

CITY OF SIMI VALLEY
SUPPORTING DOCUMENT
FISCAL YEAR 2015-16



FY 2015-16 PROPOSED BUDGET SUPPORTING DOCUMENT

TABLE OF CONTENTS

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

Department proposals not approved by the City Manager are provided here for reference.

	<u>PAGE</u>
City Administration	S3
City Attorney	S17
Department of Administrative Services	S23
Department of Community Services.....	S31
Department of Environmental Services.....	S43
Department of Public Works	S49
Police Department.....	S77
Police Department - Emergency Services	S113
Non-Departmental.....	S121
Liability Insurance Fund	S131
Workers Compensation Fund	S133
Geographic Information Systems & Permits Operating Fund.....	S139
Community Development Agency – Successor Agency	S141
Community Development Agency – Housing Successor Agency	S143
CalHome Grant Fund	S147
Home Grant Fund	S148
Public Education and Government (PEG) Fund.....	S149
Library Fund	S153
Transit Fund	S157
Sanitation Fund	S169
Ventura County Waterworks District No. 8.....	S191

CITY ADMINISTRATION

**CITY ADMINISTRATION
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications

\$1,900

FY 2014-15 Estimated Actual	\$1,100
FY 2014-15 Budget	\$1,100
FY 2013-14 Actual Expenditures	\$0

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The transfer of staff from the Simi Valley Community Development Agency Successor Agency to the General Fund/City Administration budget necessitated the increase in this line item, which is offset by a corresponding decrease in the Successor Agency budget.

Account 42230: Office Supplies

\$16,700

FY 2014-15 Estimated Actual	\$16,400
FY 2014-15 Budget	\$16,900
FY 2013-14 Actual Expenditures	\$13,257

This account includes \$8,000 for general office supplies for City Administration and \$9,000 for service awards.

Justification for increase over FY 2014-15 Estimated Actual:

The number of employees who are expected to hit service milestones during FY 2015-16 necessitates an increase in the budget for service awards.

Account 42420 Special Department Expense

\$60,800

FY 2014-15 Estimated Actual	\$61,500
FY 2014-15 Budget	\$71,800
FY 2013-14 Actual Expenditures	\$32,750

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

**FY 2015-16
REQUEST**

Account 42440: Memberships and Dues

\$6,700

FY 2014-15 Estimated Actual	\$6,000
FY 2014-15 Budget	\$6,700
FY 2013-14 Actual Expenditures	\$5,034

This account provides for participation in the professional organizations that provide both

Justification for increase over FY 2014-15 Estimated Actual:

In an effort to save funds, not all staff joined all organizations budgeted in FY 2014-15.

Account 42450: Subscriptions and Books

\$2,300

FY 2014-15 Estimated Actual	\$800
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$1,773

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

Los Angeles Times	\$300
Ventura County Star	\$300
Economic Development Publications	\$1,000
City Clerk's Office Publications	\$400
Liebert Training Workbooks	\$100
California Public Employees Relations (CPER) Guide	\$200
	<hr/>
	\$2,300

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The Retail Tenant Directory (Economic Development Publication), updated Municipal Law Handbook, and updated Elections Code (City Clerk's Office Publications) have been added.

Account 42460: Advertising

\$32,700

FY 2014-15 Estimated Actual	\$29,700
FY 2014-15 Budget	\$26,500
FY 2013-14 Actual Expenditures	\$25,004

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)	\$5,000

**FY 2015-16
REQUEST**

Jobs Available	\$1,500
Simi Valley Acorn	\$1,200
Specialized publications and websites	\$10,300
	\$32,700

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Higher levels of retirements and hiring are expected during FY 2015-16, causing more recruitments to be needed.

Account 42720: Travel, Conferences, and Meetings \$32,600

FY 2014-15 Estimated Actual	\$25,800
FY 2014-15 Budget	\$32,500
FY 2013-14 Actual Expenditures	\$25,362

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Some conferences and meetings were not attended during FY 2014-15 due to staff efforts to minimize expenditures, the Election Law Update and PARMA Conferences have been added, and the costs of several other conferences have increased slightly due to location changes.

Account 42730: Training \$35,000

FY 2014-15 Estimated Actual	\$30,700
FY 2014-15 Budget	\$32,900
FY 2013-14 Actual Expenditures	\$25,395

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.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Training for leadership coaching and supervisory/management training has been added.

**FY 2015-16
REQUEST**

Account 42790: Mileage

\$37,400

FY 2014-15 Estimated Actual	\$32,200
FY 2014-15 Budget	\$32,600
FY 2013-14 Actual Expenditures	\$31,820

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 2014-15 Budget and Estimated Actual:

The transfer of staff from the Simi Valley Community Development Agency Successor Agency to the General Fund/City Administration budget necessitated the increase in this line item, which is offset by a corresponding decrease in the Successor Agency budget.

SUBTOTAL - SUPPLIES AND MATERIALS

\$226,100

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$563,700

FY 2014-15 Estimated Actual	\$344,600
FY 2014-15 Budget	\$353,700
FY 2013-14 Actual Expenditures	\$401,527

This account provides funding for the following:

Federal and State legislative consultant services (Gen. Fund Portion)	\$41,100
OpenGov.com hosting	\$3,400
Chamber of Commerce Visitor Information Services	\$70,000
Simi Valley Business Forum	\$10,000
Shop Simi Valley First Program	\$50,000
Economic development advertising	\$80,000
Community Newsletter	\$30,000
Municipal Code services	\$8,000
Passport Appointment Services	\$700
Citywide Class/Compensation Study	\$125,000
Written exam costs	\$3,500
Strategic Planning and Organizational Development	\$5,000
CalOpps recruitment program	\$2,000
Outside recruitment services	\$24,000
Employee appeals hearing expenses	\$30,000
Labor Relations Consortium	\$4,000
Outside personnel investigations, expert witness fees, records	

**FY 2015-16
REQUEST**

management expenses	\$25,000
Employee Assistance Program	\$34,000
PARS administration	\$7,000
CalPERS Health Administration	\$1,700
Human Resources actuarial studies	\$3,400
ICMA RHS fees	\$4,400
Candidate expenses	\$1,000
Shredding services	\$200
Executive physicals	\$300
	\$563,700

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Funding has been added for a federal legislative consultant, a Citywide Class/Compensation Study, a PERS actuary, and a Community Newsletter; funding for outside recruitment has been increased as more retirements are anticipated; and costs for Municipal Code services have increased.

Account 44012: Outside Legal Counsel \$51,500

FY 2014-15 Estimated Actual	\$30,000
FY 2014-15 Budget	\$35,000
FY 2013-14 Actual Expenditures	\$0

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 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$500
FY 2013-14 Actual Expenditures	\$504

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

SUBTOTAL - SERVICES: **\$615,700**

TOTAL CURRENT EXPENSES: **\$841,800**

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Strategic Planning and Organization Development (Executive Retreat)
TOTAL: \$5,000
ACCOUNT: 100-1520-44010
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$5,000
TOTAL:	\$5,000

The City's Executive Management Team periodically convenes for strategic discussions on how to most effectively direct the organization toward implementation of City Council goals and priorities. The Team will employ the services of a management consultant to facilitate consensus-driven problem solving, enhance communication, and encourage team building.

As a cost savings measure, the 2015 Executive Retreat was not held. Topics discussed at the most recent Executive Retreat, which took place in March 2014, included:

- Development of City Council priorities through
- Affordable housing availability
- Pensions and associated impacts
- City Council protocols

Eliminating funding for strategic planning and organizational development would result in the loss of the opportunity to discuss City goals and operational issues and enhance working relationships among the Executive Team in a focused, facilitated setting.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Shop Simi Valley First Program
TOTAL: \$48,000
ACCOUNT: 100-1125-44010
PRIORITY: 2

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$48,000
TOTAL:	\$48,000

The Shop Simi Valley First Program is the City's award-winning campaign to encourage residents to shop locally within Simi Valley, enabling sales tax on those purchases to stay in Simi Valley to fund services for Simi Valley residents and businesses. The original backbone of the Program was the Shop Simi Valley First website, which allows Simi Valley businesses to list themselves, their products and services, and advertising/coupons for free. Users of the site can then search for local businesses that can provide them with desired products and services.

In FY 2008-09, funding for the Shop Simi Valley First Program was \$100,000 annually. With growth of the Program, advertising media to promote the campaign grew from the website to adding television advertising, direct business outreach, newspaper advertising, bus shelter advertising, and other expanded advertising efforts. A 2010 survey showed that the marketing campaign was successful, as the proportion of people saying they were aware of the Program increased from 46% to 72% and the number of people saying it changed their shopping behavior increased from 34% to 49%.

In FY 2014-15, funding for the Shop Simi Valley First Program was reduced to \$50,000. A reduction of funding from \$50,000 to \$2,000 will still provide for just website hosting and maintenance, but also eliminate advertising of the Shop Simi Valley First Program. It is expected that traffic to the website and effectiveness of the Program will erode without advertising support.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate attendance at the City Clerks Association of California annual conference
TOTAL: \$1,400
ACCOUNT: 100-1125-42720
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Travel, Conferences, and Meetings	\$1,400
TOTAL:	\$1,400

The City Clerks Association of California (CCAC) is the predominant statewide professional organization for municipal clerks. The organization exists to promote the profession through education, support, and communication.

The CCAC's annual conference is the organization's main event each year. The conference spans three days and features many hours of technical training, legal updates, management training, networking opportunities, and exhibitors that provide services to municipal clerks' offices. The conference is the only opportunity for the City Clerk's Office to receive such a wide cross-section of benefits at one time.

The Deputy Director/City Clerk attended the 2015 conference and then passes on information to the other staff members in the City Clerk's Office. Eliminating attendance at the 2016 conference will reduce staff's ability to be aware of new legal issues affecting City Clerk's Office operations and will slow adoption of new technologies and business practices that may benefit its operations.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Outside Recruitment Services
TOTAL: \$5,000
ACCOUNT: 100-1520-44010
PRIORITY: 4

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$5,000
TOTAL:	<u>\$5,000</u>

The Human Resources Division is responsible for ensuring recruitment of the most qualified candidates for City executive positions. To accomplish this, Human Resources relies on outside recruiters with the expertise to assist in the obtaining the highest qualified candidates and screening them to ensure a proper fit for the City's needs. The FY 2015-16 Preliminary Base Budget includes funding for one recruitment of an executive position, at \$24,000. A reduction to \$19,000 would reduce the scope of an executive recruitment.

There is no direct impact on service to the public, except that it would potentially impair recruiting and retaining the most highly qualified candidates for executive positions within the City. Reducing funding for these recruitment resources would limit the Human Resources Division's ability to reach out and actively recruit candidates. In limiting these recruitment services, staff would be limited to trade and related publications to conduct the required research for candidates. The time required for these recruitments would also impact staff's ability to address other Human Resources priorities.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Simi Valley Business Forum
TOTAL: \$10,000
ACCOUNT: 100-1125-44010
PRIORITY: 5

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$10,000
TOTAL:	<u>\$10,000</u>

The Economic Development Section of the City Manager's Office presented its initial Simi Valley Business Forum in 2008 as a free service to all business owners and prospective business owners in Simi Valley. After the success of the first event, the City Council made it an annual event beginning in 2010. By 2011, attendance at the event had doubled to attract nearly 200 attendees. However, the 2012 Simi Valley Business Forum was canceled after the State of California dissolved redevelopment agencies in California, including the Simi Valley Community Development Agency, which funded the Forum. The Simi Valley Business Forum returned in 2013 and 2015.

The Business Forum includes a free networking breakfast, followed by a Keynote Address and multiple breakout sessions. Each session/workshop covers different areas of interest such as marketing, financing, hiring, and licensing. Additionally, business advisers and consultants are present during the Forum to meet with and offer free one-on-one counseling and consultations to attendees.

Elimination of funding for the Forum in FY 2015-16 would cancel the 2016 Simi Valley Business Forum.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate attendance at the National League of Cities Conference
TOTAL: \$5,400
ACCOUNT: 100-1105-42720 (\$3,600) and 100-1125-42720 (\$1,800)
PRIORITY: 6

SAVINGS BREAKDOWN

Current Expenses

Travel, Conferences, and Meetings	\$5,400
TOTAL:	<u>\$5,400</u>

The City has been a member of the National League of Cities for over 20 years. The League represents municipal governments throughout the United States, working to promote cities through advocacy, education, and training. The National League of Cities holds its annual Congressional City Conference every March in Washington D.C. The conference offers a unique opportunity for Council Members and City staff to receive information about municipal issues with a national perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and City staff to meet with federal officials to discuss impacts of federal actions on the City. These meetings with federal officials have been extremely advantageous and have produced federal and state funding for local projects.

Eliminating attendance would decrease Council Members' and City staff's ability to receive information regarding the local impacts of pending federal actions, decrease the ability to review local issues with representatives of other cities, decrease the opportunity to meet with federal officials to resolve local issues, and possibly result in a loss of opportunities to obtain federal assistance for local projects.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Outside Legal Counsel for the City Manager's Office
TOTAL: \$5,000
ACCOUNT: 100-1125-44012
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Outside Legal Services	\$5,000
TOTAL:	\$5,000

The City Manager's Office uses outside legal firms to provide legal counsel on issues where full-time in-house legal expertise is not warranted. For example, legal issues related to the dissolution of redevelopment agencies were addressed by outside legal experts on redevelopment issues. Eliminating the City Manager's Office outside legal counsel budget would place additional workload on the City Attorney's Office, who may or may not have attorneys with expertise in the needed area, and thereby reduce the ability of the City Manager's Office to receive expert and timely advice on some specialized issues.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate the Special Event Support Program
TOTAL: \$25,000
ACCOUNT: 100-1125-42420
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Special Departmental Expense	\$25,000
TOTAL:	\$25,000

In FY 2013-14, the City Council created the Special Event Support Program, which provides City funding for special events taking place within Simi Valley, sponsored by non-profit organizations. Under the program, non-profit organizations apply for funding, and members of the Special Event Support Review Committee make funding recommendations to the City Council, who then ultimately awards funding.

Organizations that receive funding under the program typically use the funds to offset event production costs, such as the costs of providing traffic control services, rentals, advertising, and insurance. Most applicants distribute proceeds to the local community, so City offsets of costs generally result in recipients making larger donations to non-profit organizations. Eliminating funding for this program is unlikely to cancel special events, but recipient events would likely be made smaller and/or would make lesser contributions to the community.

Funding for recipients of 2014 Special Event Support Grants whose events take place during FY 2015-16 would not be affected by this reduction because the City is under contract and obligated to pay those grants.

**CITY ADMINISTRATION
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate funding for Economic Development Marketing
TOTAL: \$80,000
ACCOUNT: 100-1125-44010
PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$80,000
TOTAL:	<u>\$80,000</u>

On October 8, 2012, the City Council adopted an Economic Strategic Plan that focused on increasing the City's economic development efforts in various areas that collectively result in a positive impact on the City's level of service, visibility, and business attraction/retention efforts. One of the items contained in the Plan addressed the preparation of a regional marketing plan to attract Southern California businesses and professionals to Simi Valley. A marketing consultant hired by the City completed a marketing study, and the City Council reviewed the consultant's final Marketing Campaign Report in fall 2013. Funding to implement the marketing campaign was considered by the City Council in February 2014 and funded beginning in FY 2014-15.

Continued implementation of the City's marketing campaign would likely include a direct mail effort to targeted businesses in areas that are likely to result in business relocations, advertising in publications and trade journals, expansion of the City's on-line presence, and public relations efforts. The exact components of the campaign would be determined in conjunction with the marketing consultant.

CITY ATTORNEY

**CITY ATTORNEY
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$800

FY 2014-15 Estimated Actuals	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

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

Account 42230: Office Supplies \$2,300

FY 2014-15 Estimated Actuals	\$1,500
FY 2014-15 Budget	\$2,300
FY 2013-14 Actual Expenditures	\$1,600

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

Account 42440: Memberships and Dues \$2,700

FY 2014-15 Estimated Actual	\$2,000
FY 2014-15 Budget	\$2,700
FY 2013-14 Actual Expenditures	\$1,500

This account provides for participation in the following organizations:

4 - California State Bar	\$1,890
4 - Tri-Counties Government Attorneys Association	\$140
3- County Bar Association Memberships	\$670
	\$2,700

California State Bar membership dues for the attorneys increased slightly over the 2014 dues. Due to staffing changes in 2014, State Bar dues were paid on behalf of three attorneys in 2015. Dues for Tri-Counties membership will remain at \$35 for attorneys this year. The Office will not be renewing its membership in SCAN, a savings of \$80. Three memberships in local County Bar Associations will continue to be budgeted as these memberships provide for attendance at legal education programs (MCLE programs) mandated by the State Bar. The budgeted amount for FY 2015-2016 will remain the same as FY 2014-2015.

Account 42450: Subscriptions and Books

\$14,000

FY 2014-15 Estimated Actual	\$12,800
FY 2014-15 Budget	\$13,300
FY 2013-14 Actual Expenditures	\$12,100

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 2015-16. The Office was able to reduce the cost per month on one product from \$378.25 to \$149.00, which will result in a monthly savings on that one product of \$229.25. Because of this reduction, at the end of the 2015 Fiscal Year, the Office will have saved \$2,063.25 in its Thomson West account. With the ongoing savings, the office will be able to purchase additional copies of the Municipal Law Handbook for each attorney from the CEB publisher. The budget for CEB Regents will be increased to offset increased print costs, and a new line item has been added for copies of the CEB Municipal Law Handbook for each attorney, which is published in a new edition each year. In FY 2016, it is estimated that the office will be able to reduce the Thomson/West budget amount initially by \$2,800 for the reduced pricing of West's California Reporters; however that will be offset by a scheduled contractual 5% increase on all publications.

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

ACEC publications	\$200
CEB Regents	\$4,050
CEB Municipal Law Handbook	\$1,450
Daily Journal	\$850
Local Government Publications	\$200
Lexis Nexis/Matthew Bender	\$1,250
Specialized legal publications	\$400
Solano Press	\$200
Thomson/West	\$5,400
	<hr/>
	\$14,000

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. The account has increased overall by \$700 over FY 2014-15.

**FY 2015-16
REQUEST**

Account 42720: Travel, Conferences, and Meetings

\$4,500

FY 2014-15 Estimated Actual	\$4,000
FY 2014-15 Budget	\$4,500
FY 2013-14 Actual Expenditures	\$2,500

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
	\$4,500

The budget was reduced to provide for two attorneys (as opposed to three) to attend the 2016 League's City Attorney Spring Conference for the valuable legal training provided on municipal law topics, and the MCLE credits available to each attorney. In 2016, the Conference will be held in a Southern California location, and therefore the budget for travel expenses will be likely decreased accordingly. With the savings by reducing the Spring Conference attendance, an environmental law conference and one as-needed conference were added. The budget estimate for FY 2015-16 for this account has not increased over FY 2014-15.

Account 42730: Training

\$5,500

FY 2014-15 Estimated Actual	\$5,500
FY 2014-15 Budget	\$5,500
FY 2013-14 Actual Expenditures	\$4,700

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 2014-15, the Attorneys were able to attend cost-free or low cost training programs, such as workshops put on by the Ventura/Santa Barbara Relations Consortium, and several in-house webinars. In FY 2015, the budget provided for two attorneys to attend a training program focused on human resources in order to be able to provide Human Resources with the legal expertise needed in this area of the law. However, only one attorney attended. These trainings, in addition to other training resources provided for in this account, 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 either two attorneys to attend the human resources training, or to have one attorney attend a different relevant conference such as CEQA, planning/land use or another area. The overall amount for this account is budgeted at the same amount for FY 2015-16 as FY 2014-15.

Account 42790: Mileage

\$8,000

FY 2014-15 Estimated Actual	\$7,500
FY 2014-15 Budget	\$10,100
FY 2013-14 Actual Expenditures	\$4,100

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

Justification for increase over FY 2014-15 Estimated Actual:

The budget for this account fluctuates depending on the volume of various court appearances, depositions and training attended by Office attorneys/staff. The mileage includes travel to various locations in Ventura and Los Angeles. Last year, the Office focused on managing their mileage to keep costs down by scheduling court appearances in Ventura and Simi Valley on the same court day each week when possible. In monitoring this account over the last two years, it has been determined that a reduction can be made in this account at this time as compared to the FY 2014-15 budget. Some of the reduction in estimated actual mileage was due to the departure of one Assistant City Attorney in 2014-15. This position is expected to be filled in FY 2015-16 and thus the associated mileage expense may recur.

SUBTOTAL - SUPPLIES AND MATERIALS

\$37,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$22,400

FY 2014-15 Estimated Actual	\$18,800
FY 2014-15 Budget	\$33,000
FY 2013-14 Actual Expenditures	\$37,200

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

4 - WestlawPRO - CA WestlawNEXT Gov Select LVL	\$19,700
Online research outside of California Gov. Select	\$1,500
Maintenance of Office Data Systems	\$800
Service of Process	\$400

In FY 2015-16, the office will begin the last year of its three-year Subscriber Agreement with Thomson/West for the continued online use of WestlawPRO and WestlawNEXT programs. The online use of Westlaw for legal research will be increased by 5% in July 2015. A significant reduction in this account over FY 2014-15 (which was previously budgeted at \$33,000) comes from the elimination of an on-line Legal Office Management Data System called CityLaw. It was determined that the Office could likely leverage modules planned to be implemented in the City's Enterprise Resource Planning (ERP) replacement at no or limited cost. The \$12,240 unencumbered monies will provide for a reduction in the amount spent in Fiscal Year 2015, and the Office will not be requesting similar funds this Fiscal Year.

In order to further provide for the ability to update the Office's current data systems, until the new ERP system is online, the Office is requesting the amount of \$800 which will allow upgrading and maintenance of the systems currently in use.

From time to time it is necessary for the Office to use legal services for attorneys that include personal service of legal documents, filing legal documents with the court, and delivering time sensitive legal documents. The Office is requesting \$400 for specialized attorney support services required on short notice. This requested FY 2015-16 budget

Account 44012: Consulting/Legal Services \$25,000

FY 2014-15 Estimated Actual	\$7,000
FY 2014-15 Budget	\$25,000
FY 2012-13 Actual Expenditures	\$0

This account provides funding for consulting legal research anticipated to be required for expert advice on Elections Law, Civil Rights Matters, conflicts issues and the hiring of specialized counsel and experts when needed in these and other areas. The exact amount to be spent is difficult to predict with certainty and depends upon work flow and the priorities of the City. The requested amount for FY 2015-16 is unchanged from FY 2014-15.

SUBTOTAL - SERVICES: \$47,400
TOTAL CURRENT EXPENSES: \$85,200

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ADMINISTRATIVE SERVICES

**DEPARTMENT OF ADMINISTRATIVE SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$ 1,400

FY 2014-15 Estimated Actual	\$	1,400
FY 2014-15 Budget		1,380
FY 2013-14 Actual Expenditures		-

Account 42230: Office Supplies \$ 6,900

FY 2014-15 Estimated Actual		4,600
FY 2014-15 Budget		4,800
FY 2013-14 Actual Expenditures		6,037

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		\$250
Banking supplies (includes Transit coin deposit bags)		\$400
Check stock		\$2,000
General office supplies (all ASD)		\$2,000
Storage media (backup tapes, CDs, DVDs, memory cards)		\$2,200
		\$6,850

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The increase in FY 2015-16 reflects needs of Customer Service Division supplies paid from AS rather than from PW

Account 42440: Memberships and Dues \$3,500

FY 2014-15 Estimated Actual		3,100
FY 2014-15 Budget		3,500
FY 2013-14 Actual Expenditures		2,659

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:

**FY 2015-16
REQUEST**

Administration:

Association of Public Treasurers of the United States and Canada (1 staff)	\$300
California Municipal Treasurers Association (1 staff)	\$100
California Society of Municipal Finance Officers (1 staff)	\$100
Government Finance Officers Association (4 staff)	\$400
	\$900

Customer Services:

California Public Parking Association (1 staff)	\$100
California Municipal Business Tax Association (1 staff)	\$100
	\$200

Fiscal Services:

Government Finance officers Association (GFOA) 2 Staff	\$420
California Society of Municipal Finance Officers (2 staff)	\$330
AICPA	\$225
American Payroll Association	\$250
Municipal Management Association of Southern California (1 staff)	\$75
	\$1,300

Information Services:

Municipal Information Services Assoc. of California (1 staff)	\$200
Southern California Oracle Users Groups (2 staff)	\$300
	\$500

Support Services:

Association of Public Safety Communications Officials (1 staff)	\$100
California Association of Public Purchasing Officials (2 staff)	\$300
International Avaya Users Group (1 staff)	\$100
California Engineering License (1 staff)	\$100
	\$600

Account 42450: Subscriptions and Books

\$1,400

FY 2014-15 Estimated Actual	1,000
FY 2014-15 Budget	1,300
FY 2013-14 Actual Expenditures	838

This account provides for professional and technical publications including:

Fiscal Services:

Governmental Accounting, Auditing, and Financial Reporting Publications	\$225
Payroll Manager's Newsletter	\$475
Governmental Accounting Standards Board (GASB) Publications	\$300
GAAFR Review	\$85
	\$1,085

**FY 2015-16
REQUEST**

Support Services:

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

Account 42460: Advertising

200

FY 2014-15 Estimated Actual	200
FY 2014-15 Budget	200
FY 2013-14 Actual Expenditures	-

This account provides for newspaper publication of public notices for unclaimed funds related to Trust Funds and is offset by the General Fund revenues generated.

