

CITY OF SIMI VALLEY

FISCAL YEAR 2016-17



ADOPTED BUDGET



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FISCAL YEAR 2016-17



# ADOPTED BUDGET

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

**CITY OF SIMI VALLEY • ADOPTED BUDGET • FY 2016-17**

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# BUDGET MESSAGE

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# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

July 1, 2016

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the Adopted Budget for Fiscal Year 2016-17. This budget represents the collective attempt by the Budget Officer and City Manager's staff to ensure a sustainable and fiscally responsible budget which funds programs in order of value to the community and within available resources.

As in recent years, the budget has been difficult to balance. While revenues may increase in some areas, others are reduced or taken away. Despite substantive efforts among departments to reduce their variable costs such as supplies, equipment, and training, many fixed costs such as utilities and employee costs continue to increase. We continue to address a significant backlog of needs which were deferred during the recession of the past five years with no large influx of new money to address that backlog. However, in order to move forward, we must invest in technology and training.

The Adopted Budget is balanced in that resources have been identified to fully offset proposed expenditures. 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 which are recommended for City Council approval 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 in the separate Supporting Document for informational purposes.

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

## FY 2015-16 ACCOMPLISHMENTS

I am proud of the many accomplishments by our hard-working staff over the past year. Below are just a few; additional accomplishments are found within each department's budget pages.

- Decreased Part I crimes to the lowest per capita crime rate in the City's history;
- Completed construction of the FY 2014-15 and FY 2015-16 Minor Streets rehabilitation projects;
- Contracted with a vendor and began implementation of a new Citywide enterprise resource planning (ERP) technology solution including new financial, budget, human resources, payroll, and land management modules, among others;



- Completed Phase I design and development to renovate the Senior Center kitchen;
- Implemented a water conservation outreach strategy to encourage customers to meet the State's mandated 28% water reduction goal;
- Coordinated permits and design modifications for the new Police Training Facility and shooting range;
- Contracted for and began a Citywide classification and compensation study to review all employee positions;
- Addressed sensitive community land use issues such as the cultivation of medical marijuana and regulation of massage parlors.

## **FY 2015-16 YEAR END**

Applying a loan repayment of \$1.5 million from the City's former Community Development Agency (CDA) as budgeted, we project to end FY 2015-16 with a positive year-end budget (resources over expenditures) of \$344,073. The \$1.5 million is not a revenue but goes to an unrestricted asset with the payment which was used in last year's budget. This compares with the 2015-16 Amended Budget which had a projected year-end deficit of \$1,420,868 after the \$1.5 million of the repayment was applied. This turnaround is primarily due to many vacant personnel positions being held open throughout the year as we project ending the year with over \$2.3 million in salary and benefits savings. This will bring the General Fund fund balance from \$36.6 million at the start of the year to \$35.5 million at year-end after moving the CDA loan repayment from fund balance and having to pay off a negative balance of approximately \$300,000 in the redevelopment funds.

### **FY 2015-16 General Fund Revenues**

Revenues for FY 2015-16 are projected to end at \$62,769,465 which is \$751,735 (1.2%) less than budgeted. Property tax revenues were \$1.5 million less than budgeted due to a \$1.2 million housing agreement buyout which did not occur. Gas tax revenues were over \$622,000 less than budgeted due to a decline in gas tax revenues associated with price drops and lower consumption. Other revenue types such as interest income, developer contributions, and unclaimed property were also below budget.

On the positive side, sales tax revenues were up \$1.1 million over budget due to deferral of triple flip revenues received in 2015-16. Licenses and permits revenues and other revenues are projected to end above budget due in part to local development and generous local contributions.

### **FY 2015-16 General Fund Expenditures**

FY 2015-16 total projected expenditures of \$63,931,792 are \$3,796,176 less than budgeted, most of which is the result of staff vacancies and resulting decreases in personnel and benefits costs and also savings in the current expenses items.

It should be noted that FY 2015-16 projected expenditures are \$2.2 million less than actual expenditures in FY 2014-15 There has also been a significant drop in debt savings 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.

## FY 2016-17 BUDGET

The FY 2016-17 Adopted Budget projects revenues of \$65,319,600 and expenditures of \$65,770,000, or \$450,400 more. This difference will be made up by applying the annual CDA loan repayment to the General Fund (moving from receivables on the balance sheet in fund balance to operating revenues).

My primary goal with this budget was to continue to move toward ongoing fiscal sustainability. By this I mean ensuring that expenditures are within ongoing revenues. This will be a phased transition as the City is still overcoming the losses of redevelopment funding and the restrictions to TDA funding. Steps being taken include:

- Not utilizing any carryovers from FY 2015-16, per City Council's objectives;
- Not utilizing any transfers from the Economic Stabilization Fund, per City Council's objectives;
- Rightsizing City staff by not funding an additional *nine full-time equivalent (FTE) positions*. This may have some impact upon service delivery;
- Reducing overtime; and
- Negotiating increased employee contributions to their pensions, saving the City money.

These measures, while difficult, will help to move the budget to ongoing sustainability and will mitigate the impacts of

negotiated pay raises with our labor groups, raises which will help to keep compensation competitive with neighboring agencies and help to retain skilled staff. In 2015-16 to date, over 48 employees have retired or left the City's employment and our Human Resources Division has held 52 recruitments for positions.

Expenditures in FY 2016-17 are budgeted as follows:

Department	FY 2015-16 Est. Actual	FY 2016-17 Budget	\$ Change
City Admin.	\$3,370,100	\$4,098,100	\$728,000
City Attorney	\$1,010,400	\$1,093,100	\$82,700
Admin. Svcs.	\$4,917,400	\$4,929,600	\$12,200
Comm. Svcs.	\$4,199,600	\$4,921,000	\$721,400
Env. Svcs.	\$5,040,900	\$5,445,600	\$404,700
Public Works	\$13,676,500	\$14,891,300	\$1,214,800
Police Dept.	\$31,312,900	\$32,622,400	\$1,308,900
Emergency Svcs.	\$314,600	\$343,200	\$28,600
Non-Dept.	\$4,451,900	\$5,147,700	\$695,800
Transfers Out	\$4,563,492	\$3,531,300	(\$1,032,192)
Reimbursements	(\$8,926,000)	(\$9,053,300)	(\$127,300)
Anticipated Salary Savings		(\$1,800,000)	(\$2,200,000)
Anticipated Underexpenditures	--	(\$800,000)	(\$800,000)
Encumbrances	--	\$800,000	(\$800,000)
<b>TOTAL</b>	<b>\$63,931,792</b>	<b>\$65,770,000</b>	<b>\$1,838,208</b>



City staff members are to be commended for showing considerable fiscal restraint. This was not an easy budget and some pain was felt in all departments and operations.

### **Change in Fund Balance for 2016-17**

The City is projected to begin 2016-17 with a General Fund balance of \$35.5 million. As noted above, we end the year balanced, with resources equaling expenditures. Moving the \$450,400 CDA loan repayment from fund balance for use as a resource results in a projected ending balance in 2016-17 of \$35.03 million.

Despite fiscal restraint, we continue to pursue specific goals and City Council priorities, including:

### **KEEPING PACE WITH TECHNOLOGY**

The 2016-17 budget continues our goals of investing in staff development and technology in order to make operations more efficient. 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.

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 and has now begun implementation of a new financial system with the vendor, with a go-live goal of January 1, 2017.

Other technology improvements are planned for the City Hall Council Chambers and Community Room, Police Department, Cultural Arts Center, and other facilities.

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.

### **ENSURING A SAFE CITY**

In 2015 the City of Simi Valley had the lowest crime rate per 1,000 residents in its history according to crime statistics released by the Police Department. The community showed its appreciation through the new "Simi Valley Supports our Cops" signage at City gateways.

This budget includes the purchase of 10 new police vehicles, a new microfilm machine for the Records operation, and seven mobile dual band radios. The budget continues 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 \$3.4 million in resources for a variety of projects in our Streets and Roads program. Of that, \$500,000 comes from the General Fund. 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. In addition, the City is using \$1.3 million from former CDA bond proceeds for streets and roads projects in 2016-17.

The Department of Public Works now believes there is a \$160 million backlog of necessary streets and roads repair work in the City. We continue to pursue options of how to increase funds going into this area in the future and have addressed this in lobbying state and local governments.

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 LA Avenue between Church Street and the Tapo Canyon drain, bicycle and pedestrian facilities, landscape beautification, and widening of the Las Llajas bridge.

The budget also includes funding for security enhancements at all City facilities, replacement of Police Department lobby doors, improvements to the City broadcasting equipment for Council Chambers and other facilities, 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, Senior Center, and Cultural Arts facilities.

## **STRENGTHENING OUR COMMUNITY**

The General Fund budget continues funding for our many community events such as sponsoring the Fourth of July celebration, hosting the 14<sup>th</sup> Annual Youth Summit, 4<sup>th</sup> 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 to local non-profit groups.

## **FORMER COMMUNITY DEVELOPMENT AGENCY**

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 annual funding from the loan receivables already on the books for the General Fund fund balance. For FY 2016-17 I am using the FY 2015-16 payment of \$450,400 million (80% of the total loan repayment amount; 20% is reserved for housing) to apply to balance the General Fund budget.

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 2016-17 Transit revenues are estimated at \$10,514,200 which is \$1.1 million above the FY 2015-16 estimated actual amount. These revenues include funding for planned capital projects of \$3.1 million. Transit Fund farebox (customer) revenues for FY 2016-17 are estimated at \$430,100, an increase of 5.1% from FY 2015-16 estimated actuals. ***No local City funding pays for Transit operations; Transit is funded solely by state and federal funds and farebox revenues from riding passengers.***

Our Transit operation will be enhanced with the purchase of three fixed-route replacement buses, funded by the Federal Transportation Association. The budget also includes upgrades to the Transit Maintenance Facility and CNG fueling station, upgrades to bus fareboxes and voice announcement systems, and paratransit dispatching software.

## SANITATION FUND

Sanitation Operations Fund revenues for FY 2016-17 are estimated at \$17,679,100 which is an increase of \$1,492,000 (9.2%) from FY 2015-16 estimated actuals due primarily to a projected increase in service charge revenues. FY 2016-17 Operations Fund estimated expenditures are \$15,609,400 which is \$1,549,400 higher than FY 2015-16 Estimated

Actuals and results in a projected operating surplus of \$2.1 million.

The Sanitation Fund is comprised of three sub-funds, one for operations, one for replacement of sewer line 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 sewer line 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 \$14.5 million at the end of FY 2015-16. New sanitation rates will assist in stabilizing the Sanitation fund balances by providing new funding to be applied to necessary infrastructure improvements.

## WATERWORKS FUND

Waterworks District No. 8 Operations Fund revenues budgeted for FY 2016-17 are \$33,279,100, an increase of \$3,499,100 (11.7%) more than FY 2015-16 estimated actuals, a direct result of rate increases enacted January 1, 2016. Operations Fund budgeted expenditures for FY 2016-17 are \$35,766,500 which is \$2,577,100 (7.8%) greater than FY 2015-16 estimated actuals. This is due primarily to almost \$2.5 million in projected additional water costs.

As in Sanitation, revenues are not keeping pace with expenditures and reserves are declining; the operating deficit for FY 2016-17 is over \$2.4 million, down from almost \$4 million in 2015-16. 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 \$3.5 million at end of FY 2015-16.

### **GANN APPROPRIATION LIMIT**

The Gann Spending Limitation (Article XIIB 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.

<b>GANN APPROPRIATION LIMITS</b>			
<b>Fiscal Year</b>	<b>Legal Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Amount Under Limit</b>
2016-17	\$70,694,934	\$53,025,100	\$17,669,834
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

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 2016-17 and into the future as the national economy continues to recover, it is anticipated that the City will remain substantially under its legal 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

Moving to a sustainable budget will take time. It is our difficult task to prioritize the services and programs the City provides and ensure that we can afford to sustain them in future budgets. The Adopted Budget before you moves toward a more sustainable budget position for the General Fund and is based upon ongoing revenues, a streamlined workforce, and improved technology and efficiency.

We are benefiting from some tax growth as the local economy strengthens. We are also benefiting from 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 has increased sanitation and water rates, actions that will help to stabilize the fiscal position of those funds and invest in their infrastructure.

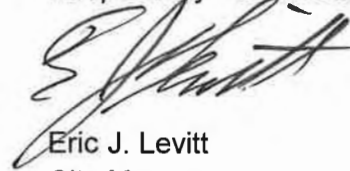
Our recent State of the City reflected on the many positives in Simi Valley. Our high credit rating, prudent reserves in excess of 17% of expenditures, positive audit results, and budget and financial awards is proof of conservative, thoughtful management. I continue to look forward to working with the City Council on how the City can structure the budget to maintain its financial position.

One difficulty we continue to face is how to balance reducing personnel costs with paying at a competitive level to retain and

recruit quality personnel. We have attempted to balance these competing values in the Adopted Budget.

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 Rebekka Hosken, Budget Officer; Jody Kershberg, Director of Administrative Services; Irene Peterson, Interim Deputy Director of Fiscal Services, Theresa Sabol-Carducci, Staff Accountant; and Danielle Keys, Management Analyst, for their work in creating this document.

Respectfully Submitted,



Eric J. Levitt  
City Manager



# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2015-2016***

*Presented to the*

***City Simi Valley***

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

***February 23, 2016***



A handwritten signature in black ink, appearing to read "Jesse Takahashi".

***Jesse Takahashi  
CSMFO President***

A handwritten signature in black ink, appearing to read "Michael Gomez".

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

***Dedicated Excellence in Municipal Financial Reporting***

RESOLUTION NO. 2016-29  
RESOLUTION NO. WWD-258  
RESOLUTION NO. SA-03  
RESOLUTION NO. PL-14

RES. NO. 2016-29  
RES. NO. WWD-258  
RES. NO. SA-03  
RES. NO. PL-14

A JOINT RESOLUTION OF 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 BOARD OF TRUSTEES OF THE SIMI VALLEY LIBRARY APPROVING THE FY 2016-17 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2016-17 TO FY 2020-21

**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/Boards of Directors/Board of Trustees hereby finds and determines that the planning and administrative expenses outlined in the FY 2016-17 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.

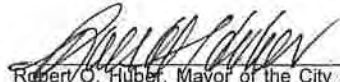
**SECTION 6.** This Resolution shall take effect immediately upon its adoption.

**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.

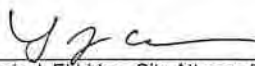
PASSED and ADOPTED this 6<sup>th</sup> day of June 2016.

Attest:


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

  
Robert O. Huber, Mayor of the City of Simi  
Valley, California, Chair of the Ventura  
County Waterworks District No. 8,  
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, City Attorney/District  
Counsel/Agency Counsel/General Counsel

Approved as to Content:

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

WHEREAS, the City Manager/District Manager/Executive Director/Executive Officer has submitted the FY 2016-17 Proposed Budget and the Preliminary Five-Year Capital Improvement Program for FY 2016-17 to FY 2020-21 to the City Council/Boards of Directors/Board of Trustees for their review and consideration on May 13, 2016 in accordance with budget policies and a schedule established by the City Council; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on May 25, 2016, 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 2016-17 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 2016-17 Proposed Budget and Preliminary Five-Year Capital Improvement Program for FY 2016-17 to FY 2020-21; 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 Board of Trustees of the Simi Valley Library as follows:

**SECTION 1.** The FY 2016-17 Annual Budget and Five-Year Capital Improvement Program for FY 2016-17 to FY 2020-21 are hereby approved; copies of which are on file with the City Clerk's Office.

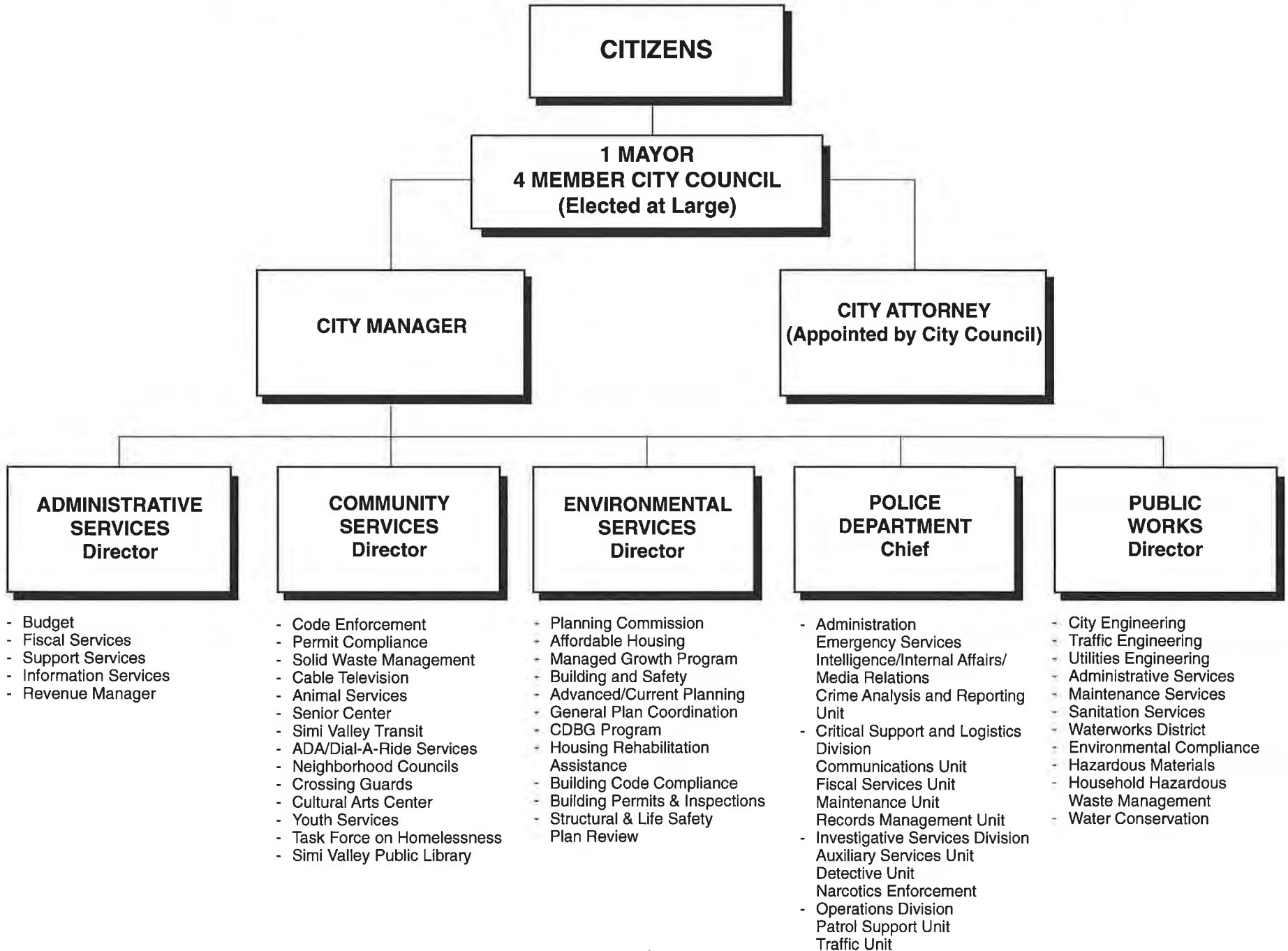
**SECTION 2.** All budget amounts that are to be used for specific purposes, as evidenced by the approved budget document, and any amendments thereto, are committed to these specific purposes by action of the City Council/Boards of Directors/Board of Trustees.

# CITY PROFILE AND FINANCIAL CONTEXT

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# 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 *	127,167
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 estimates as of 1/1/16

**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 2015-16**

Miles of Paved Streets	336.41
Miles Paved or Resurfaced Last Year	3.729
Number of Streetlights	8,223

**Building Permits Issued**

**Fiscal Year 2015-16 (estimated)**

Number of Permits	5,150
Value of Permits	\$66,800,000

**Business Tax**

**Fiscal Year 2015-16**

Applications/Renewals Processed	9,709
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**Simi Valley Transit**

**Fiscal Year 2015-16**

Fixed-Route Bus Ridership	375,000 (estimated)
Paratransit/Dial-A-Ride Passengers	42,000 (estimated)



**CITY PROFILE (continued)**

**Sanitation Services (Wastewater Collection & Treatment)**

**Fiscal Year 2015-16**

Customer Accounts	36,769
Sewer Lines	376
Treatment Plant Capacity	12.5
Average Daily Plant Flows	8.1 million gallons per day

**Water Services (Retail Sale of Water)**

**Fiscal Year 2015-16**

Customer Accounts	25,589
Water Delivered to Customer Accounts	6,517 million gallons
Sales to Other Agencies	1
Water Delivered to Other Agencies	316.8 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	\$16,595,801,928
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$622,342,572
General Obligation Bond Debt	\$0
Total Debt Applicable to Computed Limit	\$0

**2015-16 Principal Property Taxpayers in the City\***

<b><u>Property Owner</u></b>	<b><u>Assessed Valuation</u></b>
Tishman Achstone and Smith	\$117,850,329
Fountains Apartments Ltd	\$81,307,804
NF Creekside Apartments LLC	\$71,580,245
Runkle Canyon LLC	\$62,235,000
SRGMF II County Club Simi	\$52,743,600
Target Corporation	\$46,148,161
Mountain Gate Associates LLC	\$45,389,105
SE Shadow Ridge LLC	\$44,346,779
ESG Properties I LLC	\$43,080,778
South Street Center LLC	\$39,576,957

\* SOURCE: Ventura County Assessor 2015-16 Combined Tax Rolls and the SBE Non Unitary Tax Roll

## 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	2441
Simi Valley Hospital and Health Care	734
Rancho Simi Recreation and Park District	600
City of Simi Valley	532
Meggitt Safety Systems Inc.	498
Aerovironment	460
WalMart	396
Milgard Manufacturing	330
Vons Grocery Stores	283
Costco	272

\* SOURCE: City of Simi Valley, Comprehensive Annual Financial Report, Fiscal Year End June 30, 2015.

**CITY PROFILE (continued)**

**FY 2016-17 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)	105,110	599	\$109,988,016	\$1,046
Ventura (2)	107,873	463	\$98,828,074	\$916
Thousand Oaks (3)	132,365	445	\$75,454,653	\$570
<b>Simi Valley</b>	<b>127,167</b>	<b>443</b>	<b>\$65,770,000</b>	<b>\$517</b>
West Covina (4)	108,401	272	44,847,101	\$414
Santa Maria (5)	104,404	349	46,707,028	\$447

\* SOURCE: California Department of Finance estimates for 1/1/16

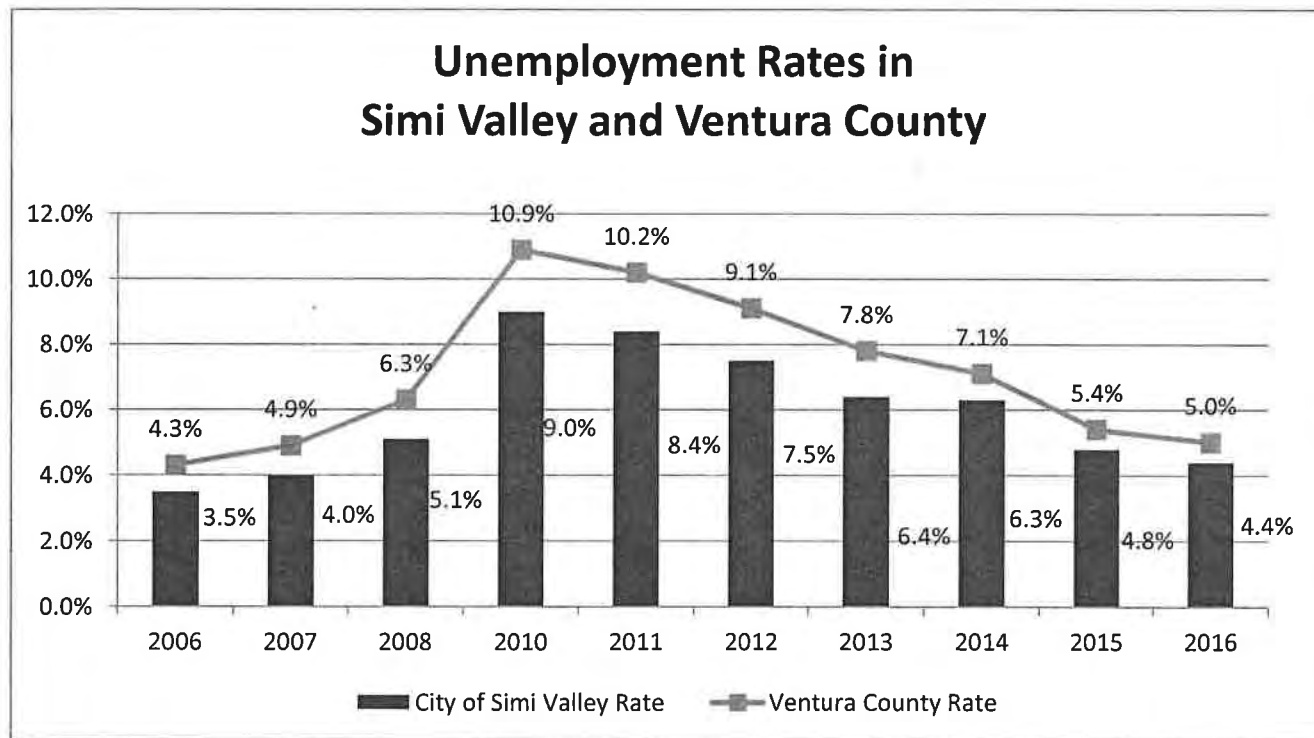
- (1) Excludes Fire, Library, and Parks & Recreation functions
- (2) Excludes Fire and Parks & Recreation functions
- (3) Proposed Operating Budget
- (4) Excludes Fire
- (5) Excludes Fire and Parks & Recreation functions

## 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 and a slowing decrease of 0.4% from 2015 to 2016. The current 2016 rate of 4.4% brings the City back just slightly over the 2007 rate of 4.0% though still above the low of 3.5% in 2006.



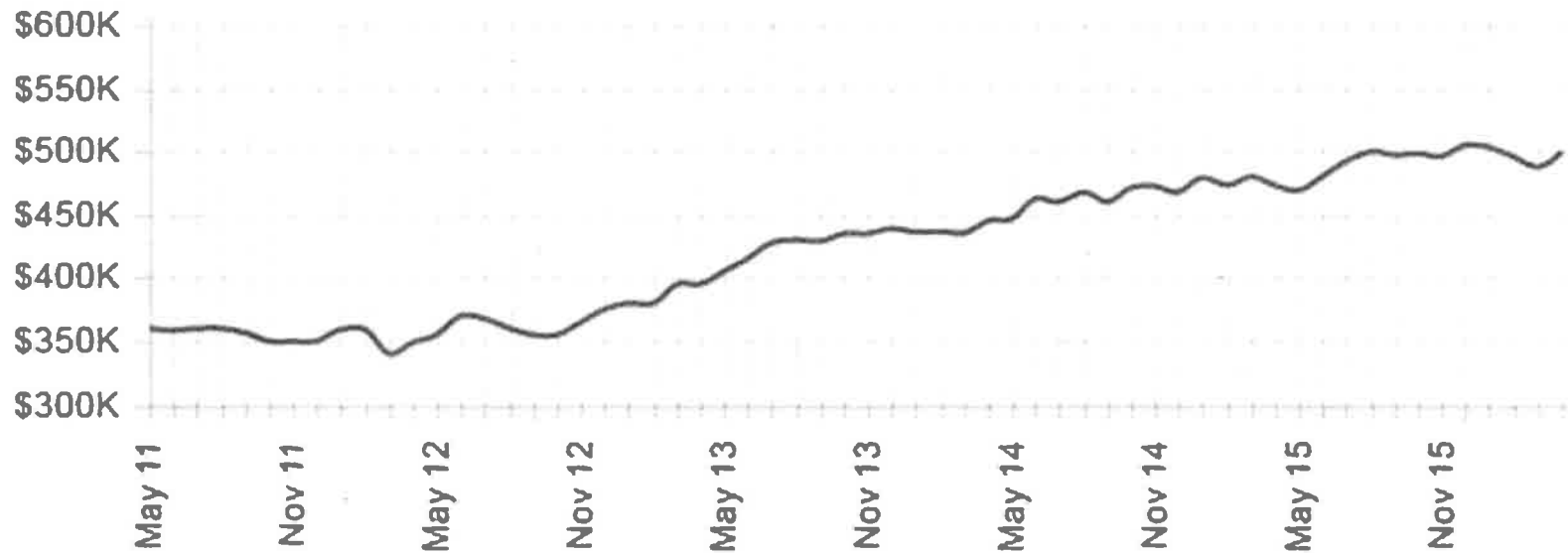
\*Source: California Economic Development Department



## FINANCIAL CONTEXT (continued)

### Real Estate Market

The median sales price for homes in Simi Valley CA for Jan 16 to Apr 16 was \$505,000. This is an increase of 8.6% compared to the prior year. Simi Valley home sales prices have risen 37.6% over the last five years. The Simi Valley average price per square foot was \$295, an increase of 3.1% compared to \$286 per square foot in the same period last year.

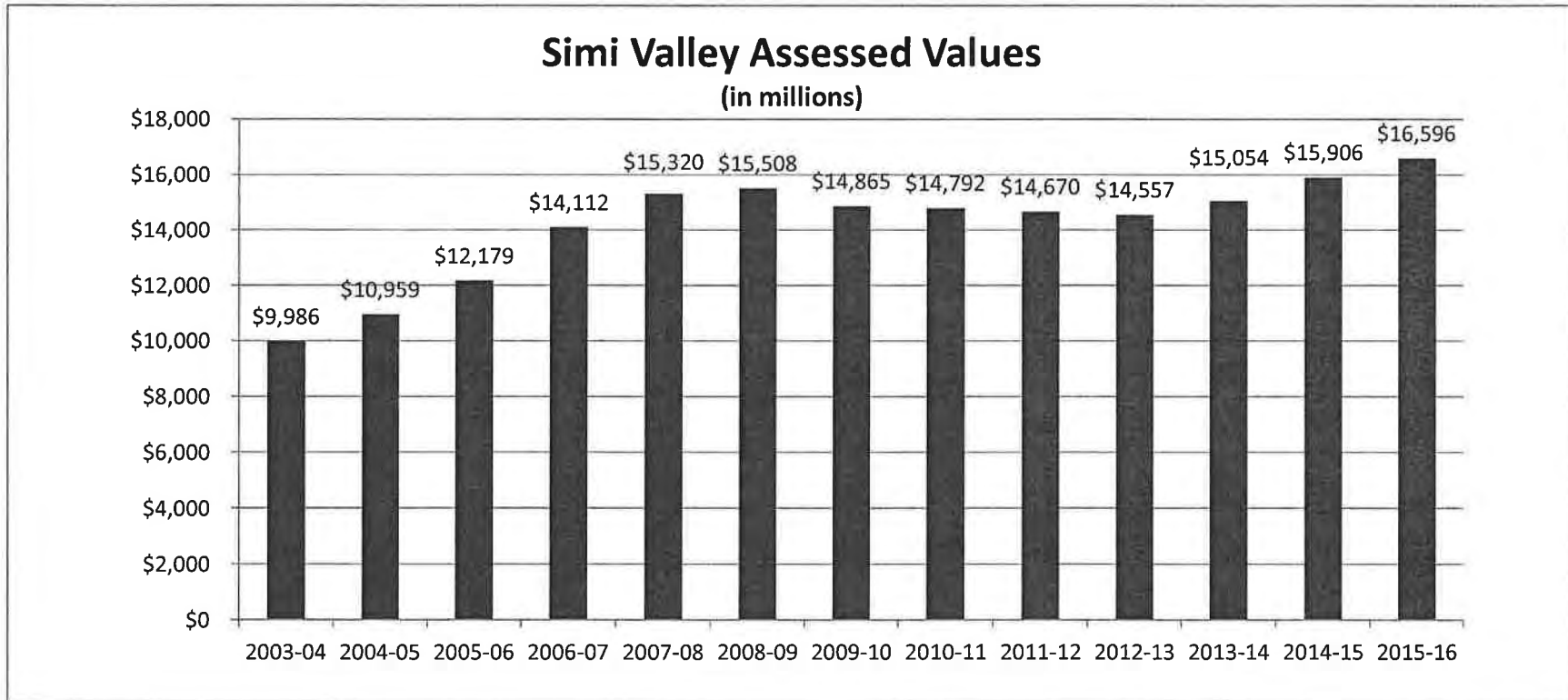


\*Source: Trulia

## 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 until the start of a recovery in 2013-14. The City's assessed values have increased by 5.7% from 2013-14 to 2014-15 and by 4.3% in 2015-16 from 2014-15. This signals a return to strong property values and positive growth for the local economy.



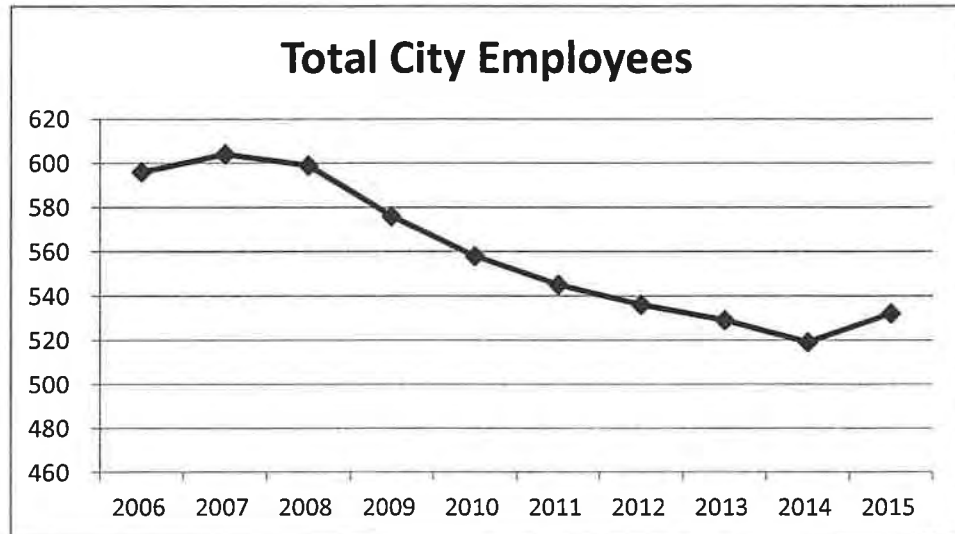
\* Source: Ventura County Assessor's Office

## FINANCIAL CONTEXT (continued)

### City of Simi Valley Employees by Function

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General Government	70	70	68	62	55	57	55	57	57	61
Community Services	34	35	35	34	34	32	29	28	29	31
Planning	61	62	60	56	54	51	49	42	40	39
Public Ways & Facilities	107	110	102	102	97	92	92	89	88	90
Public Safety										
Sworn Police	120	125	127	122	118	119	123	120	119	123
Civilian	70	68	64	58	57	55	52	52	52	52
Sanitation	53	53	60	54	54	54	53	56	51	54
Waterworks	38	38	37	41	43	43	43	44	45	43
Transit	43	43	46	47	46	42	40	41	38	39
<b>TOTAL</b>	<b>596</b>	<b>604</b>	<b>599</b>	<b>576</b>	<b>558</b>	<b>545</b>	<b>536</b>	<b>529</b>	<b>519</b>	<b>532</b>

### Total City Employees

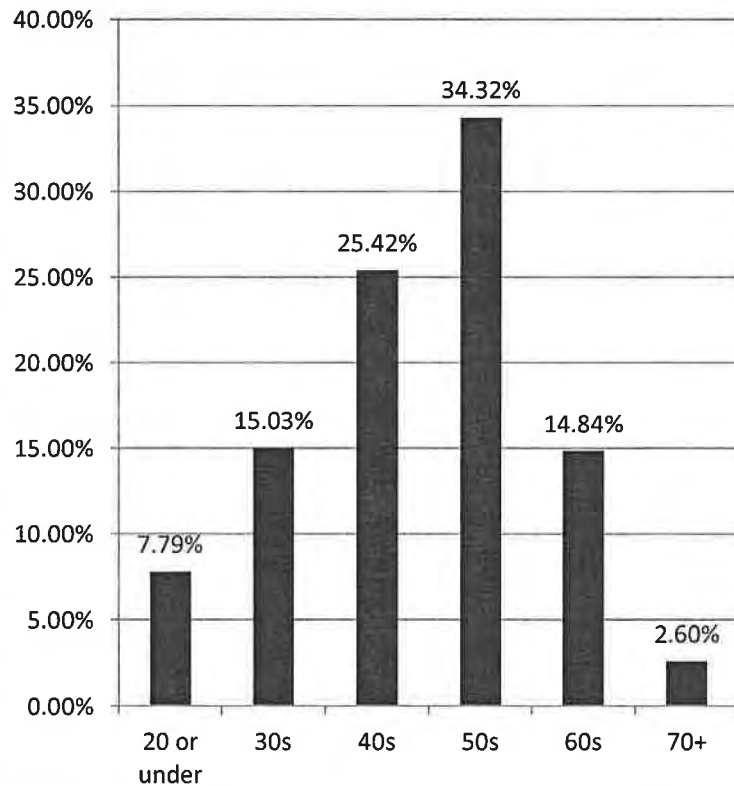


Totals do not include temporary employees or part-time crossing guards.

\* Source: 2014-15 Comprehensive Annual Financial Report

## FINANCIAL CONTEXT (continued)

### Age Distribution of Simi Valley Employees as of April 2016



\* 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. The aging of the workforce does have financial and other impacts.

Currently 51.8% 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 77% 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)

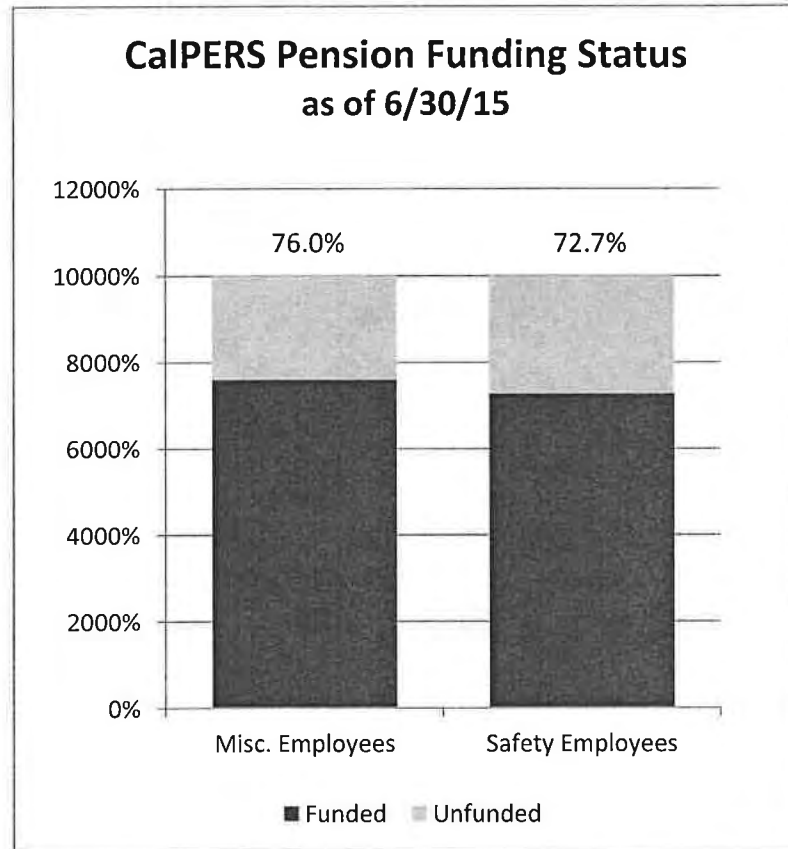
### CalPERS Pension Liabilities

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.

The City's strategy is to become 100% funded within 20-30 years and the City is currently paying a 3% per year increase through CalPERS into the pension accounts to attain that goal. The City of Simi Valley's liabilities as of 6/30/14 showed that pensions for Miscellaneous unit employees were funded at 76.0%, up from 72.3% last year. Pensions for Sworn unit employees were funded at 72.7%, up from 69.9% last year.

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. This has resulted in a reduction in City PERS costs, from \$11,886,300 budgeted in FY 2015-16 to \$11,566,200, despite an increase in employee compensation.

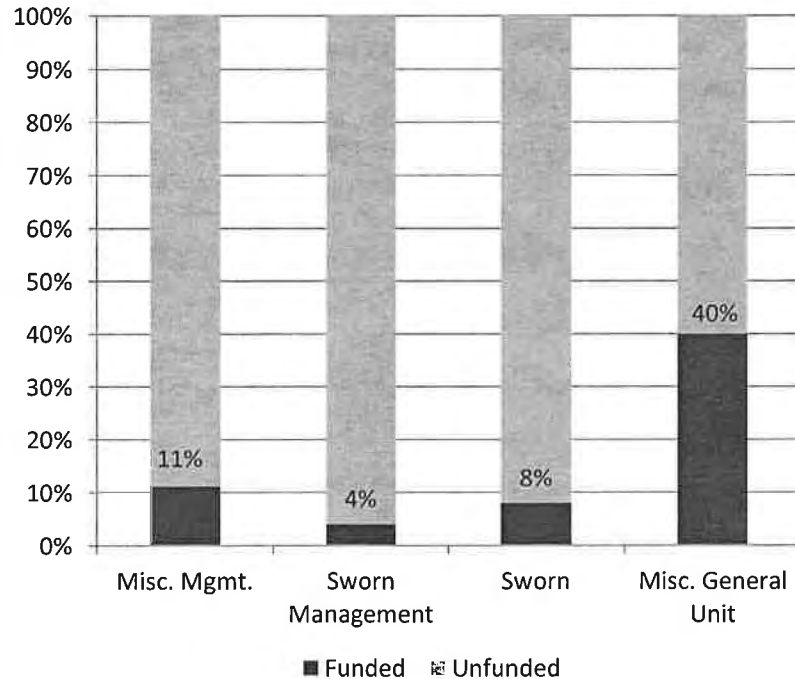
**CalPERS Pension Funding Status  
as of 6/30/15**



\*Source: 2015-16 Comprehensive Annual Financial Report

## FINANCIAL CONTEXT (continued)

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



### 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 when the City moved to CalPERS as the medical insurance provider, modifying 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 and will continue to do so as funds are available.

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



CITY OF SIMI VALLEY

# BUDGET OVERVIEW

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## CITYWIDE SUMMARY OF EXPENDITURES

### Expenditures by Fund (including Transfers and Reimbursements)

Fund No.	Fund Title	FY 2014-15 Actual	FY 2015-16 Budget	FY 2015-16 Est. Actual	FY 2016-17 Proposed	\$ Change from FY15-16 Budget	% Change from FY15-16 Budget
100	General Fund	\$ 66,088,992	\$ 67,727,968	\$ 63,931,792	\$ 65,770,000	\$ (1,957,968)	-2.9%
803	Liability Insurance Fund	4,466,545	1,711,800	1,701,900	2,099,000	387,200	22.6%
805	Workers' Compensation Insurance Fund	4,565,053	4,074,500	3,040,100	4,097,235	22,735	0.6%
807	GIS Operating Fund	52,841	187,267	145,500	166,500	(20,767)	-11.1%
809	FIS Operating Fund	92,229	131,900	131,900	551,900	420,000	318.4%
200	Community Development Successor Agency	1,530,448	2,355,600	3,630,700	2,331,900	(23,700)	-1.0%
201	Housing Successor Agency	-	10,229,300	790,400	948,100	(9,281,200)	-90.7%
202	Local Housing Fund	454,481	(30,000)	(36,000)	22,000	52,000	-173.3%
203	CalHome Program Fund	501,950	500,000	515,700	80,000	(420,000)	-84.0%
204	HOME Program Fund	2,204	250,200	4,300	250,200	-	0.0%
214	Public Education and Gov't Fund	23,987	655,200	30,200	1,180,200	525,000	80.1%
215	Gasoline Tax Fund	3,843,804	3,429,700	2,807,200	2,637,700	(792,000)	-23.1%
233	Bike Lanes Fund	20,149	8,000	25,400	296,500	288,500	3606.3%
238	Local Transportation Fund	3,773,514	5,967,500	4,318,800	5,953,300	(14,200)	-0.2%
250	Library Fund	1,999,306	2,314,012	2,301,100	2,301,100	(12,912)	-0.6%
260	New Dwelling Fees Fund	439,900	-	-	70,000	70,000	100.0%
262	Development Agreement Fund	2,705,499	3,505,300	2,410,300	4,090,000	584,700	16.7%
263	Traffic Impact Fees Fund	-	84,000	84,000	304,000	220,000	0.0%
270	Economic Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	456,956	652,154	195,000	1,149,500	497,346	76.3%
287	Law Enforcement Grants Fund	248,226	334,459	355,000	283,200	(51,259)	-15.3%
297	Retiree Benefits Fund	1,814,982	1,500,000	1,570,000	1,640,000	140,000	9.3%
3001	Landscape Augmentation Fund	1,168,444	966,700	966,700	750,000	(216,700)	-22.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,588,450	1,883,501	1,763,907	1,980,089	96,588	5.1%
600	Streets and Roads Fund	3,200,005	14,275,197	13,984,864	3,414,000	(10,861,197)	-76.1%
648	Computer Equipment Replacement Fund	1,172,913	1,141,841	738,394	1,213,600	71,759	6.3%
649	Community Development (GIS) Capital Fund	37,053	402,034	402,000	1,288,100	886,066	220.4%
651	Vehicle Replacement Fund	383,312	649,800	693,300	760,000	110,200	17.0%
655	Building Improvement Fund	589,985	639,568	589,985	466,185	(173,383)	-27.1%
656	Information Systems Capital Fund	50,839	1,699,594	1,491,200	1,551,000	(148,594)	-8.7%
660	PD Capital	88,855	1,597,224	105,399	2,667,000	1,069,776	67.0%
665	City Telephones Capital Project	-	-	-	2,000,000	2,000,000	100.0%
750	Transit Fund	8,936,303	14,188,100	9,389,900	10,514,200	(3,673,900)	-25.9%
700	Sanitation	13,370,052	15,548,882	14,060,000	15,609,400	60,518	0.4%
701	Sewer Connection Fees Fund	2,010,965	518,071	454,700	600	(517,471)	-99.9%
702	Sewer Replacement Reserve	2,145,612	8,549,114	8,419,164	5,456,600	(3,092,514)	-36.2%
761	Waterworks District No. 8	36,995,031	41,305,973	33,189,400	35,796,500	(5,509,473)	-13.3%
762	Water Connection Fees Fund	1,705,626	1,415,200	2,395,627	400,000	(1,015,200)	-71.7%
763	Waterworks Replacement Reserve	7,042,117	5,501,229	5,921,300	9,639,000	4,137,771	75.2%
<b>TOTALS:</b>		<b>174,623,822</b>	<b>216,822,197</b>	<b>182,982,599</b>	<b>190,343,863</b>	<b>-26,478,334</b>	<b>-12.2%</b>

## CITYWIDE SUMMARY OF REVENUES

### Revenues by Fund (Including Transfers In)

Fund No.	Fund Title	FY 2014-15 Actual	FY 2015-16 Budget	FY 2015-16 Est. Actual	FY 2016-17 Proposed	\$ Change from FY15-16 Budget	% Change from FY15-16 Budget
100	General Fund	\$ 66,797,181	\$ 63,521,200	\$ 62,769,465	\$ 65,319,600	\$ 1,798,400	4.1%
803	Liability Insurance Fund	1,484,572	23,100	23,100	1,711,300	1,688,200	7308.2%
805	Workers' Compensation Insurance Fund	3,746,135	4,295,000	4,287,261	4,014,400	(280,600)	-6.4%
807	GIS Operating Fund	91,877	91,900	91,900	110,000	18,100	19.7%
809	FIS Operating Fund	421,095	184,500	183,000	134,000	(50,500)	-26.8%
200	Community Development Successor Agency	260,123	4,238,600	2,091,500	2,856,300	(1,382,300)	36.6%
201	Housing Successor Agency	2,469,451	626,900	1,981,000	123,100	(503,800)	-93.8%
202	Local Housing Fund	15,082	952,800	661,800	252,300	(409,500)	-61.9%
203	CalHome Program Fund	432,058	500,000	297,100	212,800	(84,300)	-28.4%
204	HOME Program Fund	22,039	2,400	43,400	2,400	(41,000)	-94.5%
214	Public Education and Gov't Fund	310,184	276,600	278,200	276,600	(1,600)	-0.6%
215	Gasoline Tax Fund	3,843,804	3,429,700	2,807,200	2,637,700	(169,500)	-6.0%
233	Bike Lanes Fund	201,280	58,100	76,300	65,100	(11,200)	-14.7%
238	Local Transportation Fund	4,785,249	4,405,681	4,405,681	5,953,300	1,547,619	35.1%
250	Library Fund	2,279,029	2,408,173	2,383,900	2,359,500	(24,400)	-1.0%
260	New Dwelling Fees Fund	38,007	125,000	126,500	101,500	(25,000)	-19.8%
262	Development Agreement Fund	69,442	160,000	50,000	470,000	420,000	840.0%
263	Traffic Impact Fees Fund	42,186	22,000	117,500	41,000	(76,500)	-65.1%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	1,790,236	351,000	847,100	526,000	(321,100)	-37.9%
287	Law Enforcement Grants Fund	248,226	317,124	355,000	283,200	(71,800)	-20.2%
297	Retiree Benefits Fund	1,831,823	1,224,600	1,224,600	1,219,800	(4,800)	-0.4%
3001	Landscape Augmentation Fund	1,172,125	966,700	966,700	750,500	(216,200)	-22.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,970,169	1,764,682	1,763,005	1,548,927	(214,078)	-12.1%
600	Streets and Roads Fund	3,128,932	5,350,200	5,350,200	3,414,000	(1,936,200)	-36.2%
648	Computer Equipment Replacement Fund	933,967	935,600	932,600	703,900	(228,700)	-24.5%
649	Community Development (GIS) Capital Fund	885,982	4,500	6,000	-	(6,000)	-100.0%
651	Vehicle Replacement Fund	779,400	482,500	607,300	60,000	(547,300)	-90.1%
655	Building Improvement Fund	97,299	1,273,700	353,700	1,089,900	736,200	208.1%
656	Information Systems Capital Fund	864,765	725,494	726,994	2,248,900	1,521,906	209.3%
660	PD Capital	75,835	1,549,000	75,400	2,917,000	2,841,600	3768.7%
665	City Telephones Capital Fund	-	-	-	2,000,000	2,000,000	100.0%
750	Transit Fund	8,973,228	14,184,200	9,389,900	10,514,200	1,124,300	12.0%
700	Sanitation	14,658,923	14,427,700	16,187,100	17,679,100	1,492,000	9.2%
701	Sewer Connection Fees Fund	453,579	165,000	551,500	165,000	(386,500)	-70.1%
702	Sewer Replacement Reserve	1,938,913	1,755,000	1,755,000	1,355,000	(400,000)	-22.8%
761	Waterworks District No. 8	33,919,979	37,002,000	29,748,300	33,279,100	3,530,800	11.9%
762	Water Connection Fees Fund	246,236	75,000	245,000	115,000	(130,000)	-53.1%
763	Waterworks Replacement Reserve	1,604,500	2,073,000	2,082,100	8,150,200	6,068,100	291.4%
<b>TOTALS:</b>		<b>162,882,911</b>	<b>169,948,654</b>	<b>155,842,306</b>	<b>174,660,627</b>	<b>18,818,321</b>	<b>12.1%</b>

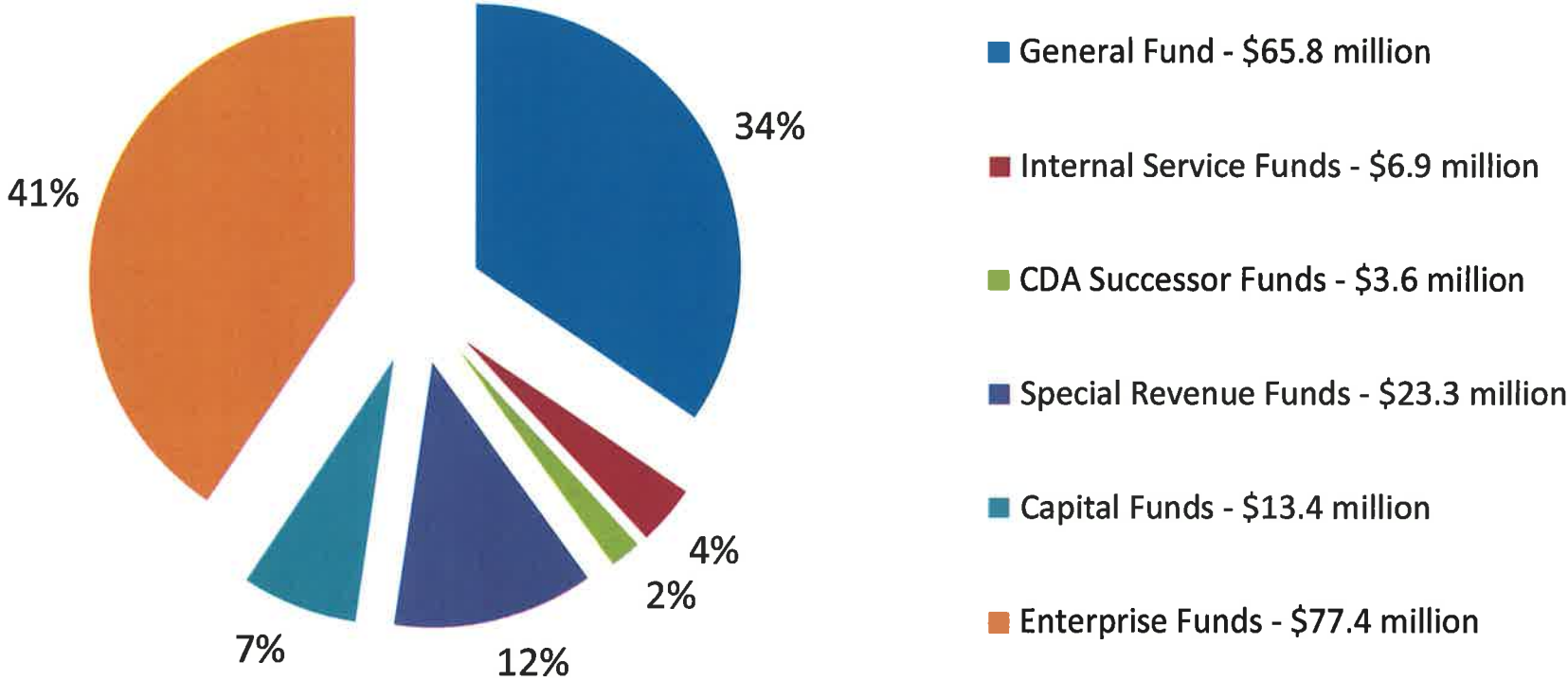
# SIMI VALLEY GENERAL FUND

FY 16-17



NOTE: Does not total 100% as is net of non-departmental and transfers/reimbursements  
Based on population of 126,000

# Total City 2016-17 Adopted Budget \$190.3 Million





## 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.

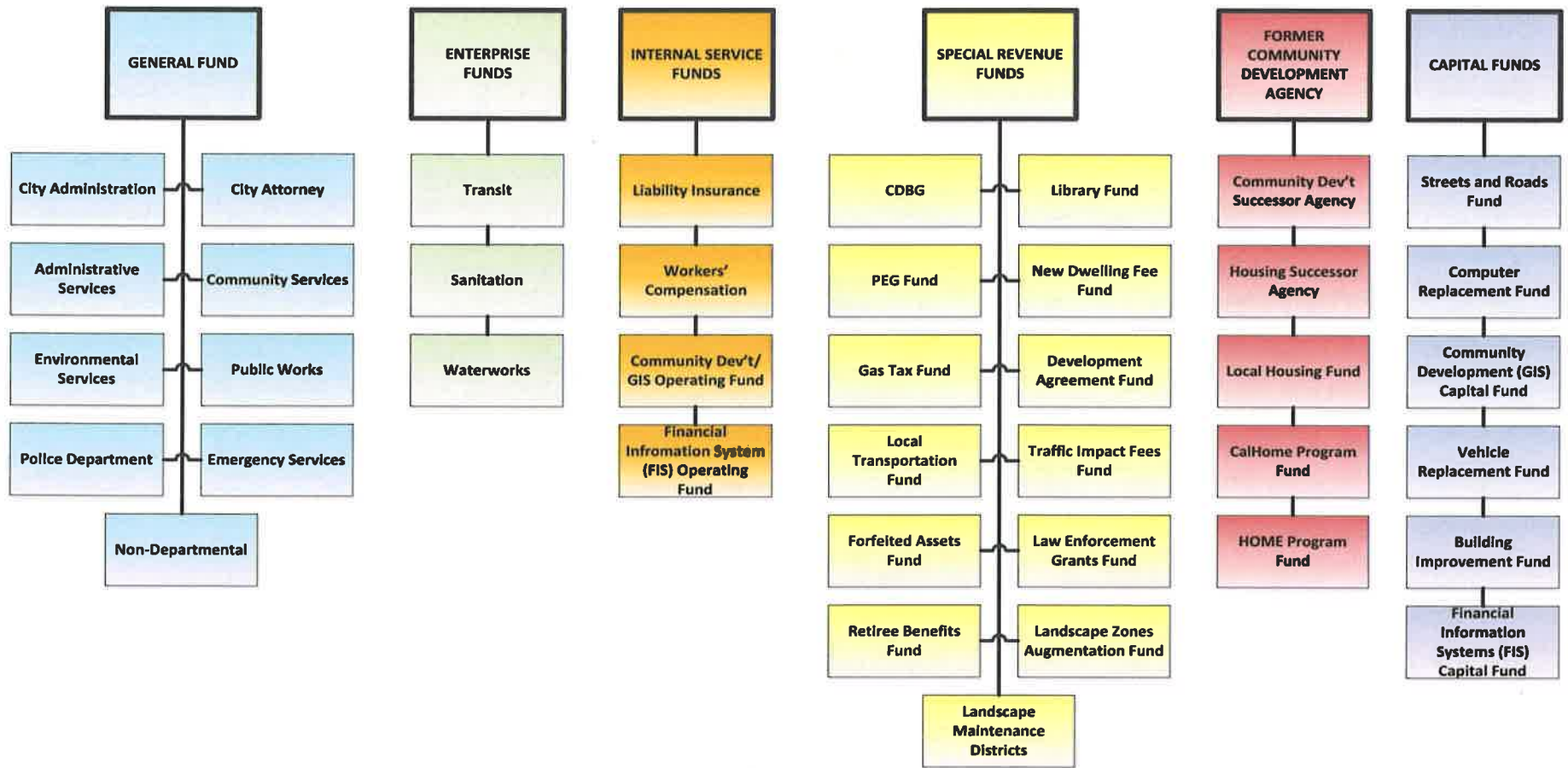
The City segregates these funds to show the impacts of dissolution of the former Community Development Agency (CDA). These funds account for allocated revenue to pay estimated installment payments of enforceable obligations until obligations of the former CDA are paid in full and assets have been liquidated.

### **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 \$ 18,525,000

Period Ending			
30-Jun	Principal	Interest	Total
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
<b>TOTAL</b>	<b>\$ 18,525,000.00</b>	<b>\$ 10,054,690.64</b>	<b>\$ 28,849,690.64</b>

## 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 \$ 22,715,000

### Period Ending

30-Jun	Principal	Interest	Total
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
<b>TOTAL</b>	<b>\$ 22,715,000.00</b>	<b>\$ 11,458,509.41</b>	<b>\$ 35,108,509.41</b>

## 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 uddget, 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 incorpoates 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 reduction proposals, which are recommendations for reducing

expenditures should budget reductions be necessary. These Reductions should total the City Manager's annual target percentage 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.



CITY OF SIMI VALLEY

## 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 2016-17 is available upon request from the Department of Administrative Services.



# GENERAL FUND

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

	ACTUAL 2014-15	AMENDED BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 36,419,964	\$ 36,640,339	\$ 36,640,339	\$ 35,478,012	\$ 35,027,612	\$ 32,533,412
<b>Resources</b>						
Revenues	\$ 63,145,137	\$ 63,521,200	\$ 62,769,465	\$ 65,319,600	\$ 66,678,400	\$ 68,617,100
Prior Year Surplus	-	1,279,500	-	-	-	-
80% of CDA Loan Repayment	-	1,506,400	1,506,400	450,400	450,400	450,400
<b>Net Resources</b>	\$ 63,145,137	\$ 66,307,100	\$ 64,275,865	\$ 65,770,000	\$ 67,128,800	\$ 69,067,500
<b>Expenditures</b>	\$ 62,924,762	\$ 67,727,968	\$ 63,931,792	\$ 65,770,000	\$ 69,172,600	\$ 70,895,400
Anticipated Underexpenditures		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Carryovers		800,000		800,000	800,000	800,000
<b>Net Expenditures</b>	\$ 62,924,762	\$ 67,727,968	\$ 63,931,792	\$ 65,770,000	\$ 69,172,600	\$ 70,895,400
<b>Resources less Expenditures</b>	\$ 220,375	\$ (1,420,868)	\$ 344,073	\$ -	\$ (2,043,800)	\$ (1,827,900)
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	\$ 36,640,339	\$ 33,713,071	\$ 35,478,012	\$ 35,027,612	\$ 32,533,412	\$ 30,255,112
<b>Prudent Reserve (17% of expenditures)</b>	\$ 10,697,200	\$ 11,513,800	\$ 10,868,400	\$ 11,180,900	\$ 11,759,300	\$ 12,052,200
<b>Assigned Fund Balance</b>	\$ 19,964,083	\$ 20,087,521	\$ 18,199,205	\$ 17,673,505	\$ 17,223,105	\$ 16,772,705
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	8,880,816	8,430,416	7,980,016
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
<b>Unassigned Fund Balance</b>	\$ 5,979,056	\$ 2,111,750	\$ 6,410,407	\$ 6,173,207	\$ 3,551,007	\$ 1,430,207

\*\* 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

Fiscal Year 2015-16 began with a fund balance of \$36.6 million. Applying the CDA loan repayment of \$1.5 million as budgeted, we project to end the year with a positive year-end budget (resources over expenditures) of \$344,073. This compares with the 2015-16 Amended Budget which had a projected year-end deficit of \$1,420,868 after the \$1.5 million was applied. This turnaround is primarily due to many vacant personnel positions being held open throughout the year. We project ending the year with over \$2.3 million in personnel savings. This will bring the General Fund balance to \$35.5 million at year-end after moving the CDA loan repayment from fund balance and paying off a negative balance of approximately \$300,000 in the redevelopment funds.

The Proposed 2016-17 Budget has been balanced through a combination of expenditure reductions and moving a \$450,400 Community Development Agency loan repayment received for FY 2015-16 from fund balance.

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. 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 an Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations, outstanding balance of advances made from the General Fund to other City funds, and 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 2016-17, the amount is \$800,000, based on an analysis of prior years.

## 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. 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.

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

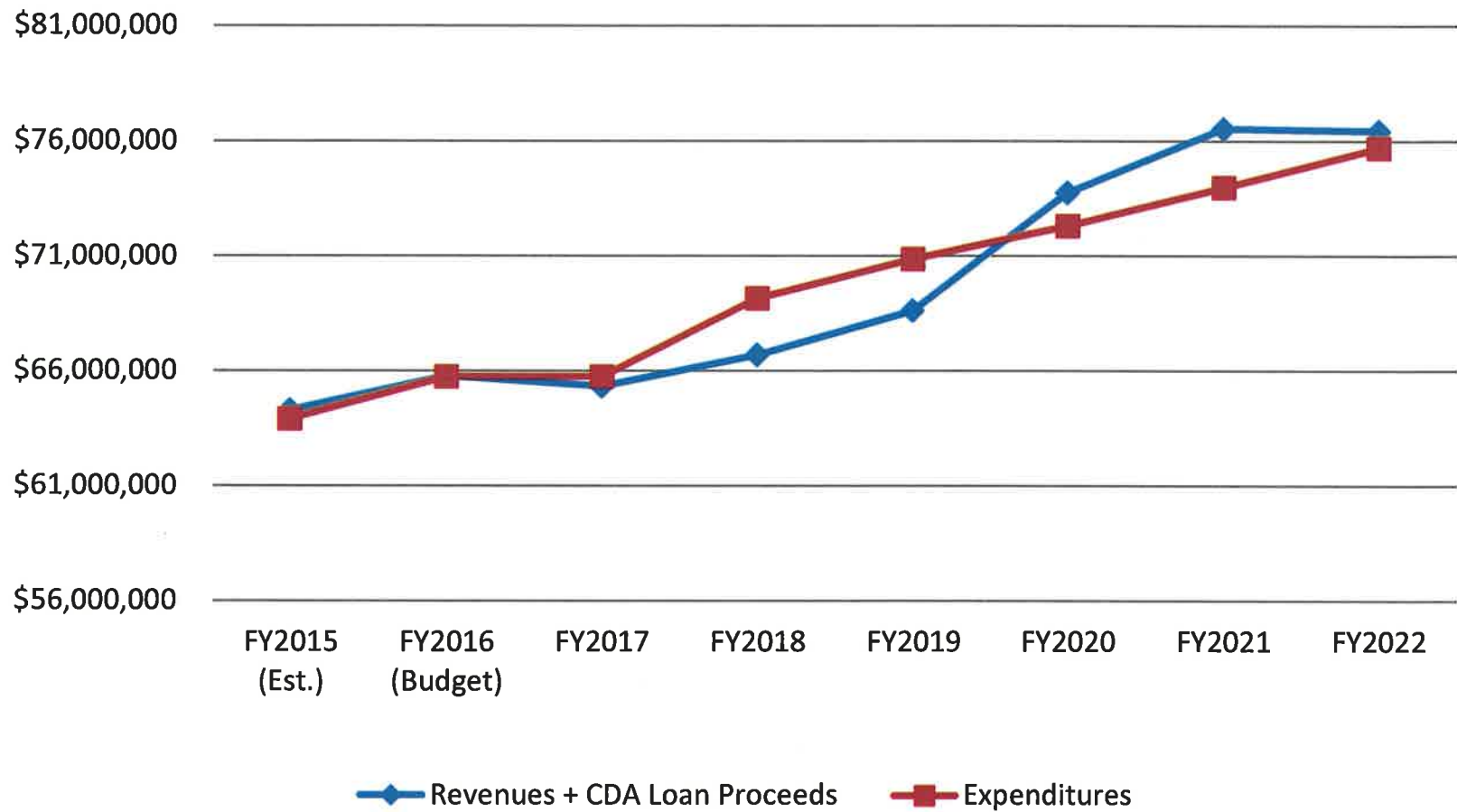
least through FY 2018-19, after which time the City projects healthy budgets through at least 2021-22.

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 2016-17, the City Manager reduced ten staff positions and continued to freeze vacant positions to reduce personnel expenditures. In addition, all City programs were reviewed using a Priority Based Budgeting evaluation process.

The forecast shown here includes projections for most revenue types with 2% per year inflationary growth plus anticipated development growth for known projects. Projections on the expenditure side include 1.5% growth in salaries, 5% growth in retirement benefits, 3% growth in workers compensation, 2.5% growth in health benefits, and 2% inflationary growth for most other expenditure types. Details on the Five-Year Forecast are available from the Administrative Services Department.

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.

## Five Year General Fund Forecast



**CITY OF SIMI VALLEY, CA  
FIVE YEAR GENERAL FUND FORECAST**

INDEX

	2017B	2018F	2019F	2020F	2021F	2022F
<b>REVENUES &amp; SOURCES</b>						
31000-TAXES	\$ 54,914,700	\$ 56,290,720	\$ 58,074,013	\$ 59,734,497	\$ 61,030,293	\$ 62,351,066
32000-LICENSES & PERMITS	2,350,000	3,217,757	3,229,915	6,424,648	7,704,381	6,193,542
33000-FINES & FORFEITURES	629,000	641,580	654,412	667,500	680,850	694,467
34000-USE OF MONEY & PROP	414,600	424,792	435,245	445,965	456,961	468,239
35000-FR OTHER GOVERNMENTS	365,000	372,300	379,746	387,341	395,088	402,989
36000-GRANTS	717,000	221,340	225,767	230,282	234,888	239,586
37000-SERVICE CHARGES	1,666,000	1,161,344	1,182,496	1,330,604	1,402,991	1,364,851
38000-OTHER REVENUES	769,400	784,788	800,484	816,493	832,823	849,480
39000-OPER TRANSFERS IN	3,493,900	3,563,778	3,635,054	3,707,755	3,781,910	3,857,548
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 65,319,600</b>	<b>\$ 66,678,400</b>	<b>\$ 68,617,130</b>	<b>\$ 73,745,085</b>	<b>\$ 76,520,185</b>	<b>\$ 76,421,767</b>
<b>EXPENDITURES &amp; USES, BY ACCTGROUP</b>						
41000-SALARIES & BENEFITS	\$ 57,820,700	\$ 60,489,763	\$ 61,899,660	\$ 63,351,628	\$ 64,847,254	\$ 66,388,193
42000-SUPPLIES & MATERIALS	6,055,500	6,176,610	6,200,142	6,324,145	6,450,628	6,579,641
44000-SERVICES	7,415,800	7,195,416	7,139,300	7,282,086	7,427,728	7,576,282
45000-REIMBURSEMENTS FROM	(9,053,300)	(9,427,400)	(9,664,400)	(9,857,688)	(10,054,842)	(10,255,939)
49000-OPER TRANSFERS OUT	3,531,300	4,738,200	5,320,700	5,227,900	5,323,753	5,422,177
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 65,770,000</b>	<b>\$ 69,172,589</b>	<b>\$ 70,895,402</b>	<b>\$ 72,328,071</b>	<b>\$ 73,994,521</b>	<b>\$ 75,710,354</b>
<b>Revenues Less Expenditures</b>	<b>\$ (450,400)</b>	<b>\$ (2,494,189)</b>	<b>\$ (2,278,272)</b>	<b>\$ 1,417,014</b>	<b>\$ 2,525,664</b>	<b>\$ 711,413</b>
Apply CDA Loan Repayment	450,400	450,400	450,400	450,400	450,400	450,400
<b>SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ (2,043,789)</b>	<b>\$ (1,827,872)</b>	<b>\$ 1,867,414</b>	<b>\$ 2,976,064</b>	<b>\$ 1,161,813</b>





CITY OF SIMI VALLEY

# REVENUES

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## 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 2016-17 General Fund Revenues are projected to be \$2.55 million more (4.1%) than FY 2015-16 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 2014-15, budgeted and estimated actual revenue data for FY 2015-16, budgeted revenue for FY 2016-17, and projections for FY 2017-18 and FY 2018-19.

