



**CITY OF SIMI VALLEY**  
**PROPOSED ANNUAL BUDGET**  
**FISCAL YEAR 2021-22**

**CITY OF SIMI VALLEY • PROPOSED BUDGET • FY 2021-22**

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# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

June 7, 2021

Members of the City Council:

I am honored to present the proposed FY 2021-22 Annual Budget on behalf of all City employees. The FY 2021-22 Proposed Budget is presented to you in a year in which the City experienced many challenges and changes. Simi Valley weathered a pandemic unlike anything seen in 100 years and are beginning to see the light. The sunrise cover of this year's budget book symbolizes a new day on the horizon. The City is on solid ground and remains ready to venture forward. For the second year in a row, the Proposed Budget is structurally balanced and projecting to maintain that balance through the City's Five-Year Forecast. Due to the many years of well managed budgetary decisions, the City is now experiencing revenue growth at a slightly faster rate than expenditures. This will allow the City Council to make strategic decisions for the foreseeable future.

After a full accounting, the FY 2019-20 ended with a net surplus of \$318,000. As the FY 2020-21 Budget was being prepared, the pandemic had just began and the City made a hard pivot to manage the potential fall-out. The City Council wisely established the COVID-19 Recovery Fund of \$6 million to assist City operations should the economic impacts of COVID-19 cause City revenues to fall below budgeted levels. When taking the \$6 million COVID-19 Recovery Fund into account, FY 2019-20 ended the year with a \$6.3 million surplus. In developing the FY 2021-22 Budget, it is clear that the \$6 million COVID-19 Recovery Fund will not be needed for its intended purpose. Staff will bring forth a proposal for use of these funds post-adoption of this Budget. During FY 2020-21 as the pandemic continued, City staff successfully limited spending which resulted in total General Fund expenditures ending the year almost \$4 million under the adopted budget.

The Government Finance Officers Association (GFOA) recommends maintaining unrestricted budgetary fund balance in the General Fund of no less than two months (to mitigate current and future risks), or nearly 17% of regular General Fund operating revenues or regular General Fund operating expenditures. At the start of FY 2021-22, the City is estimating the General Fund balance will increase to a \$44 million fund balance, which far exceeds the two month recommendation with more than a six month or nearly 56% total balance of the \$78.6 million Proposed FY 2021-22 General Fund operating expenditures. The City is well positioned financially.

## **Economic Outlook**

The pandemic brought significant uncertainty to the City's major revenue sources. As noted above, with the onset of COVID-19, the City prepared an FY 2020-21 Budget which reduced anticipated revenues in several key categories. While Transient Occupancy Taxes were anticipated to be significantly lower than historical averages, the effects of COVID-19 struck this industry sector hard, closing hotels and drastically reducing leisure and special occasion travel. As a result, TOT revenue will end FY 2020-21 much lower than anticipated. However, the outlook for travel and the hospitality industry is bright as leisure and special occasion travel is expected to revive the sector. Similarly, the City made significant reductions to the Sales Tax revenue projections due to retail and restaurant closures and reduced vehicle travel resulting in reduced fuel sales. However, consumers quickly shifted their shopping patterns and embraced on-line sales opportunities. Restaurants adjusted to on-line orders through third-party companies and ramped up take-out food options. And although it was anticipated that vehicle sales would see large reductions, new vehicle sales were down only 10% and

the sales of recreational vehicles grew by 40% during calendar year 2020. Collectively, these adjustments resulted in higher than projected sales tax revenue. The City is cautious however with the significant shift to on-line sales. In brick-and-mortar purchases, the City receives its full share of sales taxes paid on each transaction. On-line sales result in the City receiving only a share of sales taxes paid. This could result in lower sales tax revenue and City staff continue to monitor this phenomenon. Furthermore, activity in the housing and the commercial real estate market has increased to levels not seen since before the Great Recession. Because there is a year lag in real estate transactions converting to increases in property tax revenue, the FY 2021-22 Proposed Budget includes property tax growth assumption of 4%, but that could easily be eclipsed based on the rapid growth in home values, which does not appear to be abating anytime soon. Further, the City experienced an unusually large number of homeowners investing in their property during the year, which will also generate increase assessed value and resulting property tax revenue increases. While these revenue increases are welcomed, they are not assumed to be a long term trend and a softening can occur.

The American Rescue Plan (ARP) is estimated to provide the City with nearly \$15.5 million, to be distributed over two fiscal years and must be spent by December 31, 2024. These funds are to be used for COVID-19 response and to strengthen public services. City staff are formulating a proposed multi-year expenditure plan for the ARP funds which comply with the regulations established by the U.S. Department of Treasury for their use. This expenditure plan will be presented to the City Council for consideration.

In the near term there are inflationary pressures in COVID-19 sensitive sectors as well as supply chain issues. Computer chips are in short supply which has the potential to disrupt a lot of industries, including the automotive industry. Lumber, steel, and concrete shortages have already begun affecting the construction industry and could impact the finances of housing projects. Labor shortage issues are currently impacting many business sectors and employers are experiencing challenges rebuilding their workforce. Furthermore, the Federal Reserve continues to print more money to stabilize the economy. It is unclear if these issues will ultimately have a negative impact on Simi Valley, but we will continue to monitor closely.

### **Fiscal Year 2020-21 - General Fund Summary**

For context, the COVID-19 pandemic struck just as the FY 2020-21 Budget development was concluding in the Spring of 2020 and caused staff to quickly react and modify budget projections at the eleventh hour. As noted above, revenues were re-evaluated and adjusted downward. During the fiscal year, City Management actively kept vacant positions open longer, evaluated position vacancies as they become available, suspended expenditure increases above previous year levels, and delayed nonessential Departmental funding requests.

FY 2020-21 estimated revenue is projected at \$74.3 million, which is approximately \$1 million less than the adopted budget. Property tax revenue is estimated to end the year at \$34.5 million, about \$79 thousand less than the adopted budget, and sales tax revenue is estimated at \$19.5 million, almost \$3 million more than the adopted budget amount. Transient Occupancy Tax is estimated to end the year at \$736 thousand, which is \$952 thousand (24.3%) less than the budgeted amount of \$1.7 million. Due to the stronger than anticipated sales tax revenue, the overall revenue from taxes and franchises is expected to be \$2.1 million more than the adopted budget. These numbers do not reflect lost revenue as a result of COVID-19 including lost rental income at the Senior Center, Library, and Cultural Arts Center, unpaid fees and fines, and other categories.

FY 2020-21 General Fund expenses are estimated at \$70.7 million, which is \$4.5 million (6.0%) less than the adopted budget. Of this amount, \$4.3 million is the result of salary and benefit savings from planned and unplanned staff vacancies during the year. The estimated ending expenditures for FY

2020-21 represents only an \$86,450 increase over the City expenditures for FY 2019-20, excluding the FY 2019-20 transfer to the COVID-19 Recovery Fund.

It should be noted that the City of Simi Valley weathered the COVID-19 storm fully supportive of City employees. Unlike many other communities across the United States, including some in Ventura County, City employees did not experience furloughs and no City employees were laid off, with the exception of the City's Crossing Guard team who were brought back to work as soon as schools reopened.

### **Fiscal Year 2020-21 Accomplishments**

City staff, with support from the City Council, was successful in accomplishing much in meeting the City's goals and objectives this current fiscal year. Following are a few examples of those accomplishments. Additional accomplishments are found within each department's budget.

- Partnered with the Economic Development Collaborative and the Simi Valley Chamber of Commerce to help businesses navigate through the Federal, State, and County programs as well as business reopening guidelines affiliated with COVID-19.
- Significantly increased the City's presence on social media with public information postings including COVID-19 safety information and testing site locations; 2020 General Election information including polling and certified ballot drop box locations; and 2020 Census information.
- Completed the installation of LED fixtures on 95% of City owned streetlight poles in the community, saving several hundred thousand dollars annually.
- Conducted legislative activity on a variety of issues, including Public Safety Power Shutoffs (PSPS), City infrastructure, code enforcement, contracting, housing, local control, zoning, and water.
- Coordinated the 2020 General Municipal Election which included the City's first by-district election for City Council Members.
- Coordinated the first virtual State of the City.
- Implemented a Safe Park Program for homeless individuals to have a safe place to park when sleep in their vehicles.
- Initiated 45 recruitments, processed 2,191 employment applications, conducted 16 oral appraisal boards, proctored 1 written examination, provided employment orientations to 77 new employees or existing employees for promotional benefits, conducted 42 exit meetings for separating employees, and conducted employee verifications on 37 new employees utilizing the Employment Eligibility Verification (or, E-Verify) Program.
- Processed more than 218 Public Records Act requests, 42 legal advertisements, 9 complaints, 34 claims, 10 bankruptcies, and 5 subpoenas.

- Increased Home Delivered meal service by 25% and Congregate Meal service by 325% since the last fiscal year.
- Expanded the weekly Senior Share meal distribution program by almost 75%.
- Established the Simi Valley VIRTUAL Arts Center platform to increase engagement with the community by offering virtual programming, events, and interaction opportunities while encouraging stay at home safety protocols during the COVID-19 mandated shutdown.
- Presented a multi-day Dia De Los Muertos virtual festival celebrating Latinx culture and expanding outreach and diversity of programming.
- Presented two virtual craft and gift fairs, several virtual cabaret events, and an encore screening of *ELF the Musical* as well as increased awareness and access to events and programs offered by community Arts partner organizations through the Simi Valley VIRTUAL Arts Center platform.
- Organized and facilitated virtual events with the Simi Valley Youth Council while under COVID-19 restrictions to keep the youth of the community engaged.
- Created video training modules on virtual interviewing and COVID-19 basics for employment.
- Coordinated the Emergency Operations Center Logistics and Finance response efforts to help the City and community through the ongoing pandemic.
- Digitized processes, enabling the City's employees to maintain fiscal duties post pandemic, while offering a safe working environment to City staff.
- Developed a method by which customers may apply for and renew certain Building, Planning and Public Works permits without appearing in person.
- Implemented new Audio-Visual System in City Council chambers, increasing stability and functionality.
- Entered into a contract with Tesla for the installation of battery backup systems at City facilities and certain water pump stations at no cost to the City.
- Implemented a new permitting and planning system that allows for electronic plan submittal and review. The new system accommodates almost 200 different permit types and provides increased transparency and ease of use.
- Facilitated transition to remote work during COVID-19. Increased internet bandwidth, upgraded VPN solution, created policy and procedures for a secure remote workforce.
- Issued approximately 575 over-the-counter approvals, including: Zoning Clearances, Sign Permits, and Temporary Use Permits, counting over 50 COVID-19 Temporary Use Permits for outdoor business activities, over 295 Business Tax Certificates and 156 Home Occupation Permits.

- Performed 20,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided the City's frontline response to COVID-19 through educational support to approximately 2,000 businesses registered with the County for reopening under the State and local public health orders, responded to thousands of community complaints, and provided education on permissible activities and recommended safety interventions to businesses and residents.
- Incorporated Zoom and other conferencing technology into public meetings to facilitate modified access to City facilities during the COVID-19 pandemic.
- Prepared a comprehensive analysis of signalized intersections vulnerable to PSPS and other outages, reviewed alternatives for mitigation, and presented to and received approval from City Council for installation of battery backup systems.
- Designed and constructed the Memory Garden at the Civic Center in honor of Simi Valley residents that were victims of the Borderline and Las Vegas shooting tragedies.
- Implemented and monitored COVID-19 cleaning precautions and procedures as per Health Department requirements for all City Facilities and Transit Buses.
- Hydro-cleaned 219 miles of sewer line.
- Transit responded to the COVID-19 pandemic by providing operator and rider barrier shields, deep cleaning disinfectant sprayers and solutions, masks, and hand sanitizer.
- Recoated the Madera water storage tank.
- Replaced City landscape turf with sustainable plants and high efficiency irrigation utilizing over \$24,000 in rebates.
- Processed approximately 155,000 water and sanitation utility bills.

### **Fiscal Year 2021-22 - General Fund Summary**

FY 2021-22, General Fund operating revenue is budgeted at \$78.6 million, which is \$4.3 million (5.9%) greater than the FY 2020-21 projected revenue budget, largely driven by projected increases in revenue from property tax and gas tax.

<b>Revenue Category</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Adopted</b>	<b>FY 2020-21 Revised</b>	<b>FY 2020-21 Est Actuals</b>	<b>FY 2021-22 Proposed</b>	<b>Est. vs. Prop % Change</b>
Taxes and Franchises	\$ 64,104,232	\$ 60,558,237	\$ 60,558,237	\$62,691,988	\$65,434,417	4.4%
Revenue From Other Governments (including Transfers In and Grants)	4,291,077	4,009,721	4,123,521	3,977,252	4,739,895	19.2%
Licenses and Permits	2,703,431	2,830,000	2,830,000	2,527,200	2,887,000	14.2%
Use of Money and Property	1,549,872	801,500	801,500	1,038,586	890,215	-14.3%
Service Charges	1,833,233	2,868,300	2,868,300	2,311,969	2,319,400	0.3%
Fines and Forfeitures	329,429	555,000	555,000	374,200	580,200	55.1%
Other Revenues	2,008,787	3,715,200	3,762,493	1,345,900	1,803,700	34.0%
<b>Total General Fund Revenues</b>	<b>\$76,820,061</b>	<b>\$75,337,958</b>	<b>\$75,499,051</b>	<b>\$74,267,095</b>	<b>\$78,654,827</b>	<b>5.9%</b>



FY 2021-22 General Fund operating expense is budgeted at \$78.6 million. This amount is \$7.8 million (11.1%) greater than the FY 2020-21 projected expense budget. This difference is due to significantly lower expenditures in FY 2020-21 anticipating COVID-19 impacts, changes in base salaries to accommodate merit increases, flex benefits, CalPERS costs, and minor increases in Services, and Supplies & Materials costs.

<b>Expenditure Category</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Adopted</b>	<b>FY 2020-21 Revised *</b>	<b>FY 2020-21 Est Actuals</b>	<b>FY 2021-22 Proposed</b>	<b>Est. vs. Prop % Change</b>
Personnel	\$ 59,734,111	\$ 64,110,225	\$ 64,297,955	\$59,843,112	\$65,853,895	10.0%
Supplies & Materials	4,546,884	5,602,782	5,827,525	5,029,366	5,605,657	11.5%
Services	7,134,834	8,141,490	9,498,766	8,357,312	9,136,849	9.3%
Reimbursed Expenditures	(8,480,497)	(9,067,504)	(9,067,409)	(9,067,504)	(8,860,335)	-2.3%
Capital Outlay	603	-	81,747	62,267	29,300	0.0%
Transfers to Other Funds	13,868,872	6,493,805	7,568,805	6,493,805	6,831,604	5.2%
<b>Total General Fund Expenditures</b>	<b>\$76,804,807</b>	<b>\$75,280,798</b>	<b>\$78,207,389</b>	<b>\$70,718,358</b>	<b>\$78,596,970</b>	<b>11.1%</b>

\*Revised Expenditures includes previously funded carryovers.

Expenses broken down by department are as follows:

<b>Department</b>	<b>FY 2019-20 Actual</b>	<b>FY 2020-21 Adopted</b>	<b>FY 2020-21 Revised</b>	<b>FY 2020-21 Est. Actual</b>	<b>FY 2021-22 Proposed</b>	<b>Est. vs. Prop \$ Change</b>
City Admin.	\$ 5,153,383	\$ 6,278,268	\$ 6,288,138	\$ 5,304,664	\$ 6,301,756	\$ 997,092
City Attorney	1,380,851	1,384,289	1,386,573	1,400,799	1,450,994	50,195
Admin. Svcs.	5,361,201	5,676,321	5,679,169	5,738,046	5,936,158	198,112
Env. Svcs.	6,439,044	8,160,386	8,225,046	6,454,000	8,233,530	1,779,530
Public Works	14,531,582	16,328,621	17,236,715	15,599,761	16,689,042	1,089,281
Police Dept.	33,925,414	37,436,772	37,789,023	34,013,569	37,283,425	3,269,856
Emergency Svcs.	268,452	383,458	390,653	125,891	352,145	226,254
Non-Dept.	4,356,505	4,557,169	5,061,462	4,655,327	5,588,854	933,527
Transfers Out	13,868,873	6,493,805	7,568,805	6,493,805	6,831,604	337,799
Reimbursements	(8,480,497)	(9,067,504)	(9,067,409)	(9,067,504)	(8,860,335)	207,169
Anticipated S&B Savings plus Leave Payout	-	(2,350,787)	(2,350,787)	-	(1,210,203)	(1,210,203)
<b>TOTAL</b>	<b>\$76,804,808</b>	<b>\$75,280,798</b>	<b>\$78,207,388</b>	<b>\$70,718,358</b>	<b>\$78,596,970</b>	<b>\$ 7,878,612</b>

## Enterprise Funds

**Transit** - FY 2020-21 Transit revenue is estimated to be \$4.5 million (32.9%) below budget. This is mostly due to the transfer of funds from the Local Transportation Fund to the Transit Fund is based on actual expenditures on transit capital projects. Additionally, Expenditures on projects typically occur over the course of a few years.

The revenue from fares is estimated to be \$126,000 (66.7%) below budget. This is due to the City suspending fares on the fixed-route system in order to reduce the interactions between the bus drivers and the public during the COVID-19 pandemic.

Expenses are estimated to be \$6.7 million (37.5%) below budget. This is also mostly due to vehicle purchases and capital projects fully budgeted but not completed.

FY 2021-22 fare revenue is projected to increase by \$126,000 (10.5%) over FY 2020-21 estimated revenue, and back to pre-pandemic levels. The overall Transit revenue is expected to increase by \$2.1 million (23.4%) over the FY 2020-21 estimate. The expense budget is projected to decrease by \$6.6 million (36.6%) from the FY 2020-21 revised budget. This decrease is again due to capital projects that have already been funded in prior years and not yet completed.

The Federal government approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which appropriated \$25 billion in emergency aid to public transportation. There is no local match for the use of these funds, no deadline for use of the funds, and eligible expenses incurred prior to the grant approval can be reimbursed. Simi Valley Transit net funding share is \$7.4 million. These funds were received by the City and in November 2020 the City Council approved a revision to the Transit budget to program these funds for use in operations during the pandemic, preserving Transit's non-CARES funds for later use.

In March 2021, the Federal government approved the American Rescue Plan Act (ARPA) appropriated \$30.5 billion in federal funds to support public transportation as they continue to respond to the COVID-19 pandemic. There is no local match for the use of these funds and funds will be available until September 30, 2021. Based on the distribution formula, Simi Valley Transit net funding share is \$2.2 million. Simi Valley Transit will create a plan for the use of the ARPA funds. The funding will be available for any revenue shortfalls due to the impacts of COVID-19.

**Sanitation** - 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.

In December 2019, the City Council approved the *2019 Sanitation Rate Study & Engineer's Report* and related Financial Plans and adopted a new rate structure for Fiscal Year 2020-21 through 2024-25. This Report, prepared on five year intervals, provides the basis for a recommendation of sanitation fees and service charges in order to meet budgeted and projected operating expenses and to meet planned capital improvement expenses. Previously, the Sanitation Funds did not have any dedicated reserves for unanticipated expenditures and emergencies. Starting in 2019, the City Council prudently included in the new rates a 180-day operating reserve and one-year capital reserve. The City Council's actions will ensure fiscally sound Sanitation Funds through FY 2024-25.

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.

FY 2020-21 – The Sanitation Operating & Replacement Fund revenue is estimated to be \$546,100 (1.2%) above budget, and \$1.6 million above FY 2019-20 actual (7.3%), if transfers between Sanitation funds are excluded. This is due to an increase in service charge revenue. Operating expense, excluding multi-year capital projects, is estimated to be \$1.7 million (10.7%) under budget. The savings is mostly in salaries and benefits, due to vacancies.

FY 2021-22 – Revenue, excluding the transfer from the Operating Fund to the Replacement Fund, is budgeted at \$26.5 million, an increase of \$1.7 million (7.0%) over the FY 2020-21 estimated actual. Expenses, excluding multi-year capital projects and transfers, are budgeted at \$16.7 million, an increase of \$2.1 million (14.5%) above the FY 2020-21 estimated actual. This increase includes a

\$1.5 million debt service payment for the financed ESCO project which will upgrade and modernize facilities with energy saving components.

**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.

In January 2020, the Waterworks District Board of Directors approved the *Water Cost of Service and Rate Study* and adopted a new rate structure for calendar years 2021 through 2025. The Rate Study, prepared on five year intervals, provides the basis for a recommendation of water rates and service charges in order to meet budgeted and projected operating expenses and to meet planned capital improvement expenses over the next five years. Previously, the Water District did not have any dedicated reserves for unanticipated expenditures and emergencies. Starting in 2019, the Board of Directors prudently included in the new rates a 90-day operating reserve and one-year capital reserve. The Board of Director's actions will ensure a fiscally sound Waterworks District through FY 2024-25.

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.

FY 2020-21 – The Waterworks Operating & Replacement Fund revenue is estimated to be \$2.6 million (3.1%) higher than budget. This is mostly due to service and commodity charge. Operating expenses, excluding multi-year capital projects and transfers to other funds, is estimated to be \$1.4 million (3.4%) under budget. This is mostly due to less savings in salary and benefit costs.

FY 2021-22 – The Waterworks Operating & Replacement Fund revenue is budgeted at \$47.6 million, an increase of \$535,100 (1.1%) over the FY 2020-21 estimated actual. Expenses, excluding multi-year capital projects and transfers, are budgeted at \$42.6 million, an increase of \$1.8 million (4.3%) above the FY 2020-21 estimated actual.

### **Capital Improvements**

The City's Capital Improvement Projects (CIP's) are an effort to repair and prolong the life of facilities and infrastructure. Multi-year CIP's in the amount of \$30,074,940, are included in the Proposed Budget and also in the first year (FY 2021-22) of the Five-Year Capital Improvement Program. Included are \$1,200,000 for Municipal Buildings and Grounds projects, \$13,222,622 for Sanitation projects, \$2,914,448 for Transit projects, \$4,352,870 for Streets and Roads projects, and \$8,385,000 for Waterworks District projects.

Financing for CIP's is from a combination of General Fund, CDBG, State and Federal Grants, Development Agreement Funds, Library Fund, Waterworks Funds, Sanitation Funds, and bank financing.

Capital priorities for this year include construction of eleven energy-related projects at the Water Quality Control Plant, sewer line replacements, resurfacing of residential streets, purchasing paratransit vans, rehabilitating pump station 3, replacing the Marr Ranch tank No. 1, and waterline replacements.

## **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 and grant fund appropriations. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity). 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.

Interim financial reports can be generated on demand by operating departments and are made available to the general public upon request. A comprehensive mid-year report is submitted to the City Council following the end of the second quarter of each fiscal year.

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 2020-21. 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.

## **Conclusion**

The City is in a good financial position overall, with a General Fund balance of \$44 million. For the second straight year, the City is structurally balanced and shall stay structurally balanced going forward. As the City ventured into FY 2020-21, there was a great deal of uncertainty to the financial impact COVID-19 would have on the City. Immediate and critical steps were taken to make adjustments on both the revenue and expenditure side of the ledger to buffer the impacts. We are fortunate to have made sound financial decisions since the Great Recession and weathered the most significant pandemic of our lifetimes. The FY 2021-22 Proposed Budget is strategically developed with positive forecast into the foreseeable future.

COVID-19 did have significant impacts on City operations. City employees were send home to work remotely due to mandates from the State and County health officials to close office operations. City employees were also required to take on tasks outside of their normal routine including delivering meals to the City's home-bound Senior Citizen population and operating a drive-up food distribution system to those in need. The Simi Valley Police Department was forced to shift operations to reduce face-to-face interactions with the public due to the spread of the COVID-19 virus all while protecting the citizens and businesses of the community. Protocols were put in place to ensure the health and safety of City employees and their families and the City invested mightily in acquiring personal protective equipment. Increased use of social media and email allowed the City to communicate with the business sector to ensure they took advantage of all benefits, loans, and grants that were available. These efforts resulted in over \$320 million in Federal grants and loans received by Simi Valley businesses. And Code Enforcement personnel shifted from enforcing the City's Municipal Code to assisting businesses comply with the myriad of health orders and mandates.

Above are just a few examples of the adjustments and pivots that City staff accomplished in the last year, all done while still conducting the business of the City. The breadth of efforts by City employees to respond to the COVID-19 pandemic is extensive. I could not be prouder of the employees in our organization as they continue to show pride in the work they accomplish and demonstrate a high level of dedication to serve the Simi Valley community.

The City continues to monitor staffing levels to ensure service to the public while mindful of staff workloads. Like many municipal governments in California, the City is seeing a steady flow of retirements in addition to workforce reductions due to attrition. This past year City departments evaluated their staffing and made adjustments in terms of personnel as well as the classifications that are needed. These actions will help to right-size the organization and ensure effective delivery of service to the public.

The budget is a snapshot in time and an organic document that allows the governing body to set the priorities of the community, yet be able to adjust to respond to changing needs. Adjustments may be needed throughout the year, but any changes will be done while maintaining a balance of revenues and expenditures.

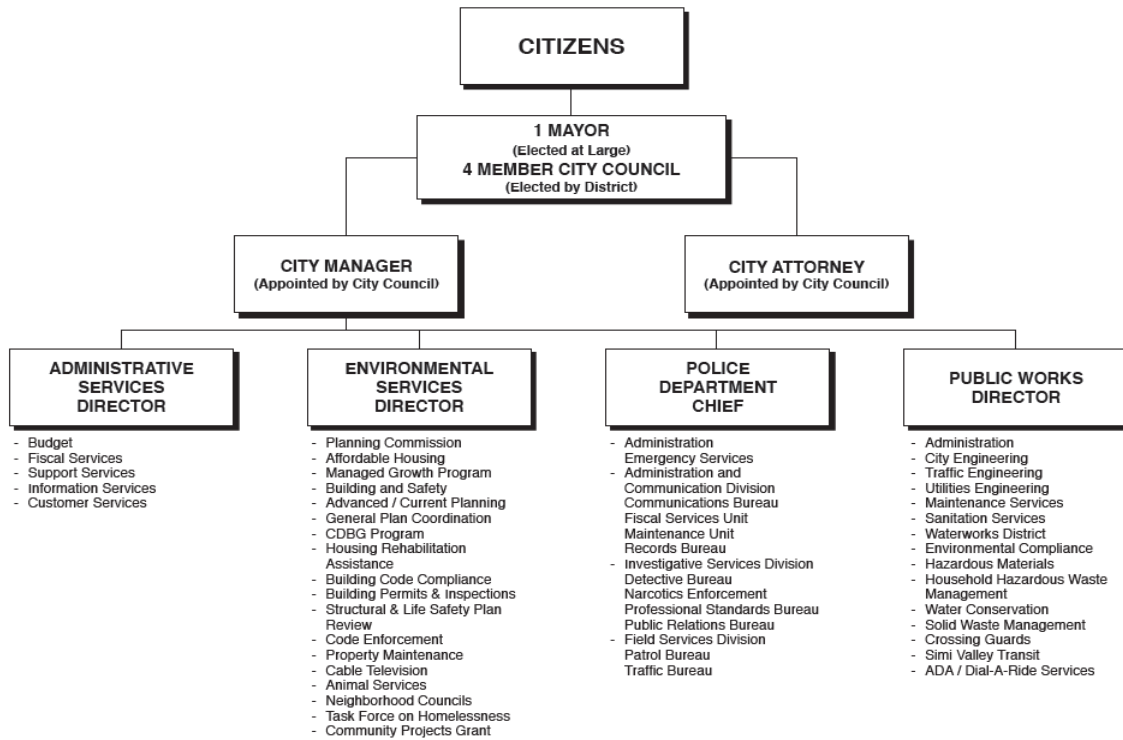
In developing this Budget, I want to thank Budget Officer Carolyn Johnson for her heroic efforts to bring the extensive and far-reaching numbers together into a readable, comprehensive document and to Director of Administrative Services Joseph Toney for his guidance through the budget development process. I also want to extend my sincere appreciation to Assistant City Manager Linda Swan for her hard work and dissection of the Budget. Lastly, I want to thank the dedicated and hardworking City family that have never wavered in serving the community and their commitment to improve the City's operations and ensure the fiscal health of our City. This budget lays the foundation for a bright future.



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Brian Paul Gabler  
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 2019-20 Actual	FY 2020-21 Revised Budget	FY 2020-21 Est. Actual	FY 2021-22 Proposed	\$ Budget Change	% Budget Change
100	General Fund	\$ 76,804,808	\$ 78,207,388	\$ 70,718,358	\$ 78,596,970	\$ 389,582	0.5%
106	General Fixed Assets	32,682	-	-	-	-	#DIV/0!
109	General LongTerm Debt	(210,043)	-	-	-	-	0.0%
201	Housing Successor Agency	603,480	1,457,919	996,894	1,406,748	(51,171)	-3.5%
202	Local Housing Fund	3,530,000	146,000	78,000	30,000	(116,000)	-79.5%
203	CalHome Program Fund	90,000	30,000	30,000	90,000	60,000	200.0%
204	HOME Program Fund	353,641	520,000	117,400	540,000	20,000	3.8%
207	Planning	-	810,000	-	-	(810,000)	-100.0%
214	Public Education and Gov't Fund	17,285	1,300,000	-	200,000	(1,100,000)	-84.6%
215	Gasoline Tax Fund	2,918,869	2,727,837	2,727,837	3,269,615	541,778	19.9%
216	Gasoline Tax Fund - SB1	2,115,585	2,050,329	2,050,329	2,496,170	445,841	21.7%
233	Bike Lanes Fund	29,878	190,580	190,580	38,000	(152,580)	-80.1%
238	Local Sportation Fund	2,116,016	7,481,502	7,481,502	5,723,017	(1,758,485)	-23.5%
250	Library Fund	2,135,670	3,454,285	2,271,528	2,843,256	(611,029)	-17.7%
260	New Dwelling Fees Fund	70,000	70,000	70,000	70,000	-	0.0%
262	Development Agreement Fund	1,276,700	1,429,771	1,429,771	706,457	(723,314)	-50.6%
263	Traffic Impact Fees Fund	318,822	327,192	314,290	84,000	(243,192)	-74.3%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	2,131,286	400,175	337,700	101,600	(298,575)	-74.6%
285	Supplemental Law Enforcement	190,000	250,000	306,000	308,000	58,000	23.2%
287	Law Enforcement Grants Fund	284,474	339,545	307,181	182,200	(157,345)	-46.3%
290	Community Development Block Grant	1,278,019	1,629,195	1,033,612	648,104	(981,091)	-60.2%
295	Simi Valley Arts Center Program Operation	440,716	448,885	81,981	448,885	-	0.0%
296	Council on Aging	33,039	93,100	93,100	93,100	-	0.0%
297	Retiree Benefits Fund	2,156,006	2,417,000	2,417,000	2,617,000	200,000	8.3%
298	Disaster Fund	87,284	2,321,419	1,484,960	-	(2,321,419)	-100.0%
299	Earthquake	60,646	-	-	-	-	#DIV/0!
3001	Landscape Augmentation Fund	400,000	200,000	200,000	200,000	-	0.0%
3002-3499	Landscape Maintenance District No. 1 Funds	1,731,138	1,830,575	1,983,512	1,512,675	(317,900)	-17.4%
500-514	Debt Service	6,522,959	4,453,179	4,107,070	4,707,838	254,659	5.7%
600	Streets and Roads Fund	7,861,298	9,614,790	10,182,425	3,833,224	(5,781,566)	-60.1%
648	Computer Equipment Replacement Fund	297,946	692,310	692,310	719,225	26,915	3.9%
651	Vehicle Replacement Fund	185,647	1,024,857	1,024,857	379,000	(645,857)	-63.0%
655	Building Improvement Fund	471,320	2,596,085	2,596,085	525,000	(2,071,085)	-79.8%
656	Information Systems Capital Fund	565,695	4,685,075	4,685,075	-	(4,685,075)	-100.0%
660	PD Capital	7,991	235,294	235,294	-	(235,294)	-100.0%
665	City Telephones Capital Project	46,062	847,354	847,354	-	(847,354)	-100.0%
667	LED Traffic Light Fund	386,670	928,920	928,920	-	(928,920)	-100.0%
700	Sanitation	18,124,132	36,006,788	34,808,240	30,396,145	(5,610,643)	-15.6%
701	Sewer Connection Fees Fund	94,100	740,480	85,900	313	(740,167)	-100.0%
702	Sewer Replacement Reserve	521,827	44,338,004	24,481,200	13,231,146	(31,106,858)	-70.2%
750	Transit Fund	7,837,716	18,025,075	11,266,843	11,425,049	(6,600,026)	-36.6%
761	Waterworks District No. 8	40,268,930	42,721,273	41,535,536	42,882,153	160,880	0.4%
762	Water Connection Fees Fund	388,789	13,893,177	3,851,000	252,951	(13,640,226)	-98.2%
763	Waterworks Replacement Reserve	1,073,248	14,957,834	4,854,100	8,370,710	(6,587,124)	-44.0%
803	Liability Insurance Fund	4,229,762	2,557,435	2,183,662	3,078,147	520,712	20.4%
805	Workers' Compensation Insurance Fund	2,805,708	5,347,293	4,217,427	4,419,555	(927,738)	-17.3%
807	GIS Operating Fund	32,240	95,200	95,200	95,200	-	0.0%
809	FIS Operating Fund	52,000	367,000	367,000	151,000	(216,000)	-58.9%
	<b>TOTALS:</b>	\$ 192,770,041	\$ 314,260,120	\$ 249,767,033	\$ 226,672,453	\$ (87,587,667)	<b>-27.9%</b>

**CITYWIDE SUMMARY OF REVENUES**  
**Revenues by Fund (Including Transfers In)**

Fund No.	Fund Title	FY 2020-21			FY 2021-22 Proposed	\$ Budget Change	% Budget Change
		FY 2019-20 Actual	Revised Budget	FY 2020-21 Est. Actual			
100	General Fund	\$ 76,820,061	\$ 75,499,052	\$ 74,267,095	\$ 78,654,827	\$ 3,155,775	4.2%
106	General Fixed Assets	-	-	-	-	-	0.0%
115	Pooled Interest Earnings Fund	-	-	-	-	-	0.0%
201	Housing Successor Agency	802,999	663,210	864,900	453,687	(209,523)	-31.6%
202	Local Housing Fund	219,939	187,700	1,204,600	187,700	-	0.0%
203	CalHome Program Fund	79,066	32,500	105,300	35,000	2,500	7.7%
204	HOME Program Fund	272,750	87,000	354,800	137,000	50,000	57.5%
207	Planning	-	810,000	-	-	(810,000)	-100.0%
214	Public Education and Gov't Fund	325,251	290,000	322,300	295,000	5,000	1.7%
215	Gasoline Tax Fund	2,918,869	2,727,837	2,970,876	3,269,615	541,778	19.9%
216	Gasoline Tax Fund - SB 1	2,225,729	2,050,329	2,064,029	2,496,170	445,841	21.7%
233	Bike Lanes Fund	(47,980)	30,500	34,400	38,500	8,000	26.2%
238	Local Transportation Fund	4,284,436	4,397,400	4,531,900	4,397,400	-	0.0%
250	Library Fund	2,319,617	2,376,527	2,362,427	2,435,302	58,775	2.5%
260	New Dwelling Fees Fund	141,617	153,700	173,500	153,700	-	0.0%
262	Development Agreement Fund	226,742	124,900	1,124,900	149,957	25,057	20.1%
263	Traffic Impact Fees Fund	150,127	50,000	95,500	90,000	40,000	80.0%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
271	COVID-19 Recovery Fund	6,000,000	-	-	-	-	0.0%
280	Forfeited Assets Fund	445,219	227,000	224,800	230,000	3,000	1.3%
285	Supplemental Law Enforcement	303,044	250,000	306,000	308,000	58,000	23.2%
287	Law Enforcement Grants Fund	279,317	327,929	337,300	182,200	(145,729)	-44.4%
290	Community Development Block Grant	1,278,032	1,050,822	1,019,022	648,104	(402,718)	-38.3%
295	Simi Valley Arts Center Program Operation	432,190	459,385	34,760	459,385	-	0.0%
296	Council on Aging	143,207	54,650	55,150	54,650	-	0.0%
297	Retiree Benefits Fund	2,404,909	2,419,000	2,439,500	2,620,001	201,001	8.3%
298	Disaster	100,000	3,421,419	2,584,960	-	(3,421,419)	-100.0%
299	Earthquake / Disaster	-	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	400,427	201,200	200,400	200,450	(750)	-0.4%
3002-3499	Landscape Maintenance District No. 1 Funds	1,200,206	1,002,300	998,300	1,002,300	-	0.0%
500-514	Debt Service	3,798,675	3,319,494	3,319,494	3,314,347	(5,147)	-0.2%
600	Streets and Roads Fund	8,035,513	4,730,909	4,730,909	3,106,170	(1,624,739)	-34.3%
648	Computer Equipment Replacement Fund	597,888	589,500	597,800	589,500	-	0.0%
649	Geographic Info. & Permits Sys.	437	-	400	-	-	0.0%
651	Vehicle Replacement Fund	757,778	451,400	451,400	379,000	(72,400)	-16.0%
655	Building Improvement Fund	2,068,729	1,759,109	1,759,109	45,000	(1,714,109)	-97.4%
656	Information Systems Capital Fund	66,826	12,500	66,800	12,500	-	0.0%
660	PD Capital	75,000	75,500	75,000	75,000	(500)	-0.7%
665	City Telephones Capital Fund	-	-	-	-	-	0.0%
667	LED Streetlights	1,172,723	-	-	-	-	0.0%
700	Sanitation	23,036,597	24,183,200	24,729,300	26,479,300	2,296,100	9.5%
701	Sewer Connection Fees Fund	807,697	537,500	1,476,800	587,500	50,000	9.3%
702	Sewer Replacement Reserve	2,884,786	19,800,000	19,800,000	13,431,146	(6,368,854)	-32.2%
750	Transit Fund	8,225,203	13,794,127	9,255,294	11,425,049	(2,369,078)	-17.2%
761	Waterworks District No. 8	44,622,700	45,097,800	46,530,700	47,205,800	2,108,000	4.7%
762	Water Connection Fees Fund	383,110	508,500	170,000	608,500	100,000	19.7%
763	Waterworks Replacement Reserve	230,345	553,000	553,000	413,000	(140,000)	-25.3%
803	Liability Insurance Fund	5,048,443	2,009,870	1,995,070	2,304,451	294,581	14.7%
805	Workers' Compensation Insurance Fund	4,583,696	5,319,172	4,363,372	4,416,768	(902,404)	-17.0%
807	GIS Operating Fund	98,019	95,700	98,000	95,700	-	0.0%
809	FIS Operating Fund	149,872	7,500	9,900	-	(7,500)	-100.0%
<b>TOTALS:</b>		<b>210,369,811</b>	<b>221,739,141</b>	<b>218,659,067</b>	<b>212,987,679</b>	<b>(8,751,462)</b>	<b>-3.9%</b>

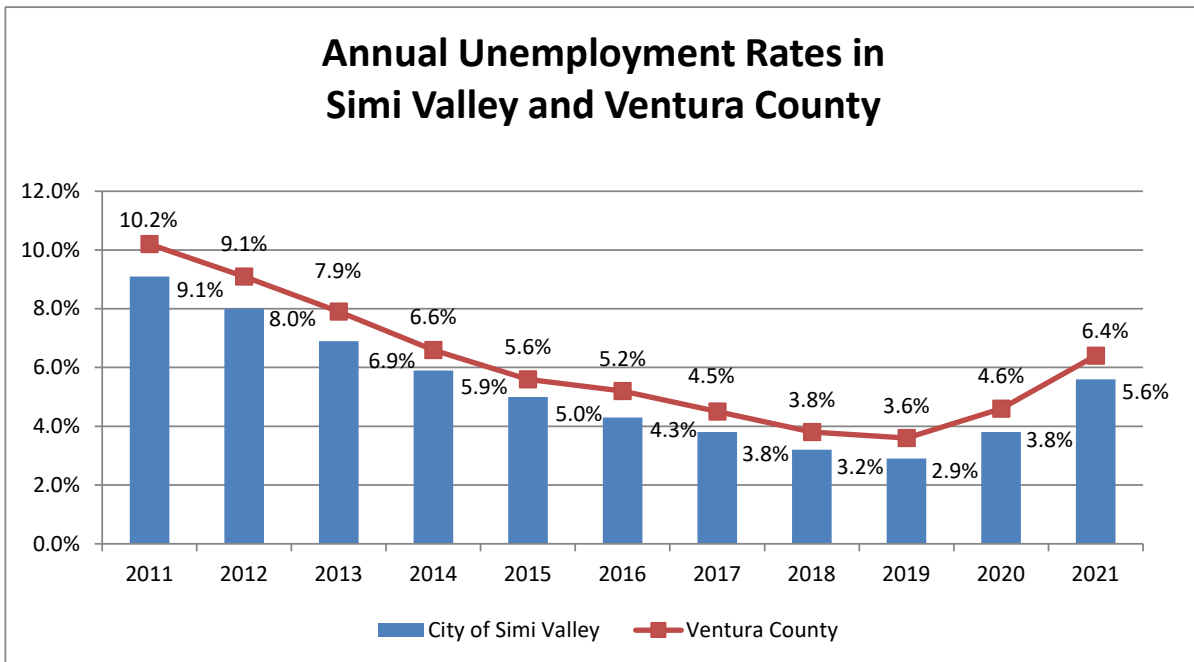


## FINANCIAL CONTEXT

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.



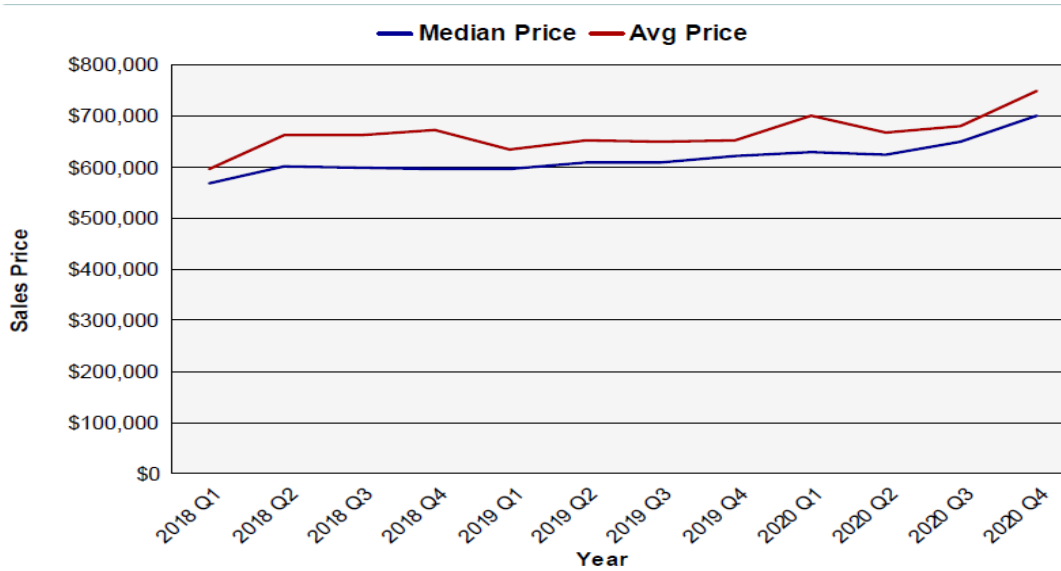
\* 2021 Data is as of March 2021

\*Source: California Employment Development Department

## FINANCIAL CONTEXT (continued)

### Real Estate Market

The median sales price for homes in Simi Valley CA at the end of 2020 was \$700,000. This is an increase of 12.45% over 2019.

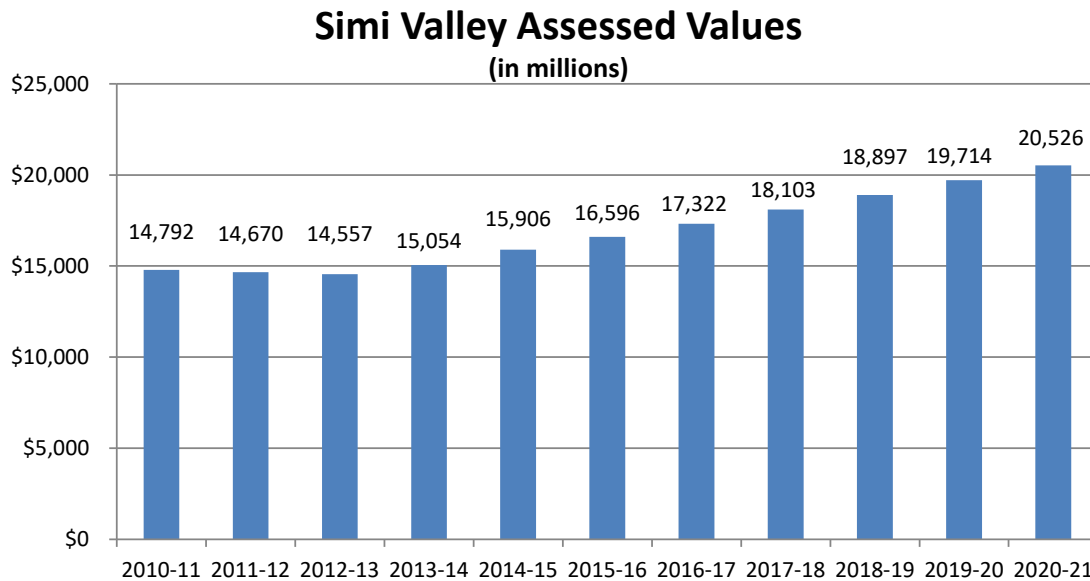


\*Source: HDL

**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 2010-11. The City's assessed values have increased by 4.3% in 2019-20 from 2018-19 and by over 33% since 2010-11. This signals a return to strong property values and positive growth for the local economy.



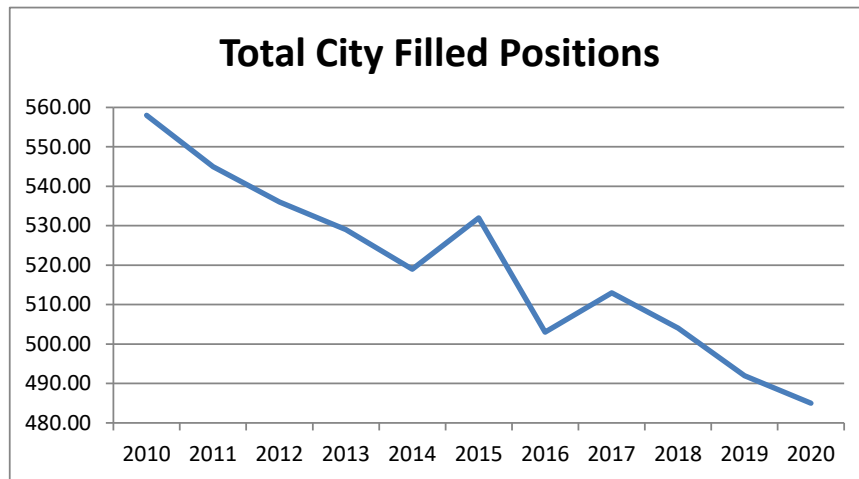
\* Source: HDL

## FINANCIAL CONTEXT (continued)

### City of Simi Valley Filled Positions by Function

<u>Function</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>	<u>2019</u>	<u>2020</u>
General government	57	55	57	57	61	53	58	56	54	60
Community services	32	29	28	29	31	27	24	27	27	20
Planning and Community Services	51	49	42	40	39	36	36	33	30	32
Public ways and facilities	92	92	89	88	90	87	87	87	83	80
Public safety										
Sworn police personnel	119	123	120	119	123	121	121	115	118	123
Civilians	55	52	52	52	52	49	50	53	47	44
Sanitation	54	53	56	51	54	47	54	53	52	53
Waterworks district no. 8	43	43	44	45	43	45	41	40	41	35
Transit	42	40	41	38	39	38	42	40	40	38
<b>Total</b>	<b>545</b>	<b>536</b>	<b>529</b>	<b>519</b>	<b>532</b>	<b>503</b>	<b>513</b>	<b>504</b>	<b>492</b>	<b>485</b>

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



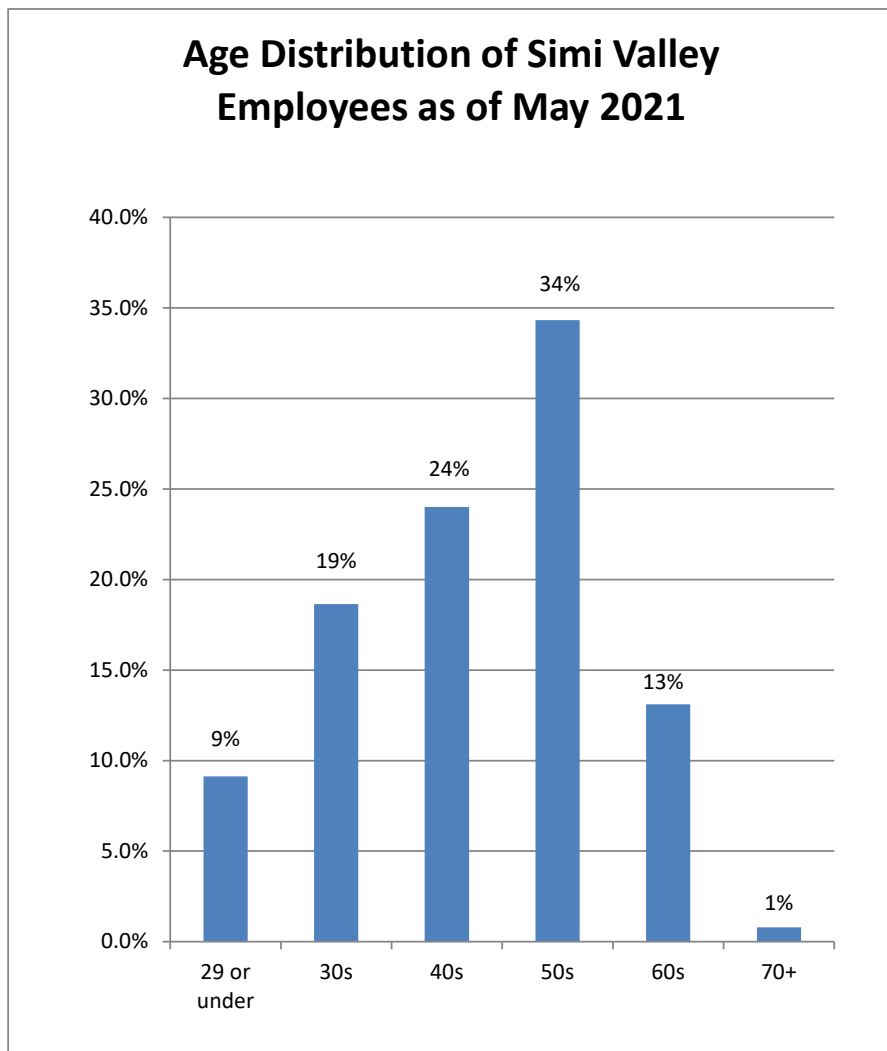
\* Source: June 30, 2020 Comprehensive Annual Financial Report

**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.

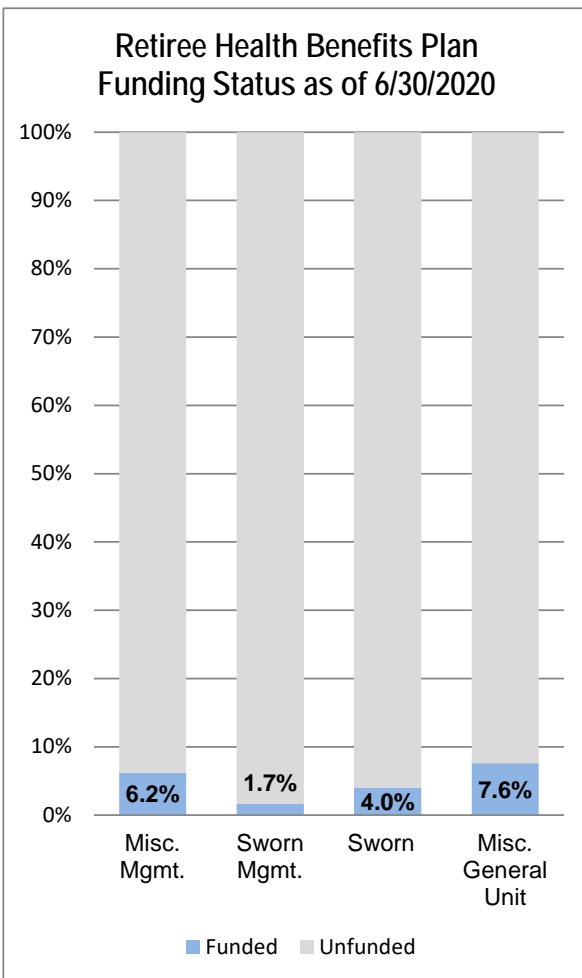
Currently 48% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 72% of employees are 40 years of age or above. The City is beginning to experience significant expected turnover, which includes issues such as funding for post-employment 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 June 2020, the City's retiree benefits funds are between 1.7% and 7.6% 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: June 30, 2020 Comprehensive Annual Financial Report

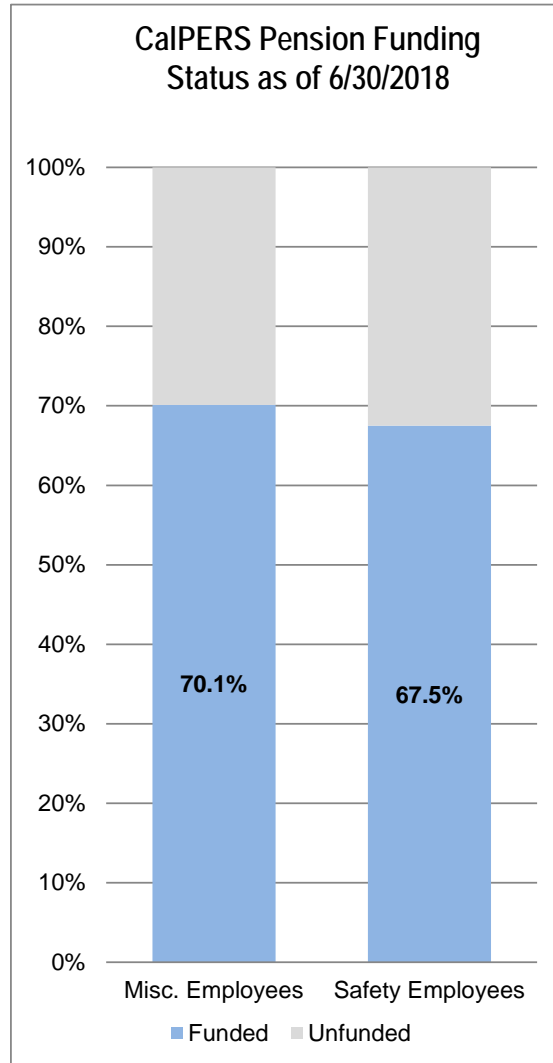
**FINANCIAL CONTEXT (continued)**

**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 6/30/20 was funded at 70.1%, up from 69.3% the prior year. Pensions for Sworn unit employees were funded at 67.5%, up from 67.1% 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. Future contract negotiations with employee groups will effect the budget going forward.



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**

	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Safety	\$7,432,464	\$7,921,649	\$8,267,340	\$8,611,457	\$8,833,275	\$9,045,371
Miscellaneous	\$10,485,036	\$11,171,040	\$11,571,816	\$12,050,284	\$11,459,628	\$11,774,767
<b>Total</b>	<b>\$17,917,500</b>	<b>\$19,092,688</b>	<b>\$19,839,155</b>	<b>\$20,661,741</b>	<b>\$20,292,903</b>	<b>\$20,820,138</b>

\* Source: CalPERS Actuarial Valuation as of 6/30/19

## 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 \$13.3 million), and this does not include the separate Economic Recovery Fund with over \$5 million or the Covid-19 Recovery Fund with \$6 million. These reserves will provide necessary cushion for upcoming challenges.

Fiscal Year 2020-21 began with a General Fund, fund balance of \$40.5 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$3.5 million. This is primarily due to expenses ending the year \$4.5 million less than budgeted. The majority of the expenditure savings is from planned and unplanned staff vacancies.

The proposed Fiscal Year 2021-22 General Fund budget, as presented, is balanced between revenues and expenses and more than maintains the City's 17% prudent reserve policy.

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 2016-17	ACTUAL 2017-18	ACTUAL 2018-19
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 36,808,608</b>	<b>\$ 35,424,561</b>	<b>\$ 37,022,780</b>
Revenues	\$ 63,656,359	\$ 67,988,432	\$ 73,934,097
Prior Year Surplus	-	-	-
Net Revenues	<u>\$ 63,656,359</u>	<u>\$ 67,988,432</u>	<u>\$ 73,934,097</u>
Expenditures	\$ 65,040,407	\$ 66,390,213	\$ 67,457,510
Loan Forgiveness to Liability Fund	-	-	2,344,000
Transfer to Transit Fund	-	-	654,000
Net Expenditures	<u>\$ 65,040,407</u>	<u>\$ 66,390,213</u>	<u>\$ 70,455,510</u>
Operating Surplus/(Deficit)	\$ (1,384,047)	\$ 1,598,219	\$ 3,478,587
Apply 80% of CDA Loan Repayment	\$ 1,378,480	\$ -	-
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 35,424,561</b>	<b>\$ 37,022,780</b>	<b>\$ 40,501,367</b>
Prudent Reserve (17% of expenditures)	\$ 11,056,900	\$ 11,286,300	\$ 11,467,800
Assigned Fund Balance	<u>\$ 14,402,604</u>	<u>\$ 14,312,326</u>	<u>\$ 10,352,322</u>
Encumbrance Reserve	\$ 362,700	\$ 276,905	\$ 335,110
CDA Loan Receivable **	5,693,346	5,693,346	4,093,534
Advances to Other Funds (Various)	8,036,380	8,036,380	5,692,380
Loans Receivable (Various)	310,178	305,695	231,298
Unassigned Fund Balance	\$ 9,965,057	\$ 11,424,154	\$ 18,681,245

\*\* 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 2019-20	REVISED BUDGET 2020-21	ESTIMATED ACTUAL 2020-21	BUDGET 2021-22	PROJECTION 2022-23	PROJECTION 2023-24
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 40,501,367	\$ 40,516,620	\$ 40,516,620	\$ 44,065,357	\$ 44,123,214	\$ 44,342,075
Revenues	\$ 76,820,061	\$ 75,499,052	\$ 74,267,095	\$ 78,654,827	\$ 81,066,303	\$ 83,554,022
Prior Year Surplus	-	-	-	-	-	-
<b>Net Revenues</b>	<b>\$ 76,820,061</b>	<b>\$ 75,499,052</b>	<b>\$ 74,267,095</b>	<b>\$ 78,654,827</b>	<b>\$ 81,066,303</b>	<b>\$ 83,554,022</b>
Expenditures	\$ 70,804,808	\$ 78,207,388	\$ 70,718,358	\$ 78,596,970	\$ 80,847,442	\$ 83,162,881
Transfer to Covid Recovery Fund	6,000,000	-	-	-	-	-
<b>Net Expenditures</b>	<b>\$ 76,804,808</b>	<b>\$ 78,207,388</b>	<b>\$ 70,718,358</b>	<b>\$ 78,596,970</b>	<b>\$ 80,847,442</b>	<b>\$ 83,162,881</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 15,253</b>	<b>\$ (2,708,336)</b>	<b>\$ 3,548,737</b>	<b>\$ 57,857</b>	<b>\$ 218,861</b>	<b>\$ 391,141</b>
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 40,516,620</b>	<b>\$ 37,808,284</b>	<b>\$ 44,065,357</b>	<b>\$ 44,123,214</b>	<b>\$ 44,342,075</b>	<b>\$ 44,733,216</b>
Prudent Reserve (17% of expenditures)	\$ 12,036,800	\$ 13,295,300	\$ 12,022,100	\$ 13,361,500	\$ 13,744,100	\$ 14,137,700
Assigned Fund Balance	\$ 8,124,398	\$ 8,124,398	\$ 8,124,398	\$ 8,124,398	\$ 8,124,398	\$ 8,124,398
Encumbrance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDA Loan Receivable **	2,200,720	2,200,720	2,200,720	2,200,720	2,200,720	2,200,720
Advances to Other Funds (Various)	5,692,380	5,692,380	5,692,380	5,692,380	5,692,380	5,692,380
Loans Receivable (Various)	231,298	231,298	231,298	231,298	231,298	231,298
<b>Unassigned Fund Balance</b>	<b>\$ 20,355,422</b>	<b>\$ 16,388,586</b>	<b>\$ 23,918,859</b>	<b>\$ 22,637,316</b>	<b>\$ 22,473,577</b>	<b>\$ 22,471,118</b>

\*\* 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 Five-Year General Fund Financial Projection and related analyses show that the City is now structurally balanced and will continue as long as sound fiscal management continues. That is not to say that the City does not have fiscal issues, but the forecast is illustrating the strong financial position the City is in to be able to tackle these issues. A change in the discount rate and payment methodology for the CalPERS Pension Fund will result in a 16.2% increase in PERS costs to the City from 2021-22 to 2026-27. Furthermore, the recent COVID-19 impacts on the market will result in losses to PERS investments that will likely have an impact starting in FY 2022-23. The results of these two items are projected to potentially have a cumulative impact in required contributions in the next 5 years over the current level. This will present a significant challenge to the City's finances, but should be able to be addressed by continued budget oversight. The City Manager and staff continue to take action to improve the City's long-term financial position. In FY 2019-20 City Council adopted revised service fees for the first time since 2008 for full cost recovery, an estimated \$3.0 million that can further enhance public services. 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.

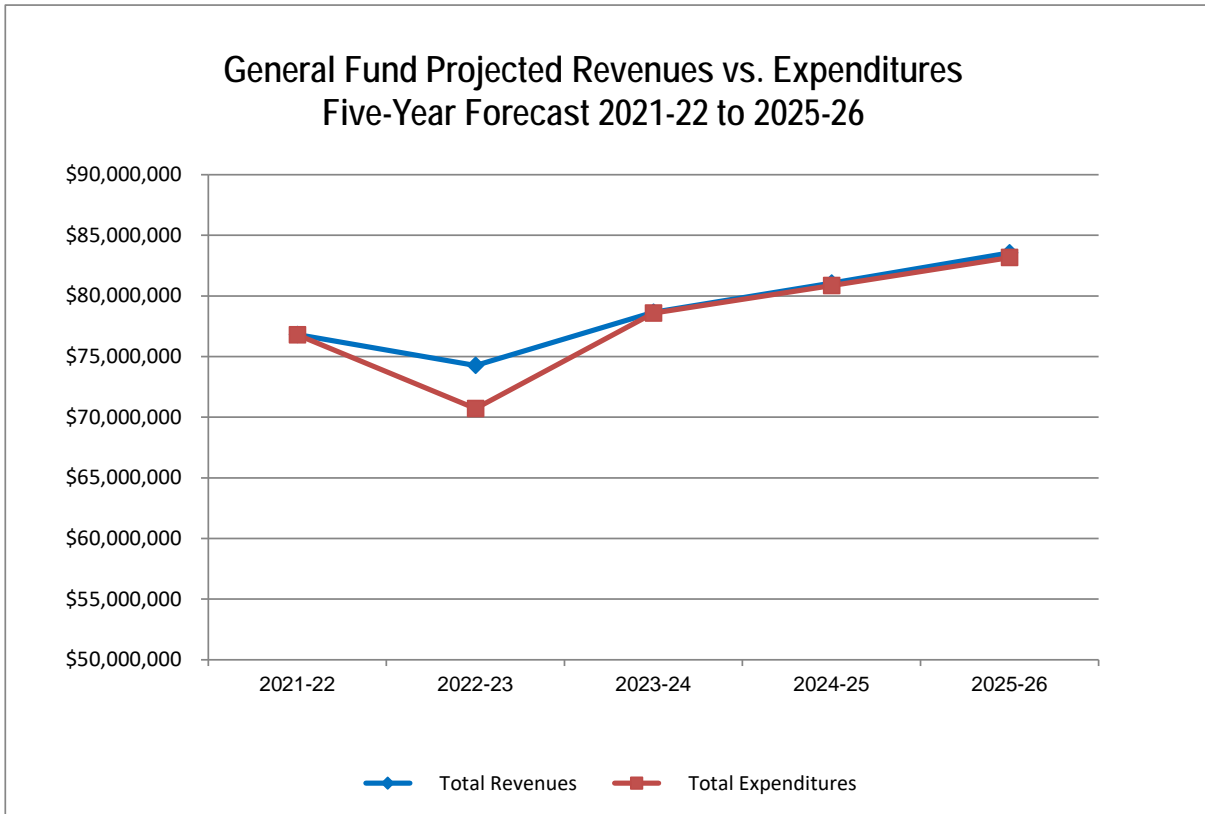
The forecast shown here includes projections for most revenue types with a conservative 1% - 3.3% per year inflationary growth. Projections on the expenditure side include 3% growth in personnel costs, a 1-2% growth in materials and supplies based on a combination of past experience and an inflationary growth, and inflationary growth for most other expenditure types.

### FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

#### SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2019-20	ESTIMATED ACTUAL 2020-21	ADOPTED BUDGET 2021-22	PROJECTION 2022-23	PROJECTION 2023-24	PROJECTION 2024-25	PROJECTION 2025-26
<b>REVENUES</b>							
Taxes And Franchises	\$ 64,104,232	\$ 62,691,988	\$ 65,434,417	\$67,593,752	\$69,824,346	\$72,128,550	\$74,508,792
Licenses And Permits	2,703,431	2,527,200	2,887,000	2,944,740	3,003,635	3,063,707	3,124,982
Fines And Forfeitures	329,429	374,200	580,200	586,002	591,862	597,781	603,758
Use Of Money & Property	1,549,872	1,038,586	890,215	908,020	926,180	944,704	963,598
From Other Governments	398,905	343,631	323,278	323,278	323,278	323,278	323,278
Grants	270,047	200,100	229,300	233,886	238,564	243,335	248,202
Service Charges	1,833,233	2,311,969	2,319,400	2,365,788	2,413,104	2,461,366	2,510,593
Other Revenues	2,008,787	1,345,900	1,803,700	1,839,774	1,876,569	1,914,101	1,952,383
Transfers In	3,622,125	3,433,521	4,187,317	4,271,063	4,356,485	4,443,614	4,532,487
<b>Total Revenues</b>	<b>\$ 76,820,061</b>	<b>\$ 74,267,095</b>	<b>\$ 78,654,827</b>	<b>\$81,066,303</b>	<b>\$83,554,022</b>	<b>\$86,120,435</b>	<b>\$88,768,072</b>
<b>EXPENDITURES</b>							
Personnel	59,734,111	59,843,112	65,853,895	\$67,829,512	\$69,864,398	\$71,960,329	\$74,119,139
Supplies/Materials	4,546,884	5,029,366	5,605,657	5,717,770	5,832,125	5,948,768	6,067,743
Services	7,134,834	8,357,312	9,136,849	9,319,586	9,505,978	9,696,097	9,890,019
Capital Outlay	603	62,267	29,300	29,593	29,889	30,188	30,490
Transfers to Other Funds	13,868,872	6,493,805	6,831,604	6,899,920	6,968,919	7,038,608	7,108,995
Reimbursed Expenses	(8,480,497)	(9,067,504)	(8,860,335)	(8,948,938)	(9,038,428)	(9,128,812)	(9,220,100)
<b>Total Expenditures</b>	<b>76,804,808</b>	<b>\$70,718,358</b>	<b>\$78,596,970</b>	<b>\$80,847,442</b>	<b>\$83,162,881</b>	<b>\$85,545,178</b>	<b>\$87,996,286</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$15,253</b>	<b>\$3,548,737</b>	<b>\$57,857</b>	<b>\$218,861</b>	<b>\$391,142</b>	<b>\$575,257</b>	<b>\$771,786</b>

### 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 2021-22 General Fund Revenues are projected to be \$4.3 million more (5.9%) than FY 2020-21 revised budget amounts. The full impact of the COVID-19 virus will not be known for some time, but Simi Valley is fortunately in a good position to deal with the financial impacts. The city is not as dependent on revenue sources from tourism as many other communities and has a more stable revenue base made up of property tax.

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 estimates, taking into account known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are most susceptible 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 2019-20, budgeted and estimated actual revenue data for FY 2020-21, and budgeted revenue for FY 2021-22 .

FY 2021-22 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 \$2.7 million (4.3%) over the 2020-21 Revised Budget to \$64,434,4177 in FY 2021-22. Property tax revenues are projected to increase by \$1.4 million due to ongoing improvements in assessed values and local development growth.

FY 2021-22 Sales Tax and Transient Lodging Tax revenues are projected to increase by \$1.3 million from the FY 2020-21 revised budget, due to the economy opening back up as the impact of the pandemic lessens.

**Licenses and Permits**

This category is projected to increase by \$359,800 (14.2%) from 2020-21 revised budget. This is mostly due to increased building permit and Plan Check Services revenue.

**Fines and Forfeitures**

This revenue category is comprised of Vehicle Code Fines and Parking Citations. FY 2021-22 Fines and Forfeitures revenues are projected to increase by \$206,000 (55.0%) from the FY 2020-21 revised budget. This is a direct result of PD only dispatching emergency calls for service at the start of the pandemic as well as fewer cars on the road as workplaces transitioned to a work-from-home status.

**Use of Money and Property**

This category is projected to decrease by \$148,371 (-1.6%) in FY 2020-21 mostly due rents and leases.

**Revenues From Other Governments**

The category is projected to decrease by \$20,353 (5.9%) in FY 2021-22 due to conservatively estimating future interest on investment earnings.

**Grants**

Grant revenues are projected to increase by \$29,200 (14.59%) in FY 2021-22. 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 \$7,431 (0.3%) in FY 2021-22 over the FY 2020-21 revised budget. This is primarily due to revenue losses from the pandemic.

## GENERAL FUND REVENUES (continued)

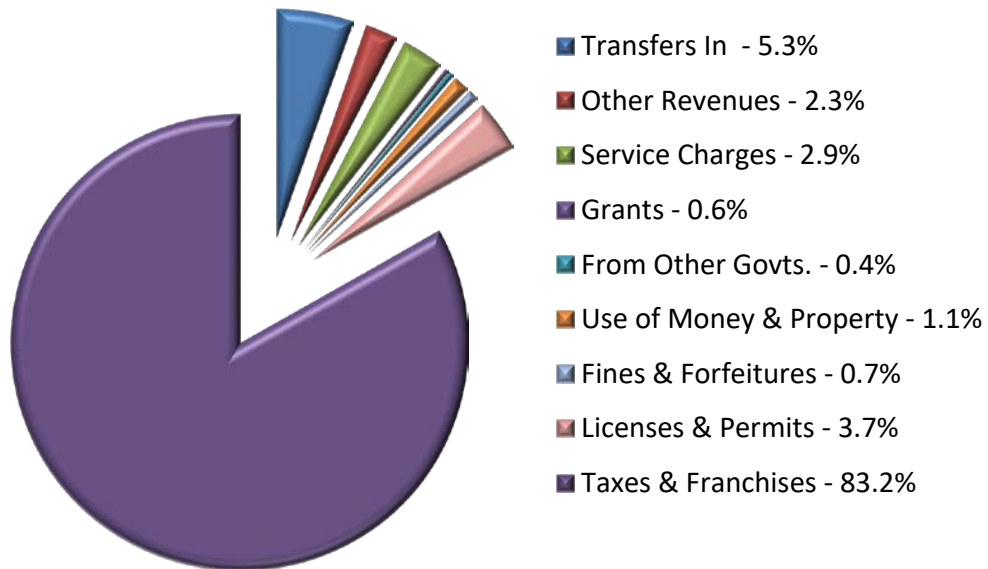
### Other Revenues

Other Revenues, also generated from the local economy, are projected to increase by \$457,800 (34.0%) in FY 2021-22 due to increases in anticipated damage recovery revenue.

### Transfers In

This revenue category is projected to increase by \$753,796 (21.9%) in FY 2021-22 mostly due to a decrease in gas tax revenue.

## FY 21-22 General Fund Resources \$78,654,827





## GENERAL FUND REVENUE SUMMARY

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>TAXES &amp; FRANCHISES</b>					
31101 Property Taxes	\$ 36,510,926	\$ 34,635,867	\$ 34,557,088	\$ 35,962,298	3.8%
31111 Sales and Use Taxes	18,319,232	16,579,870	19,544,100	19,929,619	20.2%
31112 Transient Lodging Tax	1,572,240	1,687,500	735,800	1,687,500	0.0%
31113 Franchise Taxes	4,872,904	4,600,000	4,800,000	4,800,000	4.3%
31114 Business Tax Receipts	2,112,049	2,275,000	2,275,000	2,275,000	0.0%
31115 Documentary Transfer Tax	716,882	780,000	780,000	780,000	0.0%
	<b>\$ 64,104,232</b>	<b>\$ 60,558,237</b>	<b>\$ 62,691,988</b>	<b>\$ 65,434,417</b>	<b>8.1%</b>
<b>LICENSES &amp; PERMITS</b>					
32301 Building Permits	\$ 1,415,264	\$ 1,700,000	\$ 1,600,000	\$ 1,750,000	2.9%
32302 Permit Records Retention	9,486	-	17,000	17,000	0.0%
32303 Plan Check Services	957,093	900,000	700,000	900,000	0.0%
32402 Encroachment Permits	275,488	150,000	180,200	150,000	0.0%
32604 Other Licenses & Permits	46,101	80,000	30,000	70,000	-12.5%
	<b>\$ 2,703,431</b>	<b>\$ 2,830,000</b>	<b>\$ 2,527,200</b>	<b>\$ 2,887,000</b>	<b>2.0%</b>
<b>FINES &amp; FORFEITURES</b>					
33501 Vehicle Code Fines	\$ 290,331	\$ 400,000	\$ 290,300	\$ 447,900	12.0%
33502 Parking Citation	39,098	155,000	83,900	132,300	-14.6%
	<b>\$ 329,429</b>	<b>\$ 555,000</b>	<b>\$ 374,200</b>	<b>\$ 580,200</b>	<b>4.5%</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
34001 Interest on Investments	\$ 850,677	\$ 549,600	\$ 850,600	\$ 549,600	0.0%
34003 Change in Fair Value	541,537	-	-	-	0.0%
34101 Rents & Leases	57,091	105,000	7,624	193,000	83.8%
34104 DMV Lease	147,302	146,900	147,615	147,615	0.5%
34399 Reclass to Receivable	(46,735)	-	32,746	-	0.0%
	<b>\$ 1,549,872</b>	<b>\$ 801,500</b>	<b>\$ 1,038,586</b>	<b>\$ 890,215</b>	<b>11.1%</b>
<b>REVENUES FROM OTHER GOVERNMENTS</b>					
35101 Motor Vehicle In Lieu	\$ 101,081	\$ 65,000	\$ 65,000	\$ 65,000	0.0%
35501 POST Reimbursements	88,689	40,000	40,000	40,000	0.0%
35502 911 Reimbursements	2,229	3,000	-	-	-100.0%
35601 Homeowners Subvention	154,401	150,000	150,000	150,000	0.0%
35602 SB 90 Claims	52,505	117,000	88,631	68,278	-41.6%
	<b>\$ 398,905</b>	<b>\$ 375,000</b>	<b>\$ 343,631</b>	<b>\$ 323,278</b>	<b>-13.8%</b>
<b>GRANTS</b>					
36001 Federal Assistance	\$ 200,516	\$ 141,400	\$ 159,100	\$ 164,300	16.2%
36210 Curbside Recycling Reimb.	31,468	31,500	31,000	30,000	-4.8%
36340 Household Waste	38,063	40,000	10,000	35,000	-12.5%
	<b>\$ 270,047</b>	<b>\$ 212,900</b>	<b>\$ 200,100</b>	<b>\$ 229,300</b>	<b>7.7%</b>

### GENERAL FUND REVENUES (continued)

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>SERVICE CHARGES</b>					
37001 Duplication Services	\$ 2,179	\$ 2,200	\$ 6,750	\$ 2,300	4.5%
37002 Maps & Publications	300	5,000	5,019	5,000	0.0%
37003 Returned Check (NSF) Charges	239	300	-	300	0.0%
37103 Business Registration Fees	146,806	185,000	185,000	185,000	0.0%
37299 Other Community Service Fees	900	291,500	-	291,500	0.0%
37301 Planning Fees	400,000	465,000	450,000	515,000	10.8%
37303 Permit Automation/GIS Mapping	40,662	53,500	19,800	19,000	-64.5%
37401 Engineering Fees	23,213	1,200	11,800	1,000	-16.7%
37402 Soils/Hydrology	161,509	160,000	82,900	120,000	-25.0%
37403 Slurry Seal Fees	-	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	684,302	450,000	454,700	316,000	-29.8%
37405 Inspection Service Fees	132,083	900,000	787,100	503,000	-44.1%
37406 Waste Management	27,347	35,000	35,000	35,000	0.0%
37410 Services Charges	-	32,500	32,500	32,500	0.0%
37411 County Landscape Charges	4,059	35,500	35,500	35,500	0.0%
37432 Environmental Compliance Program	785	1,500	1,000	1,000	-33.3%
37499 Other Public Works Fees	1,762	1,000	1,000	1,000	0.0%
37501 Police Reports	6,922	4,100	3,200	4,000	-2.4%
37502 Police Photos	196	-	-	-	0.0%
37504 Alarm Fees	45,826	90,000	81,100	85,200	-5.3%
37505 Emergency Response / DUI	10,723	20,000	43,400	45,600	128.0%
37599 Other Police Dept. Fees	137,314	125,000	71,200	111,500	-10.8%
37699 Other Service Charges	6,106	5,000	-	5,000	0.0%
	<b>\$ 1,833,233</b>	<b>\$ 2,868,300</b>	<b>\$ 2,311,969</b>	<b>\$ 2,319,400</b>	<b>-19.1%</b>
<b>OTHER REVENUES</b>					
38001 Sale of Surplus	\$ 15,651	\$ 20,500	\$ 37,750	\$ 20,500	0.0%
38003 Miscellaneous	17,920	1,803,700	3,650	3,700	-99.8%
38004 Damage Recovery	27,493	286,000	38,600	179,200	-37.3%
38006 Jury/Witness Fee	7,780	8,300	4,000	6,700	-19.3%
38007 Rebates	871,928	238,000	251,300	238,000	0.0%
38010 Landfill Facility Agreement Fee	201,303	196,000	190,800	196,000	0.0%
38015 Sale of Land	-	250,000	-	250,000	0.0%
38050 Contributions/Donations	672,286	673,293	613,600	616,000	-8.5%
38201 Meals-On-Wheels	55,984	48,000	64,000	48,000	0.0%
38203 Cultural Arts Reimbursement	127,607	159,700	-	141,000	-11.7%
38408 Storm Water Mgmt. Assessment	-	75,000	60,600	55,000	-26.7%
38409 Storm Water Program Fees	7,064	4,000	62,000	39,000	875.0%
38501 Unclaimed Property	3,772	-	19,600	10,600	0.0%
	<b>\$ 2,008,787</b>	<b>\$ 3,762,493</b>	<b>\$ 1,345,900</b>	<b>\$ 1,803,700</b>	<b>-52.1%</b>

### GENERAL FUND REVENUES (continued)

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>TRANSFERS IN</b>					
39215 Transfer from Gas Tax	\$ 2,918,869	\$ 2,727,837	\$ 2,727,837	\$ 3,269,615	19.9%
39260 Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	0.0%
39262 Transfer from Development Agreements	300,000	300,000	300,000	300,000	0.0%
39285 Transfer from State SLESF	190,000	250,000	250,000	308,000	23.2%
39287 Transfer from Law Enforcement Grants	78,641	136,300	34,200	34,200	-74.9%
39299 Transfer from Earthquake Fund	150	-	-	-	0.0%
39500 Transfer from Debt Service	12,305	-	-	-	0.0%
39600 Transfer from Cap. Proj. fund	-	-	-	-	0.0%
39809 Transfer from FIS Operations	-	-	-	151,000	0.0%
39920 Transfer from Sagency-CDA/Admin	52,160	51,484	51,484	54,502	5.9%
	<b>\$ 3,622,125</b>	<b>\$ 3,535,621</b>	<b>\$ 3,433,521</b>	<b>\$ 4,187,317</b>	<b>18.4%</b>
<b>TOTAL REVENUES</b>	<b>\$ 76,820,061</b>	<b>\$ 75,499,052</b>	<b>\$ 74,267,095</b>	<b>\$ 78,654,827</b>	<b>4.2%</b>

## 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 2020-21 accomplishments and FY 2021-22 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 CIP 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.

## GENERAL FUND EXPENDITURE SUMMARY

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>PERSONNEL</b>					
41010 Regular Salaries	\$ 30,743,322	\$ 34,581,348	\$ 30,695,481	\$ 34,125,855	-1.3%
41020 Temporary Salaries - PR Only	304,648	329,300	347,620	335,200	1.8%
41030 Boards and Commissions	32,608	32,610	32,600	34,241	5.0%
41040 Overtime	3,147,267	3,484,029	2,821,018	3,169,500	-9.0%
41050 Outside Assistance	-	-	-	-	0.0%
41200 Deferred Comp - 401k	331,335	425,156	368,912	426,520	0.3%
41210 Deferred Comp - 457	213,928	238,154	204,176	252,980	6.2%
41300 Vision Care	84,496	95,995	87,901	95,977	0.0%
41350 Disability	196,136	220,470	217,917	217,401	-1.4%
41400 Group Insurance/Health	596,685	665,367	616,281	675,320	1.5%
41410 Maintenance Building/Grounds	-	513,997	-	527,366	0.0%
41415 Flex Benefits	6,387,537	7,446,351	6,534,968	7,773,726	4.4%
41420 CalPERS Health Admin Fee	22,230	22,900	22,500	25,764	12.5%
41450 Life Insurance	64,130	72,391	71,942	72,201	-0.3%
41500 Group Insurance/Dental	421,554	477,417	443,191	479,269	0.4%
41550 Section 125 Administration Fee	1,667	2,548	1,306	3,374	32.4%
41600 Retirement (PERS)	11,741,869	13,835,417	13,005,691	14,427,274	4.3%
41610 Retirement (PARS)	141,661	141,662	141,662	141,662	0.0%
41620 Retirement (HRA)	279,782	328,036	318,284	359,618	9.6%
41650 Medicare Tax	512,038	606,500	553,466	622,031	2.6%
41660 FICA	22,337	27,147	21,520	28,505	5.0%
41700 Workers' Compensation	3,448,570	3,337,376	3,337,376	3,469,775	4.0%
41800 Annual Leave Payout	1,852,173	2,150,000	147,300	2,200,000	2.3%
41801 Leave Accrual	(588,657)	-	-	-	0.0%
41860 Salary Reimbursements	(223,206)	(159,600)	(148,000)	(148,000)	-7.3%
41900 Salary Savings	-	(4,203,830)	-	(3,051,460)	-27.4%
41950 Benefits Savings	-	(372,787)	-	(410,203)	10.0%
<b>Subtotal - Personnel</b>	<b>59,734,111</b>	<b>64,297,955</b>	<b>59,843,112</b>	<b>65,853,895</b>	<b>2.4%</b>
<b>SUPPLIES &amp; MATERIALS</b>					
42100 Utilities	\$ 1,492,757	\$ 1,484,000	\$ 1,706,800	\$ 1,471,000	-0.9%
42130 Postage	42,256	67,400	40,000	67,400	0.0%
42150 Communications	633,631	881,817	590,651	867,663	-1.6%
42200 Computer - Non Capital	4,401	5,441	2,600	3,100	-43.0%
42230 Office Supplies	50,456	67,060	48,905	68,025	1.4%
42235 Furnishings & Equip - Non Capital	38,554	28,298	26,110	25,500	-9.9%
42300 Copiers	72,398	146,236	100,000	130,000	-11.1%
42310 Rentals	2,324	17,047	10,420	9,725	-43.0%
42410 Uniform/Clothing	254,228	433,240	392,787	446,400	3.0%
42420 Special Departmental Expense	69,465	270,600	235,000	215,600	-20.3%
42440 Memberships and Dues	127,715	160,315	150,105	164,091	2.4%
42450 Subscriptions and Books	32,496	35,583	29,715	36,851	3.6%
42460 Advertising	33,630	35,900	33,100	48,339	34.6%
42500 Fuel and Lubricants	535,910	505,500	473,000	557,000	10.2%
42510 Tires	60,875	61,400	61,400	61,400	0.0%
42550 Small Tools/Equipment	3,087	13,450	10,600	9,600	-28.6%
42560 Operating Supplies	703,769	986,823	776,105	836,450	-15.2%

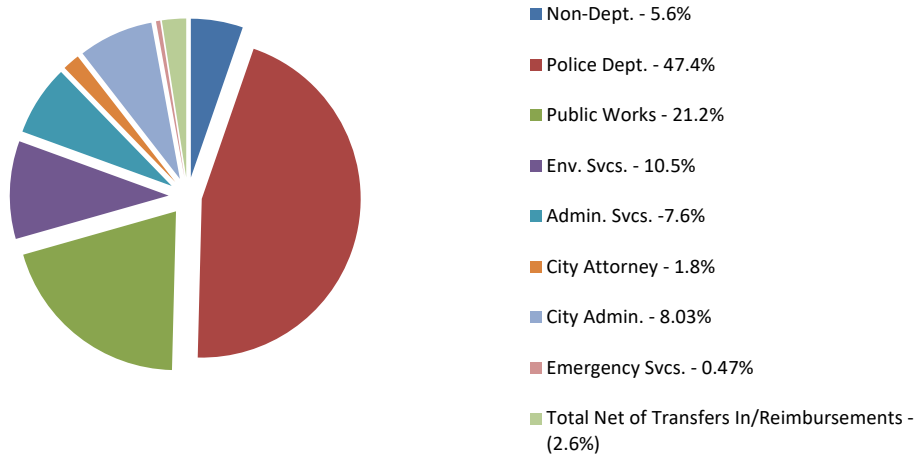
## GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>SUPPLIES &amp; MATERIALS (continued)</b>					
42720 Travel, Conferences, Meetings	77,308	152,400	43,124	163,808	7.5%
42730 Training	96,559	164,780	81,308	128,600	-22.0%
42760 POST Training	99,568	130,000	100,000	130,000	0.0%
42770 Recruitment	33,136	60,500	23,800	52,500	-13.2%
42780 Investigations	4,645	12,000	5,000	6,500	-45.8%
42790 Mileage	77,347	102,500	85,301	100,705	-1.8%
43010 Liability Insurance Premiums	367	5,235	3,535	5,400	3.2%
<b>Subtotal - Supplies/Materials</b>	<b>4,546,884</b>	<b>5,827,525</b>	<b>5,029,366</b>	<b>5,605,657</b>	<b>-3.8%</b>
<b>SERVICES</b>					
44010 Professional/Special Services	\$ 1,605,170	\$ 1,825,412	\$ 1,550,274	\$ 1,681,983	-7.9%
44012 Outside Legal	105,477	127,284	122,500	150,000	17.8%
44015 COV Admin Fee	247,674	225,000	262,000	280,000	24.4%
44030 - Cloud Services	-	-	195,000	-	0.0%
44210 Animal Regulation	505,252	904,900	650,000	904,900	0.0%
44310 Maintenance of Equipment	1,280,959	1,896,171	1,399,776	2,100,656	10.8%
44410 Maintenance - Bldg. / Grounds	7,220	7,300	7,707	-	-100.0%
44450 Landscape Maintenance Contract	788,232	1,235,000	930,000	930,000	-24.7%
44460 Tumbleweed Abatement	-	5,000	2,000	5,000	0.0%
44490 Other Contract Services	1,509,531	2,227,099	2,192,455	1,885,500	-15.3%
44491 FIS Operations	75,100	-	-	-	#DIV/0!
44492 GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 Other Insurance	982,124	1,021,400	1,021,400	1,174,610	15.0%
44730 Reduction in Long Term Debt	3,896	-	-	-	0.0%
44840 Bad Debt Expense	-	-	-	-	0.0%
<b>Subtotal - Services</b>	<b>7,134,834</b>	<b>9,498,766</b>	<b>8,357,312</b>	<b>9,136,849</b>	<b>-3.8%</b>
<b>REIMBURSED EXPENDITURES</b>					
45201 Reimb from SHA-CDA.Housing Admin.	\$ -	\$ -	\$ -	\$ (212,656)	0.0%
45204 Reimb from HOME Grant	(12,227)	(20,000)	(20,000)	(40,000)	100.0%
45250 Reimb from Library	(242,200)	(319,500)	(319,500)	(439,876)	37.7%
45290 Reimb from CDBG	(82,674)	(110,209)	(110,304)	(113,738)	3.2%
45300 Reimb from Landscape Zones	(121,380)	(317,900)	(317,900)	-	-100.0%
45700 Reimb from Sanitation	(2,709,416)	(2,946,000)	(2,946,000)	(2,994,120)	1.6%
45701 Reimb from San Connection Fees	(94,100)	(85,900)	(85,900)	(313)	-99.6%
45702 Reimb from San Repl Reserve	(331,500)	(251,200)	(251,200)	(8,524)	-96.6%
45750 Reimb from Transit	(1,770,800)	(1,707,600)	(1,707,600)	(1,911,753)	12.0%
45761 Reimb from WW8	(2,373,300)	(2,592,500)	(2,592,500)	(2,632,667)	1.5%
45762 Reimb from WW8 Cap Impr	(279,300)	(321,000)	(321,000)	(2,951)	-99.1%
45763 Reimb from WW8 Repl Reserve	(140,300)	(129,100)	(129,100)	(25,710)	-80.1%
45803 Reimb from Liability Insurance	(143,900)	(140,500)	(140,500)	(46,858)	-66.6%
45805 Reimb from Workers Comp	(179,400)	(126,000)	(126,000)	(431,169)	242.2%
<b>Subtotal - Reimbursed Expenditures</b>	<b>\$ (8,480,497)</b>	<b>\$ (9,067,409)</b>	<b>\$ (9,067,504)</b>	<b>\$ (8,860,335)</b>	<b>-2.3%</b>

### GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>CAPITAL OUTLAY</b>					
47020 Furnishings & Equipment ( Capital)	603	77,947	62,267	29,300	0.0%
47030 Vehicles	-	-	-	-	0.0%
47040 Building Improvements	-	3,800	-	-	0.0%
<b>Subtotal - Capital Outlay</b>	<b>\$ 603</b>	<b>\$ 81,747</b>	<b>\$ 62,267</b>	<b>\$ 29,300</b>	<b>0.0%</b>
<b>TRANSFERS TO OTHER FUNDS</b>					
49201 Transfer to SHAgency - Hsg Admin	\$ 378,563	\$ 412,010	\$ 412,010	\$ 131,687	0.0%
49271 Transfer to Covid-9 Recovery	6,000,000	-	-	-	0.0%
49297 Transfer to Retiree Benefits	1,982,600	2,012,867	2,012,867	2,179,427	8.3%
49298 Transfer to Disaster	100,000	-	-	-	0.0%
49300 Transfer to Landscape	400,000	200,000	200,000	200,000	0.0%
49500 Transfer to Debt Service Funds	-	-	-	-	0.0%
49511 Transfer to DS 2014A Lease Rev	1,421,223	1,408,697	1,408,697	1,403,372	-0.4%
49512 Transfer to DS 2016 CREBS	676,673	669,000	669,000	667,363	-0.2%
49513 Transfer to DS 2017 Equip. Lease Agmt.	554,585	550,330	550,330	549,789	-0.1%
49514 Transfer to DS 2018 Equip. Lease Agmt.	551,472	544,401	544,401	543,866	0.0%
49600 Transfer to Streets & Roads	(31,120)	18,000	18,000	530,000	0.0%
49648 Transfer to CE Replacement	227,100	227,100	227,100	227,100	0.0%
49651 Transfer to Vehicle Replacement	757,778	451,400	451,400	379,000	0.0%
49655 Transfer to Public Facility Imporv	-	-	-	20,000	0.0%
49750 Transfer to Transit Fund	-	-	-	-	0.0%
49800 Transfer to Insurance Fund	850,000	-	-	-	0.0%
49805 Transfer to Workers Comp Fund	-	1,075,000	-	-	0.0%
<b>Subtotal - Transfers to Other Funds</b>	<b>\$ 13,868,872</b>	<b>\$ 7,568,805</b>	<b>\$ 6,493,805</b>	<b>\$ 6,831,604</b>	<b>-9.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 76,804,808</b>	<b>\$ 78,207,388</b>	<b>\$ 70,718,358</b>	<b>\$ 78,596,970</b>	<b>0.5%</b>

**FY 2021-22 Total Expenditures - By Department  
Net of Transfers In & Reimbursements  
\$78,596,970**





## GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>CITY ADMINISTRATION</b>					
Personnel	4,466,957	5,378,984	4,580,390	5,461,822	1.54%
Supplies	193,486	414,343	317,501	380,929	-8.06%
Services	492,940	494,811	406,773	459,005	-7.24%
<b>Subtotal</b>	<b>\$ 5,153,383</b>	<b>\$ 6,288,138</b>	<b>\$ 5,304,664</b>	<b>\$ 6,301,756</b>	<b>0.22%</b>
<b>CITY ATTORNEY</b>					
Personnel	1,338,293	1,327,489	1,327,899	1,368,194	3.07%
Supplies	23,754	36,700	26,800	36,700	0.00%
Services	18,804	22,384	46,100	46,100	105.95%
<b>Subtotal</b>	<b>\$ 1,380,851</b>	<b>\$ 1,386,573</b>	<b>\$ 1,400,799</b>	<b>\$ 1,450,994</b>	<b>4.65%</b>
<b>ADMINISTRATIVE SERVICES</b>					
Personnel	5,122,200	5,382,341	5,456,936	5,655,478	5.07%
Supplies	29,435	40,830	33,060	42,230	3.43%
Services	209,566	255,998	248,050	238,450	-6.85%
<b>Subtotal</b>	<b>\$ 5,361,201</b>	<b>\$ 5,679,169</b>	<b>\$ 5,738,046</b>	<b>\$ 5,936,158</b>	<b>4.53%</b>
<b>ENVIRONMENTAL SERVICES</b>					
Personnel	5,616,922	6,799,286	5,440,700	6,872,430	1.08%
Supplies	58,012	74,200	53,300	75,600	1.89%
Services	764,110	1,351,560	960,000	1,285,500	-4.89%
<b>Subtotal</b>	<b>\$ 6,439,044</b>	<b>\$ 8,225,046</b>	<b>\$ 6,454,000</b>	<b>\$ 8,233,530</b>	<b>0.10%</b>
<b>PUBLIC WORKS</b>					
Personnel	10,098,174	11,414,121	10,137,361	11,726,342	2.74%
Supplies	1,939,226	2,279,374	2,234,150	2,156,050	-5.41%
Services	2,494,182	3,543,220	3,228,250	2,806,650	-20.79%
<b>Subtotal</b>	<b>\$ 14,531,582</b>	<b>\$ 17,236,715</b>	<b>\$ 15,599,761</b>	<b>\$ 16,689,042</b>	<b>-3.18%</b>
<b>POLICE DEPARTMENT</b>					
Personnel	32,652,172	35,803,501	32,602,709	35,462,425	-0.95%
Supplies	963,218	1,392,477	1,005,464	1,343,900	-3.49%
Services	309,421	518,493	350,324	447,800	-13.63%
Capital Outlay	603	74,552	55,072	29,300	-60.70%
<b>Subtotal</b>	<b>\$ 33,925,414</b>	<b>\$ 37,789,023</b>	<b>\$ 34,013,569</b>	<b>\$ 37,283,425</b>	<b>-1.34%</b>
<b>EMERGENCY SERVICES</b>					
Personnel	244,661	341,358	91,455	309,745	-9.26%
Supplies	23,221	40,462	12,666	27,800	-31.29%
Services	570	1,638	14,575	14,600	791.33%
Capital Outlay	-	7,195	7,195	-	-100.00%
<b>Subtotal</b>	<b>\$ 268,452</b>	<b>\$ 390,653</b>	<b>\$ 125,891</b>	<b>\$ 352,145</b>	<b>-9.86%</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Adopted Budget	% Budget Change
<b>NON-DEPARTMENTAL</b>					
Personnel	194,732	201,662	205,662	207,662	3.0%
Supplies	1,316,531	1,549,138	1,346,425	1,542,448	-0.4%
Services	2,845,242	3,310,662	3,103,240	3,838,744	16.0%
Capital Outlay	-	-	-	-	0.0%
<b>Subtotal</b>	<b>\$ 4,356,505</b>	<b>\$ 5,061,462</b>	<b>\$ 4,655,327</b>	<b>\$ 5,588,854</b>	<b>10.4%</b>
<b>PROJECTED SALARY &amp; BENEFITS SAVINGS</b>	-	<b>(4,500,787)</b>	-	<b>(3,410,203)</b>	-24.2%
<b>ANNUAL LEAVE PAYOUT</b>	-	<b>2,150,000</b>	-	<b>2,200,000</b>	2.3%
<b>TRANSFERS TO OTHER FUNDS</b>					
To CDA Housing Successor	\$ 378,563	\$ 412,010	\$ 412,010	\$ 131,687	0.0%
To Covid-19 Recovery	6,000,000	-	-	-	0.0%
To Retiree Benefits Fund	1,982,600	2,012,867	2,012,867	2,179,427	8.3%
To Disaster Fund	100,000	-	-	-	0.0%
To Landscape Augmentation Fund	400,000	200,000	200,000	200,000	0.0%
To Debt Service Fund	3,203,952	3,172,428	3,172,428	3,164,390	-0.3%
To Streets & Roads	(31,120)	18,000	18,000	530,000	0.0%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	0.0%
To Vehicle Replacement Fund	757,778	451,400	451,400	379,000	100.0%
To Public Facility Improvement	-	-	-	20,000	100.0%
To Transit Fund	-	-	-	-	0.0%
To GL Insurance Fund	850,000	-	-	-	0.0%
To Workers Comp. Insurance Fund	-	1,075,000	-	-	0.0%
<b>\$ 13,868,873</b>	<b>\$ 7,568,805</b>	<b>\$ 6,493,805</b>	<b>\$ 6,831,604</b>	<b>-9.7%</b>	
<b>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</b>					
From SHA-CDA.Housing Admin.	-	-	-	(212,656)	
From HOME Grant	(12,227)	(20,000)	(20,000)	(40,000)	100.0%
From Library	(242,200)	(319,500)	(319,500)	(439,876)	37.7%
From CDBG	(82,674)	(110,209)	(110,304)	(113,738)	3.2%
From Landscape Zones	(121,380)	(317,900)	(317,900)	-	-100.0%
From Vehicle Replacement Fund	-	-	-	-	0.0%
From Sanitation Operating Fund	(2,709,416)	(2,946,000)	(2,946,000)	(2,994,120)	1.6%
From Sanitation Capital Fund	(94,100)	(85,900)	(85,900)	(313)	100.0%
From Sanitation Repl. Reserve	(331,500)	(251,200)	(251,200)	(8,524)	100.0%
From Transit	(1,770,800)	(1,707,600)	(1,707,600)	(1,911,753)	12.0%
From Waterworks Operating Fund	(2,373,300)	(2,592,500)	(2,592,500)	(2,632,667)	1.5%
From Waterworks Capital Fund	(279,300)	(321,000)	(321,000)	(2,951)	100.0%
From Waterworks Repl. Reserve	(140,300)	(129,100)	(129,100)	(25,710)	100.0%
From Liability Fund	(143,900)	(140,500)	(140,500)	(46,858)	-66.6%
From Workers' Compensation Fund	(179,400)	(126,000)	(126,000)	(431,169)	242.2%
<b>\$ (8,480,497)</b>	<b>\$ (9,067,409)</b>	<b>\$ (9,067,504)</b>	<b>\$ (8,860,335)</b>	<b>-2.3%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 76,804,808</b>	<b>\$ 78,207,388</b>	<b>\$ 70,718,358</b>	<b>\$ 78,596,970</b>	<b>0.5%</b>

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**CITY OF SIMI VALLEY**

## CITY ADMINISTRATION DEPARTMENT

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.

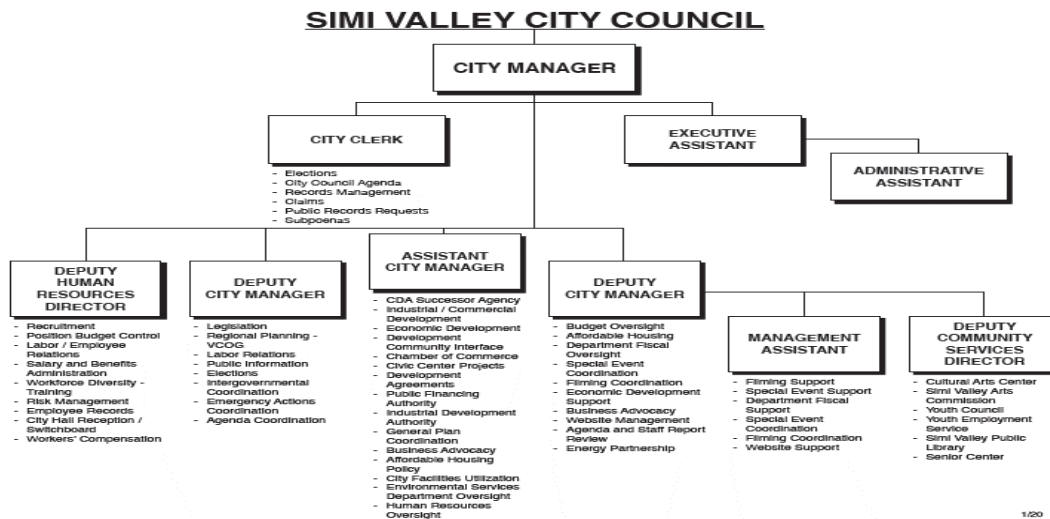
The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

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, the Cultural Arts Center, Senior and Youth Services, as well as the oversight of the City Council staff report preparation process.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
City Council	127,827	144,351	115,617	143,712
City Manager*	1,802,930	2,200,846	1,837,740	2,259,345
Comm Serv. Admin. *	33,701	-	-	-
Human Resources	1,427,220	1,632,810	1,550,699	1,593,825
City Clerk	404,181	659,743	540,934	664,890
Senior Services	784,046	921,417	783,659	899,604
Cultural Arts Center	421,907	570,423	328,465	569,013
Youth Employment Services	151,571	158,549	147,549	171,366
<b>TOTAL \$</b>	<b>5,153,383</b>	<b>\$ 6,288,138</b>	<b>\$ 5,304,664</b>	<b>\$ 6,301,756</b>

\* In FY 20-21, the City Manager's budget reflects the inclusion of Community Services staff as part of the Community Services Department reorganization.



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,552,232	3,142,901	2,650,831	3,115,071	-0.9%
41020 - Temporary Salaries - PR Only	96,948	118,000	109,000	118,000	0.0%
41040 - Overtime	26,936	37,900	10,118	22,900	-39.6%
41200 - Deferred Comp - 401k	43,776	52,672	48,565	57,461	9.1%
41210 - Deferred Comp - 457	19,590	22,480	22,280	23,660	5.2%
41300 - Vision Care	6,174	8,425	6,744	8,757	4.0%
41350 - Disability	16,508	20,027	18,178	20,415	1.9%
41400 - Group Insurance/Health	44,233	60,907	51,452	61,896	1.6%
41415 - Flex Benefits	480,783	622,153	512,715	680,151	9.3%
41420 - CalPERS Health Admin Fee	3,196	3,300	3,300	2,259	-31.5%
41450 - Life Insurance	5,985	7,493	7,304	7,763	3.6%
41500 - Group Insurance/Dental	28,639	38,531	32,014	40,796	5.9%
41550 - Section 125 Administration Fee	332	462	378	609	31.8%
41600 - Retirement (PERS)	800,041	1,014,049	898,955	1,053,616	3.9%
41620 - Retirement (HRA)	22,173	31,201	21,791	32,401	3.8%
41650 - Medicare Tax	41,497	56,522	47,654	56,742	0.4%
41660 - FICA	10,340	14,047	11,193	12,916	-8.0%
41700 - Workers' Compensation	145,900	127,916	127,916	146,408	0.0%
41800 - Leave Accrual	167,809	-	-	-	0.0%
41801 - Leave Accrual Contra Account	(46,135)	-	-	-	0.0%
42130 - Postage	2,508	2,500	-	2,500	0.0%
42150 - Communications	1,281	2,160	2,000	2,160	0.0%
42200 - Computer - Non Capital	2,001	2,100	800	2,300	9.5%
42230 - Office Supplies	13,492	17,460	18,525	19,125	9.5%
42235 - Furnishings & Equip - Non Cap	8,234	2,000	1,500	2,000	0.0%
42410 - Uniform / Clothing Supply	4	-	-	-	0.0%
42420 - Special Departmental Expense	5,000	140,000	115,000	105,000	0.0%
42440 - Memberships and Dues	6,393	6,915	6,525	8,991	30.0%
42450 - Subscriptions and Books	7,184	7,256	7,850	8,051	11.0%
42460 - Advertising	29,067	29,500	26,000	41,939	42.2%
42560 - Operating Supplies	27,918	37,694	38,100	28,000	-25.7%
42720 - Travel, Conferences, Meetings	20,668	59,608	16,982	58,108	-2.5%
42730 - Training	20,933	34,100	21,918	29,500	-13.5%
42770 - Recruitment	11	8,000	4,000	10,000	25.0%
42790 - Mileage	48,794	65,050	58,301	63,255	-2.8%
44010 - Professional/Special Services	401,702	404,781	319,837	368,969	-8.8%
44012 - Outside Legal	87,107	85,000	85,000	85,000	0.0%
44310 - Maintenance of Equipment	4,131	5,030	1,936	5,036	0.1%
<b>TOTAL</b>	<b>5,153,383</b>	<b>6,288,138</b>	<b>5,304,664</b>	<b>6,301,756</b>	<b>0.2%</b>

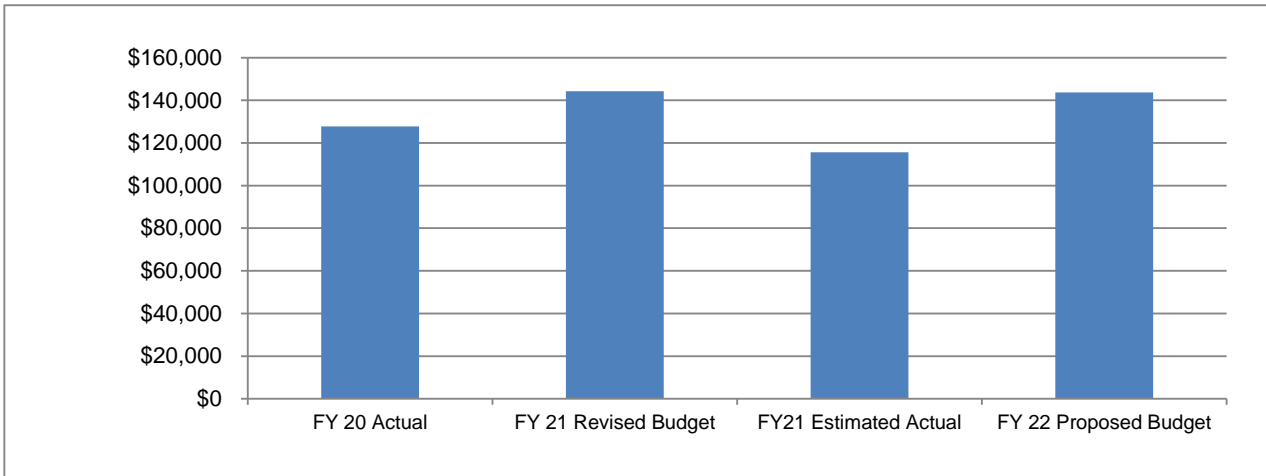
**City Council - 1001105**

**OVERVIEW**

The City Council is the legislative and policy-making body of municipal government. The Council adopted an ordinance in 2018, which transitioned the City from “at large” to a district-based election system and established voting district boundaries. The City’s new “by-district” election system divides the city into 4 geographic sections. Voters in each District select 1 Council representative who also lives in that District. The “by-district” election process will begin with the November 2020 election for District 1 and 3; Districts 2 and 4 will follow in 2022. The Mayor will continue to be elected “at-large” by the voters of Simi Valley, 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 Maintenance District No. 1 (“LMD”). Members of the City Council also serve on various regional governmental policy committees.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$127,827	\$144,351	\$115,617	\$143,712



**BUDGET ADJUSTMENTS**

None

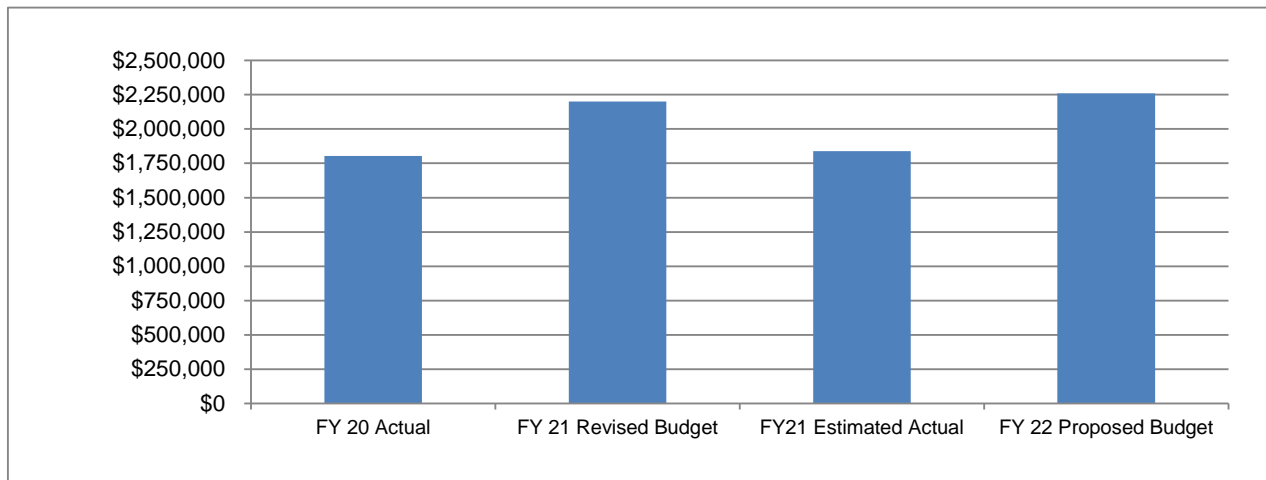
**City Manager's Office - 1001125**

**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 includes communication 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 retention, 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.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$1,802,930	\$2,200,846	\$1,837,740	\$2,259,345



**BUDGET ADJUSTMENTS**

Reorganization and Social Media Program Expansion	\$	15,000
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## **City Manager's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

- Partnered with the Economic Development Collaborative and the Chamber of Commerce Business Recovery to help businesses navigate through the Federal, State, and County programs as well as business reopening guidelines affiliated with COVID-19.
- Expanded and enhanced the City's general government social media activity and provide timely and topical information to the public.
- Completed the installation of LED fixtures on 95% of City owned streetlight poles in the community, saving several hundred thousand dollars annually.
- Entered into negotiations with the City's Unrepresentative Management Employees', Simi Valley Police Officers Association, S.E.I.U., and Simi Valley Police Managers' Association.
- Conducted legislative activity on a variety of issues, including PSPS, City infrastructure, code enforcement, contracting, housing, local control, zoning, and water.
- Coordinated the City's response and activities during the COVID-19 emergency.
- Launched the new City Focus e-Newsletter to provide information to the public on City events, activities, projects, and programs. Additionally, launched the City's first e-Newsletter for the Business community to keep business owners informed on economic issues and the availability of programs and resources that are available to assist Simi Valley businesses.
- Entered into contracts with Tesla for the installation of battery backup systems at City facilities and water pump stations.
- Coordinated the 2020 General Municipal Election which included the City's first by-district election for City Council Members.
- Coordinated the first virtual State of the City.
- Implemented a Safe Park Program for homeless individuals to have a safe place to sleep in their vehicles.

### **GOALS FOR FY22**

- Negotiate agreements with the Simi Valley Police Managers' Association, Simi Valley Police Officers' Association and the Service Employees' International Union.
- Evaluate departmental staffing levels within the City in order to provide effective an efficient level of service to the residents and business sector.
- Create a new website for the City that improves communication to residents and businesses, provides better interaction, easier ADA compliance, and provides for translation services.
- Evaluate the City's fleet and develop a fleet utilization plan that addresses type and mode of power needed for the City's future.
- Continue to evaluate the City's financial position relative to the economic recovery related to the COVID-19 Pandemic.
- Implement a Diversity, Equity and Inclusion Task Force to evaluate internal City processes.
- Continue process improvements in the delivery of services internally and externally to ensure sound fiscal management of the City and transparency to the public.



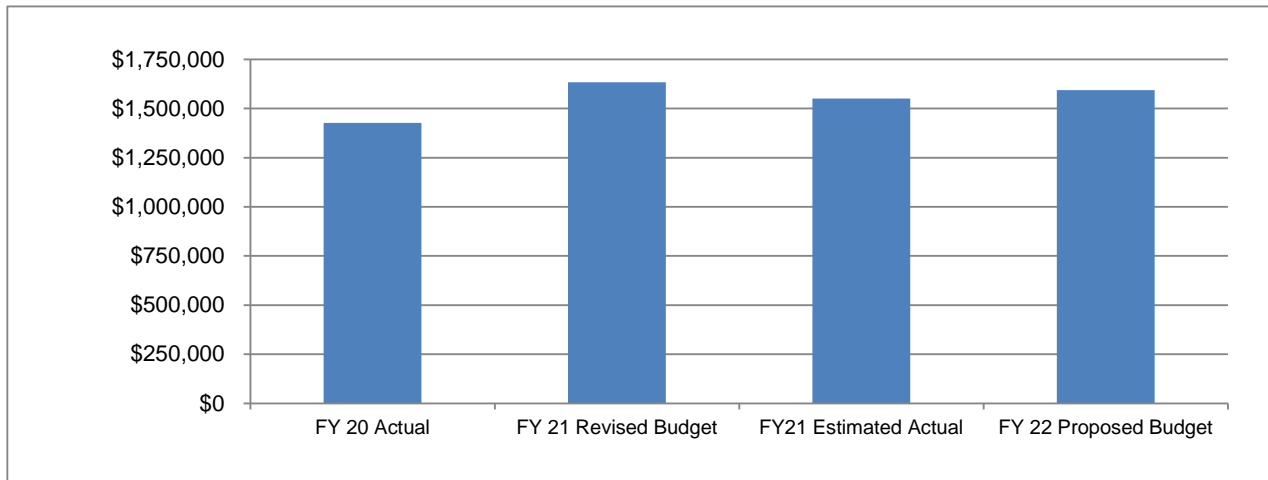
**Human Resources Division - 1001126**

**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, employee training and development, classification and compensation plan administration, and labor and employee relations support.

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.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$1,427,220	\$1,632,810	\$1,550,699	\$1,593,825



**BUDGET ADJUSTMENTS**

None

## Human Resources Division (continued)

### KEY ACCOMPLISHMENTS IN FY21

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- Completed negotiations with the Simi Valley Police Managers' Association (PMA) resulting in an approved labor agreement.
- Completed the Request for Proposal (RFP) bid process for benefits broker services to initiate a 5-year contract.
- Successfully introduced a new Open Enrollment process for 2021 employee benefit plans utilizing web resources and a passive enrollment process (employees only respond if they changed benefit options).
- Initiated 45 recruitments, processed 2,191 employment applications, conducted 16 oral appraisal boards, proctored 1 written examination, provided employment orientations to 77 new employees or existing employees for promotional benefits, conducted 42 exit meetings for separating employees, and conducted employee verifications on 37 new employees utilizing the Employment Eligibility Verification (or, E-Verify) Program.
- Initiated 3 new employee investigations and assisted departments with disciplinary matters as necessary.
- Provided 32 employee trainings and education sessions consisting of 75.5 hours, with 200 participants through February 2021.
- Coordinated 18 ADA interactive processes with City employees.

### GOALS FOR FY22

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- 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's Office - 1001130**

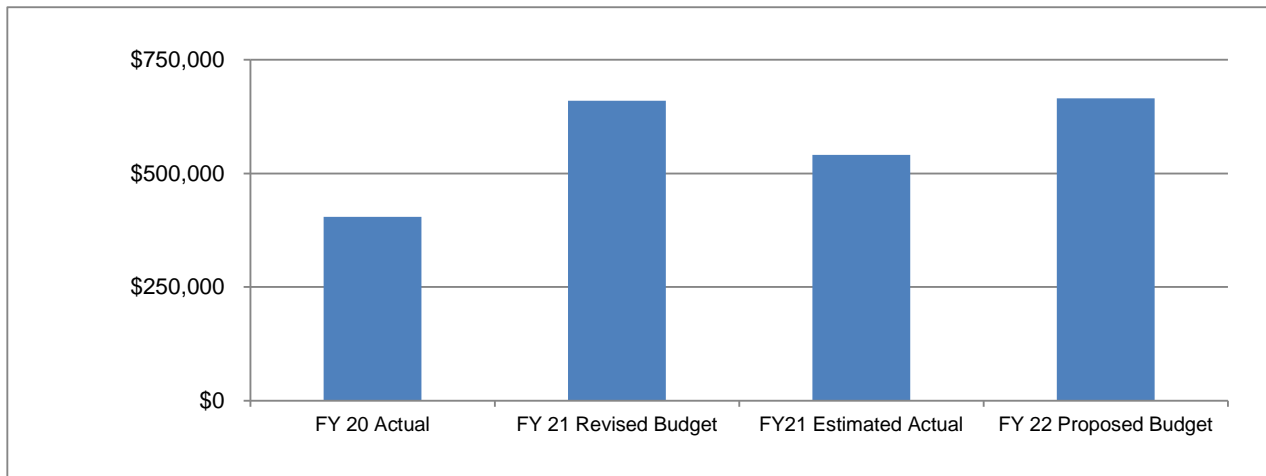
**OVERVIEW**

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 Ralph M. Brown Act (open meeting laws) and the California Government Code.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$404,181	\$659,743	\$540,934	\$664,890



**BUDGET ADJUSTMENTS**

Granicus Agenda Management Platform	\$	12,500
Notary Certification Training	\$	1,000

## **City Clerk's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

- Prepared the 2020 General Municipal Election Candidate Manual for use by individuals seeking elective office incorporating new information needed for the first district-based election.
- Managed the 2020 General Municipal Election, provided candidacy documents and information, hosted a Zoom Candidate Orientation for all Mayoral and City Council candidates, and administered campaign disclosure statement filings.
- Began recruitment for members of the Selection Board and Citizen's Election Advisory Commission in preparation for the 2020 election season.
- Held 5 meetings of the Citizens' Election Advisory Commission to review campaign finance statements for 6 open committees.
- Assisted in translating multiple City notices, resolutions and DES Orders related to COVID-19.
- Prepared 183 agenda items, approximately 186 pages of minutes, and completed follow-up for 10 ordinances, 47 resolutions, and 108 contracts/agreements and associated amendments.
- Processed more than 218 Public Records Act requests, 42 legal advertisements, 9 complaints, 34 claims, 10 bankruptcies, and 5 subpoenas.
- Prepared 60 file records for destruction.
- Reviewed and published 2 updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Staff clerked 30 City Council meetings.
- Launched and completed the DisclosureDocs implementation for electronic filing of the annual Statement of Economic Interest (Form 700) for use by over 150 required filers Citywide.

### **GOALS FOR FY22**

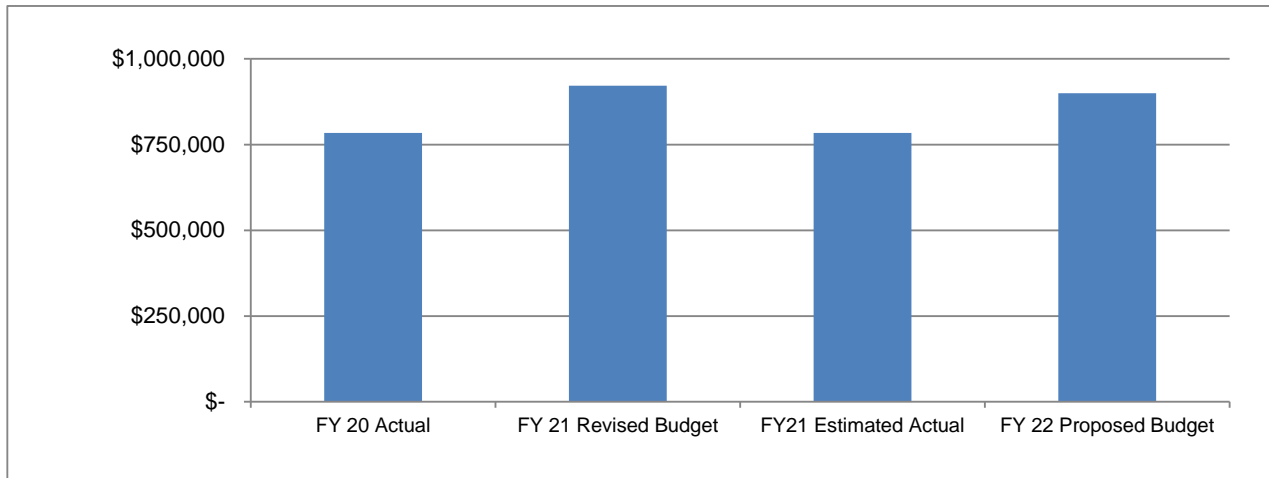
- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal window for Agenda Management and Public Records Act requests.
- Continue to work with staff on the implementation of "post card" public hearing notice mail outs.
- Investigate costs to update the City's Records Retention Schedules and research Records Management or Agenda Management Programs.
- Coordinate a Citywide records disposal event to destroy obsolete records in accordance with the City's Records Retention Schedule.
- Continue to review processes and look for ways to streamline processes within the City Clerk's Department to improve efficiency and reduce cost.

**Senior Services - 1002230/1002335/1002337**

**OVERVIEW**

The City's state of the art Senior Center provides ongoing programs, services, and grant funded nutrition programs for individuals 50 years of age or older. The Senior Center 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 fasters growing population. It is also available for rental use in the evenings and weekends. The Senior Center program is available as result of partnerships with a variety of government agencies, nonprofit organizations, and service clubs, and is provided at no, or low cost to seniors. The Council On Aging ("COA") advises the City Council on senior issues and raises funds that support senior programs, encourages civic involvement and volunteerism, and promotes accountability to its citizens.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$ 784,046	\$ 921,417	\$ 783,659	\$ 899,604



**BUDGET ADJUSTMENTS**

None

## Senior Services (continued)

### KEY ACCOMPLISHMENTS IN FY21

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- Increased Home Delivered meal service by 25% and Congregate Meal service by 325% since the last fiscal year.
- Expanded the weekly Senior Share meal distribution program by almost 75%.
- Developed virtual programming to engage seniors during quarantine requirements.
- Partnered with local organizations to bring much needed resources to seniors, including grocery delivery service, virtual or phone counselling, and several food drives that helped augment nutrition programs.
- Enhanced meal variety in the Senior Nutrition program, adding 2 new menu items to the program.
- Acquired an AM transmitter that will communicate with drivers in a safe manner during various Senior Center drive through programs.
- Created a video recognizing volunteers that was released to the community at-large, expressing our gratitude and thanking them for dedicating thousands of hours to City programs and services throughout the year.

### GOALS FOR FY22

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- Maintain a commitment to public safety by establishing safety protocols and 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 to explore and identify the needs of the senior population in this community, and increase no and low cost program offerings for older seniors.
- Enhance virtual programming and marketing to engage a wider audience by partnering with local organizations focused on education for seniors.
- Continue to partner with local organizations, including the Ventura County Area Agency on Aging and Senior Concerns to provide resources 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.
- Evaluate maintenance projects that will help preserve the condition of the facility, including carpet replacement and interior painting.

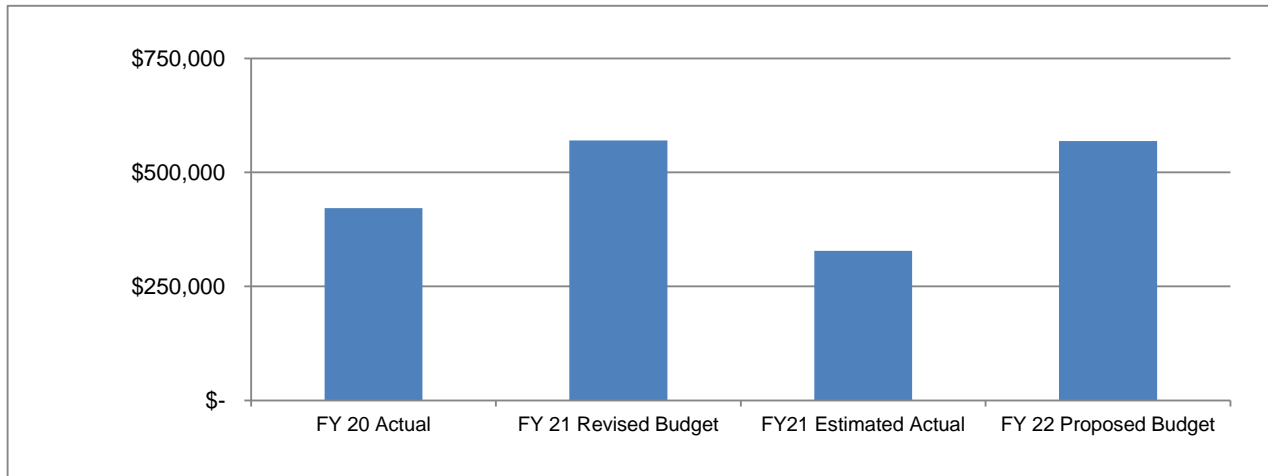
**Cultural Arts Center - 1002310**

**OVERVIEW**

The Simi Valley Cultural Arts Center (“CAC”) provides a historic, multi-purpose 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. To offset the forced temporary closure due to COVID-19, the CAC extended its reach outside of the physical boundaries of the CAC to create a virtual platform to expand and enhance engagement with the Simi Valley community.

The CAC 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.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$ 421,907	\$ 570,423	\$ 328,465	\$ 569,013



**BUDGET ADJUSTMENTS**

None

## Cultural Arts Center (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Established the Simi Valley VIRTUAL Arts Center platform to increase engagement with the community by offering virtual programming, events, and interaction opportunities while encourage stay at home safety protocols during the COVID-19 mandated shutdown.
- Presented a multiday Dia De Los Muertos virtual festival celebrating Latinx culture and expanding outreach and diversity of programming.
- Utilized over 7,500 volunteer hours in preparing and presenting productions at the CAC prior to COVID-19 mandated shutdown of CAC.
- Presented over 105 in house performances of major musicals, concerts, and stage presentations on Center mainstage, and hosted or presented over 74 total in person community events at the Cultural Arts Center.
- Increased fundraising and grants seeking to help offset lost revenue due to the COVID-19 shutdown of the CAC.
- Presented two virtual craft and gift fairs, several virtual cabaret events, and an encore screening of ELF the Musical as well as increased awareness and access to events and programs offered by community Arts partner organizations through the Simi Valley VIRTUAL Arts Center platform.
- Launched and hosted a series of Ventura County Theater community roundtable workshop seminars to increase communication amongst the non-profit and arts organizations in the County as well as strategizing virtual programming, fundraising, and reopening plans to ensure the arts remain an integral part of the Simi Valley and Ventura County community.
- Expanded accessibility of the theater to additional organizations resulting in a mix of rental and in-house productions, and provided for more intimate and affordable presentations through the continued expansion of programming in the DownStage Theater/Community Room.
- 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.
- Collaborated with the Youth Council and Youth Employment Service Program on a variety of events including the Youth Council Talent Show and the Inspire Entrepreneurship Speaker Series.

### GOALS FOR FY22

- Strategize and implement procedures to safely reopen the Cultural Arts Center when allowed by County and State Department of Health.
- Create and Implement a COVID-19 Recovery plan for the Cultural Arts Center to pre-COVID levels of programming, rental, and community usage of CAC.
- Continue to expand the Simi Valley VIRTUAL Arts Center platform to increase virtual programming, marketing and fundraising up to and then in congress with the reopening of the CAC and in house performances/rentals.
- Expand fundraising and grants seeking to help supplement revenue stream for the CAC.
- Increase community usage of the Mainstage and DownStage Theater/Community Room for recitals, workshops, productions, concerts, and meetings through continued outreach to area producers, schools, dance and music conservatories, and performing groups.
- 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.
- Continue to develop a series of concerts, cabarets, and event evenings in the 60-seat performance space DownStage Theater, to increase rentals and usage on weeknights and Sunday evenings, and increase community involvement in the Arts.
- Continue to implement the Strategic Plan for the CAC to help identify how to continue delivering outstanding programming that reflects demographics of our current population, while staying true to the CAC's mission while leveraging the historical importance of the Center's building, and adapt to meet the future needs of the community.



**Youth Employment Services - 1002240**

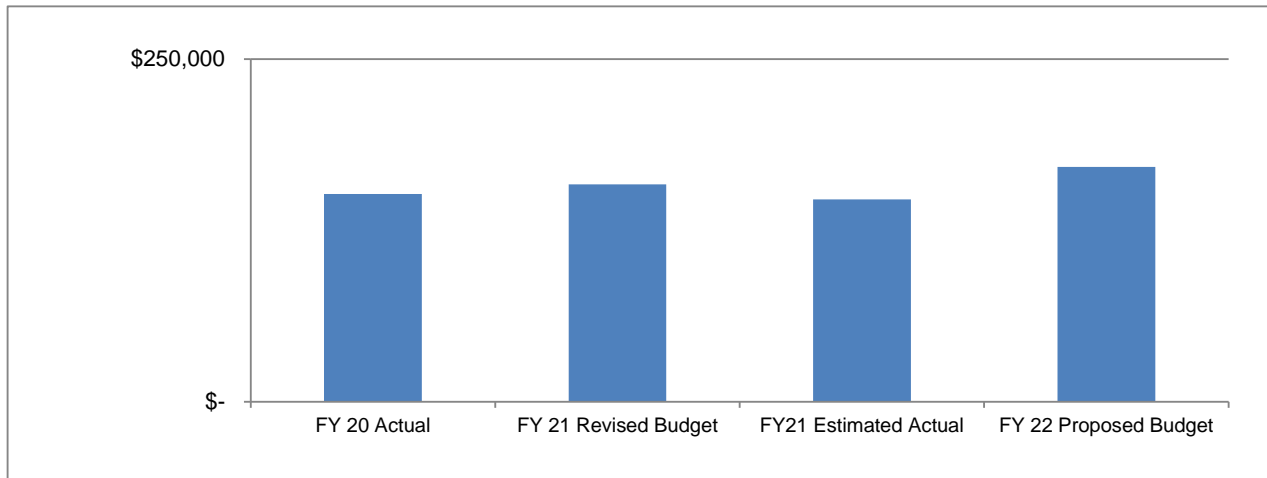
**OVERVIEW**

The youth programs strengthen the community’s infrastructure by connecting teens and families with resources, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing employment services to youth and business.