Account 42560: Operating Supplies

5,000

FY 2014-15 Estimated Actual	1,500
FY 2014-15 Budget	5,000
FY 2013-14 Actual Expenditures	2,996

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

Account 42720: Travel, Conferences, and Meetings

\$14,300

FY 2014-15 Estimated Actual	10,000
FY 2014-15 Budget	16,800
FY 2013-14 Actual Expenditures	6,761

Administration

1 - California Society of Municipal Finance Officers Monthly Meetings	\$300
1 - State of the City and SVPF Luncheons	\$100
1 - CMTA Annual Conference Investment Training	\$600
1 - Investment Training	\$500
2 - CSFMO Annual Conference	\$3,000
1 - GFOA Annual Conference	\$2,250
	<hr/>
	\$6,750

Customer Services:

1 - California Municipal Business Tax Association Conference,	\$500
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Fiscal Services:

1 - CSFMO Annual Conference	\$1,800
1 - GFOA Annual Conference (Canada)	\$2,250
	<hr/>
	\$4,050

**FY 2015-16
REQUEST**

Information Services:

2 - Versadex Annual Training Conference, Portland, OR \$4,500

Support Services:

1 - California Public Safety Radio Association Monthly \$100
 1 - Southern California Telecom Network Association Monthly Meetings \$200
 2- National Telecom Network Meeting \$2,700
 \$3,000

Justification for increase over FY 2014-15 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

18,100

FY 2014-15 Estimated Actual	16,800
FY 2014-15 Budget	16,800
FY 2013-14 Actual Expenditures	11,135

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

Administration:

1 - Advanced Public Sector Budgeting \$500
 1 - CSMFO Training \$400
 1 - Ongoing Debt Administration, Long Beach, CA \$300
 1 - Investing Public Funds, Pomona, CA \$400
 1- GFOA Training \$600
 \$2,200

Customer Services:

1 - Revenue and Taxation Law Training \$300

Fiscal

GFOA Training \$675
 CSMFO Chapter meetings \$300
 CSMFO Training \$300
 National Seminars - Excel training \$500
 White Diehl Evans Government Tax Seminar \$300
 Payrol, Compensation & Taxation \$400
 \$2,475

**FY 2015-16
REQUEST**

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)	\$2,000
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Justification for increase over FY 2014-15 Budget and Estimated Actual:

Training added for new staff in Administration for FY 2014-15. CM emphasis on training

Account 42790: Mileage	5,500
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FY 2014-15 Estimated Actual	5,600
FY 2014-15 Budget	5,500
FY 2013-14 Actual Expenditures	5,490

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

SUBTOTAL - SUPPLIES AND MATERIALS	<u>56,300</u>
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CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services	\$297,700
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FY 2014-15 Estimated Actual	\$ 240,000
FY 2014-15 Budget	\$ 421,700
FY 2013-14 Actual Expenditures	\$ 175,450

This account provides funding for the following services:

Audit fees	\$60,700
Banking fees and services	\$53,300
Investment services (Sympro), shared with Sanitation and Water	\$4,300
Banking credit card services, shared with Sanitation and Water	\$12,600
Brinks, shared with Sanitation, Water, PD	\$9,900
Bulk mail services/online billpay hosting (Business Tax Renewals)	\$9,000
CAFR Award review by GFOA	\$600

**FY 2015-16
REQUEST**

California municipal statistics (needed for CAFR preparation)	\$400
CSMFO Budget and CIP Award review	\$400
Merchant fees for online billpay	\$6,000
PARS biannual actuarial	\$3,500
OPEB Trustee and Management Services	\$4,000
Investment custodial and securities safekeeping services	\$10,000
Investment policy review (APT US&C)	\$200
Recall (bulk shredding container pickup 13 times per year)	\$300
State-mandated cost recovery application preparation (SB 90 claims)	\$13,000
Parking citations hearing officer	\$3,000
Investment Advisor (shared with Sanitation and Water)	\$31,500
AV System Maintenance	\$70,000
Traffic Hearing officer CS	\$5,000

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Increases are anticipated in audit fees, online hosting and merchant fees, investment custodial fees, and state-mandated cost recovery application preparation fees (SB 90). Need for contract Exchange/Outlook management for first year of new service. This account also includes funding for the General Fund share of a new Investment Advisor, the cost of which is offset in assumed increases in interest income returns.

Account 44310: Maintenance of Equipment

2,400

FY 2014-15 Estimated Actual	2,000
FY 2014-15 Budget	2,400
FY 2013-14 Actual Expenditures	2,300

This account provides funding for vehicle maintenance on the delivery van. This account previously included licenses and maintenance contracts on the City's computer hardware/software. Those costs were moved to the Non-Departmental account since the licenses and contracts are citywide and support all city operations.

SUBTOTAL - SERVICES:

300,100

TOTAL CURRENT EXPENSES:

356,400

**ADMINISTRATIVE SERVICES
FY2015-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Cost Allocation Plan (CAP) Review
REQUEST: \$35,000
ACCOUNT: 100-1505-44010
PRIORITY:

COST BREAKDOWN	
<u>Professional services</u>	
Consultant to perform CAP update	\$35,000
TOTAL:	\$35,000

The City's Cost Allocation Plan is utilized in conjunction with the Schedule of Service Charges to calculate costs to provide services. This Plan needs to be updated in accordance with the Schedule of Service Charges, which is now being updated. To be in conformance with the law, the City must ensure that the rates and assumptions are uniformly applied to the fees structure and that overhead costs are accurate.

The City has traditionally updated the Cost Allocation Plan in-house and has used the same methodology for many years. A fresh look is in order by an outside firm. Projects of this complexity require the City to utilize consulting services. Other jurisdictions that have recently conducted such studies spent between \$27,000 and \$35,000.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Development of IS Master Plan
REQUEST: \$80,000
ACCOUNT: 648-9102-44010
PRIORITY: 1

COST BREAKDOWN	
Professional and Special Services	\$80,000
TOTAL:	\$80,000

DESCRIPTION:

The City Council adopted a Strategic Technology Master Plan in 2000. Typically a Technology Master Plan identifies technology initiatives and covers a period of five years. In 2009 an assessment of the City's core applications was performed. The City requires an assessment of current technology and determination of technology needs to develop an Information Technology Master Plan covering the next five years. The Information Technology Master Plan will include initiatives to improve technology serving Staff and the public.

The needs assessment will include an inventory and analysis of the City's technology, processes, and services, interviews of all City departments to determine needs, and examination of the City's public-facing Internet -based services to identify opportunities for improvement. The resulting Information Technology Master Plan will include recommendations for improvements with estimated funding requirements that the City can consider for implementation in future years.

GOALS:

Create a well-documented plan to guide the IT Team over the next five years in planning, procuring, implementing, and managing current and future technology investments and resources related to Information Technology Services provided to the City. The plan should be the result of a thorough analysis of the following:

Staffing levels, Division organization, Job Descriptions, Existing hardware and network infrastructure, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use by the City.

DELIVERABLES:

The Strategic Plan should include, but is not limited to: Staffing levels, Division organization, Job Descriptions, Project Purpose and Background, Methodology for implementation and maintenance of Strategic Plan, Current State of Information Technology, In-depth review and findings for existing infrastructure, Telecommunications review and findings Policies and Procedures review and findings, IT Vision and Principles Strategies, Goals, and Objectives IT Initiatives (Projects) by priority, Key Issues, Timelines, Budgets (for CIP Budget Process), Cost Saving and Efficiencies.

COMMUNITY SERVICES

**DEPARTMENT OF COMMUNITY SERVICES
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42130: Postage

\$2,500

FY 2014-15 Estimated Actual	\$2,600
FY 2014-15 Budget	\$27,000
FY 2013-14 Actual Expenditures	\$3,720

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

Senior Center Newsletter mailings (monthly) \$2,500

Account 42150: Communications

\$1,400

FY 2014-15 Estimated Actual	\$1,400
FY 2014-15 Budget	\$1,380
FY 2013-14 Actual Expenditures	\$0

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

Account 42230: Office Supplies

\$4,600

FY 2014-15 Estimated Actual	\$3,500
FY 2014-15 Budget	\$4,700
FY 2013-14 Actual Expenditures	\$2,756

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Department and its respective programs.

Justification for increase over FY 2014-15 Estimated Actual:

The FY 2014-15 Estimated Actual reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible.

Account 42235: Furniture & Equipment (Non-Capital)

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$8,779

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The Senior Center is replacing tables in the multipurpose room that are old and worn for use by Senior programs. Also, the multipurpose room chairs at the Cultural Arts Center are twenty years old and are in need of replacement.

Senior Center Tables	\$6,700
Cultural Arts Center Chairs	\$30,000

Account 42410: Uniform/Clothing Supply

\$1,000

FY 2014-15 Estimated Actual	\$1,200
FY 2014-15 Budget	\$1,200
FY 2013-14 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

\$2,500

FY 2014-15 Estimated Actual	\$2,400
FY 2014-15 Budget	\$2,400
FY 2013-14 Actual Expenditures	\$776

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

California Association of Code Enforcement Officers	\$600
National Association of Telecommunications Officers and Advisors	\$100
American Planning Association	\$600
Municipal Management Association of Southern California	\$700
California Park and Recreation Society (CPRS)	\$400
American Association of Code Enforcement (AACE)	\$100

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2015-16, and an additional membership in Municipal Management Association of Southern California has been added due to position being filled.

Account 42450: Subscriptions and Books

\$1,100

FY 2014-15 Estimated Actual	\$500
FY 2014-15 Budget	\$900
FY 2013-14 Actual Expenditures	\$911

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Funds are budgeted at increased expected renewal fees for FY 2015-16.

Account 42460: Advertising

\$0

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$0

This account funds advertising for specialty events.

Account 42560: Operating Supplies

\$38,500

FY 2014-15 Estimated Actual	\$66,800
FY 2014-15 Budget	\$72,700
FY 2013-14 Actual Expenditures	\$54,298

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:

**FY 2015-16
REQUEST**

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 annual Volunteer Recognition Program supplies	\$1,100
Senior Center operating supplies	\$8,900
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	\$1,800
Crossing Guard supplies (e.g., whistles, stop signs, street safety cones, and first aid kits)	\$600
Supplies for the Meals on Wheels Program (fully reimbursed with grant funds)	\$12,700
Supplies for the Congregate Meals Program (fully reimbursed with grant funds)	\$4,200
Supplies for administrative/program activities and equipment	\$7,000

Account 42720: Travel, Conferences, and Meetings

\$8,000

FY 2014-15 Estimated Actual	\$6,800
FY 2014-15 Budget	\$7,000
FY 2013-14 Actual Expenditures	\$3,569

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:

3 - California Association of Code Enforcement Officers Conference Southern California	\$3,600
2 - California Park and Recreation Society	\$1,400
2 - Municipal Management Association of Southern California	\$2,600
Department Administration participation at local conferences, meetings, and events	\$400

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The proposed FY 2015-16 Budget reflects expected costs for attendance at the itemized professional events to ensure staff remains current on program area issues and updated compliance standards. Also, several staff members are new to their position.

**FY 2015-16
REQUEST
\$7,000**

Account 42730: Training

FY 2014-15 Estimated Actual	\$6,700
FY 2014-15 Budget	\$6,900
FY 2013-14 Actual Expenditures	\$956

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 approximately 70 full and part-time General Fund staff.

Professional Development	\$2,600
Technical/Skill Building	\$2,000
General Management/Supervisory/Leadership Skills	\$2,400

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2014-15 estimated actual reflects decreased training activity related to Departmental workload impacts. The requested FY 2014-15 budget will accommodate funding for program-specific training.

Account 42790: Mileage

\$29,700

FY 2014-15 Estimated Actual	\$27,400
FY 2014-15 Budget	\$34,300
FY 2013-14 Actual Expenditures	\$25,804

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable, as well as mileage reimbursement for Meals On Wheels volunteers.

Justification for increase over FY 2014-15 Estimated Actual:

Mileage reimbursements during FY 2014-15 were lower than anticipated due to staff vacancies, and the FY 2015-16 Budget reflects full staffing levels. **Also, Meals On Wheels mileage is fully reimbursed by grant funds and contributions.**

SUBTOTAL - SUPPLIES AND MATERIALS

\$133,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$119,100

FY 2014-15 Estimated Actual	\$40,900
FY 2014-15 Budget	\$65,500
FY 2013-14 Actual Expenditures	\$19,868

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit. Provides for professional services related to facilitator training and a speaker for the annual Youth Summit.	\$3,000
Nationwide public record information database for Code Enforcement case investigations	\$100
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 (partially reimbursed by SVUSD)	\$34,000
Improvements to the animal shelter parking lot and parking lot lighting	\$75,000

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The requested FY 2015-16 budget reflects anticipated increases related to the annual music licensing fee, the Code Enforcement database, and broadcasting services for City Council, Planning, Commission, and School Board meetings. The City Focus newsletter was not published in FY 2014-15 and is under review. Improvements are scheduled for the animal shelter.

Account 44210: Animal Services \$260,000

FY 2014-15 Estimated Actual	\$280,000
FY 2014-15 Budget	\$280,000
FY 2013-14 Actual Expenditures	\$251,504

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

Account 44310: Maintenance of Equipment \$1,100

FY 2014-15 Estimated Actual	\$7,500
FY 2014-15 Budget	\$10,600
FY 2013-14 Actual Expenditures	\$8,666

This account provides for maintenance of Department vehicle washes and maintenance of Crossing Guard equipment. The Vehicle Maintenance will be budgeted through the cost allocation plan.

FY 2015-16
REQUEST
\$2,000

Account 44460: Public Nuisance Abatement

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$1,000
FY 2013-14 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 bills.

Justification for increase over FY 2014-15 Estimated Actual:

The FY 2014-15 Estimated Actual reflects Code Enforcement's efforts to achieve voluntary abatement compliance. Voluntary compliance was achieved, therefore, the funds were not utilized.

Account 44490: Other Contract Services

\$150,000

FY 2013-14 Estimated Actual	\$120,000
FY 2013-14 Budget	\$150,000
FY 2012-13 Actual Expenditures	\$150,000

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

SUBTOTAL - SERVICES:

\$532,200

TOTAL CURRENT EXPENSES:

\$665,200

**DEPARTMENT OF COMMUNITY SERVICES
FY 15-16 POLICY ITEM PROPOSAL**

TITLE: Senior Center Ceramics Equipment
REQUEST: \$14,100
ACCOUNT: 100-2230-47020
PRIORITY: 3

COST BREAKDOWN	
<u>Capital Purchases</u>	
Furniture and Equipment (Capital)	\$14,100
TOTAL:	\$14,100

As the Simi Valley Unified School District will discontinue offering classes at the Senior Center, the District will be removing its ceramics equipment after its last session ends on June 20, 2015. The Senior Center currently offers seven classes in ceramics. Each class is attended by approximately 25 seniors. In order to provide the equipment needed for another organization to provide the classes at the Senior Center and continue serving the approximately 175 impacted seniors, it is requested that \$14,100 be budgeted to purchase replacement equipment. Staff is currently finalizing agreements for the Rancho Simi Recreation and Park District to provide comparable classes that the Simi Valley Unified School District will no longer be offering. The needed equipment is listed as follows:

1 - Kiln	\$6,800
4 - Wheels	\$3,700
1 - Slap Roller	\$1,800
1 - Extruder	\$ 750
1 - Extruder Die Set	\$ 250
1 - Kiln Wash	\$ 800

**DEPARTMENT OF COMMUNITY SERVICES
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Public Nuisance Abatement Program (PNAP)
TOTAL: \$2,000
ACCOUNT: 100-2110-44460
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Public Nuisance Abatement	\$2,000
TOTAL:	\$2,000

The Public Nuisance Abatement Program (PNAP) is completed annually. This program addresses overgrown grass and weeds, tumbleweeds, and trash and debris on all vacant parcels within the City limits including railroad parcels. In FY 13-14 over 300 parcels were addressed and either were in compliance or gained compliance. The PNAP funds provides for contractor services should voluntary compliance not be achieved. 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 bills.

Elimination of funding for this PNAP would remove staff's ability to secure contract services to abate Public nuisances on private property when cited property owners do not comply with City standards.

**DEPARTMENT OF COMMUNITY SERVICES
FY 15-16 REDUCTION PROPOSAL**

TITLE: Charge 15% of Director of Community Services and Temporarily Charge 25% of Senior Management Analyst Positions Salary and Benefits to Transit Fund
TOTAL: \$73,600

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$73,600
TOTAL:	<u>\$73,600</u>

The Director of Community Services plans, directs, manages, and oversees the activities and operations of the Community Services Department which includes Transit. Specifically, the Director manages and directs the development and implementation of departmental goals, objectives, policies and priorities; establishes service and staffing levels; monitors and evaluates efficiencies and effectiveness of service delivery methods and procedures; responds to and resolves complex citizen inquiries and complaints; monitors various service contracts for compliance with established performance levels; selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; and oversees and participates in the development and administration of the Division's budget.

The Senior Management Analyst is temporarily assigned to the Transit Division to perform the duties of the Transit Finance Manager. This includes: Manages the federal/state transit grant funding; prepares, administers, and ensures grant compliance and mandated reporting; works closely with federal agencies; administers the budget; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements policies and procedures as they relate to grant funding; ensure efficient flow of federal funds; develops and provides to various county, state and federal agencies a 5-year plan for Transit's capital and operating budget; manages and supervises the processing of transit purchasing activities; and develops, documents, and maintains complex statistical information required for reporting to the city, county, state and federal agencies. When the Transit Finance Manager is hired the Senior Management Analyst will continue to be involved in the intense training associated with the above.

Due to the above duties directly associated with Transit, it is appropriate to charge a percentage of salary and benefits to the Transit Fund.

**DEPARTMENT OF COMMUNITY SERVICES
FY 15-16 REDUCTION PROPOSAL**

TITLE: Temporarily Reduce Clerk II (Filled) Position from Full-Time to Part-Time for One Year
TOTAL: \$18,000

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$18,000
TOTAL:	\$18,000

The Clerk II position supports all of the Department's programs by efficiently performing a variety of clerical assignments including general typing; filing; duplicating/distributing documents; processing facsimile transmissions; managing multi-line telephone traffic; responding to inquiries from the public and program clients; making appointments for and registering program clients; processing correspondence to and from staff; assisting with materials preparation and distribution for special programs or projects such as the Volunteer Appreciation Dinner, Youth Leadership Summit, YES Job and Career Fair; tracking time and attendance for Crossing Guards, processing department timesheets, and providing back-up to the Senior Center and Secretarial staff. This position also monitors two-way radio communications in support of the Crossing Guards.

Reducing the Clerk II position would necessitate the reassignment of related responsibilities to other staff members, thus impacting the support of Departmental programs, clients, and related activities.

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ENVIRONMENTAL SERVICES

**DEPARTMENT OF ENVIRONMENTAL SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$800

FY 2014-15 Estimated Actual	\$800
FY 2014-15 Budget	\$780
FY 2013-14 Actual Expenditures	\$0

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

Account 42230: Office Supplies \$5,400

FY 2014-15 Estimated Actual	\$4,500
FY 2014-15 Budget	\$5,400
FY 2013-14 Actual Expenditures	\$5,048

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 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$1,600
FY 2013-14 Actual Expenditures	\$1,695

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 \$700

FY 2014-15 Estimated Actual	\$400
FY 2014-15 Budget	\$700
FY 2013-14 Actual Expenditures	\$150

This account covers expenses for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$600
Filing fees to the County Recorder's Office for legal posting of Notices of Determination and Exemption	\$100

**FY 2015-16
REQUEST**

Account 42440: Memberships and Dues

\$9,800

FY 2014-15 Estimated Actual	\$8,000
FY 2014-15 Budget	\$9,100
FY 2013-14 Actual Expenditures	\$7,782

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

11 - American Planning Association	\$4,700
6 - Certifications earned by Planners through the American Institute of Certified Planners	\$1,100
2 - Southern California Association of Environmental Professionals	\$300
Municipal Management Assistants of Southern California	\$100
Southern California Association of Non-Profit Housing	\$300
Housing California	\$300
International Code Council	\$200
International Code Council - Los Angeles & Ventura Chapters	\$400
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
5 - Certifications earned by Building and Safety staff through the International Code Council	\$500
Notary Commission renewal	\$600

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 Budget includes funding for: renewal of a 4-year Notary Commission; renewal of two, 2-year Professional Engineer licenses; and two new Housing memberships (Southern California Association of Non-Profit Housing and Housing California).

Account 42450: Subscriptions and Books

\$2,600

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$1,900
FY 2013-14 Actual Expenditures	\$7,955

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	\$800

**FY 2015-16
REQUEST**

Engineering Design Standards referenced and adopted by the Code for Building and Safety	\$400
Ventura County Star subscription	\$400

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 Budget includes \$700 in funding for a PropertyRadar subscription. This subscription was formerly paid out of the CDA Housing Administration Fund, which has been dissolved and is no longer able to cover this cost.

Account 42460: Advertising \$5,400

FY 2014-15 Estimated Actual	\$4,500
FY 2014-15 Budget	\$4,000
FY 2013-14 Actual Expenditures	\$3,617

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
Display ads to promote the Home Rehabilitation Program	\$400

Justification for increase over FY 2014-15 Budget:

More legal advertisements were required 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 2014-15 Estimated Actual	\$400
FY 2014-15 Budget	\$400
FY 2013-14 Actual Expenditures	\$285

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

Account 42720: Travel, Conferences, and Meetings

\$8,500

FY 2014-15 Estimated Actual	\$3,000
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$4,727

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:

3 - American Planning Association CA Chapter Conference (Oakland) or League of California Cities' Planning Commissioners Academy (Northern California)	\$3,600
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In-State Staff Travel:

1 - American Planning Association CA Chapter Conference (Oakland)	\$1,600
1 - Housing California Annual Conference (Sacramento)	\$1,000
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 (San Diego)	\$1,400
ICC, CALBO, CEI, and IAPMO Chapter Meetings	\$200

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Significant savings were achieved in FY 2014-15 because neither the Building Official nor any Planning Commissioners attended the Conferences budgeted for them. Funding has been added to the FY 2015-16 Budget for staff attendance at the Housing California Annual Conference.

Account 42730: Training

\$7,900

FY 2014-15 Estimated Actual	\$8,000
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$3,791

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:

15 - Building and Safety staff (International Code Council)	\$3,000
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**FY 2015-16
REQUEST**

Professional Development for:	
4 - Housing staff	\$1,300
Technical/Skill Building in GIS/ESRI for:	
1 - Planning staff	\$400

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Funds have been included to provide increased training for Housing staff to ensure compliance with the latest regulations, and funds have been budgeted for GIS training for Planning staff to maintain proficiency in this important geo-based resource.

Account 42790: Mileage \$5,100

FY 2014-15 Estimated Actual	\$4,900
FY 2014-15 Budget	\$4,900
FY 2013-14 Actual Expenditures	\$4,894

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

SUBTOTAL - SUPPLIES AND MATERIALS \$48,200

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$1,200

FY 2014-15 Estimated Actual	\$1,200
FY 2014-15 Budget	\$1,200
FY 2013-14 Actual Expenditures	\$0

This account provides the funding remaining in the consultant contract for completion of the Arroyo Simi Greenway Specific Plan document.

Justification for increase over FY 2014-15 Estimated Actual:

Consultant services on the Arroyo Simi Greenway project were not required in FY 2014-15 but are expected to be needed to complete the Specific Plan in FY 2015-16.

**FY 2015-16
REQUEST**

Account 44310: Maintenance of Equipment

\$1,400

FY 2014-15 Estimated Actual	\$16,000
FY 2014-15 Budget	\$20,200
FY 2013-14 Actual Expenditures	\$17,563

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)	\$1,200
Washing of Building and Safety vehicles	\$200

Account 44490: Other Contract Services

\$50,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$50,000
FY 2013-14 Actual Expenditures	\$0

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 2014-15 Estimated Actual:

No funds were spent in FY 2013-14 or FY 2014-15 because Plan Review staff was able to maintain the turn-around goals given the number and timing of plan submittals. The short turn-around goals require weekly assessment of the number of plans in the queue and the determination of whether contractor assistance is required. The requested budget amount is necessary to maintain current levels of service.

SUBTOTAL - SERVICES:

\$52,600

TOTAL CURRENT EXPENSES:

\$100,800

PUBLIC WORKS

**DEPARTMENT OF PUBLIC WORKS
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities \$1,569,000

FY 2014-15 Estimated Actual	\$1,569,000
FY 2014-15 Budget	\$1,638,700
FY 2013-14 Actual Expenditures	\$1,530,233

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

Parkway and Tree Maintenance \$360,000
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 2014-15 Estimated Actual	\$7,300
FY 2014-15 Budget	\$11,580
FY 2013-14 Actual Expenditures	\$6,109

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 2014-15 Estimated Actual:

The upgrade to DSL lines for the traffic signal system is in progress additional signals will be implemented in FY 2015-16.

Account 42230: Office Supplies \$8,000

FY 2014-15 Estimated Actual	\$5,000
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$4,580

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.

**FY 2015-16
REQUEST**

Account 42235: Furnishings & Equipment (non-capital) \$1,000

FY 2014-15 Estimated Actual	\$7,700
FY 2014-15 Budget	\$7,700
FY 2013-14 Actual Expenditures	\$4,683

This account provides funding for a light bar for Replacement Vehicle #390 (dump truck).

Account 42310: Rentals \$8,000

FY 2014-15 Estimated Actual	\$7,200
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$183

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 FY2013-14 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.

Account 42410: Uniforms and Clothing \$28,000

FY 2014-15 Estimated Actual	\$28,000
FY 2014-15 Budget	\$28,000
FY 2013-14 Actual Expenditures	\$30,370

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:

Parkway and Tree Maintenance	\$6,700
Street Maintenance	\$6,000
Building Maintenance	\$6,400
Library Maintenance	\$300
Traffic Maintenance	\$1,800
Vehicle Maintenance	\$2,600
Secondary Drain Maintenance	\$1,700
Graffiti Abatement	\$200
Environmental Compliance	\$1,200
Public Works Inspection	\$1,100

**FY 2015-16
REQUEST**

Account 42420: Special Departmental Expense

\$133,900

FY 2014-15 Estimated Actual	\$135,100
FY 2014-15 Budget	\$133,900
FY 2013-14 Actual Expenditures	\$134,520

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.

