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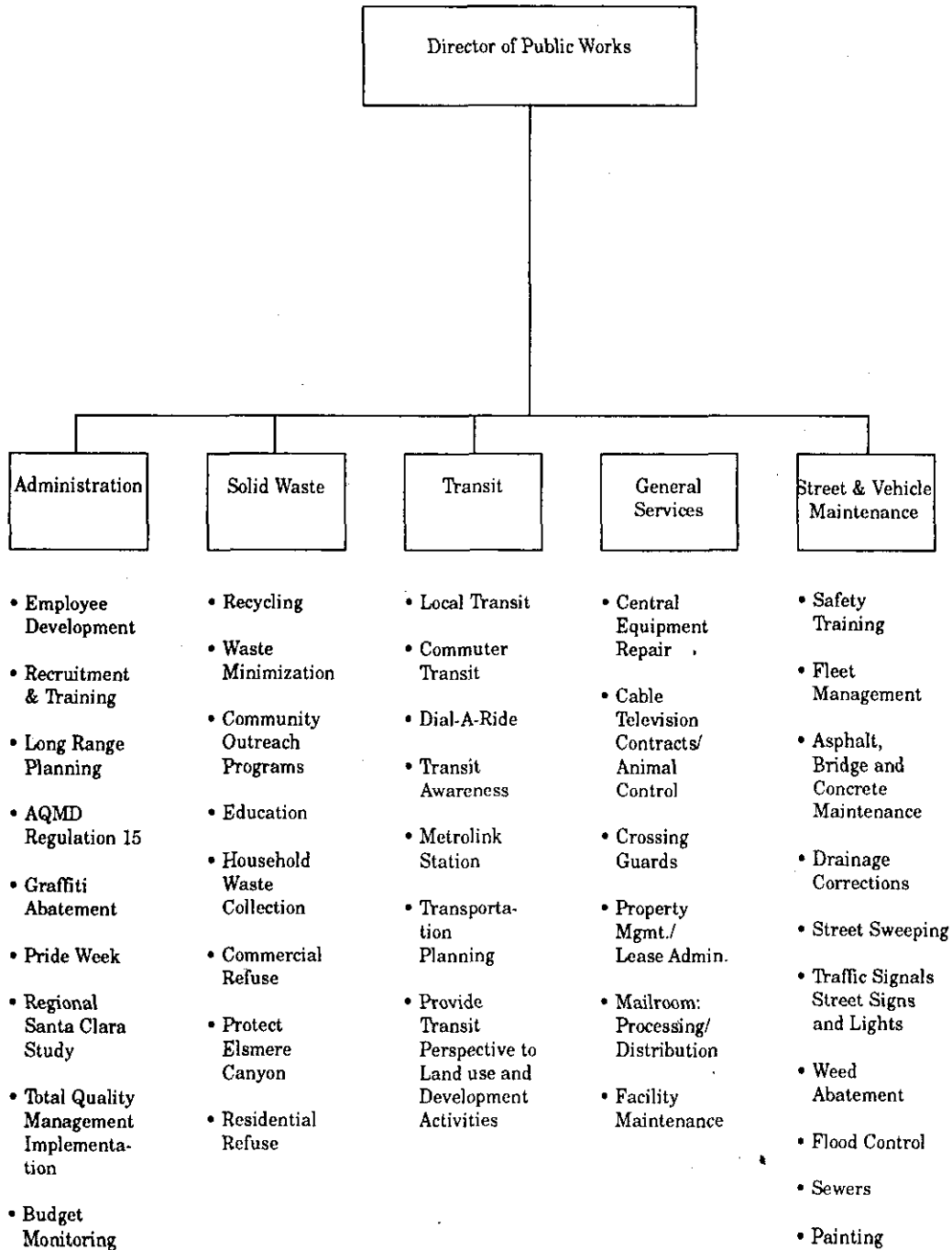
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PUBLIC WORKS



**CITY OF SANTA CLARITA
BUDGET SUMMARY**

PUBLIC WORKS

PERSONNEL SERVICES	2,266,900
OPERATIONS AND MAINTENANCE	11,238,900
TOTAL OPERATIONS AND MAINTENANCE	13,505,800
CAPITAL OUTLAY	198,300
TOTAL PUBLIC WORKS BUDGET	13,704,100

