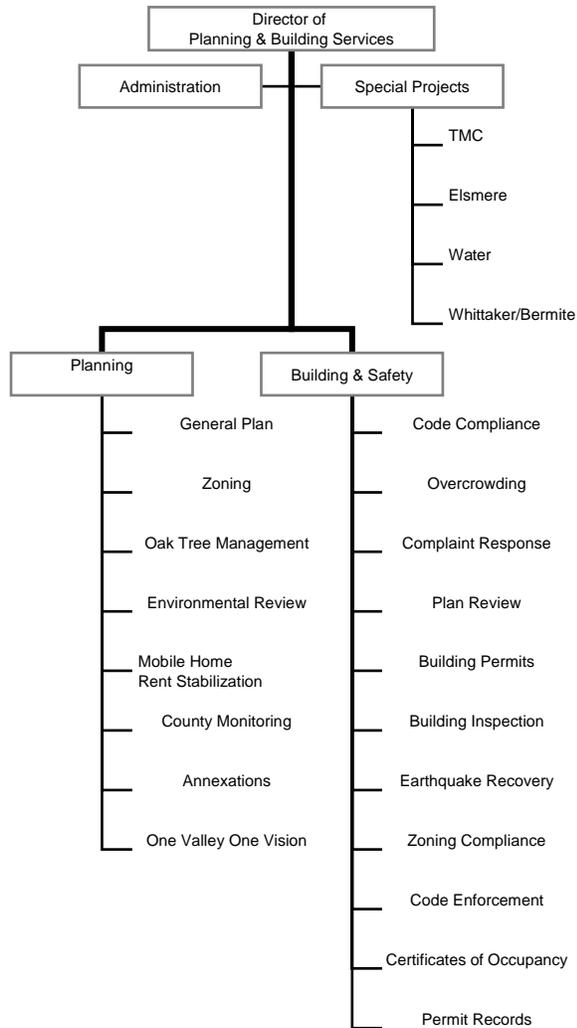


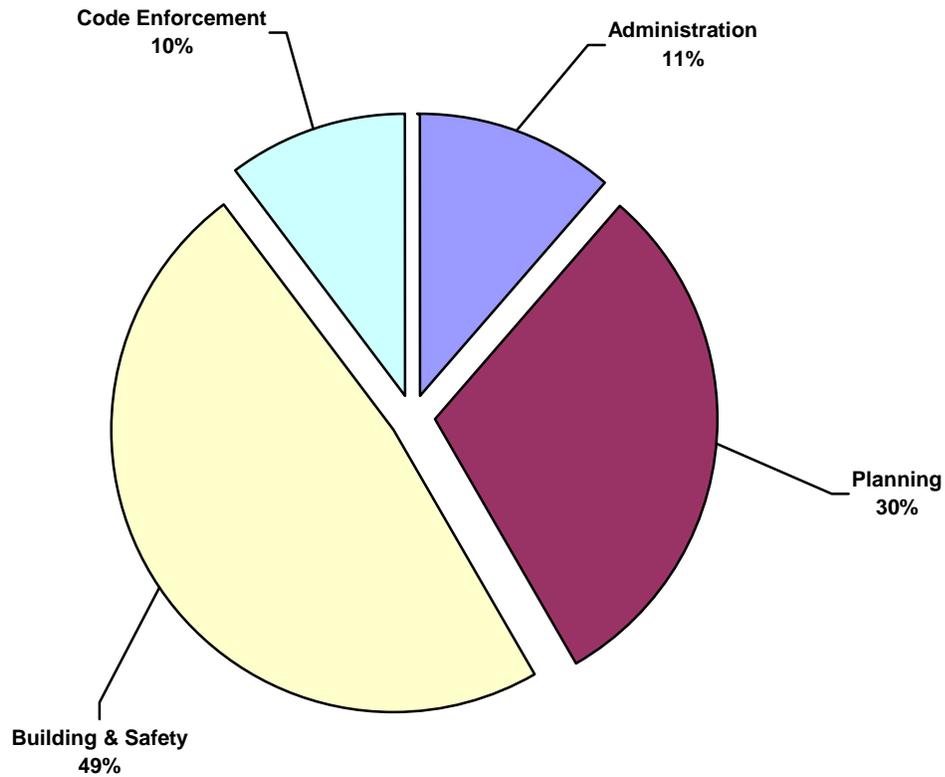
Planning & Building Services



Planning & Building Services Budget Summary

Category	Budget
Personnel Services	\$4,450,130
Operations & Maintenance	1,610,590
Capital Outlay	0
Total Planning & Building Services	\$6,060,720

Program	Budget
Administration	\$694,010
Planning	1,835,005
Building & Safety	2,914,920
Code Enforcement	616,785
Total Planning & Building Services	\$6,060,720



Administration

Program Purpose

The purpose of the Planning & Building Services Administration Division is to provide support to the Director and the overall department. The Administration Division provides support and general direction, and works closely with each of the divisions encompassing the department including Planning and Building & Safety.