FY 2016-17 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, as well as consultant 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 2016-17 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 \$1,568,000 (2.9%) over 2015-16 Estimated Actuals to \$54,914,700 in FY 2016-17. Property tax revenues are projected to increase by \$806,500 (2.9%) to \$28,509,900, due to ongoing improvements in assessed values and the local economy.

FY 2016-17 Sales and Use Tax revenues are projected to increase by \$311,500 (1.8%) over FY 2015-16 estimated actuals, due to strong sales tax growth for new and existing local businesses.

### **Licenses and Permits**

This category is projected to increase by just \$1,800 (0.1% over 2015-16 estimated actuals but by 55.3% over 2015-16 budgeted levels. This is the result of development as projects are moving forward. 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 2016-17 Fines and Forfeitures revenues are projected to increase by \$9,500 from FY 2015-16 estimated actuals due to anticipated increases in vehicle code fine revenues.

### **Use of Money and Property**

This category is projected to increase by \$38,600 (10.3%) in FY 2016-17 through a combination of interest rate improvements and continued lease and rental revenues from City-owned facilities.

### **Revenues From Other Governments**

The category is projected to decrease by \$45,600 (-11.1%) in FY 2016-17 due to a reduction back to normal levels after a one-time positive bump in SB90 reimbursements for unfunded mandates from the State. Revenues from SB90 in 2015-16 were unusually high due to payments for several past years.

### **Grants**

Grant revenues are projected to increase by \$527,000 (277%) in FY 2016-17. 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. The City anticipates significant grant income related to recent lobbying efforts at the Federal and State levels.

### **Service Charges**

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase by \$336,000 (25.3%) in FY 2016-17 over FY 2015-16 estimated actuals. This is inflated somewhat by the addition of offsetting animal services revenues received from the County of Ventura, not previously included in this category. Other revenues are largely flat with some minor increases for Public Works plan check and service charges.

### **Other Revenues**

Other Revenues, also generated from the local economy, are projected to increase by \$133,900 (21.1%) in FY 2016-17 due to anticipated increases in landfill facility agreement fees and developer contributions.

### **Transfers In**

This revenue category is projected to decrease by \$19,065 (-0.5%) in FY 2016-17 due to a continued decrease in Gasoline Tax revenues as a result of lower prices and consumption, as well as a minor reduction in law enforcement grant revenues.

## GENERAL FUND REVENUES

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
<b><u>TAXES AND FRANCHISES</u></b>						
31101 Property Taxes	\$ 26,927,248	\$ 29,247,700	\$ 27,703,400	\$ 28,509,900	\$ 29,315,700	\$ 30,492,200
31111 Sales and Use Tax	15,944,424	16,323,000	17,443,300	17,754,800	18,183,500	18,646,400
31112 Transient Lodging Tax	1,373,648	1,428,000	1,300,000	1,600,000	1,632,000	1,664,600
31113 Franchise Taxes	4,570,316	4,590,000	4,600,000	4,600,000	4,669,000	4,739,000
31114 Business Taxes	1,601,785	1,700,000	1,600,000	1,700,000	1,725,500	1,751,400
31115 Documentary Transfer Tax	602,282	700,000	700,000	750,000	765,000	780,300
Subtotal Taxes and Franchises	<u>\$ 51,019,703</u>	<u>\$ 53,988,700</u>	<u>\$ 53,346,700</u>	<u>\$ 54,914,700</u>	<u>\$ 56,290,700</u>	<u>\$ 58,073,900</u>
<b><u>LICENSES AND PERMITS</u></b>						
32301 Building Permits	\$ 1,041,595	950,000	1,500,000	\$ 1,410,000	\$ 2,250,600	\$ 2,243,700
32302 Record Retention Fee	6,257	3,500	8,200	5,000	13,500	13,500
32303 Plan Check Services	474,608	400,000	585,000	700,000	790,500	504,000
32402 Encroachment Permits	61,520	120,000	185,000	175,000	122,400	427,100
32604 Other Licenses and Permits	57,322	40,000	70,000	60,000	40,800	41,600
Subtotal Licenses and Permits	<u>\$ 1,641,302</u>	<u>\$ 1,513,500</u>	<u>\$ 2,348,200</u>	<u>\$ 2,350,000</u>	<u>\$ 3,217,800</u>	<u>\$ 3,229,900</u>
<b><u>FINES AND FORFEITURES</u></b>						
33501 Vehicle Code Fines	\$ 524,101	\$ 525,000	\$ 504,000	\$ 515,000	\$ 525,300	\$ 535,800
33502 Parking Citations	46,277	80,000	115,500	114,000	116,300	118,600
33503 Graffiti Citations	(3,000)	-	-	-	-	-
Subtotal Fines and Forfeitures	<u>\$ 567,379</u>	<u>\$ 605,000</u>	<u>\$ 619,500</u>	<u>\$ 629,000</u>	<u>\$ 641,600</u>	<u>\$ 654,400</u>

## GENERAL FUND REVENUES (continued)

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>USE OF MONEY &amp; PROPERTY</u></b>						
34001 Interest on Investments	\$ 175,182	\$ 179,900	\$ 150,000	\$ 190,000	\$ 188,900	\$ 194,600
34002 Interest on Advances	108,181	-	-	-	-	-
34101 Rentals	42,752	32,000	37,800	35,000	40,000	40,000
34104 DMV Building Lease	144,041	144,400	144,200	144,600	147,300	150,200
34206 Senior Center Rental	37,329	45,000	44,000	45,000	48,600	50,400
Subtotal Use of Money & Property	<u>\$ 507,485</u>	<u>\$ 401,300</u>	<u>\$ 376,000</u>	<u>\$ 414,600</u>	<u>\$ 424,800</u>	<u>\$ 435,200</u>
<b><u>REVENUES FROM OTHER GOVERNMENTS</u></b>						
35101 Motor Vehicle License Fees	\$ 53,838	\$ 65,000	\$ 60,000	\$ 65,000	\$ 66,300	\$ 67,600
35501 POST Reimbursement	96,686	60,000	60,000	80,000	61,200	62,400
35601 Homeowners Subvention	133,642	136,000	120,000	125,000	138,700	141,500
35602 SB 90 Claims	57,383	150,000	170,600	95,000	106,100	108,300
Subtotal Other Governments	<u>\$ 341,549</u>	<u>\$ 411,000</u>	<u>\$ 410,600</u>	<u>\$ 365,000</u>	<u>\$ 372,300</u>	<u>\$ 379,800</u>
<b><u>GRANTS</u></b>						
36001 Federal Assistance	\$ 108,244	\$ 105,000	\$ 105,000	\$ 120,000	\$ 145,500	\$ 149,200
36210 Curbside Recycling Reimbursement	-	30,000	33,400	35,000	35,000	35,000
36340 Household Waste Program	47,275	40,000	40,900	42,000	40,800	41,600
36601 Other Grants	-	20,000	10,700	520,000	-	-
Subtotal Grants	<u>\$ 155,519</u>	<u>\$ 195,000</u>	<u>\$ 190,000</u>	<u>\$ 717,000</u>	<u>\$ 221,300</u>	<u>\$ 225,800</u>

## GENERAL FUND REVENUES (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
<b><u>SERVICE CHARGES</u></b>						
37001 Duplication Services	\$ 4,677	\$ 4,100	\$ 4,000	\$ 4,100	\$ 4,200	\$ 4,300
37002 Maps & Publications	9,067	7,100	5,000	7,100	7,200	7,300
37003 NSF Check Charges	580	700	600	700	700	700
37004 Passports Acceptance	34,987	27,000	30,000	27,000	27,500	28,100
37101 Program Participation	17,018	6,000	6,000	6,000	6,100	6,200
37103 Business Registration Fee	-	-	161,300	130,000	130,000	130,000
37299 Other Community Services Fees	3,320	3,500	4,000	337,200	337,200	337,200
37301 Planning Fees	374,805	453,000	450,000	450,000	56,400	71,300
37303 Permit Automation Fee	38,727	20,000	40,000	30,000	90,000	89,800
37399 Other Environmental Services Fees	4,414	-	-	-	-	-
37401 Engineering Fees	3,172	-	6,100	-	-	-
37402 Public Works Soils/Hydrology Fees	140,693	50,000	188,000	160,000	-	-
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	135,000	150,000	150,000	150,000
37405 Public Works Inspection Svcs. Fees	725,762	175,000	61,000	40,000	40,000	40,000
37406 Waste Management Fee (AB 939)	32,373	33,000	32,500	33,000	33,000	33,000
37410 Service Charges	1,036	32,500	-	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	-	2,800	2,000	-	-
37499 Other Public Works Fees	28,440	25,400	500	25,400	25,900	26,400
37501 Police Reports	3,626	4,000	3,100	3,700	4,100	4,200
37502 Police Photos	48	-	100	-	-	-
37504 Alarm Fees	49,228	60,000	65,000	65,000	61,200	62,400
37505 Emergency Response/DUI	6,046	7,000	10,000	9,000	7,100	7,200
37599 Other Police Department Fees	111,773	90,000	90,000	100,000	91,800	93,600
37699 Other Service Charges	1,932	1,200	4,000	-	1,200	1,200
Subtotal Service Charges	\$ 2,271,135	\$ 1,327,800	\$ 1,330,000	\$ 1,666,000	\$ 1,161,300	\$ 1,182,500



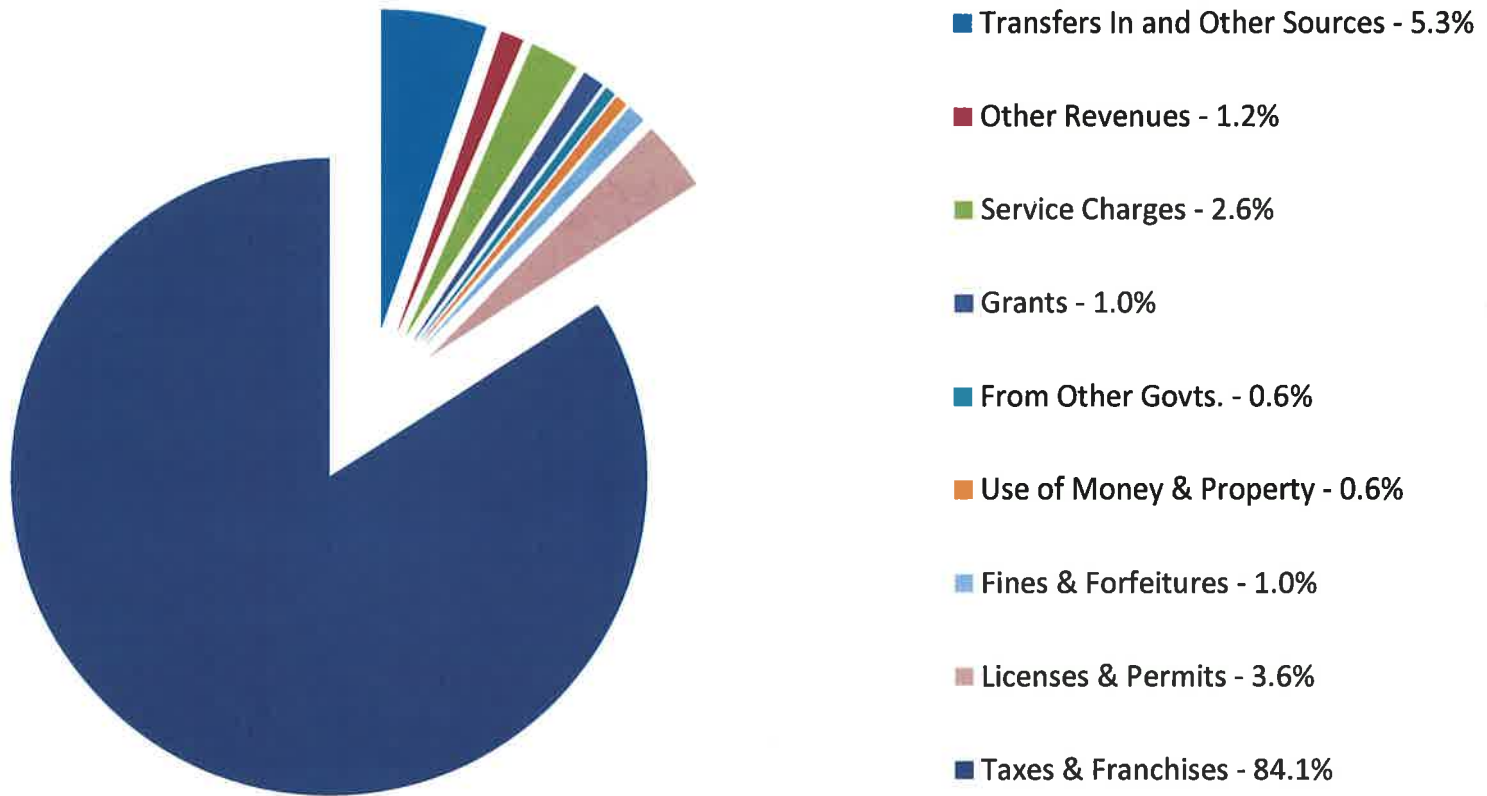
## GENERAL FUND REVENUES (continued)

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>OTHER REVENUES</u></b>						
38001 Sale of Surplus Property	\$ 41,666	\$ 20,000	\$ 20,000	\$ 20,000	\$ 50,000	\$ 50,000
38003 Miscellaneous	15,091	14,000	15,000	14,000	14,300	14,600
38004 Damage Recovery	16,105	51,000	18,800	51,000	51,000	51,000
38006 Jury/Witness Fees	9,274	6,000	8,700	8,000	6,100	6,200
38007 Rebates	-	-	4,400	-	-	-
38010 Landfill Facility Agreement Fees	208,678	202,900	180,000	202,900	207,000	211,100
38050 Contributions	179,671	180,000	200,000	200,000	170,000	170,000
38201 Meals-On-Wheels Donations	29,016	26,000	32,000	38,000	38,000	38,000
38203 Cultural Center Reimbursement	72,043	82,000	85,000	85,000	85,000	85,000
38401 Developer Contributions	199,781	100,000	25,000	100,000	150,800	161,900
38408 Stormwater Management	78,068	78,000	37,000	40,000	-	-
38409 Stormwater Monitoring Fee	82,346	5,000	4,000	3,000	5,100	5,200
38501 Unclaimed Police Dept Property	22,474	25,000	5,600	7,500	7,500	7,500
38706 Assessment Payoff Fees	87	-	-	-	-	-
Subtotal Other Revenues	\$ 954,300	\$ 789,900	\$ 635,500	\$ 769,400	\$ 784,800	\$ 800,500

## GENERAL FUND REVENUES (continued)

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
<b><i>TRANSFERS IN</i></b>						
39200 From CDA Successor Agency	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -
39202 From Local Housing Fund	118,300		-	-	-	-
39206 From CDA - Loan Repayment	-	-	-	-	-	-
39215 From Gas Tax	3,843,804	3,429,700	2,807,265	2,800,700	2,800,700	2,800,700
39250 From Library	301,200	290,200	290,200	-	-	-
39238 From LTF Article 8	4,285,842	-	-	-	-	-
39260 From New Dwelling Fund	-	-	-	70,000	70,000	70,000
39262 From Developer Agreements	97,500	-	-	-	-	-
39280 From Forfeited Assets	95,311	-	-	-	-	-
39285 From SLESF	205,737	100,000	100,000	120,000	100,000	100,000
39287 From Law Enforcement Grants	264,812	219,100	65,500	30,000	223,500	228,000
39298 From Disaster fund	76,596	-	-	-	-	-
39401 From Royal Corto Assessment District	-	-	-	98,200	-	-
39600 From Capital Projects	49,708	-	-	-	369,600	436,400
39655 From Building Improvements	-	-	-	125,000	-	-
Subtotal Transfers In	\$ 9,338,810	\$ 4,289,000	\$ 3,512,965	\$ 3,493,900	\$ 3,563,800	\$ 3,635,100
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 66,797,181</b>	<b>\$ 63,521,200</b>	<b>\$ 62,769,465</b>	<b>\$ 65,319,600</b>	<b>\$ 66,678,400</b>	<b>\$ 68,617,100</b>

## FY 16-17 General Fund Resources \$65,319,600



# EXPENDITURES

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## 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 2015-16 accomplishments and FY 2016-17 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

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>CITY ADMINISTRATION</u></b>						
Personnel	\$ 2,786,144	\$ 3,407,800	\$ 2,955,500	\$ 3,222,900	\$ 3,271,200	\$ 3,320,300
Current Expenses	488,328	864,338	807,700	875,200	892,700	910,600
Subtotal	\$ 3,274,472	\$ 4,272,138	\$ 3,763,200	\$ 4,098,100	\$ 4,163,900	\$ 4,230,900
<b><u>CITY ATTORNEY</u></b>						
Personnel	\$ 883,069	\$ 1,074,000	\$ 936,500	\$ 1,024,100	\$ 1,039,500	\$ 1,055,100
Current Expenses	59,869	85,200	73,900	69,000	70,400	71,800
Subtotal	\$ 942,938	\$ 1,159,200	\$ 1,010,400	\$ 1,093,100	\$ 1,109,900	\$ 1,126,900
<b><u>ADMINISTRATIVE SERVICES</u></b>						
Personnel	\$ 4,127,579	\$ 4,511,200	\$ 4,582,000	\$ 4,565,500	\$ 4,634,000	\$ 4,703,500
Current Expenses	315,580	365,900	335,400	364,100	371,400	378,800
Subtotal	\$ 4,443,159	\$ 4,877,100	\$ 4,917,400	\$ 4,929,600	\$ 5,005,400	\$ 5,082,300



## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>COMMUNITY SERVICES</u></b>						
Personnel	\$ 3,318,624	\$ 3,760,100	\$ 3,497,500	\$ 3,807,600	\$ 3,864,700	\$ 3,922,700
Current Expenses	649,186	698,586	702,100	1,113,400	1,135,700	1,158,400
Subtotal	\$ 3,967,810	\$ 4,458,686	\$ 4,199,600	\$ 4,921,000	\$ 5,000,400	\$ 5,081,100
<b><u>ENVIRONMENTAL SERVICES</u></b>						
Personnel	\$ 4,888,196	\$ 5,248,600	\$ 4,974,500	\$ 5,334,800	\$ 5,414,800	\$ 5,496,000
Current Expenses	54,700	121,840	66,400	110,800	113,000	115,300
Subtotal	\$ 4,942,896	\$ 5,370,440	\$ 5,040,900	\$ 5,445,600	\$ 5,527,800	\$ 5,611,300
<b><u>PUBLIC WORKS</u></b>						
Personnel	\$ 9,003,685	\$ 9,866,800	\$ 8,668,000	\$ 9,844,200	\$ 9,991,900	\$ 10,141,800
Current Expenses	4,130,271	5,511,996	4,997,500	5,047,100	5,148,000	5,251,000
Capital Outlay	25,751	11,000	11,000	-	-	-
Subtotal	\$ 13,159,707	\$ 15,389,796	\$ 13,676,500	\$ 14,891,300	\$ 15,139,900	\$ 15,392,800

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>POLICE DEPARTMENT</u></b>						
Personnel	\$ 28,298,375	\$ 30,542,300	\$ 29,616,300	\$ 30,876,800	\$ 31,340,000	\$ 31,810,100
Current Expenses	1,877,458	2,156,483	1,637,000	1,745,600	1,780,500	1,816,100
Capital Outlay	20,101	59,000	59,600	-	-	-
Subtotal	\$ 30,195,934	\$ 32,757,783	\$ 31,312,900	\$ 32,622,400	\$ 33,120,500	\$ 33,626,200
<b><u>POLICE DEPT - EMERGENCY SERVICES</u></b>						
Personnel	\$ 272,847	\$ 286,800	\$ 276,900	\$ 298,400	\$ 302,900	\$ 307,400
Current Expenses	29,583	49,500	37,700	44,800	45,700	46,600
Capital Outlay	38,662	-	-	-	-	-
Subtotal	\$ 341,092	\$ 336,300	\$ 314,600	\$ 343,200	\$ 348,600	\$ 354,000
<b><u>NON-DEPARTMENTAL</u></b>						
Personnel	\$ 946,555	\$ 1,186,500	\$ 1,186,500	\$ 1,046,400	\$ 1,062,100	\$ 1,078,000
Current Expenses	3,621,937	3,588,532	3,248,000	4,101,300	4,183,300	4,455,600
Capital Outlay	18,929	18,000	17,400	-	-	-
Subtotal	\$ 4,587,421	\$ 4,793,032	\$ 4,451,900	\$ 5,147,700	\$ 5,245,400	\$ 5,533,600

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
Citywide Projected Salary Savings		\$ (1,250,000)		\$ (2,200,000)	\$ (800,000)	\$ (800,000)
<b><u>TRANSFERS TO OTHER FUNDS</u></b>						
CDA Successor Agency	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -
Housing Successor Agency	9,712	-	-	-	-	-
CDA Successor Agency - West End TIF	-	-	313,992	-	-	-
Retiree Medical Benefits	1,592,500	1,000,000	1,000,000	1,010,000	1,060,500	1,113,500
Landscape Zones Augmentation	1,171,800	833,200	833,200	750,000	750,000	750,000
Debt Service	2,731,288	775,600	775,600	805,600	1,437,700 #	1,436,400
Streets And Roads Program	600,000	600,000	600,000	500,000	1,000,000	1,000,000
Computer Equipment Replacement	-	459,000	65,900	267,200	272,500	278,000
Geographic Info. Systems Capital	37,053	-	-	-	-	-
Vehicle Replacement	779,400	456,700	456,700	-	-	-
Building Improvement Fund	-	125,000	125,000	-	-	-
Financial Info. Systems Capital	-	-	-	198,500	217,500	742,800
Subtotal	\$ 6,921,753	\$ 4,489,500	\$ 4,170,392	\$ 3,531,300	\$ 4,738,200	\$ 5,320,700
Total Expend. Net of Reimbursements	\$ 72,777,182	\$ 76,653,975	\$ 72,857,792	\$ 74,823,300	\$ 78,600,000	\$ 80,559,800

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>CITY ADMINISTRATION</u></b>						
Personnel	\$ 2,786,144	\$ 3,407,800	\$ 2,955,500	\$ 3,222,900	\$ 3,271,200	\$ 3,320,300
Current Expenses	488,328	864,338	807,700	875,200	892,700	910,600
Subtotal	\$ 3,274,472	\$ 4,272,138	\$ 3,763,200	\$ 4,098,100	\$ 4,163,900	\$ 4,230,900
<b><u>CITY ATTORNEY</u></b>						
Personnel	\$ 883,069	\$ 1,074,000	\$ 936,500	\$ 1,024,100	\$ 1,039,500	\$ 1,055,100
Current Expenses	59,869	85,200	73,900	69,000	70,400	71,800
Subtotal	\$ 942,938	\$ 1,159,200	\$ 1,010,400	\$ 1,093,100	\$ 1,109,900	\$ 1,126,900
<b><u>ADMINISTRATIVE SERVICES</u></b>						
Personnel	\$ 4,127,579	\$ 4,511,200	\$ 4,582,000	\$ 4,565,500	\$ 4,634,000	\$ 4,703,500
Current Expenses	315,580	365,900	335,400	364,100	371,400	378,800
Subtotal	\$ 4,443,159	\$ 4,877,100	\$ 4,917,400	\$ 4,929,600	\$ 5,005,400	\$ 5,082,300

**SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)**

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b><u>COMMUNITY SERVICES</u></b>						
Personnel	\$ 3,318,624	\$ 3,760,100	\$ 3,497,500	\$ 3,807,600	\$ 3,864,700	\$ 3,922,700
Current Expenses	649,186	698,586	702,100	1,113,400	1,135,700	1,158,400
Subtotal	\$ 3,967,810	\$ 4,458,686	\$ 4,199,600	\$ 4,921,000	\$ 5,000,400	\$ 5,081,100
<b><u>ENVIRONMENTAL SERVICES</u></b>						
Personnel	\$ 4,888,196	\$ 5,248,600	\$ 4,974,500	\$ 5,334,800	\$ 5,414,800	\$ 5,496,000
Current Expenses	54,700	121,840	66,400	110,800	113,000	115,300
Subtotal	\$ 4,942,896	\$ 5,370,440	\$ 5,040,900	\$ 5,445,600	\$ 5,527,800	\$ 5,611,300
<b><u>PUBLIC WORKS</u></b>						
Personnel	\$ 9,003,685	\$ 9,866,800	\$ 8,668,000	\$ 9,844,200	\$ 9,991,900	\$ 10,141,800
Current Expenses	4,130,271	5,511,996	4,997,500	5,047,100	5,148,000	5,251,000
Capital Outlay	25,751	11,000	11,000	-	-	-
Subtotal	\$ 13,159,707	\$ 15,389,796	\$ 13,676,500	\$ 14,891,300	\$ 15,139,900	\$ 15,392,800

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
<b><u>POLICE DEPARTMENT</u></b>						
Personnel	\$ 28,298,375	\$ 30,542,300	\$ 29,616,300	\$ 30,876,800	\$ 31,340,000	\$ 31,810,100
Current Expenses	1,877,458	2,156,483	1,637,000	1,745,600	1,780,500	1,816,100
Capital Outlay	20,101	59,000	59,600	-	-	-
Subtotal	\$ 30,195,934	\$ 32,757,783	\$ 31,312,900	\$ 32,622,400	\$ 33,120,500	\$ 33,626,200
<b><u>POLICE DEPT - EMERGENCY SERVICES</u></b>						
Personnel	\$ 272,847	\$ 286,800	\$ 276,900	\$ 298,400	\$ 302,900	\$ 307,400
Current Expenses	29,583	49,500	37,700	44,800	45,700	46,600
Capital Outlay	38,662	-	-	-	-	-
Subtotal	\$ 341,092	\$ 336,300	\$ 314,600	\$ 343,200	\$ 348,600	\$ 354,000
<b><u>NON-DEPARTMENTAL</u></b>						
Personnel	\$ 946,555	\$ 1,186,500	\$ 1,186,500	\$ 1,046,400	\$ 1,062,100	\$ 1,078,000
Current Expenses	3,621,937	3,588,532	3,248,000	4,101,300	4,183,300	4,455,600
Capital Outlay	18,929	18,000	17,400	-	-	-
Subtotal	\$ 4,587,421	\$ 4,793,032	\$ 4,451,900	\$ 5,147,700	\$ 5,245,400	\$ 5,533,600

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

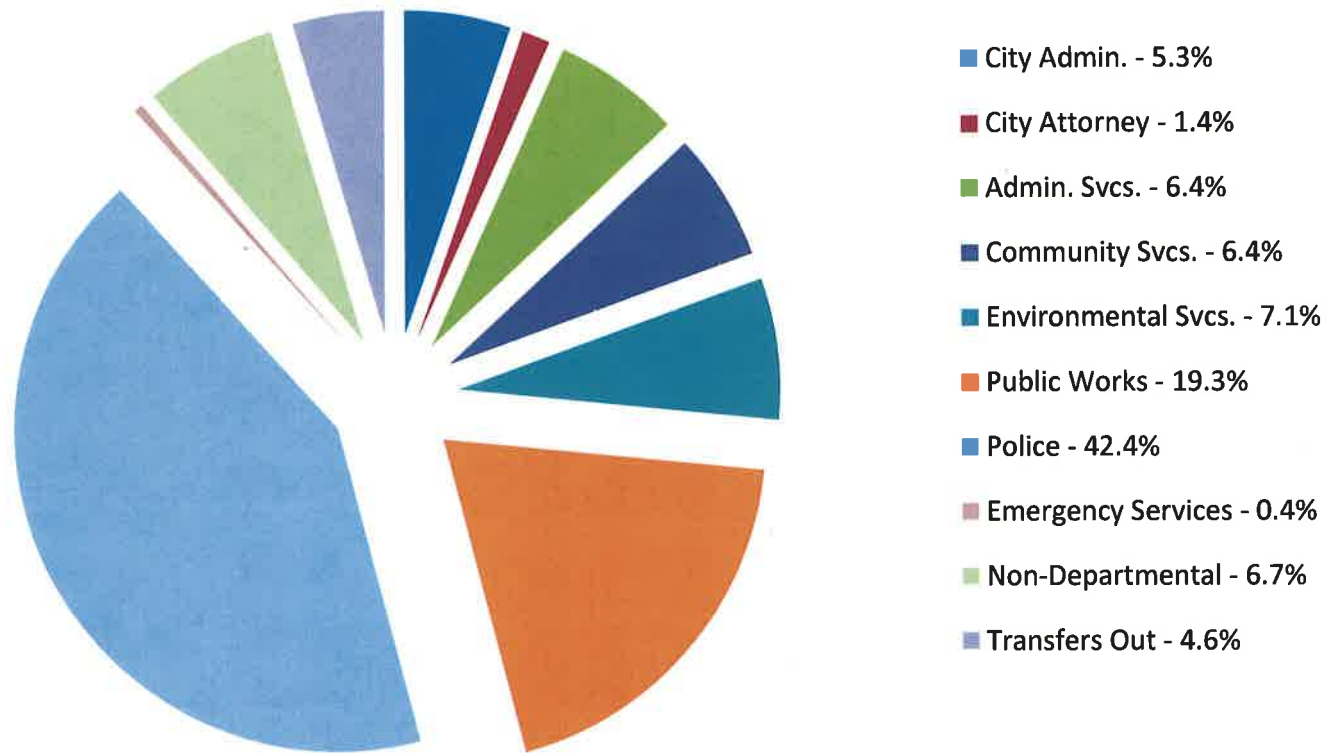
	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
Citywide Projected Salary Savings		\$ (1,250,000)		\$ (2,200,000)	\$ (800,000)	\$ (800,000)
<b><u>TRANSFERS TO OTHER FUNDS</u></b>						
CDA Successor Agency	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -
Housing Successor Agency	9,712	-	-	-	-	-
CDA Successor Agency - West End TIF	-	-	313,992	-	-	-
Retiree Medical Benefits	1,592,500	1,000,000	1,000,000	1,010,000	1,060,500	1,113,500
Landscape Zones Augmentation	1,171,800	833,200	833,200	750,000	750,000	750,000
Debt Service	2,731,288	775,600	775,600	805,600	1,437,700 #	1,436,400
Streets And Roads Program	600,000	600,000	600,000	500,000	1,000,000	1,000,000
Computer Equipment Replacement	-	459,000	65,900	267,200	272,500	278,000
Geographic Info. Systems Capital	37,053	-	-	-	-	-
Vehicle Replacement	779,400	456,700	456,700	-	-	-
Building Improvement Fund	-	125,000	125,000	-	-	-
Financial Info. Systems Capital	-	-	-	198,500	217,500	742,800
Subtotal	\$ 6,921,753	\$ 4,489,500	\$ 4,170,392	\$ 3,531,300	\$ 4,738,200	\$ 5,320,700
<b>Total Expend. Net of Reimbursements</b>	<b>\$ 72,777,182</b>	<b>\$ 76,653,975</b>	<b>\$ 72,857,792</b>	<b>\$ 74,823,300</b>	<b>\$ 78,600,000</b>	<b>\$ 80,559,800</b>



**SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)**

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<i>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</i>						
Housing Successor Agency Fund	\$ -	\$ 414,100	\$ 414,100	\$ 506,400	\$ 500,000	\$ 500,000
Local Housing Fund	456,700	-	-	-	-	-
HOME Fund	2,204	4,300	4,300	200	-	-
Library	-	-	-	339,300	346,100	353,000
CDBG Fund	136,591	50,500	50,500	112,800	115,100	117,400
Landscape District No. 1 Fund	97,795	101,807	101,800	105,600	107,700	109,900
Vehicle Replacement Fund	101,200	25,800	25,800	60,000	60,000	60,000
Sanitation Fund	2,140,200	2,859,800	2,859,800	2,869,700	2,927,100	2,985,600
Transit Fund	1,319,400	2,133,300	2,133,300	1,815,300	1,851,600	1,888,600
Waterworks District No. 8 Fund	1,693,800	2,667,600	2,667,600	2,580,600	2,632,200	2,684,800
Workers' Compensation Fund	554,400	484,100	484,100	494,700	661,400	727,600
Liability Insurance Fund	185,900	184,700	184,700	168,700	226,200	237,500
<b>Subtotal</b>	<b>\$ 6,688,190</b>	<b>\$ 8,926,007</b>	<b>\$ 8,926,000</b>	<b>\$ 9,053,300</b>	<b>\$ 9,427,400</b>	<b>\$ 9,664,400</b>
<b>Total General Fund Expenditures</b>	<b>\$ 66,088,992</b>	<b>\$ 67,727,968</b>	<b>\$ 63,931,792</b>	<b>\$ 65,770,000</b>	<b>\$ 69,172,600</b>	<b>\$ 70,895,400</b>

## FY 2016-17 General Fund Expenditures Net of Transfers In & Reimbursements



## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

		ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL</u></b>						
41010	Regular Salaries	\$ 30,568,958	\$ 33,180,700	\$ 30,455,300	\$ (2,725,400)	\$ 34,421,800
41020	Temporary Salaries	264,203	370,400	244,400	(126,000)	373,700
41030	Boards and Commissions	32,608	32,600	32,600	-	32,600
41040	Overtime	3,756,869	3,319,500	3,634,200	314,700	2,821,800
41050	Outside Assistance	71,255	30,000	126,100	96,100	-
41200	Deferred Compensation (401k)	131,728	140,600	131,900	(8,700)	190,600
41210	Deferred Compensation (457)	41,693	47,000	45,800	(1,200)	71,900
41300	Vision Care	92,440	99,000	91,700	(7,300)	94,700
41350	Disability	211,589	240,000	223,500	(16,500)	227,200
41400	Group Ins/Health	556,402	605,700	522,700	(83,000)	622,200
41415	Flex Benefits	5,816,296	6,272,400	5,697,800	(574,600)	6,356,900
41420	CalPERS Health Admin Fee	21,303	19,400	21,800	2,400	23,600
41450	Life Insurance	71,815	84,700	72,600	(12,100)	74,100
41500	Group Ins/Dental	414,957	441,900	412,600	(29,300)	434,200
41550	Section 125 Admin	1,891	2,000	1,500	(500)	2,300
41600	Retirement (PERS)	8,262,462	9,839,800	9,746,500	(93,300)	9,321,900
41610	Retirement (PARS)	60,000	74,000	74,000	-	80,000
41620	Retirement HRA	135,336	127,200	154,300	27,100	218,400
41650	Medicare	486,243	485,800	532,500	46,700	599,400
41660	FICA	21,524	24,900	26,200	1,300	35,300
41700	Workers' Compensation	2,797,215	3,334,000	3,333,200	(800)	3,051,700
41800	Annual Leave Pay Out	886,555	1,112,500	1,112,500	-	966,400
41860	Salary Reimbursements	(178,269)	-	-	-	-
	Projected Salary Savings	-	(1,250,000)	-	1,250,000	(2,200,000)
	Subtotal - Personnel	\$ 54,525,074	\$ 58,634,100	\$ 56,693,700	\$ (1,940,400)	\$ 57,820,700

## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2014-15		FINAL BUDGET 2015-16		ESTIMATED ACTUAL 2015-16		VARIANCE 2015-16		BUDGET 2016-17
<b><u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u></b>									
42100 Utilities	\$ 2,202,264	#	\$ 2,296,000	#	\$ 2,081,000	\$	(215,000)	\$	2,188,000
42130 Postage	71,065	-	57,500	-	62,400	\$	4,900	\$	62,400
42150 Communications	586,061	-	917,111	-	869,800	\$	(47,311)	\$	726,500
42200 Computer (Non-Capital)	2,619	-	10,500	-	9,900	\$	(600)	\$	1,200
42230 Office Supplies	48,375	-	76,300	-	74,200	\$	(2,100)	\$	65,200
42235 Furnishing & Equip Non Capital	62,418	-	154,755	-	145,300	\$	(9,455)	\$	7,500
42300 Copiers	101,441	-	117,000	-	103,700	\$	(13,300)	\$	103,000
42310 Rentals	13,994	-	27,600	-	22,900	\$	(4,700)	\$	25,700
42410 Uniform/Clothing Supply	352,384	-	479,733	-	357,500	\$	(122,233)	\$	357,600
42420 Special Departmental Expense	182,988	-	195,400	-	157,800	\$	(37,600)	\$	237,100
42440 Memberships & Dues	120,591	-	140,800	-	137,200	\$	(3,600)	\$	147,600
42450 Subscriptions & Books	16,131	-	26,300	-	23,900	\$	(2,400)	\$	30,000
42460 Advertising	39,242	-	39,300	-	39,400	\$	100	\$	42,900
42500 Fuel and Lubricants	545,969	-	686,500	-	537,400	\$	(149,100)	\$	500,400
42510 Tires	51,502	-	51,400	-	61,400	\$	10,000	\$	61,400
42550 Small Tools/Equipment	8,140	-	10,400	-	10,400	\$	-	\$	9,400
42560 Operating Supplies	1,047,085	-	954,536	-	875,300	\$	(79,236)	\$	946,000
42720 Travel, Conferences, Meetings	112,220	-	167,600	-	153,200	\$	(14,400)	\$	164,700
42730 Training	86,044	-	131,300	-	108,500	\$	(22,800)	\$	130,300
42760 P.O.S.T. Training	106,352	-	105,000	-	105,000	\$	-	\$	110,000
42770 Recruitment	23,675	-	65,000	-	22,000	\$	(43,000)	\$	35,800
42780 Investigations	8,004	-	8,000	-	7,400	\$	(600)	\$	7,400
42790 Mileage	85,130	-	93,600	-	97,900	\$	4,300	\$	95,400
Subtotal - Supplies/Materials	\$ 5,873,693	\$	6,811,635	\$	6,063,500	\$	(748,135)	\$	6,055,500

## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
43010 Liability Insurance Premium	\$ -	\$ 1,500	\$ -	\$ (1,500)	\$ 2,000
44010 Professional/Special Services	1,206,053	1,613,279	1,524,300	(88,979)	1,363,400
44012 Outside Legal Services	27,825	100,500	69,600	(30,900)	90,000
44015 County Property Tax Collection Fee	189,425	190,000	190,000	-	200,000
44210 Animal Regulation	294,662	260,000	260,000	-	775,300
44310 Maintenance of Equipment	1,149,669	1,364,221	1,079,900	(284,321)	1,163,000
44410 Building and Grounds Maintenance	3,300	-	-	-	-
44450 Landscape Maintenance Contract	1,017,273	1,035,300	1,035,300	-	1,035,300
44460 Public Nuisance Abatement	-	2,000	-	(2,000)	-
44490 Other Contract Services	1,413,768	2,034,440	1,653,600	(380,840)	1,780,800
44491 FIS Operations	-	-	-	-	75,100
44492 GIS Operations	29,500	29,500	29,500	-	21,000
44520 Legal Services - Ins	394	-	-	-	-
44590 Insurance Charges	917,521	-	-	-	909,900
44355 Vehicle Maintenance Reimbursement	(910,000)	-	-	-	-
44840 Bad Debt Expense	13,830	-	-	-	-
Subtotal - Services	\$ 5,353,219	\$ 6,630,740	\$ 5,842,200	\$ (788,540)	\$ 7,415,800
Subtotal - Current Expenses	\$ 11,226,912	\$ 13,442,375	\$ 11,905,700	\$ (1,536,675)	\$ 13,471,300
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings and Equip (Capital)	\$ 83,342	\$ 77,000	\$ 77,000	\$ -	\$ -
47030 Vehicles	20,101	11,000	11,000	-	-
Subtotal - Capital Outlay	\$ 103,443	\$ 88,000	\$ 88,000	\$ -	\$ -

## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>TRANSFERS TO OTHER FUNDS</u></b>					
49200 CDA Successor Agency	\$ 9,712	\$ -	\$ -	\$ -	\$ -
49201 CDA Housing Successor	-	240,000	-	(240,000)	-
49206 CDA Successor Agency - West End TIF	-	-	313,992	313,992	-
49297 Retiree Medical Benefits	1,592,500	1,000,000	1,000,000	-	1,010,000
49300 Landscape Zones Augmentation	1,171,800	833,200	833,200	-	750,000
49500 Debt Service	2,731,288	775,600	775,600	-	805,600
49600 Streets And Roads Program	600,000	600,000	600,000	-	500,000
49648 Computer Equipment Replacement	-	459,000	65,900	(393,100)	267,200
49649 Geographic Info. Systems Capital	37,053	-	-	-	-
49651 Vehicle Replacement	779,400	456,700	456,700	-	-
49655 Building Improvement	-	125,000	125,000	-	-
49656 Financial Info. Systems Capital	-	-	-	-	198,500
Subtotal Transfers to Other Funds	\$ 6,921,753	\$ 4,489,500	\$ 4,170,392	(\$319,108)	\$ 3,531,300
<b>Total Expend. Net of Reimbursements</b>	<b>\$72,777,182</b>	<b>\$76,653,975</b>	<b>\$72,857,792</b>	<b>(\$3,796,183)</b>	<b>\$74,823,300</b>
<b><u>REIMBURSED EXPENDITURES</u></b>					
45201 Housing Successor Agency	\$ -	\$ 414,100	\$ 414,100	\$ -	\$ 506,400
45202 Local Housing Fund	456,700	-	-	-	-
45204 HOME Fund	2,204	4,300	4,300	-	200
45250 Library Fund	-	-	-	-	339,300
45290 CDBG Fund	136,591	50,500	50,500	-	112,800
45300 Landscape District No. 1	97,795	101,807	101,800	-	105,600

## SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<i>REIMBURSED EXPENDITURES (continued)</i>					
45651 Vehicle Replacement Fund	101,200	25,800	25,800	-	60,000
45700 Sanitation Fund	2,140,200	2,859,800	2,859,800	-	2,869,700
45750 Transit Fund	1,319,400	2,133,300	2,133,300	-	1,815,300
45760 Waterworks District No. 8 Fund	1,693,800	2,667,600	2,667,600	-	2,580,600
45805 Workers' Compensation Fund	554,400	484,100	484,100	-	494,700
45803 Liability Insurance Fund	185,900	184,700	184,700	-	168,700
Subtotal Reimbursed Expenses	\$ 6,688,190	\$ 8,926,007	\$ 8,926,000	\$ -	\$ 9,053,300
Total General Fund Expenditures	<u>\$ 66,088,992</u>	<u>\$ 67,727,968</u>	<u>\$ 63,931,792</u>	<u>\$ (3,796,176)</u>	<u>\$ 65,770,000</u>





CITY OF SIMI VALLEY

# CITY ADMINISTRATION

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# 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.

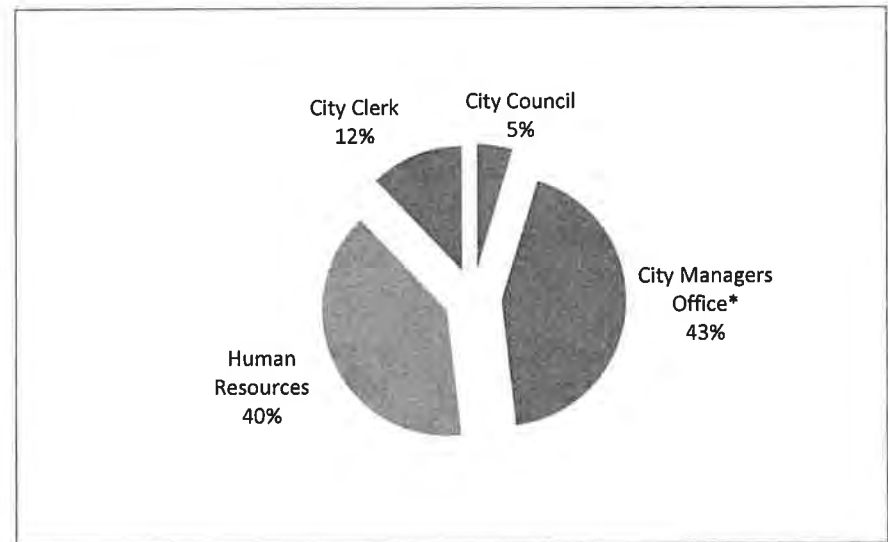
The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

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 public records, preparation of agendas and minutes, elections, and passport services.

DEPARTMENT SUMMARY				
	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
City Council	\$200,004	\$203,634	\$191,100	\$193,700
City Managers Office*	\$4,146,175	\$1,515,453	\$1,587,000	\$1,780,600
Human Resources	\$1,230,868	\$1,202,287	\$1,592,800	\$1,625,900
City Clerk	\$327,984	\$353,098	\$392,300	\$497,900
<b>Total</b>	<b>\$5,905,031</b>	<b>\$3,274,472</b>	<b>\$3,763,200</b>	<b>\$4,098,100</b>

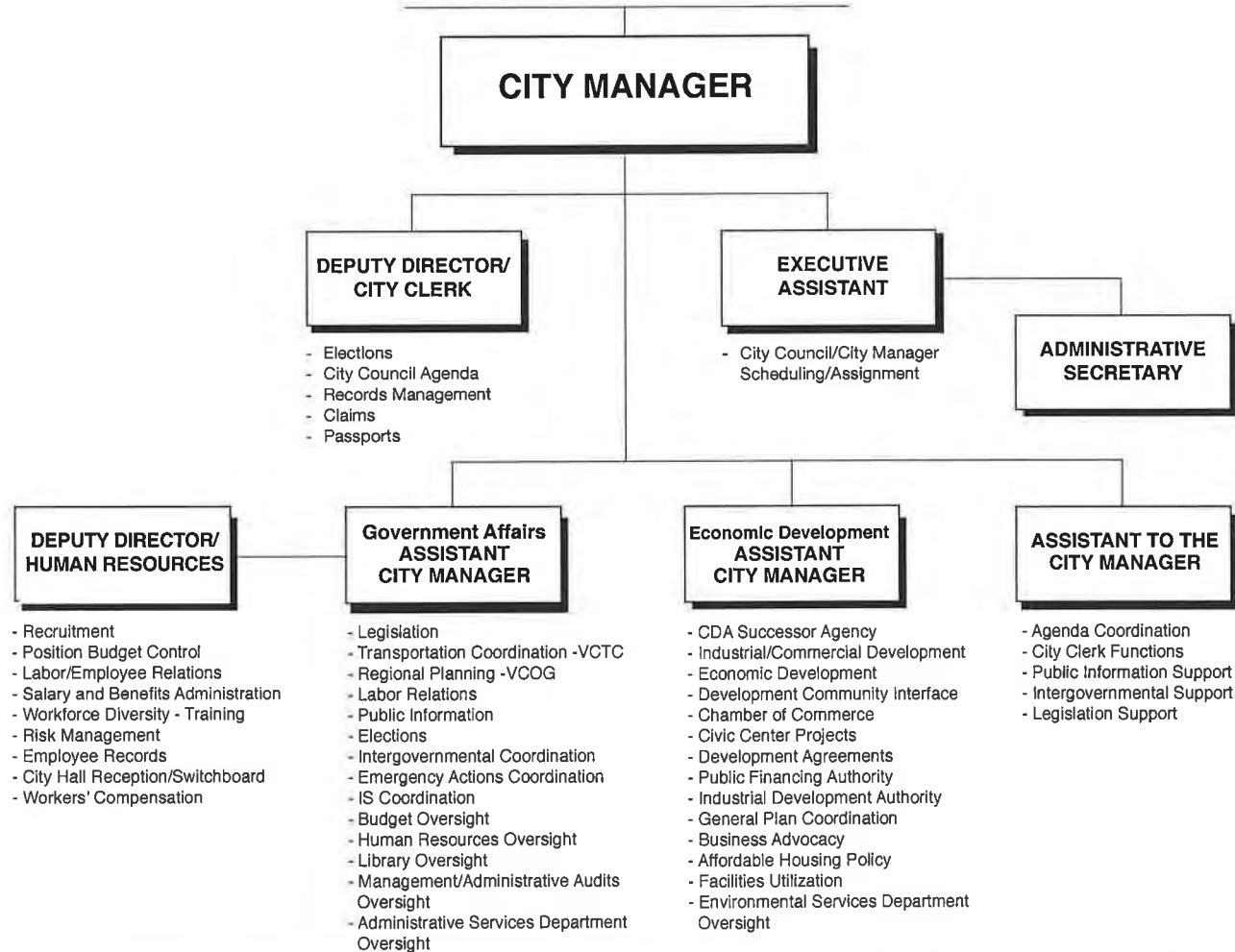
\*Includes \$2.8 million bad debt payoff in FY 2013-14.



# CITY ADMINISTRATION

## Organizational Chart

### SIMI VALLEY CITY COUNCIL



# CITY ADMINISTRATION

## Authorized Positions

### REGULAR POSITIONS:

FY 2014-15   FY 2015-16   FY 2016-17

#### City Manager:

City Manager	1.00	1.00	1.00
Assistant City Manager *	2.00	2.00	1.00
Deputy City Manager	0.00	0.00	1.00
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	1.00
Executive Assistant	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
<b>SUBTOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>

#### 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
<b>SUBTOTAL</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

\* Elimination of one Assistant City Manager position as part of the City Administration Department reorganization.

# CITY ADMINISTRATION

## Authorized Positions (continued)

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
City Clerk Services:			
Deputy Director/City Clerk	1.00	1.00	1.00
Assistant City Clerk	0.00	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	23.00	23.00	22.00
<u>TEMPORARY POSITIONS:****</u>			
Human Resources:			
Work Experience/Clerical	1.50	1.11	1.11
TOTAL - TEMPORARY POSITIONS	1.50	1.11	1.11
TOTAL - CITY ADMINISTRATION POSITIONS	24.50	24.11	23.11

\*\*\*\*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.

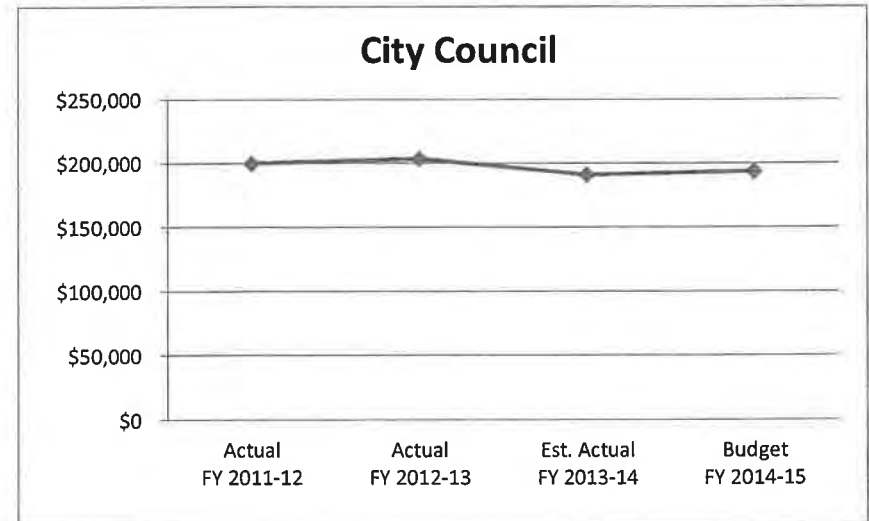
The City Council is also the Board of Directors of the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency Successor Agency, the Simi Valley Library Board of Trustees, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, the 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$200,004	\$203,634	\$191,100	\$193,700





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.

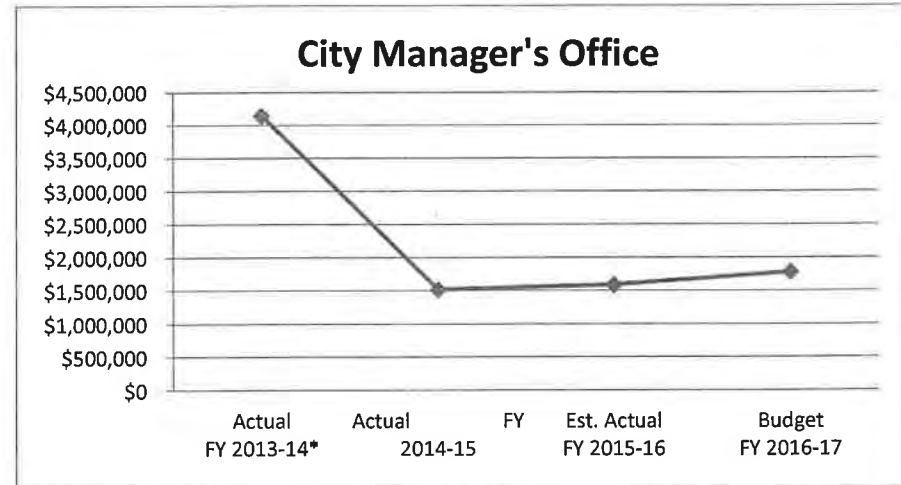
## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7	9	9	8

## RESOURCES USED

	Actual FY 2013-14*	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$4,146,175	\$1,515,453	\$1,587,000	\$1,780,600

\*Includes \$2.8 million bad debt payoff.



# CITY ADMINISTRATION

City Manager's Office (continued)

1125

## KEY ACCOMPLISHMENTS FOR FY 15-16

Coordinated legislative activity on State and Federal issues, including detoxification facilities, water conservation and infrastructure, regional transportation funding, and public safety.

Awarded a contract for design services for security systems at City facilities and reviewed each facility's needs.

Implemented a water conservation outreach strategy in partnership with Waterworks District No. 8, utilizing social media and print advertisement encouraging customers to meet the State's 28% water reduction goal.

Designed a One-Sheet economic development brochure for the City's business recruitment effort and a Business Services brochure for Simi Valley businesses.

Coordinated meetings of the Oversight Board and prepared and submitted to the California Department of Finance the Successor Agency's Recognized Obligations Payment Schedule for 2016/2017.

Completed design modifications of the Police Training Facility and coordinated permits with the County and updated mandated biological studies.

Entered into an agreement with OpTerra, LLC to install solar systems for increased energy efficiency at City facilities.

Entered into a contract with Retail Strategies for an analysis of the Simi Valley retail sector and for retail business recruiting efforts.

## GOALS FOR FY 16-17

Hold the third annual City Council Retreat to update City Council priorities from the 2014 retreat and assist department directors in carrying out the City Council's priorities.

Continue developing a relationship with a legislative consultant to assist with lobbying efforts regarding federal legislation affecting the City.

Complete building improvements at the Police Department Shooting Range.

Complete building improvements at the Development Services Building to accommodate the Under One Roof Facility and City records storage facility when the Simi Valley Community Foundation meets its fundraising goal.

Enter into contracts for the installation of additional energy conservation measures and security and access improvements at City facilities.

Evaluate the cost/benefit of the City acquiring streetlights from Southern California Edison and, if appropriate, negotiate and enter into a contract for their acquisition.

## BUDGET IMPACTS FOR FY 16-17

Completing financing of approximately \$9 million for the OpTerra solar photovoltaic system.

Completing financing of non-solar energy conservation measures and other City assets which will require ongoing debt service payments to be partially offset by energy savings.

Budgeting for the construction and equipment expenditures for the Simi Valley Police Department Training Facility.

# 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.

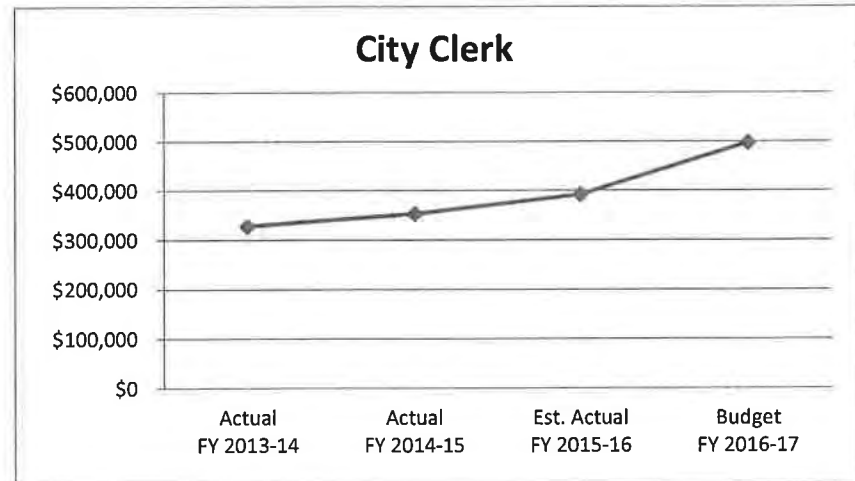
The City Clerk's Office is responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City's Records Retention/Destruction Schedule, operating the City's Passport Acceptance Facility, and receiving 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	4	4	4	4

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$327,984	\$353,098	\$392,300	\$497,900



# CITY ADMINISTRATION

City Clerk

1130

## KEY ACCOMPLISHMENTS FOR FY 15-16

Received and counted Proposition 218 Ventura County Waterworks District No. 8 ballots for two Water Rate increase proposals.

Prepared 281 agenda items, approximately 519 pages of minutes, and completed follow-up for 12 ordinances, 69 resolutions, and 50 contracts/agreements.

Processed more than 223 Public Records Act requests, 145 subpoenas, 85 legal advertisements, 52 City Manager approved contracts, 61 claims, 11 complaints, and 67 bankruptcies.

Processed more than 1,186 passport applications as a Passport Acceptance Facility and responded to more than 5,600 passport information calls.

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

Completed the electronic storage of all City Council adopted resolutions from 1969 through the present date.

Processed and posted semi-annual campaign disclosure statements for 7 candidates, committees, and officeholders as required pursuant to the Political Reform Act.

Coordinated a Citywide Records Management event resulting in the disposal of more than 3.5 tons of obsolete records.

## GOALS FOR FY 16-17

Complete the electronic storage of all Ventura County Waterworks District No. 8 adopted resolutions from 1978 through the present date.

Complete the update of the City's Records Retention/Destruction Schedules for adoption by the City Council.

## BUDGET IMPACTS FOR FY 16-17

None

# CITY ADMINISTRATION

## Human Resources

1520

### OVERVIEW

The Human Resources Division is responsible for coordinating human resources and risk management for all City-administered departments and special districts, including recruitment, benefits administration, employee records/policies, new hire orientations, exit interviews, classification and compensation plan administration, and labor and employee relations support. Human Resources also administers the City's Succession Management/Career Development Program to facilitate employee development.

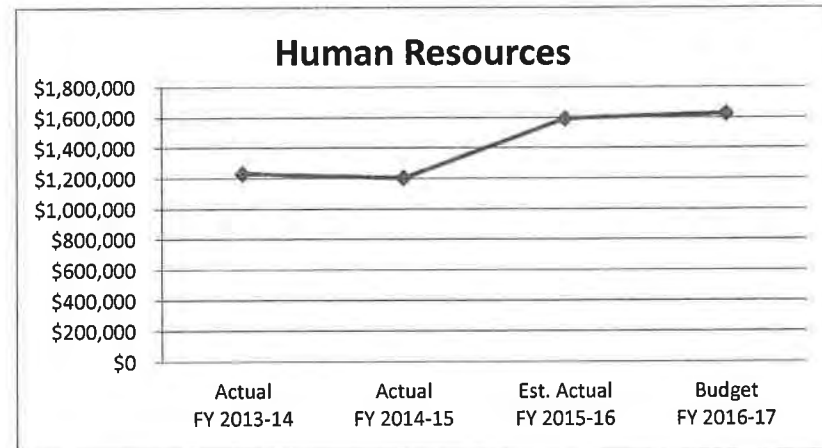
Risk Management includes administering drug/alcohol and employee safety programs in compliance with federal and state requirements, coordinating the employee assistance program, administrating the requirements of the Americans with Disabilities Act (ADA), coordinating liability and property claims, purchasing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

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	9	10	10	10

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,230,868	\$1,202,287	\$1,592,800	\$1,625,900



# CITY ADMINISTRATION

## Human Resources (continued)

1520

### KEY ACCOMPLISHMENTS FOR FY 15-16

Initiated 38 recruitments, processed 2,092 employment applications, conducted 27 oral appraisal boards, provided employment orientations to 17 new employees, and conducted employee verifications on 28 new employees utilizing the Employment Eligibility Verification (E-Verify) Program through March 2016.

Completed labor negotiations for Service Employees International Union, Police Officers' Association, Police Managers' Association, and finalized the resolution pertaining to labor items with unrepresented management employees.

Provided 99 employee trainings and education sessions (consisting of 156 hours) through March 2016, with 958 participants; which included technology and management skills webinars, deferred compensation, ICMA employee development webinars, employment law consortiums, communication skills, financial, health, and safety issues.

Coordinated 22 Americans with Disabilities Act interactive processes with City employees through March 2016.

Conducted five employee investigations.

Completed actuarial reviews of Workers' Compensation and General Liability funds.

Opened 52 new workers' compensation claims and closed 84 claims.

Finalized a contract for a Citywide classification and compensation study and organizational structure review.

Transitioned Workers' Compensation and General Liability claims to a new software system

Participated in the request for proposal process for the selection of an Enterprise Resource Program.

### GOALS FOR FY 16-17

Complete the City-wide classification and compensation study.

Initiate labor negotiations with the bargaining units: Police Officers' Association, Police Managers' Association, Service Employees International Unit, and initiate changes to the resolution pertaining to labor items for unrepresented Management employees.

Initiate and complete the required biennial Citywide Harassment Prevention Training.

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 16-17

Funding is provided for biennial actuarial studies pertaining to retiree medical, CalPERS, and PARS.

Funding is provided for outside labor negotiator(s).

## CITY ADMINISTRATION

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 1,750,235	\$ 2,076,400	\$ 1,828,900	\$ 247,495	\$ 2,045,800
41020 Temporary Salaries	25,170	29,500	24,300	5,191	31,500
41040 Overtime	668	1,500	1,500	-	1,500
41200 Deferred Compensation - 401k	19,395	22,000	19,500	2,487	22,400
41210 Deferred Compensation - 457	5,716	9,400	8,800	707	9,800
41300 Vision Care	5,545	5,900	5,400	530	5,600
41350 Disability	13,155	30,800	16,300	14,545	14,700
41400 Group Ins/Health	31,669	38,800	27,400	11,433	38,900
41415 Flexible Benefits	386,192	467,500	364,000	103,468	407,800
41420 CalPERS Health Admin Fee	1,459	-	1,400	(1,443)	1,700
41450 Life Insurance	4,700	11,400	4,000	7,439	4,900
41500 Group Ins/Dental	17,631	20,200	17,200	3,033	18,100
41550 Section 125 Admin	339	300	100	(72)	500
41600 Retirement/PERS	349,199	495,600	436,900	58,607	428,600
41620 Retirement/HRA	10,655	14,400	11,700	2,719	14,400
41650 Medicare	26,631	30,600	30,100	478	35,700
41660 FICA	4,284	1,800	7,100	(5,286)	7,700
41700 Workers' Compensation	133,500	151,700	150,900	739	133,300
41860 Salary Reimbursement	-	-	-	-	-
Subtotal - Personnel	\$ 2,786,144	\$ 3,407,800	\$ 2,955,500	\$ 452,070	\$ 3,222,900
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	1,080	\$ 1,900	\$ 1,800	\$ 100	\$ 1,900
42230 Office Supplies	14,846	16,700	16,800	200	15,800
42420 Special Departmental Expense	65,054	60,800	47,800	13,050	126,500

## CITY ADMINISTRATION (continued)

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42440 Memberships & Dues	\$ 5,344	\$ 6,700	\$ 5,800	\$ 800	\$ 7,100
42450 Subscriptions & Books	845	2,300	2,300	-	1,800
42460 Advertising	31,317	32,700	32,000	700	34,700
42720 Travel, Conferences, Meetings	\$ 24,265	32,600	32,600	-	32,600
42730 Training	\$ 29,435	35,000	35,000	-	35,000
42770 Recruitment	\$ 200	-	-	-	-
42790 Mileage	\$ 32,069	37,400	36,600	825	37,400
Subtotal - Supplies/Materials	\$ 204,454	\$ 226,100	\$ 210,700	\$ 15,575	\$ 292,800
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	266,977	\$ 577,238	\$ 545,000	\$ 32,238	\$ 531,900
44012 Outside Legal Counsel	16,000	60,500	51,500	9,000	50,000
44310 Maintenance of Equipment	504	500	500	(4)	500
44520 Legal Services	394	-	-	-	-
Subtotal - Services	\$ 283,874	\$ 638,238	\$ 597,000	\$ 41,234	\$ 582,400
Subtotal Current Expenses	\$ 488,328	\$ 864,338	\$ 807,700	\$ 56,809	\$ 875,200
Total	\$ 3,274,472	\$ 4,272,138	\$ 3,763,200	\$ 508,879	\$ 4,098,100



**CITY ADMINISTRATION  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Assistant City Manager Position  
TOTAL: \$150,000  
ACCOUNT: 100-1125-41010  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Regular Salaries	\$150,000
TOTAL:	<u>\$150,000</u>

Elimination of the Assistant City Manager position and reorganization of the City Manager's Department in accordance with City Council agenda item approved at the April 11, 2016, Council meeting.



CITY OF SIMI VALLEY

# CITY ATTORNEY

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# 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.

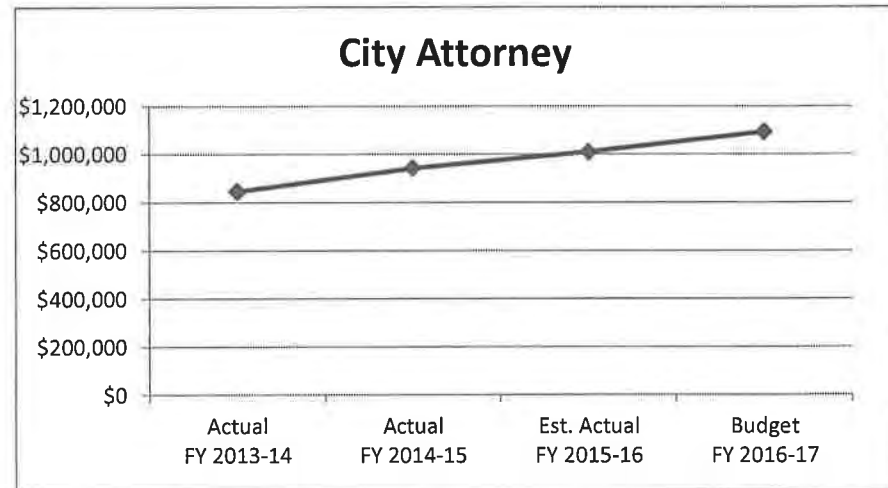
The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, the Office ensures compliance with open meeting rules such as the 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	4.8	6	6	6

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$845,633	\$942,938	\$1,010,400	\$1,093,100



# CITY ATTORNEY

## Department Overview (continued)

1205

### KEY ACCOMPLISHMENTS FOR FY 15-16

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 160 public records requests, some involving significant records review or complex privacy issues.

Provided advice to the Water District regarding Proposition 218 rate process.

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

Assisted in the processing of 104 subpoenas served on the City.

Investigated and made recommendations on 41 new claims, and managed the administration and closing of over 51 pending claims.

Managed or directly handled an average of approximately 22 civil court cases.

Received indemnity for City regarding light pole hit by cyclist after accident and dismissal for City from related lawsuit.

Filed 74 misdemeanor criminal cases and 27 infraction cases.

Prosecuted code enforcement cases related to substandard housing and violation of local and national building and maintenance codes, and assisted the City in creating a new permitting, enforcement and appeal system for massage establishments.

### GOALS FOR FY 16-17

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.

Perform nuisance abatement where necessary in the areas of code enforcement, including massage.

Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as recycled water, homelessness, 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 16-17

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, was increased from 70% to 100%.

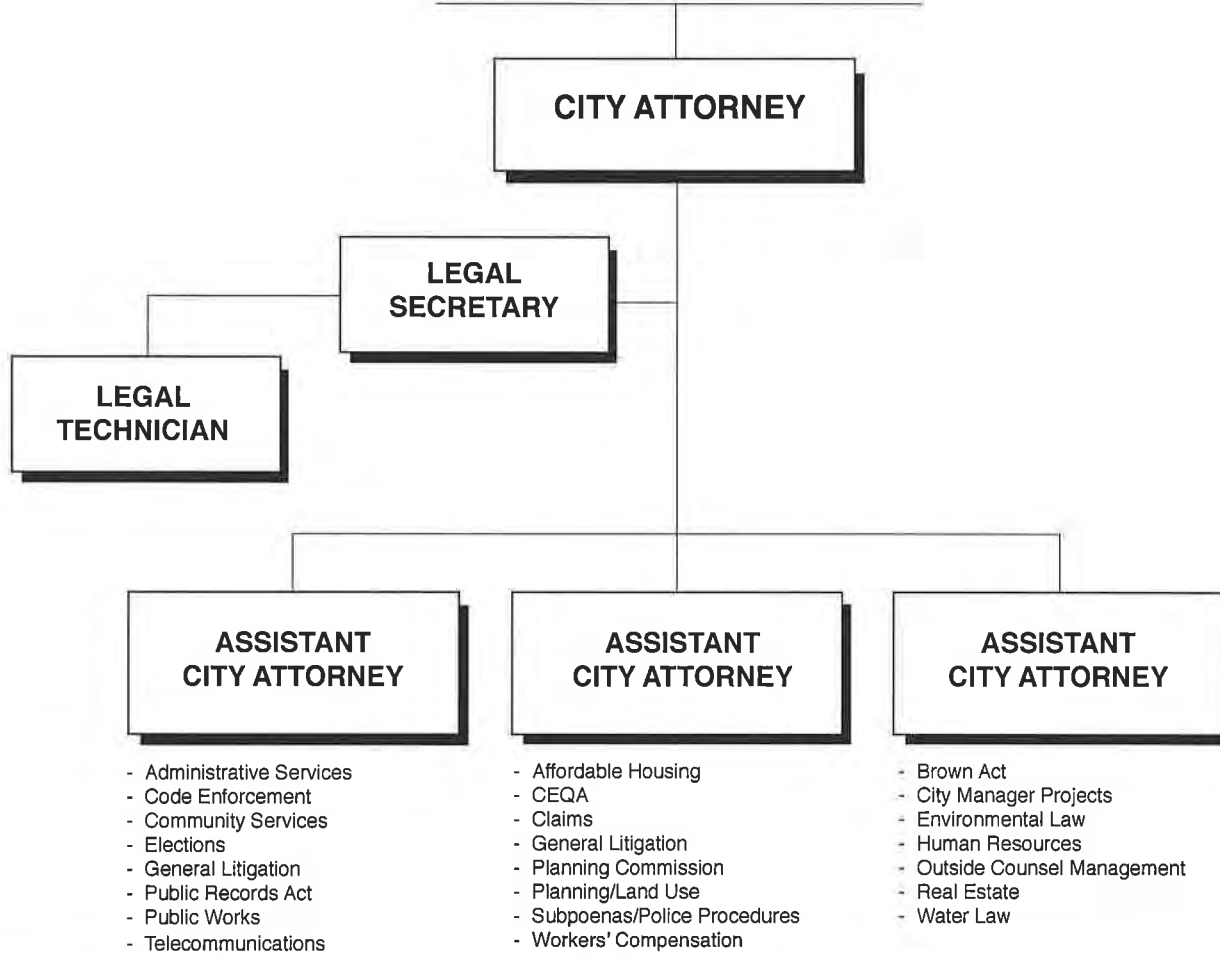
An additional \$5,000 in funding was provided for nuisance and abatement issues.