TOTALS

PROGRAM:	
PUBLIC WORKS ADMINISTRATION	512,400
GENERAL SERVICES	1,212,000
STREET MAINTENANCE	2,310,600
SOLID WASTE MANAGEMENT	721,100
TRANSPORTATION	7,329,700
PROPERTY MANAGEMENT	1,359,700
VEHICLES	258,600
TOTAL PUBLIC WORKS BUDGET	13,704,100

PUBLIC WORKS

ADMINISTRATION

Program Purpose

The purpose of the Public Works Administration Division is to provide support and direction to the Director of public Works for the overall Department. The Division accomplishes this through the direct supervision of an Administrative Assistant, Administrative Analyst, Executive Secretary, and a Receptionist. The Division works closely with each of the six divisions comprising the Department including the Streets Maintenance Division, Vehicle Maintenance Division, General Services Division, Property Management Division, Transit Division, and Solid Waste Division.

Primary Activities

The Public Works Administration Division provides for the overall coordination of Public Works activities. This includes employee development, recruitment and training, long range financial planning, Total Quality Management, budget monitoring and special projects. The Department coordinates and promotes the City's South Coast Air Quality Management District's Regulation XV Employee Trip Reduction Program, administers the City's Graffiti Abatement Program, monitors the City's cable television franchises and cable system complaints, provides for the overall maintenance of all City streets and thoroughfares and provides support to the City Council on Transit and Solid Waste issues. A significant portion of the Department's time is also allocated to the City's anti-Elsmere landfill efforts.

Performance Goals

- Increase the level of employee participation currently exhibited in the City's Regulation XV Program.
- Graffiti Abatement: Continue to coordinate the activities of the City's graffiti abatement volunteer force.
- Fully implement a Total Quality Management Program which will highlight the level of service provided by the Public Work Department.
- Provide prompt, accurate and concise information to the City Council, City Manager and Citizenry
- Coordinate opposition effort to the proposed Landfill in Elsmere Canyon

Prior Three Year History

	1991-1992 ACTUALS	1992-1993 ACTUALS	1993-1994 BUDGET
PERSONNEL	298,182	260,400	316,800
OPERATIONS	74,790	63,200	159,600
CAPITAL OUTLAY	6,817	5,501	6,000
TOTAL	379,789	329,101	482,400

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: ADMINISTRATION

	ACTIVITY	BUDGET
PERSONNEL		
01-6000-101	SALARY	255,700
01-6000-103	PART TIME	800
01-6000-110	OVERTIME	400
01-6000-130	HEALTH AND WELFARE	13,800
01-6000-135	LIFE INSURANCE	700
01-6000-140	LONG-TERM DISABILITY	1,500
01-6000-145	MEDICARE (FICA)	3,600
01-6000-150	WORKERS' COMPENSATION	12,500
01-6000-155	PERS	39,500
01-6000-160	DEFERRED COMPENSATION	6,000
01-6000-165	UNEMPLOYMENT TAXES	1,200
	TOTAL PERSONNEL	335,700
OPERATIONS AND MAINTENANCE		
01-6000-201	PUBLICATIONS AND SUBSCRIPTIONS	300
01-6000-202	TRAVEL AND TRAINING	2,100
01-6000-203	MEMBERSHIP AND DUES	300
01-6000-208	EDUCATIONAL REIMBURSEMENT	4,500
01-6000-209	AUTO ALLOWANCE/MILEAGE	5,200
01-6000-210	OFFICE SUPPLIES	1,000
01-6000-211	PRINTING	200
01-6000-212	POSTAGE	200
01-6000-215	SPECIAL SUPPLIES	1,300
01-6000-227	CONTRACTUAL SERVICES	500
01-6000-230	PROFESSIONAL SERVICES	50,700
15-6000-238	REGULATION 15	12,500
01-6000-260	LEGAL SERVICES	44,000
01-6010-227	GRAFFITI ABATEMENT	22,000
01-6000-231	GRAFFITI REWARD PROGRAM	6,000
01-6000-326	INSURANCE REIMBURSEMENT	6,500
01-6000-327	EQUIPMENT REPLACEMENT	300
	TOTAL OPERATIONS AND MAINTENANCE	157,600
CAPITAL OUTLAY		
01-6000-402	EQUIPMENT	19,100
	TOTAL CAPITAL OUTLAY	19,100
	TOTAL	512,400

