

CITY OF SIMI VALLEY
ADOPTED BUDGET
FISCAL YEAR 2015-16





Robert Huber, Mayor Steven T. Sojka, Mayor Pro Tem Glen T. Becerra, Council Member Mike Judge, Council Member Keith L. Mashburn, Council Member

CITY OF SIMI VALLEY • ADOPTED BUDGET • FY 2015-16

TABLE OF CONTENTS

<u>INTRODUCTION</u>			<u>INTERNAL SERVICE FUNDS</u>		
CITY MANAGER'S MESSAGE	i		LIABILITY INSURANCE FUNDS	235	
ADOPTED BUDGET RESOLUTION	x		WORKERS' COMPENSATION INSURANCE FUND	237	
CSMFO BUDGET AWARD	xi		GEOG. INFO & PERMIT SYSTEMS OPERATING FUND...	241	
			FINANCIAL INFO. SYSTEM OPERATING FUND	243	
<u>CITY PROFILE AND FINANCIAL CONTEXT</u>			<u>COMMUNITY DEVELOPMENT AGENCY FUNDS (CDA)</u>		
ORGANIZATION CHART	1		CDA SUCCESSOR AGENCY	245	
CITY PROFILE	3		CDA HOUSING SUCCESSOR AGENCY	248	
CITY FINANCIAL CONTEXT	11		LOCAL HOUSING FUND	250	
			CALHOME PROGRAM FUND	251	
<u>BUDGET OVERVIEW</u>			HOME PROGRAM FUND	252	
CITY EXPENDITURES BY FUND	19				<u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>
CITY REVENUES BY FUND	21				253
BUDGET STRUCTURE	22		<u>SPECIAL REVENUE FUNDS</u>		
DEBT SERVICE	24		PEG FUND	255	
BUDGET FORMULATION AND ADOPTION	27		GASOLINE TAX FUND	256	
BUDGET AND FISCAL POLICIES	28		BICYCLE LANES FUND	258	
COST ALLOCATION PLAN	31		LOCAL TRANSPORTATION FUND	259	
			LIBRARY FUND	261	
<u>GENERAL FUND</u>			NEW DWELLING FEE FUND	263	
CHANGES IN FUND BALANCE	33		DEVELOPMENT AGREEMENT FUND	264	
FIVE-YEAR PROJECTION	35		TRAFFIC IMPACT FEES FUND	265	
REVENUES	39		ECONOMIC RECOVERY FUND	266	
EXPENDITURES	47		FORFEITED ASSETS FUND	267	
BY DEPARTMENT	49		LAW ENFORCEMENT GRANTS FUND	269	
BY ACCOUNT	55		RETIREE BENEFITS FUND	270	
DEPARTMENT EXPENDITURES			LANDSCAPE ZONES AUGMENTATION FUND	271	
CITY ADMINISTRATION	61		LANDSCAPE MAINT. DISTRICT NO. 1 FUND	272	
CITY ATTORNEY'S OFFICE	79				<u>CAPITAL IMPROVEMENT FUNDS</u>
ADMINISTRATIVE SERVICES	87		STREETS AND ROADS	279	
COMMUNITY SERVICES	107		COMPUTER EQUIPMENT REPLACEMENT FUND	285	
ENVIRONMENTAL SERVICES	137		COMMUNITY DEVELOPMENT (GIS/PERMITS) FUND	286	
PUBLIC WORKS	151		VEHICLE REPLACEMENT FUND	287	
POLICE DEPARTMENT	187				
EMERGENCY SERVICES	225				
NON-DEPARTMENTAL	229				

TABLE OF CONTENTS (continued)

CAPITAL IMPROVEMENT FUNDS (continued)

BUILDING IMPROVEMENT FUND.....	289
FINANCIAL INFO. SYSTEMS CAPITAL FUND	291
POLICE DEPARTMENT CAPITAL PROJECTS.....	292

ENTERPRISE FUNDS

SIMI VALLEY TRANSIT FUND	293
SANITATION FUND	313
VENTURA COUNTY WATERWORKS DISTRICT NO. 8	345

SUPPLEMENTAL SCHEDULES

PERSONNEL CLASSIFICATIONS/SALARY RANGES	371
GLOSSARY	379
ACRONYMS AND ABBREVIATIONS	383

BUDGET MESSAGE



CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

July 2015

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the Adopted Budget for Fiscal Year 2015-16.

This budget represents an attempt to balance available funding among many competing priorities and continues on a phased path toward a priority based budget which funds programs in order of value to the community. There are many needs for funding often discussed, such as the need to invest in our streets and roads; the need for continued public safety resources; the requirement via the State allocation to pay down our unfunded pension liabilities; the need for more community programs; and the need to remain competitive in our employee compensation. Even with the various demands, the City's revenues remain basically flat and we must allocate existing resources carefully. There is a significant backlog in items which were deferred during the recession of the past five years with no large influx of new money to address that backlog.

Like last year, all City departments submitted draft budgets along with potential policy items and capital asset requests ("adds") and potential reductions ("cuts"). **Those items approved to balance the 2015-16 Adopted Budget are**

included in this budget document within the department sections; those items that were considered but which are not included in the budget are shown for information only in the separate Supporting Document, which provides line item detail about expenditures.

The 2015-16 budget continues the goals from 2014-15 of investing in staff development and technology in order to make operations more efficient. As close to half the City's workforce ages toward retirement eligibility, we must remain competitive and use this as an opportunity for succession planning and to continually evaluate staffing levels as vacancies occur. With better technology tools to manage finances and take a more analytical approach to operations, we will be better able to use resources efficiently and invest in our many public programs providing direct service to the community. In short, we need to invest now to save later.

The FY 2015-16 Adopted Budget has been prepared with the City's Mission Statement, and our public customers, in mind:

City of Simi Valley Mission Statement

To deliver excellent service to our community by providing a safe and healthy living environment, sound fiscal management, responsive customer service, and an atmosphere that encourages community involvement and volunteerism through a local

government that is accessible, efficient and accountable to its citizens.

The Adopted Budget seeks to meet the City Council's objectives and priorities, as well as my own.

FY 2014-15 ACCOMPLISHMENTS

I am proud of the many accomplishments by our hard-working staff over the past year, including:

- Refinanced the City's 2004 Certificates of Participation (bonds), saving over \$254,000 per year in payments;
- Created the Simi Valley Tourism Marketing District;
- Performed outreach with homeless residents, assisted in referrals to local social service organizations, and cleaned up encampments;
- Continued planning and design for the Simi Valley West recycled water projects;
- Completed the sale of the former Knolls Fire Station to the Rancho Simi Recreation and Park District;
- Continued to work on revision of the City's Massage ordinance;
- Prepared a comprehensive review of all City fees and services charges;
- Prepared several studies and reviews of the City's Sanitation and Waterworks operations and Adopted new rates to ensure adequate funding for infrastructure;
- Expanded the Police Community Liaison Officer program on a pilot basis;

- Contracted with Opterra for an energy savings plan to decrease City payments to utility providers and enhance our sustainability;
- Provided hundreds of performances and meetings at the Cultural Art Center, served thousands of meals to Seniors (both at the Senior Center and through Meals on Wheels), and served hundreds of local youth through a variety of programs.

FY 2014-15 YEAR END

We project to end FY 2014-15 with a surplus of between \$1 million and \$2 million. This compares with the original Adopted Budget which had a deficit of \$773,700. This turnaround is primarily due to many vacant personnel positions being held open throughout the year as we project ending the year with over \$2.5 million in salary and benefits savings. This will bring the fund balance from \$36.2 million at the start of the year up to between \$37.2 million and \$38.2 million at year-end. We anticipate a correction coming in FY 2015-16 to the State's "triple flip" Property Tax In Lieu formula that will negatively impact the City and want to enhance fund balance to plan ahead for this correction. Details on specific numbers and impacts will be provided in the FY 2015-16 First Quarter and Midyear Financial Reports. As many positions are now being filled, I propose to carry forward \$1.28 million of this surplus for use in FY 2015-16.

FY 2014-15 General Fund Revenues

Revenues for FY 2014-15 are projected to end at \$63,375,000 which is \$1,380,570 less than budgeted. Over \$1 million of the

differential is due to budgeting for the CDA Loan repayment to the General Fund which was defined as a restricted asset being moved to an unrestricted asset due to being a receivable, and not a revenue. The remainder was a decline in property tax and documentary transfer tax revenues projected to come in below budget.

On the positive side, licenses and permits revenues and other revenues are projected to end above budget due in part to local development and generous local contributions. These are one-time revenues and, while booked at the time of receipt in accordance with modified accrual accounting methods, should not be planned for in future years.

FY 2014-15 General Fund Expenditures

FY 2014-15 total projected expenditures of \$61,344,800 are \$5,354,125 less than budgeted. As noted earlier, \$2.5 million of this savings is the result of staff vacancies and resulting decreases in personnel and benefits costs. Approximately \$1 million in additional savings were achieved in the current expenses items.

It should be noted that FY 2014-15 projected expenditures are \$5,264,637 less than actual expenditures in FY 2013-14, although \$2.8 million of expenditures in FY 2013-14 was for a single bad debt correction. There has also been a significant drop in debt service payments with the payoff of one bond and refunding of another, and savings in employee benefits as employees now pay into their pensions and health insurance premiums, reducing the cost to the City. Changes to Transportation Development Act funding has also impacted

our expenditure line as General Fund transfers previously paid to the Transit operation no longer occur.

Overall, it should be noted that salaries and benefits account for approximately 85% of total General Fund expenditures.

CHANGES IN FY 2015-16

There are a few changes of note in the FY 2015-16 Adopted Budget. In the past, City departments each paid in to a vehicle maintenance line item which resulted in an offsetting reimbursement to the Public Works Department's vehicle maintenance costs. In FY 2015-16 the City has now rolled vehicle maintenance into the Cost Allocation Plan for similar distribution. For that reason, the Public Works Department budget will be elevated by over \$900,000 due to the loss of this direct reimbursement; the reimbursement instead is allocated across all General Fund departments.

Other changes include moving the last employee out of the Community Development Successor Agency into the General Fund (City Administration Department) with salary and benefits almost entirely paid by the annual administration payment provided by the State. In our continued march to full dissolution, the Successor Agency no longer supports any staff.

FY 2015-16 BUDGET

The FY 2015-16 Adopted Budget projects total resources of \$66,432,100 and expenditures of the same. The budget is

balanced in part by using \$1.5 million Community Development Agency loan repayment to the general fund (moving from receivables on the balance sheet in fund balance to supplement operating revenues), and by carrying forward \$1,279,500 of the surplus from FY 2014-15.

The Adopted Budget **does not utilize any transfers from the Economic Stabilization Fund**, reserves which have not been used since 2013-14. This continues to meet one of the City Council objectives. Expenditures in FY 2015-16 are budgeted as follows:

Department	FY 2014-15 Est. Actual	FY 2015-16 Budget	\$ Change
City Admin.	\$3,204,900	\$4,249,600	\$1,044,700
City Attorney	\$918,100	\$1,159,200	\$241,100
Admin. Svcs.	\$4,177,200	\$4,867,600	\$690,400
Comm. Svcs.	\$3,788,000	\$4,425,300	\$637,300
Env. Svcs.	\$4,631,400	\$5,349,400	\$718,000
Public Works	\$13,103,800	\$15,169,600	\$2,065,800
Police Dept.	\$28,930,000	\$32,683,900	\$3,753,900
Emergency Svcs.	\$327,700	\$336,300	\$8,600
Non-Dept.	\$5,178,200	\$4,463,200	(\$715,000)
Transfers Out	\$4,781,300	\$4,489,500	(\$291,800)
Reimbursements	(\$7,695,800)	(\$8,961,500)	(\$1,265,700)
Anticipated Salary Savings		(\$1,800,000)	(\$1,800,000)
Anticipated Underexpenditures	--	(\$800,000)	(\$800,000)
Encumbrances	--	\$800,000	\$800,000
TOTAL	\$61,344,800	\$66,432,100	\$5,087,300

Change in Fund Balance

The City started off FY 2014-15 with a General Fund balance of \$36.2 million. For the reasons noted above, we end the year with a projected positive \$2 million operating surplus. This, added to the existing fund balance, results in a starting initial balance for FY 2015-16 of \$38.2 million.

ENSURING A SAFE CITY

In 2014 the City of Simi Valley had the lowest crime rate per 1000 residents in its history according to crime statistics released by the Police Department. I am proud of our record as one of the safest cities in the nation.

To continue our status as a safe city, this budget includes funding to train for the replacement of a Deputy Chief position (both current Deputy Chiefs plan to retire in 2016). This budget includes the purchase of 13 new police vehicles, including six new vehicles, a prisoner transport van, and updated technology for two speed radar trailers. This budget also includes new technology tools such as the SmartJustice system to bring criminal information to mobile devices, funding for radios in the new vehicles, a new server for the Communications Center, and a dedicated off-road vehicle for the Traffic Unit. Finally, the budget includes funding to construct the new police training facility and shooting range that has been in design for some time.

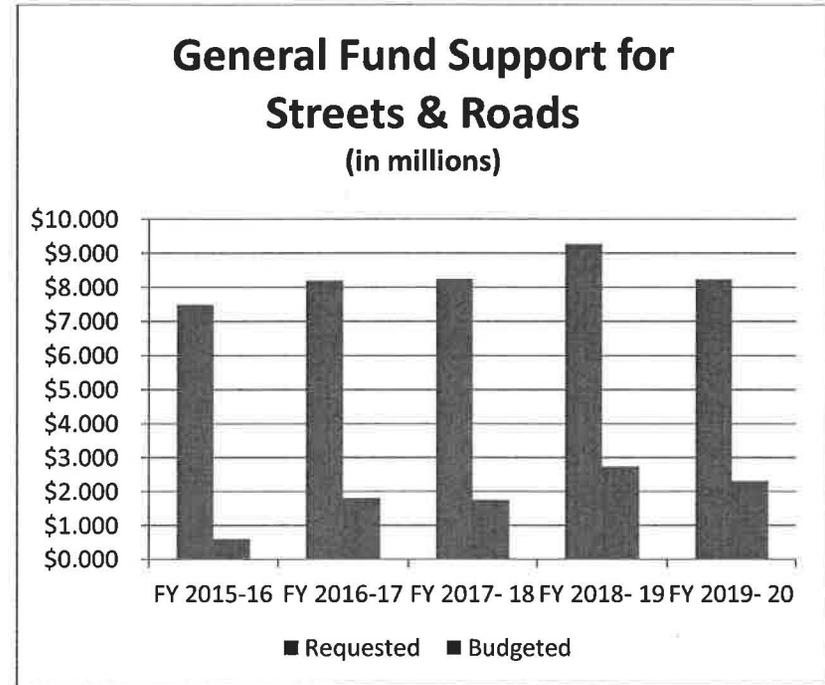
This budget includes replacement of two vehicles for our code enforcement officers to ensure the community standards are

maintained, and also includes funding for additional homeless encampment cleanups and outreach.

FUNDING OUR INFRASTRUCTURE

This budget allocates \$4.9 million in resources toward our Streets and Roads program for a variety of projects. The Public Works Department requested General Fund support of just under \$7.5 million for Streets and Roads repairs for FY 2015-16; in the end, less than 10% of that (\$600,000) was funded. Minor amounts of air quality and development agreement funds are used to supplement County/State/Federal grant funds, the primary revenue source now for street repairs. State requirements which required the City to allocate \$4 million per year in Transportation Development Act (TDA) funds to Transit, funds that were formerly used for streets and roads, have further restrained the City's ability to fund its transportation infrastructure needs. We are looking at options of how to increase funds going into this area in the future. There is a current Senate Transportation funding bill that is seeking to provide a 5-year temporary funding source for local roads in the future.

The Department of Public Works now believes there is a \$160 million backlog of necessary streets and roads repair work in the City. The chart here shows the imbalance between Public Works requests for General Fund investment into streets and roads and what is available to be budgeted:



The Adopted Budget includes modest funding for the annual major and minor streets repair programs, as well as funds toward Phase 3 of the Arroyo Simi Greenway Bike Trail project. Other projects include the widening of the Las Lajas Creek Bridge and West Los Angeles Avenue west to the City border, as well as other minor projects.

The budget also includes funding for additional work at the City Hall facility including carpet replacement, painting, and security enhancements, and work at the former Development Services Building (DSB) to prepare the facility for tenancy by Under One Roof. Improvements are also budgeted for the Library facility.

KEEPING PACE WITH TECHNOLOGY

We continue to invest in technology to reduce reliance on manual processes and improve efficiency. This budget continues the programs started in FY 2014-15 and invests in a new Enterprise Resource Planning (ERP) system to include a new central financial system, budget module, payroll system, and more. Staff has spent hundreds of hours in the past year devoted to choosing a vendor and program, reviewing references, and planning for implementation. The budget also includes some funding for a document management system for the City Clerk, as well as improvements to broadcasting capabilities in the City Council Chamber and off-site at the Cultural Arts Center (for use in emergency operations).

Many of these systems will be funded using Development Agreement Funds set aside for public facilities and improvements. Some will be funded through use of the Public Education and Government (PEG) funding paid by our cable television franchise. These changes will improve operations citywide and responsiveness to our residents.

STRENGTHENING OUR COMMUNITY

The General Fund budget continues funding for our many community events such as sponsoring the Fourth of July celebration, hosting the 14th Annual Youth Summit, 4th Annual Volunteer Fair, providing Meals on Wheels and Congregate Meals to seniors, hosting over 300 events at the Simi Valley Cultural Arts Center, and providing Household Hazardous Waste events and Water Conservation programs. The budget

also includes \$150,000 in Community Grant funding to be used to provide grants of up to \$25,000 to local non-profit groups.

Our Transit operation will be enhanced with the purchase of three new fixed-route buses and six new paratransit vans, funded by the Federal Transportation Association. The budget also includes upgrades to bus fare box systems, transit facility security systems, the fueling facility and implementation of a biogas fueling project, which will turn methane from the City's wastewater plant into renewable fuel for City and private fleet vehicles.

FORMER COMMUNITY DEVELOPMENT AGENCY

The process of dissolving redevelopment continued in FY 2014-15. Staff members continue to process prior obligations and debt service under the Recognized Obligation Payment Schedule (ROPS) agreement with the State of California. In FY 2014-15, the State Department of Finance approved repayment of an \$11 million loan from the General Fund to the former Community Development Agency; the result is receipt of over \$1 million per year in the loan receivables on the books for the General Fund fund balance. For FY 2015-16 I am using the FY 2014-15 payment of \$1.5 million (80% of the total loan repayment amount; 20% is reserved for housing) to supplement operating revenues.

Administration of the debt service and state contracts is handled by one staff member in the City Manager's Office and funded by the State's \$250,000 annual allocation for administration. Housing functions, including housing

rehabilitation, affordable housing, senior housing programs and more are handled by staff located in the Department of Environmental Services.

TRANSIT FUND

FY 2015-16 Transit revenues are estimated at \$14,184,200 which is 55% above the FY 2014-15 Estimated Actual amount due to \$2.6 million in additional Transportation Development Act (TDA) grant funds. These revenues include funding for planned capital projects of \$6.8 million. Transit Fund farebox (customer) revenues for FY 2015-16 are estimated at \$374,200, a decrease of 1.9% from FY 2014-15 estimated actuals. The City's Transit operation has undergone considerable change in the past year as staff works to improve operations and better align accounting practices to assist in management of operations.

SANITATION FUND

Sanitation Operations Fund revenues for FY 2015-16 are estimated at \$14,427,800 which is an increase of \$131,400 from the FY 2014-15 estimated actuals due primarily to projected increase in service charge revenues. FY 2015-16 Operations Fund estimated expenditures are \$15,096,300 which is \$1,348,900 higher than FY 2014-15 Estimated Actuals and results in a budgeted operating deficit for FY 2015-16 of \$668,500. No increase has been included for sanitation rate increases, approved at the May 4, 2015, City Council meeting, so actual results will be improved over the budgeted amounts.

The Fund is comprised of three sub-funds, one for Operations, one for Replacement of sewerline and vehicles, and one for capital upgrades to the plant. While the cost for operations has held relatively steady for the past several years, the funds available for transfer to working capital – which funds sewerline and plant upgrade projects -- have been significantly reduced. Total working capital for all three has dropped from \$23.6 million at end of FY 2010-11 to a projected \$13.5 million at end of FY 2015-16. New sanitation rates will assist in stabilizing the Sanitation fund balances by providing new funding for infrastructure and operations.

WATERWORKS FUND

Waterworks District No. 8 Operations Fund revenues budgeted for FY 2015-16 are \$37,002,000 an increase of \$922,100 (2.6%) more than FY 2014-15 estimated actuals. Operations Fund budgeted expenditures for FY 2015-16 are \$41,053,900 which is \$1,441,800 (3.6%) greater than FY 2014-15 estimated actuals. This is due primarily to almost \$1 million in additional water costs, additional expenditures for necessary equipment and improvements, and an increase in transfers to other funds.

As in Sanitation, revenues are not keeping pace with expenditures and reserves are declining; the operating deficit for FY 2015-16 alone is over \$4 million. Total working capital for Operations, Replacement, and Capital sub-funds in Waterworks has dropped from \$21.7 million at the end of FY 2010-11 to a projected \$185,438 at end of FY 2015-16. A planned increase to water rates is necessary and without

additional correction, Waterworks' total working capital will likely be in deficit during FY 2015-16.

GANN APPROPRIATION LIMIT

The Gann Spending Limitation (Article XIII B of the State Constitution) sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Fiscal Year 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and financial responsibility transfers.

GANN APPROPRIATION LIMITS			
Fiscal Year	Legal Limit	Appropriations Subject to Limit	Amount Under Limit
2015-16	\$66,625,709	\$53,003,000	\$13,622,709
2014-15	\$63,753,480	\$54,597,700	\$9,155,780
2013-14	\$63,399,594	\$52,813,320	\$10,586,274
2012-13	\$59,873,070	\$50,559,000	\$9,314,070
2011-12	\$57,349,684	\$48,941,900	\$8,407,784

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. Although tax proceeds are expected to increase in FY 2015-16 and into the future as the national economy continues to recover, it is anticipated that the City will remain substantially under its appropriation limit as it consistently has in recent years.

ACCOUNTING AND BUDGETARY CONTROL

The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.

The City budget is prepared on a basis consistent with generally accepted accounting principles. Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds. The City has no general obligation debt.

Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

Interim financial reports can be generated on demand by operating departments. In addition, comprehensive financial reviews are prepared and submitted to the City Council/Boards of Directors at the first quarter and at mid-year of each fiscal year and are reviewed publicly at regularly scheduled City

Council/Boards of Directors meetings. Interim financial reports are made available to the general public upon request.

SUMMARY

As I noted in my opening, the City's resources are subject to many competing needs. Do we invest in streets and roads or pay down pension liabilities? How do we free up General Fund dollars – already extremely tight -- in order to play “catch-up” on long deferred needs? Staff continues to seek for ways to be more efficient in doing their work and in analyzing operations for future decision making.

On the positive side, we are benefiting from some growth and development revenues; though these are one-time, the ongoing benefits from property and sales tax will continue long after all major growth is done. The City Council recently approved some fee increases to decrease the General Fund subsidy for personal choice services and increased Sanitation rates, which will stabilize that utility.

A look in the newspapers shows that Simi Valley remains very strong financially; our high credit rating and prudent reserves of 17% of expenditures are proof of our conservative and thoughtful approach to budgeting. Our recent annual audit with a new auditing firm had no major findings and, in fact, the auditors remarked that they refer other clients to Simi Valley for models of good fiscal practices. I continue to look forward to how the City can structure the budget to maintain its financial position.

I would like to conclude by thanking all employees in the various departments who diligently worked on the budget and for those providing service to Simi Valley residents on a daily basis. I wish to thank all the departments for their thoughtful approaches to these difficult budget issues again this year and cooperation with our numerous requests. I especially want to thank James Purtee, Assistant City Manager; Maureen McGoldrick, Director of Administrative Services; Rebekka Hosken, Budget Officer; Jody Kershberg, Deputy Director of Fiscal Services, Irene Peterson, Senior Accountant; Theresa Sabol-Carducci, Staff Accountant; Laila Asgari, Senior Management Analyst; and Danielle Keys, Management Analyst, for their work in creating this document.

Respectfully Submitted,


Signature

Eric J. Levitt
City Manager

RESOLUTION NO. 2015-41
RESOLUTION NO. WWD-250
RESOLUTION NO. SA-02
RESOLUTION NO. PL-11

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY, BOARDS OF DIRECTORS OF VENTURA COUNTY WATERWORKS DISTRICT NO. 8 AND SUCCESSOR AGENCY TO THE SIMI VALLEY COMMUNITY DEVELOPMENT AGENCY, AND THE SIMI VALLEY LIBRARY BOARD OF TRUSTEES APPROVING THE FY 2015-16 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2015-16 TO FY 2019-20

WHEREAS, the City Manager/District Manager/Executive Director/Executive Officer has submitted the FY 2015-16 Proposed Budget and the Preliminary Five-Year Capital Improvement Program for FY 2015-16 to FY 2019-20 to the City Council/Boards of Directors/Board of Trustees for their review and consideration on May 20, 2015 in accordance with budget policies and a schedule established by the City Council/Boards of Directors/Board of Trustees; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on May 27, 2015, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the FY 2015-16 Annual Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council/Boards of Directors/Board of Trustees reviewed and modified, as appropriate, the FY 2015-16 Proposed Budget and Preliminary Five-Year Capital Improvement Program for FY 2015-16 to FY 2019-20; and

WHEREAS, pursuant to Governmental Accounting Standards Board Statement No. 54, an action of the City Council/Boards of Directors/Board of Trustees is necessary to commit budget amounts in various funds for the specific purposes they are intended.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Simi Valley/Boards of Directors of Ventura County Waterworks District No. 8/Successor Agency to the Simi Valley Community Development Agency, and the Simi Valley Library Board of Trustees as follows:

SECTION 1. The FY 2015-16 Annual Budget and Five-Year Capital Improvement Program for FY 2015-16 to FY 2019-20 are hereby approved.

SECTION 2. All budget amounts that are to be used for specific purposes, as evidenced by the approved budget document, and any amendments thereto, are committed to these specific purposes by action of the City Council/Boards of Directors/Board of Trustees.

SECTION 3. A General Fund Prudent Reserve, equivalent to 17% of budgeted expenditures, is hereby established. The Prudent Reserve is to be used to respond to catastrophic events (e.g., earthquakes, fires, floods, civil disturbances, etc.). The City Manager or his/her designee is authorized to expend the reserved funds as necessary.

SECTION 4. The City Manager/District Manager/Executive Director/Executive Officer or his/her designee is authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

SECTION 5. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2015-16 Budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low- and moderate-income housing.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

SECTION 7. The City Clerk/District Secretary/Agency Secretary/Board Secretary shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 8th day of June 2015.

Attest:

Ky Spangler
for: Ky Spangler, Deputy Director/City Clerk/
District Secretary/Agency Secretary/Board
Secretary

Robert O. Huber
Robert O. Huber, Mayor of the City of
Simi Valley, California/Chair of the
Ventura County Waterworks District
No. 8 and Successor Agency to the
Simi Valley Community Development
Agency, and President of the Simi
Valley Library Board of Trustees

Approved as to Form:

Lonnie J. Eldridge
Lonnie J. Eldridge, City Attorney/District
Counsel/Agency Counsel/General Counsel

Approved as to Content:

Eric J. Levitt
Eric J. Levitt, City Manager/District
Manager/Executive Director/Executive
Officer

California Society of Municipal Finance Officers

Certificate of Award

***Excellence
Fiscal Year 2014-2015***

Presented to the

City of Simi Valley

For meeting the criteria established to achieve the Operating Budgeting Excellence Award.

February 8, 2015

Pamela Arends-King

***Pamela Arends-King
CSMFO President***

Michael Gomez

***Michael Gomez, Chair
Professional Standards and
Recognition Committee***



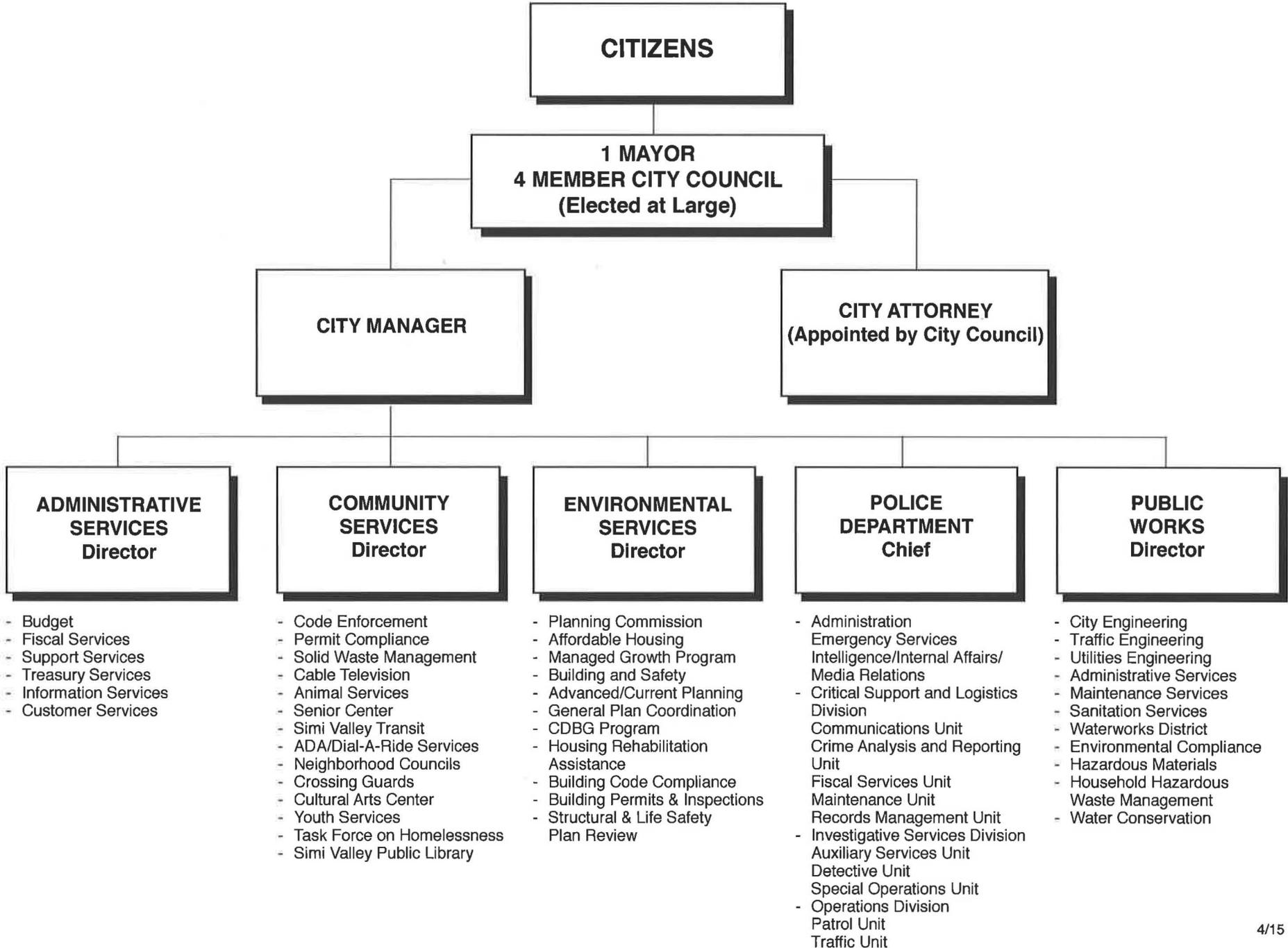
Dedicated Excellence in Municipal Financial Reporting



CITY OF SIMI VALLEY

CITY PROFILE AND FINANCIAL CONTEXT

ORGANIZATION of the City of SIMI VALLEY



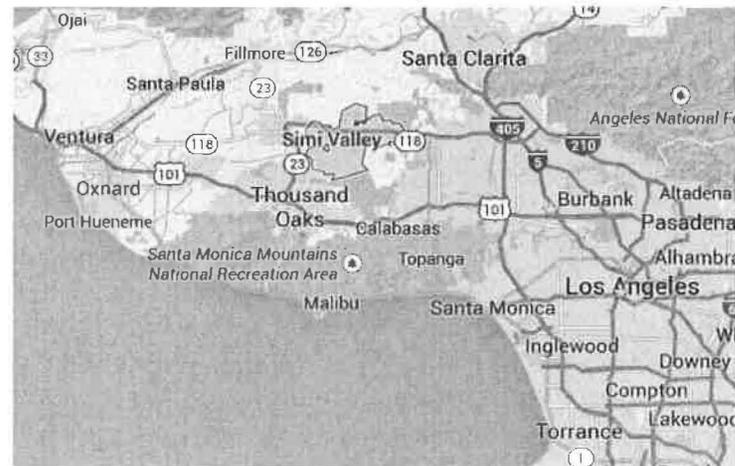


CITY OF SIMI VALLEY

CITY PROFILE

The City of Simi Valley is located on Ventura County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. It is the third largest of Ventura County's ten cities. Adjacent to the northwestern perimeter of the San Fernando Valley, Simi Valley is approximately 37 miles northwest of downtown Los Angeles.

The City, which covers a land area of 42.4 square miles with a mean elevation of 765 feet, was incorporated in 1969. The area was originally inhabited by the Chumash Indians in two villages named Simi and Tapo. The official City tree is the Coast Live Oak, whose acorns were used by the Chumash Indians for food. The official City flower is the California Wild Rose, from which the Chumash Indians ate vitamin-rich rosehips.



In 1795, El Rancho San Jose de Garcia de Simi was granted to Santiago Pico and Luis Pena by Governor Diego de Borica of Spanish California. This land grant, approximately 100,000 acres, was one of the largest ever made.

The City operates under the Council-Manager form of government. The City's four Council Members are elected at-large to four-year terms in alternate slates of two, every two years. The City's Mayor is elected at-large every two years. The Mayor presides over Council meetings and has one vote. Council members also serve as Board members of the Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees.

The City Council appoints both the City Manager and the City Attorney. The City Manager heads the executive branch of the government, implements City Council directives and policies, and manages the administration and operational functions through the various department heads. The City Manager is responsible for the appointment of department heads, and also serves as the City Clerk and City Treasurer.

City government is divided into five operating departments that report to the City Manager: Police, Public Works, Administrative Services, Environmental Services, and Community Services. The City has its own water agency (Ventura County Waterworks District No. 8) and its own Sanitation Division that collects and treats wastewater. Simi Valley also provides cultural arts and senior services at facilities managed by the Department of Community Services. Economic development and activities are managed out of the City Manager's Office.

Fire, paramedic, and animal regulation services are provided by Ventura County. The Rancho Simi Recreation and Park District provides leisure service activities.

CITY PROFILE (continued)

Physical Size

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

Population (January 1, 2015)

City Residents *	126,483
Growth Area Residents	128,777

Population Distribution By Age

	<u>2000 Census</u>	<u>2010 Census</u>
Under 5 years	7.30%	6.10%
05 to 09 years	8.60%	6.70%
10 to 14 years	8.10%	7.40%
15 to 19 years	7.00%	7.60%
20 to 24 years	5.40%	6.10%
25 to 34 years	14.10%	12.40%
35 to 44 years	18.80%	15.00%
45 to 54 years	14.70%	16.50%
55 to 59 years	5.00%	6.50%
60 to 64 years	3.40%	5.20%
65 to 74 years	4.50%	6.00%
75 to 84 years	2.40%	3.20%
85 years and older	0.70%	1.30%

* SOURCE: California Department of Finance

CITY PROFILE (continued)

Population Distribution By Ethnicity

	<u>2000 Census</u>	<u>2010 Census</u>
Caucasian	64.50%	52.00%
Hispanic or Latino	16.80%	23.30%
Black or African American	1.30%	1.40%
American Indian or Alaskan Native	0.70%	0.60%
Asian	6.30%	9.30%
Pacific Islander	0.10%	0.10%
Other	10.30%	13.30%

Housing Characteristics as of June 30, 2015 **

	<u>Number</u>	<u>Percentage</u>
Single Family Units	32,771	77.54%
1-4 Unit Structures	1,904	4.51%
5 or More Unit Structures	6,712	15.88%
Mobile Homes	874	2.07%
Total	42,261	100.00%

Households By Type

	<u>2000 Census</u>	<u>2010 Census</u>
Family Households (children under 18 years)	43.82%	40.30%
Family Households (no children under 18 years)	34.43%	36.60%
Non-Family Households (less than 65 Years)	16.37%	15.80%
Non-Family Households (65 years or older)	5.38%	7.30%

** SOURCE: City of Simi Valley - Department of Environmental Services

CITY PROFILE (continued)

Streets & Lights
Fiscal Year 2014-15

Miles of Paved Streets	332.69
Miles Paved or Resurfaced in FY 2013-14	3.929
Number of Streetlights	8,225

Building Permits Issued
Fiscal Year 2014-15

Number of Permits	5,855
Value of Permits	\$55,299,561

Business Tax
Fiscal Year 2014-15

Applications/Renewals Processed	9,643
---------------------------------	-------

Simi Valley Transit
Fiscal Year 2014-15

Fixed-Route Bus Ridership	378,652
Paratransit/Dial-A-Ride Passengers	45,364

CITY PROFILE (continued)

Sanitation Services (Wastewater Collection & Treatment)

Fiscal Year 2014-15

Customer Accounts	36,761
Sewer Lines	374
Treatment Plant Capacity	12.5
Average Daily Plant Flows	8.1

Water Services (Retail Sale of Water)

Fiscal Year 2014-15

Customer Accounts	25,585
Water Delivered to Customer Accounts	6,106 million gallons
Sales to Other Agencies	1
Water Delivered to Other Agencies	374.1 million gallons

NOTE: The balance of the community (approximately 13,000 customers)
is served by Golden State Water Company

CITY PROFILE (continued)

Tax Roll Year 2015-16
Computation of Legal Debt Margin

Gross Assessed Valuation of Taxable Property	\$16,595,802
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$622,343
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	0

2014-15 Principal Property Taxpayers in the City*

<u>Property Owner</u>	<u>Assessed Valuation</u>
Tishman Achstone and Smith	\$115,579,843
Fountains Apartments Ltd	\$78,561,594
NF Creekside Apartments LLC	\$70,209,055
SE-Shadow Ridge LLC	\$63,910,188
South Street Center LLC	\$53,515,042
Fairfield Rancho Corrales	\$50,454,400
Mountain Gate Associates LLC	\$44,500,000
MK RRP 400 National Way LLC	\$42,575,000
ESG Properties I LLC	\$42,255,807
Simi Entertainment Plaza LLC	\$37,029,791

* California Municipal Statistics, Inc

CITY PROFILE (continued)

Simi Valley's business community is growing continuously with businesses ranging from healthcare to manufacturing. The City of Simi Valley fosters a business-friendly atmosphere that recognizes the importance of economic development to the community. See why so many industry professionals are talking about Simi Valley's proactive, non-bureaucratic government; why the San Fernando Valley Business Journal named Simi Valley as a Most Business Friendly City for 15 years; and why the Los Angeles Daily News named Simi Valley the "Best City to Work In".

Lower Business Tax and lease rates combined with no utility taxes means that the cost of doing business in Simi Valley is lower than in the Los Angeles basin and the San Fernando Valley. The lower cost of doing business is not a short term perk. These long-term economic advantages help a business' bottom line year in and year out.

Located in the Studio Thirty Mile Zone (TMZ), Simi Valley is a Film-Friendly community and a popular film location. With a film-friendly permit process and dedicated staff to rapidly turn around film permit applications, Simi Valley follows the California Film Commission's Best Practices for Film Regulation and Policies.

2015 Top Employers in the City *

<u>Employer</u>	<u># of Employees</u>
Simi Valley Unified School District	2177
Simi Valley Hospital and Health Care	832
Rancho Simi Recreation and Park District	626
City of Simi Valley	529
Meggitt Safety Systems Inc.	321
McDonald's	305
Poly-Tainer	275
WalMart	260
Milgard Manufacturing	250
Waste Mangement	230

* Source: Simi Valley Chamber of Commerce

CITY PROFILE (continued)

FY 2015-16 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE

<u>City</u>	<u>Population*</u>	<u>General Fund Authorized FTE Positions</u>	<u>General Fund Budgeted Expenditures</u>	<u>Funding Per Capita</u>
Burbank (1)	106,084	632	\$157,650,707	\$1,486
Ventura (2)	109,338	461	\$96,197,101	\$880
Thousand Oaks (3)	129,349	230	\$76,933,217	\$595
Simi Valley	126,483	457	\$66,432,100	\$525
West Covina (4)	108,401	262	57,182,131	\$528
Santa Maria (5)	102,087	349	63,706,340	\$624

* SOURCE: California Department of Finance

(1) Excludes Fire, Library, Electric Utility, and Parks & Recreation functions

(2) Excludes Fire and Parks & Recreation functions

(3) Proposed Operating Budget

(4) Excludes Fire

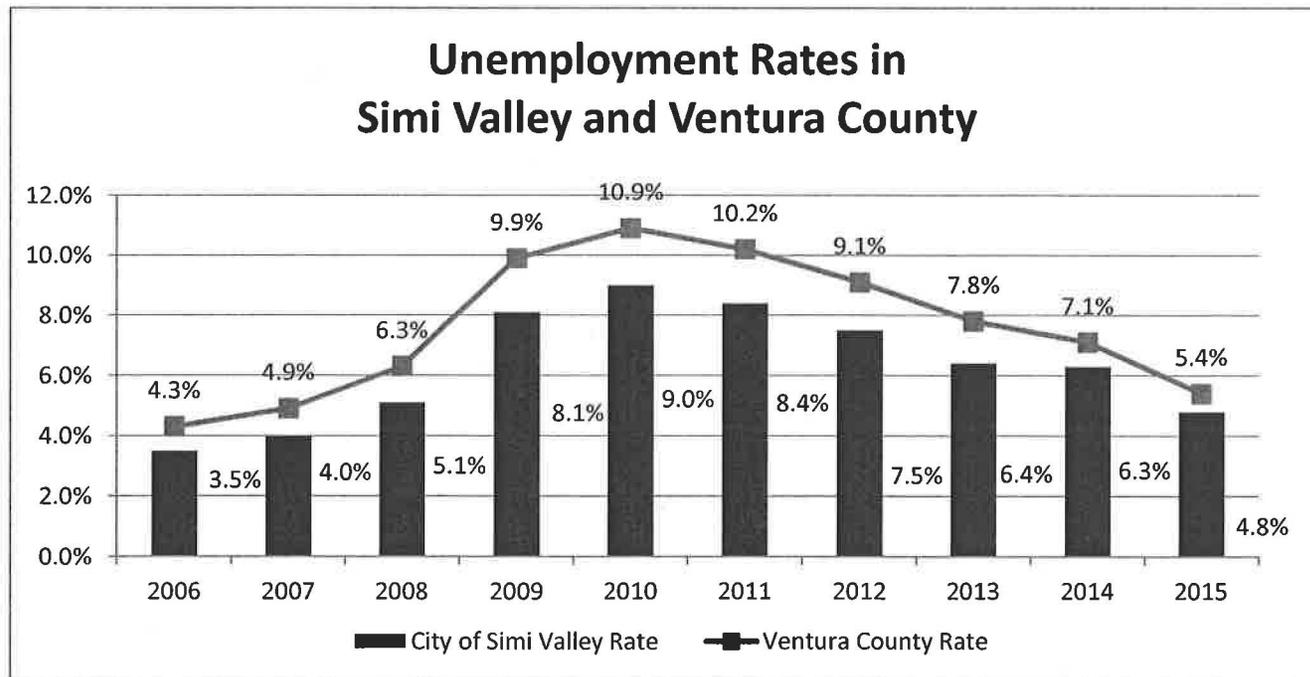
(5) Excludes Fire

FINANCIAL CONTEXT

In order to understand the City's budget, it is important to understand the overall context and economic conditions in which it is created. This section provides some financial indicators which help to frame this year's budget assumptions and estimates.

Unemployment Rate

As can be seen in the chart below, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City has decreased the past three years, with a steep drop of 1.5% between 2014 and 2015. The current 2015 rate of 4.8% brings the City back just slightly over the 2003 rate of 4.7% though still above the low of 3.5% in 2006.



FINANCIAL CONTEXT (continued)

Real Estate Market

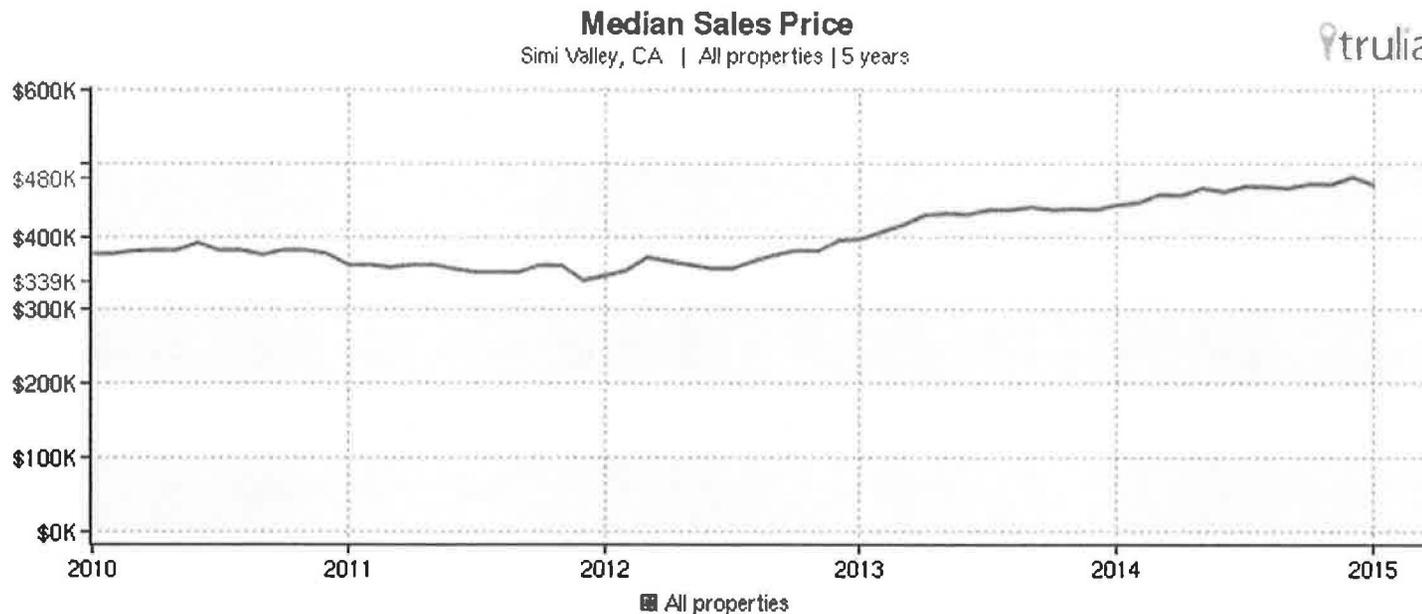
The median sales price for homes in Simi Valley CA for Jan 15 to Apr 15 was \$465,000. This is an increase of 4.5% compared to the prior year. Simi Valley home sales prices have risen 24.4% over the last five years. The Simi Valley average price per square foot was \$286, an increase of 3.3% compared to \$277 per square foot in the same period last year.

Median Sales Price in Simi Valley

i

1 Br 2 Br 3 Br 4 Br All properties

1 YR 5 YR MAX

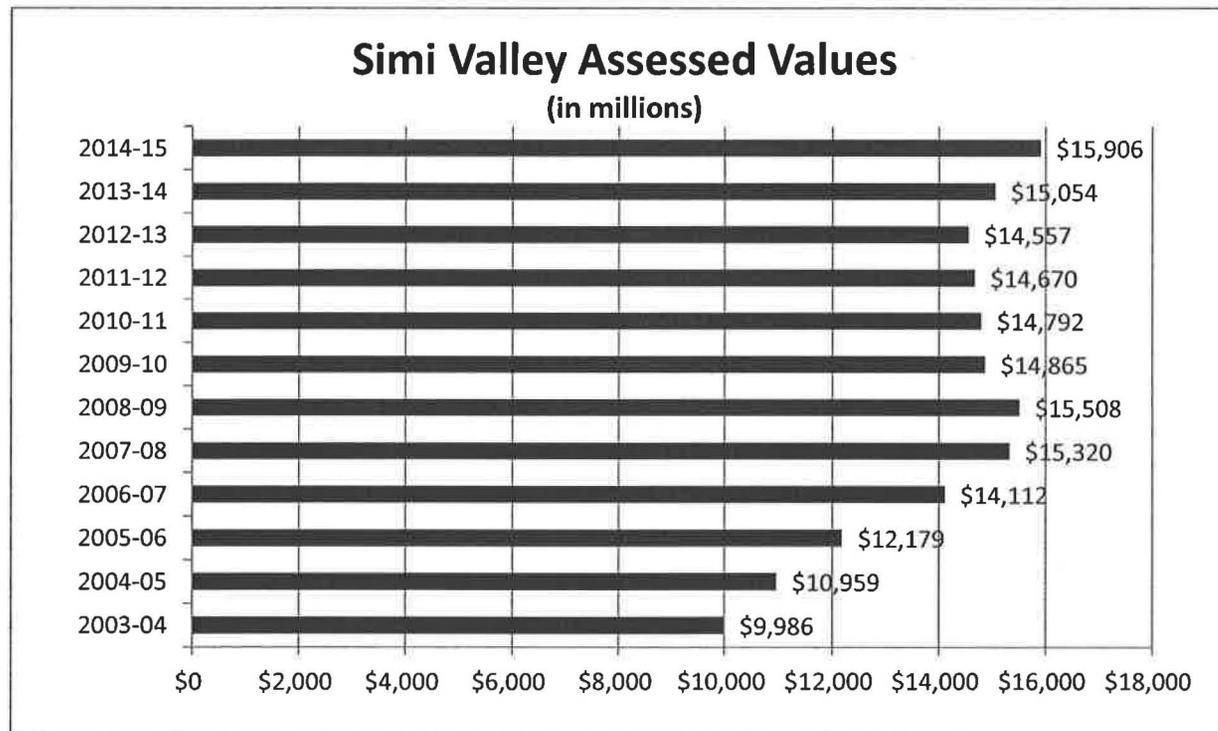


*Source: Trulia

FINANCIAL CONTEXT (continued)

Simi Valley Assessed Values

The assessed value of property is the basis for property tax, the City's number one revenue source. Thus, fluctuations have a significant impact upon the City's budget. The chart below shows assessed values from the tax roll for the City of Simi Valley since 2003-04. As can be seen, the City experienced increasing values during the "boom" of 2004-2008 followed by declines in the years since. The City's assessed values have increased by 3.4% from 2012-13 to 2013-14 and by 5.7% in 2014-15 from 2013-14. This signals a return to strong property values and positive growth for the local economy.



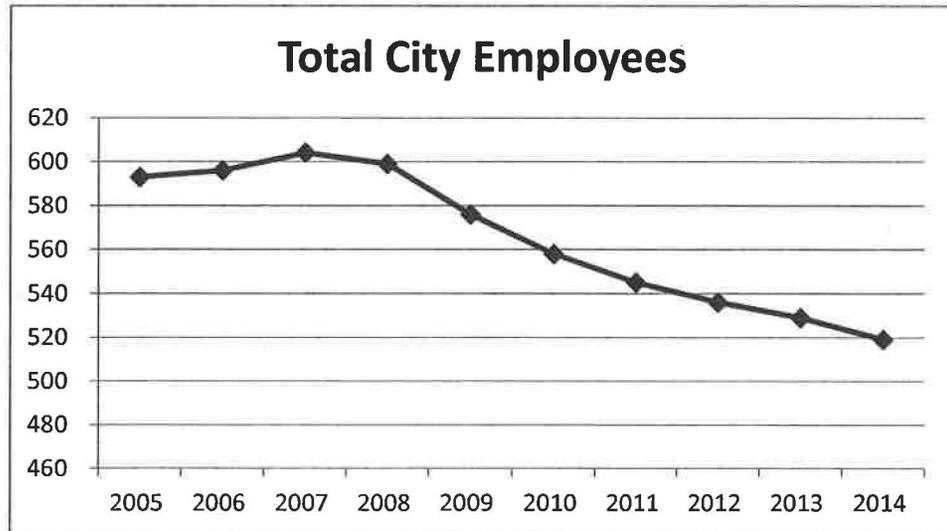
* Source: Ventura County Assessor's Office

FINANCIAL CONTEXT (continued)

City of Simi Valley Employees by Function

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General Government	67	70	70	68	62	55	57	55	57	57
Community Services	32	34	35	35	34	34	32	29	28	29
Planning	63	61	62	60	56	54	51	49	42	40
Public Ways & Facilities	111	107	110	102	102	97	92	92	89	88
Public Safety										
Sworn Police	122	120	125	127	122	118	119	123	120	119
Civilian	63	70	68	64	58	57	55	52	52	52
Sanitation	53	53	53	60	54	54	54	53	56	51
Waterworks	40	38	38	37	41	43	43	43	44	45
Transit	42	43	43	46	47	46	42	40	41	38
TOTAL	593	596	604	599	576	558	545	536	529	519

Total City Employees

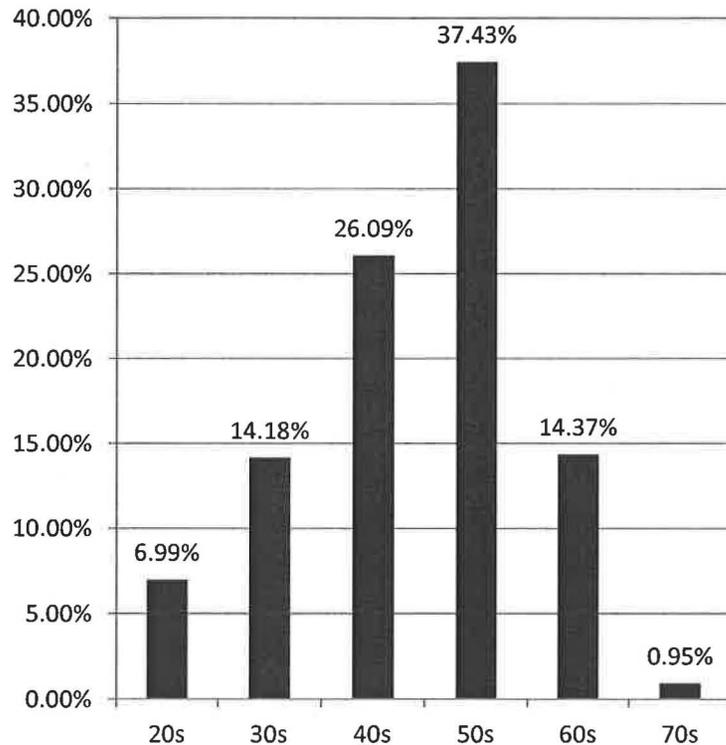


Totals do not include temporary employees or part-time crossing guards.

* Source: 2013-14 Comprehensive Annual Financial Report

FINANCIAL CONTEXT (continued)

Age Distribution of Simi Valley Employees as of April 2015



* Source: City of Simi Valley Human Resources

City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff. Turnover has historically been low. This has resulted in the current mean age of 53 years for all city employees. The aging of the workforce does have financial and other impacts.

Currently 52.7% of the City's workforce is at or above the age of 50. This means many employees are at or near to retirement age. Approximately 79% of employees are 40 years or age or above. The City will need to prepare for significant expected future turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, a perhaps expanded role for Human Resources, and succession planning.

FINANCIAL CONTEXT (continued)

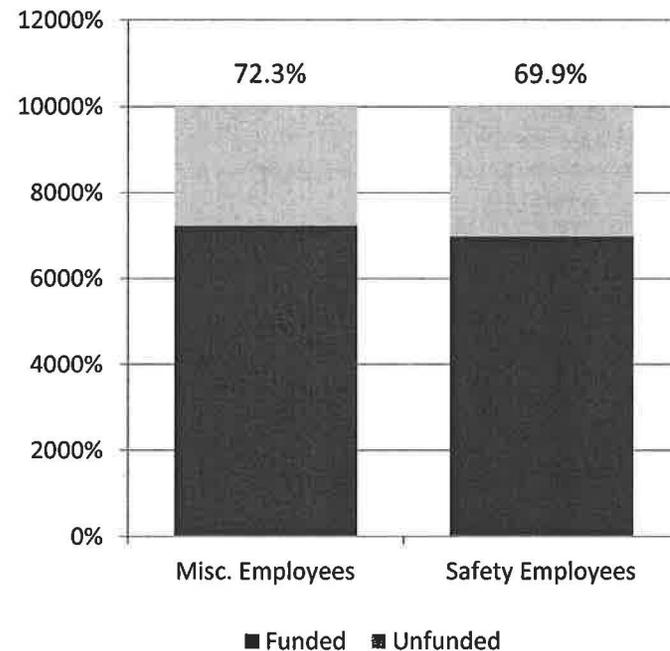
CalPERS Pension Liabilities

Increasingly, public discussion has focused on the level of funding set aside by cities to pay for employee pensions. Because CalPERS pensions are a combination of employee/employer contributions plus market returns (with the latter being the primary funding source), changes in market returns (which can impact the long term liability) are included in the actuarial studies.

Because pensions are a long term liability and the need to "pay off" the full liability is unlikely, many experts believe a funding level of 80% is sufficient, with greater percentages being more conservative and 100% the obvious goal. An actuarial valuation of the City of Simi Valley's liabilities as of 6/30/13 showed that pensions for Miscellaneous unit employees were funded at 72.3% and pensions for Sworn unit employees were funded at 69.9%.

CalPERS changed its funding model in 2014-15 to increase premium rates to account for employee longevity and recover from prior market losses. The City has negotiated employee offsets to pension costs, with employees now contributing to their pensions. PERS pension payments by the City are projected to be \$11.9 million in FY 15-16, up from \$10.9 million budgeted in FY 14-15, an increase of \$1,000,000.

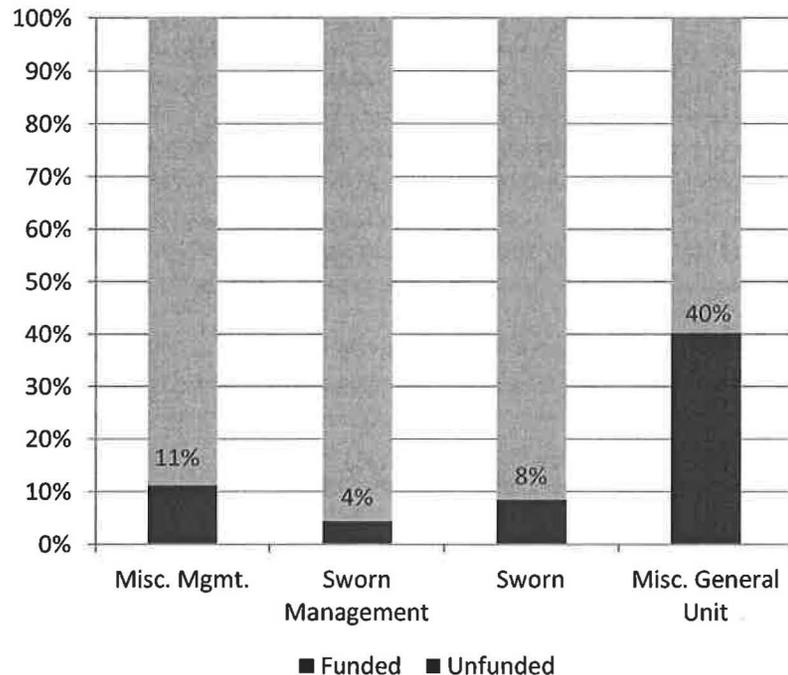
**CalPERS Pension Funding Status
as of 6/30/13 actuarial valuation**



*Source: 2013-14 Comprehensive Annual Financial Report

FINANCIAL CONTEXT (continued)

**Retiree Health Benefits Plan Funding Status
as of Actuarial Valuation 1/1/15**



*Source: January 1, 2015, Actuarial Study of Retiree Health Liabilities

Retiree Health Benefits Liabilities

The City provides post-retirement health benefits to various employee groups, the amount of which varies with the retiree's years of service, bargaining unit, and requirement of the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA).

As with CalPERS, the City's contributions are invested so that the combination of City contributions and investment returns pay for the future benefits. Although many public agencies fund these benefits on a "pay-as-you-go" basis, experts believe that an 80% funded liability level is a minimum standard for this long-term liability. The City established retiree medical trusts and began setting aside additional funds to address this liability in 2009.

As can be seen in the chart to the left, as of an actuarial valuation from January 2015, the City's retiree benefits funds are between 4% and 40% funded.

This is a significant improvement over previous valuations due to a change in the retiree medical program when the City moved to CalPERS as the medical insurance provider, which modified the retiree medical benefit. Nonetheless, this is below the recommended 80% minimum goal. Given the mean employee age of 48, it would be prudent to increase payments above required minimums to the retiree benefits fund in order to ensure coverage for benefit payments as they become due.

In FY 14-15 the City transferred an additional \$405,000 above regular annual "pay-as-you-go" contributions to the retiree medical trusts in an effort to pay down the liability as much as possible in the current fiscal year.



CITY OF SIMI VALLEY

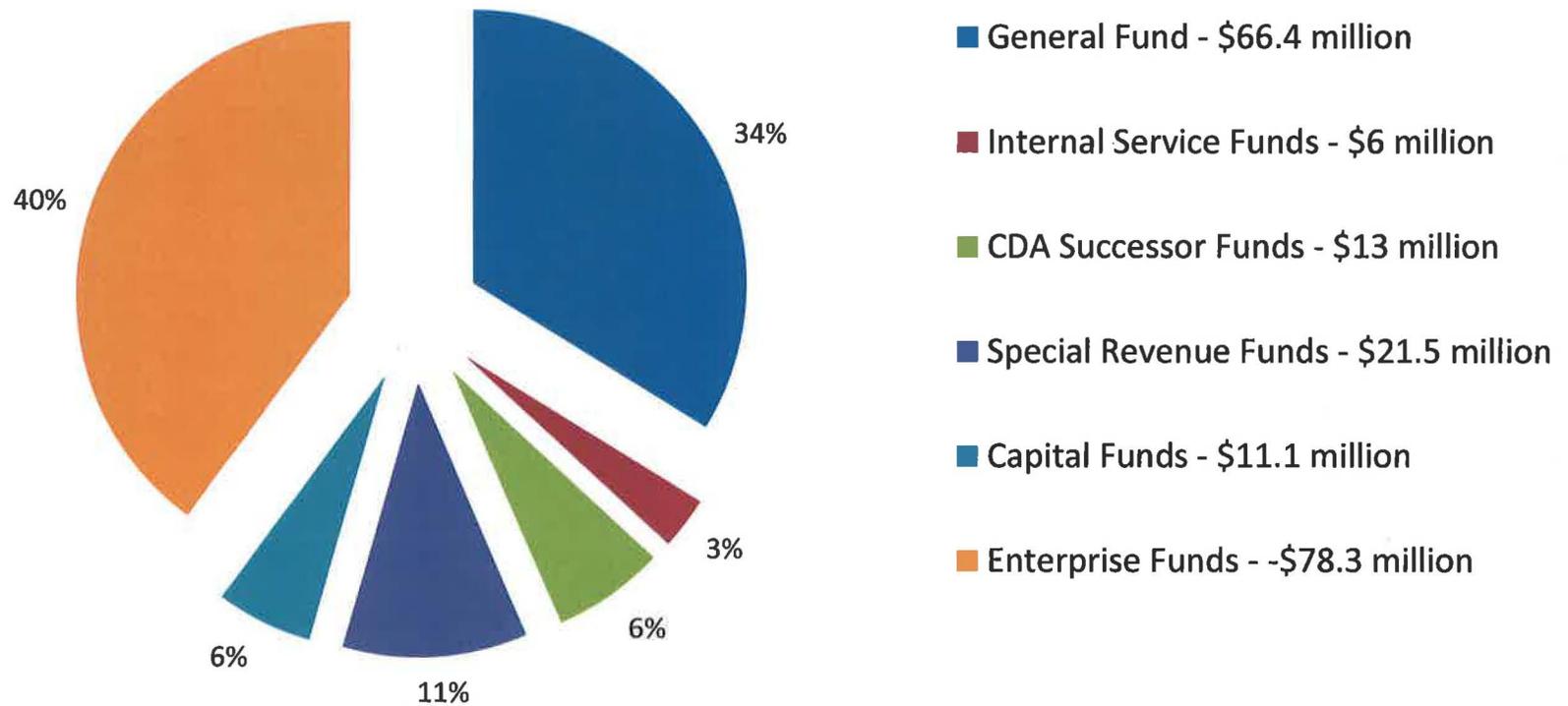
BUDGET OVERVIEW

CITYWIDE SUMMARY

Expenditures by Fund (including Transfers and Reimbursements)

Fund No.	Fund Title	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Est. Actual	FY 2015-16 Proposed	\$ Change from FY14-15 Budget	% Change from FY14-15 Budget
100	General Fund	\$ 66,521,731	\$ 64,556,725	\$ 60,857,900	\$ 66,432,100	\$ 1,875,375	2.9%
803	Liability Insurance Fund	1,725,365	1,479,600	1,458,600	1,711,800	232,200	15.7%
805	Workers' Compensation Insurance Fund	2,880,219	4,042,200	3,368,100	4,074,500	32,300	0.8%
807	GIS Operating Fund	70,264	127,900	127,700	102,000	(25,900)	-20.3%
809	FIS Operating Fund	94,131	168,100	77,900	131,900	(36,200)	-21.5%
200	Community Development Successor Agency	401,505	3,625,800	3,612,300	2,355,600	(1,270,200)	-35.0%
201	Housing Successor Agency	3,265,565	9,550,000	60,000	9,729,300	179,300	1.9%
202	Local Housing Fund	159,731	530,500	473,400	140,200	(390,300)	-73.6%
203	CalHome Program Fund	287,461	636,000	636,000	500,000	(136,000)	-21.4%
204	HOME Program Fund	7,402	3,000	300	250,200	247,200	8240.0%
214	Public Education and Gov't Fund	40,530	143,900	47,400	655,200	511,300	355.3%
215	Gasoline Tax Fund	3,843,804	3,174,700	3,600,900	3,429,700	255,000	8.0%
233	Bike Lanes Fund	-	75,000	67,600	8,000	(67,000)	-89.3%
238	Local Transportation Fund	4,285,842	5,521,349	3,959,530	5,967,500	446,151	8.1%
250	Library Fund	1,987,689	2,200,100	2,154,900	2,199,300	(800)	0.0%
260	New Dwelling Fees Fund	-	439,900	439,900	-	(439,900)	-100.0%
262	Development Agreement Fund	1,022,411	3,393,600	2,743,200	3,505,300	111,700	3.3%
263	Traffic Impact Fees Fund	-	-	-	-	-	0.0%
270	Economic Stabilization Fund	755,900	-	-	-	-	0.0%
280	Forfeited Assets Fund	621,797	663,800	369,900	488,300	(175,500)	-26.4%
287	Law Enforcement Grants Fund	312,122	137,000	137,000	261,100	124,100	90.6%
290	Community Development Block Grant	1,057,194	951,309	463,467	615,254	(336,055)	-35.3%
297	Retiree Benefits Fund	1,572,407	2,122,400	1,500,000	1,500,000	(622,400)	-29.3%
3001	Landscape Augmentation Fund	805,234	1,171,800	1,168,400	966,700	(205,100)	-17.5%
3002-3499	Landscape Maintenance District No. 1 Funds	2,506,865	1,865,500	1,740,600	1,879,108	13,608	0.7%
600	Streets and Roads Fund	2,600,894	3,441,900	3,441,900	4,944,500	1,502,600	43.7%
648	Computer Equipment Replacement Fund	910,564	1,510,600	1,489,000	737,400	(773,200)	-51.2%
649	Community Development (GIS) Capital Fund	115,774	829,100	52,278	400,000	(429,100)	-51.8%
651	Vehicle Replacement Fund	383,311	693,300	693,300	649,800	(43,500)	-6.3%
655	Building Improvement Fund	1,173,898	1,372,100	76,200	1,197,500	(174,600)	-12.7%
656	FIS Capital Fund	18,137	668,100	151,500	1,650,000	981,900	147.0%
660	PD Capital	59,548	233,900	233,500	1,548,000	1,314,100	561.8%
750	Transit Fund	5,920,345	13,844,913	9,138,600	14,184,200	339,287	2.5%
700	Sanitation	13,977,758	14,885,200	13,747,400	15,096,300	211,100	1.4%
701	Sewer Connection Fees Fund	793,423	793,423	679,223	-	(793,423)	-100.0%
702	Sewer Replacement Reserve	3,736,648	3,116,800	5,955,724	4,535,000	1,418,200	45.5%
761	Waterworks District No. 8	39,346,967	38,734,900	39,612,100	41,053,900	2,319,000	6.0%
762	Water Connection Fees Fund	2,907,180	1,415,200	2,395,627	400,000	(1,015,200)	-71.7%
763	Waterworks Replacement Reserve	717,670	2,243,400	4,947,678	3,050,100	806,700	36.0%
TOTALS:		166,887,286	190,363,019	171,679,027	196,349,762	5,986,743	3.1%

2015-16 Adopted Budget by Fund Type



CITYWIDE SUMMARY

Revenues by Fund (Including Transfers In)

Fund No.	Fund Title	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Est. Actual	FY 2015-16 Proposed	\$ Change from FY14-15 Budget	% Change from FY14-15 Budget
100	General Fund	\$ 64,950,893	\$ 64,755,570	\$ 63,375,000	\$ 63,646,200	\$ (1,109,370)	-1.7%
803	Liability Insurance Fund	1,524,666	1,483,600	1,483,600	23,100	(1,460,500)	-98.4%
805	Workers' Compensation Insurance Fund	3,247,723	3,749,700	3,408,600	4,295,000	545,300	14.5%
807	GIS Operating Fund	91,859	91,600	91,900	91,900	300	0.3%
809	FIS Operating Fund	131,033	420,100	420,100	184,500	(235,600)	-56.1%
200	Community Development Successor Agency	401,506	3,625,000	2,099,800	4,238,600	613,600	16.9%
201	Housing Successor Agency	4,283,985	496,200	2,029,700	626,900	130,700	26.3%
202	Local Housing Fund	42,341	99,000	37,900	982,800	883,800	892.7%
203	CalHome Program Fund	232,218	636,000	729,300	500,000	(136,000)	-21.4%
204	HOME Program Fund	80,022	32,400	2,700	2,400	(30,000)	-92.6%
214	Public Education and Gov't Fund	282,723	276,600	276,600	276,600	-	0.0%
215	Gasoline Tax Fund	3,843,804	3,174,700	3,600,900	3,429,700	255,000	8.0%
233	Bike Lanes Fund	-	-	240,150	8,100	8,100	100.0%
238	Local Transportation Fund	5,021,970	4,785,249	4,785,249	4,405,681	(379,568)	-7.9%
250	Library Fund	2,295,803	2,258,900	2,286,295	2,298,586	39,686	1.8%
260	New Dwelling Fees Fund	38,298	76,400	16,000	125,000	48,600	63.6%
262	Development Agreement Fund	84,755	160,000	45,000	160,000	-	0.0%
263	Traffic Impact Fees Fund	160,151	44,700	24,000	22,000	(22,700)	0.0%
270	Economic Stabilization Fund	2,054	1,000	1,000	1,000	-	0.0%
280	Forfeited Assets Fund	477,872	526,000	566,000	351,000	(175,000)	-33.3%
287	Law Enforcement Grants Fund	321,468	287,537	255,700	261,100	(26,437)	-9.2%
297	Retiree Benefits Fund	1,788,683	2,222,300	1,816,500	1,224,600	(997,700)	-44.9%
3001	Landscape Augmentation Fund	804,148	1,171,800	1,172,058	966,700	(205,100)	-17.5%
3002-3499	Landscape Maintenance District No. 1 Funds	1,598,836	1,965,159	1,965,779	1,764,652	(200,507)	-10.2%
600	Streets and Roads Fund	3,136,022	3,441,900	3,441,900	4,944,500	1,502,600	43.7%
648	Computer Equipment Replacement Fund	844,068	949,500	949,500	935,600	(13,900)	-1.5%
649	Community Development (GIS) Capital Fund	322,124	884,200	884,200	4,500	(879,700)	-99.5%
651	Vehicle Replacement Fund	779,400	607,300	607,300	482,500	(124,800)	-20.5%
655	Building Improvement Fund	919,252	726,600	76,200	1,273,700	547,100	75.3%
656	FIS Capital Fund	182,390	862,800	862,800	425,800	(437,000)	-50.6%
660	PD Capital	73,562	157,800	158,500	1,549,000	1,391,200	881.6%
750	Transit Fund	5,766,846	13,177,461	9,138,600	14,184,200	1,006,739	7.6%
700	Sanitation	14,961,745	14,836,500	14,296,400	14,427,800	(408,700)	-2.8%
701	Sewer Connection Fees Fund	1,869,188	120,000	116,000	165,000	45,000	37.5%
702	Sewer Replacement Reserve	2,365,363	1,909,300	1,909,300	1,914,800	5,500	0.3%
761	Waterworks District No. 8	37,673,325	37,865,200	36,079,900	37,002,000	(863,200)	-2.3%
762	Water Connection Fees Fund	1,761,238	36,300	106,300	75,000	38,700	106.6%
763	Waterworks Replacement Reserve	1,582,100	1,582,100	1,582,100	3,555,800	1,973,700	124.8%
	TOTALS:	163,943,434	169,496,476	160,938,831	170,826,319	1,329,843	0.8%

BUDGET STRUCTURE

The City's budget is comprised of six types of funds, as follows:

General Fund

The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

All City departments such as Police, Public Works, Community Services, Environmental Services, Administrative Services, and City Administration are funded by the General Fund.

Enterprise Funds

Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. An enterprise program is managed much like a business in that it is self-supporting in nature.

The City's enterprise funds include Transit, Sanitation (wastewater), and Ventura County Waterworks District No. 8.

Internal Service Funds

Internal service funds account for the financing of goods and services provided by one department to another department on a cost-reimbursement basis.

Examples of City internal service funds include liability insurance, workers' compensation, and information technology.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specific purposes.

Special revenue funds include such things as the Library, PEG fund, Police Forfeited Assets, and gas tax, among others.

Former Community Development Agency Funds

These funds, technically Private Purpose Trust funds, account for the assets and liabilities held by the City in a trustee capacity as an agent for other entities.

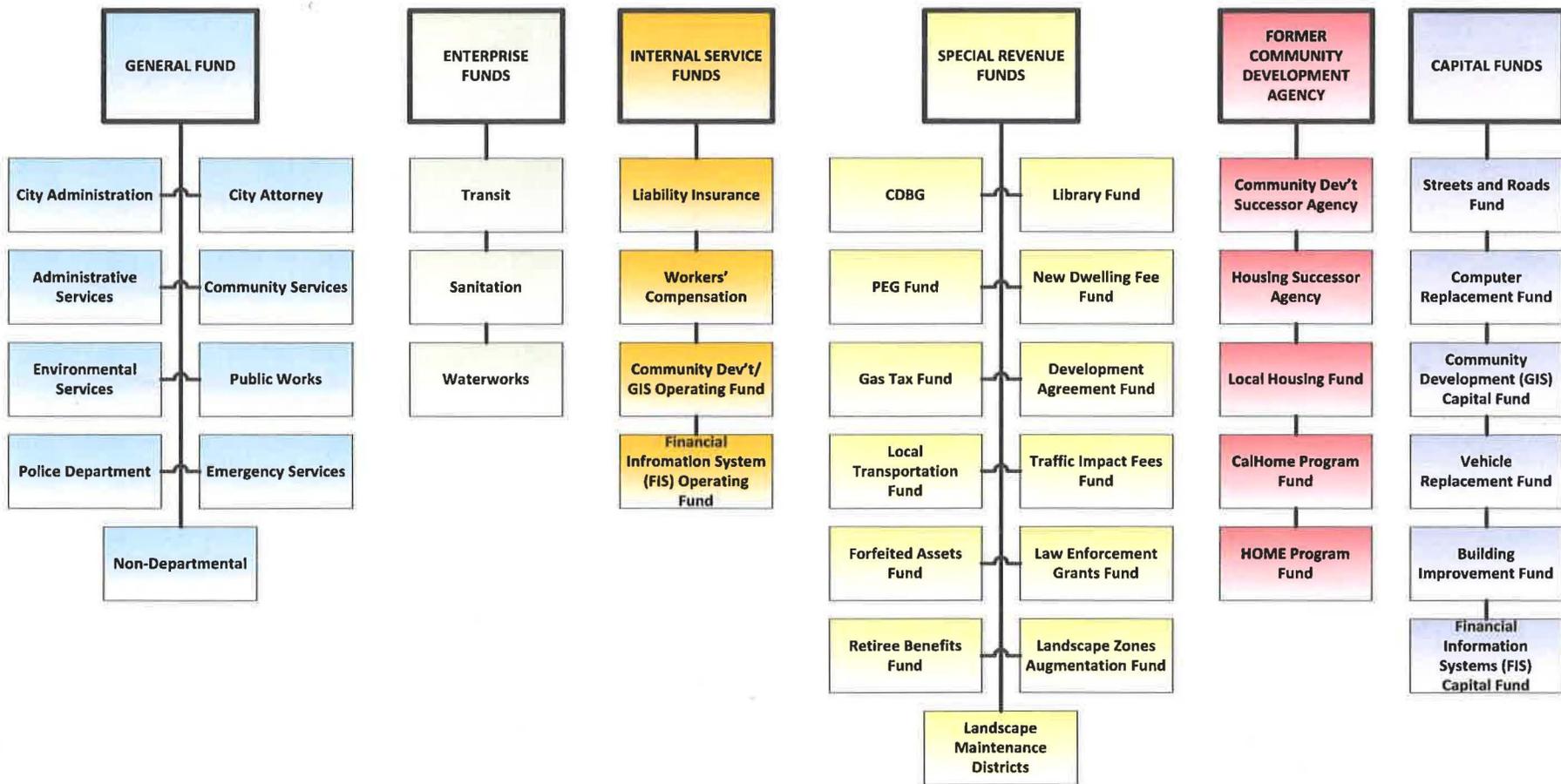
The City segregates these funds to show the impacts of dissolution of the former Community Development Agency (CDA). These funds account for allocated revenue to pay estimated installment payments of enforceable obligations until obligations of the former CDA are paid in full and assets have been liquidated.

Capital Improvement Funds

Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The City's Vehicle Replacement Fund, Computer Equipment Replacement Fund, and Building Improvement Fund are examples of capital improvement funds.

BUDGET STRUCTURE (continued)



DEBT SERVICE

Like many municipalities, the City uses various types of instruments to finance long-term projects.

Certificates of Participation bonds are common form of City-issued debt and offer the investor an opportunity to participate in the future income stream, of a City property or asset which is being built or renovated. Proceeds from the Certificate issue are used to fund the project and leases generated from the project provide for the debt payments. An example of this would be the improvements and expansion of the Senior Citizen's Center and the public capital improvements related to the construction of the shopping mall.

Refunded Debt is when the City refinances outstanding bonds by issuing new bonds. There are generally two major reasons for refunding: to reduce the City's interest costs or to remove burdensome restrictions imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding bonds when due in an "advance refunding" or used to promptly (typically within 90 days) retire the outstanding bonds in a "current refunding." The new bonds are referred to as the "refunding bonds," and the outstanding bonds being refinanced are referred to as the "refunded bonds" or the "prior issue." Generally, refunded bonds are not considered a part of the issuer's debt because the lien of the holders of the refunded bonds, in the first instance, is on the escrowed funds, not on the originally pledged source of revenues

Lease Revenue Bonds are bonds whose principal and interest are payable exclusively from revenues based on rental payments from a lessee. Rental payments are often derived from earnings of an enterprise that may be operated by the lessee or the lessor. Rental payments may also be derived from taxes levied by the lessee; very similar to Certificates of Participation.

Tax Allocation Bond (also known as a Tax Increment Bond) is a bond payable from the incremental increase in tax revenues realized from any increase in property value and other economic activity, often designed to capture the economic benefit resulting from a bond financing. Tax increment bonds are often used to finance redevelopment projects. The City used Tax Allocation Bonds to support infrastructure projects for development of the West end of the City.

The City of Simi Valley currently has two active bonds, a 2014 Lease Revenue issue which was used to refund former 2004 Certificates of Participation, and a 2003 Tax Allocation Bond which refunded former 1993 revenue bonds. The 2014 refunding process took place in the form of the issuance and sale of Lease Revenue Refunding Bonds. This "refinancing" allowed the City to reduce its cash debt service by approximately \$4.2 million dollars over the next 20 years.

The debt payment schedule for active issues is provided on subsequent pages.

2014 Lease Revenue Refunding Bonds

Purpose: Refinance/refund former 2004 Certificates of Participation bonds to a lower rate
 2004 bonds were for Civic Center construction including Police Station, City Hall, Transit Maintenance Facility, etc.