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

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

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$ 151,571	\$ 158,549	\$ 147,549	\$ 171,366



**BUDGET ADJUSTMENTS**

None

## Youth Employment Services (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Developed the 2020-21 Youth Council Work Plan and created Ad Hoc Committees to address the following identified youth priorities: teen vaping; mental health issues; discrimination; homelessness; and stress associated with the college application process.
- Organized prevention campaigns to address issues facing youth, including a suicide prevention, stop bullying movie screening and community discussion, and an inclusivity week at all middle and high school campuses.
- Collaborated with the Simi Valley Unified School District to provide Teen Crisis Resource Numbers on 10,500 middle and high school identification cards.
- Facilitated the virtual Youth Summit/Town Hall, providing youth an opportunity to engage civically, and creating an opportunity for youth to share their concerns with local elected officials and community leaders.
- Conducted a COVID Impact needs assessment, including a survey and focus groups with employers and job seekers to evaluate and adapt programming to meet community needs.
- Organized and facilitated virtual events while under COVID-19 restrictions to keep the youth of the community engaged.
- Provided virtual one-on-one job readiness and employment skills assessments; Entering the Workforce and Interview Skills workshops videos; and provided mock interviews to youth needing additional support with interviewing skills, including those with special needs and economic challenges.
- Produced the first virtual YES Job and Career Expo, connecting over 200 job-ready youth with employers during a week-long volunteer supported event.
- Continued hosting Startup Simi's Inspire Entrepreneurship speaker series to explore alternative career pathways and contribute to economic development.
- Created video training modules on virtual interviewing and COVID-19 basics for employment.
- Collaborated with community partners and other City departments, including BRITE, Rancho Simi Recreation and Park District, Simi Valley Police Department, Simi Valley Public Library, Simi Valley Unified School District, Ventura County Office of Education and Ventura County Public Health.

### GOALS FOR FY22

- Work with the YES Advisory Board to begin a 5-year Strategic Plan to anticipate evolving workforce development needs and identify alternative career pathways for youth.
- Collaborate with the Youth Council to develop and implement the work plan for the 2021-22 term and ensure the youth maintain their voice in local government.
- Develop Youth Council fundraising initiatives to raise \$1,500 to support program and event costs.
- Expand the Youth Council's presence on the website and social media by developing a strategy and increasing engagement metrics by 25%.
- Develop a project plan for the YES/Startup Simi initiative to encourage entrepreneurial activity in the City.
- Identify, research, and submit at least 2 grants or similar opportunities to develop and expand the Youth Services programs and activities.
- Expand on opportunities to collaborate and partner with other departments and external organizations to increase efficiency and maximize program impact.

**CITY ADMINISTRATION - CITY MANAGER  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase for City Manager's Reorganization and Social Media Program Expansion

**AMOUNT :** 1001125-42440, 42450,42460

**ACCOUNT:** \$10,559

**PRIORITY:** 1

One Time Expenditure

Reoccurring Expenditure

COST BREAKDOWN	
	\$15,000
<b>TOTAL:</b>	<u>\$15,000</u>

With the recent reorganization of the City Manager's Office, additional budget is required for the continued expansion of the City's Social Media Program, which includes expense for online marketing and file cloud platform (i.e. Content Contact, Drop Box), surveying platform (Survey Monkey membership) and social media advertising (ACORN), as well as an increase in membership and dues to assist staff with their designated roles.

1001125-42440 - Membership and Dues - \$1,666

1001125-42450 - Subscriptions and Books - \$895

1001125-42460 - Advertising - \$12,439

**CITY ADMINISTRATION - CITY CLERK  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Granicus Agenda Management Platform  
**AMOUNT :** 12,500  
**ACCOUNT:** 1001130-44010  
**PRIORITY:** 2

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Cost of Agenda Management Platform	\$15,000
Funds Currently Available	(\$2,500)
<b>TOTAL:</b>	<b>\$12,500</b>

City Clerk's Office would like to move forward with the Granicus Agenda Management Platform, which allows staff to have access to up-to-date agendas, minutes, records and meeting recordings in real-time across devices; create and publish agendas and minutes online for better collaboration with staff and council; and provides for better management of boards, committees and commissions. Partial funding of \$2,500 is available in the 2021-22 budget should the City Manager approve the Policy Item.

**CITY ADMINISTRATION - CITY CLERK  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Training - Notary Certification Training  
**AMOUNT :** 1,000  
**ACCOUNT:** 1001130-42730  
**PRIORITY:** 3

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
	\$1,000
TOTAL:	<hr/> \$1,000

Additional training dollars are needed for notary education and certification for new personnel.

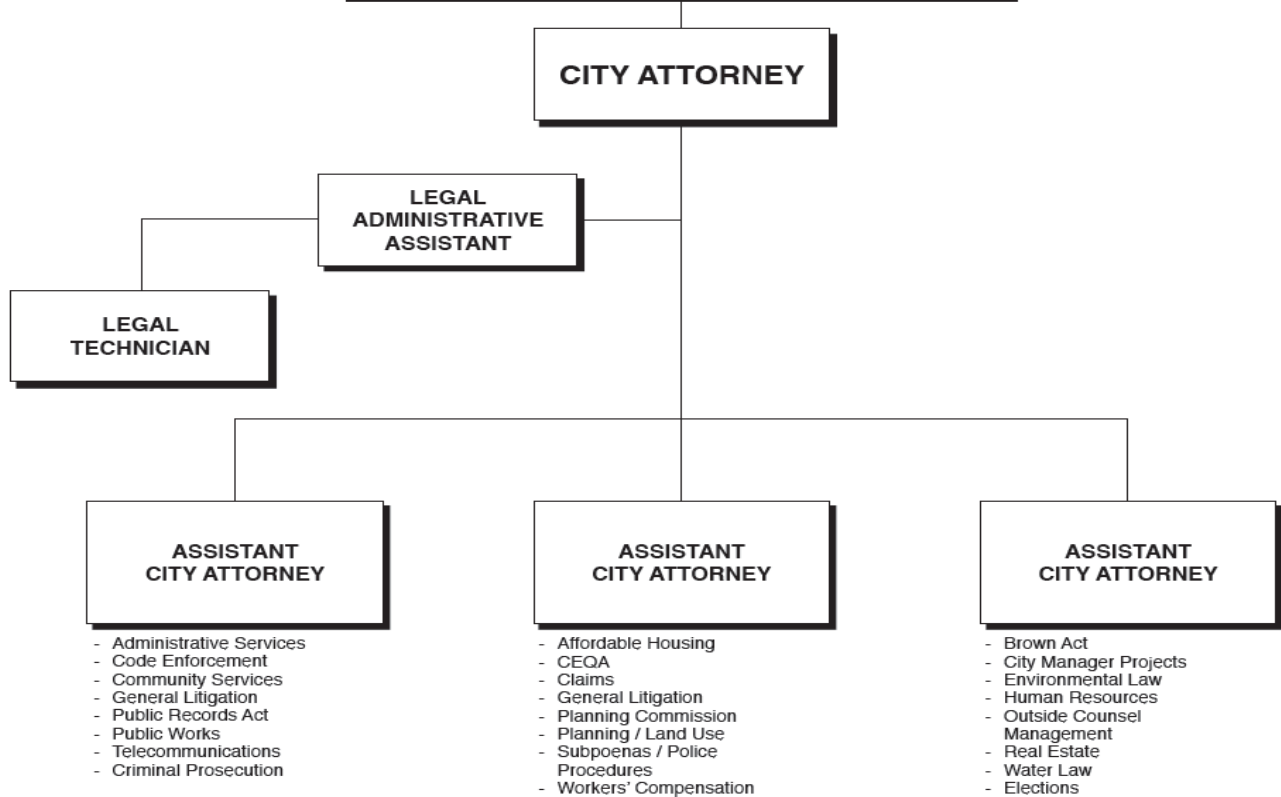
## CITY ATTORNEY

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 planning and land use, homeless issues, public safety, fees and rates, and other areas in which legal advice is requested.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
City Attorney	\$ 1,380,851	\$ 1,386,573	\$ 1,400,799	\$ 1,450,994

## SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget	% Budget Change
41010 - Regular Salaries	818,929.21	821,589.61	822,000.00	824,826.76	0.4%
41200 - Deferred Comp - 401k	11,513.05	11,450.14	11,450.14	12,780.30	11.6%
41210 - Deferred Comp - 457	630.55	620.00	620.00	1,820.00	0.0%
41300 - Vision Care	1,440.00	1,440.00	1,440.00	1,440.00	0.0%
41350 - Disability	5,904.72	5,921.16	5,921.16	5,948.61	0.5%
41400 - Group Insurance/Health	9,982.07	10,224.00	10,224.00	10,296.00	0.7%
41415 - Flex Benefits	130,321.32	137,276.93	137,276.93	151,951.12	10.7%
41420 - CalPERS Health Admin Fee	-	-	-	496.26	0.0%
41450 - Life Insurance	1,610.16	2,196.96	2,196.96	2,201.28	0.0%
41500 - Group Insurance/Dental	6,318.00	6,318.00	6,318.00	6,318.00	0.2%
41550 - Section 125 Administration Fee	42.00	42.00	42.00	42.00	0.0%
41600 - Retirement (PERS)	259,371.16	271,067.33	271,067.33	285,143.51	0.0%
41620 - Retirement (HRA)	12,066.23	12,000.30	12,000.30	12,000.30	5.2%
41650 - Medicare Tax	12,489.40	13,903.56	13,903.56	14,163.28	0.0%
41700 - Workers' Compensation	32,580.00	33,438.70	33,438.70	38,766.86	1.9%
41800 - Leave Accrual	41,018.79	-	-	-	15.9%
41801 - Leave Accrual Contra Account	(5,924.00)	-	-	-	0.0%
42150 - Communications	-	800.00	-	800.00	0.0%
42230 - Office Supplies	1,926.45	2,300.00	2,300.00	2,300.00	0.0%
42440 - Memberships and Dues	2,176.00	2,600.00	2,500.00	2,600.00	0.0%
42450 - Subscriptions and Books	7,597.79	10,500.00	10,500.00	10,500.00	0.0%
42720 - Travel, Conferences, Meetings	525.00	4,500.00	1,000.00	4,500.00	0.0%
42730 - Training	2,453.88	5,500.00	3,500.00	5,500.00	0.0%
42790 - Mileage	9,075.32	10,500.00	7,000.00	10,500.00	0.0%
44010 - Professional/Special Services	9,574.45	12,600.00	13,600.00	13,600.00	0.0%
44012 - Outside Legal	9,229.00	9,784.00	32,500.00	32,500.00	7.9%
<b>TOTAL</b>	<b>1,380,851</b>	<b>1,386,573</b>	<b>1,400,799</b>	<b>1,450,994</b>	<b>4.6%</b>

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**CITY OF SIMI VALLEY**



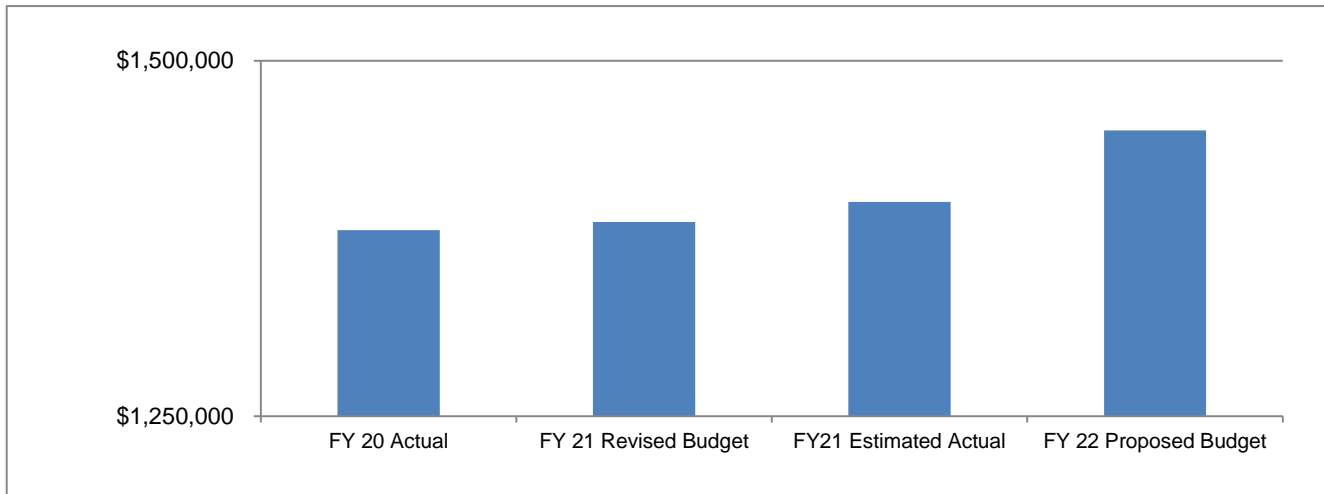
## City Attorney's Office - 1001205

### 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 planning and land use, homeless issues, public safety, fees and rates, and other areas in which legal advice is requested.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Expenditures	\$ 1,380,851	\$ 1,386,573	\$ 1,400,799	\$ 1,450,994



### BUDGET ADJUSTMENTS

Outside Legal	\$	25,000
Professional Services	\$	1,000

## **City Attorney's Office (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.
- Assisted the City Clerk's Office in processing of 159 public records requests, some involving significant records review or complex privacy issues.
- Provided advice to the Planning Division on a number of upcoming projects.
- Filed subrogation case for Workers' Compensation due to a third party's negligence.
- Assisted in the processing of 36 subpoenas served on the City.
- Investigated and made recommendations on 30 new claims, and managed the administration and closing of over 58 pending claims.
- Managed or directly handled an average of approximately 22 civil court matters.
- Litigating issues of whether assisted living facilities are "housing" under State Housing Law.
- Filed 16 misdemeanor criminal cases and 4 infraction cases.
- Gained "party status" in PUC proceeding regarding Edison's actions in PSPS events.

### **GOALS FOR FY22**

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- 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, and other ordinances.
- Assist in providing legal advice on City initiatives as set by the City Council and City Manager in areas such as land use, planning, finance, PSPS policies 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.

**CITY ATTORNEY  
FY2021-22 POLICY ITEM**

**TITLE:** Outside Legal  
**AMOUNT :** \$25,000  
**ACCOUNT:** 1001205-44012  
**PRIORITY:** 1

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
<u>Requested Increase:</u>	\$25,000
<b>TOTAL:</b>	<u>\$25,000</u>

Over the past budget years, the City Attorney's Office has reduced our Outside Legal Professionals Account from \$30,000 to \$7,500 in order to meet citywide reduction requirements. However, in past fiscal year (FY21), we have seen an increase in the need of outside assistance due to an ongoing matter (the PUC Edison proceeding on Power Safety Power Shutoffs), which is estimated at \$15,000 on a forward-looking basis into FY22. In addition, in FY20 the City Attorneys' Office incurred outside legal expenses in defense of a criminal conviction, which required additional funds (approximately \$14,500 over budgeted amounts). These types of expenses are not covered by the general liability fund.

**CITY ATTORNEY  
FY2021-22 POLICY ITEM**

**TITLE:** Professional Services Account  
**AMOUNT :** \$1,000  
**ACCOUNT:** 1001205-44010  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Requested Increase:	\$1,000
<b>TOTAL:</b>	<b>\$1,000</b>

Recently, the District Attorney's Office ceased providing certain restraining orders and petitions (Weapon Forfeiture Petitions and Gun Violence Restraining Orders) on behalf of the City, so the City Attorney's Office began processing these and files for the Simi Valley Police Department. Per law, many of these filings require personal service of the court orders and notices. When a Petitioner cannot be located, a skip trace will also be needed in order to find the new location and attempt personal service. This Office only budgets \$600 for Professional Services items such as these. This past year, there have been an increase of these services resulting in a need for more funds. For reference, in the last six months alone there have been five personal service requests and one skip trace totaling \$865. In January of 2021, we received 4 new cases as well.

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CITY OF SIMI VALLEY

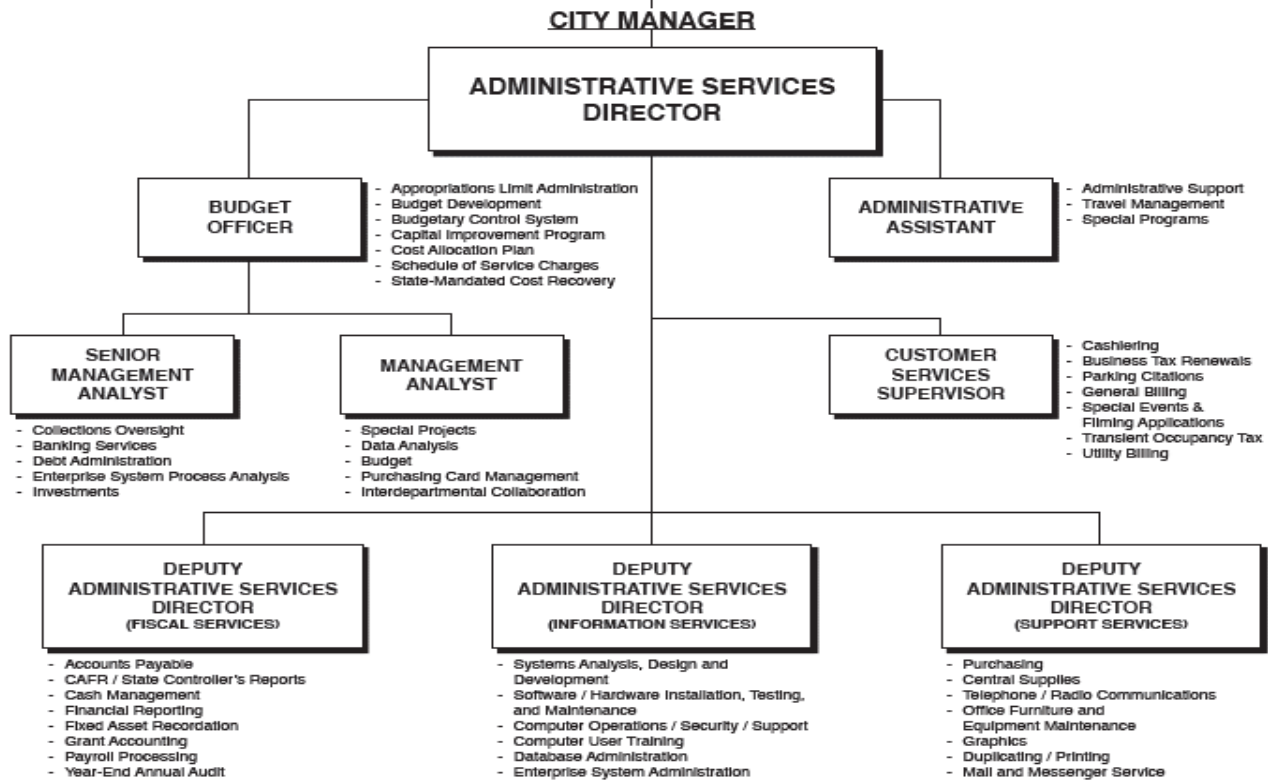
## ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department is the heart of the City providing support to other departments to allow for high quality public service. The Department provides a wide variety of services to City staff and the public.

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, processing of business tax certificates, special event permits, and parking citations.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Administration	1,067,494	1,071,572	1,068,324	1,083,633
Fiscal Services	1,299,398	1,342,545	1,342,545	1,473,530
Support Services	725,687	910,803	863,898	906,985
Customer Services	595	8,200	3,000	131,338
Information Services	2,268,027	2,346,049	2,460,279	2,340,672
<b>TOTAL \$</b>	<b>\$ 5,361,201</b>	<b>\$ 5,679,169</b>	<b>\$ 5,738,046</b>	<b>\$ 5,936,158</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,983,794	3,211,367	3,135,132	3,320,092	3.4%
41020 - Temporary Salaries - PR Only	19,046	-	16,720	-	0.0%
41040 - Overtime	7,294	11,500	11,500	11,500	0.0%
41050 - Outside Assistance	-	-	-	-	0.0%
41200 - Deferred Comp - 401k	55,174	58,761	59,040	63,782	8.5%
41210 - Deferred Comp - 457	10,484	11,680	11,330	16,380	40.2%
41300 - Vision Care	7,339	7,866	7,866	8,505	8.1%
41350 - Disability	23,153	24,261	24,261	24,494	1.0%
41400 - Group Insurance/Health	50,086	56,232	56,232	60,477	7.5%
41415 - Flex Benefits	611,009	680,874	680,874	724,606	6.4%
41420 - CalPERS Health Admin Fee	1,662	1,700	1,700	2,327	36.9%
41450 - Life Insurance	5,570	5,913	5,913	6,396	8.2%
41500 - Group Insurance/Dental	31,278	33,724	33,724	37,211	10.3%
41550 - Section 125 Administration Fee	378	420	420	336	-20.0%
41600 - Retirement (PERS)	949,533	1,060,359	1,047,239	1,134,999	7.0%
41620 - Retirement (HRA)	21,909	28,801	28,801	28,801	0.0%
41650 - Medicare Tax	44,622	56,438	56,438	58,544	3.7%
41660 - FICA	57	-	-	-	0.0%
41700 - Workers Compensation	127,900	132,446	132,446	157,029	18.6%
41800 - Leave Accrual	236,973	-	147,300	-	0.0%
41801 - Leave Accrual - Contra Account	(65,059)	-	-	-	0.0%
42150 - Communications	6,140	4,680	4,980	4,980	6.4%
42230 - Office Supplies	4,526	7,700	6,630	7,700	0.0%
42440 - Memberships and Dues	3,583	4,100	3,900	4,200	2.4%
42450 - Subscriptions and Books	342	1,200	1,200	1,200	0.0%
42460 - Advertising	-	200	200	200	0.0%
42720 - Travel Conferences Meetings	6,920	10,200	7,700	10,700	4.9%
42730 - Training	1,946	5,500	2,500	6,000	9.1%
42790 - Mileage	5,978	7,250	5,950	7,250	0.0%
44010 - Professional/Special Services	205,779	205,048	197,100	232,500	13.4%
44310 - Maintenance of Equipment	126	250	250	250	0.0%
44490 - Other Contract Services	3,660	50,700	50,700	5,700	-88.8%
<b>TOTAL</b>	<b>\$ 5,361,201</b>	<b>\$ 5,679,169</b>	<b>\$ 5,738,046</b>	<b>\$ 5,936,158</b>	<b>4.5%</b>

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CITY OF SIMI VALLEY

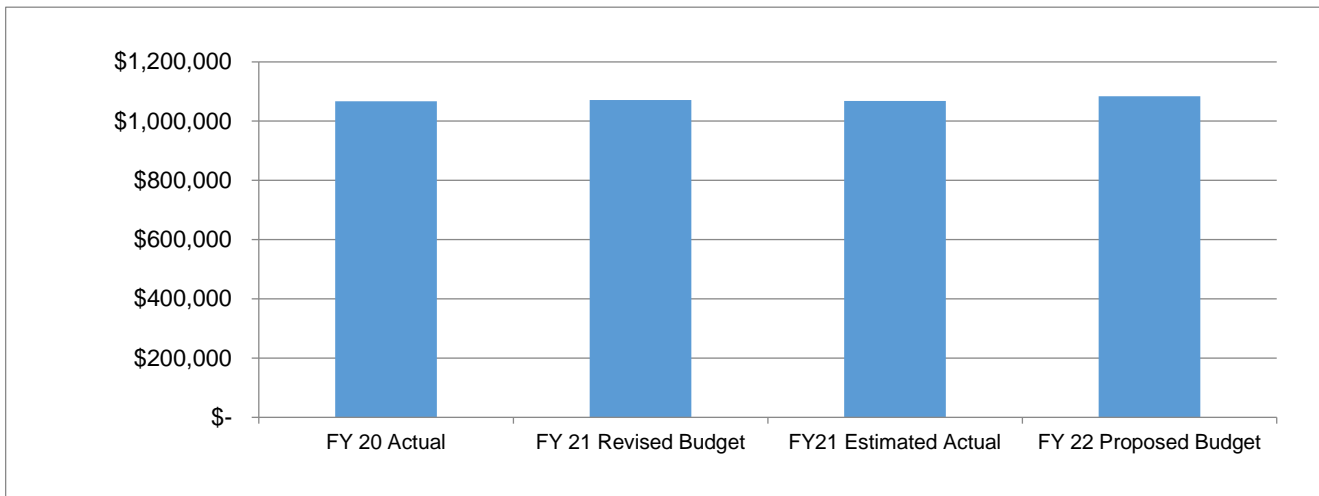


## Administration Division - 1001505

### 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, and SB90 claims are also managed in this Division.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Expenditures	\$ 1,067,494	\$ 1,071,572	\$ 1,068,324	\$ 1,083,633



### BUDGET ADJUSTMENTS

Professional / Special Services	\$ 25,000
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## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Coordinated the Emergency Operations Center Logistics and Finance response efforts to help the City and community through the ongoing pandemic.
- Successfully coordinated the Citywide blood drives. In a typical year, three City-wide drives are held, however, due to COVID, a fourth drive was done. As a result of the four drives, a total of 110 units of blood were collected which is equivalent to aiding in approximately 150 lives.
- Engaged over two dozen City staff with the International City/County Management Association (ICMA) Annual Conference to experience local government innovations and professionals from around the globe in an effort to learn from each other and address the new realities of our communities.
- Maintained and monitored a structurally balanced budget and realigned funding for priority services.
- Increased communication amongst other City Departments in order to better support their public service efforts.

### **GOALS FOR FY22**

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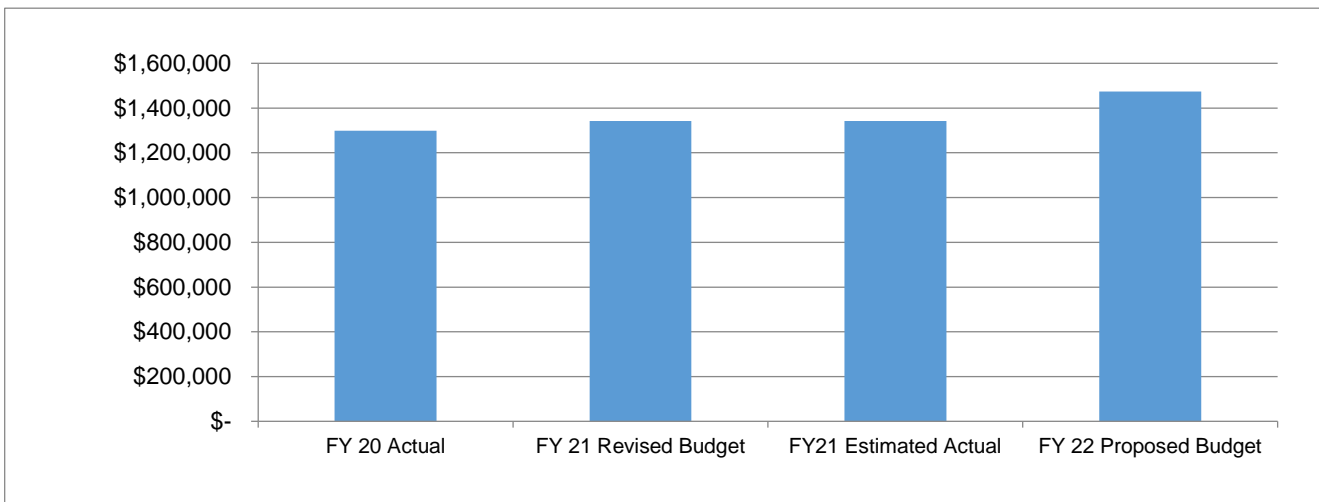
- Streamline operations within the Department through more digitization and process improvement.
- Complete the build out of the City's Enterprise Resources Planning system.
- Replace the City's 30 year old carpet and bring the cubicles supporting the public service counter at City Hall up to modern standards to better assist the public.
- Conduct a Fleet Analysis to establish the proper size and car types, software and management structure, funding amount, and replacement schedules.

## Fiscal Services Division - 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.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Expenditures	\$ 1,299,398	\$ 1,342,545	\$ 1,342,545	\$ 1,473,530



### BUDGET ADJUSTMENTS

Professional / Special Services	\$	5,400
Account Technician I - Limited Term to Permanent	\$	79,160

## **Fiscal Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 40th consecutive year for the CAFR for the fiscal year ended June 30, 2019.
- 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 payments within 30 days of invoice receipt and in accordance with established internal control guidelines.
- Accounted for City's grant programs, ensuring compliance with grant requirements, and processed drawdowns for reimbursement grants.
- Completed Financial Transaction Reports for the State Controller's Office by mandated deadlines.
- Coordinated independent audit of the Local Transportation Development Act Funds and of the city-wide audit for the Annual Report for the Fiscal Year Ended June 30, 2020.
- Digitized processes, enabling the team to maintain fiscal duties post pandemic, while offering a safe working environment to our staff.
- Monitored the Coronavirus Aid, Relief, and Economic Security Act (CARES) guidance, and submitted reimbursable COVID related expenditures with various granting agencies.

### **GOALS FOR FY22**

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- Streamline the year-end close and CAFR development process for Council review and adoption by January of the following fiscal year.
- Review and improve the current fiscal year month-end close process for improved budget monitoring and reporting.
- Complete Enterprise Resource Planning ("ERP") system implementation of the HR/Payroll modules and the CAFR Builder.
- Implement GASB statement No. 84 for fiduciary activities.

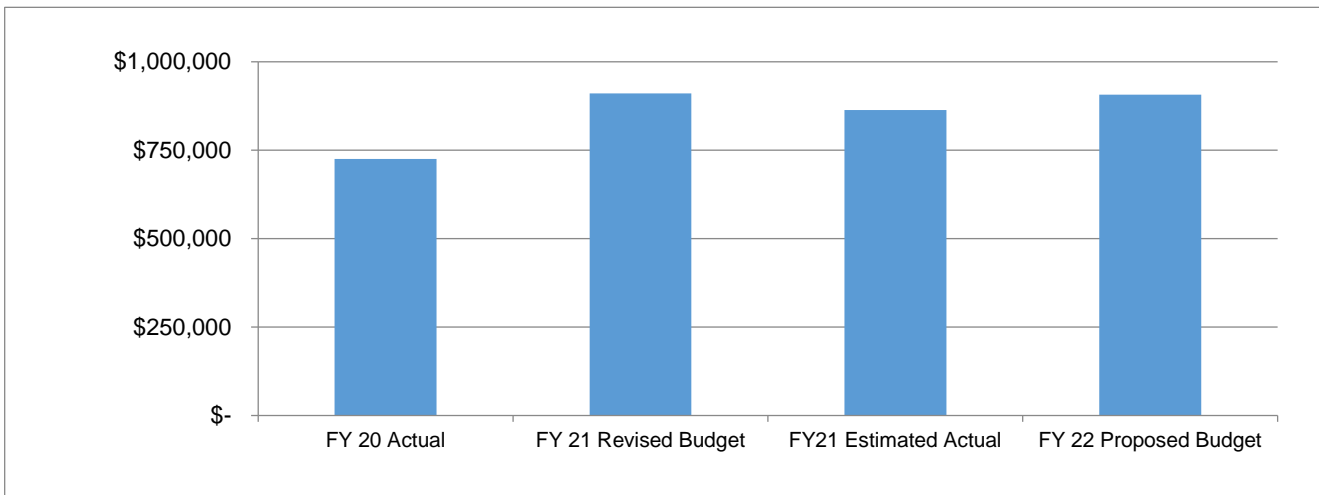
## Support Services Division - 1001540

### OVERVIEW

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

The services provided include, but are not limited to: oversight of the City's purchasing program; review of City contracts and bids; printing, duplicating and graphics services; radio communication services; Citywide mail and messenger services; provision of office equipment; and office space planning and implementation services.

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Expenditures	\$ 725,687	\$ 910,803	\$ 863,898	\$ 906,985



### BUDGET ADJUSTMENTS

None

## **Support Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

---

- Implemented the use of digital signatures for City contracts during the COVID-19 pandemic, which resulted in significantly quicker signature turn around times.
- Renewed a service contract with Motorola Solutions with 25% cost savings over the previous contract to service the City's two-way radio system equipment.
- Significantly increased the City's presence on social media with several public information postings including COVID-19 safety information and testing site locations; 2020 General Election information including polling and certified ballot drop box locations; and 2020 Census information.
- Produced a variety of financial documents and promotional materials for numerous City events and programs.

### **GOALS FOR FY22**

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- Solicit proposals, negotiate new contract, and install replacement convenience copiers City-wide.
- Upgrade, replace, and cut-over to a new Citywide radio system.
- Update Procurement Manual and provide training for end users.
- Implement a new Surplus Property policy and process to better handle obsolete or inoperable property for disposal or reuse.
- Improve and streamline procurement operations.

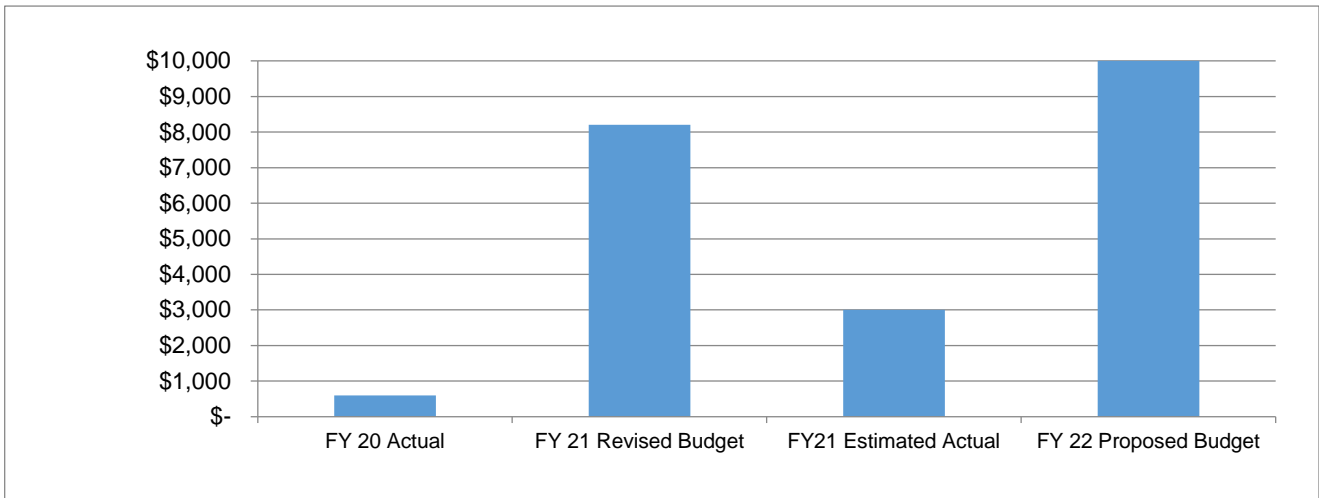
**Customer Services Division - 1001552**

**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.

The staff of Customer Services provides the essential link between the customer and the continuous operation of these programs. Staff provides person-to-person contact to assist and resolve issues, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY 22 Proposed Budget</b>
Expenditures	\$ 595	\$ 8,200	\$ 3,000	\$ 131,338



**BUDGET ADJUSTMENTS**

Customer Services Rep. to Sr. Customer Services Rep.	\$ 1,669
Customer Services Representatives - Reclass	\$ 4,680
Training / Conferences	\$ 1,000

## **Customer Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Handled call volume of approximately 4,000 incoming calls per month.
- Implemented forbearance plans and payment plans to assist utility billing customers and business owners who were financially impacted by the COVID-19 pandemic.
- Processed approximately 17,000 cash register transactions, totaling over \$25.7 million in incoming revenue.
- Processed approximately 1,000 parking citations, issued by the Police Department.
- Achieved the goal of 10% of utility bill customers going green by subscribing to Waterworks District's paperless billing option.
- Processed all parking citation, utility billing, and General Billing payments on the day they were received.
- Developed a method by which customers may now apply for and renew permits without appearing in person.
- Completed the Request for Proposal and identified the City's new Collection Agency.

### **GOALS FOR FY22**

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- Support the community as one of the first points of contact for citizen needs.
- Provide ongoing outreach to encourage Utility Billing customers to update their Utility Billing account information to reduce inquiry volumes and to enroll in paperless billing to reduce cost and environmental impact.
- Stabilize staffing and retention to better serve the departments and residents.



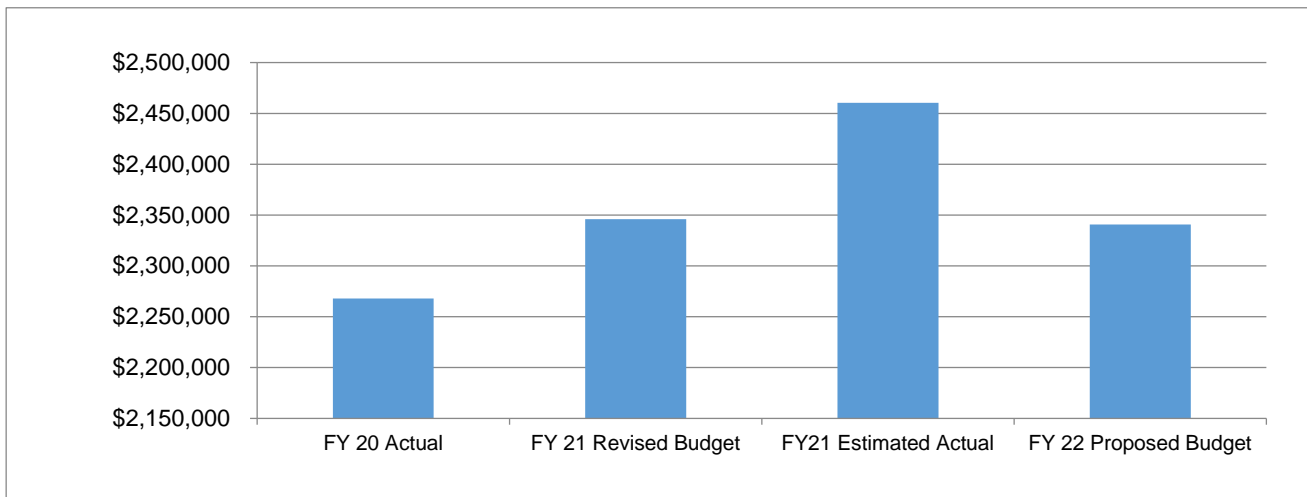
## Information Services Division - 1001560

### OVERVIEW

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

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

	FY 20 Actual	FY 21 Revised Budget	FY21 Estimated Actual	FY 22 Proposed Budget
Expenditures	\$ 2,268,027	\$ 2,346,049	\$ 2,460,279	\$ 2,340,672



### BUDGET ADJUSTMENTS

None

## **Information Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Implemented new Audio Visual System in council chambers, increasing stability, functionality and public access.
- Implemented a new permitting and planning system that allows for electric plan submittal and review. The new system accommodates almost 200 different permit types and provides increased transparency and ease of use.
- Facilitated transition to remote work during covid for remote workers. Increased internet bandwidth, upgraded VPN solution, created policy and procedures for a secure remote workforce.
- Processed 8.3 million emails, evaded over 126,000 hacking attempts, and 12,000 virus attacks.
- Made major progress with the Human Resources, Payroll, Timekeeping system implementation.

### **GOALS FOR FY22**

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- Keep all systems up to date on security related patches and train staff members on Cybersecurity to ensure the City's systems are secure from external and internal threats.
- Provide stable and reliable systems by ensuring it performs as designed and through replacement based upon its useful lifespan.
- Expand the functions within the City's systems to increase efficiencies across all departments.
- Implement and promote technology such as public facing portals for permits, planning, and code enforcement requests.
- Evaluate, select, budget for, and implement a document and agenda management system in coordination with the City Clerk's office.

**ADMINISTRATIVE SERVICES - CUSTOMER SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Customer Service Rep. to Sr. Customer Service Rep.

**AMOUNT :** \$6,676

**ACCOUNT:** 1001552 (25%) & 7614645 (75%)

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Salaries and Benefits - Water Fund	\$5,007
Salaries and Benefits -General Fund	\$1,669
<b>TOTAL:</b>	<hr/> \$6,676

Currently one Customer Service Representative was promoted to a Senior Customer Service Representative and is overfilling the Customer Service Representative position. This request is to make the Sr. position a permanent position. This position is paid 75% from the Water Fund and 25% from the General Fund.

**ADMINISTRATIVE SERVICES - FISCAL SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Accounting Technician I - Limited Term to Permanent  
**AMOUNT :** \$79,160  
**ACCOUNT:** 1001510  
**PRIORITY:** 2

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Salary and Benefits	\$79,160
<b>TOTAL:</b>	<b>\$79,160</b>

The Fiscal Services Division currently has one limited-term Accounting Technician I, that is paid from the Financial Information System Replacement Project (Munis). Fiscal Services is requesting to keep this person permanently with the position being paid directly from the Fiscal Services budget. This would bring the permanent number of Accounting Technicians (ATs) to five.

Since implementation of the Tyler Munis Financials (ERP) on January 3, 2017, ATs have experienced a significant increase in workload in processing accounts payable (AP). There are many reasons for this some of which are: Munis functionality requires additional AP processing steps, Munis Support is not always readily available to resolve issues, and staff turnover in other departments requires Fiscal to provide ongoing Munis training. The addition of the AT I position funded by the FIS project has provided relief, initially performing mostly clerical duties and responsibilities, then progressing to full AT level duties. Even with five fully productive ATs, Fiscal consistently struggles to meet deadlines without the use of overtime by both ATs and management. Currently, Fiscal staff is overextended and unable to sustain this level of activity without negatively affecting health and morale.

In the past, specifically, fifteen months prior to July 30, 2009, Fiscal operated with seven ATs which was reduced down to four ATs due to various changes and budget cuts. With the reduction in staff, operational changes were implemented such as a biweekly check register run and payments to third party payroll vendors were delayed until required. Subsequently, Fiscal operated successfully with four ATs until the Tyler Munis Financials implementation necessitated a request to add additional resources in 2016. To date, this software has not effectively streamlined processes such that additional resources would not be required.

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reclass Customer Services Representatives  
**AMOUNT :** \$18,720  
**ACCOUNT:** 1001552 (25%) & 7614645 (75%)  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Salary & Benefits ( 1 - Sr. CSR)	\$3,160
Salary & Benefits ( 3 - CSR's)	\$15,560
<b>TOTAL:</b>	<b>\$18,720</b>

Reclassified or modified to allow for a flexible I/II job level. Potentially remain CSRs or reclassified into Counter Services Technician I/II, or Accounting Tech I/II, or similar.

Currently, CSRs have one level of classification. The Division often sees significant turnover as CSR staff look to other positions across the City to advance their career. While the Division fully supports the career growth of the staff, the creation of an additional level of CSR, such as a I/II, will allow for additional retention of staff. There are other classifications in the City that may serve as reasonable reclassification or the creation of a CSR II.

The addition of a flex II series should have a nominal impact on the current staffing until a staff member has reach the merit increases to move from a I to a II. This may not happen during FY 2020-21. If it occurs, the maximum increase in the ranges of the poposed tiers below would be from \$24.12/hr (~\$50,212/yr) to \$26.55/hr (~\$55,233/yr), or a net increase of about \$5,021 a year in base salary per person. If fully loaded with benefits, an estimated \$9,900 per year per person.

Current Hourly Ranges

Customer Services Representative: \$18.91 - \$24.14

Accounting Technician I: \$19.21 - \$24.51

Accounting Technician II: \$21.34 - \$27.23

Counter Services Technician I: \$23.48 - \$29.95

Counter Services Technician II: \$25.83 - \$32.95

A Proposed Tler Structure for Customer Service Representatives:

Customer Services Representative I: \$18.91 - \$24.14

Customer Services Representative II: \$20.80 - \$26.55

\*Senior Customer Services Representative: \$22.88 - \$29.21

\*Increase the Senior to have separation and minimize compaction.

## ADMINISTRATIVE SERVICES DEPARTMENT FY 2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Services, Supplies, & Materials  
**AMOUNT:** \$31,400  
**ACCOUNT:** Various  
**PRIORITY:** 4

- One Time Expenditure  
 Reoccurring Expenditure

<u>COST BREAKDOWN</u>	
Services, Supplies & Materials	\$31,400
<b>TOTAL:</b>	<b>\$31,400</b>

Division	Org	Obj	Description	Current	Requested	Variance	Comments
Fiscal	1001510	44010	Professional/Special Services	\$ 69,100	\$ 74,500	\$ 5,400	Vasquez Audit Increase Add Support
Cust. Serv.	1001552		Training / Conferences	0	1,000	\$ 1,000	
Admin	1001505	44010	Professional/Special Services	125000	150000	<b>\$ 25,000</b>	Prop. Tax / Investment
						\$ 31,400	TOTAL

Customer Services is staffed with new employees that could benefit from additional training opportunities.

Professional Service agreements are increasing or anticipated to increase with potential new vendors on the horizon.

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CITY OF SIMI VALLEY

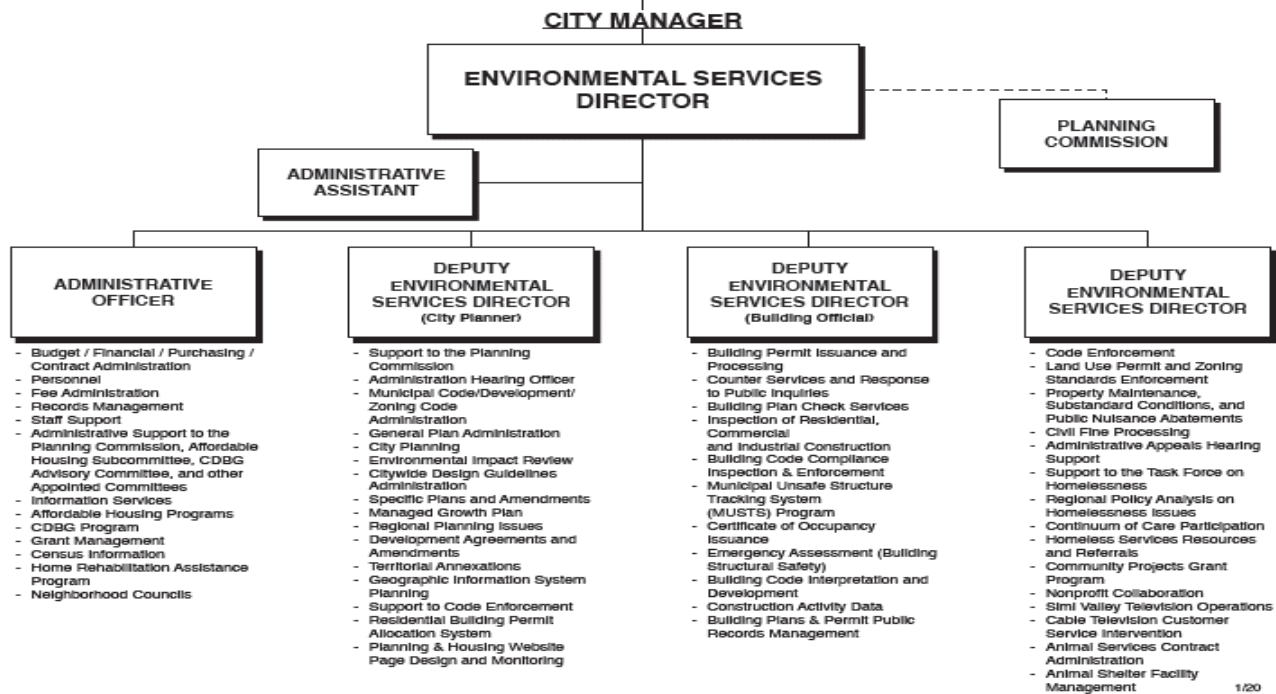
## ENVIRONMENTAL SERVICES DEPARTMENT

The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, Building and Safety, and Code Enforcement, 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.

This Department is also tasked with the coordination, operation, and management functions of the following sections and programs: Housing, Neighborhood Councils, Neighborhood Services, Animal Services, and Community Information Broadcast. These sections and programs address housing opportunities and alternatives, resident civic engagement, homelessness, County animal contract, and the local television channel announcements.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Administration	1,079,844	1,537,074	1,346,007	1,647,543
Planning	1,456,817	1,865,101	1,161,768	1,833,875
Building & Safety	2,178,364	2,481,849	2,147,995	2,479,760
Code Enforcement	892,108	1,066,346	808,115	1,013,185
Neighborhood Council	159,232	158,373	154,815	162,566
Neighborhood Services	148,623	173,002	165,100	153,300
Animal Services	505,774	905,300	650,200	905,300
Community Info./Broadcast	18,282	38,000	20,000	38,000
<b>TOTAL \$</b>	<b>6,439,044</b>	<b>\$ 8,225,046</b>	<b>\$ 6,454,000</b>	<b>\$ 8,233,530</b>

### SIMI VALLEY CITY COUNCIL





## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,232,489	4,009,490	3,127,800	3,932,996	-1.9%
41020 - Temporary Salaries - PR Only	17,020	12,000	7,000	12,000	0.0%
41030 - Boards and Commissions	32,608	32,610	32,600	34,241	5.0%
41040 - Overtime	6,376	5,000	6,500	5,000	0.0%
41200 - Deferred Comp - 401k	48,303	65,451	58,600	72,782	11.2%
41210 - Deferred Comp - 457	21,836	27,772	22,100	27,300	-1.7%
41300 - Vision Care	8,862	10,922	8,700	10,908	-0.1%
41350 - Disability	19,934	25,181	21,500	25,215	0.1%
41400 - Group Insurance/Health	58,134	76,680	58,300	85,800	11.9%
41415 - Flex Benefits	683,021	918,902	683,300	965,550	5.1%
41420 - CalPERS Health Admin Fee	1,867	1,900	1,500	3,247	70.9%
41450 - Life Insurance	6,602	8,179	7,100	8,171	-0.1%
41500 - Group Insurance/Dental	39,947	50,974	41,000	52,706	3.4%
41550 - Section 125 Administration Fee	291	588	-	672	14.3%
41600 - Retirement (PERS)	1,032,129	1,323,622	1,094,500	1,358,793	2.7%
41620 - Retirement (HRA)	18,893	38,401	23,000	45,601	18.8%
41650 - Medicare Tax	49,587	72,100	50,600	71,699	-0.6%
41660 - FICA	3,095	744	2,000	2,867	285.3%
41700 - Workers Compensation	179,190	194,600	194,600	208,341	7.1%
41800 - Leave Accrual	212,998	-	-	-	0.0%
41801 - Leave Accrual Contra Account	(56,260)	-	-	-	0.0%
41900 - Salary Savings	-	(75,830)	-	(51,460)	-32.1%
42150 - Communications	820	1,100	1,100	1,100	0.0%
42200 - Computer - Non Capital	2,400	-	-	-	0.0%
42230 - Office Supplies	2,780	5,100	4,650	5,100	0.0%
42410 - Uniform/Clothing Supply	1,050	2,800	2,000	2,800	0.0%
42420 - Special Departmental Expense	-	600	-	600	0.0%
42440 - Memberships and Dues	6,133	10,900	9,200	10,900	0.0%
42450 - Subscriptions and Books	14,450	9,000	5,800	9,600	6.7%
42460 - Advertising	3,990	4,700	5,400	4,700	0.0%
42550 - Small Tools/Equipment	-	400	200	600	50.0%
42560 - Operating Supplies	201	2,300	2,100	2,900	26.1%
42720 - Travel Conferences Meetings	10,399	18,500	9,100	18,500	0.0%
42730 - Training	11,984	11,800	8,000	11,800	0.0%
42790 - Mileage	3,806	7,000	5,750	7,000	0.0%
44010 - Professional/Special Services	89,832	187,103	93,000	148,200	-20.8%
44012 - Outside Legal	9,141	25,000	5,000	25,000	0.0%
44210 - Animal Regulation	505,252	904,900	650,000	904,900	0.0%
44310 - Maintenance of Equipment	794	2,200	1,700	2,200	0.0%
44460 - Tumbleweed Abatement	-	5,000	2,000	5,000	0.0%
44490 - Other Contract Services	159,090	227,357	208,300	200,200	-11.9%
<b>TOTAL</b>	<b>6,439,044</b>	<b>8,225,046</b>	<b>6,454,000</b>	<b>8,233,530</b>	<b>0.1%</b>

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**CITY OF SIMI VALLEY**

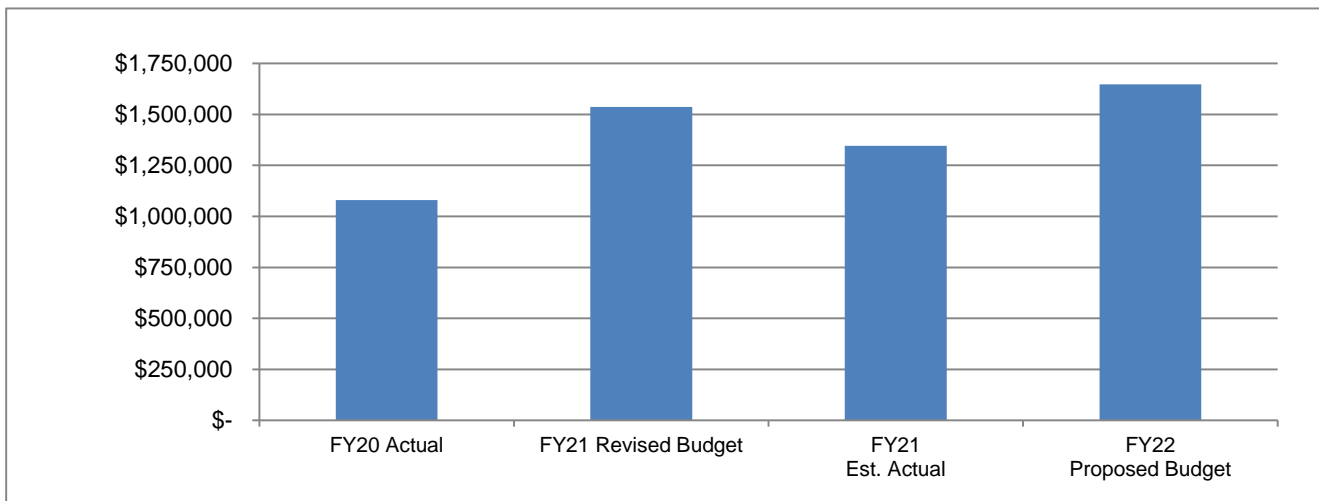
## Administration Division - 1003005

### 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 3 divisions.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,079,844	\$ 1,537,074	\$ 1,346,007	\$ 1,647,543



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Participated in the implementation phase of the City's Enterprise Information Management System's EnerGov land use and permitting software, and increased the use of technology within the Department in order to streamline processes and information retrieval.
- Completed 9 recruitments and 8 hires to fill vacant positions throughout the Department.
- Prepared and monitored the Department's annual budget in accordance with City Policy.

### **GOALS FOR FY22**

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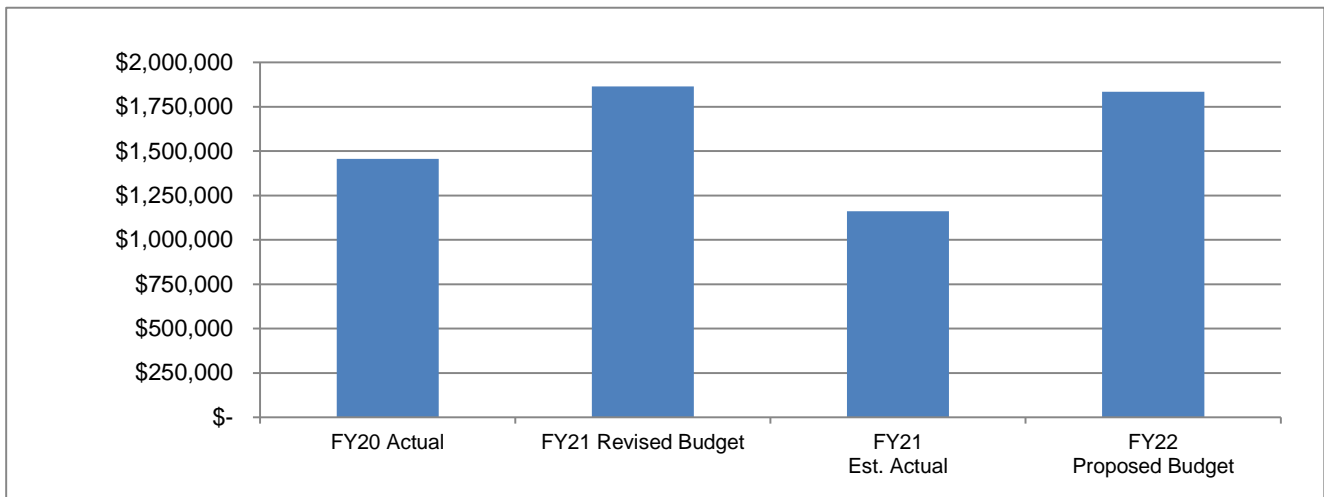
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Recruit and hire personnel to fill vacant positions.
- Prepare and monitor the Department's annual budget in accordance with City Policy.
- Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

## Planning Division - 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,456,817	\$ 1,865,101	\$ 1,161,768	\$ 1,833,875



### BUDGET ADJUSTMENTS

Planning Division Reorganization	\$ (51,460)
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## Planning Division (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Provided responsive customer service to over 2,400 customers at the Planning public counter.
- Issued approximately 575 over-the-counter approvals, including: Zoning Clearances, Sign Permits, and Temporary Use Permits, counting over 50 COVID-19 Temporary Use Permits for outdoor activities, over 295 Business Tax Certificates and 156 Home Occupation Permits.
- Expedited the City's development review process by providing administrative review and approval for 22 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 4 Preliminary Reviews and General Plan Pre-Screenings Applications.
- Managed over 165 (21 filed in FY 21-22) ongoing entitlement applications, including Planning Commission/City Council Planned Development Permits, Conditional Use Permits, Tract Maps, Zone Changes, Zone Text Amendments, Time Extensions, General Plan Amendments and Modifications.
- Entitled 184 single-family dwellings in Lost Canyons, a 357 unit-residential care facility and 309 multi-family units.
- Fulfilled infill, redevelopment, and job generating land use objectives with projects including the construction of a 219,000 sq. ft. industrial building and three assisted living facilities; and entitled 500,000 square feet of new industrial space and approved the repurposing of 290,000 square feet of business park space.
- 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 housing for lower-income households with sound fiscal management by processing applications for affordable and senior housing, and 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 for 7 homes with \$340,000 worth of loans funded.

### GOALS FOR FY22

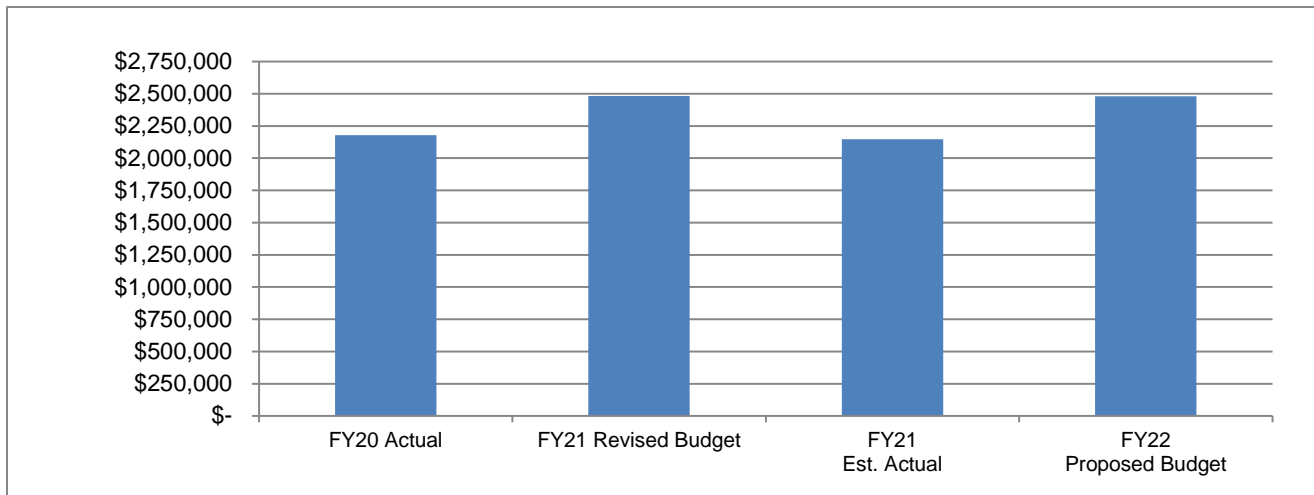
- Continue to streamline the City's development codes to: simplify the development review process for a wider spectrum of project types; allow for additional uses in the West End Specific Plan area; adjust parking requirements for additional dining establishments in retail shopping areas; and, create objective design and development standards to comply with state law.
- Expand the use of the City's Enterprise Information Management System (EnerGov) to establish an on-line development application process, continue to convert to digital project review, and complete the integration of the EnerGov database with the City's Geographic Information System (GIS).

## Building and Safety Division - 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 2,178,364	\$ 2,481,849	\$ 2,147,995	\$ 2,479,760



### BUDGET ADJUSTMENTS

None

## **Building and Safety Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Reviewed, approved and issued 5,500 building permits, including over 1,000 simple building permits processed electronically by email and via the City's customer self-service internet site, resulting in a substantial reduction of customer trips to City offices.
- Performed 20,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.
- Provided reviews for a total of 1,500 commercial and residential building plans, and for 1,140 plumbing, mechanical, and electrical systems.
- Completed over 800 residential photovoltaic plan reviews remotely and electronically to meet state mandates, saving each applicant a minimum of five working days per project.
- Received 200 new Municipal Unsafe Structures Tracking System (MUSTS) cases or referrals, and conducted 700 compliance inspections.
- Successfully Implemented the City's Enterprise Information Management System's EnerGov land use and permitting software.

### **GOALS FOR FY22**

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- 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.
- Provide electronically expedited plan review and approvals for photovoltaic systems.
- Offer 10 to 15 working day response time for large construction project plan reviews.
- Maintain high efficiency and utilization through continuous process improvement with the City's Enterprise Information Management System's EnerGov land use and permitting software.
- Increase electronic permit and plan submittals to 70 percent of total applications.

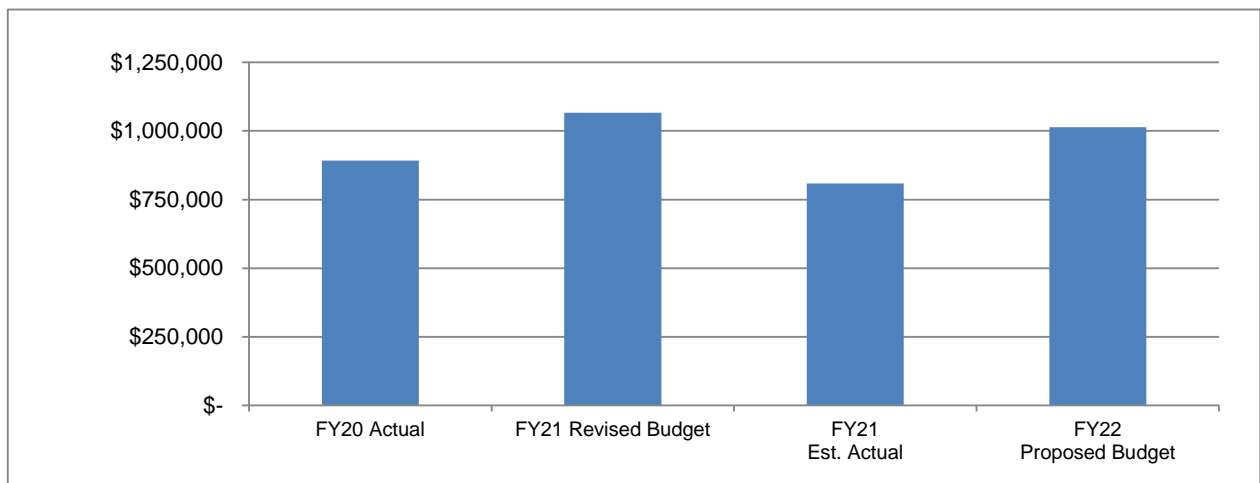


**Code Enforcement Division - 1002110**

**OVERVIEW**

The Code Enforcement Division addresses quality of life issues and enhances the City’s economic vitality by enforcing 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 by responding to public complaints and other City departments’ referrals requesting assistance in gaining compliance. Code Enforcement actively pursues violations based on current community needs and as directed by the City Council. Code Enforcement also collaborates with other Environmental Services Department staff to respond to potential health, safety, and quality of life issues on City properties, and to enhance the Development Code to be more timely, effective, and responsive to current community needs.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 892,108	\$ 1,066,346	\$ 808,115	\$ 1,013,185



**BUDGET ADJUSTMENTS**

None

## Code Enforcement Division (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Provided the City's frontline response to COVID-19 through educational support to approximately 2,000 businesses registered with the County for reopening under the State and local public health orders, responded to thousands of community complaints, and provided education on permissible activities and recommended safety interventions to businesses and residents.
- Shifted enforcement posture to best meet the community's needs during the COVID-19 pandemic by prioritizing complaints received based on life/safety elements and egregiousness of the violations effecting residents and business owners in the City.
- Abated over 690 violations of the SVMC.
- Abated SVMC violations and enhanced community safety and economic vitality by receiving and processing City Departments' referrals on development code and encroachment violations.
- Abated over 95 sign ordinance violations, including enforcement and inspections of private properties based on complaints received or officer observations.
- Abated more than 100 violations of trash accumulation, illegal placement of trash receptacles, and open storage from private properties.
- Improved commercial, industrial, and residential properties in the City by abating approximately 115 property maintenance and landscape condition violations.
- Abated 276 violations posing fire safety and aesthetic concerns by inspecting 84 parcels through the Public Nuisance Abatement Program.
- Removed over 145 carts on private property and public right-of-ways by responding to complaints and proactively identifying abandoned carts.

