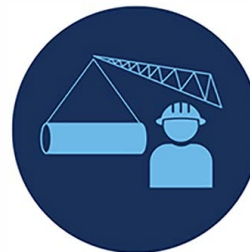




CITY OF SIMI VALLEY

ADOPTED ANNUAL BUDGET

FISCAL YEAR 2022-23



CITY OF SIMI VALLEY • ADOPTED BUDGET • FY 2022-23

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

July 1, 2022

Members of the City Council:

I am honored to present the Adopted FY 2022-23 Annual Budget on behalf of all City employees. The FY 2022-23 Adopted Budget is structurally balanced with a funding level that begins to address long-term funding deficiencies with one-time dollars. Due to the many years of well-managed budgetary decisions, the City continues to experience revenue growth at a slightly faster rate than expenditures. The City is in a strong financial position and this will allow the City Council to make strategic decisions for the foreseeable future.

After a full accounting, the FY 2020-21 ended with a net surplus of \$8,053,103. General Fund expenditures ended the year at \$4.5 million below budget and revenues came in at \$3.5 million above budget. As the FY 2021-22 Budget was being prepared, the pandemic was passing the one year mark however, it was clear that the \$6 million COVID-19 Recovery Fund would not be needed for its intended purpose. Staff will bring forth a proposal for use of these funds at a future date.

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 (Prudent Reserve). By the end of FY 2020-21, with the \$8 million surplus added to the General Fund, the City is estimating the General Fund balance will increase to a \$48.6 million fund balance. This far exceeds the two-month, or 17% of expenditures recommendation, which is just over \$12 million. Demonstrating the City's fiscal strength, the unassigned fund balance combined with the 17% Prudent Reserve represents 57% of General Fund operating expenditures.

In light of the year-end surpluses, staff evaluated the infrastructure and other budgetary needs of the City, as well as the City's CalPERS and OPEB obligations, while weighing the continued growth of the City's General Fund balance. In April 2022, the City Council approved a Fund Balance Policy for the General Fund that will strategically allocate prior year-end General Fund surplus dollars. Included with the FY 2022-23 Adopted budget is the reallocation of the FY 2020-21 surplus funds into three specific use "holding" funds. In accordance with the Fund Balance Policy, \$3.2 million will be placed in the Infrastructure Investment Fund, \$3.2 million will be placed in the Retirement Obligation Fund, and \$1.6 million will be placed in a Contingency Fund. Staff will bring to City Council a recommendation for specific uses of these funds after adoption of the FY 2022-23 Budget.

The City Council has consistently established Fiscal Strength, Public Safety, and Economic Development as the City's main priorities.

Fiscal Strength – Over the last three years, the City has adopted structurally balanced budgets and the FY 2022-23 Adopted Budget continues this trend. Further, projections demonstrate the ability for the City to continue to present structurally balanced budgets to the City Council for consideration. As noted above, the City has reserves of more than 50% of projected annual expenditures, an amount that far exceed professional and governmental recommendations. City staff have recognized the importance of a fiscally strong budget, continue to demonstrate fiscal responsibility, and take the necessary steps to ensure the City's fiscal strength remains its priority by being fiscally conservative and prudent in its operations.

Public Safety – The City Council and the community place a high priority on the safety and security of Simi Valley. Providing the Simi Valley Police Department with the necessary tools and resources is critical to meeting this priority. The Department has continued to embrace being fiscally prudent while protecting the residents, businesses, and visitors to the City. The Department’s Adopted FY 2022-23 Budget represents a \$229,842 (0.6%) increase over the FY 2021-22 adopted Revised Budget however is \$3.2 million below Estimated Actual FY 2021-22 expenditures (Budget vs Budget). Further, the Police Department’s Actual Expenditures for FY 2021-22 are projected \$206,754 less than the prior fiscal year (Actual vs Actual). Law enforcement agencies across the country are finding it challenging to retain and recruit personnel to the profession. Because the Police Department’s budget is 95% personnel expenses, this affects the budget and represents the majority of the underspent funds.

Economic Development – The City’s economic development efforts continue to demonstrate success in reducing vacancy rates and attracting new business to the community. With historically low vacancy rates in the industrial sector, the City’s vacancy rates for the office and retail sectors continue to decline from 2020 and 2021 rates and show strength in relationship to the region. The City’s “business friendly” and “film friendly” reputations are among the leading reasons for the City’s success. To prepare for the future, the City is in the midst of preparing an Economic Development Strategic Plan that will help guide the City’s efforts for the next 5 years.

In addition to addressing the City Council’s priorities, the Adopted FY 2022-23 Budget funds two other items that have been of interest by the City Council and the community: Streets and Roads and PERS/OPEB obligations. The City, through a \$10 million allocation from the American Rescue Plan Act made last fiscal year and funding included in the Adopted FY2022-23, provides over \$15 million to the City’s Streets and Roads (Major and Minor Streets) projects. With respect to the City’s PERS/OPEB obligations, the City will be able to apply \$3.2 million to this issue through the recently adopted Fund Balance Policy as well as another \$500,000 included in the Adopted FY2022-23 budget to the City’s OPEB obligation.

Economic Outlook

The City weathered the pandemic better than originally anticipated and revenues are beginning to return to pre-pandemic levels. While Transient Occupancy Taxes were significantly lower than historical averages, the travel and hospitality industry is recovering and the City’s revenues are expected to be back to prior levels in FY2022-23. Similarly, the City’s Sales Tax revenue is projected to be strong in FY2022-23. The City is forecasting strong sales tax revenue in FY 2022-23 as the economy recovers from the pandemic and unemployment declines. Vehicles remain in high demand and the sale of general consumer goods is strong. 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 in particular the commercial real estate market, has increased to levels not seen since before the Great Recession. This is good news for the City’s receipt of property tax revenue. Because there is a year lag in real estate transactions converting to increases in property tax revenue and in consultation with the City’s property tax consultant, the FY 2022-23 Adopted Budget includes property tax growth assumption of 8.5%.

While these revenue increases are welcomed, they are not assumed as a long-term trend and a softening is on the horizon. The Federal Reserve has initiated a series of interest rate increases intended to slow the economy and address inflation, Federal COVID-related stimulus funds that flowed to consumers has ended, and labor and supply chain issues remain albeit to a lesser degree. Additionally, the Simi Valley housing market is experiencing a lack of inventory of existing homes, driving up the median home price and limiting the flow of families migrating to the community. With

an eye on these issues, as well as other short-term impacts, staff continues to monitor the national, state, and regional economies. The City's future budget projections look for a more moderate growth path, closer to 2% - 3% growth. As we return to moderate increases, the Adopted FY 2022-23 Budget was developed with the understanding that the above normal revenue growth seen over the last two years is temporary and thus funds are not being committed to new long-term obligations.

Fiscal Year 2021-22 - General Fund Summary

FY 2021-22 General Fund revenue is estimated at \$82.6 million, which is approximately \$4 million more than the adopted budget. Property tax revenue is estimated to end the year at \$37.2 million, about \$1.2 million more than the adopted budget, and sales tax revenue is estimated at \$22.7 million, almost \$2.8 million more than the adopted budget amount. Transient Occupancy Tax is estimated to end the year at \$1.8 million, which is \$112,000 more than the budgeted amount. Due to the stronger than anticipated tax revenue, the overall revenue from taxes and franchises is expected to be \$4.2 million more than the adopted budget.

FY 2021-22 General Fund expenses are estimated at \$73.1 million, which is \$5.5 million less than the adopted budget. The majority of the expenditure savings are the result of salary and benefit savings from planned and unplanned staff vacancies during the year.

Fiscal Year 2021-22 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.

- Launched the Biannual Economic Update e-Newsletter to provide key economic data to the business community and quarterly economic development updates to the City Council.
- Coordinated a cross-departmental team to update and launch a redesigned City website that improves communication to residents and businesses, provides an enhanced user experience, easier ADA compliance, and provides for translation to multiple languages.
- Launched the new City Focus e-Newsletter to provide information to the public on City events, activities, projects, and programs.
- Engaged a consultant to develop an Economic Development Strategic Plan for the City.
- Successfully negotiated with General Unit, Police Officers' Association, Police Managers' Association, Confidential Management, and Unrepresented Management groups resulting in approved labor agreements until June 2023.
- Initiated 69 recruitments to fill vacant positions, processed 1,746 employment applications, conducted 25 oral appraisal boards, and proctored 4 written examinations. Provided employment orientation to 63 new employees or existing employees for promotional benefits, and conducted 35 exit meetings for separating employees.
- Effectively implemented required COVID workplace rules and regulations.
- Managed and coordinated the Council redistricting process as required by the State following the 2020 Census.

- Created naming conventions and began a digitizing project for all recorded documents dating back to incorporation of the City.
- Processed more than 230 Public Records Act requests, 70 legal advertisements, 10 complaints, 48 claims, 5 bankruptcies, and 5 subpoenas.
- Served over 80,000 Home and Congregate Delivered Meal services due to the impacts of COVID-19 during the closure of the Senior Center.
- Developed virtual programming to increase engagement with the senior community during the temporary closure of the Senior Center caused by the COVID-19 mandated shutdown.
- Added touchless technology to Cultural Arts Center Box Office ticketing system and restroom facilities.
- Secured a \$349,000 Shuttered Venues Operators Grant to aid in COVID-19 recovery for the Cultural Arts Center.
- Hosted a series of Ventura County Theater community roundtable workshops 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.
- Developed the 2021-22 Youth Council Work Plan and created Ad Hoc Committees to address mental health issues; sexual violence; discrimination; and Wi-Fi access issues on school campuses for educational use.
- Engaged with a Grant Management Firm to seek out revenue opportunities on behalf of the City, potentially leading to millions more in funding for community needs.
- Monitored the Coronavirus Aid, Relief, and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) funds, ensuring proper application of funds and compliance with federal guidelines.
- Implemented changes to the City's internal procurement process to electronically review and manage proposal and bid documents.
- Achieved the goal of 12% of utility bill customers going green by subscribing to Waterworks District's paperless billing option, and continue to encourage customers to utilize paperless electronic statements.
- Issued approximately 456 over-the-counter approvals, including: Zoning Clearances, Sign Permits, and Temporary Use Permits; and over 484 Business Tax Certificates and 232 Home Occupation Permits.
- Adopted the City's Housing Element of the General Plan and submitted it to the California Department of Housing and Community Development for review. Also, adopted updates to the Community Development Element, and Safety and Noise Element of the General Plan.

- Reviewed, approved and issued 5,200 building permits using the City's Enterprise Information Management System's EnerGov land use and permitting software, including over 500 instant issuance permits via the City's customer self-service internet site, resulting in a substantial reduction in customer trips to City Offices.
- Implemented instant issuance permits for simple residential mechanical, electrical and plumbing projects via the City's customer self-service website.
- Performed 20,000 building, electrical, plumbing and mechanical inspections, and provided next-day service to permit customers.
- Hosted quarterly Police Community Forum meetings on the Zoom platform.
- Implemented the "Etch and Catch" Catalytic Converter anti-theft program.
- Police Dispatch handled approximately 28,472 calls for service from July 1, 2021 to January 31, 2022.
- PD maintained emergency response time of less than 5 minutes, and non-emergency response time of about 15 minutes.
- Re-established the Special Problems Unit to better address quality of life issues within our community.
- The PD fiscal team managed grant programs and submitted reimbursement requests totaling \$94,738.51.
- The PD Streamlined background and testing processes, further increasing the personnel hiring speed.
- Continue to improve and expand the Police Department's social media footprint through Nixle, Facebook, Instagram, and Twitter by posting crime prevention tips and information about Department activities and events with the goal of enhancing transparency and community awareness.
- The PD conducted 4 DUI checkpoint events, arrested 192 DUI drivers and Investigated 704 vehicle collisions, 279 of which were injury accidents and 3 of which were fatalities.
- Administered the installation of 39 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 57 damaged or worn banners.
- Repaired or replaced 45 street light outages, 16 knockdowns, 4 overhead wire issues, and 28 miscellaneous issues.
- 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.
- Reforestation efforts within the City included the planting of approximately 200 street trees.

- Designed and constructed two water conservation projects within the City's Landscape Zones (Los Angeles Avenue & Erringer Road and along Galena Avenue north of the 118 Freeway).
- Completed implementation of the field initiated work order program system (utilizing tablet computers) to more efficiently respond to resident calls, making documentation of field responses for pothole and sidewalk work completion faster and more cost effective.
- Completed energy saving HVAC control system upgrade for Transit.
- Retrofitted Metrolink parking lot lights with energy saving LED lights.
- Public Works, Vehicle Maintenance completed 3,068 work orders consisting of preventive maintenance and repairs for 377 City-owned vehicles and equipment.
- Checked all drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.

Fiscal Year 2022-23 - General Fund Summary

FY 2022-23, General Fund operating revenue is budgeted at \$84.8 million, which is \$2 million greater than the FY 2021-22 projected Estimated Actuals, largely driven by projected increases in revenue from property tax and sales tax.

<u>Revenue Category</u>	<u>FY 2020-21 Actual</u>	<u>FY 2021-22 Adopted</u>	<u>FY 2021-22 Revised</u>	<u>FY 2021-22 Est Actuals</u>	<u>FY 2022-23 Adopted</u>	<u>Est. vs. Adopted % Change</u>
Taxes and Franchises	\$66,634,291	\$65,434,417	\$65,434,417	\$69,666,122	\$72,037,922	3.4%
Revenue From Other Governments (including Transfers In and Grants)	4,181,914	4,739,895	10,303,283	4,812,524	5,108,428	6.1%
Licenses and Permits	3,829,208	2,887,000	2,887,000	3,926,600	3,247,000	-17.3%
Use of Money and Property	116,998	890,215	890,215	886,729	1,230,729	38.8%
Service Charges	1,989,154	2,319,400	2,319,400	1,760,139	1,266,400	-28.1%
Fines and Forfeitures	236,363	580,200	580,200	180,000	580,200	222.3%
Other Revenues	1,827,071	1,803,700	1,803,700	1,392,846	1,376,500	-1.2%
Total General Fund Revenues	\$78,814,999	\$78,654,827	\$84,218,215	\$82,624,960	\$84,847,179	2.7%

FY 2022-23 General Fund operating expense is budgeted at \$84.6 million. This amount is \$11.5 million greater than the FY 2021-22 projected Estimated Actuals. This difference is mostly due to significantly lower expenditures in FY 2021-22 on personnel costs and increased funding to streets and roads and retiree benefits in FY 2022-23.

<u>Expenditure Category</u>	<u>FY 2020-21 Actual</u>	<u>FY 2021-22 Adopted</u>	<u>FY 2021-22 Revised</u>	<u>FY 2021-22 Est Actuals</u>	<u>FY 2022-23 Adopted</u>	<u>Est. vs. Adopted % Change</u>
Personnel	\$61,218,886	\$65,853,895	\$66,060,847	\$60,464,837	\$66,609,846	10.2%
Supplies & Materials	4,779,161	5,605,657	6,170,444	5,409,922	6,190,856	14.4%
Services	7,086,886	9,136,849	10,993,291	9,188,032	9,609,213	4.6%
Reimbursed Expenditures	(8,805,744)	(8,860,335)	(8,900,835)	(8,860,335)	(8,889,179)	0.3%
Capital Outlay	75,220	29,300	118,979	32,105	5,000	0.0%
Transfers to Other Funds	6,407,486	6,831,604	12,260,549	6,835,549	11,142,457	63.0%
Total General Fund Expenditures	\$70,761,895	\$78,596,970	\$86,703,275	\$73,070,110	\$84,668,193	15.9%

**Revised Expenditures includes previously funded carryovers.*

Expenses broken down by department are as follows:

Department	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2021-22 Revised	FY 2021-22 Est. Actual	FY 2022-23 Adopted	Est. vs. Adopted \$ Change
City Admin.	\$ 5,259,895	\$ 6,301,756	\$ 6,330,067	\$ 5,879,829	\$ 6,768,475	\$ 888,646
City Attorney	1,430,242	1,450,994	1,456,464	1,467,063	1,553,358	86,295
Admin. Svcs.	5,693,050	5,936,158	5,966,448	5,528,320	6,481,520	953,200
Env. Svcs.	6,738,178	8,233,530	8,667,130	7,056,253	8,348,925	1,292,672
Public Works	14,502,038	16,689,042	17,901,387	14,405,925	17,557,339	3,151,414
Police Dept.	34,961,436	37,283,425	37,726,336	34,754,682	37,956,178	3,201,496
Emergency Svcs.	124,409	352,145	352,144	352,690	363,924	11,234
Non-Dept.	4,450,906	5,588,854	6,153,788	5,650,133	5,755,259	105,126
Transfers Out	6,407,486	6,831,604	12,260,549	6,835,549	11,142,457	4,306,908
Reimbursements	(8,805,744)	(8,860,335)	(8,900,835)	(8,860,335)	(8,889,179)	(28,844)
Anticipated S&B Savings plus Leave Payout	-	(1,210,203)	(1,210,203)	-	(2,370,062)	(2,370,062)
TOTAL	\$70,761,896	\$78,596,970	\$86,703,275	\$73,070,109	\$84,668,194	\$11,598,085

Enterprise Funds

Transit - FY 2021-22 Transit revenue is estimated to be \$6.6 million (42.2%) below the revised 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 \$124,100 (60.5%) below budget. This is due to the City suspending fares on the fixed-route system through September 1, 2021 in order to reduce the interactions between the bus drivers and the public during the COVID-19 pandemic.

FY 2022-23 fare revenue is projected to increase by \$190,200 (153.3%) over FY 2021-22 estimated revenue, bringing it back to pre-pandemic levels. The overall Transit revenue is expected to increase by \$4.7 million (71.6%) over the FY 2021-22 estimate.

Expenses are estimated to be \$10.1 million (12.4%) below budget. This is mostly due to capital projects fully budgeted but not completed, as these projects often span multiple years.

The FY 2022-23 expense budget is projected to increase by \$1.1 million (11.4%) from the FY 2021-22 revised budget. This increase is mostly due to capital projects being planned.

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 2022-23, the Operating Fund and Replacement Reserve fund were combined for reporting purposes in the Annual Budget. The funds are now reported on separately.

FY 2021-22 – The **Sanitation Operating Fund** revenue is estimated to be \$1.0 million (3.8%) above the revised budget, and \$3.6 million above FY 2020-21 actual (14.9%). This is due to an increase in service charge revenue. Operating expenses, excluding the transfer to the replacement fund, are estimated to be \$2.6 million (15.2%) under the revised budget. The savings is mostly in salaries and benefits due to vacancies.

FY 2022-23 – Revenue is budgeted at \$29.7 million, an increase of \$2.2 million (8.2%) over the FY 2021-22 estimated actual. Expenses, excluding the transfer to the replacement fund, are budgeted at \$18.3 million, an increase of \$3.5 million (23.8%) above the FY 2021-22 estimated actual. This increase mostly in salaries and benefits, due to vacancies in the current fiscal year.

The **Sanitation Replacement Reserve Fund** is funding the capital projects and has a budget of \$4.2 million in FY2022-23 for new project expenses. Based upon the City Council's policy to establish a Replacement Reserve Fund, the target funding level of the Fund is \$17.5 million by 2024-25.

Both the operating fund and the replacement reserve fund are now holding money aside as reserves for unanticipated expenditures and emergencies as directed by City Council in December of 2019 when the new rate structure was adopted.

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 2022-23, the Operating Fund and Replacement Reserve fund were combined for reporting purposes in the Annual Budget. The funds are now reported on separately.

FY 2021-22 – The **Waterworks Operating Fund** revenue is estimated to be \$1.8 million (3.8%) higher than budget but \$2.6 million (5.1%) less than FY 2020-21 actual. This is mostly due to service and commodity charge fluctuations. Operating expenses, excluding the transfer to the replacement fund, is estimated to be \$1.9 million (4.4%) under the revised budget. This is mostly due to savings in salary and benefit costs from vacant positions throughout the year, and water purchase costs.

FY 2022-23 – The revenue is budgeted at \$51.6 million, an increase of \$2.5 million (5.2%) over the FY 2021-22 estimated actual. Expenses, excluding the transfer to the replacement fund, are budgeted at \$43.5 million, an increase of \$2.3 million (5.7%) above the FY 2021-22 estimated actual. This increase mostly in salaries and benefits, due to vacancies in the current fiscal year, and water purchase costs.

The **Waterworks Replacement Reserve Fund** is funding the capital projects and has a budget of \$7.6 million in FY2022-23 for new project expenses. Based upon the City Council's policy to establish a Replacement Reserve Fund, the target funding level of the Fund is \$17.8 million by 2024-25.

Both the operating fund and the replacement reserve fund are now holding money aside as reserves for unanticipated expenditures and emergencies as directed by City Council in December of 2019 when the new rate structure was adopted.

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 \$23,913,019, are included in the Adopted Budget and also in the first year (FY 2022-23) of the Five-Year Capital Improvement Program. Included are \$1,151,500 for Municipal Buildings and Grounds projects, \$4,240,000 for Sanitation projects, \$2,613,418 for Transit projects, \$7,928,101 for Streets and Roads projects, and \$7,980,000 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, Traffic Impact fees and Contributions.

Capital priorities for this year include sewer line replacements, water line replacements, resurfacing of major and minor streets, replacement buses for Transit, rehabilitating pump station 1, and construction of the Walnut Avenue pump station.

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 2021-22. 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 continues to experience a strong financial position overall, with a healthy General Fund balance of over 50% of projected General Fund expenditures. The City fiscal picture is structurally balanced and will remain structurally balanced going forward. This fiscal strength did not happen overnight. Over the past three years, the City Council has demonstrated a commitment to long-term fiscal planning to ensure the continued success of Simi Valley. The City Council took several actions to successfully position the City for the future including:

- Ensuring full cost recovery in the City's fees and service charges;
- Established water and sanitation rates that allow for continued investment into needed infrastructure;
- Establishing a reserve fund for the water and sanitation enterprise funds;
- Exercised prudent budget control;
- Continued investment into the City's reserve funds; and
- Established a policy to utilize surplus fund while investing in City infrastructure and future retirement obligations.

These actions led to the City's ability to consistently present structurally balanced budgets. The FY 2022-23 Adopted Budget is strategically developed with positive forecasts into the foreseeable future. Collectively, the adopted budget represents the workings of a \$260 million corporation by almost 500 hardworking and committed employees.

The City is fortunate to have dedicated employees that always keep the best interests of the City and its residents and businesses at the forefront. I am grateful for their hard work and could not be prouder to work at their side. While we have dedicated workforce, the City is constantly recruiting to fill positions. Cities throughout California are experiencing a steady flow of retirements in addition to workforce reductions due to attrition and relocations out of the area. Once a desired profession, working in government no longer holds the interest of today's entry-level workforce. Turnover creates opportunity and departments will continue to evaluate their staffing levels and make adjustments as needed, mindful of staff workloads and any stresses on the organization. City staff are always encouraged to look for opportunities to deliver services more efficiently and to look for ways to improve City processes.

Developing the budget is no easy task and required the investment of hundreds of hours by City staff. I thank the staff in each of the departments for their time and efforts to bring this budget forward for they have done so with leadership and pride. Budget Officer Carolyn Johnson demonstrated grace in her work pulling together this budget and ensuring the document is transparent and comprehensive. I also want to extend my sincere appreciation to Assistant City Manager Linda Swan for her hard work and knowledge of the Budget. Lastly, I again thank the hardworking City family for their service to the Simi Valley community.



Brian Paul Gabler
City Manager

GANN APPROPRIATION LIMIT

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

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. It is anticipated that the City will remain substantially under its legal appropriation limit as it consistently has in recent years.

The FY 2022-23 limit, as well as the prior four years, are shown in the table below.

GANN APPROPRIATION LIMITS			
Fiscal Year	Legal Limit	Appropriations Subject to Limit	Amount Under Limit
2022-23	\$92,721,564	\$87,365,643	\$21,213,662
2021-22	\$86,767,833**	\$66,744,146	\$20,023,687
2020-21	\$82,386,789**	\$61,722,132	\$20,664,557
2019-20	\$79,727,227	\$62,594,691	\$17,132,536
2018-19	\$76,595,354	\$59,607,131	\$16,988,223

** FY2020-21 and FY2021-22 Legal Limits and Amount Under Limit have been corrected from an earlier version of this document.



At the State level, the City's Adopted Fiscal Year 2021-22 Annual Budget document received the "Excellence in Operational Budgeting" award from the California Society of Municipal Finance Officers (CSMFO). The CSMFO has a set of specific rating criteria. This award is valid for a one year period only.

In preparing the Adopted FY 2022-23 Annual Budget document, staff has once again followed the CSMFO criteria. This document will be submitted to the CSMFO to be considered for the FY 2022-23 budget award.

RESOLUTION NO. 2022-40
RESOLUTION NO. WWD-288
RESOLUTION NO. SA-11
RESOLUTION NO. PL-32

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY, BOARDS OF DIRECTORS OF VENTURA COUNTY WATERWORKS DISTRICT NO. 8, SUCCESSOR AGENCY TO THE CITY OF SIMI VALLEY COMMUNITY DEVELOPMENT AGENCY, AND BOARD OF TRUSTEES FOR THE SIMI VALLEY LIBRARY APPROVING THE FY 2022-23 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2022-23 TO FY 2026-27

WHEREAS, the City Manager / District Manager / Executive Director / Executive Officer has submitted the FY 2022-23 Proposed Budget and the Preliminary Five-Year Capital Improvement Program for FY 2022-23 to FY 2026-27 to the City Council / Boards of Directors / Board of Trustees for its review and consideration on May 23, 2023, in accordance with budget policies; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on June 1, 2022, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the FY 2022-23 Annual Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council reviewed and modified, as appropriate, the FY 2022-23 Proposed Budget and Preliminary Five-Year Capital Improvement Program for FY 2022-23 to FY 2026-27; and

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

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

SECTION 1. The FY 2022-23 Annual Budget and Five-Year Capital Improvement Program for FY 2022-23 to FY 2026-27, on file with the City Clerk, are hereby approved.

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

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

SECTION 4. The expenditures and revenues for anticipated grants shall be included in the budget. Grants with uncertain funds shall be presented to City Council for approval. If approved, the program elements shall be adjusted, with approval of the City Manager, to the final amount of expenditures and revenues provided for in the grant.

SECTION 5. The City Manager has authority to transfer appropriations within a fund and between departments in any amount with justification from the Department.

SECTION 6. After each fiscal year is complete, all budgetary appropriations lapse, the only exceptions are grant fund appropriations and capital improvement project appropriations; carryover may be necessary, however, the exception and not the rule and all budget appropriation carryovers must be approved by the Administrative Services Director and City Manager.

SECTION 7. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2022-23 budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low and moderate income housing.

SECTION 8. In the case of customer usage based water purchase expenditures, if the customers usage/demand exceeds the Ventura County Waterworks District No. 8 FY 2022-23 budgeted expenditure, the Board of Directors hereby authorizes the District Manager to increase the appropriation of water funds for the sole purpose of water purchases by Ventura County Waterworks District No. 8.

SECTION 9. This Resolution shall take effect immediately upon its adoption.

[CONTINUED ON FOLLOWING PAGE]

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 13th day of June 2022.

Attest:

DocuSigned by:
Lucy Blanco
2C09E300D0CF450...
Lucy Blanco, City Clerk
District Secretary/Agency Secretary/Board
Secretary

DocuSigned by:
Keith L. Mashburn
331FA02D0F45438...
Keith L. Mashburn, Mayor of the City of
Simi Valley, California, Chair of the
Ventura County Waterworks District No.
8, Successor Agency to the Simi Valley
Community Development Agency, and
President of the Simi Valley Library
Board of Trustees

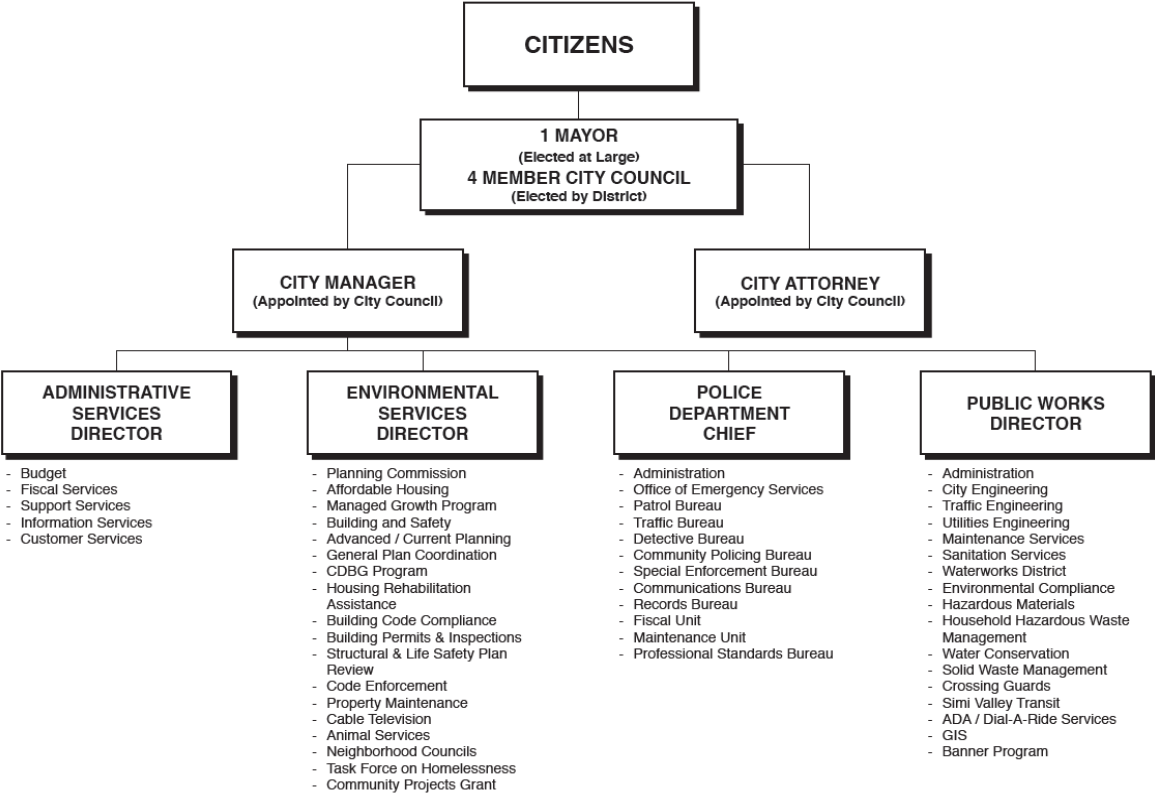
Approved as to Form:

DocuSigned by:
David L. Caceres
C3E07AF04C494D1...
David L. Caceres, City Attorney/
District Counsel/Agency Counsel/General
Counsel

Approved as to Content:

DocuSigned by:
Brian Paul Gabler
3B40FE61851E433...
Brian Paul Gabler, City Manager/
District Manager Executive Director/
Executive Officer

ORGANIZATION of the City of SIMI VALLEY



CITY PROFILE

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

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

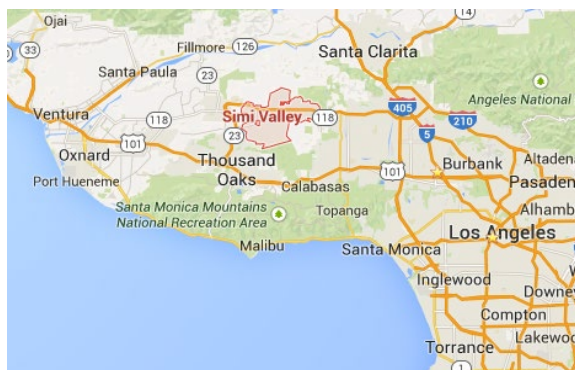
In 1795, El Rancho San Jose de Garcia de Simi was granted to Santiago Pico and Luis Pena by Governor Diego de Borica of Spanish California. This land grant, approximately 100,000 acres, was one of the largest ever made.

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

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

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

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



CITY PROFILE (continued)

Physical Size

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

Population (January 1, 2022)

City Residents *	124,985
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* SOURCE: California Department of Finance estimates as of 1/1/22

Population Distribution By Age

	<u>2010 Census</u>	<u>2020 Census</u>
Under 5 years	5.40%	5.40%
Under 18 years	21.00%	21.00%
65 years and over	15.70%	15.70%

Population Distribution By Ethnicity

	<u>2010 Census</u>	<u>2020 Census</u>
Caucasian	52.00%	58.20%
Hispanic or Latino	23.30%	24.50%
Black or African American	1.40%	1.40%
American Indian or Alaskan Native	0.60%	0.40%
Asian	9.30%	12.00%
Pacific Islander	0.10%	0.30%
Other	13.30%	3.20%

Housing Characteristics as of June 30, 2022 **

	<u>Number</u>	<u>Percentage</u>
Single Family Units	33,145	77.37%
1-4 Unit Structures	2,004	4.68%
5 or More Unit Structures	6,815	15.91%
Mobile Homes	874	2.04%
Total	<u>42,838</u>	<u>100.00%</u>

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

CITY PROFILE (continued)

Households By Type

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

Streets & Lights

Fiscal Year 2021-22

Miles of Paved Streets	337.734
Miles Paved or Resurfaced Last Year	6.12
Number of Streetlights	8,479.00

Building Permits Issued

Fiscal Year 2021-22

Number of Permits	5,642
Value of Permits	\$216,662,671

Business Tax

January 1, 2021 through December 31, 2021

Applications/Renewals Processed	8,688
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Simi Valley Transit

Fiscal Year 2021-22

Fixed-Route Bus Ridership	150,000(estimated)
Paratransit/Dial-A-Ride Passengers	30,000 (estimated)

Sanitation Services (Wastewater Collection & Treatment)

Fiscal Year 2021-22

Customer Accounts	37,512
Sewer Lines	400 miles of sewer lines
Treatment Plant Capacity	12.5 million gallons per day
Average Daily Plant Flows	7.6 million gallons per day

Water Services (Retail Sale of Water)

Fiscal Year 2021-22

Customer Accounts	25,621
Water Delivered to Customer Accounts	6,070 million gallons
Sales to Other Agencies	2
Water Delivered to Other Agencies	334 million gallons

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

CITY PROFILE (continued)

**Tax Roll Year 2021-22
Computation of Legal Debt Margin**

Gross Assessed Valuation of Taxable Property	\$21,957,028,487
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$823,388,568
General Obligation Bond Debt	\$0
Total Debt Applicable to Computed Limit	\$0

2021-22 Principal Property Taxpayers in the City*

<u>Property Owner</u>	<u>Assessed Valuation</u>
PMI VILLAS	\$151,845,974
TISHMAN S ARCHSTONE-SMITH SV	\$130,640,336
NF CREEKSIDE APARTMENTS LLC	\$79,313,156
IMT CAPITAL V WOOD RANCH LLC	\$76,546,708
REXFORD INDUSTRIAL REALTY LP	\$62,757,964
MGP XII MOUNTAINGATE LLC	\$53,741,489
TARGET CORPORATION	\$50,215,448
SE-SHADOW RIDGE LLC	\$49,193,817
DELAWARE HIDDEN VALLEY GRAND APARTMENT	\$48,173,908
ROYAL XC II LLC	\$47,677,001

* SOURCE: Hdl Coren & Cone, 2020-21 Property Tax Summary

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

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

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

2021 Top Employers in the City *

<u>Employer</u>	<u># of Employees</u>
Simi Valley Unified School District	1,975
Simi Valley Hospital - Adventist Health	978
Meggitt Safety Systems Inc.	563
Milgard Windows & Doors	481
City of Simi Valley	464
Rancho Simi Parks & Recreation District	251
Polytainer Inc.	188
Target #2462	176
Lowe's Home Improvement #1971	157
USTE, Inc	156

* SOURCE: City of Simi Valley, Comprehensive Annual Financial Report, Fiscal Year End June 30, 2021.

CITY PROFILE (continued)

FY 2022-23 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE

<u>City</u>	<u>Population*</u>	<u>General Fund Authorized FTE Positions</u>	<u>General Fund Budgeted Expenditures</u>	<u>Funding Per Capita</u>
Burbank (1)	105,451	548	\$142,083,624	\$1,347
Ventura (2)	108,231	545	\$95,602,739	\$883
Thousand Oaks (3)	124,592	332	\$96,153,601	\$772
Simi Valley	124,985	540	\$84,847,179	\$679

* SOURCE: California Department of Finance estimates for 1/1/22

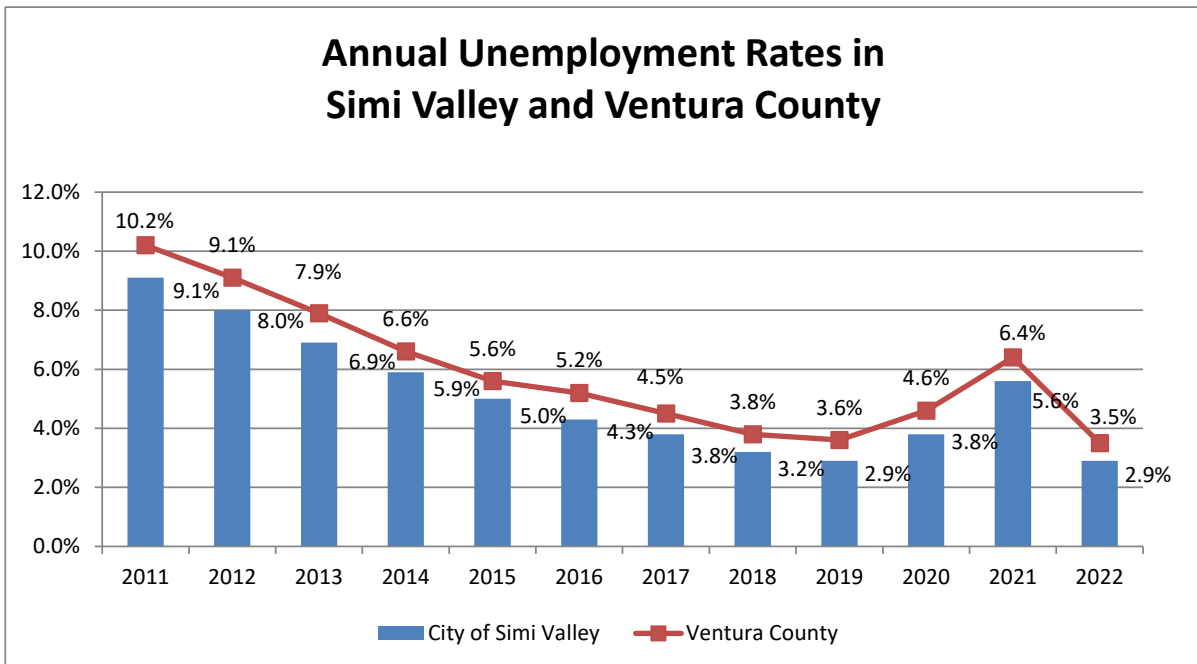
- (1) Excludes Fire, Library, and Parks & Recreation functions
- (2) Excludes Fire and Parks & Recreation functions
- (3) Excludes Library and includes Police

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 is back to pre-covid lows.



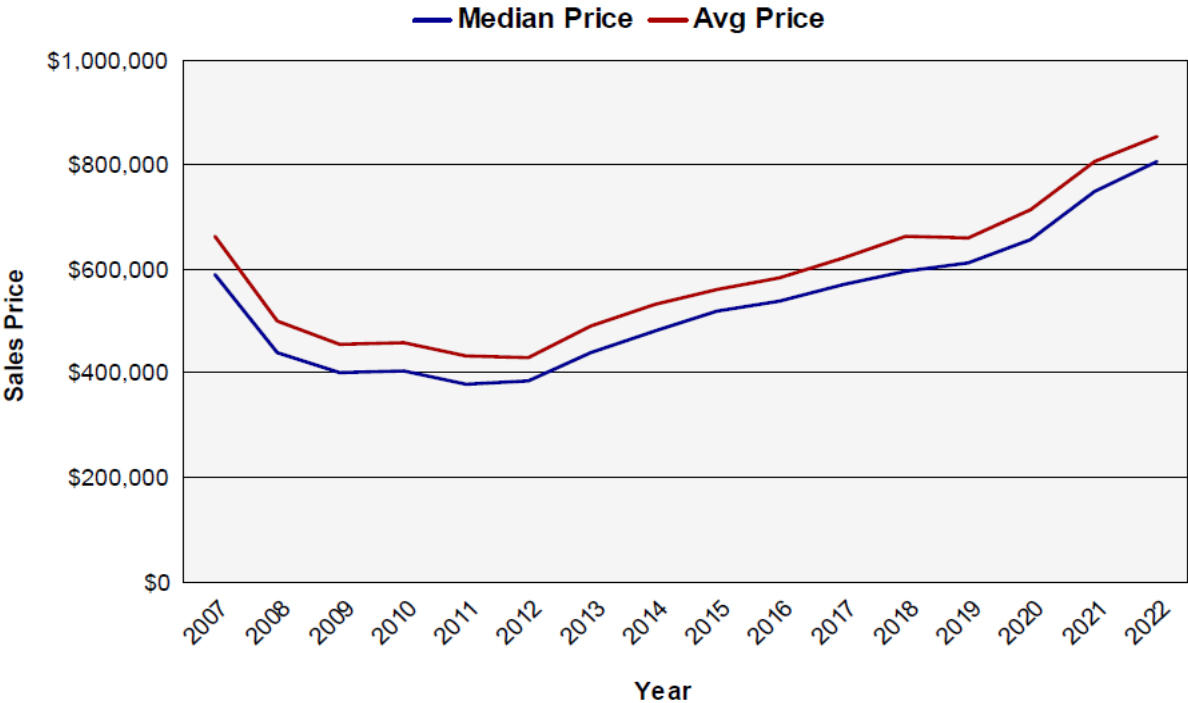
* 2022 Data is as of March 2022

*Source: California Employment Development Department

FINANCIAL CONTEXT (continued)

Real Estate Market

The median sales price for homes in Simi Valley CA as of January 2022 was \$805,000. This is an increase of 7.33% over January 2021.

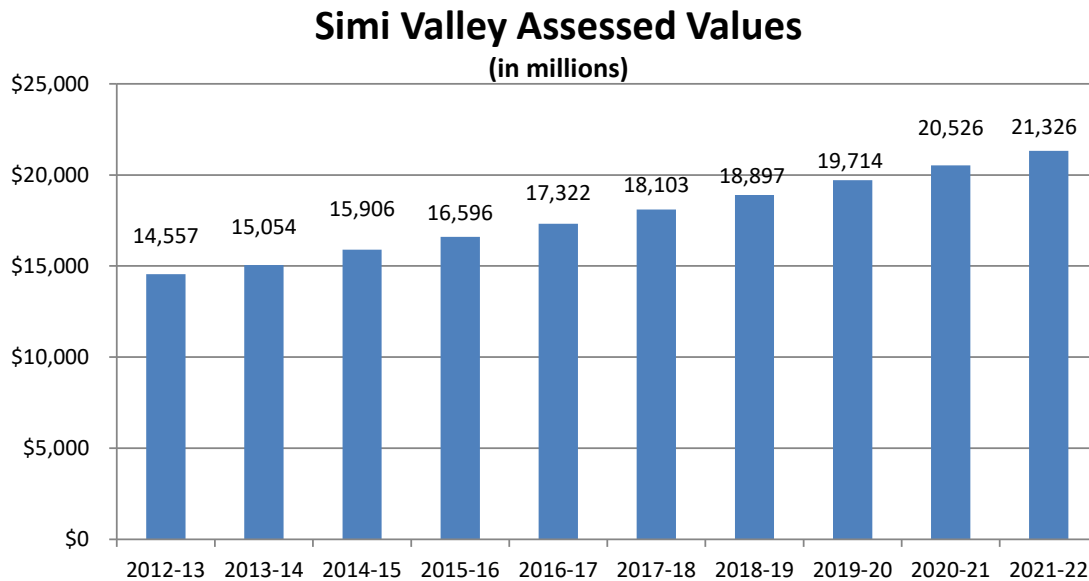


*Source: HDL

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 2012-13. The City's assessed values have increased by 3.9% from FY 2020-21 to FY 2021-22 . This signals that strong property values and positive growth are continuing.



* Source: HDL

FINANCIAL CONTEXT (continued)

City of Simi Valley Authorized Positions (FTE's)

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>
City Administration ¹	23.00	22.00	37.875	37.875	37.875
City Attorney	6.00	6.00	6.00	6.00	6.00
Administrative Services ¹	37.50	38.50	38.50	39.50	41.50
Community Services ²	30.94	29.88	-	-	-
Transit	42.74	-	-	-	-
Environmental Services ³	39.00	39.00	49.00	49.00	49.00
Public Works ⁴	93.00	91.68	89.73	88.73	89.73
Waterworks	41.00	41.66	41.66	41.66	41.66
Sanitation	57.00	59.66	58.61	57.61	56.61
Transit	-	42.80	43.05	42.05	42.05
Police Department ⁵					
Sworn	125.00	125.00	123.00	123.00	123.00
Non-Sworn	52.00	52.00	53.00	53.00	53.00
CITYWIDE TOTAL	547.18	548.18	540.425	538.425	540.425

*** FTE count varies slightly based on adjustments to part-time position's hours.*

Staffing Changes

¹ FY2019-20

One Management Analyst was moved from City Administration to Administrative Services

FY2020-21

17.875 FTE's were moved out of Community Services and into City Administration, 2 were then eliminated

FY2021-22

One Limited Term Accounting Technician I was made a permanent position.

FY 2022-23

One Management Analyst and one Enterprise Systems Analyst were added to the Information Services Division.

² FY2020-21

Community Services was dissolved and staff was moved into City Administration, Public Works, and Environmental Services.

³ FY2020-21

Environmental Services eliminated 3 positions and added 12 positions from Community Services. (8 Code Enforcement, 1 Neighborhood Council, 3 ES Admin.)

⁴ FY2019-20

Transit was moved out of Community Services and into Public Works
Public Works added one Position - Budget and Administrative Manager

FY2020-21

Public Works added one Administrative Assistant from Community Services and eliminated 3 General Fund Positions and 1 position in Water.

FY2021-22

Eliminating one Accounting Assistant II, one Transit Operations Assistant, one Plant Operations Supervisor, and one Plant Support Systems Manager. Add one Plant Operations Manager.

⁵ FY2020-21

Police Department eliminated one Deputy Police Chief and one Police Commander.
The department also added one Dispatcher.

FY2021-22

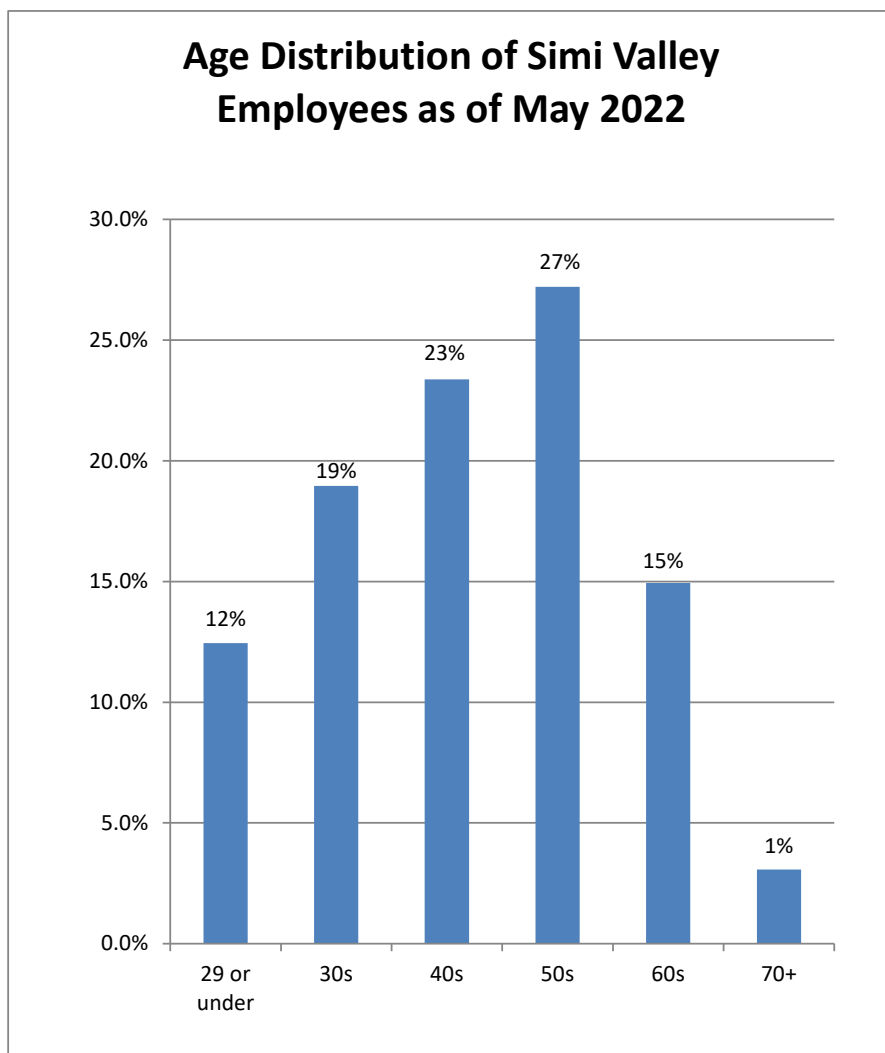
Police Department eliminated one Police Commander and added one Deputy Police Chief

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.

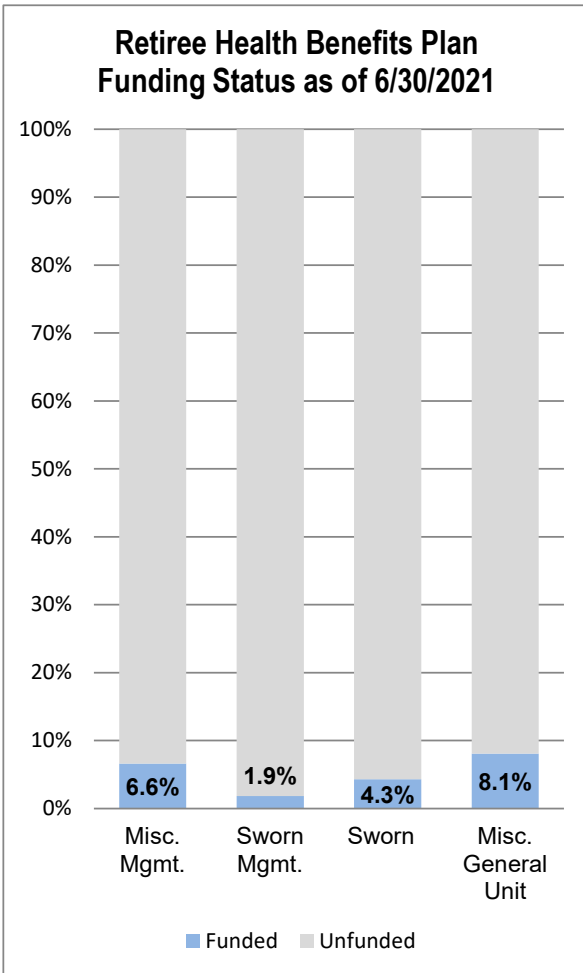
Currently 45% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 68.5% of employees are 40 years of age or above. The City is experiencing significant expected turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, an expanded role for Human Resources, and succession planning. However we are beginning to see a shift toward more employees in their 40's of younger.



* 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 2021, the City's retiree benefits funds are between 1.9% and 8.1% funded.

Given the average employee age of 47, 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 2018-19 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. In FY 2022-23 the City has budgeted an additional \$500,000 from the General Fund into the Retiree Benefits Fund for the purpose of reducing the liability in these plans.