FUNDING SOURCE: GENERAL FUND \$491,200/AB2766 AIR QUALITY IMPROVE. \$12,500

**PUBLIC WORKS DEPARTMENT
GENERAL SERVICES DIVISION**

Program Purpose

The purpose of General Services Division is to facilitate all Department's activities by conducting purchasing operations, support other Departments through the provision of communication systems and facilities management, and contribute to public welfare through animal control, school crossing guards, and cable television.

Primary Activities

The primary functions of the General Services division program are purchasing (including shipping and receiving), facilities management, communications (radio and telephones), mail distribution, security, property management, animal control contract administration, crossing guard program, and cable television franchise administration.

Performance Measures

Provide courteous and immediate attention to those who require the services of the General Services Division.

Procure, ship and receive materials, supplies and equipment as requested by the operating departments in a timely manner.

Close monitoring of franchise and contract agreements entered into by the City.

Comply with all applicable provisions identified in the City Municipal Code and State UCC.

Provide prompt, courteous service in the maintenance of the Field Services, City Hall, and MetroLink Station facilities.

To attract and develop a group of responsible bidders able to offer the best prices consistent with quality, delivery and service. This includes reaching out and helping local vendors through direct mailings, telephone, and seminars.

Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment.

Administer the City's purchasing policy.

In cooperation with the operating departments, review, modify and/or approve specifications for the purchase of goods and services.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	438,777	516,939	499,802
Operations	1,060,391	557,212	664,770
Capital Outlay	321,421	171,680	16,500
Total	\$1,820,589	\$1,245,831	\$1,181,072

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: GENERAL SERVICES

	ACTIVITY	BUDGET
PERSONNEL		
01-6900-101	SALARIES	226,700
01-6900-103	PART-TIME EMPLOYEES	175,000
01-6900-110	OVERTIME	5,000
01-6900-130	HEALTH AND WELFARE	24,800
01-6900-135	LIFE INSURANCE	700
01-6900-140	LONG TERM DISABILITY	2,000
01-6900-145	MEDICARE (FICA)	4,600
01-6900-150	WORKERS' COMPENSATION	15,900
01-6900-155	PERS	49,000
01-6900-160	DEFERRED COMPENSATION	1,500
01-6900-165	UNEMPLOYMENT TAXES	1,800
	TOTAL PERSONNEL	507,000
OPERATIONS & MAINTENANCE		
01-6900-201	PUBLICATIONS AND SUBSCRIPTIONS	600
01-6900-202	TRAVEL AND TRAINING	3,000
01-6900-203	MEMBERSHIP/DUES	500
01-6900-208	EDUCATIONAL REIMBURSEMENT	3,000
01-6900-209	AUTOMOBILE ALLOWANCE/MILEAGE	3,000
01-6900-210	OFFICE SUPPLIES	60,100
01-6900-211	PRINTING	18,000
01-6900-212	POSTAGE	42,000
01-6900-213	ADVERTISING	0
01-6900-215	SPECIAL SUPPLIES	6,000
01-6900-216	UNIFORMS	600
01-6900-223	EQUIPMENT RENTAL	1,500
01-6900-227	CONTRACTUAL SERVICES	206,700
01-6900-230	PROFESSIONAL SERVICES	4,500
01-6900-239	SMALL TOOLS	1,000
01-6900-240	BUILDING MAINTENANCE SUPPLIES	35,000
01-6900-243	EQUIPMENT MAINTENANCE/SUPPLIES	11,900
01-6900-250	ELECTRIC UTILITIES	65,500
01-6900-251	GAS UTILITIES	3,500
01-6900-252	TELEPHONE UTILITIES	175,000
01-6900-253	WATER UTILITIES	3,500
01-6900-326	INSURANCE REIMBURSEMENT	13,000
01-6900-327	EQUIPMENT REPLACEMENT	600
	TOTAL OPERATIONS & MAINTENANCE	658,500
CAPITAL OUTLAY		
01-6900-401	FURNITURE AND FIXTURES	1,500
01-6900-402	EQUIPMENT	45,000
	TOTAL CAPITAL OUTLAY	46,500
	TOTAL	1,212,000

