

CITY OF SIMI VALLEY

FISCAL YEAR 2016-17



SUPPORTING DOCUMENT

# FY 2016-17 PROPOSED BUDGET SUPPORTING DOCUMENT

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***NOTE: Those department proposals approved by the City Manager are now included within the Proposed Budget document in the appropriate department or fund.***

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CITY OF SIMI VALLEY

# CITY ADMINISTRATION

**CITY ADMINISTRATION  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42150: Communications \$1,900

FY 2015-16 Estimated Actual	\$1,800
FY 2015-16 Budget	\$1,900
FY 2014-15 Actual Expenditures	\$1,080

This account provides for mobile device allowances to reimburse selected City staff for their use of their personal smart phones for City-business purposes.

Account 42230: Office Supplies \$15,800

FY 2015-16 Estimated Actual	\$16,800
FY 2015-16 Budget	\$16,700
FY 2014-15 Actual Expenditures	\$14,846

This account includes \$7,800 for general office supplies for City Administration and \$9,000 for service awards.

Account 42420 Special Department Expense \$126,500

FY 2015-16 Estimated Actual	\$47,800
FY 2015-16 Budget	\$60,800
FY 2014-15 Actual Expenditures	\$65,054

This account provides for election and upcoming initiative expenses as well as contributions toward special events, including the annual Fourth of July Fireworks show.

Account 42440: Memberships and Dues \$7,100

FY 2015-16 Estimated Actual	\$5,800
FY 2015-16 Budget	\$6,700
FY 2014-15 Actual Expenditures	\$5,344

This account provides for participation in the professional organizations that provide both staff and elected officials with information, training, and networking opportunities.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Increase in membership costs as well as the addition of CALPELRA dues

**FY 2016-17  
REQUEST**

Account 42450: Subscriptions and Books

\$1,800

FY 2015-16 Estimated Actual	\$2,300
FY 2015-16 Budget	\$2,300
FY 2014-15 Actual Expenditures	\$845

This account is used to purchase the following professional books, journals, and subscriptions:

Los Angeles Times	\$300
Ventura County Star	\$300
Economic Development Publications	\$500
City Clerk's Office Publications	\$400
Liebert Training Workbooks	\$100
California Public Employees Relations (CPER) Guide	\$200
	<hr/>
	\$1,800

Account 42460: Advertising

\$34,700

FY 2015-16 Estimated Actual	\$32,000
FY 2015-16 Budget	\$32,700
FY 2014-15 Actual Expenditures	\$31,317

This account provides for various public notices, legal advertisements, and personnel recruitment advertising in the following publications:

Ventura County Star (Legal)	\$14,700
Ventura County Star (Personnel)	\$2,500
Jobs Available	\$2,000
Simi Valley Acorn	\$1,500
Specialized publications and websites	\$14,000
	<hr/>
	\$34,700

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Higher levels of retirements and hiring are expected during FY 2016-17, causing more recruitments to be needed.

Account 42720: Travel, Conferences, and Meetings

\$32,600

FY 2015-16 Estimated Actual	\$32,600
FY 2015-16 Budget	\$32,600
FY 2014-15 Actual Expenditures	\$24,265

This account provides funding for Council Members and staff to attend conferences and meetings.

**FY 2016-17  
REQUEST**

Account 42730: Training \$35,000

FY 2015-16 Estimated Actual	\$35,000
FY 2015-16 Budget	\$35,000
FY 2014-15 Actual Expenditures	\$29,435

This account provides funding for training activities for City Administration staff and various Citywide training provided by the Human Resources Division, including the City's Tuition Reimbursement Program and legally required harrassment prevention training.

Account 42790: Mileage \$37,400

FY 2015-16 Estimated Actual	\$36,600
FY 2015-16 Budget	\$37,400
FY 2014-15 Actual Expenditures	\$32,069

This account is used to compensate City Administration staff for car allowances and use of their personal vehicles on City business, including the delivery of City Council packets.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Additional attendance at regional energy and economic development meetings that the City participates in necessitates an increase in this line item.

**SUBTOTAL - SUPPLIES AND MATERIALS \$292,800**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services \$531,900

FY 2015-16 Estimated Actual	\$545,000
FY 2015-16 Budget	\$577,238
FY 2014-15 Actual Expenditures	\$266,977

This account provides funding for the following:

Federal and State legislative consultant services (Gen. Fund Portion)	\$41,000
OpenGov.com hosting	\$3,400
Chamber of Commerce Visitor Information Services	\$70,000
Simi Valley Business Forum	\$10,000
Shop Simi Valley First Program	\$25,000
Economic development advertising	\$60,000
Community Newsletter	\$30,000
Retail Strategy Consultant	\$30,000

**FY 2016-17  
REQUEST**

Municipal Code services	\$6,000
Passport Appointment Services	\$600
Citywide Class/Compensation Study	\$25,000
Written exam costs	\$5,500
Strategic Planning and Organizational Development	\$5,000
CalOpps recruitment program	\$2,000
Outside recruitment services	\$24,000
Employee appeals hearing expenses	\$33,000
Labor Relations Consortium	\$4,000
Labor Negotiations Outside Consultant	\$66,000
Outside personnel investigations, expert witness fees, records management expenses	\$25,000
Employee Assistance Program	\$34,000
PARS administration	\$9,800
CalPERS Health Administration	\$0
GASB Actuarial Study	\$10,800
PERS Actuarial Study	\$10,000
ICMA RHS fees	\$100
PCOR - fee - HRA Accounts	\$100
Candidate expenses	\$1,000
Shredding services	\$300
Executive physicals	\$300
	<u>\$531,900</u>

Account 44012: Outside Legal Counsel \$50,000

FY 2015-16 Estimated Actual	\$51,500
FY 2015-16 Budget	\$60,500
FY 2014-15 Actual Expenditures	\$16,000

This account, which was previously included in the Professional and Special Services account, provides specialized outside legal counsel for the City Manager's Office and the Human Resources Division.

Account 44310: Maintenance of Equipment \$500

FY 2015-16 Estimated Actual	\$500
FY 2015-16 Budget	\$500
FY 2014-15 Actual Expenditures	\$504

This account provides for as-needed repairs of furniture, equipment, and filing systems.

**SUBTOTAL - SERVICES:** \$582,400

**TOTAL CURRENT EXPENSES:** **\$875,200**

**CITY ADMINISTRATION  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Funding for Recording Secretary in the City Clerk's Office  
REQUEST:  
ACCOUNT: 100-1130-41010  
PRIORITY: 1

**COST BREAKDOWN**

Personnel

Add One Full-Time Recording Secretary	\$78,989
Delete One Full-Time Secretary	\$77,126
<b>TOTAL:</b>	<b>\$1,863</b>

The City Clerk's Office is comprised of one Deputy Director/City Clerk, one Recording Secretary, and two Secretaries.

The Deputy Director/City Clerk and the Recording Secretary are responsible for preparing agendas and minutes, serving as clerks during City Council and other board/committee meetings. All members of the department assist with preparing and assembling final agenda packets, responses to internal and public information requests, archiving and retrieving City records, and providing passport information services to the public.

Since FY 2009-10, the City Clerk's Office has been operating with only one Recording Secretary. Concurrently, the City Clerk's Office has experienced an increase in workload including a greater volume of public records act requests, subpoenas, passports application acceptance and telephone inquiries.

In FY 2012-13, a part-time temporary Clerk II was hired to assist with a backlog of work in the City Clerk's Office. In FY 2013-14 the Clerk II position was approved as a full-time permanent position underfilling the Recording Secretary, and in FY 2015-16 the Clerk II position was reclassified to a Secretary position, continuing the underfill of the Recording Secretary role. This Policy Item requests restoration of full funding for the Recording Secretary position.

Fully-funding the second Recording Secretary would allow for meeting duties to be distributed between the two positions, including meeting preparation, clerking, and post-meeting follow-up. Funding the second Recording Secretary position would create flexibility in the duties that the position can assist the Clerk's Office with, maximizing efficiency and productivity in the office, a necessity with the increased workload over the past year. This will allow the Deputy Director/City Clerk to increase focus on Election-related activities, records management, process streamlining and backlogged projects, and provide enhanced staff development and supervision.



CITY OF SIMI VALLEY

# CITY ATTORNEY

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**CITY ATTORNEY  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42150: Communications \$800

FY 2015-16 Estimated Actuals	\$0
FY 2015-16 Budget	\$800
FY 2014-15 Actual Expenditures	\$0

This account is used for cell phone reimbursements for authorized employees.

Account 42230: Office Supplies \$2,300

FY 2015-16 Estimated Actuals	\$1,500
FY 2015-16 Budget	\$2,300
FY 2014-15 Actual Expenditures	\$1,200

This account is used to purchase various office and computer-related supplies.

Account 42440: Memberships and Dues \$2,000

FY 2015-16 Estimated Actual	\$1,900
FY 2015-16 Budget	\$2,700
FY 2014-15 Actual Expenditures	\$1,500

This account provides for participation in the following organizations:

4 - California State Bar	\$1,860
4 - Tri-Counties Government Attorneys Association	\$140
	\$2,000

State Bar dues were paid on behalf of three attorneys in 2016 at a cost of \$1,260. The Office pays dues for four attorneys when fully staffed. Dues for Tri-Counties membership will remain at \$35 for each attorney this year. Overall, the account was reduced by \$700 by removing local county bar association memberships.

**FY 2016-17  
REQUEST**

Account 42450: Subscriptions and Books

\$9,500

FY 2015-16 Estimated Actual	\$12,100
FY 2015-16 Budget	\$14,000
FY 2014-15 Actual Expenditures	\$11,100

This account is used to maintain ongoing subscriptions and supplements required to update print publications necessary for legal research. It also provides for the purchase of new legal publications as necessary. The budget for each of the publications listed below has been adjusted to accommodate vendor estimates of increases/decreases occurring in FY 2016-17. The Office plans to reduce its print budget for Thomson Reuters' by \$4,700. The current subscription to the California Reporter will lapse on September 30, 2016, the Annotated California Codes will no longer be updated, and the subscription to Federal Land Use Law and Litigation will not be renewed. The LSI Legal Professional Handbook will continue to be updated in FY 16-17. However the reduction may be slightly offset by a scheduled contractual 5% increase on some of the publications.

The following are current publications requested by the City Attorney's Office:

ACEC publications	\$200
CEB Regents	\$4,100
CEB Municipal Law Handbook	\$1,500
Daily Journal	\$900
Local Government Publications	\$200
Lexis Nexis/Matthew Bender	\$1,300
Specialized legal publications	\$400
Solano Press	\$200
Thomson/West	\$700
	<hr/>
	\$9,500

Increases or decreases for the publications received from the various vendors as listed above are based on estimates given. The estimated actual fluctuates from year to year, and is difficult to precisely forecast.

Account 42720: Travel, Conferences, and Meetings

\$4,500

FY 2015-16 Estimated Actual	\$4,000
FY 2015-16 Budget	\$4,500
FY 2014-15 Actual Expenditures	\$2,800

This account is used to cover costs of conferences and meetings that provide educational sources for the attorneys to stay current on their knowledge of municipal law, as well as their individual expertise as it relates to local government. The League of California Cities Spring Conference provides valuable municipal law training, as well as eight or more hours of credit towards State Bar Mandatory Continuing Legal Education (MCLE).

2 - League of California Cities City Attorney Spring Conference	\$3,000
1 - State Bar Environmental Conference	\$1,000
1 - Further Conference As Needed	\$500
	<hr/>
	\$4,500

It is anticipated that two attorneys will attend the 2016 League's City Attorney Spring Conference this year in May. The conference provides valuable legal training on municipal law topics, and MCLE credits are available for each attorney as required by the State Bar. In 2017, the Conference will be held in a Northern California location, most likely Monterey. An environmental law conference and one as-needed conference will also be budgeted for in the same amount as last year. The budget estimate for FY 2016-17 has not increased over FY 2015-16.

Account 42730: Training

\$5,500

FY 2015-16 Estimated Actual	\$5,500
FY 2015-16 Budget	\$5,500
FY 2014-15 Actual Expenditures	\$4,300

This account is used for the following seminars and workshops that help staff stay informed and up-to-date in the areas of law and local government:

Professional Development	\$3,100
Certification/Licensing	\$500
Technical/Skill Building	\$800
Regulatory Training	\$700
General Management/Supervisory/Leadership Skills	\$200
Other	\$200
	\$5,500

In FY 2015-16, the attorneys took advantage of low cost training programs, such as workshops put on by the Ventura/Santa Barbara Relations Consortium, and several in-house webinars. In FY 2016, one of the attorneys attended a conference focused on human resources in order to continue to develop the legal expertise needed in this area of the law. These trainings, in addition to other training resources provided for, provide the attorneys with mandatory MCLE credits required by the State Bar. This account is being budgeted for the same amount under Professional Development to allow attorneys to attend the human resources training, or to have attorneys attend a different relevant conference such as CEQA, planning/land use or another area. The overall budget for this account has not been changed from FY 2015-16.

**FY 2016-17  
REQUEST**

Account 42790: Mileage

\$10,500

FY 2015-16 Estimated Actual	\$10,500
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$7,500

This account includes reimbursement for use of personal vehicles for City business by staff.

Justification for increase over FY 2015-16 Estimated Actual:

The budget for this account fluctuates depending on the volume of various court appearances, depositions and training attended by Office attorneys and staff. Mileage includes travel to various locations in Ventura and Los Angeles, as well as training. Last year, the Office attempted to keep costs down by scheduling court appearances in Ventura and Simi Valley on the same court day each week when possible. Although the scheduling efforts to save funds have continued, there has been an increase in the types and numbers of filings, including but not limited to municipal code cases and nuisance and massage related cases, which increase the number of court appearances being made. The Office estimates that these cases will continue to increase further. In 2014, 97 cases were received, and in 2015, 120 cases were received, a 25% increase. In the first two months of 2016, 20 massage cases alone have already been filed. This account was reduced by \$2,100 in FY 2015-16, based on projections. However, the estimated actual is \$2,500 over the budgeted amount, so the FY2016-17 request is for \$10,500, to ensure that mileage reimbursement stays within the budgeted parameters.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$35,100**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$3,900

FY 2015-16 Estimated Actual	\$20,100
FY 2015-16 Budget	\$22,400
FY 2014-15 Actual Expenditures	\$19,800

This account provides funding for online legal research and the hiring of specialized attorney services on short notice.

LexisNexis legal research (4 attorneys)	\$1,000
Online research outside of LexisNexis package	\$1,500
Maintenance of Office Data Systems	\$600
Service of Process	\$800

**FY 2016-17  
REQUEST**

In FY 2015-16, the Office's three-year subscriber agreement with Westlaw will expire (on June 30, 2016). The Office engaged in an open market bid process between the top two vendors providing such on-line legal research services, and has entered into a new contract with LexisNexis with significant savings, up to \$18,700 in the first year, and approximately \$10,000 per year in subsequent years.

In order to continue to provide for the ability to update the Office's current data systems, which the Office uses to input and track claims, lawsuits and criminal cases on a daily basis, the Office is requesting the amount of \$600 which will allow upgrading and maintenance of the systems currently in use. The Office will also use the new ERP system to the extent feasible for Office functions.

It is often necessary for the Office to use outside legal services that include personal service of legal documents, filing legal documents with the court, and delivering time sensitive legal documents. Due to the workload increase, which will include nuisance abatement legal proceedings, including massage, the Office is requesting \$800 for specialized attorney support services required on short notice.

Account 44012: Consulting/Legal Services (including nuisance abatement/massage) \$30,000

FY 2015-16 Estimated Actual	\$17,500
FY 2015-16 Budget	\$25,000
FY 2014-15 Actual Expenditures	\$11,800

This account provides funding for legal research and assistance anticipated to be required for expert advice in a variety of areas including elections law, civil rights, conflicts issues and the hiring of specialized counsel and experts when needed in these and other areas. In addition, there has been an increased focus on code enforcement, nuisance abatement and massage, which is anticipated to require more funding. The Office will attempt to recover funds spent on nuisance abatement with liens and/or special assessments when possible.

**SUBTOTAL - SERVICES:** \$33,900

**TOTAL CURRENT EXPENSES:** **\$69,000**



CITY OF SIMI VALLEY

# ADMINISTRATIVE SERVICES

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**DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42150: Communications \$ 800

FY 2015-16 Estimated Actual	\$ 1,400
FY 2015-16 Budget	1,400
FY 2014-15 Actual Expenditures	1,381

Account 42230: Office Supplies \$ 4,600

FY 2015-16 Estimated Actual	10,400
FY 2015-16 Budget	11,900
FY 2014-15 Actual Expenditures	5,554

This account provides for the purchase of various office and related supplies and forms as follows:

W-2s, 1099s for vendors, and W-2 envelopes	\$300
Check stock	\$1,800
Banking supplies (includes Transit coin deposit bags)	\$500
General office supplies (all ASD)	\$2,000

Account 42440: Memberships and Dues \$2,900

FY 2015-16 Estimated Actual	3,200
FY 2015-16 Budget	3,500
FY 2014-15 Actual Expenditures	3,185

Memberships are determined by administrative policy. Department Directors are allowed a maximum of three memberships, and management employees are allowed a maximum of two. This account provides for management participation in the following professional organizations:

Administration:

California Municipal Treasurers Association (1 staff)	\$100
California Society of Municipal Finance Officers (2 staff)	\$200
Government Finance Officers Association (1 staff)	\$200
	\$500

Customer Services:

California Municipal Business Tax Association (1 staff)	\$100
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**FY 2016-17  
REQUEST**

Fiscal Services:

Government Finance Officers Association (2 Staff)	\$400
California Society of Municipal Finance Officers (3 staff)	\$330
AICPA (1 staff)	\$270
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	\$1,000

Information Services:

Municipal Information Services Assoc. of California (1 staff)	\$300
Southern California Oracle Users Groups (2 staff)	\$300
	<hr/>
	\$600

Support Services:

Association of Public Safety Communications Officials (1 staff)	\$130
California Society of Municipal Finance Officers (1 staff)	\$100
Government Finance Officers Association (1 staff)	\$210
California Association of Public Purchasing Officials (1 staff)	\$130
California Engineering License (1 staff)	\$130
	<hr/>
	\$700

Account 42450: Subscriptions and Books

\$1,400

FY 2015-16 Estimated Actual	1,200
FY 2015-16 Budget	1,400
FY 2014-15 Actual Expenditures	793

This account provides for professional and technical publications including:

Fiscal Services:

Governmental Accounting, Auditing, and Financial Reporting Publications	\$140
Payroll Manager's Newsletter	\$500
Governmental Accounting Standards Board (GASB) Publications	\$350
GAAFR Review	\$110
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	\$1,100

Support Services:

Creative Designer	\$100
Inside Photoshop	\$100
Dynamic Graphics and Inside Adobe In-Design	\$100
	<hr/>
	\$300

Account 42460: Advertising

2,200

FY 2015-16 Estimated Actual	2,000
FY 2015-16 Budget	200
FY 2014-15 Actual Expenditures	-

This account provides for the advertising in various publications as follows:

Fiscal Services:

Publication of unclaimed funds notices related to Trust Funds  
offset by General Fund revenues generated \$200

Information Services:

Specialty advertising for recruitment of technical personnel \$2,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Advertising for recruitment of Information Services personnel and online review of resumes via specialty websites is deemed too costly to be absorbed within the Human Resources recruitment budget.

Account 42560: Operating Supplies

2,000

FY 2015-16 Estimated Actual	700
FY 2015-16 Budget	5,000
FY 2014-15 Actual Expenditures	4,744

This account provides for the general operating supplies required for Citywide computer support including storage media, hardware tools, and maintenance/cleaning supplies.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Additional operating supplies expenditures are anticipated in conjunction with

Account 42720: Travel, Conferences, and Meetings

\$13,400

FY 2015-16 Estimated Actual	10,400
FY 2015-16 Budget	14,300
FY 2014-15 Actual Expenditures	8,269

Administration

1 - CSMFO Chapter Meetings	\$200
1 - State of the City and SVPF Luncheons	\$100
1 - Investment Training	\$300
1 - CSFMO Annual Conference (Sacramento)	\$1,300
1 - GFOA Annual Conference (Denver)	\$2,200
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	\$4,100

Customer Services:

1 - California Municipal Business Tax Association Conference \$500

Fiscal Services:

1 - CSFMO Annual Conference \$1,300

**FY 2016-17  
REQUEST**

Information Services:  
 2 - Versadex Annual Training Conference, Alberta Canada \$4,500

Support Services:  
 1 - California Public Safety Radio Association monthly meetings \$100  
 1 - Southern California Telecom Network Association monthly meetings \$200  
 1 - California Association of Public Purchasing Officials Conference \$1,500  
 1 - Association of Public Safety Communications Officials Conference \$1,200  
 \$3,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Travel and Conferences increased to accommodate increased costs as well as to provide opportunities to new Administrative Services staff members.

Account 42730: Training \$18,000

FY 2015-16 Estimated Actual	8,200
FY 2015-16 Budget	18,100
FY 2014-15 Actual Expenditures	15,801

This account provides for attendance at the following selected training meetings:

Administration:  
 1 - Advanced Public Sector Budgeting \$500  
 1 - CSMFO Training \$400  
 1 - Debt and Investment Training \$300  
 1- GFOA Training \$400  
 \$1,600

Fiscal Services:  
 GFOA Training \$700  
 CSMFO Chapter meetings \$200  
 CSMFO Training \$300  
 National Seminars - Excel training \$400  
 White, Nelson, Diehl, Evans Government Tax Seminar \$300  
 Payroll, Compensation & Taxation \$400  
 \$2,300

Information Services:  
 3 - System Management Training \$7,500  
 3 - Network Management Training \$3,600  
 \$11,100

Support Services:  
 1 - Motorola Training (Radio Frequency Licensing Administration/ Upgrade Implications) \$1,700  
 1 - Carousel product training \$1,300  
 \$3,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Utilizing advanced training opportunities is essential to augment the skill set of new Administrative Services staff members and those now serving in new, higher level roles.

Account 42790: Mileage 6,600

FY 2015-16 Estimated Actual	9,900
FY 2015-16 Budget	5,500
FY 2014-15 Actual Expenditures	6,834

This account provides reimbursement to staff for use of their personal vehicle for City business.

**SUBTOTAL - SUPPLIES AND MATERIALS** 51,900

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services \$244,800

FY 2015-16 Estimated Actual	\$ 288,000
FY 2015-16 Budget	\$ 302,200
FY 2014-15 Actual Expenditures	\$ 267,219

This account provides funding for the following services:

Administration:

Banking fees and services	\$53,000
Investment services (Sympro), shared with Sanitation and Water	\$4,900
Banking credit card services, shared with Sanitation and Water	\$30,000
Brinks, shared with Sanitation, Water, PD	\$11,000
CSMFO Budget and CIP Award review	\$400
HdL Sales and Property tax consultants	\$19,000
Navex Fraud Hotline	\$2,000
MuniCast Budget modeling and forecasting	\$4,000
Investment custodial and securities safekeeping services	\$9,000
State-mandated cost recovery application preparation (SB 90 claims)	\$10,000
Investment Advisor (shared with Sanitation and Water)	\$31,500
	<u>\$174,800</u>

Customer Services

Bulk mail services/online billpay hosting (Business Tax Renewals)	\$6,000
Parking citations hearing officer	\$1,000
	<u>\$7,000</u>

**FY 2016-17  
REQUEST**

Fiscal Services

Audit fees	\$61,300
CAFR Award review by GFOA	\$600
California municipal statistics (needed for CAFR preparation)	\$800
Confidential data (bulk shredding container pickup 13 times per year)	\$300
	<u>\$63,000</u>

Account 44310: Maintenance of Equipment

67,400

FY 2015-16 Estimated Actual	\$	-
FY 2015-16 Budget	\$	2,400
FY 2014-15 Actual Expenditures	\$	1,800

Information Services:

Maintenance of Council Chambers AV equipment	\$65,000
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Support Services

Delivriery van vehicle maintenance	\$2,400
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Justification for increase over FY 2015-16 Budget and Estimated Actual:

The budgeted cost for AV equipment maintenance was previously included in the Professional Services account but has been moved to the Maintenance of Equipment account.

**SUBTOTAL - SERVICES:**

312,200

**TOTAL CURRENT EXPENSES:**

**364,100**

# COMMUNITY SERVICES

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**DEPARTMENT OF COMMUNITY SERVICES  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42130: Postage \$2,500

FY 2015-16 Estimated Actual	\$2,500
FY 2015-16 Budget	\$2,500
FY 2014-15 Actual Expenditures	\$2,733

This account includes funds for the monthly distribution of the Senior Center Newsletter to a senior mailing list.

Account 42150: Communications \$1,400

FY 2015-16 Estimated Actual	\$1,400
FY 2015-16 Budget	\$1,400
FY 2014-15 Actual Expenditures	\$1,380

This account provides for devices that facilitate communication for the Department.

Account 42230: Office Supplies \$3,500

FY 2015-16 Estimated Actual	\$4,600
FY 2015-16 Budget	\$4,600
FY 2014-15 Actual Expenditures	\$36,475

This account provides for the purchase of materials and supplies for the administration of the Department and its respective programs.

Account 42235: Furniture & Equipment (Non-Capital) \$0

FY 2015-16 Estimated Actual	\$36,200
FY 2015-16 Budget	\$36,700
FY 2014-15 Actual Expenditures	\$7,985

This account provides office furnishings and equipment that do not meet the City's criteria for capital assets.

**FY 2016-17  
REQUEST  
\$1,000**

Account 42410: Uniform/Clothing Supply

FY 2015-16 Estimated Actual	\$1,000
FY 2015-16 Budget	\$1,000
FY 2014-15 Actual Expenditures	\$0

This account provides for the purchase of replacement safety vests, rain gear (boots and rain suits), and wide-brimmed protective reflective hats for Crossing Guards. These items fade and wear out over the course of the year and must be routinely replaced for safety reasons. New items are provided to all new Crossing Guards when they are hired.

Account 42440: Memberships and Dues

\$1,300

FY 2015-16 Estimated Actual	\$2,500
FY 2015-16 Budget	\$2,500
FY 2014-15 Actual Expenditures	\$1,866

This account includes a variety of professional memberships and dues, including:

California Association of Code Enforcement Officers	\$300
National Association of Telecommunications Officers and Advisors	\$100
Municipal Management Association of Southern California (MMASC)	\$400
California Park and Recreation Society (CPRS)	\$400
American Association of Code Enforcement (AACE)	\$100

Account 42450: Subscriptions and Books

\$1,100

FY 2015-16 Estimated Actual	\$1,100
FY 2015-16 Budget	\$1,100
FY 2014-15 Actual Expenditures	\$241

This account is used for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically. Materials include:

Senior Center periodicals and resource guides	\$300
Compliance program resources	\$500
Administrative resource material	\$300

Account 42460: Advertising

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$936

This account funds advertising for specialty events.