* Source: June 30, 2021 Comprehensive Annual Financial Report

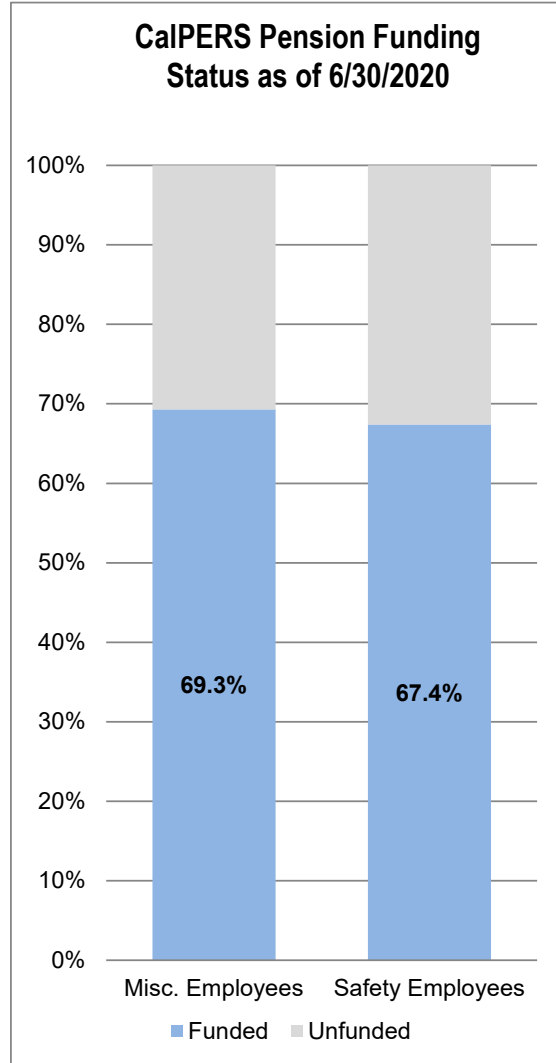
FINANCIAL CONTEXT (continued)

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 69.3%, down from 70.1% the prior year. Pensions for Sworn unit employees were funded at 67.4%, slightly down from 67.5% 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 began reducing its discount rate and changed its 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 shortened 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

	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Safety	\$7,855,119	\$8,234,669	\$8,624,695	\$8,877,154	\$9,152,673	\$9,339,848
Miscellaneous	\$11,170,737	\$11,689,110	\$12,255,050	\$11,775,621	\$12,228,511	\$12,498,490
Total	\$19,025,856	\$19,923,779	\$20,879,745	\$20,652,775	\$21,381,184	\$21,838,338

* Source: CalPERS Actuarial Valuation as of 6/30/20

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CITY OF SIMI VALLEY

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

Fund No.	Fund Title	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	\$ Budget Change	% Budget Change
		Actual	Revised Budget	Est. Actual	Adopted		
100	General Fund	70,761,896	86,703,275	73,070,110	84,668,192	(2,035,083)	-2.3%
106	General Fixed Assets	10,476	-	-	-	-	0.0%
109	General LongTerm Debt	(22,723)	-	-	-	-	0.0%
201	Housing Successor Agency	791,098	1,409,690	1,208,434	1,378,252	(31,438)	-2.2%
202	Local Housing Fund	60,039	90,600	14,500	35,000	(55,600)	-61.4%
203	CalHome Program Fund	3,938	90,000	-	90,000	-	0.0%
204	HOME Program Fund	124,458	540,000	227,100	540,000	-	0.0%
207	Planning	-	810,000	-	-	(810,000)	-100.0%
214	Public Education and Gov't Fund	333,425	1,166,859	79,700	-	(1,166,859)	-100.0%
215	Gasoline Tax Fund	2,727,837	3,269,615	3,269,615	3,637,705	368,090	11.3%
216	Gasoline Tax Fund - SB1	2,533	2,496,170	2,496,170	2,837,206	341,036	13.7%
233	Bike Lanes Fund	180,493	38,000	30,000	30,000	(8,000)	-21.1%
238	Local Transportation Fund	299,497	5,723,017	5,723,017	5,384,348	(338,669)	-5.9%
250	Library Fund	2,269,485	3,962,588	2,289,505	2,518,464	(1,444,124)	-36.4%
260	New Dwelling Fees Fund	70,000	70,000	70,000	70,000	-	0.0%
262	Development Agreement Fund	1,429,771	707,512	707,512	1,391,476	683,964	96.7%
263	Traffic Impact Fees Fund	326,392	84,000	84,000	284,000	200,000	238.1%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	324,370	118,287	69,847	401,600	283,313	239.5%
285	Supplemental Law Enforcement	250,000	308,000	308,000	308,000	-	0.0%
287	Law Enforcement Grants Fund	189,442	456,423	154,535	182,200	(274,223)	-60.1%
290	Community Development Block Grant	828,265	703,048	782,539	812,414	109,366	15.6%
295	Simi Valley Arts Center Program Operation	69,124	769,651	339,195	400,475	(369,176)	-48.0%
296	Council on Aging	19,246	65,950	68,700	75,965	10,015	15.2%
297	Retiree Benefits Fund	2,386,168	2,617,000	2,530,500	3,345,387	728,387	27.8%
298	Disaster Fund	322,258	9,630,347	5,174,600	7,662,647	(1,967,700)	-20.4%
299	Earthquake	-	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	200,000	200,000	200,000	200,000	-	0.0%
3002-3499	Landscape Maintenance District No. 1 Funds	1,654,485	1,313,053	1,313,053	1,418,464	-	8.0%
500-514	Debt Service	3,847,829	5,912,838	4,712,838	4,120,272	(1,792,566)	-30.3%
600	Streets and Roads Fund	589,789	20,490,507	13,265,507	6,865,206	(13,625,301)	-66.5%
648	Computer Equipment Replacement Fund	196,623	719,634	719,634	574,825	(144,809)	-20.1%
651	Vehicle Replacement Fund	669,435	731,951	731,951	814,000	82,049	11.2%
655	Building Improvement Fund	223,837	2,432,843	1,006,096	1,151,500	(1,281,343)	-52.7%
656	Information Systems Capital Fund	389,618	3,067,521	562,081	-	(3,067,521)	-100.0%
660	PD Capital	-	252,250	15,000	-	(252,250)	-100.0%
665	City Telephones Capital Project	3,658	764,688	764,688	-	(764,688)	-100.0%
667	LED Traffic Light Fund	511,986	416,934	120,000	-	(416,934)	-100.0%
700	Sanitation	24,910,394	48,011,238	28,841,566	35,510,547	(12,500,691)	-26.0%
701	Sewer Connection Fees Fund	85,900	586,396	1,330,313	313	(586,083)	-99.9%
702	Sewer Replacement Reserve	2,888,201	43,127,174	13,856,146	4,248,524	(38,878,650)	-90.1%
750	Transit Fund	7,296,841	16,790,672	11,450,756	11,326,210	(5,464,462)	-32.5%
761	Waterworks District No. 8	45,732,368	43,480,306	41,775,509	56,870,985	13,390,679	30.8%
762	Water Connection Fees Fund	364,040	11,686,300	1,546,601	352,951	(11,333,349)	-97.0%
763	Waterworks Replacement Reserve	1,717,525	19,087,495	8,660,710	7,885,710	(11,201,785)	-58.7%
803	Liability Insurance Fund	1,801,334	3,270,485	3,078,147	3,154,814	(115,671)	-3.5%
805	Workers' Compensation Insurance Fund	2,451,650	4,434,671	4,400,073	4,635,361	200,690	4.5%
807	GIS Operating Fund	60,717	95,200	95,200	95,200	-	0.0%
809	FIS Operating Fund	69,696	151,000	151,000	151,000	-	0.0%
920-957	Trust Funds	5,154,322	4,964,555	4,976,755	4,953,038	(11,517)	-0.2%
TOTALS:		\$ 184,577,737	\$ 353,817,742	\$ 242,271,205	\$ 260,382,251	\$ (93,540,902)	-26.4%

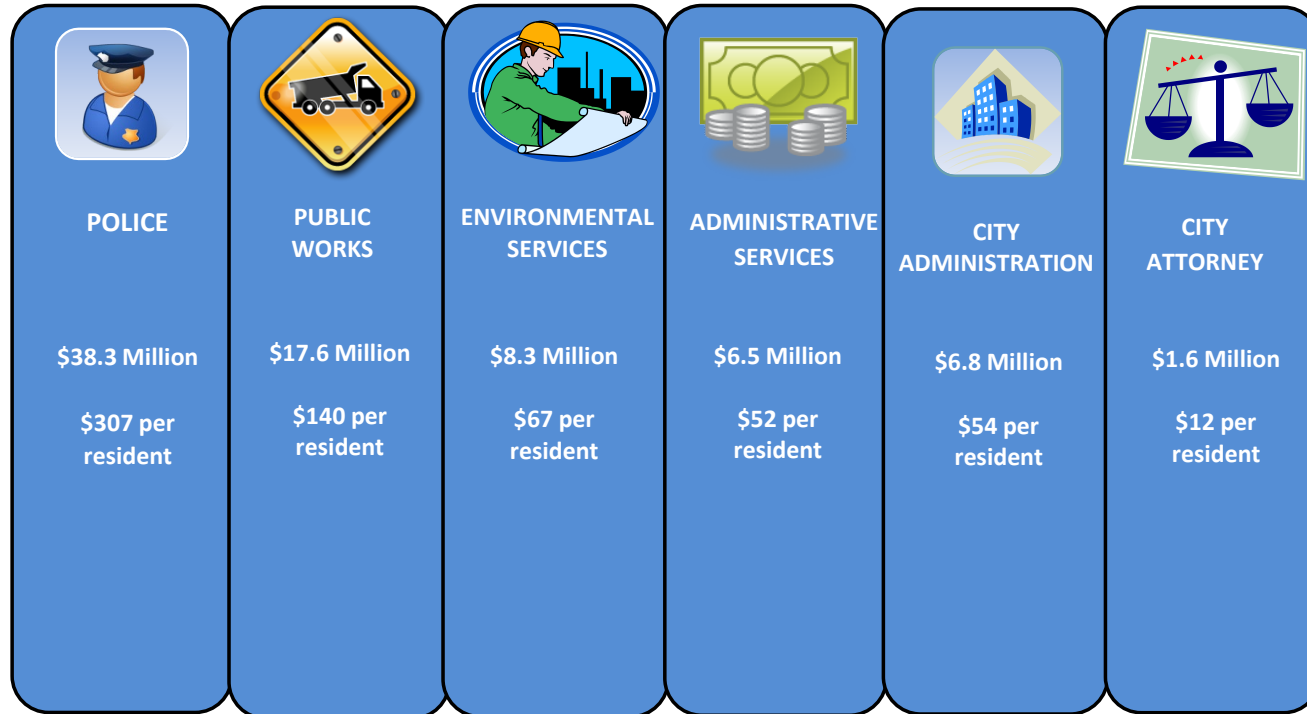
CITYWIDE SUMMARY OF REVENUES

Revenues by Fund (Including Transfers In)

Fund No.	Fund Title	FY 2021-22			FY 2022-23 Adopted	\$ Budget Change	% Budget Change
		FY 2020-21 Actual	Revised Budget	FY 2021-22 Est. Actual			
100	General Fund	78,814,999	84,218,215	82,624,960	84,847,179	628,964	0.7%
102	Payroll Fund	98	-	-	-	-	0.0%
106	General Fixed Assets	-	-	-	-	-	0.0%
115	Pooled Interest Earnings Fund	-	-	-	-	-	0.0%
201	Housing Successor Agency	1,135,104	453,687	594,487	337,000	(116,687)	-25.7%
202	Local Housing Fund	1,204,573	187,700	185,243	500	(187,200)	-99.7%
203	CalHome Program Fund	131,569	35,000	78,600	-	(35,000)	-100.0%
204	HOME Program Fund	363,888	137,000	261,800	137,000	-	0.0%
207	Planning	-	-	-	-	-	0.0%
214	Public Education and Gov't Fund	308,131	295,000	295,000	295,000	-	0.0%
215	Gasoline Tax Fund	2,751,655	3,269,615	3,294,475	3,637,705	368,090	11.3%
216	Gasoline Tax Fund - SB 1	2,341,356	2,496,170	2,578,043	2,837,206	341,036	13.7%
233	Bike Lanes Fund	119,403	38,500	30,500	30,500	(8,000)	-20.8%
238	Local Transportation Fund	4,147,724	4,397,400	4,397,400	4,397,400	-	0.0%
250	Library Fund	2,339,522	2,435,302	2,415,751	2,518,464	83,162	3.4%
260	New Dwelling Fees Fund	260,600	153,700	188,700	153,700	-	0.0%
262	Development Agreement Fund	961,591	149,957	149,957	149,957	-	0.0%
263	Traffic Impact Fees Fund	753,216	90,000	565,000	265,000	175,000	194.4%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
271	COVID-19 Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	53,647	240,000	124,000	225,000	(15,000)	-6.3%
285	Supplemental Law Enforcement	299,858	308,000	309,161	308,000	-	0.0%
287	Law Enforcement Grants Fund	284,486	357,340	124,866	182,200	(175,140)	-49.0%
290	Community Development Block Grant	828,267	648,104	879,291	648,104	-	0.0%
295	Simi Valley Arts Center Program Operation	32,322	775,311	563,870	524,575	(250,736)	-32.3%
296	Council on Aging	123,794	30,400	40,800	49,940	19,540	64.3%
297	Retiree Benefits Fund	2,480,017	2,620,001	2,631,001	3,348,388	728,387	27.8%
298	Disaster	10,028,521	-	7,728,897	7,662,647	7,662,647	0.0%
299	Earthquake / Disaster	-	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	200,230	200,450	-	200,450	-	0.0%
3002-3499	Landscape Maintenance District No. 1 Funds	981,986	1,000,767	-	1,004,767	4,000	0.4%
500-514	Debt Service	3,767,699	3,319,347	3,319,347	4,131,872	812,525	24.5%
600	Streets and Roads Fund	987,865	11,067,636	3,842,636	6,865,206	(4,202,430)	-38.0%
648	Computer Equipment Replacement Fund	602,243	589,500	589,500	589,500	-	0.0%
649	Geographic Info. & Permits Sys.	236	-	-	-	-	0.0%
651	Vehicle Replacement Fund	451,400	379,000	379,000	914,000	535,000	141.2%
655	Building Improvement Fund	1,433,934	45,000	45,000	1,151,500	1,106,500	2458.9%
656	Information Systems Capital Fund	30,840	12,500	12,500	12,500	-	0.0%
660	PD Capital	75,000	75,000	75,000	75,000	-	0.0%
665	City Telephones Capital Fund	-	-	-	-	-	0.0%
666		2,362	-	-	-	-	0.0%
667	LED Streetlights	107,286	-	-	-	-	0.0%
700	Sanitation	23,925,080	26,479,300	27,494,300	29,745,300	3,266,000	12.3%
701	Sewer Connection Fees Fund	1,416,849	587,500	1,037,500	637,500	50,000	8.5%
702	Sewer Replacement Reserve	9,609,594	30,580,116	13,431,146	17,208,524	(13,371,592)	-43.7%
750	Transit Fund	9,313,681	11,425,049	6,599,315	11,326,210	(98,840)	-0.9%
761	Waterworks District No. 8	51,637,268	47,205,800	49,009,800	51,582,800	4,377,000	9.3%
762	Water Connection Fees Fund	221,121	608,500	558,500	458,500	(150,000)	-24.7%
763	Waterworks Replacement Reserve	550,000	413,000	413,000	13,364,885	12,951,885	3136.0%
803	Liability Insurance Fund	2,003,254	2,304,451	2,304,451	2,940,000	635,549	27.6%
805	Workers' Compensation Insurance Fund	4,109,198	4,416,768	4,366,269	4,412,362	(4,407)	-0.1%
807	GIS Operating Fund	97,357	95,700	95,700	95,700	-	0.0%
809	FIS Operating Fund	5,273	-	-	-	-	0.0%
920-957	Trust Funds	7,075,952	5,622,992	5,622,992	4,940,838	(682,154)	-12.1%
	TOTALS:	228,370,048	249,764,780	229,257,758	264,212,879	14,448,099	5.8%

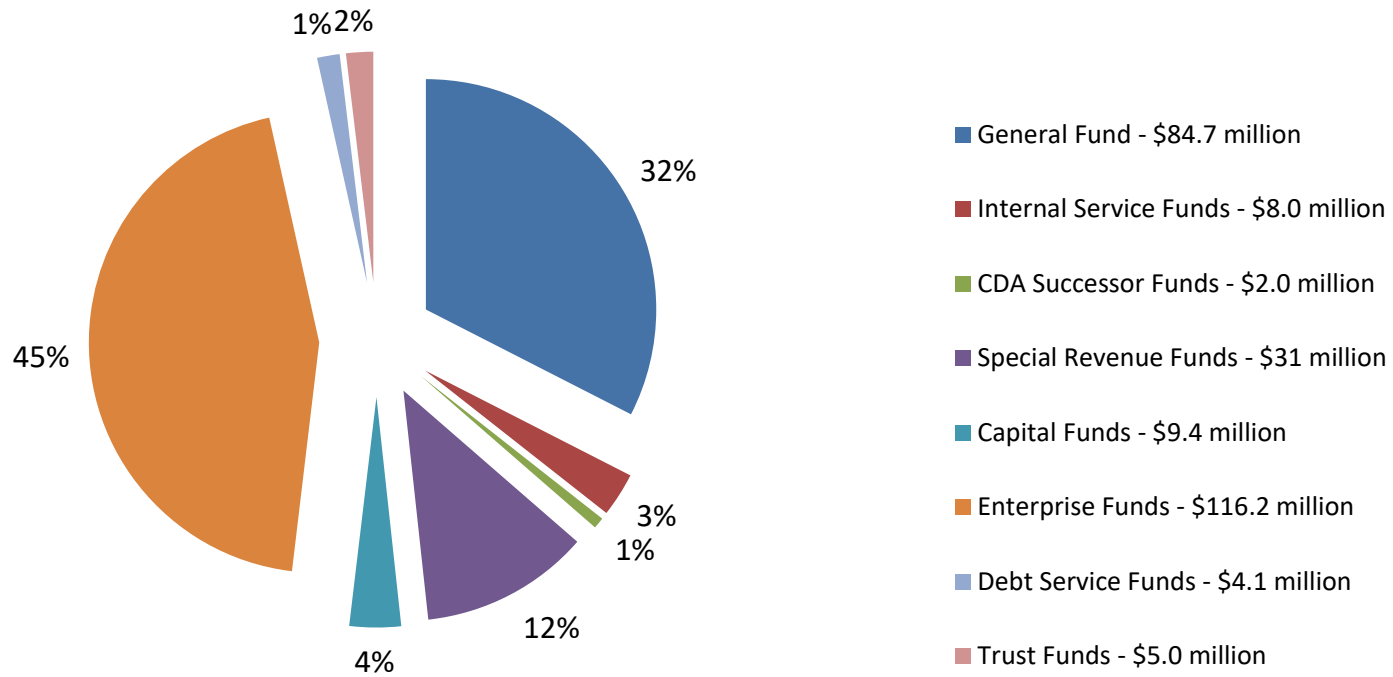
SIMI VALLEY GENERAL FUND

FY2022-23



NOTE: Does not total 100% as is net of non-departmental and transfers/reimbursements

Total City FY 2022-23 Adopted Budget \$260.4 Million



BUDGET STRUCTURE

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

General Fund

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

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

Enterprise Funds

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

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

Internal Service Funds

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

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

Special Revenue Funds

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

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

Former Community Development Agency Funds

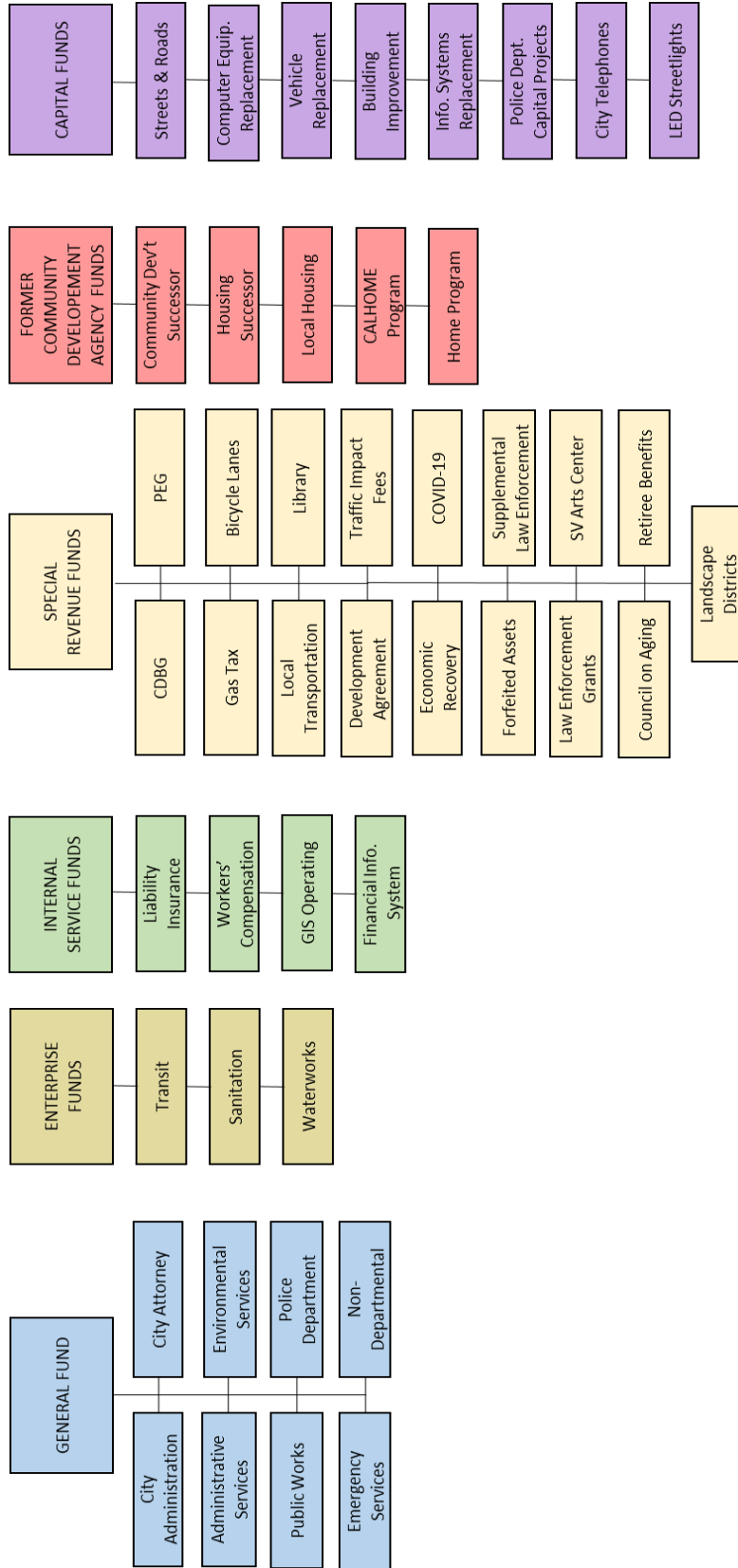
These funds, technically Private Purpose Trust funds, account for the assets and liabilities held by the City in a trustee capacity as an agent for other entities.

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

Capital Improvement Funds

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

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



DEBT SERVICE

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

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

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

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

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

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

DEBT SERVICE

The Simi Valley Public Facilities Financing Authority (SVPFFA) was created in June, 2014. It is a blended component unit of the City which has authority to issue bonded debt on behalf of the City for certain types of financing structures, such as lease revenue bonds and certificates of participation. At year-end, outstanding long-term bonded debt was comprised of the following:

City of Simi Valley 2014A Lease Revenue Refunding Bonds (LRRB):

- Original issue amount \$18,795,000; interest rates at 2.00% to 3.75%, maturing October 1, 2014-2034. The LRRB are payable in annual installments ranging from \$270,000 to \$1,470,900. They were issued at a premium, which has been added to the new debt and is being amortized over the life of the bonds. These LRRB were issued to provide financing for full redemption of the 2004 Simi Valley Public Financing Authority Certificates of Participation (COP). Through the refunding of the COP, the City realized net present value savings of \$3.2 million or 14.9% of the refunded bonds. The annual lease/debt service payments will be supported by contributions from various City funds based on the benefit received. The identified funds have the long-term financial capacity to support the required payments. As of June 30, 2022, total interest and principal remaining

2014A Lease Revenue Refunding Bonds			
Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2023	845,000	625,650	1,470,650
2024	890,000	582,275	1,472,275
2025	935,000	536,650	1,471,650
2026	980,000	488,775	1,468,775
2027	1,035,000	438,400	1,473,400
2028-2032	5,975,000	1,382,181	7,357,181
2033-2035	4,185,000	235,700	4,420,700
	\$ 14,845,000	\$ 4,289,631	\$ 19,134,631

DEBT SERVICE

City of Simi Valley Lease Revenue Bonds, Series 2016 NCREBs (New Clean Renewable Energy Bonds) and City of Simi Valley Tax-Exempt Lease, Series 2016:

- The City entered into a lease-leaseback arrangement and a lease arrangement with the SVPFFA to provide financing for the NCREBs Solar Equipment and the Tax-Exempt Project for the financing of the acquisition, construction and installation of certain solar energy and other energy efficiency capital improvements to existing City buildings and property. An allocation of new Clean Renewable Energy Bonds was received by the City for \$9,226,619, interest rates at 1.5% - 2.5 %, maturing September 1, 2036. The Tax-Exempt solar component consisted of \$740,459 of bond proceeds also maturing September 1, 2036. As NCREBs financing is restricted only for solar power systems, the Tax-Exempt bonds will be used to finance the re-roofing of City Hall, the resurfacing of the parking lot at the Senior Center, and the installation of electric vehicle chargers at the Civic Center. As of June 30, 2022, total interest and principal remaining on the 2016 NCREBs and Tax Exempt bonds is \$9,723,609 and \$706,166 respectively.

2016 New Clean Renewable Energy Bonds

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2023	386,122	264,187	650,310
2024	400,061	249,997	650,058
2025	414,503	235,294	649,797
2026	429,467.00	220,060	649,527
2027-2031	2,391,392	851,839	3,243,231
2032-2036	2,855,349	379,508	3,234,857
2037	634,378	11,451	645,829
	\$ 7,511,273	\$ 2,212,336	\$ 9,723,609

2016 New Clean Renewable Energy Bonds (Tax Exempt)

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2023	32,904	14,271	47,175
2024	33,723	13,442	47,165
2025	34,563	12,592	47,155
2026	35,424	11,450	46,874
2027-2031	190,796	44,754	235,550
2032-2036	215,763	19,476	235,239
2037	46,429.00	578.00	47,007
	\$ 589,602	\$ 116,564	\$ 706,166

DEBT SERVICE

2017 Tax Exempt Equipment Lease Agreement:

- The City entered into an agreement with the SVPFFA as lessor and the City of Simi Valley as lessee to provide financing for a replacement (VoIP) telephone system, and energy efficiency upgrades including LED lighting at City facilities, and HVAC system replacement and improvements. The lease agreement obligates the City to make base lease payments to SVPFFA, and SVPFFA assigned such payments to Bank of America. The Simi Valley Senior Center is the asset which was used as collateral for this tax exempt financing. The issue price of the tax exempt bond associated with this transaction is \$6,408,600, based on an interest rate of 3.00% per year. As of June 30, 2022, the total interest and principal remaining on the issuance is \$5,641,984.

2017 Equipment Lease (Tax Exempt)

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2023	431,839	142,002	573,842
2024	444,933	128,949	573,882
2025	458,340	115,501	573,842
2026	472,194	101,647	573,841
2027-2031	2,358,765	287,005	2,645,770
2032-2033	675,332	25,476	700,808
	4,841,403	800,581	5,641,984

2018 Taxable Equipment Lease/Purchase Agreement:

- The City entered into a lease arrangement with Banc of America Leasing & Capital, LLC to provide financing for a purchase and sale agreement and pole license agreement with Southern California Edison (SCE) for the acquisition of streetlights located in Simi Valley. Annual savings of \$510,000 in the City's electrical costs are estimated to be achieved through the owning of the streetlights and their conversion to LED. The newly acquired streetlights act as the pledged asset for this taxable financing. The stated acquisition amount for this transaction is \$5,655,845. The type of debt instrument for this private placement financing is certificates of participation/leases with a stated interest rate of 5.15% and a settlement date of May 15, 2018. As of June 30, 2022, total interest and principal remaining on the lease agreement is \$6,811,682.

2018 Equipment Lease/Purchase Agreement

Year Ending	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30:			
2023	312,342	255,325	567,667
2024	328,635	239,003	567,638
2025	345,777	221,860	567,638
2026	363,814	203,824	567,638
2027-2031	2,124,325	713,863	2,838,188
2032-2034	1,559,396	143,517	1,702,913
	\$ 5,034,289	\$ 1,777,393	\$ 6,811,682

DEBT SERVICE

The Community Development Agency (CDA), formerly a blended component unit of the City, issued tax allocation bonds on behalf of the City. Effective February 1, 2012, this debt was transferred from the CDA to the Successor Agency (private purpose / fiduciary fund) as a result of dissolution. A description of long-term debt outstanding (excluding defeased debt) of the Successor Agency as of June 30, 2020, follows:

Successor Agency to Community Development Agency 2003 Tax Allocation Bonds:

- Original issue amount \$31,795,000; interest rates at 2.0% to 5.0%, maturing September 1, 2003-2030. The bonds are payable in annual installments ranging from \$360,000 to \$2,000,000. These bonds were issued to fully refund the 1993 Revenue Bond issue with a carrying amount of \$30,245,000. They were issued at a premium, which has been added to the new debt and is being amortized over the life of the bonds. The excess reacquisition price has been netted against the new debt and is being amortized over the remaining life of the refunded debt. The City pledged, as security for bonds issued, either directly or through the Financing Authority, a portion of tax increment revenue (including Low and Moderate Income Housing set-aside and pass through allocations) that it receives. The bonds issued were to provide financing for various capital projects, Low and Moderate Income Housing projects and to defease previously issued bonds. Assembly Bill 1X 26 provided that upon dissolution of the Redevelopment Agency, property taxes allocated to redevelopment agencies no longer are deemed tax increment but rather property tax revenues and will be allocated first to successor agencies to make payments on the indebtedness incurred by the dissolved redevelopment agency. Total interest and principal remaining on the bonds is \$18,515,813, payable through September 2030.

2003 Tax Allocation Refunding Bond			
Year Ending			
<u>June 30:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	1,350,000	713,688	2,063,688
2024	1,420,000	642,750	2,062,750
2025	1,490,000	570,000	2,060,000
2026	1,565,000	493,625	2,058,625
2027-2031	9,090,000	1,180,750	10,270,750
	<u>\$ 14,915,000</u>	<u>\$ 3,600,813</u>	<u>\$ 18,515,813</u>

DEBT SERVICE

2019 Tax-Exempt Lease/Purchase Agreement:

- The City entered into a lease/purchase arrangement with Banc of America Public Capital Corp. to provide financing for the design and construction of energy-related projects at the City's Water Quality Control Plant. The type of debt instrument for this a lease/purchase agreement with a stated interest rate of 2.309%, and will be paid through the Sanitation Fund. The settlement date is September 1, 2039. The first payment is due on September 1, 2021. As of June 30, 2022, total interest and principal remaining on the lease agreement is \$40,589,490.

Year Ending <u>June 30:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	1,561,098	758,302	2,319,400
2024	1,597,343	722,056	2,319,400
2025	1,634,431	684,969	2,319,400
2026	1,672,380	647,020	2,319,400
2027	1,711,209	608,190	2,319,399
2028-2032	9,170,789	2,426,208	11,596,997
2033-2037	10,286,036	1,310,961	11,596,997
2038-2040	5,602,997	195,502	5,798,499
	<u>\$ 33,236,282</u>	<u>\$ 7,353,208</u>	<u>\$ 40,589,490</u>

BUDGET FORMULATION AND ADOPTION

Each year, the City of Simi Valley develops and adopts a balanced budget which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for departments and agencies that comprise the City's governmental structure. A separate Capital Improvement Program (CIP) is also prepared as a more detailed listing of capital projects for which funding is included in the operating budget.

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

At the start of the process, the City Council adopts budget development guidelines which provide overall direction for development of the Proposed Budget Document. Subsequent to the City Council's action the Budget Office issues detailed budget development instructions to departments and agencies.

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

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

A Proposed Budget for all operating and capital improvement funds and the CIP are prepared and distributed in May. In early June the Budget Office develops recommendations for City Council consideration which are submitted in the form of a staff report submitted by the City Manager. One or more budget hearings are held by the City Council in June. Once adopted by City Council, the Adopted Budget and CIP go into effect on July 1.

BUDGET AND FISCAL POLICIES

- I. Policy Framework: The following policies have been established by the City Manager to guide the administration of the City's budgetary/fiscal functions in accordance with the budget as adopted by the City Council:
 - A. The City will adopt and maintain a structurally balanced budget by ensuring that annual ongoing operating revenues meet or exceed ongoing operating expenses.
 - B. The City will maintain a prudent General Fund reserve balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures. Any year end remaining unassigned funds will be available for consideration by the Council for one-time uses.
 - C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses and maintain replacement reserves sufficient to provide for safe, working infrastructure. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
 - D. One time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
 - E. One time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.
 - F. Comprehensive financial policies shall be in conformance with all state and federal laws, GAAP, GASB, and GFOA.
 - G. In the case of any conflict between this policy and any adopted budget or policy provided by the City Council, the adopted budget or policy of the City Council shall govern.

- II. Budget Development Guidelines: To direct staff in the preparation of the Proposed Budget, the following budget development guidelines have been established by the City Council:
 - A. The next year's base budget is equal to the prior year's adopted budget, plus any Council adopted ongoing adjustments, minus any one-time enhancements. Department's draft budgets, by fund, will not be greater than the current year adopted budget. Departments will balance to the base budget amount for non-Salary and Benefits.
 - B. The expenditures and revenues for anticipated grants shall be included in the budget. Grants with uncertain funds shall be presented to City Council for approval. If approved, the program elements shall be adjusted, with approval of the City Manager, to the final amount of expenditures and revenues provided for in the grant (See Section IV.M.ii.b).
 - C. Reductions: If Departments must reduce services or program levels in order to balance to the base budget, then they must identify those items on a **Reduction Form**. Departments are to develop and prioritize reduction proposals, which are recommendations for reducing expenditures should budget reductions be necessary. These Reductions should identify impacts on existing revenues, programs, and service levels if approved. Departments shall not receive credit for budget reductions by shifting programs or costs to other departments.
 - D. Policy Budget Enhancement and Capital Request Items: Departments shall submit these requests with justification on the **Policy Budget/Capital Enhancement Form** that are above and beyond the base budget. Policy Items recommended for approval by the City Manager are included in the Proposed Budget. Submittals shall only be for the following:
 - i. Items that have previously received support from the City Council,
 - ii. Proposals that have significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement.
 - iii. Restoration of proposed service/program reductions that were identified to balance but the Department justifies as a need,
 - iv. Capital Asset Requests, for replacement of capital items that are recommended for approval by the City Manager are included in the Proposed Budget.

BUDGET AND FISCAL POLICIES

- E. The Proposed Budget will be compatible with or will address input received from the Budget Advisory Committee prior to development, if such Committee has been established by the City Council and at the City Manager's discretion.
 - F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.
 - G. For the purposes of estimating, the Operating Budget will include the following:
 - i. Employee salaries will be budgeted at each employee's actual salary step or actual salary (depending on the position) and corresponding employee benefit costs for all City Council authorized regular (permanent) positions. If a position is vacant during the time the budget is being developed, the position will be budgeted at the midpoint of the range, with benefits budgeted at the maximum cost.
 - ii. A standard merit increase will be budgeted for eligible employees to be available if earned.
 - H. Prioritizing principles for capital projects will be applied as follows :
 - i. Priority I: Imperative (must-do): projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequence, such as public safety, health, legal obligation, emergency service disruption or deficiency, preventing irreparable damage.
 - ii. Priority II: Essential (should-do): projects address clearly demonstrated needs or objectives; rehab or replace obsolete public facility or attachment, stimulate economic growth and private capital investment, reduce future operating and maintenance costs, leverage available state or federal funding.
 - iii. Priority III: Important (could-do): projects benefitting community, but may be delayed without detrimental effects to basic services; provide a new or expanded level of service, promote intergovernmental cooperation, reduce energy consumption, or enhance cultural or natural resources.
 - iv. Priority IV: Desirable (other year): desirable projects that are not included within five-year program because of funding limitations.
- III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:
- A. Operating Budget: The City Manager will propose an annual structurally balanced City operating budget, where ongoing operating revenue exceeds or is equal to ongoing operating expenditures, for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.
 - B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program (CIP) by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year must also be contained in the Proposed Budget and reconcile with the amounts in the CIP. The projects proposed for the following four years are provided as information only to assist the City Council in making informed budget decisions and to advise them of future capital needs.
 - i. Approval of the capital improvement appropriation, in the Adopted Budget, is the authority and spending limit for the project to proceed as outlined and described in the CIP. If for any reason the CIP document is not consistent with the adopted annual operating budget, the adopted annual operating budget will supersede the CIP. The appropriations will remain until spent, revised by Council action, redirected by administrative action, or the capital improvement project is closed. Once a project is completed it will be closed and any remaining funds will be removed from the project and no longer available. Capital improvement appropriations are carried over from one year to the next or adjusted by Council action until the project is closed. When the project is closed, any remaining appropriation is returned to available fund balance.

BUDGET AND FISCAL POLICIES

- C. After each fiscal year is complete, all budgetary appropriations lapse, the only exceptions are grant fund appropriations and capital improvement project appropriations; carryover may be necessary, however, the exception and not the rule and all budget appropriation carryovers must be approved by the Administrative Services Director and City Manager (See Section IV.K).
- D. Where not prohibited by law, departments must first use non-General Fund revenues, such as special revenues, grants, and agency funds, before using General Fund dollars.

IV. Accounting System and Budgetary Control

- A. The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.
- B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity).
- C. Expenditures are budgeted at the line-item level according to fund and operational area (cost center). *Overall budgetary control, however, is exercised at the fund level.* The City Council has the legal authority to amend the budget at any time during the fiscal year.
- D. Any new transfer between funds; and any new budget appropriation requires approval of the City Council. Approvals must be received before expenditures have been incurred.
- E. Supplemental Budget Requests should only be submitted for material changes to the budget for new or modified projects, programs, or unanticipated required costs (e.g., rapid increase in fuel costs) and should not be used simply to match the budget with actual expenditures on an ongoing basis.
- F. Expenditures should be charged to the appropriate commitment item/line items, even if this means over-running the line item; this will provide useful data for future budgeting.
- G. No work or contract can proceed without prior budget authorization; doing so opens the City to considerable legal liability.
- H. The City Manager has authority to transfer appropriations within a fund and between departments in any amount with justification from the Department.
- I. Transfer requests between projects, within the same fund, can be requested by a Department if there is a nexus between projects. A justification memo from the Department Head to the City Manager is required and will need approval from the Budget Officer and/or Administrative Services Director as well as the City Manager.
- J. Departments are responsible for monitoring budgets on a monthly basis, including projecting estimates to close the year, to ensure year-end compliance with each budget unit's appropriations. Departments must immediately notify the Administrative Services Director of projected budget overruns and develop corrective action plans to achieve a year-end balanced budget.

BUDGET AND FISCAL POLICIES

- K. Carryovers of budgeted amounts (formerly known as reappropriations) from one fiscal year to the next can be accomplished as follows:
- i. Carryovers will only be considered for amounts of \$1,000 or greater.
 - ii. The amount requested cannot exceed the purchase order encumbrance. In addition, the unexpended balance in the account will be considered in reviewing all carryover requests.
 - iii. Carryovers will not be considered for balances remaining under Blanket Purchase Orders.
 - iv. A copy of each purchase order is not required. However, any other reference such as memos and staff reports may be submitted if it will assist in the review process.
- L. Departments should handle donations of \$500 or more from external entities such as local businesses, Foundations, or Friends groups) as follows:
- i. For unbudgeted single donations of \$500 or more, the department shall prepare a memo to the City Manager with a supplemental budget request. The memo should include description/purpose of donation, contact person for the donating organization, and identify specific proposed uses for the donated amount.
 - ii. The supplemental budget request should reflect revenue (in the amount donated) in the General Fund donations account number. It should also reflect an increase in the department's General Fund expenditure budget (in the amount donated) to the appropriate account number (dependent upon the proposed use). *Without this step, the additional funds will not be included in the department's budget.*
 - iii. Following review and approval, the City Manager may provide a copy of the memo to the City Council. In certain instances, dependent upon the nature of the donation, the City Manager may request that the item be scheduled for presentation at a City Council meeting. Further, pursuant to Simi Valley Municipal Code Section 2-9.110(f), any proposed donation whose value exceeds \$10,000 shall be submitted to the City Council for approval.
 - iv. Donations of amounts up to \$500 may be entered as general revenues to the appropriate revenue accounts without management approval; an entry will not be made into expenditure accounts.
- M. Departments are encouraged to seek external funds whenever possible. Grants require the following handling:
- i. All grant applications requiring the use of City funds, including a local match or upfront expenditures, must be approved by the City Manager prior to submission of an application.
 - ii. Upon award of a grant, the department shall prepare a memo to the City Manager and, if necessary, the City Council.
 - a) If it is for a federally-funded grant, the City Attorney must review the memo and all contract documents prior to the City Manager's review.
 - b) Funding for future fiscal years should be included in the appropriate year's budget request.
 - iii. Reimbursement Grants (those requiring City expenditures which are later reimbursed by the grantor after work is completed) should be approved by Council and expenditures budgeted over time in the appropriate fiscal year. The Department is responsible to ensure that all eligible reimbursements are invoiced for and collected to reimburse the City. As much as possible, reimbursements should be received in the same fiscal year as the expenditures in order to maintain the City's cash balances. The use of the City's Accounts Receivable system to track reimbursements is encouraged.
 - iv. Invoicing for reimbursement of all federally-funded grants is to be prepared by the department and verified by the City's Fiscal Services Division prior to submission to the grantor in order to ensure consistency for the Single Audit.

BUDGET AND FISCAL POLICIES

V. Financial Reporting

- A. Monthly: Following each month-end close (generally occurring within 15 days of month end), online financial statements are available in the City's financial reporting system.
- B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.
- C. Mid-Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end results, is submitted to the City Council following the end of the second quarter of each fiscal year.
- D. Year-End: The City will prepare year-end financial reports as follows:
 - i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unmodified opinion. (Note: auditors express an unmodified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unmodified opinion is the most desirable report from the client's point of view.)
 - ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.
 - iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.
- E. Capital Reporting: The City's capitalization thresholds are: \$5,000 for vehicles, machinery & equipment; \$25,000 for infrastructure & building improvements, \$50,000 for buildings, and \$100,000 for intangibles (such as computer software and licenses). The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

VI. User Fees and Rates

- A. Purpose: User fees are established by the City Council to achieve the following objectives:
 - i. To establish an equitable basis for costing services to the public;
 - ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;
 - iii. To provide for cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;
 - iv. To ensure that fees do not exceed the cost of providing services.
- B. Fee Adjustments: User fees are to be adjusted by the January CPI of the CPI as adopted by the City Council. A full study of the City's true cost to provide each service that has a fee will be conducted approximately every five years.
- C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

COST ALLOCATION PLAN

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

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

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

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

Through the identification of total program costs, the City's Cost Allocation Plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations. For example, the Cost Allocation Plan can be used to recover the indirect costs associated with administering federal grant programs. Additionally, the Cost Allocation Plan can be used to identify the cost incurred by the City in administering and providing support services to special districts and funds. For example, although the Office of the City Manager, City Attorney, and Department of Administrative Services are organized and budgeted in the General Fund, these departments provide support services to other funds and districts such as Sanitation, Waterworks, Lighting Maintenance, and Transit. The Cost Allocation Plan, by identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for FY 2022-23 is available upon request from the Department of Administrative Services.

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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 \$14.3 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 2021-22 began with a General Fund, fund balance of \$48.5 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$9.5 million. This is primarily due to expenses ending the year \$5.5 million less than budgeted and revenues ending the year \$4.0 million more than budgeted. The majority of the expenditure savings is from planned and unplanned staff vacancies and the revenue increase is due to sales and property tax coming in higher than anticipated.

The adopted Fiscal Year 2022-23 General Fund budget, 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 2017-18	ACTUAL 2018-19	ACTUAL 2019-20
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 35,424,561	\$ 37,022,780	\$ 40,501,367
Revenues	\$ 67,988,432	\$ 73,934,097	\$ 76,820,061
Expenditures	\$ 66,390,213	\$ 67,457,510	\$ 70,804,810
Loan Forgiveness to Liability Fund	-	2,344,000	
Transfer to Transit Fund	-	654,000	
Transfer to Covid-19 Recovery Fund	-	-	\$ 6,000,000
Net Expenditures	\$ 66,390,213	\$ 70,455,510	\$ 76,804,810
Operating Surplus/(Deficit)	\$ 1,598,219	\$ 3,478,587	\$ 15,251
ENDING GENERAL GOV'T FUND BALANCE	\$ 37,022,780	\$ 40,501,367	\$ 40,516,618
Prudent Reserve (17% of expenditures)	\$ 11,286,300	\$ 11,467,800	\$ 12,036,800
Assigned Fund Balance	\$ 14,312,326	\$ 10,352,322	\$ 8,124,398
Encumbrance Reserve	\$ 276,905	\$ 335,110	\$ -
CDA Loan Receivable **	5,693,346	4,093,534	2,200,720
Advances to Other Funds (Various)	8,036,380	5,692,380	5,692,380
Loans Receivable (Various)	305,695	231,298	231,298
Unassigned Fund Balance	\$ 11,424,154	\$ 18,681,245	\$ 20,355,420

**CHANGES IN GENERAL FUND BALANCE
(Fund 100)**

	ACTUAL 2020-21	REVISED BUDGET 2021-22	ESTIMATED ACTUAL 2021-22	BUDGET 2022-23	PROJECTION 2023-24	PROJECTION 2024-25
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 40,516,618	\$ 48,569,721	\$ 48,569,721	\$ 58,124,571	\$ 50,250,455	\$ 50,390,239
Revenues	\$ 78,814,999	\$ 84,218,215	\$ 82,624,960	\$ 84,847,179	\$ 87,206,765	\$ 89,634,645
Expenditures	\$ 70,761,896	\$ 86,703,275	\$ 73,070,110	\$ 84,668,192	\$ 87,066,981	\$ 89,535,359
Loan Forgiveness to Liability Fund	-	-	-	-	-	-
Transfer to Transit Fund	-	-	-	-	-	-
Transfer to Covid-19 Recovery Fund	-	-	-	-	-	-
Net Expenditures	\$ 70,761,896	\$ 86,703,275	\$ 73,070,110	\$ 84,668,192	\$ 87,066,981	\$ 89,535,359
Operating Surplus/(Deficit)	\$ 8,053,103	\$ (2,485,060)	\$ 9,554,850	\$ 178,987	\$ 139,784	\$ 99,286
ENDING GENERAL GOV'T FUND BALANCE	\$ 48,569,721	\$ 46,084,661	\$ 58,124,571	\$ 58,303,558	\$ 50,390,239	\$ 50,489,525
Prudent Reserve (17% of expenditures)	\$ 12,029,500	\$ 14,739,600	\$ 12,421,900	\$ 14,393,600	\$ 14,801,400	\$ 15,221,000
Assigned Fund Balance	\$ 6,045,761	\$ 5,974,781	\$ 5,974,781	\$ 5,974,781	\$ 5,974,781	\$ 5,974,781
Encumbrance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDA Loan Receivable **	51,103	51,103	51,103	51,103	51,103	51,103
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)	302,279	231,298	231,298	231,298	231,298	231,298
Unassigned Fund Balance	\$ 30,494,460	\$ 25,370,280	\$ 39,727,890	\$ 37,935,177	\$ 29,614,058	\$ 29,293,744
FY 2020-21 Surplus Funds				8,053,103		
Transfer to Infrastructure Investment Fund				3,221,241		
Transfer to Retirement Obligation Fund				3,221,241		
Transfer to Contingency Fund				1,610,621		
FINAL GENERAL GOV'T FUND BALANCE	\$ 48,569,721	\$ 46,084,661	\$ 58,124,571	\$ 50,250,455	\$ 50,390,239	\$ 50,489,525

SURPLUS FUNDS CALCULATION

	ACTUAL 2019-20	ACTUAL 2020-21	Estimated 2021-22	Proposed 2022-23
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 40,501,367	\$ 40,516,618	\$ 48,569,721	\$ 58,124,571
Revenues	\$ 76,820,061	\$ 78,814,999	\$ 82,624,960	\$ 84,847,179
Net Revenues	\$ 76,820,061	\$ 78,814,999	\$ 82,624,960	\$ 84,847,179
Expenditures	\$ 70,804,810	\$ 70,761,896	\$ 73,070,110	\$ 84,668,192
Transfer to Covid Recovery Fund	6,000,000	-	-	-
Net Expenditures	\$ 76,804,810	\$ 70,761,896	\$ 73,070,110	\$ 84,668,192
Operating Surplus/(Deficit)	\$ 15,251	\$ 8,053,103	\$ 9,554,850	\$ 178,987
ENDING GENERAL GOV'T FUND BALANCE	\$ 40,516,618	\$ 48,569,721	\$ 58,124,571	\$ 58,303,558
Prudent Reserve (17% of expenditures)	\$ 12,036,800	\$ 12,029,500	\$ 12,421,900	\$ 14,393,600
Assigned Fund Balance	\$ 8,124,398	\$ 6,045,761	\$ 6,045,761	\$ 6,045,761
Encumbrance Reserve	\$ -	\$ -	\$ -	\$ -
CDA Loan Receivable **	2,200,720	51,103	51,103	51,103
Advances to Other Funds (Various)	5,692,380	5,692,380	5,692,380	5,692,380
Loans Receivable (Various)	231,298	302,279	302,279	302,279
Unassigned Fund Balance	\$ 20,355,420	\$ 30,494,460	\$ 39,656,910	\$ 37,864,197

\$ 25,400,458 = 30% of FY 23 expenditures

\$ 12,463,739 Amount over 30% of Expenditures

\$ 8,053,103 Available for Redistribution (cannot exceed surplus amount)

\$ 3,221,241 40% to Infrastructure Fund

\$ 3,221,241 40% to Retiree Fund

\$ 1,610,621 20% to contingency Fund

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 14.8% increase in PERS costs to the City from 2022-23 to 2027-28. 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. 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% 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.

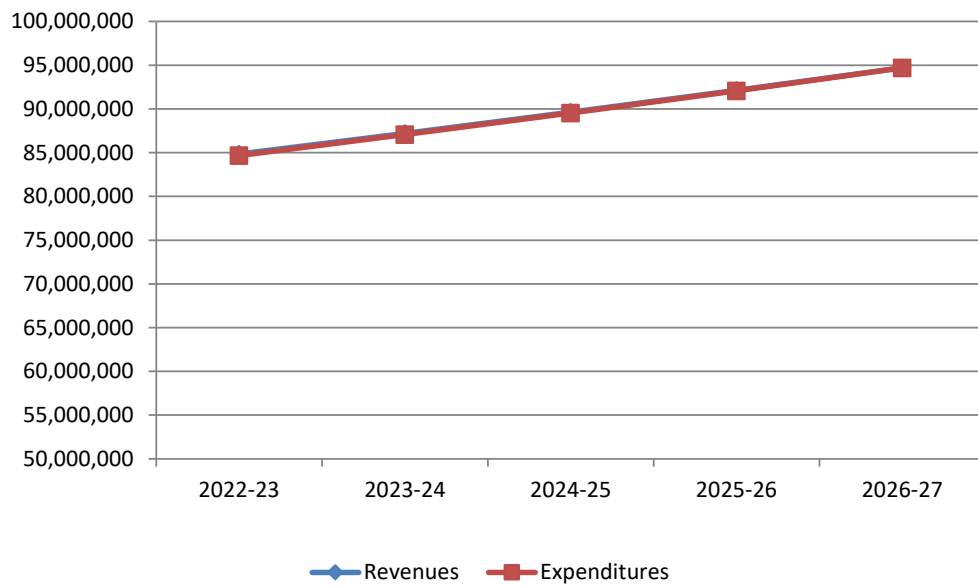
FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2020-21	ESTIMATED ACTUAL 2021-22	Adopted BUDGET 2022-23	PROJECTION 2023-24	PROJECTION 2024-25	PROJECTION 2025-26	PROJECTION 2026-27
REVENUES							
Taxes And Franchises	\$ 66,634,291	\$ 69,666,122	\$ 72,037,922	\$74,199,059	\$76,425,031	\$78,717,782	\$81,079,316
Licenses And Permits	3,829,208	3,926,600	3,247,000	3,311,940	3,378,179	3,445,742	3,514,657
Fines And Forfeitures	236,363	180,000	580,200	586,002	591,862	597,781	603,758
Use Of Money & Property	116,998	886,729	1,230,729	1,255,344	1,280,451	1,306,060	1,332,181
From Other Governments	344,846	401,978	341,554	341,554	341,554	341,554	341,554
Grants	347,952	223,229	256,500	261,630	266,863	272,200	277,644
Service Charges	1,989,154	1,760,139	1,266,400	1,291,728	1,317,563	1,343,914	1,370,792
Other Revenues	1,827,071	1,392,846	1,376,500	1,404,030	1,432,111	1,460,753	1,489,968
Transfers In	3,489,117	4,187,317	4,510,374	4,555,478	4,601,033	4,647,043	4,693,513
Total Revenues	\$ 78,814,999	\$ 82,624,960	\$ 84,847,179	\$87,206,765	\$89,634,645	\$92,132,828	\$94,703,383
EXPENDITURES							
Personnel	61,218,886	60,464,837	66,609,846	\$68,608,141	\$70,666,386	\$72,786,377	\$74,969,969
Supplies/Materials	4,779,161	5,409,922	6,190,856	6,376,581	6,567,879	6,764,915	6,967,863
Services	7,086,886	9,188,032	9,609,213	9,801,397	9,997,425	10,197,374	10,401,321
Capital Outlay	75,220	32,105	5,000	5,050	5,101	5,152	5,203
Transfers to Other Funds	6,407,486	6,835,549	11,142,457	11,253,881	11,366,420	11,480,084	11,594,885
Reimbursed Expenses	(8,805,744)	(8,860,335)	(8,889,179)	(8,978,071)	(9,067,851)	(9,158,530)	(9,250,115)
Total Expenditures	70,761,896	\$73,070,110	\$84,668,192	\$87,066,981	\$89,535,359	\$92,075,372	\$94,689,125
Operating Surplus/(Deficit)	\$8,053,103	\$9,554,850	\$178,987	\$139,785	\$99,286	\$57,456	\$14,258
FY 2020-21 Surplus Funds							
Transfer to Infrastructure Investment Fund			3,221,241				
Transfer to Retirement Obligation Fund			3,221,241				
Transfer to Contingency Fund			1,610,621				

FIVE-YEAR GENERAL FUND PROJECTION

General Fund Projected Revenues vs. Expenditures Five-Year Forecast 2022-23 to 2026-27



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CITY OF SIMI VALLEY

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 2022-23 General Fund Revenues are projected to be \$628,964 more (0.75%) than the FY 2021-22 revised budget amounts. Simi Valley was fortunately in a good position to deal with the financial impacts of COVID-19. 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 2020-21, budgeted and estimated actual revenue data for FY 2021-22, and budgeted revenue for FY 2022-23 .