GENERAL FUND

PUBLIC WORKS

STREET MAINTENANCE

Program Purpose

The Streets Maintenance Division is responsible for maintenance of all public City streets, City alleys, all right-of-ways and easements. The objective of the Street Maintenance Division is to provide the citizens of Santa Clarita a safe, well-maintained route throughout the City and to provide a planned maintenance program.

Primary Activities

The primary activities for this division include, but are not limited to, the following:

- Asphalt Maintenance
- Street Sweeping
- Street Name Signs
- Traffic Signals
- Regulatory Signs
- Bridge Maintenance
- Sidewalk Problems
- Support for Sheriff & Fire Depts.
- Flood Control Channels/Catch Basins/Storm Drains
- Traffic Painting
- Concrete Maintenance
- Grading
- Drainage Problems
- Sewers
- Streets Lights
- Weed Abatement
- Special Events Coordination

Performance Measures

- Provide courteous and immediate attention to the citizens who require services of the Streets Maintenance Division.
- Monitor contractual agreements with L.A. County Public Works.
- Establish priorities for taking over the balance of L.A. County services.
- Continue a vehicle traffic accident recovery program for damages to public property.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	387,355	597,900	641,300
Operations	1,833,055	2,007,500	1,115,219
Capital Outlay	355,175	21,000	100,742
Total	\$2,575,585	\$2,626,400	\$1,857,261

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: STREET MAINTENANCE

	ACTIVITY	BUDGET
PERSONNEL		
02-6500-101	SALARY	489,400
02-6500-110	OVERTIME	20,000
02-6500-130	HEALTH AND WELFARE	57,000
02-6500-135	LIFE INSURANCE	1,500
02-6500-140	LONG-TERM DISABILITY	3,100
02-6500-145	MEDICARE (FICA)	7,100
02-6500-150	WORKERS' COMPENSATION	3,900
02-6500-155	PERS	73,100
02-6500-160	DEFERRED COMPENSATION	1,500
02-6500-165	UNEMPLOYMENT TAXES	3,000
	TOTAL PERSONNEL	659,600
OPERATIONS AND MAINTENANCE		
02-6500-201	PUBLICATIONS AND SUBSCRIPTIONS	300
02-6500-202	TRAVEL AND TRAINING	2,200
02-6500-203	MEMBERSHIP AND DUES	100
02-6500-208	EDUCATION REIMBURSEMENT	1,500
02-6500-209	AUTOMOBILE ALLOWANCE/MILEAGE	200
02-6500-210	OFFICE SUPPLIES	2,000
02-6500-211	PRINTING	1,000
02-6500-212	POSTAGE	100
02-6500-215	SPECIAL SUPPLIES	22,600
02-6500-216	UNIFORMS	3,600
02-6500-223	EQUIPMENT RENTAL	5,000
02-6505-227	STREET MAINTENANCE-CONTRACTUAL SERVICES	585,000
02-6506-227	STREET SWEEPING/CLEANING-CONTRACTUAL SERVICES	300,000
02-6507-215	SPECIAL SUPPLIES (STREETS)	3,000
02-6507-227	WEED ABATEMENT CONTRACTUAL SERVICES	25,900
02-6508-227	BRIDGE MAINTENANCE CONTRACTUAL SERVICES	10,400
02-6509-215	SIDEWALK & GUTTER SPECIAL SUPPLIES	50,000
02-6509-227	CURB AND SIDEWALK-CONTRACTUAL SERVICES	65,000
02-6510-227	MISCELLANEOUS OFF-ROAD MAINTENANCE-CONTRACTUAL SERVICES	3,000
02-6511-227	STORM DRAINAGE DAMAGE REPAIR-CONTRACTUAL SERVICES	20,000
02-6550-243	TRAFFIC SIGNAL & LIGHT EQUIPMENT MAINTENANCE	180,000
02-6550-250	TRAFFIC SIGNAL & LIGHT UTILITIES	110,000
02-6560-215	SPECIAL SUPPLIES STRIPING	75,000
02-6560-227	TRAFFIC SIGNS & MARKINGS CONTRACTUAL SERVICES	40,000
02-6599-227	HAZ MAT/ACCIDENT RECOVERY	10,000
02-6550-326	INSURANCE ALLOCATION	26,000
02-6550-327	EQUIPMENT REPLACEMENT	99,600
	TOTAL OPERATIONS AND MAINTENANCE	1,641,500
CAPITAL OUTLAY		
02-6500-401	FURNITURE AND FIXTURES	1,500
02-6500-402	EQUIPMENT	8,000
	TOTAL CAPITAL OUTLAY	9,500
	TOTAL	2,310,600

