



CITY OF SIMI VALLEY

Proposed Budget

Fiscal Year 2019-20





Proposed Budget

Fiscal Year 2019-20



CITY OF SIMI VALLEY • PROPOSED BUDGET • FY 2019-20

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

June 3, 2019

Members of the City Council:

It is my pleasure to present the FY 2019-20 Proposed Budget for your review. The Proposed Budget is the basis for the upcoming budget discussions that will take place with the City Council.

As initially developed, the FY 2019-20 Proposed budget was \$8.3 million out of balance, with proposed expenses exceeding proposed revenues. As this would represent a significant use of fund balance to provide for ongoing programs, staff took a number of actions to develop and present a balanced budget. The FY 2019-20 proposed General Fund budget, as presented, is balanced between revenues and expenses without committing any of the City's reserves. Additionally, the funds to be received as partial repayment of the former redevelopment agency loan in the amount of \$1,514,700 was not utilized to balance the budget and will be returned to General Fund balance. Furthermore, the Proposed Budget, as presented, maintains the City's 17% Prudent Reserve policy.

The FY 2019-20 Proposed Budget was prepared in accordance with policy guidelines established by the City Council/Boards of Directors that require departments to justify to the City Manager any proposed line item increase above FY 2018-19 budget amounts. Personnel costs in the Proposed Budget reflect current authorized staffing levels, including 79 vacant positions (53 General Fund – 26 other funds) as of March 31, 2019, some of which have been vacant for an extended period of time. Staff is proposing that 15 of those vacant positions in the General Fund remain vacant for all or a portion of the year as a cost savings measure in consideration of the City's long-term structural budget concerns. Projected personnel savings in the amount of \$5,062,282 reflect historical trends for personnel turnover and the ongoing need to judiciously fill vacant positions in order to maintain a balanced budget.

It should be noted that the City Council took multiple actions over the last three years to generate cost savings including the installation of over 6,500 solar panels to generate over 2,100 kilowatts, retrofitting of over 5,400 light fixtures at City facilities with LED fixtures saving over 806,000 kilowatt hours and installing new HVAC units at City facilities saving almost 900,000 kilowatt hours of energy. In addition, the City acquired the streetlights from Southern California Edison and initiated a project to retrofit the streetlights with LED fixtures, savings over 1.5 million kilowatt hours. These combined efficiency projects will result in utility bill reductions in 2019 that will continue into the future.



FY 2018-19 ACCOMPLISHMENTS

Notwithstanding the City's ongoing financial concerns and the need to operate with fewer resources, City staff with support from the City Council was successful in accomplishing much in meeting the City's goals and objectives. Following are a few examples of those accomplishments. Additional accomplishments are found within each department's budget.

- Provided more than 43,000 trips within the Sim Valley Transit Service area to seniors and individuals with disabilities.
- Implemented an emergency back-up power source for the Public Services Center fuel dispensing system.
- Began a Request for Quote process to obtain a contract with a new benefits broker to provide the highest level of benefit support for our employees.
- Increased meal service by 6.5% over the last fiscal year, serving close to 50,000 meals to seniors in our community.
- Abated over 2,600 violations of the Simi Valley Municipal Code, including the collection of more than \$10,000 in permit fees, civil fine, and court adjudicated fines.
- Completed the replacement of HVAC units at City facilities including the Senior Center, Cultural Arts Center, Police Facility, Library, and at the Public Services Center and the retrofit of LED lighting at all City facilities.
- Completed the cutover to the new City-wide Voice over Internet Protocol ("VoIP") telephone system.
- Deployed officers on Bike Teams to known problem areas throughout the City.
- Retained 100% of the volunteers working as ambassadors for the Senior Center for the third consecutive year, resulting in a cost savings of approximately \$55,000 annually.
- Maintained an average response time of less than 4.3 minutes for emergency calls and less than 15.5 minutes for routine calls.

STAFFING LEVELS

The City currently has 550 authorized positions in all funds, 79 (14.3%) of which are vacant. Of that amount, 389 are funded through the General Fund, 53.63 (13.8%) of which are vacant.

General Fund Authorized and Filled Positions

Department	Authorized	Filled	Vacant	% Vacant
City Administration/City				
Attorney	24.90	22.90	2.00	8.01%
Administrative Services	32.50	28.50	4.00	12.3%
Community Services	28.55	22.92	5.63	19.7%
Environmental Services	35.00	30.00	5.00	14.3%
Public Works	91.34	76.34	15.00	16.4%
Police	176.75	154.75	22.00	12.4%
TOTAL	389.04	335.41	53.63	13.8%

Of the vacant authorized positions in all Funds, 52.8% are Management Unit positions and 47.2% are General Unit positions.

GENERAL FUND

Structural Deficit

The General Fund has experienced a structural deficit for more than ten years. Revenues are not sufficient to fund all City programs and all authorized staffing that provides those programs. The impact of the deficit on City programs and services to the public thus far has been minimal due to restricting any budgetary increases, reducing costs where appropriate, and delaying implementation of programs or maintenance items. Additionally, the City has judiciously resisted funding vacant positions that, while needed to properly support the operations of the City, do not have an immediate or noticeable impact on services to the public.

The greatest impact has been on maintaining the City's transportation system through its Streets & Roads Program, which in past years was largely financed each year with General Fund, former redevelopment agency, and local transportation fund monies. State-mandated dissolution of the City's redevelopment agency and the State's restructuring of local transportation funding has resulted in the Streets & Roads Program now being financed at a greatly reduced rate with only Senate Bill 1 funding and other county, state, and federal grants and limited special purpose City funds generated from development activity. As a result, it has been necessary for the City to defer much needed street improvement projects each year, which contributes to the street improvement backlog.

The structural deficit is the result of a number of factors described as follows:

- The State of California adopted legislation at the end of FY 2010-11 that eliminated all redevelopment agencies in California. During the years prior to the elimination of the City's redevelopment agency, the City received more than \$22 million in tax increment property tax. After providing a mandated share to the taxing agencies in the County that share property taxes generated in Simi Valley, the City retained \$14 million that was used for economic development and revitalization activities, affordable housing programs, major street improvements, and upgrades to City infrastructure and buildings. The cost of these programs is now a responsibility of the General Fund.
- Transportation Development Act (TDA) Local Transportation Fund (LTF) Article 4 funds are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. Up until 2014, Simi Valley could claim its share of funds to finance operation of the City's transit system, with any remaining funds used for street repair and improvements. The City now receives funding only for its Simi Valley Transit system. The net result has been a loss of millions of dollars annually that were used for street purposes.
- While user fees charged by the Departments of Environmental Services and Public Works have been increased annually to account for inflation, the basis for the fees is 2007 salaries and benefits. As a result, the City is, in effect, subsidizing individuals and businesses who obtain permits to plan and improve their privately owned property.
- Like many public employee pension systems across the country, the California Public Employee Retirement System ("CalPERS") is underfunded. As of June 30, 2018, CalPERS had 71% of the funds required to pay estimated retirement benefits. The City's unfunded accrued liability (UAL) with CalPERS is approximately \$147 million. The City's situation is not unique and is being experienced by cities across the State due to the change in the discount rate (anticipated investment return), change to the amortization

schedule, and changes to reporting requirements. The City's UAL payment for FY 2019-20 is equal to \$9.7 million; it steadily increases until it reaches a peak of \$15.2 million in 2031. If not addressed, the City's rising pension costs will have a significant impact on the City's operating flexibility and financial position in the near future.

- The City has historically funded a shortfall to maintain the Landscape Districts in the City. Unfortunately, the assessments collected to maintain the individual Landscape District does not cover the maintenance costs on an annual basis. Reaching above \$1 million in prior years, the City has been reducing the subsidy from the General Fund while ensuring the Landscape District zones are maintained.

As a result of the factors described above, there has been a significant impact on the City's finances during the past six years. However, the City is taking steps to address the structural deficit issues.

GENERAL FUND

FY 2018-19 is projected to end with General Fund revenues exceeding expenses by \$1.1 million. Those projected results are expected to generate an ending General Fund balance of approximately \$38.2 million. Pages 2-3 of the Proposed Budget contains a multi-year history and future projection of General Fund balances.

FY 2018-19 Revenue

FY 2018-19 estimated revenue is projected at \$71.2 million, which is \$0.5 million (0.7%) greater than budgeted. Property tax revenue is estimated to end the year at the budgeted amount of \$31.2 million. Sales tax revenue is estimated at \$18.0 million, \$0.2 million (1.0%) higher than the budget amount. Transient Occupancy Tax is estimated to end the year at the budgeted amount of \$2.0 million. Franchise Fees are projected to meet budget expectations of \$4.6 million. Business Tax receipts are estimated at the budgeted amount of \$2.1 million.

FY 2018-19 General Fund Expense

FY 2018-19 General Fund expenses is estimated to be \$5.9 million (8.0%) less than budgeted. Of this amount, \$4.2 million is the result of planned and unplanned staff vacancies during the year. Supplies, materials, and services expense is expected to end the year \$1.7 million (11.4%) below budget.

FY 2019-20 Revenue

FY 2019-20 General Fund revenue is budgeted at \$74.6 million, \$3.9 million (5.6%) greater than the FY 2018-19 revised revenue budget, largely driven by projected increases in property tax, sales tax, transient lodging tax, and franchise fees. Following is a comparison of the FY 2019-20 General Fund revenue budget as compared to the FY 2018-19 revenue budget for each revenue category. A detailed analysis of proposed FY 2019-20 revenue is contained on pages 10-12 of the Proposed Budget.

<u>Revenue Category</u>	FY 2018-19 Revised Budget	FY 2019-20 Annual Budget	% Change Increase/ (Decrease)
Taxes and Franchises	\$58,445,600	\$60,940,175	4.27%
Revenue From Other governments (including Transfers In and Grants)	4,373,700	4,518,474	3.31%
Licenses and Permits	2,482,000	2,462,000	-0.81%
Use of Money and Property	814,000	814,500	0.06%
Service Charges	2,308,700	2,644,100	14.53%
Fines and Forfeitures	550,000	690,800	25.60%
Other Revenues	1,634,505	2,602,300	59.21%
Total General Fund Revenues	\$70,661,205	\$74,596,249	5.57%

FY 2019-20 Expense

FY 2019-20 General Fund expense is budgeted at \$74.6 million. This amount is \$1.1 million (1.4%) greater than the FY 2018-19 expense budget. The following is a summary by department of the FY 2019-20 expense budget compared with the FY 2018-19 expense budget, including transfers to and reimbursements from other funds:

<u>Department</u>	FY 2018-19 Revised Budget	FY 2019-20 Annual Budget	% Change Increase/ (Decrease)
City Administration	\$4,199,372	\$3,919,087	-6.67%
City Attorney	\$1,293,000	\$1,327,422	2.66%
Administrative Services	\$5,144,493	\$5,429,345	5.54%
Community Services	\$5,078,817	\$4,636,210	-8.55%
Environmental Services	\$4,954,705	\$5,060,380	2.13%
Public Works	\$15,831,384	\$15,969,685	0.87%
Police Department	\$35,883,144	\$36,131,593	0.69%
Police Dept. Emergency Serv.	\$360,400	\$368,700	2.30%
Non-Departmental	\$3,716,668	\$3,352,705	-2.10%
Transfers To Other Funds	\$5,862,100	\$6,954,302	18.63%
Reimbursed Expenditures	(\$8,780,978)	(\$8,554,416)	-2.58%
Total General Fund Expenditures	\$73,543,105	\$74,595,013	1.43%

As noted above, the budgets submitted by the Departments resulted in a Proposed Budget wherein expenses exceeded revenue by over \$8 million. The final Proposed Budget contains reductions to ensure a balanced budget is presented to the City Council.

Transit Fund

FY 2018-19 Transit fare revenue is estimated to be \$3,000 (0.8%) above budget. Excluding multi-year capital projects, FY 2018-19 expenses is estimated to be \$1.3 million (15.5%) below budget. FY 2019-20 fare revenue is projected to decrease by \$83,500 (22.0%) over FY 2018-19 estimated revenue. Excluding multi-year capital projects, the FY 2019-20 expense budget is projected to decrease by \$0.2 million (2.7%) from the FY 2018-19 budget. These estimates do not take into consideration the modifications to the Transit system that implement the recommendations in the Short Range Transit Plan.

Sanitation Fund

The Sanitation financial system is comprised of an Operating Fund, a Replacement Reserve Fund, and a Plant Expansion Fund. The Operating Fund is used to finance the day-to-day cost of operating the sanitation system. The Replacement Reserve Fund is used to finance the replacement of equipment and infrastructure used to collect and treat wastewater. Both funds are financed from user fees (service charges). The Plant Expansion Fund is financed from developer fees and the revenue generated can only be used to expand the capacity of the sanitation system to adequately serve new development.

Prior to FY 2018-19, the Operating Fund and Replacement Reserve fund were reported separately in the Annual Budget. The funds were combined for reporting purposes beginning in FY 2018-19, but are described separately as follows:

Sanitation Operating Fund revenue for FY 2018-19 is estimated to be \$.7 million (3.7%) above the budget, while operating expense, excluding multi-year capital projects, is estimated to be \$1.5 million (11.2%) under budget. FY 2019-20 revenue is budgeted at \$22.1 million, an increase of \$2.0 million (10.0%) over the FY 2018-19 budget. FY 2019-20 expense is budgeted at \$14.9 million, an increase of \$0.4 million (2.3%) above the FY 2018-19 budget.

FY 2018-19 Operating Fund revenue is expected to exceed expense by \$7.8 million. FY 2019-20 budgeted revenue is projected to exceed budgeted expense by \$7.2 million. These earnings are used to maintain a prudent reserve and to provide funding for upcoming Replacement Reserve projects to assure that the sanitation collection and treatment systems operate effectively.

Funding in the amount of \$9.8 million is proposed in the budget for Replacement Reserve Fund projects during FY 2019-20. The Plant Expansion Fund budget includes anticipated revenues of \$1.5 million and expenditures of \$0.1 million in FY 2019-20.

The three Sanitation funds consolidated working capital balance at June 30, 2018 was \$30,229,767. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Plant Expansion Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves, Sanitation Facilities and Equipment Replacement Reserves, and Sewer Line Replacement Reserves.

During the last five completed fiscal years (FY 2014-18) the City expended \$18,595,582, financed from service charges and developer fees, to expand, improve and maintain the sanitation system.

Waterworks District

The Waterworks District financial system is comprised of an Operating Fund, a Replacement Reserve Fund, and a Capital Fund. The Operating Fund is used to finance the day-to-day cost of operating the District. The Replacement Reserve Fund is used to finance the replacement of equipment and infrastructure used to acquire, store, and distribute water. Both funds are financed from user fees (service charges). The Capital Fund is financed from developer fees and the revenue generated can only be used to expand the capacity of the waterworks system to adequately serve new development.

Prior to FY 2018-19, the Operating Fund and Replacement Reserve fund were reported separately in the Annual Budget. The funds were combined for reporting purposes beginning in FY 2018-19, but are described separately as follows:

Waterworks Operating Fund revenue for FY 2018-19 is estimated at \$5.6 million (14.5%) higher than the budget, while operating expense, excluding multi-year capital projects, is estimated to be \$0.2 million (0.5%) under budget. FY 2019-20 revenue is budgeted at \$45.4 million, an increase of \$7.2 million (18.9%) over the FY 2018-19 budget. FY 2019-20 expense, excluding capital projects, is budgeted at \$41.9 million, an increase of \$2.6 million (6.6%) above the FY 2018-19 budget.

FY 2018-19 Operating Fund revenue is expected to exceed expense by \$4.7 million. FY 2019-20 budgeted revenue is projected to exceed budgeted expense by \$3.7 million. These earnings are used to maintain a prudent reserve and to provide funding for upcoming Replacement Reserve projects to assure that the Waterworks District storage and distribution systems operate effectively.

Funding in the amount of \$3.5 million is proposed in the budget for Replacement Reserve Fund projects during FY 2019-20. The Capital Fund budget includes anticipated revenues of \$0.5 million and expenditures of \$6.7 million in FY 2019-20.

The Waterworks District consolidated working capital balance at June 30, 2018 was \$12,241,613. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves and Facilities Replacement Reserves.

During the last five completed fiscal years (FY 2014-18) the City expended capital improvement funds in amount of \$18,136,886 to expand, improve and maintain the water system. The capital projects were financed from user fees and developer fees.

Capital Improvements and Equipment

Multi-year capital improvement projects in the amount of \$23,741,185 are included in the Proposed Budget and also in the first year (FY 2019-20) of the Five-Year Capital Improvement Program. Included are \$583,000 for Municipal Buildings and Grounds projects, \$9,310,000 for Sanitation projects, \$241,886 for Transit projects, \$3,876,299 for Streets and Roads projects, and \$9,370,000 for Waterworks District projects.

General Fund vehicle replacements are scheduled through from the Vehicle Replacement Program and funded from the Vehicle Replacement Fund. The fund balance in the Vehicle Replacement Fund was \$1,490,396 at June 30, 2018. A total of 23 vehicles were initially

scheduled for replacement in FY 2019-20 at a cost of \$885,000. Departments reviewed each vehicle to determine if replacement can be deferred for an additional year, which resulted in a deferral of 6 vehicles, with an additional two vehicle replacements being funded from the asset forfeiture fund. As a result, funding is contained in the Proposed Budget for vehicle replacements at a cost of \$604,637, a reduction of \$280,363. Additionally, FY 2019-20 replacement contributions have been decreased from \$855,218 to \$757,778, a savings of \$97,440.

A Streets and Roads Program in the amount of \$3.9 million is proposed for FY 2019-20. No General Fund monies are proposed for this program in FY 2019-20. Sources of funding include Community Development Block Grants, developer fees, Sanitation Funds, Waterworks District Funds, State and Federal grants, traffic impact funds, and a contribution through the MOU with Waste Management.

Accounting System 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.

As in past years, the California Society of Municipal Finance Officers awarded to the City a *Certificate of Award for Excellence in Operational Budgeting* for FY 2018-19. This certificate reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented. In order to be awarded this certificate, the City must publish an easily readable and efficiently organized budget whose contents conform to program standards established by the Society.

Summary

The Proposed Budget provides the basis for City Council budget deliberations. This document is presented as a point of departure from which discussions among the City Council, staff and the public can take place. As in past fiscal years, it is expected that these discussions will lead to policy decisions by the City Council that will result in the adoption of a balanced budget. A public meeting has been scheduled for citizens to discuss the Proposed Budget with City staff prior to City Council review of the Budget.

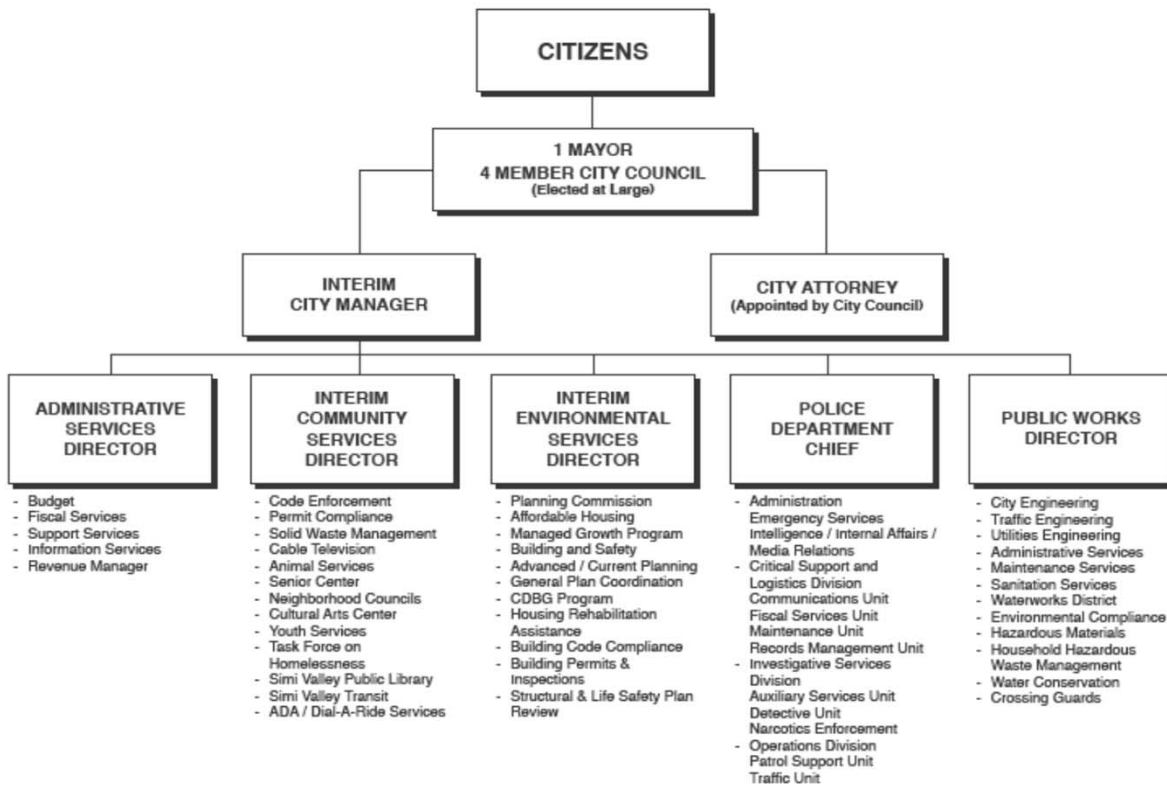
The Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriation requests or expenditure reductions may be presented to the City Council over the next year as the need arises and as revenues and expenses dictate.

A comprehensive report will be presented at mid-year to inform the City Council as to the financial position of the City. The mid-year report will also contain information on progress towards achieving the goals and programs contained in the Budget.



Brian Paul Gabler
Interim City Manager

ORGANIZATION of the City of SIMI VALLEY



CITYWIDE SUMMARY OF EXPENDITURES
Expenditures by Fund (including Transfers and Reimbursements)

Fund No.	Fund Title	FY 2018-19			FY 2019-20 Proposed	\$ Budget Change	% Budget Change
		FY 2017-18 Actual	Revised Budget	FY 2018-19 Est. Actual			
100	General Fund	66,390,213	73,543,104	\$ 67,649,894	\$ 74,595,013	\$ 1,051,909	1.4%
201	Housing Successor Agency	822,177	1,062,900	591,900	1,047,440	\$ (15,460)	-1.5%
202	Local Housing Fund	-	52,700	11,000	3,530,000	\$ 3,477,300	6598.3%
203	CalHome Program Fund	4,001	6,000	1,000	94,200	\$ 88,200	1470.0%
204	HOME Program Fund	398,142	420,200	407,400	420,000	\$ (200)	0.0%
214	Public Education and Gov't Fund	97,914	1,329,100	29,100	18,000	\$ (1,311,100)	-98.6%
215	Gasoline Tax Fund	2,695,945	3,239,500	3,239,500	3,377,214	\$ 137,714	4.3%
216	Gasoline Tax Fund - SB1	-	2,700,950	2,700,950	2,131,189	\$ (569,761)	-21.1%
233	Bike Lanes Fund	51,271	24,000	-	30,000	\$ 6,000	25.0%
238	Local Transportation Fund	4,044,113	7,627,994	7,070,200	5,245,066	\$ (2,382,928)	-31.2%
250	Library Fund	2,023,349	2,916,175	2,140,500	2,361,130	\$ (555,045)	-19.0%
260	New Dwelling Fees Fund	70,000	70,000	70,000	70,000	\$ -	0.0%
262	Development Agreement Fund	2,020,434	1,615,300	1,615,300	1,310,700	\$ (304,600)	-18.9%
263	Traffic Impact Fees Fund	124,000	132,000	132,000	299,000	\$ 167,000	126.5%
270	Economic Stabilization Fund	1,000,000	-	-	-	\$ -	0.0%
280	Forfeited Assets Fund	321,257	413,700	367,300	164,900	\$ (248,800)	-60.1%
285	Supplemental Law Enforcement	264,839	190,000	190,000	190,000	\$ -	0.0%
287	Law Enforcement Grants Fund	286,484	343,502	308,600	179,100	\$ (164,402)	-47.9%
290	Community Development Block Grant	325,918	912,688	304,318	779,700	\$ (132,988)	-14.6%
295	Simi Valley Arts Center Program Operation	489,535	446,000	489,500	483,000	\$ 37,000	8.3%
297	Retiree Benefits Fund	1,798,957	600,000	609,000	2,109,000	\$ 1,509,000	251.5%
3001	Landscape Augmentation Fund	760,350	650,000	650,000	400,000	\$ (250,000)	-38.5%
3002-3499	Landscape Maintenance District No. 1 Funds	1,828,354	1,876,900	1,790,100	1,959,600	\$ 82,700	4.4%
600	Streets and Roads Fund	2,311,176	15,120,722	6,655,788	3,189,189	\$ (11,931,533)	-78.9%
648	Computer Equipment Replacement Fund	579,711	954,258	606,275	831,700	\$ (122,558)	-12.8%
651	Vehicle Replacement Fund	594,527	989,581	671,000	604,637	\$ (384,944)	-38.9%
655	Building Improvement Fund	761,326	6,292,572	3,942,391	198,000	\$ (6,094,572)	-96.9%
656	Information Systems Capital Fund	696,542	3,681,943	682,250	3,500	\$ (3,678,443)	-99.9%
660	PD Capital	572,958	636,954	146,035	25,000	\$ (611,954)	-96.1%
665	City Telephones Capital Project	729,671	1,044,599	170,000	-	\$ (1,044,599)	0.0%
667	LED Traffic Light Fund	-	6,625,845	6,625,845	-	\$ (6,625,845)	0.0%
700	Sanitation	15,325,998	14,562,404	13,089,900	14,925,868	\$ 363,464	2.5%
701	Sewer Connection Fees Fund	101,782	352,500	352,500	94,100	\$ (258,400)	-73.3%
702	Sewer Replacement Reserve	4,132,834	16,996,233	9,039,900	9,841,500	\$ (7,154,733)	-42.1%
750	Transit Fund	7,813,224	13,356,391	9,147,350	8,340,748	\$ (5,015,643)	-37.6%
761	Waterworks District No. 8	40,768,484	38,828,150	39,049,100	41,716,458	\$ 2,888,308	7.4%
762	Water Connection Fees Fund	1,083,164	5,276,228	1,388,320	6,729,300	\$ 1,453,072	27.5%
763	Waterworks Replacement Reserve	896,823	6,712,225	861,600	3,625,300	\$ (3,086,925)	-46.0%
803	Liability Insurance Fund	3,287,017	4,880,186	3,527,899	2,210,845	\$ (2,669,341)	-54.7%
805	Workers' Compensation Insurance Fund	3,710,141	4,087,000	3,985,000	4,247,729	\$ 160,729	3.9%
807	GIS Operating Fund	44,159	146,900	146,900	95,200	\$ (51,700)	-35.2%
809	FIS Operating Fund	52,000	81,900	81,900	81,900	\$ -	0.0%
TOTALS:		169,278,790	240,799,304	190,537,515	197,555,226	(43,244,078)	-18.0%

CITYWIDE SUMMARY OF REVENUES

Revenues by Fund (Including Transfers In)

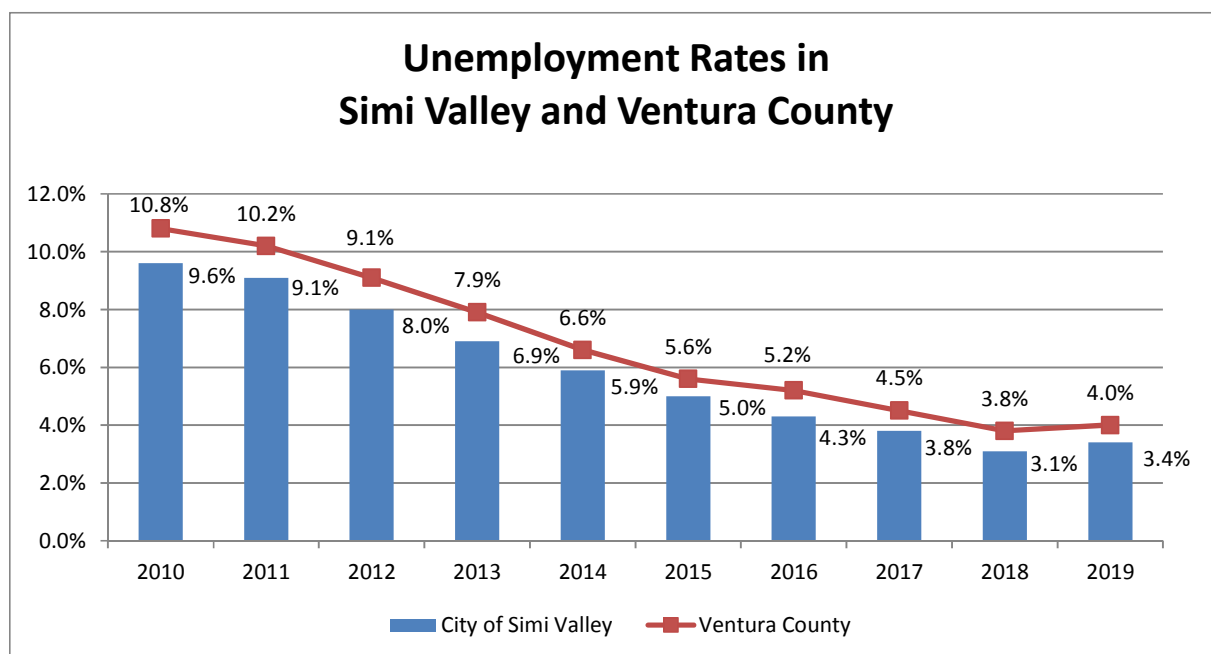
Fund No.	Fund Title	FY 2018-19			FY 2019-20 Proposed	\$ Budget Change	% Budget Change
		FY 2017-18 Actual	FY 2018-19 Revised Budget	FY 2018-19 Est. Actual			
100	General Fund	\$ 67,988,432	\$ 70,661,205	\$ 71,186,030	\$ 74,596,249	\$ 3,935,044	5.6%
201	Housing Successor Agency	318,675	372,500	702,100	442,324	69,824	18.7%
202	Local Housing Fund	1,227,150	2,300	777,600	701,800	(75,800)	30413.0%
203	CalHome Program Fund	60,310	-	42,500	-	(42,500)	0.0%
204	HOME Program Fund	328,653	10,000	76,800	10,000	(66,800)	0.0%
214	Public Education and Gov't Fund	246,415	275,000	275,000	290,000	15,000	5.5%
215	Gasoline Tax Fund	2,695,945	3,239,500	3,239,500	3,377,214	137,714	4.3%
216	Gasoline Tax Fund - SB 1	747,562	2,114,100	2,114,100	2,131,189	17,089	0.8%
233	Bike Lanes Fund	29,026	25,500	25,100	30,500	5,400	19.6%
238	Local Transportation Fund	4,321,841	4,395,400	4,415,400	4,415,400	-	0.5%
250	Library Fund	2,403,005	2,469,100	2,467,900	2,347,754	(120,146)	-4.9%
260	New Dwelling Fees Fund	170,963	303,700	153,700	153,700	-	-49.4%
262	Development Agreement Fund	1,052,467	124,900	1,099,900	124,900	(975,000)	0.0%
263	Traffic Impact Fees Fund	89,919	50,000	50,000	50,000	-	0.0%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	143,608	184,700	454,300	143,000	(311,300)	-22.6%
285	Supplemental Law Enforcement	264,839	190,000	190,000	190,000	-	0.0%
287	Law Enforcement Grants Fund	288,591	335,197	308,600	179,100	(129,500)	-46.6%
290	Community Development Block Grant	-	-	610,400	779,700	779,700	0.0%
295	Simi Valley Arts Center Program Operation	500,022	453,000	495,500	490,500	37,500	8.3%
297	Retiree Benefits Fund	1,308,530	1,093,200	1,093,200	2,393,100	1,299,900	118.9%
3001	Landscape Augmentation Fund	760,648	651,200	651,200	401,200	(250,000)	-38.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,568,512	1,452,300	1,452,300	1,202,300	(250,000)	-17.2%
600	Streets and Roads Fund	4,270,769	5,169,100	5,169,100	3,876,299	(1,292,801)	-25.0%
648	Computer Equipment Replacement Fund	610,532	601,600	601,600	589,500	(12,100)	-2.0%
651	Vehicle Replacement Fund	511,135	424,600	424,600	757,778	333,178	78.5%
655	Building Improvement Fund	64,035	4,856,275	4,856,275	178,000	(4,678,275)	-96.3%
656	Information Systems Capital Fund	1,172,860	696,400	696,400	12,500	(683,900)	-98.2%
660	PD Capital	1,250,603	75,500	75,500	75,500	-	0.0%
665	City Telephones Capital Fund	-	2,200,000	2,200,000	-	(2,200,000)	-100.0%
700	Sanitation	19,567,822	20,204,200	20,950,200	22,149,200	1,199,000	9.6%
701	Sewer Connection Fees Fund	1,162,354	237,500	697,500	1,537,500	840,000	547.4%
702	Sewer Replacement Reserve	1,449,164	154,800	154,800	243,350	88,550	57.2%
750	Transit Fund	7,181,004	8,922,833	9,682,912	8,340,748	(1,342,164)	-6.5%
761	Waterworks District No. 8	44,563,618	38,227,800	43,782,000	45,453,000	1,671,000	18.9%
762	Water Connection Fees Fund	636,939	125,000	305,000	505,000	200,000	304.0%
763	Waterworks Replacement Reserve	284,071	143,000	143,000	229,700	86,700	60.6%
803	Liability Insurance Fund	1,897,362	4,271,300	4,259,600	1,934,296	(2,337,004)	-54.7%
805	Workers' Compensation Insurance Fund	4,734,880	3,989,400	4,011,700	4,234,780	245,380	6.2%
807	GIS Operating Fund	67,387	84,900	84,900	96,200	11,300	13.3%
809	FIS Operating Fund	143,168	147,400	147,400	147,400	-	0.0%
TOTALS:		176,082,816	178,934,410	190,123,617	184,810,681	(5,312,936)	3.3%

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 remained low over the past few years.



* 2019 Data is as of March 2019

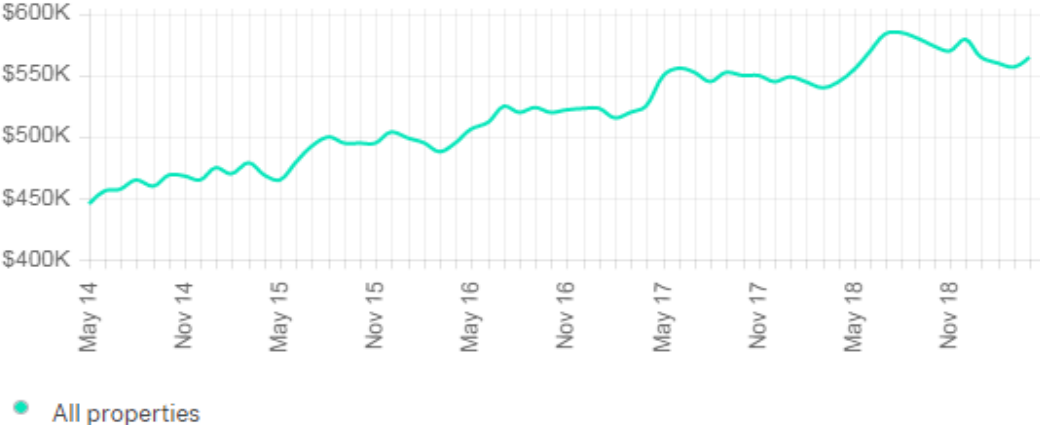
*Source: California Economic Development Department

FINANCIAL CONTEXT (continued)

Real Estate Market

The median sales price for homes in Simi Valley CA for 2018 was \$590,000. This is an increase of 4.42% over 2017. The Simi Valley average price in 2018 was \$648,670.

Median Sales Price

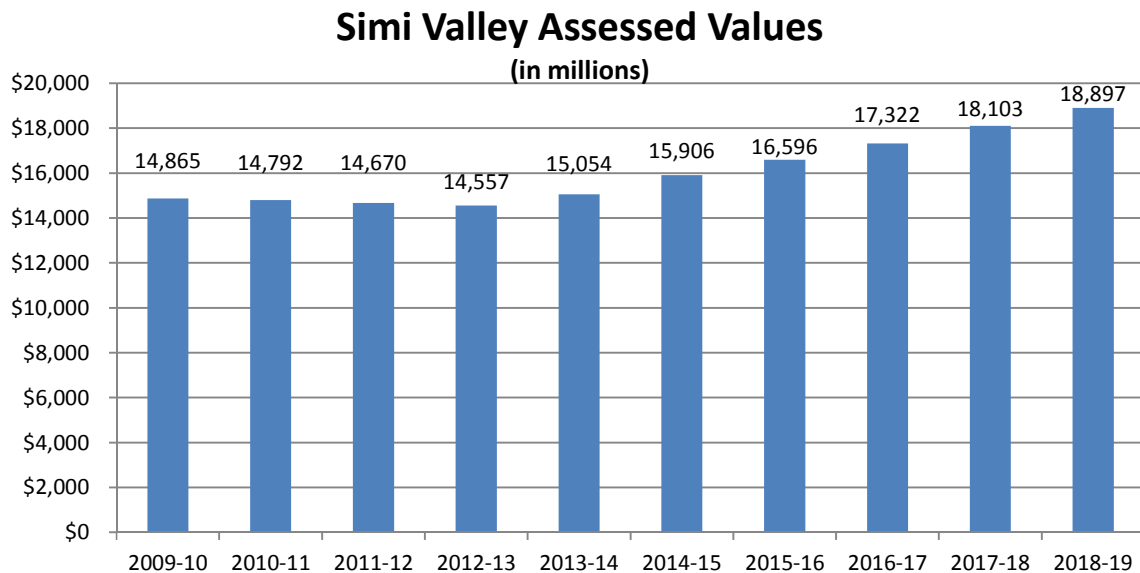


*Source: HDL & Trulia

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 2009-10. The City's assessed values have increased by 4.2% in 2018-19 from 2017-18 and by over 29% since 2012-13. This signals a return to strong property values and positive growth for the local economy.



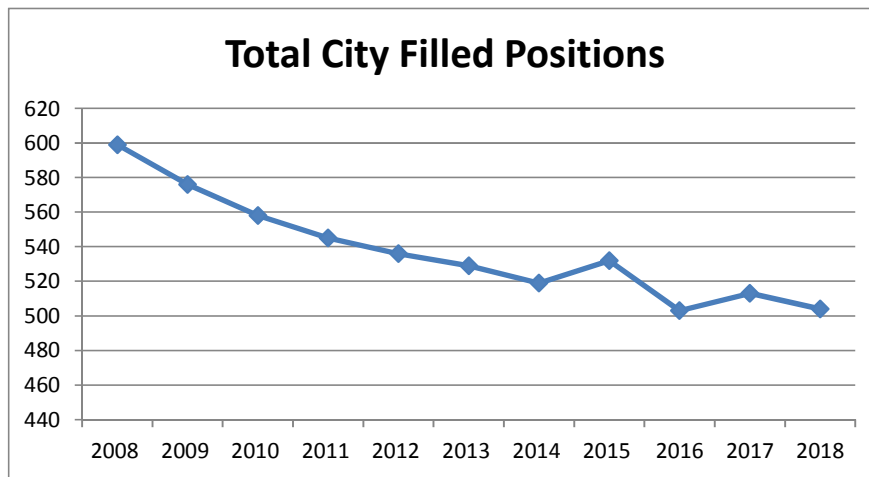
* Source: Ventura County Assessor's Office & HDL

FINANCIAL CONTEXT (continued)

City of Simi Valley Filled Positions by Function

<u>Function</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
General government	62	55	57	55	57	57	61	53	58	56
Community services	34	34	32	29	28	29	31	27	24	27
Planning	56	54	51	49	42	40	39	36	36	33
Public ways and facilities	102	97	92	92	89	88	90	87	87	87
Public safety										
Sworn police personnel	122	118	119	123	120	119	123	121	121	115
Civilians	58	57	55	52	52	52	52	49	50	53
Sanitation	54	54	54	53	56	51	54	47	54	53
Waterworks district no. 8	41	43	43	43	44	45	43	45	41	40
Transit	47	46	42	40	41	38	39	38	42	40
Total	576	558	545	536	529	519	532	503	513	504

Totals do not include temporary employees, part-time crossing guards, or full-time vacant positions.



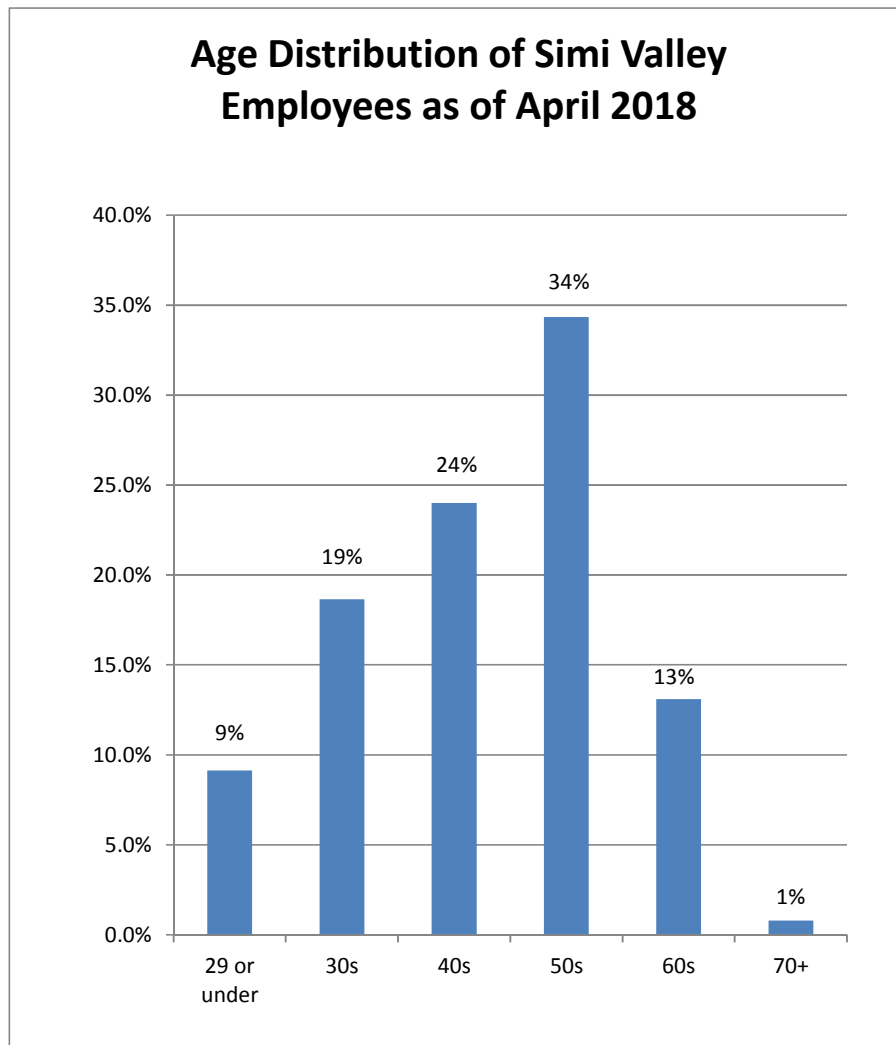
* Source: June 30, 2018 Comprehensive Annual Financial Report

FINANCIAL CONTEXT (continued)

City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff with historically low turnover. In the last couple of years there has been a significant increase in retirements. The aging of the workforce does have financial and other impacts.

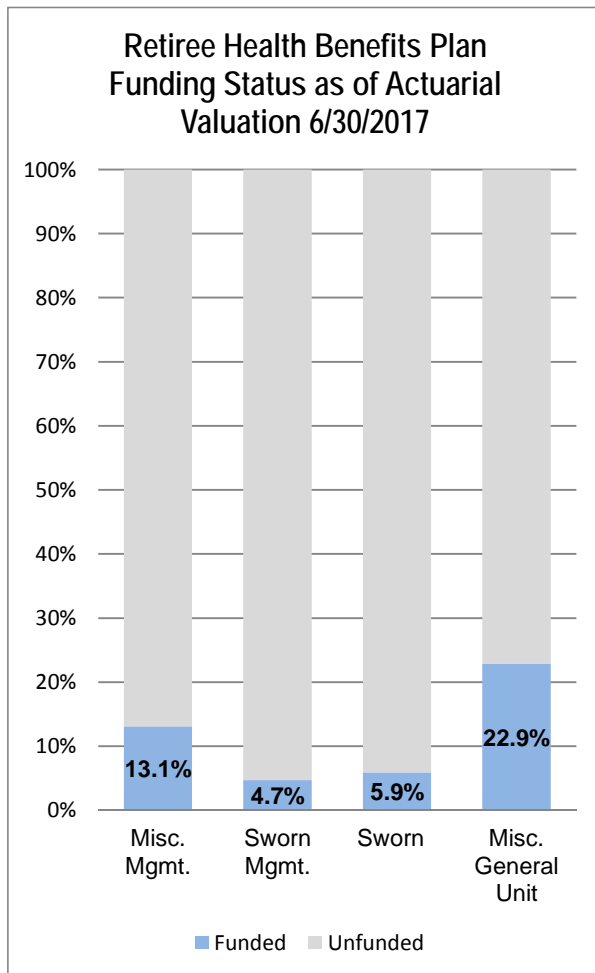
Currently 48% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 72% of employees are 40 years of age or above. The City is beginning to experience significant expected turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, an expanded role for Human Resources, and succession planning.



* Source: City of Simi Valley Human Resources

FINANCIAL CONTEXT (continued)

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 June 2017, the City's retiree benefits funds are between 4.7% and 22.9% funded.

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 18-19 the City transferred \$1,300,000 from the trust into the Retiree Benefits Fund in an effort to partially relieve the general fund transfer into the Retiree Benefits Fund and to build up the fund balance.

*Source: Actuarial Study of Retiree Health Liabilities, Valuation date 6-30-17

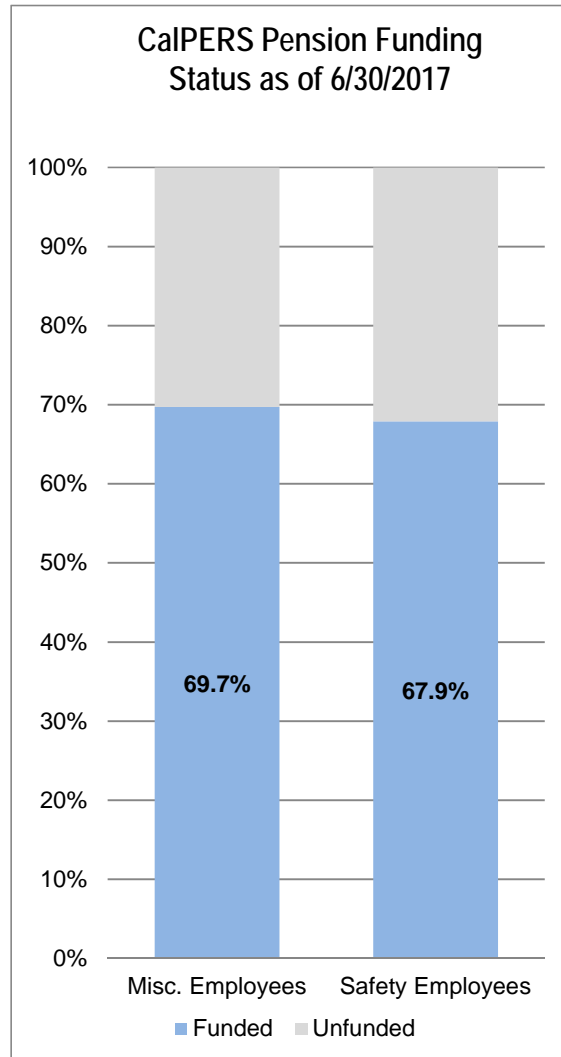
FINANCIAL CONTEXT (continued)

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. The City of Simi Valley's pension liability for Miscellaneous unit employees as of 6/30/17 was funded at 69.7%, up from 67.6% the prior year. Pensions for Sworn unit employees were funded at 67.9%, up from 65.9% the prior 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 negotiated employee offsets to pension costs, with employees now contributing to their pensions. In addition, recently completed contract negotiations with employee groups resulted in no pay increases for at least two years. This has resulted in a reduction in what otherwise would have been larger increases to the City payment.



CalPERS changed its discount rate and payment methodology in 2017-18, with the City's payments now structured into a flat-rate payment toward the unfunded liability and the variable annual contribution. CalPERS has recently announced the shortening of their amortization period from 30 years to 20 years. This change will significantly impact the City's costs, however the full extent of the change is not determined as of this document's publication date.

Estimated City CalPERS Payments

	2019-20	2020-21	2021-22	2022-23	2023-24
Miscellaneous	\$6,530,317	\$7,202,900	\$7,789,718	\$8,295,826	\$8,666,027
Safety	\$9,282,008	\$10,235,860	\$11,157,825	\$11,880,303	\$12,384,956
Total	\$15,812,325	\$17,438,760	\$18,947,543	\$20,176,129	\$21,050,983

* Source: CalPERS Actuarial Valuation as of 6/30/17

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CITY OF SIMI VALLEY

CHANGES IN GENERAL FUND BALANCE

Thanks to the City Council's conservative fiscal practices, the City has reserves far in excess of its stated goal of 17% of operating expenditures (approximately \$12.6 million), and this does not include the separate Economic Recovery Fund with over \$5 million. These reserves will provide necessary cushion for upcoming challenges.

Fiscal Year 2018-19 began with a fund balance of \$37 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$1,192,136. This is primarily due to many vacant personnel positions being held open throughout the year.

The FY 2019-20 proposed General Fund budget, as presented, is balanced between revenues and expenses without committing any of the City's reserves. Additionally, the funds to be received as partial repayment of the former redevelopment agency loan in the amount of \$1,514,700 was not utilized to balance the budget and will be returned to General Fund balance. Furthermore, the Preliminary Budget, as presented, maintains the City's 17% Prudent Reserve policy.

The City continues to work to stabilize its operating budget and ensure that revenues cover expenditures. Staff reductions, expenditure restraints, and a gradual increasing of fees are all steps taken toward this goal.

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.

CHANGES IN GENERAL FUND BALANCE (Fund 100)

PRIOR YEAR HISTORY

	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 36,419,964	\$ 36,640,338	\$ 36,808,608
Revenues	\$ 63,145,137	\$ 64,490,241	\$ 63,656,359
Prior Year Surplus	-	-	-
Net Revenues	\$ 63,145,137	\$ 64,490,241	\$ 63,656,359
Expenditures	\$ 62,924,762	\$ 64,321,971	\$ 65,040,407
Anticipated Under expenditures	-	-	-
Net Expenditures	\$ 62,924,762	\$ 64,321,971	\$ 65,040,407
Operating Surplus/(Deficit)	\$ 220,375	\$ 168,270	#REF!
Apply 80% of CDA Loan Repayment	1,378,400	\$ 1,516,717	\$ 1,378,480
ENDING GENERAL GOV'T FUND BALANCE	\$ 36,640,338	\$ 36,808,608	\$ 35,424,561
Prudent Reserve (17% of expenditures)	\$ 10,697,200	\$ 10,934,700	\$ 11,056,900
Assigned Fund Balance	\$ 16,315,734	\$ 14,738,289	\$ 14,402,604
Encumbrance Reserve	\$ 300,000	\$ 239,262	\$ 362,700
CDA Loan Receivable **	7,615,016	6,098,299	5,693,346
Advances to Other Funds (Various)	8,036,380	8,036,390	8,036,380
Loans Receivable (Various)	364,338	364,338	310,178
Unassigned Fund Balance	\$ 9,627,404	\$ 11,135,619	\$ 9,965,057

** 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 (Fund 100)

	ACTUAL 2017-18	AMENDED BUDGET 2018-19	ESTIMATED ACTUAL 2018-19	BUDGET 2019-20	PROJECTION 2020-21	PROJECTION 2021-22
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 35,424,561	\$ 37,022,780	\$ 37,022,780	\$ 38,214,916	\$ 38,216,152	\$ 36,510,765
Revenues	\$ 67,988,432	\$ 70,661,205	\$ 71,186,030	\$ 74,596,249	\$ 76,350,078	\$ 79,208,162
Prior Year Surplus	-	-	-	-	-	-
Net Revenues	\$ 67,988,432	\$ 70,661,205	\$ 71,186,030	\$ 74,596,249	\$ 76,350,078	\$ 79,208,162
Expenditures	\$ 66,390,213	\$ 73,543,104	\$ 67,649,894	\$ 74,595,013	\$ 78,055,466	\$ 81,632,861
Loan Forgiveness to Liability Fund	-	2,344,000	2,344,000	-	-	-
Net Expenditures	\$ 66,390,213	\$ 75,887,104	\$ 69,993,894	\$ 74,595,013	\$ 78,055,466	\$ 81,632,861
Operating Surplus/(Deficit)	\$ 1,598,219	\$ (5,225,899)	\$ 1,192,136	\$ 1,236	\$ (1,705,387)	\$ (2,424,699)
Apply 80% of CDA Loan Repayment	\$ -	\$ 1,599,800	\$ -	\$ -	\$ -	\$ -
ENDING GENERAL GOV'T FUND BALANCE	\$ 37,022,780	\$ 33,396,681	\$ 38,214,916	\$ 38,216,152	\$ 36,510,765	\$ 34,086,065
Prudent Reserve (17% of expenditures)	\$ 11,286,300	\$ 12,502,300	\$ 11,500,500	\$ 12,681,200	\$ 13,269,400	\$ 13,877,600
Assigned Fund Balance	\$ 14,312,326	\$ 11,968,326	\$ 11,968,326	\$ 11,968,326	\$ 11,968,326	\$ 11,968,326
Encumbrance Reserve	\$ 276,905	\$ 276,905	\$ 276,905	\$ 276,905	\$ 276,905	\$ 276,905
CDA Loan Receivable **	5,693,346	5,693,346	5,693,346	5,693,346	5,693,346	5,693,346
Advances to Other Funds (Various)	8,036,380	5,692,380	5,692,380	5,692,380	5,692,380	5,692,380
Loans Receivable (Various)	305,695	305,695	305,695	305,695	305,695	305,695
Unassigned Fund Balance	\$ 11,424,154	\$ 8,926,055	\$ 14,746,090	\$ 13,566,626	\$ 11,273,039	\$ 8,240,139

** 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.

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.

The City Council appointed a five member Budget Advisory Committee to advise the city on various budget issues. The Committee presented their findings regarding fiscal financial issues and/or concerns for the upcoming fiscal year and into the future, at the May 7, 2018 City Council meeting. The City is doing due diligence with regards to revenue collection 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 faces serious challenges in the coming years. A recent change in the discount rate and payment methodology for the CalPERS Pension Fund will result in a 33.1% increase in PERS costs to the City's General Fund from 2019-20 to 2023-24, equating to an increase of over \$5.2 million from the current level based upon staff's best estimates at this time. This will present a significant challenge to the City's finances.

The City Manager and staff continue to take aggressive action to improve the City's long-term financial position although typical cost reductions are becoming more difficult. Staff positions are being held vacant. Utility and energy improvements have been undertaken which will pay for themselves through cost savings. A review of all programs and services for value to the community has been undertaken.

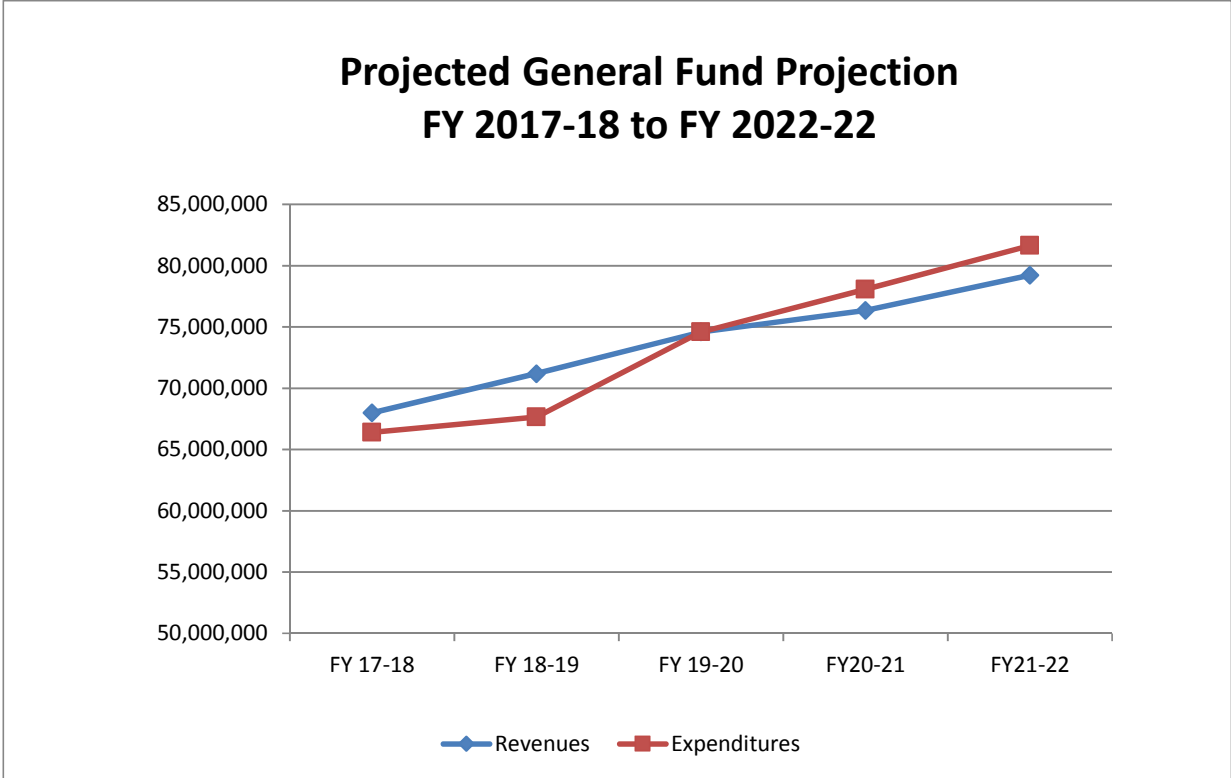
The forecast shown here includes projections for most revenue types with a conservative 0% - 2% per year inflationary growth. Projections on the expenditure side include 3% growth in personnel costs, a 3% growth in materials and supplies based on a combination of past experience and an inflationary growth, and inflationary growth for most other expenditure types.

The Budget Advisory Committee will continue to meet and discuss fiscal issues and potential solutions and will continue to bring forth financial solutions to the City Council.

**FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION
SUMMARY REVENUES AND EXPENDITURES DATA**

	ACTUAL 2017-18	ESTIMATED ACTUAL 2018-19	BUDGET 2019-20	PROJECTION 2020-21	PROJECTION 2021-22	PROJECTION 2023-24	PROJECTION 2024-25
REVENUES							
Taxes And Franchises	\$ 56,720,188	\$ 58,630,400	\$ 60,940,175	\$ 63,073,081	\$ 65,280,639	\$ 67,565,461	\$ 69,930,252
Licenses And Permits	2,523,744	2,521,000	2,462,000	2,462,000	2,462,000	2,462,000	2,462,000
Fines And Forfeitures	568,456	665,300	690,800	570,000	570,000	570,000	570,000
Use Of Money & Property	386,610	814,500	814,500	814,500	814,500	814,500	814,500
From Other Governments	328,410	235,942	252,100	252,100	252,100	252,100	252,100
Grants	275,588	256,900	181,400	181,400	181,400	181,400	181,400
Service Charges	2,142,529	2,573,960	2,644,100	2,185,380	2,625,439	2,696,982	2,229,087
Other Revenues	1,762,892	2,048,217	2,602,300	2,602,300	2,602,300	2,602,300	2,602,300
Transfers In	3,280,015	3,439,811	4,008,874	4,209,318	4,419,784	4,640,773	4,872,811
Total Revenues	\$ 67,988,432	\$ 71,186,030	\$ 74,596,249	\$ 76,350,078	\$ 79,208,162	\$ 81,785,516	\$ 83,914,451
EXPENDITURES							
Personnel	\$ 59,755,300	\$ 57,530,869	\$ 61,921,780	\$ 63,779,433	\$ 65,692,816	\$ 67,663,601	\$ 69,693,509
Supplies/Materials	5,230,863	5,408,819	5,547,700	5,714,131	5,885,555	6,062,122	6,243,985
Services	6,628,553	7,572,806	8,725,647	9,598,212	10,558,033	11,613,836	12,775,220
Capital Outlay	45,066	54,100	-	45,000	45,000	45,000	45,000
Transfers to Other Funds	3,652,162	5,862,100	6,954,302	7,302,017	7,667,118	8,050,474	8,452,998
Reimbursed Expenses	(8,921,731)	(8,778,800)	(8,554,416)	(8,383,328)	(8,215,661)	(8,051,348)	(7,890,321)
Total Expenditures	\$ 66,390,213	\$ 67,649,894	\$ 74,595,013	\$ 78,055,466	\$ 81,632,861	\$ 85,383,685	\$ 89,320,391
Operating Surplus/(Deficit)	\$ 1,598,219	\$ 3,536,136	\$ 1,236	\$ (1,705,387)	\$ (2,424,699)	\$ (3,598,168)	\$ (5,405,939)

FIVE-YEAR GENERAL FUND PROJECTION



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 2019-20 General Fund Revenues are projected to be \$3.9 million more (5.6%) than FY 2018-19 revised budget amounts.

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, 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 2017-18, budgeted and estimated actual revenue data for FY 2018-19, and budgeted revenue for FY 2019-20.

FY 2019-20 revenue estimates were developed using a variety of methods. An auditing and consulting service was employed to assist with developing sales and property tax estimates, on which were added City-generated growth revenue projections. 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 were utilized to estimate future revenues passed through from the State of California.

GENERAL FUND REVENUES (continued)

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources is projected to increase by \$2,494,575 (4.3%) over the 2018-19 Revised Budget to \$60,940,175 in FY 2019-20. Property tax revenues are projected to increase by \$1,447,475 due to ongoing improvements in assessed values and local development growth.

FY 2019-20 Transient Lodging Tax revenues are projected to increase by \$300,000 over the FY 2018-19 revised budget, due to a strong outlook for business and leisure travel.

Licenses and Permits

This category is projected to decrease by \$20,000 (-0.8%) from 2018-19 revised budget. This is the result of adjusting the budgets of the plan check services and encroachment permits to more closely align with past year's actuals. 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 and Parking Citations. FY 2019-20 Fines and Forfeitures revenues are projected to increase by \$140,800 (25.6%) from the FY 2018-19 revised budget. This is the result of adjusting budgets to more closely align with past year's actuals.

Use of Money and Property

This category is projected to increase by \$500 (0.1%) in FY 2019-20 mostly due to the lease of the DMV building.

Revenues From Other Governments

The category is projected to increase by \$7,100 (2.9%) in FY 2019-20 due to a combination of a reduction in sworn officer POST training reimbursements and in increase in SB90 reimbursements from the State for unfunded mandates, based on past year's actuals.

Grants

Grant revenues are projected to decrease by \$31,700 (-14.9%) in FY 2019-20. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

Service Charges

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase by \$335,400 (14.5%) in FY 2019-20 over the FY 2018-19 revised budget. This is primarily due to Inspection fees.

GENERAL FUND REVENUES (continued)

Other Revenues

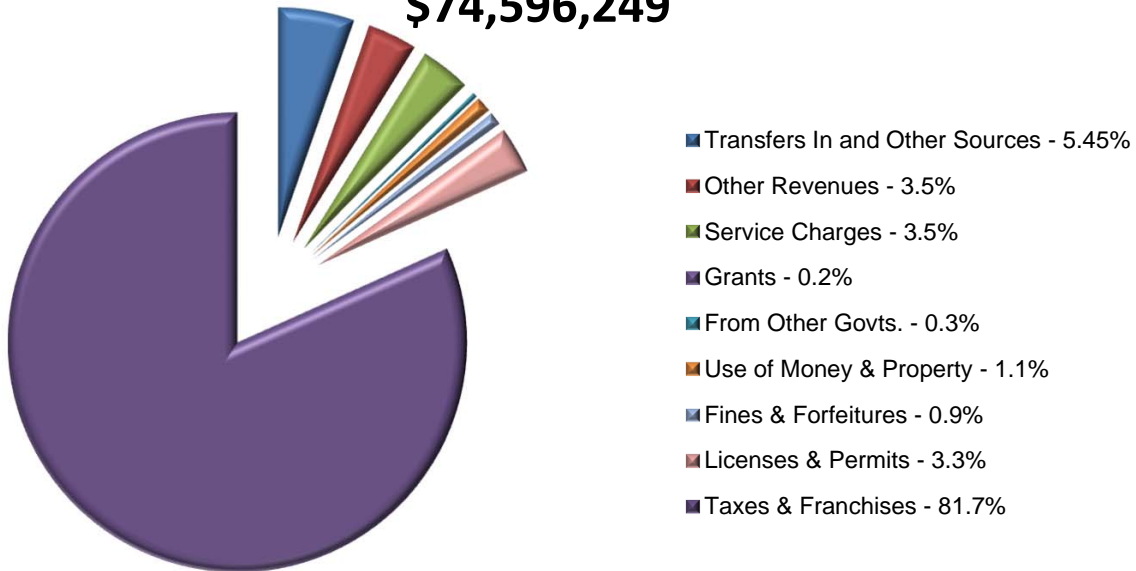
Other Revenues, also generated from the local economy, are projected to increase by \$967,795 (59.2%) in FY 2019-20 due to anticipated increases in revenue from power sales back to the grid from the City's solar panels as well as adjusting the contributions/donations to better reflect past year's actuals.

Transfers In

This revenue category is projected to increase by \$40,574 (1.0%) in FY 2019-20 mostly due to an increase in gas tax revenue.