Account 42560: Operating Supplies

\$79,200

FY 2015-16 Estimated Actual	\$72,200
FY 2015-16 Budget	\$71,886
FY 2014-15 Actual Expenditures	\$64,645

This account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support programs and/or volunteer functions, including:

Certified copies of legal documents from the Secretary of State, County Recorder, and County Clerk for Code Enforcement	\$100
Supplies and equipment for Code Enforcement operations	\$700
Senior Center operating supplies and annual Volunteer Recognition Program supplies	\$10,000
Supplies for Neighborhood Council orientations, meetings, and activities	\$200
Supplies for the annual Youth Summit	\$1,200
Supplies for the annual YES Job and Career Expo and other Youth Services activities	\$1,400
Crossing Guard supplies (e.g., whistles, stop signs, street safety cones, and first aid kits)	\$600
Supplies for the Meals on Wheels Program ( <b>fully reimbursed with grant funds</b> )	\$16,000
Supplies for the Congregate Meals Program ( <b>fully reimbursed with grant funds</b> )	\$6,800
Supplies for administrative/program activities and equipment	\$7,200
Supplies for the State Beverage Container Recycling and Litter Reduction Program ( <b>fully reimbursed with grant funds</b> )	\$35,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

This account reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The budget reflects fully reimbursable costs for the Meals On Wheels and Congregate Meal programs, and the inclusion of expenses reimbursable from the State Beverage Recycling and Litter Program which will be targeted to fund proposed actions in the City's Green Community Action Plan and will be fully offset by a reimbursement to the City via payment from the California Department of Resources Recycling and Recovery.

**FY 2016-17  
REQUEST**

Account 42720: Travel, Conferences, and Meetings

\$5,100

FY 2015-16 Estimated Actual	\$7,900
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$4,526

This account is used to increase staff's professional effectiveness through exposure to current trends, developments, and/or concerns in all program-related areas, including attendance at the conferences/meetings listed below:

2 - California Association of Code Enforcement Officers Conference Northern California	\$2,500
1 - Municipal Management Association of Southern California (MMASC)	\$1,100
1 - Community Services Conference	\$1,100
Department participation at local conferences, meetings, and events	\$400

Account 42730: Training

\$4,000

FY 2015-16 Estimated Actual	\$6,100
FY 2015-16 Budget	\$7,000
FY 2014-15 Actual Expenditures	\$1,635

This account provides funds for staff attendance at specialized workshops and training seminars, and for materials (e.g., audio and video training tapes/CDs) that contribute to professional growth, professional development, and improved Department effectiveness for the Department's staff.

Professional Development	\$2,000
Technical/Skill Building	\$700
General Management/Supervisory/Leadership Skills	\$1,300

Account 42790: Mileage

\$28,200

FY 2015-16 Estimated Actual	\$28,300
FY 2015-16 Budget	\$29,700
FY 2014-15 Actual Expenditures	\$27,422

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable. This also provides \$20,000 mileage reimbursement for Meals On Wheels volunteers (**fully reimbursed by grant funds and contributions.**)

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$127,300**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services \$51,500

FY 2015-16 Estimated Actual	\$127,000
FY 2015-16 Budget	\$119,100
FY 2014-15 Actual Expenditures	\$23,925

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit	\$1,500
Provides for professional services related to facilitator training and a speaker for the annual Youth Summit	
Code Enforcement Software Technical Support	\$8,000
Annual music licensing fee for materials used by the City for special events and presentations; the fee is based on population	\$7,000
Broadcasting services for City Council, Planning Commission, and School Board meetings ( <b>approximately \$1,200 - \$2,400 partially reimbursed by SVUSD</b> )	\$35,000

Account 44210: Animal Services \$775,300

FY 2015-16 Estimated Actual	\$260,000
FY 2015-16 Budget	\$260,000
FY 2014-15 Actual Expenditures	\$294,662

This account provides for the net costs of contract animal services paid to the County of Ventura, including operation of the Camarillo and Simi Valley Animal Shelters.

Justification for increase over the FY 2015-16 Budget and Estimated Actual:

The proposed FY 2016-17 Budget reflects an overall increase in County costs being passed through to the participating cities.

Projected Expenses:	\$ 775,300
Projected Revenues:	<u>\$ (334,200)</u>
Projected Net Costs	\$ 441,100

**FY 2016-17  
REQUEST  
\$9,300**

Account 44310: Maintenance of Equipment

FY 2015-16 Estimated Actual	\$1,300
FY 2015-16 Budget	\$1,100
FY 2014-15 Actual Expenditures	\$16,476

This account provides for maintenance of Department vehicle washes, maintenance of Crossing Guard equipment and new light bars for replacement Code Enforcement vehicles.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2016-17 reflects new replacement light bars for Code Enforcement vehicles that have been approved for purchase.

Account 44460: Public Nuisance Abatement

\$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$2,000
FY 2014-15 Actual Expenditures	\$0

This account provides for contractor services for the annual Public Nuisance Abatement Program. All expenses for this program are offset through the violating property owners' voluntary payment of charges or through liens and special assessments placed on property tax

Account 44490: Other Contract Services

\$150,000

FY 2015-16 Estimated Actual	\$150,000
FY 2015-16 Budget	\$150,000
FY 2014-15 Actual Expenditures	\$150,000

This account provides funding to non-profit organizations for community projects and programs. **The funding is 100% reimbursed by an agreement with Waste Management.**

**SUBTOTAL - SERVICES:**

**\$986,100**

**TOTAL CURRENT EXPENSES:**

**\$1,113,400**

**DEPARTMENT OF COMMUNITY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Clerk II (Filled) Position by 50%  
TOTAL: \$37,500

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700  
PRIORITY: 10

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salary and Benefits	\$37,500
TOTAL:		<u>\$37,500</u>

The Clerk II position supports the Department's programs by performing a variety of clerical assignments. Previously, the position was responsible for preparing time sheets and monitoring two-way radio communications in support of the Crossing Guards.

The current Clerk II is planning to retire halfway through the fiscal year. In preparation, staff is proposing to reassign related Crossing Guard responsibilities to other City staff members for the 2016-17 school year, and to keep the position vacant for the remainder of the fiscal year.

**DEPARTMENT OF COMMUNITY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Office Supplies  
TOTAL: \$1,000  
ACCOUNT: 100-2005, 2010, 2115, 2235, 2245-42230  
PRIORITY: 12

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Office Supplies	\$1,000
TOTAL:	<u>\$1,000</u>

Community Services staff utilizes materials and supplies for the administration of the Department and its programs. Staff works hard to reduce and re-use supplies wherever possible.

Reducing Office Supplies would reduce the amount of materials and supplies available to be utilized for various programs and administration.

**DEPARTMENT OF COMMUNITY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate One Crossing Guard Post  
TOTAL: \$6,100  
ACCOUNT: 100-2270-41020-42410  
PRIORITY: 13

SAVINGS BREAKDOWN		
<u>Personnel</u>		
Salaries and Benefits		\$6,000
<u>Current Expenses</u>		
Uniform/Clothing Supplies		\$100
TOTAL:		<u>\$6,100</u>

The Community Services Department coordinates with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the crossing of pedestrians at select locations staffed by Crossing Guards during the public school year. The School District requests specific locations, and the Public Works Department Traffic Division determines whether the location meets the City's threshold for providing a Crossing Guard. Many current Crossing Guard Post locations do not meet the City's minimum threshold for providing a Crossing Guard.

Elimination of this funding would result in one less location that does not meet the City's minimum threshold, for a Crossing Guard to assist pedestrians in crossing the street.

**DEPARTMENT OF COMMUNITY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Mailing the Senior Center Newsletter  
 TOTAL: \$3,200  
 ACCOUNT: 100-2230-41020, 42130, 42790  
 PRIORITY: 14

SAVINGS BREAKDOWN		
<u>Personnel</u>		
Temporary Salaries		\$400
<u>Current Expenses</u>		
Postage		\$2,500
Mileage		\$300
TOTAL:		\$3,200

The Senior Center newsletter is published monthly and contains information on programs and activities such as adult education classes, health services, tax and legal assistance, and special events. Individuals have the option to receive the newsletter each month via e-mail, on the City's website, at City facilities, or have the newsletter mailed to their home free of charge. In FY 2015-16, 600 individuals had elected to receive the newsletter via mailing and over 1,000 had elected to receive the newsletter via e-mail. Individuals who receive the newsletter via email have the added benefit of receiving a weekly Senior News Bytes email update. The FY 2016-17 Budget includes the cost of addressing and mailing the newsletter, including staff costs to deliver the newsletter to the nearest bulk mail post office monthly.

Elimination of funding for the mailed delivery of the newsletter would require that seniors obtain copies from Dial-a-Ride vans, the Senior Center, City Hall, Simi Valley Library, or other City buildings, the City's website, or sign-up to receive the newsletter automatically via e-mail. Meals on Wheels recipients would have the newsletter delivered to their home by volunteer drivers along with their meals. For the senior that doesn't routinely utilize electronic media and does not frequent the City's community facilities regularly or receive Meals on Wheels deliveries, this could considerably limit their awareness of services and events geared for seniors.

# ENVIRONMENTAL SERVICES

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**DEPARTMENT OF ENVIRONMENTAL SERVICES  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42150: Communications \$800

FY 2015-16 Estimated Actual	\$800
FY 2015-16 Budget	\$800
FY 2014-15 Actual Expenditures	\$780

This account provides for the Director's cell phone reimbursement in accordance with City policy.

Account 42230: Office Supplies \$5,400

FY 2015-16 Estimated Actual	\$5,400
FY 2015-16 Budget	\$5,400
FY 2014-15 Actual Expenditures	\$3,298

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Account 42410: Uniforms and Clothing \$1,600

FY 2015-16 Estimated Actual	\$1,600
FY 2015-16 Budget	\$1,600
FY 2014-15 Actual Expenditures	\$1,494

This account provides for the purchase of safety boots for:

Building Inspectors, as approved in the General Unit MOA	\$1,200
Supervising Building Inspectors for conducting field inspections	\$400

Account 42420: Special Departmental Expense \$600

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$700
FY 2014-15 Actual Expenditures	\$200

This account covers expenses for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$600
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Justification for increase over FY 2015-16 Estimated Actual:

There were no posting requirements in FY 2015-16; however, funding should be included in the budget for FY 2016-17 to provide for sign posting, if needed.

**FY 2016-17  
REQUEST**

Account 42440: Memberships and Dues

\$10,900

FY 2015-16 Estimated Actual	\$8,600
FY 2015-16 Budget	\$9,800
FY 2014-15 Actual Expenditures	\$6,250

This account includes the following professional certifications, memberships, and dues:

10 - American Planning Association	\$5,000
6 - Certifications earned by Planners through the American Institute of Certified Planners	\$1,100
Southern California Association of Environmental Professionals	\$200
Municipal Management Assistants of Southern California	\$100
Southern California Association of Non-Profit Housing	\$300
Housing California	\$300
International Code Council	\$300
International Code Council - Los Angeles & Ventura Chapters	\$100
California Building Officials	\$200
International Association of Plumbing and Mechanical Officials	\$100
International Association of Electrical Inspectors	\$100
2 - Structural Engineers Association of Southern California	\$600
2 - Professional Engineer licenses	\$300
Certified Access Specialist license	\$500
Certified Access Specialist Institute membership	\$200
25 - Certifications earned by Building and Safety staff through the International Code Council	\$1,500

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2015-16 Budget includes funding for the three-year renewal of 25 ICC certifications earned by Inspectors and one Certified Access Specialist license.

Account 42450: Subscriptions and Books

\$11,200

FY 2015-16 Estimated Actual	\$2,600
FY 2015-16 Budget	\$2,600
FY 2014-15 Actual Expenditures	\$1,860

This account is used for the purchase of code books, legal publications, and subscriptions that enable staff to be informed of the most recent developments in their respective programs and areas of professional concern.

Planning publications, including legal guides and updates (CEQA and the Subdivision Map Act)	\$300
PropertyRadar (formerly ForeclosureRadar) to protect the City's loan investments and determine after-rehab property values	\$700
Handbooks and interpretive manuals for Building and Safety	\$300
Building Code books	\$9,500
Ventura County Star subscription	\$400

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2016-17 Budget includes \$9,500 for the purchase of 2016 California Building Codes which are scheduled to go into effect on January 1, 2017, if adopted as expected.

Account 42460: Advertising

\$5,000

FY 2015-16 Estimated Actual	\$4,400
FY 2015-16 Budget	\$5,400
FY 2014-15 Actual Expenditures	\$6,065

This account provides

Legal advertisements for Planning Commission and administrative public hearings, the costs of which are reimbursed by applicants	\$4,200
Legal advertisements related to the CDBG Program	\$800

Justification for increase over FY 2015-16 Estimated Actual:

More legal advertisements are anticipated for Planning Commission and administrative public hearings than have been required in recent years. These costs are reimbursed by applicants.

Account 42550: Small Tools and Equipment

\$400

FY 2015-16 Estimated Actual	\$400
FY 2015-16 Budget	\$400
FY 2014-15 Actual Expenditures	\$388

This account provides for replacement of Inspectors' tools and safety equipment.

Account 42720: Travel, Conferences, and Meetings

\$9,200

FY 2015-16 Estimated Actual	\$5,300
FY 2015-16 Budget	\$8,500
FY 2014-15 Actual Expenditures	\$1,642

This account provides for essential staff and Planning Commission training at association conferences and chapter meetings. Funds in this account are allocated as follows:

In-State Planning Commission Travel:

2 - American Planning Association CA Chapter Conference (Pasadena) or League of California Cities' Planning Commissioners Academy (Los Angeles)	\$2,400
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In-State Staff Travel:

2 - American Planning Association CA Chapter Conference (Pasadena)	\$2,000
1 - Housing California Annual Conference (Sacramento)	\$1,000
1 - Municipal Management Assistants of So. CA Conference (Ojai)	\$1,100
2 - CDBG training - parking and lunch expenses only (Los Angeles)	\$400
2 - CDBG monitoring - lunch expenses only (Ventura County)	\$100
American Planning Association Regional Chapter Meetings	\$200
1 - California Building Officials Annual Conference (Newport Beach)	\$1,800
ICC, CALBO, CEI, and IAPMO Chapter Meetings	\$200

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Significant savings were achieved in FY 2015-16 because none of the Planning Commissioners attended the Conferences budgeted for them. Funding has been added to the FY 2016-17 Budget for both the Director and City Planner to attend the APA Conference in Pasadena and for one to attend the MMASC Annual Conference.

Account 42730: Training \$9,300

FY 2015-16 Estimated Actual	\$5,700
FY 2015-16 Budget	\$7,900
FY 2014-15 Actual Expenditures	\$6,592

This account provides for essential training to enable staff to comply with various laws, properly enforce codes, and maintain professional certifications. Funds in this account are allocated as follows:

Regulatory Training for:	
15 - Building and Safety staff (AB 717)	\$3,000
2 - CDBG staff	\$200
Certification/Licensing for:	
5 - Planning staff (American Institute for Certified Planners)	\$1,300
15 - Building and Safety staff (International Code Council)	\$3,000
Professional Development for:	
4 - Housing staff	\$1,300
1 - Planning staff	\$100
Technical/Skill Building in GIS/ESRI for:	
1 - Planning staff	\$400

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Funds have been included to provide training for the acquisition and maintenance of professional certificates and licenses, to ensure compliance with the latest regulations, and for GIS training for Planning staff to maintain proficiency in this important geo-based resource.

Account 42790: Mileage \$5,100

FY 2015-16 Estimated Actual	\$5,100
FY 2015-16 Budget	\$5,100
FY 2014-15 Actual Expenditures	\$4,916

This account provides reimbursement to staff for use of their personal vehicles for City business.

**SUBTOTAL - SUPPLIES AND MATERIALS \$59,500**

**CURRENT EXPENSES - SERVICES**

Account 44310: Maintenance of Equipment

\$1,300

FY 2015-16 Estimated Actual	\$500
FY 2015-16 Budget	\$1,400
FY 2014-15 Actual Expenditures	\$16,915

Through FY 2014-15, this account provided for the maintenance and repair of City vehicles as well as office equipment. Beginning in FY 2015-16, vehicle maintenance and repair has been included as part of the City's Cost Allocation Plan and is no longer reflected in individual Departmental budgets. Thus, this account now provides for maintenance of the following Departmental equipment:

Maintenance and repair of office equipment (shredder, date-time stamp, transcriber, and projector)	\$1,100
Washing of Building and Safety vehicles	\$200

Justification for increase over FY 2015-16 Estimated Actual:

Fewer repairs were required for office equipment in FY 2015-16; however, as the equipment ages, it is anticipated more maintenance and repairs will be needed.

Account 44490: Other Contract Services

\$50,000

FY 2015-16 Estimated Actual	\$25,000
FY 2015-16 Budget	\$71,040
FY 2014-15 Actual Expenditures	\$3,960

This account provides funding for plan check consultants to perform review of residential, commercial, and industrial building plans during periods of high demand for such review. Contract services are only retained in instances where the workload is at such a high level that in-house Plan Check Engineers cannot guarantee that initial plan reviews will accomplish the City's turn-around goals. These expenditures are fully offset by plan check revenues deposited by applicants.

Justification for increase over FY 2015-16 Estimated Actual:

Only \$25,000 was spent in 2015-16 because Plan Review staff was otherwise able to maintain the turn-around goals given the number and timing of plan submittals. The requested budget amount is necessary to maintain current levels of service.

**SUBTOTAL - SERVICES:**

**\$51,300**

**TOTAL CURRENT EXPENSES:**

**\$110,800**



CITY OF SIMI VALLEY

# PUBLIC WORKS

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**DEPARTMENT OF PUBLIC WORKS  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities \$1,461,000

FY 2015-16 Estimated Actual	\$1,461,000
FY 2015-16 Budget	\$1,569,000
FY 2014-15 Actual Expenditures	\$1,470,564

This account provides for electricity and water costs for the following:

Parkway and Tree Maintenance \$252,000  
Funding for both electricity and water costs associated with maintaining lawns, groundcover, street trees, shrub, etc. within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

Lighting Maintenance \$1,209,000  
Funding for electricity cost associated with City-owned traffic signals and streetlights.

Account 42150: Communications \$10,800

FY 2015-16 Estimated Actual	\$7,800
FY 2015-16 Budget	\$10,800
FY 2014-15 Actual Expenditures	\$7,141

This account includes the monthly rental for pagers for Public Works personnel (\$800), cell phone reimbursement (\$800), and telecommunication lines for monitoring traffic signal system (\$9,200).

Justification for increase over FY 2015-16 Estimated Actual:

The upgrade to DSL lines for the traffic signal system is in progress additional signals will be implemented in FY 2016-17.

**FY 2016-17  
REQUEST**

Account 42230: Office Supplies

\$7,000

FY 2015-16 Estimated Actual	\$8,000
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$4,449

Basic office supplies for the administration of the Public Works Department are purchased through this account including such consumable items as pens, pencils, erasers, paper stock, and folder.

Account 42235: Furnishings & Equipment (non-capital)

\$7,500

FY 2015-16 Estimated Actual	\$4,955
FY 2015-16 Budget	\$4,955
FY 2014-15 Actual Expenditures	\$15,100

This account provides funding for light bars for replacement vehicles (#427, #447, and #483 at \$1,000 each) and one plan holder (\$4,500) required for the Engineering Section.

Account 42310: Rentals

\$7,000

FY 2015-16 Estimated Actual	\$6,200
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$1,458

This account provides funding for the as-needed rental of various types of equipment such as power augers, cranes, wet vacuums, pumps, sandblasters, drills, compressed gas tanks, bobcats, highlights, and gradealls. This account also provides for rental equipment as needed for the bridge maintenance program.

Justification for increase over FY2015-16 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the Maintenance Section. A minimum amount is budgeted each year to cover anticipated needs and emergencies.

Account 42410: Uniforms and Clothing

\$28,000

FY 2015-16 Estimated Actual	\$28,000
FY 2015-16 Budget	\$28,000
FY 2014-15 Actual Expenditures	\$26,693

This account provides for the rental, cleaning, and replacement of maintenance worker clothing and for the purchase of safety equipment (boots, glasses, ear protectors, gloves, dust masks, hard hats, rain gear, etc.) for the following Public Works divisions:

**FY 2016-17  
REQUEST**

Parkway and Tree Maintenance	\$6,700
Street Maintenance	\$5,700
Building Maintenance	\$6,400
Library Maintenance	\$400
Traffic Maintenance	\$1,800
Vehicle Maintenance	\$2,600
Secondary Drain Maintenance	\$1,700
Graffiti Abatement	\$400
Environmental Compliance	\$1,200
Public Works Inspection	\$1,100

Account 42420: Special Departmental Expense \$110,000

FY 2015-16 Estimated Actual	\$110,000
FY 2015-16 Budget	\$133,900
FY 2014-15 Actual Expenditures	\$117,734

These funds provide for the operation and maintenance of six groundwater dewatering wells throughout the City. The funds are used to pay for energy to operate the pumps and for pump maintenance and replacement.

Account 42440: Memberships and Dues \$12,100

FY 2015-16 Estimated Actual	\$12,400
FY 2015-16 Budget	\$12,400
FY 2014-15 Actual Expenditures	\$9,210

This account includes the following professional certifications, membership, and dues:

American Public Works Association	\$2,300
Municipal Management Association of Southern California	\$200
American Society of Civil Engineers	\$1,700
Institute of Transportation Engineers	\$1,400
National Safety Council	\$400
Professional Engineer Registrations	\$1,200
Maintenance Superintendents Association	\$200
International Society of Arboriculture	\$1,900
Irrigation and Irrigation Tech Associations	\$500
Pesticide Applicators Professional Association	\$200
Society of Municipal Arborists	\$200
California Association of Pest Control Advisors	\$400
Floodplain Management Association of California	\$100
Association of State Floodplain Managers	\$100
California Water Environment Association Memberships and Certificates (Environmental Compliance)	\$1,300

**FY 2016-17  
REQUEST**

Account 42450: Subscriptions and Books

\$1,700

FY 2015-16 Estimated Actual	\$1,700
FY 2015-16 Budget	\$1,700
FY 2014-15 Actual Expenditures	\$684

This account provides for the annual renewal of subscriptions to professional journals and for the purchase of technical reference books.

Technical books, Standard Specifications and plan books	\$900
Trade journals	\$400
Environmental Compliance publications (technical books, manuals, and Best Management Practice handbooks)	\$400

Account 42460: Advertising

\$1,000

FY 2015-16 Estimated Actual	\$1,000
FY 2015-16 Budget	\$1,000
FY 2014-15 Actual Expenditures	\$924

This account funds advertising for the Household Hazardous Waste Program, Electronic Waste events, and other environmental outreach programs.

Account 42500: Fuel and Lubricants

\$244,200

FY 2015-16 Estimated Actual	\$269,000
FY 2015-16 Budget	\$327,000
FY 2014-15 Actual Expenditures	\$259,086

These funds provide for gasoline, diesel fuel, and lubricants for City vehicles (except Police Department and Transit vehicles). The Department's average usage is 73,000 gallons of gasoline and 23,000 gallons of diesel per fiscal year. The estimated price per gallon for both for FY 2016-17 is \$2.44. \$10,000 is included in the budget for lubricants.

Account 42510: Tires

\$61,400

FY 2015-16 Estimated Actual	\$61,400
FY 2015-16 Budget	\$51,400
FY 2014-15 Actual Expenditures	\$51,502

This account funds the purchase of tires and tubes required to maintain City vehicles and equipment that may be purchased through a Cooperative Purchasing Program.

**FY 2016-17  
REQUEST**

Account 42550: Small Tools and Equipment

\$9,000

FY 2015-16 Estimated Actual	\$10,000
FY 2015-16 Budget	\$10,000
FY 2014-15 Actual Expenditures	\$7,752

This account provides for items such as hand tools, weed whips, drills, chainsaws, axes, torches, shovels, nail guns, levels, pry bars, hoses, nozzles, wrenches, screwdrivers, and small survey tools.

Account 42560: Operating Supplies

\$443,600

FY 2015-16 Estimated Actual	\$453,000
FY 2015-16 Budget	\$464,600
FY 2014-15 Actual Expenditures	\$445,971

This account funds the purchase of all supplies required by the following Divisions:

<u>Parkway and Tree Maintenance</u>		\$11,500
Tree and roadside supplies	\$11,000	
Arbor Day supplies	\$500	

<u>Street Maintenance</u>		\$160,000
Asphalt	\$78,600	
Concrete	\$64,600	
Aggregate Base	\$2,000	
Supplies for Bridge Maintenance Program	\$3,000	
Other supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	\$11,800	

<u>Building Maintenance</u>		\$65,000
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Miscellaneous building materials and custodial supplies needed to maintain City buildings and parking lot lights at the facilities listed below:

- Animal Shelter (exterior only)
- City Hall
- Cultural Arts Center
- Department of Motor Vehicles building
- Development Services Building
- Former Print Shop
- Former Sheriff's Station
- Mt. McCoy and Stow radio equipment buildings
- Police Facility
- Public Services Center - maintenance buildings
- Public Services Center - office buildings
- Rail Station
- Sanitation and Water Operations buildings
- Senior Center
- Transit Maintenance and Operations Facility

FY 2016-17  
REQUEST

Library Maintenance \$5,000  
 Paper products, cleaning products, lighting supplies, electrical and plumbing supplies.

Traffic Maintenance \$35,000  
 Raised pavement markers, reflectorized pavement markers, paint, beads, street name signs, signposts, guide signs, stencils, banners, flags, and other supplies.

Vehicle Maintenance - All City Vehicles and Equipment \$118,600  
 Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.

Secondary Drain Maintenance \$6,200  
 Miscellaneous expenses for the purchase of concrete, asphalt, grates, manhole covers, catch basin guards, forms, and nails. Also provides for the purchase of hardware and filters for installation in catch basins at the Public Services Center to meet Stormwater Quality Management Program requirements.

City Engineering/Traffic Engineering \$7,300

Engineering and drafting supplies	\$3,000
Stacking record file boxes, plan hold files	\$300
Mylar paper	\$1,000
Engineering copier print paper	\$2,000
Safety equipment and measuring tools	\$1,000

Graffiti Abatement \$10,000  
 Provides for graffiti removal supplies which include paint, towels, and chemicals.

Environmental Compliance \$25,000  
 Supplies and equipment for Stormwater and Hazardous Materials Management Programs such as safety equipment, fire extinguishers, containers for sampling, beakers, pH meter replacement parts, spill cleanup equipment, spill dikes, drain blocks, overpack containers, spill kits, and anti-spark tools. Included are funds for fluorescent tube disposal supplies, gas detector supplies, brochures, supplies to be used in the training and education of the local business community in environmental regulations, pollution prevention, waste reduction and effective resource management practices, and supplies to support community and Arroyo cleanup projects. Also included is the purchase of curb markers to meet NPDES storm drain stenciling requirements, and maintenance supplies and replacements for catch basin trash excluders and trash/recycle receptacles.

**FY 2016-17  
REQUEST**

Account 42720: Travel, Conferences, and Meetings

\$9,100

FY 2015-16 Estimated Actual	\$7,100
FY 2015-16 Budget	\$8,100
FY 2014-15 Actual Expenditures	\$6,098

These funds are expended for attendance at selected professional association meetings, conferences, and training programs that allow staff to enhance technical knowledge and to stay current with recent developments in engineering and public works related fields.

Training Related Travel

1 - CWEA Pretreatment Prevention and Stormwater Conference, or CASQA, Cal (Environmental Compliance Management Staff)	\$1,200
1 - Used Oil Recycling/Household Hazardous Waste/Western Sustainability and Pollution Prevention Network Conference (Environmental Compliance Management Staff)	\$1,000
1 - Maintenance Superintendents Association Conference (Maintenance Superintendent)	\$1,000
1 - FEMA Floodplain Administer Training (Deputy Director/ Development Services ) - travel accommodations and training fully reimbursed by FEMA	\$200
1 - Floodplain Management Association Conference (Deputy Director/Development Services) (Sacramento, CA)	\$1,100
1 - Qualified Stormwater Pollution Prevention Plans Practitioner (QSP) Training and Certification (Public Works Inspector, Engineering)	\$800
1 - Certified Inspector of Sediment and Erosion Control (CISEC) Training and Certification (Public Works Inspector, Engineering)	\$700
1 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada (Public Works Inspector)	\$500

Other Travel, Conferences, and Meetings

12 - American Public Works Association Meetings (APWA), (Admin/ Eng. Limited to five per month.)	\$800
3 - Municipal Management Association of Southern California Conference (Management Analyst/Deputy Dir./Admin)	\$100
5 - Institute of Transportation Engineers Bi-monthly Meetings	\$200
4 - American Society of Civil Engineers Meetings	\$200
1- Maintenance Superintendents Assoc. Meetings (Maintenance)	\$500
1 - Municipal Equipment Maintenance Assoc. Conference (Maintenance)	\$300
1 - Irrigation Association Conference (Maintenance)	\$500

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

FY 2016-17 budget includes additional funds for CWEA meetings and Maintenance Superintendents Association conference costs, and funds for one Public Works Inspector to attend the Tri-State Seminar.