FUNDING SOURCE: GAS TAX

Public Works Department

Waste Management

Program Purpose

The purpose of the Integrated Solid Waste program is to design and implement various recycling and source reduction programs within the City to insure 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.

Primary Activities

In addition to designing and implementing recycling, waste minimization and composting programs, this division is involved in community outreach programs to educate school children, businesses, and the general public about environmental issues. Division personnel also oversees the household hazardous waste collection program and monitors the collection and disposal of residential and commercial refuse.

Major accomplishments for this division include:

- Established city-wide recycling in residential and commercial sectors
- Established Silver Circle Recycling Award
- Formation of Elsmere Community Strategic Planning Committee
- Implemented "Santa Clarita Recycles" campaign
- Established the pilot "Forever Green" yard trimmings recycling program
- Implemented the Used Oil recycling program
- Secured California Integrated Waste Management Board Oil Recycling Grant
- Secured California Department of Conservation Division of Recycling Grant
- Secured California Integrated Waste Management Board Household Hazardous Waste Grant
- Implemented the Elsmere Canyon Public Affairs campaign

Performance Measures

- Monitor yard trimmings collection, recycling, and mulching programs through surveys.
- Promote alternative waste management technologies.
- Monitor and track refuse diversion and disposal through refuse and recycling hauling companies. Achieve 25% diversion from landfills from base year 1990.
- Promote community environmental responsibility through public forums in schools, homeowner's associations, and business associations.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	\$ 162,983	\$ 179,064	\$ 260,100
Operations	200,704	279,116	505,533
Capital Outlay	296	3,095	500
Total	\$ 363,983	\$ 461,275	\$ 766,133

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**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: WASTE MANAGEMENT

	ACTIVITY	BUDGET
PERSONNEL		
01-6600-101	SALARY	200,600
01-6600-103	PART TIME EMPOLYEES	14,400
01-6600-110	OVERTIME	1,200
01-6600-130	HEALTH AND WELFARE	16,600
01-6600-135	LIFE INSURANCE	600
01-6600-140	LONG-TERM DISABILITY	1,200
01-6600-145	MEDICARE(FICA)	1,900
01-6600-150	WORKERS' COMPENSATION	10,000
01-6600-155	PERS	32,000
01-6600-160	DEFERRED COMPENSATION	1,500
01-6600-165	UNEMPLOYMENT TAXES	1,000
	TOTAL PERSONNEL	281,000
OPERATIONS AND MAINTENANCE		
01-6600-201	PUBLICATIONS AND SUBSCRIPTIONS	1,200
01-6600-202	TRAVEL AND TRAINING	1,500
01-6600-203	MEMBERSHIP AND DUES	600
01-6600-208	EDUCATION REIMBURSEMENT	3,000
01-6600-209	AUTO ALLOWANCE/MLEAGE	1,000
01-6600-210	OFFICE SUPPLIES	1,000
01-6600-211	PRINTING	20,900
01-6600-212	POSTAGE	1,000
01-6600-213	ADVERTISING	17,000
01-6600-215	SPECIAL SUPPLIES	1,000
01-6600-227	CONTRACTUAL SERVICES	35,000
01-6600-230	ELSMERE	336,000
01-6600-232	PROMOTION AND PUBLICITY	16,500
01-6600-326	INSURANCE REIMBURSEMENT	3,200
01-6600-327	EQUIPMENT REPLACEMENT	200
	TOTAL OPERATIONS AND MAINTENANCE	439,100
CAPITAL OUTLAY		
01-6600-401	FURNITURE AND FIXTURES	500
01-6600-402	EQUIPMENT	500
	TOTAL CAPITAL OUTLAY	1,000
	TOTAL	721,100

FUNDING SOURCE: GENERAL FUND

PUBLIC WORKS

TRANSIT

Program Purpose

Provide public transportation services for the Santa Clarita Valley, providing mobility and access to individuals without access to an automobile; and to encourage use of public transportation to reduce traffic congestion and pollution.

