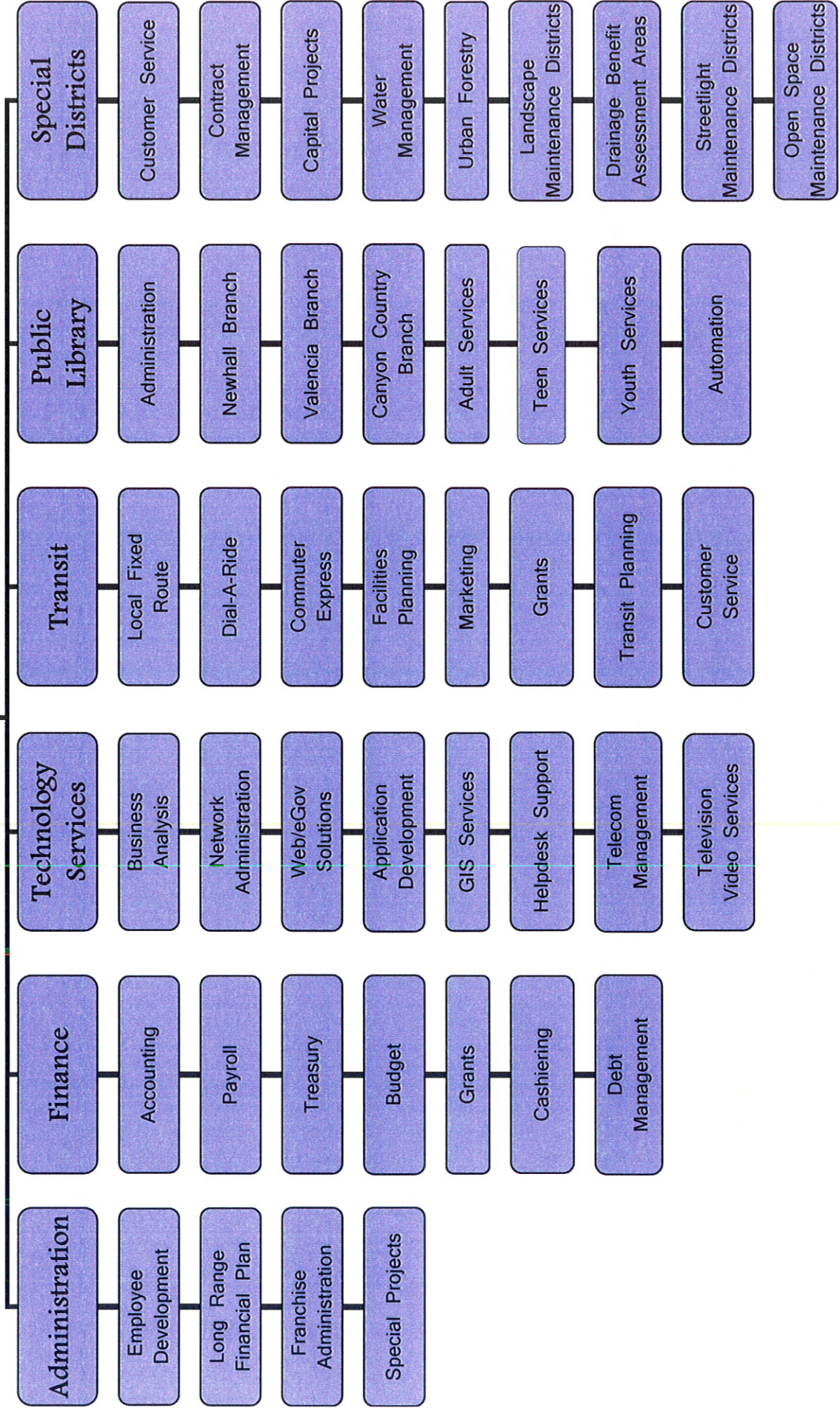


DEPUTY CITY MANAGER

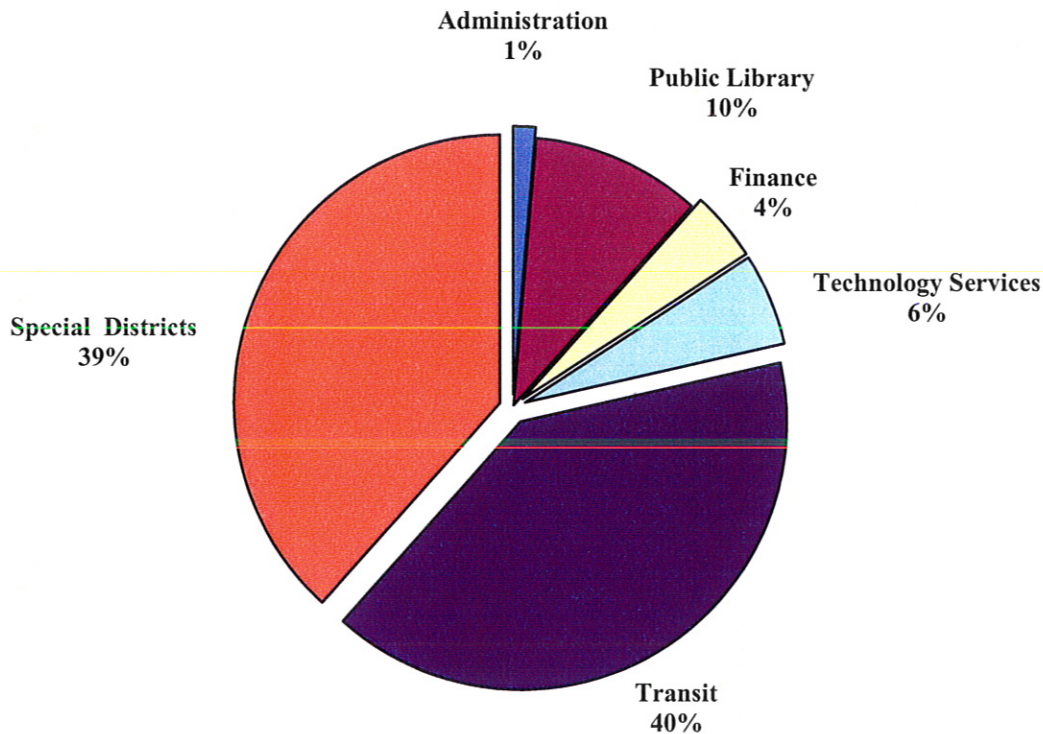


Administrative Services

Budget Summary

Category	Budget
Personnel Services	\$ 6,994,827
Operations & Maintenance	44,247,473
Debt Service	500,000
Capital Outlay	422,900
Total Administrative Services	\$ 52,165,200

Program	Budget
Administration	\$ 719,209
Public Library	5,362,887
Finance	2,204,924
Technology Services	2,903,036
Transit	20,942,774
Special Districts	20,032,371
Total Administrative Services	\$ 52,165,200



Administration

Program Purpose

Administration sets City fiscal policy and direction and provides administrative support to the Department's Divisions: Finance, Technology Services, Transit, Special Districts, and Public Library. Administration assists the City Manager's Office in preparing the annual budget and is responsible for the City's annual mid-year budget revision/adjustment.

Primary Activities

Administration's primary activities include: overall coordination of administrative activities; employee development; recruitment and training; long-range financial planning; debt management; investment management; support and implementation of community and organizational strategic planning goals; budget monitoring; special projects; City right-of-way franchise agreements; and response to City Council and City Manager concerns and inquiries.