The Office has negotiated a significant decrease in online legal research expenses (approximately \$18,200 less annually for the first year, and \$10,000 less annually for 3 years thereafter).

# CITY ATTORNEY

## Organizational Chart

### SIMI VALLEY CITY COUNCIL



# CITY ATTORNEY

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
City Attorney	1.0	1.0	1.0
Assistant City Attorney	3.0	3.0	3.0
Legal Secretary	1.0	1.0	1.0
Legal Technician	0.0	0.0	1.0
SUBTOTAL	<u>5.0</u>	<u>5.0</u>	<u>6.0</u>

### PART-TIME POSITIONS:

Legal Technician (70%)	0.0	1.0	0.0
Legal Technician (50%)	1.0	0.0	0.0
SUBTOTAL	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>

TOTAL - CITY ATTORNEY POSITIONS	6.0	6.0	6.0
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## CITY ATTORNEY

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 580,470	\$ 724,700	\$ 557,200	\$ 167,500	\$ 741,800
41020 Temporary Salaries	0	20,000	-	20,000	-
41040 Overtime	0	100	-	100	100
41050 Outside Assistance	47,920	-	96,100	(96,100)	-
41200 Deferred Compensation - 401k	3,762	4,400	3,500	900	5,300
41210 Deferred Compensation - 457	0	-	-	-	-
41300 Vision Care	984	1,500	1,200	300	1,400
41350 Disability	4,856	5,200	4,700	500	5,900
41400 Group Ins/Health	7,676	8,900	5,900	3,000	9,400
41415 Flex Benefits	51,258	64,500	51,400	13,100	91,300
41450 Life Insurance	984	2,700	1,000	1,700	1,200
41500 Group Ins/Dental	2,949	3,800	3,200	600	4,100
41600 Retirement/PERS	124,366	167,500	142,900	24,600	89,400
41620 Retirement/HRA	7,220	7,200	7,000	200	9,600
41650 Medicare	9,324	10,500	9,400	1,100	12,800
41660 FICA	0	-	-	-	-
41700 Workers' Compensation	41,300	53,000	53,000	-	51,800
Subtotal - Personnel	\$ 883,069	\$ 1,074,000	\$ 936,500	\$ 137,500	\$ 1,024,100
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$ -	\$ 800	\$ -	\$ 800	\$ 800
42230 Office Supplies	1,174	2,300	2,300	-	2,300
42440 Memberships & Dues	1,465	2,700	1,900	800	2,000
42450 Subscriptions & Books	11,073	14,000	12,100	1,900	9,500
42720 Travel, Conferences, Meetings	2,762	4,500	4,000	500	4,500
42730 Training	4,289	5,500	5,500	-	5,500
42790 Mileage	7,459	8,000	10,500	(2,500)	10,500
Subtotal - Supplies/Materials	\$ 28,222	\$ 37,800	\$ 36,300	\$ 1,500	\$ 35,100



## CITY ATTORNEY (continued)

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 19,822	\$ 22,400	\$ 20,100	\$ 2,300	\$ 3,900
44012 Outside Legal Counsel	11,825	25,000	17,500	7,500	30,000
Subtotal - Services	\$ 31,647	\$ 47,400	\$ 37,600	\$ 9,800	\$ 33,900
Subtotal Current Expenses	\$ 59,869	\$ 85,200	\$ 73,900	\$ 11,300	\$ 69,000
Total	\$ 942,938	\$ 1,159,200	\$ 1,010,400	\$ 148,800	\$ 1,093,100

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

TITLE: Increase Funding for the Filled Position of Part-Time Legal Technician from 70% to 100%  
REQUEST: \$13,534  
ACCOUNT: 100-1205-41010  
PRIORITY: 1

**COST BREAKDOWN**

Personnel

PT Legal Technician at 70% Funding	(\$64,879)
PT Legal Tech. at 100% Funding (2 month delay)	\$76,154
<b>TOTAL:</b>	<b>\$11,300</b>

The City Attorney's Office currently has a part-time (70%) legal technician who performs tasks relating to file processing, administrative matters, general email and phone duties, claims handling, criminal case processing, nuisance abatement and a variety of other matters. The demands on the Office have grown due to an increased emphasis on quality of life issues such as massage abatement, code enforcement, homeless encampment removal, and other similar matters. As a baseline, the Office has historically filed approximately 100 misdemeanor and infraction cases a year. From calendar year 2014 to 2015, the Office increased filings against defendants approximately 23% (97 defendants in 2014 to 120 defendants in 2015). In 2016, this trend is likely to continue. As of the end of February 2016, the Office had already filed approximately 20 misdemeanor massage-related misdemeanor offenses, and will likely file many more massage cases within the calendar year, while only 2 massage-related cases were filed in calendar year 2015. The workload of the Office's legal technician will likely increase due to this influx of cases. The ability to utilize the Office's legal technician at a level 30% higher than currently allocated, after a two month delay, will assist the Office greatly in helping the City achieve these tasks in a timely and efficient manner.

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

TITLE: Request for Additional Support for Nuisance and Abatement  
REQUEST: \$10,000  
ACCOUNT: 100-1205-44012- Consulting/Legal Services  
PRIORITY: 2

DEPARTMENT REQUEST	
<u>Current Expenses</u>	
Funding for Initiation of Legal Proceedings for Nuisance and Abatement	
Costs:	\$10,000
TOTAL:	<u>\$10,000</u>

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Funding for Initiation of Legal Proceedings for Nuisance and Abatement	
Costs:	\$5,000
TOTAL:	<u>\$5,000</u>

An additional priority of the City in FY16-17 will likely be the abatement of a variety of nuisances and conditions in the City of Simi Valley, including but not limited to massage violations and code enforcement. A budgetary addition will allow the hiring of specialized services for such abatements. As of the first two months of 2016, there have already been approximately 20 massage related criminal filings, and civil actions will likely follow which require additional resources. The City Attorney's Office will attempt to recover funds for such nuisance abatements to the extent possible, including but not limited to property liens and assessments. However, it should be noted that there is an estimated one to two year recovery cycle (including filings, judgments and appeals) before such funds are likely to be recovered.

**CITY ATTORNEY  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for On-Line Legal Research Subscription  
TOTAL: \$18,700  
ACCOUNT: 100-1205-44010  
PRIORITY: 1

SAVINGS BREAKDOWN	
Current Expenses	\$19,700
New Online Subscription	\$1,000
TOTAL:	<hr/> \$18,700

For FY 2015-16, the Office's legacy three-year subscriber agreement with Thomson/West (Westlaw) for the online use of Westlaw programs and research will expire on June 30, 2016. The Office engaged in an open market bid process between the two vendors (Westlaw and Lexis) providing such on-line legal research services, and Lexis was selected for best pricing terms and database offerings. Compared to the previously budgeted amount for legal research services (based on the old Westlaw contract), the office will save approximately \$18,700 in one year. With Lexis, the office would enter into a 4-year contract, which will cost the office a total \$29,830 over a 4-year period. In the first year period (14 months), the cost was discounted at 90%, or approximately \$1,000 total cost. In the second and subsequent years, the price will be \$9,300 per year, with a 3% yearly escalator. Therefore, in the FY 17-18 budget, an increase from \$1000 to \$9,300 will be needed. However, the savings on an ongoing basis over the current legal reseach contract with Westlaw will be approximately \$10,000/year beginning in the second year until August 2020.

**CITY ATTORNEY  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Thomson/West Print Subscription  
TOTAL: \$4,700  
ACCOUNT: 100-1205-42450  
PRIORITY: 2

SAVINGS BREAKDOWN	
Current Expenses	\$5,400
Adjusted Budget Amount for FY 16-17	\$700
TOTAL:	<hr/> \$4,700

The Office is able to reduce its print budget for Thomson/West (West) by \$4,700, due to alternative information sourcing online and some outdated items. The subscription to the California Reporter will lapse on September 30, 2016, which is no longer needed and has been supplanted by online resources. The Annotated California Codes, although useful, will no longer be updated, with a possible update if needed in two years. In addition, the Office's subscription to Federal Land Use Law and Litigation can be cancelled as being outside the Office's main practice area, and available to a great extent online if needed. However, the West LSI Legal Professional Handbook (Legal Secretarial Handbook) will continue to be purchased and updated in FY 16-17.

**CITY ATTORNEY  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Hiring Delay for Vacant Assistant City Attorney Position (Salary Savings)  
TOTAL: \$56,200  
ACCOUNT: 100-1205-41010  
PRIORITY: 4

**SAVINGS BREAKDOWN**

Personnel

FY 2016-17 Projected Salary Cost	\$208,600
Savings from fourteen weeks hiring delay	(\$56,200)
<b>TOTAL:</b>	<b>\$56,200</b>

In order to further reduce salary costs for FY 2016-17, the City Attorney's Office proposes delaying the hiring of the vacant position for Assistant City Attorney by 14 weeks after July 1. The delay would produce a salary savings of \$56,200. There is an impact on provision of services, but the Office will have in-house contractor support until June 30, 2016, which will help lessen potential effects.



CITY OF SIMI VALLEY

# DEPARTMENT OF ADMINISTRATIVE SERVICES

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# ADMINISTRATIVE SERVICES

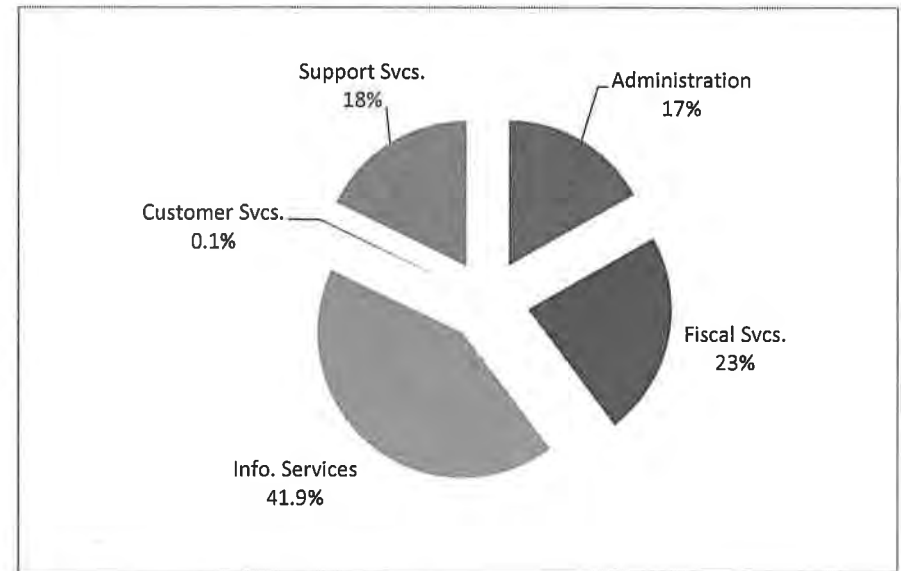
## Overview

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.

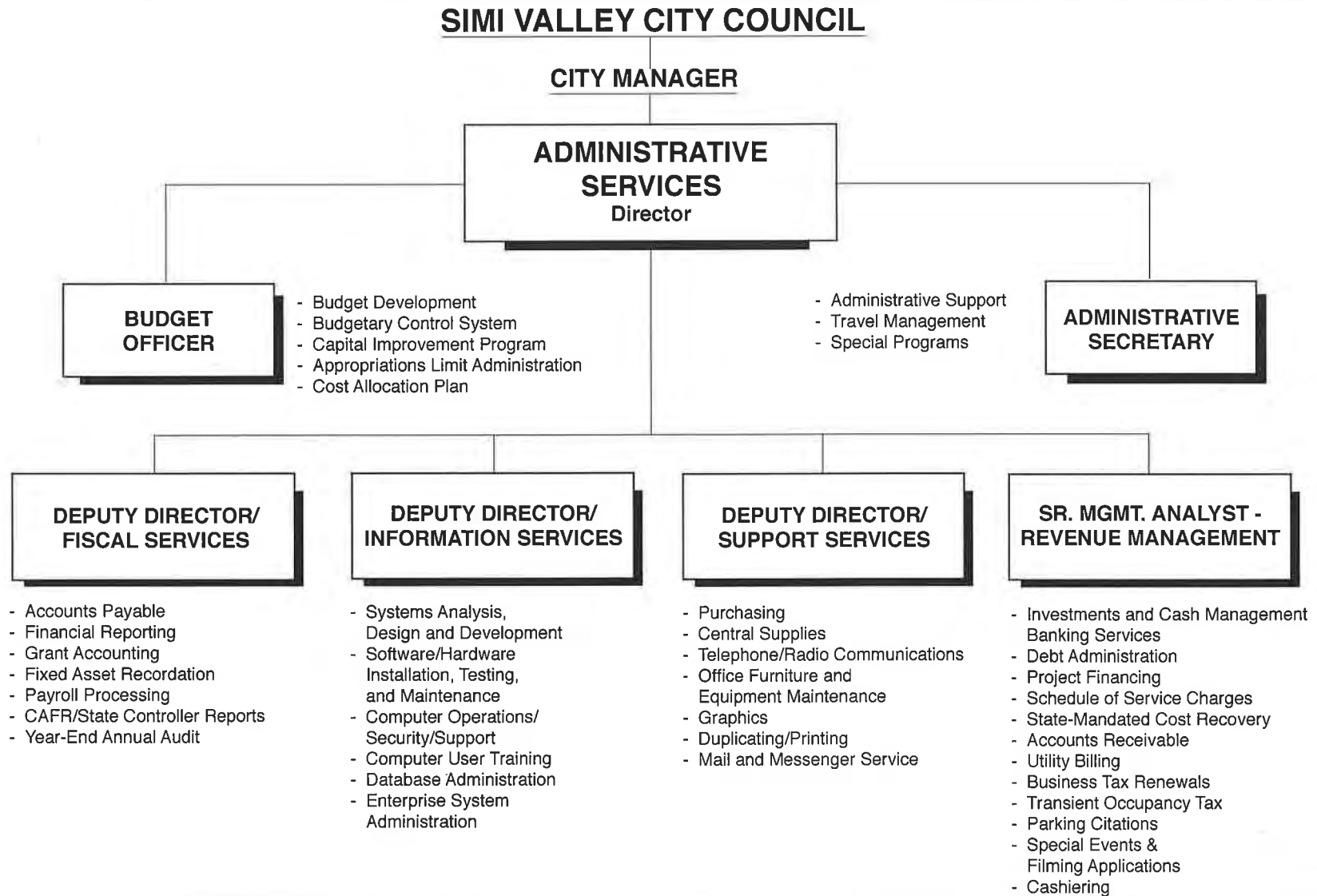
DEPARTMENT SUMMARY				
	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$382,913	\$608,570	\$835,600	\$831,800
Fiscal Svcs.	\$1,021,840	\$1,050,662	\$1,100,500	\$1,122,700
Info. Services	\$1,783,623	\$1,976,720	\$2,064,800	\$2,090,400
Customer Svcs.	\$9,185	\$2,956	\$24,400	\$7,700
Support Svcs.	\$816,816	\$804,251	\$892,100	\$877,000
Treasury*	\$175,181	\$0	\$0	\$0
<b>Total</b>	<b>\$4,189,558</b>	<b>\$4,443,159</b>	<b>\$4,917,400</b>	<b>\$4,929,600</b>

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



# ADMINISTRATIVE SERVICES

## Organizational Chart



# ADMINISTRATIVE SERVICES

## Authorized Positions

### REGULAR POSITIONS:

FY 2014-15   FY 2015-16   FY 2016-17

#### Administration:

Director, Administrative Services	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00
Senior Management Analyst	0.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
<b>SUBTOTAL</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

#### 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	4.00	4.00	4.00
<b>SUBTOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

# ADMINISTRATIVE SERVICES

## Authorized Positions (continued)

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</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*	3.25	4.00	2.00
Senior Information Services Analyst	3.00	3.00	3.00
Geographic Information Services Coordinator **	1.00	0.00	0.00
Principal Information Services Analyst	0.00	1.00	1.00
Information Services Analyst II	4.00	4.00	4.00
Information Services Analyst I	1.00	1.00	1.00
<b>SUBTOTAL</b>	<b>13.25</b>	<b>14.00</b>	<b>12.00</b>
<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	1.00	0.00
<b>SUBTOTAL</b>	<b>7.00</b>	<b>8.00</b>	<b>7.00</b>
<b>TOTAL REGULAR POSITIONS</b>	<b>32.25</b>	<b>35.00</b>	<b>32.00</b>

\* One Enterprise Systems Analyst position has been unfunded for FY 2016-17

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

\*\*\* The Administrative Aide has been unfunded for FY 2016-17.

# ADMINISTRATIVE SERVICES

Administration

1505

## OVERVIEW

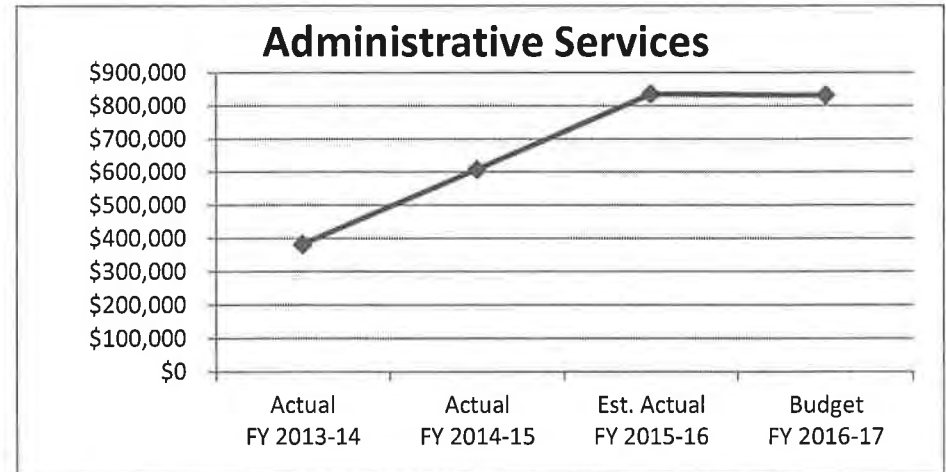
The Administration Division is responsible for the overall management of the Department of Administrative Services. It coordinates the activities of the Department's various divisions and serves as the primary contact point for the City Council, other City Departments, and the general public. The Division is also responsible for preparation of the City's Annual Budget, First Quarter and Mid-Year Financial Reports, administration of the budget control process, and coordination of financial reporting requirements. Oversight of City investments, debt administration, banking services and relationships, the Schedule of Service Charges, State-Mandated Cost Recovery (SB90) claims and issuing monthly investment reports is also managed in this Division.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3	3	4	4

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$382,913	\$608,570	\$835,600	\$831,800



# ADMINISTRATIVE SERVICES

Administration (continued)

1505

## KEY ACCOMPLISHMENTS FOR FY 15-16

Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellent Award for Fiscal Year 2016 from the California Society of Municipal Finance Officers.

Loaded the City's 2015-16 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 2016-17 budget process.

Initiated Citywide sessions in Priority Based Budgeting to evaluate the inventory and effectiveness of programs and services provided by the City.

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

Prepared a Request for Proposals (RFP) and entered into a contract with a new provider for City banking services.

Prepared monthly investment reports for Council review.

Applied for and received the Association of Public Treasurers United States and Canada Investment Policy Certificate of Excellence Award for 2015.

## GOALS FOR FY 16-17

Provide oversight for implementation of core financials of the ERP system.

Maintain department wide service levels during ERP implementation phases.

Develop modified business rules and process flows in conjunction with ERP implementation.

Apply Priority Based Budgeting analyses during development of future budget goals.

## BUDGET IMPACTS FOR FY 16-17

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

# ADMINISTRATIVE SERVICES

Fiscal Services

1510

## OVERVIEW

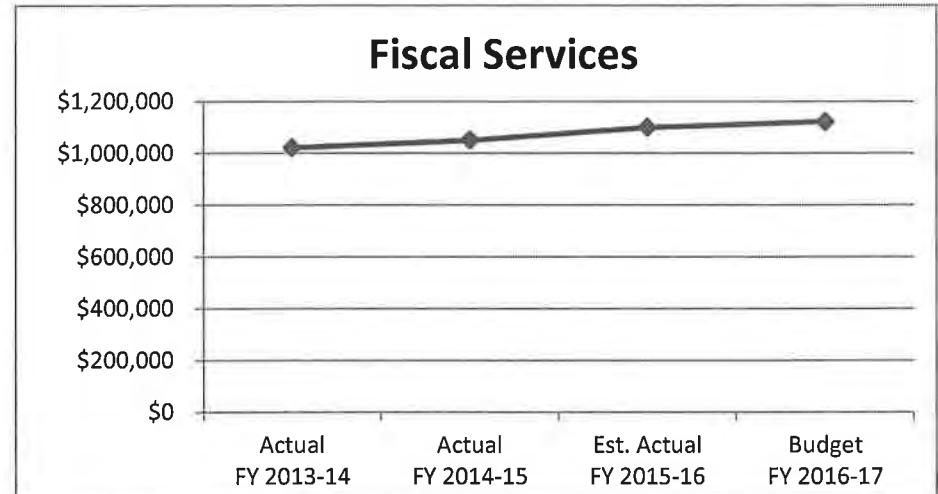
The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds. The Division's functions include Accounts Payable, Payroll, General Ledger maintenance, month-end closing, fixed asset recordation and inventory, bank reconciliations, grant accounting 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	10	9	9	9

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,021,840	\$1,050,662	\$1,100,500	\$1,122,700



# ADMINISTRATIVE SERVICES

Fiscal Services (continued)

1510

## KEY ACCOMPLISHMENTS FOR FY 15-16

- 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 13-14.
- 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 2014-15.
- Completed the annual financial audit and prepared the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2015.

## GOALS FOR FY 16-17

- Implement the core financials for the Tyler-Munis ERP system.
- Update the Fiscal Services Procedures Manual to reflect modified processes resulting from the new ERP system implementation.
- Upload data to the City's OpenGov site to include actual results for fiscal years 2014-15 and 2015-2016.
- Within GFOA standards, revamp the CAFR document to be more interesting and engaging for readers.

## BUDGET IMPACTS FOR FY 16-17

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



# ADMINISTRATIVE SERVICES

Support Services

1540

## OVERVIEW

The Support Services Division provides centralized support services for all City departments. The Division has responsibility for the City's purchasing program, City contracts, telecommunications, land mobile radio, printing and graphics services, office equipment and supplies, mail and messenger services, and office space planning and implementation services.

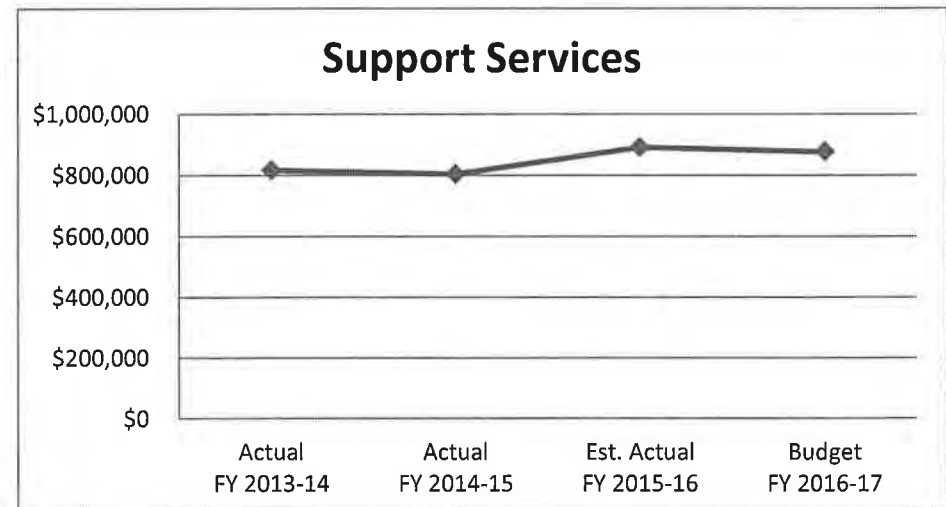
The Division has responsibility for selection, implementation, and technical support of the City's telecommunications network and the land mobile radio system. The Division is responsible for system design and development, system hardware and infrastructure, equipment maintenance and replacement, licensing, and service provisioning.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	8	7	8	7

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$816,816	\$804,251	\$892,100	\$877,000



# ADMINISTRATIVE SERVICES

Support Services (continued)

1540

## KEY ACCOMPLISHMENTS FOR FY 15-16

Installed replacement lobby furnishings at the City's Police Station.

Completed assessments and upgrades for the City's communication towers that support radio frequency transmissions to meet public safety standards.

Completed critical repairs and upgrades to the City's telephone, voicemail, power backup, and two-way radio systems, including upgrading hardware for the City's voicemail system to allow continued manufacturer support, ensuring radio frequency (RF) coverage in new City developments, and repairing microwave equipment affecting RF transmissions.

Completed and submitted all required information and assignments for the kick-off and initial implementation phase of the City's Enterprise Resource Planning (ERP) project for the purchasing, bid, and contracts modules.

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

Completed Division assignments for the Utility audit which, by virtue of finding minimal annual savings for the City's telecommunication accounts, found the telecommunications program to be well-managed.

Installed replacement convenience copiers City-wide and provided training on the equipment.

## GOALS FOR FY 16-17

Implement Tyler/Munis purchasing, contracts, and bid modules as part of the City's Enterprise Resource Planning (ERP) system replacement project.

Develop a comprehensive training component for the Tyler-Munis modules for ongoing use by the City Departments.

Solicit proposals, request the City Council award a contract, and implement a new Voice over Internet Protocol (VoIP) telephone system City-wide.

Provide staff support to Information Services (IS) as IS manages the structured cable upgrade project required prior to implementing the new telephone system.

Request City Council approval of revisions to the City's Purchasing Ordinance to streamline processes within the City's replacement ERP system.

## BUDGET IMPACTS FOR FY 16-17

Funding is included for implementation of a new City-wide Voice over Internet Protocol (VoIP) telephone system managed by the Support Services Division.

An Administrative Aide position (vacant) has been unfunded in this fiscal year.

# 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 selection, implementation and technical support of the Financial Information System, Integrated Police System, Council Chambers Audio/Visual and Broadcast Systems, Community Development and Permitting System, Wide Area Network, Internet connections and cyber security.

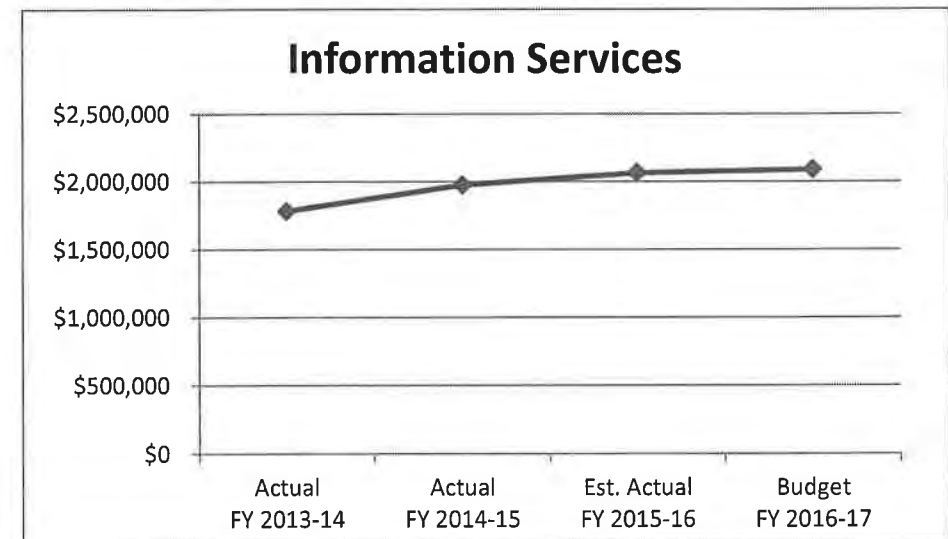
The Division is responsible for all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and integration of systems and processes across departments.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	14	13.25	14	11

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,783,623	\$1,976,720	\$2,064,800	\$2,090,400



# ADMINISTRATIVE SERVICES

Information Services (continued)

1560

## KEY ACCOMPLISHMENTS FOR FY 15-16

Entered into a contract with Tyler Technologies for Munis and EnerGov products to replace the City's outdated financial, human resources, utility billing, and community development software.

Performed repairs and upgrades to the electrical components in the Council Chambers AV room to fix issues with dirty power and voltage spikes.

Upgraded the police Records Management System (RMS) to the latest version providing greater redundancy, improved performance, increased stability, and easier integration with other systems.

Completed a detailed analysis of the City's network in preparation for installation of a new Voice Over IP (VOIP) telephone system.

Participated in the evaluation of permitting systems and recommended implementing a new system, GovOutreach from Ascella, which provides Code Enforcement Officers better information in the field and offers automated reporting.

## GOALS FOR FY 16-17

Coordinate with City staff to implement phase one of the Tyler-Munis ERP system including core financials, purchasing and financial reporting, which will go live in January, 2017.

Evaluate RFPs and negotiate a vendor contract to upgrade the City's broadcast studio to apply modern technology with usability, redundancy, stability and enhanced functionality.

Coordinate with Support Services staff to install fiber-optic lines and other associated hardware for a new VOIP telephone system.

## BUDGET IMPACTS FOR FY 16-17

One Enterprise System Analyst position, currently vacant, has been unfunded for the fiscal year.

The proposed budget includes a major technology investment to upgrade the Enterprise Resource Planning and other systems citywide in order to improve efficiencies which will be beneficial given limited staff resources.

# ADMINISTRATIVE SERVICES

Customer Services

1552

## OVERVIEW

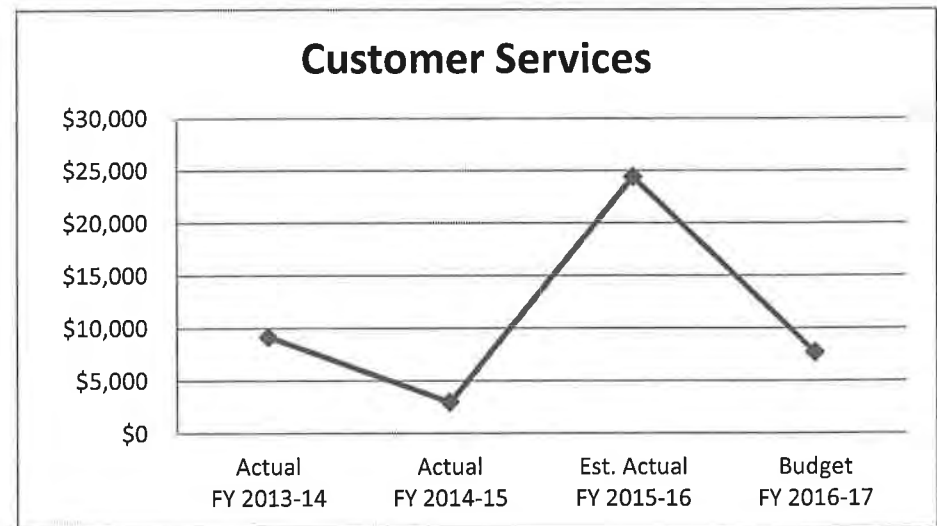
The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, business tax receipts, and general accounts receivable, with salaries paid from the Waterworks Fund. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall. Customer Services also helps support the City Clerk's Office in passport processing.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	8	8	8	7

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$9,185	\$2,956	\$24,400	\$7,700



# ADMINISTRATIVE SERVICES

Customer Services (continued)

1552

## KEY ACCOMPLISHMENTS FOR FY 15-16

Processed 158,283 utility and sanitation bills within three days of receipt of meter data from the Department of Public Works and processed over \$51 million in incoming payments within one business day of receipt of payment.

Processed 2,373 meter upgrades for Waterworks District No. 8.

Exceeded the goal of 15.5% of utility bill customers going green by subscribing to Waterworks District's paperless/payments bill payment options.

Processed 1,321 new business tax applications within one day of receipt, and processed all business tax payments within one business day of receipt.

Processed 2,437 parking citations issued by the Police Department.

Processed approximately \$4.5 million in account receivable payments within one business day of receipt of payment.

## GOALS FOR FY 16-17

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

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.

Encourage business owners to renew their business taxes online (to reduce paperwork, eliminate the need for final notices to be printed, etc.)

File miscellaneous accounts receivable damage claims within two business days of receipt of information from the Risk Manager.

Provide staffing assistance the City Clerk's Division in processing passport applications.

## BUDGET IMPACTS FOR FY 16-17

None

## DEPARTMENT OF ADMINISTRATIVE SERVICES

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 2,746,190	\$2,897,800	2,971,300	\$ (73,500)	\$2,908,000
41020 Temporary Salaries	35	-	2,000	(2,000)	-
41040 Overtime	1,493	4,200	2,700	1,500	2,000
41050 Outside Assistance	8,047	30,000	30,000	-	-
41200 Deferred Compensation - 401k	22,152	23,200	23,200	-	30,200
41210 Deferred Compensation - 457	1,967	2,100	2,300	(200)	3,500
41300 Vision Care	7,007	7,700	7,500	200	7,500
41350 Disability	21,072	23,000	24,600	(1,600)	24,200
41400 Group Ins/Health	45,200	47,800	44,000	3,800	51,400
41415 Flex Benefits	478,540	503,500	518,300	(14,800)	549,900
41420 CalPERS Health Admin Fee	2,043	-	2,500	(2,500)	2,500
41450 Life Insurance	5,885	6,300	6,700	(400)	6,300
41500 Group Ins/Dental	26,367	29,400	29,500	(100)	30,000
41550 Section 125 Admin	372	500	500	-	1,000
41600 Retirement/PERS	540,967	670,400	652,800	17,600	679,300
41620 Retirement HRA	10,115	9,600	6,300	3,300	16,800
41650 Medicare	36,775	42,000	44,100	(2,100)	52,300
41700 Workers' Compensation	169,800	213,700	213,700	-	200,600
41860 Salary Reimbursements	3,552	-	-	-	-
Subtotal - Personnel	\$ 4,127,579	\$ 4,511,200	\$ 4,582,000	\$ (70,800)	\$ 4,565,500

**DEPARTMENT OF ADMINISTRATIVE SERVICES (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$ 1,381	\$ 1,400	\$ 1,400	\$ -	\$ 800
42230 Office Supplies	5,554	11,900	10,400	1,500	4,600
42440 Memberships & Dues	3,185	3,500	3,200	300	2,900
42450 Subscriptions & Books	793	1,400	1,200	200	1,400
42460 Advertising	-	200	2,000	(1,800)	2,200
42560 Operating Supplies	4,744	5,000	700	4,300	2,000
42720 Travel, Conferences, Meetings	8,269	14,300	10,400	3,900	13,400
42730 Training	15,801	18,100	8,200	9,900	18,000
42790 Mileage	6,834	5,500	9,900	(4,400)	6,600
Subtotal - Supplies/Materials	\$ 46,561	\$ 61,300	\$ 47,400	\$ 13,900	\$ 51,900
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 267,219	\$ 302,200	\$ 285,000	\$ 17,200	\$ 244,800
44310 Maintenance of Equipment	1,800	2,400	3,000	(600)	67,400
44490 Other Contract Services	-	-	-	-	-
Subtotal - Services	\$ 269,019	\$ 304,600	\$ 288,000	\$ 16,600	\$ 312,200
Subtotal Current Expenses	\$ 315,580	\$ 365,900	\$ 335,400	\$ 30,500	\$ 364,100
<b>TOTAL</b>	<b>\$ 4,443,159</b>	<b>\$ 4,877,100</b>	<b>\$ 4,917,400</b>	<b>\$ (40,300)</b>	<b>\$ 4,929,600</b>



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

TITLE: Reduce Professional Services in Customer Services  
TOTAL: \$23,000  
ACCOUNT: 100-1552-44010  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$23,000
<b>TOTAL:</b>	<u>\$23,000</u>

The Customer Services Division in Administrative Services has budgeted in recent years for professional services to cover the cost of temporary staff backfill for vacancies or employees on leave.

The Customer Services personnel are paid through the Waterworks utility, and the temporary staffing costs are addressed there through salary savings. The temporary staffing agency billings have been moved to the Waterworks utility. For this reason, General Fund monies are not required and can be removed from the budget.

The FY15-16 budget included \$23,000.

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

TITLE: Freeze an Enterprise System Analyst position  
TOTAL: \$175,000  
ACCOUNT: 100-1560-(several)  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Fully loaded salary and benefits	\$175,000
TOTAL:	<u>\$175,000</u>

The Information Services division has a vacant Enterprise Systems Analyst position. We propose to freeze this position for the FY 16-17 fiscal year.

This position, while important and desired, is secondary in importance to a separate vacant Senior Information Systems Analyst position, which is critical to enhance the security of the City's technology systems and data. The Department intends to fill the Senior ISA position as soon as possible.

IS staff will be focused upon the very large ERP project and in filling the Senior ISA position, resulting in a lack of time to recruit and train for the ESA position. For this reason, we propose to freeze the position for the fiscal year.

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

TITLE: Reduce Outside Assistance  
 TOTAL: \$30,000  
 ACCOUNT: 100-1560-41050  
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Outside assistance budget	\$30,000
<b>TOTAL:</b>	<b>\$30,000</b>

The Information Services Division has historically budgeted \$30,000 each fiscal year for Outside Assistance. We propose eliminating this budget for FY 2016-17.

Historical actuals are shown below:

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
2012-13	\$30,000	\$81,000
2013-14	\$30,000	\$33,000
2014-15	\$30,000	\$0
2015-16 (to date)	\$30,000	\$0

The Department does not anticipate needing these funds and will backfill for any vacancies that should occur using salary savings.



CITY OF SIMI VALLEY

# DEPARTMENT OF COMMUNITY SERVICES

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# 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. Together with individuals, businesses, non-profit organizations, and government resources, the Department enhances community programs and strengthens the service infrastructure available to City residents.

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 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.

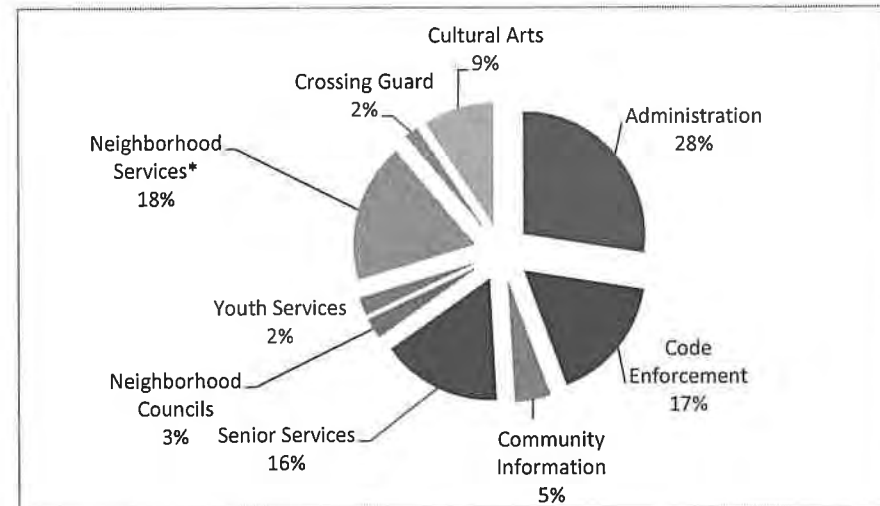
The Citizen Services Division enforces municipal ordinances, conditions, and permits, provides opportunities for citizen involvement in the City's government structure, and provides citizens with information and referral to local government and non-profit resources.

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 three public facilities, the Simi Valley Senior Center, the Simi Valley Cultural Arts Center, and the Simi Valley Public Library.

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

DEPARTMENT SUMMARY				
	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$1,165,186	\$1,274,654	\$1,322,700	\$1,350,900
Code Enforcement	\$711,247	\$786,579	\$836,000	\$833,000
Community Information	\$414,408	\$431,528	\$135,000	\$233,700
Senior Services	\$659,870	\$669,380	\$704,300	\$791,100
Neighborhood Councils	\$89,434	\$77,185	\$126,100	\$137,400
Youth Services	\$90,784	\$108,020	\$104,100	\$118,100
Neighborhood Services*	\$0	\$108,767	\$457,000	\$904,700
Crossing Guard	\$104,325	\$112,758	\$86,600	\$89,600
Cultural Arts	\$346,970	\$398,939	\$427,800	\$462,500
<b>Total</b>	<b>\$3,582,223</b>	<b>\$3,967,810</b>	<b>\$4,199,600</b>	<b>\$4,921,000</b>

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



# COMMUNITY SERVICES

## Organizational Chart

### SIMI VALLEY CITY COUNCIL

CITY MANAGER

**COMMUNITY SERVICES**  
Director

**ADMINISTRATIVE OFFICER**

- Cable Television
- Community Projects and Grants

**ADMINISTRATIVE SECRETARY**

**DEPUTY DIRECTOR/  
CITIZEN SERVICES**

- Neighborhood Councils
- Code Enforcement
- Citizen Advisor Resources
- Crossing Guards
- Task Force on Homelessness
- Animal Services
- Trash Franchises

**DEPUTY DIRECTOR/  
COMMUNITY PROGRAMS  
& FACILITIES**

- Senior Center
- Senior Nutrition Programs
- Council On Aging
- Cultural Arts Center
- Simi Valley Arts Commission
- Youth Council
- Youth Employment Service
- Volunteer Engagement and Recognition
- Simi Valley Public Library

**DEPUTY DIRECTOR/  
TRANSIT**

- ADA Paratransit Advisory Committee
- Fixed-Route System
- ADA/Dial-A-Ride Services
- Connect Intercity ADA/DAR Service

# COMMUNITY SERVICES

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<u>Administration:</u>			
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	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Clerk I/II	2.00	2.00	2.00
<b>SUBTOTAL</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<u>Community Programs &amp; Facilities:</u>			
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	2.00
Secretary	0.00	0.00	1.00
Community Services Specialist ***	1.00	0.90	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
<b>SUBTOTAL</b>	<b>9.00</b>	<b>8.90</b>	<b>10.00</b>

\*25% of Deputy Director/Community Programs & Facilities is charged to the Library Fund

\*\*One Clerk I/II position authorized but not funded (frozen)

\*\*\*The Community Services Specialists hours are reduced to 90% 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****	0.90	0.90	1.00
Management Analyst	1.00	1.00	1.00
Neighborhood Council Coordinator	1.00	1.00	1.00
SUBTOTAL	8.90	8.90	9.00
TOTAL - REGULAR POSITIONS	27.90	27.80	29.00
<u>PART-TIME POSITIONS:*****</u>			
<u>Community Programs &amp; Facilities:</u>			
Senior Center Aide/Meals on Wheels Coordinator	0.63	1.00	1.00
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.75	0.75
Theater Technician I/II	0.90	0.90	1.25
SUBTOTAL	2.79	3.28	3.63
<u>TEMPORARY POSITIONS:*****</u>			
<u>Community Programs &amp; Facilities:</u>			
Senior Center Aide/Rental Monitor	1.90	1.90	1.90
SUBTOTAL	1.90	1.90	1.90
<u>Citizen Services:</u>			
Lead Crossing Guard/Crossing Guard	7.85	7.85	7.85
SUBTOTAL	7.85	7.85	7.85
TOTAL - TEMPORARY AND PART-TIME POSITIONS:	12.54	13.03	13.38
TOTAL - COMMUNITY SERVICES POSITIONS	40.44	40.83	42.38

\*\*\*\* The Code Enforcement Counter Technician's hours are reduced to 90% in FY 2015-16.

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

# COMMUNITY SERVICES

## Department Administration

2005

### OVERVIEW

The Administration Division 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.

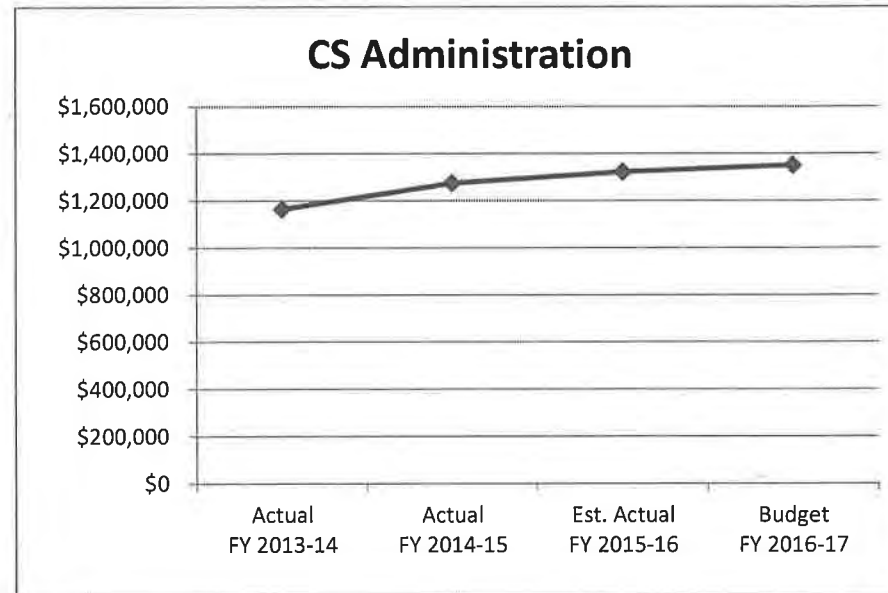
The Division is accountable to the citizens, encourages community involvement and volunteerism, and delivers excellent customer service to our community.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	9	9	9	9

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,165,186	\$1,274,654	\$1,322,700	\$1,350,900



# COMMUNITY SERVICES

Department Administration (continued)

2005

## KEY ACCOMPLISHMENTS FOR FY 15-16

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 700 individuals who dedicated a combined estimated 95,000 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.

Facilitated the Community Projects Grant Program and disbursed \$150,000 for FY 2015-16 funding cycle to eight non-profit organizations represented.

Initiated the Call for Projects for the FY 2016-17 funding cycle, hosted an application workshop with 32 local, non-profit organizations represented, and completed the initial competitive funding allocation cycle.

## GOALS FOR FY 16-17

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 to disburse \$150,000 to local non-profit organizations.

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

## BUDGET IMPACTS FOR FY 16-17

None

# COMMUNITY SERVICES

## Code Enforcement

2110

### OVERVIEW

The Code Enforcement Section provides for a safe, healthy, and aesthetically pleasing environment and contributes to economic development for the City's residents and business community through the enforcement of municipal ordinances, conditions, and permits.

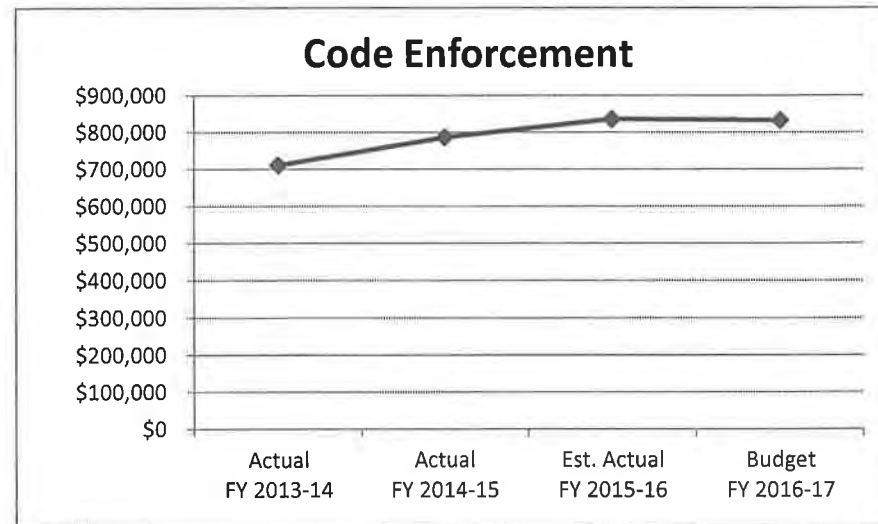
The Code Enforcement Section responds to citizen complaints; referrals from other City departments requesting assistance in gaining voluntary compliance; and, actively pursues violations of the Development Code and the City's Property Maintenance, Trash Abatement, Public Nuisance Abatement, and Commercial 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7	6.9	6.9	7

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$711,247	\$786,579	\$836,000	\$833,000



# COMMUNITY SERVICES

## Code Enforcement (continued)

2110

### KEY ACCOMPLISHMENTS FOR FY 15-16

Processed 904 Code Enforcement cases, including violations of the Municipal Code, resulted in \$6,148 in permit, civil fine, and court adjudicated fine revenue.

Abated 50 Municipal Code violations through referrals from various departments, regarding business tax, development code, and encroachment violations.

Conducted complaint based and proactive inspections resulting in the abatement of 401 sign ordinance violations.

Abated 380 cases of trash accumulation, illegal placement of trash receptacles and open storage from private property through the Trash Abatement Program.

Enforced property maintenance and landscape condition violations resulting in the improvement of 184 commercial, industrial, and residential properties through the Property Maintenance Program.

Conducted the inspection of 290 parcels resulting in the abatement of tumbleweeds, weeds and debris on 105 parcels under the Public Nuisance Abatement Program

Referred 11 potential life and safety cases to the Department of Environmental Services Municipal Unsafe Structures Program.

Responded to 52 complaints and proactively identified 155 abandoned shopping carts, causing the removal of 294 carts on private property and in the public rights-of-way.

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

### GOALS FOR FY 16-17

Increase public outreach regarding the City's Municipal Codes in an effort to reduce and prevent violations and achieve voluntary compliance with residents and businesses.

Continue to refine programs and processes and assist with updating local ordinances and codes.

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

Continue to address 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.

### BUDGET IMPACTS FOR FY 16-17

None

# 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.

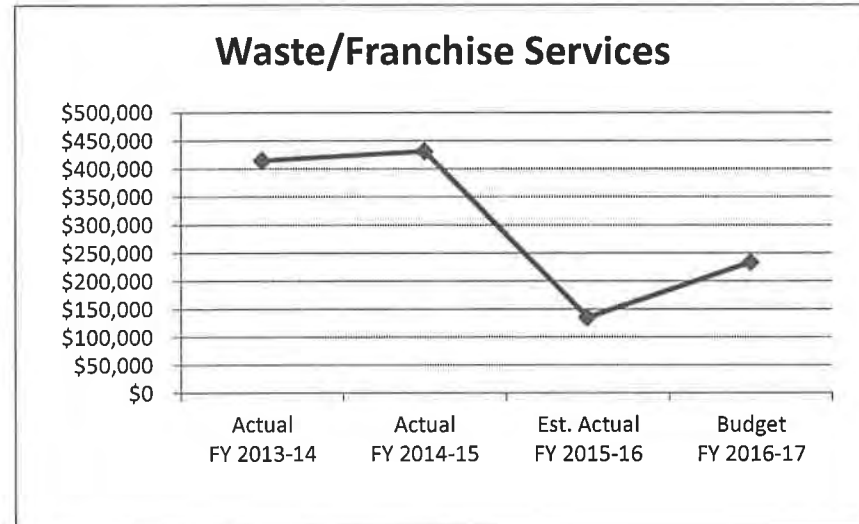
The Section monitors the customer service requirements of the State's cable television franchises in Simi Valley, operates and manages the City's PEG channel, SVTV, and administratively supports the Community Projects Grant Program.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	1	1	1	1

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$414,408	\$431,528	\$135,000	\$233,700



# COMMUNITY SERVICES

## Community Information & Program Management (continued)

2115

### KEY ACCOMPLISHMENTS FOR FY 15-16

Reported to the State of California that in 2014 the City achieved a 72.9% 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 71.6% with 31.2 pounds per person per day of waste diverted from the Landfill.

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.

Broadcast City Council, Simi Valley Unified School District, and Planning Commission meetings.

Received \$33,400 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 16-17

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 16-17

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.

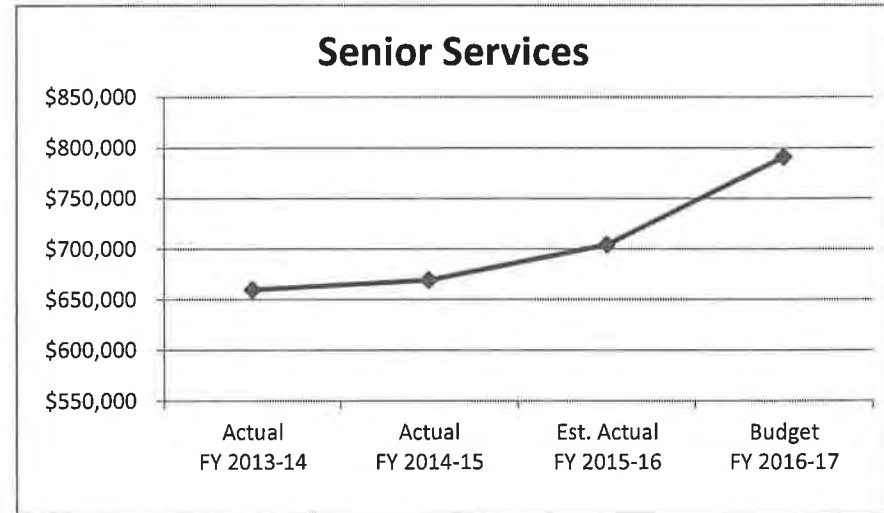
The Council On Aging Executive Board advises the City Council on senior issues and, with the help of countless volunteers, raises funds for equipment and vital senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	8.79	8.79	9.28	9.28

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$659,870	\$669,380	\$704,300	\$791,100





# COMMUNITY SERVICES

Senior Services (continued)

2230/2335/2337

## KEY ACCOMPLISHMENTS FOR FY 15-16

Completed Phase I Design and Development for the renovation of the Senior Center kitchen.

Coordinated with the City's Information Services Division to have Windows 10 and Microsoft Office 2016 installed on the computers in the Technology lab.

Facilitated Rancho Simi Recreation and Park District increasing courses offered to keep costs down for seniors.

Collaborated with the Council On Aging and the Ventura County Area Agency on Aging to increase the total number of meals served allowable under the grant, increasing the number of local seniors served by 24 meals per day.

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

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

Partnered with the Rancho Simi Recreation and Park District to offer three classes specifically for seniors with disabilities.

Kept Seniors informed of programs, services, and community issues through weekly newsbytes and a monthly newsletter.

Hosted a variety of special events to enhance the well-being of seniors including civic engagement through the Council On Aging.

Hosted social service resources to increase access for senior residents.

## GOALS FOR FY 16-17

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

Complete the renovation of the Senior Center kitchen.

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

Continue to work with the numerous partners who offer services at the Senior Center to offer programs and classes that meet the changing demands of the seniors in our community.

## BUDGET IMPACTS FOR FY 16-17

None

# 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.

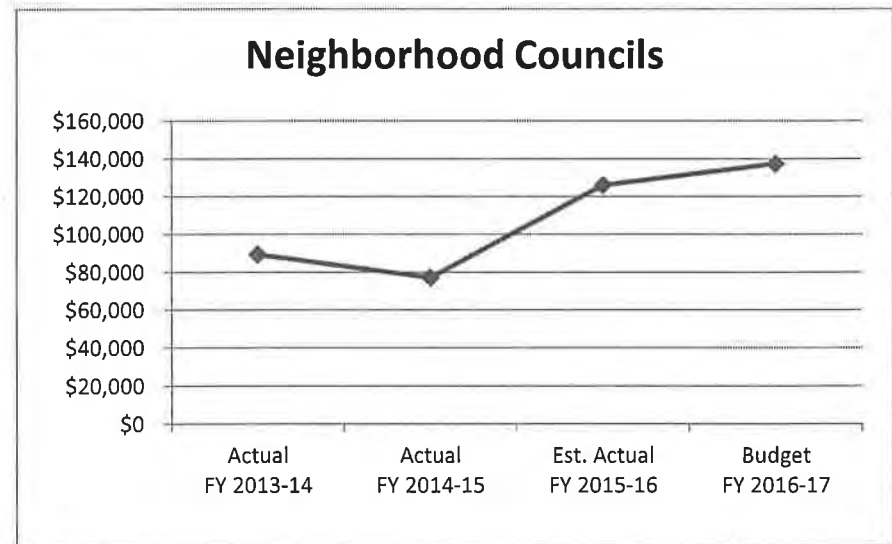
The City is divided into four Neighborhood Council districts. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council. The Neighborhood Councils advise the City Council on matters of citywide concern.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	1	1	1	1

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$89,434	\$77,185	\$126,100	\$137,400



# COMMUNITY SERVICES

Neighborhood Councils (continued)

2235

## KEY ACCOMPLISHMENTS FOR FY 15-16

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

Facilitated the review and recommendation to City Council regarding proposed changes to transit fares and senior service age.

Increased residential knowledge about the various City programs through informational presentations on the Simi Valley Police Department's Community Liaison Officers, Crime Analysis and Traffic Units; a demonstration by Simi Valley Police Department's K-9 Unit; Coastal Cleanup Day; the City's Home Rehabilitation Program and Senior Center; the Homeshare program; the Samaritan Center; proposed water service rate increases; a water conservation update; and overview of the California Environmental Quality Act.

Completed one recruitment to fill 21 positions on the Neighborhood Council Executive Boards.

## GOALS FOR FY 16-17

Recognize the Neighborhood Councils for 45 years of service.

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 16-17

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.

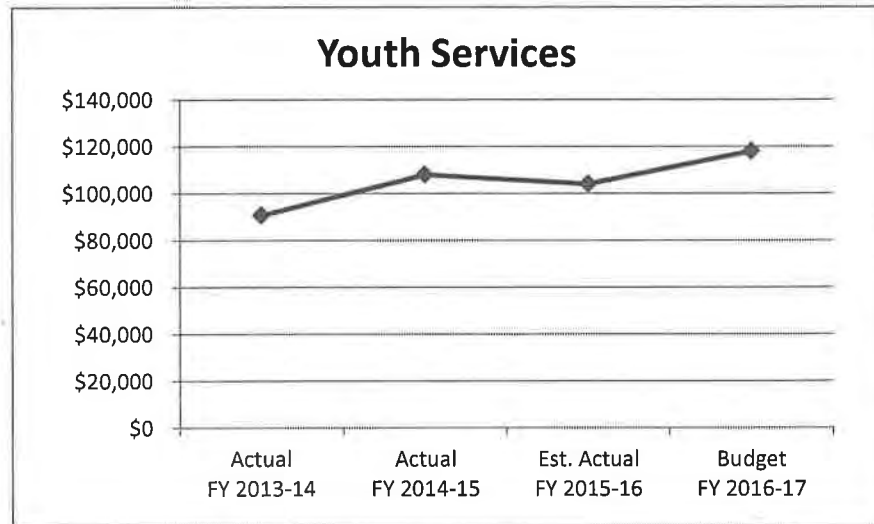
The Youth Council, a 24-member advisory board that addresses youth issues and concerns, provides Simi Valley youth leadership development, encourages civic engagement and promotes citizenship, community involvement and volunteerism.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	1	1	1	1

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$90,784	\$108,020	\$104,100	\$118,100



# COMMUNITY SERVICES

## Youth Services (continued)

2240

### KEY ACCOMPLISHMENTS FOR FY 15-16

Hosted and coordinated the 6th Annual Youth Service Providers Meet and Greet event, with 45 youth serving non-profits, schools and government agencies.

Developed the 2015-16 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 15th Annual Youth Summit, providing leadership development training.

Facilitated the 2nd Annual Simi Valley Youth Town Hall.

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 introducing youth to concepts of volunteering.

Organized and hosted the 29th annual YES Job and Career Expo, attended by more than 300 youth.

Provided Interview Skills Workshops to over 2,000 students.

Collaborated with the Simi Valley Unified School District to provide mock interviews for more than 100 11th and 12th grade special education students.

Increased program outreach by presenting to various community groups and councils.

### GOALS FOR FY 16-17

Work with the 2016-17 Youth Council to identify the needs of the community's youth and the best methods for addressing these needs.

Explore methods to enhance the 2017 Youth Summit related to the 2016 Youth Summit evaluation results.

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

Increase YES awareness in the business community.

Provide leadership development and civic engagement opportunities for youth.

Strengthen the community's workforce and economic development through YES partnerships.

### BUDGET IMPACTS FOR FY 16-17

None.

# COMMUNITY SERVICES

## Neighborhood Services

2245

### OVERVIEW

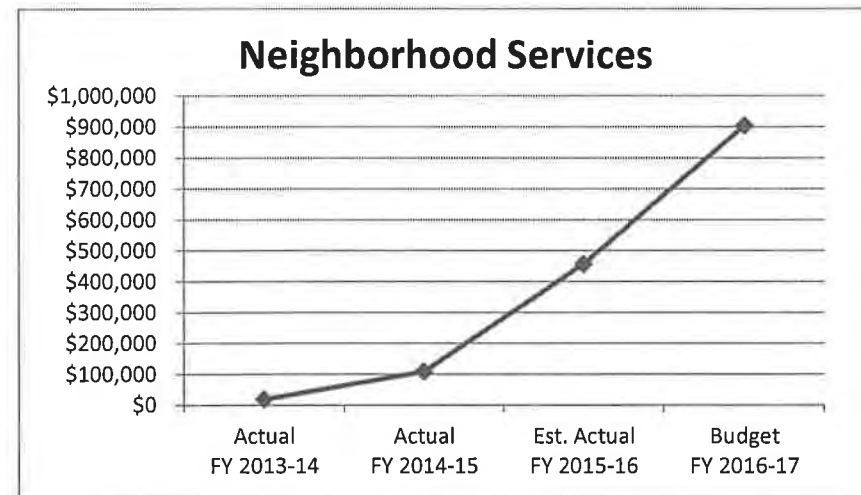
The Neighborhood Services cost center promotes a responsive, healthy and safe living environment through management of the City's Animal Services contract; provides a venue to involve the community to develop strategies to prevent and reduce incidents of homelessness within the community through the Task Force on Homelessness, and increases residents access to services through the Citizen Advisor program and by working closely with local service providers.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	1	1	1	1

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$18,693	\$108,767	\$457,000	\$904,700



# COMMUNITY SERVICES

## Neighborhood Services (continued)

2245

### KEY ACCOMPLISHMENTS FOR FY 15-16

Provided referrals to over 70 members of the public who sought assistance in the areas of homeless services, rental assistance, and legal resources including landlord/tenant issues, neighbor disputes, and in-home supportive care services. Partnered with Interface and Family Services 211 to strengthen the presence within the community about the 24 hour referral service program.

Facilitated Animal Services for the community through the contract with Ventura County Animal Services to provide a safe, healthy, and responsive service to citizens. Increased encouragement for the public to license their pets through the implemented administrative citation program.

Participated in a work study group with Ventura County Animal Services and the contracting cities to advocate for the most optimal methodology to charge for services.

### GOALS FOR FY 16-17

Facilitate community involvement in preventing and reducing the incidence of homelessness and poverty within the community.

Increase awareness of and participation in the Ventura County 211 system to allow for residents enhanced access to resources.

Continue to support the County of Ventura to reduce the number of sheltered animals to promote a safe and healthy environment while maintaining excellent customer service.

### BUDGET IMPACTS FOR FY 16-17

Based on the large discrepancy between the County of Ventura Animal Services' estimated costs and the actual costs being charged to the City, the City's net contract cost (expenditures less revenues) to provide animal services is projected to increase to over \$440,000. The full cost is shown here with offsetting revenues of over \$300,000 shown in the General Fund Revenue summary.

# COMMUNITY SERVICES

## Crossing Guards

2270

### OVERVIEW

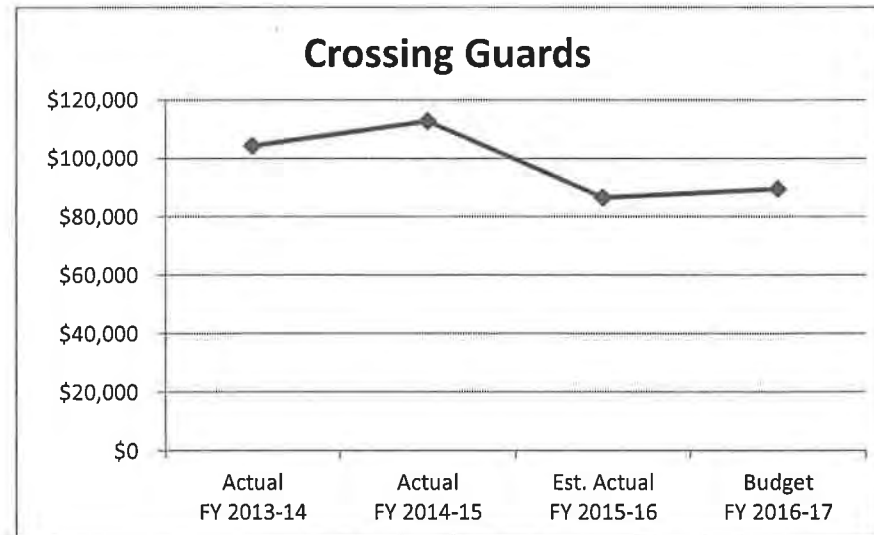
The Crossing Guard program assists elementary school children, parents, and other pedestrians in crossing some of the City's busy intersections while traveling to and from school contributing to the safety and sense of community. This cost center coordinates the hiring, training, scheduling, equipping, and supervising of 16 Crossing Guards at 13 Posts throughout the City.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7.85	7.85	7.85	7.85

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$104,325	\$112,758	\$86,600	\$89,600





# COMMUNITY SERVICES

Crossing Guards (continued)

2270

## KEY ACCOMPLISHMENTS FOR FY 15-16

Assisted over 318,000 pedestrians safely across busy intersections throughout the school year.

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

## GOALS FOR FY 16-17

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

## BUDGET IMPACTS FOR FY 16-17

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.

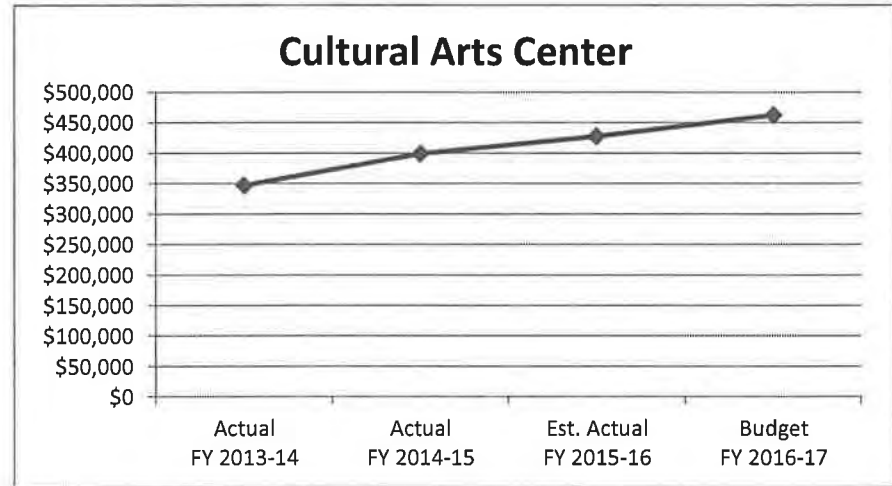
Through its diverse and affordable programming, the Cultural Arts Center supports cultural tourism in Simi Valley, bringing in additional revenue to local businesses, attracting families and businesses to Simi Valley, and providing additional tax income to the City by encouraging increased patronage of businesses.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3.9	3.9	3.9	5.25

### EXPENDITURES

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$346,970	\$398,939	\$427,800	\$462,500



# COMMUNITY SERVICES

## Cultural Arts Center (continued)

2310

### KEY ACCOMPLISHMENTS FOR FY 15-16

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.

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

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.

Upgraded the stage lighting as part of Phase I of the "Greening Project" for the Center, resulting in reduced energy use and heat generation.

Expanded the visibility of the Cultural Arts Center by taking the production of Fiddler on the Roof on the road to North Hollywood Arts District.

Continued to expand its social media presence.

Hosted the first cultural arts roundtable for local, government, non-profit, and business groups that support and promote the performing arts.

### GOALS FOR FY 16-17

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

With help from the Dwyer bequest complete the second phase of "Greening" of the Center by beginning to replace theatrical lighting instruments with LED based instruments.

Expand regional and local promotion of the Cultural Arts Center.

Expand the Cultural Arts Roundtable to promote increased coordination and partnerships among cultural arts organizations to enhance community awareness and maximize resources.

### BUDGET IMPACTS FOR FY 16-17

Hiring Theater Technicians as employees instead of contractors will increase the cost of the services provided by this position. This change is being promoted to ensure compliance with employment law requirements and will include additional benefits costs. This position is currently, and is proposed to continue to be supported by Cultural Arts Center revenue.