Account 42730: Training \$14,000

FY 2015-16 Estimated Actual	\$10,500
FY 2015-16 Budget	\$16,700
FY 2014-15 Actual Expenditures	\$7,597

This account provides funds for staff to attend specialized workshops, classes, and seminars and for training materials for the purpose of expanding organizational and job-related development. Courses include:

Professional Development:	\$2,700
Certification/Licensing:	\$5,300
Regulatory Training:	\$5,700
General Management/Supervisory/Leadership Skills:	\$300

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

FY 2016-17 budget includes additional funds Caltrans Local Assistance training for Engineering.

Account 42790: Mileage \$6,400

FY 2015-16 Estimated Actual	\$6,400
FY 2015-16 Budget	\$6,400
FY 2014-15 Actual Expenditures	\$5,213

This account provides reimbursement for use of personal vehicles on City business.

**SUBTOTAL - SUPPLIES AND MATERIALS \$2,433,800**

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$321,000

FY 2015-16 Estimated Actual	\$346,300
FY 2015-16 Budget	\$361,841
FY 2014-15 Actual Expenditures	\$457,411

This account provides for the following consultant services and studies, some of which are reimbursable from developer fees:

<u>City Engineering</u>	\$241,000
Review of development project geotechnical and soils reports. This expense is fully reimbursed through direct billing to developer.	\$80,000
Funding for County of Ventura record map checking and right of way documents. This expense is partially reimbursed through developer fees.	\$50,000
Engineering contract services, which include such items as providing funding for contracted public improvement plan review, plan check services for review of private land development related projects, inspection services, review of development project geotechnical engineering and soils reports, surveying for general engineering purposes that due to technical and/or time constraints cannot be performed by current staff, and recording of documents. Most of these expenses are reimbursed through developer fees.	\$80,000
Review of development project hydrological/hydraulic report. This expense if fully reimbursed through developer reimbursement.	\$15,000
Maintenance and management of the Citywide hydrological and hydraulic models and supporting data, update of the Storm Drain System Atlas GIS, including land development project infrastructure and GIS mapping services.	\$10,000
Consultant services to investigate various right of way issues associated with easements and land acquisition.	\$6,000

Traffic Engineering \$10,000

This account provides funds for traffic counts for morning and afternoon peak hour traffic at City intersections as required by the State Congestion Management Program and for daily traffic counts for traffic counts for traffic requests and to update the City's Traffic Volume Map. This account also provides funds for professional services for traffic modeling.

Environmental Compliance \$70,000

The City is a stakeholder in the "Parties Implementing Total Maximum Daily Loads (TMDLs) on the Calleguas Creek Watershed." The TMDLs limits includes pesticides, metals, toxicity, salts and nutrients; identified as having impacted the surface water and requiring monitoring and cleanup efforts. The City's cost is calculated based upon a formula that fairly allocates costs to the twelve stakeholders in the MOA.

Account 44310: Maintenance of Equipment \$54,700

FY 2015-16 Estimated Actual	\$54,700
FY 2015-16 Budget	\$54,700
FY 2014-15 Actual Expenditures	\$44,229

This account provides for maintenance of Departmental equipment as follows:

Parkway and Tree Maintenance \$3,700

Provides for parts, minor repairs, and services of power equipment, brush chipper blades, tree stump grinder parts, chain saws, weed whips, and air blowers.

Vehicle Maintenance \$50,000

Maintenance of equipment costs for outside work that cannot be performed in-house due to staffing, time constraints, and specialized equipment needs. Examples of such work include welding, specialized equipment repairs, air conditioning system repairs, front-end alignments, differential repairs, transmission repairs, vehicle glass replacements, and maintenance to vehicle mobile radios. The amount also includes both vehicle smog and diesel smoke certifications.

City Engineering \$1,000  
 Reader/printer maintenance

**FY 2016-17  
REQUEST**

Account 44450: Landscape Maintenance Contract

\$1,035,300

FY 2015-16 Estimated Actual	\$1,035,300
FY 2015-16 Budget	\$1,035,300
FY 2014-15 Actual Expenditures	\$1,017,273

This account funds contract maintenance of lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

Parkway and Tree Maintenance \$1,010,300

- a) Contract maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse, DMV, and City-owned and undeveloped parcels. \$847,000
  
- b) Contract maintenance of trees 15 feet in height and above in the Landscape District No. 1, Zone 39 (City-owned and maintained properties) areas. Complete Trim Cycle. \$136,600
  
- c) Smart irrigation controller wireless communication service for 132 sites in the Landscape District No. 1, Zone 39. \$19,500
  
- d) First Street/Highway 118 Landscape Maintenance Area (2 months). \$7,200

Library Maintenance \$25,000

Contract maintenance of lawns, groundcover, trees, shrubs, etc. for the Simi Valley Library.

Account 44490: Other Contract Services

\$1,202,300

FY 2015-16 Estimated Actual	\$1,352,700
FY 2015-16 Budget	\$1,398,200
FY 2014-15 Actual Expenditures	\$1,084,182

This account provides for contractual services in the following program areas:

<u>Parkway and Tree Maintenance</u>		\$400,100
a)	Contract maintenance for street trees that are beyond staff and equipment capability, to accommodate requests for street tree services and the overlay/slurry seal program, and for new trees in the right-of-way.	\$245,500
b)	Contract maintenance and watering of 500 not yet established street trees in conjunction with the Street Tree Replacement Program.	\$31,200
c)	Roadside and street tree herbicide/pesticide applications (parkways, enhanced parkways and Landscape District).	\$56,200
d)	Weed abatement and erosion control for the Former Sheriff's Station.	\$16,000
e)	Projected cost of landfill disposal fees for roadside and street tree debris.	\$4,000
f)	Outside services for printing and miscellaneous color copies (educational brochures, pamphlets, etc.).	\$500
g)	Safety kits and related first aid items.	\$1,500
h)	Contract arborists' reviews and reports of preserved street trees.	\$5,700
i)	Removal and replacement of diseased eucalyptus trees.	\$15,000
j)	Removal and replacement of non-conforming street trees.	\$20,000
k)	Tree inventory software upgrade, maintenance and support.	\$2,000
l)	Landscape Assessments Reporting to Ventura County.	\$2,500
<u>Street Maintenance</u>		\$118,000
Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.		
a)	Curb, Gutter, Asphalt, and Sidewalk Replacement Program	\$20,000
b)	Bridge Maintenance Program	\$13,000
c)	Slurry Seal Program	\$70,000

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|----|--|----------|
| d) | Cooperative Services (County of Ventura) | \$5,000  |
| e) | Access road maintenance (Lost Canyons)   | \$10,000 |

<u>Building Maintenance</u>	\$175,000
Provides contractual maintenance items and services for City buildings.	

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|----|---|----------|
| a) | Air conditioning and heating system repairs for all City buildings, excluding the Library and Police Facility.  | \$91,000 |
| b) | Miscellaneous painting for City building.   | \$5,000  |
| c) | Pesticide applications around City buildings.   | \$2,500  |
| d) | Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) for all City buildings excluding the Police Facility, Sanitation, and Waterworks. | \$15,000 |
| e) | Contract monitoring of fire alarm systems for all City buildings excluding the Police Facility, Sanitation, and Waterworks.   | \$11,000 |
| f) | Roof repairs for City buildings.  | \$8,000  |
| g) | Custodial equipment servicing/maintenance (floor buffers, vacuum cleaners, etc.)  | \$2,500  |
| h) | Electrical system repairs and maintenance.  | \$4,000  |
| i) | Cultural Arts Center auditorium and Multipurpose Room hardwood floor maintenance.   | \$2,500  |
| j) | Senior Center grease trap maintenance.  | \$2,500  |
| k) | Roll-up door and motorized gate maintenance repairs, and replacement (1 freight door, 14 rollup doors, 2 motorized gates, and 6 automatic doors).                             | \$9,000  |
| l) | Cultural Arts Center and Senior Center/HVAC Management System repair and maintenance.   | \$5,000  |

**FY 2016-17  
REQUEST**

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|----|---|---------|
| m) | Emergency generator, preventive maintenance, and repairs for City Hall.   | \$3,000 |
| n) | Miscellaneous services: repair/replacement of water heaters, interior/exterior drinking fountains, sump pumps, dishwasher, ice makers, ovens, refrigerators, exterior signs, windows, drains, locksmith services, bicycle lockers, and parking lot poles. | \$8,000 |
| o) | Service contract for the City Hall Building HVAC Automation system.   | \$6,000 |

<u>Library Maintenance</u>	\$32,000
Provides contractual maintenance items and services for the Simi Valley Library.	

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|----|---|----------|
| a) | Air conditioning and heating system repairs and HVAC management system repair and maintenance.  | \$20,000 |
| b) | Building maintenance contract services such as roof repairs, painting, door repairs and refinishing, locksmith services, floor and carpet repairs, plumbing services, and pesticide applications. | \$10,000 |
| c) | Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) and monitoring of fire alarm systems.   | \$2,000  |

<u>Traffic Maintenance</u>	\$92,000
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|----|---|----------|
| a) | Street striping, sandblasting, pavement markers, and painting of school crosswalks. | \$40,000 |
| b) | Installation of flag banners.   | \$12,000 |
| c) | Armed Forces Banner and Replacement Program.  | \$40,000 |

<u>Vehicle Maintenance</u>	\$36,500
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|----|--|---------|
| a) | Ventura County oversight and consultant testing of underground fuel tanks (mandatory). | \$2,600 |
| b) | Permit Fees for Garage Operations:   |         |
|    | Statewide portable equipment registration  | \$700   |
|    | Ventura County APCD (portable engines)   | \$2,900 |
|    | Ventura County APCD (emergency generator)  | \$700   |
|    | Ventura County APCD (underground fuel tanks)   | \$600   |
|    | Ventura County EHD (emergency generator)   | \$600   |
|    | Ventura County EHD (underground fuel tanks)  | \$4,400 |

**FY 2016-17  
REQUEST**

c)	Gasboy Upgrade	\$20,000	
d)	Facility Dude Annual Maintenance Fees	\$4,000	
	<u>Secondary Drain Maintenance</u>		\$22,500
	This allocation is for the projected cost of contract cleaning of various drainage pipes throughout the City, herbicide spraying of channels, and landfill disposal fees.		
	<u>City Engineering/Traffic Engineering</u>		\$7,000
	Provides engineering copying services to accommodate sets of construction plans, specifications and provides microfilming of maps for use by the reader/printer. Also provides for copying mylars, and mass mailing services.		
	<u>Lighting Maintenance</u>		\$219,500
	Provides maintenance contract services for 121 City-owned traffic signals.		
	<u>Graffiti Abatement</u>		\$12,500
	Contract graffiti abatement.		
	<u>Environmental Compliance</u>		\$87,200
a)	Provides for first aid supplies, Arroyo Simi Cleanup event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program.	\$3,200	
b)	Contract services for hazardous waste packing and disposal removed from City streets as a result of spill and/or illegal activity.	\$9,000	
c)	NPDES stormwater permit fee.	\$40,000	
d)	Contract services for maintenance of basin trash excluders and storm drain catch basins (NPDES permit requirement).	\$35,000	
<b>SUBTOTAL - SERVICES:</b>			<b><u>\$2,613,300</u></b>
<b>TOTAL CURRENT EXPENSES:</b>			<b><u>\$5,047,100</u></b>

**PUBLIC WORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One City Engineer  
REQUEST: \$70,000 (General Fund)  
ACCOUNT: 100-4080 Salaries & Benefits  
PRIORITY: 1

**COST BREAKDOWN**

Personnel

City Engineer (1/3 split funded)	\$70,000
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TOTAL:	\$70,000
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In FY 2014-15, the Department initiated a reorganization and combined all of the Public Works Engineering functions into one engineering Division, Engineering Services. The new Division is located in City Hall and includes six Sections; Capital Projects, Traffic Engineering, Development Services, Waterworks Engineering, Sanitation Engineering, and Public Works Inspection, with combined staffing of 37 authorized positions. To manage the Division the City Council approved the reclassification of the former Deputy Director/City Engineer position to City Engineer. However, to help address the FY 2014-15 projected budget deficit the Department offered to freeze the City Engineer position for one year, and the Director and Assistant Director continued to manage the various Sections. To provide enhanced efficiency and coordination of all Public Works engineering functions, the Division and its Section supervisors should have a direct day-to-day manager. Therefore, funding for the City Engineer position is requested in the FY 2016-17 budget.

The City Engineer will manage engineering functions for all three funds (General Fund, Sanitation Fund, Waterworks Fund), therefore it is recommended that funding for the position be split equally between the funds resulting in an approximate \$70,000 annual share for each fund.

General Fund = \$70,000

Sanitation Fund = \$70,000

Waterworks Fund = \$70,000

Total Cost = \$210,000

**PUBLIC WORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Add one Information System (GIS) Analyst II (1/3 Sanitation, 1/3 Wateworks, 1/3 General Fund)  
REQUEST: \$42,800 (General Fund)  
ACCOUNT: 100-4005 Salaries and Benefits  
PRIORITY: 2

**COST BREAKDOWN**

Personnel

Information System (GIS) Analyst II (1/3 split funded)	\$42,800
<b>TOTAL:</b>	<u>\$42,800</u>

The Department of Public Works is requesting authorization to add a Information System (GIS) Analyst II position to the Administrative Services Division in Public Works in order to fulfill support of the Department's and City's Geographic Information System (GIS). The demand for GIS support services has significantly increased with the implementation of the Hansen System project which utilizes GIS data for asset management and work orders for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. The demand for GIS support will continue to grow with the anticipated new Enterprise Information Management System that is integrated with GIS and its data.

The City of Simi Valley has made major strides in technology development over the past ten years. The addition of enterprise systems such as GIS has enabled staff to collect, view, analyze and query an assortment of data from their desktops and at the public front counters. The GIS Program is responsible for managing the City's GIS and permit systems, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

The City has reached a maturation stage of development with GIS. At this stage, the system usually becomes fully integrated with public works and other technology resources of the City, and GIS functions are considered an integral part of the business process within City departments. GIS applications will be developed using industry-standard programs for ease of use by nontechnical staff and the permit modules will be designed and built to further integrate development processes. City-wide access to GIS through desktop PCs will be completed, including Intranet access for common functions. New layers will be added to the databases that were not developed during the initial implementation. New applications will be developed, and the initial applications will be customized to provide additional functionality for user departments.

During the development of an enterprise system, the identification and design of applications is to be completed and tested for user departments. Once tested, the operational rollout of applications follows completion of installation and training. Following installation, some time will be required to modify the applications as needed and to streamline procedures for integrating the applications into departmental work flows.

Given the increases in users, departmental requests, and software applications over the past years, the Public Works Department is requesting the approval of one Information Services Analyst II position in order to continue supporting and maintaining the City's GIS. This position will allow the Public Works Department to maintain the current GIS and to enhance the systems for improving business processes in all departments.

**DEPARTMENT OF PUBLIC WORKS  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the City's Flags and Banners Program  
TOTAL: \$17,000  
ACCOUNT: 100-4140-42560 and 44490  
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$12,000
Operating Supplies	\$5,000
<b>TOTAL:</b>	<b>\$17,000</b>

The City has an annual program to place seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds totaling \$17,000 are budgeted in Other Contract Services and Operating Supplies to maintain this program. Elimination of these funds will eliminate the annual flags and banners program.

**DEPARTMENT OF PUBLIC WORKS  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the City's Armed Forces Banner And Replacement Program  
TOTAL: \$20,000  
ACCOUNT: 100-4140-44490  
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$20,000
<b>TOTAL:</b>	<u>\$20,000</u>

The City has an annual program to install, maintain and replace armed forces banners along designated streets within the City. Funds totaling \$40,000 are budgeted in Other Contract Services to maintain this program. We are currently running out of Edison Pole locations to install new banners. Reducing these funds is justified as very few locations remain for continued installations in FY 2016-17 and beyond. Reducing these funds will reduce the number of new and replacement banners installed for FY 2016-17.



CITY OF SIMI VALLEY

POLICE

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**POLICE DEPARTMENT  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42150: Communications

\$36,700

FY 2015-16 Estimated Actual	\$32,400
FY 2015-16 Budget	\$33,700
FY 2014-15 Actual Expenditures	\$23,565

This account provides for:

Department of Justice CLETS access	\$8,300
County of Ventura CLETS access	\$17,500
Satellite TV for Mobile Command Post	\$700
GPS Trackers Service	\$7,800
Language translation at switchboard	\$400
Cell Phone Reimbursement	\$1,400
Wireless airtime for K-9 vehicles	\$600

Justification for increase over FY2015-16 Budget and Estimated Actual:

FY 2016-17 Budget includes anticipated increases in CLETS, service plans for additional GPS trackers, and wireless communication for K-9 vehicles.

Account 42200: Computers (Non-Capital)

\$1,200

FY 2015-16 Estimated Actual	\$9,900
FY 2015-16 Budget	\$10,500
FY 2014-15 Actual Expenditures	\$139

This account provides for:

iPad for Interactive Training Program	\$1,000
Video card replacements	\$200

Account 42230: Office Supplies

\$18,200

FY 2015-16 Estimated Actual	\$18,300
FY 2015-16 Budget	\$19,000
FY 2014-15 Actual Expenditures	\$12,434

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Account 42310: Rentals

\$17,600

FY 2015-16 Estimated Actual	\$15,600
FY 2015-16 Budget	\$18,500
FY 2014-15 Actual Expenditures	\$11,490

This account is for the following rentals:

Vehicle rental for covert operations	\$1,500
Judgmental firearms training simulator	\$4,000
Outdoor shooting range & rifle range	\$10,000
ATV & specialized vehicles for special event patrol	\$2,100

Justification for increase over FY2015-16 Estimated Actual:

FY 2016-17 Budget includes rental of vehicles for covert operations that was budgeted but not expended in FY 15-16.

Account 42410: Uniforms and Clothing

\$324,000

FY 2015-16 Estimated Actual	\$323,900
FY 2015-16 Budget	\$446,133
FY 2014-15 Actual Expenditures	\$321,845

This account is used for the following:

Honor Guard uniform and equipment	\$3,100
Bike Officer uniforms and gear	\$800
S.E.S./S.P.S. officer gear	\$3,200
S.W.A.T. officer uniform	\$10,000
C.N.T. officer uniform	\$2,000
Detective and C.S.I. uniforms	\$2,000
Annual uniform allowance	\$200,000
Police Services Assistant and Dispatchers cleaning allowance	\$9,400
Maintenance Worker uniforms and boot allowance	\$1,400
Uniform replacement and badge repair	\$8,000
New officer uniform and equipment - lateral	\$12,900
New officer uniform and equipment - entry	\$17,000
New officer uniform and equipment - reserve	\$16,300
Civilian uniforms	\$6,500
Citizens on Patrol, Volunteer, and Chaplain uniforms	\$2,900
Replacement vests	\$23,000
CLO Safety Equipment	\$1,000
Replacement motorcycle pants, gloves, and night safety glasses	\$1,200
New motor officer gear	\$3,300

Justification for increase over FY2015-16 Estimated Actual:

FY 2016-17 Budget includes replacement of SWAT gear that was budgeted but not expended in FY 15-16. FY 16-17 Budget reduction takes into account fewer hires next year compared to FY 15-16.

Account 42440: Memberships and Dues

\$13,700

FY 2015-16 Estimated Actual	\$12,000
FY 2015-16 Budget	\$12,400
FY 2014-15 Actual Expenditures	\$8,726

This account includes the following professional certifications, membership, and dues:

International Chiefs of Police/California Peace Officers Association	\$200
California Peace Officers Association	\$1,400
California Police Chiefs Association	\$2,200
Municipal Management Association of Southern California	\$300
International Association of Police Chaplains	\$700
Law Enforcement Intelligence Unit	\$600
FBI Law Enforcement Executive Development Association	\$200
FBI National Academy Association	\$200
National Emergency Number Association	\$300
Associated Public Communication Official/California Public Safety Radio	\$400
California Reserve Police Officers Association	\$400
California Narcotics Officers Association	\$1,500
California Tactical Officers Association	\$100
California Association of Hostage Negotiators	\$500
California Gang Investigators Association	\$200
Paramedic/EMT License	\$300
National Technical Investigators Association	\$400
International Association for Identification	\$100
International Association of Financial Crimes Investigators	\$200
Southern California Fraud Investigators Association	\$100
California Law Enforcement Association of Records Supervisors	\$200
California CLETS Users Group	\$100
Southern California Crime and Intelligence Analysis Association	\$100
International Association of Crime Analysts	\$100
California Association of Police Training Officers	\$100
California Crime Prevention Officers	\$300
California Association of Property & Evidence	\$200
California Background Investigators Association	\$200
Ventura County Volunteer Coordinator Council	\$100
Explorer Post Recharter	\$1,600
California Association Code Enforcement Officers	\$400

Justification for increase over FY2015-16 Budget and Estimated Actual:

FY 16-17 Budget provides for organizations not previously budgeted including: Paramedic/EMT License, International Association for Identification, International Association of Financial Crimes Investigators, Southern California Fraud Investigators Association, and California Association of Code Enforcement Officers.

Account 42450: Subscriptions and Books

\$3,300

FY 2015-16 Estimated Actual	\$3,100
FY 2015-16 Budget	\$3,200
FY 2014-15 Actual Expenditures	\$635

Professional reference books	\$400
Chaplain books	\$300
Annual newspaper subscriptions	\$700
Dispatcher training manuals	\$500
Watch Commanders reference materials	\$700
Penal Code/drug reference charts	\$100
International Association for Identification text book	\$300
Records reference materials	\$100
Crime Analysis reference materials	\$100
Public sector and budgeting texts	\$100

Justification for increase over FY2015-16 Budget and Estimated Actual:

FY 2016-17 includes cost increases for some publications and text books not previously budgeted.

Account 42500: Fuel and Lubricants \$256,200

FY 2015-16 Estimated Actual	\$268,400
FY 2015-16 Budget	\$359,500
FY 2014-15 Actual Expenditures	\$286,883

This account provides for the gasoline and lubricants needed to operate Police vehicles.

Account 42560: Operating Supplies \$361,900

FY 2015-16 Estimated Actual	\$337,200
FY 2015-16 Budget	\$350,750
FY 2014-15 Actual Expenditures	\$442,124

The Operating Supplies Account is used for the purchase of ammunition, vehicle and motorcycle replacement equipment, K-9 food and supplies, surveillance supplies, accident investigation supplies, and other items necessary for the effective operation of the Police Department.

Administration	\$1,500
Dispatch	\$4,000
Patrol	\$45,000
Special Operations Unit	\$15,600
Detectives	\$14,900
Fiscal	\$200
Maintenance	\$155,400
Auxiliary Services	\$108,900
Traffic	\$16,400

Justification for increase over FY2015-16 Budget and Estimated Actual:

FY 2016-17 Budget includes additional funds for equipping the projected number of vehicle replacements.

Account 42720: Travel, Conferences, and Meetings \$86,300

FY 2015-16 Estimated Actual	\$82,800
FY 2015-16 Budget	\$87,300
FY 2014-15 Actual Expenditures	\$59,057

This account provides for attendance at selected professional association conferences and meetings.

The following travel and conferences are projected for FY 2016-17

1 - California Peace Officers Association (CA)	\$1,500
3 - Versaterm Conference (Toronto, Canada)	\$7,200
8 - Versa-West Meetings (various locations-CA)	\$300
1 - Law Enforcement Intelligence Units (LEUI) (TBD)	\$2,500
1 - Int'l Assoc of Chiefs of Police (IACP) Conference (San Diego, CA)	\$1,500
1 - California Peace Officers Assoc. (CPOA) Conference (Sacramento, CA)	\$1,400
2 - California Peace Officer Memorial (Sacramento, CA)	\$800
3 - Women Leadership in Law Enforcement (San Diego, CA)	\$2,700
1 - COPA Board Meetings (9 trips-Sacramento, CA)	\$2,500
1 - Executive Assistant/Secretary Meetings (CA)	\$400
1 - Liebert Cassidy Whitmore Conference (Anaheim, CA)	\$1,500
1 - California FirstNet Responders Meetings (5 trips-Sacramento, CA)	\$1,400
1 - Cal Police Chief's Assoc Annual Symposium (No CA)	\$1,200
1 - IACP Midsize Agencies Midyear Meeting (TBD)	\$2,000
1 - FBI NAA Annual Training Conference & Exhibition (St Louis, MO)	\$2,400
1 - FBI Law Enforcement Executive Develop Assoc (TBD)	\$2,700
1 - National Emergency Number Association (San Diego, CA)	\$2,700
1 - Assoc of Public-Safety Communications Officials (APCO) (Orlando, FL)	\$2,400
4 - Calif Assoc of Tactical Dispatchers Meetings(Various locations-CA)	\$300
1 - California Public Radio Association Meetings (So. Ca)	\$100
3 - Cal National Emergency Number Assoc (NENA) (2 meetings, local)	\$200
1 - Police K-9 Magazine HITS Conference (Dallas, TX)	\$2,200
4 - Calif. Reserve Police Officer Assoc (CRPOA) Conf. (Sacramento, CA)	\$3,300
2 - Calif. Narcotics Officers Assoc (CNOA) Conf (TBD)	\$3,400
2 - California Assoc of Tactical Officers Conference (Reno, NV)	\$2,400
4 - California Association of Hostage Negotiators (Garden Grove, CA)	\$2,800
1 - California Gang Investigators Conference (Garden Grove, CA)	\$1,500
1 - Advanced Sniper Conference (El Grove, CA)	\$1,400
1 - Homicide Investigators Conference (Las Vegas, NV)	\$1,100
1 - Robbery Investigators Conference (Reno, NV)	\$1,200
1 - So Calif Fraud Investigators Conf (Cathedral City, CA)	\$1,000
1 - Cal. State Division/Internat'l Assoc for Identification (Sacramento, CA)	\$2,600
1 - Computer & Enterprise Investigations Conf (CEIC) (TBD)	\$2,600
1 - Calif Sexual Assault Investigators Conf (TBD)	\$1,400
1 - Calif Law Enforce Assoc Records Supervisors Conf (So Calif)	\$1,100
1 - California CLETS Users Groups Conference (Sacramento, CA)	\$1,500
1 - So Calif Crime and Intelligence Analyst Assoc. Conf (San Diego, CA)	\$2,000
1 - International Assoc of Crime Analyst Assoc Conf (Louisville, KY)	\$2,300
2 - Municipal Management Assoc. of Southern Calif Conference (Ojai, CA)	\$2,400
1 - Calif Association of Property and Evidence (CAPE) Conf. (Anaheim, CA)	\$1,500
1 - Calif Law Enforcement Background Investigator (CALEBI) Conf (Lake Tahoe)	\$1,800
1 - Calif Crime Prevention Officers Association (CCPOA) Conf (TBD)	\$2,100
4 - Campus Safety Conference (Los Angeles, CA)	\$1,000
2 - Calif Assoc of Code Enforcement Officer (No CA)	\$3,400
1 - Lifesaver's Traffic Safety Conf (Charlotte, NC)	\$2,600

Justification for increase over FY 2015-16 Estimated Actual:

FY 2016-17 Budget is higher than FY 15-16 Estimated Actual as some conference venues have moved to Northern California or the East Coast and a few conferences budgeted in FY 15-16 were not attended, but will be attended next year.