FY 19-20 General Fund Resources

\$74,596,249



GENERAL FUND REVENUE SUMMARY

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
TAXES & FRANCHISES					
31101 Property Taxes	\$ 29,865,105	\$ 31,230,400	\$ 31,230,400	\$ 32,677,875	4.6%
31111 Sales and Use Taxes	17,857,830	17,815,200	18,000,000	18,412,300	3.4%
31112 Transient Lodging Tax	1,924,468	1,950,000	1,950,000	2,250,000	15.4%
31113 Franchise Taxes	4,326,622	4,600,000	4,600,000	4,600,000	0.0%
31114 Business Tax Receipts	1,967,065	2,125,000	2,125,000	2,275,000	7.1%
31115 Documentary Transfer Tax	779,098	725,000	725,000	725,000	0.0%
	\$ 56,720,188	\$ 58,445,600	\$ 58,630,400	\$ 60,940,175	4.3%
LICENSES & PERMITS					
32301 Building Permits	\$ 1,535,735	\$ 1,555,000	\$ 1,525,000	\$ 1,530,000	-1.6%
32302 Permit Records Retention	3,689	12,000	11,000	12,000	0.0%
32303 Plan Check Services	705,780	695,000	750,000	700,000	0.7%
32402 Encroachment Permits	166,860	150,000	165,000	150,000	0.0%
32604 Other Licenses & Permits	111,680	70,000	70,000	70,000	0.0%
	\$ 2,523,744	\$ 2,482,000	\$ 2,521,000	\$ 2,462,000	-0.8%
FINES & FORFEITURES					
33501 Vehicle Code Fines	\$ 435,973	\$ 412,000	\$ 435,600	\$ 440,000	6.8%
33502 Parking Citation	132,483	138,000	229,700	250,800	81.7%
	\$ 568,456	\$ 550,000	\$ 665,300	\$ 690,800	25.6%
USE OF MONEY & PROPERTY					
34001 Interest on Investments	\$ 421,100	\$ 549,600	\$ 549,600	\$ 549,600	0.0%
34003 Change in Fair Value	(263,313)	-	-	-	0.0%
34101 Rents & Leases	83,274	118,000	118,000	118,000	0.0%
34104 DMV Lease	145,549	146,400	146,900	146,900	0.3%
	\$ 386,610	\$ 814,000	\$ 814,500	\$ 814,500	0.1%
REVENUES FROM OTHER GOVERNMENTS					
35101 Motor Vehicle In Lieu	\$ 67,013	\$ 65,000	\$ 65,000	\$ 65,000	0.0%
35410 Other Governments	7,500	-	-	-	0.0%
35501 POST Reimbursements	49,651	42,000	42,300	34,100	-18.8%
35502 911 Reimbursements	-	3,000	3,000	3,000	0.0%
35601 Homeowners Subvention	154,534	125,000	125,000	125,000	0.0%
35602 SB 90 Claims	49,712	10,000	642	25,000	150.0%
	\$ 328,410	\$ 245,000	\$ 235,942	\$ 252,100	2.9%
GRANTS					
36001 Federal Assistance	\$ 144,699	\$ 141,400	\$ 141,400	\$ 141,400	0.0%
36005 Local Assistance	23,109	-	4,100	-	0.0%
36210 Curbside Recycling Reimb.	63,554	31,700	63,400	-	-100.0%
36340 Household Waste	44,226	40,000	48,000	40,000	0.0%
	\$ 275,588	\$ 213,100	\$ 256,900	\$ 181,400	-14.9%

GENERAL FUND REVENUES (continued)

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
SERVICE CHARGES					
37001 Duplication Services	\$ 2,931	\$ 3,100	\$ 2,960	\$ 2,200	-29.0%
37002 Maps & Publications	1,277	5,000	5,000	5,000	0.0%
37003 Returned Check (NSF) Charges	158	500	300	300	-40.0%
37004 Passports	17,024	-	-	-	0.0%
37103 Business Registration Fees	174,563	185,000	185,000	185,000	0.0%
37299 Other Community Service Fees	12,130	436,300	272,500	272,100	-37.6%
37301 Planning Fees	349,948	490,800	433,500	450,000	-8.3%
37303 Permit Automation/GIS Mapping	71,013	43,500	64,500	63,500	46.0%
37401 Engineering Fees	5,554	5,000	5,000	5,000	0.0%
37402 Soils/Hydrology	139,751	193,500	124,000	206,000	6.5%
37403 Slurry Seal Fees	-	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	481,182	322,500	825,600	322,500	0.0%
37405 Inspection Service Fees	557,872	279,500	319,000	804,500	187.8%
37406 Waste Management	35,003	33,600	33,600	33,600	0.0%
37410 Services Charges	-	32,500	32,500	32,500	0.0%
37411 County Landscape Charges	32,930	35,500	35,500	35,500	0.0%
37432 Environmental Compliance Program	3,279	1,500	3,300	3,000	100.0%
37499 Other Public Works Fees	1,725	1,000	2,100	1,000	0.0%
37501 Police Reports	3,035	2,600	3,200	3,200	23.1%
37502 Police Photos	44	-	-	-	0.0%
37504 Alarm Fees	98,521	85,500	94,100	95,000	11.1%
37505 Emergency Response / DUI	4,787	13,000	15,000	5,800	-55.4%
37599 Other Police Dept. Fees	141,472	133,800	109,300	110,400	-17.5%
37699 Other Service Charges	8,330	-	3,000	3,000	0.0%
	\$ 2,142,529	\$ 2,308,700	\$ 2,573,960	\$ 2,644,100	14.5%
OTHER REVENUES					
38001 Sale of Surplus	\$ 13,697	\$ 11,000	\$ 6,200	\$ 6,200	-43.6%
38003 Miscellaneous	15,262	257,800	254,700	353,700	37.2%
38004 Damage Recovery	84,690	38,000	61,342	102,000	168.4%
38006 Jury/Witness Fee	10,010	7,300	6,300	7,300	0.0%
38007 Rebates	600,386	302,800	600,000	675,100	123.0%
38010 Landfill Facility Agreement Fee	199,646	220,000	220,000	320,000	45.5%
38015 Sale of Land	-	200,000	-	250,000	0.0%
38050 Contributions/Donations	547,153	340,105	636,500	608,000	78.8%
38201 Meals-On-Wheels	38,402	29,000	35,000	35,000	20.7%
38203 Cultural Arts Reimbursement	131,224	153,500	153,500	153,000	-0.3%
38408 Storm Water Mgmt. Assessment	82,094	60,000	60,000	60,000	0.0%
38409 Storm Water Program Fees	13,798	15,000	6,125	32,000	113.3%
38501 Unclaimed Property	26,530	-	8,550	-	0.0%
	\$ 1,762,892	\$ 1,634,505	\$ 2,048,217	\$ 2,602,300	59.2%

GENERAL FUND REVENUES (continued)

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
TRANSFERS IN					
39215 Transfer from Gas Tax	\$ 2,695,946	\$ 3,239,500	\$ 2,785,711	\$ 3,377,214	4.3%
39260 Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	0.0%
39262 Transfer from Development Agreements	0	300,000	300,000	300,000	0.0%
39280 Transfer from Forfeited Assets	8,600	-	-	-	0.0%
39285 Transfer from State SLESF	264,839	190,000	190,000	190,000	0.0%
39287 Transfer from Law Enforcement Grants	102,906	119,400	44,700	19,500	-83.7%
39655 Transfer from Public Facility Improvement	12,724	-	-	-	0.0%
39920 Transfer from Sagency-CDA/Admin	125,000	49,400	49,400	52,160	5.6%
	\$ 3,280,015	\$ 3,968,300	\$ 3,439,811	\$ 4,008,874	1.0%
TOTAL REVENUES	\$ 67,988,432	\$ 70,661,205	\$ 71,186,030	\$ 74,596,249	5.6%

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, *General Fund Expenditure Summary*, 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.

The summary schedule entitled, *General Fund Expenditures by Department*, identifies the budget of each department by the categories of personnel costs, supplies, services, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. 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.

The *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.

General Fund departmental budget sections contain charts showing the breakdown of expenditures among cost centers or divisions, and organization charts. Each department cost center is highlighted showing expenditures, and narratives. The narratives include a description of the responsibilities of the department and its divisions, FY 2018-19 accomplishments and FY 2019-20 goals and budget impacts.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, software maintenance contracts, 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.

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GENERAL FUND EXPENDITURE SUMMARY

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
PERSONNEL					
41010 Regular Salaries	\$ 32,641,836	\$ 35,615,900	\$ 30,935,389	\$ 35,715,310	0.3%
41020 Temporary Salaries - PR Only	330,174	425,300	339,070	375,000	-11.8%
41030 Boards and Commissions	32,608	32,600	32,500	32,300	-0.9%
41040 Overtime	3,698,000	3,604,560	3,310,100	3,283,400	-8.9%
41050 Outside Assistance	216,962	54,293	153,000	-	-100.0%
41200 Deferred Comp - 401k	227,476	286,300	244,000	385,820	34.8%
41210 Deferred Comp - 457	118,294	168,400	156,000	174,300	3.5%
41300 Vision Care	90,034	95,600	90,700	95,160	-0.5%
41350 Disability	227,319	239,700	228,700	223,030	-7.0%
41400 Group Insurance/Health	582,982	650,100	583,600	651,460	0.2%
41415 Flex Benefits	6,277,399	7,016,300	6,265,846	7,467,950	6.4%
41420 CalPERS Health Admin Fee	24,134	22,300	22,300	21,300	-4.5%
41450 Life Insurance	72,420	78,900	76,100	71,040	-10.0%
41500 Group Insurance/Dental	395,418	442,900	410,530	467,840	5.6%
41550 Section 125 Administration Fee	1,790	2,500	2,100	3,442	37.7%
41600 Retirement (PERS)	9,412,407	11,344,200	9,970,134	12,576,350	10.9%
41610 Retirement (PARS)	159,396	120,000	120,000	120,000	0.0%
41620 Retirement (HRA)	200,068	237,800	228,300	333,710	40.3%
41650 Medicare Tax	534,293	622,000	551,500	611,790	-1.6%
41660 FICA	27,888	37,800	26,000	33,500	-11.4%
41700 Workers' Compensation	3,560,300	3,176,000	2,485,000	3,448,570	8.6%
41800 Annual Leave Payout	1,140,764	1,300,000	1,300,000	1,400,000	7.7%
41801 Leave Accrual	46,729	-	-	-	0.0%
41860 Salary Reimbursements	(263,391)	(159,600)	-	(159,060)	-0.3%
41900 Salary Savings	-	(3,165,100)	-	(5,062,282)	59.9%
41950 Benefits Savings	-	(501,000)	-	(348,150)	-30.5%
Subtotal - Personnel	59,755,300	61,747,753	57,530,869	61,921,780	0.3%
SUPPLIES & MATERIALS					
42100 Utilities	2,044,003	1,666,000	1,536,600	1,416,000	-15.0%
42130 Postage	53,661	61,500	61,500	67,400	9.6%
42150 Communications	612,744	1,215,510	743,230	1,075,700	-11.5%
42200 Computer - Non Capital	23,434	5,753	3,200	8,600	49.5%
42230 Office Supplies	50,244	72,338	64,850	66,250	-8.4%
42235 Furnishings & Equip - Non Capital	23,070	101,612	48,100	15,500	-84.7%
42300 Copiers	104,599	136,000	136,000	130,000	-4.4%
42310 Rentals	6,539	14,900	13,600	15,025	0.8%
42410 Uniform/Clothing	294,219	447,868	334,400	409,500	-8.6%
42420 Special Departmental Expense	105,049	208,100	269,736	160,600	-22.8%
42440 Memberships and Dues	130,899	154,200	148,380	151,880	-1.5%
42450 Subscriptions and Books	18,217	30,500	29,693	40,298	32.1%
42460 Advertising	38,087	40,900	47,451	44,351	8.4%
42500 Fuel and Lubricants	473,237	505,200	505,200	514,200	1.8%
42510 Tires	60,923	61,400	61,400	61,400	0.0%
42550 Small Tools/Equipment	6,798	9,400	16,700	9,400	0.0%
42560 Operating Supplies	763,794	926,606	844,900	752,950	-18.7%

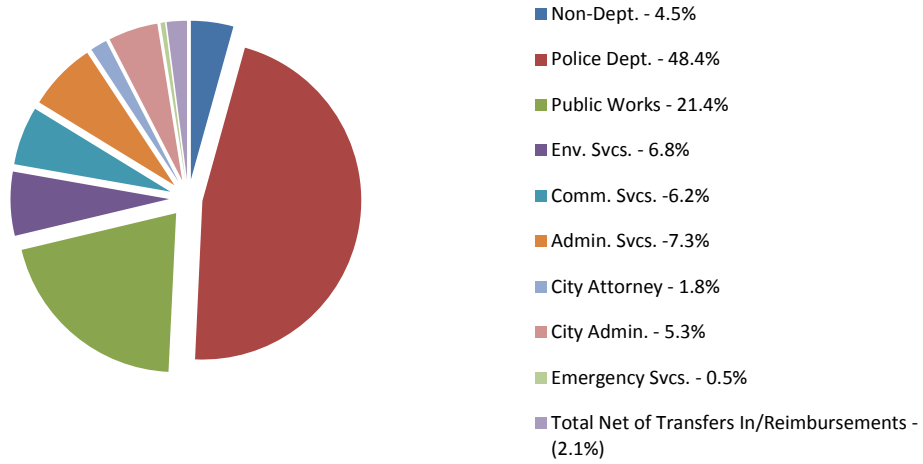
GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
SUPPLIES & MATERIALS (continued)					
42720 Travel, Conferences, Meetings	\$ 117,203	\$ 162,586	\$ 157,867	\$ 157,146	-3.3%
42730 Training	69,528	131,300	109,550	135,200	3.0%
42760 POST Training	98,751	100,000	100,000	120,000	20.0%
42770 Recruitment	35,721	83,000	83,312	79,600	-4.1%
42780 Investigations	14,041	9,000	9,000	9,000	0.0%
42790 Mileage	85,459	102,900	84,150	105,700	2.7%
43010 Liability Insurance Premiums	643	2,000	-	2,000	0.0%
Subtotal - Supplies/Materials	5,230,863	6,248,573	5,408,819	5,547,700	-11.2%
SERVICES					
44010 Professional/Special Services	1,300,115	1,636,413	1,369,406	2,000,993	22.3%
44012 Outside Legal	234,137	152,877	133,000	125,000	-18.2%
44015 COV Admin Fee	228,356	225,000	225,000	225,000	0.0%
44210 Animal Regulation	393,792	775,300	775,300	840,000	8.3%
44310 Maintenance of Equipment	1,301,428	1,752,065	1,443,100	1,745,630	-0.4%
44450 Landscape Maintenance Contract	875,995	1,028,100	1,003,000	1,028,100	0.0%
44460 Tumbleweed Abatement	-	5,000	5,000	5,000	0.0%
44490 Other Contract Services	1,221,357	1,753,696	1,544,000	1,674,500	-4.5%
44491 FIS Operations	75,100	75,100	75,100	75,100	0.0%
44492 GIS Operations	20,500	20,500	20,500	24,200	18.0%
44590 Other Insurance	962,800	972,400	972,400	982,124	1.0%
44730 Reduction in Long Term Debt	10,490	-	7,000	-	0.0%
44840 Bad Debt Expense	4,483	-	-	-	0.0%
Subtotal - Services	6,628,553	8,396,451	7,572,806	8,725,647	3.9%
REIMBURSED EXPENDITURES					
45201 Reimb from SHA-C	(606,700)	-	-	-	0.0%
45204 Reimb from HOME Grant	(6,498)	(200)	(7,400)	(20,000)	9900.0%
45250 Reimb from Library	(191,900)	(209,600)	(209,600)	(242,200)	15.6%
45290 Reimb from CDBG	(95,449)	(108,078)	(98,700)	(83,700)	-22.6%
45300 Reimb from Landscape Zones	(96,684)	(103,800)	(103,800)	(186,500)	79.7%
45700 Reimb from Sanitation	(2,572,300)	(2,612,300)	(2,612,300)	(2,709,416)	3.7%
45701 Reimb from San Connection Fees	(74,700)	(352,500)	(352,500)	(94,100)	-73.3%
45702 Reimb from San Repl Reserve	(236,800)	(308,900)	(308,900)	(331,500)	7.3%
45750 Reimb from Transit	(1,832,500)	(1,844,900)	(1,844,900)	(1,770,800)	-4.0%
45761 Reimb from WW8	(2,093,000)	(2,232,600)	(2,232,600)	(2,373,300)	6.3%
45762 Reimb from WW8 Cap Impr	(103,900)	(280,900)	(280,900)	(279,300)	-0.6%
45763 Reimb from WW8 Repl Reserve	(301,400)	(196,600)	(196,600)	(140,300)	-28.6%
45803 Reimb from Liability Insurance	(167,700)	(169,400)	(169,400)	(143,900)	-15.1%
45805 Reimb from Workers Comp	(542,200)	(361,200)	(361,200)	(179,400)	-50.3%
Subtotal - Reimbursed Expenditures	\$(8,921,731)	\$(8,780,978)	\$(8,778,800)	\$(8,554,416)	-2.6%

GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
CAPITAL OUTLAY					
47020 Furnishings & Equipment (Capital)	\$ 45,066	\$ 49,000	\$ 37,800	\$ -	0.0%
47030 Vehicles	-	14,000	10,100	-	0.0%
47040 Building Improvements	-	6,205	6,200	-	0.0%
Subtotal - Capital Outlay	\$ 45,066	\$ 69,205	\$ 54,100	\$ -	-100.0%
TRANSFERS TO OTHER FUNDS					
49201 Transfer to SHAgency - Hsg Admin	\$ -	\$ 320,000	\$ 320,000	\$ 377,324	0.0%
49297 Transfer to Retiree Benefits	1,090,800	900,000	900,000	1,982,600	120.3%
49298 Transfer to Disaster	907	-	-	-	0.0%
49300 Transfer to Landscape	760,400	650,000	650,000	400,000	-38.5%
49500 Transfer to Debt Service Funds	758,101	-	-	-	0.0%
49511 Transfer to DS 2014A Lease Rev	-	1,418,800	1,418,800	1,425,018	0.4%
49512 Transfer to DS 2016 CREBS	-	667,600	667,600	677,205	1.4%
49513 Transfer to DS 2017 Equip. Lease Agmt.	-	574,000	574,000	555,243	-3.3%
49514 Transfer to DS 2018 Equip. Lease Agmt.	-	-	-	552,034	0.0%
49600 Transfer to Streets & Roads	303,719	630,000	630,000	-	-100.0%
49648 Transfer to CE Replacement	227,100	227,100	227,100	227,100	0.0%
49651 Transfer to Vehicle Replacement	511,135	424,600	424,600	757,778	78.5%
49655 Transfer to Public Facility Improv	-	50,000	50,000	-	-100.0%
Subtotal - Transfers to Other Funds	\$ 3,652,162	\$ 5,862,100	\$ 5,862,100	\$ 6,954,302	18.6%
TOTAL EXPENDITURES	\$ 66,390,213	\$ 73,543,104	\$ 67,649,894	\$ 74,595,013	1.4%

**FY 2019-20 Total Expenditures
Net of Transfers In & Reimbursements
\$74,595,013**



GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	% Budget Change
CITY ADMINISTRATION					
Personnel	2,979,802	3,355,100	3,063,864	3,221,790	-3.97%
Supplies	193,578	272,700	347,302	237,580	-12.88%
Services	523,424	571,572	368,906	459,717	-19.57%
Subtotal	\$ 3,696,804	\$ 4,199,372	\$ 3,780,072	\$ 3,919,087	-6.67%
CITY ATTORNEY					
Personnel	1,197,595	1,237,600	1,237,600	1,271,222	2.72%
Supplies	27,428	35,300	35,600	36,100	2.27%
Services	19,144	20,100	15,300	20,100	0.00%
Subtotal	\$ 1,244,167	\$ 1,293,000	\$ 1,288,500	\$ 1,327,422	2.66%
ADMINISTRATIVE SERVICES					
Personnel	4,612,937	4,896,893	4,685,799	5,193,450	6.06%
Supplies	26,305	39,500	30,672	37,845	-4.19%
Services	164,037	208,100	189,000	198,050	-4.83%
Subtotal	\$ 4,803,279	\$ 5,144,493	\$ 4,905,471	\$ 5,429,345	5.54%
COMMUNITY SERVICES					
Personnel	3,372,542	3,911,900	3,158,100	3,460,110	-11.55%
Supplies	73,751	142,712	115,050	111,800	-21.66%
Services	581,804	1,018,000	1,011,700	1,064,300	4.55%
Capital Outlay	-	6,205	-	-	0.00%
Subtotal	\$ 4,028,097	\$ 5,078,817	\$ 4,284,850	\$ 4,636,210	-8.71%
ENVIRONMENTAL SERVICES					
Personnel	4,953,590	4,720,400	4,075,500	4,823,280	2.18%
Supplies	39,124	54,200	46,500	60,700	11.99%
Services	37,551	180,105	136,000	176,400	-2.06%
Subtotal	\$ 5,030,265	\$ 4,954,705	\$ 4,258,000	\$ 5,060,380	2.13%
PUBLIC WORKS					
Personnel	9,949,650	10,706,100	9,052,263	10,880,285	1.63%
Supplies	2,347,281	2,184,112	2,031,800	2,010,350	-7.96%
Services	2,271,845	2,927,172	2,780,300	3,079,050	5.19%
Capital Outlay	-	14,000	10,100	-	0.00%
Subtotal	\$ 14,568,776	\$ 15,831,384	\$ 13,874,463	\$ 15,969,685	0.87%
POLICE DEPARTMENT					
Personnel	31,025,752	33,912,860	30,478,043	34,309,193	1.17%
Supplies	1,088,817	1,439,947	1,245,525	1,286,200	-10.68%
Services	341,786	498,337	426,200	536,200	7.60%
Capital Outlay	-	32,000	22,300	-	0.00%
Subtotal	\$ 32,456,355	\$ 35,883,144	\$ 32,172,068	\$ 36,131,593	0.69%
EMERGENCY SERVICES					
Personnel	316,544	318,300	317,700	326,600	2.61%
Supplies	29,778	36,500	36,500	36,500	0.00%
Services	-	5,600	5,600	5,600	0.00%
Subtotal	\$ 346,322	\$ 360,400	\$ 359,800	\$ 368,700	2.30%

GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY17 Actual	FY18 Revised Budget	FY18 Est. Actual	FY19 Budget	% Budget Change
NON-DEPARTMENTAL					
Personnel	159,396	162,000	162,000	162,000	0.0%
Supplies	1,404,800	2,043,603	1,519,870	1,730,625	-15.3%
Services	2,688,962	2,967,465	2,646,000	3,186,230	7.4%
Capital Outlay	45,066	17,000	15,500	-	0.0%
Subtotal	\$ 4,298,224	\$ 5,190,068	\$ 4,343,370	\$ 5,078,855	-2.1%
PROJECTED SALARY & BENEFITS SAVINGS					
		(2,773,400)		(3,126,150)	
ANNUAL LEAVE PAYOUT					
	1,187,493	1,300,000	1,300,000	1,400,000	
TRANSFERS TO OTHER FUNDS					
To CDA Housing Successor	\$ -	\$ 320,000	\$ 320,000	\$ 377,324	0.0%
To Law Enforcement Grants	-	-	-	-	0.0%
To Retiree Benefits Fund	1,090,800	900,000	900,000	1,982,600	120.3%
To Disaster Fund	907	-	-	-	-
To Landscape Augmentation Fund	760,400	650,000	650,000	400,000	-38.5%
To Debt Service Fund	758,101	2,660,400	2,660,400	3,209,500	20.6%
To Streets & Roads	303,719	630,000	630,000	-	-100.0%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	0.0%
To FIS Project	-	-	-	-	0.0%
To Vehicle Replacement Fund	511,135	424,600	424,600	757,778	100.0%
To Public Facility Improvement	-	50,000	50,000	-	100.0%
	\$ 3,652,162	\$ 5,862,100	\$ 5,862,100	\$ 6,954,302	18.6%
REIMBURSED EXPENDITURES & TRANSFERS IN					
From Housing Successor Agency	(606,700)	-	-	-	#DIV/0!
From HOME Grant	(6,498)	(200)	(7,400)	(20,000)	9900.0%
From Library	(191,900)	(209,600)	(209,600)	(242,200)	15.6%
From CDBG	(95,449)	(108,078)	(98,700)	(83,700)	-22.6%
From Landscape Zones	(96,684)	(103,800)	(103,800)	(186,500)	79.7%
From Vehicle Replacement Fund	-	-	-	-	0.0%
From Sanitation Operating Fund	(2,572,300)	(2,612,300)	(2,612,300)	(2,709,416)	3.7%
From Sanitation Capital Fund	(74,700)	(352,500)	(352,500)	(94,100)	100.0%
From Sanitation Repl. Reserve	(236,800)	(308,900)	(308,900)	(331,500)	100.0%
From Transit	(1,832,500)	(1,844,900)	(1,844,900)	(1,770,800)	-4.0%
From Waterworks	-	-	-	-	0.0%
From Waterworks Operating Fund	(2,093,000)	(2,232,600)	(2,232,600)	(2,373,300)	6.3%
From Waterworks Capital Fund	(103,900)	(280,900)	(280,900)	(279,300)	100.0%
From Waterworks Repl. Reserve	(301,400)	(196,600)	(196,600)	(140,300)	100.0%
From Liability Fund	(167,700)	(169,400)	(169,400)	(143,900)	-15.1%
From Workers' Compensation Fund	(542,200)	(361,200)	(361,200)	(179,400)	-50.3%
	\$ (8,921,731)	\$ (8,780,978)	\$ (8,778,800)	\$ (8,554,416)	-2.6%
TOTAL EXPENDITURES	\$ 66,390,213	\$ 73,543,105	\$ 67,649,894	\$ 74,595,013	1.4%

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.

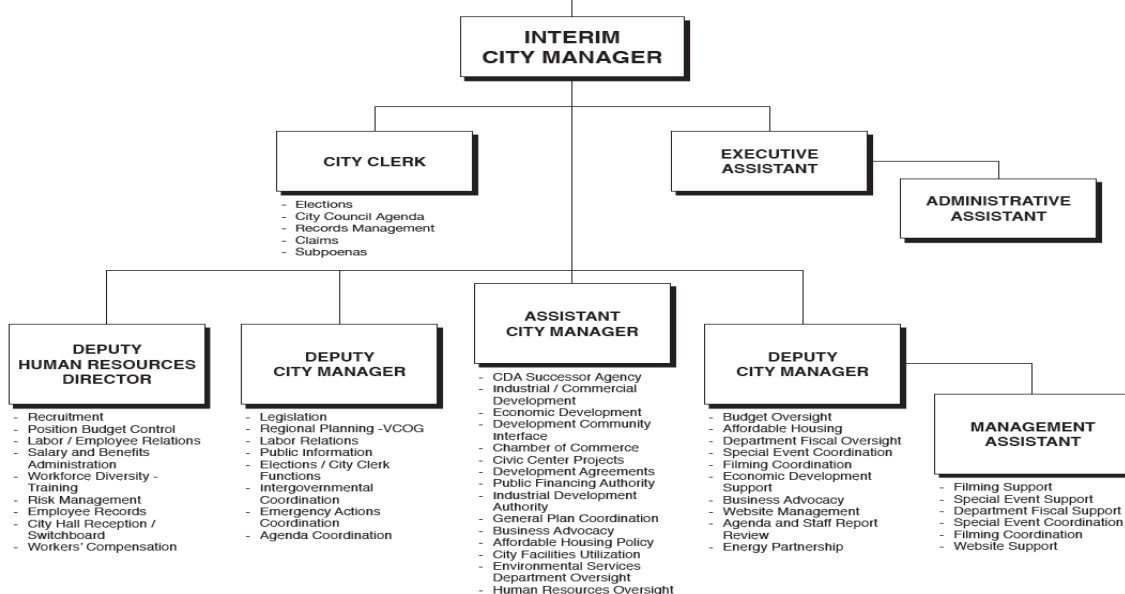
The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, 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, oversight of the City's website and social media activities. The City's Economic Development Office oversees the City's business attraction and marketing. The City Manager's Office also manages special projects such as production of community events, film permits, and oversight of the City Council staff report preparation process.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
City Council	\$ 165,697	\$ 167,400	\$ 158,998	\$ 169,270
City Manager	1,711,960	1,835,700	1,631,889	1,722,247
Human Resources	1,409,002	1,640,772	1,475,934	1,504,440
City Clerk	410,144	555,500	513,251	523,130
TOTAL	\$ 3,696,804	\$ 4,199,372	\$ 3,780,072	\$ 3,919,087

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget	% Budget Change
41010 - Regular Salaries	\$ 1,845,133	\$ 2,092,100	\$ 1,894,700	\$ 2,012,620	-3.8%
41020 - Temporary Salaries - PR Only	45,345	25,000	50,000	25,000	0.0%
41040 - Overtime	4,373	1,900	500	1,900	0.0%
41200 - Deferred Comp - 401k	27,049	32,700	32,500	31,740	-2.9%
41210 - Deferred Comp - 457	10,267	13,100	11,700	13,860	5.8%
41300 - Vision Care	4,749	5,600	5,600	4,470	-20.2%
41350 - Disability	13,921	14,600	14,600	13,020	-10.8%
41400 - Group Insurance/Health	27,451	40,800	30,900	39,050	-4.3%
41415 - Flex Benefits	337,567	406,300	347,200	376,770	-7.3%
41420 - CalPERS Health Admin Fee	1,653	1,700	1,700	1,500	-11.8%
41450 - Life Insurance	4,205	4,800	4,800	3,850	-19.8%
41500 - Group Insurance/Dental	13,998	19,300	18,330	21,680	12.3%
41550 - Section 125 Administration Fee	273	400	400	300	-25.0%
41600 - Retirement (PERS)	437,402	547,900	502,034	569,620	4.0%
41620 - Retirement (HRA)	17,124	19,200	19,200	16,810	-12.4%
41650 - Medicare Tax	29,443	35,500	35,500	34,650	-2.4%
41660 - FICA	8,648	7,700	7,700	7,700	0.0%
41700 - Workers' Compensation	151,200	86,500	86,500	80,100	-7.4%
41900 - Salary Savings	-	-	-	(32,850)	0.0%
42150 - Communications	1,080	1,300	1,300	1,300	0.0%
42230 - Office Supplies	12,915	15,200	16,350	13,550	-10.9%
42420 - Special Departmental Expense	46,500	97,500	159,536	50,000	-48.7%
42440 - Memberships and Dues	2,283	7,800	6,750	6,475	-17.0%
42450 - Subscriptions and Books	1,989	6,600	6,668	6,558	-0.6%
42460 - Advertising	33,668	30,500	37,451	37,951	24.4%
42560 - Operating Supplies	72	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	40,083	39,400	47,947	50,596	28.4%
42730 - Training	24,163	29,900	29,900	24,900	-16.7%
42770 - Recruitment	64	10,000	10,000	10,000	0.0%
42790 - Mileage	30,761	34,500	31,400	36,250	5.1%
44010 - Professional/Special Services	316,174	462,400	268,806	374,587	-19.0%
44012 - Outside Legal	207,250	109,072	100,000	85,000	-22.1%
44310 - Maintenance of Equipment	-	100	100	130	30.0%
TOTAL	\$ 3,696,804	\$ 4,199,372	\$ 3,780,072	\$ 3,919,087	-6.7%

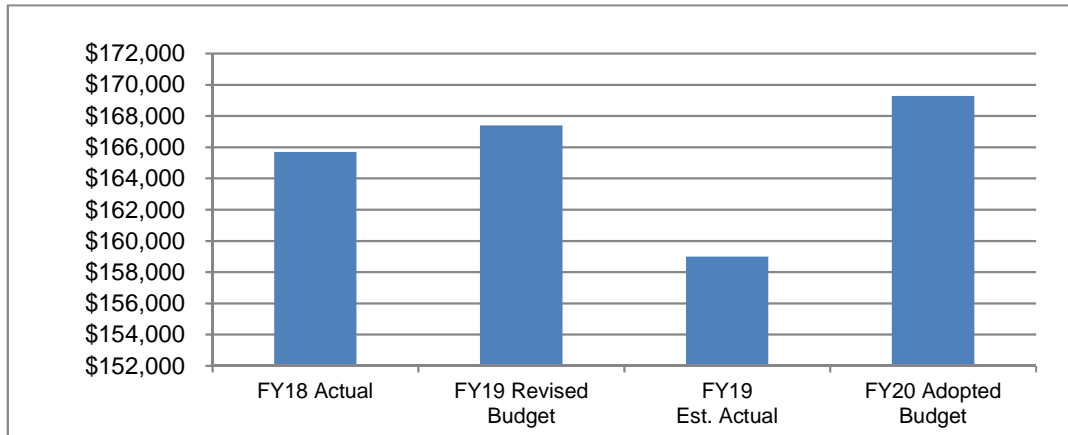
City Council - 1001105

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$165,697	\$167,400	\$158,998	\$169,270



BUDGET ADJUSTMENTS

None

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CITY OF SIMI VALLEY

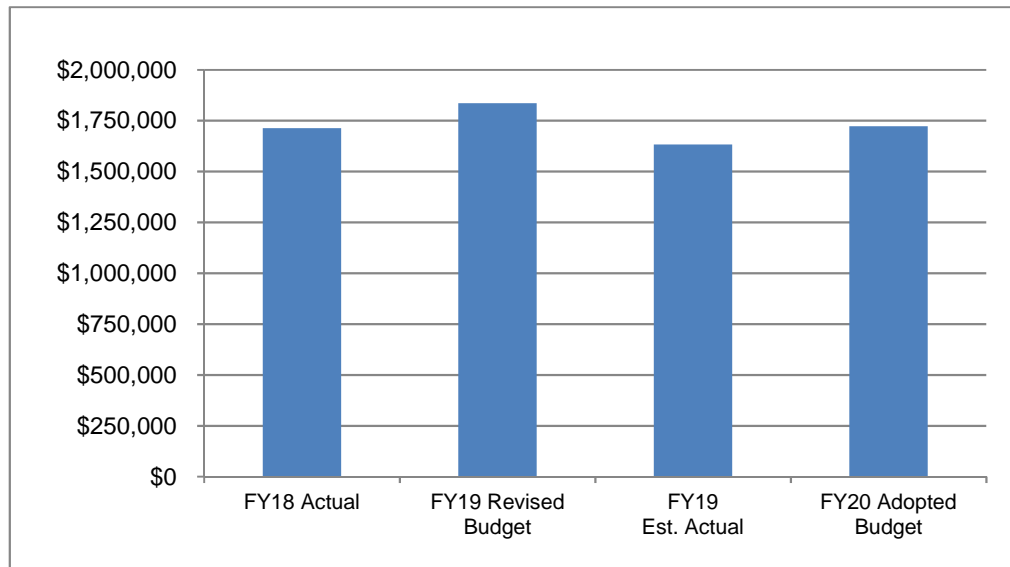
City Manager's Office - 1001125

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, oversight of the City's website and social media activities. 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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$1,711,960	\$1,835,700	\$1,631,889	\$1,722,247



BUDGET ADJUSTMENTS

10% of Deputy City Manager charged to Housing Fund - <i>City Manager Adjustment</i>	\$	(22,500)
Reduced funds for Efficiency Study - <i>City Manager Adjustment</i>	\$	(90,000)
Reduced Travel Expense - <i>City Manager Adjustment</i>	\$	(10,000)

City Manager's Office (continued)

KEY ACCOMPLISHMENTS IN FY19

- Coordinated legislative activity on a variety of issues, including cannabis delivery regulation, code enforcement, small cells, contracting, housing, local control, zoning, infrastructure, and water.
- Ensured representation of Simi Valley and its residents by actively engaging with the League of California Cities Housing, Economic Development Policy Committee, and other state and federally elected officials, other local governments, and agencies.
- Addressed cannabis and its policy impacts for the City Council's consideration and direction.
- Presented a tax on cannabis for voter consideration in the 2018 General Municipal Election, which passed.
- Coordinated the fifth annual City Council Retreat focusing on strategic issues, enabling Department Directors to identify and update objectives to carry out the City Council's priorities.
- Worked with local media to provide story ideas, serve as a resource to keep the public apprised of City businesses, and represented the City to media on issues of larger regional interest.
- Collaborated with the Clean Power Alliance to bring a Community Choice Aggregation (or, CCA) Program to the businesses and residents of Simi Valley in early 2019.
- Completed the grant process for the 2018 Special Event Support Grants, culminating in the City Council's awarding of \$21,500 for five non-profit special events.
- Completed the acquisition of the majority of streetlights from Southern California Edison and initiated the conversion of the acquired streetlights to LED fixtures.
- Completed the replacement of HVAC units at City facilities including the Senior Center, Cultural Arts Center, Police Facility, Library, and at the Public Services Center.
- Completed the retrofit of lighting at all City facilities with LED fixtures.
- Completed the construction of the video surveillance and access control system at City facilities.

GOALS FOR FY20

- Coordinate the City's 50th Birthday Celebration in 2019.
- Coordinate and implement the City's general government social media presence.
- Complete the installation of LED fixtures on all City owned streetlight poles in the community.
- Enter into Labor Negotiations with the City's General Unit employees and unrepresented Management employees in spring 2019.

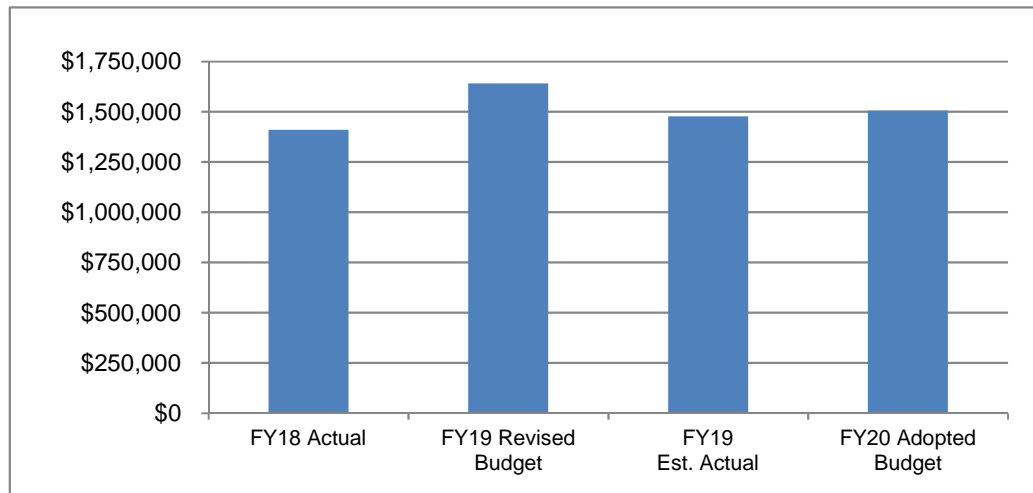
Human Resources - 1001126

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, coordinating liability and property claims, purchasing property/casualty insurance, recommending loss control strategies, and overseeing the City's workers' compensation program.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$1,409,002	\$1,640,772	\$1,475,934	\$1,504,440



BUDGET ADJUSTMENTS

None

Human Resources (continued)

KEY ACCOMPLISHMENTS IN FY19

- Migrated online learning platform and licenses from Lynda.com to LinkedIn Learning and provided 13 hours of learning to 3 active participants utilizing the five licenses up through February 2019.
- Initiated 53 recruitments, processed 3,399 employment applications, conducted 24 oral appraisal boards, provided employment orientations to 30 new employees (9 temps not included), and conducted employee verifications on 47 new employees utilizing the Employment Eligibility Verification (or, E-Verify) Program through February.
- Attended 1 job fair at a local college and continued quarterly testing for Police Officer Trainee to better compete with other agencies.
- Provided 18 employee trainings and education sessions (such as management skills, deferred compensation, employment law consortiums, employee evaluation skills, and safety issues), consisting of 42 hours through March, with 207 participants through February 2019.
- Coordinated 18 Americans with Disabilities Act interactive processes with City employees.
- Conducted and closed one employee investigation and coordinated with outside investigators for two employee investigations; one of which is still ongoing.
- Kicked off the bargaining process with one labor group in January 2019 and will begin discussions with an unrepresented group by fiscal year end.
- Opened 50 new workers' compensation claims and closed 64 claims; settled 20 claims (through February).
- Began a Request for Quote process to obtain a contract with a new benefits broker to provide the highest level of benefit support for our employees.

GOALS FOR FY20

- Continue to provide employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Continue working on implementation of a new Human Resources/Payroll Enterprise System.
- Continue to provide excellent customer service while looking for opportunities to reduce costs.
- Continue to refine recruiting processes to attract and retain top talent.

City Clerk - 1001130

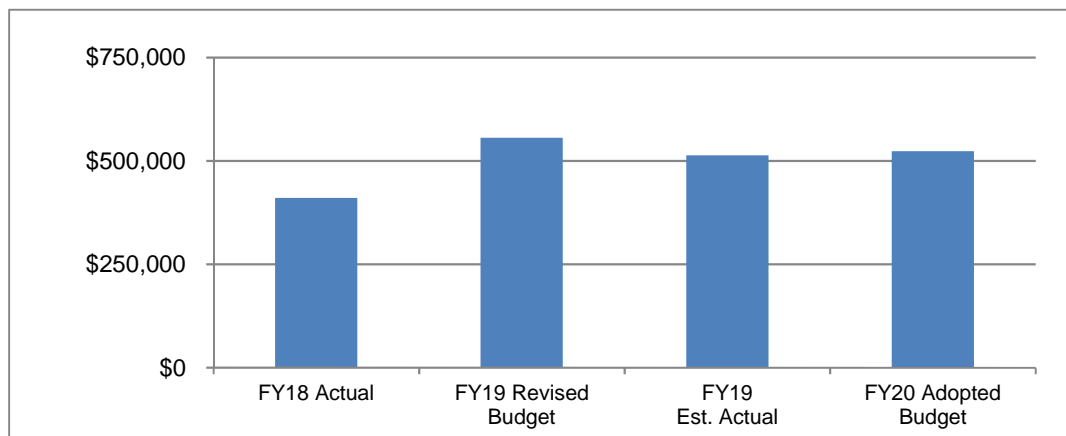
OVERVIEW

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), maintaining public records (such as resolutions, deeds, and contracts), the City’s Municipal Code and Records Retention/Destruction Schedule, 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 and public notices comply with the requirements of the Brown Act (open meeting laws) and the California Government Code.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$410,144	\$555,500	\$513,251	\$523,130



BUDGET ADJUSTMENTS

None

City Clerk (continued)

KEY ACCOMPLISHMENTS IN FY19

- Managed the 2018 General Municipal Election where five candidates sought election to the Mayoral seat and 11 candidates sought City Council seats. Additionally, the ballot included a cannabis sales tax measure and two Advisory Vote questions concerning allowing cannabis businesses to operate in the City. Also hosted a Candidate Orientation for all Mayoral and City Council candidates, and coordinated a Candidate Forum hosted by the League of Women Voters.
- Managed and coordinated the transition from an “at-large” voting system to a “by-district” manner of election, and successfully completed the process in the 135 days permitted under the California Government Code.
- Oversaw the nomination and special meeting process established for candidates seeking appointment to the City Council as a result of a mid-term Council vacancy.
- Conducted an orientation meeting for Citizens’ Election Advisory Commission members newly appointed for the 2018 election season, and provided training on the review of campaign finance statements.
- Held four meetings of the Citizens’ Election Advisory Commission to review campaign finance statements for eleven open candidate committees.
- Prepared 216 agenda items, approximately 138 pages of minutes, and completed follow-up for 9 ordinances, 52 resolutions, and 122 contracts/agreements and associated amendments.
- Processed more than 200 Public Records Act requests, 71 legal advertisements, 8 complaints, 64 claims, 66 bankruptcies, and 115 subpoenas.
- Coordinated and managed annual Statement of Economic Interest filings for over 172 required filers Citywide.
- Reviewed and published two updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Continued the Disaster Recovery Project to electronically store fundamental, permanent City records, successfully scanning all City Council agendas from 1969 to current year.

GOALS FOR FY20

- Prepare the 2020 General Municipal Election Candidate Manual for use by individuals seeking elective office, incorporating new information needed for the first district-based election.
- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal workflow for fulfillment of Public Records Act requests.
- Continue with the electronic scanning and storage of vital permanent records with a focus on Sanitation District resolutions.
- Complete an update of the City’s Records Management Program and associated Records Retention Schedules.
- Coordinate a Citywide records disposal event to destroy obsolete records in accordance with the City’s Records Retention Schedule.

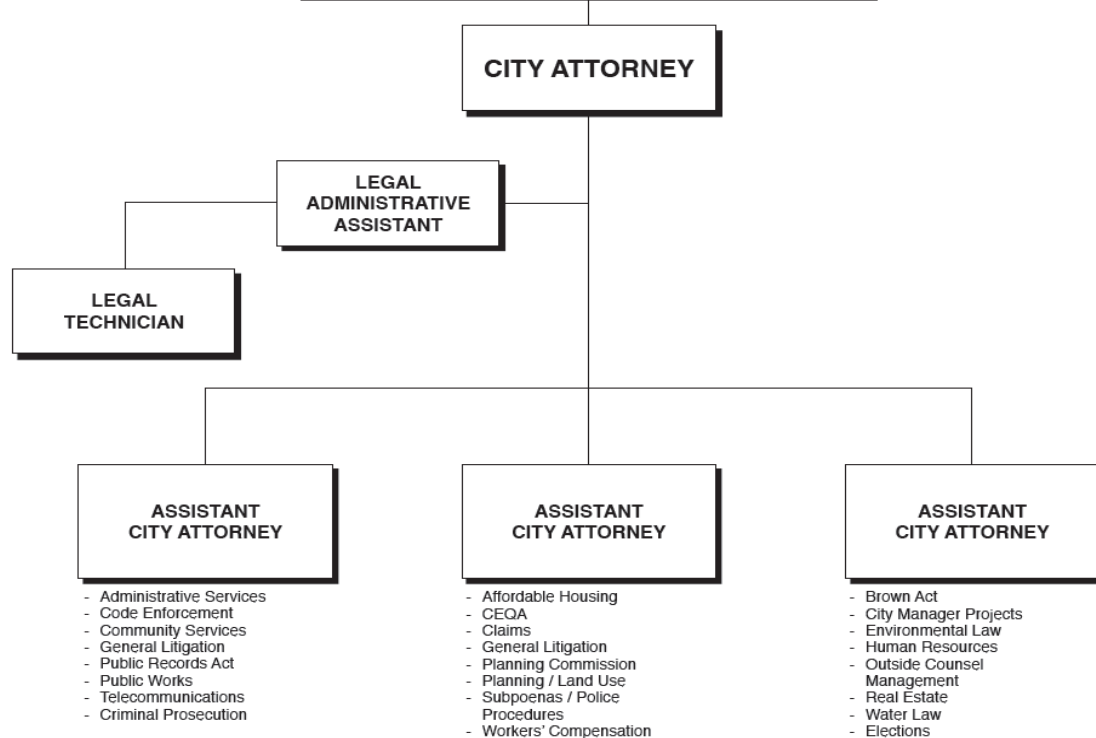
CITY ATTORNEY

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
City Attorney	\$ 1,244,167	\$ 1,293,000	\$ 1,288,500	\$ 1,327,422

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 796,009	\$ 820,000	\$ 820,000	\$ 818,510	-0.2%
41200 - Deferred Comp - 401k	6,942	8,000	8,000	11,450	43.1%
41300 - Vision Care	1,440	1,400	1,400	1,440	2.9%
41350 - Disability	6,198	6,200	6,200	5,870	-5.3%
41400 - Group Insurance/Health	9,460	9,800	9,800	9,800	0.0%
41415 - Flex Benefits	104,498	108,600	108,600	118,100	8.7%
41450 - Life Insurance	1,285	1,300	1,300	1,150	-11.5%
41500 - Group Insurance/Dental	4,350	4,800	4,800	6,320	31.7%
41550 - Section 125 Administration Fee	21	-	-	42	0.0%
41600 - Retirement (PERS)	183,546	218,700	218,700	240,380	9.9%
41620 - Retirement (HRA)	12,033	12,000	12,000	12,000	0.0%
41650 - Medicare Tax	12,212	13,400	13,400	13,580	1.3%
41700 - Workers' Compensation	59,600	33,400	33,400	32,580	-2.5%
42150 - Communications	-	-	-	800	0.0%
42230 - Office Supplies	1,397	2,300	2,300	2,300	0.0%
42440 - Memberships and Dues	2,034	2,000	2,300	2,000	0.0%
42450 - Subscriptions and Books	8,304	10,500	10,500	10,500	0.0%
42720 - Travel, Conferences, Meetings	3,144	4,500	4,500	4,500	0.0%
42730 - Training	3,956	5,500	5,500	5,500	0.0%
42790 - Mileage	8,593	10,500	10,500	10,500	0.0%
44010 - Professional/Special Services	8,452	12,600	12,300	12,600	0.0%
44012 - Outside Legal	10,693	7,500	3,000	7,500	0.0%
TOTAL	\$ 1,244,167	\$ 1,293,000	\$ 1,288,500	\$ 1,327,422	2.7%

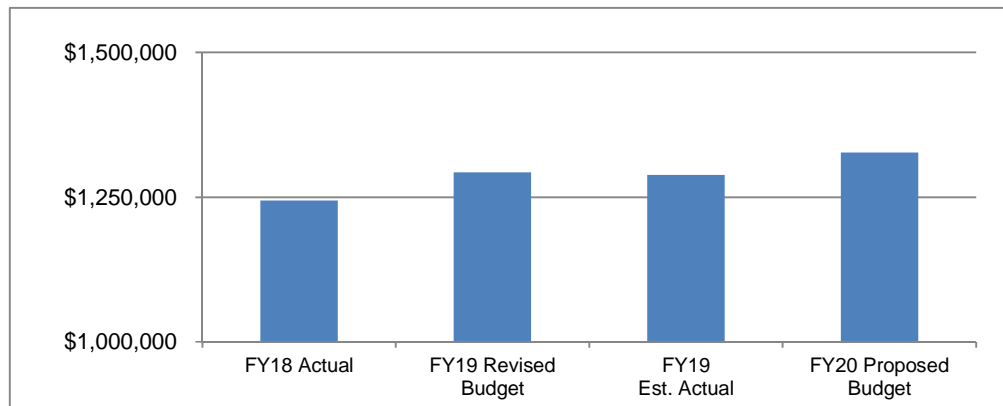
City Attorney - 1001205

OVERVIEW

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,244,167	\$1,293,000	\$1,288,500	\$1,327,422



BUDGET ADJUSTMENTS

None

City Attorney (continued)

KEY ACCOMPLISHMENTS IN FY19

- 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 103 public records requests, some involving significant records review or complex privacy issues.
- Achieved settlement in a wrongful incarceration case through multiple mediations with a variety of insurance companies.
- Provided advice regarding the transition to District Elections and the appointment of a new Council Member.
- Assisted in the processing of 74 subpoenas served on the City.
- Investigated and made recommendations on 40 new claims, and managed the administration and closing of over 64 pending claims.
- Managed or directly handled an average of approximately 15 civil court cases.
- Continued rollout of new claims contractual mechanism to allow settlement of claims at earlier stage to help reduce City's overall liability.
- Filed 55 misdemeanor criminal cases and 12 infraction cases.
- Achieved dismissal without City liability in two land use cases (one on appeal), and caused City to be released from lawsuit involving neighboring Water District.

GOALS FOR FY20

- 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.
- Assist the City Manager and staff by providing legal options to implement the goals and objectives of the City.
- Offer improvements to the City's planning, purchasing, claims resolution, telecommunications, and other ordinances.
- Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as homelessness, massage, finance, and other matters.
- Continue to improve the legal processes of the City in areas such as contracts, requests for proposals and permitting.
- Successfully prosecute violations of the Municipal Code, including Code Enforcement matters.
- Assist City Departments in achieving their objectives, including but not limited to, issues in the planning, environmental, public works, fiscal, administrative, and cultural affairs areas.
- Provide timely advice to the Police Department in carrying out its missions and goals.
- Assist the City in keeping its procedures up to date with changes in applicable State and Federal laws and regulations.

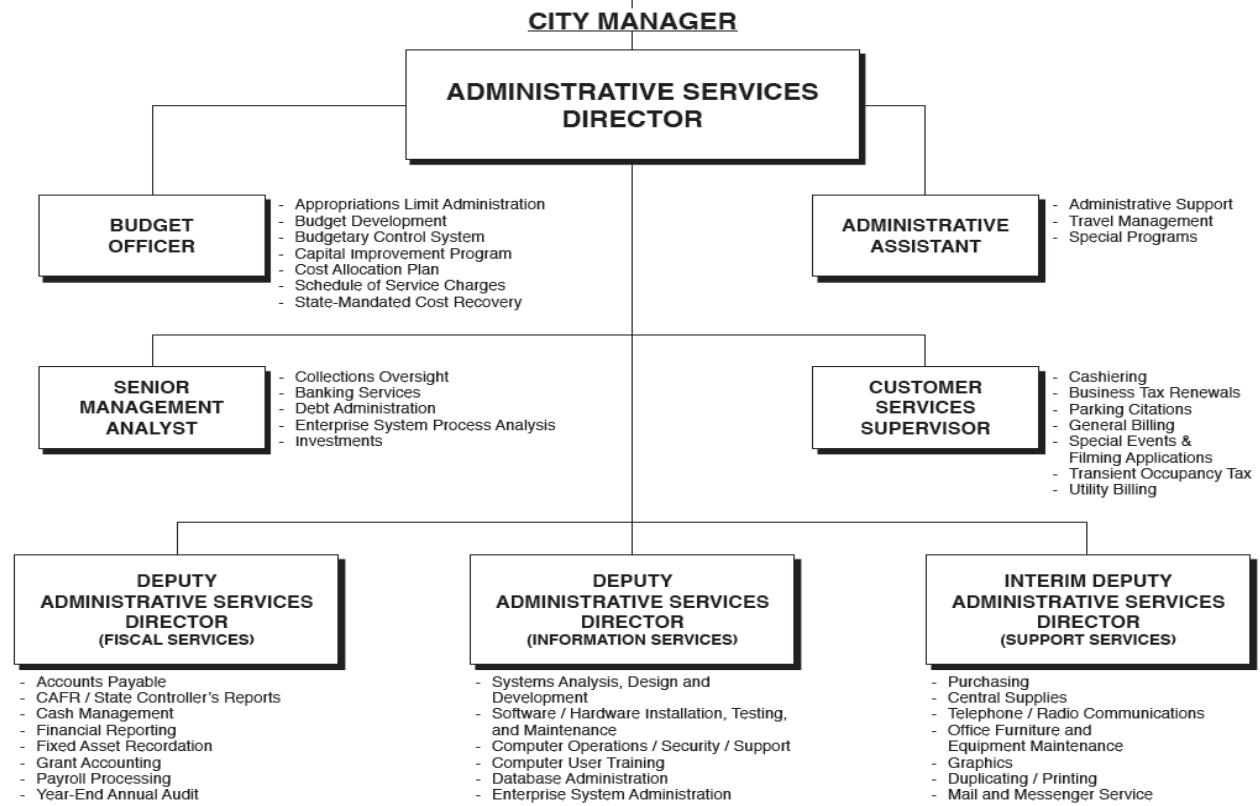
ADMINISTRATIVE SERVICES DEPARTMENT

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, accounts payable, 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.

	FY18 Actual	FY19 Budget	FY19 Est. Actual	FY20 Proposed Budget
Administration	\$ 748,615	\$ 855,400	\$ 809,630	\$1,019,545
Fiscal Services	1,176,597	1,209,500	1,207,050	1,255,500
Support Services	793,727	841,500	688,999	927,600
Customer Services	8,090	8,200	100	8,200
Information Services	2,076,250	2,229,893	2,199,692	2,218,500
TOTAL	\$ 4,803,279	\$ 5,144,493	\$ 4,905,471	\$ 5,429,345

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

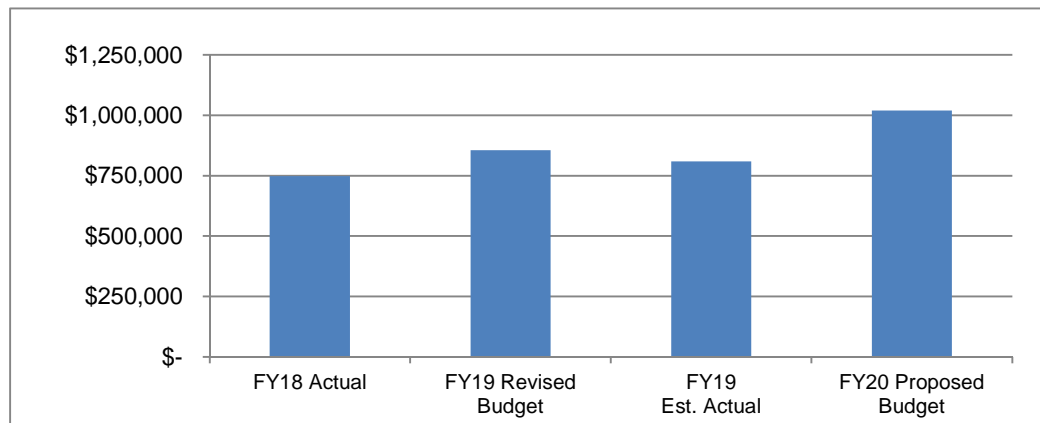
Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 2,770,732	\$ 3,079,700	\$ 2,869,829	\$ 3,195,050	3.7%
41020 - Temporary Salaries - PR Only	10,049	0	20,970	0	0.0%
41040 - Overtime	11,975	11,500	11,500	11,500	0.0%
41050 - Outside Assistance	216,962	54,293	93,000	0	-100.0%
41200 - Deferred Comp - 401k	38,932	49,500	48,000	57,100	0.0%
41210 - Deferred Comp - 457	5,328	9,700	7,500	7,500	-22.7%
41300 - Vision Care	6,942	7,800	7,500	7,900	1.3%
41350 - Disability	22,922	24,200	24,200	23,700	-2.1%
41400 - Group Insurance/Health	45,849	52,200	50,400	53,900	3.3%
41415 - Flex Benefits	512,092	569,400	554,000	651,700	14.5%
41420 - CalPERS Health Admin Fee	2,314	2,100	2,100	1,600	0.0%
41450 - Life Insurance	5,869	6,500	6,500	5,900	-9.2%
41500 - Group Insurance/Dental	24,109	31,300	29,600	33,900	8.3%
41550 - Section 125 Administration Fee	411	500	500	600	20.0%
41600 - Retirement (PERS)	651,343	834,300	766,600	933,600	11.9%
41620 - Retirement (HRA)	12,963	16,800	16,800	26,400	57.1%
41650 - Medicare Tax	40,506	52,200	52,200	55,200	5.7%
41660 - FICA	636	0	0	0	0.0%
41700 - Workers' Compensation	233,000	124,600	124,600	127,900	2.6%
41900 - Salary Savings	0.00	-29,700.00	0.00	0.00	0.0%
42150 - Communications	3,480	4,100	3,780	4,400	7.3%
42230 - Office Supplies	5,963	7,800	5,900	7,700	-1.3%
42440 - Memberships and Dues	2,701	3,300	2,230	3,405	3.2%
42450 - Subscriptions and Books	2,836	1,100	1,000	1,040	-5.5%
42460 - Advertising	694	4,200	4,000	200	0.0%
42560 - Operating Supplies	0	0	0	0	0.0%
42720 - Travel, Conferences, Meetings	3,323	7,000	6,150	8,350	19.3%
42730 - Training	1,154	5,800	1,350	5,500	0.0%
42770 - Recruitment	281	-	312	-	0.0%
42790 - Mileage	5,875	6,200	5,950	7,250	16.9%
44010 - Professional/Special Services	158,209	201,500	184,500	192,100	0.0%
44310 - Maintenance of Equipment	0	0	0	250	0.0%
44490 - Other Contract Services	5,828	6,600	4,500	5,700	-13.6%
TOTAL	\$ 4,803,279	\$ 5,144,493	\$ 4,905,471	\$ 5,429,345	5.5%

AS Administration - 1001505

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, interim 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 (or, SB90) claims is also managed in this Division.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 748,615	\$ 855,400	\$ 809,630	\$ 1,019,545



BUDGET ADJUSTMENTS

None

AS Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellent Award for Fiscal Year 2019 from the California Society of Municipal Finance Officers.
- Assisted with coordination and administration of the Budget Advisory Committee's meetings and incorporated the Budget Advisory Committees recommendations into the FY2018-19 budget.
- Updated the City's Five Year Projections for the General Fund at budget adoption and continue to do so for use in the FY 2019-20 budget.

GOALS FOR FY20

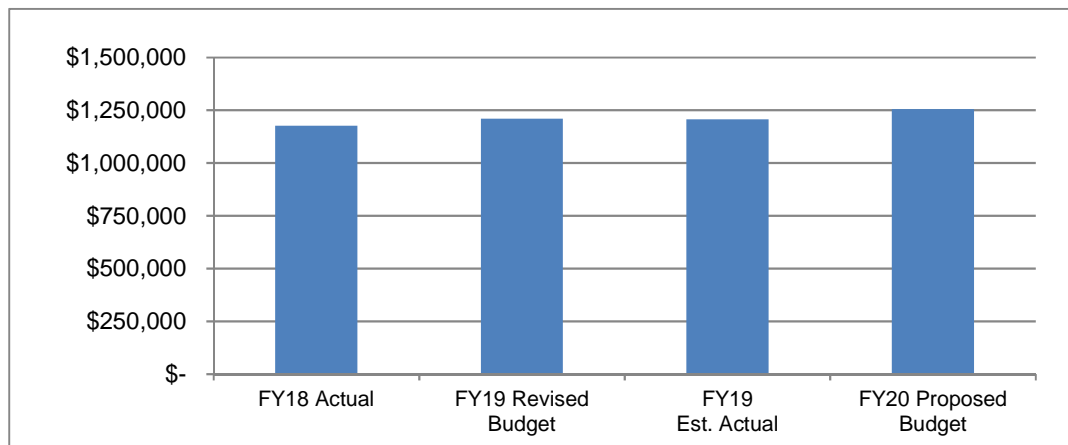
- Continue to provide support for implementation of the HR/Payroll modules of the Enterprise Resource Planning ("ERP").
- Continue to maintain department wide service levels during ERP implementation phases.
- Develop modified business rules and process flows in conjunction with ongoing ERP implementation.
- Provide oversight for refinement and enhancement of the ERP modules most recently implemented.

Fiscal Services - 1001510

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,176,597	\$ 1,209,500	\$ 1,207,050	\$ 1,255,500



BUDGET ADJUSTMENTS

Reclassification of Payroll Analyst	\$8,900
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Fiscal Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Processed payroll for all City employees on a bi-weekly basis.
- Consistently made all efforts to meet 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 Munis.
- 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 16-17.
- 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.
- Coordinated an independent audit of the Local Transportation Development Act funds for FY 2017-18.
- Completed the annual financial audit and prepared the CAFR for the fiscal year that ended June 30, 2018.
- Provided interdepartmental support for the ERP system.
- Participated in and overcame challenges related to the ERP system 2018 version upgrade.

GOALS FOR FY20

- Complete the ERP system implementation for the HR/Payroll modules.
- Train staff and update process documentation related to the new payroll process.
- Implement the CAFR Builder within the ERP system.
- Upload data to the City's OpenGov site to include actual results for fiscal years through 2018-19.
- Publish unclaimed funds on the website.
- Implement GASB statement 85 (Omnibus 2017) and GASB statement 88 (certain disclosures related to debt).
- Assist Cultural Arts Center staff with improving their accounting practices.

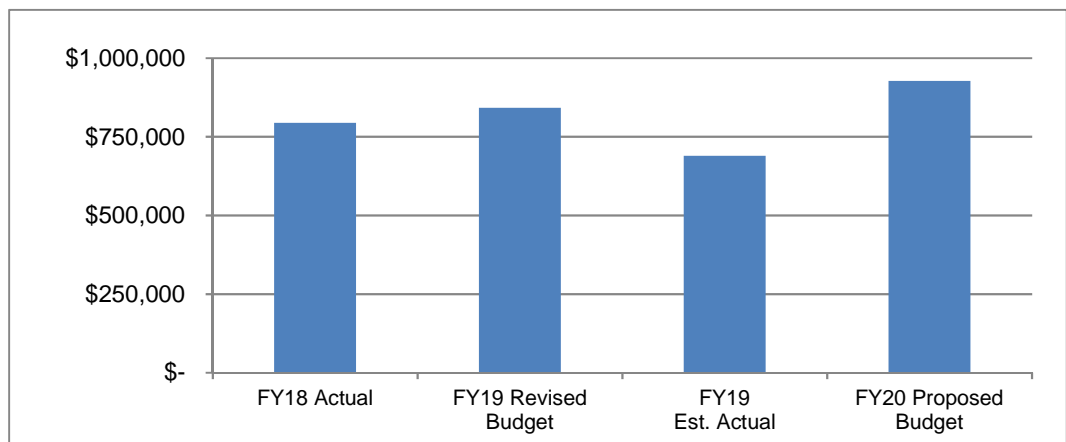
Support Services - 1001540

OVERVIEW

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

The services provided include: 1) oversight of the City's purchasing program; 2) review of City contracts and bids; 3) printing and graphics services; 4) radio communication services; 5) City-wide mail and messenger services; 6) provision of office equipment; 7) and office space planning and implementation services.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 793,727	\$ 841,500	\$ 688,999	\$ 927,600



BUDGET ADJUSTMENTS

Reclassification of Graphics Media Coordinator	\$21,650
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Support Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed the cutover to the new City-wide Voice over Internet Protocol ("VoIP") telephone system.
- Solicited proposals for the lease and maintenance of replacement convenience copy machines City-wide, and coordinated the installation of the new equipment.
- Solicited proposals for the purchase and installation of replacement mail processing equipment, and coordinated the installation of the new equipment.
- Assisted with testing and training of staff City-wide for the purchasing module of the ERP system 2018 upgrade.
- Designed, printed, and produced a variety of City documents including financial documents, booklets, pamphlets, brochures, business cards and stationery, tickets, posters, schedules, and other promotional materials for numerous City events and programs.

GOALS FOR FY20

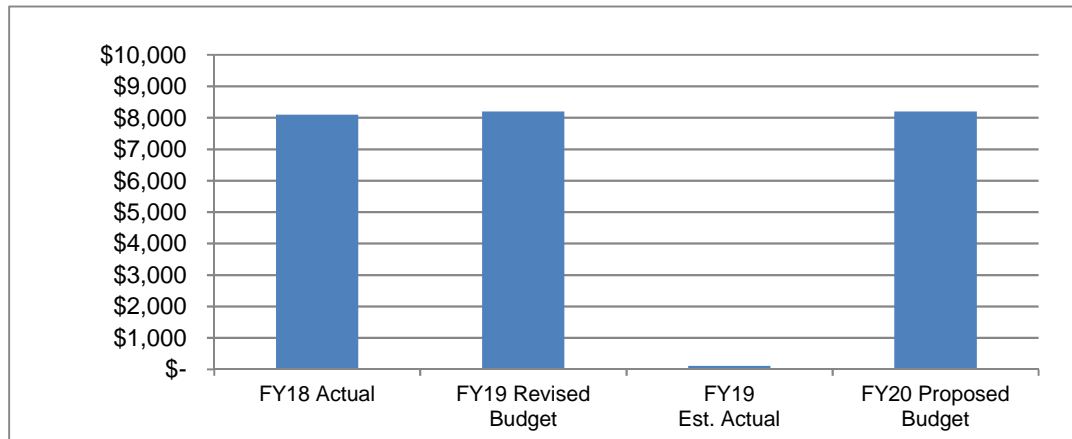
- Implement new City-wide office supplies contract.
- Solicit proposals and install replacement copier equipment in the City's Print-shop.
- Improve and streamline procurement operations.