## DEPARTMENT OF COMMUNITY SERVICES

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 2,064,813	\$ 2,251,800	\$ 2,091,000	\$ 160,800	\$ 2,317,600
41020 Temporary Salaries	148,772	195,000	131,300	63,700	183,000
41040 Overtime	5,534	11,000	10,000	1,000	11,500
41050 Outside Assistance	33	-	-	-	-
41200 Deferred Compensation - 401k	18,159	18,900	18,400	500	27,400
41210 Deferred Compensation - 457	2,380	2,400	2,800	(400)	4,200
41300 Vision Care	6,279	6,800	6,600	200	6,800
41350 Disability	15,587	17,100	16,400	700	17,300
41400 Group Ins/Health	37,977	46,300	46,400	(100)	47,300
41415 Flex Benefits	366,917	405,100	387,900	17,200	409,800
41420 CalPERS Health Admin Fee	1,459	1,500	1,500	-	1,500
41450 Life Insurance	5,437	6,000	5,900	100	5,700
41500 Group Ins/Dental	22,301	24,100	23,400	700	23,500
41550 Section 125 Admin	190	-	-	-	-
41600 Retirement/PERS	425,176	532,600	515,900	16,700	514,900
41620 Retirement HRA	8,802	9,600	9,600	-	9,600
41650 Medicare	34,039	34,700	37,600	(2,900)	42,500
41660 FICA	8,869	13,400	9,000	4,400	13,100
41700 Workers' Compensation	145,900	183,800	183,800	-	171,900
Subtotal - Personnel	\$ 3,318,624	\$ 3,760,100	\$ 3,497,500	\$ 262,600	\$ 3,807,600
<b><u>SUPPLIES AND MATERIALS</u></b>					
42130 Postage	\$ 2,733	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
42150 Communications	1,380	1,400	1,400	-	1,400
42230 Office Supplies	3,550	4,600	4,600	-	3,500

## DEPARTMENT OF COMMUNITY SERVICES

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17	
<i><u>SUPPLIES AND MATERIALS (continued)</u></i>						
42235	Furnishing & Equip Non Capital	7,985	36,700	36,200	500	-
42410	Uniform/Clothing Supply	-	1,000	1,000	-	1,000
42440	Memberships & Dues	1,866	2,500	2,500	-	1,300
42450	Subscriptions & Books	241	1,100	1,100	-	1,100
42460	Advertising	936	-	-	-	-
42560	Operating Supplies	98,019	71,886	72,200	(314)	79,200
42720	Travel, Conferences, Meetings	4,526	8,000	7,900	100	5,100
42730	Training	1,635	7,000	6,100	900	4,000
42790	Mileage	27,422	29,700	28,300	1,400	28,200
	Subtotal - Supplies/Materials	\$ 150,293	\$ 166,386	\$ 163,800	\$ 2,586	\$ 127,300
<i><u>SERVICES</u></i>						
44010	Professional/Special Services	\$ 23,925	\$ 119,100	\$ 127,000	\$ (7,900)	\$ 51,500
44210	Animal Regulation	294,662	260,000	260,000	-	775,300
44310	Maintenance of Equipment	16,476	1,100	1,300	(200)	9,300
44460	Public Nuisance Abatement	-	2,000	-	2,000	-
44490	Other Contract Services	150,000	150,000	150,000	-	150,000
44840	Bad Debt Expense	13,830	-	-	-	-
	Subtotal - Services	\$ 498,893	\$ 532,200	\$ 538,300	\$ (6,100)	\$ 986,100
	Subtotal - Current Expenses	649,186	698,586	702,100	(3,514)	1,113,400
	Total	\$ 3,967,810	\$ 4,458,686	\$ 4,199,600	\$ 259,086	\$ 4,921,000

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

TITLE: Eliminate Funding for Contract Abatement Services  
TOTAL: \$2,000  
ACCOUNT: 100-2110-44460  
PRIORITY: 1

SAVINGS BREAKDOWN	
Current Expenses	
Public Nuisance Abatement	\$2,000
TOTAL:	\$2,000

The Public Nuisance Abatement Program (PNAP) is completed annually. This program addresses overgrown grass and weeds, tumbleweeds, and trash and debris on all vacant parcels within the City limits including railroad parcels. In FY 15-16 approximately 300 parcels were addressed and either were in compliance or gained compliance. The PNAP funds provides for contractor services should voluntary compliance not be achieved. All expenses for this program are offset through the violating property owners' voluntary payment of charges or through liens and special assessments placed on property tax bills.

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

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

TITLE: Eliminate Funding for the Youth Summit Keynote Speaker  
TOTAL: \$3,000  
ACCOUNT: 100-2240-44010  
PRIORITY: 2

DEPARTMENT PROPOSAL	
Current Expenses	
Professional/Special Services	\$3,000
TOTAL:	\$3,000

CITY MANAGER ACTION	
Current Expenses	
Professional/Special Services	\$1,500
TOTAL:	\$1,500

The Youth Council coordinates a youth leadership and community engagement conference annually, the Youth Summit. The event includes a motivational keynote speaker. The Ronald Reagan Presidential Library and Museum and the Walter and Leonore Annenberg Foundation have hosted the event for the past two years and the Foundation has covered the cost of the keynote speaker. These funds are budgeted in the event that the City needs to fund the keynote speaker for the 2017 Youth Summit.

If these funds were eliminated, and if the keynote speaker is not funded through an outside organization, the event would not include a keynote speaker.

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

TITLE: Charge 5% of Administrative Aide Position Salary and Benefits to Library Fund  
TOTAL: \$4,000

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

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salary and Benefits	\$4,000
TOTAL:		<u>\$4,000</u>

The Administrative Aide position is responsible for providing administrative support to all Divisions within Community Services. Specifically, the Administrative Aide assists with accounts receivable, accounts payable, Capital Improvement Projects, contributions, resource requests, etc. for the Simi Valley Public Library.

Due to the above duties directly associated with the Simi Valley Public Library, it is appropriate to charge 5% of salary and benefits to the Library Fund.



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

TITLE: Charge 4% of Code Enforcement Officer Position Salary and Benefits to Workers Compensation Fund  
TOTAL: \$4,900

ACCOUNT: 100-2110-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700  
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$4,900
TOTAL:	<u>\$4,900</u>

As part of the City's commitment to maximizing its human capital, one Code Enforcement Officer has been responsible for special projects relative to Workers Compensation.

Due to the duties directly associated with Workers Compensation, it is appropriate to charge the salary and benefits for time spent working on Workers Compensation to the Workers Compensation Fund.

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

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

ACCOUNT: 100-2240-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700  
PRIORITY: 5

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

The Community Programs and Facilities Division has one Community Services Specialist position dedicated to youth services and programs, including the Youth Council and Youth Employment Services (YES). The 24-member 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. 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, coordinates Interview Skills Workshops, coordinates an annual Job and career Expo, holds individualized appointments for 15–21 year old clients to assess and assist with job skills and provide referrals 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, as was accomplished in FY 2015-16.

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

TITLE: Charge 33% of Deputy Director/Community Programs & Facilities Position Salary and Benefits to Library Fund  
TOTAL: \$63,000

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

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salary and Benefits	\$63,000
TOTAL:		<u>\$63,000</u>

The Deputy Director/Community Programs & Facilities Position is responsible for managing and coordinating the contract, budget, and operations of the Simi Valley Public Library. In fiscal year 2016-17, the Deputy Director will also oversee Capital Improvements relative to the facility, and will oversee the initiation of a Library Strategic Plan.

Due to the position 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 16-17 REDUCTION PROPOSAL**

TITLE: Charge Percentage of Senior Center Aide, Clerk II, and Senior Services Assistant Manager to Senior Nutrition Program Grant  
TOTAL: \$17,000  
ACCOUNT: 100-2005, 2230-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650,  
41700  
PRIORITY: 7

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salary and Benefits	\$17,000
TOTAL:		<u>\$17,000</u>

Community Services staff administers the Senior Nutrition Program funded through the federal Older Americans Act, including a Congregate Meal Program serving approximately 50 seniors daily. The Senior Center Aide/Congregate Meal Coordinator is planning to retire prior to the start of the fiscal year. It is proposed that the position be held vacant during the fiscal year, and the responsibilities and duties of the position be performed by a combination of a Clerk II and Senior Center Aides, and oversight be provided by the Senior Services Assistant Manager.

Due to the duties directly associated with the Senior Nutrition Program, it is appropriate to reimburse the General Fund for the salary and benefits of staff for time spent working on the Senior Nutrition Program. It should be noted that only a small fraction of the Senior Services Assistant Manager's time is proposed to be charged to the Senior Nutrition Program Grant at this time due to a cap on administrative costs. This will result in a savings to the General Fund of \$17,000 once reimbursed.

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

TITLE: Temporarily Charge an Additional 5% of Senior Management Analyst Position Salary and Benefits to Transit Fund  
 TOTAL: \$8,600

ACCOUNT: 100-2115-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700  
 PRIORITY: 8

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salary and Benefits	\$8,600
TOTAL:		<u>\$8,600</u>

The Senior Management Analyst/Administrative Support Division is temporarily assigned to the Transit Division to perform the duties of the Senior Management Analyst/Transit. This includes managing the federal/state transit grants; administering the budget; and participating in the development and implementation of goals, objectives, policies and priorities. This next year, once the Senior Management Analyst/Transit Division position is filled, the Senior Management Analyst/Administrative Support Division will assist with training and continue to be involved with Transit Capital Projects.

Due to the above duties directly associated with Transit, it is appropriate to charge a total of 30% of salary and benefits to the Transit Fund. As 25% of the position is already being charged to the Transit Fund through the City's Cost Allocation Plan, an additional 5% is proposed for FY 2016-17. In order to lessen the impacts of the temporary reassignment of the Senior Management Analyst/Administrative Support Division and allow for the position to assume special Departmental projects once restored to the Administrative Support Division, some position duties will be permanently reassigned to the Neighborhood Council Coordinator.

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

TITLE: Eliminate Attendance at Two Conferences and Two Professional Memberships  
TOTAL: \$2,500  
ACCOUNT: 100-2005-42440, 2110-42440-42720  
PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Memberships and Dues	\$700
Travel, Conferences and Meetings	\$1,800
TOTAL:	<u>\$2,500</u>

Due to the high demand for professional, industry, and technical conferences combined with limited resources, the Department rotates which employees are eligible to attend conferences annually. The Department has already reduced the number of professional and technical association memberships within the Department, and rotates memberships among employees based on the employee who is eligible to attend a conference or seminar due to the reduced costs typically associated with membership

Reducing the number of conferences and associated memberships by one or two will reduce the number of staff who are eligible to attend conferences this year, reduce the amount of professional, industry, and technical knowledge and best practices brought back to the City, and increase the amount of years until staff is able to attend a conference again.

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

TITLE: Reduce One Counter Services Technician (Vacant)  
TOTAL: \$45,000

ACCOUNT: 100-2110-41010, 41200, 41300, 41350, 41400, 41415, 41450, 41500, 41600, 41650, 41700  
PRIORITY: 11

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salary and Benefits	\$45,000
<b>TOTAL:</b>	<b>\$45,000</b>

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.

The Counter Services Technician duties will be absorbed by staff, providing opportunities for professional development and succession planning, and allowing for further evaluation of the Division's long-term structure and efficiencies.

# DEPARTMENT OF ENVIRONMENTAL SERVICES

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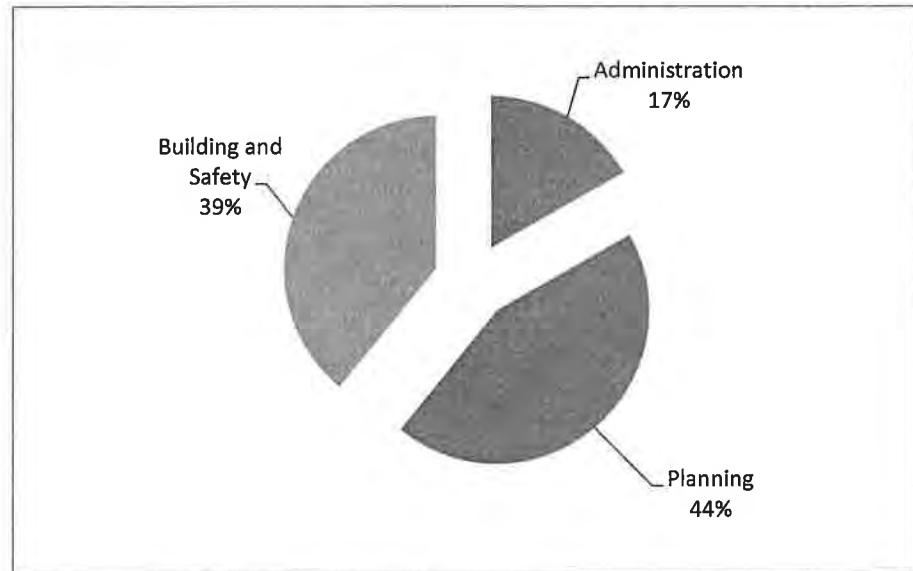


# ENVIRONMENTAL SERVICES

## Department Overview

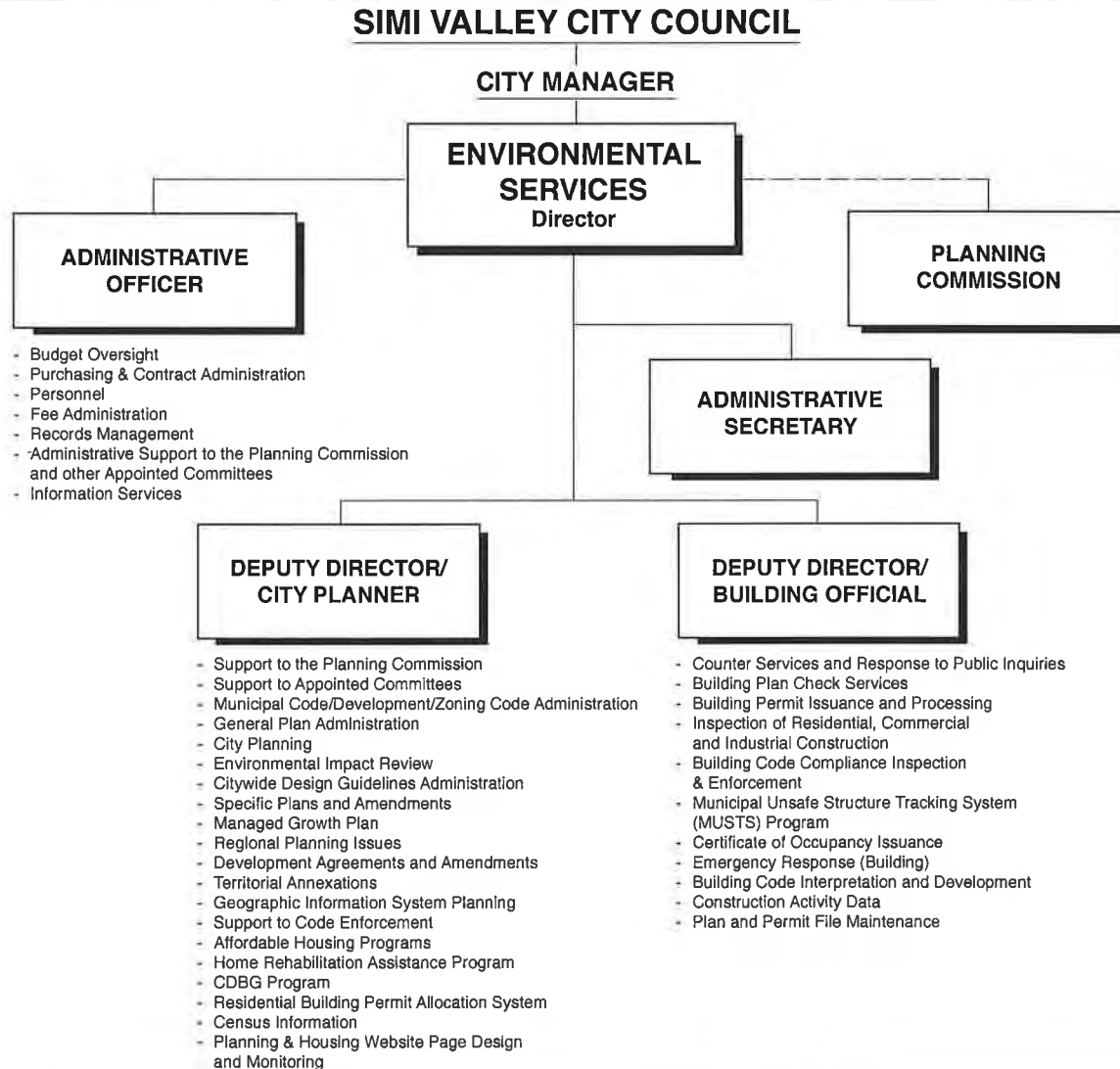
The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, and Building and Safety, the Department encourages the creation of high-quality residential, commercial, and industrial development in accord 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 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$871,441	\$894,899	\$892,500	\$912,400
Planning	\$2,196,400	\$2,191,229	\$2,184,800	\$2,405,900
Building and Safety	\$1,803,981	\$1,856,768	\$1,963,600	\$2,127,300
<b>Total</b>	<b>\$4,871,822</b>	<b>\$4,942,896</b>	<b>\$5,040,900</b>	<b>\$5,445,600</b>



# ENVIRONMENTAL SERVICES

## Organizational Chart



# ENVIRONMENTAL SERVICES

## Authorized Positions

### REGULAR POSITIONS:

FY 2014-15   FY 2015-16   FY 2016-17

#### 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	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
Clerk I/II	2.0	1.0	1.0
<b>SUBTOTAL</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>

#### Planning:

Deputy Director/City Planner	1.0	1.0	1.0
Senior Planner	7.0	7.0	7.0
Associate Planner	4.0	4.0	3.0
Assistant Planner	2.0	2.0	2.0
Senior Management Analyst/CDBG	1.0	1.0	1.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>16.0</b>	<b>16.0</b>	<b>15.0</b>

# ENVIRONMENTAL SERVICES

## Authorized Positions (continued)

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</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	0.0	0.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Electrical Inspector	1.0	1.0	1.0
Building Inspector I/II	4.0	4.0	4.0
Counter Services Technician	2.0	4.0	4.0
SUBTOTAL	15.0	16.0	16.0
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	40.0	40.0	39.0

# 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.

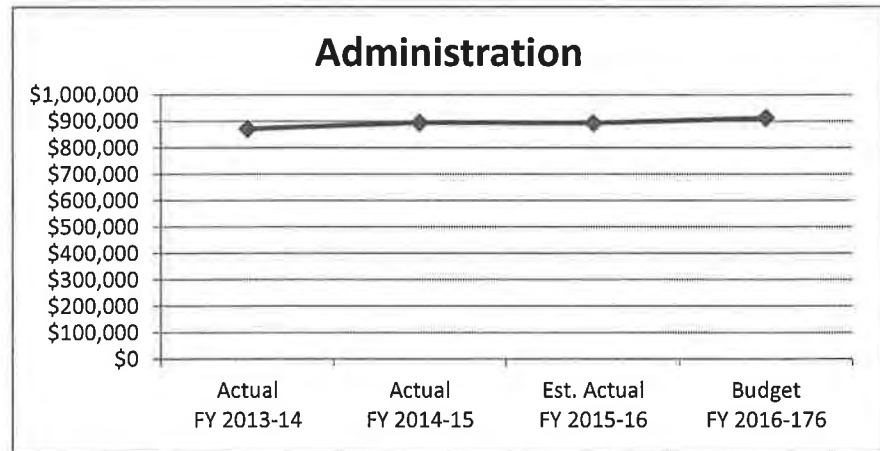
The Administration cost center includes support staff that work for all three divisions.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	11	9	8	8

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-176
Expenditures	\$871,441	\$894,899	\$892,500	\$912,400



# ENVIRONMENTAL SERVICES

Department Administration (continued)

3005

## KEY ACCOMPLISHMENTS FOR FY 15-16

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 96.5% overall satisfaction rate from the questionnaires that were returned.

Participated in a multi-Department committee to select, and recommend City Council approval of, a new City Enterprise Resource Planning (ERP) System to replace the City's financial system and purchase a new City land management system that will integrate with it for improved permitting operations.

Responded to 51 Public Records Act requests and two subpoenas.

## GOALS FOR FY 16-17

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 16-17

None

# ENVIRONMENTAL SERVICES

Planning Division

3010

## OVERVIEW

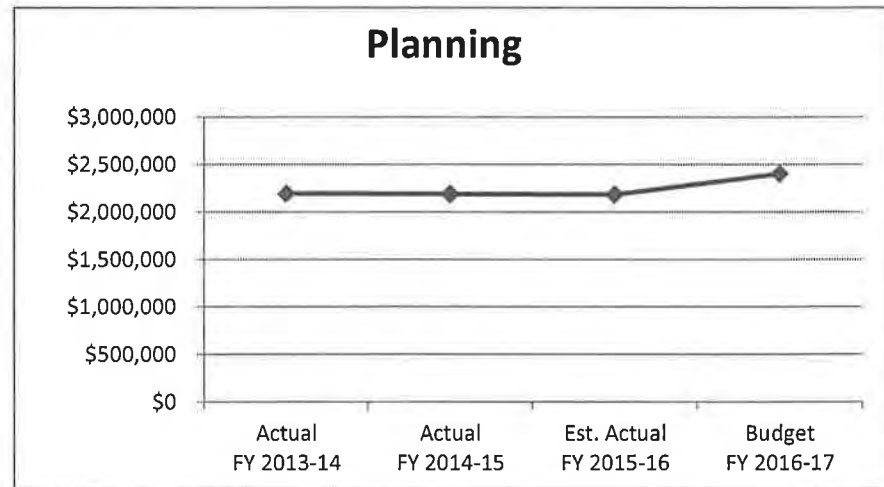
The mission of the Planning Division is to oversee proposed development, create a prosperous and sustainable community, and provide excellent service to the public, while maintaining and enhancing the City's high quality of life. The Planning Division coordinates the development process with other City 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	19	16	16	15

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,196,400	\$2,191,229	\$2,184,800	\$2,405,900



# ENVIRONMENTAL SERVICES

Planning Division (continued)

3010

## KEY ACCOMPLISHMENTS FOR FY 15-16

Provided responsive customer service to over 4,000 customers at the Planning public counter; processed approximately 1,300 over-the-counter permit applications; and expedited the City's development review process by providing administrative review and approval for 36 development applications.

Managed completion of environmental studies and reports required to comply with the environmental conditions of the approved County Conditional Use Permit for the Police Shooting Range.

Preserved affordable housing for lower-income households as a result of the City Council: (1) Lending funds to the Cabrillo Economic Development Corporation to construct the 31-unit Camino Esperanza senior affordable apartment project; (2) Extending the Season's senior apartment project's affordability period for 50 additional years; and (3) Removing the City's non-subordination constraints, allowing owners of affordable properties to refinance their principal trust deed loans.

Led City efforts with Police and City Attorney's Office staff to: initiate and extend a moratorium on massage businesses; update the Massage Ordinance; provide public assistance, workshops, handouts, and inspections; and assist Police and Customer Services staff in processing more than 200 applications.

## GOALS FOR FY 16-17

Process development applications in compliance with the City's General Plan, Development Code, Design Guidelines, and the California Environmental Quality Act to continue to add high-quality development to the community.

Continue to manage City compliance with the environmental conditions of the approved County Conditional Use Permit for the Police Shooting Range.

Prepare planning permit records and data for the conversion required to implement the City's Enterprise Resource Planning (ERP) System's land management software to streamline the City's development review and approval process.

Demonstrate the City's commitment to preserving the City's housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing and by utilizing grant funds to provide Home Rehabilitation loans to improve the health, safety, and energy efficiency of owner-occupied residences.

## BUDGET IMPACTS FOR FY 16-17

The costs of four staff positions (Senior Planner/Housing, Associate Planner/Housing, and Home Rehabilitation Coordinator, and Secretary) 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.

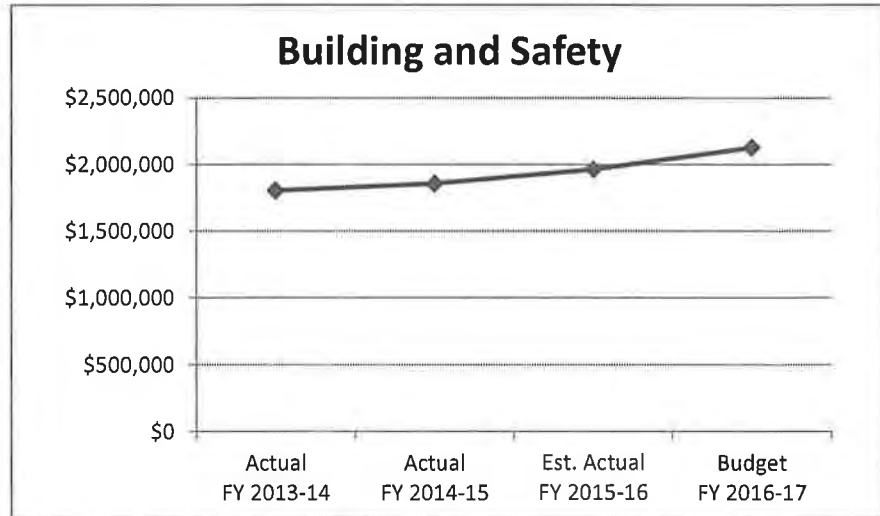
These services are tailored to the needs of our customers to meet construction project timelines. Building and Safety staff respond to citizen calls regarding potentially unsafe building conditions and provide inspections to gain safety compliance. The Building and Safety Division maintains over 300,000 building permit public record documents for citizen access and review.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	16	15	16	16

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,803,981	\$1,856,768	\$1,963,600	\$2,127,300



# ENVIRONMENTAL SERVICES

Building and Safety Division (continued)

3030

## KEY ACCOMPLISHMENTS FOR FY 15-16

Reviewed, approved, and issued 5,000 building permits, including 320 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 23,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.

Provided reviews for a total of 980 commercial and residential building plans and for 820 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 to 15 working days per project.

Conducted 450 residential solar plan reviews by appointment, saving each applicant a minimum of 3 working days per project.

Received 250 new Municipal Unsafe Structures Tracking System (MUSTS) cases or referrals, conducted 1,200 compliance inspections, and closed 250 MUSTS cases.

## GOALS FOR FY 16-17

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 10 to 15 working day response time for large construction project plan review.

## BUDGET IMPACTS FOR FY 16-17

None

## DEPARTMENT OF ENVIRONMENTAL SERVICES

		ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL</u></b>						
41010	Regular Salaries	\$ 3,152,272	\$ 3,303,800	\$ 3,120,400	\$ 183,400	\$ 3,392,700
41020	Temporary Salaries	19,805	-	-	-	-
41030	Boards & Commissions	32,608	32,600	32,600	-	32,600
41040	Overtime	2,433	4,000	3,300	700	4,000
41050	Outside Assistance	15,255	-	-	-	-
41200	Deferred Compensation - 401k	22,257	23,600	23,100	500	29,900
41210	Deferred Compensation - 457	4,302	5,500	5,900	(400)	9,400
41300	Vision Care	9,136	9,700	9,300	400	9,500
41350	Disability	21,325	21,700	21,400	300	21,300
41400	Group Ins/Health	53,302	58,100	53,300	4,800	60,900
41415	Flex Benefits	604,934	661,600	594,000	67,600	679,500
41420	CalPERS Health Admin Fee	2,043	2,100	2,100	-	2,100
41450	Life Insurance	7,269	7,600	7,200	400	7,200
41500	Group Ins/Dental	33,810	36,500	33,900	2,600	36,400
41550	Section 125 Admin	174	100	100	-	200
41600	Retirement/PERS	640,055	768,500	752,500	16,000	739,500
41620	Retirement HRA	1,490	2,400	3,800	(1,400)	7,200
41650	Medicare	45,649	47,900	48,800	(900)	59,100
41660	FICA	2,022	2,200	2,100	100	2,200
41700	Workers' Compensation	218,815	260,700	260,700	-	241,100
41860	Salary Reimbursements	(760)	-	-	-	-
Subtotal - Personnel		\$ 4,888,196	\$ 5,248,600	\$ 4,974,500	\$ 274,100	\$ 5,334,800

## DEPARTMENT OF ENVIRONMENTAL SERVICES (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$ 781	\$ 800	\$ 800	\$ -	\$ 800
42230 Office Supplies	3,299	5,400	5,400	-	5,400
42410 Uniform/Clothing Supply	1,492	1,600	1,600	-	1,600
42420 Special Departmental Expense	200	700	-	700	600
42440 Memberships & Dues	6,250	9,800	8,600	1,200	10,900
42450 Subscriptions & Books	1,860	2,600	2,400	200	11,200
42460 Advertising	6,065	5,400	4,400	1,000	5,000
42550 Small Tools/Equipment	388	400	400	-	400
42720 Travel, Conferences, Meetings	1,642	8,500	5,300	3,200	9,200
42730 Training	6,592	7,900	5,700	2,200	9,300
42790 Mileage	4,916	5,100	5,100	-	5,100
Subtotal - Supplies/Materials	\$ 33,485	\$ 48,200	\$ 39,700	\$ 8,500	\$ 59,500
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 340	\$ 1,200	\$ 1,200	\$ -	\$ -
44310 Maintenance of Equipment	16,915	1,400	500	900	1,300
44490 Other Contract Services	3,960	71,040	25,000	46,040	50,000
Subtotal - Services	\$ 21,215	\$ 73,640	\$ 26,700	\$ 46,940	\$ 51,300
Subtotal - Current Expenses	\$ 54,700	\$ 121,840	\$ 66,400	\$ 55,440	\$ 110,800
Total	\$ 4,942,896	\$ 5,370,440	\$ 5,040,900	\$ 329,540	\$ 5,445,600

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

TITLE: Eliminate Funding for One Associate Planner/Housing Position (Vacant)

TOTAL: \$140,900  
ACCOUNT: 100-3010-41010 through 41700  
PRIORITY: 1

DEPARTMENT PROPOSAL		
<u>Personnel</u>		
Salaries and benefits for Associate Planner		\$140,900
<b>TOTAL:</b>		<b>\$140,900</b>

CITY MANAGER ACTION:		
<u>Personnel</u>		
Agree		\$140,900
<b>TOTAL:</b>		<b>\$140,900</b>

Prior to the dissolution of redevelopment agencies in 2012, the Housing Division was comprised of nine professional staff, whose positions were funded by the Simi Valley Community Development Agency. Since the dissolution, certain affordable housing programs have been eliminated, as has funding for five positions. Personnel costs were transferred to the General Fund, and the remaining affordable housing programs and services have been funded by the Local Housing Fund, the Housing Successor Agency Program Income, and various grant sources. The four remaining, authorized Housing positions are: one Senior Planner, two Associate Planners, and one Home Rehabilitation Coordinator. Of these four positions, three are filled, and this position is vacant.

The Housing Section of the Planning Division is responsible for administering a broad range of affordable housing activities, including:

- Home Rehabilitation Program: Using grant funds, providing loan assistance to low-income homeowners to make home improvements that address health and safety issues, code violations, and/or energy efficiency enhancements to preserve the City's existing affordable housing stock and to provide for future housing rehabilitation using repaid loan funds;
- Senior Mobile Home Rent Subsidy Program: Providing rental assistance to seniors residing in mobile homes;
- Affordable/Senior Housing Agreements: Processing developer applications for Affordable and Senior Housing Agreements for proposed developments in which developers provide affordable rental and ownership units;
- Affordable/Senior Housing Agreement Amendments: Processing modifications to the City's existing Affordable and Senior Housing Agreements; and
- Affordable Unit Monitoring: Monitoring existing Affordable/Senior Housing Agreements (which govern 1,872 affordable units - 171 owned and 1,701 rental) to ensure compliance with City Agreement terms and the requirements of CA Government Code Section 65915(c)(1) and CA Health and Safety Code Section 33418(a) as well as maintaining the affordable loan portfolio by preparing subordination agreements, qualifying new applicants for resale units, determining payoff calculations, tracking foreclosures, and confirming the income eligibility of new tenants moving into affordable rental units.

This workload is in addition to the considerable time spent responding to citizen's and developer's inquiries about the City's affordable housing programs.

The Home Rehabilitation Program is managed by a full-time Home Rehabilitation Coordinator, leaving the remaining affordable housing programs to be managed by one Senior Planner and one Associate Planner. This position has been vacant since January 2013.

Eliminating funding for this vacant Associate Planner position *could* reduce the City's ability to maintain certain required housing programs and to add new affordable programs and projects.

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

**TITLE:** Fund One Home Rehabilitation Coordinator (Filled), one Associate Planner/Housing (Filled), and one Senior Planner/Housing (Filled) Position with Housing Successor Agency Funds

**TOTAL:** \$508,800  
**ACCOUNT:** 100-3010-41010 through 41700  
**PRIORITY:** 2

<b>DEPARTMENT PROPOSAL</b>		
<u>Personnel</u>		
	Salaries and benefits (three positions)	<u>\$424,700</u>
<b>TOTAL:</b>		<b>\$424,700</b>

<b>CITY MANAGER ACTION:</b>		
<u>Personnel</u>		
	Agree and add one Secretary position	\$84,100
	Salaries and benefits (three positions)	<u>\$424,700</u>
<b>TOTAL:</b>		<b>\$508,800</b>

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

# DEPARTMENT OF PUBLIC WORKS

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# PUBLIC WORKS

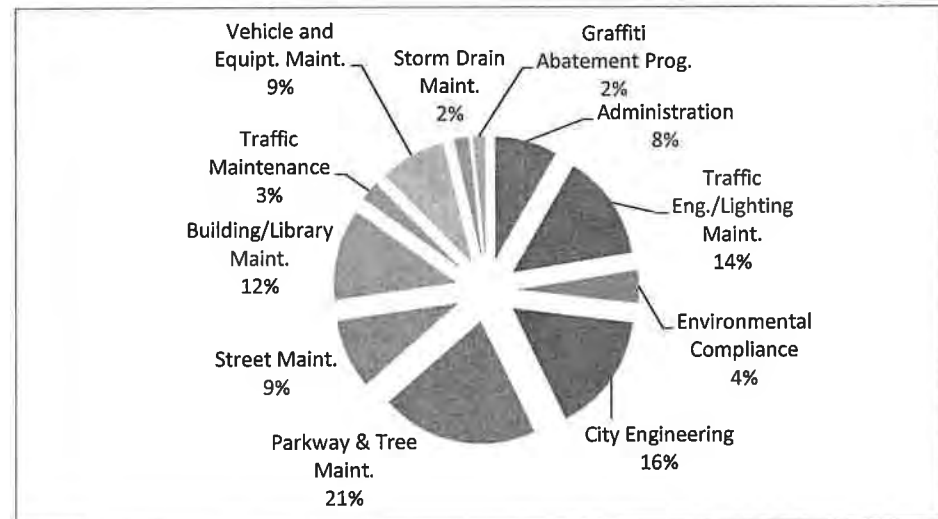
## Department Overview

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 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$1,192,433	\$1,309,691	\$1,396,200	\$1,254,700
Traffic Eng./Lighting Maint.	\$2,158,646	\$2,079,795	\$1,915,800	\$2,088,500
Environmental Compliance	\$457,827	\$622,744	\$585,000	\$657,200
City Engineering	\$1,944,719	\$2,375,191	\$2,138,800	\$2,370,600
Parkway & Tree Maint.	\$2,856,419	\$2,969,072	\$2,780,000	\$3,100,500
Street Maint.	\$1,180,255	\$1,289,037	\$1,310,400	\$1,372,400
Building/Library Maint.	\$1,637,312	\$1,622,268	\$1,612,900	\$1,794,300
Traffic Maintenance	\$296,669	\$277,667	\$303,600	\$386,600
Vehicle and Equipt. Maint.	\$245,146	\$241,260	\$1,168,100	\$1,318,000
Storm Drain Maint.	\$276,236	\$252,407	\$251,000	\$309,700
Graffiti Abatement Prog.	\$118,777	\$120,575	\$214,700	\$238,800
<b>Total</b>	<b>\$12,364,439</b>	<b>\$13,159,707</b>	<b>\$13,676,500</b>	<b>\$14,891,300</b>





# 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

**CITY ENGINEER**  
**ENGINEERING**  
**SERVICES**

- Capital Improvements
- Project Engineering
- Traffic Engineering
- Traffic Planning
- Traffic Modelling
- 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 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</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/Public Works Administration	1.00	1.00	1.00
Geographic Information Systems Coordinator	0.00	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	9.00	9.00
<u>Maintenance:</u>			
Maintenance Superintendent	3.00	3.00	3.00
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

# PUBLIC WORKS

## Authorized Positions (continued)

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<u>City Engineering &amp; Traffic Engineering:</u>			
City Engineer*	1.00	1.00	1.00
Deputy Director/Development Services	1.00	1.00	1.00
Principal Engineer	3.00	2.00	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	25.00	24.00	24.00
<u>Environmental Compliance: ***</u>			
Environmental Compliance Program Coordinator	2.00	3.00	3.00
Management Analyst*	1.00	1.00	1.00
Environmental Compliance Inspector	2.00	2.00	2.00
SUBTOTAL	5.00	6.00	6.00
 TOTAL - REGULAR POSITIONS	 104.50	 105.50	 105.50

# PUBLIC WORKS

## Authorized Positions (continued)

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<b><u>TEMPORARY/LIMITED-TERM POSITIONS:****</u></b>			
Temporary Custodian	0.50	0.50	0.50
Work Experience/Maintenance	0.50	0.50	0.50
<b>TOTAL - TEMP/LIMITED-TERM POSITIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>TOTAL - PUBLIC WORKS POSITIONS</b>	<b>105.50</b>	<b>106.50</b>	<b>106.50</b>

\* One position is authorized but unfunded (frozen) in FY 2016-17.

\*\* Of 13.5 custodian positions, 3.5 are authorized but unfunded (frozen) in FY2016-17.

\*\*\* Of 19 Maintenance Worker I/II positions, three are authorized but unfunded (frozen) in FY 2016-17.

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

\*\*\*\*Temporary and Part-time positions are shown as full-time equivalents (FTEs).



CITY OF SIMI VALLEY

# PUBLIC WORKS

Department Administration 4005

## OVERVIEW

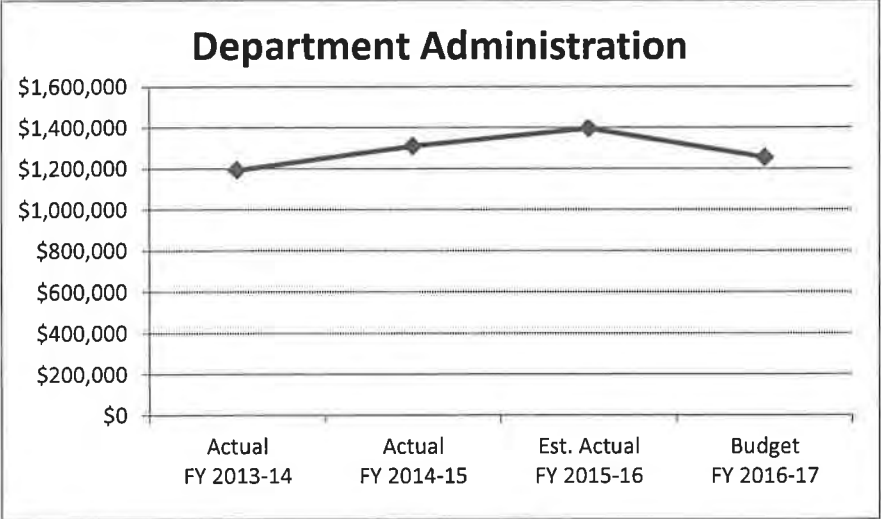
The Administration Division provides complex administrative management, direction, coordination and support among all Public Works divisions, the City Manager's Office, and all other City departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation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

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	8	8	9	9

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,192,433	\$1,309,691	\$1,396,200	\$1,254,700





CITY OF SIMI VALLEY

# 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

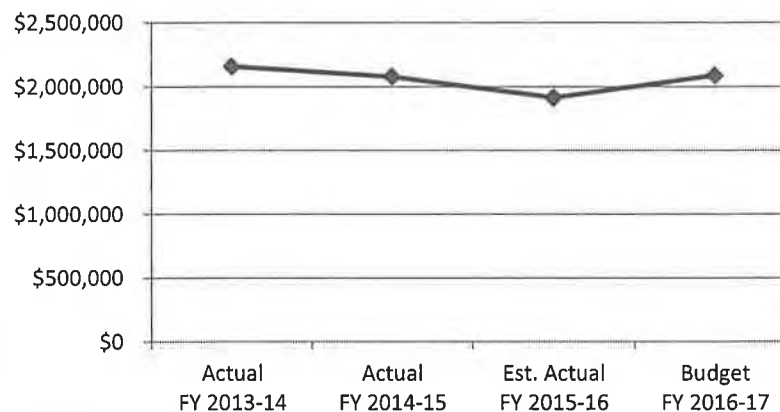
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7	7	6	6

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,158,646	\$2,079,795	\$1,915,800	\$2,088,500

\*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 15-16

Obtained \$75,000 Article 3 Bicycle and Pedestrian grant for additional design funding for Phase 3 of the Arroyo Simi Greenway Project.

Completed the sign replacement project to upgrade worn out traffic signs using a Highway Safety Improvement Grant.

Upgraded traffic signal control equipment, controllers, and cabinets at five intersections.

Completed the Citywide Engineering and Traffic Survey Project, and distributed the results to the Police Department.

Completed fiber optic connection to City Hall from the synchronization system on Alamo Street.

Designed and provided traffic signing, striping, and signal plans and specifications for inclusion into Capital Improvement projects including Alamo Street between Texas and Yosemite, Viewline Drive between Landfill and SR 118 On/Off Ramps, First Street between Arroyo Simi and Cochran and all other street projects such as the Minor Street Resurfacing Project.

Received and responded to traffic requests from citizens, the School District, and the Police Department.

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

Maintained the City's 121 traffic signals and synchronization systems.

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

### GOALS FOR FY 16-17

Upgrade traffic signal control equipment and cabinets at five intersections.

Initiate feasibility study to design 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 a nighttime traffic sign review, input the results into the sign inventory and maintain the City-wide sign inventory.

Complete a review of high accident locations.

Upgrade overhead street name signs on traffic signals at five intersections.

Initiate a project to update and fine tune the traffic model for the General Plan build out scenario.

### BUDGET IMPACTS FOR FY 16-17

Funding for electricity costs associated with City-owned traffic signals and street lights.

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

# PUBLIC WORKS

## Environmental Compliance

4065

### OVERVIEW

Environmental Compliance provides Stormwater Quality Management and Household Hazardous Waste services to the community. The City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System permit to ensure the surface waters are safe for humans, animals, plants, and the environment. Stormwater Program staff's primary responsibility is to educate the community regarding complex stormwater permit requirements and to interface regularly with industry personnel, City employees, and the general public. The Stormwater Program manages the water quality portion of the City's storm drain system. 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.

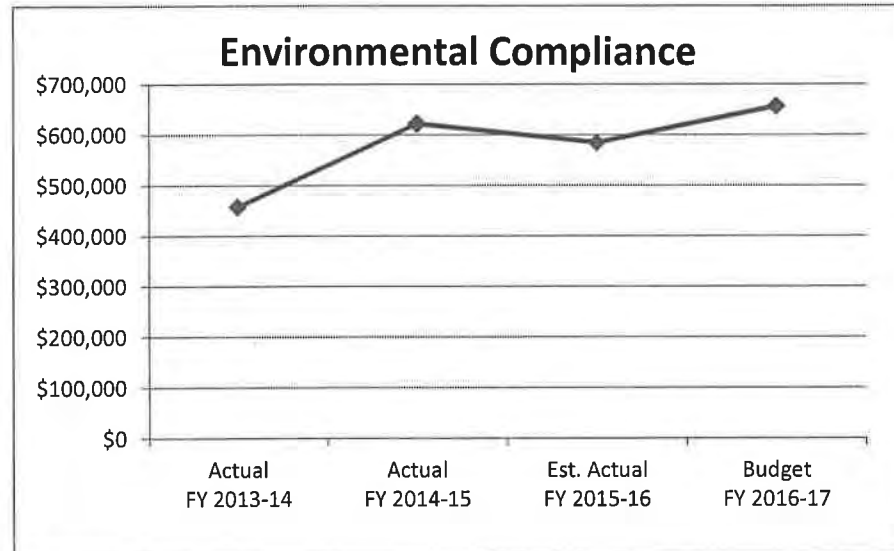
Environmental Compliance also administers the community Household Hazardous Waste Collection and Disposal program as well as the City's Hazardous and Universal Waste Program. In accordance with federal EPA Resource Conservation and Recovery Act regulations and State Department of Toxic Substances Control, the Hazardous and Universal Waste program ensures safe handling, storage, transportation, and disposal of hazardous waste routinely generated by City Police, Sanitation, Waterworks, and Maintenance operations.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	5	5	6	6

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$457,827	\$622,744	\$585,000	\$657,200



# PUBLIC WORKS

## Environmental Compliance (continued)

4065

### KEY ACCOMPLISHMENTS FOR FY 15-16

Cleaned 77 storm drain catch basin's equipped with Connector Pipe Screens, removing approximately 44,000 pounds of trash, another step in clean water improvement.

Monitored the levels of trash and recycling in the receptacles placed along major pedestrian routes.

Placed an additional 20 combination trash/recycling containers on City streets using 100% grant funded monies.

Cleaned approximately 600 storm drain catch basins throughout the City.

Held six Household Hazardous Waste events that served 1065 Simi Valley and Moorpark households.

Provided educational outreach at various local events.

Managed safe storage and proper disposal 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.

Applied for and received the Annual State's Used Oil Program Grant for the City.

Conducted Certified Collection Center Inspections of local Simi Valley Oil Collection facilities.

### GOALS FOR FY 16-17

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 and the Countywide MS4 permit.

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.

Obtain a new cycle of the Oil Payment Program by applying to the State's Annual Used Oil Program Grant.

Provide for the safe transportation and legal disposal of City generated and abandoned hazardous wastes.

### BUDGET IMPACTS FOR FY 16-17

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. 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.

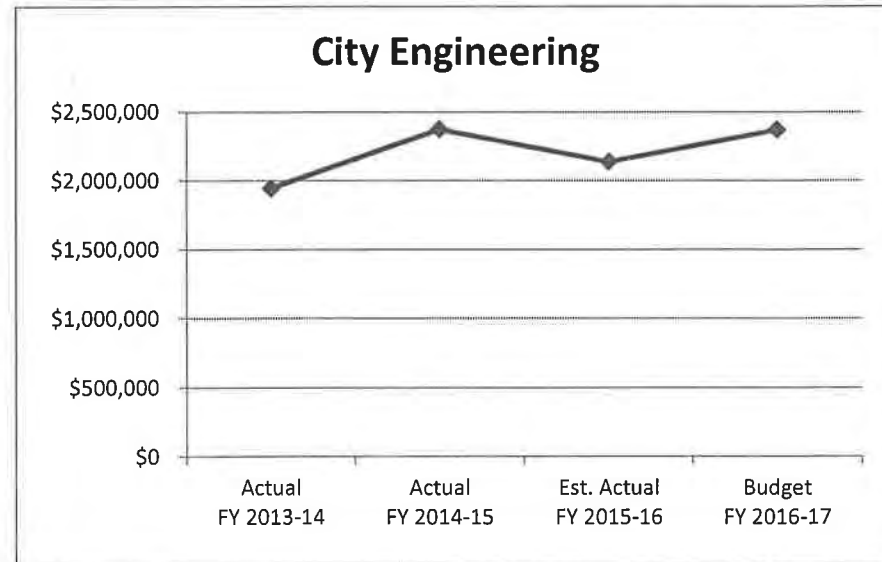
The Development Services Division is responsible for the review of subdivision and other land development engineering, issuance of encroachment permits and engineering coordination with other agencies. Functions include: plan checking, project conditioning, grading and construction permits, administration of State stormwater regulatory requirements, floodplain management, administration of the FEMA Community Rating System program, maintenance of maps and records of improvements within public right-of-way, and primary Departmental responder to public inquiries.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	21	20	19	19

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,944,719	\$2,375,191	\$2,138,800	\$2,370,600



# PUBLIC WORKS

## City Engineering (continued)

4080

### KEY ACCOMPLISHMENTS FOR FY 15-16

Completed the construction of FY14-15 and FY15-16 Annual Minor Streets Rehabilitation Projects.

Completed the construction of Madera Road widening project and the construction of the Viewline Drive Pavement Rehabilitation Project.

Progressed with the construction of FY15-16 Annual Major Streets: First Street between south of Los Angeles avenue and north of Cochran Street.

Completed the design of: West Los Angeles Avenue widening, Arroyo Simi Greenway Bike Trail Project, Annual Major Streets Pavement Rehabilitation: Alamo Street and Alamo Street Widening west of Gage Avenue.

Completed the City's Pavement Management System Update Project.

Completed 122 project reviews, 66 engineering/map reviews and approved grading and improvement plans for 33 projects.

Participated with the U.S. Army Corps of Engineers in a stormwater modeling demonstration project of Calleguas Creek.

Assisted 131 property owners obtain FEMA reissuance of their Letters of Map Amendment (LOMA).

Obtained FEMA approval of the annual Community Rating System program recertification submittal to retain our 15% discount on flood insurance policies.

### GOALS FOR FY 16-17

Complete the construction of FY15-16 Annual Major Streets, West Los Angeles Avenue widening, Arroyo Simi Greenway Bike Trail Project, Annual Major Streets Pavement Rehabilitation: Alamo Street between Yosemite Avenue and Texas Avenue and Alamo Street Widening west of Gage Avenue.

Complete the design and initiate construction of FY16-17 Annual Major and Minor Streets Pavement Rehabilitation Project and Las Lajas Bridge Widening Project.

Obtain Council approval of an updated and enhanced Flood Damage Protection Ordinance that will codify the City's current floodplain policies and procedures.

Submit a modification request to FEMA (based on the updated ordinance above) to improve the City's CRS classification to Class 5.

Obtain Council approval and implement the 2014 update of the City's Master Plan of Drainage and Simi Valley Watershed Master Plan to combine the stormwater and floodplain management requirements of the Ventura County (NPDES) Municipal Separate Storm Sewer System permit and those of the FEMA CRS program.

### BUDGET IMPACTS FOR FY 16-17

The trending of development activity towards complicated infill sites may require non-traditional solutions that will require review by outsourced professional services.

The next NPDES MS4 stormwater regulation cycle is expected to be more restrictive to future development activity and require significant education of the development community along with expanded pre-application assistance.

# PUBLIC WORKS

## Parkway & Tree Maintenance

4110

### OVERVIEW

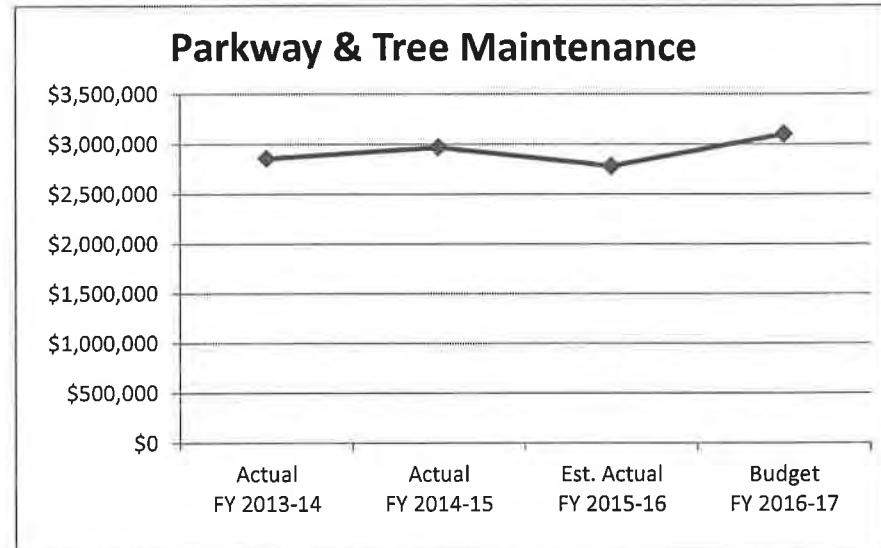
The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District No. 1 (LMD) program. This includes the inspection management of more than 150 acres of landscaping and more than 46,000 urban forest trees. Staff manages three LMD Landscape contracts, two Tree Pruning 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 including weed, trash and debris abatement watering, tree removal and stump grinding services. In addition this section inspects and ensures compliance with contract agreements, administers the public wood chip request program, hazardous tree removals, reforestation efforts and oversees mandatory certification of more than 200 City-owned backflow devices every year. They also provide review of both existing and newly proposed landscape improvements for both public and developer proposed improvement projects occurring within the street right-of-way of the City.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	14	14	14	14

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,856,419	\$2,969,072	\$2,780,000	\$3,100,500



# PUBLIC WORKS

Parkway & Tree Maintenance (continued)

4110

## KEY ACCOMPLISHMENTS FOR FY 15-16

Continued efforts in evaluating efficiency and upgrading various LMD areas to further reduce long-term maintenance and utility costs.

Initiated Phase I Replacement of dead Oleander screen plantings along the Los Angeles Avenue roadway corridor adjacent to the Metrolink Railroad Right of Way.

Participated in three annual outreach events including Public Works Day Open House, Arbor Day and the Living Green Expo.

## GOALS FOR FY 16-17

Continue with watering reductions within LMD areas and City-owned Landscaping to help the City meet the State Water Regulations for reducing overall water consumption by 28%.

Assist and further evaluate design alternatives and renovation of selected high water-use turf and landscape areas to low water-use landscape areas.

Eliminate current backlog of tree maintenance work data entry.

## BUDGET IMPACTS FOR FY 16-17

Purchase new Chipper to replace existing unit which does not meet State Air Pollution mandates.

# 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.

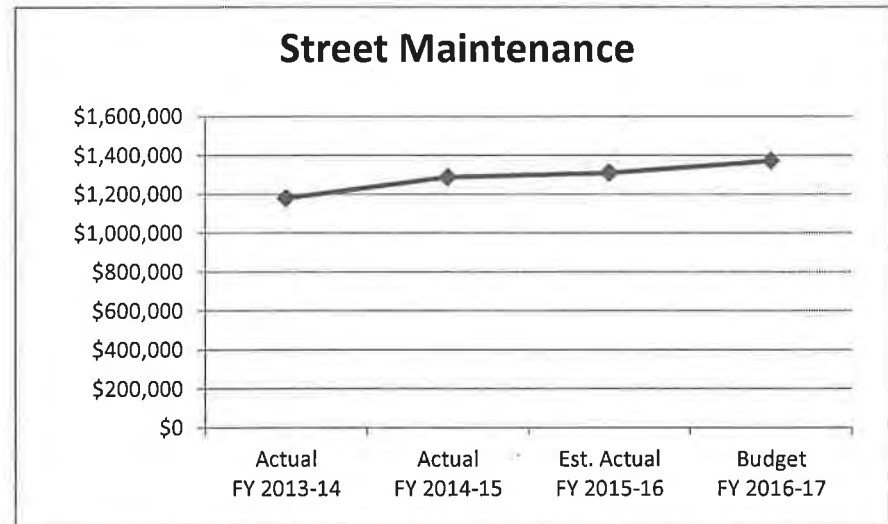
This crew also makes temporary repairs to lifted or damaged sidewalks. The Concrete crew repairs sidewalks, curbs and gutters, driveway aprons, and other miscellaneous concrete repairs throughout the City. This crew helps to keep our roads clear and our pedestrian areas safe.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	16	16	15	15

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,180,255	\$1,289,037	\$1,310,400	\$1,372,400





# PUBLIC WORKS

Street Maintenance (continued)

4120

## KEY ACCOMPLISHMENTS FOR FY 15-16

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.

Completed FY14/15 Maintenance Division Slurry Project.

Completed Paving Projects for Raylene Court and Jennifer Court with In-House Crews.

## GOALS FOR FY 16-17

Repave a parking lot at the Public Service Center.

Complete Annual Maintenance Division Slurry Project.

Complete Annual Maintenance Division Paving Project with in-house crews.

## BUDGET IMPACTS FOR FY 16-17

Complete the replacement purchase of the existing Skid Steer. This piece of equipment will result in more efficient repair capabilities for the Streets Section allowing further reduction in potholes and repetitive pot hole repair visits. This will reduce claims and complaints and save money through reduced repairs and material usage.

# PUBLIC WORKS

## Building Maintenance/Library Maintenance

4130/4170

### OVERVIEW

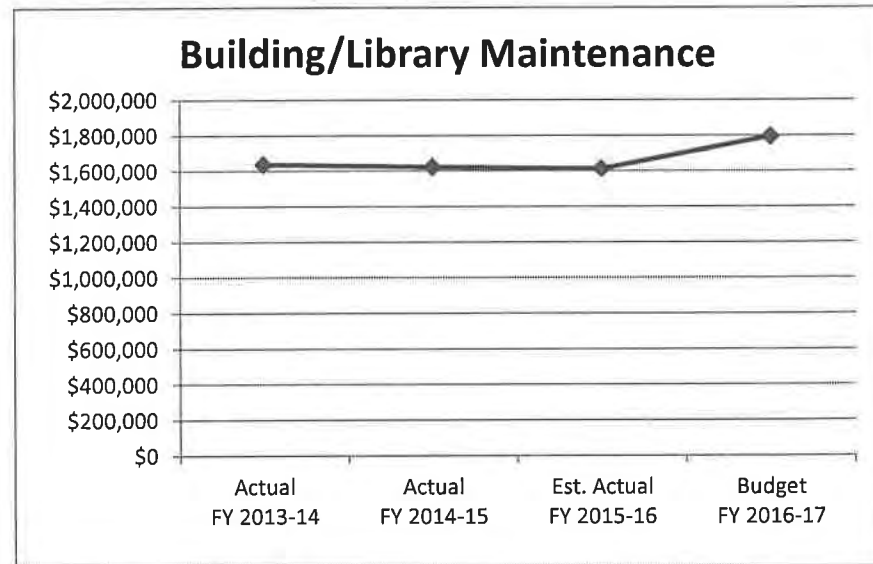
The Building Maintenance Section provides routine building and facility maintenance and custodial services to all City-owned facilities. In addition to providing custodial services to the City Buildings, including the Simi Valley Library; this section is responsible for the repair and maintenance of 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 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	20	22.5	22.5	22.5

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,637,312	\$1,622,268	\$1,612,900	\$1,794,300



# PUBLIC WORKS

## Building/Library Maintenance

4130/4170

### KEY ACCOMPLISHMENTS FOR FY 15-16

Provided custodial services, preventive maintenance and repairs to over 200,000 square feet of City-owned facilities.

Refinished the multi-purpose room floor and replaced failing HVAC units #2 & #6 at the Senior Center.

Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.

Refinished the balconies, theater section, floors and ADA bathroom at the Cultural Arts Center.

Replaced seismic gas valve at City Hall.

Replaced AC in the computer room at Department of Motor Vehicles.

Removed old book drop off shed and replaced the community room monitor at the Library.

Upgraded Library fire alarm system.

Upgraded PSC Vehicle Maintenance garage lighting with cost saving LED lighting.

Reorganized and further consolidated custodial shifts to further reduce overtime costs.

Refinished Community Room and replaced back door entrance at Library.

### GOALS FOR FY 16-17

Install motorized skylights at the Cultural Arts Center.

Refinish the front lobby at the Cultural Arts Center.

Replace the north entrance sliding doors at the Senior Center.

Replace heating boiler at the Senior Center.

Replace the roof access hatches at the Senior Center and City Hall.

Replace clay traps in the ceramics room at the Senior Center.

Repair roof at Public Services Center.

Upgrade Library monument lights to LED.

### BUDGET IMPACTS FOR FY 16-17

Funding requested to replace failing Public Services Center HVAC Unit #4.

Replace heating boiler at the Senior Center.

Replace HVAC control system at the Cultural Arts Center.

Replace the multipurpose room wood floor at the Senior Center.

Replace and repair various other failing and old HVAC units.

# PUBLIC WORKS

## Traffic Maintenance

4140

### OVERVIEW

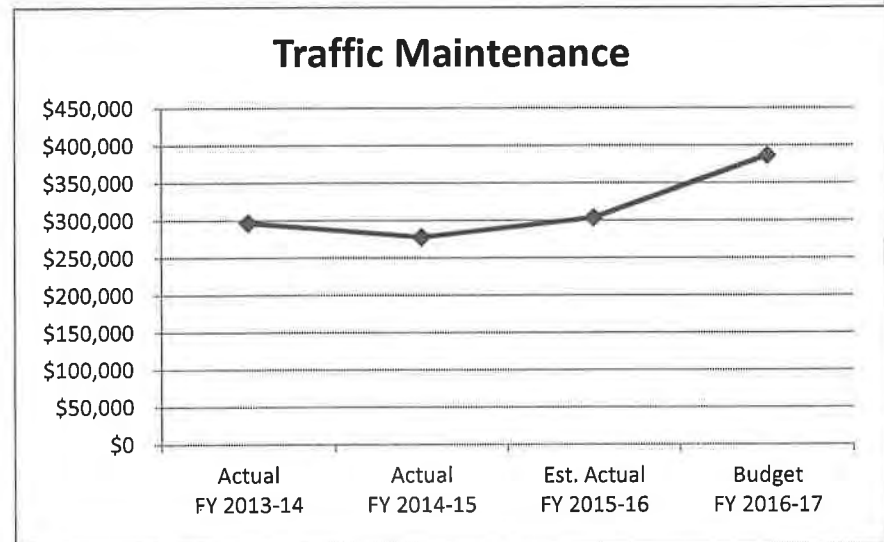
The Traffic Maintenance Section is responsible for traffic sign replacement, paint striping, placing and maintaining thermo plastic pavement markings, and hanging flags and banners on all minor and major streets within the city. The Traffic crew's duties are very important to the motoring public and 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$296,669	\$277,667	\$303,600	\$386,600



# PUBLIC WORKS

Traffic Maintenance (continued)

4140

## KEY ACCOMPLISHMENTS FOR FY 15-16

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 16-17

Continue the sections efforts to properly maintain all guide and regulator signage as well as the striping and markings legends on all City streets.

## BUDGET IMPACTS FOR FY 16-17

None

# PUBLIC WORKS

## Vehicle and Equipment Maintenance

4150

### OVERVIEW

The Vehicle and Equipment Maintenance Section is responsible for servicing the City's fleet of 339 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police, Environmental Services, Community Services, Administrative Services, Sanitation, Transit and Ventura County Waterworks District No. 8.

Many of the vehicles serviced at the City 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.

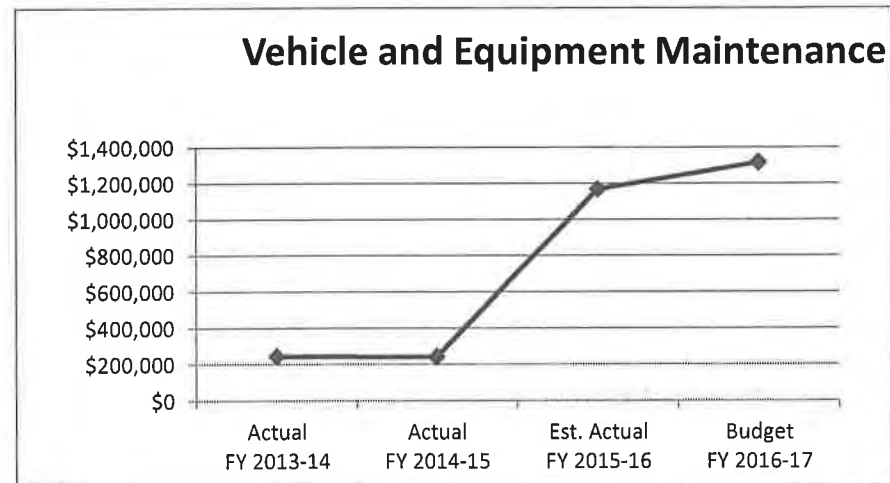
### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	9	9	9	9

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$245,146	\$241,260	\$1,168,100	\$1,318,000

\*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 15-16

Provided preventive maintenance and repairs for 339 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 all tests and repairs related to its operation.

Received, implemented and initiated maintenance programs for 12 new vehicles, which included 2 hybrid vehicles.

Passed all CHP Transit Vehicle inspections with satisfactory rating.

Certified 48 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 van replacement.

Increased efficiency and coverage within the section by changing to a 4/10 work week.

Enhanced cross training intensity amongst the Staff to increase vehicle/equipment knowledge.

### GOALS FOR FY 16-17

Continue to increase efficiency within the section by enhancing cross training intensity amongst the staff.

Replace vehicles with hybrids/alternative fuel vehicles when opportunity arises.

### BUDGET IMPACTS FOR FY 15-16

Upgrade the fuel dispensing tracking system (gasboy).

# PUBLIC WORKS

## Storm Drain Maintenance

4160

### OVERVIEW

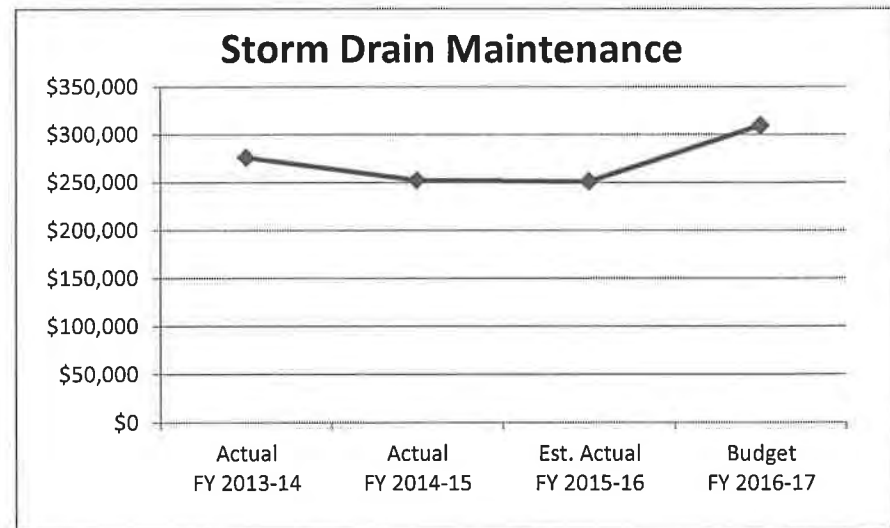
The Storm Drain Maintenance Section is responsible for all storm drains and channels within the City limits. The Storm Drain crew's duties include cleaning catch basin drains, clearing flood channels, and making small repairs to these drainage structures. The crews are vital to maintaining the storm drain system and responding to emergencies thus preventing damages related to flooding.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	4	3	3	3

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$276,236	\$252,407	\$251,000	\$309,700





# PUBLIC WORKS

Storm Drain Maintenance (continued)

4160

## KEY ACCOMPLISHMENTS FOR FY 15-16

Cleaned and kept all local storm drains and flood channels open and clear.

Inspected and cleaned all catch basins within the City up to 4 times per year.

Checked Hot Spot Areas prior to storms during El Nino Season.

Coordinated cleaning of the Plum Fuller Channel.

## GOALS FOR FY 16-17

Incorporate the recommendations of the 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 16-17

None

# PUBLIC WORKS

## Graffiti Abatement Program

4190

### OVERVIEW

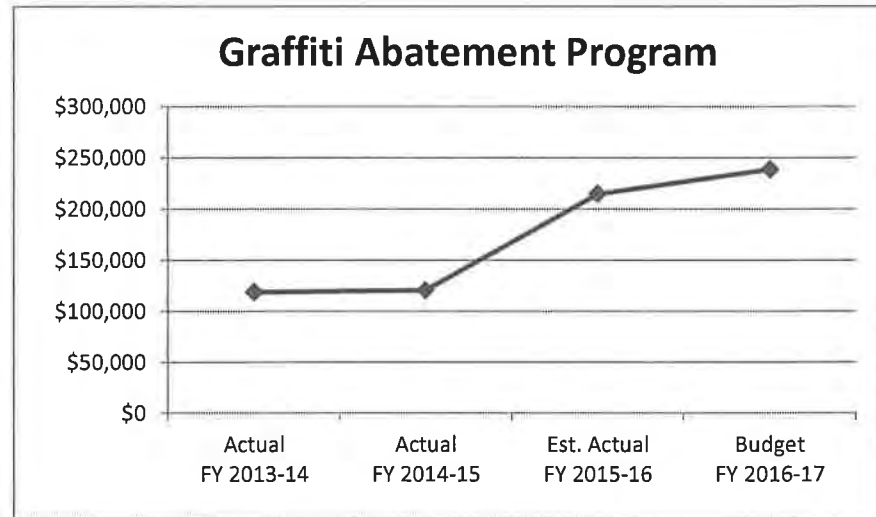
The Graffiti Abatement Program addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. Both a private contractor and in-house crews perform graffiti abatement. This section also removes illegal signs from within the public right-of-way 7 days a week.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	2	1	1	1

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$118,777	\$120,575	\$214,700	\$238,800



# PUBLIC WORKS

## Graffiti Abatement Program (continued)

4190

### KEY ACCOMPLISHMENTS FOR FY 15-16

Responded to calls to the graffiti hotline and removed graffiti within a 24-hour period.

Actively 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 16-17

Continue to coordinate with the City's contractor to utilize the most effective and ecologically friendly methods for removal of graffiti on public and private property.

### BUDGET IMPACTS FOR FY 16-17

None

## DEPARTMENT OF PUBLIC WORKS

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 5,682,487	\$ 6,182,500	\$ 5,309,000	\$ 873,500	\$ 6,106,600
41020 Temporary Salaries	27,483	24,900	29,100	(4,200)	24,900
41040 Overtime	60,429	77,600	78,600	(1,000)	81,600
41200 Deferred Compensation - 401k	23,498	25,200	22,500	2,700	28,500
41210 Deferred Compensation - 457	18,842	19,700	17,100	2,600	30,600
41300 Vision Care	21,282	22,700	19,300	3,400	21,300
41350 Disability	23,808	25,200	24,600	600	23,500
41400 Group Ins/Health	123,647	135,300	105,500	29,800	136,800
41415 Flex Benefits	1,278,380	1,317,700	1,106,900	210,800	1,388,800
41420 CalPERS Admin Fee	4,669	4,800	4,800	-	4,800
41450 Life Insurance	14,814	15,800	14,300	1,500	14,900
41500 Group Ins/Dental	79,607	84,000	72,200	11,800	82,200
41550 Section 125 Admin	309	400	400	-	300
41600 Retirement/PERS	1,071,650	1,297,700	1,234,800	62,900	1,285,000
41620 Retirement HRA	4,813	4,800	4,700	100	22,800
41650 Medicare	78,454	90,200	82,900	7,300	108,800
41660 FICA	2,905	1,200	4,200	(3,000)	3,900
41700 Workers' Compensation	520,100	537,100	537,100	-	478,900
41860 Salary Reimbursement	(33,492)	-	-	-	-
Subtotal - Personnel	\$ 9,003,685	\$ 9,866,800	\$ 8,668,000	\$ 1,198,800	\$ 9,844,200
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	\$ 1,470,564	\$ 1,569,000	\$ 1,361,000	\$ 208,000	\$ 1,461,000
42150 Communications	7,141	10,800	7,800	3,000	10,800

**DEPARTMENT OF PUBLIC WORKS (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$ 4,449	\$ 8,000	\$ 8,000	\$ -	\$ 7,000
42235 Furnishing & Equip Non Capital	15,100	4,955	5,000	(45)	7,500
42310 Rentals	1,458	8,000	6,200	1,800	7,000
42410 Uniform/Clothing Supply	26,693	28,000	28,000	-	28,000
42420 Special Departmental Expense	117,734	133,900	110,000	23,900	110,000
42440 Memberships & Dues	9,210	12,400	12,400	-	12,100
42450 Subscriptions & Books	684	1,700	1,700	-	1,700
42460 Advertising	924	1,000	1,000	-	1,000
42500 Fuel & Lubricants	259,086	327,000	269,000	58,000	244,200
42510 Tires	51,502	51,400	61,400	(10,000)	61,400
42550 Small Tools/Equipment	7,752	10,000	10,000	-	9,000
42560 Operating Supplies	445,971	464,600	453,000	11,600	443,600
42720 Travel, Conferences, Meetings	6,098	8,100	7,100	1,000	9,100
42730 Training	7,597	16,700	10,500	6,200	14,000
42790 Mileage	5,213	6,400	6,400	-	6,400
Subtotal - Supplies/Materials	\$ 2,437,176	\$ 2,661,955	\$ 2,358,500	\$ 303,455	\$ 2,433,800
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 457,411	\$ 361,841	\$ 346,300	\$ 15,541	\$ 321,000
44310 Maintenance of Equipment	44,229	54,700	54,700	-	54,700
44450 Landscape Maintenance Contract	1,017,273	1,035,300	1,035,300	-	1,035,300

**DEPARTMENT OF PUBLIC WORKS (continued)**

		<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
44490	Other Contract Services	1,084,182	1,398,200	1,202,700	195,500	1,202,300
44355	Vehicle Maintenance Reimbursement	(910,000)	-	-	-	-
	Subtotal - Services	\$ 1,693,095	\$ 2,850,041	\$ 2,639,000	\$ 211,041	\$ 2,613,300
	Subtotal - Current Expenses	\$ 4,130,271	\$ 5,511,996	\$ 4,997,500	\$ 514,496	\$ 5,047,100
<b><u>CAPITAL OUTLAY</u></b>						
47020	Furnishings & Equip. (Capital)	\$ 25,751	\$ -	\$ -	\$ -	\$ -
47030	Vehicles	-	11,000	11,000	-	-
	Subtotal - Capital Outlay	\$ 25,751	\$ 11,000	\$ 11,000	\$ -	\$ -
	Total	\$ 13,159,707	\$ 15,389,796	\$ 13,676,500	\$ 1,713,296	\$ 14,891,300

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

TITLE: Split Fund Director of Public Works and Deputy Director/PW Administration Positions  
(1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks)  
TOTAL \$317,800 (General Fund)  
ACCOUNT: 4005-Salaries and Benefits  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Director of Public Works	\$179,600
Deputy Director/PW Administration	\$138,200
TOTAL:	<u>\$317,800</u>

The Public Works Department is recommending to split fund the Director of Public Works and the Deputy Director/PW Administration positions (1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks). These positions equally support each Fund, and this change will properly align duties with funding sources.

