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## BUDGET SUMMARY

CAPITAL PROJECTS	15,229,653
PERSONNEL	13,586,095
OPERATIONS & MAINTENANCE	38,636,915
CAPITAL OUTLAY	<u>422,685</u>
TOTAL APPROPRIATIONS	<u><u>67,875,348</u></u>

# City of Santa Clarita

## Annual Budget User's Guide

### **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 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 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-wide 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 six 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 December 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.

The following table simplifies the time line:

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<b>Budget Calendar</b>		
<b>Date</b>	<b>Action</b>	<b>Participants</b>
December	Budget Instructions Manual distributed	Staff
January-March	Budgets developed and reviewed	City Manager and Staff
April	Final review of department budget requests	City Manager
May-early June	Budget Study Sessions	City Manager and Staff
Mid-June	Public hearings	Citizens, City Council
July 1	Adoption of Final Budget	City Council

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## **Annual Budget Organization**

### *Introductory Sections*

As indicated in the Table of Contents, the City of Santa Clarita's Annual Budget document consists of fourteen sections, with each section divided by a corresponding tabbed page. The first four 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 this 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 eight sections represent the main body of the Annual Budget document. These sections contain all six City departments, Public Safety, the new Storm Water Utility, and a section on Capital Improvement Projects. Each department's section begins with an overview of the department, its goals, and budget summaries by expenditure category.

### *Concluding Sections*

These two sections contain additional information to further assist the reader. To better familiarize the reader with the City of Santa Clarita, a profile of the City and the City's Philosophy are provided. Also, budgetary and financial vocabulary found throughout the Annual Budget document is included in the **Glossary of Budget Terms** within the *Appendices*.

RESOLUTION NO. 95-52

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SANTA CLARITA ADOPTING  
THE ANNUAL BUDGET FOR FISCAL YEAR 1995-1996  
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, 1995, and ending June 30, 1996, 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

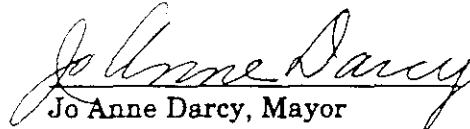
WHEREAS, the City Manager has caused the proposed document to be corrected to reflect the changes ordered by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA CLARITA DOES RESOLVE AS FOLLOWS:

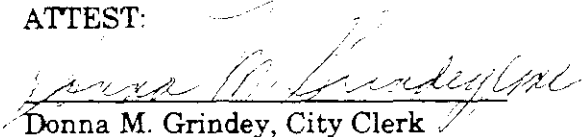
Section 1. The budget attached hereto and included herein by Resolution is adopted as the Annual Budget for the City of Santa Clarita for Fiscal Year commencing July 1, 1995, and ending June 30, 1996.

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 1995-1996 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 items within an account will exceed the amount budgeted therefore without prior approval of the City Manager.

APPROVED AND ADOPTED this 27th day of June, 1995.

  
Jo Anne Darcy, Mayor

ATTEST:

  
Donna M. Grindey, City Clerk

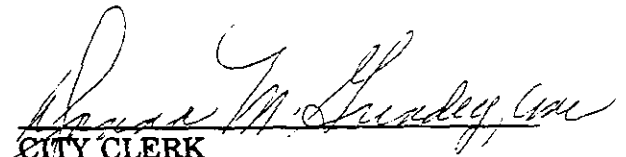
STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) §  
CITY OF SANTA CLARITA )

I, Donna M. Grindey, City Clerk of the City of Santa Clarita, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Santa Clarita at a regular meeting thereof, held on the 27th day of June, 1995 by the following vote of Council:

AYES: COUNCILMEMBERS: Smyth, Boyer, Pederson, Heidt, Darcy

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

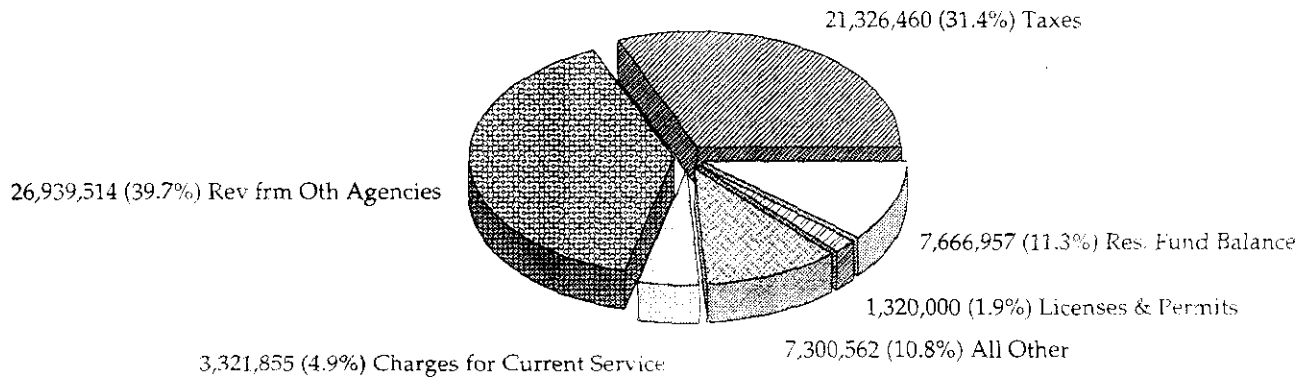
  
CITY CLERK

# CITY OF SANTA CLARITA

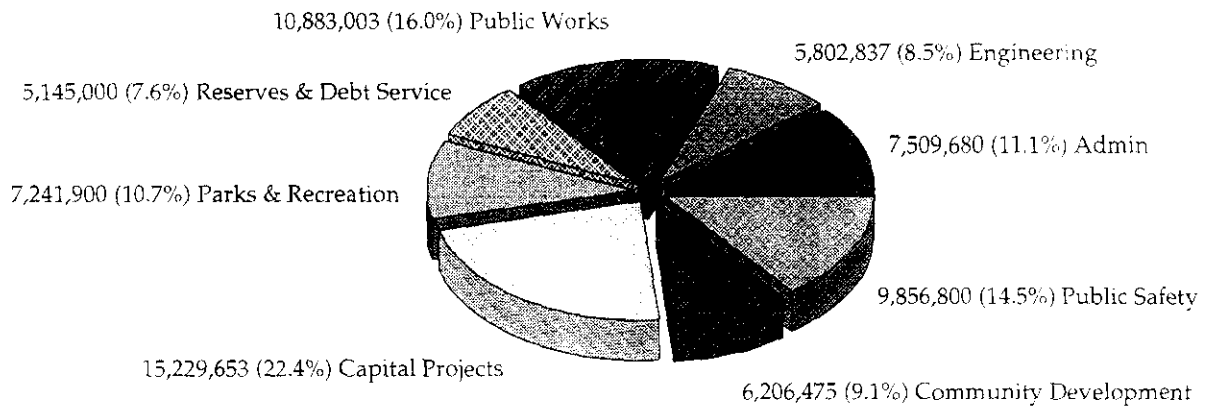
1995-96 BUDGET SUMMARY - ALL FUNDS

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## Where The Money Comes From



## Where The Money Goes



**SUMMARY OF OPERATING APPROPRIATIONS  
ALL FUNDS**

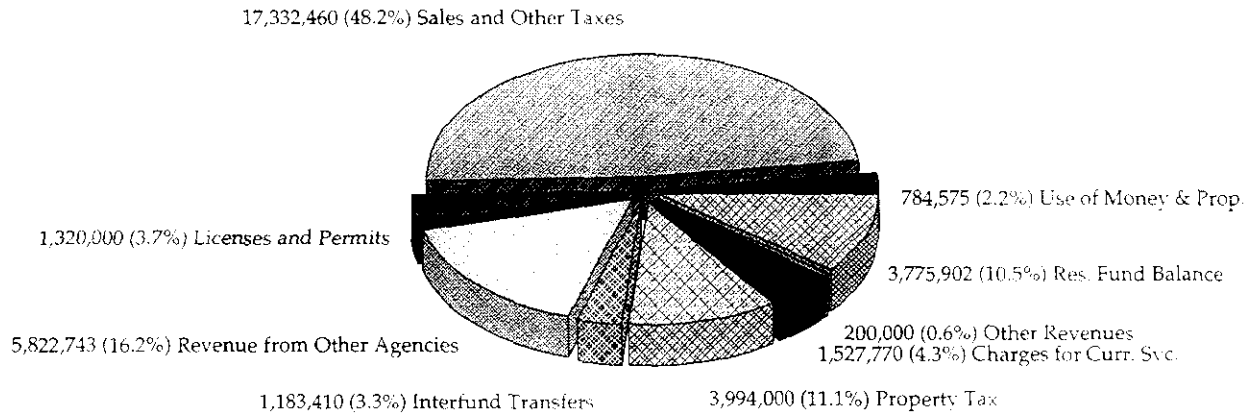
	<b>TOTALS</b>
<b>CITY MANAGER</b>	
City Council	144,240
City Manager	902,185
Special Projects	549,350
Personnel	312,785
City Clerk	455,425
Self Insurance	705,000
Reserves & Debt Service	5,145,000
<b>TOTAL CITY MANAGER</b>	<b>8,213,985</b>
<b>ADMINISTRATIVE SERVICES</b>	
Administration	240,180
Finance	759,245
Information Resources	952,100
General Services	1,265,725
Property Management	1,223,445
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>4,440,695</b>
<b>ENGINEERING</b>	
Administration	476,075
Engineering	2,416,747
Building & Safety	984,400
Code Enforcement	196,685
Stormwater Utility	1,728,930
<b>TOTAL ENGINEERING</b>	<b>5,802,837</b>
<b>PUBLIC WORKS</b>	
Administration	498,475
Street Maintenance	1,986,700
Solid Waste Management	362,013
Transit	7,782,825
Vehicle Maintenance	252,990
<b>TOTAL PUBLIC WORKS</b>	<b>10,883,003</b>
<b>PUBLIC SAFETY</b>	
Police Services	9,821,800
Fire Protection	35,000
<b>TOTAL PUBLIC SAFETY</b>	<b>9,856,800</b>
<b>PARKS, RECREATION AND COMMUNITY SERVICES</b>	
Administration	625,210
Recreation	3,182,745
Parks Maintenance	3,222,145
Emergency Preparedness	211,800
<b>TOTAL PARKS, RECREATION AND COMMUNITY SVC</b>	<b>7,241,900</b>
<b>COMMUNITY DEVELOPMENT</b>	
Housing & Community Development	991,000
CDBG - Supplemental	2,418,070
CDBG Home Program	1,440,000
Economic Development	473,960
Planning	883,445
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>6,206,475</b>
<b>TOTAL OPERATING APPROPRIATIONS</b>	<b>52,645,695</b>