FY 2022-23 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 \$6.6 million (10.1%) over the FY 2021-22 Revised Budget to \$72,037,922 in FY 2022-23. Property tax revenues are projected to increase by \$3 million due to the boom in the housing market which caused many homes and commercial real estate to be reassessed.

FY 2022-23 Sales Tax revenues are projected to increase by \$3.2 million from the FY 2021-22 revised budget, due to the economy opening back up as the impact of the pandemic lessens and people shifting to on-line shopping during the pandemic.

Licenses and Permits

This category is projected to increase by \$360,000 (12.47%) from 2021-22 revised budget. This is mostly due to increased building permit, encroachment permit, and plan check services revenue.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines and Parking Citations. FY 2022-23 Fines and Forfeitures revenues are projected to remain flat with the FY 2020-21 revised budget. FY 2021-22 actuals are projected low due to 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 increase by \$340,514 (38.25%) in FY 2021-22 due it being the first full year of payments from the rental agreement with Kaiser.

Revenues From Other Governments

The category is projected to increase by \$18,267 (5.65%) in FY 2022-23 due to a slight increase in anticipated SB90 revenue.

Grants

Grant revenues are projected to increase by \$26,629 (11.6%) in FY 2022-23. 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 decrease by \$1 million (-45.4%) in FY 2022-23 from the FY 2021-23 revised budget. This is primarily due to development projects being delayed.

GENERAL FUND REVENUES (continued)

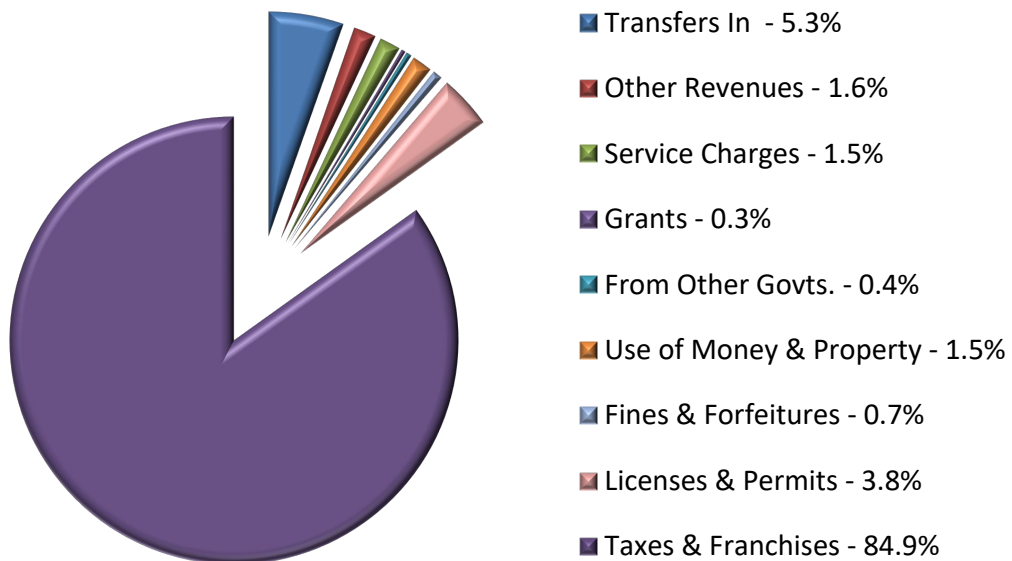
Other Revenues

Other Revenues, also generated from the local economy, are projected to decrease by \$427,200 (-23.7%) in FY 2022-23 due to anticipated decreases in stormwater fees and contributions/donations.

Transfers In

This revenue category is projected to decrease by \$5.2 million (-53.7%) in FY 2022-23 due to a \$5 million transfer of general fund dollars into the streets fund in FY2021-22.

FY 22-23 General Fund Resources \$84,847,179



GENERAL FUND REVENUE SUMMARY

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
TAXES & FRANCHISES					
31101 Property Taxes	35,417,137	35,962,298	37,200,000	39,010,780	8.5%
31111 Sales and Use Taxes	21,372,380	19,929,619	22,691,122	23,152,142	16.2%
31112 Transient Lodging Tax	1,335,406	1,687,500	1,800,000	2,000,000	18.5%
31113 Franchise Taxes	5,185,292	4,800,000	4,800,000	4,800,000	0.0%
31114 Business Tax Receipts	2,241,422	2,275,000	2,275,000	2,275,000	0.0%
31115 Documentary Transfer Tax	1,082,653	780,000	900,000	800,000	2.6%
	\$ 66,634,291	\$ 65,434,417	\$ 69,666,122	\$ 72,037,922	10.1%
LICENSES & PERMITS					
32301 Building Permits	2,318,637	1,750,000	2,530,700	1,875,000	7.1%
32302 Permit Records Retention	18,763	17,000	17,000	17,000	0.0%
32303 Plan Check Services	952,167	900,000	882,600	975,000	8.3%
32402 Encroachment Permits	499,776	150,000	411,300	300,000	100.0%
32604 Other Licenses & Permits	39,865	70,000	85,000	80,000	14.3%
	\$ 3,829,208	\$ 2,887,000	\$ 3,926,600	\$ 3,247,000	12.5%
FINES & FORFEITURES					
33501 Vehicle Code Fines	206,289	447,900	150,000	447,900	0.0%
33502 Parking Citation	30,073	132,300	30,000	132,300	0.0%
	\$ 236,363	\$ 580,200	\$ 180,000	\$ 580,200	0.0%
USE OF MONEY & PROPERTY					
34001 Interest on Investments	605,410	549,600	549,600	549,600	0.0%
34003 Change in Fair Value	(510,928)	-	-	-	0.0%
34101 Rents & Leases	14,027	193,000	189,000	533,000	176.2%
34104 DMV Lease	147,872	147,615	148,129	148,129	0.3%
34399 Reclass to Receivable	(139,383)	-	-	-	0.0%
	\$ 116,998	\$ 890,215	\$ 886,729	\$ 1,230,729	38.3%
REVENUES FROM OTHER GOVERNMENTS					
35101 Motor Vehicle In Lieu	91,764	65,000	143,700	65,000	0.0%
35501 POST Reimbursements	57,180	40,000	40,000	40,000	0.0%
35502 911 Reimbursements	-	-	-	1,000	0.0%
35601 Homeowners Subvention	151,805	150,000	150,000	150,000	0.0%
35602 SB 90 Claims	44,097	68,278	68,278	85,554	25.3%
	\$ 344,846	\$ 323,278	\$ 401,978	\$ 341,554	5.7%
GRANTS					
36001 Federal Assistance	303,069	164,300	164,300	190,500	15.9%
36210 Curbside Recycling Reimb.	30,929	30,571	30,929	31,000	1.4%
36340 Household Waste	13,954	35,000	28,000	35,000	0.0%
	\$ 347,952	\$ 229,871	\$ 223,229	\$ 256,500	11.6%

GENERAL FUND REVENUES (continued)

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
SERVICE CHARGES					
37001 Duplication Services	7,595	2,300	900	1,200	-47.8%
37002 Maps & Publications	64	5,000	5,000	5,000	0.0%
37003 Returned Check (NSF) Charges	(70)	300	20	300	0.0%
37103 Business Registration Fees	193,073	185,000	185,000	185,000	0.0%
37299 Other Community Service Fees	-	291,500	270,315	2,100	-99.3%
37301 Planning Fees	265,524	515,000	300,000	350,000	-32.0%
37303 Permit Automation/GIS Mapping	27,974	19,000	23,800	22,500	18.4%
37401 Engineering Fees	17,846	1,000	22,500	67,000	6600.0%
37402 Soils/Hydrology	108,029	120,000	24,000	40,000	-66.7%
37403 Slurry Seal Fees	-	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	714,016	316,000	130,100	100,000	-68.4%
37405 Inspection Service Fees	461,192	503,000	509,100	200,000	-60.2%
37406 Waste Management	35,173	35,000	35,000	35,000	0.0%
37410 Services Charges	1,450	32,500	-	-	-100.0%
37411 County Landscape Charges	248	35,500	124	-	-100.0%
37432 Environmental Compliance Program	471	1,000	980	1,000	0.0%
37499 Other Public Works Fees	8,715	1,000	1,000	1,000	0.0%
37501 Police Reports	3,359	4,000	4,000	4,000	0.0%
37502 Police Photos	74	-	-	-	0.0%
37504 Alarm Fees	54,066	85,200	85,200	85,200	0.0%
37505 Emergency Response / DUI	32,451	45,600	45,600	45,600	0.0%
37599 Other Police Dept. Fees	57,809	111,500	111,500	111,500	0.0%
37699 Other Service Charges	95	5,000	1,000	5,000	0.0%
	\$ 1,989,154	\$ 2,319,400	\$ 1,760,139	\$ 1,266,400	-45.4%
OTHER REVENUES					
38001 Sale of Surplus	74,339	20,500	20,000	20,500	0.0%
38003 Miscellaneous	41,479	3,700	6,046	3,700	0.0%
38004 Damage Recovery	368,616	179,200	179,200	179,200	0.0%
38006 Jury/Witness Fee	5,670	6,700	6,900	6,400	-4.5%
38007 Rebates	402,519	238,000	242,000	238,000	0.0%
38010 Landfill Facility Agreement Fee	195,223	196,000	196,000	196,000	0.0%
38015 Sale of Land	-	250,000	-	-	0.0%
38050 Contributions/Donations	551,994	616,000	549,000	528,000	-14.3%
38201 Meals-On-Wheels	75,069	48,000	47,000	50,000	4.2%
38203 Cultural Arts Reimbursement	-	141,000	55,000	124,100	-12.0%
38408 Storm Water Mgmt. Assessment	50,641	55,000	-	-	-100.0%
38409 Storm Water Program Fees	41,265	39,000	81,100	20,000	-48.7%
38501 Unclaimed Property	20,255	10,600	10,600	10,600	0.0%
	\$ 1,827,071	\$ 1,803,700	\$ 1,392,846	\$ 1,376,500	-23.7%

GENERAL FUND REVENUES (continued)

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
TRANSFERS IN					
39215 Transfer from Gas Tax	2,727,837	3,269,615	3,269,615	3,637,705	11.3%
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	250,000	308,000	308,000	308,000	0.0%
39287 Transfer from Law Enforcement Grants	86,138	172,017	34,200	34,200	-80.1%
392989 Transfer from Disaster Fund	-	5,425,000	-	-	-100.0%
39665 Transfer from Telephone System Fund	3,658	-	-	-	0.0%
39809 Transfer from FIS Operations	-	151,000	151,000	151,000	0.0%
39920 Transfer from Sagency-CDA/Admin	51,484	54,502	54,502	9,469	-82.6%
	\$ 3,489,117	\$ 9,750,134	\$ 4,187,317	\$ 4,510,374	-53.7%
TOTAL REVENUES	\$ 78,814,999	\$ 84,218,215	\$ 82,624,960	\$ 84,847,179	0.7%

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 2021-22 accomplishments and FY 2022-23 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 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
PERSONNEL					
41010 Regular Salaries	30,440,675	34,125,855	31,088,589	34,914,308	2.3%
41020 Temporary Salaries - PR Only	320,322	335,200	304,821	360,000	7.4%
41030 Boards and Commissions	31,981	34,241	32,608	32,608	-4.8%
41040 Overtime	3,165,414	3,376,452	2,855,510	3,172,100	-6.1%
41050 Outside Assistance	-	-	-	50,000	0.0%
41200 Deferred Comp - 401k	376,289	426,520	358,804	432,439	1.4%
41210 Deferred Comp - 457	204,509	252,980	195,118	225,724	-10.8%
41300 Vision Care	82,208	95,977	87,181	95,910	-0.1%
41350 Disability	196,758	217,401	219,536	225,626	3.8%
41400 Group Insurance/Health	599,843	675,320	618,541	699,197	3.5%
41410 Maintenance Building/Grounds	-	527,366	-	476,281	-9.7%
41415 Flex Benefits	6,433,232	7,773,726	6,573,807	7,623,533	-1.9%
41420 CalPERS Health Admin Fee	20,084	25,764	19,164	26,505	2.9%
41450 Life Insurance	64,463	72,201	70,251	71,519	-0.9%
41500 Group Insurance/Dental	419,203	479,269	444,015	499,060	4.1%
41550 Section 125 Administration Fee	1,580	3,374	2,380	4,108	21.8%
41600 Retirement (PERS)	12,929,167	14,427,274	12,492,052	15,386,808	6.7%
41610 Retirement (PARS)	141,661	141,662	148,678	148,678	5.0%
41620 Retirement (HRA)	327,401	359,618	339,996	471,939	31.2%
41650 Medicare Tax	520,168	622,031	560,899	630,335	1.3%
41660 FICA	21,524	28,505	24,891	28,917	1.4%
41700 Workers' Compensation	3,337,376	3,469,775	3,469,775	3,478,954	0.3%
41800 Annual Leave Payout	1,944,962	2,200,000	706,221	2,200,000	0.0%
41801 Leave Accrual	(266,154)	-	-	-	0.0%
41860 Salary Reimbursements	(93,778)	(148,000)	(148,000)	-	-100.0%
41900 Salary Savings	-	(3,051,460)	-	(4,197,640)	37.6%
41950 Benefits Savings	-	(410,203)	-	(447,062)	9.0%
Subtotal - Personnel	61,218,886	66,060,847	60,464,837	66,609,846	0.8%
SUPPLIES & MATERIALS					
42100 Utilities	1,653,170	1,671,000	1,584,000	1,584,000	-5.2%
42130 Postage	14,678	67,400	75,000	76,100	12.9%
42150 Communications	614,558	884,290	725,137	960,723	8.6%
42200 Computer - Non Capital	4,250	3,100	3,000	19,300	522.6%
42230 Office Supplies	34,053	68,025	63,901	67,675	-0.5%
42235 Furnishings & Equip - Non Capital	22,793	31,600	30,000	42,800	35.4%
42300 Copiers	65,744	130,000	130,000	130,000	0.0%
42310 Rentals	4,070	9,725	8,625	9,725	0.0%
42410 Uniform/Clothing	326,182	447,690	350,086	451,801	0.9%
42420 Special Departmental Expense	185,337	228,600	218,300	250,600	9.6%
42430 Employee Recognition	-	-	-	30,500	0.0%
42440 Memberships and Dues	144,474	164,091	167,331	175,360	6.9%
42450 Subscriptions and Books	22,373	36,851	32,579	45,700	24.0%
42460 Advertising	43,063	48,339	48,139	48,139	-0.4%
42500 Fuel and Lubricants	486,310	743,000	622,050	749,000	0.8%
42510 Tires	57,111	61,400	61,400	61,400	0.0%
42550 Small Tools/Equipment	15,490	9,600	8,200	9,600	0.0%
42560 Operating Supplies	718,517	964,272	773,576	848,050	-12.1%

GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
SUPPLIES & MATERIALS (continued)					
42720 Travel, Conferences, Meetings	30,203	172,808	124,670	180,733	4.6%
42730 Training	86,441	133,549	114,626	152,200	14.0%
42760 POST Training	124,594	130,000	130,000	130,000	0.0%
42770 Recruitment	29,141	52,500	46,500	52,500	0.0%
42780 Investigations	7,156	6,500	4,600	9,000	38.5%
42790 Mileage	85,913	100,705	84,902	100,550	-0.2%
43010 Liability Insurance Premiums	3,541	5,400	3,300	5,400	0.0%
Subtotal - Supplies/Materials	4,779,161	6,170,444	5,409,922	6,190,856	0.3%
SERVICES					
44010 Professional/Special Services	1,357,941	1,901,525	1,531,277	1,891,583	-0.5%
44012 Outside Legal	61,959	172,280	241,356	225,000	30.6%
44015 COV Admin Fee	243,706	280,000	280,000	280,000	0.0%
44030 - Cloud Services	193,825	-	197,239	214,000	0.0%
44210 Animal Regulation	638,977	1,170,823	882,865	888,050	-24.2%
44310 Maintenance of Equipment	1,263,505	2,576,964	2,011,843	1,662,680	-35.5%
44410 Maintenance - Bldg. / Grounds	7,293	-	8,184	158,200	0.0%
44450 Landscape Maintenance Contract	677,119	1,035,000	926,200	930,000	-10.1%
44460 Tumbleweed Abatement	-	10,000	20,700	20,000	100.0%
44490 Other Contract Services	1,593,545	2,647,889	1,889,557	2,070,400	-21.8%
44492 GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 Other Insurance	1,021,400	1,174,610	1,174,610	1,245,100	6.0%
44840 Bad Debt Expense	3,417	-	-	-	0.0%
Subtotal - Services	7,086,886	10,993,291	9,188,032	9,609,213	-12.6%
REIMBURSED EXPENDITURES					
45201 Reimb from SHA-CDA.Housing Admin.	-	(212,656)	(212,656)	(212,656)	0.0%
45204 Reimb from HOME Grant	(16,069)	(40,000)	(40,000)	(40,000)	0.0%
45207 Reimb from SB2	-	(40,500)	-	-	-100.0%
45250 Reimb from Library	(319,500)	(439,876)	(439,876)	(439,876)	0.0%
45290 Reimb from CDBG	(110,209)	(113,738)	(113,738)	(142,582)	25.4%
45300 Reimb from Landscape Zones	(60,166)	-	-	-	0.0%
45700 Reimb from Sanitation	(2,946,000)	(2,994,120)	(2,994,120)	(2,994,120)	0.0%
45701 Reimb from San Connection Fees	(85,900)	(313)	(313)	(313)	0.0%
45702 Reimb from San Repl Reserve	(251,200)	(8,524)	(8,524)	(8,524)	0.0%
45750 Reimb from Transit	(1,707,600)	(1,911,753)	(1,911,753)	(1,911,753)	0.0%
45761 Reimb from WW8	(2,592,500)	(2,632,667)	(2,632,667)	(2,632,667)	0.0%
45762 Reimb from WW8 Cap Impr	(321,000)	(2,951)	(2,951)	(2,951)	0.0%
45763 Reimb from WW8 Repl Reserve	(129,100)	(25,710)	(25,710)	(25,710)	0.0%
45803 Reimb from Liability Insurance	(140,500)	(46,858)	(46,858)	(46,858)	0.0%
45805 Reimb from Workers Comp	(126,000)	(431,169)	(431,169)	(431,169)	0.0%
Subtotal - Reimbursed Expenditures	\$ (8,805,744)	\$ (8,900,835)	\$ (8,860,335)	\$ (8,889,179)	-0.1%

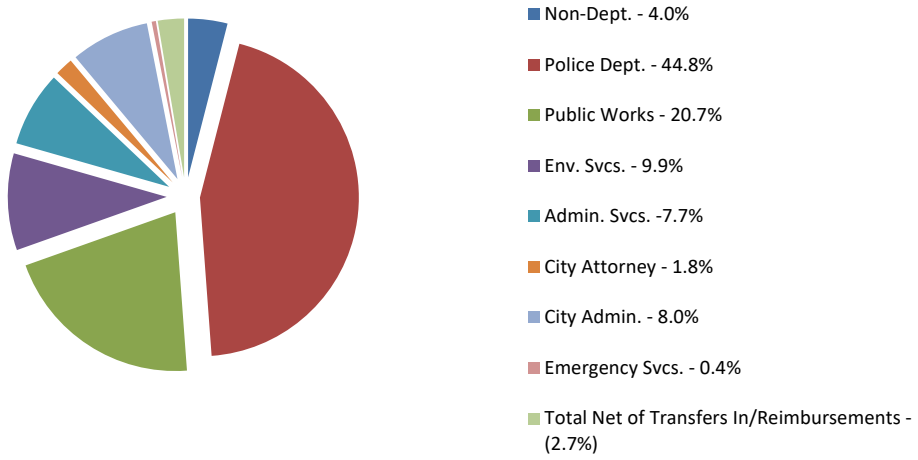
GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
CAPITAL OUTLAY					
47020 Furnishings & Equipment (Capital)	71,384	109,195	20,701	5,000	-95.4%
47030 Vehicles	-	-	-	-	0.0%
47040 Building Improvements	3,800	9,784	11,404	-	-100.0%
48800 Application Software	36	-	-	-	0.0%
Subtotal - Capital Outlay	\$ 75,220	\$ 118,979	\$ 32,105	\$ 5,000	-95.8%
TRANSFERS TO OTHER FUNDS					
49201 Transfer to SHAgency - Hsg Admin	429,924	131,687	131,687	-	-100.0%
49297 Transfer to Retiree Benefits	2,012,867	2,179,427	2,179,427	2,888,864	32.6%
49298 Transfer to Disaster	(100,000)	-	-	-	0.0%
49300 Transfer to Landscape	200,000	200,000	200,000	200,000	0.0%
49511 Transfer to DS 2014A Lease Rev	1,408,246	1,403,372	1,403,372	1,441,781	2.7%
49512 Transfer to DS 2016 CREBS	667,719	671,308	671,308	683,580	1.8%
49513 Transfer to DS 2017 Equip. Lease Agmt.	549,080	549,789	549,789	563,350	2.5%
49514 Transfer to DS 2018 Equip. Lease Agmt.	543,151	543,866	543,866	557,281	2.5%
49600 Transfer to Streets & Roads	18,000	5,955,000	530,000	2,680,000	-55.0%
49648 Transfer to CE Replacement	227,100	227,100	227,100	227,100	0.0%
49651 Transfer to Vehicle Replacement	451,400	379,000	379,000	914,000	141.2%
49655 Transfer to Public Facility Improv	-	20,000	20,000	486,500	2332.5%
49800 Transfer to Insurance Fund	-	-	-	500,000	0.0%
Subtotal - Transfers to Other Funds	\$ 6,407,486	\$ 12,260,549	\$ 6,835,549	\$ 11,142,457	-9.1%
TOTAL EXPENDITURES	\$ 70,761,896	\$ 86,703,275	\$ 73,070,110	\$ 84,668,192	-2.3%

FY 2020-21 Surplus Funds

49120	Transfer to Infrastructure Investment Fund	3,221,241
49121	Transfer to Retirement Obligation Fund	3,221,241
49122	Transfer to Contingency Fund	1,610,621

**FY 2022-23 Total Expenditures - By Department
Net of Transfers In & Reimbursements
\$84,668,192**



GENERAL FUND EXPENDITURES BY DEPARTMENT

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
CITY ADMINISTRATION					
Personnel	4,698,345	5,461,822	4,952,641	5,761,818	5.49%
Supplies	288,427	389,929	345,499	433,477	11.17%
Services	273,122	478,315	581,689	573,180	19.83%
Subtotal	\$ 5,259,895	\$ 6,330,067	\$ 5,879,829	\$ 6,768,475	6.93%
CITY ATTORNEY					
Personnel	1,371,274	1,368,194	1,419,063	1,454,558	6.31%
Supplies	26,058	36,700	21,500	37,700	2.72%
Services	32,910	51,570	26,500	61,100	18.48%
Subtotal	\$ 1,430,242	\$ 1,456,464	\$ 1,467,063	\$ 1,553,358	6.65%
ADMINISTRATIVE SERVICES					
Personnel	5,411,463	5,655,478	5,197,235	6,199,240	9.61%
Supplies	19,969	42,230	34,845	43,830	3.79%
Services	261,618	268,740	296,240	238,450	-11.27%
Subtotal	\$ 5,693,050	\$ 5,966,448	\$ 5,528,320	\$ 6,481,520	8.63%
ENVIRONMENTAL SERVICES					
Personnel	5,813,946	6,872,430	5,793,648	6,953,625	1.18%
Supplies	39,220	75,600	72,440	111,650	47.69%
Services	885,012	1,719,100	1,190,165	1,283,650	-25.33%
Subtotal	\$ 6,738,178	\$ 8,667,130	\$ 7,056,253	\$ 8,348,925	-3.67%
PUBLIC WORKS					
Personnel	10,145,284	11,726,342	9,411,225	12,105,287	3.23%
Supplies	2,051,847	2,608,495	2,247,850	2,357,051	-9.64%
Services	2,304,906	3,566,550	2,746,850	3,095,000	-13.22%
Subtotal	\$ 14,502,038	\$ 17,901,387	\$ 14,405,925	\$ 17,557,339	-1.92%
POLICE DEPARTMENT					
Personnel	33,480,664	35,669,377	33,162,509	35,969,178	0.84%
Supplies	1,076,930	1,430,615	1,240,890	1,480,600	3.49%
Services	335,818	507,364	319,338	501,400	-1.18%
Capital Outlay	68,025	118,979	31,945	5,000	-95.80%
Subtotal	\$ 34,961,436	\$ 37,726,336	\$ 34,754,682	\$ 37,956,178	0.61%
EMERGENCY SERVICES					
Personnel	96,463	309,744	313,838	321,524	3.80%
Supplies	15,751	27,800	26,926	30,200	8.63%
Services	5,000	14,600	11,767	12,200	-16.44%
Capital Outlay	7,195	-	160	-	0.00%
Subtotal	\$ 124,409	\$ 352,144	\$ 352,690	\$ 363,924	3.35%

GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
NON-DEPARTMENTAL					
Personnel	201,447	207,662	214,678	214,678	3.4%
Supplies	1,260,959	1,559,075	1,419,972	1,696,348	8.8%
Services	2,988,500	4,387,052	4,015,483	3,844,233	-12.4%
Capital Outlay	-	-	-	-	0.0%
Subtotal	\$ 4,450,906	\$ 6,153,788	\$ 5,650,133	\$ 5,755,259	-6.5%
PROJECTED SALARY & BENEFITS SAVINGS	-	(3,410,203)	-	(4,570,062)	34.0%
ANNUAL LEAVE PAYOUT	-	2,200,000	-	2,200,000	0.0%
TRANSFERS TO OTHER FUNDS					
To CDA Housing Successor	429,924	131,687	131,687	-	0.0%
To Retiree Benefits Fund	2,012,867	2,179,427	2,179,427	2,888,864	32.6%
To Disaster Fund	(100,000)	-	-	-	0.0%
To Landscape Augmentation Fund	200,000	200,000	200,000	200,000	0.0%
To Debt Service Fund	3,168,195	3,168,335	3,168,335	3,245,993	2.5%
To Streets & Roads	18,000	5,955,000	530,000	2,680,000	0.0%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	0.0%
To Vehicle Replacement Fund	451,400	379,000	379,000	914,000	100.0%
To Public Facility Improvement	-	20,000	20,000	486,500	100.0%
To GL Insurance Fund	-	-	-	500,000	0.0%
	\$ 6,407,486	\$ 12,260,549	\$ 6,835,549	\$ 11,142,457	-9.1%
REIMBURSED EXPENDITURES & TRANSFERS IN					
From SHA-CDA.Housing Admin.	-	(212,656)	(212,656)	(212,656)	
From HOME Grant	(16,069)	(40,000)	(40,000)	(40,000)	0.0%
From SB2	-	(40,500)	-	-	
From Library	(319,500)	(439,876)	(439,876)	(439,876)	0.0%
From CDBG	(110,209)	(113,738)	(113,738)	(142,582)	25.4%
From Landscape Zones	(60,166)	-	-	-	#DIV/0!
From Sanitation Operating Fund	(2,946,000)	(2,994,120)	(2,994,120)	(2,994,120)	0.0%
From Sanitation Capital Fund	(85,900)	(313)	(313)	(313)	100.0%
From Sanitation Repl. Reserve	(251,200)	(8,524)	(8,524)	(8,524)	100.0%
From Transit	(1,707,600)	(1,911,753)	(1,911,753)	(1,911,753)	0.0%
From Waterworks Operating Fund	(2,592,500)	(2,632,667)	(2,632,667)	(2,632,667)	0.0%
From Waterworks Capital Fund	(321,000)	(2,951)	(2,951)	(2,951)	100.0%
From Waterworks Repl. Reserve	(129,100)	(25,710)	(25,710)	(25,710)	100.0%
From Liability Fund	(140,500)	(46,858)	(46,858)	(46,858)	0.0%
From Workers' Compensation Fund	(126,000)	(431,169)	(431,169)	(431,169)	0.0%
	\$ (8,805,744)	\$ (8,900,835)	\$ (8,860,335)	\$ (8,889,179)	-0.1%
TOTAL EXPENDITURES	\$ 70,761,896	\$ 86,703,275	\$ 73,070,110	\$ 84,668,192	-2.3%
FY 2020-21 Surplus Funds					
Transfer to Infrastructure Investment Fund				3,221,241	
Transfer to Retirement Obligation Fund				3,221,241	
Transfer to Contingency Fund				1,610,621	

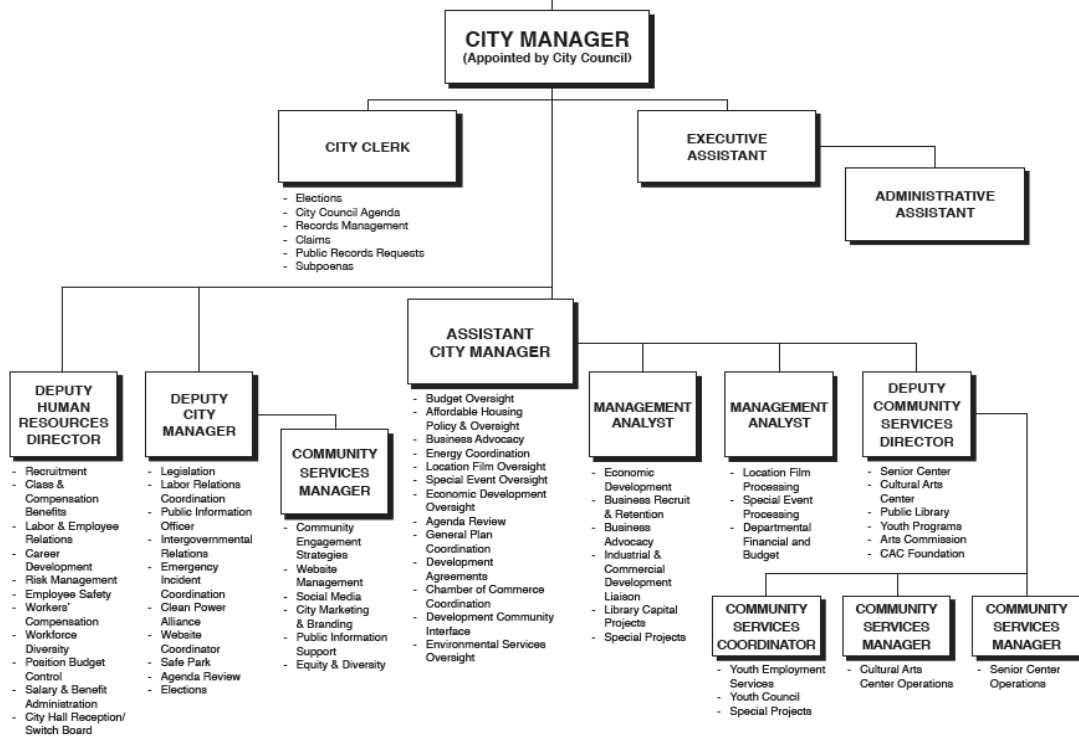
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CITY OF SIMI VALLEY

CITY ADMINISTRATION DEPARTMENT

SIMI VALLEY CITY COUNCIL



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 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
City Council	109,216	143,712	134,941	146,278
City Manager	1,882,954	2,263,345	2,050,712	2,402,902
Human Resources	1,432,168	1,618,135	1,715,986	1,780,540
City Clerk	499,199	664,890	570,585	720,022
Senior Services	829,814	899,604	777,617	937,665
Cultural Arts Center	344,770	569,013	463,344	605,711
Youth Employment Services	161,774	171,366	166,645	175,356
TOTAL	\$ 5,259,895	\$ 6,330,067	\$ 5,879,829	\$ 6,768,475

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,627,213	3,115,071	2,776,967	3,276,525	5.2%
41020 - Temporary Salaries - PR Only	74,420	118,000	117,764	130,000	10.2%
41040 - Overtime	8,523	22,900	5,400	17,000	-25.8%
41200 - Deferred Comp - 401k	49,930	57,461	52,455	59,861	4.2%
41210 - Deferred Comp - 457	22,211	23,660	20,274	20,080	-15.1%
41300 - Vision Care	6,007	8,757	7,078	8,460	-3.4%
41350 - Disability	16,817	20,415	20,336	22,813	11.7%
41400 - Group Insurance/Health	46,821	61,896	56,078	64,493	4.2%
41415 - Flex Benefits	524,226	680,151	586,231	666,309	-2.0%
41420 - CalPERS Health Admin Fee	2,894	2,259	2,259	3,000	32.8%
41450 - Life Insurance	6,455	7,763	7,286	7,771	0.1%
41500 - Group Insurance/Dental	29,538	40,796	33,651	41,250	1.1%
41550 - Section 125 Administration Fee	318	609	541	655	7.6%
41600 - Retirement (PERS)	926,827	1,053,616	998,970	1,168,291	10.9%
41620 - Retirement (HRA)	21,634	32,401	27,133	32,401	0.0%
41650 - Medicare Tax	42,610	56,742	51,420	58,968	3.9%
41660 - FICA	9,341	12,916	13,240	12,534	-3.0%
41700 - Workers' Compensation	127,916	146,408	146,408	171,407	0.0%
41800 - Leave Accrual	178,040	-	29,149	-	0.0%
41801 - Leave Accrual Contra Account	(23,394)	-	-	-	0.0%
42130 - Postage	-	2,500	-	1,200	-52.0%
42150 - Communications	1,749	2,160	2,160	4,020	86.1%
42200 - Computer - Non Capital	742	2,300	2,200	2,500	8.7%
42230 - Office Supplies	12,891	19,125	19,531	17,325	-9.4%
42235 - Furnishings & Equip - Non Cap	358	2,000	-	2,000	0.0%
42420 - Special Departmental Expense	85,303	105,000	105,000	140,000	0.0%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	10,786	8,991	8,648	9,460	5.2%
42450 - Subscriptions and Books	2,806	8,051	8,019	8,300	3.1%
42460 - Advertising	36,433	41,939	41,939	41,939	0.0%
42550 - Small Tools and Equipment	9,018	-	-	-	0.0%
42560 - Operating Supplies	44,479	28,000	25,560	29,700	6.1%
42720 - Travel, Conferences, Meetings	4,934	67,108	36,690	73,133	9.0%
42730 - Training	19,703	29,500	26,800	29,800	1.0%
42770 - Recruitment	15	10,000	10,000	10,000	0.0%
42790 - Mileage	59,212	63,255	58,952	63,100	-0.2%
44010 - Professional/Special Services	230,448	371,469	366,953	423,144	13.9%
44012 - Outside Legal	38,082	101,810	210,000	145,000	42.4%
44310 - Maintenance of Equipment	1,176	5,036	4,736	5,036	0.0%
44840 - Bad Debt Expense	3,417	-	-	-	0.0%
TOTAL	5,259,895	6,330,067	5,879,829	6,768,475	6.9%

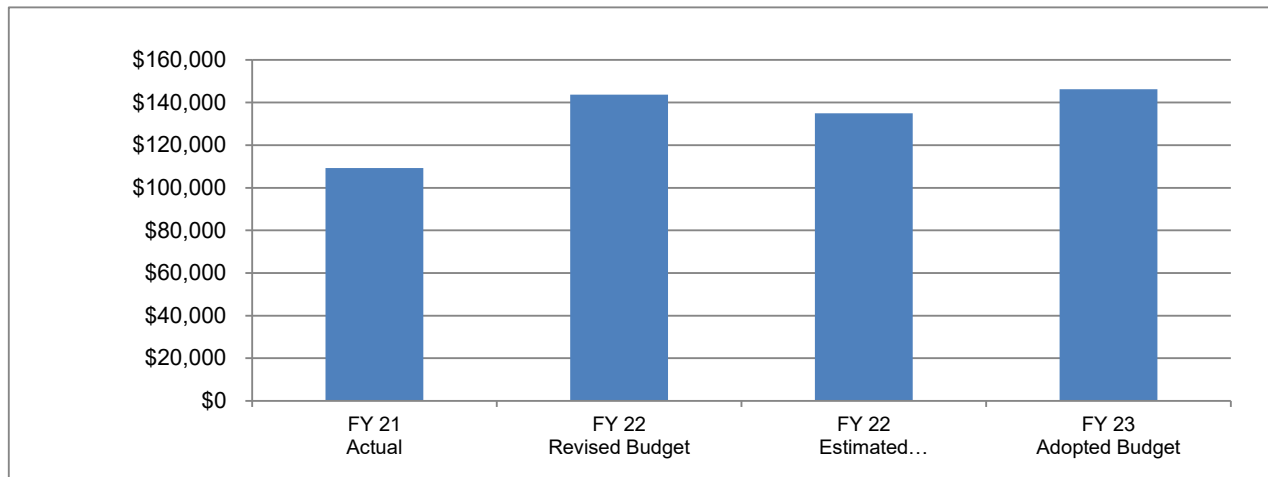
City Council - 1001105

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 began with the November 2020 election for Districts 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$109,216	\$143,712	\$134,941	\$146,278



BUDGET ADJUSTMENTS

Newly Elected Official's Conference	\$ 4,500
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**CITY ADMINISTRATION
FY2022-23 POLICY ITEM**

TITLE: Newly Elected Official's Conference
AMOUNT : \$4,500
ACCOUNT: 1001105-42720
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$4,500
TOTAL:	<hr/> \$4,500

With the end of year 2022 election occurring in FY 2022-23, the City will need to budget for the League of California Cities conference for the newly elected Mayor and Council Members to attend the orientation conference for newly elected officials in January 2023, which is typically held in Sacramento. Additional funds of \$4,500 is needed for conference, lodging, and airfare expenses.

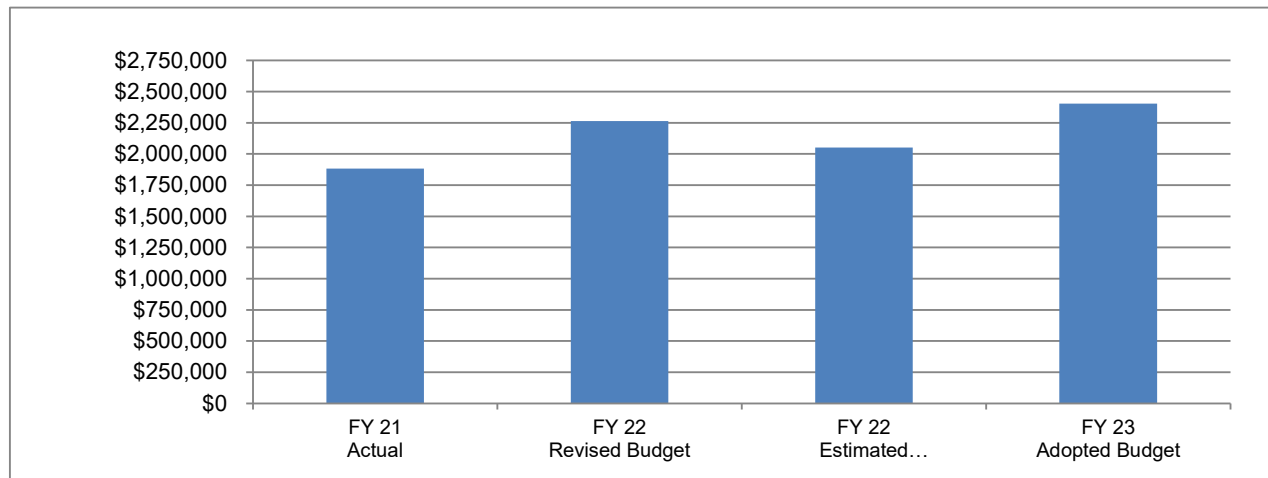
City Manager's Office - 1001125

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$1,882,954	\$2,263,345	\$2,050,712	\$2,402,902



BUDGET ADJUSTMENTS

Travel / Conferences	\$	8,925
Reclass Administrative Assistant to Management Analyst	\$	5,400

City Manager's Office (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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.
- Launched the Biannual Economic Update e-Newsletter to provide key economic data to the business community.
- Conducted a Mental Health Forum in conjunction with Ventura County Behavioral Health, local health care agencies, and several other local non-profits in effort to educate the community on mental health services available.
- Commenced construction installing a 10 Gig enabled fiber optic network that will service all 47,600 homes and businesses in the City. Expanded and enhanced the City's general government social media activity and provide timely and topical information to the public.
- 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.
- Coordinated a cross-departmental team to update and launch a redesigned City website that improves communication to residents and businesses, provides an enhanced user experience, easier ADA compliance, and provides for translation to multiple languages.
- Launched the new City Focus e-Newsletter to provide information to the public on City events, activities, projects, and programs.
- Coordinated the first virtual State of the City.
- Initiated an Economic Development Strategic Plan for the City.

GOALS FOR FY23

- Evaluate departmental staffing levels within the City in order to provide effective an efficient level of service to the residents and business sector.
- 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.
- Continue process improvements in the delivery of services internally and externally to ensure sound fiscal management of the City and transparency to the public.
- Launch a text communication tool to enhance communication with residents.

**CITY ADMINISTRATION
FY2022-23 POLICY ITEM**

TITLE: Increase in Travel/Conferences
AMOUNT : \$8,925
ACCOUNT: 1001125-42720
PRIORITY: 6

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$8,925
TOTAL:	<hr/> \$8,925

Due to the ongoing pandemic and surge in COVID-19 cases throughout FY 2021-22, conferences were either cancelled or moved to on-line platforms during FY 21-22. Staff members are in need of attending professional conferences related to the expansion of the City's social media platform, economic development, and legislative analysis in the upcoming FY 22-23. The budget reflects pre-COVID-19 conference/travel activity for City Manager staffing.

**CITY ADMINISTRATION
FY2022-23 POLICY ITEM REQUEST**

TITLE: Reclass Administrative Assistant to Management Analyst
AMOUNT : \$5,400
ACCOUNT: 1001125-41010 Salaries and Benefits
PRIORITY: 7

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$5,400
TOTAL:	<hr/> \$5,400

The City Manager's Office is requesting the reclass of the Administrative Assistant to a Management Analyst. The incumbent has been working at the Management Analyst level by assisting the Environmental Services Department with the implementation of SolarAPP+ and EnerGov for automatic permit issuance of certain solar installations, minor electrical permits, and similar permits. The implementation of application approvals and permit issuance programs require ongoing communication between the Department and consultants, development and implementation of testing plans, documentation and resolution of issues from testing, collection of appropriate fees, and training in use of the software by both internal and external staff after these systems are live.

It is expected that this type of work will be ongoing as business functions continue to be entered and maintained in electronic systems versus paper processes.

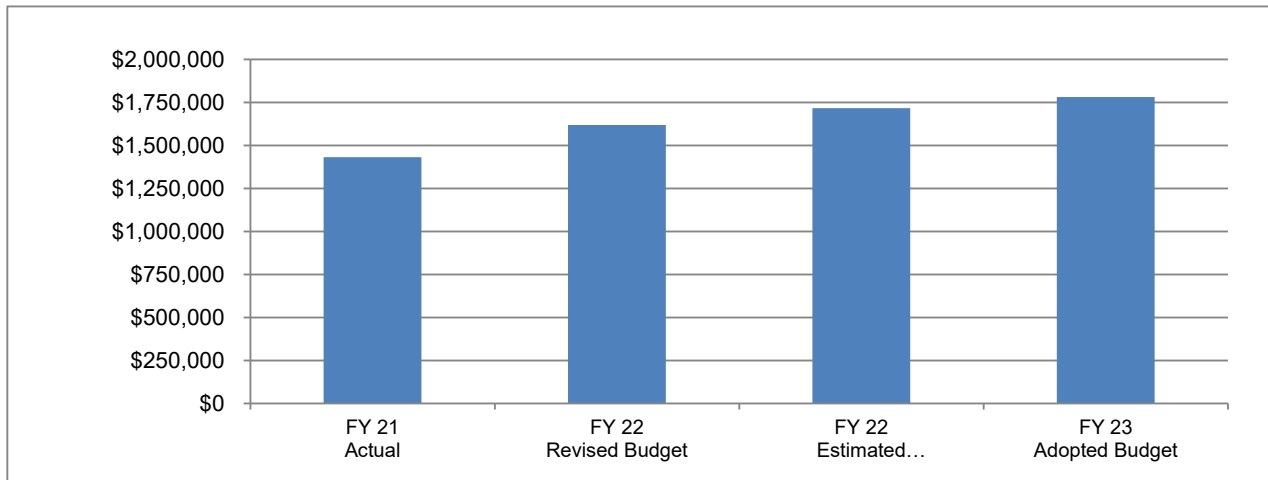
Human Resources Division - 1001126

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$1,432,168	\$1,618,135	\$1,715,986	\$1,780,540



BUDGET ADJUSTMENTS

Outside Legal	\$	60,000
Professional Services	\$	67,800

Human Resources Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Successfully negotiated with General Unit, Police Officers' Association, Police Managers' Association, Confidential Management, and Unrepresented Management groups resulting in approved labor agreements until June 2023.
- Initiated 69 recruitments to fill vacant positions, processed 1,746 employment applications, conducted 25 oral appraisal boards, and proctored 4 written examinations. Provided employment orientation to 63 new employees or existing employees for promotional benefits, and conducted 35 exit meetings for separating employees.
- Opened 6 new employee relations investigations and closed 4 employee relations investigations during the fiscal year with anticipation of closing 3 more by fiscal year-end.
- Ensured the completion of required biennial Harassment Prevention training for all employees.
- Completed major revisions and updates of the Simi Valley Transit Coach Operators Manual in coordination with members of the Transit Division of the Public Works Department and Service Employees International Union, Local 721.
- Provided 12 employee trainings and education sessions consisting of 23 hours, with 258 participants through March 9, 2022.
- Coordinated 40 Americans with Disabilities Act (ADA) interactive process exchanges with City employees.
- Opened 42 new workers' compensation claims and closed 40 claims; settled 17 claims (through February 2022).
- Effectively implemented required COVID workplace rules and regulations.

GOALS FOR FY23

- Continue to provide employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Continue to refine the implementation of the 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 ADMINISTRATION
FY2022-23 POLICY ITEM**

TITLE: Increase in Outside Legal Line Item
AMOUNT : \$115,000
ACCOUNT: 1001126-44012
PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$60,000
TOTAL:	<hr/> \$60,000

Given recent history in expenditures for the Human Resources Division during the 2021-2022 Fiscal Year, it is anticipated that ongoing and new claims will increase this line item to approximately \$145,000 this next fiscal year.

**CITY ADMINISTRATION
FY2022-23 POLICY ITEM**

TITLE: Increase in Professional Services Line Items
AMOUNT : \$67,800
ACCOUNT: 1001126-44010
PRIORITY: 5

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Negotiations Support	\$30,000
Pension (PERS) Actuarial Study	\$22,800
Interactive Process Consultant	\$10,000
Insurance Claims Support	\$5,000
TOTAL:	\$67,800

The following areas are experiencing expenditure increases:

(1) Negotiations Support. Per the recommendation of the City Manager, additional legal support in the amount of \$30,000 may be required for the next round of negotiations that will begin for expiring contracts in 2023 for a total of \$40,000.

(2) PERS Actuarial Study. This actuarial study is required every other year, adding another \$22,800 expenditure in the FY 2022-23 budget that was not included in FY 2021-22, for a total of \$25,000.

(3) Interactive Process Consultant. An additional \$10,000 is being requested to cover additional complex cases due to COVID.

(4) Insurance Claims Support. New budget line item for \$5,000 to address investigative costs into liability claims against the City.

City Clerk's Office - 1001130

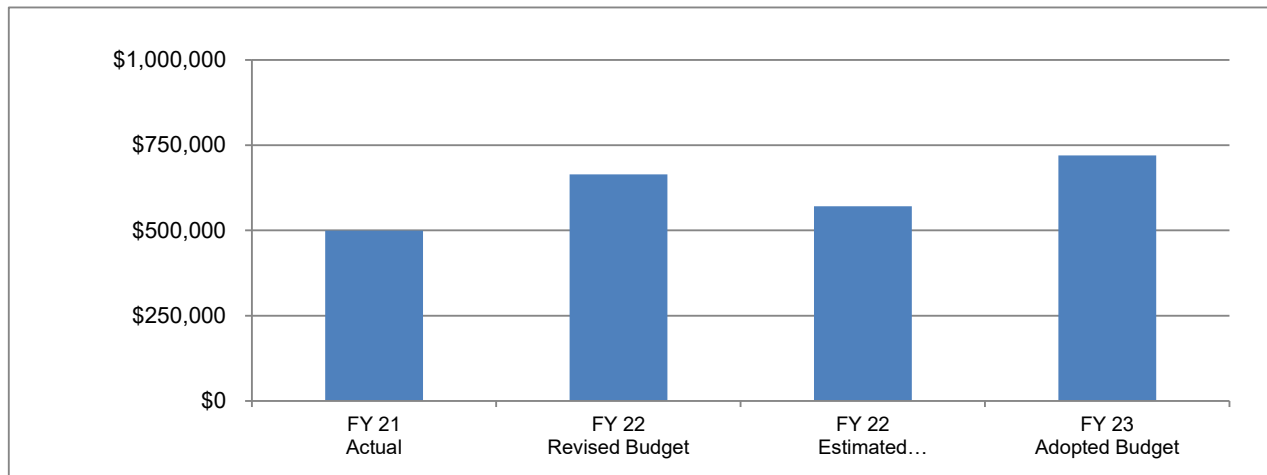
OVERVIEW

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$499,199	\$664,890	\$570,585	\$720,022



BUDGET ADJUSTMENTS

2022 Elections	\$ 35,000
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City Clerk's Office (continued)

KEY ACCOMPLISHMENTS IN FY22

- Managed and coordinated the redistricting process as required by the State following the 2020 Census.
- Successfully completed the FAIR MAPS ACT which was adopted by the California legislature January 1, 2020.
- Implemented the “post card” public hearing notice mail outs.
- Created naming conventions and began a digitizing project for all recorded documents dating back to incorporation of the City.
- Prepared more than 169 agenda items, over 300 pages of minutes, and completed follow-up for more than 14 ordinances, 67 resolutions, and 82 contracts/agreements and associated amendments.
- Processed more than 230 Public Records Act requests, 70 legal advertisements, 10 complaints, 48 claims, 5 bankruptcies, and 5 subpoenas.
- Process over 17 Campaign Finance Statements.
- Prepared over 413 file records for destruction.
- Coordinated and managed annual Statement of Economic Interest (Form 700) filings for over 162 required filers Citywide.
- Reviewed and published two updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.

GOALS FOR FY23

- Prepare the 2022 General Municipal Election Candidate Manual for use by individuals seeking elective office.
- Implement the “PEAK” Agenda Management to improve the efficiency of the internal workflow for agenda management.
- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal workflow Public Records Act requests.
- Continue to investigate costs to update the City's Records Retention Schedules and look in to a Records Management Program.
- Coordinate a Citywide records disposal event to destroy obsolete records in accordance with the City's Records Retention Schedule.
- Continue working on ways to streamline the current file indexing process.

**CITY ADMINISTRATION
FY2022-23 POLICY ITEM**

TITLE: Additional Funds for the 2022 Elections
AMOUNT : \$35,000
ACCOUNT: 1001130-42420
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Additional funds for the 2022 election	\$35,000
TOTAL:	\$35,000

Assumption for End -of-Year 2022 election cost estimate received from County for District Elections 2 and 4 is \$31,000, and Mayor is \$55,000, plus legal publication costs will total to \$95,000. The City Clerk will need to increase their funding for this line item as the prior year's budget amount of \$60,000 is the base budget for the new fiscal year. Additional funds of \$35,000 is needed for the City Clerk's budget in order to fund upcoming election costs in the 2022-23 year.