- Provide fiscal impact data for decision-making purposes
- Evaluate and provide recommendations on financing alternatives for community capital project needs
- Identify and monitor legislative activity that has a financial impact on the City, and assist in implementation
- Oversight and management of Santa Clarita Public Library

Funding Source: General Fund		
Account Number: 12000		
Personnel		
5001.001	Regular Employees	342,269
5002.001	Part-Time Employees	31,358
5004.002	Vacation Payout	914
5006.001	Sick Leave Payout	29,589
5011.001	Health & Welfare	37,597
5011.002	Life Insurance	719
5011.003	Long-Term Disability Ins	2,675
5011.004	Medicare	6,967
5011.005	Worker's Compensation	8,918
5011.006	PERS	62,876
5011.007	Deferred Compensation	7,000
5011.010	Supplemental Health	1,908
5011.011	EAP	119
Total Personnel		532,909
Operations & Maintenance		
5101.001	Publication & Subscription	450
5101.002	Membership & Dues	1,600
5101.003	Office Supplies	250
5131.003	Telephone Utility	2,200
5161.001	Contractual Services	1,600
5161.002	Professional Services	150,000
5191.001	Travel & Training	3,000
5191.004	Auto Allowance & Mileage	6,910
5211.001	Computer Replacement	3,420
5211.004	Insurance Allocation	16,870
Total Operations & Maintenance		186,300
Total 2013-14 Budget		\$ 719,209

Public Library

Program Purpose

The Santa Clarita Public Library was established on July 1, 2011. Serving as a cornerstone in Santa Clarita, our Libraries play an important role in educating our children, promoting a lifelong love of reading, and serve as central community gathering places. We provide access to a wide variety of services and information resources which help improve literacy, enhance cultural awareness, and help develop an informed citizenry.

Primary Activities

Effective July 1, 2011, the Santa Clarita Public Library owns and operates the three local Libraries in the City of Santa Clarita. The primary activities of the Public Library are to provide Library patrons and online Library users accessibility to an increased number of books and media, along with more days and hours at the three Library branches. Services available include an online public access catalog, public access Internet computers, adult and children's programs, photocopiers, and public meeting rooms (available on a rental basis). Additional activities include fostering collaborations and community involvement.

Performance Goals

- Enhance the teen services of the Public Library with the addition of three Young Adult (Teen) Librarians
- Complete a Library Needs Assessment which includes the analysis of the current needs of Library service, projected needs, ability of facilities to serve future needs, and analysis of Library service areas

Funding Source: Public Library Fund		
Account Number: 12050, 12051		
Personnel		
5001.001	Regular Employees	17,879
5002.001	Part-Time Employees	4,613
5003.001	Overtime	7,500
5011.001	Health & Welfare	3,050
5011.002	Life Insurance	37
5011.003	Long-Term Disability Ins	115
5011.004	Medicare	506
5011.005	Worker's Compensation	2,449
5011.006	PERS	3,654
5011.011	EAP	7
Total Personnel		39,810
Operations & Maintenance		
5101.002	Membership & Dues	6,300
5101.003	Office Supplies	250
5101.004	Printing	150
5111.001	Special Supplies	50,800
5111.005	Maintenance/Supplies	71,150
5111.007	Small Tools	500
5111.020	Books and Materials	750,000
5121.003	Equipment Rental	59,404
5131.001	Electric Utility	175,500
5131.002	Gas Utility	9,900
5131.003	Telephone Utility	13,000
5131.006	Water Utility	13,000
5161.001	Contractual Services	3,593,363
5161.002	Professional Services	75,000
5185.003	Taxes/Licenses/Fees	3,000
5191.001	Travel & Training	1,000
5191.006	Employees' Uniform	760
Total Operations & Maintenance		4,823,077
Debt Service		
5301.001	Principal	395,055
5301.002	Interest	104,945
Total Debt Service		500,000
Total 2013-14 Budget		\$ 5,362,887

Finance

Program Purpose

The Finance Division serves as a support center for all City departments and programs to ensure all funds are managed effectively and in accordance with Generally Accepted Accounting Principles, the City's investment policy, and state and federal laws. The Finance Division is dedicated to serving the citizens in shaping the future of the City by providing fiscal information to ensure the long-range financial strength of the City.

Primary Activities

The primary activities of the Finance Division include treasury investment functions, payroll, accounts payable, revenue collection, accounting services, internal auditing, financial reporting, financial forecasting, and cash receipting.