Customer Services - 1001552

OVERVIEW

The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, merchant permits, Massage Ordinance registrations, and general billing, 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, Transient Occupancy Taxes, and cashiering activities at City Hall.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 8,090	\$ 8,200	\$ 100	\$ 8,200



BUDGET ADJUSTMENTS

None

Customer Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Processed 1,201 new business tax applications within one day of receipt, and processed all business tax payments within one business day of receipt.
- Processed 2,709 parking citations issued by the Police Department.
- Processed in excess of 20,000 cash register transactions totaling over \$14.2M in incoming revenue.

GOALS FOR FY20

- Assist with ERP system implementation of Energov modules associated with merchant permit and applications Massage Ordinance registrations.
- Process all parking citation dismissal requests within three days from receipt of request.
- Process all parking citations, merchant permits, Massage Ordinance registrations, and general billing payments within one working day of receipt of payment.
- File general billing damage claims within two business days of receipt of information from the Risk Manager.

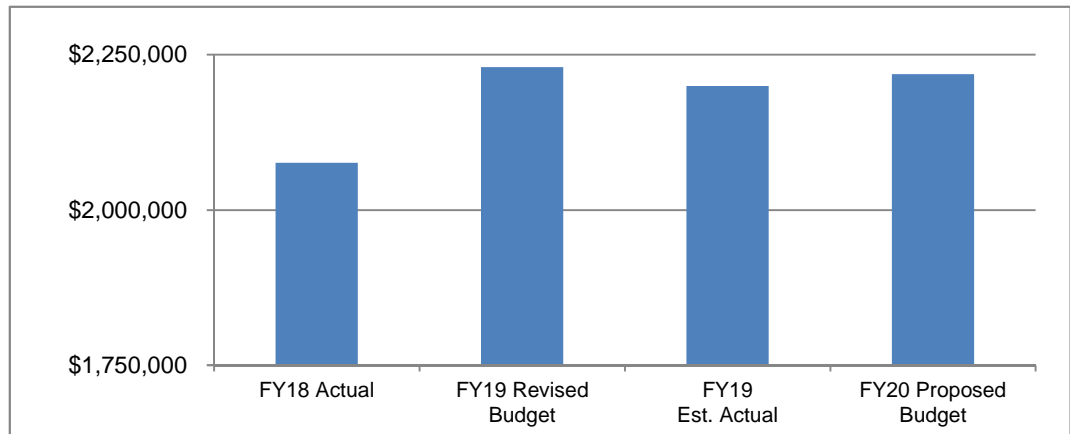
Information Services - 1001560

OVERVIEW

The Information Systems division is responsible for purchasing, implementing and supporting all information technology and systems for City operations. This includes all servers, networking equipment, firewalls, tablets, wireless devices, internet connections, desktop computers, printers, remote access, wide area network connections, fiber, telephone, mobile data systems and software that is used throughout the City.

It oversees network security, coordinate all software upgrades, and works with various division to automate processes and implement new systems or enhanced features within the existing systems.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 2,076,250	\$ 2,229,893	\$ 2,199,692	\$ 2,218,500



BUDGET ADJUSTMENTS

None

Information Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Upgraded the City's Tyler Munis ERP core financial modules to the latest version.
- Provided internal project management and technical support for the implementation of a new web based planning, land use and permitting system implementation (EnerGov).
- Lead the implementation, configuration, and training for the Munis Utility Billing, Human Resources, Payroll, and timekeeping modules.
- Completed the installation and go-live on the new voice over internet protocol phone system.
- Worked with the City Manager's office on the implementation of a new door access and video surveillance security system.
- Worked with the City Manager's office on the implementation of a new smart lighting system for City facilities.
- Updated and strengthened citywide backup and computer disaster recovery systems and processes.
- Evaluated, justified, purchased, and installed next generation firewalls, replacing the existing six-year old system.
- Provided internal project management and technical support for the implementation of the City's new water billing system.
- Worked with public works on the design and implementation of a new Supervisory Control and Data Acquisition (or, SCADA) System.

GOALS FOR FY20

- Evaluate and implement additional Munis ERP modules, Vendor self-service, Citizen Self Service, CAFR report builder, Work orders and asset management.
- Prepare an Information Systems Master Plan.
- Complete a Payment Card Industry (or, PCI) compliance audit of citywide credit card processes.
- Create a specification, prepare a Request For Proposal, evaluate the proposals, select a vendor, and implement a new audio visual / broadcast system for the council chambers.
- Update and strengthen citywide network security systems and processes.

ADMINISTRATIVE SERVICES FY2019-20 POLICY ITEM REQUEST

TITLE: Digital and Print Media Coordinator, or similar title
 - Reclassification from Graphics Media Coordinator
AMOUNT : \$ 21,650
ACCOUNT: 1001540-various
PRIORITY: 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN - Salary and Benefits	
Graphics Media Coordinator	\$ 130,078
Digital and Print Media Coordinator, or similar title	\$ 151,728
TOTAL INCREASE:	<u>\$ 21,650</u>

With the retirement of the long-time Graphics Media Coordinator, and the recent advances in social media, the Administrative Services Department would like to take the opportunity to revise this position. The reclassified position will have the additional duties of working closely with the City's Public Information Officer and have oversight of the City's visibility on social media platforms to build community awareness of City activities. He/she will take ownership over design and digital/electronics issues, as it relates to this role.

This position will be a key player in integrating citywide efforts to ensure positive exposure, messaging, and positioning through design and implementation in print, digital/electronics, web-based communications, and the active use of social media.

An updated title and salary that is consistent with the added job duties is desired and will help to recruit the right person for this position.

ADMINISTRATIVE SERVICES FY2019-20 POLICY ITEM REQUEST

TITLE: Reclassification of Payroll Analyst
AMOUNT : \$ 8,900
ACCOUNT: 1001510 - various
PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN - Salary & Benefits	
Payroll Analyst	\$ 168,200
Reclassified Position	\$ 177,100
TOTAL INCREASE:	\$ 8,900

The Administrative Services Department is recommending reclassifying the city's only Payroll Analyst to a Senior Payroll Analyst, or similar title. The Payroll Analyst has been taking on more duties over the past few years and is currently performing duties that are included in the Senior Human Resources Analyst classification such as: administration of employee benefit program; oversee salary adjustments; and update and maintain pay scales. She is also taking on additional responsibilities such as the lead person for the implementation of the HR/Payroll module in the new ERP system, and working with the City's negotiation team to cost out any salary or benefit increases proposed by the bargaining groups during the upcoming negotiations.

We are proposing creating the new classification of Senior Payroll Analyst, or similar title, with the same salary range as the Senior Human Resources Analyst, and reclassifying the current Payroll Analyst into the Senior Payroll Analyst, or similar title, position.

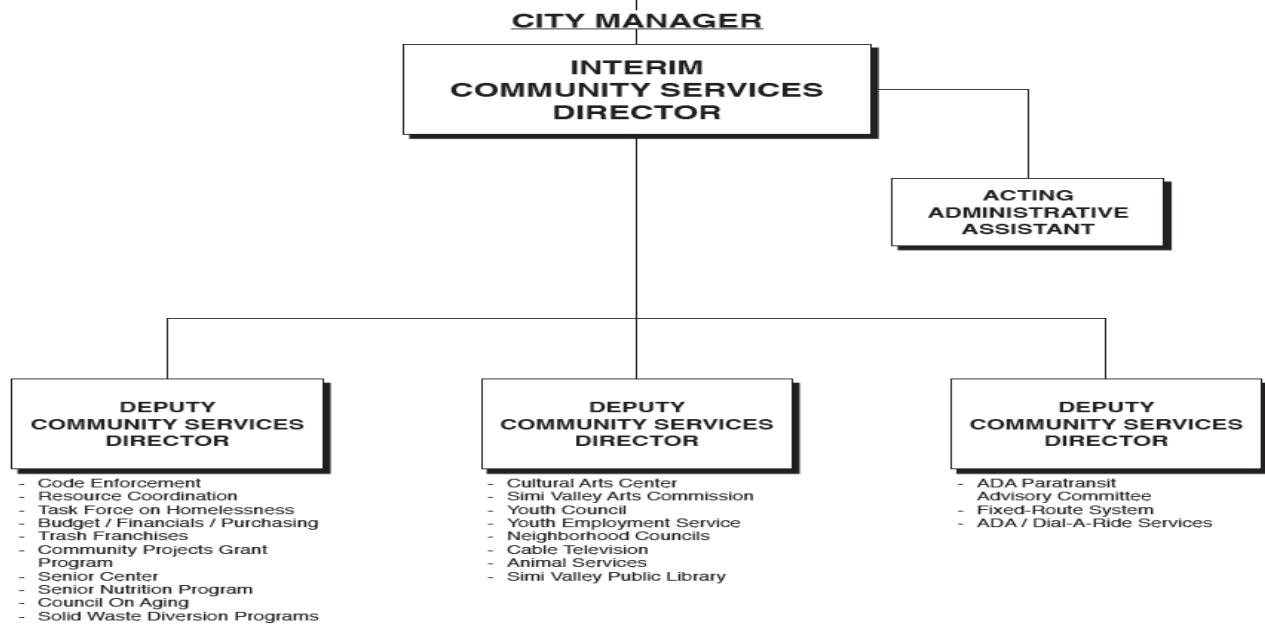
DEPARTMENT OF COMMUNITY SERVICES

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

The Department is focused on maintaining and enhancing the quality of life for Simi Valley residents and economic vitality of the community. The Department provides a high quality of services to residents and businesses and access to services for vulnerable populations. The Department assists with health and safety issues through Code Enforcement and the Crossing Guards. The Department provides youth and senior services, access to the arts, non-profit collaboration, library services, social service awareness, transportation services, animal services, compliance with various State mandates, and regional coordination on behalf of the City in areas directly affecting residents.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
CS Administration	\$ 686,501	\$ 691,100	\$ 387,200	\$ 821,410
Code Enforcement	821,126	1,075,400	894,400	964,670
Solid Waste Regulation	99,107	166,912	161,100	1,200
Senior Services	760,680	998,605	773,100	918,130
Neighborhood Council	182,302	203,700	203,700	153,800
Youth Services	196,294	194,600	200,500	159,100
Neighborhood Services	272,795	228,100	224,300	159,300
Animal Services	419,369	816,400	814,900	840,000
Community Information/ Broadcast	51,495	98,100	82,400	41,000
Cultural Arts	538,429	605,900	543,250	577,600
TOTAL	\$ 4,028,096	\$ 5,078,817	\$ 4,284,850	\$ 4,636,210

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$2,044,080	\$ 2,386,800	\$ 1,846,100	\$ 2,301,000	-3.6%
41020 - Temporary Salaries - PR Only	90,647	99,600	83,500	102,900	3.3%
41040 - Overtime	18,753	13,100	10,400	23,000	75.6%
41200 - Deferred Comp - 401k	29,154	35,300	31,800	40,130	13.7%
41210 - Deferred Comp - 457	7,572	11,500	10,700	13,100	13.9%
41300 - Vision Care	5,819	6,700	6,000	7,000	4.5%
41350 - Disability	15,575	19,800	19,100	15,600	-21.2%
41400 - Group Insurance/Health	36,686	49,000	39,000	49,290	0.6%
41415 - Flex Benefits	365,728	461,400	389,900	526,800	14.2%
41420 - CalPERS Health Admin Fee	1,653	1,600	1,600	1,600	0.0%
41450 - Life Insurance	5,096	5,800	5,400	5,400	-6.9%
41500 - Group Insurance/Dental	19,513	26,500	23,000	29,500	11.3%
41550 - Section 125 Administration Fee	187	1,000	400	500	-50.0%
41600 - Retirement (PERS)	480,585	621,900	518,000	679,000	9.2%
41620 - Retirement (HRA)	13,961	19,300	20,500	28,800	49.2%
41650 - Medicare Tax	32,939	41,700	34,000	42,800	2.6%
41660 - FICA	5,293	7,300	6,300	6,400	-12.3%
41700 - Workers' Compensation	199,300	112,400	112,400	96,200	-14.4%
41900 - Salary Savings	-	(8,800)	-	(508,910)	5683.1%
42130 - Postage	2,500	2,500	2,500	2,500	0.0%
42150 - Communications	1,386	1,700	650	1,400	-17.6%
42200 - Computer - Non Capital	1,595	2,100	2,000	2,100	0.0%
42230 - Office Supplies	3,550	4,300	4,100	4,100	-4.7%
42235 - Furnishings & Equip - Non Cap	762	1,000	2,100	2,800	180.0%
42410 - Uniform/Clothing Supply	3	-	-	-	0.0%
42440 - Memberships and Dues	530	1,900	900	1,700	-10.5%
42450 - Subscriptions and Books	697	3,800	3,900	4,000	5.3%
42460 - Advertising	-	200	200	200	0.0%
42560 - Operating Supplies	30,630	78,612	70,000	43,900	-44.2%
42720 - Travel, Conferences, Meetings	4,260	7,200	2,700	7,500	4.2%
42730 - Training	1,269	5,400	2,900	7,600	40.7%
42790 - Mileage	26,569	34,000	23,100	34,000	0.0%
44010 - Professional/Special Services	28,264	80,900	70,600	55,500	-31.4%
44210 - Animal Regulation	393,792	775,300	775,300	840,000	8.3%
44310 - Maintenance of Equipment	2,973	6,800	4,600	5,800	-14.7%
44460 - Tumbleweed Abatement	-	5,000	5,000	5,000	0.0%
44490 - Other Contract Services	152,292	150,000	150,000	158,000	5.3%
44840 - Bad Debt Expense	4,483	-	-	-	0.0%
47040 - Building Improvements	-	6,205.20	6,200.00	0.00	-100.0%
TOTAL	\$4,028,096	\$ 5,078,817	\$ 4,284,850	\$ 4,636,210	-8.7%

CS Administration - 1002005

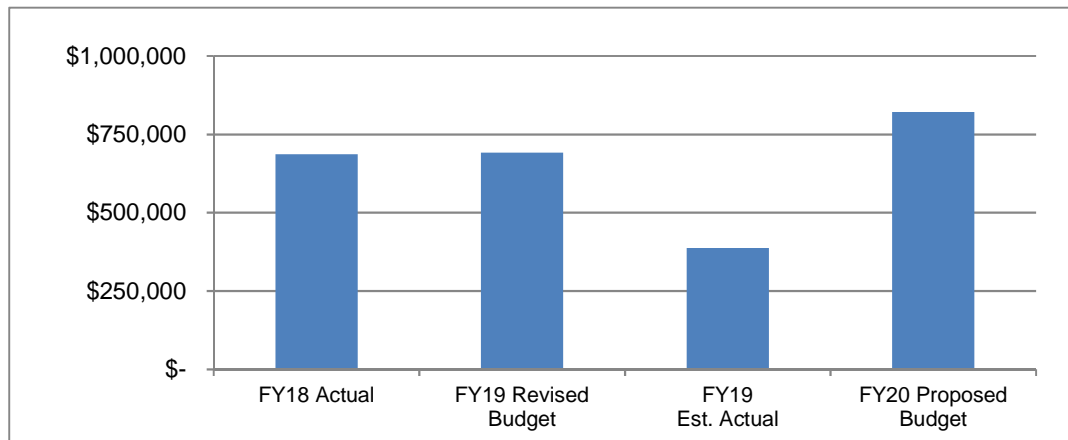
OVERVIEW

The Community Services Department is administered to ensure it is accountable to citizens, maintains an equitable and balanced budget, encourages community involvement and volunteerism, provides a safe and healthy living environment, and delivers excellent customer service to the community.

The Community Services Department Administration provides general administrative coordination between Community Services Sections, the City Manager's Office, other City Departments, and various outside agencies, and ensures that the Department is fulfilling its responsibilities in a timely and effective manner. It also provides sound fiscal management, personnel management, purchasing, facility management, records management, contract/fee/asset administration, and grant management.

The Community Services Department Administration facilitates the Department's compliance with various regulations including the City's Municipal Code, Brown Act, and state and federal regulations.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 686,501	\$ 691,100	\$ 387,200	\$ 821,410



BUDGET ADJUSTMENTS

Freeze Community Services Direction Position - 1 Year	\$ (273,500)
Freeze Administrative Assistant Position - 1 Year	\$ (120,600)
1/3 of Deputy Community Services Director charged to Library	\$ (68,780)
Reduce Travel/Conferences/Meetings - <i>City Manager Adjustment</i>	\$ (3,700)

CS Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Demonstrated sound fiscal management by preparing and monitoring the Department's annual budget in accordance with City policy.
- Increased accessibility of local government by facilitating the engagement of the community through 12 volunteer Citizen Advisory Boards, and enhancing accountability to citizens.
- Continued to deliver excellent service to the community by ensuring the Departments' four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.
- Enhanced processes to increase transparency of financial reporting.

GOALS FOR FY20

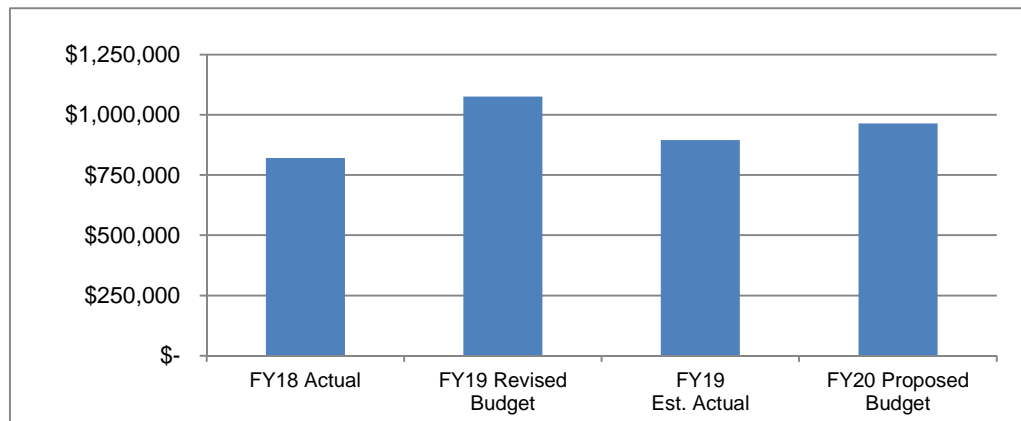
- Engage the community in the City's decision-making process.
- Ensure the continued delivery of exceptional public services.
- Ensure Departmental compliance with City, local, state, and federal regulations.
- Provide publicly accessible community service facilities, including the Library, Senior Center, and Cultural Arts Center.
- Enhance employee development plans to help develop staff to maintain a high quality of services to city residents.

Code Enforcement - 1002110

OVERVIEW

The Code Enforcement Section addresses quality of life issues and increases the City's economic vitality through the enforcement of municipal ordinances, conditions, and permits. Code Enforcement's goal is to provide a safe, healthy, and aesthetically pleasing environment for the City's residents and business community. Code Enforcement responds to complaints from the public and referrals from other City departments requesting assistance in gaining compliance. Code Enforcement actively pursues violations based on the current needs of the community and as directed by the City Council. Code Enforcement also collaborates with other Community Services Department staff to respond to quality of life issues not regulated by the Simi Valley Municipal Code and to enhance the Development Code to be responsive to current community needs and to address potential life/safety issues on properties in the City.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 821,126	\$ 1,075,400	\$ 894,400	\$ 964,670



BUDGET ADJUSTMENTS

Freeze Office Specialist II - Code Enforcement - 6 Months - <i>City Manager Adjustment</i>	\$ (46,030)
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Code Enforcement (continued)

KEY ACCOMPLISHMENTS IN FY19

- Abated over 2,600 violations of the Simi Valley Municipal Code, including the collection of more than \$10,000 in permit fees, civil fine, and court adjudicated fines.
- Processed and received referrals from the Administrative Services, Environmental Services, Police, and Public Works Departments regarding business tax, development code, and encroachment violations, resulting in the abatement of over 40 Simi Valley Municipal Code violations and enhanced community safety and economic vitality.
- Conducted complaint based and proactive inspections resulting in the abatement of over 300 sign ordinance violations, including proactive enforcement on private property.
- Abated more than 800 violations of trash accumulation, illegal placement of trash receptacles, and open storage from private property.
- Abated approximately 505 property maintenance and landscape condition violations, resulting in the improvement of commercial, industrial, and residential properties in the City.
- Inspected 373 parcels for tumbleweeds, weeds, and debris under the Public Nuisance Abatement program, resulting in the abatement of 147 violations that posed fire safety and aesthetic concerns.
- Responded to complaints and proactively identified abandoned shopping carts, which create blight, causing the removal of over 350 carts on private property and in the public rights-of-way.

GOALS FOR FY20

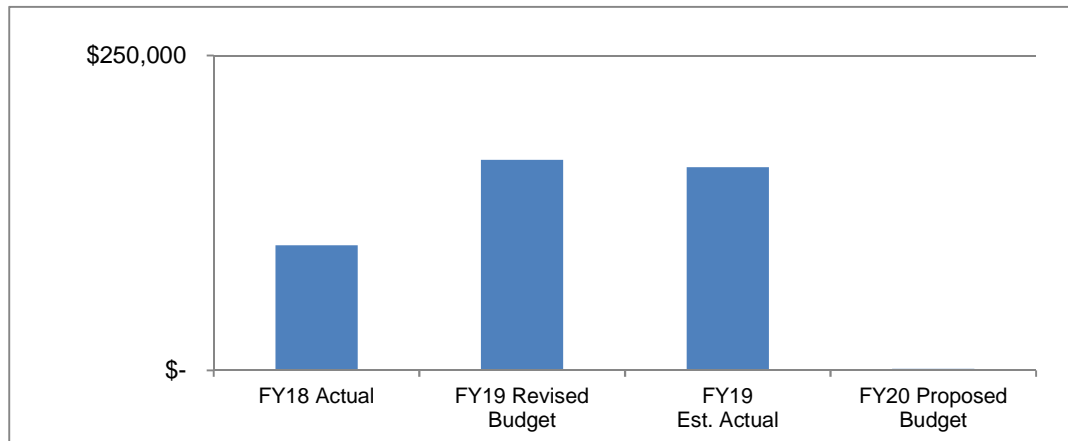
- Continue to refine programs and assist with updating local ordinances and codes to meet current community needs, and increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other City Departments to proactively identify and report potential life and safety cases that are hazardous to the public.
- Actively collaborate with homeowner associations, property managers, County, State, environmental, and public safety agencies to address violations and achieve voluntary compliance.
- Continue to respond to violations of the Simi Valley Municipal Code, including Development Code-related violations and quality of life issues that have an impact on economic development and property values.
- Work in partnership with the City Attorney's Office and Police Department to identify and process violations of the City's Municipal Code and State laws.
- Continue to work with other City Departments in processing violations of the Simi Valley Municipal Code that are referred to Code Enforcement for compliance/prosecution.
- Collaborate with other Community Services Department staff in responding to quality of life issues not governed by the Simi Valley Municipal Code.
- Prevent violations and engage the community through education efforts, and enhance voluntary compliance through direct interactions with the public.

Solid Waste Regulation - 1002115

OVERVIEW

The Community Services Department administers the City's solid waste and recycling programs including maintaining compliance with State mandates, administratively supports associated grants, and manages solid waste and recycling franchise agreements.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 99,107	\$ 166,912	\$ 161,100	\$ 1,200



BUDGET ADJUSTMENTS

None

Solid Waste Regulation (continued)

KEY ACCOMPLISHMENTS IN FY19

- Reported to the State of California that in 2017, the City achieved a 71.5% residential waste diversion rate and the commercial diversion rate was 71.5%. The City continues to exceed the State's mandates for diversion rates.
- Received California Redemption Value (CRV) funds through CalRecycle's City/County Payment program, which were utilized to implement the purchase of beverage container recycling bins and recycling education programs and materials for the Simi various elementary schools throughout the city.
- Facilitated the City Council's review and regulatory approval of solid waste and recycling services fees, including adjustments to address changes in the cost of regulatory compliance and the recycling commodities market that was significantly impacting the franchisee's operating costs.
- Continued to address public health and safety issues related to solid waste services and respond to customer service issues related to the franchises.
- Dedicated increased staff time to monitor compliance with and increase awareness of State regulations.

GOALS FOR FY20

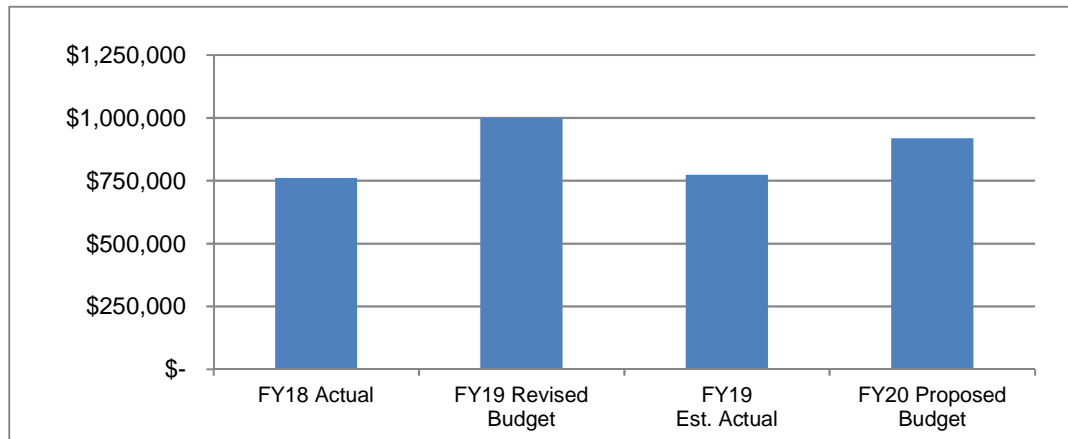
- Continue to exceed the State of California's mandated diversion rate.
- Enhance the partnership with the City's franchisee to franchise requirements related maintaining compliance with State laws and regulations.
- Improve the City's compliance with the State's mandatory commercial recycling law, which includes increasing the voluntary compliance rate among businesses and multi-family properties within the City through the City's solid waste franchisee.
- Educate the community about the State's mandated organic recycling law and provide opportunities to businesses to reduce food waste in coordination with the City's solid waste franchisee.
- Utilize California Redemption Value (CRV) funds granted through CalRecycle's City/County Payment program to further support AB 341, AB 1826, and SB 1383 Mandatory Commercial Recycling requirements through enhanced infrastructure and public education programs for businesses and multi-family residential properties to recycle beverage containers.

Senior Services - 1002230/1002335/1002337

OVERVIEW

The City's state of the art Senior Center provides ongoing programs and services for individuals 50 years of age or older, and a variety of programs including grant funded nutrition programs. The Center also features a resource center, fitness rooms, computer lab, media room, card rooms, billiards room, ceramics and art studio, and numerous volunteer and community involvement opportunities to meet the needs of the City's fastest growing population, and is available for rental use in the evenings and weekends. The Center's programming classes are available as a result of partnerships with a variety of government agencies, nonprofit organizations, and service clubs, and are provided at no, or low cost to seniors. The Council On Aging advises the City Council on senior issues and raises funds that support senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 760,680	\$ 998,605	\$ 773,100	\$ 918,130



BUDGET ADJUSTMENTS

Reduce Travel/Conferences/Meetings - <i>City Manager Adjustment</i>	(\$1,800)
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Senior Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Collaborated with the Police Department and the Public Works Department to address vagrancy concerns at the Senior Center by increasing Police presence and modifying exterior landscaping to dissuade loitering.
- Established an agreement with Food Share Inc. to become a Closed Site Pantry and continued to offer the Senior Share program at no cost to the City for low income seniors in the community.
- Retained 100% of the volunteers working as ambassadors for the Senior Center for the third consecutive year, resulting in a cost savings of approximately \$55,000 annually.
- Enhanced meal variety in the Senior Nutrition program, adding nine new menu items to the program.
- Increased meal service by 6.5% over the last fiscal year, serving close to 50,000 meals to seniors in our community.
- Realigned personnel costs to be reflective of staff time administering the programs and to maximize grant reimbursements.
- Developed Cash Handling Procedures, updated Financial Policies and Procedures, and enhanced communication with the public and the City Council on the annual Council On Aging budget to help promote financial transparency and streamline processes for both City Staff and Council On Aging volunteers.
- Coordinated the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of more than 650 individuals who dedicated thousands of hours to City programs and services throughout the year.

GOALS FOR FY20

- Maintain a commitment to public safety by utilizing available technologies to help the Center better respond to safety concerns of individuals and the community at large.
- Partner with the Council On Aging and Rancho Simi Recreation and Park District to explore and identify the needs of the senior population in this community, and increase no and low cost program offerings for older seniors.
- Continue to partner with the Ventura County Area Agency on Aging to provide Senior Nutrition programs and other supportive programs and services focused on providing seniors with maximum independence.
- Analyze facility usage to better position Senior Center programs and offerings for the changing demographic.

Neighborhood Councils - 1002235

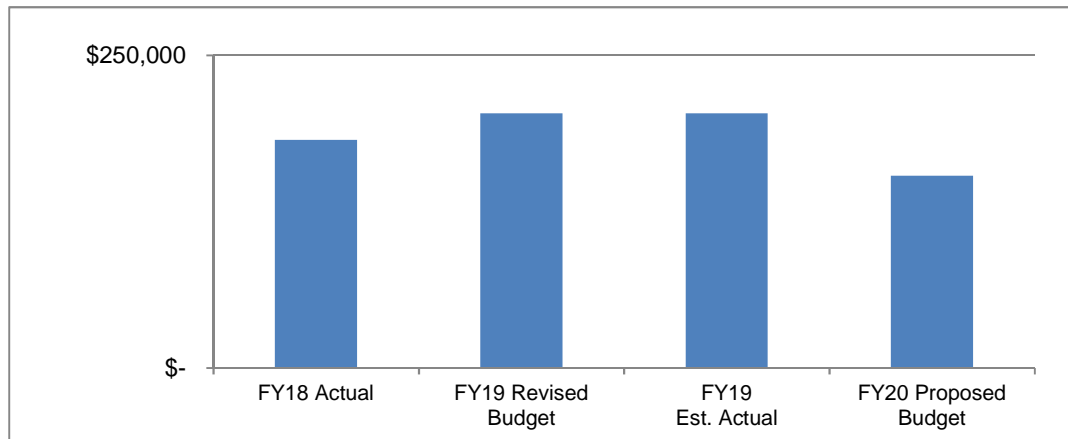
OVERVIEW

The Neighborhood Councils encourage and provide an opportunity for community involvement in the City’s decision-making process. They advise the City Council and Planning Commission on development projects and citywide concerns.

The City is divided into four Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council.

The Neighborhood Councils encourage community involvement and volunteerism and promote civic engagement through a local government that is accessible, efficient, and accountable to its citizens.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 182,302	\$ 203,700	\$ 203,700	\$ 153,800



BUDGET ADJUSTMENTS

None

Neighborhood Councils (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed a recruitment to fill 18 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Facilitated the review of 7 development applications and provided associated recommendations to the Planning Commission and the City Council.
- Facilitated the review of possible revisions to the City's uncovered parking regulations, and feedback on a study to determine the feasibility of using Simi Valley groundwater as a supplemental water source.
- Increased Executive Board and resident knowledge about the various City programs through informational presentations by the City Planner, Director of Economic Development, Public Works Department Coastal Cleanup Day, Community Services Department Code Compliance Section, Cultural Arts Center and Youth Council/Youth Employment Service.
- Increased Executive Board and resident knowledge about other community programs through informational presentations by the Simi Valley Community Garden, the Samaritan Center and Little Free Libraries.
- Represented the Neighborhood Councils on the Special Event Support Review Committee, the Citizens' Election Advisory Commission, the Community Development Block Grant Advisory Committee, the Community Projects Grant Review Committee, and at community events.

GOALS FOR FY20

- Complete the update of the Neighborhood Council Policies and Procedures to incorporate current methodologies, including the addition of social media guidelines to increase community engagement.
- 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 throughout the city and the community.
- Identify issues of community concern and communicate them to the City Council.

Youth Services - 1002240

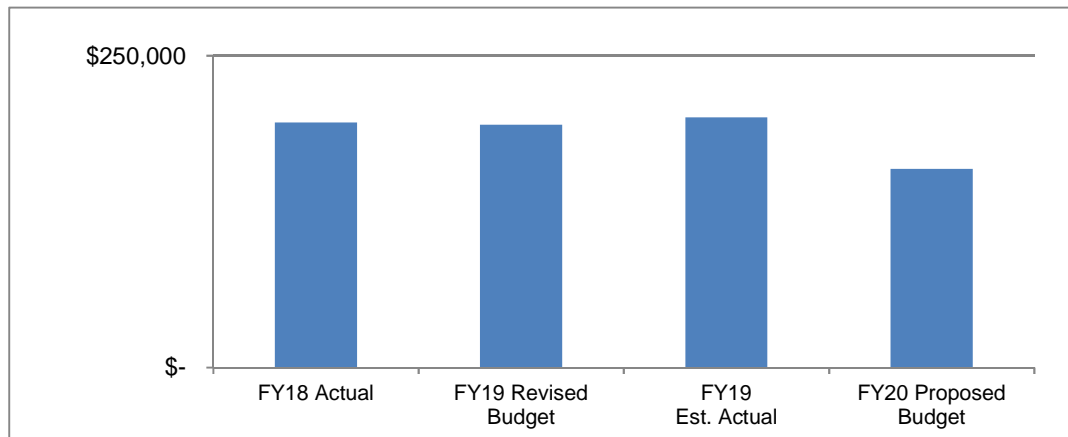
OVERVIEW

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 employment services to youth and businesses.

The Youth Employment Service (YES) contributes to Simi Valley’s skilled workforce by providing job readiness skills training for youth, one-on-one job readiness assessment, employment counseling, referrals and recruitment services for local businesses, and is assisted by a volunteer YES Advisory Board to maximize the reach within and responsiveness to the community.

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 196,294	\$ 194,600	\$ 200,500	\$ 159,100



BUDGET ADJUSTMENTS

Youth Council - Outreach Initiatives	\$10,000
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Youth Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Collaborated with the Simi Valley Unified School District to provide Teen Crisis Resource Numbers on all 10,700 Simi Valley Unified School District middle and high school identification cards issued for the 2018-19 school year.
- Developed the 2018-19 Youth Council Work Plan and created Ad Hoc Committees to address the following identified youth priorities: mental health and physical wellness; substance use; bullying; community involvement/civic responsibility; interviewing and life skills, along with career education.
- Oriented 24 Youth Council members to serve on an advisory board, including training in Brown Act regulations, meeting facilitation procedures, board roles, responsibilities, and civic mindedness, City structure, community engagement, and leadership.
- Organized the Annual Youth Summit which provided leadership development training, promoted community involvement, volunteerism, and civic engagement, and created an opportunity for youth to share their concerns and offer solutions in an open dialogue with local elected officials and community leaders.
- Facilitated the 5th Annual Simi Valley Youth Town Hall at the Ronald Reagan Presidential Library and Museum, where a panel of community leaders and elected officials, including Congresswoman Katie Hill, fielded live questions and discussed the topics of public safety and mental health in front of a live audience of over 200 middle and high school students.
- Registered and provided one-on-one job readiness and employment skills assessments for approximately 24 new Youth Employment Service clients, and provided more than 350 job referrals to 358 registered YES clients ages 15 to 22.
- Provided Entering the Workforce and Interview Skills Workshops to over 1,700 students in the Simi Valley Unified School District, and provided mock interviews for 450 students, including more than 200 students with special needs, through a concerted effort of the YES Advisory Board.
- Organized the 32nd Annual YES Job and Career Expo, connecting more than 200 job-ready youth with over 70 local businesses and organizations at this recruitment event, supported by over 30 volunteers.
- Collaborated with the Community Coalition United, Simi Valley Community Council, and Simi Valley Public Library in hosting the Annual Volunteer Fair, where 27 local nonprofits showcased volunteer opportunities to over 100 members of the public.
- Coordinated Suicide Prevention campaign, including targeted activities towards middle and high school students and represented the City on a regional Suicide Prevention Council to address the issue and formulate consistent messaging to reduce suicide throughout Ventura County.

GOALS FOR FY20

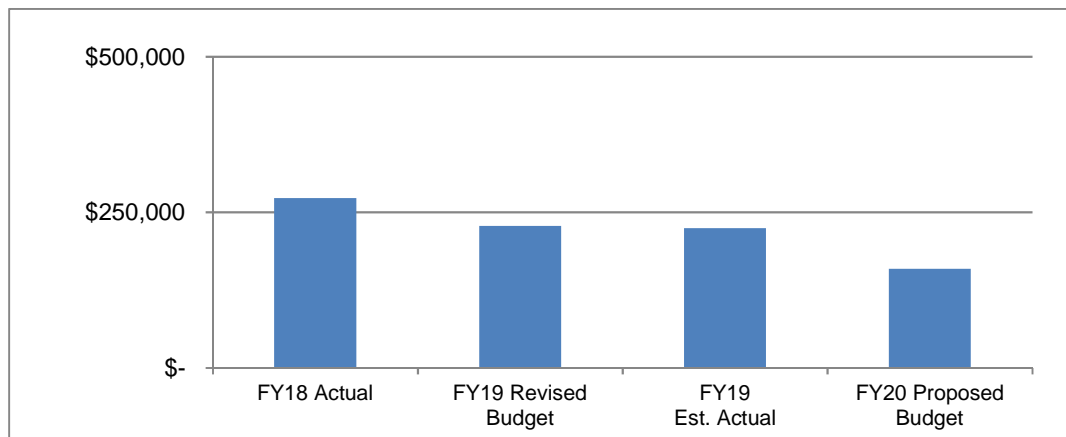
- Implement evaluation methods to measure the impacts and effectiveness of YES programs and to assist in identifying future workforce development needs.
- Solicit \$1,000 in donations to cover costs associated with printing the Youth Council's teen crisis resources numbers on all Simi Valley Unified School District middle and high school student identification cards for the 2019-20 School Year.
- Work with the Youth Council to identify the needs of the community's youth and advocate or implement strategies to best meet these needs.
- Increase YES awareness in the business community through increased outreach and communication efforts.
- Increase social media engagement metrics by 50% to continue to expand Youth Services program awareness and participation.

Neighborhood Services - 1002245

OVERVIEW

The Neighborhood Services Section ("Section") administratively supports the Task Force on Homelessness, and provides policy development support to the City Council in the area of homelessness and social services. The Section also administratively supports the Community Projects Grant program. The Section supports the City's volunteer recognition in coordination with the Senior Services Section.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 272,795	\$ 228,100	\$ 224,300	\$ 159,300



BUDGET ADJUSTMENTS

Reduce Travel/Conferences/Meetings - <i>City Manager Adjustment</i>	\$	(4,000)
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Neighborhood Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Coordinated Taskforce on Homelessness meetings to identify policy discussion and formation to address homelessness and associated impacts on the community.
- Facilitated monthly case manager and quarterly resource coordination meetings with community organizations and interested individuals.
- Participated in regional Continuum of Care meetings to ensure the community's interests are represented in regional policy formation.
- Conducted the recruitment and appointment of the Community Projects Grant Review Committee.
- Managed the application process for nonprofit organizations seeking Community Projects Grant support and the award of approximately \$150,000 for community projects and programs serving Simi Valley.
- Monitored FY18-19 Community Projects Grant activity and presented quarterly grant reports on awardees' progress and completion to the City Council.
- Provided oversight of the close-out of the FY17-18 Community Projects Grant awards.
- Facilitated the selection of the City and Community Volunteers of the Year for recognition by the City Council for outstanding volunteerism and community service.

GOALS FOR FY20

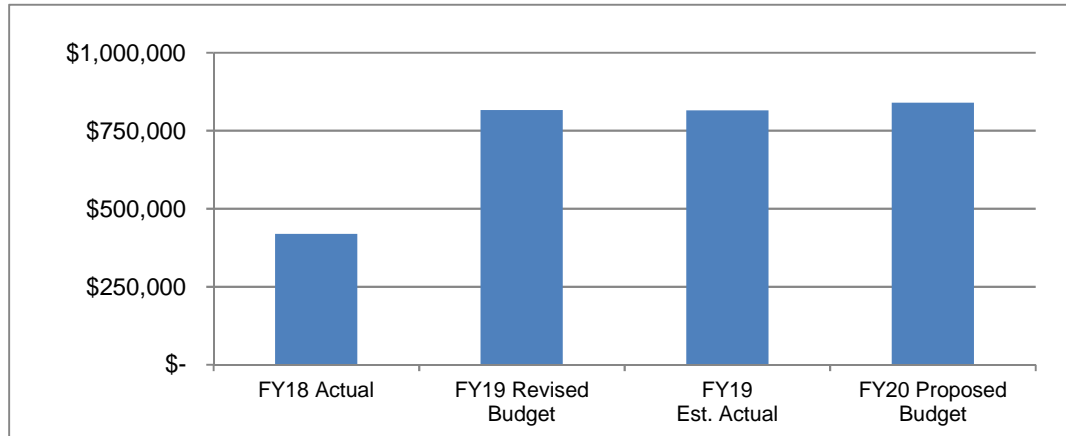
- Continue to expand the community's awareness of addressing the issue of homelessness and poverty within the community by providing presentations to the City's advisory boards and soliciting recommendations to the City Council on addressing the issue within the community.
- Continue to strengthen regional relations with other agencies that work to reduce the incidents of homelessness through participation in the Ventura County Continuum of Care.
- Continue to increase staff awareness of available social services available through 2-1-1, to allow for enhanced customer service for those seeking services.
- Facilitate nonprofit collaboration in the areas of funding requests, service delivery coordination, and community needs assessment.
- Assist in preventing incidents of homelessness due to substandard housing conditions by working with Code Enforcement and Building & Safety staff on access to resources and policy development.

Animal Services - 1002260

OVERVIEW

The Animal Services Section promotes a responsive, healthy, and safe living environment through management of the City's Animal Services contract. It supports enforcement of Animal portions of the City's Municipal Code, the Simi Valley and Camarillo animal shelters, as well as the humane treatment and management of stray animals to prevent them from becoming a nuisance or danger to the community, while encouraging the reunification with their owners or their adoption.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 419,369	\$ 816,400	\$ 814,900	\$ 840,000



BUDGET ADJUSTMENTS

None

Animal Services (continued)

KEY ACCOMPLISHMENTS IN FY19

- Continued to work with VCAS to monitor the annual contract service costs.
- Continued to work with the County on the transparent presentation of sheltering and service call costs.
- Provided on-going customer service support to the public.

GOALS FOR FY20

- Continue to manage the contract with the County of Ventura maintaining excellent customer service, operation of the Simi Valley and Camarillo animal shelters, and strong fiscal management with the updated contract for services.
- Balance humane and responsive practices with the rising cost of services by continuing to work with the County to develop strategies that result in cost containment for next year's contract.
- Increase efforts to facilitate additional adoption events and utilize social media outlets to promote VCAS' programs to further reduce the number of sheltered animals and therefore reduce costs to the City.

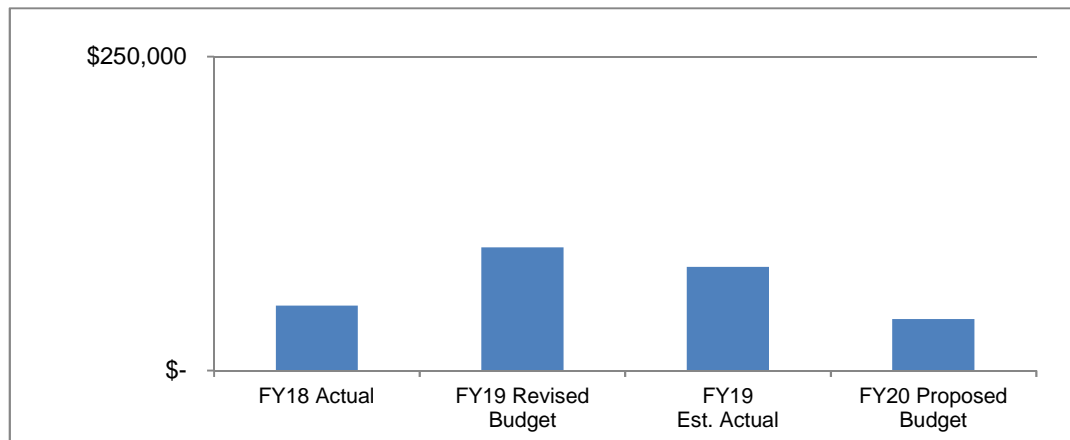
Community Information / Broadcast - 1002265

OVERVIEW

The Community Information/Broadcast Section administers and monitors the customer service requirements of the State’s cable television franchises in Simi Valley. In addition, it operates and manages the City’s Public Educational and Government (PEG) channel, Simi Valley Television (SVTV).

The PEG Channel, SVTV provides important public safety information in the event of an emergency. The channel also communicates volunteer opportunities, citywide events, and other public service announcements to local residents. It increases transparency, civic engagement, and emergency preparedness.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 51,495	\$ 98,100	\$ 82,400	\$ 41,000



BUDGET ADJUSTMENTS

None

Community Information / Broadcast (continued)

KEY ACCOMPLISHMENTS IN FY19

- Provided customer service support to State cable franchise customers.
- Provided transparency by broadcasting public meetings including City Council, Simi Valley Unified School District Board of Education, and Planning Commission meetings.
- Increased civic engagement by promoting volunteer activities and community events.

GOALS FOR FY20

- Develop programming and content to communicate important information to residents, encourage citizen engagement, and increase overall awareness of services and activities provided by the City.
- Utilize the enhanced capacity at the Simi Valley Public Library to increase awareness of Simi Valley Television to promote community events and broadcast programs of interest to the community.
- Expand programming to include video public service announcements.

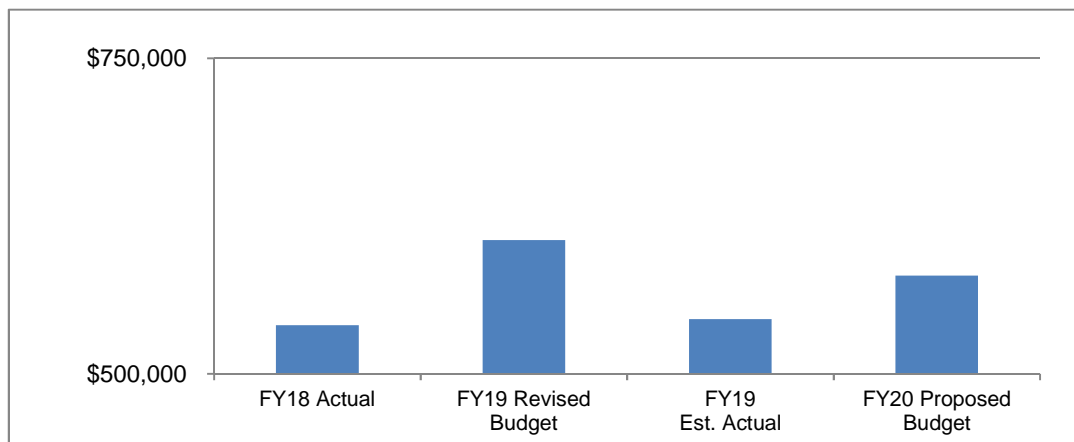
Cultural Arts - 1002310

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, private celebrations, and more.

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. In addition, the Cultural Arts Center's year round programming encourages economic growth for restaurants, hotels, gas stations, and other Simi Valley businesses through cultural tourism.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 538,429	\$ 605,900	\$ 543,250	\$ 577,600



BUDGET ADJUSTMENTS

None

Cultural Arts (continued)

KEY ACCOMPLISHMENTS IN FY19

- Hosted two musical theater summer workshop performances for youth between the ages of 7 and 15 through Actors' Repertory Theatre of Simi presentations.
- Presented over 170 performances of major musicals or stage productions on the Cultural Arts Center Main Stage and hosted or presented over 180 community events at the Cultural Arts Center.
- Continued to expand programming in the DownStage Theater and the Cultural Arts Center Multi-Purpose Room (MPR), resulting in more intimate and affordable presentations, diversifying the revenue stream, and expanding accessibility of the theater to additional organizations.
- Received over \$35,000 in contributions from the Simi Valley Cultural Arts Foundation and other contributors.
- Utilized over 12,000 volunteer hours in preparing and presenting productions at the Cultural Arts Center.
- Increased annual attendance totals for Main Stage events by 5%.
- Continued to upgrade audio and visual capabilities through the purchase and/or installation of microphones, headphone systems, instruments, projectors, and lighting to enhance the customer experience in the Cultural Arts Center.
- Renovated the Center to enhance the customer experience in the Cultural Arts Center by replacing carpeting throughout the Center, installing new woodgrain flooring in the MPR/DownStage Theater and modifying the balcony to provide extra legroom for increased patron comfort and boost rental appeal.
- Expanded mid-week programming at the Center to increase usage of the facility and expand the breadth of arts programming to the community.
- Increased community use of the Center by schools, dance studios and music conservatories, thus increasing awareness of the Center as well as providing an affordable venue to showcase young artists.

GOALS FOR FY20

- Continue to develop a series of concerts, cabarets and event evenings in the 60-seat performing space DownStage Theater to increase rentals and usage on weeknights and Sunday evenings, and increase community involvement in the arts.
- Increase community usage of the Main Stage and DownStage/MPR for recitals, workshops, productions, concerts, and meetings through continued outreach to area producers, schools, dance and music studios and performing groups.
- Expand and increase business, service club and private party rentals of the newly renovated DownStage/MPR through expanded outreach to local businesses and targeted marketing campaigns.
- Enhance relationships and collaborations with educational providers, including the Simi Valley Unified School District, to increase support of the "Arts in Education" projects that provide performance related experience to youth of all ages.
- Revise the rental process for the Cultural Arts Center's yearly calendar to expand community outreach and rental opportunities for regional and community performing arts companies.

COMMUNITY SERVICES FY 2019-20 REDUCTION PROPOSAL

TITLE: Freeze the Community Services Director Position for One Year
 TOTAL: \$ 273,600
 ACCOUNT: 1002005 Salary and Benefits
 PRIORITY: 1

- One Time Savings
 Recurring Savings

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Community Services Director	\$ 273,500
TOTAL:	<u>\$ 273,500</u>

For FY 2019-20, it is proposed that divisions, sections, functions and responsibilities of the Community Services Department be reassigned to other Departments in the City. The proposal would reassign Code Enforcement, Neighborhood Council, Homelessness Services, Animal Services, Community Programs Grants, and SVTV to the Environmental Services Department. The Senior Center, Cultural Arts Center, Library, Youth Services, and Volunteer Program would be reassigned to the City Manager's Office. Also, Solid Waste and Recycling would be reassigned to the Public Works Department. During FY 2018-19, the responsibility for Transit and Crossing Guards were previously reassigned to the Public Works Department.

The Community Services Director and Administrative Assistant positions are currently vacant and it is recommended the positions be frozen for FY 2019-20.

COMMUNITY SERVICES FY 2019-20 REDUCTION PROPOSAL

TITLE: Freeze the Administrative Assistant Position for One Year
 TOTAL: \$ 120,600
 ACCOUNT: 1002005 Salary and Benefits
 PRIORITY: 2

- One Time Savings
 Recurring Savings

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Administrative Assistant	\$ 120,600
TOTAL:	<u>\$ 120,600</u>

For FY 2019-20, it is proposed that divisions, sections, functions and responsibilities of the Community Services Department be reassigned to other Departments in the City. The proposal would reassign Code Enforcement, Neighborhood Council, Homelessness Services, Animal Services, Community Programs Grants, and SVTV to the Environmental Services Department. The Senior Center, Cultural Arts Center, Library, Youth Services, and Volunteer Program would be reassigned to the City Manager's Office. Also, Solid Waste and Recycling would be reassigned to the Public Works Department. During FY 2018-19, the responsibility for Transit and Crossing Guards were previously reassigned to the Public Works Department.

The Community Services Director and Administrative Assistant positions are currently vacant and it is recommended the positions be frozen for FY 2019-20.

COMMUNITY SERVICES FY 2019-20 REDUCTION PROPOSAL

DEPT: Community Services
 TITLE: Increase Council On Aging contribution to the Senior Nutrition Program
 REQUEST: \$ 13,000
 ACCOUNT: 1002335-38050
 PRIORITY:

SAVINGS BREAKDOWN	
<u>Increase Revenue</u>	
COA Contributions/Donations	\$ 13,000
TOTAL:	<u>\$ 13,000</u>

The Council On Aging serves as an advisory council to the City Council on senior issues. One of the primary objectives of the COA is to conduct fundraising events to help support quality of life programs for seniors. The COA has traditionally supported the Senior Nutrition Program, and has dedicated annual funding in support of this program. With increased number of individuals served and fluctuating grant revenues, the increased COA contribution of \$15,000 would assist in preserving General Fund resources by decreasing the General Funds cost by \$15,000 and allowing a reallocation of those resources for other programs without fundraising support.

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CITY OF SIMI VALLEY

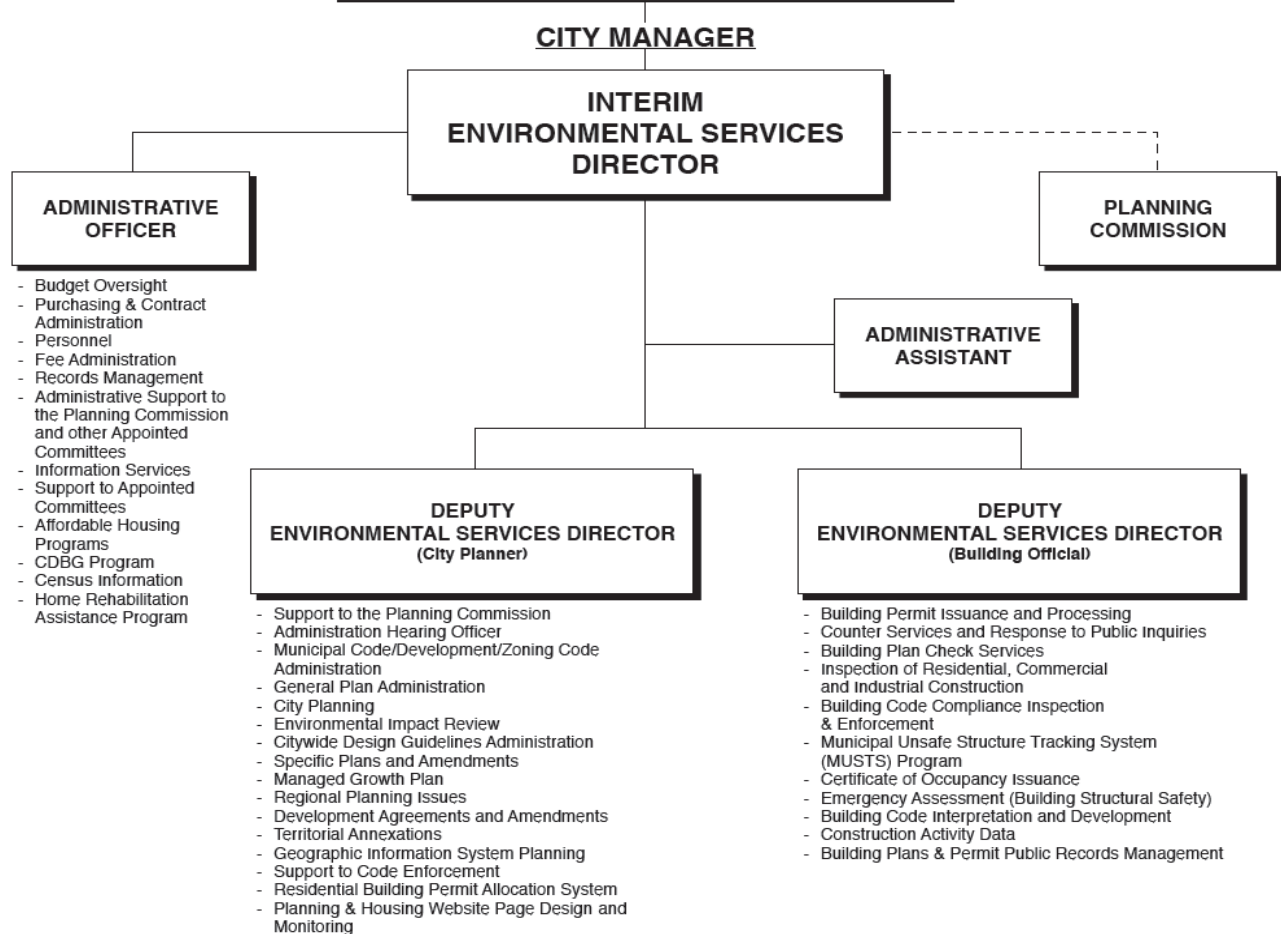
DEPARTMENT OF ENVIRONMENTAL SERVICES

OVERVIEW

The Department of Environmental Services 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.

	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget
ES Administration	\$ 841,436	\$ 906,700	\$ 593,500	\$ 887,120
Planning	2,093,628	1,932,005	1,631,400	1,797,800
Building & Safety	2,095,202	2,116,000	2,033,100	2,375,460
TOTAL	\$ 5,030,265	\$ 4,954,705	\$ 4,258,000	\$ 5,060,380

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 3,073,609	\$ 3,026,400	\$ 2,484,300	\$ 3,237,670	7.0%
41020 - Temporary Salaries - PR Only	-	-	3,500	12,000	0.0%
41030 - Boards and Commissions	32,608	32,600.00	32,500.00	32,300.00	-0.9%
41040 - Overtime	1,978	4,000	7,000	4,000	0.0%
41200 - Deferred Comp - 401k	31,686	36,300	27,800	44,000	21.2%
41210 - Deferred Comp - 457	13,590	16,900	14,500	16,440	-2.7%
41300 - Vision Care	8,426	7,800	7,200	8,350	7.1%
41350 - Disability	19,751	18,800	17,200	19,440	3.4%
41400 - Group Insurance/Health	55,803	54,600	46,500	57,120	4.6%
41415 - Flex Benefits	630,489	609,200	534,900	702,580	15.3%
41420 - CalPERS Health Admin Fee	2,314	2,100	2,100	1,800	-14.3%
41450 - Life Insurance	6,836	6,700	6,300	6,440	-3.9%
41500 - Group Insurance/Dental	30,766	33,000	29,400	38,740	17.4%
41550 - Section 125 Administration Fee	187	200	200	500	150.0%
41600 - Retirement (PERS)	720,121	813,700	662,300	959,150	17.9%
41620 - Retirement (HRA)	(1,241)	7,200	9,400	19,200	166.7%
41650 - Medicare Tax	47,044	51,200	39,300	56,960	11.3%
41660 - FICA	2,022	2,200	2,200	2,900	31.8%
41700 - Workers' Compensation	277,600	148,900	148,900	148,790	-0.1%
41900 - Salary Savings	-	(151,400)	-	(545,100)	260.0%
42150 - Communications	390	800	-	800	0.0%
42200 - Computer - Non Capital	695	-	900	-	0.0%
42230 - Office Supplies	4,979	4,700	4,900	4,700	0.0%
42235 - Furnishings & Equip - Non Cap	-	3,500	3,500	-	-100.0%
42410 - Uniform/Clothing Supply	1,567	2,000	1,800	2,800	40.0%
42420 - Special Departmental Expense	50	600	200	600	0.0%
42440 - Memberships and Dues	8,031	9,900	9,300	10,000	1.0%
42450 - Subscriptions and Books	1,402	2,800	1,800	11,900	325.0%
42460 - Advertising	3,067	4,500	4,500	4,500	0.0%
42550 - Small Tools/Equipment	524	400	400	400	0.0%
42560 - Operating Supplies	190	200	200	200	0.0%
42720 - Travel, Conferences, Meetings	9,274	11,700	11,700	11,700	0.0%
42730 - Training	5,780	7,800	6,300	7,800	0.0%
42790 - Mileage	3,176	5,300	1,000	5,300	0.0%
44010 - Professional/Special Services	29	100,000	75,000	100,000	0.0%
44012 - Outside Legal	16,195	28,805	30,000	25,000	-13.2%
44310 - Maintenance of Equipment	289	1,300	900	1,200	-7.7%
44490 - Other Contract Services	21,039	50,000	30,100	50,200	0.4%
TOTAL	\$ 5,030,265	\$ 4,954,705	\$ 4,258,000	\$ 5,060,380	2.1%

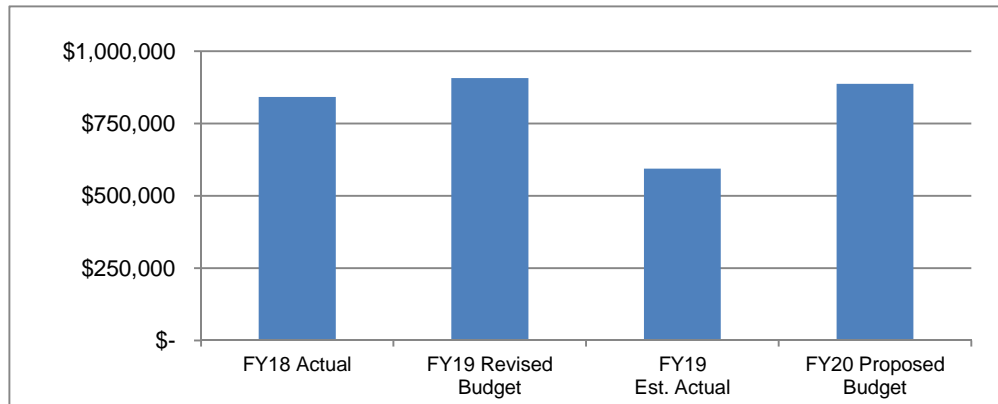
ES Administration - 1003005

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, its staff is responsible for budget preparation and control, records management, information management, personnel, purchasing, contract, fee, and asset administration.

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

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 841,436	\$ 906,700	\$ 593,500	\$ 887,120



BUDGET ADJUSTMENTS

Freeze Office Specialist II - 1 Year	(\$92,100)
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ES Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Participated in the implementation phase of the City's Enterprise Information Management System's EnerGov land use and permitting software, and continued to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Completed seven recruitments (five resulted from retirements) and six hires to fill vacant positions throughout the Department.
- Prepared and monitored the Department's annual budget in accordance with City Policy.

GOALS FOR FY20

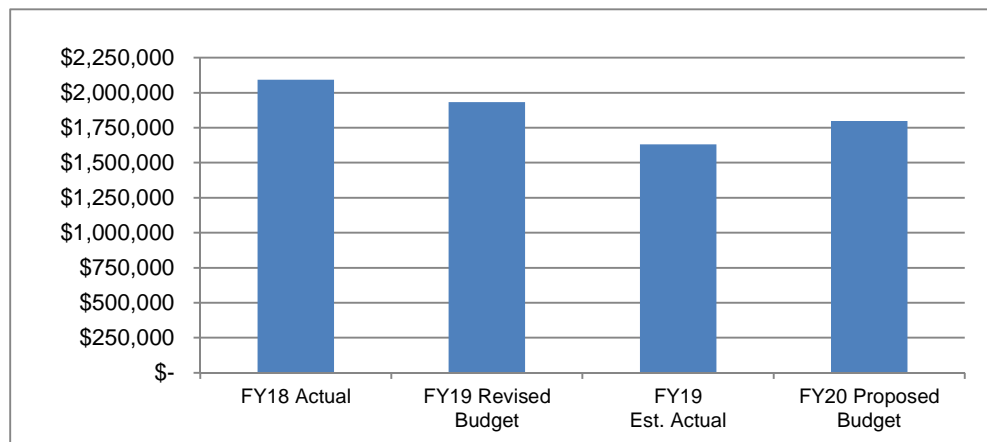
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software, and continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Recruit and hire personnel to fill vacant positions resulting from upcoming retirements.
- Prepare and monitor the Department's annual budget in accordance with City Policy.
- Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

Planning - 1003010

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 review 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: 1) proposed land development; 2) commercial and industrial tenant improvements; 3) signage; 4) wireless telecommunication facilities; 5) annexations; 6) long range plans and; 7) impacts to the environment. The Division provides support to the City Council, Planning Commission, and various City committees.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 2,093,628	\$ 1,932,005	\$ 1,631,400	\$ 1,797,800



BUDGET ADJUSTMENTS

Freeze Associate Planner - 1 Year	(\$154,400)
Freeze Principal Planner - 1 Year - <i>City Manager Adjustment</i>	(\$191,300)
Freeze Sr. Planner - 6 Months - <i>City Manager Adjustment</i>	(\$88,500)
Reduce budget for Outside Legal - <i>City Manager Adjustment</i>	(\$5,000)

Planning (continued)

KEY ACCOMPLISHMENTS IN FY19

- Provided responsive customer service to over 2,800 customers at the Planning public counter, and processed approximately 795 over-the-counter permit applications including: Zoning Clearances (504), Sign Permits (103), Home Occupation Permits (145), Temporary Use Permits (35), Tree Removal Permits (5), and Amusement Device Permits (3).
- Expedited the City's development review process by providing administrative review and approval for 29 Administrative Conditional Use Permits, Planned Development Permits, Administrative Actions, Tentative Parcel Maps, Modifications to Planned Development Permits/Conditional Use Permits, and Wireless Telecommunication Permits, in accordance with the administrative review authority granted to the City Planner by the City Council.
- Processed 8 Preliminary Reviews and General Plan Pre-Screenings, and 20 Planning Commission/City Council Planned Development Permits, Conditional Use Permits, Tract Maps, Zone Changes, Zoning Text Amendments, Time Extensions, General Plan Amendments, Specific Plans/Amendments, Modifications, Variances, and Wireless Telecommunications Permits.
- Fulfilled infill, redevelopment and job generating land use objectives with the demolition and replacement of the former Simi Unified School District headquarters into a new 73,000 square foot industrial condominium development.
- Participated in the data conversion and implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.
- Demonstrated 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 Program Income derived from former grant funding sources to provide Home Rehabilitation loans to improve the health, safety, and energy efficiency of owner-occupied residences (*this function has been moved to the Housing Successor Agency Fund 201*).

GOALS FOR FY20

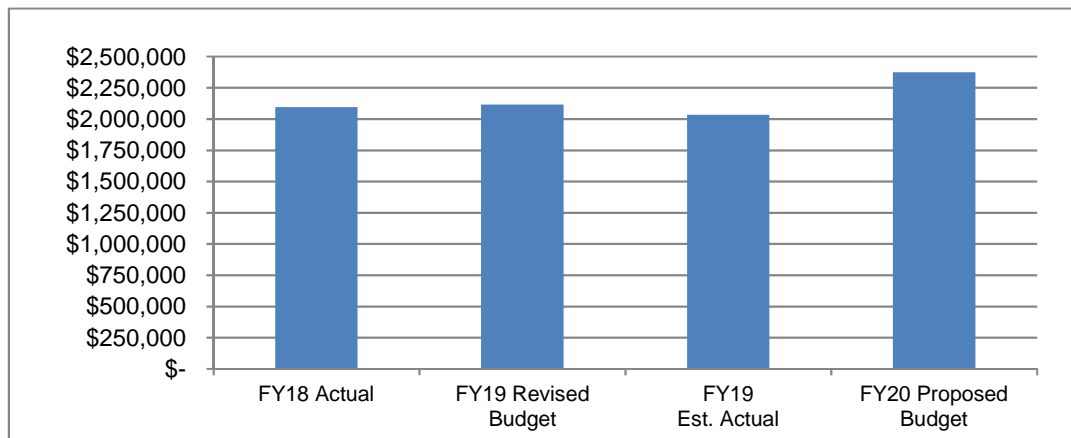
- Further streamline the City's development review process by presenting for City Council consideration a Development Code update to correct inconsistencies, add clarification, and make the implementation of the requirements more user-friendly.
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software to further automate and streamline the City's development review and approval process.

