



City of Santa Clarita

Commissions, Volunteer Boards and Committees

Commissions

Parks & Recreation Commission

Laurene Weste, Chairperson
Jeff Wheeler, Vice-chair
Maria Aguilar, Commissioner
Todd Longshore, Commissioner
George Stigile, Commissioner

The Parks & Recreation Commission is a five-member commission appointed by the City Council to make recommendations to the Council on matters relating to recreation and parks for the City.

Planning Commission

Linda Townsley, Chairperson
Louis Brathwaite, Vice-chair
Jerry Cherrington, Commissioner
David Doughman, Commissioner
Pat Modugno, Commissioner

The Planning Commission is a five-member commission appointed by the City Council to consider and decide upon various applications for land use and land development in the City, including the implementation of the General Plan; Zoning Ordinance and other land use regulations; and recommendations on development applications.

Brown Act Committees

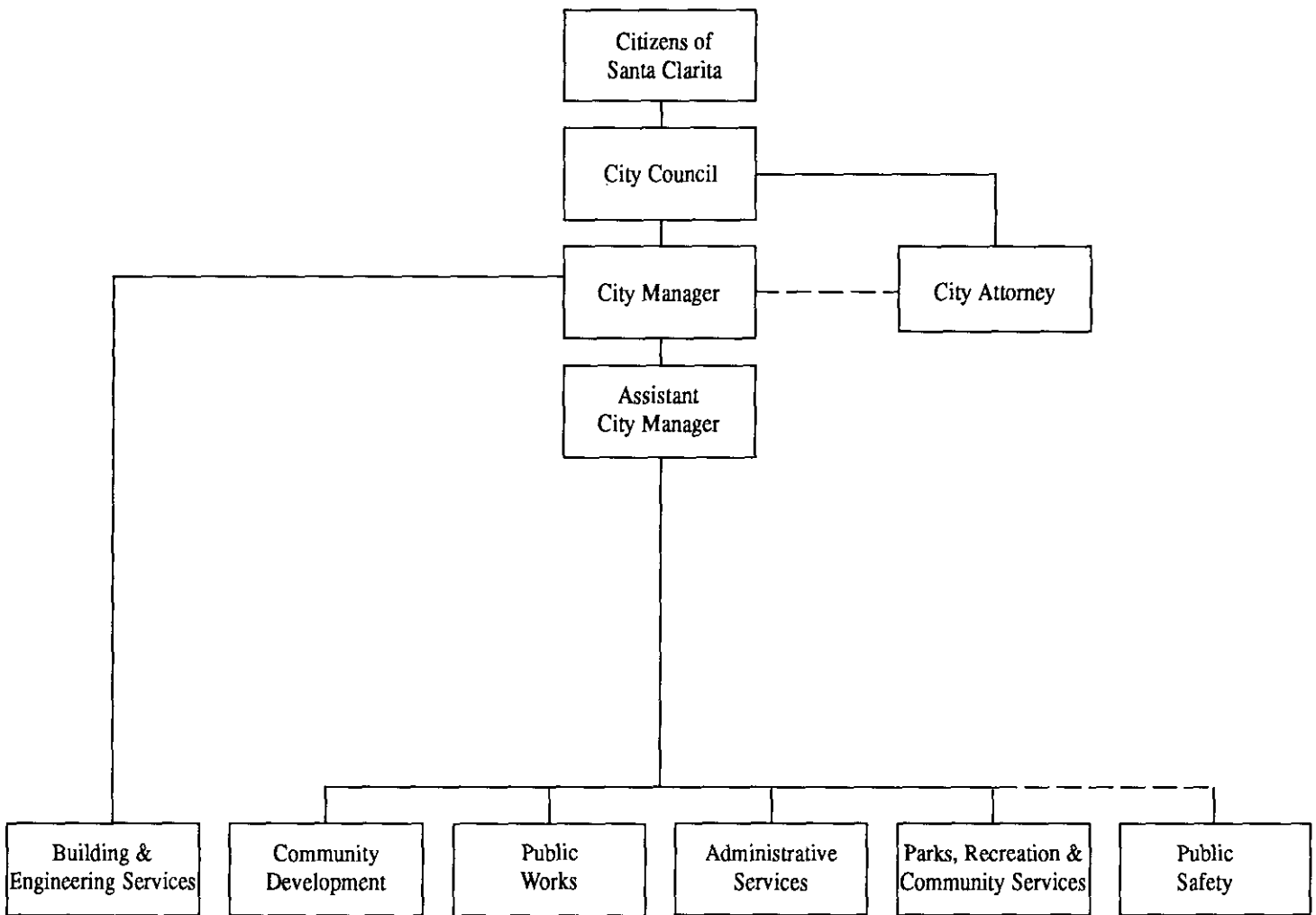
Community Services Grant Committee

The committee's role is to review the many request from community agencies for funding and make recommendations to City Council. The committee is comprised of two Councilmembers and Staff.