**FY 2016-17  
REQUEST**

Account 42730: Training

\$34,000

FY 2015-16 Estimated Actual	\$27,800
FY 2015-16 Budget	\$32,900
FY 2014-15 Actual Expenditures	\$16,039

Non-POST Training includes:

Professional Development	\$4,100
Technical/Skill Building	\$22,200
Regulatory Training	\$2,600
General Management/Supervision	\$5,100

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2016-17 Budget provides training for Department of Justice Forensics/Computer Investigations and National Technical Investigators Assoc (NATIA) High Voltage, which was not previously budgeted.

Account 42760: P.O.S.T. Training

\$110,000

FY 2015-16 Estimated Actual	\$105,000
FY 2015-16 Budget	\$105,000
FY 2014-15 Actual Expenditures	\$106,352

This account was established in FY 1983-84 to provide training courses that are partially reimbursed to the City through the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Justification for increase over FY 2015-16 Budget and Estimated Actual:

FY 2016-17 Budget provides required skills training in anticipation of promotions resulting from retirements and reassignments.

Account 42770: Recruitment

\$35,800

FY 2015-16 Estimated Actual	\$22,000
FY 2015-16 Budget	\$65,000
FY 2014-15 Actual Expenditures	\$23,475

This account provides funding for the following activities conducted prior to the employment of new Police Department staff and volunteers:

Pre-employment physicals	\$12,000
Pre-employment psychological exams	\$10,000
Polygraph exams	\$5,000
Credit checks	\$700
Background Investigator travel	\$2,000
Recruitment Advertising & Supplies	\$1,100
Outside Background Investigators	\$5,000

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2015-16 Estimated Actual are lower than originally anticipated due to new hires not being recruited as quickly as desired.

**FY 2016-17  
REQUEST**

Account 42780: Out of County Investigation \$7,400

FY 2015-16 Estimated Actual	\$7,400
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$8,004

This account provides for travel in pursuit of evidence and suspects who have committed major crimes in Simi Valley and have fled from the area. Out-of-County investigations vary from year to year based on the amount of travel required in the pursuit of suspects committing major crimes.

Account 42790: Mileage \$1,000

FY 2015-16 Estimated Actual	\$1,000
FY 2015-16 Budget	\$1,000
FY 2014-15 Actual Expenditures	\$1,170

This account provides mileage reimbursement when officers are required to appear in court and City vehicles are not available. Additionally, mileage reimbursement is provided to civilian employees when travel is necessary in their assignment.

Account 43010: General Liability \$2,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$1,500
FY 2014-15 Actual Expenditures	\$0

This account provides for liability insurance for City-sponsored events.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

FY 16-17 Budget includes anticipated cost to provide liability insurance based upon projected attendance to City-sponsored events.

**SUBTOTAL - SUPPLIES AND MATERIALS \$1,309,300**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services \$120,000

FY 2015-16 Estimated Actual	\$111,700
FY 2015-16 Budget	\$140,600
FY 2014-15 Actual Expenditures	\$88,066

This account provides for the following:

Critical Incident Debriefing and other administrative professional services	\$1,500
Console cleaning for 9-1-1 center	\$2,800
K-9 Veterinarian and other professional services	\$20,400
Towing, storage, and locksmith services for seized vehicles	\$1,000
Surveillance services	\$2,400
Legal medical exams	\$6,500
Specialized services (towing and impounding vehicles as evidence)	\$3,000
DNA analysis	\$2,500
Lexis-Nexis	\$4,600
High Tech Task Force	\$56,000

**FY 2016-17  
REQUEST**

CSI Certification testing	\$500
Photo labs	\$200
Cell phone search warrant fees	\$2,000
Aerial Lift Truck Annual OSHA Inspection	\$1,400
Crime scene clean-up	\$2,000
Latent print examiner per-exam and proficiency test	\$500
DOJ fingerprint processing	\$4,600
Survey Monkey	\$500
Ventura County temporary holding facility inspection fee	\$500
Refunds & impounds (Sec. 22852 CVC)	\$1,000
Towing of abandoned vehicles from private property	\$500
Drug screening for accident investigations	\$600
Blood extractions for DUIs	\$5,000

Justification for increase over FY 2015-16 Estimated Actual:

FY 2016-17 Budget includes items that are difficult to predict, such as critical incident debriefing and surveillance services. While there is a on-going need to budget for these services, it is not anticipated that they will be fully expended in the current fiscal year.

Account 44012: Outside Legal Services

\$10,000

FY 2015-16 Estimated Actual	\$600
FY 2015-16 Budget	\$15,000
FY 2014-15 Actual Expenditures	\$0

This account provides for outside legal services.

Justification for increase over FY 2015-16 Estimated Actual:

FY 2015-16 Estimated Actual is lower than budget due to the limited number of legal inquiries made during the year. While this account is difficult to predict, services are anticipated. Therefore, FY 16-17 Budget includes funding for potential legal services.

Account 44310: Maintenance of Equipment

\$246,100

FY 2015-16 Estimated Actual	\$236,200
FY 2015-16 Budget	\$246,300
FY 2014-15 Actual Expenditures	\$396,893

Dispatch equipment maintenance	\$500
Special operations equipment repair	\$500
Aerial lift truck repair & maintenance	\$5,000
iRobot maintenance	\$900
Shredder maintenance	\$400
Fire extinguisher (vehicles) servicing	\$1,500
Gas pump service, repair, and inspection	\$5,000
Auto body repair	\$17,000
Vehicle washing and detailing	\$15,000
Motorcycle maintenance	\$24,200
Communications maintenance	\$2,400
Towing of fleet vehicles	\$3,000
Building & communications maintenance	\$20,000
Radar repair and certification	\$3,500

**FY 2016-17  
REQUEST**

Welding repairs (vehicles & building)	\$5,000
Elevator maintenance	\$3,000
Security camera monitoring system maintenance	\$9,000
Emergency generator maintenance	\$6,000
ASCO switch maintenance	\$1,800
Gate maintenance	\$5,000
Fire sprinkler maintenance	\$2,000
Fire alarm maintenance	\$6,000
Security system repairs and hardware	\$7,000
Air Pollution Control District annual permit	\$600
State Board of Equalization permit	\$300
Underground storage tank permit	\$600
Emergency generator permit	\$600
Underground storage tank testing	\$1,300
Gasoline dispenser testing	\$1,300
Environmental Health permit (hazardous materials)	\$2,500
Freezer maintenance	\$1,100
Air Filtration System maintenance (Property Room)	\$1,200
HVAC system preventive maintenance	\$64,500
Fire/Heat Station Alarm	\$12,800
Unitrol repairs	\$3,000
Window tinting	\$3,000
Simi RV Command Post	\$2,000
License plate reader annual service and repair	\$3,100
Diesel fuel polishing	\$2,500
Maintenance of pistols, shotguns, & equipment	\$2,000

Justification for increase over FY 2015-16 Estimated Actual:

FY 2016-17 Budget anticipates cost increases for maintenance under contracts.

Account 44490: Other Contract Services \$60,200

FY 2015-16 Estimated Actual	\$68,200
FY 2015-16 Budget	\$196,200
FY 2014-15 Actual Expenditures	\$67,340

Lexipol on-line service	\$15,300
Investigation services	\$3,500
Cable service	\$600
Annual prorated share of County of Ventura Crisis Intervention Team Training	\$38,500
Training management software	\$800
Cloudspace mobile maintenance	\$1,500

**SUBTOTAL - SERVICES:** \$436,300

**TOTAL CURRENT EXPENSES:** \$1,745,600

**POLICE DEPARTMENT  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: Funding for 5 Motorola APX 7000 Portable Dual Band Radios  
REQUEST: \$30,000  
ACCOUNT: 100-5395-47020  
PRIORITY: 4

COST BREAKDOWN	
<u>Capitalized Furniture &amp; Equipment</u>	
Portable Motorola Dual Band Radios	\$30,000
TOTAL:	<u>\$30,000</u>

The police department is requesting funding for 5 Motorola Portable Dual Band radios. The departments current model of portable radios are no longer in production. The department is frequently called upon for mutual aid with other County agencies that operate on VHF only. It would benefit the department to utilize a radio capable of VHF/UHF in these situations. Currently, officers use two separate radios in mutual aid situations.

**POLICE DEPARTMENT  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: Funding for Replacement of Heating and Air Conditioner System  
 REQUEST: \$615,000  
 ACCOUNT: 100-5005-47020  
 PRIORITY: 5

DEPARTMENT REQUEST		
<u>Capitalized Furniture &amp; Equipment</u>		
2 Large Tonnage HVAC Units and 1		
8.5 Tonnage Unit		\$400,000
65 Variable Air Volume (VAV) Boxes		\$215,000
TOTAL:		\$615,000

CITY MANAGER ACTION		
<u>Project already included in other funding; will be done</u>		
2 Large Tonnage HVAC Units and 1		
8.5 Tonnage Unit		\$400,000
65 Variable Air Volume (VAV) Boxes		\$215,000
TOTAL:		\$615,000

The Police Department was dedicated in 1998, making it now 18 years old. When considering that the Station is occupied 24 hours a day, 365 days a year, the wear and tear more closely reflects 46 years. As with any building that sustains continuous use, deterioration is being evidenced by major system failures and malfunctions. These systems are rapidly approaching the end of their useful life.

Investments are needed to bolster the facility's infrastructure and to avoid catastrophic events when critical systems fail. Substantial and costly upgrades are necessary to avoid total system failure, an unacceptable circumstance given the nature of law enforcement work.

Staff has determined that the environmental system that controls the climate heating and air conditioning system is in need of replacement. This essential system has realized continual major failures. Replacing it with a new system would result in a significant energy savings.

**POLICE DEPARTMENT  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: Funding for Side-By-Side Universal Terrain Vehicle for Traffic Unit  
REQUEST: \$17,000  
ACCOUNT: 651-9501-47030  
PRIORITY: 6

COST BREAKDOWN	
<u>Vehicles</u>	
Universal Terrain Vehicle for Traffic Unit	\$17,000
TOTAL:	<u>\$17,000</u>

The Traffic Unit was approved to purchase a Universal Terrain Vehicle (UTV) in FY 15-16; however, the funds were reallocated by the Auxiliary Services Unit to purchase a 4-Wheel Drive vehicle for the Community Liaison Program. The Traffic Unit will utilize the UTV to supplement enforcement efforts for events such as the 4th of July celebration, the Cajun Festival, and other events where we currently rent golf carts and other vehicles. The Traffic Unit will further utilize the UTV to locate, and more importantly, rescue lost hikers and other injured parties who are in less accessible locations.

Currently, the Police Department cannot transport an injured party off a mountain trail using the off-road motorcycles. In the past, we have had to rely upon a helicopter, which causes delays in administering medical aid. A UTV can transport lifesaving gear and remove an injured person from a dangerous situation, allowing them to promptly receive the attention of Advanced Lifesaving personnel. The UTV will be outfitted with an Automated External Defibrillator (AED), a first-aid kit, and a stretcher (stoke) to broaden our emergency response.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Simi Valley Days Event  
TOTAL: \$5,100  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 2

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Overtime	\$5,100
TOTAL:		<u>\$5,100</u>

For many years the Police Department has contributed overtime staffing for Simi Valley Days. This event uses a number of police officers to close streets for the parade, as well as provide security at the carnival and musical events. If overtime funding for this event was eliminated, the organizer would need to reimburse the City for staffing and/or hire additional private security.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Fourth of July Event  
TOTAL: \$20,700  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 3

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Overtime	\$20,700
TOTAL:		<hr/> \$20,700

For many years the Police Department has assigned staff to the Fourth of July special event. This event requires overtime, as there is a high level of attendance and other police functions must be managed simultaneously. If overtime funding for this event was eliminated, the organizer would need to reimburse the City for staffing and/or hire additional private security.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Ronald Reagan Presidential Events  
TOTAL: \$24,300  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$24,300
<b>TOTAL:</b>	<b>\$24,300</b>

The Police Department assigns staff for special events at the Ronald Reagan Presidential Library, including the Fourth of July, President Reagan's birthday celebration, Presidents' Day, and other unique occasions. This support requires overtime, as patrol and other police functions must be managed at the same time. If overtime funding for this event was eliminated, the Library would need to reimburse the City for staffing costs and/or hire private security.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Cajun Festival  
TOTAL: \$14,600  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 5

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Overtime	\$14,600
TOTAL:		<u>\$14,600</u>

For many years the Police Department has contributed overtime staffing for the Cajun Festival. This event requires overtime, as there is a high level of attendees. If overtime funding for this event was eliminated, the organizer would need to reimburse the City for staffing costs and/or hire private security.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Bicycle Program  
TOTAL: \$21,500  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 6

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Overtime	\$21,500
TOTAL:		<hr/> \$21,500

The Bicycle Patrol Unit will only be deployed utilizing Officers on regular time. This will be based on staffing adjustments so that no overtime is used, otherwise the Officers will not be deployed.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Two Full-Time School Resource Officer (Filled)  
TOTAL: \$358,000  
ACCOUNT: 100-5460-41XXX  
PRIORITY: 9

**SAVINGS BREAKDOWN**

Personnel

Salaries & Benefits

\$358,000

TOTAL:

\$358,000

The School Resource Officer (SRO) Program maintains a direct relationship with staff and students on middle and high school campuses. The two Officers that staff this Program are involved in counseling, intervention, and arrests when appropriate. The presence of the SRO's in schools has helped to reduce the number of weapons on campus, solved juvenile crimes, enhanced gang and graffiti information, and provided students with a trusted person in whom they can confide.

Currently, SRO's handle between 20 and 40 juvenile incidences each school day. Additionally, SRO's devote time to counseling students not involved in criminal activity and participate in parent-teacher conferences, as requested by school staff.

Elimination of the Program will result in patrol officers having to handle a greater number of school incidences, thereby reducing their availability to respond to other patrol service calls. Further, level of service to schools in the community will diminish due to officers' time constraints.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Community Services Specialist (Filled)  
TOTAL: \$132,500  
ACCOUNT: 100-5460-41XXX  
PRIORITY: 10

SAVINGS BREAKDOWN	
Personnel	
Salaries & Benefits	\$132,500
<b>TOTAL:</b>	<b>\$132,500</b>

The Police Department's Crime Prevention Program and the Volunteer Program are each staffed by a Community Services Specialist (CSS); both positions are currently filled.

The Crime Prevention CSS is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; Home Security Surveys; National Night Out; Community Crime Prevention Education; public appearances with McGruff; and, personal safety programs for local schools and senior citizens. This position also oversees the Police Department's Crime Free Multi-Housing Program and "Next Door," a virtual neighborhood watch program that has been nationally proven to dramatically reduce calls for service and overall crime. This position also assists with the Volunteer Program and serves as an Explorer Advisor.

The Volunteer Program CSS is responsible for hiring and placing volunteers in Units throughout the Department. Volunteers undertake various assignments ranging from data entry to Citizens on Patrol and contributed over 4,000 hours in 2014, representing a significant savings to the City. In addition, this position is an Explorer Advisor and provides oversight to the Citizens Academy, a popular educational program in the community that exposes citizens to all facets of police work. This position also assists the Crime Prevention Program.

It is recommended that reduction of funding for one CSS position coincide with a vacancy. Upon vacating a CSS position, the Program will be eliminated or transferred to the remaining CSS. If the Program is transferred, then the duties of the remaining CSS will be eliminated. In other words, only one of the two Programs will survive and will be assumed by the remaining CSS.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Crime Analysis/Reporting Manager (Filled)  
TOTAL: \$164,000  
ACCOUNT: 100-5370-41XXX  
PRIORITY: 11

**SAVINGS BREAKDOWN**

Personnel

Salaries & Benefits	\$164,000
<b>TOTAL:</b>	<b>\$164,000</b>

The Crime Analysis Unit is comprised of one Crime Analysis/Reporting Manager and one Crime Analyst; both positions are currently filled.

Staff in the Crime Analysis Unit collect, compile, collate, analyze, and summarize data from a variety of public safety systems and intelligence databases. This Unit provides accurate and timely data to the Department and surrounding law enforcement jurisdictions with respect to crime trends, crime activity patterns, bulletins, criminal identification, and crime statistics. In addition, the Unit monitors the City's active parole population by using RMS and other applications to obtain useful offender information such as their: modus operandi, known associates, addresses, vehicles, and criminal history.

It is recommended that reduction of funding for this position coincide with its vacancy. Elimination of funding for the Crime Analysis & Reporting Manager could result in: delays in providing timely crime summaries crucial to investigations; reductions in the availability and timeliness of providing crime statistics to the public; reductions in providing crime data to other law enforcement agencies and sharing like-crime information; and, delays in producing timely fliers to the public that address hot crimes, violent offenders, and crime patterns and/or trends.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Detective/Pharmacy Task Force (Filled)  
TOTAL: \$180,800  
ACCOUNT: 100-5240-41XXX  
PRIORITY: 12

**SAVINGS BREAKDOWN**

Personnel

Salaries & Benefits	\$180,800
<b>TOTAL:</b>	<b>\$180,800</b>

The Police Department has one Special Investigative Section Detective assigned full-time to the Ventura County Interagency Pharmaceutical Crimes Unit. The Ventura County Interagency Pharmaceutical Crimes Unit is a task force made up of members from the Ventura County Sheriff's Office, Simi Valley Police Department, Thousand Oaks Police Department, the District Attorney's Office Bureau of Investigation, the California Highway Patrol, the Health Quality Investigation Unit of the California Division of Investigation, and the California Department of Health Care Services. The primary mission of the task force is combatting the transfer of legal prescription medication to the illegal market. In addition, the task force works to identify and stop new trends of abuse among the younger population and investigates overdose deaths due to both prescription medication and illicit drug use.

The transfer of legal prescription medications to the illicit drug market is a significant problem facing law enforcement. This illegal behavior contributes significantly to the increasing heroin epidemic. Reduction of funding for this Special Investigative Section Detective position will eliminate the Department's ability to provide staffing to the Pharmaceutical Crimes Unit. The elimination of the position will negatively impact our ability to influence criminal investigations conducted by the Pharmaceutical Crimes Unit within our jurisdiction and will reduce our collaboration with other narcotics units in Ventura County.

**POLICE DEPARTMENT  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Temporarily Reduce Funding for One Full-Time Officer (Vacant)  
TOTAL: \$179,000  
ACCOUNT: 100-5120-41XXX  
PRIORITY: 13

SAVINGS BREAKDOWN	
Personnel	
Salaries & Benefits	\$179,000
TOTAL:	<u>\$179,000</u>

In an effort to meet the budgetary reductions for FY 16-17, the Department reviewed operations Department-wide and as a result, has proposed program cuts. However, these proposed cuts still fall short of the reduction goal. Therefore, the Department has no choice but to reduce funding for Sworn positions.

The Department is currently (FY15-16) authorized and budgeted for 125 Sworn positions. Over the past year, the Department has not been successful in reaching full staffing levels due to retirements that have surpassed our ability to recruit and hire either lateral or entry level candidates. Our inability to meet full staffing is the result of a candidate pool that often does not meet our hiring standards; a problem not isolated to SVPD.

As a result, the Department is in a position to freeze one full-time (vacant) officer positions for FY 16-17 in an effort to meet the required budgetary reductions.

# EMERGENCY SERVICES

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**EMERGENCY SERVICES  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

\$5,700

Account 42150: Communications

FY 2015-16 Estimated Actual	\$4,000
FY 2015-16 Budget	\$15,600
FY 2014-15 Actual Expenditures	\$1,118

Portable Wifi devices	\$1,200
Wireless phone reimbursement	\$600
EOC Satellite Internet Access	\$2,500
EOC Satellite TV subscription	\$1,200
DSW Team Email Service	\$200

Account 42230: Office Supplies

\$400

FY 2015-16 Estimated Actual	\$400
FY 2015-16 Budget	\$400
FY 2014-15 Actual Expenditures	\$243

This account provides for the office supplies for staff.

Account 42410: Uniform/Clothing Supplies

\$3,000

FY 2015-16 Estimated Actual	\$3,000
FY 2015-16 Budget	\$3,000
FY 2014-15 Actual Expenditures	\$2,353

This item funds the Disaster Service Worker team's uniform quartermaster system.

Account 42440: Memberships and Dues

\$600

FY 2015-16 Estimated Actual	\$600
FY 2015-16 Budget	\$600
FY 2014-15 Actual Expenditures	\$595

This account provides for Emergency Services Staff memberships in the Southern California Emergency Services Association and the International Association of Emergency Managers.

Account 42560: Operating Supplies

\$14,300

FY 2015-16 Estimated Actual	\$14,200
FY 2015-16 Budget	\$14,300
FY 2014-15 Actual Expenditures	\$12,490

This account provides for the following:

Emergency Management Technology \$5,000

This provides for the maintenance of various technologies in the Emergency Operations Center, Logistics and Medical trailers, utility vehicle, tow vehicle and SUV. It also provides for the maintenance of Incident Command Post "Go Kits" used by OES and DSW staff.

Disaster Supplies Program \$1,500

This program incrementally increases the City's stock of pop up canopies, shelter blankets and cots, shelf-stable food supplies, batteries and water storage supplies.

Community Emergency Response Training (CERT) Program \$1,000

This item funds student manuals, helmets, vests, and gloves issued to community members who complete the class.

Disaster Services Worker (DSW) Program \$2,500

This item funds equipment, supplies, tools, and personal protective equipment and other incidental team expenses.

Mass Casualty and CPOD Trailers \$300

This item funds the replacement of perishable supplies kept in the trailers and repairs.

Emergency Expo \$4,000

This item will provide for chair and table rentals, K-rail rental and the purchase of public education materials for the Annual Emergency Preparedness Expo.

**FY 2016-17  
REQUEST**

Account 42720: Travel, Conferences, Meetings

\$4,500

FY 2015-16 Estimated Actual	\$3,100
FY 2015-16 Budget	\$2,800
FY 2014-15 Actual Expenditures	\$5,601

The following travel and conferences are projected for FY 2016-17:

1 - CA Emergency Services Association Training Conf., San Diego, CA	\$1,500
1 - IAEM Conference, Savannah, Georgia	\$1,500
1 - Intermedix WebEOC Training Conf., Location TBD	\$1,500

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The Intermedix WebEOC training conference has been added for one staff member. WebEOC rolled out a major upgrade in 2016. The training is necessary to implement the upgrade in the EOC.

Account 42730: Training

\$10,500

FY 2015-16 Estimated Actual	\$6,700
FY 2015-16 Budget	\$6,700
FY 2014-15 Actual Expenditures	\$4,656

Regulatory Training

*CPR/First Aid Program student fees* \$4,500

Technical/Skill Building

*CPR/First Aid Program instructors* \$1,000

*City EOC Staff training* \$2,000

*DSW Team training* \$1,000

*OES Staff Training* \$2,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Added funding for one OES staff member to attend PIO/Joint Information Center training and added \$1,800 to CPR/First Aid program to accomodate additional number of students to be trained in FY2016-17.

Account 42790: Mileage

\$200

FY 2015-16 Estimated Actual	\$500
FY 2015-16 Budget	\$500
FY 2014-15 Actual Expenditures	\$47

This account provides for reimbursement for use of personal vehicles for City business.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$39,200**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44310: Maintenance of Equipment \$5,600

FY 2015-16 Estimated Actual	\$5,600
FY 2015-16 Budget	\$5,600
FY 2014-15 Actual Expenditures	\$0

This account reimburses the Department of Public Works for two vehicles.

**SUBTOTAL - SERVICES:** \$5,600

**TOTAL CURRENT EXPENSES:** **\$44,800**

**EMERGENCY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate CPR/First Aid Funding  
TOTAL: \$4,500  
ACCOUNT: 100-5490-42730  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Training	\$4,500
TOTAL:	<u>\$4,500</u>

Emergency Services has provided CPR/First Aid training to civilian staff since 1988. Both sworn and civilian personnel are trained by a cadre of Police employees who are Red Cross certified instructors. This program funds the training of civilian employees by Police instructors. Approximately 200 civilian employees are trained each year. Most of these employees are required to have this training under OSHA requirements.

Elimination of funding for this item will end this training program. The City will have to find alternative methods to comply with the CPR/First Aid training requirement for Public Works, Waterworks, Sanitation employees, as well as DSW Team members and Crossing Guards.

**EMERGENCY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Disaster Supplies and Mass Casualty/CPOD Unit Funding  
TOTAL: \$1,500  
ACCOUNT: 100-5490-42560  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,800
TOTAL:	\$1,800

These line items maintain supplies needed in a disaster such as pop up canopies, shelter blankets, shelter cots, shelf-stable food supplies, batteries, water storage supplies and supplies in the Mass Casualty and Disaster Logistics trailers.

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2016-17. These food stocks continually expire and need to be replaced. The City maintains one day of MRE's to feed emergency responders in the initial phase of a disaster before other food sources are established. Elimination of this funding will reduce the number of available responder meals and result in the expiration and removal of supplies from the Mass Casualty and Disaster Logistics trailers.

**EMERGENCY SERVICES  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Emergency Management Technology Maintenance Funding  
TOTAL: \$3,000  
ACCOUNT: 100-5490-42560  
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$5,000
TOTAL:	<u>\$5,000</u>

The City's Emergency Operation Center (EOC) is equipped with 45 computers, two printers, four digital projectors and networking technologies. The EOC also uses server-based crisis management software (WebEOC). This item funds the maintenance of this equipment.

Elimination of funding for this item will reduce the ability of EOC staff to effectively operate in the EOC. The development of situation reports, action plans, mutual aid requests, damage assessment, countywide communications, and the development and delivery of emergency public information is all dependent upon the effective operation of these systems.

**EMERGENCY SERVICES  
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Disaster Service Worker Team Funding  
TOTAL: \$6,500  
ACCOUNT: 100-5490-42410, 100-5490-42730, 100-5490-42560  
PRIORITY: 4

**SAVINGS BREAKDOWN**

Current Expenses

Uniform/Clothing Supplies	\$3,000
Training	\$1,000
Operating Supplies	\$2,500
<b>TOTAL:</b>	<b>\$6,500</b>

The Disaster Service Worker Program was developed in 2003 to supplement professional responders such as police officers, firefighters and medical providers during large incidents and disasters. The 32 team members are Simi Valley residents who volunteer their time to participate in the program.

They train regularly to develop and maintain their skills and respond to actual incidents and events. The DSW Team has served in numerous incidents and events, including the 2003, 2007 and 2008 City brush fires, the 2009 Moorpark Fire, and Hurricane Katrina. They served as drivers in President Bush's motor pool and assisted the Ronald Reagan Library in each of its major events since 2003. In FY2015-16, the DSW Team provided more the 3,200 hours of community service.

In a large-scale disaster, such as an earthquake, the members respond according to standing orders and begin providing services to the community. For other emergencies, such as flooding, or a lost child, the members will respond and be functionally organized in the manner best suited for that operation (search teams, sandbagging, etc.) The DSW Team is also a vital resource in disaster preparedness outreach programs, EOC operations and the maintenance of the Simi Valley DSW radio system.

Elimination of funding for this item will result in the termination of this program. The City's overall disaster response and preparedness capabilities will be significantly reduced as the variety of skills and services that the team has developed over the last ten years is lost.