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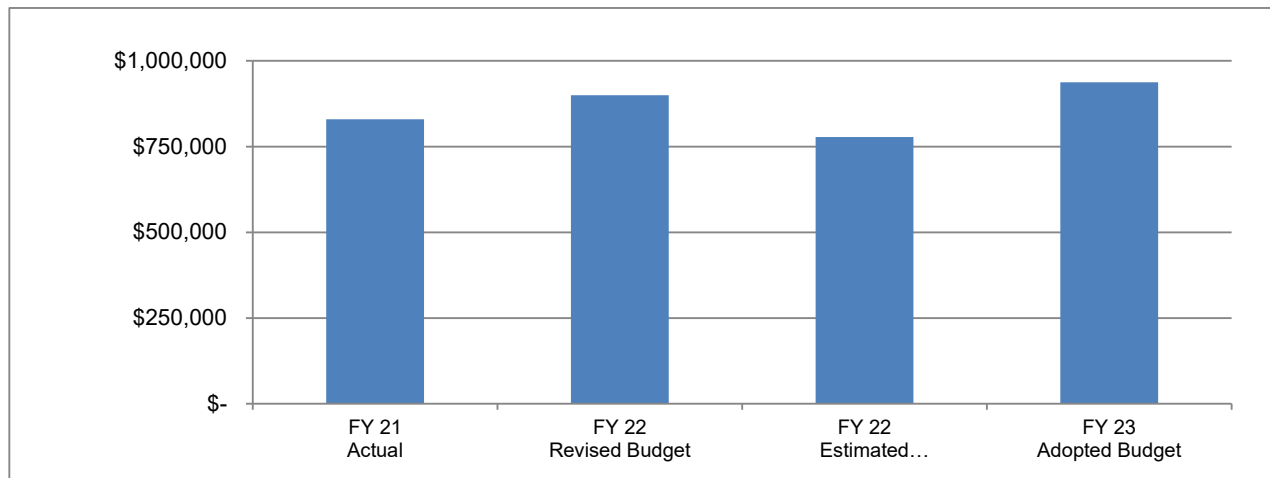
CITY OF SIMI VALLEY

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 829,814	\$ 899,604	\$ 777,617	\$ 937,665



BUDGET ADJUSTMENTS

None

Senior Services (continued)

KEY ACCOMPLISHMENTS IN FY22

- Served over 80,000 Home and Congregate Delivered Meal services as a result of COVID-19 during the closure of the Senior Center.
- Implemented procedures that allowed the Senior Center to safely open and offer a hybrid congregate meal program, which featured an in-person and pick-up option to accommodate all seniors.
- Developed virtual programming to increase engagement with the senior community during the temporary closure of the Senior Center caused by the COVID-19 mandated shutdown.
- Completed interior paint, carpeting, and patio lighting projects, which enhanced the appearance of the Senior Center.
- Introduced new attendance tracking software to help evaluate facility usage and programming trends, as well as help the Senior Center better respond to COVID-19 related safety concerns.
- In collaboration with the Council On Aging, solicited and procured new furniture for the Senior Center.
- Partnered with local organizations on various special events and fundraisers, including the Wellness Expo, Thanksgiving Dinner, and Easter Breakfast, which increased public engagement.
- Partnered with local service providers to bring much needed resources and programs to seniors after an 18-month closure of the Senior Center.
- Enhanced meal variety in the Senior Nutrition program, adding 5 new menu items to the program, in response to food industry changes and shortages.

GOALS FOR FY23

- Evaluate, prioritize, and initiate facility projects, including MPR floor refinishing, bathroom renovation, patio cover, and audio visual equipment upgrades.
- Collaborate with community partners including Rancho Simi Recreation and Park District, Ventura County Area Agency on Aging, and the Simi Valley Public Library to expand on educational and social offerings at the Senior Center.
- Partner with the Council On Aging to evaluate needs assessment survey and create a plan to address identified needs.
- 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 one-on-one counseling on resources and other supportive programs and services focused on providing seniors with maximum independence, including housing, nutrition and employment services.

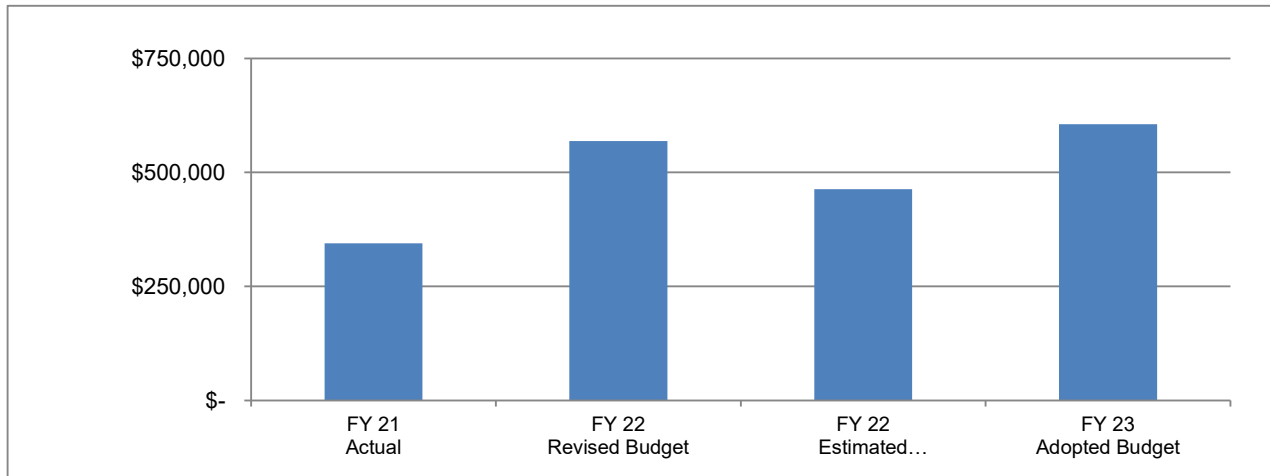
Cultural Arts Center - 1002310

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. During 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 344,770	\$ 569,013	\$ 463,344	\$ 605,711



BUDGET ADJUSTMENTS

Reclass Theater Technician I/II to Cultural Arts Center Technical Coordinator	\$	44,300
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Cultural Arts Center (continued)

KEY ACCOMPLISHMENTS IN FY22

- Added touchless technology to CAC Box Office ticketing system and restroom facilities.
- Secured a \$349,000 Shuttered Venues Operators Grant to aid in COVID-19 recovery for the CAC.
- Created and implemented a 5 year Strategic Plan for the CAC.
- Created a plan for the CAC to recover from the economic and social fallout resulting from COVID-19 while adapting to meet evolving community needs to better serve the Simi Valley and surrounding community.
- Presented an outdoor craft and gift fair, three Mainstage productions, two rental productions, monthly Acoustic Rock Tribute Concerts, two Elvis Tribute Concerts, a New Year's Eve Gala Comedy Show and a Classical Guitar Duo concert.
- Hosted a series of Ventura County Theater community roundtable workshops 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.
- Collaborated with the Youth Council and Neighborhood Council on a variety of events including the Youth Council Talent Show and a Neighborhood Council meeting.
- Developed an Arts Recovery Grant to help local arts organizations and non-profits access use of the CAC through rental subsidy grants.
- Launched the inaugural SVCAC produced Youth Summer Arts Education Camp providing Arts in Education opportunities for local youth.

GOALS FOR FY23

- Expand the Arts Recovery Grant to encourage use of the CAC by local arts organizations and non-profits through rental subsidies.
- Through the Simi Valley VIRTUAL Arts Center platform, increase virtual programming, marketing, and fundraising in combination with targeted programming events.
- Expand SVCAC's Youth Arts in Education offerings to include summer camp, Spring Break camp and Saturday morning classes.
- Through outreach increase community usage of the Mainstage and Downstage Theater/Community Room for recitals, workshops, productions, concerts, and meetings to area producers, schools, dance and music conservatories, and performing groups.
- 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

**CITY ADMINISTRATION / CULTURAL ARTS CENTER
FY2022-23 POLICY ITEM REQUEST**

TITLE: Reclassify Theater Technician I/II to CAC Technical Coordinator
AMOUNT : \$44,300
ACCOUNT: 1002310-various Salaries and Benefits
PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
Reclassify Theater Technician I/II to CAC Tech Coordinator	\$44,300
TOTAL:	\$44,300

The City Manager's Office is requesting a reclassification of Theater Technician I/II to CAC Technical Coordinator. It is proposed to reclassify Theater Technician I/II (Position #406628541) to CAC Technical Coordinator. The salary difference between the two positions is \$33,650 annually, however, the Theater Technician I/II is a General Unit Position and the position of CAC Technical Coordinator is a Management Position. With benefits the cost difference is approximately \$44,300. The incumbent in the position separated from the position in August of 2020. Due to COVID-19 the Cultural Arts Center (CAC) was closed and the position remained vacant. In preparation to open the CAC, recruitment efforts to fill a Theater Technician II began in February of 2021. The recruitment had to be extended several times due to applicants not meeting the requirements needed for this position. The CAC received feedback from theater industry professionals regarding the recruitment ads stating that the salary offered was drastically out of range with the duties as outlined in the job description. In June of 2021, CAC staff interviewed 3 candidates and an offer is pending. The candidate ultimately declined the position due to the salary. After discussions with the Assistant City Manager, another recruitment was initiated under the CAC Technical Coordinator classification. In November of 2021, staff interviewed three candidates and is currently negotiating salary for the incumbent to start in January. The reclassification of this position to CAC Technical Coordinator will recognize the needs of the Division to have more flexibility in assignment of tasks that are more complex and also have the flexibility in scheduling the work scheduled as needed. The CAC Technical Coordinator is an integral part of the CAC's management team and ensures the safe and efficient operation of the Simi Valley Cultural Arts Center's two theaters (Mainstage and Downstage) including effective management of its equipment and personnel. The CAC Technical Coordinator supervises all technical needs for in-house SVCAC and visiting organizations/rental productions and has the daily responsibility for the technical operations of the theater, including lighting, sound, set construction, projections, virtual streaming and coordinating necessary maintenance. The anticipated duties of this position include : Managing all technical aspects of performances, meetings, virtual events; Maintaining equipment, ordering materials and managing the tech budget; Training and supervising all tech personnel, interns and volunteers; Assisting and working with all renters and users of the facility; Assisting in the development and implementation of policies and procedures related to the theater and stage; Serving as in-house advisor and liaison to manage IT for all matters pertaining to IT/computer systems, phones, A/V equipment, and virtual streaming equipment and software; Serving as onsite staff representative for all events and providing technical assistance where needed; Serving as Production Manager for all SVCAC produced events including potentially designing/building of sets, lighting and sound for productions and concerts. This position is also responsible for ensuring building wide safety procedures are implemented and followed, utilizing and enforcing proper safety practices and procedures in terms of all equipment as well as health and safety protocols.

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CITY OF SIMI VALLEY

Youth Services - 1002240

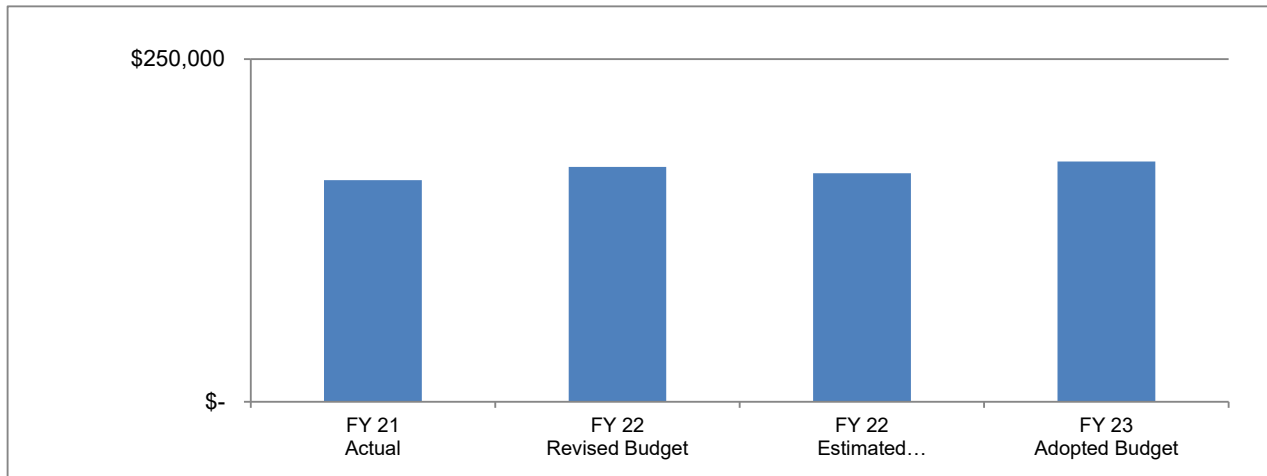
OVERVIEW

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, programming to promote the spirit of entrepreneurship 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 161,774	\$ 171,366	\$ 166,645	\$ 175,356



BUDGET ADJUSTMENTS

None

Youth Services (continued)

KEY ACCOMPLISHMENTS IN FY22

- Developed the 2021-22 Youth Council Work Plan and created Ad Hoc Committees to address mental health issues; sexual violence; discrimination; and Wi-Fi access issues on school campuses for educational use.
- Organized prevention campaigns to address issues facing youth, including a suicide prevention, stop bullying, mental health, tobacco and substance use prevention event, 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 2022 Youth Symposium, combining the youth Council's annual Youth Summit and Youth Town Hall events, providing youth an opportunity to engage civically, and creating an opportunity for youth to share their concerns with local elected officials and community leaders.
- 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.
- Coordinated a YES Job and Career Fair, connecting job-ready youth and adults with employers in partnership with the Simi Valley Chamber of Commerce and Simi Valley Public Library.
- Collaborated with community partners and other City departments, including BRITE Youth, 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

GOALS FOR FY23

- 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 2022-23 term and ensure the youth maintain their voice in local government.
- 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.

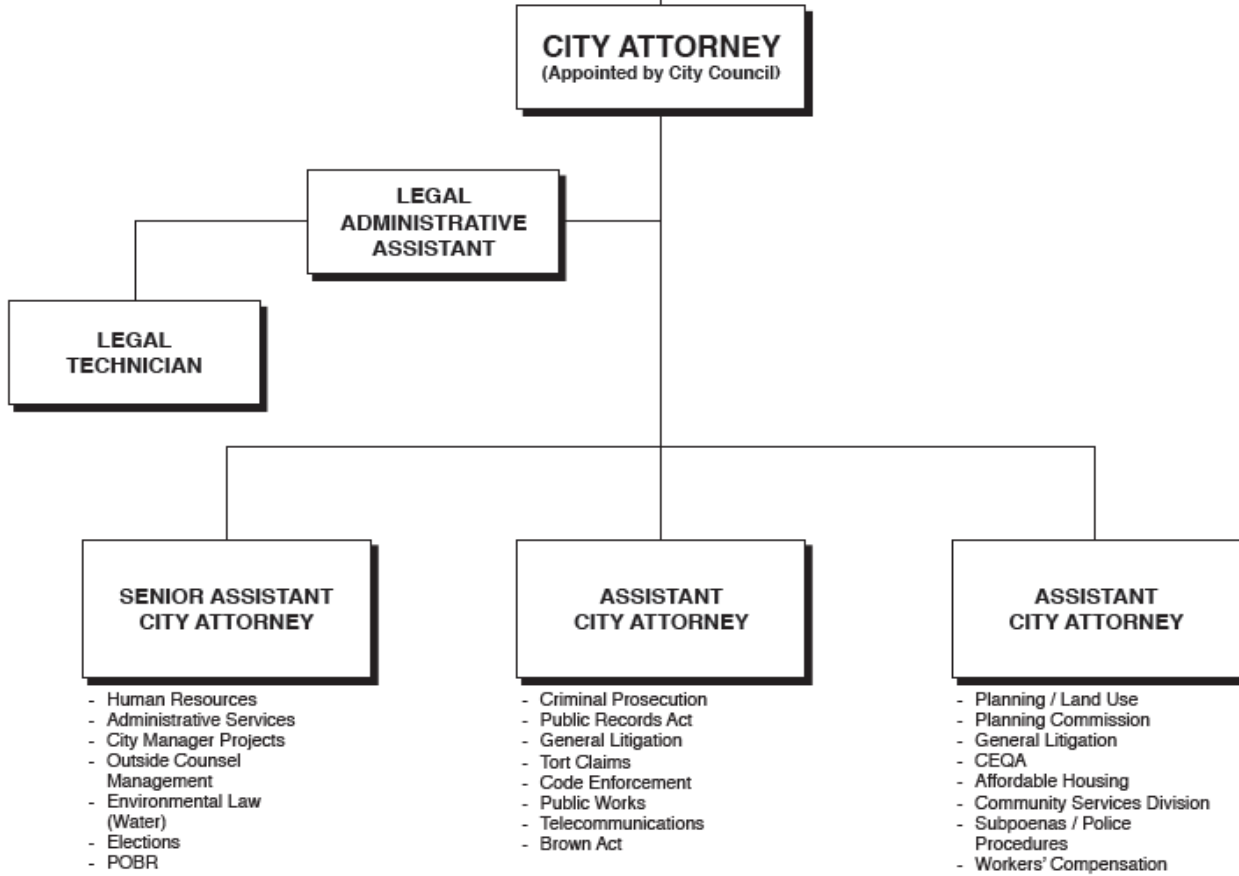
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CITY OF SIMI VALLEY

CITY ATTORNEY

SIMI VALLEY CITY COUNCIL



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 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, including the Planning Commission, 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 needed and requested.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
City Attorney	\$ 1,430,242	\$ 1,456,464	\$ 1,467,063	\$ 1,553,358

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	802,801	824,827	824,827	834,072	1.1%
41050 - Outside Assistance	-	-	-	50,000	0.0%
41200 - Deferred Comp - 401k	13,278	12,780	12,780	12,780	0.0%
41210 - Deferred Comp - 457	621	1,820	1,820	520	0.0%
41300 - Vision Care	1,420	1,440	1,440	1,440	0.0%
41350 - Disability	5,808	5,949	5,949	6,635	11.5%
41400 - Group Insurance/Health	10,020	10,296	10,296	10,728	4.2%
41415 - Flex Benefits	142,098	151,951	151,951	153,382	0.9%
41420 - CalPERS Health Admin Fee	-	496	496	496	0.0%
41450 - Life Insurance	2,092	2,201	2,201	1,159	0.0%
41500 - Group Insurance/Dental	6,218	6,318	6,318	7,137	-47.3%
41550 - Section 125 Administration Fee	42	42	42	91	0.0%
41600 - Retirement (PERS)	282,280	285,144	285,144	306,094	116.7%
41620 - Retirement (HRA)	11,875	12,000	12,000	12,000	7.3%
41650 - Medicare Tax	12,812	14,163	14,163	14,318	0.0%
41700 - Workers' Compensation	33,439	38,767	38,767	43,705	1.1%
41800 - Leave Accrual	48,938	-	50,869	-	12.7%
41801 - Leave Accrual Contra Account	(2,470)	-	-	-	0.0%
42150 - Communications	-	800	-	800	0.0%
42230 - Office Supplies	316	2,300	2,000	2,300	0.0%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	2,480	2,600	2,000	2,600	0.0%
42450 - Subscriptions and Books	9,694	10,500	10,000	10,500	0.0%
42720 - Travel, Conferences, Meetings	1,640	4,500	1,500	4,500	0.0%
42730 - Training	4,501	5,500	3,500	5,500	0.0%
42790 - Mileage	7,427	10,500	2,500	10,500	0.0%
44010 - Professional/Special Services	9,747	13,600	11,000	13,600	0.0%
44012 - Outside Legal	23,163	37,970	15,500	47,500	0.0%
TOTAL	1,430,242	1,456,464	1,467,063	1,553,358	6.7%

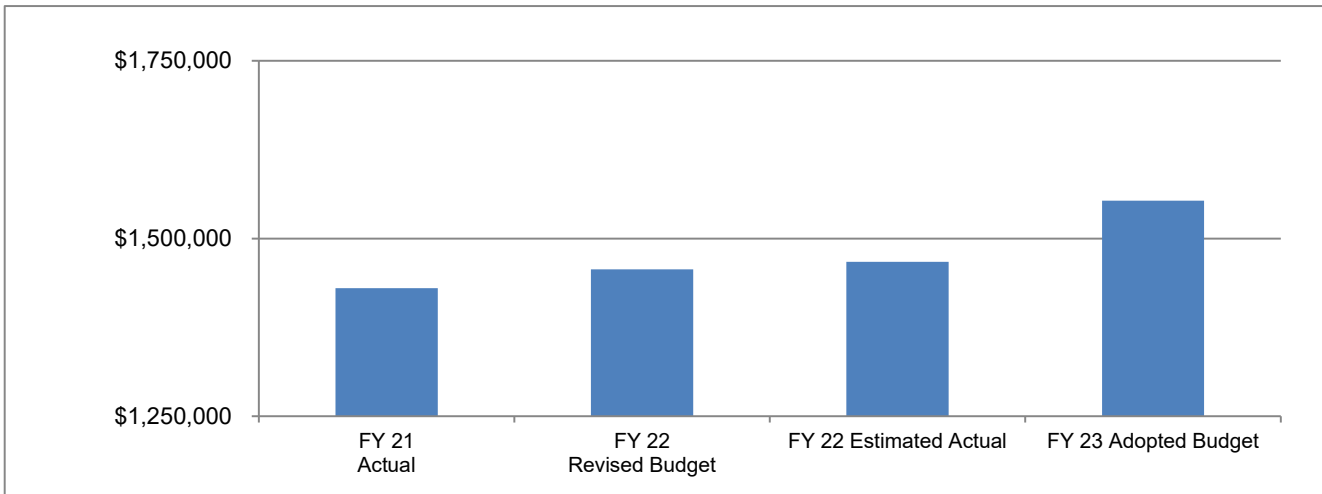
City Attorney's Office - 1001205

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 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,430,242	\$ 1,456,464	\$ 1,467,063	\$ 1,553,358



BUDGET ADJUSTMENTS

Reclass Assistant City Attorney to Sr. Assistant City Attorney	\$	19,770
Outside Legal	\$	15,000
Outside Assistance	\$	50,000

City Attorney's Office (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 257 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 cases (on the City's behalf) to recover property damage caused by third parties.
- Assisted in the processing of 36 subpoenas served on the City.
- Investigated and made recommendations on 34 new claims, and managed the administration and closing of over 46 pending claims.
- Managed or directly handled an average of approximately 16 civil court matters.
- Managed or directly handled 18 Weapons Forfeiture Petitions and 6 Gun Violence Restraining Orders.
- Provided direction to the City Council on matters related to the cleanup efforts at the Santa Susana Field.
- Filed 15 misdemeanor criminal cases and 0 infraction cases.

GOALS FOR FY23

- 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, 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'S OFFICE
FY2022-23 POLICY ITEM**

TITLE: Reclass Assistant City Attorney to Senior Assistant City Attorney
AMOUNT : \$19,770
ACCOUNT: 1001205-various
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Salary & Benefit Increase</u>	\$19,770
TOTAL:	<u>\$19,770</u>

The incumbent Assistant City Attorney provides excellent legal counsel and does so in a manner that far exceeds the traditional qualifications and duties of the current Assistant City Attorney job classification. The work product related to the giving of advice to the Human Resources Department (on all matters related to employment law), advice to the City Clerk's Office, City Manager's Office, Water Division, special research projects, in addition to reviewing and editing transactional contract documents, and work reviewing and editing City Council Staff Reports is superior and beyond the current job classification. In my opinion, it is only after the 30 plus years of legal experience, which the incumbent currently possesses, can such legal work be realized and accomplished. It is for all the foregoing reasons that I, respectfully, request that the current job title/classification be changed from Assistant City Attorney to Senior Assistant City Attorney.

**CITY ATTORNEY'S OFFICE
FY2022-23 POLICY ITEM**

TITLE: Outside Legal
AMOUNT : \$15,000
ACCOUNT: 1001205-44012
PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Requested Increase:</u>	\$15,000
TOTAL:	<hr/> \$15,000

Outside legal budget for this year requires an increase in the amount stated above based on City Council direction following closed session on January 10, 2022 under Item No. (1) Conference with Legal Counsel – Anticipated Litigation (CC) Pursuant to Government Code Section 54956.9(d)(4).

**CITY ATTORNEY'S OFFICE
FY2022-23 POLICY ITEM**

TITLE: Outside Assistance
AMOUNT : \$50,000
ACCOUNT: 1001205-41050
PRIORITY: 3

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Not to Exceed</u>	\$50,000
TOTAL:	<hr/> \$50,000

The City Attorney's Office is currently understaffed and has two vacant Assistant City Attorney positions. We have retained the firm Burke, Williams and Sorensen to further assist during this time, with an agreement with a not to exceed amount set at \$50,000. This Office foresees salary savings to offset this one time expenditure. As recruitment is currently in process, the full amount requested will not be utilized this fiscal year.

ADMINISTRATIVE SERVICES DEPARTMENT

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**ADMINISTRATIVE SERVICES
DIRECTOR**

**BUDGET
OFFICER**

- Appropriations Limit Administration
- Budget Development
- Budgetary Control System
- Capital Improvement Program
- Cost Allocation Plan
- Schedule of Service Charges
- State-Mandated Cost Recovery
- Debt Administration
- Enterprise System Process Analysis
- Special Projects
- Data Analysis
- Interdepartmental Collaboration

**ADMINISTRATIVE
ASSISTANT**

- Administrative Support
- Travel Management
- Special Programs

**CUSTOMER
SERVICES
SUPERVISOR**

- Cashiering
- Business Tax Renewals
- Parking Citations
- General Billing
- Special Events & Filing Applications
- Transient Occupancy Tax
- Utility Billing

**DEPUTY
ADMINISTRATIVE SERVICES
DIRECTOR
(FISCAL SERVICES)**

- Accounts Payable
- ACFR / State Controller's Reports
- Cash Management
- Financial Reporting
- Fixed Asset Recordation
- Grant Accounting
- Payroll Processing
- Year-End Annual Audit

**DEPUTY
ADMINISTRATIVE SERVICES
DIRECTOR
(INFORMATION SERVICES)**

- Systems Analysis, Design and Development
- Software / Hardware Installation, Testing, and Maintenance
- Computer Operations / Security / Support
- Computer User Training
- Database Administration
- Enterprise System Administration

**DEPUTY
ADMINISTRATIVE SERVICES
DIRECTOR
(SUPPORT SERVICES)**

- Purchasing
- Central Supplies
- Telephone / Radio Communications
- Office Furniture and Equipment Maintenance
- Graphics
- Duplicating / Printing
- Mail and Messenger Service

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 21 Actual	FY 22 Revised Budget	FY221 Estimated Actual	FY 23 Adopted Budget
Administration	1,071,532	1,083,633	1,068,899	1,108,313
Fiscal Services	1,277,482	1,478,530	1,122,151	1,491,703
Support Services	872,847	906,985	801,388	984,726
Customer Services*	131	131,338	131,841	135,968
Information Services	2,471,059	2,365,962	2,404,041	2,760,809
TOTAL \$	5,693,050	\$ 5,966,448	\$ 5,528,320	\$ 6,481,520

** 25% of the Customer Services staff salaries are allocated to this cost center starting in FY2020-21.
75% of the salaries are still allocated to Utility Billing in the Water Fund*

TOTAL DEPARTMENT EXPENDITURES

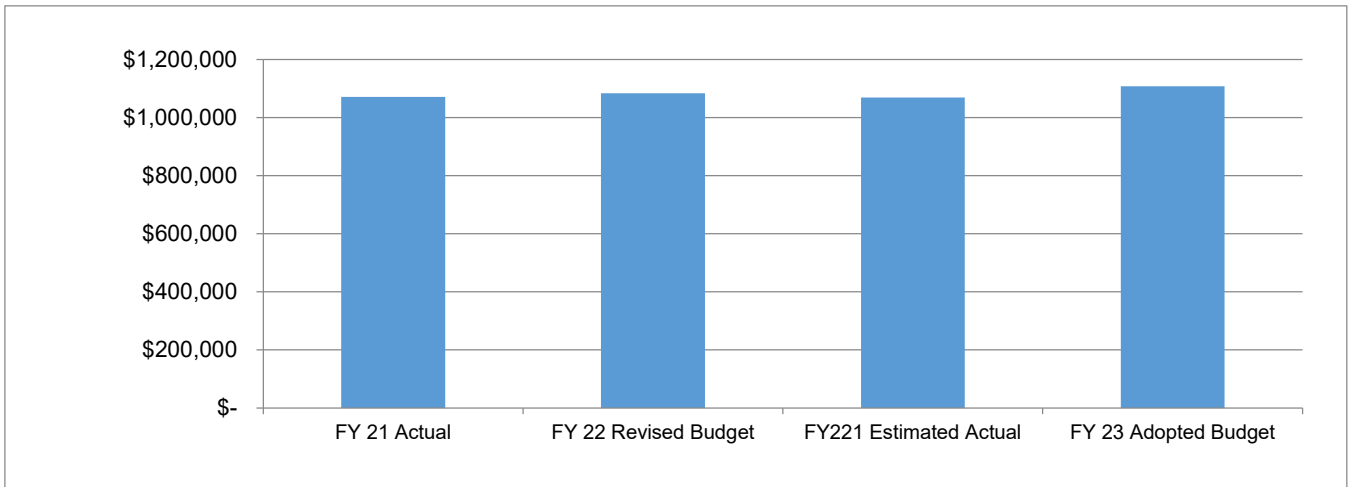
Expenditure Type	FY21 Actual	FY22 Revised Budget	FY22 Estimated Actual	FY23 Adopted Budget	% Budget Change
41010 - Regular Salaries	3,018,008	3,320,092	2,935,237	3,616,003	8.9%
41020 - Temporary Salaries - PR Only	40,350	-	4,359	-	0.0%
41040 - Overtime	4,725	11,500	10,266	11,500	0.0%
41200 - Deferred Comp - 401k	65,781	63,782	57,573	67,692	0.0%
41210 - Deferred Comp - 457	11,527	16,380	14,447	14,268	-12.9%
41300 - Vision Care	7,176	8,505	7,804	8,854	4.1%
41350 - Disability	23,263	24,494	22,183	26,635	8.7%
41400 - Group Insurance/Health	52,540	60,477	55,282	66,603	10.1%
41415 - Flex Benefits	635,623	724,606	666,135	787,767	8.7%
41420 - CalPERS Health Admin Fee	1,491	2,327	2,069	2,327	0.0%
41450 - Life Insurance	5,749	6,396	5,864	6,754	5.6%
41500 - Group Insurance/Dental	32,546	37,211	34,081	43,566	17.1%
41550 - Section 125 Administration Fee	336	336	321	683	103.1%
41600 - Retirement (PERS)	1,087,438	1,134,999	1,028,793	1,254,619	10.5%
41620 - Retirement (HRA)	25,768	28,801	26,677	38,401	33.3%
41650 - Medicare Tax	47,730	58,544	50,741	63,414	8.3%
41700 - Workers Compensation	132,446	157,029	157,029	190,155	21.1%
41800 - Leave Accrual	250,011	-	118,375	-	0.0%
41801 - Leave Accrual - Contra Account	(31,045)	-	-	-	0.0%
42150 - Communications	4,580	4,980	4,680	5,580	0.0%
42230 - Office Supplies	3,859	7,700	6,700	7,900	0.0%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	3,220	4,200	3,230	4,200	0.0%
42450 - Subscriptions and Books	948	1,200	1,100	1,200	0.0%
42460 - Advertising	-	200	-	-	-100.0%
42720 - Travel Conferences Meetings	989	10,700	6,300	10,700	0.0%
42730 - Training	1,568	6,000	6,685	6,000	0.0%
42790 - Mileage	4,806	7,250	6,150	7,250	0.0%
44010 - Professional/Special Services	240,223	237,500	266,700	232,500	-2.1%
44310 - Maintenance of Equipment	136	250	250	250	0.0%
44490 - Other Contract Services	21,260	30,990	29,290	5,700	-81.6%
TOTAL	\$ 5,693,050	\$ 5,966,448	\$ 5,528,320	\$ 6,481,520	8.6%

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 21 Actual	FY 22 Revised Budget	FY221 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,071,532	\$ 1,083,633	\$ 1,068,899	\$ 1,108,313



BUDGET ADJUSTMENTS

None

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Developed a structurally balanced budget.
- Positive Budget outlook that provides strategic decision making and has provided negotiated salary increases for the first time in years.
- Initiated the replacement of City Hall'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.
- Initiated a Fleet Analysis to establish the proper size and car types, software and management structure, funding amount, and replacement schedules.
- Engaged with a Grant Management Firm to seek out revenue opportunities on behalf of the City, potentially leading to millions more in funding for community needs.
- The most significant modules of the City's Enterprise Resources Planning system have been built out.

GOALS FOR FY23

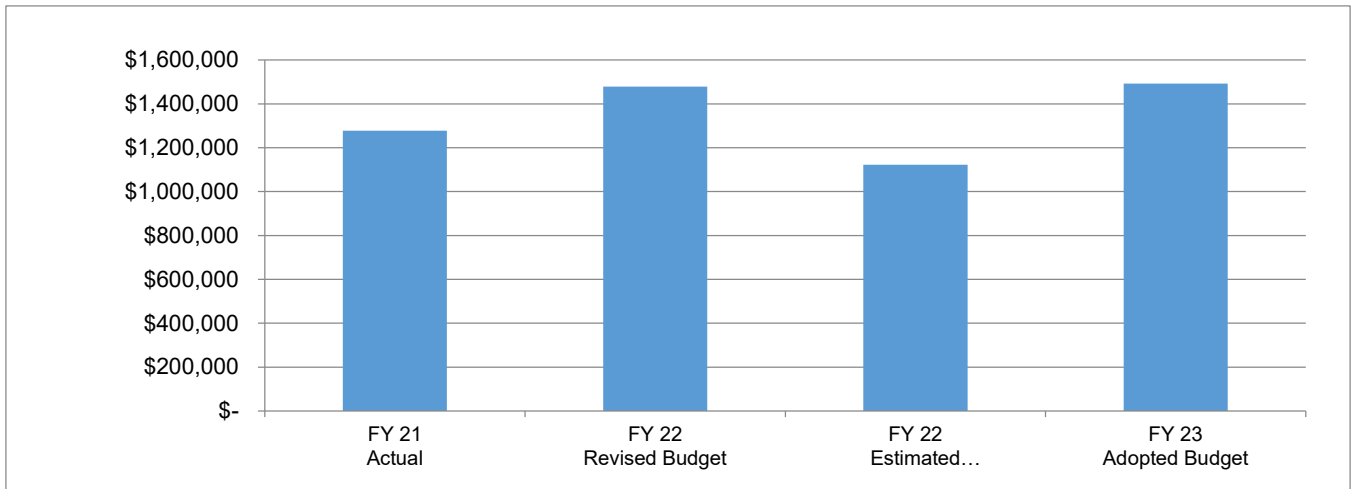
- Develop a Department Vision, Mission, and Values Statement to align the operations, teamwork, and goals for better public service.
- Oversight of the American Rescue Plan Act funding and reporting, receiving \$15.34 million.
- Establish General Fund, Fund Balance Policies to better address fiscal issues.
- Increase financial transparency through increased use of the Public Budget Portal, Quarterly Reports, and Council updates.
- Reignite Lean 6 Sigma effort through training and consultant assistance.

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, capital 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 Annual Comprehensive Financial Report ("ACFR") and supplemental reports, and State Controller's Reports.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,277,482	\$ 1,478,530	\$ 1,122,151	\$ 1,491,703



BUDGET ADJUSTMENTS

None

Fiscal Services Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 41th consecutive year for the ACFR for the fiscal year ended June 30, 2020.
- Assisted with implementation of new timekeeping and payroll system, and processed payroll for all City employees on a bi-weekly basis.
- Accounted for City's grant programs, ensuring compliance with grant requirements, and processed drawdowns for reimbursement grants.
- Facilitated completion of the 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, 2021.
- Monitored the Coronavirus Aid, Relief, and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) funds, ensuring proper application of funds and compliance with federal guidelines.

GOALS FOR FY23

- Streamline the year-end close and ACFR 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.
- Identify and implement Enterprise Resource Planning ("ERP") system efficiencies in the various Financial module programs.

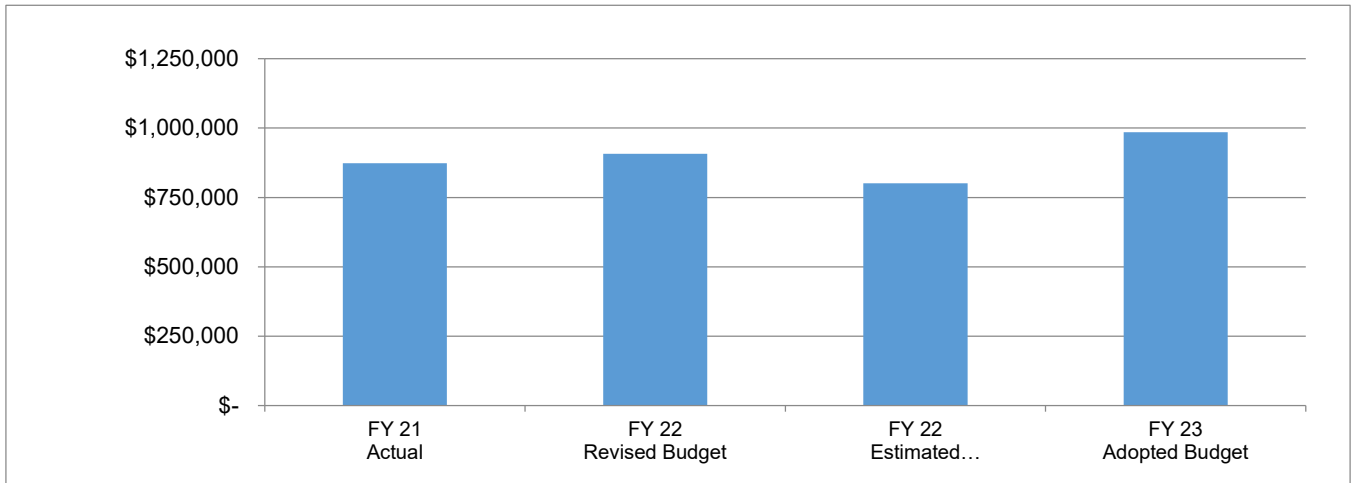
Support Services Division - 1001540

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 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 872,847	\$ 906,985	\$ 801,388	\$ 984,726



BUDGET ADJUSTMENTS

None

Support Services Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Implemented changes to the City's internal procurement process to electronically review and manage proposal and bid documents.
- Initiated RFP for upgrade and replacement of Citywide radio system infrastructure and mobile and portable devices. Initiated negotiations with additional radio tower sites.
- Solicited proposals, negotiated new contract, and installed convenience copiers Citywide.
- Produced a variety of financial documents and promotional materials for numerous City events and programs.

GOALS FOR FY23

- Negotiate and award contract and begin installation of Citywide radio system infrastructure and device upgrade and replacement.
- Update City's Purchasing Ordinance and internal processes to improve education and training of key stakeholders, streamline procurement operations, and reflect industry best practices.
- Integrate policies regarding Surplus Property, hazardous waste, and electronic waste disposal within the purchasing policy to appropriately reuse, recycle, or dispose of obsolete or inoperable City property.
- Initiate implementation of e-procurement system.
- Develop and implement a standardized City Style Guide for visual communications.

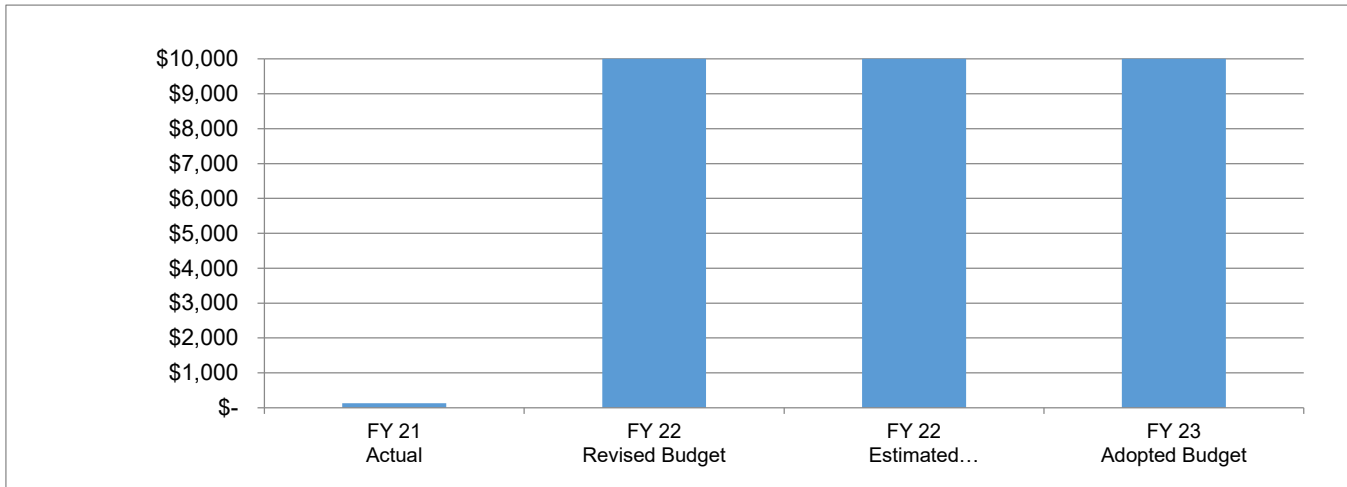
Customer Services Division - 1001552

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 131	\$ 131,338	\$ 131,841	\$ 135,968



BUDGET ADJUSTMENTS

None

Customer Services Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Handled call volume of approximately **3,400** incoming calls per month.
- Remained open to the public either in-person, or via phone, during the entire year.
- 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 **10,000** cash register transactions, totaling over **\$16** million in incoming revenue.
- Achieved the goal of **12%** of utility bill customers going green by subscribing to Waterworks District's paperless billing option, and continue to encourage customers to utilize paperless electronic statements.
- Processed all parking citation, utility billing, and General Billing payments on the day they were received.
- Submitted for and received State Water Resources Control Board Arrearages Payment Program assisting customers with delinquent water bill balances due to Covid hardships.
- Developed a method by which customers may now apply for and renew permits without appearing in person.
- Developed a program to identify Waterworks District No. 8 utility customers with continuous water loss and notified them of potential issues in an effort to assist in reducing high water bills and to avoid

GOALS FOR FY23

- Support the community as one of the first points of contact for citizen needs.
- Provide ongoing outreach to encourage Utility Billing customers to enroll in paperless billing to reduce cost and environmental impact.
- Stabilize staffing and retention to better serve the departments and residents.
- Research Critical Continuous Water Loss reports and notify Waterworks District No. 8 customers of potential issues to help reduce water bills, avoid water loss, and ensure compliance with the State's Emergency Conservation Regulation.

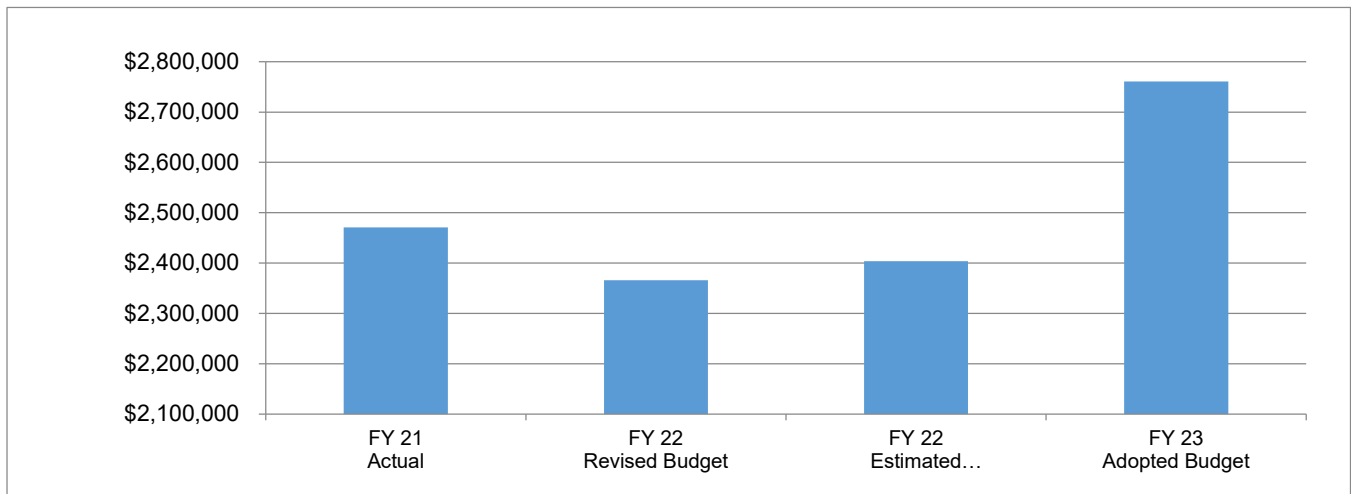
Information Services Division - 1001560

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 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,471,059	\$ 2,365,962	\$ 2,404,041	\$ 2,760,809



BUDGET ADJUSTMENTS

Enterprise System Analyst	\$	171,700
Management Analyst	\$	124,000
Information System Analyst III	\$	28,105

Information Services Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Major upgrade to the City's ERP, permitting and planning systems. Including hundreds of enhancements, an easier to use interface for the permitting/planning modules, better reporting and improved performance. IS coordinated with all the user departments and staff members.
- Major ERP project Milestone going live with the Human Resources, Payroll and Timekeeping modules in January. A huge accomplishment that affected every staff member. This provides better control, easier use, improved reporting and management accountability; and the final Munis implementation enabling the City to fully exit the legacy system (SAP).
- Facilitated major enhancements within the City's Planning/Permitting system (EnerGov). Such as improved workflows, system upgrade, and creation of customized reports that have improved transparency and accountability.
- Evaluated and implemented next generation endpoint security, threat intelligence, and cyberattack response systems. These provide an enhanced line of defense against cyber threats, and use a combination of artificial intelligence, machine learning and threat hunting to provide a more secure computing environment.
- Information Services migrated The City's email to the cloud and now use Microsoft Office 365 and Microsoft TEAMS to improve collaboration and virtual meetings.
- Processed 9.2 million emails, evaded over 143,000 hacking attempts, and 12,000 virus attacks.

GOALS FOR FY23

- 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 begin implementation for an asset management and work order system in coordination with each of the public works divisions.

**ADMINISTRATIVE SERVICES
FY2022-23 POLICY ITEM**

TITLE: Enterprise Systems Analyst - Information Services
AMOUNT : \$171,700
ACCOUNT: 1001560 - various
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
1 New Position	\$171,700
TOTAL:	\$171,700

IS Division needs increased staffing to support the demand of Departments for systems. (estimated at mid-range, full salaries and benefits).

The Administrative Services Department is requesting authorization and funding for 1 additional Enterprise Systems Analysts position. Over the last 15 years the City's reliance on technology has increased exponentially, during this same time the staffing that supports these systems has remained flat. The implementation of Tyler Munis, EnerGov and Versaterm, to name a few, have transformed how the City operates. Manual processes that were paper based have shifted to digital records and workflows. This has facilitated better decision making by allowing managers to quickly analyze information while providing more transparency and accountability. The new systems are easier to use, reducing the amount of training required for new staff members to become proficient and productive. These systems have become mission critical for the daily operations of the City. Nevertheless, the demand on IS has drastically increased.

The City currently has 3 Enterprise Systems Analysts who support the major systems. They have successfully implemented and maintain dozens of modules and thousands of features that are used by hundreds of City employees and tens of thousands of residents. Software companies who create these systems constantly release new versions that must be evaluated, configured, tested, issues remedied; users must be trained and supported as the enhancements are implemented. To keep up with technology and regulatory changes the systems must be upgraded with patches applied and maintained. As the use of these systems has expanded, so has the reliance on the Enterprise Analysts to keep them operational and we have now exceeded the capacity of existing staff.

Information Services has a backlog of requests Citywide for over 100 new features or enhancements. Some of these features could be implemented quickly while others will take hundreds of hours of work. IS is working on a prioritization process, but that will not address the backlog of requests; as the vendors release new features the demand for them to be implemented will continue. IS, multiple departments and divisions have discussed the best way to address the increased workload, consensus is the additional staffing should be centralized in Information Services. Environmental Services has stated "ES fully supports the request Administrative Services will be submitting for a new Information Services position to provide much needed additional support with the City's ERP system, which includes Energov. Some examples of additional Energov support needed for ES include program maintenance and development with new and adjusted business systems, programming and updating fees, creating and/or revising system reports, resolving software issues, and managing additional system configurations."

Public works and Information Services are working on selecting a work order asset management system. Once implemented this system will be used by over 100 employees daily. This system will need to be installed, configured, tested and users will need to be trained. At the current staffing level this will be difficult for Information Services to lead this project.

**ADMINISTRATIVE SERVICES/INFORMATION SERVICES
FY2022-23 POLICY ITEM REQUEST**

TITLE: Add one full-time Management Analyst Position
AMOUNT : \$124,000
ACCOUNT: 1001560-41010 Salaries and Benefits
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	\$124,000
TOTAL:	<hr/> \$124,000

The Administrative Services Department is requesting an additional full-time position at Management Analyst to assist with special projects and policy management. The Division is in need of additional resources to continue to manage new and innovative projects in the technical arena. While many current projects are progressing, it is anticipated that there will not be an end to future improvements and implementations requiring testing and analysis. The Management Analyst will be a tremendous support to work on these special projects as well as help facilitate policy, process, and specialized training needs. The Information Services Division had more positions 16 years ago but the City's reliance on and demand for new technology has grown.

**ADMINISTRATIVE SERVICES
FY2022-23 POLICY ITEM**

TITLE: Information Services Analyst III
AMOUNT : \$28,105
ACCOUNT: 1001560 - various
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Cost Increase from a II level to a III level (\$7,026 per Position x 4 Positions)	\$28,105
TOTAL:	\$28,105

Evaluate the possibility of reclassifying or modifying the Information Systems Analyst position to allow for a 3rd tier in the flex series; currently only I/II.

Information Services Analyst (IS): Positions #246315353, 24616124, 24616268, 246316251, 24616216; modify the Information Systems Analyst classification series to allow for a 3rd tier. Currently the Helpdesk staff only has 2 levels of classification in this series: ISAI is an entry journal level and ISAII is a full journey level. The requested ISAIII classification would be an advanced journey level. When the ISA classification series was created technology was simpler to maintain. The main responsibilities included installing desktop computers, desktop software, maintaining printers and user accounts. As systems become more feature rich for the end users they require a higher level of support from the Information Services Division. The ISA staff has achieved a deeper and wider breath of knowledge which requires additional experience to maintain and support the new systems. Currently 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 management.

The IS Division has put dozens of additional systems into production since the last classification and compensation study was performed over 5 years ago. These new systems include internet phone system, building security, mobile device management (hundreds of iPhones, iPads, Droid Tablets), traffic collision reporting, automated water meter reading, Azure Active Directory, 0365 Email, collaboration software (zoom/teams), security, VPNs for remote access, additional network security management and many more. Additionally, staff are called on to provide support 24x7. Due to the additional features and complexity of the systems that have been introduced over the last few years additional expertise is required to support them.

The ISA classification does not advance to a Senior Information Services Analyst that has responsibilities for network and back-end systems, whereas, this additional level allows for growth within their areas of expertise and to provide advanced HelpDesk support. While tenure is not a reason for this request, the advanced level is in-line with similar agencies including the City of Thousand Oaks, the County of Ventura and the City of Santa Clarita.

In order to provide an equivalent job classification that is comparable to other divisions and similar agencies, the ISAIII 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 ISAIII classification.