Primary Activities

The Administration Division facilitates the overall coordination of department activities. This includes staff development, recruitment and training, department-wide budget/expenditure/revenue analysis, monitoring and coordination, special projects, and legislative monitoring.

Performance Goals

- Continue to ensure that mining activities in the Soledad Canyon/Santa Clara River corridor are consistent with sound environmental stewardship and the quality of life goals of the City and neighboring communities.
- Continue to coordinate efforts to see the Whittaker-Bermite site cleaned up.
- Continue to implement and identify innovative process efficiencies and benchmarking strategies to enhance the development review process.

Funding Source: General Fund		
Account Number: 3110		
Personnel		
7011	Regular Employees	\$220,110
7015	Temporary Employees	19,230
7101	Health & Welfare	31,600
7110	Life Insurance	570
7115	Long-Term Disability Insurance	1,480
7120	Medicare	3,470
7130	Worker's Compensation	12,230
7140	PERS	29,150
7150	Deferred Compensation	7,000
7160	Unemployment Taxes	600
Total Personnel		\$325,440
Operations & Maintenance		
7301	Publications & Subscriptions	\$300
7302	Travel & Training	12,000
7303	Membership & Dues	300
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	6,190
7307	Office Supplies	500
8001	Contractual Services	10,000
8110	Professional Services	321,550
8801	Computer Replacement	4,185
8802	Insurance Allocation	12,045
Total Operations & Maintenance		\$368,570
Total 2004/05 Budget		\$694,010

Planning

Program Purpose

The Planning Division is responsible for the implementation of Santa Clarita's General Plan, the Subdivision Map Act, and the California Environmental Quality Act within the City's planning area. The Planning Division processes the full range of development projects, according to the requirements established through the Unified Development Code, conducts environmental analyses, monitors projects outside the City's jurisdictional boundary, and conducts long-range planning projects which guide future growth and decision making in the Santa Clarita Valley.

Primary Activities

Major projects include preparation of the One Valley One Vision Joint Valleywide General Plan, and Unified Development Code updates. Daily activities involve preparation & review of environmental documents, implementation of the sign ordinance, review of development proposals, the preparation of plans, reports, conditions of approval, resolutions & ordinances, coordination with LAFCO and facilitation of the annexation process, and customer service activities at the Planning counter.

Performance Goals

- Continue lead role in the One Valley One Vision (OVOV) project and complete 100 percent of Phase IV with the County of Los Angeles to develop a Joint City/County General Plan.
- Continue pursuit of 100 percent compliance with the sign ordinance.
- Strive to improve the aesthetic character of development through implementation of the Architectural Design Guidelines.

Funding Source: General Fund		
Account Number: 3120		
Personnel		
7011	Regular Employees	\$1,046,850
7017	Overtime	2,000
7101	Health & Welfare	163,200
7110	Life Insurance	2,710
7115	Long-Term Disability Insurance	7,030
7120	Medicare	15,200
7130	Worker's Compensation	61,120
7140	PERS	133,640
7150	Deferred Compensation	18,000
7160	Unemployment Taxes	3,200
Total Personnel		\$1,452,950
Operations & Maintenance		
7301	Publications & Subscriptions	\$1,000
7302	Travel & Training	5,650
7303	Membership & Dues	3,100
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	750
7307	Office Supplies	1,000
7308	Printing	8,000
7309	Postage	900
7310	Advertising	14,000
7311	Film Processing	200
8001	Contractual Services	36,100
8003	Annexation Services	20,000
8110	Professional Services	210,000
8801	Computer Replacement	19,120
8802	Insurance Allocation	55,060
8804	Equipment Replacement	5,675
Total Operations & Maintenance		\$382,055
Total 2004/05 Budget		\$1,835,005

Building & Safety

Program Purpose

The Building & Safety Division serves to ensure the health, safety, and well-being of the community through the enforcement of construction and property maintenance codes, laws, and regulations pertaining to buildings and properties. The Division is also responsible to ensure accessibility for the disabled to commercial and multi-family residential buildings. The Division also supports the environment through the construction of sustainable, energy efficient buildings within the community.