Paid by: Fund 100 - General Fund

Principal \$ 18,795,000
 Outstanding \$ 18,252,000

Period Ending			
30-Jun	Principal	Interest	Total
2015	\$ 270,000.00	\$ 482,259.38	\$ 752,259.38
2016	\$ -	\$ 806,625.00	\$ 806,625.00
2017	\$ -	\$ 806,625.00	\$ 806,625.00
2018	\$ 675,000.00	\$ 793,125.00	\$ 1,468,125.00
2019	\$ 705,000.00	\$ 765,525.00	\$ 1,470,525.00
2020	\$ 735,000.00	\$ 738,225.00	\$ 1,473,225.00
2021	\$ 765,000.00	\$ 705,900.00	\$ 1,470,900.00
2022	\$ 800,000.00	\$ 666,775.00	\$ 1,466,775.00
2023	\$ 845,000.00	\$ 625,650.00	\$ 1,470,650.00
2024	\$ 890,000.00	\$ 582,275.00	\$ 1,472,275.00
2025	\$ 935,000.00	\$ 536,650.00	\$ 1,471,650.00

Period Ending			
30-Jun	Principal	Interest	Total
2026	\$ 980,000.00	\$ 488,775.00	\$ 1,468,775.00
2027	\$ 1,035,000.00	\$ 438,400.00	\$ 1,473,400.00
2028	\$ 1,085,000.00	\$ 385,400.00	\$ 1,470,400.00
2029	\$ 1,145,000.00	\$ 329,650.00	\$ 1,474,650.00
2030	\$ 1,200,000.00	\$ 271,025.00	\$ 1,471,025.00
2031	\$ 1,250,000.00	\$ 219,931.25	\$ 1,469,931.25
2032	\$ 1,295,000.00	\$ 176,175.00	\$ 1,471,175.00
2033	\$ 1,345,000.00	\$ 129,134.38	\$ 1,474,134.38
2034	\$ 1,395,000.00	\$ 79,471.88	\$ 1,474,471.88
2035	\$ 1,445,000.00	\$ 27,093.75	\$ 1,472,093.75
TOTAL	\$ 18,795,000.00	\$ 10,054,690.64	\$ 28,849,690.64

2003 Tax Allocation Bonds

Purpose: Refund 1993 revenue bonds and create a reserve account

Paid by: Fund 200 - Successor Agency (former Redevelopment Agency through the Redevelopment Property Tax Trust Fund or RPTTF)

Principal \$ 31,795,000

Outstanding \$ 23,650,000

Period Ending

30-Jun	Principal	Interest	Total
2015	\$ 935,000.00	\$ 1,147,081.26	\$ 2,082,081.26
2016	\$ 970,000.00	\$ 1,108,375.01	\$ 2,078,375.01
2017	\$ 1,010,000.00	\$ 1,066,906.26	\$ 2,076,906.26
2018	\$ 1,055,000.00	\$ 1,022,365.63	\$ 2,077,365.63
2019	\$ 1,100,000.00	\$ 970,412.50	\$ 2,070,412.50
2020	\$ 1,160,000.00	\$ 911,087.50	\$ 2,071,087.50
2021	\$ 1,220,000.00	\$ 848,612.50	\$ 2,068,612.50
2022	\$ 1,285,000.00	\$ 782,856.25	\$ 2,067,856.25
2023	\$ 1,350,000.00	\$ 713,687.50	\$ 2,063,687.50

Period Ending

30-Jun	Principal	Interest	Total
2024	\$ 1,420,000.00	\$ 642,750.00	\$ 2,062,750.00
2025	\$ 1,490,000.00	\$ 570,000.00	\$ 2,060,000.00
2026	\$ 1,565,000.00	\$ 493,625.00	\$ 2,058,625.00
2027	\$ 1,645,000.00	\$ 413,375.00	\$ 2,058,375.00
2028	\$ 1,725,000.00	\$ 329,125.00	\$ 2,054,125.00
2029	\$ 1,815,000.00	\$ 240,625.00	\$ 2,055,625.00
2030	\$ 1,905,000.00	\$ 147,625.00	\$ 2,052,625.00
2031	\$ 2,000,000.00	\$ 50,000.00	\$ 2,050,000.00
TOTAL	\$ 23,650,000.00	\$ 11,458,509.41	\$ 35,108,509.41

BUDGET FORMULATION AND ADOPTION

Each year, the City of Simi Valley develops and adopts a balanced budget which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for departments and agencies that comprise the City's governmental structure.

The City's fiscal year runs from July 1 to June 30. In November, departments and agencies are instructed to identify and submit requests for new positions and position reclassifications to the Human Resources office. Departments are instructed to identify and submit requests for capital office furniture and communications equipment to the Support Services office in early March. Requests for new and non-standard computer hardware and software are due to the Information Services office in early April.

In February, the City Council adopts budget development guidelines which provide overall direction for development of the Proposed Budget and Supporting Document. Subsequent to the City Council's action, in late February, the Budget Office issues detailed budget development instructions to departments and agencies.

Departments and agencies submit current level expense budgets, requests for budget increases (Policy Items), requests for replacement of equipment items (Capital Asset Requests), and possible budget reductions (Reductions) to the Budget Officer in March. Concurrently, the Human Resources Office, Information Services Office, and Support Services Office issues their recommendations for new and reclassified positions, non-standard computer hardware and software, office furniture, and communications equipment. The Budget Office, with assistance from departments and agencies, also develops preliminary revenue projections during this period.

The City Manager and his staff conduct a series of budget review meetings with departments and agencies in April. The City Manager also reviews revenue projections during this period.

A Proposed Budget for all operating and capital improvement funds, containing the current level proposed budget, is prepared and distributed in May. A Supporting Document that contains line item budget detail, Policy Items, Capital Asset Requests, and Proposed Reductions is also prepared and distributed in May.

In early June the Budget Office develops recommendations for City Council consideration which are submitted in the form of a staff report submitted by the City Manager. One or more budget hearings are held by the City Council in June. The Adopted Budget, which incorporates changes made by the City Council during the budget hearings, goes into effect on July 1.

BUDGET AND FISCAL POLICIES

I. Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:

- A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.
- B. The City will maintain a prudent General Fund balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures.
- C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
- D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
- E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.

II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following

budget development guidelines have been established by the City Council:

- A. Performance objectives will be incorporated in each department's budget, including the result achieved for each objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.
- B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.
- C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.
- D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.
- E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for

reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.

III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:

A. Operating Budget: The City Council will adopt an annual City budget for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.

B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year are also contained in the Preliminary Base Budget and Supporting Document. The projects proposed for the following four years are provided as information to assist the City Council in making informed budget decisions and to advise them of future capital needs.

IV. Accounting System and Budgetary Control

A. The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.

B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the

exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds.

C. Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

D. The City's capitalization threshold is \$5,000 for property, plant, equipment, and \$25,000 for infrastructure assets. The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

V. Financial Reporting

A. Monthly: Following each month-end close (generally occurring within 15 days of month end), on-line financial statements are available in the City's financial reporting system.

B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.

C. Mid-Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end

results, is submitted to the City Council following the end of the second quarter of each fiscal year.

D. Year-End: The City will prepare year-end financial reports as follows:

- i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion. (Note: auditors express an unqualified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client's point of view.)
- ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.
- iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.

VI. User Fees and Rates

A. Purpose: User fees are established by the City Council to achieve the following objectives:

- i. To establish an equitable basis for costing services to the public;
- ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;

iii. To provide for reasonable cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;

iv. To ensure that fees do not exceed the cost of providing services.

B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an "as needed" basis.

C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

COST ALLOCATION PLAN

The Cost Allocation Plan was developed in order to identify the total program costs of providing municipal services to the citizens of Simi Valley. As is the case with most organizations, both private and public, the costs of providing services or products can be classified into two categories: direct costs and indirect costs. Direct costs are those which can be specifically identified with a particular cost objective, such as street maintenance, police protection, landscape maintenance, public transportation, water services, and sewage treatment. Indirect costs are not readily identifiable with a particular operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective. Common examples of indirect costs are accounting, purchasing, human resources, building maintenance, and utilities. Although indirect costs are generally not readily identifiable with direct operating programs, they are nevertheless incurred by the organization in providing a service or product. As such, if the total costs of a program are to be identified, it is essential that some method be utilized to distribute indirect costs to operating programs.

Theoretically, all indirect costs could be charged directly to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, most organizations budget and account for direct and indirect costs separately. However, in order to accurately reflect the total cost of providing a service or product, some methodology of identifying and allocating indirect costs to specific cost objectives must be developed. The purpose of a Cost Allocation Plan is to identify indirect costs and to allocate them to particular cost objectives in a logical and uniform manner.

As direct and indirect costs are generally budgeted separately by organizational unit, the direct and indirect cost concept can be related to departmental functions. In a municipal enterprise, the cost of agencies or departments that primarily provide services to the public can be considered direct costs and the cost of departments or programs that primarily provide services to the organization can be considered indirect costs. This concept, of service to the public as opposed to service to the organization, is the basis of identifying direct and indirect costs in the City's Cost Allocation Plan.

Based on this identification of direct and indirect costs, an indirect cost rate can be developed. By applying this indirect cost rate against direct program costs, the total cost can be derived. The Cost Allocation Plan provides an overall indirect cost rate for the City as well as unique indirect cost rates for each major program area.

Through the identification of total program costs, the City's Cost Allocation Plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations. For example, the Cost Allocation Plan can be used to recover the indirect costs associated with administering federal grant programs. Additionally, the Cost Allocation Plan can be used to identify the cost incurred by the City in administering and providing support services to special districts and funds. For example, although the Office of the City Manager, City Attorney, and Department of Administrative Services are organized and budgeted in the General Fund, these departments provide support services to other funds and districts such as Sanitation, Waterworks, Lighting Maintenance, and Transit. The Cost Allocation Plan, by

identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for FY 2015-16 is available upon request from the Department of Administrative Services.

CHANGES IN GENERAL FUND BALANCE

CHANGES IN GENERAL FUND BALANCE
(Funds 100, 102 and 115)

	ACTUAL 2013-14	AMENDED BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING GENERAL FUND BALANCE	\$ 37,851,948	\$ 36,193,404	\$ 36,193,404	\$ 38,223,604	\$ 36,944,104	\$ 34,598,104
Resources						
Revenues	\$ 64,950,893	\$ 64,755,570	\$ 63,375,000	\$ 63,646,200	\$ 66,405,800	\$ 70,414,500
Prior Year Surplus	-	-	-	1,279,500	-	-
80% of CDA Loan Repayment	-	-	-	1,506,400	1,506,400	1,506,400
Net Resources	\$ 64,950,893	\$ 64,755,570	\$ 63,375,000	\$ 66,432,100	\$ 67,912,200	\$ 71,920,900
Expenditures	\$ 66,609,437	\$ 66,698,925	\$ 61,344,800	\$ 66,432,100	\$ 70,258,200	\$ 71,184,200
Anticipated Underexpenditures		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Carryovers		800,000		800,000	800,000	800,000
Net Expenditures	\$ 66,609,437	\$ 66,698,925	\$ 61,344,800	\$ 66,432,100	\$ 70,258,200	\$ 71,184,200
Resources less Net Expenditures	\$ (1,658,544)	\$ (1,943,355)	\$ 2,030,200	\$ -	\$ (2,346,000)	\$ 736,700
ENDING GENERAL FUND BALANCE	\$ 36,193,404	\$ 34,250,049	\$ 38,223,604	\$ 36,944,104	\$ 34,598,104	\$ 35,334,804
Prudent Reserve (17% of expenditures)	\$ 11,323,600	\$ 11,338,800	\$ 10,428,600	\$ 11,293,500	\$ 11,943,900	\$ 12,101,300
Assigned Fund Balance	\$ 19,964,083	\$ 20,087,521	\$ 18,199,205	\$ 16,353,561	\$ 14,470,617	\$ 12,587,673
Encumbrance Reserve	\$ 239,262	\$ 362,700	\$ 362,700	\$ 400,000	\$ 400,000	\$ 400,000
CDA Loan Receivable **	11,326,760	11,326,760	9,443,816	7,560,872	5,677,928	3,794,984
Advances to Other Funds (Various)	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390
Loans Receivable (Various)	361,671	361,671	356,299	356,299	356,299	356,299
Unassigned Fund Balance	\$ 4,905,721	\$ 2,823,728	\$ 9,595,799	\$ 9,297,043	\$ 8,183,587	\$ 10,645,831

** Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and commenced June 2014.

CHANGES IN GENERAL FUND BALANCE

FY 2014-15 starting General Fund balance was \$36.2 million. The City's General Fund is projected to end FY 2014-15 with a surplus of \$2,030,200. This, added to the existing fund balance, results in a starting initial balance for FY 2015-16 of \$38.2 Million.

The Proposed Budget has been balanced through a combination of expenditure reductions, carrying forward \$1.3 million of projected FY 2014-15 surplus, and using \$1,506,400 in Community Development Agency loan repayment revenues received for FY 2014-15.

The City continues to work to stabilize its operating budget and ensure that revenues cover expenditures. Staff reductions, expenditure restraints, refunding of bonds to minimize debt service payments, reviews of utility bills, and approval of new fees are all steps taken toward this goal. More work is to be done as revenue growth has not kept pace with expenditure growth and the City will need to carefully review spending amongst competing priorities.

The City's General Fund balance is comprised of three components: the Prudent Reserve For Economic Uncertainty, the Assigned Fund Balance, and the Unassigned Fund Balance.

The Prudent Reserve is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years.

The Assigned Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes and reflects long-term receivables. The Assigned General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.
- The outstanding balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.

The Unassigned Fund Balance is the portion that is unrestricted and available for use per City Council directive.

As in previous years, General Fund balance projections reflect anticipated under-expenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2015-16, the amount is \$800,000, based on an analysis of prior years.

Future year projections include tripling of recent General Fund contributions to the City's Streets and Roads program from \$600,000 in FY 2015-16 to \$1.8 million in FY 2016-17. Future year revenues include \$1,506,400 per year in annual Redevelopment Agency loan repayments. Personnel expenses are projected to increase by 2% per year and general expenses by 1% per year.

FIVE-YEAR GENERAL FUND PROJECTION

The City of Simi Valley developed a Five-Year General Fund Financial Projection during FY 2007-08 when it appeared that a weakening economy would result in substantially reduced revenue and require expenditure reductions in order to continue providing an adequate level of service to the public without utilizing its financial reserves for ongoing operations. The projection enabled the City Council and staff to look forward beyond the current budget year in order to identify potential financial issues in future years and to begin to study and develop solutions. The projection has also allowed the City Council to evaluate the impact of revenue reductions, the expense associated with desired new programs of public benefit, and the likely cost to comply with requirements that might be placed on the City by regulatory agencies.

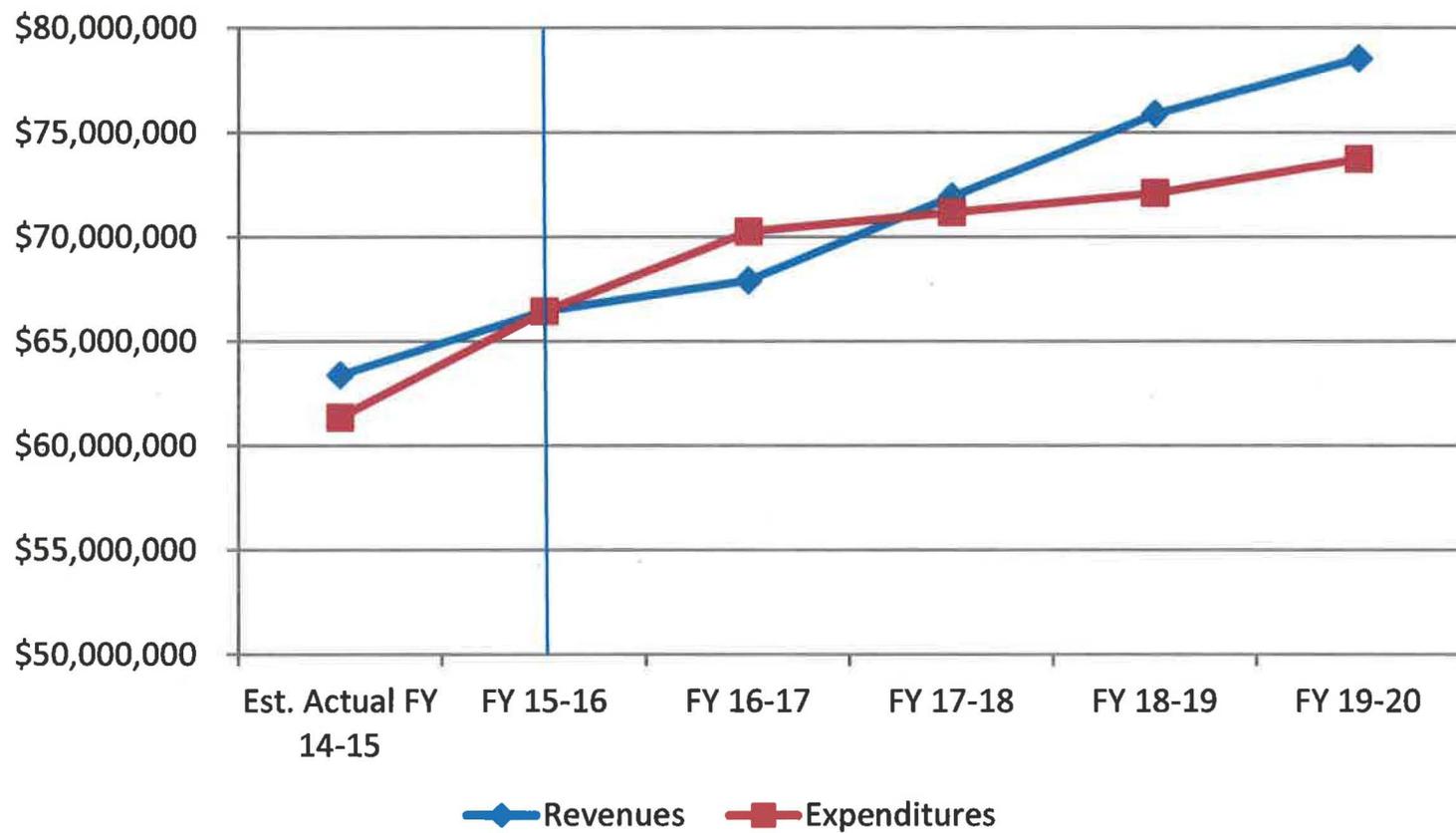
As part of the FY 2011-12 budget review process, the City Council established a 13-member Ad Hoc Citizens Fiscal Projection Advisory Committee of local finance professionals to review the assumptions contained in the Five-Year General Fund Financial Projection and advise the City Council regarding fiscal financial issues and/or concerns for the upcoming fiscal year and into the future. Revenue assumptions were developed based on information provided by the State Controller's Office, information provided by consultants, and historic trends. Expenditure assumptions were developed based on current agreements with employee organizations, the cost of implementing new programs and continuing existing programs, and projected inflation. The Committee endorsed the assumptions contained in the projection and submitted recommendations for short and long-term efforts in the areas of controllable and uncontrollable employee benefits, unfunded liabilities, economic development, and marketing in order to protect and improve the City's financial condition.

As can be seen, revenues remain largely flat and continue to lag behind expenditure increases. Primary cost drivers include General Fund contributions and subsidies to other funds, and the increasing cost of employee benefits. The Five-Year General Fund Financial Projection and related analyses show that the City remains "on the edge" for General Fund operating budget, with some years balanced and other years dipping into reserves and one-time revenue sources at least through FY 2016-17, after which time the City projects healthy budgets through at least 2019-20.

The City Manager and staff are taking aggressive action to improve the City's long-term financial position. In September 2012, staff reductions totaling \$2.2 annually (\$1.4 Million for nine months of FY 2012-13) were approved. Transfers from the Economic Stabilization Fund were used to balance the budget in FY 2012-13 and FY 2013-14. In FY 2015-16, operating revenues have been supplemented by carrying forward \$1.3 million in projected surplus from FY 2014-15 and moving a \$1.5 million loan repayment from the former Community Development Agency (CDA) from reserves into the operating budget.

City Council has tasked staff to improve the balance between revenues and expenditures. Accordingly, strategies are being developed in the areas of organization and management, technology, process restructuring, employee compensation, post-employment benefits, marketing, prepayment and refinancing of debt service, and community investment. Staff will continue to bring forth financial solutions to the City Council throughout the fiscal year.

Projected General Fund Balance FY 2014-15 to FY 2019-20



FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

SUMMARY REVENUES AND EXPENDITURES DATA

	EST. ACTUAL 2014-15	PROJECTION 2015-16	PROJECTION 2016-17	PROJECTION 2017-18	PROJECTION 2018-19	PROJECTION 2019-20
<u>REVENUES</u>						
Taxes And Franchises	\$53,119,000	\$53,988,700	\$56,119,500	\$59,315,900	\$62,715,600	\$65,838,100
Licenses And Permits	1,819,500	1,513,500	1,546,000	3,040,800	3,101,600	3,163,600
Fines And Forfeitures	535,000	605,000	596,400	608,000	620,100	632,500
Use Of Money & Property	344,400	401,300	422,100	431,600	441,300	451,400
From Other Governments	400,000	411,000	419,200	427,600	436,100	444,900
Grants	183,100	195,000	145,800	176,600	178,000	179,400
Service Charges	1,297,900	1,327,800	2,627,500	1,808,300	2,232,300	1,583,500
Other Revenues	774,900	789,900	662,700	663,700	644,800	657,200
Transfers In	4,901,200	7,199,900	5,373,000	5,448,400	5,522,300	5,597,600
Total Revenues	\$63,375,000	\$66,432,100	\$67,912,200	\$71,920,900	\$75,892,100	\$78,548,200
<u>EXPENDITURES</u>						
Personnel	\$51,932,500	\$58,084,100	\$60,181,400	\$61,796,300	\$62,935,700	\$64,634,500
Supplies/Materials	6,163,700	6,663,300	6,749,300	6,768,000	6,887,500	6,907,600
Services	6,078,400	6,068,700	5,889,100	5,963,000	5,992,500	6,022,300
Capital Outlay	84,700	88,000	20,000	20,000	20,000	20,000
Transfers to Other Funds	4,781,300	4,489,500	6,381,300	6,326,600	6,139,600	6,236,700
Reimbursed Expenses	(7,695,800)	(8,961,500)	(8,962,900)	(9,689,700)	(9,885,900)	(10,085,900)
Total Expenditures	\$61,344,800	\$66,432,100	\$70,258,200	\$71,184,200	\$72,089,400	\$73,735,200
Balance	\$2,030,200	\$0	(\$2,346,000)	\$736,700	\$3,802,700	\$4,813,000



CITY OF SIMI VALLEY

GENERAL FUND REVENUES

GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2015-16 General Fund Revenues are projected to be \$271,200 more than FY 2014-15 estimated actual revenues.

The General Fund contains a wide variety of revenue sources grouped into the following nine categories:

- Taxes and Franchises
- Licenses and Permits
- Fines and Forfeitures
- Use of Money and Property
- Revenues From Other Governments
- Grants
- Service Charges
- Other Revenues
- Transfers In

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in recent years, due to the condition of the national and state economy. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2013-14, budgeted and estimated actual revenue data for FY 2014-15, budgeted revenue for FY 2015-16, and projections for FY 2016-17 and FY 2017-18.

FY 2015-16 revenue estimates were developed using a variety of methods. A sales tax auditing and consulting service was employed to assist with developing sales tax estimates. Property tax estimates are based upon actual experience and market indicators and estimates. City staff in departments whose activities generate the funds estimated many local sources of revenue. Other local sources of revenue are based on existing agreements with other governmental entities and private sector organizations. Information and projections provided by the California Department of Finance and the California Controller were utilized to estimate future revenues passed through from the State of California.

Revenue estimates for years beyond FY 2015-16 were developed taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources is projected to increase by \$869,700 (1.6%) to \$53,988,700 in FY 2015-16. Property tax revenues are projected to increase by \$863,500 (3.04%) to \$29,247,700, due to ongoing improvements in assessed values and the local economy.

FY 2015-16 Sales and Use Tax revenues are projected to decrease slightly by \$361,800 (.22% overall) from FY 2014-15 estimated actuals, due to anticipated plateauing in the recent recovery. The City is also anticipating a State correction to an overpayment in FY 2014-15 and reduction to FY 2015-16 revenues.

Licenses and Permits

This category is projected to decrease by \$306,000 (16.8%) in FY 2015-16 as development activity drops and plan check activity decreases. The major revenue sources in this category are Building Permits and Plan Check Services.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2015-16 Fines and Forfeitures revenues are projected to increase by \$70,000 from FY 2014-15 estimated actuals due to anticipated increases in vehicle code fine revenues.

Use of Money and Property

This category is projected to increase by \$56,900 (16.5%) in FY 2015-16 through a combination of interest rate improvements, hiring of a professional investment advisor, and interest earnings on revenues from a Community Development Agency loan, now being repaid at over \$1 million per year to the General Fund.

Revenues From Other Governments

The category is projected to increase slightly by \$11,000 (2.3%) in FY 2015-16 due to anticipated increases in Motor Vehicle License Fees and Homeowners Subvention revenues.

Grants

Grant revenues are projected to increase by \$11,900 (6.5%) in FY 2015-16. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

Service Charges

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase slightly by \$29,900 (2.3%) in FY 2015-16. Some minor growth is predicted in Planning Fees and Public Works Plan Check Fees.

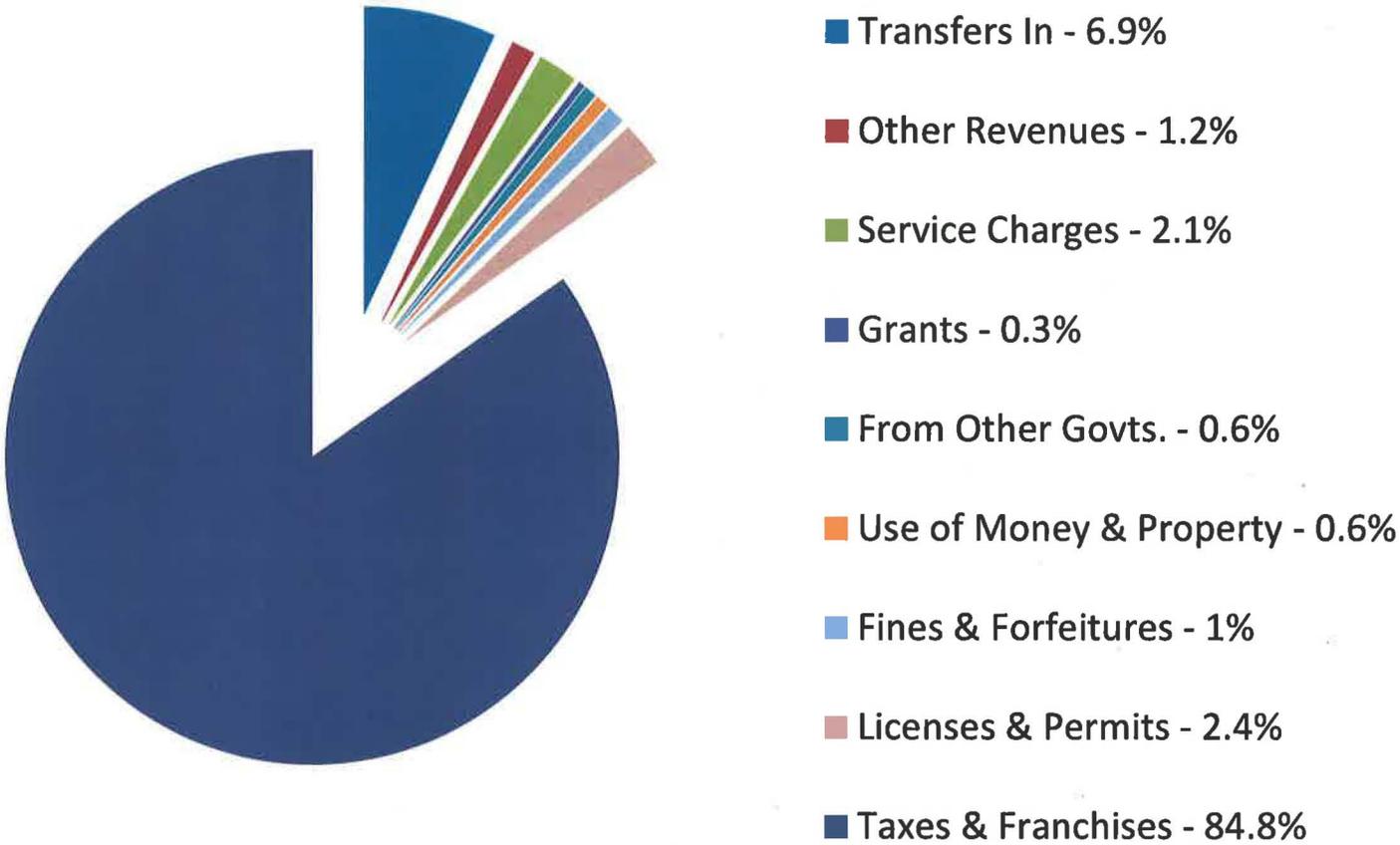
Other Revenues

Other Revenues, also generated from the local economy, are projected to increase by \$15,000 (1.9%) in FY 2015-16 due to anticipated increases in landfill facility agreement fees and developer contributions, along with a decrease in contributions which were well above average in FY 14-15.

Transfers In

This revenue category is projected to decrease by \$487,200 (11.9%) in FY 2015-16 due to a projected decrease in Gasoline Tax based upon lower prices and consumption, as well as the loss of all remaining Transportation Development Act funding, formerly applied to Streets and Roads and now solely used for Transit.

FY 15-16 Revenue Sources as Percent of Total \$63,646,200



GENERAL FUND REVENUES

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
<u>TAXES AND FRANCHISES</u>						
31101 Property Taxes	\$ 25,379,173	\$ 29,581,500	\$ 28,384,200	\$ 29,247,700	\$ 30,508,600	\$ 32,306,300
31111 Sales and Use Tax	15,765,255	16,358,400	16,684,800	16,323,000	17,024,500	18,251,500
31112 Transient Lodging Tax	1,373,648	1,212,000	1,400,000	1,428,000	1,456,600	1,485,700
31113 Franchise Taxes	4,570,316	4,545,000	4,500,000	4,590,000	4,681,800	4,775,400
31114 Business Taxes	1,601,785	1,600,000	1,600,000	1,700,000	1,734,000	1,768,700
31115 Documentary Transfer Tax	602,282	700,000	550,000	700,000	714,000	728,300
Subtotal Taxes and Franchises	\$ 49,292,459	\$ 53,996,900	\$ 53,119,000	\$ 53,988,700	\$ 56,119,500	\$ 59,315,900
<u>LICENSES AND PERMITS</u>						
32301 Building Permits	\$ 1,041,595	900,000	850,000	\$ 950,000	\$ 969,000	\$ 1,486,300
32302 Record Retention Fee	6,257	8,700	4,300	3,500	5,800	8,900
32303 Plan Check Services	474,608	475,000	800,000	400,000	408,000	504,000
32402 Encroachment Permits	61,520	80,900	115,200	120,000	122,400	1,000,000
32604 Other Licenses and Permits	57,322	40,000	50,000	40,000	40,800	41,600
Subtotal Licenses and Permits	\$ 1,641,302	\$ 1,504,600	\$ 1,819,500	\$ 1,513,500	\$ 1,546,000	\$ 3,040,800
<u>FINES AND FORFEITURES</u>						
33501 Vehicle Code Fines	\$ 524,101	\$ 450,000	\$ 450,000	\$ 525,000	\$ 535,500	\$ 546,200
33502 Parking Citations	46,277	80,000	85,000	80,000	60,900	61,800
33503 Graffiti Citations	(3,000)	-	-	-	-	-
Subtotal Fines and Forfeitures	\$ 567,379	\$ 530,000	\$ 535,000	\$ 605,000	\$ 596,400	\$ 608,000

GENERAL FUND REVENUES (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
<u>USE OF MONEY & PROPERTY</u>						
34001 Interest on Investments	\$ 175,182	\$ 179,900	\$ 120,000	\$ 179,900	\$ 188,900	\$ 194,600
34002 Interest on Advances	108,181	-	-	-	-	-
34101 Rentals	42,752	40,000	36,200	32,000	40,000	40,000
34104 DMV Building Lease	144,041	144,400	144,200	144,400	147,300	150,200
34206 Senior Center Rental	37,329	40,600	44,000	45,000	45,900	46,800
Subtotal Use of Money & Property	\$ 507,485	\$ 404,900	\$ 344,400	\$ 401,300	\$ 422,100	\$ 431,600
<u>REVENUES FROM OTHER GOVERNMENTS</u>						
35101 Motor Vehicle License Fees	\$ 53,838	\$ 65,000	\$ 60,000	\$ 65,000	\$ 66,300	\$ 67,600
35501 POST Reimbursement	96,686	75,000	60,000	60,000	61,200	62,400
35601 Homeowners Subvention	133,642	136,000	130,000	136,000	138,700	141,500
35602 SB 90 Claims	57,383	190,000	150,000	150,000	153,000	156,100
Subtotal Other Governments	\$ 341,549	\$ 466,000	\$ 400,000	\$ 411,000	\$ 419,200	\$ 427,600
<u>GRANTS</u>						
36001 Federal Assistance	\$ 108,244	\$ 75,300	\$ 97,600	\$ 105,000	\$ 105,000	\$ 105,000
36210 Curbside Recycling Reimbursement	-	30,000	33,000	30,000	-	30,000
36340 Household Waste Program	47,275	40,000	41,800	40,000	40,800	41,600
36601 Other Grants	-	12,170	10,700	20,000	-	-
Subtotal Grants	\$ 155,519	\$ 157,470	\$ 183,100	\$ 195,000	\$ 145,800	\$ 176,600

GENERAL FUND REVENUES (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
<u>SERVICE CHARGES</u>						
37001 Duplication Services	\$ 4,677	\$ 4,100	\$ 4,000	\$ 4,100	\$ 4,200	\$ 4,300
37002 Maps & Publications	9,067	7,100	9,000	7,100	7,200	7,300
37003 NSF Check Charges	580	700	300	700	700	700
37004 Passports Acceptance	34,987	40,000	38,000	27,000	27,500	28,100
37101 Program Participation	17,018	8,100	6,000	6,000	6,100	6,200
37299 Other Community Services Fees	3,320	3,000	3,100	3,500	3,500	3,500
37301 Planning Fees	374,805	453,000	450,000	453,000	471,000	487,400
37303 Permit Automation Fee	38,727	36,000	23,500	20,000	38,800	39,500
37399 Other Environmental Services Fees	4,414	-	-	-	38,800	39,500
37401 Engineering Fees	3,172	-	6,100	-	-	-
37402 Public Works Soils/Hydrology Fees	140,693	90,000	179,700	50,000	93,600	97,300
37403 Slurry Seal Fees	15,824	17,800	1,000	17,800	18,500	19,200
37404 Public Works Plan Check Fees	628,342	275,000	220,000	275,000	1,444,300	592,100
37405 Public Works Inspection Svcs. Fees	725,762	200,000	142,100	175,000	178,500	182,100
37406 Waste Management Fee (AB 939)	32,373	32,500	32,000	33,000	34,300	35,700
37410 Service Charges	1,036	-	-	32,500	33,000	33,500
37411 County Landscape Charges	32,134	35,500	30,000	35,500	36,200	36,900
37432 Source Control Program	3,111	2,000	1,500	-	-	-
37499 Other Public Works Fees	28,440	25,400	500	25,400	25,900	26,400
37501 Police Reports	3,626	3,000	3,500	4,000	4,100	4,200
37502 Police Photos	48	-	100	-	-	-
37504 Alarm Fees	49,228	50,000	60,000	60,000	61,200	62,400
37505 Emergency Response/DUI	6,046	7,000	5,000	7,000	7,100	7,200
37599 Other Police Department Fees	111,773	90,000	80,000	90,000	91,800	93,600
37699 Other Service Charges	1,932	1,200	2,500	1,200	1,200	1,200
Subtotal Service Charges	\$ 2,271,135	\$ 1,381,400	\$ 1,297,900	\$ 1,327,800	\$ 2,627,500	\$ 1,808,300

GENERAL FUND REVENUES (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
<u>OTHER REVENUES</u>						
38001 Sale of Surplus Property	\$ 41,666	\$ 55,900	\$ 40,000	\$ 20,000	\$ 50,000	\$ 50,000
38003 Miscellaneous	15,091	14,000	65,000	14,000	14,300	14,600
38004 Damage Recovery	16,105	51,000	95,000	51,000	51,000	51,000
38006 Jury/Witness Fees	9,274	6,000	6,000	6,000	6,100	6,200
38010 Landfill Facility Agreement Fees	208,678	202,900	180,000	202,900	207,000	211,100
38050 Contributions	179,671	164,000	254,000	180,000	183,600	187,300
38201 Meals-On-Wheels Donations	29,016	25,400	25,400	26,000	26,500	27,000
38203 Cultural Center Reimbursement	72,043	71,000	71,000	82,000	83,600	85,300
38401 Developer Contributions	199,781	100,000	25,000	100,000	10,000	-
38408 Stormwater Management	78,068	-	-	78,000	-	-
38409 Stormwater Monitoring Fee	82,346	9,500	8,500	5,000	5,100	5,200
38501 Unclaimed Police Dept Property	22,474	25,000	5,000	25,000	25,500	26,000
38706 Assessment Payoff Fees	87	-	-	-	-	-
Subtotal Other Revenues	\$ 954,300	\$ 724,700	\$ 774,900	\$ 789,900	\$ 662,700	\$ 663,700

GENERAL FUND REVENUES (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
<i>TRANSFERS IN</i>						
39200 From CDA Successor Agency	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
39202 From Local Housing Fund	118,300	-	-	-	-	-
39206 From CDA - Loan Repayment	-	1,014,600	-	-	-	-
39215 From Gas Tax	3,843,804	3,174,700	3,600,900	3,429,700	3,250,000	3,315,000
39238 From LTF Article 8	4,285,842	736,100	736,100	-	-	-
39250 From Library	360,800	301,200	301,200	290,200	293,100	299,000
39262 From Developer Agreements	-	97,500	97,500	-	-	-
39280 From Forfeited Assets	14,167	-	-	-	-	-
39285 From SLESF	205,737	200,000	100,000	100,000	100,000	100,000
39287 From Law Enforcement Grants	264,812	65,500	65,500	219,100	223,500	228,000
39298 From Disaster fund	76,596	-	-	-	-	-
39600 From Capital Projects	49,708	-	-	-	-	-
39655 From Building Improvements	-	-	-	125,000	-	-
Subtotal Transfers In	\$ 9,219,766	\$ 5,589,600	\$ 4,901,200	\$ 4,414,000	\$ 3,866,600	\$ 3,942,000
TOTAL GENERAL FUND REVENUE	\$ 64,950,893	\$ 64,755,570	\$ 63,375,000	\$ 63,646,200	\$ 66,405,800	\$ 70,414,500

GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES

General Fund expenditures fall into three categories: department budgets, transfers to other funds, and reimbursements from other funds. Individual department budgets are further divided into personnel costs, current expenses, and capital outlay. The General Fund expenditures portion of the budget contains two summary schedules and a detailed schedule for each department.

The summary schedule entitled, *Summary of General Fund Expenditures by Department*, identifies the budget of each department by the categories of personnel costs, current expenses, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. Current expenses include supplies/materials and services. Capital outlay represents furnishing, equipment and information technology items with per-unit costs of \$5,000 or more. Items with a per-unit price of less than \$5,000 are budgeted in the supplies/materials section of the current expenses category.

Also included in the *Summary of General Fund Expenditures by Department* schedule is a listing of transfers to other funds, including the Simi Valley Transit Fund.

The *Summary of General Fund Expenditures by Department* schedule also contains a listing of reimbursed expenditures from other funds. These amounts represent reimbursements to the General Fund for the cost of services provided to internal service, special revenue, and enterprise funds from the General Fund. The reimbursement amounts are established in the City of Simi Valley Cost Allocation Plan.

The second summary schedule entitled, *Summary of General Fund Expenditures by Account*, contains a summarization of General Fund monies allocated to department budgets by appropriation account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

General Fund departmental budget sections contain charts showing the breakdown of expenditures among cost centers or divisions, organization charts, and a list of total authorized positions. Each department cost center is highlighted showing expenditures, staffing, percentage of total department budget, and narratives. The narratives include a description of the responsibilities of the department and its divisions, FY 2014-15 accomplishments and FY 2015-16 goals and budget impacts. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, warehoused office supplies, and copier lease payments are budgeted in a non-departmental cost center, rather than in the department budgets. This allows for cost savings due to economies of scale in purchasing activities and efficiencies in the payment of utility bills.

Future year projections, summarized by department and expenditure category, take into consideration both known and anticipated factors. Personnel cost projections are based on either multi-year labor agreements that are in place or estimated inflation. Current expenses and capital outlay cost projections are based on estimated inflation. Changes in the

amounts of transfers to other funds for capital improvement projects are based on pre-established multi-year budgets. Changes in the amounts of transfers to internal services funds are based on actuarial studies. Changes in the amount of reimbursed expenditures are based on both estimated inflation and an analysis of historical expenditure patterns.

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
<u>CITY ADMINISTRATION</u>						
Personnel	\$ 2,537,193	\$ 2,900,000	\$ 2,625,500	\$ 3,407,800	\$ 3,476,000	\$ 3,545,500
Current Expenses	3,367,838	611,200	579,400	841,800	850,200	858,700
Subtotal	\$ 5,905,031	\$ 3,511,200	\$ 3,204,900	\$ 4,249,600	\$ 4,326,200	\$ 4,404,200
<u>CITY ATTORNEY</u>						
Personnel	\$ 781,935	\$ 1,056,900	\$ 859,000	\$ 1,074,000	\$ 1,095,500	\$ 1,117,400
Current Expenses	63,698	96,400	59,100	85,200	86,100	87,000
Subtotal	\$ 845,633	\$ 1,153,300	\$ 918,100	\$ 1,159,200	\$ 1,181,600	\$ 1,204,400
<u>ADMINISTRATIVE SERVICES</u>						
Personnel	\$ 3,975,890	\$ 4,377,000	\$ 3,891,000	\$ 4,511,200	\$ 4,601,400	\$ 4,693,400
Current Expenses	213,666	479,380	286,200	356,400	360,000	363,600
Subtotal	\$ 4,189,556	\$ 4,856,380	\$ 4,177,200	\$ 4,867,600	\$ 4,961,400	\$ 5,057,000

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
<u>COMMUNITY SERVICES</u>						
Personnel	\$ 3,050,255	\$ 3,557,300	\$ 3,219,300	\$ 3,760,100	\$ 3,835,300	\$ 3,912,000
Current Expenses	531,978	666,600	568,700	665,200	671,900	678,600
Subtotal	\$ 3,582,233	\$ 4,223,900	\$ 3,788,000	\$ 4,425,300	\$ 4,507,200	\$ 4,590,600
<u>ENVIRONMENTAL SERVICES</u>						
Personnel	\$ 4,741,340	\$ 5,155,400	\$ 4,577,100	\$ 5,248,600	\$ 5,353,600	\$ 5,460,700
Current Expenses	57,607	116,180	54,300	100,800	101,800	102,800
Subtotal	\$ 4,798,947	\$ 5,271,580	\$ 4,631,400	\$ 5,349,400	\$ 5,455,400	\$ 5,563,500
<u>PUBLIC WORKS</u>						
Personnel	\$ 8,502,881	\$ 9,513,100	\$ 8,475,800	\$ 9,866,800	\$ 10,064,100	\$ 10,265,400
Current Expenses	3,855,499	4,862,045	4,573,300	5,291,800	5,344,700	5,398,100
Capital Outlay	6,059	54,700	54,700	11,000	-	-
Subtotal	\$ 12,364,439	\$ 14,429,845	\$ 13,103,800	\$ 15,169,600	\$ 15,408,800	\$ 15,663,500

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
<u>POLICE DEPARTMENT</u>						
Personnel	\$ 26,893,463	\$ 29,752,650	\$ 26,868,300	\$ 30,542,300	\$ 31,153,100	\$ 31,776,200
Current Expenses	1,618,324	2,387,830	2,061,700	2,082,600	2,103,400	2,124,400
Capital Outlay	25,026	-	-	59,000	-	-
Subtotal	\$ 28,536,813	\$ 32,140,480	\$ 28,930,000	\$ 32,683,900	\$ 33,256,500	\$ 33,900,600
<u>POLICE DEPT - EMERGENCY SERVICES</u>						
Personnel	\$ 261,267	\$ 269,600	\$ 256,500	\$ 286,800	\$ 292,500	\$ 298,400
Current Expenses	26,344	58,000	41,200	49,500	50,000	50,500
Capital Outlay	-	30,000	30,000	-	-	-
Subtotal	\$ 287,611	\$ 357,600	\$ 327,700	\$ 336,300	\$ 342,500	\$ 348,900
<u>NON-DEPARTMENTAL</u>						
Personnel	\$ 1,013,309	\$ 1,210,000	\$ 1,160,000	\$ 1,186,500	\$ 1,210,200	\$ 1,234,400
Current Expenses	3,560,747	4,067,540	4,018,200	3,258,700	3,291,300	3,324,200
Capital Outlay	18,929	-	-	18,000	-	-
Subtotal	\$ 4,592,985	\$ 5,277,540	\$ 5,178,200	\$ 4,463,200	\$ 4,501,500	\$ 4,558,600

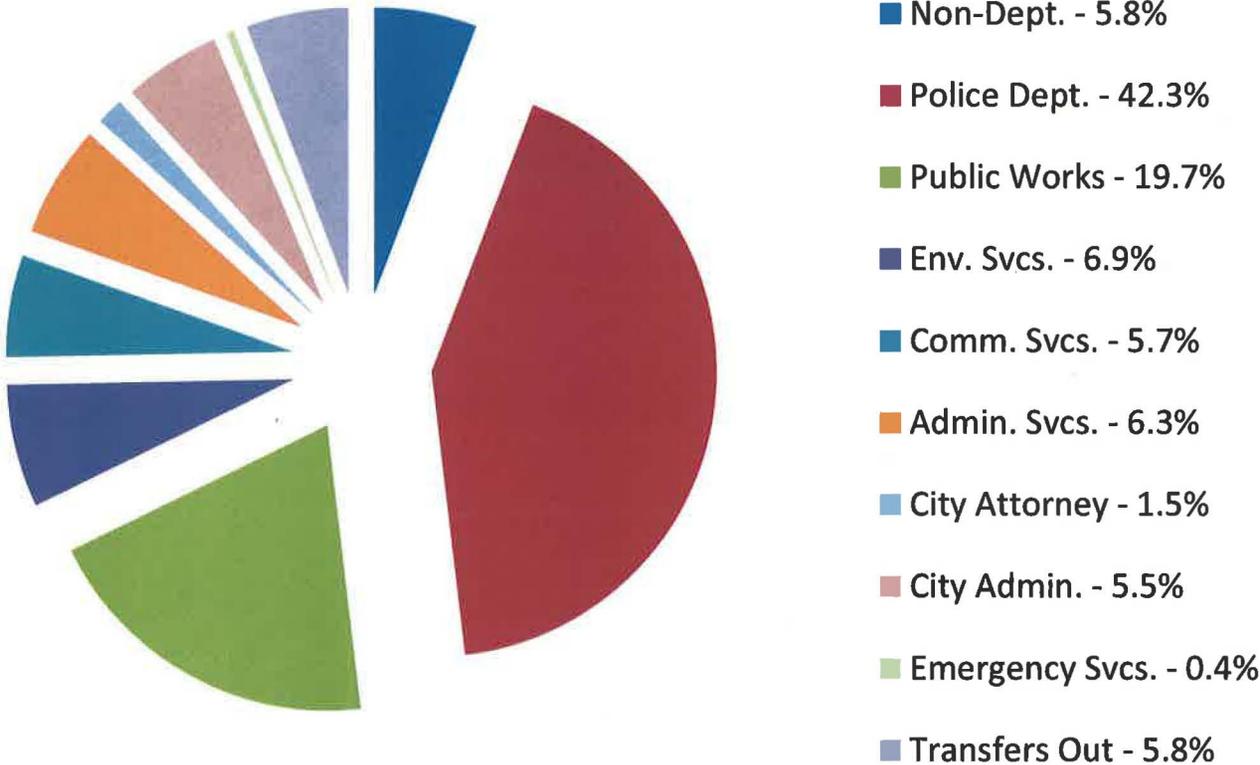
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
Citywide Projected Salary Savings		\$ (1,250,000)		\$ (1,800,000)	\$ (1,500,000)	\$ (1,500,000)
<u>TRANSFERS TO OTHER FUNDS</u>						
CDA Successor Agency	\$ 151,506	\$ 20,500	\$ 8,300	\$ -	\$ 20,700	\$ 20,900
Housing Successor Agency	-	240,000	-	240,000	-	-
Library	108,500	-	-	-	-	-
Retiree Medical Benefits	1,592,400	1,997,500	1,592,500	1,000,000	1,500,000	1,674,100
Disaster Fund	87,706	-	-	-	-	-
Landscape Zones Augmentation	805,200	1,171,800	1,171,800	833,200	900,000	900,000
Debt Service	2,731,288	1,314,000	753,400	775,600	875,600	875,600
Streets And Roads Program	687,497	700,000	700,000	600,000	1,817,200	1,936,400
Computer Equipment Replacement	660,100	-	-	459,000	767,800	767,800
Geographic Info. Systems Capital	105,000	-	-	-	-	-
Vehicle Replacement	617,400	555,300	555,300	456,700	500,000	500,000
Building Improvement Fund	177,000	-	-	125,000	-	-
Financial Info. Systems Capital	116,200	-	-	-	-	-
Police Capital Projects	-	82,800	-	-	-	-
Transit	2,176,200	-	-	-	-	-
Subtotal	\$ 10,015,997	\$ 6,081,900	\$ 4,781,300	\$ 4,489,500	\$ 6,381,300	\$ 6,674,800
Total Expend. Net of Reimbursements	\$ 75,119,244	\$ 76,053,725	\$ 69,040,600	\$ 75,393,600	\$ 78,822,400	\$ 80,466,100

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
<i>REIMBURSED EXPENDITURES & TRANSFERS IN</i>						
Housing Successor Agency Fund	\$ -	\$ -	\$ -	\$ 414,100	\$ -	\$ -
Local Housing Fund	-	456,700	456,700	-	-	-
HOME Fund	7,402	3,000	300	200	200	-
CDBG Fund	136,591	50,500	50,500	90,100	90,000	90,000
Forfeited Assets	17,301					
Landscape District No. 1 Fund	94,013	110,200	110,200	101,800	110,400	115,900
Debt Service	-	1,656,300	-	-	-	-
Vehicle Replacement Fund	101,200	48,800	48,800	25,800	50,000	50,000
Sanitation Fund	3,034,700	2,786,200	2,786,200	2,859,800	3,145,800	3,460,400
Transit Fund	1,409,300	1,319,400	1,319,400	2,133,300	1,345,800	1,372,700
Waterworks District No. 8 Fund	2,136,700	2,183,400	2,183,400	2,667,600	2,934,400	3,227,800
Workers' Compensation Fund	601,300	554,400	554,400	484,100	661,400	727,600
Liability Insurance Fund	215,400	185,900	185,900	184,700	226,200	237,500
Economic Stabilization Trust Fund	755,900	-	-	-	-	-
Subtotal	\$ 8,509,807	\$ 9,354,800	\$ 7,695,800	\$ 8,961,500	\$ 8,564,200	\$ 9,281,900
Total General Fund Expenditures	\$ 66,609,437	\$ 66,698,925	\$ 61,344,800	\$ 66,432,100	\$ 70,258,200	\$ 71,184,200

**FY 2015-16 Total Expenditures
Net of Transfers In & Reimbursements
\$77,193,600**



SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

	ACTUAL <u>2013-14</u>	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	VARIANCE <u>2014-15</u>	BUDGET <u>2015-16</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 28,900,983	\$ 32,594,600	\$ 28,780,700	\$ 3,813,900	\$ 33,180,700
41020 Temporary Salaries	281,583	363,900	284,700	79,200	370,400
41030 Boards and Commissions	32,608	32,600	32,600	-	32,600
41040 Overtime	3,253,409	3,327,950	3,640,400	(312,450)	3,319,500
41050 Outside Assistance	80,794	76,000	68,800	7,200	30,000
41200 Deferred Compensation (401k)	132,559	142,400	127,100	15,300	140,600
41210 Deferred Compensation (457)	36,258	39,200	38,400	800	47,000
41300 Vision Care	92,221	105,700	90,100	15,600	99,000
41350 Disability	196,541	225,500	205,200	20,300	240,000
41400 Group Ins/Health	2,287,244	575,100	507,900	67,200	605,700
41415 Flex Benefits	3,501,668	6,057,400	5,270,000	787,400	6,272,400
41420 CalPERS Health Admin Fee	10,171	15,400	19,300	(3,900)	19,400
41450 Life Insurance	69,107	71,100	69,900	1,200	84,700
41500 Group Ins/Dental	411,569	485,600	404,500	81,100	441,900
41550 Section 125 Admin	1,633	900	1,300	(400)	2,000
41600 Retirement (PERS)	8,653,988	8,953,700	8,145,200	808,500	9,839,800
41610 Retirement (PARS)	60,000	60,000	60,000	-	74,000
41620 Retirement HRA	94,979	115,000	121,300	(6,300)	127,200
41650 Medicare	440,314	576,900	488,200	88,700	485,800
41660 FICA	20,226	27,300	22,300	5,000	24,900
41700 Workers' Compensation	2,464,600	2,795,700	2,454,600	341,100	3,334,000
41800 Annual Leave Pay Out	953,309	1,150,000	1,100,000	50,000	1,112,500
41860 Salary Reimbursements	(218,231)	-	-	-	-
Projected Salary Savings	-	(1,250,000)	-	(1,250,000)	(1,800,000)
Subtotal - Personnel	\$ 51,757,533	\$ 56,541,950	\$ 51,932,500	\$ 4,609,450	\$ 58,084,100

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u>					
42100 Utilities	\$ 2,235,855	\$ 2,305,000	\$ 2,275,000	\$ 30,000	\$ 2,296,000
42130 Postage	54,630	82,000	57,600	24,400	57,500
42150 Communications	607,723	776,460	751,200	25,260	877,900
42200 Computer (Non-Capital)	8,863	700	300	400	10,500
42230 Office Supplies	50,066	70,000	57,800	12,200	71,300
42235 Furnishing & Equip Non Capital	22,896	56,200	55,700	500	138,300
42300 Copiers	98,652	122,300	117,000	5,300	117,000
42310 Rentals	13,965	26,600	22,800	3,800	27,600
42410 Uniform/Clothing Supply	330,698	429,100	388,600	40,500	438,000
42420 Special Departmental Expense	167,420	206,400	197,000	9,400	195,400
42440 Memberships & Dues	125,052	141,300	131,300	10,000	140,000
42450 Subscriptions & Books	26,046	22,600	18,100	4,500	26,300
42460 Advertising	29,654	32,700	36,000	(3,300)	39,300
42500 Fuel and Lubricants	685,807	752,200	580,000	172,200	686,500
42510 Tires	50,553	51,400	51,400	-	51,400
42550 Small Tools/Equipment	9,941	10,400	10,400	-	10,400
42560 Operating Supplies	744,710	1,168,600	956,600	212,000	914,200
42720 Travel, Conferences, Meetings	102,544	150,900	125,300	25,600	164,500
42730 Training	72,494	128,750	119,300	9,450	129,600
42760 P.O.S.T. Training	90,892	100,000	100,000	-	105,000
42770 Recruitment	23,245	31,100	19,600	11,500	65,000
42780 Investigations	6,476	7,200	7,200	-	8,000
42790 Mileage	78,238	95,300	85,500	9,800	93,600
Subtotal - Supplies/Materials	\$ 5,636,421	\$ 6,767,210	\$ 6,163,700	\$ 603,510	\$ 6,663,300

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>CURRENT EXPENSES - SERVICES</u>						
44010	Professional/Special Services	\$ 1,054,947	\$ 1,584,800	\$ 1,317,900	\$ 266,900	\$ 1,584,400
44012	Outside Legal Services	-	75,000	42,000	33,000	91,500
44015	County Property Tax Collection Fee	186,575	190,000	190,000	-	190,000
44210	Animal Regulation	251,504	280,000	280,000	-	260,000
44310	Maintenance of Equipment	1,023,520	1,392,700	1,353,500	39,200	1,090,600
44450	Landscape Maintenance Contract	897,167	1,028,100	1,028,100	-	1,035,300
44460	Public Nuisance Abatement	-	1,000	-	1,000	2,000
44490	Other Contract Services	1,314,134	2,006,965	1,847,500	159,465	1,783,900
44491	FIS Operations	85,100	-	-	-	-
44492	GIS Operations	29,500	29,500	29,500	-	29,500
44590	Insurance Charges	934,900	917,600	917,600	-	1,500
44355	Vehicle Maintenance Reimbursement	(923,300)	(927,700)	(927,700)	-	-
44840	Bad Debt Expense	2,805,233	-	-	-	-
	Subtotal - Services	\$ 7,659,280	\$ 6,577,965	\$ 6,078,400	\$ 499,565	\$ 6,068,700
	Subtotal - Current Expenses	\$ 13,295,701	\$ 13,345,175	\$ 12,242,100	\$ 1,103,075	\$ 12,732,000
<u>CAPITAL OUTLAY</u>						
47020	Furnishings and Equip (Capital)	\$ 32,713	\$ 84,700	\$ 84,700	\$ -	\$ 77,000
47030	Vehicles	17,301	-	-	-	11,000
	Subtotal - Capital Outlay	\$ 50,014	\$ 84,700	\$ 84,700	\$ -	\$ 88,000
<u>TRANSFERS TO OTHER FUNDS</u>						
49200	CDA Successor Agency	\$ 151,506	\$ 20,500	\$ 8,300	\$ 12,200	\$ -
49201	CDA Housing Successor	-	240,000	-	240,000	240,000
49250	Library	108,500	-	-	-	-

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>TRANSFERS TO OTHER FUNDS (CONT'D)</u>					
49297 Retiree Medical Benefits	\$ 1,592,400	\$ 1,997,500	\$ 1,592,500	\$ 405,000	\$ 1,000,000
49298 Disaster Fund	87,706	-	-	-	-
49300 Landscape Zones Augmentation	805,200	1,171,800	1,171,800	-	833,200
49500 Debt Service	2,731,288	1,314,000	753,400	560,600	775,600
49600 Streets And Roads Program	687,497	700,000	700,000	-	600,000
49648 Computer Equipment Replacement	660,100	-	-	-	459,000
49649 Geographic Info. Systems Capital	105,000	-	-	-	-
49651 Vehicle Replacement	617,400	555,300	555,300	-	456,700
49655 Building Improvement	177,000	-	-	-	125,000
49656 Financial Info. Systems Capital	116,200	-	-	-	-
49660 Police Capital Projects	-	82,800	-	82,800	-
49750 Transit	2,176,200	-	-	-	-
Subtotal Transfers to Other Funds	\$ 10,015,997	\$ 6,081,900	\$ 4,781,300	\$ 1,300,600	\$ 4,489,500
Total Expend. Net of Reimbursements	\$ 75,119,244	\$ 76,053,725	\$ 69,040,600	\$ 7,013,125	\$ 75,393,600
<u>REIMBURSED EXPENDITURES</u>					
45201 Successor Housing Agency	\$ -	\$ -	\$ -	\$ -	\$ 414,100
45202 Local Housing Fund	-	456,700	456,700	-	-
45204 HOME Fund	7,402	3,000	300	2,700	200
45280 Forfeited Assets	17,301	-	-	-	-
45290 CDBG Fund	136,591	50,500	50,500	-	90,100
45300 Landscape District No. 1	94,013	110,200	110,200	-	101,800

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL <u>2013-14</u>	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	VARIANCE <u>2014-15</u>	BUDGET <u>2015-16</u>
<i>REIMBURSED EXPENDITURES (continued)</i>					
45500 Bond Assessment District	\$ -	\$ 1,656,300	\$ -	\$ 1,656,300	\$ -
45651 Vehicle Replacement Fund	101,200	48,800	48,800	-	25,800
45700 Sanitation Fund	3,034,700	2,786,200	2,786,200	-	2,859,800
45750 Transit Fund	1,409,300	1,319,400	1,319,400	-	2,133,300
45760 Waterworks District No. 8 Fund	2,136,700	2,183,400	2,183,400	-	2,667,600
45805 Workers' Compensation Fund	601,300	554,400	554,400	-	484,100
45803 Liability Insurance Fund	215,400	185,900	185,900	-	184,700
45950 Economic Stabilization Trust Fund	755,900	-	-	-	-
Subtotal Reimbursed Expenses	\$ 8,509,807	\$ 9,354,800	\$ 7,695,800	\$ 1,659,000	\$ 8,961,500
Total General Fund Expenditures	\$ 66,609,437	\$ 66,698,925	\$ 61,344,800	\$ 5,354,125	\$ 66,432,100



CITY OF SIMI VALLEY

CITY ADMINISTRATION

CITY ADMINISTRATION

Department Overview

City Administration includes the activities of the City Council and the City Manager's Office.

The City Council is the legislative and policy-making body of municipal government and other City-administered entities such as Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees. The Mayor serves as the ceremonial head of the City and presides over City Council meetings.

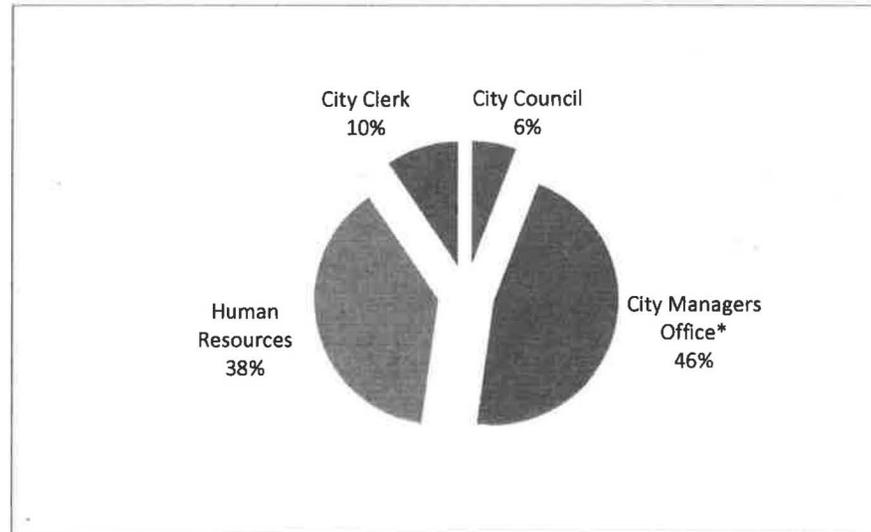
The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, film and special event permitting, and special projects. The Economic Development Office includes the City's Business and Development Advocate and the City's business attraction and marketing activities.

The Human Resources Division provides personnel and risk management services for all City-administered departments and special districts, and also oversees the Workers' Compensation program. The City Clerk's Office is responsible for preparation of agendas and minutes, elections, public records, and passport services.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
City Council	\$215,721	\$200,004	\$194,300	\$247,700
City Managers Office*	\$1,289,357	\$4,146,175	\$1,461,200	\$1,968,000
Human Resources	\$1,274,243	\$1,230,868	\$1,207,400	\$1,627,000
City Clerk	\$298,287	\$327,984	\$342,000	\$406,900
Total	\$3,077,608	\$5,905,031	\$3,204,900	\$4,249,600

*Includes \$2.8 million bad debt payoff in FY 2013-14.



CITY ADMINISTRATION

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

DEPUTY DIRECTOR/ CITY CLERK

- Elections
- City Council Agenda
- Records Management
- Claims
- Passports

EXECUTIVE ASSISTANT

- City Council/City Manager Scheduling/Assignment

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ HUMAN RESOURCES

- Recruitment
- Position Budget Control
- Labor/Employee Relations
- Salary and Benefits Administration
- Workforce Diversity - Training
- Risk Management
- Employee Records
- City Hall Reception/Switchboard
- Workers' Compensation

Government Affairs ASSISTANT CITY MANAGER

- Legislation
- Transportation Coordination -VCTC
- Regional Planning -VCOG
- Labor Relations
- Public Information
- Elections
- Intergovernmental Coordination
- Emergency Actions Coordination
- IS Coordination
- Budget Oversight
- Human Resources Oversight
- Library Oversight
- Management/Administrative Audits Oversight
- Administrative Services Department Oversight

Economic Development ASSISTANT CITY MANAGER

- CDA Successor Agency
- Industrial/Commercial Development
- Economic Development
- Development Community Interface
- Chamber of Commerce
- Civic Center Projects
- Development Agreements
- Public Financing Authority
- Industrial Development Authority
- General Plan Coordination
- Business Advocacy
- Affordable Housing Policy
- Facilities Utilization
- Environmental Services Department Oversight

ASSISTANT TO THE CITY MANAGER

- Agenda Coordination
- City Clerk Functions
- Public Information Support
- Intergovernmental Support
- Legislation Support

CITY ADMINISTRATION

Authorized Positions

REGULAR POSITIONS:

FY 2013-14 FY 2014-15 FY 2015-16

City Manager:

City Manager	1.00	1.00	1.00
Assistant City Manager *	1.00	1.00	2.00
Assistant to the City Manager	1.00	1.00	1.00
Administrative Officer	1.00	1.00	1.00
Senior Management Analyst**	2.00	2.00	2.00
Executive Assistant	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
SUBTOTAL	8.00	8.00	9.00

Human Resources:

Deputy Director/Human Resources	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00
Senior Human Resources Analyst	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Senior Human Resources Technician	1.00	1.00	1.00
Human Resources Technician***	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	10.00	10.00	10.00

*One Assistant City Manager was moved into the General Fund from the Redevelopment Successor Agency.

**One Senior Management Analyst position is authorized but not funded (frozen) in FY 2015-16.

***One Human Resources Technician position is authorized but not funded (frozen) in FY 2015-16.

CITY ADMINISTRATION

Authorized Positions (continued)

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
City Clerk Services:			
Deputy Director/City Clerk	0.00	1.00	1.00
Assistant City Clerk	1.00	0.00	0.00
Recording Secretary	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	4.00	4.00	4.00
TOTAL - REGULAR POSITIONS	22.00	22.00	23.00
<u>TEMPORARY POSITIONS:****</u>			
Human Resources:			
Work Experience/Clerical	1.50	1.50	1.11
TOTAL - TEMPORARY POSITIONS	1.50	1.50	1.11
TOTAL - CITY ADMINISTRATION POSITIONS	23.50	23.50	24.11

****Temporary and Part-time positions are shown as full-time equivalents.

CITY ADMINISTRATION

City Council Office

1105

OVERVIEW

The City Council is the legislative and policy-making body of municipal government. The four Council Members are elected at large on a nonpartisan basis. The Mayor serves as the ceremonial head of the City and presides at all City Council meetings. The City Council appoints the City Manager and the City Attorney.

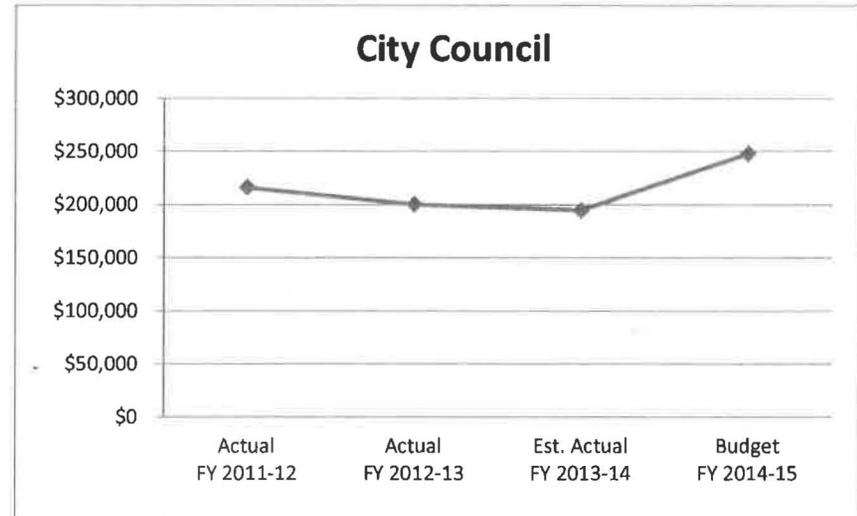
The City Council is also the Board of Directors of the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency Successor Agency, the Simi Valley Library Board of Trustees, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, the Simi Valley Public Facilities Financing Authority, and Simi Valley Landscape District No. 1. Members of the City Council also serve on various regional governmental policy committees.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$215,721	\$200,004	\$194,300	\$247,700





CITY OF SIMI VALLEY

CITY ADMINISTRATION

City Manager's Office

1125

OVERVIEW

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, economic development activities, and other special projects.

Governmental affairs include analysis of regional, state, and federal legislation and lobbying activities when appropriate. The public information functions include communications with the public, review and preparation of press releases, and oversight of the City's website. The City's Economic Development Office includes the City's Business and Development Advocate and oversees the City's business attraction and marketing activities. The City Manager's Office also manages special projects such as production of community events and oversight of the City Council staff report preparation process.

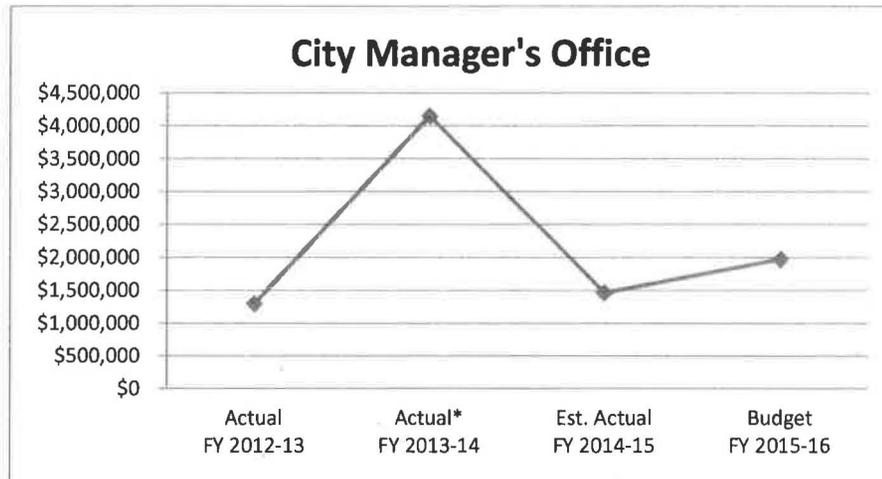
PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	5	7	8	8

RESOURCES USED

	Actual FY 2012-13	Actual* FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,289,357	\$4,146,175	\$1,461,200	\$1,968,000

*Includes \$2.8 million bad debt payoff.



CITY ADMINISTRATION

City Manager's Office (continued)

1125

KEY ACCOMPLISHMENTS FOR FY 14-15

Refinanced the City's 2004 Certificates of Participation that will save the City an estimated \$254,000 per year in debt service payments.

Coordinated approval of Simi Valley as a Host Town for 2015 Special Olympics World Games.

Re-launched an updated and upgraded Shop Simi Valley First website (www.shopsimivalleyfirst.com).

Issued a Request for Proposals and awarded a contract for design services for the Simi Valley Police Department Shooting Range.

Completed the sale of the former Knolls Fire Station to the Rancho Simi Recreation and Park District.

Completed the creation of the Simi Valley Tourism Marketing District, and awarded a contract to the Simi Valley Chamber of Commerce for its administration.

Entered into an agreement with OpTerra, LLC to develop a scope of work for increased energy efficiency at City facilities, including the potential for solar, biogas, and acquisition of streetlights for conversion to LED fixtures.

Completed the grant process for the 2015 Special Event Support Grants, culminating in the City Council's awarding of \$25,000 for seven non-profit special events.

Produced the City's sixth annual Living Green Expo, which drew several thousand attendees.

GOALS FOR FY 15-16

Hold a second annual City Council Retreat to focus on the updating of City Council priorities previously established at the initial City Council Retreat in 2014, to enable Department Directors to identify and update objectives that will assist them in carrying out the City Council's priorities.

Develop a relationship with a federal legislative consultant to assist with the City's lobbying efforts regarding federal legislation that affects Simi Valley.

Complete building improvements at the Simi Valley Police Department Training Facility.

Complete building improvements at the Development Services Building to accommodate the Under One Roof Facility and City records storage facility.

BUDGET IMPACTS FOR FY 15-16

Funding for the Assistant City Manager/Director of Economic Development has been moved from the Simi Valley Community Development Successor Agency to the General Fund for FY 2015-16, to be consistent with current state regulations.

CITY ADMINISTRATION

City Clerk

1130

OVERVIEW

The City Clerk's Office is the City's official Custodian of Records serving the City Council, City Departments, and the public.

The City Clerk's Office prepares agendas and minutes for City Council meetings and has processed all legislative actions since the City's incorporation on October 10, 1969. The City Clerk also codifies the ordinances adopted by the City Council into the Simi Valley Municipal Code.

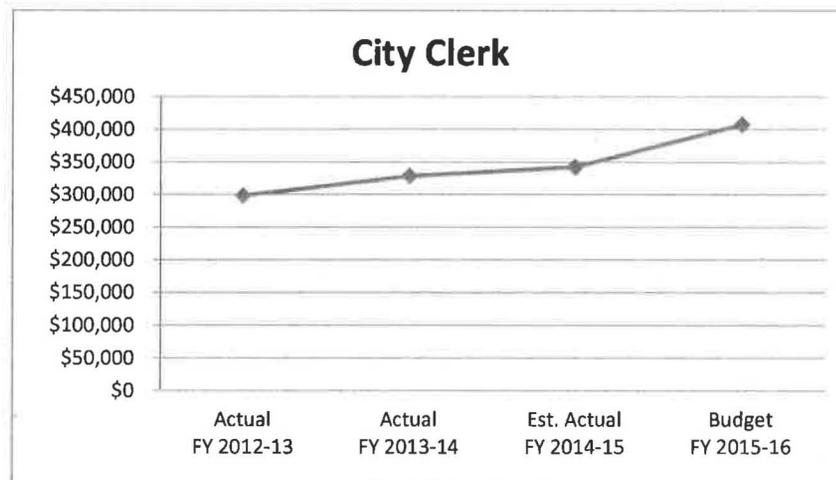
The City Clerk's Office is responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City's Records Retention/Destruction Schedule, operating the City's Passport Acceptance Facility, and receiving petitions, claims, summons, and subpoenas. The City Clerk's Office also ensures that public records requests received are processed in compliance with the California Public Records Act, campaign finance and Conflict of Interest filings are processed per the requirements of the Political Reform Act, and all agenda postings comply with the requirements of the Brown Act (open meeting laws).

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	4	4	4	4

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$298,287	\$327,984	\$342,000	\$406,900



CITY ADMINISTRATION

City Clerk

1130

KEY ACCOMPLISHMENTS FOR FY 14-15

Managed the 2014 General Municipal Election, including provision of candidacy documents and information, hosting a Candidate Orientation for all Mayoral and City Council candidates, hosting public Candidate Forums, and filing of campaign disclosure statements.

Prepared 272 agenda items, approximately 457 pages of minutes, and completed follow-up for 12 ordinances, 65 resolutions, and 143 contracts/agreements.

Processed more than 201 Public Records Act requests, 85 legal advertisements, 14 complaints, 75 claims, 6 bankruptcies, and 90 subpoenas.

Processed more than 1,490 passport applications as a Passport Acceptance Facility and responded to more than 9,300 passport information calls.

Continued the Disaster Recovery Project to electronically store fundamental, permanent City records including adopted minutes, ordinances, and resolutions.

Coordinated a Citywide Records Management event resulting in the disposal of more than 2.2 tons of obsolete records.

GOALS FOR FY 15-16

Complete the electronic storage of all City adopted resolutions from 1969 through 1984.

Complete the scoping and design for the first phase of an electronic content/document management system for the City Clerk's Office to facilitate greater access to City records.

BUDGET IMPACTS FOR FY 15-16

Funding is provided to replace a Clerk II position (filled) in the City Clerk's Office with a Secretary position.

CITY ADMINISTRATION

Human Resources

1520

OVERVIEW

The Human Resources Division is responsible for coordinating personnel and risk management services for all City-administered departments and special districts. These include recruitment, employee records/policies, employee orientations, employee exit interviews, compensation plan administration, training, and labor relations support. Human Resources also administers the City's Succession Management/Career Development Program to coordinate employee development.

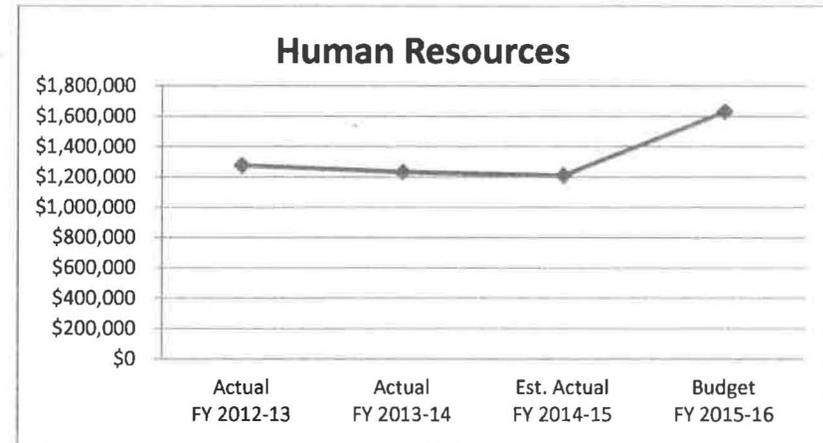
Risk Management includes administering drug/alcohol and employee safety programs in compliance with federal and state requirements, coordinating the employee assistance program, coordinating liability and property claims, purchasing property/casualty insurance, recommending loss control strategies, and overseeing the City's workers' compensation program.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	9	9	10	10

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,274,243	\$1,230,868	\$1,207,400	\$1,627,000



CITY ADMINISTRATION

Human Resources (continued)

1520

KEY ACCOMPLISHMENTS FOR FY 14-15

Updated Management Employees' Manual and General Unit Employees' Manual.

Initiated 41 recruitments, processed 1,646 employment applications, conducted 28 oral appraisal boards, provided employment orientations to 23 new employees, and conducted employee verifications on 30 new employees utilizing the Employment Eligibility Verification (E-Verify) Program through March 2015.

Assisted with negotiations for Service Employees International Union, Police Officers' Association, Police Managers' Association, and unrepresented management employees.

Provided 52 employee trainings and education sessions (consisting of 64 hours) through March 31, 2015, with 412 participants. These sessions included technology and management skills webinars, deferred compensation, ICMA employee development webinars, employment law consortiums, communication skills, and financial, health, and safety issues. Also completed harassment prevention training for all employees.

Coordinated 34 Americans with Disabilities Act interactive processes with City employees.

Conducted three employee investigations and coordinated a Police Department Special Investigation.

Completed the Request for Proposals process for the selection of a property/casualty insurance broker.

Opened 63 new workers' compensation claims and closed 68 claims through March 2015.

GOALS FOR FY 15-16

Complete a Request for Proposals for a City-wide classification and compensation study.

Begin working with the Police Officers' Association and Police Managers' Associations to update their employee manuals.

Complete a Request for Proposals for a benefits consultant/broker and make a recommendation to the City Council for selection.

Complete and distribute a Request for Proposals for the City's 457 deferred compensation program.

Continue working on implementation of a new Human Resources/Payroll Enterprise System.

Continue to provide employee training and development through the Succession Management and Career Development program.

Continue to provide excellent customer service while reducing costs for the workers' compensation program.

BUDGET IMPACTS FOR FY 15-16

Funding for a citywide classification and compensation study has been included.

CITY ADMINISTRATION

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 1,613,047	\$ 1,828,800	\$ 1,656,300	\$ 172,500	\$ 2,076,400
41020 Temporary Salaries	30,067	31,400	29,600	1,800	29,500
41040 Overtime	1,665	1,500	600	900	1,500
41200 Deferred Compensation - 401k	19,020	20,200	18,300	1,900	22,000
41210 Deferred Compensation - 457	1,910	2,000	4,400	(2,400)	9,400
41300 Vision Care	5,362	6,000	5,400	600	5,900
41350 Disability	11,324	13,400	12,600	800	30,800
41400 Group Ins/Health	131,168	33,000	28,700	4,300	38,800
41412 Flexible Benefits	216,995	366,400	347,900	18,500	467,500
41420 CalPERS Health Admin Fee	697	1,400	1,300	100	-
41450 Life Insurance	4,503	4,500	4,500	-	11,400
41500 Group Ins/Dental	15,926	19,000	17,200	1,800	20,200
41550 Section 125 Admin	256	200	300	(100)	300
41600 Retirement/PERS	360,100	390,000	342,200	47,800	495,600
41620 Retirement/HRA	8,159	12,000	9,600	2,400	14,400
41650 Medicare	23,779	31,700	26,500	5,200	30,600
41660 FICA	4,715	5,000	4,400	600	1,800
41700 Workers' Compensation	90,100	133,500	115,700	17,800	151,700
41860 Salary Reimbursement	(1,600)	-	-	-	-
Subtotal - Personnel	\$ 2,537,193	\$ 2,900,000	\$ 2,625,500	\$ 274,500	\$ 3,407,800
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ 1,900
42230 Office Supplies	13,257	16,900	16,400	500	16,700
42420 Special Departmental Expense	32,750	71,800	61,500	10,300	60,800

CITY ADMINISTRATION (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42440 Memberships & Dues	\$ 5,034	\$ 6,700	\$ 6,000	\$ 700	\$ 6,700
42450 Subscriptions & Books	1,773	1,000	800	200	2,300
42460 Advertising	25,004	26,500	29,700	(3,200)	32,700
42720 Travel, Conferences, Meetings	25,362	32,500	25,800	6,700	32,600
42730 Training	25,395	32,900	30,700	2,200	35,000
42770 Recruitment	550	-	-	-	-
42790 Mileage	31,820	32,600	32,200	400	37,400
Subtotal - Supplies/Materials	\$ 160,945	\$ 222,000	\$ 204,200	\$ 17,800	\$ 226,100
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 401,527	\$ 353,700	\$ 344,600	\$ 9,100	\$ 563,700
44012 Outside Legal Counsel	-	35,000	30,000	5,000	51,500
44310 Maintenance of Equipment	504	500	600	(100)	500
44840 Bad Debt Expense	2,804,862	-	-	-	-
Subtotal - Services	\$ 3,206,893	\$ 389,200	\$ 375,200	\$ 14,000	\$ 615,700
Subtotal Current Expenses	\$ 3,367,838	\$ 611,200	\$ 579,400	\$ 31,800	\$ 841,800
Total	\$ 5,905,031	\$ 3,511,200	\$ 3,204,900	\$ 306,300	\$ 4,249,600

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

TITLE: Funding for Citywide Classification and Compensation Study
REQUEST: \$150,000
ACCOUNT: 100-1520-44010
PRIORITY: 1

COST BREAKDOWN

Current Expenses

Professional and Special Services	\$150,000
TOTAL:	\$150,000

CITY MANAGER ACTION:

Funding level reduced

Professional and Special Services	\$125,000
TOTAL:	\$125,000

During a Classification and Compensation Study, an outside expert reviews and evaluates the actual work responsibilities of a specific position in the City. The consultant then compares the results to the position's job description to determine if that person is working within its classification or if a different classification is more appropriate (the "Classification Study"). Once the most appropriate classification is identified, the consultant compares the salary for that classification to the same classification in other similar municipal governments (the "Compensation Study").