Primary Activities

- Operate local fixed route transit service within the Santa Clarita Valley.
- Operate commuter bus service between Santa Clarita and Los Angeles.
- Operate three Emergency Express bus routes between Santa Clarita and the San Fernando Valley.
- Operate paratransit service for seniors and disabled within the Santa Clarita Valley as well as for general public in evening hours.
- Manage Metrolink commuter rail stations, and park and ride lots.
- Coordinate public transportation services provided by other agencies, such as Metrolink, to the Santa Clarita Valley.
- Work with Community Development to assure new development is transit friendly.

Performance Measures

- Increase passengers per revenue vehicle hour from 20 to 23 on local fixed route and 2.5 to 3 on Dial-A-Ride.
- Plan for future transit needs.
- Improve quality of all three transit services through better contract monitoring and enforcement of incentive and liquidated damages provisions of existing transit contract.
- Develop master transit plan to guide transit growth in Santa Clarita Valley over the next 20 years.
- Develop financial plan to correct deficiencies and fund growth identified in transit master plan.
- Develop in conjunction with Community Development, transit/land use standards to be applied to future development within the county.
- Install 40 passenger shelters.
- Immediately remove any graffiti from Metrolink Stations and transit vehicles.
- Criminal activity of any type at Metrolink Stations and on transit vehicles should be significantly lower than what is experienced in community as a whole.
- Secure all FTA Section 9 funds programmed for Santa Clarita Transit. Seek and obtain all other funds Santa Clarita Transit is eligible to obtain.
- Complete development of written procedures and policies for transit division.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	13,325	125,500	236,900
Operations	2,939,934	3,877,000	5,705,916
Capital Outlay	7,588	66,200	39,300
Total	2,960,847	4,068,700	6,009,116

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: TRANSIT

	ACTIVITY	BUDGET
PERSONNEL		
55-7000-101	SALARY	208,000
55-7000-103	PART TIME EMPLOYEES	30,000
55-7000-110	OVERTIME	200
55-7000-130	HEALTH AND WELFARE	11,000
55-7000-135	LIFE INSURANCE	600
55-7000-140	LONG TERM DISABILITY	1,300
55-7000-145	MEDICARE (FICA)	2,900
55-7000-150	WORKERS' COMPENSATION	10,100
55-7000-155	PERS	26,700
55-7000-160	DEFERRED COMPENSATION	3,000
55-7000-165	UNEMPLOYMENT TAXES	1,000
	TOTAL PERSONNEL	294,800
OPERATIONS AND MAINTENANCE		
55-7000-201	PUBLICATIONS & SUBSCRIPTIONS	200
55-7000-202	TRAVEL & TRAINING	4,500
55-7000-203	MEMBERSHIP & DUES	6,000
55-7000-208	EDUCATION REIMBURSEMENT	1,700
55-7000-209	AUTO ALLOWANCE/MILEAGE	1,000
55-7000-210	OFFICE SUPPLIES	600
55-7000-211	PRINTING	38,000
55-7000-212	POSTAGE	400
55-7000-213	ADVERTISING	85,000
55-7000-215	SPECIAL SUPPLIES	5,000
55-7000-220	RENTS/LEASES	45,500
55-7000-223	EQUIPMENT LEASES	876,000
55-7000-230	TRANSIT PROFESSIONAL STUDIES	25,000
55-7000-227	CONTRACTUAL SERVICES	10,000
55-7000-243	EQUIPMENT MAINTENANCE/SUPPLIES	30,000
55-7001-227	LOCAL BUS SERVICE CONTRACTUAL SERVICES	2,320,000
55-7002-227	DIAL-A-RIDE-CONTRACTUAL SERVICES	769,000
55-7003-227	SCV DOWNTOWN COMMUTER-CONTRACTUAL SERVICES	749,000
55-7004-227	SHUTTLE SERVICE TO ANTELOPE VALLEY-CONTRACTUAL SERVICES	3,000
55-7005-227	SAN FERNANDO COMMUTER	670,000
55-7007-227	GENERAL PUBLIC DIAL-A-RIDE CONTRACTUAL SERVICES	50,000
55-7008-227	CENTURY CITY SERVICE	94,000
55-7605-227	DEBT SERVICE	1,047,500
55-7010-227	VALENCIA TOWN CENTER / INDUSTRIAL CENTER SHUTTLE	64,000
55-7020-227	COMMUTER RAIL CONTRACTUAL SERVICES	128,000
55-7030-227	VAN POOL DEMONSTRATION PROJECT	6,000
55-7007-236	INSURANCE REIMBURSEMENT	2,300
55-7007-237	EQUIPMENT REPLACEMENT	200
	TOTAL OPERATIONS & MAINTENANCE	7,031,900
CAPITAL OUTLAY		
55-7000-401	FURNITURE & FIXTURES	500
55-7000-402	EQUIPMENT	2,500
	TOTAL CAPITAL OUTLAY	3,000
	TOTAL	7,329,700