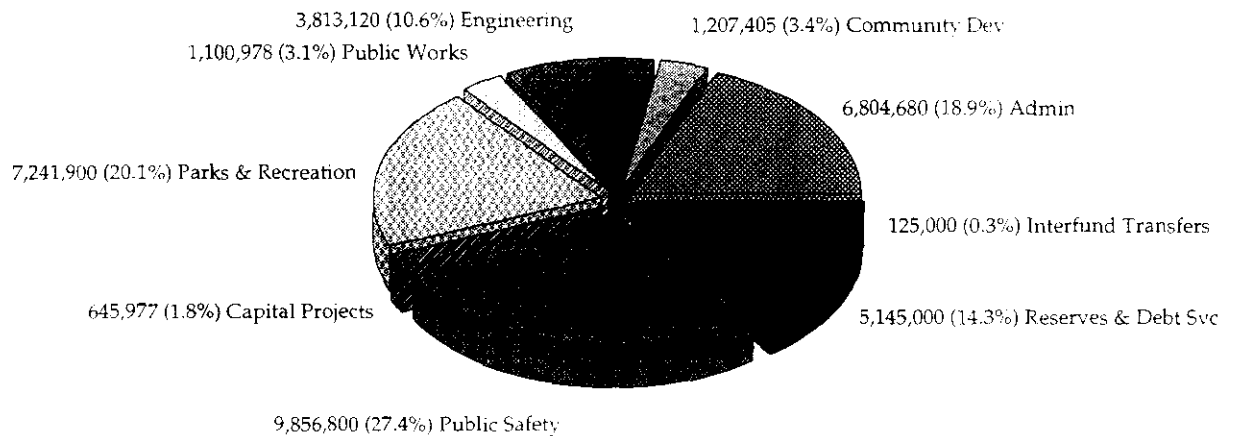
# CITY OF SANTA CLARITA

1995-96 BUDGET SUMMARY - GENERAL FUND

## Where the Money Comes From



## Where The Money Goes



**SUMMARY OF OPERATING APPROPRIATIONS  
GENERAL FUND**

	<b>TOTALS</b>
<b>CITY MANAGER</b>	
City Council	144,240
City Manager	902,185
Special Projects	549,350
Personnel	312,785
City Clerk	455,425
Reserves & Debt Service	5,145,000
<b>TOTAL CITY MANAGER</b>	<b>7,508,985</b>
<b>ADMINISTRATIVE SERVICES</b>	
Administration	240,180
Finance	759,245
Information Resources	952,100
General Services	1,265,725
Property Management	1,223,445
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>4,440,695</b>
<b>ENGINEERING</b>	
Administration	476,075
Engineering	2,155,960
Building & Safety	984,400
Code Enforcement	196,685
<b>TOTAL ENGINEERING</b>	<b>3,813,120</b>
<b>PUBLIC WORKS</b>	
Administration	485,975
Solid Waste Management	362,013
Vehicle Maintenance	252,990
<b>TOTAL PUBLIC WORKS</b>	<b>1,100,978</b>
<b>PUBLIC SAFETY</b>	
Police Services	9,821,800
Fire Protection	35,000
<b>TOTAL PUBLIC SAFETY</b>	<b>9,856,800</b>
<b>PARKS, RECREATION AND COMMUNITY SERVICES</b>	
Administration	625,210
Recreation	3,182,745
Parks Maintenance	3,222,145
Emergency Preparedness	211,800
<b>TOTAL PARKS, RECREATION AND COMMUNITY SVC</b>	<b>7,241,900</b>
<b>COMMUNITY DEVELOPMENT</b>	
Economic Development	323,960
Planning	883,445
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>1,207,405</b>
<b>TOTAL GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>35,169,883</b>

CITY OF SANTA CLARITA

ANNUAL BUDGET  
1995-1996

STATEMENT OF FUND BALANCE

FUND NO	FUND	JULY 1, 1995 FUND BALANCE	ESTIMATED REVENUE	TOTAL RESOURCES AVAILABLE	OPERATING EXPENDITURES	CAPITAL PROJECTS	FUND TRANSFERS	JUNE 30, 1996 PROJECTED BALANCE
01	GENERAL FUND	4,236,700	30,981,548	35,218,248	35,169,883	645,977	1,058,410	460,798