The City last completed a Citywide Classification and Compensation Study in 2003. Based on the study's results and subsequent City Council actions, job descriptions were updated, various positions were reclassified, and various job classifications had revised compensation amounts.

A Citywide Classification and Compensation Study would include the review of all positions Citywide and was discussed by the City Council on April 13, 2015.

Staff estimates that a Classification and Compensation would cost approximately \$150,000, but the actual amount would be determined by a Request for Proposals (RFP) process. Depending on the the City Council's separate policy decisions regarding how much the City will pay employees relative to the at-large employment market, there will likely be other ongoing costs as classifications and compensations are adjusted. The scale of those costs would not be known until the study is completed and the City Council determines appropriate classification and compensation levels.

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

TITLE: Replace a Clerk II Position (Filled) in the City Clerk's Office with a Secretary position
REQUEST: \$100
ACCOUNT: 100-1130
PRIORITY: 2

COST BREAKDOWN

<u>Personnel</u>	
Salaries and Benefits	\$100
TOTAL:	<u>\$100</u>

The City Clerk's Office is currently comprised of one Deputy Director/City Clerk, one Recording Secretary, a Secretary, and a Clerk II. The fully staffed City Clerk's Office is comprised of one Deputy Director/City Clerk, two Recording Secretaries, and a Secretary. In effect, one Recording Secretary position is currently underfilled by a Clerk II.

The Deputy Director/City Clerk and the Recording Secretaries are responsible for preparing agendas and minutes, and serving as clerks during City Council and other board/committee meetings. All members of the department assist with responses to public information requests, archive and retrieve City records, and provide passport information services to the public.

Currently, the Clerk II handles the majority of the phone calls and appointment requests related to Passports. This individual has been serving in an acting Secretary capacity since October and has demonstrated a competency in the responsibilities at the Secretary level. Creating a second Secretary position would create flexibility in the duties that the position will help maximize the Clerk's Office's efficiency and productivity, a necessity with the increased workload over the past year, while still achieving savings from the fully staffed City Clerk's Office.

Because the current salary of the Clerk II position is within the range of a new Secretary position, there would be a minimal fiscal impact of \$100 in FY 2015-16 if the position is replaced. However, in subsequent years, there would be an additional impact as an employee approaches the upper limit of the salary ranges (\$42,536.00/yr for a Clerk II; \$49,233.60/year for a Secretary).

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

TITLE: Reduce Funding for the Outside Counsel for the Human Resources Division
TOTAL: \$30,200
ACCOUNT: 100-1520-44012
PRIORITY: 10

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Outside Legal Services	\$30,200
TOTAL:	<u>\$30,200</u>

CITY MANAGER ACTION	
<u>Partial Reduction Taken</u>	
Outside Legal Services	\$13,500
TOTAL:	<u>\$13,500</u>

The Human Resources Division is responsible for ensuring that the City conforms to all relevant employment, labor, and benefits laws, regulations, and codes as well as ensure the proper accounting of retirement benefits. To accomplish this, Human Resources relies on employment law attorneys and other specialists to assist with providing legal opinions on a range of employment issues, conducting sexual harassment and discrimination investigations, and representing the City during labor negotiations processes and court proceedings.

Reducing funding for these legal resources (from \$65,000 to \$34,800) would limit the Human Resources Division's ability to limit liability of personnel issues as they arise. In limiting these professional services, staff would conduct the required research and investigations. The time required for these cases would adversely impact staff's ability to address other Human Resources priorities. While there is no direct impact in services to the public, there could be liabilities by relying on in-house staff who may not have the expertise or specialized training.



CITY OF SIMI VALLEY

CITY ATTORNEY

CITY ATTORNEY

Department Overview

1205

The City Attorney's Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided when needed to help the Council or City staff to decide between different legal options. The Office defends the City vigorously in civil litigation matters, and prosecutes violations of the City's Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient and effective legal services for the City.

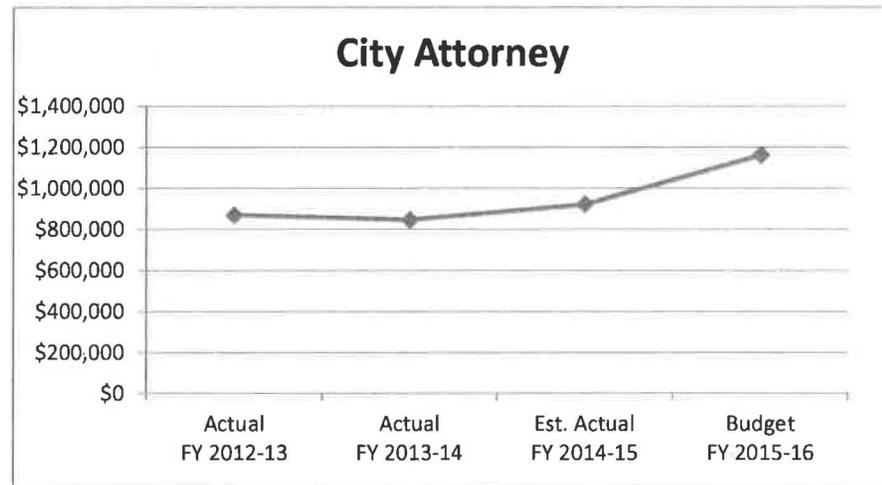
The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as telecommunications, homeless issues, massage, fees and rates, and other areas in which legal advice is requested.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	6	4.8	6	6

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$868,559	\$845,633	\$918,100	\$1,159,200



CITY ATTORNEY

Department Overview (continued)

1205

KEY ACCOMPLISHMENTS FOR FY 14-15

Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.

Assisted the City Clerk's Office in processing over 116 public records requests, some involving significant records review or complex privacy issues.

Provided advice to the Water District regarding encroachments on Water District property.

Provided advice to the Public Works Department regarding traffic impact fees.

Assisted in the processing of 52 subpoenas served on the City.

Investigated and made recommendations on 51 new claims, and managed the administration and closing of over 75 pending claims.

Managed or directly handled an average of approximately 17 civil court cases.

Instituted new claims contractual mechanism to allow settlement of claims at earlier stage to help reduce City's overall liability.

Filed 49 misdemeanor criminal cases and 26 infraction cases.

Assisted in City's bond offering raising approximately \$18,000,000, which refunded existing City bonds and achieved a refinancing at a lower rate.

GOALS FOR FY 15-16

Provide all necessary advice to the City Council to ensure that agendas and meetings comply with legal requirements and that the City Council is fully informed on all legal matters.

Offer improvements to the City's purchasing, claims resolution and other ordinances.

Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as homelessness, massage, finance and other matters.

Continue to improve the legal processes of the City in areas such as contracts, requests for proposals and permitting.

BUDGET IMPACTS FOR FY 15-16

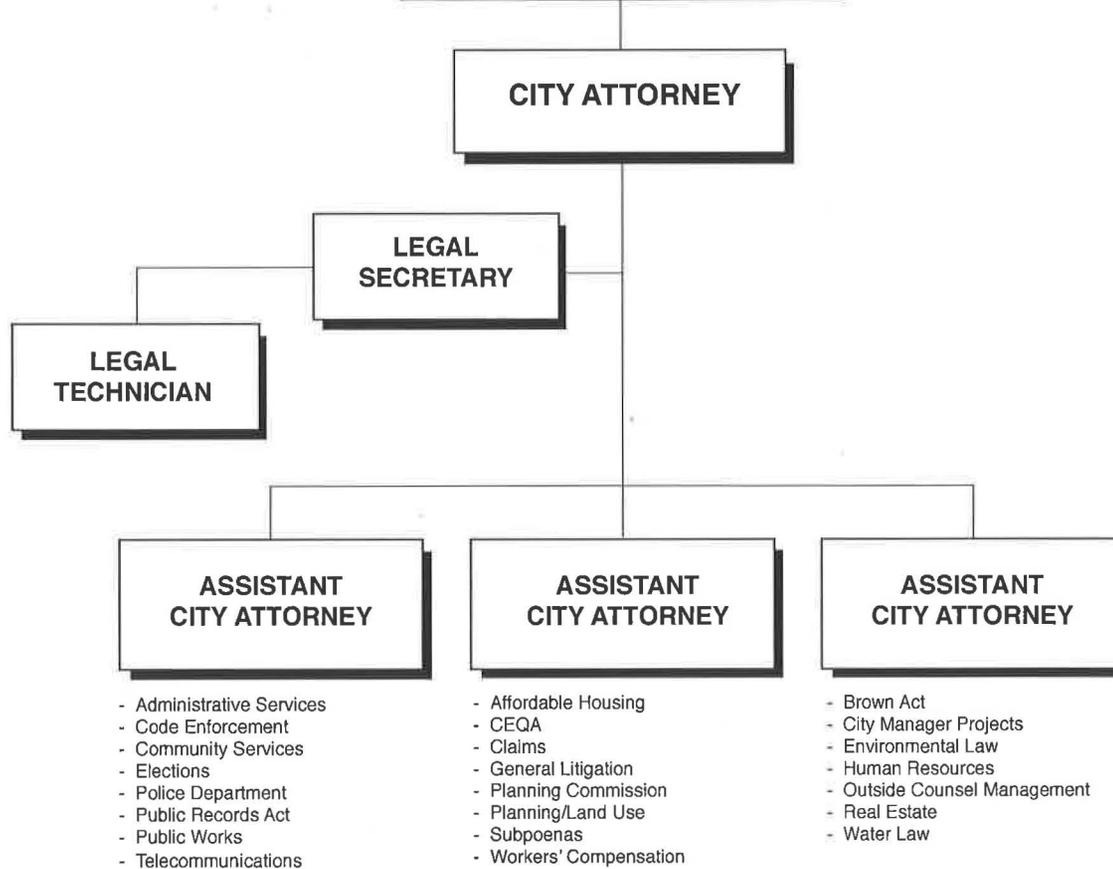
In Fiscal Year 2014-15, the Office had planned to implement an online file management system for a cost of \$12,240, but is now planning to leverage software modules in the City's new ERP system to the extent possible, and thus will not be seeking funds for this purpose in FY 2015-16.

Funding is included for additional 20% time for the Part-Time Legal Technician, who performs tasks related to file processing, administrative matters, general email and phone duties, claims handling, criminal case processing and variety of other matters.

CITY ATTORNEY

Organizational Chart

SIMI VALLEY CITY COUNCIL



CITY ATTORNEY

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
City Attorney	1.0	1.0	1.0
Assistant City Attorney	2.0	3.0	3.0
Legal Secretary	1.0	1.0	1.0
SUBTOTAL	4.0	5.0	5.0

PART-TIME POSITIONS:

Deputy City Attorney	0.8	0.0	0.0
Assistant City Attorney	0.0	0.0	0.0
Legal Technician*	1.0	1.0	1.2
SUBTOTAL	1.8	1.0	1.2

TOTAL - CITY ATTORNEY POSITIONS

5.8	6.0	6.2
-----	-----	-----

*One half-time Legal Technician positions is authorized but not funded (frozen) for FY 2015-16.

CITY ATTORNEY

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 503,473	\$ 657,200	\$ 556,000	\$ 101,200	\$ 724,700
41020 Temporary Salaries	11,351	20,000	-	20,000	20,000
41040 Overtime	83	100	-	100	100
41050 Outside Assistance	35,518	46,000	46,000	-	-
41200 Deferred Compensation - 401k	4,032	6,100	3,800	2,300	4,400
41210 Deferred Compensation - 457	0	-	-	-	-
41300 Vision Care	995	1,500	1,000	500	1,500
41350 Disability	3,996	6,100	5,100	1,000	5,200
41400 Group Ins/Health	21,687	8,600	8,300	300	8,900
41415 Flex Benefits	29,499	89,900	50,600	39,300	64,500
41450 Life Insurance	883	1,200	1,000	200	2,700
41500 Group Ins/Dental	2,839	4,800	3,000	1,800	3,800
41600 Retirement/PERS	121,998	155,200	130,600	24,600	167,500
41620 Retirement/HRA	5,005	7,200	7,000	200	7,200
41650 Medicare	6,878	11,700	9,800	1,900	10,500
41660 FICA	601	-	-	-	-
41700 Workers' Compensation	33,100	41,300	36,800	4,500	53,000
Subtotal - Personnel	\$ 781,935	\$ 1,056,900	\$ 859,000	\$ 197,900	\$ 1,074,000
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ -	\$ -	\$ -	\$ -	\$ 800
42230 Office Supplies	1,560	2,300	1,500	800	2,300
42440 Memberships & Dues	1,450	2,700	2,000	700	2,700
42450 Subscriptions & Books	12,134	13,300	12,800	500	14,000
42720 Travel, Conferences, Meetings	2,524	4,500	4,000	500	4,500
42730 Training	4,702	5,500	5,500	-	5,500
42790 Mileage	4,081	10,100	7,500	2,600	8,000
Subtotal - Supplies/Materials	\$ 26,450	\$ 38,400	\$ 33,300	\$ 5,100	\$ 37,800

CITY ATTORNEY (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 37,248	\$ 33,000	\$ 18,800	\$ 14,200	\$ 22,400
44012 Outside Legal Counsel	-	25,000	7,000	18,000	25,000
Subtotal - Services	\$ 37,248	\$ 58,000	\$ 25,800	\$ 32,200	\$ 47,400
Subtotal Current Expenses	\$ 63,698	\$ 96,400	\$ 59,100	\$ 37,300	\$ 85,200
 Total	 \$ 845,633	 \$ 1,153,300	 \$ 918,100	 \$ 235,200	 \$ 1,159,200

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

TITLE: Increase Funding for the Filled Position of Part-Time Legal Technician from 50% to 70%
REQUEST: \$12,600
ACCOUNT: 100-1130-41010
PRIORITY: 1

COST BREAKDOWN

Personnel

PT Legal Technician at 50% Funding	(\$29,300)
PT Legal Technician at 70% Funding	\$41,900
TOTAL:	\$12,600

The City Attorney's Office currently has a part-time (50%) legal technician who performs tasks relating to file processing, administrative matters, general email and phone duties, claims handling, criminal case processing and a variety of other matters. As the demands on the Office are likely to grow due to an increased emphasis on quality of life issues (such as mass abatement), code enforcement, homeless encampment removal, and other similar matters, the ability to utilize the Office's legal technician at a level 20% higher than currently allocated will assist the Office greatly in helping the City achieve these tasks in a timely and efficient manner.

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

TITLE: Eliminate Funding for CityLaw Data System and Certain Reference Books
TOTAL: \$15,040
ACCOUNT: 100-1205-44010
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$12,240
Westlaw Reporters	\$2,800
TOTAL:	<u>\$15,040</u>

In Fiscal Year 2014-15, the Office had planned to implement an online file management system (CityLaw) for a cost of \$12,240. However, as the City is implementing a new Enterprise Resource Planning (ERP) system, the Office will instead leverage modules in the new ERP system where possible to handle City Attorney files and avoid redundancy. In addition, through negotiation with one vendor (Thompson/West) the Office was able to receive a reduction of \$2,800 for a series of caselaw reference books.

DEPARTMENT OF ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

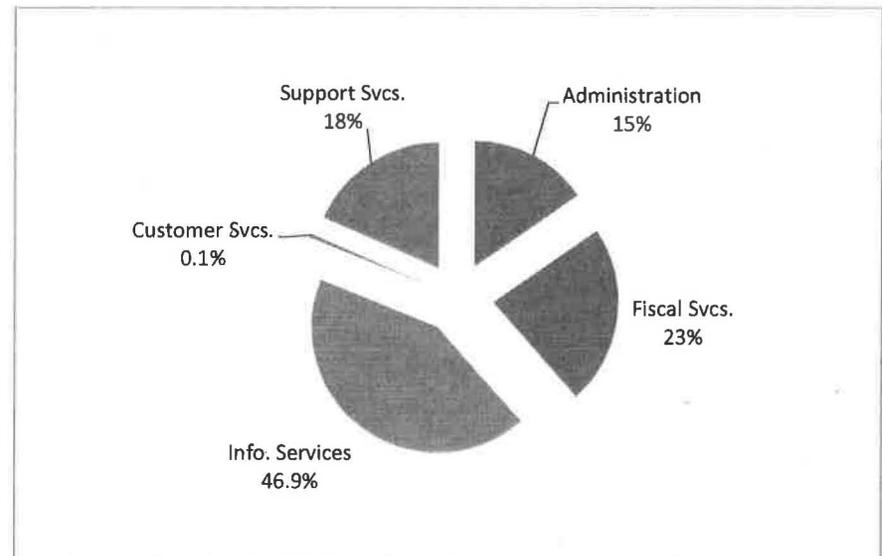
Overview

The Department of Administrative Services provides a wide variety of services to City staff and the public, with most functions provided in support of other Departments.

The Department's major functions include budget preparation, accounting and financial reporting, payroll, cash management, investment administration, debt administration, purchasing, telephone and radio communications, graphics and printing, mail services, information technology services, computer hardware/software acquisition and support, billing/collection for water and wastewater services, and processing of business tax certificates and parking citations.

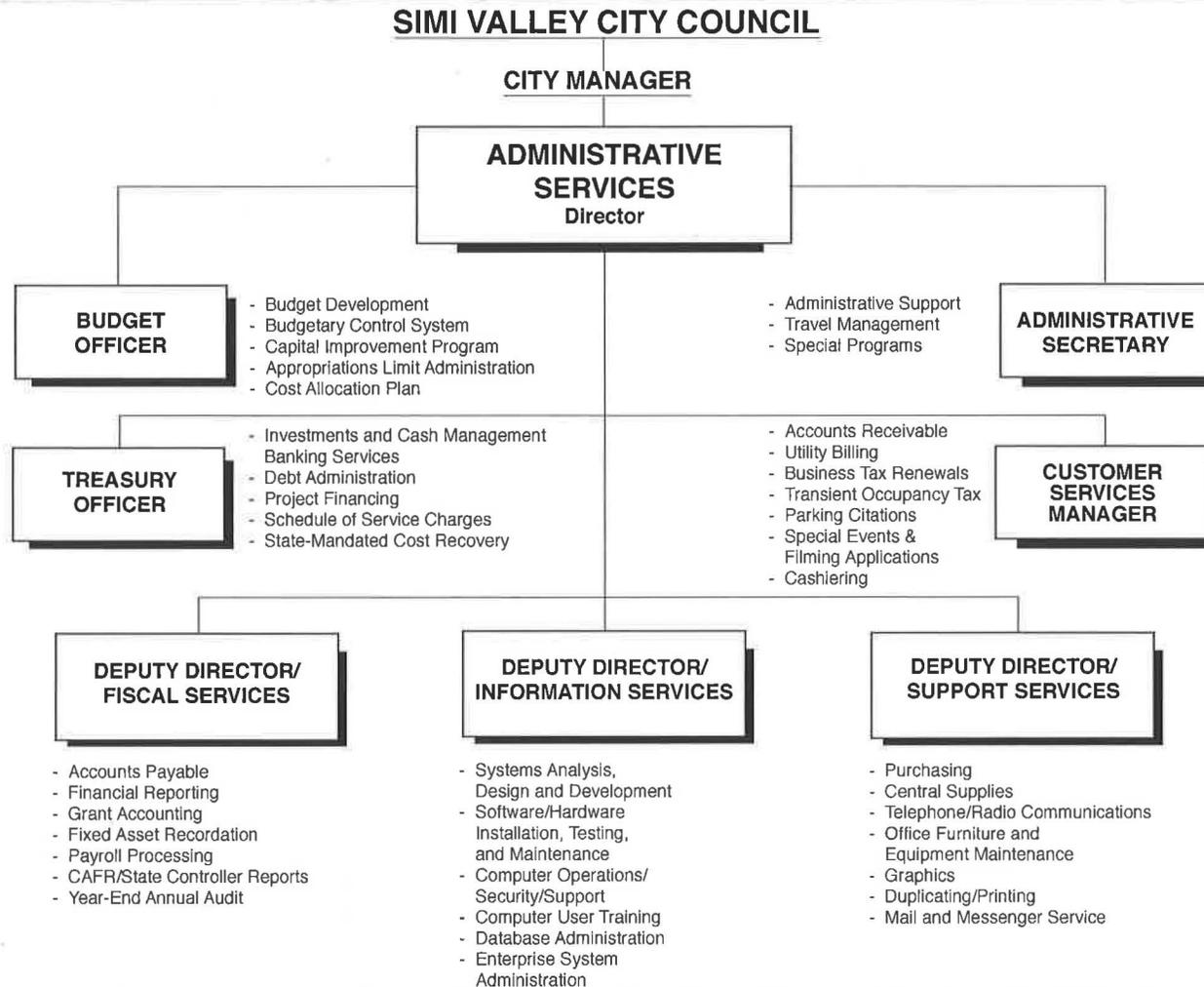
DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$434,766	\$382,912	\$498,000	\$748,400
Fiscal Svcs.	\$1,017,667	\$1,021,840	\$1,026,700	\$1,123,600
Info. Services	\$2,306,202	\$1,783,623	\$1,925,100	\$2,076,200
Customer Svcs.	\$8,751	\$9,185	\$14,700	\$25,600
Support Svcs.	\$805,820	\$816,815	\$712,700	\$893,800
Treasury*	\$218,812	\$175,181	\$0	\$0
Total	\$4,792,018	\$4,189,556	\$4,177,200	\$4,867,600

*The Treasury cost center was discontinued in FY 14-15.



ADMINISTRATIVE SERVICES

Organizational Chart



ADMINISTRATIVE SERVICES

Authorized Positions

REGULAR POSITIONS:

FY 2013-14 FY 2014-15 FY 2015-16

Administration:

Director, Administrative Services	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00
Senior Management Analyst	0.00	0.00	1.00
Administrative Secretary	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	4.00

Customer Services:

Customer Services positions are supervised by Administrative Services but funded and listed in the Waterworks budget.

Fiscal Services:

Deputy Director/Fiscal Services	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Staff Accountant	2.00	2.00	2.00
Accounting Specialist	1.00	1.00	1.00
Accounting Technician	5.00	4.00	4.00
SUBTOTAL	10.00	9.00	9.00

Treasury Services:

Treasury Officer	1.00	0.00	0.00
SUBTOTAL	1.00	0.00	0.00

ADMINISTRATIVE SERVICES

Authorized Positions (continued)

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Information Services:</u>			
Deputy Director/Information Services	1.00	1.00	1.00
SAP Applications Support Analyst	0.00	0.00	0.00
Enterprise Systems Analyst*	4.00	3.25	4.00
Senior Information Services Analyst	3.00	3.00	3.00
Geographic Information Services Coordinator **	1.00	1.00	0.00
Principal Information Services Analyst	0.00	0.00	1.00
Information Services Analyst II	2.00	4.00	4.00
Information Services Analyst I	3.00	1.00	1.00
SUBTOTAL	14.00	13.25	14.00
<u>Support Services:</u>			
Deputy Director/Support Services	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Communication Systems Coordinator	1.00	1.00	1.00
Graphics Media Coordinator	1.00	1.00	1.00
Printer	1.00	1.00	1.00
Graphics/Support Services Technician	1.00	1.00	1.00
Support Services Worker	1.00	1.00	1.00
Administrative Aide***	0.00	0.00	1.00
Account Clerk II	1.00	0.00	0.00
SUBTOTAL	8.00	7.00	8.00
TOTAL REGULAR POSITIONS	36.00	32.25	35.00

* One Enterprise Systems Analyst position is frozen and not funded for FY 2015-16.

** The GIS Coordinator position has been moved to the Public Works Department effective in FY 2015-16.

*** The Administrative Aide position is funded from 1/1/16 - 6/30/16 in FY 2015-16.

ADMINISTRATIVE SERVICES

Administration

1505

OVERVIEW

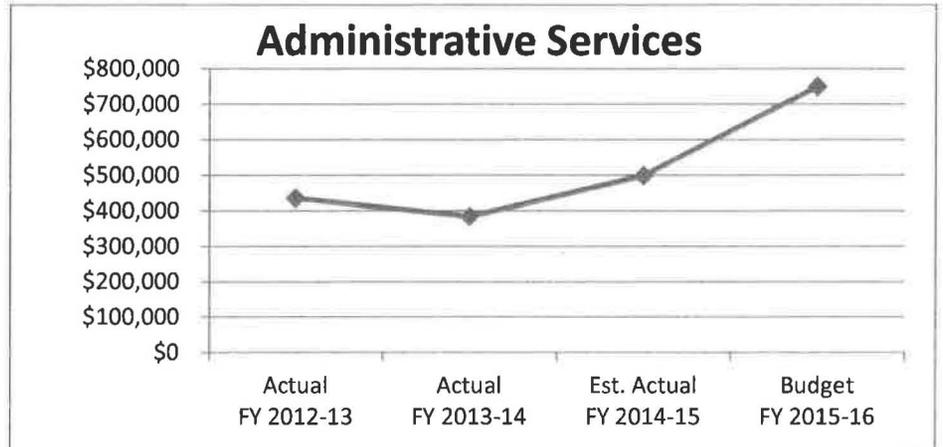
The Administration Division is responsible for the overall management of the Department of Administrative Services. It coordinates the activities of the Department's various divisions and serves as the primary contact point for the City Council, other City Departments, and the general public. The Division is also responsible for preparation of the City's Annual Budget, First Quarter and Mid-Year Financial Reports, administration of the budgetary control process, and coordination of financial reporting requirements. The Division has assumed many of the former Treasury Officer's duties as well.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3	3	3	4

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$434,766	\$382,912	\$498,000	\$748,400



ADMINISTRATIVE SERVICES

Administration (continued)

1505

KEY ACCOMPLISHMENTS FOR FY 14-15

Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellence Award for Fiscal Year 2015 from the California Society of Municipal Finance Officers.

Loaded the City's 2014-15 budget information onto the OpenGov.com website to improve transparency and accessibility, and presented the site to City Council and all four Neighborhood Councils.

Updated the City's Five Year Projections for the General Fund at budget adoption and mid-year, and continue to do so for use in the FY 2015-16 budget process.

Renewed the City's Budget and Fiscal Policy, which was distributed Citywide.

Prepared a Request For Proposals (RFP) and hired a firm to undertake a utility fees study, now underway and the first ever performed by the City.

Assisted Public Works in reviewing studies and proposals related to financing of Wastewater and Water Operations.

Prepared the First Quarter and Mid-Year Financial Reports and presented to the City Council.

GOALS FOR FY 15-16

Implement Core Financials of the ERP

Maintain Service Levels during Implementation

Devise new Business Rules for Implementation

BUDGET IMPACTS FOR FY 15-16

The FY 2015-16 budget includes eliminating the Customer Services Manager position and adding a Senior Management Analyst position.

ADMINISTRATIVE SERVICES

Fiscal Services	1510
-----------------	------

OVERVIEW

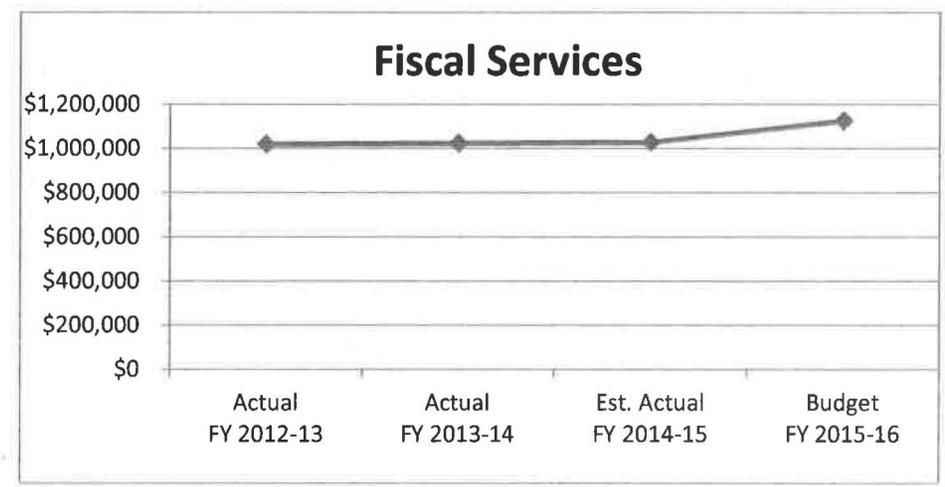
The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds. The Division's functions include Accounts Payable, Payroll, General Ledger maintenance, month-end closing, fixed asset recordation and inventory, bank reconciliations, grant accounting and draw-downs, assessment district collections, year-end audit coordination, and financial report preparation. The latter includes the—Comprehensive Annual Financial Report (CAFR) and supplemental reports, and State Controller's Reports.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	10	10	9	9

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,017,667	\$1,021,840	\$1,026,700	\$1,123,600



ADMINISTRATIVE SERVICES

Fiscal Services (continued)

1510

KEY ACCOMPLISHMENTS FOR FY 14-15

Processed payroll for all City employees on a bi-weekly basis. Consistently met the City's policy of processing accounts payable checks within 30 days of invoice receipt and in accordance with established internal control guidelines.

Processed monthly financial information for on-line inquiry in SAP. Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the City's Comprehensive Annual Financial Report for Fiscal Year 12-13 (lag time in issuance)

Accounted for the City's grant programs, ensuring compliance with grant requirements and processed draw-downs for reimbursement grants. Completed the State Controller's Reports by mandated deadlines. Published the City's summarized financial data in compliance with California Government Code Sections 40804-40805. Coordinated an independent audit of the Local Transportation Development Act funds for FY 2013-14.

Completed the annual financial audit and prepared the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2014.

GOALS FOR FY 15-16

Update the Citywide Chart of Accounts document to a more user-friendly format.

Participate in the ERP system replacement project.

Upload data to the City's OpenGov site to include actual results for fiscal years 2012-13 and 2013-14.

Update the Fiscal Procedures Manual to include all current processes.

BUDGET IMPACTS FOR FY 15-16

The proposed budget includes an increase in training for staff development.

ADMINISTRATIVE SERVICES

Support Services	1540
-------------------------	-------------

OVERVIEW

The Support Services Division is responsible for providing centralized support services to the City's operating Departments.

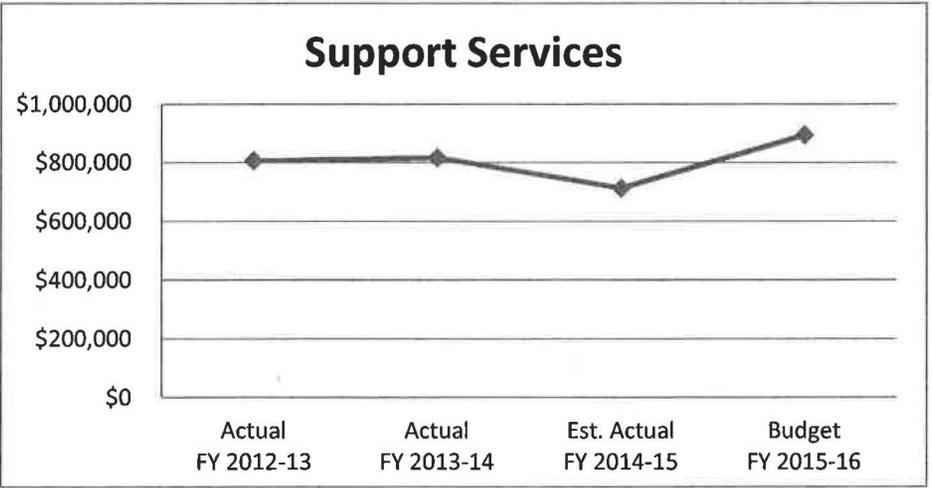
The services provided include: oversight of the City's purchasing program, review of City contracts, printing and graphics services, telecommunications and radio communication services, City-wide mail and messenger services, provision of office equipment, and office space planning and implementation services.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	8	8	7	7

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$805,820	\$816,815	\$712,700	\$893,800



ADMINISTRATIVE SERVICES

Support Services (continued)

1540

KEY ACCOMPLISHMENTS FOR FY 14-15

Constructed workstations, installed cabling and electrical services, and provided telephones, two-way radio equipment, and copiers for the Environmental Services Department and Community Services Department moves to City Hall.

Installed an assistance ring-down phone at the front door of City Hall to provide communications with the City Hall Receptionist, enabling the public to call a staff person to meet him/her outside the building for assistance.

Completed critical repairs to the City's telephone system equipment, backup systems, and two-way radio system equipment including the public safety interoperability channels.

Produced a variety of financial documents and promotional materials for numerous City events and programs.

Completed new contract templates that were approved by the City Attorney's Office for use by staff for developing City contract documents.

Implemented a new Purchasing Card Program that provides a streamlined purchasing option for City staff.

Renewed a service contract with Motorola with 26% savings over the previous contract to service the City's two-way radio system equipment.

GOALS FOR FY 15-16

Implement purchasing module as part of City's Enterprise Resource Planning system replacement project.

Complete the City-wide telecommunications needs assessment, detail the system requirements, and implement a replacement telephone system servicing all City facilities.

Solicit proposals and install replacement convenience copiers City-wide.

Solicit proposals and install replacement duplicating equipment in the City's Print Shop.

Provide staff support to Information Services (IS) as IS manages the Police Station uninterruptible power supply (UPS) equipment replacement project; the UPS equipment provides back-up power for critical public safety communications systems

BUDGET IMPACTS FOR FY 15-16

Funding is included for one-half year of an Administrative Aide position to support new legislative requirements in the Support Services Division.

ADMINISTRATIVE SERVICES

Information Services	1560
----------------------	------

OVERVIEW

The Information Services Division provides centralized management and planning of computer resources and services for all City departments. The Division has responsibility for technical support of the financial Information System, Integrated Police System (IPS), Geographic Information System (GIS), Community Development and Permitting System, Wide Area Network (WAN), and Internet connections.

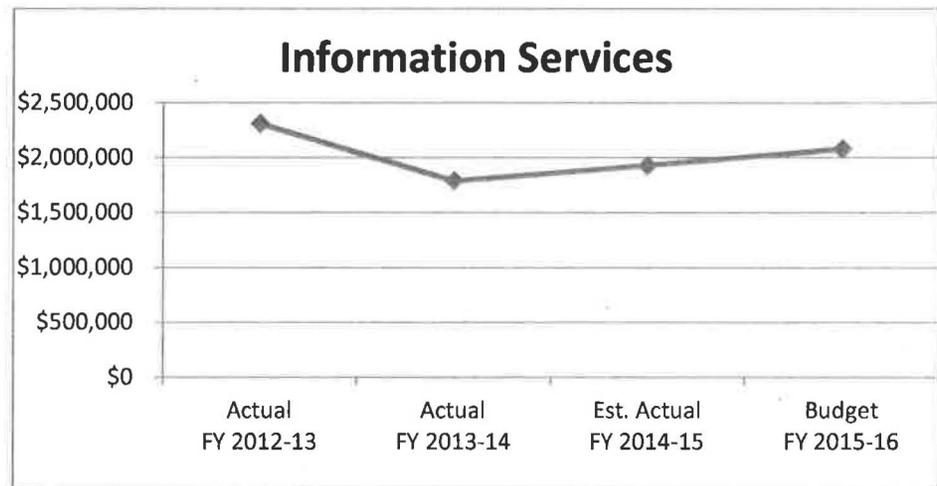
The Division coordinates all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	15	14	13.25	14

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,306,202	\$1,783,623	\$1,925,100	\$2,076,200



ADMINISTRATIVE SERVICES

Information Services (continued)

1560

KEY ACCOMPLISHMENTS FOR FY 14-15

Migrated all City computers off the Novell platform to Microsoft.

Implemented an On-Line Permit System for obtaining simple residential Building Permits via the Internet.

Assisted with the City's 911 dispatch center technology upgrade project.

Coordinated the cabling installation for the City Hall Expansion Project, and completed the relocation of all the computers in Phase I of the Project.

Replaced uninterruptible power supply equipment at the Wastewater Treatment Plant and at City Hall.

Worked with the City Manager's Office to define and provide technology required for the Simi Valley Public Library conversion to a City-run program.

GOALS FOR FY 15-16

Prepare an Information Systems Master Plan.

Upgrade Council Chambers Broadcast Equipment.

Update and strengthen Citywide backup systems.

Select, purchase, and install the Enterprise Information Management System (EIS).

Plan and construct the Police Department computer room and systems upgrade.

BUDGET IMPACTS FOR FY 15-16

One Enterprise Systems Analyst position, currently vacant, has been frozen in the proposed budget.

The proposed budget includes a major technology investment to improve the Enterprise Resource Planning and other systems citywide in order to improve efficiency and effectiveness given limited staff resources.

ADMINISTRATIVE SERVICES

Customer Services

1552

OVERVIEW

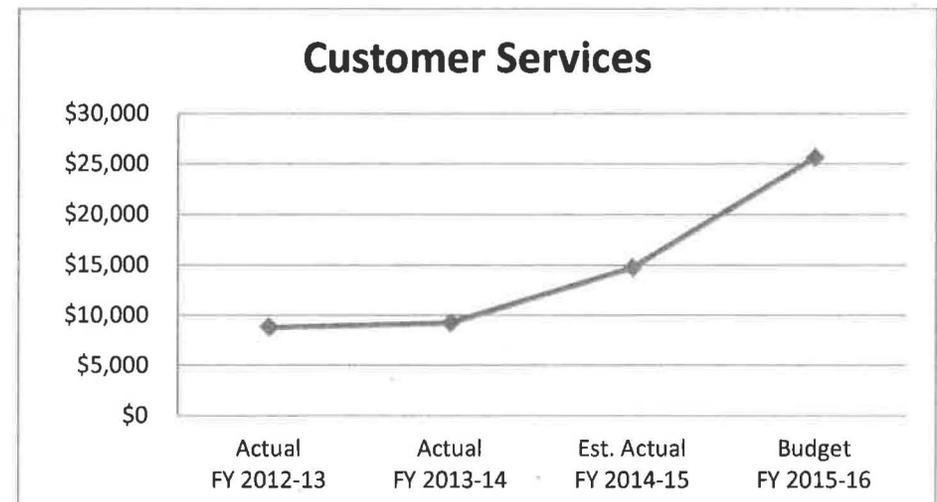
The Customer Services Division is mostly responsible for processing water bills, sanitation billing, parking citations, business tax receipts, and accounts receivable, with salaries paid from the Water/Sanitation funds. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	8	8	8	8

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$8,751	\$9,185	\$14,700	\$25,600



ADMINISTRATIVE SERVICES

Customer Services (continued)

1552

KEY ACCOMPLISHMENTS FOR FY 14-15

Processed 187,200 utility bills within three days of receipt of the billing from the Department of Public Works and processed payments within one workday of receipt of payment.

Processed 1,650-meter upgrades for Waterworks District No. 8.

Achieved the goal of 10% of utility bill customers going green by subscribing to Waterworks District's paperless/payments bill payment options.

Processed 778 new business tax applications within one day of receipt, and processed all business tax payments within one day of receipt.

Processed 892 parking citations issued by the Police Department.

Processed all account receivable payments within one workday of receipt of payment.

Processed contract extension for the City's Collection Agency.

GOALS FOR FY 15-16

Assist with Enterprise Resource Planning (ERP) implementation with the goal of improving customer service delivery.

Improve business license registration and renewal process.

Continue to assist with Passport processing.

BUDGET IMPACTS FOR FY 15-16

None

DEPARTMENT OF ADMINISTRATIVE SERVICES

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 2,577,684	\$ 2,868,300	\$ 2,600,000	\$ 268,300	\$2,897,800
41040 Overtime	1,139	4,200	1,000	3,200	4,200
41050 Outside Assistance	32,760	30,000	7,500	22,500	30,000
41200 Deferred Compensation - 401k	22,432	23,000	20,900	2,100	23,200
41210 Deferred Compensation - 457	2,346	2,300	2,000	300	2,100
41300 Vision Care	7,278	8,200	6,800	1,400	7,700
41350 Disability	20,361	24,800	20,400	4,400	23,000
41400 Group Ins/Health	196,462	46,100	41,200	4,900	47,800
41415 Flex Benefits	305,588	508,000	432,800	75,200	503,500
41420 CalPERS Health Admin Fee	975	-	1,800	(1,800)	-
41450 Life Insurance	6,042	6,400	5,800	600	6,300
41500 Group Ins/Dental	26,900	30,500	25,300	5,200	29,400
41550 Section 125 Admin	329	-	400	(400)	500
41600 Retirement/PERS	585,350	596,800	531,900	64,900	670,400
41620 Retirement HRA	8,242	9,600	9,100	500	9,600
41650 Medicare	34,782	49,000	36,900	12,100	42,000
41700 Workers' Compensation	150,600	169,800	147,200	22,600	213,700
41860 Salary Reimbursements	(3,380)	-	-	-	-
Subtotal - Personnel	\$ 3,975,890	\$ 4,377,000	\$ 3,891,000	\$ 486,000	\$ 4,511,200

DEPARTMENT OF ADMINISTRATIVE SERVICES (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ -	\$ 1,380	\$ 1,400	\$ (20)	\$ 1,400
42230 Office Supplies	6,037	4,800	4,600	200	6,900
42440 Memberships & Dues	2,659	3,500	3,100	400	3,500
42450 Subscriptions & Books	838	1,300	1,000	300	1,400
42460 Advertising	-	200	200	-	200
42560 Operating Supplies	2,996	5,000	1,500	3,500	5,000
42720 Travel, Conferences, Meetings	6,761	16,800	10,000	6,800	14,300
42730 Training	11,135	16,800	16,800	-	18,100
42790 Mileage	5,490	5,500	5,600	(100)	5,500
Subtotal - Supplies/Materials	\$ 35,916	\$ 55,280	\$ 44,200	\$ 11,080	\$ 56,300
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 175,450	\$ 421,700	\$ 240,000	\$ 181,700	\$ 297,700
44310 Maintenance of Equipment	2,300	2,400	2,000	400	2,400
44490 Other Contract Services	-	-	-	-	-
Subtotal - Services	\$ 177,750	\$ 424,100	\$ 242,000	\$ 182,100	\$ 300,100
Subtotal Current Expenses	\$ 213,666	\$ 479,380	\$ 286,200	\$ 193,180	\$ 356,400
TOTAL	\$ 4,189,556	\$ 4,856,380	\$ 4,177,200	\$ 679,180	\$ 4,867,600

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

TITLE: Maintenance for Council AV Equipment
REQUEST: \$70,000
ACCOUNT: 648-9102-44010
PRIORITY: 2

COST BREAKDOWN	
Professional and Special Services	
Maintenance of Council AV equipment	\$70,000
TOTAL:	\$70,000

DESCRIPTION:

The City installed a broadcast system in the Council Chambers for public meetings in 2009. This system broadcast public meetings across AT&T, Time Warner and the internet. It is a complex system that has many software components that are out of date.

Information Services is requesting that the system be analyzed by qualified professionals who specialize in broadcast systems. Based on the recommendations, enhancements will be made to the system to ensure that it is more stable, secure and resilient. Additionally, IS would like to have a service level agreement in place with a company that specializes in broadcast equipment.

GOALS:

The broadcast system is not stable and has had many issues over the last few years. Information Services would like to have a company on call with specialized skills to resolve issues with the system that are beyond what we have on Staff.

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

TITLE: Funding for Administrative Aide in Support Services
 REQUEST: \$106,000
 ACCOUNT: 100-1540-41010
 PRIORITY: 2

COST BREAKDOWN		
<u>Personnel</u>		
	Administrative Aide	\$106,000
TOTAL:		<u>\$106,000</u>

CITY MANAGER ACTION		
<u>Personnel</u>		
	Administrative Aide - 50% (Half-Year) Funded	\$53,000
TOTAL:		<u>\$53,000</u>

The State of California enacted new legislation this year requiring the City to notify bidders of contractor registration requirements and to register all projects exceeding \$1,000 online with the State Department of Industrial Relations (DIR). Additionally, the City must ensure that contractors and subcontractors are registered with the DIR, must verify contractor submittal of qualified payroll for these projects to DIR, and file a notice of completion for each project. Previously this applied only to projects subject either to apprenticeship or DIR compliance monitoring requirements and was therefore applicable to Public Works Department projects. This new requirement, however, applies City-wide and specifically to tasks Support Services and Information Services are responsible for. Under the law, staff must now register jobs that include telecommunications technicians, communications and systems technicians, cable installers, modular furniture installers, electricians, and general laborers. Additional staff resources to complete these tasks on an ongoing basis are required and acceptance of this Policy Item will ensure City compliance with the new law.

Additionally, the Administrative Services Department needs assistance in preparing and coordinating projects that require formal bids and requests for proposals. Several large projects of a technical nature, including Enterprise Resource Planning system implementation, new telephone system implementation, modular workstation reconfigurations, cable installation for telephone and computer system adds, moves, and changes, and convenience copier replacement projects will require the services of an Administrative Aide position to prepare bid and project documents, coordinate contract award and implementation, submit and monitor compliance documents and activities, review and approve project payments, and file notices of completion. The Administrative Aide will coordinate all of the contract compliance activities for the Administrative Services Department and will assist in coordinating contract bidding and compliance activities.

The Department does not have a staff member to perform the new duties or to prepare formal bid specifications and projects for related work. Due to the increase in formal bidding, contract negotiations, and prevailing wage compliance activities under State law, Support Services needs a resource to prepare contract specifications for projects requiring payroll compliance activities, monitor payroll compliance, prepare contract bid award documents and ensure adherence to State law.

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

TITLE: Document Management for City Clerk's office
REQUEST: \$120,000
ACCOUNT:
PRIORITY: 4

COST BREAKDOWN	
<u>Professional and Special Services</u>	
Document Management	\$120,000
TOTAL:	<u>\$120,000</u>

CITY MANAGER ACTION	
<u>Professional and Special Services</u>	
Partial Funding	\$70,000
TOTAL:	<u>\$70,000</u>

One of the initiatives that was approved in the FY2014-15 budget was the purchase and implementation of a document management system for the City Clerk's office. This system would provide efficiencies for public records requests and reduce staff time when preparing staff reports and permanent public records.



CITY OF SIMI VALLEY

DEPARTMENT OF COMMUNITY SERVICES

COMMUNITY SERVICES

Department Overview

The Department of Community Services provides a wide variety of programs and services designed to address the needs of the community and promote a spirit of cooperation and partnership between citizens and the City. The Department works closely with individuals, businesses, and government resources.

The Department is comprised of four divisions. The Administrative Support Division oversees and provides personnel, budget, and finance support to the other divisions and public facilities, administers grant reporting and compliance management, solid waste and recycling programs, monitors the customer service requirements of the State's cable television franchises in Simi Valley, manages the City's PEG channel, SVTV, and administratively supports the Community Projects Grant Program.

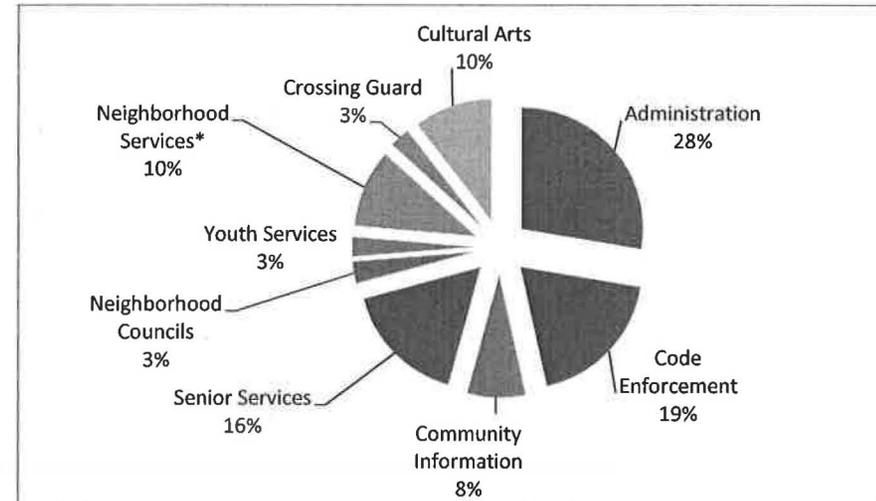
The Citizen Services Division enforces municipal ordinances, conditions, and permits, provides opportunities for citizen involvement in the City's government structure, and provides citizens with information and referral to local government and non-profit resources.

The Community Programs and Facilities Division facilitates the provision of programs that enhance the quality of life for seniors, developmental and supportive services for youth, and quality cultural arts programs. The Division manages two public facilities, the Simi Valley Senior Center and the Simi Valley Cultural Arts Center.

The Simi Valley Transit Division is included as a separate fund.

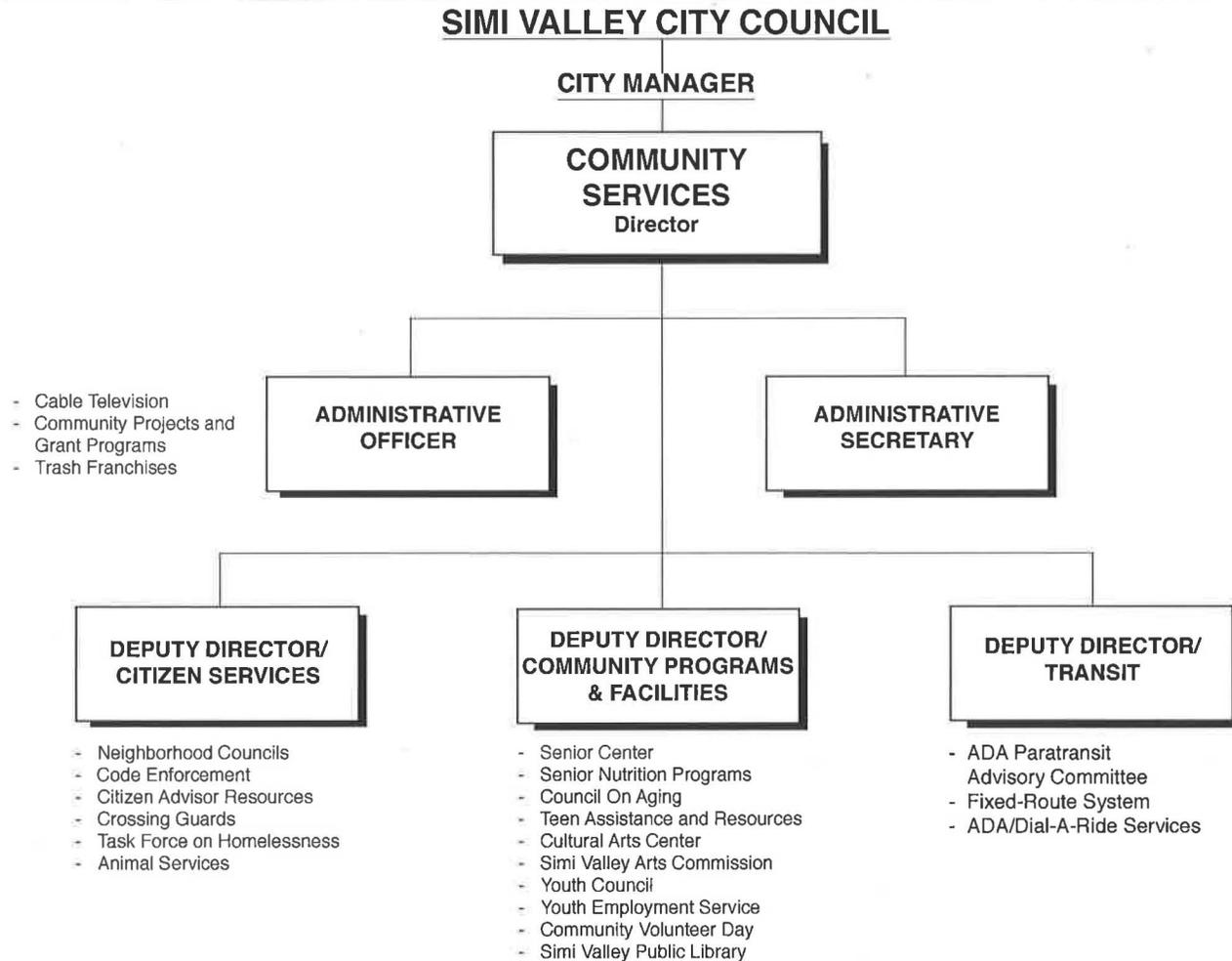
DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$1,212,338	\$1,165,186	\$1,224,700	\$1,223,400
Code Enforcement	\$734,004	\$711,247	\$753,600	\$834,800
Community Information	\$398,523	\$414,408	\$444,800	\$347,400
Senior Services	\$628,734	\$636,987	\$626,100	\$728,100
Neighborhood Councils	\$128,220	\$93,634	\$45,600	\$130,200
Youth Services	\$111,206	\$90,784	\$103,000	\$114,500
Neighborhood Services*	\$0	\$18,693	\$105,900	\$460,800
Crossing Guard	\$210,515	\$104,325	\$109,600	\$119,800
Cultural Arts	\$378,696	\$346,970	\$374,700	\$466,300
Total	\$3,802,236	\$3,582,233	\$3,788,000	\$4,425,300

*Prior to FY14-15, Neighborhood Services was included in Youth Services and Information



COMMUNITY SERVICES

Organizational Chart



COMMUNITY SERVICES

Authorized Positions

REGULAR POSITIONS:

FY 2013-14 FY 2014-15 FY 2015-16

Administration:

Director, Community Services	1.00	1.00	1.00
Deputy Director/Citizen Services	1.00	1.00	1.00
Deputy Director/Community Programs & Facilities*	1.00	1.00	1.00
Administrative Officer	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Administrative Aide	0.50	1.00	1.00
Secretary	1.00	1.00	1.00
Account Clerk II	0.50	0.00	0.00
Clerk I/II	2.00	2.00	2.00
SUBTOTAL	10.00	10.00	10.00

Community Programs & Facilities:

Senior Services Manager	1.00	1.00	1.00
Senior Services Assistant Manager	2.00	2.00	2.00
Clerk I/II **	2.00	2.00	3.00
Community Services Specialist ***	1.00	1.00	1.00
Cultural Arts Center Manager	1.00	1.00	1.00
Cultural Arts Center Assistant Manager	1.00	1.00	1.00
Account Clerk I/II	1.00	1.00	1.00
SUBTOTAL	9.00	9.00	10.00

* 25% of Deputy Director/Community Programs & Facilities is reimbursed by the Library Fund.

** One Clerk I/II position authorized but not funded (frozen) in FY 2015-16.

*** While authorized for full-time, the Community Services Specialist position hours are reduced in FY 2015-16.

COMMUNITY SERVICES

Authorized Positions (continued)

<u>REGULAR POSITIONS (continued):</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Citizen Services:</u>			
Code Enforcement Manager	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00
Code Enforcement Officer	4.00	4.00	4.00
Counter Services Technician****	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Neighborhood Council Coordinator	1.00	1.00	1.00
SUBTOTAL	9.00	9.00	9.00
TOTAL - REGULAR POSITIONS	28.00	28.00	29.00
<u>PART-TIME POSITIONS:*****</u>			
<u>Community Programs & Facilities:</u>			
Senior Center Aide/Meals on Wheels Coordinator	0.63	0.63	1.00
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.63	0.75
Theater Technician I/II	0.90	0.90	0.00
TOTAL PART-TIME POSITIONS	2.79	2.79	2.38
<u>TEMPORARY POSITIONS:*****</u>			
<u>Community Programs & Facilities:</u>			
Senior Center Aide/Rental Monitor	1.90	1.90	1.90
<u>Citizen Services:</u>			
Lead Crossing Guard/Crossing Guard	7.85	7.85	7.85
TOTAL TEMPORARY POSITIONS	9.75	9.75	9.75
TOTAL - COMMUNITY SERVICES POSITIONS	40.54	40.54	41.13

**** While authorized for full-time, the Counter Services Technician hours are reduced in FY 2015-16.

***** Temporary and part-time positions are shown as full-time equivalents.

COMMUNITY SERVICES

Department Administration

2005

OVERVIEW

The Administration Division includes the Department's Administrative Team that is comprised of the Director, Deputy Director/Citizen Services, Deputy Director/Community Programs and Facilities, Administrative Officer, Administrative Secretary, Senior Management Analyst, Administrative Aide, two Secretaries and one Clerk II.

The Division provides general administrative coordination between Community Services Divisions, the City Manager's Office, other City Departments, and various outside agencies; ensures that the Department is fulfilling its responsibilities in a timely and effective manner; provides sound fiscal management, personnel management, purchasing, facility management, records management; contract/fee/asset administration; grant application distribution, reporting, and compliance management; coordinates the maintenance of all Departmental equipment; and provides all operating and program specific supplies.

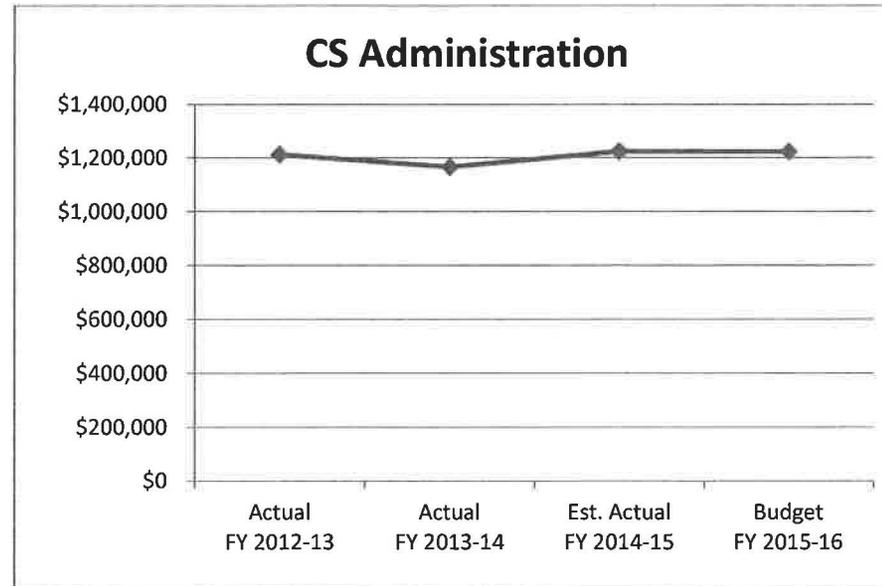
The Division is accountable to the citizens, encourages community involvement and volunteerism, and delivers excellent customer service to our community.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	9	9	9	9

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,212,338	\$1,165,186	\$1,224,700	\$1,223,400



COMMUNITY SERVICES

Department Administration (continued)

2005

KEY ACCOMPLISHMENTS FOR FY 14-15

Prepared and monitored the Department's annual budget in accordance with City policy.

Provided support to 12 volunteer Citizen Advisory Boards, engaging the public, and enhancing accountability to citizens.

Coordinated the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of the more than 650 individuals who dedicated a combined estimated 68,000 hours to City programs and services throughout the year.

Facilitated the selection of the City and Community Volunteers of the Year for recognition by the City Council for outstanding local service.

Ensured the Departments' four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.

Disbursed \$150,000 Community Project Grant funds to non-profit organizations for local community projects.

GOALS FOR FY 15-16

Facilitate the recognition and engagement of volunteer efforts.

Expand the use of technology within the Department in order to streamline processes.

Continue to audit files to ensure Departmental compliance with the Citywide Records Retention and Destruction Schedule.

Facilitate the Community Projects Grant Program funding and application to disburse \$150,000 to local non-profit organizations.

BUDGET IMPACTS FOR FY 15-16

None

COMMUNITY SERVICES

Code Enforcement

2110

OVERVIEW

The Code Enforcement Section enforces municipal ordinances, conditions, and permits, which are established to provide a safe, healthy, and aesthetically pleasing environment for the City's residents and business community. Specifically, the Code Enforcement Section responds to citizen complaints; referrals from other City departments requesting assistance in gaining voluntary compliance; and, actively pursues violations of the Development Code and the City's Property Maintenance, Trash Abatement, Public Nuisance Abatement, and Commercial Landscape Condition Programs.

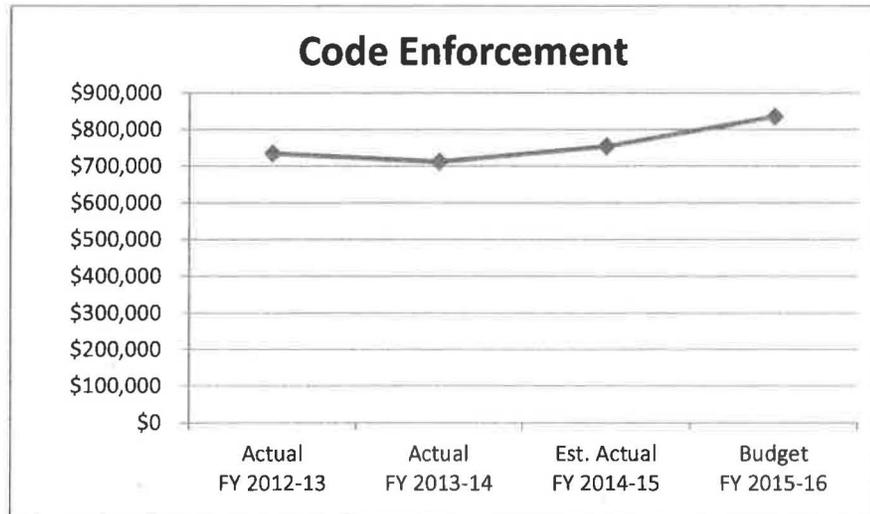
In addition, Code Enforcement works closely with the Building and Safety Division on municipal unsafe structures to address potential life/safety issues on properties within the City.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	8	7	7	7

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$734,004	\$711,247	\$753,600	\$834,800



COMMUNITY SERVICES

Code Enforcement (continued)

2110

KEY ACCOMPLISHMENTS FOR FY 14-15

Responded to over 2,000 violations of the Municipal Code, which resulted in excess of \$27,500 revenue.

Processed and received internal department referrals, resulting in the abatement of over 40 Municipal Code violations.

Conducted complaint based and proactive inspections resulting in the abatement of over 650 sign ordinance violations.

Abated more than 800 cases of trash accumulation, illegal placement of trash receptacles and open storage from private property through the Trash Abatement Program.

Inspected 290 parcels for tumbleweeds, weeds and debris under the Public Nuisance Abatement Program, resulting in the issuance of 73 Legal Notices to Abate Public Nuisances for 105 parcels found to be in violation.

Referred more than 20 potential life and safety cases to the Department of Environmental Services Municipal Unsafe Structures Program.

Responded to complaints and removed over 600 carts on private property and in the public rights-of-way.

Coordinated with Environmental Services and facilitated review of staff reports and associated recommendations to the Planning Commission and City Council.

Processed and forwarded four Requests for Formal Complaint to the City Attorney's Office for prosecution.

GOALS FOR FY 15-16

Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases.

Continue to respond to violations of the Municipal Code, including Development Code-related violations.

Continue to respond to complaints and also proactively identify and cause the abatement of illegal temporary commercial signs and abandoned shopping carts.

Continue managing the Trash Abatement, Property Maintenance, Public Nuisance Abatement, and landscape condition enforcement programs to ensure a safe and healthy living environment.

Work with the City Attorney's Office and Police Department to identify and process violations of the Social Host Ordinance.

Achieve efficiencies and streamline Code Enforcement processes through implementation of the Government Outreach software which includes on-line reporting capabilities for the general public.

BUDGET IMPACTS FOR FY 15-16

This budget proposes reducing one full-time Code Enforcement Counter Technician from full- to part-time.

This budget also includes funding to replace two Code Enforcement vehicles, one pickup truck and one hybrid sedan.

COMMUNITY SERVICES

Community Information & Program Management

2115

OVERVIEW

The Community Information & Program Management Section administers the City's solid waste and recycling programs including maintaining compliance with State mandates.

The Section monitors the customer service requirements of the State's cable television franchises in Simi Valley, operates and manages the City's PEG channel, SVTV, and administratively supports the Community Projects Grant Program.

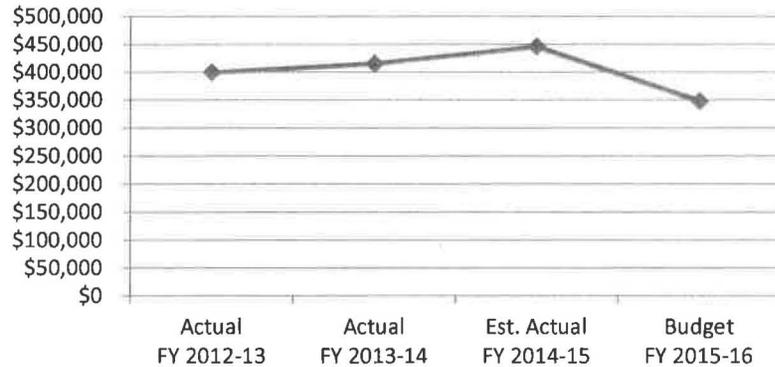
PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$398,523	\$414,408	\$444,800	\$347,400

Waste/Franchise Services



COMMUNITY SERVICES

Community Information & Program Management (continued)

2115

KEY ACCOMPLISHMENTS FOR FY 14-15

Reported to the State of California that in 2013 the City achieved a 72.2% residential waste diversion rate, equivalent to 10.4 pounds per person per day of waste diverted from the Simi Valley Landfill. The commercial diversion rate was 71.1% with 31 pounds per person per day of waste diverted from the Landfill.

Facilitated the establishment of the Community Projects Grant Program funding and application requirements and disbursed \$150,000 for the FY 2014-15 funding cycle to three local non-profit organizations.

Initiated the first Call for Projects for the FY 2015-16 funding cycle, hosted an application workshop with 35 local, non-profit organizations represented, and completed the initial competitive funding allocation cycle.

Enhanced the policies and procedures related to the administration of the SVTV Community Bulletin Board and piloted the use of video public service announcements.

Augmented access to cable subscribers to cable franchisees as a facilitator of programming concerns.

Received \$33,000 of California Redemption Value (CRV) funds through CalRecycle's City/County Payment Program, which were utilized to provide additional trash and recycling receptacles in the public right-of-way to prevent beverage containers and other debris from entering the waterways.

GOALS FOR FY 15-16

Continue the collaboration between the City and non-profit organizations to address the community's needs through the Community Projects Grant Program.

Expand the programming available on Simi Valley Television and strengthen its presence as a community resource.

Continue to exceed the State of California's mandated diversion rate, improve voluntary compliance with the State's mandatory commercial recycling law, and implement the City's response to the State's mandated organic recycling law.

BUDGET IMPACTS FOR FY 15-16

None

COMMUNITY SERVICES

Senior Services

2230/2335/2337

OVERVIEW

The state of the art Simi Valley Senior Center features a Resource Center, Congregate Meal and Meals On Wheels Programs, Senior Share Program, fitness room, computer lab, classrooms, media room, card rooms, billiards room, and ceramics and art studio to meet the needs of the City's growing senior population, and is available for rental use evenings and weekends.

Activities, services, and classes are available as a result of partnerships with a variety of organizations, non-profit agencies, and service clubs, and are provided at no or low cost to seniors.

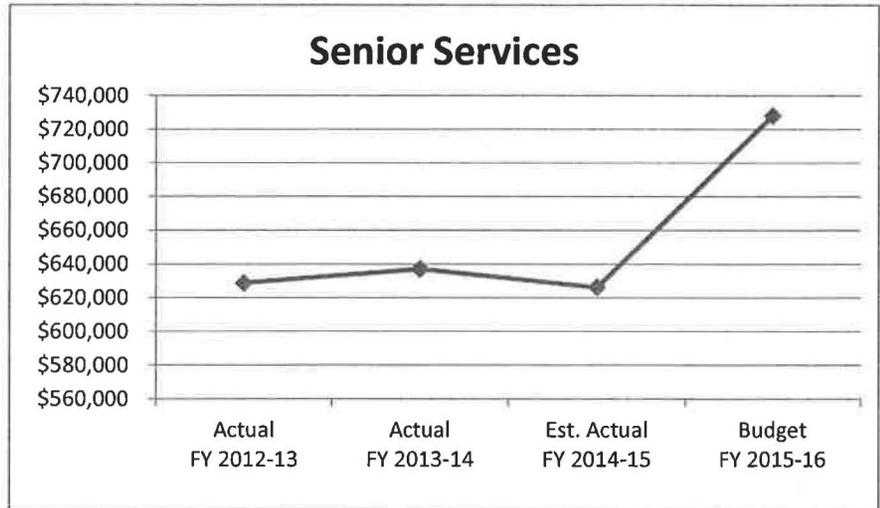
The Council On Aging Executive Board advises the City Council on senior issues and, with the help of countless volunteers, raises funds for equipment and vital senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	8.69	8.79	8.79	9.08

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$628,734	\$636,987	\$626,100	\$728,100



COMMUNITY SERVICES

Senior Services (continued)

2230/2235/2237

KEY ACCOMPLISHMENTS FOR FY 14-15

Secured an architectural firm to design the renovation of the Senior Center kitchen.

Collaborated with the Ventura County Area Agency on Aging to locate the Home Share program for the east end of the county at the Senior Center.

Partnered with the Rancho Simi Recreation and Park District to increase their course offerings at the Senior Center to replace Sim Valley Adult School's discontinuing classes.

Coordinated with the City's Information Services Division and the Simi Valley Adult School to have 22 new computers with Windows 8.1 installed in the Technology lab, and offering classes in PC Security and Windows 8.1.

Updated the Sound System in the Senior Center (\$20,000); upgraded the hearing loop in the Multi-purpose Room and installed hearing loops in the classrooms and Media Room (\$9,000).

Delivered over 32,000 meals to frail, home-bound seniors under the Meals On Wheels Program.

Served almost 11,000 Congregate Meals at the Senior Center during the noon hour.

Secured almost \$17,000 in additional funding from the Ventura County Area Agency on Aging, which allowed the Senior Center to provide 3,468 additional meals, purchase a new stove, commercial mixer, Meals On Wheels thermal delivery bags and advertising on bus shelters.

GOALS FOR FY 15-16

Collaborate with the Council On Aging to fund improvements to the facility that expand its functionality, safety, and enjoyment for the clients.

Complete the renovation of the Senior Center kitchen.

Expand the number of clubs and free classes offered at the Senior Center that meet the needs of low-income seniors.

Explore partnering with the Council On Aging to increase the number of Meals On Wheels hot meal routes to serve the growing number of homebound seniors unable to prepare a meal for themselves.

Continue to partner with the Ventura County Area Agency on Aging to provide Congregate and Meals On Wheels Programs to seniors.

BUDGET IMPACTS FOR FY 15-16

Funding is included to reclassify the Senior Center Aide/Meals on Wheels Coordinator position from part-time to full-time. The net impact is zero to the General Fund as the program is fully reimbursed by a grant.

COMMUNITY SERVICES

Neighborhood Councils

2235

OVERVIEW

The Neighborhood Councils encourage and provide an opportunity for citizen involvement in the City's government structure. The Neighborhood Councils focus on creating an educational environment that encourages citizen participation in the decision-making process.

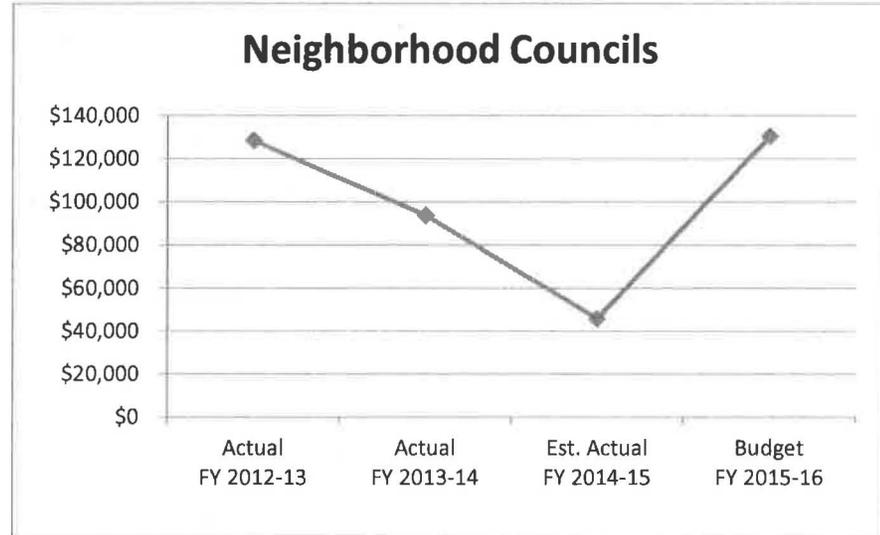
The City is divided into four Neighborhood Council districts. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council. The Neighborhood Councils advise the City Council on matters of citywide concern.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$128,220	\$93,634	\$45,600	\$130,200



COMMUNITY SERVICES

Neighborhood Councils (continued)

2235

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed two recruitments to fill 48 positions on the Neighborhood Council Executive Boards.

Elected Interim Executive Board Officers to replace Officers whose terms were expiring.

Facilitated the review of 11 development applications and associated recommendations to the Planning Commission.

Facilitated the review of an amendment to the Municipal Code regarding keeping chickens for 4H projects, revisions to the sign ordinance and review of proposed sanitation services rates as directed by the City Council.

Increased residential knowledge about the various City programs through informational presentations of the City's Noise Ordinance, the new Statewide Water Conservation Mandates, Traffic Impact Fee Program, Youth Council and Youth Employment Programs, Sanitation Service Rates, and the Community Liaison Officer Program.

GOALS FOR FY 15-16

Enhance resident knowledge of City operations including public safety, community development, and quality of life services.

Engage citizen participation in the City's decision-making process.

Increase awareness of different volunteer opportunities available through the City and the community.

Identify issues of community concern and communicate them to the City Council.

BUDGET IMPACTS FOR FY 15-16

None

COMMUNITY SERVICES

Youth Services

2240

OVERVIEW

The youth and volunteer programs strengthen the community infrastructure of services by providing information and resources connecting teens and families, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing youth employment services to youth and businesses.

The Youth Employment Service (YES) Advisory Board and the Youth Council provide accountability to citizens while encouraging community involvement and volunteerism. The YES provides job readiness skills training for youth, referral and recruitment services for local businesses, as well as one-on-one job readiness assessment, employment counseling and referrals.

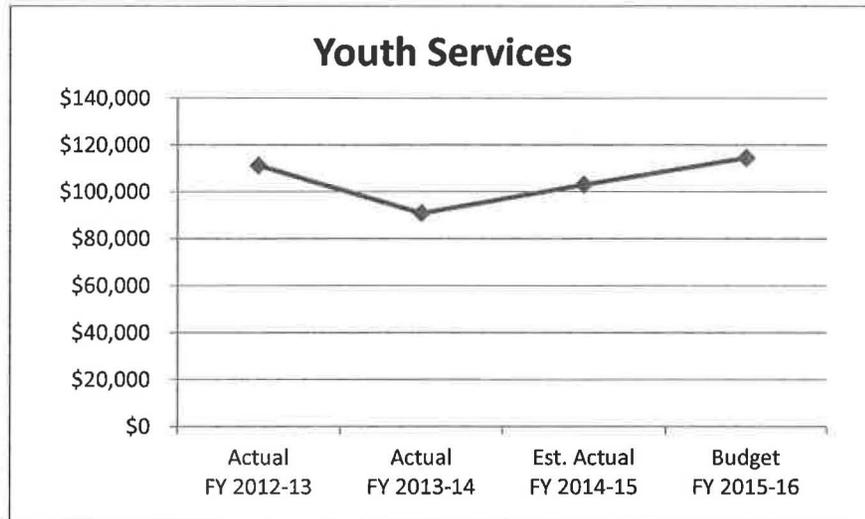
The Youth Council, a 24-member advisory board that addresses youth issues and concerns, provides Simi Valley youth leadership development, encourages civic engagement and promotes citizenship, community involvement and volunteerism.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$111,206	\$90,784	\$103,000	\$114,500



COMMUNITY SERVICES

Youth Services (continued)

2240

KEY ACCOMPLISHMENTS FOR FY 14-15

Hosted and coordinated the 5th Annual Youth Service Providers Meet and Greet event, with more than 40 youth serving non-profits, schools and government agencies.

Developed the 2014-15 Youth Council Work Plan and created Ad Hoc Committees to address identified youth priorities including bullying; additional teen activities; college and career; and teen drug and alcohol use.

Oriented and trained 24 Youth Council members to service on an advisory board.

Organized the 14th Annual Youth Summit, marking a 150% increase in youth.

Facilitated the first Simi Valley Youth Town Hall with more than 400 middle and high school students.

Registered and provided one-on-one job readiness and employment skills assessments for approximately 50 new Youth Employment Service clients.

Presented an Entering the Workforce and Interview Skills workshops to over 1,900 teens.

Organized and hosted the 28th annual YES Job and Career Expo, attended by more than 500 youth.

Provided more than 275 direct job referrals to 370 registered YES clients ages 13 to 22

Collaborated with the Simi Valley Unified School District to provide mock interviews for 180 11th and 12th grade special education students.

GOALS FOR FY 15-16

Explore methods to increase discussion opportunities for the participants of the 2016 Youth Summit.

Work with the 2015-16 Youth Council to identify the needs of the community's youth and methods for addressing these needs.

Increase the number of youth registering with YES by 10%.

Increase YES awareness in the business community.

BUDGET IMPACTS FOR FY 15-16

Hours for one Community Services Specialist (filled) have been temporarily reduced for one year.

COMMUNITY SERVICES

Neighborhood Services

2245

OVERVIEW

The Neighborhood Services administratively supports the Task Force on Homelessness, and provides policy development section support to the City Council in the area of homelessness and social services. The Citizen Advisor function maintains information about services available to the community, and responds to inquiries from the public by providing resources and referrals.

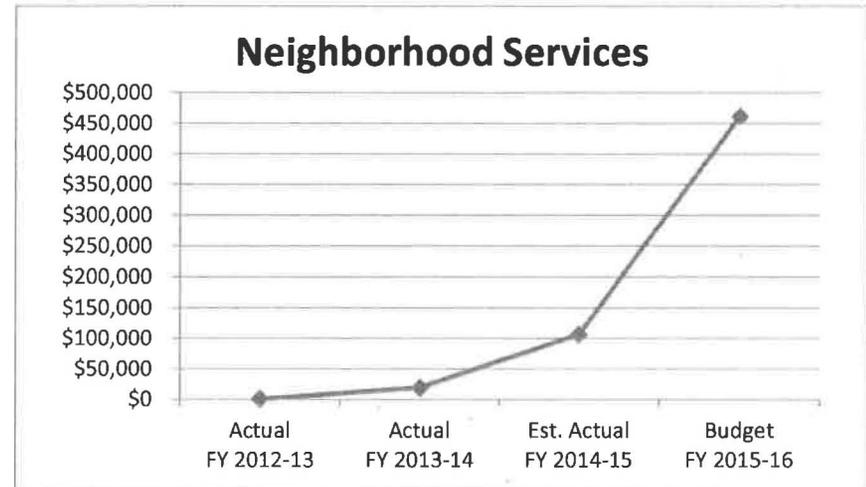
The section also monitors Vector Control services from the County of Ventura, and administers the City's Animal Regulation ordinance and the associated contracts with Ventura County Animal Services.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$0	\$18,693	\$105,900	\$460,800



COMMUNITY SERVICES

Neighborhood Services (continued)

2245

KEY ACCOMPLISHMENTS FOR FY 14-15

Expanded the Task Force on Homelessness to include a representative from the non-profit organization Many Mansions.

Provided referrals to resources and services for over 100 members of the public seeking assistance in the areas of homeless services, rental assistance, and legal resources including landlord/tenant issues, neighbor disputes, and in-home supportive care services.

Worked with Ventura County Animal Services staff to prepare and present a proclamation to Ventura County declaring January 17th as Pet Adoption Day in the City of Simi Valley. Ventura County Animal Services achieved a No Kill shelter classification in 2014 and conducted an Open House event at the Simi Valley Animal Shelter and Adoption Center.

Discussed and reviewed the updated contract for animal services with Ventura County. The revised contract is geared to provide more accurate costs for sheltered animals and service calls.

Continued to facilitate site improvements to the Simi Valley Animal Shelter that include lighting upgrades and installation of a fence along the rear side of the shelter.

Partnered with Simi Valley Police Department and several non-profit organizations to facilitate partnerships, and develop a staged, best practices, compassionate approach to ending homelessness through engagement of services for individuals living in encampments on private property.

GOALS FOR FY 15-16

Expand community involvement in addressing the issue of homelessness and poverty within the community.

Increase staff awareness of available social services to allow for enhanced customer service for those seeking services.

Continue to support the County of Ventura in maintaining its no kill goal for its animal shelters while maintaining excellent customer service and strong fiscal management with the updated contract for services.