Performance Goals

- Continue to safeguard the long-term financial health of the City, and monitor the economic impact of the sluggish housing market, unemployment, and most recently, the dissolution of the Redevelopment Agency
- Complete major fieldwork for the annual financial audit, and prepare the City's financial statements
- Proceed with the implementation of a City-wide paperless invoice processing system
- Establish, fund, and maintain a Worker's Compensation fund to support the City's self-insured program

Funding Source: General Fund (\$1,818,534); Vehicle Replacement Fund (\$386,390)		
Account Number: 12100-12103		
Personnel		
5001.001	Regular Employees	963,624
5002.001	Part-time Employees	9,600
5003.001	Overtime	3,800
5004.002	Vacation Payout	28,332
5011.001	Health & Welfare	166,516
5011.002	Life Insurance	2,024
5011.003	Long-Term Disability Ins	6,167
5011.004	Medicare	18,327
5011.005	Worker's Compensation	12,073
5011.006	PERS	166,659
5011.007	Deferred Compensation	7,800
5011.010	Supplemental Health	7,083
5011.011	EAP	405
Total Personnel		1,392,409
Operations & Maintenance		
5101.001	Publication & Subscription	255
5101.002	Membership & Dues	1,785
5101.003	Office Supplies	8,980
5101.004	Printing	2,490
5101.005	Postage	250
5161.001	Contractual Services	242,565
5161.002	Professional Services	78,725
5185.003	Taxes/Licenses/Fees	28,700
5191.001	Travel & Training	3,100
5191.004	Auto Allowance & Mileage	185
5211.001	Computer Replacement	15,570
5211.004	Insurance Allocation	43,520
5511.100	Reimbursements to the General Fund	3,490
Total Operations & Maintenance		429,615
Capital Outlay		
5201.003	Automotive Equipment	382,900
Total Capital Outlay		382,900
Total 2013-14 Budget		\$ 2,204,924

Technology Services

Program Purpose

The Technology Services Division provides centralized information processing, hardware and software support services, Geographic Information Systems, and communications services for all internal staff. The Division also proactively manages the ever-changing technology needs of the City to ensure up-to-date automated processes and tools.

Primary Activities

The primary activities of Technology Services include overall direction of the City's Information Technology Systems; recruitment of staff resources required to manage Informational Technology requirements; long-range planning, implementation and deployment of organizational technology needs; organizational GIS services; software acquisition and application development; software and hardware training; Helpdesk support; Telecommunications management; Enterprise management; maintaining data integrity, backup of crucial data, and security of the City's information.

Performance Goals

- Streamline the delivery of local government services through the utilization of technology and automation
- Identify opportunities to leverage City-owned Fiber-optic infrastructure to expand the availability of broadband resources for our local business community
- Expand the City's use of social networking tools to enhance transparency and the community's ability to communicate and access City information in real-time

Funding Source: General Fund (\$2,466,567); Computer Replacement Fund (\$181,960); Public Education & Government Fund (\$254,509)

Account Number: 12200-12205

Personnel		
5001.001	Regular Employees	1,210,281
5002.001	Part-Time Employees	48,068
5003.001	Overtime	5,043
5004.002	Vacation Payout	430
5011.001	Health & Welfare	176,885
5011.002	Life Insurance	2,542
5011.003	Long-Term Disability Ins	7,748
5011.004	Medicare	22,739
5011.005	Worker's Compensation	14,104
5011.006	PERS	215,564
5011.007	Deferred Compensation	17,400
5011.010	Supplemental Health	9,369
5011.011	EAP	489
Total Personnel		1,730,662
Operations & Maintenance		
5101.001	Publication & Subscription	500
5101.002	Membership & Dues	1,000
5101.003	Office Supplies	200
5101.005	Postage	200
5111.001	Special Supplies	28,030
5111.005	Maintenance/Supplies	211,300
5111.009	Computer Software Purchase	35,916
5121.001	Rents/Leases	10,000
5131.001	Electric Utility	15,000
5131.003	Telephone Utility	217,000
5131.005	Cellular Service	14,000
5161.001	Contractual Services	358,000
5161.002	Professional Services	22,174
5191.001	Travel & Training	12,550
5191.004	Auto Allowance & Mileage	1,245
5211.001	Computer Replacement	16,540
5211.004	Insurance Allocation	59,350
5401.008	Other Financing Uses	115,299
5511.100	Reimbursements to the General Fund	14,070
Total Operations & Maintenance		1,132,374
Capital Outlay		
5201.002	Equipment	40,000
Total Capital Outlay		40,000
Total 2013-14 Budget		\$ 2,903,036

Transit

Program Purpose

Provide high-quality safe and reliable public transportation services within, to, and from the Santa Clarita Valley; provide mobility and access to individuals with no access to an automobile; and encourage the use of public transportation to reduce traffic congestion and pollution to those who may not be dependent upon public transportation.