### GOALS FOR FY22

- Implement a hardship program with City Council authorization, to prevent cost recovery efforts becoming a barrier to achieving compliance.
- Identify options for streamlining the approach to addressing substandard housing with property owners and/or occupants that are not able to finance necessary improvements.
- Initiate community education and outreach efforts in areas affected by COVID-19 and/or related to revised direction from the City Council through community presentations, special event participation, and engaging community members at public meetings to effectively communicate enhancements and enforcement goals.
- Continue to refine programs and assist in identifying local ordinance updates to meet current community needs, and increase the efficiency and effectiveness of compliance efforts.
- Utilize tracking mechanisms to clearly identify pressing community priorities and take proactive actions to gain compliance.
- Initiate annual reporting to the City Council on Code Enforcement activities/priorities in areas impacting Code Enforcement's effectiveness and overall impact to the community.
- Enhance commercial and residential property maintenance standards, community aesthetics, and economic vitality through a strengthened enforcement posture on repeat violators, especially in the areas of blight and substandard properties.
- Work in partnership with the City Attorney's Office and other City Departments to identify and process violations of SVMC and State laws in support of the community's quality of life and preservation of property values.

## Neighborhood Councils - 1002235

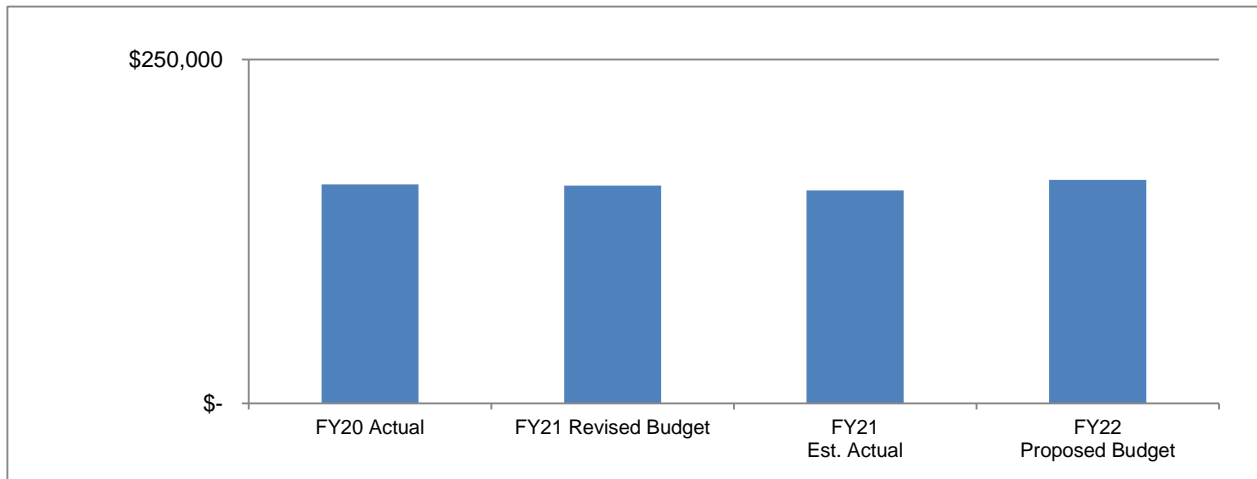
### OVERVIEW

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 4 Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has a 7 to 13-member Executive Board appointed by the City Council.

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

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 159,232	\$ 158,373	\$ 154,815	\$ 162,566



### BUDGET ADJUSTMENTS

None

## **Neighborhood Councils (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Completed a recruitment to fill 15 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Participated in the review of nine development applications and provided associated recommendations to the Planning Commission and the City Council.
- Facilitated in the evaluation of possible revisions to sections of the City's Municipal Code on bee keeping and the Single Room Occupancy Dwelling (SRO) regulations.
- Increased and enhanced Executive Board and resident knowledge about the various City and community programs through informational presentations.
- Represented the Neighborhood Councils on the Special Event Support Review Committee, Citizens' Election Advisory Committee, Community Projects Grant Committee, Community Development Block Grant Committee, and community events.

### **GOALS FOR FY22**

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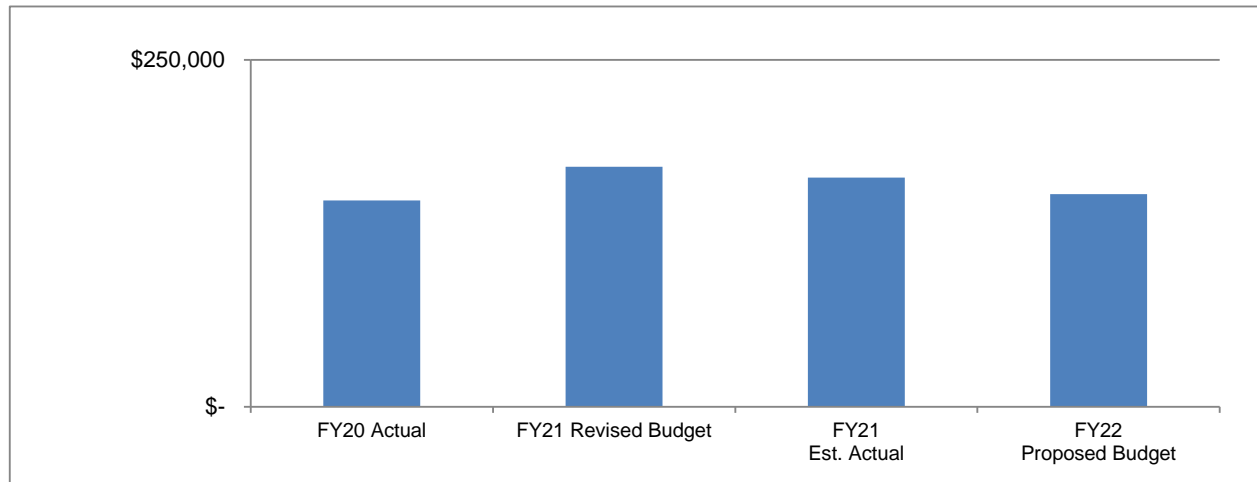
- Amplify resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Promote awareness of different volunteer opportunities available throughout the City and the community.
- Identify issues of community concern and communicate them to the City Council.
- Continue to update the Neighborhood Council Policies and Procedures Manual to incorporate current methodologies, including the addition of social media guidelines to increase community engagement and local participation.

**Neighborhood Services Section - 1002245**

**OVERVIEW**

The Neighborhood Services Section coordinates the Task Force on Homelessness and assists with policy development recommendations to the City Council with the goal of minimizing the incidents of homelessness and maximizing community access to social services. Neighborhood Services participates in regional coordination through the Ventura County Continuum of Care and works to strengthen collaboration among local non-profit organizations and government service providers. Neighborhood Services also administratively supports the Community Projects Grant program.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 148,623	\$ 173,002	\$ 165,100	\$ 153,300



**BUDGET ADJUSTMENTS**

None

## Neighborhood Services Section (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Coordinated Taskforce on Homelessness meetings to identify policy discussion and formation to address homelessness and associated impacts on the community including a panel discussion of government service providers.
- 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.
- Participated in multiple regional governmental and non-profit organizations meetings in order to foster partnership and coordination of efforts in the area of homelessness.
- Monitored the multi-year award of Community Projects Grant funding in support of the Free Clinic of Simi Valley's Multi-Services Center and presented quarterly grant reports to the City Council on the project's progress.
- Secured over \$290,000 in State funding to provide homeless prevention and rapid rehousing support to Simi Valley residents through a local social service provider.

### GOALS FOR FY22

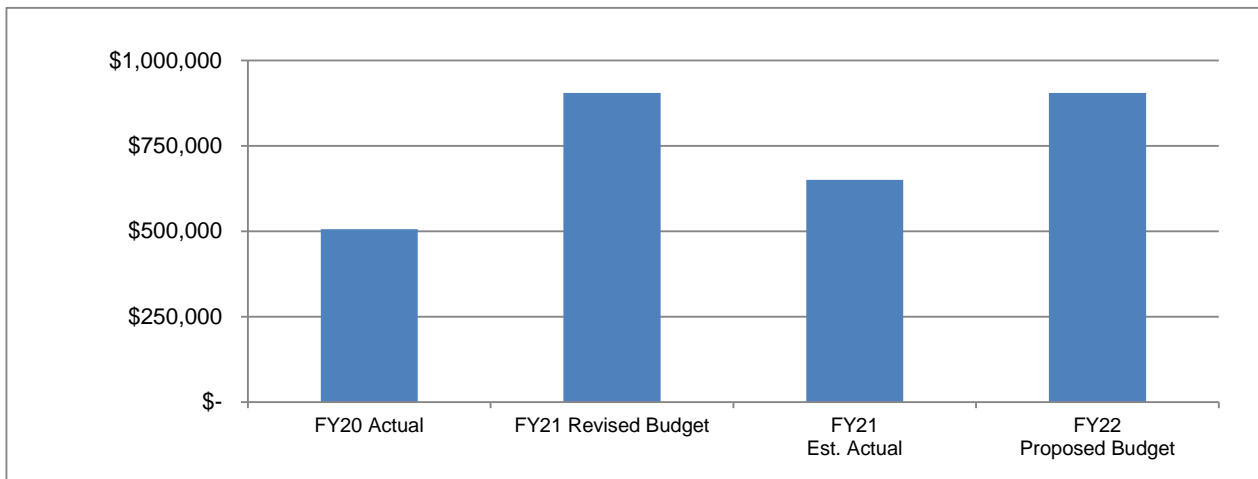
- Continue to expand the community's awareness of addressing the issue of homelessness and poverty within the community by providing presentations to the City's advisory boards and soliciting recommendations to the City Council on addressing the issue within the community.
- Continue to strengthen regional 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.
- Collaborate with Code Enforcement to evaluate and implement hardship assistance programs to ensure the focus of enforcement remains on obtaining compliance not creating a punitive barrier to compliance.
- Reconstitute the Community Projects Grant Review Committee and initiate a call for projects for the FY 2022-23 awards.

**Animal Services Section - 1002260**

**OVERVIEW**

The City contracts with Ventura County Animal Services (“VCAS”) to provide responsive services for a healthy and safe living environment for the community and its domestic animals. The contract includes animal related services for rabies control, animal nuisance hearings, animal license processing, administrative citation processing, and license canvassing. VCAS enforces the animal related provisions of the City’s Municipal Code and operates the Simi Valley and Camarillo adoption centers, as well as providing humane treatment in the management of stray animals, to prevent nuisances or dangers to the community, with a focus on reunification with owners or permanent placements through adoption.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 505,774	\$ 905,300	\$ 650,200	\$ 905,300



**BUDGET ADJUSTMENTS**

None

## **Animal Services Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Collaborated with Ventura County Animal Services (VCAS) and other contract cities to increase communication about services and resources available in the most efficient and effective manner.
- Provided contract oversight and customer service intervention, as needed.
- Facilitated communication and feedback between the City and VCAS related to service needs and expectations.
- Evaluated City enforcement actions outside of the VCAS contract to increase license renewals in support of the State requirement for rabies suppression.

### **GOALS FOR FY22**

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- Evaluate the Simi Valley facility lease to enhance the equity of a lease agreement.
- Collaborate with VCAS to enhance licensing compliance administration including evaluation of outsourcing to a third party.
- Evaluate VCAS ordinance revisions and provide recommendations to the City Council for Municipal Code revisions to implement service enhancements and streamlining of services.
- Continue to utilize City communication channels to promote adoption events and programs to reduce the number of sheltered animals and therefore reduce costs to the City.



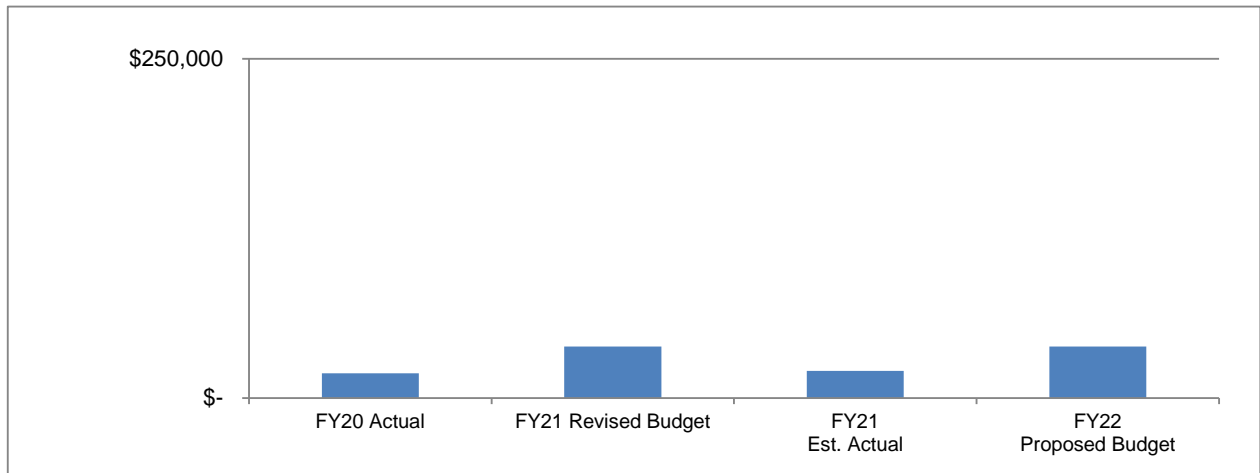
**Community Information / Broadcast Section - 1002265**

**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 manages the City’s PEG Channel, SVTV, and manages a contract for the channel’s operations.

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.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 18,282	\$ 38,000	\$ 20,000	\$ 38,000



**BUDGET ADJUSTMENTS**

None

**Community Information / Broadcast Section (continued)****KEY ACCOMPLISHMENTS IN FY21**

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- Provided customer service support to State cable franchise customers, as needed.
- 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 through SVTV's Community Bulletin Board.
- Coordinated training of City Staff on the use of the new Community Bulletin Board system and encouraged its utilization to increase the promotion of City programs and events.
- Incorporated Zoom and other conferencing technology into public meetings to facilitate modified access to City facilities during the COVID-19 pandemic.
- Created resource materials on the use of the newly installed broadcast system.
- Produced the State of the City video highlighting the City's accomplishments and upcoming goals.

**GOALS FOR FY22**

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- Continue to support the City's civic engagement efforts and the community's access to the decision-making process through the broadcasting of public meetings.
- 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.
- Expand programming to include video public service announcements.

**ENVIRONMENTAL SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Planning Division Reorganization  
**AMOUNT :** (\$51,460)  
**ACCOUNT:** 1003010 - various  
**PRIORITY:** 1

One Time Expenditure  
 Reoccurring Savings

COST BREAKDOWN	
Staffing Reorganization	(\$51,460)
<b>TOTAL:</b>	<b>(\$51,460)</b>

Request to make permanent position changes that were made in FY2020-21 to better align staffing with the needs of the division.

**FY 2020-21**

1 Deputy Director  
 6 Senior Planners  
 1 Assistant Planner  
 2 Associate Planners

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10 Total Staff Positions

**FY2021-22**

1 Deputy Director  
 2 Senior Planners  
 3 Assistant Planners  
 3 Associate Planners  
 1 Principal Planner

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10 Total Staff Positions

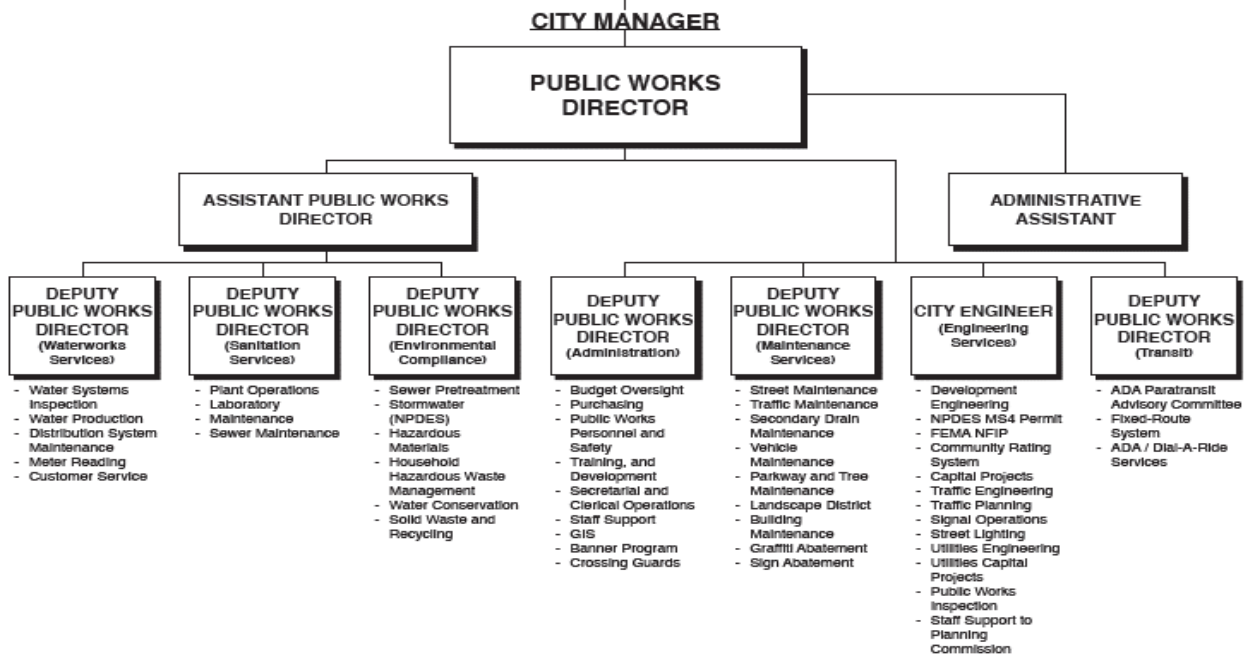
***(\$51,460 in savings)***

## PUBLIC WORKS DEPARTMENT

The Public Works Department 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 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
PW Administration	1,538,420	1,841,333	1,541,999	2,005,566
Crossing Guards	91,663	93,140	91,790	93,346
Engineering / PW Lighting Maint.	3,965,667	4,864,863	4,513,099	4,742,638
Landscape / Tree Maintenance	3,022,969	3,481,484	3,162,776	3,208,896
Street Maintenance	1,134,146	1,871,616	1,260,150	1,440,377
Building / Library Maintenance	1,956,917	1,912,596	2,017,787	1,967,258
Traffic Maintenance	271,111	434,045	380,692	406,981
Vehicle Maintenance	1,441,461	1,412,361	1,412,005	1,441,577
Storm Drains	317,578	337,283	359,363	366,891
Graffiti/Abatement	126,984	191,774	153,097	245,085
Environmental Compliance	607,136	725,094	640,703	704,427
Solid Waste Regulation	57,529	71,129	66,300	66,000
<b>TOTAL \$</b>	<b>14,531,581</b>	<b>\$ 17,236,715</b>	<b>\$ 15,599,761</b>	<b>\$ 16,689,042</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Proposed Budget	% Budget Change
41010 - Regular Salaries	5,579,959	6,396,612	5,520,352	6,401,448	0.1%
41020 - Temporary Salaries - PR Only	103,021	134,300	132,700	140,200	4.4%
41040 - Overtime	99,181	120,000	123,300	144,500	20.4%
41200 - Deferred Comp - 401k	53,924	62,618	65,712	70,934	13.3%
41210 - Deferred Comp - 457	96,793	102,607	88,700	109,200	6.4%
41300 - Vision Care	19,728	21,961	20,812	22,065	0.5%
41350 - Disability	22,050	25,423	24,240	25,981	2.2%
41400 - Group Insurance/Health	129,800	151,196	130,785	153,119	1.3%
41415 - Flex Benefits	1,428,547	1,677,630	1,438,320	1,795,558	7.0%
41420 - CalPERS Health Admin Fee	4,898	5,000	5,000	5,935	18.7%
41450 - Life Insurance	14,240	15,987	16,109	16,068	0.5%
41500 - Group Insurance/Dental	81,272	92,988	85,060	93,787	0.9%
41550 - Section 125 Administration Fee	158	238	-	581	144.2%
41600 - Retirement (PERS)	1,794,449	2,074,272	1,985,173	2,184,481	5.3%
41620 - Retirement (HRA)	19,887	28,033	20,900	35,617	27.1%
41650 - Medicare Tax	86,356	118,560	93,502	120,977	2.0%
41660 - FICA	8,844	8,327	8,327	8,692	4.4%
41700 - Workers' Compensation	373,300	378,371	378,371	397,199	5.0%
41800 - Leave Accrual	297,000	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	(94,540)	-	-	-	0.0%
41860 - Salary Reimbursements	(20,693)	-	-	-	0.0%
42100 - Utilities	1,048,378	1,129,000	1,199,200	1,116,000	-1.2%
42150 - Communications	8,864	15,000	14,300	12,200	-18.7%
42230 - Office Supplies	4,315	7,100	5,100	7,100	0.0%
42235 - Furnishings & Equip - Non Cap	-	14,000	14,000	5,000	-64.3%
42310 - Rentals	1,407	9,522	8,900	7,000	-26.5%
42410 - Uniform/Clothing Supply	21,384	30,100	28,200	30,100	0.0%
42420 - Special Departmental Expense	64,465	130,000	120,000	110,000	-15.4%
42440 - Memberships and Dues	7,775	12,600	8,200	12,600	0.0%
42450 - Subscriptions and Books	585	1,600	1,650	1,600	0.0%
42460 - Advertising	572	1,500	1,500	1,500	0.0%
42500 - Fuel and Lubricants	287,848	235,000	240,000	265,000	12.8%
42510 - Tires	60,875	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	3,087	13,050	10,400	9,000	-31.0%
42560 - Operating Supplies	413,442	583,502	515,800	481,550	-17.5%
42720 - Travel, Conferences, Meetings	6,262	10,900	-	10,900	0.0%
42730 - Training	5,090	18,400	2,000	18,400	0.0%
42790 - Mileage	4,875	6,700	3,500	6,700	0.0%
44010 - Professional/Special Services	387,801	483,228	418,500	235,000	-51.4%
44310 - Maintenance of Equipment	55,371	55,150	55,150	55,150	0.0%
44450 - Landscape Maintenance Contract	788,232	1,235,000	930,000	930,000	-24.7%
44490 - Other Contract Services	1,258,883	1,769,842	1,824,600	1,586,500	-10.4%
44730 - Reduction in Long Term Debt	3,896	-	-	-	0.0%
<b>TOTAL</b>	<b>14,531,582</b>	<b>17,236,715</b>	<b>15,599,761</b>	<b>16,689,042</b>	<b>-3.2%</b>

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CITY OF SIMI VALLEY

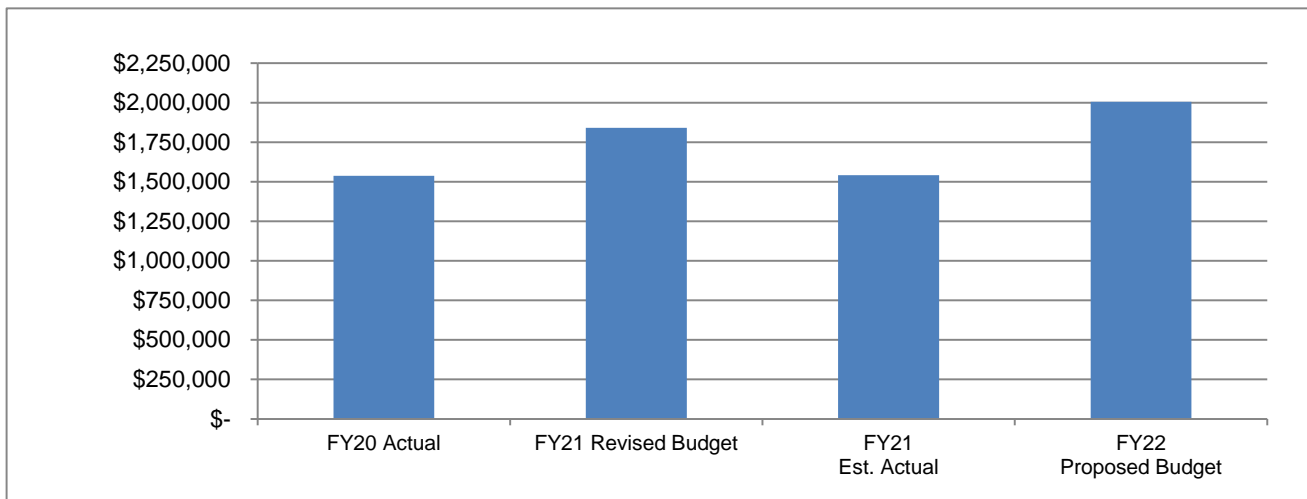
## Administration Division - 1004005

### 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. Administration 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.

Administration also prepares staff reports for City Council action, acts as liaison between the community and Public Works Divisions, and is responsible for the Geographic Information Systems (“GIS”) Program, Armed Forces Banner Program, Crossing Guard Program, and other support services.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,538,420	\$ 1,841,333	\$ 1,541,999	\$ 2,005,566



### BUDGET ADJUSTMENTS

New Vehicles - Lights and Toolbars	\$	5,000
Reclassify Contract Compliance Specialist to Management Assistant	\$	17,491

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Provided professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Provided sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management and coordination.
- Provided authoritative GIS locational and administrative data for multiple business systems, including Tyler applications MUNIS and EnerGov, Sedaru utility management, Versaterm Police dispatch and Emergency Services Safe City GIS.
- Administered staff accounts and access to ArcGIS Enterprise Server GIS data stored in SQL Server databases and ArcGIS Online (ESRI's Cloud) mapping services.
- Administered the installation of 44 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 55 damaged or worn banners.
- Implemented enhancements (Administration and Traffic Engineering staff) to the City's Crossing Guard Program, including new LED flashing stop paddles, upgraded reflective traffic cones, and enhanced crosswalk striping.

### **GOALS FOR FY22**

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- Continue to provide professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Continue to provide sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management and coordination.
- Continue to administer the GIS program, Armed Forces Banner Program, Crossing Guard program, and other support services.

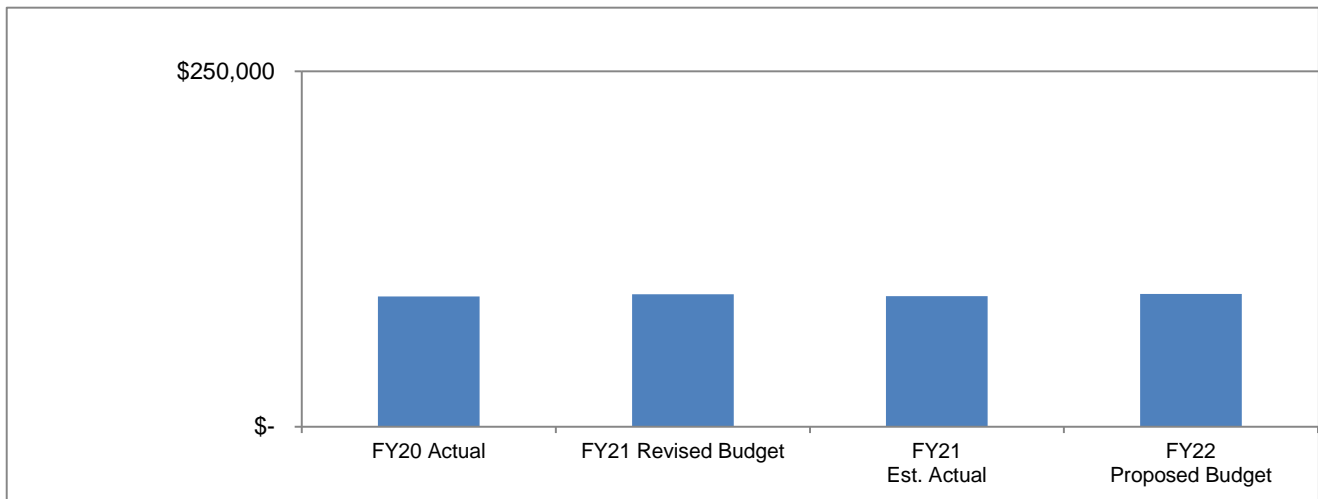


## Crossing Guards Program - 1002270

### 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 while traveling to and from school.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 91,663	\$ 93,140	\$ 91,790	\$ 93,346



### BUDGET ADJUSTMENTS

None

## **Crossing Guards Program (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Assisted pedestrians safely across busy intersections throughout the school year.
- Provided Crossing Guards for the morning and afternoon elementary school cohorts during the Covid-19 pandemic.
- Provided the Crossing Guards with protective equipment: face masks, hand sanitizer, alcohol whips and powder-free nitrile gloves during the pandemic.

### **GOALS FOR FY22**

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- 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.

## Engineering Division - 1004080/1004050

### OVERVIEW

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

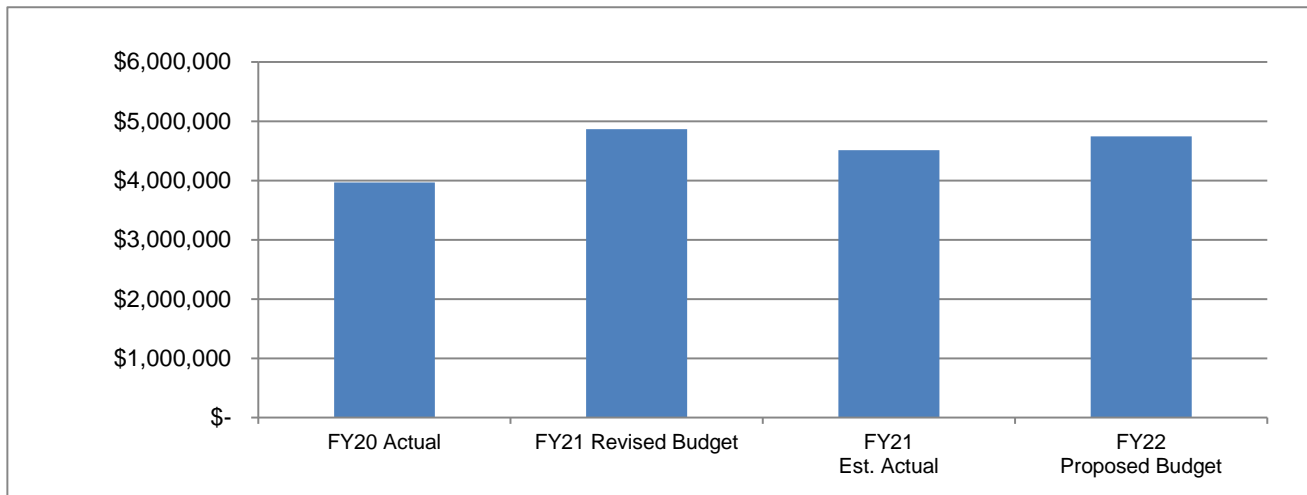
The Development Services section is tasked with the management of the Department's front counter, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance 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 Plan ("CIP"), 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, operation and maintenance of City Street Lights, and administers the Rule 20A Undergrounding Program.

Finally, the Inspection Services section is tasked to inspect encroachment and grading permits, street, stormwater and sewer improvement construction by private development, and City street, water, and sewer CIP.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,965,667	\$ 4,864,863	\$ 4,513,099	\$ 4,742,638



### BUDGET ADJUSTMENTS

None

## Engineering Division (continued)

### KEY ACCOMPLISHMENTS IN FY21

- Solicited and completed a professional services contract to provide a comprehensive update to the City's Traffic Impact Fee Nexus Study, and revised fee adopted by Council. Prepared a comprehensive update to the Simi Valley Transportation Analysis Model to be in compliance with Senate Bill 743, which institutes VMT as the CEQA threshold for transportation impact measurement.
- Solicited and awarded a professional services contract to develop a Local Road Safety Plan (LRSP) for the City, a comprehensive safety analysis which will identify intersections, road segments and other areas for improvement to address vehicle, pedestrian, and bicycle crashes. The LRSP will also enable the City to apply for Highway Safety Improvement Program (HSIP) grant funding.
- Prepared and submitted an HSIP grant application for installation of 12 inch traffic signal heads to replace 8 inch traffic signal heads, and install reflective tape on the signal head backplates.
- Prepared a comprehensive analysis of signalized intersections vulnerable to Public Safety Power Shutdowns and other outages, reviewed alternatives for mitigation, and presented to and received approval from City Council for installation of battery backup systems.
- Maintained a Class 5 rating in the FEMA Community Rating System that provides a 25% flood insurance rate discount for a total \$300,000 in annual savings for the community.
- Continued to provide guidance and assistance to property owners and developers regarding floodplain mapping.
- Worked with FEMA to help developers obtain approval of Letters of Map Revision that have resulted in the removal of nearly 200 parcels from FEMA floodplain mapping. This has benefited hundreds of home owners and businesses by removing the obligation to obtain flood insurance as a mortgage or loan condition.
- Managed the timely entitlement, plan check, and map check review of over 60 private development projects.
- Completed development and implementation of EnerGov software that now allows Development Services to go entirely electronic, eliminating nearly all paper documents and the filing and storage related thereto. This new software includes managed workflows, electronic document submittals and review and will lead to efficiencies in review, inspection and enforcement of City regulations and standards.

### GOALS FOR FY22

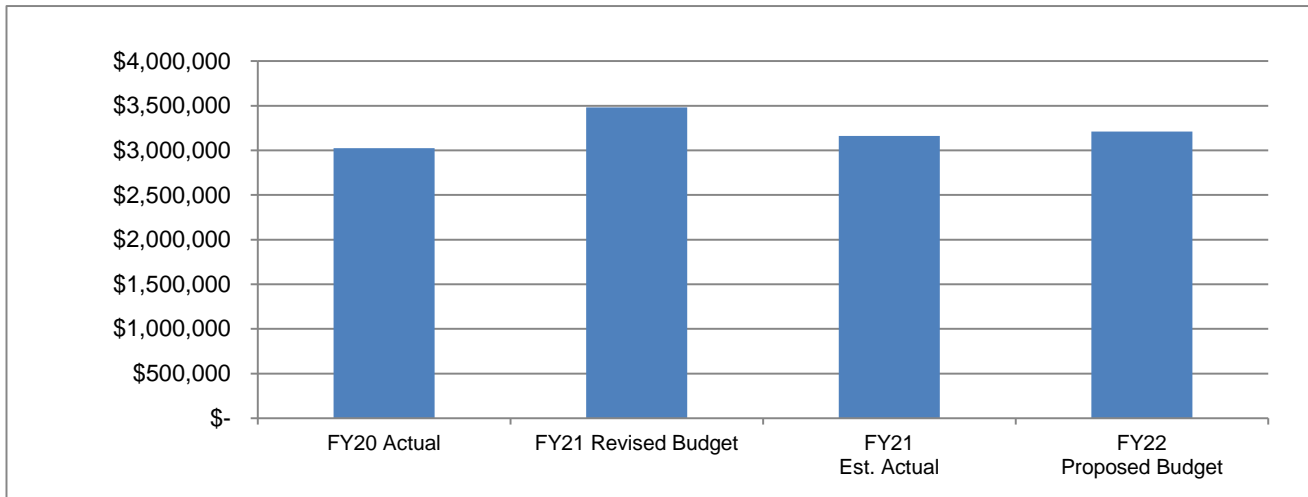
- Installation of battery backup systems at 50 intersections throughout the City.
- Completion of the Local Road Safety Plan for adoption by Council.
- Oversee the inspection of 6.1 million cubic yards of grading and \$20 million in public street, sewer, water and storm drain improvements for Phase 1 of the Lost Canyons Subdivision project.
- Issue grading permits and improvement plan approvals for construction of another 25 private residential, commercial and industrial projects.

## Landscape and Tree Maintenance Section - 1004110

### OVERVIEW

The Landscape and Tree Maintenance Section manages and oversees the City's Landscape Maintenance District ("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 3 LMD contracts, 2 tree pruning contracts, and 1 pesticide and herbicide contract. In-house maintenance staff annually maintains an additional 10,000 public right-of-way street trees, manages urban 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. In addition, this Section also provides review and inspection of both existing and newly-proposed landscape improvements, for public and developer-proposed projects, occurring within the public right-of-way throughout the City.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,022,969	\$ 3,481,484	\$ 3,162,776	\$ 3,208,896



### BUDGET ADJUSTMENTS

Increase for Landscape Utilities	\$ 55,000
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## Landscape and Tree Maintenance Section (continued)

### KEY ACCOMPLISHMENTS IN FY21

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- Reforestation efforts within the City included the planting of approximately 200 street trees.
- Provided residents with over 600 cubic yards of wood chips.
- Provided plan check and inspection for approximately 45 new development projects.
- Designed and construct 3 water conservation projects throughout the City's Landscape Zones. (City Welcome Corner at LA & Madera, DMV landscape/turf renovation, Sinaloa turf renovation)
- Designed and constructed the Memory Garden at the Civic Center in honor of Simi Valley residents that were victims of the Borderline and Las Vegas shooting tragedies.
- Successfully prepared and bid out the Street Tree Maintenance Contract E.
- Successfully prepared and bid out Landscape Contract A.

### GOALS FOR FY22

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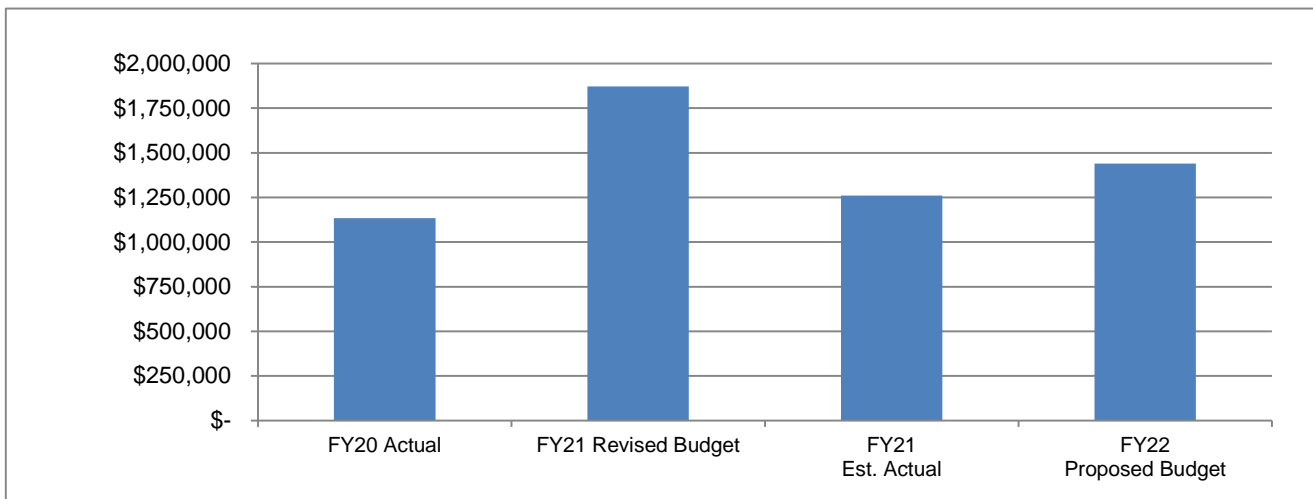
- Complete an additional phase of the ongoing LA Avenue screening project by planting an additional 250 15-gallon shrubs along Los Angeles Avenue bordering the railroad right of way.
- Design and construct a water conservation project for Landscape Zone 31 adjacent the NS of the 118 Freeway between Sequoia and Galena Ave..
- Further evaluate the hazardous tree removal program to determine additional species and existing trees that should be removed for public safety reasons.

## Street Maintenance Section - 1004120

### OVERVIEW

The Street Maintenance Section is comprised of 2 crews, the Asphalt Crew and the Concrete Crew, and is responsible for repairs to minor and major streets, all public right-of-way areas, and temporary repairs necessary for lifted or damaged sidewalks. The Asphalt Crew’s duties include filling potholes, dig out repairs, and minimal paving of streets and parking lots. The Concrete Crew repairs sidewalks, curbs and gutters, driveway aprons, and makes other miscellaneous concrete repairs throughout the City. Both crews, in coordination with the Landscape and Tree Maintenance Section, will also prepare areas in advance of the City's Annual Slurry Project. This Section keeps the City’s roads and sidewalks properly maintained and our pedestrian areas safe.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,134,146	\$ 1,871,616	\$ 1,260,150	\$ 1,440,377



### BUDGET ADJUSTMENTS

None

## **Street Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Performed a variety of asphalt and concrete repairs on major and minor streets including pothole, sidewalk and significant driveway/curb/gutter repair and reconstruction.
- Purchased a Patch/Pothole Repair trailer which has greatly assisted the division in better meeting this Section's goal of filling potholes within 24-hours of being reported. This acquisition has resulted in a much more streamlined process and will translate to significant annual savings in materials and crew costs.
- Prepared local residential streets and completed the Annual Slurry Project for the Maintenance Division.

### **GOALS FOR FY22**

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- Complete resurfacing of the Public Service Center and City Hall parking lots.
- Significantly increase the lifetime of residential and local streets by fully implementing and expanding the annual Crack Seal, Crack Fill and Slurry Programs. A full implementation and expansion of these pavement maintenance methods will greatly reduce premature street deterioration and thus significantly reduce future general fund expenditures for such repairs.
- Prepare local residential streets and assist the Capital Projects Division with completion of the Annual Slurry & Crack fill Project(s) for the Maintenance Division.

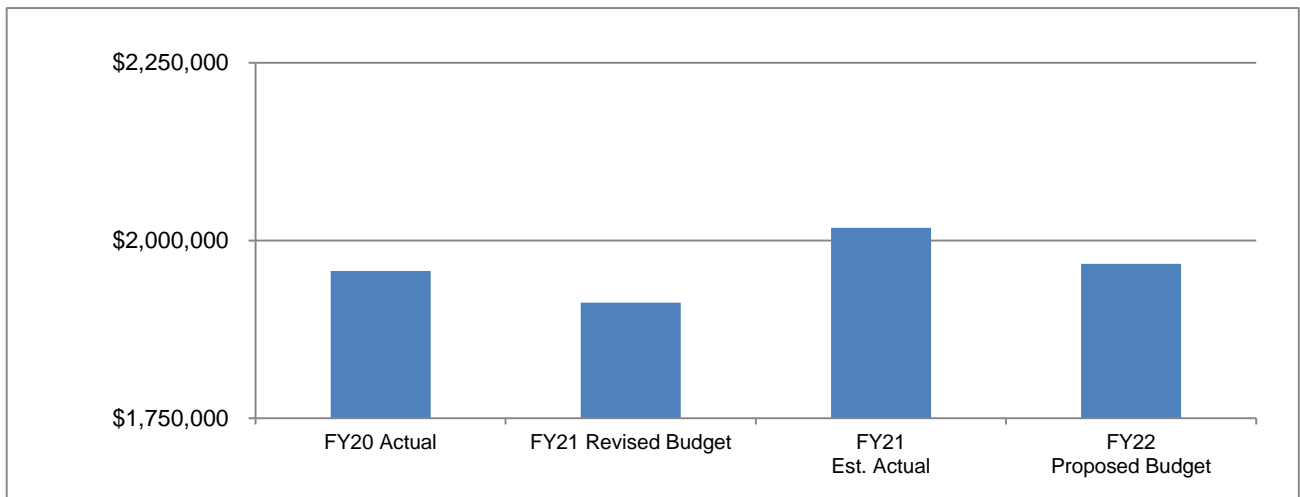


## Building / Library Maintenance - 1004130/1004170

### OVERVIEW

The Building Maintenance Section provides routine maintenance, custodial, and repair services to all City-owned buildings and facilities. Such service includes repairs to mechanical, electrical, plumbing, and air-conditioning systems within the buildings, carpentry, locksmith work, and interior and exterior painting. The Building Maintenance Section has an active Preventive Maintenance Program to assure that the various building sub-systems, as well as building roofs and door hardware, stay in good operating condition. The goal is to provide safe, clean, and comfortable buildings and facilities for City personnel and the general public.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,956,917	\$ 1,912,596	\$ 2,017,787	\$ 1,967,258



### BUDGET ADJUSTMENTS

None

## **Building Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Completed over 1,600 room set ups at the Senior Center, Police Department, Cultural Arts Center, and Library for various scheduled day and night events.
- Implemented and monitored COVID-19 cleaning precautions and procedures as per Health Department requirements for all City Facilities and Transit Buses.
- Completed phase one of energy saving HVAC control system upgrade for the Public Works section of City Hall.
- Monitored all building maintenance needs for the City's tenants, DMV and Kaiser.
- Retrofitted Metrolink parking lot lights with energy saving LED lights.

### **GOALS FOR FY22**

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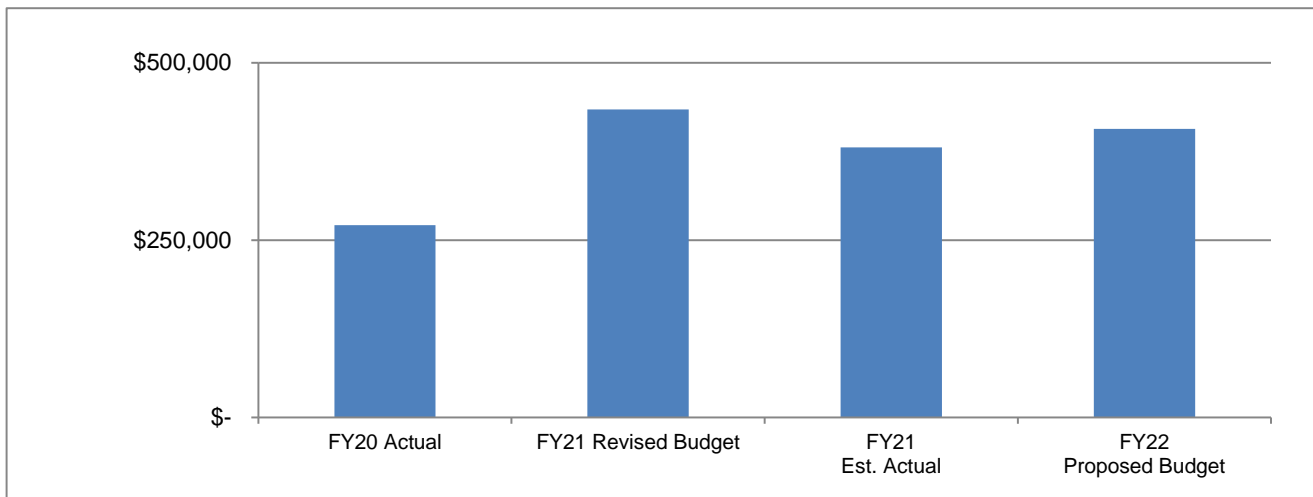
- Continue to assist with PSC building glulam repair/replacement.
- Continue drinking fountain upgrade throughout City Facilities.
- Upgrade Transit Maintenance Facility HVAC.
- Complete phase two of energy saving HVAC control system upgrade at City Hall.
- Assist Senior Center staff with Building improvements including complete interior painting and carpet replacement.
- Move forward and assist with City Hall carpet replacement project.

## Traffic Maintenance Section - 1004140

### OVERVIEW

The Traffic Maintenance Section is responsible for traffic sign replacement, painting and striping, placing and maintaining thermos-plastic pavement markings, and hanging flags and banners on all 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 271,111	\$ 434,045	\$ 380,692	\$ 406,981



### BUDGET ADJUSTMENTS

None

## **Traffic Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Maintained and replaced worn out and missing guide and regulatory signage located throughout the City.
- Assisted the traffic engineering group with maintenance of all striping and legend markings throughout the City's Right of Way.

### **GOALS FOR FY22**

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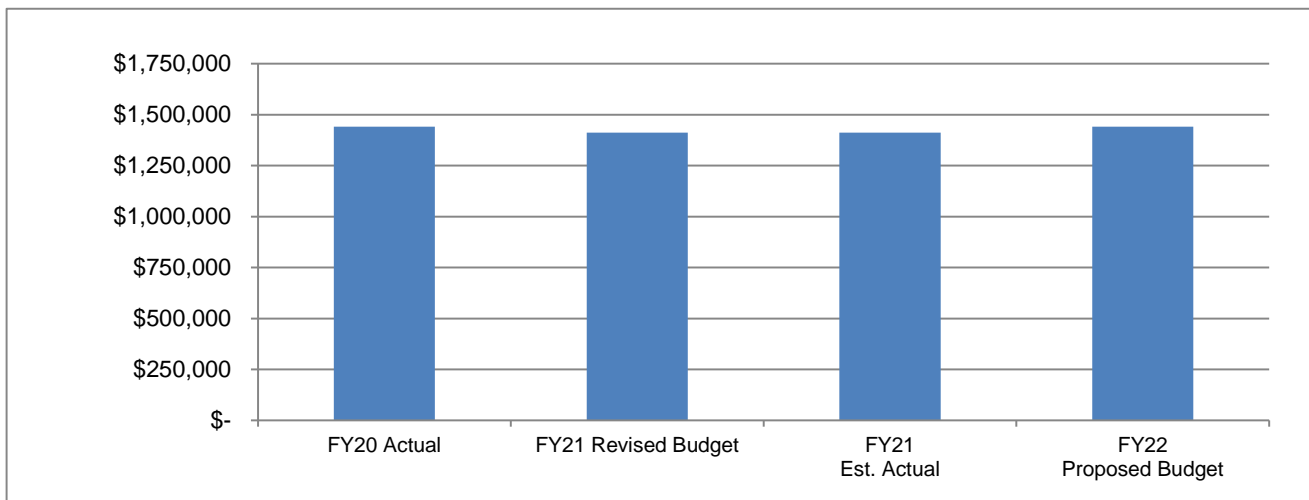
- Work with the City Traffic Engineer to complete the ongoing update the current sign and pavement marking inspection and replacement program.

## Vehicle Maintenance Section - 1004150

### OVERVIEW

The Vehicle Maintenance Section is responsible for servicing the City's fleet of vehicles and equipment. This includes vehicles from the Departments of Administrative Services, Environmental Services, Police, and Public Works Sanitation, Transit Divisions, and Waterworks District No. 8 divisions. Many of the vehicles serviced at the City facility are specialized vehicles, such as the City's fleet of transit buses and ADA vans, vector and 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. The goal is to provide a safe and reliable fleet for City personnel to utilize in their daily operations.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,441,461	\$ 1,412,361	\$ 1,412,005	\$ 1,441,577



### BUDGET ADJUSTMENTS

Additional Fuel for Emergency Power Outages	\$15,000
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## **Vehicle Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Completed 3,047 work orders consisting of preventive maintenance and repairs for 377 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 PSC and oversaw all tests and repairs to its operation.
- Passed all CHP Transit Bus inspections with a very high rating.
- Provided fuel for all City backup generators during emergency power outage and fire situations.
- Received, implemented, and initiated maintenance programs for 5 new light duty vehicles, 2 new heavy duty trucks and 3 new pieces of equipment for Water, Sanitation, Landscape and Street's.
- Installed driver barriers in Transit buses to help protect from the COVID spread.

### **GOALS FOR FY22**

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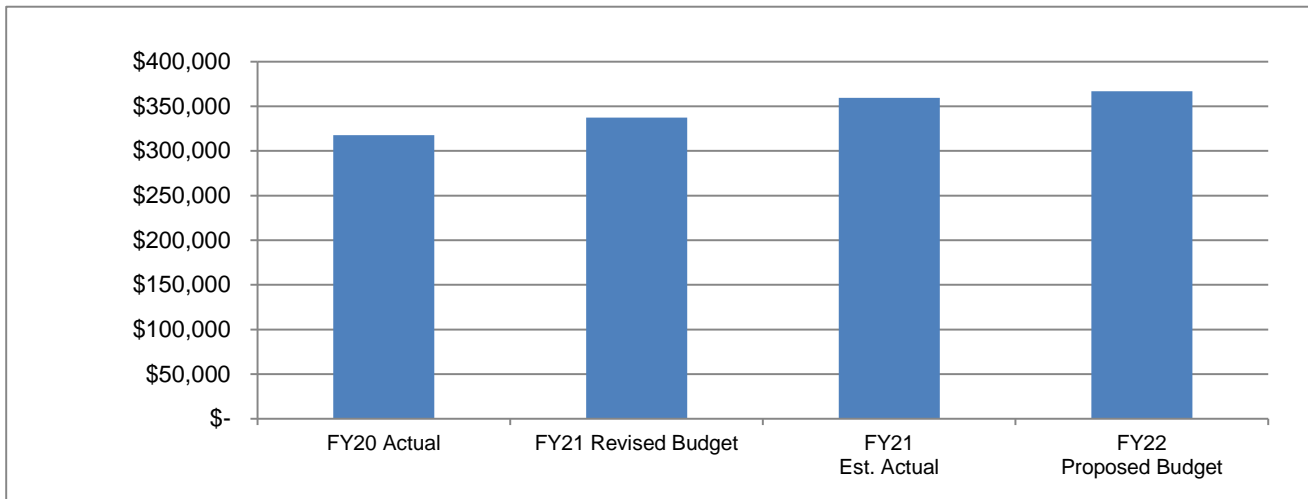
- Replace vehicles with hybrid/alternative fuel vehicles as the opportunity arises.
- Continue to increase efficiency by enhancing cross-training intensity among staff.
- Seek out a suitable vehicle maintenance computer program that is compatible with our new fuel dispensing program.
- Assist with plans for reducing vehicle maintenance costs by reducing retained vehicle surplus.

## Storm Drain Maintenance Section - 1004160

### OVERVIEW

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

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 317,578	\$ 337,283	\$ 359,363	\$ 366,891



### BUDGET ADJUSTMENTS

None

## **Storm Drain Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned all catch basins within the City up to 4 times per year.
- Checked all drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.

### **GOALS FOR FY22**

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

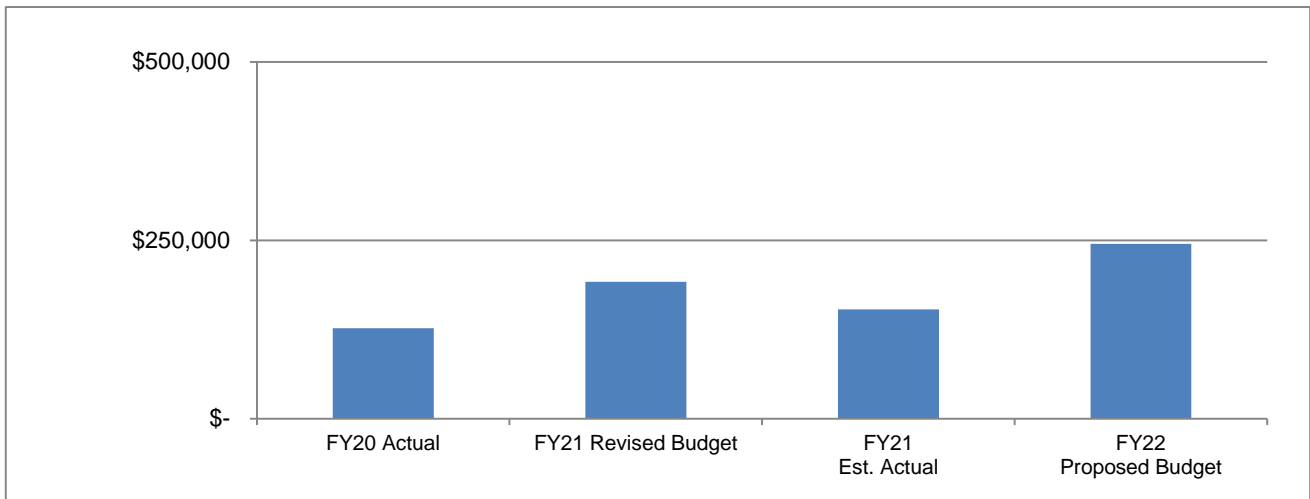


## Graffiti Abatement Program - 1004190

### 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 currently done using in-house crews to perform graffiti abatement. The Program also removes illegal signs from within the public right-of-way, 7 days a week, and assists the Code Enforcement Division with sign abatement during election season.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 126,984	\$ 191,774	\$ 153,097	\$ 245,085



### BUDGET ADJUSTMENTS

None

## **Graffiti Abatement Program (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- 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.
- Completed implementation of the field received work order program system (utilizing tablet computers) to more efficiently respond to calls and to make and then document field responses and abatement actions.

### **GOALS FOR FY22**

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- Continue ongoing coordination efforts 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.
- Fully train new staff for all abatement techniques.

## Environmental Compliance Division - 1004065

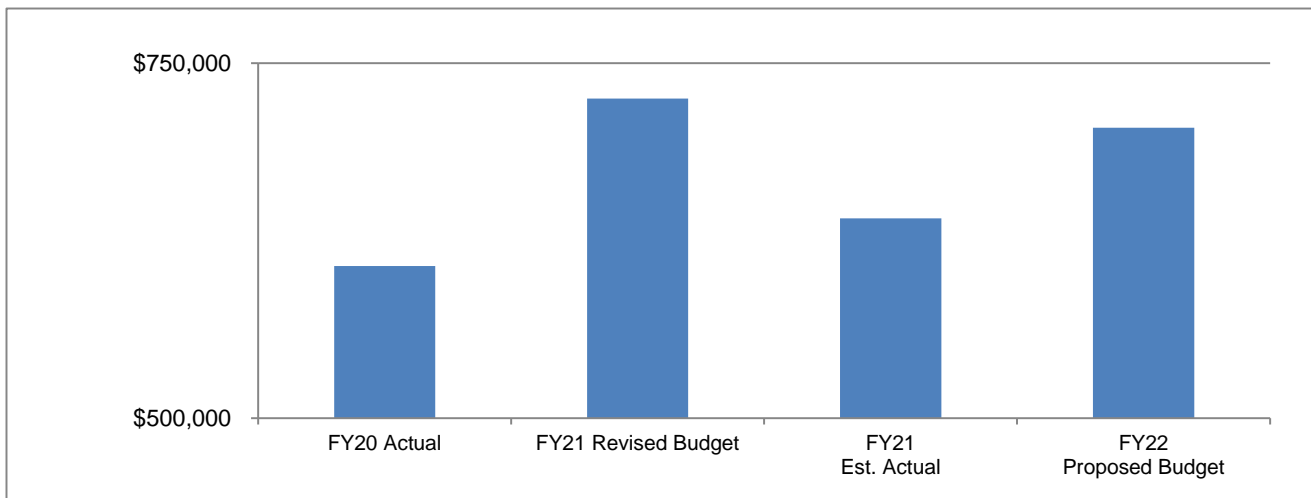
### OVERVIEW

The Environmental Compliance Division administers the City's Stormwater Quality Management and Hazardous Materials and Universal Waste programs.

The Stormwater Management Program administers the City's Stormwater Ordinance and with the requirements under USEPA regulations driven by the Clean Water Act. These requirements are reported through, and further regulated under, a National Pollutant Discharge Elimination System ("NPDES") MS4 permit issued by the Los Angeles Regional Water Quality Control Board. The Program provides: construction, planning, and land development guidance; public outreach and education; industrial/commercial business inspections; illicit discharge control; and public agency coordination services.

The Hazardous Materials Program administers a Household Hazardous Waste ("HHW") Program that provides citizens a safe and environmental responsible way disposing household hazardous wastes. The Program also manages the legal and safe handling, storage, transportation, and disposal of hazardous wastes generated by other Departments within the City.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 607,136	\$ 725,094	\$ 640,703	\$ 704,427



### BUDGET ADJUSTMENTS

None

## **Environmental Compliance Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

- Purchased and installed 26 Connector Pipe Screen (CPS) units to prevent trash and debris from entering the Arroyo Simi.
- Cleaned storm drain catch basins with CPS units removing over 50,000 pounds of trash, landscape debris, and sediment.
- Provided environmental educational through EcoHero presentations to 8 schools.
- With funding from the Cal/Recycle Beverage Grant Program published weekly ads having an anti-littering message that encouraged recycling.
- Implemented HHW online appointment registration system to provide more efficient means registering for HHW Collection Events.
- Due to Covid 19, only 3 of the 6, scheduled HHW Collection Events, were safely conducted to remove hazardous materials and household hazardous wastes from City residences.
- Collected and disposed of approximately 7,250 pounds of paint related materials, including paint thinners, varnishes, paint lacquers and other related removing and reducing compounds.
- Collected and properly disposed of assorted household batteries, fluorescent bulbs, latex paint, motor oil, and other miscellaneous vehicle fluids.
- Obtained approximately \$32,000 from the State of California Used Oil Payment Program Grant, enabling 17 Certified Collection Centers to provide City residents, free of charge, Used Oil Filter Recycling services.

### **GOALS FOR FY22**

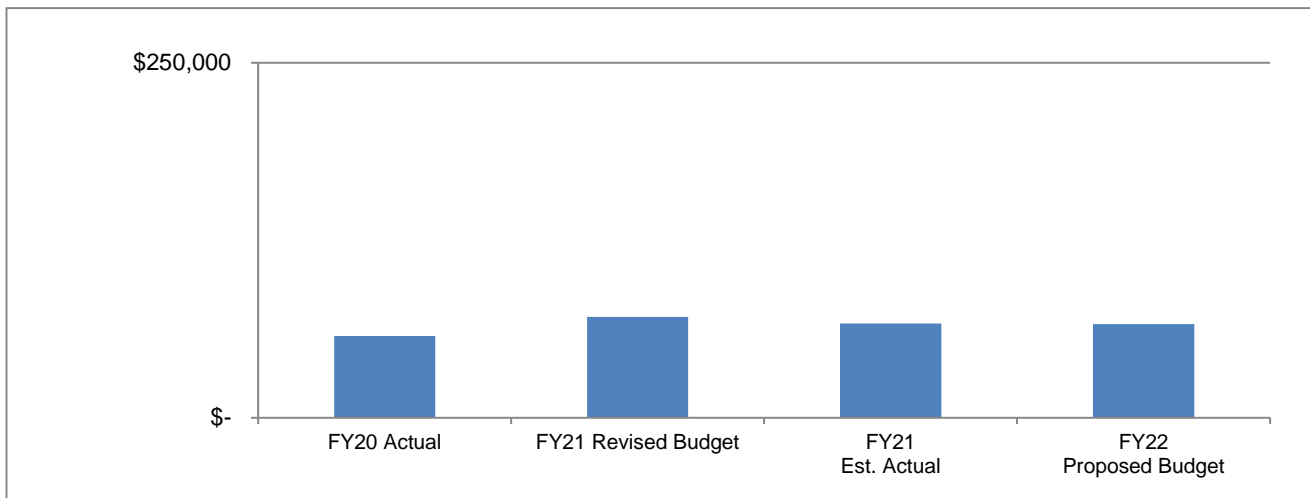
- Review and evaluate implementation requirements under newly adopted regional NPDES MS4 permit from the Los Angeles Regional Water Quality Control Board.
- With funding from the Cal/Recycle Beverage Grant Program purchase water refilling stations for City buildings and continue to publish anti-littering and recycling ads.
- Purchase and install 30 CPS in storm drains within the City at priority designated land use areas.
- Continue to provide HHW Collection and Disposal Services events to the residents of Simi Valley and improve the newly implemented, online appointment registration system to provide more efficient means of communicating program changes or event cancellation notices to City Residents.
- Increase the number of residents attending HHW Collection Events.
- Provide a more efficient means of communication and program management via online and social media platforms.
- Obtain from the State of California, the Used Oil Payment Program Grant, that subsidizes the inspection(s) of the existing 16 Certified Collection Centers that provide City residents with a free of charge, Used Oil and Used Oil Filter Recycling services.

## Solid Waste Regulation - 1002115

### OVERVIEW

The Public Works 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 57,529	\$ 71,129	\$ 66,300	\$ 66,000



### BUDGET ADJUSTMENTS

None

## **Solid Waste Regulation (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Reported to CalRecycle, that the City continues to perform better than the State mandated Residential and Commercial Diversion Rates.
- Received and utilized CalRecycle CRV Grant funds purchase beverage container recycling bins and recycling education programs for different schools throughout the City.
- Facilitated the City's Council review and approval of Solid Waste and Recycling service fees to address changes in the costs of the recycling commodities market.
- Prepare an action plan to carry the City into compliance with CalRecycle's Mandatory Organic Recycling (MOR), as well as that of the Mandatory Commercial Recycling (MCR) mandates, in order to bring the City into compliance with these new statewide requirements, as established by CalRecycle.

### **GOALS FOR FY22**

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- Continue to perform above the State of California's mandated solid waste diversion rates.
- Draft new franchise agreement with City's waste hauler (Waste Management).
- Improve the City's compliance with the State's mandatory commercial recycling mandates by increasing the voluntary compliance rate amongst businesses and multi-family properties throughout the City.
- Educate the community about the State mandated organic recycling law (SB1383) and provide opportunities to businesses to reduce food waste in coordination with the City's Solid Waste Franchisee.
- Begin implementation of the Action Plan prepared and submitted to Cal/Recycle that addresses the City's needs with regard to the Mandatory Commercial Recycling mandates.
- Ensure that the City's waste hauler provides the necessary containers required for facilities to meet the requirements of the Mandatory Organic Recycling mandates established by the State of California's Cal/Recycle.

**PUBLIC WORKS  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase to Landscape Utilities Account

**AMOUNT :** \$ 55,000

**ACCOUNT:** 1004110-42100

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

Utilities	\$55,000
<b>TOTAL:</b>	<b>\$55,000</b>

The Public Works Department is requesting an increase to the FY 21/22 budget amount for the Utilities account to maintain the City's landscaping. This budget amount has historically been underfunded due to unexpected increases to utility costs and is subject to more significant variations as a result of drought. The Department is requesting the base budget amount to be increased by \$55,000 for FY 21-22 for anticipated rate increases and to be more in line with previous year actual expenditures for this item. Previous actual expenditures and budget are noted below.