BUDGET IMPACTS FOR FY 15-16

None

COMMUNITY SERVICES

Crossing Guards

2270

OVERVIEW

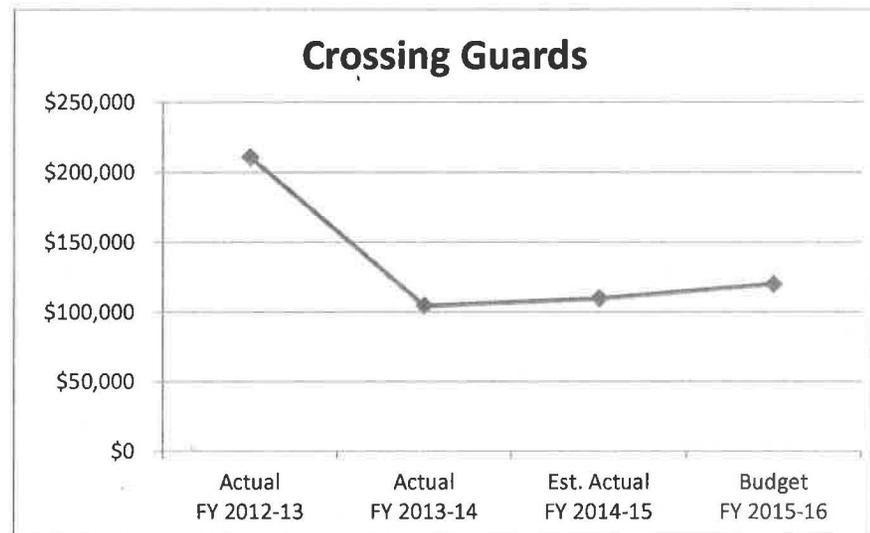
The Crossing Guard program coordinates the safety of elementary school children, their parents, Crossing Guard staff, and other pedestrians in crossing the City's busy intersections while traveling to and from school, including hiring, training, scheduling, equipping, and supervising 19 Crossing Guards at 15 Posts throughout the City.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	9.25	7.85	7.85	7.85

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$210,515	\$104,325	\$109,600	\$119,800



COMMUNITY SERVICES

Crossing Guard (continued)

2270

KEY ACCOMPLISHMENTS FOR FY 14-15

Assisted over 300,000 pedestrians safely across busy intersections throughout the school year.

Provided the Crossing Guards with CPR, First Aid, and safety training.

GOALS FOR FY 15-16

Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the enhanced safety of pedestrians.

BUDGET IMPACTS FOR FY 15-16

None

COMMUNITY SERVICES

Cultural Arts Center

2310

OVERVIEW

The Simi Valley Cultural Arts Center provides a historic, multipurpose facility to present performances of music, theater, dance, film, lectures, and popular entertainment, as well as space for conferences, meetings, seminars, and workshops.

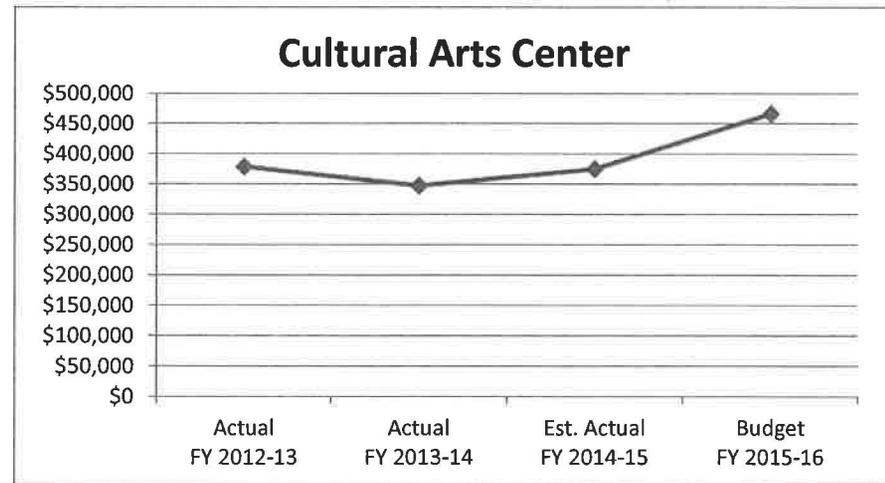
The Cultural Arts Center develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3.7	3.9	3.9	3.9

EXPENDITURES

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$378,696	\$346,970	\$374,700	\$466,300



COMMUNITY SERVICES

Cultural Arts Center (continued)

2310

KEY ACCOMPLISHMENTS FOR FY 14-15

Hosted two musical theater training programs for youth between the ages of 7 and 15.

Presented over 150 performances of major musicals on the Cultural Arts Center Main Stage.

Inaugurated the DownStage Theater, in the Cultural Arts Center re-configured Multi-purpose room, for four productions that resulted in more intimate and affordable presentations.

Hosted or presented over 140 community events at the Cultural Arts Center.

Launched an upgraded more interactive website including online ticketing.

Received an almost \$33,000 bequest.

Received over \$31,000 in contributions from the Simi Valley Cultural Arts Foundation and other contributors.

Received approximately 10,000 volunteer hours in preparing and presenting productions at the Cultural Arts Center.

GOALS FOR FY 15-16

Establish the 60 seat performing space DownStage Theater as a viable venue increasing community involvement in the arts.

Engage the community in events celebrating the 20th anniversary of the Cultural Arts Center.

Achieve the second phase of "Greening" of the Center by starting the replacement of theatrical lighting instruments with LED based instruments.

BUDGET IMPACTS FOR FY 15-16

Funding is included to reclassify a Theater Technician II to a full-time Clerk I/II position at the Cultural Arts Center (CAC) This cost will be recovered in increased CAC contributions to the City.

DEPARTMENT OF COMMUNITY SERVICES

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 1,862,303	\$ 2,173,600	\$ 1,977,700	\$ 195,900	\$ 2,251,800
41020	Temporary Salaries	156,704	189,800	166,400	23,400	195,000
41040	Overtime	5,761	9,500	8,400	1,100	11,000
41200	Deferred Compensation - 401k	16,645	19,600	17,800	1,800	18,900
41210	Deferred Compensation - 457	1,955	1,900	2,100	(200)	2,400
41300	Vision Care	6,099	7,400	6,200	1,200	6,800
41350	Disability	13,506	16,000	15,300	700	17,100
41400	Group Ins/Health	137,702	41,800	34,500	7,300	46,300
41415	Flex Benefits	216,577	402,700	336,400	66,300	405,100
41420	CalPERS Health Admin Fee	697	1,000	1,500	(500)	1,500
41450	Life Insurance	4,910	5,500	5,300	200	6,000
41500	Group Ins/Dental	20,884	27,300	22,100	5,200	24,100
41550	Section 125 Admin	157	-	-	-	-
41600	Retirement/PERS	432,639	453,800	417,500	36,300	532,600
41620	Retirement HRA	(1,293)	9,600	8,000	1,600	9,600
41650	Medicare	30,521	38,800	34,100	4,700	34,700
41660	FICA	8,288	13,100	9,000	4,100	13,400
41700	Workers' Compensation	136,200	145,900	157,000	(11,100)	183,800
	Subtotal - Personnel	\$ 3,050,255	\$ 3,557,300	\$ 3,219,300	\$ 338,000	\$ 3,760,100
<u>SUPPLIES AND MATERIALS</u>						
42130	Postage	\$ 3,720	\$ 27,000	\$ 2,600	\$ 24,400	\$ 2,500
42150	Communications	-	1,400	1,400	-	1,400
42230	Office Supplies	2,756	4,700	3,500	1,200	4,600

DEPARTMENT OF COMMUNITY SERVICES

		ACTUAL <u>2013-14</u>	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	VARIANCE <u>2014-15</u>	BUDGET <u>2015-16</u>
<u>SUPPLIES AND MATERIALS (continued)</u>						
42235	Furnishing & Equip Non Capital	\$ 8,779	\$ -	\$ -	\$ -	\$ 36,700
42410	Uniform/Clothing Supply	-	1,200	1,200	-	1,000
42440	Memberships & Dues	776	2,400	2,400	-	2,500
42450	Subscriptions & Books	911	900	500	400	1,100
42460	Advertising	-	1,000	1,000	-	-
42560	Operating Supplies	54,298	72,700	66,800	5,900	38,500
42720	Travel, Conferences, Meetings	3,569	7,000	6,800	200	8,000
42730	Training	956	6,900	6,700	200	7,000
42790	Mileage	25,804	34,300	27,400	6,900	29,700
	Subtotal - Supplies/Materials	\$ 101,569	\$ 159,500	\$ 120,300	\$ 39,200	\$ 133,000
<u>SERVICES</u>						
44010	Professional/Special Services	\$ 19,868	\$ 65,500	\$ 40,900	\$ 24,600	\$ 119,100
44210	Animal Regulation	251,504	280,000	280,000	-	260,000
44310	Maintenance of Equipment	8,666	10,600	7,500	3,100	1,100
44460	Public Nuisance Abatement	-	1,000	-	1,000	2,000
44490	Other Contract Services	150,000	150,000	120,000	30,000	150,000
44840	Bad Debt Expense	371	-	-	-	-
	Subtotal - Services	\$ 430,409	\$ 507,100	\$ 448,400	\$ 58,700	\$ 532,200
	Subtotal - Current Expenses	531,978	666,600	568,700	97,900	665,200
	Total	\$ 3,582,233	\$ 4,223,900	\$ 3,788,000	\$ 435,900	\$ 4,425,300

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

TITLE: Funding to Reclassify a Theater Technician II to a Full-Time Clerk I/II Position at the Cultural Arts Center
REQUEST: \$75,400

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 1

COST BREAKDOWN

Personnel

Reclassify Theater Tech to F/T Clerk I/II	\$15,100
Fund through General Fund	\$60,300
TOTAL:	\$75,400

CITY MANAGER ACTION

Approved with offset to City costs through increase to CAC reimbursement.

In August 2014, the City Manager authorized filling a vacant Theater Technician II position with a Clerk I at 32 hours per week with benefits. This approval also stipulated that the Theater Technician II be reclassified to a Clerk I/II position during the Fiscal Year 2015-16 budget. This reclassification was approved in recognition that the Cultural Arts Center (CAC) was implementing on-line ticketing through Win Tix software that was intended to interface with the Cultural Arts Center website. This new software necessitated the development of new records and files and maintenance policies and procedures. This position also manages the concessions, and front of the house procedures that include training and development of a volunteer pool.

Since approval to fill the position with a Clerk I, the responsibilities associated with on-line ticketing and volunteer training and supervision have increased to a point that the position is needed at full-time. Much of the increased responsibilities are a result of opening the "Down Stage" for performances and a greater number of smaller rentals of the facility. This increase in ticketed performances requires additional time to coordinate ticket sales and recruit, train and supervise volunteers to assist with these additional events.

In March of 2002, the City Council approved restructuring the financial operation of the CAC, which included transferring the salaries for the front of the house staff (General Manager, Assistant Manager and a Clerk II) from the CAC to the General Fund to support the professional management of the facility. As the operation of the CAC has warranted the reclassification of the Theater Technician II position to a Clerk II position, a total of four staff members are now needed to manage front of the house operations.

Therefore, it is requested that the Theater Technician II position be reclassified to a Clerk I/II position and increase the position to full-time. The cost for this request is \$15,100.

It is also recommended that this position be funded through the General Fund as it is needed to professionally manage the front of the house operations of the CAC. The cost for this request is \$60,300.

The total cost to the General Fund for this request is \$75,400.

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

TITLE: Funding to Reclassify the Senior Center Aide/Meals On Wheels Coordinator Position from Part-Time to Full-Time
 REQUEST: \$0

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
 PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
Reclassify Part-Time Senior Center Aide/MOW Coordinator to Full-Time	\$13,900
Senior Nutrition Grant/Contributions	(\$13,900)
TOTAL:	\$0

For the past several years the demand for meal delivery to homebound seniors has increased. This year alone the program is running an average of 15% over the allocated number of meals provided by the grant. As a result, the Meals On Wheels Coordinator has had to recruit and train more volunteer drivers and increase the number of clients on the routes.

The Meals On Wheels Coordinator position is presently funded at 32 hours a week. With the increase in the number of clients and volunteer drivers, additional hours are needed to provide the high level of customer service the clients deserve. Also, the Ventura Area Agency on Aging program requires that a home assessment be done within the first weeks of the client's enrollment in the program. After the initial visit, follow-up visits are required twice a year. This personal contact allows the Coordinator to assess the seniors' needs, gain their trust and coordinate the resources necessary to ensure that the clients' basic needs are met. In order to ensure compliance with the Meals On Wheels program requirements, the hours for the rest of the fiscal year have been increased from 32 to 40 a week, without increasing the benefits.

Converting the Meals On Wheels Coordinator to a full time position will have no net impact on the General Fund because the Program is fully reimbursed by a grant from the Ventura County Area Agency on Aging, donations from the Meals On Wheels clients, and the Simi Valley Council On Aging. The Senior Nutrition Program grant amount has been increasing over the past several years resulting in a significant reduction to the Council On Aging contributions. For example, this fiscal year, the grant was increased from \$103,000 to \$120,000 to increase the number of meals served. In order to provide the staffing necessary to provide these additional meals, the funding sources listed above are available to absorb any additional cost associated with making this position full time. In addition, if at some point the grant is reduced, the Council On Aging is willing and able to fund the difference between the grant amount and the actual cost of the program.

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

TITLE: Eliminate Funding for the City Focus Newsletter
TOTAL: \$49,500
ACCOUNT: 100-2005-42130,44010
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Postage	\$24,500
Professional and Special Services	\$25,000
TOTAL:	\$49,500

CITY MANAGER ACTION
Fully removed in Community Services but \$30,000 (partial) reinstated in the City Administration budget as the newsletter process is being updated.

The City Focus newsletter is a communication tool that provides residents with information on City services, programs, projects, and policies. The newsletter is published three times each year and is mailed to all City postal addresses, including residences, post office boxes, and businesses. In addition, printed copies are distributed to various City facilities, the Rancho Simi Recreation and Park District, and the Chamber of Commerce. A total of \$49,500 is included in the proposed budget for production, publishing, and distribution of the City Focus newsletter. The newsletter's lengthy production schedule hinders the publication's effectiveness and timeliness.

Suspending the newsletter for one year will require that residents obtain information regarding the City via the local media, the City's website, staff reports, e-mail distribution lists, the annual budget document, departmental literature, community presentations, Simi Valley Television's Community Bulletin Board, and other resources. These communication outlets have been enhanced to provide timely information to the community.

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

TITLE: Charge 25% of Deputy Director/Community Programs & Facilities Position Salary and Benefits to Library Fund
TOTAL: \$47,200

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$47,200
TOTAL:	<u>\$47,200</u>

The Deputy Director/Community Programs & Facilities Position is responsible for managing and coordinating the operations of the Cultural Arts Center, Senior Center, and the Simi Valley Public Library along with youth and volunteer programs and services. Specifically to the Library, the Deputy Director, assumes responsibility for the facility services and activities; manages and participates in the development and implementation of goals, objectives, policies and priorities; recommends and administers policies and procedures; monitors and evaluates the efficiency and effectiveness of services delivery methods and procedures; supervises, directs, and coordinates the agenda packets preparation; responds to inquiries and complaints; researches, identifies, develops, and administers additional funding and resources to enhance local service delivery through grants; oversees and participates in the development and administration of the Library's budget; monitors and approves expenditures; and prepares and presents staff reports and other correspondence for City Council consideration.

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

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

TITLE: Temporarily Reduce Hours for One Community Services Specialist (Filled) for One Year
TOTAL: \$10,000

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$10,000
TOTAL:	\$10,000

The Community Programs and Facilities Division has one Community Services Specialist position dedicated to two programs: Youth Council and Youth Employment Services (YES). This position coordinates the efforts of a 24-member Youth Council comprised of middle school and high school students. The Youth Council meets twice per month during the school year to discuss issues in the community related to youth and acts as an advisory board to the City Council. The position plans and facilitates a series of informational presentations to fulfill Youth Council directives and provides opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government processes. The position facilitates the Youth Council's planning and activities for the Youth Summit, a leadership and civic engagement project seminar for local high school students. As the YES Coordinator, the position provides staff support to an 18-member Youth Employment Service Advisory Board comprised of various professionals from the community, youth, School District, Chamber of Commerce, area businesses, a Youth Council representative and Neighborhood Council representative. The position coordinates and presents Interview Skills Workshops at the high schools and coordinates an annual Job and career Expo. In addition, the position works with YES clients ages 13-14 years of age, holding pre-employment skills workshops in addition to individualized appointments for 15-21 year old clients to assess job skills and refer them to local job opportunities.

If this position were reduced during the summer recess, when both Boards are dark, there would be a slight temporary reduction in service levels to the YES program. To accommodate the reduction of availability of YES one-on-one interviews, more group sessions would be offered to meet needs in this area.

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

TITLE: Temporarily Reduce Hours for One Code Enforcement Counter Technician (Filled) for One Year
TOTAL: \$15,000

ACCOUNT: 100-2005-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$15,000
TOTAL:	<u>\$15,000</u>

The Community Services Department's Code Enforcement Section enforces municipal ordinances and regulations pertaining to property maintenance, signs, cargo containers, temporary uses, building and safety permit issues, animals, trash-related matters, business tax delinquencies, and public nuisance abatement; processes regulatory referrals from other City departments; and performs the City's tumbleweed, trash, and sign abatement programs. The Section is comprised of a Code Enforcement Manager, a Senior Code Enforcement Officer, four Code Enforcement Officers, and a Counter Services Technician.

Beginning in FY 2008-09, the Counter Services Technician took a "voluntary" reduction in hours to assist in providing budgetary savings to the City. The impacted duties were temporarily distributed throughout the Code Enforcement Section and the Department's Administrative Support Division.

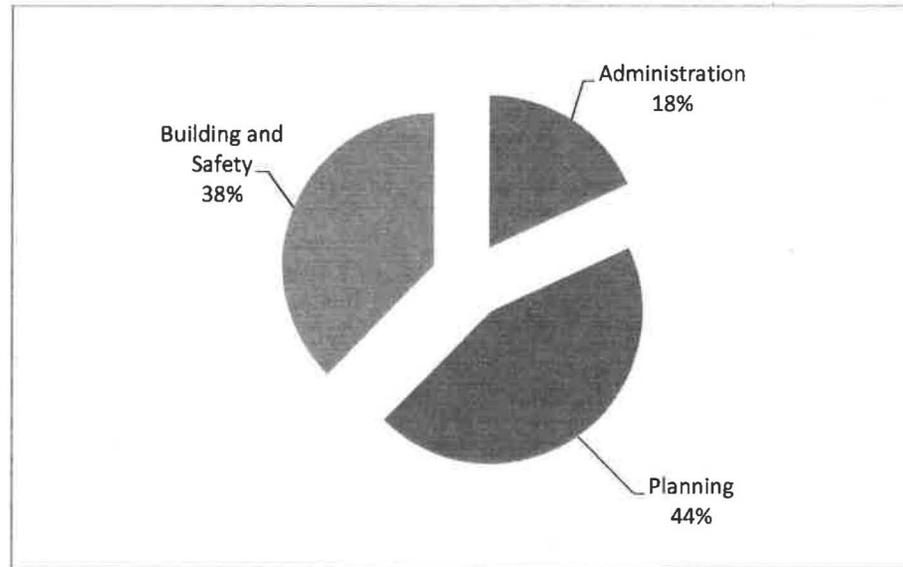
DEPARTMENT OF ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES

Department Overview

The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, and Building and Safety, the Department encourages the creation of high-quality residential, commercial, and industrial development in accord with the community's desire for managed growth, safe living and working environments, varied housing choices, high quality building and site design, enhanced but drought-tolerant landscaping, economic vitality, and sustainability.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$836,626	\$853,580	\$848,800	\$969,700
Planning	\$1,968,909	\$2,155,466	\$2,052,800	\$2,367,800
Building and Safety	\$1,804,610	\$1,789,901	\$1,729,800	\$2,011,900
Total	\$4,610,145	\$4,798,947	\$4,631,400	\$5,349,400



ENVIRONMENTAL SERVICES

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES
Director

ADMINISTRATIVE OFFICER

- Budget Oversight
- Purchasing & Contract Administration
- Personnel
- Fee Administration
- Records Management
- Administrative Support to the Planning Commission and other Appointed Committees
- Counter Support Services
- Information Services

PLANNING COMMISSION

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ CITY PLANNER

- Support to the Planning Commission
- Support to Appointed Committees
- Development/Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Affordable Housing Programs
- Home Rehabilitation Assistance Program
- CDBG Program
- Residential Building Permit Allocation System
- Census Information
- Planning & Housing Website Page Design and Monitoring

DEPUTY DIRECTOR/ BUILDING OFFICIAL

- Counter Services and Response to Public Inquiries
- Building Plan Check Services
- Building Permit Issuance and Processing
- Inspection of Residential, Commercial and Industrial Construction
- Building Code Compliance Inspection & Enforcement
- Municipal Unsafe Structure Tracking System (MUSTS) Program
- Certificate of Occupancy Issuance
- Emergency Response (Building)
- Building Code Interpretation and Development
- Construction Activity Data
- Plan and Permit File Maintenance

ENVIRONMENTAL SERVICES

Authorized Positions

REGULAR POSITIONS:

FY 2013-14 FY 2014-15 FY 2015-16

Administration:

Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary*	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
Clerk**	4.0	4.0	4.0
SUBTOTAL	11.0	11.0	11.0

Planning:

Deputy Director/City Planner	1.0	1.0	1.0
Senior Planner	7.0	7.0	7.0
Associate Planner***	6.0	5.0	5.0
Assistant Planner	1.0	2.0	2.0
Senior Management Analyst	0.0	1.0	1.0
Management Analyst****	1.0	1.0	1.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Planning Technician	1.0	0.0	0.0
Secretary	1.0	1.0	1.0
SUBTOTAL	19.0	19.0	19.0

* One Recording Secretary position is authorized but not funded (frozen) for FY 2015-16.

** Two Clerk positions are authorized but not funded (frozen) for FY 2015-16.

*** One Associate Planner position is authorized but not funded (frozen) for FY 2015-16.

**** One Management Analyst position is authorized but not funded (frozen) for FY 2015-16.

ENVIRONMENTAL SERVICES

Authorized Positions (continued)

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Building and Safety:</u>			
Deputy Director/Building Official	1.0	1.0	1.0
Senior Engineer/Plan Check	1.0	1.0	1.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Permit Services Coordinator	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Building Inspector II *****	5.0	5.0	5.0
Electrical Inspector	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
SUBTOTAL	16.0	16.0	16.0
TOTAL - REGULAR POSITIONS	46.0	46.0	46.0
<u>TEMPORARY/PART-TIME POSITIONS:</u>			
Planning Intern*****	3.0	3.0	3.0
TOTAL - TEMPORARY/PART-TIME POSITIONS	3.0	3.0	3.0
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	49.0	49.0	49.0

***** One Building Inspector II position is authorized but not funded (frozen) for FY 2015-16.

***** Three Planning Intern positions are authorized but not funded (frozen) for FY 2015-16.

ENVIRONMENTAL SERVICES

Department Administration

3005

OVERVIEW

The Environmental Services Department is responsible for coordinating the City's community development functions. Environmental Services Administration provides general administrative coordination between the Department's Planning and Building and Safety Divisions as well as between the Department, the City Manager's and City Attorney's Offices, other City departments, and outside agencies. The Director ensures that the Department is fulfilling all of its responsibilities in a timely and effective manner. Additionally, this staff is responsible for budget preparation and control, records management, and personnel, purchasing, contract, fee, and asset administration.

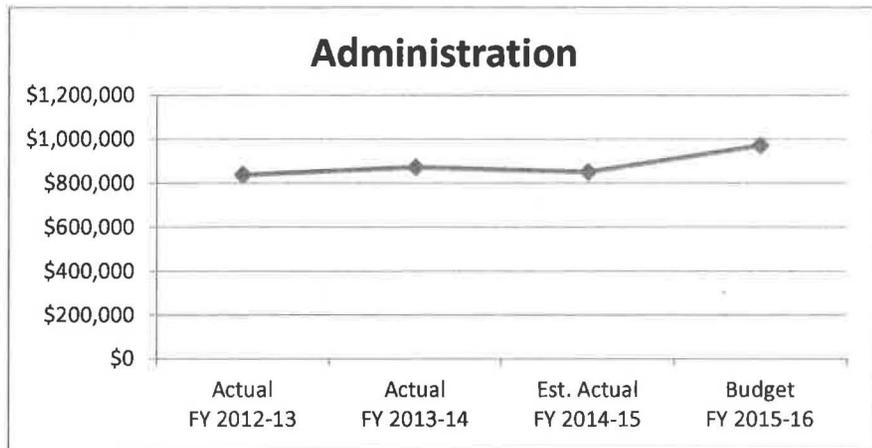
The Administration cost center includes support staff that work for all three divisions.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	12	11	11	11

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$836,626	\$871,441	\$848,800	\$969,700



ENVIRONMENTAL SERVICES

Department Administration (continued)

3005

KEY ACCOMPLISHMENTS FOR FY 14-15

Ensured the delivery of excellent service and accountability to the community by providing postage-paid "How Are We Doing?" customer service questionnaires at the public counter; and realized a 92% overall satisfaction rate from the questionnaires that were returned.

Completed an audit of Department's Affordable Housing Agreement files, removing non-records as well as temporary records whose retention periods had been exceeded from the files so that only permanent records remain; and standardized and prepared each file's contents for future records imaging.

Completed the scanning of permanent Planning Commission records (including meeting minutes and resolutions) for improved records storage efficiency, ease of retrieval, and responsiveness to public records requests.

Participated in a multi-Departmental committee to select and implement new electronic, networked point-of-sale cashiering systems to replace the inoperable manual registers that had been in service for more than 20 years.

GOALS FOR FY 15-16

Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.

Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.

Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

BUDGET IMPACTS FOR FY 15-16

None

ENVIRONMENTAL SERVICES

Planning Division

3010

OVERVIEW

The mission of the Planning Division is to oversee proposed development, create a prosperous and sustainable community, and provide excellent service to the public, while maintaining and enhancing the City's high quality of life. The Planning Division coordinates the development process with other City divisions and public agencies and implements the City's General Plan, Zoning Ordinance, and Design Guidelines, as adopted by the City Council. Responsibilities include evaluating: proposed land development; commercial and industrial tenant improvements; signage; wireless telecommunication facilities; affordable housing programs; annexations; long range plans; and impacts to the environment. The Division provides support to the City Council, Planning Commission, and various City committees.

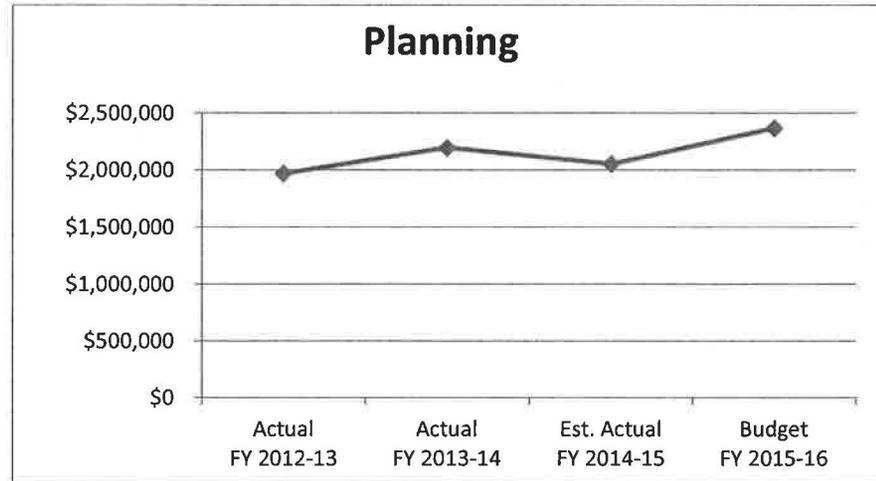
PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	16	19	19	19

* Five position(s) funded through FY 2012-13 by the Housing Successor Agency; funded in General Fund for FY 2013-14

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,968,909	\$2,196,400	\$2,052,800	\$2,367,800



ENVIRONMENTAL SERVICES

Planning Division (continued)

3010

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided responsive customer service to over 4,500 customers at the Planning public counter; and processed approximately 1,900 over-the-counter permit applications.

Expedited the City's development review process by providing administrative review and approval for 33 development applications.

Obtained Board of Supervisors approval of the City's application to obtain a Conditional Use Permit to operate the Police Shooting Range on Waste Management property.

Obtained Planning Commission and City Council approval of improved signage for the Simi Valley Town Center along the 118 Freeway and upgrades to two older commercial centers on Los Angeles Avenue.

Received repayment of a \$1.6 million City bridge loan, with interest, by Many Mansions following their rehabilitation and occupancy of the 13-unit Peppertree Apartments by lower-income households.

Collaborated with the County of Ventura and the cities of Thousand Oaks, Oxnard, Camarillo, and San Buenaventura to prepare a 5-year regional plan to better address the needs of low- and moderate-income individuals and impediments to fair housing.

Planned and presented the City's Annual Arbor Day event, held on April 25, 2015, resulting in a well-attended and successful community event.

GOALS FOR FY 15-16

Monitor the environmental issues relating to the preparation for and the construction of the Police Shooting Range on Waste Management property to ensure the project complies with the conditions of the County of Ventura's approval of the City's Conditional Use Permit.

Present the Arroyo Simi Greenway Specific Plan for City Council adoption.

Revise the City's Telecommunications Ordinance to address new Federal requirements, and present the Ordinance for City Council consideration.

Work with Police Department and City Attorney's Office to update the City's Massage Ordinance, and present the Ordinance for City Council consideration.

Further streamline the City's development review process by presenting for City Council consideration a proposal to permit the administrative review and approval of Planned Development and Conditional Use Permits for projects on valley floor sites of less than five acres.

BUDGET IMPACTS FOR FY 15-16

The cost of three staff positions, Associate Planner/Housing, Home Rehabilitation Coordinator, and Senior Planner/Housing, are being reimbursed by the City's Housing Successor Agency.

ENVIRONMENTAL SERVICES

Building and Safety Division

3030

OVERVIEW

The Building and Safety Division assures the City's built environment complies with State and local health and safety laws. Such laws include construction standards for earthquake and wind resistance, fire-safety and egress, energy conservation, building habitability and sanitation.

The Building and Safety Division provides plan review and inspection services to contractors, business owners, homeowners and developers. These services are tailored to the needs of our customers to meet construction project timelines. Building and Safety staff respond to citizen calls regarding potentially unsafe building conditions and provide inspections to gain safety compliance.

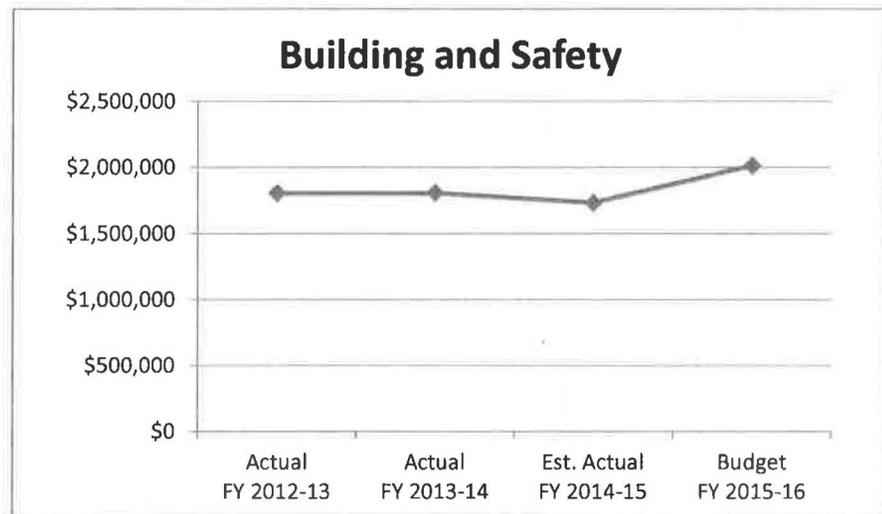
The Building and Safety Division maintains over 300,000 building permit public record documents for citizen access and review.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	17	16	16	16

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,804,610	\$1,803,981	\$1,729,800	\$2,011,900



ENVIRONMENTAL SERVICES

Building and Safety Division (continued)

3030

KEY ACCOMPLISHMENTS FOR FY 14-15

Reviewed, approved, and issued 4,900 building permits, including 300 simple building permits processed via the permits-by-fax service and 100 permits issued via the Internet, both of which resulted in a reduced number of customer trips to City offices.

Performed 20,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.

Provided reviews for a total of 950 commercial and residential building plans and for 800 plumbing, mechanical, and electrical systems.

Conducted 210 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.

Conducted 400 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.

Received 260 new Municipal Unsafe Structures Tracking System (MUSTS) cases or referrals, conducted 1,300 compliance inspections, and closed 240 MUSTS cases.

GOALS FOR FY 15-16

Implement State building codes and related health and safety laws.

Provide building inspection service for all construction projects within the next business day of the inspection request.

Provide expedited over-the-counter plan review for small business office and retail tenant improvement projects.

Provide over-the-counter plan review and permit approvals for residential solar photovoltaic systems.

Provide ten to fifteen working day response time for large construction project plan review.

BUDGET IMPACTS FOR FY 15-16

None

DEPARTMENT OF ENVIRONMENTAL SERVICES

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 3,063,952	\$ 3,318,200	\$ 2,944,500	\$ 373,700	\$ 3,303,800
41020 Temporary Salaries	-	-	19,800	(19,800)	-
41030 Boards & Commissions	32,608	32,600	32,600	-	32,600
41040 Overtime	2,179	4,000	3,000	1,000	4,000
41050 Outside Assistance	12,516	-	15,300	(15,300)	-
41200 Deferred Compensation - 401k	22,192	24,500	21,300	3,200	23,600
41210 Deferred Compensation - 457	4,587	5,500	4,200	1,300	5,500
41300 Vision Care	9,201	10,500	8,900	1,600	9,700
41350 Disability	19,806	22,700	20,700	2,000	21,700
41400 Group Ins/Health	241,530	57,100	48,400	8,700	58,100
41415 Flex Benefits	369,214	660,400	550,400	110,000	661,600
41420 CalPERS Health Admin Fee	975	2,000	1,700	300	2,100
41450 Life Insurance	7,091	7,500	7,200	300	7,600
41500 Group Ins/Dental	34,954	41,600	34,000	7,600	36,500
41550 Section 125 Admin	162	-	100	(100)	100
41600 Retirement/PERS	691,606	686,400	628,000	58,400	768,500
41620 Retirement HRA	-	4,800	1,100	3,700	2,400
41650 Medicare	42,605	58,100	45,500	12,600	47,900
41660 FICA	2,022	2,200	2,100	100	2,200
41700 Workers' Compensation	193,100	217,300	188,300	29,000	260,700
41860 Salary Reimbursements	(8,960)	-	-	-	-
Subtotal - Personnel	\$ 4,741,340	\$ 5,155,400	\$ 4,577,100	\$ 578,300	\$ 5,248,600

DEPARTMENT OF ENVIRONMENTAL SERVICES (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ -	\$ 780	\$ 800	\$ (20)	\$ 800
42230 Office Supplies	5,048	5,400	4,500	900	5,400
42410 Uniform/Clothing Supply	1,696	1,600	1,600	-	1,600
42420 Special Departmental Expense	150	700	400	300	700
42440 Memberships & Dues	7,782	9,100	8,000	1,100	9,800
42450 Subscriptions & Books	7,955	1,900	1,000	900	2,600
42460 Advertising	3,618	4,000	4,500	(500)	5,400
42550 Small Tools/Equipment	286	400	400	-	400
42560 Operating Supplies	96	-	-	-	-
42720 Travel, Conferences, Meetings	4,728	8,000	3,000	5,000	8,500
42730 Training	3,791	8,000	8,000	-	7,900
42790 Mileage	4,894	4,900	4,900	-	5,100
Subtotal - Supplies/Materials	\$ 40,044	\$ 44,780	\$ 37,100	\$ 7,680	\$ 48,200
<u>SERVICES</u>					
44010 Professional/Special Services	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
44310 Maintenance of Equipment	17,563	20,200	16,000	4,200	1,400
44490 Other Contract Services	-	50,000	-	50,000	50,000
Subtotal - Services	\$ 17,563	\$ 71,400	\$ 17,200	\$ 54,200	\$ 52,600
Subtotal - Current Expenses	\$ 57,607	\$ 116,180	\$ 54,300	\$ 61,880	\$ 100,800
Total	\$ 4,798,947	\$ 5,271,580	\$ 4,631,400	\$ 640,180	\$ 5,349,400

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

TITLE: Fund One Associate Planner/Housing Position (Filled) with Local Housing Funds
 TOTAL: \$129,000
 ACCOUNT: 100-3010-41010 through 41700
 PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries and benefits for Associate Planner	\$143,500
TOTAL:	\$143,500

CITY MANAGER ACTION	
<u>Personnel</u>	
Agree, but fund in Housing Successor Agency	\$143,500
TOTAL:	\$143,500

Prior to the dissolution of redevelopment agencies, funding for the Associate Planner/Housing position was provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, the position became budgeted in the General Fund, effective FY 2013-14. Since the Associate Planner/Housing position performs duties that preserve and promote the creation of affordable housing, staffing costs are eligible to be funded from the Local Housing Fund.

The Associate Planner/Housing: processes applications for affordable and senior housing agreements for proposed developments; processes amendments to existing affordable and senior housing agreements; implements plans for monitoring developer and individual loan recipient compliance with the terms of their agreements, in accordance with State law; and participates in the ongoing resale and refinancing of the City's affordable units to ensure the units remain affordable and the City's investment is protected.

Currently, the Local Housing Fund has a cash balance of \$3.4 million, and one year of Associate Planner/Housing staffing costs represents 4% of the cash balance. In the next few years, the Fund balance will be increased as a result of the buyout of an existing affordable housing agreement by Williams Homes (\$650,500) and the buyout of an existing development agreement by KB Homes (\$900,000) as these projects are developed. Use of Local Housing Funds for Housing position personnel costs ensures the provision and preservation of affordable housing within the community.

Therefore, it is recommended that personnel costs for the Associate Planner/Housing position be reimbursed from the Local Housing Fund.

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

TITLE: Continue to Fund One Home Rehabilitation Coordinator Position (Filled) with Local Housing Funds for the Period that Grants Are Available to Fully Fund Home Rehabilitation Loans

TOTAL: \$127,300
ACCOUNT: 100-3010-41010 through 41700
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries and benefits for Home Rehab Coordinator	\$127,300
TOTAL:	<u>\$127,300</u>

CITY MANAGER ACTION:	
<u>Personnel</u>	
Agree but fund in Housing Successor Agency	\$127,300
Also fund Senior Planner/Housing in H.S.A.	<u>\$143,300</u>
TOTAL:	<u>\$270,600</u>

Prior to the dissolution of redevelopment agencies, funding for the Home Rehabilitation Coordinator position was provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, the position became budgeted in the General Fund, effective FY 2013-14. Since the Home Rehabilitation Coordinator position performs duties that preserve and promote affordable housing, staffing costs are eligible to be funded from the Local Housing Fund.

Since the dissolution of the redevelopment agency, Home Rehabilitation Program loan costs have been paid solely through grant funds - \$190,900 in Energy Efficiency and Conservation Block Grant-funded loans for residential energy efficiency improvements and \$1.4 million in CalHome grant awards for safety-related home improvements. The \$900,000 2008 CalHome grant expires in September 2015, and the \$500,000 2011 CalHome grant expires in April 2016. While the CalHome grants provide for program costs, they do not directly cover the cost of salaries. However, staff obtained authorization from the California Department of Housing and Community Development (HCD) to charge an Activity Delivery Fee (ADF), which is a per-loan subsidy that offsets the cost to manage the project and perform underwriting services.

The FY 2015-16 budget includes an ADF reimbursement of \$30,000, which would be used to offset the personnel costs of the Home Rehabilitation Coordinator position. As the 2011 grant award expires in April 2016, funding for the position should be provided through June 2016 in order to ensure completion of final grant closeout and reporting to HCD.

Currently, the Local Housing Fund has a cash balance of \$3.4 million, and one year of staffing costs, offset by Activity Delivery Fees, represents 3% of the cash balance. In the next few years, the Fund balance will be increased as a result of the buyout of an existing affordable housing agreement by Williams Homes (\$650,500) and the buyout of an existing development agreement by KB Homes (\$900,000) as these projects are developed. Use of Local Housing Funds for personnel costs and CalHome grant funds to provide for home rehabilitation loans ensures the preservation of affordable housing within the community. Since this is a reimbursement grant, funds are drawn from HCD after having been expended by the City.

Therefore, it is recommended that personnel costs for the Home Rehabilitation Coordinator position and related ADFs continue to be reimbursed from the Local Housing Fund until CalHome and other grant funds are exhausted or expire.

DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS

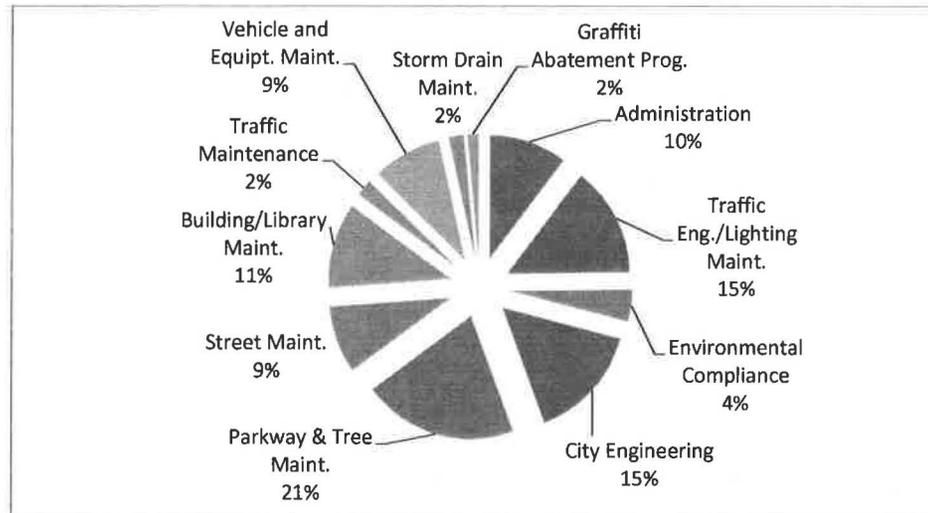
Department Overview

The Department of Public Works is responsible for the design, construction, operation, and maintenance of Simi Valley's public infrastructure - including every day basic services such as water, sewer, and streets. The goal of the Public Works Department is to provide these services and assure the proper construction and maintenance of public facilities in the most efficient and economical way practical. The Department is comprised of almost 200 employees in seven major divisions including Administration, Engineering, Development, Maintenance, Sanitation, Waterworks, and Environmental Compliance.

The Engineering Division provides design and construction services for the City's public infrastructure, and assures the proper construction of these facilities. The Environmental Compliance Division is comprised of Pretreatment, Stormwater, Hazardous Materials and Household Hazardous Waste, and Water Conservation. The Division's objectives are to protect public health and valuable environmental resources.

The Maintenance, Sanitation, and Waterworks Divisions provide services to residents and businesses through efficient management and maintenance of the City's infrastructure, including roads, storm drains, public buildings, vehicles and buses, landscaping, and water and sewer facilities.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$1,228,024	\$1,192,433	\$1,276,600	\$1,568,500
Traffic Eng./Lighting Maint.	\$2,250,713	\$2,158,646	\$2,115,700	\$2,196,200
Environmental Compliance	\$530,618	\$457,827	\$600,500	\$645,900
City Engineering	\$1,970,764	\$1,944,720	\$2,284,800	\$2,319,100
Parkway & Tree Maint.	\$2,916,745	\$2,856,420	\$2,972,500	\$3,113,000
Street Maint.	\$1,196,152	\$1,180,255	\$1,294,200	\$1,355,200
Building/Library Maint.	\$1,419,863	\$1,637,311	\$1,616,300	\$1,709,000
Traffic Maintenance	\$356,409	\$296,669	\$376,900	\$338,700
Vehicle and Equipt. Maint.	\$314,612	\$245,145	\$181,600	\$1,382,500
Storm Drain Maint.	\$303,954	\$276,236	\$260,900	\$306,600
Graffiti Abatement Prog.	\$124,156	\$118,778	\$123,800	\$234,900
Total	\$12,612,010	\$12,364,439	\$13,103,800	\$15,169,600



PUBLIC WORKS

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

PUBLIC WORKS
Director

ADMINISTRATIVE
SECRETARY

ASSISTANT DIRECTOR OF
PUBLIC WORKS

- Utilities Engineering
- Utilities Capital Improvements
- Utilities Operations
- Environmental Compliance

DEPUTY DIRECTOR
WATERWORKS
SERVICES

- Water Systems Inspection
- Water Production
- Distribution System Maintenance
- Meter Reading
- Customer Service

DEPUTY DIRECTOR
SANITATION
SERVICES

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

DEPUTY DIRECTOR
ENVIRONMENTAL
COMPLIANCE

- Sewer Pretreatment
- Stormwater (NPDES)
- Hazardous Materials
- Household Hazardous Waste Management
- Water Conservation

DEPUTY DIRECTOR
PW ADMIN

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Secretarial and Clerical Operations
- Staff Support

DEPUTY DIRECTOR
MAINTENANCE
SERVICES ENGINEER

- Street Maintenance
- Traffic Maintenance
- Secondary Drain Maintenance
- Vehicle Maintenance
- Parkway and Tree Maintenance
- Landscape District
- Building Maintenance
- Graffiti Abatement
- Sign Abatement

DEPUTY DIRECTOR
ENGINEERING
SERVICES

- Capital Improvements
- Project Engineering
- Traffic Engineering
- Traffic Planning
- Traffic Modeling
- Traffic Impact Analysis
- Signal Operations
- Street Lighting
- Public Works Inspection

DEPUTY DIRECTOR
DEVELOPMENT
SERVICES

- Development/Subdivision Engineering
- NPDES MS4 Permit
- FEMA NFIP Communication Rating System
- Staff Support to Planning Commission

PUBLIC WORKS

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Administration:</u>			
Director, Public Works	1.00	1.00	1.00
Deputy Director/Maintenance Services Engineer	1.00	1.00	1.00
Deputy Director/Maintenance Services*	0.00	0.00	1.00
Deputy Director/Public Works Administration	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Administrative Secretary	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00
Public Works Dispatcher	1.00	1.00	1.00
SUBTOTAL	8.00	8.00	9.00
<u>Maintenance:</u>			
Landscape Architect	0.00	0.00	1.00
Maintenance Superintendent	3.00	3.00	2.00
Maintenance Supervisor	4.00	4.00	4.00
Community Services Specialist	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00
Building Maintenance Technician	4.00	4.00	4.00
Senior Tree Trimmer	2.00	2.00	2.00
Tree Trimmer I/II	2.00	2.00	2.00
Mechanic I/II*	7.00	7.00	7.00
Public Works Inspector	3.00	3.00	3.00
Senior Custodian	1.00	1.00	1.00
Custodian	15.50	15.50	15.50
Maintenance Worker III	4.00	4.00	4.00
Maintenance Worker I/II**	19.00	19.00	19.00
SUBTOTAL	66.50	66.50	66.50

* One position authorized but not funded (frozen) in FY 2015-16.

** Of 19 Maintenance Worker I/II positions, three are authorized but unfunded (frozen) in FY 2015-16.

PUBLIC WORKS

Authorized Positions (continued)

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>City Engineering & Traffic Engineering:</u>			
Deputy Director/Traffic Engineer*	1.00	1.00	1.00
City Engineer*	1.00	1.00	1.00
Deputy Director/Development Services	1.00	1.00	1.00
Principal Engineer	3.00	3.00	2.00
Senior Engineer*	6.00	6.00	6.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Senior Engineering Technician	3.00	3.00	3.00
Engineering Technician*	1.00	1.00	1.00
Contract Compliance Technician	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00
Counter Services Technician	1.00	1.00	1.00
Supervising Public Works Inspector	1.00	1.00	1.00
Public Works Inspector*	4.00	4.00	4.00
SUBTOTAL	26.00	26.00	25.00
<u>Environmental Compliance: ***</u>			
Environmental Compliance Program Coordinator	2.00	2.00	3.00
Environmental Compliance Program Analyst	0.00	0.00	0.00
Management Analyst*	1.00	1.00	1.00
Environmental Compliance Inspector	2.00	2.00	2.00
SUBTOTAL	5.00	5.00	6.00
TOTAL - REGULAR POSITIONS	105.50	105.50	106.50

* One position authorized but not funded (frozen) in FY 2015-16.

*** Additional Environmental Compliance positions are budgeted in the Sanitation Fund.

PUBLIC WORKS

Authorized Positions (continued)

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>TEMPORARY/LIMITED-TERM POSITIONS:****</u>			
Temporary Custodian	0.50	0.50	0.50
Work Experience/Maintenance	0.50	0.50	0.50
TOTAL - TEMP/LIMITED-TERM POSITIONS	1.00	1.00	1.00
TOTAL - PUBLIC WORKS POSITIONS	106.50	106.50	107.50

****Temporary and Part-time positions are shown as full-time equivalents.

PUBLIC WORKS

Department Administration

4005

OVERVIEW

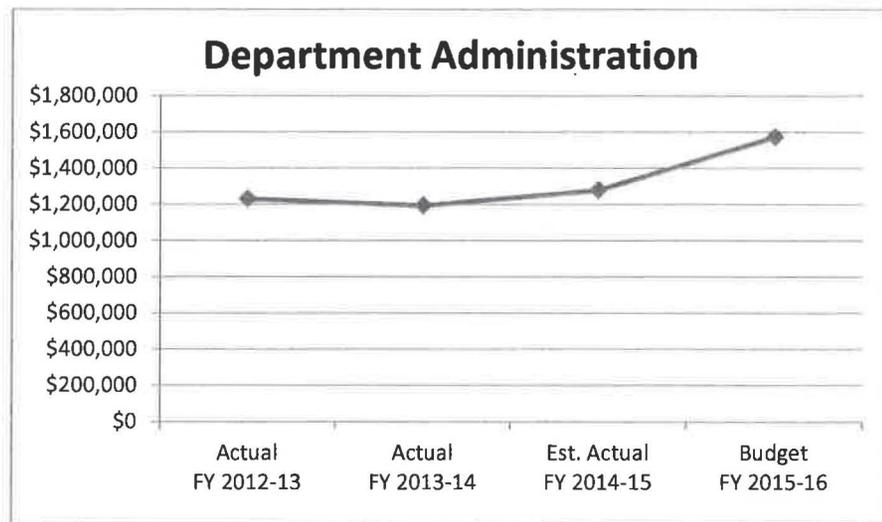
The Administration Division provides general administrative coordination and support among all Public Works divisions, the City Manager's Office, and all other City departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as liaison between the community and Public Works divisions; and is responsible for personnel, payroll, purchasing, and other support services.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	10	8	8	8

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,228,024	\$1,192,433	\$1,276,600	\$1,568,500



PUBLIC WORKS

Traffic Engineering/Lighting Maintenance

4070/4050

OVERVIEW

The Traffic Engineering Division provides traffic engineering services for all traffic programs, capital improvement projects, land development projects, and administers the lighting maintenance functions.

Service functions include administrating and maintaining 121 traffic signals, providing and maintaining traffic signal synchronization systems, receiving and responding to citizen requests for traffic control devices, coordinating with the School District and Police Department on traffic matters, conducting traffic studies relating to high accident locations, public improvement plan checking, coordination with Caltrans on traffic matters, and administration of certain public works contracts.

Service functions also include general traffic management of bicycles, vehicles, and pedestrians, the installation of street name and regulatory signs, periodic reviews of street lighting on major streets and reporting of any malfunctioning lights to SCE, maintenance of City maps, plans, records, and traffic data, and support to the Department's Maintenance Division for the Streets and Roads Program.

PERSONNEL BREAKDOWN

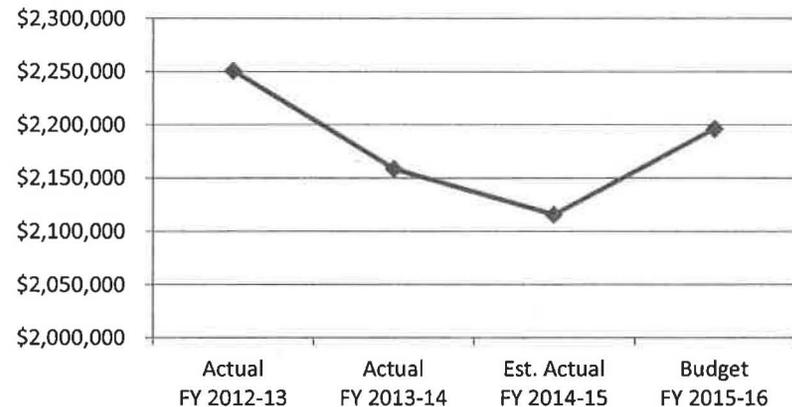
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	7	7	7	6

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,250,713	\$2,158,646	\$2,115,700	\$2,196,200

*Lighting Maintenance did not exist before FY 2013-14

Traffic Engineering/Lighting Maint.



PUBLIC WORKS

Traffic Engineering/Lighting Maintenance (continued)

4070/4050

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed the restriping project on Royal Avenue from Tapo Canyon Road to Sequoia Avenue.

Obtained \$78,000 Article 3 Bicycle and Pedestrian grant.

Obtained \$1,197,000 grant from the Active Transportation Program (ATP) to complete Phase 3 of the Arroyo Simi Greenway project.

Completed the bid process and hiring of a contractor to replace worn out traffic signs Citywide using a Highway Safety Improvement Grant.

Designed and provided traffic signing, striping, and signal plans and specifications for inclusion into Capital Improvement projects on Los Angeles Avenue west of Stearns Street, Erringer Road and Cochran Street, Madera Road and Los Angeles Avenue, and all other street projects such as major and minor street resurfacing projects.

Upgraded the traffic signal at Los Angeles Avenue and Stearns Street to have protected-permissive left-turn phasing.

Reviewed and plan checked all Traffic Control Plans for encroachment permits.

Completed traffic planning review of all development projects and provided traffic planning support to the Planning Commission.

GOALS FOR FY 15-16

Upgrade traffic signal control equipment and cabinets at five intersections.

Initiate design of a project to install a fiber optic communication line from Erringer Road to Madera Road, ultimately resulting in a connection between City Hall and the Public Services Center.

Complete the Citywide Engineering and Traffic Survey Project.

Complete the sign replacement project to replace traffic signs that are shown in the new sign inventory as not being up to current standards, using 90% grant funding and a 10% local match.

Complete a review of high accident locations.

Initiate a project to convert City-owned street lights on traffic signal poles to LED's for energy savings.

BUDGET IMPACTS FOR FY 15-16

Funding was eliminated for one vacant Senior Engineer position.

PUBLIC WORKS

Environmental Compliance

4065

OVERVIEW

Environmental Compliance provides Stormwater Quality Management and Household Hazardous Waste services to the community as well as manages the City Hazardous and Universal Waste Program. In accordance with federal EPA Resource Conservation and Recovery Act regulations, and State Department of Toxic Substances Control, the Hazardous and Universal Waste program, ensures safe handling, storage, transportation, and disposal of waste routinely generated by City Police, Sanitation, Waterworks, and Maintenance operations. Environmental Compliance also administers the community Household Hazardous Waste (HHW) Disposal program.

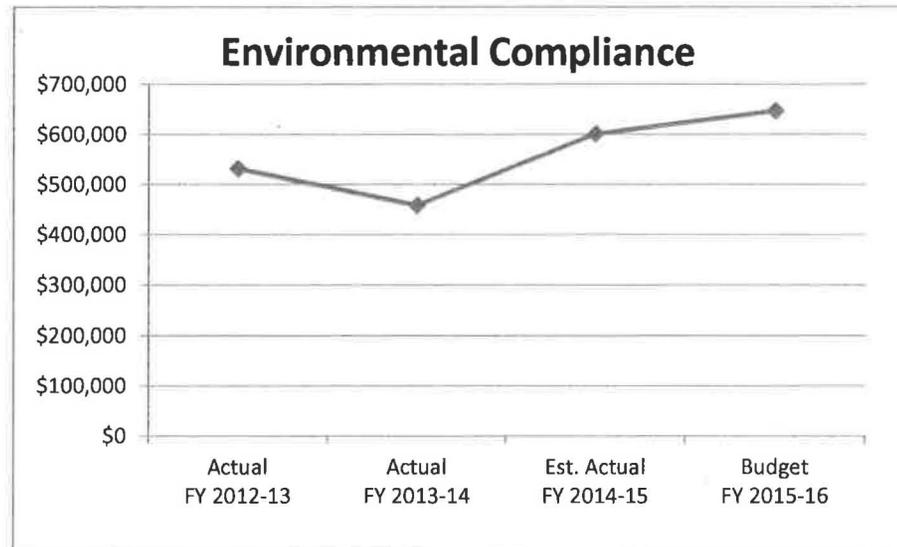
The Stormwater Management Program manages the water quality portion of the City's storm drain system. The staff administers the program, and provides, construction, planning, and land development review and guidance; public outreach; industrial/commercial business inspections; illicit discharge control; and public agency coordination services. The City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System (NPDES) permit to assure the surface waters are safe for humans, animals, plants, and the environment. City Stormwater Program staff's primary responsibility is to educate and train the community on the complex permit requirements, interfacing regularly with industry personnel, City employees, and the general public.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	6	5	5	6

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$530,618	\$457,827	\$600,500	\$645,900



PUBLIC WORKS

Environmental Compliance (continued)

4065

KEY ACCOMPLISHMENTS FOR FY 14-15

Cleaned 62 existing storm drain catch basin trash excluders that separate debris from run-off water four times during the year.

Placed an additional 23 combination trash/recycling containers on the City streets.

Cleaned approximately 1,800 storm drain catch basins throughout the City.

Held six Household Hazardous Waste (HHW) events that served 995 Simi Valley and Moorpark households.

Provided educational outreach at Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, Moorpark College's annual Multicultural Day, and HHW events.

Managed safe storage of City-generated hazardous and universal wastes.

Provided routine spill response and clean up, including packaging, transportation, storage and disposal of hazardous wastes found on City streets as a result of spills and/or illegal activities.

Prepared and submitted hazardous waste generator information and fees to State Board of Equalization to maintain

GOALS FOR FY 15-16

Purchase and install 20 – 30 additional storm drain catch basin trash excluders to stop trash, dirt, and landscape debris from entering the Arroyo Simi and comply with the State's new trash amendments.

Hold six more Household Hazardous Waste events to serve the need in the community.

Implement stormwater permit requirements to comply with all regulations, and to maintain safe, clean local surface waters, such as the Arroyo Simi.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

City Engineering

4080

OVERVIEW

The City Engineering Division provides engineering services for subdivisions, land development projects, capital improvement projects, and assessment districts. Service functions include public improvements plan checking; inspection of all public improvements construction; administration of certain public works contracts; design and construction management of the City's capital improvement projects; and maintenance of City maps, plans, records; and survey data; and the. Service functions also include engineering support to the Department's Maintenance Division for the Streets and Roads Program; engineering and administration of assessment districts and special projects; issuance and monitoring of grading, paving, and right-of-way encroachment permits and providing related inspection services.

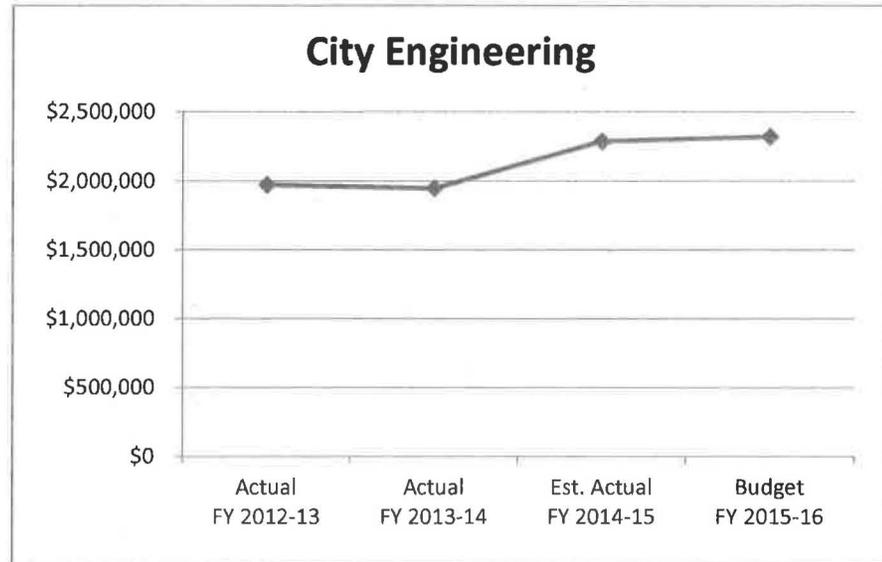
Development Services is responsible for subdivision and other land development engineering, encroachment permits and engineering coordination with other agencies. Functions include: plan checking, project conditioning, permits for construction, floodplain management, administration of regulatory requirements (including the Stormwater), maintenance of maps and records of improvements within public rights-of-way, and primary response to public inquiries.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	21	21	21	19

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,970,764	\$1,944,720	\$2,284,800	\$2,319,100



PUBLIC WORKS

City Engineering (continued)

4080

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed the construction of FY 2013-14 Annual Minor Streets Rehabilitation Project.

Completed the construction of widening of eastbound Madera Road between West Country Club Drive and Wood Ranch Parkway.

Completed the construction of a northbound right-turn lane on Erringer Road at Cochran Street.

Completed the construction of Metrolink Parking lot Rehabilitation.

Completed the construction of a segment of Los Angeles Avenue widening between Hidden Ranch Road and Stearns Street.

Completed the design and initiated the construction of Madera Road widening project between Simi Village Drive and Los Angeles Avenue.

Substantially completed the design of West Los Angeles Avenue widening between PSC and westerly City limits.

Progressed with updating the City's Pavement Management System Update project.

Progressed with the design of Las Lijas Bridge Widening Project on Cochran Street East of Tapo Street.

Progressed with the design of Alamo Street Widening west of Gage Avenue.

GOALS FOR FY 15-16

Complete the construction of West Los Angeles Avenue widening between PSC and westerly City limits.

Complete the update of the City's Pavement Management System Update project.

Complete the design of the Arroyo Simi Greenway project.

Complete the construction of FY 2014-15 Annual Minor Streets Rehabilitation.

Complete the construction of Las Lijas Bridge Widening Project on Cochran Street East of Tapo Street.

Complete the construction of Viewline Drive pavement rehabilitation.

Complete the construction of Alamo Street Widening west of Gage Avenue.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

Parkway & Tree Maintenance

4110

OVERVIEW

The Landscape and Tree Maintenance Section provides professional landscape architectural design and review services in support of existing and new landscape improvements for public improvements projects within the street right-of-way areas. In addition, this section manages and oversees the City's Landscape Maintenance District No. 1 (LMD) program. This includes the inspection management of more than 150 acres of landscaping and more than 18,000 trees. Staff manages three LMD Landscape Contracts, two Tree Pruning Contracts and one Pesticide and Herbicide Contract.

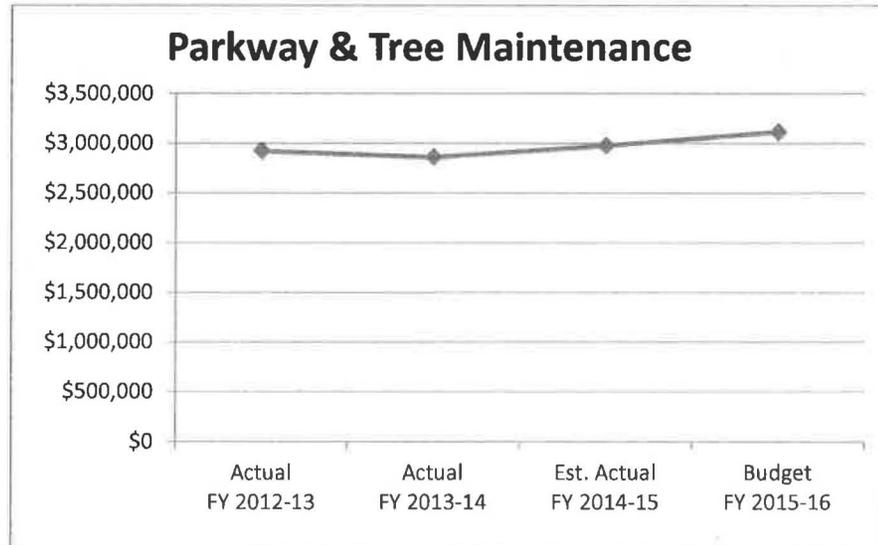
In-house staff annually maintains an additional 10,000 street trees within the public right-of-way; performs roadside maintenance, watering, tree removal and stump grinding efforts, inspects and ensures compliance with contractual agreements, administers the public wood chip request program and oversees mandatory certification of more than 200 City-owned backflow devices every year.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	14	14	14	14

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,916,745	\$2,856,420	\$2,972,500	\$3,113,000



PUBLIC WORKS

Parkway & Tree Maintenance (continued)

4110

KEY ACCOMPLISHMENTS FOR FY 14-15

Continued efforts in evaluating efficiency and upgrading various LMD areas to further reduce long-term maintenance and utility costs.

Completed City Hall Landscape Renovation Project.

Commenced planning and design of the Aromatic Tree Grove Project.

Initiated replacement of dead Oleander screen plantings along a one-mile corridor adjacent to the Metrolink Railroad Right of Way.

Participated in two annual outreach events including Arbor Day and the Living Green Expo.

GOALS FOR FY 15-16

Further evaluate and reduce overall landscape irrigation use within landscape maintenance areas by an additional 20%.

Provide design and renovate selected high water-use turf areas to low water-use landscape areas.

Reduce backlog of completed tree maintenance work data entry.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

Street Maintenance

4120

OVERVIEW

The Street Maintenance Section is responsible for asphalt and concrete repairs to minor and major streets and all public right-of-way areas. The Asphalt Crew's duties include filling potholes, dig out repairs, and moderate paving of streets.

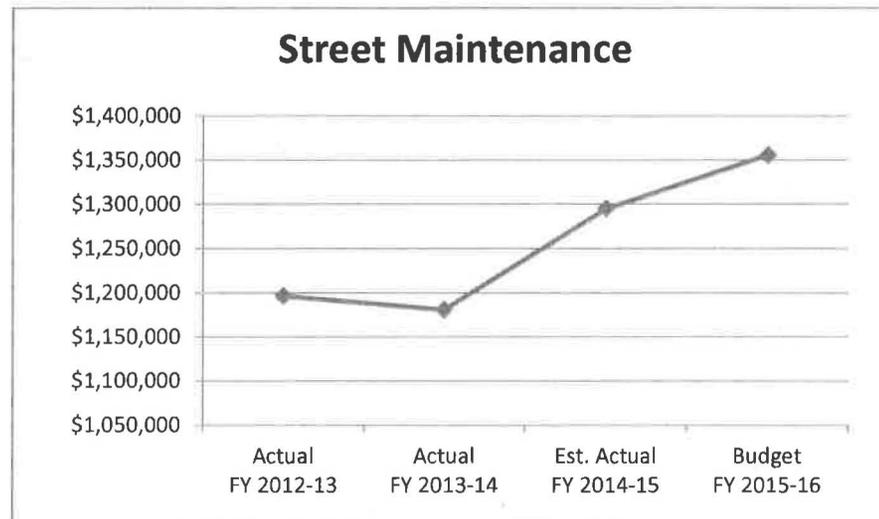
This crew also makes temporary repairs to lifted or damaged sidewalks. The Concrete Crew repairs sidewalks, curbs and gutters, driveway aprons, and other miscellaneous concrete repairs throughout the City. This crew helps to keep our roads clear and our pedestrian areas safe.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	16	16	16	15

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,196,152	\$1,180,255	\$1,294,200	\$1,355,200



PUBLIC WORKS

Street Maintenance (continued)

4120

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed temporary and permanent pothole repairs.
Performed small to moderately large asphalt repairs on major and minor streets.

Completed temporary and permanent repairs to lifted sidewalks that reduce trip hazards.

Removed and replaced damaged sidewalks, curbs and gutters.

Completed ADA concrete and asphalt improvements within the City.

GOALS FOR FY 15-16

Repave a parking lot at the Public Service Center.

Implement a preventative maintenance slurry seal program to slow the deterioration of City streets for long term construction savings.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

Building Maintenance/Library Maintenance

4130/4170

OVERVIEW

The Building Maintenance Section provides routine building and facility maintenance and custodial services to all City-owned facilities.

In addition to providing custodial services to the City Buildings, including the Simi Valley Library, this section is also responsible for the repair and maintenance of building facilities. This includes the mechanical, electrical, plumbing, and air conditioning systems within the buildings, in addition to such services as carpentry, locksmithing and painting, utilizing both in-house and outside contract services.

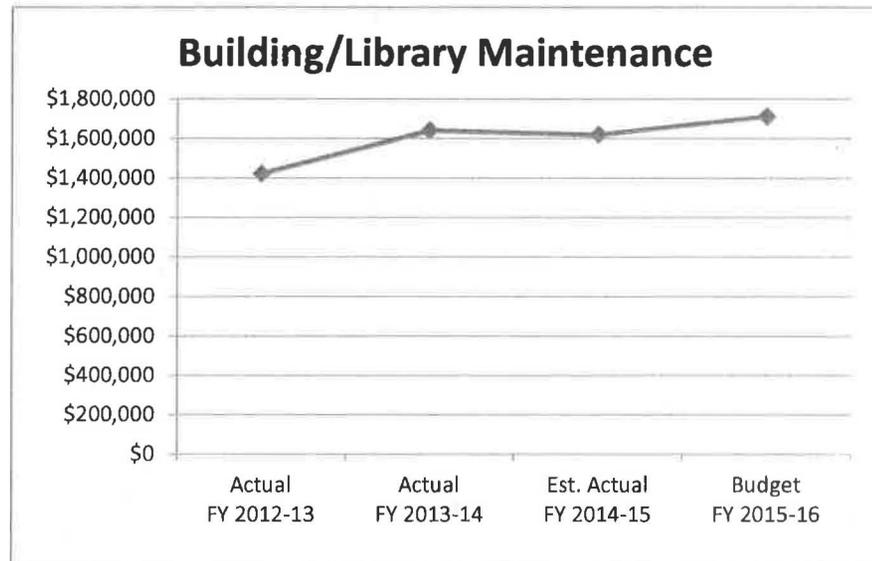
The Building Maintenance Section has an active preventive maintenance program to assure that the various building subsystems, as well as such things as the building roofs and door hardware, stay in good operating condition. The goal is to provide safe, clean, comfortable facilities for City personnel and the General public.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	20	20	22.5	22.5

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,419,863	\$1,637,311	\$1,616,300	\$1,709,000



PUBLIC WORKS

Building/Library Maintenance

4130/4170

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided janitorial services, preventive maintenance and repairs to over 200,000 square feet of City-owned facilities.

Refinished the multi-purpose room floor at the Senior Center.

Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.

Implemented the new Library operations into our maintenance program.

Refinished stage walls at Cultural Arts Center.

Purchased and installed a new ice machine at PSC resulting in long term savings to the City.

Replaced/repaired HVAC control system at Simi Valley Library.

Assisted with Civic Center parking light LED retrofit resulting in long term cost savings to the City.

Replaced AC in phone room at City Hall.

Installed security strobe lights at PSC.

Installed emergency restroom lights at the Transit Facility.

Installed roof access ladders at the Simi Valley Library.

Replace failing HVAC unit #4 at the PSC building.

GOALS FOR FY 15-16

Refinish exterior oak doors of the Cultural Arts Center.

Upgrade PSC vehicle maintenance garage lighting with cost saving lighting fixtures.

Replace heating boiler at the Senior Center.

Assist with Police Department parking light LED retrofit.

Upgrade the Simi Valley Library fire alarm system.

Proceed with CAC kitchen upgrade.

Reorganize/Consolidate Janitorial shifts to further reduce overtime costs.

BUDGET IMPACTS FOR FY 15-16

Funding is included for improvements to the animal shelter, Police Department entry, and to security to the City Hall facility.

PUBLIC WORKS

Traffic Maintenance

4140

OVERVIEW

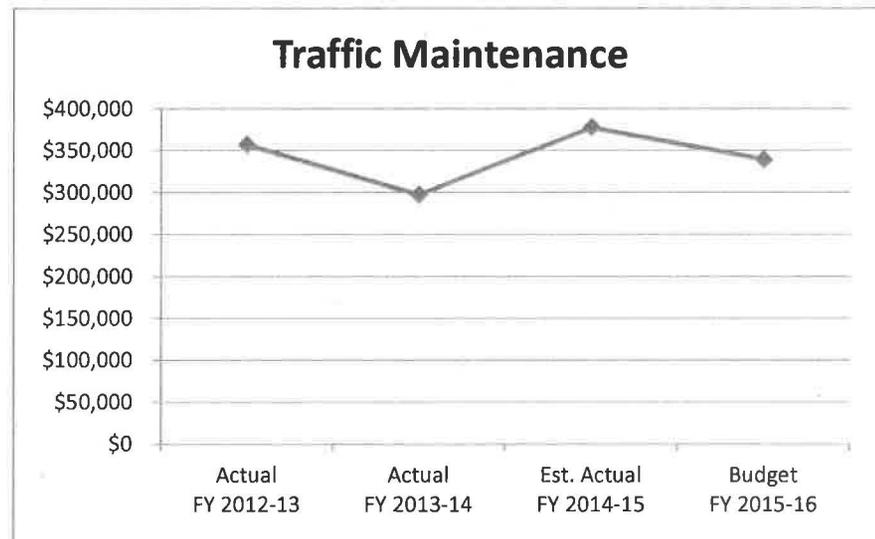
The Traffic Maintenance Section is responsible for traffic sign replacement, paint striping, placing and maintaining thermo plastic pavement markings, and hanging flags/banners on all minor and major streets within the City. The Traffic Crew's duties are very important to the motoring public and pedestrian safety. The crew is needed to maintain our traffic signing and striping infrastructure, which helps guide people safely throughout the City.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$356,409	\$296,669	\$376,900	\$338,700



PUBLIC WORKS

Traffic Maintenance (continued)

4140

KEY ACCOMPLISHMENTS FOR FY 14-15

Replaced guide and regulatory signs posted throughout the city as needed.

Maintained all striping and legend markings on city streets and curbs.

GOALS FOR FY 15-16

Assist traffic engineering's effort to inventory all signage within the City.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

Vehicle and Equipment Maintenance

4150

OVERVIEW

The Vehicle and Equipment Maintenance Section is responsible for servicing the City's fleet of 316 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police, Environmental Services, Community Services, Administrative Services, Sanitation, Transit and Waterworks District No. 8.

Many of the vehicles we service at our facility are specialized vehicles, such as the City's fleet of transit buses and large vans, vector trucks, dump trucks, backhoes and police pursuit vehicles which are utilized in daily City operations. The Vehicle Maintenance Section has an active preventive maintenance program to assure that the various vehicles and equipment stay in good operating condition. A majority of the maintenance and repair service is performed in house with some utilization of outside contractual repair services.

The goal is to provide a safe, reliable fleet for City personnel to utilize in their daily operations.

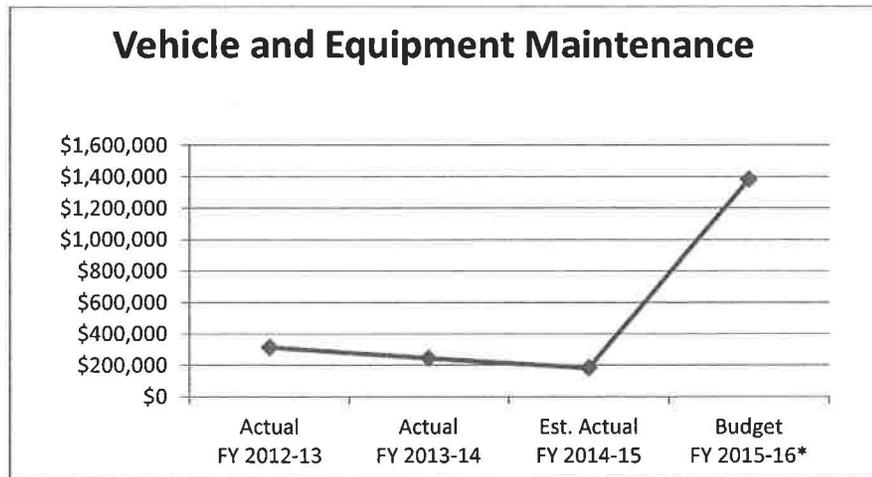
PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	9	9	9	9

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16*
Expenditures	\$314,612	\$245,145	\$181,600	\$1,382,500

*In 2015-16, vehicle maintenance charges were moved into the Cost Allocation Plan for indirect costs and most of these costs are reimbursed there.



PUBLIC WORKS

Vehicle and Equipment Maintenance (continued)

4150

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided preventive maintenance and repairs for 316 City-owned vehicles and equipment.

Complied with all Air Pollution Control Districts permit requirements.

Operated the fueling station at the Public Services Center and oversaw any and all tests and repairs related to its operation.

Received, implemented and initiated maintenance programs for 11 new vehicles, which included 2 hybrid vehicles.

Passed all CHP Transit Vehicle inspections with satisfactory rating.

Passed the CHP Public Works Biannual inspection with a satisfactory rating.

Certified 41 gasoline vehicles for State emission control compliance.

Certified 16 diesel vehicles for State emission control compliance.

Provided preventive maintenance of City Hall emergency generator.

Assisted Transit with Bus and Van replacement.

GOALS FOR FY 15-16

Increase efficiency within the section by enhancing cross training intensity amongst the staff.

BUDGET IMPACTS FOR FY 15-16

Funding is included to unfreeze one Mechanic II position to ensure available staffing for 24-hour vehicle maintenance shifts.

Funding is also included for a fuel dispensing tracking system (gasboy) upgrade.

PUBLIC WORKS

Storm Drain Maintenance

4160

OVERVIEW

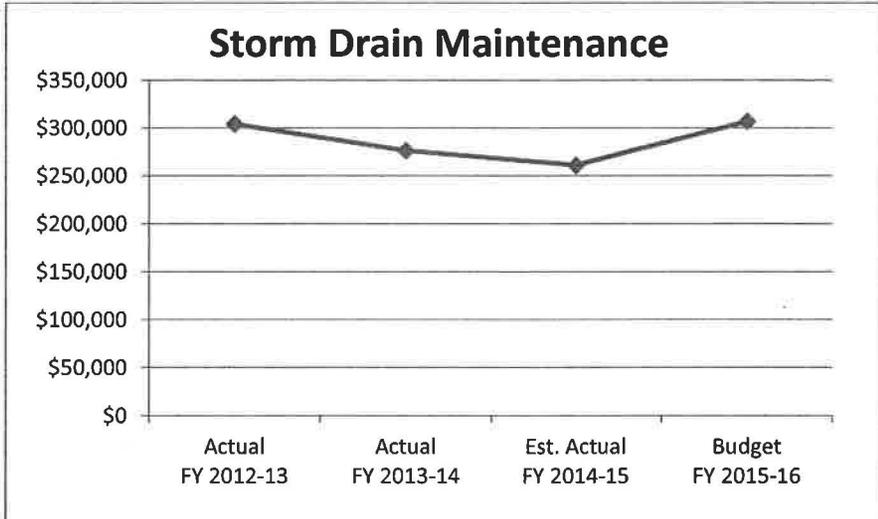
The Storm Drain Maintenance Section is responsible for all storm drains and channels within the City limits. The Crew's duties include cleaning catch basin drains, clearing flood channels, and making small repairs to these drainage structures. The program is vital for maintaining the storm drain system and preventing damages related to flooding.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	4	4	3	3

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$303,954	\$276,236	\$260,900	\$306,600



PUBLIC WORKS

Storm Drain Maintenance (continued)

4160

KEY ACCOMPLISHMENTS FOR FY 14-15

Cleaned and kept all local storm drains and flood channels open and clear.

Inspected and cleaned all catch basins within the City up to four times per year.

GOALS FOR FY 15-16

Incorporate the recommendations of the recently completed City Master Plan of Drainage (MPD) to improve, replace and better maintain the secondary drains and secondary channels throughout the City.

BUDGET IMPACTS FOR FY 15-16

None

PUBLIC WORKS

Graffiti Abatement Program

4190

OVERVIEW

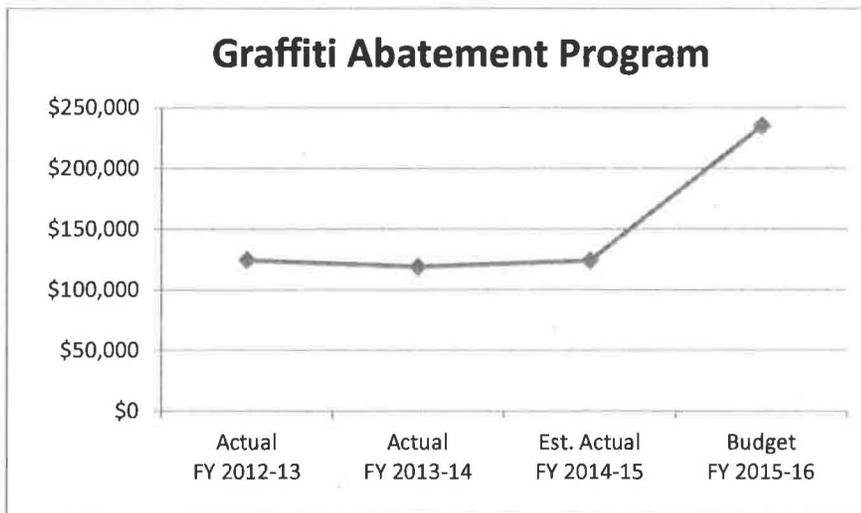
The Graffiti Abatement Program addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. Both a private contractor and in-house crews perform graffiti abatement. This section also removes illegal signs from within the public right-of-way 7 days a week.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	2	2	1	1

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$124,156	\$118,778	\$123,800	\$234,900



PUBLIC WORKS

Graffiti Abatement Program (continued)

4190

KEY ACCOMPLISHMENTS FOR FY 14-15

Responded to 1,573 calls to the graffiti hotline and removed graffiti within a 24-hour period.