Justification for Estimated Actual over FY 2014-15 Budget:

Additional repairs were required for the dewatering wells.

Account 42440: Memberships and Dues

\$12,400

FY 2014-15 Estimated Actual	\$12,400
FY 2014-15 Budget	\$12,400
FY 2013-14 Actual Expenditures	\$8,697

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

American Public Works Association	\$2,000
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	\$100
International Society of Arboriculture	\$1,900
Irrigation and Irrigation Tech Associations	\$500
Pesticide Applicators Professional Association	\$100
Society of Municipal Arborists	\$100
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)	\$1,200
Landscape Architect License	\$1,000

**FY 2015-16
REQUEST**

Account 42450: Subscriptions and Books \$1,700

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$1,700
FY 2013-14 Actual Expenditures	\$778

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

Justification for increase over FY 2014-15 Estimated Actual:

Some publications are only renewed every two years.

Account 42460: Advertising \$1,000

FY 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$1,032

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

Account 42500: Fuel and Lubricants \$327,000

FY 2014-15 Estimated Actual	\$230,000
FY 2014-15 Budget	\$364,000
FY 2013-14 Actual Expenditures	\$330,919

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 2014-15 is \$3.68. \$10,000 is included in the budget for lubricants.

Justification for increase over FY 2014-15 Estimated Actual:

There was a decrease in fuel rates during FY 2014-15. However forecasts by the US Energy Information Administration are predicting increases in the coming year; therefore, funding is requested at the same level as in FY 2014-15.

**FY 2015-16
REQUEST**

Account 42510: Tires \$51,400

FY 2014-15 Estimated Actual	\$51,400
FY 2014-15 Budget	\$51,400
FY 2013-14 Actual Expenditures	\$50,553

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.

Account 42550: Small Tools and Equipment \$10,000

FY 2014-15 Estimated Actual	\$10,000
FY 2014-15 Budget	\$10,000
FY 2013-14 Actual Expenditures	\$9,655

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 \$464,600

FY 2014-15 Estimated Actual	\$453,100
FY 2014-15 Budget	\$504,200
FY 2013-14 Actual Expenditures	\$398,741

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>		\$178,000
Asphalt	\$88,600	
Concrete	\$72,600	
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
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		
Cypress Street Fire Station		
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 Operations building		
Senior Center		
Transit Maintenance Facility		
<u>Library Maintenance</u>		\$5,000
Paper products, cleaning products, lighting supplies, electrical and plumbing supplies.		
<u>Traffic Maintenance</u>		\$38,000
Raised pavement markers, reflectorized pavement markers, paint, beads, street name signs, signposts, guide signs, stencils, banners, flags, and other supplies.		
<u>Vehicle Maintenance - All City Vehicles and Equipment</u>		\$118,600
Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.		
<u>Secondary Drain Maintenance</u>		\$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 Storm-water Quality Management Program requirements.		
<u>City Engineering/Traffic Engineering</u>		\$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	
<u>Graffiti Abatement</u>		\$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.

Account 42720: Travel, Conferences, and Meetings

\$8,100

FY 2014-15 Estimated Actual	\$8,100
FY 2014-15 Budget	\$8,100
FY 2013-14 Actual Expenditures	\$3,874

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) \$1,000
- 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) (Ventura, CA) \$400

**FY 2015-16
REQUEST**

1 - FEMA Floodplain Administer Training (Deputy Director/ Development Services) - travel accommodations and training fully reimbursed by FEMA	\$0
1 - Floodplain Management Association Conference (Deputy Director/Development Services) (Palm Springs, 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

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, CA	\$200
4 - American Society of Civil Engineers Meetings	\$200
1- Maintenance Superintendents Assoc. Meetings (Maintenance), CA	\$500
1 - Municipal Equipment Maintenance Assoc. Conference (Maintenance), CA	\$300
1 - International Society of Landscape Architects Conference (Maintenance), CA	\$500
1 - Irrigation Association Conference (Maintenance), CA	\$500

Account 42730: Training

\$16,700

FY 2014-15 Estimated Actual	\$16,900
FY 2014-15 Budget	\$16,900
FY 2013-14 Actual Expenditures	\$7,299

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:	\$1,000
Certification/Licensing:	\$6,200
Regulatory Training:	\$9,000
General Management/Supervisory/Leadership Skills:	\$500

**FY 2015-16
REQUEST**

Account 42790: Mileage

\$6,400

FY 2014-15 Estimated Actual	\$6,400
FY 2014-15 Budget	\$6,400
FY 2013-14 Actual Expenditures	\$5,424

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

SUBTOTAL - SUPPLIES AND MATERIALS

\$2,658,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$351,000

FY 2014-15 Estimated Actual	\$447,200
FY 2014-15 Budget	\$447,200
FY 2013-14 Actual Expenditures	\$252,235

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

<u>City Engineering</u>		\$266,000
Review of development project soils reports. This expense is partially reimbursed through developer fees.	\$100,000	
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.	\$100,000	

**FY 2015-16
REQUEST**

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. This expense is proposed to be reimbursed through developer \$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 requests and to update the City's Traffic Volume Map.

Environmental Compliance \$75,000

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 2014-15 Estimated Actual	\$54,700
FY 2014-15 Budget	\$54,700
FY 2013-14 Actual Expenditures	\$49,703

This account provides for maintenance of Departmental equipment as follows:

Parkway and Tree Maintenance \$3,700

Provides for parts, repairs, and services of power equipment, brush chipper blades, tree stump grinder teeth, 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 2015-16
REQUEST**

Account 44450: Landscape Maintenance Contract

\$1,035,300

FY 2014-15 Estimated Actual	\$1,028,100
FY 2014-15 Budget	\$1,028,100
FY 2013-14 Actual Expenditures	\$897,167

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.

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

FY 2015-16 budget includes additional funds for two months of maintenance for the new First Street/Highway 118 landscape maintenance area, currently under construction.

**FY 2015-16
REQUEST**

Account 44490: Other Contract Services

\$1,192,800

FY 2014-15 Estimated Actual	\$1,421,800
FY 2014-15 Budget	\$1,447,765
FY 2013-14 Actual Expenditures	\$1,052,044

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

<u>Parkway and Tree Maintenance</u>		\$363,900
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.	\$231,500
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 for the Former Sheriff's Station.	\$6,000
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.	\$5,300
j)	Removal and replacement of non-conforming street trees.	\$20,000
k)	Tree inventory software upgrade, maintenance and support.	\$2,000

Street Maintenance \$118,000

Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.

**FY 2015-16
REQUEST**

a)	Curb, Gutter, Asphalt, and Sidewalk Replacement Program	\$20,000
b)	Bridge Maintenance Program	\$18,000
c)	Slurry Seal Program	\$70,000
b)	Access road maintenance (Lost Canyons)	\$10,000

Building Maintenance

\$150,000

Provides contractual maintenance items and services for City buildings.

a)	Air conditioning and heating system repairs for all City buildings, excluding the Library and Police Facility.	\$66,000
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 2015-16
REQUEST**

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

Library Maintenance

\$37,000

Provides contractual maintenance items and services for the Simi Valley Library.

a)	Air conditioning and heating system repairs and HVAC management system repair and maintenance.	\$25,000
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

Traffic Maintenance

\$62,000

a)	Street striping, sandblasting, pavement markers, and painting of school crosswalks.	\$10,000
b)	Installation of flag banners.	\$12,000
c)	Armed Forces Banner and Replacement Program.	\$40,000

Vehicle Maintenance

\$14,200

a)	Ventura County oversight and consultant testing of underground fuel tanks (mandatory).	\$2,500
b)	Permit Fees for Garage Operations:	
	Statewide portable equipment registration	\$600
	Ventura County APCD (portable engines)	\$2,800
	Ventura County APCD (emergency generator)	\$600
	Ventura County APCD (underground fuel tanks)	\$500
	Ventura County EHD (emergency generator)	\$500
	Ventura County EHD (underground fuel tanks)	\$4,200

c) Gasboy Upgrade \$2,500

Secondary Drain Maintenance \$30,000

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.

City Engineering/Traffic Engineering \$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.

Lighting Maintenance \$303,500

Provides maintenance contract services for 121 City-owned traffic signals.

Graffiti Abatement \$20,000

Contract graffiti abatement.

Environmental Compliance \$87,200

a) Provides for first aid supplies, Arroyo Simi Cleanup \$3,200

event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program.

b) Contract services for hazardous waste packing and \$9,000

disposal removed from City streets as a result of spill and/or illegal activity.

c) NPDES stormwater permit fee. \$40,000

d) Contract services for maintenance of basin trash \$35,000

excluders and storm drain catch basins (NPDES permit requirement).

SUBTOTAL - SERVICES: \$2,633,800

TOTAL CURRENT EXPENSES: \$5,291,800

**FY 2015-16
REQUEST**

CAPITAL OUTLAY

Account 47030: Vehicles \$11,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

This account provides supplemental funding for Replacement Vehicle #390 (dump truck).

TOTAL CAPITAL OUTLAY: \$11,000

TOTAL CURRENT EXPENSES AND CAPITAL OUTLAY: \$5,302,800

**PUBLIC WORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One City Engineer
REQUEST: \$191,200
ACCOUNT: 100-4080-Salaries & Benefits
PRIORITY: 1

COST BREAKDOWN

<u>Personnel</u>		
	Funding to Unfreeze One City Engineer	\$191,200
TOTAL:		<u>\$191,200</u>

In FY 2014-15, the Department initiated a reorganization and has 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 2015-16 budget.

**PUBLIC WORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One Maintenance Worker II
REQUEST: \$78,300
ACCOUNT: 100-4120-Salaries & Benefits
PRIORITY: 3

COST BREAKDOWN

Personnel

Funding to Unfreeze One Maintenance Worker II	\$78,300
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TOTAL:	\$78,300
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Due to the significant reduction in Federal, State and Local funding for Streets and Roads Capitol projects, specifically Minor Streets, the Street Maintenance staff has begun to perform more complex street rehabilitation projects such as overlays and slurry seals. This work, in addition to routine pothole repairs and small patching projects, has stretched the Section's manpower needed to keep up with the workload. This fiscal year funds were budgeted for the Section to purchase a pavement grinder and for an increase for materials. The pavement grinder purchase in conjunction with the Section's paving machine and increased funds for materials has increased the Section's ability to perform more cost saving complex street projects. This additional work effort requires at least one of the three frozen maintenance positions to be funded to again effectively and efficiently meet the Section's workload. Therefore, funding for one Maintenance Worker II position is requested in the FY 2015-16 budget.

**PUBLIC WORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for One Public Works Inspector (Irrigation)
 REQUEST: \$95,200
 ACCOUNT: 100-4110-Salaries & Benefits
 PRIORITY: 4

COST BREAKDOWN

<u>Personnel</u>		
Add One Full-Time Public Works Inspector (Irrigation)	\$95,200	
TOTAL:		\$95,200

The Department of Public Works is requesting that an additional Public Works Inspector position be established for the Landscape Maintenance Section specializing in Irrigation. The City has the responsibility of managing and maintaining more than 150 acres of LMD landscape areas, which includes the management of City owned irrigation systems. A Public Works Inspector specializing in Irrigation would be responsible for and serve as the single point of contact for the management of more than 160 irrigation controllers, 113 Backflow devices, and the inspection and management of irrigation nozzles and control valves.

To date, more than 5,000 irrigation heads have been converted and replaced with low water use nozzles, more than 80 irrigation controllers have been converted to smart controllers, 27 aging backflow devices have been replaced with state-of-the art low water use backflow devices, and 18 master control valves and flow sensors have been installed to better monitor and shut off systems when there are major irrigation main line water breaks. As part of the Department's continual efforts in finding ways to reduce irrigation water use and utility costs, the Public Works Inspector specializing in Irrigation would assist staff in implementing State and Federally funded grants intended to retrofit existing irrigation systems to more water efficient irrigation systems, would oversee irrigation renovation projects and where possible, provide recommendations for renovating aging and inefficient irrigation systems to "state of the art" low water use conserving systems.

The Public Works Inspector specializing in Irrigation would report directly to the Landscape Architect/Landscape Superintendent be responsible for monitoring and adjusting irrigation water application rates, ensure that all emergency irrigation breaks and other irrigation related complaints have been addressed and repaired, and all irrigation repairs and other maintenance needs are coordinated with each of the three Landscape Inspectors whose responsibility it is for the management of the three Landscape Maintenance Contract Areas, to ensure that BMP irrigation practices are consistently applied throughout all LMD landscape areas. Therefore, funding for one Maintenance Worker II position is requested in the FY 2015-16 budget.

Public Works
FY15-16 POLICY ITEM PROPOSAL

TITLE: Funding for Maintenance Division Efficiency Study
REQUEST: \$50,000
ACCOUNT: 100-4080-44010
PRIORITY: 5

COST BREAKDOWN	
<u>Professional Services</u>	
Maintenance Efficiency Study	\$50,000
TOTAL:	<u>\$50,000</u>

The Department of Public Works is requesting funds to conduct an efficiency study to assess and evaluate the existing Maintenance Division operations and provide recommendations to verify appropriate staffing levels, costs and adequately fund all operations. The division is comprised of 4 sections including Streets, Landscaping, Building and Fleet operations. An assessment of the funding, organizational needs and staffing, to properly keep pace with the City's projected maintenance needs for all areas is desired. Therefore, funding for one Maintenance Worker II position is requested in the FY 2015-16 budget.

**DEPARTMENT OF PUBLIC WORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Civic Center Parking Lot Lighting LED Retrofit Project - Phase 2
REQUEST: \$120,000
ACCOUNT: 100-4130-44490
PRIORITY: 6

COST BREAKDOWN	
Contract Services	\$120,000
TOTAL:	<u>\$120,000</u>

CITY MANAGER ACTION
Not taken; already included in Opterra energy services contract

The Public Works Department completed Phase 1 of a LED parking lot lighting retrofit project (City Hall, Senior Center, DSB and Overflow Parking Lots) on FY 2014-15. That phase saved 72,800kWhr/yr., reduce energy cost by \$12,000 per year, received \$10,200 in energy savings incentives and was largely financed with 0% SCE On-Bill-Financing.

Phase 2 includes the Police Department and Library Parking Lots, Library Facade, and the Avenida Simi Bus Stop area. Except for the Bus Stop Area, all of the existing fixtures are currently lit with 400 watt High Pressure Sodium lamps (the Bus Stop Area uses 250 Watt Metal Halide lamps). Conversion to LED fixtures will result in the following:

- An energy savings of 106,000 kWhr/yr. (equivalent to 15 single family homes),
- An energy savings incentive of \$13,900,
- An annual cost savings of over \$16,000 per year with a Return on Investment of 6.5 years.

This project will help fulfill in reaching the City's 2015 Energy Leaders Partnership energy savings goal of 160,000kWhr/yr.

The entire cost of the project will be financed through On-Bill-Financing (OBF) by Southern California Edison (SCE). Once the fixtures are installed, SCE will reimburse the City's cost to purchase and install the fixtures. The OBF will apply the City's annual cost savings against the reimbursed total for a period of 42 approximately months. Once the SCE reimbursement is paid off, the City will reap the full cost savings of these new fixtures. The other option would be to pay the entire cost of the retrofit and immediately receive the cost savings of the project.

**DEPARTMENT OF PUBLIC WORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Traffic Signal Safety Lighting Cobra Head LED Retrofit
REQUEST: \$120,000
ACCOUNT: 100-4050-42560/44490
PRIORITY: 7

COST BREAKDOWN

Operating Supplies and Contract Services	\$120,000
TOTAL:	<u>\$120,000</u>

CITY MANAGER ACTION

Not taken; already included in Opterra energy services contract

Safety lighting is provided at each of the City's traffic signals to illuminate areas of potential vehicle conflict and to delineate the intersection. This lighting provided on each leg of the intersection uses standard cobra head and mission bell style street lighting fixtures. In the City, these fixtures are currently lit with 150-250 watt High Pressure Sodium lamps.

Advances in technology for LED luminaires are creating new options for roadway lighting. The key advantages of LED luminaires include:

- Significantly longer lifespan
- Lower energy consumption
- Reduced maintenance costs
- No mercury, lead or other known disposable hazards
- Improved night visibility due to higher color rendering and increased illuminance uniformity

Conversion of the City's 255 cobra head style safety lighting fixtures will result in:

- An energy savings of 172,000 kWhr/yr. (an electrical usage equivalent to 24 single family homes)
- An energy savings incentive of \$24,000
- An annual cost savings of over \$15,000 per year with a Return on Investment of 6 years

The entire cost of the project will be financed through On-Bill-Financing (OBF) by Southern California Edison (SCE). Once the fixtures are installed, SCE will reimburse the City's cost to purchase and install the fixtures. The OBF will apply the City's annual cost savings against the reimbursed total for a period of 58 approximately months. Once the SCE reimbursement is paid off, the City will reap the full cost savings of these new fixtures. Another option would be to pay the entire cost of the retrofit and immediately receive the cost savings of the project.

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

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

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

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 for FY 2015-16.

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Professional and Special Services for City Engineering
TOTAL: \$75,000
ACCOUNT: 100-4080-44010
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional and Special Services	\$75,000
TOTAL:	<u>\$75,000</u>

The Department budgets \$266,000 for Professional and Special Services for City Engineering. Reduction of this account would reduce the funds available to retain consultants and may delay projects and the level of customer service.

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the City's Armed Forces Banner And Replacement Program
TOTAL: \$10,000
ACCOUNT: 100-4140-44490
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$10,000
TOTAL:	\$10,000

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. Reduction of these funds is justified as few locations remain for continued installations in FY 2014-15 and beyond. Maintenance of only the existing banners, without significant new installations, will result in lower yearly costs.

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Operating Supplies for Various Sections
TOTAL: \$40,000
ACCOUNT: 100 - 42560
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$40,000
TOTAL:	\$40,000

The Department budgets \$504,600 in Operating Supplies for supplies and materials needed in various sections of the department. Reduction of this account, as listed below, would reduce the funds available and reduce the level of services.

- Environmental Compliance (4065) = \$10,000
- Building Maintenance (4130) = \$10,000
- Traffic Maintenance (4140) = \$15,000
- Library Maintenance (4170) = \$5,000

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Street Maintenance Program
TOTAL: \$25,000
ACCOUNT: 100-4120-42560
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$25,000
TOTAL:	<hr/> \$25,000

The Department budgets \$178,000 in Operating Supplies for supplies and materials, including asphalt and concrete needed for the street maintenance program. Reduction of this account would reduce the level of services and may result in increased resident complaints and liability claims.

**DEPARTMENT OF PUBLIC WORKS
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Street Maintenance Program
TOTAL: \$25,000
ACCOUNT: 100-4120-44490
PRIORITY: 11

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$25,000
TOTAL:	<u>\$25,000</u>

The Department budgets \$118,000 in Other Contract Services for costs associated with street, curb, gutter, and sidewalk replacement, bridge maintenance, and slurry seal. Reduction of this account would reduce the level of services and may result in increased resident complaints and liability claims.

POLICE

**POLICE DEPARTMENT
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications

\$32,800

FY 2014-15 Estimated Actual	\$23,000
FY 2014-15 Budget	\$25,080
FY 2013-14 Actual Expenditures	\$20,937

This account provides for:

Department of Justice CLETS access	\$8,000
County of Ventura CLETS access	\$16,900
Satellite TV for Mobile Command Post	\$700
GPS Trackers Service	\$3,600
Language translation at switchboard	\$400
Cell Phone Reimbursement	\$3,200

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 Budget includes anticipated increases in CLETS and service plan for GPS trackers previously budgeted in Forfeited Assets.

Account 42200: Computers (Non-Capital)

\$10,500

FY 2014-15 Estimated Actual	\$300
FY 2014-15 Budget	\$700
FY 2013-14 Actual Expenditures	\$8,863

This account provides for:

Replace cordless phone system in Dispatch	\$300
Mac Pro & iPad for Interactive Training Program	\$2,500
Si Force Road Warrior 15.6 laptop	\$3,000
JTAG box and workbench kit	\$4,100
Video card replacements & overhead projector bulbs	\$600

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 Budget provides for new technology including a Mac Pro and iPad for Dispatcher training and a laptop, including related equipment, to be used in forensic investigations by the Detective Unit.

**FY 2015-16
REQUEST**

Account 42230: Office Supplies

\$19,000

FY 2014-15 Estimated Actual	\$17,000
FY 2014-15 Budget	\$19,500
FY 2013-14 Actual Expenditures	\$11,015

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

\$18,500

FY 2014-15 Estimated Actual	\$14,500
FY 2014-15 Budget	\$17,500
FY 2013-14 Actual Expenditures	\$12,736

This account is for the following rentals:

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

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 Budget includes rental of an ATV or golf cart to be used to patrol special events, which was not previously budgeted.

Account 42410: Uniforms and Clothing

\$404,400

FY 2014-15 Estimated Actual	\$355,000
FY 2014-15 Budget	\$395,300
FY 2013-14 Actual Expenditures	\$295,508

This account is used for the following:

Honor Guard uniform and equipment	\$5,500
Bike Officer uniforms and gear	\$800
Spit masks	\$300
S.E.S./S.P.S. officer gear	\$4,000
S.W.A.T. officer uniform	\$10,000
C.N.T. officer uniform	\$2,000
Tactical Dispatch uniform	\$500
Detective and C.S.I. uniforms	\$1,300
Annual uniform allowance	\$200,000
Police Services Assistant and Dispatchers cleaning allowance	\$8,600
Maintenance Worker uniforms and boot allowance	\$1,200
Uniform replacement and badge repair	\$8,000
New officer uniform and equipment - lateral	\$34,300
New officer uniform and equipment - entry	\$55,400
New officer uniform and equipment - reserve	\$27,700
Civilian uniforms	\$6,500

**FY 2015-16
REQUEST**

Citizens on Patrol, Volunteer, and Chaplain uniforms	\$6,900
Replacement vests	\$23,000
CLO Safety Equipment	\$4,000
Replacement motorcycle pants, gloves, and night safety glasses	\$1,100
New motor officer gear	\$3,300

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 Budget reflects realignment of vest replacement policy to every five years (as opposed to ten), per the manufacturers recommendation, and increases in uniform costs due to anticipated additional hiring of officers to fill vacancies resulting from retirements.

Account 42440: Memberships and Dues

\$11,600

FY 2014-15 Estimated Actual	\$11,000
FY 2014-15 Budget	\$11,200
FY 2013-14 Actual Expenditures	\$8,199

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	\$2,100
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	\$300
California Reserve Police Officers Association	\$400
California Narcotics Officers Association	\$700
California Tactical Officers Association	\$100
California Association of Hostage Negotiators	\$500
California Gang Investigators Association	\$300
National Technical Investigators Association	\$200
California Law Enforcement Association of Records Supervisors	\$200
California CLETS Users Group	\$100
Southern California Crime and Intelligence Analysis Association	\$200
International Association of Crime Analysts	\$100
Certified Public Accountants License	\$100
California Association of Police Training Officers	\$100
California Crime Prevention Officers	\$300
California Association of Property & Evidence	\$200
California Background Investigators Association	\$100
Ventura County Volunteer Coordinator Council	\$100
Explorer Post Recharter	\$1,600

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 includes the Explorer Post pursuance, which was not previously budgeted in the Membership account.

**FY 2015-16
REQUEST**

Account 42450: Subscriptions and Books

\$3,200

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$1,658

Professional reference books	\$500
Chaplain books	\$300
Annual newspaper subscriptions	\$700
Dispatcher training manuals	\$600
Watch Commanders reference materials	\$400
Vehicle/Penal Codes & reference materials	\$500
Records reference materials	\$100
Crime Analysis reference materials	\$100

Justification for increase over FY2014-15 Budget and Estimated Actual:

FY 2015-16 includes cost increases for some publications.

Account 42500: Fuel and Lubricants

\$359,500

FY 2014-15 Estimated Actual	\$350,000
FY 2014-15 Budget	\$388,200
FY 2013-14 Actual Expenditures	\$354,888

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

Justification for increase over FY2014-15 Estimated Actual:

FY 2014-15 Estimated Actual is under budget due to favorable fuel rates. Fuel is budgeted at \$3.07 per gallon for FY 2015-16 and usage increased slightly to 117,000 gallons, an increase of 2% from prior year.