ENVIRONMENTAL SERVICES DEPARTMENT

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**ENVIRONMENTAL SERVICES
DIRECTOR**

**PLANNING
COMMISSION**

**ADMINISTRATIVE
ASSISTANT**

**ADMINISTRATIVE
OFFICER**

- Budget / Financial / Purchasing / Contract Administration
- Personnel
- Fee Administration
- Records Management
- Staff Support
- Administrative Support to the Planning Commission, Affordable Housing Subcommittee, CDBG Advisory Committee, and other Appointed Committees
- CDBG Program
- Support for Housing Programs
- Grant Management
- Neighborhood Councils
- Information Services

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR
(City Planner)**

- Support to the Planning Commission
- Administrative Hearing Officer
- Municipal Code / Development / Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Support to Code Enforcement
- Residential Building Permit Allocation System
- Planning & Housing Website Page Design and Monitoring

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR
(Building Official)**

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

**DEPUTY
ENVIRONMENTAL
SERVICES DIRECTOR**

- Code Enforcement: Land Use Permit; Zoning Standards; Property Maintenance, Substandard Conditions, and Public Nuisance Abatement
- Support to the Task Force on Homelessness
- Regional Policy Analysis on Homelessness Issues
- Continuum of Care Participation
- Homeless Services Resources and Referrals
- Community Projects Grant Program
- Simi Valley Television Operations
- Cable Television Customer Service Intervention
- Animal Services Contract Administration / Facility Lease
- Census Coordination
- Affordable Housing Programs
- Home Rehabilitation Loan Program

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Administration	1,478,482	1,647,543	1,544,171	1,553,050
Planning	1,215,474	1,893,912	1,376,075	1,820,308
Building & Safety	2,239,759	2,524,595	2,095,208	2,485,079
Neighborhood Council	168,159	162,566	157,962	166,602
Neighborhood Services / Animal Services / Code Enf. / Community Broadcast	1,636,305	2,438,513	1,882,837	2,323,887
TOTAL	\$ 6,738,178	\$ 8,667,130	\$ 7,056,253	\$ 8,348,925

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	3,212,448	3,932,996	3,306,632	3,981,804	1.2%
41020 - Temporary Salaries - PR Only	-	12,000	3,698	12,000	0.0%
41030 - Boards and Commissions	31,981	34,241	32,608	32,608	-4.8%
41040 - Overtime	9,238	5,000	9,644	5,000	0.0%
41200 - Deferred Comp - 401k	58,351	72,782	52,452	68,721	-5.6%
41210 - Deferred Comp - 457	21,139	27,300	18,330	23,954	-12.3%
41300 - Vision Care	8,757	10,908	9,045	10,922	0.1%
41350 - Disability	20,579	25,215	23,165	25,109	-0.4%
41400 - Group Insurance/Health	61,379	85,800	60,466	80,460	-6.2%
41415 - Flex Benefits	724,817	965,550	684,159	849,525	-12.0%
41420 - CalPERS Health Admin Fee	1,666	3,247	1,139	3,247	0.0%
41450 - Life Insurance	6,744	8,171	7,220	8,171	0.0%
41500 - Group Insurance/Dental	41,515	52,706	42,889	52,994	0.5%
41550 - Section 125 Administration Fee	326	672	344	683	1.6%
41600 - Retirement (PERS)	1,139,882	1,358,793	1,089,058	1,445,652	6.4%
41620 - Retirement (HRA)	28,383	45,601	36,494	48,001	5.3%
41650 - Medicare Tax	49,865	71,699	54,710	70,701	-1.4%
41660 - FICA	1,983	2,867	2,251	2,867	0.0%
41700 - Workers Compensation	194,600	208,341	208,341	231,205	11.0%
41800 - Leave Accrual	228,373	-	151,000	-	0.0%
41801 - Leave Accrual Contra Account	(28,079)	-	-	-	0.0%
41900 - Salary Savings	-	(51,460)	-	-	-100.0%
42130 - Postage	-	-	10,100	10,000	0.0%
42150 - Communications	1,080	1,100	1,750	1,400	27.3%
42230 - Office Supplies	3,293	5,100	4,900	6,050	18.6%
42410 - Uniform/Clothing Supply	1,430	2,800	2,800	3,000	7.1%
42420 - Special Departmental Expense	-	600	3,300	600	0.0%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	7,005	10,900	9,290	11,500	5.5%
42450 - Subscriptions and Books	4,027	9,600	6,700	17,600	83.3%
42460 - Advertising	6,630	4,700	4,700	4,700	0.0%
42550 - Small Tools/Equipment	-	600	600	600	0.0%
42560 - Operating Supplies	450	2,900	2,700	17,900	517.2%
42720 - Travel Conferences Meetings	6,607	18,500	12,800	18,100	-2.2%
42730 - Training	3,875	11,800	7,300	12,200	3.4%
42790 - Mileage	4,825	7,000	5,500	7,000	0.0%
44010 - Professional/Special Services	61,779	266,042	94,500	148,200	-44.3%
44012 - Outside Legal	714	25,000	10,000	25,000	0.0%
44210 - Animal Regulation	638,977	1,170,823	882,865	888,050	-24.2%
44310 - Maintenance of Equipment	1,031	2,200	1,900	2,200	0.0%
44460 - Tumbleweed Abatement	-	10,000	20,700	20,000	100.0%
44490 - Other Contract Services	182,510	245,035	180,200	200,200	-18.3%
TOTAL	6,738,178	8,667,130	7,056,253	8,348,925	-3.7%

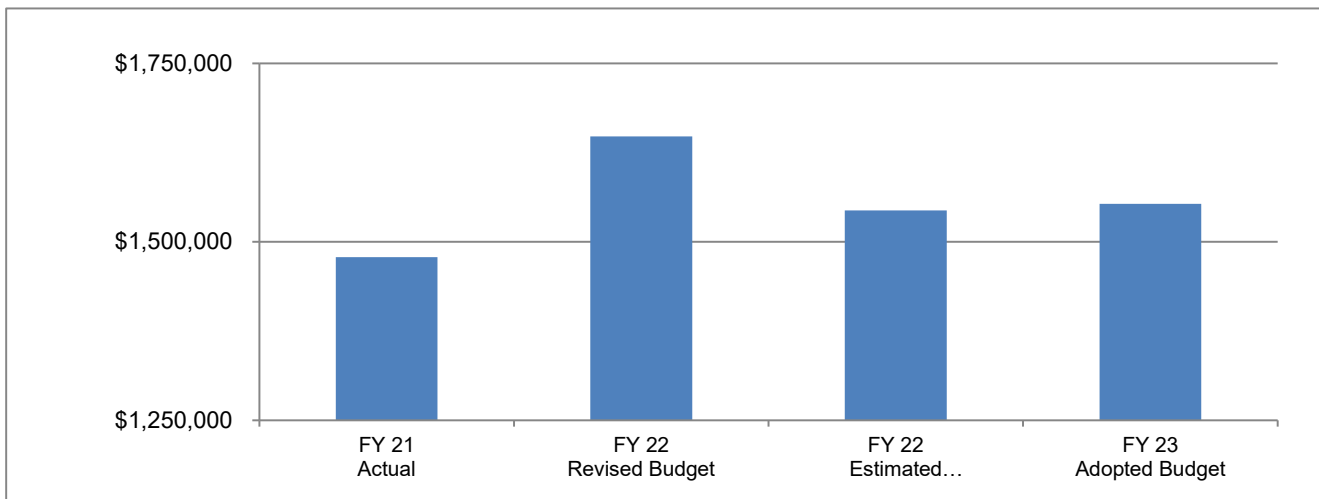
Administration Division - 1003005

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 the various department sections.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,478,482	\$ 1,647,543	\$ 1,544,171	\$ 1,553,050



BUDGET ADJUSTMENTS

None

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 approximately 10 recruitments and hires to fill vacant positions throughout the Department.
- Prepared and monitored the Department's annual budget in accordance with City Policy.
- Assisted with the coordination and management of remote and hybrid City Council and Planning Commission meetings.

GOALS FOR FY23

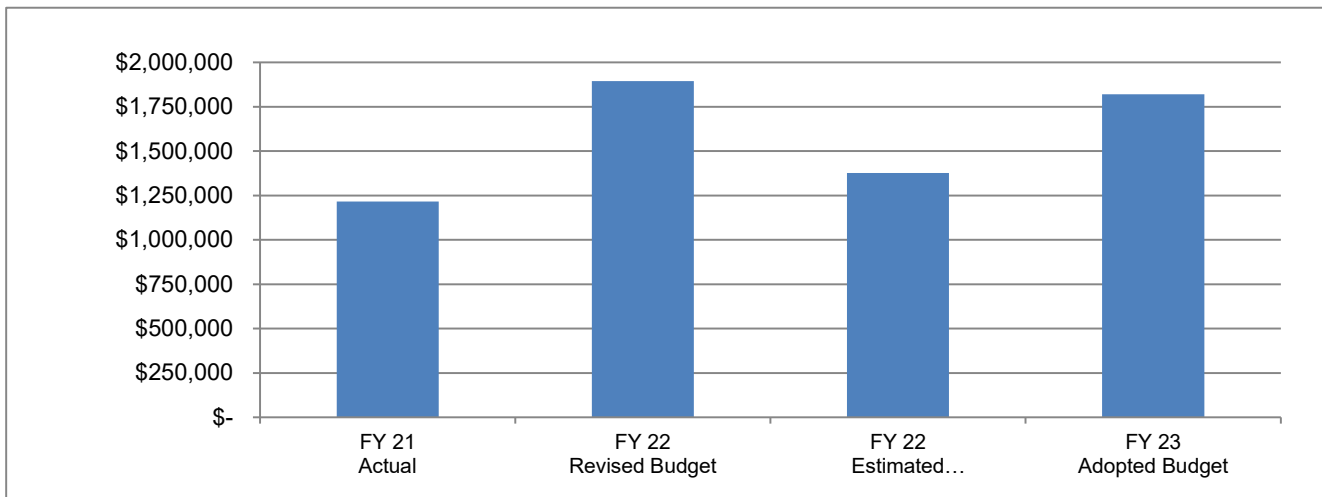
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Recruit and hire personnel to fill vacant positions.
- Prepare and monitor the Department's annual budget in accordance with City Policy.
- Continue to audit Departmental files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

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,215,474	\$ 1,893,912	\$ 1,376,075	\$ 1,820,308



BUDGET ADJUSTMENTS

None

Planning Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Provided responsive customer service to over 2,400 customers through either the Planning Counter, telephone, or email communication.
- Issued approximately 456 over-the-counter approvals, including: Zoning Clearances, Sign Permits, and Temporary Use Permits; and over 484 Business Tax Certificates and 232 Home Occupation Permits.
- Processed two Preliminary Review and General Plan Pre-Screening Applications.
- Managed over 203 (32 filed in FY 21-22) ongoing entitlement applications, including Planned Development Permits, Conditional Use Permits, Zoning Text Amendments, Time Extensions, and Modifications.
- Entitled 280 multi-family units, a 108-unit senior residential care facility, a six-unit single-family development, and a 37,000 square foot industrial building.
- Participated in the upgrade to the HTML 5 version of the City's Enterprise Information Management System's EnerGov land use and permitting software.
- Adopted the City's Housing Element of the General Plan and submitted it to the California Department of Housing and Community Development for review. Also, adopted updates to the Community Development Element, and Safety and Noise Element of the General Plan.
- Adopted Development Code Amendments to promote additional Outdoor Dining options for restaurants, added microbrewery provisions for industrial zones, and adopted interim Zoning rules and regulations for Two-Unit residential developments and urban lot splits pursuant to State Senate Bill 9.

GOALS FOR FY23

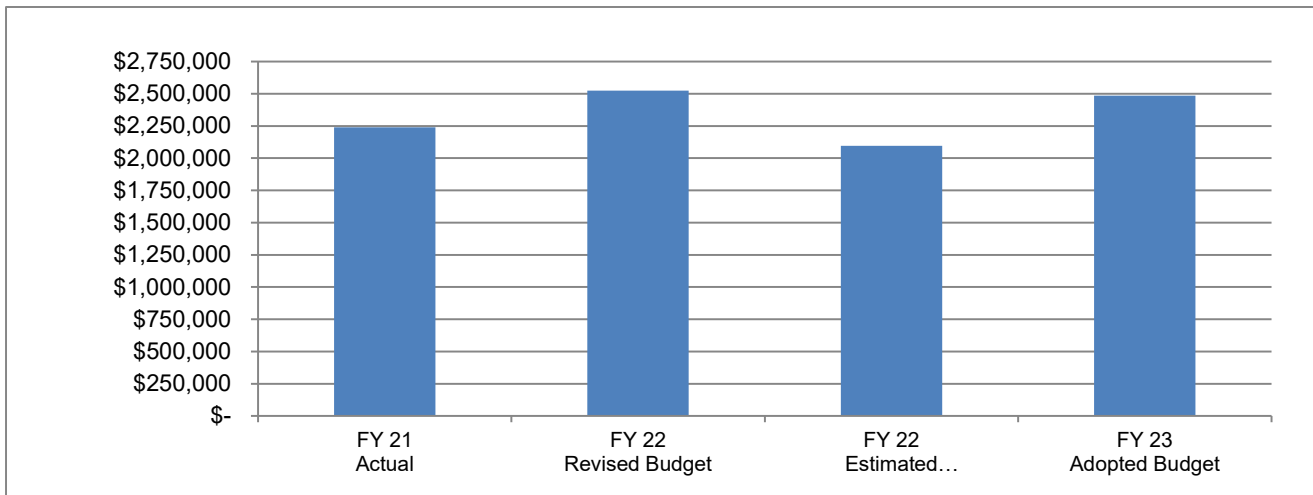
- Continue to streamline the City's development codes to: simplify the development review process for a wider spectrum of project types; allow for additional uses in the West End Specific Plan area; adjust parking requirements for commercial and industrial uses; complete Development Code and General Plan amendments to implement the 6th Cycle Housing Element; and, utilize grant funding to create Specific Plan areas within City to promote housing development, 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 online Planning application and review process, and further expand search and display functions of land use and zoning-related data for staff and public use.
- Work closely with housing developers to promote affordable and workforce housing by utilizing existing and proposed development standards and state laws to initiate projects within housing development sites identified in the City's adopted housing element to count towards the City's share of the Regional Housing Needs Allocation (RHNA).

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,239,759	\$ 2,524,595	\$ 2,095,208	\$ 2,485,079



BUDGET ADJUSTMENTS

Updated Code Books	\$ 8,000
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Building and Safety Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Reviewed, approved and issued 5,200 building permits using the City's Enterprise Information Management System's EnerGov land use and permitting software, including over 500 instant issuance permits via the City's customer self-service internet site, resulting in a substantial reduction in customer trips to City Offices.
- Performed 20,000 building, electrical, plumbing and mechanical inspections, and provided next-day service to permit customers.
- Provided reviews for 1,400 commercial and residential building plans and for 1,100 plumbing, mechanical and electrical systems.
- Issued over 1,100 residential solar photovoltaic system permits electronically via the City's EnerGov customer self-service website.
- Implemented SolarAPP+, an internet based software for automated solar photovoltaic (PV) plan approvals. SolarAPP+ eliminates the need for City staff to process each PV plan and wait times in the queue for contractors by providing an instant issuance permit.
- Implemented instant issuance permits for simple residential mechanical, electrical and plumbing projects via the City's customer self-service website.

GOALS FOR FY23

- Implement State building codes and related health and safety codes.
- Provide building inspection service for all construction projects within the next business day of the inspection request.
- Develop and implement expedited electronic plan review for small business and retail tenant improvement projects that provides an equivalent service to the legacy over-the-counter process.
- Offer 10 to 15 working day response time for large construction project plan reviews.
- Continue to develop customer service efficiency through continued process improvement with the City's Enterprise Information Management System's EnerGov land use and permitting software.
- Increase electronic permit and plan submittals to 95% of total applications.

**ENVIRONMENTAL SERVICES
FY2022-23 POLICY ITEM**

TITLE: Building & Safety Updated Code Books
AMOUNT : \$8,000
ACCOUNT: 1003030-42450
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Subscriptions and Books</u>	\$8,000
TOTAL:	<hr/> \$8,000

The Department is requesting additional funds to purchase updated code books for Building & Safety staff. Every three years B&S purchases building code books that include the most recent updates. They were last purchased in 2020 and 2017 before that. The account has an annual budget of \$4,500. The total cost for next year's purchase will be approximately \$11,000. Staff is requesting \$8,000 to allow \$1,500 to remain in the account for other items that may be needed.

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CITY OF SIMI VALLEY

Neighborhood Councils - 1002235

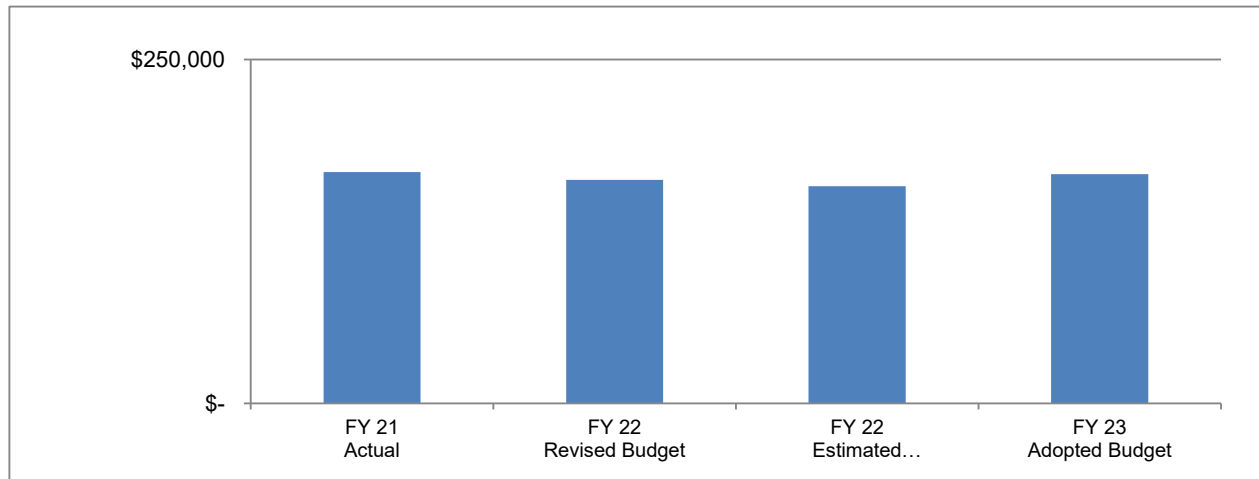
OVERVIEW

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 168,159	\$ 162,566	\$ 157,962	\$ 166,602



BUDGET ADJUSTMENTS

None

Neighborhood Councils (continued)

KEY ACCOMPLISHMENTS IN FY22

- Completed a recruitment to fill 11 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 five development applications and provided associated recommendations to the Planning Commission and the City Council.
- 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 Development Block Grant Committee, and community events.

GOALS FOR FY23

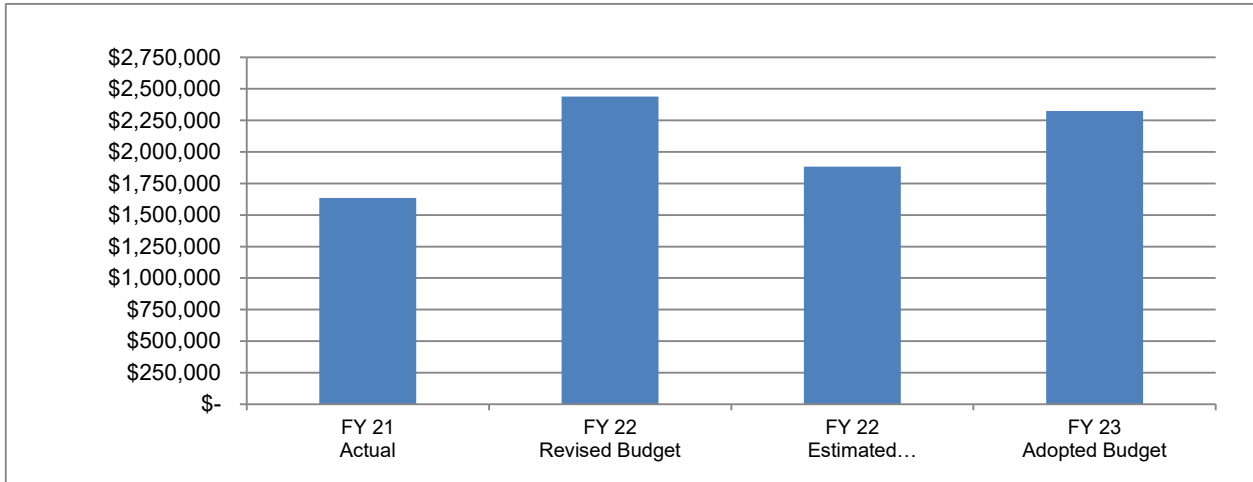
- Amplify resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Promote awareness of different volunteer opportunities available throughout the City and the community.
- 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.
- Complete update of the Social Media Policies and Guidelines document for the Executive Board members.

**Neighborhood Services 1002245 / Animal Services 1002260 /
Code Enf. 1002110 / Community Broadcast 1002265**

OVERVIEW

The Neighborhood Services Division focuses on addressing quality of life issues through community education, compliance, resource referral, and housing policy. The Division oversees various sections including Code Enforcement, Housing, Homeless Services, the Community Projects Grant Program, Animal Services, and Community Information/Broadcast.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,636,305	\$ 2,438,513	\$ 1,882,837	\$ 2,323,887



BUDGET ADJUSTMENTS

Code Enforcement Operations	\$ 25,000
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**Neighborhood Services 1002245 / Animal Services 1002260 /
Code Enf. 1002110 / Community Broadcast 1002265**

KEY ACCOMPLISHMENTS IN FY22

- Continued to provide the City's frontline response to COVID-19 through educational support to businesses operating under the State and local public health orders, responded to community complaints, and provided education on permissible activities and recommended safety interventions to businesses and residents.
- Aligned enforcement posture to respond to current community priorities from life and safety related complaints to responding to all complaints, with the inclusion of proactive enforcement of egregious violations of the Municipal Code as the City transitioned services and responses throughout COVID-19 pandemic.
- Oversaw the outreach and Affordable/Affirmative Marketing Programs and verified fair housing compliance for two affordable housing developments with 102 new affordable rental units dedicated for very low and lower income households.
- Conducted affordable housing monitoring and site inspections while complying with COVID-19 restrictions, and obtained compliance for the City's entire affordable housing stock consisting of 931 rental units, 156 owner occupied affordable housing units, and 97 active Home Rehabilitation program participants.
- Coordinated Task Force on Homelessness meetings to facilitate policy discussion to address homelessness and associated impacts on the community including review of safe park program, community snapshot, and updates on State legislation.
- Managed contracts for broadcast services and animal services which included updates to meeting formats to incorporate video conferencing, communication with the public about service levels, contract and Municipal Code updates.

GOALS FOR FY23

- Continue to collaborate with the Planning Division by reviewing permit conditions and proposed ordinance updates prior to submittal for City Council review to ensure enforceability.
- Work with permitting authorities within the City to identify Municipal Codes and internal processes that have been affected by changes in State law and have resulted in impeding enforcement efforts.
- Enhance the community's understanding of commercial and residential property maintenance standards through outreach with a focus on improving community aesthetics and economic vitality through voluntary compliance, while utilizing escalated enforcement options for repeat violators, especially in the areas of blight and substandard properties.
- Establish a homebuyer's assistance program with shared appreciation through the State's Permanent Local Housing Allocation to increase homeownership opportunities.
- Review and update the City's Housing Programs with funding provided by the State's Senate Bill 2 Planning Grant to maximize the City's affordable housing stock.
- Collaborate with the County's Animal Services Department to maintain regional rabies suppression and strengthen licensing compliance.

**ENVIRONMENTAL SERVICES
FY2022-23 POLICY ITEM**

TITLE: Code Enforcement Operations
AMOUNT : \$25,000
ACCOUNT: 1002110-Various
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Postage (1002110-42130)</u>	\$10,000
<u>Operating Cost (1002110-42560)</u>	\$6,000
<u>Nuisance Abatement (1002110-44460)</u>	\$9,000
TOTAL:	\$25,000

Postage (1002110-42130)

Additional funding request for Postage. This increase will provide postage for mass mailer community outreach campaigns to provide information on enforcement initiatives, such as land use regulation updates. Current budget is \$0.

Operating Cost (1002110-42560)

Additional funding request for Operating Cost for the purchase of promotional items to be given to community members during outreach events like the Street Fair and to support the community education efforts of Code Enforcement. It is anticipated that targeted enforcement efforts related to parking, temporary signs, property maintenance, and temporary use permits will be needed as the COVID-19 emergency wanes. Additionally, changes in State law require a comprehensive safety program for Code Enforcement Officers. In assessing current efforts in this area, the City's safety program can be enhanced through providing additional equipment to officers to be clearly identified in the field such as outerwear and hats to be worn during inclement weather. Also there is an ongoing need for one-time use protective equipment such as Tyvek suits, shoe coverings, and N95 masks to be worn when doing inspections at properties with substandard conditions to protect the health and safety of the Code Officers. Current budget is \$1,500.

Nuisance Abatement (1002110-44460)

Code Enforcement is requesting additional funding for Nuisance Abatement to cover cost and service increases. During FY22, the cost for abatement services at a property was over \$20,000. Current budget is \$5,000.

PUBLIC WORKS DEPARTMENT

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**PUBLIC WORKS
DIRECTOR**

**ASSISTANT PUBLIC WORKS
DIRECTOR**

**ADMINISTRATIVE
ASSISTANT**

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Waterworks
Services)**

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

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Sanitation
Services)**

- Plant Operations
- Plant Maintenance
- Laboratory
- Sewer Maintenance

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Environmental
Compliance)**

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

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Administration)**

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Administrative Support
- GIS
- Banner Program
- Crossing Guards

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Maintenance
Services)**

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

**CITY ENGINEER
(Engineering
Services)**

- Development Engineering
- FEMA NFIP
- Community Rating System
- Capital Projects
- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting
- Utilities Engineering
- Utilities Capital Projects
- Public Works Inspection
- Staff Support to Planning Commission

**DEPUTY
PUBLIC WORKS
DIRECTOR
(Transit)**

- ADA Paratransit Advisory Committee
- Fixed-Route System
- ADA / Dial-A-Ride Services

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
PW Administration	1,518,875	2,024,066	1,687,423	2,012,163
Crossing Guards	102,367	93,346	94,519	107,625
Engineering / PW Lighting Maint.	4,302,066	4,813,538	3,893,574	4,877,128
Landscape / Tree Maintenance	2,481,611	3,623,896	2,885,893	3,322,915
Street Maintenance	1,233,781	1,693,377	1,191,662	1,456,876
Building / Library Maintenance	2,091,276	2,133,258	1,943,600	2,143,889
Traffic Maintenance	278,838	446,981	317,058	513,421
Vehicle Maintenance	1,429,302	1,572,577	1,365,738	1,573,115
Storm Drains	288,816	381,891	194,947	340,367
Graffiti/Abatement	171,077	245,085	190,149	188,077
Environmental Compliance	591,789	749,427	628,363	800,324
Solid Waste Regulation	12,240	123,945	13,000	221,438
TOTAL \$	14,502,038	\$ 17,901,387	\$ 14,405,925	\$ 17,557,339

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	5,363,294	6,401,448	5,428,600	6,599,242	3.1%
41020 - Temporary Salaries - PR Only	125,800	140,200	96,800	153,000	9.1%
41040 - Overtime	122,238	144,500	160,600	153,000	5.9%
41200 - Deferred Comp - 401k	57,322	70,934	54,900	72,288	1.9%
41210 - Deferred Comp - 457	90,852	109,200	81,100	102,853	-5.8%
41300 - Vision Care	19,064	22,065	19,200	22,198	0.6%
41350 - Disability	20,867	25,981	24,000	27,414	5.5%
41400 - Group Insurance/Health	127,858	153,119	125,000	160,437	4.8%
41415 - Flex Benefits	1,406,612	1,795,558	1,371,000	1,813,723	1.0%
41420 - CalPERS Health Admin Fee	4,385	5,935	2,200	5,935	0.0%
41450 - Life Insurance	13,856	16,068	14,400	16,112	0.3%
41500 - Group Insurance/Dental	78,270	93,787	80,500	103,840	10.7%
41550 - Section 125 Administration Fee	104	581	581	541	-6.9%
41600 - Retirement (PERS)	1,933,310	2,184,481	1,332,200	2,362,824	8.2%
41620 - Retirement (HRA)	19,394	35,617	22,800	33,217	-6.7%
41650 - Medicare Tax	86,192	120,977	96,000	123,904	2.4%
41660 - FICA	10,200	8,692	9,400	9,486	9.1%
41700 - Workers' Compensation	378,371	397,199	397,199	419,914	5.7%
41800 - Leave Accrual	352,111	-	94,745	-	0.0%
41801 - Leave Accrual - Contra Account	(46,429)	-	-	-	0.0%
41860 - Salary Reimbursements	(18,388)	-	-	-	0.0%
41900 - Salary Savings	-	-	-	(74,640)	0.0%
42100 - Utilities	1,187,731	1,316,000	1,229,000	1,229,000	-6.6%
42150 - Communications	9,639	12,200	12,200	12,500	2.5%
42200 - Computer Non-Capital	-	-	-	1,500	0.0%
42230 - Office Supplies	3,198	7,100	7,100	7,100	0.0%
42235 - Furnishings & Equip - Non Cap	8,116	10,500	5,000	-	-100.0%
42310 - Rentals	2,850	7,000	5,900	7,000	0.0%
42410 - Uniform/Clothing Supply	22,265	30,100	29,600	30,301	0.7%
42420 - Special Departmental Expense	100,034	123,000	110,000	110,000	-10.6%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	5,755	12,600	12,600	12,600	0.0%
42450 - Subscriptions and Books	1,947	1,600	1,600	1,600	0.0%
42460 - Advertising	-	1,500	1,500	1,500	0.0%
42500 - Fuel and Lubricants	248,254	396,000	310,500	350,000	-11.6%
42510 - Tires	57,111	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	6,471	9,000	7,600	9,000	0.0%
42560 - Operating Supplies	389,768	584,495	423,050	466,550	-20.2%
42720 - Travel, Conferences, Meetings	375	10,900	5,700	10,900	0.0%
42730 - Training	3,534	18,400	18,400	38,400	108.7%
42790 - Mileage	4,800	6,700	6,700	6,700	0.0%
44010 - Professional/Special Services	273,234	235,000	188,000	355,450	51.3%
44310 - Maintenance of Equipment	35,612	55,150	54,150	55,150	0.0%
44450 - Landscape Maintenance Contract	677,119	1,035,000	926,200	930,000	-10.1%
44490 - Other Contract Services	1,318,942	2,241,400	1,578,500	1,754,400	-21.7%
TOTAL	14,502,038	17,901,387	14,405,925	17,557,339	-1.9%

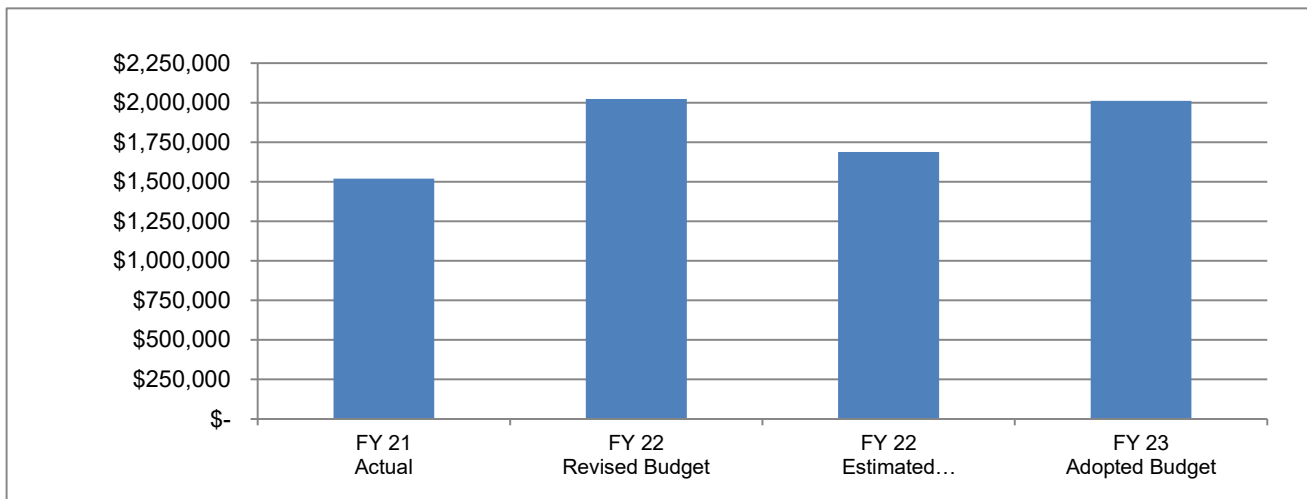
Administration Division - 1004005

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,518,875	\$ 2,024,066	\$ 1,687,423	\$ 2,012,163



BUDGET ADJUSTMENTS

Entry Level Driver Training	\$ 20,000
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Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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, Versatarm 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. Designed and created mobile applications for public work utility asset capture and maintenance for water sewer, storm drain and streets.
- Administered the installation of 39 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 57 damaged or worn banners.
- Maintained 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 FY23

- 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.

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Entry Level Driver Training
AMOUNT : 20,000
ACCOUNT: 1004005-42730
PRIORITY: 10

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$20,000
TOTAL:	<u>\$20,000</u>

The Department of Motor Vehicles (DMV) is implementing federal Entry Level Driver Training (ELDT) requirements for commercial driver license (CDL) applicants. ELDT must be conducted by a registered training provider listed on the federal Training Provider Registry (TPR). Training consists of Theory (Classroom) Training and Behind the Wheel Training. At this time costs are estimated at \$4,000 per person. The Department will continue to explore and evaluate the most cost effective way to provide the training for newly hired staff.

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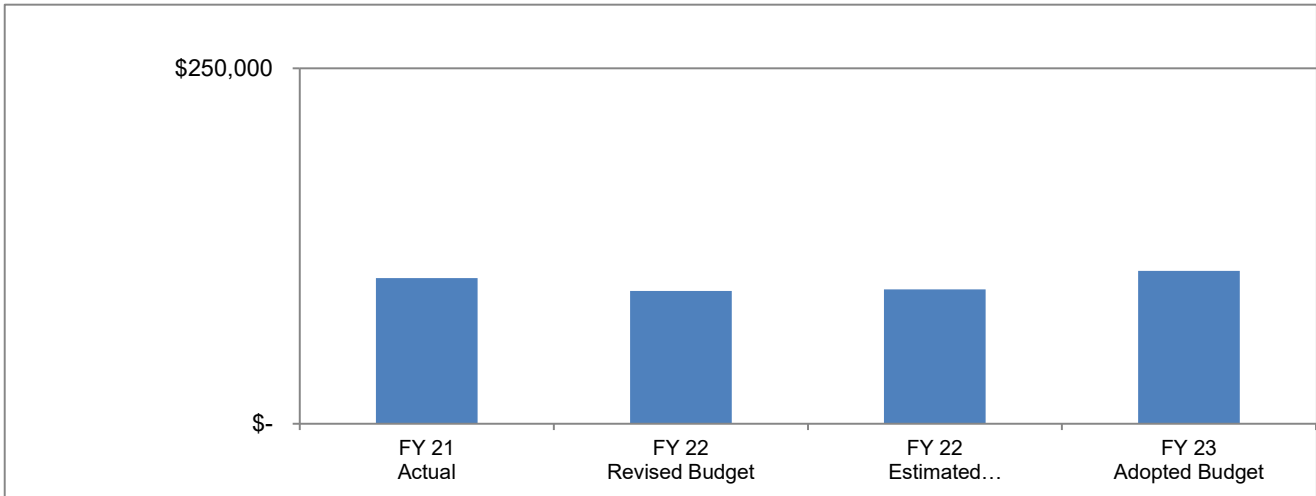

CITY OF SIMI VALLEY

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 102,367	\$ 93,346	\$ 94,519	\$ 107,625



BUDGET ADJUSTMENTS

None

Crossing Guards Program (continued)

KEY ACCOMPLISHMENTS IN FY22

- Assisted pedestrians safely across busy intersections throughout the school year.
- Provided Crossing Guards for the morning and afternoon elementary school sessions 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 FY23

- 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.

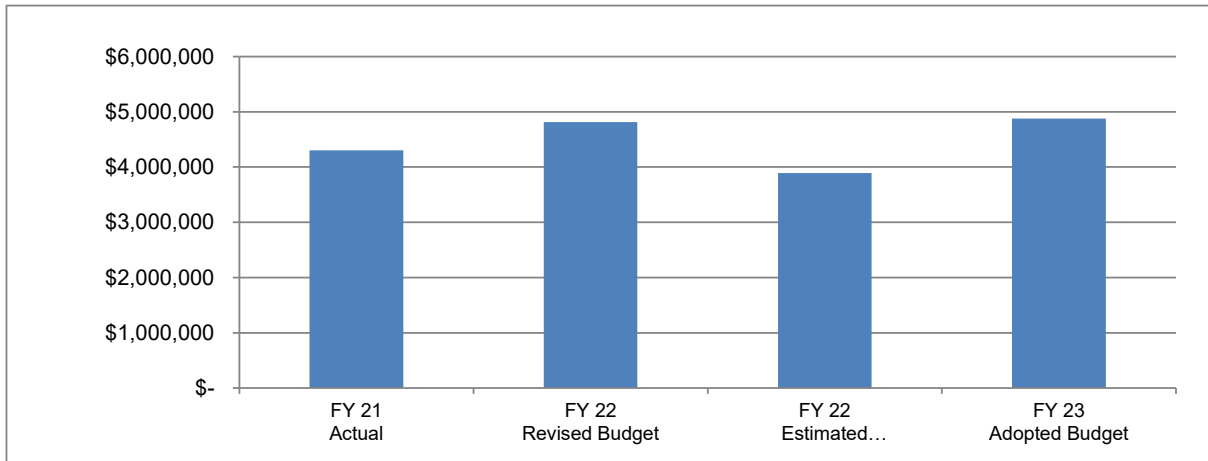
The Development Services section is tasked with the management of the Department's front counter, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 4,302,066	\$ 4,813,538	\$ 3,893,574	\$ 4,877,128



BUDGET ADJUSTMENTS

Traffic Counts	\$ 40,000
Sr. Engineering Technician to Assistant Engineer	\$ 25,503

Engineering Division (continued)

KEY ACCOMPLISHMENTS IN FY22

- Completed development of 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 future Highway Safety Improvement Program (HSIP) grant funding.
- Awarded an HSIP grant application for installation of 12 inch traffic signal heads to replace 8 inch traffic signal heads, and installed reflective tape on the signal head backplates.
- Repaired or replaced 45 street light outages, 16 knockdowns, 4 overhead wire issues, and 28 miscellaneous issues.
- 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.
- 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.
- 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 FY23

- Award the HSIP grant-funded project to improve safety at various intersections in the City.
- Present the Local Road Safety Plan to City Council for Adoption.
- 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.
- Continue timely and efficient issuance of grading permits and improvement plan approvals for construction of a dozen private residential, commercial and industrial projects.
- Continue timely and efficient issuance of grading permits and improvement plan approvals for construction of a dozen private residential, commercial and industrial projects.
- Continue or pursue FEMA funding of Citywide floodplain remapping and flood risk correction.
- Obtain FEMA 5-year cycle review approval of the City's NFIP Community Rating System program.

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Traffic Counts
AMOUNT : \$ 40,000
ACCOUNT: 1004080-44010
PRIORITY: 5

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Professional Services</u>	\$40,000
TOTAL:	<u>\$40,000</u>

The City collects semi-annual traffic counts along various streets to monitor traffic volumes as they relate to functional capacity, and to measure the ability of the street network to handle future growth. The most recent traffic counts were taken in 2018, and were postponed in 2020 and 2021 due to covid.

**DEPARTMENT OF PUBLIC WORKS
FY2022-23 POLICY ITEM REQUEST**

TITLE: Convert and Make Permanent Position Changes
AMOUNT : (\$49,200)
ACCOUNT: Various - Salaries and Benefits
PRIORITY: 9

One Time Savings
 Recurring Savings

COST BREAKDOWN	
Total Cost Savings	(49,200)
TOTAL:	<u>(49,200)</u>

The Department of Public Works is requesting the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Engineering Division-1004080 Change Senior Engineering Technician-Traffic (Pos # 406516857) to Assistant Engineer-Traffic. **\$25,502.74 INCREASE**
2. Storm Drain Division-1004160 Change Heavy Equipment Operator (Pos # 406702180) to Maintenance Worker II. **\$5,777.73 SAVINGS**
3. Parkway/Tree Maintenance Division-1004110 Change Landscape Architect (Pos# 246256489) to Maintenance Superintendent **\$32,158.13 SAVINGS**
4. Graffiti / Abatement Division-1004190 Change Community Services Coordinator (Pos # 246501629) to Community Services Technician. **\$36,704.04 SAVINGS**

These changes will allow for permanent acknowledgement of the staffing need at this level and were previously approved by memo and requests for recruitments. All positions are within the General Fund.

It is recommended that the proposed changes be made permanent for FY 22-23

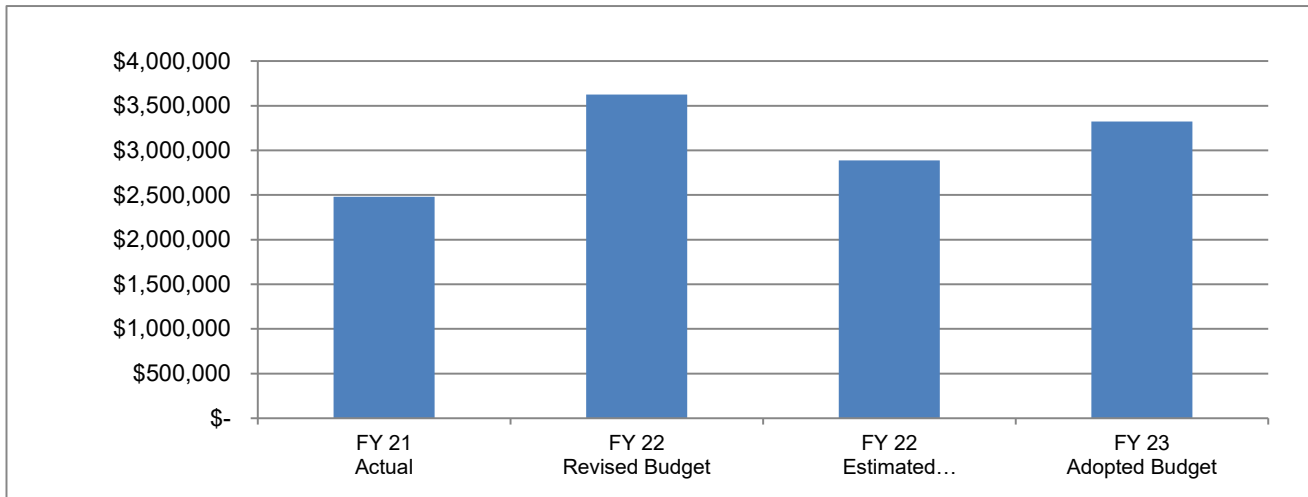
Note: The positions are currently filled at the revised classification level.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,481,611	\$ 3,623,896	\$ 2,885,893	\$ 3,322,915



BUDGET ADJUSTMENTS

Increase for Landscape Utilities	\$	113,000
2 Tablet Computers	\$	1,500
Landscape Architect to Maintenance Superintendent	\$	(32,158)

Landscape and Tree Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY22

- Reforestation efforts within the City included the planting of approximately 200 street trees.
- Provided development reviews, plan check and inspection for approximately 45 new development projects.
- Designed and constructed 2 water conservation projects within the City's Landscape Zones (LA & Erringer and along Galenda near the 118 Freeway).

GOALS FOR FY23

- Complete an additional phase of the ongoing Los Angeles Avenue screening project by planting an additional 250 15-gallon shrubs along Los Angeles Avenue bordering the railroad right of way.
- Design bid and construct 4 new water conservation project/turf reduction projects within the City. Two projects will be within Landscape Zone 31 adjacent the NS of the 118 Freeway between Sequoia and Galena Ave. One project will be within Zone 96, adjacent the south side of Tierra Rejada Rd. and one other project will be at the NW corner of Alamo and Tapo Canyon Rd. adjacent the Simi Valley Police Dept. These projects will result in significant savings in utilities and contract efforts once completed.
- Further evaluate the hazardous tree removal program to determine additional species and existing trees that should be removed for public safety reasons.
- Prepare a contract and receive bids for Landscape Contract C.
- Continue our focus on safety and cross-training with other sections in Public Works to increase our production capacity while maintaining employee and public safety. This will also benefit us in being better able to quickly and safely respond to local and other area emergencies such as fires and earthquakes.

**PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Landscape Utilities Account
AMOUNT : \$ 113,000
ACCOUNT: 1004110-42100
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Utilities</u>	\$113,000
TOTAL:	<u>\$113,000</u>

The Public Works Dept. is requesting an increase to the FY 22/23 Budget amount for Utilities spent to maintain the City's landscaping. This budget amount has historically been underfunded due to unexpected increases to utility costs and more particularly is subject to more significant variations as a result of drought. The Department is requesting the base budget amount to be increased by \$113,000 for the coming fiscal year for anticipated rate increases and to be more in line with previous years actual expenditures for this item.

	Actual	Budget
FY 18-19	\$304,708	\$252,000
FY 19-20	\$365,208	\$252,000
FY 20-21	\$419,455	\$320,000
FY 21-22	\$420,000 (estimated)	\$307,000

**PUBLIC WORKS
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Purchase Two Tablet Computers and Software License for the Landscape Division

AMOUNT : \$ 2,700.00

ACCOUNT: 1004110-42200 and 1001608-42150

PRIORITY: 8

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN			
<u>Description</u>	<u>Qty.</u>	<u>Cost Ea.</u>	
Tablet Computers	2	\$750	\$1,500 One time
Yearly Cell Service Cost	2	\$600	\$1,200 Recurring
TOTAL:			<u>\$2,700</u>

The Public Works Maintenance Division requests the purchase of two new air pad tablet-style computers for field entry and manipulation of work orders for the Landscape Division. These items are requested to enable the Landscape Division to complete its implementation of our field-initiated work order, inventory and irrigation systems monitoring in real-time. Previously, all work orders were generated and processed within the office and distributed to field staff with printed-paper records. Staff was not able to complete tree reports, cost of cure, or incident reports while in the field. Having the ability to process this data in the field, will allow the crews to become much more efficient by spending far less time in the office and allow them to be far more proactive on actual maintenance operations. The added tablets will do not require any added licenses as both Arbor Pro, and our I-Central Irrigation software recently updated to allow web-based use at no cost. As they are now operating using web-based maintenance software, this allows the section to implement and use this time-efficient and cost-saving work order system. The only recurring costs will be for yearly cell service as noted. It is anticipated that the savings because of the reduction in office time needed to currently download these to the computer every day, will more than offset the cost of that yearly service.

The one-time purchase costs for two additional tablet-style computers, license software is approximately \$1,500, and the ongoing yearly cost expenditure of approximately \$1,200 per year.

Expected Lifespan of Equipment : 5 years

Information Services Recommendation: Approve

**DEPARTMENT OF PUBLIC WORKS
FY2022-23 POLICY ITEM REQUEST**

TITLE: Convert and Make Permanent Position Changes
AMOUNT : (\$49,200)
ACCOUNT: Various - Salaries and Benefits
PRIORITY: 9

One Time Savings
 Recurring Savings

COST BREAKDOWN	
Total Cost Savings	(49,200)
TOTAL:	<u>(49,200)</u>

The Department of Public Works is requesting the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Engineering Division-1004080 Change Senior Engineering Technician-Traffic (Pos # 406516857) to Assistant Engineer-Traffic. **\$25,502.74 INCREASE**
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These changes will allow for permanent acknowledgement of the staffing need at this level and were previously approved by memo and requests for recruitments. All positions are within the General Fund.

It is recommended that the proposed changes be made permanent for FY 22-23

Note: The positions are currently filled at the revised classification level.

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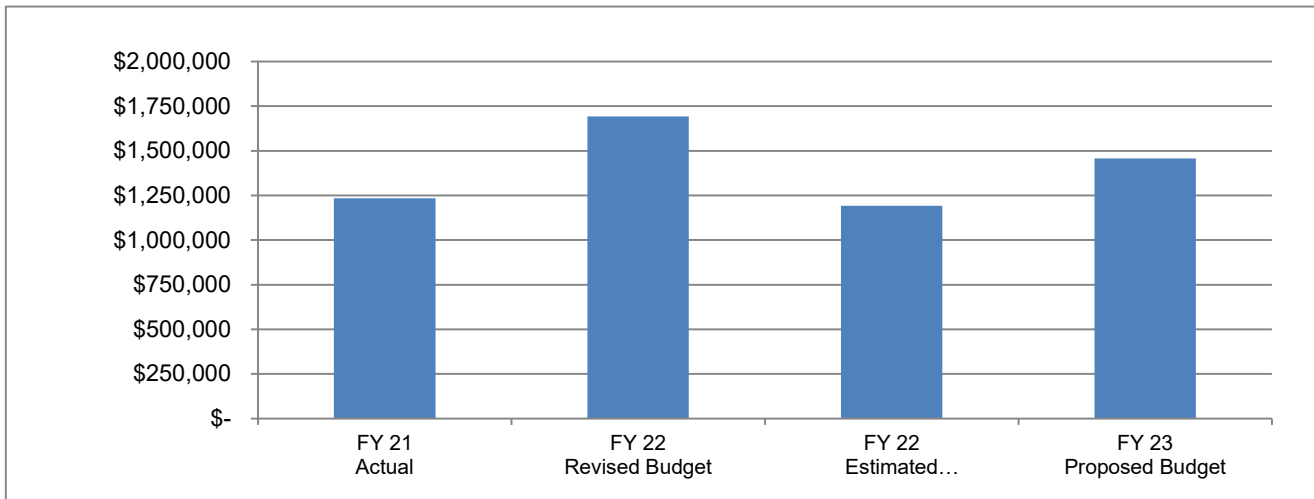

CITY OF SIMI VALLEY

Street Maintenance Section - 1004120

OVERVIEW

The Street Maintenance Section is comprised of two primary crews, the Asphalt Crew and the Concrete Crew, who are responsible for repairs to minor and major streets, all public right-of-way areas, including 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 City owned parking lots. The Concrete Crew repairs sidewalks, curbs and gutters, driveway aprons, and make 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 Crack Seal and Slurry Projects. This Section keeps the City's roads and sidewalks properly maintained and pedestrian areas safe.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 1,233,781	\$ 1,693,377	\$ 1,191,662	\$ 1,456,876



BUDGET ADJUSTMENTS

None

Street Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY22

- Performed a variety of asphalt and concrete repairs on major and minor streets including pothole, sidewalk and significant driveway/curb/gutter repair and reconstruction.
- A recently 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. Acquisition of this equipment has resulted in a much more streamlined repair process and annual savings in materials and crew costs.
- Completed the Annual Crack Sealing Project for the Maintenance Division.
- Completed implementation of the field initiated work order program system (utilizing tablet computers) to more efficiently respond to calls, making documentation field responses for pothole and sidewalk work completion faster and more cost effective.

GOALS FOR FY23

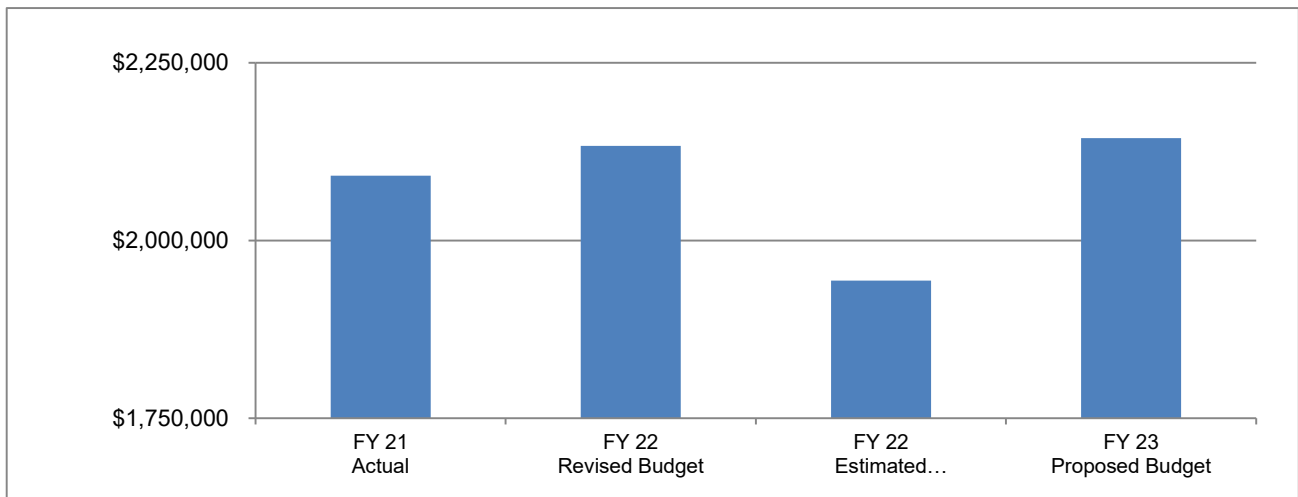
- Complete resurfacing projects for the Public Service Center.
- Significantly increase the lifetime of residential and local streets by fully implementing and expanding the annual Crack Seal, Crack Fill and Slurry Programs. A full implementation and expansion of these pavement maintenance methods will greatly reduce premature street deterioration and thus significantly reduce future general fund expenditures for such repairs.
- Assist the Capital Projects Division with preparation of the upcoming Sidewalk Repair Project(s) for the City.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 2,091,276	\$ 2,133,258	\$ 1,943,600	\$ 2,143,889



BUDGET ADJUSTMENTS

Contracted Services - Building Maintenance	\$	66,400
Contracted Services - Library Maintenance	\$	6,500
Annual Inspection Fee	\$	450

Building / Library Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Completed 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 energy saving HVAC control system upgrade for Transit.
- Monitored all building maintenance needs for the City's tenants, DMV and Kaiser.
- Retrofitted Metrolink parking lot lights with energy saving LED lights.
- Completed Drinking Fountain with Water Bottle Filler upgrades throughout City Facilities.
- Assisted with Senior Center and CAC Building improvements including painting and carpet replacement.

GOALS FOR FY23

- 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.