# NON-DEPARTMENTAL

**NON-DEPARTMENTAL  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities

\$727,000

FY 2015-16 Estimated Actual	\$720,000
FY 2015-16 Budget	\$727,000
FY 2014-15 Actual Expenditures	\$731,700

This account provides for electricity, natural gas, and water charges.

Justification for increase over FY 2015-16 Estimated Actual:

Additional funds for utilities required due to anticipated 3% price increases in utility rates.

Account 42130: Postage

\$59,900

FY 2015-16 Estimated Actual	\$59,900
FY 2015-16 Budget	\$55,000
FY 2014-15 Actual Expenditures	\$68,300

This account provides for all City postage, with the exception of Business Tax mailings, which are

Justification for increase over FY 2015-16 Estimated Actual:

Additional funds for postage required due to increased Public Notices and mailings.

Account 42150: Communications

\$667,600

FY 2015-16 Estimated Actual	\$820,200
FY 2015-16 Budget	\$850,711
FY 2014-15 Actual Expenditures	\$549,600

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts.	\$75,800
Maintenance contract for City's Telephone System	\$58,000
Telephone system labor, parts, and emergency satellite system:	\$27,300
Labor	\$15,000
Parts, headsets, cabling, batteries, other misc.	\$6,000
Replacement/repair telephones	\$1,500
Emergency Services satellite telephone charges	\$4,800

**FY 2016-17  
REQUEST**

Wireless telephone charges		\$44,000
Existing wireless telephone service and parts	\$43,000	
Wireless replacements and accessories	\$1,000	
Lease costs for the radio system		\$50,000
Radio system maintenance:		\$307,500
Maintenance contract with Motorola	\$211,700	
Other maintenance contracts: UPS, generators, HVAC	\$71,000	
Permits and licensing	\$1,200	
Fuel, batteries, accessories, and other supplies	\$13,600	
Consulting services for radio licensing	\$10,000	
Equipment replacement		\$105,000
Police radios	\$105,000	

Account 42230: Office Supplies

\$8,000

FY 2015-16 Estimated Actual	\$8,000
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$2,800

This account provides for supplies for Graphics Unit supplies, central office supplies, a holiday tree for the Senior Center, City plaques, ergonomic supplies, security access cards and key fobs, and frames

Graphic supplies	\$2,000
Central office supplies, holiday tree, City plaques, security cards and key fobs, and frames	\$2,500
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	\$3,500

Account 42300: Copiers

\$103,000

FY 2015-16 Estimated Actual	\$103,700
FY 2015-16 Budget	\$117,000
FY 2014-15 Actual Expenditures	\$101,400

This account provides funding for the lease and maintenance of 15 black-and-white copiers at the locations listed below, Print Shop equipment including black-and-white, color, and oversize copiers, finishing and job control network equipment for the Print Shop copiers, miscellaneous supplies, and property tax for the Citywide copiers.

City Hall	\$29,200
Police Department	\$12,000
Public Services Center	\$4,200
Sanitation/Waterworks	\$4,200
Transit	\$2,900
Senior Center	\$4,000
Cultural Arts Center	\$1,500
Print Shop	\$40,200
Miscellaneous supplies and property tax	\$4,800

Account 42310: Rentals

\$1,100

FY 2015-16 Estimated Actual	\$1,100
FY 2015-16 Budget	\$1,100
FY 2014-15 Actual Expenditures	\$1,000

This account provides for the rental costs of the postage meter on the City's postage machine.

Account 42440: Membership and Dues

\$97,000

FY 2015-16 Estimated Actual	\$90,200
FY 2015-16 Budget	\$90,200
FY 2014-15 Actual Expenditures	\$84,000

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	\$18,200
League of California Cities (LCC)	\$27,800
League of California Cities - Channel Counties Division	\$200
National League of Cities (NLC)	\$9,700
Southern California Association of Governments (SCAG)	\$11,900
Ventura Council of Governments (VCOG)	\$9,700
Economic Development Collaborative of Ventura County (EDC-VC)	\$8,500
California Association for Local Economic Development	\$700
Climate Registry	\$1,200
Regional Defense Partnership for the 21st Century	\$9,100

Justification for increase over FY 2015-16 Estimated Actual:

Annual membership dues for LAFCO, VCOG, AND SCAG are expected to increase in FY2016-17

Account 42560: Operating Supplies

\$45,000

FY 2015-16 Estimated Actual	\$45,000
FY 2015-16 Budget	\$48,000
FY 2014-15 Actual Expenditures	\$43,700

This account is comprised of the following supplies:

Print Shop supplies	\$5,000
Paper stock including copier paper and envelopes	\$40,000

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$1,708,600**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$90,300

FY 2015-16 Estimated Actual	\$88,000
FY 2015-16 Budget	\$88,700
FY 2014-15 Actual Expenditures	\$82,300

This account provides funding for sales and property tax auditing services, the annual volunteers dinner, employee luncheon, the Rancho Simi Recreation and Park District annual assessment, Ventura County 2-1-1 line, and other Citywide functions.

Justification for increase over FY 2015-16 Estimated Actual:

Small increases for several services are anticipated including the Ventura County 2-1-1 line, the CoStar subscription, Loopnet, and EDC-VC Filming Liaison.

Account 44015: Ventura County Property Tax Collection Fee

\$200,000

FY 2015-16 Estimated Actual	\$190,000
FY 2015-16 Budget	\$190,000
FY 2014-15 Actual Expenditures	\$189,400

This account provides for the annual County of Ventura property tax administration fee, that is a percent of total tax rolls.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Taxes have increased, resulting in a higher tax administration fee charged by Ventura County.

Account 44310: Maintenance of Equipment

\$778,100

FY 2015-16 Estimated Actual	\$778,100
FY 2015-16 Budget	\$1,051,721
FY 2014-15 Actual Expenditures	\$672,900

This account includes maintenance agreements and as-needed maintenance for City equipment including:

Mail/postage machine	\$1,600
Print Shop equipment	\$800
Lunchroom and other equipment	\$800
Financial Systems	\$20,800
Police Systems	\$283,600
General Systems (email, file/print)	\$385,200
Infrastructure Systems	\$85,300

Account 44490: Other Contract Services

\$318,300

FY 2015-16 Estimated Actual	\$207,700
FY 2015-16 Budget	\$219,000
FY 2014-15 Actual Expenditures	\$108,300

This account provides for City cable services, Internet services, a high-speed data connection between City Hall and the Public Services Center, web hosting, website enhancements, 50% of the cost of a District Attorney position assigned to the Ventura County Courthouse in Simi Valley, and funds for retaining the East County Courthouse as follows:

Cable services	\$50,100
Internet services City facilities (1/3rd General Fund)	\$18,000
Internet services Emergency Operation Center	\$7,900
High-speed data connection (1/3rd General Fund)	\$15,200
Web hosting and enhancements	\$6,600
ERP Maintenance	\$60,500
City's share of funding for 50% of a Deputy District Attorney	\$60,000
Funds for East County Courthouse Retention	\$100,000

Account 44491: FIS Operations

\$75,100

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

This account was not included in FY 2015-16 Budget but is included again for FY 2016-17.

Account 44492: GIS Operations

\$21,000

FY 2015-16 Estimated Actual	\$29,500
FY 2015-16 Budget	\$29,500
FY 2014-15 Actual Expenditures	\$29,500

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

**FY 2016-17  
REQUEST**

Account 44590: Insurance Charges

\$909,900

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$917,600

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Insurance costs are based on an actuarial review of losses.

**SUBTOTAL - SERVICES:**

**\$2,392,700**

**TOTAL CURRENT EXPENSES:**

**\$4,101,300**

**GEOGRAPHIC INFORMATION AND PERMITS SYSTEM OPERATING FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account: 42200: Computers Non-Capital

\$4,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$4,000
FY 2014-15 Actual Expenditures	\$0

This account is used for the purchase of computers and computer supplies under \$5,000.

Justification for increase over FY 2015-16 Estimated Actual:

Purchases are made on an as needed basis.

Account 42560: Operating Supplies

\$2,500

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$2,500
FY 2014-15 Actual Expenditures	\$0

This account provides for toner, paper, and other operating supplies for the GIS Plotter not included in general printer maintenance or office supplies.

Justification for increase over FY 2015-16 Estimated Actual:

Purchases are made on an as needed basis.

Account 42720: Travel, Conferences, and Meetings

\$3,900

FY 2015-16 Estimated Actual	\$1,400
FY 2015-16 Budget	\$1,400
FY 2014-15 Actual Expenditures	\$1,217

This account provides for attendance at the annual ESRI users conferences.

Justification for increase over FY 2015-16 Estimated Actual and Budget:

Additional funds are requested to send two additional staff members.

Account 42730: Training

\$3,500

FY 2015-16 Estimated Actual	\$3,500
FY 2015-16 Budget	\$3,500
FY 2014-15 Actual Expenditures	\$2,070

This account provides funding for professional and technical training for staff involved in GIS and Permits applications.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$13,900**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$86,500

FY 2015-16 Estimated Actual	\$100,200
FY 2015-16 Budget	\$100,267
FY 2014-15 Actual Expenditures	\$14,554

This account provides for services related to development of a needs assessment, issuance of a Request for Proposals, and consultant selection assistance for replacement of the Permits software.

Justification for increase over FY 2015-16 Estimated Actual and Budget:

Additional funds are requested for PI# 1 to fund the GIS Assessment and Revitalization Plan.

Account 44310: Maintenance of Equipment

\$66,100

FY 2015-16 Estimated Actual	\$75,600
FY 2015-16 Budget	\$75,600
FY 2014-15 Actual Expenditures	\$35,000

This account provides software licensing for the GIS and Permits software packages used by all City Departments.

**SUBTOTAL - SERVICES:**

**\$152,600**

**TOTAL CURRENT EXPENSES:**

**\$166,500**

# FORMER CDA FUNDS

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**COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY FUNDS 200/206/210  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services \$5,000

FY 2015-16 Estimated Actual	\$7,200
FY 2015-16 Budget	\$400
FY 2014-15 Actual Expenditures	\$411

This account provides for a land lease as contained in the Successor Agency's Recognized Obligations Payment Schedule.

**SUBTOTAL - SERVICES** **\$5,000**

**CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS**

Account 49100: Transfer to General Fund \$250,000

FY 2015-16 Estimated Actual	\$250,000
FY 2015-16 Budget	\$250,000
FY 2014-15 Actual Expenditures	\$0

This account provides for reimbursement of the City's General Fund for staff and administration of the Successor Agency.

Account 49500: Transfer to Debt Service \$2,076,900

FY 2015-16 Estimated Actual	\$2,105,200
FY 2015-16 Budget	\$2,105,200
FY 2014-15 Actual Expenditures	\$1,524,110

This account provides for repayment of bonds issued by the Simi Valley Community Development Agency, and associated continuing bond disclosure documents.

**SUBTOTAL - REIMBURSEMENTS AND TRANSFERS** **\$2,326,900**

**TOTAL - CURRENT EXPENSES** **\$2,331,900**

**HOUSING SUCCESSOR AGENCY FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$100,000

FY 2015-16 Estimated Actual	\$18,000
FY 2015-16 Budget	\$18,000
FY 2014-15 Actual Expenditures	\$0

This account provides funding for the following professional services, if needed:

Consultant-prepared pro forma analyses for proposed affordable housing projects on City-owned land	\$75,000
Other consultant services required for housing-related projects	\$25,000

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Consultant services were required in FY 2015-16 for an unanticipated and unbudgeted need that necessitated a budget transfer to accomplish. Future affordable housing projects may require the retention of such consultant services, and having these funds available to address such a contingency would be helpful. If not needed, these funds will not be spent.

Account 44012: Outside Legal Services

\$20,000

FY 2015-16 Estimated Actual	\$2,000
FY 2015-16 Budget	\$2,000
FY 2014-15 Actual Expenditures	\$0

This account provides funding for contract legal services that may be required to review Affordable Housing Agreements and Amendments in FY 2015-16.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

A total of \$20,000 was budgeted for outside legal services in FY 2015-16, but \$18,000 was transferred to the Professional and Special Services account to address a time-critical need for consultant services. Maintaining a budget of \$20,000 allows the City Attorney's Office to consult with outside legal firms specializing in housing issues, if needed.

Account 44130: Home Rehabilitation Loan Assistance

\$8,300

FY 2015-16 Estimated Actual	\$3,400
FY 2015-16 Budget	\$8,300
FY 2014-15 Actual Expenditures	\$0

This account provides funding for the payment of soft costs incurred in processing CalHome- and HOME-funded home rehabilitation loans, including expenses for lead-based paint abatement and testing, asbestos testing, termite testing, credit reports, and title insurance.

Justification for increase over FY 2015-16 Estimated Actual:

The houses requiring rehabilitation during FY 2015-16 have not required lead-based paint and asbestos testing. However, maintaining a budget of \$8,300 ensures the ability to provide this testing in the future if the need arises.

Account 44140: Affordable and Senior Housing Programs \$300,000

FY 2015-16 Estimated Actual	\$200,000
FY 2015-16 Budget	\$9,625,000
FY 2014-15 Actual Expenditures	\$0

This account provides funding for a loan to develop the Camino Esperanza senior affordable project.

Justification for increase over FY 2015-16 Estimated Actual:

Only \$200,000 of the \$500,000 loan approved to develop the Camino Esperanza project was spent in FY 2015-16.

Account 44150: Senior Rental Assistance \$12,900

FY 2015-16 Estimated Actual	\$12,100
FY 2015-16 Budget	\$11,400
FY 2014-15 Actual Expenditures	\$0

This account provides funding to assist the remaining 21 individuals served by the Mobile Home Senior Rent Subsidy Program:

Rental assistance for 21 seniors at an average of \$51.00 per month	\$12,900
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Justification for increase over FY 2015-16 Budget and Estimated Actual:

The rents increased at one of the three mobile home parks, and the approved rental subsidy increased as well.

Account 44490: Other Contract Services \$500

FY 2015-16 Estimated Actual	\$150,500
FY 2015-16 Budget	\$150,500
FY 2014-15 Actual Expenditures	\$0

This account includes funding for the:

Mortgage Credit Certificate Program with the County of Ventura, which provides tax credits to qualifying first-time homebuyers	\$500
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The FY 2015-16 Budget included \$150,000 In funding as a first-time contribution to the Ventura County Housing Trust Fund, which is not being rebudgeted in FY 2016-17.

**SUBTOTAL - SERVICES:** \$441,700

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - REIMBURSEMENTS**

Account 46100: Reimbursement to the General Fund \$506,400

FY 2015-16 Estimated Actual	\$506,400
FY 2015-16 Budget	\$506,400
FY 2014-15 Actual Expenditures	\$0

This reimbursement fully offsets the personnel costs of four Housing program staff members (Home Rehabilitation Coordinator, Senior Planner, Associate Planner, and Secretary positions), budgeted in the General Fund, whose work involves preserving and promoting affordable housing in Simi Valley.

**SUBTOTAL - REIMBURSEMENTS** \$506,400

**TOTAL CURRENT EXPENSES:** **\$948,100**

**LOCAL HOUSING FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44130: Home Rehabilitation Loan Assistance

\$22,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$6,242

This allocation will provide partial funding for home rehabilitation loans for low-income households to address energy efficiency improvements using Program Income generated from repaid Energy Efficiency Community Block Grant funded loans.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

Home rehabilitation loan assistance funding was provided by the CalHome grant in FY 2015-16. Now that the CalHome grant funds have been fully utilized, Program Income from the City's prior repaid Energy Efficiency Community Block Grant funded loans should be used to make new rehabilitation loans.

**TOTAL CURRENT EXPENSES:**

**\$22,000**

**CALHOME GRANT FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44130: Home Rehabilitation Loan Assistance

\$80,000

FY 2015-16 Estimated Actual	\$470,000
FY 2015-16 Budget	\$470,000
FY 2014-15 Actual Expenditures	\$481,674

This allocation will provide funding for 2 home rehabilitation loans of up to \$40,000 for low-income households to address health and safety issues and/or code violations using Program Income generated from repaid CalHome grant-funded loans.

**TOTAL CURRENT EXPENSES:**

**\$80,000**

**HOME PROGRAM FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SERVICES**

Account 44130: Home Rehabilitation Loan Assistance

\$250,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$250,000
FY 2014-15 Actual Expenditures	\$0

This allocation will provide funding for a minimum of 5 HOME-funded home rehabilitation loans of up to \$50,000 for low-income households to address health and safety issues and/or code violations.

Justification for increase over FY 2015-16 Estimated Actual:

CalHome grant funds were utilized for home rehabilitation loans in FY 2015-16, and HOME Program Income was not needed. CalHome grant funds are now depleted, and HOME Program Income will be used to fund the loans.

**SUBTOTAL - SERVICES:**

\$250,000

**CURRENT EXPENSES - REIMBURSEMENTS**

Account 46100: Reimbursement to the General Fund

\$200

FY 2015-16 Estimated Actual	\$4,300
FY 2015-16 Budget	\$200
FY 2014-15 Actual Expenditures	\$2,204

HOME regulations allow for up to 10% of Program Income to be used for administration purposes, including overhead. The amount of reimbursement reflects 10% of anticipated revenues for the Fund.

**SUBTOTAL - REIMBURSEMENTS**

\$200

**TOTAL CURRENT EXPENSES:**

**\$250,200**



CITY OF SIMI VALLEY

# SPECIAL REVENUE AND CAPITAL FUNDS

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**PEG FUND 214  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42320: Capital Leases \$16,000

FY 2015-16 Estimated Actual	\$16,000
FY 2015-16 Budget	\$16,000
FY 2014-15 Actual Expenditures	\$15,714

This account includes funds for leasing the infrastructure to provide for the web streaming of public meetings on the City's website through the use of the Granicus system. The Granicus encoder was replaced in FY 2014-15, which resulted in increased lease costs.

Account 42560: Operating Supplies \$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$37

This account provided for the incidental purchase of subassets of broadcast services equipment. These expenditures have been moved to Account 47020: Furnishings & Equipment (Capital).

**SUBTOTAL - SUPPLIES AND MATERIALS \$16,000**

**CURRENT EXPENSES - SERVICES**

Account 44310: Maintenance of Equipment \$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$8,236

This account provided for extending the useful life or modifying the function of capital equipment. These expenses have been moved to Account 47020: Furnishings & Equipment (Capital).

Account 47020: Furnishings & Equipment (Capital) \$75,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$75,000
FY 2014-15 Actual Expenditures	\$0

This account provides for the capital equipment of the broadcast system to extend the useful life or modify the functionality of the broadcast system.

Costs in this account are distributed as follows:

Broadcast software license fees	\$5,000
Equipment failure contingency	\$60,000
Miscellaneous improvements to equipment	\$10,000

Justification for increase over FY 2015-16 Estimated Actual:

Projects delayed to FY 2016-17 due to redirecting staff to fill other vacancies.

**SUBTOTAL - SERVICES:** \$75,000

Account 49648: Transfer to Computer Equipment Replacement Fund \$14,200

FY 2015-16 Estimated Actual	\$14,200
FY 2015-16 Budget	\$14,200
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the Computer Equipment Replacement Fund to provide the replacement of subassets of the broadcast system including computer equipment and capital and the use of capital infrastructure utilized to provide for broadcast services.

**SUBTOTAL - REIMBURSEMENT AND TRANSFERS:** \$14,200

**TOTAL CURRENT EXPENSES:** **\$105,200**

**CAPITAL OUTLAY**

Account 48600: Capital Outlay \$1,075,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$550,000
FY 2014-15 Actual Expenditures	\$0

This account funds the capital expenses associated with the City's PEG channel.

Council Chambers Facility Improvements	150,000
Broadcast Equipment Improvements	300,000
Community Room Facility Improvements	100,000

Justification for increase over FY 2015-16 Estimated Actual:

Projects delayed to FY 2016-17 due to redirecting staff to fill other vacancies.

**TOTAL - CAPITAL OUTLAY** **\$1,075,000**

**LIBRARY FUND 250  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 16-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities

\$114,000

FY 2015-16 Estimated Actual	\$125,100
FY 2015-16 Budget	\$92,000
FY 2014-15 Actual Expenditures	\$88,152

This line item pays for electric, gas, water, and internet.

Justification for increase over the FY 2015-16 Budget:

Increase was adjusted to include the payment for internet services.

Account 42150: Communications

\$0

FY 2015-16 Estimated Actual	\$1,000
FY 2015-16 Budget	\$2,500
FY 2014-15 Actual Expenditures	\$1,461

This account provides for the cost of telecommunications lines.

Account 42200: Computer Non-Capital

\$2,000

FY 2015-16 Estimated Actual	\$1,800
FY 2015-16 Budget	\$9,166
FY 2014-15 Actual Expenditures	\$0

This account provides for the replacement of laptop computers.

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 reflects increased costs.

Account 42235: Furniture & Equipment (Non-Capital)

\$0

FY 2015-16 Estimated Actual	\$200
FY 2015-16 Budget	\$7,500
FY 2014-15 Actual Expenditures	\$7,796

This account provides for the miscellaneous furniture and equipment purchases that are

Account 42310: Rentals

\$63,100

FY 2015-16 Estimated Actual	\$60,500
FY 2015-16 Budget	\$60,500
FY 2014-15 Actual Expenditures	\$60,000

This account provides for rent of the Simi Valley Library paid to the County of Ventura.

Justification for increase over the FY 2015-16 Budget and Estimated Actual:

The lease with the County of Ventura requires that the annual rent be increased based upon the annual increase in the Riverside-Los Angeles Consumer Price Index (CPI). The proposed increase is based upon the anticipated CPI increase.

Account 42450: Subscriptions and Books

\$0

FY 2015-16 Estimated Actual	\$2,000
FY 2015-16 Budget	\$7,477
FY 2014-15 Actual Expenditures	\$985

This account is used for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically.

Account 42460: Advertising

\$500

FY 2015-16 Estimated Actual	\$500
FY 2015-16 Budget	\$500
FY 2014-15 Actual Expenditures	\$1,669

This account provides for miscellaneous give-away items marketing the Simi Valley Library that are paid for by the Friends of the Library.

Account 42560: Operating Supplies

\$0

FY 2015-16 Estimated Actual	\$14,800
FY 2015-16 Budget	\$14,794
FY 2014-15 Actual Expenditures	\$10,046

This account provides for supplies associated with the Adult and Children's Literacy programs and the summer reading program that is paid for by the Friends of the Library.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$179,600**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional/Special Services

\$24,000

FY 2015-16 Estimated Actual	\$15,000
FY 2015-16 Budget	\$24,400
FY 2014-15 Actual Expenditures	\$12,145

This account provides payment for literacy and educational programs, including the READ Adult Literacy Program (Paid to Ventura County).

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 reflects the cost for the Library assessment that will determine the needs of the facility.

Account 44410: Maintenance of Buildings/Grounds

\$0

FY 2015-16 Estimated Actual	\$7,100
FY 2015-16 Budget	\$7,080
FY 2014-15 Actual Expenditures	\$0

This account is used for the purchase of materials required to maintain and repair benches in the outdoor areas.

Account 44490: Other Contract Services

\$1,439,600

FY 2015-16 Estimated Actual	\$1,298,900
FY 2015-16 Budget	\$1,298,900
FY 2014-15 Actual Expenditures	\$1,264,800

This account provides for the City's contract for library services management by private provider LSSI.

Justification for increase over the FY 2015-16 Budget and Estimated Actual:

This line item pays for the contract cost but is offset by library tax revenues which now come to the City. The increase is stipulated by the contract with LSSI, FY 16-17 is the fourth year of the five-year contract.

**SUBTOTAL - SERVICES**

**\$1,463,600**

**CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS**

Account 49100: Transfer to General Fund

\$339,300

FY 2015-16 Estimated Actual	\$290,200
FY 2015-16 Budget	\$290,200
FY 2014-15 Actual Expenditures	\$301,200

This account provides for indirect costs associated with the Library as well as a portion of salaries for the Administrative Aide and Deputy Director, Community Programs and

**SUBTOTAL - REIMBURSEMENTS AND TRANSFERS**

**\$339,300**

**TOTAL CURRENT EXPENSES:**

**\$1,982,500**

**CAPITAL OUTLAY**

Account 47020: Furnishings & Equipment (Capital)

\$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$15,000
FY 2014-15 Actual Expenditures	\$0

This account provides for the purchase of furnishings and equipment over \$5,000.

Account 47040: Building Improvements

\$100,000

FY 2015-16 Estimated Actual	\$20,000
FY 2015-16 Budget	\$200,000
FY 2014-15 Actual Expenditures	\$34,677

This account provides for building improvements.

Justification for increase over the FY 2015-16 Budget and Estimated Actual:

This line item pays for building improvements such as designing and constructing Americans with Disabilities Act (ADA) accessible walkways, bathrooms, electronic entrance, security system, Public Address (PA) upgrade, audio visual room, and other items.

Account 47070: Intangibles/Collection

\$218,600

FY 2015-16 Estimated Actual	\$284,000
FY 2015-16 Budget	\$283,995
FY 2014-15 Actual Expenditures	\$216,375

This account provides for enhancements to the library collection for items such as books, e-books, audio books, periodicals, and other instructional materials. This amount is identified in the contract with LSSI.

**TOTAL - CAPITAL OUTLAY**

**\$318,600**



CITY OF SIMI VALLEY

**FORFEITED ASSETS FUND  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**EXPENDITURES**

Account 42150: Communications \$7,700

FY 2015-16 Estimated Actual	\$7,500
FY 2015-16 Budget	\$13,200
FY 2014-15 Actual Expenditures	\$7,869

This account provides for data and communication charges for:

Electronic equipment	\$2,800
iPads	\$3,700
Suveillance video	\$1,200

Justification for increase over FY2015-16 Estimated Actual:

FY 2016-17 Budget provides for an increase of monthly charges for electronic equipment and suveillance videos.

Account 42310: Rentals \$1,800

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for rental fees for SWAT to train at a Range Training Facility.

Justification for increase over FY2015-16 Budget and Estimated Actual:

The FY 2015-16 Budget did not provide for rental of the SWAT Range Training Facility; however, this facility provide beneficial training for the SWAT Team.

Account 42420: Special Department Expense \$30,000

FY 2015-16 Estimated Actual	\$15,000
FY 2015-16 Budget	\$30,000
FY 2014-15 Actual Expenditures	\$15,000

This account is used by the Department in support of criminal investigations.

Justification for increase over FY2015-16 Estimated Actual:

Expenditures in this account are difficult to predict although the budget has been historically benchmarked at \$30,000 as this amount has proven to adequately provide for special needs as they arise.

**FY 2016-17  
REQUEST**

Account 42560: Operating Supplies

\$62,000

FY 2015-16 Estimated Actual	\$13,200
FY 2015-16 Budget	\$95,000
FY 2014-15 Actual Expenditures	\$55,544

This account includes the following:

Reparations to vehicles and law enforcement equipment	\$22,000
Upfit prisoner van	\$40,000

Justification for increase over FY2015-16 Estimated Actual:

FY 2016-17 Budget provides for the upfitting of the prisoner van, which was not previously budgeted.