Primary Activities

The primary activities of the Building & Safety Division are plan review, permit issuance, field inspection, and records maintenance for all construction activities throughout the City. The division also seeks to identify and regulate un-permitted construction work in order to obtain compliance with applicable codes thereby avoiding potential harm to life or damage to property.

Performance Goals

- Provide prompt, quality plan review and inspection services to the community.
- Streamline the permit and inspection process through the implementation of new technology and automation.
- Increase outreach efforts to help residents better understand the value and importance of the building permit process.
- Continue to offer incentives to encourage voluntary participation by contractors and developers to construct more energy efficient homes that surpass the State's energy efficiency requirements by 10 to 20 percent.

Funding Source: General Fund		
Account Number: 3710		
Personnel		
7011	Regular Employees	\$1,547,690
7017	Overtime	29,200
7101	Health & Welfare	265,200
7110	Life Insurance	4,000
7115	Long-Term Disability Insurance	10,380
7120	Medicare	22,870
7130	Worker's Compensation	102,830
7140	PERS	197,480
7150	Deferred Compensation	10,000
7160	Unemployment Taxes	5,200
Total Personnel		\$2,194,850
Operations & Maintenance		
7301	Publications & Subscriptions	\$2,000
7302	Travel & Training	10,000
7303	Membership & Dues	3,005
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	500
7307	Office Supplies	1,000
7308	Printing	5,325
7309	Postage	1,200
7310	Advertising	2,000
7311	Film Processing	200
7312	Special Supplies	500
7313	Uniforms	4,700
7315	Rent/Leases	12,000
8001	Contractual Services	374,850
8110	Professional Services	156,800
8801	Computer Replacement	31,070
8802	Insurance Allocation	89,470
8804	Equipment Replacement	23,950
Total Operations & Maintenance		\$720,070
Total 2004/05 Budget		\$2,914,920

Code Enforcement

Program Purpose

The purpose of the Code Enforcement Division is to maintain and assure the safety, appearance, and value of buildings and properties in the City through the enforcement of zoning, building, property rehabilitation, and other municipal codes and regulations.

Primary Activities

The primary activities of the Code Enforcement Division include responding to citizen complaints and performing specified, proactive investigations on a daily basis. Officers determine the legality of the issues in question, and where necessary, pursue corrective measures to achieve compliance with the applicable codes. Officers also assist in on-site verification and approval of City Planning requirements for commercial and multi-family projects prior to issuance of the Certificate of Occupancy.

Performance Goals

- Continue proactive code enforcement efforts to address issues relating to overcrowding, substandard property conditions and illegal construction.
- Oversee the enforcement of the City's Sign Ordinance and partner with the Planning Division to obtain 100 percent compliance.
- Continue to resolve 99 percent of all enforcement files in a manner that does not involve court action.
- Perform 100 percent of investigations within one week.
- Achieve compliance on 95 percent of cases within 180 days.

Funding Source: General Fund		
Account Number: 3720		
Personnel		
7011	Regular Employees	\$318,080
7017	Overtime	20,000
7101	Health & Welfare	57,800
7110	Life Insurance	830
7115	Long-Term Disability Insurance	2,130
7120	Medicare	4,910
7130	Worker's Compensation	31,390
7140	PERS	40,610
7160	Unemployment Taxes	1,140
Total Personnel		\$476,890
Operations & Maintenance		
7301	Publications & Subscriptions	\$150
7302	Travel & Training	3,000
7303	Membership & Dues	500
7305	Education Reimbursement	1,500
7306	Auto Allowance & Mileage	300
7307	Office Supplies	750
7308	Printing	120
7309	Postage	100
7311	Film Processing	100
7312	Special Supplies	500
7313	Uniforms	2,300
7315	Rents/Leases	1,500
8011	Animal Control	80,000
8110	Professional Services	5,000
8801	Computer Replacement	6,815
8802	Insurance Allocations	19,615
8804	Equipment Replacement	17,645
Total Operations & Maintenance		\$139,895
Total 2004/05 Budget		\$616,785