Account 42560: Operating Supplies

\$343,800

FY 2014-15 Estimated Actual	\$375,000
FY 2014-15 Budget	\$524,400
FY 2013-14 Actual Expenditures	\$228,672

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	\$2,600
Dispatch	\$3,100
Patrol	\$45,000
Special Operations Unit	\$15,300
Detectives	\$20,000
Records	\$3,900
Fiscal	\$100
Maintenance	\$132,500
Auxiliary Services	\$109,900
Traffic	\$11,400

Account 42720: Travel, Conferences, and Meetings

\$85,700

FY 2014-15 Estimated Actual	\$65,000
FY 2014-15 Budget	\$71,400
FY 2013-14 Actual Expenditures	\$52,650

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

The following travel and conferences are projected for FY 2015-16

1 - California Peace Officers Association (CA)	\$1,500
3 - Versaterm Conference (Salt Lake City, UT)	\$6,600
8 - Versa-West Meetings (various locations-CA)	\$1,500
1 - Law Enforcement Intelligence Units (LEUI) (Atlanta, GA)	\$2,000
1 - Int'l Assoc of Chiefs of Police (IACP) Conference (Chicago, IL)	\$2,200
1 - California Peace Officers Assoc. (CPOA) Conference (So CA)	\$1,800
2 - California Peace Officer Memorial (Sacramento, CA)	\$600
3 - Women Leadership in Law Enforcement (Anaheim, CA)	\$1,300
1 - COP Attendance (9 trips-Sacramento, CA)	\$2,300
2 - Executive Assistant/Secretary Meetings (CA)	\$400
1 - Liebert Cassidy Whitmore Conference (Anaheim, CA)	\$1,300
1 - California FirstNet Responders Meetings (5 trips-Sacramento, CA)	\$1,200
1 - FBI National Academy (Quantico, VA)	\$1,500
1 - Cal Police Chiefs Assoc Annual Symposium (So CA)	\$800
1 - IACP Midsize Agencies Midyear Meeting (San Antonio, TX)	\$1,600
1 - FBI NAA Annual Training Conference & Exhibition (Seattle, WA)	\$2,200
1 - National Emergency Number Association (San Diego, CA)	\$1,200
4 - Calif Assoc of Tactical Dispatchers Meetings(Various locations-CA)	\$200
1 - California Public Radio Association Meetings (So. Ca)	\$100
1 - Assoc of Public-Safety Communications Officials (APCO) (D.C.)	\$2,100
1 - Police K-9 Magazine HITS Conference (Location TBA)	\$2,000
4 - Calif. Reserve Police Officer Assoc (CRPOA) Conf. (Sacramento, CA)	\$3,000
2 - Calif. Narcotics Officers Assoc (CNOA) Conf (San Francisco, CA)	\$2,600
2 - California Assoc of Tactical Officers Conference (Anaheim, CA)	\$2,300
4 - California Association of Hostage Negotiators (Anaheim, CA)	\$5,700
5 - California Gang Investigators Conference (Anaheim, CA)	\$5,400
3 - Advanced Sniper Conference (El Grove, CA)	\$3,200
1 - Homicide Investigators Conference (Las Vegas, NV)	\$1,200
1 - Robbery Investigators Conference (Reno, NV)	\$1,000
2 - Cal. State Division/Internat'l Assoc for Identification (Sacramento, CA)	\$3,100
1 - Computer & Enterprise Investigations Conf (CEIC) (Location TBD)	\$2,600
1 - Calif Sexual Assault Investigators Conf (Location TBD)	\$1,300
1 - Calif Law Enforce Assoc Records Supervisors Conf (New Orleans, LA)	\$1,000
1 - California CLETS Users Groups Conference (Anaheim, CA)	\$1,100
1 - So Calif Crime and Intelligence Analyst Assoc. Conf (San Diego, CA)	\$1,400
1 - International Assoc of Crime Analyst Assoc Conf (Denver, CO)	\$1,800

**FY 2015-16
REQUEST**

2 - Municipal Management Assoc. of Southern Calif Conference (So CA)	\$2,300
1 - Calif Association of Property and Evidence (CAPE) Conf. (No CA)	\$1,300
1 - Calif Law Enforcement Background Investigator (CLEBI) Conf (So CA)	\$1,200
1 - Calif Crime Prevention Officers Association (CCPOA) Conf (No CA)	\$1,200
2 - CIT National Conference (Chicago, IL)	\$3,700
3 - NRA Law Enforcement Division (Las Vegas, NV)	\$2,700
1 - Governors Highway Safety Administration Conf (Nashville, TN)	\$2,200

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 Budget includes additional training in anticipation of Deputy Chiefs retirements and conferences not previously attended such as CEIC, Calif Sexual Assault Investigators Conf, and Governors Highways Safety Administration Conf.

Account 42730: Training

\$29,700

FY 2014-15 Estimated Actual	\$25,000
FY 2014-15 Budget	\$32,050
FY 2013-14 Actual Expenditures	\$15,054

Non-POST Training includes:

Professional Development	\$1,300
Technical/Skill Building	\$22,900
Regulatory Training	\$1,500
General Management/Supervision	\$4,000

Justification for increase over FY 2014-15 Estimated Actual:

The FY 2015-16 Budget provides additional training in anticipation of vacancies due to rotations or retirements.

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

\$105,000

FY 2014-15 Estimated Actual	\$100,000
FY 2014-15 Budget	\$100,000
FY 2013-14 Actual Expenditures	\$90,892

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 2014-15 Budget and Estimated Actual:

FY 2015-16 Budget provides additional training, such as Command College and Detectives/Motors/CLO training, in anticipation of vacancies due to retirements.

**FY 2015-16
REQUEST**

Account 42770: Recruitment

\$65,000

FY 2014-15 Estimated Actual	\$19,600
FY 2014-15 Budget	\$31,100
FY 2013-14 Actual Expenditures	\$22,695

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

Pre-employment physicals	\$20,000
Pre-employment psychological exams	\$13,000
Polygraph exams	\$6,500
Credit checks	\$900
Background Investigator travel	\$2,000
Recruitment Advertising & Supplies	\$500
Outside Background Investigators	\$21,600
LA County Criminal History Checks	\$500

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2014-15 Estimated Actual reflects lower than anticipated hirings during the fiscal year. FY 2015-16 Budget provides for Outside Background Investigators to meet increased demand due to anticipated hiring to fill vacancies resulting from retirement; this item was not previously budgeted.

Account 42780: Out of County Investigation

\$8,000

FY 2014-15 Estimated Actual	\$7,200
FY 2014-15 Budget	\$7,200
FY 2013-14 Actual Expenditures	\$6,476

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.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

FY 15-16 Budget reflects increased activity in pursuing major crimes where suspects or victims have left the area and pursuance of cold cases.

Account 42790: Mileage

\$1,000

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$606

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.

SUBTOTAL - SUPPLIES AND MATERIALS

\$1,497,700

CURRENT EXPENSES - SERVICES

Account 43010: General Liability \$1,500

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

General Liability insurance for special events was previously budgeted in the non-Departmental fund.

Account 44010: Professional and Special Services \$140,600

FY 2014-15 Estimated Actual	\$125,000
FY 2014-15 Budget	\$137,000
FY 2013-14 Actual Expenditures	\$73,338

This account provides for the following:

Critical Incident Debriefing and other administrative professional services	\$1,500
Console cleaning for 9-1-1 center	\$2,500
K-9 Veterinarian and other professional services	\$10,800
Towing, storage, and locksmith services for seized vehicles	\$1,000
Surveillance services	\$15,000
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
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	\$400
Latent print examiner proficiency test	\$400
California SmartJustice System	\$7,500
DOJ fingerprint processing	\$3,400
Survey Monkey	\$500
Outside Personnel Investigations	\$10,000
Ventura County temporary holding facility inspection fee	\$500
Refunds & impounds (Sec. 22852 CVC)	\$1,000
Towing of abandoned vehicles from private property	\$1,000
Drug screening for accident investigations	\$600

**FY 2015-16
REQUEST**

Blood extractions for DUIs	\$4,800
Compelled blood draws by American Medical Response	\$1,000

Justification for increase over FY 2014-15 Budget and Estimated Actual:

FY 2015-16 Budget increased due to outside personnel investigations.

Account 44012: Outside Legal Services \$15,000

FY 2014-15 Estimated Actual	\$5,000
FY 2014-15 Budget	\$15,000
FY 2013-14 Actual Expenditures	\$0

This account provides for the following:

Outside legal services	\$10,000
Lexipol policy review (POA)	\$5,000

Account 44310: Maintenance of Equipment \$246,800

FY 2014-15 Estimated Actual	\$487,100
FY 2014-15 Budget	\$486,300
FY 2013-14 Actual Expenditures	\$397,624

Dispatch equipment maintenance	\$500
Special operations equipment repair	\$500
Aerial lift truck repair & maintenance	\$5,000
iRobot maintenance	\$900
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
Towing of fleet vehicles	\$3,000
Communications maintenance	\$2,400
Radar repair and certification	\$3,500
Building & communications maintenance	\$20,000
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	\$1,000
Air Filtration System maintenance (Property Room)	\$1,200

**FY 2015-16
REQUEST**

HVAC system preventive maintenance	\$64,100
Fire/Heat Station Alarm	\$12,000
Unitrol repairs	\$3,000
Window tinting	\$3,000
Simi RV Command Post	\$2,000
License plate reader annual service and repair	\$4,000
License plate reader transfer cost	\$2,000
Maintenance of pistols, shotguns, & equipment	\$4,000

Account 44490: Other Contract Services

\$181,000

FY 2014-15 Estimated Actual	\$80,000
FY 2014-15 Budget	\$122,400
FY 2013-14 Actual Expenditures	\$16,514

Lexipol on-line service	\$27,500
Audio Log Server for Communications Center	\$15,100
Cable service	\$600
CSI/ScenePD software upgrade	\$1,000
Cell phone mapping software license	\$2,000
Various forensic cell phone softwares	\$5,200
California SmartJustice System	\$21,000
Legal sourcebook site license	\$2,900
Perceptive software	\$2,300
i2 Investigative software	\$2,700
On-line drug identification system and other forensic software	\$100
Training management software	\$600
Encase Guidance Forensic support	\$1,000
Cellebrite forensic software license renewal	\$3,100
Annual prorated share of County of Ventura Crisis Intervention Team Training	\$38,100
Training management software	\$800
Homeless encampment clean-up	\$55,500
Cloudspace mobile maintenance	\$1,500

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

FY 2013-14 Budget includes increases to Lexipol and the County of Ventura's Crisis Intervention Team. Other increases due to various software licenses used by the Detective Unit during investigations, which were not previously budgeted.

SUBTOTAL - SERVICES:

\$584,900

TOTAL CURRENT EXPENSES:

\$2,082,600

**FY 2015-16
REQUEST**

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment

\$59,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$7,725

Audio Log Server for Communications Center
8-APX 8500 Mobile Dual Band Radios

\$11,000
\$48,000

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

FY 2014-15 Budget includes Communications equipment, which was not previously budgeted, and dual band radios for replacement Patrol vehicles, which were budgeted in a different account in the prior year as the capitalization threshold was not met.

TOTAL CAPITAL OUTLAY:

\$59,000

**POLICE DEPARTMENT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Five Sworn Police Officers
REQUEST: \$916,500
ACCOUNT: 100-5120-41XXX/100-5460-42410
PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	
Five Sworn Police Officers 5120-41XXX	\$827,000
<u>Current Expenses</u>	
Uniforms and Equipment 5460-42410	\$89,500
TOTAL:	\$916,500

Of the Department's 125 authorized Sworn positions, the Patrol Unit is allocated 51 officers, 9 of which are Senior Officers. Included in Patrol's allocation are Academy Recruits and newly hired Officers who are in Field Training. Unfortunately, due to the nature of Patrol work, it typically accounts for the largest number of injuries on duty. Although injured on duty leave fluctuates over time, the Patrol Unit generally operates with approximately 40 Sworn Officers and Senior Officers.

The Department has calculated the Patrol "Vacancy Factor," which is a measure of how often a scheduled officer is not working their regularly assigned duties, at 29.8%. Three major elements that contribute to the "Vacancy Factor" are injury leave, training, and annual leave usage. Compounding to this problem is the MOA mandate that stipulates two officers are guaranteed a shift off with 48-hours notice, regardless of staffing levels.

Applying the MOA-mandated minimum deployment formula, the Patrol Unit requires 47 working officers to ensure the required number of officers are on duty and available to work their primary assignment with a minimal use of overtime to cover vacancies. Adding five sworn officers to the Patrol Unit, combined with the ability to move the most junior officers to an unplanned vacancy (a current meet and confer issue), could potentially reduce overtime costs by approximately \$200,000 a year, thereby partially offsetting the annual cost of five additional officers.

During 2013, the Department experienced above average staffing shortages in the Patrol Unit necessitating the need to borrow officers from specialty units such as Detectives, Traffic, and SOU. Shortly after borrowing specialty unit officers, the Department experienced a rise in violent gang crime. As a result, Special Operations Officers (Gang Unit) were immediately returned to their primary assignments. This staffing issue continued in 2014 and the Department's Traffic Officers began to regularly fill Patrol vacancies. However, this too came at a cost resulting in a 35% increase in injury traffic collisions. The conclusion is clear: taking Officers from specialty assignments adversely impacts crime and public safety.

Vacancies in Patrol continue to be filled through overtime expenditures and assigning non-Patrol Officers and Detectives in lieu of their regularly assigned duties. In spite of the assistance provided by specialty units, the Department expended over \$678,000 in overtime costs to fill Patrol vacancies in Fiscal Year 2013-14.

**POLICE DEPARTMENT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for One Officer to Attend City Council Meetings
REQUEST: \$4,800
ACCOUNT: 100-5XXX-41040
PRIORITY: 2

COST BREAKDOWN		
<u>Personnel</u>		
	Overtime	\$4,800
TOTAL:		<hr/> \$4,800

City Council meetings can often result in spirited debates on sensitive subjects as well as passionate exchanges between citizens and council members. There is always a possibility that tempers can flare and thus unwanted outbursts or behavior is likely. Until this date, Council has relied on various members of the Police Department to be present as warranted by agenda items. That provides for a haphazard security plan should any disruption occur. The Police Department is seeking funding to allocate one police officer to attend each City Council meeting from beginning to end. This will afford a greater level of security for all in attendance as the officer's primary assignment will be to focus on crowd behavior as well as affording officers to become familiar with the structure of the meetings and routine clientele. The officer in attendance would also have the expertise and immediate access to additional assistance should the need arise.

**POLICE DEPARTMENT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding to Unfreeze One Half of a Police Services Assistant Position
REQUEST: \$39,900
ACCOUNT: 100-5480-41XXX/100-5460-42410
PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	
Half Time Police Services Assistant	\$38,800
<u>Current Expenses</u>	
Uniforms and Equipment	\$1,100
TOTAL:	\$39,900

The Traffic Unit is currently operating with four full-time and two part-time Police Service Assistant (PSA) positions, for an equivalent staffing of 5 full-time positions. Total staffing has been reduced from seven full-time positions with the freezing of two full-time positions in recent years. This request seeks authorization to immediately fill the equivalent of one part-time position.

PSA's play a major role in the Police Department through assistance they provide to the public, sworn support staff, and administrative civilian staff. PSA's create efficiencies by handling routine tasks, which allows officers to return to their regularly assigned duties. By providing support in field operations and managing the front desk, PSA's create cost savings to the City and they enhance customer service.

It is anticipated that increases to the current complement of PSA staff will generate sufficient revenue to offset the increase in salaries. Based upon recent projections, it was determined that a full-time PSA, dedicated to Parking Enforcement, can generate approximated \$44,000 per year. However, on average, three to four PSA's are unavailable to perform Parking Enforcement duties because they are assigned to the front desk or assisting officers. As a result, reductions in PSA staffing levels have impacted Parking Citation revenue in recent years. In FY 2013-14, Parking Citation revenue amounted to only 29% of the total revenue generated in 2008 when the Department had seven full-time PSA positions filled. Additions to current PSA staffing levels will be dedicated to parking enforcement, which will, therefore, generate revenues to offset salaries.

**CITY ADMINISTRATION
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Work Load Study
REQUEST: \$75,000
ACCOUNT: 100-5005-44010
PRIORITY: 5

COST BREAKDOWN	
<u>Current Expenditures</u>	
Professional Services	\$75,000
Not to exceed	
TOTAL:	<u>\$75,000</u>

The Police Department is seeking a qualified consulting expert to provide a comprehensive staffing review taking into consideration the Department's current staffing levels, resources available and deployment needs. The Department is looking for viable recommendations based upon best practices for police safety and scheduling requirements. The Department is seeking action-item recommendations that are specifically tailored to the best interests of the Department, City and Community. The study will address any inefficiencies or technological opportunities, as well as succession planning and professional development. Further, the Department seeks recommendations with respect to management's methodologies and effectiveness, inter-department relationships, and professional conduct.

**POLICE DEPARTMENT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for One Technical Services Technician
REQUEST: \$110,000
ACCOUNT: 100-5240-41XXX
PRIORITY: 6

COST BREAKDOWN	
<u>Personnel</u>	
Salary & Benefits	\$110,000
TOTAL:	\$110,000

The Technical Services Team (TST) was established to implement new technologies to assist the Police Department with investigating crimes, alerting SVPD to potential crimes in progress, and in some cases, documenting the crime by recording the incident. Currently, TST oversees a variety of camera systems, which has resulted in huge successes. However, this success is limited by the availability of staff.

Currently there are no full-time employees on TST. All members serve on TST as an ancillary assignment with the vast majority of work performed on an overtime basis. TST members include one sergeant, four police officers, one K-9 officer, one detective and two senior police dispatchers. This is a vital, expanding necessity in the Police Department and as such, we are requesting to increase staff by one full-time Technical Services Technician.

In the eight years since TST was established, new technologies have emerged and TST members have devoted considerable time to stay current with technological improvements. Occasionally, there are delays in deploying surveillance equipment as TST members become familiar with enhanced technology, test new equipment, and schedule time to deploy the system. In addition, on-going system maintenance is required to remain proficient and to install firmware updates that ensure the systems are operating properly and efficiently.

New technology is emerging at a rapid pace and having a person(s) that can vet out new equipment is a must. A full-time committed TST can take on additional duties such as cell phone dumps, computer forensics, i-Robot, and drone capabilities. These duties would be in addition to the systems now handled by TST, which include: IP cameras, analog cameras, DVR recording, stealth radar, Q-Star, scout alarms, milestone recording system, outdoor game cameras, and other camera systems. A time commitment is necessary to acquire the knowledge and familiarity in testing new systems. In addition, a full-time TST member can build covert surveillance devices in-house, which saves the Department a considerable amount of money over purchasing complete units from vendors.

Therefore, TST is in need of a fully dedicated member if it is to succeed and realize its full potential to the Agency. Funding for one full-time technician will be partially offset by savings in overtime costs by various TST members.

**POLICE DEPARTMENT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Senior Records Technician and Clerk II/Offset 2 Records Tech II (Savings)
REQUEST: (\$600)
ACCOUNT: 100-5350-41XXX
PRIORITY: 7

COST BREAKDOWN

Personnel

Salary & Benefits: Senior Records Technician	\$87,200
Salary & Benefits: Clerk II	\$69,800
Salary & Benefits: 2 Police Records Technician II	(\$157,600)
TOTAL: (Savings)	(\$600)

The Records Management Unit is currently authorized one Police Records Manager, two Senior Police Records Technicians and eight Police Records Technicians I and II. Currently there are two and one half vacancies in the Unit. These vacancies have provided an opportunity to reevaluate the Unit's staffing levels and assignments. As a result of this review, it has been determined that efficiencies can be achieved and an increased level of supervision if the two vacant Police Records Technician positions were frozen and the funding be used to underfill one Clerk II position and add one Senior Police Records Technician.

Underfilling the Police Records Technician with a Clerk II will benefit the Unit and the public. The Clerk II position will handle routine clerical tasks such as operating the public switchboard, filing, scanning, and entering data into the Records Management System (RMS). Assigning these responsibilities to a clerk will allow Technicians to devote their attention to higher-level duties such as quality control and auditing of data entered into RMS, which is crucial for accurate Uniform Crimes Reporting (UCR's) to DOJ. This would also afford Records staff the ability to provide a higher level of customer service at our public window and to handle the many tasks within the Unit in a more timely manner. This recommendation properly assigns lower-level tasks to the correct job classification, thereby freeing up Technicians to perform higher-level duties resulting in greater efficiencies to the Unit and enhanced customer service.

The additional Senior Records Technician will ensure proper and consistent oversight of staff during the Police Records Manager and other Senior Records Technicians' absences. The Records Management Unit is open for operation seven days a week, and generally more than 15 hours per day. During this time the Police Records Manager and the Senior Records Technicians are not available for a minimum of three days each. Further absences can occur when this leadership personnel attend meetings, participate in annual training, or take annual leave. Consistency is highly desired as the Unit is responsible for processing critical documents and reports including documents for criminal prosecution. Some of the other sensitive tasks performed by the Unit include: conducting audits of crime data in order to report crime statistics to DOJ; overseeing and conducting audits mandated by the DOJ; fulfilling Public Records Act requests; and, controlling subpoena notification and processing. In addition to these high-profile reports, the Unit is responsible for maintaining Versaterm modules, which officers rely upon daily while in the field.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Simi Valley Days Event
TOTAL: \$9,000
ACCOUNT: 100-5XXX-41040
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$9,000
TOTAL:	\$9,000

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

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Fourth of July Event
TOTAL: \$21,600
ACCOUNT: 100-5XXX-41040
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$21,600
TOTAL:	<hr/> \$21,600

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 attendees 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 costs and/or hire private security.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Overtime Funding for Ronald Reagan Presidential Events
TOTAL: \$22,400
ACCOUNT: 100-5XXX-41040
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$22,400
TOTAL:	\$22,400

The Police Department assigns staff for special events at the Ronald Reagan Presidential Library, including the Fourth of July, President Reagan's birthday celebration, President's 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 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Court Liaison (Vacant)
TOTAL: \$116,100
ACCOUNT: 100-5240-41XXX
PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$116,100
TOTAL:	\$116,100

The Court Liaison is a civilian position that was vacated in February 2015 due to retirement. The position functions as the Department's contact for the collection of official police reports and accompanying documents and evidence for the Ventura County District Attorney's Office in preparation of criminal prosecution. This position provides a high level of responsible assistance to the reviewing Deputy District Attorney by ensuring that legal issues are properly addressed, police reports are accurate and complete, and evidence is transported, as needed. In addition, this position performs a variety of administrative duties in support of the Detective Unit.

Reduction of funding for this position will impact the Detective Unit as tasks will be reassigned to a sworn police detective, thereby hindering the Unit's ability to investigate primary assignments, resulting in case backlogs.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Property Technician (Vacant)
TOTAL: \$91,600
ACCOUNT: 100-5460-41XXX
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$91,600
TOTAL:	\$91,600

The Property Room of the Police Department is a highly critical area that offers a huge degree of liability for the Department and ultimately the City. It is staffed by one Property Officer and one Property Technician. The Property Room is responsible for receiving, storing, disposing and releasing over 12,000 pieces of property and evidence collected by law enforcement staff. Personnel assigned in the Property Room collect, package and process all evidence related to crimes, prepares disposition forms and tracks evidence. The Property Technician prepares, tracks and assigns evidence to be utilized by the District Attorneys' office for criminal proceedings. In addition, they enter firearm data into the California Law Enforcement Telecommunications System (CLETS) and prepare, process, facilitate and document all narcotics and weapons booked for destruction and safekeeping. They identify property for auction or donation and coordinate the appropriate disposition. The Property Technician also process and deposit all non-evidentiary cash into the appropriate bank account. The Technician assists with routine inventory and audits and notify property owners of property to be returned. This position requires a high level of expertise, training and integrity.

Elimination of this position will result in a backlog of evidence and property processing and will eventually cause a sworn member of the Agency to be assigned to the property room. It could result in evidence being lost, misfiled, or mishandled which will cause criminal cases to be delayed or dismissed.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Overfill Senior Records Technician (Filled)
TOTAL: \$91,700
ACCOUNT: 100-5370-41XXX
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$91,700
TOTAL:	<hr/> \$91,700

The overfill Senior Records Technician position currently reports administratively to the Crime Analysis Unit and operationally to the Traffic Unit. The Senior Records Technician assists with data entry for citations in an effort to function as a vital participant as we transition to e-ticketing and is working on developing traffic related analysis capabilities from the new Crossroads, traffic accident software.

Elimination of the position will result in the need to reassign the citation data to other personnel and slow if not halt the development of the new, crucial traffic analysis data that is planned to be utilized to reduce traffic congestion and accidents in the City.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Crime Analysis/Reporting Manager (Filled)
TOTAL: \$164,400
ACCOUNT: 100-5370-41XXX
PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$164,400
TOTAL:	\$164,400

The Crime Analysis Unit is comprised of one Crime Analysis/Reporting Manager, one Crime Analyst, and one Overfill Senior Records Technician, who supports the Traffic Unit with administrative duties; all 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.

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, reductions in the availability and timeliness of producing fliers to the public that address hot crimes, violent offenders, and crime patterns and/or trends.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

Reduce Funding for One Full-Time Community Services Specialist/Volunteer Program/Citizens
TITLE: Academy (Filled)
TOTAL: \$130,400
ACCOUNT: 100-5460-41XXX
PRIORITY: 10

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$130,400
TOTAL:	<u>\$130,400</u>

The Police Department's Volunteer Program/Citizen's Academy is staffed by one Community Services Specialist (CSS) position, which is currently filled.

The CSS position oversees the Volunteer Program by hiring and placing volunteers in various 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. The Community Services Specialist position also assists with the Crime Prevention program.

Reduction of funding for this position will effectively eliminate the Volunteer Program and Citizen's Academy.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Community Services Specialist/Crime Prevention (Filled)
TOTAL: \$130,400
ACCOUNT: 100-5460-41XXX
PRIORITY: 11

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$130,400
TOTAL:	\$130,400

The Police Department's Crime Prevention Program is staffed by one Community Services Specialist (CSS) position, which is currently filled.

The CSS position in Crime Prevention 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 the Community Services Specialist responsible for the Volunteer Program and serves as an Explorer Advisor.

Reduction of funding for this position will effectively eliminate the Crime Prevention Program and related educational activities.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Crime Scene Investigator Trainee (Filled)
TOTAL: \$88,300
ACCOUNT: 100-5240-41XXX
PRIORITY: 12

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$88,300
TOTAL:	\$88,300

The Crime Scene Investigation (CSI) Program of the Detective Unit is comprised of one Crime Scene Investigator II and one Crime Scene Investigator I, which is currently being underfilled by a Crime Scene Investigator Trainee. Both positions in the CSI Program are filled.