Primary Activities

The City of Santa Clarita Transit (SCT) operates eight local fixed routes which serve the entire Santa Clarita Valley and two Station Link routes which meet arriving and departing Metrolink trains. Additionally, SCT operates commuter express bus service between Santa Clarita and Downtown Los Angeles, Century City, North Hollywood, and Warner Center in the west San Fernando Valley. To meet the needs of the senior and disabled community, SCT provides curb-to-curb Dial-a-Ride service within the Santa Clarita Valley, which is also available to the general public during evening hours.

Performance Goals

- Maintain a 90% or better on-time performance for all transit services
- Maintain an average of less than “two minutes” telephone hold times for all transit customers
- Place into service 11 compressed natural gas 40-foot buses as replacement for diesel-powered local buses
- Complete construction and begin operation of the McBean Regional Transit Center Park-and-Ride
- Expand the use of the City’s real-time bus arrival system through the installation of unique Quick Response (QR) codes at each stop location and the development of a customer-education campaign for the program

Funding Source: Transit Fund
Account Number: 12400, 12401, 15207

Personnel		
5001.001	Regular Employees	793,092
5001.006	Certificate Pay	133
5002.001	Part-time Employees	4,613
5006.001	Sick Leave Payout	4,363
5011.001	Health & Welfare	137,239
5011.002	Life Insurance	1,666
5011.003	Long-Term Disability Ins	5,074
5011.004	Medicare	14,722
5011.005	Worker's Compensation	25,811
5011.006	PERS	142,018
5011.007	Deferred Compensation	4,000
5011.010	Supplemental Health	8,155
5011.011	EAP	333
Total Personnel		1,141,219
Operations & Maintenance		
5101.001	Publication & Subscription	500
5101.002	Membership & Dues	27,500
5101.003	Office Supplies	1,530
5101.004	Printing	60,000
5101.005	Postage	1,500
5111.001	Special Supplies	8,000
5111.004	Janitorial Supplies	11,250
5111.005	Maintenance/Supplies	142,200
5111.007	Small Tools	3,500
5121.003	Equipment Rental	3,000
5131.001	Electric Utility	106,750
5131.002	Gas Utility	141,000
5131.003	Telephone Utility	8,015
5131.006	Water Utility	13,230
5161.001	Contractual Services	313,600
5161.002	Professional Services	30,000
5161.004	Advertising	15,000
5161.010	Landscape Services	68,400
5161.008	Graphic Design Services	20,000
5161.016	Local Bus	7,868,622
5161.017	Dial A Ride	2,164,873
5161.018	Commuter Services	3,258,606
5161.019	Commute Connection	4,747,397
5185.003	Taxes/Licenses/Fees	4,200
5191.001	Travel & Training	4,500
5191.003	Education Reimbursement	9,500
5191.004	Auto Allowance & Mileage	3,500
5191.006	Employees' Uniform	1,270
5211.001	Computer Replacement	12,550
5211.004	Insurance Allocation	66,430
5511.100	Reimbursements to the General Fund	685,132
Total Operations & Maintenance		19,801,555
Total 2013-14 Budget		\$ 20,942,774

Special Districts - LMD – Urban Forestry

Program Purpose

To enhance the quality of life in Santa Clarita with beautiful landscaping within Landscape Maintenance Districts (LMD) including specific communities, parkways, and medians.

Primary Activities

Primary activities include design, construction, and maintenance of over 1,000 acres of landscaping areas including eight parks, of which five are jointly managed with the Parks Division. Additional responsibilities include the care and maintenance of all City trees, including reforestation activities.