Council Legislative Committee

The City Council Legislative Committee reviews pending state and federal legislation and makes recommendations to the full City Council for adoption of the City's formal position on legislation. The Legislative Committee is comprised of two members of the City Council and is appointed by the full City Council. The City Manager and Intergovernmental Relations Officer provide Staff support to the committee.

City of Santa Clarita ORGANIZATION CHART



City of Santa Clarita

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.

The City Council appoints 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.

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.

**Mobilehome Rent
Stabilization Panel**

This panel was authorized by the City Council to hear and decide disputes regarding rent increases in mobilehome parks as part of the Mobilehome Rent Stabilization Ordinance. The panel is composed of five members: two are elected by the mobilehome owners; two are elected by the mobilehome park owners; and one is an independent mediator.

Non-Brown Act Committees

Activists Committee

Created by a former Councilmember, this committee discusses on-going issues of relevance to local activists.

Adult Sports Committee

Organized by the Parks, Recreation and Community Services Department, this committee advises Staff regarding policies and rules for adult sports.

**Citizens Transportation
Advisory Committee
(CTAC)**

The City Manager created and appointed this committee to advise on traffic and transportation issues.

**Commuter Transit Advisory
Committee**

Formed by the Transit Staff, this committee provides public participation opportunities and feedback to Staff on needs and program design.

**Finance Information Group
(FIG)**

The Finance Information Group was created to provide a forum where key citywide financial issues may be discussed. The purpose is to evaluate procedural and financial impacts an item may have on a department; educate; make recommendations for improvement; and disseminate information. The committee is a cross section of City Staff who are actively involved in evaluating and coordinating the financial information for their department.

Human Relations Forum

Supported by the City Manager and one Staff member, the Human Relations Forum works to promote full acceptance of all persons in all aspects of community life and building cultural understanding. Its goals are equity, inclusion of all and by all, and peace.

Integrated Solid Waste Management

Created by City Staff, this committee assists the City Staff in the review and implementation of the City's solid waste management programs.

Pride and Graffiti Committee

The Pride Committee volunteers work hand in hand with City Staff, the Los Angeles County Sheriffs' Department and the Santa Clarita Anti-Gang Task Force to coordinate a number of programs which directly benefit the community as a whole. These programs include the Pride Committee's Annual Pride Week/Community Clean-up Day and their vital day to day graffiti abatement efforts.

Santa Clarita Valley Anti-Gang Task Force

Initiated by Sheriff Sherman Block, this task force is a cooperative effort among the Sheriffs' Department, school districts, non-profits and the City. It's main purpose is to prevent further gang involvement and growth within the community through parent and community education and prevention programs.

SCV Chamber Film Committee

City contracts, through the Economic Development Department, the SCV Film Liaison Office/Film Committee, to implement a film marketing plan and coordinate a film liaison function for companies undertaking filming in the Santa Clarita Valley.

Tourism Committee

The purpose of the committee is to market hospitality, attractions and events in the Santa Clarita Valley. The City matches funds up to \$25,000 for these efforts.

City of Santa Clarita

Funded Permanent Full-time and Part-time Positions in the City Service by Program

1993/94 1994/95 1995/96 1996/97

City Manager's Office

City Council

City Council (P/T)	5	5	5	5
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City Manager

City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Public Information Officer	1	1	1	1
Assistant to the City Manager	0	1	1	1
Intergovernmental Relations Officer	0	0	1	1
Administrative Assistant	2	1	0	0
Administrative Aide	1	1	1	0
Administrative Specialist	0	0	0	1
Executive Secretary	0	0	0	1
Secretary	0	0	1	0
Administrative Clerk	1	1	0	0
Clerk Typist	1	1	1	1

Special Projects

Deputy City Manager	1	1	1	0
Executive Secretary	1	1	1	0

Personnel

Personnel Manager	1	1	1	1
Personnel Analyst	1	1	1	1
Personnel Technician	1	1	1	1
Secretary	1	1	1	1