CSI provides services that are pivotal to documenting and collecting physical evidence used to convict suspects. This specialty requires a significant amount of technical training as well as field experience. In FY 2004-05, a second CSI position was added due to the number of cases that were being processed each year. This ensured that there was dedicated resources to: process crime scenes; testify in court; manage large complex crime investigations; and, provide adequate coverage during planned vacancies. CSI's also assist the Detective Unit in processing subpoenas and registering sex offenders.

Reduction of funding for one Crime Scene Investigator Trainee will likely result in having to outsource functions to the Ventura County Sheriff's Office at an unknown cost and with little control over the timeliness and accuracy of information processed. The inability to control the collection and processing of evidence could impact the Department's ability to solve cases and thereby impact the public.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time School Resource Officer (Filled)
TOTAL: \$159,500
ACCOUNT: 100-5460-41XXX
PRIORITY: 13

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$159,500
TOTAL:	\$159,500

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

Currently, each SRO handles between 10 and 20 juvenile incidents each school day. Additionally, the SROs devote time to counseling students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. If one of the two positions is eliminated, the effectiveness of the program will be greatly hampered as one officer cannot develop the rapport with students and staff at twice as many schools.

Elimination of this position will also result in Patrol officers having to handle a greater number of the incidents at schools thereby reducing their availability to respond to other patrol service calls. It will also result in a diminished level of service to the many schools due to the time constraints of patrol officers.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Officer in SOU (Filled)
TOTAL: \$159,500
ACCOUNT: 100-5230-41XXX
PRIORITY: 14

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$159,500
TOTAL:	<hr/> \$159,500

The Special Operations Unit is responsible for the enforcement of all narcotics and vice activity in the City. The unit is involved in ongoing investigations in cooperation with Local, County, State and Federal Agencies. These investigations are highly complex and often require long hours of surveillance and coordination with other Detectives and outside agencies.

Elimination of one position will hamper these vital investigations and could result in a reduction or elimination of our participation on Drug Enforcement Agency Task Forces. This in turn would reduce the potential for forfeited asset seizures associated with these activities.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time School Resource Officer (Filled)
TOTAL: \$159,500
ACCOUNT: 100-5460-41XXX
PRIORITY: 15

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$159,500
TOTAL:	<u>\$159,500</u>

The School Resource Program consists of two full time officers that maintain a direct relationship with the staff and students of the middle schools and high schools. Elimination of this position will dissolve the program and all calls for service and incidents at schools will have to be assigned and handled by Patrol Officers as time allows.

**POLICE DEPARTMENT
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Officer in SOU (Filled)
TOTAL: \$159,500
ACCOUNT: 100-5230-41XXX
PRIORITY: 16

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$159,500
TOTAL:	\$159,500

The Special Operations Unit is responsible for the enforcement of all narcotics and vice activity in the City. The unit is involved in ongoing investigations in cooperation with Local, County, State and Federal Agencies. These investigations are highly complex and often require long hours of surveillance and coordination with other Detectives and outside agencies.

Elimination of a second position will serve to further hamper these vital investigations and could result in a reduction or elimination of our participation on Drug Enforcement Agency Task Forces. This in turn would reduce the potential for forfeited asset seizures associated with these activities.

**POLICE DEPARTMENT
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Funding for Replacement of Heating and Air Conditioner System
REQUEST: \$615,000
ACCOUNT: 100-5005-47020
PRIORITY: 1

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

The Police Department was dedicated in 1998, making it now 17 years old. When considering that the Station is occupied 24 hours a day, 365 days a year, the wear and tear more closely reflects 45 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 significant energy savings.

**POLICE DEPARTMENT
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Funding for Compressed Property Storage Solution
REQUEST: \$90,000
ACCOUNT: 100-5460-47020
PRIORITY: 4

COST BREAKDOWN	
Capitalized Furniture & Equipment	
Compressed Property Storage Solution	\$90,000
TOTAL:	\$90,000

The Police Department property room is currently operating at approximately 90% of capacity. Although property room staff are excellent at managing the available space, it is inevitable that additional storage will be required in the near future. If space is not efficiently maximized, alternative storage methods will need to be established, possibly at recurring costs.

The property room is utilizing storage banks that are designed for compressed storage; however, the tracking system for the banks was not installed when the building was opened in 1998. In 2005, McMurray & Stern generated a proposal, consisting of two options, to complete the shelving system. The first option, quoted at \$40,500, included the cost to lay tracks and a few additional storage banks. This solution would have only covered one-half of the available space, but would have provided a tremendous improvement. The second option, quoted at \$97,000, included the cost to lay necessary tracks and movable shelves over the entire available space (i.e., a complete solution). Unfortunately, both options were denied and property room personnel have been using existing shelving, which is now nearing capacity.

In 2015, a McMurray & Stern submitted an updated proposal, which was almost identical to option one of the 2005 bid. During the nine years since 2005, the price to complete the original design has increased to \$90,000.

The property room personnel are requesting approval to complete the property room design as originally proposed in option one of the 2005 bid. The current proposal from McMurray & Stern will provide the foundation for on-going needs by laying the tracks for future expansion. As the needs of the property room increase, the only additional cost will be the purchase of storage banks. The cost proposed in this Capital Request includes all fees and taxes.

**POLICE DEPARTMENT
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Funding for Two 4X4 Off-Road Vehicles for Auxiliary Services Unit
REQUEST: \$100,500
ACCOUNT: 651-9501-47030
PRIORITY: 6

COST BREAKDOWN

<u>Vehicles</u>		
	Add two 4x4 off-road vehicles to the Aux Svc fleet	\$70,500
	Vehicle Equipment	\$30,000
TOTAL:		<u>\$100,500</u>

The Auxiliary Services Unit is requesting to add two (2) 4X4 marked police vehicles to the fleet. These vehicles will be assigned to police officers assigned to the Community Liaison Program. These three officers are part of a specialized unit that is the focal point of the Department's Community Policing Program. Part of the unit's primary responsibilities is Homeless Intervention. Homeless Intervention is a two prong approach, which combines social services outreach and enforcement when necessary.

As part of the CLO(s) responsibility, they transport service providers (e.g., Samaritan Center, Ventura County Behavioral Health and Lutheran Social Services) to campsites that are in remote undeveloped areas of the City. In addition, the CLO(s) need to perform frequent high visibility patrols to enforce various trespassing and illegal camping laws and to prevent the further proliferation of illegal campsites throughout the City. Some of the locations CLO(s) patrol include areas managed by the Rancho Simi and Recreation Parks District, Santa Monica Mountains Conservancy, Ventura County Watershed Protection District, Metrolink, as well as private property.

The Department does not have any 4X4 vehicles assigned to the Patrol fleet which prevents CLO(s) from being able to frequently patrol remote areas quickly and safely.

**POLICE DEPARTMENT
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Work Space Reconfiguration
REQUEST: \$40,000
ACCOUNT: 100-5460-47020
PRIORITY: 7

COST BREAKDOWN	
Capitalized Furniture & Equipment	
Work space reconfiguration	\$40,000
TOTAL:	\$40,000

The implementation of the Community Liaison Officer Program (CLO) requires the Auxiliary Services Unit to reconfigure work spaces within the Unit so that assigned staff can have ample work space for all of the unique work assignments that they are responsible for. Through the new work space configuration an optimal work environment will be created.

There are currently three officers assigned to the CLO Program and it is anticipated that a fourth officer will be assigned to the unit in the future. Staff undertake various duties that include: community relations, investigative work, and problem-oriented policing projects. The area impacted houses CLO Officers, School Resource Officers, Crime Prevention Coordinator, Volunteer Coordinator, and administrative staff. The varied assignments require staff to effectively communicate with each other and routinely require them to hold discussions in their work stations with representatives from various police agencies, social workers, case managers, and other service providers.

In an effort to accomplish the goals of the Auxiliary Services Unit and the CLO Program, a work space evaluation and cost estimate was completed by the City's vendor (T.W. McAllister & Associates). Based upon that evaluation, it was determined that 8 of the 10 work spaces should be reconfigured and one additional work space should be added to accommodate assigned staff. The reconfiguration will include adding walls to some work spaces and lowering some existing walls between work spaces to increase communication opportunities and maximize work place efficiency. In addition, a currently undersized work space will be enlarged to be consistent with other work spaces in the unit. During reconfiguration, computer work stations will be redesigned to create an ergonomically functional work space for employees.

**POLICE DEPARTMENT
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Funding for one Detective vehicle
REQUEST: \$29,700
ACCOUNT: 651-9501-47030/100-5395-42560
PRIORITY: 8

COST BREAKDOWN		
<u>Vehicles</u>		
One sedan vehicle for Detective Unit		\$22,300
Equipment		\$7,400
TOTAL:		<hr/> \$29,700

There are currently a total of 17 vehicles assigned to the Detective Unit. Two are SUV vehicles assigned to the Crime Scene Investigators. The remaining 15 vehicles consist of one van assigned to the Court Liaison Officer and 14 code-three equipped sedans assigned to 12 Detectives and 2 supervisors; 8 of these are take-home vehicles. The Detective Commander position does not have an assigned vehicle and one is often needed to respond to crime scenes, tactical operations, meetings outside the City, and other incidences in the field. The Detective Unit is also a Department-wide resource for unmarked loaner vehicles for transportation to training, meetings, and various other work-related duties. This additional vehicle will be code-three equipped to respond to emergencies as needed.

EMERGENCY SERVICES

**EMERGENCY SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$15,600

FY 2014-15 Estimated Actual	\$1,200
FY 2014-15 Budget	\$15,600
FY 2013-14 Actual Expenditures	\$743

Emergency Notification System (VC-Alert) annual contract	\$15,000
Wireless phone reimbursement	\$600

Account 42230: Office Supplies \$400

FY 2014-15 Estimated Actual	\$300
FY 2014-15 Budget	\$400
FY 2013-14 Actual Expenditures	\$399

This account provides for the office supplies for staff.

Account 42410: Uniform/Clothing Supplies \$3,000

FY 2014-15 Estimated Actual	\$2,800
FY 2014-15 Budget	\$3,000
FY 2013-14 Actual Expenditures	\$3,124

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

Account 42440: Memberships and Dues \$600

FY 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$600
FY 2013-14 Actual Expenditures	\$175

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 2014-15 Estimated Actual	\$12,200
FY 2014-15 Budget	\$14,300
FY 2013-14 Actual Expenditures	\$14,367

This account provides for the following:

Emergency Operations Center Technology Maintenance \$3,000

This provides for the maintenance of EOC computer equipment. The EOC maintains 45 laptop computers, one desktop computer, two wireless network access points and two printers for EOC activations, critical incident support and training. This account will fund memory upgrades, charger adapters, monitors, replacement batteries, repairs, etc.

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

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

Mass Casualty and CPOD Trailers \$300

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

Emergency Operations Center/Community Room \$2,000

Supplies and equipment to keep the EOC operational including: audio-visual equipment repair/replacement, scheduled equipment repair or replacement, facility maintenance, office supplies used in the EOC, two-way radio maintenance. This will also fund the running of subfloor cabling to the recently acquired multi-media lectern and the purchase and installation of casters on EOC tables.

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 2015-16
REQUEST**

Account 42720: Travel, Conferences, Meetings \$2,800

FY 2014-15 Estimated Actual	\$2,600
FY 2014-15 Budget	\$2,600
FY 2013-14 Actual Expenditures	\$3,077

The following travel and conferences are projected for FY 2015-16:

1 - CA Emergency Services Association Training Conf., S. Lake Tahoe, CA	\$1,500
1 - IAEM Conference, Clark County, Nevada	\$1,300

Account 42730: Training \$6,700

FY 2014-15 Estimated Actual	\$6,700
FY 2014-15 Budget	\$6,700
FY 2013-14 Actual Expenditures	\$4,162

<u>Regulatory Training</u>	
<i>CPR/First Aid Program student fees</i>	\$2,700

<u>Technical/Skill Building</u>	
<i>CPR/First Aid Program instructors</i>	\$1,000
<i>EOC Staff training</i>	\$2,000
<i>DSW Team training</i>	\$1,000

Account 42790: Mileage \$500

FY 2014-15 Estimated Actual	\$500
FY 2014-15 Budget	\$500
FY 2013-14 Actual Expenditures	\$119

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

SUBTOTAL - SUPPLIES AND MATERIALS \$43,900

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44310: Maintenance of Equipment \$5,600

FY 2014-15 Estimated Actual	\$5,600
FY 2014-15 Budget	\$5,600
FY 2013-14 Actual Expenditures	\$0

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

SUBTOTAL - SERVICES: \$5,600

TOTAL CURRENT EXPENSES: **\$49,500**

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

TITLE: Eliminate CPR/First Aid Funding
TOTAL: \$3,700
ACCOUNT: 100-5490-42730
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Training	\$3,700
TOTAL:	<hr/> \$3,700

Emergency Services has provided American Red Cross 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 the 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 15-16 REDUCTION PROPOSAL**

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

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,500
TOTAL:	\$1,500

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 Unit.

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2015-16. 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.

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

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

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$3,000
TOTAL:	\$3,000

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

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 FY2014-15, 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 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities

\$727,000

FY 2014-15 Estimated Actual	\$706,000
FY 2014-15 Budget	\$666,300
FY 2013-14 Actual Expenditures	\$705,622

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

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

Account 42130: Postage

\$55,000

FY 2014-15 Estimated Actual	\$55,000
FY 2014-15 Budget	\$55,000
FY 2013-14 Actual Expenditures	\$50,910

This account provides for all City postage, with the exception of Business Tax mailings, which are handled through a Bulk Mail Services contract.

Account 42150: Communications

\$812,400

FY 2014-15 Estimated Actual	\$715,000
FY 2014-15 Budget	\$719,540
FY 2013-14 Actual Expenditures	\$579,934

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts.	\$87,800
Maintenance contract for City's Telephone System	\$72,100
Telephone system labor, parts, and emergency satellite system:	\$32,800
Labor	\$20,000
Parts, headsets, cabling, batteries, other misc.	\$6,000
Replacement/repair telephones	\$2,000
Emergency Services satellite telephone charges	\$4,800
Wireless telephone charges	\$75,700
Existing wireless telephone service and parts	\$74,000
Wireless replacements and accessories	\$1,700

**FY 2015-16
REQUEST**

Lease costs for the radio system		\$49,000
Police GPRS and frame relay services for mobile data units		\$60,600
Radio system maintenance:		\$317,400
Maintenance contract with Motorola	\$219,000	
Other maintenance contracts: UPS, generators, HVAC	\$53,600	
Permits and licensing	\$2,200	
Fuel, batteries, accessories, and other supplies	\$12,600	
Alarm system for remote sites	\$15,000	
Consulting services for radio licensing	\$15,000	
Equipment replacement		\$67,000
Police radios	\$25,000	
Police dispatch console computers	\$30,000	
Police Station cell phone amplifier	\$1,000	
City Hall telephone room back-up air conditioner	\$4,000	
Radio frequency test set	\$7,000	
Initial design and planning funds for new telephone system		\$50,000

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 requested budget amount includes new costs of \$26,400 to provide iPhones and service for 23 Police Officers and one Administrative Services staff member; \$67,000 to provide replacement Police radios, dispatch console computers, City Hall back-up air conditioner unit, cellphone amplifier for the Police Station, and a radio frequency test set; anticipated 10% increase in maintenance of the City telephone system and 4% increase in carrier charges due to new contracts for services; \$7,400 increase in lease costs for the two-way radio sites; a reduction in budgeted wireless costs for existing accounts and reimbursement accounts; and a reduction in the overall costs for the radio system maintenance due to a new contract with Motorola.

Account 42230: Office Supplies

\$8,000

FY 2014-15 Estimated Actual	\$5,000
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$5,415

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

Justification for increase over FY 2014-15 Estimated Actual:

Additional funds for office supplies required due to additional ergonomic equipment needing replacement during the next year.

Account 42235: Furnishings and Equipment (Non-Capital)

FY 2014-15 Estimated Actual	\$48,000
FY 2014-15 Budget	\$48,500
FY 2013-14 Actual Expenditures	\$9,434

This account provides for departmental office furnishings and equipment financed through the General Fund that do not meet the City's criteria for capital assets. All office furnishings and equipment with unit prices of \$5,000 or less are included in the Non-Departmental budget. All requests are evaluated by the Department of Administrative Services for conformance with Citywide standards. Requests for office furnishings and equipment by the special funds and districts are also reviewed by Administrative Services for conformance with Citywide replacement and acquisition standards. However, funding for these purchases is provided directly in the specific budgets for each of these funds.

Criteria for the replacement of existing furnishings and equipment include age, maintenance history, and physical condition. The following standard estimated useful lives have been established, which may vary depending on usage and the quality of the original item purchased:

Chairs	8 years
Desks, credenzas, tables	15 years
Filing cabinets	15 years
Herman Miller office furnishings	15 years

The following is a summary of the recommended General Fund budget for office furnishings and equipment by requesting department:

City Manager's Office	\$600
Administrative Services Department	\$29,300
Community Services Department	\$32,200
Environmental Services Department	\$4,400
Police Department	\$27,100
Workstations	\$7,000
Total	<u>\$100,600</u>

Justification for the proposed purchases is as follows:

City Manager's Office

One replacement desk chair for staff \$600

The City Manager's Office is requesting funds to replace one desk chair that is worn out and cannot be repaired. The chair is over ten years old and is ripped, worn, and broken. The replacement chair will be the standard ergonomic chair style provided to City staff.

Administrative Services Department

Five replacement desk chairs for staff \$2,800

The Administrative Services Department is requesting funds to replace five desk chairs in the Fiscal Services unit that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Administrative Services Department

Reconfigure four workstations \$26,500

The Administrative Services Department is requesting funds to reconfigure four workstations in the Information Services Division. The Division has adjusted staffing and workload requirements to better meet the needs of the City. The staff workstations need to be modified to provide more efficient work space for the Division.

Community Services Department

Four replacement desk chairs/stool for staff \$2,200

The Community Services Department is requesting funds to replace three desk chairs and one stool that are worn out and cannot be repaired. The chairs/stool are over ten years old and are ripped, worn, and broken. The replacement chairs and stool will be the standard ergonomic style provided to City staff. The equipment is for staff at the Cultural Arts Center.

Community Services Department

150 replacement chairs for the Cultural Arts Center multipurpose room \$30,000

The Community Services Department is requesting funds to replace 150 chairs that are used at the Cultural Arts Center in the multipurpose room. The chairs are worn out and broken and present a potential liability to the City.

Environmental Services Department

Eight replacement chairs for staff \$4,400

The Environmental Services Department is requesting funds to replace eight desk chairs that are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Police Department

12 replacement conference room chairs \$5,100

The Police Department is requesting funds to replace 12 conference room chairs that are worn out and cannot be repaired. The chairs are over sixteen years old and are ripped, worn, and broken. The replacement chairs will be the standard conference room chair style purchased for City facilities.

Police Department

Reconfigure 4 workstations \$22,000

The Police Department is requesting funds to reconfigure four workstations including work areas for the Auxiliary Services Unit and for the newly created Police Service Assistant Supervisor. Workstations utilize modular furnishings to create dividers, desk space and storage. Furniture components identical to existing components can no longer be purchased; new components will thus be required to complete the reconfiguration.

**FY 2015-16
REQUEST**

Workstations

Reconfigure two work stations \$7,000

This request is for the reconfiguration of two workstations that do not have computer corner work surfaces. Corner work surfaces provide an ergonomically correct workstation for staff members who work on a computer. Requests are received throughout the year for situations that need to be corrected to prevent

Account 42300: Copiers

\$117,000

FY 2014-15 Estimated Actual	\$117,000
FY 2014-15 Budget	\$122,300
FY 2013-14 Actual Expenditures	\$98,652

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	\$27,000
Police Department	\$12,000
Public Services Center	\$4,200
Sanitation/Waterworks	\$4,200
Transit	\$2,100
Senior Center	\$4,000
Cultural Arts Center	\$1,500
Print Shop	\$57,200
Miscellaneous supplies and property tax	\$4,800

Account 42310: Rentals

\$1,100

FY 2014-15 Estimated Actual	\$1,100
FY 2014-15 Budget	\$1,100
FY 2013-14 Actual Expenditures	\$1,046

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

Account 42440: Membership and Dues

\$90,200

FY 2014-15 Estimated Actual	\$85,800
FY 2014-15 Budget	\$92,700
FY 2013-14 Actual Expenditures	\$90,280

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	\$16,800
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)	\$11,600
Ventura Council of Governments (VCOG)	\$5,400
Economic Development Collaborative of Ventura County (EDC-VC)	\$8,500

**FY 2015-16
REQUEST**

California Association for Local Economic Development	\$700
Climate Registry	\$1,200
Regional Defense Partnership for the 21st Century	\$8,300

Justification for increase over FY 2014-15 Estimated Actual:

Annual membership dues for EDC-VC, LCC, and NLC are expected to increase in FY2015-16.

Account 42560: Operating Supplies \$48,000

FY 2014-15 Estimated Actual	\$48,000
FY 2014-15 Budget	\$67,200
FY 2013-14 Actual Expenditures	\$45,540

This account is comprised of the following supplies:

Print Shop supplies	\$5,000
Negatives and film used in the Print Shop	\$800
Paper stock including copier paper and envelopes	\$42,200

Account 42730: Training \$3,000

FY 2014-15 Estimated Actual	\$3,000
FY 2014-15 Budget	\$3,000
FY 2013-14 Actual Expenditures	\$0

This account provides for training on use of the video and recording equipment in the Council Chamber.

SUBTOTAL - SUPPLIES AND MATERIALS \$1,962,300

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$88,700

FY 2014-15 Estimated Actual	\$91,500
FY 2014-15 Budget	\$116,800
FY 2013-14 Actual Expenditures	\$95,103

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The Citywide Summer Employee Luncheon and the Metrolink Holiday Train were both canceled in FY2014-15, thus reducing expenditures during the year.

Account 44015: Ventura County Property Tax Collection Fee

FY 2014-15 Estimated Actual	\$190,000
FY 2014-15 Budget	\$190,000
FY 2013-14 Actual Expenditures	\$186,575

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

Account 44310: Maintenance of Equipment

\$778,100

FY 2014-15 Estimated Actual	\$780,000
FY 2014-15 Budget	\$793,200
FY 2013-14 Actual Expenditures	\$547,160

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
Computer equipment	\$774,900
Financial Systems	\$20,800
Police Systems	\$283,600
General Systems (email, file/print)	\$385,200
Infrastructure Systems	\$85,300

Account 44490: Other Contract Services

\$210,100

FY 2014-15 Estimated Actual	\$225,700
FY 2014-15 Budget	\$236,800
FY 2013-14 Actual Expenditures	\$95,576

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	\$18,000
Internet services City facilities (1/3rd General Fund)	\$7,900
Internet services Emergency Operation Center	\$2,400
High-speed data connection (1/3rd General Fund)	\$15,200
Web hosting and enhancements	\$6,600
City's share of funding for 50% of a Deputy District Attorney	\$60,000
Funds for East County Courthouse Retention	\$100,000

**FY 2015-16
REQUEST** \$0

Account 44491: FIS Operations

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$85,100

This account provides for payments to the Financial Information Systems Operations and Capital Funds. This charge is being offset by Development Agreement Funds in FY 2014-15.

Account 44492: GIS Operations

\$29,500

FY 2014-15 Estimated Actual	\$29,500
FY 2014-15 Budget	\$29,500
FY 2013-14 Actual Expenditures	\$29,500

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

Account 44590: Insurance Charges

\$0

FY 2014-15 Estimated Actual	\$917,600
FY 2014-15 Budget	\$917,600
FY 2013-14 Actual Expenditures	\$934,900

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

Insurance costs are based on an actuarial review of losses.

SUBTOTAL - SERVICES:

\$1,296,400

TOTAL CURRENT EXPENSES:

\$3,258,700

**NON-DEPARTMENTAL
FY15-16 POLICY ITEM PROPOSAL**

TITLE: iPhones for Police Department
REQUEST: \$59,600
ACCOUNT: 100-1605-42150
PRIORITY: 3

COST BREAKDOWN	
Communications	\$59,600
TOTAL:	<u>\$59,600</u>

Information Services has deployed 48 iPhones in the Police Department. Of those 48 phones 24 of them are assigned to vehicles and shared among patrol officers, the other 24 are assigned to specific officers. iPhones are designed to be an personal device, not to be shared amongst multiple users. Information Services has tried to make them work in a shared capacity, but there are some serious limitations and issues with trying to support them.

Information Services has received very few problem reports on the phones that have been assigned to individuals, but has spent over 100 hours trying to deploy and maintain the shared phones during the past 2 months.

Information Services is requesting, on behalf of the police department, that we purchase additional iPhones and assign phones to individuals rather than attempting to share them. There are currently 122 sworn officers, and the City has purchased 49 iPhones total. We are recommending that an additional 74 phones be purchased along with the monthly services. The costs would be broken down as follows:

\$37,000 for the devices and accessories (74/phones x \$500)

\$22,000 for the service (74/phones x \$50/month X 12/months for new service) MINUS (74/ old phones x \$25/month X 12/months)

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INTERNAL SERVICE FUNDS

**LIABILITY INSURANCE FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES

Account 43010: Liability Insurance Premiums

\$306,000

FY 2014-15 Estimated Actual	\$297,000
FY 2014-15 Budget	\$297,000
FY 2013-14 Actual Expenditures	\$279,208

This account provides funding for the faithful performance bond/dishonesty, disappearance, and destruction policy as well as the excess liability for public officials.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The liability insurance premiums are based on the amount of the City payroll and liability exposure, as well as the insurance marketplace.

Account 43040: Property Insurance Premiums

\$138,000

FY 2014-15 Estimated Actual	\$132,000
FY 2014-15 Budget	\$138,000
FY 2013-14 Actual Expenditures	\$119,290

This account pays for the City's property and boiler and machinery policies.