Building & Safety - 1003030

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 2,095,202	\$ 2,116,000	\$ 2,033,100	\$ 2,375,460



BUDGET ADJUSTMENTS

None

Building & Safety (continued)

KEY ACCOMPLISHMENTS IN FY19

- Reviewed, approved, and issued 4,000 building permits, including 420 simple building permits processed by the permits-by-fax service which resulted in a reduced number of customer trips to City offices.
- Performed 22,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided reviews for a total of 1,260 commercial and residential building plans, and for 1,140 plumbing, mechanical, and electrical systems.
- Conducted 220 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.
- Completed 380 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.
- Received 210 new Municipal Unsafe Structures Tracking System (or, MUSTS) cases or referrals, conducted 1,000 compliance inspections.
- Participated in the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.

GOALS FOR FY20

- 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.
- Deliver expedited over-the-counter plan review for small business office and retail tenant improvement projects.
- Complete over-the-counter plan review and permit approvals for residential solar photovoltaic systems.
- Offer 10 to 15 working day response time for large construction project plan review.
- Participate in the training phase following the implementation of the City's Enterprise Information Management System's EnerGov land use and permitting software.

ENVIRONMENTAL SERVICES FY2019-20 REDUCTION PROPOSAL

TITLE: Freeze One Vacant Office Specialist II Position for 12 Months
AMOUNT : \$92,100
ACCOUNT: 1003005-Salaries & Benefits
PRIORITY: 1

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Salary and Benefits	\$92,100
	XX
	XX
TOTAL:	\$92,100

The Environmental Services Department is offering to freeze one vacant Office Specialist II position for one year through June 30, 2020, toward achieving City wide personnel cost reductions.

ENVIRONMENTAL SERVICES FY2019-20 REDUCTION PROPOSAL

TITLE: Freeze One Vacant Associate Planner Position
AMOUNT : \$154,400
ACCOUNT: 1003010-Salries & Benefits
PRIORITY: 4

- One Time Savings
 Recurring Savings

DEPARTMENT PROPOSAL

Freeze One Vacant Associate Planner Position - 3 Months

SAVINGS BREAKDOWN

Salary and Benefits	\$38,600
	XX
	XX
TOTAL:	\$38,600

The Environmental Services Department is offering to freeze one vacant Associate Planner position for three months through September 30, 2020, toward achieving City wide personnel cost reductions.

CITY MANAGER ADJUSTMENT

Freeze One Vacant Associate Planner Position - 1 Year

SAVINGS BREAKDOWN

Salary and Benefits	\$154,400
	XX
	XX
TOTAL:	\$154,400

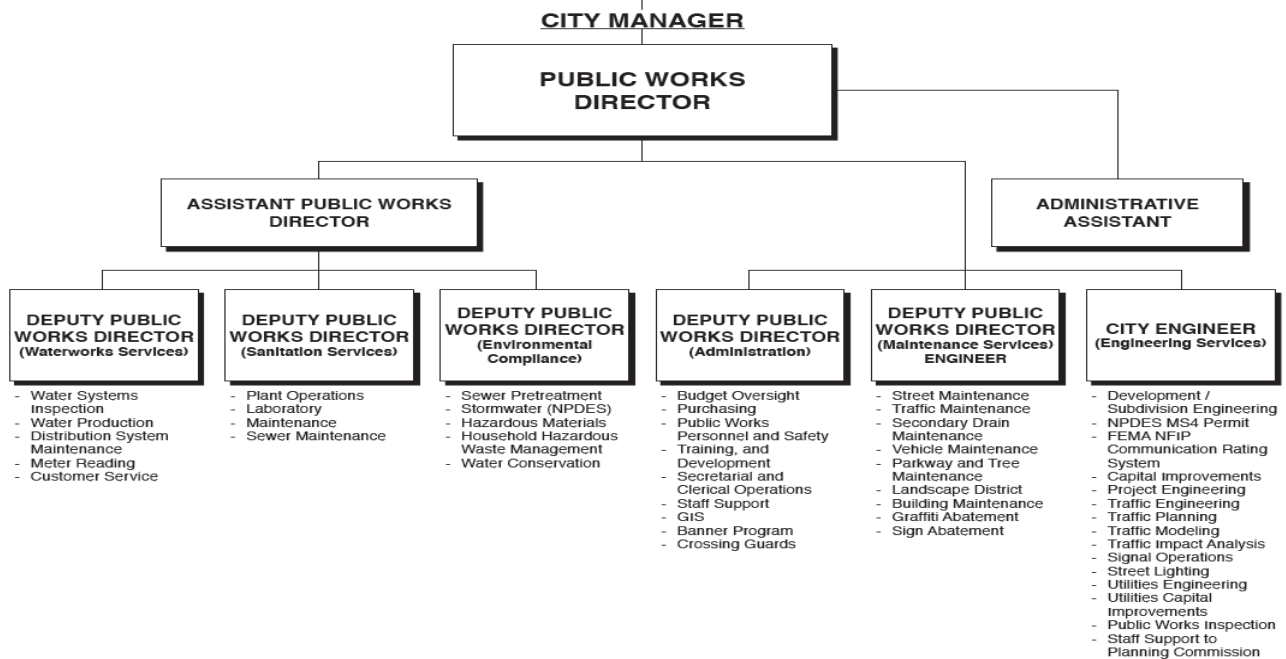
DEPARTMENT OF PUBLIC WORKS

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, transit and maintenance. 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, practical, and economical way. The Department is comprised of almost 250 employees in seven major divisions including Administration, Engineering, Environmental Compliance, Maintenance, Sanitation, Waterworks and Transit.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
PW Administration	\$ 1,550,450	\$ 1,655,000	\$ 1,464,600	\$ 1,810,560
Crossing Guards	116,736	97,600	100,863	97,600
Environmental Compliance	697,212	641,700	632,400	678,600
Engineering	4,138,595	4,480,525	3,693,600	4,557,175
Landscape / Tree Maintenance	2,965,056	3,169,300	2,855,600	3,144,700
Street Maintenance	1,274,114	1,512,300	1,362,500	1,495,550
Building / Library Maintenance	1,762,430	1,927,800	1,741,700	1,856,400
Traffic Maintenance	308,685	406,920	329,000	405,400
Vehicle Maintenance	1,260,516	1,377,039	1,284,800	1,337,300
Storm Drains	295,426	319,100	298,900	321,700
Graffiti/Abatement	199,557	244,100	110,500	264,700
TOTAL	\$ 14,568,776	\$ 15,831,384	\$ 13,874,463	\$ 15,969,685

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 5,940,045	\$ 6,406,100	\$ 5,393,917	\$ 6,654,260	3.9%
41020 - Temporary Salaries - PR Only	122,644	109,300	109,300	109,300	0.0%
41040 - Overtime	90,439	121,100	101,100	121,100	0.0%
41050 - Outside Assistance	-	-	60,000	-	0.0%
41200 - Deferred Comp - 401k	42,783	51,200	41,000	62,900	22.9%
41210 - Deferred Comp - 457	54,322	76,900	68,200	79,800	3.8%
41300 - Vision Care	20,544	22,200	20,000	22,600	1.8%
41350 - Disability	26,654	26,300	23,800	26,300	0.0%
41400 - Group Insurance/Health	129,562	146,800	125,100	150,100	2.2%
41415 - Flex Benefits	1,379,435	1,548,200	1,330,346	1,680,900	8.6%
41420 - CalPERS Health Admin Fee	5,290	4,800	4,800	4,800	0.0%
41450 - Life Insurance	15,590	17,800	16,600	16,700	-6.2%
41500 - Group Insurance/Dental	72,365	83,000	73,100	95,100	14.6%
41550 - Section 125 Administration Fee	200	200	200	400	100.0%
41600 - Retirement (PERS)	1,379,714	1,692,900	1,205,400	1,943,300	14.8%
41620 - Retirement (HRA)	9,732	9,700	10,900	25,300	160.8%
41650 - Medicare Tax	86,643	116,000	86,600	120,100	3.5%
41660 - FICA	9,267	8,700	8,700	8,700	0.0%
41700 - Workers' Compensation	594,800	374,200	373,200	373,300	-0.2%
41860 - Salary Reimbursements	(30,376)	-	-	-	0.0%
41900 - Salary Savings	-	(109,300)	-	(614,675)	462.4%
42100 - Utilities	1,509,736	1,211,000	1,081,600	1,061,000	-12.4%
42150 - Communications	7,935	12,200	11,900	12,200	0.0%
42200 - Computer - Non Capital	20,820	1,753	-	4,800	173.8%
42230 - Office Supplies	5,260	7,000	8,000	7,000	0.0%
42235 - Furnishings & Equip - Non Cap	3,088	4,500	-	5,500	22.2%
42310 - Rentals	1,855	7,000	5,700	7,000	0.0%
42410 - Uniform/Clothing Supply	24,214	30,100	30,000	30,100	0.0%
42420 - Special Departmental Expense	58,499	110,000	110,000	110,000	0.0%
42440 - Memberships and Dues	8,881	12,400	12,400	12,400	0.0%
42450 - Subscriptions and Books	1,658	1,600	1,600	1,600	0.0%
42460 - Advertising	658	1,500	1,300	1,500	0.0%
42500 - Fuel and Lubricants	223,689	225,200	225,200	235,000	4.4%
42510 - Tires	60,923	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	6,274	9,000	16,300	9,000	0.0%
42560 - Operating Supplies	400,678	456,559	433,500	416,550	-8.8%
42720 - Travel, Conferences, Meetings	4,786	10,500	10,500	10,900	3.8%
42730 - Training	3,134	16,000	16,000	18,000	12.5%
42790 - Mileage	5,192	6,400	6,400	6,400	0.0%
44010 - Professional/Special Services	347,240	459,608	455,000	723,000	57.3%
44310 - Maintenance of Equipment	55,182	55,300	66,200	55,150	-0.3%
44450 - Landscape Maintenance Contra	875,995	1,028,100	1,003,000	1,028,100	0.0%
44490 - Other Contract Services	982,938	1,384,164	1,249,100	1,272,800	-8.0%
44730 - Reduction in Long Term Debt	10,489	-	7,000	-	0.0%
47030 - Vehicles	-	14,000	10,100	-	-100.0%
TOTAL	\$ 14,568,776	\$ 15,831,384	\$ 13,874,463	\$ 15,969,685	0.9%

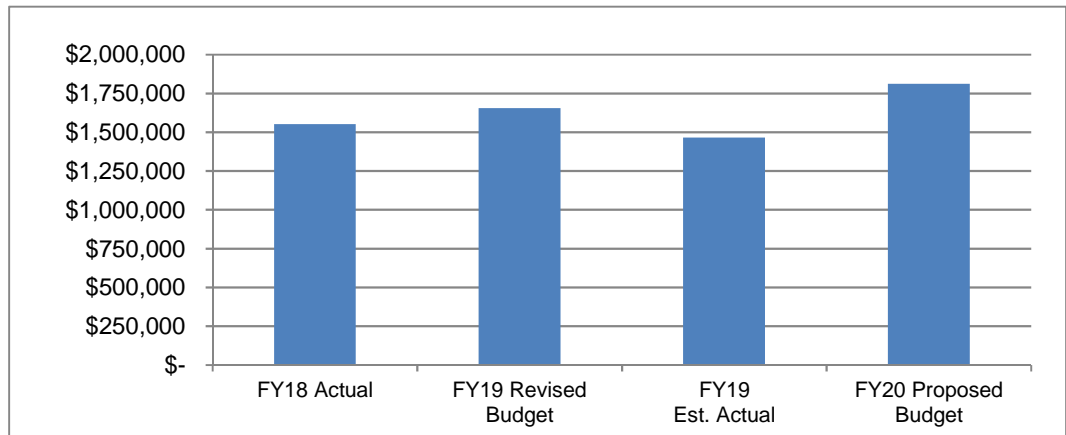
PW Administration - 1004005

OVERVIEW

The Administration Division provides complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments. The Division ensures that the Department is fulfilling its responsibilities in a timely and effective manner, and provides sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management.

The Division also prepares staff reports for City Council action, acts as liaison between the community and Public Works Divisions, and is responsible for the GIS program, Military Banner Program, Crossing Guard program, and other support services.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,550,450	\$ 1,655,000	\$ 1,464,600	\$ 1,810,560



BUDGET ADJUSTMENTS

Freeze one Accounting Assistant - 1 Year	(\$92,100)
PW Budget & Administration Manger (spilt funded)	\$60,000

PW Administration (continued)**KEY ACCOMPLISHMENTS IN FY19**

- Prepared and monitored the Department's annual budget in accordance with City Policy.
- Prepared and monitored all Departmental purchasing, bids/specs, and contracts.
- Implemented the City's Enterprise Resource Project and Financial Information System for the Department.
- Continued with Geographic Information Services to the Department and City.
- Continued to coordinate and implement the Military Banner replacement and removal program.
- Provide oversight and coordination of the City's Crossing Guard program.

GOALS FOR FY20

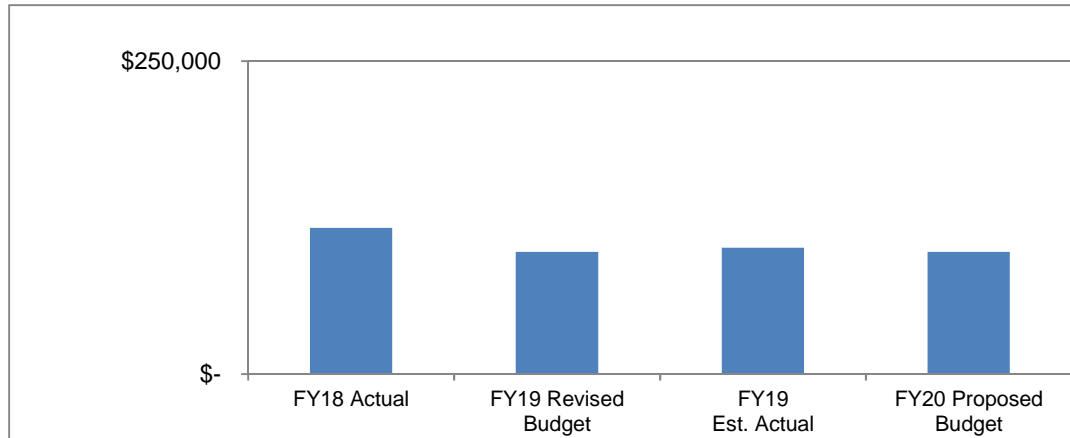
- Continue to provide exceptional customer service and administrative support to the Department.
- Provide Budget and Personnel Oversight and Coordination for the Department.
- Continue to program oversight of the Military Banner Program, GIS program, and Crossing Guard Program.

Crossing Guards - 1002270

OVERVIEW

The Crossing Guard program provides for the enhanced safety of elementary school children, their parents, and other pedestrians while crossing various intersections throughout the City when traveling to and from school.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 116,736	\$ 97,600	\$ 100,863	\$ 97,600



BUDGET ADJUSTMENTS

None	\$0
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CROSSING GUARDS (continued)

KEY ACCOMPLISHMENTS IN FY19

- Assisted over 300,000 pedestrians safely across busy intersections throughout the school year.
- Provided the Crossing Guards with CPR, First Aid, and periodic safety training.

GOALS FOR FY20

- Identify cost effective means of improving and maintaining pedestrian safety for school-age children and their caregivers.
- Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the enhanced safety of pedestrians.
- Evaluate and inform Public Works staff of infrastructure improvements to minimize ongoing operational costs associated with school-age pedestrian safety.

Environmental Compliance - 1004065

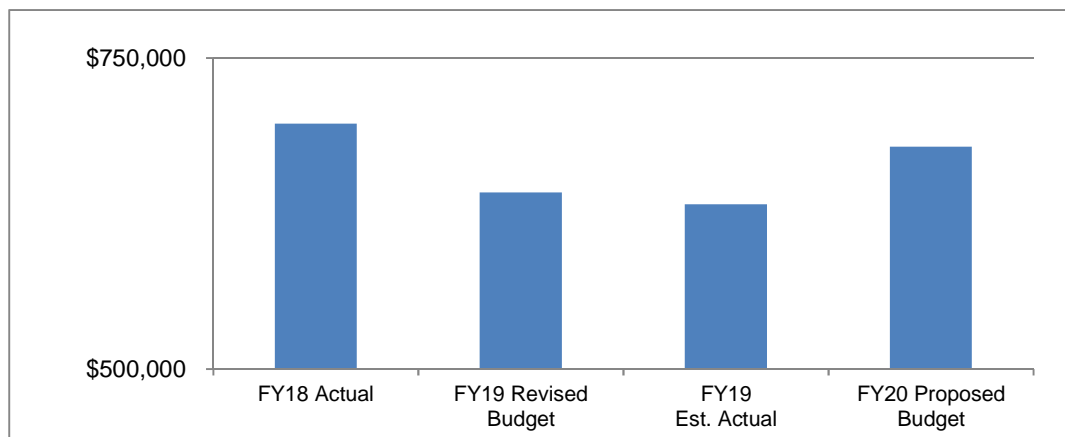
OVERVIEW

The Environmental Compliance Division's General Funded programs are: 1) the Stormwater Quality Management Program and; 2) the Hazardous Materials Program, which is comprised of the Household Hazardous Waste and Hazardous and Universal Waste programs.

The Stormwater Management Program manages the water quality portion of the City's storm drain system. This program provides: 1) construction, planning, and land development review and guidance; 2) public outreach; 3) industrial/commercial business inspections; 4) illicit discharge control; and 5) public agency coordination services. Additionally, the City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System (or, NPDES) permit to ensure the surface waters are safe for humans, animals, plants, and the environment. Finally, the program provides education to the community on complex permit requirements, interfacing regularly with industry personnel, City employees, and the general public.

The Hazardous Materials Program's Household Hazardous Waste ("HHW") Program provides the service to the citizens of collecting and disposing of household hazardous waste. The Hazardous Materials Program also serves the City and citizens through the Hazardous and Universal Waste Program, which ensures the legal and safe handling, storage, transportation, and disposal of hazardous wastes routinely generated by City Police, Sanitation, Waterworks, Maintenance, and other City operations.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 697,212	\$ 641,700	\$ 632,400	\$ 678,600



BUDGET ADJUSTMENTS

None

\$0

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Cleaned 665 storm drain catch basins removing approximately 43 tons of trash, sediment, and landscape debris from entering the storm drain system four times during the year.
- Monitored the levels of trash and recycling in the receptacles placed along major pedestrian routes to encourage the community to recycle more and to reduce litter.
- Held six HHW events that served 790 Simi Valley and Moorpark households.
- Provided educational outreach at Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, Moorpark College's annual Multicultural Day, and HHW events.
- Managed safe storage 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.
- Prepared and submitted hazardous waste generator information and fees to the State Board of Equalization to maintain EPA Generator ID.
- Managed the Annual Used Oil Program Grant received from the California Department of Resources Recycling and Recovery (or, CalRecycle).
- Conducted Certified Collection Center Inspections of local Simi Valley facilities for development and maintenance of used oil and oil filter collection and recycling programs.

GOALS FOR FY20

- Purchase and install 30 storm drain catch basin Connector Pipe Screens (CPS) to stop trash, dirt, and landscape debris from entering the Arroyo Simi and comply with the State's Trash Policy and the Countywide MS4 permit.
- Hold six HHW events to serve the need in the community.
- Clean approximately 600 storm drain catch basins to remove sediment and debris in order to keep pollutants out of the Arroyo Simi and prevent flooding during rain events.
- 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 contaminated with used motor oil, or other miscellaneous vehicle fluids, such as antifreeze, solvents, or gasoline.

Engineering - 1004080/1004050/1004070

OVERVIEW

The Engineering Division is comprised of the following services: 1) Development Services; 2) Capital Projects; 3) Traffic Engineering; and 4) Inspection Services.

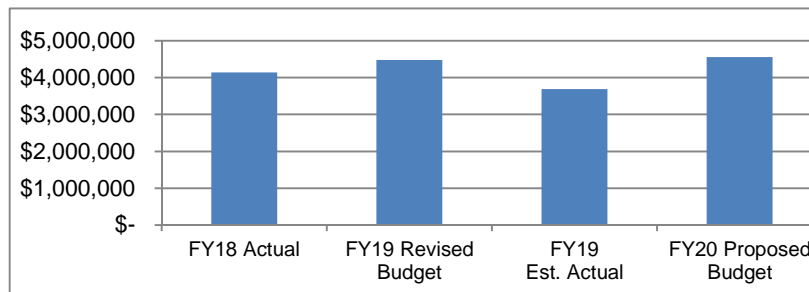
The Development Services Section is tasked with the management of the Department's front counter, public requests for records, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance Community Rating System Program, management of final maps, parcel maps, and lot line adjustments, coordination with other agencies, development plan checking, project conditioning, grading and construction permits, and maintenance of maps and records of improvements within public rights-of-way.

The Capital Projects Section administers certain public works contracts, management of the City's capital improvement projects, maintenance of City maps, plans, records, and survey data, and support to the Department's Maintenance Division for the Streets and Roads Program.

The Traffic Engineering Section administers the lighting maintenance functions, administers and maintains traffic signals, maintains traffic signal synchronization systems, responds to citizen requests for traffic control devices, coordinates with the School District and Police Department on traffic matters, conducts traffic studies, general traffic management, installation of street name and regulatory signs, review of street lighting and reports of any malfunctioning lights, and administers the Rule 20A Undergrounding Program.

Finally, the Inspection Services Section is tasked to inspect encroachment and grading permits, street, storm water and sewer improvement construction by private development, and City street, water, and sewer capital improvement projects.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 4,138,595	\$ 4,480,525	\$ 3,693,600	\$ 4,557,175



BUDGET ADJUSTMENTS

Freeze one Associate Engineer (Traffic) - 1 Year	\$ (168,500)
City Engineer - Split 1/3 in Water and 1/3 in Sanitation - <i>City Manager Adjustment</i>	\$ (151,700)
City Engineer - Freeze for 6 Months - <i>City Manager Adjustment</i>	\$ (37,925)
Increase energy savings for LED Streetlights - <i>City Manager Adjustment</i>	\$ (150,000)
Increase Engineering Expenditures due to Lost Canyons - <i>City Manager Adjustment</i>	\$ 348,000

Engineering (continued)

KEY ACCOMPLISHMENTS IN FY19

- Submitted a successful modification request to FEMA for a flood insurance rate discount that now provides a savings of over \$300,000 per year, which was effective May 1, 2018.
- Provided guidance and assistance to property owners regarding floodplain mapping resulting in numerous homes and businesses being removed from the floodplain.
- Completed the design of the FY 2018-19 Annual Minor and Major Streets Rehabilitation Projects and update to the City Traffic Model.
- Designed and provided traffic signing, striping, fiber optic communication, video detection, and signal plans and specifications for inclusion into Capital Improvement projects, including major and minor street resurfacing projects. Completed traffic planning review of all development projects and provided traffic planning support to the Planning Commission.
- Completed the installation of enhanced “ladder” style crosswalks at 46 intersections in school areas and restriping of 19 streets.

GOALS FOR FY20

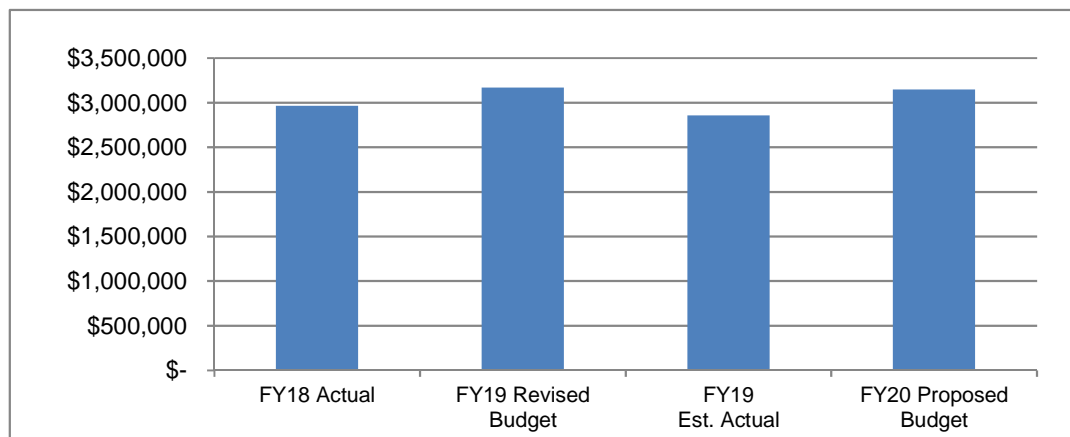
- Submit another modification request to FEMA for an additional 5% flood insurance rate discount for an additional \$85,000 annual savings for the community.
- Secure FEMA funding for an updated Citywide Flood Insurance Study and associated Flood Insurance Rate Maps.
- Update the City’s Master Plan of Drainage to take advantage of recent changes to County hydrology guidelines to realize reduced storm flows and increased resiliency of the City’s storm drain system.
- Fully implement the Tyler EnerGov fully-electronic Project Management System and maintain current ten-day submittal review deadlines at least 90% of the time.
- Complete the construction of the West Los Angeles Avenue widening between the Public Services Center and west of Los Alamos Canyon Creek; and West Los Angeles Avenue widening between west of Los Alamos Canyon Creek and the westerly City limits.
- Complete the construction of the FY 2018-19 Annual Minor and Major Streets Rehabilitation projects.
- Complete the design and initiate construction of FY 2019-20 Annual Minor and Major Streets. Upgrade traffic signal control equipment, cabinets, and detection, as needed, at various intersections and overhead street name signs on traffic signals at several intersections.
- Complete annual review of high accident locations.
- Progress with updating traffic impact study guidelines toward complying with deadlines for changes to CEQA policy.

Landscape & Tree Maintenance - 1004110

OVERVIEW

The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District No. 1 ("LMD") Program. This includes the inspection and management of more than 150 acres of landscaping and approximately 46,000 LMD and urban forest trees. Staff manages three LMD contracts, two tree pruning contracts, and one pesticide and herbicide contract. In-house maintenance staff annually maintains an additional 10,000 public right-of-way street trees, manages reforestation efforts, assists in landscape upgrade projects, performs roadside maintenance, including weed abatement, performs trash and debris pick up, tree 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 removal program, reforestation efforts, and oversees mandatory certification of more than 200 City-owned backflow devices every year. Additionally, it also provides plan check and inspection of both existing and newly-proposed landscape improvements for both public and developer-proposed improvement projects occurring within the public right-of-way throughout the City.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 2,965,056	\$ 3,169,300	\$ 2,855,600	\$ 3,144,700



BUDGET ADJUSTMENTS

Reduce "Other Contractual Services" - Parkway/Tree Maintenance	\$ (30,000)
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Landscape & Tree Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Produced efficient maintenance specifications and cost-effective landscape and tree maintenance contract sets along with re-bids. These efforts resulted in a savings of general fund monies in landscape and tree maintenance accounts.
- Completed phase I of our re-evaluation of various LMD contracts throughout the City in an effort to reduce long-term maintenance and utility costs from the General Fund. Phase I reduced the General Fund augmentation to LMD Program.
- Completed the Phase IV re-planting project along the Los Angeles Avenue roadway corridor for screening the adjacent Metrolink Railroad Right-of-Way.
- Participated in annual outreach events, including the City's Street Fair, Living Green Expo, which includes: Arbor Day, Touch a Truck, and Simi Valley Days Parade events.
- Provided tree inspection support to Street's Maintenance Section and also to Engineering for Annual Major Streets Rehabilitation Program in conjunction with the Sidewalk Curb and Gutter Replacement Program.
- Provided plan check and inspection of both existing and newly-proposed landscape improvements for both public and developer-proposed improvement projects within the public right-of-way throughout the City.

GOALS FOR FY20

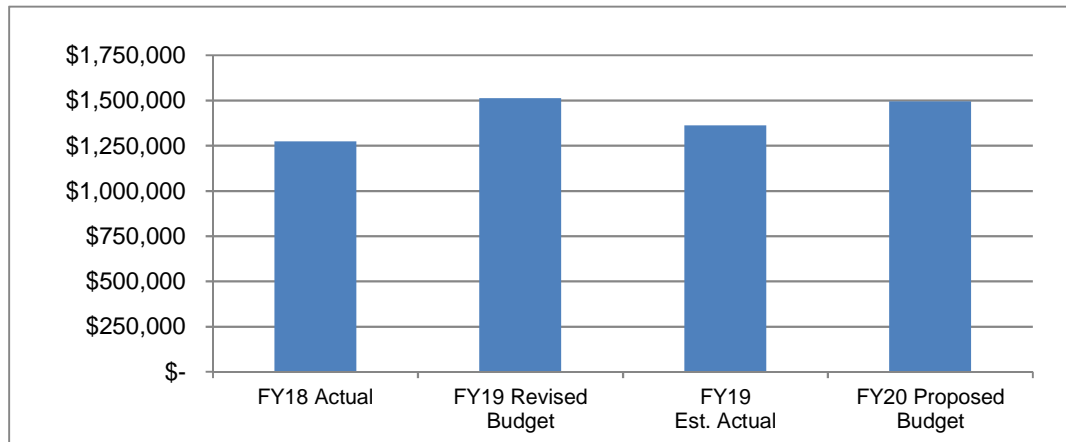
- To reduce the current backlog and close outstanding requests, and complete a reforestation planting of 100 trees with in-house staff.
- Streamline the current backlog of tree maintenance work and tree planting data, and close out all outstanding requests.
- Continue ongoing water conservation efforts within LMD areas and City-owned landscaping to help the City meet the State Water Regulations and to further reduce costs by further reducing turf areas and water consumption.
- Further evaluate design and construction alternatives for renovation and retrofit of selected high water use turf and landscape areas and convert them to lower water use and lower maintenance landscape areas.
- Complete Los Angeles Avenue roadway corridor screening along the adjacent Metrolink Railroad Right-of-Way.
- Complete turf reduction Phase IV and V Projects in Zone 39 Area 22 Civic Center open area.

Street Maintenance - 1004120

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 minimal paving of streets and parking lots. This Section also employs the use of a crew for temporary repairs necessary for lifted or damaged sidewalks and preparing areas for the annual slurry project. The concrete crew repairs sidewalks, curbs and gutters, driveway aprons, and makes other miscellaneous concrete repairs throughout the City. The crews also prepare areas in advance of the yearly slurry project and help keep our roads clear and our pedestrian areas safe.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,274,114	\$ 1,512,300	\$ 1,362,500	\$ 1,495,550



BUDGET ADJUSTMENTS

Maintenance Worker II (Streets) - Freeze 6 Months - <i>City Manager Adjustment</i>	(\$46,150)
Reduce "Other Contractual Services" - Curb, Gutter, Sidewalk	(\$8,000)

Street Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed approximately 3,200 temporary and permanent pothole repairs.
- Performed a variety of asphalt repairs on major and minor streets.
- Removed and replaced over 1,600 feet of damaged sidewalks and 1,100 feet of curb and gutter.
- Completed ADA concrete and asphalt improvements within the City.
- Prepared City streets in advance of the yearly slurry project.

GOALS FOR FY20

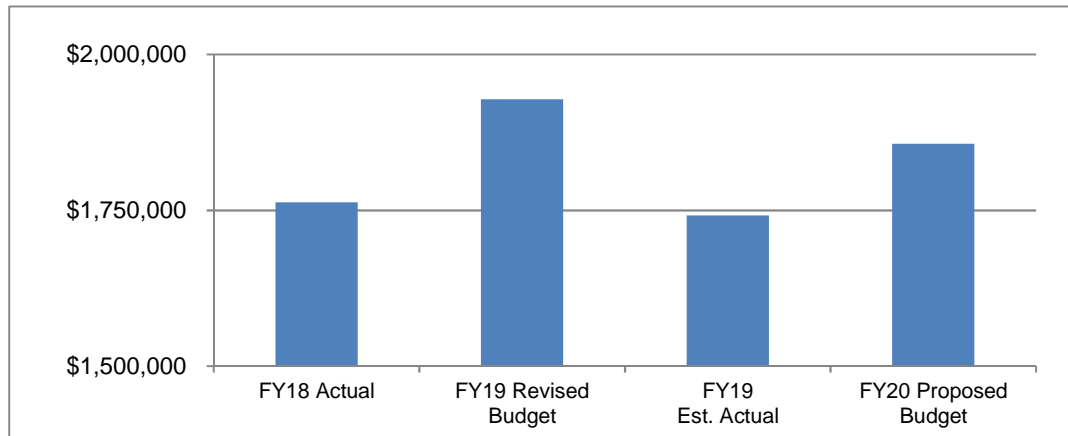
- Complete repaving a parking lot at the Public Service Center.
- Complete Annual Maintenance Division Slurry Project for FY 2019-20.
- Identify, prepare, and complete the annual Maintenance Division Paving Project to be done with in-house crews.

Building Maintenance - 1004130/1004170

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 other services, such as carpentry, locksmithing, and painting. These efforts utilize 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, and comfortable facilities for City personnel and the general public.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,762,430	\$ 1,927,800	\$ 1,741,700	\$ 1,856,400



BUDGET ADJUSTMENTS

Reduce "Other Contractual Services" - Bulding Maintenance	(\$5,000)
Reduce "Other Contractual Services" - Library Maintenance	(\$2,000)
Reduce Operating Supplies - Building Maintenance	(\$10,000)
Reduce Air Conditioning Maint. Budget - <i>City Manager Adjustment</i>	(\$52,000)

Building Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Completed over 1,500 room set-ups at the Senior Center for various scheduled day and night events.
- Assist with Citywide lighting upgrade.
- Replaced six walkway bollard lights to City Hall entrance.
- Completed electrical work for PD shooting range observation tower.
- Replaced outdated drinking fountains at City Hall, Senior Center, and PSC with ADA compliant fountains with bottle fillers.
- Completed refinishing of PSC restrooms.
- Partially refurbished DMV public restroom.
- Assisted with the carpet replacement at the CAC.

GOALS FOR FY20

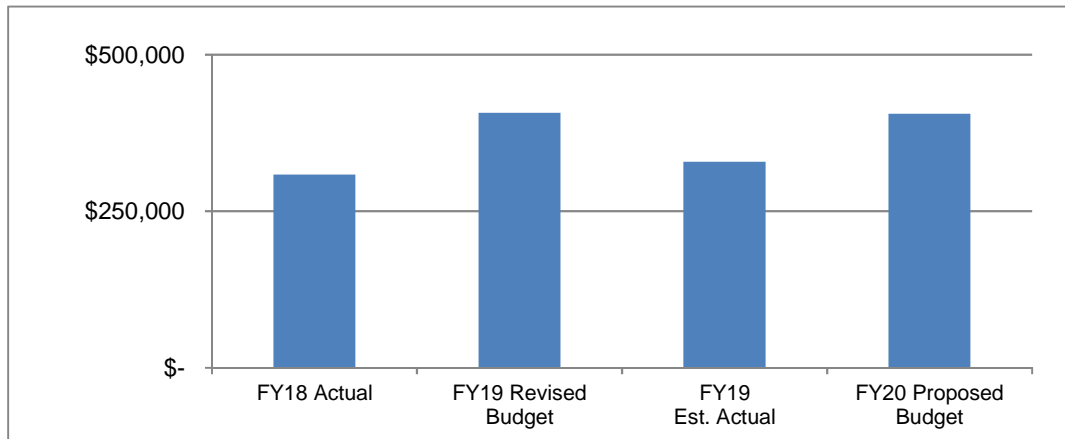
- Replace the closet doors in the Multi-Purpose Room of the Library.
- Refinish glulam beams on Transit and PSC Office Buildings.
- Replace the floor in the Transit breakroom.
- Continue replacement of drinking fountains at various City Buildings with ADA compliant fountains.
- Replace two small water heaters at the Senior Center.

Traffic Maintenance - 1004140

OVERVIEW

The Traffic Maintenance Section is responsible for traffic sign replacement, paint and striping, placing and maintaining thermos-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 to pedestrian safety. This crew is necessary to maintain the City's traffic signing and striping infrastructure, which helps guide people safely throughout the City.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 308,685	\$ 406,920	\$ 329,000	\$ 405,400



BUDGET ADJUSTMENTS

None	\$0
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Traffic Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Replaced guide and regulatory signs posted throughout the City, as needed.
- Maintained all striping and legend markings on City streets and curbs.

GOALS FOR FY20

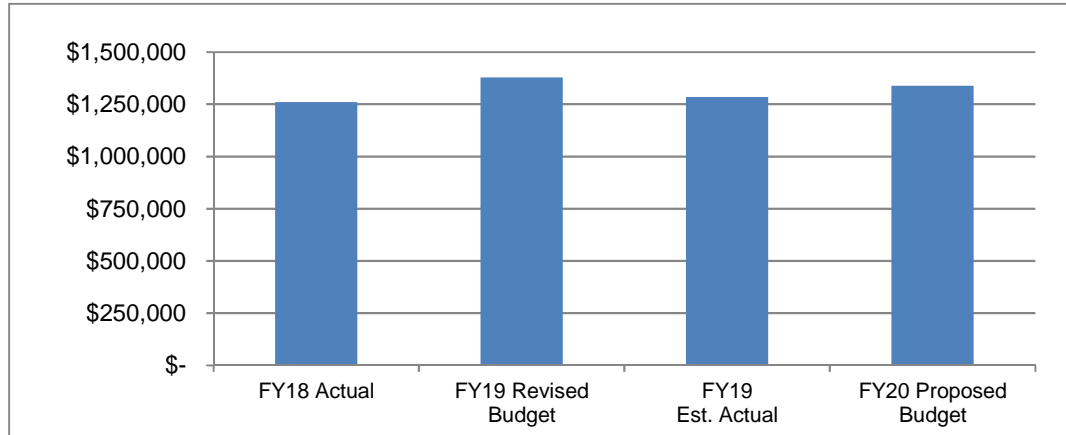
- Continue the Section's efforts to properly maintain all guide and regulatory signage, as well as the striping and markings legends on all City streets.

Vehicle Maintenance - 1004150

OVERVIEW

The Vehicle and Equipment Maintenance Section is responsible for servicing the City's fleet of 371 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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,260,516	\$ 1,377,039	\$ 1,284,800	\$ 1,337,300



BUDGET ADJUSTMENTS

Freeze one Mechanic I - 1 Year	(\$95,500)
Reduce Operating Supplies - Vehicle Maintenance	(\$20,000)

Vehicle Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed 3,365 work orders consisting of preventive maintenance and repairs for 380 City-owned vehicles and equipment.
- Complied with all of the State of California Air Pollution Control District's 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 8 new vehicles, including 1 emergency backup generator for the Water Department.
- Passed all CHP Transit Vehicle inspections with a very high rating.
- Certified 42 gasoline and 18 diesel vehicles for State Emission Control Compliance.
- Provided preventive maintenance of the City Hall emergency generator.
- Implemented an emergency back-up power source for the Public Services Center fuel dispensing system.
- Upgraded The Public Services Center's fuel dispensing management system.

GOALS FOR FY20

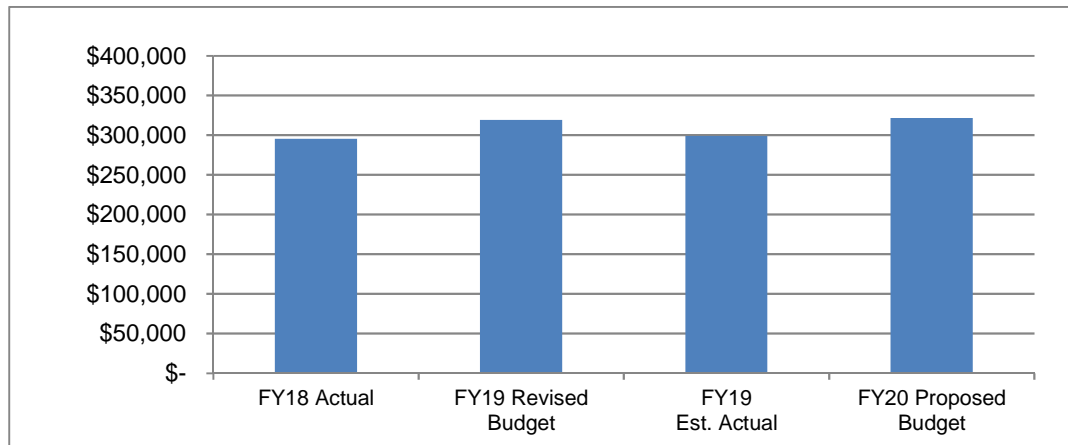
- Continue to increase efficiency within the Section by enhancing cross-training intensity among staff.
- Replace vehicles with hybrids/alternative fuel vehicles when the opportunity arises.

Storm Drains - 1004160

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. These City crews are vital to maintaining the storm drain system and responding to emergencies, thus preventing damages related to flooding.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 295,426	\$ 319,100	\$ 298,900	\$ 321,700



BUDGET ADJUSTMENTS

Reduce "Other Contractual Services" - Cleaning of Drain Pipes	(\$5,000)
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Storm Drains (continued)

KEY ACCOMPLISHMENTS IN FY19

- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned all catch basins within the City up to four times per year.
- Checked all drainage hot spot areas to verify they were clear and operating properly prior to all storms during rainy season.

GOALS FOR FY20

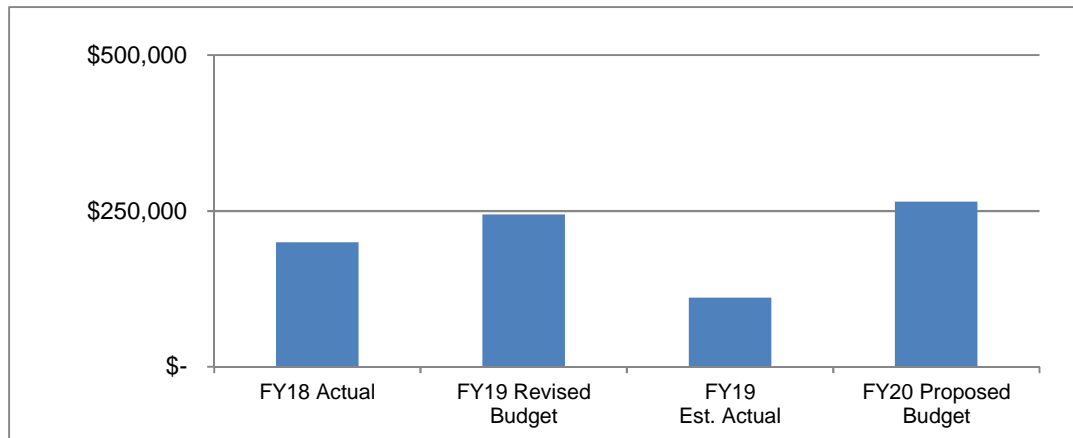
- Incorporate the recommendations of the City Master Plan of Drainage (or, MPD) to improve, replace, and better maintain the secondary drains and secondary channels throughout the City.

Graffiti Abatement - 1004190

OVERVIEW

The Graffiti Abatement Program addresses the City Council's goal that graffiti be removed from public property within 24 hours of notification. This operation is done using in-house crews to perform graffiti abatement. The Section also removes illegal signs from within the public right-of-way seven days a week. It also assists the Code Enforcement Division with sign abatement during election season.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 199,557	\$ 244,100	\$ 110,500	\$ 264,700



BUDGET ADJUSTMENTS

None

Graffiti Abatement (continued)

KEY ACCOMPLISHMENTS IN FY19

- Responded to calls from 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 and eco-friendly materials to cover and remove graffiti whenever possible.
- Assisted local schools and other government entities with emergency graffiti removals.

GOALS FOR FY20

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

DEPARTMENT OF PUBLIC WORKS FY19-20 POLICY ITEM PROPOSAL

TITLE: Add one PW Budget and Administration Manager
 REQUEST: \$60,000 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund) One Time Expenditure
 ACCOUNT: 1004005 Salaries and Benefits Recurring Expenditure
 PRIORITY: 1

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost) PW Budget and Administration Manager	\$60,000	
TOTAL:	\$60,000	

The Department of Public Works is requesting authorization to add a Public Works Budget and Administration Manager position to the Public Works Administration Division. This position will provide a wide variety of complex and diverse advanced level administrative duties in support of the Public Works Department including budget preparation and control, purchasing, and fiscal services. The position would supervise and direct assigned staff, conduct administrative and analytical studies and prepare reports and provide responsible administrative support to the Deputy Director of the Division and to the Department.

The Public Works Administration Division has absorbed and taken on several program areas in recent years which requires more personnel, managerial and program oversight. This includes the Military Banner Program, GIS program and Crossing Guard Program. Additionally, the recent acquisition of the Transit Division has further impacted the Department and most specifically the Administration Division related to budget and fiscal operations as well as personnel activity. Public Works purchasing and contracts alone requires a significant effort that would benefit from a change in the organizational hierarchy.

It is requested that one new Public Works Budget and Administration Manager position be authorized to meet the growing needs of the Department. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

The position is the same classification as PD Budget and Administration Manager.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Other Contract Services
AMOUNT : \$2,000
ACCOUNT: 1004170-44490
PRIORITY: 4

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Other Contract Services - Library (4170)</u>	\$2,000
TOTAL:	<hr/> \$2,000

The Department budgets \$32,000 for Other Contract Services needed to maintain the library. Services needed but not limited to are fire system monitoring/servicing, air conditioning/heating maintenance and repairs, roof repairs, etc.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Contract Cleaning of Drainage Pipes and Application of Herbicide
AMOUNT : \$5,000
ACCOUNT: 1004160-44490
PRIORITY: 5

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Contract cleaning and spraying drains, pipes, and channels</u>	\$5,000
TOTAL:	<u>\$5,000</u>

The City has an annual program to maintain and clean drains and channels within the City. Funds totaling \$22,500 are budgeted in Other Contract Services to maintain this program. Reduction to this fund, according to the breakdown for the accounts listed below, would reduce the resources available resulting in a further reduction of services which potentially might affect public safety due to decreased maintenance of facilities and inability to respond during emergency rain events.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Operating Supplies - Building Maintenance
AMOUNT : \$10,000
ACCOUNT: 1004130-42560
PRIORITY: 6

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Building/Custodial supplies (4130)</u>	\$10,000
TOTAL:	<u>\$10,000</u>

Building and Custodial materials used to repair and maintain City facilities. The Department budgets \$60,000 for materials needed for the Building Maintenance and Custodial Division to make repairs and maintain all City facilities. These funds include monies needed for regular purchase of cleaning supplies, paper towels and toilet paper.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Operating Supplies - Vehicle Maintenance
AMOUNT : \$20,000
ACCOUNT: 1004150-42560
PRIORITY: 7

One Time Savings

Recurring Expenditure

DEPARTMENT PROPOSAL

SAVINGS BREAKDOWN	
Vehilce Supplies (4150)	\$10,000
TOTAL:	\$10,000

CITY MANAGER ADJUSTMENT

SAVINGS BREAKDOWN	
Vehilce Supplies (4150)	\$20,000
TOTAL:	\$20,000

Vehicle Maintenance parts and materials are used to repair and maintain City Vehicles. The Department budgets \$116,100 for parts and materials needed for the Vehicle Maintenance Division to make repairs and maintain all City vehciles and equipment.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Other Contract Services - Parkway Tree Maintenance
AMOUNT : \$30,000
ACCOUNT: 1004110-44490
PRIORITY: 9

- One Time Savings
 Recurring Savings

DEPARTMENT PROPOSAL

Parkway And Tree Maintenance (4110)	\$20,000
TOTAL:	<u>\$20,000</u>

CITY MANAGER ADJUSTMENT

Parkway And Tree Maintenance (4110)	\$30,000
TOTAL:	<u>\$30,000</u>

The Department budgets \$1,262,300 "Other Contract Services" which is used for various contract services such as Parkway/Tree, and other miscellaneous services. Reduction to this fund, according to the breakdown for the accounts listed would reduce the resources available to each account resulting in a further reduction of services which potentially might affect public safety due to decreased maintenance of landscape and trees and the equipment to manage these areas, increasing liability & claims.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Other Contract Services - Building Maintenance
AMOUNT : \$5,000
ACCOUNT: 1004130-44490
PRIORITY: 11

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Other Contract Services - Bldg. Maint. (4130)</u>	\$5,000
TOTAL:	<hr/> \$5,000

The Department budgets \$180,000 for Other Contract Services needed to maintain City facilities. Services needed but not limited to are fire system monitoring/servicing, air conditioning/heating maintenance and repairs, roof repairs, pest control, emergency generator maintenance, etc.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Other Contract Services - Street Maintenance
AMOUNT : \$8,000
ACCOUNT: 1004120-44490
PRIORITY: 12

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Curb, Gutter, Asphalt, Sidewalk Replacement Program</u>	\$5,000
<u>Bridge Maintenance Program</u>	\$3,000
TOTAL:	\$8,000

The Streets Section budgets \$173,000 "Other Contract Services" which is used for various contract maintenance services for Curb, gutter, and sidewalk replacements, Bridge Maintenance, Slurry Seal, Cooperative Services, and Lost Canyon Access Road repairs. Reduction to this fund, according to the breakdown for the accounts listed above, would reduce the resources available to each account resulting in a further reduction of services which potentially might affect public safety due to decreased maintenance of facilities and equipment, increasing the potential for liability & claims and the possibility of incurring a loss to federal funding.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Freeze One Associate Engineer (Traffic)
AMOUNT : \$168,500
ACCOUNT: 1004080
PRIORITY: 14

One Time Savings

Recurring Expenditure

DEPARTMENT PROPOSAL

Freeze One Associate Engineer (Traffic) - 6 Months

SAVINGS BREAKDOWN

Freeze One Associate Engineer (Traffic)	\$84,300
TOTAL:	\$84,300

CITY MANAGER ADJUSTMENT

Freeze One Associate Engineer (Traffic) - 1 Year

SAVINGS BREAKDOWN

Freeze One Associate Engineer (Traffic)	\$168,500
TOTAL:	\$168,500

The Public Works Department is offering to freeze one Associate Engineer position (Traffic) (vacant) for six months through December 31, 2019 toward achieving City wide personnel cost reductions.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Freeze One Mechanic I (1 year)
AMOUNT : \$95,500
ACCOUNT: 1004150 Salaries and Benefits
PRIORITY: 15

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Freeze One Mechanic I (1 year)	\$95,500
TOTAL:	\$95,500

The Public Works Department is offering to freeze one Mechanic I position (vacant) for one year toward achieving City wide personnel cost reductions.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Freeze one Accounting Assistant
AMOUNT : \$92,100
ACCOUNT: 1004005 Salaries and Benefits
PRIORITY: 16

One Time Savings

Recurring Expenditure

DEPARTMENT PROPOSAL

Freeze one Accounting Assistant - 6 Months

SAVINGS BREAKDOWN	
	\$0
Freeze one Accounting Assistant	\$46,000
TOTAL:	\$46,000

CITY MANAGER ADJUSTMENT

Freeze one Accounting Assistant - 1 Year

SAVINGS BREAKDOWN	
	\$92,100
Freeze one Accounting Assistant	\$92,100
TOTAL:	\$92,100

The Public Works Department is offering to freeze one Accounting Assistant position (vacant) for six months through December 31, 2019 toward achieving City wide personnel cost reductions.

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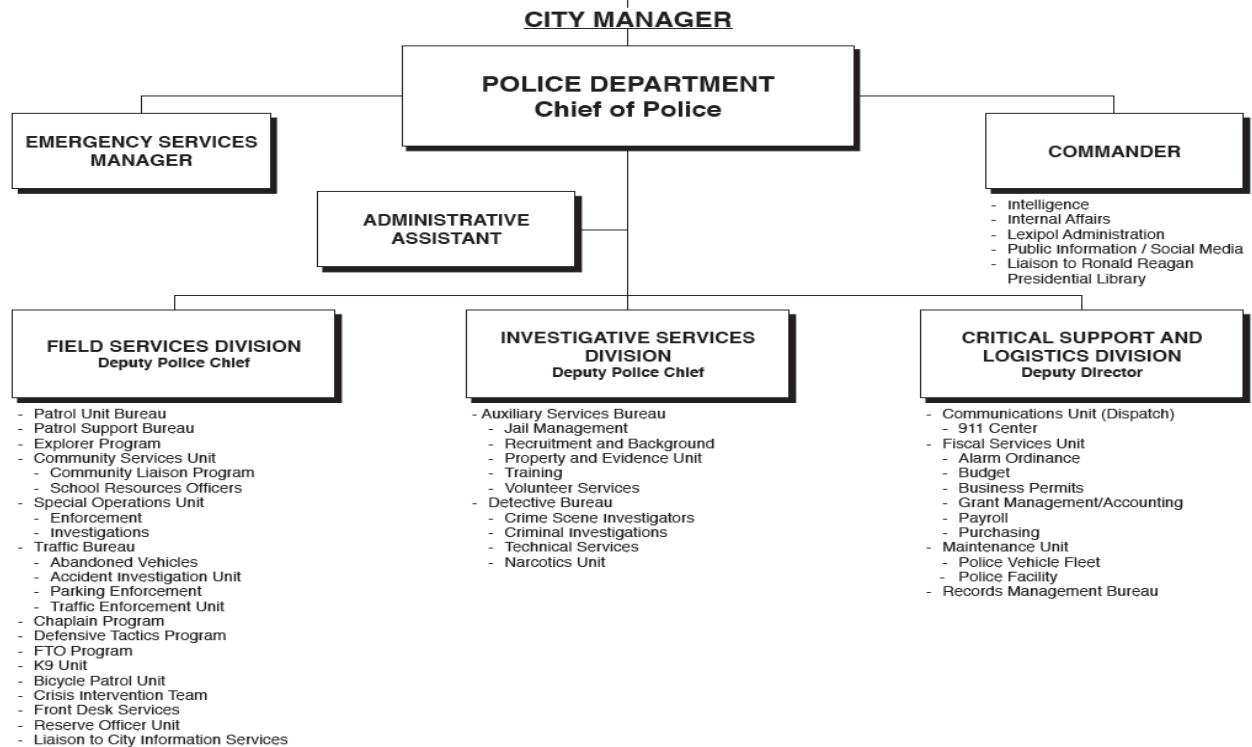
CITY OF SIMI VALLEY

POLICE DEPARTMENT

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.

	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget
PD Administration	\$ 1,592,229	\$ 2,006,635	\$ 1,655,800	\$ 1,799,003
Dispatch	1,597,776	1,973,500	1,539,500	1,954,400
Patrol	14,190,042	16,366,924	14,535,325	16,891,400
Special Operating Unit	1,694,870	2,326,300	2,389,100	2,287,040
Detectives	5,104,971	3,671,200	3,184,100	3,981,500
Records	832,279	1,142,900	930,600	1,084,800
Crime Analysis	439,381	317,500	453,643	-
PD Fiscal Unit	652,132	843,000	630,600	739,050
PD Maintenance Unit	806,566	956,000	931,300	900,600
Auxiliary Services Unit	2,357,147	2,701,685	2,973,800	2,954,100
Traffic	3,188,962	3,577,500	2,948,300	3,539,700
TOTAL	\$ 32,456,355	\$ 35,883,144	\$ 32,172,068	\$ 36,131,593

SIMI VALLEY CITY COUNCIL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 15,971,315	\$ 17,604,400	\$ 15,425,643	\$ 17,295,800	-1.8%
41020 - Temporary Salaries - PR Only	61,490	191,400	71,800	125,800	0.0%
41040 - Overtime	3,570,482	3,452,960	3,179,600	3,121,900	-9.6%
41200 - Deferred Comp - 401k	47,690	69,300	51,200	134,000	93.4%
41210 - Deferred Comp - 457	27,215	40,300	43,400	43,600	8.2%
41300 - Vision Care	41,638	43,600	42,500	42,900	-1.6%
41350 - Disability	120,475	128,000	121,600	117,400	-8.3%
41400 - Group Insurance/Health	275,017	293,600	278,600	288,900	-1.6%
41415 - Flex Benefits	2,907,663	3,273,600	2,960,500	3,369,100	2.9%
41420 - CalPERS Health Admin Fee	10,910	10,000	10,000	10,000	0.0%
41450 - Life Insurance	33,129	35,600	34,800	31,200	-12.4%
41500 - Group Insurance/Dental	228,662	243,000	230,300	240,200	-1.2%
41550 - Section 125 Administration Fee	469	200	400	1,100	450.0%
41600 - Retirement (PERS)	5,512,341	6,518,200	5,999,700	7,149,400	9.7%
41620 - Retirement (HRA)	135,497	153,600	139,500	205,200	33.6%
41650 - Medicare Tax	282,353	308,500	287,100	285,000	-7.6%
41660 - FICA	2,022	11,900	1,100	7,800	-34.5%
41700 - Workers' Compensation	2,030,400	2,287,800	1,600,300	2,581,700	12.8%
41860 - Salary Reimbursements	-233,015.03	-159,600.00	0.00	-159,060.00	0.0%
41900 - Salary Savings	0.00	-593,500.00	0.00	-582,747.00	0.0%
42150 - Communications	22,843	46,400	44,900	31,700	-31.7%
42200 - Computer - Non Capital	324	1,900	300	1,700	-10.5%
42230 - Office Supplies	11,659	19,000	14,900	18,000	0.0%
42235 - Furnishings & Equip - Non Cap	4,533	4,900	4,500	-	-100.0%
42310 - Rentals	3,574	6,800	6,800	6,800	0.0%
42410 - Uniform/Clothing Supply	266,696	413,768	300,600	374,600	-9.5%
42440 - Memberships and Dues	8,764	14,900	12,500	13,900	-6.7%
42450 - Subscriptions and Books	1,331	4,100	4,225	4,700	14.6%
42500 - Fuel and Lubricants	249,548	280,000	280,000	279,200	-0.3%
42560 - Operating Supplies	288,195	329,193	282,600	233,700	-29.0%
42720 - Travel, Conferences, Meetings	48,833	78,787	69,500	60,100	-23.7%
42730 - Training	28,414	50,400	37,100	55,400	9.9%
42760 - POST Training	98,751	100,000	100,000	120,000	20.0%
42770 - Recruitment	35,375	73,000	73,000	69,600	-4.7%
42780 - Investigations	14,041	9,000	9,000	9,000	0.0%
42790 - Mileage	5,293	5,800	5,600	5,800	0.0%
43010 - Liability Insurance Premiums	643	2,000	-	2,000	0.0%
44010 - Professional/Special Services	170,894	171,905	138,200	171,800	-0.1%
44012 - Outside Legal	-	7,500	-	7,500	0.0%
44310 - Maintenance of Equipment	158,703	209,900	209,700	223,000	0.0%
44490 - Other Contract Services	12,189	109,032	78,300	133,900	0.0%
47020 - Furnishings & Equip (Capital)	-	32,000	22,300	-	0.0%
TOTAL	\$ 32,456,355	\$ 35,883,144	\$ 32,172,068	\$ 36,131,593	0.7%

PD Administration - 1005005

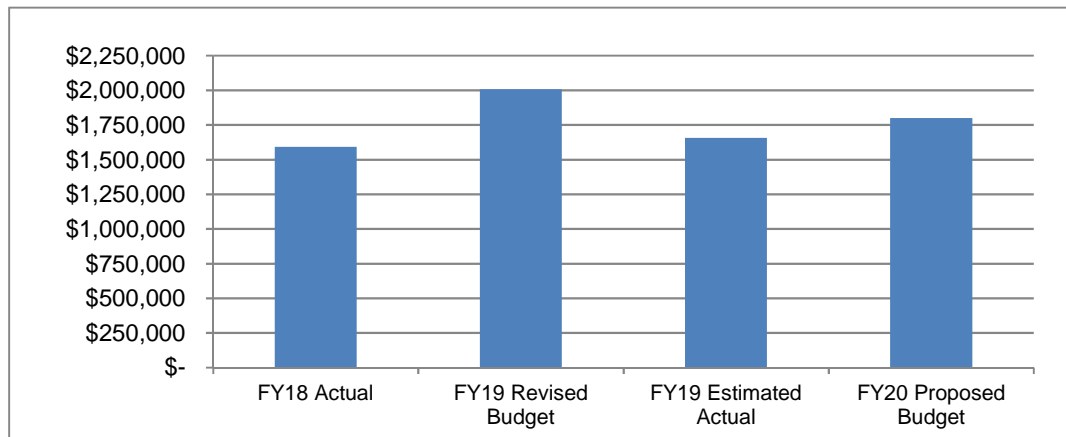
OVERVIEW

Police Department Administration ("Administration") is comprised of the Office of the Chief of Police, Deputy Chief, Deputy Director/Critical Support and Logistics, Public Relations, and support staff.

Administration is responsible for the management of the Police Department. Staff oversee three divisions (Field Services, Investigative Services, and Critical Support & Logistics) to ensure the highest level of law enforcement service is provided. This is accomplished through providing quality service and developing community partnerships.

Public Relations manages the Homeless Liaison Officer Program, Media relations, Citizens Academy, Citizen Volunteer Program, and Explorer Post Program. These programs encourage community involvement and ensure the accessibility of local government.

	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget
Expenditures	\$ 1,592,229	\$ 2,006,635	\$ 1,655,800	\$ 1,799,003



BUDGET ADJUSTMENTS

Freeze Police Commander - 6 Months	(\$144,480)
Freeze Deputy Police Chief - 1 Year - <i>City Manager Adjustment</i>	(\$347,117)
Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$500)

PD Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Continued to utilize funding from grants and the City's Forfeited Assets Program to acquire equipment and seek training opportunities in an effort to improve the level of service through fiscally prudent means.
- Conducted on-going and extensive cold case homicide investigations.
- Implemented a new Public Relations Bureau that focuses on community relations through the proactive use of a Homeless Liaison program, social media updates, and Nixle releases.
- Restructured the recruiting and hiring practices of the Department in order to proactively hire more qualified new and lateral Officers and civilian personnel to off-set existing and expected vacancies.
- Implemented Mission Oriented Policing as a method to combat crime trends, resulting in a 15% reduction of Part I crimes over the previous year.

GOALS FOR FY20

- Develop a new Strategic Plan for the Department which focuses on Community Safety, Staffing and Public Relations.
- Recruit and hire personnel to fill vacant Police Officer and civilian positions.
- Continue succession planning in anticipation of retirements in key leadership positions.
- Assist with the implementation of ExecuTime, the City's new time-keeping software.
- Develop new crime reduction strategies.
- Continue to enhance social media footprint in the community.

Dispatch - 1005110

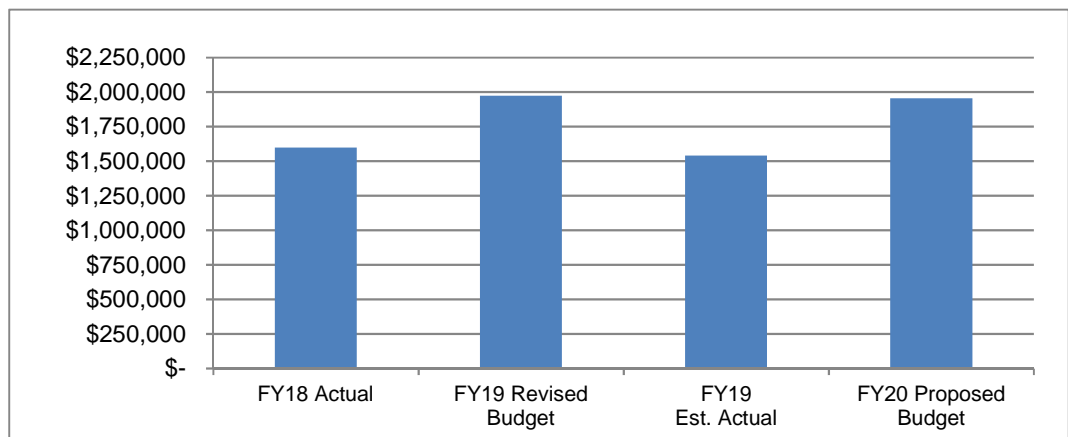
OVERVIEW

Dispatch responds to emergency and non-emergency calls by utilizing an array of computer systems, including a computer-aided dispatch system. The computer-aided dispatch (or, CAD) system records all 911 calls for service, tracks field unit activities, and reports on the status and location of field officers.

Dispatch is also responsible for retrieving data 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.

Dispatchers coordinate resources such as radio traffic requests for assistance and resources requests from other agencies. In addition, dispatchers keep watch commanders and field supervisors apprised of departmental activity 24 hours a day.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,597,776	\$ 1,973,500	\$ 1,539,500	\$ 1,954,400



BUDGET ADJUSTMENTS

Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$3,200)
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Dispatch (continued)

KEY ACCOMPLISHMENTS IN FY19

- Assisted with maintaining an average response time of less than 4.3 minutes for emergency calls and 15.5 minutes for routine calls from July 1, 2018 to February 1, 2019.
- Participated in daily VCF 700 multi-agency channel roll-call training; the exercise was done twice a day.
- Completed the “soft” launch of text-to-911 software that allows citizens of Simi Valley the ability to send text messages to 9-1-1 from a cellular phone.
- Recruited and hired one Police Dispatcher that is currently in training.
- Processed 49,411 inbound telephone calls, including 18,384 emergency 9-1-1 calls from July 1, 2018 to February 1, 2019.
- Activated training exercises at the City's satellite Dispatch Center.
- Participated in establishing and testing a mutual aid communication channel for Ventura County Communication Centers including the Fire Department.
- Participated in monthly Los Angeles Regional Tactical Communications System (or, LARTC) drills to ensure voice interoperability with Federal, State, and local public safety agencies.

GOALS FOR FY20

- Recruit and hire a Communications Manager.
- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Recruit and hire two Police Dispatchers to fill vacant positions.
- Complete training for one new Police Dispatch Trainee to work independently on an assigned shift.
- Participate in the daily Ventura County 700 mega frequency to ensure voice interoperability with all Communications Centers in the Ventura County.
- Commence with a Radio Project that will encompass coverage as well as new equipment, including consoles and portable radios; current radio system is near end of life.
- Update computer-aided dispatch ("CAD") to version 7.5 and provide training for new updates.
- Continue the Viper phone system update through AT&T; current system is near end of life.
- Continue with Station-wide camera project.
- Complete testing on 9-1-1 project.