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

TITLE: Eliminate One Mechanic I Position (If Vacant)  
TOTAL \$83,700  
ACCOUNT: 4150 Salaries and Benefits  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Mechanic I	\$83,700
TOTAL:	<u>\$83,700</u>

The Public Works Department is offering to eliminate one Mechanic I position (if vacant) towards achieving Citywide personnel cost reductions.



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

TITLE: Reduce Funding for Professional and Special Services for City Engineering  
TOTAL: \$20,000  
ACCOUNT: 100-4080-44010  
PRIORITY: 5

SAVINGS BREAKDOWN	
Current Expenses	
Professional and Special Services	\$20,000
TOTAL:	\$20,000

The Department budgets \$336,000 for Professional and Special Services for City Engineering. Reduction of this account would reduce the funds available to retain consultants and may delay projects and the level of customer service.

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

TITLE: Reduce Funding for Contract Services for Various Sections  
TOTAL: \$20,000  
ACCOUNT: 100-44490  
PRIORITY: 6

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

The Department budgets \$1,409,300 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 may reduce the level of service.

Storm/Secondary Drains Maintenance (4160) = \$7,500

Library Maintenance (4170) = \$5,000

Graffiti Abatement (4190) = \$7,500

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

TITLE: Reduce Funding for Operating Supplies for Street and Traffic Maintenance Sections  
TOTAL: \$21,000  
ACCOUNT: 100 - 42560  
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$21,000
<b>TOTAL:</b>	<b>\$21,000</b>

The Department budgets \$464,600 in Operating Supplies for supplies and materials needed in various sections of the department. Reduction of this account, as listed below, would reduce the funds available and would reduce the level of services.

Street Maintenance (4120) = \$18,000

Traffic Maintenance (4140) = \$3,000

# POLICE DEPARTMENT

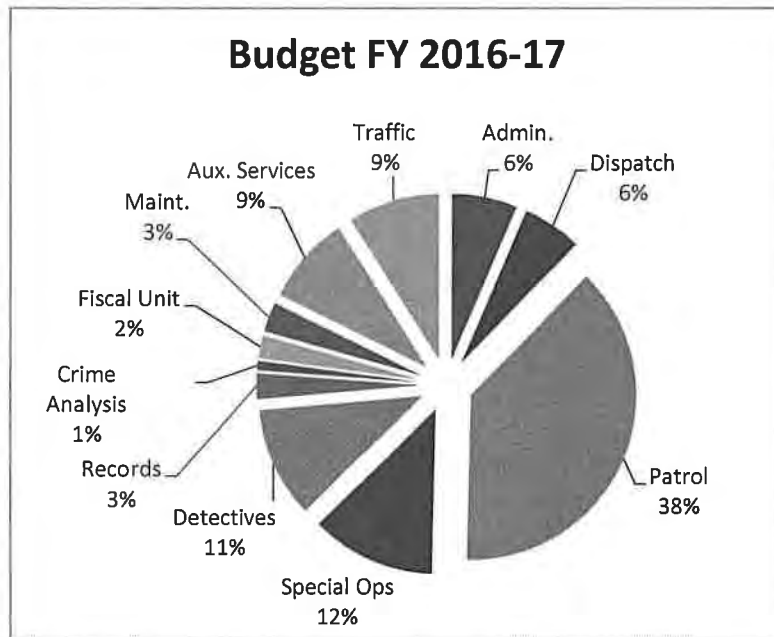
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# POLICE DEPARTMENT

## Department Overview

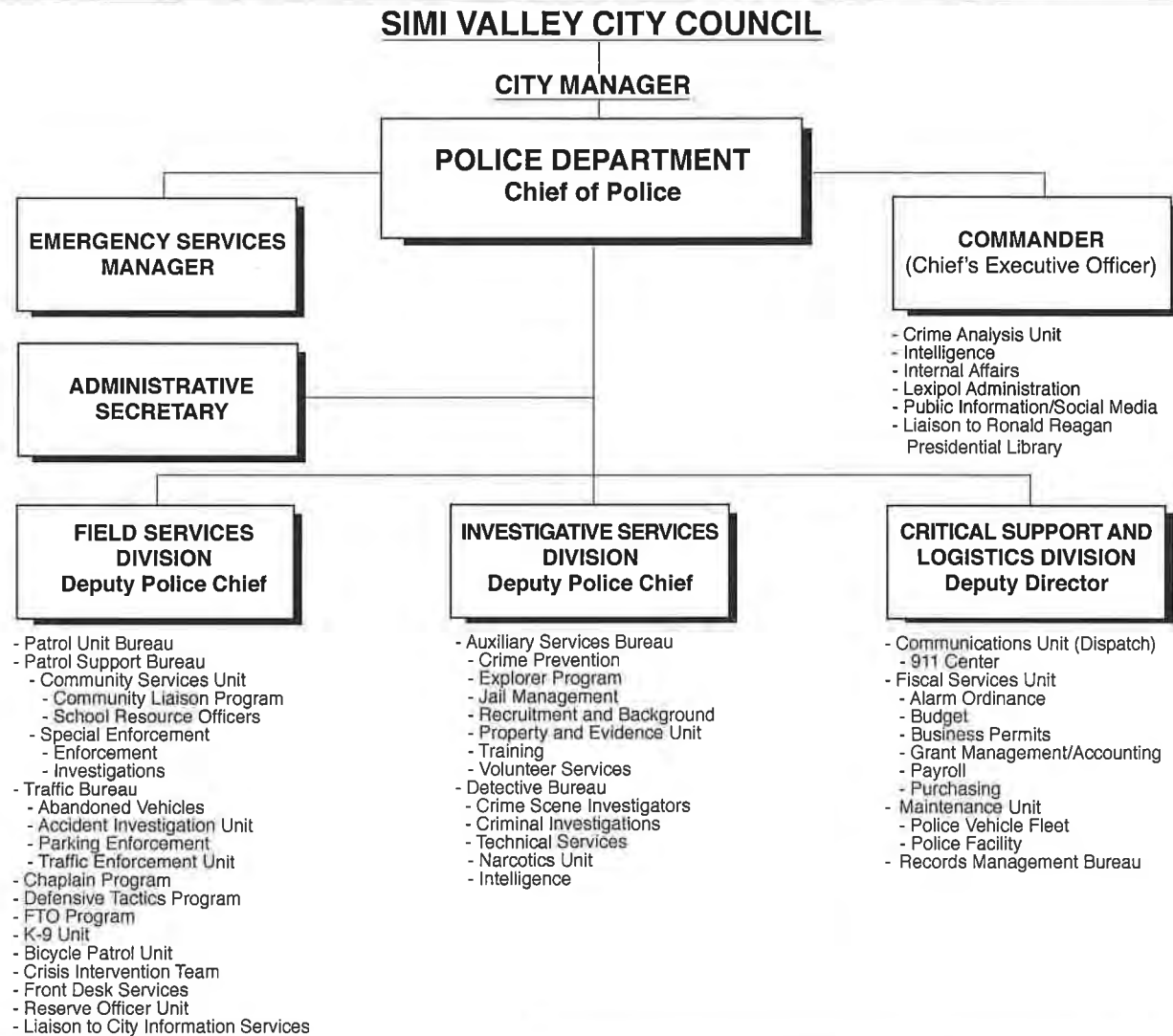
The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to provide quality service; treat everyone with dignity, respect, and equality; and, secure a safe environment for our citizens. We are here to 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 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Admin.	\$1,639,092	\$1,757,069	\$1,859,500	\$2,091,900
Dispatch	\$1,417,388	\$1,526,958	\$1,575,200	\$1,902,900
Patrol	\$11,686,304	\$11,174,036	\$12,375,100	\$12,441,800
Special Ops	\$2,596,891	\$3,754,219	\$3,637,800	\$4,019,100
Special Problems	\$759,671	\$1,764	N/A	N/A
Detectives	\$2,834,458	\$3,322,383	\$3,406,700	\$3,562,900
Records	\$764,598	\$733,424	\$771,800	\$830,100
Crime Analysis	\$361,488	\$370,367	\$334,400	\$302,500
Fiscal Unit	\$647,702	\$661,940	\$714,400	\$728,500
Maintenance	\$1,055,656	\$1,240,365	\$965,600	\$953,800
Aux. Services	\$2,239,289	\$2,866,101	\$2,780,500	\$2,838,100
Traffic	\$2,534,276	\$2,787,308	\$2,892,500	\$2,950,800
<b>Total</b>	<b>\$28,536,813</b>	<b>\$30,195,934</b>	<b>\$31,313,500</b>	<b>\$32,622,400</b>



# POLICE DEPARTMENT

## Organizational Chart



# POLICE DEPARTMENT

## Authorized Positions

### REGULAR POSITIONS

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Administration:</u>			
Chief of Police	1.00	1.00	1.00
Deputy Chief	2.00	2.00	2.00
Police Commander	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00
Police Officer Detective	0.00	0.00	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
<b>SUBTOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>
<u>Dispatch:</u>			
Communications Manager	1.00	1.00	1.00
Senior Police Dispatcher	4.00	4.00	4.00
Police Dispatcher/Dispatcher Trainee	9.00	9.00	9.00
<b>SUBTOTAL</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<u>Patrol:</u>			
Police Commander	3.00	3.00	3.00
Sergeant	8.00	8.00	9.00
Senior Police Officer	9.00	9.00	9.00
Police Officer	43.00	42.00	41.00
<b>SUBTOTAL</b>	<b>63.00</b>	<b>62.00</b>	<b>62.00</b>
<u>Special Operations Unit:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Detective	8.00	9.00	9.00
Police Officer	8.00	9.00	9.00
<b>SUBTOTAL</b>	<b>19.00</b>	<b>21.00</b>	<b>21.00</b>

# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</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	0.00
SUBTOTAL	19.50	19.50	19.00
<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	7.00	7.00	6.00
Police Records Technician I/II*	1.00	1.00	2.00
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 Analyst Technician*	1.00	1.00	0.00
SUBTOTAL	3.00	3.00	2.00



# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Auxiliary Services:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	1.00
Detective	1.00	1.00	1.00
Police Officer	7.00	6.00	6.00
Property Officer	1.00	1.00	1.00
Property Technician	1.00	1.00	1.00
Administrative Aide	1.00	1.00	0.00
Administrative Technician	0.00	0.00	1.00
Community Services Specialist	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	17.00	16.00	15.00
<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
Community Services Specialist	1.00	1.00	0.00
Police Services Supervisor	0.00	0.00	1.00
Police Services Assistant	5.00	5.00	4.00
Police Services Assistant*	2.00	2.00	1.00
SUBTOTAL	20.00	20.00	18.00
<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

# POLICE DEPARTMENT

## Authorized Positions (continued)

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<b><u>Fiscal Services:</u></b>			
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	181.50	181.50	178.00
TOTAL SWORN	125.00	125.00	125.00
TOTAL NON SWORN	56.50	56.50	53.00
<b><u>OTHER POSITIONS</u></b>			
Overfill Senior Records Technician (FT)	1.00	1.00	0.00
Temporary Dispatcher (PT)**	3.00	3.00	3.00
Temporary Records Technician (PT)**	1.00	1.00	1.00
Reserve Officer**	10.00	10.00	10.00
TOTAL - TEMPORARY POSITIONS	15.00	15.00	14.00
TOTAL - POLICE DEPARTMENT POSITIONS	196.50	196.50	192.00

\* Positions authorized but not funded (frozen).

\*\* 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, Sergeant, and support staff.

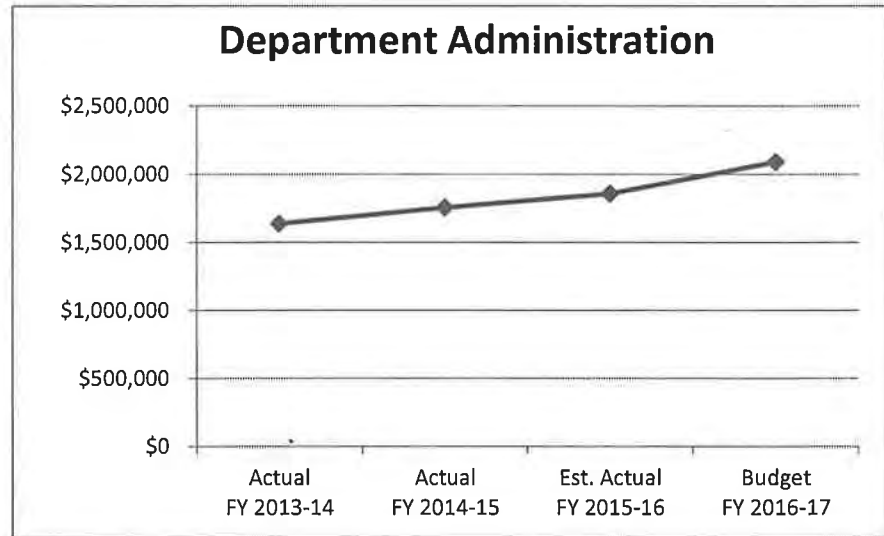
Administration is responsible for the management of the Police Department. Staff in Administration manages three divisions (Operations, Investigative Services, and Critical Support & Logistics) to ensure that the highest level of law enforcement services is provided. This is accomplished through providing quality service, coupled with developing community and employee partnerships, while maintaining a safe and pleasant atmosphere to live, work, and visit.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7	8	8	9

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,639,092	\$1,757,069	\$1,859,500	\$2,091,900



# POLICE DEPARTMENT

Department Administration (continued)

5005

## KEY ACCOMPLISHMENTS FOR FY 15-16

Decreased Part I Crimes 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.

Implemented Geofeedia Social Media mapping software to enhance monitoring of local criminal activity and the suspect(s) who use Facebook, Instagram, and Twitter.

Implemented Vigilant Software solutions to enhance crime fighting with the use of camera and license plate reader technologies.

Researched and developed the "Simi Valley Supports Our Cops" campaign, which included unique signs placed in strategic locations around the City.

Increased participation in regional narcotics task forces by assigning one Detective to the Ventura County Pharmaceutical Task Force.

Implemented the Lexipol Policy management software program to include the Daily Training Bulletin feature to enhance ongoing in-house training and legal updates for all personnel.

## GOALS FOR FY 16-17

Implement the Police Department's Strategic Plan.

Conduct a Community Survey on the Department's performance.

Expand the Community Liaison Officer Program.

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 at the Department.

## BUDGET IMPACTS FOR FY 16-17

None

# POLICE DEPARTMENT

## Dispatch

5110

### OVERVIEW

The Dispatch Unit responds to emergency and non-emergency calls for service by providing information and advice to callers. Dispatchers utilize a variety of computer systems including a computer-aided dispatch system to enter 911 calls for service, record field unit activities, and locate the status 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.

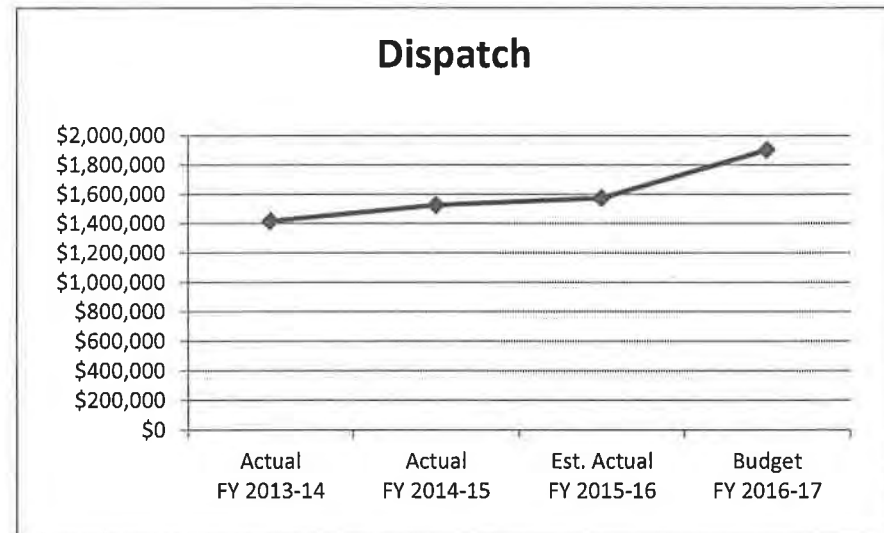
Also, dispatchers coordinate field resources to meet community needs; radio traffic for requests for assistance; initiate requests to outside agencies for resources, and ensure all supervisors are apprised of activities 24 hours a day.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	14	14	14	14

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,417,388	\$1,526,958	\$1,575,200	\$1,902,900



# POLICE DEPARTMENT

Dispatch (continued)

5110

## KEY ACCOMPLISHMENTS FOR FY 15-16

Assisted with maintaining an average response time of less than 4 minutes for emergency calls and less than 15 minutes for routine calls from July 1, 2015 to February 1, 2016.

Trained one full-time Police Dispatcher and filled two Senior Police Dispatcher vacancies through an internal promotion.

Upgraded CAD software to 7.4 in July 2015.

Installed new Audio-logger equipment and updated the software in July 2015.

Replaced and installed new radio computers and software.

Automated and implemented a new Electronic Training Manual to be used with the next Dispatch Trainees hired.

Trained City Code-Enforcement Officers on radio procedures allowing staff to operate on the Department's main radio frequency.

Participated in presentations at the Senior Citizen Hearing and Loss Association of America (Ventura Chapter), Citizen's Academy, and Career Day at Simi Valley High School.

Activated and performed training exercises at the City's satellite Dispatch Center.

Answered a total of 70,397 telephone calls, including 19,450 emergency 9-1-1 calls from July 1, 2015 to February 1, 2016.

## GOALS FOR FY 16-17

Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 16 minutes for non-emergency calls.

Provide professional and courteous service at all times to citizens, officers, and co-workers.

Meet with stakeholders in Ventura County to explore the possibility of moving forward with implementation of Next Gen texting to 9-1-1.

Hire and train two full-time Police Dispatchers to fill existing vacancies.

Complete the Virtual Private Network installation on the Versadex CAD workstations at the satellite Dispatch Center or explore off-site server options.

Review and revise all Dispatch Unit Orders.

Purchase and install a new radio console.

Research the implementation requirements of the Media Notify feature available in CAD.

## BUDGET IMPACTS FOR FY 16-17

None

# POLICE DEPARTMENT

Patrol

5120

## OVERVIEW

Patrol Officers are the Department's first responders to emergency and non-emergency calls for service throughout the City. 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 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.

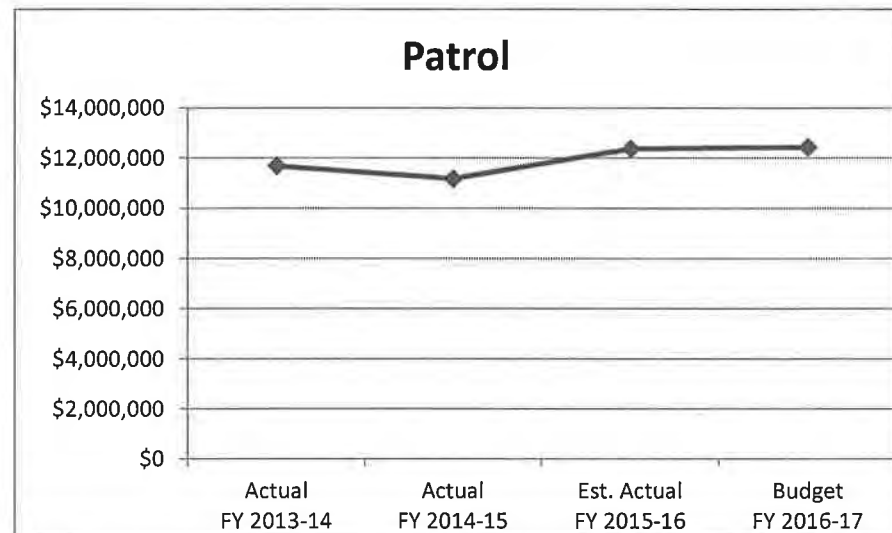
Each year, Patrol Officers handle over 40,000 calls for service maintaining an emergency response time of less than 5 minutes.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	65	63	62	62

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$11,686,304	\$11,174,036	\$12,375,100	\$12,441,800



# POLICE DEPARTMENT

Patrol (continued)

5120

## KEY ACCOMPLISHMENTS FOR FY 15-16

- Obtained the second lowest crime rate in the City's history.
- Maintained an emergency response time of less than a 4 minutes.
- Maintained a non-emergency response time of less than a 15 minutes.
- Delivered excellent service while handling over 40,000 calls for service during the past year.
- Deployed officers on bicycles to directly patrol areas where specific crime trends were noted.
- Provided professional and responsive customer service while maintaining an extremely low citizen complaint rate.
- Updated the Watch Commanders resource library by adding California Jury Instructions.

## GOALS FOR FY 16-17

- Continue to maintain an emergency response time of less than 5 minutes.
- Continue to provide excellent and responsive customer service.
- Continue to support community involvement and Department outreach.
- Continue to support volunteerism within the Department and community.
- Continue enforcement actions that help to maintain a low crime rate within the community.
- Continue enforcement actions that aid in reducing injury traffic collisions to promote a safe community.
- Continue to investigate all citizen complaints to ensure the Department remains accountable to its citizens.

## BUDGET IMPACTS FOR FY 16-17

None



# POLICE DEPARTMENT

## Special Operations

5230

### OVERVIEW

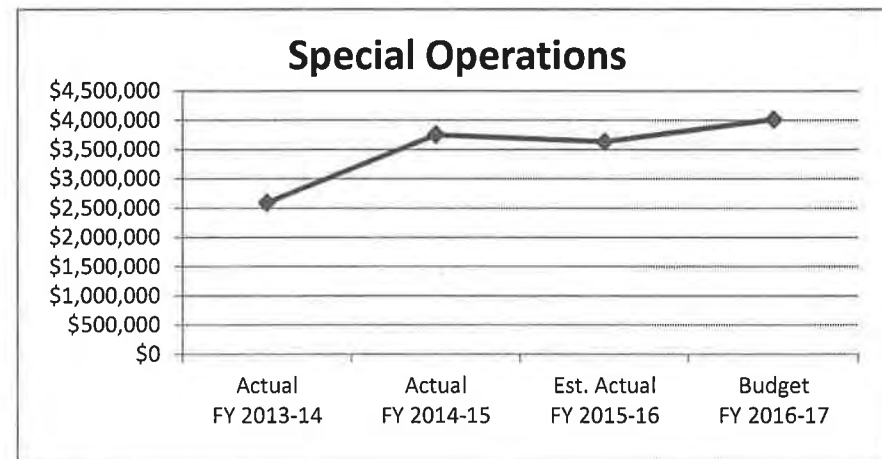
The mission of the Special Operations Unit (SOU) is to provide direct law enforcement services to the public, support to other components of the Police Department, and to conduct comprehensive and technical narcotics, vice, and gang investigations. SOU responds to quality of life issues in the City related to massage compliance and alcohol enforcement. SOU is also responsible for tracking and investigating repeat offenders through the Post Release Offender Program and the Serious Habitual Offender Program.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	19	19	21	21

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,596,891	\$3,754,219	\$3,637,800	\$4,019,100



# POLICE DEPARTMENT

## Special Operations (continued)

5230

### KEY ACCOMPLISHMENTS FOR FY 15-16

Participated in two Federal (DEA) and one countywide drug task force to stem the flow of illegal drugs into the community.

Developed an effective massage business ordinance and implemented efficient massage permit processing procedures.

Completed automation of narcotics investigation files.

Continued compliance checks at massage establishments.

Conducted several probation sweeps targeting serious habitual offenders.

Staffed one officer for the Post Release Offender Program to work with County Probation on targeting probationers and parolees.

Increased the number of controlled buys of narcotics and doubled the number of narcotic dealer arrests.

Maintained the arrest rate for the unit while staffing levels decreased due to unfilled vacancies.

Completed Federal Forfeited Asset requests between July 1, 2015 and March 3, 2016, which yielded over \$839,000 in suspected drug profits.

Completed several random Alcoholic Beverage Control compliance checks.

### GOALS FOR FY 16-17

Participate in two Federal Task forces with the Drug Enforcement Administration and one countywide task force in order to ensure public safety and enhance quality of life.

Collaborate with Ventura County agencies in regards to human trafficking and develop an agency specific plan to address human trafficking in the City.

Increase enforcement efforts directed at illicit massage parlors with focus on human trafficking issues.

Provide specialized training to Special Problem Section personnel related to homicide investigations.

Enforce laws pertaining to Post Release Offenders, parolees, and subjects on probation through full-time staffing of PROs Officer and Serious Habitual Offender details.

Increase staffing to accommodate the demands of vice investigations.

### BUDGET IMPACTS FOR FY 16-17

None

# POLICE DEPARTMENT

## Detectives

5240

### OVERVIEW

The Detectives Unit provides investigative support to citizens, outside agencies, and units within the Department. It is responsible for investigating 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, and sexual assaults.

The Property Crimes Section investigates thefts, burglaries, arsons, frauds, identity thefts, and computer crimes. Major crime scenes are processed by the Crime Scene Investigation Detail, which gathers and analyzes physical evidence.

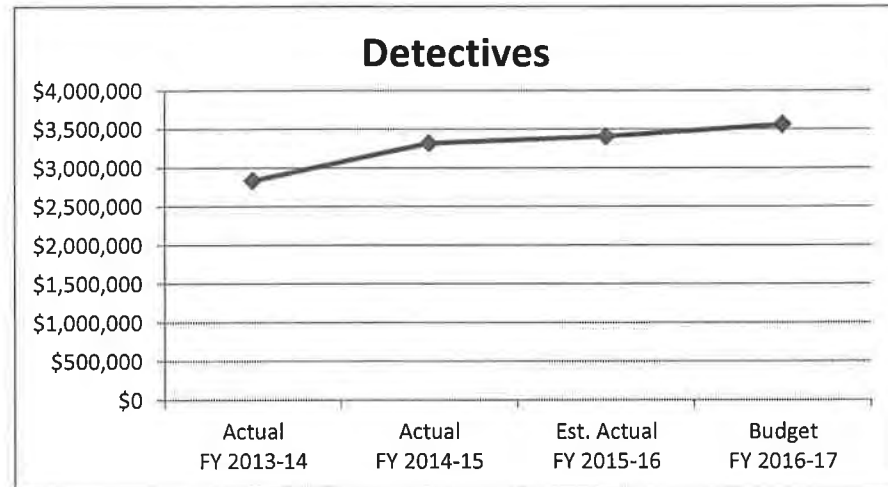
TST is responsible for the installation, operation, and maintenance of technical equipment including surveillance cameras, alarm systems, and various computers and software.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	19.5	19.5	19.5	19

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,834,458	\$3,322,383	\$3,406,700	\$3,562,900



# POLICE DEPARTMENT

Detectives (continued)

5240

## KEY ACCOMPLISHMENTS FOR FY 15-16

Conducted a successful recruitment process for a Crime Scene Investigator (CSI), two Violent Crime Detectives, and a Violent Crime Detective Sergeant.

Continued to conduct follow-up on cold case homicides and coordinated case strategies with the Ventura County District Attorney's Office.

Conducted a spot check of sex registrants residing in the City.

Made a series of arrests for residential burglaries committed in the City by organized groups from outside Ventura County.

## GOALS FOR FY 16-17

Upon Department reorganization, expand the Detective Unit to include the Narcotics Unit.

Continue to pursue the investigation of cold case homicides in collaboration with the Ventura County District Attorney's Office.

Conduct compliance sweeps of sex registrants in the City.

Expand the in-house forensic computer capabilities to minimize reliance on the High Tech Task Force.

Train two additional Technical Service Team members on High Voltage Environment operations in order to provide the necessary support for criminal investigations throughout the Department.

Establish a Peer-to-Peer Crime Program to monitor, investigate and prosecute online criminal activities.

Participate in countywide efforts to identify, investigate and prosecute Human Trafficking crimes.

## BUDGET IMPACTS FOR FY 16-17

None

# POLICE DEPARTMENT

Records

5350

## OVERVIEW

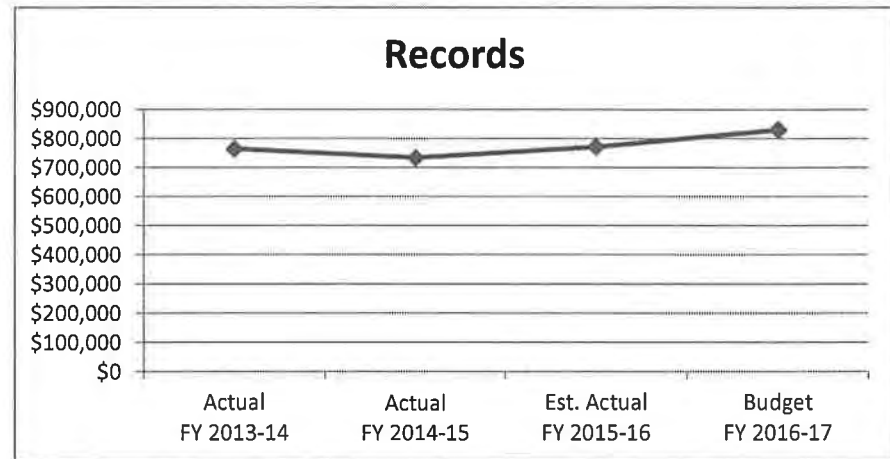
The Records Unit is responsible for managing the Department's automated Records Management System (RMS) and any paper files. The Unit is also responsible for reporting crime statistics to the Department of Justice; releasing information in accordance with the Public Records Act; responding to subpoenas for department records; coordinating criminal record sealing and purging of documents pursuant to court orders and city retention schedule; 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	11	11	11	11

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$764,598	\$733,424	\$771,800	\$830,100



# POLICE DEPARTMENT

Records (continued)

5350

## KEY ACCOMPLISHMENTS FOR FY 15-16

Completed and implemented CLETS mnemonics pooling system with the Department of Justice which resulted in a more efficient and productive system.

Submitted revised Offense Codes Tables to Versaterm for transfer into the Records Management System (RMS) training database for testing.

Assisted Versaterm in the successful upgrade to Versadex 7.5, which resulted in increased levels of productivity within the system and improved auditing capabilities.

Completed various Customer Service and Public Records Act training for Records staff personnel.

Created a PBX position that was under-filled with a Clerk II, resulting in salary savings for the City while also increasing customer service and professionalism for the public.

Utilized citizens from the community as Volunteers to assist as the PBX backup and for data entry.

## GOALS FOR FY 16-17

Review and revise all Records Unit Orders.

Review and revise all Records Personnel job descriptions

Implement the revised Offense Codes Tables in the Records Management System (RMS).

Create additional innovative ways of using and expanding modules within RMS.

## BUDGET IMPACTS FOR FY 16-17

Includes funding to replace a non-working microfilm machine used to provide archived records to customers.

# POLICE DEPARTMENT

## Crime Analysis

5370

### OVERVIEW

The mission of the Crime Analysis Unit is to provide timely and accurate information regarding criminal and offender activity to the Department's Investigative and Patrol Divisions in support of the agency's goals and community oriented policing efforts. This responsibility includes determining and monitoring criminal activity/social disorder that involves collecting, collating, analyzing data, identifying suspects, and disseminating appropriate crime patterns, trends, series, and offender-based information to affected personnel and other law enforcement agencies in support of crime reduction/prevention and community safety. Correlations developed will improve decision making strategies and enhance the Department's ability to manage, allocate, and deploy resources.

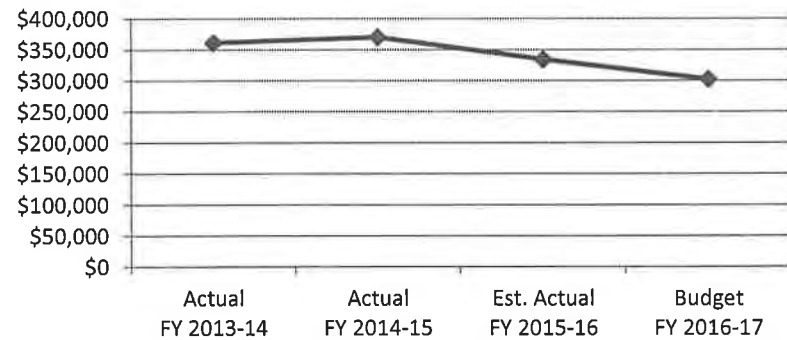
### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	2

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$361,488	\$370,367	\$334,400	\$302,500

### Crime Analysis & Reporting



# POLICE DEPARTMENT

## Crime Analysis (continued)

5370

### KEY ACCOMPLISHMENTS FOR FY 15-16

Attended the Post-Certified Geographic Profiling Course on offender pattern and predatory methods associated to criminal activity.

Developed and disseminated a crime statistical Neighborhood Council District report; attended and gave a presentation for all four (4) council districts.

Produced an Armed Prohibited Persons Database Report that evaluates officer safety and provides an actionable item in determining "at risk" subjects with firearms.

Attended Post-Certified Crime and Intelligence Course to identify best practices for refining the role of the Crime Analysis Unit in methods of crime interpretation and deterrence.

Administrated the Crossroad Traffic System database resulting in increased accident data integrity and traffic analysis so that resources can be deployed to locations with high collision occurrence rates.

Utilized the CrimeView temporal analysis dashboard to help isolate and identify an active child annoyance investigation; analyzed vehicle crime hotspot areas and residential burglaries within a confined geographical area.

Trained on NCIS LinX and N-DEx with Ventura County Sheriffs to bring together information sharing throughout Ventura County by enhancing national sharing, links between regional and state systems, and virtual regional information sharing.

Produced the Year-End 2015 Crime Summary report encompassing both Part I and Part II crime and disorder for the Chief of Police resulting in a record low per capita crime rate (crimes per 1,000 individuals) for the City.

### GOALS FOR FY 16-17

Utilize the CrimeView mapping solution to detect and isolate crime patterns, trends, and series, and to predict future incidences based upon temporal analysis.

Work with the new Command Staff to support stated objectives and develop crime strategies and tactics to prevent future crimes.

Work with Ventura County IT staff to secure iCOP, Warrant Mapping, and VCJIS Probation interfaces.

Continue to administer the Crossroads System in order to develop new traffic related strategies regarding collision data; evaluate interactive mapping while assisting with traffic deployment decisions.

Continue to improve the bi-weekly DUI Repeat Offender Report and disseminate to appropriate personnel the quarterly reports.

Assist Violent Crime Detectives on cold case homicides, reviewing and extracting what is relevant to the investigation; produce associative and time line charts for link analysis review.

Merge and collaborate with Crime Prevention in order to predict, analyze and prevent crimes; review crime and disorder issues to provide recommendations for long-term Department problems.

Work to develop a Tactical Bulletin report that provides actionable items for distribution to sworn officers.

### BUDGET IMPACTS FOR FY 16-17

None



# POLICE DEPARTMENT

## Fiscal Services

5390

### OVERVIEW

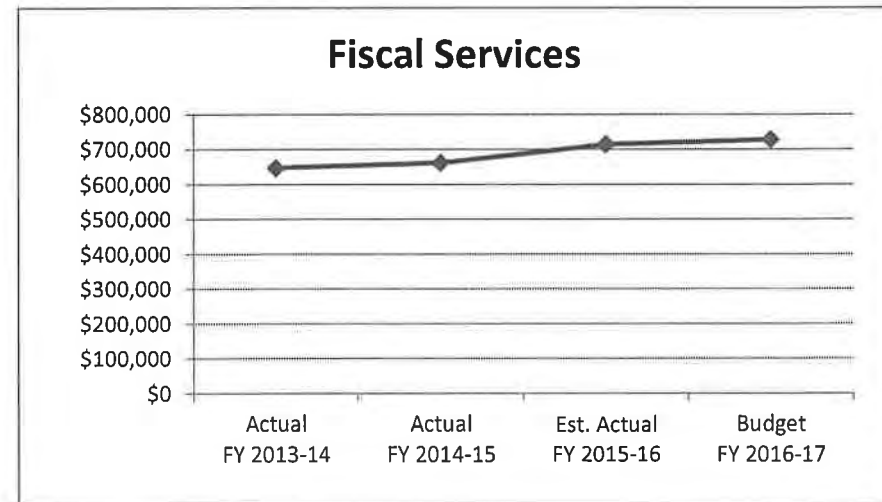
The Fiscal Services Unit assists all operational units within the Department by performing the following functions: process purchase orders; initiate payment of invoices; enter and audit timesheet data; create invoices for false alarms, emergency services, and other fees; review and approve permits for businesses and solicitors; coordinate grant activities including writing grant applications, monitoring grant performance, and submitting reimbursement requests; provide Police Commanders and Unit Managers with monthly financial reports to assist in monitoring expenditures to budget; and, oversee the Departmental budget process by coordinating and consolidating operational Units' budgets, and providing recommendations, as needed.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	4	4	4	4

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$647,702	\$661,940	\$714,400	\$728,500



# POLICE DEPARTMENT

Fiscal Services (continued)

5390

## KEY ACCOMPLISHMENTS FOR FY 15-16

Provided Police Commanders and Unit Managers with Detailed Budget Reports and Monthly Financial Reports to assist in financial oversight of their units.

Managed grant programs and submitted reimbursement requests totaling \$117,672.

Initiated contracts to purchase three Police Interceptors for Detectives and six Utility Police Interceptors for Patrol.

Processed over 450 purchase orders for operational units throughout the Department.

Processed over 25 emergency services and 210 false alarm invoices totaling \$52,754.

Issued over 113 permits to businesses and solicitors.

Processed SB90 Claims and received reimbursements totaling \$95,225 from the State of California.

Provided logistical support for the Republican Presidential Debate and Nancy Reagan's funeral held at the Ronald Reagan Library.

## GOALS FOR FY 16-17

Assist in the implementation of the Enterprise Resource Planning system and assess opportunities for streamlining processes.

Continue to submit grant reimbursement requests and seek opportunities for additional grant funding.

Continue to provide Police Commanders and Unit Managers with reports that will assist in fiscal monitoring of their respective units.

Continue to process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.

## BUDGET IMPACTS FOR FY 16-17

None

# POLICE DEPARTMENT

## Maintenance

5395

### OVERVIEW

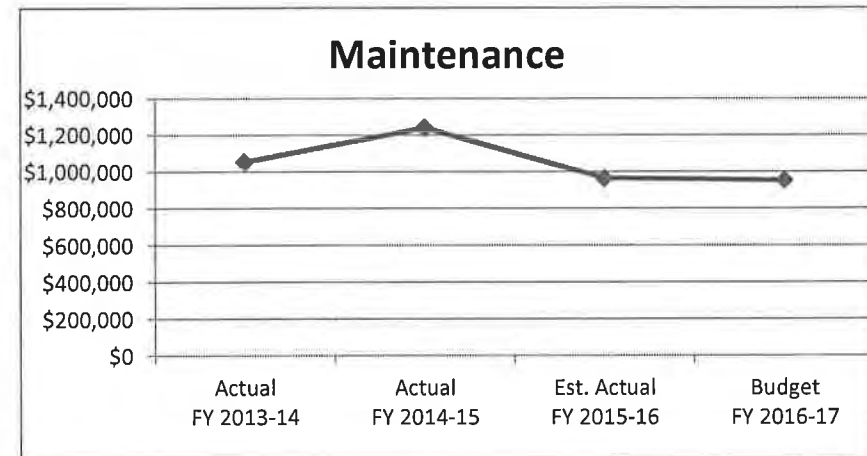
The Maintenance Unit is a specialized technical area within the Police Department. Maintenance staff is responsible for purchasing and installing emergency equipment, sustaining the integrity of Police vehicles, working with the Public Works Department to ensure that vehicles are repaired in a timely manner, overseeing the disposition of all capital assets, and maintaining and upgrading the Police facility.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,055,656	\$1,240,365	\$965,600	\$953,800



# POLICE DEPARTMENT

Maintenance (continued)

5395

## KEY ACCOMPLISHMENTS FOR FY 15-16

Completed installations on new police vehicles.

Assisted with the 20th anniversary of the Michael Clark memorial service.

Completed the preventative maintenance of the emergency generator.

Completed the transfer of building blueprints into an electronic format.

Painted various offices throughout the facility.

Assisted with logistics for DUI checkpoints throughout the year.

Assisted with the installation of Time Warner Cable throughout the station.

Assisted with logistics for the Republican Presidential Debate and the funeral for Nancy Reagan at the Ronald Reagan Library.

Relocated an information monitor in the lobby to better assist the public.

Assisted with the 2015 Living Green Expo.

## GOALS FOR FY 16-17

Purchase replacement vehicles with the new standard Police vehicles.

Repair or replace deteriorating mechanical devices in the Police facility.

Paint and redecorate deteriorating areas in the Police facility.

Assist with the 2016 Green Living Expo.

Assist with the replacement of the security access system.

Automate fleet information to allow for easy access to historical information and maintenance schedules on vehicles.

## BUDGET IMPACTS FOR FY 16-17

Purchase and equip new police vehicles with dual band radios and other ancillary equipment.

# POLICE DEPARTMENT

## Auxiliary Services

5460

### OVERVIEW

The Auxiliary Services Unit directly supports the officers and professional staff who serve the community. It manages the following programs: 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.

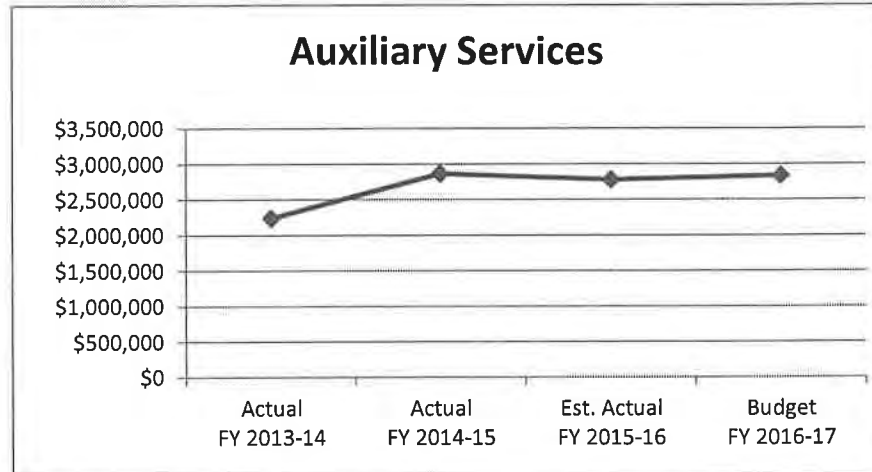
The Unit also provides logistical support to officers and professional staff that are first point of contact between the City and its residents. It accomplishes this by: managing the hiring, equipping, and background investigation process for all Department personnel; investigating claims for damages against the City; maintaining firearms proficiency records; managing and maintaining jail operations; and, administering professional training of all Department personnel.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	13	17	16	15

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,239,289	\$2,866,101	\$2,780,500	\$2,838,100



# POLICE DEPARTMENT

## Auxiliary Services (continued)

5460

### KEY ACCOMPLISHMENTS FOR FY 15-16

Hosted a 'Coffee with a Cop' event.

Held the 'Every 15 Minutes' program at Simi Valley High School on March 23, 2016.

Provided Volunteers with updated training so that they can assist field officers with various supportive tasks.

Provided sworn personnel with current First Aid/CPR training.

Hosted 12 in-house training courses and sent Departmental personnel to local training whenever possible in an effort to reduce travel expenditures.

Engaged the participation of 12 neighborhoods in the "National Night Out" Program, an increase from eight neighborhoods last year.

Hosted two drug drop-off events with local merchants, resulting in a cumulative collection of nearly 7,000 pounds of unused prescription medication to date.

Implemented a case management process for the Community Liaison Officers.

### GOALS FOR FY 16-17

Provide current lock down safety procedures training to Simi Valley Unified School District staff.

Hold public outreach events such as the 'Coffee with a Cop' meetings.

Present 'Every 15 Minutes Program' at Royal High School.

Implement Spanish speaking 'Parent Project' class.

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.

Secure grant funds to assist with the purchase of ballistic vests.

### BUDGET IMPACTS FOR FY 16-17

None

# 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 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.

Off-Road team officers utilize motorcycles to locate lost hikers and injured people in hard to reach terrain.

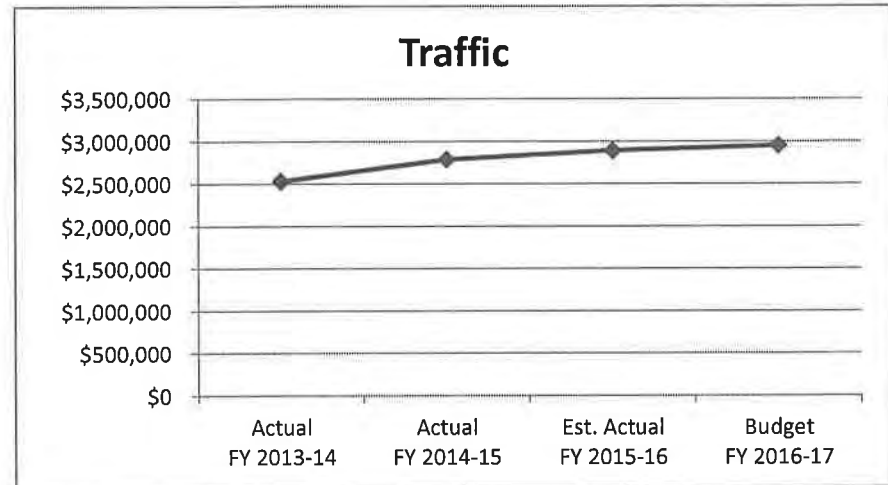
Traffic Officers provide traffic safety education to the public and PSAs abate abandoned vehicles and enforce parking restrictions.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	19	20	20	18

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,534,276	\$2,787,308	\$2,892,500	\$2,950,800



# POLICE DEPARTMENT

Traffic (continued)

5480

## KEY ACCOMPLISHMENTS FOR FY 15-16

Deployed the newly acquired Stealth Radar to several locations throughout the City to conduct speed studies; provided enforcement officers with data.

Deployed New Speed sign trailers notifying residents of their real-time speed along the roadway.

Utilized 3D laser device at the scenes of fatality collisions to assist with documentation and prosecution.

Arrested 148 DUI Drivers (Motors and Accident/Investigation Officers only).

Increased enforcement posture related to Driving Under the Influence (DUI) through expanded operations made possible through grants from the Office of Traffic Safety.

Trained officers in Standardized Field Sobriety Testing and Advanced drug and alcohol detection.

Trained Officers to become Drug Recognition Experts in order to assist with DUI / Drug combination arrests.

Re-designed afternoon school traffic flow issues at four schools to alleviate congestion and provide student safety.

Utilized off-road motorcycles on numerous occasions to locate hikers and injured parties in the hills surrounding Simi Valley on numerous occasions.

Conducted safety presentations to six schools, the United States Postal Service, the Simi Valley Adult School, and Simi Valley Ford.

## GOALS FOR FY 16-17

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.

Continue the vehicle abatement program.

Continue the Parking Enforcement Program through increased proactive enforcement efforts.

Continue to work with the school district to re-design the traffic flow surrounding the schools and improve safety and traffic flow.

Implement E-Ticket System to increase efficiency of data entry process.

## BUDGET IMPACTS FOR FY 16-17

None



## POLICE DEPARTMENT

		ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
		<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
<b><u>PERSONNEL</u></b>						
41010	Regular Salaries	\$ 14,419,276	\$ 15,565,800	\$ 14,404,100	\$ 1,161,700	\$ 16,717,500
41020	Temporary Salaries	42,938	101,000	57,700	43,300	134,300
41040	Overtime	3,686,312	3,221,100	3,538,100	(317,000)	2,721,100
41200	Deferred Compensation - 401k	20,680	21,500	19,900	1,600	44,500
41210	Deferred Compensation - 457	8,486	7,900	8,900	(1,000)	14,400
41300	Vision Care	41,732	44,200	41,900	2,300	42,100
41350	Disability	110,214	115,400	113,900	1,500	118,600
41400	Group Ins/Health	254,021	267,500	237,500	30,000	274,400
41415	Flex Benefits	2,610,885	2,812,000	2,641,700	170,300	2,791,800
41420	CalPERS Health Admin Fee	9,630	11,000	9,500	1,500	11,000
41450	Life Insurance	32,317	34,500	33,100	1,400	33,500
41500	Group Ins/Dental	230,638	242,200	231,500	10,700	238,200
41550	Section 125 Admin	468	700	400	300	300
41600	Retirement/PERS	5,073,707	5,863,700	5,965,700	(102,000)	5,542,300
41620	Retirement HRA	92,241	79,200	111,200	(32,000)	138,000
41650	Medicare	252,655	227,300	276,400	(49,100)	284,900
41660	FICA	3,444	6,300	3,800	2,500	8,400
41700	Workers' Compensation	1,556,300	1,921,000	1,921,000	572,200	1,761,500
41860	Salary Reimbursements	(147,569)	-	-	-	-
Subtotal - Personnel		\$ 28,298,375	\$ 30,542,300	\$ 29,616,300	\$ 926,000	\$ 30,876,800
<b><u>SUPPLIES AND MATERIALS</u></b>						
42150	Communications	\$ 23,565	\$ 33,700	\$ 32,400	\$ 1,300	\$ 36,700
42200	Computer (Non-Capital)	139	10,500	9,900	600	1,200
42230	Office Supplies	12,434	19,000	18,300	700	18,200
42235	Furniture/Equipment (non-capital)	-	3,500	3,500	-	-
42310	Rentals	11,490	18,500	15,600	2,900	17,600
42410	Uniform/Clothing Supply	321,845	446,133	323,900	122,233	324,000
42440	Memberships & Dues	8,726	12,400	12,000	400	13,700
42450	Subscriptions & Books	635	3,200	3,100	100	3,300
42500	Fuel and Lubricants	286,883	359,500	268,400	91,100	256,200

**POLICE DEPARTMENT (continued)**

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42560 Operating Supplies	\$ 442,124	\$ 350,750	\$ 287,200	\$ 63,550	\$ 361,900
42720 Travel, Conferences, Meetings	59,057	88,800	82,800	6,000	86,300
42730 Training	16,039	31,400	27,800	3,600	34,000
42760 POST Training	106,352	105,000	105,000	-	110,000
42770 Recruitment	23,475	65,000	22,000	43,000	35,800
42780 Investigations	8,004	8,000	7,400	600	7,400
42790 Mileage	1,170	1,000	1,000	-	1,000
43010 Liability Insurance Premium	-	1,500	-	1,500	2,000
Subtotal - Supplies/Materials	\$ 1,321,938	\$ 1,557,883	\$ 1,220,300	\$ 337,583	\$ 1,309,300
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 88,066	\$ 140,600	\$ 111,700	\$ 28,900	\$ 120,000
44012 Outside Legal Services	-	15,000	600	14,400	10,000
44310 Maintenance of Equipment	396,893	246,800	236,200	10,600	246,100
44410 Building and Grounds Maintenance	3,300	-	-	-	-
44490 Other Contract Services	67,340	196,200	68,200	128,000	60,200
44590 Insurance Charges	(79)	-	-	-	-
Subtotal - Services	\$ 555,520	\$ 598,600	\$ 416,700	\$ 181,900	\$ 436,300
Subtotal - Current Expenses	\$ 1,877,458	\$ 2,156,483	\$ 1,637,000	\$ 519,483	\$ 1,745,600
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital)	\$ -	\$ 59,000	\$ 59,600	(600)	\$ -
47030 Vehicles	20,101	-	-	-	-
Subtotal - Capital Outlay	\$ 20,101	\$ 59,000	\$ 59,600	\$ (600)	\$ -
<b><u>CAPITAL PROJECT</u></b>					
48800 Application Software	\$ -	\$ 1,200	\$ 600	\$ 600	\$ -
Subtotal - Capital Project	\$ -	\$ 1,200	\$ 600	\$ 600	\$ -
<b>Total</b>	<b>\$ 30,195,934</b>	<b>\$ 32,758,983</b>	<b>\$ 31,313,500</b>	<b>\$ 1,445,483</b>	<b>\$ 32,622,400</b>

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

TITLE: Funding for 8 APX 7500 Mobile Dual Band Radios (New Vehicles)  
REQUEST: \$48,000  
ACCOUNT: 100-5395-47020  
PRIORITY: 1

<b>COST BREAKDOWN</b>	
<u>Capitalized Furniture &amp; Equipment</u>	
Mobile Dual Band radios for new police interceptors	\$48,000
<b>TOTAL:</b>	<u>\$48,000</u>

The police department is requesting funding for 8 Mobile Dual Band Motorola radios to be installed in the new police interceptors. Total cost may vary depending upon how many vehicle replacements are authorized for FY 16-17.

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

TITLE: Funding for Microfilm Machine  
REQUEST: \$10,000  
ACCOUNT: 5350-47020, 44010, 44490  
PRIORITY: 2

**COST BREAKDOWN**

Capitalized Furniture & Equipment (47020)

ST ViewScan Universal Base 35 & 16 mm microfilm, microfiche, ultrafiche, aperture cards, and microcards; 5 megapixel camera; ST ViewScan Premium Software; and 3M Cartridges \$8,500

Professional Services (44010)

Insite installation and training \$500

Other Contract Services (44490) recurring annual cost:

One-year service maintenance contract \$1,000

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**\$10,000**

The Records Management Unit is in need of a new Microfilm machine. The machine is needed in order to read and produce records that are maintained on microfilm. Since these records have a permanent retention and must, by law, be produced if requested under Government Code 6250-6255, it is crucial that we have the ability to access and produce archived records.

Our current Canon Scanner 300 Microfilm machine is over ten years old and is no longer fully operational. It has been serviced a number of times over the last few years and is now un-repairable. In the interim, Records Management staff have been creative in producing records. For example, Crime Scene Investigative staff were called upon to photograph images from the microfilm machine, which proved to be time consuming and resulted in poor image quality; and, on occasion, staff sought the assistance of other Agencies by utilizing their equipment.

By law, our Agency must produce records that are maintained on microfilm. Other searchable media were explored as an alternative; however, these systems cost well over \$25,500. Therefore, it is requested that funding be provided for a new Microfilm machine and anticipated annual maintenance fees.

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

TITLE: Funding for Replacement of the Police Department Lobby Doors  
REQUEST: \$20,000  
ACCOUNT: 100-5395-47020  
PRIORITY: 3

DEPARTMENT REQUEST	
<u>Capitalized Furniture &amp; Equipment</u>	
Replace Police Department Lobby Doors	\$20,000
TOTAL:	<u>\$20,000</u>

CITY MANAGER ACTION	
<u>Approved and included in Building Improvement Fund</u>	
Replace Police Department Lobby Doors	\$20,000
TOTAL:	<u>\$20,000</u>

The police department is requesting funding for the replacement of the glass lobby entrance doors. Due to their current state of dilapidation, adjustments and repairs are becoming unsuccessful. The vendor has recommended a sliding door configuration to avoid weather conditions effecting the operation of the doors. A sliding style door will also offer better accessibility to the disabled.

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

TITLE: Reduce Overtime Budget by 10%  
TOTAL: \$322,100  
ACCOUNT: 100-5XXX-41040  
PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Personnel</u>	
Overtime	\$322,100
<b>TOTAL:</b>	<u>\$322,100</u>

CITY MANAGER ACTION	
<u>Personnel</u>	
Overtime	\$500,000
<b>TOTAL:</b>	<u>\$500,000</u>

The Department's goal to reduce overtime expenditures by 10% will be accomplished utilizing the following two approaches: First, the Chief of Police has initiated a restructuring of existing Departmental resources to address Patrol vacancy overtime. A Patrol Support Unit will be created by combining personnel from the Community Liaison and School Resource Officer Programs with Officers in the Special Problems and Special Enforcement Sections. This unit will be under the Operations Division, and its personnel will be used to backfill vacancies in Patrol on an "as needed" basis in order to prevent unnecessary overtime postings. This restructuring will be effective 1 July 2016. Secondly, the Department will initiate the use of an Overtime Authorization form that requires personnel to get a supervisors approval before working any discretionary overtime. Discretionary overtime will have to be justified in writing with an explanation as to why the planned work could not or cannot be performed on regular time. Personnel will also be required to have a supervisor sign the authorization after the work is completed to confirm the hours worked accurately reflect the pre-approved activities.

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

TITLE: Reduce Funding for Two Full-Time Police Records Technician II (Vacant)  
TOTAL: \$176,600  
ACCOUNT: 100-5350-41XXX  
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$176,600
<b>TOTAL:</b>	<b>\$176,600</b>

The Records Unit is comprised of eight Police Records Technician I/II, two Senior Police Records Technicians, and one Records Manager. Currently, there are vacancies in two full-time Police Records Technician II positions.

The Police Records Technician 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 for two full-time positions will result in delays in the transcription of police reports and restrict the availability of timely police data. In addition, the hours of internal and external customer services operation will be curtailed and Senior Police Records Technicians and the 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 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-Time Police Services Assistant (Vacant)  
TOTAL: \$88,400  
ACCOUNT: 100-5480-41XXX  
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$88,400
<b>TOTAL:</b>	<b>\$88,400</b>

The Police Services Assistant is a civilian employee assigned to the Department's Traffic Unit. Responsibilities of the position include providing customer service to the Department's front desk, enforcing parking violations, towing abandoned vehicles, responding to traffic accidents, and providing traffic control duties at special events.

Elimination of funding for this position will result in delays in addressing citizens' complaints concerning parking violations or abandoned vehicles. Responding to in-progress parking complaints will be assigned to sworn police officers, which will diminish their ability to react to other non-life threatening calls for service. Similarly, sworn personnel will be assigned traffic control duties at accident scenes and special events, further diminishing officers' capacity to deliver core services to the public.



# POLICE DEPARTMENT EMERGENCY SERVICES

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# 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 30-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.

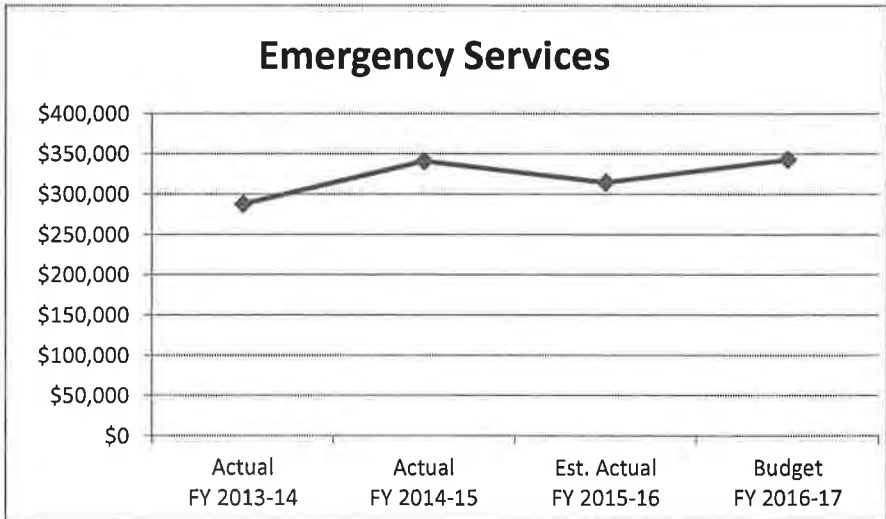
One Emergency Services Manager, one Emergency Services Coordinator, four Police Technical Reserves and the DSW Team are assigned to the Office of Emergency Services.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	2	2	2	2

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$287,611	\$341,092	\$314,600	\$343,200



# EMERGENCY SERVICES

## Overview (continued)

### KEY ACCOMPLISHMENTS FOR FY 15-16

Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with City Emergency Operations Center (EOC) and field level staff.

Maintained formal interagency relations through participation at the Ventura County Emergency Coordinators' Council, and the Ventura County Emergency Planning Council and other ad hoc committees.

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, acquired and installed new EOC furniture and laptop computers via DHS grants and participated in the Great California Shakeout statewide earthquake exercise.

Provided multi-agency coordination for the Nancy Reagan Funeral and conducted various training sessions with EOC staff to enhance qualifications and readiness.

Acquired and deployed via a DHS grant a disaster logistics trailer and utility vehicle system.

The City's Emergency Coordination Team, including all Departments and City partners completed El Nino preparedness planning.

### GOALS FOR FY 16-17

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).

### BUDGET IMPACTS FOR FY 16-17

None

**POLICE DEPARTMENT  
EMERGENCY SERVICES**

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 173,215	\$ 177,900	\$ 173,400	\$ 4,500	\$ 191,800
41200 Deferred Compensation - 401k	1,825	1,800	1,800	-	2,400
41300 Vision Care	475	500	500	-	500
41350 Disability	1,572	1,600	1,600	-	1,700
41400 Group Ins/Health	2,910	3,000	2,700	300	3,100
41415 Flex Benefits	39,190	40,500	33,600	6,900	38,000
41450 Life Insurance	409	400	400	-	400
41500 Group Ins/Dental	1,654	1,700	1,700	-	1,700
41550 Section 125 Admin	39	-	-	-	-
41600 Retirement (PERS)	37,342	43,800	45,000	(1,200)	42,900
41650 Medicare	2,716	2,600	3,200	(600)	3,300
41700 Workers' Compensation	11,500	13,000	13,000	-	12,600
Subtotal - Personnel	\$ 272,847	\$ 286,800	\$ 276,900	\$ 9,900	\$ 298,400
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$ 1,117	\$ 15,600	\$ 4,000	\$ 11,600	\$ 5,700
42200 Computer (Non-Capital)	2,480	-	-	-	-
42230 Office Supplies	243	400	400	-	400
42410 Uniforms/Clothing Supplies	2,354	3,000	3,000	-	3,000
42440 Memberships & Dues	595	600	600	-	600
42560 Operating Supplies	12,490	14,300	14,200	100	14,300
42720 Travel, Conferences & Meetings	5,601	2,800	3,100	(300)	4,500
42730 Training	4,656	6,700	6,700	-	10,500
42790 Mileage	47	500	100	400	200
Subtotal - Supplies/Materials	\$ 29,583	\$ 43,900	\$ 32,100	\$ 11,800	\$ 39,200

**POLICE DEPARTMENT**  
**EMERGENCY SERVICES (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
44010 Professional/Special Services	\$ -	\$ -	\$ -	-	\$ -
44310 Maintenance of Equipment	-	5,600	5,600	-	5,600
Subtotal - Services	\$ -	\$ 5,600	\$ 5,600	\$ -	\$ 5,600
Subtotal - Current Expenses	\$ 29,583	\$ 49,500	\$ 37,700	\$ 11,800	\$ 44,800
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital)	\$ 38,662	\$ -	\$ -	\$ -	\$ -
Subtotal - Capital Outlay	\$ 38,662	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 341,092</u>	<u>\$ 336,300</u>	<u>\$ 314,600</u>	<u>\$ 23,400</u>	<u>\$ 343,200</u>

# NON-DEPARTMENTAL

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## 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	FINAL	ESTIMATED	VARIANCE	BUDGET
		<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
<b><u>PERSONNEL</u></b>						
41610	Retirement (PARS)*	\$ 60,000	\$ 74,000	\$ 74,000	\$ -	\$ 80,000
41800	Annual Leave Pay Out	886,555	1,112,500	1,112,500	-	966,400
	Subtotal - Personnel	\$ 946,555	\$ 1,186,500	\$ 1,186,500	\$ -	\$ 1,046,400
<b><u>SUPPLIES AND MATERIALS</u></b>						
42100	Utilities	\$ 731,700	\$ 727,000	720,000	\$ 7,000	727,000
42130	Postage	68,332	55,000	59,900	(4,900)	59,900
42150	Communications	549,616	850,711	820,200	30,511	667,600
42230	Office Supplies	2,826	8,000	8,000	-	8,000

## NON-DEPARTMENTAL (cont.)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42235 Furn & Equip (Non-Capital)	\$ 39,333	\$ 109,600	\$ 100,600	\$ 9,000	\$ -
42300 Copiers	101,441	117,000	103,700	13,300	103,000
42310 Rentals	1,046	1,100	1,100	-	1,100
42440 Memberships and Dues	83,950	90,200	90,200	-	97,000
42560 Operating Supplies	43,737	48,000	48,000	-	45,000
42730 Training	-	3,000	3,000	-	-
Subtotal - Supplies/Materials	\$ 1,621,981	\$ 2,009,611	\$ 1,954,700	\$ 54,911	\$ 1,708,600
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 82,293	\$ 88,700	88,000	\$ 700	\$ 90,300
44015 VC Property Tax Collection Fee	189,425	190,000	190,000	-	200,000
44310 Maintenance of Equipment	672,852	1,051,721	778,100	273,621	778,100
44490 Other Contract Services	108,286	219,000	207,700	11,300	318,300
44491 FIS Operations	-	-	-	-	75,100
44492 GIS Operations	29,500	29,500	29,500	-	21,000
44590 Insurance Charges	917,600	-	-	-	909,900
Subtotal - Services	\$ 1,999,956	\$ 1,578,921	\$ 1,293,300	\$ 285,621	\$ 2,392,700
Subtotal - Current Expenses	\$ 3,621,937	\$ 3,588,532	\$ 3,248,000	\$ 340,532	\$ 4,101,300
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment (Capital)	\$ 18,929	\$ 18,000	17,400	18,000	-
Subtotal - Capital Outlay	\$ 18,929	\$ 18,000	\$ 17,400	\$ 600	\$ -
Total	\$ 4,568,492	\$ 4,793,032	\$ 4,451,900	\$ 341,132	\$ 5,147,700



# INTERNAL SERVICE FUNDS

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## **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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
Beginning Fund Balance (Excluding Advance)	\$ 2,326,889	\$ (655,084)	\$ (655,084)		\$ (2,333,884)
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$ 24,072	\$ 23,100	\$ 23,100	\$ -	\$ 23,100
37111 Premiums/General Fund	917,600	-	-	-	909,900
37115 Premiums/Sanitation	250,900	-	-	-	339,900
37116 Premiums/Transit	148,800	-	-	-	253,700
37117 Premiums/Waterworks	143,200	-	-	-	184,700
Total Revenues	\$ 1,484,572	\$ 23,100	\$ 23,100	\$ -	\$ 1,711,300
<b><u>EXPENDITURES</u></b>					
42720 Travel, Conferences & Meetings	\$ 14	\$ -	\$ -	\$ -	\$ -
42790 Mileage	125	-	-	-	-
43010 Liability Insurance Premiums	290,038	306,000	297,000	9,000	303,900
43040 Property Insurance Premiums	109,882	138,000	123,000	15,000	123,000
43170 Unemployment Claims	20,762	40,000	40,000	-	45,000
43200 Claims & Contributions to Legal Reserves	3,176,433	1,035,000	150,000	885,000	300,000
43201 Legal	679,946	-	899,100	(899,100)	1,151,200
44590 Other Insurance Services	3,445	3,700	3,700	-	3,700
46100 Reimbursement to General Fund	185,900	184,700	184,700	-	168,700
49648 Transfer to Computer Equip Replacement	-	4,400	4,400	-	3,500
Total Expenditures	\$ 4,466,545	\$ 1,711,800	\$ 1,701,900	\$ 9,900	\$ 2,099,000
Net Cashflow	\$ (2,981,973)	\$ (1,688,700)	\$ (1,678,800)	\$ 9,900	\$ (387,700)
Ending Fund Balance	\$ (655,084)	\$ (2,343,784)	\$ (2,333,884)	\$ 9,900	\$ (2,721,584)
Reserve Requirement per Actuarial Analysis	\$ 2,346,722	\$ 2,323,960	\$ 2,323,960		\$ 4,636,684
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)

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
Beginning Fund Balance	\$ (2,381,005)	\$ (3,199,923)	\$ (3,199,923)		\$ (1,952,823)
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$ 34,920	\$ 20,000	\$ 40,000	\$ 20,000	\$ 30,000
37111 Premiums/General Fund	2,797,215	3,334,000	3,333,200	(800)	3,051,700
37112 Premiums/CDA Admin	12,400	-	12,400	12,400	-
37115 Premiums/Sanitation	411,000	398,900	411,000	12,100	399,600
37116 Premiums/Transit	240,900	277,000	240,900	(36,100)	268,400
37117 Premiums/Waterworks	249,200	252,100	249,200	(2,900)	253,000
37119 Premiums/Workers' Compensation	500	13,000	500	(12,500)	11,700
Total Revenues	\$ 3,746,135	\$ 4,295,000	\$ 4,287,200	\$ (7,800)	\$ 4,014,400
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 168,432	\$ 177,900	\$ 159,200	\$ 18,700	\$ 188,900
41020 Temporary Salaries	1,812	-	2,400	(2,400)	-
41040 Overtime	72	-	-	-	-
41050 Outside Assistance	-	-	-	-	-
41200 Deferred Compensation - 401k	1,825	1,800	1,700	100	2,500
41210 Deferred Compensation - 457	137	400	-	400	700
41300 Vision Care	727	700	700	-	700
41350 Disability	1,227	2,500	1,200	1,300	1,400
41400 Group Ins/Health	4,429	4,500	4,200	300	4,700
41415 Flexible Benefits	45,712	46,800	43,500	3,300	41,000
41450 Life Insurance	557	1,200	600	600	600
41500 Group Ins/Dental	2,823	2,900	2,800	100	2,900
41600 Retirement/PERS	28,585	41,500	34,000	7,500	44,000
41620 Retirement HRA	2,407	2,400	2,300	100	2,100

## WORKERS' COMPENSATION INSURANCE FUND (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL (CONT'D.)</u></b>					
41650 Medicare	\$ 2,565	\$ 2,600	\$ 2,500	\$ 100	\$ 3,400
41660 FICA	134	-	100	(100)	-
41700 Workers' Compensation	500	13,000	500	12,500	11,700
41800 Leave Accrual	5,211	13,000	13,000	-	-
Subtotal - Personnel	\$ 267,155	\$ 311,200	\$ 268,700	\$ 42,500	\$ 304,600
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></b>					
42230 Office Supplies	\$ 759	\$ 1,500	\$ 1,500	\$ -	\$ 1,200
42310 Rentals	2,420	2,500	2,400	100	2,500
42440 Memberships and Dues	-	-	-	-	-
42450 Subscriptions and Books	447	800	700	100	800
42720 Travel, Conferences, Meetings	40	800	100	700	800
42730 Training	1,804	1,200	2,000	(800)	1,200
42790 Mileage	349	300	300	-	450
Subtotal - Supplies/Materials	\$ 5,819	\$ 7,100	\$ 7,000	\$ 100	\$ 6,950
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
43070 Workers' Comp. Insurance Premiums	\$ 210,914	\$ 253,000	\$ 211,000	\$ 42,000	\$ 270,000
43200 Claims Payments	3,187,376	2,925,000	1,700,000	1,225,000	2,714,685
43201 Claims - Other Legal	261,608	-	222,000	(222,000)	230,000
44010 Professional and Special Services	71,868	81,900	69,500	12,400	65,000
44540 Loss Control Services	3,413	5,000	5,000	-	5,000
44590 Other Insurance Services	2,500	2,500	2,500	-	2,500
Subtotal - Services	\$ 3,737,679	\$ 3,267,400	\$ 2,210,000	\$ 1,057,400	\$ 3,287,185

## WORKERS' COMPENSATION INSURANCE FUND (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	\$ 554,400	\$ 484,100	\$ 554,400	\$ (70,300)	\$ 494,700
49648 Transfer to Computer Equipment Replacement	-	4,700	-	4,700	3,800
Subtotal - Reimbursements and Transfers	\$ 554,400	\$ 488,800	\$ 554,400	\$ (65,600)	\$ 498,500
Subtotal - Current Expenses	\$ 4,297,898	\$ 3,763,300	\$ 2,771,400	\$ 991,900	\$ 3,792,635
Total Expenditures	\$ 4,565,053	\$ 4,074,500	\$ 3,040,100	\$ 1,034,400	\$ 4,097,235
Net Cashflow	\$ (818,918)	\$ 220,500	\$ 1,247,100		\$ (82,835)
Ending Fund Balance *	\$ (3,199,923)	\$ (2,979,423)	\$ (1,952,823)		\$ (2,035,658)
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

\*Includes General Fund Advance as liability

## 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>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
Beginning Working Capital Balance	\$ 73,365	\$ 112,401	\$ 112,401		\$ 58,801
<b><u>REVENUES</u></b>					
34001 Interest	\$ 377	\$ 400	\$ 400	\$ -	\$ 400
37111 Premiums - General Fund	29,500	29,500	29,500	-	35,100
37115 Premiums - Sanitation Fund	28,500	28,500	28,500	-	34,000
37117 Premiums - Waterworks District 8	33,500	33,500	33,500	-	40,500
Total Revenues	\$ 91,877	\$ 91,900	\$ 91,900	\$ -	\$ 110,000
<b><u>SUPPLIES AND MATERIALS</u></b>					
42200 Computers (Non-Capital)	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
42560 Operating Supplies	-	2,500	-	2,500	2,500
42720 Travel, Conferences, Meetings	1,217	1,400	1,400	-	3,900
42730 Training	2,070	3,500	3,500	-	3,500
42790 Mileage	-	-	-	-	-
Subtotal - Supplies and Materials	\$ 3,287	\$ 11,400	\$ 4,900	\$ (6,500)	\$ 13,900



**GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND (cont.)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 14,554	\$ 100,267	\$ 65,000	\$ 35,267	\$ 86,500
44310 Maintenance of Equipment	35,000	75,600	75,600	-	66,100
Subtotal - Services	\$ 49,554	\$ 175,867	\$ 140,600	\$ 35,267	\$ 152,600
Total Expenditures	\$ 52,841	\$ 187,267	\$ 145,500	\$ 28,767	\$ 166,500
Ending Working Capital Balance	\$ 112,401	\$ 17,034	\$ 58,801		\$ 2,301

**GIS OPERATING FUND  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Funding for GIS Assessment and Revitalization Plan  
REQUEST: \$75,000  
ACCOUNT: 807-1715-44010  
PRIORITY: 1

<b>COST BREAKDOWN</b>	
<u>Professional Services</u>	
Contract services for GIS assessment & plan.	\$75,000
	\$0
<b>TOTAL:</b>	<b>\$75,000</b>

The Department of Public Works seeks to hire a qualified and experienced consultant to provide professional services to review our Geographic Information System (GIS) Program to adequately assess our strengths, weaknesses, opportunities and threats, and to make recommendations for a revitalization effort of the City's GIS. The revitalization plan will outline needed hardware, software, staffing, staff skills, operational placement, milestones, potential implementation of new GIS products, an inventory and re-modeling of enterprise GIS datasets, workflow analysis, costs, and process changes to maximize service delivery and staff efficiencies. The plan is intended to serve as an overall framework and "roadmap" in pursuit of the most effective use of technology available currently and potentially to improve the GIS business processes at the City of Simi Valley. In turn, these enhancements to the GIS program will improve service delivery for all City activities that require GIS technology. The plan should build upon the work and investment already made in Information Technology and GIS. Once our GIS program's strengths and weaknesses are adequately assessed, the plan will provide us with steps and procedures needed to achieve our overall goal. Implementing such a plan will improve data integrity and availability, reduce data duplication, provide greater efficiency, support further system integration of spatial and location-based attribute information across the City's business enterprise, and easily provide GIS data and resources to as many people as possible.