	<u>Actual</u>	<u>Budget</u>
FY 18-19	\$304,708	\$252,000
FY 19-20	\$365,208	\$252,000
FY 20-21	\$375,000 (Estimated)	\$320,000

**PUBLIC WORKS**  
**FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Fuel Funds for Emergency Power Outages  
**AMOUNT :** \$ 15,000  
**ACCOUNT:** 1004150-42500  
**PRIORITY:** 3

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
<u>Additional fuel needed for emergency generators</u>	\$15,000
<b>TOTAL:</b>	<hr/> \$15,000

Public Work Maintenance is requesting additional funds needed to purchase additional fuel for emergency power outages to run the City backup generators. These backup generators supply power to Sanitation, Water Works, PSC, Transit and City Hall.



**PUBLIC WORKS  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for New Vehicles for the Maintenance Division

**AMOUNT :** \$ 70,000

**ACCOUNT:** 6519004-47030, 1004005-42235

**PRIORITY:** 5

One Time Expenditure

Reoccurring Expenditure

COST BREAKDOWN	
(6519004) New Vehicles	\$65,000
(1004005) Safety Light/Tool Box	\$5,000
<b>TOTAL:</b>	<b>\$70,000</b>

The Public Works Department requests three new vehicles that would replace three retained vehicles that currently have no replacement funds.

Two new vehicles are requested for the Graffiti Section that will be assigned to two Community Services Technicians. Vehicles were never provided or budgeted for these two positions daily field use, and staff is currently utilizing retained vehicles. The retained vehicles include Vehicle # 439, a 2001 Ford Ranger with 83,336 miles, and Vehicle #489, a 2004 GMC 1500 with 102,770 miles. There are no replacement funds available for these vehicles. The vehicles are now 20 and 17 years old with electrical, abs brake, paint, suspension and drivability issues.

One new vehicle is requested for the Building Maintenance Section. The vehicle will be assigned to one Building Maintenance Technician. A vehicle was never provided or budgeted for this position's daily field use, and staff is utilizing a retained vehicle. The retained vehicle is Vehicle # 474, a 2003 Dodge Dakota with 78,298 miles. There are no replacement funds available for this vehicle. The vehicle is now 18 years old and having various drivetrain and drivability issues.

The Department requests Vehicle #439 and #489 be replaced with a new Midsize Truck at approximately \$29,000 each and \$2,500 for Safety Light Bar/Tool Box for a total of \$31,500 per vehicle replacement, or \$63,000. Vehicle #474 will be replaced with a F250 or equivalent, single rear wheel (non-dually) single cab at approximately \$45,000 and \$2,500 for Safety Light Bar/Tool Box for a total of \$47,500 utilizing any remaining funds and with requested carryover funds if approved. Total of all three vehicles is approximately \$110,500. Should replacement be denied, retained vehicles for daily use will need to continue, provided pool vehicles can be located that are suitable for use.

**DEPARTMENT OF PUBLIC WORKS (GENERAL FUND)  
FY2021-22 POLICY ITEM REQUEST**

**TITLE:** Reclassify Contract Compliance Specialist to Management Assistant

**AMOUNT :** \$17,491

**ACCOUNT:** 1004005-41020 Salaries and Benefits

**PRIORITY:** 4

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
	Reclassify Contract Compliance Sp. to Mgnt. Asst.
<b>TOTAL:</b>	<u>\$17,491</u>

The Department of Public Works is requesting a reclassification of Contract Compliance Specialist to Management Assistant (Administration Division). It is proposed to reclassify Public Works Contract Compliance Specialist (Position #50000479) to Management Assistant. The salary difference between the two positions is only \$1,390 annually, however, the Contract Compliance position is a General Unit Position and the position of Management Assistant is a Management Position. With benefits the cost difference is \$17,491.

The incumbent in the position was promoted from Accounting Assistant II to Contract Compliance Specialist in April 2018, and has been performing the duties of both positions since that time. Duties continue to encompass those of both the Accounting Assistant II and Contract Compliance job specifications. However, the reclassification of this position to Management Assistant will recognize the needs of the Department to have more flexibility in assignment of administrative support tasks that are more complex, technical, and analytical in nature while streamlining the Administration Division overall as conceptually proposed and approved.

It is anticipated this change will allow for the performance of the duties noted above, but also various administrative and routine analytical duties which could include departmental surveys and reports; the presentation and interpretation of that data, and ability to make recommendations for further evaluation. It is anticipated this could include program analysis and research, website design and approvals, basic budget calculations, information gathering and data entry, possible statistical analysis, Munis report generation and review of operational concerns as needed. This would allow the position to be elevated to entry level management, be involved in departmental coordination and interact with other departments. This would also allow for a strategy and avenue for succession within the division. If the reclassification is approved, the Contract Compliance Specialist title will be eliminated and one Accounting Assistant II (Position # 50000381) would be deleted. It should be noted that Accounting Assistant II was frozen until 6/30/2020 and would be permanently deleted if this reclassification is approved. If the reclassification is not approved a new position of Management Assistant will be requested.

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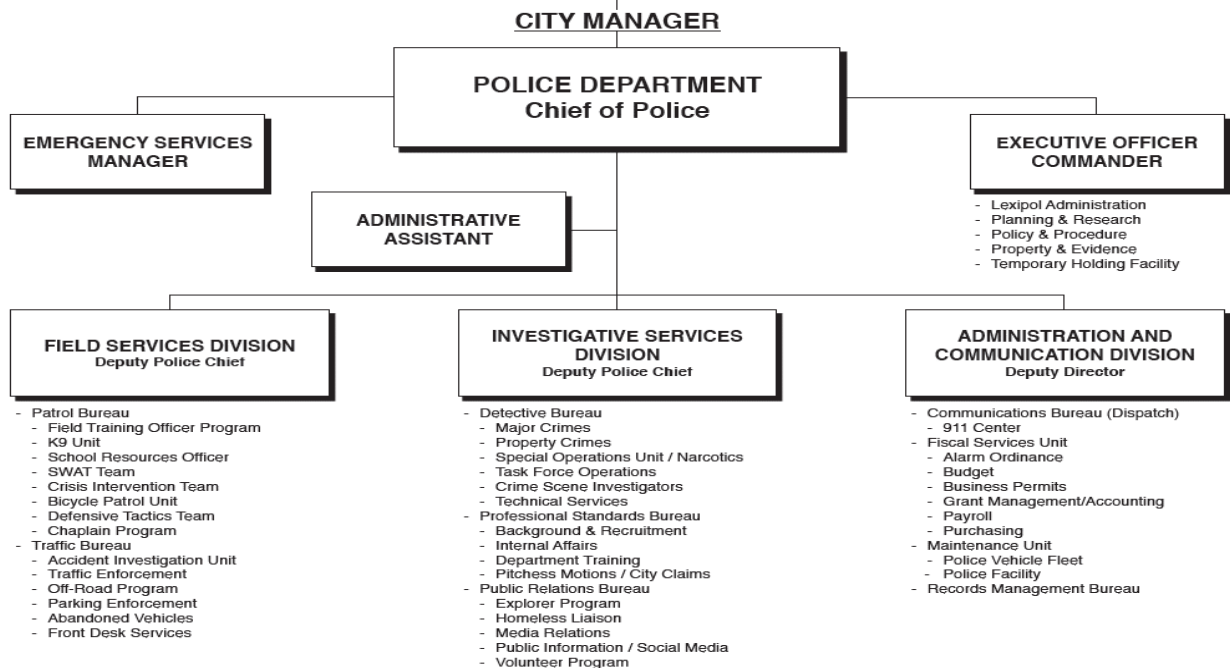
  
CITY OF SIMI VALLEY

## 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 deliver quality service by treating everyone with dignity, respect, and equality, while securing a safe environment for our citizens. Our partnerships with the City Council, citizens, volunteers, and other City Departments ensure a high quality of life for our community and business members. To advance these endeavors, the Police Department implemented the Body-Worn-Camera Program to enhance transparency within our community.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
PD Administration	1,417,867	1,308,208	1,297,765	1,377,732
Dispatch	1,583,978	2,101,910	1,663,199	2,085,280
Patrol	15,965,553	17,196,331	16,260,911	17,221,032
Special Enforcement Unit	2,063,995	2,292,043	2,289,893	3,511,525
Detectives	3,636,579	4,201,937	3,698,811	4,240,959
Records	976,329	1,135,944	809,859	1,164,311
Crime Analysts	(25,787)	-	-	-
Fiscal Unit	515,187	741,830	592,317	552,627
Maintenance Unit	775,279	992,415	828,448	959,939
Professional Standards Unit	3,912,815	2,997,346	2,539,133	2,329,920
Public Relations Bureau	-	1,236,193	1,183,990	500,609
Traffic	3,103,619	3,584,867	2,849,241	3,339,492
<b>TOTAL \$</b>	<b>33,925,414</b>	<b>\$ 37,789,024</b>	<b>\$ 34,013,568</b>	<b>\$ 37,283,425</b>

### SIMI VALLEY CITY COUNCIL



## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 20 Actual	FY 21 Revised Budget	FY 21 Est. Actual	FY 22 Proposed Budget	% Budget Change
41010 - Regular Salaries	15,439,748	16,799,008	15,391,165	16,356,699	-2.9%
41020 - Temporary Salaries - PR Only	68,612	65,000	82,200	65,000	0.0%
41040 - Overtime	3,007,479	3,309,629	2,669,600	2,985,600	-5.3%
41200 - Deferred Comp - 401k	114,528	169,745	123,844	143,981	26.7%
41210 - Deferred Comp - 457	64,594	72,995	59,146	74,620	67.4%
41300 - Vision Care	40,556	44,906	42,139	43,826	4.7%
41350 - Disability	107,157	117,954	122,418	113,862	0.5%
41400 - Group Insurance/Health	301,490	306,720	307,988	300,300	6.2%
41410 - POST Incentive	-	513,997	-	527,366	0.0%
41415 - Flex Benefits	3,012,812	3,359,930	3,068,681	3,410,260	-0.3%
41420 - CalPERS Health Admin Fee	10,607	11,000	11,000	11,499	10.0%
41450 - Life Insurance	29,824	32,261	32,919	31,240	3.4%
41500 - Group Insurance/Dental	232,101	252,483	244,175	246,051	5.1%
41550 - Section 125 Administration Fee	433	756	466	1,050	-31.3%
41600 - Retirement (PERS)	6,807,715	7,965,284	7,631,757	8,284,113	11.4%
41620 - Retirement (HRA)	184,854	189,600	210,091	200,398	-7.6%
41650 - Medicare Tax	274,626	285,353	290,669	296,710	0.1%
41660 - FICA	-	4,030	-	4,030	-48.3%
41700 - Workers' Compensation	2,581,700	2,462,449	2,462,449	2,513,818	0.0%
41800 - Leave Accrual	896,587	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	(320,738)	-	-	-	0.0%
41860 - Salary Reimbursements	(202,513)	(159,600)	(148,000)	(148,000)	0.3%
42150 - Communications	26,182	31,800	24,800	32,200	-7.9%
42200 - Computer - Non Capital	-	3,341	1,800	800	0.0%
42230 - Office Supplies	13,382	18,500	11,100	17,800	2.8%
42235 - Furnishings & Equip - Non Cap	2,783	12,298	8,977	-	-100.0%
42310 - Rentals	-	6,300	300	1,500	68.6%
42410 - Uniform/Clothing Supply	231,162	398,340	361,887	411,500	2.9%
42440 - Memberships and Dues	8,588	14,900	11,580	15,300	7.2%
42450 - Subscriptions and Books	2,338	5,300	2,715	5,900	12.8%
42500 - Fuel and Lubricants	248,062	270,500	233,000	292,000	-0.5%
42560 - Operating Supplies	209,316	304,727	174,205	268,600	3.5%
42720 - Travel, Conferences, Meetings	27,577	45,192	5,570	58,100	-11.6%
42730 - Training	51,322	78,980	39,630	53,400	-27.2%
42760 - POST Training	99,568	130,000	100,000	130,000	8.3%
42770 - Recruitment	33,125	52,500	19,800	42,500	-24.6%
42780 - Investigations	4,645	12,000	5,000	6,500	33.3%
42790 - Mileage	4,800	5,800	4,800	5,800	0.0%
43010 - Liability Insurance Premiums	367	2,000	300	2,000	0.0%
44010 - Professional/Special Services	115,749	167,400	132,237	163,000	-2.6%
44012 - Outside Legal	-	7,500	-	7,500	0.0%
44310 - Maintenance of Equipment	139,384	222,493	181,500	222,300	-0.1%
44410 - Maintenance Building/Grounds	7,220	7,300	7,707	-	-100.0%
44490 - Other Contract Services	47,067	113,800	28,880	55,000	-51.7%
47020 - Furnishings & Equip (Capital)	603	70,752	55,072	29,300	0.0%
47040 - Building Improvements	-	3,800	-	-	0.0%
<b>TOTAL</b>	<b>33,925,414</b>	<b>37,789,023</b>	<b>34,013,568</b>	<b>37,283,425</b>	<b>-1.3%</b>

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CITY OF SIMI VALLEY

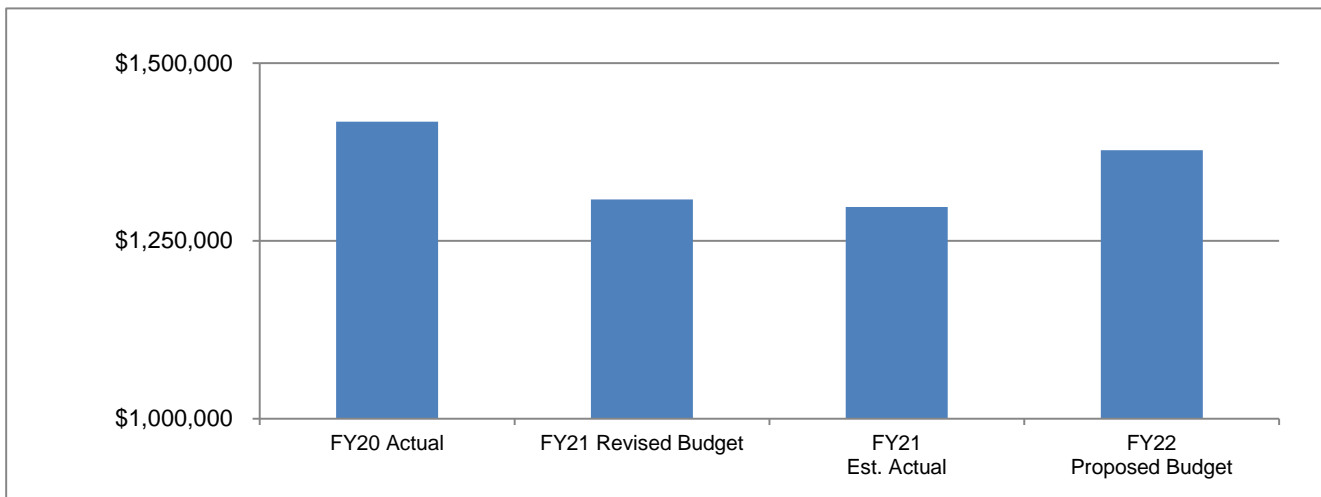
## Administration Division - 1005005

### OVERVIEW

The Police Department Administration ("Administration") is comprised of the Office of the Chief of Police, Deputy Chief, Deputy Director/Police Administration & Communications, Executive Officer, and professional staff.

Administration is responsible for the management and oversight of the Police Department. Staff oversees three divisions (Field Services, Investigative Services, and Administration & Communications) to ensure the highest level of law enforcement service is provided. This is accomplished through enhancing competency, leveraging technology, and developing community partnerships.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,417,867	\$ 1,308,208	\$ 1,297,765	\$ 1,377,732



### BUDGET ADJUSTMENTS

Deputy Police Chief	\$43,000
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## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Began hosting Police Community Forum meetings on the Zoom platform.
- Met with Community Organizations and had discussions on patrol procedures, justice reform initiatives, community policing, school policing, and issues that impact the vulnerable population.
- Collaborated with county partners to address temporary housing for medically fragile homeless residents who were at severe risk due to COVID-19 as is evidenced by Operation Room Key.
- Engaged in Emergency Management and Public Safety planning with other government agencies on a regular basis to coordinate COVID-19 and civil unrest strategies and response plans.
- Created a Vulnerable Population Detective position to liaison with social services agencies to reduce frequent police response to persons who suffer from mental illnesses and/or developmental disabilities.
- Increased the number of employees on the Peer Support Team in order to have a larger footprint throughout the Department; new members attended a certified Basic Peer Support Team training course.

### **GOALS FOR FY22**

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- Complete and publish the Department Strategic and Succession Plan.
- Continue to recruit the highest quality sworn and professional staff members.
- Research and implement the latest technologies to improve efficiencies and service to the community.
- Deploy software to capture perceived data as required by the Racial and Identifying Profiling Act (RIPA).
- Continue to expand employee wellness and outreach efforts by improving critical incidents debriefs and providing employees with better Employee Assistance Plan resources.
- Expand Social Media and Media Relations activities to reach a broader audience; research upgrading Nixle account to a Nixle 360.



## Dispatch - 1005110

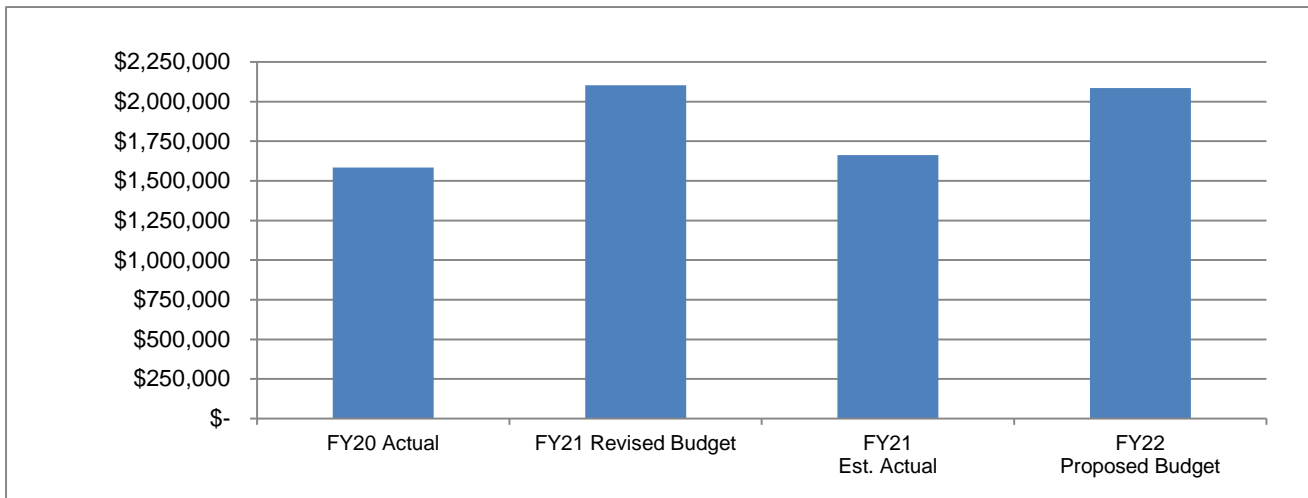
### OVERVIEW

Dispatch responds to emergency and non-emergency calls by utilizing an array of computer systems, including a computer-aided dispatch ("CAD") system. The 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 information from the state, county and national computer networks to provide information on wanted persons, stolen property, domestic violence restraining orders, criminal history, and vehicle registration.

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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 1,583,978	\$ 2,101,910	\$ 1,663,199	\$ 2,085,280



### BUDGET ADJUSTMENTS

None

## **Dispatch (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Recruited a new Communications Manager.
- Handled approximately 32,408 calls for service from July 1, 2020 to February 28, 2021.
- Maintained an average response time of less than 5 minutes for emergency calls, and about 15 minutes for routine calls from July 1, 2020 to February 28, 2021.
- Recruited and hired 4 Police Dispatcher Trainees.
- Participated in the monthly Ventura County 700Mhz frequency testing, which ensures voice interoperability with all Communications Centers in Ventura County.
- Continued monitoring the status of the radio upgrade project, AT&T Viper phone system upgrade, and the Next-Generation 9-1-1 upgrade.
- Managed and implemented the state Cal OES Rapid Deploy project and provided staff training on the use of this new software.
- Implemented Enhanced Registry PSAP Consensus (ERPC) software, which allows dispatchers to get Public Safety Answering Point (PSAP) contact information for any agency across the United States.

### **GOALS FOR FY22**

---

- Recruit and hire 2 Communications Supervisors and fill the 3 remaining vacant Police Dispatcher positions.
- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Complete and implement the AT&T Viper phone system upgrade and the Next Generation 9-1-1 upgrade.
- Implement and utilize eSchedule, a cloud-based 24/7 workload scheduling system for Dispatchers.
- Upgrade the Computer Aided Dispatch (CAD) map with most recent addresses to include new developments in the City.
- Monitor the status of the radio infrastructure upgrade as well as the upgrade of new portable radios, dispatch radio consoles, and mobile vehicle radios for the Police Department.
- Activate training exercises at the East Valley Sheriff's Station to ensure full functionality as an alternate PSAP location.

## Patrol Bureau - 1005120

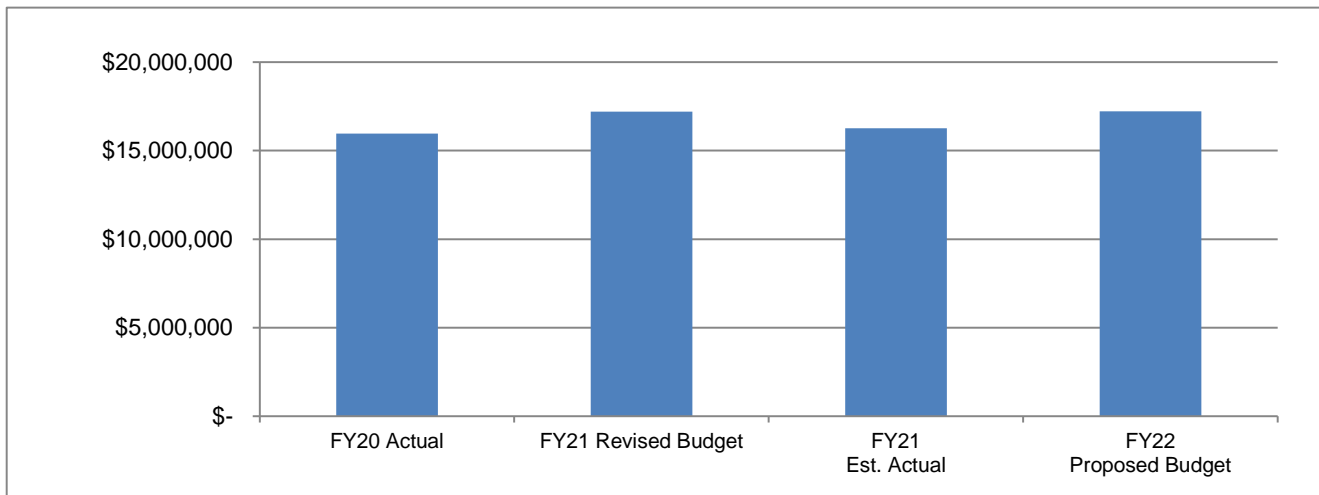
### OVERVIEW

Patrol Officers are the Department's first responders to emergency and non-emergency calls for service. Patrol Officers are assigned to 1 of 3 overlapping 10-hour shifts that cover 24 hours a day, 7 days a week. Patrol 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 Patrol Officers and provide oversight of daily deployments.

Each year, Patrol Officers handle over 29,000 calls for service while maintaining an emergency response time of less than 5 minutes.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 15,965,553	\$ 17,196,331	\$ 16,260,911	\$ 17,221,032



### BUDGET ADJUSTMENTS

None

## **Patrol Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Maintained emergency response time of less than 5 minutes, and non-emergency response time of about 15 minutes.
- Delivered excellent service while handling over 32,408 calls for service as of February 2021.
- Drafted Incident Action Plan (IAP) for COVID-19 Pandemic.
- Developed and implemented COVID-19 protocol and procedures for Department personnel in order to provide continued police services while keeping officers and professional staff safe.
- Prevented / reduced spread of COVID-19 in the City and Department by modifying how officers respond to calls, changing enforcement posture, handling calls over the phone (when possible), adhering to pandemic protocol and using Personal Protective Equipment (PPE) when in the field, and cancelling or postponing non-essential training.
- Protected the most vulnerable of the community and preserved Health Care and Emergency Infrastructure to COVID-19 by adhering to pandemic protocol, including procedures described above.
- Continued to deliver superior service to the public and quality enforcement in the community.

### **GOALS FOR FY22**

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- Continue to 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.
- Enhance community involvement and transparency through social media and Nixle.
- Continue using mission oriented policing to increase public safety and decrease crimes.
- Continue delivering superior service to the public in order to engender public support and legitimize the Police profession.
- Provide active shooter training in order to prepare officers for critical incidents.
- Fill Senior Officer vacancies in order to train the influx of trainees due to vacancies from retirements and promotions.
- Complete Continuity of Operation Plans to provide Command Staff with status of Bureau.

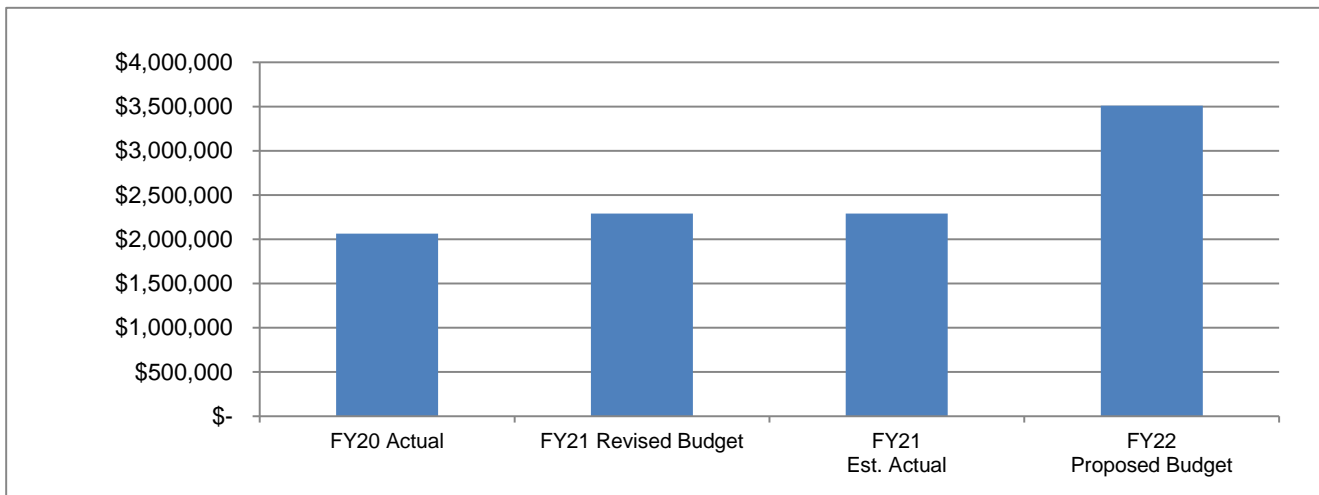
## Special Enforcement Bureau - 1005230

### OVERVIEW

The Special Enforcement Bureau (SEB, formerly the Special Operations Unit) provides specialized enforcement services and Department-wide support when needed.

SEB is comprised of three sub-units which are the Special Investigations Unit (SIU), the Special Problems Unit (SPU), and the Homeless Liaison Unit. Within these units are Detectives who specialize in narcotic and gang investigations, vulnerable population investigations and coordination, as well as surveillance activities. In addition, the SEB is responsible for vice enforcement, Alcohol Beverage Control (ABC) enforcement, Massage ordinance compliance, and warrant due diligence. The Special Enforcement Bureau also has oversight of the Post Release Offender officer who works jointly with the County Probation Department to enforce probation and parole violations.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 2,063,995	\$ 2,292,043	\$ 2,289,893	\$ 3,511,525



### BUDGET ADJUSTMENTS

None

## **Special Enforcement Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Investigated a major heroin supply network.
- Assisted the Department with tracking, surveilling, and arresting numerous, high-profile cases.
- Provided a full-time detective to a DEA task force.
- Provided a full-time officer to the Post Release Offender Supervision (PROS) Program.
- Conducted parole and probation checks.
- Assigned two Homeless Liaison Officers and one Vulnerable Population Detective to deal with community's increased issues related to homelessness.
- Conducted local narcotics investigations prompted by observed activity, as well as citizen complaints.
- Re-established the Special Enforcement Unit to better address quality of life issues within our community.

### **GOALS FOR FY22**

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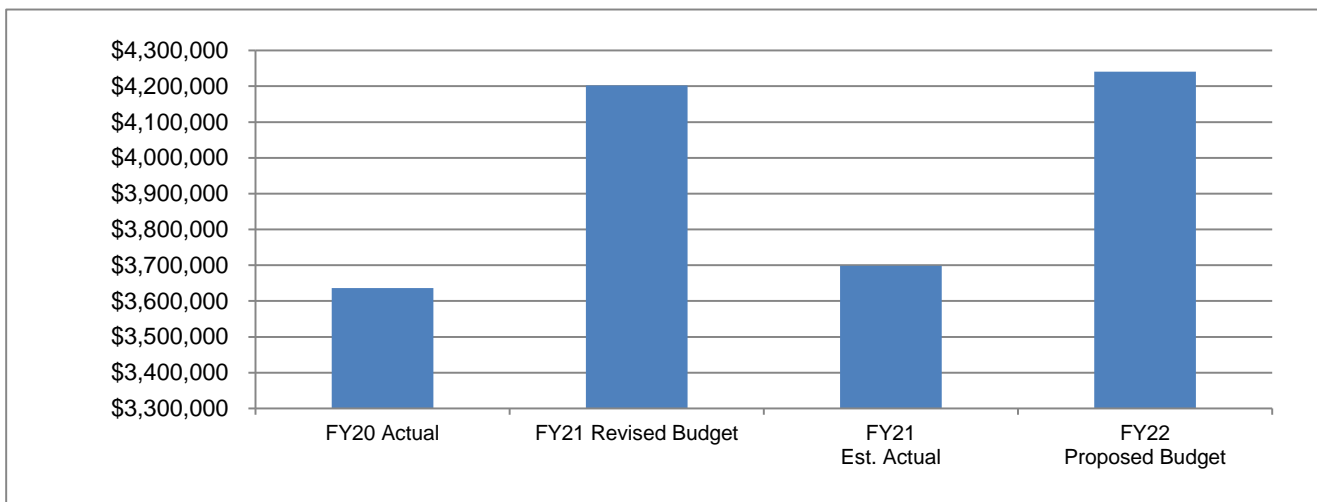
- Grow the Special Problems Unit from 1 Sergeant and 2 Officers to 1 Sergeant and 6 Officers.
- Continue to focus narcotic investigations on dealers operating in Simi Valley.
- Increase enforcement efforts at massage parlors.
- Provide training to Patrol Bureau on gang, vice, and narcotics trends.
- Conduct Citywide Alcohol Beverage Control enforcement operation.
- Implement a plan to ensure due diligence in serving arrest warrants for Simi Valley cases.
- Maintain balance of enforcement activities for all areas of responsibility.

## Detectives Bureau - 1005240

### OVERVIEW

The Detectives Bureau provides investigative support to citizens, outside agencies, and other units within the Department. The Detectives 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,636,579	\$ 4,201,937	\$ 3,698,811	\$ 4,240,959



### BUDGET ADJUSTMENTS

None

## **Detectives Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Provided cell phone evidence analysis for the Department.
- Continued to coordinate the expansion of electronic evidence submission between other county law enforcement agencies and the Ventura County District Attorney's Office; project was delayed due to Covid-19.
- Developed reporting system to ensure compliance with respect to the distribution, queuing, and timely disposition of cases..
- Participated in the Ventura County Auto Theft Task Force on numerous stolen vehicles and burglary investigations.
- Conducted several homicide investigations, with all suspects in custody and awaiting prosecution.
- Successfully concluded two significant investigations of sex crimes against minors with both subjects awaiting trial.

### **GOALS FOR FY22**

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- Increase allocation of personnel assigned to investigating Internet Crimes Against Children (ICAC).
- Attend countywide and regional meetings for task force operations and specialty investigations.
- Provide training to the Patrol Bureau on different types of investigations undertaken by Detectives.
- Continue participation in the countywide Human Trafficking Task Force.
- Participate with other Ventura County law enforcement agencies in the Automated Prohibited Persons system to ensure persons prohibited from possessing firearms are identified.
- Seek out basic and advanced training so that Detectives are cross-trained in property and major crimes investigations.

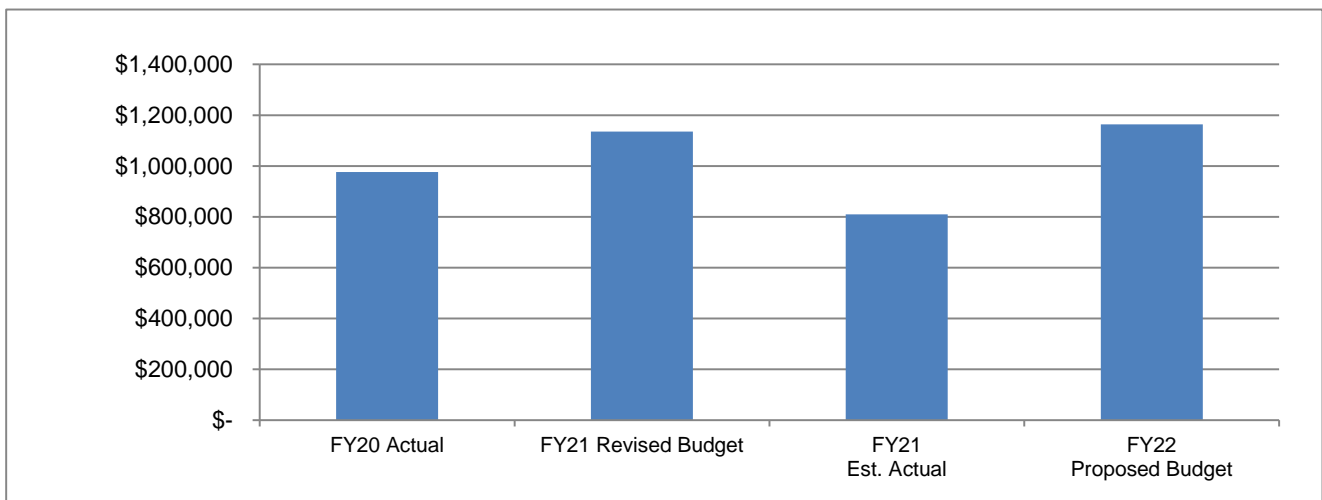


**Records Bureau - 1005350**

**OVERVIEW**

The Records Bureau manages the automated Records Management Systems (RMS) including electronic and paper files. The Records Bureau is also responsible for: 1) assisting the public with various requests such as obtaining records, releasing vehicles, and criminal history verifications; 2) processing requests from other agencies; 3) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 4) releasing information in accordance with the Public Records Act; 5) entering a variety of time sensitive data into California Law Enforcement Telecommunication System (CLETS); 6) processing subpoenas; 7) ensuring compliance with the Department of Justice guidelines for Departmental access to CLETS and Criminal Offender Record Information (CORI); and 8) acting as Private Branch Exchange (PBX) operator during business hours.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 976,329	\$ 1,135,944	\$ 809,859	\$ 1,164,311



**BUDGET ADJUSTMENTS**

None

## **Records Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Performed full Bureau operations on mandatory limited staffing due to COVID-19.
- Performed over 1,081 public transactions facilitated through email and over the phone.
- Processed and audited over 8,251 records including crime and arrest reports, traffic collision reports, field interview cards, and citations.
- Answered over 20,269 incoming business calls providing the public with information, referring to appropriate resources, and transferring to the appropriate Bureau within the Department.
- Responded to over 27 subpoena requests and 37 Public Records Act requests related to Police Department records.
- Assisted with Sworn Personnel training related to offense codes and statistical browsing within Versaterm RMS.
- Provided crime analysis in response to Sworn Administration and Patrol requests, including violent and property crime summaries, automated reports, and event trending.

### **GOALS FOR FY22**

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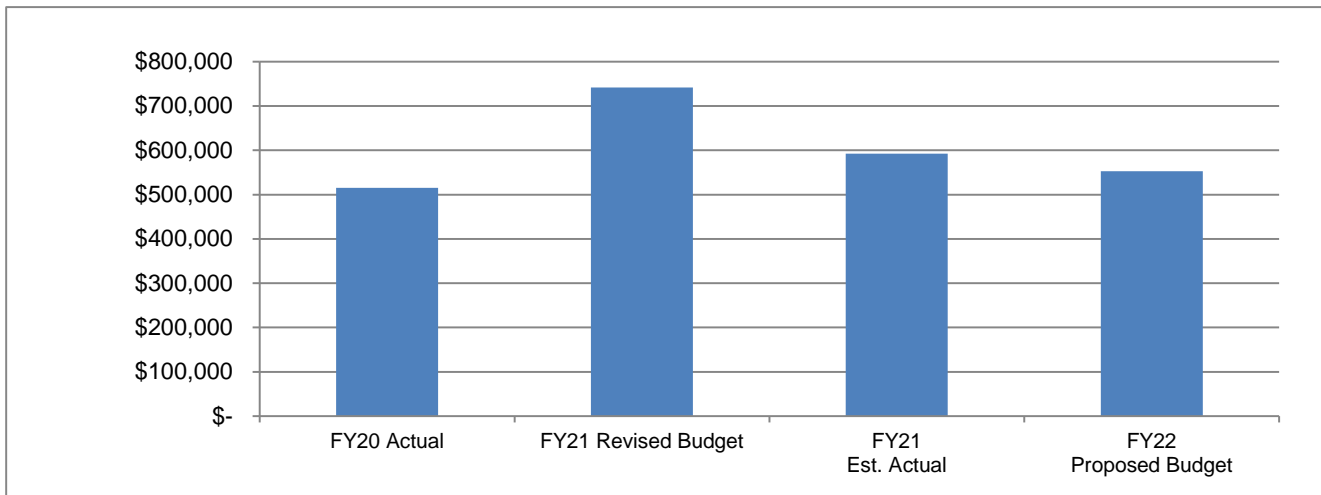
- Provide thorough and extensive training for Records Bureau personnel to minimize liability related to the release of records including CLETS and CORI information.
- Review and update all Records Bureau procedures to promote an even higher level of accurate and effective work product.
- Recruit, hire, and train new personnel to fill vacant positions within the Records Bureau, including 2 Records Technicians and 1 Records Supervisor.
- Continue to provide crime analysis pursuant to Departmental requests; provide officers with comprehensive analysis that will lead to actionable outcomes, as time and staffing permits.
- Stay abreast of updates regarding the future of Records Bureau reporting requirements including National Incident Based Reporting System (NIBRS) and data collection requirements that satisfy the Racial and Identity Profiling Act (AB953).

## 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 Purchasing 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 by providing analysis and offering recommendations, as needed, and; 9) delivering logistical support for Police Officers during City emergencies or special events.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 515,187	\$ 741,830	\$ 592,317	\$ 552,627



### BUDGET ADJUSTMENTS

None

**PD Fiscal (continued)****KEY ACCOMPLISHMENTS IN FY21**

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- Managed grant programs and submitted reimbursement requests totaling \$146,569.
- Purchased 3 Police Utility Interceptors (1 Gas and 2 Hybrid).
- Processed new contract with the City's fuel purveyor.
- Processed over 1,300 purchase orders for all Departmental operational units through February 28, 2021.
- Processed over 500 Purchasing Card transactions for operational units throughout the Department through February 28, 2021.
- Processed over 215 invoices for emergency services and false alarms totaling \$75,977 through February 28, 2020.
- Issued 40 permits to businesses and solicitors through February 28, 2021.
- Provided logistical support for the various protest events and DUI checkpoints throughout the year.
- Implemented new Travel Management system.
- Hired a Management Analyst.

**GOALS FOR FY22**

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- 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; explore automated process for Bureau Commanders and Managers to electronically receive reports on budget to actual comparisons.
- Continue to process P-Card transactions, purchase requisitions, purchase order payments, and invoice billings in a timely and efficient manner.
- Continue to provide logistical support to officers during critical events.
- Provide training for new Travel Management system, processing and tracking trip detail.

## Maintenance Unit - 1005395

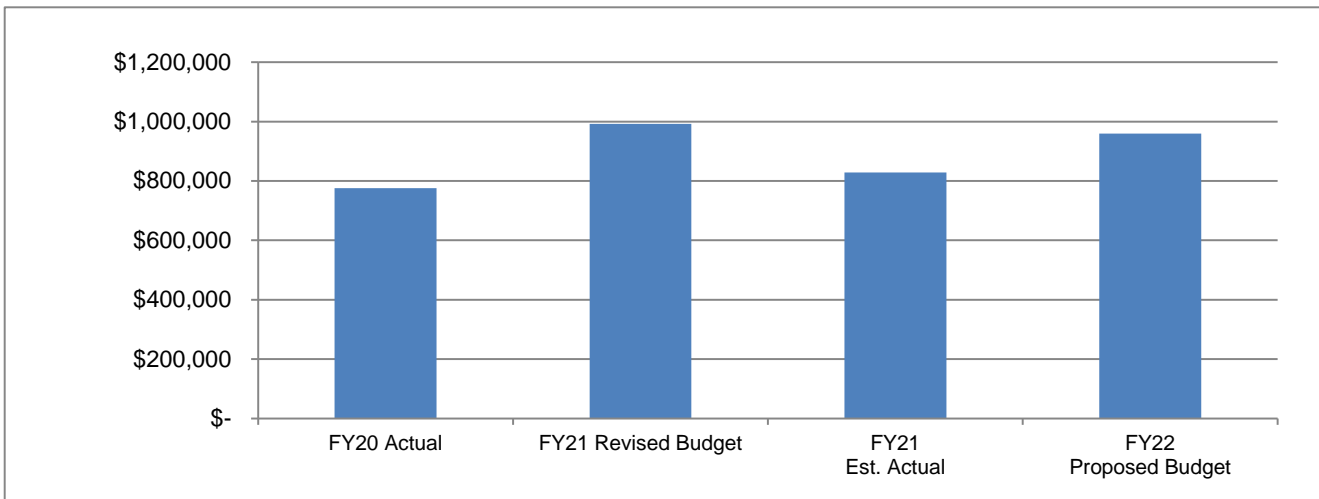
### OVERVIEW

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

The Maintenance Unit staff is responsible for purchasing a wide variety of enforcement vehicles including SUV's, motorcycles, and covert operation 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 Unit staff oversees the disposition of all capital assets and performs upgrades to the Police facility. Staff also tests, inspects, and maintains a wide variety of complex facility systems to ensure that they are in good working order.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 775,279	\$ 992,415	\$ 828,448	\$ 959,939



### BUDGET ADJUSTMENTS

None

## **Maintenance Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

---

- Completed Vapor Recovery testing and certification with Ventura County Environmental Health Division.
- Purchased new vehicles approved in the FY 2020-21 Budget.
- Assisted with logistics for DUI checkpoints throughout the year.
- Completed annual preventive maintenance and load bank testing for emergency generator.
- Coordinated and assisted Ventura County Environmental Health Department with the annual monitoring system testing and certification of the underground fuel storage tanks.
- Ensured fuel availability to operate vehicles and emergency back-up generator during planned power outages.
- Maintained the Department's Personal Protective Equipment (PPE) inventory since the onset of Covid-19.

### **GOALS FOR FY22**

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- Purchase and up-fit new vehicles approved in the FY 2021-22 Budget.
- Assist with the installation of Tesla back-up battery system at the Department.
- Complete annual preventive maintenance and load bank testing for emergency generator.
- Complete SB 989 testing and certification with Ventura County Environmental Health Division.
- Continue to inventory and acquire PPE supplies to reduce the spread of COVID-19.
- Coordinate and assist contractor with office remodel in the Communications Center.

## Professional Standards Bureau - 1005460

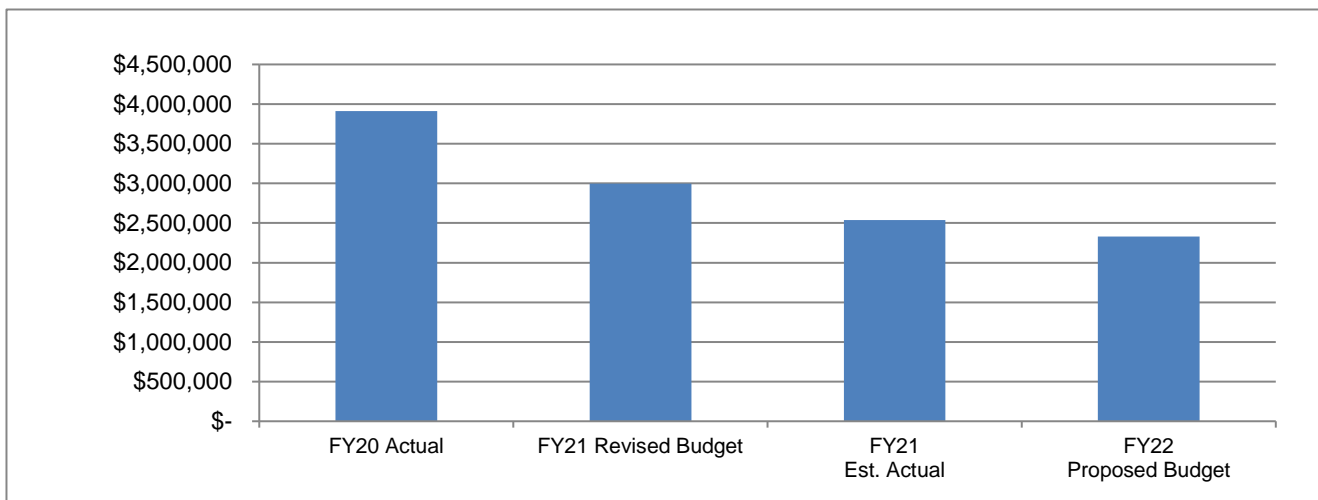
### OVERVIEW

The Professional Standards Bureau (formerly Auxiliary Services) consists of the Professional Standards Bureau and Auxiliary Services.

The Professional Standards Bureau manages recruiting, hiring, equipping, and performing background investigations for all personnel, administrative reviews, claims against the Department, and professional development and mandated training for Department personnel. Professional Standards also oversees Internal Affairs. The Professional Standards Bureau Commander is the FBI/Joint Terrorism Task Force liaison and supervises our Department's FBI Task Force.

Auxiliary Services manages the Body-Worn-Camera Program, all aspects of the Temporary Holding Facility, handling, storage, and submission of evidence seized or remanded, electronic Departmental policy and procedure manuals, and opportunities gained from potential technological advances in law enforcement.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,912,815	\$ 2,997,346	\$ 2,539,133	\$ 2,329,920



### BUDGET ADJUSTMENTS

None

## **Professional Standards Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Passed all county and state required inspections for the Department's Temporary Holding Facility.
- Continued to update and publish Department Policies, Procedures, and training materials in compliance with state law.
- Recruited throughout the pandemic and hired 9 Officers and 5 Professional staff through February 2021.
- Streamlined background and testing processes, further increasing hiring speed.
- Coordinated the Police Department's COVID-19 response, procedures and practices.
- Transitioned the entire Department to a new modern pistol (SIG 320).
- Coordinated the COVID-19 vaccination for Department personnel.

### **GOALS FOR FY22**

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- Improve officer safety and effectiveness by keeping abreast of technological advances and opportunities made available through the Body-Worn Camera vendor.
- Pass all mandatory inspections for the Temporary Holding Facility.
- Ensure timely updates to the Policy and Procedures Manuals that comply with new state and case law decisions.
- Expand the use of the digital evidence platform with neighboring law enforcement jurisdictions.
- Increase the number of quality applicants for sworn and professional positions through aggressive recruitment strategies and marketing.
- Hire an additional 12 officers to cover anticipated vacancies.
- Coordinate a continuity of operations plan for management staff.
- Integrate the Los Angeles-FBI Joint Terrorism Task Force into Ventura County's law enforcement agencies, while moving the Department's FBI presence to FBI Head Quarters in Westwood.
- Re-Integrate in-person training at the station.
- Reduce Department expenditures by offering local training opportunities and hosting training events at the station.



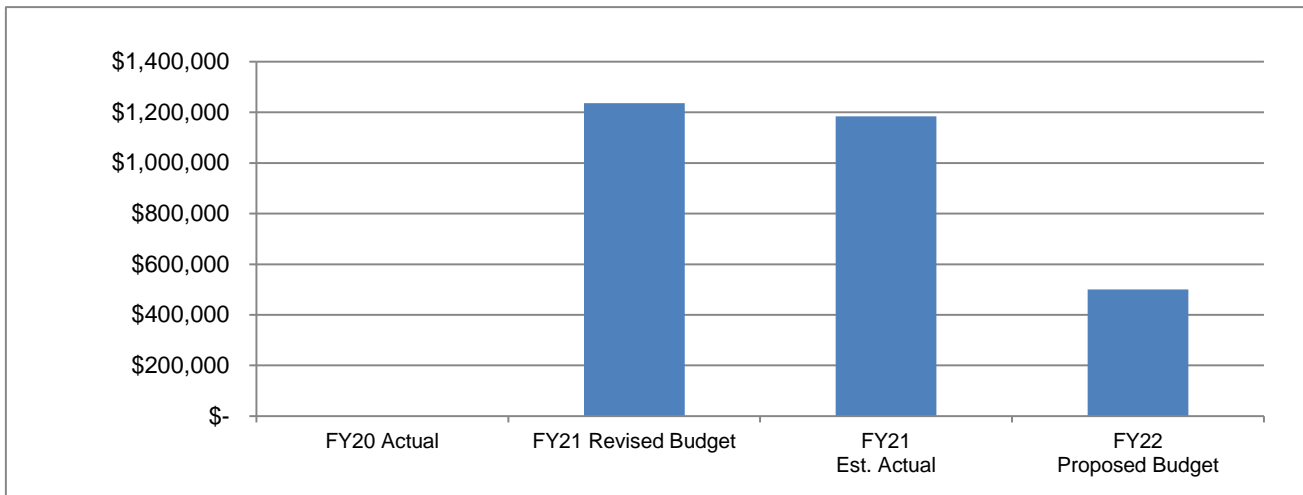
## Public Relations Bureau - 1005465

### OVERVIEW

The Public Relations Bureau (PRB) is responsible for public information and media relations, community engagement and outreach, vulnerable population intervention, community policing and problem solving, Crime Prevention through Environmental Design assessments, and managing the Department's volunteer and intern programs. Sworn personnel, professional staff, and volunteers staff the Bureau.

The PRB manages the following units and programs: Homeless Liaison Officer Unit (now transitioned to the Special Enforcement Bureau), Police Volunteer Unit, Police Explorer Post, Crisis Intervention Team Program (CIT), Hospital Liaison Program, Public Relations Team, Neighborhood Watch, Business Watch, Crime Free Multi-Housing, Citizens Academy, Station Tour Program, Crime Stoppers Scholastic Tip Program, and Coffee with a Cop.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ -	\$ 1,236,193	\$ 1,183,990	\$ 500,609



### BUDGET ADJUSTMENTS

None

## **Public Relations Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Expanded the Department's social media footprint through Nixle, Facebook, Instagram, and Twitter by posting information about Department activities and events, thereby enhancing transparency and community awareness.
- Participated in meetings with community partners such as Adventist Health-Simi Valley, Samaritan Center, Simi Valley Unified School District, Rancho Simi Parks and Recreation District, and other government and civic organizations, to identify and solve law enforcement issues.
- Continued community engagement and outreach events utilizing COVID-19 safety protocols, such as the "Almost Scary" Drive Thru Event, Heroes and Helpers Christmas Shopping Event, and crime prevention meetings in-person and by via webcam.

### **GOALS FOR FY22**

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- Continue to improve the Department's social media footprint and improve outreach materials.
- Increase the number of Neighborhood Watch groups.
- Host community policing/crime prevention meetings for the Spanish speaking community with bilingual officers.
- Increase the number of low cost community outreach activities for children and teens.
- Work with property managers/owners to mitigate vagrancy issues on their property by utilizing Crime Prevention through Environmental Design strategies.

## Traffic Unit - 1005480

### OVERVIEW

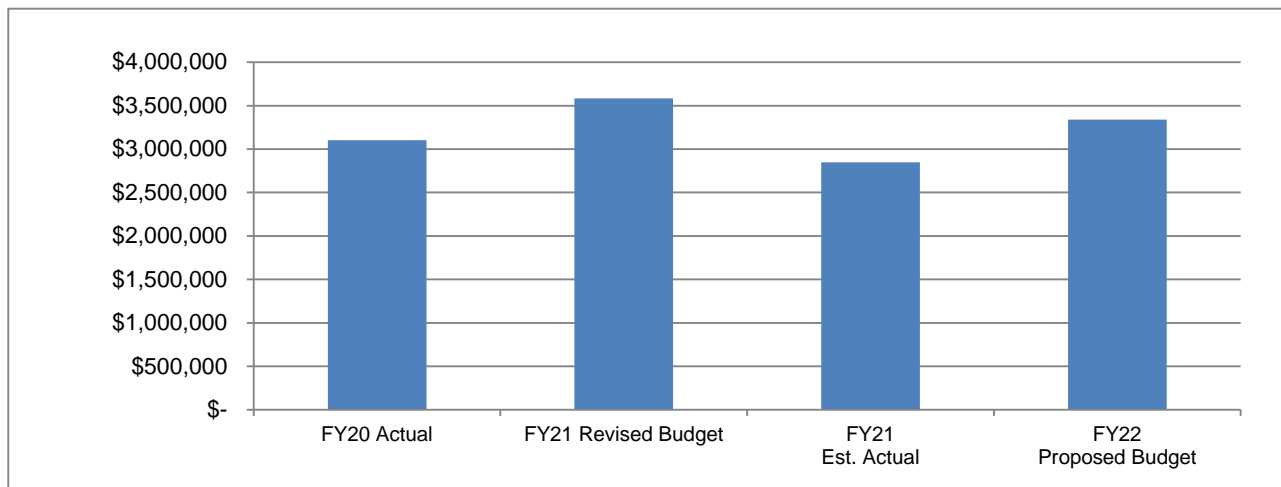
The Traffic Unit is comprised of Traffic Officers, Supervisors, and professional staff.

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 DUI, and hit and run. They also enforce the Vehicle Code focusing on areas prone to injury accidents, and assist Detectives using the 3D FARO Scanner for critical investigations such as homicides.

Motorcycle Officers enforce the California Vehicle code, specifically in areas prone to injury accidents. They also handle collision investigations and vehicle-related crimes.

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

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,103,619	\$ 3,584,867	\$ 2,849,241	\$ 3,339,492



### BUDGET ADJUSTMENTS

None

## **Traffic Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- 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 131 DUI drivers.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Sent new Traffic Investigators to both intermediate and advanced collision courses.
- Streamlined the deployment of the traffic trailer in the event of a serious collision or fatal.
- Outfitted the traffic trailer with safety items.

### **GOALS FOR FY22**

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- 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 through education and enforcement.
- Conduct senior driver education and bicycle helmet safety presentations for children.
- 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 train personnel, Department-wide.
- Increase off-road patrol in areas where trespassers cause damage to real property.

**POLICE DEPARTMENT  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Deputy Police Chief  
**AMOUNT :** \$43,000  
**ACCOUNT:** 1005005-various  
**PRIORITY:** 1

One Time Expenditure  
 Reoccurring Expenditure

**DEPARTMENT PROPOSAL**

<b>COST BREAKDOWN</b>	
Reinstate 2nd Deputy Chief	\$300,000
<b>TOTAL:</b>	<u>\$300,000</u>

**CITY MANAGER ADJUSTMENT**

<b>COST BREAKDOWN</b>	
Reinstate 2nd Deputy Chief	\$300,000
Eliminate one Commander	(\$257,000)
<b>TOTAL:</b>	<u>\$43,000</u>

The Police Department is proposing the addition of one Deputy Police Chief, which will reestablish the previous practice of two executives at this rank. The Department is currently operating with one Deputy Police Chief. This type of linear executive command structure is inefficient as all operational oversight is routed through a single executive, which is unsustainable and will ultimately result in leadership failures, ineffective management and lack of long-term planning.

Traditionally, the executive command structure at the Police Department was best served by two separate Deputy Chiefs, delineated between the Operational and Investigative functions. This type of bifurcated command model allows sworn functions to be evenly split between two individuals, which increases efficiency and promotes better executive collaboration and coverage. The addition of one Deputy Chief will also allow for concrete succession planning and ensure the continuity of institutional knowledge.

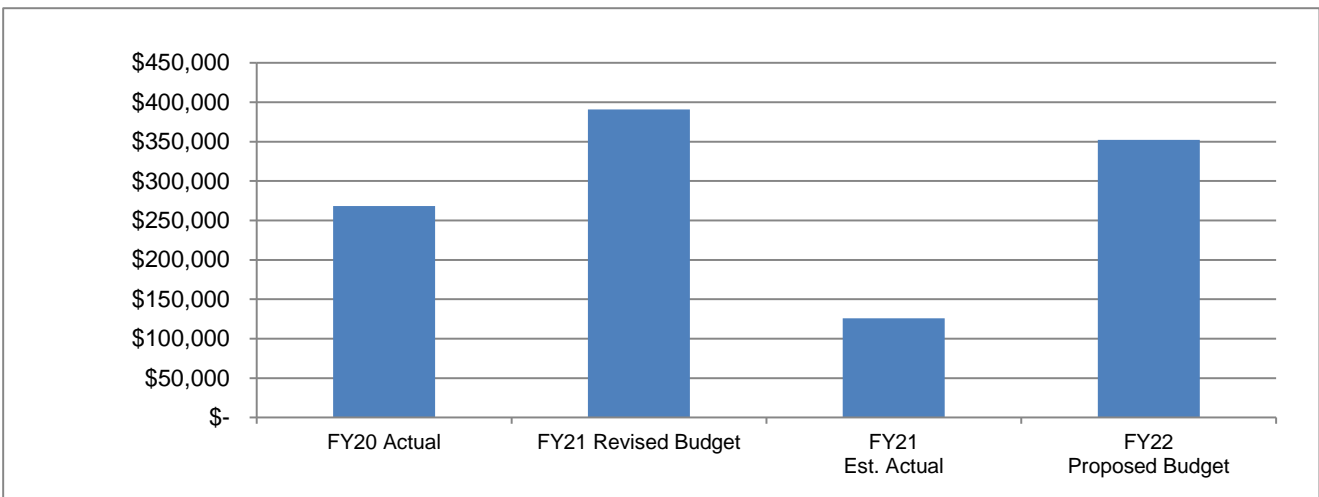
**Office of Emergency Services, Police Department - 1005490**

**OVERVIEW**

The Office of Emergency Services (OES) coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through 9 major programs areas: 1) Emergency Response Planning; 2) Emergency Management Training; 3) Emergency Operations Center (EOC) Program; 4) The 15-member Disaster Service Worker (DSW) Team; 5) Emergency Communications Technology program; 6) Intergovernmental Coordination; 7) Incident Response Coordination; 8) Hazard Mitigation Planning; and 9) Public Education program.

The following staff reports to the OES: 1 Emergency Services Manager (vacant from 6/26/20 to 11/29/20), 1 Emergency Services Coordinator (vacant from 4/25/20 to present), 2 Technical Reserves, and the DSW Team.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$ 268,452	\$ 390,653	\$ 125,891	\$ 352,145



**BUDGET ADJUSTMENTS**

None

**Office of Emergency Services, Police Department (continued)****KEY ACCOMPLISHMENTS IN FY21**

- Hired an Emergency Services Manager and began recruitment process to hire an Emergency Services Coordinator. Expenses were low due to both positions being vacant for at least half the year.
- Applied for EMPG20 to fund the SafeCityGIS mapping system annual licenses.
- Activated the Emergency Management Organization (EMO) for the COVID-19 to coordinate the City's response. Coordinated vaccinations for EOC staff and Public Works employees.
- Integrated web interface into the emergency AM radio system and expanded messaging with Spanish-language announcements.
- Applied for a \$495,000 CDGB20 grant with the Cities of Thousand Oaks and Moorpark to improve EOC interoperability and conduct emergency preparedness education for low-income and Spanish-speaking communities.
- Managed the all-volunteer Disaster Service Worker (DSW) team, which continued training as the pandemic protocols permitted. Replenished supplies as necessary.
- Revised Incident Command System (ICS) training to incorporate scenario discussions.
- Maintained formal interagency relations through participation at the Ventura County Emergency Coordinators' Council, VC Long Term Recovery Group and VC Volunteer Organizations Active in Disasters.

**GOALS FOR FY22**

- Conduct EOC readiness exercises.
- Conduct a field damage assessment reporting exercise for EOC, SVPD and DSW.
- Continue implementation of UAS/Drone damage assessment and emergency planning capability with OES Staff.
- Continue implementation phases of the SafeCityGIS Emergency Management Mapping System.
- Fill EOC staff openings and train new personnel.
- Complete update to City Emergency Plan and EOC Procedures Manual.
- Integrate new Emergency Services staff into the City organization.
- Partner with Ventura County OES on the County's Multi Hazard Mitigation Plan, write any City-specific plans as an annex then get Public and City Council approvals.

**TOTAL EXPENDITURES**

<b>Expenditure Type</b>	<b>FY 20 Actual</b>	<b>FY 21 Revised Budget</b>	<b>FY 21 Est. Actual</b>	<b>FY 22 Proposed Budget</b>	<b>% Budget Change</b>
41010 - Regular Salaries	136,171	200,380	48,200	174,721	87.2%
41200 - Deferred Comp - 401k	4,117	4,460	1,700	4,800	107.6%
41300 - Vision Care	396	475	200	475	100.0%
41350 - Disability	1,429	1,703	1,400	1,485	87.2%
41400 - Group Insurance/Health	2,960	3,408	1,300	3,432	100.7%
41415 - Flex Benefits	41,044	49,586	13,800	45,650	92.1%
41450 - Life Insurance	300	360	400	360	100.0%
41500 - Group Insurance/Dental	2,000	2,400	900	2,400	100.0%
41550 - Section 125 Administration Fee	35	42	-	84	200.0%
41600 - Retirement (PERS)	45,559	66,763	13,000	60,130	90.1%
41620 - Retirement (HRA)	-	-	1,700	4,800	0.0%
41650 - Medicare Tax	2,860	3,625	700	3,195	88.2%
41700 - Workers' Compensation	8,000	8,155	8,155	8,212	100.7%
41800 - Leave Accrual	(211)	-	-	-	0.0%
42150 - Communications	4,430	5,700	3,471	3,800	66.7%
42230 - Office Supplies	-	400	100	400	100.0%
42410 - Uniform/Clothing Supply	628	2,000	700	2,000	100.0%
42440 - Memberships and Dues	195	600	500	600	100.0%
42560 - Operating Supplies	10,208	13,600	900	10,400	76.5%
42720 - Travel, Conferences, Meetings	4,910	3,500	-	3,000	85.7%
42730 - Training	2,830	10,500	3,760	4,000	38.1%
42790 - Mileage	19	200	-	200	100.0%
43010 - Liability Insurance Premiums	-	3,235	3,235	3,400	105.1%
44010 - Professional/Special Services	-	1,638	-	-	0.0%
44310 - Maintenance of Equipment	570	-	-	-	0.0%
44490 - Other Contract Services	-	-	14,575	14,600	0.0%
47020 - Furnishings & Equip (Capital)	-	7,195	7,195	-	0.0%
<b>TOTAL</b>	<b>268,452</b>	<b>389,926</b>	<b>125,891</b>	<b>352,145</b>	<b>90.3%</b>



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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 Administrative Services Department to review all departmental requests for conformance with Citywide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The 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 Administrative Services Department for conformance with Citywide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY20 Actual	FY21 Budget	FY21 Est. Actual	FY22 Proposed	% Budget Change
41600 - Retirement (PERS)	53,071	60,000	64,000	66,000	10.0%
41610 - Retirement (PARS)	141,661	141,662	141,662	141,662	0.0%
41800 - Leave Accrual	-	2,150,000	-	2,200,000	2.3%
41900 - Salary Savings	-	(4,128,000)	-	(3,000,000)	-27.3%
41950 - Benefits Savings	-	(372,787)	-	(410,203)	10.0%
42100 - Utilities	444,379	355,000	507,600	355,000	0.0%
42130 - Postage	39,749	64,900	40,000	64,900	0.0%
42150 - Communications	585,913	820,577	540,000	810,423	-1.2%
42230 - Office Supplies	10,036	8,500	500	8,500	0.0%
42235 - Furnishings & Equip - Non Cap	27,538	-	1,633	18,500	0.0%
42300 - Copiers	72,398	146,236	100,000	130,000	-11.1%
42310 - Rentals	917	1,225	1,220	1,225	0.0%
42440 - Memberships and Dues	92,873	107,700	107,700	108,900	1.1%
42560 - Operating Supplies	42,682	45,000	45,000	45,000	0.0%
42720 - Travel Conferences Meetings	48	-	2,772	-	0.0%
44010 - Professional/Special Services	394,732	363,614	376,000	520,714	43.2%
44015 - COV Admin Fee	247,674	225,000	262,000	280,000	24.4%
44030 - Cloud Services	-	-	195,000	-	0.0%
44310 - Maintenance of Equipment	1,080,582	1,611,048	1,159,240	1,815,720	12.7%
44490 - Other Contract Services	40,830	65,400	65,400	23,500	-64.1%
44491 - FIS Operations	75,100	-	-	-	0.0%
44492 - GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	982,124	1,021,400	1,021,400	1,174,610	15.0%
<b>Department Total</b>	<b>4,356,505</b>	<b>2,710,675</b>	<b>4,655,327</b>	<b>4,378,651</b>	<b>61.5%</b>

### BUDGET ADJUSTMENTS

Memberships and Professional Services	\$ 9,300
Replacement Chairs - Citywide	\$ 10,500
Workstation Reconfiguration - Building & Safety and Code Enforcement	\$ 8,000
Versaterm Cloud	\$ 123,480
Replace cell phones with smart phones - Public Works	\$ 8,784
GrayKey Cell Phone Forensic Software	\$ 10,000
Fleet Analysis	\$ 100,000
Software Maintenance and Support Agreements	\$ 300,000

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Versaterm Cloud  
**AMOUNT :** \$213,480  
**ACCOUNT:** 1001608-44310 & 6489000  
**PRIORITY:** 1

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
<u>One time setup costs (Computer Replacement Fund - 6489000)</u>	
Versaterm - One time implementation costs	\$90,000
	<hr/> \$90,000
<u>Reoccurring cost (Non-Departmental Maint - 1001608)</u>	
Versaterm - Maintenance increase	\$92,680
Amazon Web Services connectivity (new)	\$30,800
	<hr/> \$123,480
Annual Increase	

The SVPD relies on a Computer Aided Dispatch and Records Management System (CAD/RMS) from Versaterm to perform the daily duties of the Police Department. Currently, this system runs on computer hardware located in the police department. Versaterm is now offering an Amazon AWS Government Cloud based solution and is transitioning their customers to this Software-as-a-Service (SaaS) platform. Most of us already use SaaS applications in our daily lives. Examples of SaaS products are DocuSign, Google Apps, and Netflix.