Account 42720: Travel, Conferences, Meetings

\$31,300

FY 2015-16 Estimated Actual	\$20,300
FY 2015-16 Budget	\$40,100
FY 2014-15 Actual Expenditures	\$8,449

This account provides for the following conferences:

1 - Int'l Assoc of Chiefs of Police (IACP) Conference (San Diego, CA)	\$1,300
1 - California Peace Officers Assoc. (CPOA) Conference (Sacramento, CA)	\$1,300
3 - Women Leadership in Law Enforcement (San Deigo, CA)	\$2,600
4 - California Narcotics Officers Assoc (CNOA) (TBD)	\$6,800
6 - California Assoc of Tactical Officers Conference (Anaheim, CA)	\$6,900
2 - California Association of Hostage Negotiators (CAHN) (Garden Grove, CA)	\$2,900
1- California Gang Investigators Assoc. (CGIA) (Garden Grove, CA)	\$1,400
1- Homicide Investigators Conference (Las Vegas, NV)	\$1,000
1- So. California Fraud Investigators Conf. (Cathedral City, CA)	\$1,000
1 - Calif Assoc of Law Enforcement Background Investigators (CALEBI) (Lake Tahoe)	\$1,500
2 - California Assoc of Code Enforcement Officer (CACEO) (No CA)	\$3,400
1 - Advanced Sniper Conference (El Grove, CA)	\$1,200

Justification for increase over FY2015-16 Estimated Actual:

FY 2016-17 Budget provides for conferences not previously funded including: CAHN, CGIA, CACEO, Homicide Investigators Conference, So California Fraud Investigators Conference, and CALEBI.

**FY 2016-17  
REQUEST**

Account 42730: Training

\$12,500

FY 2015-16 Estimated Actual	\$2,000
FY 2015-16 Budget	\$10,000
FY 2014-15 Actual Expenditures	\$1,800

This account provides for :

Technical/Skill Building	\$10,000
Professional Development	\$2,500

Justification for increase over FY2015-16 Budget and Estimated Actual:

FY 16-17 Budget includes funding for Professional Development, which was not previously budgeted.

Account 44490: Other Contract Services

\$4,200

FY 2015-16 Estimated Actual	\$63,800
FY 2015-16 Budget	\$85,800
FY 2014-15 Actual Expenditures	\$10,999

This account provides for licensing for the personnel training system.

Account 49660: Transfer to Police Capital Projects Fund

\$1,000,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$250,000
FY 2014-15 Actual Expenditures	\$0

This transfer is to provide for the purchase of ancillary equipment for the Police Department's shooting range.

Justification for increase over FY2015-16 Budget and Estimated Actual:

Funds will be not be transferred until eligible expenditures have been made; it is anticipated that the range will be completed in FY 2016-17.

**TOTAL EXPENDITURES:**

**\$1,149,500**

**LAW ENFORCEMENT GRANTS FUND  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**EXPENDITURES**

Account 41860: Salary Savings \$161,600

FY 2015-16 Estimated Actual	\$168,800
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$147,569

This account provides for reimbursement of an officer's time to support the Post Release Offender Supervision Program, a State funded grant administered by the County of Ventura.

Justification for increase over FY2015-16 Budget:

The FY 2015-16 Budget did not provide for salary savings transfer, but included grant reimbursement transfers in the Transfer to General Fund account.

Account 42235: Furniture & Equipment (Non- Capital) \$10,000

FY 2015-16 Estimated Actual	\$31,500
FY 2015-16 Budget	\$37,200
FY 2014-15 Actual Expenditures	\$0

This account provides for expenditures funded by various grants including the Justice Assistance Grant (JAG) and State Homeland Security Program (SHSP).

Account 47020: Furnishings & Equipment (capital) \$33,000

FY 2015-16 Estimated Actual	\$33,000
FY 2015-16 Budget	\$29,824
FY 2014-15 Actual Expenditures	\$17,292

This account provides for the purchase of capital equipment funded by grants made available from the Emergency Management Performance Grant (EMPG) Program.

Account 49100: Transfer to General Fund \$78,600

FY 2015-16 Estimated Actual	\$101,700
FY 2015-16 Budget	\$219,100
FY 2014-15 Actual Expenditures	\$36,663

This account provides reimbursement to the General Fund for expenditures and overtime related to managing grant-funded projects such as Post Release Offender Supervision (PROS), Serious Habitual Offenders (SHO), and Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) .

**TOTAL EXPENDITURES**

**\$283,200**

# TRANSIT

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**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND  
PROPOSED BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities \$ 36,000

FY 2015-16 Estimated Actual	\$ 28,600
FY 2015-16 Budget	\$ 36,000
FY 2014-15 Actual Expenditures	\$ 33,044

This account is used for the utilities for the Transit Maintenance Facility and electrical expenses associated with operation of the natural gas compressor.

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 budget reflects electricity for the Transit Maintenance Facility and the Compressed Natural Gas fueling facility, which is anticipated to have increased utility costs due to the variable nature of utility billing.

Account 42150: Communications \$ 45,600

FY 2015-16 Estimated Actual	\$ 45,600
FY 2015-16 Budget	\$ 41,700
FY 2014-15 Actual Expenditures	\$ 27,598

This account provides seven mobile devices to support Transit operational requirements at an estimated annual cost of \$2,700. Also included is \$10,100 for the monthly service charges for the eleven (11) paratransit vehicles' mobile data terminals (MDTs) and the Automatic Vehicle Location (AVL) devices. Transit's allocation for service of the City's two-way radio system maintenance is \$26,680.

Justification for increase over FY 2015-16 Budget:

The FY 2016-17 budget reflects the ongoing costs of \$6,000 for fixed route WiFi service.

Account 42200: Computers (Non Capital) \$ 7,500

FY 2015-16 Estimated Actual	\$ 5,600
FY 2015-16 Budget	\$ 13,100
FY 2014-15 Actual Expenditures	\$ 6,326

This account provides for the replacement of technology, including desktop and laptop computers and software licensing fees.

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 budget reflects the ongoing costs associated with new software associated with the new paratransit fleet.

Account 42230: Office Supplies \$ 2,500

FY 2015-16 Estimated Actual	\$ 4,100
FY 2015-16 Budget	\$ 2,500
FY 2014-15 Actual Expenditures	\$ 1,971

This account provides for the purchase of various office and related supplies used for the management and administration of the Transit System.

Account 42235: Furniture & Equipment (Non-Capital) \$ 2,500

FY 2015-16 Estimated Actual	\$ 2,900
FY 2015-16 Budget	\$ -
FY 2014-15 Actual Expenditures	\$ 4,394

This account provides for the purchase of various equipment and furniture for the Transit Maintenance Facility.

Justification for increase over FY 2015-16 Budget:

The FY 2016-17 budget reflects the need for miscellaneous furniture and equipment associated with the Transit Maintenance Facility that previously has been purchased from other accounts.

Account 42410: Uniforms and Clothing \$ 11,400

FY 2015-16 Estimated Actual	\$ 16,200
FY 2015-16 Budget	\$ 15,600
FY 2014-15 Actual Expenditures	\$ 16,070

Bus Operations \$ 5,000

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations \$ 5,000

This account funds the TCO monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs of the ADA Paratransit/Dial-A-Ride (ADA/DAR) van service

Vehicle Maintenance \$ 1,400

This account funds the rental and cleaning of new and replacement of uniforms for the three mechanics, and the rental/cleaning of shop towels.

Account 42440: Memberships and Dues \$ 13,200

FY 2015-16 Estimated Actual	\$ 13,000
FY 2015-16 Budget	\$ 14,100
FY 2014-15 Actual Expenditures	\$ 13,212

This account covers annual membership as follows:

California Transit Association (CTA)	\$ 3,200
American Public Transit Association (APTA)	\$ 8,500
National Safety Council (NSC)	\$ 300
California Association for Coordinated Transportation (CALACT)	\$ 600
Department of Motor Vehicles and Verification of Transit Training fees	\$ 600

CTA and APTA provide resources, information, and analyses for the City's Transit System relative to research, reports, and state/federal requirements and initiatives. Memberships in these organizations provide a resource for legislative updates, information on federal laws/programs pertaining to federal financial assistance for Transit, and networking opportunities with other public transit agencies. Membership in the NSC provides access to essential safety program materials and information.

Account 42450: Subscriptions and Books \$ 1,000

FY 2015-16 Estimated Actual	\$ 1,300
FY 2015-16 Budget	\$ 1,000
FY 2014-15 Actual Expenditures	\$ 704

This account is used for required publications to keep staff abreast of the latest technical information, including Code of Federal Regulations Title 13 Updates, Transit Access News, grant regulations, special transit studies, and other management information tools.

Account 42460: Advertising

\$ 3,500

FY 2015-16 Estimated Actual	\$ 5,200
FY 2015-16 Budget	\$ 2,000
FY 2014-15 Actual Expenditures	\$ -

This account provides for the cost of materials to promote the City's Transit system at the Annual Street Fair/Emergency Expo, Living Green Expo, and Senior Center Health Expo, as well as any other events that occur during the year. It also provides funds for advertising Fixed-Route and Dial-A-Ride services in local publications as well as for federally mandated advertising costs for publication of the Transit system's Disadvantaged Business Enterprise (DBE) goal.

Justification for increase over FY 2015-16 Budget:

The FY 2016-17 increase reflects increased expenditures associated with a focus on increasing ridership and soliciting community input on the City's transportation services.

Account 42500: Fuel and Lubricants

\$ 147,000

FY 2015-16 Estimated Actual	\$ 122,600
FY 2015-16 Budget	\$ 177,000
FY 2014-15 Actual Expenditures	\$ 138,382

Bus and Van Operations \$ 130,000

This account provides Compressed Natural Gas (CNG) fuel for 11 CNG buses used on four fixed-routes, 11 ADA Paratransit/Dial-A-Ride vans, and unleaded gasoline for three operator relief utility vans, one supervisor van, and two supervisor sedans.

Bus Maintenance \$ 12,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining fixed-route vehicles. It also includes recycling fees associated with fuel filters.

Van Maintenance \$ 5,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining ADA Paratransit/Dial-A-Ride vehicles. It also includes recycling fees associated with fuel filters.

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 increase reflects increased expenditures associated with additional fueling agreements with outside agencies. Any increase in expenditures will be offset by corresponding revenue from the agencies fueling.

Account 42510: Tires \$ 47,000

FY 2015-16 Estimated Actual	\$ 47,000
FY 2015-16 Budget	\$ 47,000
FY 2014-15 Actual Expenditures	\$ 21,784

Bus Maintenance \$ 35,000

This account is used to purchase recapped and new tires for the fixed-route buses and relief vehicles. Tires can be recapped a maximum of three times and are used on the rear wheels of the vehicles, while new tires are used on the front wheels of the vehicles. The cost per tire for the new fleet of New Flyer buses has decreased.

Van Maintenance \$ 12,000

This account is used to purchase new tires for 11 ADA Paratransit/Dial-A-Ride vans at a cost of approximately \$120 per tire.

Account 42550: Small Tools/Equipment \$ 10,500

FY 2015-16 Estimated Actual	\$ 12,500
FY 2015-16 Budget	\$ 3,000
FY 2014-15 Actual Expenditures	\$ 2,741

This account is used for the purchase of small hand tools such as sockets, torque wrenches, and other light tools for use on the Transit paratransit vans. These purchases are on an as-needed basis.

Justification for increase over FY 2015-16 Budget:

The FY 2016-17 increase reflects increased expenditures associated with the new paratransit fleet.

Account 42560: Operating Supplies \$ 111,200

FY 2015-16 Estimated Actual	\$ 129,400
FY 2015-16 Budget	\$ 111,200
FY 2014-15 Actual Expenditures	\$ 106,397

Administration \$ 1,800

This account provides the purchase of miscellaneous supplies for Transit Administration staff.

Bus Operations \$ 83,000

This account provides for the printing of bulkhead signs.

Van Operations \$ 22,000

This account provides for the purchase of supplies and materials not available through Central Supply that are needed for the day-to-day operation of the ADA Paratransit/Dial-A-Ride service. Included is funding for the purchase of mobility device restraint straps, fastening equipment, and other supplies related to operational safety.

Bus Maintenance/Relief Vehicle Maintenance \$ 3,400

This account is used for the purchase of specialized parts for maintenance and repair of 11 CNG engines, such as electronic components related to fuel and emission systems; hydraulic components related to steering and cooling controls; components for wheelchair ramps; components related to the anti-lock brake systems; components for repairing GFI fareboxes; batteries; and supplies for the bus washer. This account is also used for the purchase of small replacement parts such as gaskets, brakes, filters, shock absorbers, belts, hoses, graffiti guards, and other miscellaneous auto parts and materials required in the routine repairs and preventive maintenance on buses and relief vehicles. This account also provides for the purchase of miscellaneous supplies for the Transit garage, such as rubber gloves, dust masks, professional hand soap, etc.

Van Maintenance \$ 1,000

This account is used for the purchase of specialized parts for maintenance and repair of 11 CNG engines, such as electronic components related to fuel and emission systems, hydraulic components related to steering and cooling controls, components for wheelchair lifts, components related to the anti-lock brake systems, and replacement passenger information displays for the inside of the van. This account is also used for the purchase of replacement parts such as gaskets, brakes, filters, shocks, belts, hoses, and other materials necessary for routine repairs, as well as preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Account 42720: Travel, Conferences, and Meetings \$ 8,900

FY 2015-16 Estimated Actual	\$ 5,000
FY 2015-16 Budget	\$ 11,100
FY 2014-15 Actual Expenditures	\$ 3,372

This account is used for staff attendance at governmental and Transit-related conferences and seminars, which provides staff with knowledge of current trends and concepts in the transit industry. The following amounts are requested for Executive Management, Transit Division and Vehicle Maintenance staff to attend meetings and conferences associated with Transit funding, planning, and grant management.

1 - CTA Annual Conference - Oakland, CA	\$ 1,600
1 - CALACT Annual Conference - La Jolla, CA	\$ 1,600
3 - APTA Annual Conference - Los Angeles	\$ 3,900
2 - GFI Farebox Training - Elk Grove, IL	\$ 1,800

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 increase is directly associated with improving efficiencies and fare box recovery ratios and to allow for increased participation at the APTA Conference in Southern California.

Account 42730: Training \$ 4,000

FY 2015-16 Estimated Actual	\$ 22,400
FY 2015-16 Budget	\$ 4,000
FY 2014-15 Actual Expenditures	\$ -

General Management/Supervisory/Leadership Skills	\$ 2,000
Technical Skill Building	\$ 1,500
Regulatory Training	\$ 500

Account 42790: Mileage \$ 2,200

FY 2015-16 Estimated Actual	\$ 800
FY 2015-16 Budget	\$ 2,200
FY 2014-15 Actual Expenditures	\$ 378

This account provides for employee mileage reimbursement when City vehicles are not available or their use is not practical, for attendance at out-of-town meetings, trainings and various events staff is required to attend.

Justification for increase over FY 2015-16 Estimated Actual:

The FY 2016-17 mileage reflects additional administrative positions accessing trainings and attending meetings including Deputy Director, Transit Finance Manager, Superintendent, and Transit Supervisors.

**SUBTOTAL - SUPPLIES AND MATERIALS \$ 454,000**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$ 285,000

FY 2015-16 Estimated Actual	\$ 191,900
FY 2015-16 Budget	\$ 236,000
FY 2014-15 Actual Expenditures	\$ 72,544

This account provides for the City's participation in the State of California's Unified Certification Process (UCP) to satisfy Transit's requirement to perform certification in the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit's federally funded programs, and the charge for an outside vendor to pick up and shred confidential information that is disposed of in a secured container.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The proposed FY 2016-17 Professional and Special Services includes \$160,000 for enhanced intercity Paratransit and Dial-A-Ride services and \$125,000 for the development of a Short Range Transit Plan.

Account 44310: Maintenance of Equipment

\$ 183,000

FY 2015-16 Estimated Actual	\$ 184,300
FY 2015-16 Budget	\$ 136,600
FY 2014-15 Actual Expenditures	\$ 640,480

<u>Administration</u>	\$ 1,600
Coin counter/currency counter maintenance/repair	\$1,200
Maintenance of date/time clock	\$400

Bus Maintenance/Relief Vehicle Maintenance \$ 140,000

Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs, window replacements, radio service, body damage repair, seat repairs, relining of brake shoes, wheel alignments, exhaust system repairs, alternator and starter repairs, radiator service, calibration/testing of the gas detection system, and major component failures such as engine and transmission rebuilds are funded from this account. Additionally, this account provides funds for repair/service to the two-way mobile radios that are not covered by the City's contract, preventive maintenance and towing services of fixed-route vehicles that are unable to be driven. Listed below are the estimated annual costs for highly specialized bus repair services and fueling facility maintenance:

CNG fueling facility preventive and non-routine maintenance and repairs	\$ 90,000
Generator maintenance	\$ 2,500
Maintenance and calibration of the fire suppression system	\$ 1,800
Maintenance and calibration of methane detection system	\$ 1,000
Rebuilt transmission (1)	\$ 5,000
Turbochargers (2)	\$ 12,000
Rear end gear assembly (1)	\$ 5,000
Exhaust manifold (1)	\$ 3,000
Window replacements	\$ 1,000
Radio service	\$ 500
Body damage/seat repairs	\$ 5,000
Wheel alignments	\$ 800
Alternator/starter repairs	\$ 3,800
Radiator service	\$ 2,000
Replacement filters/parts for bus washer	\$ 5,600
Towing services	\$ 1,000
<u>Van Maintenance</u>	\$ 41,400

These funds are used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, upholstery repairs, gas detection service, machine work, window replacements, radio service, wheel alignments, relining brake shoes, exhaust system repairs, alternator and starter repairs, radiator service, air conditioning repairs, and major repairs to vehicle drive trains. This account also provides funding for towing services of paratransit vehicles that are unable to be driven. Currently, the City operates as many as 11 Dial-A-Ride vans Monday-Friday and as many as three vans on Saturday in revenue Service from approximately 5:00 a.m. to 8:00 p.m.

Justification for increase over FY 2015-16 Budget:

The FY 2016-17 increase is directly associated with increased costs associated with the CNG fueling facility maintenance.

Account 44410: Maintenance of Buildings/Grounds \$ 1,000

FY 2015-16 Estimated Actual	\$ 1,000
FY 2015-16 Budget	\$ 1,000
FY 2014-15 Actual Expenditures	\$ 1,088

This account is used for the purchase of materials required to maintain existing bus stop locations with such items as concrete pads for ADA accessibility, bus stop targets, poles and pole caps, information tubes, installation of bus benches, and other small items.

Account 44490: Other Contract Services \$ 18,400

FY 2015-16 Estimated Actual	\$ 18,400
FY 2015-16 Budget	\$ 23,400
FY 2014-15 Actual Expenditures	\$ 17,484

This account provides for services associated with the following:

FTA drug/alcohol testing	\$ 3,000
DMV medical	\$ 1,500
Ventura County APCD Permit fee (CNG Generator)	\$ 500
Reprinting of Transit bus schedules, maps and transfers	\$ 9,000
Reprinting of Fixed-Route and ADA/DAR passes	\$ 4,400

Account 44491: Transfer to Financial Information Systems Fund - Operations \$ 12,600

FY 2015-16 Estimated Actual	\$ 3,600
FY 2015-16 Budget	\$ 3,600
FY 2014-15 Actual Expenditures	\$ -

These funds are to be transferred to the Financial Information Systems Fund to pay for ongoing system operations of the City's Enterprise Resource and Planning system software.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2016-17 increase reflects Transit's Financial Information Systems Operations costs, which have been adjusted to reflect current funding needs.

Account 44590: Insurance Charges \$ 253,700

FY 2015-16 Estimated Actual	\$ -
FY 2015-16 Budget	\$ -
FY 2014-15 Actual Expenditures	\$ 148,800

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The FY 2016-17 increase reflects Transit's increased insurance costs, which were funded by an alternate source in FY 2015-16.

**SUBTOTAL - SERVICES: \$ 753,700**

**CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS**

Account 46100: Reimbursement to General Fund \$ 1,815,300

FY 2015-16 Estimated Actual	\$ 2,133,300
FY 2015-16 Budget	\$ 2,133,300
FY 2014-15 Actual Expenditures	\$ 1,319,400

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 19,100

FY 2015-16 Estimated Actual	\$ 49,600
FY 2015-16 Budget	\$ 49,600
FY 2014-15 Actual Expenditures	\$ 49,600

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to currently retired City employees.

Account 49656: Transfer to Financial Information Systems Fund - Capital \$ 36,200

FY 2015-16 Estimated Actual	\$ 4,000
FY 2015-16 Budget	\$ 4,000
FY 2014-15 Actual Expenditures	\$ -

These funds are to be transferred to the Financial Information Systems Fund to pay for ongoing system modifications to the City's Enterprise Resource and Planning system software as required by changing regulations, legislation, Generally Accepted Accounting Principles, or business practices.

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The increase reflects the increase in costs for FY 2016-17.

Account 49665: Transfer to City Telephone Fund \$33,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the City Telephones Fund to pay for the new telephone system.

**SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 1,903,600**

**TOTAL CURRENT EXPENSES \$ 3,111,300**

**CAPITAL OUTLAY**

Account 48600: Capital Outlay

\$ 3,102,700

FY 2015-16 Estimated Actual	\$2,887,200
FY 2015-16 Budget	\$6,842,800
FY 2014-15 Actual Expenditures	\$3,243,613

This account funds the capital expenses associated with the operations of the Fixed Route and ADA/DAR services.

Construction - TMF Expansion	\$ 370,400
GFI Farebox Upgrade (13)	\$ 21,800
CNG Fueling Station Upgrade	\$ 1,324,700
Voice Announcement System	\$ 95,000
Paratransit Dispatching Software	\$ 40,800
Replacement Fixed Route Buses (2)	\$ 1,250,000

**TOTAL - CAPITAL OUTLAY**

**\$ 3,102,700**

# SANITATION

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**SANITATION FUND  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities \$886,000

FY 2015-16 Estimated Actual	\$886,000
FY 2015-16 Budget	\$886,000
FY 2014-15 Actual Expenditures	\$885,043

This account provides for electricity, natural gas, and domestic water at the Public Services Center. The major expense in this account is electricity used by the Water Quality Control Plant.

Account 42110: Lift Utilities \$5,300

FY 2015-16 Estimated Actual	\$5,300
FY 2015-16 Budget	\$5,300
FY 2014-15 Actual Expenditures	\$5,171

This account funds electrical costs associated with operating the Big Sky, Wood Ranch, and Arroyo Simi Lift Stations. The costs for the Big Sky and for Wood Ranch Lift Stations are reimbursed.

Account 42150: Communications \$33,400

FY 2015-16 Estimated Actual	\$34,300
FY 2015-16 Budget	\$34,300
FY 2014-15 Actual Expenditures	\$28,276

This account provides funding for the Sanitation share of two-way radio system maintenance (\$27,300) and the monthly cost of pagers and cellular phones.

Account 42200: Computer (Non-Capital) \$0

FY 2015-16 Estimated Actual	\$1,200
FY 2015-16 Budget	\$1,900
FY 2014-15 Actual Expenditures	\$0

Account 42230: Office Supplies

FY 2015-16 Estimated Actual	\$8,800
FY 2015-16 Budget	\$8,800
FY 2014-15 Actual Expenditures	\$5,226

This account provides for normal office operating expenses, including paper/computer supplies.

Water Quality Control Plant	\$6,500
Environmental Compliance	\$500

Account 42235: Furnishings and Equipment (non-capital)

\$15,000

FY 2015-16 Estimated Actual	\$2,600
FY 2015-16 Budget	\$6,900
FY 2014-15 Actual Expenditures	\$23,848

This account provides funding for seven (7) new office chairs for Sanitation personnel.	\$4,000
Tool Box for Vehicle #488	\$500
Programmable Logic Controllers (PLC) for four Lift Stations (PI 8)	\$10,500

Account 42310: Rentals

\$20,000

FY 2015-16 Estimated Actual	\$17,300
FY 2015-16 Budget	\$26,000
FY 2014-15 Actual Expenditures	\$11,191

This account provides for the rental of specialized equipment that is periodically required to support the operation and maintenance of plant equipment, buildings, and grounds. Such rentals may include scaffolding, temporary pumping systems, specialized landscape machinery, and other equipment that is not available in-house. The account is also used to rent critical equipment or vehicles due to breakdowns of City equipment. There is \$20,000 anticipated for the rental of a dump truck.

Account 42410: Uniforms and Clothing

\$27,700

FY 2015-16 Estimated Actual	\$27,700
FY 2015-16 Budget	\$27,700
FY 2014-15 Actual Expenditures	\$24,144

This account provides for employee uniforms, boots, and other related personal protective equipment.

Account 42440: Memberships and Dues

FY 2015-16 Estimated Actual	\$16,500
FY 2015-16 Budget	\$19,000
FY 2014-15 Actual Expenditures	\$20,041

This account provides for memberships, dues, application fees, and certification renewals in the following divisions:

Administration

American Public Works Association (APWA)	\$900
(1) Water Environment Federation (WEF)	\$300
Southern California Alliance of Publicly Owned Treatment Works (SCAP)	\$7,500

Treatment Plant

(2) Water Environment Federation (WEF)	\$600
(30) California Water Environment Association (CWEA)	\$5,000
Instrument Society of America (ISA)	\$500
State Wastewater Treatment Operator Certification Renewals	\$3,000
CWEA Certification Renewals (Lab, Maintenance, & Instrumentation)	\$300

Collection System

CWEA Technical Certification Renewals	\$400
(9) California Water Environment Association (CWEA)	\$1,500

Environmental Compliance

(3) California Water Environment Association (CWEA)	\$500
(1) Water Environment Association (WEF)	\$300
CWEA Technical Certification Renewals	\$400

Justification for increase over the FY 2015-16 Budget and Estimated Actual:

Additional funding is required due to an increase in CWEA membership fees and an increase of Operator certification renewals in FY 2016-17.

Account 42450: Subscriptions and Books

\$1,500

FY 2015-16 Estimated Actual	\$1,500
FY 2015-16 Budget	\$1,500
FY 2014-15 Actual Expenditure	\$2,057

This account provides for the following journals and other reference materials related to the operation of the Sanitation Division:

Water Quality Control Plant

Safety bulletins and professional journal subscriptions	\$200
Manuals on water and wastewater process operations	\$200
References on methods for chemical analyses of water and wastewater	\$200

**FY 2016-17  
REQUEST**

Instrumentation reference manuals	\$200
Books used for reference to support in-house staff development and training that focuses on the areas of process control, safety, energy efficiency, emergency preparedness, and resource conservation	\$200

Environmental Compliance

Subscriptions, books, manuals, codes, regulations	\$500
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Account 42530: Chemicals \$420,000

FY 2015-16 Estimated Actual	\$420,000
FY 2015-16 Budget	\$461,000
FY 2014-15 Actual Expenditures	\$336,187

This account is used to purchase the following chemicals required in the treatment process at the Water Quality Control Plant:

Chlorine (sodium hypochlorite)	\$159,000
Sodium bisulfite	\$115,000
Alum - tertiary filters	\$1,000
Polymers - belt press and flotation thickeners	\$85,000
Ferric and ferrous chloride - digesters	\$25,000
Aqueous ammonia - trihalomethane reduction	\$35,000

Account 42541: Recycled Water Utilities \$9,800

FY 2015-16 Estimated Actual	\$9,500
FY 2015-16 Budget	\$12,000
FY 2014-15 Actual Expenditures	\$12,002

This account provides funding for electricity required to operate the Calleguas Municipal Water District pumping facilities located at the WQCP. These facilities are operated and maintained by Sanitation staff.

Account 42550: Small Tools/Equipment \$1,000

FY 2015-16 Estimated Actual	\$1,000
FY 2015-16 Budget	\$1,000
FY 2014-15 Actual Expenditures	\$807

This account provides funding for the purchase of small tools utilized by Sanitation Services and Environmental Compliance Division.