The City first implemented its current GIS sixteen years ago with the completion of its initial project to establish a municipal GIS and permitting system. The City has successfully developed an initial GIS environment that has provided many benefits to the City. However, the City's GIS needs have grown and cannot continue to be met effectively in the current operational set up. This situation is common for a local government GIS. Many cities and counties have found that after establishing an initial GIS capability, the current situation and users' needs must be examined and a new direction must be established in order to effectively meet the organization's GIS needs. The City is interested in moving from a fragmented, departmental and desktop-based GIS solution to a more coordinated and centralized Enterprise GIS solution that will allow The City to more efficiently and effectively manage and share GIS data internally and externally. Professional services are being sought to assess current needs being identified along with recommending a strategy and business process to carry out the needs of The City departments and external customers. At this point, most local governments make a shift to expand their enterprise GIS, and this is the direction recommended for the City of Simi Valley.



CITY OF SIMI VALLEY

## 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.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
Beginning Working Capital Balance	\$ 121,910	\$ 450,776	\$ 450,776		\$ 501,876
<b><u>REVENUES</u></b>					
34001 Interest Income	\$ 1,095	\$ 4,500	\$ 3,000	\$ (1,500)	\$ 3,000
37111 Premiums - General Fund	-	116,900	116,900	-	75,100
37115 Premiums - Sanitation Fund	-	26,900	26,900	-	19,600
37116 Premiums - Transit	-	3,600	3,600	-	12,600
37117 Premiums - Waterworks District 8	-	32,600	32,600	-	23,700
39262 Transfer in from Development Agreement Fund	420,000	-	-	-	-
Total Revenues	<u>\$ 421,095</u>	<u>\$ 184,500</u>	<u>\$ 183,000</u>	<u>\$ (1,500)</u>	<u>\$ 134,000</u>
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	\$ 52,000	\$ 52,000	\$ 52,000	\$ -	\$ 52,000
44010 Professional/Special Services	10,352	50,000	50,000	-	50,000
44310 Maintenance of Equipment	29,877	29,900	29,900	-	29,900
49262 Transfer to Development Agreement Fund	-	\$0	\$0	-	420,000
Total Expenditures	<u>\$ 92,229</u>	<u>\$ 131,900</u>	<u>\$ 131,900</u>	<u>\$ -</u>	<u>\$ 551,900</u>
Ending Working Capital Balance	<u>\$ 450,776</u>	<u>\$ 503,376</u>	<u>\$ 501,876</u>		<u>\$ 83,976</u>



CITY OF SIMI VALLEY

# FORMER CDA AND HOUSING

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## **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.

## COMMUNITY DEVELOPMENT SUCCESSOR AGENCY

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
<b><u>REVENUES</u></b>					
39100 Transfer from General Fund	\$ 9,712	\$ -	\$ -	\$ -	\$ -
39210 Required Obligations Transfer	250,411	4,238,600	2,091,500	(2,147,100)	2,856,300
Total - Revenues	\$ 260,123	\$ 4,238,600	\$ 2,091,500	\$ (2,147,100)	\$ 2,856,300
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 169,169	\$ -	\$ -	\$ -	\$ -
41200 Deferred Compensation - 401k	1,648	-	-	-	-
41300 Vision Care	238	-	-	-	-
41350 Disability	1,543	-	-	-	-
41400 Group Ins/Health	1,383	-	-	-	-
41415 Flex Benefits	21,789	-	-	-	-
41450 Life Insurance	303	-	-	-	-
41500 Group Ins/Dental	827	-	-	-	-
41550 Section 125 Admin	-	-	-	-	-
41600 Retirement/PERS	37,196	-	-	-	-
41650 Medicare	2,640	-	-	-	-
41700 Workers' Compensation	12,400	-	-	-	-
41800 Payroll Accruals	4,648	-	-	-	-
Subtotal - Personnel	\$ 253,784	\$ -	\$ -	\$ -	\$ -



**COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$ 780	\$ -	\$ -	\$ -	\$ -
42790 Mileage	5,147	-	-	-	-
Subtotal - Supplies/Materials	\$ 5,927	\$ -	\$ -	\$ -	\$ -
<b><u>SERVICES/REIMBURSEMENTS/TRANSFERS</u></b>					
44010 Professional/Special Services	\$ 411	\$ 400	\$ 7,200	\$ (6,800)	5,000
44490 Other Contract Services	-	-	-	-	-
44715 Debt Service - Principal	-	-	1,268,300	(1,268,300)	-
49100 Transfer to General Fund	-	250,000	250,000	-	250,000
49500 Transfer to Debt Service	1,524,110	2,105,200	2,105,200	-	2,076,900
Subtotal - Services	\$ 1,524,521	\$ 2,355,600	\$ 3,630,700	\$ (1,275,100)	\$ 2,331,900
Subtotal - Current Expenses	\$ 1,530,448	\$ 2,355,600	\$ 3,630,700	\$ (1,275,100)	\$ 2,331,900
<b>Total - Expenditures</b>	<b>\$ 1,784,232</b>	<b>\$ 2,355,600</b>	<b>\$ 3,630,700</b>	<b>\$ (1,275,100)</b>	<b>\$ 2,331,900</b>



CITY OF SIMI VALLEY

## 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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
BEGINNING BALANCE	\$ 1,461,850	\$ 3,931,301	\$ 3,931,301	\$ -	\$ 5,121,901
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$ 14,104	\$ 8,000	\$ 22,900	\$ 14,900	\$ 8,000
34301 Home Rehabilitation Loan Principal	-	-	-	-	-
34302 Home Rehabilitation Loan Interest	-	-	-	-	-
34303 First Time Home Buyer Loan Principal	167,543	2,100	2,100	-	2,300
34304 First Time Home Buyer Loan Interest	1,055	200	200	-	200
34305 Developer Loan Principal	1,634,430	-	1,364,500	1,364,500	-
34306 Developer Loan Interest	275,731	-	214,500	214,500	-
37101 Program Participation Fees	-	-	800	800	-
39100 Transfer from General Fund	-	240,000	-	(240,000)	-
39206 Transfer from SA-TCWE Tax Increment Fund	376,588	376,600	376,000	(600)	112,600
Total Revenues	\$ 2,469,451	\$ 626,900	\$ 1,981,000	\$ 1,354,100	\$ 123,100
<b><u>EXPENDITURES</u></b>					
44010 Professional/Special Services	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ 100,000
44012 Outside Legal Services	-	2,000	2,000	-	20,000
44120 First Time Homebuyer Program Loans	-	-	-	-	-

## HOUSING SUCCESSOR AGENCY (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
44130 Home Rehabilitation Loan Program	\$ -	\$ 8,300	\$ 3,400	\$ 4,900	\$ 8,300
44140 Affordable and Senior Housing Program	-	9,625,000	200,000	9,425,000	300,000
44150 Senior Rental Assistance	-	11,400	12,100	(700)	12,900
44490 Other Contract Services	-	150,500	150,500	-	500
45203 Reimbursement from CalHome Fund	-	-	(9,700)	9,700	-
46100 Reimbursement to the General Fund	-	414,100	414,100	-	506,400
Total - Expenditures	\$ -	\$ 10,229,300	\$ 790,400	\$ 9,438,900	\$ 948,100
 ENDING FUND BALANCE	 \$ 3,931,301	 \$ (5,671,099)	 \$ 5,121,901		 \$ 4,296,901

## 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.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
BEGINNING BALANCE	\$ 3,403,918	\$ 3,403,918	\$ 3,403,918		\$ 4,101,718
<b><u>REVENUES AND TRANSFERS IN</u></b>					
34301 Home Rehabilitation Loan Principal	\$ 13,689	\$ 1,600	\$ 9,500	\$ 7,900	\$ 1,600
34302 Home Rehabilitation Loan Interest	893	200	700	500	200
34303 First Time Homebuyer Loan Principal	-	-	-	-	-
34304 First Time Homebuyer Loan Interest	-	-	-	-	-
37101 Program Participation	500	651,000	651,600	600	500
39262 Transfer from Dev't Agreement Fund	-	300,000	-	(300,000)	250,000
Total Revenues	\$ 15,082	\$ 952,800	\$ 661,800	\$ (291,000)	\$ 252,300
<b><u>EXPENDITURES</u></b>					
44130 Home Rehabilitation Loan Assistance	\$ 6,242	\$ -	\$ -	\$ -	\$ 22,000
44150 Senior Rental Assistance	11,815	-	-	-	-
45203 Reimbursement from CalHome Fund	(20,276)	(30,000)	(36,000)	(6,000)	-
46100 Reimbursement to General Fund	456,700	-	-	-	-
Total Expenditures	\$ 454,481	\$ (30,000)	\$ (36,000)	\$ 6,000	\$ 22,000
ENDING BALANCE	\$ 2,964,519	\$ 4,386,718	\$ 4,101,718		\$ 4,332,018

## 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.

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	VARIANCE <u>2015-16</u>	BUDGET <u>2016-17</u>
BEGINNING BALANCE	\$ (95,044)	\$ (164,936)	\$ (164,936)		\$ (383,536)
<b><u>REVENUES</u></b>					
34301 Home Rehabilitation Loan Principal	\$ 67,869	\$ -	\$ 9,600	\$ 9,600	\$ -
34302 Home Rehabilitation Loan Interest	413	-	300	300	-
36002 State Assistance	363,776	500,000	287,200	(212,800)	212,800
Total Revenues	<u>\$ 432,058</u>	<u>\$ 500,000</u>	<u>\$ 297,100</u>	<u>\$ (202,900)</u>	<u>\$ 212,800</u>
<b><u>EXPENDITURES</u></b>					
44130 Home Rehabilitation Loan Assistance	\$ 481,674	\$ 470,000	\$ 470,000	\$ -	\$ 80,000
46201 Reimbursement to Housing Successor Agency	-	-	9,700	(9,700)	-
46202 Reimbursement to Local Housing Fund	20,276	30,000	36,000	(6,000)	-
Total Expenditures	<u>\$ 501,950</u>	<u>\$ 500,000</u>	<u>\$ 515,700</u>	<u>\$ (15,700)</u>	<u>\$ 80,000</u>
ENDING BALANCE	<u>\$ (164,936)</u>	<u>\$ (164,936)</u>	<u>\$ (383,536)</u>		<u>\$ (250,736)</u>

## 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> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
BEGINNING BALANCE	\$ 1,523,411	\$ 1,543,246	\$ 1,543,246		\$ 1,582,346
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$ 2,539	\$ 2,400	\$ 2,100	\$ (300)	\$ 2,400
34301 Home Rehabilitation Loan Principal	15,000	-	30,000	30,000	-
34302 Home Rehabilitation Loan Interest	4,500	-	11,300	11,300	-
34303 First Time Homebuyer Loan Principal	-	-	-	-	-
34304 First Time Homebuyer Loan Interest	-	-	-	-	-
Total Revenues	\$ 22,039	\$ 2,400	\$ 43,400	\$ 41,000	\$ 2,400
<b><u>EXPENDITURES</u></b>					
44130 Home Rehabilitation Loan Assistance	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
46100 Reimbursement to General Fund	2,204	200	4,300	(4,100)	200
Total Expenditures	\$ 2,204	\$ 250,200	\$ 4,300	\$ 245,900	\$ 250,200
ENDING BALANCE	<u>\$ 1,543,246</u>	<u>\$ 1,295,446</u>	<u>\$ 1,582,346</u>		<u>\$ 1,334,546</u>



CITY OF SIMI VALLEY



COMMUNITY  
DEVELOPMENT

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BLOCK GRANT FUNDS

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

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 2016-17. On May 4, 2016, the City Council adopted the FY 2016-17 expenditure program in the amount of \$563,809.

		BUDGET
		<u>2016-17</u>
<b><u>PUBLIC SERVICE ACTIVITIES</u></b>		
10500	Samaritan Center of Simi Valley - Case Management	\$ 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	\$ 51,774
<b><u>HOUSING/COMMUNITY DEVELOPMENT</u></b>		
10505	Many Mansions - Capital Improvements	\$ 111,325
10506	Simi Valley Public Works Department - Minor Streets Rehabilitation	287,949
	Subtotal - Housing/Community Development	\$ 399,274
<b><u>PROGRAM ADMINISTRATION/PLANNING</u></b>		
10507	CDBG Program Administration	\$ 99,744
10508	Fair Housing	13,017
	Subtotal - Program Administration/Planning	\$ 112,761
<b>TOTAL - FY 2016-17 CDBG PROGRAM</b>		<b>\$ 563,809</b>



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.

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
BEGINNING FUND BALANCE	\$ 789,211	\$ 1,075,408	\$ 1,075,408	\$ 1,323,408	\$ 419,808	\$ 591,208
<b><u>REVENUES</u></b>						
31116 Franchise PEG Fees	\$305,455	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
34001 Interest on Investments	4,729	1,600	3,200	1,600	1,600	1,600
Total Revenues	\$ 310,184	\$ 276,600	\$ 278,200	\$ 276,600	\$ 276,600	\$ 276,600
<b><u>EXPENDITURES</u></b>						
42320 Capital Leases	\$ 15,714	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
42560 Operating Supplies	37	-	-	-	-	-
44310 Equipment Maintenance	8,236	-	-	-	-	-
47020 Furniture & Equipt. (Capital)	-	75,000	-	75,000	75,000	75,000
48600 Capital Outlay Projects	-	550,000	-	1,075,000	0	275,000
49648 Transfer to Computer Equipment	-	14,200	14,200	14,200	14,200	14,200
Total Expenditures	\$23,987	\$655,200	\$30,200	\$1,180,200	\$105,200	\$380,200
ENDING FUND BALANCE	\$ 1,075,408	\$ 696,808	\$ 1,323,408	\$ 419,808	\$ 591,208	\$ 487,608

## 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> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>REVENUES</u></b>						
35401 Section 2105	\$ 834,164	\$ 927,900	\$ 766,200	\$ 790,000	\$ 790,000	\$ 790,000
35402 Section 2106	432,183	484,600	378,400	390,400	390,400	390,400
35403 Section 2107	887,579	1,268,600	1,062,800	1,097,000	1,097,000	1,097,000
35404 Section 2107.5	10,000	12,900	10,000	10,000	10,000	10,000
35405 Revenue & Taxation Code 7360	1,679,878	735,700	589,800	513,300	513,300	513,300
Total Revenues	\$ 3,843,804	\$ 3,429,700	\$ 2,807,200	\$ 2,800,700	\$ 2,800,700	\$ 2,800,700
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	\$ 3,843,804	\$ 3,429,700	\$ 2,807,200	\$ 2,800,700	\$ 2,800,700	\$ 2,800,700
Total Expenditures	\$ 3,843,804	\$ 3,429,700	\$ 2,807,200	\$ 2,800,700	\$ 2,800,700	\$ 2,800,700
<b>ENDING FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**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>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
BEGINNING FUND BALANCE	\$ 357	\$ 181,488	\$ 181,488	\$ 232,388	\$ 988	\$ 1,088
<b><u>REVENUES</u></b>						
34001 Interest Income	\$ 445	\$ 100	\$ 900	\$ 100	\$ 100	\$ 100
35410 From Other Governments	101,750	58,000	75,400	65,000	75,000	75,000
39600 Transfer from Capital Projects	99,085	-	-	-	-	-
Total Revenues	\$ 201,280	\$ 58,100	\$ 76,300	\$ 65,100	\$ 75,100	\$ 75,100
<b><u>EXPENDITURES</u></b>						
44490 Other Contract Services	\$ 23,750	\$ 8,000	\$ 25,400	\$ 15,000	\$ 15,000	\$ 15,000
49233 Transfer to Bicycle Lane	(3,601)	-	-	-	-	-
49600 Transfer to Streets & Roads	-	-	-	281,500	60,000	60,000
Total Expenditures	\$ 20,149	\$ 8,000	\$ 25,400	\$ 296,500	\$ 75,000	\$ 75,000
ENDING FUND BALANCE	\$ 181,488	\$ 231,588	\$ 232,388	\$ 988	\$ 1,088	\$ 1,188



## 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.

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
BEGINNING FUND BALANCE	\$ 736,128	\$ 1,747,863	\$ 1,747,863	\$ 1,834,744	\$ 1,834,744	\$ 334,744
<b><u>REVENUES</u></b>						
35410 Article 8: Streets & Roads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35410 Article 4: Transit	4,785,249	4,405,681	4,405,681	5,953,300	4,450,000	4,500,000
Total Revenues	<u>\$ 4,785,249</u>	<u>\$ 4,405,681</u>	<u>\$ 4,405,681</u>	<u>\$ 5,953,300</u>	<u>\$ 4,450,000</u>	<u>\$ 4,500,000</u>
<b><u>EXPENDITURES</u></b>						
49100 Transfer To General Fund	\$ 736,100	\$ -	\$ -	\$ -	\$ -	\$ -
49750 Transfer to Transit Fund	3,037,414	5,967,500	4,318,800	5,953,300	5,950,000	4,750,000
Total Expenditures	<u>\$ 3,773,514</u>	<u>\$ 5,967,500</u>	<u>\$ 4,318,800</u>	<u>\$ 5,953,300</u>	<u>\$ 5,950,000</u>	<u>\$ 4,750,000</u>
ENDING FUND BALANCE	<u>\$ 1,747,863</u>	<u>\$ 186,044</u>	<u>\$ 1,834,744</u>	<u>\$ 1,834,744</u>	<u>\$ 334,744</u>	<u>\$ 84,744</u>



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 <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
BEGINNING FUND BALANCE	\$ 248,115	\$ 527,838	\$ 527,838	\$ 610,638	\$ 669,038	\$ 628,138
<b><u>REVENUES</u></b>						
31101 Property Taxes/Secured	\$ 2,219,395	\$ 2,252,700	\$ 2,252,700	\$ 2,286,500	\$ 2,320,800	\$ 2,355,600
33510 Other Fines/Forfeits	36,659	20,000	38,800	39,000	40,000	40,000
34001 Interest on Investments	529	200	800	1,000	1,000	1,000
34101 Rents & Leases	3,442	5,000	3,000	3,000	3,000	3,000
36001 Federal Assistance	5,000	17,000	17,000	15,000	15,000	15,000
36002 State Assistance	-	1,626	1,600	2,000	2,000	2,000
37001 Duplication Services	7,138	5,000	5,000	5,000	5,000	5,000
37299 Other CS Fees	116	100	-	-	-	-
38003 Miscellaneous	(101)	100	-	-	-	-
38004 Damage Recovery	2,699	2,500	-	-	-	-
38050 Contributions	4,152	103,947	65,000	8,000	8,000	8,000
39100 Transfer from General Fund	-	-	-	-	-	-
Total Revenues	\$ 2,279,029	\$ 2,408,173	\$ 2,383,900	\$ 2,359,500	\$ 2,394,800	\$ 2,429,600

## LIBRARY FUND (continued)

		ACTUAL	FINAL	ESTIMATED		PROJECTION	PROJECTION
		<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>BUDGET</u>	<u>2017-18</u>	<u>2018-19</u>
					<u>2016-17</u>		
<b><u>EXPENDITURES</u></b>							
42100	Utilities	\$ 88,152	\$ 92,000	\$ 125,100	\$ 114,000	\$ 116,000	\$ 118,000
42150	Communications	1,461	2,500	1,000	-	-	-
42200	Computer Non-Capital	-	9,166	1,800	2,000	-	-
42235	Furniture & Equipt (non-capital)	7,796	7,500	200	-	-	-
42310	Rentals	60,000	60,500	60,500	63,100	63,700	64,400
42450	Subscriptions & Books	985	7,477	2,000	-	-	-
42460	Advertising	1,669	500	500	500	500	500
42560	Operating Supplies	10,046	14,794	14,800	-	-	-
44010	Professional/Special Services	12,145	24,400	15,000	24,000	18,000	18,000
44410	Building/Ground Maintenance	-	7,080	7,100	-	-	-
44490	Other Contract Services	1,264,800	1,298,900	1,298,900	1,439,600	1,370,100	1,400,000
46100	Reimbursement to General Fund	-	290,200	290,200	339,300	292,300	292,300
47020	Furnishings & Equipt (capital)	-	15,000	-	-	-	-
47040	Building Improvements	34,677	200,000	200,000	100,000	350,000	450,000
47070	Intangibles/Collection	216,375	283,995	284,000	218,600	225,100	226,000
49100	Transfer to General Fund	301,200	-	-	-	-	-
	Total Expenditures	\$ 1,999,306	\$ 2,314,012	\$ 2,301,100	\$ 2,301,100	\$ 2,435,700	\$ 2,569,200
<b>ENDING FUND BALANCE</b>		<b>\$ 527,838</b>	<b>\$ 621,999</b>	<b>\$ 610,638</b>	<b>\$ 669,038</b>	<b>\$ 628,138</b>	<b>\$ 488,538</b>

## 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 out 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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
BEGINNING FUND BALANCE	\$ 1,023,094	\$ 621,201	\$ 621,201	\$ 747,701	\$ 779,201	\$ 810,701 \$ -
<b><u>REVENUES</u></b>						
34001 Interest	\$ 4,686	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
37410 New Dwelling Fees	33,321	125,000	125,000	100,000	100,000	100,000
Total Revenues	\$ 38,007	\$ 125,000	\$ 126,500	\$ 101,500	\$ 101,500	\$ 101,500
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
49600 Transfer to Streets & Roads	439,900	-	-	-	-	-
Total Expenditures	\$ 439,900	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
ENDING FUND BALANCE	\$ 621,201	\$ 746,201	\$ 747,701	\$ 779,201	\$ 810,701	\$ 842,201

**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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
<b>BEGINNING FUND BALANCE</b>	\$ 14,116,502	\$ 11,480,445	\$ 11,480,445	\$ 9,120,145	\$ 5,500,145	\$ 5,326,345
<b><u>REVENUES</u></b>						
34001 Interest	\$ 69,442	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
38402 Development Agreements	-	60,000	-	-	-	-
39660 Transfer from PD Capital Fund	-	-	-	-	75,000	75,000
39809 Transfer from FIS Operating Fund	-	-	-	420,000	-	-
<b>Total Revenues</b>	<b>\$ 69,442</b>	<b>\$ 160,000</b>	<b>\$ 50,000</b>	<b>\$ 470,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	\$ 97,500	\$ -	\$ -	\$ -	\$ -	\$ -
49202 Transfer to Local Housing Fund	-	300,000	-	-	-	-
49500 Transfer to Debt Service	-	124,800	124,800	70,000	70,000	70,000
49600 Transfer to Streets and Roads	-	100,000	100,000	-	-	-
49648 Transfer to Computer Equipt. Replacement	931,700	272,400	272,400	272,400	228,800	240,300
49649 Transfer to Comm. Dev't (GIS) Capital Fund	574,700	-	-	-	-	-
49656 Transfer to Financial Systems Capital Fund	584,300	348,700	348,700	517,000	-	-
49655 Transfer to Building Improvements	97,299	1,147,500	352,500	1,088,700	-	-
49660 Transfer to PD Capital	-	1,078,900	1,078,900	1,841,900	-	-
49665 Transfer to Telephone Fund	-	-	-	300,000	-	-
49809 Transfer to FIS Operating Fund	420,000	-	-	-	-	-
493001 Transfer to Landscape Augmentation Fund	-	133,000	133,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,705,499</b>	<b>\$ 3,505,300</b>	<b>\$ 2,410,300</b>	<b>\$ 4,090,000</b>	<b>\$ 298,800</b>	<b>\$ 310,300</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 11,480,445</b>	<b>\$ 8,135,145</b>	<b>\$ 9,120,145</b>	<b>\$ 5,500,145</b>	<b>\$ 5,326,345</b>	<b>\$ 5,141,045</b>

## 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 \$55.00 for each projected daily trip for residential and non-residential development. The rate will increase to \$80.68 per trip on March 1, 2017.

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 nexus study and in the adopted City resolution.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
BEGINNING FUND BALANCE	\$ 1,029,642	\$ 1,071,828	\$ 1,071,828	\$ 1,105,328	\$ 842,328	\$ 791,728
<b><u>REVENUES</u></b>						
34001 Interest	\$ 5,587	\$ 2,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
37410 Traffic Impact Fees	36,599	20,000	111,500	35,000	35,000	35,000
Total Revenues	\$ 42,186	\$ 22,000	\$ 117,500	\$ 41,000	\$ 41,000	\$ 41,000
<b><u>EXPENDITURES</u></b>						
44490 Other Contract Services	\$ -	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
48500 Maintenance Contracts	-	-	-	220,000	7,600	40,700
Total Expenditures	\$ -	\$ 84,000	\$ 84,000	\$ 304,000	\$ 91,600	\$ 124,700
ENDING FUND BALANCE	<u>\$ 1,071,828</u>	<u>\$ 1,009,828</u>	<u>\$ 1,105,328</u>	<u>\$ 842,328</u>	<u>\$ 791,728</u>	<u>\$ 708,028</u>

## 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.

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
BEGINNING FUND BALANCE	\$ 6,839,684	\$ 6,839,684	\$ 6,839,684	\$ 6,839,684	\$ 6,839,684	\$ 6,839,684
<u>REVENUES</u>						
34001 Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38004 Damage Recovery	-	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>EXPENDITURES</u>						
46100 Reimbursement to the General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	<u>\$ 6,839,684</u>	<u>\$ 6,839,684</u>	<u>\$ 6,839,684</u>	<u>\$ 6,839,684</u>	<u>\$ 6,839,684</u>	<u>\$ 6,839,684</u>



## 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.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
BEGINNING FUND BALANCE	\$ 733,728	\$ 2,067,008	\$ 2,067,008	\$ -	\$ 2,719,108
<u>REVENUES</u>					
34001 Interest	\$ 6,097	\$ 1,000	\$ 8,000	\$ 7,000	\$ 1,000
36001 Federal Assistance	1,767,744	325,000	806,100	481,100	500,000
36002 State Assistance	16,395	25,000	20,400	(4,600)	25,000
36004 Federal Assistance - Customs	-	-	12,600	12,600	-
38501 Unclaimed Police Property	-	-	-	-	-
Total Revenues	\$ 1,790,236	\$ 351,000	\$ 847,100	\$ 496,100	\$ 526,000
<u>EXPENDITURES</u>					
42150 Communications	\$ 7,869	\$ 7,500	\$ 7,500	\$ -	\$ 7,700
42200 Computers (non-capital)	-	-	-	-	-
42235 Furnishings & Equipment (non-capital)	32,487	-	-	-	-
42310 Rentals	-	-	-	-	1,800
42410 Uniforms/Clothing	-	28,000	28,000	-	-
42420 Special Department Expense	15,000	30,000	15,000	15,000	30,000

## FORFEITED ASSETS FUND (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<i>EXPENDITURES (continued)</i>					
42560 Operating Supplies	\$ 55,544	\$ 22,900	\$ 13,200	\$ 9,700	\$ 62,000
42720 Travel, Conferences, Meetings	8,449	40,100	20,300	19,800	31,300
42730 Training	1,800	10,000	2,000	8,000	12,500
44310 Equipment Maintenance	-	-	-	-	-
44490 Other Contract Services	10,999	78,000	63,800	14,200	4,200
46100 Reimbursement to General Fund	-	-	-	-	-
47020 Furnishings & Equipment (Capital)	35,133	131,857	37,000	94,857	-
47028 Computers (capital)	606	1,361	1,400	(39)	-
47030 Vehicles	29,438	-	-	-	-
48800 Application Software	157,048	52,436	6,800	45,636	-
49100 Transfer to General Fund	95,311	-	-	-	-
49287 Transfer to Law Enforcement Grants	7,272	-	-	-	-
49660 Transfer to PD Capital	-	250,000	-	250,000	1,000,000
Total Expenditures	\$ 456,956	\$ 652,154	\$ 195,000	\$ 457,154	\$ 1,149,500
 ENDING FUND BALANCE	 \$ 2,067,008	 \$ 1,765,854	 \$ 2,719,108		 \$ 2,095,608

## 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.

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
BEGINNING FUND BALANCE	\$ 23,797	\$ 23,797	\$ 23,797	\$ -	\$ 23,797
<b><u>REVENUES</u></b>					
36001 Federal Assistance	\$ 36,232	\$ 34,024	\$ 95,700	\$ 61,676	\$ 51,100
36002 State Assistance	171,346	219,100	195,900	(23,200)	199,100
36101 Federal Disaster Relief	-	-	30,400	30,400	-
36503 Emergency Services Planning	33,376	64,000	33,000	1,000	33,000
39280 Transfer from Forfeited Assets	7,272	-	-	-	-
Total Revenues	\$ 248,226	\$ 317,124	\$ 355,000	\$ 69,876	\$ 283,200
<b><u>EXPENDITURES</u></b>					
41860 Salary Reimbursement	\$ 147,569	\$ -	\$ 168,800	\$ (168,800)	\$ 161,600
42200 Computers (non-capital)	-	22,000	31,500	(5,300)	10,000
42235 Furnishings & Equipment (non-capital)	17,292	37,200	14,000	(4,000)	-
42560 Operating Supplies	-	20,000	33,000	(3,176)	33,000
47020 Furnishings & Equipment (capital)	-	29,824	-	-	-
47028 Computers (capital)	-	-	6,000	335	-
47030 Vehicles	46,702	6,335	101,700	117,400	78,600
49100 Transfer to General Fund	36,663	219,100	-	-	-
49280 Transfer to Forfeited Assets Fund	-	-	-	-	-
Total Expenditures	\$ 248,226	\$ 334,459	\$ 355,000	\$ (20,541)	\$ 283,200
ENDING FUND BALANCE	\$ 23,797	\$ 6,462	\$ 23,797		\$ 23,797

## 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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
BEGINNING FUND BALANCE	\$ 846,723	\$ 863,564	\$ 863,564	\$ 518,164	\$ 97,964	\$ 59,964
<b><u>REVENUES</u></b>						
34001 Interest on Investments	\$ 7,066	\$ 6,600	\$ 6,600	\$ 7,000	\$ 7,000	\$ 7,000
38003 Miscellaneous	14,257	-	-			
39100 Transfer from General Fund	1,592,500	1,000,000	1,000,000	1,010,000	1,400,000	1,450,000
39700 Transfer from Sanitation	122,200	122,200	122,200	148,600	150,000	155,000
39750 Transfer from Transit	49,600	49,600	49,600	19,100	20,000	25,000
39761 Transfer from Waterworks Dist. No. 8	46,200	46,200	46,200	35,100	40,000	45,000
Total Revenues	\$ 1,831,823	\$ 1,224,600	\$ 1,224,600	\$ 1,219,800	\$ 1,617,000	\$ 1,682,000
<b><u>EXPENDITURES</u></b>						
41400 Group Insurance Health	\$ 1,814,982	\$ 1,500,000	\$ 1,570,000	\$ 1,640,000	\$ 1,655,000	\$ 1,675,000
Total Expenditures	\$ 1,814,982	\$ 1,500,000	\$ 1,570,000	\$ 1,640,000	\$ 1,655,000	\$ 1,675,000
ENDING FUND BALANCE	\$ 863,564	\$ 588,164	\$ 518,164	\$ 97,964	\$ 59,964	\$ 66,964

**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 was \$966,700. The transfer for FY 2016-17 will be \$750,000.

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
BEGINNING FUND BALANCE	\$ 16,174	\$ 19,855	\$ 19,855	\$ 19,855	\$ 20,355	\$ 20,855
<b><u>REVENUES</u></b>						
34001 Interest	\$ 325	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
39100 Transfer from General Fund	1,171,800	833,200	833,200	750,000	1,023,700	1,000,000
39262 Transfer from Dev't Agreement Fund	-	133,000	133,000	-	-	-
Total Revenues	\$ 1,172,125	\$ 966,700	\$ 966,700	\$ 750,500	\$ 1,024,200	\$ 1,000,500
<b><u>EXPENDITURES</u></b>						
49300 Transfer to Landscape Zones	\$ 1,168,444	\$ 966,700	\$ 966,700	\$ 750,000	\$ 1,023,700	\$ 1,000,000
Total Expenditures	\$ 1,168,444	\$ 966,700	\$ 966,700	\$ 750,000	\$ 1,023,700	\$ 1,000,000
ENDING FUND BALANCE	<u>\$ 19,855</u>	<u>\$ 19,855</u>	<u>\$ 19,855</u>	<u>\$ 20,355</u>	<u>\$ 20,855</u>	<u>\$ 21,355</u>

## **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 May 16, 2016, the City Council approved the Landscape Assessments for FY 2016-17. 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 is \$183 per lot.

**Zone 26 (Tract 2683 - Midtown):** This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 is \$130 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**  
**(All Active Zones)**

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
Working Capital Beginning Balance	\$ 832,009	\$ 1,213,728	\$ 1,213,728	\$ 1,212,826	\$ 781,664	\$ 726,706
<b><u>REVENUES</u></b>						
34001 Interest	\$ 9,037	\$ 10,091	\$ 8,444	\$ 11,033	\$ 9,728	\$ 9,500
37410 Service Charges	792,688	787,879	787,849	787,849	787,849	787,849
39300 From Landscape Augmentation Fund	1,168,444	966,712	966,712	750,045	1,023,665	1,000,000
Total Revenues	<u>\$ 1,970,169</u>	<u>\$ 1,764,682</u>	<u>\$ 1,763,005</u>	<u>\$ 1,548,927</u>	<u>\$ 1,821,242</u>	<u>\$ 1,797,349</u>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	\$ 432,076	\$ 591,400	\$ 462,200	\$ 509,600	\$ 561,800	\$ 578,654
44450 Landscape Maintenance	933,922	1,051,400	1,054,500	1,167,100	1,141,800	\$ 1,176,054
44490 Other Contract Services	124,657	138,894	145,400	194,400	67,000	\$ 69,010
46100 Reimbursement to General Fund	97,795	101,807	101,807	108,989	105,600	\$ 108,768
Total Expenditures	<u>\$ 1,588,450</u>	<u>\$ 1,883,501</u>	<u>\$ 1,763,907</u>	<u>\$ 1,980,089</u>	<u>\$ 1,876,200</u>	<u>\$ 1,932,486</u>
Working Capital Ending Balance	<u>\$ 1,213,728</u>	<u>\$ 1,094,909</u>	<u>\$ 1,212,826</u>	<u>\$ 781,664</u>	<u>\$ 726,706</u>	<u>\$ 591,569</u>

# STREETS AND ROADS FUNDS

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# STREETS AND ROADS FUND

## Overview

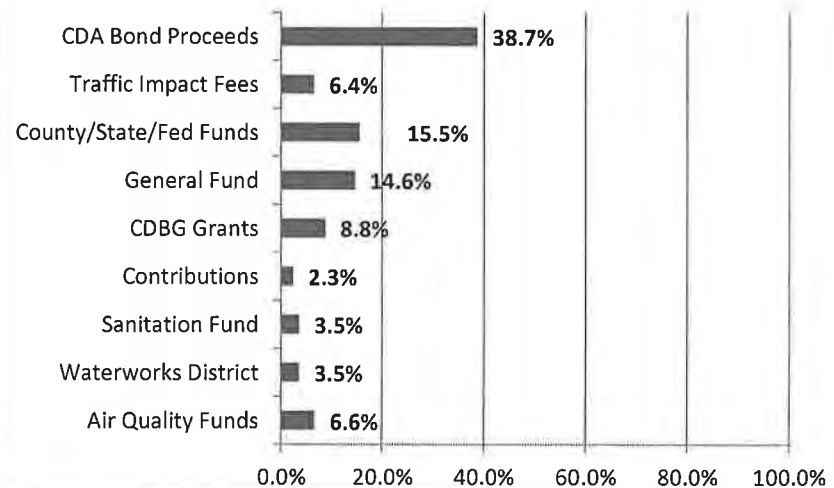
The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, Traffic Impact Fees, New Dwelling Fees, CDA Bond Proceeds, Community 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 2016-17 includes:

Annual Major Street Rehabilitation Program. The proposed FY 2016-17 project may include First Street (south of Hwy 118 to Enchanted Way), Cochran Street (Galena Ave to Sequoia Ave), and Erringer Road (Cochran St. to Alamo St.).

Annual Minor Street Overlay Program. This annual program resurfaces residential streets throughout the City. For FY 2016-17, 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 be complete in late Summer 2016. The construction is anticipated to commence in Fall 2016.

### Funding Sources for FY 2016-17 Streets and Roads Projects \$3,414,000



# STREETS AND ROADS FUND

## Overview (continued)

### Bicycle and Pedestrian Facilities

This is an annual program to implement bicycle and pedestrian projects. This type of project is recommended in the Bicycle Master Plan to enhance conditions for bicyclists and pedestrians throughout the City. Projects include the implementation and/or construction of off-street bicycle paths and related facilities, on-street bicycle lanes, on-street bicycle routes, sidewalks, accessible curb ramps, and local street widenings.

### 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 Lajas Creek Bridge

This project includes the widening of the Las Lajas 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.

### Los Angeles Avenue Widening (Church St - Tapo Cyn Drain)

This project includes widening the north side of Los Angeles Avenue by six feet from approximately Church Street to the Tapo Canyon Drain.

### 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

### REVENUES

		FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
<u>REVENUE SOURCE</u>						
39100	General Fund	\$ 600,000	\$ 600,000	\$ 500,000	\$ 3,077,200	\$ 3,022,300
39646	Bond Proceeds	-	-	1,320,000	-	-
38401	Air Quality Fees	130,500	130,500	225,000	-	-
36001/36002/36407	County/State/Federal Funding	3,412,000	3,412,000	504,000	191,200	2,261,500
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39262	Development Agreement Fund	100,000	100,000	-	60,000	60,000
39233	Bicycle Lanes Fund	-	-	25,000	-	-
39263	Traffic Impact Fees	-	-	220,000	7,600	40,700
45700	Sanitation Fund	161,000	161,000	120,000	300,000	300,000
45761	Waterworks District	161,000	161,000	120,000	300,000	300,000
45290	Community Development Block Grants	705,700	705,700	300,000	300,000	300,000
Total		<u>\$ 5,350,200</u>	<u>\$ 5,350,200</u>	<u>\$ 3,414,000</u>	<u>\$ 4,316,000</u>	<u>\$ 6,364,500</u>



## STREETS AND ROADS PROGRAM

### REVENUE SOURCE DETAIL

FY 2016-17 REVENUE SOURCE

PROJECT	BUDGET TOTAL FY 2016-17	GENERAL FUND	AIR QUALITY FEES	COUNTY/ STATE/ FEDERAL FUNDING	SANI- TATION FUND	WATER- WORKS DISTRICT	CDBG	CONTRI- BUTIONS	TRAFFIC IMPACT FEES	BOND PROCEEDS
Annual Major Street Program	\$ 860,000	\$ 250,000	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 490,000
Annual Minor Street Overlay	1,500,000	250,000			60,000	60,000	300,000			830,000
Arroyo Simi Greenway Bike Trail (Ph3)	200,000		200,000							
Bicycle and Pedestrian Facilities	50,000		25,000	25,000						
Dewatering Wells Rehabilitation	-									
Highway Safety Improvement Program	-									
Landscape Beautification Project	80,000							80,000		
Las Lajas Creek Bridge Widening	40,000			40,000						
LA Avenue Widening (Church St -Tapo Cyn Drain)	220,000								220,000	
Traffic Signal Upgrades	-									
Traffic Signal Synchronization	-									
Storm Drain Improvements	-									
West Los Angeles Ave Wdng (PSC-City Limits)	464,000			464,000						
<b>TOTAL REVENUE</b>	<b>\$ 3,414,000</b>	<b>\$ 500,000</b>	<b>\$ 225,000</b>	<b>\$ 529,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 300,000</b>	<b>\$ 80,000</b>	<b>\$ 220,000</b>	<b>\$ 1,320,000</b>

## STREETS AND ROADS PROGRAM

### EXPENDITURE PLAN

PROJECT	TOTAL PROJECT BUDGET	ACTUAL TO 2014-15	BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
* Annual Major Streets Program (all years)	\$ -	\$ 709	\$ 1,937,000	\$ 1,937,000	\$ 860,000	\$ 1,200,000	\$ 1,200,000
* Annual Minor Streets Program (all years)	-	1,014,417	1,468,263	1,468,263	1,500,000	1,700,000	1,700,000
Alamo Street Widening (north side w of Gage Ave.)	398,500	2,800	395,700	395,700	-	-	-
Arroyo Simi Greenway Bike Trail (Ph3)	1,594,000	-	1,394,000	1,394,000	200,000	-	-
Barnard Street Bridge Rehabilitation	650,000	-	-	-	-	150,000	500,000
* Bicycle and Pedestrian Facilities (all years)	-	115,545	336,955	336,955	50,000	120,000	120,000
Dewatering Wells Rehabilitation	-	-	170,000	170,000	-	120,000	120,000
Freeway Interchange Landscaping	2,483,900	1,627	2,440,194	2,440,194	-	-	-
Erringer Road Right Turn Lane	617,900	290,917	8,000	8,000	-	-	-
Highway Safety Improv. Program (all years)	-	116,542	5,839	1,300	-	50,000	50,000
* Landscape Beautification Project	-	10,721	309,268	309,268	80,000	80,000	80,000
Las Lajas Creek Bridge Widening	1,300,300	52,480	1,127,883	1,127,883	40,000	-	-
Los Angeles Avenue Bridge	11,210,000	-	-	-	-	-	1,700,000
Los Angeles Ave Wdg (Church St-Tapo Cyn Drain)	220,000	-	-	-	220,000	-	-
Metrolink Parking/ADA	550,000	477,420	68,324	-	-	-	-
Madera Road Bridge Rehab (S of Hwy 118)	420,500	-	-	-	-	66,000	354,500
Madera Road Widening (Simi Village Dr)	571,200	193	566,695	350,500	-	-	-
Madera Road Widening (Country Club Dr)	945,300	877,795	1,275	-	-	-	-
Storm Drain Master Plan	610,200	-	242,250	242,250	-	-	-
Storm Drain Improvements	-	-	-	-	-	200,000	200,000
Tapo Street Road/Drainage Improvements	300,000	-	-	-	-	300,000	-
Traffic Signal Synchronization	-	10,500	92,800	92,800	-	150,000	150,000
* Traffic Signal Upgrades (all years)	-	51,720	223,956	223,956	-	180,000	190,000
West Los Angeles Widening (PSC-City Limits)	3,448,300	54,049	3,186,795	3,186,795	464,000	-	-
Viewline Dr. Pavement Rehabilitation	300,000	-	300,000	300,000	-	-	-
<b>Total</b>	<b>\$ 25,620,100</b>	<b>\$ 3,077,434</b>	<b>\$ 14,275,197</b>	<b>\$ 13,984,864</b>	<b>\$ 3,414,000</b>	<b>\$ 4,316,000</b>	<b>\$ 6,364,500</b>

\* Annual Project



CITY OF SIMI VALLEY

# CAPITAL IMPROVEMENT FUNDS

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## 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 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
BEGINNING WORKING CAPITAL	\$710,894	\$471,948	\$471,948	\$ 666,154	\$ 156,454	\$ 87,629
<b><u>REVENUES</u></b>						
34001 Interest	\$ 2,267	\$ 5,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
39100 Transfer/General Fund	-	459,000	459,000	267,200	385,600	404,838
39214 Transfer/PEG Fund	-	14,200	14,200	14,200	-	-
39262 Transfer/ Development Agreement Fund	931,700	272,400	272,400	272,400	228,800	240,300
39700 Transfer/Sanitation Fund	-	76,700	76,700	61,400	64,400	67,600
39761 Transfer/Waterworks District No. 8	-	99,200	99,200	79,400	83,300	87,500
39803 Transfer/Liability Insurance Fund	-	4,400	4,400	3,500	3,700	3,900
39805 Transfer/Workers' Comp Fund	-	4,700	4,700	3,800	3,900	4,100
Total Revenues	\$ 933,967	\$ 935,600	\$ 932,600	\$ 703,900	\$ 771,700	\$ 810,238
<b><u>EXPENDITURES</u></b>						
41010 Regular Salaries	\$ 2,235	\$ -	\$ -	\$ -	\$ -	\$ -
42200 Computers (Non-Capital)	497,231	286,550	205,700	420,800	279,870	300,500
42720 Travel, Conferences & Meetings	7,505	6,200	6,200	6,000	3,990	4,300
44010 Professional/Special Services	83,242	265,097	100,000	140,000	93,100	100,000
47028 Computers (Capital)	-	272,400	114,900	546,800	363,565	390,400
48840 System Hardware	2,700	12,000	12,000	-	-	-
49649 Transfer to Comm. Dev't/GIS Capital	305,000	-	-	-	-	-
49656 Transfer to IS Capital	275,000	299,594	299,594	100,000	100,000	100,000
Total Expenditures	\$ 1,172,913	\$ 1,141,841	\$ 738,394	\$ 1,213,600	\$ 840,525	\$ 895,200
ENDING WORKING CAPITAL	\$471,948	\$265,707	\$666,154	\$156,454	\$87,629	\$2,667

## 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. In order to make accounting more efficient, this fund has been consolidated with the Information Systems Capital Fund 656. The GIS Fund 649 will no longer be used as of FY 2016-17.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
BEGINNING WORKING CAPITAL BALANCE	\$ 835,213	\$ 1,684,142	\$ 1,684,142		\$ 1,288,142
<b><u>REVENUES</u></b>					
34001 Interest	\$ 6,282	\$ 4,500	\$ 6,000	\$ 1,500	\$ -
39262 Transfer/Development Agreement Fund	574,700	-	-	-	-
39648 Transfer/CERF	305,000	-	-	-	-
Total Revenues	<u>\$ 885,982</u>	<u>\$ 4,500</u>	<u>\$ 6,000</u>	<u>\$ 1,500</u>	<u>\$ -</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42730 Training	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -
44010 Professional and Special Services	28,833	102,034	102,000	34	-
47028 Computers Capital	-	100,000	100,000	-	-
48800 Application Software	8,220	150,000	150,000	-	-
48840 System Hardware	-	-	-	-	-
49656 Transfer to IS Capital Fund	-	-	-	-	1,288,100
Subtotal - Supplies and Materials	<u>\$ 37,053</u>	<u>\$ 402,034</u>	<u>\$ 402,000</u>	<u>\$ 34</u>	<u>\$ 1,288,100</u>
Total Expenditures	<u>\$ 37,053</u>	<u>\$ 402,034</u>	<u>\$ 402,000</u>	<u>\$ 34</u>	<u>\$ 1,288,100</u>
ENDING WORKING CAPITAL BALANCE	<u>\$ 1,684,142</u>	<u>\$ 1,286,608</u>	<u>\$ 1,288,142</u>		<u>\$ 42</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.

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
BEGINNING FUND BALANCE	\$ 1,505,079	\$ 1,901,167	\$ 1,901,167	\$ 1,690,367	\$ 990,367	\$ 784,767
<b><u>CONTRIBUTIONS</u></b>						
39100 Administrative Services	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
39100 Community Services	-	-	-	-	10,000	10,000
39100 Environmental Services	9,400	8,900	8,900	-	8,900	8,900
39100 Public Works	149,600	145,200	145,200	-	160,000	166,000
39100 Police	458,400	302,600	302,600	-	362,000	388,000
39935 Permit Allocation/Air Quality	162,000	25,800	25,800	60,000	25,000	25,000
Total Revenues	<u>\$ 779,400</u>	<u>\$ 482,500</u>	<u>\$ 482,500</u>	<u>\$ 60,000</u>	<u>\$ 568,400</u>	<u>\$ 600,400</u>
<b><u>EXPENDITURES</u></b>						
47030 Administrative Services	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
47030 Community Services	-	55,000	52,000	30,000	30,000	-
47030 Environmental Services	-	-	-	32,000	64,000	64,000
47030 Public Works	120,180	133,000	73,500	240,000	240,000	240,000
47030 Police	161,932	436,000	519,000	368,000	400,000	400,000
49100 Transfer to General Fund	101,200	25,800	48,800	60,000	40,000	40,000
Total Expenditures	<u>\$ 383,312</u>	<u>\$ 649,800</u>	<u>\$ 693,300</u>	<u>\$ 760,000</u>	<u>\$ 774,000</u>	<u>\$ 744,000</u>
ENDING FUND BALANCE	<u>\$ 1,901,167</u>	<u>\$ 1,733,867</u>	<u>\$ 1,690,367</u>	<u>\$ 990,367</u>	<u>\$ 784,767</u>	<u>\$ 641,167</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.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
BEGINNING BALANCE	\$ 608,761	\$ 589,985	\$ 589,985	\$ 589,985	\$ 466,185	\$ 417,385
<b><u>REVENUES</u></b>						
34001 Interest	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
39100 Transfer from General Fund	-	125,000	-	-	-	-
39262 Transfer from Dev. Agreements	97,299	1,147,500	352,500	1,088,700	-	-
Total Revenues	\$ 97,299	\$ 1,273,700	\$ 353,700	\$ 1,089,900	\$ 1,200	\$ 1,200
<b><u>EXPENDITURES</u></b>						
42235 Furn & Equipment (Non-Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010 Professional and Special Services	-	80,000	1,500	-	-	-
44490 Other Contract Services	-	1,600	-	-	-	-
47020 Furnishings & Equipment	17,163	554,200	-	1,088,700	10,000	10,000
47021 FNE for Settlement	8,829	-	-	-	-	-
47040 Building Improvements	29,913	524,617	352,200	-	40,000	10,000
47999 AUC Settlement	(156,943)	-	-	-	-	-
48010 Engineering Incidentals	-	-	-	-	-	-
48060 Prelim. Survey/Tests	-	-	-	-	-	-

## BUILDING IMPROVEMENT FUND (continued)

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
<i><u>EXPENDITURES (CONT'D)</u></i>						
48220 Design Engineering	\$ 3,000	\$ 18,700	\$ -	\$ -	\$ -	\$ -
48410 Construction Management	-	-	-	-	-	-
48500 Maintenance Contracts	57,170	-	-	-	-	-
48600 Improvement Contracts	156,943	-	-	-	-	-
48601 IC for Settlement	-	-	-	-	-	-
48990 Contingency	-	45,000	-	-	-	-
49100 Transfer to General Fund	-	-	-	125,000	-	-
49500 Transfer to Debt Service	-	-	-	-	-	-
Total Expenditures	\$ 116,075	\$ 1,224,117	\$ 353,700	\$ 1,213,700	\$ 50,000	\$ 20,000
 ENDING BALANCE	 \$ 589,985	 \$ 639,568	 \$ 589,985	 \$ 466,185	 \$ 417,385	 \$ 398,585
 Advance from the General Fund	 \$ 3,348,380	 \$ 3,348,380	 \$ 3,348,380	 \$ 3,348,380	 \$ 3,348,380	 \$ 3,348,380

## INFORMATION SYSTEMS CAPITAL FUND

### Fund 656

In late 2015 the City merged the former GIS and FIS Capital funds into this Information Systems Fund. 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.

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
BEGINNING WORKING CAPITAL BALANCE	\$ 714,871	\$ 1,529,202	\$ 1,529,202		\$ 764,996
<b><u>REVENUES</u></b>					
34001 Interest on Investments	\$ 5,465	\$ 3,500	\$ 5,000	\$ 1,500	\$ 1,000
39100 Transfer from General Fund	-	-	-	-	198,500
39262 Transfer from Dev't Agreement Fund	584,300	348,700	348,700	-	517,000
39648 Transfer from CERF Fund	275,000	299,594	299,594	-	100,000
39649 Transfer from GIS Capital Fund	-	-	-	-	1,288,100
39750 Transfer from Transit Fund	-	4,000	4,000	-	36,200
39700 Transfer from Sanitation Fund	-	31,700	31,700	-	53,800
39761 Transfer from Waterworks District No. 8 Fund	-	38,000	38,000	-	55,300
Total Revenues	\$ 864,765	\$ 725,494	\$ 726,994	\$ 1,500	\$ 2,249,900
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	\$ -	\$ -	\$ -	\$ -	\$ 150,000
42730 Training	2,200	-	-	-	30,000
44010 Professional/Special Services	48,234	447,746	447,700	46	792,800
47028 Computers (capital)	-	60,268	1,000	59,268	-
48800 Application Software	-	737,546	737,500	46	212,200
48810 Data Conversion	-	55,000	55,000	-	165,000
48830 Data Comm/Site Prep	-	22,500	22,500	-	-
48840 System Hardware	-	227,504	227,500	4	60,000
48990 Contingency	-	149,030	-	149,030	141,000
Total Expenditures	\$ 50,434	\$ 1,699,594	\$ 1,491,200	\$ 208,394	\$ 1,551,000
ENDING WORKING CAPITAL BALANCE	\$ 1,529,202	\$ 555,102	\$ 764,996		\$ 1,463,896

**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.

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>BUDGET</u> 2016-17	<u>PROJECTION</u> 2017-18	<u>PROJECTION</u> 2018-19
BEGINNING BALANCE	\$ 143,103	\$ 130,083	\$ 130,083	\$ 100,084	\$ 350,084	\$ 350,184
<b><u>REVENUES</u></b>						
34001 Interest	\$ 835	\$ 1,000	\$ 400	\$ 100	\$ 100	\$ 100
38050 Contributions	75,000	219,100	75,000	75,000	75,000	75,000
39262 Transfer from Dev't Agreement Fund	-	1,078,900	-	1,841,900	-	-
39280 Transfer from Forfeited Assets	-	250,000	-	1,000,000	-	-
Total Revenues	\$ 75,835	\$ 1,549,000	\$ 75,400	\$ 2,917,000	\$ 75,100	\$ 75,100
<b><u>EXPENDITURES</u></b>						
44010 Professional and Special Services	\$ 59,901	\$ 76,129	\$ 100,000	\$ 197,000	\$ -	\$ -
47020 Furnishings & Equipment	-	900,000	-	750,000	-	-
47999 AUC Settlement	(88,854)	-	-	-	-	-
48010 Engineering/Incidentals	13,198	18,000	2,304	20,000	-	-
48050 Preliminary Engineering	15,756	3,095	3,095	-	-	-
48500 Construction	-	600,000	0	1,700,000	-	-
48600 Improvement Contract	88,854	-	-	-	-	-
49262 Transfer to Development Agreement Fund	-	-	-	-	75,000	75,000
Total Expenditures	88,855	1,597,224	105,399	2,667,000	75,000	75,000
ENDING BALANCE	\$ 130,083	\$ 81,859	\$ 100,084	\$ 350,084	\$ 350,184	\$ 350,284

## CITY TELEPHONES CAPITAL PROJECT FUND 665

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 and the voice mail system will no longer be supported after June 30, 2016. Systems installed new today have many 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, web-based user interface, enhanced in-house support, unified network resources, 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 600 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.

	ACTUAL <u>2014-15</u>	FINAL BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>REVENUES</u></b>						
38720 Proceeds from Capital Financing	\$ -	\$ -	\$ -	\$ 1,600,000	\$ -	\$ -
39262 Transfer from Dev't Agreement Fund	-	-	-	300,000	-	-
39700 Transfer from Sanitation	-	-	-	34,000	-	-
39750 Transfer from Transit	-	-	-	33,000	-	-
39262 Transfer from Waterworks	-	-	-	33,000	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -
<b><u>EXPENDITURES</u></b>						
44010 Professional and Special Services	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -
48820 Training and Implementation Support	-	-	-	100,000	-	-
48840 System Hardware	-	-	-	1,250,000	-	-
Total Expenditures	-	-	-	2,000,000	-	-
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY TELEPHONE FUND  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Replacement Telephone System  
REQUEST: \$2,000,000  
ACCOUNT: Phone Fund paid for by transfer from Dev't Agreement Fund  
PRIORITY: 1

**COST BREAKDOWN**

Furnishings and Equipment

Replacement Telephone System	\$2,000,000
<b>TOTAL:</b>	<b>\$2,000,000</b>

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, and the voice mail system will no longer be supported after June 30, 2016. Systems installed new today have many 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, web-based user interface, enhanced in-house support, unified network resources, 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 600 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. Lichty 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 requirements, and available phone services. Recommendations will be brought to the City Council to proceed with this project once funding is established.

DEPARTMENT OF  
COMMUNITY SERVICES

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TRANSIT FUND

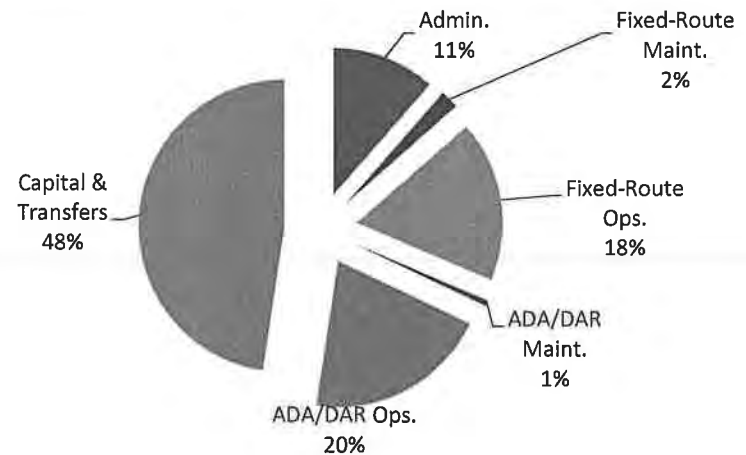
# SIMI VALLEY TRANSIT

## 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 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Admin.	\$2,008,272	\$1,939,285	\$607,400	\$1,202,500
Fixed-Route Maint.	\$583,238	\$657,594	\$222,600	\$219,800
Fixed-Route Ops.	\$1,600,273	\$1,723,889	\$1,661,100	\$1,877,900
ADA/DAR Maint.	\$69,083	\$112,665	\$70,000	\$69,400
ADA/DAR Ops.	\$1,264,839	\$1,202,577	\$1,754,700	\$2,138,300
Capital & Transfers	\$394,640	\$3,300,294	\$5,074,100	\$5,006,300
<b>Total</b>	<b>\$5,920,345</b>	<b>\$8,936,303</b>	<b>\$9,389,900</b>	<b>\$10,514,200</b>





# SIMI VALLEY TRANSIT

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Deputy Director/Transit	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Transit Finance Manager	0.00	0.00	0.00
Administrative Aide	0.00	0.00	0.00
Account Clerk II	1.00	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	2.00	2.00
Transit Coach Operator	18.00	12.00	12.00
Secretary	1.00	1.00	1.00
Senior Transit Dispatcher	1.00	0.00	0.00
Transit Dispatcher	1.00	2.00	2.00
<b>TOTAL REGULAR POSITIONS</b>	<b>30.00</b>	<b>25.00</b>	<b>25.00</b>

### PART-TIME POSITIONS:\*

Transit Coach Operator	9.10	16.50	16.50
Transit Dispatcher	1.00	1.30	1.30
<b>TOTAL - PART-TIME POSITIONS</b>	<b>10.10</b>	<b>17.80</b>	<b>17.80</b>
<b>TOTAL - TRANSIT POSITIONS</b>	<b>40.10</b>	<b>42.80</b>	<b>42.80</b>

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

# SIMI VALLEY TRANSIT

Administration

2905

## OVERVIEW

The Transit Administration manages and supports the City's public transportation services, which consists of a 16-hour/day, 6-day/week operation.

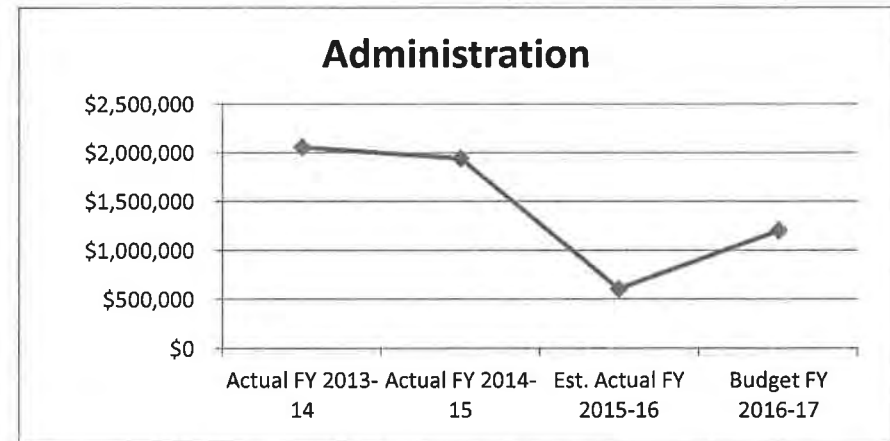
Transit Administration is also responsible for the management of Federal, State and Local grants, including submittal, administration, financial management, compliance and reporting.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	3	3	3	3

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,054,772	\$1,939,285	\$607,400	\$1,202,500



# SIMI VALLEY TRANSIT

Administration (continued)

2905

## KEY ACCOMPLISHMENTS FOR FY 15-16

Partnered with East County cities and the County of Ventura as a member of the East County Transit Alliance (ECTA) to develop cooperative strategies to enhance regional transportation services in the East County including the implementation of the ECTA InterCity Connect service for individuals with disabilities and seniors providing enhanced connectivity and transportation options throughout Eastern Ventura County.

Participated in community events to increase the awareness of and access to public transportation, including the Senior Health and Wellness Fair, Living Green Exposition, Earth Day, Simi Valley Street Fair, Emergency Preparedness Exposition, and Shop Local Exposition.

Educated local leaders on the benefits of public transportation as a presenter to the Chamber of Commerce sponsored "Leadership Simi Valley" on Business & 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.

Secured \$2.8 million in State Proposition 1B funding for fleet replacements.

## GOALS FOR FY 16-17

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 16-17

None

# SIMI VALLEY TRANSIT

## Fixed-Route Maintenance

2910

### OVERVIEW

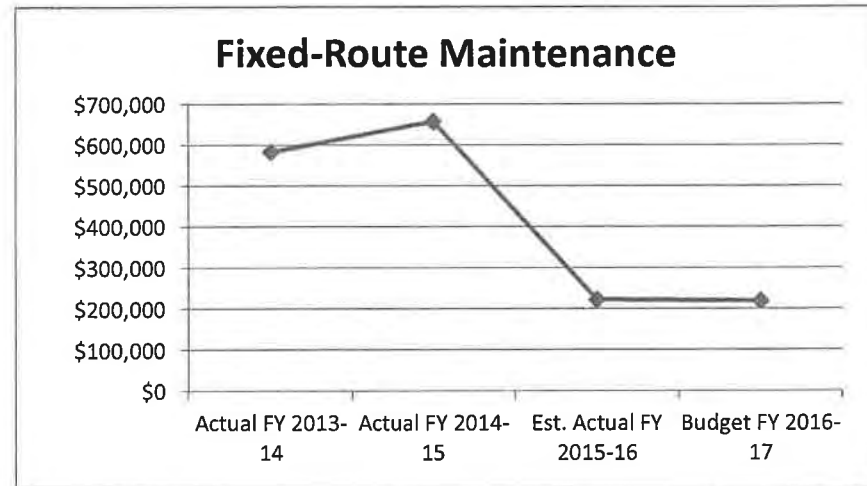
Fixed-Route Maintenance provides for the preventive maintenance and repairs of Simi Valley Transit's fleet of eight 40', three 35' fixed-route buses and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards. Additionally, Fixed-Route Maintenance also provides for the preventive maintenance for the supervisor and relief vehicles that support fixed-route operations.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$583,238	\$657,594	\$222,600	\$219,800



# SIMI VALLEY TRANSIT

## Fixed-Route Maintenance (continued)

2910

### KEY ACCOMPLISHMENTS FOR FY 15-16

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.

Maintained vehicles and documentation associated with successful Biennial Inspection of Terminals and California Highway Patrol inspections.

### GOALS FOR FY 16-17

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 and identify potential replacement buses.

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 fleet.