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
City Clerk				
City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
Clerk Typist	2	2	2	2
Administrative Clerk (P/T)	1	1	1	1
Total Part-time	6	6	6	6
Total Full-time	18	18	18	16

Administrative Services

Finance

Director of Finance	1	1	1	1
Management Analyst	0	0	0	1
Administrative Assistant	1	0	0	0
Executive Secretary	1	1	1	1
Accounting Manager	1	1	1	1
Senior Accountant	0	1	1	0
Accountant	2	2	3	3
Account Clerk	4	4	4	4
Cashier	1	1	1	1
Clerk Typist	1	1	1	1

Information Resources

Information Resources Manager	1	1	1	1
Information Analyst	1	1	1	0
Information Specialist	3	3	3	3
Information Assistant	1	1	1	1
Graphic Artist	1	1	1	1
Graphic Technician	1	1	1	1
Administrative Aide	0	0	0	1
Information Operations Supervisor	0	0	0	1

General Services

General Services Manager	1	1	1	1
Purchasing Agent	1	1	1	1
Buyer	1	1	1	1
Materials Clerk	1	1	1	1
General Maintenance Worker	2	2	2	2

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Crew Leader	1	1	1	1
Secretary	1	1	0	0
Property Management Assistant	0	0	1	1
Clerk Typist	1	1	1	1
Total Full-time	29	29	30	31

Building & Engineering Services

Administration

Director/City Engineer	1	1	1	1
Management Analyst	0	0	0	1
Administrative Assistant	1	1	1	0
Executive Secretary	1	1	1	1

Engineering

Assistant City Engineer	0	0	0	1
Engineer	3	2	2	2
Associate Engineer	4	5	5	4
Assistant Engineer	4	3	3	5
Engineering Technician	2	2	2	3
Engineering Aide	1	1	1	0
Traffic Engineer	1	1	1	1
Associate Traffic Engineer	2	2	2	3
Assistant Traffic Engineer	2	2	2	1
Senior Public Works Inspector	1	1	1	1
Public Works Inspector	3	3	3	3
Secretary	1	1	2	2
Clerk Typist	1	1	1	2

Building and Safety

Building Official	1	1	1	1
Senior Building Engineer	1	1	1	1
Associate Engineer	1	1	1	1
Assistant Engineer	0	1	1	1
Senior Building Inspector	1	1	1	1
Building Inspector	2	4	4	4
Supervising Permit Specialist	1	1	1	1
Permit Specialist	1	1	1	1
Secretary	1	1	1	1

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Administrative Clerk	0	0	1	1
Clerk Typist	0	1	0	0
Receptionist Clerk	1	1	1	1
Code Enforcement				
Senior Code Enforcement Officer	1	0	0	1
Code Enforcement Officer	2	3	3	3
Stormwater Utility				
Senior Planner	0	0	1	1
Associate Engineer	0	1	1	1
Assistant Engineer	0	2	2	2
Engineering Technician	0	0	1	1
Engineering Aide	0	1	1	1
Information Assistant	0	0	1	1
Crew Leader	0	0	1	1
Street Maintenance Worker	0	0	3	2
Project Technician	0	0	0	1
Total Full-time	41	48	56	60

Public Works

Administration

Deputy City Manager	1	1	1	1
Management Analyst	0	0	0	1
Administrative Assistant	1	1	1	0
Executive Secretary	1	1	1	1
Receptionist Clerk	1	1	1	1

Solid Waste

Solid Waste Coordinator	1	1	1	1
Solid Waste Analyst	2	2	2	2
Administrative Clerk	0	0	1	1
Clerk Typist	1	1	0	0

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Transit				
Transportation Manager	1	1	1	1
Transit Coordinator	0	0	1	1
Transit Analyst	1	1	2	2
Secretary	1	1	1	1
Street Maintenance				
Street Supervisor	1	1	1	1
Secretary	1	1	1	1
Street Maintenance Worker	11	12	11	11
Crew Leader	2	2	2	2
Vehicle Maintenance Mechanic	1	2	2	2
Vehicle Technician	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Full-Time	28	29	30	30

Parks, Recreation and Community Services

Administration

Director, Parks, Rec. & Comm. Serv.	1	1	1	1
Executive Secretary	1	1	1	1
Management Analyst	0	0	0	1
Administrative Assistant	1	1	1	0
Administrative Clerk	1	1	1	1

Emergency Preparedness

Emergency Preparedness Coord.	1	1	1	1
Recreation Coordinator	1	1	1	1
Administrative Analyst	1	1	1	0