Removed all signs illegally posted within the public right-of-way in compliance with the City's sign ordinance.

Utilized recycled paint to cover graffiti whenever possible.

Assisted local schools and other government entities with emergency graffiti removals.

GOALS FOR FY 15-16

Work towards converting the operation to 100% in-house with City Staff handling all graffiti reports.

BUDGET IMPACTS FOR FY 15-16

The increase from FY 2014-15 to FY 2015-16 is because a Maintenance Worker III position was moved from another cost center into Graffiti Abatement.

DEPARTMENT OF PUBLIC WORKS

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 5,504,844	\$ 6,002,700	\$ 5,356,200	\$ 646,500	\$ 6,182,500
41020	Temporary Salaries	25,871	18,300	18,900	(600)	24,900
41040	Overtime	79,001	87,600	58,900	28,700	77,600
41200	Deferred Compensation - 401k	23,908	24,800	22,300	2,500	25,200
41210	Deferred Compensation - 457	17,194	18,100	17,600	500	19,700
41300	Vision Care	20,936	23,800	20,700	3,100	22,700
41350	Disability	23,021	25,400	23,100	2,300	25,200
41400	Group Ins/Health	480,537	139,000	112,200	26,800	135,300
41415	Flex Benefits	765,980	1,285,400	1,152,600	132,800	1,317,700
41420	CalPERS Admin Fee	2,229	-	4,800	(4,800)	4,800
41450	Life Insurance	12,874	11,700	14,400	(2,700)	15,800
41500	Group Ins/Dental	77,633	92,200	77,400	14,800	84,000
41550	Section 125 Admin	324	300	200	100	400
41600	Retirement/PERS	1,150,605	1,140,500	1,059,600	80,900	1,297,700
41620	Retirement HRA	4,813	4,600	4,600	-	4,800
41650	Medicare	75,183	118,100	78,500	39,600	90,200
41660	FICA	2,019	500	3,000	(2,500)	1,200
41700	Workers' Compensation	440,200	520,100	450,800	69,300	537,100
41860	Salary Reimbursement	(204,291)	-	-	-	-
	Subtotal - Personnel	\$ 8,502,881	\$ 9,513,100	\$ 8,475,800	\$ 1,037,300	\$ 9,866,800
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	\$ 1,530,233	\$ 1,638,700	\$ 1,569,000	\$ 69,700	\$ 1,569,000
42150	Communications	6,109	11,580	7,300	4,280	10,800

DEPARTMENT OF PUBLIC WORKS (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$ 4,580	\$ 8,000	\$ 5,000	\$ 3,000	\$ 8,000
42235 Furnishing & Equip Non Capital	4,683	7,700	7,700	-	1,000
42310 Rentals	183	8,000	7,200	800	8,000
42410 Uniform/Clothing Supply	30,370	28,000	28,000	-	28,000
42420 Special Departmental Expense	134,520	133,900	135,100	(1,200)	133,900
42440 Memberships & Dues	8,697	12,400	12,400	-	12,400
42450 Subscriptions & Books	778	1,700	1,000	700	1,700
42460 Advertising	1,032	1,000	600	400	1,000
42500 Fuel & Lubricants	330,919	364,000	230,000	134,000	327,000
42510 Tires	50,553	51,400	51,400	-	51,400
42550 Small Tools/Equipment	9,655	10,000	10,000	-	10,000
42560 Operating Supplies	398,741	504,200	453,100	51,100	464,600
42720 Travel, Conferences, Meetings	3,874	8,100	8,100	-	8,100
42730 Training	7,299	16,900	16,900	-	16,700
42790 Mileage	5,424	6,400	6,400	-	6,400
Subtotal - Supplies/Materials	\$ 2,527,650	\$ 2,811,980	\$ 2,549,200	\$ 262,780	\$ 2,658,000
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 252,235	\$ 447,200	\$ 447,200	\$ -	\$ 351,000
44310 Maintenance of Equipment	49,703	54,700	54,700	-	54,700
44450 Landscape Maintenance Contract	897,167	1,028,100	1,028,100	-	1,035,300

DEPARTMENT OF PUBLIC WORKS (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
44490 Other Contract Services	1,052,044	1,447,765	1,421,800	25,965	1,192,800
44355 Vehicle Maintenance Reimbursement	(923,300)	(927,700)	(927,700)	-	-
Subtotal - Services	\$ 1,327,849	\$ 2,050,065	\$ 2,024,100	\$ 25,965	\$ 2,633,800
Subtotal - Current Expenses	\$ 3,855,499	\$ 4,862,045	\$ 4,573,300	\$ 288,745	\$ 5,291,800
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip. (Capital)	\$ 6,059	\$ 54,700	\$ 54,700	\$ -	\$ -
47030 Vehicles	-	-	-	-	11,000
Subtotal - Capital Outlay	\$ 6,059	\$ 54,700	\$ 54,700	\$ -	\$ 11,000
Total	\$ 12,364,439	\$ 14,429,845	\$ 13,103,800	\$ 1,326,045	\$ 15,169,600

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

TITLE: Funding to Unfreeze One Mechanic II
REQUEST: \$97,900
ACCOUNT: 100-4150-Salaries & Benefits
PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
Funding to Unfreeze One Mechanic II	\$97,900
TOTAL:	\$97,900

The Fleet Maintenance Section includes nine full time positions including the Maintenance Superintendent (who also supervises the Building Maintenance Section), Maintenance Supervisor, five Mechanic II's and two Mechanic I's. Currently, one Mechanic II and one Mechanic I positions are frozen, which leaves five mechanics to handle the Section's important workload. The Section is responsible for the maintenance and repair of over 320 City vehicles, all heavy-duty equipment as well as the community's Transit fleet. This staff performs their duties in two work shifts. Their primary duties are doing preventive maintenance, safety inspections, and repairs of Police Department, Transit and Public Works vehicles and equipment. The current and projected work effort requires at least one of the two frozen mechanic positions become funded to safely and efficiently meet the Section's high workload as well as covering shifts for sick leave and vacation requests. Therefore, funding for one Mechanic II position is requested in the FY 2015-16 budget.

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

TITLE: Eliminate Funding for one year for One Senior Engineer (Traffic) Position (Vacant)
TOTAL: \$159,200
ACCOUNT: 4070-Salaries and Benefits
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$159,200
TOTAL:	\$159,200

CITY MANAGER ACTION	
Funding reduced for 75% of the year to allow hiring at end of year.	
Reduction in Salaries and Benefits:	\$119,400
TOTAL:	\$119,400

One Senior Engineer position is currently vacant in the Traffic Engineering 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.

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

TITLE: Eliminate Funding for Overtime
TOTAL: \$20,000
ACCOUNT: 100-41040
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Overtime	\$20,000
TOTAL:	<u>\$20,000</u>

CITY MANAGER ACTION	
Half taken	
Overtime	\$10,000
TOTAL:	<u>\$10,000</u>

The Department budgets \$87,600 for Overtime. Reduction of this account may result in a lower level of customer service, longer response times for work requests, and delay inspections for on-going development and construction projects.
Engineering Inspections (4080) = \$10,000
Building Maintenance (4130) = \$10,000

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

TITLE: Reduce Funding for Fuel & Lubricants
TOTAL: \$50,000
ACCOUNT: 100-4150-42500
PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Fuel & Lubricants	\$50,000
TOTAL:	<u>\$50,000</u>

CITY MANAGER ACTION	
Partial reduction taken	
Fuel & Lubricants	\$37,000
TOTAL:	<u>\$37,000</u>

The Department budgets \$364,000 for Fuel & Lubricants necessary to maintain and operate the City's fleet of vehicles. Gas costs came in significantly lower than anticipated in FY 2014-15; however gas prices are projected to increase again in the coming year. A reduction of this account may result in over expending this account.

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

TITLE: Reduce Funding for Contract Services for Various Sections
 TOTAL: \$72,500
 ACCOUNT: 100-44490
 PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Other Contract Services	\$72,500
TOTAL:	\$72,500

CITY MANAGER ACTION	
Partial reduction taken	
Other Contract Services	\$50,000
TOTAL:	\$50,000

The Department budgets \$1,284,100 in Other Contract Services for contract services for various services for various sections throughout the department. Reduction of this account would reduce the funds available and reduce the level of service as proposed below:
 Environmental Compliance = \$5,000
 Building Maintenance = \$10,500
 Library Maintenance = \$7,000
 Traffic Maintenance = \$40,000
 Graffiti Abatement= \$10,000

Actual reduction taken by City Manager are:
 Environmental Compliance = \$2,500
 Building Maintenance = \$10,000
 Library Maintenance = \$2,500
 Traffic Maintenance = \$30,000
 Graffiti Abatement= \$5,000

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

TITLE: Reduce Funding for Other Contract Services - Parkway/Trees
TOTAL: \$75,000
ACCOUNT: 100-4140-44490
PRIORITY: 10

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

CITY MANAGER ACTION	
Partial reduction taken	
Contract Services	\$50,000
TOTAL:	<u>\$50,000</u>

The Department budgets \$413,900 for parkway and street tree maintenance. This includes maintenance of approximately 2,600 trees that are beyond staff and equipment capabilities to maintain, and removal and replacement of non-conforming trees, including trees that are unhealthy or have overgrown the parkway and are causing damage to the adjacent curb, gutter and sidewalk. Reduction of this account would reduce the funds available to complete these services for FY 2015-16. This may result in inadequate pruning and tree watering, and create substandard City landscape areas. Further, this reduction may increase liability exposure for the City due to potential hazards and tree concerns.



CITY OF SIMI VALLEY

POLICE DEPARTMENT

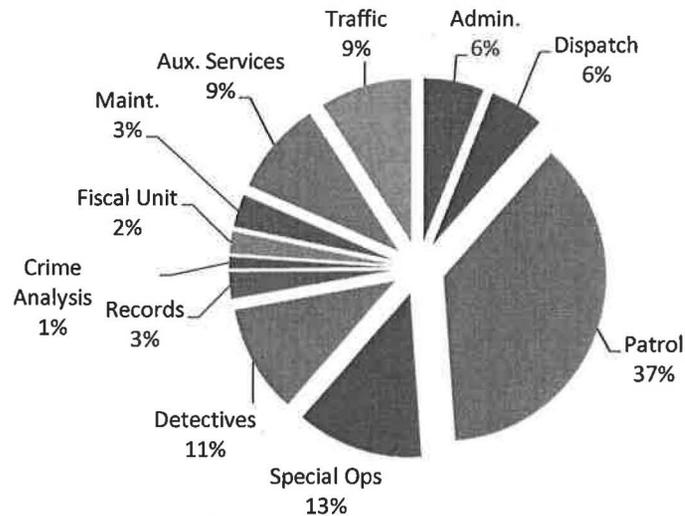
POLICE DEPARTMENT

Department Overview

The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to provide quality service; treat everyone with dignity, respect, and equality; and, secure a safe environment for our citizens. We are here to partner with the City Council, citizens, volunteers, and other City Departments to ensure the highest quality of life available to our community and business members.

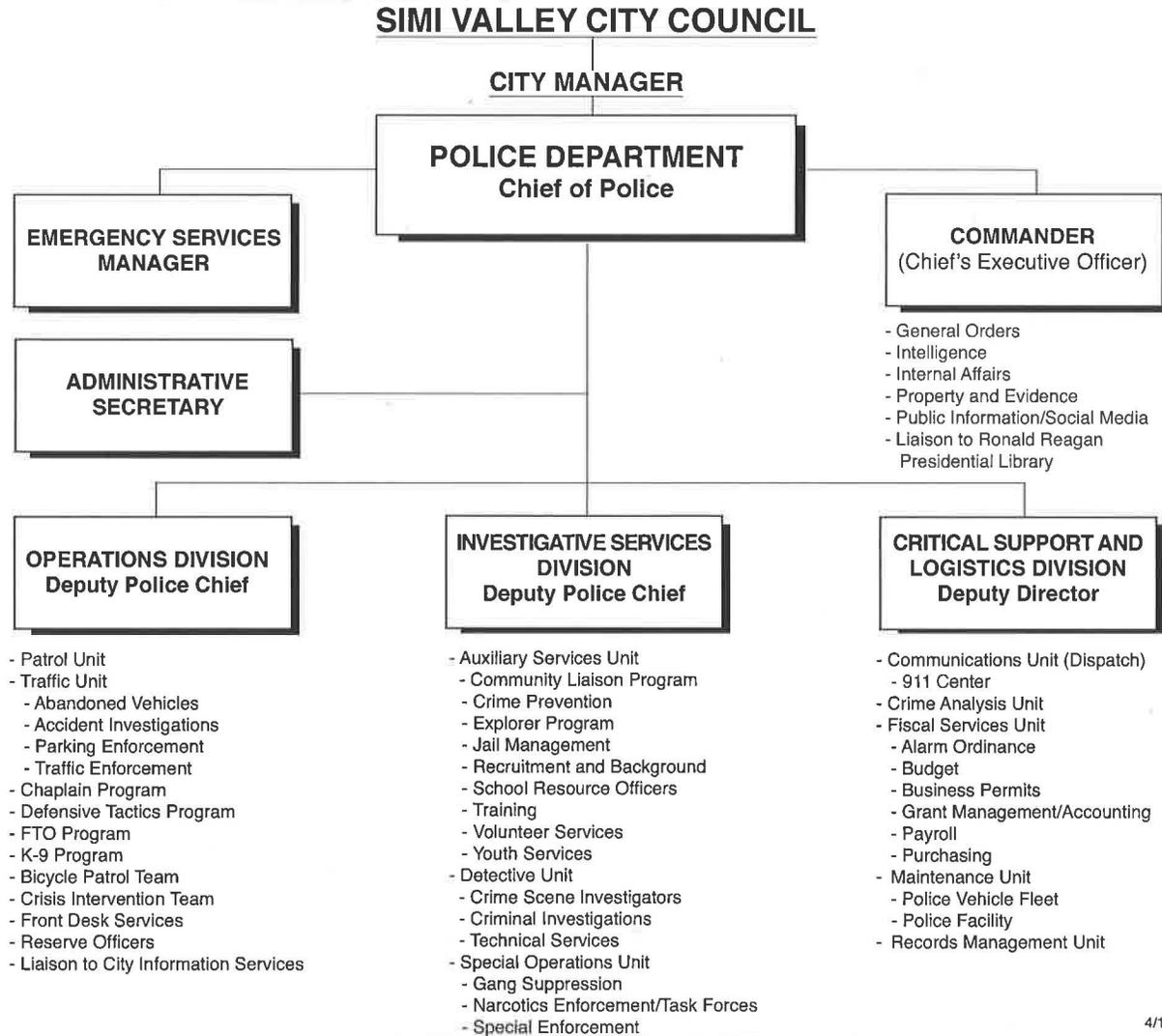
DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Admin.	\$1,039,865	\$1,639,092	\$1,671,300	\$1,958,600
Dispatch	\$1,523,489	\$1,417,388	\$1,448,800	\$1,780,600
Patrol	\$11,779,997	\$11,686,304	\$10,502,500	\$12,230,700
Special Ops	\$2,737,027	\$2,596,891	\$3,665,300	\$4,116,600
Special Problems	\$702,881	\$759,671	N/A	N/A
Detectives	\$3,154,081	\$2,834,458	\$3,193,700	\$3,508,300
Records	\$728,545	\$764,598	\$736,600	\$873,500
Crime Analysis	\$366,038	\$361,488	\$345,200	\$388,600
Fiscal Unit	\$597,492	\$647,702	\$641,500	\$721,700
Maintenance	\$1,022,475	\$1,055,656	\$1,342,700	\$1,068,400
Aux. Services	\$2,044,620	\$2,239,289	\$2,756,400	\$3,058,300
Traffic	\$2,622,050	\$2,534,276	\$2,626,000	\$2,978,600
Total	\$28,318,560	\$28,536,813	\$28,930,000	\$32,683,900

Budget FY 2015-16



POLICE DEPARTMENT

Organizational Chart



POLICE DEPARTMENT

Authorized Positions

<u>REGULAR POSITIONS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<u>Administration:</u>			
Chief of Police	1.00	1.00	1.00
Deputy Chief	2.00	2.00	2.00
Police Commander	0.00	1.00	1.00
Sergeant	1.00	1.00	1.00
Deputy Director/Critical Support & Logistics	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
SUBTOTAL	7.00	8.00	8.00
<u>Dispatch:</u>			
Communications Manager	1.00	1.00	1.00
Senior Police Dispatcher	9.00	9.00	9.00
Police Dispatcher/Dispatcher Trainee	4.00	4.00	4.00
SUBTOTAL	14.00	14.00	14.00
<u>Patrol:</u>			
Police Commander	4.00	3.00	3.00
Sergeant	7.00	8.00	8.00
Senior Police Officer	9.00	9.00	9.00
Police Officer	45.00	43.00	42.00
SUBTOTAL	65.00	63.00	62.00
<u>Special Operations Unit:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	3.00	2.00	2.00
Detective	5.00	8.00	9.00
Police Officer	10.00	8.00	9.00
SUBTOTAL	19.00	19.00	21.00

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<u>Detectives:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Detective	12.00	12.00	12.00
Crime Scene Investigator	2.00	2.00	2.00
Court Liaison	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Victim Advocate*	0.50	0.50	0.50
SUBTOTAL	19.50	19.50	19.50
<u>Records:</u>			
Records Manager	1.00	1.00	1.00
Senior Police Records Technician	2.00	2.00	2.00
Police Records Technician I/II**	8.00	7.00	8.00
SUBTOTAL	11.00	11.00	11.00
<u>Crime Analysis:</u>			
Crime Analysis and Reporting Manager	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
Crime Analysis Technician*	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	3.00

* One position authorized but not funded (frozen) for FY 2015-16.

** One Police Records Technician I/II position authorized but not funded (frozen) until 1/1/2016.

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<u>Auxiliary Services:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Detective	1.00	1.00	1.00
Police Officer*	3.00	7.00	6.00
Property Officer	1.00	1.00	1.00
Property Technician	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00
Community Services Specialist	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	13.00	17.00	16.00
<u>Traffic:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Senior Police Officer	1.00	1.00	1.00
Police Officer	8.00	8.00	8.00
Police Services Assistant	7.00	5.00	5.00
Police Services Assistant*	0.00	2.00	2.00
Community Services Specialist	1.00	1.00	1.00
SUBTOTAL	20.00	20.00	20.00
<u>Maintenance:</u>			
Police Maintenance Supervisor	1.00	1.00	1.00
Senior Police Maintenance Technician	1.00	1.00	1.00
Police Maintenance Technician	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	3.00

* One position authorized but not funded (frozen) for FY 2015-16.

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<u>Fiscal Services:</u>			
Senior Management Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Technician	0.00	0.00	1.00
Accounting Technician	2.00	2.00	1.00
SUBTOTAL	4.00	4.00	4.00
TOTAL - REGULAR POSITIONS	177.50	181.50	181.50
TOTAL SWORN	121.00	125.00	125.00
TOTAL NON SWORN	56.50	56.50	56.50
<u>OTHER POSITIONS</u>			
Overfill Senior Records Technician (FT)	0.00	1.00	1.00
Temporary Dispatcher (PT)**	5.00	3.00	3.00
Temporary Records Technician (PT)**	0.50	1.00	1.00
Reserve Officer**	10.00	10.00	10.00
TOTAL - TEMPORARY POSITIONS	15.50	14.00	14.00
TOTAL - POLICE DEPARTMENT POSITIONS	193.00	195.50	195.50

** Temporary and Part-Time positions shown as full-time equivalents.

Does not include two authorized Police Sergeant overfill positions.

Does not include four authorized Police Officer overfill positions.

Does not include four authorized Police Officer Trainee overfill positions.

Does not include two authorized Police Dispatcher/Police Dispatcher Trainee overfill positions.

POLICE DEPARTMENT

Department Administration

5005

OVERVIEW

Police Department Administration is comprised of the Office of the Chief of Police, Deputy Chiefs, Deputy Director/Critical Support and Logistics, Police Commander Executive Office, Intelligence Sergeant, and support staff.

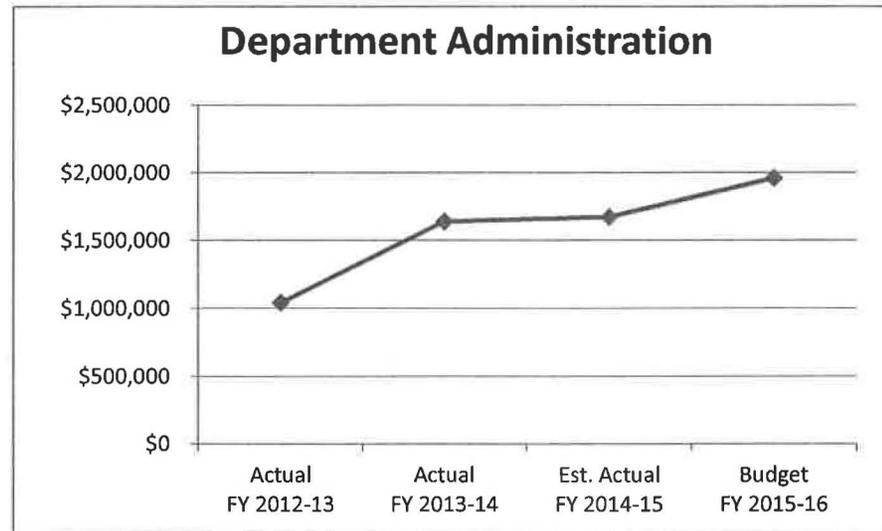
Administration is responsible for the management of the Police Department. Staff in Administration manages three divisions (Operations, Investigative Services, and Critical Support & Logistics) to ensure that the highest level of law enforcement services is provided. This is accomplished through providing quality service, coupled with developing community and employee partnerships, while maintaining a safe and pleasant atmosphere to live, work, and visit.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	6	7	8	8

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,039,865	\$1,639,092	\$1,671,300	\$1,958,600



POLICE DEPARTMENT

Department Administration (continued)

5005

KEY ACCOMPLISHMENTS FOR FY 14-15

Decreased Part I Crimes, the most violent, to the lowest per capita crime rate in the City's history.

Utilized funding from grants and the City's Asset Seizure Program to acquire equipment, training, and personnel in an effort to improve the level of service that the Police Department (Department) provides to its citizens through fiscally prudent means.

Increased the number of Community Liaison Officer positions to more effectively handle quality of life issues in the City.

Continued to implement the Department's Strategic Plan that was developed in 2014.

Expanded the use of forensic technology particularly with regard to confiscated computers and mobile devices.

Placed into service the new, next generation police vehicle, which resulted from a comprehensive analysis of law enforcement vehicles and equipment options available.

Implemented web-based public safety policy guidelines that integrate policy training software by subject matter experts.

GOALS FOR FY 15-16

Continue to implement the Department's Strategic Plan.

Conduct a Community Survey on the Department's performance.

Increase the total number of Police Officers to provide additional focus on quality of life issues within the community.

Introduce civilianized positions in the Department's Investigative Units.

Expand the use of technology within the Department.

Launch a web-based portal for citizens to complete on-line reporting of selected minor incidents.

Implement secession plan in anticipation of retirements in key leadership positions.

BUDGET IMPACTS FOR FY 15-16

Funding is provided to overfill one-half Deputy Chief position for succession planning purposes.

POLICE DEPARTMENT

Dispatch

5110

OVERVIEW

The function of Dispatch is to respond to emergency and non-emergency calls for service by providing information, assistance, and advice to callers. In providing this service Dispatchers utilize a wide variety of computer systems, including a computer-aided dispatch system to enter 911 calls for service, record field unit activities, and communicate the status and location of field officers.

Dispatch is also responsible for retrieving information from the state, county and national computer networks to provide information on wanted persons, stolen property, domestic violence restraining orders, criminal history, and vehicle registration.

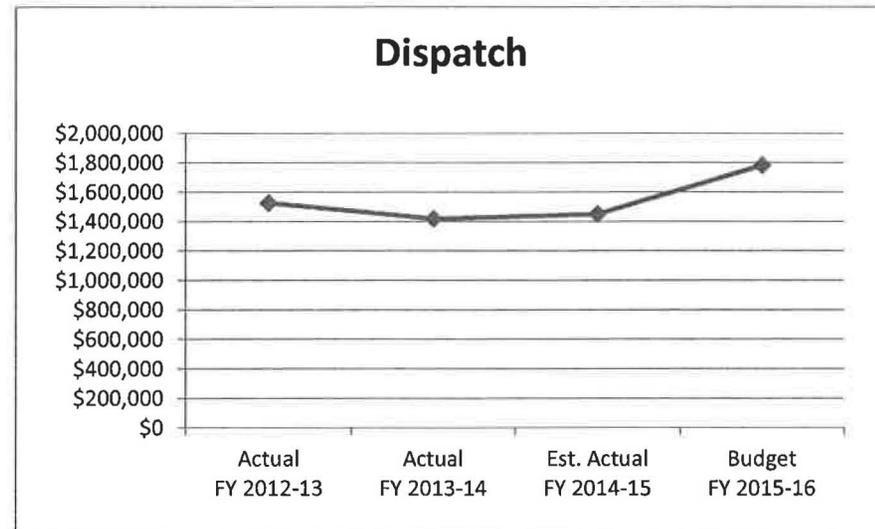
In addition, Dispatchers coordinate field resources to meet community needs; radio traffic for requests for assistance; initiate requests to outside agencies for resources (e.g. helicopter, animal control services, vehicle towing, and ambulance services); and, ensure the watch commander and field supervisors are apprised of Departmental activity 24 hours a day.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	14	14	14	14

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,523,489	\$1,417,388	\$1,448,800	\$1,780,600



POLICE DEPARTMENT

Dispatch (continued)

5110

KEY ACCOMPLISHMENTS FOR FY 14-15

Assisted with maintaining an average response time of less than 4.5 minutes for emergency calls and less than 16.5 minutes for routine calls from July 1, 2014 to March 1, 2015.

Recruited and hired two full-time Police Dispatcher Trainees.

Participated in Leadership Simi Valley and the Citizen's Academy.

Processed a total of 78,131 telephone calls, including 21,041 emergency 9-1-1 calls from July 1, 2014 to March 1, 2015.

Activated and performed training exercises at the City's satellite Dispatch Center.

Installed a new 7.4 CAD software in a test environment for evaluation purposes.

Hired a Console Cleaning Specialist to professionally clean the 9-1-1 dispatch console furniture.

Participated in the National Night Out.

GOALS FOR FY 15-16

Assist with maintaining an average response time of less than 4.5 minutes for emergency calls and less than 15.5 minutes for non-emergency calls.

Provide professional and courteous service at all times to citizens, officers, and co-workers.

Test and explore the phone capabilities of the Next Gen 9-1-1.

Install the latest software version of Versadex CAD.

Complete the Power MIS project, which provides reporting retrieval through e-mail.

Complete the Virtual Private Network installation on the Versadex CAD workstations at the satellite Dispatch Center.

Install sun filtering blinds in the Dispatch Center, which will eliminate glare at the workstations.

BUDGET IMPACTS FOR FY 15-16

Funding of \$26,100 is included for purchase of a new server for the Communications Center.

POLICE DEPARTMENT

Patrol

5120

OVERVIEW

Patrol officers are the Department's first responders to emergency and non-emergency calls for service throughout the Community. Uniformed Patrol officers are assigned to one of three overlapping ten-hour shifts that cover 24 hours a day, seven days a week. They handle a variety of requests from citizens contacting the Department requiring assistance. These officers are also expected to take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

Under the direction of a Watch Commander, Patrol officers are deployed to specific areas of the City. Sergeants supervise the officers and provide oversight of daily deployments.

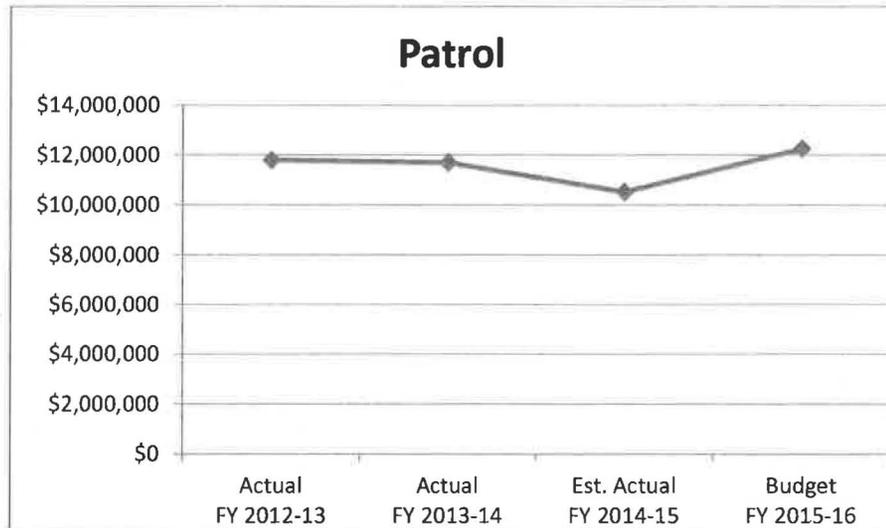
Each year, Patrol Officers handle over 40,000 calls for service maintaining an emergency response time of less than 5 minutes.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	67	65	63	62

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$11,779,997	\$11,686,304	\$10,502,500	\$12,230,700



POLICE DEPARTMENT

Patrol (continued)

5120

KEY ACCOMPLISHMENTS FOR FY 14-15

Maintained an emergency response time of less than 5 minutes.

Maintained a non-emergency response time of less than 16 minutes.

Delivered excellent service while handling over 40,000 calls for service during the past year.

Deployed officers of the Bicycle Team to known problem areas throughout the City and equipped and trained eleven (11) new Team members.

Represented the Department at public functions including Touch a Truck, the Emergency Preparedness Expo, Citizen's Academy, and Leadership Simi Valley.

Deployed the Explosives Detection K9 Team to the Ronald Reagan Presidential Library for security details at several functions, including the Annual National Defense Conference.

Coordinated training of K9 handlers with SWAT Team to ensure specialty units are familiar with SWAT tactics and deployments.

Continued to foster a close relationship with the Simi Valley Police Department Foundation and represented the Department at several Foundation events, including the Annual Foundation Banquet and the Foundation Golf Tournament.

GOALS FOR FY 15-16

Continue to maintain an emergency response time of less than 5 minutes.

Continue enforcement actions that aid in maintaining a low crime rate and reducing injury traffic collisions within the community.

Continue to investigate all citizen complaints to ensure the Department remains accountable to its citizens.

Increase the Bicycle Team's deployments to problem areas as Patrol staffing levels permit.

Continue to utilize K9 Teams and Explosives Detection K9 teams to provide valuable assistance to all Divisions of the Department and security at the Ronald Reagan Presidential Library for special events that host distinguished guests.

Continue to support community involvement and Department outreach.

Continue to support volunteerism within the Department and community.

BUDGET IMPACTS FOR FY 15-16

None

POLICE DEPARTMENT

Special Operations

5230

OVERVIEW

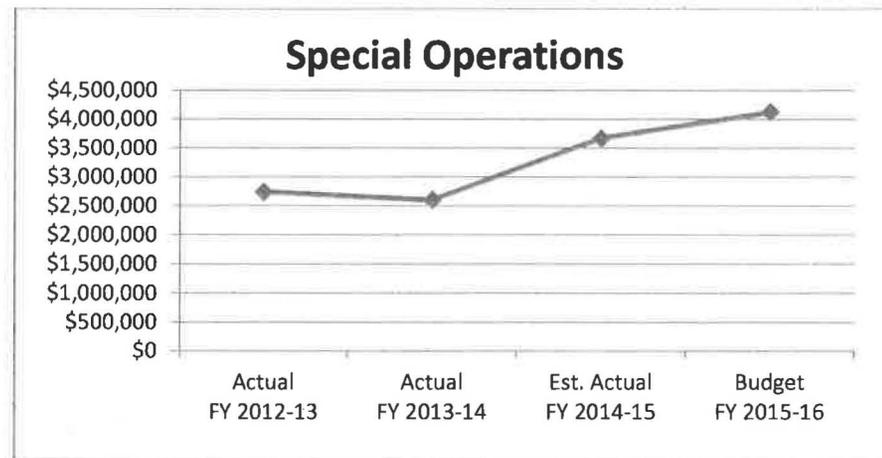
The mission of the Special Operations Unit (SOU) is to provide direct law enforcement services to the public, support to other components of the Police Department, and to conduct comprehensive, technical, narcotics, vice, and gang investigations. SOU also responds to quality of life issues in the City of Simi Valley related to homelessness, panhandling, massage compliance, and alcohol enforcement.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	20	19	19	21

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,737,027	\$2,596,891	\$3,665,300	\$4,116,600



POLICE DEPARTMENT

Special Operations (continued)

5230

KEY ACCOMPLISHMENTS FOR FY 14-15

Initiated over 520 felony and misdemeanor arrests.

Completed over 91 controlled buys of narcotics and served 16 narcotics-related search warrants.

Completed Federal Forfeited Asset requests yielding over \$500,000 in suspected drug profits and property.

Provided support, in over 500 instances, to other Department units and outside agencies.

Completed several random massage parlor compliance checks and Alcoholic Beverage Control Compliance checks.

Provided recommendations for changes in the Simi Valley Municipal Code's Massage Ordinance.

Completed several Serious Habitual Offender Sweeps directed at Post Release Offenders.

Participated in two federal and one countywide narcotic task force.

Provided recommendations to the Task Force on Homelessness regarding homeless camp cleanup and referrals to social service providers.

Improved operational efficiency of Special Operations Unit by conducting reorganization of available resources and adding one Narcotics Detective.

GOALS FOR FY 15-16

Participate in two Drug Enforcement Administration (DEA) Federal and one countywide task force to reduce the flow of illegal drugs into the community.

Collaborate with the U.S. Department of Justice to facilitate DEA and Federal Bureau of Investigation (FBI) assistance on local narcotics enforcement.

Work with City Staff to develop an effective ordinance to ensure the establishment of professional massage parlors.

Increase enforcement of massage parlors in order to reduce the number of illicit establishments in the community.

Complete quarterly Alcoholic Beverage Control Compliance Checks.

Enforce laws pertaining to Post Release Offenders, parolees, and subjects on probation.

Conduct operations directed at Serious Habitual Offenders.

Collaborate with the Ventura County Sheriff's Office Fugitive Warrant Detail by arresting locally wanted subjects and bringing them to justice.

Identify and purchase replacement tactical vests for the SWAT Team.

Provide on-going training for all sworn personnel in emergency deployment protocol.

BUDGET IMPACTS FOR FY 15-16

None

POLICE DEPARTMENT

Detectives

5240

OVERVIEW

The Detective Unit provides investigative support to all citizens, outside agencies, and other units within the Department. It is responsible for the investigation of major crimes against persons and property, and overseeing the Technical Services Team (TST).

The Violent Crimes Section investigates homicides, kidnappings, missing persons, robberies, felony assaults, crimes against children and the elderly, and sexual assaults.

The Property Crimes Section investigates thefts, burglaries, arsons, embezzlements, frauds, identity thefts, and computer crimes. Major crime scenes are processed by the Crime Scene Investigation Section, which collects and analyzes physical evidence.

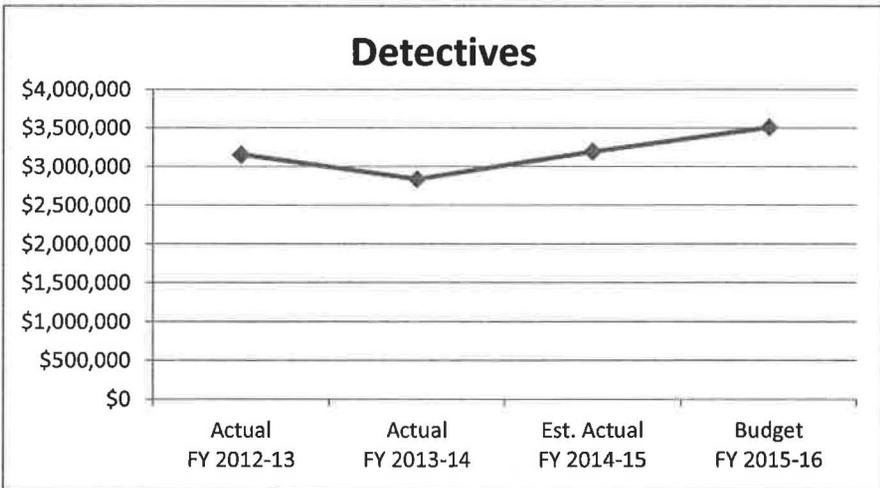
The Technical Services Team (TST) is an ancillary assignment comprised of both sworn and civilian personnel from various areas of the Department. The TST is responsible for the installation, operation, and maintenance of various technical equipment, such as surveillance cameras, alarm systems, and all types of computer software and components

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	19.5	19.5	19.5	19.5

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$3,154,081	\$2,834,458	\$3,193,700	\$3,508,300



POLICE DEPARTMENT

Detectives (continued)

5240

KEY ACCOMPLISHMENTS FOR FY 14-15

Investigated a residential burglary series that included participation in a wiretap surveillance operation with other agencies which culminated in several arrests of known gang members from Los Angeles County.

Worked with the Ventura County District Attorney's Office on cold case homicide investigations.

Conducted compliance checks on all 137 registered sex offenders residing in the city.

Facilitated the annual Cal-OSHA inspection on the Technical Services Team's aerial lift truck and completed required modifications.

Conducted successful recruitment processes for C.S.I. Trainee and Detective Secretary positions.

Implemented the COPLINK system to allow access and sharing of law enforcement data with agencies in Los Angeles County as well as other jurisdictions.

Established a suicide prevention program which has been presented to hundreds of students in the Simi Valley Unified School District and has already been credited with intervening in a potential suicide attempt by a teen.

GOALS FOR FY 15-16

Continue to evaluate and audit case review system, which determines cases are that assigned to Detectives and prioritizes them based upon high solvability factors.

Train the soon-to-be hired Court Liaison in all aspects of the assignment including the registering of sex offenders and conduct compliance checks on the registrants who now total 150.

Facilitate attendance for Detectives and Crime Scene Investigators at the International Association for Identification, California Sexual Assault Investigator's Association, and Guidance Software/Encase conferences.

Obtain user licenses and training to implement software to monitor social media sites for criminal activity and intelligence.

Implement Vigilant Solutions/NVLS software and training to allow nationwide access to License Plate Reader (LPR) data.

Implement CellHawk cell phone mapping software and facilitate training on the system to Detective personnel.

Train and develop the newly-hired Crime Scene Investigator Trainee to become a Certified Fingerprint Examiner.

BUDGET IMPACTS FOR FY 15-16

Funding provided for participation in the California SmartJustice program, a secure, web-based data sharing site connecting statewide law enforcement and probation systems.

POLICE DEPARTMENT

Records

5350

OVERVIEW

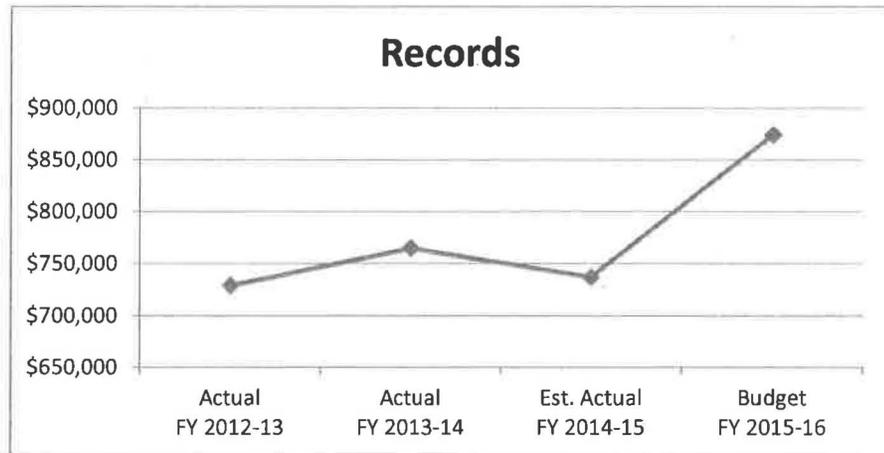
The Records Unit is responsible for managing the Department's automated Records Management System (RMS) and any paper files. The Unit is also responsible for: auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; releasing information in accordance with the Public Records Act; processing subpoenas; registering narcotic offenders; and, ensuring compliance with the Department of Justices' guidelines for Departmental access to California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC).

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	12	11	11	11

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$728,545	\$764,598	\$736,600	\$873,500



POLICE DEPARTMENT

Records (continued)

5350

KEY ACCOMPLISHMENTS FOR FY 14-15

Updated all Unit task procedures to ensure accurate and effective work product and service to the community.

Processed and audited over 35,000 reports.

Initiated testing of Versadex 7.5 within the Records Management System (RMS), which will result in an effective and seamless implementation of the new system upgrade.

Completed Public Records Act training for Records Management Unit personnel in order to maintain expertise when assisting the public with records requests.

Implemented a new Warrant Declaration tracking process within the RMS that will ensure accurate reporting and tracking of Warrant Declarations and Warrant arrests that will improve accuracy of clearing and monitoring cases.

Assisted in the successful implementation of an Agency-wide "Security Incident Handling Plan" as recently required by the Department of Justice in order to complete the Mnemonic Pooling and RMS upgrades.

Created and implemented the procedural documentation of the "Last Drink Location" that will be utilized by the Traffic Unit for the Monthly Activity Report.

Assisted sworn personnel in updating training materials for the Mobile Report Entry (MRE) system that is utilized by officers in writing crime reports.

GOALS FOR FY 15-16

Implement a Clerk II position to staff the PBX full-time in order to provide more consistent and efficient service to the public.

Upon City Council approval, recruit and hire a third Senior Records Technician or a Records Supervisor, ensuring consistent and effective oversight of the Unit and improve accuracy of data entered into the Records Management System (RMS)

Provide Records staff with on-going customer service training to ensure the delivery of excellent service to the community.

Review and update all coding of property that is entered into RMS and submitted to the Department of Justice.

Continue to train and utilize citizens from the community as Volunteers in the Records Unit.

Continue to work with Versaterm in upgrading to Versadex 7.5, which will result in efficiencies and improve auditing.

Review and revise all Records Unit Orders.

Implement CLETS mnemonics pooling system with the Department of Justice.

Implement the revised Offense Codes Tables in the Records Management System (RMS).

BUDGET IMPACTS FOR FY 15-16

The proposed budget freezes funding for one-half of a vacant Police Records Technician.

POLICE DEPARTMENT

Crime Analysis

5370

OVERVIEW

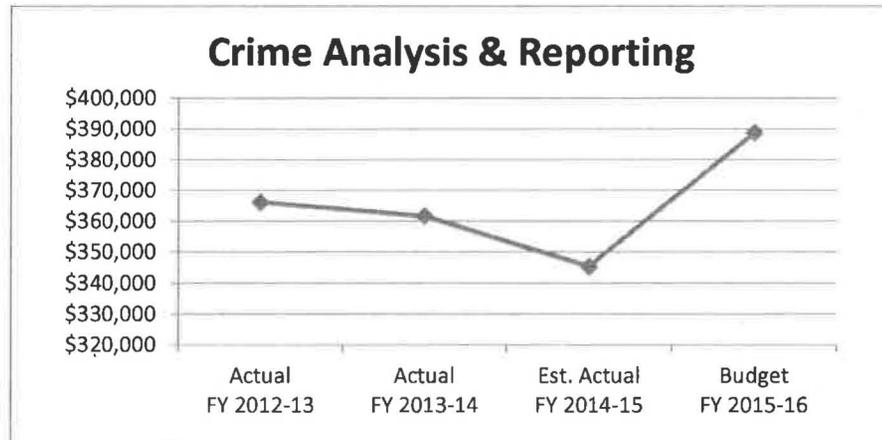
The mission of the Crime Analysis Unit is to provide timely and accurate information regarding crime statistics, and to track criminal and offender activity by providing reports to the Police Department and surrounding law enforcement agencies. Tasks undertaken include collecting, analyzing, and distributing appropriate crime patterns and trends to affected personnel and agencies in support of crime reduction and community safety.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$366,038	\$361,488	\$345,200	\$388,600



POLICE DEPARTMENT

Crime Analysis

5370

KEY ACCOMPLISHMENTS FOR FY 14-15

Worked with the California Department of Corrections Parole, County Probation, and Post Release Offender officers, in order to monitor known offender activity and its impact on crime levels.

Continued to identify crime-suspect correlations, which assisted investigations, patrol and special operations.

Continued to work with Crime Prevention and Citizens on Patrol, which focused on crime suppression strategies and directed patrol.

Assisted the Community Liaison Officers by identifying conditions that facilitated crime and incivility through data analysis and maps.

Continued to analyze crime and other social disorders, which helped support and enhance the effectiveness of public safety organizations.

Monitored the Serious Habitual Offender (SHO) Program within the community.

Secured an Armed Prohibited Persons Secure Mailbox that allowed monthly generated reports of subjects at risk with firearms and disseminated information to investigations.

GOALS FOR FY 15-16

Analyze the behavioral patterns and motivations of serial and street criminals, at-risk juveniles, recipients of mental health services, and offenders of domestic violence.

Analyze the impact of theft, narcotics and alcohol on crime and homelessness.

Utilize the CrimeView mapping solution to detect and isolate crime patterns, trends, and series, and to predict future incidences based upon temporal analysis.

Develop a Neighborhood District Crime Sheet for community and educational awareness that focuses on crime reduction efforts.

Develop an Armed Prohibited Persons database in order to better analyze subjects at risk with firearms.

Analyze the impacts of Prop 47 with respect to specific offenses and how this will affect the City's crime rates as it relates to community safety.

Identify Best Practices for improving Crime Analysis that will involve monthly training of systemic approaches to intelligence gathering and visualization, which will enhance the Department's ability to prevent, reduce, and solve crime.

BUDGET IMPACTS FOR FY 15-16

None

POLICE DEPARTMENT

Fiscal Services

5390

OVERVIEW

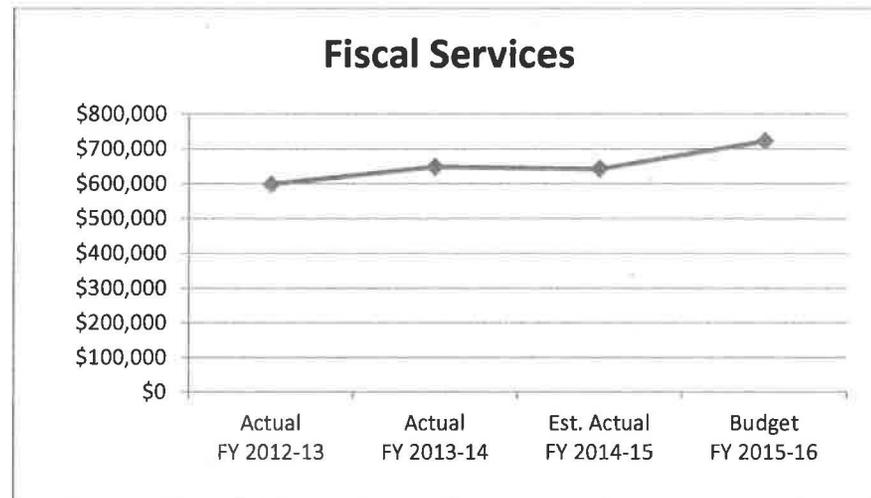
The Fiscal Services Unit provides operational support to all units in the Department by performing the following functions: process purchase orders; initiate payment of invoices; enter and audit timesheet data; create invoices for false alarms, emergency services, and other fees; review and approve permits for businesses and solicitors; coordinate grant activities including writing grant applications, managing grants, and submitting reimbursement requests; provide Police Commanders and Unit Managers with monthly financial reports to assist in performance monitoring of expenditures; and, coordinate and consolidate the Department's annual budget.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	4	4	4	4

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$597,492	\$647,702	\$641,500	\$721,700



POLICE DEPARTMENT

Fiscal Services (continued)

5390

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided Police Management with Analyses of overtime expenditures, Detailed Budget Reports, and Budget to Actual Financial Comparison Reports to assist them in the financial management of their units.

Implemented a budget data collection process for Police Commanders and Unit Managers to submit their budgets electronically.

Managed grant programs and submitted reimbursement requests totaling over \$81,400.

Prepared a bid request to purchase two Patrol motorcycles and initiated requests to purchase six police enforcement vehicles, three undercover vehicles, two unmarked vehicles for Detectives and Special Operations, and one hybrid vehicle for Auxiliary Services.

Processed over 475 purchase orders for operational units throughout the Department.

Processed 143 false alarm and 19 emergency services invoices totaling approximately \$59,500.

Issued over 98 permits to businesses and solicitors.

Processed SB90 Claims and received reimbursements totaling \$111,656 from the State of California.

Provided time analysis and costing data for the Citywide Fees for Service Study.

GOALS FOR FY 15-16

Evaluate manual processes and determine if efficiencies can be gained through technology or streamlining procedures.

Continue to apply for grant reimbursements and seek opportunities for additional grant funding.

Continue to provide financial support to Police Commanders and Unit Managers in the on-going operational performance of their respective units.

Continue to process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.

Assist with the implementation of a new Enterprise Information Management System.

BUDGET IMPACTS FOR FY 15-16

None

POLICE DEPARTMENT

Maintenance

5395

OVERVIEW

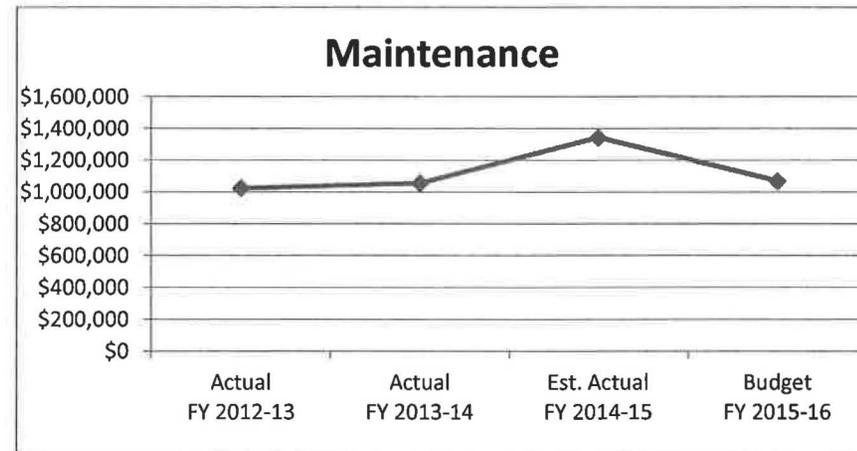
The Maintenance Unit is a specialized technical area within the Police Department. Maintenance staff is responsible for purchasing and installing emergency equipment, sustaining the integrity of Police vehicles, working with the Public Works Department to ensure that vehicles are repaired in a timely manner, overseeing the disposition of all capital assets, and maintaining and upgrading the Police facility.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,022,475	\$1,055,656	\$1,342,700	\$1,068,400



POLICE DEPARTMENT

Maintenance (continued)

5395

KEY ACCOMPLISHMENTS FOR FY 14-15

- Assisted with remodel of the Armory.
- Up fitted new police vehicles including new graphics.
- Researched new facility access system.
- Assisted with the 2014 Green Living Expo, the Michael Clark Memorial and the City Holiday Luncheon.
- Completed load bank testing of the emergency generator.
- Completed preventive maintenance and repairs of employee parking lot gates.
- Completed the 5 year Vapor Recovery Test of the fuel tanks.
- Secured two new fully outfitted enforcement motorcycles.
- Assisted with the repair of the FM 200 System for the radio and computer room.
- Reconfigured the detective conference room.

GOALS FOR FY 15-16

- Oversee necessary repairs to the entrance of the Police facility.
- Paint and refurbish deteriorating areas in the Police facility.
- Assist with the 2015 Green Living Expo, Michael Clark Memorial and City Holiday Luncheon.
- Purchase new mounted radars to replace antiquated equipment.
- Up fit new police vehicles.
- Replace facility security access system.
- Assist with on-going maintenance and possible replacement of the Police facility's HVAC system.

BUDGET IMPACTS FOR FY 15-16

- Funding is included for replacement of 13 Police Department vehicles.
- Funding is included for purchase of eight new mobile dual band radios for new Police Department vehicle purchases.

POLICE DEPARTMENT

Auxiliary Services

5460

OVERVIEW

The Auxiliary Services Unit directly supports the officers and professional staff who serve the community of Simi Valley. It manages the following programs, which provide a safe and healthy living environment for residents: The School Resource Officer Program; the Community Liaison Officer Program; the Police Explorer Program, the Crime Prevention Program; the Citizens Academy; and, the Citizen Volunteer Program. These programs encourage community involvement and ensure the accessibility of local government to the citizens they serve.

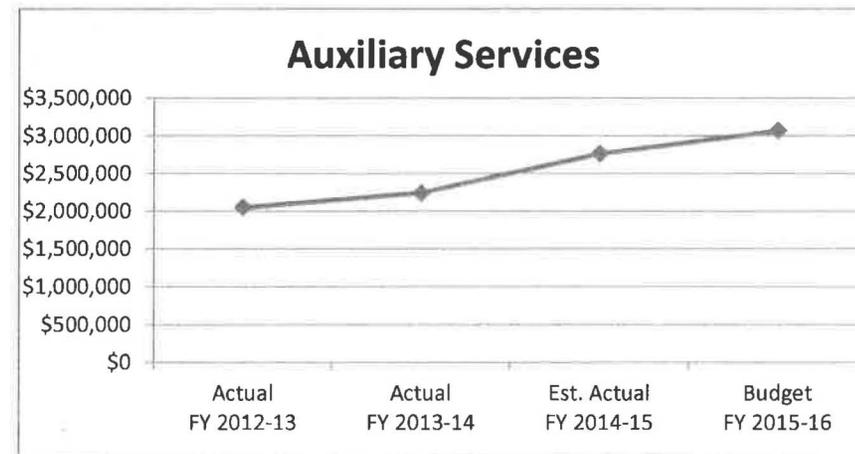
The Unit also provides logistical support to the officers and professional staff that function as the first point of contact between the City and its residents. It accomplishes this by: managing the hiring, equipping, and background investigation process for all Department personnel; conducting when necessary, internal affairs investigation administrative reviews; investigating claims for damages against the City; maintaining firearms proficiency standards through the Range Program; managing and maintaining jail operations; and, administering the professional training of all Department personnel.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	11	13	17	16

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,044,620	\$2,239,289	\$2,756,400	\$3,058,300



POLICE DEPARTMENT

Auxiliary Services (continued)

5460

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided all Simi Valley public, private, and day care school staff with 'Active Shooter Awareness' training.

Established the Community Liaison Officer position to provide responsive, problem solving customer service.

Presented drug awareness training for parents attending 'Back to School Night' at all local high schools.

Hosted 'National Night Out' event in support of 20 community block parties against crime.

Conducted two (2) Citizen Academies whereby 50 community members successfully graduated the program.

Presented two (2) 'Coffee with a Cop' and one (1) 'Shop with a Cop' events.

Presented the annual 'Every 15 Minutes' Program against intoxicated driving at Royal High School.

Assigned Explorer Scouts as voluntary traffic-control personnel in more than ten (10) separate community events.

Attended regular Neighborhood Council Meetings jointly with the Community Liaison Officer and Crime Prevention personnel.

Provided assistance to local business owners with environmental design suggestions to reduce panhandling.

GOALS FOR FY 15-16

Hold public outreach events such as the 'Coffee with a Cop' meetings.

Present 'Every 15 Minutes' at Simi High School.

Train Community Liaison Officers to assist with 'Parent Project' classes.

Train Police Volunteers to assist field officers with various supportive tasks.

Ensure sworn personnel maintain compliance with P.O.S.T. training.

Reduce travel expenses by emphasizing local training opportunities for Departmental personnel.

Expand community participation in the 'National Night Out' event.

Hold two (2) community parking lot drug drop-off events with local merchants.

Develop case management process for the Community Liaison Officer.

Attempt to secure grant funds to assist with the purchase of ballistic vests.

BUDGET IMPACTS FOR FY 15-16

The proposed budget freezes a vacant Youth Services Officer for one-half of the year.

POLICE DEPARTMENT

Traffic

5480

OVERVIEW

Traffic Officers consist of Accident Investigators and Motorcycle Enforcement Officers. Accident Investigators are assigned to investigate motor vehicle accidents that occur on public right-of-ways and vehicular related crimes, including driving under the influence and hit and run collisions. Accident Investigators are also responsible for enforcement of the California Vehicle Code provisions and focus their enforcement efforts in areas most prone to injury accidents.

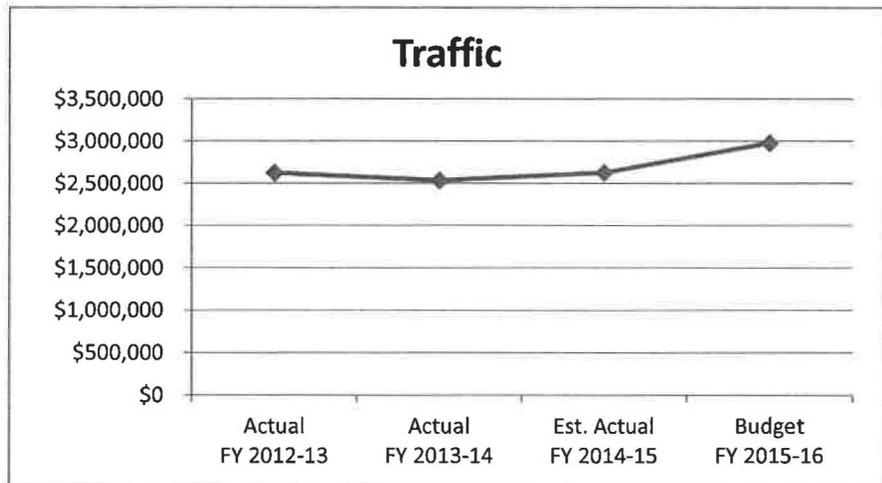
Motorcycle Enforcement Traffic Officers' primary focus is the enforcement of the California Vehicle code, specifically in areas most prone to injury accidents. In addition, they are also responsible for handling accident investigations and vehicle-related crimes.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	19	20	20	20

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,622,050	\$2,534,276	\$2,626,000	\$2,978,600



POLICE DEPARTMENT

Traffic (continued)

5480

KEY ACCOMPLISHMENTS FOR FY 14-15

Increased documentation of non-injury accidents in order to obtain data useful for collision reduction efforts.

Transferred electronic collision reporting to Crossroads to solve data entry issues experienced with lyeTek (LexisNexis).

Researched E-Ticket systems with the goal of creating greater efficiencies within the Department.

Increased enforcement posture related to Driving Under the Influence (DUI) through expanded operations made possible through grants from the Office of Traffic Safety.

Adjusted Watch III schedule to accommodate a focus on DUI enforcement.

Arrested 138 DUI drivers.

Trained officers to use 3-D laser device and software for diagramming major accidents and crime scenes.

Utilized 3-D laser device to create models of Simi Valley High School and Royal High School to be used in emergency incidences.

Deployed the stealth radar to analyze speed issues at complaint locations.

Created and distributed traffic safety flyers to educate parents on driving practices near schools.

GOALS FOR FY 15-16

Increase traffic enforcement efforts at locations with the highest incidence of collisions.

Utilize the Department of Motor Vehicle's DUI Hot List Program to target repeat DUI offenders who are driving with suspended licenses.

Maintain focus on DUI enforcement.

Re-establish the vehicle abatement program.

Revitalize the Parking Enforcement Program through increased proactive enforcement efforts.

Expand the scope of "Operation Safe Schools" by engaging stakeholder participation and intensive enforcement details.

Implement E-Ticket System to increase efficiency of data entry process.

BUDGET IMPACTS FOR FY 15-16

Funding is included for purchase of one dedicated off-road vehicle for the Traffic Unit.

POLICE DEPARTMENT

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 13,608,507	\$ 15,573,100	\$ 13,527,100	\$ 2,046,000	\$ 15,565,800
41020 Temporary Salaries	57,590	104,400	50,000	54,400	101,000
41040 Overtime	3,163,581	3,221,050	3,568,500	(347,450)	3,221,100
41200 Deferred Compensation - 401k	22,505	22,400	21,000	1,400	21,500
41210 Deferred Compensation - 457	8,266	9,400	8,100	1,300	7,900
41300 Vision Care	41,875	47,800	40,600	7,200	44,200
41350 Disability	103,037	115,500	106,500	9,000	115,400
41400 Group Ins/Health	1,065,597	246,500	231,900	14,600	267,500
41415 Flex Benefits	1,576,162	2,710,100	2,363,700	346,400	2,812,000
41420 CalPERS Health Admin Fee	4,598	11,000	8,200	2,800	11,000
41450 Life Insurance	32,380	33,900	31,300	2,600	34,500
41500 Group Ins/Dental	230,778	268,400	223,900	44,500	242,200
41550 Section 125 Admin	369	400	300	100	700
41600 Retirement/PERS	5,271,361	5,492,200	4,998,600	493,600	5,863,700
41620 Retirement HRA	70,054	67,200	81,900	(14,700)	79,200
41650 Medicare	224,122	266,500	254,100	12,400	227,300
41660 FICA	2,581	6,500	3,800	2,700	6,300
41700 Workers' Compensation	1,410,100	1,556,300	1,348,800	207,500	1,921,000
Subtotal - Personnel	\$ 26,893,463	\$ 29,752,650	\$ 26,868,300	\$ 2,884,350	\$ 30,542,300
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ 20,937	\$ 25,080	\$ 23,000	\$ 2,080	\$ 32,800
42200 Computer (Non-Capital)	8,863	700	300	400	10,500
42230 Office Supplies	11,015	19,500	17,000	2,500	19,000

POLICE DEPARTMENT (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42310 Rentals	\$ 12,736	\$ 17,500	\$ 14,500	\$ 3,000	\$ 18,500
42410 Uniform/Clothing Supply	295,508	395,300	355,000	40,300	404,400
42440 Memberships & Dues	8,199	11,200	11,000	200	11,600
42450 Subscriptions & Books	1,658	2,500	1,000	1,500	3,200
42500 Fuel and Lubricants	354,888	388,200	350,000	38,200	359,500
42560 Operating Supplies	228,672	524,400	375,000	149,400	343,800
42720 Travel, Conferences, Meetings	52,649	71,400	65,000	6,400	85,700
42730 Training	15,054	32,050	25,000	7,050	29,700
42760 POST Training	90,892	100,000	100,000	-	105,000
42770 Recruitment	22,695	31,100	19,600	11,500	65,000
42780 Investigations	6,476	7,200	7,200	-	8,000
42790 Mileage	606	1,000	1,000	-	1,000
Subtotal - Supplies/Materials	\$ 1,130,848	\$ 1,627,130	\$ 1,364,600	\$ 262,530	\$ 1,497,700
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 73,338	\$ 137,000	\$ 125,000	\$ 12,000	\$ 140,600
44012 Outside Legal Services	-	15,000	5,000	10,000	15,000
44310 Maintenance of Equipment	397,624	486,300	487,100	(800)	246,800
44490 Other Contract Services	16,514	122,400	80,000	42,400	181,000
44590 General Liability	-	-	-	-	1,500
Subtotal - Services	\$ 487,476	\$ 760,700	\$ 697,100	\$ 63,600	\$ 584,900
Subtotal - Current Expenses	\$ 1,618,324	\$ 2,387,830	\$ 2,061,700	\$ 326,130	\$ 2,082,600
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ 7,725	\$ -	\$ -	-	\$ 59,000
47030 Vehicles	17,301	-	-	-	-
Subtotal - Capital Outlay	\$ 25,026	\$ -	\$ -	\$ -	\$ 59,000
Total	\$ 28,536,813	\$ 32,140,480	\$ 28,930,000	\$ 3,210,480	\$ 32,683,900

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

TITLE: Funding to Overfill One-Half Deputy Chief Position
REQUEST: \$4,000
ACCOUNT: 100-5005-41XXX
PRIORITY: 4

COST BREAKDOWN	
<u>Personnel</u>	
Salary Differential for Half-Time Deputy Police Chief	\$4,000
TOTAL:	<u>\$4,000</u>

The Police Department is currently authorized two Deputy Chief positions. These two individuals play a vital role in the organization as second in command of the entire Department. Each are tasked with overseeing a Division. One Deputy Chief is responsible for the Operations Division consisting of Patrol and Traffic personnel, and other Deputy Chief oversees the Investigative and Support Divisions consisting of Detectives, Auxiliary Services and Special Operations. Together they are responsible for the entire sworn compliment of the organization.

Both of the Deputy Chiefs are scheduled to retire within a few months of each other in 2016. This will result in a huge drain of institutional knowledge and loss of continuity with regard to the management of the Agency. The Police Department is requesting to overfill one of the positions to minimize the interruption to the Agency and provide the best opportunity for a smooth transition for replacement personnel. During the period of the overfill, the Department will not fill the Executive Officer Commander position thereby realizing a salary savings to supplement the overfill Deputy Chief. The budget amount requested is the incremental cost to overfill a Deputy Chief with a Commander for one-half year.

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

TITLE: Funding for California SmartJustice System
REQUEST: \$31,000
ACCOUNT: 100-5240-44490/44010/42560
PRIORITY: 8

<u>COST BREAKDOWN</u>		
<u>Initial Implementation Costs</u>		
<u>Software</u>		
	SecureAuth Software	\$13,000
	Virtual Software	\$8,000
<u>Services</u>		
	Professional Services for Implementation	\$7,500
	Misc. Installation Expenses, Tax, etc.	\$2,500
TOTAL:		<hr/> \$31,000
<u>Annual Recurring Costs</u>		
	SecureAuth Software Updates	\$13,000

The Police Department is requesting funding for participation in the California Department of Justice SmartJustice Program. This is a new, secure web-based data sharing platform that will connect statewide law enforcement and probation systems. It will display offender information from numerous criminal justice databases housed in state agencies via a user-friendly web portal. The system is currently capable of accessing information on over 20 million individuals and contains over 10 million photographs. SmartJustice can be accessed via desktop or wireless devices and will provide the ability to search and access information from a variety of computer systems through one search, saving significant time while ensuring comprehensive data. Costs would include installation, an annual service fee per device, and an authentication device.

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

TITLE: Reduce Funding for One Full-Time Police Records Technician II (Vacant)
 TOTAL: \$85,000
 ACCOUNT: 100-5350-41XXX
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$85,000
TOTAL:	\$85,000

CITY MANAGER ACTION	
<u>Personnel</u>	
Reduce for one-half of the year	\$42,500
TOTAL:	\$42,500

Currently, the Records Unit is comprised of eight Police Records Technicians I/II, two Senior Police Records Technicians, and one Records Manager. There are two full-time and one half-time vacant Police Records Technicians II positions.

The Police Records Technicians I/II positions electronically transcribe and audit over 35,500 police reports annually that document arrests, crime incidences, street contacts, stolen/lost property, offense codes, and names and locations of parties involved. Accuracy of these reports and data entered into the Records Management System (RMS) is vital to ensuring that correct investigative data is extracted in order to properly identify suspects, which ultimately leads to arrests and case clearances. Maintaining the integrity of the RMS also reduces the buildup of duplicate names and corrupt locations.

Reduction of funding of one full-time position will result in delays in the transcription of police reports and restrict the availability of instantaneous police data. In addition, the hours of internal and external customer services operation will be curtailed and Senior Police Records Technicians and Manager will need to assume more of the day-to-day duties to keep up with workload demand. It is likely that backlogs will increase over time. Also, insufficient staffing of the Records Unit will result in Dispatchers assuming more of the CLETS/NCIC responsibilities, which will impact their delivery of core services. Since this area provides customer service to the public and is key to delivering field officers crime data, staffing reductions will adversely impact the public.

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

TITLE: Reduce Funding for One Full-Time Youth Services Officer (Vacant)
TOTAL: \$159,500
ACCOUNT: 100-5460-41XXX
PRIORITY: 7

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

CITY MANAGER ACTION		
<u>Personnel</u>		
	Reduce for one-half of the year	\$79,800
TOTAL:		\$79,800

The mission of the Youth Services position is to forge and maintain an alliance between youth, families, the community, and the Police Department, utilizing teamwork and accountability that provide the necessary tools to assist in becoming mature and responsible citizens.

The Youth Services Officer is assigned to work with youth at risk of becoming involved in delinquent or criminal behavior. As part of the Department's youth program, juvenile offenders can work collaboratively with their parents to complete a diversion program rather than face criminal prosecution. Since its inception in 2008 through 2012, 338 youthful offenders successfully completed the Simi Valley Police Department's Juvenile Diversion Program. Of those who completed the program, only 15 youth re-offended. As of 2012, a total of 12,200 hours of community service work was completed in Simi Valley through the Juvenile Diversion Program. If funding for the Youth Services Officer was eliminated, the bridge that law enforcement provides in guiding youth at risk would be eradicated with untold consequences.

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

TITLE: Funding for 8 APX 7500 Mobile Dual Band Radios (New Vehicles)
REQUEST: \$48,000
ACCOUNT: 100-5395-47020
PRIORITY: 2

COST BREAKDOWN	
<u>Capitalized Furniture & Equipment</u>	
Mobile Dual Band radios for new police interceptors	\$48,000
\$6,000 ea.	
TOTAL:	<u>\$48,000</u>

The Police Department is requesting funding for eight Mobile Dual Band Motorola radios to be installed in new police vehicles; the actual quantity depends on how many vehicle replacements will be authorized in the FY 15-16 Budget. Traditionally, radios from retired police vehicles are installed in the replacement vehicles; however, in FY 13-14 the Department began replacing police vehicles with Ford Interceptor SUVs, as Crown Victorias were no longer manufactured. The dimensions of the new SUV Interceptors are not compatible with the retiring Crown Victorias, thus necessitating the need for new radios as SUV's are introduced into the fleet.

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

TITLE: Audio Log Server for the Communications Center
REQUEST: \$26,100
ACCOUNT: 100-5110-47020/44490
PRIORITY: 3

<u>COST BREAKDOWN</u>	
<u>Capitalized Furniture & Equipment</u>	
Audiolog 5000-Series Max Pro/Dual Core Server	\$11,000
<u>Other Contract Services</u>	
5-Year Service Contract	\$15,100
TOTAL:	\$26,100

The Department's Communications Center currently utilizes an Audiolog/Verint Call Center software that runs on the Microsoft 2003 R2 operating system. Microsoft has announced that the Windows 2003 software will not be supported after July 14, 2015. This server records all audio transmissions including radio traffic, routine phone calls to the Communications Center, and emergency calls. Recording these calls is crucial to the successful operation of the Communications Center. Often these recordings are reviewed during investigations or subpoenaed as evidence in court cases. The price quote in this request includes hardware, software, installation, and training. In addition, it is recommended that a 5-year contract be executed as this will guarantee 24/7 support coverage at a \$5,200 savings compared to annual service contracts.

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

TITLE: Funding to one Dedicated Off-Road Vehicle for the Traffic Unit
REQUEST: \$25,000
ACCOUNT: 651-9501-47030
PRIORITY: 5

COST BREAKDOWN		
<u>Vehicles</u>		
	Four wheel off road vehicle	\$25,000
TOTAL:	Not to Exceed	<u>\$25,000</u>

The Department is requesting funding for the purchase of an off-road gasoline powered vehicle capable of hauling equipment, supplies, and two officers into the hills surrounding Simi Valley. With the Department's enforcement programs aimed at reducing the number of homeless encampments, efficient access into the hills is critical. This vehicle would be capable of driving a non-cooperative in-custody subject from the hills to a street legal police vehicle. Although the Department's off-road motorcycles provide access into the hills, they are very limited for carrying equipment and cannot transport an uncooperative suspect.

The Department will research what make and model of vehicle most closely matches the need. The vehicle would be trailered to an off-road access point since such vehicles are not legal for on-highway operation.

This vehicle would also be used for patrol transportation within the parks or any other off-highway location during special events such as the Fourth of July or Simi Valley Days.



CITY OF SIMI VALLEY

POLICE DEPARTMENT EMERGENCY SERVICES

EMERGENCY SERVICES

Overview

OVERVIEW

The Office of Emergency Services coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through nine major programs areas:

- 1) Emergency Response Planning
- 2) Emergency Management Training
- 3) Emergency Operations Center (EOC) program,
- 4) The 32-member Disaster Service Worker Team
- 5) Emergency Communications Technology program
- 6) Intergovernmental Coordination
- 7) Disaster Recovery Planning
- 8) Hazard Mitigation Planning, and
- 9) Public Education program.

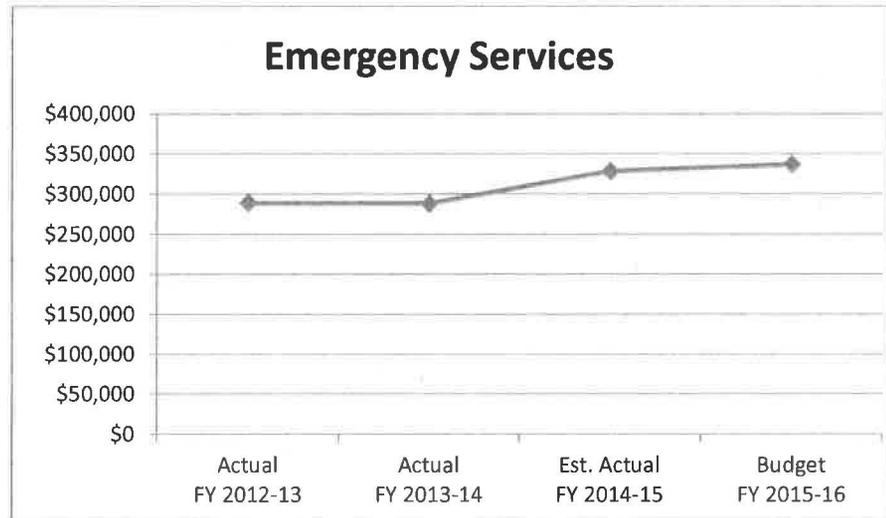
One Emergency Services Manager, one Community Services Specialist, two Technical Reserves and the DSW Team are assigned to the Office of Emergency Services.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	2	2	2	2

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$287,951	\$287,611	\$327,700	\$336,300



EMERGENCY SERVICES

Overview (continued)

KEY ACCOMPLISHMENTS FOR FY 14-15

Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with City Emergency Operations Center (EOC) and field level staff.

Implemented the Community Emergency Response Team (CERT) program, including three academies.

The Disaster Service Worker (DSW) Team completed all training, readiness and recruitment objectives.

Completed community preparedness and education objectives.

Conducted four EOC Readiness exercises to test all EOC systems and participated in the Great California Shakeout statewide earthquake exercise.

Awarded a DHS grant to purchase and implement a disaster logistics trailer and utility vehicle system.

Implemented the VC-Alert Emergency Notification system, the Ventura Situational Awareness Tool, WebEOC crisis management software, the four screen EOC audio-visual system, the 530 AM Radio station and the Emergency Services two-way radio system.

The City's Emergency Coordination Team, including all Departments and City partners meet monthly and completed an update of the City's Multi-Hazard Mitigation Plan.

GOALS FOR FY 15-16

Conduct an Emergency Operations Center (EOC) Functional Exercise involving all staff and liaison agencies.

Complete a major update to the City's Emergency Operations Plan (EOP).

Deploy the recently acquired Disaster Logistics trailer.

BUDGET IMPACTS FOR FY 15-16

None

**POLICE DEPARTMENT
EMERGENCY SERVICES**

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 167,173	\$ 172,700	\$ 162,900	\$ 9,800	\$ 177,900
41200	Deferred Compensation - 401k	1,825	1,800	1,700	100	1,800
41300	Vision Care	475	500	500	-	500
41350	Disability	1,490	1,600	1,500	100	1,600
41400	Group Ins/Health	12,562	3,000	2,700	300	3,000
41415	Flex Benefits	21,654	34,500	35,600	(1,100)	40,500
41450	Life Insurance	424	400	400	-	400
41500	Group Ins/Dental	1,655	1,800	1,600	200	1,700
41550	Section 125 Admin	36	-	-	-	-
41600	Retirement (PERS)	40,329	38,800	36,800	2,000	43,800
41650	Medicare	2,444	3,000	2,800	200	2,600
41700	Workers' Compensation	11,200	11,500	10,000	1,500	13,000
	Subtotal - Personnel	\$ 261,267	\$ 269,600	\$ 256,500	\$ 13,100	\$ 286,800
<u>SUPPLIES AND MATERIALS</u>						
42150	Communications	\$ 743	\$ 15,600	\$ 1,200	\$ 14,400	\$ 15,600
42230	Office Supplies	399	400	300	100	400
42410	Uniforms/Clothing Supplies	3,124	3,000	2,800	200	3,000
42440	Memberships & Dues	175	600	600	-	600
42560	Operating Supplies	14,367	14,300	12,200	2,100	14,300
42720	Travel, Conferences & Meetings	3,077	2,600	2,600	-	2,800
42730	Training	4,162	6,700	6,700	-	6,700
42790	Mileage	119	500	500	-	500
	Subtotal - Supplies/Materials	\$ 26,166	\$ 43,700	\$ 26,900	\$ 16,800	\$ 43,900

POLICE DEPARTMENT
EMERGENCY SERVICES (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
44010 Professional/Special Services	\$ 178	\$ 8,700	\$ 8,700	\$ -	\$ -
44310 Maintenance of Equipment	-	5,600	5,600	-	5,600
Subtotal - Services	\$ 178	\$ 14,300	\$ 14,300	\$ -	\$ 5,600
Subtotal - Current Expenses	\$ 26,344	\$ 58,000	\$ 41,200	\$ 16,800	\$ 49,500
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Subtotal - Capital Outlay	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Total	\$ 287,611	\$ 357,600	\$ 327,700	\$ 29,900	\$ 336,300

NON-DEPARTMENTAL

NON-DEPARTMENTAL

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, premium payments to the PARS retirement system and General Liability Insurance Fund, and provides for the City's membership and participation in several organizations.

All Departmental requests for non-capital (less than \$5,000 per item) office furnishings and equipment to be financed from the General Fund are included in the Non-Departmental budget. This allows the Department of Administrative Services to review all departmental requests for conformance with Citywide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The ultimate purchase of office furnishings and equipment listed in the budget are based on an evaluation of the request as it relates to the established criteria.

Office furnishings and equipment requests to be financed from non-General Fund sources are also reviewed by the Department of Administrative Services for conformance with Citywide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

	ACTUAL <u>2013-14</u>	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	VARIANCE <u>2014-15</u>	BUDGET <u>2015-16</u>
<u>PERSONNEL</u>					
41610 Retirement (PARS)*	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 74,000
41800 Annual Leave Pay Out	953,309	1,150,000	1,100,000	50,000	1,112,500
Subtotal - Personnel	\$ 1,013,309	\$ 1,210,000	\$ 1,160,000	\$ 50,000	\$ 1,186,500
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	\$ 705,622	\$ 666,300	\$ 706,000	\$ (39,700)	\$ 727,000
42130 Postage	50,910	55,000	55,000	-	55,000
42150 Communications	579,934	719,540	715,000	4,540	812,400

*Prior to FY 13-14, PARS retirement costs were included in departmental budgets. They are now consolidated here.

NON-DEPARTMENTAL (cont.)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$ 5,415	\$ 8,000	\$ 5,000	\$ 3,000	\$ 8,000
42235 Furn & Equip (Non-Capital)	9,434	48,500	48,000	500	100,600
42300 Copiers	98,652	122,300	117,000	5,300	117,000
42310 Rentals	1,046	1,100	1,100	-	1,100
42440 Memberships and Dues	90,280	92,700	85,800	6,900	90,200
42560 Operating Supplies	45,540	48,000	48,000	-	48,000
42730 Training	-	3,000	3,000	-	3,000
Subtotal - Supplies/Materials	\$ 1,586,833	\$ 1,764,440	\$ 1,783,900	\$ (19,460)	\$ 1,962,300
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 95,103	\$ 116,800	\$ 91,500	\$ 25,300	\$ 88,700
44015 VC Property Tax Collection Fee	186,575	190,000	190,000	-	190,000
44310 Maintenance of Equipment	547,160	812,400	780,000	32,400	778,100
44490 Other Contract Services	95,576	236,800	225,700	11,100	210,100
44491 FIS Operations	85,100	-	-	-	-
44492 GIS Operations	29,500	29,500	29,500	-	29,500
44590 Insurance Charges	934,900	917,600	917,600	-	-
Subtotal - Services	\$ 1,973,914	\$ 2,303,100	\$ 2,234,300	\$ 68,800	\$ 1,296,400
Subtotal - Current Expenses	\$ 3,560,747	\$ 4,067,540	\$ 4,018,200	\$ 49,340	\$ 3,258,700
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment (Capital)	\$ 18,929	\$ -	\$ -	\$ -	\$ 18,000
Subtotal - Capital Outlay	\$ 18,929	\$ -	\$ -	\$ -	\$ 18,000
Total	\$ 4,574,056	\$ 5,277,540	\$ 5,178,200	\$ 99,340	\$ 4,463,200

**NON-DEPARTMENTAL
FY 15-16 POLICY ITEM**

TITLE: PCI (Payment Card Industry) Compliance Audit
TOTAL: \$15,000
ACCOUNT: 100-1505-44010
PRIORITY: Recommended by Auditors

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
PCI Compliance Audit	\$15,000
TOTAL:	<hr/> \$15,000

During the 2013-14 financial audit, the City's auditors recommended a review of payment card industry (PCI) data compliance. The goals of this project is to identify vulnerabilities and create a plan for remediation. The consultant will examine the systems for PCI-DSS compliance, password compliance, social engineering, firewall rules, anti-virus, intrusion protection systems, etc.