### BUDGET IMPACTS FOR FY 16-17

None

# SIMI VALLEY TRANSIT

## Fixed-Route Operations

2920

### OVERVIEW

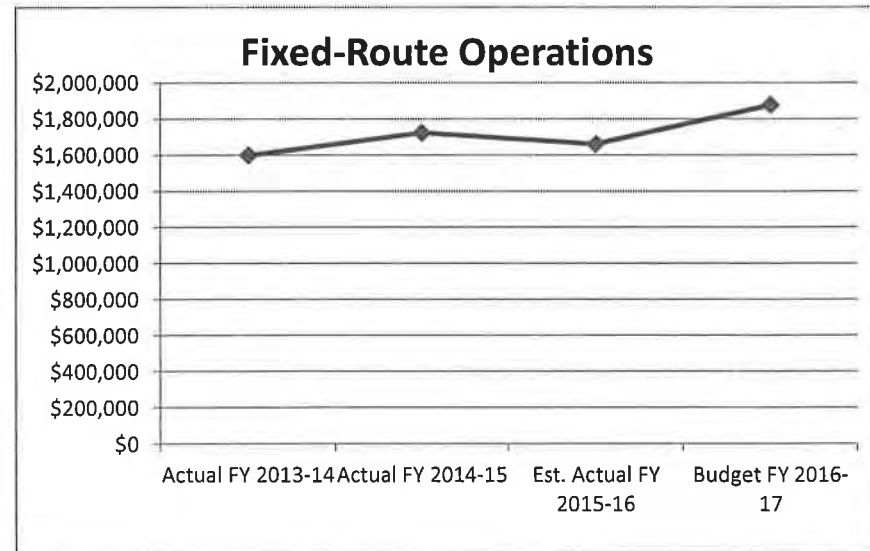
Fixed-Route Operations provides the delivery of quality fixed-route public transportation services 16-hours per day, six days per week throughout Simi Valley and with connections to Chatsworth and VISTA East. In this effort, safe, customer-oriented service is emphasized as more than 300 days of uninterrupted fixed-route public transportation services is provided to the community.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	19.6	19.6	18.57	18.57

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,600,273	\$1,723,889	\$1,661,100	\$1,877,900



# SIMI VALLEY TRANSIT

## Fixed-Route Operations (continued)

2920

### KEY ACCOMPLISHMENTS FOR FY 15-16

Provided over 380,000 unlinked passenger trips.

Provided over 300 days of uninterrupted public transportation services.

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.

Modified Routes A and B to accommodate community needs and changes in ridership demands.

Adjusted fixed-route fare structure to preserve service levels and to enhance Fare Box Recovery Ratio compliance.

Implemented electronic fare media, which allows for improved customer service, increased efficiency of the fixed-route public transportation services, and enhanced ridership data.

Improved communication with ridership through updated scheduling information.

### GOALS FOR FY 16-17

Evaluate the configuration of fixed-route services to maximize the responsiveness to the community's public transportation needs.

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 16-17

None

# SIMI VALLEY TRANSIT

## ADA/DAR Maintenance

2930

### OVERVIEW

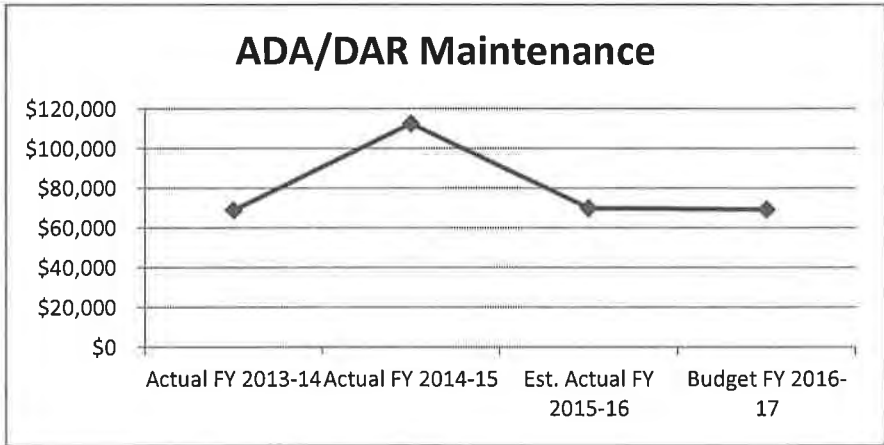
ADA/DAR Maintenance provides for the preventive maintenance and repairs to Simi Valley Transit's fleet of 11 Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) vehicles and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$69,083	\$112,665	\$70,000	\$69,400





# SIMI VALLEY TRANSIT

## ADA/DAR Maintenance (continued)

2930

### KEY ACCOMPLISHMENTS FOR FY 15-16

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.

Prepared 11 new paratransit vehicles for placement in revenue service.

Removed ten paratransit vehicles from revenue service including the transfer of sub-asset equipment to the replacement vehicles.

### GOALS FOR FY 16-17

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 Paratransit 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.

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.

Prepare one replacement vehicle for revenue service.

### BUDGET IMPACTS FOR FY 16-17

None

# SIMI VALLEY TRANSIT

## ADA/DAR Operations

2940

### OVERVIEW

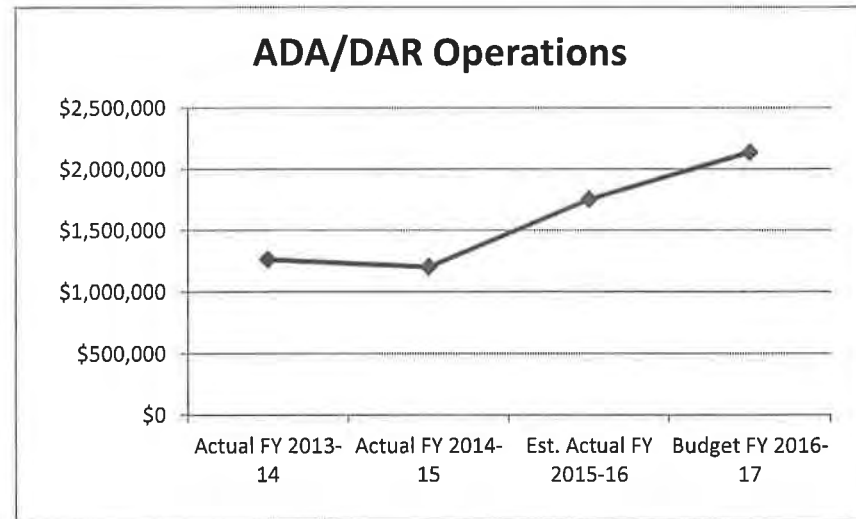
ADA/DAR Operations provides specialized complementary Paratransit transportation services 16-hours per day, six days per week for individuals certified under the Americans with Disabilities Act and Dial-A-Ride transportation services for Seniors age 65 and above.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	17.5	17.5	21.23	21.23

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$1,264,839	\$1,202,577	\$1,754,700	\$2,138,300



# SIMI VALLEY TRANSIT

ADA/DAR Operations (continued)

2940

## KEY ACCOMPLISHMENTS FOR FY 15-16

Provided over 40,000 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.

Adjusted ADA/DAR fare structure to preserve service levels and to enhance Fare Box Recovery Ratio compliance.

Modified senior service eligibility age to preserve service availability for those that are most dependent on public transportation services.

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.

## GOALS FOR FY 16-17

Continue to provide Americans with Disabilities Act Paratransit/Dial-A-Ride (ADA/DAR) trips to the Senior and disabled community within the Simi Valley Transit service area.

Purchase one energy-efficient compressed natural gas powered Americans with Disabilities Act Paratransit (ADA)/Dial-A-Ride (DAR) van.

Conduct quarterly ADA Paratransit Committee meetings and initiate and complete a recruitment to replace ADA Advisory Committee members with expiring terms.

Use the enhanced scheduling component of the Transit Management System, increase ADA/DAR productivity passenger trips per hour.

Conduct quarterly ADA/DAR Operator and Dispatcher meetings to increase employee awareness and sensitivity to the needs of the senior and disabled ridership on Simi Valley Transit's ADA/DAR Paratransit service.

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 ADA/DAR scheduling activities.

## BUDGET IMPACTS FOR FY 16-17

None

## DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>REVENUES</u></b>					
<b><u>USE OF MONEY AND PROPERTY</u></b>					
34001 Interest	\$ 11,568	\$ -	\$ -	\$ -	\$ -
34102 Advertising	57,000	57,000	28,500	(28,500)	82,000
34399 Reclass to Receivable	1,448,117	-	-	-	-
Subtotal	\$1,516,685	\$57,000	\$28,500	\$ (28,500)	\$82,000
<b><u>GRANTS</u></b>					
36002 State Proposition 1B	\$ -	\$ 2,926,300	\$ 1,682,100	\$ (1,244,200)	\$ 1,250,000
36201 FTA Operating	2,526,193	2,470,200	2,470,200	-	2,218,900
36203 FTA Capital	1,490,220	2,291,000	324,900	(1,966,100)	519,900
Subtotal	\$4,016,413	\$7,687,500	\$4,477,200	\$ (3,210,300)	\$3,988,800
<b><u>FARE REVENUES</u></b>					
37211 Route A Fares	\$ 51,118	\$ 50,900	\$50,600	\$ (300)	\$ 53,200
37212 Route B Fares	46,573	45,700	46,800	1,100	49,200
37213 Route C Fares	49,413	48,700	48,300	(400)	50,800
37214 Route D Fares	12,795	12,100	15,100	3,000	15,900
37215 Bus Fare Passes	79,459	55,000	72,300	17,300	76,000
37216 Dial-A-Ride Fares	54,599	55,000	66,900	11,900	70,300
37217 Dial-A-Ride County Reimb.	10,601	17,300	9,700	(7,600)	10,200
37219 Route A-2	47,567	46,100	49,200	3,100	51,700
37220 Route B-2	46,057	43,400	50,200	6,800	52,800
Subtotal	\$ 398,182	\$ 374,200	\$ 409,100	\$ 34,900	\$ 430,100

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>OTHER REVENUES</u></b>					
37299 Other CS Fees	\$ 3,189	\$ 2,600	\$ 1,500	\$ (1,100)	\$ 1,500
38001 Sale of Surplus Property	224	-	18,000	18,000	-
38003 CNG Excise Tax Refund	-	95,400	95,400	-	-
38003 CNG Reimbursement	-	-	28,500	28,500	58,500
38003 Miscellaneous	559	-	-	-	-
38004 Damage Recovery	562	-	12,900	12,900	-
Subtotal	\$4,534	\$98,000	\$156,300	\$ 58,300	\$60,000
<b><u>TRANSFERS IN</u></b>					
39238 From LTF Fund	3,037,414	5,967,500	4,318,800	(1,648,700)	5,953,300
Subtotal	\$ 3,037,414	\$ 5,967,500	\$ 4,318,800	\$ (1,648,700)	\$ 5,953,300
<b>Total Revenues</b>	<b>\$8,973,228</b>	<b>\$14,184,200</b>	<b>\$9,389,900</b>	<b>\$ (4,794,300)</b>	<b>\$10,514,200</b>

**EXPENDITURES**

**PERSONNEL**

41010 Regular Salaries	\$ 1,846,655	\$ 2,382,800	\$ 2,000,600	\$ 382,200	\$ 2,645,800
41020 Temporary Salaries	18,049	-	-	-	-
41040 Overtime	126,330	155,300	124,200	31,100	36,900
41200 Deferred Compensation - 401k	5,013	6,600	4,300	2,300	6,900
41210 Deferred Compensation - 457	6,913	13,700	8,200	5,500	15,300
41300 Vision Care	8,126	9,400	8,800	600	9,700
41350 Disability	4,611	5,800	7,500	(1,700)	7,000
41400 Group Ins/Health	42,380	59,200	43,300	15,900	71,800
41415 Flex Benefits	399,403	720,600	410,800	309,800	516,500
41420 CalPERS Health Admin Fee	2,043	2,900	3,100	(200)	2,900
41450 Life Insurance	5,619	8,000	6,100	1,900	6,500

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<i><u>PERSONNEL (CONT'D)</u></i>					
41500 Group Ins/Dental	\$ 31,636	\$ 46,900	\$ 32,700	\$ 14,200	\$ 37,600
41550 Section 125 Admin	8	-	-	-	-
41600 Retirement/PERS	278,448	493,500	440,000	53,500	539,000
41620 Retirement HRA	2,407	7,200	4,700	2,500	12,900
41650 Medicare	30,263	34,600	36,000	(1,400)	46,200
41660 FICA	1,155	-	300	(300)	-
41700 Workers' Compensation	240,900	277,000	277,000	-	268,400
41800 Leave Accrual	14,128	52,800	46,800	6,000	76,800
Subtotal - Personnel	\$ 3,064,087	\$ 4,276,300	\$ 3,454,400	\$ 821,900	\$ 4,300,200
<i><u>SUPPLIES AND MATERIALS</u></i>					
42100 Utilities	\$ 33,044	\$ 36,000	\$ 28,600	\$ 7,400	\$ 36,000
42150 Communications	27,598	41,700	45,600	(3,900)	45,600
42200 Computers (Non-Capital)	6,326	13,100	5,600	7,500	7,500
42230 Office Supplies	1,971	2,500	4,100	(1,600)	2,500
42235 Furn & Equip (Non-Capital)	4,394	-	2,900	(2,900)	2,500
42410 Uniform/Clothing Supply	16,070	15,600	16,200	(600)	11,400
42440 Memberships and Dues	13,212	14,100	13,000	1,100	13,200
42450 Subscriptions and Books	704	1,000	1,300	(300)	1,000
42460 Advertising	-	2,000	5,200	(3,200)	3,500
42500 Fuel and Lubricants	138,382	177,000	122,600	54,400	147,000
42510 Tires	21,784	47,000	47,000	-	47,000
42550 Small Tools/Equipment	2,741	3,000	12,500	(9,500)	10,500
42560 Operating Supplies	106,397	111,200	129,400	(18,200)	111,200
42561 Inventory Adjustment	2,834	-	-	-	-
42720 Travel, Conferences, Meetings	3,372	11,100	5,000	6,100	8,900
42730 Training	-	4,000	22,400	(18,400)	4,000
42790 Mileage	378	2,200	800	1,400	2,200
Subtotal - Supplies and Materials	\$ 379,207	\$ 481,500	\$ 462,200	\$ 19,300	\$ 454,000

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$ 72,544	\$ 236,000	\$ 191,900	\$ 44,100	\$ 285,000
44310 Maintenance of Equipment	640,480	136,600	184,300	(47,700)	183,000
44410 Maintenance of Buildings/Grounds	1,088	1,000	1,000	-	1,000
44490 Other Contract Services	17,484	23,400	18,400	5,000	18,400
44491 Transfer to FIS Operations	-	3,600	3,600	-	12,600
44590 Insurance Charges	148,800	-	-	-	253,700
Subtotal - Services	\$ 880,396	\$ 400,600	\$ 399,200	\$ 1,400	\$ 753,700
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	\$ 1,319,400	\$ 2,133,300	\$ 2,133,300	\$ -	\$ 1,815,300
49297 Transfer to Retiree Benefits Fund	49,600	49,600	49,600	-	19,100
49656 Transfer to FIS Capital	-	4,000	4,000	-	36,200
49665 Transfer to City Telephones Fund	-	-	-	-	33,000
Subtotal - Reimb./Transfers	\$ 1,369,000	\$ 2,186,900	\$ 2,186,900	\$ -	\$ 1,903,600
Subtotal - Current Expenses	\$ 2,628,603	\$ 3,069,000	\$ 3,048,300	\$ 20,700	\$ 3,111,300
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital)	\$ -	\$ -	\$ -	\$ -	-
47030 Vehicles	1,557,958	-	1,250,000	-	1,250,000
48500 Maintenance Contracts	-	-	-	-	-
48600 Improvement Contracts	1,648,755	6,802,000	1,596,400	(3,942,152)	1,811,900
48800 Application Software	36,900	40,800	40,800	36,900	40,800
Subtotal - Capital Outlay	\$ 3,243,613	\$ 6,842,800	\$ 2,887,200	\$ (3,905,252)	\$ 3,102,700
Total Expenditures	\$ 8,936,303	\$ 14,188,100	\$ 9,389,900	\$ (3,062,652)	\$ 10,514,200

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>VARIANCE 2015-16</u>	<u>BUDGET 2016-17</u>
I/O	<u>CAPITAL OUTLAY PROJECTS</u>				
960202		\$ 370,400	\$ -	\$ 370,400	\$ 370,400
960221	253,700	85,500	63,700	21,800	21,800
960280	380,000	410,000	410,000	-	-
960281	1,309,400	1,322,200	-	1,322,200	1,324,700
960341	95,000	95,000	-	95,000	95,000
960343	760,000	820,000	820,000	-	-
960344	1,652,700	-	-	-	1,250,000
960380	36,900	40,800	40,800	-	40,800
960400	1,700,000	1,700,000	-	1,700,000	-
960460	-	13,500	-	13,500	-
960461	-	14,600	-	14,600	-
960462	-	4,100	-	4,100	-
960463	-	12,300	-	12,300	-
960464	-	8,100	-	8,100	-
960465	-	4,000	-	4,000	-
960466	-	15,500	-	15,500	-
960467	-	8,100	-	8,100	-
960468	-	12,300	-	12,300	-
960469	-	8,100	-	8,100	-
960470	-	1,250,000	1,250,000	-	-
960471	-	425,000	-	425,000	-
960423	-	136,400	136,400	-	-
960422	-	166,300	151,300	15,000	-
960424	-	-	-	-	-
		7,500	7,500	-	-
		7,500	7,500	-	-
Total	\$ 6,187,700	\$ 6,937,200	\$ 2,887,200	\$ 4,050,000	\$ 3,102,700



**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)**

	<u>ACTUAL</u> 2014-15	<u>FINAL</u> <u>BUDGET</u> 2015-16	<u>ESTIMATED</u> <u>ACTUAL</u> 2015-16	<u>VARIANCE</u> 2015-16	<u>BUDGET</u> 2016-17
<b><u>REVENUES</u></b>					
Use of Money and Property	\$ 1,516,685	\$ 57,000	\$ 28,500	\$ 28,500	\$ 82,000
Grants	4,016,413	7,687,500	4,477,200	3,210,300	3,988,800
Fare Revenues	398,182	374,200	409,100	(34,900)	430,100
Other Revenues	4,534	98,000	156,300	(58,300)	60,000
Local Transp. Fund (LTF) Transfers	3,037,414	5,967,500	4,318,800	1,648,700	5,953,300
Total Revenues	\$ 8,973,228	\$ 14,184,200	\$ 9,389,900	\$ 4,794,300	\$ 10,514,200
<b><u>EXPENDITURES</u></b>					
Personnel Expense	\$ 3,064,087	\$ 4,276,300	\$ 3,454,400	\$ 821,900	\$ 4,300,200
Supplies, Materials, & Services Expense	1,259,603	882,100	861,400	20,700	1,207,700
Reimbursements Expense	1,369,000	2,186,900	2,186,900	-	1,903,600
Capital Outlay Expense	3,243,613	6,842,800	2,887,200	3,955,600	3,102,700
Total Expenditures	\$ 8,936,303	\$ 14,188,100	\$ 9,389,900	\$ 4,798,200	\$ 10,514,200
<b>REVENUES LESS EXPENDITURES:</b>	<b>\$ 36,925</b>	<b>\$ (3,900)</b>	<b>\$ -</b>	<b>\$ (3,900)</b>	<b>\$ -</b>

# SANITATION FUND

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# SANITATION

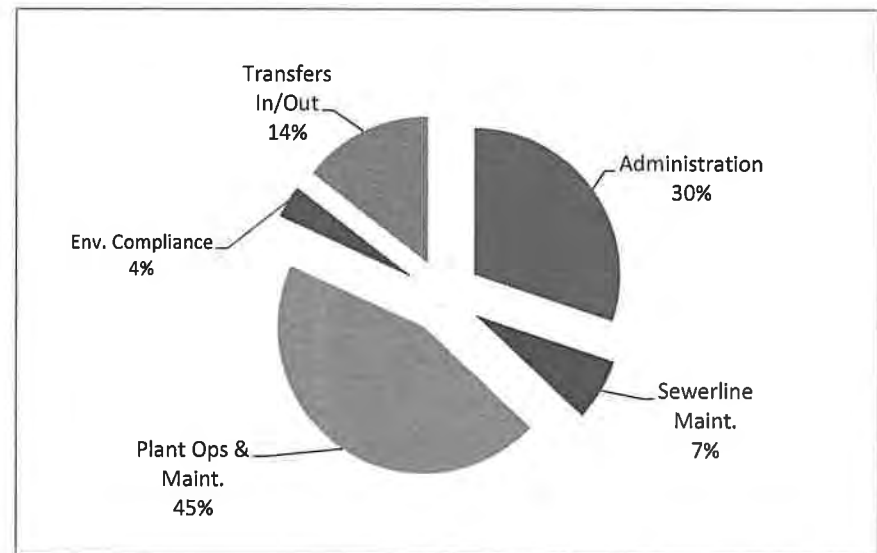
## Overview

The Sanitation Fund is a distinct fund: it is the Sanitation enterprise, including the revenues derived primarily from service fees, and expenses for operations and assets. The cost centers are divided into Administration, Operations, Sewerline Maintenance, and Environmental Compliance, covered in the following sections. The Sanitation Division provides the direct staff that operates the systems that provide reliable and environmentally protective wastewater collection and treatment.

The system has two distinct components: the collection system (sewerlines), and the Water Quality Control Plant (WQCP). Sanitation has 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.

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.

DEPARTMENT SUMMARY				
	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$4,142,851	\$4,022,766	\$4,381,200	\$4,694,900
Sewerline Maint.	\$827,114	\$851,653	\$902,500	\$1,079,700
Plant Ops & Maint.	\$5,923,104	\$5,964,514	\$6,189,300	\$6,988,200
Env. Compliance	\$508,544	\$499,619	\$441,600	\$572,800
Transfers In/Out	\$2,572,000	\$2,031,500	\$2,145,400	\$2,273,800
<b>Total</b>	<b>\$13,973,613</b>	<b>\$13,370,052</b>	<b>\$14,060,000</b>	<b>\$15,609,400</b>



# SANITATION

## Authorized Positions

### REGULAR POSITIONS:

FY 2014-15   FY 2015-16   FY 2016-17

#### Administration:

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
<b>SUBTOTAL</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

#### Plant Operations:

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	6.00	6.00	4.00
Plant Operator II	1.00	2.00	1.00
Plant Operator I	1.00	2.00	3.00
Plant Operator Trainee	1.00	0.00	2.00
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
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

# SANITATION

## Authorized Positions (continued)

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<u>Plant Operations (Cont'd):</u>			
Plant Maintenance Technician II	2.00	3.00	3.00
Plant Maintenance Technician I	2.00	1.00	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
<b>SUBTOTAL</b>	<b>36.00</b>	<b>37.00</b>	<b>37.00</b>
<u>Sewer Line Maintenance</u>			
Collection Systems Supervisor	1.00	1.00	1.00
Collection Systems Technician II	1.00	2.00	4.00
Collection Systems Technician	7.00	2.00	2.00
Collection Systems Trainee	0.00	4.00	2.00
<b>SUBTOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<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
<b>SUBTOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>TOTAL REGULAR POSITIONS</b>	<b>60.00</b>	<b>61.00</b>	<b>61.00</b>

\*\*\*Additional Environmental Compliance positions are budgeted in the Public Works Department budget.



CITY OF SIMI VALLEY

# SANITATION

## Administration

4205

### OVERVIEW

Sanitation Administration manages the sewer and Water Quality Control Plant assets, and manages the finances of the enterprise. The assets are valued at nearly \$600 million, and the operating budget is approximately \$15 million per year. In 2015, the service fees for sanitation services were increased to fund a growing backlog of asset rehabilitation needs.

A dedicated Engineering Section assesses the infrastructure and implements needed repair, maintenance and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. With a revised fee structure in place, projects that have been deferred will begin to be planned, programmed and implemented. The proposed budget and 5-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the sewer and treatment system are capable of sustained, reliable, continuous operation in service to the community.

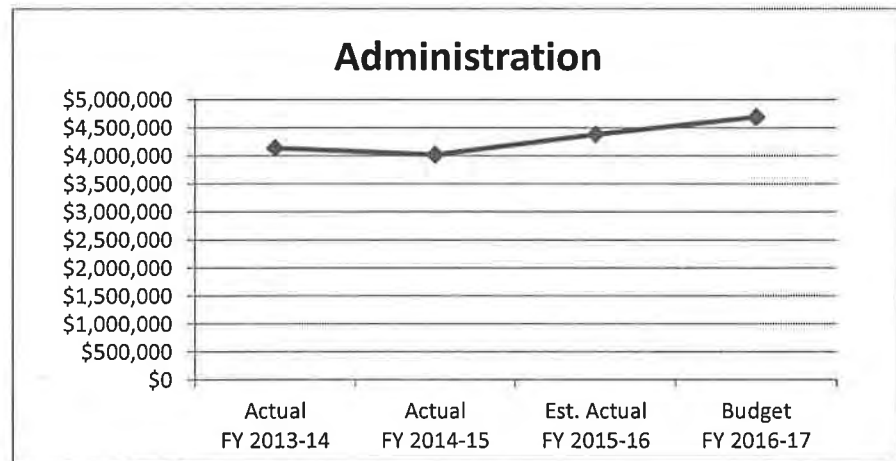
The Sanitation Administration will continue to plan and assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	10	10	10	10

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$4,142,851	\$4,022,766	\$4,381,200	\$4,694,900



# SANITATION

## Administration (continued)

4205

### KEY ACCOMPLISHMENTS FOR FY 15-16

Completed the construction projects to rehabilitate the system, including: Applied Water Pumps Replacement, WQCP Electrical Upgrades Phase 2, WQCP Administration Building HVAC Replacement, Repair Five Concrete Structures, and Arroyo Simi Bank Restoration Project.

Completed preliminary design reports for the SCADA system upgrade and for the WQCP warehouse.

Initiated projects, including: Sycamore Drive Sewer Rehabilitation Project, Annual Sewer Cleaning and Video Inspection Project, Preliminary Design Report for the Dewatering System Replacement, and Preliminary Design Report for the Anaerobic Digester System Upgrade.

Began preparing a Sanitation System Master Plan and Financial Plan Update.

Designed the WQCP Six Buildings Seismic Upgrades Project and the WQCP Electrical Upgrades Phase 3 Project.

Prepared a request for proposals for professional services to upgrade the SCADA system at the WQCP.

Implemented service rate increase that required reviewing a number of accounts that had anomalous charges, and worked with customers to resolve issues.

Supported developments that sought connections to the sewer system including: issuing 66 Sewer Will-Serve Letters to serve 121 single-family residences, 127 multi-family residences, a community park, and 30 tenant improvements; reviewed 32 preliminary development projects and prepared project conditions for 12 projects; and reviewed 14 development project plans for approval.

### GOALS FOR FY 16-17

Complete the Sanitation System Master Plan and Financial Plan Update.

Implement the Water Quality Control Plant Electrical Upgrades Phase 3 Project.

Upgrade the WQCP SCADA system: replace computer hardware, update software, and reprogram the interface to facilitate efficient operations.

Complete the WQCP West BNR Basins Aeration Diffusers Replacement Project.

Construct Seismic Upgrades at Six WQCP Buildings.

Begin the Arroyo Simi Sewerline Rehabilitation Project that will line 4,500 feet of sewer line along the Arroyo Simi west of Madera Road and south of West Los Angeles Avenue.

Complete the design to rehabilitate 4,000 feet sewer line in East Los Angeles Avenue between Bishop Lane and Barnes Street.

Complete the design to rehabilitate 2,000 feet of sewer line in Beaumont Street and in easements west of Beaumont Street.

### BUDGET IMPACTS FOR FY 16-17

Funding is included to add a Sanitation Systems Coordinator position to assist in implementing efficiency study recommendations.



# SANITATION

## Sewerline Maintenance

4210

### OVERVIEW

Collection System Maintenance provides services that protect public health and the environment, meet regulatory requirements, and ensure safe and reliable wastewater collection and transport to the Water Quality Control Plant for treatment. The collection system is operated and maintained by well-trained Sanitation staff 24 hours per day, 365 days per year.

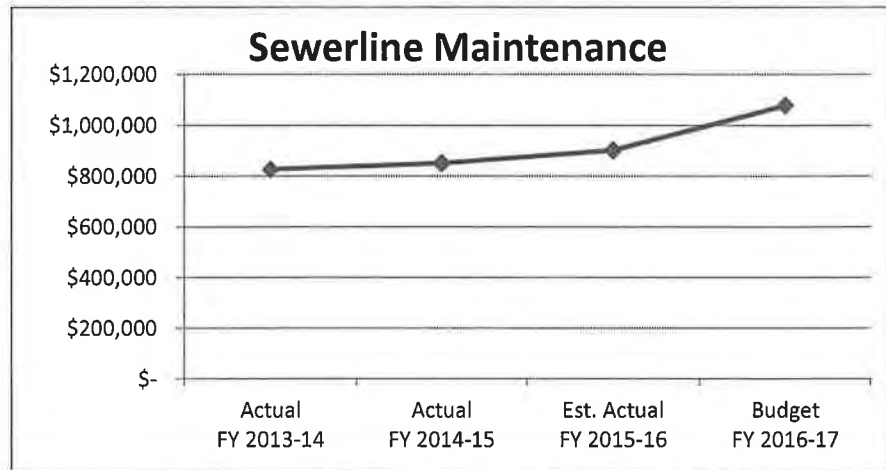
Collection System Maintenance requires sewer system inspection, monitoring, and comprehensive cleaning. Sewers are routinely video inspected to assess sewer conditions and identify issues before they result in catastrophic failures. Sewer cleaning is performed routinely using high pressure spray nozzles and vacuum trucks. If an overflow occurs which causes sewage to reach the street, curb, or storm-drain, including those caused by a private lateral; staff is equipped, trained, and ready to respond to minimize the impact and restore a safe 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 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	9	9	9	9

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$ 827,114	\$ 851,653	\$ 902,500	\$ 1,079,700



# SANITATION

## Sewerline Maintenance (continued)

4210

### KEY ACCOMPLISHMENTS FOR FY 15-16

Updated the Sewer System Management Plan (SSMP).

Delivered excellent service to the citizens of Simi Valley by responding to numerous order complaints, marking laterals, and responding to and containing private lateral sanitary sewer overflows (SSO's) to provide a safe and healthy environment.

Certified all Collection System staff with the National Association of Sewer Service Companies (NASSCO) Certification Program.

Performed emergency sewer repairs on Madera Road & Easy Street.

Installed Granite XP software updates in the video-inspection and data logging system.

Participated in a variety of public outreach events (Simi Valley Day's Parade, Touch-A-Truck, Living Green Expo and Public Work's Day Open House).

Hydro-cleaned 245.15 miles of sewer line.

### GOALS FOR FY 16-17

Maintain the sewer system, such that there are no SSO's attributable to the City's system.

Increase participation with Public Outreach opportunities.

Hydro-clean and vacuum 180 miles of sewer line.

Video inspect 50 miles of sewer line.

Replace worn manhole rings & covers on Los Angeles Avenue.

Integrate software for the CCTV computer system to maintain records and accurately locate field assets.

Update Granite XP to Granite Net to continue with Microsoft support.

Continue to provide excellent environmental protection and customer service.

### BUDGET IMPACTS FOR FY 16-17

None

# SANITATION

## Plant Operations and Maintenance

4240

### OVERVIEW

Plant Operations and Maintenance provides services that protect public health and the environment, meet regulatory requirements, and ensure 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 are well trained and the WQCP is structured with state-of-the-art treatment and control processes.

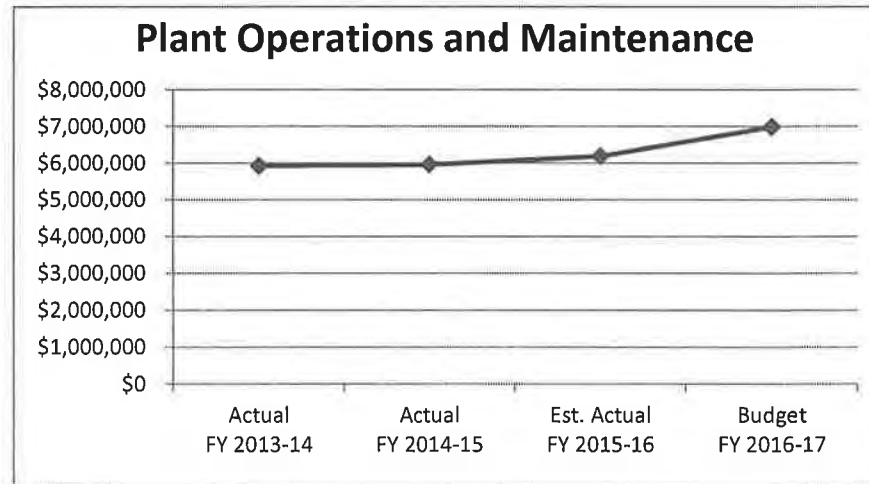
The operation and maintenance of the WQCP is complex requiring licensed specialists in treatment process control, plant maintenance, and laboratory services. Plant Operations assures the WQCP operates effectively and efficiently by continuously monitoring the controls and adjusting processes to maintain compliance with permit requirements. Maintenance staff performs routine 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 analyses for reports submitted to state and federal regulatory agencies.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	37	36	37	37

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$5,923,104	\$5,964,514	\$6,189,300	\$6,988,200



# SANITATION

## Plant Operations and Maintenance (continued)

4240

### KEY ACCOMPLISHMENTS FOR FY 15-16

Delivered excellent service to the citizens of Simi Valley by protecting public health and the environment 24 hours per day, 365 days per year.

Assisted completion of capital projects including: constructing the Second Phase Electrical Equipment Replacement Project; Applied Pump Replacements; constructing the Ferric Chloride Containment, Aeration Basin Walkway, and storage area roof; replacing the administration building HVAC; and completing the Seismic Upgrade Assessment and Mitigation plan.

Participated in a variety of public outreach events (Simi Valley Day's Parade, Living Green Expo, Touch-A-Truck, Simi Valley H.S. Career Day, and Public Works Day Open House).

Provided a total of fourteen educational plant tours for High School and College students.

Started an Internship Program for Plant Operations and interned Sean Sullivan, who developed the skills to be hired as a Plant Operator Trainee.

### GOALS FOR FY 16-17

Maintain permit compliance with no violations in order to protect public health and to provide a safe and healthy environment.

Continue to provide excellent service to the citizens of the City of Simi Valley 24 hours per day, 365 days per year.

Assist engineering and the contractor on capital projects including: Constructing the third phase Electrical Equipment Replacement Project; Designing the SCADA Replacement Project; assessing the WQCP concrete; replacing asphalt roads (Phase 2); Preliminarily Designing the Secondary Clarifiers Rehabilitation and; Preliminarily Designing the WQCP onsite Recycled Water System.

Increase participation in educational tours, public outreach, and the internship program to encourage community involvement.

Collaborate with other departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.

Update the CMMS database to fully utilize the work order and inventory systems to improve efficiency and customer service.

### BUDGET IMPACTS FOR FY 16-17

Funding for an upgrade to the monitoring database software, maintenance for Turblex blowers, and a new asset information management system has been included.

# SANITATION

## Source Control (Pretreatment)

4250

### OVERVIEW

The Pretreatment Program is intended to protect the City's sewer and Water Quality Control Plant (WQCP) assets by controlling and assuring only permissible liquids are discharged into the sewer system. The Program must comply with the Federal Environmental Protection Agency (EPA) regulations driven by the Clean Water Act. These requirements are reported through, and further regulated, under the National Pollutant Discharge Elimination System (NPDES) permit issued to the City by the State. In addition to the WQCP and sewer assets, the Pretreatment Program also protects City personnel, the environment and the community by prohibiting toxic and/or hazardous materials discharges to the sewer system.

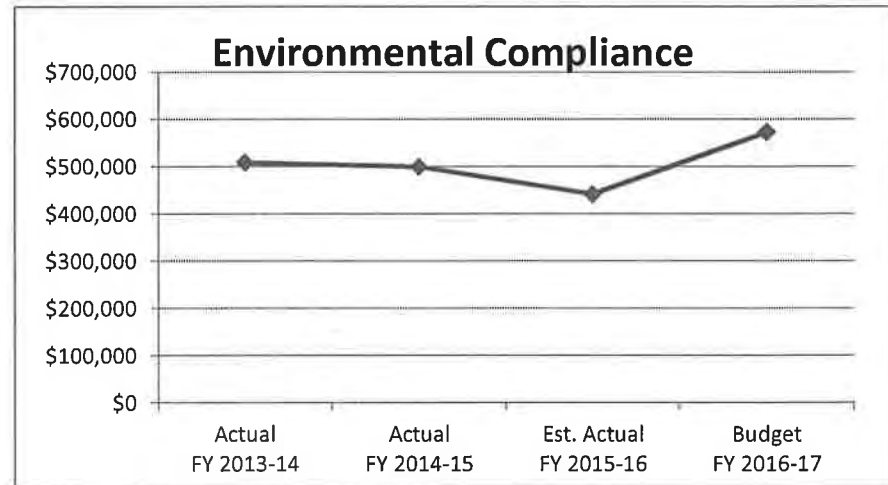
The Program has commercial and industrial customer permitting and monitoring requirements established and published that provide any user or potential user with an organized set of requirements to meet. In addition, Program staff provides support to the customers directly, emphasizing Pollution Prevention measures and solutions to specific disposal situations as they may arise, as well as advice and education on requirements. General Public Outreach and Education with the community are also conducted, on such issues as grease disposal. The core Program staff is within the Public Works Department's Environmental Compliance Division.

### PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	5	5	5	5

### RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$508,544	\$499,619	\$441,600	\$572,800



# SANITATION

## Source Control (Pretreatment) (continued)

4250

### KEY ACCOMPLISHMENTS FOR FY 15-16

Provided support to the WQCP to comply with their NPDES permit by assisting with sampling, equipment and analysis.

Conducted inspections and monitored industrial and commercial facilities to ensure compliance with Federal, State and Local environment regulations.

Responded to odor complaints within the community to determine causes.

Completed all the 2015 USEPA Pretreatment Annual Report inspections, sampling and analysis.

Ensured industrial and commercial dischargers maintained compliance with wastewater discharge requirements.

Participated in numerous educational and outreach events presenting the pretreatment education and question and answer opportunities.

Provided assistance and support with the Sewer System Management Plan and the Pretreatment Monitoring and Reporting Program.

Coordinated and perform the 2016 Categorical Industrial User inspections, monitoring, sampling and analysis.

Coordinated the sampling and analysis needed for the NPDES, Pretreatment 2016 Annual Report.

Provided Pretreatment educational and outreach material to the community, businesses, commercial and industrial at several public outreach events.

Prepared for a EPA Pretreatment Compliance Inspection in 2016.

### GOALS FOR FY 16-17

Conduct all the required NPDES annual monitoring and analysis data to complete the Pretreatment Annual Report for 2016.

Provide support and assistance to the WQCP and provide the necessary sampling and analysis to respond to the RWQCB changes and requirements.

Achieve 100% Categorical Industrial User discharger compliance.

### BUDGET IMPACTS FOR FY 16-17

None

## SANITATION OPERATIONS FUND REVENUE

		ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>OPERATING FUND</u></b>						
34001	Interest	\$ 94,371	\$ 100,000	\$ 80,000	\$ (20,000)	\$ 70,000
34101	Rents and Leases	240	300	300	-	300
37401	Engineering Fees	13,435	10,000	11,300	1,300	8,000
37405	Inspection Service Fees	7,671	10,000	3,500	(6,500)	8,000
37410	Service Charges	14,212,714	14,000,000	15,800,000	1,800,000	17,309,800
37412	Recycled Water Charges	49,840	52,400	31,000	(21,400)	33,000
37413	Late Fees and Penalties	37,521	30,000	30,000	-	30,000
37432	Source Control Program	228,411	225,000	218,000	(7,000)	220,000
37499	Other Public Works Fees	14,720	-	13,000	13,000	-
<b>TOTAL REVENUES</b>		<b>\$ 14,658,923</b>	<b>\$ 14,427,700</b>	<b>\$ 16,187,100</b>	<b>\$ 1,759,400</b>	<b>\$ 17,679,100</b>

## SANITATION OPERATIONS FUND EXPENDITURES

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 3,599,324	\$ 4,186,400	\$ 3,403,200	\$ 783,200	\$ 4,625,100
41020 Temporary Salaries	-	-	800	(800)	10,000
41040 Overtime	393,724	248,200	493,100	(244,900)	307,600
41050 Outside Assistance	33,015	-	-	-	-
41200 Deferred Compensation - 401k	13,481	14,200	12,900	1,300	21,900
41210 Deferred Compensation - 457	10,014	10,200	10,200	-	21,700
41300 Vision Care	12,670	14,700	12,200	2,500	14,700
41350 Disability	13,476	12,400	14,100	(1,700)	18,800
41400 Group Ins/Health	73,541	87,900	64,900	23,000	95,000
41415 Flexible Benefits	717,486	878,400	626,500	251,900	913,200
41420 CalPERS Health Admin Fee	3,502	3,600	3,500	100	3,600
41450 Life Insurance	8,528	14,100	8,900	5,200	9,900
41500 Group Ins/Dental	48,326	59,700	48,300	11,400	59,900
41550 Section 125 Admin	139	200	-	200	200
41600 Retirement/PERS	564,424	873,400	789,700	83,700	965,100
41620 Retirement/HRA	2,242	2,400	4,400	(2,000)	24,600
41650 Medicare	54,609	64,300	56,600	7,700	80,600
41660 FICA	-	-	100	(100)	-
41700 Workers' Compensation	411,000	398,900	398,900	-	399,600
41800 Leave Accrual	72,957	163,000	163,000	-	99,800
Subtotal - Personnel	\$ 6,032,458	\$ 7,032,000	\$ 6,111,300	\$ 920,700	\$ 7,671,300
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	\$ 885,043	\$ 886,000	\$ 886,000	\$ -	\$ 886,000
42110 Lift Utilities	5,171	5,300	5,300	-	5,300
42150 Communications	28,276	34,300	34,300	-	33,400
42200 Computers (Non-Capital)	-	1,900	1,900	-	-
42230 Office Supplies	5,226	8,800	8,800	-	7,000



## SANITATION OPERATIONS FUND EXPENDITURES (continued)

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17	
<b><u>SUPPLIES AND MATERIALS (CONT'D.)</u></b>						
42235	Furnishings and Eqipt. (Non-Capital)	\$ 23,848	\$ 6,900	\$ 2,600	\$ 4,300	\$ 15,000
42310	Rentals	11,191	26,000	17,300	8,700	20,000
42410	Uniform/Clothing Supply	24,144	27,700	27,700	-	27,700
42440	Memberships and Dues	20,041	19,000	16,500	2,500	21,200
42450	Subscriptions and Books	2,057	1,500	1,500	-	1,500
42530	Chemicals	336,187	461,000	420,000	41,000	420,000
42541	Recycled Water Utilities	12,002	12,000	9,500	2,500	9,800
42550	Small Tools and Equipment	807	1,000	1,000	-	1,000
42560	Operating Supplies	104,531	142,268	135,000	7,268	140,000
42720	Travel, Conferences, Meetings	18,238	21,500	21,500	-	24,900
42730	Training	8,459	13,600	10,000	3,600	11,000
42790	Mileage	695	600	1,200	(600)	600
	Subtotal - Supplies/Materials	\$ 1,485,916	\$ 1,669,368	\$ 1,600,100	\$ 69,268	\$ 1,624,400
<b><u>SERVICES</u></b>						
44010	Professional/Special Services	\$ 273,879	\$ 276,900	\$ 213,900	\$ 63,000	\$ 315,000
44012	Outside Legal	42,901	40,000	35,000	5,000	20,000
44310	Maintenance of Equipment	497,426	449,605	377,600	72,005	349,000
44410	Maint. of Buildings and Grounds	4,765	8,000	9,500	(1,500)	9,500
44490	Other Contract Services	520,999	824,809	579,400	245,409	710,400
49807	GIS Operations	28,500	28,500	28,500	-	34,000
49809	FIS Operations	-	26,900	26,900	-	19,600
44590	Insurance Charges	250,900	-	-	-	339,900
44840	Bad Debt Expense	1,015	-	-	-	-
	Subtotal - Services	\$ 1,620,385	\$ 1,654,714	\$ 1,270,800	\$ 383,914	\$ 1,797,400

## SANITATION OPERATIONS FUND EXPENDITURES

		ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>						
45600	Reimbursement from Streets & Roads	\$ -	\$ -	\$ -	\$ -	\$ -
46100	Reimbursement to General Fund	2,140,200	2,618,400	2,618,400	-	2,622,500
46600	Reimbursement to Streets and Roads	20,003	161,000	161,000	-	120,000
49648	Transfer to Computer Equip.	-	76,700	76,700	-	61,400
49649	Transfer to GIS Capital	-	-	-	-	-
49656	Transfer to FIS Capital	-	31,700	31,700	-	53,800
49297	Transfer to Retiree Benefits Fund	122,200	122,200	122,200	-	148,600
49655	Transfer to City Telephones Fund	-	-	-	-	34,000
49702	Transfer to Vehicle Repl Reserve	-	189,800	189,800	-	221,000
49702	Transfer to Replacement Reserve	1,909,300	1,725,000	1,725,000	-	1,225,000
	Subtotal Reimb/Transfers	\$ 4,191,703	\$ 4,924,800	\$ 4,924,800	\$ -	\$ 4,486,300
	Subtotal - Current Expenses	\$ 7,298,004	\$ 8,248,882	\$ 7,795,700	\$ 453,182	\$ 7,908,100
<b><u>CAPITAL OUTLAY</u></b>						
47020	Furnishings & Equipment	\$ 14,707	\$ 268,000	\$ 153,000	\$ 115,000	30,000
47030	Vehicles	24,883	-	-	-	-
	Subtotal - Capital Outlay	\$ 39,590	\$ 268,000	\$ 153,000	\$ 115,000	\$ 30,000
	TOTAL EXPENDITURES	\$ 13,370,052	\$ 15,548,882	\$ 14,060,000	\$ 1,488,882	\$ 15,609,400

## SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>VARIANCE 2015-16</u>	<u>BUDGET 2016-17</u>	
<b><u>OPERATIONS FUND MAINTENANCE PROJECTS</u></b>						
P09703	Raising of Manholes for Streets and Roads Projects	--	\$ 161,000	\$ 161,000	\$ -	\$ 120,000
	Total - Operations Fund Projects	--	\$ 161,000	\$ 161,000	\$ -	\$ 120,000
<b><u>REPLACEMENT RESERVE - Plant Upgrade Projects</u></b>						
970400	Applied Water Pumps Upgrade	\$ 387,000	\$ 2,864	\$ 2,864	\$ -	\$ -
975180	Electrical Equipt. Replacement	5,286,000	2,495,000	2,495,000	-	-
970440	HVAC Replacement	175,000	175,000	132,000	43,000	-
975200 (F)	Public Works Warehouse	1,220,000	142,000	142,000	-	50,000
970461 (G)	SCADA System Upgrade	700,000	424,555	424,600	(45)	250,000
970480 (H)	Dewatering Equipment Replacement	2,650,000	150,000	150,000	-	225,000
970481 (I)	Digesters Rehab Project	3,260,000	150,000	150,000	-	510,000
970400 (J)	Plant Water System Pump Replacement	1,220,000	410,000	410,000	-	150,000
970482	BNR Membrane Replacement Project	424,000	424,000	424,000	-	-
(K)	Concrete Study	195,000	-	-	-	195,000
(L)	East BNR Aerators	450,000	-	-	-	450,000
(M)	Headworks	3,525,000	-	-	-	125,000
(N)	Road Paving	450,000	-	-	-	150,000
(O)	Secondary Clarifiers	1,700,000	-	-	-	200,000
	Subtotal - Replacement Projects	\$ 21,642,000	\$ 4,373,419	\$ 4,330,464	\$ 42,955	\$ 2,305,000
<b><u>REPLACEMENT RESERVE - Capital Outlay</u></b>						
47020	Furnishings & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -

## SANITATION PROJECTS LISTING (continued)

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>VARIANCE 2015-16</u>	<u>BUDGET 2016-17</u>
<i>REPLACEMENT RESERVE - Sewerline Projects</i>					
970280	\$ 883,500	\$ 431,965	\$ 432,000	\$ (35)	\$ -
970380 (A)	Sewer Condition Assessment 500,000	157,990	158,000	(10)	100,000
970441	Arroyo Simi Sewerline Rehab 2,200,000	2,250,000	2,250,000	-	-
970483 (B)	Beaumont/Heywood Sewerline 355,000	25,000	25,000	-	330,000
975220	Financial Asset Plan 150,000	150,000	150,000	-	-
970382 (C)	LA Ave (Bishop-Barnes) 2,320,000	100,000	100,000	-	2,220,000
975221	Master Plan Update 40,000	400,000	400,000	-	-
970381	10"-12" Sewerlines 1,070,000	100,000	100,000	-	-
970343	Sycamore Drive 675,000	200,000	140,000	60,000	-
970442	Royal Ave. (Crosby-Fair) Sewerline 1,780,000	50,000	50,000	-	-
970462	24-36 " Sewerline 980,000	21,600	21,600	-	-
970463	Cochran/Erringer Sewerline 990,000	27,040	-	27,040	-
(D)	LA Ave (Erringer-Crater) 6,375,000	-	-	-	75,000
(E)	Strathern Place-Arroyo Simi 2,530,000	-	-	-	50,000
	<b>Subtotal - Sewerline Projects</b> \$ 20,848,500	\$ 3,913,595	\$ 3,826,600	\$ 86,995	\$ 2,775,000
	<b>Total - Replacement Reserve Fund Projects &amp; Capital Outlay</b> \$ 42,490,500	\$ 8,287,014	\$ 8,157,064	\$ 129,950	\$ 5,080,000

**SANITATION PROJECTS LISTING (continued)**

		<u>TOTAL</u> <u>PROJECT</u> <u>BUDGET</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<i><u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u></i>						
970240	WQCP Arroyo Simi Rip-Rap	\$ 1,607,900	\$ 83,378	\$ 20,000	\$ 63,378	\$ -
970460	Building Seismic Retrofit	-	326,667	326,700	-	-
970320	MHW Agreement/Various Projects	475,000	98,726	98,700	26	-
	Total Plant Expansion/Upgrade	<u>\$ 2,082,900</u>	<u>\$ 508,771</u>	<u>\$ 445,400</u>	<u>\$ 63,404</u>	<u>\$ -</u>

## SANITATION OPERATIONS FUND

### WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
Beginning Working Capital	\$ 8,298,555	\$ 8,298,555	\$ 10,425,655	\$ 12,495,355	\$ 15,765,955
<u>REVENUES</u>					
Enterprise	\$ 14,427,700	\$ 16,187,100	\$ 17,679,100	\$ 19,270,200	\$ 21,004,500
<u>EXPENDITURES</u>					
Operations and Maintenance	\$ 15,548,882	\$ 14,060,000	\$ 15,609,400	\$ 15,999,600	\$ 16,399,600
Ending Working Capital	<u>\$ 7,177,373</u>	<u>\$ 10,425,655</u>	<u>\$ 12,495,355</u>	<u>\$ 15,765,955</u>	<u>\$ 20,370,855</u>

## SANITATION REPLACEMENT RESERVE FUND

### WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>	<u>PROJECTION</u> <u>2017-18</u>	<u>PROJECTION</u> <u>2018-19</u>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Balance	\$ 679,600	\$ 679,600	\$ 833,100	\$ 930,400	\$ 1,003,000
<b><u>REVENUES</u></b>					
Allocation	\$ 189,800	\$ 189,800	\$ 221,000	\$ 227,600	\$ 234,400
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	\$ 30,000	\$ 36,300	\$ 135,000	\$ 155,000	\$ 115,000
Ending Balance	<u>\$ 839,400</u>	<u>\$ 833,100</u>	<u>\$ 919,100</u>	<u>\$ 1,003,000</u>	<u>\$ 1,122,400</u>

## SANITATION REPLACEMENT RESERVE FUND (continued)

### WORKING CAPITAL SUMMARY

	BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
<b><u>REPLACEMENT RESERVE</u></b>					
Beginning Working Capital	\$ 9,224,303	\$ 9,224,303	\$ 2,560,139	\$ (1,541,461)	\$ (11,604,661)
<b><u>REVENUES</u></b>					
Allocation	\$ 1,725,000	\$ 1,725,000	\$ 1,225,000	\$ 1,975,000	\$ 1,975,000
Total Revenues	\$ 1,725,000	\$ 1,725,000	\$ 1,225,000	\$ 1,975,000	\$ 1,975,000
<b><u>EXPENDITURES</u></b>					
Reimb to the General Fund	\$ 232,100	\$ 232,100	\$ 246,600	\$ 255,200	\$ 264,100
Projects	8,287,014	8,157,064	5,080,000	11,783,000	10,726,000
Total Expenditures	\$ 8,519,114	\$ 8,389,164	\$ 5,326,600	\$ 12,038,200	\$ 10,990,100
Ending Working Capital	<u>\$ 2,430,189</u>	<u>\$ 2,560,139</u>	<u>\$ (1,541,461)</u>	<u>\$ (11,604,661)</u>	<u>\$ (20,619,761)</u>



## SANITATION CAPITAL UPGRADE FUND

### WORKING CAPITAL SUMMARY

	BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
Beginning Working Capital	\$ 4,390,519	\$ 4,390,519	\$ 4,487,319	\$ 4,651,719	\$ 4,767,319
<b><u>REVENUES</u></b>					
Connection Fees	\$ 150,000	500,000	150,000	\$ 100,000	\$ 100,000
Other Public Works Fees	-	36,500	-	-	-
Interest	15,000	15,000	15,000	15,000	15,000
Total Revenues	\$ 165,000	\$ 551,500	\$ 165,000	\$ 115,000	\$ 115,000
<b><u>EXPENDITURES</u></b>					
Reimb to the General Fund	\$ 9,300	\$ 9,300	\$ 600	\$ 600	\$ 600
Projects	508,771	445,400	-	-	-
Total Expenditures	\$ 518,071	\$ 454,700	\$ 600	\$ 600	\$ 600
Ending Working Capital	<u>\$ 4,037,448</u>	<u>\$ 4,487,319</u>	<u>\$ 4,651,719</u>	<u>\$ 4,767,319</u>	<u>\$ 4,882,919</u>

## ALL SANITATION FUNDS

### CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	BUDGET <u>2015-16</u>	ESTIMATED ACTUAL <u>2015-16</u>	BUDGET <u>2016-17</u>	PROJECTION <u>2017-18</u>	PROJECTION <u>2018-19</u>
Operations Fund Working Capital	\$ 7,177,373	\$ 10,425,655	\$ 12,495,355	\$ 15,765,955	\$ 20,370,855
Replacement Reserves:					
Vehicle Replacement Reserve	\$ 839,400	\$ 833,100	\$ 919,100	\$ 1,003,000	\$ 1,122,400
Replacement Reserve	<u>\$ 2,430,189</u>	<u>\$ 2,560,139</u>	<u>\$ (1,541,461)</u>	<u>\$ (11,604,661)</u>	<u>\$ (20,619,761)</u>
Ending Replacement Reserve Working Capital	\$ 3,269,589	\$ 3,393,239	\$ (622,361)	\$ (10,601,661)	\$ (19,497,361)
Ending Capital Upgrade Working Capital	<u>\$ 4,037,448</u>	<u>\$ 4,487,319</u>	<u>\$ 4,651,719</u>	<u>\$ 4,767,319</u>	<u>\$ 4,882,919</u>
Ending Working Capital - All Funds	<u>\$ 14,484,410</u>	<u>\$ 18,306,213</u>	<u>\$ 16,524,713</u>	<u>\$ 9,931,613</u>	<u>\$ 5,756,413</u>

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Split Fund Director of Public Works and Deputy Director/PW Administration Positions  
(1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks)  
REQUEST: \$158,900 (Sanitation Fund)  
ACCOUNT: 700-4205 Salaries and Benefits  
PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	
Director of Public Works	\$89,800
Deputy Director/PW Administration	\$69,100
TOTAL:	<u>\$158,900</u>

The Public Works Department is recommending to split fund the Director of Public Works and the Deputy Director/PW Administration positions (1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks). These positions equally support each Fund, and this change will properly align duties with funding sources.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Upgrade the Monitoring Database Software  
REQUEST: \$69,000  
ACCOUNT: 700-4240-44490  
PRIORITY: 3

COST BREAKDOWN	
<u>Capital Outlay</u>	
Upgrade the Monitoring Database Software	\$65,000
Recurring Annual Support	\$4,000
<b>TOTAL:</b>	<b>\$69,000</b>

The Public Works Department's Sanitation Division is requesting \$65,000 as a one-time expense, and \$4,000 annual recurring expense, to upgrade the monitoring database software (currently, Hach WIMS). This database seamlessly integrates with the Supervisory Control and Data Acquisition (SCADA) database to collate operational and laboratory analyses data into a report. The Regional Water Quality Control Board (RWQCB) requires reports to be submitted under the WQCP's National Pollutant Discharge Elimination System permit. Furthermore, reports can be tailored for internal use by Sanitation Operations staff to provide data needed to control the WQCP processes.

Sanitation staff is currently using a 2007 version of Hach WIMS which is based on the Windows XP operating system. Windows XP is several generations out-of-date, and is no longer supported by Microsoft. An upgraded version of the monitoring database software must be acquired, or the reports to the RWQCB will need to be developed and submitted manually. The automated reporting is greatly preferred as it is faster, less prone to data errors, has prompts that help staff maintain timeliness on reporting deadlines, provides for multiple reporting formats that are useful for operations staff, and is consistent with the Efficiency Study recommendations that encourage greater automation.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Add one Sanitation Systems Coordinator (New Classification)  
 REQUEST: \$165,400  
 ACCOUNT: 700-4240 Salaries and Benefits  
 PRIORITY: 4

<b>COST BREAKDOWN</b>	
<u>Personnel</u>	
Add one Full-Time Sanitation Systems Coordinator Salary and Benefits	\$165,400
<b>TOTAL:</b>	<b>\$165,400</b>

The Public Works Department's Sanitation Division is requesting to fund a Sanitation Systems Coordinator position. The position will be responsible for participating in the day-to-day operations and maintenance of Sanitation's multiple operating and monitoring systems.

In recent years, the need to respond to various systems need has increased significantly. Increases in users, frequent departmental requests, new software applications, and upgraded hardware has become more complicated to address. It is proposed that a Sanitation Systems Coordinator perform systems administration functions, including: monitoring or adding applications, users, and devices; running server security procedures and capacity reports; developing bid specifications and purchasing documents; participating in replacing and maintaining the (SCADA) and security systems; installing, troubleshooting, and repairing software and controls; and designing and updating database and graphic computer systems in both the office and the field. Additionally, the Water Quality Control Plant (WQCP) has been required by the regulatory agencies to go paperless for all National Pollutant Discharge Elimination System (NPDES) and Waste Discharge Requirement (WDR) reporting. Continuous maintenance is required to make sure these documents are timely, accurate, and uploaded correctly in the NPDES and WDR permits to avoid non-compliance fines. This position would also oversee Computer Maintenance Management System (CMMS) upgrades and the installation of a Geographic Information System (GIS) for Collections and Sanitation Engineering.

In addition, this position will be able to accomplish many of the key cost savings recommendations identified in the Sanitation Efficiency Study.

The addition of the Sanitation Systems Coordinator will address the many day-to-day technical and critical operating systems needs in Sanitation. The position will maintain technical systems and support the various new requests as they develop to assure consistent compliance with NPDES and WDR permits.

It is anticipated that the addition of this position will allow the elimination of one full time Plant Operations Manager (RP#2). However, as discussed in the Sanitation Efficiency Study, other conditions and adjustments must be made before this option can be appropriately implemented. For example, this action cannot take place without splitting the duties of the Plant Operations Manager position between the Deputy Director and Operations Supervisor positions with appropriate compensation. It is hoped that the Classification and Compensation Study will address this need.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Turblex Blowers Maintenance Service  
REQUEST: \$55,000  
ACCOUNT: 700-4240-44490  
PRIORITY: 6

COST BREAKDOWN	
<u>Contract Service</u>	
Maintenance Service on Two Turblex Blowers	\$55,000
<b>TOTAL:</b>	<b>\$55,000</b>

The Public Works Department's Sanitation Division is requesting \$55,000 to contract for specialized service to provide predictive maintenance on the two Turblex blowers. The blowers are due for major service (36,000 hours of accumulated run time) per the manufacturer's recommendation. They are integral to the WQCP operation, providing air to the aerobic treatment process that is an essential step in adequate wastewater treatment. They are sophisticated equipment with precise component parts and settings that require expert technicians with custom designed gauges and tools to properly calibrate them. The proposed service would include: disassembling and inspecting the blowers; cleaning the variable diffuser vane system; inspecting and cleaning the inlet guide-vane system; inspecting the axial movement on high and low speed shafts; dismantling the gearbox and inspecting the gearwheels, bearings and seals and checking clearances; and other necessary tasks.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Programmable Logic Controllers (PLC) for Four Lift Stations  
REQUEST: \$10,500  
ACCOUNT: 4210-42235  
PRIORITY: 7

COST BREAKDOWN	
Four PLCs, Installed	\$10,500
TOTAL:	<u>\$10,500</u>

The Public Works Department's Sanitation Division is requesting \$10,500 to install a Programmable Logic Controller (PLC) at each of the City's four lift stations. The PLC's would provide relays between the lift stations and the Sanitation Supervisory Control and Data Acquisition (SCADA) system, via the existing wireless network operated by the Waterworks Division using excess radios they have recently updated. The SCADA System would be able track pump run times and wet well levels at the remote lift stations, providing better monitoring of the pumps and advanced warning of wet well conditions, allowing the Sanitation Operations staff to avert issues before they develop into emergencies. Should an emergency develop, the PLCs would provide automated notification to the staff, including after-hours calls to the WIN-911 Alarm System for on-call staff response.

Currently, the lift stations are monitored under a service contract that provides for operational monitoring, emergency alarms and automated notification of alarm conditions. The nature of the service is limited, however, and data collection that is useful to the Sanitation Operations staff is not recorded or available. The current services cost \$1,500 per year, which would no longer be expended should the PLC's be approved and installed.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Infor/Hansen Asset Information Management (1/2 Waterworks, 1/2 Sanitation)  
REQUEST: \$25,000 (Sanitation Fund)  
ACCOUNT: 700-4240-44490  
PRIORITY: 9

COST BREAKDOWN	
Contract Services	
Move data from Oracle to Microsoft SQL Server	\$25,000
TOTAL:	<u>\$25,000</u>

Public Works requests authorization to migrate the current CMMS (Computerized Maintenance Management System) systems database from Oracle to Microsoft SQL Server which is the City of Simi Valley standard. The Hansen asset and information system was purchased in 2007 using the then current standard Oracle database. It is now outdated and does not meet the City's current standards.

The software helps maintain and record work records for over 22,000 Sanitation and Waterworks assets. The program also maintains Inventory stock and transactions for approximately 4,700 on hand parts of both Divisions. As the City, Sanitation, and Waterworks software and GIS system have changed over these 9 years to new database standards, in which this very critical software has not kept pace. Allowing interactions with other software's difficult. And now with the new ERP program defined, it is even more important that these software systems have the ability to interact.

The Public Works Division's utilities are highly regulated by local, state, and federal agencies for compliance with environmental and public health standards. It is critical to maintain accurate and current records of our maintenance on these critical systems. The new database system upgrade will allow a more standard interface to the many software systems both Divisions use on a daily bases to interact. And allow a more standardize information format.

This CMMS reporting system will allow all schedules, reporting, mapping, and inventory monitoring to be available in one location with a standardized format. This software is used daily by the Managers and crew in the field to manage and maintain the systems records. Purchase of the conversion services and software upgrade cost \$50,000.



**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Efficiency Study Implementation:  
REQUEST: \$100,000  
ACCOUNT: 700/4205/44010  
PRIORITY: 10

COST BREAKDOWN	
Contract Services	
Efficiency Study Implementation:	\$100,000
<b>TOTAL:</b>	<b>\$100,000</b>

The City Council adopted the Sanitation Operations Efficiency Analysis (Efficiency Study) in March 2014. Since then, many of the recommendations made have been implemented by staff, particularly those recommendations that involved changes to practices that required no monetary investment, such as those not based upon the review and revisions to the computerized maintenance management system (CMMS).

Following the adoption of the Efficiency Study, staff investigated further the effort and expense to fully implement the systems recommended in the Efficiency Study. The consultant that prepared the Efficiency Study advised that an investment of an estimated \$400,000 would be needed to fully implement all the recommendations and the timeline for full efficiency implantation would take an estimated 5 years. However, based upon this investment, and with some lesser recurring annual costs , the City would ultimately realize a savings of an estimated \$1.4 million per year after the fifth year, and would immediately realize savings exceeding an estimated \$200,000 per year.

The recommended Policy Item will initiate implementation efforts for new maintenance and operational practices and develop policy recommendations related to best business practices within the City's Sanitation Operations and Engineering Divisions. Integral to the overall effort is an assessment of the Hansen system, currently used for work order management, and a determination of the CMMS best suited to Sanitation.

**SANITATION SERVICES  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: Kjeldahl Distillation Apparatus  
REQUEST: \$10,000  
ACCOUNT: 700-4240-47020  
PRIORITY: 1

COST BREAKDOWN	
<u>Kjeldahl Distillation Apparatus</u>	\$10,000
TOTAL:	<u>\$10,000</u>

The Public Works Department's Sanitation Division is requesting funds to replace the Kjeldahl Distillation Apparatus. This unit is used to analyze ammonia concentrations in the wastewater. The City's NPDES permit has a limit for ammonia concentration. Ammonia is such an important indicator of treatment efficiency that there are many operational samples taken to adjust treatment processes. The existing equipment is over 15 years old and has served its useful life. Maintaining the unit has become increasingly difficult as it is prone to failure and replacement parts are becoming scarce. The Sanitation Laboratory analyses 60 ammonia samples per month, and the estimated cost for outside laboratory analysis is \$30 per sample. The annual cost for contracting the work would be \$21,600. Having a working unit in the City's Laboratory is cost effective.

**SANITATION SERVICES  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: GPS locator  
REQUEST: \$20,000  
ACCOUNT: 700-4210-47020  
PRIORITY: 2

COST BREAKDOWN	
<u>GPS Locator</u>	\$20,000
TOTAL:	<hr/> \$20,000

The Public Works Department's Sanitation Division is requesting funds to purchase a global positioning system (GPS) locator . The equipment is used to identify GPS data and record coordinates, and would specifically assist Sanitation Engineering and Operations staff locate and map sewer lines, manholes, lift stations, and sewer clean-outs. As Sanitation expands its use of the geographic information system (GIS), an aid in defining and recording specific coordinates is essential to the accurate mapping needed to best use GIS.

The proposed GPS locator would be stored in Sanitation's video-inspection vehicle and would integrate data into the existing Ganite XP software . Sanitation Collection System Technicians would use the GPS unit in the field. Although the unit would be kept by Sanitation staff, it would be available for use by other City utility managers too, for example, to locate and record storm drain assets.

**SANITATION SERVICES  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Infor/Hansen Asset Information Management (1/2 Waterworks, 1/2 Sanitation)  
REQUEST: \$25,000 (Sanitation Fund)  
ACCOUNT: 700-4240-44490  
PRIORITY: 9

COST BREAKDOWN	
Contract Services	
Move data from Oracle to Microsoft SQL Server	\$25,000
<b>TOTAL:</b>	<b>\$25,000</b>

Public Works requests authorization to migrate the current CMMS (Computerized Maintenance Management System) systems database from Oracle to Microsoft SQL Server which is the City of Simi Valley standard. The Hansen asset and information system was purchased in 2007 using the then current standard Oracle database. It is now outdated and does not meet the City's current standards.

The software helps maintain and record work records for over 22,000 Sanitation and Waterworks assets. The program also maintains Inventory stock and transactions for approximately 4,700 on hand parts of both Divisions. As the City, Sanitation, and Waterworks software and GIS system have changed over these 9 years to new database standards, in which this very critical software has not kept pace. Allowing interactions with other software's difficult. And now with the new ERP program defined, it is even more important that these software systems have the ability to interact.

The Public Works Division's utilities are highly regulated by local, state, and federal agencies for compliance with environmental and public health standards. It is critical to maintain accurate and current records of our maintenance on these critical systems. The new database system upgrade will allow a more standard interface to the many software systems both Divisions use on a daily bases to interact. And allow a more standardize information format.

This CMMS reporting system will allow all schedules, reporting, mapping, and inventory monitoring to be available in one location with a standardized format. This software is used daily by the Managers and crew in the field to manage and maintain the systems records. Purchase of the conversion services and software upgrade cost \$50,000.

**SANITATION FUND  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate Nine Months Funding for One Plant Maintenance II Position (Vacant)  
TOTAL: \$84,800  
ACCOUNT: 4240-Salaries and Benefits  
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$84,800
TOTAL:	<u>\$84,800</u>

One Plant Maintenance II position is currently vacant in Sanitation Services/Maintenance Section. In reviewing the Division's operation, it has been determined that present staffing levels may be 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 service and longer response times to complete work order requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Eliminate One Plant Operations Manager Position ( If Vacant)  
TOTAL: \$170,200  
ACCOUNT: 4240-Salaries and Benefits  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$170,200
TOTAL:	<u>\$170,200</u>

One Plant Operations Manager position is currently vacant in Sanitation Services/Maintenance Section. It is anticipated that the addition of the new position of Sanitation System Coordinator (PI#4) will allow the elimination of one full time Plant Operations Manager. However, as discussed in the Sanitation Efficiency Study, other conditions and adjustments must be made before this option can be appropriately implemented. For example, this action cannot take place without splitting the duties of the Plant Operations Manager position between the Deputy Director and Operations Supervisor positions with appropriate compensation. It is hoped that the Classification and Compensation Study will address this need.

**SANITATION FUND  
FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Plant Equipment Reserve Transfer  
TOTAL: \$500,000  
ACCOUNT: 700-425-49702  
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Plant Equipment Reserve Transfer	\$500,000
<b>TOTAL:</b>	<b>\$500,000</b>

This account provides funding for replacement of aging equipment at the Water Quality Control Plant. A reduction in this funding source will have a significant adverse impact on plant equipment used to process wastewater. Replacement of equipment that has served its useful life is required for continued effective operation. A number of these replacement projects have already been deferred because of a lack of funding. Continued deferment will increase the risk of National Pollutant Discharge Elimination System (NPDES) permit violations that will result in administrative civil liabilities against the City.