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Building Maintenance Contracted Services
AMOUNT : \$ 66,400
ACCOUNT: 1004130-44490
PRIORITY: 3

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Other Contracted Services</u>	\$66,400
TOTAL:	<u>\$66,400</u>

Public Works Maintenance is requesting additional funds needed for City Facility contracted services. Vendor service costs have risen significantly due to prevailing wage regulations, inflation and supply and demand issues. Services affected but not limited to are: fire and security monitoring, pest control, fire system maintenance and repairs, electrical and plumbing repairs, and other services as needed.

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Library Maintenance Contracted Services
AMOUNT : \$ 6,500
ACCOUNT: 1004170-44490
PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Other Contracted Services</u>	\$6,500
TOTAL:	<hr/> \$6,500

Public Works Maintenance is requesting additional funds needed for Library contracted services. Vendor service costs have risen significantly due to prevailing wage regulations, inflation and supply and demand issues. Services affected but not limited to are: fire and security monitoring, pest control, fire system maintenance and repairs, electrical and plumbing repairs, and other services as needed.

DEPARTMENT NAME HERE
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: City Hall Breakroom & Janitor Closet Upgrades
AMOUNT : \$450
ACCOUNT: 1004130-44010
PRIORITY: 11

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Annual Inspection Fee	\$450
TOTAL:	<hr/> \$450

The Service Employees' International Union, Local 721 (SEIU) currently has exclusive rights to the vending contractor that provides the vending machines and services in City Hall and other vending locations at the Public Services Center. The Police Department has had a contract with a different vendor (Avanti Market) that services a self-service market area with more variety, including healthy options. Both SEIU and the City are exploring having a similar self-service market concept in the breakroom at City Hall. Should this new market concept be successful, it is anticipated other vending locations under contract with SEIU will also be upgraded similarly in the future.

In addition, there is an annual inspection fee of approximately \$450 through Ventura County Resource Management Agency, Environmental Health Division (VCRMA).

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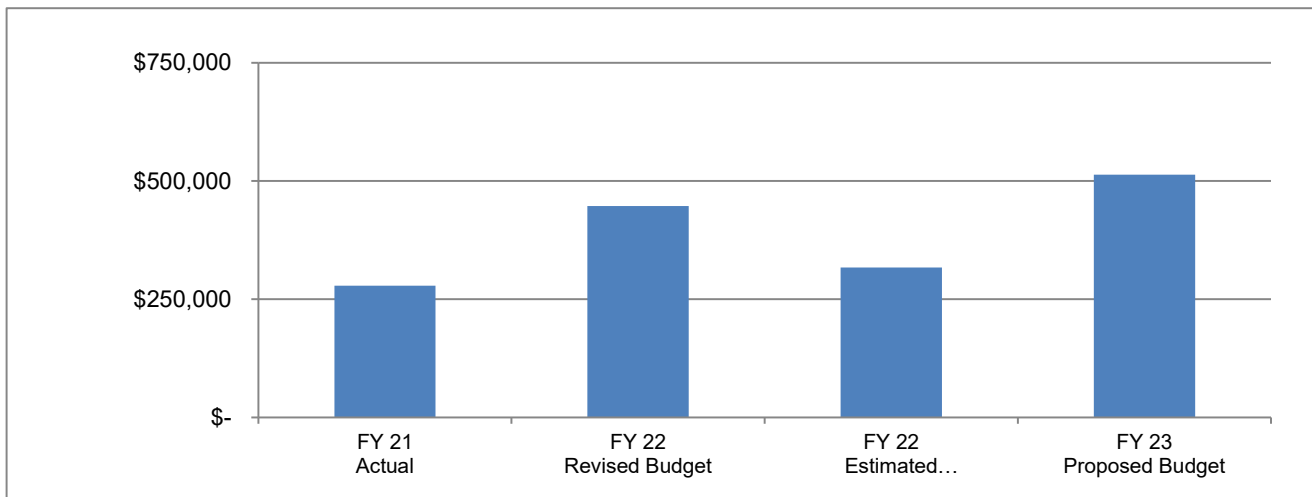

CITY OF SIMI VALLEY

Traffic Maintenance Section - 1004140

OVERVIEW

The Traffic Maintenance Section is responsible for traffic sign replacement, painting and striping, placing and maintaining 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 also maintain the City's traffic signing and striping infrastructure, which helps guide people safely throughout the City.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 278,838	\$ 446,981	\$ 317,058	\$ 513,421



BUDGET ADJUSTMENTS

Traffic Striping	\$ 80,000
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Traffic Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 FY23

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

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Traffic Striping
AMOUNT : \$ 80,000
ACCOUNT: 1004140-44490
PRIORITY: 6

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Other Contract Services</u>	\$80,000
TOTAL:	<hr/> \$80,000

The City maintains over 790 lane-miles of City streets, including associate signs, striping, and pavement markings. Deferred maintenance has allowed striping at many locations to deteriorate to point of no longer being visible. Additional budget is desired to replace faded and/or obliterated striping and pavement markings more expediently and in greater quantities.

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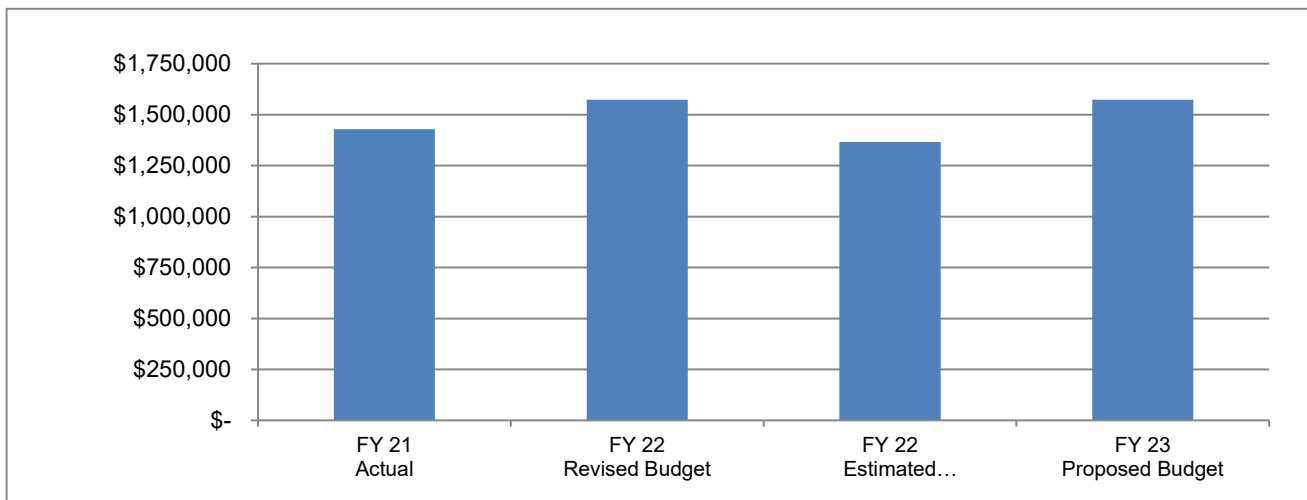

CITY OF SIMI VALLEY

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 1,429,302	\$ 1,572,577	\$ 1,365,738	\$ 1,573,115



BUDGET ADJUSTMENTS

Fuel and Lubricant	\$85,000
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Vehicle Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY22

- Completed 3,068 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.
- Passed CHP five year P/W BIT inspection 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 2 new pieces of equipment for Sanitation and Streets.
- Assisted various City Divisions with CARB required deisel truck and equipment replacements.

GOALS FOR FY23

- 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.

PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Fuel and Lubricant
AMOUNT : \$85,000
ACCOUNT: 1004150-42500
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Fuel and Lubricants</u>	\$85,000
TOTAL:	<hr/> \$85,000

Public Works Maintenance is requesting additional funds needed to purchase fuel and lubricants. As a result of increasing cost of fuel and lubricants along with rising refinery processing fees and delivery price increases. Included is the additional fuel needed for emergency generator use due to power outages.

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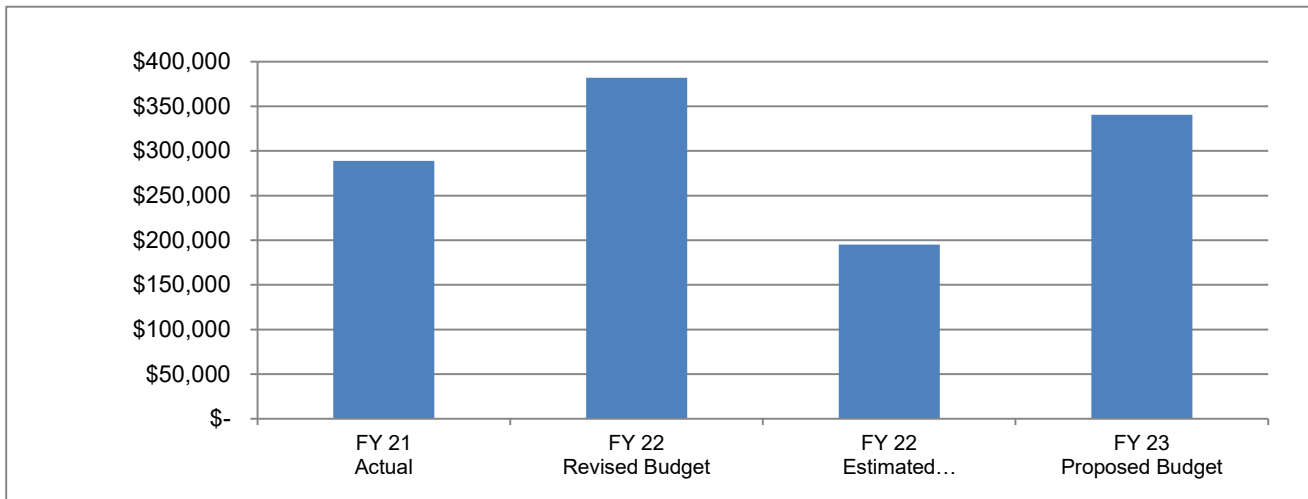

CITY OF SIMI VALLEY

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. Their 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 288,816	\$ 381,891	\$ 194,947	\$ 340,367



BUDGET ADJUSTMENTS

Heavy Equipment Operator to Maintenance Worker II	(\$5,778)
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Storm Drain Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY22

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

GOALS FOR FY23

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

**DEPARTMENT OF PUBLIC WORKS
FY2022-23 POLICY ITEM REQUEST**

TITLE: Convert and Make Permanent Position Changes
AMOUNT : (\$49,200)
ACCOUNT: Various - Salaries and Benefits
PRIORITY: 9

One Time Savings
 Recurring Savings

COST BREAKDOWN	
Total Cost Savings	(49,200)
TOTAL:	<u>(49,200)</u>

The Department of Public Works is requesting the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Engineering Division-1004080 Change Senior Engineering Technician-Traffic (Pos # 406516857) to Assistant Engineer-Traffic. **\$25,502.74 INCREASE**
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3. Parkway/Tree Maintenance Division-1004110 Change Landscape Architect (Pos# 246256489) to Maintenance Superintendent **\$32,158.13 SAVINGS**
4. Graffiti / Abatement Division-1004190 Change Community Services Coordinator (Pos # 246501629) to Community Services Technician. **\$36,704.04 SAVINGS**

These changes will allow for permanent acknowledgement of the staffing need at this level and were previously approved by memo and requests for recruitments. All positions are within the General Fund.

It is recommended that the proposed changes be made permanent for FY 22-23

Note: The positions are currently filled at the revised classification level.

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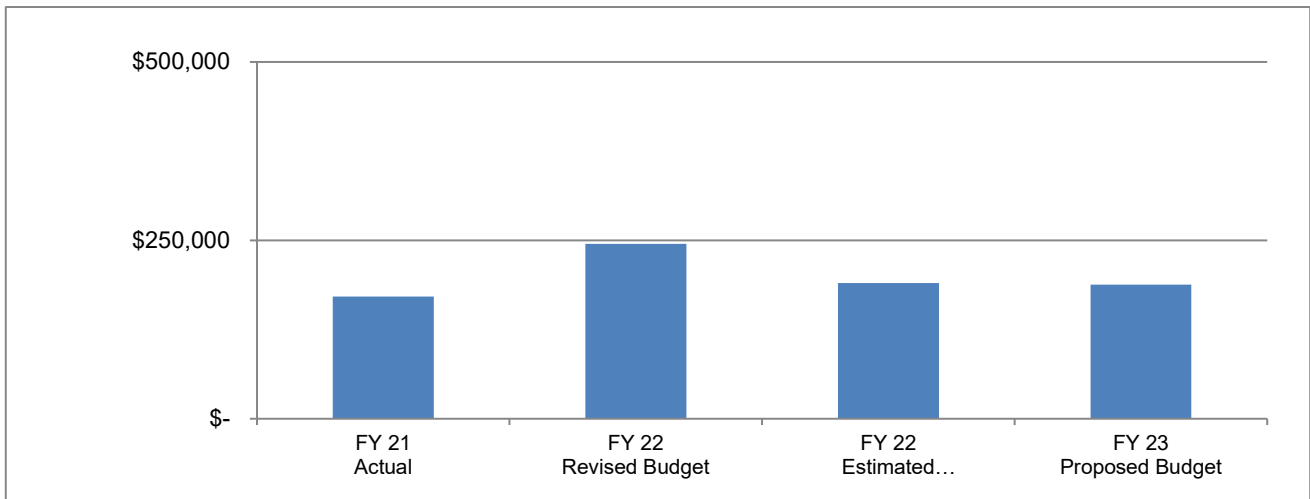
CITY OF SIMI VALLEY

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 171,077	\$ 245,085	\$ 190,149	\$ 188,077



BUDGET ADJUSTMENTS

Community Services Coordinator to Community Services Technician	\$	(36,704)
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Graffiti Abatement Program (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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.
- Effectively trained all personnel and used the new field 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 FY23

- 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.

**DEPARTMENT OF PUBLIC WORKS
FY2022-23 POLICY ITEM REQUEST**

TITLE: Convert and Make Permanent Position Changes
AMOUNT : (\$49,200)
ACCOUNT: Various - Salaries and Benefits
PRIORITY: 9

One Time Savings
 Recurring Savings

COST BREAKDOWN	
Total Cost Savings	(49,200)
TOTAL:	<u>(49,200)</u>

The Department of Public Works is requesting the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Engineering Division-1004080 Change Senior Engineering Technician-Traffic (Pos # 406516857) to Assistant Engineer-Traffic. **\$25,502.74 INCREASE**
2. Storm Drain Division-1004160 Change Heavy Equipment Operator (Pos # 406702180) to Maintenance Worker II. **\$5,777.73 SAVINGS**
3. Parkway/Tree Maintenance Division-1004110 Change Landscape Architect (Pos# 246256489) to Maintenance Superintendent **\$32,158.13 SAVINGS**
4. Graffiti / Abatement Division-1004190 Change Community Services Coordinator (Pos # 246501629) to Community Services Technician. **\$36,704.04 SAVINGS**

These changes will allow for permanent acknowledgement of the staffing need at this level and were previously approved by memo and requests for recruitments. All positions are within the General Fund.

It is recommended that the proposed changes be made permanent for FY 22-23

Note: The positions are currently filled at the revised classification level.

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CITY OF SIMI VALLEY

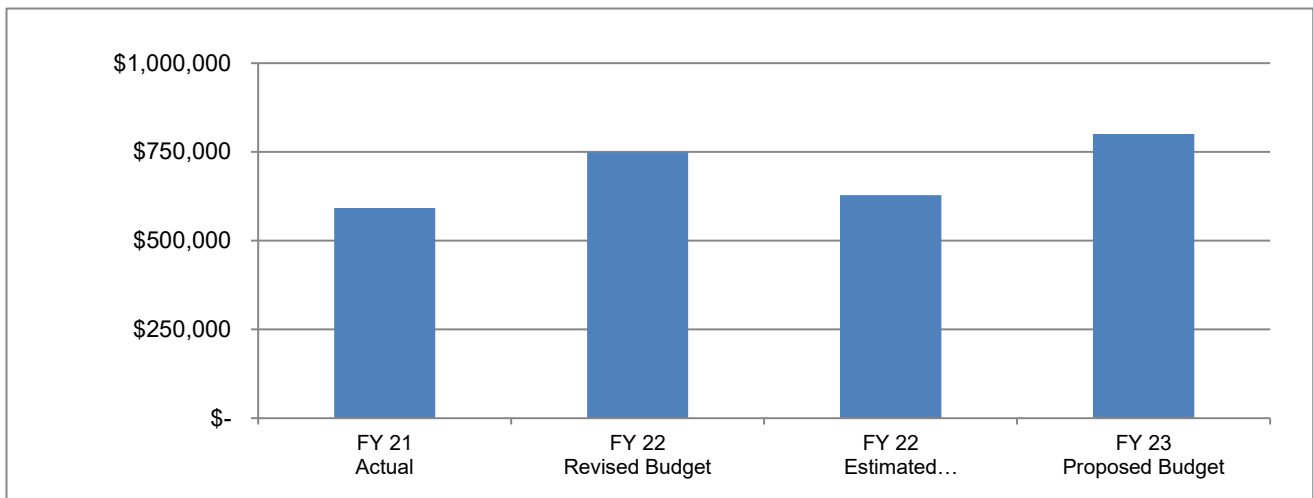
Stormwater Program - 1004065

OVERVIEW

The Stormwater Program (this Cost Center was formerly titled the Environmental Compliance Division) administers the City's Stormwater Quality Management program. (The Division formerly included the Hazardous Materials and Universal Waste program as well, that functional management was moved to the Solid Waste Program).

The Stormwater Management Program administers the City's Stormwater Ordinance in compliance with the National Pollutant Discharge Elimination System ("NPDES") for stormwater collection/discharge systems. 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 591,789	\$ 749,427	\$ 628,363	\$ 800,324



BUDGET ADJUSTMENTS

MS4 Watershed Management Program	\$ 80,000
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Stormwater Program (continued)

KEY ACCOMPLISHMENTS IN FY22

- Purchased and installed 26 Connector Pipe Screen (CPS) units to reduce trash in the Arroyo Simi.
- Cleaned catch basins CPS units removing over 50,000 pounds of trash, landscape debris, and sediment.
- Reviewed and evaluated implementation requirements under newly adopted regional NPDES MS4 permit from the Los Angeles Regional Water Quality Control Board.

GOALS FOR FY23

- Work with the Countywide Stormwater Management Group and the Watershed Management Consultant to begin the preliminary work for the Calleguas Creek Watershed Management Program as required by the new NPDES MS4 permit.
- With funding from the Cal/Recycle Beverage Grant Program continue to publish anti-littering and recycling ads.'
- Provide a more efficient means of communication and program management via online and social media platforms.

**PUBLIC WORKS
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: MS4 Watershed Management Program
AMOUNT : \$80,000
ACCOUNT: 1004065-44010
PRIORITY: 7

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Professional Services -Consultant Costs</u>	\$80,000
TOTAL:	<u>\$80,000</u>

Under the new Regional NPDES MS4 permit for Ventura and Los Angeles counties, each permittee must decide to either implement a Watershed Management Program (WMP) or strictly follow the MS4 permit's Minimum Control Measures (MCM). Following the MCMs requires the City to implement additional control measures in addition to being required to meet water quality limits at the effective date of the permit (Sept 11, 2021). Not being in compliance could result in substantial penalties from the Regional Water Quality Control Board. The City Council agreed with City staff's recommendation to join in the creation of a WMP for the Calleguas Creek Watershed. While costly, this plan gives the City more time to meet water quality requirements and is the City's best opportunity to meet compliance requirements.

The costs for this portion of the WMP will be shared as they have previously been shared throughout the county, with Simi Valley's share being approximately \$80,000. This initial phase of the WMP involves working with a consultant and other permittees to create a roadmap for potential projects that will result in compliance with water quality limits. The permit allows five years to create and begin implementation of the WMP.

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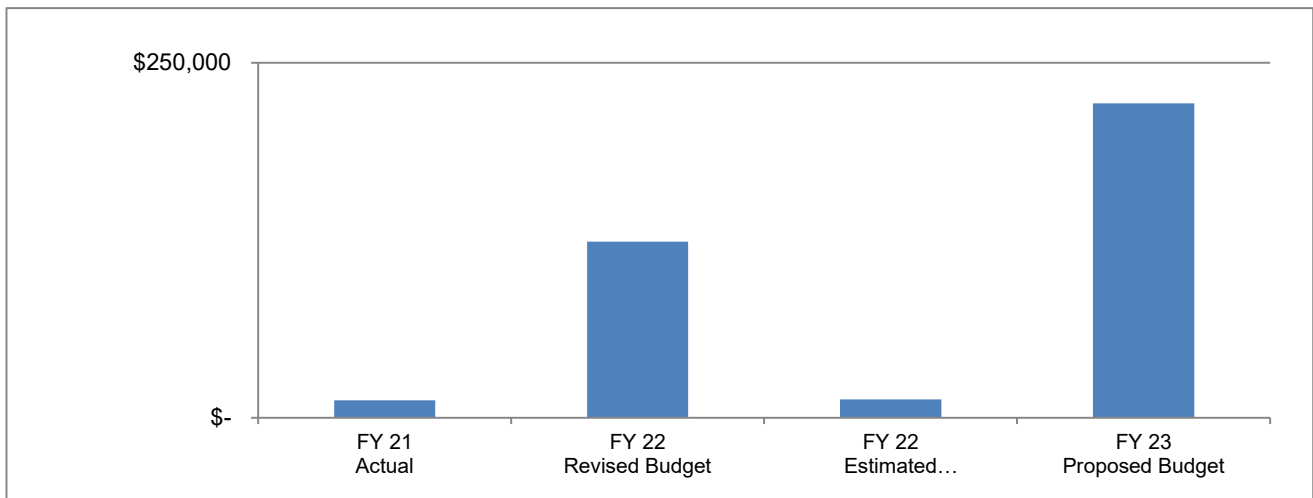

CITY OF SIMI VALLEY

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. The Solid Waste program also manages the Hazardous Materials Program, including the Household Hazardous Waste (“HHW”) service that provides citizens a safe and environmental responsible disposal option for household wastes. The Program also manages the legal and safe handling, storage, transportation, and disposal of hazardous wastes generated by City Departments.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Proposed Budget
Expenditures	\$ 12,240	\$ 123,945	\$ 13,000	\$ 221,438



BUDGET ADJUSTMENTS

None

Solid Waste Regulation (continued)

KEY ACCOMPLISHMENTS IN FY22

- Reported that the City outperformed the Residential and Commercial Diversion Rates.
- Maintained solid waste service fees in CY 2022 (through June 30) at the same rates as CY 2021.
- Reorganized the Solid Waste Program management to better recognize the integration of the hazardous waste (including HHW) oversight.
- With funding from the CalRecycle Beverage Grant Program:
 - published weekly ads having an anti-littering message that encouraged recycling
 - provided EcoHero presentations to 11 schools
 - purchased and placed recycling bins at various public locations

GOALS FOR FY23

- Continue to perform above the State of California's mandated solid waste diversion rates.
- 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 Partnership with Waste Management.
- 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.

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CITY OF SIMI VALLEY

POLICE DEPARTMENT

SIMI VALLEY CITY COUNCIL

CITY MANAGER

**POLICE DEPARTMENT
Chief of Police**

**EMERGENCY SERVICES
MANAGER**

**ADMINISTRATIVE
ASSISTANT**

**EXECUTIVE OFFICER
COMMANDER**

- Public Information Officer
- Planning & Research
- Chaplain Program
- Volunteer Program
- Communication Bureau
- 911 Center
- Records Management Bureau
- Maintenance Unit
- Police Vehicle Fleet
- Police Facility

DEPUTY CHIEF

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> - Patrol Bureau Commanders - Field Training Officer Program - K9 Unit - Mobile Field Force - PROS Officer - Bicycle Patrol Unit - Defensive Tactics Team - Traffic Bureau Commander - Accident Investigation Unit - Traffic Enforcement - Off-Road Program - Parking Enforcement - Abandoned Vehicles - Front Desk Services | <ul style="list-style-type: none"> - Detective Bureau Commander - Major Crimes - Property Crimes - Crime Scene Investigators - Technical Services - Professional Standards Bureau Commander - Background & Recruitment - Internal Affairs - Department Training - Pitchess Motions / City Claims - Lexipol Administration - Explorer Program - Community Policing Bureau Commander - Neighborhood Resource Officers - School Resource Officers - Vulnerable Population Detective - Public Relations Team - Property & Evidence - Temporary Holding Facility - Special Enforcement Bureau Commander - Special Investigation Unit / Narcotics - Special Problems Unit - Task Force Operations - SWAT Team - Crisis Negotiation Team | <ul style="list-style-type: none"> - Administrative Officer - Fiscal Services Unit - Alarm Ordinance - Budget - Business Permits - Grant Management/Accounting - Payroll - Purchasing |
|--|--|---|

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
PD Administration	1,337,160	1,396,932	1,323,360	1,682,235
Communications	1,769,031	2,085,280	1,992,830	2,067,498
Patrol Bureau	16,555,572	17,224,102	16,498,666	17,439,197
Special Enforcement bureau	2,809,274	3,511,525	2,466,282	2,571,918
Detectives Bureau	3,800,091	4,240,959	3,768,313	4,297,555
Records	832,516	1,164,311	824,555	1,155,808
PD Fiscal	632,873	552,627	401,052	586,385
PD Maintenance	845,539	1,104,617	899,583	1,114,882
Professional Standards Bureau	2,573,137	2,353,605	2,546,274	2,129,632
Community Policing Bureau	1,089,622	540,984	1,155,261	1,556,674
Traffic Bureau	2,716,621	3,551,393	2,878,507	3,354,394
TOTAL \$	34,961,436	\$ 37,726,336	\$ 34,754,682	\$ 37,956,178

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	15,367,997	16,356,699	15,641,605	16,426,885	0.4%
41020 - Temporary Salaries - PR Only	79,752	65,000	82,200	65,000	0.0%
41040 - Overtime	3,020,689	3,192,552	2,669,600	2,985,600	-6.5%
41200 - Deferred Comp - 401k	130,175	143,981	123,843	146,297	1.6%
41210 - Deferred Comp - 457	58,158	74,620	59,147	64,050	-14.2%
41300 - Vision Care	39,646	43,826	42,139	43,560	-0.6%
41350 - Disability	108,891	113,862	122,418	115,491	1.4%
41400 - Group Insurance/Health	300,172	300,300	307,987	312,900	4.2%
41410 - POST Incentive	-	527,366	-	476,281	-9.7%
41415 - Flex Benefits	2,988,581	3,410,260	3,068,680	3,306,029	-3.1%
41420 - CalPERS Health Admin Fee	9,647	11,499	11,000	11,499	0.0%
41450 - Life Insurance	29,432	31,240	32,919	31,195	-0.1%
41500 - Group Insurance/Dental	230,415	246,051	244,176	247,872	0.7%
41550 - Section 125 Administration Fee	433	1,050	467	1,411	34.3%
41600 - Retirement (PERS)	7,483,054	8,284,113	7,631,757	8,719,068	5.3%
41620 - Retirement (HRA)	218,897	200,398	210,092	303,118	51.3%
41650 - Medicare Tax	280,257	296,710	290,670	295,744	-0.3%
41660 - FICA	-	4,030	-	4,030	0.0%
41700 - Workers' Compensation	2,462,449	2,513,818	2,513,818	2,413,148	-4.0%
41800 - Leave Accrual	881,904	-	257,991	-	0.0%
41801 - Leave Accrual - Contra Account	(134,498)	-	-	-	0.0%
41860 - Salary Reimbursements	(75,390)	(148,000)	(148,000)	-	-100.0%
42150 - Communications	23,418	32,200	23,937	26,800	-16.8%
42200 - Computer - Non Capital	3,509	800	800	500	-37.5%
42230 - Office Supplies	9,794	17,800	14,870	18,200	2.2%
42235 - Furnishings & Equip - Non Cap	12,688	600	-	-	-100.0%
42310 - Rentals	-	1,500	1,500	1,500	0.0%
42410 - Uniform/Clothing Supply	302,290	412,790	315,486	418,000	1.3%
42430 - Employee Recognition	-	-	-	1,000	0.0%
42440 - Memberships and Dues	8,537	15,300	13,196	15,000	-2.0%
42450 - Subscriptions and Books	2,223	5,900	5,160	6,500	10.2%
42500 - Fuel and Lubricants	238,056	347,000	311,550	399,000	15.0%
42560 - Operating Supplies	248,746	293,477	267,586	285,700	-2.7%
42720 - Travel, Conferences, Meetings	11,923	58,100	58,934	60,400	4.0%
42730 - Training	49,720	58,349	51,671	58,700	0.6%
42760 - POST Training	124,594	130,000	130,000	130,000	0.0%
42770 - Recruitment	29,126	42,500	36,500	42,500	0.0%
42780 - Investigations	7,156	6,500	4,600	9,000	38.5%
42790 - Mileage	4,844	5,800	5,100	5,800	0.0%
43010 - Liability Insurance Premiums	306	2,000	-	2,000	0.0%
44010 - Professional/Special Services	117,935	182,200	124,676	164,900	-9.5%
44012 - Outside Legal	-	7,500	5,856	7,500	0.0%
44310 - Maintenance of Equipment	182,645	225,300	135,087	124,700	-44.7%
44410 - Maintenance Building/Grounds	7,293	-	8,184	158,200	0.0%
44490 - Other Contract Services	27,945	92,364	45,535	46,100	-50.1%
47020 - Furnishings & Equip (Capital)	64,189	109,195	20,541	5,000	-95.4%
47040 - Building Improvements	3,800	9,784	11,404	-	-100.0%
48800 - Application Software	36	-	-	-	0.0%
TOTAL	34,961,436	37,726,336	34,754,682	37,956,178	0.6%

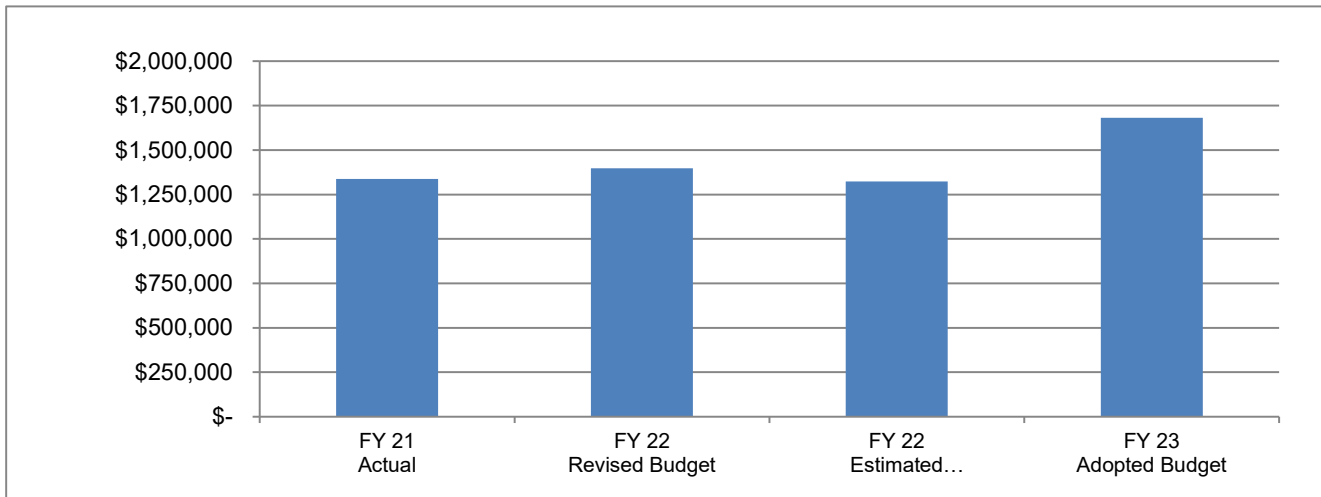
PD Administration - 1005005

OVERVIEW

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

Administration is responsible for the management and oversight of the Police Department. Staff that oversees Operations Division and two Professional Staff Bureaus. The goal of Police Administration is to ensure that the department maintains highest level of law enforcement service and complies with legal guidelines. This is accomplished through policy and procedure analysis, enhancing competency, leveraging technology, and developing community partnerships.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,337,160	\$ 1,396,932	\$ 1,323,360	\$ 1,682,235



BUDGET ADJUSTMENTS

Police Chaplains: Uniforms & Operating Supplies	\$3,000
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PD Administration (continued)

KEY ACCOMPLISHMENTS IN FY22

- Hosted quarterly 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.
- Continued to engage 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.
- School Resource Officers, Homeless Liaison Officers, and the Vulnerable Population Detective worked with the Simi Valley Unified School District, and various Social Services agencies on various community issues related to school safety, housing, food insecurity, mental illnesses and/or developmental disabilities resources, and other quality of life issues.
- Peer Support Team members attended training courses and attended countywide meetings for the purpose of improving services and outreach.
- Implemented the “Etch and Catch” Catalytic Converter anti-theft program.

GOALS FOR FY23

- Reduce crime and maintain community safety.
- Restore Community Policing Programs, by staffing the Community Policing Bureau with Neighborhood Resource Officers, School Resource Officers, a Vulnerable Population Detective, and Community Services Specialist.
- Recruit and hire 15 highly qualified Police Officers.
- Provide Police Department staff on-going training related to social and cultural issues.
- Update and publish the Department Strategic and Succession Plan.
- Continue to research, test, and acquire technologies that improve efficiency and service to the community.
- Continue to expand employee wellness programs and outreach efforts by improving critical incidents debriefs and providing better employee wellness resources.
- Improve and expand the Department’s Social Media presence.

**POLICE DEPARTMENT
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Police Chaplains: Uniforms and Operating Supplies

AMOUNT : \$3,000

ACCOUNT: 1005005-42560 & 42410

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Uniforms/Supplies:	\$3,000
TOTAL:	\$3,000

The Police Department is requesting additional funds for supplies related to re-staffing the Police Chaplain program.

As long as there is crime, there will be officers and a host of persons supporting the criminal justice system. Occasionally, these men and women will need additional support to handle overwhelming emotions which are hazards of the job. Most agencies cannot afford a full time staff person to attend to such needs. The type of people and criminal actions law enforcement encounter in communities and jails can sometimes be shocking. This evokes feelings the average person is very often not equipped to process alone. As a community oriented profession, we train law enforcement not to disclose feelings at such incidents. The nature of the profession asks that feelings and normal reactions to the extraordinary be put aside. This can result in higher rates of alcoholism, drug abuse, divorce, and, sometimes, suicide. In a service profession to law enforcement, as well as to the incarcerated, and former inmates, the chaplain has a unique perspective of, and possibly is better equipped to address basic problematic events and emotions. An effective chaplaincy program should be an integral part of any police department. This program can take many different forms in order to conform to need, resources, and capabilities within the community and organization. Many police offices utilize chaplaincy volunteer programs.

A law enforcement chaplain is a clergy person with a passionate interest in, and the specialized training for pastoral care in the world of law enforcement. This pastoral care is offered to all people, regardless of race, gender, sexual orientation, national origin, creed, or religion. The chaplain's ministry provides a source of strength to our police personnel, their families, and the community, advising calmly in the midst of turmoil and danger, and offering assistance when appropriate or requested.

The duties of a police chaplain include, but not limited to, the following:

- Assisting in making notification to families of department members who have been seriously injured or killed.
- Visiting sick or injured law enforcement personnel in the hospital or home.
- Attending and participating in funerals of active or retired members of the department.
- Assisting personnel in the diffusion of a conflict or incident when requested.
- Responding to natural, accidental deaths, suicides, attempted suicides, family disturbances and any other incidences where their presence is appropriate or requested.
- Counseling Officers and other personnel with personal problems, when requested.
- Responding to major disasters such as earthquakes, bombings and similar critical incidents.

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CITY OF SIMI VALLEY

Communications - 1005110

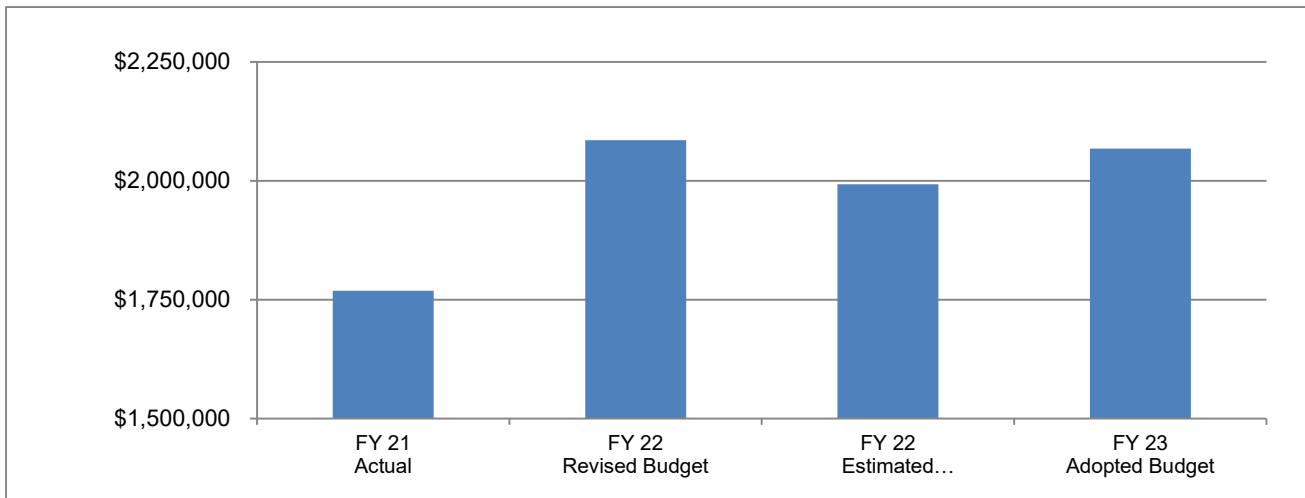
OVERVIEW

Communications/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.

Communications 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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,769,031	\$ 2,085,280	\$ 1,992,830	\$ 2,067,498



BUDGET ADJUSTMENTS

None

Communications (continued)

KEY ACCOMPLISHMENTS IN FY22

- Handled approximately 28,472 calls for service from July 1, 2021 to January 31, 2022.
- Maintained an average response time of 4.6 minutes for emergency calls, and 16.3 minutes for routine calls from July 1, 2021 to January 31, 2022.
- 3 Dispatcher Trainees hired in FY 20-21, officially were signed-off training and promoted to Police Dispatcher in Fall of 2021.
- 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, and Next-Generation 9-1-1 upgrade.
- Implemented and utilized new scheduling software eSchedule, a cloud-based 24/7 workload scheduling system for Dispatchers.

GOALS FOR FY23

- Provide professional and courteous service at all times to citizens, officers, and co-workers.
- Complete and implement the Next Generation 9-1-1 upgrade to phone equipment.
- Complete all state mandated POST continuing education training credits by Dec 31, 2022 for all Dispatchers.
- Successfully train 3 Dispatcher Trainee's and promote to Police Dispatcher.
- 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.
- Manage and implement Quality Assurance program for 9-1-1 calls and radio dispatching with newly purchased Frontline Quality Assurance tracker.

Patrol Bureau - 1005120

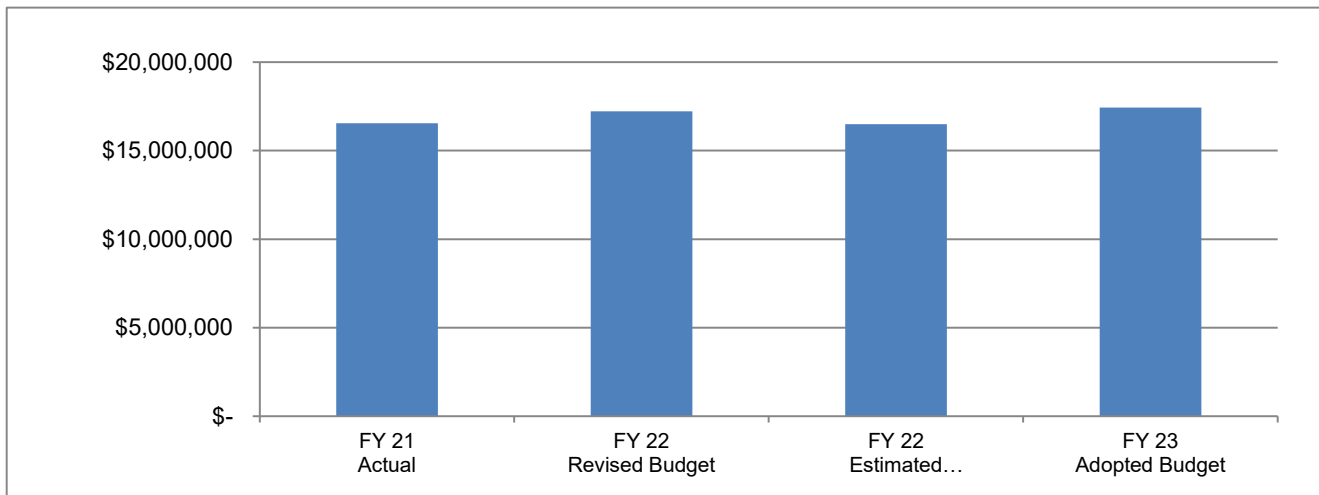
OVERVIEW

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 40,000 calls for service while maintaining an emergency response time of less than 5 minutes.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 16,555,572	\$ 17,224,102	\$ 16,498,666	\$ 17,439,197



BUDGET ADJUSTMENTS

None

Patrol Bureau (continued)

KEY ACCOMPLISHMENTS IN FY22

- Maintained emergency response time of less than 5 minutes, and non-emergency response time of about 15 minutes.
- Delivered excellent service while handling over 33,416 calls for service as of March 2021.
- 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.
- Implemented “Etch-a-Cat” program and formed community partnerships aimed at thwarting catalytic converter thefts.
- Provided additional professional security to City Council Meetings and its members through the efforts of the Mobile Field Force.
- Continued to deliver superior service to the public and quality enforcement in the community.

GOALS FOR FY23

- 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.
- Implement purposeful policing ideology 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 laterals, retirements and promotions.
- Adopt, implement and train all sworn SVPD staff in de-escalation strategies for our defensive tactics program via the Gracie Survival Tactics Class.

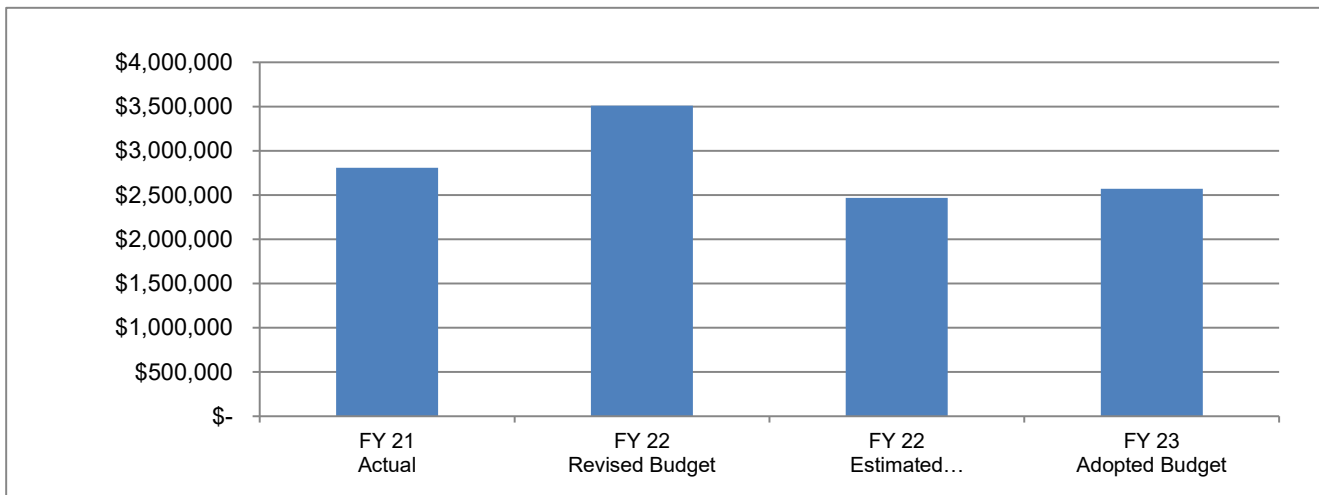
Special Enforcement Bureau - 1005230

OVERVIEW

The Special Enforcement Bureau (SEB) provides specialized enforcement services and Department-wide support when needed. Due to Patrol Bureau staffing issues, the Special Problems Unit was disbanded and the Vulnerable Population Detective position was assigned to the new Community Policing Bureau.

SEB is currently comprised of the Special Investigations Unit (SIU) as a full-time Unit, along with Special Weapons and Tactics (SWAT) and Crisis Negotiations Team (CNT) which are both ancillary assignments, comprised of Officers from throughout the Department. SIU is responsible for narcotic investigations, as well as surveillance activities for other Units of the Department. One Detective position is assigned to the Joint Terrorism Task Force and one Detective position is assigned to the Southwest Border Task Force/DEA.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,809,274	\$ 3,511,525	\$ 2,466,282	\$ 2,571,918



BUDGET ADJUSTMENTS

None

Special Enforcement Bureau (continued)

KEY ACCOMPLISHMENTS IN FY22

- Ongoing multijurisdictional Narcotics investigation with the DEA.
- Assisted the Department with tracking, surveilling, and arresting numerous, high-profile cases.
- Provided a full-time detective to a DEA task force.
- Provided Department training for overdose investigations, sales investigations, and asset forfeiture.
- Conducted training with numerous Patrol personnel via pairing the Officer with an SIU Detective for one shift.
- Conducted local narcotics investigations prompted by observed activity, as well as citizen complaints.
- Re-established the Special Problems Unit to better address quality of life issues within our community.

GOALS FOR FY23

- Continue to focus narcotic investigations on dealers operating in Simi Valley.
- Coordinate enforcement efforts at massage parlors utilizing the Patrol Bureau.
- Provide training to Patrol Bureau on narcotics trends and investigations.
- Continue to work with DEA and FBI task forces.
- Maintain balance of enforcement activities for all areas of responsibility.
- Ensure training of the new SIU Sergeant and two new SIU Detectives.
- Provide active shooter training to City personnel.

Detectives Bureau - 1005240

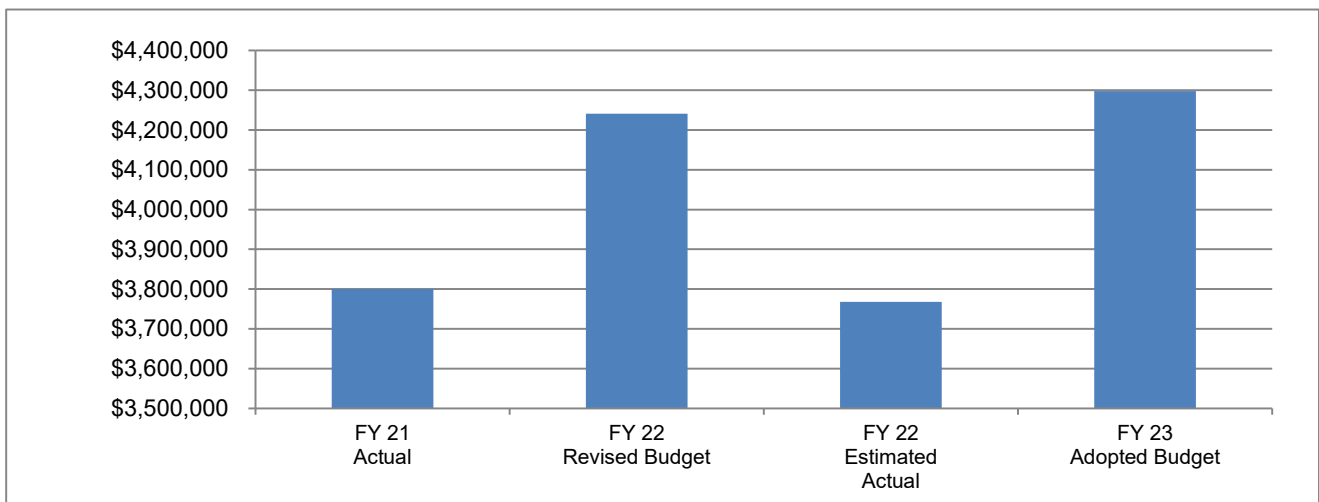
OVERVIEW

The Detective Bureau has been newly restaffed and reformed, with the following primary focus of effort:

- Protect and serve the victims.**
- Enhance the Department's capabilities** by contributing technology training and expertise.
- Lead and inspire** by professional example.

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 Investigation Unit, processes crime scenes to detect, collect, and analyze evidence to support criminal investigations.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 3,800,091	\$ 4,240,959	\$ 3,768,313	\$ 4,297,555



BUDGET ADJUSTMENTS

None

Detectives Bureau (continued)

KEY ACCOMPLISHMENTS IN FY22

- Worked on several homicides from the previous year.
- Conducted several high priority investigations, including a residential arson homicide investigation in conjunction with Ventura County Fire Department and an assault with a deadly weapon against a police officer, which resulted in an officer-involved shooting. Both with suspects in custody awaiting trial.

GOALS FOR FY23

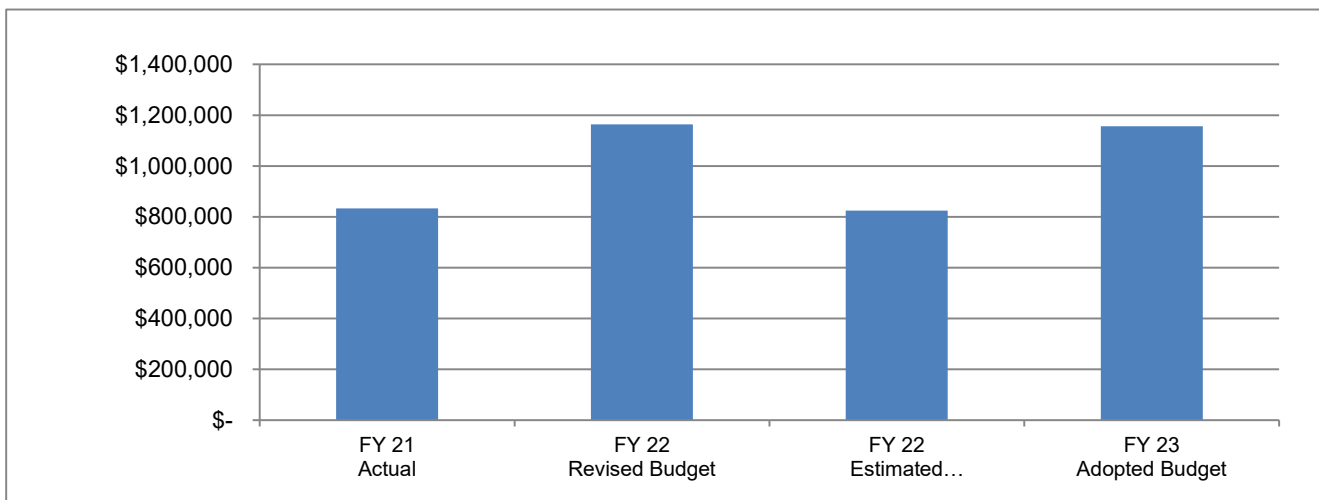
- Restaff and redirect the Detective unit.
- Allocate multiple detectives to investigate Internet Crimes Against Children (ICAC) aggressively.
- Release department-wide crime bulletins.
- Create and implement a Simi Valley Police Department cold-case homicide web page and utilize it to educate and encourage community involvement with Simi Valley citizens who may have previously unreported knowledge of case facts.
- Research and implement a city-wide camera system (i.e., Flock or Vigilant style).
- Provide training to the Patrol Bureau on different investigations undertaken by Detectives.
- Seek out basic and advanced training to cross-train Detectives in property and Major Crimes investigations.
- Redesign the Detective Bay and Conference room to a more professional standard.