Highlights of what the Versaterm vCloud SaaS solution gives the SVPD is the following:

- Fully Redundant systems
- Fault tolerant across AWS data centers
- High Availability
- Scalability
- Full Security Compliance to the latest standards/requirements
- Secure Framework for our data (everything is encrypted (in transit & at rest)
- 7x24 expertise and system management by Versaterm
- Latest software updates and security patches

The migration to vCloud will result in additional costs to the City. Versaterm is charging a one time cost of \$90,000 to transfer the SVPD CAD/RMS system and data to the Amazon Web Services (AWS) Cloud.

Versaterm maintenance \$257,355 fees will be increased by \$92,680, the city will also incur \$30,800 from Crown Castle to for a connection to the AWS cloud bringing the new total charges to \$380,835 annually.

Non-tangible cost savings is upgrades will be performed by the vendor along with operating system updates and, 7x24 system management, redundant data centers and increasing the availability of PD IS staff to work on other Police software and system improvements.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Maintenance & Support Agreements  
**AMOUNT :** \$300,000  
**ACCOUNT:** 1001608-44310  
**PRIORITY:** 2

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
Software License (225 Units)	\$300,000
<b>TOTAL:</b>	<b>\$300,000</b>

Increased cost of Software Maintenance and Support Agreements.

Increase in cost of internet services and web hosting, due to no longer charging the Sanitation and Water funds for these costs. The revised cost allocation plan will charge those funds to cover these costs.

Increases in Professional Services and Software Support & Maintenance of Equipment mostly due to moving costs from the Fiscal Operations fund (809) to this cost center. Also added new applications for City Manager and Public Works.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 INFORMATION SERVICES REQUEST**

**TITLE:** Replace 12 cell phones with Smart Phones, plus 1 new phone  
**AMOUNT :** \$17,184  
**ACCOUNT:** 1001608-44310 & 6489000  
**PRIORITY:** 3

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN		
<u>One time costs (Computer Replacement Fund - 6489000)</u>		
one-time	Smart Phones	\$8,400
<u>Reoccurring cost (Non-Departmental Maint - 1001608)</u>		
on-going	Ongoing yearly Costs	\$8,784
<b>TOTAL:</b>		<b>\$17,184</b>

The Public Works Maintenance Division requests the purchase of 13 new smart phones with internet access for use in field to replace old flip phones. These items are requested to enable the Division to effectively communicate with staff from the field in a timely manner. Currently, the City supplied flip phones do not have the ability to send and receive pictures, answer email, and set appointments. Staff are currently using their personal phones or a digital camera to send the information that is being requested of them to respond to these requests and to properly document problems they encounter and must resolve with photo documentation. Smart phones will also allow for staff to send and receive emails in the field and have access to other work order and scheduling software to help them manage those work related tasks and meetings.

Smart phone to replace current flip phones for:

- (1) Streets: 1 - Supervisor
- (5) Landscape: 3 - Inspector's, 1 - Superintendent, 1 - Supervisor
- (6) Building Maintenance: 2 - Supervisor's, 4 - Building Maintenance Technician's

**\*\*Alternate Option:** Another less expensive option would be paying a subsidy to them for using their own personal cellular telephone and would eliminate the need to carry two cell phones (a city phone and their personal phone for picture documentation). This option would also provide the same access to communication with necessary City software as with a City cellular telephone and reduce overall expenses. It is requested that all the staff summarized above be authorized to receive a new smart phone or be supplemented up to \$25 per month reimbursement for use of his personal cellular telephone for City business for the amount of approximately \$4,500 Yearly.

Information Services Recommendation: Approved

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 SUPPORT SERVICES REQUEST**

**TITLE:** Workstation Configuration - Building & Safety and Code Enforcement

**AMOUNT :** \$8,000

**ACCOUNT:** 1001605-42235

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Furnishings & Equipment-Non-Capital	\$8,000
<b>TOTAL:</b>	<b>\$8,000</b>

Workstation configuration required for the Associate Engineer/Plan Check (Claudia Morello) workstation to extend the end of the desk adding a set of drawers, similar to the station right across from it (Charles Harrington's station). This was approved FY19, space was measured, part was ordered, but went missing and configuration was never completed.

Workstation configuration requested for Code Compliance Manager. The department is requesting to acquire and reconfigure the former CS Administrative Assistant desk that was vacated when City Manager staff moved to the City Manager's office. The reconfiguration would include removing the front ledge and swapping out the short wall with a full-sized wall. This will provide an area with more privacy for the manager to handle sensitive calls and meetings and to allow for better staff development and counseling.

Support Services Recommendation: Approved

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** GrayKey Cell Phone Forensic Software  
**AMOUNT :** \$27,995.00  
**ACCOUNT:** 1001608-44310  
**PRIORITY:** 5

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
Software License (225 Units)	\$10,000
<b>TOTAL:</b>	<b>\$10,000</b>

The Police Department uses this proprietary software to do forensic examination of cell phones to recover digital evidence in support of criminal investigations. The Department process between 75 to 125 cell phones on a yearly basis. This number could be higher based on the number and significance of investigations. The provider of the software, GrayShift Inc., has been providing this product on a single fee basis, with unlimited use of the product. Beginning in July of 2021, the company is moving to a tiered pricing system, with overage charges when exceeding the tier selected. Based on the average and projected usage of this software, the Tier Two level best suits the needs of the Police Department and is the most cost effective solution.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 SUPPORT SERVICES REQUEST**

**TITLE:** Chair Replacement  
**AMOUNT :** \$10,500  
**ACCOUNT:** 1001605-42235  
**PRIORITY:** 6

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
<u>Furnishings &amp; Equipment-Non-Capital</u>	
Chairs	\$7,800
Office Furniture	\$2,700
<b>TOTAL:</b>	<b>\$10,500</b>

Requesting to replace 20 chairs in various departments, at an estimated cost of \$600/ea., plus office furniture for the new City Engineer.

CHAIRS

- 4 - Planning
- 6 - Human Resources
- 3 - City Engineer's Office Space

Support Services Recommendation: Approved



**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Support Services - Memberships and Professional Services  
**AMOUNT :** \$9,300  
**ACCOUNT:** 1001605-42440 & 44010  
**PRIORITY:** 7

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Memberships and Dues	\$1,200
Professional/Special Services	\$8,100
<b>TOTAL:</b>	<b>\$9,300</b>

Overall memberships to professional organizations as well as costs of professional services are increasing.

**ADMINISTRATIVE SERVICES DEPARTMENT  
FY 2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Fleet Analysis  
**AMOUNT :** \$100,000  
**ACCOUNT:** 1001605-44010  
**PRIORITY:** 8

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
General Fund	\$100,000
<b>TOTAL:</b>	<b>\$100,000</b>

The City's fleet needs a holistic review to determine the best makeup including but not limited to: software systems, staffing, right size of number of vehicles, type of vehicles, maintenance, and replacement reserves. A rough estimate on hiring a consultant to conduct the study would likely be around \$100,000 or more. As it is now, the City can not accurately tell if the size of the fleet and maintenance schedule are appropriate. Furthermore, new technologies are entering the arena such a mangement software and electric vehicles. Ther could be a significant savings and improvement in operations by receiving a study and then making modifications to the structure of the fleet.

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**CITY OF SIMI VALLEY**

**FUND 803: LIABILITY INSURANCE FUND**

**OVERVIEW**

The Liability Insurance Fund was created in FY1990-91 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 Special Districts.

Revenues for the Liability Insurance Fund are provided through inter-fund service charges based on an analysis of benefit from organization-wide insurance premiums, as well as specific coverages. In addition to providing for insurance premiums and related 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 its participation in a self-insurance pool.

STARTING BALANCE							
		\$ (580,893)	\$ 237,788	\$ 237,788	\$ 49,196	\$ (724,500)	\$ (1,393,400)
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection
34001	Interest on Investments	\$ 31,237	46,000.00	31,200.00	\$ 46,000	\$ 46,000	\$ 46,000
37111	Premiums/General Fund	982,124	1,021,400.00	1,021,400.00	1,174,610	1,245,100	1,319,800
37115	Premiums/Sanitation	380,164	395,370.00	395,370.00	454,676	482,000	510,900
37116	Premiums/Transit	319,362	332,100.00	332,100.00	381,915	404,800	429,100
37117	Premiums/Waterworks	206,646	215,000.00	215,000.00	247,250	262,100	277,800
38003	Miscellaneous Revenue	2,278,910	-	-	-	-	-
39100	Transfer from General Fund	850,000	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 5,048,443</b>	<b>\$ 2,009,870</b>	<b>\$ 1,995,070</b>	<b>\$ 2,304,451</b>	<b>\$ 2,440,000</b>	<b>\$ 2,583,600</b>
43010	Liability Insurance Premiums	340,678.00	470,300.00	470,300.00	750,918.00	758,400	766,000
43040	Property Insurance Premiums	171,298.96	237,162.00	237,162.00	363,262.00	366,900	370,600
43170	Unemployment Claims	38,258.43	50,000.00	50,000.00	50,000.00	50,500	51,000
43200	Claim Payments-Other	2,550,057.99	866,597.00	770,000.00	1,123,860.00	1,135,100	1,146,500
43201	Claim Payments-Outside Legal	981,680.77	780,176.03	503,000.00	730,549.00	737,900	745,300
44590	Other Insurance Services	888.12	9,700.00	9,700.00	9,700	9,800	9,900
46100	Reimb to General Fund	143,900.00	140,500.00	140,500.00	46,858.00	47,300	47,800
49648	Transfer to CE Replacement	3,000	3,000	3,000	3,000	3,000	3,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,229,762</b>	<b>\$ 2,557,435</b>	<b>\$ 2,183,662</b>	<b>\$ 3,078,147</b>	<b>\$ 3,108,900</b>	<b>\$ 3,140,100</b>
<b>ENDING BALANCE</b>							
		\$ 237,788	\$ (309,777)	\$ 49,196	\$ (724,500)	\$ (1,393,400)	\$ (1,949,900)

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

The Worker's Compensation Insurance Fund was established during FY1985-86 in order to account for the City's self-insurance program for Worker's Compensation liabilities. The Worker's 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 Worker's Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.

Worker's 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 Worker's Compensation Insurance Fund is the cost of claims. When a claim is filed, a Worker's 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 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)**

<b>STARTING BALANCE</b>												
	\$	1,667,049	\$	3,445,037	\$	3,445,037	\$	3,590,983	\$	3,588,196	\$	3,534,996
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>					
34001	Interest on Investments	264,276	145,000	264,200	215,000	\$ 215,000	\$ 215,000					
34003	Change in Fair Value Investment	157,893	-	-	-	-	-					
37110	Premiums/SHA-CDA Housing	13,430	-	-	16,000	16,000	16,000					
37111	Premiums/General Fund	3,448,570	3,337,376	3,337,376	3,469,775	3,504,500	3,539,500					
37112	Premiums/Successor Agency	-	13,594	13,594	-	-	-					
37114	Premiums/Library	3,500	5,637	5,637	4,323	4,400	4,400					
37115	Premiums/Sanitation	268,800	283,562	283,562	299,995	303,000	306,000					
37116	Premiums/Transit	256,500	277,907	277,907	227,951	230,200	232,500					
37117	Premiums/Waterworks	161,447	172,655	172,655	173,867	175,600	177,400					
37119	Premiums/Workers' Comp	7,630	8,441	8,441	9,858	10,000	10,100					
38003	Miscellaneous	1,650	-	-	-	-	-					
<b>TOTAL REVENUES</b>		<b>\$ 4,583,696</b>	<b>\$ 4,244,172</b>	<b>\$ 4,363,372</b>	<b>\$ 4,416,768</b>	<b>\$ 4,458,700</b>	<b>\$ 4,500,900</b>					
41010	Regular Salaries	\$ 189,189	\$ 207,397	\$ 207,397	\$ 209,735	\$ 216,000	\$ 218,200					
41040	Overtime	69	-	-	-	-	-					
41200	Deferred Comp - 401k	4,485	4,460	4,460	4,800	4,900	4,900					
41210	Deferred Comp - 457	911	880	1,900	1,820	1,900	1,900					
41300	Vision Care	685	727	727	727	700	700					
41350	Disability	1,271	1,366	1,366	1,366	1,400	1,400					
41400	Group Insurance/Health	4,753	5,112	5,112	5,148	5,300	5,400					
41415	Flex Benefits	54,211	59,256	59,256	62,246	64,100	64,700					
41420	CalPERS Health Admin Fee	208	300	300	206	200	200					
41450	Life Insurance	520	536	536	536	600	600					
41500	Group Insurance/Dental	3,374	3,568	3,568	3,568	3,700	3,700					
41550	Section 125 Administration Fee	21	-	-	42	-	-					
41600	Retirement (PERS)	58,913	68,007	68,007	72,089	74,300	76,500					
41601	Retirement (PERS)-GASB68	25,523	-	-	-	-	-					
41620	Retirement (HRA)	4,826	4,800	4,800	4,800	4,900	4,900					
41630	OPEB	5,260	-	-	-	-	-					
41650	Medicare Tax	3,001	3,866	3,866	3,944	4,100	4,100					
41700	Workers Compensation	7,630	8,441	8,441	9,858	10,200	10,300					
41800	Leave Accrual	10,531	14,800	14,800	12,000	12,400	12,500					
42230	Office Supplies	553	1,200	775	1,200	1,200	1,200					
42310	Rentals	2,420	2,500	2,500	2,500	2,600	2,700					
42440	Memberships and Dues	-	800	800	800	800	800					
42450	Subscriptions and Books	668	800	800	800	800	800					
42720	Travel Conferences Meetings	774	1,200	-	1,200	1,200	1,200					
42730	Training	525	2,100	-	2,100	2,100	2,100					
42790	Mileage	-	300	300	300	300	300					
43070	Workers Comp Insurance Prem	313,414	339,000	339,000	332,000	338,600	345,400					
43200	Claim Payments-Other	1,655,607	4,012,414	2,937,414	2,800,000	2,856,000	2,913,100					
43201	Claim Payments-Outside Legal	213,504	361,761	334,600	337,900	344,700	351,600					
44010	Professional/Special Services	59,762	105,000	80,000	106,000	108,100	110,300					
44540	Loss Control Services	-	5,000	5,000	5,000	5,100	5,200					
44590	Other Insurance Services	500	2,500	2,500	2,500	2,600	2,700					
46100	Reimb to General Fund	179,400	126,000	126,000	431,169	439,800	448,600					
49648	Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,300	3,400					
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,805,708</b>	<b>\$ 5,347,293</b>	<b>\$ 4,217,427</b>	<b>\$ 4,419,555</b>	<b>\$ 4,511,900</b>	<b>\$ 4,599,400</b>					
<b>ENDING BALANCE</b>		<b>\$ 3,445,037</b>	<b>\$ 2,341,916</b>	<b>\$ 3,590,983</b>	<b>\$ 3,588,196</b>	<b>\$ 3,534,996</b>	<b>\$ 3,436,496</b>					

**FUND 807: GIS OPERATING FUND**

**OVERVIEW**

The City's Enterprise Geographic Information System ("GIS") is administered by the Public Works Department. The GIS contains authoritative information for streets, addresses, cadastral (parcels), water, sewer, and storm drains among over 100 data layers, including biennial aerial imagery, and 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							
		\$ 111,962	\$ 177,740	\$ 177,740	\$ 180,540	\$ 181,040	\$ 181,540
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection
34001	Interest on Investments	2,819	500	2,800	500	500	500
37111	Premiums/General Fund	24,200	24,200	24,200	24,200	24,200	24,200
37115	Premiums/Sanitation	33,000	33,000	33,000	33,000	33,000	33,000
37117	Premiums/Waterworks	38,000	38,000	38,000	38,000	38,000	38,000
<b>TOTAL REVENUES</b>		<b>\$ 98,019</b>	<b>\$ 95,700</b>	<b>\$ 98,000</b>	<b>\$ 95,700</b>	<b>\$ 95,700</b>	<b>\$ 95,700</b>
42200	Computer - Non Capital	4,000	4,000	4,000	4,000	\$ 4,000	\$ 4,000
42560	Operating Supplies	198	2,500	2,500	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	1,293	3,900	3,900	3,900	3,900	3,900
42730	Training		3,500	3,500	3,500	3,500	3,500
44010	Professional/Special Services	-	32,700	32,700	32,700	32,700	32,700
44310	Maintenance of Equipment	26,750	48,600	48,600	48,600	48,600	48,600
<b>TOTAL EXPENDITURES</b>		<b>\$ 32,240</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>	<b>\$ 95,200</b>
<b>ENDING BALANCE</b>							
		<b>\$ 177,740</b>	<b>\$ 178,240</b>	<b>\$ 180,540</b>	<b>\$ 181,040</b>	<b>\$ 181,540</b>	<b>\$ 182,040</b>

**FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND**

**OVERVIEW**

The City utilizes Tyler-Munis software for its 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, cashing, and utility billing. For 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 FIS Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, GAAP, or business practices that more fully utilize the system.

STARTING BALANCE							
		\$ 412,880	\$ 510,752	\$ 510,752	\$ 151,252	\$ 252	\$ 252
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection
34001	Interest on Investments	9,972	7,500	9,900	-	\$ -	\$ -
37111	Premiums/General Fund	75,100	-	-	-	-	-
37115	Premiums/Sanitation	19,600	-	-	-	-	-
37116	Premiums/Transit	12,600	-	-	-	-	-
37117	Premiums/Waterworks	32,600	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 149,872</b>	<b>\$ 7,500</b>	<b>\$ 9,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
41050	Outside Assistance	\$ 52,000	\$ 52,000	\$ 52,000	\$ -	\$ -	\$ -
44310	Maintenance of Equipment	-	315,000	315,000	-	-	-
49100	Transfer to General Fund	-	-	-	151,000	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 52,000</b>	<b>\$ 367,000</b>	<b>\$ 367,000</b>	<b>\$ 151,000</b>	<b>\$ -</b>	<b>\$ -</b>
ENDING BALANCE							
		\$ 510,752	\$ 151,252	\$ 153,652	\$ 252	\$ 252	\$ 252



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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 CDA. "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 CDA is primarily used to repay debt service.

		<b>STARTING BALANCE</b>	<b>\$ (16,229,310)</b>	<b>\$ (14,019,409)</b>	<b>\$ (14,019,409)</b>	<b>\$ (11,958,557)</b>	<b>\$ (11,300,120)</b>	<b>\$ (11,300,122)</b>
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>	
31106	Property Taxes - RPTTF	4,300,327	4,187,549	4,187,549	2,788,496	2,125,889	2,124,952	
34001	Interest on Investments	20,047	-	800	-	-	-	
39924	Transfer from RORF	4,018,703	4,187,549	4,187,549	2,788,496	2,125,889	2,124,952	
39925	Transfer from 2003 TARB	29,933	46,000	46,000	46,000	46,000	46,000	
<b>TOTAL REVENUES</b>		<b>\$ 8,369,010</b>	<b>\$ 8,421,098</b>	<b>\$ 8,421,898</b>	<b>\$ 5,622,992</b>	<b>\$ 4,297,778</b>	<b>\$ 4,295,904</b>	
44010	Professional/Special Services	7,250	7,400	7,400	7,700	7,700	7,700	
44710	Debt Service - Interest	891,063	848,613	848,613	782,857	713,688	643,750	
44715	Debt Service - Principal	1,160,000	1,220,000	1,220,000	1,285,000	1,350,000	1,420,000	
44780	Debt Service - Reclass to LT Debt	-	-	-	-	-	-	
49100	Transfer to General Fund	52,160	51,484	51,484	54,502	54,502	54,502	
49920	Transfer to Sagency - CDA Admin	52,160	51,484	51,484	54,502	54,502	54,502	
49921	Transfer to Sagency - MTCWE TIF	1,892,813	2,060,052	2,060,052	658,437	-	-	
49926	Transfer to DS SA 2003 TARB	2,103,663	2,122,013	2,122,013	2,121,557	2,117,388	2,117,450	
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,159,109</b>	<b>\$ 6,361,046</b>	<b>\$ 6,361,046</b>	<b>\$ 4,964,555</b>	<b>\$ 4,297,780</b>	<b>\$ 4,297,904</b>	
<b>ENDING BALANCE</b>		<b>Surplus/(deficit)</b>	<b>\$ (14,019,409)</b>	<b>\$ (11,959,357)</b>	<b>\$ (11,958,557)</b>	<b>\$ (11,300,120)</b>	<b>\$ (11,300,122)</b>	<b>\$ (11,302,122)</b>

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

As of February 2012, the State of California dissolved all redevelopment agencies throughout the state. The City elected to serve as its Housing Successor Agency, which assumes the housing functions of the former CDA Housing Set-Aside Fund, and is authorized to exercise housing powers inherent in the Redevelopment Law. Subject to the approval by the Oversight Board, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution. It may also use program income that has been generated since the dissolution to preserve and promote affordable housing, in accordance with the Redevelopment Law.

<b>STARTING BALANCE</b>							
<b>\$ 4,846,121 \$ 5,045,639 \$ 5,045,639 \$ 4,913,646 \$ 3,960,585 \$ 3,041,585</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	108,660	50,000	108,600	70,000	\$ 70,000	\$ 70,000
34003	Change In Fair Value Investment	(20,251)	-	-	-	-	-
34303	First-time Home Buyer Principal	64,380	60,000	115,000	60,000	60,000	60,000
34304	First-time Home Buyer Interest	27,032	25,000	45,400	25,000	25,000	25,000
34305	Developer Loan Principal	181,932	50,000	100,000	100,000	100,000	100,000
34306	Developer Loan Interest	60,001	50,000	53,800	50,000	50,000	50,000
37101	Program Participation Fees	2,682	1,200	2,200	2,000	2,000	2,000
37301	Planning Fees	-	15,000	10,000	15,000	15,000	15,000
38019	Deposit Refunds	-	-	-	-	-	-
39100	Transfer from General Fund	378,563	412,010	429,900	131,687	200,000	200,000
39921	Transfer from SA-MTCWE TIF	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 802,999</b>	<b>\$ 663,210</b>	<b>\$ 864,900</b>	<b>\$ 453,687</b>	<b>\$ 522,000</b>	<b>\$ 522,000</b>
41010	Regular Salaries	309,907	333,999	320,400	340,419	350,600	\$ 354,100
41040	Overtime	163	150	1,900	150	200	200
41200	Deferred Comp - 401k	6,943	6,913	8,400	7,518	7,700	7,800
41210	Deferred Comp 457	1,139	1,460	1,300	1,820	1,900	1,900
41300	Vision Care	905	989	1,000	989	1,000	1,000
41350	Disability	2,440	2,511	2,500	2,521	2,600	2,600
41400	Group Insurance/Health	6,214	6,986	6,600	7,036	7,200	7,300
41415	Flex Benefits	65,951	78,588	75,600	84,105	86,600	87,500
41420	CalPERS Health Admin. Fee	-	700	600	279	300	300
41450	Life Insurance	684	730	700	739	800	800
41500	Group Insurance/Dental	2,798	3,188	3,100	3,188	3,300	3,300
41550	Section 125 Admin. Fee	46	42	-	42	-	-
41600	Retirement (PERS)	96,207	110,948	105,800	118,574	122,100	125,800
41650	Retirement (HRA)	(9)	-	-	-	-	-
41650	Medicare Tax	4,826	5,983	5,200	6,156	6,300	6,400
41700	Workers' Compensation	13,430	13,594	13,594	16,000	16,500	16,700
41800	Leave Accrual	14,215	65,000	-	30,000	30,900	31,200
41801	Leave Accrual - Contra Account	(2,848)	-	-	-	-	-
42150	Communications	-	-	-	78	100	100
42440	Memberships and Dues	-	-	-	480	500	500
44010	Professional/Special Services	16,419	188,154	148,200	175,000	178,500	182,100
44012	Outside Legal	186	20,000	2,500	20,000	20,400	20,800
44130	Rehab Assistance	6,001	33,485	15,000	19,500	19,900	20,300
44140	Affordable/Senior Hsg Program	-	525,000	225,000	300,000	306,000	312,100
44150	Senior Rental Assistance	7,339	8,000	8,000	8,000	8,200	8,400
44490	Other Contract Services	50,525	51,500	51,500	51,500	52,500	53,600
45203	Reimb from CalHome Grant	-	-	-	-	-	-
46100	Reimb to General Fund	-	-	-	212,656	216,900	221,200
<b>TOTAL EXPENDITURES</b>		<b>\$ 603,480</b>	<b>\$ 1,457,919</b>	<b>\$ 996,894</b>	<b>\$ 1,406,748</b>	<b>\$ 1,441,000</b>	<b>\$ 1,466,000</b>
<b>ENDING BALANCE \$ 5,045,639 \$ 4,250,930 \$ 4,913,646 \$ 3,960,585 \$ 3,041,585 \$ 2,097,585</b>							

**FUND 202: LOCAL HOUSING FUND**

**OVERVIEW**

The Local Housing Fund was established to assist in the development of affordable housing projects and programs. The Local Housing 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.

<b>STARTING BALANCE</b>							
<b>\$ 6,949,595    \$ 3,639,534    \$ 3,639,534    \$ 4,814,134    \$ 4,971,834    \$ 4,904,034</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34301	Rehab Principal	24,000	10,000	-	10,000	\$ 10,000	\$ 10,000
34302	Rehab Interest	3,125	2,200	-	2,200	2,200	2,200
34303	First-time Home Buyer Principal	71,000	75,000	244,200	75,000	75,000	75,000
34304	First-time Home Buyer Interest	120,936	100,000	185,400	100,000	100,000	100,000
37101	Program Participation Fees	878	500	775,000	500	775,000	500
39262	Transfer from Development Agrmts	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 219,939</b>	<b>\$ 187,700</b>	<b>\$ 1,204,600</b>	<b>\$ 187,700</b>	<b>\$ 962,200</b>	<b>\$ 187,700</b>
44130	Rehab Assistance	30,000	30,000	30,000	30,000	\$ 30,000	\$ 30,000
44140	Affordable/Senior Housing	3,500,000	-	-	-	1,000,000	1,000,000
45203	Reimb from CalHome Grant	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,530,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 1,030,000</b>	<b>\$ 1,030,000</b>
<b>ENDING BALANCE</b>							
<b>\$ 3,639,534    \$ 3,797,234    \$ 4,814,134    \$ 4,971,834    \$ 4,904,034    \$ 4,061,734</b>							

**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	\$ 149,952	\$ 138,018	\$ 138,018	\$ 213,318	\$ 158,318	\$ 158,318
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection	
34001	Interest on Investments	484	-	400	-			
34301	Rehab Principal	71,758	30,000	93,100	30,000	-	-	
34302	Rehab Interest	6,824	2,500	11,800	5,000	-	-	
36002	State Assistance	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 79,066</b>	<b>\$ 32,500</b>	<b>\$ 105,300</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	
41860	Salary Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44130	Rehab Assistance	90,000	30,000	30,000	90,000	-	-	
44140	Affordable/Senior Hsg Program	1,000	-	-	-	-	-	
46201	Reimb to SHA-CDA Housing Admin	-	-	-	-	-	-	
46202	Reimb to Local Housing Fund	-	-	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 91,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING BALANCE</b>		<b>\$ 138,018</b>	<b>\$ 140,518</b>	<b>\$ 213,318</b>	<b>\$ 158,318</b>	<b>\$ 158,318</b>	<b>\$ 158,318</b>	

**BUDGET ADJUSTMENTS**

Additional Funding for CalHome Rehabilitation Program \$ 60,000

**ENVIRONMENTAL SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional funding for CalHome Funds  
**AMOUNT :** \$60,000  
**ACCOUNT:** 2039335-44130  
**PRIORITY:** 2

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
<u>Rehab Assistance</u>	\$60,000
TOTAL:	\$60,000

Additional funding requested for the Home Rehabilitation Program. Reprogramming CalHome Program Income from loan payoffs received in FY21.

**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 HOME Program Fund is financed with Program Income generated from loan repayments.

<b>STARTING BALANCE</b>							
		<b>\$ 1,063,061</b>	<b>\$ 982,170</b>	<b>\$ 982,170</b>	<b>\$ 1,219,570</b>	<b>\$ 816,570</b>	<b>\$ 453,370</b>
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	\$ 6,954	\$ 10,000	\$ 6,900	\$ 10,000	\$ 10,000	\$ 10,000
34301	Rehab Principal	120,812	70,000	141,900	70,000	70,000	70,000
34302	Rehab Interest	7,188	7,000	7,600	7,000	7,000	7,000
34303	First-time Home Buyer Principal	100,000	-	-	-	-	-
34304	First-time Home Buyer Interest	37,796	-	198,400	50,000	50,000	50,000
<b>TOTAL REVENUES</b>		<b>\$ 272,750</b>	<b>\$ 87,000</b>	<b>\$ 354,800</b>	<b>\$ 137,000</b>	<b>\$ 137,000</b>	<b>\$ 137,000</b>
44130	Rehab Assistance	341,414	500,000	100,000	500,000	\$ 500,000	\$ 100,000
46100	Reimb to General Fund	12,227	20,000	17,400	40,000	200	200
<b>TOTAL EXPENDITURES</b>		<b>\$ 353,641</b>	<b>\$ 520,000</b>	<b>\$ 117,400</b>	<b>\$ 540,000</b>	<b>\$ 500,200</b>	<b>\$ 100,200</b>
<b>ENDING BALANCE</b>							
		<b>\$ 982,170</b>	<b>\$ 549,170</b>	<b>\$ 1,219,570</b>	<b>\$ 816,570</b>	<b>\$ 453,370</b>	<b>\$ 490,170</b>

**FUND 290: COMMUNITY DEVELOPMENT BLOCK GRANT**

**OVERVIEW**

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 February 2021 to review the proposed funding allocations, and in March, the Draft Action Plan was released for the minimum 30-day public review. In April, the City Council adopted the FY2021-22 expenditure program, with the understanding that this amount would differ from the final CDBG entitlement amount provided by the U.S. Department of Housing and Urban Development (“HUD”) 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 FY2021-22 program year.

	<b>FY22 Proposed</b>
<b>PUBLIC SERVICE ACTIVITIES</b>	
Conejo Valley Senior Concerns - Senior Advocacy Services/Geriatric Care	19,890
Samaritan Center of Simi Valley - Case Management	45,000
<b>SUBTOTAL</b>	<b>\$ 64,890</b>
<b>CAPITAL IMPROVEMENT PROJECT</b>	
Many Mansions- Peppertree Apartments Energy Efficient Improvements	<b>\$ 65,242</b>
<b>SUBTOTAL</b>	<b>\$ 65,242</b>
<b>CITY PROGRAM</b>	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	390,234
<b>SUBTOTAL</b>	<b>\$ 390,234</b>
<b>PROGRAM ADMINISTRATION/PLANNING</b>	
CDBG Program Administration	\$ 113,738
Fair Housing Program	14,000
<b>SUBTOTAL</b>	<b>\$ 127,738</b>
<b>TOTAL FY 2020-21 CDBG PROGRAM</b>	<b>\$ 648,104</b>



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**CITY OF SIMI VALLEY**

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

**OVERVIEW**

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 Administrative Services Department manages the City’s PEG channel operations and capital improvements of the PEG equipment, and monitors State-issued cable franchise revenues. This fund is used for the maintenance, repair, replacement, and upgrade of the PEG equipment and the Council Chambers Broadcast Studio.

<b>STARTING BALANCE</b>							
<b>\$ 2,118,402    \$ 2,426,368    \$ 2,426,368    \$ 2,748,668    \$ 2,843,668    \$ 2,858,948</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
31116	Franchise PEG Fees	277,913	275,000	275,000	280,000	\$ 280	\$ 280
34001	Interest on Investments	47,338	15,000	47,300	15,000	15,000	15,000
<b>TOTAL REVENUES</b>		<b>\$ 325,251</b>	<b>\$ 290,000</b>	<b>\$ 322,300</b>	<b>\$ 295,000</b>	<b>\$ 15,280</b>	<b>\$ 15,280</b>
42235	Furnishings & Equip. - Non-Capital	\$ 17,251	\$ -	\$ -	\$ -	\$ -	\$ -
42320	Capital Leases	-	-	-	-	-	-
44010	Professional/Special Services	-	331,459	-	-	-	-
44310	Maintenance of Equipment	-	-	-	200,000	-	-
44490	Other Contract Services	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	-	718,541	-	-	-	-
48600	Const Contracts	-	250,000	-	-	-	-
48840	System Hardware	34	-	-	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 17,285</b>	<b>\$ 1,300,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
<b>\$ 2,426,368    \$ 1,416,368    \$ 2,748,668    \$ 2,843,668    \$ 2,858,948    \$ 2,874,228</b>							

**BUDGET ADJUSTMENTS**

Various Small Projects	\$ 200,000
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**ADMINISTRATIVE SERVICES**  
**FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** PEG Equipment - Various  
**AMOUNT :** \$200,000  
**ACCOUNT:** 2142114-44310  
**PRIORITY:** 1

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
	\$200,000
<b>TOTAL:</b>	<u>\$200,000</u>

This fund is for maintenance, repair, replacement, and upgrades of the PEG equipment and the Council Chambers Broadcast Studio. Funding request is to fund small projects such as, remote broadcasting, additional screens, Police Department Public Relations programs, translation services, replacement parts and online Community Forums.

**FUND 215 & 216: GASOLINE TAX FUND**

**OVERVIEW**

There are 7 types of gasoline taxes received by the City. Street and Highway Code Sections 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. Sections 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), each city in the State shall receive a fixed monthly apportionment of \$400 (\$4,800 per year), and \$7.2 M to the State Bicycle Trans. Account. 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 1.315 cents per gallon of the gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per LPG. 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.

**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	\$ 803,562	\$ 913,706	\$ 913,706	\$ 1,156,745	\$ 1,156,745	\$ 1,156,745
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection	
34001	Interest on Investments	\$ 13,704	\$ -	\$ 13,700	\$ -	\$ -	\$ -	
35401	Gas Tax Section 2105	651,490	623,962	681,247	735,161	742,513	749,938	
35402	Gas Tax-Section 2106	410,519	388,044	426,561	460,675	465,282	469,935	
35403	Gas Tax-Section 2107	822,630	744,924	864,707	935,548	944,903	954,353	
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,100	10,201	
35405	Gas Tax-RTC 7360	880,649	960,907	988,361	1,128,231	1,139,513	1,150,908	
35406	Gas Tax-Section 2031(e)	143,581	-	-	-	-	-	
35407	Gas Tax-Section 2030	2,212,025	2,050,329	2,050,329	2,496,170	2,521,132	2,546,343	
<b>TOTAL REVENUES</b>		<b>\$ 5,144,598</b>	<b>\$ 4,778,166</b>	<b>\$ 5,021,205</b>	<b>\$ 5,765,785</b>	<b>\$ 5,823,443</b>	<b>\$ 5,881,677</b>	
49100	Transfer to General Fund	\$ 2,918,869	\$ 2,727,837	\$ 2,727,837	\$ 3,269,615	\$ 3,335,334	\$ 3,368,688	
49600	Transfer to Streets & Roads	2,115,585	2,050,329	2,050,329	2,496,170	2,488,109	2,512,990	
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,034,454</b>	<b>\$ 4,778,166</b>	<b>\$ 4,778,166</b>	<b>\$ 5,765,785</b>	<b>\$ 5,823,443</b>	<b>\$ 5,881,677</b>	
<b>ENDING BALANCE</b>		<b>\$ 913,706</b>	<b>\$ 913,706</b>	<b>\$ 1,156,745</b>	<b>\$ 1,156,745</b>	<b>\$ 1,156,745</b>	<b>\$ 1,156,745</b>	

**FUND 233: BICYCLE LANES FUND**

**OVERVIEW**

Pursuant to §99234 of the CPUC, 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.

<b>STARTING BALANCE</b>							
		\$ 248,165	\$ 170,307	\$ 170,307	\$ 14,127	\$ 14,627	\$ 15,127
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	4,452	500	4,400	500	\$ 500	\$ 500
35410	Other Governments	29,878	30,000	30,000	38,000	30,000	30,000
36003	Grant Refunds	(82,310)	-	-	-	0	0
39600	Transfer from Capital Proj Fnd	-	-	-	-	0	0
<b>TOTAL REVENUES</b>		<b>\$ (47,980)</b>	<b>\$ 30,500</b>	<b>\$ 34,400</b>	<b>\$ 38,500</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>
44490	Other Contract Services	\$ 29,878	\$ 30,000	\$ 30,000	\$ 38,000	\$ 30,000	\$ 30,000
49600	Transfer to Streets & Roads	-	160,580	160,580	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 29,878</b>	<b>\$ 190,580</b>	<b>\$ 190,580</b>	<b>\$ 38,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 170,307</b>	<b>\$ 10,227</b>	<b>\$ 14,127</b>	<b>\$ 14,627</b>	<b>\$ 15,127</b>	<b>\$ 15,627</b>

**FUND 238: LOCAL TRANSPORTATION FUND**

**OVERVIEW**

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 VCTC. Receipts into the LTF under provisions of Article 4 are dedicated for transit purposes. LTF receipts are transferred to the Transit Fund, as needed, in support of Simi Valley Transit operations.

		FY20	FY21	FY21	FY22	FY23	FY24
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 3,931,768</b>	<b>\$ 6,100,188</b>	<b>\$ 6,100,188</b>	<b>\$ 3,150,586</b>	<b>\$ 1,824,969</b>	<b>\$ 1,824,969</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	136,545	2,000	136,500	2,000	\$ 100,000	\$ 100,000
34003	Change in Fair Value Investment	106,153	-	-	-		
35410	Other Governments	4,041,738	4,395,400	4,395,400	4,395,400	4,300,000	4,300,000
<b>TOTAL REVENUES</b>		<b>\$ 4,284,436</b>	<b>\$ 4,397,400</b>	<b>\$ 4,531,900</b>	<b>\$ 4,397,400</b>	<b>\$ 4,400,000</b>	<b>\$ 4,400,000</b>
49750	Transfer to Transit	2,116,016	7,481,502	7,481,502	5,723,017	\$ 4,400,000	\$ 4,400,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,116,016</b>	<b>\$ 7,481,502</b>	<b>\$ 7,481,502</b>	<b>\$ 5,723,017</b>	<b>\$ 4,400,000</b>	<b>\$ 4,400,000</b>
<b>ENDING BALANCE</b>		<b>\$ 6,100,188</b>	<b>\$ 3,016,086</b>	<b>\$ 3,150,586</b>	<b>\$ 1,824,969</b>	<b>\$ 1,824,969</b>	<b>\$ 1,824,969</b>

**FUND 250: LIBRARY FUND****OVERVIEW**

The Simi Valley Public Library ("Library") is a free Library that offers reference and information services, and programs and events for all age demographics from preschoolers to seniors. The Library is open 7 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 redesigned website at [www.simivalleylibrary.org](http://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, giving patrons access to a shared catalog of over 2.5 million items for reciprocal borrowing.

The Business Resource Center is also available 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, 12 training laptops and Wi-Fi, which are free for patrons to use. Copying and printing services are available for a nominal fee.

The Rose Garden and the Discovery Garden are outdoor spaces patrons can enjoy anytime during Library hours, and where programs are held and environmental education opportunities are provided.

Library operations are funded by a portion of property tax revenues. The Simi Valley Friends of the Library generously assists with sponsoring programs. The Library Services Fund provides for the maintenance and operations of the facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

<b>STARTING BALANCE</b>							
<b>\$ 1,854,052 \$ 2,038,000 \$ 2,038,000 \$ 2,128,898 \$ 1,720,944 \$ 1,325,185</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
31101	Property Taxes/Secured	\$ 2,225,754	\$ 2,292,527	\$ 2,292,527	\$ 2,361,302	\$ 2,432,141	\$ 2,505,105
33510	Other Fines and Forfeitures	\$ 9,994	15,000	-	5,000	5,000	5,000
34001	Interest on Investments	\$ 34,982	-	34,900	-	-	-
34101	Rents & Leases	\$ 2,850	4,000	-	4,000	4,000	4,000
36601	Other Grants	\$ 2,500	-	-	-	-	-
37001	Duplication Services	\$ 1,792	5,000	-	5,000	5,000	5,000
38003	Miscellaneous	\$ (6)	-	-	-	-	-
38007	Rebates	\$ -	-	-	-	-	-
38050	Contributions/donations	\$ 41,750	60,000	35,000	60,000	60,000	60,000
<b>TOTAL REVENUES</b>		<b>\$ 2,319,617</b>	<b>\$ 2,376,527</b>	<b>\$ 2,362,427</b>	<b>\$ 2,435,302</b>	<b>\$ 2,506,141</b>	<b>\$ 2,579,105</b>
41010	Regular Salaries	\$ 133,288	\$ 138,508	\$ 134,000	\$ 91,989	\$ 94,700	\$ 95,600
41200	Deferred Comp (401k)	2,976	2,966	3,500	1,992	2,100	2,100
41210	Deferred Comp (457)	(1)	-	-	-	-	-
41300	Vision Care	316	316	330	197	200	200
41350	Disability	1,126	1,177	1,200	782	800	800
41400	Group Insurance/Health	2,211	2,266	2,300	1,424	1,500	1,500
41415	Flex Benefits	28,426	29,711	29,711	14,035	14,500	14,600
41420	CalPERS Health Admin Fee	-	150	150	47	-	-
41450	Life Insurance	238	239	240	148	200	200
41500	Group Insurance/Dental	1,596	1,596	1,600	996	1,000	1,000
41550	Section 125 Administration Fee	56	42	60	21	-	-
41600	Retirement (PERS)	31,207	45,261	45,261	31,713	32,700	33,700
41620	Retirement (HRA)	2,409	2,400	2,400	1,200	1,200	1,200
41650	Medicare Tax	2,024	2,439	2,439	1,537	1,600	1,600

**FUND 250: LIBRARY FUND (continued)**

Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection
41700	Workers' Compensation	\$ 3,500	\$ 5,637	\$ 5,637	\$ 4,323	\$ 4,500	\$ 4,500
41800	Leave Accrual	17,656	12,000	12,000	12,000	\$ 12,400	12,500
41801	Leave Accrual - Contra Account	(12,520)	-	-	-	-	-
42100	Utilities	49,173	75,000	75,000	65,000	66,300	67,600
42150	Communications	1,866	1,700	1,900	2,099	2,100	2,100
42200	Computer - Non Capital	-	1,500	-	1,500	1,500	1,500
42235	Furnishings & Equipment	-	2,500	-	2,500	2,600	2,700
42310	Rentals	68,854	71,000	71,000	73,200	74,700	76,200
42440	Memberships and Dues	-	-	-	-	-	-
42450	Subscriptions and Books	43,564	35,102	15,000	32,500	33,200	33,900
42460	Advertising	-	5,500	-	5,500	5,600	5,700
42560	Operating Supplies	2,719	4,535	2,000	4,500	4,600	4,700
42720	Travel, Conferences, Meetings	-	2,000	400	2,000	2,000	2,000
42790	Mileage	-	200	-	200	200	200
44010	Professional/Special Services	10,815	27,900	-	30,900	31,500	32,100
44490	Other Contract Services	1,270,635	1,302,900	1,302,900	1,336,076	1,362,800	1,390,100
46100	Reimb to General Fund	242,200	319,500	319,500	439,876	448,700	457,700
47020	Furnishings & Equip (Capital)	-	79,458	-	50,000	51,000	52,000
47040	Building Improvements	2,495	1,018,748	18,000	400,000	408,000	416,200
47070	Intangibles	228,839	262,032	225,000	235,000	239,700	244,500
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,135,670</b>	<b>\$ 3,454,285</b>	<b>\$ 2,271,528</b>	<b>\$ 2,843,256</b>	<b>\$ 2,901,900</b>	<b>\$ 2,958,700</b>
<b>ENDING BALANCE</b>		<b>\$ 2,038,000</b>	<b>\$ 960,241</b>	<b>\$ 2,128,898</b>	<b>\$ 1,720,944</b>	<b>\$ 1,325,185</b>	<b>\$ 945,590</b>



**FUND 260: NEW DWELLING FEES FUND**

**OVERVIEW**

The Environmental Services Department collects New Dwelling Fees upon issuance of building permits. In accordance with AB1600, New Dwelling Fees are used for road construction or specific projects impacted by new development as part of the CIP. 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 authorizing the Administrative Services Director 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 CPI-U, as measured by the U.S. Department of Labor for the Los Angeles-Long Beach-Anaheim, California areas.

		FY20	FY21	FY21	FY22	FY23	FY24
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 1,045,439</b>	<b>\$ 1,117,056</b>	<b>\$ 1,117,056</b>	<b>\$ 1,220,556</b>	<b>\$ 1,304,256</b>	<b>\$ 1,387,956</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ 23,523	\$ 3,700	\$ 23,500	\$ 3,700	\$ 3,700	\$ 3,700
37410	Services Charges	118,094	150,000	150,000	150,000	150,000	150,000
<b>TOTAL REVENUES</b>		<b>\$ 141,617</b>	<b>\$ 153,700</b>	<b>\$ 173,500</b>	<b>\$ 153,700</b>	<b>\$ 153,700</b>	<b>\$ 153,700</b>
49100	Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,117,056</b>	<b>\$ 1,200,756</b>	<b>\$ 1,220,556</b>	<b>\$ 1,304,256</b>	<b>\$ 1,387,956</b>	<b>\$ 1,471,656</b>

**FUND 262: DEVELOPMENT AGREEMENT FUND**

**OVERVIEW**

By way of existing law, the City and land developers are authorized to enter into Development Agreements related to approved projects establishing additional parameters for the timing of construction. Such agreements may 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.

<b>STARTING BALANCE</b>								
<b>\$ 7,828,105    \$ 6,778,147    \$ 6,778,147    \$ 6,473,276    \$ 5,916,776    \$ 4,960,219</b>								
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>	
34001	Interest on Investments	\$ 149,957	\$ 124,900	\$ 149,900	\$ 149,957	\$ 124,900	\$ 124,900	
34003	Change In Fair Value Investment	76,785	-	-	-	-	-	
38402	Development Agreements	-	-	975,000	-	-	-	
39809	Trans from FIS Operations	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 226,742</b>	<b>\$ 124,900</b>	<b>\$ 1,124,900</b>	<b>\$ 149,957</b>	<b>\$ 124,900</b>	<b>\$ 124,900</b>	
49100	Transfer to General Fund	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
49511	Transfer to DS 2014A Lease Rev	50,482	65,304	65,304	66,504	66,504	66,504	
49512	Transfer to DS2016 CREBS	22,295	31,013	31,013	31,626	31,626	31,626	
49513	Transfer to DS2017 Lease Agmt	20,757	25,512	25,512	26,054	26,054	26,054	
49514	Transfer to DS2018 Lease Agmt	17,666	25,237	25,237	25,773	25,773	25,773	
49600	Transfer to Streets & Roads	466,000	172,205	172,205	-	-	-	
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	168,000	579,000	579,000	25,000	400,000	400,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,276,700</b>	<b>\$ 1,429,771</b>	<b>\$ 1,429,771</b>	<b>\$ 706,457</b>	<b>\$ 1,081,457</b>	<b>\$ 1,081,457</b>	
<b>ENDING BALANCE</b>								
<b>\$ 6,778,147    \$ 5,473,276    \$ 6,473,276    \$ 5,916,776    \$ 4,960,219    \$ 4,003,662</b>								

**FUND 263: TRAFFIC IMPACT FEES FUND**

**OVERVIEW**

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. On September 30, 2019, the City Manager awarded a contract to update the Traffic Impact Fee Nexus Study and revise as necessary.

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.

<b>STARTING BALANCE</b>							
<b>\$ 1,007,819    \$ 839,124    \$ 839,124    \$ 620,334    \$ 626,334    \$ 442,334</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	20,562	15,000	20,500	15,000	\$ 15,000	\$ 15,000
37410	Services Charges	29,565	35,000	75,000	75,000	35,000	35,000
38050	Contributions/Donations	100,000	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 150,127</b>	<b>\$ 50,000</b>	<b>\$ 95,500</b>	<b>\$ 90,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
44010	Professional/Secial Services	53,469	12,902	-	-	\$ -	\$ -
44490	Other Contract Services	115,353	84,000	84,000	84,000	84,000	84,000
49600	Transfer to Streets & Roads	150,000	230,290	230,290	-	150,000	150,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 318,822</b>	<b>\$ 327,192</b>	<b>\$ 314,290</b>	<b>\$ 84,000</b>	<b>\$ 234,000</b>	<b>\$ 234,000</b>
<b>ENDING BALANCE</b>							
<b>\$ 839,124    \$ 561,932    \$ 620,334    \$ 626,334    \$ 442,334    \$ 258,334</b>							

**FUND 270: ECONOMIC RECOVERY FUND**

**OVERVIEW**

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, which is responsible for staff and third party costs for annual maintenance and repairs, as well as utility costs for all 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: FY2012-13; FY2013-14; and FY2017-18.

		FY20	FY21	FY21	FY22	FY23	FY24
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
<b>Object</b>	<b>Description</b>						
	<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49667 Transfer to LED Streetlights		\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838

**FUND 271: COVID-19 RECOVERY FUND**

**OVERVIEW**

The COVID-19 Recovery Fund is available to assist the operations of the City, should the economic impacts of the Coronavirus Pandemic cause City revenues to fall below anticipated budgeted levels. This funding source is from a one-time general fund surplus funds.

\$2.5 million is from a \$3.2 million FY2019-20 Property Tax revenue payment that was unanticipated. The County of Ventura conducted an in-depth review of the Tax Equity Allocation (TEA) payments that were made to cities for the periods of FY 2016-17 through FY 2019-20 and as a result, the City of Simi Valley received a one-time payment of \$3.2 million.

\$3.4 million is from the FY2018-19 general fund year end surplus.

		<b>STARTING BALANCE</b>					
		\$ -	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
39100	Transfer from General Fund	\$ 2,521,413	\$ -	\$ -	\$ -	\$ -	\$ -
39100	Transfer from General Fund	3,478,587	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>ENDING BALANCE</b>					
		\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000

**FUND 280: FORFEITED ASSETS FUND****OVERVIEW**

As authorized by the City Council, the Police Department participates in a program whereby assets 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 decrease gradually 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: 2 replacement undercover vehicles, equipment and furnishings for the CSI work area and Darkroom remodel, materials for the Training Facility's resurfacing project, equipment and software for the Body-Worn-Camera Program, and other law enforcement-related equipment.

<b>STARTING BALANCE</b>							
<b>\$ 2,745,700 \$ 1,059,633 \$ 1,059,633 \$ 984,933 \$ 1,123,333 \$ 1,265,933</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	35,930	17,000	35,900	30,000	\$ 30,000	\$ 30,000
36001	Federal Assistance	96,724	200,000	200,000	200,000	200,000	200,000
36002	State Assistance	312,565	10,000	27,100	10,000	10,000	10,000
<b>TOTAL REVENUES</b>		<b>\$ 445,219</b>	<b>\$ 227,000</b>	<b>\$ 263,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>
42150	Communications	\$ 4,559	\$ 4,700	\$ 4,600	\$ 4,700	\$ 4,700	\$ 4,700
42200	Computer - Non Capital	-	974	-	-	-	-
42235	Furnishings & Equip - Non Cap	4,771	-	-	4,200	-	-
42420	Special Departmental Expense	15,000	30,000	15,000	30,000	30,000	30,000
42560	Operating Supplies	-	127,726	111,200	22,700	22,700	22,700
42720	Travel, Conferences, Meetings	-	25,000	-	25,000	25,000	25,000
42730	Training	-	23,040	18,100	15,000	15,000	15,000
44490	Other Contract Services	-	12,000	12,000	-	-	-
47020	Furnishings & Equip (Capital)	1,835,304	50,500	50,500	-	-	-
47030	Vehicles	66,652	126,235	126,300	-	-	-
49655	Transfer to PD Public Fac. Imp.	205,000	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,131,286</b>	<b>\$ 400,175</b>	<b>\$ 337,700</b>	<b>\$ 101,600</b>	<b>\$ 97,400</b>	<b>\$ 97,400</b>
<b>ENDING BALANCE \$ 1,059,633 \$ 886,459 \$ 984,933 \$ 1,123,333 \$ 1,265,933 \$ 1,408,533</b>							

**BUDGET ADJUSTMENTS**

Detective Bureau Chairs	\$ 4,200
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**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 SUPPORT SERVICES REQUEST**

**TITLE:** Replace Chairs - Detectives Bureau  
**AMOUNT :** \$4,200  
**ACCOUNT:** 2805601-42235  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
7 Detectives Chairs	\$4,200
<b>TOTAL:</b>	<b>\$4,200</b>

The Detectives Bureau is requesting replacement chairs for the two supervisors' offices and five of the ten detective cubicles occupied by the Property Crimes Unit and the Major Crimes Unit detectives. A total of 7 replacement chairs are requested.

The personnel assigned to these offices and cubicles have been using worn out chairs or chairs that are not appropriate for long-term sitting. By the time staff in these positions begin working in the Detective Bureau, their backs have already been subjected to years of work-related strain from field work as police officers. Cumulative trauma to the back is known to be a presumptive workers compensation injury for law enforcement officers. As detectives, much of their work day involves sedentary work at their desk, which is also widely documented to be problematic when it comes to spine health.

It is therefore, recommended that the City provide quality adjustable chairs that are suitable for employees with back issues. The chairs will accommodate those who already experience back fatigue and will possibly mitigate future back claims.

It is the intent of the Detective Bureau to seek out replacements for the remainder of the cubicles in next year's budget.

Support Services Recommendation: Approved

**FUND 285: SUPPLEMENTAL LAW ENFORCEMENT**

**OVERVIEW**

This fund was established to account for revenue received from the State's Supplemental Law Enforcement Services Fund (SLESF) to support the Citizens Option for Public Safety (COPS). The State's allocation to counties is based upon a prescribed funding percentage; the counties allocation to cities is based upon population. Since the moneys received are mandated for frontline law enforcement services, a transfer is made annually to the General Fund, which funds Police Department activities.

		STARTING BALANCE	\$ 100,757	\$ 213,801	\$ 213,801	\$ 213,801	\$ 213,801	\$ 213,801
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection	
36002	State Assistance	\$ 303,044	\$ 250,000	\$ 306,000	\$ 308,000	\$ 308,000	\$ 308,000	
<b>TOTAL REVENUES</b>		<b>\$ 303,044</b>	<b>\$ 250,000</b>	<b>\$ 306,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	
49100	Transfer to General Fund	\$ 190,000	\$ 250,000	\$ 306,000	\$ 308,000	\$ 308,000	\$ 308,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 190,000</b>	<b>\$ 250,000</b>	<b>\$ 306,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	
<b>ENDING BALANCE</b>		<b>\$ 213,801</b>	<b>\$ 213,801</b>	<b>\$ 213,801</b>	<b>\$ 213,801</b>	<b>\$ 213,801</b>	<b>\$ 213,801</b>	



**FUND 287: LAW ENFORCEMENT GRANTS FUND**

**OVERVIEW**

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.

<b>STARTING BALANCE</b>								
		\$ 7,429	\$ 2,272	\$ 2,272	\$ 32,391	\$ 32,391	\$ 32,291	
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>	
35502	911 Reimbursement	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
36001	Federal Assistance	120,068	145,829	145,800	-	-	-	
36002	State Assistance	159,249	179,100	188,500	179,200	179,100	179,100	
<b>TOTAL REVENUES</b>		<b>\$ 279,317</b>	<b>\$ 324,929</b>	<b>\$ 337,300</b>	<b>\$ 182,200</b>	<b>\$ 182,100</b>	<b>\$ 182,100</b>	
41860	Salary Reimbursements	\$ 144,192	\$ 159,600	\$ 148,000	\$ 148,000	\$ 148,000	\$ 148,000	
42200	Computer - Non Capital	-	6,226	-	-	-	-	
42235	Furnishings & Equip - Non Cap	2,675	11,522	11,500	-	-	-	
42560	Operating Supplies	20,065	10,589	8,500	-	-	-	
42730	Training	-	847	500	-	-	-	
44010	Professional/Special Services	5,000	-	-	-	-	-	
44490	Other Contract Services	5,824	9,481	9,481	-	-	-	
47020	Furnishings & Equip(Capital)	20,980	-	-	-	-	-	
48800	Application Software	7,097	1,680	-	-	-	-	
49100	Transfer to General Fund	78,641	136,300	129,200	34,200	34,200	34,200	
<b>TOTAL EXPENDITURES</b>		<b>\$ 284,474</b>	<b>\$ 336,245</b>	<b>\$ 307,181</b>	<b>\$ 182,200</b>	<b>\$ 182,200</b>	<b>\$ 182,200</b>	
<b>ENDING BALANCE</b>								
		\$ 2,272	\$ (9,045)	\$ 32,391	\$ 32,391	\$ 32,291	\$ 32,191	

**FUND 295: SIMI VALLEY CULTURAL ARTS CENTER PROGRAM OPERATION**

**OVERVIEW**

The Simi Valley CAC 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 CAC develops, supports, and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and its surrounding communities. In addition, the CACs year-round programming encourages economic growth for restaurants, hotels, gas stations, and other Simi Valley businesses through cultural tourism.

<b>STARTING BALANCE</b>							
		<b>\$ 141,781</b>	<b>\$ 133,255</b>	<b>\$ 133,255</b>	<b>\$ 86,034</b>	<b>\$ 86,034</b>	<b>\$ 86,034</b>
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	\$ 38	\$ 35	\$ 10	\$ -	\$ -	\$ -
38295	Cultural Arts Program Revenues	432,153	459,350	34,750	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 432,190</b>	<b>\$ 459,385</b>	<b>\$ 34,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
44295	Cultural Arts Program Expenditure	440,716	448,885	81,981	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 440,716</b>	<b>\$ 448,885</b>	<b>\$ 81,981</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
		<b>\$ 133,255</b>	<b>\$ 143,755</b>	<b>\$ 86,034</b>	<b>\$ 86,034</b>	<b>\$ 86,034</b>	<b>\$ 86,034</b>

**THE FY2021-22 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM**

**FUND 296: COUNCIL ON AGING**

**OVERVIEW**

The City Council has authorized the Council On Aging (“COA”) to accept and generate revenues to support senior programming and services. The COA generates income from a variety of sources, including receipt of donations and fundraising through special events, to support quality of life issues for seniors. The COA helps identify the needs of seniors, develops and recommends solutions for senior issues, and administers and supports programs that benefit seniors. The COA Budget is approved annually by the COA Executive Board and its general membership. The COA’s Budget is solely funded by fundraiser proceeds and donations to the COA and does not include City General Fund contributions. The COA continues to adhere to City purchasing policies, fiscal policies, and budget guidelines. The COA employs an independent bookkeeper who reviews and monitors COA financial activity and the City’s Fiscal Services Division also audits COA financial records annually to ensure adherence to fiscal policies.

		FY20	FY21	FY21	FY22	FY23	FY24
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 279,382</b>	<b>\$ 389,550</b>	<b>\$ 389,550</b>	<b>\$ 482,115</b>	<b>\$ 482,115</b>	<b>\$ 482,115</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ 501	\$ 350	\$ -	\$ -	\$ -	\$ -
38295	Council On Aging Prog. Revenues	142,706	54,300	106,476	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 143,207</b>	<b>\$ 54,650</b>	<b>\$ 106,476</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
44295	Council On Aging Prog. Expenditures	\$ 33,039	\$ 93,100	\$ 13,911	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 33,039</b>	<b>\$ 93,100</b>	<b>\$ 13,911</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 389,550</b>	<b>\$ 351,100</b>	<b>\$ 482,115</b>	<b>\$ 482,115</b>	<b>\$ 482,115</b>	<b>\$ 482,115</b>

**THE FY2021-22 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM**

## FUND 297: RETIREE BENEFITS FUND

### OVERVIEW

The Retiree Benefits Fund was created in FY2002-03 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 depends 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 OPEB trust fund to pre-fund future retiree health, vision, and dental coverage.

		STARTING BALANCE	\$ 30,008	\$ 278,911	\$ 278,911	\$ 301,411	\$ 304,412	\$ 316,912
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection	
34001	Interest on Investments	\$ 22,552	\$ 2,000	\$ 22,500	\$ 2,000	\$ 12,500	\$ 12,500	
38003	Miscellaneous	1,757	-	-	1,000	-	-	
39100	Transfer from General Fund	1,982,600	2,012,867	2,012,867	2,179,427	2,223,000	2,267,500	
39700	Transfer from Sanitation	291,700	296,174	296,174	320,682	327,100	333,600	
39750	Transfer from Transit	37,400	38,021	38,021	41,167	42,000	42,800	
39761	Transfer from Waterworks.	68,900	69,938	69,938	75,725	77,200	78,700	
<b>TOTAL REVENUES</b>		<b>\$ 2,404,909</b>	<b>\$ 2,419,000</b>	<b>\$ 2,439,500</b>	<b>\$ 2,620,001</b>	<b>\$ 2,681,800</b>	<b>\$ 2,735,100</b>	
41400	Group Insurance/Health	\$ 2,142,379	\$ 2,400,000	\$ 2,400,000	\$ 2,600,000	\$ 2,652,000	\$ 2,705,000	
41500	Group Insurance/Dental	13,627	17,000	17,000	17,000	17,300	17,600	
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,156,006</b>	<b>\$ 2,417,000</b>	<b>\$ 2,417,000</b>	<b>\$ 2,617,000</b>	<b>\$ 2,669,300</b>	<b>\$ 2,722,600</b>	
<b>ENDING BALANCE</b>		<b>\$ 278,911</b>	<b>\$ 280,911</b>	<b>\$ 301,411</b>	<b>\$ 304,412</b>	<b>\$ 316,912</b>	<b>\$ 329,412</b>	

**3004301: LANDSCAPE AUGMENTATION FUND**

**OVERVIEW**

This fund was established in FY1999-00 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 assessments 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 FY2017-18 the transfer was \$760,400, in FY2018-19 the transfer was \$650,000, in FY2019-20 the transfer was \$400,000, and in FY2020-21 and FY2021-22 the transfer is \$200,000.

		<b>STARTING BALANCE</b>	<b>\$ 19,898</b>	<b>\$ 20,325</b>	<b>\$ 20,325</b>	<b>\$ 20,775</b>	<b>\$ 21,225</b>	<b>\$ 21,675</b>
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>	
34001	Interest on Investments	\$ 427	\$ 1,200	\$ 450	\$ 450	\$ 450	\$ 450	
37410	Services Charges	-	-	-	-	-	-	
39100	Transfer from General Fund	400,000	200,000	200,000	200,000	-	-	
39262	Transfer from Development Agrmts	-	-	-	-	-	-	
39300	Transfer from Landscape	-	-	-	-	-	-	
	<b>TOTAL REVENUES</b>	<b>\$ 400,427</b>	<b>\$ 201,200</b>	<b>\$ 200,450</b>	<b>\$ 200,450</b>	<b>\$ 450</b>	<b>\$ 450</b>	
49300	Transfer to Landscape	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>ENDING BALANCE</b>	<b>\$ 20,325</b>	<b>\$ 21,525</b>	<b>\$ 20,775</b>	<b>\$ 21,225</b>	<b>\$ 21,675</b>	<b>\$ 22,125</b>	

## 3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

### OVERVIEW

The City formed Landscape District No. 1 ("District") 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 1 non-assessable zone (the 64 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 FY2020-21 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 is \$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.

**3003402-3004499: 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 1 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 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 6 month reserve account for maintenance of parkway landscaping east of Sequoia Avenue, adjacent to Tract 3456-2, and the area east of Cinnabar Place.

The 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.

**3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)**

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 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.



**3003402-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)**

<b>STARTING BALANCE \$ 673,481 \$ 142,549 \$ 142,549 \$ (842,663) \$ (1,154,949) \$ (1,667,235)</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	\$ 12,567	\$ 14,500	\$ 10,500	\$ 14,500	\$ 14,500	\$ 14,500
37410	Service Charges	787,639	787,800	787,800	786,267	786,267	786,267
39300	Transfer from Landscape	400,000	200,000	200,000	200,000	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,200,206</b>	<b>\$ 1,002,300</b>	<b>\$ 998,300</b>	<b>\$ 1,000,767</b>	<b>\$ 800,767</b>	<b>\$ 800,767</b>
42100	Utilities	\$ 529,043	\$ 511,363	\$ 664,300	\$ 511,363	\$ 511,363	\$ 511,363
44450	Landscape Maintenance Contract	1,032,047	951,180	951,180	751,558	751,558	751,558
44490	Other Contract Services	48,667	50,132	50,132	50,132	50,132	50,132
46100	Reimb to General Fund	121,380	317,900	317,900	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,731,138</b>	<b>\$ 1,830,575</b>	<b>\$ 1,983,512</b>	<b>\$ 1,313,053</b>	<b>\$ 1,313,053</b>	<b>\$ 1,313,053</b>
<b>ENDING BALANCE \$ 142,549 \$ (685,726) \$ (842,663) \$ (1,154,949) \$ (1,667,235) \$ (2,179,521)</b>							

## FUND 600: STREETS AND ROADS FUND

### OVERVIEW

The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, Traffic Impact Fees, New Dwelling Fees, 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 2021-22 include:

#### Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2021-22, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's Pavement Management Program.

