

State  
Government



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Business



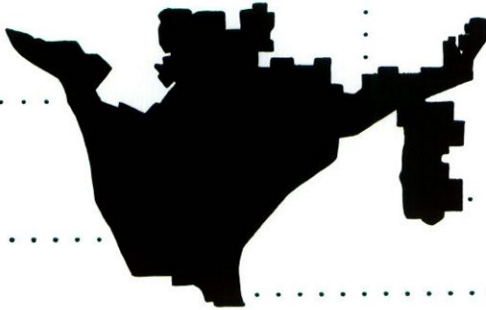
Homes



Schools



Citizen Groups



County Government



Building and  
Engineering Services

# BUILDING & ENGINEERING SERVICES

Director of Building & Engineering Services  
City Engineer

Administration

- Employee Development
- 5-Year CIP
- Training
- Special Projects
- Strategic Plan Implementation

Traffic Engineering

- Traffic System
- Traffic Counts
- Traffic Modeling
- Development Review
- Accident Analysis
- Issue Response
- Traffic Signal Monitoring

Building & Safety

- Code Compliance
- Overcrowding
- Complaint Response
- Plan Review & Approval
- Building Permits
- Building Inspection
- Zoning Compliance
- Earthquake Recovery

Engineering

- Capital Improvement Projects
- Design, Construction, Engineering & Management
- Subdivision Plan Review
- Grading & Drainage Review
- Public Works Inspection
- Benefit District Administration

Storm Water Utility

- Water Quality Monitoring
- Permit Compliance
- Storm Water Master Plan
- GIS Implementation
- Public Education

Engineering Service

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**CITY OF SANTA CLARITA  
BUDGET SUMMARY**

**BUILDING & ENGINEERING SERVICES**

	<b>BUDGET</b>
PERSONNEL SERVICES	3,425,120
OPERATIONS AND MAINTENANCE	2,191,395
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>5,616,515</b>
CAPITAL OUTLAY	44,900
<b>TOTAL BUILDING &amp; ENGINEERING SERVICES BUDGE</b>	<b>5,661,415</b>

<b>PROGRAM:</b>	<b>TOTALS</b>
ADMINISTRATION	358,945
ENGINEERING	2,187,305
BUILDING & SAFETY	1,042,255
CODE ENFORCEMENT	260,470
STORMWATER UTILITY	1,812,440
<b>TOTAL BUILDING &amp; ENGINEERING SERVICES BUDGET</b>	<b>5,661,415</b>

# Building & Engineering Services Administration



## Program Purpose

The Building & Engineering Services Administration Division provides administrative services for the City's building, engineering, traffic, stormwater utility, and capital projects operations. The Administration Division attends all City Council meetings, promotes City activities through speaking engagements and articles, directs, coordinates, prioritizes, and oversees all Department activities and tasks and provides mentoring, career counseling, and morale improvement opportunities. Administration also provides support and counsel to the City Engineer on all Department issues.

## Primary Activities

The Administration Division's primary duties include: response to City Council and City Manager concerns; provision of policy direction within the department; formulation, implementation, and oversight of the Department's budget; personnel management and training; implementation of Total Quality Management; and development and oversight of the City's 5 Year Capital Improvement Program. This Division is also a primary City and department representative in the community. Administration assists the divisions in matters of department wide and City concern.

## Performance Measures

- ▶ Train Department staff in Total Quality Management (TQM) implementation and begin pilot programs in each Division.
- ▶ Implement a comprehensive records management plan to enhance customer service.
- ▶ Develop and implement an ongoing customer input system through the use of surveys and other methods.
- ▶ Publish two articles to share information with outside agencies.
- ▶ Complete special projects as requested by the City Council and City Manager.
- ▶ Ensure continued progress toward design of roadway project specified within the Share the Vision II Strategic Plan.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	232,492	252,207	238,375
Operations & Maintenance	169,279	254,516	131,050
Capital Outlay	0	0	0
Total	401,771	506,723	369,425

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: BLDG & ENGINEERING SVCS                      PROGRAM: ADMIN**