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

TITLE: Replacement Telephone System
REQUEST: \$2,000,000
ACCOUNT: 100-1605-47020
PRIORITY: 1

COST BREAKDOWN

Furnishings and Equipment

Replacement Telephone System	\$2,000,000
TOTAL:	<u>\$2,000,000</u>

CITY MANAGER ACTION

Furnishings and Equipment

Partial funding for design and planning	\$50,000
TOTAL:	<u>\$50,000</u>

The City's Nortel telephone system was installed in 1995 and is currently operating on the latest and final software release. The City's present telephone system will no longer be supported after June 1, 2018. Systems installed new today have additional features and utilize a newer architecture of Voice over Internet Protocol (VoIP). This system architecture provides for enhanced reliability, improved back-up capabilities, mobile communication features, enhanced in-house support, compatibility with the data network, and is less costly to support. The City's current system is comprised of four networked telephone switches, back-up power at each of the four sites, approximately 900 telephones City-wide, a centralized voice mail system, call accounting, and call management software. Outside maintenance services are required from a licensed and authorized vendor to support the system.

L.S. Lichy and Associates is a consulting firm currently reviewing the requirements for a replacement system, and staff recommends continuing to utilize services from this firm to identify and contract for the new equipment and services. Consideration during the evaluation process must be given to system hardware, software, cable infrastructure, personnel, equipment space, environmental changes, and phone services available. Recommendations will be brought to the City Council to proceed with this project once funding is established.

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

TITLE: Replacement Hydraulic Cutter for Print Shop
REQUEST: \$18,000
ACCOUNT: 100-1605-47020
PRIORITY: 3

COST BREAKDOWN	
<u>Furnishings and Equipment</u>	
Replacement Hydraulic Cutter	\$18,000
TOTAL:	<u>\$18,000</u>

The hydraulic cutter in the City's print shop was purchased in 1985 and is no longer functional. The motor for the equipment failed and cannot be repaired or replaced. The hydraulic cutter is used by print shop staff to cut and trim many print jobs weekly, including business cards, post cards such as "save the date" materials, various printed materials of irregular size, color printed materials that require trimming to allow the color to go to the edge of the piece, and print jobs that are printed two-or-more-up to save on paper and run time. The hydraulic cutter is an extremely high-quality, precise piece of equipment that must perform accurately to exact specifications. It is a heavy duty machine to enable accurate cutting of a stack of printed material up to 700 sheets high at a time, requiring pressure at approximately 2,000 psi. This equipment typically is built of cast iron and weighs 1,000 pounds. Safety features are of paramount importance with this type of equipment, adding to the operational complexity of the equipment.

Without a replacement hydraulic cutter, staff will send out print jobs requiring cutting and trimming. This will delay completion of these print jobs (by two to three days) and add administrative overhead time and duties to the Graphics/ Printing unit. Staff estimates the annual cost of these cutting/trimming services at \$12,000-\$15,000. The existing cutter has no resale value, and will be traded-in at the time of replacement.



CITY OF SIMI VALLEY

INTERNAL SERVICE FUNDS

LIABILITY INSURANCE FUND

Fund 803

The Liability Insurance Fund was created in FY 1990-91 to provide for insurance coverages relating to general liability, property, vehicles, and employee bonds for all City-administered agencies and funds. The Fund also provides for the payment of liability and unemployment claims as well as the related legal and claims adjusting services incurred by the City and the Special Districts.

Revenues for the Liability Insurance Fund are provided through interfund service charges based on an analysis of benefit from organization-wide insurance premiums as well as specific coverages. In addition to providing for insurance premiums and related expenditures, the Liability Insurance Fund also provides for adequate reserved fund balances to meet self-insured retentions under the deductible provisions of the City's various insurance policies as established by actuarial review.

The major expenditure category for the Liability Insurance Fund is the Claims and Payments category. When a claim is filed, a reserve amount, based upon the total estimated loss, is established. This reserve covers the anticipated future cost of settling the claim including legal, investigative, and other related expenses.

On July 1, 1992, the City established a claim-funding program to finance potential losses up to \$1 million per loss. To mitigate exposure to the Fund, the City has purchased a \$10 million excess liability insurance policy to cover most losses exceeding \$1 million. Since the insurance marketplace is subject to sizeable premium swings, the purchase of excess insurance may not always be feasible.

LIABILITY INSURANCE FUND (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
Beginning Fund Balance (Excluding Advance)	\$ 4,670,889	\$ 4,470,189	\$ 4,470,189		\$ 4,495,189
<u>REVENUES</u>					
34001 Interest on Investments	\$ 28,066	\$ 23,100	\$ 23,100	\$ -	\$ 23,100
37111 Premiums/General Fund	934,900	917,600	917,600	-	-
37115 Premiums/Sanitation	258,500	250,900	250,900	-	-
37116 Premiums/Transit	157,200	148,800	148,800	-	-
37117 Premiums/Waterworks	146,000	143,200	143,200	-	-
Total Revenues	\$ 1,524,666	\$ 1,483,600	\$ 1,483,600	\$ -	\$ 23,100
<u>EXPENDITURES</u>					
43010 Liability Insurance Premiums	279,208	297,000	297,000	-	306,000
43040 Property Insurance Premiums	119,290	138,000	132,000	6,000	138,000
43170 Unemployment Claims	2,968	40,000	25,000	15,000	40,000
43200 Claims & Contributions to Legal Reserves	1,103,277	815,000	815,000	-	1,035,000
44590 Other Insurance Services	1,223	3,700	3,700	-	3,700
46100 Reimbursement to General Fund	215,400	185,900	185,900	-	184,700
49648 Transfer to Computer Equip Replacement	4,000	-	-	-	4,400
Total Expenditures	\$ 1,725,366	\$ 1,479,600	\$ 1,458,600	\$ 21,000	\$ 1,711,800
Net Cashflow	\$ (200,700)	\$ 4,000	\$ 25,000	\$ 21,000	\$ (1,688,700)
Ending Fund Balance	<u>\$ 4,470,189</u>	<u>\$ 4,474,189</u>	<u>\$ 4,495,189</u>	<u>\$ 21,000</u>	<u>\$ 2,806,489</u>
Reserve Requirement per Actuarial Analysis	\$ 2,346,722	\$ 2,213,106	\$ 2,213,106		\$ 2,092,283
General Fund Advance	\$ 2,344,000	\$ 2,344,000	\$ 2,344,000		\$ 2,344,000

WORKERS' COMPENSATION INSURANCE FUND

Fund 805

The Workers' Compensation Insurance Fund was established during Fiscal Year 1985-86 in order to account for the City's self-insurance program for Workers' Compensation liabilities. The Workers' Compensation Insurance Fund is financed by service charges to the General Fund, Ventura County Waterworks District No. 8, the Sanitation and Transit Funds, the Community Development Agency Successor Agency, and the Community Development Housing Successor Agency.

The charges are computed based on percentage rates applied to budgeted salary compensation for all employees. The percentage rate varies depending upon the nature of the work performed by the position. The applied percentage rates are higher for positions with greater Workers' Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.

Workers' Compensation Insurance Fund expenditures include the costs of administering the self-insurance program including benefit payments, excess insurance premiums for large claims exceeding \$750,000, Cal/OSHA required physical exams, mandatory Department of Transportation drug/alcohol testing, and loss control and safety services.

The major expenditure category for the Workers' Compensation Insurance Fund is the cost of benefit claims. When a claim is filed, a Workers' Compensation claims examiner evaluates the claim and establishes a reserve amount based upon the total estimated loss. The total of the claim reserves represents incurred loss levels for the self-insurance program. Actual claim payments are normally made within five years after the claim is filed but may occur over several years. Claims expenditures are projected based upon estimated incurred loss levels during previous years plus a reserve for Incurred-But-Not-Reported (IBNR) claims. IBNR is a liability recognized for claims that have already occurred but have not been reported.

Workers' Compensation is a separate fund but its three staff members are part of, and supervised by, the Deputy Director of Human Resources.

WORKERS' COMPENSATION INSURANCE FUND (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
Beginning Fund Balance	\$ (2,362,692)	\$ (1,995,188)	\$ (1,995,188)		\$ (1,954,688)
<u>REVENUES</u>					
34001 Interest on Investments	\$ 38,323	\$ 40,000	\$ 40,000	\$ -	\$ 20,000
37111 Premiums/General Fund	2,464,600	2,795,700	2,454,600	(341,100)	3,334,000
37112 Premiums/CDA Admin	13,800	12,400	12,400	-	-
37115 Premiums/Sanitation	351,800	411,000	411,000	-	398,900
37116 Premiums/Transit	170,900	240,900	240,900	-	277,000
37117 Premiums/Waterworks	196,700	249,200	249,200	-	252,100
37119 Premiums/Workers' Compensation	11,600	500	500	-	13,000
Total Revenues	\$ 3,247,723	\$ 3,749,700	\$ 3,408,600	\$ (341,100)	\$ 4,295,000
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 143,710	\$ 211,100	\$ 159,200	\$ 51,900	\$ 177,900
41020 Temporary Salaries	43,626	7,700	2,400	5,300	-
41040 Overtime	23	-	-	-	-
41050 Outside Assistance	-	3,000	-	3,000	-
41200 Deferred Compensation - 401k	2,175	1,800	1,700	100	1,800
41210 Deferred Compensation - 457	-	-	-	-	400
41300 Vision Care	575	800	700	100	700
41350 Disability	1,387	1,200	1,200	-	2,500
41400 Group Ins/Health	18,574	4,500	4,200	300	4,500
41415 Flexible Benefits	18,251	48,300	43,500	4,800	46,800
41450 Life Insurance	506	600	600	-	1,200
41500 Group Ins/Dental	1,683	2,800	2,800	-	2,900
41600 Retirement/PERS	39,931	32,000	34,000	(2,000)	41,500
41620 Retirement HRA	2,407	2,400	2,300	100	2,400

WORKERS' COMPENSATION INSURANCE FUND (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL (CONT'D.)</u>					
41650 Medicare	\$ 3,038	\$ 3,100	\$ 2,500	\$ 600	\$ 2,600
41660 FICA	295	-	100	(100)	-
41700 Workers' Compensation	11,600	500	500	-	13,000
41800 Leave Accrual	6,386	13,000	13,000	-	13,000
Subtotal - Personnel	\$ 294,167	\$ 332,800	\$ 268,700	\$ 64,100	\$ 311,200
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42230 Office Supplies	\$ 1,134	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
42310 Rentals	2,453	2,500	2,400	100	2,500
42440 Memberships and Dues	-	100	-	100	-
42450 Subscriptions and Books	688	800	700	100	800
42720 Travel, Conferences, Meetings	-	100	100	-	800
42730 Training	963	2,000	2,000	-	1,200
42790 Mileage	295	300	300	-	300
Subtotal - Supplies/Materials	\$ 5,533	\$ 7,300	\$ 7,000	\$ 300	\$ 7,100
<u>CURRENT EXPENSES - SERVICES</u>					
43070 Workers' Comp. Insurance Premiums	\$ 218,823	\$ 253,000	\$ 211,000	\$ 42,000	\$ 253,000
43200 Claims Payments	1,689,591	2,798,500	2,250,000	548,500	2,925,000
44010 Professional and Special Services	59,863	88,700	69,500	19,200	81,900
44540 Professional Safety Services and Training	4,242	5,000	5,000	-	5,000
44590 Other Insurance Services	2,500	2,500	2,500	-	2,500
Subtotal - Services	\$ 1,975,019	\$ 3,147,700	\$ 2,538,000	\$ 609,700	\$ 3,267,400

WORKERS' COMPENSATION INSURANCE FUND (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<i>CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS</i>					
46100 Reimbursement to General Fund	\$ 601,300	\$ 554,400	\$ 554,400	\$ -	\$ 484,100
49648 Transfer to Computer Equipment Replacement	4,200	-	-	-	4,700
Subtotal - Reimbursements and Transfers	\$ 605,500	\$ 554,400	\$ 554,400	\$ -	\$ 488,800
Subtotal - Current Expenses	\$ 2,586,052	\$ 3,709,400	\$ 3,099,400	\$ 610,000	\$ 3,763,300
Total Expenditures	\$ 2,880,219	\$ 4,042,200	\$ 3,368,100	\$ 674,100	\$ 4,074,500
Net Cashflow	\$ 367,504	\$ (292,500)	\$ 40,500		\$ 220,500
Ending Fund Balance	\$ (1,995,188)	\$ (2,287,688)	\$ (1,954,688)		\$ (1,734,188)
Required Reserve per Actuarial Analysis	\$ 8,308,617	\$ 8,689,034	\$ 8,689,034		\$ 8,746,521
General Fund Advance	\$ 2,344,000	\$ 2,344,000	\$ 2,344,000		\$ 2,344,000

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND
Fund 807

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. GIS applications include base maps at the parcel level with sewer system, water system, and U.S. Census tract overlays. The GIS provides information regarding land use and permit tracking, traffic analysis zones, and floodplain layers. Contributions to this fund finance the cost of operating the GIS, including software updates and revisions.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
Beginning Working Capital Balance	\$ 51,771	\$ 73,366	\$ 73,366		\$ 37,566
<u>REVENUES</u>					
34001 Interest	\$ 359	\$ 100	\$ 400	\$ 300	\$ 400
37111 Premiums - General Fund	29,500	29,500	29,500	-	29,500
37115 Premiums - Sanitation Fund	28,500	28,500	28,500	-	28,500
37117 Premiums - Waterworks District 8	33,500	33,500	33,500	-	33,500
Total Revenues	\$ 91,859	\$ 91,600	\$ 91,900	\$ 300	\$ 91,900
<u>SUPPLIES AND MATERIALS</u>					
42200 Computers (Non-Capital)	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,000
42560 Operating Supplies	2,122	2,500	2,500	-	2,500
42720 Travel, Conferences, Meetings	748	-	800	(800)	1,400
42730 Training	3,560	4,500	3,500	1,000	3,500
42790 Mileage	-	-	-	-	-
Subtotal - Supplies and Materials	\$ 6,430	\$ 11,500	\$ 11,300	\$ (200)	\$ 11,400

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND (cont.)

		ACTUAL	FINAL BUDGET	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>SERVICES</u>						
44010	Professional/Special Services	\$ 4,200	\$ 64,800	\$ 64,800	\$ -	\$ 15,000
44310	Maintenance of Equipment	59,634	51,600	51,600	-	75,600
	Subtotal - Services	\$ 63,834	\$ 116,400	\$ 116,400	\$ -	\$ 90,600
	Total Expenditures	\$ 70,264	\$ 127,900	\$ 127,700	\$ (200)	\$ 102,000
	Ending Working Capital Balance	\$ 73,366	\$ 37,066	\$ 37,566		\$ 27,466

FINANCIAL INFORMATION SYSTEM OPERATING FUND

Fund 809

The City utilizes SAP software for its Financial Information System (FIS) that was implemented in 2000. The FIS system includes components for budgetary control, general ledger, accounts payable, accounts receivable, purchasing, business tax, parking citations, utility billing, travel management, asset management, applicant tracking, personnel administration, organization management, and payroll. The Financial Information System Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
Beginning Working Capital Balance	\$ 85,008	\$ 121,910	\$ 121,910		\$ 464,110
<u>REVENUES</u>					
34001 Interest Income	\$ 33	\$ 100	\$ 100	\$ -	\$ 4,500
37111 Premiums - General Fund	85,100	-	-	-	116,900
37115 Premiums - Sanitation Fund	19,600	-	-	-	26,900
37116 Premiums - Transit	2,600	-	-	-	3,600
37117 Premiums - Waterworks District 8	23,700	-	-	-	32,600
39262 Transfer in from Development Agreement Fund	-	420,000	420,000	-	-
Total Revenues	\$ 131,033	\$ 420,100	\$ 420,100	\$ -	\$ 184,500
<u>EXPENDITURES</u>					
41050 Outside Assistance	\$ 72,000	\$ 42,500	\$ 48,000	\$ (5,500)	\$ 52,000
44010 Professional/Special Services	-	125,600	-	125,600	50,000
44310 Maintenance of Equipment	22,131	-	29,900	(29,900)	29,900
Total Expenditures	\$ 94,131	\$ 168,100	\$ 77,900	\$ 90,200	\$ 131,900
Ending Working Capital Balance	\$ 121,910	\$ 373,910	\$ 464,110		\$ 516,710



CITY OF SIMI VALLEY

FORMER COMMUNITY DEVELOPMENT AGENCY

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY Fund 200

Effective February 1, 2012, the State of California dissolved all redevelopment agencies in California, including the Simi Valley Community Development Agency. "Successor agencies" were then established to wind down the affairs of the former redevelopment agencies by disposing of assets and paying enforceable obligations (such as bond and loan repayments) and honoring existing legal contracts.

Funding for successor agencies is provided to allow payment of enforceable obligations and to provide for limited staffing to oversee the disposal of assets. Funding for the Simi Valley Community Development Successor Agency is primarily used to repay debt service, with a small amount of funding used for staffing, accounting, and legal services.

Effective in FY 2015-16, the last employee who worked on the CDA has been transferred out of this fund and into the General Fund. The State's annual \$250,000 administrative reimbursement is transferred into the General Fund to reimburse this cost.

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>REVENUES</u>					
39100 Transfer from General Fund	\$ 151,506	\$ 20,500	\$ 8,300	\$ (12,200)	\$ -
39210 Required Obligations Transfer	250,000	3,604,500	2,091,500	(1,513,000)	4,238,600
Total - Revenues	\$ 401,506	\$ 3,625,000	\$ 2,099,800	\$ (1,525,200)	\$ 4,238,600
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 259,165	\$ 169,900	\$ 162,600	\$ 7,300	\$ -
41200 Deferred Compensation - 401k	2,607	1,700	1,600	100	-
41300 Vision Care	475	300	200	100	-
41350 Disability	2,313	1,500	2,100	(600)	-
41400 Group Ins/Health	14,580	1,500	1,300	200	-
41415 Flex Benefits	25,533	23,100	20,900	2,200	-
41450 Life Insurance	527	300	700	(400)	-
41500 Group Ins/Dental	1,655	900	800	100	-
41550 Section 125 Admin	36	-	-	-	-
41600 Retirement/PERS	62,517	38,200	35,700	2,500	-
41650 Medicare	4,005	2,800	2,600	200	-
41700 Workers' Compensation	13,800	12,400	12,400	-	-
41800 Payroll Accruals	8,152	10,000	7,900	2,100	-
Subtotal - Personnel	\$ 395,365	\$ 262,600	\$ 248,800	\$ 13,800	\$ -

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ -	\$ 800	\$ 800	\$ -	\$ -
42790 Mileage	6,141	4,800	5,100	(300)	-
Subtotal - Supplies/Materials	\$ 6,141	\$ 5,600	\$ 5,900	\$ (300)	\$ -
<u>SERVICES/REIMBURSEMENTS/TRANSFERS</u>					
44010 Professional/Special Services	\$ 411	\$ 7,200	\$ 7,200	\$ -	\$ 400
44490 Other Contract Services	-	-	-	-	-
44715 Debt Service - Principal	-	1,268,300	1,268,300	-	-
49100 Transfer to General Fund	-	-	-	-	250,000
49500 Transfer to Debt Service	1,524,110	2,082,100	2,082,100	-	2,105,200
Subtotal - Services	\$ 1,524,521	\$ 3,357,600	\$ 3,357,600	\$ -	\$ 2,355,600
Subtotal - Current Expenses	\$ 1,530,662	\$ 3,363,200	\$ 3,363,500	\$ (300)	\$ 2,355,600
Total - Expenditures	\$ 1,926,027	\$ 3,625,800	\$ 3,612,300	\$ 13,500	\$ 2,355,600

HOUSING SUCCESSOR AGENCY Fund 201

In 2011, the State of California dissolved redevelopment agencies throughout the state. On January 30, 2012, the City elected to serve as Housing Successor Agency, effective February 1, 2012. The Housing Successor Agency assumes the housing functions of the former CDA Housing Set-Aside Fund and is authorized to exercise housing powers inherent in Redevelopment Law. Therefore, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution, subject to approval by the Oversight Board, and may use program income generated since the dissolution to preserve and promote affordable housing in accordance with Redevelopment Law.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
BEGINNING BALANCE	\$ 1,055,533	\$ 2,073,953	\$ 2,073,953	\$ -	\$ 4,043,653
<u>REVENUES</u>					
34001 Interest on Investments	\$ (3,252)	\$ -	\$ 8,200	\$ 8,200	\$ 8,000
34301 Home Rehabilitation Loan Principal	77,014	-	-	-	-
34302 Home Rehabilitation Loan Interest	10,603	-	-	-	-
34303 First Time Home Buyer Loan Principal	237,604	2,300	9,300	7,000	2,100
34304 First Time Home Buyer Loan Interest	31,632	200	(1,000)	(1,200)	200
34305 Developer Loan Principal	-	-	1,634,400	1,634,400	-
34306 Developer Loan Interest	-	-	125,100	125,100	-
38005 Legal Fees Recovery	60,000	-	-	-	-
38015 Sale of Housing Successor-Owned Property	796,920	-	-	-	-
39100 Transfer from General Fund	-	240,000	-	(240,000)	240,000
39206 Transfer from SA-TCWE Tax Increment Fund	253,650	253,700	253,700	-	376,600
39209 Transfer from CDA - Loan Repayment	2,819,814	-	-	-	-
Total Revenues	\$ 4,283,985	\$ 496,200	\$ 2,029,700	\$ 1,533,500	\$ 626,900
<u>EXPENDITURES</u>					
44010 Professional/Special Services	\$ 6,467	\$ -	\$ -	\$ -	\$ -
44012 Outside Legal Services	-	-	-	-	20,000
44120 First Time Homebuyer Program Loans	4,612	-	-	-	-

HOUSING SUCCESSOR AGENCY (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
44130 Home Rehabilitation Loan Program	\$ 15,070	\$ -	\$ -	\$ -	\$ 8,300
44140 Affordable and Senior Housing Program	3,236,191	9,550,000	-	9,550,000	9,125,000
44150 Senior Rental Assistance	-	-	-	-	11,400
44410 Maintenance of Buildings and Grounds	3,225	-	-	-	-
44490 Other Contract Services	-	-	-	-	150,500
46100 Reimbursement to the General Fund	-	-	-	-	414,100
49500 Transfer to Debt Service	-	-	60,000	(60,000)	-
Total - Expenditures	\$ 3,265,565	\$ 9,550,000	\$ 60,000	\$ 9,490,000	\$ 9,729,300
ENDING FUND BALANCE	\$ 2,073,953	\$ (6,979,847)	\$ 4,043,653		\$ (5,058,747)

LOCAL HOUSING FUND
Fund 202

The Local Housing Fund was established to assist in the development of affordable housing projects and programs. The Fund's revenues represent payment of affordable housing fees from various agreements, including recent development agreements. Expenditures from the Fund are for affordable housing activities.

	ACTUAL <u>2013-14</u>	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	VARIANCE <u>2014-15</u>	BUDGET <u>2015-16</u>
BEGINNING BALANCE	\$ 3,539,275	\$ 3,403,918	\$ 3,403,918		\$ 2,968,418
<u>REVENUES AND TRANSFERS IN</u>					
34301 Home Rehabilitation Loan Principal	\$ 1,716	\$ 1,800	\$ 1,400	\$ (400)	\$ 1,600
34302 Home Rehabilitation Loan Interest	215	200	200	-	200
34303 First Time Homebuyer Loan Principal	20,988	-	-	-	-
34304 First Time Homebuyer Loan Interest	-	-	-	-	-
36203 Reimbursement from CalHome Grant	17,967	36,000	36,000	-	30,000
37101 Program Participation	1,456	1,000	300	(700)	651,000
39262 Transfer from Dev't Agreement Fund	-	60,000	-	(60,000)	300,000
Total Revenues	\$ 42,341	\$ 99,000	\$ 37,900	\$ (61,100)	\$ 982,800
<u>EXPENDITURES</u>					
42440 Memberships & Dues	\$ 449	\$ -	\$ -	\$ -	\$ -
44010 Professional/Special Services	34,279	10,000	-	10,000	-
44012 Outside Legal Services	-	20,000	-	20,000	-
44130 Home Rehabilitation Loan Assistance	12,997	30,600	4,200	26,400	-
44150 Senior Rental Assistance	11,673	12,700	12,000	700	-
44490 Other Contract Services	-	500	500	-	-
46100 Reimbursement to General Fund	118,300	456,700	456,700	-	-
Total Expenditures	\$ 177,698	\$ 530,500	\$ 473,400	\$ 57,100	\$ -
ENDING BALANCE	\$ 3,403,918	\$ 2,972,418	\$ 2,968,418		\$ 3,951,218

CALHOME PROGRAM FUND
Fund 203

CalHome Program funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City has received two grant allocations: \$900,000 from the 2008 CalHome Program and \$500,000 from the 2011 CalHome Program. The City discontinued its First Time Homebuyer Assistance Program in 2012; however, CalHome funds continue to be used to provide for Home Rehabilitation Program loans.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
BEGINNING BALANCE	\$ (39,801)	\$ (95,043)	\$ (95,043)		\$ (1,743)
<u>REVENUES</u>					
34301 Home Rehabilitation Loan Principal	\$ 5,030	\$ -	\$ 58,300	\$ 58,300	\$ -
36002 State Assistance	227,188	636,000	671,000	35,000	500,000
Total Revenues	\$ 232,218	\$ 636,000	\$ 729,300	\$ 93,300	\$ 500,000
<u>EXPENDITURES</u>					
44130 Home Rehabilitation Loan Assistance	\$ 269,494	\$ 600,000	\$ 600,000	\$ -	\$ 470,000
46202 Reimbursement to Local Housing Fund	17,967	36,000	36,000	-	30,000
Total Expenditures	\$ 287,461	\$ 636,000	\$ 636,000	\$ -	\$ 500,000
ENDING BALANCE	\$ (95,043)	\$ (95,043)	\$ (1,743)		\$ (1,743)

HOME PROGRAM FUND Fund 204

The HOME Program Fund is financed with program income generated from grant awards received from the HOME Program administered by the California Department of Housing and Community Development. In the past, those awards have been utilized for the development of affordable housing and to fund First Time Homebuyer and Home Rehabilitation loans. The HOME Program Fund is administered in accordance with HOME Program regulations and can be used to finance a variety of affordable housing projects and programs throughout the City.

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
BEGINNING BALANCE	\$ 1,450,791	\$ 1,523,411	\$ 1,523,411		\$ 1,525,811
<u>REVENUES</u>					
34001 Interest	\$ 3,000	\$ 2,400	\$ 2,700	\$ 300	\$ 2,400
34301 Home Rehabilitation Loan Principal	55,000	30,000	-	(30,000)	-
34302 Home Rehabilitation Loan Interest	16,022	-	-	-	-
34303 First Time Homebuyer Loan Principal	6,000	-	-	-	-
34304 First Time Homebuyer Loan Interest	-	-	-	-	-
Total Revenues	\$ 80,022	\$ 32,400	\$ 2,700	\$ (29,700)	\$ 2,400
<u>EXPENDITURES</u>					
44130 Home Rehabilitation Loan Assistance	\$ -	\$ -	\$ -	\$ -	\$ 250,000
46100 Reimbursement to General Fund	7,402	3,000	300	2,700	200
Total Expenditures	\$ 7,402	\$ 3,000	\$ 300	\$ 2,700	\$ 250,200
ENDING BALANCE	<u>\$ 1,523,411</u>	<u>\$ 1,552,811</u>	<u>\$ 1,525,811</u>		<u>\$ 1,278,011</u>

COMMUNITY DEVELOPMENT & BLOCK GRANT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND
Fund 290

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Program (CDBG). The City's CDBG Advisory Committee held a final public hearing on February 28, 2014, to review applications for funding. At the conclusion of these hearings, the Committee evaluated, rated, and ranked each application using point rating criteria approved by the City Council. The Committee then forwarded its recommendations to the City Council for a final determination of projects and activities to be funded in FY 2014-15. On May 4, 2015, the City Council adopted the FY 2015-16 expenditure program in the amount of \$615,254.

		<u>BUDGET</u>
		<u>2015-16</u>
<u><i>PUBLIC SERVICE ACTIVITIES</i></u>		
10500	Samaritan Center of Simi Valley - Case Management	\$ 17,257
10501	Long Term Care of Ventura County - Ombudsman Program	17,257
10502	Free Clinic of Simi Valley - Healthcare for the Homeless	17,257
10503	Life After Brain Injury - Independent Living Educational Series	17,260
10504	Simi Valley Adult School & Career Institute - Career/Technical Education Program	17,257
	Subtotal - Public Service Activities	\$ 86,288
 <u><i>HOUSING/COMMUNITY DEVELOPMENT</i></u>		
10505	Many Mansions - Capital Improvements	\$ 79,525
10506	Simi Valley Public Works Department - Minor Streets Rehabilitation	334,390
	Subtotal - Housing/Community Development	\$ 413,915
 <u><i>PROGRAM ADMINISTRATION/PLANNING</i></u>		
10507	CDBG Program Administration	\$ 99,051
10508	Fair Housing	16,000
	Subtotal - Program Administration/Planning	\$ 115,051
 TOTAL - FY 2015-16 CDBG PROGRAM		\$ 615,254



CITY OF SIMI VALLEY

SPECIAL REVENUE FUNDS

PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FEES
Fund 214

California's Digital Infrastructure and Video Competition Act of 2006 (DIVCA) was enacted to create a fair and level playing field for all market competitors in the cable and video services industry. In doing so, the State assumed the authority for granting franchises to cable and video service providers. In order to continue access to and maintenance of the public, education, and government (PEG) channels previously available under locally administered franchise agreements, local jurisdictions were authorized to impose a PEG fee of 1% of gross revenues resulting from cable and video services provided within the jurisdiction. PEG fees support the capital equipment needs of the City's PEG channel.

The Department of Community Services manages the City's PEG channel operations and capital improvements of the PEG equipment, and monitors State-issued cable franchise revenues. The Administrative Services Department manages the maintenance and repair of PEG equipment, which are budgeted in the General Fund.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 547,018	\$ 789,212	\$ 789,212	\$ 1,018,412	\$ 639,812	\$ 360,912
REVENUES						
31116 Franchise PEG Fees	\$278,888	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
34001 Interest on Investments	3,836	1,600	1,600	1,600	1,600	1,600
Total Revenues	\$ 282,723	\$ 276,600	\$ 276,600	\$ 276,600	\$ 276,600	\$ 276,600
EXPENDITURES						
42235 Furniture & Equipt (Non-Capital)	\$0	\$500	\$200	\$0	\$0	\$0
42320 Capital Leases	14,550	15,000	16,000	16,000	16,000	16,000
42560 Operating Supplies	0	2,500	1,100	0	0	0
44310 Equipment Maintenance	8,300	27,600	15,000	0	0	0
47020 Furniture & Equipt. (Capital)	0	0	0	75,000	75,000	75,000
48600 Capital Outlay Projects	0	0	0	550,000	450,000	275,000
48840 System Hardware	4,879	85,500	2,300	0	0	0
49648 Transfer to Computer Equipment	12,800	12,800	12,800	14,200	14,500	14,800
Total Expenditures	\$40,530	\$143,900	\$47,400	\$655,200	\$555,500	\$380,800
ENDING FUND BALANCE	\$ 789,212	\$ 921,912	\$ 1,018,412	\$ 639,812	\$ 360,912	\$ 256,712

GASOLINE TAX FUND Fund 215

There are five types of gasoline taxes received by the City. Street and Highway Code Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses. Section 2105, 2106, 2107, and 2107.5 gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities. Beginning in Fiscal Year 2010-11, Revenue and Taxation Code 7360 funds replace Proposition 42 Streets and Roads Funds as an additional source of Gasoline Tax revenues.

Section 2105 Funds - Added by Proposition 111 on the June 1990 Ballot, Section 2105 of the Streets and Highways Code provides that cities receive apportioned amounts equal to 11.5% of the gasoline taxes above \$.09 per gallon. Apportionment is to each city in the State based on population.

Section 2106 Funds - Section 2106 of the Streets and Highways Code provides that each county in the State shall receive \$800 per month (\$9,600 per year) and each city in the State shall receive a fixed monthly apportionment of \$400 (\$4,800 per year). The balance of the Statewide fund is then apportioned as follows: first, the total is divided among the counties in the State on the basis of automobile registration; second, the total county allocation is divided between the county and the cities based on assessed valuation in the incorporated areas as compared to the assessed valuation of the unincorporated areas of the county; lastly, the resulting cities' shares are apportioned based upon population.

Section 2107 Funds - Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$0.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of their expenditures for snow removal exceeding \$5,000.

Section 2107.5 Funds - Additional funds are made available under this section of the Streets and Highways Code and allocated to cities in fixed amounts based upon population ranges.

Revenue and Taxation Code 7360 Funds - Funds available from this source will be used for the resurfacing, maintenance, and repair of local streets.

GASOLINE TAX FUND (continued)

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>REVENUES</u>						
35401 Section 2105	\$ 834,164	\$ 609,700	\$ 775,000	\$ 927,900	\$ 615,800	\$ 622,000
35402 Section 2106	432,183	479,300	443,100	484,600	484,100	488,900
35403 Section 2107	887,579	749,100	1,058,000	1,268,600	756,600	764,200
35404 Section 2107.5	10,000	10,000	10,000	12,900	13,029	10,200
35405 Revenue & Taxation Code 7360	1,679,878	1,326,600	1,314,800	735,700	1,339,900	1,353,300
Total Revenues	\$ 3,843,804	\$ 3,174,700	\$ 3,600,900	\$ 3,429,700	\$ 3,209,429	\$ 3,238,600
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	\$ 3,843,804	\$ 3,174,700	\$ 3,600,900	\$ 3,429,700	\$ 3,209,429	\$ 3,238,600
Total Expenditures	\$ 3,843,804	\$ 3,174,700	\$ 3,600,900	\$ 3,429,700	\$ 3,209,429	\$ 3,238,600
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BICYCLE LANES FUND
Fund 233

Pursuant to Section 99234 of the California Public Utilities Code, Transportation Development Act (TDA) Article 3 monies may be used only for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenses of those facilities, the maintenance of bicycle trails (which are closed to motorized traffic) and bicycle safety education programs. Facilities that provide for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
BEGINNING FUND BALANCE	\$ 331	\$ 357	\$ 357	\$ 172,907	\$ 173,007	\$ 173,107
<u>REVENUES</u>						
34001 Interest Income	\$ 26	\$ -	\$ 50	\$ 100	\$ 100	\$ 100
35410 From Other Governments	83,163	-	83,000	8,000	68,000	68,000
39600 Transfer from Capital Projects	-	-	157,100	-	-	-
Total Revenues	\$ 83,189	\$ -	\$ 240,150	\$ 8,100	\$ 68,100	\$ 68,100
<u>EXPENDITURES</u>						
44490 Other Contract Services	\$ 8,163	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
49600 Transfer to Streets & Roads	75,000	75,000	59,600	-	60,000	60,000
Total Expenditures	\$ 83,163	\$ 75,000	\$ 67,600	\$ 8,000	\$ 68,000	\$ 68,000
ENDING FUND BALANCE	\$ 357	\$ (74,643)	\$ 172,907	\$ 173,007	\$ 173,107	\$ 173,207

LOCAL TRANSPORTATION FUND
Fund 238

The State Transportation Development Act created a Local Transportation Fund (LTF) in each county for the transportation purposes specified in the Act. Revenues to the LTF are derived from ¼ cent (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the ¼ cent to each county according to the amount of tax collected in that county.

Revenues to Ventura County's Local Transportation Fund must be apportioned by population to entities within the County. Allocations to a given entity may not exceed its specific apportionment. The City of Simi Valley deposits these receipts into its Local Transportation Fund. Payments from the City's LTF are made by the County Auditor in accordance with written allocation instructions issued in compliance with the Transportation Development Act by the County's transportation planning agency. In Ventura County this agency is the Ventura County Transportation Commission. Receipts into the LTF under provisions of Article 8 were transferred to the General Fund to support streets and roads. Effective July 1, 2014, the City's LTF revenues are dedicated under the provisions of Article 4 for transit purposes. LTF Fund receipts are transferred to the Transit fund, which reduces auditing requirements related to Simi Valley Transit Operations.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
BEGINNING FUND BALANCE	\$ -	\$ 736,100	\$ 736,100	\$ 1,561,819	\$ -	\$ -
<u>REVENUES</u>						
35410 Article 8: Streets & Roads	\$ 5,021,970	\$ -	\$ -	\$ -	\$ -	\$ -
35410 Article 4: Transit	-	4,785,249	4,785,249	4,405,681	4,449,700	4,494,200
Total Revenues	\$ 5,021,970	\$ 4,785,249	\$ 4,785,249	\$ 4,405,681	\$ 4,449,700	\$ 4,494,200
<u>EXPENDITURES</u>						
49100 Transfer To General Fund	\$ 4,285,870	\$ 736,100	\$ 736,100	\$ -	\$ -	\$ -
49750 Transfer to Transit Fund	-	4,785,249	3,223,430	5,967,500	4,449,700	4,494,200
Total Expenditures	\$ 4,285,870	\$ 5,521,349	\$ 3,959,530	\$ 5,967,500	\$ 4,449,700	\$ 4,494,200
ENDING FUND BALANCE	\$ 736,100	\$ -	\$ 1,561,819	\$ -	\$ -	\$ -



CITY OF SIMI VALLEY

LIBRARY FUND Fund 250

In 2012, the City Council adopted Ordinance No. 1182 establishing the Simi Valley Public Library as a municipal public library to be operated by the City, with the City Council serving as the Simi Valley Library Board of Trustees. The Ventura County Free Library System continued to operate the Simi Valley Public Library during FY 2012-13 utilizing its own tax revenues, and the City began receiving property tax revenues for library services beginning in FY 2013-14. These tax revenues may only be used to fund library-related services.

The Library Services Fund provides for the maintenance and operations of the Simi Valley Public Library facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ (60,000)	\$ 248,114	\$ 248,114	\$ 379,514	\$ 478,814	\$ 513,814
<u>REVENUES</u>						
31101 Property Taxes/Secured	\$ 2,059,264	\$ 2,233,900	\$ 2,219,400	\$ 2,252,700	\$ 2,286,500	\$ 2,320,800
33510 Other Fines/Forfeits	24,004	13,500	20,000	20,000	20,000	20,000
34001 Interest on Investments	(2,264)	500	150	200	200	200
34101 Rents & Leases	3,525	5,000	5,000	5,000	5,000	5,000
36001 Federal Assistance	-	-	5,000	-	-	-
37001 Duplication Services	3,577	5,000	5,000	5,000	5,000	5,000
37299 Other CS Fees	-	-	100	100	100	100
38003 Miscellaneous	-	-	150	100	100	100
38004 Damage Recovery	1,554	1,000	2,500	2,500	2,500	2,500
38050 Contributions	97,643	-	29,000	13,000	10,000	10,000
39100 Transfer from General Fund	108,500	-	-	-	-	-
Total Revenues	\$ 2,295,803	\$ 2,258,900	\$ 2,286,300	\$ 2,298,600	\$ 2,329,400	\$ 2,363,700

LIBRARY FUND (continued)

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
<i>EXPENDITURES</i>							
42100	Utilities	\$ 80,146	\$ 89,000	\$ 89,000	\$ 92,000	\$ 94,000	\$ 96,000
42150	Communications	1,700	8,000	2,500	2,500	2,500	2,500
42235	Furniture & Equipt (non-capital)	16,500	25,000	10,000	7,500	7,500	7,500
42310	Rentals	90,000	-	60,000	60,500	61,700	62,900
42460	Advertising	2,567	5,000	1,000	500	500	500
42560	Operating Supplies	-	-	400	-	-	-
44010	Professional/Special Services	14,531	86,100	35,000	20,000	20,000	20,000
44490	Other Contract Services	1,234,703	1,269,800	1,269,800	1,298,900	1,439,600	1,370,100
47020	Furnishings & Equipt (capital)	-	-	-	15,000	-	-
47040	Building Improvements	-	150,000	150,000	200,000	200,000	200,000
47070	Intangibles/Collection	186,742	266,000	236,000	212,200	218,600	225,100
49100	Transfer to General Fund	360,800	301,200	301,200	290,200	250,000	260,000
	Total Expenditures	\$ 1,987,689	\$ 2,200,100	\$ 2,154,900	\$ 2,199,300	\$ 2,294,400	\$ 2,244,600
ENDING FUND BALANCE		\$ 248,114	\$ 306,914	\$ 379,514	\$ 478,814	\$ 513,814	\$ 632,914

NEW DWELLING FEES FUND
Fund 260

The Department of Environmental Services collects New Dwelling Fees at the time that building permits are issued. In accordance with AB 1600, New Dwelling Fees are used for road construction or specific projects impacted by new development as part of the Capital Improvement Plan. Currently, New Dwelling Fees are deposited into the New Dwelling Fees Fund, a special revenue fund, and then transferred to the Streets and Roads Fund as needed.

The City Council adopted Ordinance No. 361 on June 29, 1978 that authorized the Director of Administrative Services to adjust new dwelling fees on an annual calendar year basis using September 1, 1978, as the base date. The adjustment to new dwelling fees is related to the increase or decrease in the cost of living as identified by the consumer price index for all urban consumers (CPI-U) as measured by the U.S. Department of Labor for the Los Angeles-Anaheim-Riverside metropolitan area.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 984,796	\$ 1,023,094	\$ 1,023,094	\$ 599,194	\$ 724,194	\$ 804,194
						\$ -
<u>REVENUES</u>						
34001 Interest	\$ 6,644	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
37410 New Dwelling Fees	31,654	75,400	15,000	125,000	80,000	100,000
Total Revenues	\$ 38,298	\$ 76,400	\$ 16,000	\$ 125,000	\$ 80,000	\$ 100,000
<u>EXPENDITURES</u>						
49600 Transfer to Streets & Roads	\$ -	\$ 439,900	\$ 439,900	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 439,900	\$ 439,900	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 1,023,094	\$ 659,594	\$ 599,194	\$ 724,194	\$ 804,194	\$ 904,194

DEVELOPMENT AGREEMENT FUND

Fund 262

Existing law authorizes the City and land developers with approved projects to enter into agreements establishing additional parameters for the timing of construction. Such agreements can promote orderly growth and determine the timely construction of public improvements for a development project. Development Agreements may also include the payment of fees for public facilities and improvements to be constructed by the City.

Prior to FY 1996-97, fees from Development Agreements were transferred to support General Fund programs and capital improvements. Since FY 1996-97 Development Agreement fees have been used for repayment of debt, land acquisition, and construction of public facilities.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 14,946,248	\$ 14,008,592	\$ 14,008,592	\$ 11,310,392	\$ 7,965,092	\$ 7,403,492
<u>REVENUES</u>						
34001 Interest	\$ 84,755	\$ 100,000	\$ 45,000	\$ 100,000	\$ 100,000	\$ 100,000
38402 Development Agreements	-	60,000	-	60,000	60,000	60,000
Total Revenues	\$ 84,755	\$ 160,000	\$ 45,000	\$ 160,000	\$ 160,000	\$ 160,000
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	\$ -	\$ 97,500	\$ 97,500	\$ -	\$ -	\$ -
49202 Transfer to Local Housing Fund	-	60,000	60,000	300,000	300,000	540,000
49500 Transfer to Debt Service	280,800	-	-	124,800	283,600	286,400
49600 Transfer to Streets and Roads	-	-	-	100,000	-	-
49648 Transfer to Computer Equipt. Replacement	-	931,700	931,700	272,400	-	-
49649 Transfer to Comm. Dev't (GIS) Capital Fund	-	574,700	574,700	-	-	-
49656 Transfer to Financial Systems Capital Fund	-	584,300	584,300	348,700	-	-
49655 Transfer to Building Improvements	741,611	725,400	75,000	1,147,500	-	-
49660 Transfer to PD Capital	-	-	-	1,078,900	-	-
49809 Transfer to FIS Operating Fund	-	420,000	420,000	-	-	-
49950 Transfer to Trust Funds	-	-	-	-	138,000	91,400
493001 Transfer to Landscape Augmentation Fund	-	-	-	133,000	-	-
Total Expenditures	\$ 1,022,411	\$ 3,393,600	\$ 2,743,200	\$ 3,505,300	\$ 721,600	\$ 917,800
ENDING FUND BALANCE	\$ 14,008,592	\$ 10,774,992	\$ 11,310,392	\$ 7,965,092	\$ 7,403,492	\$ 6,645,692

TRAFFIC IMPACT FEES FUND

Fund 263

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. The fee replaced the older Traffic Signal Improvement Fee.

The fee is based on the cost of those improvements needed to provide capacity for the traffic demands generated by new development and redevelopment activity. The fee is calculated based on estimates of future traffic increases caused by home based trips, non-home based trips, and pass through trips projected to use the entire City street system at the build-out of the City's General Plan.

Current Traffic Impact Fee rates are \$33.00 for each projected daily trip for residential development and \$15.50 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Traffic Impact Fee Project List. Projects contained in the list are incorporated into the City's Streets and Roads Program. Funds are transferred from the Traffic Impact Fund into the Streets and Roads Fund each year to finance the cost of new traffic signals and signal upgrades.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 869,491	\$ 1,029,642	\$ 1,029,642	\$ 1,053,642	\$ 1,075,642	\$ 1,090,042
<u>REVENUES</u>						
34001 Interest	\$ 6,015	\$ 4,700	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
37410 Traffic Impact Fees	154,136	40,000	20,000	20,000	20,000	20,000
Total Revenues	\$ 160,151	\$ 44,700	\$ 24,000	\$ 22,000	\$ 22,000	\$ 22,000
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	\$ -	\$ -	\$ -	\$ -	\$ 7,600	\$ 40,700
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 7,600	\$ 40,700
ENDING FUND BALANCE	\$ 1,029,642	\$ 1,074,342	\$ 1,053,642	\$ 1,075,642	\$ 1,090,042	\$ 1,071,342

ECONOMIC RECOVERY FUND

Fund 270

In 2011 the City dissolved the former Lighting Maintenance District which collected assessments from residents to pay for streetlight maintenance and utilities. The City rolled these operations into its General Fund and continues to perform all maintenance and pay for the streetlights. At the time the District was dissolved, the City Council moved the Lighting Maintenance District fund balance of over \$9 million into a separate "Economic Recovery Fund" for use during periods of economic recession. The City has so far drawn on this fund twice in FY 2012-13 and in FY 2013-14 but has not drawn on it since. This fund holds the balance of this money.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 6,839,684	\$ 6,085,838	\$ 6,085,838	\$ 6,086,838	\$ 6,087,838	\$ 6,087,838
<u>REVENUES</u>						
34001 Interest Income	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -
38004 Damage Recovery	1,054	-	-	-	-	-
Total Revenues	\$ 2,054	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -
<u>EXPENDITURES</u>						
46100 Reimbursement to the General Fund	\$ 755,900	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 755,900	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 6,085,838	\$ 6,086,838	\$ 6,086,838	\$ 6,087,838	\$ 6,087,838	\$ 6,087,838

FORFEITED ASSETS FUND

Fund 280

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotics violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. To date, the City of Simi Valley has received more than \$6,000,000 in Forfeited Assets funds. The Police Department may receive additional funds under this program. As the funds are received, the Police Department requests approval for their use as part of the Annual Budget development process. Funds have been utilized for the enhancement of the Police Department's Drug Enforcement Program, the Special Weapons Team, communications systems, Integrated Police Computer Systems, Crime Scene Investigations Program, and for the purchase of law enforcement-related equipment.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
BEGINNING FUND BALANCE	\$ 877,652	\$ 733,728	\$ 733,728	\$ -	\$ 929,828
<u>REVENUES</u>					
34001 Interest	\$ 6,177	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
36001 Federal Assistance	441,853	500,000	540,000	40,000	325,000
36002 State Assistance	26,428	25,000	25,000	-	25,000
36004 Federal Assistance - Customs	3,414	-	-	-	-
38501 Unclaimed Police Property	-	-	-	-	-
Total Revenues	\$ 477,872	\$ 526,000	\$ 566,000	\$ 40,000	\$ 351,000
<u>EXPENDITURES</u>					
42150 Communications	\$ 10,266	\$ 5,500	\$ 5,500	\$ -	\$ 7,500
42200 Computers (non-capital)	3,476	-	-	-	-
42235 Furnishings & Equipment (non-capital)	31,100	36,000	36,000	-	-
42410 Uniforms/Clothing	24,403	8,000	-	8,000	20,000
42420 Special Department Expense	14,330	30,000	20,000	10,000	30,000

FORFEITED ASSETS FUND (continued)

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<i>EXPENDITURES (continued)</i>					
42560 Operating Supplies	\$ 56,507	\$ 77,000	\$ 51,900	\$ 25,100	\$ 60,000
42720 Travel, Conferences, Meetings	14,433	17,400	7,400	10,000	40,100
42730 Training	13,791	10,000	1,800	8,200	10,000
44310 Equipment Maintenance	9,772	800	-	800	-
44490 Other Contract Services	-	89,000	2,000	87,000	25,000
46100 Reimbursement to General Fund	17,301	-	-	-	-
47020 Furnishings & Equipment (Capital)	1,176	129,900	34,300	95,600	-
47028 Computers (capital)	82,886	2,400	2,400	-	-
47030 Vehicles	282,204	41,000	40,600	400	-
48800 Application Software	45,984	208,300	159,500	48,800	45,700
49100 Transfer to General Fund	14,167	-	-	-	-
49287 Transfer to Law Enforcement Grants	-	8,500	8,500	-	-
49660 Transfer to PD Capital	-	-	-	-	250,000
Total Expenditures	\$ 621,796	\$ 663,800	\$ 369,900	\$ 293,900	\$ 488,300
 ENDING FUND BALANCE	 \$ 733,728	 \$ 595,928	 \$ 929,828		 \$ 792,528

LAW ENFORCEMENT GRANTS FUND
Fund 287

This fund was established to account for the various grants that the Police Department receives from the State and Federal governments. Most recently, the Department has received funding from the U.S. Department of Homeland Security and from the U.S. Department of Justice.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
BEGINNING FUND BALANCE	\$ 14,451	\$ 23,797	\$ 23,797	\$ -	\$ 142,497
<u>REVENUES</u>					
35502 911 Reimbursement	\$ 35,196	\$ 3,000	\$ -	\$ (3,000)	\$ -
36001 Federal Assistance	45,769	30,000	29,700	(300)	10,000
36002 State Assistance	198,414	213,000	184,500	(28,500)	219,100
36005 Local Assistance	-	-	-	-	-
36503 Emergency Services Planning	42,089	33,037	33,000	(37)	32,000
38001 Sale of Surplus Property	-	-	-	-	-
39280 Transfer from Forfeited Assets	-	8,500	8,500	-	-
Total Revenues	\$ 321,468	\$ 287,537	\$ 255,700	\$ (31,837)	\$ 261,100
<u>EXPENDITURES</u>					
42235 Furnishings & Equipment (non-capital)	\$ -	\$ 18,500	\$ 18,500	\$ -	\$ -
42560 Operating Supplies	12,793	-	-	-	10,000
47020 Furnishings & Equipment (capital)	-	-	-	-	32,000
47028 Computers (capital)	-	-	-	-	-
47030 Vehicles	34,517	53,000	53,000	-	-
49100 Transfer to General Fund	264,812	65,500	65,500	-	219,100
49280 Transfer to Forfeited Assets Fund	-	-	-	-	-
Total Expenditures	\$ 312,122	\$ 137,000	\$ 137,000	\$ -	\$ 261,100
ENDING FUND BALANCE	\$ 23,797	\$ 174,334	\$ 142,497		\$ 142,497

RETIREE BENEFITS FUND
Fund 297

The Retiree Benefits Fund was created in FY 2002-03 to accumulate funds for medical insurance coverage for future retired City employees and to pay for medical insurance coverage for current retired City employees. The City pays for retiree medical insurance ranging from a period of 24 months for the employee and spouse to lifetime coverage. The length of coverage is dependent on the number of years of service in the organization and the bargaining unit. Payments for retiree dental and vision insurance are also made through this fund.

On June 15, 2009, the Simi Valley City Council established an Other Post Employment Benefits (OPEB) trust fund to pre-fund future retiree health, vision, and dental coverage.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 630,447	\$ 846,723	\$ 846,723	\$ 1,163,223	\$ 887,823	\$ 1,295,523
<u>REVENUES</u>						
34001 Interest on Investments	\$ 6,683	\$ 6,800	\$ 6,000	\$ 6,600	\$ 6,700	\$ 6,800
39100 Transfer from General Fund	1,592,400	1,997,500	1,592,500	1,000,000	1,672,100	1,755,700
39201 Transfer From CDA Housing	-	-	-	-	-	-
39700 Transfer from Sanitation	106,300	122,200	122,200	122,200	128,300	134,700
39750 Transfer from Transit	43,100	49,600	49,600	49,600	52,100	54,700
39761 Transfer from Waterworks Dist. No. 8	40,200	46,200	46,200	46,200	48,500	50,900
Total Revenues	\$ 1,788,683	\$ 2,222,300	\$ 1,816,500	\$ 1,224,600	\$ 1,907,700	\$ 2,002,800
<u>EXPENDITURES</u>						
41400 Group Insurance Health	\$ 1,572,407	\$ 2,122,400	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Total Expenditures	\$ 1,572,407	\$ 2,122,400	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
ENDING FUND BALANCE	\$ 846,723	\$ 946,623	\$ 1,163,223	\$ 887,823	\$ 1,295,523	\$ 1,798,323

LANDSCAPE ZONES AUGMENTATION FUND
Fund 3001

This fund was established in FY 1999-00 for the purpose of providing a General Fund contribution toward the cost of maintaining those landscape zones that are not maintained by homeowners' associations. The funds supplement service charges paid by the homeowners toward the maintenance of landscaped areas.

The transfer from the General Fund to the Landscape Zones Augmentation Fund for FY 2014-15 was \$1,171,800. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2015-16 will be \$966,700.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$ 17,259	\$ 16,173	\$ 16,173	\$ 19,831	\$ 19,831	\$ 20,331
<u>REVENUES</u>						
34001 Interest	\$ (1,052)	\$ -	\$ 258	\$ 500	\$ 500	\$ 500
39100 Transfer from General Fund	805,200	1,171,800	1,171,800	833,200	1,235,300	1,100,000
39262 Transfer from Dev't Agreement Fund	-	-	-	133,000	-	-
Total Revenues	\$ 804,148	\$ 1,171,800	\$ 1,172,058	\$ 966,700	\$ 1,235,800	\$ 1,100,500
<u>EXPENDITURES</u>						
49300 Transfer to Landscape Zones	\$ 805,234	\$ 1,171,800	\$ 1,168,400	\$ 966,700	\$ 1,235,300	\$ 1,100,000
Total Expenditures	\$ 805,234	\$ 1,171,800	\$ 1,168,400	\$ 966,700	\$ 1,235,300	\$ 1,100,000
ENDING FUND BALANCE	\$ 16,173	\$ 16,173	\$ 19,831	\$ 19,831	\$ 20,331	\$ 20,831

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND
(All Active Zones)

The City formed Landscape District No. 1 in 1973 under authority of the State of California Landscaping and Lighting Act of 1972 in order to provide maintenance of special landscape areas within the City. It has been City policy to provide for maintenance in this fashion for all new planned development tracts. The District has a current total of 99 zones consisting of 47 active, 51 contingency/fallback and one non-assessable zone (the sixty-four City maintained landscape areas).

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On April 13, 2015, the City Council approved the Landscape Assessments for FY 2015-16. Assessments for the active zones are as follows:

Zone 2 (Tract 2025-4, 5, 6, 2259 - Larwin): This zone covers the maintenance of the Encore Greenbelt. The assessment for FY 2015-16 is \$60 per lot.

Zone 3 (Tract 2025-1, 2, 3, 7 - Larwin): This zone covers the maintenance of the Tempo Greenbelt. The assessment for FY 2015-16 is \$30 per lot.

Zone 4 (Tract 2207-1, 2, 3, 4, 5 - Griffin): This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi. The assessment for FY 2015-16 is \$175 per lot.

Zone 5 (Tract 2628 - Fenmore): This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street. The assessment for FY 2015-16 is \$183 per lot.

Zone 7 (Tract 2203 - Larwin): This zone covers the maintenance of the parkways at Los Angeles Avenue and Darrah Avenue and Royal Avenue and Darrah Avenue. The assessment for FY 2015-16 is \$51 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(All Active Zones)

Zone 9 (Tract 2629 - JBR): This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2015-16 is \$114 per lot.

Zone 12 (Tract 2332-1, 2, - Larwin): This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street. The assessment for FY 2015-16 is \$118 per lot.

Zone 13 (Tracts 2646 & 2725 - Lesny): This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road. The assessment for FY 2015-16 is \$115 per lot.

Zone 14A (Tract 2622-1, 2 - Pacific Coast Properties; Tract 2622-3 - Casden): This zone covers the maintenance of all parkways and slopes within the Indian Hills development. The assessment for FY 2015-16 is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots.

Zone 14B (Tract 2622-4 – Casden): This zone covers the maintenance of the parkway on the west side of Yosemite Avenue, north of Indian Hills Drive and the slopes north of Seneca Drive. The assessment for FY 2015-16 is \$478 per lot.

Zone 15 (Tract 2608-1, 2, - JBR): This zone covers maintenance of the Alamo Street parkway, the Sequoia Street parkway, and the Ivory and Topaz Street medians. The assessment for FY 2015-16 is \$163 per lot.

Zone 16 (Tracts 2615-1, 2, 3 - Stonecraft): This zone covers the maintenance of the Alamo Street parkway, Galena Avenue median and parkway, and Emerald Avenue parkway. The assessment for FY 2015-16 is \$105 per lot.

Zone 17 (Tract 2584 - Larwin): This zone covers the maintenance of parkways between the curb and the perimeter wall along Los Angeles Avenue and interior parkways and screen plantings along Dry Canyon Channel. The landscaped areas and walls are contained within public rights-of-way or easements to the City. The assessment for FY 2015-16 is \$167 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(All Active Zones)

Zone 18 (Tract 2889 - Resnick): This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2015-16 is \$93 per lot.

Zone 19 (Tract 2740 - Guardian, Tracts 2772-1, 2 - Carlsberg): This zone covers the maintenance of parkway areas between the curb and the perimeter wall along Los Angeles Avenue, Kuehner Drive, and Sandalwood Street, and maintenance of the perimeter walls. The landscape areas and walls are contained within the public rights-of-way. The assessment for FY 2015-16 is \$114 per lot.

Zone 20 (Tracts 2771-1, 2, & 3 - Calmark): This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive. The assessment for FY 2015-16 is \$97 per lot.

Zone 21 (Tract 2626 - Calgind): This zone covers the maintenance of the parkways along the west side of Tapo Canyon Road and north side of Township Avenue at Sheri Drive. The assessment for FY 2015-16 is \$154 per lot.

Zone 22 (Tract 2894 - Valley View Homes): This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle. The assessment for FY 2015-16 is \$105 per lot.

Zone 24 (Tract 2762 - Lesny): This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street. The assessment for FY 2015-16 is \$79 per lot.

Zone 25 (Tract 2816 - Mayer): This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue. The assessment for FY 2015-16 is \$183 per lot.

Zone 26 (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2015-16 is \$92 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(All Active Zones)

Zone 28 (Tract 2852-1, 2 & 3 - Larwin): This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2015-16 is \$211 per lot.

Zone 29 (Tract 2637 - Griffin): This zone covers the maintenance of the perimeter parkway on the west side of Stow Street and on the north side of Los Angeles Avenue to the entrance of Emory Street. The assessment for FY 2015-16 is \$202 per lot.

Zone 31 (Tract 3163-1, 2 & 3 - Standard Pacific): This zone covers the maintenance of parkways along Alamo Street, Sequoia Avenue, and Galena Street, the freeway buffer zone, and the medians on Sasha and Georgette Streets. The assessment for FY 2015-16 is \$349 per lot.

Zone 32 (Tract 2970 – Deerwood): This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2015-16 is \$190 per lot.

Zone 34 (Tract 2879-1 & 2 - Ceeco): This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street. The assessment for FY 2015-16 is \$93 per lot.

Zone 35 (Tract 3269 - Larwin): This zone covers the maintenance of parkways along the south side of Alamo Street west of Reservoir Drive and the freeway buffer zone. The assessment for FY 2015-16 is \$127 per lot.

Zone 37 (Tract 2504 - McKeon): This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street. The assessment for FY 2015-16 is \$101 per lot.

Zone 41A (Tract 3549-1 & 3 - Great West): This zone covers the maintenance of landscaping along the north and south sides of Fitzgerald Road and along the west side of Sequoia Avenue. The assessment for FY 2015-16 is \$106 per lot.

Zone 41B (Tract 3456-2): This zone sets up the six-month reserve account for maintenance of parkway landscaping east of Sequoia Avenue adjacent to Tract 3456-2 and the area east of Cinnabar Place. The assessment for FY 2015-16 is \$431 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(All Active Zones)

Zone 42 (Tract 3535 - Larwin): This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2015-16 is \$179 per lot.

Zone 45 (Tract 3785 - Griffin): This zone covers the maintenance of the parkways along the south side of Cochran Street and the east side of Stearns Street. The assessment for FY 2015-16 is \$34 per lot.

Zone 51 (Tract 2648 - JBR): This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue. The assessment for FY 2015-16 is \$159 per lot.

Zone 55 (Tract 2992-1 & 2 - Casden): This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street. The assessment for FY 2015-16 is \$19 per lot.

Zone 61 (Tract 3654 - American): This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane. The assessment for FY 2015-16 is \$88 per lot.

Zone 62 (Tract 3549 - Suburban): This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue. The assessment for FY 2015-16 is \$225 per lot.

Zone 64 (Tract 2622 - Casden): This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue. The assessment for FY 2015-16 is \$208 per lot.

Zone 65 (Tract 4165 - Griffin): This zone covers the maintenance of landscaping along Emory Avenue between Los Angeles Avenue and Huntly Street, and along Huntly Street and Rainwood Street. The assessment for FY 2015-16 is \$22 per lot.

Zone 74 (Tract 2992-93 - Casden): This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street. The assessment for FY 2015-16 is \$98 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(All Active Zones)

Zone 83 (Tract 4125): This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2015-16 is \$62 per lot.

Zone 85 (Tract 3236 - Torgerson): This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue. The assessment for FY 2015-16 is \$187 per lot.

Zone 95 (LD-S-444 & LD-S-56B): This zone covers the maintenance of the landscaped parkway on the south side of Alamo Street opposite Shannon Drive. The assessment for FY 2015-16 is \$323 per lot.

Zone 96 (Tract 4213): This zone covers maintenance of parkways along the south side of Tierra Rejada Road and both sides of Mandan Place and Stargaze Place; the median on Stargaze Place; the slopes adjoining Bentel Avenue and Burlingame Court; and the slope behind Burlingame Court. The assessment for FY 2015-16 is \$202 per lot.

Zone 99 (Tract 4783): This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street. The assessment for FY 2015-16 is \$66 per lot.

Zone 100 (Tract 4612 & LD-S-549): This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive. The assessment for FY 2015-16 is \$262 per lot.

Zone 104 (Tracts 4887 & 4888): This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road. The assessment for FY 2015-16 is \$146 per lot.

Zone 108 (Tracts 4582 & 3851): This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue. The Assessment for FY 2015-16 is \$130 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND
(All Active Zones)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
Working Capital Beginning Balance	\$ 934,799	\$ 832,004	\$ 832,004	\$ 1,057,183	\$ 942,727	\$ 990,237
<u>REVENUES</u>						
34001 Interest	\$ 8,310	\$ 8,866	\$ 9,486	\$ 10,090	\$ 9,755	\$ 9,755
37410 Service Charges	785,292	787,849	787,849	787,849	787,849	787,849
39300 From Landscape Augmentation Fund	805,234	1,168,444	1,168,444	966,713	1,235,016	1,100,000
Total Revenues	\$ 1,598,836	\$ 1,965,159	\$ 1,965,779	\$ 1,764,652	\$ 2,032,620	\$ 1,897,604
<u>EXPENDITURES</u>						
42100 Utilities	\$ 610,003	\$ 661,300	\$ 536,400	\$ 591,400	\$ 652,000	\$ 684,600
44450 Landscape Maintenance	896,929	954,000	954,000	1,051,400	1,150,200	\$ 1,207,710
44490 Other Contract Services	100,686	140,000	140,000	134,500	72,500	\$ 76,125
46100 Reimbursement to General Fund	94,013	110,200	110,200	101,808	110,410	\$ 115,931
Total Expenditures	\$ 1,701,631	\$ 1,865,500	\$ 1,740,600	\$ 1,879,108	\$ 1,985,110	\$ 2,084,366
Working Capital Ending Balance	\$ 832,004	\$ 931,663	\$ 1,057,183	\$ 942,727	\$ 990,237	\$ 803,476

STREETS AND ROADS PROGRAM

STREETS AND ROADS FUND

Overview

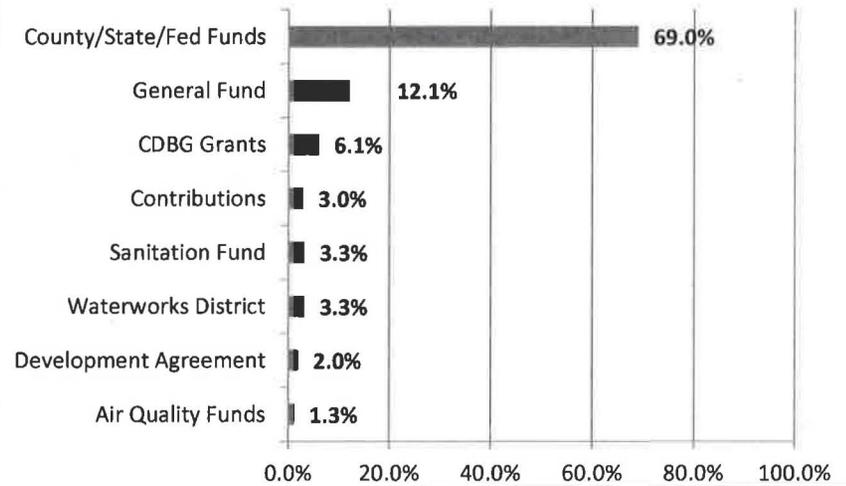
The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, New Dwelling Fees, Community Development Block Grants, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Some of the elements of the Streets and Roads Program for FY 2015-16 includes:

Annual Major Street Rehabilitation Program. The proposed FY 2015-16 project includes First Street (Los Angeles Ave. to Enchanted Way).

Annual Minor Street Overlay Program. This annual program resurfaces residential streets throughout the City. For FY 2015-16, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's priority list.

Arroyo Simi Greenway Phase 3: This project will provide a critical link in a large project to create a continuous bike trail/multi-use facility along the entire Arroyo Simi. This Phase 3 project links the trail west of Madera Road to the trail east of First Street (Phase 2 of the Arroyo Simi Greenway). The design is scheduled to begin in Spring 2015. The construction is anticipated to commence in Summer 2016.

Funding Sources for FY 2015-16 Streets and Roads Projects \$4,944,500



STREETS AND ROADS FUND

Overview (continued)

Dewatering Wells Rehabilitation

Inspect, evaluate, and rehabilitate five dewatering wells and pump equipment. These wells are operated to control the rising groundwater table and artesian conditions that adversely affect certain localized neighborhoods in western areas of Simi Valley. The five wells vary in age from 23 to 26 year.

Landscape Beautification

This project includes the planting and maintaining of a grove of aromatic trees on the east side of the landfill property near the Big Sky residential development.

Las Llajas Creek Bridge

This project includes the widening of the Las Llajas Creek Bridge on Cochran Street, 0.4 miles east of Tapo Street. The bridge is being widened by 14 feet on the north side and 11 feet on the south side.

Traffic Signal Upgrades

This annual program provides for upgrades of signal equipment, including modernization of existing traffic signal controllers and cabinets, upgrading conduit and/or wiring, and other signal equipment or phasing upgrades at locations recommended by staff and approved by the City Council during its annual review of the Traffic Signal Construction Program in the spring of each year.

West Los Angeles Avenue, Public Service Center to the City Limits

This project includes the widening of West Los Angeles Avenue from the City's Public Services Center to the Westerly City Limits in order to install on-street bicycle lanes, curb, gutter, and sidewalk and all appurtenant facilities.

**STREETS AND ROADS PROGRAM
Fund 600**

REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>BUDGET 2015-16</u>	<u>PROJECTION 2016-17</u>	<u>PROJECTION 2017-18</u>
39100 General Fund	\$ 700,000	\$ 700,000	\$ 600,000	\$ 1,817,200	\$ 1,762,300
39260 New Dwelling Fees	439,900	439,900	-	-	-
38401 Air Quality Fees	121,200	121,200	64,000	-	-
36001/36002 County/State/Federal Funding	1,243,900	1,243,900	3,412,000	191,200	2,261,500
38401 Contributions	273,200	273,200	146,500	80,000	80,000
39262 Development Agreement Fund	-	-	100,000	-	-
39233 Bicycle Lanes Fund	78,000	78,000	-	60,000	60,000
39263 Traffic Impact Fees	-	-	-	7,600	40,700
45700 Sanitation Fund	90,000	90,000	161,000	86,800	86,800
45761 Waterworks District	90,000	90,000	161,000	86,800	86,800
45290 Community Development Block Grants	405,700	405,700	300,000	300,000	300,000
Total	\$ 3,441,900	\$ 3,441,900	\$ 4,944,500	\$ 2,629,600	\$ 4,678,100

**STREETS AND ROADS PROGRAM
Fund 600**

REVENUE SOURCE DETAIL

<u>PROJECT</u>	<u>BUDGET TOTAL FY 2015-16</u>	<u>GENERAL FUND</u>	<u>AIR QUALITY FEES</u>	<u>COUNTY/ STATE/ FEDERAL FUNDING</u>	<u>SANI- TATION FUND</u>	<u>WATER- WORKS DISTRICT</u>	<u>CDBG</u>	<u>CONTRI- BUTIONS</u>	<u>DEV'T AGREEMENT</u>
Annual Major Street Program	\$ 1,447,000	\$ -	\$ -	\$ 1,215,000	\$ 116,000	\$ 116,000	\$ -	\$ -	\$ -
Annual Minor Street Overlay	730,000	240,000	-	-	45,000	45,000	300,000	-	100,000
Arroyo Simi Greenway Bike Trail (Ph3)	1,327,500	-	64,000	1,197,000	-	-	-	66,500	-
Bicycle and Pedestrian Facilities	-	-	-	-	-	-	-	-	-
Dewatering Wells Rehabilitation	120,000	120,000	-	-	-	-	-	-	-
Highway Safety Improvement Program	-	-	-	-	-	-	-	-	-
Landscape Beautification Project	80,000	-	-	-	-	-	-	80,000	-
Las Lajas Creek Bridge Widening	80,000	80,000	-	-	-	-	-	-	-
Traffic Signal Upgrades	160,000	160,000	-	-	-	-	-	-	-
Traffic Signal Synchronization	-	-	-	-	-	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-	-	-	-
West Los Angeles Ave Wdng (PSC-City Limits)	1,000,000	-	-	1,000,000	-	-	-	-	-
TOTAL REVENUE	\$ 4,944,500	\$ 600,000	\$ 64,000	\$ 3,412,000	\$ 161,000	\$ 161,000	\$ 300,000	\$ 146,500	\$ 100,000

STREETS AND ROADS PROGRAM
Fund 600

EXPENDITURE PLAN

<u>PROJECT</u>	<u>TOTAL PROJECT BUDGET</u>	<u>ACTUAL TO 2013-14</u>	<u>BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>BUDGET 2015-16</u>	<u>PROJECTION 2016-17</u>	<u>PROJECTION 2017-18</u>
* Annual Major Streets Program (all years)	\$ -	\$ 1,037,905	\$ 490,709	\$ 490,700	\$ 1,447,000	\$ 583,600	\$ 583,600
* Annual Minor Streets Program (all years)	-	674,970	1,752,680	1,752,700	730,000	640,000	640,000
Alamo Street Widening (north side w of Gage Ave.)	398,500	-	398,500	398,500	-	-	-
Arroyo Simi Greenway Bike Trail (Ph3)	1,394,000	-	66,500	66,500	1,327,500	-	-
Barnard Street Bridge Rehabilitation	650,000	-	-	-	-	150,000	500,000
Bicycle and Pedestrian Facilities (all years)	-	204,247	608,500	608,500	-	120,000	120,000
Dewatering Wells Rehabilitation	-	-	50,000	50,000	120,000	120,000	120,000
Freeway Interchange Trees	260,200	21,170	-	-	-	-	-
Freeway Interchange Landscaping	2,483,900	868	2,447,586	2,447,600	-	-	-
Erringer Road Right Turn Lane	617,900	1,251	616,649	616,600	-	-	-
Highway Safety Improv. Program (all years)	-	5,348	204,900	204,900	-	50,000	50,000
* Landscape Beautification Project	-	12	80,000	80,000	80,000	80,000	80,000
Las Lajas Creek Bridge Widening	1,260,300	61,208	1,113,315	1,113,300	80,000	-	-
Los Angeles Avenue Bridge	11,210,000	-	-	-	-	-	1,700,000
Metrolink Parking/ADA	550,000	4,256	545,744	545,700	-	-	-
Madera Road Bridge Rehab (S of Hwy 118)	420,500	-	-	-	-	66,000	354,500
Madera Road Widening (Simi Village Dr)	571,200	2,625	568,575	568,600	-	-	-
Madera Road Widening (Country Club Dr)	945,300	17,651	927,649	927,600	-	-	-
New Traffic Signals	-	-	-	-	-	-	-
Storm Drain Master Plan	610,200	41,019	242,520	242,500	-	-	-
Storm Drain Improvements	-	-	-	-	-	200,000	200,000
Tapo Street Road/Drainage Improvements	300,000	-	-	-	-	300,000	-
Tapo Canyon Creek Bridge Widening	8,030,000	-	265,817	265,800	-	-	-
Traffic Signal Synchronization	-	31,000	119,000	119,000	-	150,000	150,000
* Traffic Signal Upgrades (all years)	-	196,412	100,000	100,000	160,000	170,000	180,000
W. Los Angeles Avenue Widening (Easy St-PSC)	2,463,300	81,983	-	-	-	-	-
West Los Angeles Widening (PSC-City Limits)	3,348,300	104,656	2,240,844	2,240,800	1,000,000	-	-
Viewline Dr. Pavement Rehabilitation	300,000	-	300,000	300,000	-	-	-
Total	\$ 35,813,600	\$ 2,486,579	\$ 13,139,488	\$ 13,139,300	\$ 4,944,500	\$ 2,629,600	\$ 4,678,100

* Annual Project



CITY OF SIMI VALLEY

OTHER CAPITAL PROJECTS

COMPUTER EQUIPMENT REPLACEMENT FUND

Fund 648

As a result of the City's MIS 2000 Strategic Plan, a fund was established to ensure that resources would be available for replacement of outmoded computer equipment. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of desktop computers, laptop computers, printers, servers, routers, switches, and other network devices.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING FUND BALANCE	\$777,390	\$710,894	\$710,894	\$ 171,394	\$ 299,594	\$ 444,094
<u>REVENUES</u>						
34001 Interest	\$ 4,168	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,300	\$ 5,600
39100 Transfer/General Fund	660,100	-	-	459,000	767,800	767,800
39214 Transfer/PEG Fund	12,800	12,800	12,800	14,200	14,500	14,800
39250 Transfer/Library	-	-	-	-	-	-
39262 Transfer/ Development Agreement Fund	-	931,700	931,700	272,400	-	-
39700 Transfer/Sanitation Fund	69,200	-	-	76,700	80,500	80,500
39761 Transfer/Waterworks District No. 8	89,600	-	-	99,200	104,300	104,300
39803 Transfer/Liability Insurance Fund	4,000	-	-	4,400	4,600	4,600
39805 Transfer/Workers' Comp Fund	4,200	-	-	4,700	4,900	4,900
Total Revenues	\$ 844,068	\$ 949,500	\$ 949,500	\$ 935,600	\$ 981,900	\$ 982,500
<u>EXPENDITURES</u>						
41010 Regular Salaries	\$ 1,215	\$ 2,200	\$ 2,200	\$ -	\$ -	\$ -
42200 Computers (Non-Capital)	183,536	194,500	394,100	257,200	357,200	357,200
42720 Training	-	6,200	6,200	6,200	6,200	6,200
44010 Professional/Special Services	126,472	163,700	162,700	259,600	189,600	189,600
47028 Computers (Capital)	214,402	552,000	331,800	272,400	272,400	272,400
47070 Intangibles (Licenses)	-	-	-	-	-	-
48800 Application Software	-	-	-	-	-	-
48840 System Hardware	384,939	12,000	12,000	12,000	12,000	12,000
49649 Transfer to Comm. Dev't/GIS Capital	-	305,000	305,000	-	-	-
49656 Transfer to FIS Capital	-	275,000	275,000	-	-	-
Total Expenditures	\$ 910,564	\$ 1,510,600	\$ 1,489,000	\$ 807,400	\$ 837,400	\$ 837,400
ENDING FUND BALANCE	\$710,894	\$149,794	\$171,394	\$299,594	\$444,094	\$589,194

**COMMUNITY DEVELOPMENT (formerly GIS/Permits) SYSTEM CAPITAL FUND
Fund 649**

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system includes a component for issuing and tracking community development activities. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
BEGINNING WORKING CAPITAL BALANCE	\$ 628,863	\$ 835,213	\$ 835,213		\$ 1,667,135
<u>REVENUES</u>					
34001 Interest	\$ 4,052	\$ 4,500	\$ 4,500	\$ -	\$ 4,500
39100 Transfer/General Fund	105,000	-	-	-	-
39240 Transfer/Green Project	73,372	-	-	-	-
39262 Transfer/Development Agreement Fund	-	574,700	574,700	-	-
39648 Transfer/CERF	-	305,000	305,000	-	-
39700 Transfer/Sanitation Fund	57,000	-	-	-	-
39761 Transfer/Waterworks District No. 8	82,700	-	-	-	-
Total Revenues	\$ 322,124	\$ 884,200	\$ 884,200	\$ -	\$ 4,500
<u>SUPPLIES AND MATERIALS</u>					
42200 Computers (Non-Capital)		\$ -	\$ -		\$ 0
42730 Training	-	115,800	-	115,800	50,000
44010 Professional and Special Services	8,933	133,400	18,278	115,122	\$100,000
47028 Computers Capital	-	154,300	-	154,300	\$100,000
48800 Application Software	106,841	298,300	22,000	276,300	\$150,000
48840 System Hardware	-	127,300	12,000	115,300	\$0
Subtotal - Supplies and Materials	\$ 115,774	\$ 829,100	\$ 52,278	\$ 776,822	\$ 400,000
Total Expenditures	\$ 115,774	\$ 829,100	\$ 52,278	\$ 776,822	\$ 400,000
ENDING WORKING CAPITAL BALANCE	<u>\$ 835,213</u>	<u>\$ 890,313</u>	<u>\$ 1,667,135</u>		<u>\$ 1,271,635</u>

VEHICLE REPLACEMENT FUND
Fund 651

The Vehicle Replacement Fund was established in FY 1996-97 with General Fund reserve monies, subsequent to the completion of a consultant study regarding vehicle replacement needs. The fund is used to set aside monies for the replacement of rolling stock used by General Fund departments. Reserving funds in this manner eliminates the need to appropriate considerable amounts of operating funds during years when many vehicles are in need of replacement. The City's Sanitation and Waterworks enterprise funds maintain their own vehicle reserves, financed from their revenues. Annual contributions are made to the fund based on the estimated replacement cost and useful life of each vehicle. An annual appropriation to purchase replacement vehicles is established based on the cost of proposed vehicles due for replacement, less those vehicles that can be deferred until future years.