Justification for increase over FY 2014-15 Estimated Actual:

The increase in property insurance premiums is due to an increase in the replacement cost value of City property, as well as changes in the insurance marketplace.

Account 43170: Unemployment Claims

\$40,000

FY 2014-15 Estimated Actual	\$25,000
FY 2014-15 Budget	\$40,000
FY 2013-14 Actual Expenditures	\$2,968

This account provides for quarterly payments to the California Employment Development Department for unemployment insurance.

Justification for increase over FY 2014-15 Estimated Actual:

Claims amounts are determined by the California Employment Development Department.

**FY 2015-16
REQUEST**

Account 43200: Claims & Contributions to Legal Reserves

\$1,035,000

FY 2014-15 Estimated Actual	\$815,000
FY 2014-15 Budget	\$815,000
FY 2013-14 Actual Expenditures	\$1,103,277

This account provides for claims, adjusting services, and legal services that may be incurred for lawsuits and claims made against the City and special districts within the City's self-insured retention.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The budget amount is determined by an actuarial review.

Account: 44590: Other Insurance Services

\$3,700

FY 2014-15 Estimated Actual	\$3,700
FY 2014-15 Budget	\$3,700
FY 2013-14 Actual Expenditures	\$1,223

This account provides for loss prevention, property appraisals, and actuarial reviews.

Account 46100: Reimbursement to General Fund

\$184,700

FY 2014-15 Estimated Actual	\$185,900
FY 2014-15 Budget	\$185,900
FY 2013-14 Actual Expenditures	\$215,400

This account provides for reimbursement to the General Fund for payroll and associated costs of administering the Liability Insurance Fund in accordance with the Cost Allocation Plan.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$4,400

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$4,000

This account pays into the Citywide rolling stock replacement program for desktop computers.

TOTAL - CURRENT EXPENSES

\$1,711,800

**WORKERS' COMPENSATION INSURANCE FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$1,500

FY 2014-15 Estimated Actual	\$1,500
FY 2014-15 Budget	\$1,500
FY 2013-14 Actual Expenditures	\$1,134

This account includes \$7,900 for general office supplies for Workers' Compensation staff.

Account 42310: Rentals \$2,500

FY 2014-15 Estimated Actual	\$2,400
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$2,453

This account provides for the rental of off-site storage space for inactive Workers' Compensation and Risk Management records.

Justification for increase over FY 2014-15 Estimated Actual:

A small increase in rental rates is anticipated.

Account 42450: Subscriptions and Books \$800

FY 2014-15 Estimated Actual	\$700
FY 2014-15 Budget	\$800
FY 2013-14 Actual Expenditures	\$688

This account provides funding for various professional and technical publications related to Workers' Compensation, including WorkComp Central, an on-line reference service.

Justification for increase over FY 2014-15 Estimated Actual:

Additional Workers' Compensation reference materials are required during FY 2015-16.

**FY 2015-16
REQUEST**

Account 42720: Travel, Conferences, and Meetings \$800

FY 2014-15 Estimated Actual	\$100
FY 2014-15 Budget	\$100
FY 2013-14 Actual Expenditures	\$0

This account provides for attendance at travel to conferences that provide training to Workers' Compensation staff.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Attendance at the International Workers' Compensation Foundation conference has been added.

Account 42730: Training \$1,200

FY 2014-15 Estimated Actual	\$2,000
FY 2014-15 Budget	\$2,000
FY 2013-14 Actual Expenditures	\$963

This account provides funding for professional and technical training for Workers' Compensation staff.

Account 42790: Mileage \$300

FY 2014-15 Estimated Actual	\$300
FY 2014-15 Budget	\$300
FY 2013-14 Actual Expenditures	\$295

This account provides for mileage reimbursements for Workers' Compensation staff.

SUBTOTAL - SUPPLIES AND MATERIALS \$7,100

CURRENT EXPENSES - SERVICES

Account 43070: Workers' Compensation Insurance Premiums \$253,000

FY 2014-15 Estimated Actual	\$211,000
FY 2014-15 Budget	\$253,000
FY 2013-14 Actual Expenditures	\$218,823

The Workers' Compensation Insurance Premiums provides insurance coverage for claims exceeding \$750,000 as well as funding for the State of California's Self-Insurance Plans. The amount for insurance coverage is largely based on the City's payroll as well as the volatility in the insurance marketplace, which is impacted by the economy. The funding for the State of California's Self-Insurance Plan is based on the coverage requirements of the State and the actual workers' compensation payments made by the City.

Justification for increase over FY 2014-15 Estimated Actual:

Due to changes in the Workers' Compensation excess insurance market and loss developments, there will be insurance premium increases.

Account 43200: Claims Payments and Reserves \$2,925,000

FY 2014-15 Estimated Actual	\$2,250,000
FY 2014-15 Budget	\$2,798,500
FY 2013-14 Actual Expenditures	\$1,689,591

This account provides for claim reserves and for the payment of medical expenses, temporary and permanent disability benefits, legal services, and investigation services.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 Budget request is based on findings contained in the City's Actuarial Study, and existing serious injury claims. Due to changes in State law and claim developments within the City, there is a projected need for these increases.

**FY 2015-16
REQUEST**

Account 44010: Professional and Special Services

\$81,900

FY 2014-15 Estimated Actual	\$69,500
FY 2014-15 Budget	\$88,700
FY 2013-14 Actual Expenditures	\$59,863

This account provides for bill review services to adjust medical bills to the California Official Medical Fee Schedule; bill paying services; employee flu shots; and work-related physical examination costs, including fitness-for-duty physicals, respiratory exams, and hearing exams.

Justification for increase over FY 2014-15 Estimated Actual:

Increases in professional services costs are expected in FY 2015-16.

Account 44540: Professional Safety Services and Training

\$5,000

FY 2014-15 Estimated Actual	\$5,000
FY 2014-15 Budget	\$5,000
FY 2013-14 Actual Expenditures	\$4,242

This account provides for professional loss control/safety consultant services and safety training.

Account 44590: Other Insurance Services

\$2,500

FY 2014-15 Estimated Actual	\$2,500
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$2,550

This account provides for the preparation of an actuarial analysis of the Workers' Compensation Fund.

SUBTOTAL - SERVICES

\$3,267,400

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund \$484,100

FY 2014-15 Estimated Actual	\$554,400
FY 2014-15 Budget	\$554,400
FY 2013-14 Actual Expenditures	\$601,300

This account provides for reimbursement to the General Fund for indirect costs associated with administering the Workers' Compensation Program and return of surplus funds transferred to the Workers' Compensation Fund in prior years.

Account 49648: Transfer to Computer Equipment Replacement Fund \$4,700

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$4,200

This account pays into the Citywide rolling stock replacement fund for desktop computers.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$488,800

TOTAL - CURRENT EXPENSES **\$3,763,300**

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**GEOGRAPHIC INFORMATION AND PERMITS SYSTEM OPERATING FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account: 42200: Computers Non-Capital

\$4,000

FY 2014-15 Estimated Actual	\$4,500
FY 2014-15 Budget	\$4,500
FY 2013-14 Actual Expenditures	\$0

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

Account 42560: Operating Supplies

\$2,500

FY 2014-15 Estimated Actual	\$2,500
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$2,121

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

Account 42720: Travel, Conferences, and Meetings

\$1,400

FY 2014-15 Estimated Actual	\$800
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$748

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

Account 42730: Training

\$3,500

FY 2014-15 Estimated Actual	\$3,500
FY 2014-15 Budget	\$3,500
FY 2013-14 Actual Expenditures	\$3,559

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

Justification for increase over FY 2014-15 Estimated Actual and Budget:

With the planned implementation of a new Permits software in FY 2014-15, additional staff training was required in FY 2014-15 and will continue to be necessary.

SUBTOTAL - SUPPLIES AND MATERIALS

\$11,400

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$15,000

FY 2014-15 Estimated Actual	\$64,800
FY 2014-15 Budget	\$64,800
FY 2013-14 Actual Expenditures	\$4,200

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 2014-15 Budget and Estimated Actual:

The project has been delayed during FY 2014-15 resulting in not expending the necessary funds for professional services to assist with replacement of the Permits software. The funds will be required in FY 2015-16.

Account 44310: Maintenance of Equipment

\$75,600

FY 2014-15 Estimated Actual	\$51,600
FY 2014-15 Budget	\$51,600
FY 2013-14 Actual Expenditures	\$59,634

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

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The proposed budget is increased due to the need to purchase enhanced support for the Permits software, which is no longer covered under standard support and includes biennial maintenance for aerial imagery.

SUBTOTAL - SERVICES:

\$90,600

TOTAL CURRENT EXPENSES:

\$102,000

FORMER CDA FUNDS

**COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY FUNDS 200/206/210
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$400

FY 2014-15 Estimated Actual	\$7,200
FY 2014-15 Budget	\$7,200
FY 2013-14 Actual Expenditures	\$411

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

SUBTOTAL - SERVICES \$400

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

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

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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 \$2,105,200

FY 2014-15 Estimated Actual	\$2,082,100
FY 2014-15 Budget	\$2,082,100
FY 2013-14 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 \$2,355,200

TOTAL - CURRENT EXPENSES \$2,355,600

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**HOUSING SUCCESSOR AGENCY FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44012: Outside Legal Services

\$20,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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 2014-15 Budget and Estimated Actual:

Funding for outside legal services was included in the Local Housing Fund budget in FY 2014-15, but nothing was spent. The budget for these services has been included in the Housing Successor Agency Fund for FY 2015-16 due to the increased availability of monies for this purpose.

Account 44130: Home Rehabilitation Loan Assistance

\$8,300

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$15,070

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 2014-15 Budget and Estimated Actual:

Funding for these soft costs was included in the Local Housing Fund budget in FY 2014-15, but the budget for these costs has been included in the Housing Successor Agency Fund for FY 2015-16 due to the increased availability of monies for this purpose.

Account 44140: Affordable and Senior Housing Programs

\$9,125,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$9,550,000
FY 2013-14 Actual Expenditures	\$3,236,191

This account provides funding for development projects in which developers had entered into fully-executed Affordable Housing Agreements with the former Community Development Agency prior to June 30, 2011. These Agreements represent enforceable contracts to provide affordable rental and ownership units as contained in the Agency's Recognized Obligation Payment Schedule.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

No approved affordable housing projects commenced construction in FY 2014-15. Projects on the Recognized Obligation Payment Schedule, approved by the State auditor and County Oversight Board, have been rebudgeted in FY 2015-16.

Account 44150: Senior Rental Assistance

\$11,400

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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 \$45.00 per month \$11,400

Justification for increase over FY 2014-15 Budget and Estimated Actual:

Funding for these subsidies was included in the Local Housing Fund budget in FY 2014-15, but the budget for these subsidies has been included in the Housing Successor Agency Fund for FY 2015-16 due to the increased availability of monies for this purpose.

Account 44490: Other Contract Services

\$150,500

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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
 Contribution to the Ventura County Housing Trust Fund \$150,000

Justification for increase over FY 2014-15 Budget and Estimated Actual:

In FY 2014-15, the Local Housing Fund provided the budget for the Mortgage Credit Certificate Program but the budget is included in the Housing Successor Fund for FY 2015-16 due to the increased availability of monies for this purpose. Additionally, the FY 2015-16 budget includes a first-time contribution of \$150,000 to work in partnership with the Ventura County Housing Trust Fund, a non-profit corporation that generates and leverages public and private financial resources (including California Housing Bond Funds as well as grants from foundations and businesses) to fund housing for low- to moderate-income families and individuals.

SUBTOTAL - SERVICES:

\$9,315,200

**FY 2015-16
REQUEST**

CURRENT EXPENSES - REIMBURSEMENTS

Account 46100: Reimbursement to the General Fund

\$414,100

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

This reimbursement offsets the personnel costs of Housing program staff, budgeted in the General Fund, whose work involves preserving and promoting affordable housing in Simi Valley. In FY 2014-15, Local Housing Funds fully offset the costs of 3.5 positions (Home Rehabilitation Coordinator, Senior Planner, Associate Planner, and 50% of the Neighborhood Council Coordinator position). In FY 2015-16, the budget is included in the Housing Successor Agency Fund to fully offset the costs of the Home Rehabilitation Coordinator, Senior Planner, and Associate Planner positions.

SUBTOTAL - REIMBURSEMENTS

\$414,100

TOTAL CURRENT EXPENSES:

\$9,729,300

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**CALHOME GRANT FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44130: Home Rehabilitation Loan Assistance \$470,000

FY 2014-15 Estimated Actual	\$600,000
FY 2014-15 Budget	\$600,000
FY 2013-14 Actual Expenditures	\$269,494

This allocation will provide funding for approximately 10 CalHome home rehabilitation loans of up to \$50,000 for low-income households to address health and safety issues and/or code violations.

SUBTOTAL - SERVICES: **\$470,000**

CURRENT EXPENSES - REIMBURSEMENTS

Account 46202: Reimbursement to Local Housing Fund \$30,000

FY 2014-15 Estimated Actual	\$36,000
FY 2014-15 Budget	\$36,000
FY 2013-14 Actual Expenditures	\$17,967

This reimbursement reflects the inclusion of an Activity Delivery Fee, which is a per-loan subsidy from CalHome that offsets the City's cost of underwriting and project management.

SUBTOTAL - REIMBURSEMENTS **\$30,000**

TOTAL CURRENT EXPENSES: **\$500,000**

**HOME PROGRAM FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44130: Home Rehabilitation Loan Assistance

\$250,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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 2014-15 Budget and Estimated Actual:

CalHome grant funds were utilized in FY 2014-15, and HOME program income was not needed. It is expected that CalHome grant funds will be depleted in FY 2015-16, and HOME program income will be used to fund the home rehabilitation loans.

SUBTOTAL - SERVICES:

\$250,000

CURRENT EXPENSES - REIMBURSEMENTS

Account 46100: Reimbursement to the General Fund

\$200

FY 2014-15 Estimated Actual	\$300
FY 2014-15 Budget	\$3,000
FY 2013-14 Actual Expenditures	\$7,402

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 interest earnings for the Fund.

SUBTOTAL - REIMBURSEMENTS

\$200

TOTAL CURRENT EXPENSES:

\$250,200

SPECIAL REVENUE AND CAPITAL FUNDS

**PEG FUND 214
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42235: Furnishings and Equipment (Non-Capital) \$0

FY 2014-15 Estimated Actual	\$200
FY 2014-15 Budget	\$500
FY 2013-14 Actual Expenditures	\$0

This account provided for the acquisition of subassets that did not meet the City's criteria for capital assets as an individual asset. These expenditures have been moved to Account 47020: Furnishings & Equipment (Capital) and will be recorded as subassets in accordance with the City's capital policies.

Account 42320: Capital Leases \$16,000

FY 2014-15 Estimated Actual	\$16,000
FY 2014-15 Budget	\$15,000
FY 2013-14 Actual Expenditures	\$14,550

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 2014-15 Estimated Actual	\$1,100
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$0

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 2014-15 Estimated Actual	\$15,000
FY 2014-15 Budget	\$27,600
FY 2013-14 Actual Expenditures	\$8,300

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 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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. Prior years' costs from Accounts 42235, 42560, 44310, 48840 were reallocated to this account because the expenditures were related to the improved functionality or increased useful life of the broadcast system's furnishings and equipment.

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

Account 48840: System Hardware

\$0

FY 2014-15 Estimated Actual	\$2,300
FY 2014-15 Budget	\$85,500
FY 2013-14 Actual Expenditures	\$4,879

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).

SUBTOTAL - SERVICES:

\$75,000

**FY 2015-16
REQUEST**

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

FY 2014-15 Estimated Actual	\$12,800
FY 2014-15 Budget	\$12,800
FY 2013-14 Actual Expenditures	\$12,800

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.

Microsoft server operating systems	\$4,000
Network backup software maintenance fees	\$4,000
Ethernet switches	\$4,000
Replacement of ancillary servers, desktops, and software	\$2,200

SUBTOTAL - REIMBURSEMENT AND TRANSFERS: \$14,200

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

CAPITAL OUTLAY

Account 48600: Capital Outlay \$550,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 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

TOTAL - CAPITAL OUTLAY **\$550,000**

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**LIBRARY FUND 250
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 15-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES

Account 42100: Utilities \$92,000

FY 2014-15 Estimated Actual	\$89,000
FY 2014-15 Budget	\$89,000
FY 2013-14 Actual Expenditures	\$80,146

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

Justification for increase over the FY 2014-15 Budget and Estimated Actual:

A 3% increase over the estimated actual amount is requested for FY 2015-16 to account for anticipated inflation.

Account 42150: Communications \$2,500

FY 2014-15 Estimated Actual	\$2,500
FY 2014-15 Budget	\$8,000
FY 2013-14 Actual Expenditures	\$1,700

This account provides for the cost of telecommunications lines.

Account 42235: Furniture & Equipment (non-capital) \$7,500

FY 2014-15 Estimated Actual	\$10,000
FY 2014-15 Budget	\$25,000
FY 2013-14 Actual Expenditures	\$16,500

This account provides for the miscellaneous furniture and equipment purchases that are paid for by the Friends of the Library.

Account 42310: Rentals

\$60,500

FY 2014-15 Estimated Actual	\$60,000
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$90,000

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

Justification for increase over the FY 2014-15 Budget:

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 42460: Advertising

\$500

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$5,000
FY 2013-14 Actual Expenditures	\$2,567

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 2014-15 Estimated Actual	\$400
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

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.

Account 44010: Professional/Special Services

\$20,000

FY 2014-15 Estimated Actual	\$35,000
FY 2014-15 Budget	\$86,100
FY 2013-14 Actual Expenditures	\$14,531

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

Account 44490: Other Contract Services

\$1,298,900

FY 2014-15 Estimated Actual	\$1,269,800
FY 2014-15 Budget	\$1,269,800
FY 2013-14 Actual Expenditures	\$1,234,703

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

Justification for increase over the FY 2014-15 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 15-16 is the third year of the five-year contract.

Account 47020: Furnishings & Equip (capital)

\$15,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

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

Account 47040: Building Improvements

\$200,000

FY 2014-15 Estimated Actual	\$150,000
FY 2014-15 Budget	\$150,000
FY 2013-14 Actual Expenditures	\$0

This account provides for building improvements.

Justification for increase over the FY 2014-15 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

\$212,200

FY 2014-15 Estimated Actual	\$236,000
FY 2014-15 Budget	\$266,000
FY 2013-14 Actual Expenditures	\$186,742

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.

Account 49100: Transfer to General Fund

\$290,200

FY 2014-15 Estimated Actual	\$301,200
FY 2014-15 Budget	\$301,200
FY 2013-14 Actual Expenditures	\$360,800

This account provides for indirect costs associated with the Library.

TOTAL CURRENT EXPENSES:

\$2,199,300

TRANSIT

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities \$ 36,000

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ -
FY 2013-14 Actual Expenditures	\$ -

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 2014-15 Budget and Estimated Actual:

Prior years' utilities costs were budgeted in Account 42500: Fuel and Lubricants. The FY 2015-16 budget reflects electricity for the Transit Maintenance Facility and the Compressed Natural Gas fueling facility.

Account 42150: Communications \$ 41,700

FY 2014-15 Estimated Actual	\$ 41,600
FY 2014-15 Budget	\$ 37,100
FY 2013-14 Actual Expenditures	\$ 33,545

This account provides seven mobile devices to support Transit operational requirements at an estimated annual cost of \$2,700. Also included is \$6,800 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 \$32,200.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

FY 2015-16 includes increased costs for cellular phones for operational staff and reflects the full cost of the MDTs, AVL devices, and the two-way radio system maintenance.

Account 42200: Computers (Non Capital) \$ 13,100

FY 2014-15 Estimated Actual	\$ 10,800
FY 2014-15 Budget	\$ 7,600
FY 2013-14 Actual Expenditures	\$ 8,458

This account provides for the replacement of desktop and laptop computers.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

In FY 2015-16, Transit will replace three desktop computers for three of the Transit Dispatcher positions. This account also provides \$2,200 for license fees for vehicle maintenance computer diagnostic software/cartridges for specialized calibration tools and equipment, which are used to perform maintenance and safety inspections on Transit's CNG fleet.

Account 42230: Office Supplies \$ 2,500

FY 2014-15 Estimated Actual	\$ 3,300
FY 2014-15 Budget	\$ 2,300
FY 2013-14 Actual Expenditures	\$ 2,057

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

Justification for increase over FY 2014-15 Budget:

The FY 2015-16 budget reflects the increased need resulting from filling multiple vacant positions including Transit Superintendent, Transit Finance Manager, Transit Supervisor, Transit Operations Assistant, Transit Dispatcher, and Account Clerk.

Account 42410: Uniforms and Clothing \$ 15,600

FY 2014-15 Estimated Actual	\$ 30,300
FY 2014-15 Budget	\$ 15,000
FY 2013-14 Actual Expenditures	\$ 23,828

Bus Operations \$ 7,100

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 \$ 7,100

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) vans.

Vehicle Maintenance \$ 1,400

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

Justification for increase over FY 2014-15 Budget:

The FY 2015-16 budget accounts for an increased number of Transit Coach Operator FTEs being filled and therefore needing uniform allowance.

Account 42440: Memberships and Dues

\$ 14,100

FY 2014-15 Estimated Actual	\$ 11,000
FY 2014-15 Budget	\$ 13,000
FY 2013-14 Actual Expenditures	\$ 12,727

This account covers annual membership as follows:

California Transit Association (CTA)	\$ 2,900
American Public Transit Association (APTA)	\$ 9,800
National Safety Council (NSC)	\$ 300
California Association for Coordinated Transportation (CALACT)	\$ 500
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. Funding over FY 2014-15 Budget and Estimated Actual covers the anticipated dues for CALACT, which provides the City access to cooperative purchase agreements for rolling stock.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase in budget reflects CALACT membership and DMV license and certification renewals for 34.5 FTEs that require these renewals to perform in revenue service.

Account 42450: Subscriptions and Books

\$ 1,000

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ 700
FY 2013-14 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.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase is needed for additional training materials needed for newly hired staff and to respond to FTA requirements from the 2014 Triennial Review.

Account 42460: Advertising \$ 2,000

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ 1,500
FY 2013-14 Actual Expenditures	\$ 1,914

This account provides for the cost of materials to promote the City's Transit system at the Annual Street Fair/Emergency Fair, 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 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase reflects increased expenditures associated with the FY 2016 to FY 2018 DBE goal development.

Account 42500: Fuel and Lubricants \$ 177,000

FY 2014-15 Estimated Actual	\$ 177,900
FY 2014-15 Budget	\$ 189,000
FY 2013-14 Actual Expenditures	\$ 194,774

Bus and Van Operations \$ 160,000

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.

Account 42510: Tires \$ 47,000

FY 2014-15 Estimated Actual	\$ 52,000
FY 2014-15 Budget	\$ 52,000
FY 2013-14 Actual Expenditures	\$ 50,874

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

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 \$ 3,000

FY 2014-15 Estimated Actual	\$ 3,000
FY 2014-15 Budget	\$ 3,000
FY 2013-14 Actual Expenditures	\$ 1,930

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.

Account 42560: Operating Supplies \$ 111,200

FY 2014-15 Estimated Actual	\$ 116,500
FY 2014-15 Budget	\$ 112,900
FY 2013-14 Actual Expenditures	\$ 108,168

Administration \$ 1,800

This account provides the purchase of miscellaneous supplies for Transit Administration staff.

Bus Operations \$ 3,400

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/Utility Van Maintenance \$ 83,000

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 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, utility vans, and sedans. This account also provides for the purchase of miscellaneous supplies for the Transit garage, such as

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 \$ 11,100

FY 2014-15 Estimated Actual	\$ 8,200
FY 2014-15 Budget	\$ 3,700
FY 2013-14 Actual Expenditures	\$ 1,609

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 - FTA Grant Training, CA	\$ 600
1 - National Transit Database Training, CA	\$ 600
4 - CALACT/CTA Annual Conferences, Southern California	\$ 2,400
3 - APTA, Northern California	\$ 7,500

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase is directly associated with the 2014 FTA Triennial Review findings mandating more training for staff.

Account 42730: Training \$ 4,000

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ 4,000
FY 2013-14 Actual Expenditures	\$ -

Dispatch Training	\$ 200
Safety Training Videos	\$ 300
Accident Prevention/Safety Training Materials	\$ 500
GFI Farebox Maintenance Training, Chicago, IL (Mechanics)	\$ 3,000

Justification for increase over FY 2014-15 Estimated Actual:

The proposed trainings for FY 2014-15 were not completed due to staffing vacancies and are being requested to be completed in FY 2015-16.

Account 42790: Mileage \$ 2,200

FY 2014-15 Estimated Actual	\$ 500
FY 2014-15 Budget	\$ 2,200
FY 2013-14 Actual Expenditures	\$ 1,730

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 2014-15 Estimated Actual:

The FY 2015-16 mileage reflects additional administrative positions accessing trainings and attending meetings including Deputy Director, Transit Finance Manager, Superintendent, and Transit Supervisors.

SUBTOTAL - SUPPLIES AND MATERIALS \$ 481,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$ 236,000

FY 2014-15 Estimated Actual	\$ 98,100
FY 2014-15 Budget	\$ 75,500
FY 2013-14 Actual Expenditures	\$ 12,856

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. This account also provided for outside temporary staffing through a professional services agreement in FY 2014-15 to assist with operations. It includes \$75,000 for the development of a Short Range Transit Plan.

Justification for increase over FY 2014-15 Estimated Actual:

The proposed FY 2015-16 Professional and Special Services includes \$160,500 for enhanced intercity Paratransit and Dial-A-Ride services.

