-5005-203	MEMBERSHIP/DUES	1,100
01-5005-210	OFFICE SUPPLIES	200
01-5005-211	PRINTING	1,500
01-5005-212	POSTAGE	100
01-5005-230	PROFESSIONAL SERVICES	74,000
01-5005-232	PROMOTIONS AND PUBLICITY	1,500
01-5005-326	INSURANCE REIMBURSEMENT	3,300
01-5005-327	EQUIPMENT REPLACEMENT	200
	<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>83,600</b>
	<b>TOTAL</b>	<b>220,900</b>

FUNDING SOURCE: GENERAL FUND





## COMMUNITY DEVELOPMENT

### 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 City's codes and guidelines, the Subdivision Map Act, and the California Environmental Quality Act, through land use review and code enforcement.

#### 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. This is accomplished through implementing and enforcing various environmentally oriented City policies and ordinances. Duties include review and evaluation of land use proposals (specifically, processing of temporary use permits, certificates of compliance, lot line adjustments, sign plans, plot plans, etc.) and code enforcement (specifically, respond to resident complaints and coordination with Sheriff, Fire, and health contract services to resolve complaints).

#### Performance Goals

- Increase information recovery and management through computer automation and Geobase.
- Increase staff capabilities through continued cross training.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	710,823	794,937	801,200
Operations	71,166	84,562	91,900
Capital Outlay	3,438	8,552	3,000
Total	785,427	888,051	896,100



**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: DEVELOPMENT SERVICES**

<b>ACTIVITY</b>		<b>BUDGET</b>
<b>PERSONNEL</b>		
01-5101-101	SALARY	632,600
01-5101-103	PART-TIME EMPLOYEES	0
01-5101-110	OVERTIME	10,000
01-5101-130	HEALTH AND WELFARE	52,500
01-5101-135	LIFE INSURANCE	1,900
01-5101-140	LONG-TERM DISABILITY INSURANCE	3,900
01-5101-145	MEDICARE	9,200
01-5101-150	WORKERS' COMPENSATION	31,600
01-5101-155	PERS	76,200
01-5101-160	DEFERRED COMPENSATION	4,500
01-5101-165	UNEMPLOYMENT TAXES	3,000
	<b>TOTAL PERSONNEL</b>	<b>825,400</b>
<b>OPERATIONS AND MAINTENANCE</b>		
01-5101-201	PUBLICATIONS AND SUBSCRIPTIONS	1,500
01-5101-202	TRAVEL AND TRAINING	4,900
01-5101-203	MEMBERSHIP/DUES	400
01-5101-208	EDUCATIONAL REIMBURSEMENT	9,300
01-5101-209	AUTOMOBILE ALLOWANCE/MILEAGE	700
01-5101-210	OFFICE SUPPLIES	1,900
01-5101-211	PRINTING	1,000
01-5101-212	POSTAGE	400
01-5101-213	ADVERTISING	1,500
01-5101-214	FILM PROCESSING	1,000
01-5101-216	UNIFORMS	200
01-5101-230	PROFESSIONAL SERVICES	3,000
01-5101-326	INSURANCE REIMBURSEMENT	29,300
01-5101-327	EQUIPMENT REPLACEMENT	1,400
	<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>56,500</b>
	<b>TOTAL</b>	<b>881,900</b>

FUNDING SOURCE: GENERAL FUND





## COMMUNITY DEVELOPMENT

### 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 to 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. Other activities include centralized environmental assessment; ongoing monitoring of County and other related agency projects and activities within the City's area of concern; and a variety of special emerging topical studies, reports, and recommendations as the need arises.