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ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-5000-101      SALARY	190,955
01-5000-103      TEMPORARY SALARIES	15,300
01-5000-110      OVERTIME	2,000
01-5000-130      HEALTH AND WELFARE	11,400
01-5000-135      LIFE INSURANCE	575
01-5000-140      LONG TERM DISABILITY INSURANCE	1,550
01-5000-145      MEDICARE (FICA)	2,990
01-5000-150      WORKERS' COMPENSATION	3,365
01-5000-155      PERS	28,300
01-5000-160      DEFERRED COMPENSATION	6,000
01-5000-165      UNEMPLOYMENT TAXES	600
<b>TOTAL PERSONNEL</b>	<b>263,035</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	
01-5000-201      PUBLICATIONS & SUBSCRIPTIONS	200
01-5000-202      TRAVEL AND TRAINING	5,095
01-5000-203      MEMBERSHIP/DUES	300
01-5000-208      EDUCATIONAL REIMBURSEMENT	1,500
01-5000-209      AUTOMOBILE ALLOWANCE/MILEAGE	4,900
01-5000-210      OFFICE SUPPLIES	800
01-5000-211      PRINTING	500
01-5000-212      POSTAGE	700
01-5000-213      ADVERTISING	600
01-5000-220      RENTS AND LEASES	100
01-5000-230      PROFESSIONAL SERVICES	1,440
01-5000-252      TELEPHONE UTILITIES	1,200
01-5000-260      LEGAL SERVICES	63,800
01-5000-321      COMPUTER REPLACEMENT	2,000
01-5000-326      INSURANCE REIMBURSEMENT	8,800
01-5000-327      EQUIPMENT REPLACEMENT	4,175
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>95,910</b>
<b>TOTAL</b>	<b>358,945</b>
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FUNDING SOURCE: GENERAL FUND	

# Building & Engineering Services

## Engineering



### Program Purpose

The purpose of the Engineering Program which consists of the Capital Projects, Development Services, Subdivision and Traffic Engineering Divisions is to provide the City with technical engineering support and information. The Program also provides long-range planning for the infrastructure needs of the City.

### Primary Activities

The Capital Project Division administers and manages the design and construction of capital improvement projects. The Subdivision Division reviews the design and construction of all development and infrastructure plans, administers special districts and other programs. The Traffic Engineering Division conducts traffic system management, reviews new developments for traffic design requirements, and develops plans to address long-range circulation needs of the City.

### Performance Measures

- ▶ Coordinate and implement Capital Projects for Newhall revitalization consistent with the Community Strategic Plan.
- ▶ Implement high-quality design standards, policies, and inspection policies for Capital Improvement projects to ensure sustainability of the City's infrastructure consistent with the Long-Range Financial Plan.
- ▶ Provide professional development for City staff to remain current in the field of expertise to meet the Department and City Strategic Plans.
- ▶ Support the Citizens Transportation Advisory Committee and implement goals established.
- ▶ Improve communications and service to the development community through intra-departmental identification and implementation of improvements to the City's development review process.
- ▶ Complete amendments to the Center City Area Circulation Element of the General Plan.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	1,188,548	1,046,612	1,328,710
Operations & Maintenance	297,859	329,928	1,199,651
Capital Outlay	3,385	20,387	142,936
Total	1,489,792	1,396,927	2,671,297

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: BLDG & ENGINEER. SVCS    PROGRAM: ENGINEERING**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-5400-101    SALARY	1,109,650
01-5400-110    OVERTIME	25,000
01-5400-130    HEALTH AND WELFARE	105,450
01-5400-135    LIFE INSURANCE	3,330
01-5400-140    LONG TERM DISABILITY INSURANCE	8,325
01-5400-145    MEDICARE (FICA)	16,090
01-5400-150    WORKERS' COMPENSATION	20,190
01-5400-155    PERS	158,025
01-5400-160    DEFERRED COMPENSATION	22,500
01-5400-165    UNEMPLOYMENT TAXES	5,800
 <b>TOTAL PERSONNEL</b>	 <b>1,474,360</b>
 <b>OPERATIONS &amp; MAINTENANCE</b>	
01-5400-201    PUBLICATIONS AND SUBSCRIPTIONS	4,700
01-5400-202    TRAVEL AND TRAINING	16,225
01-5400-203    MEMBERSHIP/DUES	6,355
01-5400-208    EDUCATIONAL REIMBURSEMENT	3,100
01-5400-209    AUTOMOBILE ALLOWANCE/MILEAGE	1,975
01-5400-210    OFFICE SUPPLIES	7,380
01-5400-211    PRINTING	15,475
01-5400-212    POSTAGE	1,050
01-5400-213    ADVERTISING	1,300
01-5400-214    FILM PROCESSING	1,200
01-5400-215    SPECIAL SUPPLIES	13,225
01-5400-216    UNIFORMS	2,160
01-5400-230    PROFESSIONAL SERVICES	4,100
01-5401-227    PROJECT DEVELOPMENT	83,000
01-5402-227    TRAFFIC SERVICES	85,000
01-5403-227    SUBDIVISIONS	71,500
01-5404-227    CONSTRUCTION	15,500
01-5400-321    COMPUTER REPLACEMENT	11,200
01-5400-326    INSURANCE REIMBURSEMENT	84,600
01-5400-327    EQUIPMENT REPLACEMENT	10,300
02-5400-227    TRAFFIC CONTRACTUAL SERVICES	178,100
44-6500-230    DRAINAGE BENEFIT ASSESS. DISTRICT	91,500
 <b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	 <b>708,945</b>
 <b>CAPITAL OUTLAY</b>	
01-5400-401    FURNITURE & FIXTURES	4,000
 <b>TOTAL CAPITAL OUTLAY</b>	 <b>4,000</b>
 <b>TOTAL</b>	 <b>2,187,305</b>
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FUNDING SOURCE: GENERAL FUND/GAS TAX/ASSESSMENTS	