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
BEGINNING FUND BALANCE	\$ 1,505,079	\$ 1,901,167	\$ 1,901,167	\$ 1,815,167	\$ 1,647,867	\$ 2,040,267
<u>CONTRIBUTIONS</u>						
39100 Administrative Services	\$ -	\$ -	\$ -	\$ -	\$ 3,300	\$ 3,300
39100 Community Services	-	5,400	5,400	-	7,700	7,700
39100 Environmental Services	9,400	8,900	8,900	8,900	21,400	21,400
39100 Public Works	149,600	178,500	178,500	145,200	140,000	140,000
39100 Police	458,400	362,500	362,500	302,600	720,000	640,000
39935 Permit Allocation/Air Quality	162,000	52,000	52,000	25,800	-	-
Total Revenues	<u>\$ 779,400</u>	<u>\$ 607,300</u>	<u>\$ 607,300</u>	<u>\$ 482,500</u>	<u>\$ 892,400</u>	<u>\$ 812,400</u>
<u>EXPENDITURES</u>						
47030 Administrative Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47030 Community Services	-	52,000	52,000	55,000	-	-
47030 Environmental Services	-	-	-	-	-	-
47030 Public Works	120,180	73,500	73,500	133,000	100,000	100,000
47030 Police	161,932	519,000	519,000	436,000	400,000	400,000
49100 Transfer from General Fund	101,200	48,800	48,800	25,800	-	-
Total Expenditures	<u>\$ 383,312</u>	<u>\$ 693,300</u>	<u>\$ 693,300</u>	<u>\$ 649,800</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
ENDING FUND BALANCE	<u>\$ 1,901,167</u>	<u>\$ 1,815,167</u>	<u>\$ 1,815,167</u>	<u>\$ 1,647,867</u>	<u>\$ 2,040,267</u>	<u>\$ 2,352,667</u>



CITY OF SIMI VALLEY

BUILDING IMPROVEMENT FUND

Fund 655

The Building Improvement Fund was created in FY 1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings and to partially finance the construction of new public buildings in the City. Funds are budgeted in FY 2014-15 for security and other improvements at City Hall, improvements at the Senior and Cultural Arts Centers, and remodeling of the former Development Services Building prior to Under One Roof tenancy.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING BALANCE	\$ 863,408	\$ 608,762	\$ (36,738)	\$ (56,738)	\$ 19,462	\$ 21,062
<u>REVENUES</u>						
34001 Interest	\$ 641	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,600	\$ 2,000
39100 Transfer from General Fund	177,000	-	-	125,000	-	-
39262 Transfer from Dev. Agreements	741,611	725,400	75,000	1,147,500	-	-
Total Revenues	\$ 919,252	\$ 726,600	\$ 76,200	\$ 1,273,700	\$ 1,600	\$ 2,000
<u>EXPENDITURES</u>						
42235 Furn & Equipment (Non-Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010 Professional and Special Services	-	-	-	80,000	-	-
47020 Furnishings & Equipment	-	639,100	23,300	555,800	-	-
47021 FNE for Settlement	583,478	-	-	-	-	-
47040 Building Improvements	91,773	536,000	-	506,000	-	-
47999 AUC Settlement	(695,665)	-	-	-	-	-
48010 Engineering Incidentals	38,408	-	-	-	-	-
48060 Prelim. Survey/Tests	-	-	-	-	-	-

BUILDING IMPROVEMENT FUND (continued)

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
<i>EXPENDITURES (CONT'D)</i>						
48220 Design Engineering	\$ 33,910	\$ 10,700	\$ -	\$ 10,700	\$ -	\$ -
48410 Construction Management	2,433	-	-	-	-	-
48500 Maintenance Contracts	60,377	141,300	72,900	-	-	-
48600 Improvement Contracts	695,665	-	-	-	-	-
48601 IC for Settlement	-	-	-	-	-	-
48990 Contingency	-	45,000	-	45,000	-	-
49500 Transfer to Debt Service	363,519	-	-	-	-	-
Total Expenditures	\$ 1,173,898	\$ 1,372,100	\$ 96,200	\$ 1,197,500	\$ -	\$ -
ENDING BALANCE	\$ 608,762	\$ (36,738)	\$ (56,738)	\$ 19,462	\$ 21,062	\$ 23,062
Advance from the General Fund	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380

FINANCIAL INFORMATION SYSTEMS CAPITAL PROJECT FUND
Fund 656

The City utilizes a Financial Information System (FIS) that was purchased from SAP Public Services, Inc. (SAP) in March 2000. The SAP system includes components such as Budgetary Control, General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Business Tax, Parking Citations, Utility Billing, Travel Management, Asset Management, Applicant Tracking, Personnel Administration, Organization Management, and Payroll. The fund is used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

The fund is used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
BEGINNING WORKING CAPITAL BALANCE	\$ 550,618	\$ 714,871	\$ 714,871		\$ 1,426,171
<u>REVENUES</u>					
34001 Interest on Investments	\$ 3,890	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
39100 Transfer/General Fund	116,200	-	-	-	-
39262 Transfer/Development Agreement Fund	-	584,300	584,300	-	348,700
39305 Transfer/CERF	-	275,000	275,000	-	-
39750 Transfer/Transit Fund	3,400	-	-	-	4,000
39700 Transfer/Sanitation Fund	26,800	-	-	-	31,700
39761 Transfer/Waterworks Dist. 8 Fund	32,100	-	-	-	37,900
Total Revenues	\$ 182,390	\$ 862,800	\$ 862,800	\$ -	\$ 425,800
<u>EXPENDITURES</u>					
42200 Computers (non-capital)	\$ -	\$ -	\$ -	\$ -	\$ -
42730 Training	-	96,000	-	96,000	250,000
44010 Professional/Special Services	18,137	127,300	81,500	45,800	450,000
47028 Computers (capital)	-	128,000	30,000	98,000	150,000
48800 Application Software	-	211,200	10,000	201,200	750,000
48840 System Hardware	-	105,600	30,000	75,600	50,000
Total Expenditures	\$ 18,137	\$ 668,100	\$ 151,500	\$ 516,600	\$ 1,650,000
ENDING WORKING CAPITAL BALANCE	\$ 714,871	\$ 909,571	\$ 1,426,171		\$ 201,971

**POLICE DEPARTMENT CAPITAL PROJECTS
FUND 660**

Fund 660 has been established to provide funding for the Police Department's capital projects, which currently contains funds for the design and construction of a Police Department training facility.

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
BEGINNING BALANCE	\$ 129,088	\$ 143,102	\$ 143,102	\$ 68,102	\$ 69,102	\$ 69,102
<u>REVENUES</u>						
34001 Interest	\$ 942	\$ -	\$ 700	\$ 1,000	\$ 100	\$ 100
38050 Contributions	\$ 72,620	\$ 75,000	\$ 75,000	\$ 219,100	\$ 75,000	\$ 75,000
39100 Transfer from General Fund	-	82,800	82,800	-	-	-
39262 Transfer from Dev't Agreement Fund	-	-	-	1,078,900	-	-
39280 Transfer from Forfeited Assets	-	-	-	250,000	-	-
Total Revenues	\$ 73,562	\$ 157,800	\$ 158,500	\$ 1,549,000	\$ 75,100	\$ 75,100
<u>EXPENDITURES</u>						
44010 Professional and Special Services	\$ 18,115	\$ 232,800	\$ 214,000	\$ 30,000	\$ -	\$ -
47020 Furnishings & Equipment	-	-	-	900,000	-	-
48010 Engineering/Incidentals	37,905	-	8,200	18,000	-	-
48050 Preliminary Engineering	3,528	1,100	11,300	-	-	-
48500 Construction	-	-	-	600,000	-	-
49100 Transfer to General Fund	-	-	-	-	75,100	75,100
Total Expenditures	59,548	233,900	233,500	1,548,000	75,100	75,100
ENDING BALANCE	\$ 143,102	\$ 67,002	\$ 68,102	\$ 69,102	\$ 69,102	\$ 69,102
Loan from Development Agreement Fund - Balance	\$ -	\$ -	\$ -	\$ 1,078,900	\$ 1,003,900	\$ 928,900

TRANSIT FUND

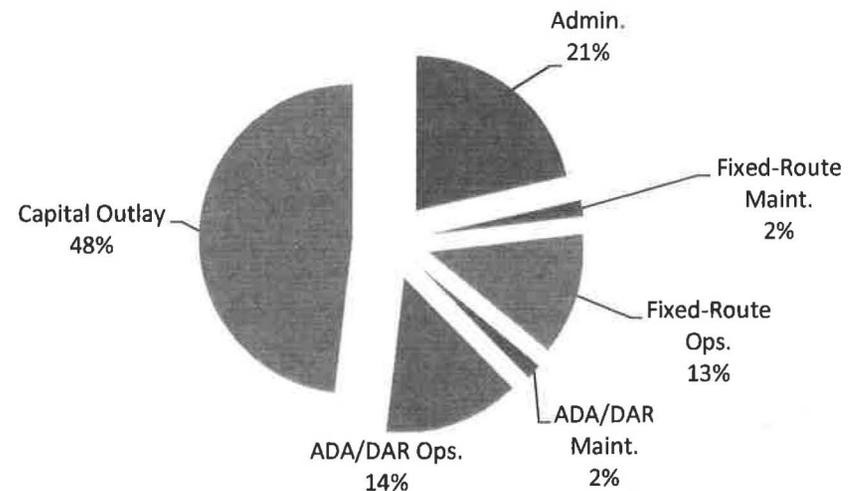
SIMI VALLEY TRANSIT

Overview

Simi Valley Transit (SVT) provides public transportation services to the community's general population through its fixed-route bus service and Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) services to the senior and disabled population. Simi Valley Transit's efforts emphasize the delivery of safe, efficient, and high-quality services, cost-effective operational methods, and the enhancement of public awareness of City transportation services.

Beginning in FY 2014-15 and per new legislation, Local Transportation Funds received by the State via the Ventura County Transportation Commission are allocated to Transit. In the past, the City has used these funds for Streets and Roads projects and staffing. This funding will offset the General Fund subsidy formerly paid into Transit operations and the General Fund monies will now be allocated to Streets and Roads.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Admin.	\$2,047,798	\$2,054,772	\$1,962,600	\$3,037,800
Fixed-Route Maint.	\$587,239	\$583,238	\$623,800	\$241,800
Fixed-Route Ops.	\$1,672,271	\$1,600,273	\$2,117,400	\$1,826,700
ADA/DAR Maint.	\$52,134	\$69,083	\$111,600	\$230,500
ADA/DAR Ops.	\$1,170,981	\$1,264,839	\$1,075,300	\$2,008,500
Capital Outlay	\$419,981	\$348,140	\$3,247,900	\$6,838,900
Total	\$5,950,404	\$5,920,345	\$9,138,600	\$14,184,200



SIMI VALLEY TRANSIT

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
Deputy Director/Transit	1.00	1.00	1.00
Senior Management Analyst	0.00	1.00	1.00
Transit Finance Manager	1.00	0.00	0.00
Administrative Aide	1.00	0.00	0.00
Account Clerk II	0.00	1.00	1.00
Transit Superintendent	1.00	1.00	1.00
Transit Supervisor	4.00	4.00	4.00
Transit Operations Assistant	1.00	1.00	1.00
Transit Coach Operator	18.00	18.00	12.00
Secretary	1.00	1.00	1.00
Senior Transit Dispatcher	1.00	1.00	0.00
Transit Dispatcher	1.00	1.00	2.00
TOTAL REGULAR POSITIONS	30.00	30.00	24.00

PART-TIME POSITIONS:*

Transit Coach Operator	9.10	9.10	16.50
Transit Dispatcher	1.00	1.00	1.30
TOTAL - PART-TIME POSITIONS	10.10	10.10	17.80
TOTAL - TRANSIT POSITIONS	40.10	40.10	41.80

*Temporary and Part-time positions are shown as full-time equivalents.

SIMI VALLEY TRANSIT

Administration

2905

OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consists of a 16-hour/day, 6-day/week operation.

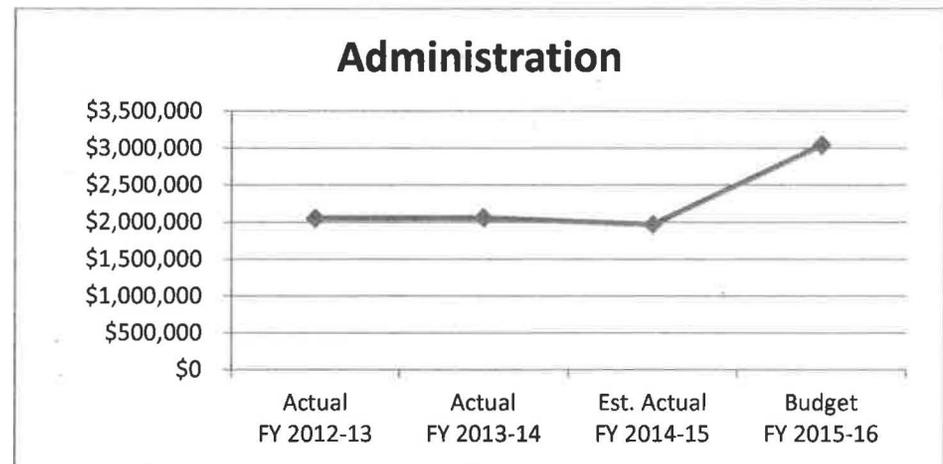
Transit Administration is also responsible for the management of Federal, State and Local grants, including submittal, administration, financial management, compliance and reporting.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,047,798	\$2,054,772	\$1,962,600	\$3,037,800



SIMI VALLEY TRANSIT

Administration (continued)

2905

KEY ACCOMPLISHMENTS FOR FY 14-15

Partnered with East County cities and the County of Ventura as a member of the East County Transit Alliance to develop cooperative strategies to enhance regional transportation services in the East County.

Participated in community events to increase the awareness of and access to public transportation, including the Senior Wellness Expo, Living Green Expo, Earth Day, Simi Valley Street Fair, Emergency Expo, and Shop Local Expo.

Educated local leaders on the benefits of public transportation as a presenter to the Chamber of Commerce sponsored "Leadership Simi Valley" on Business and Government Day.

Participated in regional committees including the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and various Ad Hoc committees to coordinate public transportation services throughout Ventura County.

GOALS FOR FY 15-16

Facilitate the upgrade of the Simi Valley Transit Compressed Natural Gas Fueling Facility.

Purchase a Transit Management System with a scheduling component to improve fixed-route and ADA/DAR passenger trips per revenue hour, revenue miles per hour, scheduling efforts and on-time performance.

Engage the community in the development of Simi Valley Transit's 5-year plan that will focus on existing and future transportation needs within the Simi Valley Transit service area.

Assess fare structure and identify revenue opportunities to address Transportation Development Act Fare Box Recovery Ratio requirements.

Enhance administrative, technical, and supervisory skills of staff to provide responsive management of the Transit Division and its grants.

BUDGET IMPACTS FOR FY 15-16

General Fund Reimbursement has been increased to include vehicle maintenance staff and Community Services Department Administration for the oversight of the Transit Division.

Shared Fuel and Lubricant costs have been moved to 2905 to allow for enhanced reporting ability to grants and program costing.

Electricity costs have been separated from Fuel and Lubricants and budgeted in Utilities.

SIMI VALLEY TRANSIT

Fixed-Route Maintenance

2910

OVERVIEW

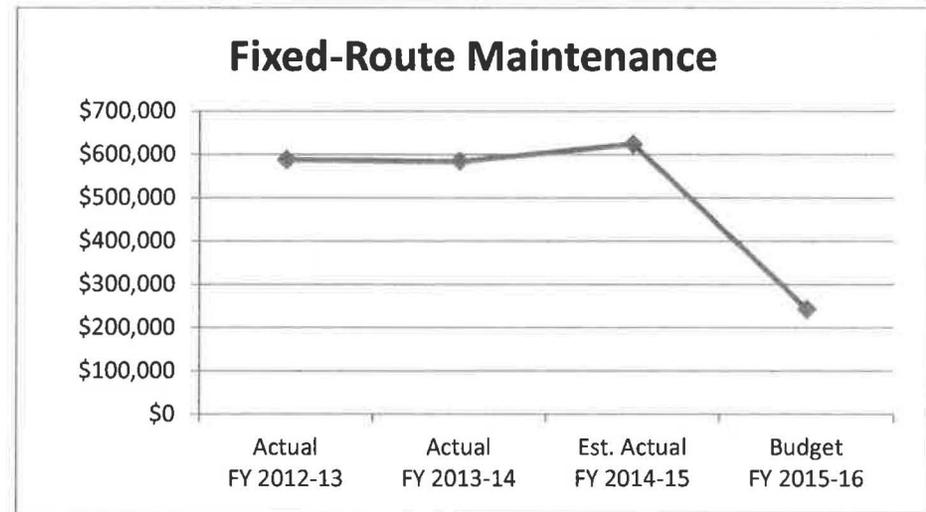
Fixed-Route Maintenance provides for the preventive maintenance and repairs of Simi Valley Transit's fleet of eight 40', three 35' fixed-route buses and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards. Additionally, Fixed-Route Maintenance also provides for the preventive maintenance for the supervisor and relief vehicles that support fixed-route operations.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$587,239	\$583,238	\$623,800	\$241,800



SIMI VALLEY TRANSIT

Fixed-Route Maintenance (continued)

2910

KEY ACCOMPLISHMENTS FOR FY 14-15

Performed preventive maintenance and repairs for the fixed-route buses compliant with Federal Transit Administration and State of California requirements.

Ensured the availability of fixed-route buses for the delivery of over 300 days of uninterrupted public transportation service within the Simi Valley Transit service area.

Complied with all State and Local Air Pollution requirements.

Extended the useful life of five fixed-route buses to maintain service levels pending the purchase of replacement buses.

Maintained vehicles and documentation associated with successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Prepared six new fixed-route buses to be placed in revenue service.

Removed five fixed-route buses from revenue service including the transfer of sub-asset equipment to the replacement buses.

Completed the Federal Transit Administration Triennial Review successfully with no findings related to vehicle maintenance.

GOALS FOR FY 15-16

Ensure the availability of fixed-route buses for the delivery of over 300 days of uninterrupted public transportation service the Simi Valley Transit service area.

Perform preventive maintenance and repairs to the fixed-route buses compliant with Federal Transit Administration and State of California requirements.

Comply with all State and Local Air Pollution requirements.

Identify fixed-route bus replacement schedules.

Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Enhance the technical knowledge and skill of maintenance staff associated with new vehicles and associated equipment.

Enhance the data tracking and management of fleet maintenance through integrated software systems for use in maximizing the useful life, operational performance, and continued reliability of the fixed-route

BUDGET IMPACTS FOR FY 15-16

Maintenance labor costs have been moved to the General Fund Reimbursement in 2905.

Fuel and Lubricants costs are shared operational costs between 2910 and 2930 have been moved to 2905 for grant reporting purposes.

SIMI VALLEY TRANSIT

Fixed-Route Operations

2920

OVERVIEW

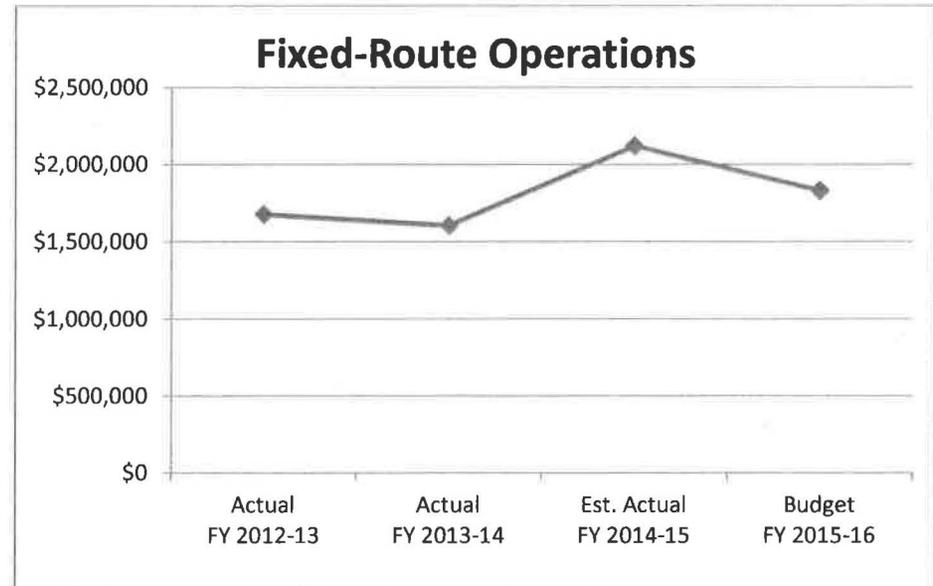
Fixed-Route Operations provides the delivery of quality fixed-route public transportation services 16-hours per day, six days per week throughout Simi Valley and with connections to Chatsworth and VISTA East. In this effort, safe, customer-oriented service is emphasized as more than 300 days of uninterrupted fixed-route public transportation services are provided to the community.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	19.6	19.6	19.6	18.04

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,672,271	\$1,600,273	\$2,117,400	\$1,826,700



SIMI VALLEY TRANSIT

Fixed-Route Operations (continued)

2920

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided over 380,000 unlinked passenger trips.

Provided over 300 days of uninterrupted public transportation services.

Purchased six replacement energy-efficient compressed natural gas powered buses funded entirely by state and federal grants.

Maintained necessary certifications and training, and attended conferences sponsored by the American Public Transportation Association (APTA), the California Transportation Association (CTA), and the California Association for Coordinated Transportation (CALACT) to gather information regarding the safe, effective delivery of public transportation services.

GOALS FOR FY 15-16

Evaluate the configuration of fixed-route services to maximize the responsiveness to the community's public transportation needs.

Implement electronic fare media to improve customer service, increase the efficiency of the fixed-route public transportation services, and enhance ridership data.

Enhance communication with the community to share the benefits of public transportation and increase ridership.

Continue to conduct training with fixed-route staff to reinforce the importance of effective customer service skills, safety and efficient, cost-effective delivery of transportation services.

BUDGET IMPACTS FOR FY 15-16

The information contained in this cost center has been realigned to more accurately reflect the associated costs between fixed-route operations (2920) and ADA/DAR operations (2940).

Overtime costs have been included for operational holidays and to provide coverage for staff absences for mandated service levels.

SIMI VALLEY TRANSIT

ADA/DAR Maintenance

2930

OVERVIEW

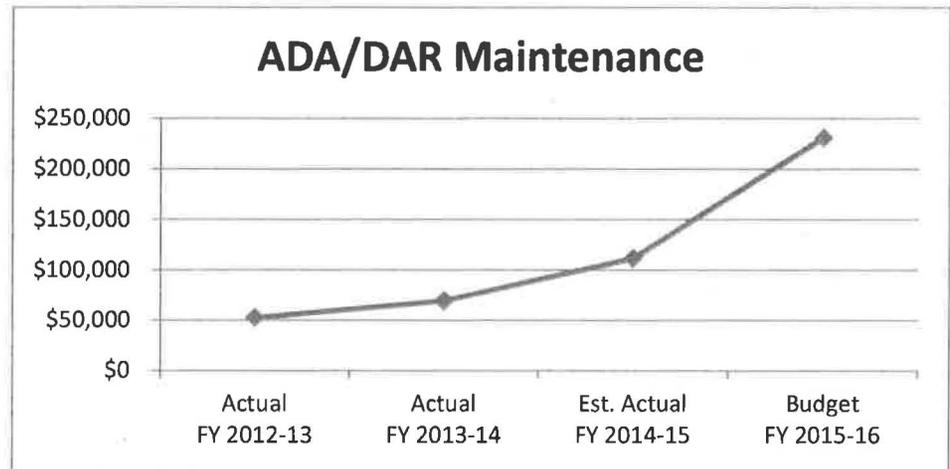
ADA/DAR Maintenance provides for the preventive maintenance and repairs to Simi Valley Transit's fleet of 11 Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) vehicles and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$52,134	\$69,083	\$111,600	\$230,500



SIMI VALLEY TRANSIT

ADA/DAR Maintenance (continued)

2930

KEY ACCOMPLISHMENTS FOR FY 14-15

Performed preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.

Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to the Senior and disabled community within the Simi Valley Transit service area.

Complied with all Americans with Disabilities Act requirements.

Maintained full compliance with Federally-mandated ADA Paratransit vehicle requirements and successfully completed the Federal Transit Administration Triennial Review with no findings related to vehicle maintenance.

Maintained vehicles and documentation associated with successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Extended the useful life of ten ADA/DAR vehicles pending the replacement of the vehicles.

GOALS FOR FY 15-16

Continue to maintain full compliance with Federally-mandated ADA Paratransit service criteria for successful completion of future Federal Transit Administration Triennial Reviews.

Ensure the availability of ADA/DAR vehicles for the delivery of over 300 days of uninterrupted ADA/DAR transportation services within the Simi Valley Transit service area.

Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.

Comply with all State and Local Air Pollution requirements.

Identify ADA/DAR vehicle replacement schedules and prepare replacement ADA/DAR vehicles for revenue service.

Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Comply with all Americans with Disabilities Act requirements.

Enhance the technical knowledge and skill of maintenance staff associated with new vehicles and associated equipment.

BUDGET IMPACTS FOR FY 15-16

None

SIMI VALLEY TRANSIT

ADA/DAR Operations

2940

OVERVIEW

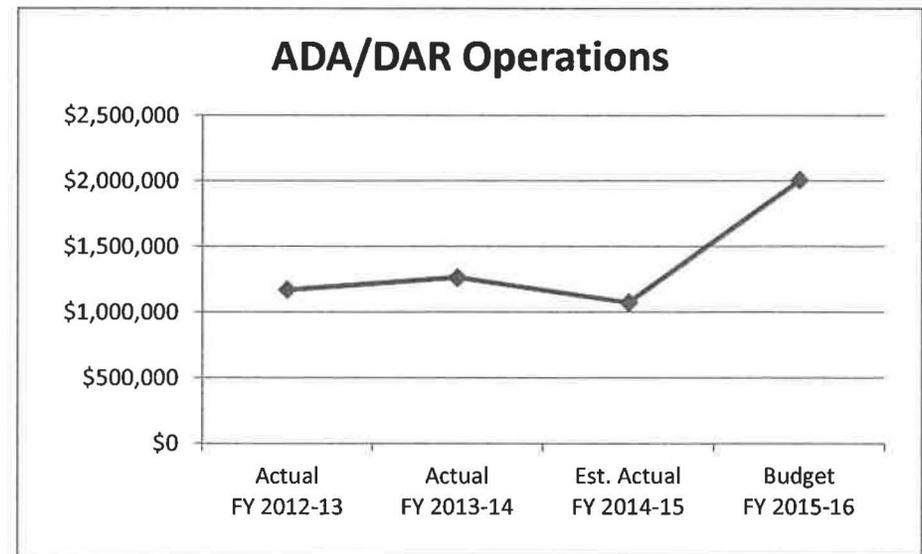
ADA/DAR Operations provides specialized complementary Paratransit transportation services 16-hours per day, six days per week for individuals certified under the Americans with Disabilities Act and Dial-A-Ride transportation services for Seniors age 60 and above.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	17.5	17.5	17.5	20.76

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$1,170,981	\$1,264,839	\$1,075,300	\$2,008,500



SIMI VALLEY TRANSIT

ADA/DAR Operations (continued)

2940

KEY ACCOMPLISHMENTS FOR FY 14-15

Provided over 38,000 Americans with Disabilities Act Paratransit (ADA)/Dial-A-Ride (DAR) trips to the Senior and disabled community within the Simi Valley Transit service area.

Maintained full compliance with Federally-mandated ADA Paratransit service regulations.

Updated ADA/DAR service operations in to maximize service, efficiency and the observance of safe transportation edicts.

Maintained necessary certifications and training to ensure safe, effective ADA/DAR transportation services.

Conducted quarterly ADA Paratransit Advisory Committee meetings to discuss public Paratransit issues affecting individuals, including service policies, service availability, accessibility, safety, and training.

Implemented telephone system improvements to enhance customer service and improve the effectiveness of dispatch operations for ADA/DAR services.

GOALS FOR FY 15-16

Continue to provide (ADA/DAR) trips to the Senior and disabled community within the Simi Valley Transit service area.

Purchase six energy-efficient compressed natural gas powered (ADA/DAR).

Conduct quarterly ADA Paratransit Committee meetings and recruit to replace terming ADA Advisory Committee members.

Increase ADA/DAR productivity passenger trips per hour.

Increase employee sensivity and awareness by conducting quarterly ADA/DAR Operator and Dispatcher meetings.

Engage the ADA and senior communities to identify service efficiencies and improvements.

Enhance training for ADA/DAR staff in technical and customer service skills for improved customer service and system capacity.

Upgrade the computer-aided dispatching software currently used for

BUDGET IMPACTS FOR FY 15-16

Realigned the information contained in this cost center to more accurately reflect the associated costs between ADA/DAR operations (2940) and fixed-route operations (2920).

Adjusted personnel budget to reflect all Transit Coach Operators and Supervisory staff related to Van Operations.

Included overtime costs for operational holidays and to provide coverage for staff absences for mandated service levels.

TRANSIT FUND
Fund 750

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>REVENUES</u>					
<u>USE OF MONEY AND PROPERTY</u>					
34001 Interest	\$ 16,717	\$ -	\$ -	\$ -	\$ -
34102 Bus Shelter Advertising	52,440	57,000	57,000	-	57,000
34399 Reclass to Receivable	(370,837)	-	-	-	-
Subtotal	(\$301,680)	\$57,000	\$57,000	\$ -	\$57,000
<u>GRANTS</u>					
36002 State Proposition 1B	\$ 354,120	\$ 3,115,800	\$ 1,452,300	\$ (1,663,500)	\$ 2,926,300
36201 FTA Operating	2,571,213	2,530,900	2,530,900	-	2,470,200
36203 FTA Capital	370,035	2,269,412	1,490,220	(779,192)	2,291,000
36103 Federal Stimulus (ARRA)	62,937	-	-	-	-
Subtotal	\$3,358,305	\$7,916,112	\$5,473,420	\$ (2,442,692)	\$7,687,500
<u>FARE REVENUES</u>					
37211 Route A Fares	\$ 52,824	\$ 98,500	\$ 52,600	\$ (45,900)	\$ 50,900
37212 Route B Fares	44,479	88,700	47,300	(41,400)	45,700
37213 Route C Fares	50,787	50,200	50,400	200	48,700
37214 Route D Fares	13,133	12,900	12,500	(400)	12,100
37215 Bus Fare Passes	78,036	78,700	51,800	(26,900)	55,000
37216 Dial-A-Ride Fares	59,395	58,800	52,600	(6,200)	55,000
37217 Dial-A-Ride County Reimb.	22,943	23,000	20,800	(2,200)	17,300
37219 Route A-2	46,099	-	48,300	48,300	46,100
37220 Route B-2	44,375	-	45,000	45,000	43,400
Subtotal	\$ 412,071	\$ 410,800	\$ 381,300	\$ (29,500)	\$ 374,200

TRANSIT FUND (continued)
Fund 750

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>OTHER REVENUES</u>					
37299 Other CS Fees	\$ 3,406	\$ 2,600	\$ 2,600	\$ -	\$ 2,600
38001 Sale of Surplus Property	528	4,200	250	(3,950)	-
38003 CNG Excise Tax Refund	-	-	-	-	95,400
38003 CNG Reimbursement	-	-	-	-	-
38003 Miscellaneous	105,646	500	500	-	-
38004 Damage Recovery	12,370	1,000	100	(900)	-
Subtotal	<u>\$121,950</u>	<u>\$8,300</u>	<u>\$3,450</u>	<u>\$ (4,850)</u>	<u>\$98,000</u>
<u>TRANSFERS IN</u>					
39100 From General Fund (Operating)	\$ 2,176,200	\$ -	\$ -	\$ -	\$ -
39238 From LTF Fund	-	4,785,249	3,223,430	(1,561,819)	5,967,500
Subtotal	<u>\$ 2,176,200</u>	<u>\$ 4,785,249</u>	<u>\$ 3,223,430</u>	<u>\$ (1,561,819)</u>	<u>\$ 5,967,500</u>
Total Revenues	<u>\$5,766,846</u>	<u>\$13,177,461</u>	<u>\$9,138,600</u>	<u>\$ (4,038,861)</u>	<u>\$14,184,200</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 1,791,119	\$ 1,777,809	\$ 1,875,700	\$ (97,891)	\$ 2,382,800
41020 Temporary Salaries	-	23,000	30,700	(7,700)	-
41040 Overtime	92,644	75,900	132,500	(56,600)	155,300
41200 Deferred Compensation - 401k	4,772	6,400	5,500	900	6,600
41210 Deferred Compensation - 457	7,571	10,000	8,200	1,800	13,700
41300 Vision Care	8,216	11,000	8,700	2,300	9,400
41350 Disability	3,751	5,600	5,100	500	5,800
41400 Group Ins/Health	162,191	53,200	41,600	11,600	59,200
41415 Flex Benefits	248,791	546,600	407,300	139,300	720,600

TRANSIT FUND (continued)
Fund 750

	ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL (CONT'D)</u>					
41420 CalPERS Health Admin Fee	\$ 975	\$ 1,000	\$ 2,900	\$ (1,900)	\$ 2,900
41450 Life Insurance	5,135	7,800	6,000	1,800	8,000
41500 Group Ins/Dental	33,191	45,600	34,300	11,300	46,900
41550 Section 125 Admin	2	-	-	-	-
41600 Retirement/PERS	357,580	475,400	352,700	122,700	493,500
41620 Retirement HRA	191	-	2,300	(2,300)	7,200
41650 Medicare	28,459	45,900	33,800	12,100	34,600
41700 Workers' Compensation	170,900	240,900	240,900	-	277,000
41800 Leave Accrual	89,907	62,500	66,200	(3,700)	52,800
Subtotal - Personnel	\$ 3,005,396	\$ 3,388,609	\$ 3,254,400	\$ 134,209	\$ 4,276,300
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	\$ -	\$ -	\$ -	\$ -	\$ 36,000
42150 Communications	33,545	37,100	41,600	(4,500)	41,700
42200 Computers (Non-Capital)	8,458	7,600	10,800	(3,200)	13,100
42230 Office Supplies	2,057	2,300	3,300	(1,000)	2,500
42235 Furn & Equip (Non-Capital)	-	-	-	-	-
42410 Uniform/Clothing Supply	23,828	15,000	30,300	(15,300)	15,600
42440 Memberships and Dues	12,727	13,000	11,000	2,000	14,100
42450 Subscriptions and Books	704	700	-	700	1,000
42460 Advertising	1,914	1,500	-	1,500	2,000
42500 Fuel and Lubricants	194,774	189,000	177,900	11,100	177,000
42510 Tires	50,874	52,000	52,000	-	47,000
42550 Small Tools/Equipment	1,930	3,000	3,000	-	3,000
42560 Operating Supplies	108,168	112,900	116,500	(3,600)	111,200
42561 Inventory Adjustment	16,166	-	-	-	-
42720 Travel, Conferences, Meetings	1,609	3,700	8,200	(4,500)	11,100
42730 Training	-	4,000	-	4,000	4,000
42790 Mileage	1,730	2,200	500	1,700	2,200
Subtotal - Supplies and Materials	\$ 458,484	\$ 444,000	\$ 455,100	\$ (11,100)	\$ 481,500

TRANSIT FUND (continued)
Fund 750

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 12,856	\$ 75,500	\$ 98,100	\$ (22,600)	\$ 236,000
44012 Outside Legal Services	-	10,000	-	10,000	-
44310 Maintenance of Equipment	460,746	564,000	550,500	13,500	136,600
44410 Maintenance of Buildings/Grounds	388	1,000	1,500	(500)	1,000
44490 Other Contract Services	18,736	23,400	13,300	10,100	23,400
44491 Transfer to FIS Operations	2,600	-	-	-	3,600
44590 Insurance Charges	157,200	148,800	148,800	-	-
Subtotal - Services	\$ 652,526	\$ 822,700	\$ 812,200	\$ 10,500	\$ 400,600
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	\$ 1,409,300	\$ 1,319,400	\$ 1,319,400	\$ -	\$ 2,133,300
49297 Transfer to Retiree Benefits Fund	43,100	49,600	49,600	-	49,600
49656 Transfer to FIS Capital	3,400	-	-	-	4,000
Subtotal - Reimb./Transfers	\$ 1,455,800	\$ 1,369,000	\$ 1,369,000	\$ -	\$ 2,186,900
Subtotal - Current Expenses	\$ 2,566,810	\$ 2,635,700	\$ 2,636,300	\$ (600)	\$ 3,069,000
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
47030 Vehicles	5,750	-	-	-	-
48500 Maintenance Contracts	53,989	-	-	-	-
48600 Capital Outlay Projects	251,501	7,153,152	3,211,000	(3,942,152)	6,802,000
48800 Application Software	36,900	-	36,900	36,900	36,900
Subtotal - Capital Outlay	\$ 348,140	\$ 7,153,152	\$ 3,247,900	\$ (3,905,252)	\$ 6,838,900
Total Expenditures	\$ 5,920,345	\$ 13,177,461	\$ 9,138,600	\$ (3,771,643)	\$ 14,184,200

TRANSIT FUND (continued)
Fund 750

I/O	<u>CAPITAL OUTLAY PROJECTS</u>	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>VARIANCE 2014-15</u>	<u>BUDGET 2015-16</u>
960202	Construction - TMF Expansion		\$ 370,332	\$ -	\$ 370,332	\$ 370,400
960221	GFI Farebox Upgrade (13)	253,700	85,432	-	85,432	85,500
960280	Replacement DAR Vans (2)	380,000	410,000	-	410,000	410,000
960281	CNG Fueling Station Upgrade	1,309,400	1,309,400	-	1,309,400	1,322,200
960321	Fixed-Route Replacement Buses (3)	1,560,700	1,560,700	1,560,700	-	-
960341	Voice Announcement System	95,000	95,000	-	95,000	95,000
960343	Replacement DAR Vans (4)	760,000	820,000	-	820,000	820,000
960344	Fixed-Route Replacement Buses (3)	1,652,700	1,652,700	1,650,300	2,400	-
960380	Paratransit Dispatching Software	36,900	36,900	36,900	-	36,900
960400	Biogas Project	1,700,000	510,000	-	510,000	1,700,000
960460	Paratransit Van - Useful Life Extension - 6013	-	-	-	-	13,500
960461	Paratransit Van - Useful Life Extension - 6015	-	-	-	-	14,600
960462	Paratransit Van - Useful Life Extension - 6016	-	-	-	-	4,100
960463	Paratransit Van - Useful Life Extension - 6017	-	-	-	-	12,300
960464	Paratransit Van - Useful Life Extension - 6018	-	-	-	-	8,100
960465	Paratransit Van - Useful Life Extension - 6019	-	-	-	-	4,000
960466	Paratransit Van - Useful Life Extension - 6020	-	-	-	-	15,500
960467	Paratransit Van - Useful Life Extension - 6021	-	-	-	-	8,100
960468	Paratransit Van - Useful Life Extension - 6022	-	-	-	-	12,300
960469	Paratransit Van - Useful Life Extension - 6023	-	-	-	-	8,100
960470	Replacement DAR Vans (5)	-	-	-	-	1,250,000
960471	Transit Management System	-	-	-	-	425,000
960423	TMF Paving	-	182,500	-	182,500	103,100
960422	TMF Surveillance System	-	65,188	-	65,188	65,200
960424	Paratransit Van Cameras	-	55,000	-	55,000	55,000
Total		\$ 7,748,400	\$ 7,153,152	\$ 3,247,900	\$ 3,905,252	\$ 6,838,900

TRANSIT FUND (continued)
Fund 750

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>REVENUES</u>					
Use of Money and Property	\$ (301,680)	\$ 57,000	\$ 57,000	\$ -	\$ 57,000
Grants	3,358,305	7,916,112	5,473,420	2,442,692	7,687,500
Fare Revenues	412,071	410,800	381,300	29,500	374,200
Other Revenues	121,950	8,300	3,450	4,850	98,000
General Fund Transfers	2,176,200	-	-	-	-
Local Transp. Fund (LTF) Transfers	-	4,785,249	3,223,430	1,561,819	5,967,500
Total Revenues	\$ 5,766,846	\$ 13,177,461	\$ 9,138,600	\$ 4,038,861	\$ 14,184,200
<u>EXPENDITURES</u>					
Personnel Expense	\$ 3,005,396	\$ 3,388,609	\$ 3,254,400	\$ 134,209	\$ 4,276,300
Supplies, Materials, & Services Expense	1,111,010	1,266,700	1,267,300	(600)	882,100
Reimbursements Expense	1,455,800	1,369,000	1,369,000	-	2,186,900
Capital Outlay Expense	348,140	7,153,152	3,247,900	3,905,252	6,838,900
Total Expenditures	\$ 5,920,345	\$ 13,177,461	\$ 9,138,600	\$ 4,038,861	\$ 14,184,200
REVENUES LESS EXPENDITURES:	\$ (153,499)	\$ -	\$ -		\$ -

**COMMUNITY SERVICES - TRANSIT
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Intercity Americans with Disabilities Act Paratransit and Dial-A-Ride Service
REQUEST: \$160,500
ACCOUNT: 750-2940-44010
PRIORITY: 1

COST BREAKDOWN	
Professional/Special Services	\$160,500
TOTAL:	\$160,500

The Transit Division is requesting funds to provide the City's portion of the shared costs associated with the implementation of an Intercity Americans with Disabilities Act Paratransit (ADA)/Dial-A-Ride (DAR) transportation service.

In an effort to enhance and expand ADA/DAR transportation in eastern Ventura County, the East County Transit Alliance proposes to implement an Intercity ADA/DAR service. This new service will provide Simi Valley residents with disabilities and seniors direct transportation to the cities of Moorpark, Thousand Oaks and Camarillo. This enhanced service will also allow passengers to travel between the cities without requiring transfers or the use of multiple vehicles. This Policy Item is requesting budget authorization for the proposed service should the City Council decide to authorize an agreement for this service. The goal is to initiate the program on July 1, 2015.

Staff is proposing to utilize Transportation Development Act (TDA) Article 4 funds currently proposed for the Transit Maintenance Facility (TMF) Paving project in the FY 2015-16 - FY 2019-20 Capital Improvement Plan. Should this Policy Item be approved, that project budget will be reduced to balance the Transit Fund. It is anticipated that the TMF Paving project will be able to be completed with the remaining project budget. The City's portion of the shared cost is estimated at \$33.43 per ride, and it is estimated that the program will provide 4,800 rides the first year.

Authorization is requested for funds to participate in the East County Transit Alliance Intercity Americans with Disabilities Act Paratransit/Dial-A-Ride service.



CITY OF SIMI VALLEY

SANITATION FUND

SANITATION

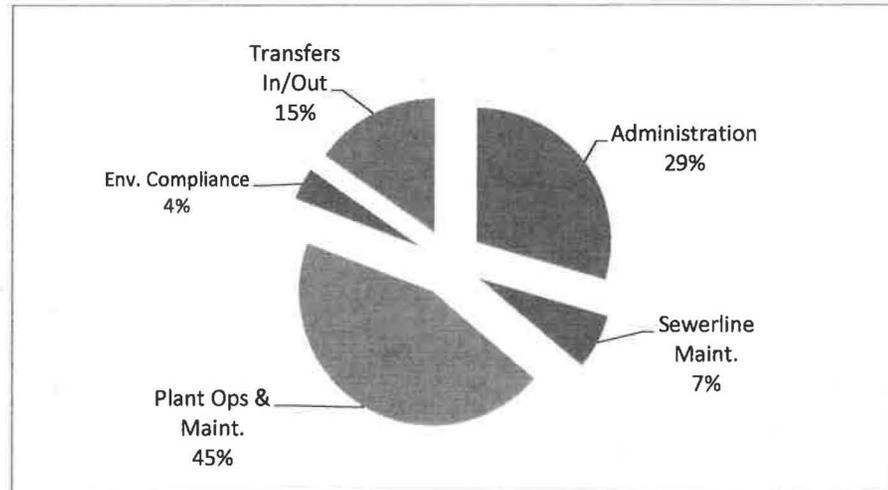
Overview

The Sanitation Division provides reliable and environmentally protective wastewater collection and treatment. It is an essential public health service to Simi Valley residents and businesses. The system has two distinct components: the collection system (sewerlines), and the Water Quality Control Plant (WQCP). It is a continuous operation regulated by multiple state and federal regulatory agencies. Operations and maintenance includes daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement of components. The Cost centers are divided into Administration, Operations, Sewerline Maintenance, and Environmental Compliance, covered in the following sections.

While Sanitation's foremost goal is to provide for public health through the safe conveyance, treatment, and disposal of sewage, Sanitation also produces a valuable commodity: recycled water. The recycled water produced by the WQCP meets the most stringent water recycled water standards. There is capacity for more recycled water production from the WQCP, and efforts reflected in this budget would expand the system's ability to serve more recycled water in the region.

An ongoing budget shortfall to fund infrastructure rehabilitation remains a key issue for the Sanitation enterprise.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$4,465,277	\$4,146,996	\$4,244,600	\$4,458,600
Sewerline Maint.	\$878,709	\$827,114	\$814,900	\$1,012,800
Plant Ops & Maint.	\$5,498,883	\$5,861,746	\$6,088,900	\$6,729,900
Env. Compliance	\$500,582	\$508,544	\$477,500	\$588,600
Transfers In/Out	\$3,482,290	\$2,633,358	\$2,121,500	\$2,306,400
Total	\$14,825,741	\$13,977,758	\$13,747,400	\$15,096,300



SANITATION

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Administration:</u>			
Assistant Public Works Director	1.00	1.00	1.00
Principal Engineer	1.00	1.00	1.00
Senior Engineer*	2.00	2.00	2.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer**	1.00	1.00	1.00
Senior Engineering Technician	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Secretary	2.00	2.00	2.00
SUBTOTAL	10.00	10.00	10.00
<u>Plant Operations:</u>			
Deputy Director/Sanitation Services	1.00	1.00	1.00
Plant Support Systems Manager	1.00	1.00	1.00
Plant Operations Manager	1.00	1.00	1.00
Plant Operations Supervisor	1.00	1.00	1.00
Plant Maintenance Supervisor	1.00	1.00	1.00
Plant Operator III (Lead Worker)	2.00	2.00	2.00
Plant Operator III	7.00	6.00	6.00
Plant Operator II	1.00	1.00	2.00
Plant Operator I	0.00	1.00	2.00
Plant Operator Trainee	2.00	1.00	0.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Chemist	1.00	1.00	1.00
Senior Laboratory Technician	1.00	1.00	1.00
Laboratory Technician	2.00	2.00	2.00

*One Senior Engineer position is authorized but not funded (frozen) until 1/1/2016.

** One Assistant Engineer position is authorized but not funded (frozen) until 1/1/2016.

SANITATION

Authorized Positions (continued)

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
<u>Plant Operations (Cont'd):</u>			
Plant Maintenance Program Technician	1.00	1.00	1.00
Plant Maintenance Technician III	2.00	2.00	2.00
Plant Electrician	1.00	1.00	1.00
Plant Maintenance Technician II	3.00	2.00	3.00
Plant Maintenance Technician I	1.00	2.00	1.00
Senior Instrumentation Technician	1.00	1.00	1.00
Instrumentation Technician	2.00	2.00	2.00
Maintenance Worker II	1.00	1.00	1.00
Industrial Painter	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Inventory Support Technician	1.00	1.00	1.00
SUBTOTAL	37.00	36.00	37.00
<u>Sewer Line Maintenance</u>			
Collection Systems Supervisor	1.00	1.00	1.00
Collection Systems Technician II	1.00	1.00	2.00
Collection Systems Technician	7.00	7.00	2.00
Collection Systems Trainee	0.00	0.00	4.00
SUBTOTAL	9.00	9.00	9.00
<u>Environmental Compliance: ***</u>			
Deputy Director/Environmental Compliance	1.00	1.00	1.00
Environmental Compliance Program Coordinator	1.00	1.00	1.00
Environmental Compliance Inspector	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00
SUBTOTAL	5.00	5.00	5.00
TOTAL REGULAR POSITIONS	61.00	60.00	61.00

***Additional Environmental Compliance positions are budgeted in the Public Works Department budget.



CITY OF SIMI VALLEY

SANITATION

Administration

4205

OVERVIEW

Sanitation Administration manages the overall Sanitation Enterprise, as well as Engineering. The Engineering Section provides technical support to implement repair, maintenance and improvement projects carried out within the Sanitation Fund, as well as development support for private projects that connect to or expand the sanitation system. Engineering staff prepares construction drawings, bid specifications, construction cost estimates and provides construction support services. Staff also reviews single family, multi-family, and/or development wastewater construction projects and responds to public comments/concerns associated with Sanitation Service Fees, Sewer Availability and Will-Serve Letters, and other general information related to the ownership, location and maintenance of sewer lines.

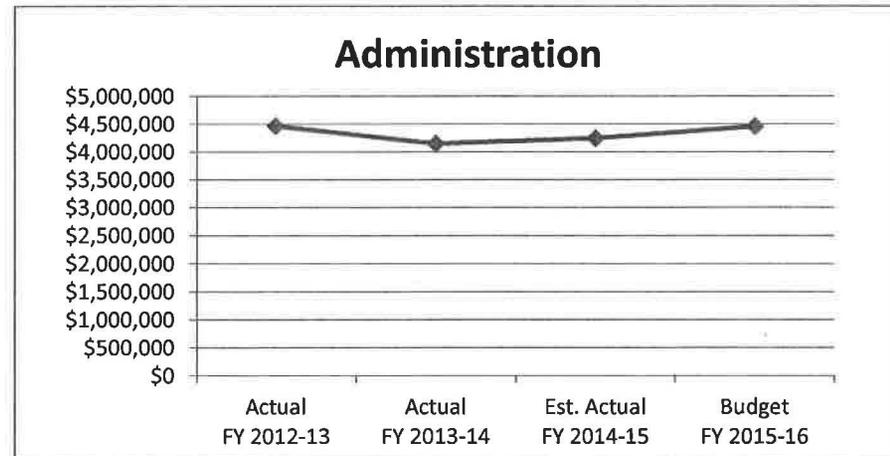
Sanitation management manages the overall enterprise, currently operating at approximately \$15 million annually. With a backlog of rehabilitation needs, staff has requested the City Council, and recently, the community, to support a rate increase that would adequately fund necessary rehabilitation projects. While revenues are currently sufficient to fund routine operations, more funding is needed for infrastructure investment to maintain the current system in reliable, continuous operation.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	10	10	10	10

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$4,465,277	\$4,146,996	\$4,244,600	\$4,458,600



SANITATION

Administration (continued)

4205

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed Sanitation Rate Study Report proposing new rates for the next five years to increase revenue.

Processed 22 Will-Serve Letters for new connections and 18 for tenant improvement projects and serviced more than 100 inquiries.

Reviewed 19 preliminary design projects and prepared project conditions for seven projects to support the Development Advisory Committee (DAC) planned development review.

Reviewed and approved development utility construction plans and documents for 13 projects.

Completed the Manhole; Shopping Lane Sewer Trunk; and Racine Avenue Sewer Rehabilitation, and FY 2014-15 Sewer System Television Inspection projects.

Awarded contracts and initiated the Applied Water Pumps Replacement at the WQCP; WQCP Electrical Upgrades Phase 2; WQCP Administration Building HVAC Replacement; Repair Five Concrete Structures at the WQCP; and Professional Engineering Services to correct Structural Seismic Deficiencies of Six Building Structures Located at the WQCP.

Solicited proposals and selected a consultant to design upgrades to the WQCP's SCADA system.

Solicited proposals for a design study of a warehouse at the City's WQCP.

Updated the Sanitation Engineering website to provide updated information about Sanitation services and fees.

GOALS FOR FY 15-16

Continue to implement the Water Quality Control Plant Electrical Upgrades.

Continue the Annual Sewerline Assessment Program.

Begin the Sycamore (Niles-Heywood) Sewerline Rehabilitation Project.

Complete the design for Sewerline Rehabilitation to rehabilitate 412 feet of 24 to 36-inch asbestos cement sewer trunk line.

Complete the design for the Cochran St – Erringer Rd Sewerline Rehabilitation to rehabilitate 3,900 feet of 10 to 14-inch asbestos cement sewer trunk line.

BUDGET IMPACTS FOR FY 15-16

Upgrade the WQCP SCADA system to replace computer hardware, update software, and reprogram the interface to allow more efficient operation of the treatment plant.

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.

Prepare a Sewer Master Sewer Plan that will evaluate and identify improvements to the Sanitation Infrastructure to ensure that the system will meet ultimate development needs consistent with the General Plan.

Prepare a Preliminary Design Report to replace and upgrade three existing belt filter presses and associated sludge conveyors that have been in service since 1987.

Prepare a Preliminary Design Report to upgrade the anaerobic digesters and associated equipment that have been in service since 1988.

SANITATION

Sewerline Maintenance

4210

OVERVIEW

Sewerline Maintenance is an essential section in the Sanitation Services Division. It protects public health in Simi Valley by ensuring safe and reliable sewage transport to the WQCP. Maintaining the system requires inspection, monitoring, and a comprehensive cleaning program. Sewers are routinely video inspected to assess sewer conditions and identify issues before they result in catastrophic failures.

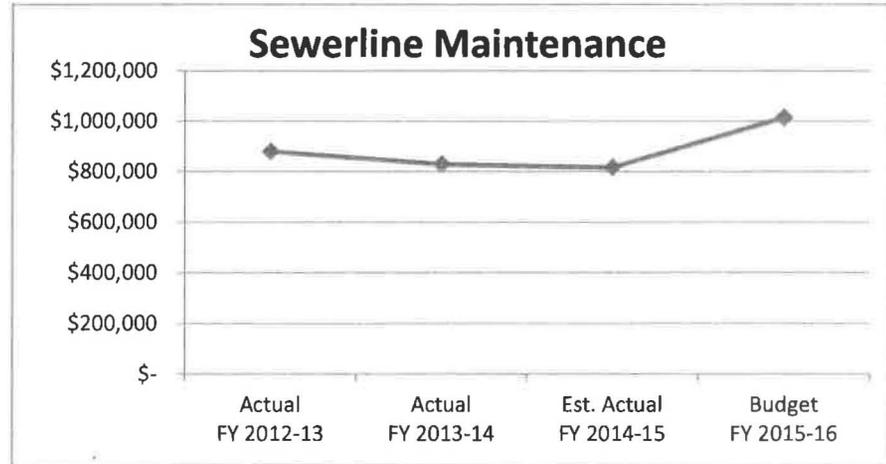
Sewer cleaning using high pressure spray nozzles and vacuum trucks is performed routinely. If an overflow occurs which causes any sewage to reach the street, curb or public drain, including those caused by a private system, staff is equipped, trained, and ready to respond to minimize the impact and restore a sanitary environment. Crews also maintain three public lift stations equipped with alarm and dial-out systems to ensure that standby personnel are alerted to any problems.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	9	9	9	9

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$ 878,709	\$ 827,114	\$ 814,900	\$ 1,012,800



SANITATION

Sewerline Maintenance (continued)

4210

KEY ACCOMPLISHMENTS FOR FY 14-15

Updated the Sewer System Management Plan (SSMP).

Certified all Collection System staff with the National Association of Sewer Service Companies (NASSCO).

Performed emergency sewer repairs on Los Angeles Avenue (near the Metrolink Train Station), Racine Avenue, Royal Avenue and on a residential lateral connections on Chicory Leaf Place.

Completed the Sewer System Management Plan (SSMP) Audit.

GOALS FOR FY 15-16

No Sanitary Sewer Overflows (SSO's) from the City's Wastewater System.

Hydro-clean and vacuum 180 miles of sewer line.

Video inspect 50 miles of sewer line.

Replace worn manhole rings & covers on Los Angeles Ave.

Integrate software for the CCTV computer system to maintain records and accurately locate field assets.

BUDGET IMPACTS FOR FY 15-16

None

SANITATION

Plant Operations and Maintenance

4240

OVERVIEW

Plant Operations and Maintenance provides services that protect public health and meet regulatory requirements in Simi Valley by ensuring safe and reliable wastewater treatment and high quality recycled water production. The Water Quality Control Plant (WQCP) is operated and maintained by Sanitation staff 24 hours per day, 365 days per year. The staff is trained and the WQCP is structured to protect the public health and environment with state-of-the-art treatment and control processes.

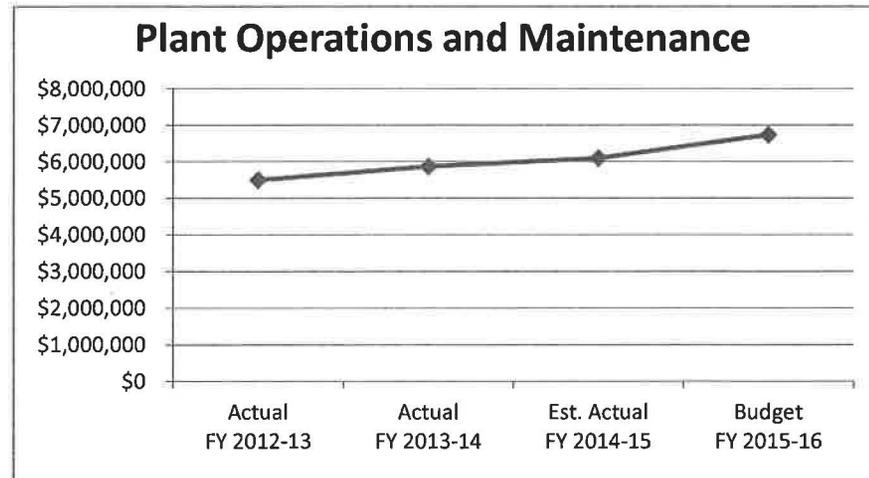
The operation and maintenance of the WQCP is complex requiring specialists in treatment process control, plant maintenance, and laboratory services. Plant Operations assures the WQCP operates effectively and efficiently by continuously monitoring the controls and adjusting processes to maintain compliance with permit requirements. Maintenance staff performs routine facility and equipment maintenance and repairs to ensure efficient and effective facility operation with minimal equipment failures. The Laboratory performs frequent water quality analyses to provide analytical data to Operations for process adjustments and to provide required information for regulatory reports submitted to state and federal agencies.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	46	37	36	37

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$5,498,883	\$5,861,746	\$6,088,900	\$6,729,900



SANITATION

Plant Operations and Maintenance (continued)

4240

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed capital projects including: constructing the second phase electrical upgrades project; constructing the applied water pumps replacement; constructing the ferric chloride containment, aeration basin walkway, and roof replacement at sludge storage; constructing the HVAC replacement for the WQCP Administration building; and completed the seismic upgrade assessment and mitigation plan.

Overhauled the second of four final clarifier collector drive units that had failed after more than thirty (30) years of service.

Cleaned all West BNR diffusers.

Cleaned both chlorine contact chambers.

Completed a Tracer Study test which is the final step in obtaining a recycled water permit with the State of California.

Held the Simi Valley Public Works Week Open House, in addition to the ongoing educational tours, and the regional annual CWEA conference.

GOALS FOR FY 15-16

Maintain permit compliance with no violations.

Continue to provide support for the Capital Improvement Project Program, including the construction of the Phase II electrical equipment (MCC) replacement project and the replacement of the Applied Pumps and associated electrical equipment.

Overhaul Final Clarifier #2.

Overhaul Belt Press #1.

Overhaul Primary Clarifier #3.

Replace five 30-year old electric valve operators.

BUDGET IMPACTS FOR FY 15-16

Several pieces of new equipment, including a lite stick camera, polymer mixing units, ammonia analyzer, portable mini lateral camera, five electric power actuated valve operators and replacement of the West blower building air conditioner have been funded at a total cost of \$153,000.

SANITATION

Source Control (Pretreatment)

4250

OVERVIEW

The Environmental Compliance Pretreatment Program is designed to protect life environment, City personnel, the sanitary sewer collection system and Water Quality Control Plant (WQCP). The Pretreatment Program seeks to eliminate toxic and hazardous waste from being discharged to the City's sewer system, a necessary and important element in assuring public health in the community. The Pretreatment Program primarily ensures that all industrial and commercial discharges (nondomestic dischargers) meet Federal, State and local requirements for sewage.

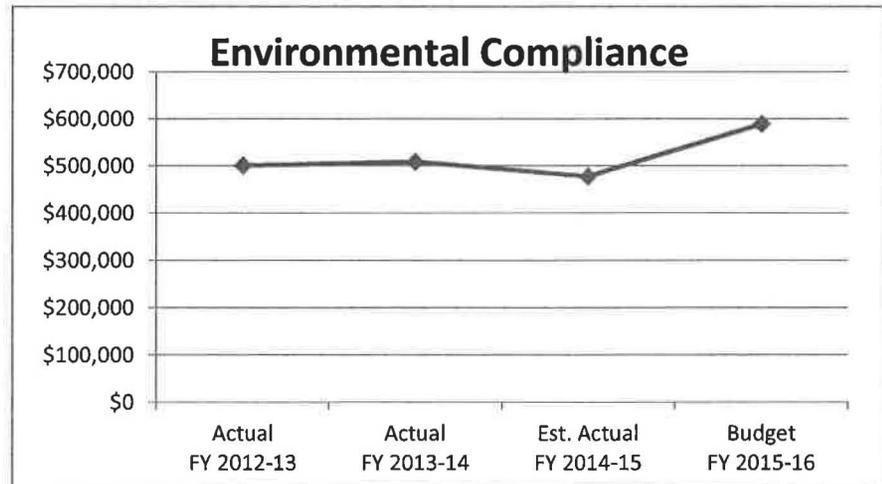
The program monitors all nondomestic wastewater, and potential sources of pollution to the sewer system in the community. Each nondomestic discharger is provided with a unique discharge permit that documents the pollutants of concern and their sources. They are placed in the Environmental Compliance Division database for inspection and monitoring by staff. While conducting inspections, staff has been trained to provide educational and outreach material to support all businesses and the community. Staff meets with business owners, managers and technicians to clarify pretreatment regulations, requirements and options.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	5	5	5	5

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$500,582	\$508,544	\$477,500	\$588,600



SANITATION

Source Control (Pretreatment) (continued)

4250

KEY ACCOMPLISHMENTS FOR FY 14-15

Conducted over twelve hundred inspections and monitoring events of industrial and commercial facilities to ensure they remain in compliance with Federal, State and local environmental regulations to maintain a safe and healthy living environment for the community.

Provided support to the WQCP to comply with the City's NPDES permit.

Provided Public Works Engineering with equipment and assistance to collect flow and monitoring data to calculate the volume of sewer wastewater for special projects.

Confirmed with the LA Regional Water Quality Control Board staff that we did not have to perform the new NPDES Permit requirement to complete a written technical evaluation to revise our local limits, thus saving the City up to \$70,000 in consulting, sampling and analyses fees.

Completed all USEPA Pretreatment Compliance Inspection requirements and response letter from the inspection performed on February 11, 2014.

GOALS FOR FY 15-16

Conduct all the New NPDES annual monitoring and analysis data to complete the Pretreatment Annual Report for 2015.

Provide support and assistance to the WQCP and provide the necessary sampling and analysis to respond to the RWQCB Chloride Time Schedule Order.

Conduct research and analysis for the possible discharge of the Simi Valley Landfill's wastewater condensate.

Achieve 100% Categorical Industrial User compliance.

BUDGET IMPACTS FOR FY 15-16

Funding for an Assistant Engineer position (vacant) has been eliminated for six months.

Funding for a Senior Engineer position (vacant) has been eliminated for six months.

SANITATION OPERATIONS FUND REVENUE

		<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>OPERATING FUND</u>						
34001	Interest	\$ 114,766	\$ 275,000	\$ 70,000	\$ (205,000)	\$ 100,000
34101	Rents and Leases	240	300	300	-	300
37002	Maps & Publications	75	200	-	(200)	100
37401	Engineering Fees	53,112	25,000	8,500	(16,500)	10,000
37405	Inspection Service Fees	55,263	25,000	8,000	(17,000)	10,000
37410	Service Charges	14,402,698	14,200,000	13,900,000	(300,000)	14,000,000
37412	Recycled Water Charges	34,350	40,000	49,800	9,800	52,400
37413	Late Fees and Penalties	33,014	33,000	29,500	(3,500)	30,000
37432	Source Control Program	230,534	235,000	222,800	(12,200)	225,000
37499	Other	22,661	3,000	7,500	4,500	-
38001	Sale of Surplus Property	13,518	-	-	-	-
38003	Miscellaneous	1,514	-	-	-	-
TOTAL REVENUES		\$ 14,961,745	\$ 14,836,500	\$ 14,296,400	\$ (540,100)	\$ 14,427,800

SANITATION OPERATIONS FUND EXPENDITURES

		ACTUAL 2013-14	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 3,794,422	\$ 4,200,300	\$ 3,493,900	\$ 706,400	\$ 4,186,400
41040	Overtime	259,534	250,800	306,300	(55,500)	248,200
41050	Outside Assistance	773	-	30,000	(30,000)	-
41200	Deferred Compensation - 401k	14,631	14,700	13,000	1,700	14,200
41210	Deferred Compensation - 457	10,404	11,900	9,800	2,100	10,200
41300	Vision Care	13,765	15,600	12,600	3,000	14,700
41350	Disability	13,794	15,300	13,300	2,000	12,400
41400	Group Ins/Health	324,449	87,600	67,500	20,100	87,900
41415	Flexible Benefits	487,986	834,200	660,000	174,200	878,400
41420	CalPERS Health Admin Fee	1,672	1,100	3,400	(2,300)	3,600
41450	Life Insurance	8,728	7,800	8,500	(700)	14,100
41500	Group Ins/Dental	51,020	59,900	47,800	12,100	59,700
41550	Section 125 Admin	153	-	100	(100)	200
41600	Retirement/PERS	781,204	794,600	693,500	101,100	873,400
41620	Retirement/HRA	-	-	1,400	(1,400)	2,400
41650	Medicare	54,304	76,700	57,600	19,100	64,300
41700	Workers' Compensation	351,800	411,000	411,000	-	398,900
41800	Leave Accrual	144,484	80,000	120,000	(40,000)	163,000
	Subtotal - Personnel	\$ 6,313,123	\$ 6,861,500	\$ 5,949,700	\$ 911,800	\$ 7,032,000
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	\$ 789,880	\$ 886,000	\$ 886,000	\$ -	\$ 886,000
42110	Lift Utilities	4,910	5,300	5,300	-	5,300
42150	Communications	33,653	39,000	39,000	-	34,300
42200	Computers (Non-Capital)	-	-	-	-	1,900
42230	Office Supplies	5,768	9,800	9,800	-	8,800
42235	Furnishings and Equip. (Non-Capital)	4,963	9,000	9,000	-	4,500
42310	Rentals	6,904	6,000	2,500	3,500	26,000

SANITATION OPERATIONS FUND EXPENDITURES (continued)

		<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>SUPPLIES AND MATERIALS (CONT'D.)</u>						
42410	Uniform/Clothing Supply	28,241	27,700	27,700	-	27,700
42440	Memberships and Dues	10,194	12,300	16,100	(3,800)	19,000
42450	Subscriptions and Books	\$ 2,113	\$ 2,000	\$ 1,900	100	\$ 1,500
42530	Chemicals	400,163	461,000	450,000	11,000	461,000
42541	Recycled Water Utilities	13,035	12,000	12,000	-	12,000
42550	Small Tools and Equipment	1,343	1,000	900	100	1,000
42560	Operating Supplies	127,305	133,000	121,400	11,600	140,000
42720	Travel, Conferences, Meetings	11,932	21,700	21,300	400	21,500
42730	Training	6,518	10,100	7,800	2,300	13,600
42790	Mileage	836	600	600	-	600
	Subtotal - Supplies/Materials	\$ 1,447,758	\$ 1,636,500	\$ 1,611,300	\$ 25,200	\$ 1,664,700
<u>SERVICES</u>						
44010	Professional/Special Services	\$ 126,797	\$ 274,000	\$ 274,000	\$ -	\$ 270,000
44012	Outside Legal	-	40,000	40,300	(300)	40,000
44310	Maintenance of Equipment	501,708	519,900	479,300	40,600	369,000
44410	Maint. of Buildings and Grounds	3,749	136,000	136,000	-	8,000
44490	Other Contract Services	444,678	714,900	554,400	160,500	579,400
44491	GIS Operations	28,500	28,500	28,500	-	28,500
44492	FIS Operations	19,600	-	-	-	26,900
44590	Insurance Charges	258,500	285,200	285,200	-	-
44840	Bad Debt Expense	5,548	-	-	-	-
	Subtotal - Services	\$ 1,389,080	\$ 1,998,500	\$ 1,797,700	\$ 200,800	\$ 1,321,800

SANITATION OPERATIONS FUND EXPENDITURES

		<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>						
45600	Reimbursement from Streets & Roads	\$ (16,975)	\$ -	\$ -	\$ -	\$ -
46100	Reimbursement to General Fund	2,127,800	2,140,200	2,140,200	-	2,618,400
46600	Reimbursement to Streets and Roads	78,333	90,000	90,000	-	161,000
49648	Transfer to Computer Equip.	69,200	-	-	-	76,700
49649	Transfer to GIS Capital	57,000	-	-	-	-
49656	Transfer to FIS Capital	26,800	-	-	-	31,700
49297	Transfer to Retiree Benefits Fund	106,300	122,200	122,200	-	122,200
49702	Transfer to Vehicle Repl Reserve	337,700	184,300	184,300	-	189,800
49702	Transfer to Replacement Reserve	1,975,000	1,725,000	1,725,000	-	1,725,000
	Subtotal Reimb/Transfers	\$ 4,761,158	\$ 4,261,700	\$ 4,261,700	\$ -	\$ 4,924,800
	Subtotal - Current Expenses	\$ 7,597,996	\$ 7,896,700	\$ 7,670,700	\$ 226,000	\$ 7,911,300
<u>CAPITAL OUTLAY</u>						
47020	Furnishings & Equipment	\$ 54,433	\$ 85,000	\$ 85,000	\$ -	\$ 153,000
47030	Vehicles	12,206	42,000	42,000	-	-
	Subtotal - Capital Outlay	\$ 66,639	\$ 127,000	\$ 127,000	\$ -	\$ 153,000
	TOTAL EXPENDITURES	\$ 13,977,758	\$ 14,885,200	\$ 13,747,400	\$ 1,137,800	\$ 15,096,300

SANITATION PROJECTS LISTING

		<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>VARIANCE 2014-15</u>	<u>BUDGET 2015-16</u>
<u>OPERATIONS FUND MAINTENANCE PROJECTS</u>						
P09703	Raising of Manholes for Streets and Roads Projects	--	\$ 90,000	\$ 90,000	\$ -	\$ 161,000
	Total - Operations Fund Projects	--	\$ 90,000	\$ 90,000	\$ -	\$ 161,000
<u>REPLACEMENT RESERVE - Plant Upgrade Projects</u>						
975101	Structural Concrete Repairs	519,000	519,000	519,000	-	-
970400	Applied Water Pumps Upgrade	387,000	387,000	387,000	-	-
975180	Electrical Equipt. Replacement	5,286,000	2,950,000	2,950,000	-	-
970440	HVAC Replacement	175,000	175,000	175,000	-	-
975200 (G)	Public Works Warehouse	850,000	50,000	50,000	-	100,000
970461 (H)	SCADA System Upgrade	350,000	100,000	100,000	-	350,000
970480 (I)	Dewatering Equipment Replacement	1,700,000	-	-	-	150,000
970481 (J)	Digesters Rehab Project	3,260,000	-	-	-	150,000
970400 (K)	Plant Water System Pump Replacement	410,000	-	-	-	410,000
970482 (L)	BNR Membrane Replacement Project	400,000	-	-	-	400,000
	Subtotal - Replacement Projects	\$ 13,337,000	\$ 4,181,000	\$ 4,181,000	\$ -	\$ 1,560,000
<u>REPLACEMENT RESERVE - Capital Outlay</u>						
47020	Furnishings & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -

SANITATION PROJECTS LISTING (continued)

		TOTAL PROJECT BUDGET	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	VARIANCE 2014-15	BUDGET 2015-16
<u>REPLACEMENT RESERVE - Sewerline Projects</u>						
970280	LA Ave/Madera/Lysander	883,500	431,965	431,965	-	-
970380	(A) Sewer Condition Assessment	700,000	166,783	166,783	-	100,000
970441	(B) Arroyo Simi Sewerline Rehab	2,200,000	50,000	50,000	-	2,200,000
970483	(C) Beaumont/Heywood Sewerline	355,000	-	-	-	25,000
975220	(D) Financial Asset Plan	150,000	-	-	-	150,000
970382	(E) LA Ave (Bishop-Barnes)	3,050,000	-	-	-	100,000
975221	(F) Master Plan Update	40,000	-	-	-	400,000
970381	10"-12" Sewerlines	1,070,000	100,000	100,000	-	-
970343	Sycamore Drive	675,000	675,000	200,000	475,000	-
P09703	Manhole Rehabilitation Project	84,000	20,076	20,076	-	-
970342	Shopping Lane Sewer	1,490,000	485,900	485,900	-	-
970341	West Los Angeles Avenue	1,350,000	40,000	40,000	-	-
970442	Royal Ave. (Crosby-Fair) Sewerline	1,780,000	50,000	50,000	-	-
970462	24-36 " Sewerline	980,000	30,000	30,000	-	-
970463	Cochran/Erringer Sewerline	990,000	50,000	50,000	-	-
970464	Racine Street Sewerline	150,000	150,000	150,000	-	-
	Subtotal - Sewerline Projects	\$ 15,947,500	\$ 2,249,724	\$ 1,774,724	\$ 475,000	\$ 2,975,000
	Total - Replacement Reserve Fund Projects & Capital Outlay	\$ 29,284,500	\$ 6,430,724	\$ 5,955,724	\$ 475,000	\$ 4,535,000

SANITATION PROJECTS LISTING (continued)

		<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>VARIANCE 2014-15</u>	<u>BUDGET 2015-16</u>
<u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u>						
970240	WQCP Arroyo Simi Rip-Rap	\$ 16,607,900	\$ 109,808	\$ 109,808	\$ -	\$ -
970460	Building Seismic Retrofit	-	390,000	390,000	-	-
970320	MHW Agreement/Various Projects	475,000	179,415	179,415	-	-
	Total Plant Expansion/Upgrade	\$ 17,082,900	\$ 679,223	\$ 679,223	\$ -	\$ -

SANITATION OPERATIONS FUND
Fund 700

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
Beginning Working Capital	\$ 7,833,250	\$ 7,833,250	\$ 8,382,250	\$ 7,713,750	\$ 7,028,550
<u>REVENUES</u>					
Enterprise	\$ 14,836,500	\$ 14,296,400	\$ 14,427,800	\$ 14,788,500	\$ 15,158,200
<u>EXPENDITURES</u>					
Operations and Maintenance	\$ 14,885,200	\$ 13,747,400	\$ 15,096,300	\$ 15,473,700	\$ 15,860,500
Ending Working Capital	<u>\$ 7,784,550</u>	<u>\$ 8,382,250</u>	<u>\$ 7,713,750</u>	<u>\$ 7,028,550</u>	<u>\$ 6,326,250</u>

SANITATION REPLACEMENT RESERVE FUND
Fund 702

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Balance	\$ 525,300	\$ 525,300	\$ 679,600	\$ 836,900	\$ 921,200
<u>REVENUES</u>					
Allocation	\$ 184,300	\$ 184,300	\$ 189,800	\$ 195,500	\$ 201,400
<u>EXPENDITURES</u>					
Vehicle Purchases	\$ 30,000	\$ 30,000	\$ 32,500	\$ 111,200	\$ 112,400
Ending Balance	<u>\$ 679,600</u>	<u>\$ 679,600</u>	<u>\$ 836,900</u>	<u>\$ 921,200</u>	<u>\$ 1,010,200</u>

SANITATION REPLACEMENT RESERVE FUND (continued)
Fund 702

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
<u>REPLACEMENT RESERVE</u>					
Beginning Working Capital	\$ 9,060,001	\$ 9,060,001	\$ 4,297,477	\$ 1,255,377	\$ (3,658,823)
<u>REVENUES</u>					
Allocation	\$ 1,725,000	\$ 1,725,000	\$ 1,725,000	\$ 1,975,000	\$ 1,975,000
Total Revenues	\$ 1,725,000	\$ 1,725,000	\$ 1,725,000	\$ 1,975,000	\$ 1,975,000
<u>EXPENDITURES</u>					
Reimb to the General Fund	\$ 531,800	\$ 531,800	\$ 232,100	\$ 240,200	\$ 248,600
Projects	6,430,724	5,955,724	4,535,000	6,649,000	10,154,000
Total Expenditures	\$ 6,962,524	\$ 6,487,524	\$ 4,767,100	\$ 6,889,200	\$ 10,402,600
Ending Working Capital	\$ 3,822,477	\$ 4,297,477	\$ 1,255,377	\$ (3,658,823)	\$ (12,086,423)

SANITATION CAPITAL UPGRADE FUND
Fund 701

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>BUDGET</u> 2015-16	<u>PROJECTION</u> 2016-17	<u>PROJECTION</u> 2017-18
Beginning Working Capital	\$ 4,217,594	\$ 4,217,594	\$ 3,540,171	\$ 3,695,871	\$ 3,820,371
<u>REVENUES</u>					
Connection Fees	\$ 100,000	101,000	150,000	\$ 100,000	\$ 100,000
Interest	20,000	15,000	15,000	15,000	15,000
Total Revenues	\$ 120,000	\$ 116,000	\$ 165,000	\$ 115,000	\$ 115,000
<u>EXPENDITURES</u>					
Reimb to the General Fund	\$ 114,200	\$ 114,200	\$ 9,300	\$ 9,500	\$ 9,700
Projects	679,223	679,223	-	-	-
Total Expenditures	\$ 793,423	\$ 793,423	\$ 9,300	\$ 9,500	\$ 9,700
Ending Working Capital	\$ 3,544,171	\$ 3,540,171	\$ 3,695,871	\$ 3,820,371	\$ 3,945,071

ALL SANITATION FUNDS

CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
Operations Fund Working Capital	\$ 7,784,550	\$ 8,382,250	\$ 7,713,750	\$ 7,028,550	\$ 6,326,250
Replacement Reserves:					
Vehicle Replacement Reserve	\$ 679,600	\$ 679,600	\$ 836,900	\$ 921,200	\$ 1,010,200
Replacement Reserve	\$ 3,822,477	\$ 4,297,477	\$ 1,255,377	\$ (3,658,823)	\$ (12,086,423)
Ending Replacement Reserve Working Capital	\$ 4,502,077	\$ 4,977,077	\$ 2,092,277	\$ (2,737,623)	\$ (11,076,223)
Ending Capital Upgrade Working Capital	\$ 3,544,171	\$ 3,540,171	\$ 3,695,871	\$ 3,820,371	\$ 3,945,071
Ending Working Capital - All Funds	\$ 15,830,798	\$ 16,899,498	\$ 13,501,898	\$ 8,111,298	\$ (804,902)

**SANITATION
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Lite Stick Camera
REQUEST: \$19,000
ACCOUNT: 700-4240-47020
PRIORITY: 1

COST BREAKDOWN	
Capital Outlay	
Lite Stick Camera	\$19,000
TOTAL:	<u>\$19,000</u>

A Lite Stick Camera is requested to assist in Collection System inspections. This camera is lowered from the ground into a sewer manhole for a quick and efficient inspection and video-recording of conditions. It is used as a supplement to the sewer inspection camera (CCTV), though its purpose and construction are different. The Light Stick Camera is hand-held, and allows for a vertical lowering, while the CCTV has a sophisticated carriage attached that allows it to be guided remotely through a horizontal sewer.

The Lite Stick Camera's efficiency is due to eliminating the need for confined space entries by the Sanitation crew in order to view manhole conditions. The camera provides high quality videos and photographs to with facilities assessments and inspecting rehabilitation projects. It also facilitates the Sewer System Management Plan (SSMP) requirement to video record the City's entire collection system every five (5) years.

**SANITATION
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Polymer Mixing Units for DAFT
REQUEST: \$30,000
ACCOUNT: 700-4240-47020
PRIORITY: 3

COST BREAKDOWN	
<u>Capital Outlay</u>	
Purchase of Polymer Mixing Units for DAFT	\$30,000
TOTAL:	\$30,000

Three replacement polymer mixing units are requested for use at the WQCP. Two units would replace existing units at the Dissolved Air Flotation Thickener (DAFT) station. The current polymer mixing systems are old, and beyond their useful life. New polymer mixing units would reduce maintenance and repair, provide improved polymer mixing, and more efficiently control chemical dosing. It is anticipated that the new units would reduce polymer supplies, an expensive chemical used in the WQCP.

The third polymer mixing unit would be maintained as a portable unit that can be used where needed in the WQCP. Locations include the secondary clarifiers and the Return Activated Sludge (RAS) flow stream. When polymer is needed currently in these locations, staff must try to use worn-out polymer feed units that no longer function properly. Rather than replacing both of them, one mobile unit will be tried as a more efficient solution.

**SANITATION
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Online Ammonia Analyzer
REQUEST: \$25,000
ACCOUNT: 700-4240-47020
PRIORITY: 4

COST BREAKDOWN	
<u>Capital Outlay</u>	
Online Ammonia Analyzer	\$25,000
TOTAL:	\$25,000

An ammonia analyzer for the Biological Nutrient Removal (BNR) system is requested. The analyzer would periodically measure the amount of ammonia at the end of the BNR system to monitor this critical treatment objective. In order to meet the City's effluent discharge permit, all ammonia must be removed, and the BNR is the ammonia removal process. Currently, a 24-hour composite sample is taken from the effluent to determine the average ammonia concentration from the previous day. This information is not timely, and could result in permit violations.

The ammonia analyzer would provide Sanitation staff timely data on the BNR performance, thereby allowing operational adjustments to assure proper treatment is attained. In addition, because staff can better understand the conditions that lead to process optimization, and since the BNR is an energy intensive process (the largest electrical demand in the WQCP), the data could help reduce energy demands and costs. The analyzer is an investment in efficient process optimization.

FY14-15 POLICY ITEM PROPOSAL

TITLE: Purchase of Portable Mini Lateral Camera
REQUEST: \$14,000
ACCOUNT: 700-4240-47020
PRIORITY: 5

COST BREAKDOWN	
<u>Capital Outlay</u>	
Portable Mini Lateral Camera	\$14,000
TOTAL:	<hr/> \$14,000

A new Portable Mini Lateral Camera is requested. The proposed camera would facilitate typical domestic/commercial sewer laterals to view the connection to the sewer. It can also be used to inspect WQCP pipe systems. It could be used in conjunction with the existing video inspection camera (CCTV) vehicle and diversifies the equipment needed for a full sewer inspection.

The Portable Mini Lateral Camera would allow inspections to view lateral connections and assess their conditions. It would improve lateral easement location verifications. The camera provides high quality videos and photographs to with facilities assessments and inspecting rehabilitation projects. It also facilitates the Sewer System Management Plan (SSMP) requirement to video record the City's entire collection system every five (5) years.

**SANITATION
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Replacement of Five Electric Power Actuated Valve Operators
REQUEST: \$40,000
ACCOUNT: 700-4240-47020
PRIORITY: 1

COST BREAKDOWN	
Capital Outlay	
Five (5) Valve Operators	\$40,000
TOTAL:	<u>\$40,000</u>

A replacement of five electric power actuated valve operators (actuators) is requested. The units are located in two process areas: two are for dissolved oxygen control valves at the East Biological Nutrient Removal (BNR) basins, and three are for blower inlet control valves at the blower room below the East BNR basins. The actuators are 30 years old, and the current manufacturers no longer provide repairs or replacement parts. One of the actuators at the basins is out of service, and a manually operated valve is being used for a temporary, but inefficient, replacement.

These actuators are critical to operating the East BNR process. The microbiological BNR process is extremely sensitive, and accurate air dosing and measurement is essential. These devices are needed for the WQCP to maintain permit compliance.