Account 44012: Outside Legal Services \$ -

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ 10,000
FY 2013-14 Actual Expenditures	\$ -

This account has been reduced due to reallocating resources to the development of a Short Range Transit Plan to address changes in State law that impact revenues for operations.

Account 44310: Maintenance of Equipment \$ 136,600

FY 2014-15 Estimated Actual	\$ 550,500
FY 2014-15 Budget	\$ 564,000
FY 2013-14 Actual Expenditures	\$ 460,746

<u>Administration</u>	\$ 1,600
Coin counter/currency counter maintenance/repair	\$1,200
Maintenance of date/time clock	\$400

Bus Maintenance/Utility Van Maintenance \$ 110,000

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 repairs of the CNG Fueling Facility, and towing services of fixed-route vehicles that are unable to be driven. The FY 2015-16 Public Works allocation for the maintenance of Transit vehicles is included in the General Fund Reimbursement. 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	\$ 60,000
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>	\$	25,000

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.

Account 44410: Maintenance of Buildings/Grounds \$ 1,000

FY 2014-15 Estimated Actual	\$	1,500
FY 2014-15 Budget	\$	1,000
FY 2013-14 Actual Expenditures	\$	388

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 \$ 23,400

FY 2014-15 Estimated Actual	\$	13,300
FY 2014-15 Budget	\$	23,400
FY 2013-14 Actual Expenditures	\$	18,736

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	\$	14,000
Reprinting of bus and ADA/DAR passes	\$	4,400

Account 44491: Transfer to Financial Information Systems Fund - Operations \$ 3,600

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ -
FY 2013-14 Actual Expenditures	\$ 2,600

These funds are to be transferred to the Financial Information Systems to pay for ongoing system operations of the City's Enterprise Resource and Planning system software.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase reflects Transit's Financial Informations Systems Operations costs, which were funded by an alternate source in FY 2014-15.

Account 44590: Insurance Charges \$ -

FY 2014-15 Estimated Actual	\$ 148,800
FY 2014-15 Budget	\$ 148,800
FY 2013-14 Actual Expenditures	\$ 157,200

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 increase reflects Transit's increased insurance costs.

SUBTOTAL - SERVICES: \$ 400,600

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund \$ 2,133,300

FY 2014-15 Estimated Actual	\$ 1,319,400
FY 2014-15 Budget	\$ 1,319,400
FY 2013-14 Actual Expenditures	\$ 1,409,300

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The amount of reimbursement is established annually in the City's Cost Allocation Plan and includes Vehicle Maintenance and Community Services Administration in FY 2015-16.

Account 49297: Transfer to Retiree Medical Benefits Fund \$ 49,600

FY 2014-15 Estimated Actual	\$ 49,600
FY 2014-15 Budget	\$ 49,600
FY 2013-14 Actual Expenditures	\$ 43,100

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.

Justification for increase over FY 2014-15 Budget and Estimated Actual:

The amount of reimbursement is established annually based upon current obligations associated with the Transit Fund.

Account 49656: Transfer to Financial Information Systems Fund - Capital \$ 4,000

FY 2014-15 Estimated Actual	\$ -
FY 2014-15 Budget	\$ -
FY 2013-14 Actual Expenditures	\$ 3,400

These funds are to be transferred to the Financial Information Systems to pay for ongoing system modifications and enhancements 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 2014-15 Budget and Estimated Actual:

For FY 2014-15, these costs were paid by the Development Agreement Fund.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$ 2,186,900

TOTAL CURRENT EXPENSES \$ 3,069,000

CAPITAL OUTLAY

Account 48600: Capital Outlay \$ 6,838,900

FY 2014-15 Estimated Actual	\$ 3,247,900
FY 2014-15 Budget	\$ 7,153,152
FY 2013-14 Actual Expenditures	\$ 348,140

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)	\$ 85,500
Replacement DAR Vans (2)	\$ 410,000

CNG Fueling Station Upgrade	\$ 1,322,200
Voice Announcement System	\$ 95,000
Replacement DAR Vans (4)	\$ 820,000
Paratransit Dispatching Software	\$ 36,900
Biogas Project	\$ 1,700,000
Paratransit Van - Useful Life Extension - 6013	\$ 13,500
Paratransit Van - Useful Life Extension - 6015	\$ 14,600
Paratransit Van - Useful Life Extension - 6016	\$ 4,100
Paratransit Van - Useful Life Extension - 6017	\$ 12,300
Paratransit Van - Useful Life Extension - 6018	\$ 8,100
Paratransit Van - Useful Life Extension - 6019	\$ 4,000
Paratransit Van - Useful Life Extension - 6020	\$ 15,500
Paratransit Van - Useful Life Extension - 6021	\$ 8,100
Paratransit Van - Useful Life Extension - 6022	\$ 12,300
Paratransit Van - Useful Life Extension - 6023	\$ 8,100
Replacement DAR Vans (5)	\$ 1,250,000
Transit Management System	\$ 425,000
TMF Paving	\$ 103,100
TMF Surveillance System	\$ 65,200
Paratransit Van Cameras	\$ 55,000

TOTAL - CAPITAL OUTLAY

\$ 6,838,900

SANITATION

**SANITATION FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities \$886,000

FY 2014-15 Estimated Actual	\$886,000
FY 2014-15 Budget	\$886,000
FY 2013-14 Actual Expenditures	\$789,880

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. The Plant continues to implement all opportunities to reduce utility costs.

Account 42110: Lift Utilities \$5,300

FY 2014-15 Estimated Actual	\$5,300
FY 2014-15 Budget	\$5,300
FY 2013-14 Actual Expenditures	\$4,910

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 \$34,300

FY 2014-15 Estimated Actual	\$39,000
FY 2014-15 Budget	\$39,000
FY 2013-14 Actual Expenditures	\$33,653

This account provides funding for the Sanitation share of two-way radio system maintenance (\$28,200) and the monthly cost of pagers and cellular phones.

Account 42200: Computer (Non-Capital) \$1,900

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

This account provides funding for one projector and laptop for the Plant Training Center.

**FY 2015-16
REQUEST**
\$8,800

Account 42230: Office Supplies

FY 2014-15 Estimated Actual	\$9,800
FY 2014-15 Budget	\$9,800
FY 2013-14 Actual Expenditures	\$5,768

This account provides for normal office operating expenses, including paper/computer supplies, office supplies, CD's, and related items.

Water Quality Control Plant	\$7,800
Environmental Compliance	\$1,000

Account 42235: Furnishings and Equipment (non-capital) \$4,500

FY 2014-15 Estimated Actual	\$9,000
FY 2014-15 Budget	\$9,000
FY 2013-14 Actual Expenditures	\$4,963

This account provides funding for forty (40) new chairs for the Plant Training Center.

The chairs will be metal framed, stackable chairs. This facility is frequently used for training, workshops, webinar broadcasts, and other meetings. The purchase of these chairs will optimize the space available for these purposes. The existing chairs, which were donated from other City facilities are worn and in disrepair and do not optimize seating configurations.

Account 42310: Rentals \$26,000

FY 2014-15 Estimated Actual	\$2,500
FY 2014-15 Budget	\$6,000
FY 2013-14 Actual Expenditures	\$6,904

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. This year and additional \$20,000 is anticipated for the rental of a dump truck.

Account 42410: Uniforms and Clothing \$27,700

FY 2014-15 Estimated Actual	\$27,700
FY 2014-15 Budget	\$27,700
FY 2013-14 Actual Expenditures	\$28,241

This account provides for employee uniforms, boots, and other related personal protective equipment.

FY 2015-16
REQUEST
\$19,000

Account 42440: Memberships and Dues

FY 2014-15 Estimated Actual	\$16,100
FY 2014-15 Budget	\$12,300
FY 2013-14 Actual Expenditures	\$10,194

This account provides for memberships, dues, application fees, and certification renewals in the following divisions:

Administration

American Public Works Association (APWA)	\$900
Water Environment Federation (WEF)	\$300
Southern California Alliance of Publicly Owned Treatment Works (SCAP)	\$7,500

Treatment Plant

Water Environment Federation (WEF)	\$1,100
California Water Environment Association (CWEA)	\$5,000
Instrument Society of America (ISA)	\$500
State Wastewater Treatment Operator Certification Renewals	\$1,800
CWEA Technical Certification Renewals (Lab, Maintenance, & Instrument)	\$300

Collection System

CWEA Technical Certification Renewals	\$400
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Environmental Compliance

California Water Environment Association (CWEA)	\$500
Water Environment Association (WEF)	\$300
CWEA Technical Certification Renewals	\$400

Justification for increase over the FY 2014-15 Budget and Estimated Actual:

Additional funding is required due to the addition of the SCAP membership and an increase for the WEF memberships.

Account 42450: Subscriptions and Books

\$1,500

FY 2014-15 Estimated Actual	\$1,900
FY 2014-15 Budget	\$2,000
FY 2013-14 Actual Expenditure	\$2,113

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 microorganisms	\$200
References on standard methods for chemical analyses of water and wast	\$200

**FY 2015-16
REQUEST**

Instrumentation reference manuals \$200
 Books used for reference to support in-house staff development and training that focuses in the areas of process control, safety, energy efficiency, emergency preparedness, and resource conservation \$200

Environmental Compliance

Subscriptions, books, manuals, codes, regulations \$500

Account 42530: Chemicals \$461,000

FY 2014-15 Estimated Actual	\$450,000
FY 2014-15 Budget	\$461,000
FY 2013-14 Actual Expenditures	\$400,163

This account is used to purchase the following chemicals required in the treatment process at the Water Quality Control Plant:

Chlorine (sodium hypochlorite) \$172,000
 Sodium bisulfite \$127,000
 Alum - tertiary filters \$5,000
 Polymers - belt press and flotation thickeners \$87,000
 Ferric and ferrous chloride - digesters \$30,000
 Aqueous ammonia - trihalomethane reduction \$40,000

Account 42541: Recycled Water Utilities \$12,000

FY 2014-15 Estimated Actual	\$12,000
FY 2014-15 Budget	\$12,000
FY 2013-14 Actual Expenditures	\$13,035

This account provides funding for power costs 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 2014-15 Estimated Actual	\$900
FY 2014-15 Budget	\$1,000
FY 2013-14 Actual Expenditures	\$1,343

This account provides funding for the purchase of small tools utilized at the Water Quality Control Plant by the Collection System Section and by the Environmental Compliance Division.

**FY 2015-16
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, and related equipment. \$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 2014-15 Estimated Actual	\$121,400
FY 2014-15 Budget	\$133,000
FY 2013-14 Actual Expenditures	\$127,305

This account provides funding for the following operating supplies:

Treatment Plant

\$118,500

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, and first aid/safety items such as first aid 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; materials used in field monitoring for the reclaimed water and groundwater monitoring programs; plant analyzer equipment and reagents; and minor repair of streets. It also includes funds for special events supplies.

Collection System

\$20,000

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)

\$1,500

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, and separator funnels.

**FY 2015-16
REQUEST
\$21,500**

Account 42720: Travel, Conferences, and Meetings

FY 2014-15 Estimated Actual	\$21,300
FY 2014-15 Budget	\$21,700
FY 2013-14 Actual Expenditures	\$11,932

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 attends seminars and workshops that provide training regarding proper and legal methods to monitor, collect, analyze, treat, reuse, 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, San Clara, CA, April 26-29, 2016	\$1,400
2 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 26-30, 2015	\$1,000
1 - WEFTEC Annual Conference, Chicago, IL., Sept. 26-30, 2015	\$3,000

Treatment Plant

2- California Water Environment Association (CWEA) Annual State Conference, San Clara, CA, April 26-29, 2016	\$2,800
6 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 26-30, 2015	\$3,000
1 - WEFTEC Annual Conference, Chicago, IL., Sept. 26-30, 2015	\$3,000
1- Collection Systems Annual Conference (WEF), Baltimore, MD, April 17-19, 2015	\$2,900
1- Technical and Skills Training, Two Days, Southern California	\$1,000

Environmental Compliance (Pretreatment)

1 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 26-30, 2015	\$500
1 - California Water Environment Association (CWEA) Annual State Conference, San Clara, CA, April 26-29, 2016	\$1,400
2 - CWEA Annual Pretreatment Conference, Southern California	\$1,500

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

Additional funds are requested to add technical skills training in Southern California.

Account 42730: Training

\$13,600

FY 2014-15 Estimated Actual	\$7,800
FY 2014-15 Budget	\$10,100
FY 2013-14 Actual Expenditures	\$6,518

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to manage, operate, and maintain the Sanitation Division.

Funds in this account are allocated as follows:

**FY 2015-16
REQUEST**

<u>Administration</u>	
Professional Development	\$1,400
General Management/Supervisory/Leadership Skills	\$700
<u>Treatment Plant/Collection System</u>	
Certification/Licensing	\$1,200
Regulatory Training	\$3,000
Technical/Skill Building	\$2,000
General Management/Supervisory/Leadership Skills	\$2,000
Granite XP - GIS Technical Training	\$2,900
<u>Environmental Compliance (Pretreatment)</u>	
Certification/Licensing	\$400

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

Additional funds are requested for GIS training and additions to general management/supervisory/leadership skills and certification/licensing training for FY 2015-16.

Account 42790: Mileage \$600

FY 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$600
FY 2013-14 Actual Expenditures	\$836

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL - SUPPLIES AND MATERIALS \$1,664,700

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$270,000

FY 2014-15 Estimated Actual	\$274,000
FY 2014-15 Budget	\$274,000
FY 2013-14 Actual Expenditures	\$126,797

This account provides for professional services that are required for effective operation of the Sanitation Division:

<u>Legislative Consultant Services</u>	\$30,600
Services to assist the City with regulatory compliance legislation and other affecting sanitation operations.	
<u>Investment Advisor (Sanitation Share)</u>	\$5,400
<u>Southern California Edison Licensing Agreement</u>	\$4,000

Implementation of Total Maximum Daily Loads (TMDL) & National Pollutant Discharge Elimination System (NPDES) Consulting Services \$210,000

The adopted TMDL's (Pesticides, PCBs, Nitrogen Compounds, Metals, Selenium and Salts) require that monitoring, analysis, reporting, and related studies to be implemented to comply with the 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 non-point discharges to the Arroyo Simi from stormwater and a point discharge at the Water Quality Control Plant (WQCP), there are responsibilities within both programs. The Sanitation Fund share is specific to the point discharge at the WQCP.

Efficiency Study Implementation \$20,000

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.

Account 44012: Outside Legal \$40,000

FY 2014-15 Estimated Actual	\$40,300
FY 2014-15 Budget	\$40,000
FY 2013-14 Actual Expenditures	\$0

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
 Memorandum of Agreement (MOU) funding and cost sharing for technical and legal review \$20,000

Account 44310: Maintenance of Equipment \$369,000

FY 2014-15 Estimated Actual	\$479,300
FY 2014-15 Budget	\$519,900
FY 2013-14 Actual Expenditures	\$501,708

This account provides for the maintenance and operation of piping systems; blowers; structures; vehicles; mechanical, electrical, and electronic equipment; and other equipment items necessary for wastewater facility operation and maintenance. The major expenditures

are proposed for the Water Quality Control Plant and the Vehicle Maintenance Charges, with additional costs in the Collection System section and the Environmental Compliance Division.

<u>Treatment Plant</u>	
Mechanical and electrical equipment and parts	\$210,000
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	\$20,000
Secondary clarifier drive units	\$50,000
 <u>Collection System</u>	
Mechanical, electrical, and electronic equipment	\$20,000
 <u>Environmental Compliance</u>	
	\$1,000

Account 44410: Maintenance of Buildings and Grounds \$8,000

FY 2014-15 Estimated Actual	\$136,000
FY 2014-15 Budget	\$136,000
FY 2013-14 Actual Expenditures	\$3,749

The majority of the funding will be used for materials used to maintain and repair WQCP roads. Additionally, funding is needed for landscaped areas of the WQCP such as shrubs, soil conditioners, seeding and for cultivation and maintenance of oak trees.

Chemical (fertilizers, pre-emergence, and systemic treatment)	\$2,000
Oak tree maintenance and landscape replacement of grass and shrub areas with drought tolerant plants	\$4,000
Materials for WQCP drought tolerant landscapes	\$2,000

Account 44490: Other Contract Services \$579,400

FY 2014-15 Estimated Actual	\$554,400
FY 2014-15 Budget	\$714,900
FY 2013-14 Actual Expenditures	\$444,678

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>		\$89,500
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	

<u>Annual Permit Fees</u>		\$92,000
Ventura County Fire Department - hazardous materials	\$5,000	
NPDES permit and renewal application	\$55,000	
Wastewater Discharge Requirements Collection System Permit	\$11,000	
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	

<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.

\$25,000

Consulting Services

To provide in-stream sampling analysis for bio assessment monitoring requirements in the Treatment Plant's NPDES permit. It also includes technical assistance from local Colleges/Universities on the latest research in process control and optimization.

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 against load. It also provides Arc Flash analysis when changes or additions to the study area is necessary.

\$10,000

**FY 2015-16
REQUEST**

Uninterruptible Power Supply (UPS) stations Provides technical support and annual upkeep on five stations	\$1,000
Fire and burglar alarm monitoring service	\$5,500
Disposal fees	\$20,000
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	\$2,500
Contract welding services	\$8,000
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
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:	\$70,000
Vertical turbine pumps	30000
Submersible & Portable pumps	20000
HVAC system maintenance	15000
Building ceiling repairs	5000

**FY 2015-16
REQUEST**

Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs: \$25,000

Vertical turbine pumps	10000
Aerated grit pumps	10000
Electric motors	5000

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

Collection System \$57,900

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

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 trunkline monitoring program. Continued local limit monitoring for nitrates, nitrites, and sulfates, total dissolved solids, and halomethanes.

Account 44590: Insurance Charges

\$0

FY 2014-15 Estimated Actual	\$285,200
FY 2014-15 Budget	\$285,200
FY 2013-14 Actual Expenditures	\$258,500

This account provides for premium payments to the Liability Insurance Fund. FY15-16 premiums are funded through fund balance.

**FY 2015-16
REQUEST**
\$28,500

Account 49807: Transfer to GIS Operations

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$28,500

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

Account 49809: Transfer to FIS Operations

\$26,900

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$19,600

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

SUBTOTAL - SERVICES:

\$1,321,800

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund

\$2,618,400

FY 2014-15 Estimated Actual	\$2,140,200
FY 2014-15 Budget	\$2,140,200
FY 2013-14 Actual Expenditures	\$2,127,800

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads

\$161,000

FY 2014-15 Estimated Actual	\$90,000
FY 2014-15 Budget	\$90,000
FY 2013-14 Actual Expenditures	\$78,333

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$76,700

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$69,200

This account provides for transfer to the Computer Equipment Replacement Fund.

**FY 2015-16
REQUEST**
\$0

Account 49649: Transfer to GIS/Permits Capital Fund

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$57,000

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49656: Transfer to FIS Capital Fund

\$31,700

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$26,800

This account provides for transfer to the Financial Information Systems Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund

\$122,200

FY 2014-15 Estimated Actual	\$122,200
FY 2014-15 Budget	\$122,200
FY 2013-14 Actual Expenditures	\$106,300

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 49702: Transfer to Vehicle Replacement Reserve

\$189,800

FY 2014-15 Estimated Actual	\$184,300
FY 2014-15 Budget	\$184,300
FY 2013-14 Actual Expenditures	\$337,700

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Replacement Reserve

\$1,725,000

FY 2014-15 Estimated Actual	\$1,725,000
FY 2014-15 Budget	\$1,725,000
FY 2013-14 Actual Expenditures	\$1,975,000

This account provides funding for both plant and sewerline rehabilitation and replacement activities.

**FY 2015-16
REQUEST**

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment \$153,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$0

This account provides for supplemental funding for furnishings and equipment:

- Purchase Lite Stick Camera (\$19,000)
- Purchase Polymer Mixing Units for DAFT (\$30,000)
- Purchase Online Ammonia Analyzer (\$25,000)
- Purchase Portable Mini Lateral Camera (\$14,000)
- Replace Five Electric Power Actuated Valve Operators (\$40,000)
- Replace West BNR Blower Building Air Conditioning (\$25,000)

Account 47030: Vehicles \$0

FY 2014-15 Estimated Actual	\$42,000
FY 2014-15 Budget	\$42,000
FY 2013-14 Actual Expenditures	\$12,205

This account provides for supplemental funding for vehicles:

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS	<u>\$4,924,800</u>
SUBTOTAL - CURRENT EXPENSES	<u>\$2,986,500</u>
SUBTOTAL - CAPITAL OUTLAY	<u>\$153,000</u>
TOTAL - OPERATIONS FUND	<u>\$8,064,300</u>

REPLACEMENT RESERVE PROJECTS - SEWERLINE

Fund 702

Account 48600: Sewerline Replacement Projects \$2,975,000

FY 2014-15 Estimated Actual	\$1,861,648
FY 2014-15 Budget	\$1,861,648
FY 2013-14 Actual Expenditures	\$1,158,144

- | | | |
|----|---|-------------|
| A. | <u>Annual Sewerline Assessment</u> | \$100,000 |
| | The approved Sanitation Asset Reliability Assessment and Financial Plan recommended inspecting and reviewing sewerlines every five years in order to evaluate replacement priorities. The original sewer system was installed in the early 1960s and has been in service for more than 50 years. The program inspects and evaluates one-fifth of the City's sewer system each year. While the majority of the camera inspection and evaluation work is proposed to be done with City staff, the larger sewer trunk lines require specialized equipment and skills that are more cost-effective to accomplish by contract. | |
| B. | <u>Arroyo Simi Sewerline Rehabilitation</u> | \$2,200,000 |
| | Rehabilitate 4,500 feet of 33 to 48-inch asbestos cement and reinforced concrete sewer trunk line along the Arroyo Simi west of Madera Road and south of West Los Angeles Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Design is scheduled to be completed in May 2015 and construction is expected to be completed in April 2016. | |
| C. | <u>Beaumont St. and Heywood St. Sewerline Rehabilitation</u> | \$25,000 |
| | Rehabilitate 2,000 feet of 10 to 14-inch asbestos cement and vitrified clay sewer trunk line in Heywood Street, Beaumont Street, and in easements west of Beaumont Street. The primary rehabilitation mode will be cured-in-place slip liner. Design is scheduled to be completed in August 2016 and construction is expected to be completed in November 2017. | |
| D. | <u>Financial Asset Plan</u> | \$150,000 |
| | The Asset Reliability Assessment, Financial Plan, and Annual Sewer Pipe Inspection Reports require updating to confirm prior findings and update project priorities and cost projections. | |
| E. | <u>LA Ave. (Bishop to Barnes) Sewerline Rehabilitation</u> | \$100,000 |
| | Rehabilitate 4,000 feet of 18 to 36-inch asbestos cement sewer trunk line in East Los Angeles Avenue between Bishop Lane and Barnes Street. The primary rehabilitation mode will be cured-in-place slip liner. Design is scheduled for completion in May 2016 and construction is expected to be completed in June 2017. | |

F. Master Plan Update \$400,000

This project would evaluate and identify improvements to ensure that the Sanitation Infrastructure will meet ultimate development needs consistent with the General Plan. The Master Plan would identify any capacity, treatment, reliability, or operational issues within our existing service area and facilities, and then prioritize Capital Improvement Projects to address such issues. The plan would consist of a regulatory evaluation of the treatment plant to forecast any upgrades that may be required to meet anticipated regulatory changes and a sewer system flow study to measure and model existing sewer flow conditions to locate any collection system capacity issues. Scheduled completion: November 2016.

Fund 702

Account 48500: Replacement Reserve Projects

\$1,560,000

FY 2014-15 Estimated Actual	\$4,094,076
FY 2014-15 Budget	\$4,569,076
FY 2013-14 Actual Expenditures	\$2,416,717

G. Warehouse \$100,000

Warehousing is needed at the Public Services Center (PSC). Currently, decentralized storage locations are used in areas throughout the property, such as twenty-three sites maintained by the Sanitation Division. A centralized warehouse would provide a single receiving area, proper storage, inventory controls, and security. The current inadequate storage has led to material losses, multiple parts ordering, inventory damage, and inefficient inventory auditing. Due to the nature of Public Works, some replacement parts must be stored for extended periods, to assure continuous operations may be sustained even if an expected mechanical failure occurs. The first step is to conduct a design study to determine the need, funding equity, location, and configuration of a warehouse. The cost estimate for construction is uncertain, pending such study. Design study is scheduled to be completed in May 2015.

- H. SCADA System Upgrade \$350,000
- Replace the four main system server computers that support the SCADA system and upgrade the Human Machine Interface (HMI) Operating system to incorporate the functions of the newly installed electrical power system equipment. A consultant has been selected to evaluate our existing SCADA system and design a new SCADA system to provide additional functionality, reporting, and controls to improve the efficiency and effectiveness of treatment process operations. Based on the design, another consultant will be selected to perform the upgrades to the HMI operating system and provide programming to incorporate the controls, monitoring, and reporting features of the new electrical power system equipment. Design is scheduled to be completed in May 2015 and the installation of the new computer servers and programming of the upgrades are expected to be completed in June 2016.
- I. Dewatering Equipment Replacement \$150,000
- Replace and upgrade the three existing belt filter presses and associated sludge conveyors that have been in service since 1987. The dewatering equipment will have been in service for 30 years and will require a major overhaul to remain operational and the sludge conveyors are showing signs of metal fatigue. Replacement of belt filter presses and sludge conveyors with upgraded equipment to reduce labor intensity will be studied. This project may span up to four years with an estimated cost of \$1,550,000. A preliminary design report is scheduled to be completed in January 2016 to evaluate technology alternatives best suited for this process. The consultant will then proceed with the design to be completed in June 2016 and construction is expected to be completed in July 2017.
- J. Digesters Rehabilitation Project \$150,000
- Upgrade the Anaerobic Digesters that have been in service since 1988 and will be more than thirty years old. Seismic upgrades, mechanical upgrades, and structural rehabilitation were recommended in the Asset Management Plan. In addition, the equipment and technology are out of date and parts are very expensive and hard to find. For planning purposes, a budgetary construction cost estimate of \$2,500,000 will be spread over two years beginning FY 2017-18. The first phase will be to perform a seismic and structural evaluation and prepare a preliminary design report to explain the required upgrades to the structure and evaluate technology alternatives best suited for this process and develop a construction cost estimate. The preliminary design report is scheduled to be completed in March 2016.