#### Performance Goals

- Increase staff capabilities through continued cross training.
- Bring the recommendations of the Newhall Citizen Participation Plan to the City Council.
- Continued efforts to defeat Elsmere Landfill.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	278,480	378,663	473,900
Operations	390,133	232,966	484,200
Capital Outlay	911	4,599	2,000
Total	669,524	616,228	960,100

**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: ADVANCE PLANNING**

<b>ACTIVITY</b>		<b>BUDGET</b>
<b>PERSONNEL</b>		
01-5102-101	SALARY	169,800
01-5102-110	OVERTIME	5,000
01-5102-130	HEALTH AND WELFARE	11,400
01-5102-135	LIFE INSURANCE	500
01-5102-140	LONG-TERM DISABILITY	1,100
01-5102-145	MEDICARE	2,500
01-5102-150	WORKERS' COMPENSATION	8,500
01-5102-155	PERS	22,100
01-5102-160	DEFERRED COMPENSATION	3,000
01-5102-165	UNEMPLOYMENT TAXES	600
	<b>TOTAL PERSONNEL</b>	<b>224,500</b>
<b>OPERATIONS AND MAINTENANCE</b>		
01-5102-201	PUBLICATIONS AND SUBSCRIPTIONS	400
01-5102-202	TRAVEL AND TRAINING	1,100
01-5102-203	MEMBERSHIP/DUES	500
01-5102-208	EDUCATIONAL REIMBURSEMENT	1,100
01-5102-209	AUTOMOBILE ALLOWANCE/MILEAGE	400
01-5102-210	OFFICE SUPPLIES	1,500
01-5102-211	PRINTING	3,800
01-5102-212	POSTAGE	500
01-5102-213	ADVERTISING	3,500
01-5102-214	FILM PROCESSING	400
01-5102-236	ANNEXATION SERVICES	20,000
01-5102-326	INSURANCE REIMBURSEMENT	13,000
01-5102-327	EQUIPMENT REPLACEMENT	600
	<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>46,800</b>
	<b>TOTAL</b>	<b>271,300</b>

FUNDING SOURCE: GENERAL FUND





## COMMUNITY DEVELOPMENT

### Engineering

#### Program Purpose

The purpose of the Engineering Division is to plan, design, and administer capital improvement projects; condition and review subdivision-related maps and plans; conduct traffic systems management; assist in creation of and assure compliance with land use policies; and perform public works inspections.

#### Primary Activities

The primary activities of the Engineering Division include the implementation of the City's capital improvement program; plan review of subdivision improvements; public works inspections; transportation planning and traffic engineering; and preparation and support of federal and state grant applications.

#### Performance Goals

- Start construction on San Fernando Road (Phase V).
- Further streamline the development review process and increase project management experience and education through a cross training program.
- Implement requirements of the Federal Clean Water Act as it relates to storm water pollution.
- Oversee City's Capital Projects.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	489,230	1,076,404	1,694,500
Operations	1,489,986	812,101	590,700
Capital Outlay	10,144	24,832	4,500
Total	1,989,360	1,913,337	2,289,700

**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: ENGINEERING**

<b>ACTIVITY</b>		<b>BUDGET</b>
<b>PERSONNEL</b>		
01-5400-101	SALARY	914,900
01-5400-110	OVERTIME	20,000
01-5400-130	HEALTH AND WELFARE	66,000
01-5400-135	LIFE INSURANCE	3,500
01-5400-140	LONG-TERM DISABILITY	3,700
01-5400-145	MEDICARE	6,400
01-5400-150	WORKERS' COMPENSATION	37,600
01-5400-155	PERS	106,500
01-5400-160	DEFERRED COMPENSATION	21,300
01-5400-165	UNEMPLOYMENT TAXES	4,500
	<b>TOTAL PERSONNEL</b>	<b>1,184,400</b>
<b>OPERATIONS AND MAINTENANCE</b>		
01-5400-201	PUBLICATIONS AND SUBSCRIPTIONS	1,800
01-5400-202	TRAVEL AND TRAINING	6,000
01-5400-203	MEMBERSHIP AND DUES	3,000
01-5400-208	EDUCATION REIMBURSEMENT	5,500
01-5400-209	AUTO ALLOWANCE/MILEAGE	900
01-5400-210	OFFICE SUPPLIES	4,000
01-5400-211	PRINTING	12,900
01-5400-212	POSTAGE	1,000
01-5400-213	ADVERTISING	800
01-5400-214	FILM PROCESSING	1,800
01-5400-215	SPECIAL SUPPLIES	8,500
01-5400-230	PROFESSIONAL SERVICES	2,800
01-5401-227	PROJECT DEVELOPMENT	200,000
01-5402-227	TRAFFIC SERVICES	92,000
01-5403-227	SUBDIVISIONS	40,000
01-5404-227	INSPECTION SERVICES	39,000
01-5400-326	INSURANCE REIMBURSEMENT	48,700
01-5400-327	EQUIPMENT REPLACEMENT	2,300
02-5400-227	TRAFFIC CONTRACTUAL SERVICES	149,000
	<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>620,000</b>
	<b>TOTAL</b>	<b>1,804,400</b>