Community Services

Community Services Manager	0	0	0	1
OCJ/Youth Coordinator	0	0	1	1
Project Technician	0	0	0	1
Recreation Coordinator	0	0	0	1

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Recreation				
Parks/Recreation Superintendent	1	1	0	0
Secretary	1	1	1	1
Clerk Typist	1	1	1	1
Recreation Supervisor	3	3	3	3
Recreation Coordinator	7	8	11	10
Receptionist Clerk	1	1	1	1

Park Maintenance

Parks/Recreation Superintendent	1	0	0	0
Parks, Rec. & Comm. Svcs. Mgr.	0	1	1	1
Secretary	1	1	1	1
Clerk Typist	1	1	1	1
Park Planning Supervisor	1	0	0	0
Park Development Administrator	0	1	1	1
Park Development Coordinator	2	2	2	2
Project Technician	1	1	1	1
Assistant Planner II	1	1	1	1
Engineer	1	1	1	1
Park Supervisor	3	3	3	3
Crew Leader	3	3	3	3
Groundskeeper II	6	6	6	7
Groundskeeper I	4	4	5	5
Building Maintenance Worker III	2	2	2	2
General Maintenance Worker	4	4	4	4
Total Full-time	52	53	57	59

Community Development

Housing and CDBG

CDBG Program Coordinator	0	1	1	1
Management Analyst	0	0	0	1
Administrative Assistant	0	0	0	0
Administrative Analyst	0	1	1	0
Secretary	0	0	0	0.5
Administrative Clerk	0	1	1	0

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>
Economic Development				
Marketing & Economic Dev. Mgr.	1	1	1	1
Economic Development Associate	1	1	1	1
Economic Development Assistant	1	1	1	0
Secretary	0	0	0	0.5
Planning				
City Planner	1	1	1	1
Principal Planner	0	0	0	1
Senior Planner	2	1	1	0
Associate Planner	2	1	2	4
Assistant Planner II	5	5	5	3
Assistant Planner I	2	0	0	0
Planning Technician	2	2	2	2
Secretary	2	2	1	1
Administrative Clerk	1	1	0	0
Clerk Typist	1	1	0	0
Receptionist Clerk	0	1	1	1
Redevelopment				
Director of Redevelopment (P/T)	0	0	1	0
Redevelopment Agency Manager	1	1	0	0
Recovery Manager	0	1	0	0
Project Manager	0	2	0	0
Secretary	1	1	1	0
Total Full-time	23	26	20	18
Total Part-time	0	0	1	0
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Total Full-time	191	203	211	214
Total Part-time	6	6	7	6

City of Santa Clarita

Philosophy

As City employees, we are proud to say that WE ARE THE CITY OF SANTA CLARITA. We take pride in ourselves, our organization and our community. Our mission is to deliver the best and most cost-efficient municipal service to the citizens of Santa Clarita.

We value excellence

- ▶ We provide high quality and timely services.
- ▶ We encourage education.
- ▶ We have a strong commitment to the community, the organization and individual professions.
- ▶ We conduct ourselves professionally.
- ▶ We believe that prudent management of our resources demonstrates our respect for the citizens whose monies support this organization.

We value a humanistic approach

- ▶ Our actions recognize humans, human feelings and the importance of the individual.
- ▶ We believe in participative management.
- ▶ We encourage employees to enjoy their time at the work site.
- ▶ We encourage ideas that improve the mental and physical health of the employees.
- ▶ We are united in our efforts to support, respect and encourage individual talents and contributions.

We value creativity

- ▶ We have a bias for action.
- ▶ We believe in taking reasonable risks.
- ▶ We accept innovative people who have their share of mistakes.

We value a futuristic approach

- ▶ We want decisions that will endure the test of time.
- ▶ We want a city that future generations will love.

We value our enthused workforce

- ▶ We encourage actions which keep employees motivated and competent.
- ▶ We respect loyalty to the City.

We value ethics

- ▶ We believe the soundest bias for judging the rightness of an action is a test of its morality and its effects on human rights.

We value an open and non-bureaucratic government

- ▶ We keep the public informed of what we do.
- ▶ We share ideas, information and feelings with employees.
- ▶ We are helpful, courteous and cooperative with the public.

We value our City Council

- ▶ We recognize the importance of the process which elected the Council.
- ▶ We recognize the importance and difficulty of the Council's job.
- ▶ We are fully prepared for Council meetings.