**FY 2016-17  
REQUEST**

Water Quality Control Plant

The budgeted amount will provide for the purchase of wrenches and other hand tools, saws and blades, drills and bits, small pumps, shovels, \$600

Collection System

This amount is for the regular purchase of small tools and safety equipment for the line maintenance function. \$200

Environmental Compliance

These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc. \$200

Account 42560: Operating Supplies

\$140,000

FY 2015-16 Estimated Actual	\$135,000
FY 2015-16 Budget	\$142,268
FY 2014-15 Actual Expenditures	\$104,531

This account provides funding for the following operating supplies:

Treatment Plant

\$108,500

This account supplies the Water Quality Control Plant with lubricants, housekeeping supplies, welding gases, mobile pump suction and discharge hoses, boiler soft water, building supplies, first aid/safety supplies, portable gas detectors, fall protection, self-contained breathing apparatus, ladders, and personal protective equipment. Laboratory and instrumentation supplies include, but are not limited to: test kit equipment; reagent chemicals; laboratory glassware; laboratory gases; bioassay testing materials; plant analyzer equipment and reagents; and minor repair of streets. It also includes funds for special events supplies.

Collection System

\$25,000

This account provides for vector hoses, jet-rodding and root-cutting nozzles, manhole equipment, safety equipment and supplies, and other related items.

Environmental Compliance (Pretreatment)

\$6,500

This account provides for supplies and equipment for the Pretreatment Program, including, but not limited to: safety equipment, fire extinguishers, bottles with caps, containers for sampling, beakers, pH meter replacement parts, cleaning supplies, reagents, oxygen meter replacement parts, separator funnels, and the first of four replacements of portable composite samplers.

Justification for proposed increase over the FY 2015-16 Estimated Actuals:

Additional funds are requested to replace one of four Portable Composite Samplers as a phased replacement program.

Account 42720: Travel, Conference, and Meetings \$24,900

FY 2015-16 Estimated Actual	\$21,500
FY 2015-16 Budget	\$21,500
FY 2014-15 Actual Expenditures	\$18,238

This account provides funding for attendance at conferences and meetings with state and national professional associations that provide guidance and training relative to compliance with regulations affecting the Sanitation divisions. Selected staff attend seminars and workshops that provide training regarding proper and legal methods to monitor, collect, analyze, treat, recovery resources, and dispose of wastewater. The conferences also focus on current and proposed regulations, and emerging issues in the industry affecting wastewater management.

Administration

1 - California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA, May 2-5, 2017	\$1,500
2 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept.	\$1,000
1 - WEFTEC Annual Conference, New Orleans, LA., Sept. 24-28, 2016	\$3,000
1- ESRI Annual Conference, San Diego, CA	\$1,500

Treatment Plant

2- California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA. May 2-5, 2017	\$3,000
6 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept.	\$3,400
1 - WEFTEC Annual Conference, New Orleans, LA., Sept. 24-28, 2016	\$3,000
1- Collection Systems Annual Conference (WEF), Baltimore, MD, April 17	\$2,900
2- Technical and Skills Training, Two Days, Southern California	\$2,000

Environmental Compliance (Pretreatment)

1 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept.	\$500
1 - California Water Environment Association (CWEA) Annual State Conference, Palm Springs, CA. May 2-5, 2017.	\$1,600
2 - CWEA Annual Pretreatment Conference, Northern California	\$1,500

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

Additional funds are requested to add an attendee at the ESRI conference to improve GIS capability, and to account for the increase in registration and lodging costs.

Account 42730: Training

FY 2015-16 Estimated Actual	\$10,000
FY 2015-16 Budget	\$13,600
FY 2014-15 Actual Expenditures	\$8,459

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to, operate, and maintain the infrastructure managed by the Sanitation Division.

Funds in this account are allocated as follows:

Administration

Professional Development	\$1,400
General Management/Supervisory/Leadership Skills	\$700

Treatment Plant/Collection System

Certification/Licensing	\$1,000
Regulatory & OSHA Required Training	\$3,000
Technical/Skill Building	\$2,000
General Management/Supervisory/Leadership Skills	\$1,000
Granite Net Manhole Training	\$1,500

Environmental Compliance (Pretreatment)

Certification/Licensing	\$400
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Justification for proposed increase over FY 2015-16 Estimated Actual:

Additional funds are requested for Granite Net software manhole training.

Account 42790: Mileage

\$600

FY 2015-16 Estimated Actual	\$1,200
FY 2015-16 Budget	\$600
FY 2014-15 Actual Expenditures	\$695

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

Justification for exceeding FY 2015-16 budget:

Additional expenses relating to meetings which require mileage.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$1,624,400**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$315,000

FY 2015-16 Estimated Actual	\$213,900
FY 2015-16 Budget	\$276,900
FY 2014-15 Actual Expenditures	\$273,879

This account provides for professional services that are required for effective operation of the Sanitation Division:

Legislative Consultant Services \$30,600

Services to assist the City with regulatory compliance legislation and other issues and regulations affecting sanitation operations.

Investment Advisor (Sanitation Share) \$5,400

Southern California Edison Licensing Agreement \$4,000

Implementation of Total Maximum Daily Loads (TMDL) & National Pollutant Discharge Elimination System (NPDES) Consulting Services \$175,000

The adopted TMDL's (Pesticides, PCBs, Nitrogen Compounds, Metals, Selenium and Salts) require that monitoring, analysis, reporting, and related studies be implemented to comply with regulatory mandates. The Calleguas Creek TMDL Consortium member agencies, bound by a Memorandum of Understanding, contribute to the implementation efforts based upon a formula that fairly apportions the work responsibility by agency/party and determines the monetary share. As the City has point and non-point discharges to the Arroyo Simi from Stormwater and a point discharge at the Water Quality Control Plant (WQCP), there are water quality responsibilities within both programs. The Sanitation Fund share is specific to the point discharge at the WQCP.

Efficiency Study Implementation (PI 10) \$100,000

Services to assist in the implementation plan and timeline based on the recommendations of the Sanitation Operations Efficiency Analysis report, adopted by City Council in March 2014. This service will assist the Sanitation Division in the implementation of operational, maintenance, and policy recommendations related to best business practices for maintenance and operations within the City's Sanitation Operations and Engineering divisions.

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

Additional funds are requested to increase TMDL fees and to begin implementing the recommendations made in the Efficiency Study.

**FY 2016-17  
REQUEST**

Account 44012: Outside Legal

\$20,000

FY 2015-16 Estimated Actual	\$35,000
FY 2015-16 Budget	\$40,000
FY 2014-15 Actual Expenditures	\$42,901

This account provides legal council on behalf of the City on issues regarding the City's National Pollutant Discharge Elimination System (NPDES) Permit.

Southern California Alliance of POTW's (SCAP) \$20,000

Account 44310: Maintenance of Equipment

\$349,000

FY 2015-16 Estimated Actual	\$377,600
FY 2015-16 Budget	\$449,605
FY 2014-15 Actual Expenditures	\$497,426

This account provides for the maintenance and operation of piping systems, blowers, structures, vehicles, mechanical, electrical, electronic equipment; and other equipment items necessary for wastewater facility operation and maintenance.

Treatment Plant

Mechanical and electrical equipment and parts	\$200,000
Electronic components	\$10,000
Pipe and pipe fittings	\$25,000
Portable equipment replacement and repairs	\$15,000
Coating supplies, paints, etc.	\$8,000
Building supplies and materials	\$10,000
Hardware	\$25,000
Secondary clarifier drive units	\$35,000

Collection System

Mechanical, electrical, and electronic equipment \$20,000

Environmental Compliance

\$1,000

Account 44410: Maintenance of Buildings and Grounds

\$9,500

FY 2015-16 Estimated Actual	\$9,500
FY 2015-16 Budget	\$8,000
FY 2014-15 Actual Expenditures	\$4,765

Funding is needed for landscaped areas of the WQCP such as shrubs, soil conditioners and treatment, seeding, fertilizers, and for cultivation and maintenance of trees.

Chemicals (fertilizers, pre-emergence, and systemic treatment) \$2,000

**FY 2016-17  
REQUEST**

Tree maintenance contract	\$4,000
Materials for WQCP drought tolerant landscape plantings	\$3,500

Justification for exceeding FY 2015/16 budget:

El Nino preparedness related expenses; gravel, sand.

Account 44490: Other Contract Services

\$710,400

FY 2015-16 Estimated Actual	\$500,000
FY 2015-16 Budget	\$824,809
FY 2014-15 Actual Expenditures	\$520,999

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>		\$92,500
Zone 39 - Contribution to City-owned landscape	\$24,600	
High-speed data connection (Sanitation share)	\$50,000	
Investment Services (SymPro) (Sanitation share)	\$2,100	
Brinks (Sanitation share)	\$2,800	
SB709 - Administrative fees	\$10,000	
Vision Internet Web Hosting (Sanitation Share)	\$3,000	
 <u>Annual Permit Fees</u>		 \$101,500
Ventura County Fire Department - hazardous materials	\$5,000	
NPDES permit and renewal application	\$60,000	
Wastewater Discharge Requirements Collection System Permit	\$11,500	
RWQCB - Environmental Compliance	\$10,000	
Air Pollution Control District permit to operate	\$5,000	
Department of Health Services - Laboratory renewal	\$4,000	
Air Pollution Control District - air toxic hot spots	\$2,000	
Laboratory Accreditation Program	\$4,000	
 <u>WQCP</u>		
Technical assistance		\$10,000

For specialized machinery, motors, and pump equipment, and related equipment, such as control valves, pressure regulating valves, emergency shut-off valves, pressure differential regulators, pressure gauges, and metering equipment, as needed.

Consulting Services	\$25,000
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To provide in-stream sampling analysis for bio assessment monitoring requirements contained in the Plant's NPDES permit. It also includes technical assistance from local Colleges/Universities on the latest research in process control and optimization.

**FY 2016-17  
REQUEST**

Outside laboratory work	\$70,000
Acute chronic bioassay, toxicity identification evaluations, special organic solvent analysis, and gas content testing required by the RWQCB in the WQCP's NPDES permit.	
Outside annual electrical evaluation and maintenance for all main motor control center switchgear performed by a licensed electrical contractor. This evaluation tests motor control panels and load center functioning with trip set points. It detects weak links in the system through infrared scans and sets alarm set points on electrical switchgear and breaker switch equipment. It also provides Arc Flash analysis when changes or additions to the study area is necessary.	\$10,000
Uninterruptible Power Supply (UPS) stations Provides technical support and annual on five stations	\$1,000
Fire and burglar alarm monitoring service	\$5,500
Disposal fees	\$15,000
Backflow prevention device testing	\$1,100
Landscape Maintenance Contract for lawns and planters at the WQCP	\$5,000
Laboratory equipment calibration	\$2,000
Crane inspection/certification Annual certification (required) of one mobile crane and a number of fixed cranes throughout the Plant	\$6,000
Emergency Generator Preventative maintenance	\$10,000
Hazardous waste disposal	\$5,000
Contract welding services	\$5,000
Annual Boiler Maintenance	\$5,000
WQCP minor repairs, including repairing/replacing buried plant drain lines, water line repairs, concrete repair/replacement, and leak repair.	\$10,000
Fire extinguisher and quarterly testing of fire alarms and sprinkler systems, annual fire extinguisher certification, recharge, and testing.	\$2,200

**FY 2016-17  
REQUEST**

Predictive Maintenance Program that factors in equipment maintenance and repair history in order to anticipate equipment that is due for overhaul and scheduled work. The following list includes WQCP process and plant equipment that is scheduled for repair: \$35,000

Vertical turbine pumps	10,000
Submersible & Portable pumps	10,000
HVAC system maintenance	10,000
Building ceiling repairs	5,000

Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs: \$25,000

Vertical turbine pumps	10,000
Aerated grit pumps	10,000
Electric motors	5,000

**SCADA/CMMS \$31,700**

SCADA administration and documentation technical support	\$10,000
Computerized Maintenance Management System annual renewal of inventory support license	\$11,300
Computerized Maintenance Management System inventory software technical support	\$10,000
Win 911 SCADA alarming annual renewal of support license	\$400

Upgrade to Monitoring Database Software (PI 3) \$69,000

Turblex Blowers Maintenance Service (PI 6) \$55,000

Infor/Hansen Asset Information Management (PI 9 Sanitation Share) \$25,000

**Collection System \$67,900**

CUES annual license renewal \$2,000

**Emergency sewer line repairs and contingencies:**

Gas detector maintenance	\$900
Emergency manhole and sewer line repairs	\$40,000
Sewer line root killer applications	\$10,000
Sewer line contract roach spraying	\$5,000
Granite Net software upgrade (GIS)	\$10,000

Environmental Compliance (Pretreatment) \$20,000

Outside laboratory work for volatile organics analysis and split sampling for the Quality Control Program, analyses for monitoring industrial and commercial discharges, and trunk line monitoring program. Continued local limit monitoring for nitrates, nitrites, and sulfates, total dissolved solids, and halomethanes.

Justification for proposed increase over FY 2015-16 Estimate Actual:

Major new funding requests include: Upgrade to Monitoring Database Software \$69,000, Turblex Blowers Maintenance Service \$55,000, Infor/Hansen Asset Information Management \$25,000, Granite Net software \$10,000 - this is an upgrade for the collection system software to better support the data collection during video inspections and integrate the data into GIS; Laboratory Accreditation \$4,000 - this is periodically mandated and will be needed in FY 2016-17; Vision Net web hosting \$3,000 - this is Sanitation's share of the City's cost to host the website; NPDES permit \$5,000 - the regulatory agency has indicated that permit fees will be increased in FY 2016-17.

Account 44590: Insurance Charges \$339,900

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$250,900

This account provides for premium payments to the Liability Insurance Fund. FY15-16 premiums are funded through fund balance.

Account 49807: Transfer to GIS Operations \$34,000

FY 2015-16 Estimated Actual	\$28,500
FY 2015-16 Budget	\$28,500
FY 2014-15 Actual Expenditures	\$28,500

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

Account 49809: Transfer to FIS Operations \$19,600

FY 2015-16 Estimated Actual	\$26,900
FY 2015-16 Budget	\$26,900
FY 2014-15 Actual Expenditures	\$0

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

**SUBTOTAL - SERVICES: \$1,797,400**

**CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS**

Account 46100: Reimbursement to General Fund \$2,622,500

FY 2015-16 Estimated Actual	\$2,458,300
FY 2015-16 Budget	\$2,458,300
FY 2014-15 Actual Expenditures	\$2,140,200

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads \$120,000

FY 2015-16 Estimated Actual	\$161,000
FY 2015-16 Budget	\$161,000
FY 2014-15 Actual Expenditures	\$20,003

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

Account 49648: Transfer to Computer Equipment Replacement Fund \$61,400

FY 2015-16 Estimated Actual	\$76,700
FY 2015-16 Budget	\$76,700
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS/Permits Capital Fund \$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49656: Transfer to FIS Capital Fund \$53,800

FY 2015-16 Estimated Actual	\$31,700
FY 2015-16 Budget	\$31,700
FY 2014-15 Actual Expenditures	\$0

This account includes \$30,000 for ERP Maintenance and provides for transfer to the Financial Information Systems Capital Fund.

**FY 2016-17  
REQUEST**  
\$148,600

Account 49297: Transfer to Retiree Medical Benefits Fund

FY 2015-16 Estimated Actual	\$122,200
FY 2015-16 Budget	\$122,200
FY 2014-15 Actual Expenditures	\$122,200

This account is for transfer to the Retiree Benefits Fund. Proceeds are used to pay for post-retirement benefits granted to retired City employees.

Account 49655: Transfer to City Telephones Fund

\$34,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account is the transfer to the new City Telephones Fund to make annual payments toward the new phone and voicemail system.

Account 49702: Transfer to Vehicle Replacement Reserve

\$221,000

FY 2015-16 Estimated Actual	\$189,800
FY 2015-16 Budget	\$189,800
FY 2014-15 Actual Expenditures	\$184,300

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Replacement Reserve

\$1,225,000

FY 2015-16 Estimated Actual	\$1,725,000
FY 2015-16 Budget	\$1,725,000
FY 2014-15 Actual Expenditures	\$1,725,000

This account provides funding for both plant and sewerline rehabilitation and replacement activities.

**CAPITAL OUTLAY**

Account 47020: Furnishings and Equipment

\$30,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

Purchase of Kjeldahl Distillation Apparatus - \$10,000 (CA 1)  
Purchase of GPS Locator -\$20,000 (CA 2)

**FY 2016-17  
REQUEST**  
\$0

Account 47030: Vehicles

FY 2015-16 Estimated Actual	\$42,000
FY 2015-16 Budget	\$42,000
FY 2014-15 Actual Expenditures	\$12,205

<b>SUBTOTAL - REIMBURSEMENTS AND TRANSFERS</b>	<b><u>\$4,516,300</u></b>
<b>SUBTOTAL - CURRENT EXPENSES</b>	<b><u>\$3,421,800</u></b>
<b>SUBTOTAL - CAPITAL OUTLAY</b>	<b><u>\$30,000</u></b>
<b>TOTAL - OPERATIONS FUND</b>	<b><u>\$7,968,100</u></b>

**REPLACEMENT RESERVE PROJECTS - SEWERLINE**

Fund 702

Account 48600: Sewerline Replacement Projects \$2,775,000

FY 2015-16 Estimated Actual	\$1,861,648
FY 2015-16 Budget	\$1,861,648
FY 2014-15 Actual Expenditures	\$1,158,144

A. <u>Annual Sewerline Assessment</u>	\$100,000
B. <u>Beaumont St. and Heywood St. Sewerline Rehabilitation</u>	\$330,000
C. <u>LA Ave. (Bishop to Barnes) Sewerline Rehabilitation</u>	\$2,220,000
D. <u>LA Ave. (Erringer to Crater) Sewerline Rehabilitation</u>	\$75,000
E. <u>Strathern Place - Arroyo Simi</u>	\$50,000

Fund 702

Account 48500: Replacement Reserve Projects \$2,305,000

FY 2015-16 Estimated Actual	\$4,094,076
FY 2015-16 Budget	\$4,569,076
FY 2014-15 Actual Expenditures	\$2,416,717

F. <u>Warehouse</u>	\$50,000
G. <u>SCADA System Upgrade</u>	\$250,000
H. <u>Dewatering Equipment Replacement</u>	\$225,000

**FY 2016-17  
REQUEST**

I.	<u>Digesters Rehabilitation Project</u>	\$510,000
J.	<u>Plant Water System Pump Replacement</u>	\$150,000
K.	<u>Concrete Study</u>	\$195,000
L.	<u>East BNR Aerators</u>	\$450,000
M.	<u>Headworks</u>	\$125,000
N.	<u>Road Paving</u>	\$150,000
O.	<u>Secondary Clarifiers Equipment</u>	\$200,000
Total - WQCP Replacement Reserve Projects		\$5,080,000

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One City Engineer  
REQUEST: \$70,000 (Sanitation Fund)  
ACCOUNT: 700-4205 Salaries and Benefits  
PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	
City Engineer (1/3 split funded)	\$70,000
<b>TOTAL:</b>	<u>\$70,000</u>

In FY 2014-15, the Department initiated a reorganization and combined all of the Public Works Engineering functions into one engineering Division, Engineering Services. The new Division is located in City Hall and includes six Sections; Capital Projects, Traffic Engineering, Development Services, Waterworks Engineering, Sanitation Engineering, and Public Works Inspection, with combined staffing of 37 authorized positions. To manage the Division the City Council approved the reclassification of the former Deputy Director/City Engineer position to City Engineer. However, to help address the FY 2014-15 projected budget deficit the Department offered to freeze the City Engineer position for one year, and the Director and Assistant Director continued to manage the various Sections. To provide enhanced efficiency and coordination of all Public Works engineering functions, the Division and its Section supervisors should have a direct day-to-day manager. Therefore, funding for the City Engineer position is requested in the FY 2016-17 budget.

The City Engineer will manage engineering functions for all three funds (General Fund, Sanitation Fund, Waterworks Fund), therefore it is recommended that funding for the position be split equally between the funds resulting in an approximate \$70,000 annual share for each fund.

General Fund = \$70,000  
Sanitation Fund = \$70,000  
Waterworks Fund = \$70,000

Total Cost = \$210,000

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Add one Information System (GIS) Analyst II (1/3 Sanitation, 1/3 Wateworks, 1/3 General Fund)  
REQUEST: \$42,800 (Sanitation Fund)  
ACCOUNT: 700-4210 Salaries and Benefits  
PRIORITY: 5

COST BREAKDOWN	
<u>Personnel</u>	
Information System (GIS) Analyst II (1/3 split funded)	\$42,800
<b>TOTAL:</b>	<b>\$42,800</b>

The Department of Public Works is requesting authorization to add a Information System (GIS) Analyst II position to the Administrative Services Division in Public Works in order to fulfill support of the Department's and City's Geographic Information System (GIS). The demand for GIS support services has significantly increased with the implementation of the Hansen System project which utilizes GIS data for asset management and work orders for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. The demand for GIS support will continue to grow with the anticipated new Enterprise Information Management System that is integrated with GIS and its data.

The City of Simi Valley has made major strides in technology development over the past ten years. The addition of enterprise systems such as GIS has enabled staff to collect, view, analyze and query an assortment of data from their desktops and at the public front counters. The GIS Program is responsible for managing the City's GIS and permit systems, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

The City has reached a maturation stage of development with GIS. At this stage, the system usually becomes fully integrated with public works and other technology resources of the City, and GIS functions are considered an integral part of the business process within City departments. GIS applications will be developed using industry-standard programs for ease of use by nontechnical staff and the permit modules will be designed and built to further integrate development processes. City-wide access to GIS through desktop PCs will be completed, including Intranet access for common functions. New layers will be added to the databases that were not developed during the initial implementation. New applications will be developed, and the initial applications will be customized to provide additional functionality for user departments.

During the development of an enterprise system, the identification and design of applications is to be completed and tested for user departments. Once tested, the operational rollout of applications follows completion of installation and training. Following installation, some time will be required to modify the applications as needed and to streamline procedures for integrating the applications into departmental work flows.

Given the increases in users, departmental requests, and software applications over the past years, the Public Works Department is requesting the approval of one Information Services Analyst II position in order to continue supporting and maintaining the City's GIS. This position will allow the Public Works Department to maintain the current GIS and to enhance the systems for improving business processes in all departments.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Establish a Career Series for Laboratory and Instrumentation Section Personnel  
 REQUEST: \$23,200  
 ACCOUNT: 700-4240 Salaries and Benefits  
 PRIORITY: 6

COST BREAKDOWN	
Personnel	\$15,600
See breakdown below	
RECURRING	\$7,600
TOTAL:	<u>\$23,200</u>

The Public Works Department's Sanitation Division is requesting to establish two new career series. The City's Collection System Technicians and Treatment Plant Operators utilize a career series that is based on certification programs administered by the California Water Environment Association (CWEA) and the State of California Office of Operator Certification programs, respectively. Employees who become certified under these programs are advanced to appropriate position levels based on competency defined by their certification grade (i.e. Levels I, II, or III for Operators and I or II for Collection System Techs). Certification in the Wastewater Industry using these programs demonstrates to agencies and to the public they serve a level of competency for the personnel providing wastewater services. It provides employers with evidence that the certificate holder has demonstrated specific job-related knowledge, skills, and abilities identified by the program administrators to be important to the Wastewater Industry. From a regulatory standpoint, case examples have demonstrated that the level of certification of employees at wastewater agencies plays a significant role in regulatory perception of due diligence and any enforcement administered by regulators. Certificate holders benefit as well. Certification provides an opportunity for employees to be recognized for their competency, to demonstrate their commitment to the profession, and has generally been shown to encourage employees to be more productive and effective.

These benefits could also be realized in the Laboratory and Instrumentation sections of the Sanitation Services Division. In the Public Works Department, the advantages of this tool are already recognized and used for advancement with Waterworks Service Workers, Maintenance Workers, Tree Trimmers, Mechanics, Building Inspectors, Plant Operators, and Collection System Technicians. It is also used throughout the City in positions such as: Clerk; Account Clerk, and Police Records Technician. With the new regulations for wastewater treatment facilities contained in our recently issued NPDES permit, the need for competent wastewater professionals has never been more critical. Regulators promote the benefits of agencies that support a Certification of Competency Policy. The State of California has considered mandatory certification of wastewater workers in the past and the City of Simi Valley could demonstrate its commitment to environmental protection by proactively embracing such a program. CWEA certification is the only recognized program in the State that offers Certifications of Competency, which means those who meet established criteria have the ability to perform their work at or above standard.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Establish a Career Series for Laboratory and Instrumentation Section Personnel

*(Continued from previous page)*

**FY 2015 – 16 Instrumentation Technician Grade I, II, III Pay Schedule**

Classification	Annual Salary (Top Step)	Percent Differential
Instrumentation Technician I	\$ 83,054	
Instrumentation Technician II	\$ 87,207	5.0
Instrumentation Technician III	\$ 91,567	5.0

**FISCAL YEAR 2016-17 COSTS**

Capital Outlay	Total	<u>\$8,513</u>
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**RECURRING ANNUAL COSTS**

Total	<u>\$4,153</u>
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**FY 2015 – 16 Laboratory Technician Grade I, II, III Pay Schedule**

Classification	Annual Salary (Top Step)	Percent Differential
Laboratory Technician I	\$ 68,744	
Laboratory Technician II	\$ 72,181	5.0
Laboratory Technician III	\$ 75,790	5.0

**FISCAL YEAR 2016-17 COSTS**

Capital Outlay	Total	<u>\$7,046</u>
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**RECURRING ANNUAL COSTS**

Total	<u>\$3,437</u>
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CITY OF SIMI VALLEY

# WATERWORKS

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**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
PRELIMINARY BUDGET SUPPORTING INFORMATION  
FY 2016-17**

**FY 2016-17  
REQUEST**

**CURRENT EXPENSES - SUPPLIES AND MATERIALS**

Account 42100: Utilities \$770,000

FY 2015-16 Estimated Actual	\$770,000
FY 2015-16 Budget	\$871,000
FY 2014-15 Actual Expenditures	\$808,761

This account funds electrical and natural gas costs for the various pumping facilities that are operated by the District. The major expense in this account relates to the purchase of power.

Account 42150: Communications \$32,100

FY 2015-16 Estimated Actual	\$31,500
FY 2015-16 Budget	\$32,700
FY 2014-15 Actual Expenditures	\$24,987

This account provides for the cost of telecommunications lines, cellular phone monthly billings, and field communication devices as follows:

Cellular telephones	\$3,600
Field communication devices	\$2,300
Telecommunications lines	\$1,800
Two-Way Radio System Support	\$24,400

Justification for increase over FY 2015-16 Estimated Actual:

A \$200 increase in the budget is projected for increased field communication device costs.

Account 42200: Computers (Non-Capital) \$0

FY 2015-16 Estimated Actual	\$6,000
FY 2015-16 Budget	\$6,000
FY 2014-15 Actual Expenditures	\$30,230

**FY 2016-17  
REQUEST**  
\$9,000

Account 42230: Office Supplies

FY 2015-16 Estimated Actual	\$9,000
FY 2015-16 Budget	\$11,000
FY 2014-15 Actual Expenditures	\$5,786

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc.

Administration	\$4,000
Utility Billing (door hangers and supplies)	\$5,000

Justification for increase over FY2015-16 Estimated Actual:

Some purchases were deferred during FY 2015-16. Funding is requested at the same level as FY 2015-16 for anticipated purchases.

Account 42310: Rentals

\$26,000

FY 2015-16 Estimated Actual	\$26,000
FY 2015-16 Budget	\$2,000
FY 2014-15 Actual Expenditures	\$0

This account provides for the rental of specialized equipment. The infrequent use of this equipment makes it more cost effective to rent than purchase. Air compressors, generators, concrete saws, vibraplates, portable pumps, piping, compactors, and trenchers are

Justification for increase over FY 2015-16 Budget and Estimated Actual:

In FY 2015-16, a water truck was rented, at a cost of \$2,000 per month to be available to recover water discharged in the public right-of-way from leaks, necessary flushing, or project work where water needed to be evacuated from the system. Due to the continued drought, it is anticipated this cost will continue through FY 2016-17.