02	GAS TAX	719,000	2,540,845	3,259,845	2,166,700	205,800	(235,210)	652,135
05	TRAFFIC SAFETY FUND	0	288,600	288,600			(288,600)	0
06	PARK IMPROVEMENT	0	2,000	2,000				2,000
08	COUNTY AID	0	0	0				0
10	FEDERAL AID - URBAN	0	694,200	694,200		694,200		0
12	COMMUNITY DEVELOPMENT BLOCK GRANT	0	4,854,370	4,854,370	4,849,070		(5,300)	0
14	BIKEWAY FUNDS	0	652,000	652,000		500,000	(152,000)	0
15	AB 2766 AIR QUALITY IMPROVEMENT	0	127,832	127,832	12,500			115,332
16	TDA STREET AND ROAD (ARTICLE 8)	816,366	2,682,387	3,498,753		816,366	(2,682,387)	0
17	PROPOSITION C FUNDS	2,297,100	3,081,787	5,378,887		2,957,967	(600,000)	1,820,920
18	PROPOSITION A FUNDS	1,409,900	2,252,600	3,662,500		195,000	(2,407,038)	1,060,462
21	COMPUTER REPLACEMENT FUND	0	74,000	74,000				74,000
23	MISC. GRANTS FUND	0	687,000	687,000	150,000	537,000		0
24	STATE PARK GRANTS	0	2,281,000	2,281,000		2,281,000		0
26	SELF INSURANCE	0	705,000	705,000	705,000		125,000	125,000
27	EQUIPMENT REPLACEMENT	867,800	103,085	970,885			(160,000)	810,885
28	PUBLIC FINANCING AUTHORITY CAPITAL PROJECT	2,495,333	0	2,495,333		2,495,333		0
30	DEVELOPER FEE	0	3,229,810	3,229,810		3,229,810		0
40	SPECIAL ASSESSMENT DISTRICTS	0	0	0				0
41	BRIDGE & THOROUGHFARE (BOUQUET)	0	27,000	27,000				27,000
42	BRIDGE & THOROUGHFARE (ROUTE 126)	0	95,000	95,000				95,000
43	BRIDGE & THOROUGHFARE (VIA PRINCESSA)	0	125,000	125,000				125,000
44	DRAINAGE BENEFIT ASSESSMENT DISTRICTS	3,000	86,287	89,287	80,787		(8,500)	0
45	VALENCIA INDUSTRIAL SIGNALIZATION FEES	0	4,700	4,700				4,700
46	LANDSCAPE MAINTENANCE DISTRICT #1	0	5,500	5,500				5,500
51	STORMWATER UTILITY	153,440	1,776,090	1,929,530	1,728,930		(286,100)	-85,500
55	TRANSIT	0	2,850,750	2,850,750	7,782,825	671,200	5,641,725	38,450
90	EARTHQUAKE RECOVERY	0	0	0				0
<b>TOTALS</b>		<b>12,998,639</b>	<b>60,208,391</b>	<b>73,207,030</b>	<b>52,645,695</b>	<b>15,229,653</b>	<b>0</b>	<b>5,331,682</b>