Performance Goals

- Complete construction of landscaped medians on major thoroughfares
- Design and construction of streetscape beautification projects
- Implement landscape enhancement activities within new areas recently annexed into the City
- Complete the Sand Canyon/State Route 14 Corridor Beautification Project and construction of a “Welcome to the City” monument sign in Canyon Country
- Expand preventative tree maintenance activities to minimize future damage to public and private infrastructure

Special Districts - SMD - DBAA – GVROSMD – OSPD

Program Purpose

These units administer the Landscaping and Lighting Act of 1972 and Benefit Assessment Act of 1982 for the operation and maintenance of streetlights and traffic signals (SMD), drainage facilities (DBAA), the Golden Valley Ranch Open Space Maintenance District (GVROSMD), and provide administrative support for the Open Space Preservation District (OSPD).

Primary Activities

Primary activities include the preparation of annual assessments and the annexation of development into existing or newly created zones or districts. The units arrange for and oversee ongoing inspections, maintenance, and repair of water infrastructure facilities; maintain clean water permit compliance; perform and/or arrange for inspections or repair of streetlighting. Special Districts provides support to other City departments who maintain and acquire open space.

Performance Goals

- Maintain NPDES and Sanitation District permits
- Administer the operation and maintenance of all City streetlights.
- Conduct development review activities

Funding Source: LMD (\$14,150,618); DBAA (\$320,291); OSPD (\$398,890); GVRMD (\$45,100); SMD (\$3,545,721); General Fund (\$1,571,751)

Account Number: 12500-12600, 14507

Personnel		
5001.001	Regular Employees	1,352,142
5002.001	Part-Time Employees	162,024
5001.006	Certificate Pay	562
5003.001	Overtime	22,700
5004.002	Vacation Payout	6,998
5006.001	Sick Leave Payout	6,559
5011.001	Health & Welfare	225,710
5011.002	Life Insurance	2,837
5011.003	Long-Term Disability Ins	8,761
5011.004	Medicare	27,241
5011.005	Worker's Compensation	74,604
5011.006	PERS	253,698
5011.007	Deferred Compensation	6,150
5011.010	Supplemental Health	7,284
5011.011	EAP	548
Total Personnel		2,157,818

Funding Source: LMD (\$14,150,618); DBAA (\$320,291); OSPD (\$398,890); GVRMD (\$45,100); SMD (\$3,545,721); General Fund (\$1,571,751)

Account Number: 12500-12600, 14507

Operations & Maintenance		
5101.001	Publication & Subscription	350
5101.002	Membership & Dues	2,110
5101.003	Office Supplies	2,280
5101.004	Printing	800
5101.005	Postage	550
5111.001	Special Supplies	7,980
5111.005	Maintenance/Supplies	30,424
5111.007	Small Tools	3,400
5121.001	Rents/Leases	83,000
5121.003	Equipment Rental	1,000
5131.001	Electric Utility	3,376,304
5131.002	Gas Utility	1,000
5131.003	Telephone Utility	16,770
5131.006	Water Utility	2,386,059
5141.001	Maintenance & Repairs	1,949,089
5161.001	Contractual Services	1,010,384
5161.002	Professional Services	355,980
5161.004	Advertising	800
5161.010	Landscape Services	3,941,451
5161.011	Weed & Pest Control	156,135
5161.012	Tree Trimming	695,642
5161.013	Reserve Projects Exp	1,972,053
5161.014	Inspections	631,034
5161.023	Landscape Maintenance/Supplies	7,000
5161.100	Legal Services	20,000
5185.003	Taxes/Licenses/Fees	90,000
5191.001	Travel & Training	8,022
5191.003	Education Reimbursement	1,500
5191.004	Auto Allowance & Mileage	300
5191.006	Employees' Uniform	6,125
5211.001	Computer Replacement	20,440
5211.003	Equipment Replacement	34,100
5211.004	Insurance Allocation	257,770
5511.100	Reimbursements to the General Fund	804,700
Total Operations & Maintenance		17,874,552
Total 2013-14 Budget		\$ 20,032,371