Account 42410: Uniforms and Clothing

\$12,500

FY 2015-16 Estimated Actual	\$12,500
FY 2015-16 Budget	\$12,500
FY 2014-15 Actual Expenditures	\$9,946

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots per contract. The account also provides for rain gear, uniform shorts, rubber boots, and other safety equipment.

**FY 2016-17  
REQUEST  
\$13,100**

Account 42440: Memberships and Dues

FY 2015-16 Estimated Actual	\$13,100
FY 2015-16 Budget	\$13,100
FY 2014-15 Actual Expenditures	\$12,268

This account provides for memberships and licenses in the following:

California Urban Water Conservation Council	\$3,800
American Public Works Association (APWA)	\$400
American Society of Civil Engineers	\$300
American Water Works Association (AWWA)	\$1,200
Association of Water Agencies (AWA)	\$5,000
Operator Certificates	\$1,600
AWA Annual Meeting Sponsorship	\$400
California Board of Professional Engineers License	\$300
Utility Billing Group	\$100

Account 42450: Subscriptions and Books

\$1,500

FY 2015-16 Estimated Actual	\$1,100
FY 2015-16 Budget	\$2,100
FY 2014-15 Actual Expenditures	\$673

This account provides for journals and other reference materials related to the operation of the District.

Water system hydraulic analyses	\$100
Safe drinking water books	\$100
AWWA water standards subscription	\$400
Water quality manuals	\$100
Water Use Efficiency Guidebooks	\$100
Technical CD-ROMs	\$400
AWWA Manual of Water Practice updates	\$100
Water Law Reporter	\$100
Utility Billing/Customer Relations Publications	\$100

Justification for increase over FY 2015-16 Estimated Actual:

Some purchases were deferred during FY 2015-16.

Account 42520: Meters

FY 2015-16 Estimated Actual	\$271,700
FY 2015-16 Budget	\$271,690
FY 2014-15 Actual Expenditures	\$429,351

This account provides for meters and appurtenant items that are required to meet the development and operational needs of the Water District. Operational needs include a meter replacement program that increases the accuracy of meters in the system. A total of 1,694 meters are identified for replacement in FY 2016-17. New developments will require 40 new meters. For FY 2016-17 an allocation is also included for retrofitting of existing meters with automated meter reading mechanisms. The proposed meter purchases are as follows:

4 Large meters @ \$1,725 each	\$6,900
25 1.5 inch replacement meters @ \$484 each	\$12,100
50 1 inch replacement meters @ \$299 each	\$15,000
1006 3/4 inch replacement meters @ \$253 each	\$254,500
40 3/4 inch - 2 inch meters for new developments @ \$290 each	\$11,600
(to be recovered from developer fees)	

Justification for increase over FY 2015-16 Budget and Estimated Actual:

The reduced expenditures in FY 2015-16 reflect a budget reduction that was implemented due to fund balances reaching minimal limits. Funding levels were kept at a reduced level for FY 16-17, with an additional \$28,400 approved to continue funding the projected meter replacements that are crucial to maintaining water use accountability and accurate customer billings.

Account 42540: Water Purchase

\$24,500,000

FY 2015-16 Estimated Actual	\$22,000,000
FY 2015-16 Budget	\$29,200,000
FY 2014-15 Actual Expenditures	\$26,449,105

This account provides for purchasing imported portable water from Calleguas Municipal Water District (Calleguas).

Justification for increase over FY 2015-16 Estimated Actual:

Calleguas implemented a 5.4% water rate increase effective January 1, 2016. Water consumption significantly reduced in 2015 responding to the drought and the State mandate to reduce water use 28% in Simi Valley. Water use is expected to remain below 2014 use as the drought continues.

FY 2016-17  
REQUEST  
 \$42,000

Account 42541: Recycled Water Purchase

FY 2015-16 Estimated Actual	\$38,200
FY 2015-16 Budget	\$67,300
FY 2014-15 Actual Expenditures	\$57,456

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for increase over FY 2015-16 Estimated Actual:

Recycled water use is well below the budget expectation. Some increases are expected in 2016 with the addition of GI Industries on West Los Angeles Avenue becoming a customer.

Account 42550: Small Tools/Equipment

\$16,500

FY 2015-16 Estimated Actual	\$15,500
FY 2015-16 Budget	\$16,500
FY 2014-15 Actual Expenditures	\$11,050

This account provides for the purchase of tools, fittings, and safety items.

Justification for increase over FY2015-16 Estimated Actual:

A minimum amount is budgeted each year to cover anticipated needs.

Account 42560: Operating Supplies

\$226,500

FY 2015-16 Estimated Actual	\$200,000
FY 2015-16 Budget	\$276,500
FY 2014-15 Actual Expenditures	\$74,596

This account provides for supplies used in the maintenance and operation of the District's facilities, including chemicals, oils, grease, and related items for operation of pumps, and

Administration

\$77,000

Public Information, Education and Outreach Program

\$27,000

Funding to develop and distribute public information, education and outreach materials, such as media advertising, bill inserts, home water use reports, direct mailers, newsletters, brochures, workbooks, handouts, demonstration tools, water use efficiency kits, workshop materials/instruction and promotional items, as well as display/storage/transportation containers and racks.

Water Use Efficiency Program \$50,000

Funding for water use surveys, water-wise gardening plants, materials, and signs, as well as water use efficiency devices such as high efficiency plumbing and lavatory devices in City facilities, smart controllers, rain shut-off valves, flow sensors, master valves, and rotating sprinkler nozzles and bodies. These surveys, materials and equipment may be provided to residential, commercial, industrial and institutional water customers.

<u>Operations</u>		\$149,500
Maintenance of facilities	\$23,000	
Treatment Plant	\$56,500	
Filter Replacement	\$70,000	

Justification for increase over FY 2015-16 Estimated Actual:

The Filter Replacement line item was added in FY 2015-16 to fund reverse osmosis (RO) filter replacements at the Tapo Canyon Water Treatment Plant. The replacement project was postponed in FY 2015-16 as pre-treatment improvements were made to extend the expensive RO filter longevity. However the lifespan of the RO filters is likely ending, and replacements are expected to be needed in FY 2016-17.

Account 42720: Travel, Conferences, and Meetings \$8,100

FY 2015-16 Estimated Actual	\$6,600
FY 2015-16 Budget	\$6,600
FY 2014-15 Actual Expenditures	\$5,687

This account provides funds for meetings with local, state, and related entities relative to the District's operations, engineering, regulations, and grant programs. This account also provides for attendance by selected personnel at conferences; seminars, and workshops that pertain directly to operations, engineering, and reclaimed water issues.

<u>Administration</u>	
1 AWWA 2016 Conference Sacramento, CA (Deputy Director)	\$1,600
1 EPA Water Sense - Water Smart Conference, Las Vegas, NV	\$1,500
1 GIS ESRI User Conference, San Diego, CA	\$1,500

<u>Engineering</u>	
18 AWA Workshops/Seminars, local	\$600
2 AWA or APWA Symposium/Workshop, local	\$400

Operations

4 CWEA Tri-State Conference, Las Vegas, NV. (Supervisors and General Unit employees) \$2,500

Justification for proposed increase over FY 2015-16 Budget:

Added one GIS ESRI User Conference in San Diego.

Account 42730: Training

\$18,000

FY 2015-16 Estimated Actual	\$15,900
FY 2015-16 Budget	\$24,600
FY 2014-15 Actual Expenditures	\$5,618

This account provides for attendance of selected personnel at specialized short courses to obtain expertise and training of direct benefit to District Operations.

<u>Administration</u>		\$2,900
General Management/Supervisory/Leadership Skills	\$500	
Certification/Licensing	\$1,500	
Professional Development	\$900	
 <u>Operations and Maintenance</u>		 \$13,400
Regulatory Training	\$6,000	
Technical/Skill Building	\$7,400	
 <u>District Engineering</u>		 \$1,300
Certification/Licensing	\$300	
Professional Development	\$1,000	
Technical/Skill Building	\$0	
 <u>Customer Service and Utility Billing</u>		 \$400
Professional Development		\$400

Justification for proposed increase over FY 2015-16 Estimated Actual:

During FY 2015-16, some training was deferred. Funding is requested at the same level to enhance skill technical and skill building for Administration and Operations and Maintenance.

Account 42790: Mileage

FY 2015-16 Estimated Actual	\$600
FY 2015-16 Budget	\$500
FY 2014-15 Actual Expenditures	\$296

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2015-16.

**SUBTOTAL - SUPPLIES AND MATERIALS**

**\$25,975,900**

**CURRENT EXPENSES - SERVICES**

Account 44010: Professional and Special Services

\$437,700

FY 2015-16 Estimated Actual	\$501,100
FY 2015-16 Budget	\$527,738
FY 2014-15 Actual Expenditures	\$308,541

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$117,800

Engineering services and special studies \$27,500

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, GIS mapping, special studies, and water use audits needed to assist staff in the coordination and administration of District projects, District mapping and analysis of proposed development projects and programs.

Plan check and construction inspection \$5,000

This amount provides for plan checks and construction inspections needed to support the review of design and construction of residential and commercial land development projects. This also provides for computer hydraulic analysis of the impacts of proposed new developments and for sizing required water facilities. This item is funded from revenues previously collected from development projects for this purpose.

Legislative consultant services \$26,100  
 District share of costs

Investment Advisor (Waterworks Share) \$13,100

Rights-of-Way Consulting Services \$10,000

This item provides the District Engineering Section with real estate services on an as-needed basis that are necessary to resolve a wide variety of easement and property ownership issues. Real estate issues routinely occur as a result of requests from citizens and developers that the District vacate or accept easements necessary for the completion of development projects. Real estate services are also required from time to time by District staff to research titles, easements, and chain of title for the construction of capital projects including the District's earthquake repair project.

Consumer Confidence (Water Quality) Report \$3,000  
 This account will provide funds for assistance in preparation of a federally mandated. annual

Watersheds Coalition of Ventura County \$13,100

California Urban Water Conservation Council BMP \$20,000

Funding for professional engineering services to evaluate water savings goals, perform report-required studies, recommend best compliance options, implement new best management practice (BMP) requirements, and prepare the biennial California Urban Water Conservation Council BMP Report.

Operations \$82,400

Cross connections \$22,700

This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.

<p><u>Surveying and Engineering Services</u></p> <p>Funds will be used to continue a time of use program for energy conservation and off-peak pumping. This program is integrated into the SCADA system that controls the pumps and monitors electricity usage. Survey and GPS water assets, such as water meters, fire hydrants, and valves.</p>	<p>\$25,000</p>	
<p><u>Large water systems fee</u></p> <p>This amount will provide for fees required by the California Health Department.</p>	<p>\$20,000</p>	
<p><u>Ventura County Public Works Encroachment Permit</u></p> <p>This account will provide for the County of Ventura Public Works Agency annual permit for utility work done in unincorporated areas of the District.</p>	<p>\$1,200</p>	
<p><u>Water Sampling</u></p> <p>This amount provides for water sampling required by the State of California Health Department. Water samples are collected monthly and quarterly as prescribed by Title 22 of the Administrative Code. New regulations required sixteen samples to be collected every 60 days, and new weekly sampling of the Tapo Canyon Treatment Plant (\$7,000).</p>	<p>\$13,500</p>	
<p><u>Utility Billing</u></p>		<p>\$237,500</p>
<p><u>Pay Mode Services</u></p> <p>This service serves as a link between the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing electronic processing services via the customers banking institutions.</p>	<p>\$5,000</p>	
<p><u>On-line Bill Pay</u></p> <p>This portal serves as the interface between the City of Simi Valley and the merchant processor that handles electronically initiated payments with credit cards on line via the City's website. This amount reflects the cost of providing the portal access.</p>	<p>\$10,200</p>	

EPX/payments \$190,000

Processing fees charged by the merchant processor online payments or payments made via phone using the toll free number. The processor charges the City processing fees depending on the type of transaction.

Credit Card Services \$5,000

This service allows District customers to pay their utility bills via credit card in person or over the telephone and is the fee charged by the bank.

Regulus Lockbox Services \$22,000

This service processes the majority of District payments and provides customers with a non-electronic payment method. Bank fee.

Sympro Software Maintenance \$2,200

Annual maintenance for interest income software.

Brinks Armored Services \$3,100

Armored car service for bank deposits.

Account 44012: Outside Legal Services

\$2,500

FY 2015-16 Estimated Actual	\$2,800
FY 2015-16 Budget	\$2,500
FY 2014-15 Actual Expenditures	\$315

This account provides for outside legal services that are required in the Waterworks District operation.

Account 44310: Maintenance of Equipment

\$338,700

FY 2015-16 Estimated Actual	\$340,000
FY 2015-16 Budget	\$340,845
FY 2014-15 Actual Expenditures	\$415,203

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline Materials	\$179,600
Sand, gravel, asphalt, and concrete	\$35,000
Electrical parts and materials	\$25,000
Construction and welding contractors	\$50,000
Equipment repair	\$44,600
Radio maintenance	\$4,500

Account 44410: Maintenance of Buildings and Grounds

FY 2015-16 Estimated Actual	\$3,200
FY 2015-16 Budget	\$5,000
FY 2014-15 Actual Expenditures	\$5,306

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Justification for proposed increase over FY 2015-16 Estimated Actual:

The proposed increase is to fund repairing fences at the Walnut and Stow tank sites.

Account 44490: Other Contract Services

\$457,700

FY 2015-16 Estimated Actual	\$337,700
FY 2015-16 Budget	\$407,700
FY 2014-15 Actual Expenditures	\$306,392

This account provides for contract maintenance of District facilities including:

<u>Administration/Engineering</u>		\$77,600
High-speed data connection (Waterworks Share)	\$50,000	
Zone 39 improvement support	\$24,600	
Vision Internet Web Hosting (Waterworks Share)	\$3,000	
 <u>Operations</u>		 \$301,100
Underground service alert	\$2,900	
Landscaping	\$75,000	
After hours emergency call services	\$3,000	
Landfill	\$6,000	
Pump repair	\$15,000	
Pipelines Standard	\$30,000	
Pipelines Emergency	\$55,400	
 Data hosting for fixed base meter reading network (AMI) (PI 4)	 \$25,000	
Infor/Hansen (CMMS) Asset Information Management (PI 7)	\$25,000	
Annual maintenance of meter reading system	\$10,200	
Annual renewal of SCADA software license	\$14,200	
Annual renewal of CMMS software license	\$11,300	
CMMS Inventory Software Technical support	\$10,000	
Monitoring of intrusion alarms	\$1,000	
Annual renewal of Water Model software license	\$1,500	
Annual renewal of SEMS water quality software license	\$5,000	
Annual renewal of State NPDES Permit	\$2,100	
Annual renewal of mapping software license	\$8,500	

Utility Billing

Utility Billing bulk mail services and postage

\$79,000

Justification for proposed increase over FY 2015-16 Budget and Estimated Actual:

The Vision Internet web hosting of \$3,000 represents the share of cost attributable to Waterworks. Landscaping is proposed to increase to \$25,000 reflecting a recent bid for the restored program to maintain all the landscape on the water tank sites. The cost to maintain the after-hours call service is increasing by \$1,000, based on increased call volume in FY 2015-16. A new cost, the Water Quality SEMS software license fee of \$5,000, is an annual license fee for database software that collates and helps report required monitoring results to the regulator. Water purveyors must maintain a NPDES permit for any water that may enter a surface waterway and the permit agency fee is \$2,100. The mapping software, used by field and Operations office personnel, is proposed to add four new licensed users for an additional \$3,500. Additionally, funding in the amount of \$50,000 (\$25,000/ea.) is included for data hosting for the fixed base meter reading network (AMI) and the Infor/Hansen (CMMS) asset information management.

Account 44491: Transfer to FIS Operations

\$32,600

FY 2015-16 Estimated Actual	\$32,600
FY 2015-16 Budget	\$32,600
FY 2014-15 Actual Expenditures	\$0

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

Account 44492: Transfer to GIS Operations

\$40,500

FY 2015-16 Estimated Actual	\$33,500
FY 2015-16 Budget	\$33,500
FY 2014-15 Actual Expenditures	\$33,500

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

**FY 2016-17  
REQUEST  
\$184,700**

Account 44590: Insurance Charges

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$143,200

This account provides for premium payments to the Liability Insurance Fund. FY 16-17 premiums are being funded through fund balance.

**SUBTOTAL - SERVICES:**

**\$1,509,400**

**CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS**

Account 46100: Reimbursement to General Fund

\$2,234,500

FY 2015-16 Estimated Actual	\$1,965,400
FY 2015-16 Budget	\$1,965,400
FY 2014-15 Actual Expenditures	\$1,693,800

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads

\$120,000

FY 2015-16 Estimated Actual	\$161,000
FY 2015-16 Budget	\$161,000
FY 2014-15 Actual Expenditures	\$20,003

This account reimburses the Streets and Roads fund for adjustments to Waterworks manhole covers during street reconstruction projects. The amount of reimbursement is based upon the size and scope of planned capital projects for the fiscal year.

Account 49297: Transfer to Retiree Benefits Fund

\$35,100

FY 2015-16 Estimated Actual	\$46,200
FY 2015-16 Budget	\$46,200
FY 2014-15 Actual Expenditures	\$46,200

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$79,400

FY 2015-16 Estimated Actual	\$99,200
FY 2015-16 Budget	\$99,200
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS/Permits Capital Fund

\$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the Geographic Information Systems and Permits Operations and Capital Funds.

Account 49656: Transfer to FIS Capital Fund

\$55,300

FY 2015-16 Estimated Actual	\$38,000
FY 2015-16 Budget	\$38,000
FY 2014-15 Actual Expenditures	\$32,100

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49665: Transfer to City Telephones Fund

\$33,000

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$0

This account provides for transfer to the City Telephones Fund for replacement of the telephone and voicemail system.

Account 49763: Transfer to Vehicle Replacement Reserve

\$155,000

FY 2015-16 Estimated Actual	\$178,000
FY 2015-16 Budget	\$178,000
FY 2014-15 Actual Expenditures	\$143,100

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Replacement Reserve

\$0

FY 2015-16 Estimated Actual	\$1,460,000
FY 2015-16 Budget	\$1,460,000
FY 2014-15 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement reserve.

**SUBTOTAL - REIMBURSEMENTS AND TRANSFERS**

\$2,712,300

**SUBTOTAL - CURRENT EXPENSES**

\$30,197,600

**FY 2016-17  
REQUEST**

**CAPITAL OUTLAY**

Account 47020: Furnishings and Equipment \$92,500

FY 2015-16 Estimated Actual	\$105,000
FY 2015-16 Budget	\$105,000
FY 2014-15 Actual Expenditures	\$46,320

This account provides funding for:

One Sand Separator for Well 31d (PI 5)	\$15,000
One Utility Trailer (PI 6)	\$17,500
Replacement of Trailer Mounted Excavator (CA 1)	\$60,000

Account 47030: Vehicles \$0

FY 2015-16 Estimated Actual	\$0
FY 2015-16 Budget	\$0
FY 2014-15 Actual Expenditures	\$40,000

**TOTAL CAPITAL OUTLAY** \$92,500

**TOTAL CURRENT EXPENSES AND CAPITAL OUTLAY** \$30,290,100

**CAPITAL PROJECTS - REPLACEMENT RESERVE FUND**

Fund 763

Account 48500: Maintenance Projects \$750,000

FY 2015-16 Estimated Actual	\$111,300
FY 2015-16 Budget	\$375,000
FY 2014-15 Actual Expenditures	\$446,355

- A Paving and Slurry Seal at Tank Sites \$25,000  
Annual program for crack sealing and seal coat work at Waterworks Tank Sites and Pumping facilities.
  
- B Landscaping, Fencing and Noise Barrier at District Facilities \$10,000  
Annual program for landscaping to visually enhance the area around water tanks and for the installation of fence and screening. It is anticipated that the funds will be used for new plant material to replace existing landscaping that is failing or has been damaged by vandalism or weather.

C	<u>Painting of Water Facilities</u> Annual program for repainting exteriors of water tanks and pump stations throughout the District based on physical inspections by staff. Repainting prolongs the life of water tanks and pump stations. The funds are also expended for the removal of graffiti. This includes the painting of Wood Ranch #3 Tank in FY 16-17.	\$60,000
D	<u>Refurbishment/Installation of District Pumping Facilities</u> Annual program for ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement.	\$55,000
E	<u>Valve Box Replacement</u> Annual program for ongoing valve box replacements throughout the District.	\$15,000
F	<u>Main Line Valve Replacement Program</u>  Annual program for ongoing replacement of main line valves throughout the District. Program deferred for FY 2015-16. Added back after program removed in FY 15-16 as a reverse priority.	\$125,000
G	<u>District Telemetry Systems</u> Annual program for ongoing maintenance and modifications to security systems and for support to the District's SCADA system. Maintenance and modifications are performed on an as-needed basis for field equipment that fails or needs replacement for systems upgrades and software revisions.	\$100,000
H	<u>Vulnerability Assessment Upgrades</u> Implementation of security measures as outlined in the Vulnerability Assessment Study. Work is also performed on an as-needed basis to security equipment that fails or needs replacement due to obsolescence. Work includes updates to software and replacement of hardware that is over 10 years old.	\$60,000

I Interior Tank Recoating \$300,000

This is an annual program to repair and recoat the interiors of water storage tanks. Many of the 42 tanks were constructed in the 1960s with coal-tar enamel coatings that are now obsolete. The tanks were recently inspected and evaluated to prioritize not only recoating, but also to assess their structures to better estimate the need to replace corroded roof ties, braces, and other structural elements. The priorities, based upon the evaluation, are to recoat/rehab: Madera 1190 Tank in FY 2016-17, Walnut Tank No. 1 in FY 2017-18, Walnut Tank No. 2 in FY 2018-19, Flanagan Tank in FY 2019-20, and Alta Vista Tank No. 1 in FY 2020-21. Program deferred for FY 2015-16.

Account: 48600: Improvement Projects \$8,672,200  
Fund 763

FY 2015-16 Estimated Actual	\$5,226,800
FY 2015-16 Budget	\$5,226,867
FY 2014-15 Actual Expenditures	\$953,523

J	Recycled Water Projects	\$8,037,200
K	Small Tank Replacement	\$60,000
L	Water Line Extension in Rollins Road	\$105,000
M	Water Line Relocation - Box Canyon	\$40,000
N	Well Rehabilitation Program	\$80,000
O	Waterworks SCADA System Upgrade	\$250,000
P	Water Main Replacement	\$100,000

See Waterworks Capital Improvement Plan for Descriptions

**TOTAL - REPLACEMENT RESERVE FUND** \$9,422,200

**FY 2016-17  
REQUEST**

**CAPITAL PROJECTS - CAPITAL IMPROVEMENT FUND**

Account 48500/48600: Capital Improvement Fund Projects Fund 762 \$900,000

FY 2015-16 Estimated Actual	\$2,606,700
FY 2015-16 Budget	\$2,681,681
FY 2014-15 Actual Expenditures	\$341,288

P	Water Storage Mixing Systems	\$90,000
Q	Knolls Zone Water Facilities	\$500,000
R	Walnut Street Pump Station	\$60,000
S	Simi Valley Groundwater Basin Facilities	\$250,000

See Waterworks Capital Improvement Plan for Descriptions

**TOTAL - CAPITAL IMPROVEMENT FUND \$900,000**

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One City Engineer  
REQUEST: \$70,000 (Waterworks Fund)  
ACCOUNT: 761-4605 Salaries & Benefits  
PRIORITY: 1

**COST BREAKDOWN**

Personnel

City Engineer (1/3 split funded)

\$70,000

TOTAL:

\$70,000

In FY 2014-15, the Department initiated a reorganization and combined all of the Public Works Engineering functions into one engineering Division, Engineering Services. The new Division is located in City Hall and includes six Sections; Capital Projects, Traffic Engineering, Development Services, Waterworks Engineering, Sanitation Engineering, and Public Works Inspection, with combined staffing of 37 authorized positions. To manage the Division the City Council approved the reclassification of the former Deputy Director/City Engineer position to City Engineer. However, to help address the FY 2014-15 projected budget deficit the Department offered to freeze the City Engineer position for one year, and the Director and Assistant Director continued to manage the various Sections. To provide enhanced efficiency and coordination of all Public Works engineering functions, the Division and its Section supervisors should have a direct day-to-day manager. Therefore, funding for the City Engineer position is requested in the FY 2016-17 budget.

The City Engineer will manage engineering functions for all three funds (General Fund, Sanitation Fund, Waterworks Fund), therefore it is recommended that funding for the position be split equally between the funds resulting in an approximate \$70,000 annual share for each fund.

General Fund = \$70,000

Sanitation Fund = \$70,000

Waterworks Fund = \$70,000

Total Cost = \$210,000

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Add one Information System (GIS) Analyst II (1/3 Sanitation, 1/3 Water, 1/3 General Fund)  
REQUEST: \$42,800 (Waterworks Fund)  
ACCOUNT: 761-4605 Salaries and Benefits  
PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	
Information System (GIS) Analyst II (1/3 split funded)	\$42,800
<b>TOTAL:</b>	<b>\$42,800</b>

The Department of Public Works is requesting authorization to add a Information System (GIS) Analyst II position to the Administrative Services Division in Public Works in order to fulfill support of the Department's and City's Geographic Information System (GIS). The demand for GIS support services has significantly increased with the implementation of the Hansen System project which utilizes GIS data for asset management and work orders for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. The demand for GIS support will continue to grow with the anticipated new Enterprise Information Management System that is integrated with GIS and its data.

The City of Simi Valley has made major strides in technology development over the past ten years. The addition of enterprise systems such as GIS has enabled staff to collect, view, analyze and query an assortment of data from their desktops and at the public front counters. The GIS Program is responsible for managing the City's GIS and permit systems, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

The City has reached a maturation stage of development with GIS. At this stage, the system usually becomes fully integrated with public works and other technology resources of the City, and GIS functions are considered an integral part of the business process within City departments. GIS applications will be developed using industry-standard programs for ease of use by nontechnical staff and the permit modules will be designed and built to further integrate development processes. City-wide access to GIS through desktop PCs will be completed, including Intranet access for common functions. New layers will be added to the databases that were not developed during the initial implementation. New applications will be developed, and the initial applications will be customized to provide additional functionality for user departments.

During the development of an enterprise system, the identification and design of applications is to be completed and tested for user departments. Once tested, the operational rollout of applications follows completion of installation and training. Following installation, some time will be required to modify the applications as needed and to streamline procedures for integrating the applications into departmental work flows.

Given the increases in users, departmental requests, and software applications over the past years, the Public Works Department is requesting the approval of one Information Services Analyst II position in order to continue supporting and maintaining the City's GIS. This position will allow the Public Works Department to maintain the current GIS and to enhance the systems for improving business processes in all departments.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Main Line Valve Replacement Program  
TOTAL: \$135,000  
ACCOUNT: 763-9763-48500  
PRIORITY: 1

SAVINGS BREAKDOWN	
Capital Outlay	
Improvements	\$135,000
TOTAL:	<u>\$135,000</u>

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Deferring the main line valve replacement program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Refurbishment/Installation of District Pumping Facilities  
TOTAL: \$55,000  
ACCOUNT: 763-9763-48500  
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Capital Outlay</u>	
Improvements	\$55,000
TOTAL:	<u>\$55,000</u>

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.



CITY OF SIMI VALLEY