#### Annual Minor Street Overlay Program - SB 1 Funds

This annual program resurfaces residential streets throughout the City. For FY 2021-22, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's PMP. This project is funded from State Transportation funds from the Road Repair and Accountability Act of 2017, SB1.

#### Dewatering Wells Rehabilitation Project

The funding for this project was reduced in FY 2020-21. Postponing the rehabilitation and maintenance of the dewatering wells could lead to more costly and extensive repairs of the pumps, motors, and the ability to maintain the groundwater levels. Inspect, evaluate, and rehabilitate five dewatering wells and pump equipment. These wells are operated to control the rising groundwater table and artesian conditions that adversely affect certain localized neighborhoods in western areas of Simi Valley. The five wells vary in age from 23 to 26 years and require periodic maintenance due to the saline nature of the groundwater.

#### Landscape Beautification Project

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. The MOU between Waste Management and the City regarding expansion of the Simi Valley Landfill provides that the City will receive \$80,000 per year for 12 years to be used for City beautification projects.

#### Traffic Signal Upgrades

This annual program provides for modernization and replacement of signal equipment, including existing traffic signal controllers and cabinets, upgrading conduit and/or wiring, installation of video detection equipment, installation of battery backup systems, and other signal equipment or phasing upgrades at locations recommended by staff. The project helps to maintain a more robust traffic control system that is more resilient and resistant to failure due to aging infrastructure and power outages. The City currently operates 121 traffic signals.

#### West of Los Angeles Ave. Widening Project

This project includes the widening of West Los Angeles Avenue from the City's PSC to Los Alamos Canyon Creek in order to install on-street bicycle lanes, curb, gutter, sidewalk, and all appurtenant facilities.

#### Curb, Gutter, Asphalt and Sidewalk Repair

The purpose of this ongoing work is to remove buckled or lifted sidewalk panels curb, gutters and asphalt that could cause potential tripping hazard for pedestrians, as well as to eliminate areas of standing water in the gutter or street. Repair and replacement of sidewalk panels, curb, gutter and asphalt is also critical in support of yearly capital projects, landscape tree replacements and the yearly crack seal and slurry programs.

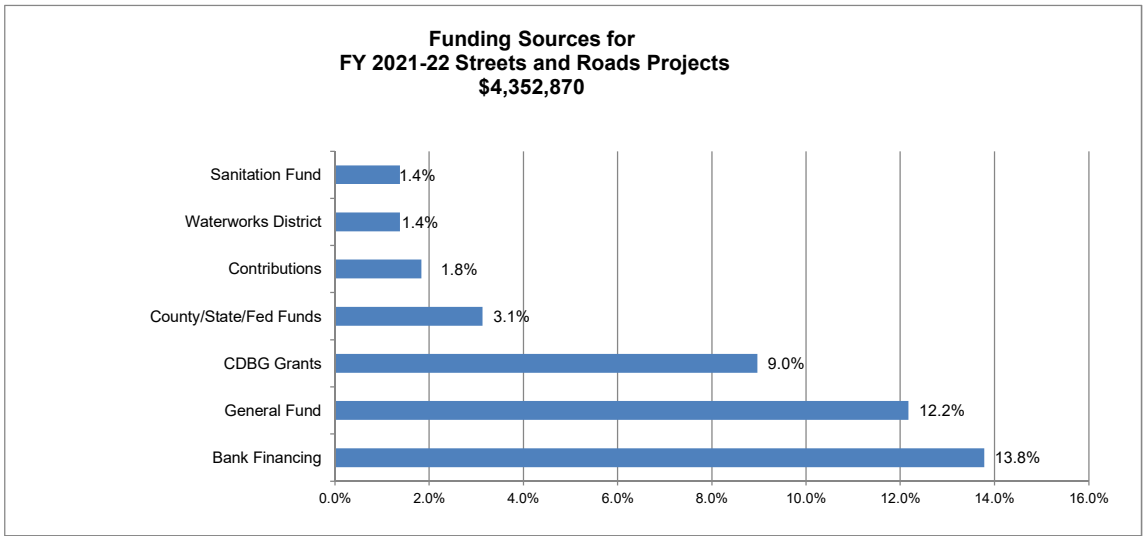
#### Slurry Seal and Crack Seal Project

Slurry Seal: Is a cost effective preventative maintenance technique used for older streets and pavements. This method fills cracks and voids in streets effectively sealing and waterproofing the surface.

Crack Seal: Are an initial preventative maintenance technique which will significantly reduce the amount of premature road failures and will extend pavement life. Crack sealing consists of cleaning the cracks in the pavement surface and placing bituminous, or other similar materials into and around the crack to seal the surface from water entering.

**STREETS AND ROADS REVENUE**

Object	Revenue Source	FY21 Budget	FY21 Est. Actual	FY22 Proposed	FY23 Projected	FY24 Projected
39100	General Fund	\$ 18,000	\$ 18,000	\$ 530,000	\$ 4,057,785	\$ 4,160,800
39500	Bank Financing	-	-	600,000	-	-
36001/ 36002/ 36407	County/State/Federal Funding	2,019,505	2,019,505	136,466	1,372,215	8,419,200
38050	Contributions	80,000	80,000	80,000	80,000	80,000
39216	Transfer from Gas Tax	2,050,329	2,050,329	2,496,170	-	-
39262	Development Agreement Fund	172,205	172,205	-	-	-
39263	Traffic Impact Fees	230,290	230,290	-	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 Dev. Block Grants	391,978	391,978	390,234	400,000	400,000
<b>TOTAL REVENUES</b>		<b>\$ 5,082,307</b>	<b>\$ 5,082,307</b>	<b>\$ 4,352,870</b>	<b>\$ 6,380,000</b>	<b>\$ 13,530,000</b>



**STREETS AND ROADS REVENUE SOURCE DETAIL**

REVENUE SOURCE	ANNUAL MINOR STREETS	ANNUAL MINOR STREETS (SB1)	CURB, GUTTER ASPHALT SIDEWALK	DEWATERING WELLS	TOTAL
GENERAL FUND	\$ -	\$ -	\$ 200,000	\$ 120,000	\$ 320,000
DEVELOPER AGREEMENTS	-	-	-	-	-
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	136,466	-	-	-	136,466
GAS TAX FUNDING	-	2,496,170	-	-	2,496,170
SANITATION FUND	60,000	-	-	-	60,000
WATERWORKS FUND	60,000	-	-	-	60,000
CDBG	390,234	-	-	-	390,234
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
BANK FINANCING	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 646,700</b>	<b>\$ 2,496,170</b>	<b>\$ 200,000</b>	<b>\$ 120,000</b>	<b>\$ 3,462,870</b>

REVENUE SOURCE	LANDSCAPE BEAU.	SLURRY SEAL & CRACK SEAL	TRAFFIC SIGNAL UPGRADES	WEST OF L.A. AVE. WIDENING	TOTAL
GENERAL FUND	\$ -	\$ 200,000	\$ -	\$ 10,000	\$ 210,000
DEVELOPER AGREEMENTS	-	-	-	-	-
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-	-
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	80,000	-	-	-	80,000
TRAFFIC IMPACT FEES	-	-	-	-	-
BANK FINANCING	-	-	600,000	-	600,000
<b>PROJECT BUDGET</b>	<b>\$ 80,000</b>	<b>\$ 200,000</b>	<b>\$ 600,000</b>	<b>\$ 10,000</b>	<b>\$ 890,000</b>

REVENUE SOURCE	TOTALS
GENERAL FUND	\$ 530,000
DEVELOPER AGREEMENTS	-
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUND	136,466
SANITATION FUND	60,000
WATERWORKS FUND	60,000
CDBG	390,234
CONTRIBUTIONS	80,000
BOND PROCEEDS	600,000
GAS TAX FUNDING	2,496,170
<b>TOTAL FY20 FUNDING</b>	<b>\$ 4,352,870</b>

**STREETS AND ROADS PROGRAM EXPENDITURE PLAN**

Project	FY21 Budget	FY22 Proposed	FY23 Projected	FY24 Projected	FY25 Projected	FY26 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)	511,978	646,700	1,850,000	1,850,000	1,850,000	1,850,000
Annual Minor Streets Program - SB1	2,050,329	2,496,170	2,200,000	2,200,000	2,200,000	2,200,000
Barnard Street Bridge Rehabilitation	1,350,000	-	-	-	-	-
Bicycle and Pedestrian Facilities (all years)	-	-	-	-	-	-
Dewatering Wells Rehabilitation	-	120,000	120,000	120,000	120,000	120,000
Easy Street Sidewalk Construction - Phase	-	-	-	-	-	-
Easy Street Sidewalk Construction - Phase I	-	-	-	-	-	-
Highway Safety Improvement Program (all years)	-	-	-	-	-	-
Landscape Beautification Project	80,000	80,000	80,000	80,000	-	-
Local Road Safety Plan	80,000	-	-	-	-	-
Los Angeles Avenue West of First St.	150,000	-	1,550,000	9,510,000	-	-
Madera Road Bridge Rehab (South of Highway 118)	700,000	-	-	-	-	-
Madera Road Slope Repair	-	-	75,000	-	-	-
Slurry Seal and Crack Seal	-	200,000	200,000	200,000	200,000	200,000
Storm Drain Repair (Sequoia & LA)	-	-	200,000	-	-	-
Storm Drain Repair (Easy Street)	-	-	225,000	-	-	-
Curb, Gutter, Asphalt and Sidewalk Repair	-	200,000	200,000	200,000	200,000	200,000
Traffic Signal Synchronization	150,000	-	150,000	150,000	150,000	150,000
Traffic Signal Upgrades (all years)	-	600,000	200,000	210,000	220,000	220,000
Walnut Street Widening	-	-	320,000	-	-	-
West Los Angeles Widening (PSC-City Limits)	10,000	10,000	10,000	10,000	10,000	-
<b>TOTAL</b>	<b>\$ 5,082,307</b>	<b>\$ 4,352,870</b>	<b>\$ 8,580,000</b>	<b>\$ 15,730,000</b>	<b>\$ 6,150,000</b>	<b>\$ 6,140,000</b>

**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. Technology that is tracked in this fund include desktop computers, laptop computers, printers, servers, routers, switches, firewalls, remote access systems, mobile devices, and other technologies.

<b>STARTING BALANCE</b>							
		\$ 507,712	\$ 807,654	\$ 807,654	\$ 713,144	\$ 583,419	\$ 444,310
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
34001	Interest on Investments	\$ 13,388	\$ 5,000	\$ 13,300	\$ 5,000	\$ 10,000	\$ 10,000
38001	Sale of Surplus Property	-	-	-	-	-	-
39100	Transfer from General Fund	227,100	227,100	227,100	227,100	227,100	227,100
39214	Transfer from PEG Fees	-	-	-	-	-	-
39262	Transfer from Development Agrmts	231,500	231,500	231,500	231,500	231,500	231,500
39665	Transfer from Telephone Sys.	-	-	-	-	-	-
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
<b>TOTAL REVENUES</b>		<b>\$ 597,888</b>	<b>\$ 589,500</b>	<b>\$ 597,800</b>	<b>\$ 589,500</b>	<b>\$ 594,500</b>	<b>\$ 594,500</b>
42200	Computer - Non Capital	\$ 193,180	\$ 349,825	\$ 349,825	\$ 294,225	\$ 300,110	\$ 306,112
42720	Travel, Conferences, Meetings	10,911	15,000	15,000	15,000	15,300	15,606
44010	Professional/Special Services	36,576	97,485	97,485	180,000	183,600	187,272
47028	Computer (Capital)	56,654	100,000	100,000	100,000	102,000	104,040
48840	System Hardware	625	130,000	130,000	130,000	132,600	135,252
<b>TOTAL EXPENDITURES</b>		<b>\$ 297,946</b>	<b>\$ 692,310</b>	<b>\$ 692,310</b>	<b>\$ 719,225</b>	<b>\$ 733,610</b>	<b>\$ 748,282</b>
<b>ENDING BALANCE</b>		<b>\$ 807,654</b>	<b>\$ 704,844</b>	<b>\$ 713,144</b>	<b>\$ 583,419</b>	<b>\$ 444,310</b>	<b>\$ 290,528</b>

**BUDGET ADJUSTMENTS**

Versaterm transition to the Cloud	\$ 90,000
CIBRS Implementation & Certification	\$ 45,000
Replace 12 cell phones with smart phones for Public Works	\$ 8,400
Computer for City Engineer	\$ 1,000

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Versaterm Cloud  
**AMOUNT :** \$213,480  
**ACCOUNT:** 1001608-44310 & 6489000  
**PRIORITY:** 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
<u>One time setup costs (Computer Replacement Fund - 6489000)</u>	
Versaterm - One time implementation costs	\$90,000
	<hr/>
	\$90,000
<u>Reoccurring cost (Non-Departmental Maint - 1001608)</u>	
Versaterm - Maintenance increase	\$92,680
Amazon Web Services connectivity (new)	\$30,800
	<hr/>
Annual Increase	\$123,480

The SVPD relies on a Computer Aided Dispatch and Records Management System (CAD/RMS) from Versaterm to perform the daily duties of the Police Department. Currently, this system runs on computer hardware located in the police department. Versaterm is now offering an Amazon AWS Government Cloud based solution and is transitioning their customers to this Software-as-a-Service (SaaS) platform. Most of us already use SaaS applications in our daily lives. Examples of SaaS products are Docusign, Google Apps, and Netflix.

Highlights of what the Versaterm vCloud SaaS solution gives the SVPD is the following:

- Fully Redundant systems
- Fault tolerant across AWS data centers
- High Availability
- Scalability
- Full Security Compliance to the latest standards/requirements
- Secure Framework for our data (everything is encrypted (in transit & at rest)
- 7x24 expertise and system management by Versaterm
- Latest software updates and security patches

The migration to vCloud will result in additional costs to the City. Versaterm is charging a one time cost of \$90,000 to transfer the SVPD CAD/RMS system and data to the Amazon Web Services (AWS) Cloud.

Versaterm maintenance \$257,355 fees will be increased by \$92,680, the city will also incur \$30,800 from Crown Castle to for a connection to the AWS cloud bringin the new total charges to \$380,835 annually.

Non-tangible cost savings is upgrades will be performed by the vendor along with operating system updates and, 7x24 system management, redundant data centers and increasing the availability of PD IS staff to work on other Police software and system improvements.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** CIBRS Implementation and Certification

**AMOUNT :** \$45,000

**ACCOUNT:** 6489000-42200

**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Capitalized Equipment	\$45,000 XX
	XX
<b>TOTAL:</b>	<hr/> \$45,000

California Incident Based Reporting System (CIBRS) is the State of California's version of the United States' National Incident Based Reporting System (NIBRS). CIBRS is a specific set of data elements police departments in California will be mandated to collect in 2021. Our current RMS software vendor (Versaterm) is currently working on upgrading their software to meet the CIBRS data collection standard. This effort is currently being worked out with Anaheim PD as a pilot agency. It is anticipated that mid to late 2021 we will need to upgrade our records management system as well as the mobile report entry software. This cost will include the following: Project management, installation and configuration, remote kick-off, review of offense/charge table mapping/processes, implementation & testing support, and certification with California DOJ support. This quote does not include any applicable taxes.



**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY2021-22 INFORMATION SERVICES REQUEST**

**TITLE:** Replace 12 cell phones with Smart Phones  
**AMOUNT :** \$17,184  
**ACCOUNT:** 1001608-44310 & 6489000-42200  
**PRIORITY:** 3

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
<u>One time costs (Computer Replacement Fund - 6489000)</u>	
one-time Smart Phones	\$8,400
<u>Reoccurring cost (Non-Departmental Maint - 1001608)</u>	
on-going Ongoing yearly Costs	\$8,784
<b>TOTAL:</b>	<b>\$17,184</b>

The Public Works Maintenance Division requests the purchase of 13 new smart phones with internet access for use in field to replace old flip phones. These items are requested to enable the Division to effectively communicate with staff from the field in a timely manner. Currently, the City supplied flip phones do not have the ability to send and receive pictures, answer email, and set appointments. Staff are currently using their personal phones or a digital camera to send the information that is being requested of them to respond to these requests and to properly document problems they encounter and must resolve with photo documentation. Smart phones will also allow for staff to send and receive emails in the field and have access to other work order and scheduling software to help them manage those work related tasks and meetings.

Smart phone to replace current flip phones for:

- (1) Streets: 1 - Supervisor
- (5) Landscape: 3 - Inspector's, 1 - Superintendent, 1 - Supervisor
- (6) Building Maintenance: 2 - Supervisor's, 4 - Building Maintenance Technician's

**\*\*Alternate Option:** Another less expensive option would be paying a subsidy to them for using their own personal cellular telephone and would eliminate the need to carry two cell phones (a city phone and their personal phone for picture documentation). This option would also provide the same access to communication with necessary City software as with a City cellular telephone and reduce overall expenses. It is requested that all the staff summarized above be authorized to receive a new smart phone or be supplemented up to \$25 per month reimbursement for use of his personal cellular telephone for City business for the amount of approximately \$4,500 Yearly.

Information Services Recommendation: Approved

**PUBLIC WORKS DEPARTMENT, CITY ENGINEERING  
FY2021-22 SUPPORT SERVICES REQUEST**

**TITLE:** PC for City Engineer  
**AMOUNT :** \$1,000  
**ACCOUNT:** 6489000  
**PRIORITY:** 4

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
PC	\$1,000
<b>TOTAL:</b>	<hr/> \$1,000

One new PC that will become a part of the PC Replacement schedule is requested for the new City Engineer.

Support Services Recommendation:

**FUND 651: VEHICLE REPLACEMENT FUND**

**OVERVIEW**

The Vehicle Replacement Fund was established in FY 96-97 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.

<b>STARTING BALANCE</b>							
<b>\$ 1,085,503    \$ 1,657,634    \$ 1,657,634    \$ 1,084,177    \$ 1,084,177    \$ 1,007,177</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
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	12,670	-	-	-	-	-
39100	Transfer from General Fund - ES	7,800	-	-	-	35,000	35,000
39100	Transfer from General Fund - PW	148,226	320,000	320,000	140,000	150,000	150,000
39100	Transfer from General Fund - PD	587,082	131,400	131,400	239,000	600,000	600,000
<b>TOTAL REVENUES</b>		<b>\$ 757,778</b>	<b>\$ 451,400</b>	<b>\$ 451,400</b>	<b>\$ 379,000</b>	<b>\$ 787,000</b>	<b>\$ 787,000</b>
46100	Reimb to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47030	Vehicles - AS	-	-	-	-	-	-
47030	Vehicles - ES	117,421	-	-	-	64,000	64,000
47030	Vehicles - PW	2,003	611,620	611,620	140,000	300,000	300,000
47030	Vehicles - PD	66,223	413,237	413,237	239,000	500,000	500,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 185,647</b>	<b>\$ 1,024,857</b>	<b>\$ 1,024,857</b>	<b>\$ 379,000</b>	<b>\$ 864,000</b>	<b>\$ 864,000</b>
<b>ENDING BALANCE</b>							
<b>\$ 1,657,634    \$ 1,084,177    \$ 1,084,177    \$ 1,084,177    \$ 1,007,177    \$ 930,177</b>							

**VEHICLE FUND - PUBLIC WORKS  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for New Vehicles for the Maintenance Division

**AMOUNT :** \$ 70,000

**ACCOUNT:** 6519004-47030, 1004005-42235

**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
(6519004)	New Vehicles	\$65,000
(1004005)	SafetyLight/Tool Box	\$5,000
<b>TOTAL:</b>		<b>\$70,000</b>

The Public Works Department requests three new vehicles that would replace three retained vehicles that currently have no replacement funds.

Two new vehicles are requested for the Graffiti Section that will be assigned to two Community Services Technicians. Vehicles were never provided or budgeted for these two positions daily field use, and staff is currently utilizing retained vehicles. The retained vehicles include Vehicle # 439, a 2001 Ford Ranger with 83,336 miles, and Vehicle #489, a 2004 GMC 1500 with 102,770 miles. There are no replacement funds available for these vehicles. The vehicles are now 20 and 17 years old with electrical, abs brake, paint, suspension and drivability issues.

One new vehicle is requested for the Building Maintenance Section. The vehicle will be assigned to one Building Maintenance Technician. A vehicle was never provided or budgeted for this position's daily field use, and staff is utilizing a retained vehicle. The retained vehicle is Vehicle # 474, a 2003 Dodge Dakota with 78,298 miles. There are no replacement funds available for this vehicle. The vehicle is now 18 years old and having various drivetrain and drivability issues.

The Department requests Vehicle #439 and #489 be replaced with a new Midsize Truck at approximately \$29,000 each and \$2,500 for Safety Light Bar/Tool Box for a total of \$31,500 per vehicle replacement, or \$63,000. Vehicle #474 will be replaced with a F250 or equivalent, single rear wheel (non-dually) single cab at approximately \$45,000 and \$2,500 for Safety Light Bar/Tool Box for a total of \$47,500 utilizing any remaining funds and with requested carryover funds if approved. Total of all three vehicles is approximately \$110,500. Should replacement be denied, retained vehicles for daily use will need to continue, provided pool vehicles can be located that are suitable for use.

**FUND 655: BUILDING IMPROVEMENT FUND**

**OVERVIEW**

The Building Improvement Fund was created in FY1997-98 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 FY2021-22 for repairs and upgrades to the Senior Center and Cultural Arts Center as well as for new carpeting and a cubicle reconfiguration at City Hall.

<b>STARTING BALANCE</b>							
<b>\$ (567,908) \$ 1,029,501 \$ 1,029,501 \$ 192,525 \$ (287,475) \$ (287,475)</b>							
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>
39100	Transfer from General Fund	-	-	-	20,000	\$ 100,000	\$ 50,000
39262	Transfer from Development Agrmts	168,000	579,000	579,000	25,000	1,000,000	300,000
39280	Transfer from Forfeited Assets	205,000	-	-	-	-	-
39500	Transfer from Debt Service	1,596,579	346,109	346,109	-	-	-
39700	Transfer from Sanitation	25,000	417,000	417,000	-	-	-
39750	Transfer from Transit	49,150	-	-	-	-	-
39761	Transfer from Waterworks	25,000	417,000	417,000	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 2,068,729</b>	<b>\$ 1,759,109</b>	<b>\$ 1,759,109</b>	<b>\$ 45,000</b>	<b>\$ 1,100,000</b>	<b>\$ 350,000</b>
44010	Professional/Special Services	\$ 4,512	\$ -	\$ -	\$ 480,000	\$ -	\$ -
44410	Maintenance Building/Grounds	-	2,500	2,500	-	-	-
44490	Other Contract Services	345,473	683,321	683,321	45,000	1,100,000	350,000
47020	Furnishings & Equip (Capital)	18,341	284,117	284,117	-	-	-
47040	Building Improvements	102,994	1,626,147	1,626,147	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 471,320</b>	<b>\$ 2,596,085</b>	<b>\$ 2,596,085</b>	<b>\$ 525,000</b>	<b>\$ 1,100,000</b>	<b>\$ 350,000</b>
<b>ENDING BALANCE</b>							
<b>\$ 1,029,501 \$ 192,525 \$ 192,525 \$ (287,475) \$ (287,475) \$ (287,475)</b>							

## FUND 656: INFORMATION SYSTEM REPLACEMENT FUND

### OVERVIEW

The City is in the process of implementing the Tyler-Munis software for all of its Financial Information System (FIS), and the first of 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 cashing. The second phase was completed in FY 2019-20 which included utility (water) billing, mobile service orders, and customer self-service. The third phase was completed in FY2020-21 which included Tyler EnerGov for planning, permitting, and inspection systems. This system will manage and track all new development activities, home owner/business permitting, business tax, code enforcement cases, and provide a portal for citizens to check on status and communicate with City Staff more effectively. The final phase for the fiscal modules will be completed in 2022 and include personnel administration, timekeeping, payroll, applicant tracking, and employee self-service.

		STARTING BALANCE	\$ 3,488,286	\$ 2,989,418	\$ 2,989,418	\$ 2,374,513	\$ 2,387,013	\$ 1,219,213
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection	
34001	Interest on Investments	\$ 66,826	\$ 12,500	\$ 66,800	\$ 12,500	\$ 60,000	\$ 60,000	
	<b>TOTAL REVENUES</b>	<b>\$ 66,826</b>	<b>\$ 12,500</b>	<b>\$ 66,800</b>	<b>\$ 12,500</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	
41010	Regular Salaries	(4,871)	-	43,000	-	\$ -	\$ -	
41020	Temporary Salaries	17,200	-	-	-	\$ 30,000	\$ 30,000	
41040	Overtime	(229)	-	4,000	-	-	-	
41050	Outside Assistance	-	-	90,000	-	20,000	20,000	
41200	Deferred Comp - 401k	(2)	-	-	-	-	-	
41210	Deferred Comp - 457	(162)	-	2,000	-	-	-	
41300	Vision Care	101	-	300	-	-	-	
41400	Group Insurance/Health	637	-	1,800	-	3,300	3,300	
41415	Flex Benefits	8,235	-	19,000	-	25,200	25,200	
41450	Life Insurance	(4)	-	200	-	400	400	
41500	Group Insurance/Dental	432	-	1,200	-	1,200	1,200	
41600	Retirement (PERS)	(80)	-	4,400	-	24,900	24,900	
41650	Medicare Tax	190	-	740	-	1,700	1,700	
41660	FICA	1,029	-	-	-	1,500	1,500	
41700	Workers Comp	-	-	-	-	3,500	3,500	
41800	Leave Accrual	(68)	-	2,890	-	-	-	
42200	Computer Non-Capital	-	-	3,100	-	-	-	
42720	Travel, Conferences, Meetings	-	2,075	2,075	-	3,000	3,000	
42730	Training	465	9,050	-	-	8,000	8,000	
44010	Professional/Special Services	255,274	2,847,532	500,000	-	500,000	500,000	
44490	Other Contract Services	-	680,491	-	-	32,000	32,000	
48800	Application Software	287,548	487,052	7,000	-	-	-	
48840	System Hardware	-	85,775	-	-	-	-	
48990	Contingency	-	573,100	-	-	573,100	-	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 565,695</b>	<b>\$ 4,685,075</b>	<b>\$ 681,705</b>	<b>\$ -</b>	<b>\$ 1,227,800</b>	<b>\$ 654,700</b>	
	<b>ENDING BALANCE</b>	<b>\$ 2,989,418</b>	<b>\$ (1,683,157)</b>	<b>\$ 2,374,513</b>	<b>\$ 2,387,013</b>	<b>\$ 1,219,213</b>	<b>\$ 624,513</b>	

**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 training facility, completed in FY 18-19, is out-fitted with an L-shaped, 180-degree shooting area with programmable moving targets, and was designed to improve and maintain the marksmanship and tactical skills of local police officers.

		FY20	FY21	FY21	FY22	FY23	FY24
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ 143,285	\$ 210,294	\$ 210,294	\$ 50,000	\$ 125,000	\$ 200,000
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000
<b>TOTAL REVENUES</b>		<b>\$ 75,000</b>	<b>\$ 75,500</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
44010	Professional/Special Services	7,991	-	-	-	\$ -	\$ -
47020	Furnishings & Equip (Capital)	-	76,042	76,042	-	-	-
48600	Construction Contracts	-	159,252	159,252	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 7,991</b>	<b>\$ 235,294</b>	<b>\$ 235,294</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 210,294</b>	<b>\$ 50,500</b>	<b>\$ 50,000</b>	<b>\$ 125,000</b>	<b>\$ 200,000</b>	<b>\$ 275,000</b>

**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. The manufacturer discontinued voice mail system support in June 2016, and the software support in June 2018. The City installed a new system in FY 2018-19, which includes many additional features and utilizes a newer architecture of 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.

<b>STARTING BALANCE</b>							
		\$ 215,473	\$ 169,411	\$ 169,411	\$ 169,411	\$ 169,411	\$ 169,411
Object	Description	FY20 Actual	FY21 Revised	FY21 Est. Actual	FY22 Proposed	FY23 Projection	FY24 Projection
38720	Proceeds from Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39500	Transfer from Debt Service	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-
39750	Transfer from Transit	-	-	-	-	-	-
39761	Transfer from Waterworks.	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
44010	Professional/Special Services	\$ -	\$ 282,940	\$ -	\$ -	\$ -	\$ -
44490	Other Contract Services	-	-	-	-	-	-
47029	Computer - SAP Settlement	-	-	-	-	-	-
48820	Training & Implementation	-	-	-	-	-	-
48840	System Hardware	46,062	564,414	-	-	-	-
49100	Transfer to General Fund	-	-	-	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 46,062</b>	<b>\$ 847,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
		\$ 169,411	\$ (677,943)	\$ 169,411	\$ 169,411	\$ 169,411	\$ 169,411



**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 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 LED technology, and maintenance of City-owned streetlights. With financing in place to continue advancing various energy conversation measures within City facilities in FY17-18, the project's was completed during FY 20-21, and the City can expect savings after debt service of approximately \$7.5 million over a 20 year period.

		<b>STARTING BALANCE</b>	<b>\$ 21,863</b>	<b>\$ 807,916</b>	<b>\$ 807,916</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>
<b>Object</b>	<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed</b>	<b>FY23 Projection</b>	<b>FY24 Projection</b>	
39270	Transfer from Debt Service	\$ 1,172,723	\$ -	\$ 107,300	\$ -	\$ -	\$ -	-
	<b>TOTAL REVENUES</b>	<b>\$ 1,172,723</b>	<b>\$ -</b>	<b>\$ 107,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
44490	Other Contract Services	\$ 386,670	\$ 928,920	\$ -	\$ -	\$ -	\$ -	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 386,670</b>	<b>\$ 928,920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>ENDING BALANCE</b>		<b>\$ 807,916</b>	<b>\$ (121,005)</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>	<b>\$ 915,216</b>

## SIMI VALLEY TRANSIT FUND 750

Simi Valley Transit ("SVT") provides public transportation services to the community's general population through its fixed-route bus service and Americans with Disabilities Act/Dial-A-Ride ("ADA/DAR") services to the senior and disabled population. 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Total Revenues	\$ 8,225,203	\$ 13,794,127	\$ 9,255,294	\$ 11,425,049
Total Expenditures	7,873,716	18,025,075	11,266,843	11,425,049
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 351,487</b>	<b>\$ (4,230,948)</b>	<b>\$ (2,011,549)</b>	<b>\$ -</b>

### EXPENDITURES BY DIVISION

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Administration	\$ 3,603,804	\$ 3,421,421	\$ 3,589,541	\$ 4,293,742
Fixed-Route Maintenance	217,780	239,100	234,100	239,100
Fixed-Route Operations	1,851,616	2,167,982	1,605,288	1,668,715
ADA/DAR Maintenance	57,206	132,200	70,200	118,200
ADA/DAR Operations	1,867,455	3,038,387	1,519,720	2,149,678
Operating Transfers	37,400	38,021	38,021	41,167
Transit Projects	238,455	8,987,965	4,209,973	2,914,448
<b>TOTAL</b>	<b>\$ 7,873,716</b>	<b>\$ 18,025,075</b>	<b>\$ 11,266,843</b>	<b>\$ 11,425,049</b>

## TRANSIT FUND REVENUES

Revenue Type	FY22				
	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	Proposed Budget	% Budget Change
34001 Interest on Investments	42,392	-	42,300	-	0.0%
34102 Advertising	47,500	63,000	21,000	63,000	0.0%
34399 Reclassification	(6,042)	-	-	-	0.0%
36002 State Assistance	120,639	41,600	41,600	54,448	30.9%
36201 FTA Operating	5,409,392	2,847,400	2,507,100	2,808,852	-1.4%
36203 FTA Capital	201,300	2,214,888	2,214,888	2,444,532	10.4%
37211 Route A-1 Fares	26,243	-	-	-	0.0%
37212 Route B-1 Fares	23,257	-	-	-	0.0%
37213 Route C Fares	36,622	-	-	-	0.0%
37214 Route D Fares	6,188	-	-	-	0.0%
37215 Bus Fare Passes	58,584	55,300	18,400	55,300	0.0%
37216 DAR Van Fares	73,288	121,500	40,500	121,500	0.0%
37217 DAR Van County Reimb.	5,182	12,100	4,000	12,100	0.0%
37219 Route A-2 Fares	27,368	-	-	-	0.0%
37220 Route B-2 Fares	23,707	-	-	-	0.0%
37223 Cash Fares	10,158	110,000	36,700	110,000	0.0%
37224 Mobile Fares	522	27,500	9,200	27,500	0.0%
37299 Other Community	107	3,800	700	3,800	0.0%
38003 Miscellaneous	2,781	16,600	1,000	1,000	-94.0%
38004 Damage Recovery	-	-	2,000	-	0.0%
39238 Transfer from LTF	2,116,016	8,280,439	4,315,906	5,723,017	-30.9%
<b>TOTAL</b>	<b>8,225,203</b>	<b>13,794,127</b>	<b>9,255,294</b>	<b>11,425,049</b>	<b>-17.2%</b>

**TOTAL TRANSIT EXPENDITURES**

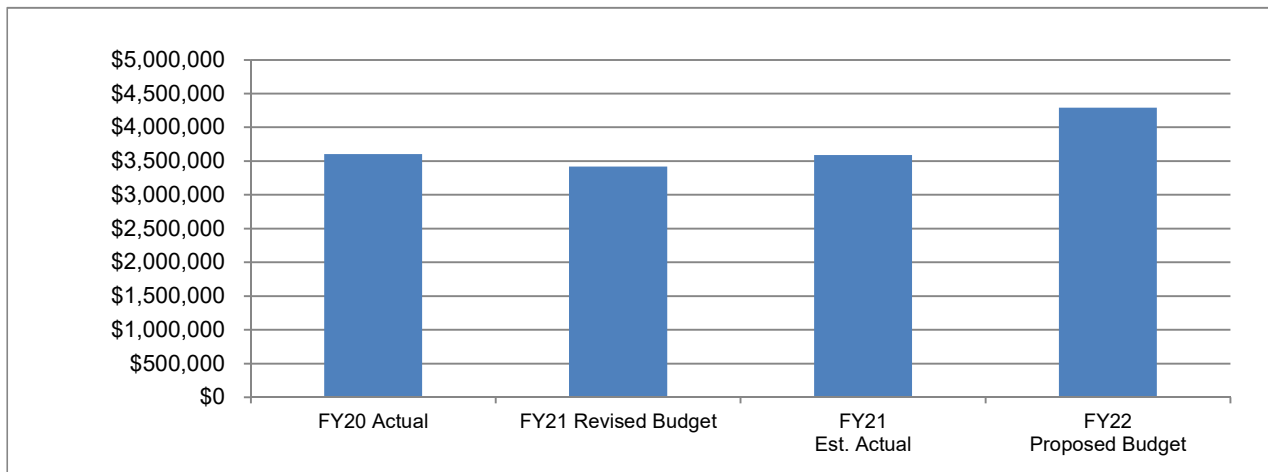
Expenditure Type	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	% Budget Change
	41010 - Regular Salaries	2,077,706	2,871,549	1,978,100	2,463,204
41020 - Temporary Salaries - PR Only	58,145	5,000	56,800	5,000	0.0%
41040 - Overtime	108,377	101,500	59,400	71,500	-29.6%
41200 - Deferred Comp - 401k	5,831	13,380	16,300	19,200	43.5%
41210 - Deferred Comp - 457	48,178	61,507	38,600	72,800	18.4%
41300 - Vision Care	8,489	10,790	8,500	11,981	11.0%
41350 - Disability	3,844	5,399	6,200	6,082	12.7%
41400 - Group Insurance/Health	58,808	83,496	57,000	82,368	-1.4%
41415 - Flex Benefits	614,660	800,015	594,600	859,738	7.5%
41420 - CalPERS Health Admin Fee	1,054	1,200	700	2,882	140.1%
41450 - Life Insurance	6,546	7,745	6,600	8,605	11.1%
41500 - Group Insurance/Dental	33,665	49,636	35,000	47,436	-4.4%
41550 - Section 125 Administration Fee	-	42	42	378	0.0%
41600 - Retirement (PERS)	663,238	939,284	652,700	842,986	-10.3%
41601 - Retirement PERS - GASB68	337,435	-	-	-	0.0%
41620 - Retirement (HRA)	5,313	7,200	11,200	12,000	66.7%
41630 - OPEB	86,641	-	-	-	0.0%
41650 - Medicare Tax	34,888	53,236	34,500	48,345	-9.2%
41660 - FICA	2,660	310	3,100	310	0.0%
41700 - Workers' Compensation	256,500	277,907	277,907	227,951	-18.0%
41800 - Leave Accrual	87,140	110,000	73,800	112,000	1.8%
42100 - Utilities	30,294	36,500	28,200	36,500	0.0%
42150 - Communications	37,765	40,100	35,600	40,100	0.0%
42200 - Computer - Non Capital	7,351	8,300	8,300	1,800	-78.3%
42230 - Office Supplies	2,890	3,900	6,300	6,000	53.8%
42235 - Furnishings & Equip - Non Cap	3,037	8,998	1,700	1,700	-81.1%
42410 - Uniform/Clothing Supply	20,708	25,400	16,700	25,400	0.0%
42440 - Memberships and Dues	4,875	16,600	16,600	16,600	0.0%
42450 - Subscriptions and Books	349	800	800	800	0.0%
42460 - Advertising	6,245	7,700	-	7,700	0.0%
42500 - Fuel and Lubricants	112,594	161,800	122,200	161,800	0.0%
42510 - Tires	25,784	54,200	43,500	54,200	0.0%
42550 - Small Tools/Equipment	4,466	5,500	5,500	5,500	0.0%
42560 - Operating Supplies	159,878	184,400	165,400	195,900	6.2%
42561 - Inventory Adjustments	7,917	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	3,981	7,700	-	7,700	0.0%
42730 - Training	2,441	2,700	1,500	2,700	0.0%
42790 - Mileage	1,121	2,200	-	2,200	0.0%
44010 - Professional/Special Services	420,412	549,319	403,100	474,400	-13.6%
44310 - Maintenance of Equipment	129,142	365,846	175,000	198,200	-45.8%
44410 - Maintenance Building/Grounds	2,127	2,200	1,700	2,200	0.0%
44490 - Other Contract Services	15,514	62,528	15,200	39,600	-36.7%
44491 - FIS Operations	12,600	-	-	-	0.0%
44590 - Other Insurance Services	319,362	352,900	352,900	381,915	8.2%
46100 - Reimb to General Fund	1,770,800	1,707,600	1,707,600	1,911,753	12.0%
47020 - Furnishings & Equip (Capital)	65,467	73,366	-	-	0.0%
47030 - Vehicles	141,755	2,254,702	-	2,760,000	0.0%
47100 - Reclass Cap Purchases to FA	(351,948)	-	-	-	0.0%
48600 - Const Contracts	190,880	6,171,675	4,209,973	154,448	-97.5%
48800 - Application Software	140,242	480,925	-	-	-100.0%
49297 - Transfer to Retiree Benefits	37,400	38,021	38,021	41,167	8.3%
49655 - Trans to Public Facility Imprv	49,150	-	-	-	0.0%
<b>TOTAL</b>	<b>7,873,716</b>	<b>18,025,075</b>	<b>11,266,843</b>	<b>11,425,049</b>	<b>-36.6%</b>

## Transit Administration - 7502905

### OVERVIEW

Transit Administration manages and supports the City's public transportation services, which consist of 16 hours a day, 6 days a week operation of ADA Paratransit, Senior 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$3,603,804	\$3,421,421	\$3,589,541	\$ 4,293,742



### BUDGET ADJUSTMENTS

Eliminate 2 Transit Operations Assistants and add 1 Management Analyst	\$ (69,666)
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## **Transit Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Transit Maintenance Facility maintained full operation and implemented pandemic related changes including free fares, requiring passengers to wear masks, installing driver shields for the protection of employees, requiring employees to wear face coverings, provided temperature verification kiosks and daily office cleaning and sanitizing.
- Awarded the FTA CARES grant in the amount of \$7,417,879 to be used in operations.
- 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.
- 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.
- Transit Maintenance Facility pavement rehabilitation project completed.
- Successfully passed CHP Inspection.
- Procured 5 Relief and Support Cars for replacement.

### **GOALS FOR FY22**

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- Implement and provide training to staff on the new data management software system to consolidate transit data reporting sources.
- Procure 6 Dial A Ride vans.
- Install on-board video surveillance system on fixed route buses and vans to increase ridership safety.
- Implement regional mobile fare payment and smart card to allow riders to easily transfer from other neighboring cities for Ventura County Transportation Commission.
- Remodel administrative facility for socially distanced offices are recommended by the Center for Disease Control (CDC).
- Upgrade the CNG fueling station at the transit maintenance facility.

**DEPARTMENT OF PUBLIC WORKS (TRANSIT FUND)  
FY2021-22 POLICY ITEM REQUEST**

**TITLE:** Eliminate two Transit Operations Assistants and add one Management Analyst  
**AMOUNT :** (69,666) Savings  
**ACCOUNT:** 7502905-41020 Salaries and Benefits  One Time Expenditure  
**PRIORITY:** 1  Reoccurring Expenditure

<b>COST BREAKDOWN</b>	
<u>Personnel</u>	
(2) Transit Operations Assistant	203,007
(1) Management Analyst	133,341
<b>TOTAL:</b>	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> (69,666) Savings

The Public Works Department requests the position of Transit Operations Assistant which is currently overfilled at the Management Analyst level (#50001825), be permanently authorized and fully funded at this level. The position is currently filled at the higher level, but budgeted and funded at the lower authorized level. This change will allow for the permanent acknowledgement of the staffing need at this level. The position was authorized with the recommendation that an additional existing vacant Transit Operations Assistant (#50003150) position be eliminated. The Department recommends making these positions changes permanent.

It is recommended the position of Management Analyst (Transit) be made permanent, with a monthly salary range of \$6,048.90-\$7,753.24. Two Transit Operations Assistant positions will be eliminated.

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CITY OF SIMI VALLEY

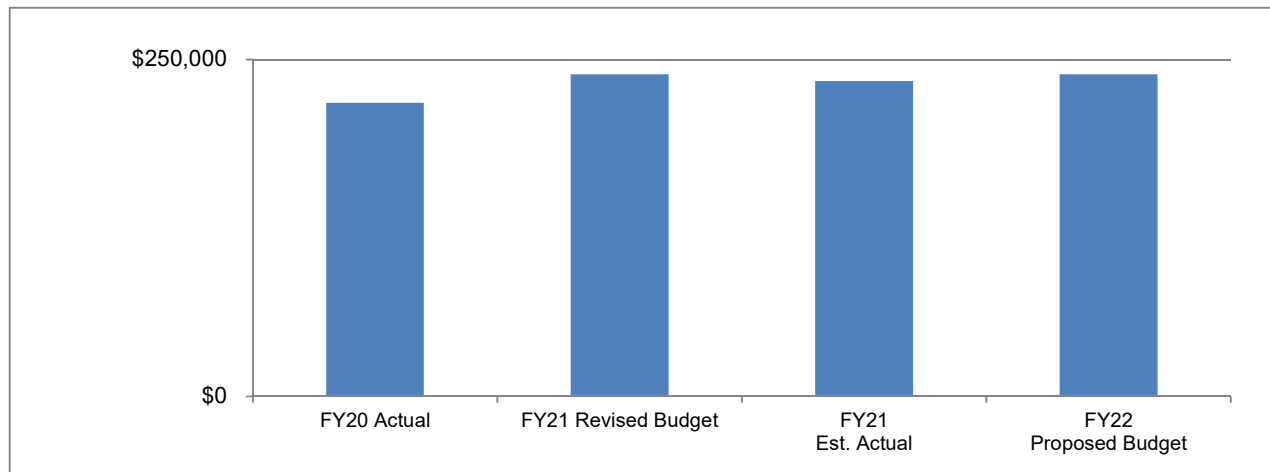


## Fixed-Route Maintenance - 7502910

### 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 FTA 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$217,780	\$239,100	\$234,100	\$239,100



### BUDGET ADJUSTMENTS

None

**Fixed-Route Maintenance (continued)****KEY ACCOMPLISHMENTS IN FY21**

---

- 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 FY22**

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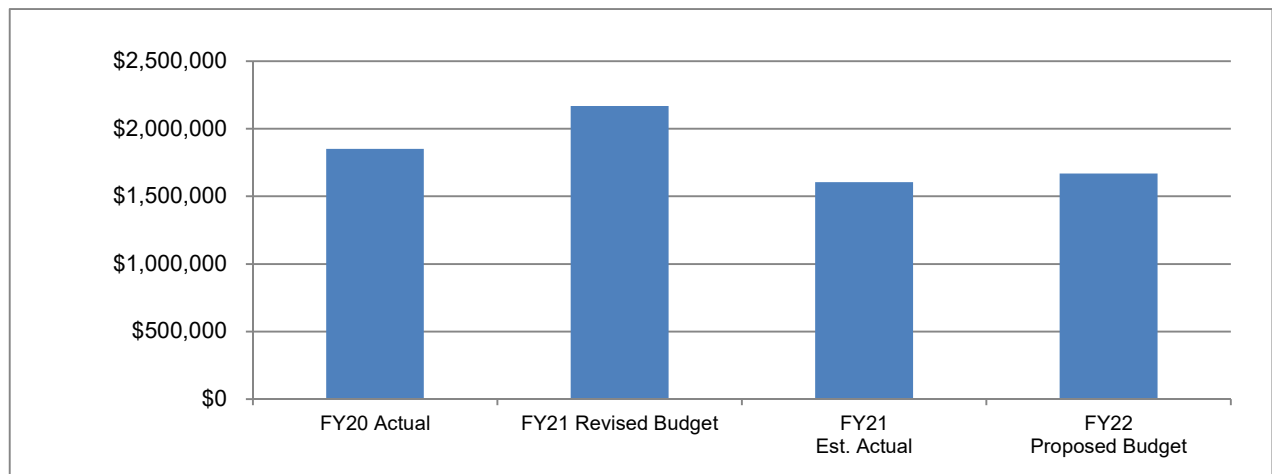
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federally Transit Administration (FTA) and State of California requirements, and comply with all State and Local Air Pollution requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminal and California Highway Patrol inspections.

## Fixed-Route Operations - 7502920

### OVERVIEW

Fixed-Route Operations provides the delivery of quality, fixed-route public transportation 16 hours a day, 6 days a 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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$1,851,616	\$2,167,982	\$1,605,288	\$1,668,715



### BUDGET ADJUSTMENTS

None

**Fixed-Route Operations (continued)****KEY ACCOMPLISHMENTS IN FY21**

---

- Transit responded to the Covid-19 pandemic by providing operator and rider barrier shields, deep cleaning disinfectant sprayers and solutions, masks, and hand sanitizer.
- Provided over 25,000 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 mobile ticketing app for Simi Valley Riders.
- Procured 3 fixed route bus replacements.

**GOALS FOR FY22**

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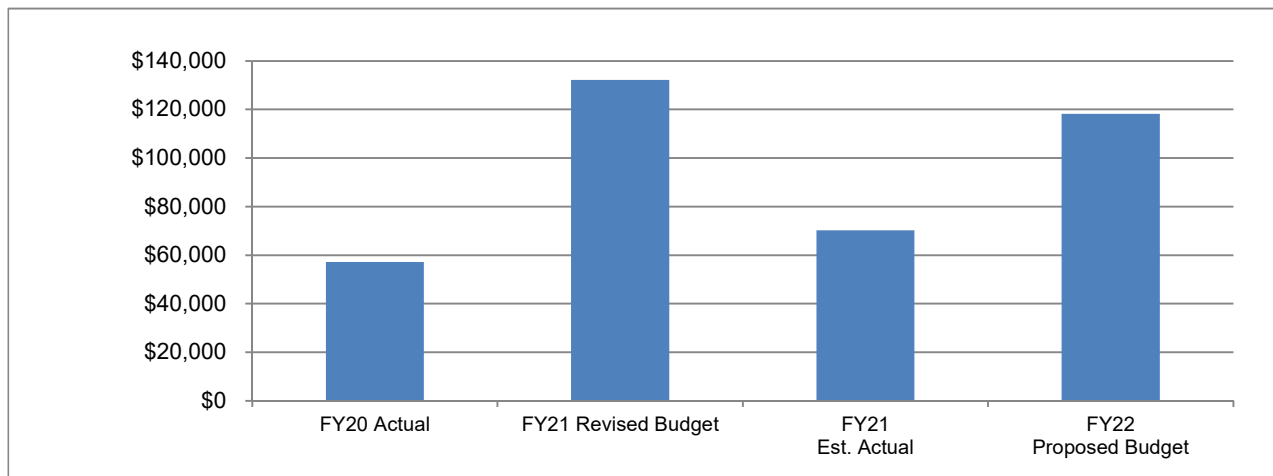
- Continue to implement SRTP route recommendations.
- Install on-board video surveillance system to increase ridership safety.
- Implement regional mobile fare payment and smart card for all Ventura County riders.

**ADA/DAR Maintenance - 7502930**

**OVERVIEW**

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 FTA and State of California vehicle standards.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$57,206	\$132,200	\$70,200	\$118,200



**BUDGET ADJUSTMENTS**

None

**ADA/DAR Maintenance (continued)****KEY ACCOMPLISHMENTS IN FY21**

---

- Ensured the delivery of over 300 days of uninterrupted ADA/DAR services to ADA certified ridership and the senior community within the SVT service area.
- Performed preventive maintenance and repairs to the 12 ADA/DAR vehicles in compliance with FTA and State of California requirements as well as ADA requirements.
- Complied with all ADA 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 FY22**

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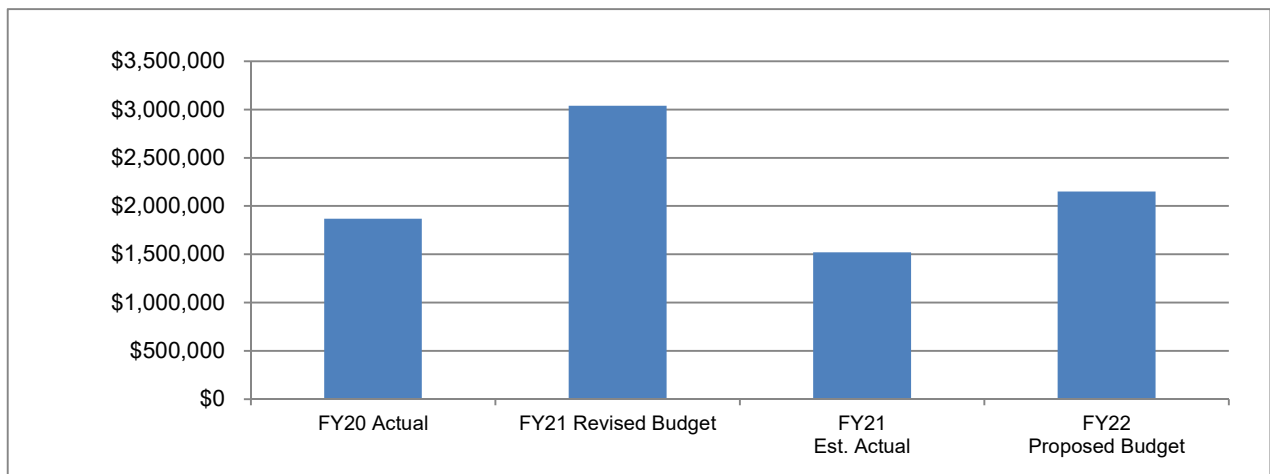
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with FTA and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

## ADA/DAR Operations - 7502940

### OVERVIEW

ADA Paratransit and Senior DAR Operations provides specialized shared ride transportation services 16 hours a day, 6 days a week. Services are for individuals certified under the ADA and for seniors aged 65 and above.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$1,867,455	\$3,038,387	\$1,519,720	\$2,149,678



### BUDGET ADJUSTMENTS

None

## **ADA/DAR Operations (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

---

- Transit responded to the Covid-19 pandemic by providing deep cleaning disinfecting sprayers and solutions, masks, and hand sanitizer.
- Provided over 33,000 ADA/DAR trips to seniors and the disabled community within the SVT service area.
- Redesign of ADA/DAR Rider's Guide.
- Created Spanish ADA/DAR Rider's Guide.
- 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 ECTA InterCity Connect service for Simi Valley residents regionally to destinations including Thousand Oaks, Moorpark, Camarillo, and connections to western Ventura County.

### **GOALS FOR FY22**

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- Install on-board video surveillance system to increase ridership safety.
- Implement new text notification for Dial A Ride riders to provide a more efficient service.
- Improve scheduling efficiency and on time performance.



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**CITY OF SIMI VALLEY**

## FUND 700 & 702: SANITATION FUNDS

The Sanitation Fund is a distinct enterprise fund supporting the City's Sanitation Services Division, which is comprised of Administration, Operations and Maintenance, Collection System Maintenance, and Environmental Compliance. Sanitation Fund revenues are derived almost entirely from service fees, and its expenses include operations and assets.

The Sanitation Services Division has 2 distinct components: the collection system (sewers) and the Water Quality Control Plant ("WQCP"). These components provide reliable community services, such as daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement, while protecting the environment. The Sanitation Services Division also has a continuous operation regulated by multiple State and Federal regulatory agencies.

The Sanitation Services Division's foremost goal is to provide for public health and the environment through the safe conveyance, treatment, and disposal of sewage. It also produces a valuable commodity: recycled water, which is produced by the WQCP and meets the most stringent water recycled water standards.

**WORKING CAPITAL BALANCE** \$ 37,282,589 \$ 37,282,589 \$ 22,522,449

### REVENUES LESS EXPENDITURES

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Total Revenues	\$ 25,921,383	\$ 43,983,200	\$ 44,529,300	\$ 39,910,446
Total Expenditures	\$ 18,645,959	\$ 80,344,793	\$ 59,289,440	\$ 43,627,291
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 7,275,423</b>	<b>\$ (36,361,593)</b>	<b>\$ (14,760,140)</b>	<b>\$ (3,716,845)</b>

**ENDING BALANCE** \$ 920,996 \$ 22,522,449 \$ 18,805,604

### OPERATING EXPENDITURES BY DIVISION

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Administration - Sanitation	6,964,007	5,887,724	5,675,934	7,373,731
Sewer Line Maintenance	1,123,466	1,237,602	1,149,900	1,292,633
Plant Operations & Maintenance	5,961,044	7,451,400	6,717,957	7,042,957
Environmental Compliance	649,580	804,690	639,074	822,796
Transfers & Reimbursements	3,426,036	20,625,374	20,625,374	13,864,028
Sanitation Capital Projects	521,827	44,338,004	24,481,200	13,231,146 *
<b>TOTAL</b>	<b>\$ 18,645,959</b>	<b>\$ 80,344,793</b>	<b>\$ 59,289,440</b>	<b>\$ 43,627,291</b>

\* Details of the Sanitation Capital Projects are listed in the CIP Document

## SANITATION REVENUE

Revenue Type	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	% Budget Change
34001 Interest on Investments	724,014	174,900	724,000	500,000	185.9%
34003 Change in Fair Value Investment	451,965	-	-	-	#DIV/0!
34101 Rents & Leases	240	300	300	300	0.0%
37401 Engineering Fees	22,722	20,000	18,000	20,000	0.0%
37405 Inspection Service Fees	2,943	10,000	1,000	10,000	0.0%
37410 Services Charges	21,558,219	23,579,000	23,579,000	25,550,000	8.4%
37412 Recycled Water Charges	-	54,000	54,000	54,000	0.0%
37413 Penalty	13,888	20,000	10,000	10,000	-50.0%
37432 Environmental Comp. Program	227,674	300,000	325,000	325,000	8.3%
37499 Other Public Works Fees	31,610	25,000	18,000	10,000	-60.0%
38001 Sale of Surplus Property	3,322	-	-	-	0.0%
38004 Damage Recovery	-	-	-	-	0.0%
39700 Transfer from San. 700 to 702	2,884,786	19,800,000	19,800,000	13,431,146	-32.2%
<b>TOTAL</b>	<b>\$ 25,921,383</b>	<b>\$ 43,983,200</b>	<b>\$ 44,529,300</b>	<b>\$ 39,910,446</b>	<b>-9.3%</b>

## SANITATION EXPENDITURES

Expenditure Type					% Budget Change
	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	
41010 - Regular Salaries	3,939,249	4,596,135	3,904,700	4,402,537	-4.2%
41040 - Overtime	447,559	467,000	468,700	472,500	1.2%
41200 - Deferred Comp - 401k	35,151	38,156	45,700	41,065	7.6%
41210 - Deferred Comp - 457	64,150	68,106	60,500	73,710	8.2%
41300 - Vision Care	12,483	14,523	13,000	14,271	-1.7%
41350 - Disability	14,678	16,079	15,400	15,574	-3.1%
41400 - Group Insurance/Health	85,325	99,871	86,600	98,859	-1.0%
41415 - Flex Benefits	894,483	1,039,204	896,600	1,141,090	9.8%
41420 - CalPERS Health Admin Fee	4,877	5,000	5,000	3,793	-24.1%
41450 - Life Insurance	9,581	10,510	10,500	10,308	-1.9%
41500 - Group Insurance/Dental	55,736	64,467	58,400	65,899	2.2%
41550 - Section 125 Administration Fee	210	280	284	581	107.5%
41600 - Retirement (PERS)	1,245,793	1,506,391	1,409,100	1,512,272	0.4%
41601 - Retirement (PERS)-GASB68	593,748	-	-	-	0.0%
41620 - Retirement (HRA)	9,653	13,584	9,700	19,993	47.2%
41630 - OPEB	181,445	-	-	-	0.0%
41650 - Medicare Tax	64,101	81,527	72,100	80,453	-1.3%
41700 - Workers' Compensation	268,800	283,562	283,562	299,995	5.8%
41800 - Leave Accrual	228,283	161,000	161,000	248,800	54.5%
42100 - Utilities	606,950	760,000	683,800	760,000	0.0%
42110 - Lift Utilities	4,536	5,300	5,300	5,300	0.0%
42150 - Communications	39,843	41,000	41,700	45,996	12.2%
42200 - Computer - Non Capital	56,658	-	-	-	0.0%
42230 - Office Supplies	3,464	7,500	8,000	7,500	0.0%
42235 - Furnishings & Equip - Non Cap	-	6,000	-	1,000	-83.3%
42310 - Rentals	4,427	15,000	15,000	15,000	0.0%
42410 - Uniform/Clothing Supply	24,961	30,600	30,300	30,600	0.0%
42440 - Memberships and Dues	19,830	24,100	17,500	24,100	0.0%
42450 - Subscriptions and Books	91	900	650	900	0.0%
42530 - Chemicals	429,358	531,027	526,800	526,800	-0.8%
42541 - Recycled Water	2,131	10,000	10,000	10,000	0.0%
42550 - Small Tools/Equipment	958	1,000	700	800	-20.0%
42560 - Operating Supplies	102,470	170,800	157,800	127,500	-25.4%
42561 - Inventory Adjustments	(49,038)	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	11,908	29,300	-	29,300	0.0%
42730 - Training	4,062	18,000	7,200	18,000	0.0%
42790 - Mileage	1,196	1,200	100	1,200	0.0%
44010 - Professional/Special Services	752,479	848,865	480,000	386,100	-54.5%
44012 - Outside Legal	4,488	20,000	5,000	20,000	0.0%
44310 - Maintenance of Equipment	227,690	576,697	553,500	389,000	-32.5%
44410 - Maintenance Building/Grounds	9,951	12,000	6,000	12,000	0.0%
44490 - Other Contract Services	607,922	812,358	813,300	693,800	-14.6%
44491 - FIS Operations	19,600	-	-	-	0.0%
44492 - GIS Operations	33,000	33,000	33,000	33,000	0.0%
44590 - Other Insurance Services	393,846	395,370	395,370	454,676	15.0%
44710 - Debt Service - Interest	431,777	-	-	781,512	0.0%
44715 - Debt Service - Principal	-	-	-	767,215	0.0%
46100 - Reimb to General Fund	3,040,916	3,197,200	3,197,200	3,002,644	-6.1%
46600 - Reimb to Streets and Roads	172,350	60,000	60,000	60,000	0.0%
47020 - Furnishings & Equip (Capital)	-	90,000	45,000	-	-100.0%
47030 - Vehicles	25,832	174,109	-	-	-100.0%
47100 - Reclass of Cap Purchases to FA	(5,661,289)	-	-	-	0.0%
48100 - Cost of Issuance	102,500	-	-	-	0.0%
48500 - Maintenance Contracts	165,989	3,609,219	645,000	450,000	-87.5%
48600 - Const Contracts	5,646,113	39,833,476	23,485,000	12,667,622	-68.2%
49297 - Transfer to Retiree Benefits	291,700	296,174	296,174	320,682	8.3%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	25,000	417,000	417,000	-	-100.0%
49702 - Transfer to San. 702 from 700	2,884,786	19,800,000	19,800,000	13,431,146	-32.2%
<b>TOTAL</b>	<b>\$ 18,645,959</b>	<b>\$ 80,344,793</b>	<b>\$ 59,289,440</b>	<b>\$ 43,627,291</b>	<b>-45.7%</b>

## Sanitation Administration - 7004205

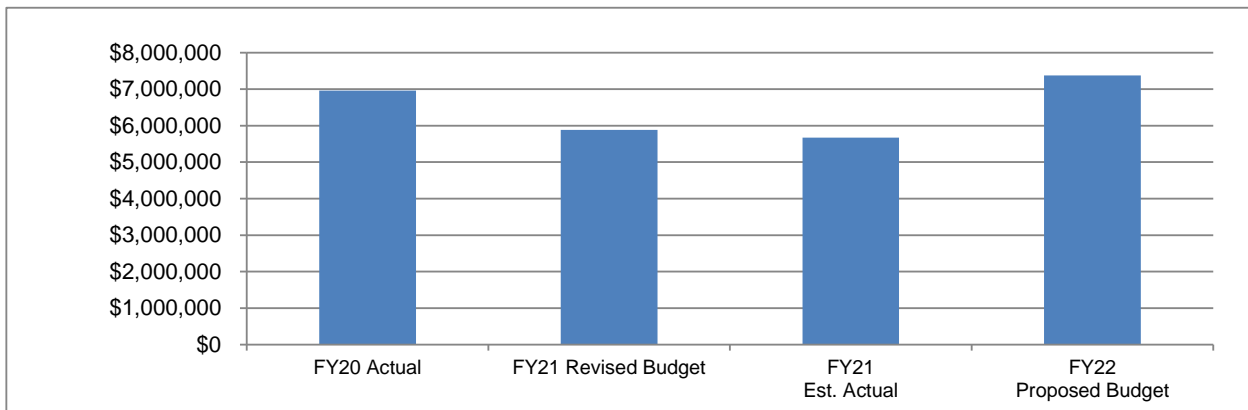
### OVERVIEW

Sanitation Administration manages the sewer and WQCP assets and the finances of the enterprise. The assets are valued at nearly \$600 million, and the operating budget is approximately \$20 million per year. In 2019, the City Council approved a rate increase to adjust for increasing operating expenses and to fund asset rehabilitation projects to ensure reliability.

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 assess the overall system, including financial needs, to assure both the assets and the need to invest in their maintenance are sustained.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$6,964,007	\$5,887,724	\$5,675,934	\$7,373,731



### BUDGET ADJUSTMENTS

Re-establish Plant Manager Position	\$	(138,517)
Two new smart phones and one replacement phone	\$	4,296

## **Sanitation Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Completed the WQCP SCADA Upgrade Project.
- Completed the Sanitation rates study, Prop 218 process, and adopted new sanitation rates.
- Completed the Sewer System Reliability Assessment & Financial Plan Update.
- Completed the annual Sewer System Video Inspection & Cleaning Project.
- Constructed the Easy, Fifth, Ventura Sewer Line Rehabilitation Project.
- Constructed the Royal Avenue (Crosby to Fair) Sewer Line Rehabilitation project.
- Began the WQCP ESCO Design/Bid Project, which will optimize and rehabilitate many of the plant processes.
- Supported developments that sought connections to the sewer system including: 1) issuing 180 Sewer Will-Serve letters to serve 53 single-family residences, 24 accessory dwelling units, 293 multi-family residences, and 23 tenant improvements; 2) reviewed 20 preliminary development projects and prepared project conditions for 19 projects and; 3) reviewed 16 development project plans for approval.
- Started construction of Strathearn Place-Arroyo Simi Sewer Line Rehabilitation Project.

### **GOALS FOR FY22**

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- Complete construction of the Strathearn Place-Arroyo Simi Sewer Line Rehabilitation Project.
- Construct the Royal Ave (Pride to Erringer) Sewer Line Rehabilitation Project.
- Construct the 10-inch to 12-inch Diameter Sewer Line Rehabilitation Project.
- Construct the Arroyo Simi pump station Rehabilitation Project.
- Construct the WQCP Road Paving Project, Phase II.
- Construct the WQCP Concrete Repairs Project.
- Begin construction on the WQCP ESCO Projects.
- Complete the design of the WQCP Plant water system pump station.