FUNDING SOURCE: PROPOSITIONS A & C, GRANTS AND TDA

PUBLIC WORKS

GENERAL SERVICES/BUILDING FUND

Program Purpose

The purpose of the Building Fund is to protect the assets of the City as landlord. This fund provides a separate accounting of all building income and expenditure activity.

Primary Activities

The primary functions include lease management and tenant relations activities. Using the budget as a guideline building operations and contractual services for the City Hall Building are closely monitored.

Performance Measures

- Track, maintain and have a thorough knowledge of all tenant leases
- Provide professional tenant relations, which includes courteous and responsive interaction with the tenants. Timely communications will allow tenants to understand the reason for any capital improvements or building procedure changes that may affect their daily business operations or costs passed through to them.
- Establish and provide monthly reports as an aid to monitoring income and expenses. Provide monthly rental statements in a timely manner to the tenants, including any rental adjustments allowable per current leases.
- Establish and/or monitor standard operating procedures for the building i.e., security, janitorial, maintenance, landscaping, building inspections, tenant work orders, etc.
- Maintain the City Hall Building as a "Class A" building in order to effectively compete with other such buildings in the immediate area.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	14,031	50,149	71,500
Operations	207,120	329,682	405,340
Capital Outlay	4,636,147	43,352	144,000
Debt Service	632,000	632,000	632,000
Total	\$853,151	\$1,011,831	\$1,108,840

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: PROPERTY MANAGEMENT

	ACTIVITY	BUDGET
PERSONNEL		
01-6700-101	SALARY	68,100
01-6700-110	OVERTIME	3,000
	TOTAL PERSONNEL	71,100
OPERATIONS AND MAINTENANCE		
01-6700-201	PUBLICATIONS AND SUBSCRIPTIONS	200
01-6700-202	TRAVEL AND TRAINING	1,100
01-6700-203	MEMBERSHIP AND DUES	900
01-6700-210	OFFICE SUPPLIES	300
01-6700-212	POSTAGE	200
01-6700-213	ADVERTISING	3,000
01-6700-215	SPECIAL SUPPLIES	1,000
01-6700-216	UNIFORMS	600
01-6700-219	COMMISSIONS	8,000
01-6700-223	EQUIPMENT RENTAL	2,000
01-6700-227	CONTRACTUAL SERVICES	10,600
01-6700-230	PROFESSIONAL SERVICES	1,500
01-6700-239	SMALL TOOLS	1,000
01-6700-240	BUILDING MAINTENANCE & SUPPLIES	19,400
01-6700-243	EQUIPMENT MAINTENANCE & SUPPLIES	1,000
01-6700-250	ELECTRIC UTILITIES	142,800
01-6700-251	GAS UTILITIES	13,000
01-6700-253	WATER UTILITIES	5,000
01-6700-295	INSURANCE	60,000
01-6701-215	JANITORIAL SUPPLIES	10,500
01-6701-227	JANITORIAL CONTRACT	48,000
01-6702-227	LANDSCAPING CONTRACT	10,300
01-6703-227	SECURITY CONTRACT	30,000
01-6704-227	HVAC CONTRACTUAL SERVICES	35,000
01-6700-355	DEBT SERVICE	764,000
	TOTAL OPERATIONS AND MAINTENANCE	1,169,400
CAPITAL OUTLAY		
01-6700-402	EQUIPMENT	20,000
01-6700-415	TENANT IMPROVEMENTS	99,200
	TOTAL CAPITAL OUTLAY	119,200
	TOTAL	1,359,700