# Building & Engineering Services

## Building & Safety



### Program Purpose

The Building & Safety Program exists to mitigate environmental hazards such as earthquakes, floods, high winds, landslides and fires to public and private property. The Division is also responsible for implementing energy and accessibility standards through ensuring the compliance of all construction with the model buildings codes adopted by the City. Compliance is assured through the performance of plans review and field inspections. The Division is also responsible for maintaining and providing public access to official records of authorized/known construction.

### Primary Activities

The primary activities of the Building & Safety Program are plan review, permit issuance, field inspection and records maintenance. It is through these functions that the City helps to provide a safe built environment, at home and at work, for the community. Safety is achieved through ensuring that the quality of construction on public and private property conforms to the requirements of the model building codes. The Division also regulates construction work being performed without permits to avoid potential harm to life, limb or property in the future.

### Performance Measures

- ▶ Provide quality plan review and inspection services as promptly as resources allow with a goal of 4 weeks for plan reviews and 48 hours for inspections.
- ▶ Implement enforcement of updated seismic safety codes for new construction.
- ▶ Improve the quality of records maintenance and retrieval services partially through the implementation of phase two of the permit automation project which includes records for plan review, building inspection and sub-division sections.
- ▶ Initiate a community outreach program to obtain information from and provide information to community stakeholders, (ie. property owners, business owners, engineers, contractors, etc.), as to the intent of the City's building codes and how to most effectively obtain compliance.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	548,347	613,478	818,773
Operations & Maintenance	114,936	169,923	357,140
Capital Outlay	85	3,462	39,317
<b>Total</b>	<b>663,368</b>	<b>786,863</b>	<b>1,215,230</b>



# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: BLDG & ENGINEER SVCS PROGRAM: BLDG & SAFETY**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-5200-101 SALARY	643,850
01-5200-110 OVERTIME	5,000
01-5200-130 HEALTH AND WELFARE	53,200
01-5200-135 LIFE INSURANCE	1,930
01-5200-140 LONG TERM DISABILITY INSURANCE	4,830
01-5200-145 MEDICARE (FICA)	9,340
01-5200-150 WORKERS' COMPENSATION	11,240
01-5200-155 PERS	91,690
01-5200-160 DEFERRED COMPENSATION	6,000
01-5200-165 UNEMPLOYMENT TAXES	2,700
<b>TOTAL PERSONNEL</b>	<b>829,780</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	
01-5200-201 PUBLICATIONS AND SUBSCRIPTIONS	1,400
01-5200-202 TRAVEL AND TRAINING	9,100
01-5200-203 MEMBERSHIP/DUES	2,510
01-5200-208 EDUCATIONAL REIMBURSEMENT	1,500
01-5200-209 AUTOMOBILE ALLOWANCE/MILEAGE	745
01-5200-210 OFFICE SUPPLIES	5,365
01-5200-211 PRINTING	7,200
01-5200-212 POSTAGE	500
01-5200-213 ADVERTISING	1,500
01-5200-214 FILM PROCESSING	500
01-5200-215 SPECIAL SUPPLIES	500
01-5200-216 UNIFORMS	1,815
01-5200-220 RENTS & LEASES	6,500
01-5200-227 CONTRACTUAL SERVICES	55,000
01-5200-230 PROFESSIONAL SERVICES	13,240
90-29938-227 EARTHQUAKE INSPECTIONS	41,600
01-5200-243 EQUIPMENT MAINTENANCE SUPPLIES	800
01-5200-321 COMPUTER REPLACEMENT	5,600
01-5200-326 INSURANCE REIMBURSEMENT	40,900
01-5200-327 EQUIPMENT REPLACEMENT	16,200
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>212,475</b>
<b>TOTAL</b>	<b>1,042,255</b>