Patrol - 1005120

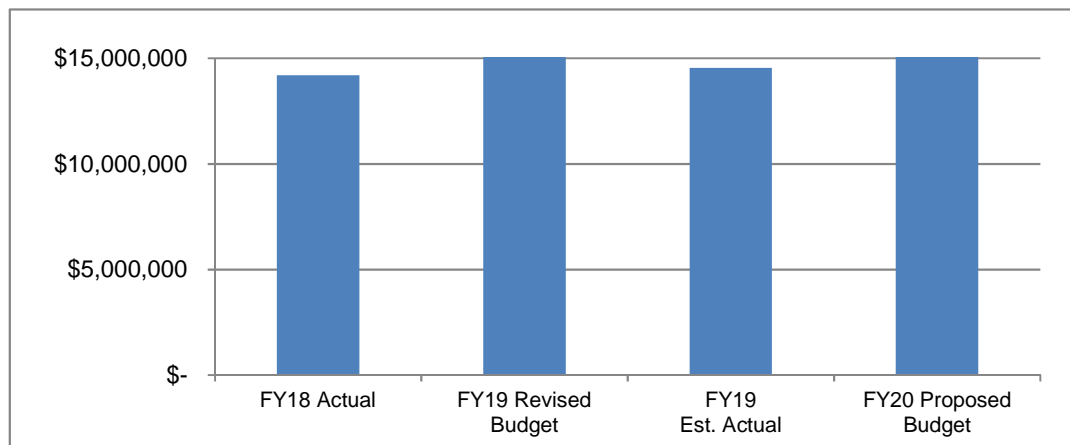
OVERVIEW

Patrol officers are the Department's first responders to emergency and non-emergency calls for service. Patrol officers are assigned to one of three overlapping ten-hour shifts that cover 24 hours a day, seven days a week. Officers handle a variety of citizen requests and 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 62,000 calls for service while maintaining an emergency response time of less than 4.3 minutes.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 14,190,042	\$ 16,366,924	\$ 14,535,325	\$ 16,891,400



BUDGET ADJUSTMENTS

Reduce Overtime in Patrol - <i>City Manager Adjustment</i>	(\$200,000)
Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$22,100)

Patrol (continued)

KEY ACCOMPLISHMENTS IN FY19

- Maintained an emergency response time of less than 4.3 minutes.
- Maintained a non-emergency response time of less than 15.5 minutes.
- Delivered excellent service while handling over 62,000 calls for service during the past year.
- Reorganized Department to fully staff the Patrol Bureau in order to provide superior service to the community and reduce overtime.
- Represented the Department at public functions including Touch-a-Truck, Emergency Preparedness Expo, Citizen's Academy, and Leadership Simi Valley.
- Deployed the Explosives Detection K-9 Team to the Ronald Reagan Presidential Library for security details at several functions, including the Annual National Defense Forum.
- Implemented mission oriented policing through crime trend data to reduce crime.
- Deployed the SWAT team in response to: an active shooter in a neighboring community and a barricaded armed subject; served an arrest warrant on a subject involved in an attempted murder.
- Deployed officers on Bike Teams to known problem areas throughout the City.
- Provided training and implemented Naloxone to prevent deaths related to heroin overdose in our community.
- Provided mutual aid assistance and deployed officers to areas at risk during the Hill and Woolsey Fires, incurring \$146,946 in overtime costs.

GOALS FOR FY20

- Promote problem solving by encouraging Officers to seek creative solutions to recurring problems within their assigned area.
- Continue to maximize shift overlap in order to provide current and relevant training to Patrol staff.
- Focus on employee development to include leadership, tactics, and responsibility.
- Continue to maintain an emergency response time of less than 5 minutes.
- Provide training to school district staff in order to better safeguard students from active shooters.
- Promote community involvement and notification through social media and Nixles; train Patrol supervisors in media relations.

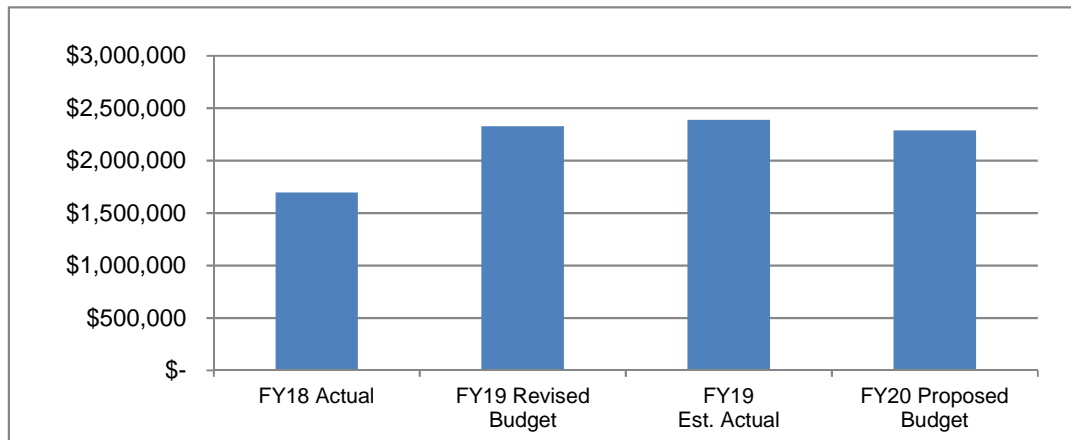
Special Operations Unit - 1005230

OVERVIEW

The Special Operations Unit ("SOU"), operating out of the Detective Bureau, provides specialized enforcement services and support within the Police Department.

The Unit is comprised of Detectives who specialize in gang, narcotic, vice and warrant investigations, and surveillance activities. In addition, they are responsible for Alcoholic Beverage Control Enforcement and Massage Ordinance compliance. SOU also has an Officer assigned to the Post Release Offender Supervision Program (or, PROS), in which the officer acts as a liaison with probation and parole. SOU is also responsible for Detectives who are assigned to Task Force Operations.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 1,694,870	\$ 2,326,300	\$ 2,389,100	\$ 2,287,040



BUDGET ADJUSTMENTS

None

Special Operations Unit (continued)

KEY ACCOMPLISHMENTS IN FY19

- Continued to enforce probation and parole terms through participation in the Post Release Offender Supervision (PROS) program.
- Assisted the Patrol and Detective Bureaus with surveillance and arrest support for numerous cases throughout the year.
- Participated in federal and local task force operations with full-time assignments to the DEA Southwest Border Group, Post Release Offender Program, Ventura County Pharmaceutical Team, and the Ventura County Combined Agency Task Force.
- Conducted a multi-location search warrant and arrest of a drug dealer resulting in the seizure of large quantities of ecstasy, cocaine, mushrooms, steroids, cash and a gun.
- Played a major role in the investigation and arrest of a suspect wanted for an attempted murder on July 4th.

GOALS FOR FY20

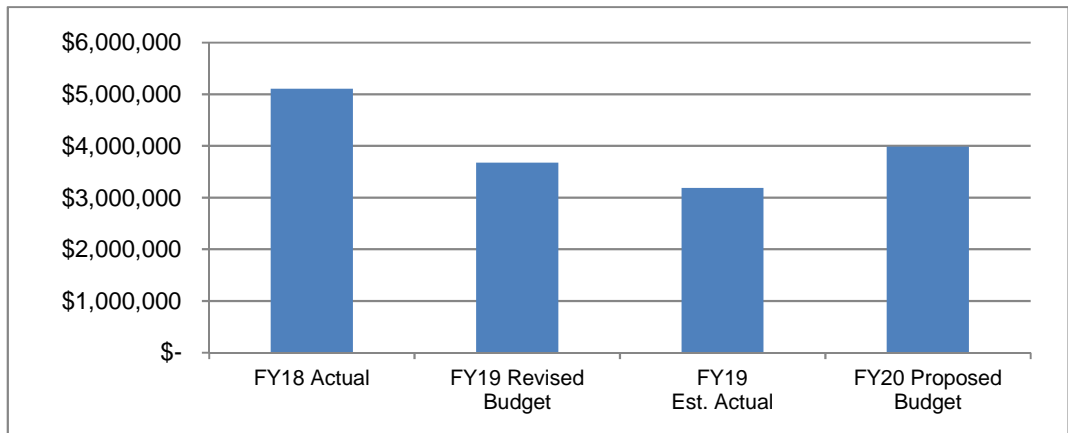
- Continue to investigate gang and narcotics related crimes as a unit priority.
- Evaluate and coordinate activities to ensure that enforcement responsibilities are not neglected.
- Focus narcotic investigations on local dealers and residences that are located in the City of Simi Valley.
- Continue enforcement of massage parlors in order to reduce the number of illicit establishments in the community.
- Organize periodic Alcoholic Beverage Control Compliance Checks.
- Conduct operations directed at Serious Habitual Offenders (or, SHO).
- Provide periodic training to Department personnel on gang, vice and narcotic trends, and investigative strategies.

Detectives - 1005240

OVERVIEW

The Detective Bureau provides investigative support to citizens, outside agencies, and other units within the Department. The Bureau consists of: 1) Major Crimes Unit investigates homicides, kidnappings, missing persons, robberies, felony assaults, crimes against children and the elderly, and sexual assaults; 2) Property Crimes Unit investigates thefts, burglaries, arsons, embezzlements, frauds, identity thefts, and computer crimes; 3) Crime Scene Investigations Detail processes crime scenes in order to detect, collect, and analyze evidence for the purpose of supporting criminal investigations; and 4) Technical Services Team (ancillary assignment) installs, operates, and maintains technical equipment such as surveillance cameras, alarm systems, and other computer software and components.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 5,104,971	\$ 3,671,200	\$ 3,184,100	\$ 3,981,500



BUDGET ADJUSTMENTS

Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	\$ (2,700)
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Detectives (continued)

KEY ACCOMPLISHMENTS IN FY19

- Arrested numerous residential burglary crews through participation on task forces and cooperation with other law enforcement agencies.
- Worked with the California Department of Justice's Firearms Unit conducting prohibited possessor investigations in Simi Valley.
- Completed an in-depth investigation of a fraud scheme that encompassed four states and over \$100,000 in losses to a retailer; two suspects were arrested.
- Concluded a high dollar embezzlement investigation, spanning five years, resulting in approximately \$400,000 in losses to a plumbing company; one suspect was arrested.
- Investigated school threats, on an emergency basis, which prevented needless disruption to the schools involved.
- Continued to work on obtaining an Automated Fingerprint Identification System (AFIS) terminal through the County of Ventura.
- Provided cell phone evidence analysis for all areas of the Department.
- Activated the Bureau to investigate a 4th of July shooting; collaborated with the Special Operations Unit, which resulted in the arrest of a suspect two days after the attempted murder.
- Cleared 89% of Major Crime cases compared to the previous year with only 66% of prior year's staff; implemented a case management process that resulted in efficient and timely investigations.
- Obtained search warrants to conduct experiments that involved a 2006 homicide, allowing the investigation to proceed; previous search warrant attempts had failed.

GOALS FOR FY20

- Continue to monitor case management, which ensures timely investigations.
- Participate in Task Force groups, including VenCATT and the High Tech Task Force.
- Obtain AFIS terminal for the Crime Scene Investigations Detail in order to enhance fingerprint analysis capabilities for the Department.
- Increase the number of Major Crimes Unit detectives to enable the investigation of "peer to peer" cases that target internet-based crimes victimizing children.
- Provide training to the Operations Bureau on a regular basis.
- Hire and train a new Crime Scene Technician.
- Create, to the greatest extent possible, a paperless work environment.

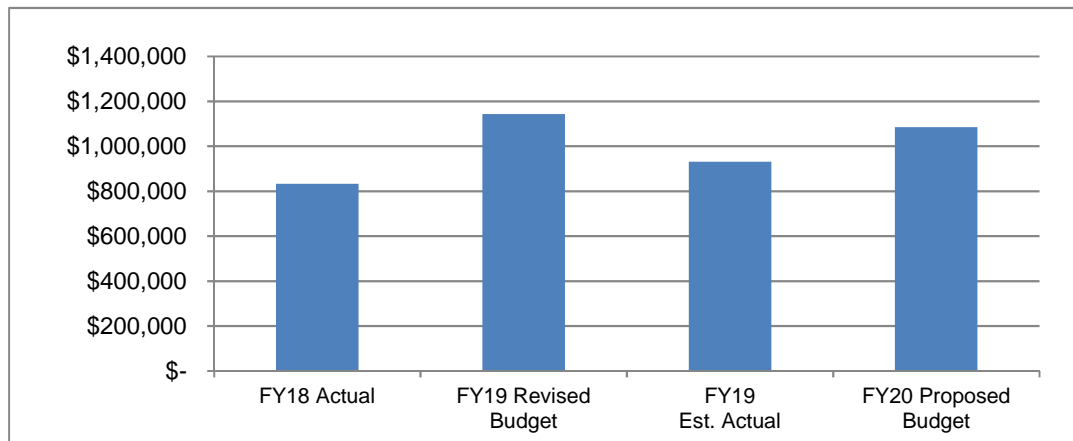
Records - 1005350

OVERVIEW

The Records Bureau manages the Department’s automated Records Management System (or, RMS) and any paper files.

The Bureau is also responsible for: 1) assisting the public with various requests such as obtaining records, releasing vehicles, and criminal history verifications; 2) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 3) releasing information in accordance with the Public Records Act; 4) processing subpoenas; 5) registering narcotic offenders; and, 6) ensuring compliance with the Department of Justice’s guidelines for Departmental access to California Law Enforcement Telecommunications System (or, CLETS) and the National Crime Information Center (or, NCIC). The Bureau also functions as the PBX operator during business hours.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 832,279	\$ 1,142,900	\$ 930,600	\$ 1,084,800



BUDGET ADJUSTMENTS

None

Records (continued)

KEY ACCOMPLISHMENTS IN FY19

- Re-organized the Records Bureau cubicles and desk configuration to create more effective and efficient work areas and a centralized workspace for the Records Supervisor.
- Staffed a vacant Records Technician I position, resulting in consistent and effective service to the public and the Agency.
- Performed over 2,812 public window transactions and public records act requests for the 12-month period ending June 30, 2018.
- Processed and audited over 22,397 reports including crime and arrest reports, citations, graffiti reports, and traffic collision reports.
- Completed Public Records Act training for Records Management Bureau personnel in order to maintain expertise when assisting the public with records requests.
- Answered over 26,000 incoming business calls providing the public with information, referring them to appropriate resources, and transferring them to the appropriate bureau within the Department.
- Responded to over 470 Subpoena requests related to Police Department records.
- Assisted with training of Sworn Personnel in offense codes and statistical browsing within the Versaterm Records Management System (or, RMS).

GOALS FOR FY20

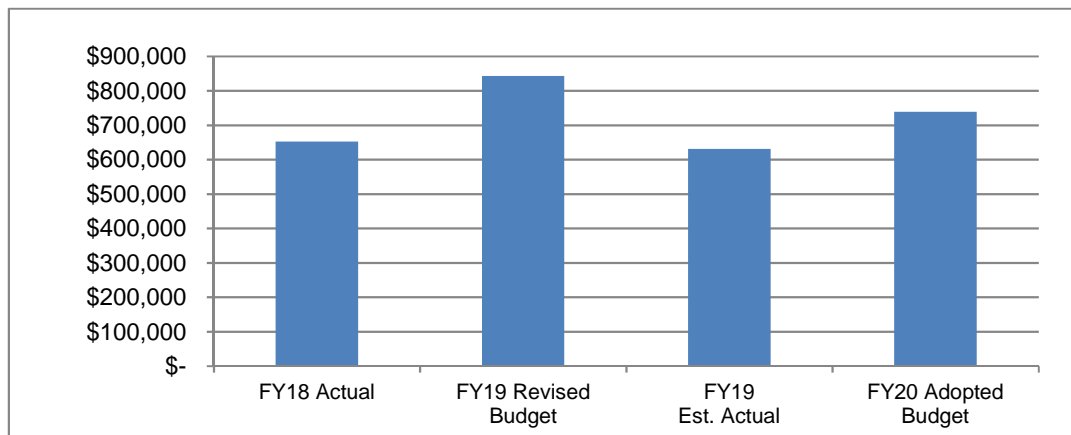
- Review and update all Records Bureau procedures to promote an even higher level of accurate and effective work product.
- Review and revise all Records Bureau Orders to ensure all policies and practices are consistently followed.
- Continue to train and utilize citizens from the community as volunteers in the Records Unit.
- Recruit, hire, and train new personnel to fill vacant positions within the Records Management Bureau.
- Provide thorough and extensive training for Records Bureau personnel to minimize liability related to the release of records and California Law Enforcement Telecommunications System (CLETS) information.

PD Fiscal - 1005390

OVERVIEW

The Fiscal Services Unit is responsible for the financial business functions of the Police Department and supports operational units by: 1) processing purchase orders; 2) initiating payments to vendors; 3) approving P-Card transactions; 4) entering and auditing timesheet data; 5) creating invoices for false alarms, emergency services, and other fees; 6) reviewing and approving permits for businesses and solicitors; 7) coordinating grant activities by writing grant applications, monitoring performance, and submitting reimbursement requests; 8) developing and monitoring Bureau budgets, offering recommendations, and performing analysis, as needed, and; 9) offering logistical support for Police Officers during City emergencies.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$ 652,132	\$ 843,000	\$ 630,600	\$ 739,050



BUDGET ADJUSTMENTS

Police Budget & Administrative Manager - 6 Months - <i>City Manager Adjustment</i>	(\$91,150)
Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$200)

PD Fiscal (continued)

KEY ACCOMPLISHMENTS IN FY19

- Managed grant programs and submitted reimbursement requests totaling \$119,331.
- Purchased seven Police Utility Interceptors, five sedans, and one motorcycle.
- Awarded two towing contracts for Police- and City-generated tows; amended a contract with the vendor that provides fuel for all City vehicles.
- Repealed and replaced the City's Ordinance (Chapter 8 of Title 4) relating to the licensing and operating regulations for taxicabs to be in compliance with California Government Code Section 53075.5-53075.52.
- Processed over 113 purchase orders for operational units throughout the Department through February 20, 2019.
- Processed over 1,103 P-Card statements for operational units throughout the Department through February 20, 2019.
- Processed over 280 invoices for emergency services and false alarms totaling \$59,246 through February 20, 2019.
- Issued over 109 permits to businesses and solicitors.
- Processed SB90 Claims for reimbursement from the State of California.
- Provided logistical support for the Woolsey Fire and DUI checkpoints throughout the year.

GOALS FOR FY20

- Assist with the implementation of ExecuTime, the City's new timekeeping system.
- Continue to submit grant reimbursement requests and seek opportunities for additional grant funding.
- Continue to provide Police Commanders and Managers with reports that will assist in fiscal monitoring of their respective bureaus/units.
- Continue to process purchase requisitions, purchase order payments, and invoice billings in a timely and efficient manner.
- Continue to provide logistical support to officers during critical events.

PD Maintenance Unit - 1005395

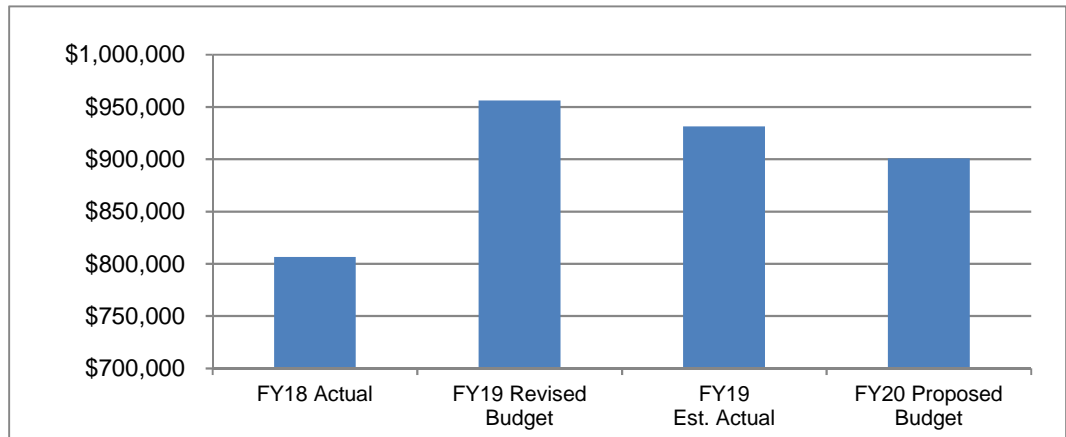
OVERVIEW

The Maintenance Unit is a specialized technical area within the Police Department overseeing our fleet of vehicles and the facility.

Maintenance staff is responsible for purchasing a wide variety of enforcement vehicles including SUV's, motorcycles, and covert operations vehicles. Once purchased, staff will install all the needed emergency equipment, maintain the integrity of the fleet of Police vehicles, and coordinate with the Public Works Department to ensure that vehicles are repaired in a timely manner.

In addition, the Maintenance staff oversees the disposition of all capital assets and performs upgrades to the Police facility. Staff will also test, inspect, and maintain a wide variety of complex facility systems in order to ensure they are in good working order.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 806,566	\$ 956,000	\$ 931,300	\$ 900,600



BUDGET ADJUSTMENTS

Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$19,900)
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PD Maintenance Unit (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed annual spill containment testing with Ventura County Environmental Health Department.
- Assisted with the replacement of HVAC units and boiler to improve efficiency.
- Assisted with converting the Department lighting to Light-Emitting Diodes (or, LED's).
- Completed testing and certification of the boiler with Ventura County Air Pollution Control District.
- Completed fuel monitoring system testing and certification with Ventura County Environmental Health Department.
- Completed an audit of the Department's fuel station and capital assets.
- Assisted contractor with replacement of security access system.

GOALS FOR FY20

- Complete secondary containment testing and certification of the underground storage fuel tanks with Ventura County Environmental Health Department.
- Purchase and up-fit new vehicles approved in the FY 2019-20 Budget.
- Assist with logistics for DUI checkpoints throughout the year.
- Coordinate and assist Ventura Environmental Health Department with the annual monitoring system certification of the underground fuel storage tanks.
- Assist with the building of a new K9 equipment storage area.
- Coordinate and assist contractor with the replacement of the outdated evidence storage lockers.

Auxiliary Services Unit - 1005460

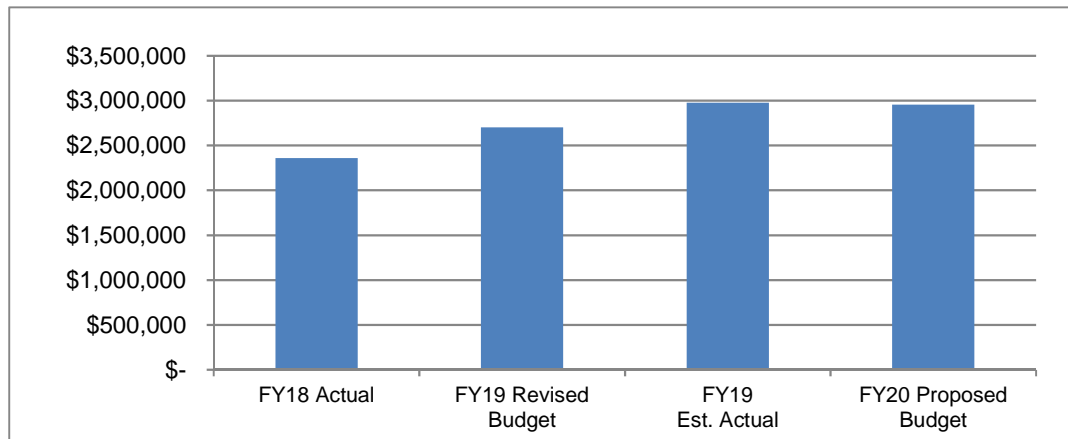
OVERVIEW

Auxiliary Services consists of two bureaus: Auxiliary Services and Professional Standards.

The Auxiliary Services Bureau manages jail operations, ensures the proper handling and storage of evidence seized or remanded, and maintains Departmental policies and procedures.

The Professional Standards Bureau manages the: recruiting, hiring, equipping, and background investigation process for all personnel; administrative reviews; claims against the Police Department; and, administers professional development and mandated training for Department personnel. The PSB Commander is the liaison with the FBI/Joint Terrorism Task Force, and supervises the Department's FBI Task Force Officer.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 2,357,147	\$ 2,701,685	\$ 2,973,800	\$ 2,954,100



BUDGET ADJUSTMENTS

Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$18,400)
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Auxiliary Services Unit (continued)

KEY ACCOMPLISHMENTS IN FY19

- Created an ancillary Recruiting Resource Group to actively recruit throughout Southern California.
- Implemented a dedicated recruiting website, www.svpdjobs.org
- Created two SVPD marketing videos.
- Ran broad-spectrum online and print advertising via the USA Network and Pandora radio.
- Attended multiple recruitment job fairs at Southern California colleges.
- Attended multiple recruitment events at Southern California military bases.
- Posted recruitment posters at 56 Southern California colleges and at multiple businesses within Simi valley.
- Modernized the application and screening process for new police recruits to narrow the field of applicants more efficiently.
- Scheduled over 130 employee training classes.

GOALS FOR FY20

- Increase the number of quality applicants for sworn and non-sworn positions through aggressive recruitment strategies.
- Continue to raise interest in SVPD by marketing broadly throughout Southern California.
- Advertise and target lateral officers with department specific recruiting flyers and strategies.
- Develop a tracking system for non-Police Officers Standards Training (POST).
- Establish ongoing collaborative meetings with surrounding agencies' training coordinators.
- Integrate Field Training Officers into the Professional Standards Bureau's hiring and screening process.
- Ensure sworn personnel maintain compliance with POST training standards.
- Reduce Department personnel expenditures by providing more local training opportunities.
- Bring in outside instructors and host quality training at SVPD.
- Refocus the recruiting group and bureau mission from "Recruiting" to "Recruiting & Retention."

Traffic - 1005480

OVERVIEW

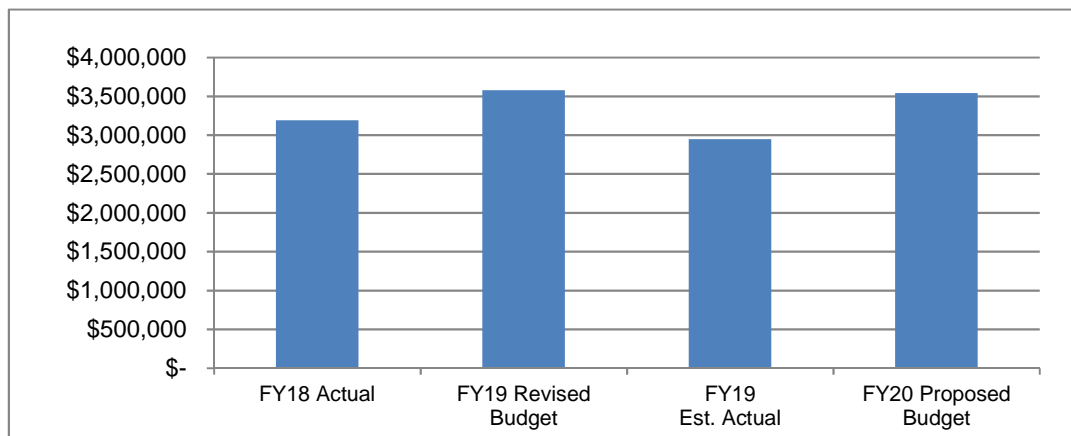
The Traffic Unit is comprised of Traffic Officers, Supervisors, and civilian support staff.

Traffic Officers include Collision Investigators and Motorcycle Officers. Collision Investigators investigate motor vehicle accidents that occur on public right-of-ways and vehicular crimes, including driving under the influence and hit-and-run. They also enforce the Vehicle Code focusing on areas prone to injury accidents.

Motorcycle Enforcement Officers provide enforcement of the California Vehicle code, specifically in areas prone to injury accidents. In addition, they are responsible for handling collision investigations and vehicle-related crimes.

Parking Enforcement personnel respond to illegally parked vehicles, oversized vehicles, and vehicles that require abatement from properties.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 3,188,962	\$ 3,577,500	\$ 2,948,300	\$ 3,539,700



BUDGET ADJUSTMENTS

Reduce Operating Supplies Budget - <i>City Manager Adjustment</i>	(\$3,400)
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Traffic (continued)

KEY ACCOMPLISHMENTS IN FY19

- Increased school zone enforcement, including assessed traffic flow and parking; redesigned traffic flow and parking lot design at two schools.
- Conducted Advanced Roadside Impairment Training at SVPD (Host Agency) as well as Standard Field Sobriety Tests.
- Increased enforcement posture related to Driving Under the Influence ("DUI") through expanded operations made possible through grants from the Office of Traffic Safety.
- Arrested in excess of 311 DUI drivers.
- Trained 1 officer in the use of RADAR / LIDAR technology.
- Purchased and implemented RADAR / LIDAR technology.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Conducted senior driver safety to our community with Office of Traffic Safety (OTS) Grant funds.

GOALS FOR FY20

- Increase traffic enforcement efforts at locations with the highest incidence of collisions.
- Increase focus on DUI enforcement.
- Increase focus on drivers speeding in Simi Valley by using education and enforcement.
- Conduct senior driver education and children's bicycle helmet safety presentations.
- Continue the Parking Enforcement and Vehicle Abatement Programs through increased proactive enforcement efforts.
- Continue to work with schools to improve traffic flow and safe driving.
- Utilize Police Motor Officers to decrease intersection related collisions.
- Conduct enforcement efforts against distracted drivers.
- Implement Marijuana-impaired driving protocols and training Department-wide.
- Increase off-road patrol in areas where trespassers cause damage to real property.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Freeze Police Commander
 TOTAL: \$144,480
 ACCOUNT: 1005005 - Various
 PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

<u>DEPARTMENT PROPOSAL</u>	
Police Commander - Eliminate	
Salary and Benefits	\$289,000
TOTAL:	<u>\$289,000</u>

<u>CITY MANAGER ADJUSTMENT</u>	
Freeze Police Commander - 6 Months	
Salary and Benefits	\$144,480
TOTAL:	<u>\$144,480</u>

Currently, Commanders serve as mid-level managers responsible for managing, planning and coordinating the activities and operations of law enforcement staff within assigned Bureaus of the Police Department. A Commander may also provide highly responsible and complex staff assistance to the Deputy Police Chief. There are currently eight (8) authorized Commander positions and one is vacant.

Elimination of one vacant position would bring the number of authorized Commander positions in line with the current structure of the Department. Since 2016, the Department has been operating with seven Commanders. In March 2018, the Department restructured and created a Professional Standards Bureau and a Public Relations Bureau. The current structure supports seven Commanders. Although some Commander duties have been redistributed to the newly created Bureaus, the restructuring has eliminated the need for an eighth Commander.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

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CITY OF SIMI VALLEY

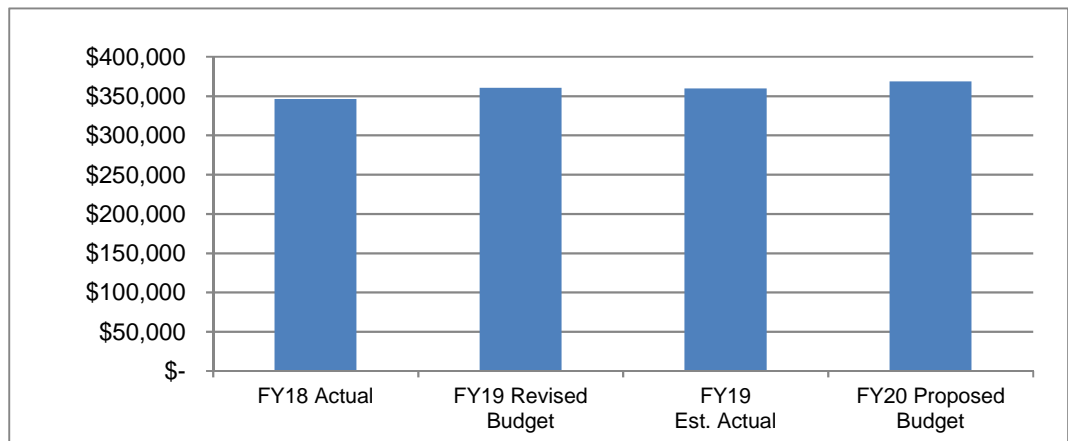
POLICE DEPARTMENT EMERGENCY SERVICES - 1005490

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 25-member Disaster Service Worker Team; 5) Emergency Communications Technology program; 6) Intergovernmental Coordination; 7) Disaster Recovery Planning, 8) Hazard Mitigation Planning; and 9) Public Education program.

One Emergency Services Manager, one Community Services Coordinator, three Technical Reserves, and the DSW Team are assigned to the Office of Emergency Services.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$ 346,322	\$ 360,400	\$ 359,800	\$ 368,700



BUDGET ADJUSTMENTS

None

EMERGENCY SERVICES (continued)**KEY ACCOMPLISHMENTS IN FY19**

- Activated the EOC for the Rye Fire response to coordinate the City's response.
- Conducted NIMS, Standardized Emergency Management System (or, SEMS) and Incident Command System (or, 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, the Ventura County Emergency Planning Council, and other ad hoc committees.
- Implemented the Community Emergency Response Team (or, CERT) program, including three academies.
- Produced the Annual Emergency Preparedness Expo in conjunction with the Simi Valley Chamber of Commerce. Over 20,000 people participated in the event.
- The Disaster Service Worker (or, DSW) Team completed all training, readiness and recruitment objectives.
- Conducted four EOC Readiness exercises to test all EOC systems, upgraded the EOC AV system with a DHS grant, and participated in the Great California Shakeout statewide earthquake exercise.
- Acquired disaster logistics equipment and supplies through a State Homeland Security Grant.
- Developed a GIS based Emergency Management Mapping system with an award from the Emergency Management Performance Grant program.
- Provided multi-agency coordination for a winter storm and conducted various training sessions with EOC staff to enhance qualifications and readiness.

GOALS FOR FY20

- Conduct an EOC Functional Exercise.
- Produce the Annual Emergency Preparedness Expo in a new location at the Town Center.
- Implement the GIS Emergency Management Mapping System ("GEMS").
- Conduct a field damage assessment reporting exercise utilizing the new GEMS mapping system.

TOTAL EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	\$ 200,914	\$ 200,400	\$ 200,900	\$ 200,400	0.0%
41200 - Deferred Comp - 401k	3,239	4,000	3,700	4,500	12.5%
41300 - Vision Care	475	500	500	500	0.0%
41350 - Disability	1,823	1,800	2,000	1,700	-5.6%
41400 - Group Insurance/Health	3,153	3,300	3,300	3,300	0.0%
41415 - Flex Benefits	39,927	39,600	40,400	42,000	6.1%
41450 - Life Insurance	409	400	400	400	0.0%
41500 - Group Insurance/Dental	1,655	2,000	2,000	2,400	20.0%
41550 - Section 125 Administration Fee	42	0	0	0	0.0%
41600 - Retirement (PERS)	47,355	54,600	55,400	59,900	9.7%
41650 - Medicare Tax	3,153	3,500	3,400	3,500	0.0%
41700 - Workers' Compensation	14,400	8,200	5,700	8,000	-2.4%
42150 - Communications	4,970	5,700	5,700	5,700	0.0%
42230 - Office Supplies	384	400	400	400	0.0%
42235 - Furnishings & Equip - Non Cap	4,183	0	0	0	0.0%
42410 - Uniform/Clothing Supply	1,739	2,000	2,000	2,000	0.0%
42440 - Memberships and Dues	680	600	600	600	0.0%
42560 - Operating Supplies	12,666	13,600	13,600	13,600	0.0%
42720 - Travel, Conferences, Meetings	3,500	3,500	3,500	3,500	0.0%
42730 - Training	1,657	10,500	10,500	10,500	0.0%
42790 - Mileage	0	200	200	200	0.0%
44310 - Maintenance of Equipment	0	5,600	5,600	5,600	0.0%
TOTAL	\$ 346,322	\$ 360,400	\$ 359,800	\$ 368,700	2.30%

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CITY OF SIMI VALLEY

NON-DEPARTMENTAL EXPENSES

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, PERS replacement charges for retirees, 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 City-wide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The purchase of office furnishings and equipment listed in the budget is 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 City-wide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41600 - Retirement (PERS)	-	42,000	42,000	42,000	0.0%
41610 - Retirement (PARS)	159,396	120,000	120,000	120,000	0.0%
41800 - Leave Accrual	-	1,300,000	1,300,000	1,400,000	7.7%
41900 - Salary Savings	-	(2,272,400)	-	(2,778,000)	22.2%
41950 - Benefits Savings	-	(501,000)	-	(348,150)	-30.5%
42100 - Utilities	534,267	455,000	455,000	355,000	-22.0%
42130 - Postage	51,161	59,000	59,000	64,900	10.0%
42150 - Communications	570,661	1,143,310	675,000	1,017,400	-11.0%
42230 - Office Supplies	4,139	11,638	8,000	8,500	-27.0%
42235 - Furnishings & Equip - Non Cap	10,504	87,712	38,000	7,200	-91.8%
42300 - Copiers	104,599	136,000	136,000	130,000	-4.4%
42310 - Rentals	1,110	1,100	1,100	1,225	11.4%
42440 - Memberships and Dues	96,996	101,400	101,400	101,400	0.0%
42560 - Operating Supplies	31,364	48,443	45,000	45,000	0.0%
42720 - Travel, Conferences, Meetings	-	-	1,370	-	0.0%
44010 - Professional/Special Services	270,854	147,500	165,000	371,406	151.8%
44015 - COV Admin Fee	228,356	225,000	225,000	225,000	0.0%
44310 - Maintenance of Equipment	1,084,281	1,473,065	1,156,000	1,454,500	-1.3%
44490 - Other Contract Services	47,071	53,900	32,000	53,900	0.0%
44491 - FIS Operations	75,100	75,100	75,100	75,100	0.0%
44492 - GIS Operations	20,500	20,500	20,500	24,200	18.0%
44880 - Gain/Loss on Asset Disposition	-	-	-	-	0.0%
47020 - Furnishings & Equip (Capital)	45,066	17,000	15,500	-	0.0%
Department Total	4,298,225	3,716,668	5,643,370	3,352,705	-9.8%

BUDGET ADJUSTMENTS

Reduce Utility Spending due to LED light savings - <i>City Manager Adjustment</i>	\$ (100,000)
Reduce Contribution to 2020 Census - <i>City Manager Adjustment</i>	\$ (34,300)
Overall Citywide Salary Savings due to vacancies - <i>City Manager Adjustment</i>	\$ (2,778,000)

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CITY OF SIMI VALLEY

FUND 803: LIABILITY INSURANCE FUND

OVERVIEW

The Liability Insurance Fund was created in FY 1990/91 to provide for insurance coverage 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 inter-fund service charges based on an analysis of benefit form organization-wide insurance premiums, as well as specific coverages. In addition to providing for insurance premiums and related exposures, 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 for claim payments. When a claim is filed, a reserve amount based upon the total estimated loss is established. This reserve typically covers the anticipated future cost of settling a claim including legal, investigative, and other related expenses.

On July 1, 1992, the City established a claim-funding program to finance potential losses. To mitigate exposure to the Fund, the City has purchased excess liability insurance to ensure it is sufficiently insured. The cost for excess liability insurance is subject to the premium swings of the insurance marketplace, but the city is more insulated from the general insurance marketplace due to being in a self-insurance pool.

STARTING BALANCE		\$ 1,030,950	\$ (358,705)	\$ (358,705)	\$ 372,996	\$ 96,447	\$ (164,553)
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 46,162	\$ 57,700	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000
34003	Change In Fair Value Investment	-	-	-	-	-	-
37111	Premiums/General Fund	962,800	3,316,400	3,316,400	982,124	1,001,800	1,021,800
37115	Premiums/Sanitation	372,700	376,400	376,400	380,164	387,800	395,600
37116	Premiums/Transit	313,100	316,200	316,200	319,362	325,700	332,200
37117	Premiums/Waterworks	202,600	204,600	204,600	206,646	210,800	215,000
TOTAL REVENUES		\$ 1,897,362	\$ 4,271,300	\$ 4,259,600	\$ 1,934,296	\$ 1,972,100	\$ 2,010,600
42790	Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43010	Liability Insurance Premiums	192,518	246,700	246,700	352,330	355,900	359,500
43040	Property Insurance Premiums	119,872	148,800	148,800	165,015	166,700	168,400
43170	Unemployment Claims	-	45,000	45,000	45,500	46,000	46,500
43200	Claim Payments-Other	2,807,591	3,500,000	5,333,999	835,000	843,400	851,800
21550	Claims Payable - Reserve	-	-	(3,000,000)	-	-	-
43201	Claim Payments-Outside Legal	(4,479)	757,786	570,000	656,500	663,100	669,700
44010	Professional/Special Services	-	-	-	-	-	-
44590	Other Insurance Services	815	9,500	11,000	9,600	9,700	9,800
46100	Reimb to General Fund	167,700	169,400	169,400	143,900	145,300	146,800
49648	Transfer to CE Replacement	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL EXPENDITURES		\$ 3,287,017	\$ 4,880,186	\$ 3,527,899	\$ 2,210,845	\$ 2,233,100	\$ 2,255,500
ENDING BALANCE		\$ (358,705)	\$ (967,591)	\$ 372,996	\$ 96,447	\$ (164,553)	\$ (409,453)

FUND 805: WORKERS' COMPENSATION INSURANCE FUND**OVERVIEW**

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 cost of administering the self-insurance program including benefit payments, excess insurance premiums, 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 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. 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 (continued)							
STARTING BALANCE		\$ 986,820	\$ 2,011,559	\$ 2,011,559	\$ 2,038,259	\$ 2,025,310	\$ 1,977,450
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 140,204	\$ 74,900	\$ 97,200	\$ 74,900	\$ 74,900	\$ 74,900
34003	Change in Fair Value Investment	27,460	-	-	-	-	-
37111	Premiums/General Fund	3,560,300	3,176,000	3,176,000	3,448,570	3,483,100	3,517,900
37112	Premiums/Successor Agency	0	14,700	14,700	13,430		
37114	Premiums/Library	2,000	3,200	3,200	3,500	3,500	3,500
37115	Premiums/Sanitation	454,800	304,600	304,600	268,800	271,500	274,200
37116	Premiums/Transit	326,500	237,800	237,800	256,500	259,100	261,700
37117	Premiums/Waterworks	255,400	171,000	171,000	161,450	163,100	164,700
37119	Premiums/Workers' Comp	13,400	7,200	7,200	7,630	7,700	7,800
38799	Accounting Change	(45,184)	0	0	0	0	0
TOTAL REVENUES		\$ 4,734,880	\$ 3,989,400	\$ 4,011,700	\$ 4,234,780	\$ 4,262,900	\$ 4,304,700
41010	Regular Salaries	171,511	176,200	176,200	191,640	193,600	195,500
41040	Overtime	76	0	0	0		
41200	Deferred Comp - 401k	3,239	4,000	4,000	4,460	3,000	3,000
41210	Deferred Comp - 457	1,078	1,300	1,300	1,440	1,440	1,440
41300	Vision Care	727	700	700	730	730	730
41350	Disability	1,234	1,200	1,200	1,180	1,180	1,180
41400	Group Insurance/Health	4,730	4,900	4,900	4,900	4,900	4,900
41415	Flex Benefits	40,946	42,300	42,300	43,750	44,200	44,600
41420	CalPERS Health Admin Fee	0	0	200	200	200	200
41450	Life Insurance	578	600	600	530	530	530
41500	Group Insurance/Dental	2,004	2,400	2,400	3,570	3,570	3,570
41550	Section 125 Administration Fee	21	0	0	0		
41600	Retirement (PERS)	84,877	46,400	46,400	55,650	57,300	59,000
41620	Retirement (HRA)	4,813	4,800	4,800	4,800	4,800	4,800
41630	OPEB	403					
41650	Medicare Tax	2,722	3,200	3,200	3,410	3,410	3,410
41700	Workers' Compensation	13,400	7,200	7,200	7,630	7,700	7,800
41800	Leave Accrual	14,694	6,400	6,400	14,800	7,500	7,500
42230	Office Supplies	396	1,200	1,200	1,200	1,200	1,200
42310	Rentals	3,740	2,500	2,500	2,500	2,500	2,500
42440	Memberships and Dues	0	800	0	800	0	0
42450	Subscriptions and Books	397	800	800	600	800	800
42720	Travel, Conferences, Meetings	490	800	0	1,200	800	800
42730	Training	1,914	2,100	0	1,725	2,100	2,100
42790	Mileage	181	200	200	400	300	300
43070	Workers' Comp Insurance Prem	254,166	303,000	303,000	336,000	339,400	342,800
43200	Claim Payments-Other	2,083,084	2,769,000	2,769,000	2,937,414	2,996,200	3,056,100
43201	Claim Payments-Outside Legal	404,132	234,600	234,600	334,600	337,900	341,300
44010	Professional/Special Services	67,385	98,500	0	102,500	103,500	104,500
44540	Loss Control Services	1,053	5,000	5,000	5,000	5,100	5,200
44590	Other Insurance Services	750	2,500	2,500	2,500	2,500	2,500
46100	Reimb to General Fund	542,200	361,200	361,200	179,400	181,200	183,000
49648	Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,200	3,200
TOTAL EXPENDITURES		\$ 3,710,141	\$ 4,087,000	\$ 3,985,000	\$ 4,247,729	\$ 4,310,760	\$ 4,384,460
ENDING BALANCE		\$ 2,011,559	\$ 1,913,959	\$ 2,038,259	\$ 2,025,310	\$ 1,977,450	\$ 1,897,690

FUND 807: GIS OPERATING FUND

OVERVIEW

The City's Geographic Information System is administered by the Public Works Department and contains authoritative information for streets, addresses, cadastral (parcels), water, sewer, and storm drains among over 100 data layers, including biennial aerial imagery. The GIS is utilized by every department for land development, utility management, emergency services, and police protection. Contributions to this fund finance operational costs, including hardware and software maintenance, as well as data acquisition and application development.

STARTING BALANCE		\$ 67,794	\$ 91,022	\$ 91,022	\$ 29,022	\$ 30,022	\$ 31,022
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projection	FY22 Projection
34001	Interest on Investments	887	1,000	1,000	1,000	1,000	1,000
37111	Premiums/General Fund	20,500	20,500	20,500	24,200	24,200	24,200
37115	Premiums/Sanitation	20,500	29,200	29,200	33,000	33,000	33,000
37117	Premiums/Waterworks	25,500	34,200	34,200	38,000	38,000	38,000
TOTAL REVENUES		\$ 67,387	\$ 84,900	\$ 84,900	\$ 96,200	\$ 96,200	\$ 96,200
42200	Computer - Non Capital	\$ 2,407	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
42560	Operating Supplies	1,859	2,500	2,500	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	2,828	3,900	3,900	3,900	3,900	3,900
42730	Training	1,815	3,500	3,500	3,500	3,500	3,500
44010	Professional/Special Services	13,750	94,400	94,400	40,000	40,000	40,000
44310	Maintenance of Equipment	21,500	38,600	38,600	41,300	41,300	41,300
TOTAL EXPENDITURES		\$ 44,159	\$ 146,900	\$ 146,900	\$ 95,200	\$ 95,200	\$ 95,200
ENDING BALANCE		\$ 91,022	\$ 29,022	\$ 29,022	\$ 30,022	\$ 31,022	\$ 32,022

FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND

OVERVIEW

The City utilizes Tyler-Munis software for its Financial Information System ("FIS") that was implemented in January, 2017. The Munis FIS system applications include components for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations, and cashiering. For business tax, utility billing, applicant tracking, personnel administration, organization management, and payroll applications, the City utilizes SAP software, which was implemented in 2000. In a multi-phased approach, these components will be transitioned from SAP to the new Munis platform. 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 (or, GAAP), or business practices that more fully utilize the system.

		\$	226,790	\$	317,958	\$	317,958	\$	383,458	\$	448,958	\$	514,458
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projection	FY22 Projection						
34001	Interest on Investments	\$ 3,268	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500						
37111	Premiums/General Fund	75,100	75,100	75,100	75,100	75,100	75,100						
37115	Premiums/Sanitation	19,600	19,600	19,600	19,600	19,600	19,600						
37116	Premiums/Transit	12,600	12,600	12,600	12,600	12,600	12,600						
37117	Premiums/Waterworks	32,600	32,600	32,600	32,600	32,600	32,600						
TOTAL REVENUES		\$ 143,168	\$ 147,400	\$ 147,400	\$ 147,400	\$ 147,400	\$ 147,400						
41050	Outside Assistance	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000						
44310	Maintenance of Equipment	-	29,900	29,900	29,900	29,900	29,900						
TOTAL EXPENDITURES		\$ 52,000	\$ 81,900	\$ 81,900	\$ 81,900	\$ 81,900	\$ 81,900						
ENDING BALANCE		\$ 317,958	\$ 383,458	\$ 383,458	\$ 448,958	\$ 514,458	\$ 579,958						

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CITY OF SIMI VALLEY

FUND 920-927: COMMUNITY DEVELOPMENT SUCCESSOR AGENCY FUNDS**OVERVIEW**

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.

STARTING BALANCE		\$ (20,123,461)	\$ (19,312,346)	\$ (17,713,166)	\$ (16,114,566)	\$ (14,227,956)	\$ (12,338,859)
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
31106	Property Taxes - RPTTF	\$ 3,855,585	\$ 3,726,400	\$ 3,726,400	\$ 4,017,270	\$ 4,017,270	\$ 4,017,270
34001	Interest on Investments	52,610	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-
39400	Transfer from Reserve	8,288	-	-	-	-	-
39924	Transfer from RORF	631,454	3,726,400	3,726,400	4,017,270	4,017,270	4,017,270
39925	Transfer from 2003 TARB	-	35,000	-	-	-	-
TOTAL REVENUES		\$ 4,547,937	\$ 7,487,800	\$ 7,452,800	\$ 8,034,540	\$ 8,034,540	\$ 8,034,540
41800	Leave Accrual	\$ -	\$ 600	\$ 600	\$ -	\$ -	\$ -
44010	Professional/Special Services	7,250	6,800	7,400	7,400	7,400	7,400
44710	Debt Service - Interest	1,007,064	970,420	970,400	911,100	848,613	782,856
44715	Debt Service - Principal	1,055,000	1,100,000	1,100,000	1,160,000	1,220,000	1,285,000
44780	Debt Service - Reclass to LT Debt	(1,055,000)	-	-	-	-	-
49100	Transfer to General Fund	125,000	49,400	49,400	52,160	52,160	52,160
49500	Transfer to Debt Service Funds	514,742	-	-	-	-	-
49600	Transfer to Streets and Roads	1,957,766	-	-	-	-	-
49920	Transfer to Agency - CDA Admin	125,000	49,400	49,400	52,160	52,160	52,160
49921	Transfer to Agency - MTCWE TIF	-	1,599,800	1,599,800	1,886,622	1,886,622	1,886,622
49926	Transfer to DS SA 2003 TARB	-	2,112,200	2,077,200	2,078,488	2,078,488	2,078,488
TOTAL EXPENDITURES		\$ 3,736,822	\$ 5,888,620	\$ 5,854,200	\$ 6,147,930	\$ 6,145,443	\$ 6,144,686
ENDING BALANCE Surplus/(deficit)		\$ (19,312,346)	\$ (17,713,166)	\$ (16,114,566)	\$ (14,227,956)	\$ (12,338,859)	\$ (10,449,005)

FUND 201: HOUSING SUCCESSOR AGENCY FUND**OVERVIEW**

Effective February 2012, the State of California dissolved all redevelopment agencies throughout the state. The City elected to serve as Housing Successor Agency. 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.

STARTING BALANCE		\$ 5,060,913	\$ 4,557,411	\$ 4,557,411	\$ 4,667,611	\$ 4,062,495	\$ 3,322,995
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 62,825	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
34003	Change In Fair Value Investment	(22,236)	-	-	-	-	-
34301	Rehab Principal	20,225	-	-	-	-	-
34302	Rehab Interest	2,627	-	-	-	-	-
34303	First-time Home Buyer Principal	109,353	2,400	28,100	-	-	-
34304	First-time Home Buyer Interest	34,230	100	48,100	-	-	-
34305	Developer Loan Principal	-	-	-	-	-	-
34306	Developer Loan Interest	93,497	-	240,800	-	-	-
37101	Program Participation Fees	600	-	100	-	-	-
37301	Planning Fees	17,554	-	15,000	15,000	15,000	15,000
38019	Deposit Refunds	-	-	-	-	-	-
39100	Transfer from General Fund	-	320,000	320,000	377,324	300,000	280,000
39921	Transfer from SA-MTCWE TIF	-	-	-	-	-	-
TOTAL REVENUES		\$ 318,675	\$ 372,500	\$ 702,100	\$ 442,324	\$ 365,000	\$ 345,000
41010	Regular Salaries	\$ 169	\$ 358,800	\$ 305,900	\$ 359,930	\$ 363,500	\$ 367,100
41200	Deferred Comp - 401k	5	6,400	5,100	6,700	6,800	6,900
41210	Deferred Comp 457	-	1,200	1,200	1,300	1,300	1,300
41300	Vision Care	-	1,000	900	1,000	1,000	1,000
41350	Disability	-	2,800	2,600	2,440	2,500	2,500
41400	Group Insurance/Health	-	6,800	6,400	6,530	6,600	6,700
41415	Flex Benefits	14	66,700	64,900	80,720	81,500	82,300
41450	Life Insurance	-	800	800	710	700	700
41500	Group Insurance/Dental	-	2,900	2,400	3,100	3,100	3,100
41600	Retirement (PERS)	-	96,700	82,700	100,080	103,100	106,200
41650	Retirement (HRA)	-	-	300	2,400	2,500	2,600
41650	Medicare Tax	-	6,100	5,400	6,100	6,200	6,300
41700	Workers' Compensation	-	14,700	14,700	13,430	13,600	13,700
41800	Leave Accrual	-	-	-	14,000	14,100	14,200
44010	Professional/Special Services	2,500	100,000	15,600	50,000	100,000	100,000
44012	Outside Legal	-	20,000	5,000	20,000	20,000	20,000
44130	Rehab Assistance	13,958	14,100	14,100	14,100	14,100	14,100
44140	Affordable/Senior Hsg Program	186,279	300,000	-	300,000	300,000	300,000
44150	Senior Rental Assistance	12,552	13,400	13,400	13,400	13,400	13,400
44490	Other Contract Services	-	50,500	50,500	51,500	50,500	50,500
45203	Reimb from CalHome Grant	-	-	-	-	-	-
46100	Reimb to General Fund	606,700	-	-	-	-	-
TOTAL EXPENDITURES		\$ 822,177	\$ 1,062,900	\$ 591,900	\$ 1,047,440	\$ 1,104,500	\$ 1,112,600
ENDING BALANCE		\$ 4,557,411	\$ 3,867,011	\$ 4,667,611	\$ 4,062,495	\$ 3,322,995	\$ 2,555,395

BUDGET ADJUSTMENTS

10% of Deputy City Manager charged to Housing Fund - <i>City Manager Adjustment</i>	\$22,500
Reduction in Professional Services - <i>City Manager Adjustment</i>	(\$50,000)

FUND 202: LOCAL HOUSING FUND

OVERVIEW

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 development agreements. Expenditures from the Fund are for the creation and preservation of affordable housing units.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 4,790,059	\$ 6,017,209	\$ 6,017,209	\$ 6,783,809	\$ 3,955,609	\$ 2,957,309
Object	Description						
34301	Rehab Principal	\$ 38,630	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,500	\$ 1,500
34302	Rehab Interest	2,611	200	200	200	200	200
34303	First-time Home Buyer Principal	150,200	-	-	-	-	-
34304	First-time Home Buyer Interest	260,709	-	-	-	-	-
37101	Program Participation Fees	775,000	500	775,800	700,000		700,000
39262	Transfer from Development Agrmts	-	-	-	-	-	-
TOTAL REVENUES		\$ 1,227,150	\$ 2,300	\$ 777,600	\$ 701,800	\$ 1,700	\$ 701,700
44130	Rehab Assistance	\$ -	\$ 52,700	\$ 11,000	\$ 30,000	\$ -	\$ -
44140	Affordable/Senior Housing	-	-	-	3,500,000	1,000,000	1,000,000
45203	Reimb from CalHome Grant	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ -	\$ 52,700	\$ 11,000	\$ 3,530,000	\$ 1,000,000	\$ 1,000,000
ENDING BALANCE		\$ 6,017,209	\$ 5,966,809	\$ 6,783,809	\$ 3,955,609	\$ 2,957,309	\$ 2,659,009

FUND 203: CALHOME PROGRAM FUND

OVERVIEW

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 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 to improve the health, safety, and energy efficiency of owner-occupied residences. Now that all the grant funds have been expended, the CalHome Program Fund is financed with Program Income generated from loan repayments.

STARTING BALANCE		\$ (181)	\$ 56,128	\$ 56,128	\$ 97,628	\$ 3,428	\$ 3,428
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34301	Rehab Principal	\$ 56,725	\$ -	\$ 40,000	\$ -	\$ -	\$ -
34302	Rehab Interest	3,585	-	2,500	-	-	-
36002	State Assistance	-	-	-	-	-	-
TOTAL REVENUES		\$ 60,310	\$ -	\$ 42,500	\$ -	\$ -	\$ -
41860	Salary Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44130	Rehab Assistance	4,001	60,000	-	94,200	-	-
44140	Affordable/Senior Hsg Program	-	-	1,000	-	-	-
46201	Reimb to SHA-CDA Housing Admin	-	-	-	-	-	-
46202	Reimb to Local Housing Fund	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 4,001	\$ 60,000	\$ 1,000	\$ 94,200	\$ -	\$ -
ENDING BALANCE		\$ 56,128	\$ (3,872)	\$ 97,628	\$ 3,428	\$ 3,428	\$ 3,428

FUND 204: HOME PROGRAM FUND**OVERVIEW**

HOME Program funds were made available through grant awards received from the HOME Program administered by the California Department of Housing and Community Development. 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. In the past, those awards have been utilized for the development of affordable housing and to fund First Time Homebuyer and Home Rehabilitation loans. It is currently utilized for Home Rehabilitation Program loans to improve the health, safety, and energy efficiency of owner-occupied residences. The Fund is financed with Program Income generated from loan repayments.

STARTING BALANCE		\$ 1,483,716	\$ 1,414,227	\$ 1,414,227	\$ 1,083,627	\$ 673,627	\$ 283,427
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 7,209	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
34301	Rehab Principal	69,357	-	57,400	-	-	-
34302	Rehab Interest	13,668	-	9,400	-	-	-
34303	First-time Home Buyer Principal	189,644	-	-	-	-	-
34304	First-time Home Buyer Interest	48,775	-	-	-	-	-
TOTAL REVENUES		\$ 328,653	\$ 10,000	\$ 76,800	\$ 10,000	\$ 10,000	\$ 10,000
44130	Rehab Assistance	\$ 391,645	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
46100	Reimb to General Fund	6,497	20,200	7,400	20,000	200	200
TOTAL EXPENDITURES		\$ 398,142	\$ 420,200	\$ 407,400	\$ 420,000	\$ 400,200	\$ 400,200
ENDING BALANCE		\$ 1,414,227	\$ 1,004,027	\$ 1,083,627	\$ 673,627	\$ 283,427	\$ (106,773)

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FUND 290: COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Grant program (CDBG). The City's CDBG Advisory Committee held a public hearing in March 2019, to review the proposed funding allocations, and in April, the Draft Action Plan was released for the minimum 30-day public review. In May, the City Council adopted the FY 2019-20 expenditure program in the amount of \$779,700 , wich includes the \$608,370 FY2019-20 allocation and funds left over from FY2018-19, with the understanding that this amount may differ from the final CDBG entitlement amount provided by HUD (US Department of Housing and Urban Development) at a later date, and authorized the City Manager or his designee to make the necessary supplemental budget adjustments to align with the final entitlement for the FY 2019-20 program year.

	FY20 Budget
PUBLIC SERVICE ACTIVITIES	
Many Mansions - Peppertree Supportive Services Program	\$ 25,000
Conejo Valley Senior Concerns - Senior Advocacy Services/Geriatric Care	19,890
Samaritan Center of Simi Valley - Case Management	45,000
SUBTOTAL	\$ 89,890
CITY PROGRAM	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	568,136
SUBTOTAL	\$ 568,136
PROGRAM ADMINISTRATION/PLANNING	
CDBG Program Administration	\$ 82,674
Regional Consolidated Plan	\$ 25,000
Fair Housing Program	14,000
SUBTOTAL	\$ 121,674
TOTAL FY 2019-20 CDBG PROGRAM	\$ 779,700

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FUND 214: PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FUND

California's Digital Infrastructure and Video Competition Act of 2006 (or, 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 Department of Administrative Services manages the maintenance and repair of PEG equipment, which are budgeted in the General Fund.

STARTING BALANCE		\$ 1,632,272	\$ 1,780,773	\$ 1,780,773	\$ 2,026,673	\$ 2,298,673	\$ 2,419,573
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
31116	Franchise PEG Fees	\$ 224,989	\$ 275,000	\$ 275,000	\$ 275,000	\$ 250,000	\$ 250,000
34001	Interest on Investments	21,426	-	-	15,000	-	-
TOTAL REVENUES		\$ 246,415	\$ 275,000	\$ 275,000	\$ 290,000	\$ 250,000	\$ 250,000
42320	Capital Leases	\$ 16,200	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ 17,000
44010	Professional/Special Services	18,541	331,459	-	-	-	-
44490	Other Contract Services	-	-	-	18,000	-	-
47020	Furnishings & Equip (Capital)	51,500	718,541	-	-	-	-
48600	Const Contracts	(1,225)	250,000	-	-	100,000	150,000
48840	System Hardware	798	-	-	-	-	-
49648	Transfer to CE Replacement	12,100	12,100	12,100	-	12,100	12,100
TOTAL EXPENDITURES		\$ 97,914	\$ 1,329,100	\$ 29,100	\$ 18,000	\$ 129,100	\$ 179,100
ENDING BALANCE		\$ 1,780,773	\$ 726,673	\$ 2,026,673	\$ 2,298,673	\$ 2,419,573	\$ 2,490,473

FUND 215 & 216: GASOLINE TAX FUND

There are seven types of gasoline taxes received by the City. Street and Highway Code Section 2103, 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 2103, 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 replaced 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 \$.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of its 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.

Section 2030 and 2031(3): State loan repayment funds and State Road Maintenance Act (passed in 2017) are to be used for resurfacing, maintenance, and repair of local streets.

STARTING BALANCE		\$	-	\$ 747,561	\$ 747,561	\$ 160,711	\$ 160,711	\$ 160,711
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projection	FY22 Projection	
34001	Interest on Investments	1,587	-	-	-	-	-	
35401	Gas Tax Section 2105	\$ 690,864	\$ 733,000	\$ 733,000	\$ 716,320	\$ 716,320	\$ 716,320	
35402	Gas Tax-Section 2106	455,464	466,400	466,400	466,902	466,902	466,902	
35403	Gas Tax-Section 2107	899,117	909,400	909,400	940,632	940,632	940,632	
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000	
35405	Gas Tax-RTC 7360	495,772	976,000	976,000	1,098,157	1,098,157	1,098,157	
35406	Gas Tax-Section 2031(e)	144,729	144,700	144,700	145,203	145,203	145,203	
35407	Gas Tax-Section 2030	745,974	2,114,100	2,114,100	2,131,189	2,131,189	2,131,189	
TOTAL REVENUES		\$ 3,443,507	\$ 5,353,600	\$ 5,353,600	\$ 5,508,403	\$ 5,508,403	\$ 5,508,403	
49100	Transfer to General Fund	\$ 2,695,946	\$ 3,239,500	\$ 3,239,500	\$ 3,377,214	\$ 3,377,214	\$ 3,377,214	
49600	Transfer to Streets & Roads	-	2,700,950	2,700,950	2,131,189	2,131,189	2,131,189	
TOTAL EXPENDITURES		\$ 2,695,946	\$ 5,940,450	\$ 5,940,450	\$ 5,508,403	\$ 5,508,403	\$ 5,508,403	
ENDING BALANCE		\$ 747,561	\$ 160,711	\$ 160,711	\$ 160,711	\$ 160,711	\$ 160,711	

FUND 233: BICYCLE LANES FUND

Pursuant to Section 99234 of the California Public Utilities Code, Transportation Development Act (or, 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.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 216,490	\$ 194,245	\$ 194,245	\$ 219,345	\$ 219,845	\$ 215,345
Object	Description						
34001	Interest on Investments	\$ 2,755	\$ 500	\$ 100	\$ 500	\$ 500	\$ 500
35410	Other Governments	26,271	25,000	25,000	30,000	25,000	25,000
TOTAL REVENUES		\$ 29,026	\$ 25,500	\$ 25,100	\$ 30,500	\$ 25,500	\$ 25,500
44490	Other Contract Services	\$ 26,271	\$ 24,000	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
44490	Other Contract Services	-	-	-	-	-	-
49600	Transfer to Streets & Roads	25,000	-	-	-	-	-
TOTAL EXPENDITURES		\$ 51,271	\$ 24,000	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
ENDING BALANCE		\$ 194,245	\$ 195,745	\$ 219,345	\$ 219,845	\$ 215,345	\$ 210,845

FUND 238: LOCAL TRANSPORTATION FUND

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 LTF 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 LTF. 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 receipts are transferred to the Transit fund, which reduces auditing requirements related to Simi Valley Transit Operations.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 2,800,974	\$ 3,078,702	\$ 3,078,702	\$ 423,902	\$ (405,764)	\$ (385,764)
Object	Description						
34001	Interest on Investments	\$ 26,037	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
35410	Other Governments	4,295,804	4,395,400	4,395,400	4,395,400	4,300,000	4,300,000
TOTAL REVENUES		\$ 4,321,841	\$ 4,395,400	\$ 4,415,400	\$ 4,415,400	\$ 4,320,000	\$ 4,320,000
49750	Transfer to Transit	\$ 4,044,113	\$ 7,627,994	\$ 7,070,200	\$ 5,245,066	\$ 4,300,000	\$ 4,300,000
TOTAL EXPENDITURES		\$ 4,044,113	\$ 7,627,994	\$ 7,070,200	\$ 5,245,066	\$ 4,300,000	\$ 4,300,000
ENDING BALANCE		\$ 3,078,702	\$ (153,892)	\$ 423,902	\$ (405,764)	\$ (385,764)	\$ (365,764)

FUND 250: LIBRARY FUND

The Simi Valley Public Library is a free library that offers reference and information services, as well as programs and events for all age demographics from preschoolers to youth, teens, adults, and seniors. The Library is open seven days a week. Patrons can check their account status, search the catalog, download e-materials, or access databases online 24/7 through the Library's website at www.simivalleylibrary.org.

The library offers a wide variety of materials for checkout including books, media, and a special business collection. The Library is also a member of the Inland Library Network, which gives patrons access to a shared catalog of over 2.5 million items for reciprocal borrowing.

In 2018, a Business Resource Center opened in the library to support the City's aspiring business community by providing resources and information needed to start, run, and expand a business.

The library has 28 public computers, 4 children's iPads, 12 training laptops, and Wi-Fi, which are free for patrons to use. Copying and printing, including use of a 3-D printer and Business Resource full-color brochure printer, are available for a nominal fee.