FUNDING SOURCE: GENERAL FUND \$1,655,400/ GAS TAX \$149,000





## COMMUNITY DEVELOPMENT

### Building and Safety

#### Program Purpose

The Building & Safety Program is responsible for enforcing the various city, state, and professional codes in new and existing construction to provide for the health, safety, and welfare of the public.

#### Primary Activities

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

#### Performance Goals

- Automate permit issuance and record-tracking system in order to provide a more professional, responsive and complete level of service.
- Intensify campaign to improve public awareness of earthquake safety in existing buildings and in prevention of storm related damage and hazards.
- Implementation of "one-stop" service counter and consolidation of services as needed to improve turn-around time for issuance of permits.

#### Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	82,588	438,287	730,100
Operations	1,055,892	658,288	288,800
Capital Outlay	4,996	1,183	3,000
Total	1,143,476	1,097,758	1,021,900



**CITY OF SANTA CLARITA  
ANNUAL BUDGET**

**CATEGORY: COMMUNITY DEVELOPMENT PROGRAM: BUILDING AND SAFETY**

<b>ACTIVITY</b>		<b>BUDGET</b>
<b>PERSONNEL</b>		
01-5200-101	SALARY	451,500
01-5200-110	OVERTIME	5,000
01-5200-130	HEALTH AND WELFARE	38,500
01-5200-135	LIFE INSURANCE	1,300
01-5200-140	LONG-TERM DISABILITY	2,800
01-5200-145	MEDICARE	6,500
01-5200-150	WORKERS' COMPENSATION	22,600
01-5200-155	PERS	54,300
01-5200-160	DEFERRED COMPENSATION	4,500
01-5200-165	UNEMPLOYMENT TAXES	2,200
	<b>TOTAL PERSONNEL</b>	<b>589,200</b>
<b>OPERATIONS AND MAINTENANCE</b>		
01-5200-201	PUBLICATIONS AND SUBSCRIPTIONS	2,000
01-5200-202	TRAVEL AND TRAINING	4,000
01-5200-203	MEMBERSHIP AND DUES	700
01-5200-208	EDUCATION REIMBURSEMENT	1,500
01-5200-209	AUTOMOBILE ALLOWANCE/MILEAGE	600
01-5200-210	OFFICE SUPPLIES	1,500
01-5200-211	PRINTING	5,000
01-5200-212	POSTAGE	500
01-5200-213	ADVERTISING	1,500
01-5200-214	FILM PROCESSING	500
01-5200-215	SPECIAL SUPPLIES	1,100
01-5200-220	RENTS & LEASES	7,600
01-5200-227	CONTRACTUAL SERVICES	50,400
01-5200-230	PROFESSIONAL SERVICES	11,000
01-5200-243	EQUIPMENT MAINTENANCE SUPPLIES	900
01-5200-326	INSURANCE REIMBURSEMENT	28,000
01-5200-327	EQUIPMENT REPLACEMENT	19,600
	<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>136,400</b>
<b>CAPITAL OUTLAY</b>		
01-5200-402	EQUIPMENT	1,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,000</b>
	<b>TOTAL</b>	<b>726,600</b>

FUNDING SOURCE: GENERAL FUND