**SANITATION
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Replacement of West BNR Blower Building Air Conditioner
REQUEST: \$25,000
ACCOUNT: 700-4240-47020
PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
West BNR Blower Building Air Conditioner	\$25,000
TOTAL:	\$25,000

A replacement air conditioner for the West Biological Nutrient Removal (BNR) Blower building Motor Control Center (MCC) is requested. The existing air conditioner is no longer functioning reliably, and requires frequent repair. The City's air conditioning repair contractor for this unit will no longer warranty their work, as the unit is beyond reasonable repair. The MCCs are critical to the process operation, they provide the automated adjustments to the mechanical operation of the sophisticated aeration system to provide for the continuous treatment needed to meet permit requirements.

**SANITATION FUND
FY 15-16 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for One Assistant Engineer Position (Vacant)
TOTAL: \$62,600
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$62,600
TOTAL:	<u>\$62,600</u>

One Assistant Engineer 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.



CITY OF SIMI VALLEY

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

WATERWORKS DISTRICT 8

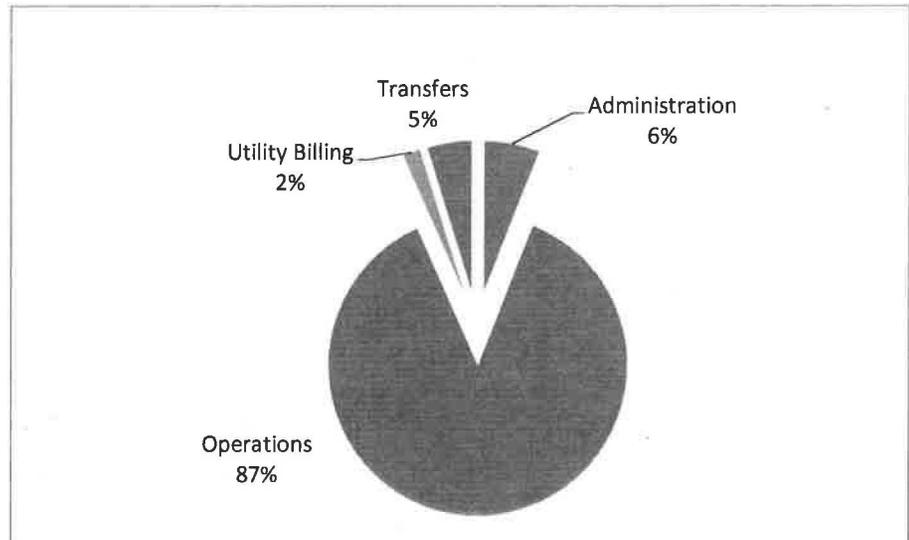
Overview

The Waterworks Division provides an essential public service: delivering high-quality, reliable and cost effective water service to homes and businesses in the District service area including most of Simi Valley. It is a continuous operation overseen by regulatory agencies. Operations and maintenance includes daily operational control, monitoring, testing, repairing, engineering, and timely replacement of components. The Cost centers are divided into Administration, Operations, and Utility Billing, covered in the following sections.

In Fiscal Year 2015-16, the focus in Waterworks, and in the water industry throughout California, will be the sustained drought and the means to conserve water even more than the past two years. This being the fourth consecutive year of significant drought, there will be water shortages, and policies to restrict and reduce water use will continue to be implemented. The State of California has issued continued orders that restrict water use throughout the state. Locally, the water suppliers, including Metropolitan and Calleguas Water Districts are planning on actions that will require reduced water use, or financial consequences will follow.

While the District seeks diverse water resources, including making better use of the local groundwater, there will be a shortage of water in 2015 that will require water customers to make sacrifices to reduce water use immediately.

DEPARTMENT SUMMARY				
	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Administration	\$2,378,988	\$2,317,781	\$2,563,700	\$2,469,400
Operations	\$31,804,833	\$35,767,070	\$34,488,200	\$35,830,400
Utility Billing	\$773,421	\$800,015	\$820,900	\$779,900
Transfers	\$1,895,878	\$1,905,033	\$1,739,300	\$1,974,200
Total	\$36,853,120	\$40,789,899	\$39,612,100	\$41,053,900



WATERWORKS DISTRICT 8

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
Deputy Director/Waterworks Services	1.00	1.00	1.00
Water Operations Supervisor	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Principal Engineer	1.00	1.00	1.00
Senior Engineer	2.00	2.00	2.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Senior Engineering Technician	2.00	2.00	2.00
Public Works Inspector	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Secretary	2.00	2.00	2.00
Waterworks Services Worker III	4.00	4.00	4.00
Waterworks Services Worker II	10.00	10.00	8.00
Waterworks Services Worker I	6.00	6.00	7.00
Waterworks Services Worker Trainee	0.00	0.00	1.00
Waterworks Meter Reader	2.00	2.00	2.00
Waterworks Systems Technician	1.00	1.00	1.00
Plant Operator II (Waterworks)	1.00	1.00	1.00
Customer Services Manager*	1.00	1.00	1.00
Administrative Aide*	1.00	1.00	1.00
Senior Customer Services Representative*	1.00	1.00	1.00
Customer Services Representative*	5.00	5.00	5.00
TOTAL REGULAR POSITIONS	46.00	46.00	46.00

* These positions are supervised by the Department of Administrative Services.

WATERWORKS DISTRICT 8

Administration

4605

OVERVIEW

Waterworks Administration provides overall District management and engineering project management. The management includes fiscal oversight of the \$35 million per year income/expense budgets, and rate management to provide the Board of Directors reports on the financial conditions.

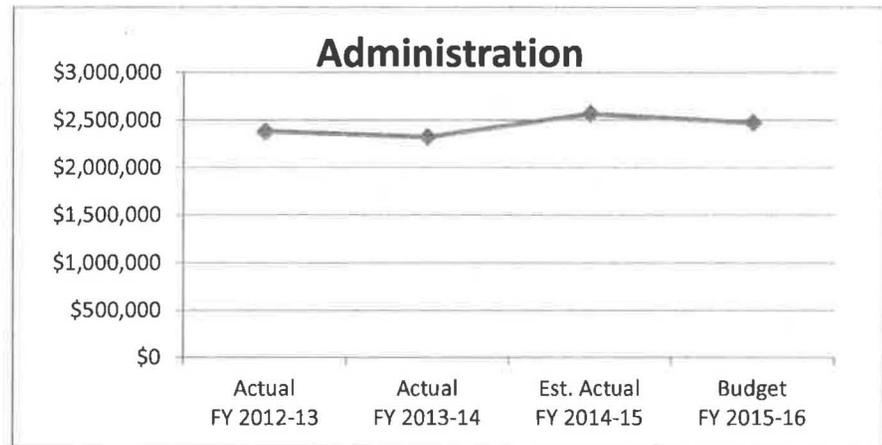
Engineering projects are mostly rehabilitation projects: major repair or component replacement within the water storage and delivery infrastructure to assure continuous operations and regulatory compliance. In addition, improvements to diversify and expand resources available to the community such as recycling water, using local groundwater, investigating new external water resources and improving water use efficiency.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$2,378,988	\$2,317,781	\$2,563,700	\$2,469,400



WATERWORKS DISTRICT 8

Administration (continued)

4605

KEY ACCOMPLISHMENTS FOR FY 14-15

Completed the Efficiency Analysis of Waterworks District Engineering and Operations.

Completed the Waterworks Facilities Assessment and Cost of Service Evaluation.

Completed the interior recoating of Hilltop Tank.

Completed the First Street Water Line Replacement Project.

Initiated design of the West Simi Valley Water Recycling Project – Phases 1, 2, and 3.

Attained a Proposition 84 grant for \$3,000,000 for construction of the West Simi Valley Water Recycling Project – Phases 1 and 2.

Submitted the Application for Financial Assistance to the State Water Resources Control Board for a Clean Water State Revolving Fund Loan for the West Simi Valley Water Recycling Project.

Initiated Use Site Reports for Wood Ranch Golf Course, Sunset Hills Golf Course, Sinaloa Golf Course, PreCon, Iceoplex, and others to determine requirements to convert these sites to recycled water use.

Initiated the Simi Valley Groundwater Basin Study to assess its viability as a local water resource.

Submitted a revised Operations Plan for the Tapo Canyon Water Treatment Plant to the California Division of Drinking Water requesting full-time operation of the Plant.

GOALS FOR FY 15-16

Request the Board and the community to approve adjusting Water Rates to overcome a structural deficit between the rate revenue and operations costs.

Complete the design of the West Simi Valley Water Recycling Project-Phases 1, 2, and 3.

Request approval from the California Division of Drinking Water for Use Site Reports to convert Wood Ranch Golf Course, Sunset Hills Golf Course, Sinaloa Golf Course, PreCon, Iceoplex, and others to recycled water use.

Work with potential recycled water customers on Use Site Agreements.

Obtain a Clean Water State Revolving Fund loan for the West Simi Valley Water Recycling Project.

Complete the Simi Valley Groundwater Basin Study.

Begin Full-time operation of Tapo Canyon Water Treatment Plant.

Complete construction of the Stearns Yard Storage Building.

Complete Plans and Specifications for the Aerator Tank Replacement Project.

Complete the environmental assessment for the Crown Hill Pump-Tank System Project.

BUDGET IMPACTS FOR FY 15-16

None

WATERWORKS DISTRICT 8

Operations and Maintenance

4640

OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or, for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls that operate continuously, and must be absolutely reliable to protect public health. In the past year, Waterworks delivered 7.6 billion gallons of water, or nearly 20 million gallons per day.

In order to achieve and maintain reliability, the system must be continuously monitored, maintained, and when needed, components repaired or replaced. The work is performed as the system demands it, mostly during working hours, but sometimes into the night.

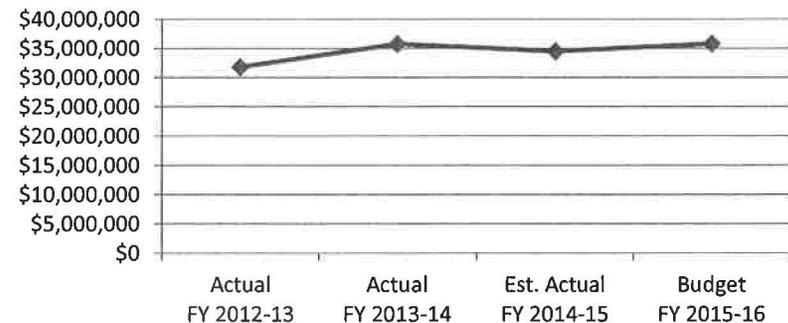
PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	40	40	40	40

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$31,804,833	\$35,767,070	\$34,488,200	\$35,830,400

Operations and Maintenance



WATERWORKS DISTRICT 8

Operations and Maintenance (continued)

4640

KEY ACCOMPLISHMENTS FOR FY 14-15

Delivered 7.6 billion gallons of water.

Attained a \$3 million in grant funding from the California Water Bond to expand the recycled water system to help increase local water production.

Repaired 84 leaks due an aging system, while routinely maintaining, servicing and repairing the entire system.

Received a \$50,000 grant from the Metropolitan Water District for the Residential Water Free Sprinkler Nozzle Program.

Purchased a Small Loader to facilitate emergency response and to provide in maintaining the NPDES permit requirements

Initiated the Ventura County Regional Urban Landscape Efficiency Program project to provide another customer option for determining water use efficiency improvements, and providing rebates for retrofits.

Completed the Efficiency Study of Waterworks Engineering and Operations.

GOALS FOR FY 15-16

Prepare Urban Water Management Plan and California Urban Water Conservation Council reports.

Enhance education and outreach for residential and commercial water customers.

Implement the State of California's Water Conservation mandates.

Work with the Calleguas Municipal Water District and other local agencies to develop alternative, local water resources, and local water resource infrastructure.

Implement an Automated Meter Reading and Information Pilot Project.

Request a Clean Water State Revolving Fund Loan for the West Simi Valley Water Recycling Project.

Complete plans and specifications for Phases 1, 2, and 3 of the West Simi Valley Water Recycling Project.

Attain approval from the California Division of Drinking Water to operate the Tapo Canyon Water Treatment Plant on a full time (24 hour, 7 day per week) basis.

BUDGET IMPACTS FOR FY 15-16

Funding is included for one Waterworks System Supervisor position.

Funding of \$111,000 is included for a portable emergency light, motor control center replacement, and replacement of two field laptop computers.

Reduced funding for the meter change-out program by \$202,100.

WATERWORKS DISTRICT 8

Utility Billing

1553

OVERVIEW

Customer Services is responsible for processing utility bills, including water bills for Waterworks District No. 8. The staff also processes sanitation bills, parking citations, business tax receipts, and accounts receivable. In addition, Customer Services staff coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall.

The staff of Customer Services provides the essential link between the water customer and the continuous operation of the Waterworks District. They provide person-to-person contact on water issues that may be linked to a water bill, but often goes beyond billing to provide the customer a thorough and meaningful response to inquiries.

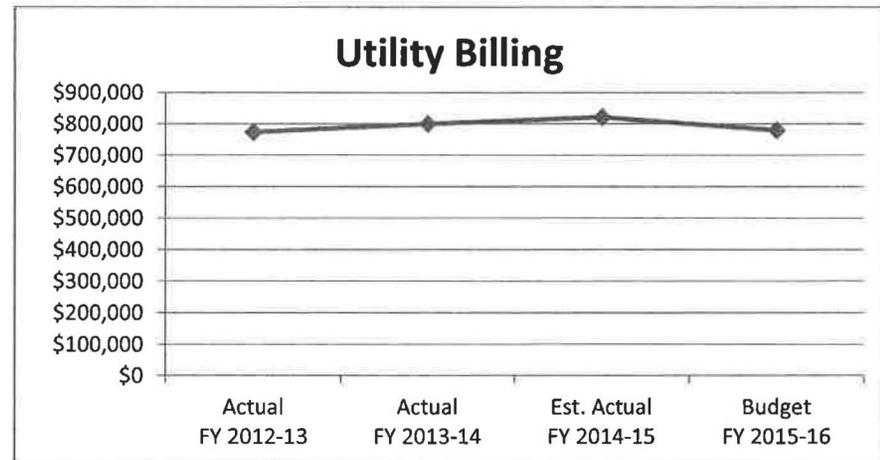
Customer Services field personnel provide services to water meters including the routine reading, as well as maintenance and repairs, planned replacements, verifications, and activation/deactivation services. Field personnel also assist with water leaks at or near meters to help determine whether the District or customers need to make a timely repair.

PERSONNEL BREAKDOWN

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
PERSONNEL				
Authorized Positions	7	7	7	7

RESOURCES USED

	Actual FY 2012-13	Actual FY 2013-14	Est. Actual FY 2014-15	Budget FY 2015-16
Expenditures	\$773,421	\$800,015	\$820,900	\$779,900



WATERWORKS DISTRICT 8

Utility Billing (continued)

1553

KEY ACCOMPLISHMENTS FOR FY 14-15

Processed 147,783 utility bills within three days of receipt of the billing from the Department of Public Works and processed 33,325 payments within one workday of receipt of payment.

Processed 1,226 meter upgrades for Waterworks District No. 8.

Achieved the goal of 10% of utility bill customers going green by subscribing to Waterworks District's paperless/payments bill payment options.

Processed 1,293 new business tax applications within one day of receipt, and processed all business tax payments within one day of receipt.

Processed 1,414 parking citations issued by the Police Department.

Processed all account receivable payments within one workday of receipt of payment.

GOALS FOR FY 15-16

Process all utility bills within three working days of receipt of billing data from the Department of Public Works.

Process all parking citation dismissal requests within three days from receipt of request.

Process all utility billing, parking citation, business tax and miscellaneous accounts receivable payments within two working days of receipt of payment.

Prepare the Public Water System statistics report for calendar year 2014.

BUDGET IMPACTS FOR FY 15-16

Funding for the former Customer Services Manager position has been eliminated. The position is being replaced by a Senior Management Analyst position in the Administrative Services Department; this position will continue to do work for the Waterworks District as a portion of total work hours.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

OPERATIONS FUND REVENUES

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>OPERATING FUND REVENUES</u>					
34001 Interest	\$ 121,440	\$ 316,600	\$ 100,000	\$ 216,600	\$ 125,000
34101 Rents & Leases	492,478	361,000	676,100	(315,100)	696,500
36601 Other Grants	2,661	-	-	-	-
37003 Returned Check NSF	5,523	5,000	5,000	-	5,000
37401 Engineering Fees	11,030	15,000	12,000	3,000	13,000
37405 Inspection Service Fees	20,085	15,000	3,000	12,000	5,000
37410 Service Charges	34,112,027	34,625,000	32,472,100	2,152,900	33,348,900
37412 Recycled Water Charges	94,419	80,000	94,500	(14,500)	95,400
37452 Water Sales To District #17	1,672,525	1,350,000	1,708,100	(358,100)	1,725,000
37453 Water Standby Charges	6,891	6,000	6,000	-	6,000
37454 Sale of Meters	18,064	11,600	11,600	-	11,600
37456 Water Lift Charges	929,581	880,000	797,700	82,300	805,600
37461 Doorhanger Charges	161,767	175,000	133,000	42,000	135,000
37499 Other Service Charges	10,335	10,000	15,000	(5,000)	15,000
38001 Sale of Surplus Property	15,035	10,000	19,300	(9,300)	10,000
38003 Miscellaneous	-	-	-	-	-
38004 Damage Recovery	(536)	5,000	26,500	(21,500)	5,000
38401 Developer Contribution	-	-	-	-	-
TOTAL - REVENUES	\$ 37,673,325	\$ 37,865,200	\$ 36,079,900	\$ 1,785,300	\$ 37,002,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 2,801,986	\$ 3,080,400	\$ 2,837,600	\$ 242,800	\$ 3,054,000
41020 Temporary Salaries	-	-	-	-	-
41040 Overtime	81,983	76,500	76,000	500	76,500
41050 Outside Assistance	-	-	2,000	(2,000)	-
41200 Deferred Compensation - 401k	10,950	10,900	10,500	400	10,000
41210 Deferred Compensation - 457	10,173	11,400	10,200	1,200	11,700
41300 Vision Care	10,546	12,000	10,800	1,200	10,800
41350 Disability	10,271	10,900	10,600	300	9,700
41400 Group Ins/Health	243,831	66,700	58,000	8,700	69,300
41415 Flex Benefits	364,214	584,400	573,100	11,300	669,400
41420 CalPERS Health Admin Fee	1,115	700	2,300	(1,600)	700
41450 Life Insurance	7,015	6,000	7,200	(1,200)	8,300
41500 Group Ins/Dental	38,824	44,100	40,000	4,100	41,100
41550 Section 125 Admin	90	-	100	(100)	100
41600 Retirement/PERS	575,621	582,300	554,500	27,800	638,100
41650 Medicare	38,764	54,100	54,100	-	45,300
41700 Workers' Compensation	196,700	249,200	249,200	-	252,300
41620 Retirement/HRA	-	-	-	-	-
41800 Leave Accruals	122,937	75,000	70,000	5,000	116,700
41860 Salary Reimbursements	-	-	-	-	-
Subtotal - Personnel	\$ 4,515,020	\$ 4,864,600	\$ 4,566,200	\$ 298,400	\$ 5,014,000
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42100 Utilities	\$ 828,302	\$ 766,800	\$ 854,000	\$ (87,200)	\$ 871,000
42150 Communications	30,110	36,600	31,000	5,600	32,700
42200 Computers (Non-Cap)	11,942	41,700	41,700	-	6,000
42230 Office Supplies	6,682	11,000	10,500	500	11,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2013-14</u>	<u>FINAL</u> <u>BUDGET</u> <u>2014-15</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2014-15</u>	<u>VARIANCE</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>					
42235 Furnishings and Equip (Non-Cap)	\$ 443	\$ 15,000	\$ 13,800	\$ 1,200	\$ -
42310 Rentals	-	2,000	1,000	1,000	2,000
42410 Uniform/Clothing Supply	13,051	12,500	12,500	-	12,500
42440 Memberships and Dues	14,647	13,100	13,100	-	13,100
42450 Subscriptions and Books	659	2,100	1,100	1,000	2,100
42520 Water Meters	452,241	452,100	452,100	-	250,000
42540 Water Purchase	29,861,120	27,758,600	28,400,000	(641,400)	29,200,000
42541 Recycled Water Purchases	65,160	52,000	65,300	(13,300)	67,300
42550 Small Tools/Equipment	15,561	16,500	15,900	600	16,500
42560 Operating Supplies	119,031	156,500	130,000	26,500	226,500
42720 Travel, Conferences, Meetings	689	5,800	4,800	1,000	6,600
42730 Training	7,556	24,600	15,900	8,700	24,600
42790 Mileage	39	500	600	(100)	500
Subtotal Supplies and Materials	\$ 31,427,233	\$ 29,367,400	\$ 30,063,300	\$ (695,900)	\$ 30,742,400
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	\$ 319,032	\$ 518,300	\$ 501,100	\$ 17,200	\$ 283,300
44012 Outside Legal Services	-	2,500	2,800	(300)	2,500
44310 Maintenance of Equipment	422,164	478,600	424,400	54,200	338,700
44410 Maint of Buildings/Grounds	2,701	5,000	3,200	1,800	5,000
44490 Other Contract Services	284,796	423,700	334,000	89,700	407,700
44491 FIS Operations	23,700	-	-	-	32,600
44492 GIS Operations	33,500	33,500	33,500	-	33,500
44590 Insurance Charges	146,000	143,200	143,200	-	-
44840 Bad Debt Expense	45,493	-	-	-	-
Subtotal - Services	\$ 1,277,386	\$ 1,604,800	\$ 1,442,200	\$ 162,600	\$ 1,103,300

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> 2013-14	<u>FINAL</u> <u>BUDGET</u> 2014-15	<u>ESTIMATED</u> <u>ACTUAL</u> 2014-15	<u>VARIANCE</u> 2014-15	<u>BUDGET</u> 2015-16
<u>REIMBURSEMENTS/TRANSFERS</u>					
45600 Reimb from Streets & Roads	\$ -	\$ -	\$ -	\$ -	\$ -
46100 Reimb to General Fund	1,635,100	1,693,800	1,693,800	-	2,075,000
46600 Reimb to Streets & Roads	78,333	90,000	90,000	-	161,000
49297 Transfer to Retiree Benefits	40,200	46,200	46,200	-	46,200
49648 Transfer to Computer Equip.	89,600	-	-	-	99,200
49649 Transfer to GIS Capital	82,700	-	-	-	-
49656 Transfer to FIS Capital	32,100	-	-	-	38,000
49763 Transfer to Vehicle Replacement	122,100	143,100	143,100	-	169,800
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	-	1,460,000
Subtotal - Reimbursements & Transfers	\$ 3,540,133	\$ 3,433,100	\$ 3,433,100	\$ -	\$ 4,049,200
Subtotal - Current Expenses	\$ 36,244,752	\$ 34,405,300	\$ 34,938,600	\$ (533,300)	\$ 35,894,900
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	\$ 22,888	\$ 50,000	\$ 50,000	\$ -	\$ 105,000
47028 Computers (Capital)	8,791	-	-	-	-
47030 Vehicles	59,448	57,300	57,300	-	40,000
Subtotal - Capital Outlay	\$ 22,888	\$ 107,300	\$ 107,300	\$ -	\$ 145,000
<u>MAINTENANCE CONTRACTS</u>					
48500 Maintenance Contracts	\$ 7,239	\$ -	\$ -	\$ -	\$ -
TOTAL - EXPENDITURES	\$ 40,789,899	\$ 39,377,200	\$ 39,612,100	\$ (234,900)	\$ 41,053,900

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

REPLACEMENT RESERVE FUND PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>VARIANCE 2014-15</u>	<u>BUDGET 2015-16</u>
<u>MAINTENANCE PROJECTS</u>					
P09807 (A) Paving/Slurry Seal at Tank Sites	--	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
P09808 (B) Landscaping/Noise Barriers	--	20,000	20,000	-	30,000
P09810 (C) Painting Water Tanks/Facilities	--	131,400	131,400	-	60,000
P09812 (D) Refurbish Pumping Facilities	--	55,000	55,000	-	55,000
P09816 (E) Valve Box Replacement	--	15,000	15,000	-	15,000
P09822 (F) Main Line Valve Replacement	--	135,000	135,000	-	-
P09875 (G) District Telemetry System	--	100,000	100,000	-	100,000
985060 (H) Vulnerability Assessment Upgrade	--	54,240	54,240	-	60,000
985040 (I) Interior Tank Recoating	--	217,900	217,900	-	-
Subtotal - Maintenance Projects	\$ -	\$ 753,540	\$ 753,540	\$ -	\$ 345,000
<u>IMPROVEMENT PROJECTS</u>					
980201 (J) Recycled Water Projects	\$ 23,599,600	\$ 550,000	\$ 550,000	\$ -	\$ 2,665,100
980380 (K) Small Tank Replacements	600,000	515,519	515,519	-	-
980420 (L) Water Line Replacement - CLR/Rollins Rd	169,000	64,000	64,000	-	-
980440 (M) Water Line Relocation- Box Canyon	220,000	180,000	180,000	-	40,000
980400 First Street Water Line Replace.	1,270,000	965,400	965,400	-	-
985140 (N) Well Rehabilitation Program	365,000	80,000	80,000	-	-
985120 Water Facility and COS Eval	200,000	117,626	117,626	-	-
Subtotal - Improvement Projects	\$ 26,423,600	\$ 2,472,545	\$ 2,472,545	\$ -	\$ 2,705,100
TOTAL - REPLACEMENT RESERVE FUND PROJECTS	\$ 26,423,600	\$ 3,226,085	\$ 3,226,085	\$ -	\$ 3,050,100

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

CAPITAL IMPROVEMENTS FUND PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2014-15</u>	<u>ESTIMATED ACTUAL 2014-15</u>	<u>VARIANCE 2014-15</u>	<u>BUDGET 2015-16</u>
<u>CAPITAL IMPROVEMENT PROJECTS</u>					
980322 (O) Emergency Generators	--	\$ 1,058,629	\$ 1,058,629	\$ -	\$ 70,000
980321 (P) Water Storage Mixing Systems	--	300,001	300,001	-	-
980320 (Q) Knolls Zone Water Facilities	3,461,300	625,000	625,000	-	250,000
980421 (R) Stearns St Storage (Walnut Yard)	260,000	205,822	205,822	-	80,000
(S) Walnut Street Pump Station	556,000	-	-	-	-
985141 Simi Valley Basin Groundwater Study	200,000	200,000	200,000	-	-
980220 Water Master Plan Update	209,000	2,675	2,675	-	-
980025 Oversizing of Water Facilities	--	3,500	3,500	-	-
TOTAL - CIP FUND PROJECTS	\$ 4,686,300	\$ 2,395,627	\$ 2,395,627	\$ -	\$ 400,000

WATERWORKS OPERATIONS FUND
Fund 761

WORKING CAPITAL SUMMARY

	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2017-18	PROJECTION 2018-19
Beginning Working Capital	\$ 3,278,197	\$ 3,278,197	\$ (254,003)	\$ (4,305,903)	\$ (8,832,403)
<u>REVENUES</u>					
Operating Revenues	\$ 37,865,200	\$ 36,079,900	\$ 37,002,000	\$ 36,422,000	\$ 37,002,000
<u>EXPENDITURES</u>					
Operating Expenditures	\$ 39,377,200	\$ 39,612,100	\$ 41,053,900	\$ 40,948,500	\$ 42,995,900
Revenues Less Expenditures	\$ (1,512,000)	\$ (3,532,200)	\$ (4,051,900)	\$ (4,526,500)	\$ (5,993,900)
Ending Working Capital	\$ 1,766,197	\$ (254,003)	\$ (4,305,903)	\$ (8,832,403)	\$ (14,826,303)

WATERWORKS REPLACEMENT RESERVE
Fund 763

WORKING CAPITAL SUMMARY

	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Vehicle Replacement Funds	\$ 951,700	\$ 951,700	\$ 753,900	\$ 751,900	\$ 749,800
<u>REVENUES</u>					
Replacement Contributions	\$ 122,100	\$ 122,100	\$ 113,000	\$ 116,400	\$ 119,900
<u>EXPENDITURES</u>					
Vehicle Purchases	\$ 319,900	\$ 319,900	\$ 115,000	\$ 118,500	\$ 122,100
Ending Vehicle Replacement Funds	<u>\$ 753,900</u>	<u>\$ 753,900</u>	<u>\$ 751,900</u>	<u>\$ 749,800</u>	<u>\$ 747,600</u>
<u>FACILITIES REPLACEMENT RESERVE</u>					
Beginning Facilities Replacement Funds	\$ 11,121,294	\$ 11,121,294	\$ 9,200,809	\$ 9,330,209	\$ 9,537,709
<u>REVENUES</u>					
Transfer from Operating Fund	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000
State Revolving Fund Loan	-	-	1,482,800	5,494,500	3,935,000
State Recycled Water Grants	-	-	500,000	2,500,000	-
Total Revenues	<u>\$ 1,460,000</u>	<u>\$ 1,460,000</u>	<u>\$ 3,442,800</u>	<u>\$ 9,454,500</u>	<u>\$ 5,395,000</u>
<u>EXPENDITURES</u>					
Reimb to General Fund	\$ 154,400	\$ 154,400	\$ 263,300	\$ 272,500	\$ 282,000
Replacement Reserve Projects	4,947,678	3,226,085	3,050,100	8,974,500	5,540,000
Total Expenditures	<u>\$ 5,102,078</u>	<u>\$ 3,380,485</u>	<u>\$ 3,313,400</u>	<u>\$ 9,247,000</u>	<u>\$ 5,822,000</u>
Ending Facilities Replacement Funds	<u>\$ 7,479,216</u>	<u>\$ 9,200,809</u>	<u>\$ 9,330,209</u>	<u>\$ 9,537,709</u>	<u>\$ 9,110,709</u>

WATERWORKS CAPITAL IMPROVEMENT FUND
Fund 762

WORKING CAPITAL SUMMARY

	FINAL BUDGET 2014-15	ESTIMATED ACTUAL 2014-15	BUDGET 2015-16	PROJECTION 2016-17	PROJECTION 2017-18
Beginning Working Capital	\$ 892,452	\$ 892,452	\$ (1,732,075)	\$ (2,386,375)	\$ (2,905,675)
<u>REVENUES</u>					
Interest	\$ 16,300	\$ 16,300	\$ 15,000	\$ 14,000	\$ 13,000
Capital Improvement Charges	20,000	90,000	60,000	60,000	60,000
Total Revenues	\$ 36,300	\$ 106,300	\$ 75,000	\$ 74,000	\$ 73,000
<u>EXPENDITURES</u>					
Reimb to General Fund	\$ 335,200	\$ 335,200	\$ 329,300	\$ 329,300	\$ 329,300
Capital Improvements Projects	2,395,627	2,395,627	400,000	264,000	-
Total Expenditures	\$ 2,730,827	\$ 2,730,827	\$ 729,300	\$ 593,300	\$ 329,300
Ending Working Capital	\$ (1,802,075)	\$ (1,732,075)	\$ (2,386,375)	\$ (2,905,675)	\$ (2,503,375)

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

CONSOLIDATED WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2014-15</u>	ESTIMATED ACTUAL <u>2014-15</u>	BUDGET <u>2015-16</u>	PROJECTION <u>2016-17</u>	PROJECTION <u>2017-18</u>
Ending Operations Fund Working Capital	\$ 1,766,197	\$ (254,003)	\$ (4,305,903)	\$ (8,832,403)	\$ (14,826,303)
Reserves:					
Vehicle Replacement Reserve	\$ 753,900	\$ 753,900	\$ 751,900	\$ 749,800	\$ 747,600
Facilities Replacement Reserve	\$ 7,479,216	\$ 9,200,809	\$ 9,330,209	\$ 9,537,709	\$ 9,110,709
Ending Replacement Reserve Fund Working Capital	\$ 8,233,116	\$ 9,954,709	\$ 10,082,109	\$ 10,287,509	\$ 9,858,309
Ending Capital Improvement Fund Working Capital	\$ (1,802,075)	\$ (1,732,075)	\$ (2,386,375)	\$ (2,905,675)	\$ (2,503,375)
Ending Working Capital - All Funds	<u>\$ 8,197,238</u>	<u>\$ 7,968,631</u>	<u>\$ 3,389,831</u>	<u>\$ (1,450,569)</u>	<u>\$ (7,471,369)</u>

**WATERWORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for One Waterworks Systems Supervisor

REQUEST: \$96,800

ACCOUNT: 761-4640

PRIORITY: 1

COST BREAKDOWN

Personnel

Add One Full-Time Waterworks Systems Supervisor	\$69,800
Vehicle	\$25,000
Radio	\$1,500
Cell Phone	\$200
Advertising	\$300
TOTAL:	\$96,800

A new position of Waterworks Systems Supervisor is requested to address supervisory needs in the technical systems and software areas. This section currently reports to the Waterworks Operation Supervisor whose primary responsibility is the maintenance of the Districts pumping stations, reservoir storage facilities, pressure regulating systems and water quality.

Creation of this new position of Waterworks Systems Supervisor will address many technical operating systems maintenance needs, technical control systems and support various new requests as they develop. During a recent review of the Waterworks District by LA Consulting March 28, 2014 on it was recommend to realign this area of the Division and provide more technical oversite of the District control and software systems. This position would be the primary point of contact, with the responsibility of technical and water quality areas of the Division.

It is proposed that this position would require a Grade D4 Water Distribution Operator Certificate, a Grade T2 Treatment Certificate and a Class A California Driver's License. The salary range for this position is recommended to be the same as the Operations and Distribution Supervisors. The Waterworks Systems Supervisor would have direct supervision over two Waterworks technical personal and would be responsible for planning, prioritizing, assigning, supervising, reviewing, and participating in the work of staff responsible for technical service activities and oversee and maintain the Supervisory Control & Data Acquisition (SCADA) system, water treatment plant, the Districts technical software, computer systems and all electro mechanical equipment systems.

Responsibilities of the position would include installation of SCADA electrical devices and software and design/update of the database and graphic computer systems. This position would oversee the Districts water treatment plant; perform adjustments and recommend repairs to plant equipment; collect and document samples for laboratory testing; and perform lead supervision. The position would also maintain the Supervisory Control & Data Acquisition (SCADA) and Security systems, electric motor control systems, and power back up systems. This will include installing, troubleshooting, and repairing software and controls; design and updating database and graphic computer systems. Additionally the position will analyze, install and maintain security and vulnerability software and hardware and help maintain the Districts wireless networking technology including access and security. The position would also be responsible to maintain and develop the Monthly State Water Health Department reporting system and schedule and maintain the water sampling reports.

**WATERWORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Portable Emergency Light
REQUEST: \$9,000
ACCOUNT: 761-4640-47020
PRIORITY: 3

COST BREAKDOWN	
<u>Capital Outlay</u>	
Portable Emergency Light	\$9,000
TOTAL:	\$9,000

A Portable Emergency Light is requested as a safety enhancement for the Waterworks Division. Currently, the water distribution system develops mainline leaks on average of about 100 times per year. Many of the water leaks require nighttime work, either because they start at night, or because the work continues past daylight hours. In addition to the leak emergencies, the Division schedules some maintenance work at night to reduce the impact on customers as both commercial water use and traffic peak during daytime.

The Waterworks Division uses commonly available spotlights for work zone lighting, but these lights do not illuminate a wide area, and can cause glare that may affect passing traffic. A more effective lighting option is available that provides a softer, broader illumination that more closely resembles street lighting. It would improve the safety to the crew and the public, and would improve efficiency.

**WATERWORKS
FY15-16 POLICY ITEM PROPOSAL**

TITLE: Funding for Motor Control Center Replacement
REQUEST: \$96,000
ACCOUNT: 761-4640-47020
PRIORITY: 4

COST BREAKDOWN		
<u>Motor Control Center (MCC)</u>		
One MCC		\$90,000
Labor		\$6,000
TOTAL:		<u>\$96,000</u>

Waterworks requests the replacement and upgrade of a Motor Control Center at Flanagan Pump Station. The existing MCC was installed in 1991 and upgraded one time when an additional pump was added. The current unit is in need of replacement as it does not meet current electrical code and the components are in need of replacement. The unit is the main electrical center for the Flanagan Pump Station and the Flanagan housing area.

A new MCC will be able to operate all the pumps in the system, be supplied with Generator emergency connector; the unit will meet the current standards for electrical safety and efficiency.

The replacement costs for a Motor Control Center are estimated at \$90,000. Therefore, staff is requesting \$90,000 replace cost and 6,000 in installation cost.

**WATERWORKS
FY15-16 CAPITAL ASSET REQUEST**

TITLE: Funding to Replace Two Waterworks Portable Field Computers
REQUEST: \$6,000
ACCOUNT: 761-4640-42200
PRIORITY: 1

COST BREAKDOWN	
Capital Outlay	
Replace two Field Computers	\$6,000
TOTAL:	\$6,000

Waterworks requests authorization to purchase two Field Computers. They are five years old and are not able to run the new versions of the SCADA and mapping software. The new units will be dust proof and the screens are made to read in the daylight.

The new computers will be used to monitor the District's SCADA system, radio systems, GIS mapping and work order systems. They are used to view scanned drawings of the water system and provide detailed views of water mains, valves, and fire hydrants. They will be used in conjunction with the work order system to track daily routine maintenance and emergency responses. The system will also be used for preventive maintenance scheduling of District assets such as valves, fire hydrants, pumping equipment, and material inventory. These units will access the Hansen mobile systems to respond to customer calls, create and respond to work orders, and check historical complaints using wireless technology.

Staff has evaluated the current system and concludes that these new computers will allow the automation of a variety of tasks, managing the daily operations of the Distribution System. The new laptop computers will be designed specifically for in-vehicle use. They need to be rugged and tough systems that can stand up to the field environment and daily use.

Purchase of Two Lap Top computers for the Waterworks Division is estimated to cost \$6,000.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Meter Change Out Program
TOTAL: \$452,100
ACCOUNT: 761-4640-42520
PRIORITY: 2

SAVINGS BREAKDOWN		
<u>Current Expenses</u>		
	Meters	\$452,100
TOTAL:		<u>\$452,100</u>

CITY MANAGER ACTION		
<u>Partial reduction taken to leave \$250,000</u>		
	Meters	\$202,100
TOTAL:		<u>\$202,100</u>

The District has an ongoing program to replace all the water meters that are 20 years or older.

The purpose of the program is to replace the older meters with new ones that are more accurate. A total of 1,694 meters have been identified for replacement in FY 2014-15. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15- to 20-year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter.

The proposed program reductions would delete funding for the replacement of all 1,694 meters.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Landscaping Improvements at Tank Sites
TOTAL: \$20,000
ACCOUNT: 763-9763-48500
PRIORITY: 4

SAVINGS BREAKDOWN	
Capitol Outlay	
Improvements	\$20,000
TOTAL:	<u>\$20,000</u>

CITY MANAGER ACTION	
Partial reduction taken	
Improvements	\$10,000
TOTAL:	<u>\$10,000</u>

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2014-15 projects include replacing irrigation systems at tank sites and drought-tolerant shrubs and replacement trees at various water tanks and pump stations. Deferring this program would result in no further landscaping improvements around existing water tanks or pump stations.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Customer Services Manager Position
TOTAL: \$141,300
ACCOUNT: 763-1553-41010
PRIORITY: 5

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salaries and Benefits	\$141,300
TOTAL:		<u>\$141,300</u>

One Customer Services Manager is currently vacant in the Waterworks funded Customer Services Section. In reviewing the Section'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. This position is funded 100% in the Waterworks Fund.



CITY OF SIMI VALLEY

PERSONAL CLASSIFICATIONS AND SALARY RANGES

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16**

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Account Clerk I	29-Dec-14	\$2,924.13	- \$3,726.67	\$35,089.60	- \$44,720.00
Account Clerk II	29-Dec-14	\$3,215.33	- \$4,106.27	\$38,584.00	- \$49,275.20
Accounting Projects Analyst	29-Dec-14	\$5,707.48	- \$7,317.70	\$68,489.72	- \$87,812.40
Accounting Specialist	29-Dec-14	\$4,593.68	- \$5,869.76	\$55,124.16	- \$70,437.12
Accounting Supervisor	29-Dec-14	\$6,361.07	- \$8,167.36	\$76,332.88	- \$98,008.30
Accounting Technician	29-Dec-14	\$3,536.00	- \$4,513.60	\$42,432.00	- \$54,163.20
Administrative Aide	29-Dec-14	\$4,371.01	- \$5,580.36	\$52,452.14	- \$66,964.30
Administrative Intern (Temp)	20-Jun-11	\$2,338.27	- \$2,832.27	\$28,059.20	- \$33,987.20
Administrative Officer	29-Dec-14	\$6,981.15	- \$8,973.47	\$83,773.82	- \$107,681.60
Administrative Secretary	29-Dec-14	\$4,119.94	- \$5,253.97	\$49,439.26	- \$63,047.66
Administrative Technician (est. 6-29-15)	29-Jun-15	\$3,900.00	- \$4,978.13	\$46,800.00	- \$59,737.60
Assistant City Attorney	29-Dec-14	\$9,175.47	- \$11,826.17	\$110,105.58	- \$141,913.98
Assistant City Clerk	29-Dec-14	\$5,849.74	- \$7,604.70	\$70,196.88	- \$91,256.36
Assistant City Manager	29-Dec-14	\$10,998.78	- \$14,298.44	\$131,985.36	- \$171,581.28
Assistant Engineer	29-Dec-14	\$5,829.94	- \$7,476.93	\$69,959.24	- \$89,723.14
Assistant Planner	29-Dec-14	\$5,015.94	- \$6,418.75	\$60,191.30	- \$77,025.00
Assistant Public Works Director	29-Dec-14	\$10,053.94	- \$12,968.13	\$120,647.28	- \$155,617.54
Assistant to the City Manager	29-Dec-14	\$8,008.20	- \$10,308.70	\$96,098.34	- \$123,704.36
Assistant Waterworks Services Manager	29-Dec-14	\$6,628.74	- \$8,515.41	\$79,544.92	- \$102,184.94
Associate Engineer	29-Dec-14	\$6,379.27	- \$8,191.08	\$76,551.28	- \$98,293.00
Associate Planner	29-Dec-14	\$5,716.92	- \$7,329.96	\$68,603.08	- \$87,959.56
Budget Officer	29-Dec-14	\$7,254.85	- \$9,329.32	\$87,058.14	- \$111,951.84
Building Inspector I	29-Dec-14	\$4,139.20	- \$5,281.47	\$49,670.40	- \$63,377.60
Building Inspector II	29-Dec-14	\$4,555.20	- \$5,808.40	\$54,662.40	- \$69,700.80
Building Maintenance Technician	29-Dec-14	\$3,364.40	- \$4,295.20	\$40,372.80	- \$51,542.40
Chief of Police	29-Dec-14	\$13,509.25	- \$17,561.98	\$162,111.04	- \$210,743.78
City Attorney	29-Dec-14	\$14,478.99	- \$18,822.51	\$173,747.86	- \$225,870.06
City Engineer	29-Dec-14	\$9,161.08	- \$11,807.53	\$109,932.94	- \$141,690.38
City Manager	29-Dec-14	\$14,560.20	- \$18,928.24	\$174,722.34	- \$227,138.86
Clerk I	29-Dec-14	\$2,790.67	- \$0.00	\$33,488.00	- \$0.00

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY			ANNUAL		
Clerk I (Temps)	29-Dec-14	\$2,790.67	-	\$0.00	\$33,488.00	-	\$0.00
Clerk II	29-Dec-14	\$2,790.67	-	\$3,544.67	\$33,488.00	-	\$42,536.00
Clerk II (Temps)	29-Dec-14	\$2,790.67	-	\$3,544.67	\$33,488.00	-	\$42,536.00
Code Enforcement Manager	29-Dec-14	\$6,640.75	-	\$8,505.45	\$79,688.96	-	\$102,065.34
Code Enforcement Officer	29-Dec-14	\$4,663.86	-	\$5,961.06	\$55,966.30	-	\$71,532.76
Code Enforcement Supervisor	29-Dec-14	\$6,056.33	-	\$7,771.31	\$72,675.98	-	\$93,255.76
Code Enforcement Technician	29-Dec-14	\$3,579.33	-	\$4,570.80	\$42,952.00	-	\$54,849.60
Collection System Supervisor	29-Dec-14	\$5,311.35	-	\$6,802.75	\$63,736.14	-	\$81,632.98
Collection System Technician I	29-Dec-14	\$3,437.20	-	\$4,383.60	\$41,246.40	-	\$52,603.20
Collection System Technician II	29-Dec-14	\$3,780.40	-	\$4,820.40	\$45,364.80	-	\$57,844.80
Collection System Technician Trainee	29-Dec-14	\$3,125.20	-	\$3,984.93	\$37,502.40	-	\$47,819.20
Communication Systems Coordinator	29-Dec-14	\$6,435.22	-	\$8,263.86	\$77,222.60	-	\$99,166.34
Communications Manager	29-Dec-14	\$6,467.07	-	\$8,305.22	\$77,604.80	-	\$99,662.68
Community Services Specialist	29-Dec-14	\$4,901.98	-	\$6,270.57	\$58,823.70	-	\$75,246.86
Computer Operator	29-Dec-14	\$3,300.27	-	\$4,215.47	\$39,603.20	-	\$50,585.60
Contract Compliance Technician	29-Dec-14	\$4,439.07	-	\$5,664.53	\$53,268.80	-	\$67,974.40
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11		-	\$1,202.76		-	\$14,433.12
Counter Services Technician	29-Dec-14	\$3,891.33	-	\$4,964.27	\$46,696.00	-	\$59,571.20
Counter Technician	29-Dec-14	\$4,153.07	-	\$5,298.80	\$49,836.80	-	\$63,585.60
Court Liaison	21-Apr-15	\$3,827.20	-	\$4,884.53	\$45,926.40	-	\$58,614.40
Crime Analysis and Reporting Manager	29-Dec-14	\$6,441.57	-	\$8,266.96	\$77,298.78	-	\$99,203.52
Crime Analyst	29-Dec-14	\$5,169.02	-	\$6,617.76	\$62,028.20	-	\$79,413.10
Crime Analyst Technician	29-Dec-14	\$4,116.67	-	\$5,269.33	\$49,400.00	-	\$63,232.00
Crime Scene Investigator I	29-Dec-14	\$4,279.60	-	\$5,461.73	\$51,355.20	-	\$65,540.80
Crime Scene Investigator II	29-Dec-14	\$4,709.47	-	\$6,011.20	\$56,513.60	-	\$72,134.40
Crime Scene Investigator Trainee	29-Dec-14	\$3,360.93	-	\$4,284.80	\$40,331.20	-	\$51,417.60
Crossing Guard (Temps)	29-Dec-14	\$1,878.93	-	\$2,275.87	\$22,547.20	-	\$27,310.40
Cultural Arts Center Assistant Manager	29-Dec-14	\$4,727.21	-	\$6,043.42	\$56,726.54	-	\$72,521.02
Cultural Arts Center Manager	29-Dec-14	\$6,369.96	-	\$8,178.99	\$76,439.48	-	\$98,147.92
Cultural Arts Center Technical Coordinator	29-Dec-14	\$4,507.58	-	\$5,761.10	\$54,090.92	-	\$69,133.22
Custodian	29-Dec-14	\$2,917.20	-	\$3,723.20	\$35,006.40	-	\$44,678.40

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Custodian (Temps)	29-Dec-14	\$2,917.20	- \$3,723.20	\$35,006.40	- \$44,678.40
Customer Service Representative	29-Dec-14	\$3,133.87	- \$4,002.27	\$37,606.40	- \$48,027.20
Customer Services Manager	29-Dec-14	\$6,467.07	- \$8,305.22	\$77,604.80	- \$99,662.68
Deputy Building Official	29-Dec-14	\$6,904.30	- \$8,873.58	\$82,851.60	- \$106,483.00
Deputy Building Official/Plan Check	29-Dec-14	\$7,591.74	- \$9,767.29	\$91,100.88	- \$117,207.48
Deputy City Attorney	29-Dec-14	\$7,580.91	- \$9,855.15	\$90,970.88	- \$118,261.78
Deputy City Manager	29-Dec-14	\$9,472.80	- \$12,212.59	\$113,673.56	- \$146,551.08
Deputy Director/Building Official	29-Dec-14	\$8,412.00	- \$10,833.59	\$100,943.96	- \$130,003.12
Deputy Director/Citizen Services	29-Dec-14	\$8,238.14	- \$10,607.68	\$98,857.72	- \$127,292.10
Deputy Director/City Clerk	29-Dec-14	\$6,381.94	- \$8,194.59	\$76,583.26	- \$98,335.12
Deputy Director/City Planner	29-Dec-14	\$8,557.62	- \$11,022.94	\$102,691.42	- \$132,275.26
Deputy Director/Community Programs & Facilities	29-Dec-14	\$8,238.14	- \$10,607.68	\$98,857.72	- \$127,292.10
Deputy Director/Development Services	29-Dec-14	\$8,354.06	- \$10,758.32	\$100,248.72	- \$129,099.88
Deputy Director/Economic Development	29-Dec-14	\$8,777.73	- \$11,309.13	\$105,332.76	- \$135,709.60
Deputy Director/Environmental Compliance	29-Dec-14	\$8,309.19	- \$10,700.00	\$99,710.26	- \$128,399.96
Deputy Director/Fiscal Services	29-Dec-14	\$8,265.53	- \$10,643.21	\$99,186.36	- \$127,718.50
Deputy Director/Housing & Special Projects	29-Dec-14	\$8,238.14	- \$10,607.68	\$98,857.72	- \$127,292.10
Deputy Director/Human Resources	29-Dec-14	\$8,982.96	- \$11,575.92	\$107,795.48	- \$138,910.98
Deputy Director/Information Services	29-Dec-14	\$9,227.40	- \$11,893.61	\$110,728.80	- \$142,723.36
Deputy Director/Maintenance Services	29-Dec-14	\$8,308.52	- \$10,699.22	\$99,702.20	- \$128,390.60
Deputy Director/Maintenance Services Engineer	29-Dec-14	\$8,354.06	- \$10,758.32	\$100,248.72	- \$129,099.88
Deputy Director/Police Critical Support & Logistics	29-Dec-14	\$8,421.51	- \$10,846.05	\$101,058.10	- \$130,152.62
Deputy Director/Public Works Administration	29-Dec-14	\$8,421.51	- \$10,846.05	\$101,058.10	- \$130,152.62
Deputy Director/Sanitation Services	29-Dec-14	\$8,308.52	- \$10,699.22	\$99,702.20	- \$128,390.60
Deputy Director/Support Services	29-Dec-14	\$7,579.24	- \$9,751.08	\$90,950.86	- \$117,013.00
Deputy Director/Traffic Engineer	29-Dec-14	\$9,161.08	- \$11,807.53	\$109,932.94	- \$141,690.38
Deputy Director/Transit	29-Dec-14	\$8,238.14	- \$10,607.68	\$98,857.72	- \$127,292.10
Deputy Director/Waterworks Services	29-Dec-14	\$8,308.52	- \$10,699.22	\$99,702.20	- \$128,390.60
Deputy Police Chief	29-Dec-14	\$10,670.25	- \$13,759.59	\$128,042.98	- \$165,115.08
Director, Administrative Services	29-Dec-14	\$10,473.58	- \$13,615.57	\$125,682.96	- \$163,386.86
Director, Community Services	29-Dec-14	\$10,250.44	- \$13,325.56	\$123,005.22	- \$159,906.76

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY			ANNUAL		
Director, Environmental Services	29-Dec-14	\$10,247.84	-	\$13,322.10	\$122,974.02	-	\$159,865.16
Director, Public Works	29-Dec-14	\$11,167.30	-	\$14,517.49	\$134,007.64	-	\$174,209.88
Electrical Inspector	29-Dec-14	\$4,780.53	-	\$6,099.60	\$57,366.40	-	\$73,195.20
Emergency Services Coordinator (est. 6-29-15)	29-Jun-15	\$5,588.25	-	\$7,162.78	\$67,058.94	-	\$85,953.40
Emergency Services Manager	29-Dec-14	\$6,435.22	-	\$8,263.86	\$77,222.60	-	\$99,166.34
Engineering Aide	29-Dec-14	\$3,555.07	-	\$4,534.40	\$42,660.80	-	\$54,412.80
Engineering Technician	29-Dec-14	\$4,439.07	-	\$5,664.53	\$53,268.80	-	\$67,974.40
Enterprise Systems Analyst	29-Dec-14	\$7,438.71	-	\$9,568.37	\$89,264.50	-	\$114,820.42
Environmental Compliance Inspector	29-Dec-14	\$4,555.20	-	\$5,808.40	\$54,662.40	-	\$69,700.80
Environmental Compliance Program Analyst	29-Dec-14	\$5,373.81	-	\$6,883.98	\$64,485.72	-	\$82,607.72
Environmental Compliance Program Coordinator	29-Dec-14	\$6,056.33	-	\$7,771.31	\$72,675.98	-	\$93,255.76
Executive Assistant	29-Dec-14	\$5,331.76	-	\$6,829.31	\$63,981.06	-	\$81,951.74
Field Laboratory Technician	29-Dec-14	\$3,607.07	-	\$4,605.47	\$43,284.80	-	\$55,265.60
Geographic Information System Tech	29-Dec-14	\$5,385.47	-	\$6,867.47	\$64,625.60	-	\$82,409.60
GIS Coordinator	29-Dec-14	\$7,167.14	-	\$9,210.24	\$86,005.66	-	\$110,522.88
Graphics Media Coordinator	29-Dec-14	\$4,568.11	-	\$5,836.57	\$54,817.36	-	\$70,038.80
Graphics/Support Services Tech	29-Dec-14	\$3,527.33	-	\$4,506.67	\$42,328.00	-	\$54,080.00
Heavy Equipment Operator	29-Dec-14	\$3,527.33	-	\$4,506.67	\$42,328.00	-	\$54,080.00
Home Rehabilitation Coordinator	29-Dec-14	\$5,355.22	-	\$6,859.80	\$64,262.64	-	\$82,317.56
Human Resources Analyst	29-Dec-14	\$5,723.08	-	\$7,338.09	\$68,676.92	-	\$88,057.06
Human Resources Technician	29-Dec-14	\$3,211.87	-	\$4,106.27	\$38,542.40	-	\$49,275.20
Industrial Painter	29-Dec-14	\$4,078.53	-	\$5,208.67	\$48,942.40	-	\$62,504.00
Information Services Analyst I	29-Dec-14	\$5,736.38	-	\$7,355.44	\$68,836.56	-	\$88,265.32
Information Services Analyst II	29-Dec-14	\$6,232.18	-	\$7,999.75	\$74,786.14	-	\$95,996.94
Instrumentation Technician	29-Dec-14	\$4,931.33	-	\$6,292.00	\$59,176.00	-	\$75,504.00
Inventory Support Technician	29-Dec-14	\$2,977.87	-	\$3,802.93	\$35,734.40	-	\$45,635.20
Laboratory Chemist	29-Dec-14	\$6,024.59	-	\$7,729.97	\$72,295.08	-	\$92,759.68
Laboratory Supervisor	29-Dec-14	\$6,622.35	-	\$8,507.05	\$79,468.22	-	\$102,084.58
Laboratory Technician	29-Dec-14	\$4,399.20	-	\$5,616.00	\$52,790.40	-	\$67,392.00
Landscape Architect	29-Dec-14	\$7,113.56	-	\$9,145.70	\$85,362.68	-	\$109,748.34
Lead Crossing Guard (Temps)	29-Dec-14	\$2,152.80	-	\$2,613.87	\$25,833.60	-	\$31,366.40

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY			ANNUAL		
Legal Secretary	29-Dec-14	\$4,306.99	-	\$5,497.16	\$51,683.84	-	\$65,965.90
Legal Technician	29-Dec-14	\$3,215.33	-	\$4,102.80	\$38,584.00	-	\$49,233.60
Maintenance Superintendent	29-Dec-14	\$6,554.60	-	\$8,419.06	\$78,655.20	-	\$101,028.72
Maintenance Supervisor	29-Dec-14	\$5,311.35	-	\$6,802.75	\$63,736.14	-	\$81,632.98
Maintenance Worker I	29-Dec-14	\$2,917.20	-	\$3,723.20	\$35,006.40	-	\$44,678.40
Maintenance Worker I (Temps)	29-Dec-14	\$2,917.20	-	\$0.00	\$35,006.40	-	\$0.00
Maintenance Worker II	29-Dec-14	\$3,215.33	-	\$4,106.27	\$38,584.00	-	\$49,275.20
Maintenance Worker II (Temps)	29-Dec-14	\$3,215.33	-	\$0.00	\$38,584.00	-	\$0.00
Maintenance Worker III	29-Dec-14	\$3,539.47	-	\$4,518.80	\$42,473.60	-	\$54,225.60
Management Analyst	29-Dec-14	\$5,588.25	-	\$7,162.78	\$67,058.94	-	\$85,953.40
Mechanic I	29-Dec-14	\$3,371.33	-	\$4,307.33	\$40,456.00	-	\$51,688.00
Mechanic II	29-Dec-14	\$4,210.27	-	\$5,375.07	\$50,523.20	-	\$64,500.80
Neighborhood Council Coordinator	29-Dec-14	\$5,338.67	-	\$6,838.33	\$64,064.00	-	\$82,059.90
Nutrition Services Worker	29-Dec-14	\$2,780.27	-	\$3,551.60	\$33,363.20	-	\$42,619.20
Paralegal	29-Dec-14	\$3,601.87	-	\$4,596.80	\$43,222.40	-	\$55,161.60
Permit Services Coordinator	29-Dec-14	\$5,143.10	-	\$6,686.64	\$61,717.24	-	\$80,239.64
Planning Intern (Temp)	20-Jun-11	\$2,338.27	-	\$2,832.27	\$28,059.20	-	\$33,987.20
Planning Technician	29-Dec-14	\$4,182.53	-	\$5,349.07	\$50,190.40	-	\$64,188.80
Plant Electrician	29-Dec-14	\$4,491.07	-	\$5,730.40	\$53,892.80	-	\$68,764.80
Plant Maintenance Program Technician	29-Dec-14	\$4,716.40	-	\$6,016.40	\$56,596.80	-	\$72,196.80
Plant Maintenance Supervisor	29-Dec-14	\$5,728.69	-	\$7,345.35	\$68,744.26	-	\$88,144.16
Plant Maintenance Technician I	29-Dec-14	\$3,705.87	-	\$4,728.53	\$44,470.40	-	\$56,742.40
Plant Maintenance Technician II	29-Dec-14	\$4,078.53	-	\$5,203.47	\$48,942.40	-	\$62,441.60
Plant Maintenance Technician III	29-Dec-14	\$4,491.07	-	\$5,730.40	\$53,892.80	-	\$68,764.80
Plant Operations Manager	29-Dec-14	\$6,766.80	-	\$8,694.88	\$81,201.64	-	\$104,338.52
Plant Operations Supervisor	29-Dec-14	\$5,728.69	-	\$7,345.35	\$68,744.26	-	\$88,144.16
Plant Operator I	29-Jun-15	\$3,983.20	-	\$5,089.07	\$47,798.40	-	\$61,068.80
Plant Operator II	29-Jun-15	\$4,378.40	-	\$5,591.73	\$52,540.80	-	\$67,100.80
Plant Operator III	29-Jun-15	\$4,820.40	-	\$6,149.87	\$57,844.80	-	\$73,798.40
Plant Operator Trainee	29-Dec-14	\$3,054.13	-	\$3,905.20	\$36,649.60	-	\$46,862.40
Plant Support Systems Manager	29-Dec-14	\$6,766.80	-	\$8,694.88	\$81,201.64	-	\$104,338.52

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Plumbing/Mechanical Inspector	29-Dec-14	\$4,780.53	- \$6,099.60	\$57,366.40	- \$73,195.20
Police Commander	29-Dec-14	\$8,697.28	- \$11,202.36	\$104,367.38	- \$134,428.32
Police Dispatcher	29-Dec-14	\$4,213.73	- \$5,376.80	\$50,564.80	- \$64,521.60
Police Dispatcher Trainee	29-Dec-14	\$3,728.40	- \$0.00	\$44,740.80	- \$0.00
Police Maintenance Coordinator	29-Dec-14	\$4,161.73	- \$5,310.93	\$49,940.80	- \$63,731.20
Police Maintenance Supervisor	29-Dec-14	\$4,877.51	- \$6,238.85	\$58,530.16	- \$74,866.22
Police Maintenance Technician	29-Dec-14	\$3,215.33	- \$4,106.27	\$38,584.00	- \$49,275.20
Police Officer	29-Dec-14	\$5,234.67	- \$7,222.80	\$62,816.00	- \$86,673.60
Police Officer Trainee	29-Dec-14	\$4,586.40	- \$0.00	\$55,036.80	- \$0.00
Police Records Manager	29-Dec-14	\$5,849.74	- \$7,604.70	\$70,196.88	- \$91,256.36
Police Records Supervisor	29-Dec-14	\$5,169.02	- \$6,617.76	\$62,028.20	- \$79,413.10
Police Records Technician I	29-Dec-14	\$2,901.60	- \$3,700.67	\$34,819.20	- \$44,408.00
Police Records Technician II	29-Dec-14	\$3,137.33	- \$4,016.13	\$37,648.00	- \$48,193.60
Police Sergeant	29-Dec-14	\$6,846.67	- \$9,434.53	\$82,160.00	- \$113,214.40
Police Services Assistant	29-Dec-14	\$3,196.27	- \$4,083.73	\$38,355.20	- \$49,004.80
Police Services Supervisor	29-Dec-14	\$4,901.98	- \$6,270.57	\$58,823.70	- \$75,246.86
Principal Engineer	29-Dec-14	\$8,354.06	- \$10,758.32	\$100,248.72	- \$129,099.88
Principal IS Analyst	29-Dec-14	\$7,487.22	- \$9,631.44	\$89,846.64	- \$115,577.28
Principal Planner/Zoning Admin.	29-Dec-14	\$7,452.42	- \$9,586.24	\$89,429.08	- \$115,034.92
Printer	29-Dec-14	\$2,943.20	- \$3,754.40	\$35,318.40	- \$45,052.80
Property Officer	29-Dec-14	\$3,971.07	- \$5,068.27	\$47,652.80	- \$60,819.20
Property Technician	29-Dec-14	\$3,522.13	- \$4,492.80	\$42,265.60	- \$53,913.60
Public Works Dispatcher	29-Dec-14	\$3,042.00	- \$3,882.67	\$36,504.00	- \$46,592.00
Public Works Inspector	29-Dec-14	\$4,584.67	- \$5,846.53	\$55,016.00	- \$70,158.40
Recording Secretary	29-Dec-14	\$3,380.00	- \$4,312.53	\$40,560.00	- \$51,750.40
Risk Manager	29-Dec-14	\$7,256.17	- \$9,331.03	\$87,074.00	- \$111,972.38
Secretary	29-Dec-14	\$3,215.33	- \$4,102.80	\$38,584.00	- \$49,233.60
Senior Accountant	29-Dec-14	\$6,396.78	- \$8,213.79	\$76,761.36	- \$98,565.48
Senior Administrative Officer	29-Dec-14	\$7,643.55	- \$9,834.70	\$91,722.54	- \$118,016.34
Senior Assistant City Attorney	29-Dec-14	\$10,082.30	- \$13,004.98	\$120,987.62	- \$156,059.80
Senior Building Inspector	29-Dec-14	\$5,005.87	- \$6,390.80	\$60,070.40	- \$76,689.60

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY			ANNUAL		
Senior Center Aide	29-Dec-14	\$2,780.27	-	\$3,551.60	\$33,363.20	-	\$42,619.20
Senior Center Aide (Temps)	29-Dec-14	\$2,780.27	-	\$3,551.60	\$33,363.20	-	\$42,619.20
Senior Code Enforcement Officer	29-Dec-14	\$5,312.60	-	\$6,804.35	\$63,751.22	-	\$81,652.22
Senior Crime Analyst	29-Dec-14	\$6,441.57	-	\$8,266.96	\$77,298.78	-	\$99,203.52
Senior Custodian	29-Dec-14	\$3,539.47	-	\$4,518.80	\$42,473.60	-	\$54,225.60
Senior Customer Service Rep.	29-Dec-14	\$3,601.87	-	\$4,596.80	\$43,222.40	-	\$55,161.60
Senior Engineer	29-Dec-14	\$7,287.89	-	\$9,372.29	\$87,454.64	-	\$112,467.42
Senior Engineering Technician	29-Dec-14	\$4,893.20	-	\$6,246.93	\$58,718.40	-	\$74,963.20
Senior Human Resources Analyst	29-Dec-14	\$6,530.33	-	\$8,387.10	\$78,364.00	-	\$100,645.22
Senior Human Resources Technician	29-Dec-14	\$3,536.00	-	\$4,513.60	\$42,432.00	-	\$54,163.20
Senior Information Services Analyst	29-Dec-14	\$6,825.80	-	\$8,771.60	\$81,909.62	-	\$105,259.18
Senior Instrumentation Technician	29-Dec-14	\$5,420.13	-	\$6,919.47	\$65,041.60	-	\$83,033.60
Senior Laboratory Technician	29-Dec-14	\$4,820.40	-	\$6,158.53	\$57,844.80	-	\$73,902.40
Senior Management Analyst	29-Dec-14	\$6,435.22	-	\$8,263.86	\$77,222.60	-	\$99,166.34
Senior Planner	29-Dec-14	\$6,523.44	-	\$8,378.44	\$78,281.32	-	\$100,541.22
Senior Police Dispatcher	29-Dec-14	\$4,851.60	-	\$6,189.73	\$58,219.20	-	\$74,276.80
Senior Police Maintenance Tech	29-Dec-14	\$3,530.80	-	\$4,508.40	\$42,369.60	-	\$54,100.80
Senior Police Officer	29-Dec-14	\$5,673.20	-	\$7,685.60	\$68,078.40	-	\$92,227.20
Senior Police Records Technician	29-Dec-14	\$3,761.33	-	\$4,794.40	\$45,136.00	-	\$57,532.80
Senior Services Assistant Manager	29-Dec-14	\$4,726.76	-	\$6,042.81	\$56,721.08	-	\$72,513.74
Senior Services Manager	29-Dec-14	\$6,134.55	-	\$7,872.93	\$73,614.58	-	\$94,475.16
Senior Transit Dispatcher	29-Dec-14	\$3,269.07	-	\$4,172.13	\$39,228.80	-	\$50,065.60
Senior Tree Trimmer	29-Dec-14	\$3,898.27	-	\$4,974.67	\$46,779.20	-	\$59,696.00
Staff Accountant	29-Dec-14	\$5,616.93	-	\$7,200.18	\$67,403.18	-	\$86,402.16
Supervising Building Inspector	29-Dec-14	\$5,814.12	-	\$7,456.37	\$69,769.44	-	\$89,476.40
Supervising Public Works Inspector	29-Dec-14	\$5,814.12	-	\$7,456.37	\$69,769.44	-	\$89,476.40
Support Services Worker	29-Dec-14	\$2,795.87	-	\$3,568.93	\$33,550.40	-	\$42,827.20
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$0.00	-	\$6,406.40	\$0.00	-	\$76,876.80
Theater Technician I	29-Dec-14	\$1,903.20	-	\$2,428.40	\$22,838.40	-	\$29,140.80
Theater Technician II	29-Dec-14	\$2,684.93	-	\$3,426.80	\$32,219.20	-	\$41,121.60
Transit Coach Operator	29-Dec-14	\$3,392.13	-	\$4,335.07	\$40,705.60	-	\$52,020.80

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2015-16

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Transit Coach Operator (Temps)	29-Dec-14	\$3,392.13	- \$4,335.07	\$40,705.60	- \$52,020.80
Transit Dispatcher	29-Dec-14	\$3,055.87	- \$3,901.73	\$36,670.40	- \$46,820.80
Transit Finance Manager	29-Dec-14	\$6,366.25	- \$8,174.21	\$76,395.02	- \$98,090.46
Transit Operations Assistant	29-Dec-14	\$4,054.27	- \$5,167.07	\$48,651.20	- \$62,004.80
Transit Superintendent	29-Dec-14	\$6,725.96	- \$8,641.79	\$80,711.54	- \$103,701.52
Transit Supervisor	29-Dec-14	\$4,958.94	- \$6,344.69	\$59,507.24	- \$76,136.32
Treasury Officer	29-Dec-14	\$6,374.03	- \$8,184.30	\$76,488.36	- \$98,211.62
Tree Trimmer I	29-Dec-14	\$3,215.33	- \$4,109.73	\$38,584.00	- \$49,316.80
Tree Trimmer II	29-Dec-14	\$3,539.47	- \$4,522.27	\$42,473.60	- \$54,267.20
Utilities Specialist	29-Dec-14	\$4,492.80	- \$5,733.87	\$53,913.60	- \$68,806.40
Utility Services Specialist	29-Dec-14	\$5,113.33	- \$6,548.53	\$61,360.00	- \$78,582.40
Victim Advocate	29-Dec-14	\$3,527.33	- \$4,506.67	\$42,328.00	- \$54,080.00
Water Distribution Supervisor	29-Dec-14	\$5,812.04	- \$7,453.70	\$69,744.48	- \$89,444.42
Water Operations Supervisor	29-Dec-14	\$5,812.04	- \$7,453.70	\$69,744.48	- \$89,444.42
Waterworks Meter Reader	29-Dec-14	\$3,092.27	- \$3,939.87	\$37,107.20	- \$47,278.40
Waterworks Services Worker I	29-Dec-14	\$3,229.20	- \$4,128.80	\$38,750.40	- \$49,545.60
Waterworks Services Worker II	29-Dec-14	\$3,556.80	- \$4,543.07	\$42,681.60	- \$54,516.80
Waterworks Services Worker III	29-Dec-14	\$4,019.60	- \$5,132.40	\$48,235.20	- \$61,588.80
Waterworks Srvc. Worker Trainee	29-Dec-14	\$2,943.20	- \$3,756.13	\$35,318.40	- \$45,073.60
Waterworks Systems Supervisor (est. 6-29-15)	29-Jun-15	\$5,812.04	- \$7,453.70	\$69,744.48	- \$89,444.42
Waterworks Systems Technician	29-Dec-14	\$4,931.33	- \$6,293.73	\$59,176.00	- \$75,524.80
Work Experience/Clerical (Temps)	30-Jun-14	\$1,560.00	- \$0.00	\$18,720.00	- \$0.00
Work Experience/Maintenance (Temps)	30-Jun-14	\$1,560.00	- \$0.00	\$18,720.00	- \$0.00
Workers' Compensation Adjuster	29-Dec-14	\$4,371.01	- \$5,580.36	\$52,452.14	- \$66,964.30
Workers' Compensation Manager	29-Dec-14	\$6,360.60	- \$8,166.82	\$76,327.16	- \$98,001.80
Workers' Compensation Supervisor	29-Dec-14	\$5,723.08	- \$7,338.09	\$68,676.92	- \$88,057.06

GLOSSARY AND ACRONYMS

GLOSSARY

Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

Anticipated Underexpenditures

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

Appropriation

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Bonds

A form of borrowing (debt financing) that reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. The City of Simi Valley uses a financial plan covering one fiscal year, with adjustments to budget appropriations made at mid-year if necessary.

Budget Supplemental Appropriation

Under City Ordinance, the City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

Budget Policies

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

Capital Improvement Program (CIP)

A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Capital Outlay

A budget appropriation category for equipment items.

Capital Project Funds

This fund type is used to account for financial resources used in the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

Certificates of Participation

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Debt Instrument

Methods of borrowing funds, including general obligations (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation (COP's), and assessment district bonds. (See Bonds and Revenue Bonds)

Debt Service

Payments of principal and interest on borrowed funds such as bonds.

Debt Service Funds

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

Deficit

An excess of expenditures or expenses over revenues.

Department

A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Division

A group of cost centers within a department that has responsibility for one or more program areas.

Enterprise Funds

These funds are used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Three enterprise funds have been established by the City: Sanitation, Waterworks, and Transit.

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; but rather it reserves funds to be expended at a later date.

Fiscal Year

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Internal Service and Agency Funds.

Fund Balance

Fund balance is the difference between assets and liabilities.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund.

Goal

A statement of broad direction, purpose, or intent.

Grant

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

Interfund Transfer

Monies transferred from one fund to another. These transfers may finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals. Liability Insurance and Workers' Compensation Insurance are examples.

Materials, Supplies and Services

Expenditures/expenses which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objective

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

OPEB

Other Post Employment Benefits such as retiree health and dental coverage provided by a state or local government and reported in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45.

Operating Budget

A budget for general expenditures such as salaries, utilities, and supplies.

Personnel Savings

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

Public Financing Authority

A separate entity attached to the City that participates in public financing of city projects and activities.

Reserve

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue

Sources of income that finance the operations of government.

Special Revenue Funds

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

ACRONYMS AND ABBREVIATIONS

ADA

Americans With Disabilities Act

APCD

Air Pollution Control District

ARRA

American Recovery and Reinvestment Act

BTC

Business Tenancy Certificate

CAC

Simi Valley Cultural Arts Center

CAFR

Comprehensive Annual Financial Report

Cal EMA

California Emergency Management Agency

CAL/OSHA

California Occupational Safety and Health Administration

CARB

California Air Resources Board

CDA

Simi Valley Community Development Successor Agency

CEB

Continuing Education of the Bar

CDBG

Federal Community Development Block Grants Program

CDIAC

California Debt and Investment Advisory Commission

CEQA or C.E.Q.A.

California Environmental Quality Act

CERT

City Emergency Response Team

CFD

Mello-Roos Community Facility District

CHP

California Highway Patrol

CIP

Capital Improvement Program

CIT

Crisis Intervention Team

CLETS

California Law Enforcement Telecommunications System

CNG

Compressed Natural gas

CMWD

Calleguas Municipal Water District

COA

Simi Valley Council on Aging

CPI-U

Consumer Price Index for All Urban Consumers

CSMFO

California Society of Municipal Finance Officers

DAR

Dial-A-Ride Service

DBE

Disadvantaged Business Enterprise

DMV

California Department of Motor Vehicles

EIR

Environmental Impact Report

EOC

Emergency Operations Center

ERP

Enterprise Resources Planning System
(City of Simi Valley Integrated Financial System)

ESRI

Environmental Systems Research
Institute

FBRR

Fare Box Recovery Ratio

FEMA

Federal Emergency Management Agency

FIS

Simi Valley Financial Information System

GFOA

Government Finance Officers Association

GIS

Geographic Information System

HUD

Federal Department of Housing and
Urban Development

IACG

Ventura County Inter-agency
Coordination Group

IPS

Integrated Police Systems

JPA

Joint Powers Agreement

LAFCO

Local Agency Formation Commission

LAIF or L.A.I.F

California State Treasurer's Local Agency
Investment Fund

LEED

Leadership in Energy and Environmental
Design

LTF

Local Transportation Funds

MCC

Mortgage Credit Certificate Program

MCLE

Minimum Continuing Legal Education

MOA

Memorandum of Agreement

MOU

Memorandum of Understanding

MOW

Meals-On-Wheels Program

MS4

Municipal Separate Storm Sewer System

MUSTS

Municipal Unsafe Structure Tracking
System

NEPA

National Environmental Policy Act

NIMS

National Incident Management System

NPDES

National Pollutant Discharge Elimination
System

PERS

California Public Employees Retirement
System

PSA

Police Services Assistant

PSAP

Primary System Answering Point

POA

Simi Valley Police Officers' Association

POST or P.O.S.T.

Police Officer Standardized Training

PSC

Simi Valley Public Services Center

RFP

Request for Proposals

SAP

Fully integrated computer business
software program used by the City of Simi
Valley

SCAG

Southern California Association of Governments

SEP

Simplified Express Permitting

SRO

School Resource Officer

SSC

Schedule of Service Charges

SVMC

Simi Valley Municipal Code

SWT

Special Weapons and Tactics

TARP

Teen Assistance and Resource Program

TEA

Tax Equity Allocation

TRAK

Technology to Recover Abducted Kids System

USEPA

United States Environmental Protection Agency

VCAT

Ventura County Combined Agency Task Force

VCIJIS

Ventura County Integrated Justice Information System

VCOG

Ventura Council of Governments

VCTC

Ventura County Transportation Commission

VERSATERM

Integrated Police Systems Software

VPN

Virtual Private Network

WAN

Wide Area Network

YES

Youth Employment Services Program



CITY OF SIMI VALLEY

INDEX

INDEX

ACRONYMS AND ABBREVIATIONS	385	BUDGET - DEVELOPMENT AGREEMENT	264
AUTHORIZED POSITIONS - ADMINISTRATIVE SERVICES	89	BUDGET - ECONOMIC RECOVERY FUND	266
AUTHORIZED POSITIONS - CITY ADMINISTRATION	63	BUDGET - ENVIRONMENTAL SERVICES	146
AUTHORIZED POSITIONS - CITY ATTORNEY	82	BUDGET - EXPENDITURE SUMMARY BY FUND	363
AUTHORIZED POSITIONS - COMMUNITY SERVICES	109	BUDGET - FINANCIAL INFORMATION SYSTEM	243
AUTHORIZED POSITIONS - ENVIRONMENTAL SERVICES	139	BUDGET - FIS CAPITAL	291
AUTHORIZED POSITIONS - POLICE	189	BUDGET - FIVE YEAR GENERAL FUND PROJECTION	35
AUTHORIZED POSITIONS - PUBLIC WORKS	153	BUDGET - FORFEITED ASSETS	267
AUTHORIZED POSITIONS - SANITATION	316	BUDGET - GASOLINE TAX	256
AUTHORIZED POSITIONS - SIMI VALLEY TRANSIT	295	BUDGET - GENERAL FUND EXPENDITURES BY ACCT.	55
AUTHORIZED POSITIONS - WATERWORKS DISTRICT	348	BUDGET - GENERAL FUND EXPENDITURES BY DEPT.	49
BUDGET - ADMINISTRATIVE SERVICES	101	BUDGET - GENERAL FUND REVENUES	42
BUDGET - BICYCLE LANES	258	BUDGET - GIS & PERMITS OPERATING	241
BUDGET - BUILDING IMPROVEMENT	289	BUDGET - GIS & PERMITS CAPITAL	278
BUDGET - CALHOME GRANT PROGRAM	251	BUDGET - HOME GRANT PROGRAM	252
BUDGET - CDA HOUSING SUCCESSOR AGENCY	248	BUDGET - LANDSCAPE MAINT. DISTRICT	272
BUDGET - CDA SUCCESSOR AGENCY	245	BUDGET - LANDSCAPE ZONES AUGMENT.	271
BUDGET - CHANGES IN GENERAL FUND BALANCE	33	BUDGET - LAW ENFORCEMENT GRANTS	269
BUDGET - CITY ADMINISTRATION	73	BUDGET - LIABILITY INSURANCE	235
BUDGET - CITY ATTORNEY	83	BUDGET - LIBRARY	261
BUDGET - CITYWIDE SUMMARY OF EXPENDITURES	19	BUDGET - LOCAL HOUSING	250
BUDGET - CITYWIDE SUMMARY OF REVENUES	21	BUDGET - LOCAL TRANSPORTATION	259
BUDGET - COMMUNITY DEVELOPMENT BLOCK GRANT	253	BUDGET - NEW DWELLING FEES	263
BUDGET - COMMUNITY DEV'T SYSTEM (formerly GIS)	286	BUDGET - NON-DEPARTMENTAL	229
BUDGET - COMMUNITY SERVICES	129	BUDGET - PEG FEES	255
BUDGET - COMPUTER EQUIPMENT REPLACEMENT	285	BUDGET - POLICE	215

INDEX

BUDGET - POLICE CAPITAL PROJECTS	292	CHART - GENERAL FUND EXPENDITURES BY RESIDENT	16
BUDGET - POLICE EMERGENCY SERVICES	227	CHART - REVENUE SOURCES AS PERCENT OF TOTAL	41
BUDGET - PUBLIC WORKS	177	CHART - TOTAL NET EXPENDITURES	54
BUDGET - RETIREE BENEFITS	270	CITY MANAGER'S OVERVIEW	i
BUDGET - REVENUE SUMMARY BY FUND	361	CITY PROFILE	3
BUDGET - SANITATION	315	COST ALLOCATION PLAN	31
BUDGET - SIMI VALLEY TRANSIT	293	DEBT SERVICE	24
BUDGET - STREETS AND ROADS EXPENDITURE PLAN	283	EMPLOYEE SALARIES & BENEFITS	365
BUDGET - STREETS AND ROADS PROGRAM REVENUES	281	FINANCIAL CONTEXT	11
BUDGET - STREETS AND ROADS REVENUE DETAIL	282	GLOSSARY	381
BUDGET - TRAFFIC IMPACT FEES	265	INDEX	389
BUDGET - VEHICLE REPLACEMENT	287	NARRATIVE - GENERAL FUND EXPENDITURES	47
BUDGET - WATERWORKS DISTRICT	347	NARRATIVE - GENERAL FUND REVENUES	39
BUDGET - WORKERS' COMPENSATION	237	ORGANIZATION CHART - ADMINISTRATIVE SERVICES	82
BUDGET ADOPTION RESOLUTION	x	ORGANIZATION CHART - CITY	1
BUDGET AND FISCAL POLICIES	28	ORGANIZATION CHART - CITY ADMINISTRATION	62
BUDGET FORMULATION AND ADOPTION	27	ORGANIZATION CHART - CITY ATTORNEY	81
BUDGET STRUCTURE	22	ORGANIZATION CHART - COMMUNITY SERVICES	108
CHART - ADOPTED BUDGET BY FUND TYPE	20	ORGANIZATION CHART - ENVIRONMENTAL SERVICES	138
CHART - EXPENDITURES BY DEPARTMENT	39	ORGANIZATION CHART - POLICE	188
CHART - EXPENDITURES BY FUND TYPE	19	ORGANIZATION CHART - PUBLIC WORKS	152