Library operations are funded by property tax revenues for library services that may only be used to fund library-related expenses as well as fines, fees, and some additional funding sources. The Simi Valley Friends of the Library also generously assist with sponsoring programs. The Library Services Fund provides for the maintenance and operations of the Library facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

STARTING BALANCE		\$ 951,282	\$ 1,330,938	\$ 1,330,938	\$ 1,658,338	\$ 1,712,962	\$ 1,742,762
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
31101	Property Taxes/Secured	\$ 2,332,300	\$ 2,413,900	\$ 2,413,900	\$ 2,225,754	\$ 2,292,500	\$ 2,361,300
33510	Other Fines and Forfeitures	34,999	45,000	45,000	45,000	45,000	45,000
34001	Interest on Investments	12,090	-	-	-	-	-
34101	Rents & Leases	4,652	4,000	4,000	4,000	4,000	4,000
366002	Other Grants	-	1,200	-	-	-	-
37001	Duplication Services	4,917	5,000	5,000	5,000	5,000	5,000
38003	Miscellaneous	(1,951)	-	-	-	-	-
38007	Rebates	43	-	-	-	-	-
38050	Contributions/donations	15,955	-	-	68,000	-	-
TOTAL REVENUES		\$ 2,403,005	\$ 2,469,100	\$ 2,467,900	\$ 2,347,754	\$ 2,346,500	\$ 2,415,300
41010	Regular Salaries	\$ 28,210	\$ 78,100	\$ 78,100	\$ 157,280	\$ 158,900	\$ 160,500
41200	Deferred Comp - 401k	562	1,600	1,600	2,300	\$ 2,300	\$ 2,300
41210	Deferred Comp - 457	5	-	-	-	\$ -	-
41300	Vision Care	71	200	200	300	\$ 300	\$ 300
41350	Disability	250	700	700	750	\$ 800	\$ 800
41400	Group Insurance/Health	509	1,300	1,300	1,700	\$ 1,700	\$ 1,700
41415	Flex Benefits	6,701	16,700	16,700	23,200	\$ 23,400	\$ 23,600
41450	Life Insurance	65	200	200	200	\$ 200	\$ 200
41500	Group Insurance/Dental	246	800	800	1,200	\$ 1,200	\$ 1,200
41550	Section 125 Administration Fee	11	-	-	100	\$ 100	-
41600	Retirement (PERS)	2,115	21,200	21,200	25,000	\$ 25,800	\$ 26,600
41620	Retirement (HRA)	773	1,900	1,900	2,400	\$ 2,400	\$ 2,400
41650	Medicare Tax	416	1,400	1,400	1,700	\$ 1,700	\$ 1,700

FUND 250: LIBRARY FUND (continued)

Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
41700	Workers' Compensation	\$ 2,000	\$ 3,200	\$ 3,200	\$ 3,500	\$ 3,500	\$ 3,500
41800	Leave Accrual		\$ 4,500	\$ 4,500	\$ 5,000	5,100	5,200
42100	Utilities	49,672	75,000	75,000	75,000	75,800	76,600
42150	Communications	(542)	13,500	1,700	1,700	1,700	1,700
42200	Computer - Non Capital	8,606	1,500	1,500	1,500	1,500	1,500
42235	Furnishings & Equipment	-	-	-	5,000	5,100	5,200
42310	Rentals	64,901	66,600	66,900	68,900	69,600	70,300
42440	Memberships and Dues	-	-	400	-	-	-
42450	Subscriptions and Books		2,602	-	30,000	30,300	30,600
42460	Advertising	-	500	500	8,500	8,600	8,700
42560	Operating Supplies	18,186	2,800	4,700	2,000	2,000	2,000
42720	Travel, Conferences, Meetings	15	500	500	500	500	500
42790	Mileage	121	200	200	200	200	200
44010	Professional/Special Services	12,695	23,500	15,000	35,400	35,800	36,200
44490	Other Contract Services	1,412,800	1,321,100	1,256,700	1,270,600	1,283,300	1,296,100
46100	Reimb to General Fund	191,900	209,600	209,600	242,200	244,600	247,000
47020	Furnishings & Equip (Capital)	-	77,000	45,000	5,000	5,100	5,200
47040	Building Improvements	5,475	759,493	103,000	150,000	151,500	153,000
47070	Intangibles	217,586	230,480	228,000	240,000	242,400	244,800
TOTAL EXPENDITURES		\$ 2,023,349	\$ 2,916,175	\$ 2,140,500	\$ 2,361,130	\$ 2,385,400	\$ 2,409,600
		\$ 1,330,938	\$ 883,863	\$ 1,658,338	\$ 1,644,962	\$ 1,606,062	\$ 1,611,762

FUND 260: NEW DWELLING FEES FUND

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 (or, CPI-U) as measured by the U.S. Department of Labor for the Los Angeles-Long Beach-Anaheim, California area.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projected	Projected
STARTING BALANCE		\$ 839,846	\$ 940,809	\$ 940,809	\$ 1,024,509	\$ 1,108,209	\$ 1,191,909
Object	Description						
34001	Interest on Investments	\$ 11,594	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
37410	Services Charges	159,369	300,000	150,000	150,000	150,000	150,000
TOTAL REVENUES		\$ 170,963	\$ 303,700	\$ 153,700	\$ 153,700	\$ 153,700	\$ 153,700
49100	Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
49600	Transfer to Streets & Roads	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
ENDING BALANCE		\$ 940,809	\$ 1,174,509	\$ 1,024,509	\$ 1,108,209	\$ 1,191,909	\$ 1,275,609

FUND 262: DEVELOPMENT AGREEMENT FUND

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.

STARTING BALANCE		\$ 9,187,207	\$ 8,219,240	\$ 8,219,240	\$ 7,703,840	\$ 6,518,040	\$ 6,275,240
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 111,271	\$ 124,900	\$ 124,900	\$ 124,900	\$ 124,900	\$ 124,900
34003	Change In Fair Value Investment	(33,804)	-	-	-	-	-
38402	Development Agreements	975,000	-	975,000	-	975,000	-
39809	Trans from FIS Operations	-	-	-	-	-	-
TOTAL REVENUES		\$ 1,052,467	\$ 124,900	\$ 1,099,900	\$ 124,900	\$ 1,099,900	\$ 124,900
49100	Transfer to General Fund	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
49202	Transfer to Housing Fund	-	-	-	-	-	-
49300	Transfer to Landscape	-	-	-	-	-	-
49500	Transfer to Debt Service Funds	70,000	-	-	-	-	-
49511	Transfer to DS 2014A Lease Rev	-	58,100	58,100	50,482	50,482	50,482
49512	Transfer to DS2016 CREBS	-	27,300	27,300	22,295	22,295	22,295
49513	Transfer to DS2017 Lease Agmt	-	-	-	20,757	20,757	20,757
49514	Transfer to DS2018 Lease Agmt	-	-	-	17,666	17,666	17,666
49600	Transfer to Streets & Roads	200,000	-	-	500,000	300,000	300,000
49648	Transfer to CE Replacement	231,500	231,500	231,500	231,500	231,500	231,500
49649	Transfer to GIS	-	-	-	-	-	-
49655	Trans to Public Facility Imprv	-	495,000	495,000	168,000	400,000	400,000
49656	Transfer to FIS Project	600,000	503,400	503,400	-	-	-
49660	Transfer to PD Capital Projs	918,934	-	-	-	-	-
49809	Transfer to FIS Operations	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 2,020,434	\$ 1,615,300	\$ 1,615,300	\$ 1,310,700	\$ 1,342,700	\$ 1,342,700
ENDING BALANCE		\$ 8,219,240	\$ 6,728,840	\$ 7,703,840	\$ 6,518,040	\$ 6,275,240	\$ 5,057,440

FUND 263: TRAFFIC IMPACT FEES FUND

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. On January 11, 2016, the City Council; adopted Resolution 2016-14, continuing the Traffic Impact Fee for another 10 years.

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 \$83.00 for each projected daily trip for residential and non-residential development.

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.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 828,724	\$ 794,643	\$ 794,643	\$ 712,643	\$ 463,643	\$ 279,643
Object	Description						
34001	Interest on Investments	\$ 10,086	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
37410	Services Charges	79,833	35,000	35,000	35,000	35,000	35,000
TOTAL REVENUES		\$ 89,919	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
44010	Professional/Sepcial Services	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
44490	Other Contract Services	84,000	84,000	84,000	84,000	84,000	84,000
49600	Transfer to Streets & Roads	40,000	48,000	48,000	150,000	150,000	150,000
TOTAL EXPENDITURES		\$ 124,000	\$ 132,000	\$ 132,000	\$ 299,000	\$ 234,000	\$ 234,000
ENDING BALANCE		\$ 794,643	\$ 712,643	\$ 712,643	\$ 463,643	\$ 279,643	\$ 95,643

BUDGET ADJUSTMENTS

Traffic Impact Fee Nexus Study	\$ 65,000
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**DEPARTMENT OF PUBLIC WORKS
FY2019-20 POLICY ITEM REQUEST**

TITLE: Traffic Impact Fee Nexus Study
AMOUNT : \$65,000
ACCOUNT: 26344010-44010 Traffic Impact Fees
PRIORITY: 10

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
<u>Professional Services</u>	\$65,000
	XX
	XX
TOTAL:	<hr/> \$65,000

The Public Works Department requests authorization to prepare a Traffic Impact Fee Nexus Study. A Nexus Study is prepared every five years to assess the capital costs required to provide a sustainable roadway network that meets the needs of traffic growth associated with buildout of the General Plan. Pursuant to California Government Code 66000, a Nexus Study establishes the validity of Traffic Impact Fees charged to any development that will increase traffic volumes, which are used to finance circulation system improvements. The last nexus study, which used 2013 dollars and traffic volumes as the baseline, and was prepared and adopted by the City Council in 2014.

FUND 270: ECONOMIC RECOVERY FUND

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 drawn on this fund three times; FY 2012-13, FY 2013-14, and FY 2017-18. This fund holds the balance of this money.

STARTING BALANCE		\$ 6,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49667 Transfer to LED Streetlights	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838

FUND 280: FORFEITED ASSETS FUND

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. Due to legislative action, funds from this program are expected to gradually decrease over time. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports. Funds have been utilized for the Police Department's Drug Enforcement Program and to purchase various technological and safety equipment including: a vehicle for Special Weapons and Tactics (SWAT), a Crisis Negotiation Vehicle, equipment for traffic enforcement, a radio station for the Communications Center, a targeting system and ancillary equipment for the Department's training facility, and other law enforcement-related equipment.

STARTING BALANCE		\$ 2,599,303	\$ 2,421,654	\$ 2,421,654	\$ 2,508,654	\$ 2,486,754	\$ 2,513,054
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 31,881	\$ 64,700	\$ 33,500	\$ 33,000	\$ 33,000	\$ 33,000
36001	Federal Assistance	96,860	100,000	405,000	100,000	100,000	100,000
36002	State Assistance	14,867	20,000	15,800	10,000	10,000	10,000
TOTAL REVENUES		\$ 143,608	\$ 184,700	\$ 454,300	\$ 143,000	\$ 143,000	\$ 143,000
42150	Communications	\$ 4,061	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700
42235	Furnishings & Equip - Non Cap	5,951	-	-	-	-	-
42420	Special Departmental Expense	15,000	30,000	15,000	30,000	30,000	30,000
42560	Operating Supplies	5,307	54,700	34,700	22,700	22,000	22,000
42720	Travel, Conferences, Meetings	15,448	10,000	8,000	15,000	15,000	15,000
42730	Training	-	22,000	20,000	15,000	15,000	15,000
44010	Professional/Special Services	5,999	-	-	-	-	-
44490	Other Contract Services	4,410	7,500	15,100	-	5,000	5,000
47020	Furnishings & Equip (Capital)	-	94,800	94,800	7,500	25,000	25,000
47030	Vehicles	-	150,000	135,000	70,000	-	-
47040	Building Improvements	-	40,000	40,000	-	-	-
49100	Transfer to General Fund	8,600	-	-	-	-	-
49660	Transfer to PD Capital Projs	256,481	-	-	-	-	-
TOTAL EXPENDITURES		\$ 321,257	\$ 413,700	\$ 367,300	\$ 164,900	\$ 116,700	\$ 116,700
ENDING BALANCE		\$ 2,421,654	\$ 2,192,654	\$ 2,508,654	\$ 2,486,754	\$ 2,513,054	\$ 2,539,354

FUND 287: LAW ENFORCEMENT GRANTS FUND

This fund was established to account for the various grants that the Police Department receives from the State and Federal government. Most recently, the Department has received funding from the U.S. Department of Homeland Security, U.S. Department of Justice, U.S. Department of Transportation, and State Department of Corrections & Rehabilitation. Expenditures from this fund are restricted in accordance with grant requirements.

STARTING BALANCE		\$ 21,293	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
35502	911 Reimbursement	\$ -	\$ 15,304	\$ -	\$ -	\$ -	\$ -
36001	Federal Assistance	108,406	123,600	123,600	-	-	-
36002	State Assistance	150,685	179,100	155,000	179,100	175,000	175,000
36503	Emergency Svcs Planning Grant	29,500	32,497	30,000	-	-	-
TOTAL REVENUES		\$ 288,591	\$ 335,197	\$ 308,600	\$ 179,100	\$ 175,000	\$ 175,000
41860	Salary Reimbursements	\$ 133,015	\$ 159,600	\$ 137,300	\$ 159,600	\$ 155,000	\$ 155,000
42235	Furnishings & Equip - Non Cap	5,291	11,346	2,700	-	-	-
42560	Operating Supplies	15,772	36,200	25,800	-	-	-
44010	Professional/Special Services	29,500	20,396	30,700	-	-	-
49100	Transfer to General Fund	102,906	115,960	112,100	19,500	20,000	20,000
TOTAL EXPENDITURES		\$ 286,484	\$ 343,502	\$ 308,600	\$ 179,100	\$ 175,000	\$ 175,000
ENDING BALANCE		\$ 23,400	\$ 15,095	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400

FUND 295: SIMI VALLEY ARTS CENTER PROGRAM OPERATION

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, private celebrations, and more.

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. In addition, the Cultural Arts Center's year round programming encourages economic growth for restaurants, hotels, gas stations, and other Simi Valley businesses through cultural tourism.

STARTING BALANCE		\$ 119,083	\$ 129,570	\$ 129,570	\$ 135,570	\$ 143,070	\$ 153,070
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ 12					
38295	Cultural Arts Program Revenues	\$ 500,010	\$ 453,000	\$ 495,500	\$ 490,500	\$ 490,000	\$ 490,000
TOTAL REVENUES		\$ 500,022	\$ 453,000	\$ 495,500	\$ 490,500	\$ 490,000	\$ 490,000
44295	Cultural Arts Program Expenditure	\$ 489,535	\$ 446,000	\$ 489,500	\$ 483,000	\$ 480,000	\$ 480,000
TOTAL EXPENDITURES		\$ 489,535	\$ 446,000	\$ 489,500	\$ 483,000	\$ 480,000	\$ 480,000
ENDING BALANCE		\$ 129,570	\$ 136,570	\$ 135,570	\$ 143,070	\$ 153,070	\$ 163,070

FUND 297: RETIREE BENEFITS FUND

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.

STARTING BALANCE		\$ 17,608	\$ (472,819)	\$ (472,819)	\$ 11,381	\$ 295,481	\$ 584,981
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
34001	Interest on Investments	\$ (1,270)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
39100	Transfer from General Fund	1,090,800	900,000	900,000	1,982,600	2,022,300	2,062,700
39700	Transfer from Sanitation	160,500	132,400	132,400	291,700	297,500	303,500
39750	Transfer from Transit	20,600	17,000	17,000	37,400	38,100	38,900
39761	Transfer from Waterworks.	37,900	31,300	31,300	68,900	70,300	71,700
TOTAL REVENUES		\$ 1,308,530	\$ 1,093,200	\$ 1,093,200	\$ 2,393,100	\$ 2,440,700	\$ 2,489,300
41400	Group Insurance/Health	\$ 1,789,686	\$ 1,900,000	\$ 1,900,000	\$ 2,100,000	\$ 2,142,000	\$ 2,184,800
41401	Retiree Insurance Reimbursement	-	(1,300,000)	(1,300,000)	-	-	-
41500	Group Insurance/Dental	9,271	-	9,000	9,000	9,200	9,400
TOTAL EXPENDITURES		\$ 1,798,957	\$ 600,000	\$ 609,000	\$ 2,109,000	\$ 2,151,200	\$ 2,194,200
ENDING BALANCE		\$ (472,819)	\$ 20,381	\$ 11,381	\$ 295,481	\$ 584,981	\$ 880,081

* Transfer into Retiree Benefits Fund from Retiree Medical Trusts

FUND 300-4301: LANDSCAPE AUGMENTATION FUND

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 City is reducing General Fund contribution to the Landscape Zones Augmentation Fund based on approved recommendation from the Budget Advisory Committee. In FY 2017-18 the transfer was \$760,400, in FY 2018-19 the transfer was \$650,000 and in FY2019-20 the transfer will be \$400,000.

STARTING BALANCE		\$ 19,234	\$ 19,532	\$ 19,532	\$ 20,732	\$ 21,932	\$ 23,132
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Budget	FY21 Projection	FY22 Projection
34001	Interest on Investments	\$ 248	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
37410	Services Charges	0	0	0	0	0	0
39100	Transfer from General Fund	760,400	650,000	650,000	400,000	200,000	0
39262	Transfer from Development Agrmts	0	0	0	0	0	0
39300	Transfer from Landscape	0	0	0	0	0	0
		\$ 760,648	\$ 651,200	\$ 651,200	\$ 401,200	\$ 201,200	\$ 1,200
49300	Transfer to Landscape	\$ 760,350	\$ 650,000	\$ 650,000	\$ 400,000	\$ 200,000	\$ -
TOTAL EXPENDITURES		\$ 760,350	\$ 650,000	\$ 650,000	\$ 400,000	\$ 200,000	\$ -
ENDING BALANCE		\$ 19,532	\$ 20,732	\$ 20,732	\$ 21,932	\$ 23,132	\$ 24,332

FUNDS 3402-4499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

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. Landscape Assessments for FY 2018-19 for the active zones are as follows:

The current assessment for Zone 2 is \$60 per lot (Tract 2025-4, 5, 6, 2259 - Larwin): This zone covers the maintenance of the Encore Greenbelt.

The current assessment for Zone 3 is \$30 per lot (Tract 2025-1, 2, 3, 7 - Larwin): This zone covers the maintenance of the Tempo Greenbelt.

The current assessment for Zone 4 is \$175 per lot (Tract 2207-1, 2, 3, 4, 5 - Griffin): This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi.

The current assessment for Zone 5 is \$183 per lot (Tract 2628 - Fenmore): This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street.

The current assessment for Zone 7 is \$51 per lot (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 current assessment for Zone 9 is \$114 per lot (Tract 2629 - JBR): This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street.

The current assessment for Zone 12 is \$118 per lot (Tract 2332-1, 2, - Larwin): This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street.

The current assessment for Zone 13 \$115 per lot (Tracts 2646 & 2725 - Lesny): This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road.

The current assessment for Zone 14A is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots (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 current assessment for Zone 14B is \$478 per lot (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 current assessment for Zone 15 is \$163 per lot (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 current assessment for Zone 16 is \$105 per lot (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 current assessment for Zone 17 is \$167 per lot (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 current assessment for Zone 18 is \$93 per lot (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.

FUNDS 3402-4499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

The current assessment for Zone 19 is \$114 per lot (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 current assessment for Zone 20 is \$97 per lot (Tracts 2771-1, 2, & 3 - Calmark): This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive.

The current assessment for Zone 21 is \$154 per lot (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 current assessment for Zone 22 is \$105 per lot (Tract 2894 - Valley View Homes): This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle.

The current assessment for Zone 24 is \$79 per lot (Tract 2762 - Lesny): This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street.

The current assessment for Zone 25 is \$183 per lot (Tract 2816 - Mayer): This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue.

The current assessment for Zone 26 is \$92 per lot (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive.

The current assessment for Zone 28 is \$211 per lot (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 current assessment for Zone 29 is \$202 per lot (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 current assessment for Zone 31 is \$349 per lot (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 current assessment for Zone 32 is \$190 per lot (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 current assessment for Zone 34 is \$93 per lot (Tract 2879-1 & 2 - Ceeco): This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street.

The current assessment for Zone 35 is \$127 per lot (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 current assessment for Zone 37 is \$101 per lot (Tract 2504 - McKeon): This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street.

The current assessment for Zone 41A is \$106 per lot (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 current assessment for Zone 41B is \$431 per lot (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.

FUNDS 3402-4499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

The current assessment for Zone 42 is \$179 per lot (Tract 3535 - Larwin): This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place.

The current assessment for Zone 45 is \$34 per lot (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 current assessment for Zone 51 is \$159 per lot (Tract 2648 - JBR): This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue.

The current assessment for Zone 55 is \$19 per lot (Tract 2992-1 & 2 - Casden): This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street.

The current assessment for Zone 61 is \$88 per lot (Tract 3654 - American): This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane.

The current assessment for Zone 62 is \$225 per lot (Tract 3549 - Suburban): This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue.

The current assessment for Zone 64 is \$208 per lot (Tract 2622 - Casden): This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue.

The current assessment for Zone 65 is \$22 per lot (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 current assessment for Zone 74 is \$98 per lot (Tract 2992-93 - Casden): This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street.

The current assessment for Zone 83 is \$62 per lot (Tract 4125): This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street.

The current assessment for Zone 85 is \$187 per lot (Tract 3236 - Torgerson): This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue.

The current assessment for Zone 95 is \$323 per lot (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 current assessment for Zone 96 is \$202 per lot (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 current assessment for Zone 99 is \$66 per lot (Tract 4783): This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street.

The current assessment for Zone 100 is \$262 per lot (Tract 4612 & LD-S-549): This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive.

The current assessment for Zone 104 is \$146 per lot (Tracts 4887 & 4888): This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road.

The current assessment for Zone 108 is \$130 per lot (Tracts 4582 & 3851): This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue.

FUNDS 3402-4499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Budget	Projection	Projection
STARTING BALANCE		\$ 1,084,965	\$ 825,123	\$ 825,123	\$ 487,323	\$ (269,977)	\$ (945,818)
Object	Description						
34001	Interest on Investments	\$ 17,453	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
37410	Service Charges	790,709	787,800	787,800	787,800	787,800	787,800
39300	Transfer from Landscape	760,350	650,000	650,000	400,000	200,000	-
TOTAL REVENUES		\$ 1,568,512	\$ 1,452,300	\$ 1,452,300	\$ 1,202,300	\$ 1,002,300	\$ 802,300
42100	Utilities	\$ 561,079	\$ 506,300	\$ 506,300	\$ 506,300	\$ 506,300	\$ 506,300
44450	Landscape Maintenance Contract	1,118,287	1,146,000	1,146,000	1,146,000	864,541	864,541
44490	Other Contract Services	52,304	120,800	34,000	120,800	120,800	120,800
46100	Reimb to General Fund	96,684	103,800	103,800	186,500	186,500	186,500
TOTAL EXPENDITURES		\$ 1,828,354	\$ 1,876,900	\$ 1,790,100	\$ 1,959,600	\$ 1,678,141	\$ 1,678,141
ENDING BALANCE		\$ 825,123	\$ 400,523	\$ 487,323	\$ (269,977)	\$ (945,818)	\$ (1,821,659)

FUND 600: STREETS AND ROADS FUND

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, Bond Proceeds from the 1993 West End Community Development Tax Allocation Bonds, 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 2019-20 include:

Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2019-20, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management System.

Annual Minor Street Overlay Program - SB1 Funds

This annual program resurfaces residential streets throughout the City. For FY 2019-20, resurfacing and This project is funded from State Transportation funds from the Road Repair and Accountability Act of 2017, Senate Bill 1 (SB 1).

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.

Pavement Management Program

The Pavement Management Program (PMP) was adopted in 2015 to develop a management tool in rating the pavement condition of over 336 miles of the streets in the City. The PMP must be re-inspected every four years.

Los Angeles Avenue - West of First Street

This project includes replacing existing bridge and reconstruction of the approaches on Los Angeles Avenue, 0.1 miles west of First Street. Design is scheduled to begin in September 2020. Construction is scheduled to begin in July of 2021, and to be completed by December 2021. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Barnard Street Rehabilitation Project

This project includes widening/rehabilitation of the existing bridge on Barnard Street, 0.5 miles west of Stearns Street. Design is scheduled to begin in the Summer 2019. Construction is scheduled to begin in the Spring of 2020, and to be completed by December 2020. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Storm Drain Repair - Phase I

This project includes repair of an existing CMP pipe that has deteriorated within a property on Mason Court. This will include heavy cleaning, lining, post video of the existing pipe and some grading.

East Street Sidewalk Construction - Phase I

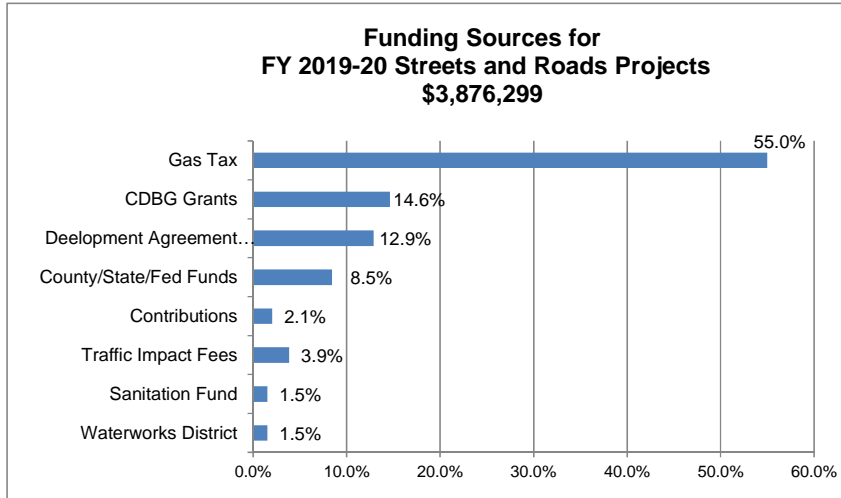
This project includes installation of missing sidewalk in front of Spectrum office on the north side of Easy Street. This will include installation of Driveway, curb ramps, irrigation system relocation and all appurtenant work.

Traffic Signal Synchronization Project

This program provides for the synchronization of traffic signals on major streets in accordance with a Traffic Signal Synchronization Master Plan. Projects include the construction of interconnect facilities to link traffic signals into synchronized systems. Also included is the installation of conduit and interconnect cable between the intersections, installation of phone lines and modem connections, upgrading traffic signal of hardware, software, and other appurtenances that are necessary.

STREETS AND ROADS REVENUE

Object	Revenue Source	FY19 Budget	FY19 Est. Actual	FY20 Budget	FY21 Projected	FY22 Projected
39100	General Fund	\$ 630,000	\$ 630,000	\$ -	\$ 3,792,000	\$ 4,060,800
	Bond Proceeds	-	-	-	-	-
38401	Air Quality Fees	-	-	-	-	-
36001/ 36002/						
36407	County/State/Federal Funding	1,772,000	1,772,000	328,000	1,813,000	8,479,200
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39216	Transfer from Gas Tax	2,114,100	2,114,100	2,131,189	-	-
39262	Development Agreement Fund	-	-	500,000	-	-
39233	Bicycle Lanes Fund	-	-	-	-	-
39263	Traffic Impact Fees	48,000	48,000	150,000	150,000	150,000
45700	Sanitation Fund	60,000	60,000	60,000	160,000	160,000
45761	Waterworks District	60,000	60,000	60,000	160,000	160,000
45290	Community Development Block Grants	405,000	405,000	567,110	400,000	400,000
TOTAL REVENUES		\$ 5,169,100	\$ 5,169,100	\$ 3,876,299	\$ 6,555,000	\$ 13,490,000



STREETS AND ROADS REVENUE SOURCE DETAIL

REVENUE SOURCE	ANNUAL MINOR STREETS	ANNUAL MINOR STREETS (SB1)	LANDSCAPE BEAUTIFICATION	PAVEMENT MGNT. PROG.	TOTAL
GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
DEVELOPER AGREEMENTS	247,000	-	-	120,000	367,000
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	2,131,189	-	-	2,131,189
SANITATION FUND	60,000	-	-	-	60,000
WATERWORKS FUND	60,000	-	-	-	60,000
CDBG	567,110	-	-	-	567,110
CONTRIBUTIONS	-	-	80,000	-	80,000
TRAFFIC IMPACT FEES	-	-	-	-	-
BOND PROCEEDS	-	-	-	-	-
PROJECT BUDGET	\$ 934,110	\$ 2,131,189	\$ 80,000		\$ 3,145,299

REVENUE SOURCE	LA AVE WEST OF FIRST ST.	BARNARD ST. REHABILITATION	STORM DRAIN REPAIR - PHASE I	EASY STREET SIDEWALK CONST. PHASE I	TOTAL
GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
DEVELOPER AGREEMENTS	5,000	37,000	57,000	34,000	133,000
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	35,000	293,000	-	-	328,000
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
BOND PROCEEDS	-	-	-	-	-
PROJECT BUDGET	\$ 40,000	\$ 330,000	\$ 57,000	\$ 34,000	\$ 461,000

REVENUE SOURCE	TRAFFIC SIG SYNCHRONIZATION
GENERAL FUND	\$ -
DEVELOPER AGREEMENTS	-
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	-
SANITATION FUND	-
WATERWORKS FUND	-
CDBG	-
CONTRIBUTIONS	-
TRAFFIC IMPACT FEES	150,000
BOND PROCEEDS	-
PROJECT BUDGET	\$ 150,000

REVENUE SOURCE	GRAND TOTALS
GENERAL FUND	\$ -
DEVELOPER AGREEMENTS	500,000
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUNDING	2,459,189
SANITATION FUND	60,000
WATERWORKS FUND	60,000
CDBG	567,110
CONTRIBUTIONS	80,000
TRAFFIC IMPACT FEES	150,000
BOND PROCEEDS	-
TOTAL FY20 FUNDING	\$ 3,876,299

STREETS AND ROADS PROGRAM EXPENDITURE PLAN

Project	FY19 Budget	FY20 Budget	FY21 Projected	FY22 Projected	FY23 Projected	FY24 Projected
Annual Major Streets Program (all years)	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Annual Minor Streets Program (all years)	825,000	934,110	1,850,000	1,850,000	1,850,000	1,850,000
Annual Minor Streets Program - SB1(all years)	2,114,100	2,131,189	-	-	-	-
Barnard Street Bridge Rehabilitation	-	330,000	-	-	-	-
Bicycle and Pedestrian Facilities (all years)	-	-	120,000	120,000	120,000	120,000
Dewatering Wells Rehabilitation	-	-	120,000	120,000	120,000	120,000
Easy Street Sidewalk Construction - Phase I	-	34,000	-	-	-	-
Easy Street Sidewalk Construction - Phase II	-	-	305,000	-	-	-
Highway Safety Improvement Program (all years)	-	-	50,000	50,000	50,000	50,000
Landscape Beautification Project	80,000	80,000	80,000	80,000	80,000	80,000
Los Angeles Avenue West of First St.	-	40,000	1,660,000	9,510,000	-	-
Madera Road Bridge Rehab (South of Highway 118)	420,000	-	-	-	-	-
Pavement Management Program	-	120,000	-	-	-	-
Storm Drain Improvements	-	-	200,000	200,000	200,000	200,000
Storm Drain Repair - Phase I	-	57,000	-	-	-	-
Tapo Street Road/Drainage Improvements	-	-	300,000	-	-	-
Traffic Signal Synchronization	-	150,000	150,000	150,000	150,000	150,000
Traffic Signal Upgrades (all years)	180,000	-	200,000	210,000	220,000	220,000
Walnut Street Widening	-	-	320,000	-	-	-
West Los Angeles Widening (PSC-City Limits)	1,550,000	-	-	-	-	-
TOTAL	\$ 5,169,100	\$ 3,876,299	\$ 6,555,000	\$ 13,490,000	\$ 3,990,000	\$ 3,990,000

FUND 648: COMPUTER EQUIPMENT REPLACEMENT FUND

OVERVIEW

As a result of the City's Strategic Plan, the Computer Equipment Replacement Fund was established to ensure that resources would be available for replacement of outdated computer systems. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of devices required for a stable and secure network. Such devices include desktop computers, laptop computers, printers, servers, routers, switches, and other network devices.

STARTING BALANCE		\$ 622,918	\$ 653,739	\$ 653,739	\$ 649,064	\$ 406,864	\$ 451,864
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted	FY21 Projection	FY22 Projection
34001	Interest on Investments	\$ 8,993	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
38001	Sale of Surplus Property	2,000	-	-	-	-	-
39100	Transfer from General Fund	227,100	227,100	227,100	227,100	227,100	227,100
39214	Transfer from PEG Fees	12,100	12,100	12,100	-	-	-
39262	Transfer from Development Agrmts	231,500	231,500	231,500	231,500	231,500	231,500
39665	Transfer from Telephone Sys.	2,939	-	-	-	-	-
39700	Transfer from Sanitation	52,200	52,200	52,200	52,200	52,200	52,200
39761	Transfer from Waterworks.	67,500	67,500	67,500	67,500	67,500	67,500
39803	Transfer from General Liability	3,000	3,000	3,000	3,000	3,000	3,000
39805	Transfer from Workers Comp	3,200	3,200	3,200	3,200	3,200	3,200
TOTAL REVENUES		\$ 610,532	\$ 601,600	\$ 601,600	\$ 589,500	\$ 589,500	\$ 589,500
41010	Regular Salaries	\$ 671	\$ -	\$ -	\$ -	\$ -	\$ -
42200	Computer - Non Capital	430,775	175,700	502,000	279,000	279,000	279,000
42720	Travel, Conferences, Meetings	4,936	15,000	5,100	15,000	15,000	15,000
44010	Professional/Special Services	17,902	100,558	38,700	100,000	100,000	100,000
47028	Computer (Capital)	125,427	606,000	-	412,700	125,500	125,500
48840	System Hardware	-	-	3,475	25,000	25,000	25,000
49656	Transfer to FIS Project	-	57,000	57,000	-	-	-
TOTAL EXPENDITURES		\$ 579,711	\$ 954,258	\$ 606,275	\$ 831,700	\$ 544,500	\$ 544,500
ENDING BALANCE		\$ 653,739	\$ 301,081	\$ 649,064	\$ 406,864	\$ 451,864	\$ 496,864

FUND 651: VEHICLE REPLACEMENT FUND

OVERVIEW

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.

STARTING BALANCE		\$ 1,490,396	\$ 1,407,004	\$ 1,407,004	\$ 1,160,604	\$ 1,313,745	\$ 1,357,523
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted	FY21 Projection	FY22 Projection
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38401	Developer Contributions	-	-	-	-	-	-
39100	Transfer from General Fund - AS	-	-	-	2,000	2,000	2,000
39100	Transfer from General Fund - CS	5,000	8,600	8,600	12,670	12,670	12,670
39100	Transfer from General Fund - ES	5,700	4,600	4,600	7,800	7,800	7,800
39100	Transfer from General Fund - PW	149,335	75,900	75,900	148,226	148,226	148,226
39100	Transfer from General Fund - PD	351,100	335,500	335,500	587,082	587,082	587,082
TOTAL REVENUES		\$ 511,135	\$ 424,600	\$ 424,600	\$ 757,778	\$ 757,778	\$ 757,778
46100	Reimb to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47030	Vehicles - AS	-	24,500	-	-	-	-
47030	Vehicles - CS	80,671	-	-	-	-	-
47030	Vehicles - ES	46,187	128,318	64,000	-	64,000	64,000
47030	Vehicles - PW	270,074	293,000	270,000	193,637	250,000	250,000
47030	Vehicles - PD	197,595	543,763	337,000	411,000	400,000	400,000
TOTAL EXPENDITURES		\$ 594,527	\$ 989,581	\$ 671,000	\$ 604,637	\$ 714,000	\$ 714,000
ENDING BALANCE		\$ 1,407,004	\$ 842,023	\$ 1,160,604	\$ 1,313,745	\$ 1,357,523	\$ 1,401,301

FUND 655: BUILDING IMPROVEMENT FUND

OVERVIEW

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 2019-20 for repairs and upgrades to the Senior Center, and the PSC garage.

STARTING BALANCE		\$ 939,869	\$ 242,578	\$ 242,578	\$ 1,156,462	\$ 1,136,462	\$ 806,462
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted	FY21 Projection	FY22 Projection
39100	Transfer from General Fund	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
39262	Transfer from Development Agrmts	-	555,000	555,000	168,000	1,000,000	300,000
39500	Transfer from Debt Service	-	4,161,275	4,161,275	-	-	-
39700	Transfer from Sanitation	64,035	45,000	45,000	5,000	-	-
39761	Transfer from Waterworks	-	45,000	45,000	5,000	-	-
TOTAL REVENUES		\$ 64,035	\$ 4,856,275	\$ 4,856,275	\$ 178,000	\$ 1,000,000	\$ 300,000
42235	Furnishings & Equip (Non-Capital)	\$ 7,400	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	61,669	88,894	53,000	-	-	-
44410	Maintenance Building/Grounds	2,418	40,260	-	-	-	-
44490	Other Contract Services	54,128	4,723,775	3,757,391	163,000	1,330,000	320,000
47020	Furnishings & Equip (Capital)	555,280	986,871	52,000	-	-	-
47040	Building Improvements	52,815	108,578	80,000	35,000	-	-
48500	Maintenance Contracts	2,856	-	-	-	-	-
48600	Construction Contracts	24,760	344,194	-	-	-	-
TOTAL EXPENDITURES		\$ 761,326	\$ 6,292,572	\$ 3,942,391	\$ 198,000	\$ 1,330,000	\$ 320,000
ENDING BALANCE		\$ 242,578	\$ (1,193,719)	\$ 1,156,462	\$ 1,136,462	\$ 806,462	\$ 786,462

FUND 656: INFORMATION SYSTEM REPLACEMENT FUND

OVERVIEW

The City is in the process of implementing Tyler-Munis software as its Financial Information System (FIS), and the first of three phases of the FIS system upgrade was implemented in January, 2017. This phase included modules for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations and cashiering. The phases scheduled for completion in FY 19-20 include utility (water) billing, customer self-service, personnel administration, timekeeping, payroll, applicant tracking and employee self-service.

The City is in the final stages of implementing Tyler EnerGov for planning, permitting, and inspection systems. This system will manage and track all new development activities, home owner/business permitting, acode enforcement cases, and provide a portal for Citizens to check on status and communicate with City Staff more effectively.

STARTING BALANCE		\$ 2,710,087	\$ 3,186,405	\$ 3,186,405	\$ 3,200,555	\$ 3,209,555	\$ 2,534,155
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted	FY21 Projection	FY22 Projection
34001	Interest on Investments	\$ 39,360	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
39262	Transfer from Development Agrmts	600,000	503,400	503,400	-	-	-
39648	Transfer from Computer Replac	-	57,000	57,000	-	-	-
39649	Trans from GIS/Permits	388,200	-	-	-	-	-
39700	Transfer from Sanitation	53,800	47,500	47,500	-	-	-
39750	Transfer from Transit	36,200	28,500	28,500	-	-	-
39761	Transfer from Waterworks.	55,300	47,500	47,500	-	-	-
TOTAL REVENUES		\$ 1,172,860	\$ 696,400	\$ 696,400	\$ 12,500	\$ 12,500	\$ 12,500
41010	Regular Salaries	\$ 78,885	\$ 142,500	\$ 75,000	\$ -	\$ 88,000	\$ 88,000
41040	Overtime	274	-	300	-	-	-
41050	Outside Assistance	114,824	80,013	65,000	-	-	-
41210	Deferred Comp - 457	886	-	2,000	-	2,400	2,400
41300	Vision Care	330	-	300	-	300	300
41400	Group Insurance/Health	772	-	2,000	-	3,300	3,300
41415	Flex Benefits	13,844	-	21,000	-	25,200	25,200
41450	Life Insurance	340	-	300	-	400	400
41500	Group Insurance/Dental	1,531	-	1,200	-	1,200	1,200
41600	Retirement (PERS)	5,982	-	6,000	-	24,900	24,900
41650	Medicare Tax	1,215	-	1,200	-	1,700	1,700
41700	Workers Comp	-	-	-	3,500	3,500	3,500
41800	Leave Accrual	-	-	-	-	-	-
42200	Computer - Non-Capital	8,893	-	8,750	-	-	-
42720	Travel, Conferences, Meetings	8,283	-	5,500	-	5,000	5,000
42730	Training	-	10,000	500	-	-	-
44010	Professional/Special Services	371,320	1,114,541	490,000	-	500,000	200,000
44490	Other Contract Services	-	32,000	-	-	32,000	32,000
48800	Application Software	7,528	1,652,089	600	-	-	-
48810	Data Conversion	10,640	-	-	-	-	-
48840	System Hardware	70,995	-	2,600	-	-	-
48990	Contingency	-	650,800	-	-	-	-
TOTAL EXPENDITURES		\$ 696,542	\$ 3,681,943	\$ 682,250	\$ 3,500	\$ 687,900	\$ 387,900
ENDING BALANCE		\$ 3,186,405	\$ 200,862	\$ 3,200,555	\$ 3,209,555	\$ 2,534,155	\$ 2,158,755

BUDGET ADJUSTMENTS

Eliminate Transfers-In from other Funds \$ (683,900)

**ADMINISTRATIVE SERVICES
FY2019-20 REDUCTION PROPOSAL**

TITLE: Eliminate Transfers into the Information System Replacement fund
AMOUNT : \$ 683,900
ACCOUNT: various
PRIORITY: 1

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
	\$683,900
	XX
	XX
TOTAL:	<u>\$683,900</u>

The project to implement the new Enterprise Resource Planning System will be able to continue through FY2019-20 without additional funding, so no funds are being requested from other funds.

Sanitation Operating	47,500
Simi Transit	28,500
Waterworks Operating	47,500
Trsfr from CERF	57,000
Trsfr from Dev't Agreements	503,400
TOTAL SAVINGS	683,900

FUND 660: POLICE DEPARTMENT CAPITAL PROJECTS

OVERVIEW

Fund 660 has been established to provide funding for the design and construction of the Police Department's training facility. The Police Shooting Range, completed in FY 18-19, is outfitted with an L-shaped 180-degree shooting area and programmable moving targets, and was designed to improve and maintain the marksmanship and tactical skills of local police officers.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
		Actual	Budget	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ (523,080)	\$ 154,565	\$ 154,565	\$ 84,030	\$ 134,530	\$ 209,530
Object	Description						
34001	Interest on Investments	\$ 181	\$ 500	\$ 500	\$ 500	\$ -	\$ -
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000
39262	Transfer from Development Agrmt:	918,940	-	-	-	-	-
39280	Transfer from Forfeited Assets	256,482	-	-	-	-	-
TOTAL REVENUES		\$ 1,250,603	\$ 75,500	\$ 75,500	\$ 75,500	\$ 75,000	\$ 75,000
44010	Professional/Special Services	\$ 422,216	\$ 88,657	\$ 89,000	\$ -	\$ -	\$ -
47020	Furnishings & Equip (Capital)	137,760	101,962	54,300	25,000	-	-
48010	Engineering / Incidentals	10,382	1,235	1,235	-	-	-
48050	Preliminary Engineering	-	-	1,500	-	-	-
48600	Construction Contracts	2,600	445,100	-	-	-	-
TOTAL EXPENDITURES		\$ 572,958	\$ 636,954	\$ 146,035	\$ 25,000	\$ -	\$ -
ENDING BALANCE		\$ 154,565	\$ (406,889)	\$ 84,030	\$ 134,530	\$ 209,530	\$ 284,530

FUND 665: CITY TELEPHONES CAPITAL PROJECT

OVERVIEW

The City's former Nortel telephone system was installed in 1995 and was operating on the latest and final software release and was no longer going to be supported after June 1, 2018, and the voice mail system was not supported after June 30, 2016. The City's new system, installed in FY19, has many additional features and utilizes 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 installation is complete, final invoicing is still in process.

STARTING BALANCE													
		\$	(118,187)	\$	(847,858)	\$	(847,858)	\$	1,182,142	\$	1,182,142	\$	1,182,142
Object	Description	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted	FY21 Projection	FY22 Projection						
38720	Proceeds from Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
39500	Transfer from Debt Service	-	2,200,000	2,200,000	-	-	-						
39700	Transfer from Sanitation	-	-	-	-	-	-						
39750	Transfer from Transit	-	-	-	-	-	-						
39761	Transfer from Waterworks.	-	-	-	-	-	-						
TOTAL REVENUES		\$ -	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ -						
44010	Professional/Special Services	\$ 224,859	\$ 404,000	\$ 120,000	\$ -	\$ -	\$ -						
44490	Other Contract Services	-	-	-	-	-	-						
47029	Computer - SAP Settlement	-	-	-	-	-	-						
48820	Training & Implementation	-	-	-	-	-	-						
48840	System Hardware	489,150	640,599	50,000	-	-	-						
49100	Transfer to General Fund	12,724	-	-	-	-	-						
49648	Transfer to CE Replacement	2,938	-	-	-	-	-						
TOTAL EXPENDITURES		\$ 729,671	\$ 1,044,599	\$ 170,000	\$ -	\$ -	\$ -						
ENDING BALANCE		\$	(847,858)	\$	307,543	\$	1,182,142	\$	1,182,142	\$	1,182,142	\$	1,182,142

FUND 667: LED STREETLIGHTS

OVERVIEW

Subsequent to the design and construction of the City's solar power systems in 2017, the City Council approved a Purchase and Sale Agreement, and a Pole License Agreement with Southern California Edison (SCE) for the acquisition of the streetlights located in Simi Valley.

On April 24, 2017, the City Council approved a contract with Tanko Street lighting for services related to an audit and inventory of City-owned streetlights, conversion of streetlights to Light Emitting Diode (LED) technology, and maintenance of City-owned streetlights. With financing in place to continue advancing various energy conversation measures within City facilities in FY 2017-18, the project 's completion is expected during FY 19-20 and the City can expect savings after debt service of approximately \$7.5 million over a 20 year period.

		FY18	FY19 Revised	FY19	FY20	FY21	FY22
Object	Description	Actual	Budget	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -
39270	Transfer from Economic Recovery	\$ 1,000,000	\$ 5,625,845	\$ 5,625,845	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 1,000,000	\$ 5,625,845	\$ 5,625,845	\$ -	\$ -	\$ -
44490	Other Contract Services	\$ -	\$ 6,625,845	\$ 6,625,845	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ 6,625,845	\$ 6,625,845	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

SIMI VALLEY TRANSIT FUND 750

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 (or, ADA/DAR) services to the senior and disabled population. SVT'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.

REVENUES LESS EXPENDITURES

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Total Revenues	\$ 7,181,004	\$ 8,922,833	\$ 9,682,912	\$ 8,340,748
Total Expenditures	\$ 7,813,224	\$ 13,356,391	\$ 9,147,350	\$ 8,340,748
SURPLUS/(DEFICIT)	\$ (632,219)	\$ (4,433,558)	\$ 535,562	\$ -

EXPENDITURES BY DIVISION

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Administration	\$ 3,907,667	\$ 3,109,334	\$ 3,100,950	\$ 3,281,762
Fixed-Route Maintenance	214,221	193,400	198,400	216,400
Fixed-Route Operations	1,620,633	1,931,045	1,527,700	1,973,300
ADA/DAR Maintenance	50,728	87,000	87,200	107,000
ADA/DAR Operations	1,814,029	2,821,700	2,060,100	2,483,000
Operating Transfers	56,800	45,500	45,500	37,400
Transit Projects	149,147	5,168,412	2,127,500	241,886
TOTAL	\$ 7,813,224	\$ 13,356,391	\$ 9,147,350	\$ 8,340,748

TRANSIT FUND REVENUES

Revenue Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Adopted Budget	% Budget Change
34001 Interest on Investments	29,673	-	-	-	0.0%
34102 Advertising	61,750	57,000	57,000	57,000	0.0%
34399 Reclassification	(29,672)	-	-	-	0.0%
36002 State Assistance	-	38,815	-	43,786	12.8%
36201 FTA Operating	2,588,024	2,644,900	2,644,900	2,576,896	-2.6%
36203 FTA Capital	63,727	100,000	40,000	104,000	4.0%
37211 Route A-1 Fares	42,765	80,000	48,000	37,500	-53.1%
37212 Route B-1 Fares	39,256	75,000	43,000	35,000	-53.3%
37213 Route C Fares	41,533	40,000	46,000	42,000	5.0%
37214 Route D Fares	8,147	10,000	10,000	10,000	0.0%
37215 Bus Fare Passes	66,977	50,000	50,000	50,000	0.0%
37216 DAR Van Fares	106,452	110,000	83,000	110,000	0.0%
37217 DAR Van County Reimb.	11,148	11,000	9,000	11,000	0.0%
37219 Route A-2 Fares	45,456	-	48,000	-	0.0%
37220 Route B-2 Fares	39,286	-	42,000	-	0.0%
37225 Fare Revenue Deposit Variances	55	-	-	-	0.0%
37299 Other Community	5,312	3,500	2,000	3,500	0.0%
38003 Miscellaneous	16,238	15,000	3,904	15,000	0.0%
38004 Damage Recovery	752	-	700	-	0.0%
38007 Rebates	13	-	-	-	0.0%
39238 Transfer from LTF	4,044,113	5,687,618	6,555,408	5,245,066	-7.8%
TOTAL	7,181,004	8,922,833	9,682,912	8,340,748	-6.5%

TOTAL TRANSIT EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,177,712	2,756,700	1,990,700	2,569,600	-6.8%
41020 - Temporary Salaries - PR Only	97,894	-	70,000	5,000	0.0%
41040 - Overtime	77,225	100,100	100,100	100,100	0.0%
41200 - Deferred Comp - 401k	6,422	8,100	5,200	7,600	-6.2%
41210 - Deferred Comp - 457	26,881	44,700	31,600	45,000	0.7%
41300 - Vision Care	8,636	10,200	8,400	10,000	-2.0%
41350 - Disability	4,873	5,300	4,500	5,000	-5.7%
41400 - Group Insurance/Health	53,199	79,900	47,200	68,600	-14.1%
41415 - Flex Benefits	546,579	599,100	530,000	738,200	23.2%
41420 - CalPERS Health Admin Fee	2,314	2,900	2,900	900	-69.0%
41450 - Life Insurance	6,660	7,600	7,200	7,600	0.0%
41500 - Group Insurance/Dental	33,967	40,700	33,300	41,800	2.7%
41550 - Section 125 Administration Fee	28	100	100	-	0.0%
41600 - Retirement (PERS)	1,165,425	704,400	457,300	747,700	6.1%
41620 - Retirement (HRA)	5,114	7,300	5,200	7,200	-1.4%
41630 - OPEB	8,557	-	-	-	0.0%
41650 - Medicare Tax	36,163	46,000	34,600	47,900	4.1%
41660 - FICA	4,372	-	-	-	0.0%
41700 - Workers' Compensation	326,500	237,800	237,800	256,500	7.9%
41800 - Leave Accrual	61,876	169,300	169,300	140,000	-17.3%
42100 - Utilities	32,811	32,000	32,800	33,000	3.1%
42130 - Postage	16	-	-	-	0.0%
42150 - Communications	33,221	36,300	35,300	36,300	0.0%
42200 - Computer - Non Capital	1,147	5,000	5,000	7,500	50.0%
42230 - Office Supplies	3,194	3,500	3,500	3,500	0.0%
42235 - Furnishings & Equip - Non Cap	-	1,000	5,000	1,500	50.0%
42410 - Uniform/Clothing Supply	20,081	16,900	16,900	23,000	36.1%
42440 - Memberships and Dues	12,816	13,800	14,200	15,000	8.7%
42450 - Subscriptions and Books	350	700	450	700	0.0%
42460 - Advertising	999	7,000	1,500	7,000	0.0%
42500 - Fuel and Lubricants	123,221	158,500	138,600	146,500	-7.6%
42510 - Tires	41,459	49,000	42,500	49,000	0.0%
42550 - Small Tools/Equipment	6,138	10,000	3,600	5,000	-50.0%
42560 - Operating Supplies	152,096	132,000	143,100	167,000	26.5%
42720 - Travel, Conferences, Meetings	5,013	7,000	5,000	7,000	0.0%
42730 - Training	2,151	3,000	1,500	2,500	-16.7%
42790 - Mileage	1,368	2,000	1,000	2,000	0.0%
44010 - Professional/Special Services	292,519	451,034	410,900	425,900	-5.6%
44310 - Maintenance of Equipment	103,259	242,997	182,000	192,600	-20.7%
44410 - Maintenance Building/Grounds	1,028	2,500	2,000	2,000	-20.0%
44490 - Other Contract Services	17,076	73,945	20,400	33,000	-55.4%
44491 - FIS Operations	12,600	12,600	12,600	12,600	0.0%
44590 - Other Insurance Services	313,100	316,200	316,200	319,362	1.0%
46100 - Reimb to General Fund	1,832,500	1,844,900	1,844,900	1,770,800	-4.0%
47020 - Furnishings & Equip (Capital)	-	95,000	-	-	0.0%
47030 - Vehicles	-	1,875,000	-	-	0.0%
48600 - Const Contracts	52,969	2,591,591	2,047,500	161,886	-93.8%
48800 - Application Software	44,900	507,225	80,000	80,000	-84.2%
49297 - Transfer to Retiree Benefits	20,600	17,000	17,000	37,400	120.0%
49655 - Trans to Public Facility Imprv	-	-	-	-	0.0%
49656 - Transfer to FIS Project	36,200	28,500	28,500	-	0.0%
TOTAL	7,813,224	13,356,391	9,147,350	8,340,748	-93.8%

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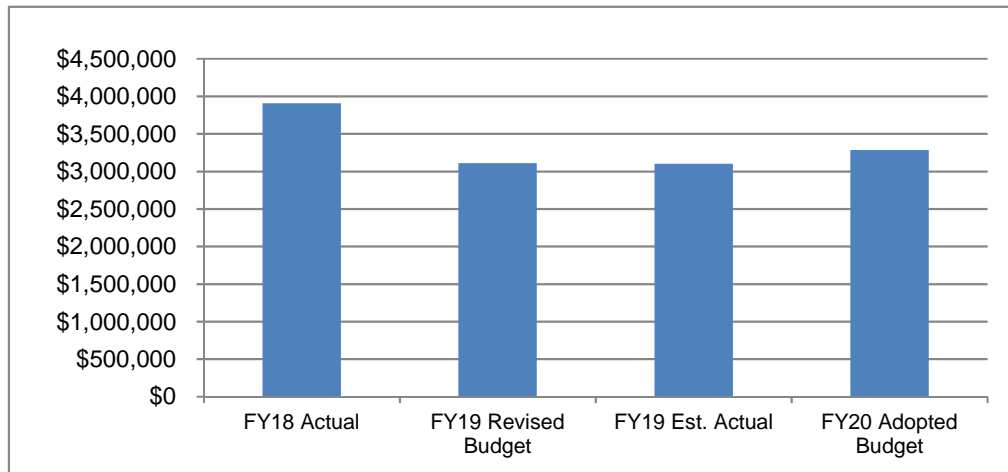
CITY OF SIMI VALLEY

Transit Administration - 7502905

OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consist of a 16-hour/day, 6-day/week operation of Americans with Disabilities Act ("ADA") Paratransit, senior Dial-A-Ride ("DAR"), and fixed-route transportation services. Transit Administration is also responsible for the management of Federal, State, and Local grants, including submittal, administration, financial management, compliance, and reporting.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$3,907,667	\$3,109,334	\$3,100,950	\$3,281,762



BUDGET ADJUSTMENTS

None

Transit Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Continued the partnership with East County cities and the County of Ventura as a member of the East County Transit Alliance ("ECTA"), to enhance regional transportation and provide ECTA CONNECT intercity ADA/DAR services throughout east Ventura County for Simi Valley residents.
- Participated in community events to increase the awareness of and access to public transportation, including the Senior Center Wellness Expo, Living Green Expo, and Simi Valley Street Fair.
- Educated local leaders on the benefits of public transportation during the Business & Government Day to the Chamber of Commerce sponsored Leadership Simi Valley Program.
- Participated in regional committees, including the Ventura County Transportation Commission's TRANSCOM, ECTA Management and Operations Committee, and various Ad Hoc committees to coordinate public transportation services throughout Ventura County.

GOALS FOR FY20

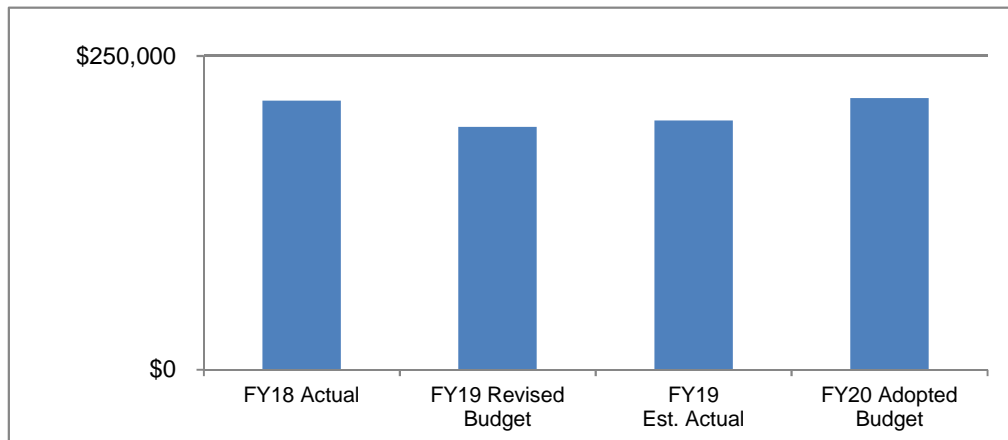
- Implement the City Council directed recommendations through the Short Range Transit Plan to improve service levels and efficiencies.
- Implement the Transit Management System, including enhanced dispatching and scheduling to improve service provision efficiency benchmarks, such as Dial-A-Ride and fixed-route passenger trips per hour, revenue miles per hour, and on time performance.
- Enhance administrative, technical, and supervisory skills of staff to provide proactive management of the Transit Division, improve services, and become more efficient.
- Continue to assess fare structures as the City moves towards enhanced transportation service options through implementation of recommendations from the Short Range Transit Plan.
- Seek out partnerships to increase accessibility to bus passes.
- Seek out electronic fare media solutions.

Fixed-Route Maintenance - 7502910

OVERVIEW

Fixed-Route Maintenance provides for the preventive maintenance and repairs of the City's Transit fleet of 11 vehicles that provide fixed-route service and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards. Additionally, Fixed-Route Maintenance provides for the preventive maintenance for the supervisor and relief vehicles that support fixed-route operations.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$214,221	\$193,400	\$198,400	\$216,400



BUDGET ADJUSTMENTS

None

Fixed-Route Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Ensured the availability of fixed-route vehicles for the delivery of over 300 days of uninterrupted public transportation service within the City's Transit service area.
- Performed preventive maintenance and repairs for all fixed-route vehicles compliant with Federal Transit Administration and State of California requirements.
- 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 FY20

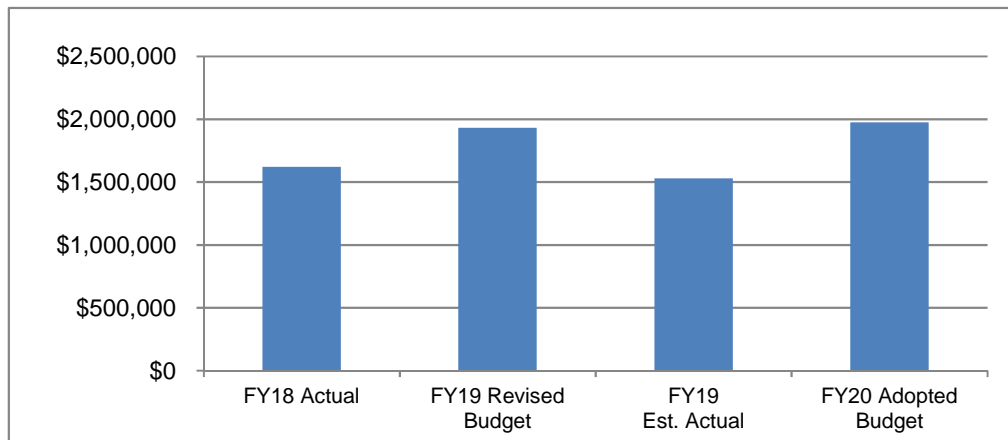
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federal Transit Administration and State of California requirements, and comply with all State and Local Air Pollution requirements.
- Enhance the technical knowledge and skill of maintenance staff associated with 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.
- Identify fixed-route vehicle replacement schedules.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

Fixed-Route Operations - 7502920

OVERVIEW

Fixed-Route Operations provides the delivery of quality, fixed-route public transportation service 16 hours per day, 6 days per week throughout Simi Valley. Simi Valley has 4 fixed-routes servicing the City with regional connections at the Chatsworth Metrolink station and with the VCTC East County and East/West Connector fixed-route services. The City's Transit offers safe, customer-oriented service with more than 300 service days provided to the community each year.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$1,620,633	\$1,931,045	\$1,527,700	\$1,973,300



BUDGET ADJUSTMENTS

None

Fixed-Route Operations (continued)

KEY ACCOMPLISHMENTS IN FY19

- Provided over 26,000 hours of fixed-route service to the community.
- Maintained necessary certifications and training for assigned staff to ensure the safe and effective delivery of public transportation services.
- Implemented Remix planning software to enhance fixed-route service levels in conjunction with Short Range Transit Plan recommendations.
- Implemented County-wide real time bus information system, including electronic bus stop signage.

GOALS FOR FY20

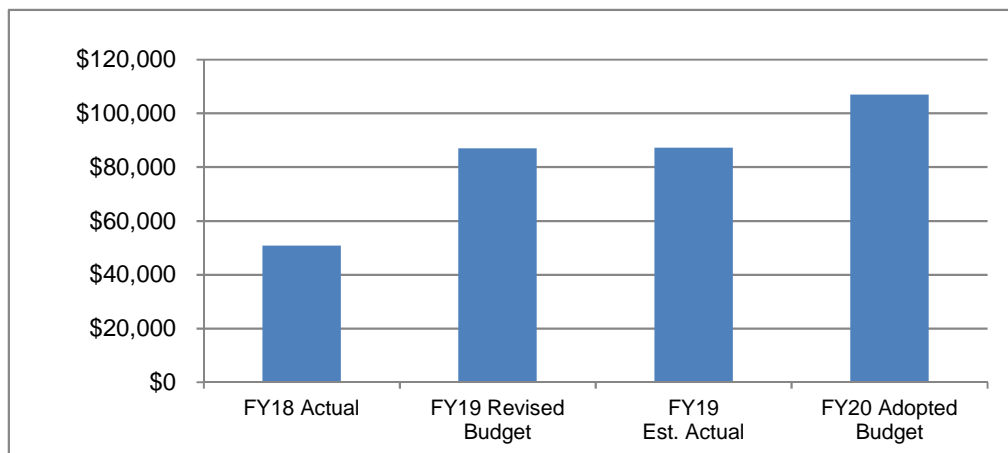
- Implement software to enhance service levels for fixed-route service throughout the City in conjunction with Short Range Transit Plan recommendations.
- Increase public awareness of and accessibility to fixed-route service by implementing social media and participating in outreach events to increase 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.

ADA/DAR Maintenance - 7502930

OVERVIEW

Americans with Disabilities Act/Dial-A-Ride ("ADA/DAR") Maintenance provides for the preventive maintenance and repairs to the City's Transit fleet of 12 ADA/DAR vehicles and associated equipment to ensure compliance with Federal Transit Administration and State of California vehicle standards.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$50,728	\$87,000	\$87,200	\$107,000



BUDGET ADJUSTMENTS

None

ADA/DAR Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to American's with Disabilities Act certified ridership and the senior community within the Simi Valley Transit service area.
- Performed preventive maintenance and repairs to the 12 ADA/DAR vehicles in compliance with Federal Transit Administration and State of California requirements, as well as Americans with Disabilities Act requirements.
- Maintained full compliance with Federally-mandated ADA Paratransit vehicle requirements.
- Complied with all Americans with Disabilities Act requirements.
- 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 FY20

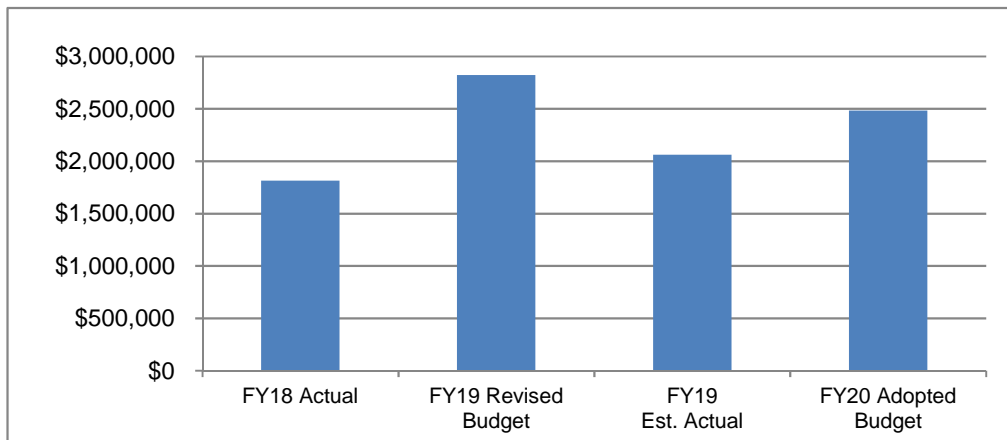
- Continue to maintain full compliance with Federally-mandated ADA Paratransit service criteria.
- Enhance the technical knowledge and skill of maintenance staff relative to vehicles and associated equipment.
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with Federal Transit Administration and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

ADA/DAR Operations - 7502940

OVERVIEW

Americans with Disabilities Act Paratransit and Senior Dial-A-Ride Operations provides specialized shared ride transportation services 16 hours per day, 6 days per week. Services are for individuals certified under the Americans with Disabilities Act and for seniors aged 65 and above.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$1,814,029	\$2,821,700	\$2,060,100	\$2,483,000



BUDGET ADJUSTMENTS

None

ADA/DAR Operations (continued)

KEY ACCOMPLISHMENTS IN FY19

- Provided over 43,000 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 necessary certifications and training for assigned staff to ensure the safe, effective delivery of public transportation services.
- Maintained full compliance with Federally-mandated ADA Paratransit service regulations.
- Conducted quarterly ADA Paratransit Advisory Committee meetings to discuss public Paratransit issues affecting individuals, including service policies, service availability, accessibility, safety, and training.
- Provided over 6,000 passenger trips through the East County Transit Alliance (or, ECTA) InterCity Connect service for Simi Valley residents regionally to destinations including Thousand Oaks, Moorpark, Camarillo, and connections to western Ventura County.