FUNDING SOURCE: GENERAL FUND/FEMA

# Building & Engineering Services

## Code Enforcement



### Program Purpose

The purpose of the Code Enforcement program is to maintain the safety, appearance, and value of the properties located in the City through the enforcement of zoning and building regulations. Officers respond to complaints regarding violations of substandard provisions, smoking ordinances, parking and abandoned vehicle codes, and other regulations contained in the Municipal Code.

### Primary Activities

The primary activity of the Code Enforcement Program is to respond to complaints and then to evaluate the merits and effects the identified violations have on the community. Officers work with citizens to meet the requirements of the laws and regulations of the City, County and State to mitigate the problems. Officers also evaluate new construction to ensure compliance with the zoning regulations of the City.

### Performance Measures

- ▶ Reduce response time for citizen complaints as resources allow with a goal of providing initial response within two weeks and mitigation of valid complaints within 90 days.
- ▶ Assist Building and Safety in processing substandard building orders by responding to requests within two weeks.
- ▶ Streamline enforcement procedures to allow for more efficient nuisance abatement.
- ▶ Effectively diminish the proliferation of graffiti, abandoned/inoperable motor vehicles and general property maintenance violations by responding to complaints within one week.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996
Personnel	40,445	175,233	181,175
Operations & Maintenance	2,733	7,035	20,810
Capital Outlay	793	0	500
Total	43,971	182,268	202,485

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

**CATEGORY: BLDG & ENGINEER. SVCS** **PROGRAM: CODE ENFORCE**

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
01-5205-101 SALARY	148,200
01-5205-110 OVERTIME	9,000
01-5205-130 HEALTH AND WELFARE	12,350
01-5205-135 LIFE INSURANCE	445
01-5205-140 LONG TERM DISABILITY INSURANCE	1,110
01-5205-145 MEDICARE (FICA)	2,150
01-5205-150 WORKERS' COMPENSATION	2,995
01-5205-155 PERS	21,105
01-5205-165 UNEMPLOYMENT TAXES	800
 <b>TOTAL PERSONNEL</b>	 <b>198,155</b>
 <b>OPERATIONS &amp; MAINTENANCE</b>	
01-5205-201 PUBLICATIONS AND SUBSCRIPTIONS	300
01-5205-202 TRAVEL AND TRAINING	2,800
01-5205-203 MEMBERSHIP/DUES	400
01-5205-209 AUTOMOBILE ALLOWANCE/MILEAGE	370
01-5205-210 OFFICE SUPPLIES	1,000
01-5205-211 PRINTING	140
01-5205-212 POSTAGE	100
01-5205-214 FILM PROCESSING	1,790
01-5205-216 UNIFORMS	1,290
01-5205-227 DISTRICT ATTORNEY	4,000
01-5205-230 PROFESSIONAL SERVICES	315
01-5205-321 COMPUTER REPLACEMENT	1,600
01-5205-326 INSURANCE REIMBURSEMENT	8,800
01-5205-327 EQUIPMENT REPLACEMENT	7,410
 <b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	 <b>30,315</b>
 <b>CAPITAL OUTLAY</b>	
01-5205-401 FURNITURE & FIXTURES	2,000
01-5205-405 AUTOMOTIVE EQUIPMENT	30,000
 <b>TOTAL CAPITAL OUTLAY</b>	 <b>32,000</b>
 <b>TOTAL</b>	 <b>260,470</b>
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FUNDING SOURCE: GENERAL FUND	

# Building & Engineering Services

## Stormwater Utility/NPDES Program



### Program Purpose

The Stormwater Utility provides the City with the programs and the means to comply with the National Pollutant Discharge Elimination System (NPDES) provisions of the federal Clean Water Act of 1972. These regulations protect receiving waters of the United States (Santa Clara River/Pacific Ocean) through the reduction and elimination of pollutants from streets, residential, commercial, industrial, and institutional areas. Compliance is determined by adherence to the existing NPDES Permit. (A new permit is anticipated in mid-1996.)