FUNDING SOURCE: GENERAL FUND

PUBLIC WORKS

STREET MAINTENANCE/VEHICLE MAINTENANCE

Program Purpose

The purpose of the Vehicle Maintenance Program is to provide a safe, reliable, fleet of economical transportation to conduct City business and maintenance. This program controls and coordinates all vehicle/equipment repair and maintenance. It also coordinates the acquisition of new vehicles/equipment and monitors all fuel-dispensing equipment purchased for City vehicles and equipment.

Primary Activities

In addition to maintaining sixty-seven vehicles, this section maintains all of the City's small/large equipment from weed eaters to four-wheel drive loaders. In addition, this Division provides an adequate City pool of vehicles to minimize the City's vehicle equipment capital expenditure and facilitate effective utilization of City vehicles. This section also maintains information related to registration, license plates and City vehicle identification numbers.

This section was established in FY '92-'93.

Performance Measures

- Provide courteous/immediate attention to those who require the vehicle services of this section.
- Receive materials, supplies and equipment in a timely manner, as requested by operating department.
- Provide close monitoring of contracts entered into by the City relative to this section.
- Provide prompt, courteous service in the maintenance of pool vehicles at City Hall and the Field Services Yard.
- In cooperation with other divisions, review, modify, and/or approve specifications for the purchase of vehicles/equipment

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	356	87,400	90,000
Operations	188	52,200	130,850
Capital Outlay	0	0	110,000
Total	\$544	\$139,600	\$330,850

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: PUBLIC WORKS

PROGRAM: VEHICLE MAINTENANCE

	ACTIVITY	BUDGET
PERSONNEL		
01-6400-101	SALARY	91,100
01-6400-110	OVERTIME	1,000
01-6400-130	HEALTH AND WELFARE	5,500
01-6400-135	LIFE INSURANCE	200
01-6400-140	LONG-TERM DISABILITY	500
01-6400-145	MEDICARE (FICA)	1,300
01-6400-150	WORKERS' COMPENSATION	3,700
01-6400-155	PERS	14,000
01-6400-165	UNEMPLOYMENT TAXES	400
	TOTAL PERSONNEL	117,700
OPERATIONS AND MAINTENANCE		
01-6400-201	PUBLICATIONS AND SUBSCRIPTIONS	100
01-6400-202	TRAVEL AND TRAINING	1,000
01-6400-203	MEMBERSHIP AND DUES	100
01-6400-208	EDUCATIONAL REIMBURSEMENT	200
01-6400-209	AUTO ALLOWANCE/MILEAGE	200
01-6400-210	OFFICE SUPPLIES	300
01-6400-211	PRINTING	600
01-6400-212	POSTAGE	100
01-6400-215	SPECIAL SUPPLIES	3,000
01-6400-216	UNIFORMS	600
01-6400-223	EQUIPMENTAL RENTAL	3,200
01-6400-230	PROFESSIONAL SERVICES	18,000
01-6400-243	EQUIPMENT MAINTENANCE & SUPPLIES	50,000
01-6400-245	VEHICLE FUEL	60,000
01-6400-326	INSURANCE REIMBURSEMENT	3,300
01-6400-327	EQUIPMENT REPLACEMENT	200
	TOTAL OPERATIONS AND MAINTENANCE	140,900
	TOTAL	258,600

FUNDING SOURCE: GENERAL FUND 75%/GAS TAX 25%