GOALS FOR FY20

- Implement software to enhance scheduling for ADA/DAR trips to provide more efficient service throughout the City and enhance productivity as part of the Short Range Transit Plan recommendations.
- Conduct quarterly ADA Paratransit Committee meetings and initiate and complete a recruitment to replace ADA Advisory Committee members with expiring terms.
- Provide additional training opportunities for ADA/DAR staff in customer service, sensitivity, and empathy in order to increase awareness to the ridership needs of those we serve.
- Promote travel training opportunities for current ADA/DAR ridership in order to assist in transitioning ridership to fixed-route service, reducing the cost of paratransit services.

FUND 700 & 702: SANITATION FUNDS

OVERVIEW

The Sanitation Fund is a distinct enterprise fund. Revenues are derived almost entirely from service fees. Expenses include operations and assets. The cost centers are divided into Administration, Operations & Maintenance, Collection System Maintenance, and Environmental Compliance covered in the following sections. The Sanitation Services Division operates the wastewater collection and treatment systems that provide reliable community service while protecting the environment.

The system has two distinct components: the collection system (sewers) and the Water Quality Control Plant (WQCP). Sanitation has a continuous operation regulated by multiple State and Federal regulatory agencies. These services include 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 and the environment 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.

WORKING CAPITAL BALANCE	\$21,790,618	\$ 23,348,772	\$ 23,348,772	\$ 22,323,972
REVENUES LESS EXPENDITURES				
	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Total Revenues	\$ 21,016,987	\$ 20,359,000	\$ 21,105,000	\$ 22,392,550
Total Expenditures	\$ 19,458,833	\$ 31,558,637	\$ 22,129,800	\$ 24,767,368
SURPLUS/(DEFICIT)	\$ 1,558,154	\$ (11,199,637)	\$ (1,024,800)	\$ (2,374,818)
ENDING BALANCE	\$23,348,772	\$ 12,149,135	\$ 22,323,972	\$ 19,949,154

OPERATING EXPENDITURES BY DIVISION

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Administration - Sanitation	\$ 5,665,585	\$ 5,198,900	\$ 4,704,300	\$ 5,410,688
Sewer Line Maintenance	1,037,384	1,238,300	1,039,600	1,248,000
Plant Operations & Maintenance	6,084,019	6,922,734	6,194,100	6,814,750
Environmental Compliance	582,475	710,570	660,000	800,180
Transfers & Reimbursements	1,776,535	386,900	386,900	592,250
Vehicle Replacement	214,629	270,950	308,900	531,500
Sanitation Capital Projects	4,098,206	16,830,283	8,836,000	9,360,000 *
TOTAL	\$ 19,458,833	\$ 31,558,637	\$ 22,129,800	\$ 24,757,368

* Details of the Sanitation Capital Projects are listed in the Capital Improvement Program Document

SANITATION REVENUE

Revenue Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 302,234	\$ 174,900	\$ 174,900	\$ 174,900	0.0%
34101 Rents & Leases	240	300	300	300	0.0%
37401 Engineering Fees	39,954	10,000	45,000	20,000	100.0%
37405 Inspection Service Fees	38,221	10,000	6,000	10,000	0.0%
37410 Services Charges	18,878,695	19,700,000	20,400,000	21,600,000	9.6%
37412 Recycled Water Charges	-	38,000	54,000	54,000	42.1%
37413 Penalty	28,198	25,000	20,000	20,000	-20.0%
37432 Environmental Comp. Program	232,163	230,000	230,000	250,000	8.7%
37434 Sewer Frontage & Lateral Fees	1,095	-	-	-	0.0%
37499 Other Public Works Fees	23,396	16,000	20,000	20,000	25.0%
38001 Sale of Surplus Property	2,713	-	-	-	0.0%
38003 Miscellaneous	20,842	-	-	-	0.0%
38007 Rebates	70	-	-	-	0.0%
39600 Transfer from Cap. Proj. Fund	3,164	-	-	-	0.0%
39700 Transfer from San. 700 to 702	1,446,000	154,800	154,800	243,350	57.2%
TOTAL	\$ 21,016,987	\$ 20,359,000	\$ 21,105,000	\$ 22,392,550	10.0%

SANITATION EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,814,323	4,568,800	3,821,500	4,640,320	1.6%
41020 - Temporary Salaries - PR Only	1,746	-	-	-	0.0%
41040 - Overtime	400,572	377,600	377,600	362,000	-4.1%
41200 - Deferred Comp - 401k	23,282	33,800	25,800	37,570	11.2%
41210 - Deferred Comp - 457	36,117	50,200	47,900	56,550	12.6%
41300 - Vision Care	12,427	14,100	12,800	14,170	0.5%
41350 - Disability	14,387	18,700	15,300	16,240	-13.2%
41400 - Group Insurance/Health	80,334	96,300	81,700	96,850	0.6%
41415 - Flex Benefits	817,662	1,001,600	841,600	1,028,490	2.7%
41420 - CalPERS Health Admin Fee	3,967	3,600	3,600	4,700	30.6%
41450 - Life Insurance	9,664	11,700	11,200	10,560	-9.7%
41500 - Group Insurance/Dental	51,050	61,100	53,100	62,220	1.8%
41550 - Section 125 Administration Fee	250	200	400	470	135.0%
41600 - Retirement (PERS)	1,889,091	1,195,500	1,027,900	1,340,270	12.1%
41620 - Retirement (HRA)	9,627	16,800	9,400	16,400	-2.4%
41630 - OPEB	15,429	-	-	-	0.0%
41650 - Medicare Tax	61,556	78,900	65,400	81,270	3.0%
41660 - FICA	130	-	-	-	0.0%
41700 - Workers' Compensation	454,800	304,600	304,600	270,780	-11.1%
41800 - Leave Accrual	135,951	207,000	207,000	188,600	-8.9%
41900 - Salary Savings	-	(61,800)	-	(37,922)	-38.6%
42100 - Utilities	644,595	800,000	750,000	800,000	0.0%
42110 - Lift Utilities	4,468	5,300	4,500	5,300	0.0%
42150 - Communications	33,525	35,800	36,200	40,700	13.7%
42200 - Computer - Non Capital	10,410	-	-	50,000	0.0%
42230 - Office Supplies	4,185	7,000	7,100	7,000	0.0%
42235 - Furnishings & Equip - Non Cap	10,467	58,303	5,900	6,000	-89.7%
42310 - Rentals	13,107	8,000	10,200	10,000	25.0%
42410 - Uniform/Clothing Supply	26,178	30,600	29,900	30,600	0.0%
42440 - Memberships and Dues	20,104	20,800	16,600	19,700	-5.3%
42450 - Subscriptions and Books	482	900	700	900	0.0%
42530 - Chemicals	297,972	398,000	330,000	393,000	-1.3%
42541 - Recycled Water	14,269	15,000	10,500	10,500	-30.0%
42550 - Small Tools/Equipment	975	1,000	1,000	1,000	0.0%
42560 - Operating Supplies	119,746	139,566	129,500	129,500	-7.2%
42720 - Travel, Conferences, Meetings	22,345	24,900	20,400	17,100	-31.3%
42730 - Training	9,497	8,500	6,500	8,000	-5.9%
42790 - Mileage	1,377	900	1,200	900	0.0%
44010 - Professional/Special Services	197,879	580,970	180,000	470,600	-19.0%
44012 - Outside Legal	3,026	20,000	20,000	20,000	0.0%
44310 - Maintenance of Equipment	315,422	449,177	418,000	384,000	-14.5%
44410 - Maintenance Building/Grounds	12,506	10,000	9,500	10,000	0.0%
44490 - Other Contract Services	746,853	650,588	666,000	702,100	7.9%
44491 - FIS Operations	19,600	19,600	19,600	19,600	0.0%
44492 - GIS Operations	20,500	29,200	29,200	33,000	13.0%
44590 - Other Insurance Services	372,700	376,400	376,400	380,164	1.0%
44840 - Bad Debt Expense	35,216	-	-	-	0.0%
44880 - Gain/Loss on Asset Disposition	(2,400)	-	-	-	0.0%
46100 - Reimb to General Fund	2,809,100	2,921,200	2,921,200	3,040,916	4.1%
46600 - Reimb to Streets and Roads	180,000	60,000	60,000	60,000	0.0%
46655 - Reimb to Public Facility Imprv	-	45,000	45,000	-	0.0%
47020 - Furnishings & Equip (Capital)	7,398	119,000	-	-	0.0%
47030 - Vehicles	214,630	270,950	-	200,000	-26.2%
48500 - Maintenance Contracts	2,026,158	1,912,010	100,000	100,000	-94.8%
48600 - Const Contracts	1,657,646	14,174,373	8,631,000	9,035,000	-36.3%
49297 - Transfer to Retiree Benefits	160,500	132,400	132,400	291,700	120.3%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	64,035	-	-	5,000	0.0%
49656 - Transfer to FIS Project	53,800	47,500	47,500	-	-100.0%
49702 - Transfer to San. 702 from 700	1,446,000	154,800	154,800	243,350	57.2%
TOTAL	19,458,833	31,558,637	22,129,800	24,767,368	-21.5%

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CITY OF SIMI VALLEY

Administration - 7004205

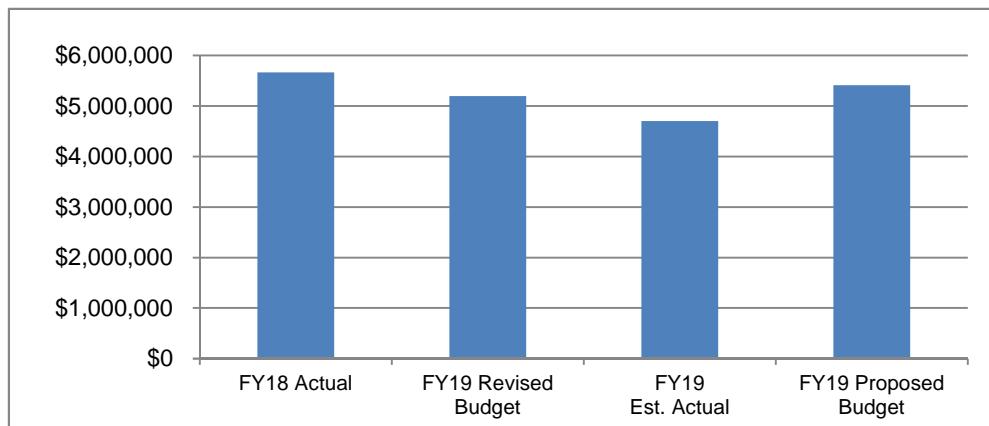
OVERVIEW

Sanitation Administration manages the sewer and Water Quality Control Plant ("WQCP") 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 repairs, 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 Five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the sewer and treatment systems are capable of sustained, reliable, and continuous operation in service to the community.

Sanitation Administration will continue to plan and asses the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY19 Proposed Budget
Expenditures	\$5,665,585	\$5,198,900	\$4,704,300	\$5,410,688



BUDGET ADJUSTMENTS

Add one PW Budget and Administrative Manager (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)	\$60,000
Extra Parts for Motorola Radios - <i>City Manager Adjustment</i>	\$5,000
City Engineer - 1/3 in San. fund - <i>City Manager Adjustment</i>	\$75,850
Freeze City Engineer - 6 Months - <i>City Manager Adjustment</i>	(\$37,922)
Reduction in Travel Budget - <i>City Manager Adjustment</i>	(\$6,000)

Administration (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed construction projects to rehabilitate the sewer collection system, including the Arroyo Simi Sewer Trunk Line Rehabilitation, Los Angeles Sewer Rehabilitation Project (Bishop to Barnes), Beaumont and Cochran Sewer Rehabilitation Project, and the Annual Sewer Cleaning and Video Inspection Project.
- Completed preliminary design reports at the WQCP for the Headworks Building Rehabilitation and the Secondary Clarification System Rehabilitation.
- Completed the following projects at the WQCP: 1) Pavement Resurfacing Project Phase 1 at the WQCP; 2) East BNR Aeration Diffusers Replacement; 3) SCADA System Upgrade; 4) Electrical Upgrades Phase 3; 5) Design of the Seismic Upgrades for Six Buildings; 6) Design of the Dewatering System Replacement and; 7) the Design of the New Warehouse Storage Facility.
- Initiated the design of the Pavement Resurfacing Project Phase 2 at the WQCP, the design of the Headworks Rehabilitation Project, and the construction of the Seismic Upgrades for Six Buildings at the WQCP.
- Initiated the joint project with the City and its selected Energy Services Company (or, ESCO), Schneider Electric, to identify projects at the WQCP that will improve operations and save money by reducing electrical usage and maintenance costs.
- Supported developments that sought connections to the sewer system including: 1) issuing 139 Sewer Will-Serve letters to serve 24 single-family residences, 102 multi-family residences, and 13 tenant improvements; 2) reviewed six preliminary development projects and prepared project conditions for seven projects and; 3) reviewed 12 development project plans for approval.

GOALS FOR FY20

- Complete the construction of the Pavement Resurfacing Project Phase 2 at the WQCP.
- Complete the design and construction of the Strathearn Place-Arroyo Simi Sewer Trunk Line Project to rehabilitate 5,500 feet of sewer lines.
- Complete the design and construction of the Royal Avenue (Crosby to Fair) to rehabilitate 3,280 feet of sewer lines.
- Complete the design and construction of the 24" to 36" Sewer Trunk Line Project to rehabilitate 1,300 feet of sewer lines.
- Complete the construction of the Concrete Structures Repair Project at the WQCP.
- Complete the construction of the Seismic Upgrades for the Six Buildings at the WQCP.

SANITATION FY19-20 POLICY ITEM PROPOSAL

TITLE: Add one PW Budget and Administrative Manager
 REQUEST: \$60,000 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 ACCOUNT: 7004205 Salaries and Benefits fully loaded One Time Expenditure
 PRIORITY: 1 Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 Cost) PW Budget and Administrative Manager	\$60,000	
TOTAL:	\$60,000	

The Department of Public Works is requesting authorization to add a Public Works Budget and Administrative Manager position to the Public Works Administration Division. This position will provide a wide variety of complex and diverse advanced level administrative duties in support of the Public Works Department including budget preparation and control, purchasing, and fiscal services. The position would supervise and direct assigned staff, conduct administrative and analytical studies and prepare reports and provide responsible administrative support to the Deputy Director of the Division and to the Department.

The Public Works Administration Division has absorbed and taken on several program areas in recent years which requires more personnel, managerial and program oversight. This includes the Military Banner Program, GIS program and Crossing Guard Program. Additionally, the recent acquisition of the Transit Division has further impacted the Department and most specifically the Administration Division related to budget and fiscal operations as well as personnel activity. Public Works purchasing and contracts alone requires a significant effort that would benefit from a change in the organizational hierarchy.

It is requested that one new Public Works Budget and Administrative Manager position be authorized to meet the growing needs of the Department. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

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CITY OF SIMI VALLEY

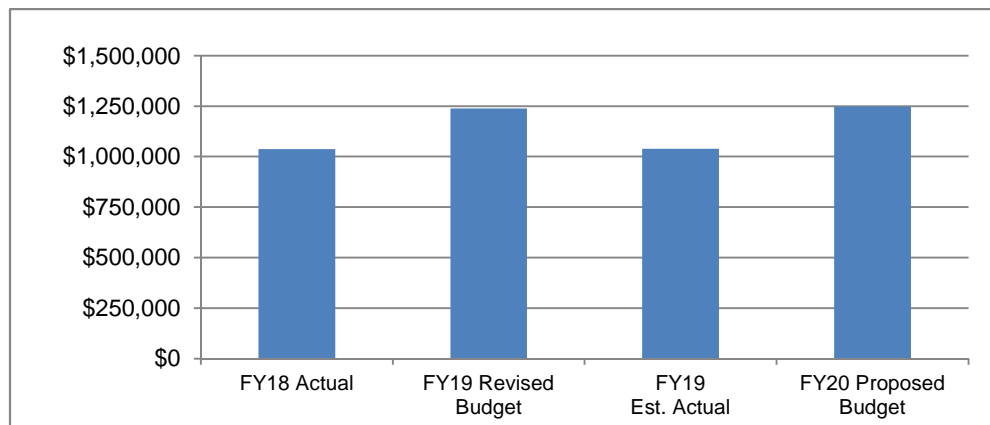
Collection System Maintenance - 7004210

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 City's Water Quality Control Plant. The Collection System is operated and maintained by California Water Environment Association certified staff that provide 24 hours per day, 365 days per year coverage.

Collection System Maintenance includes inspection, monitoring, and comprehensive sewer cleaning. Sewers are routinely video-inspected to assess flow conditions and identify issues before they develop into serious problems or catastrophic failures. Sewer cleaning is performed routinely using high pressure spray nozzles and vacuum combination vehicles. If a sanitary sewer overflow occurs impacting City streets, curbs, or storm drains (including those caused by private laterals), staff is equipped, trained, and ready to respond to minimize the impact and restore a safe environment. The Collection System includes all sewers, manholes, and three lift stations.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$1,037,384	\$1,238,300	\$1,039,600	\$1,248,000



BUDGET ADJUSTMENTS

Wincan Inspection Software for new Video Inspection Vehicle	\$50,000
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Collection System Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, locating laterals, and responding to and containing private overflows.
- Updated and audited the Sewer System Management Plan.
- Performed emergency sewer repairs to Hermes Street, Rivera Street, and Gibson Street.
- Installed all sewer maps into GIS to integrate with Granite XP software to improve video-inspection, sewer line condition, and data logging system.
- Participated in a variety of public outreach events, such as the Simi Valley Days Parade, Touch-A-Truck, and the Living Green Expo.
- Hydro-cleaned 300 miles of sewer line.
- Video inspected 33 miles of sewer line.

GOALS FOR FY20

- Protect public health and the environment with zero Sanitary Sewer Overflow (or, SSO).
- Increase participation with public outreach opportunities.
- Continue to provide excellent customer service.
- Hydro-clean and vacuum 300 miles of sewer line, which includes quarterly hot spots and video inspect 60 miles.
- Replace worn manhole rings & covers in key areas throughout the City's Collection System.

**SANITATION
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Proposed Changes to Existing Sanitation Video Inspection Software

REQUEST: \$50,000

ACCOUNT: 7004210-42200

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Wincan Inspection Video Software	\$50,000
TOTAL COST	\$50,000
Funds from old Camera Truck to offset cost	(\$30,000)

The Sanitation Services Division requests funding to purchase Wincan inspection software for our new video Inspection Vehicle to replace the existing video inspection software, Cues Granite XP. The current video inspection software Granite XP is no longer supported by CUES and staff has been researching an alternative that fits both the needs of the Collections System Technicians and Sanitation Engineering. This Inspection Vehicle is used daily to perform sewer and storm drain inspections and to meet the State Wastewater Discharge Requirements (WDR) for video inspecting 60 miles annually as stated in the City's Sewer System Management Plan (SSMP). The old video inspection Vehilce #505 was recently sold for \$30,000 to enable funding of the new Wincan software.

Video Inspections are a critical and very important process that provides necessary data for the Collection System Technicians and Sanitation Engineering to determine pipeline defects using a standarized assessment method (NASSCO) to determine sewer pipeline conditions.

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CITY OF SIMI VALLEY

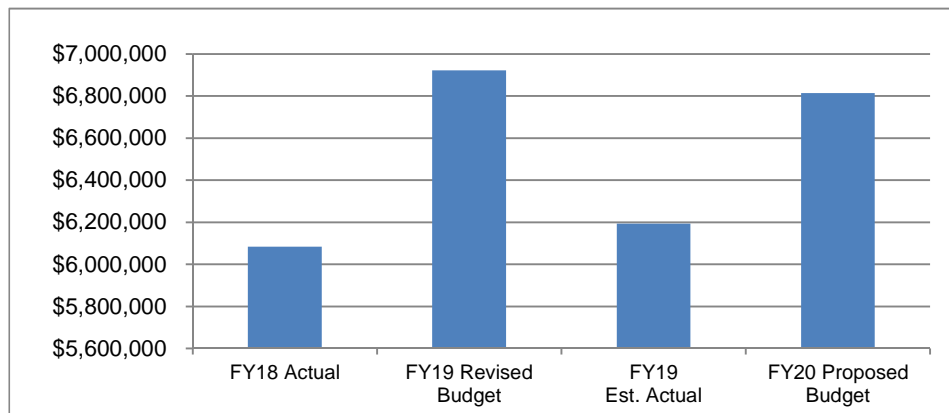
Plant Operations & Maintenance - 7004240

OVERVIEW

Plant Operations, Laboratory, and Maintenance provide services that protect public health and the environment, meet stringent regulatory requirements, conduct routine self-monitoring of permitted discharges, 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 Services staff 24 hours per day, 365 days per year. The WQCP is structured with state-of-the-art treatment and control processes.

The Plant is staffed with State of California certified operators and California Water Environment Association certified Plant Maintenance, Instrumentation Technicians, and Laboratory Technicians. Plant Operations assure the WQCP operates effectively and efficiently by continuously monitoring the controls and adjusting processes to maintain compliance with permit requirements. Maintenance and Instrumentation staff perform routine equipment maintenance and emergency repairs to ensure efficient and effective facility operation with minimal equipment failures. Laboratory staff 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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$6,084,019	\$6,922,734	\$6,194,100	\$6,814,750



BUDGET ADJUSTMENTS

Reduction in Operating Supplies	(\$10,000)
Reduction in "Other Contractual Services"	(\$25,000)

Plant Operations & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Delivered outstanding service to the citizens of Simi Valley by protecting public health, safety, and the environment.
- Had zero violations for calendar year 2018.
- Completed replacement of two budgeted chlorine residual analyzers and seven gas monitoring detectors.
- Completed replacement of one budgeted #1 primary clarifier chain and flights, one laboratory glassware washer, five electric-powered valve operators, and four self-contained breathing apparatus.
- Assisted in completing capital projects, including replacement of the East BNR aeration diffusers, and upgrade of the SCADA hardware and software.
- Participated in the ESCO design-build project's development.
- Participated in a variety of public outreach events, such as the Simi Valley Days Parade, Living Green Expo, Touch-A-Truck, and Kids Fest.
- Provided a total of 27 educational plant tours for high school and college students.

GOALS FOR FY20

- Maintain National Pollutant Discharge Elimination System (or, NPDES) permit compliance with zero violations.
- Continue to provide excellent service 24-hours per day, 365 days per year to the citizens of the City of Simi Valley.
- Assist engineering and the contractors on capital projects, including work with ESCO to complete the design for the Headworks, Dewatering, Anaerobic Digesters, Aeration Blowers, and Secondary Clarifiers.
- Continue participation in educational tours and public outreach to encourage community involvement.
- Continue to collaborate with other Departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.

**SANITATION
FY 19-20 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Operating Supplies
 TOTAL \$10,000
 ACCOUNT: 7004240-42560
 PRIORITY: 2

- One Time Savings
 Recurring Savings

DEPARTMENT PROPOSAL

<u>Current Expenses</u>	
Operating Supplies	\$50,000
TOTAL:	<u>\$50,000</u>

CITY MANAGER ADJUSTMENT

<u>Current Expenses</u>	
Operating Supplies	\$10,000
TOTAL:	<u>\$10,000S</u>

This account supplies the WQCP with oil and grease lubrication items, housekeeping supplies, welding gases, mobile pump suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as first aid supplies, portable gas detectors, fall protection, Self-Contained Breathing Apparatus (SCBA), and Personal Protective Equipment (PPE). Laboratory and Instrumentation supplies, bioassay testing materials; and materials used in field monitoring for the reclaimed water, soil amendment site, and plant analyzer equipment and reagents. A reduction in this account would severely affect the performance of the Plant's preventative maintenance program, laboratory analysis, and safety equipment maintenance.

**SANITATION
FY 19-20 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Other Contracted Services
 TOTAL \$25,000
 ACCOUNT: 7004240-44490
 PRIORITY: 4

- One Time Savings
 Recurring Savings

DEPARTMENT PROPOSAL

Current Expenses

Other Contracted Services	\$50,000
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TOTAL:	<u>\$50,000</u>
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CITY MANAGER ADJUSTMENT

Current Expenses

Other Contracted Services	\$25,000
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TOTAL:	<u>\$25,000</u>
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A reduction in the Other Contract Services account would adversely affect the Division's ability to maintain equipment through predictive maintenance by postponing needed repairs, access consulting services and technical assistance, and complete needed Plant projects on schedule. Reduction in this account would affect the Plant's ability to continue to identify electrical maintenance needs, meet biosolids disposal needs, maintain all Plant landscaped areas, provide required filter process inspection and maintenance, contract for emergency welding services, provide needed security improvements, and respond to emergency sewer repair needs.

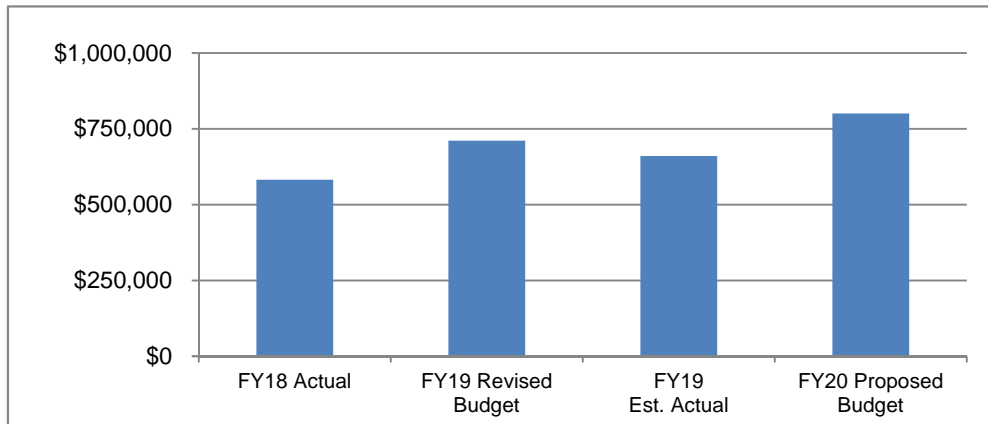
Environmental Compliance - 7004250

OVERVIEW

The Environmental Compliance Pretreatment Program is designed to protect the City’s sewer system and the WQCP assets by enforcing the City’s Sewer Use Ordinance. Permitted industrial users are urged to seek source reduction, waste minimization, pollution prevention and/or recovery, and reuse procedures to meet the limitations set on industrial and process wastewater discharges. The Program must comply with the Federal Environmental Protection Agency regulations driven by the Clean Water Act. These requirements are reported through and further regulated under the National Pollutant Discharge Elimination System 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.

Program staff permits and monitors commercial and industrial customers and provides support to the customers by advising on methods to minimize risks and finding solutions to specific disposal situations. Staff also provides general public education and outreach with the community at-large on such topics as grease disposal, the fate of sewage, and how wastes can be properly disposed.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Proposed Budget
Expenditures	\$582,475	\$710,570	\$660,000	\$800,180



BUDGET ADJUSTMENTS

None

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY19

- Completed all the sampling and analysis for the 2018 United States Environmental Protection Agency (or, USEPA) Pretreatment Annual Report.
- Participated in numerous educational and outreach events, such as the Street Fair, Moorpark College Multicultural Day, Sinaloa Community Service Fair, Simi Valley High School Career Day, and the Living Green Expo, where the Division presented educational question and answering opportunities from the community.
- Performed a survey of all the permitted waste haulers that discharge septic and chemical toilet wastewater to the WQCP to ensure compliance is maintained with Federal, State, and local environmental regulations.
- Provided the WQCP with support to comply with their NPDES permit by assisting with sampling, equipment, and analyses.
- Provided assistance, data, and support with the Sewer System Management Plan and the Pretreatment Monitoring and Reporting Program.
- Participated in the Annual Sinaloa Middle School Career Fair on February 6, 2018. Staff spoke with 8th grade students about a variety of environmental careers.

GOALS FOR FY20

- Perform dental facilities inspections and monitoring educating dentists on the new Federal EPA Dental Industrial User requirements.
- Achieve 100% Categorical Industrial User wastewater discharger compliance.
- Perform all the required NPDES annual monitoring and analysis data to complete the Pretreatment Annual Report for 2018.
- Provide support and assistance to the WQCP and provide the necessary sampling and analysis to respond to the Regional Water Quality Control Board (or, RWQCB) changes and requirements.
- Perform industrial and commercial inspections and monitoring of all new and existing wastewater discharge permitted facilities and reduce their wastewater pollutants contribution to the WQCP.

FUND 701: SANITATION CAPITAL FUND

OVERVIEW

Sanitation Capital Fund 701 was created to separately account for sewer connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which expand the system's capacity to serve new growth.

WORKING CAPITAL BALANCE												
	\$	5,820,423	\$	6,880,995	\$	6,880,995	\$	7,225,995				
		FY18 Actual		FY19 Revised Budget		FY19 Est. Actual		FY20 Proposed Budget				
Revenues												
34001 Interest on Investments	\$	83,311	\$	37,500	\$	37,500	\$	37,500				
37449 Sewer Connection Fees		1,079,043		200,000		660,000		1,500,000				
Total Revenues	\$	1,162,354	\$	237,500	\$	697,500	\$	1,537,500				
Expenditures												
46100 Reimb to the General Fund	\$	74,700	\$	352,500	\$	352,500	\$	94,100				
48500 Maintenance Contracts		27,082		-		-		-				
Total Expenditures	\$	101,782	\$	352,500	\$	352,500	\$	94,100				
ENDING BALANCE					\$	6,880,995	\$	6,765,995	\$	7,225,995	\$	8,669,395

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CITY OF SIMI VALLEY

FUND 761 & 763: WATERWORKS FUNDS

OVERVIEW

The Waterworks Fund is a distinct enterprise fund. Revenues are derived almost entirely from service fees. Expenses include operations and assets. The cost centers are divided into Administration, Operations, and Utility Billing. The Waterworks Division operates the systems that deliver high-quality, reliable, and cost-effective water service to homes and businesses in the service area.

Waterworks Administration manages the water system assets and manages the finances of the enterprise. The operating budget is approximately \$40 million per year and growing, primarily due to the cost of buying imported water from Calleguas Municipal Water District.

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 to operate continuously and must be absolutely reliable to protect public health.

Utility Billing is handled by the City's Customer Service group, which is responsible for handling many City business transactions, including utility billing for Waterworks District No. 8. Additionally, Customer Service field personnel supports services to water meters, including routine reading, maintenance, and repairs.

WORKING CAPITAL BALANCE	\$ 11,783,148	\$ 14,965,530	\$ 14,965,530	\$ 18,979,830
REVENUES LESS EXPENDITURES				
	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Total Revenues	\$ 44,847,689	\$ 38,370,800	\$ 43,925,000	\$ 45,682,700
Total Expenditures	41,665,306	45,540,375	39,910,700	45,341,758
SURPLUS/(DEFICIT)	\$ 3,182,383	\$ (7,169,575)	\$ 4,014,300	\$ 340,942
ENDING BALANCE	\$ 14,965,530	\$ 7,795,955	\$ 18,979,830	\$ 19,320,772

OPERATING EXPENDITURES BY DIVISION

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Administration	\$ 3,298,552	\$ 2,958,819	\$ 2,900,500	\$ 3,080,146
Operations & Maintenance	36,079,564	34,597,931	34,895,200	37,328,012
Utility Billing	770,167	880,100	862,100	880,200
Transfers & Reimbursements	440,200	286,300	286,300	368,100
Vehicle Replacement	142,341	487,859	-	205,000
Water Capital Projects	934,482	6,329,366	966,600	3,480,300 *
TOTAL	\$ 41,665,306	\$ 45,540,375	\$ 39,910,700	\$ 45,341,758

*Details of the Water Capital Projects are listed in the Capital Improvement Program Document

WATERWORKS REVENUES

Revenue Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Adopted Budget	% Budget Change
34001 Interest on Investments	\$ 170,344	\$ 224,800	\$ 224,800	\$ 224,800	0.0%
34101 Rents & Leases	493,630	470,000	470,000	470,000	0.0%
36002 State Assistance	4,571	3,000	3,000	3,000	0.0%
36601 Other Grants	74,525	-	-	-	0.0%
37003 Returned Check (NSF)	7,590	6,000	5,500	6,000	0.0%
37401 Engineering Fees	39,179	25,000	75,000	75,000	200.0%
37405 Inspection Services	64,297	5,000	5,200	5,200	4.0%
37410 Services Charges	40,521,063	34,800,000	40,100,000	41,600,000	19.5%
37412 Recycled Water Charge	99,423	85,000	100,000	100,000	17.6%
37452 Sales to Waterworks	1,943,877	1,700,000	1,750,000	1,900,000	11.8%
37453 Water Standby Charge	5,629	5,000	5,000	5,000	0.0%
37454 Sale of Meters	43,189	22,000	22,000	22,000	0.0%
37456 Water Lift Charge	915,585	770,000	910,000	930,000	20.8%
37461 Door Hanger Charge	162,597	95,000	98,000	98,000	3.2%
37499 Other Public Works	5,901	7,000	5,500	6,000	-14.3%
38001 Sale of Surplus Property	8,542	3,000	3,000	3,000	0.0%
38004 Damage Recovery	8,107	10,000	8,000	8,000	-20.0%
38007 Rebates	140	-	-	-	0.0%
39761 Transfer From Waterworks	279,500	140,000	140,000	226,700	61.9%
TOTAL	\$ 44,847,689	\$ 38,370,800	\$ 43,925,000	\$ 45,682,700	19.1%

WATERWORKS EXPENDITURES

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Adopted Budget	% Budget Change
41010 Regular Salaries	\$ 2,552,107	\$ 3,270,600	\$ 2,391,600	\$ 3,302,669	1.0%
41020 Temporary Salaries	14,065	16,000	16,000	25,000	56.3%
41040 Overtime	82,255	75,600	75,600	75,600	0.0%
41200 Deferred Comp - 401k	14,446	25,900	15,000	28,660	10.7%
41210 Deferred Comp - 457	27,963	37,000	34,600	35,300	-4.6%
41300 Vision Care	10,111	11,400	10,100	11,679	2.4%
41350 Disability	8,330	14,400	8,000	11,091	-23.0%
41400 Group Insurance/Dental	61,528	76,700	58,100	77,244	0.7%
41415 Flex Benefits	653,677	794,900	659,600	857,200	7.8%
41420 CalPERS Health Admin	2,645	700	100	700	0.0%
41450 Life Insurance	7,616	9,300	8,600	8,560	-8.0%
41500 Group Insurance/	36,929	41,800	37,800	49,200	17.7%
41550 Section 125 Admin	75	100	100	300	200.0%
41600 Retirement (PERS)	1,235,958	849,900	650,000	948,848	11.6%
41620 Retirement (HRA)	5,644	16,800	3,500	17,600	4.8%
41630 OPEB	9,533	-	-	-	0.0%
41650 Medicare Tax	35,583	56,500	36,100	58,961	4.4%
41660 FICA	2,678	1,000	1,000	1,000	0.0%
41700 Workers' Compensation	255,400	171,000	79,000	161,447	-5.6%
41800 Leave Accrual	46,126	116,800	116,800	97,100	-16.9%
41900 Salary Savings	-	(103,200)	-	(248,347)	140.6%
42100 Utilities	859,361	770,000	770,000	770,000	0.0%
42150 Communications	32,925	31,900	25,700	37,700	18.2%
42200 Computer - Non Capital	21,315	18,400	18,400	-	0.0%
42230 Office Supplies	6,603	11,500	10,000	15,500	34.8%
42235 Furnishings & Equipment	1,994	61,200	7,000	9,700	-84.2%
42310 Rentals	2,398	2,000	2,000	2,000	0.0%
42410 Uniform/Clothing	14,254	13,500	13,500	13,500	0.0%
42440 Memberships and Dues	17,255	17,100	17,000	17,600	2.9%
42450 Subscriptions and Books	1,073	1,500	1,400	1,500	0.0%
42520 Meters	349,402	425,100	425,100	425,100	0.0%
42540 Water Purchases	29,915,556	27,200,000	28,800,000	30,200,000	11.0%
42541 Recycled Water	72,630	62,000	73,000	75,000	21.0%
42550 Small Tools/Equip	15,220	18,500	18,500	18,500	0.0%
42560 Operating Supplies	250,955	156,500	156,500	156,500	0.0%
42720 Travel	7,191	19,100	17,000	21,800	14.1%
42730 Training	11,974	19,100	16,700	19,100	0.0%
42790 Mileage	95	500	500	500	0.0%
44010 Professional/Special Services	380,130	527,519	476,100	447,300	-15.2%
44012 Outside Legal	-	2,500	2,500	2,500	0.0%
44310 Maintenance of Equip	316,689	331,507	338,700	338,700	2.2%
44410 Maintenance Buildings	10,781	15,000	15,000	15,000	0.0%
44490 Other Contract Services	355,302	763,168	747,600	530,500	-30.5%
44491 FIS Operations	32,600	32,600	32,600	32,600	0.0%
44492 GIS Operations	25,500	34,200	34,200	38,000	11.1%
44590 Other Insurance	202,600	204,600	204,600	206,646	1.0%

WATERWORKS EXPENDITURES (continued)

Expenditure Type	FY18 Actual	FY19 Revised Budget	FY19 Estimated Actual	FY20 Adopted Budget	% Budget Change
44840 Bad Debt Expense	\$ 19,292	\$ -	\$ -	\$ -	0.0%
44880 Gain / Loss on Asset Disposition	(5,350)	-	-	-	0.0%
46100 Reimb to General Fund	2,394,400	2,429,200	2,429,200	2,513,600	3.5%
46600 Reimb to Streets	180,000	60,000	60,000	60,000	0.0%
46655 Reimb to Public Fac Imprv	-	45,000	45,000	-	0.0%
47020 Furnishings & Equip	59,733	22,056	-	-	-100.0%
47030 Vehicles	142,341	487,859	-	205,000	-58.0%
48500 Maintenance Contracts	312,651	2,328,831	-	2,230,000	-4.2%
48600 Const. Contracts: CIP	155,567	3,658,935	665,000	1,050,000	-71.3%
49297 Transfer to Retiree Benefits	37,900	31,300	31,300	68,900	120.1%
49648 Transfer to CERF	67,500	67,500	67,500	67,500	0.0%
49655 Transfer to Public Facility Imprv.	-	-	-	5,000	0.0%
49656 Transfer to FIS Capital	55,300	47,500	47,500	-	0.0%
49763 Transfer to WW Replacement	279,500	140,000	140,000	226,700	61.9%
TOTAL	\$ 41,665,306	\$ 45,540,375	\$ 39,910,700	\$ 45,341,758	-0.4%

Administration - 7614605

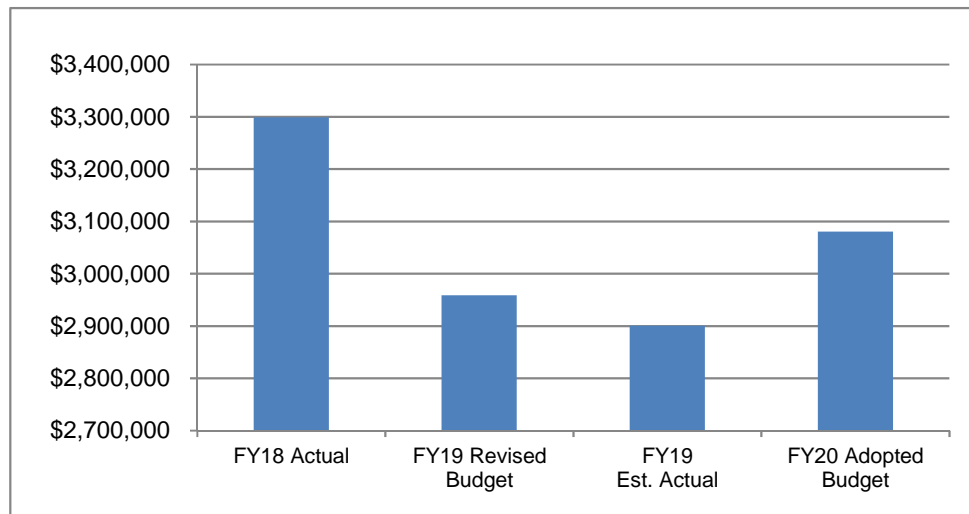
OVERVIEW

Waterworks Administration manages the water system assets and manages the finances of the enterprise. The operating budget is approximately \$40 million per year and growing, with the cost of buying imported water from Calleguas Municipal Water District representing 70% of the budget.

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. The proposed budget and five-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.

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.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$ 3,298,552	\$ 2,958,819	\$ 2,900,500	\$ 3,080,146



BUDGET ADJUSTMENTS

Add one PW Budget and Administrative Manager (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)	\$60,000
Reduce Training Budget - <i>City Manager Adjustment</i>	(\$5,600)
Extra Parts for Motorola Radios - <i>City Manager Adjustment</i>	\$5,000

Administration (continued)**KEY ACCOMPLISHMENTS IN FY19**

- Worked with 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.
- Studied the feasibility of utilizing the Simi Valley Groundwater Basin as a local water resource by analyzing extraction, treatment, and distribution alternatives.
- Added The Point at Simi Valley Business Center as a recycled water customer.
- 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.
- Purchased and installed Water Storage Mixing devices in 3 tanks.
- Increased the pilot fixed-based meter reading program by installing additional signal receivers.

GOALS FOR FY20

- Increase the pilot fixed-based meter reading program by installing 6 additional signal receivers.
- Improve the Operations data and control system infrastructure.
- Locate, construct, and begin operating a new well to support the ongoing water system supplementation from the Tapo Canyon Water Treatment Plant.
- Construct the Crown Hill Water Tank to improve water storage in the Knolls Zone.
- Expand Water Use Efficiency Rebate Program participation by customers.
- Investigate options for recycled water use that are cost effective and provide value for the commodity.
- Review the financial responsibilities of the Waterworks District to verify the nexus

WATERWORKS FY19-20 POLICY ITEM PROPOSAL

TITLE: Add one PW Budget and Administrative Manager

REQUEST: \$60,000 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)

ACCOUNT: 7614605 Salaries and Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Personnel

(1/3 cost)	PW Budget and Administrative Manager	\$60,000
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TOTAL:		\$60,000
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The Department of Public Works is requesting authorization to add a Public Works Budget and Administrative Manager position to the Public Works Administration Division. This position will provide a wide variety of complex and diverse advanced level administrative duties in support of the Public Works Department including budget preparation and control, purchasing, and fiscal services. The position would supervise and direct assigned staff, conduct administrative and analytical studies and prepare reports and provide responsible administrative support to the Deputy Director of the Division and to the Department.

The Public Works Administration Division has absorbed and taken on several program areas in recent years which requires more personnel, managerial and program oversight. This includes the Military Banner Program, GIS program and Crossing Guard Program. Additionally, the recent acquisition of the Transit Division has further impacted the Department and most specifically the Administration Division related to budget and fiscal operations as well as personnel activity. Public Works purchasing and contracts alone requires a significant effort that would benefit from a change in the organizational hierarchy.

It is requested that one new Public Works Budget and Administrative Manager position be authorized to meet the growing needs of the Department. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

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CITY OF SIMI VALLEY

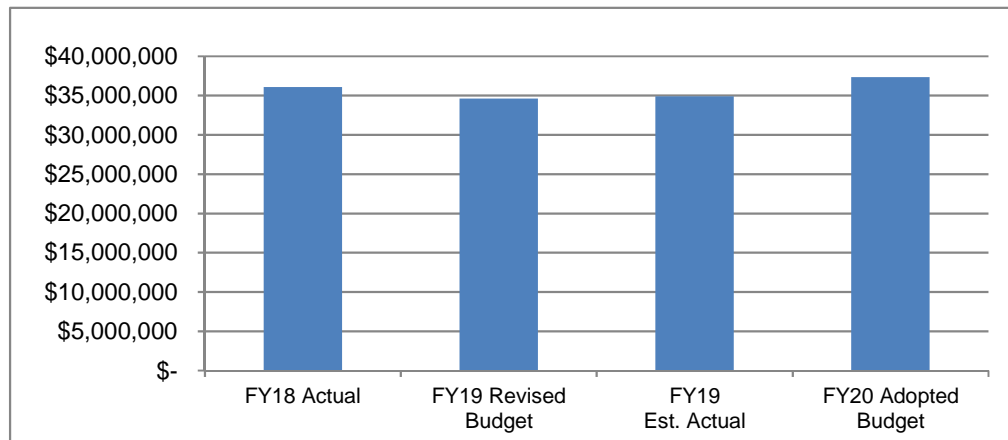
Operations & Maintenance - 7614640

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 and provide expected service. The Environmental Compliance Section supports Operations through programs, including public information and outreach, school education, residential/commercial inspections, and water use efficiency retrofits and incentives.

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. However, the crews are prepared to respond when there is a need at any time of the day, week, month, or year.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$ 36,079,564	\$34,597,931	\$34,895,200	\$37,328,012



BUDGET ADJUSTMENTS

Freeze one Principal Engineer Position (vacant) for one year	\$ (210,425)
City Engineer - 1/3 in Water fund - <i>City Manager Adjustment</i>	\$ 75,850
Freeze City Engineer - 6 Months - <i>City Manager Adjustment</i>	\$ (37,922)

Operations & Maintenance (continued)**KEY ACCOMPLISHMENTS IN FY19**

- Improved customer water metering to provide better data for the customer's use and improve system efficiency.
- Obtained approval of \$100K of wholesaler grant funding for the City Landscape Turf Removal and Spray-to-Drip Conversion Projects.
- Purchased 2 emergency mobile generators to improve operational reliability and emergency preparedness.
- Obtained a \$75K approval of wholesaler grant funding for the City Landscape Turf Removal and Spray-to-Drip Conversion Projects.
- Improved water conservation education through the City's website and social media, local newspaper ads, radio interviews, presentations to civic groups, and public outreach events.
- Participated in the Street Fair/City Expo, Chamber of Commerce Living Green Expo, Library Children's Event, and the Park District's Eat, Learn & Play Event.
- Hosted in partnership with Golden State Water, new Residential Turf Removal Workshops.
- Purchased a mobile water pump for service reliability during emergency events.

GOALS FOR FY20

- Continue with the installation of the Automated Meter Reading and Information System and explore integration with the Utility Billing function.
- Support attaining compliance with the State-mandated reduction in water consumption.
- Provide continuous, reliable, efficient, and safe services to Waterworks customers.
- Integrate the recycled water services into operation and provide for continuous services during recycled water outages.
- Install more high efficiency irrigation sprinklers in City landscape areas.

**WATERWORKS
FY 19-20 REDUCTION PROPOSAL**

TITLE: Freeze One Principal Engineer (Vacant)
 TOTAL \$103,200
 ACCOUNT: 7614640-Salaries & Benefits
 PRIORITY: 1

One Time Savings
 Recurring Savings

DEPARTMENT PROPOSAL

Freeze One Principal Engineer (Vacant) for Six Months

Personnel

Salaries & Benefits \$105,200

TOTAL: \$105,200

CITY MANAGER ADJUSTMENT

Freeze One Principal Engineer (Vacant) for One Year

Personnel

Salaries & Benefits \$210,425

TOTAL: \$210,425

The Public Works Department is offering to freeze one Principal Engineer (vacant) for six months through December 31, 2018, towards achieving Citywide personnel cost reductions.

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CITY OF SIMI VALLEY

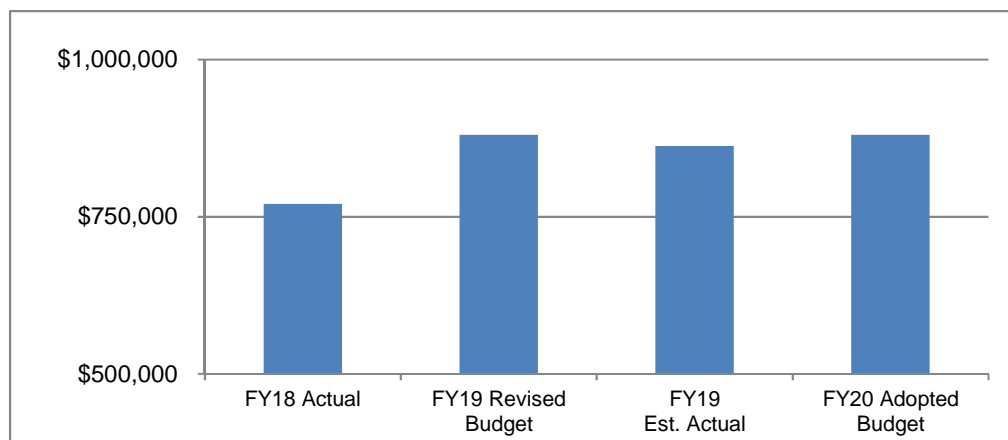
Utility Billing - 7614645

OVERVIEW

Customer Services is responsible for processing utility bills, including water bills for Waterworks District No. 8, and sanitation bills.

The staff of Customer Services provides the essential link between the water customer and the continuous operation of the Waterworks District. They provide person-to-person contact on water issues that may be linked to a water bill, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Expenditures	\$770,167	\$880,100	\$862,100	\$880,200



BUDGET ADJUSTMENTS

None

Utility Billing (continued)**KEY ACCOMPLISHMENTS IN FY19**

- Processed 142,918 utility and sanitation bills within three days of receipt of the meter read data from the Department of Public Works, and processed approximately \$47.2 million in incoming payments within one business day of receipt of payment.
- Processed 1,172 meter upgrades for Waterworks District No. 8.
- Exceeded the goal of 18% of utility bill customers “going green” by subscribing to Waterworks District’s paperless/payments bill payment options; over 22% of utility bill customers subscribe to the District’s paperless billing.

GOALS FOR FY20

- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.
- Complete implementation and go-live on a replacement Utility Billing system, which is one part of a Citywide ERP upgrade.
- Encourage utility billing customers to go green by subscribing to Waterworks District’s paperless/payments bill payment options.
- Process all utility billing customer payments within two working days of receipt of payment.

FUND 762 - WATERWORKS CAPITAL FUND**OVERVIEW**

Waterworks Capital Fund 762 was created to separately account for water connection fees collected in relation to new developments. These fees can only be used for capital upgrade projects which will expand the system's capacity to serve new growth.

WORKING CAPITAL BALANCE \$ (2,277,692) \$ (2,723,917) \$ (2,723,917) \$ (3,807,237)

	FY18 Actual	FY19 Revised Budget	FY19 Est. Actual	FY20 Adopted Budget
Revenues				
34001 Interest on Investments	\$ (18,775)	\$ 5,000	\$ 5,000	\$ 5,000
37479 Capital Improvement Charges	655,714	120,000	300,000	500,000
Total Revenues	\$ 636,939	\$ 125,000	\$ 305,000	\$ 505,000
Expenditures				
46100 Reimb to the General Fund	103,900	280,900	280,900	279,300
48500 Maintenance Contracts	-	-	-	-
48600 Construction Contracts	979,264	4,995,328	1,107,420	6,450,000
Total Expenditures	\$ 1,083,164	\$ 5,276,228	\$ 1,388,320	\$ 6,729,300
ENDING BALANCE Surplus/(deficit)	\$ (2,723,917)	\$ (7,875,145)	\$ (3,807,237)	\$ (10,031,537)

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CITY OF SIMI VALLEY

PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley's website at www.simivalley.org

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Accounting Assistant I	02-Oct-17	\$3,059.33 - \$3,898.27	\$36,712.00 - \$46,779.20
Accounting Assistant II	02-Oct-17	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Accounting Projects Analyst	09-Jan-17	\$6,177.95 - \$7,920.92	\$74,135.36 - \$95,051.06
Accounting Specialist	09-Jan-17	\$4,972.35 - \$6,353.62	\$59,668.18 - \$76,243.44
Accounting Supervisor	09-Jan-17	\$6,885.43 - \$8,840.63	\$82,625.14 - \$106,087.54
Accounting Technician I	02-Oct-17	\$3,329.73 - \$4,248.40	\$39,956.80 - \$50,980.80
Accounting Technician II	02-Oct-17	\$3,698.93 - \$4,719.87	\$44,387.20 - \$56,638.40
Administrative Assistant	02-Oct-17	\$4,459.56 - \$5,687.09	\$53,514.76 - \$68,245.06
Administrative Intern (Temp)	20-Jun-11	\$3,698.93 - \$4,719.87	\$44,387.20 - \$56,638.40
Administrative Officer	09-Jan-17	\$7,556.62 - \$9,713.17	\$90,679.42 - \$116,558.00
Administrative Services Director	02-Oct-17	\$11,336.95 - \$14,737.95	\$136,043.44 - \$176,855.38
Administrative Technician	27-Jun-16	\$4,078.53 - \$5,206.93	\$48,942.40 - \$62,483.20
Assistant City Attorney	09-Jan-17	\$9,931.83 - \$12,801.01	\$119,181.92 - \$153,612.16
Assistant City Clerk	09-Jan-17	\$6,331.95 - \$8,231.56	\$75,983.44 - \$98,778.68
Assistant City Manager	09-Jan-17	\$11,905.44 - \$15,477.11	\$142,865.32 - \$185,725.28
Assistant Community Services Manager	02-Oct-17	\$5,116.91 - \$6,541.60	\$61,402.90 - \$78,499.20
Assistant Engineer	09-Jan-17	\$6,310.50 - \$8,093.28	\$75,726.04 - \$97,119.36
Assistant Planner	09-Jan-17	\$5,429.43 - \$6,947.87	\$65,153.14 - \$83,374.46
Assistant Public Works Director	09-Jan-17	\$10,882.73 - \$14,037.12	\$130,592.80 - \$168,445.42
Assistant to the City Manager	09-Jan-17	\$8,668.34 - \$11,158.46	\$104,020.02 - \$133,901.56
Assistant Waterworks Services Manager	09-Jan-17	\$7,175.16 - \$9,217.37	\$86,101.86 - \$110,608.42
Associate Engineer	09-Jan-17	\$6,905.12 - \$8,866.28	\$82,861.48 - \$106,395.38
Associate Planner	09-Jan-17	\$6,188.17 - \$7,934.16	\$74,258.08 - \$95,209.92
Budget Officer	09-Jan-17	\$7,852.89 - \$10,098.38	\$94,234.66 - \$121,180.54
Building Inspector I	27-Jun-16	\$4,329.87 - \$5,522.40	\$51,958.40 - \$66,268.80
Building Inspector II	27-Jun-16	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Building Maintenance Technician	27-Jun-16	\$3,518.67 - \$4,492.80	\$42,224.00 - \$53,913.60
Chief of Police	09-Jan-17	\$15,348.45 - \$19,952.94	\$184,181.40 - \$239,435.30
City Attorney	09-Jan-17	\$15,672.52 - \$20,374.10	\$188,070.22 - \$244,489.18
City Clerk	10-May-18	\$8,908.03 - \$10,870.10	\$106,896.40 - \$130,441.22
City Engineer	09-Jan-17	\$9,916.25 - \$12,780.84	\$118,994.98 - \$153,370.10
City Manager	09-Jan-17	\$15,760.42 - \$20,488.54	\$189,125.04 - \$245,862.50
Code Compliance Manager	02-Oct-17	\$7,188.18 - \$9,206.56	\$86,258.12 - \$110,478.68
Code Compliance Officer	02-Oct-17	\$5,048.31 - \$6,452.46	\$60,579.74 - \$77,429.56
Code Enforcement Supervisor	09-Jan-17	\$6,555.55 - \$8,411.93	\$78,666.64 - \$100,943.18
Code Enforcement Technician	27-Jun-16	\$3,742.27 - \$4,780.53	\$44,907.20 - \$57,366.40
Communication Systems Coordinator	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Communications Manager	09-Jan-17	\$7,000.18 - \$8,989.85	\$84,002.10 - \$107,878.16
Community Services Aide	02-Oct-17	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Community Services Aide (Temps)	02-Oct-17	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Community Services Coordinator	02-Oct-17	\$5,778.76 - \$7,402.03	\$69,345.12 - \$88,824.32
Community Services Director	02-Oct-17	\$11,095.39 - \$14,424.02	\$133,144.70 - \$173,088.24
Community Services Manager	02-Oct-17	\$6,895.07 - \$8,853.22	\$82,740.84 - \$106,238.60
Community Services Technician	02-Oct-17	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Contract Compliance Specialist	02-Oct-17	4643.6 - \$5,924.53	55723.2 - \$71,094.40
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11	- \$1,202.76	- \$14,433.12
Counter Services Technician I	02-Oct-17	\$4,069.87 - \$5,191.33	\$48,838.40 - \$62,296.00
Counter Services Technician II	02-Oct-17	\$4,477.20 - \$5,711.33	\$53,726.40 - \$68,536.00
Counter Technician	09-Jan-17	\$4,496.27 - \$5,735.60	\$53,955.20 - \$68,827.20
Court Liaison	09-Jan-17	\$4,142.67 - \$5,286.67	\$49,712.00 - \$63,440.00
Crime Analysis and Prevention Manager	02-Oct-17	\$6,972.55 - \$8,948.42	\$83,670.60 - \$107,381.04
Crime Analyst	09-Jan-17	\$5,595.09 - \$7,163.30	\$67,141.10 - \$85,959.64
Crime Analyst Technician	27-Jun-16	\$4,307.33 - \$5,510.27	\$51,688.00 - \$66,123.20
Crime Scene Investigator I	27-Jun-16	\$4,475.47 - \$5,713.07	\$53,705.60 - \$68,556.80

PERSONNEL CLASSIFICATIONS AND SALARY RANGES**as of 01/01/2019**

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or the City of Simi Valley's website at www.simivalley.org

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Crime Scene Investigator II	27-Jun-16	\$4,926.13 - \$6,286.80	\$59,113.60 - \$75,441.60
Crime Scene Investigator Trainee	27-Jun-16	\$3,515.20 - \$4,480.67	\$42,182.40 - \$53,768.00
Crossing Guard (Temps)	01-Jan-19	\$2,080.00 - \$2,275.87	\$24,960.00 - \$27,310.40
Cultural Arts Center Technical Coordinator	09-Jan-17	\$4,879.16 - \$6,235.99	\$58,549.92 - \$74,831.90
Custodian	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Custodian (Temps)	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Customer Service Representative	27-Jun-16	\$3,277.73 - \$4,184.27	\$39,332.80 - \$50,211.20
Customer Services Manager	09-Jan-17	\$7,000.18 - \$8,989.85	\$84,002.10 - \$107,878.16
Customer Services Supervisor	02-Oct-17	\$5,636.25 - \$7,242.58	\$67,635.00 - \$86,910.96
Deputy Administrative Services Director (Fiscal	02-Oct-17	\$8,946.88 - \$11,520.56	\$107,362.58 - \$138,246.68
Deputy Administrative Services Director (Inform	02-Oct-17	\$9,988.05 - \$12,874.03	\$119,856.62 - \$154,488.36
Deputy Administrative Services Director (Suppc	02-Oct-17	\$8,204.00 - \$10,554.90	\$98,447.96 - \$126,658.74
Deputy Building Official	09-Jan-17	\$7,473.44 - \$9,605.05	\$89,681.28 - \$115,260.60
Deputy Building Official/Plan Check	09-Jan-17	\$8,217.56 - \$10,572.42	\$98,610.72 - \$126,869.08
Deputy City Attorney	09-Jan-17	\$8,205.82 - \$10,667.54	\$98,469.80 - \$128,010.48
Deputy City Manager	09-Jan-17	\$10,253.64 - \$13,219.31	\$123,043.70 - \$158,631.72
Deputy Community Services Director	02-Oct-17	\$8,917.24 - \$11,482.10	\$107,006.90 - \$137,785.18
Deputy Director/City Clerk	09-Jan-17	\$6,908.03 - \$8,870.10	\$82,896.32 - \$106,441.14
Deputy Director/Economic Development	09-Jan-17	\$9,501.31 - \$12,241.36	\$114,015.72 - \$146,896.36
Deputy Director/Housing & Special Projects	09-Jan-17	\$8,917.24 - \$11,482.10	\$107,006.90 - \$137,785.18
Deputy Director/Traffic Engineer	09-Jan-17	\$9,916.25 - \$12,780.84	\$118,994.98 - \$153,370.10
Deputy Director Police Critical Support & Logist	02-Oct-17	\$9,115.73 - \$11,740.13	\$109,388.76 - \$140,881.52
Deputy Environmental Services Director (Buildir	02-Oct-17	\$9,105.42 - \$11,726.61	\$109,265.00 - \$140,719.28
Deputy Environmental Services Director (City P	02-Oct-17	\$9,263.02 - \$11,931.60	\$111,156.24 - \$143,179.14
Deputy Human Resources Director	02-Oct-17	\$9,723.46 - \$12,530.12	\$116,681.50 - \$150,361.38
Deputy Police Chief	26-Dec-16	\$11,763.96 - \$15,169.96	\$141,167.52 - \$182,039.52
Deputy Public Works Director (Administration)	02-Oct-17	\$9,115.73 - \$11,740.13	\$109,388.76 - \$140,881.52
Deputy Public Works Director (Development Se	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Environmental C	02-Oct-17	\$8,994.12 - \$11,582.00	\$107,929.38 - \$138,984.04
Deputy Public Works Director (Maintenance Se	02-Oct-17	\$9,042.69 - \$11,645.16	\$108,512.30 - \$139,741.94
Deputy Public Works Director (Maintenance Ser	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Sanitation Serv	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Deputy Public Works Director (Waterworks Ser	02-Oct-17	\$8,993.40 - \$11,581.18	\$107,920.80 - \$138,974.16
Dispatch Shift Leader	02-Oct-17	\$5,073.47 - \$6,472.27	\$60,881.60 - \$77,667.20
Electrical Inspector	27-Jun-16	\$5,000.67 - \$6,378.67	\$60,008.00 - \$76,544.00
Emergency Services Coordinator	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92
Emergency Services Manager	09-Jan-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Engineering Aide	27-Jun-16	\$3,718.00 - \$4,742.40	\$44,616.00 - \$56,908.80
Engineering Technician	27-Jun-16	\$4,643.60 - \$5,924.53	\$55,723.20 - \$71,094.40
Enterprise Systems Analyst	09-Jan-17	\$8,051.92 - \$10,357.10	\$96,623.02 - \$124,285.20
Environmental Compliance Inspector	27-Jun-16	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Environmental Compliance Program Analyst	09-Jan-17	\$5,816.79 - \$7,451.43	\$69,801.42 - \$89,417.12
Environmental Compliance Program Coordinat	09-Jan-17	\$6,555.55 - \$8,411.93	\$78,666.64 - \$100,943.18
Environmental Services Director	02-Oct-17	\$11,092.62 - \$14,420.25	\$133,111.42 - \$173,043.00
Executive Assistant	09-Jan-17	\$5,771.26 - \$7,392.28	\$69,255.16 - \$88,707.32
Field Laboratory Technician	27-Jun-16	\$3,773.47 - \$4,815.20	\$45,281.60 - \$57,782.40
Fiscal Services Supervisor	02-Oct-17	\$4,972.35 - \$6,353.62	\$59,668.20 - \$76,243.44
Geographic Information System Technician	27-Jun-16	\$5,633.33 - \$7,181.20	\$67,600.00 - \$86,174.40
GIS Coordinator	09-Jan-17	\$7,757.95 - \$9,969.46	\$93,095.34 - \$119,633.54
Graphics Media Coordinator	09-Jan-17	\$4,944.68 - \$6,317.68	\$59,336.16 - \$75,812.10
Graphics/Support Services Technician	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Heavy Equipment Operator	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Home Rehabilitation Coordinator	09-Jan-17	\$5,796.66 - \$7,425.28	\$69,559.88 - \$89,103.30
Human Resources Analyst	09-Jan-17	\$6,194.85 - \$7,942.98	\$74,338.16 - \$95,315.74

PERSONNEL CLASSIFICATIONS AND SALARY RANGES**as of 01/01/2019**

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley's website at www.simivalley.org

JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Human Resources Technician	27-Jun-16	\$3,359.20 - \$4,295.20	\$40,310.40 - \$51,542.40
Industrial Painter	27-Jun-16	\$4,265.73 - \$5,447.87	\$51,188.80 - \$65,374.40
Information Services Analyst I	09-Jan-17	\$6,209.23 - \$7,961.76	\$74,510.80 - \$95,541.16
Information Services Analyst II	09-Jan-17	\$6,745.92 - \$8,659.17	\$80,951.00 - \$103,910.04
Instrumentation Technician	27-Jun-16	\$5,156.67 - \$6,581.47	\$61,880.00 - \$78,977.60
Inventory Support Specialist	02-Oct-17	\$3,113.07 - \$3,978.00	\$37,356.80 - \$47,736.00
Inventory Support Specialist (Y-Rated)	02-Oct-17	\$4,976.40 - \$4,976.40	\$59,716.80 - \$59,716.80
Laboratory Chemist	09-Jan-17	\$6,521.21 - \$8,367.17	\$78,254.54 - \$100,406.02
Laboratory Supervisor	09-Jan-17	\$7,168.24 - \$9,208.31	\$86,018.92 - \$110,499.74
Laboratory Technician	27-Jun-16	\$4,602.00 - \$5,874.27	\$55,224.00 - \$70,491.20
Landscape Architect	09-Jan-17	\$7,699.94 - \$9,899.59	\$92,399.32 - \$118,795.04
Lead Crossing Guard (Temps)	29-Dec-14	\$2,152.80 - \$2,613.87	\$25,833.60 - \$31,366.40
Legal Administrative Assistant	02-Oct-17	\$4,662.02 - \$5,950.30	\$55,944.20 - \$71,403.54
Legal Technician	27-Jun-16	\$3,362.67 - \$4,291.73	\$40,352.00 - \$51,500.80
Maintenance Superintendent	09-Jan-17	\$7,094.90 - \$9,113.04	\$85,138.82 - \$109,356.52
Maintenance Supervisor	09-Jan-17	\$5,749.19 - \$7,363.50	\$68,990.22 - \$88,362.04
Maintenance Worker I	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker I (Temps)	27-Jun-16	\$3,052.40 - \$3,894.80	\$36,628.80 - \$46,737.60
Maintenance Worker II	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker II (Temps)	27-Jun-16	\$3,362.67 - \$4,295.20	\$40,352.00 - \$51,542.40
Maintenance Worker III	27-Jun-16	\$3,702.40 - \$4,725.07	\$44,428.80 - \$56,700.80
Management Analyst	09-Jan-17	\$6,048.90 - \$7,753.24	\$72,586.80 - \$93,038.92
Management Assistant	02-Oct-17	\$4,731.33 - \$6,040.34	\$56,775.94 - \$72,484.10
Mechanic I	27-Jun-16	\$3,527.33 - \$4,504.93	\$42,328.00 - \$54,059.20
Mechanic II	27-Jun-16	\$4,404.40 - \$5,622.93	\$52,852.80 - \$67,475.20
Nutrition Services Worker	27-Jun-16	\$2,908.53 - \$3,714.53	\$34,902.40 - \$44,574.40
Office Assistant I	02-Oct-17	\$2,918.93 - \$2,918.93	\$35,027.20 - \$35,027.20
Office Assistant I (Temps)	02-Oct-17	\$2,918.93 - \$2,918.93	\$35,027.20 - \$35,027.20
Office Assistant II	02-Oct-17	\$2,918.93 - \$3,707.60	\$35,027.20 - \$44,491.20
Office Assistant II (Temps)	02-Oct-17	\$2,918.93 - \$3,707.60	\$35,027.20 - \$44,491.20
Office Specialist I	02-Oct-17	\$3,064.53 - \$3,893.07	\$36,774.40 - \$46,716.80
Office Specialist II	02-Oct-17	\$3,362.67 - \$4,291.73	\$40,352.00 - \$51,500.80
Paralegal	27-Jun-16	\$3,768.27 - \$4,806.53	\$45,219.20 - \$57,678.40
Payroll Analyst	02-Oct-17	\$6,653.79 - \$8,528.56	\$79,845.48 - \$102,342.76
Permit Services Coordinator	09-Jan-17	\$5,567.03 - \$7,237.84	\$66,804.40 - \$86,854.04
Planning Intern (Temp)	20-Jun-11	\$3,768.27 - \$4,806.53	\$45,219.20 - \$57,678.40
Planning Technician	27-Jun-16	\$4,373.20 - \$5,595.20	\$52,478.40 - \$67,142.40
Plans Examiner	02-Oct-17	\$4,764.93 - \$6,075.33	\$57,179.20 - \$72,904.00
Plant Electrician	27-Jun-16	\$4,697.33 - \$5,993.87	\$56,368.00 - \$71,926.40
Plant Maintenance Program Technician	27-Jun-16	\$4,933.07 - \$6,292.00	\$59,196.80 - \$75,504.00
Plant Maintenance Supervisor	09-Jan-17	\$6,200.94 - \$7,950.82	\$74,411.22 - \$95,409.86
Plant Maintenance Technician I	27-Jun-16	\$3,877.47 - \$4,946.93	\$46,529.60 - \$59,363.20
Plant Maintenance Technician II	27-Jun-16	\$4,265.73 - \$5,442.67	\$51,188.80 - \$65,312.00
Plant Maintenance Technician III	27-Jun-16	\$4,697.33 - \$5,993.87	\$56,368.00 - \$71,926.40
Plant Operations Manager	09-Jan-17	\$7,324.61 - \$9,411.61	\$87,895.34 - \$112,939.32
Plant Operations Supervisor	09-Jan-17	\$6,200.94 - \$7,950.82	\$74,411.22 - \$95,409.86
Plant Operator I	27-Jun-16	\$4,165.20 - \$5,323.07	\$49,982.40 - \$63,876.80
Plant Operator II	27-Jun-16	\$4,581.20 - \$5,848.27	\$54,974.40 - \$70,179.20
Plant Operator III	27-Jun-16	\$5,042.27 - \$6,432.40	\$60,507.20 - \$77,188.80
Plant Operator Trainee	27-Jun-16	\$3,194.53 - \$4,083.73	\$38,334.40 - \$49,004.80
Plant Support Systems Manager	09-Jan-17	\$7,324.61 - \$9,411.61	\$87,895.34 - \$112,939.32
Plumbing/Mechanical Inspector	27-Jun-16	\$5,000.67 - \$6,378.67	\$60,008.00 - \$76,544.00
Police Budget & Administration Manager	02-Oct-17	\$7,313.95 - \$9,392.31	\$87,767.42 - \$112,707.66
Police Commander	29-May-17	\$10,020.25 - \$12,906.38	\$120,242.98 - \$154,876.54