K. Plant Water System Pump Replacement \$410,000

Replace the six existing pumps that distribute recycled water for use in the Water Quality Control Plant. Three of the pumps were installed in 1973 and the other three were installed in 1985. All of the pumps require frequent maintenance and do not operate efficiently. This project would replace the three existing 50 horsepower pumps and three existing 25 horsepower pumps with five new 20 horsepower pumps. This project would reduce maintenance costs and electrical energy demands. Design is expected to be completed in November 2015 and project is expected to be completed in August 2016.

L. BNR Membrane Replacement \$400,000

Replace the existing BNR air diffuser membranes that have been in service since 2008 and will be more than eight years old. The expected useful life for the membranes is seven years. Replacement is recommended by the Asset Management Plan to regain efficiency, which decreases as the membranes age, and ensure system reliability. Electrical cost savings will result from the replacement due to reduced pressure required by the electrical compressors to provide required air to the BNR basins. Design is scheduled for completion in September 2015 and construction is expected to be completed in July 2016.

Total - WQCP Replacement Reserve Projects

\$4,535,000

**SANITATION FUND
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Secretary Position (Vacant)
TOTAL: \$75,600
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$75,600
TOTAL:	<u>\$75,600</u>

One Secretary position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 15-16 REDUCTION PROPOSAL**

TITLE: Reduce Plant Equipment Reserve Transfer
TOTAL: \$500,000
ACCOUNT: 700-425-49702
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Plant Equipment Reserve Transfer	\$500,000
TOTAL:	<u>\$500,000</u>

This account provides funding for replacement of aging equipment at the Water Quality Control Plant. A reduction in this funding source will have a significant adverse impact on plant equipment used to process wastewater. Replacement of equipment that has served its useful life is required for continued effective operation. A number of these replacement projects have already been deferred because of a lack of funding. Continued deferment will increase the risk of National Pollutant Discharge Elimination System (NPDES) permit violations that will result in administrative civil liabilities against the City.

**SANITATION
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of 13-Yard Dump Truck
REQUEST: \$135,000
ACCOUNT: 700-4240-47030
PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
Purchase of 13-Yard Dump Truck	\$135,000
Annual Asset Replacement Costs	\$9,000
TOTAL:	<u>\$144,000</u>

An additional dump truck is requested to provide a third dump truck to the Sanitation equipment fleet. The dump trucks are used for hauling biosolids to the landfill. The two dump trucks are currently used constantly, as the WQCP has two belt-presses that dewater sludge. A dump truck is parked under each belt-press. If a dump truck has to be taken out of service, then the belt press dewatering operation has to be modified to reduce to only one belt-press operating.

A third dump truck provides necessary redundancy to operate both belt-presses. It provides a more predictable schedule for sludge dewatering that is better for maintaining optimum digester conditions. In addition, a third dump truck provides the opportunity to increase sludge hauling volume when conditions, such as rain or landfill restrictions, require it.

WATERWORKS

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2015-16**

**FY 2015-16
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities

\$871,000

FY 2014-15 Estimated Actual	\$854,000
FY 2014-15 Budget	\$766,800
FY 2013-14 Actual Expenditures	\$828,302

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.

Justification for increase over FY2014-15 Estimated Actual:

A 2% increase over the estimated actual amount is requested for FY 2015-16 due to anticipated electrical rate increases.

Account 42150: Communications

\$32,700

FY 2014-15 Estimated Actual	\$31,000
FY 2014-15 Budget	\$36,600
FY 2013-14 Actual Expenditures	\$30,110

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	\$2,100
Telecommunications lines	\$1,800
Two-Way Radio System Support	\$25,200

Justification for increase over FY2014-15 Estimated Actual:

Communication costs vary slightly dependent on usage. An additional \$300 is budgeted for field communication device costs.

Account 42200: Computers (Non-Capital)

\$6,000

FY 2014-15 Estimated Actual	\$41,700
FY 2014-15 Budget	\$41,700
FY 2013-14 Actual Expenditures	\$11,942

This account provides funding for Two Waterworks Portable Field Computers.

Account 42230: Office Supplies

\$11,000

FY 2014-15 Estimated Actual	\$10,500
FY 2014-15 Budget	\$11,000
FY 2013-14 Actual Expenditures	\$6,682

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc.

Administration	\$5,000
Utility Billing (door hangers and supplies)	\$6,000

Justification for increase over FY2014-15 Estimated Actual:

Some purchases were deferred during FY 2014-15. Funding is requested at the same level as FY 2014-15 for anticipated purchases.

Account 42310: Rentals

\$2,000

FY 2014-15 Estimated Actual	\$1,000
FY 2014-15 Budget	\$2,000
FY 2013-14 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 examples of equipment that is rented.

Justification for increase over FY2014-15 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the District. A minimum of \$2,000 is budgeted each year to cover anticipated needs.

Account 42410: Uniforms and Clothing

\$12,500

FY 2014-15 Estimated Actual	\$12,500
FY 2014-15 Budget	\$12,500
FY 2013-14 Actual Expenditures	\$13,051

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.

Account 42440: Memberships and Dues

\$13,100

FY 2014-15 Estimated Actual	\$13,100
FY 2014-15 Budget	\$13,100
FY 2013-14 Actual Expenditures	\$14,647

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 Billings Group	\$100

Account 42450: Subscriptions and Books

\$2,100

FY 2014-15 Estimated Actual	\$1,100
FY 2014-15 Budget	\$2,100
FY 2013-14 Actual Expenditures	\$659

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	\$600

**FY 2015-16
REQUEST**

Water quality manuals	\$100
Water Use Efficiency Guidebooks	\$100
Technical CD-ROMs	\$600
AWWA Manual of Water Practice updates	\$200
Water Law Reporter	\$200
Utility Billing/Customer Relations publications	\$100

Justification for increase over FY2014-15 Budget and Estimated Actual:

Some purchases were deferred during FY 2014-15. Additional funding is requested for cost increases and anticipated purchases.

Account 42520: Meters

\$250,000

FY 2014-15 Estimated Actual	\$452,100
FY 2014-15 Budget	\$452,100
FY 2013-14 Actual Expenditures	\$452,214

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 927 meters are identified for replacement in FY 2015-16. New developments will require 40 new meters. For FY 2015-16 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
808 3/4 inch replacement meters @ \$253 each	\$204,400
40 3/4 inch - 2 inch meters for new developments @ \$290 each (to be recovered from developer fees)	\$11,600

Account 42540: Water Purchase

\$29,200,000

FY 2014-15 Estimated Actual	\$28,400,000
FY 2014-15 Budget	\$27,758,600
FY 2013-14 Actual Expenditures	\$29,861,120

This account provides for purchasing imported portable water from Calleguas Municipal Water District (Calleguas).

Justification for increase over FY2014-15 Budget and Estimated Actual:

Calleguas implemented a 3.1% water rate increase January 1, 2015 and a 2.7 % water rate increase commencing January 1, 2016. Though the price is increasing, the decreased projected consumption results in a lower total cost.

Account 42541: Recycled Water Purchase

\$67,300

FY 2014-15 Estimated Actual	\$65,300
FY 2014-15 Budget	\$52,000
FY 2013-14 Actual Expenditures	\$65,160

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for increase over FY2014-15 Budget:

Recycled water is in high demand due to the dry conditions, so greater demand is expected to continue. Calleguas has increased the recycled water rate by 3.95% from January 2014 to January 2015.

Account 42550: Small Tools/Equipment

FY 2014-15 Estimated Actual	\$15,900
FY 2014-15 Budget	\$16,500
FY 2013-14 Actual Expenditures	\$15,561

This account provides for the purchase of tools, fittings, and safety items.

Account 42560: Operating Supplies

\$226,500

FY 2014-15 Estimated Actual	\$130,000
FY 2014-15 Budget	\$156,500
FY 2013-14 Actual Expenditures	\$119,031

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 motors as follows:

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

Operations \$149,500

Maintenance of facilities	\$23,000
Treatment Plant	\$56,500
Filter Replacement	\$70,000

Justification for increase over FY2014-15 Budget and Estimated Actual:

An additional \$70,000 was added for Filter Replacement Costs. The filter cost is for the replacement of the RO (Reverse Osmosis) filters at the Tapo Canyon Treatment Plant. They are used to remove hardening minerals from the water.

Account 42720: Travel, Conferences, and Meetings

FY 2014-15 Estimated Actual	\$4,800
FY 2014-15 Budget	\$5,800
FY 2013-14 Actual Expenditures	\$689

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.

Administration

1 AWWA Spring 2015 Conference Anaheim, CA (Deputy Director)	\$1,600
1 EPA Water Sense - Water Smart Conference, Las Vegas, NV	\$1,500

Engineering

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), Sept.23-25 2015	\$2,500
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Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

During FY 2014-15, some workshops and seminars were deferred. Additional funds in the amount of \$800 were added for the CWEA Tri State Conference.

Account 42730: Training

\$24,600

FY 2014-15 Estimated Actual	\$15,900
FY 2014-15 Budget	\$24,600
FY 2013-14 Actual Expenditures	\$7,556

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>		\$20,000
Regulatory Training	\$6,000	
Technical/Skill Building	\$14,000	
<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 2014-15 Budget and Estimated Actual:

During FY 2014-15, 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

\$500

FY 2014-15 Estimated Actual	\$600
FY 2014-15 Budget	\$500
FY 2013-14 Actual Expenditures	\$39

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2014-15.

SUBTOTAL - SUPPLIES AND MATERIALS

\$30,742,400

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$283,300

FY 2014-15 Estimated Actual	\$501,100
FY 2014-15 Budget	\$518,300
FY 2013-14 Actual Expenditures	\$319,032

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering

\$97,800

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

<p><u>Rights-of-Way Consulting Services</u></p> <p>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.</p>	<p>\$10,000</p>	
<p><u>Consumer Confidence (Water Quality) Report</u></p> <p>This account will provide funds for assistance in preparation of a federally mandated annual report.</p>	<p>\$3,000</p>	
<p><u>Watersheds Coalition of Ventura County</u></p>	<p>\$13,100</p>	
<p><u>Operations</u></p>		<p>\$82,400</p>
<p><u>Cross connections</u></p> <p>This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.</p>	<p>\$22,700</p>	
<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. 4 @ \$5,000.</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>	

Utility Billing \$103,100

Pay Mode Services \$6,000

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.

On-line Bill Pay \$10,200

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.

EPX/payments \$39,600

Processing fees charged by the bank for the online payments. When customers make payments on the online bill payment site, credit/debit or e-check, the bank charges the City processing fees.

Credit Card Services \$16,200

This service allows District customers to pay their utility bills via credit card in person or over the telephone.

Regulus Lockbox Services \$26,000

This service processes the majority of District payments and provides customers with a non-electronic payment method.

Sympro Software Maintenance \$2,100

Annual maintenance for interest income software

Brinks Armored Services \$3,000

Armored car service for bank deposits

Justification for proposed increase over FY 2014-15 Estimated Actual:

The proposed increase reflects in increase in water sampling costs, surveying and engineering services.

Account 44012: Outside Legal Services

\$2,500

FY 2014-15 Estimated Actual	\$2,800
FY 2014-15 Budget	\$2,500
FY 2013-14 Actual Expenditures	\$0

This account provides for outside legal services that are required in the Waterworks District operation.

Account 44310: Maintenance of Equipment

\$338,700

FY 2014-15 Estimated Actual	\$424,400
FY 2014-15 Budget	\$478,600
FY 2013-14 Actual Expenditures	\$422,164

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

FY 2015-16
REQUEST

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

\$5,000

FY 2014-15 Estimated Actual	\$3,200
FY 2014-15 Budget	\$5,000
FY 2013-14 Actual Expenditures	\$2,701

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Account 44490: Other Contract Services

\$407,700

FY 2014-15 Estimated Actual	\$334,000
FY 2014-15 Budget	\$423,700
FY 2013-14 Actual Expenditures	\$284,796

This account provides for contract maintenance of District facilities including:

<u>Administration/Engineering</u>		\$74,600
High-speed data connection (Waterworks Share)	\$50,000	
Zone 39 improvement support	\$24,600	
 <u>Operations</u>		 \$254,100
Underground service alert	\$2,900	
Landscaping	\$50,000	
After hours emergency call services	\$2,000	
Landfill	\$6,000	
Pump repair	\$25,000	
Pipelines Standard	\$30,000	
Pipelines Emergency	\$85,000	
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 mapping software license	\$5,000	
 <u>Utility Billing</u>		 \$79,000
Utility Billing bulk mail services and postage		

Justification for proposed increase over FY 2014-15 Budget and Estimated Actual:

The FY 2015-16 budget includes an increase of \$10,000 for CMMS Support

Account 44491: Transfer to FIS Operations

\$32,600

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$23,700

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

FY 2015-16
REQUEST
 \$33,500

Account 44492: Transfer to GIS Operations

FY 2014-15 Estimated Actual	\$33,500
FY 2014-15 Budget	\$33,500
FY 2013-14 Actual Expenditures	\$33,500

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

Account 44590: Insurance Charges

\$0

FY 2014-15 Estimated Actual	\$143,200
FY 2014-15 Budget	\$143,200
FY 2013-14 Actual Expenditures	\$146,000

This account provides for premium payments to the Liability Insurance Fund. FY 15-16 premiums are being funded through fund balance.

SUBTOTAL - SERVICES:

\$1,103,300

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund

\$2,075,000

FY 2014-15 Estimated Actual	\$1,693,800
FY 2014-15 Budget	\$1,693,800
FY 2013-14 Actual Expenditures	\$1,635,100

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads

\$161,000

FY 2014-15 Estimated Actual	\$90,000
FY 2014-15 Budget	\$90,000
FY 2013-14 Actual Expenditures	\$78,333

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

\$46,200

FY 2014-15 Estimated Actual	\$46,200
FY 2014-15 Budget	\$46,200
FY 2013-14 Actual Expenditures	\$40,200

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$99,200

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$89,600

This account provides for transfer to the Computer Equipment Replacement Fund.

**FY 2015-16
REQUEST**

Account 49649: Transfer to GIS/Permits Capital Fund

\$0

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$82,700

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

Account 49656: Transfer to FIS Capital Fund

\$38,000

FY 2014-15 Estimated Actual	\$0
FY 2014-15 Budget	\$0
FY 2013-14 Actual Expenditures	\$32,100

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49763: Transfer to Vehicle Replacement Reserve

\$169,800

FY 2014-15 Estimated Actual	\$143,100
FY 2014-15 Budget	\$143,100
FY 2013-14 Actual Expenditures	\$122,100

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Replacement Reserve

\$1,460,000

FY 2014-15 Estimated Actual	\$1,460,000
FY 2014-15 Budget	\$1,460,000
FY 2013-14 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement reserve.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS

\$4,049,200

SUBTOTAL - CURRENT EXPENSES

\$35,894,900

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment

\$105,000

FY 2014-15 Estimated Actual	\$50,000
FY 2014-15 Budget	\$50,000
FY 2013-14 Actual Expenditures	\$22,888

This account provides supplemental funding for a portable Emergency Light (\$9,000) and Motor Control Center Replacement (\$96,000).

Account 47030: Vehicles

\$40,000

FY 2014-15 Estimated Actual	\$57,300
FY 2014-15 Budget	\$57,300
FY 2013-14 Actual Expenditures	\$59,448

This account provides supplemental funding for Replacement Vehicle #424 (backhoe loader).

TOTAL CAPITAL OUTLAY

\$145,000

TOTAL CURRENT EXPENSES AND CAPITAL OUTLAY

\$36,039,900

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Fund 763

Account 48500: Maintenance Projects

\$345,000

FY 2014-15 Estimated Actual	\$1,115,640
FY 2014-15 Budget	\$1,115,640
FY 2013-14 Actual Expenditures	\$357,042

A	<p><u>Paving and Slurry Seal at Tank Sites</u></p> <p>Annual program for crack sealing and seal coat work at Waterworks Tank Sites and Pumping facilities.</p>	\$25,000
B	<p><u>Landscaping, Fencing and Noise Barrier at District Facilities</u></p> <p>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. Includes the replacement fencing at walnut Tank Site in FY 15-16.</p>	\$30,000
C	<p><u>Painting of Water Facilities</u></p> <p>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 15-16.</p>	\$60,000
D	<p><u>Refurbishment/Installation of District Pumping Facilities</u></p> <p>Annual program for ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement.</p>	\$55,000
E	<p><u>Valve Box Replacement</u></p> <p>Annual program for ongoing valve box replacements throughout the District.</p>	\$15,000
F	<p><u>Main Line Valve Replacement Program</u></p> <p>Annual program for ongoing replacement of main line valves throughout the District. Program deferred for FY 2015-16.</p>	\$0
G	<p><u>District Telemetry Systems</u></p> <p>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.</p>	\$100,000
H	<p><u>Vulnerability Assessment Upgrades</u></p> <p>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.</p>	\$60,000
I	<p><u>Interior Tank Recoating</u></p> <p>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.</p>	\$0

Account: 48600: Improvement Projects
Fund 763

\$2,705,100

FY 2014-15 Estimated Actual	\$3,832,038
FY 2014-15 Budget	\$3,832,038
FY 2013-14 Actual Expenditures	\$884,514

J Recycled Water Projects \$2,665,100

Increase recycled water use by up to 1,250 acre-feet per year. Upgrade the existing recycled water pump station at the Simi Valley Water Quality Control Plant, construct a storage tank, install up to twelve miles of main pipeline, and construct a small pump station. Recycled water service would then be provided to up to 70 District customers with large irrigation demands, including schools, cemeteries, and recreational facilities along Madera Road, Cochran Street, and Royal Avenue as well as the Simi Valley Town Center and a number of Caltrans freeway intersections. In conjunction with street improvements, 4,000 feet of pipeline has been constructed in West Los Angeles Avenue/West Easy Street. Phase 1 consists of 4,300 feet of pipeline to be constructed in Cochran Street, Westhills Court, and Park Center Drive, and Phase 2 consists of 17,300 feet of pipeline, one storage tank, and upgrades to an existing recycled water pump station. A Proposition 84 grant of \$3,000,000 has been secured for Phase 1 and 2 construction scheduled for completion in FY 2016-17. A State Revolving Fund Loan will be secured to finance the Project beginning in FY 2015-16. The SRF loan is a line of credit with an interest rate of 1 percent over a 30-year term.

K Small Tank Replacement \$0

Construct replacements for the Aerator Tank, Well 31 Tank, Station No. 2 Tank, and Station No. 3 Tank that are badly deteriorated. This will improve reliability and prevent water quality degradation in the future. Replacements deferred to FY 2016-17.

L Water Line Extension in Rollins Road \$0

This project would construct a planned extension of 322 feet of 6-inch water line in Rollins Road, along with nine service connections and a fire hydrant. An additional 325 feet of water line in County Line Road was completed in FY 2014-15, however, appurtenances (blow-offs, hydrants) must yet be installed. Installation deferred to FY 2016-17.

M Water Line Relocation - Box Canyon \$40,000

This project would construct a pump station at the Walnut Yard and 1,400 feet of 12-inch pipeline in Walnut Street. The new water line would serve Lost Canyons, and due to the ongoing development, the developer would provide share the cost of the improvement. (The budget shown herein does not include the developer's cost share.) The estimated completion date is May 2017 but is dependent on the developer's schedule. This project was formerly titled "Tapo Street Pump Station Replacement Project."

N Well Rehabilitation Program \$0

This program would assess and rehabilitate five dewatering and three production wells to ensure reliability, longevity, and water quality. The five dewatering wells mitigate surface water nuisances caused by rising groundwater. The production wells provide groundwater supplies to the Tapo Canyon Water Treatment Plant and to non-potable water customers. The assessment, in FY 2014-15, inspected all wells, reviewed their construction, test the mechanical equipment, and check the water quality. The data will be analyzed to determine the characteristics, condition, and deterioration of each well and equipment to recommend rehabilitation and maintenance measures. Maintenance and rehabilitation will be prioritized with two wells to be rehabilitated each fiscal year from FY 2016-17 to FY 2018-19. Each year, a well expert (hydrogeologist) will also be needed for analytical work and advice. Program deferred for FY 2015-16.

TOTAL - REPLACEMENT RESERVE FUND

\$3,050,100

CAPITAL PROJECTS - CAPITAL IMPROVEMENT FUND

Account 48500/48600: Capital Improvement Fund Projects
 Fund 762

\$400,000

FY 2014-15 Estimated Actual	\$2,395,627
FY 2014-15 Budget	\$2,395,627
FY 2013-14 Actual Expenditures	\$825,455

O Emergency Generators \$70,000

This item was previously presented and approved as an annual program to purchase fixed-based generators for pump stations to provide for continuous operations during an electrical system outage. Staff is revising the plan to provide and evaluate mobile generators that could be relocated to an area where needed, rather than purchasing fixed based generators. The previous proposed program would have cost \$1,820,000 for seven locations. The revised program would purchase three generators for \$1,270,000. The revised budget also reflects that the unit cost for each generator is substantially more than originally estimated and programmed. The mobile generators to be stationed at Smith Road, Station No. 2, and Station No. 3 Pump Stations are expected to be purchased in FY 2015-16.

P Water Storage Mixing Systems \$0

This has been an annual program to purchase and install water-circulation systems in water storage tanks to reduce water quality degradation. Eight different water storage tanks have been equipped with water-circulation systems, and other systems are proposed for First Street Tanks Nos. 1, 2, 3, and 4 in FY 2016-17, and Flanagan Tank in FY 2017-18. Once these tanks are modified, the program will have addressed all the tanks that need this modification. Program deferred to FY 2016-17.

Q Knolls Zone Water Facilities \$250,000

This project would design and construct a 1-million gallon water storage tank on property to be acquired in the Knolls Zone. The project includes a pump station, approximately 1,100 feet of 12-inch pipeline, and a pressure reducing station. The proposed improvements will increase water storage capacity and increase pressure at higher elevations in the Knolls Zone. Design is scheduled for FY 2015-16. Construction is scheduled to be completed in FY 2016-17.

**WATERWORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for One Waterworks Service Worker I/II
REQUEST: \$39,000
ACCOUNT: 761-4640
PRIORITY: 2

COST BREAKDOWN

Personnel

Add One Full-Time Waterworks Service Worker I/II	\$38,800
Advertising	\$200
TOTAL:	\$39,000

A new position of Waterworks Serviceworker I for the Operations section is requested to address the increasing need for additional maintenance and water quality requirements. This section reports to the Waterworks Operations Supervisor and the position's primary responsibility is the maintenance of the Districts pumping stations, reservoir storage facilities, pressure regulating systems and water quality. The last change to staffing for the service work position was in budget year 1989-90.

This position will require a Grade D1 Water Distribution Operator Certificate and a Class A California Driver's License. The salary range for this position is \$38,800-\$49,600. Under supervision this position performs skilled and semi-skilled labor in the maintenance, operation, and repair of the City's water distribution system which includes; reads residential and commercial water meters and provides customer service; and maintains all vehicles and equipment used.

The Waterworks Service Worker I position will help in the maintenance and service the water distribution system including main and service lines, valves, fire hydrants, reservoirs, pumping and related equipment; locate and repair service line leaks. Install, repair and replace pumps and motors at pump stations and ground water well sites, overhaul and maintain hydraulically controlled pressure valves and controls, participate in the installation of distribution system lines; cut and prepare piping and fittings; thread and link pipe; replace gate valves and couplings; install and replace water services; install water meters and read water meters with computerized hand held machine; field test customer meters for accuracy.

The proposed Waterworks Service Worker I would provide the Waterworks Division with the resources needed to maintain and improve District systems, effectiveness, and operate the technological systems. The position will further play a key role in the continuing operations and maintenance of Waterworks Division in the most efficient, safe and cost-effective manner possible.

**WATERWORKS
FY 2015-16 POLICY ITEM PROPOSAL**

TITLE: Cost of Service Evaluation for Recycled Water
REQUEST: \$75,000
ACCOUNT: 761-4605-44010
PRIORITY: 5

COST BREAKDOWN	
<u>Consultant</u>	\$75,000
TOTAL:	<u>\$75,000</u>

A Cost of Service Evaluation for Recycled Water is proposed to assess the cost of constructing and operating an expanded recycled water distribution system to determine an appropriate commodity charge for recycled water by the Ventura County Waterworks District No. 8 (District).

The District is currently expanding the existing recycled water pilot distribution system that was constructed in 2001 to serve the Simi Valley Landfill and the Simi Valley Public Services Center with non-potable water for irrigation and non-potable use. The West Simi Valley Water Recycling Project, now underway, involves upgrading the existing Recycled Water Pump Station and constructing a 1.25 million-gallon tank, approximately 13 miles of pipeline, and one hydropneumatic pump station at an estimated cost of \$23,000,000. The Project will serve up to 73 additional water customers with as much as 1,250 acre-feet of recycled water for irrigation and non-potable use.

Currently, the recycled water commodity charge, as shown in the Water Rates approved by the District Board, is 85 percent of the potable commercial water commodity charge.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 14-15 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:	\$135,000

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 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Refurbishment/Installation of District Pumping Facilities
TOTAL: \$55,000
ACCOUNT: 763-9763-48500
PRIORITY: 3

SAVINGS BREAKDOWN	
Capital Outlay	
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.

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