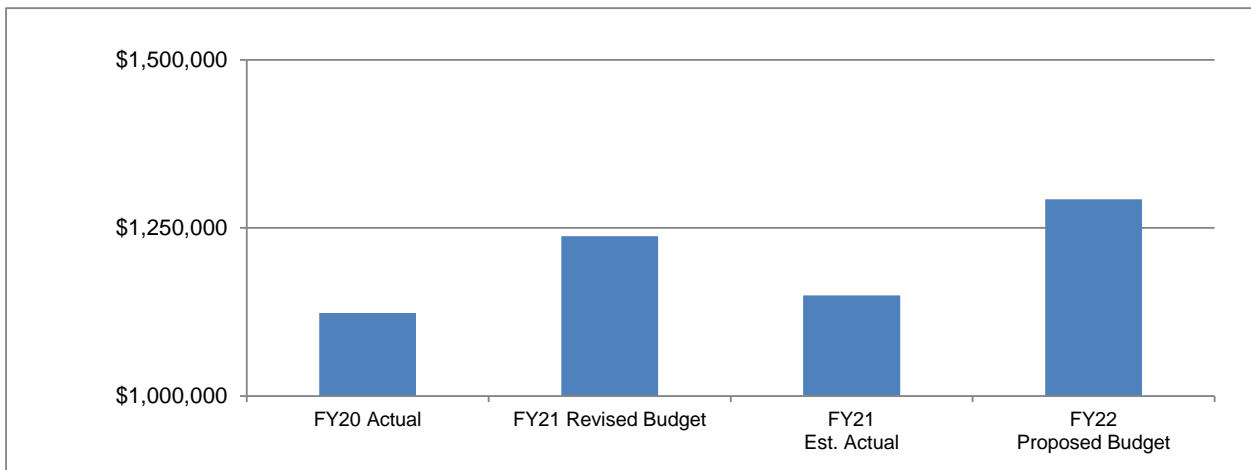
## Collection System Maintenance - 7004210

### OVERVIEW

Collection System Maintenance provides services that protect public health and the environment. Regulatory compliance is achieved by insuring safe and reliable wastewater collection and transport for treatment to the City's SVWQCP. The collection system is operated and maintained by staff, certified by California Water Environment Association, 24 hours per day, 365 days per year.

Collection System Maintenance includes inspection, monitoring, and comprehensive sewer cleaning of the City's 400+ miles of the sewer collection system, manholes and 3 lift stations. Routine sewer video inspections are conducted to assess flow conditions and identify problem areas needing repair before developing 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 ("SSO") occurs impacting City streets, curbs, or storm drains (including those caused by private laterals), staff are equipped, trained, and ready to respond to minimize the impact and restore safe operations while protecting the environment.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$1,123,466	\$1,237,602	\$1,149,900	\$1,292,633



### BUDGET ADJUSTMENTS

None

## **Collection System Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, locating sewer laterals, and responding to and containing private lateral SSO's.
- Updated the Sewer System Management Plan (SSMP).
- Placed in service a new sewer video van from Haaker Equipment utilizing Pro Pipe camera equipment.
- Installed WinCan software to improve video-inspection, sewer line condition, and data logging system.
- Replaced 7 manhole ring and covers.
- Hydro-cleaned 219 miles of sewer line.
- Video inspected 59 miles of sewer line.
- Located and treated 8,000 ft of 8" sewer line and 20 manholes for root intrusion.

### **GOALS FOR FY22**

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- Operate the collection system reliably and continuously with no overflows.
- Clean 200 miles of sewer lines.
- Video inspect 75 miles sewer lines.
- Remove and replace 30 worn out sewer ring and covers at the street level.



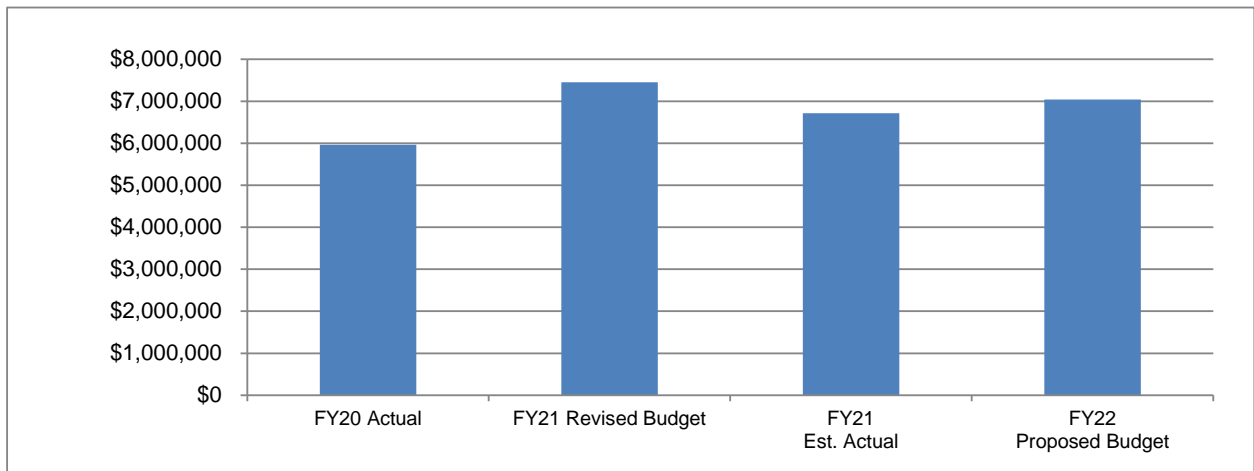
**Plant Operations, Laboratory, & Maintenance - 7004240**

**OVERVIEW**

Plant Operations, Maintenance and Laboratory provide services that protect public health and the environment, while meeting NPDES permitted regulatory requirements, perform routine self-monitoring of permitted discharges, and ensure safe and reliable wastewater treatment that produces high quality recycled water. The SVWQCP is operated and maintained by Sanitation Services staff 24 hours a day, 365 days a year. The SVWQCP is structured with state-of-the-art treatment and control processes.

The SVWQCP is staffed with State of California Certified Operators and California Water Environment Association Certified Plant Maintenance, Instrumentation and Laboratory Technicians. Plant Operations assure the SVWQCP operates effectively and efficiently by continuously monitoring controls and adjusting processes to maintain compliance with permit requirements. Maintenance and Instrumentation staff perform routine equipment maintenance and repairs to ensure efficient and effective facility operation with minimal equipment failures and process interruptions. Laboratory staff perform routine and special study water quality analyses to provide data to operations for process adjustments. Required NPDES permit monitoring and reporting are submitted to State and Federal regulatory agencies.

	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
Expenditures	\$5,961,044	\$7,451,400	\$6,717,957	\$7,042,957



**BUDGET ADJUSTMENTS**

PC Upgrade / Replacement	\$ 1,000
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## **Plant Operations, Laboratory, & Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Delivered outstanding service to the citizens of Simi Valley by protecting public health and the environment 24 hours a day, 365 days a year.
- Assisted in completing Capital Projects, including equipment replacements and upgrade of the SCADA hardware and software. Finalized planning of design build ESCO energy reduction project.
- Implemented new monitoring and reporting requirements of renewed NPDES permit.
- Kickoff of ESCO project including facility upgrades of: the headworks, grit chamber, biological-nutrient-removal components, dewatering components, secondary clarifiers, and digesters.
- Maintained NPDES discharge compliance with aggressive monitoring of key operational and process parameters to dial in treatment controls and activities.
- Under renewed NPDES permit requirement, prepared and submitted a Climate Change Effects Vulnerability Assessment and Mitigation Plan to the RWQCB.
- Prepared Toxic Emissions Inventory Report for VCAPCD Permit # 00165.
- SVWQCP with maintaining SSMP and NPDES discharge compliance with aggressive source control, inspection, and permitting activities centered on FOG (Fats, Oils and Grease) control.

### **GOALS FOR FY22**

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- Maintain NPDES permit compliance with zero violations.
- Continue to provide excellent service 24 hours a day, 365 days a year to the citizens of the City of Simi Valley.
- Assist the engineers and contractors on Capital Projects, including ESCO Programs including: work at the headworks, grit chamber, biological-nutrient-removal components, dewatering components, secondary clarifiers, and digesters.
- Resume educational tours and public outreach to encourage community understanding, environmental protection, and involvement.
- Continue to collaborate with other Departments in sharing ideas and resources to improve efficiency and maintain sound fiscal management.

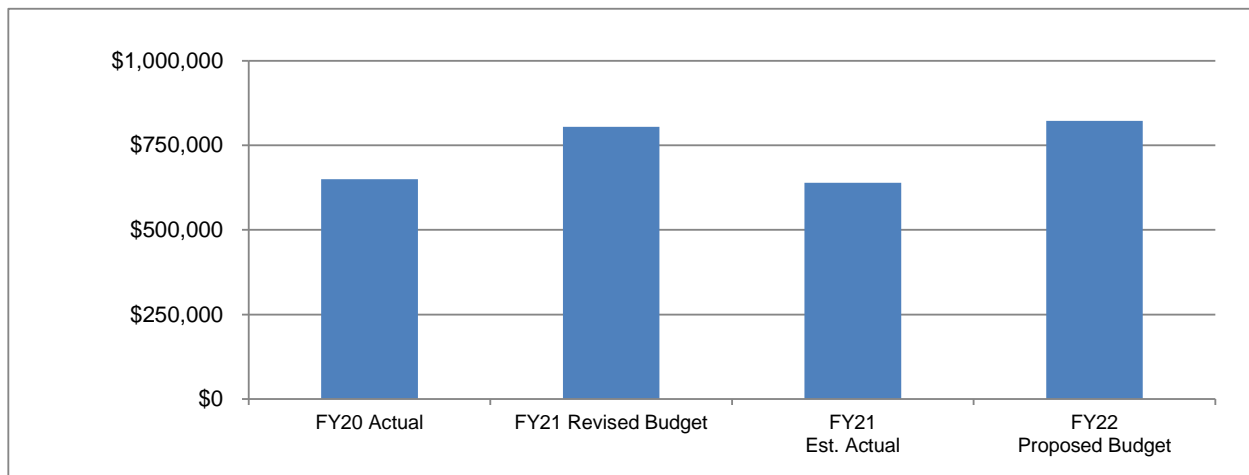
## Environmental Compliance - 7004250

### OVERVIEW

Environmental Compliance administers the Pretreatment Program through the City's Sewer Use Ordinance, and with the requirements under USEPA regulations driven by the Clean Water Act. These requirements are reported through and further regulated under a NPDES permit issued to the WQCP by the Los Angeles Regional Water Quality Control Board. In addition to the WQCP and sewer assets, the Pretreatment Program protects City personnel, the environment, and the community by prohibiting toxic and/or hazardous materials discharges to the sewer collection system.

Staff permit and monitor industrial and commercial businesses. Program staff provide support to residents and businesses on methods to minimize illicit discharge risks and work toward finding acceptable solutions to specific disposal situations. Staff provide public education and outreach within the community on topics related to fats, oils and grease disposal, the fate of sewage, and how wastes may be properly disposed.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$649,580	\$804,690	\$639,074	\$822,796



### BUDGET ADJUSTMENTS

Upgrade Acct. Asst. II to Management Assistant	\$	27,367
Deputy Public Works Director (Environmental Compliance) - salary adjustment	\$	(9)

## **Environmental Compliance (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Even under COVID restrictions, inspected and permitted 570 commercial and industrial businesses.
- Provided information, education, Best Management Practices, and permit compliance assistance to businesses for maintaining wastewater discharge compliance.
- Assisted the SVWQCP with maintaining SSMP and NPDES discharge compliance with aggressive source control, inspection, and permitting activities centered on FOG (Fats, Oils and Grease) control.
- Continued to help protect the SVWQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and cause the SVWQCP to violate NPDES permit limitations.
- Continued to promote Public Health, Safety, and Environmental Protection.
- Conducted and submitted Local Limits Evaluation to RWQCB. Evaluation determined the Local Limits are still protective and effective.
- Completed Federal mandated Dental Industrial User Survey, in advance of the July of 2020, compliance deadline.

### **GOALS FOR FY22**

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- Update and modify Sewerage Use Ordinance.
- Continue to help protect the SVWQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and cause the SVWQCP to violate NPDES permit effluent discharge limitations.
- Continue promote public and environmental health and safety.
- Evaluate current permitting classifications and modify as deemed appropriate.

**DEPARTMENT OF PUBLIC WORKS (SANITATION FUND)  
FY2021-22 POLICY ITEM REQUEST**

**TITLE:** Re-establish the Plant Operations Manager Position

**AMOUNT :** -\$138,517

**ACCOUNT:** 7004205-41020 Salaries and Benefits

**PRIORITY:** 1

One Time Expenditure  
 Reoccurring Savings

COST BREAKDOWN	
<u>Personnel</u>	
Plant Operations Manager Position	\$157,322
Eliminate Plant Operations Supervisor	(\$138,517)
Eliminate Plant Support Systems Manager	(\$157,322)
<b>TOTAL SAVINGS:</b>	<b>(\$138,517)</b>

The Department of Public Works is requesting an overfill of the Plant Operations Supervisor classification and to permanently fill the position as Plant Operations Manager (Chief Plant Operator). This change will allow for a permanent acknowledgement of the staffing need at this level. Additionally, it is requested the job description be changed to require a Grade V State license to ensure proper Plant Operations staffing in line with Federal and State regulations. This position coordinates proper staffing and integrates wastewater treatment plant operations, reviews and prepares compliance reports, and oversees software programs that generate technical reports on water quality. The Plant Operations Manager (Chief Plant Operator) is also in direct contact with the Laboratory to ensure the Plant is operating effectively and in compliance with state and Federal agencies; adjusting treatment processes as necessary. This position is also responsible for implementing Federal, State and Local discharge limits and for training/mentoring new staff members on unit processes, and making correct adjustments to keep the plant in compliance.

The previous Plant Operations Manager position was designated as the Chief Plant Operator, however, the position was eliminated as a result of recommendations in the efficiency study of the Sanitation Division. Since the elimination of the Plant Operations Manager, the Plant Operations Supervisor has been designated the Chief Plant Operator. The Department of Public Works is requesting to fill the position at the Plant Operations Manager level and eliminate the existing position of Plant Operations Supervisor (Position # 50000512) and Plant Support Systems Manager (Position # 50000510). Both Plant Operations Supervisor and Plant Support System Manager positions have been recently vacated due to retirements. Approval of this policy item would result in savings of approximately \$160K in salary and benefits.

**DEPARTMENT OF PUBLIC WORKS (SANITATION FUND)  
FY2021-22 POLICY ITEM REQUEST**

**TITLE:** Upgrade Accounting Assistant II to Management Assistant  
**AMOUNT :** \$27,367  
**ACCOUNT:** 7004250-41020 Salaries and Benefits  
**PRIORITY:** 2

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
Management Assistant	111,685
Eliminate Accounting Assistant II	<u>(\$84,318)</u>
<b>TOTAL:</b>	<b>27,367</b>

The Department of Public Works is requesting a position of Accounting Assistant II (# 50000554) be converted permanently to Management Assistant, reporting to the Administration Division of Public Works. This position would be an overfill of an existing vacant Accounting Assistant II position and is funded by the Sanitation Division. This change will allow for permanent acknowledgement of the staffing need at this level and was previously conceptually approved. This proposal will result in an \$16,500 permanent change funded by the Sanitation Fund.

It is recommended that the position of Management Assistant (Administration) be made permanent, with a monthly salary range of \$4,731.33-\$6,040.34.

**DEPARTMENT OF PUBLIC WORKS (SANITATION FUND)  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Deputy Public Works Director (Environmental Compliance)

**AMOUNT :** (\$9.24)

**ACCOUNT:** 7004250

**PRIORITY:** 3

One Time Expenditure

Reoccurring Savings

COST BREAKDOWN	
Annual Salary Savings	(\$9.24)
<b>TOTAL:</b>	<b>(\$9.24)</b>

The Public Works Department requested a minor salary reduction for the position of Deputy Public Works Director (Environmental Compliance) to be consistent with the salaries of the Deputy Directors for Maintenance Services, Sanitation Services, and Waterworks Services. This minor change will provide salary equity among these similar positions. The change will result in a monthly salary reduction of \$0.77, at mid salary range, and an annual salary reduction of \$9.24.

It is recommended that the monthly salary range for Deputy Public Works Director (Environmental Compliance) be reduced to \$8,993.40 - \$11,581.18.

**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES  
FY2021-22 INFORMATION SERVICES REQUEST**

**TITLE:** Two new Smart Phones and one replacement  
**AMOUNT :** \$4,296  
**ACCOUNT:** 7004205 42150  
**PRIORITY:** 4

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Smart Phones	\$2,100
Ongoing yearly Costs	\$2,196
<b>TOTAL:</b>	<b>\$4,296 **</b>

The Sanitation Division requests the purchase of 2 new smart phones and 1 upgraded smart phone with internet access for use in field. These items are requested to enable the Division to effectively communicate with staff from the field in a timely manner. Currently, neither the position of Plant Operations Manager or Plant Maintenance Supervisor have City issued cell phones. The position of Wastewater Collections System Supervisor has a City supplied flip phones but it does not have the ability to send and receive pictures, answer email, and set appointments. Staff are currently using their personal phones to send the information that is being requested of them to respond to these requests and to properly document problems they encounter and must resolve with photo documentation. Smart phones will also allow for staff to send and receive emails at the plant and in the field and have access to other work order and scheduling software to help them manage those work related tasks and meetings. The purchase costs for three smart phones is approximately \$2,100 for four smart phones with internet access with an on-going yearly cost expenditure of \$2,196 per year.

Information Services Recommendation:



**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES  
FY2021-22 INFORMATION SERVICES REQUEST**

**TITLE:** PC Upgrade / Replacement - PSCSLABMC  
**AMOUNT :** \$1,000.00  
**ACCOUNT:** 7004240-42235  
**PRIORITY:** 5

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
<u>PC Upgrade / Replacement - PSCSLABMC</u>	\$1,000
<b>TOTAL:</b>	<b>\$1,000</b>

The current Personal Desktop Computer used to operate the microscope in the laboratory has poor performance, is outdated and is unreliable. IT staff has indicated that current PC is running on unsupported / outdated Windows 7 operating platform. The current PC cannot support a Windows software upgrade which is needed in order to run systems effectively, therefore a PC Upgrade/Replacement is being requested. The PC is not covered as part of the PC replacement fund.

Information Services Recommendation:

## FUND 701: SANITATION CAPITAL FUND

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** **\$ 8,796,679 \$ 8,796,679 \$ 10,187,579**

<b>Revenues</b>	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
34001 Interest on Investments	176,857	37,500	176,800	37,500
34003 Change in Fair Value	102,324	-	-	-
37449 Sewer Connection Fees	528,516	500,000	1,300,000	550,000
<b>Total Revenues</b>	<b>\$ 807,697</b>	<b>\$ 537,500</b>	<b>\$ 1,476,800</b>	<b>\$ 587,500</b>

<b>Expenditures</b>	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Est. Actual</b>	<b>FY22 Proposed Budget</b>
46100 Reimb to the General Fund	94,100	85,900	85,900	313
48500 Maintenance Contracts	-	586,083	-	-
48600 Construction Contracts (CIP)	-	68,497	-	-
<b>Total Expenditures</b>	<b>\$ 94,100</b>	<b>\$ 740,480</b>	<b>\$ 85,900</b>	<b>\$ 313</b>

**ENDING BALANCE** **\$ 8,083,082 \$ 8,593,699 \$ 10,187,579 \$ 10,774,766**

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CITY OF SIMI VALLEY



## WATERWORKS REVENUES

Revenue Type	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	% Budget Change
34001 Interest on Investments	\$ 523,649	\$ 224,800	\$ 523,600	\$ 224,800	0.0%
34003 Change in Fair Value Invest.	321,500	-	-	-	0.0%
34101 Rents & Leases	600,706	470,000	500,000	470,000	0.0%
36002 State Assistance	3,645	3,000	3,000	3,000	0.0%
37003 Returned Check (NSF)	14,580	6,000	6,000	6,000	0.0%
37401 Engineering Fees	21,867	25,000	2,000	10,000	-60.0%
37405 Inspection Services	13,515	8,000	2,000	8,000	0.0%
37410 Services Charges	12,583,845	13,714,000	13,714,000	13,815,000	0.7%
37412 Recycled Water Charge	92,546	101,000	101,000	101,000	0.0%
37414 Water Svc: Commodity Charge	27,729,309	27,580,000	29,290,000	30,088,000	9.1%
37452 Sales to Waterworks	1,387,049	1,960,000	1,450,000	1,500,000	-23.5%
37453 Water Standby Charge	4,333	3,000	3,000	3,000	0.0%
37454 Sale of Meters	31,586	30,000	30,000	30,000	0.0%
37456 Water Lift Charge	933,412	905,000	905,000	910,000	0.6%
37461 Door Hanger Charge	69,956	60,000	100	30,000	-50.0%
37499 Other Public Works	262,051	5,000	1,000	5,000	0.0%
38001 Sale of Surplus Property	1,193	-	-	-	0.0%
38004 Damage Recovery	7,214	6,000	3,000	5,000	-16.7%
38007 Rebates	24,388	-	-	-	0.0%
39761 Transfer from Waterworks	226,700	550,000	550,000	410,000	-25.5%
<b>TOTAL</b>	<b>\$ 44,853,045</b>	<b>\$ 45,650,800</b>	<b>\$ 47,083,700</b>	<b>\$ 47,618,800</b>	<b>4.3%</b>

## WATERWORKS EXPENDITURES

Expenditure Type	FY20 Actual	FY21 Revised Budget	FY21 Estimated Actual	FY22 Proposed Budget	% Budget Change
41010 Regular Salaries	2,356,185	3,357,511	2,693,000	3,246,326	-3.3%
41020 Temporary Salaries	57,150	40,000	30,000	76,000	90.0%
41040 Overtime	97,443	95,600	95,100	95,600	0.0%
41200 Deferred Comp - 401k	16,014	31,577	31,360	34,585	9.5%
41210 Deferred Comp - 457	43,560	53,080	40,730	59,150	11.4%
41300 Vision Care	8,877	11,806	10,283	11,614	-1.6%
41350 Disability	7,127	11,939	10,971	11,623	-2.6%
41400 Group Insurance/Dental	57,309	81,213	65,324	80,498	-0.9%
41415 Flex Benefits	649,113	907,944	709,900	982,211	8.2%
41420 CalPERS Health Admin	869	1,100	1,100	3,250	195.5%
41450 Life Insurance	6,885	8,542	8,076	8,227	-3.7%
41500 Group Insurance/	35,894	50,762	50,762	48,966	-3.5%
41550 Section 125 Admin	32	154	154	350	127.2%
41600 Retirement (PERS	700,960	1,098,909	846,900	1,108,025	0.8%
41601 Retirement (PERS)GASB68	370,807	-	-	-	0.0%
41620 Retirement (HRA)	2,121	15,984	8,100	13,992	-12.5%
41630 OPEB	81,491	-	-	-	0.0%
41650 Medicare Tax	35,364	62,303	44,883	61,737	-0.9%
41660 FICA	2,537	2,480	1,000	2,480	0.0%
41700 Workers' Compensation	161,447	172,655	172,655	173,867	0.7%
41800 Leave Accrual	56,745	88,500	88,500	121,000	36.7%
41860 Salary Reimbursement	(3,161)	-	-	-	0.0%
42100 Utilities	837,069	770,000	881,500	770,000	0.0%
42150 Communications	47,733	45,200	45,200	45,200	0.0%
42230 Office Supplies	7,748	15,500	13,000	15,500	0.0%
42235 Furnishings & Equipment	2,884	11,500	10,000	10,500	-8.7%
42310 Rentals	238	2,000	2,000	2,000	0.0%
42410 Uniform/Clothing	9,892	13,500	6,000	13,500	0.0%
42440 Memberships and Dues	16,647	17,600	17,600	17,500	-0.6%
42450 Subscriptions and Books	-	1,100	500	1,000	-9.1%
42520 Meters	331,152	501,321	500,000	425,150	-15.2%
42540 Water Purchases	29,750,895	29,353,000	29,353,000	30,234,000	3.0%
42541 Recycled Water	48,428	75,000	75,000	75,000	0.0%
42550 Small Tools/Equip	9,749	18,500	18,500	18,500	0.0%
42560 Operating Supplies	63,673	219,163	193,500	156,500	-28.6%
42561 Inventory Adjustments	59,201	-	-	-	0.0%
42720 Travel	6,281	22,700	2,500	23,200	2.2%
42730 Training	6,514	15,100	10,000	15,300	1.3%
42790 Mileage	92	200	100	200	0.0%
44010 Professional/Special Services	326,694	730,594	649,700	506,060	-30.7%
44012 Outside Legal	-	1,500	-	1,500	0.0%
44310 Maintenance of Equip	257,793	375,281	375,000	338,700	-9.7%
44410 Maintenance Buildings	8,434	15,000	15,000	15,000	0.0%
44490 Other Contract Services	522,937	665,516	658,700	577,200	-13.3%
44491 FIS Operations	32,600	-	-	-	0.0%
44492 GIS Operations	38,000	38,000	38,000	38,000	0.0%
44590 Other Insurance	206,646	215,000	215,000	247,250	15.0%

**WATERWORKS EXPENDITURES (continued)**

<b>Expenditure Type</b>	<b>FY20 Actual</b>	<b>FY21 Revised Budget</b>	<b>FY21 Estimated Actual</b>	<b>FY22 Proposed Budget</b>	<b>% Budget Change</b>
44840 Bad Debt Expense	(892)	-	-	-	0.0%
46100 Reimb to General Fund	2,513,600	2,721,600	2,721,600	2,658,377	-2.3%
46600 Reimb to Streets	172,350	60,000	60,000	60,000	0.0%
47030 Vehicles	201,485	300,436	75,000	210,000	-30.1%
47099 Reclass of FA to Cap Purchases	(31,541)	-	-	-	0.0%
47100 Reclass of Cap Purchases to FA	(462,392)	-	-	-	0.0%
48500 Maintenance Contracts	316,739	7,906,580	3,560,000	7,835,000	-0.9%
48600 Const. Contracts: CIP	908,657	6,371,718	880,000	250,000	-96.1%
49297 Transfer to Retiree Benefits	68,900	69,938	69,938	75,725	8.3%
49648 Transfer to CERF	67,500	67,500	67,500	67,500	0.0%
49655 Transfer to Public Facility Imprv.	25,000	417,000	417,000	-	0.0%
49763 Transfer to WW Replacement	226,700	550,000	550,000	410,000	-25.5%
<b>TOTAL</b>	<b>\$ 41,342,178</b>	<b>\$ 57,679,107</b>	<b>\$ 46,389,636</b>	<b>\$ 51,252,863</b>	<b>-11.1%</b>

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**CITY OF SIMI VALLEY**



## Waterworks Administration - 7614605

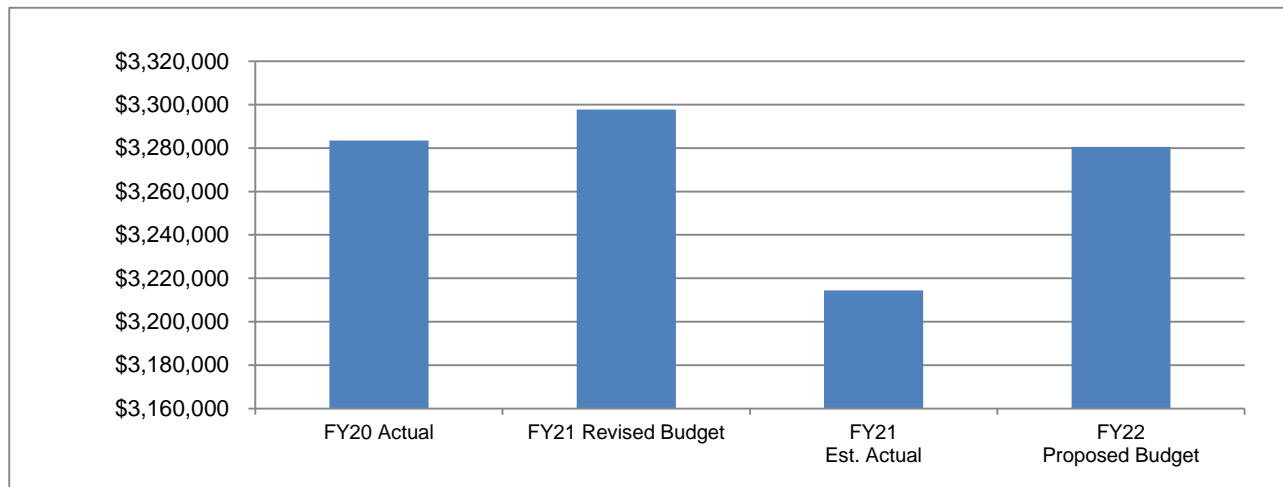
### OVERVIEW

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

A dedicated Engineering Section assesses the infrastructure, implements needed repairs, maintenance, and improvement projects. This Section also reviews and approves connections and expansions to the system requested to support real estate developments. The proposed budget and 5-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the waterworks system is capable of sustained, reliable, continuous operation in service to the community.

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.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 3,283,453	\$ 3,297,757	\$ 3,214,500	\$ 3,280,517



### BUDGET ADJUSTMENTS

None

## **Waterworks Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

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- Awarded the Seismic Evaluation of the Waterworks Storage Tank System.
- Recoated the Madera water storage tank.
- Purchased and installed Water Storage Mixing devices in 3 tanks.
- Constructed the Crown Hill Drive Waterline Project.
- Constructed the La Gross Way Waterline Project.
- Constructed the Black Canyon Road Waterline Project.
- Initiated the Capacity Evaluation of the Waterworks Distribution System.
- Supported developments that sought water service connections including: 1) issuing 180 Water Will-Serve letters to serve 53 single-family residences, and 293 multi-family residences; 2) reviewed 15 preliminary development projects and prepared project conditions for 12 projects and; 3) reviewed 12 development project plans for approval.

### **GOALS FOR FY22**

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- Construct the Clear Springs, Lookout Rock, Santa Susanna Waterline Project.
- Construct the Ehlers, Larson, My Way Waterline Project.
- Construct the Station #2 Water Storage Tank Replacement Project.
- Construct the Box Canyon (Bryant Road) Waterline Project.
- Construct the Alta Vista Waterline Project.
- Recoat the Box Canyon Water Storage Tank.
- Complete the Annual Water Storage Tanks Cleaning and Inspection Project.
- Complete the Capacity Evaluation of the Waterworks Distribution System.
- Complete the Seismic Evaluation of the Waterworks Storage Tank System.

## Waterworks Operations & Maintenance - 7614640

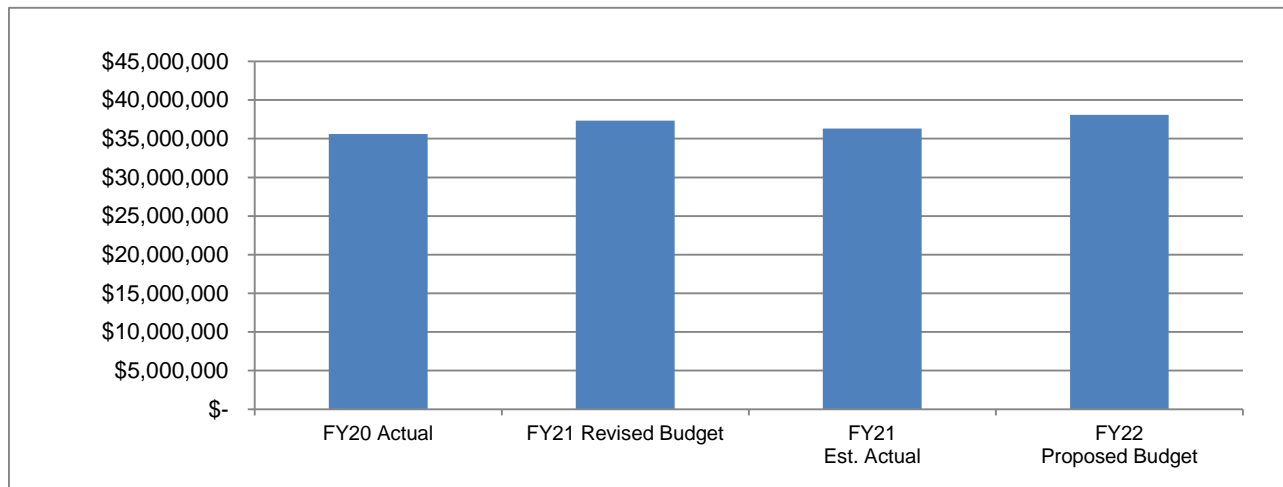
### OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, CMWD, producing water at the Tapo Canyon Water Treatment Plant, and 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 Division administers water conservation oversight through programs that include public information, education and outreach, residential/commercial inspections, and water use efficiency retrofits from incentives and rebates.

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

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	\$ 35,615,032	\$37,323,937	\$36,297,838	\$38,100,187



### BUDGET ADJUSTMENTS

Eagle Aerial Waterview Software	\$	50,400
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## **Waterworks Operations & Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY21**

- Purchased one 5-ton dump truck and one maintenance utility truck to improve operational reliability and accommodate hauling emergency response generating and pumping equipment.
- Upgrade portions of the SCADA security systems with dependable state of the art devices.
- Expanded the AMI collection to maximize usage data collection for Utility Billing purposes.
- Provided expedient emergency response to SCE PSPS outages maintaining an uninterrupted water supply to all customers.
- Replaced obsolete motor control center at Mine Road Pump Station bringing into compliance with safety and efficiency standards.
- Maintained operations without lapses during the Covid-19 pandemic.
- Reduced water consumption by 24% (Waterworks District No. 8 customers) as compared to water use in 2013 (used as baseline year established by the State).
- Replaced City landscape turf with sustainable plants and high efficiency irrigation utilizing over \$24,000 in rebates.
- Achieved greatest number of rebates in the Calleguas service area from the expansion of Waterworks District No. 8 customer participation in the SoCal Water Smart Rebate program.

### **GOALS FOR FY22**

- Expand the AMI collection to maximize usage data collection for Utility Billing purposes.
- Continue with the replacement and update of the SCADA communications network to ensure consistent reliability of the water system.
- Provide continuous, reliable, efficient, and safe services to Waterworks customers.
- Provide water use efficiency education to the community via press releases, social media, billing messages, outreach events, and workshops.
- Obtain grant-funding for purchase and installation of water-bottle filling stations in all City owned buildings.
- Replace turf, install sustainable landscape and irrigation, and obtain water rebate funding in City landscape areas, including the Welcome Corner.

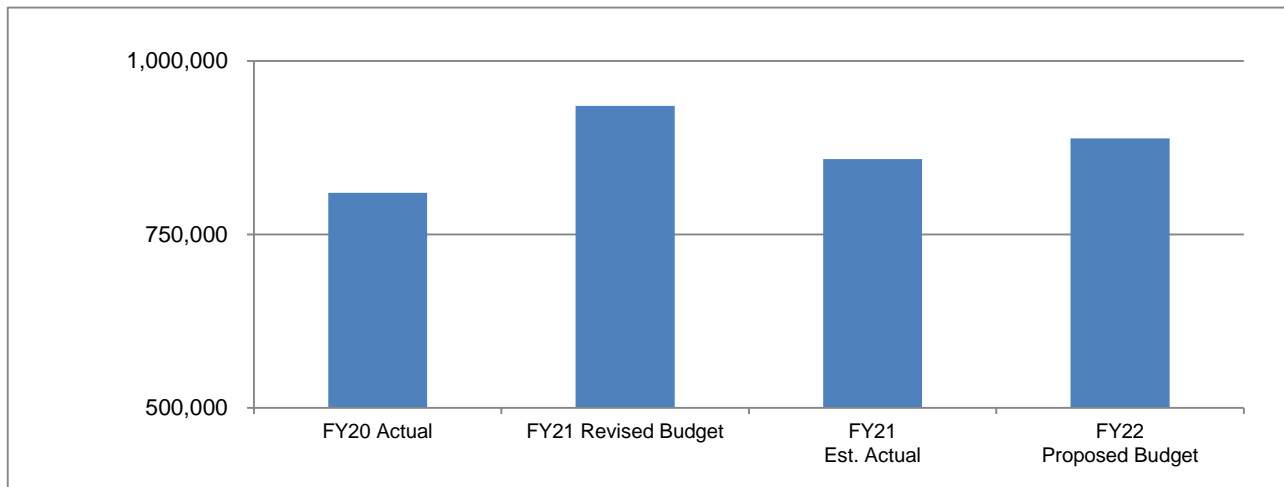
## Utility Billing - 7614645

### 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 related to a water bill, with an emphasis on providing the customer a thorough and meaningful response to inquiries.

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
Expenditures	809,995	935,141	858,760	888,223



### BUDGET ADJUSTMENTS

Reclass Customer Serv. Rep. to Sr. Customer Serv. Rep.	\$	5,007
Temporary Staffing	\$	36,000
Contract Services	\$	23,000
Reclass Customer Service Representatives	\$	14,040
Golden State Water Fee Expense	\$	960
Travel, Conferences, and Meetings	\$	500

## Utility Billing (continued)

### KEY ACCOMPLISHMENTS IN FY21

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- Processed approximately \$46,100,000 in water utility bills within 1 day of receipt of the meter read data from the Public Works Department.
- Processed approximately \$5,100,000 in sanitation bills within 1 day of receipt of the meter read data from the Public Works Department.
- Processed approximately 155,000 water and sanitation utility bills.
- Processed clean-up of residential sewer accounts and provided refunds or billed accounts that were incorrectly suspended from billing.

### GOALS FOR FY22

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- Update procedures for providing residential sewer accounts to Public Works for tax roll purposes.
- Process all Golden State Water Sanitation Customer's Bills within 1-2 working days of receipt of billing data from Golden State Water.
- Continue to work with Golden State Water in the cleanup of all of their commercial water accounts to correctly bill sanitation charges and have the billing of the commercial sanitation process flow better.

**ADMINISTRATIVE SERVICES - CUSTOMER SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Customer Service Rep. to Sr. Customer Service Rep.

**AMOUNT :** \$6,676

**ACCOUNT:** 1001552 (25%) & 7614645 (75%)

**PRIORITY:** 1

One Time Expenditure

Reoccurring Expenditure

COST BREAKDOWN	
Salaries and Benefits - Water Fund	\$5,007
Salaries and Benefits -General Fund	\$1,669
<b>TOTAL:</b>	<b>\$6,676</b>

Currently one Customer Service Representative was promoted to a Senior Customer Service Representative and is overfilling the Customer Service Representative position. This request is to make the Sr. position a permanent position. This position is paid 75% from the Water Fund and 25% from the General Fund.

**ADMINISTRATIVE SERVICES - CUSTOMER SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Customer Service - Temporary Staffing  
**AMOUNT :** \$36,000  
**ACCOUNT:** 7614645  
**PRIORITY:** 2

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Salaries and Benefits - Water Fund	\$36,000
<b>TOTAL:</b>	<b>\$36,000</b>

Currently the Customer Service division does not have a budget for temporary assistance, but has a strong need. This is to request two temporary staff members, each at 20 hours per week or less. Duties would include assisting the Management Assistant with utility billing duties and assisting the Customer Service Representatives with customer service duties.



**ADMINISTRATIVE SERVICES - CUSTOMER SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Contract Services  
**AMOUNT :** \$23,000  
**ACCOUNT:** 7614645-44490  
**PRIORITY:** 3

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Contract Services	\$23,000
<b>TOTAL:</b>	<hr/> \$23,000

Need more funding for a vendor that provides printing, stuffing envelopes and mailing of approximately 13,500 utility bills and other mailings per month on behalf of the City. This budget was not adjusted with the contract that was entered into on July 1, 2019.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Eagle Aerial Waterview Software  
**AMOUNT :** \$50,400  
**ACCOUNT:** 7614640 44490  
**PRIORITY:** 4

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Annual Subscription approximate \$1.50 per service connection	\$40,000
One-time Set-up Fee and Tyler-Munis Custom Report Fee	\$10,400
<b>TOTAL:</b>	<b>\$50,400</b>

The water efficiency requirements including SB 606 and AB 1668, part of the current Make Water Conservation a Way of Life program call for understanding water demands both agency-wide as well as by parcel. Each urban retail water agency, including the Waterworks District, will be required to annually calculate its own water use objective. This objective requires the District to forecast water use on a parcel by parcel basis, meeting irrigation demand and interior use demand measures regulated by the State. This level of analysis and understanding of the parcels that make up the District, their irrigated areas size, and the property’s use is new to the Waterworks District. While these requirements are not currently enforced, the District will need to be fully prepared to implement and report on these measures by 2023.

Waterworks staff is requesting to purchase software that would facilitate the analysis needed for these imminent implementation and reporting requirements. Eagle Aerial Solutions (EAS), has developed software named Waterview to facilitate this analysis required by the many water agencies operating in California. The Waterview software will analyze total water allocation at the parcel level, in compliance with new standards, and is configured to generate the reports required by the enforcement agency, the California Department of Water Resources. The Waterview software will tabulate and calculate water use and efficiency from parcel level to District level, and will analyze water use trends, will track and report compliance and noncompliance with allocations within the District. Due to the imminent roll-out of statewide data on parcel-by-parcel vegetation coverage, staff envisions a use for the software immediately to use in commenting on State proposed regulatory language, reporting requirements, and learning the complex requirements of this emerging program requirement.

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reclass Customer Services Representatives

**AMOUNT :** \$18,720

**ACCOUNT:** 1001552 (25%) & 7614645 (75%)

**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Salary & Benefits ( 1 - Sr. CSR)	\$3,160
Salary & Benefits ( 3 - CSR's)	\$15,560
<b>TOTAL:</b>	<b>\$18,720</b>

Reclassified or modified to allow for a flexible I/II job level. Potentially remain CSRs or reclassified into Counter Services Technician I/II, or Accounting Tech I/II, or similar.

Currently, CSRs have one level of classification. The Division often sees significant turnover as CSR staff look to other positions across the City to advance their career. While the Division fully supports the career growth of the staff, the creation of an additional level of CSR, such as a I/II, will allow for additional retention of staff. There are other classifications in the City that may serve as reasonable reclassification or the creation of a CSR II.

The addition of a flex II series should have a nominal impact on the current staffing until a staff member has reach the merit increases to move from a I to a II.

Current Hourly Ranges

Customer Services Representative: \$18.91 - \$24.14

Accounting Technician I: \$19.21 - \$24.51

Accounting Technician II: \$21.34 - \$27.23

Counter Services Technician I: \$23.48 - \$29.95

Counter Services Technician II: \$25.83 - \$32.95

A Proposed Tier Structure for Customer Service Representatives:

Customer Services Representative I: \$18.91 - \$24.14

Customer Services Representative II: \$20.80 - \$26.55

\*Senior Customer Services Representative: \$22.88 - \$29.21

\*Increase the Senior to have separation and minimize compaction.

**ADMINISTRATIVE SERVICES - CUSTOMER SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Golden State Water  
**AMOUNT :** \$960  
**ACCOUNT:** 7614645 - 44010  
**PRIORITY:** 6

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Read file	\$240
Customer Move In/Move Out Information	\$240
Meter exchange information	\$240
Miscellaneous reports	\$240
<b>TOTAL:</b>	<b>\$960</b>

Golden State Water provides reports that are needed to process the City's sewer billing for Commercial accounts and newly developed Residential accounts located in the Golden State Water jurisdiction. Golden State Water normally bills all cities for these reports but has not been billing the City of Simi Valley for the information. Golden State Water has informed City staff that they will begin billing the City of Simi Valley for these reports. The charges will be \$40 per report for reports that will be provided every two months.

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Travel, Conferences and Meetings  
**AMOUNT :** \$500  
**ACCOUNT:** 7614645-42720  
**PRIORITY:** 7

- One Time Expenditure
- Reoccurring Expenditure

COST BREAKDOWN	
Travel / Conferences / Meetings	\$500
<b>TOTAL:</b>	<b>\$500</b>

Customer Services is staffed with new employees that could benefit from additional training opportunities.

## FUND 762: WATERWORKS CAPITAL FUND

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** **\$ (2,306,996) \$ (15,691,673) \$ (19,372,673)**

### Revenues

	FY20 Actual	FY21 Revised Budget	FY21 Est. Actual	FY22 Proposed Budget
34001 Interest on Investments	\$ (50,783)	\$ 8,500	\$ -	\$ 8,500
36002 State Assistance	130,217	-	-	-
37479 Capital Improvement Charges	303,677	500,000	170,000	600,000
<b>Total Revenues</b>	<b>\$ 383,110</b>	<b>\$ 508,500</b>	<b>\$ 170,000</b>	<b>\$ 608,500</b>

### Expenditures

46100 Reimb to the General Fund	\$ 279,300	\$ 321,000	\$ 321,000	\$ 2,951
47100 Reclass of Cap Purchases to FA	(53,607)	-	-	-
48600 Construction Contracts	163,096	13,572,177	3,530,000	250,000
<b>Total Expenditures</b>	<b>\$ 388,789</b>	<b>\$ 13,893,177</b>	<b>\$ 3,851,000</b>	<b>\$ 252,951</b>

**ENDING BALANCE Surplus/(deficit)** **\$ (15,691,673) \$ (19,372,673) \$ (19,017,124)**

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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](http://publicpay.ca.gov)  
or the City of Simi Valley's website at [www.simivalley.org](http://www.simivalley.org)

<b>JOB TITLE</b>	<b>LAST UPDATED</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
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



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<b>JOB TITLE</b>	<b>LAST UPDATED</b>	<b>MONTHLY</b>		<b>ANNUALLY</b>	
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 (Supp	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

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<b>JOB TITLE</b>	<b>LAST UPDATED</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
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

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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

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

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**

	<b>Authorized</b>
<b>I. REGULAR POSITIONS SUMMARY</b>	
<b>CITY ADMINISTRATION &amp; CITY ATTORNEY</b>	
CITY MANAGER	9.570
CITY CLERK SERVICES	4
CITY ATTORNEY	6
SENIOR CENTER	4
YOUTH SERVICES	1
CULTURAL ARTS	5
LIBRARY	0.830
HUMAN RESOURCES	8
WORKERS' COMP	3
MEALS-ON-WHEELS	1.750
CONGREGATE MEALS	0.625
CDA HOUSEING ADMIN.	0.100
-----	
Total for CITY ADMINISTRATION	43.875
<b>ADMINISTRATIVE SERVICES</b>	
ADMINISTRATION	6
FISCAL SERVICES	10
SUPPORT SERVICES	6.5
INFORMATION SERVICES	12
UTILITY BILLING/CUSTOMER SVCS	5
-----	
Total for ADMINISTRATIVE SERVICES	39.5
<b>ENVIRONMENTAL SERVICES</b>	
ES ADMINISTRATION	11
HOUSING (HSA)	4
PLANNING	10
BUILDING AND SAFETY	16
CODE ENFORCEMENT	7
NEIGHBORHOOD COUNCIL	1
-----	
Total for ENVIRONMENTAL SERVICES	49
<b>PUBLIC WORKS</b>	
ADMINISTRATION	11.34
ENVIRONMENTAL COMPLIANCE	3
ENGINEERING	17.34
PARKWAY/TREE MAINTENANCE	14
STREET MAINTENANCE	11
BUILDING MAINTENANCE	17
TRAFFIC MAINTENANCE	3
VEHICLE MAINTENANCE	7
STORM DRAIN MANAGEMENT	3
GRAFFITI/ABATEMENT	2
SANITATION ADMINISTRATION	9.11
SEWER LINE MAINTENANCE	9
PLANT OPERATIONS & MAINTENANCE	34.5
WATERWORKS OPERATIONS & MAINTENANCE	41.66
PRETREATMENT ENVIRONMENTAL COMPLIANCE	5
LIBRARY MAINTENANCE	1
TRANSIT ADMINISTRATION	10
TRANSIT BUS OPERATIONS	14.5
TRANSIT VAN OPERATIONS	17.55
CROSSING GUARDS	0.05
-----	
TOTAL FOR PUBLIC WORKS	231.05

**I. REGULAR POSITIONS SUMMARY**

**Authorized**

POLICE DEPARTMENT

ADMINISTRATION	5
COMMUNICATIONS BUREAU	15
PATROL BUREAU	74
SPECIAL ENFORCEMENT BUREAU	15
DETECTIVE BUREAU	19
RECORDS BUREAU	11
PD FISCAL SERVICES UNIT	4
PD MAINTENANCE UNIT	3
PROFESSIONAL STANDARDS	9
TRAFFIC BUREAU	17
PD EMERGENCY SERVICES	2
PUBLIC RELATIONS BUREAU	2

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Total for POLICE DEPARTMENT	176
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Total (All Departments)	539.425
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**DEPARTMENT REQUESTS NOT INCLUDED  
IN THE FY2020-21 BUDGET**



**PUBLIC WORKS**  
**FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for Emergency Contractor  
**AMOUNT :** \$25,000  
**ACCOUNT:** 1004120-44490  
**PRIORITY:** 6

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Funding for Emergency Contractor	\$25,000
<b>TOTAL:</b>	<hr/> <b>\$25,000</b>

The Public Works Department is requests permission for funding of \$25,000 that will be used to repair unanticipated damage to public infrastructure and quickly respond to field emergencies. Staff would be able to have an Open PO and would create a list of contractors that can respond to various emergency situations such as large sink holes, damaged storm drain lines, vehicle accidents, etc.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY 2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Simi Valley Communication Towers Upgrade  
**AMOUNT :** \$73,000  
**ACCOUNT:** 1001605-42150  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Communications Equipment	\$73,000
<b>TOTAL:</b>	<b>\$73,000</b>

Staff is requesting \$73,000 for upgrades to the City’s communication towers. Currently, the equipment on the City’s communications towers is obsolete and can only support analog data. Upgrading the equipment to a millimeter wave backhaul and a Point to Multipoint system, will allow the support of Internet Protocol (IP) data and prepare the City for a future upgrade to a new IP based radio system.

The proposed equipment will connect the McCoy and Stow towers to provide a bidirectional ring network that will ensure redundancy during equipment failures, which the current system doesn’t have. The new equipment will allow the City to gather data about battery conditions at each tower, generator information, and building environmental temperature increase due to air conditioner failure.

Also included in this proposal is the addition of two network Pan-tilt-zoom cameras that will allow for city-wide monitoring. These will be installed on the top of each tower, so the City can monitor (in real time) for fires, freeway traffic, manmade disasters, etc. The City currently utilizes cameras on the County network, however in situations where the County network should fail, or the County does not release the data from the cameras, those cameras become not useful for City/EOC purposes.

Engineering, design and programming of equipment will be done in-house. Labor to mount the equipment on towers and terminate cables will be outsourced.

**ADMINISTRATIVE SERVICES DEPARTMENT - NON-DEPARTMENTAL  
FY 2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Radio System Upgrade  
**AMOUNT :** \$6,500,000  
**ACCOUNT:** Various  
**PRIORITY:** 4

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
	\$6,500,000
<b>TOTAL:</b>	<b>\$6,500,000</b>

The City’s current two-way radio system was activated in June 2006 and originally had a life expectancy of 15 years, now in year 16 and supporting the system with extended maintenance. The two-way radio system includes approximately 600 radios and control stations that communicate on ten digital City radio channels, ten interoperability channels, and numerous radio channels for other Public Safety jurisdictions (Federal, State, County, and local) via patching capability. The system has surpassed its life expectancy and the City is now in need of replacing its aging radio system infrastructure to assure improved reliability, serviceability, and to support certain advanced features. The radio system infrastructure for the most part, is no longer supported by the manufacturer. The current system does not allow for surveillance of public safety equipment at towers for intruders or break-ins, nor monitoring of failed equipment remotely. There are no internal or external cameras at the tower sites that can monitor natural disasters in real-time. All of these issues will be addressed with the system replacement. The replacement will bring the system up to today’s technology standards (e.g. dispatch center electronics upgrade, base repeater stations, new microwave system, control stations, handheld radios etc).

The current estimated replacement cost is \$6-7M. The financial impact of the project will be shared among several funding sources. At \$6.5 million, the proposed cost allocation by funding source is based on departmental equipment allocation as follows:

<u>Funding Source</u>	<u>Benefit</u>	<u>Cost</u>
General Fund	73.0%	4,745,000
Sanitation	9.4%	611,000
Transit	9.2%	598,000
Water	8.4%	546,000
<b>TOTAL</b>	<b>100%</b>	<b>6,500,000</b>

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Grant Consultant  
**AMOUNT :** 153,670  
**ACCOUNT:** 1001605  
**PRIORITY:** 5

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
<u>Salaries and Benefits</u>	\$153,670
	XX
	XX
<b>TOTAL:</b>	<u>\$153,670</u>

A position, likely in City Manager's Office, to seek out revenue opportunities through grants and aid. Position would be self-funding through the additional revenue.

A position that is solely focused on finding grant and aid funding will help the City discover additional resources for current operations as well as potential new and necessary operations. As of right now, the City has a fragmented and decentralized approach. A focused effort will be of great help. The Departments will still need to monitor awarded contracts, meet reporting requirements, accomplish deliverables, etc, but a Grant Manager can help facilitate the acquisition as well as other aspect of the grants. This position should pay for itself in tangible dollars.

(The cost estimate is based on the Sr. Management Analyst classification but may not be a high enough classification for this type of role)

**ADMINISTRATIVE SERVICES - FISCAL SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Staff Accountant  
**AMOUNT :** \$137,617  
**ACCOUNT:** 1001510  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Salary and Benefits	\$137,617
<b>TOTAL:</b>	<b>\$137,617</b>

AS-Fiscal Services is requesting City Council approve the addition of one Full-Time Equivalent (FTE) Staff Accountant in the General Fund. The Fiscal Division needs additional resources due to staffing shortages and continued project efforts. The ERP system has been beneficial to the City but has not reduced the workload, in fact its actually created more layers of work without additional staffing. Furthermore, the Division has been impacted by the consolidation of Treasury Services (2.0 FTE) following the Great Recession. The services and processes have never been fully absorbed efficiently and the Division truly needs the two positions. Financial oversight is a critical function of the City and not an area that should ever be understaffed. With this additional mid-level manager position, the Department believes it can steady the ship and maintain efficient operations going forward.

Areas of focus:

- Assist departments with grant program audits and reporting
- Assist departments with project management.
- ERP process solution for department issues/questions
- Conducting internal audits on existing City functions
- Special projects based on future City needs
- Assist departments with monitoring (compliance) and managing grant program.
- Treasury functions (daily cash, investment accounting, bond disclosures, banking contract & investment consultant contract reviews and bid process)
- Perform account reconciliations for decentralized programs/modules (e.g., UB, EnerGov)
- Lead process efficiency reviews
- Develop/implement training programs for staff (accounting topics and ERP)

**ADMINISTRATIVE SERVICES - INFORMATION SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Management Analyst  
**AMOUNT :** \$133,306  
**ACCOUNT:** 1001560  
**PRIORITY:**

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Salary and Benefits (3 positions)	\$133,306
<b>TOTAL:</b>	<b>\$133,306</b>

The Information Services Division needs a position at the Management Analyst level to assist with special projects and policy management. The Division is in dire need of additional resources to continue to manage new and innovative projects in the technological arena. While many current projects are progressing, there will not be an end to future improvements and implementations. The Management Analyst will be a tremendous support to work on these special projects as well as help facilitate policy and process needs. The Information Service Division was larger 15 years ago but the City's reliance on and demand for new technology has grown.

**ADMINISTRATIVE SERVICES - INFORMATION SERVICES  
FY2021-22 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Information Services Analyst III - Upgrade from a level II  
**AMOUNT :** \$51,660  
**ACCOUNT:** 1001560  
**PRIORITY:**

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Salary and Benefits (4 positions)	\$51,660
<b>TOTAL:</b>	<b>\$51,660</b>

This request is to reclassify or modify the Information Systems Analyst classification series to allow for a 3rd tier for a flexible I/II/III job level. Currently the Helpdesk staff only has two levels of classification in this series: ISA-I is an entry journal level and ISA-II is a full journey level. The requested ISA-III classification would be an advanced journey level. The Information Services Division has four long-term employees, each have over seventeen-year tenure and have surpassed the duties of an ISAll with no ability to advance within the Division.

The IS Division has taken on new responsibilities over the years due to the increased demand by all Divisions for new technology. The ISAll staff have gained a deeper and wider breath of knowledge and require additional experience to maintain and support the new systems. At this level they work with upper management to provide technical assistance with the selection process, with the vendors during implementation and with Senior IS staff for network assistance. A few of the areas of growth include Mitel (VoIP, phone management), Genetec (Doors, Badges, Cameras), Maas360 (iPhones, iPads, Droid Tablets), Crossroads (Traffic Collision reporting), Neptune (water meter reading) and providing connectivity at remote Police events. They also support specialized applications that other non-government agencies use, Versaterm, Munis, Imprivata, and SecureLink.

In addition, staff are called on to provide support 24x7. In the near future the migration to Microsoft Office 365 and the large array of apps, Munis HR/PR, EnerGov and new public works systems requires more in depth knowledge of these complex systems as they are implemented, managed and supported.

The County of Ventura and The City of Santa Clarita have a support series with the classifications of Information Systems Support Analyst, Information Systems Support Analyst II, and Senior Information System Support Analyst. In order to provide an equivalent job classification that is comparable to other divisions and similar agencies, the ISAll classification needs to be added to this series to have entry to advanced journey levels. Currently there is no room for advancement and the continual increase in technology used by the City deems it appropriate to create the ISAll classification.

To upgrade one ISA-II position to an ISA-III, would cost \$12,915.

**ADMINISTRATIVE SERVICES  
FY2020-21 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Process Improvement Officer  
**AMOUNT :** 153,670  
**ACCOUNT:** 1001505  
**PRIORITY:** 4

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
<u>Salaries and Benefits</u>	\$153,670
	XX
	XX
<b>TOTAL:</b>	<u>\$153,670</u>

A Citywide, potentially City Manager Department, level position or consultant services that can lead the process improvement effort. Position would be self-funding through efficiency savings.

The City must begin to change processes, operations, and the culture of the organization. There is no choice but to begin the effort of digging into how things are done and find hidden capacity and efficiency. In order to do that it will require a permanent champion that is solely focused on Process Improvement. Ultimately, this should lead to a larger team or department liaisons that further enhance improvements across the City. Process Improvement will need to be cultivated in order become part of the organization's culture. As the City embarks on a quality process improvement methodology (e.g. Lean Six Sigma), then someone will need to facilitate training the departments on methodology, track progress, and is the driving force behind the change. If not a permanent City employee then a retained consultant should also be considered. Initiating this effort will pay off dividends in efficiency savings. The savings may not be tangible dollars, but the position will pay for itself in efficiency savings.

(The cost estimate is based on the Sr. Management Analyst classification but may not be a high enough classification for this type of role)



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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 Underexpenditures**

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

### **Appropriation**

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

### **Assessed Valuation**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to the 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 Message**

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

### **Budget and Fiscal Policies**

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

## **GLOSSARY (continued)**

### **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 Improvement 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 Service**

Payments of principal and interest on borrowed funds such as bonds.

### **Debt Service Funds**

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

### **Deficit**

An excess of expenditures or expenses over revenues.

### **Department**

A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

### **Division**

A group of cost centers within a department that has responsibility for one or more program areas.

### **Enterprise Funds**

These funds are used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Three enterprise funds have been established by the City: Sanitation, Waterworks, and Transit.

### **Expenditure**

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; but rather it reserves funds to be expended at a later date.

### **Fiscal Year**

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

## **GLOSSARY (continued)**

### **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.

### **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.

### **Municipal Code**

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

### **Objective**

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

### **OPEB**

Other Post Employment Benefits such as retiree health and dental coverage provided by a state or local government and reported in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45.

### **Operating Budget**

A budget for general expenditures such as salaries, utilities, and supplies.

### **Personnel Savings**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

### **Public Financing Authority**

A separate entity attached to the City that participates in public financing of city projects and activities.

**GLOSSARY (continued)****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 INITIALISMS

**ADA**

Americans With Disabilities Act

**AFIS**

Automated Fingerprint Identification System

**ALD**

Assistive Listening Device

**AV**

Audio/Video

**BNR**

Biological Nutrient Removal

**CAC**

Simi Valley Cultural Arts Center

**CAD**

Computer-Aided Dispatch

**CAFR**

Comprehensive Annual Financial Report

**CalPERS**

California Public Employees Retirement System

**CalRecycle**

California Department of Resources, Recycling, and Recovery

**CCA**

Community Choice Aggregation

**CDA**

Simi Valley Community Development Successor Agency

**CDBG**

Federal Community Development Block Grants Program

**CDLAC**

California Debt Limit Allocation Committee

**CEQA**

California Environmental Quality Act

**CERT**

City Emergency Response Team

**CHP**

California Highway Patrol

**CIP**

Capital Improvement Program

**CLETS**

California Law Enforcement Telecommunications System

**CMAQ**

Congestion Mitigation Air Quality

**CMP**

Chemical Mechanical Polisher

**CMU**

Concrete Masonry Units

**CMWD**

Calleguas Municipal Water District

**CNG**

Compressed Natural Gas

**COA**

Simi Valley Council On Aging

**CPA**

Certified Public Accountant

**CPR**

Cardiopulmonary Resuscitation

**CPI-U**

Consumer Price Index for All Urban Consumers

**CPS**

Connector Pipe Screens

**CRV**

California Redemption Value

**CSMFO**

California Society of Municipal Finance Officers

**DAFT**

Dissolved Air Flotation Thickeners

**DAR**

Dial-A-Ride

**DHS**

Department of Homeland Security

**DIVCA**

California Digital Infrastructure and Video Competition Act of 2006

**DMV**

California Department of Motor Vehicles

**DSW**

Disaster Service Worker

**DUI**

Driving Under the Influence

## ACRONYMS AND INITIALISMS (continued)

**ECTA**

East County Transit Alliance

**EOC**

Emergency Operations Center

**EPA**

Environmental Protection Agency

**ERP**

Enterprise Resource Planning System (City of Simi Valley Integrated Financial System)

**ESCO**

Energy Service Company

**FEB**

Flow Equalization Basin

**FEMA**

Federal Emergency Management Agency

**FIS**

Simi Valley Financial Information System

**FTA**

Federal Transit Administration

**GAAP**

Generally Accepted Accounting Principles

**GASB**

Governmental Accounting Standards Board

**GEMS**

GIS Emergency Management Mapping System

**GFOA**

Government Finance Officers Association

**GIS**

Geographic Information System

**GPS**

Global Positioning System

**HCD**

Housing and Community Development

**HHW**

Household Hazardous Waste

**HUD**

Federal Development of Housing and Urban Development

**HVAC**

Heating, Ventilation, and Air Conditioning

**IBNR**

Incurred-But-Not Reported

**ICS**

Incident Command System

**IGA**

Investment Grade Audit

**LED**

Light Emitting Diode Technology

**LIDAR**

Light Detection and Ranging Technology

**LMD**

Landscape Maintenance District No. 1

**LTF**

Local Transportation Fund

**MOU**

Memorandum of Understanding

**MPD**

Master Plan of Drainage

**MPR**

Multi-Purpose Room

**MS4**

Municipal Separate Storm Sewer System

**MUSTS**

Municipal Unsafe Structure Tracking System

**NABI**

North American Bus Industry

**NASSCO**

National Association of Sewer Service Companies

**NCIC**

National Crime Information Center

**NIMS**

National Incident Management System

**NPDES**

National Pollutant Discharge Elimination System

**OPR**

Office and Planning and Research

**OTS**

Office of Traffic Safety

## ACRONYMS AND INITIALISMS (continued)

**PA**

Public Address

**PBX**

Private Branch Exchange

**PCC**

Portland Concrete Cement

**PCI**

Payment Card Industry

**PEG**

Public, Educational, and Governmental Funds

**PEMHCA**

Public Employees Medical and Hospital Care Act

**PEP**

Pretreatment Effluent Pumping

**PLC**

Programmable Logic Controllers

**PMP**

Pavement Management Program

**POST**

Police Officer Standardized Training

**PPE**

Personal Protective Equipment

**PROS**

Post Release Offender Supervision Program

**PSC**

Simi Valley Public Services Center

**RADAR**

Radio Detection and Ranging Technology

**RAS**

Reverse Activated Sludge

**RFP**

Request For Proposal

**RHNA**

Regional Housing Need Assessment &amp; Allocation

**RMS**

Records Management System

**RWQCB**

Regional Water Quality Control Board

**SAP**

Fully Integrated Computer Business Software Program Used by the City of Simi Valley

**SB**

Senate Bill

**SB90**

State Mandated Cost Recovery

**SCADA**

Supervisory Control and Data Acquisition

**SCBA**

self-Contained Breathing Apparatus

**SCE**

Southern California Edison

**SCS**

Sustainable Community Strategy

**SEMS**

Standardized Emergency Management System

**SGR**

State of Good Repair

**SHO**

Serious Habitual Offenders

**SOU**

Special Operations Unit

**SRO**

School Resource Officer

**SSC**

Schedule of Service Charges

**SSMP**

Sewer System Management Plan

**SSO**

Sanitary Sewer Overflow

**SVMC**

Simi Valley Municipal Code

**SVPD**

Simi Valley Police Department

**SVT**

Simi Valley Transit

**SVTV**

Simi Valley Television



**ACRONYMS AND INITIALISMS (continued)****SWAT**

Special Weapons and Tactics

**TMS**

Transit Management System

**UAL**

Unfunded Accrued Liability

**USEPA**

United States Environmental Protection Agency

**VCAS**

Ventura County Animal Shelter

**VCAT**

Ventura County Combined Agency Task Force

**VCTC**

Ventura County Transportation Commission

**VCWPD**

Ventura County Watershed Protection District

**VERSATERM**

Integrated Police Systems Software

**VoIP**

Voice over Internet Protocol

**WAN**

Wide Area Network

**WDR**

Wastewater Discharge Requirements

**WQCP**

Water Quality Control Plant

**YES**

Youth Employment Services Program