PERSONNEL CLASSIFICATIONS AND SALARY RANGES**as of 01/01/2019**

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JOB TITLE	LAST UPDATED	MONTHLY		ANNUALLY	
Police Dispatcher	27-Jun-16	\$4,407.87	- \$5,624.67	\$52,894.40	- \$67,496.00
Police Dispatcher Trainee	27-Jun-16	\$3,900.00	- \$3,900.00	\$46,800.00	- \$46,800.00
Police Maintenance Coordinator	27-Jun-16	\$4,352.40	- \$5,555.33	\$52,228.80	- \$66,664.00
Police Maintenance Specialist	02-Oct-17	\$3,693.73	- \$4,714.67	\$44,324.80	- \$56,576.00
Police Maintenance Supervisor	09-Jan-17	\$5,279.56	- \$6,753.13	\$63,354.72	- \$81,037.58
Police Officer	26-Dec-16	\$5,312.67	- \$8,082.53	\$63,752.00	- \$96,990.40
Police Officer Trainee	26-Dec-16	\$4,648.80	- \$0.00	\$55,785.60	- \$0.00
Police Records Manager	09-Jan-17	\$6,331.95	- \$8,231.56	\$75,983.44	- \$98,778.68
Police Records Supervisor	09-Jan-17	\$5,595.09	- \$7,163.30	\$67,141.10	- \$85,959.64
Police Records Technician I	27-Jun-16	\$3,033.33	- \$3,872.27	\$36,400.00	- \$46,467.20
Police Records Technician II	27-Jun-16	\$3,281.20	- \$4,201.60	\$39,374.40	- \$50,419.20
Police Sergeant	26-Dec-16	\$6,948.93	- \$10,557.73	\$83,387.20	- \$126,692.80
Police Services Officer	02-Oct-17	\$3,343.60	- \$4,270.93	\$40,123.20	- \$51,251.20
Police Services Supervisor	09-Jan-17	\$5,306.06	- \$6,787.47	\$63,672.70	- \$81,449.68
Principal Engineer	09-Jan-17	\$9,042.69	- \$11,645.16	\$108,512.30	- \$139,741.94
Principal Information Services Analyst	09-Jan-17	\$8,104.42	- \$10,425.39	\$97,253.00	- \$125,104.72
Principal Planner/Zoning Administrator	09-Jan-17	\$8,066.74	- \$10,376.45	\$96,800.86	- \$124,517.38
Printer	27-Jun-16	\$3,078.40	- \$3,926.00	\$36,940.80	- \$47,112.00
Property Officer	27-Jun-16	\$4,153.07	- \$5,300.53	\$49,836.80	- \$63,606.40
Property Technician	27-Jun-16	\$3,685.07	- \$4,699.07	\$44,220.80	- \$56,388.80
Public Works Director	02-Oct-17	\$12,087.83	- \$15,714.21	\$145,054.00	- \$188,570.46
Public Works Inspector	27-Jun-16	\$4,794.40	- \$6,113.47	\$57,532.80	- \$73,361.60
Recording Secretary	27-Jun-16	\$3,536.00	- \$4,510.13	\$42,432.00	- \$54,121.60
Risk Manager	09-Jan-17	\$7,854.32	- \$10,100.20	\$94,251.82	- \$121,202.38
Senior Accountant	09-Jan-17	\$6,924.08	- \$8,890.87	\$83,088.98	- \$106,690.48
Senior Administrative Officer	09-Jan-17	\$8,273.63	- \$10,645.40	\$99,283.60	- \$127,744.76
Senior Assistant City Attorney	09-Jan-17	\$10,913.41	- \$14,077.03	\$130,960.96	- \$168,924.34
Senior Building Inspector	27-Jun-16	\$5,236.40	- \$6,685.47	\$62,836.80	- \$80,225.60
Senior Code Compliance Officer	02-Oct-17	\$5,750.53	- \$7,365.26	\$69,006.34	- \$88,383.10
Senior Crime Analyst	09-Jan-17	\$6,972.55	- \$8,948.42	\$83,670.60	- \$107,381.04
Senior Custodian	27-Jun-16	\$3,702.40	- \$4,725.07	\$44,428.80	- \$56,700.80
Senior Customer Service Representative	27-Jun-16	\$3,768.27	- \$4,806.53	\$45,219.20	- \$57,678.40
Senior Engineer	09-Jan-17	\$7,888.64	- \$10,144.85	\$94,663.66	- \$121,738.24
Senior Engineering Technician	27-Jun-16	\$5,116.80	- \$6,532.93	\$61,401.60	- \$78,395.20
Senior Human Resources Analyst	09-Jan-17	\$7,068.66	- \$9,078.49	\$84,823.96	- \$108,941.82
Senior Human Resources Technician	27-Jun-16	\$3,698.93	- \$4,719.87	\$44,387.20	- \$56,638.40
Senior Information Services Analyst	09-Jan-17	\$7,388.46	- \$9,494.66	\$88,661.56	- \$113,935.90
Senior Instrumentation Technician	27-Jun-16	\$5,669.73	- \$7,238.40	\$68,036.80	- \$86,860.80
Senior Laboratory Technician	27-Jun-16	\$5,042.27	- \$6,441.07	\$60,507.20	- \$77,292.80
Senior Management Analyst	09-Jan-17	\$6,965.68	- \$8,945.06	\$83,588.18	- \$107,340.74
Senior Planner	09-Jan-17	\$7,061.19	- \$9,069.08	\$84,734.26	- \$108,828.98
Senior Police Officer	26-Dec-16	\$5,758.13	- \$8,600.80	\$69,097.60	- \$103,209.60
Senior Police Records Technician	27-Jun-16	\$3,934.67	- \$5,014.53	\$47,216.00	- \$60,174.40
Senior Transit Dispatcher	27-Jun-16	\$3,419.87	- \$4,362.80	\$41,038.40	- \$52,353.60
Senior Tree Trimmer	27-Jun-16	\$4,076.80	- \$5,203.47	\$48,921.60	- \$62,441.60
Staff Accountant	09-Jan-17	\$6,079.95	- \$7,793.70	\$72,959.38	- \$93,524.34
Supervising Building Inspector	09-Jan-17	\$6,293.39	- \$8,071.01	\$75,520.64	- \$96,852.08
Supervising Public Works Inspector	09-Jan-17	\$6,293.39	- \$8,071.01	\$75,520.64	- \$96,852.08
Support Services Worker	27-Jun-16	\$2,924.13	- \$3,731.87	\$35,089.60	- \$44,782.40
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$0.00	- \$6,406.40	\$0.00	- \$76,876.80
Theater Technician I	01-Jan-19	\$2,080.00	- \$2,541.07	\$24,960.00	- \$30,492.80
Theater Technician II	27-Jun-16	\$2,808.00	- \$3,586.27	\$33,696.00	- \$43,035.20
Transit Coach Operator	27-Jun-16	\$3,548.13	- \$4,534.40	\$42,577.60	- \$54,412.80
Transit Coach Operator (Temps)	27-Jun-16	\$3,548.13	- \$4,534.40	\$42,577.60	- \$54,412.80

PERSONNEL CLASSIFICATIONS AND SALARY RANGES

as of 01/01/2019

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JOB TITLE	LAST UPDATED	MONTHLY	ANNUALLY
Transit Coach Operator Trainee	02-Oct-17	\$3,548.13 - \$3,548.13	\$42,577.60 - \$42,577.60
Transit Dispatcher	27-Jun-16	\$3,196.27 - \$4,080.27	\$38,355.20 - \$48,963.20
Transit Finance Manager	09-Jan-17	\$6,891.04 - \$8,848.00	\$82,692.48 - \$106,175.94
Transit Operations Assistant	27-Jun-16	\$4,241.47 - \$5,404.53	\$50,897.60 - \$64,854.40
Transit Operations Manager	24-Apr-17	\$6,965.68 - \$8,945.06	\$83,588.18 - \$107,340.74
Transit Supervisor	09-Jan-17	\$5,367.70 - \$6,867.71	\$64,412.40 - \$82,412.46
Treasury Officer	09-Jan-17	\$6,899.45 - \$8,858.96	\$82,793.36 - \$106,307.50
Tree Trimmer I	27-Jun-16	\$3,362.67 - \$4,298.67	\$40,352.00 - \$51,584.00
Tree Trimmer II	27-Jun-16	\$3,702.40 - \$4,730.27	\$44,428.80 - \$56,763.20
Utilities Specialist	27-Jun-16	\$4,699.07 - \$5,997.33	\$56,388.80 - \$71,968.00
Utility Services Specialist	09-Jan-17	\$5,534.53 - \$7,089.33	\$66,414.40 - \$85,072.00
Victim Advocate	27-Jun-16	\$3,690.27 - \$4,712.93	\$44,283.20 - \$56,555.20
Wastewater Collection System Supervisor	02-Oct-17	\$5,749.19 - \$7,363.50	\$68,990.22 - \$88,362.04
Wastewater Collection System Technician I	02-Oct-17	\$3,596.67 - \$4,586.40	\$43,160.00 - \$55,036.80
Wastewater Collection System Technician II	02-Oct-17	\$3,955.47 - \$5,042.27	\$47,465.60 - \$60,507.20
Wastewater Collection System Technician Trainee	02-Oct-17	\$3,269.07 - \$4,166.93	\$39,228.80 - \$50,003.20
Water Distribution Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Water Operations Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Water Systems Supervisor	09-Jan-17	\$6,291.13 - \$8,068.10	\$75,493.60 - \$96,817.24
Waterworks Meter Reader	27-Jun-16	\$3,236.13 - \$4,120.13	\$38,833.60 - \$49,441.60
Waterworks Services Worker I	27-Jun-16	\$3,376.53 - \$4,319.47	\$40,518.40 - \$51,833.60
Waterworks Services Worker II	27-Jun-16	\$3,719.73 - \$4,751.07	\$44,636.80 - \$57,012.80
Waterworks Services Worker III	27-Jun-16	\$4,205.07 - \$5,368.13	\$50,460.80 - \$64,417.60
Waterworks Services Worker Trainee	27-Jun-16	\$3,078.40 - \$3,927.73	\$36,940.80 - \$47,132.80
Waterworks Systems Technician	27-Jun-16	\$5,156.67 - \$6,583.20	\$61,880.00 - \$78,998.40
Work Experience/Clerical (Temps)	01-Jan-19	\$2,080.00 - \$0.00	\$24,960.00 - \$0.00
Work Experience/Maintenance (Temps)	01-Jan-19	\$2,080.00 - \$0.00	\$24,960.00 - \$0.00
Workers' Compensation Adjuster I	02-Oct-17	\$4,731.33 - \$6,040.34	\$56,775.94 - \$72,484.10
Workers' Compensation Adjuster II	02-Oct-17	\$5,204.46 - \$6,644.37	\$62,453.56 - \$79,732.38
Workers' Compensation Manager	09-Jan-17	\$6,884.93 - \$8,840.02	\$82,619.16 - \$106,080.26
Workers' Compensation Supervisor	09-Jan-17	\$6,194.85 - \$7,942.98	\$74,338.16 - \$95,315.74

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CITY OF SIMI VALLEY

I. REGULAR POSITIONS SUMMARY**Authorized**

CITY ADMINISTRATION	
CITY MANAGER	7
CITY CLERK SERVICES	4
CITY ATTORNEY	6
HUMAN RESOURCES	8
WORKERS' COMP	3

Total for CITY ADMINISTRATION	28
ADMINISTRATIVE SERVICES	
ADMINISTRATION	5
FISCAL SERVICES	10
SUPPORT SERVICES	6.5
UTILITY BILLING/CUSTOMER SVCS	7
INFORMATION SERVICES	12

Total for ADMINISTRATIVE SERVICES	40.5
COMMUNITY SERVICES	
ADMINISTRATION	7.17
CODE ENFORCEMENT	8
LIBRARY	1.33
SENIOR SERVICES	4
NEIGHBORHOOD COUNCIL	1
YOUTH SERVICES	1
CULTURAL ARTS	5
MEALS-ON-WHEELS	1.75
CONGREGATE MEALS PROGRAM	.63

Total for COMMUNITY SERVICES	29.88
ENVIRONMENTAL SERVICES	
ADMINISTRATION	7
CDA HOUSING ADMINISTRATION	4
PLANNING	12
BUILDING AND SAFETY	16

Total for ENVIRONMENTAL SERVICES	39
PUBLIC WORKS	
ADMINISTRATION	10.34
ENGINEERING	19.34
PARKWAY/TREE MAINTENANCE	14
STREET MAINTENANCE	11
BUILDING MAINTENANCE	17
TRAFFIC MAINTENANCE	3
VEHICLE MAINTENANCE	8
STORM DRAIN MANAGEMENT	3
LIBRARY MAINTENANCE	1
GRAFFITI/ABATEMENT	2
SANITATION ADMINISTRATION	10.16
SEWER LINE MAINTENANCE	9
PLANT OPERATIONS & MAINTENANCE	35.5

SOURCE CONTROL - SANITATION	5
SOURCE CONTROL - GENERAL FUND	3
WATERWORKS OPERATIONS & MAINTENANCE	41.66
TRANSIT ADMINISTRATION	5
TRANSIT BUS OPERATIONS	17.55
TRANSIT VAN OPERATIONS	20.25
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Total for PUBLIC WORKS	235.8
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POLICE DEPARTMENT	
ADMINISTRATION	9
COMMUNICATIONS BUREAU	14
PATROL BUREAU	76
AUXILIARY SERVICES BUREAU	12
SPECIAL OPERATIONS BUREAU	11
DETECTIVE BUREAU	16.75
RECORDS BUREAU	11
PD FISCAL SERVICES UNIT	4
PD MAINTENANCE UNIT	3
TRAFFIC BUREAU	18
PD EMERGENCY SERVICES	2
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Total for POLICE DEPARTMENT	176.75
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Total (All Departments)	549.93

**DEPARTMENT REDUCTION AND REQUEST PROPOSALS
NOT INCLUDED IN THE FY2019-20 BUDGET**

**City Administration
FY2019-20 POLICY ITEM REQUEST**

TITLE: Reclassification of Recording Secretary to Deputy/Assistant City Clerk

AMOUNT : 29,400

ACCOUNT: 1001130 - Salary & Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Cost of Reclassifying position	\$29,400
TOTAL:	\$29,400

The City Clerk's Office is comprised of one City Clerk, two Recording Secretaries (one position currently vacant), and one Office Specialist II.

The Recording Secretary is responsible for a wide variety of tasks including preparation of meeting agendas and minutes, reviewing all staff reports submitted for inclusion in City Council agenda packets, and serving as the Clerk during Council meetings and other board/committee meetings when needed. The Recording Secretary position also ensures that all legally-required posting of agendas takes place on the City's website and agenda management system (Granicus), as well as publication of a variety of legal and public hearing notices in compliance with State deadlines. The position is also responsible for all follow-up activities as a result of City Council meetings associated legislative actions including processing of contracts, resolutions, ordinances, and other documents, as well as records (file) indexing and records management functions. The position is communicates regularly with Department Heads on various issues related to staff reports and other department issues. Additionally, this position steps in to provide direction in the absence of the City Clerk.

Additionally, over time, this position has taken a larger role in more complex Clerk's Office responsibilities including the receipt, processing, and response to Public Records Act (PRA) requests and subpoenas served upon the City (including the Police Department). The number of these types of requests has increased 5 to 10 percent per year over the last three fiscal years. These are highly complex duties requiring extensive knowledge of the CA Public Records Act and laws regarding the fulfillment of subpoenas, and which is outside of the current Recording Secretary job description functions. Further, this position has taken on a larger role in the municipal elections process, requiring a greater degree of knowledge of the CA Elections Code, Fair Political Practices Commission regulations associated with campaign finance reporting, and the City's local ordinance regarding elections. The position has regular contact with candidates during election season and, under the supervision of the City Clerk, answers questions and provides information to candidates throughout the election season. Also, the Recording Secretary assists with overseeing the Division's Office Specialist II by providing guidance and training as needed.

The Recording Secretary position is a General Unit classification eligible for overtime pay. Due to the responsibilities associated with City Council packet production, staffing Council meetings, and other duties necessitating additional hours, the Recording Secretary position has received an average of \$3,700/year in overtime pay during the last three fiscal years.

**COMMUNITY SERVICES DEPARTMENT
FY2019-20 POLICY ITEM REQUEST**

TITLE: Convert One Code Compliance Officer to a Senior Code Compliance Officer

AMOUNT : \$7,500

ACCOUNT: 1002110 Salary and Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

<u>COST BREAKDOWN</u>	
Salaries and Benefits	\$7,500
TOTAL:	\$7,500

The Code Enforcement Section currently includes one Code Compliance Manager position, one Senior Code Compliance Officer position, four full-time Code Compliance Officer positions, and one Counter Services Technician position. Each Code Compliance Officer is assigned a geographic area or grid within the City in which they conduct routine inspections and identify specific violations on both residential and commercial properties, and respond to citizen complaints. The Senior Code Compliance position performs the more technical and complex tasks, including providing technical direction and assistance to Code Compliance Officers, participates in the development and implementation of policies and procedures, and also manages a caseload, which includes complex cases.

For the past year, more demands have been placed on Code Enforcement staff to ensure that the quality of life for the City's residents and business owners is maintained. Code Enforcement is gearing enforcement more towards the community's needs rather than focusing on past practices. Code Enforcement is also addressing more complex cases and issues and will be utilizing additional tools, such as Inspection/Abatement Warrants and receiverships, to deal with these types of cases.

Currently, there is limited capacity to address complex and technical cases requiring significant multi-agency coordination, legal proceedings, and creative solutions. By reclassifying a current Code Compliance Officer to a Senior Code Compliance Officer, the Code Enforcement Section will be increasing its staff resources to address the most challenging and time consuming cases.

Therefore, it is requested that one Code Compliance Officer position be reclassified to a Senior Code Compliance Officer and filled through an in-house promotional recruitment. The annual cost is the required 5.5% pay increase per the City's personnel policies and the associated increase in benefits resulting from the salary increase.

**ENVIRONMENTAL SERVICES
FY2019-20 POLICY ITEM REQUEST**

TITLE: Reclassify One Associate Planner to Senior Housing Analyst

AMOUNT : \$7,000

ACCOUNT: 2011137-Salaries & Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Personnel	\$7,000
TOTAL:	\$7,000

The Department of Environmental Services is requesting to reclassify an existing Associate Planner position in the Housing Section to a Senior Housing Analyst. Historically, the lead role in the Housing Section has been a Senior Planner. Since late 2014, with the intermittent absences and vacancy of the Senior Planner/Housing position, the Associate Planner position has evolved to a lead managing role for the Housing Section, performing increasingly responsible housing analyst functions, which are not in line with the duties and responsibilities of an Associate Planner.

The City's Housing Program is currently authorized at three full-time positions. This consists of one Associate Planner, one Housing Coordinator, and one Office Specialist II. The position of the Associate Planner currently provides advanced level of professional administrative and technical duties requiring a significant level of expertise in Housing and Urban Development (HUD) rules, state codes regarding Housing law, and other governmental rules and regulations in support of the Housing Programs for the Department.

The Associate Planner position currently manages the various Housing programs, which includes oversight responsibilities of the Home Rehabilitation Coordinator; analyzes and interprets HUD and Housing law to ensure program quality and compliance with governmental rules and regulations, provides guidance and direction to Housing support staff regarding difficult and sensitive customer inquiries and complaints, including resolution to related customer services issues; completes annual reports including the California Debt Limit Allocation Committee (CDLAC) Self Certification, Housing Element Reporting to California Department of Housing and Community Development (HCD) & Governor's Office of Planning and Research (OPR), Sustainable Community Strategy (SCS), the Regional Housing Need Assessment & Allocation (RHNA), and 2020 US Census Update; analyzes/interprets affordable housing agreements, prepares staff reports and supporting documents, represents the Housing Section in Affordable Housing Subcommittee meetings, City Council and Planning Commission hearings, CDBG and housing meetings, and realtor panels. In addition, negotiates, processes, and finalizes affordable housing agreement project applications, and plays a key role in the configuration and implementation of the City's new land use and permitting software for affordable housing projects.

The reclassification of one Associate Planner to Senior Housing Analyst will recognize the level of complexity and magnitude of programs within the Housing Section accordingly. Recurring costs would be for approximately 1.5 years until top of range is reached; however, replacing the lead role from a Senior Planner to a Senior Housing Analyst, which is better aligned with the job duties and responsibilities, will result in an annual savings of approximately \$2,000 at top step of the salary range.

**ENVIRONMENTAL SERVICES
FY2019-20 POLICY ITEM REQUEST**

TITLE: Reinstate One Counter Services Technician Position to a Permit Services Coordinator Position
AMOUNT : \$12,700 One Time Expenditure
ACCOUNT: 1003030-Salaries & Benefits Recurring Expenditure
PRIORITY: 2

COST BREAKDOWN	
Personnel	\$12,700
TOTAL:	\$12,700

The Department of Environmental Services is requesting authorization to reinstate one Counter Services Technician position to a Permit Services Coordinator position for the Building & Safety Division to provide the necessary management and oversight of permit counter operations, project workflow customer service, and development and maintenance of the permitting business system.

The Building & Safety Division is currently authorized at sixteen full-time positions. This consists of one Deputy ES Director/Building Official, one Principal Engineer, one Senior Engineer, one Associate Engineer/Plan Check, two Supervising Building Inspectors (under filled with a Senior Building Inspector & a Building Inspector I), two Senior Building Inspectors, one Plans Examiner, one Electrical Inspector, two Building Inspectors II, one Permit Services Coordinator, and three Counter Services Technicians II. The Permit Services Coordinator position is currently underfilled by a Counter Services Technician II.

The Permit Services Coordinator, under general direction, plans, organizes and supervises the construction plan submittal, approval and permit issuance process; provides case management of complex building construction applications; supervises and coordinates the provision of efficient and effective service delivery to customers; supervises and directs the work of assigned staff. This position will also be responsible for becoming a Subject Matter Expert for the City's new land management and permitting software and will maintain permit fees, inter-department workflows, development permit approvals, and system reporting.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Add one Community Sevices Technician (Streets/Graffiti)
 REQUEST: \$98,900
 ACCOUNT: 1004120 Salaries and Benefits
 PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
Community Sevices Technician (Streets/Graffiti) - Salary	\$50,600
Community Sevices Technician (Streets/Graffiti) - Benfits	\$48,300
TOTAL:	\$98,900

The Department of Public Works is requesting that a Community Services Technician position be authorized for the graffiti program which reports to Streets Section in Public Works.

Staffing within the graffiti program has been reduced to one full time position for the past ten months. This program promises 24/7/365 coverage with a response time of less than 24 hours to address all reported graffiti. This objective is currently impossible to achieve with only one Community Services Technician. The Streets Section currently is often tasked to send a Maintenance Worker to the graffiti program in an attempt to keep the program running and to cover. This creates a shortage and adverse impact on the Streets Crew which has already at minimal staffing.

By funding this critical position, the graffiti program will be able to promptly address graffiti and illegal signs in a timely manner without gaps in service as requested by the City Council. It will also allow the Street Maintenance Section to cover vacations and sick leave when to existing community ervices specialist out thereby enabling the section to keep on schedule and by discontinuing sending help to the graffiti program from other divisions.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Convert one MW-II to a MW-III In Streets
 REQUEST: \$5,200
 ACCOUNT: 1004120 Salaries and Benefits
 PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
MW III	\$5,200
TOTAL:	\$5,200

The Department of Public Works is requesting that an existing MWII position be authorized for conversion to a MW III within the Streets Section in Public Works.

The Street Maintenance Section currently has four crews. Three of the crews are led by a Maintenance Worker III. The fourth crew (asphalt) was being led by a Maintenance Worker II (crew leader/lead worker). With a recent promotion, the asphalt crew has been left without a crew lead. This crew lead position is absolutely essential to the day-to-day operations of the asphalt crew.

The position is responsible for a variety of daily functions, such as insuring crew safety, monitoring the crew's work, scheduling, making critical decisions, and monitoring breaks. This position also assists the Maintenance Supervisor by providing valuable input regarding employee progress reports.

It is the desire of the Division to covert the Maintenance Worker II position at the higher level of Maintenance Worker III at this time to accommodate these ongoing and more complex functions. The asphalt crew currently has six employees. The responsibilities of this crew are comparable to those of the concrete crew. Each of the other three crews are currently led by Maintenance Worker III's. A Maintenance Worker III also provides an advanced journey-level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I and II by the level of responsibility assumed and the complexity of duties assigned, including performing lead supervisory activities as well as daily training, which is critical for this crew. For consistency, parity and fairness with the Section, the Department is recommending that the asphalt crew also be led by a Maintenance Worker III to be filled by an inhouse promotional recruitment.

By funding this critical position, the graffiti program will be able to promptly address graffiti and illegal signs in a timely manner without gaps in service as requested by the City Council. It will also allow the Street Maintenance Section to cover vacations and sick leave when to existing community erives specialist out thereby enabling the section to keep on schedule and by discontinuing sending help to the graffiti program from other divisions.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Add one Environmental Compliance Program Analyst
 REQUEST: \$49,100 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 ACCOUNT: 1004005 Salaries and Benefits
 PRIORITY: 5

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost)	Environmental Compliance Management Analyst	\$49,100
TOTAL:		<u>\$49,100</u>

The Department of Public Works is requesting authorization to add a Management Analyst position to the Environmental Compliance Division to provide support for the four programs, Industrial Pretreatment, Stormwater Management, Water Conservation, and Hazardous Materials/HHW as state and federal requirements for these programs continue to evolve and increase. The Management Analyst position is a broad classification that allows for a variety of technical, financial, and program expertise.

The Management Analyst would assist with federal and state mandated reporting for the four programs, as well as data management for the programs. Both the Pretreatment and Stormwater programs will be getting new NPDES permits during this fiscal year, at that time both of these programs will have additional requirements placed on them. The Stormwater program is also responsible for implementing the state's Trash Policy which places new requirements on the program, and the Pretreatment program must implement a new Dental Amalgam program. The Water Conservation program has ever changing mandates from the state that require additional requirements and tracking.

Historically Environmental Compliance had an Account Clerk, Management Analyst, and Program Analyst to support the three, now four programs. These three positions have been deleted from the budget. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Master Plan of Drainage (MPD) Update
 REQUEST: \$55,000
 ACCOUNT: 1004080-44010
 PRIORITY: 6

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
TOTAL:	\$55,000
	<hr/> \$55,000

The Department of Public Works requests \$55,000 in funding for a Master Plan Drainage (MPD) Update. The project will consist of an update to the 2016 MPD to be consistent with the recent changes made in 2017 to the Ventura County Watershed Protection District Hydrology Manual, which the City MPD relies upon.

The City's 2016 Master Plan of Drainage (MPD) provides the basis for evaluation of private development projects. To be consistent with the policies of Ventura County, the City's MPD follows the guidance of the Ventura Watershed Protection District (VCWPD) Hydrology Manual.

The most recent update of the City's MPD was completed in 2016. However, the recent changes to the FEMA, NOAA and Ventura design manuals and guidelines have rendered the City's 2016 MPD invalid. The new update will provide the City's MPD the ability to align with Ventura County's Watershed Protection District Hydrology Manual. The new update will provide the following:

The new update will provide the following:

- An update to the Simi Valley specific design rainfall mass curves
- Re-assessment of the 100-year stream flow projection for calibration of the MPD hydraulic modeling
- An update to the MPD Hydrology and Hydraulic Models using the most current VCWPD, NOAA and FEMA guidelines
- An update to the MPD Capital Improvement Program (CIP)
- Reassessment of the City's storm drainage infrastructure for deficiencies, and system improvements

Without the necessary updates the City will lack a standard for the design and review of private and public projects. Failure to update the MPD may sacrifice FEMA remapping of the City's floodplains. The City will also be unable to submit a list of valid projects to FEMA that qualify for mitigation funding.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Funding for Replacement Vehicle Purchase
 REQUEST: \$26,000
 ACCOUNT: 1004110-47030, 1004110-42235
 PRIORITY: 7

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN		
<u>Capital Outlay</u>		
	Funding for Replacement Vehicle Purchase	\$25,000
	Light Bar	\$1,000
TOTAL:		\$26,000

The Public Works Department requests permission to replace a retained vehicle for the landscape section. Vehicle #481, a 1999 1/2 ton, Dodge 1500 Pick Up Truck, was previously approved for replacement in 2003 for the Police Department. The vehicle was subsequently retained after replacement, transferred to Public Works and has since been used in the Landscape Division for the Landscape Inspector as a cost savings measure.

As such, there are currently no replacement funds available for this vehicle. The vehicle is now twenty years old and has 220,000 miles with motor, drive train, and other various mechanical problems now occurring more frequently.

The Public Works Landscape Division requests a new vehicle for the inspection staff to more economically complete their assigned duties. This vehicle is being proposed to be replaced with a new Ford F-150 1/2-ton truck crew cab or equivalent model.

**ENVIRONMENTAL SERVICES
FY2019-20 POLICY ITEM REQUEST**

TITLE: Add One Building Inspector Position

AMOUNT : \$110,675

ACCOUNT: 1003030-Salaries & Benefits

PRIORITY: 3

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Personnel	\$110,675
TOTAL:	\$110,675

The Department of Environmental Services is requesting authorization to add one Building Inspector position to the Building & Safety Division to meet existing inspection demands and for succession planning.

The Building & Safety Division is currently authorized at sixteen full-time positions. This consists of one Deputy ES Director/Building Official, one Principal Engineer, one Senior Engineer, one Associate Engineer/Plan Check, two Supervising Building Inspectors, two Senior Building Inspectors, one Plans Examiner, one Electrical Inspector, two Building Inspectors II, one Permit Services Coordinator (underfilled with a Counter Services Technician II), and three Counter Services Technicians II. One of the Supervising Building Inspector positions is currently underfilled by a Senior Building Inspector and the second, currently in recruitment, will be underfilled with a Building Inspector I.

The last two Senior Building Inspector recruitments have been challenging; we did not receive an adequate number of qualified applicants. Staff is requesting this new entry level position to meet succession planning goals in preparation of expected retirements over the next three to five years. Hiring entry level inspectors will provide an opportunity to develop their knowledge, skills, and abilities, and prepare them for advancement into senior level positions. Position control will level out through attrition.

**POLICE DEPARTMENT
FY19-20 POLICY ITEM/CAPITAL ASSET PROPOSAL**

TITLE: Cubicle Reconfiguration-Forfeited Assets
 REQUEST: \$7,500
 ACCOUNT: 2805601-47020
 PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Capitalized Furniture & Equipment</u>	
Reconfigure Detective Bureau Cubicles	\$7,500
TOTAL:	\$7,500

When the Detective Bureau was designed, all cubicles were of equal or similar space. The space currently occupied by the Administrative Technician was initially for a secretary and the space occupied by the Court Liaison was initially used by a detective. The roles of these positions has expanded and so the original space is not sufficient to allow for an efficient work area. The Detective Bureau has worked out a plan to utilize space in a more efficient manner by using the space from two unused cubicles, which are adjacent to the cubicles currently occupied by these two positions. The company used by the city for work space design has provided a final floor plan and estimate for the project. Suggested funding from Forfeited Assets.

**POLICE DEPARTMENT
FY19-20 POLICY ITEM/CAPITAL ASSET PROPOSAL**

TITLE: New Carpet for Records Bureau
 REQUEST: \$17,000
 ACCOUNT: 1005395-47040
 PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Building Improvement</u>	
New carpet for Records Bureau main area	\$17,000
TOTAL:	\$17,000

The Police Department is requesting funding to replace the deteriorated carpet in the main workroom of the Records Bureau. The existing carpet is more than 20 years old and over the years has been patched with random pieces of carpet. Areas where the carpet has been patched is starting to fray, creating a tripping hazard. In order to service the public needs, the Records Bureau is operational seven days a week and as a result, incurs considerable traffic throughout the day.

**ENVIRONMENTAL SERVICES
FY2019-20 POLICY ITEM REQUEST**

TITLE: Reclassify One Associate Planner to Senior Housing Analyst

AMOUNT : \$7,000

ACCOUNT: 2011137-Salaries & Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Personnel	\$7,000
TOTAL:	\$7,000

The Department of Environmental Services is requesting to reclassify an existing Associate Planner position in the Housing Section to a Senior Housing Analyst. Historically, the lead role in the Housing Section has been a Senior Planner. Since late 2014, with the intermittent absences and vacancy of the Senior Planner/Housing position, the Associate Planner position has evolved to a lead managing role for the Housing Section, performing increasingly responsible housing analyst functions, which are not in line with the duties and responsibilities of an Associate Planner.

The City's Housing Program is currently authorized at three full-time positions. This consists of one Associate Planner, one Housing Coordinator, and one Office Specialist II. The position of the Associate Planner currently provides advanced level of professional administrative and technical duties requiring a significant level of expertise in Housing and Urban Development (HUD) rules, state codes regarding Housing law, and other governmental rules and regulations in support of the Housing Programs for the Department.

The Associate Planner position currently manages the various Housing programs, which includes oversight responsibilities of the Home Rehabilitation Coordinator; analyzes and interprets HUD and Housing law to ensure program quality and compliance with governmental rules and regulations, provides guidance and direction to Housing support staff regarding difficult and sensitive customer inquiries and complaints, including resolution to related customer services issues; completes annual reports including the California Debt Limit Allocation Committee (CDLAC) Self Certification, Housing Element Reporting to California Department of Housing and Community Development (HCD) & Governor's Office of Planning and Research (OPR), Sustainable Community Strategy (SCS), the Regional Housing Need Assessment & Allocation (RHNA), and 2020 US Census Update; analyzes/interprets affordable housing agreements, prepares staff reports and supporting documents, represents the Housing Section in Affordable Housing Subcommittee meetings, City Council and Planning Commission hearings, CDBG and housing meetings, and realtor panels. In addition, negotiates, processes, and finalizes affordable housing agreement project applications, and plays a key role in the configuration and implementation of the City's new land use and permitting software for affordable housing projects.

The reclassification of one Associate Planner to Senior Housing Analyst will recognize the level of complexity and magnitude of programs within the Housing Section accordingly. Recurring costs would be for approximately 1.5 years until top of range is reached; however, replacing the lead role from a Senior Planner to a Senior Housing Analyst, which is better aligned with the job duties and responsibilities, will result in an annual savings of approximately \$2,000 at top step of the salary range.

**POLICE DEPARTMENT
FY19-20 POLICY ITEM/CAPITAL ASSET PROPOSAL**

TITLE: Cubicle Reconfiguration-Forfeited Assets
 REQUEST: \$7,500
 ACCOUNT: 2805601-47020
 PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Capitalized Furniture & Equipment</u>	
Reconfigure Detective Bureau Cubicles	\$7,500
TOTAL:	\$7,500

When the Detective Bureau was designed, all cubicles were of equal or similar space. The space currently occupied by the Administrative Technician was initially for a secretary and the space occupied by the Court Liaison was initially used by a detective. The roles of these positions has expanded and so the original space is not sufficient to allow for an efficient work area. The Detective Bureau has worked out a plan to utilize space in a more efficient manner by using the space from two unused cubicles, which are adjacent to the cubicles currently occupied by these two positions. The company used by the city for work space design has provided a final floor plan and estimate for the project. Suggested funding from Forfeited Assets.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 POLICY ITEM REQUEST**

TITLE: Add One Senior IS Analyst Position

AMOUNT : \$59,400 (1/3 Sanitation, 1/3 Waterworks, 1/3 GIS Fund)

ACCOUNT: 8071715 Salaries and Benefits

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost)	Senior IS Analyst	\$59,400
TOTAL:		\$59,400

The Department of Public Works is requesting authorization to add one Senior Geographic Information System (GIS) Analyst (Benchmark) position to the Administration Division/GIS Program in order to fulfill support of the City’s Geographic Information System (GIS). The City Council adopted the ‘GIS Assessment & Revitalization Plan’ on January 29, 2018, in which the plan strongly recommended the addition of one GIS position in the first year of the 5-year tactical plan. The demand for GIS support services has significantly increased with the implementation of the Tyler Enterprise Resource Planning (ERP) system modules MUNIS and EnerGov that do not function without an enterprise GIS to provide mapping and data services. In addition, other business systems utilize GIS data for asset management and work orders (Infor/Hansen) for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. Police systems for Dispatch (Versaterm), Emergency Management (Web EOC and SafeCityGIS) and crime reporting (CrimeView) also heavily rely on GIS for map data. The demand for GIS support continues and the number of users and services utilizing geo-based information is expanding primarily due to efficiency-related projects for Public Works and automation of manual processes, therefore the customer support level expected to serve Public Works and other departments requires the staff addition in the GIS Program.

The GIS Program is responsible for managing the City’s GIS, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

**DEPARTMENT OF PUBLIC WORKS
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Funding for GIS Year Two of 5-Year Tactical Plan
 REQUEST: \$68,000
 ACCOUNT: 8071715-44010
 PRIORITY: 8

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

<u>Professional Services</u>	
Contract services for GIS design & development.	\$55,000
Hardware/software for tablet and data mining.	\$4,000
Training for GIS Tier I and Tier II Classes.	\$9,000
TOTAL:	\$68,000

The Department of Public Works requests funding for Year Two recommendations of the 5-Year Tactical Plan that was adopted by City Council on January 29, 2018 for the GIS Assessment and Revitalization Plan. The recommendations in Year One focused on upgrading and improving the existing infrastructure to better enable GIS data and services. Year two is developing needed data layers, expanding the applications, enhancing services and for further development and integration with other enterprise systems. The study recommended new software and consulting or temporary services to design and implement the new components. The software entails middleware for data mining and extraction from other business systems, contract services for developing viewer and map story services, and a mobile tablet for testing and developing GIS -based applications for field staff. Lastly, the plan recommends budgeting for Tier I and II GIS training classes for staff to utilize the new software and extensions.

Mobile Hardware for development & testing	Capital	\$2,000
Data Mining 3rd-party Middleware	Capital	\$2,000
Develop Simi Valley Promotional Story Map	Pro. Services	\$5,000
Design & develop data for PW, CMO, PD and ES identified in assessment	Pro. Services	\$15,000
Setup of Departmental Viewer and Mobile GIS Apps for PW, CMO, PD and ES	Pro. Services	\$15,000
Story Maps for various services: Neighborhood Council, Meet the Officer, etc.	Pro. Services	\$20,000
Tier I and Tier II GIS training classes	Training	\$9,000

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 builds upon the work and investment already made in Information Technology and GIS and provides us with steps and procedures needed to achieve our overall goal. Implementing recommendations of the 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.

**SANITATION
FY2019-20 POLICY ITEM REQUEST**

TITLE: Add One Senior IS Analyst Position
AMOUNT : \$59,400 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
ACCOUNT: 7004205 Salary and Benefits
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
Senior IS Analyst	\$59,400
TOTAL:	\$59,400

The Department of Public Works is requesting authorization to add a Senior Geographic Information System (GIS) Analyst (Benchmark) position to the Administration Division/GIS Program in order to fulfill support of the City’s Geographic Information System (GIS). The City Council adopted the ‘GIS Assessment & Revitalization Plan’ on January 29, 2018, in which the plan strongly recommended the addition of one GIS position in the first year of the 5-year tactical plan. The demand for GIS support services has significantly increased with the implementation of the Tyler Enterprise Resource Planning (ERP) system modules MUNIS and EnerGov that do not function without an enterprise GIS to provide mapping and data services. In addition, other business systems utilize GIS data for asset management and work orders (Infor/Hansen) for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. Police systems for Dispatch (Versatern), Emergency Management (Web EOC and SafeCityGIS) and crime reporting (CrimeView) also heavily rely on GIS for map data. The demand for GIS support continues and the number of users and services utilizing geo-based information is expanding primarily due to efficiency-related projects for Public Works and automation of manual processes, therefore the customer support level expected to serve Public Works and other departments requires the staff addition in the GIS Program.

The GIS Program is responsible for managing the City’s GIS, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

**SANITATION
FY19-20 POLICY ITEM PROPOSAL**

TITLE: Add one Environmental Compliance Program Analyst
 REQUEST: \$49,100 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 ACCOUNT: 7004205-Salaries and Benefits
 PRIORITY: 4

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost)	Environmental Compliance Management Analyst	\$49,100
TOTAL:		<u>\$49,100</u>

The Department of Public Works is requesting authorization to add a Management Analyst position to the Environmental Compliance Division to provide support for the four programs, Industrial Pretreatment, Stormwater Management, Water Conservation, and Hazardous Materials/HHW as state and federal requirements for these programs continue to evolve and increase. The Management Analyst position is a broad classification that allows for a variety of technical, financial, and program expertise.

The Management Analyst would assist with federal and state mandated reporting for the four programs, as well as data management for the programs. Both the Pretreatment and Stormwater programs will be getting new NPDES permits during this fiscal year, at that time both of these programs will have additional requirements placed on them. The Stormwater program is also responsible for implementing the state's Trash Policy which places new requirements on the program, and the Pretreatment program must implement a new Dental Amalgam program. The Water Conservation program has ever changing mandates from the state that require additional requirements and tracking.

Historically Environmental Compliance had an Account Clerk, Management Analyst, and Program Analyst to support the three, now four programs. These three positions have been deleted from the budget. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

**SANITATION
FY19-20 CAPITAL ASSET REQUEST**

TITLE: Replace Two (2) Primary Sludge Pumps
 REQUEST: \$40,000 (Sanitation Fund)
 ACCOUNT: 7004240
 PRIORITY: 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Replace Two (2) Primary Sludge Pumps	\$40,000
	\$0
	<hr/> \$40,000

The Sanitation Services Division requests funding to replace two Primary Sludge Pumps. These pump are over twenty five (25) years old and spare parts and support are becoming difficult to obtain. Maintenance for these pumps has also increased over the past year, and cost for replacement parts are 45% of a replacement pump.

The Primary Sludge Pumps are a very important part of the WQCP processes. These units pump the settled sludge from the Primary Clarifier to the Anaerobic Digesters for treatment to reduce solids and to produce Class "B" Biosolids.

**SANITATION
FY19-20 CAPITAL ASSET REQUEST**

TITLE: Portable Polymer Feed/Mixing System
 REQUEST: \$20,000
 ACCOUNT: 7004240-47020
 PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Portable Polymer Feed/Mixing System</u>	\$20,000
	\$0
	<hr/> \$20,000

Sanitation Services requests funding to purchase a portable polymer feed and mixing system to be used primarily at the Return Activated Sludge (RAS) process when poor sludge settling becomes an issue.

The Plant has instances when there is poor settling in the secondary clarifiers affecting operations. Staff will hook up a temporary polymer feed system to enhance settling and put bulking filaments back into solution. Staff has run out of old pumps that were run until failure. There has never been a satisfactory process to mix the polymer for this arrangement, so much of the polymer has been wasted. In order to feed and activate the polymer correctly, a portable polymer feed and mixing system are required.

**WATERWORKS
FY2019-20 POLICY ITEM REQUEST**

TITLE: Add One Senior IS Analyst Position
AMOUNT : \$59,400 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
ACCOUNT: 7614605 Salaries and Benefits
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost)	Senior IS Analyst	\$59,400
TOTAL:		\$59,400

The Department of Public Works is requesting authorization to add a Senior Geographic Information System (GIS) Analyst (Benchmark) position to the Administration Division/GIS Program in order to fulfill support of the City’s Geographic Information System (GIS). The City Council adopted the ‘GIS Assessment & Revitalization Plan’ on January 29, 2018, in which the plan strongly recommended the addition of one GIS position in the first year of the 5-year tactical plan. The demand for GIS support services has significantly increased with the implementation of the Tyler Enterprise Resource Planning (ERP) system modules MUNIS and EnerGov that do not function without an enterprise GIS to provide mapping and data services. In addition, other business systems utilize GIS data for asset management and work orders (Infor/Hansen) for utilities and integration with mobile systems (Spatial Wave and Granite XP) used for maintenance of hydrants, valves and sewer mains. Police systems for Dispatch (Versaterm), Emergency Management (Web EOC and SafeCityGIS) and crime reporting (CrimeView) also heavily rely on GIS for map data. The demand for GIS support continues and the number of users and services utilizing geo-based information is expanding primarily due to efficiency-related projects for Public Works and automation of manual processes, therefore the customer support level expected to serve Public Works and other departments requires the staff addition in the GIS Program.

The GIS Program is responsible for managing the City’s GIS, which includes providing technical leadership, project implementation services, training services, database design, maintenance for the core central data layers, database maintenance, technical coordination for departments, technical support services to user departments, and develop and enforce standards.

WATERWORKS FY19-20 POLICY ITEM PROPOSAL

TITLE: Add one Environmental Compliance Program Analyst
 REQUEST: \$49,100 (1/3 Sanitation, 1/3 Waterworks, 1/3 General Fund)
 ACCOUNT: 7614640 Salaries and Benefits
 PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN		
<u>Personnel</u>		
(1/3 cost)	Environmental Compliance Management Analyst	\$49,100
TOTAL:		\$49,100

The Department of Public Works is requesting authorization to add a Management Analyst position to the Environmental Compliance Division to provide support for the four programs, Industrial Pretreatment, Stormwater Management, Water Conservation, and Hazardous Materials/HHW as state and federal requirements for these programs continue to evolve and increase. The Management Analyst position is a broad classification that allows for a variety of technical, financial, and program expertise.

The Management Analyst would assist with federal and state mandated reporting for the four programs, as well as data management for the programs. Both the Pretreatment and Stormwater programs will be getting new NPDES permits during this fiscal year, at that time both of these programs will have additional requirements placed on them. The Stormwater program is also responsible for implementing the state's Trash Policy which places new requirements on the program, and the Pretreatment program must implement a new Dental Amalgam program. The Water Conservation program has ever changing mandates from the state that require additional requirements and tracking.

Historically Environmental Compliance had an Account Clerk, Management Analyst, and Program Analyst to support the three, now four programs. These three positions have been deleted from the budget. The cost for this position would be split among the three budgets: General Fund, Sanitation, and Waterworks.

**DEPARTMENT NAME HERE
FY2019-20 POLICY ITEM REQUEST**

TITLE: Supplemental Funding for Replacement of John Deere Water Pump
AMOUNT : \$65,000
ACCOUNT: 7634607-47030
PRIORITY: 4

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Reimbursements and Transfers</u>	
Transfer to Vehicle Equipment Reserve from the Waterworks Operations Fund	\$65,000
TOTAL:	\$65,000

Vehicle #277, a 1989 John Deere Pump, was approved for replacement in the FY2018/19 budget process in the amount of \$35,000. Additional funding is needed to purchase a replacement water pump. This large pump was purchased in 1989 and is used for emergency pumping.

Funds in the amount of \$35,000 have accumulated in the Waterworks Vehicle Replacement Reserve. Due to the additional costs to meet the clean air diesel requirements and rising costs for this type equipment, funds are insufficient to replace this vehicle at an estimated cost of \$100,000.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 POLICY ITEM REQUEST**

TITLE: Flood Hazard Mapping
AMOUNT : \$100,000
ACCOUNT: Trust Fund 950
PRIORITY: 9

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
<u>Professional Services</u>	\$100,000 XX XX
TOTAL:	<hr/> \$100,000

A Flood Hazard Map is necessary for the review of private development projects within the City. Much of the remaining open and redevelopable property within the City is either within or impacted by the FEMA Special Flood Hazard Area (SFHA). Piecemeal remapping efforts on the part of private development have proved that the SFHA is egregiously in error. In one case, a \$3.5 million storm drain extension originally required by our Master Plan of Drainage to solve flooding was found to be completely unnecessary. However, these mapping efforts are extremely expensive and out of reach for smaller properties. The City's cost of a Flood Hazard Map is typically provided by plan check fees and will be offset by unanticipated fees received in FY2018-19.

This mapping effort will also provide other significant and timely benefits:

- Timely completion ahead of the required 2020 update to the City's Multi-Hazard Mitigation Plan
- Accurately identify projects for which the City can apply to FEMA Flood Hazard Mitigation funding
- Accelerate FEMA funding of a complete update of the City's floodplain mapping

While FEMA expects to fund a citywide remapping effort beginning in 2023, it typically takes 10 years before new maps become effective. However, a joint effort with the Ventura County Watershed Protection District (VCWPD) could significantly accelerate the FEMA project. VCWPD is programming significant staff time in FY2019-20 to prepare a new hydrology model to support the City's flood hazard mapping effort. The City's Flood Hazard Mapping effort will calibrate and validate the County's hydrology model. Timely coordination of City and VCWPD efforts will set the stage for local control and accelerated completion of new citywide flood insurance rate maps (FIRMs). The value of updated FIRMs is estimated to be \$500,000 to \$1,000,000 per year in reduced flood insurance premiums throughout the City.

Funding of the Flood Hazard Mapping could also be provided through unexpended Stormwater Enterprise Funds which will no longer be necessary once the mapping effort reveals major capital improvements are no longer required.

**CITY ATTORNEY
FY2019-20 REDUCTION PROPOSAL**

TITLE: Voluntary Unpaid Leave
AMOUNT : \$38,800
ACCOUNT: 1001205-41010
PRIORITY: 1

One Time Savings

Recurring Savings

SAVINGS BREAKDOWN	\$38,800
TOTAL:	\$38,800

In order to produce further budgetary options, the City Attorney's Office would like to consider a voluntary unpaid leave program. The program would be limited to 12 days during FY 2019-2020, not to exceed 1 day in any one pay period. The total salary savings would be known at the end of the fiscal year. As a maximum amount, if all staff members took all twelve days of leave, the estimated total savings would be \$38,790 (a 3% reduction in total budget). At a 50% uptake level, the savings would be \$19,395. For a full five percent reduction, approximately four weeks of unpaid would have to be offered and utilized.

**ENVIRONMENTAL SERVICES
FY2019-20 REDUCTION PROPOSAL**

TITLE: Freeze One Vacant Office Assistant II Position for 12 Months

AMOUNT : \$83,400

ACCOUNT: 1003005-Salaries & Benefits

PRIORITY: 2

One Time Savings

Recurring Savings

SAVINGS BREAKDOWN	
Salary and Benefits	\$83,400 XX
	XX
TOTAL:	\$83,400

The Environmental Services Department is offering to freeze one vacant (**currently filled but retirement expected 4/15/19**) Office Assistant II position for one year through June 30, 2020, toward achieving City wide personnel cost reductions.

**ENVIRONMENTAL SERVICES
FY2019-20 REDUCTION PROPOSAL**

TITLE: Eliminate Attendance to Two Conferences for One Year

AMOUNT : \$2,600

ACCOUNT: 1003010-42720

PRIORITY: 3

One Time Savings

Recurring Savings

SAVINGS BREAKDOWN	
<u>Travel, Conferences, Meetings</u>	\$2,600 XX
	XX
TOTAL:	<hr/> \$2,600

The Department budgets \$11,700 for Travel, Conferences, and Meetings and is offering to eliminate attendance to the MMASC Conference and the APA (American Planning Association) Conference or LCC (League of California Cities) Planning Commissioners Academy for one year.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Reduce Funding of the Installation of Flag Banners

AMOUNT : \$12,000

ACCOUNT: 1004140-44490

PRIORITY: 1

One Time Savings

Recurring Savings

SAVINGS BREAKDOWN	
<u>Installation of Flags and Banners (4140)</u>	\$12,000
TOTAL:	<hr/> \$12,000

The City has an annual program to install, maintain and replace flags and banners along designated streets within the City. Funds totaling \$12,000 are budgeted in Other Contract Services to maintain this program. Reduction to this fund, according to the breakdown for the accounts listed below would eliminate this beautification program.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Contract Graffiti Abatement
AMOUNT : \$7,500
ACCOUNT: 1004190-44490
PRIORITY: 2

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Contract Graffiti Abatement</u>	\$7,500
	XX
	XX
TOTAL:	<hr/> \$7,500

The City has an annual program to contract graffiti removals within the City. Funds totaling \$7,500 are budgeted in Other Contract Services to maintain this program. Elimination of these funds may impact the department's ability to quickly respond and remove very large graffiti occurrences in highly visible public locations.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Operating Supplies - Building Maintenance
AMOUNT : \$10,000
ACCOUNT: 1004170-42560
PRIORITY: 3

One Time Savings

Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Building/Custodial Supplies - Library (4170)</u>	\$1,000
TOTAL:	<hr/> \$1,000

Building and Custodial materials used to repair and maintain the Library. The Department budgets \$5,000 for materials needed for the Building Maintenance and Custodial Division to make repairs and maintain the Library. These funds include the purchase of cleaning supplies, paper towels and toilet paper.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Maintenance of Equipment
AMOUNT : \$5,000
ACCOUNT: 1004150-44310
PRIORITY: 8

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Outsourced Specialized Repairs (4150)</u>	\$5,000
TOTAL:	<hr/> \$5,000

The Department budgets \$50,000 for Outsourced Specialized Repairs the Vehicle Maintenance Division cannot perform in-house. This would include but is not limited to colision repairs, air conditioning service, major transmission and engine repair/rebuilds, etc.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Landscape Maintenance Contracts
AMOUNT : \$20,000
ACCOUNT: 1004110-44450
PRIORITY: 10

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Landscape Maint. Contract (4110)</u>	\$20,000
TOTAL:	<hr/> \$20,000

The Department budgets \$1,053,100 for supplies and materials needed in various sections of the department to operate. Reduction to this fund, according to the breakdown for the accounts listed below, would reduce the resources available to each account resulting in a further reduction of services and potentially affecting safety due to increased liability claims.

**DEPARTMENT OF PUBLIC WORKS
FY2019-20 REDUCTION PROPOSAL**

TITLE: Freeze One Senior Engineering Technician (Traffic) 6 Months

AMOUNT : \$62,800

ACCOUNT: 1004080 Salaries and Benefits

PRIORITY: 13

One Time Savings

Recurring Savings

SAVINGS BREAKDOWN	
	\$62,800
TOTAL:	<hr/> \$62,800

The Public Works Department is offering to freeze one Senior Engineering Technician position (Traffic) (vacant) for six months through December 31, 2019 toward achieving City wide personnel cost reductions.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Reductions from Department Internal Review
 TOTAL: \$71,500
 ACCOUNT: 1005XXX-42410, 42720,42730, 43010
 PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Uniforms	\$25,000
Travel, Conferences & Meetings	\$35,900
Training	\$9,600
General Liability	\$1,000
TOTAL:	\$71,500

During the Department's internal review of the FY 2019-20 budget, adjustments were made to a number of accounts. Specifically, reductions were taken in: Uniforms cut \$25,000 due to deferring some replacements; Travel, Conferences and Meetings cut \$35,900 by reducing the number of attendees to conferences and eliminating some conferences; Training cut \$9,600 by eliminating discretionary training; and, General Liability cut \$1,000 based upon historical trends.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Police Officer
 TOTAL: \$187,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$187,100
TOTAL:	\$187,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Police Officer
 TOTAL: \$187,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$187,100
TOTAL:	\$187,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Police Officer
 TOTAL: \$187,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 5

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$187,100
TOTAL:	\$187,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Police Officer
 TOTAL: \$187,100
 ACCOUNT: 1005XXX-41XXX
 PRIORITY: 6

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$187,100
TOTAL:	\$187,100

The Police Department is comprised of Police Officers who are assigned to conduct Patrol and Traffic functions throughout the City. Although their primary role is to respond to emergency calls for service, Patrol and Traffic Officers also conduct investigations, enforce laws, make arrests, complete reports, interact with the public, and maintain public order.

Elimination of this position would reduce the ability to properly staff the Police Department commensurate to the size of the City. In practice, this action would reduce the number of Officers who are available to work each of the three Patrol shifts and the Traffic Unit. This would mean there would be a reduction in the number of Officers who would be available at any one time to be deployed in marked police vehicles.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Reduce Number of SWAT and CNT Officers
 TOTAL: \$39,500
 ACCOUNT: 1005120-41040, 42410, 42440, 42560, 42720
 PRIORITY: 7

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN

Current Expenses

Overtime	\$32,000
Uniforms	\$2,700
Memberships	\$300
Operating Supplies	\$2,900
Travel, Conferences, and Meetings	\$1,600
TOTAL:	\$39,500

The Special Weapons and Tactical (SWAT) team uses military equipment and tactics to provide a rapid response to violent confrontations including threats of terrorism, riot and crowd control, serving search warrants on high-risk individuals, hostage and active shooter events, and providing security for high-profile events at the Reagan Library.

The SWAT team is an ancillary assignment comprised of 20 officers who train twice a week in order to maintain their skills. Training takes place during the officers' shift, when possible. In the fiscal year ended June 30, 2018, total overtime costs for SWAT training were \$127,479.

In 2013, the SWAT team was increased from 16 to 20 officers. While a robust SWAT team ensures that officers will be available for rapid deployment, the Department believes that the number of assigned officers can be reduced without interrupting service levels. Further, the County of Ventura and the Cities of Ventura, Oxnard, and Santa Paula have SWAT teams available for deployment to the City, if the need arises. Therefore, the Department proposes reducing the SWAT team by 4 officers through attrition; this will bring the SWAT team back to its previous complement of 16 officers. Since it is an ancillary assignment, savings will be achieved through overtime costs incurred for training and a pro-rata reduction of uniforms, memberships, supplies, and conferences.

The Crisis Negotiation Team (CNT) within the Special Operations Unit uses verbal crisis management techniques to de-escalate potentially volatile, life-threatening situations. CNT can be deployed to a wide range of events including suicidal incidents, armed or barricaded individuals, and hostage negotiations. The Team is instrumental in mitigating unnecessary risks to citizens, officers, and victims while apprehending high-risk subjects or during episodes involving subjects at risk of harming themselves or others.

CNT is an ancillary assignment comprised of 12 officers who train once a month for four hours. Training takes place during officers' shift, when possible. In the fiscal year ended June 30, 2018, total overtime costs for CNT training were \$19,604. Although delivery of service levels may be impacted, the Department believes that CNT can be reduced by 4 positions for a total of 8 officers. Since this is an ancillary assignment, savings will be realized through overtime training costs and a pro-rata reduction of uniforms, memberships, supplies, and conferences.

No filled positions will be eliminated if the number of SWAT and CNT officers is reduced.

**POLICE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: School Resource Officer Program
 TOTAL: \$375,200
 ACCOUNT: 1005120-41XXX, 42720
 PRIORITY: 8

One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN

Current Expenses

Salary and Benefits	\$374,200
Travel, Conferences, and Meetings	<u>\$1,000</u>
TOTAL:	\$375,200

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

Each SRO handles a multitude of juvenile incidents each school day. Additionally, the SRO's devote time to counseling students not involved in criminal activity, and participate in parent-teacher conferences as requested by school staff. Eliminating the program will significantly effect the established rapport with students and staff that took years to develop and nurture.

Currently, the Department is operating with one vacancy, as staffing issues prohibit filling both positions. With this in mind, the work load increase of losing a second SRO will be less of an impact on Patrol Operations than if both positions were currently filled and functional.

Elimination of this program will result in patrol officers having to handle a greater number of incidences at schools, thereby reducing their availability to respond to other patrol service calls. It will also result in diminishing service level to schools as patrol officers' will be constrained if their time is divided between patrol service calls and school service calls.

If funding was eliminated for this position, a vacancy would be used to reduce staffing levels.

**POLIDE DEPARTMENT
FY 19-20 REDUCTION PROPOSAL**

TITLE: Volunteer Program
 TOTAL: \$143,400
 ACCOUNT: 1005460-41XXX, 42410, 42560
 PRIORITY: 9

- One Time Expenditure
 Recurring Expenditure

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Benefits	\$140,900
Uniforms	\$2,000
Operating Supplies	\$500
TOTAL:	\$143,400

The Volunteer Program is staffed with a Community Services Coordinator who is responsible for hiring and placing volunteers in Units throughout the Department. Twenty-four volunteers undertake various assignments ranging from data entry to Citizens on Patrol. In 2018, volunteers contributed over 5,800 hours, representing a significant savings to the City. In addition, this position is an Explorer Advisor and provides oversight to the Citizens Academy, a popular educational program in the community that exposes citizens to all facets of police work. Elimination of the Volunteer Program would result in the loss of a valuable resource to the City and would reduce one Advisor to the Explorer Program and Citizens Academy.

If funding was eliminated for this Program, a filled civilian position would be taken to reduce staffing levels.

**SANITATION
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Plant Equipment Reserve
 TOTAL: \$200,000
 ACCOUNT: 7004240-44490
 PRIORITY: 1

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Plant Equipment Reserve	\$200,000
TOTAL:	<hr/> \$200,000

Reductions in this account by the amount indicated above will negatively impact the Sanitation Division's ability to plan for and replace equipment that has failed or is no longer maintainable. The end result will be an increase in costs for emergency repairs and fast-track replacement in order to avoid permit violations and potential fines.

**SANITATION
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Maintenance of Equipment
 TOTAL: \$50,000
 ACCOUNT: 7004240-44310
 PRIORITY: 3

One Time Savings
 Recurring Savings

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Maintenance of Equipment	\$50,000
TOTAL:	\$50,000

This account provides for the maintenance, operation, and emergency repairs of the Sanitation Services Division equipment. The major expenditures in this account are attributed to the Treatment Plant with additional costs in the Collection System. A reduction in this account would severely affect the status of emergency equipment and electrical repairs, the ability to purchase needed electronic components, paints, nuts and bolts, seals and bearings, pipe and fittings, building supplies, hardware, electrical systems, and equipment replacement parts, funding for building supplies and vehicle maintenance. A large amount of Plant equipment is beyond its predicted useful life, but is required to operate around the clock. This aging equipment must be properly maintained to ensure continuous permit compliance.

**WATERWORKS
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Reduce Water Use Efficiency Program
 TOTAL: \$25,000
 ACCOUNT: 7614605 42560
 PRIORITY: 2

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Water Use Efficiency Program	\$25,000
TOTAL:	<u>\$25,000</u>

The Water Use Efficiency Program is an ongoing program to fund water use surveys and to purchase high efficiency plumbing and irrigation devices throughout the District. These surveys, materials and equipment may be provided to residential, commercial, industrial and institutional District Water customers.

Reducing the Water Use Efficiency Program will result in these programs being cut significantly for the budget year. This could result in additional water loss, based on inefficient plumbing and sprinkler systems.

**WATERWORKS
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Reduce Landscaping Improvements at Tank Sites
 TOTAL: \$10,000
 ACCOUNT: 7639760-48500
 PRIORITY: 3

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Landscaping Improvements at Tank Sites	\$10,000
TOTAL:	<u>\$10,000</u>

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2018-19 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.

**WATERWORKS
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Refurbishment/Installation of District Pumping Facilities
 TOTAL: \$55,000
 ACCOUNT: CP76300012 7639760-48500 One Time Savings
 PRIORITY: 4 Recurring Savings

SAVINGS BREAKDOWN	
Refurbishment/Installation District Pump Facilites	\$55,000
TOTAL:	\$55,000

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

**WATERWORKS
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Main Line Valve Replacement Program
 TOTAL: \$50,000
 ACCOUNT: CP76300005 7639760-48500
 PRIORITY: 5

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Main Line Valve Replacement Program	\$50,000
TOTAL:	\$50,000

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Deferring the main line valve replacement program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

The proposed program reductions would delete funding for 37% of the proposed valve replacements.

**WATERWORKS
FY 2019-20 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Meter Replacement Program
 TOTAL: \$152,100
 ACCOUNT: 7614640-42520
 PRIORITY: 6

- One Time Savings
- Recurring Savings

SAVINGS BREAKDOWN	
Meter Replacement Program	\$152,100
TOTAL:	\$152,100

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 2019-20. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15- to 20-year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter.

The proposed program reductions would delete funding for the replacement of 784 meters.

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CITY OF SIMI VALLEY

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 Under Expenditures

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.

GLOSSARY (continued)

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.

GLOSSARY (continued)

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.

GLOSSARY (continued)**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 (continued)

ADA

Americans With Disabilities Act

APCD

Air Pollution Control District

ABRA

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

ACRONYMS AND ABBREVIATIONS (continued)

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

VERSA TERM

Integrated Police Systems Software

VPN

Virtual Private Network

WAN

Wide Area Network

YES

Youth Employment Services Program