### Primary Activities

Current requirements include the aggressive use of best management practices (a school education program, public information, storm drain cleaning and maintenance, street sweeping, recycling, pollutant source identification, field inspection, monitoring, etc.) and the development of a Stormwater Management Plan ("SMP"), which will be implemented with other watershed management plans on a regional basis to comply with National Pollutant Discharge Elimination System requirements. The SMP will identify programs, practices, and systems to achieve the goals for clean water under our federal mandate.

### Performance Measures

- ▶ Comply with the NPDES Permit, existing and proposed, measured by acknowledgment from regulators, a demonstrable reduction of municipal pollutants, and a measurable increase in public awareness of the stormwater pollution problem.
- ▶ Comply and implement the SMP, consistent with the B&ES Strategic Plan.
- ▶ Comply and implement Phase II of the Geographic Information System (GIS) with modeling functions, expandable, and integratable with other City systems, consistent with the B&ES Strategic Plan.
- ▶ Implement the Stormwater Utility Strategic Plan, as identified in the various action items contained therein.

	1993-1994 Actuals	1994-1995 Actuals	1995-1996 Budget
Personnel	0	165,083	723,978
Operations & Maintenance	0	819,012	1,443,504
Capital Outlay	0	4,960	166,801
Total	0	989,055	2,334,283

# CITY OF SANTA CLARITA

## ANNUAL BUDGET

### CATEGORY: BLDG & ENG. SVCS PROGRAM: STORMWATER UTILITY

ACTIVITY	BUDGET
<b>PERSONNEL</b>	
51-5600-101 SALARY	506,000
51-5600-110 OVERTIME	5,500
51-5600-130 HEALTH AND WELFARE	43,700
51-5600-135 LIFE INSURANCE	1,520
51-5600-140 LONG TERM DISABILITY INSURANCE	3,800
51-5600-145 MEDICARE (FICA)	7,340
51-5600-150 WORKERS' COMPENSATION	14,470
51-5600-155 PERS	72,060
51-5600-160 DEFERRED COMPENSATION	3,000
51-5600-165 UNEMPLOYMENT TAXES	2,400
<b>TOTAL PERSONNEL</b>	<b>659,790</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	
51-5600-201 PUBLICATIONS AND SUBSCRIPTIONS	750
51-5600-202 TRAVEL AND TRAINING	4,300
51-5600-203 MEMBERSHIPS & DUES	300
51-5600-208 EDUCATION REIMBURSEMENT	1,500
51-5600-209 AUTOMOBILE ALLOWANCE/MILEAGE	500
51-5600-210 OFFICE SUPPLIES	3,650
51-5600-211 PRINTING	8,500
51-5600-212 POSTAGE	2,250
51-5600-213 ADVERTISING	20,500
51-5600-214 FILM PROCESSING	1,000
51-5600-215 SPECIAL SUPPLIES	15,250
51-5600-216 UNIFORMS	2,650
51-5600-220 RENTS/LEASES	2,500
51-5600-223 EQUIPMENT RENTAL	13,500
51-5600-227 CONTRACTUAL SERVICES	457,700
51-5600-230 PROFESSIONAL SERVICES	62,800
51-5600-232 PROMOTION & PUBLICITY	17,900
51-5600-243 VEHICLE AND EQUIPMENT MAINT/SUPPL	7,500
51-5600-245 VEHICLE FUEL	13,000
51-5600-252 TELEPHONE UTILITIES	1,500
51-5600-260 LEGAL SERVICES	12,000
51-5601-227 GREEN WASTE PROGRAM - PUBLIC ED.	50,000
51-5603-227 STORM DRAIN REPAIR CONT. SVC	30,000
51-5604-227 STREET SWEEPING	388,000
51-5600-326 INSURANCE REIMBURSEMENT	26,200
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>1,143,750</b>
<b>CAPITAL OUTLAY</b>	
51-5600-402 EQUIPMENT	8,900
<b>TOTAL CAPITAL OUTLAY</b>	<b>8,900</b>
<b>TOTAL</b>	<b>1,812,440</b>
<b>FUNDING SOURCE: STORMWATER FUND</b>	