CITY OF SIMI VALLEY



VENTURA COUNTY  
WATERWORKS DISTRICT

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NO. 8

# WATERWORKS DISTRICT 8

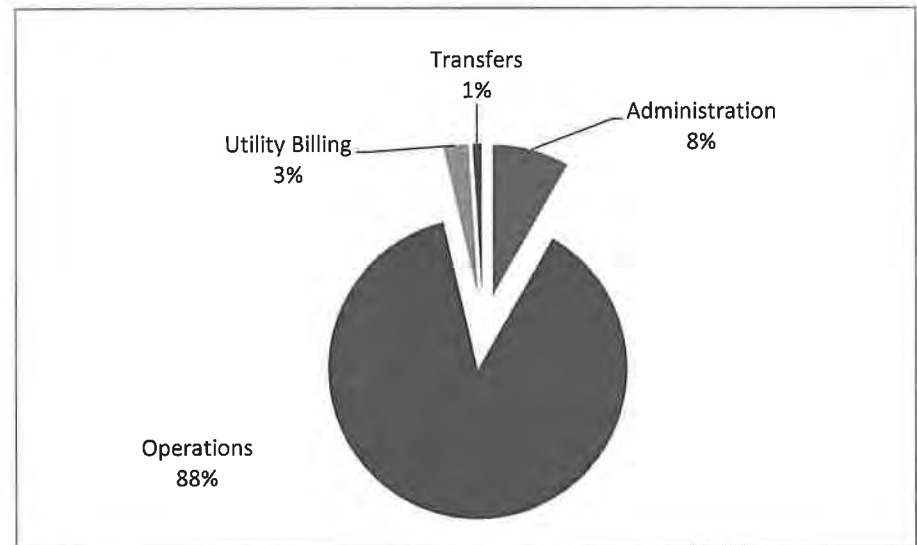
## Overview

The Waterworks Fund is a distinct fund: it is the Waterworks enterprise, including the revenues derived primarily from service fees, and expenses for operations and assets. The cost centers are divided into Administration, Operations, and Utility Billing, covered in the following sections. The Waterworks Division provides the direct staff that operates the systems to deliver high-quality, reliable and cost effective water service to homes and businesses in the service area.

In Fiscal Year 2016-17, the focus for Waterworks administration and Waterworks customers, and in the water industry throughout California, will be the sustained drought and the means to continue to conserve water. The State mandate to reduce water use by 28% that started in 2015 will continue through 2016. Related to this, and in addition, the Metropolitan Water District Allocation Program, administered by the Calleguas Municipal Water District, will also likely continue through FY 2016-17, and require similar cutbacks in water consumption by the community with drastic financial impacts if the mandates are not met.

Waterworks operations and asset management are funded solely by enterprise revenues. Due to a revenue shortfall that developed in past years, a rate increase was adopted in 2015 that will, in a matter of years, correct the structural deficit. However, in FY 2016-17, a slight deficit is projected, and fund balances are projected to continue to erode.

DEPARTMENT SUMMARY				
	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Administration	\$2,317,781	\$2,089,504	\$2,580,400	\$2,974,100
Operations	\$35,876,159	\$32,505,580	\$27,965,400	\$31,478,100
Utility Billing	\$800,015	\$750,647	\$822,200	\$956,500
Transfers	\$1,826,700	\$1,649,300	\$1,821,400	\$357,800
<b>Total</b>	<b>\$40,820,655</b>	<b>\$36,995,031</b>	<b>\$33,189,400</b>	<b>\$35,766,500</b>



# WATERWORKS DISTRICT 8

## Authorized Positions

### REGULAR POSITIONS:

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Deputy Director/Waterworks Services	1.00	1.00	1.00
Waterworks Systems Supervisor	0.00	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 (Lead)	4.00	4.00	4.00
Waterworks Services Worker III	0.00	0.00	5.00
Waterworks Services Worker II	10.00	8.00	2.00
Waterworks Services Worker I	6.00	7.00	9.00
Waterworks Services Worker Trainee	0.00	1.00	0.00
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	0.00	0.00
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
<b>TOTAL REGULAR POSITIONS</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>

\* These positions are supervised by the Department of Administrative Services.

# WATERWORKS DISTRICT 8

Administration

4605

## OVERVIEW

Waterworks Administration manages the water system assets, and manages the finances of the enterprise. The operating budget is approximately \$35 million per year and growing, primarily due to the cost of buying imported water from the Calleguas Municipal Water District. In 2015, the service fees for water services were increased to repair and overcome a structural deficit in the fund, as revenues were insufficient to cover operating expenses.

A dedicated Engineering Section assesses the infrastructure and implements needed repair, maintenance and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. With a revised fee structure in place, projects that have been deferred will begin to be planned, programmed and implemented. The proposed budget and 5-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the waterworks system is capable of sustained, reliable, continuous operation in service to the community. In addition, a major expansion of the recycled water system is being planned.

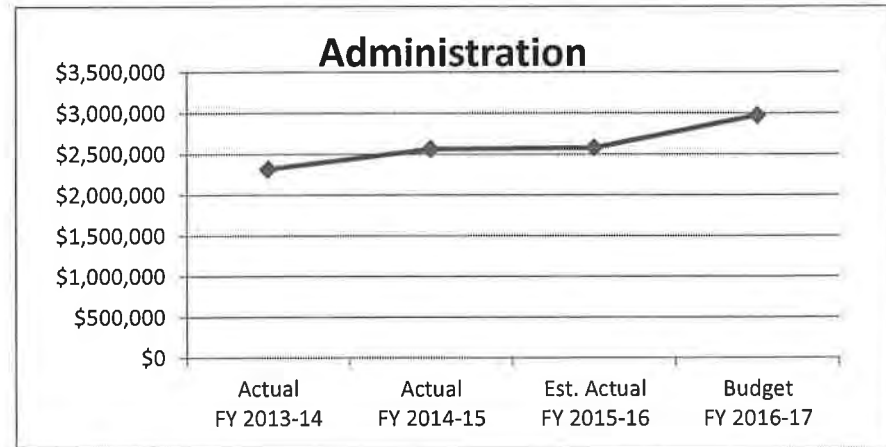
The Waterworks Administration will continue to plan and assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	0	0	0	0

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$2,317,781	\$2,563,700	\$2,580,400	\$2,974,100



# WATERWORKS DISTRICT 8

Administration (continued)

4605

## KEY ACCOMPLISHMENTS FOR FY 15-16

Encouraged the community to reduce water use, and oversaw a 28% reduction meeting the State's mandate.

Boosted water conservation education and outreach via: City website, local newspaper advertisements, radio and television interviews, presentations to civic organizations, public events, water bill and envelope messaging, and new Waterworks social media SimiValleyH2O Facebook and Twitter accounts.

Designed the West Simi Valley Water Recycling Project – Phase 2 Pipeline.

Purchased and installed Water Storage Mixing devices in the four Stow Street Tanks, Mine Road Tank, and Thompson Tank.

Constructed the Stearns Yard Storage Building.

Completed the Simi Valley Groundwater Basin Study characterizing the basin hydrogeology and water quality to begin assessing its viability as local water resource.

Prepared the 2015 Urban Water Management Plan Update.

Completed the Negative Declaration for the Crown Hill Pump -Tank System Project and issued a Request for Proposals to professional engineering firms for the design work.

Revised the Operations Plan for the Tapo Canyon Water Treatment Plant and achieved regulatory approval from the California Division of Drinking Water permitting the full-time operation of the Plant.

Restructured and increased water service rates to restore financial self-sufficiency within the Waterworks Fund.

## GOALS FOR FY 16-17

Meet the State's 28% water conservation mandate; continue and improve upon the water conservation public outreach campaign.

Design the West Simi Valley Water Recycling Project Phases 1B and 2, and the Recycled Water Storage Tank, and begin construction of Phase 1B.

Complete Use Site Reports and attain regulatory approval for recycled water use for the Wood Ranch, Sunset Hills, and Sinaloa Golf Courses, Rancho Madera Community Park, Iceoplex, PreCon Products, and Simi Valley Business Center; and partner with these property owners via Use Site Agreements.

Complete the Application for Financial Assistance for a Clean Water State Revolving Fund loan for the West Simi Valley Water Recycling Project.

Further develop a groundwater production strategy using the Simi Valley Basin.

Purchase three portable emergency generators to be stored in the Stearns Yard Storage Building.

Construct the Aerator Tank Replacement Project.

## BUDGET IMPACTS FOR FY 16-17

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.

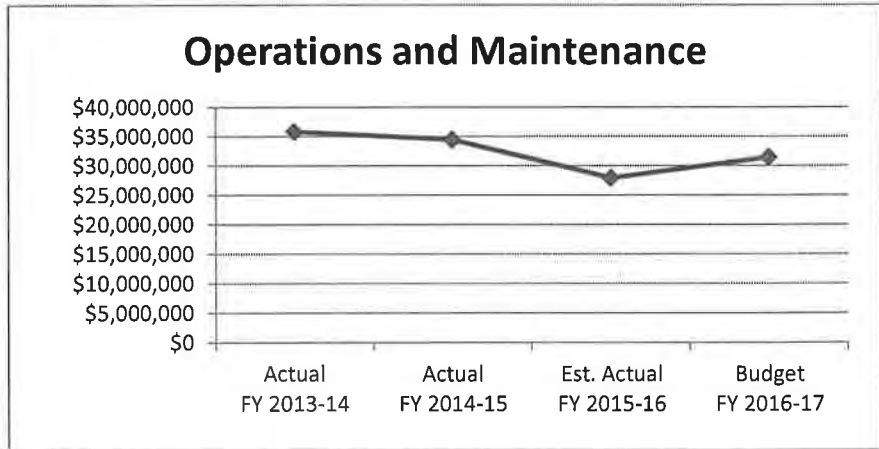
In order to achieve and maintain reliability, the system must be continuously monitored, maintained, and when needed, components repaired or replaced. The work is performed as the system demands it, mostly during working hours, but crews are ready to respond, and do respond, any time of the day and any day of the week/year when there is a need.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	40	40	40	39

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$35,876,159	\$34,488,200	\$27,965,400	\$31,478,100



# WATERWORKS DISTRICT 8

Operations and Maintenance (continued)

4640

## KEY ACCOMPLISHMENTS FOR FY 15-16

Repaired 149 leaks, while routinely maintaining, servicing and repairing the entire system.

Supported conservation outreach efforts and patrolled the service area following the Level 2 Water Supply Shortage declaration to educate individual customers on irrigation limitations.

Worked with the Calleguas Municipal Water District and other local agencies to develop alternative, local water resources, and local water resource infrastructure (such as the Salinity Management Pipeline) to increase local production and decrease imported water dependence.

Improved customer water metering to provide better data for the customer's use and improve system efficiency.

Implemented a pilot Automated Meter Reading and Information Project to improve distribution system and water use efficiencies, by increasing the quality and frequency of data.

Worked with recycled water customers, including as American Golf Corporation, operator of the Wood Ranch and Sunset Hills Golf Courses, and GI Industries to convert to recycled water use at their properties.

Attained approval from the California Division of Drinking Water to operate the Tapo Canyon Water Treatment Plant full time (24 / 7).

Purchased a backhoe and portable emergency lights, both to provide for better and more efficient repairs and emergency repairs to the system.

## GOALS FOR FY 16-17

Expand the range and capability of the Automated Meter Reading and Information system and explore integration with the Utility Billing function.

Support attaining compliance with the State mandated 28% reduction in water consumption and the Metropolitan Water District Allocation.

Provide continuous, reliable, efficient, and safe services to the Waterworks customers.

Integrate the recycled water services into operations, and provide for continuous services during recycled water outages.

Install more high efficiency irrigation sprinklers, in City landscape areas.

## BUDGET IMPACTS FOR FY 16-17

Funded included for a fixed base meter reading network, one sand separator, one utility trailer, the Waterworks share of an asset management information system, and replacement of a trailer-mounted excavator.

Funding for the meter change-out program was eliminated and funding for landscape improvements at tank sites reduced for 2016-17.

# WATERWORKS DISTRICT 8

Utility Billing

1553

## OVERVIEW

Customer Services is responsible for handling many City business transactions. This includes processing utility bills, including water bills for Waterworks District No. 8, sanitation bills, parking citations, business tax receipts, and miscellaneous accounts receivable. Additionally, Customer Services staff coordinates all the activities of special event and location filming permits, business tax compliance programs, and cashiering at City Hall. Customer Services also helps support the City Clerk's Office in passport processing.

The staff of Customer Services is the essential link between customers and constituents. Staff strives to provide personal contact on all issues, and often goes above and beyond to provide our customer a thorough and meaningful response to inquiries.

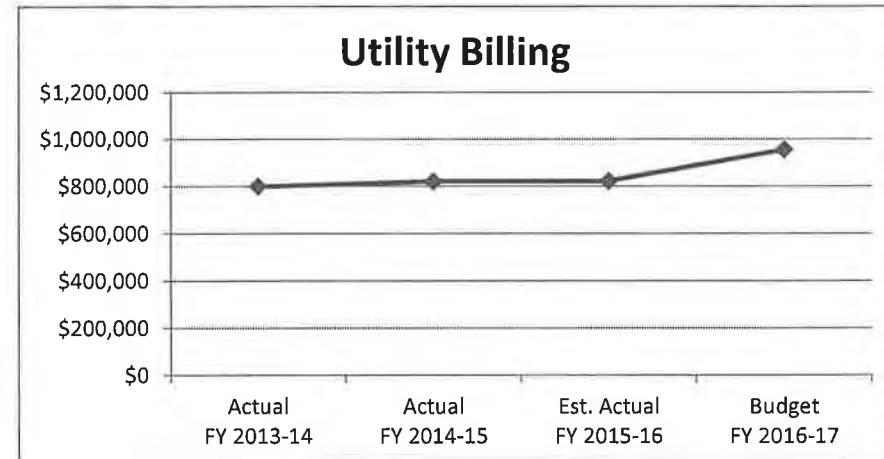
Customer Service field personnel supports services to water meters including routine reading, maintenance and repairs, planned replacements, verifications, and activation/deactivation services. Field personnel also assist with water leaks at or near meters to help determine whether the District or customers need to make a timely repair.

## PERSONNEL BREAKDOWN

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
<b>PERSONNEL</b>				
Authorized Positions	7	7	7	7

## RESOURCES USED

	Actual FY 2013-14	Actual FY 2014-15	Est. Actual FY 2015-16	Budget FY 2016-17
Expenditures	\$800,015	\$820,900	\$822,200	\$956,500





# WATERWORKS DISTRICT 8

Utility Billing (continued)

1553

## KEY ACCOMPLISHMENTS FOR FY 15-16

Processed 158,283 utility and sanitation bills within three days of receipt of the billing from the Department of Public Works, and processed approximately \$51.3M in incoming payments within one business day of receipt of payment.

Processed 2,373 meter upgrades for Waterworks District No. 8.

Exceeded the goal of 15.5% of utility bill customers going green by subscribing to Waterworks District's paperless/payments bill payment options.

Processed 1,321 new business tax applications within one day of receipt, and processed all business tax payments within one business day of receipt.

Processed 2,437 parking citations issued by the Police Department.

Processed approximately \$4.5M in account receivable payments within one business day of receipt of payment.

## GOALS FOR FY 16-17

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.

Encourage business owners to renew their business taxes online (to reduce paperwork, eliminate the need for final notices to be printed, etc.)

File damage claims for miscellaneous A/R damage claim accounts within 2 business days of receipt of information from the Risk Manager.

## BUDGET IMPACTS FOR FY 16-17

Includes an increase in professional services to cover the increasing cost of credit card payment processing through an outside vendor.

## VENTURA COUNTY WATERWORKS DISTRICT NO. 8

### OPERATIONS FUND REVENUES

	ACTUAL 2014-15	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><i>OPERATING FUND REVENUES</i></b>					
34001 Interest	\$ 87,734	\$ 125,000	\$ 90,000	\$ 35,000	\$ 90,000
34101 Rents & Leases	565,071	696,500	505,000	191,500	500,000
36601 Other Grants	-	-	-	-	-
37003 Returned Check NSF	5,125	5,000	5,600	(300)	5,000
37401 Engineering Fees	14,043	13,000	41,000	(28,000)	20,000
37405 Inspection Service Fees	3,503	5,000	2,000	3,000	2,500
37410 Service Charges	30,555,443	33,348,900	27,200,000	6,148,900	30,700,000
37412 Recycled Water Charges	82,691	95,400	56,000	39,400	60,000
37452 Water Sales To District #17	1,544,477	1,725,000	1,090,000	635,000	1,150,000
37453 Water Standby Charges	4,846	6,000	3,500	2,500	4,000
37454 Sale of Meters	28,705	11,600	20,000	(8,400)	11,600
37456 Water Lift Charges	803,087	805,600	600,000	205,600	620,000
37461 Doorhanger Charges	158,040	135,000	125,400	41,000	95,000
37499 Other Public Works Fees	15,896	15,000	7,500	7,500	8,000
38001 Sale of Surplus Property	22,456	10,000	3,000	7,000	3,000
38003 Miscellaneous	-	-	-	-	-
38004 Damage Recovery	28,862	5,000	31,000	(26,000)	10,000
<b>TOTAL - REVENUES</b>	<b>\$ 33,919,979</b>	<b>\$ 37,002,000</b>	<b>\$ 29,780,000</b>	<b>\$ 7,253,700</b>	<b>\$ 33,279,100</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$ 2,826,232	\$ 3,054,000	\$ 2,592,600	\$ 461,400	\$ 3,332,500
41020 Temporary Salaries	-	-	18,200	(18,200)	16,000
41040 Overtime	70,343	76,500	75,200	1,300	76,500
41050 Outside Assistance	1,606	-	55,000	(55,000)	30,000
41200 Deferred Compensation - 401k	10,210	10,000	9,600	400	14,700
41210 Deferred Compensation - 457	10,439	11,700	9,700	2,000	17,500
41300 Vision Care	10,238	10,800	9,300	1,500	11,200
41350 Disability	10,033	9,700	9,700	-	12,200
41400 Group Ins/Health	59,466	69,300	49,400	19,900	75,100
41415 Flex Benefits	602,627	669,400	516,800	152,600	735,800
41420 CalPERS Health Admin Fee	2,334	700	700	-	700
41450 Life Insurance	7,325	8,300	7,100	1,200	8,000
41500 Group Ins/Dental	37,789	41,100	34,000	7,100	43,700
41550 Section 125 Admin	96	100	100	-	100
41600 Retirement/PERS	439,068	638,100	596,400	41,700	696,200
41620 Retirement/HRA	-	-	-	-	12,000
41650 Medicare	39,112	45,300	38,900	6,400	59,200
41660 FICA	-	-	1,100	(1,100)	1,000
41700 Workers' Compensation	249,200	252,300	252,300	-	253,000
41800 Leave Accruals	34,824	116,700	116,700	-	81,000
41860 Salary Reimbursements	-	-	-	-	-
Subtotal - Personnel	\$ 4,410,942	\$ 5,014,000	\$ 4,392,800	\$ 621,200	\$ 5,476,400
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	\$ 808,761	\$ 871,000	\$ 770,000	\$ 101,000	\$ 770,000
42150 Communications	24,987	32,700	31,500	1,200	32,100
42200 Computers (Non-Cap)	30,230	6,000	6,000	-	-
42230 Office Supplies	5,786	11,000	9,000	2,000	9,000

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42235 Furnishings and Equip (Non-Cap)	\$ 1,584	\$ 75,200	\$ 75,200	\$ -	\$ -
42310 Rentals	-	2,000	26,000	(24,000)	26,000
42410 Uniform/Clothing Supply	9,946	12,500	12,500	-	12,500
42440 Memberships and Dues	12,268	13,100	13,100	-	13,100
42450 Subscriptions and Books	673	2,100	1,100	1,000	1,500
42520 Water Meters	429,351	271,690	271,700	(10)	300,100
42540 Water Purchase	26,449,105	29,200,000	22,000,000	7,200,000	24,500,000
42541 Recycled Water Purchases	57,456	67,300	38,200	29,100	42,000
42550 Small Tools/Equipment	11,050	16,500	15,500	1,000	16,500
42560 Operating Supplies	74,596	276,500	200,000	76,500	226,500
42720 Travel, Conferences, Meetings	5,687	6,600	6,600	-	8,100
42730 Training	5,618	24,600	15,900	8,700	18,000
42790 Mileage	296	500	600	(100)	500
Subtotal Supplies and Materials	\$ 27,927,394	\$ 30,889,290	\$ 23,492,900	\$ 7,396,390	\$ 25,975,900
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	\$ 308,541	\$ 527,738	\$ 501,100	\$ 26,638	\$ 437,700
44012 Outside Legal Services	315	2,500	2,800	(300)	2,500
44310 Maintenance of Equipment	415,203	340,845	340,000	845	338,700
44410 Maint of Buildings/Grounds	5,306	5,000	3,200	1,800	15,000
44490 Other Contract Services	306,392	407,700	337,700	70,000	457,700
44491 FIS Operations	-	32,600	32,600	-	32,600
44492 GIS Operations	33,500	33,500	33,500	-	40,500
44590 Insurance Charges	143,200	-	-	-	184,700
44840 Bad Debt Expense	3,919	-	-	-	-
Subtotal - Services	\$ 1,216,376	\$ 1,349,883	\$ 1,250,900	\$ 98,983	\$ 1,509,400

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)**

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2014-15</u>	<u>FINAL</u> <u>BUDGET</u> <u>2015-16</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2015-16</u>	<u>VARIANCE</u> <u>2015-16</u>	<u>BUDGET</u> <u>2016-17</u>
<b><u>REIMBURSEMENTS/TRANSFERS</u></b>					
46100 Reimb to General Fund	\$ 1,693,800	\$ 1,965,400	\$ 1,965,400	\$ -	\$ 2,234,500
46600 Reimb to Streets & Roads	20,003	161,000	161,000	-	120,000
49297 Transfer to Retiree Benefits	46,200	46,200	46,200	-	35,100
49648 Transfer to Computer Equip.	-	99,200	99,200	-	79,400
49649 Transfer to GIS Capital	-	-	-	-	-
49656 Transfer to FIS Capital	-	38,000	38,000	-	55,300
49655 Transfer to City Telephones Fund	-	-	-	-	33,000
49763 Transfer to Vehicle Replacement	143,100	178,000	178,000	-	155,000
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	-	-
Subtotal - Reimbursements & Transfers	\$ 3,363,103	\$ 3,947,800	\$ 3,947,800	\$ -	\$ 2,712,300
Subtotal - Current Expenses	\$ 32,506,873	\$ 36,186,973	\$ 28,691,600	\$ 7,495,373	\$ 30,197,600
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	\$ 46,320	\$ 105,000	\$ 105,000	\$ -	\$ 92,500
47028 Computers (Capital)	-	-	-	-	-
47030 Vehicles	-	-	-	-	-
Subtotal - Capital Outlay	\$ 46,320	\$ 105,000	\$ 105,000	\$ -	\$ 92,500
<b><u>MAINTENANCE CONTRACTS</u></b>					
48500 Maintenance Contracts	\$ 30,896	\$ -	\$ -	\$ -	\$ -
<b>TOTAL - EXPENDITURES</b>	<b>\$ 36,995,031</b>	<b>\$ 41,305,973</b>	<b>\$ 33,189,400</b>	<b>\$ 8,116,573</b>	<b>\$ 35,766,500</b>

## VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

### REPLACEMENT RESERVE FUND PROJECTS LISTING

	TOTAL PROJECT BUDGET	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	VARIANCE 2015-16	BUDGET 2016-17
<b><u>MAINTENANCE PROJECTS</u></b>					
P09807 (A) Paving/Slurry Seal at Tank Sites	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
P09808 (B) Landscaping/Noise Barriers	10,000	30,000	25,000	5,000	10,000
P09810 (C) Painting Water Tanks/Facilities	60,000	90,000	15,000	75,000	60,000
P09812 (D) Refurbish Pumping Facilities	55,000	55,000	10,300	44,700	55,000
P09816 (E) Valve Box Replacement	15,000	15,000	-	15,000	15,000
P09822 (F) Main Line Valve Replacement	125,000	-	-	-	125,000
P09875 (G) District Telemetry System	100,000	100,000	6,000	94,000	100,000
985060 (H) Vulnerability Assessment Upgrade	60,000	60,000	30,000	30,000	60,000
985040 (I) Interior Tank Recoating	300,000	-	-	-	300,000
Subtotal - Maintenance Projects	\$ 750,000	\$ 375,000	\$ 111,300	\$ 263,700	\$ 750,000
<b><u>IMPROVEMENT PROJECTS</u></b>					
980201 (J) Recycled Water Projects	\$ 23,283,000	\$ 4,335,211	\$ 4,335,200	\$ 11	\$ 8,037,200
980380 (K) Small Tank Replacements	600,000	463,511	463,500	11	60,000
980420 (L) Water Line Replacement - CLR/Rollins Rd	169,000	62,284	62,300	(16)	105,000
980440 (M) Water Line Relocation- Box Canyon	260,000	215,044	215,000	44	40,000
980400 First Street Water Line Replace.	1,270,000	50,817	50,800	17	-
985140 (N) Well Rehabilitation Program	365,000	80,000	80,000	-	80,000
985120 Water Facility and COS Eval	200,000	20,000	20,000	-	-
(O) Waterworks SCADA System Upgrade	500,000	-	-	-	250,000
(P) Water Main Replacement	7,100,000	-	-	-	100,000
Subtotal - Improvement Projects	\$ 33,747,000	\$ 5,226,867	\$ 5,226,800	\$ 67	\$ 8,672,200
<b>TOTAL - REPLACEMENT RESERVE FUND PROJECTS</b>	<b>\$ 33,747,000</b>	<b>\$ 5,601,867</b>	<b>\$ 5,338,100</b>	<b>\$ 263,767</b>	<b>\$ 9,422,200</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**CAPITAL IMPROVEMENTS FUND PROJECTS LISTING**

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>VARIANCE 2015-16</u>	<u>BUDGET 2016-17</u>	
<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>						
980322	Emergency Generators	--	\$ 1,128,600	\$ 1,128,600	\$ -	\$ -
980321	(Q) Water Storage Mixing Systems	--	300,000	225,000	75,000	90,000
980320	(R) Knolls Zone Water Facilities	3,061,300	870,200	870,200	-	500,000
980421	Stearns St Storage (Walnut Yard)	260,000	271,464	271,500	(36)	-
	(S) Walnut Street Pump Station	560,000	-	-	-	60,000
	Simi Valley Basin Groundwater Study	200,000	111,417	111,400	17	-
	(T) Simi Valley Groundwater Basin Facilities	8,500,000	-	-	-	250,000
<b>TOTAL - CIP FUND PROJECTS</b>		<b>\$ 12,581,300</b>	<b>\$ 2,681,681</b>	<b>\$ 2,606,700</b>	<b>\$ 74,981</b>	<b>\$ 900,000</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**OPERATIONS FUND WORKING CAPITAL SUMMARY**

	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>BUDGET 2016-17</u>	<u>PROJECTION 2017-18</u>	<u>PROJECTION 2018-19</u>
Beginning Working Capital	\$ 742,435	\$ 742,435	\$ (2,698,665)	\$ (5,183,065)	\$ (5,720,465)
<b><u>REVENUES</u></b>					
Operating Revenues	\$ 37,002,000	\$ 29,748,300	\$ 33,279,100	\$ 35,941,400	\$ 37,379,100
<b><u>EXPENDITURES</u></b>					
Operating Expenditures	\$ 41,305,973	\$ 33,189,400	\$ 35,763,500	\$ 36,478,800	\$ 37,354,300
Revenues Less Expenditures	\$ (4,303,973)	\$ (3,441,100)	\$ (2,484,400)	\$ (537,400)	\$ 24,800
Ending Working Capital	<u>\$ (3,561,538)</u>	<u>\$ (2,698,665)</u>	<u>\$ (5,183,065)</u>	<u>\$ (5,720,465)</u>	<u>\$ (5,695,665)</u>



## VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

### REPLACEMENT RESERVE WORKING CAPITAL SUMMARY

	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Vehicle Replacement Funds	\$ 753,900	\$ 753,900	\$ 556,100	\$ 589,100	\$ 460,500
<b><u>REVENUES</u></b>					
Replacement Contributions	\$ 113,000	\$ 122,100	\$ 113,000	\$ 116,400	\$ 119,900
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	\$ 290,251	\$ 319,900	\$ 80,000	\$ 245,000	\$ 100,000
Ending Vehicle Replacement Funds	<u>\$ 576,649</u>	<u>\$ 556,100</u>	<u>\$ 589,100</u>	<u>\$ 460,500</u>	<u>\$ 480,400</u>
<b><u>FACILITIES REPLACEMENT RESERVE</u></b>					
Beginning Facilities Replacement Funds	\$ 12,234,711	\$ 11,480,811	\$ 8,593,311	\$ 7,071,511	\$ 5,439,111
<b><u>REVENUES</u></b>					
Transfer from Operating Fund	\$ 1,525,000	\$ 1,525,000	\$ -	\$ -	\$ -
State Revolving Fund Loan	-	-	5,537,200	5,824,800	2,731,300
State Recycled Water Grants	500,000	5,000	2,500,000		
Total Revenues	<u>\$ 1,960,000</u>	<u>\$ 1,960,000</u>	<u>\$ 8,037,200</u>	<u>\$ 5,824,800</u>	<u>\$ 2,731,300</u>
<b><u>EXPENDITURES</u></b>					
Reimb to General Fund	\$ 263,300	\$ 263,300	\$ 16,800	\$ 17,400	\$ 18,000
Replacement Reserve Projects	4,060,980	5,338,100	9,542,200	7,439,800	5,171,300
Total Expenditures	<u>\$ 5,210,978</u>	<u>\$ 5,601,400</u>	<u>\$ 9,559,000</u>	<u>\$ 7,457,200</u>	<u>\$ 5,189,300</u>
Ending Facilities Replacement Funds	<u>\$ 8,983,733</u>	<u>\$ 7,839,411</u>	<u>\$ 7,071,511</u>	<u>\$ 5,439,111</u>	<u>\$ 2,981,111</u>

## VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

### CAPITAL IMPROVEMENT FUND WORKING CAPITAL SUMMARY

	FINAL BUDGET 2015-16	ESTIMATED ACTUAL 2015-16	BUDGET 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
Beginning Working Capital	\$ 462,199	\$ 462,199	\$ (2,234,701)	\$ (3,349,001)	\$ (5,864,301)
<b><u>REVENUES</u></b>					
Interest	\$ 15,000	\$ 15,000	\$ 15,000	\$ 14,000	\$ 13,000
Capital Improvement Charges	60,000	230,000	100,000	100,000	100,000
Total Revenues	\$ 75,000	\$ 245,000	\$ 115,000	\$ 114,000	\$ 113,000
<b><u>EXPENDITURES</u></b>					
Reimb to General Fund	\$ 335,200	\$ 335,200	\$ 329,300	\$ 329,300	\$ 217,800
Capital Improvements Projects	2,681,681	2,606,700	900,000	2,300,000	200,000
Total Expenditures	\$ 3,016,881	\$ 2,941,900	\$ 1,229,300	\$ 2,629,300	\$ 417,800
Ending Working Capital	<u>\$ (2,479,682)</u>	<u>\$ (2,234,701)</u>	<u>\$ (3,349,001)</u>	<u>\$ (5,864,301)</u>	<u>\$ (5,333,501)</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**

**CONSOLIDATED WORKING CAPITAL SUMMARY**

	<u>FINAL BUDGET 2015-16</u>	<u>ESTIMATED ACTUAL 2015-16</u>	<u>BUDGET 2016-17</u>	<u>PROJECTION 2017-18</u>	<u>PROJECTION 2018-19</u>
Ending Operations Fund Working Capital	\$ (3,561,538)	\$ (2,698,665)	\$ (5,183,065)	\$ (5,720,465)	\$ (5,695,665)
Reserves:					
Vehicle Replacement Reserve	\$ 576,649	\$ 556,100	\$ 589,100	\$ 460,500	\$ 480,400
Facilities Replacement Reserve	\$ 8,983,733	\$ 7,839,411	\$ 7,071,511	\$ 5,439,111	\$ 2,981,111
Ending Replacement Reserve Fund Working Capital	\$ 9,560,382	\$ 8,395,511	\$ 7,660,611	\$ 5,899,611	\$ 3,461,511
Ending Capital Improvement Fund Working Capital	\$ (2,479,682)	\$ (2,234,701)	\$ (3,349,001)	\$ (5,864,301)	\$ (5,333,501)
Ending Working Capital - All Funds	\$ 3,519,162	\$ 3,462,145	\$ (871,455)	\$ (5,685,155)	\$ (7,567,655)

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

**TITLE:** Split Fund Director of Public Works and Deputy Director/PW Administration Positions  
(1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks)  
**REQUEST:** \$158,900 (Waterworks Fund)  
**ACCOUNT:** 761-4605 Salaries and Benefits  
**PRIORITY:** 2

COST BREAKDOWN	
<u>Personnel</u>	
Director of Public Works	\$89,800
Deputy Director/PW Administration	\$69,100
<b>TOTAL:</b>	<b>\$158,900</b>

The Public Works Department is recommending to split fund the Director of Public Works and the Deputy Director/PW Administration positions (1/3 General Fund, 1/3 Sanitation, 1/3 Waterworks). These positions equally support each Fund, and this change will properly align duties with funding sources.

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Fixed Base Meter Reading Network  
 REQUEST: \$25,000  
 ACCOUNT: 761-4640-44490  
 PRIORITY: 4

**COST BREAKDOWN**

Capital Outlay

Fixed Base Meter Reading Network	\$50,000
Software, training and data hosting	\$25,000
<b>TOTAL:</b>	<b>\$75,000</b>

**CITY MANAGER ACTION**

Partial Item approved

Software, training and data hosting	\$25,000
<b>TOTAL:</b>	<b>\$25,000</b>

The Waterworks Division requests funding to expand the Advanced Metering Infrastructure (or AMI: an automated, radio based, meter data collection and data storage system) project. A Pilot AMI project has been implemented (funded in the FY 2014-15 budget), that installed two fixed-base data collectors, one within a neighborhood on the east portion of the District, and one within a west neighborhood. The goal was to collect data from 650 meters within the line-of-sight of the collectors; however, pilot collectors are reading data from over 10,000 existing water meters.

The current request would fund installing five additional data collectors in FY 2016-17 on District facilities (tank and pump sites, or other public facilities) at a cost of \$10,000 per collector, installed, a total of \$50,000. In addition, the current request would fund software, training and site hosting which are initial costs needed to develop the data infrastructure necessary to use the data for billing, customer service, and for trending/alert tools. The current meter technology installed within the District service area provides for manual, touch, radio drive-by, or fixed-based collector meter reading capability options, so no additional funds are needed for the modern meters within the service area to convert to the fixed-based AMI system.

The pilot project estimated that twenty three fixed-based collectors would be ultimately needed within the service area to collect data from about 98% of the meters. Some homes in canyon areas may not be practically accessible by a radio based data collectors, however, as installation of the data-collectors proceeds, this could be more closely assessed. Purchase of the infrastructure software, hardware, support and hosting services for the project over 5 years is estimated at \$355,000, based upon the plan for the collector units to be installed by District staff.

The value of an AMI system is water use data that is helpful to the District, and potentially even more helpful to the customer. The additional data is helpful in determining time-of-use at a location, which can help resolve customer service issues, and identify water leaks on the customer's side. Typical transactions, such as a move-in or move-out would be aided by the ability to instantly read a meter upon demand at any time from a central customer. Usage history would provide detailed data that could help customers identify opportunities to better conserve water. This data from the AMI is anticipated to interface with the Tyler-Munis ERP system and improve efficiency and automation in water billing.

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Purchase of One Sand Separator  
REQUEST: \$15,000  
ACCOUNT: 761-4640-47020  
PRIORITY: 5

COST BREAKDOWN	
<u>Capital Outlay</u>	
One Sand Separator	\$15,000
<b>TOTAL:</b>	<u>\$15,000</u>

The Public Works Department's Waterworks Division requests funding to purchase one sand separator, for installation on one water production well that supplies the Tapo Canyon Water Treatment Plant, Well 31d . The sand separator would remove sand particles from the well water and provide for a more efficient removal of the sand than the current process. Currently, the pre-filters in the treatment plant accumulate the sand that is suspended in the supply water. To remove the sand from the filters, the filters must be taken out of service and manually cleaned. The sand separators would greatly improve the efficient operation of the Tapo Canyon Water Treatment Plant, and will also save on filter media replacement costs.

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Purchase of One Utility Trailer  
REQUEST: \$17,500  
ACCOUNT: 761-4640-47020  
PRIORITY: 6

<b>COST BREAKDOWN</b>		
<u>Capital Outlay</u>		
	One Utility Trailer	\$17,500
<b>TOTAL:</b>		<hr/> \$17,500

The Public Works Department's Waterworks Division requests funding to purchase a Utility Trailer to transport a small loader and accessory attachments, that were purchased in 2015, to work sites.

The small loader is frequently used when responding to water leaks, and especially to clean-up debris from street surfaces to stay compliant with the City and the District's NPDES permits. Current Water Division equipment inventory includes an eighteen-foot trailer which was purchased to transport a small excavator. The current practice, when responding to an incident, is for the crew to unload the excavator and load the small loader. The existing trailer is not large enough to also to carry the loader accessories, such as the broom and pavement breaker attachments, so the crew must then unload the loader at the site, and return with the trailer to the storage yard, load the accessories, and return to the work site. Also, when equipment is needed on a work site that is too large to load into a pickup or utility truck, such as the walk behind concrete saw, pumps, compactors, and traffic control items, another trip with the trailer may be needed between the storage yard and the work site.

Having a second trailer with the small loader preloaded on it would increase crew efficiency, decrease emergency response time, and reduce vehicle trips.

**WATERWORKS  
FY16-17 POLICY ITEM PROPOSAL**

TITLE: Infor/Hansen Asset Information Management (1/2 Waterworks, 1/2 Sanitation)  
REQUEST: \$25,000 (Waterworks Fund)  
ACCOUNT: 761-4640-44490  
PRIORITY: 7

<b>COST BREAKDOWN</b>	
Contract Services	
Move data from Oracle to Microsoft SQL Server	\$25,000
<b>TOTAL:</b>	<u>\$25,000</u>

Public Works requests authorization to migrate the current CMMS (Computerized Maintenance Management System) systems database from Oracle to Microsoft SQL Server which is the City of Simi Valley standard. The Hansen asset and information system was purchased in 2007 using the then current standard Oracle database. It is now outdated and does not meet the City's current standards.

The software helps maintain and record work records for over 22,000 Sanitation and Waterworks assets. The program also maintains Inventory stock and transactions for approximately 4,700 on hand parts of both Divisions. As the City, Sanitation, and Waterworks software and GIS system have changed over these 9 years to new database standards, in which this very critical software has not kept pace. Allowing interactions with other software's difficult. And now with the new ERP program defined, it is even more important that these software systems have the ability to interact.

The Public Works Division's utilities are highly regulated by local, state, and federal agencies for compliance with environmental and public health standards. It is critical to maintain accurate and current records of our maintenance on these critical systems. The new database system upgrade will allow a more standard interface to the many software systems both Divisions use on a daily bases to interact. And allow a more standardize information format.

This CMMS reporting system will allow all schedules, reporting, mapping, and inventory monitoring to be available in one location with a standardized format. This software is used daily by the Managers and crew in the field to manage and maintain the systems records. Purchase of the conversion services and software upgrade cost \$50,000.



**WATERWORKS  
FY16-17 CAPITAL ASSET REQUEST**

TITLE: Replacement of Trailer Mounted Excavator  
REQUEST: \$60,000  
ACCOUNT: 761-4640-47020  
PRIORITY: 1

COST BREAKDOWN	
<u>Capital Outlay</u>	
Replacement of Trailer Mounted Excavator	\$60,000
TOTAL:	<hr/> \$60,000
<u>RECURRING COST</u>	
Annual Replacement Contribution Cost	\$7,000

The Public Works Department's Waterworks Division requests replacement funding for one trailer-mounted excavator /vacuum /valve turner. This excavator is used frequently by field crews to clean and maintain storm drain inlets, to clean and turn water valves (about 6,000 per year), to clean water meter boxes, to perform utility pot-hole excavating, and to help jobsite clean-up after a water main leak to meet NPDES permit requirements .

Due to the age and the number of working hours logged by this equipment, repairs have become frequent. The manufacturer no longer supports this equipment model due to its age, therefore, repairs are taking much longer and have become more costly.

Replacing this excavator is justified based on the need, and the cost/downtime of the existing excavator. This is an essential piece of equipment for the Waterworks field crews.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**FY 16-17 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Meter Change Out Program  
TOTAL: \$152,000  
ACCOUNT: 761-4640-42520  
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Meters	\$152,000
TOTAL:	<u>\$152,000</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 2016-17. 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 reduce funding for the replacement of 569 meters.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
FY 16-17 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>

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2016-17 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.

PERSONNEL  
CLASSIFICATIONS  

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AND SALARY RANGES

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Account Clerk I	28-Dec-15	\$2,998.67	\$3,822.00	\$35,984.00	- \$45,864.00
Account Clerk II	28-Dec-15	\$3,296.80	\$4,210.27	\$39,561.60	- \$50,523.20
Accounting Projects Analyst	11-Jan-16	\$5,938.05	\$7,613.34	\$71,256.64	- \$91,360.10
Accounting Specialist	11-Jan-16	\$4,779.26	\$6,106.90	\$57,351.06	- \$73,282.82
Accounting Supervisor	11-Jan-16	\$6,618.06	\$8,497.32	\$79,416.74	- \$101,967.84
Accounting Technician	28-Dec-15	\$3,626.13	\$4,628.00	\$43,513.60	- \$55,536.00
Administrative Aide	11-Jan-16	\$4,547.60	\$5,805.80	\$54,571.14	- \$69,669.60
Administrative Intern (Temp)	20-Jun-11	\$2,338.27	\$2,832.27	\$28,059.20	- \$33,987.20
Administrative Officer	11-Jan-16	\$7,263.19	\$9,335.99	\$87,158.24	- \$112,031.92
Administrative Secretary	11-Jan-16	\$4,286.38	\$5,466.24	\$51,436.58	- \$65,594.88
Administrative Technician (est. 6-29-15)	28-Dec-15	\$3,998.80	\$5,104.67	\$47,985.60	- \$61,256.00
Assistant City Attorney	11-Jan-16	\$9,546.16	\$12,303.94	\$114,553.92	- \$147,647.24
Assistant City Clerk	11-Jan-16	\$6,086.08	\$7,911.93	\$73,032.96	- \$94,943.16
Assistant City Manager	11-Jan-16	\$11,443.14	\$14,876.12	\$137,317.70	- \$178,513.40
Assistant Engineer	11-Jan-16	\$6,065.45	\$7,779.01	\$72,785.44	- \$93,348.06
Assistant Planner	11-Jan-16	\$5,218.59	\$6,678.08	\$62,623.08	- \$80,136.94
Assistant Public Works Director	11-Jan-16	\$10,460.13	\$13,492.05	\$125,521.50	- \$161,904.60
Assistant to the City Manager	11-Jan-16	\$8,331.72	\$10,725.17	\$99,980.66	- \$128,702.08
Assistant Waterworks Services Manager	11-Jan-16	\$6,896.54	\$8,859.44	\$82,758.52	- \$106,313.22
Associate Engineer	11-Jan-16	\$6,637.00	\$8,522.00	\$79,643.98	- \$102,263.98
Associate Planner	11-Jan-16	\$5,947.89	\$7,626.08	\$71,374.68	- \$91,512.98
Budget Officer	11-Jan-16	\$7,547.95	\$9,706.23	\$90,575.42	- \$116,474.80
Building Inspector I	28-Dec-15	\$4,244.93	\$5,414.93	\$50,939.20	- \$64,979.20
Building Inspector II	28-Dec-15	\$4,671.33	\$5,955.73	\$56,056.00	- \$71,468.80
Building Maintenance Technician	28-Dec-15	\$3,449.33	\$4,404.40	\$41,392.00	- \$52,852.80
Chief of Police	11-Jan-16	\$14,399.52	\$18,719.33	\$172,794.18	- \$224,631.94
City Attorney	11-Jan-16	\$15,063.95	\$19,582.94	\$180,767.34	- \$234,995.28
City Engineer	11-Jan-16	\$9,531.19	\$12,284.55	\$114,374.26	- \$147,414.54
City Manager	11-Jan-16	\$15,148.42	\$19,692.94	\$181,781.08	- \$236,315.30
Clerk I	28-Dec-15	\$2,861.73	\$0.00	\$34,340.80	- \$0.00
Clerk I (Temps)	28-Dec-15	\$2,861.73	\$0.00	\$34,340.80	- \$0.00

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL		
Clerk II	28-Dec-15	\$2,861.73	\$3,634.80	\$34,340.80	-	\$43,617.60
Clerk II (Temps)	28-Dec-15	\$2,861.73	\$3,634.80	\$34,340.80	-	\$43,617.60
Code Enforcement Manager	11-Jan-16	\$6,909.05	\$8,849.06	\$82,908.54	-	\$106,188.68
Code Enforcement Officer	11-Jan-16	\$4,852.27	\$6,201.91	\$58,227.26	-	\$74,422.92
Code Enforcement Supervisor	11-Jan-16	\$6,300.99	\$8,085.29	\$75,611.90	-	\$97,023.42
Code Enforcement Technician	28-Dec-15	\$3,669.47	\$4,686.93	\$44,033.60	-	\$56,243.20
Collection System Supervisor	11-Jan-16	\$5,525.93	\$7,077.57	\$66,311.18	-	\$84,930.82
Collection System Technician I	28-Dec-15	\$3,525.60	\$4,496.27	\$42,307.20	-	\$53,955.20
Collection System Technician II	28-Dec-15	\$3,877.47	\$4,943.47	\$46,529.60	-	\$59,321.60
Collection System Technician Trainee	28-Dec-15	\$3,204.93	\$4,085.47	\$38,459.20	-	\$49,025.60
Communication Systems Coordinator	11-Jan-16	\$6,695.20	\$8,597.72	\$80,342.34	-	\$103,172.68
Communications Manager	11-Jan-16	\$6,728.35	\$8,640.75	\$80,740.14	-	\$103,689.04
Community Services Specialist	11-Jan-16	\$5,100.01	\$6,523.90	\$61,200.10	-	\$78,286.78
Computer Operator	28-Dec-15	\$3,383.47	\$4,322.93	\$40,601.60	-	\$51,875.20
Contract Compliance Technician	28-Dec-15	\$4,551.73	\$5,808.40	\$54,620.80	-	\$69,700.80
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11		\$1,202.76		-	\$14,433.12
Counter Services Technician	28-Dec-15	\$3,990.13	\$5,089.07	\$47,881.60	-	\$61,068.80
Counter Technician	11-Jan-16	\$4,321.20	\$5,512.00	\$51,854.40	-	\$66,144.00
Court Liaison	11-Jan-16	\$3,981.47	\$5,080.40	\$47,777.60	-	\$60,964.80
Crime Analysis and Reporting Manager	11-Jan-16	\$6,701.80	\$8,600.95	\$80,421.64	-	\$103,211.42
Crime Analyst	11-Jan-16	\$5,377.84	\$6,885.13	\$64,534.08	-	\$82,621.50
Crime Analyst Technician	28-Dec-15	\$4,222.40	\$5,402.80	\$50,668.80	-	\$64,833.60
Crime Scene Investigator I	28-Dec-15	\$4,387.07	\$5,600.40	\$52,644.80	-	\$67,204.80
Crime Scene Investigator II	28-Dec-15	\$4,829.07	\$6,163.73	\$57,948.80	-	\$73,964.80
Crime Scene Investigator Trainee	28-Dec-15	\$3,445.87	\$4,392.27	\$41,350.40	-	\$52,707.20
Crossing Guard (Temps)	29-Dec-14	\$1,878.93	\$2,275.87	\$22,547.20	-	\$27,310.40
Cultural Arts Center Assistant Manager	11-Jan-16	\$4,918.20	\$6,287.58	\$59,018.44	-	\$75,450.96
Cultural Arts Center Manager	11-Jan-16	\$6,627.31	\$8,509.43	\$79,527.76	-	\$102,113.18
Cultural Arts Center Technical Coordinator	11-Jan-16	\$4,689.69	\$5,993.85	\$56,276.22	-	\$71,926.14
Custodian	28-Dec-15	\$2,991.73	\$3,818.53	\$35,900.80	-	\$45,822.40
Custodian (Temps)	28-Dec-15	\$2,991.73	\$3,818.53	\$35,900.80	-	\$45,822.40

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as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Customer Service Representative	28-Dec-15	\$3,213.60	\$4,102.80	\$38,563.20	- \$49,233.60
Customer Services Manager	11-Jan-16	\$6,728.35	\$8,640.75	\$80,740.14	- \$103,689.04
Deputy Building Official	11-Jan-16	\$7,183.24	\$9,232.08	\$86,198.84	- \$110,784.96
Deputy Building Official/Plan Check	11-Jan-16	\$7,898.45	\$10,161.88	\$94,781.44	- \$121,942.60
Deputy City Attorney	11-Jan-16	\$7,887.19	\$10,253.30	\$94,646.24	- \$123,039.54
Deputy City Manager	11-Jan-16	\$9,855.50	\$12,705.98	\$118,265.94	- \$152,471.80
Deputy Director/Building Official	11-Jan-16	\$8,751.84	\$11,271.26	\$105,022.06	- \$135,255.12
Deputy Director/Citizen Services	11-Jan-16	\$8,570.97	\$11,036.24	\$102,851.58	- \$132,434.90
Deputy Director/City Clerk	11-Jan-16	\$6,639.77	\$8,525.66	\$79,677.26	- \$102,307.92
Deputy Director/City Planner	11-Jan-16	\$8,903.33	\$11,468.28	\$106,839.98	- \$137,619.30
Deputy Director/Community Programs & Facilities	11-Jan-16	\$8,570.97	\$11,036.24	\$102,851.58	- \$132,434.90
Deputy Director/Development Services	11-Jan-16	\$8,691.56	\$11,192.96	\$104,298.74	- \$134,315.48
Deputy Director/Economic Development	11-Jan-16	\$9,132.37	\$11,766.02	\$109,588.44	- \$141,192.22
Deputy Director/Environmental Compliance	11-Jan-16	\$8,644.87	\$11,132.27	\$103,738.44	- \$133,587.22
Deputy Director/Fiscal Services	11-Jan-16	\$8,599.46	\$11,073.21	\$103,193.48	- \$132,878.46
Deputy Director/Housing & Special Projects	11-Jan-16	\$8,570.97	\$11,036.24	\$102,851.58	- \$132,434.90
Deputy Director/Human Resources	11-Jan-16	\$9,345.87	\$12,043.57	\$112,150.48	- \$144,522.82
Deputy Director/Information Services	11-Jan-16	\$9,600.20	\$12,374.12	\$115,202.36	- \$148,489.38
Deputy Director/Maintenance Services	11-Jan-16	\$8,644.18	\$11,131.47	\$103,730.12	- \$133,577.60
Deputy Director/Maintenance Services Engineer	11-Jan-16	\$8,691.56	\$11,192.96	\$104,298.74	- \$134,315.48
Deputy Director/Police Critical Support & Logistics	11-Jan-16	\$8,761.74	\$11,284.24	\$105,140.88	- \$135,410.86
Deputy Director/Public Works Administration	11-Jan-16	\$8,761.74	\$11,284.24	\$105,140.88	- \$135,410.86
Deputy Director/Sanitation Services	11-Jan-16	\$8,644.18	\$11,131.47	\$103,730.12	- \$133,577.60
Deputy Director/Support Services	11-Jan-16	\$7,885.43	\$10,145.03	\$94,625.18	- \$121,740.32
Deputy Director/Traffic Engineer	11-Jan-16	\$9,531.19	\$12,284.55	\$114,374.26	- \$147,414.54
Deputy Director/Transit	11-Jan-16	\$8,570.97	\$11,036.24	\$102,851.58	- \$132,434.90
Deputy Director/Waterworks Services	11-Jan-16	\$8,644.18	\$11,131.47	\$103,730.12	- \$133,577.60
Deputy Police Chief	29-Dec-14	\$10,670.25	\$13,759.59	\$128,042.98	- \$165,115.08
Director, Administrative Services	11-Jan-16	\$10,896.71	\$14,165.65	\$130,760.50	- \$169,987.74
Director, Community Services	11-Jan-16	\$10,664.55	\$13,863.94	\$127,974.60	- \$166,367.24
Director, Environmental Services	11-Jan-16	\$10,661.86	\$13,860.30	\$127,942.36	- \$166,323.56

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as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Director, Public Works	11-Jan-16	\$11,618.45	\$15,104.01	\$139,421.36	- \$181,248.08
Electrical Inspector	28-Dec-15	\$4,901.87	\$6,253.87	\$58,822.40	- \$75,046.40
Emergency Services Coordinator (est. 6-29-15)	11-Jan-16	\$5,814.01	\$7,452.16	\$69,768.14	- \$89,425.96
Emergency Services Manager	11-Jan-16	\$6,695.20	\$8,597.72	\$80,342.34	- \$103,172.68
Engineering Aide	28-Dec-15	\$3,645.20	\$4,648.80	\$43,742.40	- \$55,785.60
Engineering Technician	28-Dec-15	\$4,551.73	\$5,808.40	\$54,620.80	- \$69,700.80
Enterprise Systems Analyst	11-Jan-16	\$7,739.25	\$9,954.92	\$92,870.96	- \$119,459.08
Environmental Compliance Inspector	28-Dec-15	\$4,671.33	\$5,955.73	\$56,056.00	- \$71,468.80
Environmental Compliance Program Analyst	11-Jan-16	\$5,590.91	\$7,162.09	\$67,090.92	- \$85,945.08
Environmental Compliance Program Coordinator	11-Jan-16	\$6,300.99	\$8,085.29	\$75,611.90	- \$97,023.42
Executive Assistant	11-Jan-16	\$5,547.17	\$7,105.22	\$66,565.98	- \$85,262.58
Field Laboratory Technician	28-Dec-15	\$3,698.93	\$4,721.60	\$44,387.20	- \$56,659.20
Geographic Information System Tech	28-Dec-15	\$5,522.40	\$7,040.80	\$66,268.80	- \$84,489.60
GIS Coordinator	11-Jan-16	\$7,456.69	\$9,582.34	\$89,480.30	- \$114,988.12
Graphics Media Coordinator	11-Jan-16	\$4,752.67	\$6,072.37	\$57,032.04	- \$72,868.38
Graphics/Support Services Tech	28-Dec-15	\$3,617.47	\$4,621.07	\$43,409.60	- \$55,452.80
Heavy Equipment Operator	28-Dec-15	\$3,617.47	\$4,621.07	\$43,409.60	- \$55,452.80
Home Rehabilitation Coordinator	11-Jan-16	\$5,571.56	\$7,136.94	\$66,858.74	- \$85,643.22
Human Resources Analyst	11-Jan-16	\$5,954.30	\$7,634.55	\$71,451.64	- \$91,614.64
Human Resources Technician	28-Dec-15	\$3,293.33	\$4,210.27	\$39,520.00	- \$50,523.20
Industrial Painter	28-Dec-15	\$4,182.53	\$5,340.40	\$50,190.40	- \$64,084.80
Information Services Analyst I	11-Jan-16	\$5,968.13	\$7,652.60	\$71,617.52	- \$91,831.22
Information Services Analyst II	11-Jan-16	\$6,483.97	\$8,322.93	\$77,807.60	- \$99,875.10
Instrumentation Technician	28-Dec-15	\$5,056.13	\$6,453.20	\$60,673.60	- \$77,438.40
Inventory Support Technician	28-Dec-15	\$3,052.40	\$3,900.00	\$36,628.80	- \$46,800.00
Laboratory Chemist	11-Jan-16	\$6,267.97	\$8,042.26	\$75,215.66	- \$96,507.06
Laboratory Supervisor	11-Jan-16	\$6,889.89	\$8,850.75	\$82,678.70	- \$106,208.96
Laboratory Technician	28-Dec-15	\$4,511.87	\$5,759.87	\$54,142.40	- \$69,118.40
Landscape Architect	11-Jan-16	\$7,400.94	\$9,515.18	\$88,811.32	- \$114,182.12
Lead Crossing Guard (Temps)	29-Dec-14	\$2,152.80	\$2,613.87	\$25,833.60	- \$31,366.40
Legal Secretary	11-Jan-16	\$4,480.99	\$5,719.24	\$53,771.90	- \$68,630.90



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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Legal Technician	28-Dec-15	\$3,296.80	\$4,206.80	\$39,561.60	- \$50,481.60
Maintenance Superintendent	11-Jan-16	\$6,819.39	\$8,759.18	\$81,832.66	- \$105,110.20
Maintenance Supervisor	11-Jan-16	\$5,525.93	\$7,077.57	\$66,311.18	- \$84,930.82
Maintenance Worker I	28-Dec-15	\$2,991.73	\$3,818.53	\$35,900.80	- \$45,822.40
Maintenance Worker I (Temps)	28-Dec-15	\$2,991.73	\$3,818.53	\$35,900.80	- \$45,822.40
Maintenance Worker II	28-Dec-15	\$3,296.80	\$4,210.27	\$39,561.60	- \$50,523.20
Maintenance Worker II (Temps)	28-Dec-15	\$3,296.80	\$4,210.27	\$39,561.60	- \$50,523.20
Maintenance Worker III	28-Dec-15	\$3,629.60	\$4,633.20	\$43,555.20	- \$55,598.40
Management Analyst	11-Jan-16	\$5,814.01	\$7,452.16	\$69,768.14	- \$89,425.96
Mechanic I	28-Dec-15	\$3,458.00	\$4,416.53	\$41,496.00	- \$52,998.40
Mechanic II	28-Dec-15	\$4,317.73	\$5,512.00	\$51,812.80	- \$66,144.00
Neighborhood Council Coordinator	11-Jan-16	\$5,554.36	\$7,114.60	\$66,652.30	- \$85,375.16
Nutrition Services Worker	28-Dec-15	\$2,851.33	\$3,641.73	\$34,216.00	- \$43,700.80
Paralegal	28-Dec-15	\$3,693.73	\$4,712.93	\$44,324.80	- \$56,555.20
Permit Services Coordinator	11-Jan-16	\$5,350.87	\$6,956.78	\$64,210.38	- \$83,481.32
Planning Intern (Temp)	20-Jun-11	\$2,338.27	\$2,832.27	\$28,059.20	- \$33,987.20
Planning Technician	28-Dec-15	\$4,288.27	\$5,486.00	\$51,459.20	- \$65,832.00
Plant Electrician	28-Dec-15	\$4,605.47	\$5,876.00	\$55,265.60	- \$70,512.00
Plant Maintenance Program Technician	28-Dec-15	\$4,836.00	\$6,168.93	\$58,032.00	- \$74,027.20
Plant Maintenance Supervisor	11-Jan-16	\$5,960.13	\$7,642.09	\$71,521.58	- \$91,705.12
Plant Maintenance Technician I	28-Dec-15	\$3,801.20	\$4,849.87	\$45,614.40	- \$58,198.40
Plant Maintenance Technician II	28-Dec-15	\$4,182.53	\$5,335.20	\$50,190.40	- \$64,022.40
Plant Maintenance Technician III	28-Dec-15	\$4,605.47	\$5,876.00	\$55,265.60	- \$70,512.00
Plant Operations Manager	11-Jan-16	\$7,040.17	\$9,046.16	\$84,482.06	- \$108,553.90
Plant Operations Supervisor	11-Jan-16	\$5,960.13	\$7,642.09	\$71,521.58	- \$91,705.12
Plant Operator I	28-Dec-15	\$4,083.73	\$5,219.07	\$49,004.80	- \$62,628.80
Plant Operator II	28-Dec-15	\$4,491.07	\$5,733.87	\$53,892.80	- \$68,806.40
Plant Operator III	28-Dec-15	\$4,943.47	\$6,305.87	\$59,321.60	- \$75,670.40
Plant Operator Trainee	28-Dec-15	\$3,132.13	\$4,004.00	\$37,585.60	- \$48,048.00
Plant Support Systems Manager	11-Jan-16	\$7,040.17	\$9,046.16	\$84,482.06	- \$108,553.90
Plumbing/Mechanical Inspector	28-Dec-15	\$4,901.87	\$6,253.87	\$58,822.40	- \$75,046.40

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES**

as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Police Commander	29-Dec-14	\$8,697.28	\$11,202.36	\$104,367.38	- \$134,428.32
Police Dispatcher	28-Dec-15	\$4,321.20	\$5,513.73	\$51,854.40	- \$66,164.80
Police Dispatcher Trainee	28-Dec-15	\$3,823.73	\$0.00	\$45,884.80	- \$0.00
Police Maintenance Coordinator	28-Dec-15	\$4,267.47	\$5,446.13	\$51,209.60	- \$65,353.60
Police Maintenance Supervisor	11-Jan-16	\$5,074.55	\$6,490.90	\$60,894.60	- \$77,890.80
Police Maintenance Technician	28-Dec-15	\$3,296.80	\$4,210.27	\$39,561.60	- \$50,523.20
Police Officer	28-Dec-15	\$5,234.67	\$7,583.33	\$62,816.00	- \$91,000.00
Police Officer Trainee	29-Dec-14	\$4,586.40	\$0.00	\$55,036.80	- \$0.00
Police Records Manager	11-Jan-16	\$6,086.08	\$7,911.93	\$73,032.96	- \$94,943.16
Police Records Supervisor	11-Jan-16	\$5,377.84	\$6,885.13	\$64,534.08	- \$82,621.50
Police Records Technician I	28-Dec-15	\$2,974.40	\$3,796.00	\$35,692.80	- \$45,552.00
Police Records Technician II	28-Dec-15	\$3,217.07	\$4,118.40	\$38,604.80	- \$49,420.80
Police Sergeant	28-Dec-15	\$6,846.67	\$9,906.00	\$82,160.00	- \$118,872.00
Police Services Assistant	28-Dec-15	\$3,277.73	\$4,187.73	\$39,332.80	- \$50,252.80
Police Services Supervisor	11-Jan-16	\$5,100.01	\$6,523.90	\$61,200.10	- \$78,286.78
Principal Engineer	11-Jan-16	\$8,691.56	\$11,192.96	\$104,298.74	- \$134,315.48
Principal IS Analyst	11-Jan-16	\$7,789.71	\$10,020.55	\$93,476.50	- \$120,246.62
Principal Planner/Zoning Admin.	11-Jan-16	\$7,753.50	\$9,973.54	\$93,042.04	- \$119,682.42
Printer	28-Dec-15	\$3,017.73	\$3,849.73	\$36,212.80	- \$46,196.80
Property Officer	28-Dec-15	\$4,071.60	\$5,196.53	\$48,859.20	- \$62,358.40
Property Technician	28-Dec-15	\$3,612.27	\$4,607.20	\$43,347.20	- \$55,286.40
Public Works Dispatcher	28-Dec-15	\$3,118.27	\$3,981.47	\$37,419.20	- \$47,777.60
Public Works Inspector	28-Dec-15	\$4,700.80	\$5,993.87	\$56,409.60	- \$71,926.40
Recording Secretary	28-Dec-15	\$3,466.67	\$4,421.73	\$41,600.00	- \$53,060.80
Risk Manager	11-Jan-16	\$7,549.32	\$9,708.01	\$90,591.80	- \$116,496.12
Secretary	28-Dec-15	\$3,296.80	\$4,206.80	\$39,561.60	- \$50,481.60
Senior Accountant	11-Jan-16	\$6,655.22	\$8,545.64	\$79,862.64	- \$102,547.64
Senior Administrative Officer	11-Jan-16	\$7,952.36	\$10,232.02	\$95,428.32	- \$122,784.22
Senior Assistant City Attorney	11-Jan-16	\$10,489.64	\$13,530.40	\$125,875.62	- \$162,364.80
Senior Building Inspector	28-Dec-15	\$5,134.13	\$6,553.73	\$61,609.60	- \$78,644.80
Senior Center Aide	28-Dec-15	\$2,851.33	\$3,641.73	\$34,216.00	- \$43,700.80

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Senior Center Aide (Temps)	28-Dec-15	\$2,851.33	\$3,641.73	\$34,216.00	- \$43,700.80
Senior Code Enforcement Officer	11-Jan-16	\$5,527.23	\$7,079.26	\$66,326.78	- \$84,951.10
Senior Crime Analyst	11-Jan-16	\$6,701.80	\$8,600.95	\$80,421.64	- \$103,211.42
Senior Custodian	28-Dec-15	\$3,629.60	\$4,633.20	\$43,555.20	- \$55,598.40
Senior Customer Service Rep.	28-Dec-15	\$3,693.73	\$4,712.93	\$44,324.80	- \$56,555.20
Senior Engineer	11-Jan-16	\$7,582.32	\$9,750.91	\$90,987.78	- \$117,010.92
Senior Engineering Technician	28-Dec-15	\$5,016.27	\$6,404.67	\$60,195.20	- \$76,856.00
Senior Human Resources Analyst	11-Jan-16	\$6,794.17	\$8,725.95	\$81,530.02	- \$104,711.36
Senior Human Resources Technician	28-Dec-15	\$3,626.13	\$4,628.00	\$43,513.60	- \$55,536.00
Senior Information Services Analyst	11-Jan-16	\$7,101.58	\$9,125.98	\$85,218.90	- \$109,511.74
Senior Instrumentation Technician	28-Dec-15	\$5,558.80	\$7,096.27	\$66,705.60	- \$85,155.20
Senior Laboratory Technician	28-Dec-15	\$4,943.47	\$6,314.53	\$59,321.60	- \$75,774.40
Senior Management Analyst	11-Jan-16	\$6,695.20	\$8,597.72	\$80,342.34	- \$103,172.68
Senior Planner	11-Jan-16	\$6,787.00	\$8,716.93	\$81,443.96	- \$104,603.20
Senior Police Dispatcher	28-Dec-15	\$4,974.67	\$6,345.73	\$59,696.00	- \$76,148.80
Senior Police Maintenance Tech	28-Dec-15	\$3,620.93	\$4,622.80	\$43,451.20	- \$55,473.60
Senior Police Officer	29-Dec-14	\$5,673.20	\$8,070.40	\$68,078.40	- \$96,844.80
Senior Police Records Technician	28-Dec-15	\$3,856.67	\$4,915.73	\$46,280.00	- \$58,988.80
Senior Services Assistant Manager	11-Jan-16	\$4,917.71	\$6,286.95	\$59,012.46	- \$75,443.42
Senior Services Manager	11-Jan-16	\$6,382.39	\$8,191.00	\$76,588.72	- \$98,291.96
Senior Transit Dispatcher	28-Dec-15	\$3,352.27	\$4,277.87	\$40,227.20	- \$51,334.40
Senior Tree Trimmer	28-Dec-15	\$3,997.07	\$5,101.20	\$47,964.80	- \$61,214.40
Staff Accountant	11-Jan-16	\$5,843.87	\$7,491.06	\$70,126.42	- \$89,892.66
Supervising Building Inspector	11-Jan-16	\$6,049.01	\$7,757.60	\$72,588.10	- \$93,091.18
Supervising Public Works Inspector	11-Jan-16	\$6,049.01	\$7,757.60	\$72,588.10	- \$93,091.18
Support Services Worker	28-Dec-15	\$2,866.93	\$3,659.07	\$34,403.20	- \$43,908.80
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$0.00	\$6,406.40	\$0.00	- \$76,876.80
Theater Technician I	28-Dec-15	\$1,951.73	\$2,490.80	\$23,420.80	- \$29,889.60
Theater Technician II	28-Dec-15	\$2,752.53	\$3,515.20	\$33,030.40	- \$42,182.40
Transit Coach Operator	28-Dec-15	\$3,478.80	\$4,446.00	\$41,745.60	- \$53,352.00
Transit Coach Operator (Temps)	28-Dec-15	\$3,478.80	\$4,446.00	\$41,745.60	- \$53,352.00

## PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 1/11/16

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JOB TITLE	UPDATED	MONTHLY		ANNUAL	
Transit Dispatcher	28-Dec-15	\$3,133.87	\$4,000.53	\$37,606.40	- \$48,006.40
Transit Finance Manager	11-Jan-16	\$6,623.46	\$8,504.43	\$79,481.48	- \$102,053.12
Transit Operations Assistant	28-Dec-15	\$4,158.27	\$5,298.80	\$49,899.20	- \$63,585.60
Transit Superintendent	11-Jan-16	\$6,997.71	\$8,990.93	\$83,972.46	- \$107,891.16
Transit Supervisor	11-Jan-16	\$5,159.27	\$6,601.03	\$61,911.20	- \$79,212.38
Treasury Officer	11-Jan-16	\$6,631.54	\$8,514.96	\$79,578.46	- \$102,179.48
Tree Trimmer I	28-Dec-15	\$3,296.80	\$4,213.73	\$39,561.60	- \$50,564.80
Tree Trimmer II	28-Dec-15	\$3,629.60	\$4,636.67	\$43,555.20	- \$55,640.00
Utilities Specialist	28-Dec-15	\$4,607.20	\$5,879.47	\$55,286.40	- \$70,553.60
Utility Services Specialist	11-Jan-16	\$5,319.60	\$6,813.73	\$63,835.20	- \$81,764.80
Victim Advocate	28-Dec-15	\$3,617.47	\$4,621.07	\$43,409.60	- \$55,452.80
Water Distribution Supervisor	11-Jan-16	\$6,046.84	\$7,754.83	\$72,562.10	- \$93,057.90
Water Operations Supervisor	11-Jan-16	\$6,046.84	\$7,754.83	\$72,562.10	- \$93,057.90
Water Systems Supervisor (est. 6-29-15)	11-Jan-16	\$6,046.84	\$7,754.83	\$72,562.10	- \$93,057.90
Waterworks Meter Reader	28-Dec-15	\$3,172.00	\$4,038.67	\$38,064.00	- \$48,464.00
Waterworks Services Worker I	28-Dec-15	\$3,310.67	\$4,234.53	\$39,728.00	- \$50,814.40
Waterworks Services Worker II	28-Dec-15	\$3,646.93	\$4,657.47	\$43,763.20	- \$55,889.60
Waterworks Services Worker III	28-Dec-15	\$4,121.87	\$5,262.40	\$49,462.40	- \$63,148.80
Waterworks Svc. Worker Trainee	28-Dec-15	\$3,017.73	\$3,851.47	\$36,212.80	- \$46,217.60
Waterworks Systems Technician	28-Dec-15	\$5,056.13	\$6,454.93	\$60,673.60	- \$77,459.20
Work Experience/Clerical (Temps)	28-Dec-15	\$1,733.33	\$0.00	\$20,800.00	- \$0.00
Work Experience/Maintenance (Temps)	28-Dec-15	\$1,733.33	\$0.00	\$20,800.00	- \$0.00
Workers' Compensation Adjuster	11-Jan-16	\$4,547.60	\$5,805.80	\$54,571.14	- \$69,669.60
Workers' Compensation Manager	11-Jan-16	\$6,617.56	\$8,496.76	\$79,410.76	- \$101,961.08
Workers' Compensation Supervisor	11-Jan-16	\$5,954.30	\$7,634.55	\$71,451.64	- \$91,614.64

# 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

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