Records - 1005350

OVERVIEW

The Records Bureau manages the automated Records Management Systems (RMS). 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 access to CLETS and Criminal Offender Record Information (CORI); and 8) acting as Private Branch Exchange (PBX) during business hours.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 832,516	\$ 1,164,311	\$ 824,555	\$ 1,155,808



BUDGET ADJUSTMENTS

None

Records (continued)

KEY ACCOMPLISHMENTS IN FY22

- Performed over 1,274 transactions at the public counter including vehicle releases and report requests all while ensuring superior customer service.
- Processed and audited over 10,471 records including crime and arrest reports, traffic collision reports, field interview cards, and citations.
- Answered over 21,133 incoming business calls providing the public with information, referring to appropriate resources, and transferring to the appropriate Bureau within the Department.
- Responded to over 42 subpoena requests and 36 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 FY23

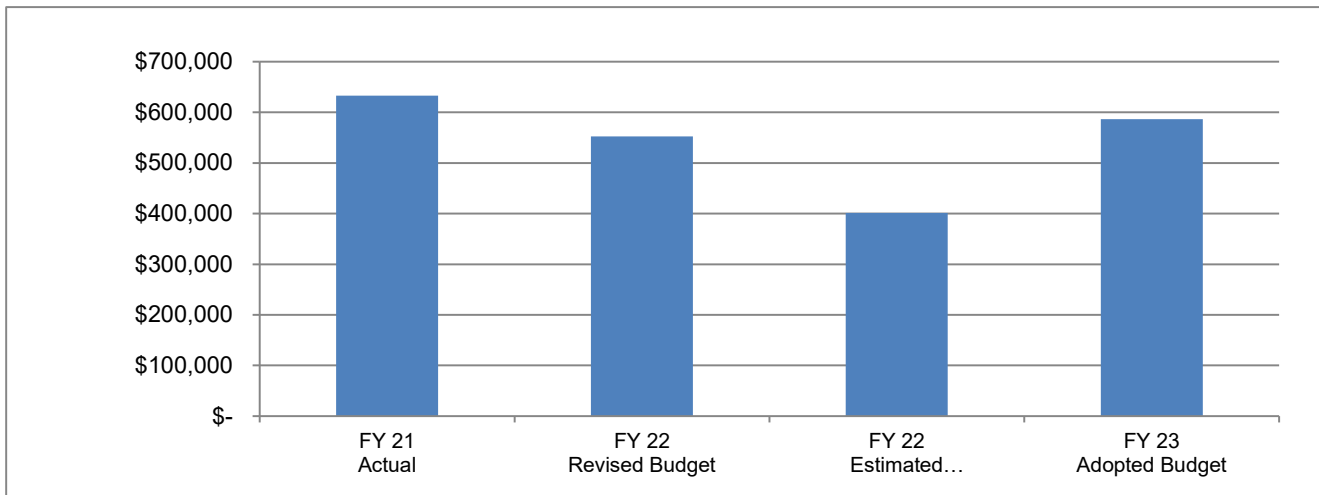
- Provide thorough and extensive training for Records Bureau personnel to minimize liability related to the release of records including CLETS and CORI information.
- Continue to pull backlog of old reports from Microfilm into Versadex for more timely information and better customer service to the public and other agencies.
- Complete training for all newly hired Records Bureau personnel.
- 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: Processing purchase orders; Initiating payments to vendors; Auditing and approving Purchasing Card transactions; Auditing timesheet data and processing payroll corrections; Creating invoices for false alarms, emergency services, and other fees; Reviewing and approving permits for businesses and solicitors; Coordinating grant activities by writing grant applications, monitoring performance, and submitting reimbursement requests; Developing and monitoring Bureau budgets by providing analysis and offering recommendations, as needed, and; Delivering logistical support for Police Officers during City emergencies or special events.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 632,873	\$ 552,627	\$ 401,052	\$ 586,385



BUDGET ADJUSTMENTS

None

PD Fiscal (continued)

KEY ACCOMPLISHMENTS IN FY22

- Provided critical assistance with the implementation of ExecuTime, the City's new timekeeping system.
- Managed grant programs and submitted reimbursement requests totaling \$94,738.51.
- Processed over 340 Purchase Orders/Request for Checks (RFC) and 880 P-Card transactions for all Departmental operational units. Increased use of Purchasing Cards greatly reduced the amount of Blaket Purchase Orders.
- Processed over 40 invoices for emergency services and false alarms totaling \$11,280.
- Issued 42 business permits.
- Provided logistical support throughout the year for DUI Checkpoints, SWAT call-outs, and various protest and public relations events.
- Hired a Budget & Administrative Manager and completed recruitment of an Administrative Technician.
- Streamlined Business Permit program and began to digitize filing system.

GOALS FOR FY23

- Hire and train one Management Analyst.
- 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/RFC's, purchase order payments, and invoice billings in a timely and efficient manner.
- Continue to provide logistical support to Officers during critical events.
- Complete Business Permit filing system digitization.

PD Maintenance - 1005395

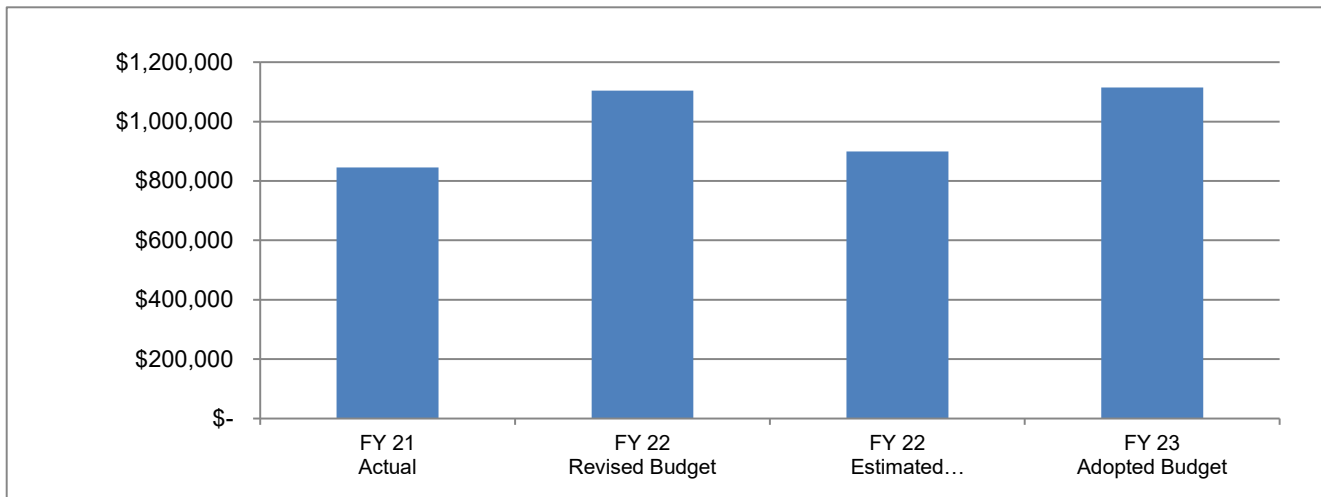
OVERVIEW

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 845,539	\$ 1,104,617	\$ 899,583	\$ 1,114,882



BUDGET ADJUSTMENTS

Increase Fuel Purchasing Budget	\$	107,000
Replacement Gate - Parking Garage	\$	55,000

PD Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- Purchased six new vehicles approved in the FY 2021-22 Budget.
- Provided assistance with the ongoing installation of Tesla back-up battery system at the Department.
- Completed annual preventive maintenance and load bank testing for emergency generator.
- Completed SB 989 testing and certification with Ventura County Environmental Health Division.
- Maintained inventory PPE supplies to reduce the spread of COVID 19.
- Coordinated and assisted contractor with completion of office remodel in Communications.

GOALS FOR FY23

- Fill vacancy in the Police Maintenance Unit.
- Complete annual preventative maintenance for the emergency generator automatic transfer switch.
- Purchase and install specialized policing equipment for new vehicles approved in the FY2022-23 budget.
- Coordinate and assist Ventura County Health Department with the annual monitoring system testing and certification of the underground fuel storage system.
- Assist with annual inspection of fire monitoring system and backflow testing.
- Assist with logistical needs for coordinated DUI checkpoints and unplanned events.

**POLICE DEPARTMENT
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Increase Fuel Purchasing Budget
AMOUNT : \$107,000
ACCOUNT: 1005395-42500
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>FY2022-23 Fuel Budget Increase</u>	\$107,000
TOTAL:	<u>\$107,000</u>

The Police Department is requesting an increase in the annual Fuel purchasing budget due to the drastic increases in fuel prices during this current Fiscal Year and the forecasted increases noted in the US Department of Energy (DOE) website.

FY2021-22 fuel budget is \$292,000, our overage for fuel purchases for is estimated at approximately \$17,389, with the total estimated expenditure of \$309,389.

Per the US DOE website forecast, and the increased Police activity due to the end of Covid-19 restrictions, it is estimated that we will need at least \$399,000 for FY2022-23, therefore we are requesting an additional \$107,000.

**POLICE DEPARTMENT
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: REPLACEMENT GATE FOR THE PARKING GARAGE WEST ENTERANCE

AMOUNT : \$ 55,000

ACCOUNT: 1005395-44410

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
COST OF GATE REPLACEMENT AT 03/01/22:	\$50,000
ESTIMATED INFLATION BY 7/22:	\$5,000
TOTAL:	\$55,000

The Police Department's west rollup gate is original to the building and has outlived its useful duty cycle. Replacement parts are becoming unavailable due to the age of the gate. Additionally, the gate has suffered many breakdowns that require excessive downtime, which poses as a security and safety risk.

Any repairs being made to the grill/barrel assembly are onsite welding repairs which offer little to no guarantee of added run time. The intended replacement gate will be a lighter, aluminum unit with a faster egress for emergency vehicles. Due to the lighter construction and direct drive motor assembly we should see an exponential increase in duty life compared to the older heavier unit that was originally installed on the facility.

Lead time on manufacturing is taking many months due to the pandemic and it would be unwise to wait until a total failure of the existing gate for replacement.

Professional Standards Bureau - 1005460

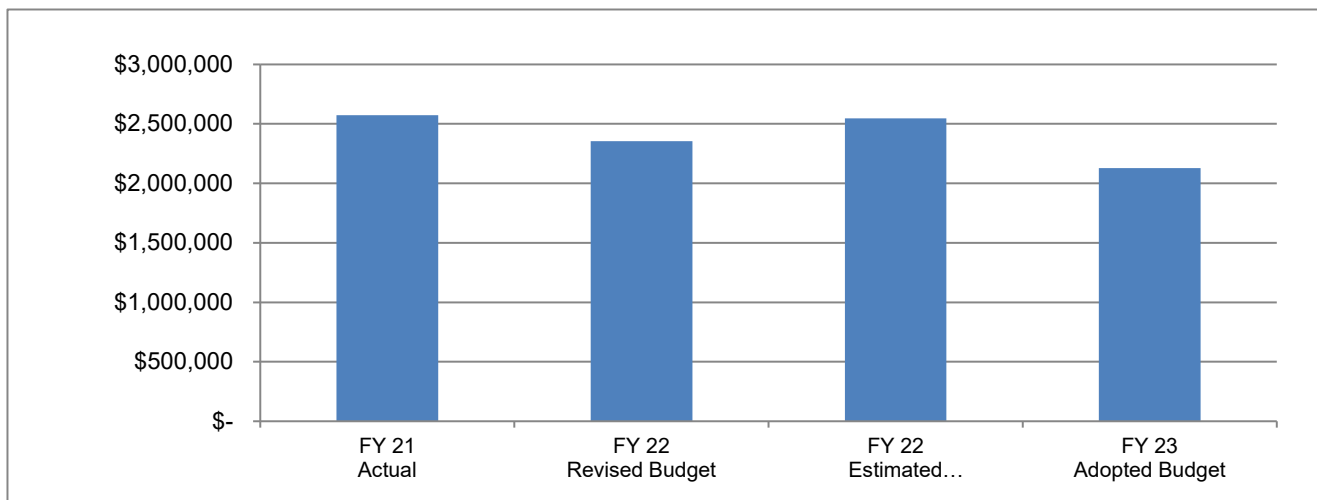
OVERVIEW

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 and, as of the beginning of March 2022, the Simi Valley Police Explorer Program.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,573,137	\$ 2,353,605	\$ 2,546,274	\$ 2,129,632



BUDGET ADJUSTMENTS

None

Professional Standards Bureau (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 ongoing pandemic and hired 10 Officers and 6 Professional staff through February 2022. We have 6 potential applicants for police officer and 1 dispatcher in backgrounds currently.
- 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 FY23

- Continue to 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.
- Continue to ensure timely updates to the Policy and Procedures Manuals that comply with new state and case law decisions.
- Continue to 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 15 officers to cover anticipated vacancies.
- Coordinate a continuity of operations plan for management staff.
- Re-Integrate in-person training at the station.
- Reduce Department expenditures by offering additional local training opportunities and hosting training events at the station.

Community Policing Bureau - 1005465

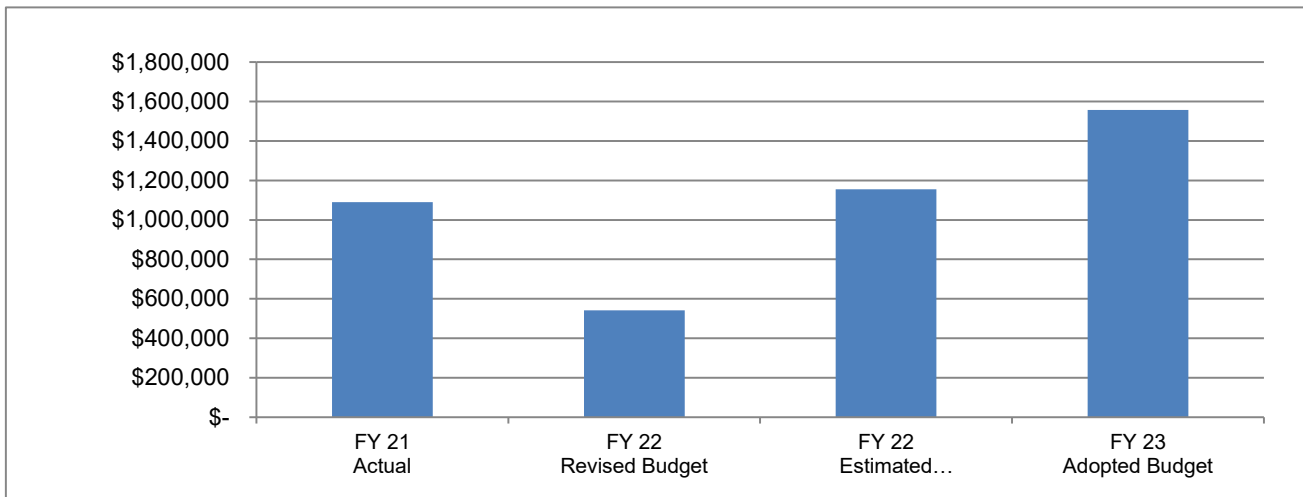
OVERVIEW

During the previous fiscal year, the Department determined that it needed to expand its Community Policing footprint. At the beginning of 2022, the Department re-organized its Bureaus and created the Community Policing Bureau (CPB).

The Community Policing Bureau (CPB) is staffed with sworn personnel, professional staff, and volunteers. The Bureau is responsible for community policing and problem solving, school safety, investigation of crimes involving juveniles, vulnerable population intervention, public relations, community engagement and outreach activities, Crime Prevention through Environmental Design assessments, and the Police Department volunteer program.

The CPB contains the following units: Neighborhood Resource Officer Unit (NRO), School Resource Officer Unit (SRO), Vulnerable Population Detective (VPD), Police Volunteer Unit, and the Public Relations Team. The Bureau is responsible for overseeing the following programs: Crisis Intervention Team Program (CIT), Parent Project, Hospital Liaison Program, Neighborhood Watch, Business Watch, Crime Free Multi-Housing, Citizens Academy, Station Tour Program, Crime Stoppers Scholastic Tip Program, Coffee with a Cop, and Etch and Catch Catalytic Converter anti-theft program.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 1,089,622	\$ 540,984	\$ 1,155,261	\$ 1,556,674



BUDGET ADJUSTMENTS

None

Community Policing Bureau (continued)

KEY ACCOMPLISHMENTS IN FY22

- Continue to improve and expand the Department's social media footprint through Nixle, Facebook, Instagram, and Twitter by posting crime prevention tips and information about Department activities and events with the goal of enhancing transparency and community awareness.
- Participated in meetings and events with community partners such as Adventist Health-Simi Valley, Samaritan Center, Simi Valley Unified School District, Rancho Simi Parks and Recreation District, National Alliance on Mental Illness (NAMI), For the Need Foundation, and other government and civic organizations, for working together on community safety issues.
- Sponsored community engagement and outreach events, such as the "Almost Scary" Drive Thru Event, Heroes and Helpers Christmas Shopping Event, Easter Vehicle Parade, and crime prevention meetings in-person and by via webcam.
- Re-started the Pathways Program at Royal High School. The Pathways Program is a partnership between the Simi Valley Unified School District and the Simi Valley Police Department. The Pathway is a partnership between Simi Valley Unified School District and the Simi Valley Police Department. The weekly class is a certified career exploration high school course, which meets once a week at Royal High School.

GOALS FOR FY23

- Cross-train all sworn personnel in the CPB in Vulnerable Population Outreach, School Policing, Community Policing, Nuisance Abatement, and Crime Prevention through Environmental Design.
- Offer Parent Project classes to city residents.
- Attend designated Neighborhood Council meetings.
- Attend every Neighborhood Watch meeting at least once a year.
- Host in-person and web based Police Community Forums.
- 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 Bureau - 1005480

OVERVIEW

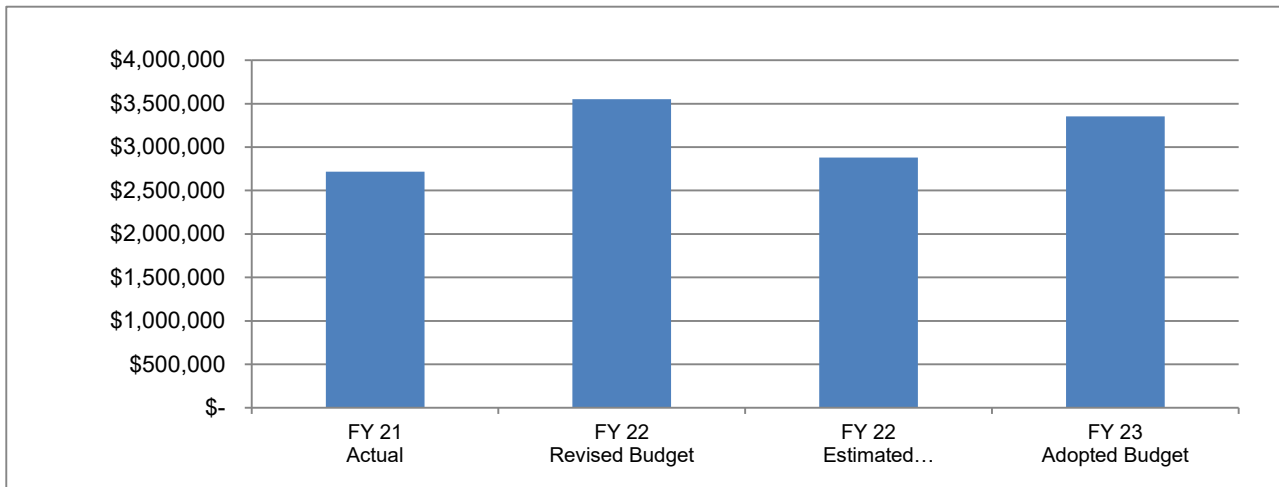
The Traffic Unit is comprised of Traffic Officers, Supervisors, and professional staff.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 2,716,621	\$ 3,551,393	\$ 2,878,507	\$ 3,354,394



BUDGET ADJUSTMENTS

None

Traffic Bureau(continued)

KEY ACCOMPLISHMENTS IN FY22

- Increased enforcement posture related to Driving Under the Influence (DUI) through expanded operations made possible through grants from the Office of Traffic Safety.
- Conducted 4 DUI checkpoint events.
- Arrested 192 DUI drivers.
- Investigated 704 vehicle collisions, 279 of which were injury accidents and 3 of which were fatalities.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Sent new Traffic Investigators to both intermediate and advanced collision courses.

GOALS FOR FY23

- 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.
- Improve focus on helmet laws and probable collision factor violations related to motorcycles, bicyclists, and pedestrians.
- 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.

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CITY OF SIMI VALLEY

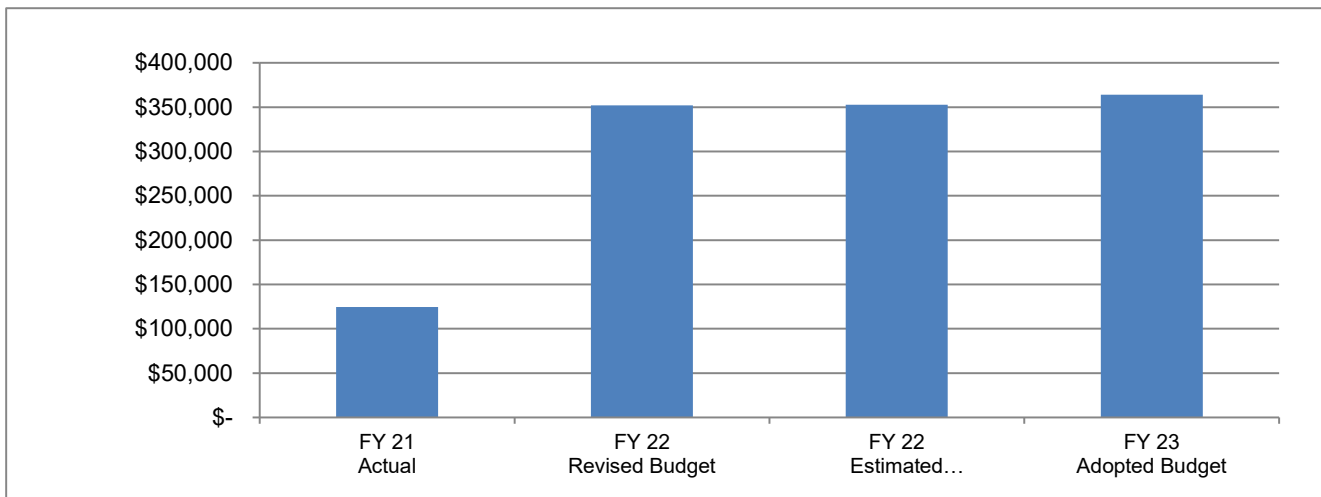
Office of Emergency Services, Police Department - 1005490

OVERVIEW

The Office of Emergency Services (OES) coordinates a community-wide 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 10-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, 1 Emergency Services Coordinator, 2 Technical Reserves, and the DSW Team.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 124,409	\$ 352,145	\$ 352,690	\$ 363,924



BUDGET ADJUSTMENTS

None

Office of Emergency Services, Police Department (continued)

KEY ACCOMPLISHMENTS IN FY22

- Applied for EMPG21 to fund the SafeCityGIS mapping system annual licenses.
- Used the SHSGP19 reimbursement grant to buy equipment for the DSW Team.
- Led the City's team in creating the City's annex for Ventura County's Hazard Mitigation Plan and publicized for public comments.
- Awarded \$98,975 California HCD grant with Thousand Oaks and Moorpark to create an evacuation plan and conduct emergency preparedness education for Low-to-Mid Income and Spanish-speaking communities.
- Managed the all-volunteer Disaster Service Worker team, which conducted outreach at two events and staged the Mass Casualty Unit trailer as a contingency precaution.
- Submitted Designation of Applicant's Agent Resolution to City Council to maintain City's eligibility for funding
- Created Incident Command System training for SVPD officers.
- Created emergency protocols for 4th of July Fireworks Show and Street Fair and trained the event organizers.
- Maintained formal interagency relations through the VC Emergency Coordinators' Council, VC Long Term Recovery Group, VC Volunteer Organizations Active in Disasters and Southern California Edison's PSPS working group.

GOALS FOR FY23

- 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

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Est. Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	48,913	174,721	174,721	179,779	102.9%
41200 - Deferred Comp - 401k	1,451	4,800	4,800	4,800	100.0%
41300 - Vision Care	139	475	475	475	100.0%
41350 - Disability	533	1,485	1,485	1,528	102.9%
41400 - Group Insurance/Health	1,052	3,432	3,432	3,576	104.2%
41415 - Flex Benefits	11,275	45,650	45,650	46,798	102.5%
41450 - Life Insurance	135	360	360	356	98.8%
41500 - Group Insurance/Dental	700	2,400	2,400	2,400	100.0%
41550 - Section 125 Administration Fee	21	84	84	46	54.2%
41600 - Retirement (PERS)	16,590	60,130	60,130	64,261	106.9%
41620 - Retirement (HRA)	1,451	4,800	4,800	4,800	0.0%
41650 - Medicare Tax	702	3,195	3,195	3,285	102.8%
41700 - Workers' Compensation	8,155	8,212	8,212	9,420	114.7%
41800 - Leave Accrual	5,586	-	4,093	-	0.0%
41801 - Leave Accrual Contra Account	(239)				0.0%
42150 - Communications	2,319	3,800	1,410	1,500	39.5%
42200 - Computer (Non Capital)	-	-	-	5,000	0.0%
42230 - Office Supplies	-	400	300	300	75.0%
42235 - Furnishings & Equip - Non Capital	-	-	6,500	10,600	0.0%
42410 - Uniform/Clothing Supply	198	2,000	2,200	500	25.0%
42440 - Memberships and Dues	270	600	520	900	150.0%
42450 - Subscriptions and Books	727	-	-	-	0.0%
42560 - Operating Supplies	4,498	10,400	9,680	3,200	30.8%
42720 - Travel, Conferences, Meetings	964	3,000	2,746	3,000	100.0%
42730 - Training	3,541	4,000	270	1,600	40.0%
42790 - Mileage	-	200	-	200	100.0%
43010 - Liability Insurance Premiums	3,235	3,400	3,300	3,400	100.0%
44010 - Professional/Special Services	5,000	-	734	700	0.0%
44490 - Other Contract Services	-	14,600	11,032	11,500	0.0%
47020 - Furnishings & Equip (Capital)	7,195	-	160	-	0.0%
TOTAL	124,409	352,145	352,690	363,924	103.3%

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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	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41600 - Retirement (PERS)	59,786	66,000	66,000	66,000	0.0%
41610 - Retirement (PARS)	141,661	141,662	148,678	148,678	5.0%
41800 - Leave Accrual	-	2,200,000	-	2,200,000	0.0%
41900 - Salary Savings	-	(3,000,000)	-	(4,123,000)	37.4%
41950 - Benefits Savings	-	(410,203)	-	(447,062)	9.0%
42100 - Utilities	465,439	355,000	355,000	355,000	0.0%
42130 - Postage	14,678	64,900	64,900	64,900	0.0%
42150 - Communications	571,773	827,050	679,000	908,123	9.8%
42200 - Computer - Non-Capital	-	-	-	9,800	0.0%
42230 - Office Supplies	704	8,500	8,500	8,500	0.0%
42235 - Furnishings & Equip - Non Cap	1,632	18,500	18,500	30,200	0.0%
42300 - Copiers	65,744	130,000	130,000	130,000	0.0%
42310 - Rentals	1,219	1,225	1,225	1,225	0.0%
42430 - Employee Recognition	-	-	-	24,500	0.0%
42440 - Memberships and Dues	106,421	108,900	117,847	119,100	9.4%
42560 - Operating Supplies	30,577	45,000	45,000	45,000	0.0%
42720 - Travel Conferences Meetings	2,772	-	-	-	0.0%
44010 - Professional/Special Services	419,576	595,714	478,714	553,089	-7.2%
44015 - COV Admin Fee	243,706	280,000	280,000	280,000	0.0%
44030 - Cloud Services	193,825	-	197,239	214,000	0.0%
44310 - Maintenance of Equipment	1,042,905	2,289,028	1,815,720	1,475,344	-35.5%
44490 - Other Contract Services	42,888	23,500	45,000	52,500	123.4%
44491 - FIS Operations	-	-	-	-	0.0%
44492 - GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	1,021,400	1,174,610	1,174,610	1,245,100	6.0%
Department Total	4,450,906	4,943,585	5,650,133	3,385,197	-31.5%

BUDGET ADJUSTMENTS

Adobe Acrobat Pro DC Licenses for Planning	\$ 1,800
Chat Box feature for City Web Site	\$ 20,000
2 iPads for Code Compliance & Planning Front Counter	\$ 2,000
2 Tablet Computers for Landscape Division	\$ 1,200
6 iPdas for Code Compliance & Home Rehab Coordinator	\$ 6,000
Smart Phone	\$ 1,000
Professional Services	\$ 91,200
Citywide Replacement Furniture Requests	\$ 15,200
Grant Management Consultant	\$ 75,000

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Adobe Acrobat Pro DC Licenses for Planning
AMOUNT : \$1,800
ACCOUNT: 1001608-42200
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Computer Non-Capital</u>	\$1,800
TOTAL:	<hr/> \$1,800

Requesting Adobe Acrobat Pro DC licenses for 12 Planners at an estimated cost of \$150/ea. This will provide the functionality needed to easily modify, merge, and export pdf documents for staff reports, projects, and public counter inquiries.

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Chat Box
AMOUNT : \$20,000
ACCOUNT: 1001608-44030 (Non-Departmental Cloud)
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$20,000
TOTAL:	<u>\$20,000</u>

As the City continues to increase community outreach and engage a broad range of residents with different needs and priorities, a Chat Box can be an alternative for those residents who are not connected to social media outlets and desire to "in-the-know" regarding City business and activities. The Chat Box, which will communicate in a variety of languages, will directly text City updates and information to those who sign up for messaging. The Chat Box will ensure constant communication addressing a wide variety of citizen needs.

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Purchase of Two iPads
AMOUNT : \$2,000
ACCOUNT: 1001608-42200
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Computer Non-Capital</u>	\$2,000
TOTAL:	<hr/> \$2,000

Requesting two new iPads at an estimated cost of \$1,000/ea. One for the Code Compliance Manager and one for the Planning front counter. The Planning counter iPad is needed to scan plans brought to the front counter and upload to Energov. The iPad for the Code Compliance manager is needed to use with Energov and IGENforce when out in the field and/or for training with Code Compliance staff.

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Purchase Two Tablet Computers and Software License for the Landscape Division

AMOUNT : \$ 2,700.00

ACCOUNT: 1004110-42200 and 1001608-42150

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN				
<u>Description</u>	<u>Qty.</u>	<u>Cost Ea.</u>		
Tablet Computers	2	\$750	\$1,500	One time
Yearly Cell Service Cost	2	\$600	\$1,200	Recurring
TOTAL:			<u>\$2,700</u>	

The Public Works Maintenance Division requests the purchase of two new air pad tablet-style computers for field entry and manipulation of work orders for the Landscape Division. These items are requested to enable the Landscape Division to complete its implementation of our field-initiated work order, inventory and irrigation systems monitoring in real-time. Previously, all work orders were generated and processed within the office and distributed to field staff with printed-paper records. Staff was not able to complete tree reports, cost of cure, or incident reports while in the field. Having the ability to process this data in the field, will allow the crews to become much more efficient by spending far less time in the office and allow them to be far more proactive on actual maintenance operations. The added tablets will do not require any added licenses as both Arbor Pro, and our I-Central Irrigation software recently updated to allow web-based use at no cost. As they are now operating using web-based maintenance software, this allows the section to implement and use this time-efficient and cost-saving work order system. The only recurring costs will be for yearly cell service as noted. It is anticipated that the savings because of the reduction in office time needed to currently download these to the computer every day, will more than offset the cost of that yearly service.

The one-time purchase costs for two additional tablet-style computers, license software is approximately \$1,500, and the ongoing yearly cost expenditure of approximately \$1,200 per year.

Expected Lifespan of Equipment : 5 years

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Purchase of Six Replacement iPads
AMOUNT : \$6,000
ACCOUNT: 1001608-42200
PRIORITY: 5

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Computer Non-Capital</u>	\$6,000
TOTAL:	<hr/> \$6,000

Requesting six replacement iPads at an estimated cost of \$1,000/ea. Five for the Code Compliance Officers and one for the Home Rehab Coordinator. The iPads currently assigned are not working with Energov out in the field.

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 INFORMATION SERVICES REQUEST**

TITLE: Purchase of One Smart Phone
AMOUNT : \$1,000
ACCOUNT: 1001608-42150
PRIORITY: 6

One Time Expenditure
 Recurring Expenditure

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

Requesting one new smart phone for the Home Rehab Coordinator to allow for texting and calls from the field for record keeping purposes, rather than on a personal phone.

Information Services Recommendation: Approve

**Non-Departmental
FY2022-23 SUPPORT SERVICES REQUEST**

TITLE: Professional Services
AMOUNT : \$91,200
ACCOUNT: 1001605-44010 & various-42430
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
	\$91,200
TOTAL:	<hr/> \$91,200

In December 2021, the City Council approved a new contract with HdL Tax Services, the consultant who performs the management of the City's Business Tax, TOT, and Sales and Use Tax. Additional funds are needed to cover the new contract costs for the upcoming fiscal year. Additionally, the City Manager's Office will launch an Employee Engagement Program in FY 2022-23 to increase employee retention, recruitment, job satisfaction, and build a strong organizational culture that furthers the organizations' success and productivity.

Cost:

Business Tax, TOT, and Sales and Use tax - \$60,700 (a significant portion of costs offset by recovered revenues due to sales and use and business tax audits)
Employee Engagement campaign - \$30,500 (Each department will receive \$1,000 of this amount into their budgets for the expenses that the department cover)

**Non-Departmental
FY2022-23 SUPPORT SERVICES REQUEST**

TITLE: Citywide Replacement Furniture Requests

AMOUNT : \$6,200

ACCOUNT: 1001605-42235 Furnishings & Equipment Non Cap

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Ext Cost</u>
Chairs	EA	23	\$600	\$13,800
Standing desk adapter	EA	1	\$400	\$400
Misc furniture	LS	1	\$1,000	\$1,000
TOTAL:				\$15,200

Requests for replacement furniture, including chairs, desks, file cabinets, and other miscellaneous equipment have been submitted as shown below:

- PW Front Counter: Two (2) chairs for PW Front Counter Service Technicians; est. \$1,200
- Landscape Section: One (1) chair, One (1) standing desk adapter (per medical recommendation); est. \$1,000
- HR/Workers Compensation: Three (3) chairs; est. \$1,800
- City Attorney's Office: a) Two (2) chairs; est. \$1,200
b) Misc. furniture (file cabinets, shelving units, etc.); est. \$1,000
- Environmental Services - Four (4) chairs for Administrative Division, Five (5) chairs for Building & Safety, Six (6) chairs for Code Compliance

Support Services uses the following base assumptions for furniture items:

\$600 per chair

\$800 per full standing desk (independent)

\$400 per standing desk adapter (rests atop existing desk)

Miscellaneous furniture items can vary and will typically be assigned a lump sum estimate.

**Non-Departmental
FY2022-23 SUPPORT SERVICES REQUEST**

TITLE: Grant Management Consultant
AMOUNT : \$75,000
ACCOUNT: 1001605-44010
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Professional Services</u> <u>(recurring through FY 2023-24)</u>	\$75,000
TOTAL:	<hr/> \$75,000

The City entered into a one-year contract with the option for a two-year renewal with California Consulting on August 23, 2021. This policy item will add the funding to continue to the contract for FY 2022-23. City stakeholders and the consultant have been meeting regularly and pursuing grant opportunities. It is too early in the process to determine if the contract should not be continued. So far the partnership has been beneficial and the City is beginning to pursue grants it would not have otherwise targeted.

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	\$ 237,788	\$ 439,708	\$ 439,708	\$ (333,988)	\$ (1,071,802)	\$ (2,202,802)
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	39,384	46,000	46,000	46,000	\$ 46,000	\$ 46,000	
37111	Premiums/General Fund	1,021,400	1,174,610	1,174,610	1,245,100	1,319,800	1,399,000	
37115	Premiums/Sanitation	395,370	454,676	454,676	482,000	510,900	541,600	
37116	Premiums/Transit	332,100	381,915	381,915	404,800	429,100	454,800	
37117	Premiums/Waterworks	215,000	247,250	247,250	262,100	277,800	294,500	
38003	Miscellaneous Revenue	-	-	-	-	-	-	
39100	Transfer from General Fund	-	-	-	500,000	-	-	
TOTAL REVENUES		\$ 2,003,254	\$ 2,304,451	\$ 2,304,451	\$ 2,940,000	\$ 2,583,600	\$ 2,735,900	
43010	Liability Insurance Premiums	451,998	750,918	750,918	1,066,307	1,077,000	1,087,800	
43040	Property Insurance Premiums	237,702	363,262	363,262	628,349	634,600	640,900	
43170	Unemployment Claims	35,971	50,000	50,000	50,500	51,000	51,500	
43200	Claim Payments-Other	847,394	1,123,860	1,123,860	1,135,100	1,146,500	1,158,000	
43201	Claim Payments-Outside Legal	75,569	936,224	730,549	737,900	745,300	752,800	
44590	Other Insurance Services	9,200	9,700	9,700	9,800	9,900	10,000	
46100	Reimb to General Fund	140,500	46,858	46,858	46,858	47,300	47,800	
49648	Transfer to CE Replacement	3,000	3,000	3,000	3,000	3,000	3,000	
TOTAL EXPENDITURES		\$ 1,801,334	\$ 3,283,822	\$ 3,078,147	\$ 3,677,814	\$ 3,714,600	\$ 3,751,800	
ENDING BALANCE		\$ 439,708	\$ (539,663)	\$ (333,988)	\$ (1,071,802)	\$ (2,202,802)	\$ (3,218,702)	

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)

		STARTING BALANCE	\$ 3,445,037	\$ 5,102,585	\$ 5,102,585	\$ 5,068,780	\$ 4,800,700	\$ 4,475,300
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	158,062	215,000	160,000	160,000	\$ 160,000	\$ 160,000	
34003	Change in Fair Value Investment	(148,036)	-	-	-	-	-	
37110	Premiums/SHA-CDA Housing	-	16,000	16,000	18,679	16,000	16,000	
37111	Premiums/General Fund	3,337,376	3,469,775	3,469,775	3,469,555	3,504,300	3,539,300	
37112	Premiums/Successor Agency	13,594	-	-	-	-	-	
37114	Premiums/Library	5,637	4,323	4,323	5,003	5,100	5,200	
37115	Premiums/Sanitation	283,562	299,995	299,995	288,252	291,100	294,000	
37116	Premiums/Transit	277,907	227,951	227,951	229,205	231,500	233,800	
37117	Premiums/Waterworks	172,655	173,867	173,867	184,745	186,600	188,500	
37119	Premiums/Workers' Comp	8,441	9,858	9,858	11,842	12,000	12,100	
38003	Miscellaneous	-	-	4,500	-	-	-	
TOTAL REVENUES		\$ 4,109,198	\$ 4,416,768	\$ 4,366,269	\$ 4,367,281	\$ 4,406,600	\$ 4,448,900	
41010	Regular Salaries	194,094	209,735	203,000	225,998	\$ 232,800	\$ 235,100	
41040	Overtime	-	-	-	-	-	-	
41200	Deferred Comp - 401k	5,053	4,800	4,800	4,800	4,900	4,900	
41210	Deferred Comp - 457	1,525	1,820	1,820	1,820	1,900	1,900	
41300	Vision Care	685	727	727	727	700	700	
41350	Disability	1,334	1,366	1,366	1,509	1,600	1,600	
41400	Group Insurance/Health	4,770	5,148	5,148	5,364	5,500	5,600	
41415	Flex Benefits	55,787	62,246	52,500	47,668	49,100	49,600	
41420	CalPERS Health Admin Fee	263	206	206	320	300	300	
41450	Life Insurance	506	536	536	532	500	500	
41500	Group Insurance/Dental	2,674	3,568	3,568	3,537	3,600	3,600	
41550	Section 125 Administration Fee	21	42	42	46	-	-	
41600	Retirement (PERS)	70,409	72,089	72,089	81,960	84,400	86,900	
41601	Retirement (PERS)-GASB68	(2,301)	-	-	-	-	-	
41620	Retirement (HRA)	4,813	4,800	4,800	4,800	4,900	4,900	
41630	OPEB	9,146	-	-	-	-	-	
41650	Medicare Tax	3,197	3,944	3,944	3,968	4,100	4,100	
41700	Workers Compensation	8,441	9,858	9,858	11,842	12,200	12,300	
41800	Leave Accrual	12,218	12,000	12,000	12,000	12,400	12,500	
42230	Office Supplies	-	1,200	500	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	302	800	800	800	800	800	
42720	Travel Conferences Meetings	(525)	1,200	-	1,200	1,200	1,200	
42730	Training	(525)	2,100	1,000	2,100	2,100	2,100	
42790	Mileage	-	300	300	300	300	300	
43070	Workers Comp Insurance Prem	272,746	332,000	332,000	464,000	473,300	482,800	
43200	Claim Payments-Other	1,417,073	2,800,000	2,800,000	2,856,000	2,913,100	2,971,400	
43201	Claim Payments-Outside Legal	189,340	353,016	337,900	344,700	351,600	358,600	
44010	Professional/Special Services	63,454	106,000	106,000	113,000	115,300	117,600	
44540	Loss Control Services	3,030	5,000	5,000	5,000	5,100	5,200	
44590	Other Insurance Services	2,500	2,500	2,500	2,500	2,600	2,700	
46100	Reimb to General Fund	126,000	431,169	431,169	431,169	439,800	448,600	
49648	Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,300	3,400	
TOTAL EXPENDITURES		\$ 2,451,650	\$ 4,434,671	\$ 4,400,073	\$ 4,635,361	\$ 4,732,000	\$ 4,823,900	
ENDING BALANCE		\$ 5,102,585	\$ 5,084,682	\$ 5,068,780	\$ 4,800,700	\$ 4,475,300	\$ 4,100,300	

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	\$ 177,741	\$ 214,381	\$ 214,381	\$ 214,881	\$ 215,381	\$ 215,881
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	2,157	500	500	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	
TOTAL REVENUES		\$ 97,357	\$ 95,700	\$ 95,700	\$ 95,700	\$ 95,700	\$ 95,700	\$ 95,700
42200	Computer - Non Capital	-	4,000	4,000	4,000	\$ 4,000	\$ 4,000	\$ 4,000
42560	Operating Supplies	-	2,500	2,500	2,500	2,500	2,500	2,500
42720	Travel, Conferences, Meetings	-	3,900	3,900	3,900	3,900	3,900	3,900
42730	Training	-	3,500	3,500	3,500	3,500	3,500	3,500
44010	Professional/Special Services	-	32,700	32,700	32,700	32,700	32,700	32,700
44310	Maintenance of Equipment	60,717	48,600	48,600	48,600	48,600	48,600	48,600
TOTAL EXPENDITURES		\$ 60,717	\$ 95,200	\$ 95,200	\$ 95,200	\$ 95,200	\$ 95,200	\$ 95,200
ENDING BALANCE		\$ 214,381	\$ 214,881	\$ 214,881	\$ 215,381	\$ 215,881	\$ 216,381	

FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND

OVERVIEW

In January 2022, the City went live with the final modules of the Munis Enterprise Resource Planning system. We now use it for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations, cashiering, utility billing, personnel administration, organization management, payroll, and timekeeping. The FIS Operating Fund (809) was used to pay for the ongoing operation of the old SAP financial system; this system is no longer in production the fund is no longer required.

STARTING BALANCE							
		\$ 510,752	\$ 446,329	\$ 446,329	\$ 295,329	\$ 295,329	\$ 295,329
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	5,273	-	-	-	\$ -	\$ -
37111	Premiums/General Fund	-	-	-	-	-	-
37115	Premiums/Sanitation	-	-	-	-	-	-
37116	Premiums/Transit	-	-	-	-	-	-
37117	Premiums/Waterworks	-	-	-	-	-	-
	TOTAL REVENUES	\$ 5,273	\$ -	\$ -	\$ -	\$ -	\$ -
41050	Outside Assistance	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -
44310	Maintenance of Equipment	30,696	-	-	-	-	-
49100	Transfer to General Fund	-	151,000	151,000	-	-	-
	TOTAL EXPENDITURES	\$ 69,696	\$ 151,000	\$ 151,000	\$ -	\$ -	\$ -
ENDING BALANCE							
		\$ 446,329	\$ 295,329	\$ 295,329	\$ 295,329	\$ 295,329	\$ 295,329

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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.

STARTING BALANCE							
\$ (12,883,350) \$ (10,972,620) \$ (10,972,620) \$ (10,314,183) \$ (10,314,183) \$ (10,314,183)							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
31106	Property Taxes - RPTTF	2,796,299	2,788,496	2,788,496	2,455,419	2,079,919	2,077,169
34001	Interest on Investments	719	-	-	-	-	-
39924	Transfer from RORF	4,265,513	2,788,496	2,788,496	2,455,419	2,079,919	2,077,169
39925	Transfer from 2003 TARB	2,522	46,000	46,000	30,000	20,000	20,000
TOTAL REVENUES		\$ 7,065,053	\$ 5,622,992	\$ 5,622,992	\$ 4,940,838	\$ 4,179,838	\$ 4,174,338
44010	Professional/Special Services	7,250	7,700	7,700	7,700	7,700	7,700
44710	Debt Service - Interest	827,554	782,857	782,857	1,088,250	642,750	570,000
44715	Debt Service - Principal	1,220,000	1,285,000	1,285,000	1,350,000	1,420,000	1,490,000
44780	Debt Service - Reclass to LT Debt	(1,220,000)	-	-	-	-	-
49100	Transfer to General Fund	51,484	54,502	54,502	9,469	9,469	9,469
49920	Transfer to Sagency - CDA Admin	51,484	54,502	54,502	9,469	9,469	9,469
49921	Transfer to Sagency - MTCWE TIF	2,149,618	658,437	658,437	-	-	-
49926	Transfer to DS SA 2003 TARB	2,066,933	2,121,557	2,121,557	2,475,950	2,090,450	2,087,700
TOTAL EXPENDITURES		\$ 5,154,322	\$ 4,964,555	\$ 4,964,555	\$ 4,940,838	\$ 4,179,838	\$ 4,174,338
ENDING BALANCE Surplus/(deficit)							
\$ (10,972,620) \$ (10,314,183) \$ (10,314,183) \$ (10,314,183) \$ (10,314,183) \$ (10,314,183)							

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.

STARTING BALANCE							
\$ 5,045,639 \$ 5,389,645 \$ 5,389,645 \$ 4,775,698 \$ 3,734,446 \$ 2,870,046							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	60,876	70,000	70,000	70,000	\$ 70,000	\$ 70,000
34003	Change In Fair Value Investment	21,272	-	-	-	-	-
34301	Rehab Principal	-	-	71,900	-	-	-
34302	Rehab Interest	-	-	21,300	-	-	-
34303	First-time Home Buyer Principal	165,000	60,000	50,000	-	60,000	60,000
34304	First-time Home Buyer Interest	70,828	25,000	36,900	-	25,000	25,000
34305	Developer Loan Principal	259,931	100,000	200,000	200,000	100,000	100,000
34306	Developer Loan Interest	117,091	50,000	-	50,000	50,000	50,000
37101	Program Participation Fees	7,647	2,000	2,700	2,000	2,000	2,000
37301	Planning Fees	2,535	15,000	10,000	15,000	15,000	15,000
39100	Transfer from General Fund	429,924	131,687	131,687	-	200,000	200,000
TOTAL REVENUES		\$ 1,135,104	\$ 453,687	\$ 594,487	\$ 337,000	\$ 522,000	\$ 522,000
41010	Regular Salaries	334,587	340,419	312,812	356,470	367,200	370,900
41040	Overtime	975	150	300	150	200	200
41200	Deferred Comp - 401k	8,271	7,518	7,183	7,518	7,700	7,800
41210	Deferred Comp 457	1,411	1,820	1,615	1,690	1,700	1,700
41300	Vision Care	978	989	989	989	1,000	1,000
41350	Disability	2,489	2,521	2,715	2,626	2,700	2,700
41400	Group Insurance/Health	6,955	7,036	6,799	7,331	7,600	7,700
41415	Flex Benefits	80,379	84,105	74,253	72,455	74,600	75,300
41420	CalPERS Health Admin. Fee	614	279	279	700	700	700
41450	Life Insurance	722	739	739	739	800	800
41500	Group Insurance/Dental	3,139	3,188	3,177	4,857	5,000	5,100
41550	Section 125 Admin. Fee	46	42	46	50	100	100
41600	Retirement (PERS)	115,533	118,574	102,562	131,066	135,000	139,100
41650	Medicare Tax	5,153	6,156	5,252	6,219	6,400	6,500
41700	Workers' Compensation	13,594	16,000	16,000	18,679	19,200	19,400
41800	Leave Accrual	18,736	30,000	30,000	30,000	30,900	31,200
41801	Leave Accrual - Contra Account	(5,852)	-	-	-	-	-
42150	Communications	52	78	78	78	100	100
42440	Memberships and Dues	-	-	-	-	-	-
42790	Mileage	295	480	480	480	-	-
44010	Professional/Special Services	133,105	177,942	50,000	175,000	500	500
44012	Outside Legal	133	20,000	15,000	20,000	178,500	182,100
44130	Rehab Assistance	13,295	19,500	10,000	19,500	20,400	20,800
44140	Affordable/Senior Hsg Program	-	300,000	300,000	300,000	300,000	300,000
44150	Senior Rental Assistance	5,716	8,000	4,000	8,000	8,200	8,400
44490	Other Contract Services	50,773	51,500	51,500	1,000	1,000	1,000
46100	Reimb to General Fund	-	212,656	212,656	212,656	216,900	221,200
TOTAL EXPENDITURES		\$ 791,098	\$ 1,409,690	\$ 1,208,434	\$ 1,378,252	\$ 1,386,400	\$ 1,404,300
ENDING BALANCE							
\$ 5,389,645 \$ 4,433,642 \$ 4,775,698 \$ 3,734,446 \$ 2,870,046 \$ 1,987,746							

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.

STARTING BALANCE							
\$ 3,639,533 \$ 4,784,067 \$ 4,784,067 \$ 4,954,810 \$ 4,920,310 \$ 5,970,610							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34301	Rehab Principal	-	10,000	10,000	-	\$ 10,000	\$ 10,000
34302	Rehab Interest	-	2,200	300	-	300	300
34303	First-time Home Buyer Principal	244,200	75,000	-	-	75,000	75,000
34304	First-time Home Buyer Interest	185,373	100,000	-	-	100,000	100,000
37101	Program Participation Fees	775,000	500	174,943	500	900,000	-
TOTAL REVENUES		\$ 1,204,573	\$ 187,700	\$ 185,243	\$ 500	\$ 1,085,300	\$ 185,300
44010	Professional / Special Services	60,039	60,600	-	-		
44130	Rehab Assistance	-	30,000	12,500	30,000	\$ 30,000	\$ 30,000
44140	Affordable/Senior Housing	-	-	2,000	5,000	5,000	5,000
TOTAL EXPENDITURES		\$ 60,039	\$ 30,000	\$ 14,500	\$ 35,000	\$ 35,000	\$ 35,000
ENDING BALANCE							
\$ 4,784,067 \$ 4,941,767 \$ 4,954,810 \$ 4,920,310 \$ 5,970,610 \$ 6,120,910							

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	\$ 139,019	\$ 266,650	\$ 266,650	\$ 345,250	\$ 255,250	\$ 255,250
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	878	-	-	-	-	-	-
34301	Rehab Principal	115,859	30,000	73,600	-	-	-	-
34302	Rehab Interest	14,832	5,000	5,000	-	-	-	-
36002	State Assistance	-	-	-	-	-	-	-
TOTAL REVENUES		\$ 131,569	\$ 35,000	\$ 78,600	\$ -	\$ -	\$ -	\$ -
41860	Salary Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44130	Rehab Assistance	2,938	90,000	-	90,000	-	-	-
44140	Affordable/Senior Hsg Program	1,000	-	-	-	-	-	-
46201	Reimb to SHA-CDA Housing Admin	-	-	-	-	-	-	-
46202	Reimb to Local Housing Fund	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 3,938	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 266,650	\$ 211,650	\$ 345,250	\$ 255,250	\$ 255,250	\$ 255,250	\$ 255,250

BUDGET ADJUSTMENTS

Additional Funding for CalHome Rehabilitation Program	\$ 60,000
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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.

STARTING BALANCE							
\$ 982,170 \$ 1,221,600 \$ 1,221,600 \$ 1,256,300 \$ 853,300 \$ 450,300							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	7,738	10,000	10,000	10,000	\$ 10,000	\$ 10,000
34301	Rehab Principal	152,406	70,000	50,600	70,000	70,000	70,000
34302	Rehab Interest	5,342	7,000	4,300	7,000	7,000	7,000
34303	First-time Home Buyer Principal	-	-	100,000	-	-	-
34304	First-time Home Buyer Interest	198,402	50,000	96,900	50,000	50,000	50,000
TOTAL REVENUES		\$ 363,888	\$ 137,000	\$ 261,800	\$ 137,000	\$ 137,000	\$ 137,000
44130	Rehab Assistance	108,389	500,000	187,100	500,000	\$ 500,000	\$ 100,000
46100	Reimb to General Fund	16,069	40,000	40,000	40,000	40,000	40,000
TOTAL EXPENDITURES		\$ 124,458	\$ 540,000	\$ 227,100	\$ 540,000	\$ 540,000	\$ 140,000
ENDING BALANCE							
\$ 1,221,600 \$ 818,600 \$ 1,256,300 \$ 853,300 \$ 450,300 \$ 447,300							

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CITY OF SIMI VALLEY

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 2022 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 FY2022-23 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 FY2022-23 program year.

	FY23 Adopted
PUBLIC SERVICE ACTIVITIES	106,937
CITY PROGRAM	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	562,895
PROGRAM ADMINISTRATION/PLANNING	142,582
TOTAL FY 2022-23 CDBG PROGRAM	\$ 812,414

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CITY OF SIMI VALLEY

FUND 120: INFRASTRUCTURE INVESTMENT FUND

OVERVIEW

The Infrastructure Investment Fund was created in FY 2022-23 to serve as a holding fund for any one-time capital needs. The City Manager will propose the best use of the funds to the City Council for appropriation.

Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ -	\$ -	\$ -	\$ -	\$ 3,221,241	\$ 3,221,241
Object	Description						
	39100 Transfer from General Fund	-	-	-	3,221,241	-	-
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ 3,221,241	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ -	\$ -	\$ -	\$ 3,221,241	\$ 3,221,241	\$ 3,221,241

FUND 121: RETIREMENT OBLIGATION FUND

OVERVIEW

The Retirement Obligation Fund was created in FY 2022-23 to serve as a holding fund to address the City's outstanding retirement liabilities. This fund can be used for such options as, but not limited to, additional discretionary payments, or a 115 Trust to reduce the City's Unfunded Accrued Liability portion of the City's PERS obligation, or a payment to reduce the City's OPEB liability. The City Manager will propose the best use of the funds to the City Council for appropriation.

Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ -	\$ -	\$ -	\$ -	\$ 3,221,241	\$ 3,221,241
Object	Description						
	39100 Transfer from General Fund	-	-	-	3,221,241	-	-
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ 3,221,241	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ -	\$ -	\$ -	\$ 3,221,241	\$ 3,221,241	\$ 3,221,241

FUND 122: CONTINGENCY FUND

OVERVIEW

The Contingency Fund was created in FY 2022-23 to allow for one-time expenditure needs that are urgent and unanticipated or related to identified fiscal issues.

Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ -	\$ -	\$ -	\$ -	\$ 1,610,621	\$ 1,610,621
Object	Description						
	39100 Transfer from General Fund	-	-	-	1,610,621	-	-
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ 1,610,621	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ -	\$ -	\$ -	\$ 1,610,621	\$ 1,610,621	\$ 1,610,621

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.

		STARTING BALANCE	\$ 2,426,368	\$ 2,401,074	\$ 2,401,074	\$ 2,616,374	\$ 2,911,374	\$ 3,206,374
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
31116	Franchise PEG Fees	281,129	280,000	280,000	280,000	\$ 280,000	\$ 280,000	
34001	Interest on Investments	27,001	15,000	15,000	15,000	15,000	15,000	
TOTAL REVENUES		\$ 308,131	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000
42235	Furnishings & Equip. - Non-Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42320	Capital Leases	-	-	-	-	-	-	-
44010	Professional/Special Services	136,526	173,114	35,500	-	-	-	-
44310	Maintenance of Equipment	-	200,000	40,000	-	-	-	-
44490	Other Contract Services	21,819	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	2,895	549,304	4,000	-	-	-	-
48600	Const Contracts	5,560	244,440	-	-	-	-	-
48840	System Hardware	166,625	-	200	-	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 333,425	\$ 1,166,859	\$ 79,700	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 2,401,074	\$ 1,529,215	\$ 2,616,374	\$ 2,911,374	\$ 3,206,374	\$ 3,501,374	

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	\$ 913,706	\$ 3,276,347	\$ 3,276,347	\$ 3,383,080	\$ 3,383,080	\$ 3,383,080
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	\$ 21,907	\$ -	\$ -	\$ -	\$ -	\$ -	
35401	Gas Tax Section 2105	637,418	735,161	736,180	803,049	811,079	819,190	
35402	Gas Tax-Section 2106	406,969	460,675	459,542	501,678	506,695	511,762	
35403	Gas Tax-Section 2107	862,534	935,548	1,033,255	1,097,094	1,108,065	1,119,146	
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,100	10,201	
35405	Gas Tax-RTC 7360	792,622	1,128,231	1,055,498	1,225,884	1,238,143	1,250,524	
35406	Gas Tax-Section 2031(e)	42,111	-	-	-	-	-	
35407	Gas Tax-Section 2030	2,319,450	2,496,170	2,578,043	2,837,206	2,865,578	2,894,234	
TOTAL REVENUES		\$ 5,093,011	\$ 5,765,785	\$ 5,872,518	\$ 6,474,911	\$ 6,539,660	\$ 6,605,057	
49100	Transfer to General Fund	\$ 2,727,837	3,269,615	3,269,615	3,637,705	\$ 3,710,823	\$ 3,747,931	
49600	Transfer to Streets & Roads	2,533	2,496,170	2,496,170	2,837,206	2,828,837	2,857,126	
TOTAL EXPENDITURES		\$ 2,730,370	\$ 5,765,785	\$ 5,765,785	\$ 6,474,911	\$ 6,539,660	\$ 6,605,057	
ENDING BALANCE		\$ 3,276,347	\$ 3,276,347	\$ 3,383,080	\$ 3,383,080	\$ 3,383,080	\$ 3,383,080	

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.

STARTING BALANCE							
		\$ 170,307	\$ 109,217	\$ 109,217	\$ 109,717	\$ 102,217	\$ 102,717
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	(510)	500	500	500	\$ 500	\$ 500
35410	Other Governments	119,913	38,000	30,000	30,000	30,000	30,000
36003	Grant Refunds	-	-	-	-	0	0
39600	Transfer from Capital Proj Fnd	-	-	-	-	0	0
TOTAL REVENUES		\$ 119,403	\$ 38,500	\$ 30,500	\$ 30,500	\$ 30,500	\$ 30,500
44490	Other Contract Services	\$ 19,913	\$ 38,000	\$ 30,000	\$ 38,000	\$ 30,000	\$ 30,000
49600	Transfer to Streets & Roads	160,580	-	-	-	-	-
TOTAL EXPENDITURES		\$ 180,493	\$ 38,000	\$ 30,000	\$ 38,000	\$ 30,000	\$ 30,000
ENDING BALANCE							
		\$ 109,217	\$ 109,717	\$ 109,717	\$ 102,217	\$ 102,717	\$ 103,217

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.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ 6,100,188	\$ 9,948,414	\$ 9,948,414	\$ 8,622,797	\$ 7,635,848	\$ 6,633,248
Object	Description						
34001	Interest on Investments	(10,868)	2,000	2,000	2,000	\$ 2,000	\$ 2,000
34003	Change in Fair Value Investment	(106,153)	-	-	-		
35410	Other Governments	4,264,745	4,395,400	4,395,400	4,395,400	4,395,400	4,395,400
TOTAL REVENUES		\$ 4,147,724	\$ 4,397,400	\$ 4,397,400	\$ 4,397,400	\$ 4,397,400	\$ 4,397,400
49750	Transfer to Transit	299,497	5,723,017	5,723,017	5,384,348	\$ 5,400,000	\$ 5,400,000
TOTAL EXPENDITURES		\$ 299,497	\$ 5,723,017	\$ 5,723,017	\$ 5,384,348	\$ 5,400,000	\$ 5,400,000
ENDING BALANCE		\$ 9,948,414	\$ 8,622,797	\$ 8,622,797	\$ 7,635,848	\$ 6,633,248	\$ 5,630,648

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.

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.

		STARTING BALANCE	\$ 2,038,000	\$ 2,108,037	\$ 2,108,037	\$ 2,234,283	\$ 2,234,283	\$ 2,241,153
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
31101	Property Taxes/Secured	2,292,527	2,361,302	2,361,302	2,454,464	\$ 2,528,098	\$ 2,603,941	
33510	Other Fines and Forfeitures	29	5,000	1,000	5,000	5,000	5,000	
34001	Interest on Investments	19,392	-	4,101	-	-	-	
34101	Rents & Leases	(775)	4,000	800	4,000	4,000	4,000	
36001	Federal Assistance	-	-	7,348	-	-	-	
36601	Other Grants	-	-	-	-	-	-	
37001	Duplication Services	1,365	5,000	1,200	5,000	5,000	5,000	
38003	Miscellaneous	-	-	-	-	-	-	
38007	Rebates	-	-	-	-	-	-	
38050	Contributions/donations	26,985	60,000	40,000	50,000	60,000	60,000	
TOTAL REVENUES		\$ 2,339,522	\$ 2,435,302	\$ 2,415,751	\$ 2,518,464	\$ 2,602,098	\$ 2,677,941	
41010	Regular Salaries	136,463	91,989	92,664	95,471	\$ 98,300	\$ 99,300	
41200	Deferred Comp (401k)	3,494	1,992	1,937	1,992	2,100	2,100	
41210	Deferred Comp (457)	-	-	-	-	-	-	
41300	Vision Care	316	197	197	197	200	200	
41350	Disability	1,166	782	792	812	800	800	
41400	Group Insurance/Health	2,239	1,424	1,417	1,484	1,500	1,500	
41415	Flex Benefits	24,835	14,035	13,803	14,794	15,200	15,400	
41420	CalPERS Health Admin Fee	132	47	136	150	200	200	
41450	Life Insurance	238	148	118	148	200	200	
41500	Group Insurance/Dental	1,596	996	996	996	1,000	1,000	
41550	Section 125 Administration Fee	56	21	35	68	100	100	
41600	Retirement (PERS)	36,806	31,713	35,402	34,735	35,800	36,900	
41620	Retirement (HRA)	2,374	1,200	1,167	1,200	1,200	1,200	
41650	Medicare Tax	2,240	1,537	1,505	1,599	1,600	1,600	

FUND 250: LIBRARY FUND (continued)

Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
41700	Workers' Compensation	5,637	4,323	4,323	5,003	\$ 5,200	\$ 5,300
41800	Leave Accrual	11,590	12,000	-	12,000	\$ 12,400	12,500
41801	Leave Accrual - Contra Account	4,040	-	-	-	-	-
42100	Utilities	83,954	65,000	98,000	100,000	102,000	104,000
42150	Communications	2,064	2,099	1,900	2,500	2,600	2,700
42200	Computer - Non Capital	-	1,500	-	1,500	1,500	1,500
42235	Furnishings & Equipment	-	2,500	-	-	-	-
42310	Rentals	69,454	73,200	73,200	76,000	77,500	79,100
42440	Memberships and Dues	-	-	-	-	-	-
42450	Subscriptions and Books	10,985	32,500	27,500	32,500	33,200	33,900
42460	Advertising	-	5,500	-	1,000	1,000	1,000
42560	Operating Supplies	230	12,362	7,600	3,000	3,100	3,200
42720	Travel, Conferences, Meetings	395	2,000	-	2,500	2,600	2,700
42790	Mileage	-	200	50	200	200	200
44010	Professional/Special Services	-	30,900	4,500	37,500	38,300	39,100
44490	Other Contract Services	1,302,872	1,336,076	1,336,080	1,416,240	1,458,728	1,502,490
46100	Reimb to General Fund	319,500	439,876	439,876	439,876	448,700	457,700
47020	Furnishings & Equip (Capital)	-	129,458	-	-	-	-
47040	Building Improvements	14,791	1,403,957	-	-	-	-
47070	Intangibles	232,017	263,054	146,307	235,000	250,000	250,000
TOTAL EXPENDITURES		\$ 2,269,485	\$ 3,962,588	\$ 2,289,505	\$ 2,518,464	\$ 2,595,228	\$ 2,655,890
ENDING BALANCE		\$ 2,108,037	\$ 580,751	\$ 2,234,283	\$ 2,234,283	\$ 2,241,153	\$ 2,263,204

BUDGET ADJUSTMENTS

Utilities / Professional Services / Other Contract Services \$ 121,764

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.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ 1,117,056	\$ 1,307,656	\$ 1,307,656	\$ 1,426,356	\$ 1,510,056	\$ 1,593,756
Object	Description						
34001	Interest on Investments	\$ 13,746	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
37410	Services Charges	246,854	150,000	185,000	150,000	150,000	150,000
TOTAL REVENUES		\$ 260,600	\$ 153,700	\$ 188,700	\$ 153,700	\$ 153,700	\$ 153,700
49100	Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
TOTAL EXPENDITURES		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
ENDING BALANCE		\$ 1,307,656	\$ 1,391,356	\$ 1,426,356	\$ 1,510,056	\$ 1,593,756	\$ 1,677,456

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.

STARTING BALANCE							
\$ 6,778,147 \$ 6,309,967 \$ 6,309,967 \$ 5,752,412 \$ 4,510,893 \$ 3,392,316							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	71,976	149,957	149,957	149,957	\$ 124,900	\$ 124,900
34003	Change In Fair Value Investment	(85,385)	-	-	-	-	-
38402	Development Agreements	975,000	-	-	-	-	-
39809	Trans from FIS Operations	-	-	-	-	-	-
TOTAL REVENUES		\$ 961,591	\$ 149,957	\$ 149,957	\$ 149,957	\$ 124,900	\$ 124,900
49100	Transfer to General Fund	300,000	300,000	300,000	300,000	300,000	300,000
49511	Transfer to DS 2014A Lease Rev	65,304	66,504	66,504	31,970	31,970	31,970
49512	Transfer to DS2016 CREBS	31,013	32,681	32,681	15,158	15,158	15,158
49513	Transfer to DS2017 Lease Agmt	25,512	26,054	26,054	12,492	12,492	12,492
49514	Transfer to DS2018 Lease Agmt	25,237	25,773	25,773	12,357	12,357	12,357
49600	Transfer to Streets & Roads	172,205	-	-	123,000	340,000	-
49648	Transfer to CE Replacement	231,500	231,500	231,500	231,500	231,500	231,500
49655	Trans to Public Facility Imprv	579,000	25,000	25,000	665,000	300,000	150,000
TOTAL EXPENDITURES		\$ 1,429,771	\$ 707,512	\$ 707,512	\$ 1,391,476	\$ 1,243,476	\$ 753,476
ENDING BALANCE							
\$ 6,309,967 \$ 5,752,412 \$ 5,752,412 \$ 4,510,893 \$ 3,392,316 \$ 2,763,740							

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.

		STARTING BALANCE	\$ 839,123	\$ 1,265,946	\$ 1,265,946	\$ 1,746,946	\$ 1,727,946	\$ 1,898,946
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	10,591	15,000	15,000	15,000	\$ 15,000	\$ 15,000	
37410	Services Charges	642,625	75,000	450,000	150,000	350,000	350,000	
38050	Contributions/Donations	100,000	-	100,000	100,000	100,000	100,000	
	TOTAL REVENUES	\$ 753,216	\$ 90,000	\$ 565,000	\$ 265,000	\$ 465,000	\$ 465,000	
44010	Professional/Sepcial Services	43,455	-	-	-	\$ -	\$ -	
44490	Other Contract Services	52,647	84,000	84,000	84,000	84,000	84,000	
49600	Transfer to Streets & Roads	230,290	-	-	200,000	210,000	220,000	
	TOTAL EXPENDITURES	\$ 326,392	\$ 84,000	\$ 84,000	\$ 284,000	\$ 294,000	\$ 304,000	
ENDING BALANCE		\$ 1,265,946	\$ 1,271,946	\$ 1,746,946	\$ 1,727,946	\$ 1,898,946	\$ 2,059,946	

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.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
Object	Description						
	TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49667 Transfer to LED Streetlights		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 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.

		FY21	FY22	FY22	FY23	FY24	FY25
		Actual	Revised	Est. Actual	Adopted	Projection	Projection
STARTING BALANCE		\$ -	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Object	Description						
39100	Transfer from General Fund	\$ 2,521,413	\$ -	\$ -	\$ -	\$ -	\$ -
39100	Transfer from General Fund	3,478,587	-	-	-	-	-
TOTAL REVENUES		\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE		\$ 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.

STARTING BALANCE							
		\$ 1,059,634	\$ 788,910	\$ 788,910	\$ 843,063	\$ 666,463	\$ 791,063
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	11,600	30,000	11,000	12,000	\$ 12,000	\$ 12,000
36001	Federal Assistance	10,993	200,000	100,000	200,000	200,000	200,000
36002	State Assistance	31,054	10,000	13,000	13,000	10,000	10,000
TOTAL REVENUES		\$ 53,647	\$ 240,000	\$ 124,000	\$ 225,000	\$ 222,000	\$ 222,000
42150	Communications	4,561	4,700	4,561	4,600	\$ 4,700	\$ 4,700
42200	Computer - Non Capital	568	-	-	-	-	-
42235	Furnishings & Equip - Non Cap	-	4,200	11,478	12,000	-	-
42410	Uniform / Clothing Supply	-	-	-	1,100	-	-
42420	Special Departmental Expense	20,000	30,000	-	30,000	30,000	30,000
42560	Operating Supplies	113,071	27,387	21,163	64,400	22,700	22,700
42720	Travel, Conferences, Meetings	-	25,000	17,658	16,500	25,000	25,000
42730	Training	13,037	15,000	14,987	15,000	15,000	15,000
44490	Other Contract Services	-	12,000	-	-	-	-
47020	Furnishings & Equip (Capital)	48,684	-	-	258,000	-	-
47030	Vehicles	124,449	-	-	-	-	-
49655	Transfer to PD Public Fac. Imp.	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 324,370	\$ 118,287	\$ 69,847	\$ 401,600	\$ 97,400	\$ 97,400
ENDING BALANCE		\$ 788,910	\$ 910,624	\$ 843,063	\$ 666,463	\$ 791,063	\$ 915,663

BUDGET ADJUSTMENTS

15 Ergonomic Chairs for Records Staff	\$ 7,000
Furnishings for Administrator's Office	\$ 5,000
Automatic License Plate Reader	\$ 250,000
Ballistic Protection Equipment	\$ 42,200

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	\$ 213,800	\$ 263,658	\$ 263,658	\$ 264,819	\$ 264,819	\$ 264,819
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
36002	State Assistance	\$ 299,858	\$ 308,000	\$ 309,161	\$ 308,000	\$ 308,000	\$ 308,000	
TOTAL REVENUES		\$ 299,858	\$ 308,000	\$ 309,161	\$ 308,000	\$ 308,000	\$ 308,000	
49100	Transfer to General Fund	\$ 250,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	
TOTAL EXPENDITURES		\$ 250,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	
ENDING BALANCE		\$ 263,658	\$ 263,658	\$ 264,819	\$ 264,819	\$ 264,819	\$ 264,819	

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.

		STARTING BALANCE	\$ 2,272	\$ 97,136	\$ 97,136	\$ 67,467	\$ 33,267	\$ (933)
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
35502	911 Reimbursement	499	3,000	3,000				
36001	Federal Assistance	117,766	165,140	47,732	-	-	-	
36002	State Assistance	166,222	189,200	74,134				
	TOTAL REVENUES	\$ 283,987	\$ 354,340	\$ 124,866	\$ -	\$ -	\$ -	\$ -
41860	Salary Reimbursements	75,390	148,000	-	-	-	-	
42200	Computer - Non Capital	6,226	-	-	-	-	-	
42235	Furnishings & Equip - Non Cap	11,125	7,165	7,165	-	-	-	
42560	Operating Supplies	5,264	14,579	9,900	-	-	-	
42730	Training			705				
44010	Professional/Special Services							
44490	Other Contract Services							
47020	Furnishings & Equip(Capital)	-	6,449	6,449	-	-	-	
47040	Building Improvements	3,300	-	-	-	-	-	
48800	Application Software	1,680	12,097	-	-	-	-	
49100	Transfer to General Fund	86,138	268,133	130,316	34,200	34,200	34,200	
	TOTAL EXPENDITURES	\$ 189,123	\$ 456,423	\$ 154,535	\$ 34,200	\$ 34,200	\$ 34,200	\$ 34,200
	ENDING BALANCE	\$ 97,136	\$ (4,947)	\$ 67,467	\$ 33,267	\$ (933)	\$ (35,133)	

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.

STARTING BALANCE							
		\$ 133,255	\$ 96,452	\$ 96,452	\$ 321,127	\$ 445,227	\$ 445,227
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
	34001 Interest on Investments	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -
	38295 Cultural Arts Program Revenues	32,312	426,260	563,870	524,575	-	-
	TOTAL REVENUES	\$ 32,322	\$ 426,260	\$ 563,870	\$ 524,575	\$ -	\$ -
	44295 Cultural Arts Program Expenditure	69,124	420,600	339,195	400,475	-	-
	TOTAL EXPENDITURES	\$ 69,124	\$ 420,600	\$ 339,195	\$ 400,475	\$ -	\$ -
ENDING BALANCE		\$ 96,452	\$ 102,112	\$ 321,127	\$ 445,227	\$ 445,227	\$ 445,227

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.

		STARTING BALANCE	\$ 389,550	\$ 494,098	\$ 494,098	\$ 465,398	\$ 439,373	\$ 439,373
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	\$ 928	\$ -	\$ 800	\$ 940	\$ -	\$ -	
38295	Council On Aging Prog. Revenues	122,866	30,400	40,000	49,000	-	-	
TOTAL REVENUES		\$ 123,794	\$ 30,400	\$ 40,000	\$ 49,940	\$ -	\$ -	
44295	Council On Aging Prog. Expenditures	\$ 19,246	\$ 65,950	\$ 68,700	\$ 75,965	\$ -	\$ -	
TOTAL EXPENDITURES		\$ 19,246	\$ 65,950	\$ 68,700	\$ 75,965	\$ -	\$ -	
ENDING BALANCE		\$ 494,098	\$ 458,548	\$ 465,398	\$ 439,373	\$ 439,373	\$ 439,373	

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	\$ 278,911	\$ 372,760	\$ 372,760	\$ 473,261	\$ 476,262	\$ 485,703
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	11,034	2,000	4,000	3,000	\$ 12,500	\$ 12,500	
38003	Miscellaneous	51,983	1,000	10,000	3,000	-	-	
39100	Transfer from General Fund	2,012,867	2,179,427	2,179,427	2,888,864	2,436,641	2,485,400	
39700	Transfer from Sanitation	296,174	320,682	320,682	332,371	339,000	345,800	
39750	Transfer from Transit	38,021	41,167	41,167	42,667	43,500	44,400	
39761	Transfer from Waterworks.	69,938	75,725	75,725	78,486	80,100	81,700	
TOTAL REVENUES		\$ 2,480,017	\$ 2,620,001	\$ 2,631,001	\$ 3,348,388	\$ 2,911,741	\$ 2,969,800	
41400	Group Insurance/Health	2,370,267	2,600,000	2,512,000	2,825,387	\$ 2,881,900	\$ 2,939,500	
41401	Retiree Insurance Reimbursement	-	-	-	500,000			
41500	Group Insurance/Dental	15,902	17,000	18,500	20,000	\$ 20,400	\$ 20,800	
TOTAL EXPENDITURES		2,386,168	2,617,000	2,530,500	3,345,387	\$ 2,902,300	\$ 2,960,300	
ENDING BALANCE		\$ 372,760	\$ 375,761	\$ 473,261	\$ 476,262	\$ 485,703	\$ 495,203	

FUND 298: DISASTER FUND

OVERVIEW

The Disaster Fund is serving as a holding fund for the American Rescue Act (ARA) and Coronavirus Aid, Relief, and Economic Security Act (CARES) funds that have been received by the City.

These funds are to be used for costs incurred as a result of the pandemic, such as reimbursing the general fund for police salaries, or purchasing protective equipment for staff.

		STARTING BALANCE	\$ 12,716	\$ 9,718,979	\$ 9,718,979	\$ 12,273,276	\$ 12,273,276	\$ 12,273,276
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
35410	Other Governments	9,430	-	-	-	\$ -	\$ -	
36001	Federal Assistance	10,084,066	-	7,662,647	7,662,647	-	-	
36101	Federal Disaster Relief			66,250				
36102	State Disaster Relief	35,025	-	-	-	-	-	
39100	Transfer from General Fund	(100,000)	-	-	-	-	-	
TOTAL REVENUES		\$ 10,028,521	\$ -	\$ 7,728,897	\$ 7,662,647	\$ -	\$ -	
42560	Operating Supplies	229,492	4,630,347	140,500	7,662,647	\$ -	\$ -	
44010	Professional/Special Services	68,217	-	33,500	-			
47020	Furnishings & Equipment (Capital)	24,549	-	600	-	\$ -	\$ -	
49100	Transfer to General Fund		5,000,000	5,000,000	-	\$ -	\$ -	
TOTAL EXPENDITURES		322,258	9,630,347	5,174,600	7,662,647	\$ -	\$ -	
ENDING BALANCE		\$ 9,718,979	\$ 88,632	\$ 12,273,276	\$ 12,273,276	\$ 12,273,276	\$ 12,273,276	

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 starting in in FY2020-21 the transfer is \$200,000.

		\$ 20,325	\$ 20,555	\$ 20,555	\$ 21,005	\$ 21,455	\$ 21,905
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	\$ 230	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450
37410	Services Charges	-	-	-	-	-	-
39100	Transfer from General Fund	200,000	200,000	200,000	200,000	200,000	200,000
39262	Transfer from Development Agrmts	-	-	-	-	-	-
39300	Transfer from Landscape	-	-	-	-	-	-
TOTAL REVENUES		\$ 200,230	\$ 200,450	\$ 200,450	\$ 200,450	\$ 200,450	\$ 200,450
49300	Transfer to Landscape	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL EXPENDITURES		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
ENDING BALANCE		\$ 20,555	\$ 21,005	\$ 21,005	\$ 21,455	\$ 21,905	\$ 22,355

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.

3004302-3004499: LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (continued)

STARTING BALANCE							
\$ 142,549 \$ (529,949) \$ (529,949) \$ (842,235) \$ (1,255,932) \$ (1,669,628)							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	\$ (2,637)	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
37410	Service Charges	784,623	786,267	786,267	790,267	790,267	790,267
39300	Transfer from Landscape	200,000	200,000	200,000	200,000	200,000	200,000
TOTAL REVENUES		\$ 981,986	\$ 1,000,767	\$ 1,000,767	\$ 1,004,767	\$ 1,004,767	\$ 1,004,767
42100	Utilities	\$ 655,201	\$ 511,363	\$ 511,363	\$ 615,001	\$ 615,000	\$ 615,000
44450	Landscape Maintenance Contract	930,324	751,558	751,558	751,558	751,558	751,558
44490	Other Contract Services	8,793	50,132	50,132	51,905	51,905	51,905
46100	Reimb to General Fund	60,165	-	-	-	-	-
TOTAL EXPENDITURES		\$ 1,654,484	\$ 1,313,053	\$ 1,313,053	\$ 1,418,464	\$ 1,418,463	\$ 1,418,463
ENDING BALANCE							
\$ (529,949) \$ (842,235) \$ (842,235) \$ (1,255,932) \$ (1,669,628) \$ (2,083,324)							

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 Major Streets Rehabilitation

The proposed FY 2022-23 project may include Cochran Street, Madera Road, Los Angeles Avenue and Stearns Street. Projects are approved for funding July 1st of each fiscal year and scheduled for completion during summer of the following year. Future projects planned include resurfacing on Sycamore Drive, Firs Street and Erringer Road.

Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2022-23, 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 2022-23, 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. This causes the well screens and pump bowls to need cleaning, repair, or replacement over time to maintain their operational efficiency and reliability. The loss of well pumping would result in nuisance groundwater occurring in the local neighborhood streets and properties. One well per year is proposed for rehabilitation over the next five years.

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.

LA Ave West of First St. Bridge Rehabilitation

This project includes rehabilitation of existing bridge on Los Angeles Avenue, 0.1 miles west of First Street. A scoping study is required by Caltrans for the deficiency of the bridge prior to determining the design currently scheduled to begin in September 2022. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

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.

Barnard Street Bridge Rehabilitation

This project includes widening/rehabilitation of the existing bridge on Barnard Street, 0.5 miles west of Stearns Street. Design is scheduled to begin in the Summer 2022. Construction is scheduled to begin in the Summer of 2023, and to be completed by Spring of 2024. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Madera Rd. Bridge Rehab Sout of Hwy 118

This project includes repairing and overlaying the deck with PCC on Madera Road, 0.3 miles south of State Route 118. Design is expected to be completed in the Spring of 2022. Construction is scheduled to begin in Fall of 2022 and to be completed by Spring 2023. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Slurry Seal and Crack Seal Project

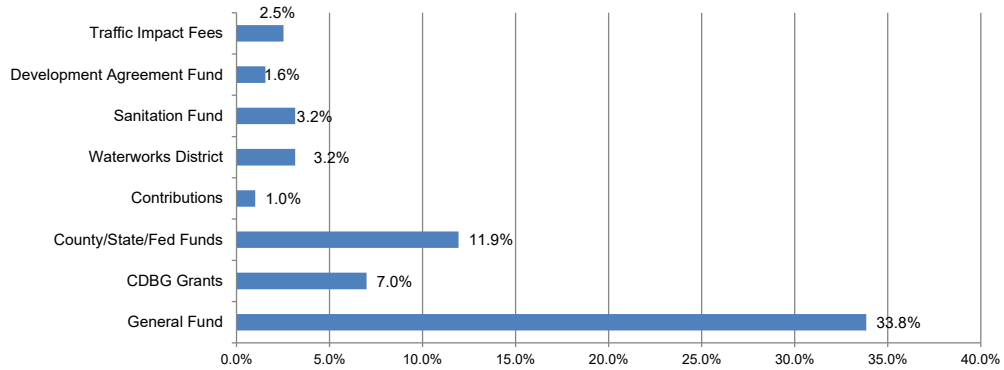
Slurry Seal: Is a cost effective preventative maintenance technique used for older streets and pavements. This method fills cracks and voids in streets effectively sealing and waterproofing the surface.

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	FY22 Budget	FY22 Est. Actual	FY23 Adopted	FY24 Projected	FY25 Projected
39100	General Fund	\$ 530,000	\$ 530,000	\$ 2,680,000	\$ 5,147,000	\$ 3,830,000
39500	Bank Financing	600,000	600,000	-	-	-
36001/ 36002/ 36407	County/State/Federal Funding	136,466	136,466	945,000	4,560,000	-
38050	Contributions	80,000	80,000	80,000	230,000	230,000
39216	Transfer from Gas Tax	2,496,170	2,496,170	2,837,206	2,400,000	2,400,000
39262	Development Agreement Fund	-	-	123,000	340,000	-
39263	Traffic Impact Fees	-	-	200,000	-	220,000
45700	Sanitation Fund	60,000	60,000	250,000	150,000	150,000
45761	Waterworks District	60,000	60,000	250,000	150,000	150,000
45290	Community Dev. Block Grants	390,234	390,234	562,895	553,000	450,000
TOTAL REVENUES		\$ 4,352,870	\$ 4,352,870	\$ 7,928,101	\$ 13,530,000	\$ 7,430,000

**Funding Sources for
FY 2022-23 Streets and Roads Projects
\$7,918,300**



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	-	-	-	-	-
GAS TAX FUNDING	-	2,837,206	-	-	2,837,206
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	562,895	-	-	-	562,895
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
BANK FINANCING	-	-	-	-	-
PROJECT BUDGET	\$ 562,895	\$ 2,837,206	\$ 200,000	\$ 120,000	\$ 3,720,101

REVENUE SOURCE	LANDSCAPE BEAU.	SLURRY SEAL & CRACK SEAL	TRAFFIC SIGNAL UPGRADES	WEST OF L.A. AVE. WIDENING	TOTAL
GENERAL FUND	\$ -	\$ 250,000	\$ -	\$ 10,000	\$ 260,000
DEVELOPER AGREEMENTS	-	-	-	-	-
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-	-
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	80,000	-	-	-	80,000
TRAFFIC IMPACT FEES	-	-	200,000	-	200,000
BANK FINANCING	-	-	-	-	-
PROJECT BUDGET	\$ 80,000	\$ 250,000	\$ 200,000	\$ 10,000	\$ 540,000

REVENUE SOURCE	MADERA RD. BRIDGE REHAB	BARNARD ST. BRIDGE REHAB	L.A. AVE WEST OF 1S STREET	MAJOR ST. REHAB	TOTAL
GENERAL FUND	\$ -	\$ -	\$ 100,000	\$ 2,000,000	\$ 2,100,000
DEVELOPER AGREEMENTS	-	123,000	-	-	123,000
AIR QUALITY FEES	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	45,000	500,000	400,000	-	945,000
SANITATION FUND	-	-	-	250,000	250,000
WATERWORKS FUND	-	-	-	250,000	250,000
CDBG	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
BANK FINANCING	-	-	-	-	-
PROJECT BUDGET	\$ 45,000	\$ 623,000	\$ 500,000	\$ 2,500,000	\$ 3,668,000

REVENUE SOURCE	TOTALS
GENERAL FUND	\$ 2,680,000
DEVELOPER AGREEMENTS	123,000
AIR QUALITY FEES	-
COUNTY/STATE/FEDERAL FUND	945,000
SANITATION FUND	250,000
WATERWORKS FUND	250,000
CDBG	562,895
CONTRIBUTIONS	80,000
TRAFFIC IMPACT FEES	200,000
BOND PROCEEDS	-
GAS TAX FUNDING	2,837,206
TOTAL FY20 FUNDING	\$ 7,928,101

STREETS AND ROADS PROGRAM EXPENDITURE PLAN

Project	FY22 Budget	FY23 Adopted	FY24 Projected	FY25 Projected	FY26 Projected	FY27 Projected
Annual Major Streets Program (all years)	\$ -	\$ 2,500,000	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
Annual Minor Streets Program (all years)	646,700	562,895	1,850,000	1,850,000	1,850,000	1,850,000
Annual Minor Streets Program - SB1	2,496,170	2,837,206	2,400,000	2,400,000	2,400,000	2,400,000
Barnard Street Bridge Rehabilitation	-	623,000	1,700,000	-	-	-
Dewatering Wells Rehabilitation	120,000	120,000	120,000	120,000	120,000	120,000
Landscape Beautification Project	80,000	80,000	80,000	80,000	80,000	80,000
Los Angeles Avenue West of First St.	-	500,000	4,000,000	-	-	-
Madera Road Bridge Rehab (South of Highway 118)	-	45,000	-	-	-	-
Madera Road Slope Repair	-	-	300,000	-	-	-
Slurry Seal and Crack Seal	200,000	250,000	300,000	300,000	300,000	300,000
Curb, Gutter, Asphalt and Sidewalk Repair	200,000	200,000	200,000	200,000	200,000	200,000
Traffic Signal Synchronization	-	-	150,000	150,000	150,000	150,000
Traffic Signal Upgrades	600,000	200,000	210,000	220,000	220,000	220,000
Walnut Street Widening	-	-	320,000	-	-	-
West Los Angeles Widening (PSC-City Limits)	10,000	10,000	10,000	10,000	-	-
TOTAL	\$ 4,352,870	\$ 7,928,101	\$ 13,740,000	\$ 7,430,000	\$ 7,420,000	\$ 7,420,000

FUND 648: COMPUTER EQUIPMENT REPLACEMENT FUND

OVERVIEW

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

STARTING BALANCE							
\$ 807,655 \$ 1,213,276 \$ 1,213,276 \$ 1,083,142 \$ 1,097,817 \$ 968,786							
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
34001	Interest on Investments	11,667	5,000	5,000	\$ 5,000	\$ 5,000	\$ 5,000
38001	Sale of Surplus Property	6,077	-	-	-	-	-
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
TOTAL REVENUES		\$ 602,243	\$ 589,500	\$ 589,500	\$ 589,500	\$ 589,500	\$ 589,500
42200	Computer - Non Capital	146,599	294,225	294,225	239,825	\$ 299,781	\$ 359,738
42720	Travel, Conferences, Meetings	2,380	15,000	15,000	15,000	18,750	22,500
44010	Professional/Special Services	15,636	180,409	180,409	90,000	112,500	135,000
44030	Cloud Services	16,250	-	-	-	-	-
47028	Computer (Capital)	-	100,000	100,000	100,000	125,000	150,000
48800	Application Software	8,510	-	-	-	-	-
48840	System Hardware	7,247	130,000	130,000	130,000	162,500	195,000
TOTAL EXPENDITURES		\$ 196,623	\$ 719,634	\$ 719,634	\$ 574,825	\$ 718,531	\$ 862,238
ENDING BALANCE							
\$ 1,213,276 \$ 1,083,142 \$ 1,083,142 \$ 1,097,817 \$ 968,786 \$ 696,048							

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.

		STARTING BALANCE	\$ 1,657,634	\$ 1,439,599	\$ 1,439,599	\$ 1,086,649	\$ 1,086,649	\$ 1,086,649
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38401	Developer Contributions	-	-	-	-	-	-	-
39100	Transfer from General Fund - AS	-	-	-	-	-	-	-
39100	Transfer from General Fund - CS	-	-	-	-	-	-	-
39100	Transfer from General Fund - ES	-	-	-	64,000	35,000	35,000	-
39100	Transfer from General Fund - PW	320,000	140,000	140,000	350,000	350,000	350,000	-
39100	Transfer from General Fund - PD	131,400	239,000	239,000	400,000	600,000	600,000	-
TOTAL REVENUES		\$ 451,400	\$ 379,000	\$ 379,000	\$ 814,000	\$ 985,000	\$ 985,000	\$ -
46100	Reimb to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47030	Vehicles - AS	-	-	-	-	-	-	-
47030	Vehicles - ES	-	-	-	64,000	35,000	35,000	-
47030	Vehicles - PW	258,577	492,951	492,951	350,000	350,000	350,000	-
47030	Vehicles - PD	410,858	239,000	239,000	400,000	600,000	600,000	-
TOTAL EXPENDITURES		\$ 669,435	\$ 731,951	\$ 731,951	\$ 814,000	\$ 985,000	\$ 985,000	\$ -
ENDING BALANCE		\$ 1,439,599	\$ 1,086,649	\$ 1,086,649	\$ 1,086,649	\$ 1,086,649	\$ 1,086,649	\$ -

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 facility air duct cleaning, City Hall HVAC upgrades, and upgrades to the breakroom at City Hall.

STARTING BALANCE							
		\$ 1,029,501	\$ 2,239,597	\$ 2,239,597	\$ 1,278,501	\$ 1,278,501	\$ 1,278,501
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection
39100	Transfer from General Fund	-	20,000	20,000	486,500	\$ 50,000	\$ 50,000
39262	Transfer from Development Agrmts	579,000	25,000	25,000	665,000	300,000	150,000
39280	Transfer from Forfeited Assets	-	-	-	-	-	-
39500	Transfer from Debt Service	20,934	-	-	-	-	-
39700	Transfer from Sanitation	417,000	-	-	-	-	-
39750	Transfer from Transit	-	-	-	-	-	-
39761	Transfer from Waterworks	417,000	-	-	-	-	-
TOTAL REVENUES		\$ 1,433,934	\$ 45,000	\$ 45,000	\$ 1,151,500	\$ 350,000	\$ 200,000
44010	Professional/Special Services	\$ 1,720	\$ 480,000	\$ 6,650	\$ -	\$ -	\$ -
44410	Maintenance Building/Grounds	-	2,500	2,500	-	-	-
44490	Other Contract Services	106,221	241,200	84,835	1,086,500	350,000	200,000
47020	Furnishings & Equip (Capital)	-	-	-	-	-	-
47040	Building Improvements	115,896	1,709,143	912,111	65,000	-	-
TOTAL EXPENDITURES		\$ 223,837	\$ 2,432,843	\$ 1,006,096	\$ 1,151,500	\$ 350,000	\$ 200,000
ENDING BALANCE							
		\$ 2,239,597	\$ (148,245)	\$ 1,278,501	\$ 1,278,501	\$ 1,278,501	\$ 1,278,501

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	\$ 2,989,418	\$ 2,630,641	\$ 2,630,641	\$ 2,081,060	\$ 2,093,560	\$ 1,214,298
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
34001	Interest on Investments	\$ 30,840	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
	TOTAL REVENUES	\$ 30,840	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
41010	Regular Salaries	\$ 54,942	\$ -	\$ 96,438	\$ -	\$ 192,876	\$ 192,876	
41020	Temporary Salaries	-	-	5,961	-	11,922	11,922	
41040	Overtime	4,735	-	174	-	348	348	
41050	Outside Assistance	26,016	-	-	-	-	-	
41200	Deferred Comp - 401k	66	-	2,800	-	5,600	5,600	
41210	Deferred Comp - 457	2,385	-	350	-	700	700	
41300	Vision Care	313	-	250	-	500	500	
41350	Disability	-	-	820	-	1,640	1,640	
41400	Group Insurance/Health	2,314	-	1,800	-	3,600	3,600	
41415	Flex Benefits	24,758	-	14,200	-	28,400	28,400	
41450	Life Insurance	228	-	300	-	600	600	
41500	Group Insurance/Dental	1,503	-	1,650	-	3,300	3,300	
41600	Retirement (PERS)	5,273	-	9,700	-	19,400	19,400	
41620	Retirement (HRA)	66	-	2,800	-	5,600	5,600	
41650	Medicare Tax	910	-	1,700	-	3,400	3,400	
41660	FICA	-	-	400	-	800	800	
41800	Leave Accrual	-	-	6,538	-	13,076	13,076	
42200	Computer Non-Capital	3,066	-	-	-	-	-	
44010	Professional/Special Services	263,043	981,479	410,000	-	350,000	140,000	
44490	Other Contract Services	-	680,491	-	-	-	-	
48800	Application Software	-	744,600	6,200	-	250,000	-	
48840	System Hardware	-	87,850	-	-	-	-	
48990	Contingency	-	573,100	-	-	-	-	
	TOTAL EXPENDITURES	\$ 389,618	\$ 3,067,521	\$ 562,081	\$ -	\$ 891,762	\$ 431,762	
	ENDING BALANCE	\$ 2,630,641	\$ (424,380)	\$ 2,081,060	\$ 2,093,560	\$ 1,214,298	\$ 795,036	

FUND 660: POLICE DEPARTMENT CAPITAL PROJECTS

OVERVIEW

Fund 660 was 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.

		STARTING BALANCE	\$ 210,294	\$ 285,294	\$ 285,294	\$ 345,294	\$ 420,294	\$ 495,294
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000	
	TOTAL REVENUES	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
44010	Professional/Special Services	-	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	-	51,045	15,000	-	-	-	-
48600	Construction Contracts	-	201,205	-	-	-	-	-
	TOTAL EXPENDITURES	\$ -	\$ 252,250	\$ 15,000	\$ -	\$ -	\$ -	\$ -
		ENDING BALANCE	\$ 285,294	\$ 108,044	\$ 345,294	\$ 420,294	\$ 495,294	\$ 570,294

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.

		STARTING BALANCE	\$ 169,411	\$ 165,753	\$ 165,753	\$ 151,753	\$ 151,753	\$ 151,753
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
38720	Proceeds from Capital Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
39500	Transfer from Debt Service	-	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-	-
39750	Transfer from Transit	-	-	-	-	-	-	-
39761	Transfer from Waterworks.	-	-	-	-	-	-	-
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
44010	Professional/Special Services	\$ -	\$ 253,531	\$ -	\$ -	\$ -	\$ -	-
44490	Other Contract Services	-	-	-	-	-	-	-
47029	Computer - SAP Settlement	-	-	-	-	-	-	-
48820	Training & Implementation	-	-	-	-	-	-	-
48840	System Hardware	-	511,158	14,000	-	-	-	-
49100	Transfer to General Fund	3,658	-	-	-	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 3,658	\$ 764,688	\$ 14,000	\$ -	\$ -	\$ -	-
ENDING BALANCE		\$ 165,753	\$ (598,935)	\$ 151,753	\$ 151,753	\$ 151,753	\$ 151,753	-

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 conversion 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.

		STARTING BALANCE	\$ 807,916	\$ 403,216	\$ 403,216	\$ 283,216	\$ 283,216	\$ 283,216
Object	Description	FY21 Actual	FY22 Revised	FY22 Est. Actual	FY23 Adopted	FY24 Projection	FY25 Projection	
39270	Transfer from Debt Service	\$ 107,286	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUES		\$ 107,286	\$ -	\$ -	\$ -	\$ -	\$ -	-
44490	Other Contract Services	\$ 511,986	\$ 416,934	\$ 120,000	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES		\$ 511,986	\$ 416,934	\$ 120,000	\$ -	\$ -	\$ -	-
ENDING BALANCE		\$ 403,216	\$ (13,718)	\$ 283,216	\$ 283,216	\$ 283,216	\$ 283,216	\$ 283,216

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CITY OF SIMI VALLEY

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Total Revenues	\$ 9,313,681	\$ 11,425,049	\$ 6,599,315	\$ 11,326,210
Total Expenditures	7,272,023	16,748,192	10,164,206	11,326,210
SURPLUS/(DEFICIT)	\$ 2,041,658	\$ (5,323,142)	\$ (3,564,891)	\$ -

EXPENDITURES BY DIVISION

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Administration	\$ 3,857,050	\$ 4,516,352	\$ 3,910,995	\$ 4,388,789
Fixed-Route Maintenance	161,128	237,100	215,200	239,100
Fixed-Route Operations	1,646,666	1,644,415	1,529,067	1,698,211
ADA/DAR Maintenance	41,145	123,700	103,800	118,200
ADA/DAR Operations	1,417,892	2,148,878	1,449,528	2,225,825
Operating Transfers	38,021	41,167	41,167	42,667
Transit Projects	110,121	8,036,580	2,914,448	2,613,418 *
TOTAL	\$ 7,272,023	\$ 16,748,192	\$ 10,164,206	\$ 11,326,210

* Details of the Transit Capital Projects are listed in the CIP Document

TRANSIT FUND REVENUES

Revenue Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
34001 Interest on Investments	16,030	-	-	-	0.0%
34102 Advertising	23,750	63,000	57,000	63,000	0.0%
34399 Reclassification	1,546,511	-	-	-	0.0%
36002 State Assistance	50,097	54,448	54,448	501,211	820.5%
36201 FTA Operating	6,859,351	2,808,852	1,823,500	2,935,491	4.5%
36203 FTA Capital	450,656	2,444,532	2,444,532	2,110,959	-13.6%
37215 Bus Fare Passes	24	55,300	25,700	55,300	0.0%
37216 DAR Van Fares	8,608	121,500	35,600	121,500	0.0%
37217 DAR Van County Reimb.	-	12,100	3,800	12,100	0.0%
37223 Cash Fares	-	110,000	49,700	110,000	0.0%
37224 Mobile Fares	249	27,500	13,100	27,500	0.0%
37225 Fare Revenue Deposit Variances	41	-	-	-	0.0%
37299 Other Community	-	3,800	2,200	3,800	0.0%
38001 Sale of Surplus Property	17,800	-	-	-	0.0%
38003 Miscellaneous	950	1,000	1,000	1,000	0.0%
38004 Damage Recovery	40,116	-	-	-	0.0%
39238 Transfer from LTF	299,497	5,723,017	2,088,735	5,384,348	-5.9%
TOTAL	9,313,681	11,425,049	6,599,315	11,326,210	-0.9%

TOTAL TRANSIT EXPENDITURES

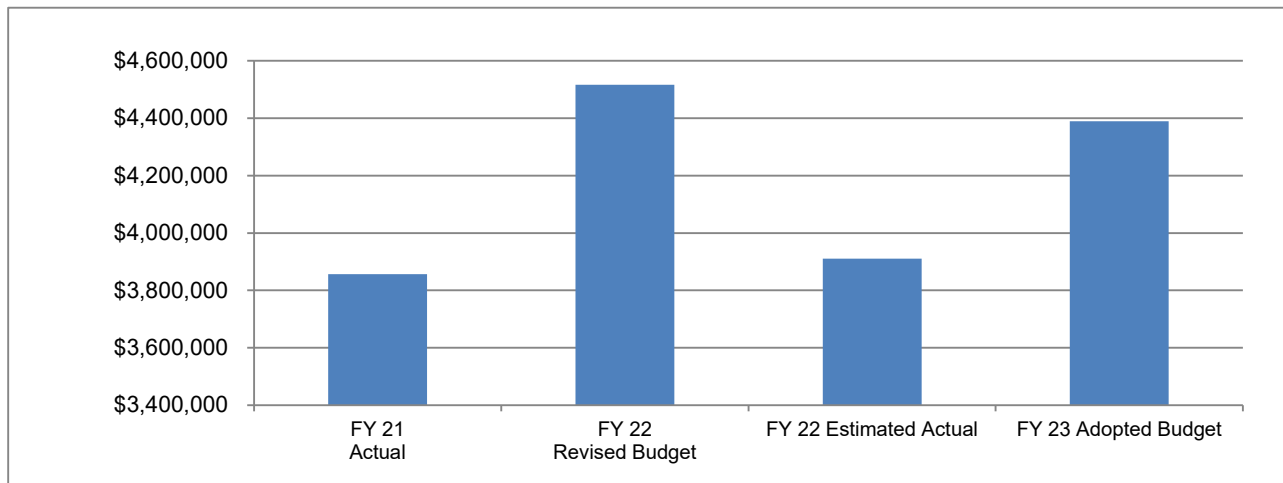
Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	2,058,443	2,463,204	2,010,794	2,561,370	4.0%
41020 - Temporary Salaries - PR Only	63,614	5,000	13,297	5,000	0.0%
41040 - Overtime	66,022	71,500	120,687	71,500	0.0%
41200 - Deferred Comp - 401k	15,049	19,200	11,666	20,212	5.3%
41210 - Deferred Comp - 457	42,281	72,800	37,358	58,730	-19.3%
41300 - Vision Care	8,279	11,981	8,174	10,471	-12.6%
41350 - Disability	6,071	6,082	5,307	6,221	2.3%
41400 - Group Insurance/Health	60,323	82,368	56,763	85,824	4.2%
41415 - Flex Benefits	620,424	859,738	587,297	848,028	-1.4%
41420 - CalPERS Health Admin Fee	1,052	2,882	537	2,882	0.0%
41450 - Life Insurance	6,251	8,605	6,078	8,431	-2.0%
41500 - Group Insurance/Dental	34,180	47,436	34,333	48,327	1.9%
41550 - Section 125 Administration Fee	-	378	-	592	0.0%
41600 - Retirement (PERS)	735,053	842,986	496,541	925,431	9.8%
41601 - Retirement PERS - GASB68	23,522	-	-	-	0.0%
41620 - Retirement (HRA)	11,908	12,000	9,126	14,400	20.0%
41630 - OPEB	135,681	-	-	-	0.0%
41650 - Medicare Tax	33,756	48,345	35,017	49,638	2.7%
41660 - FICA	3,360	310	1,038	310	0.0%
41700 - Workers' Compensation	277,907	227,951	227,951	229,205	0.5%
41800 - Leave Accrual	100,648	112,000	112,000	112,000	0.0%
42100 - Utilities	29,631	36,500	35,000	36,500	0.0%
42150 - Communications	46,026	40,100	36,500	54,100	34.9%
42200 - Computer - Non Capital	8,137	1,800	500	500	-72.2%
42230 - Office Supplies	4,778	6,000	6,000	6,000	0.0%
42235 - Furnishings & Equip - Non Cap	1,349	8,792	1,700	880,185	9911.7%
42410 - Uniform/Clothing Supply	18,712	25,400	17,760	23,400	-7.9%
42440 - Memberships and Dues	4,741	22,100	16,600	16,600	-24.9%
42450 - Subscriptions and Books	349	800	800	800	0.0%
42460 - Advertising	-	7,700	7,700	7,700	0.0%
42500 - Fuel and Lubricants	136,725	161,800	158,500	163,300	0.9%
42510 - Tires	39,302	54,200	46,500	51,500	-5.0%
42550 - Small Tools/Equipment	6,332	5,500	5,500	5,500	0.0%
42560 - Operating Supplies	143,178	195,900	187,000	198,400	1.3%
42561 - Inventory Adjustments	(3,729)	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	(108)	12,500	5,500	7,700	-38.4%
42730 - Training	360	2,700	1,500	2,700	0.0%
42790 - Mileage	-	2,200	-	1,200	-45.5%
44010 - Professional/Special Services	238,285	496,400	408,400	479,400	-3.4%
44310 - Maintenance of Equipment	81,377	406,510	174,200	194,300	-52.2%
44410 - Maintenance Building/Grounds	1,699	2,200	2,200	8,600	290.9%
44490 - Other Contract Services	-	-	29,100	35,100	0.0%
44590 - Other Insurance Services	332,100	381,915	381,915	404,800	6.0%
44880 - Gain/Loss on Asset Disposition	23,213	-	-	-	0.0%
46100 - Reimb to General Fund	1,707,600	1,911,753	1,911,753	1,911,753	0.0%
47020 - Furnishings & Equip (Capital)	33,558	39,807	-	-	0.0%
47030 - Vehicles	1,561,174	2,771,871	2,760,000	1,140,846	0.0%
47100 - Reclass Cap Purchases to FA	(2,040,054)	-	-	-	0.0%
48600 - Const Contracts	450,455	4,786,873	154,448	594,087	-87.6%
48800 - Application Software	104,988	430,937	-	-	-100.0%
49297 - Transfer to Retiree Benefits	38,021	41,167	41,167	42,667	3.6%
TOTAL	7,272,023	16,748,192	10,164,206	11,326,210	-32.4%

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$3,857,050	\$4,516,352	\$3,910,995	\$ 4,388,789



BUDGET ADJUSTMENTS

Portable Radios	\$	14,000
Upgrade Accounting Assistant II to Management Assistant	\$	14,100

Transit Administration (continued)

KEY ACCOMPLISHMENTS IN FY22

- Transit Maintenance Facility maintained full operation and continued to implement pandemic related changes including continuation of free fares for an additional 3 months. Simi Valley Transit (SVT) continued to requiring passengers to wear masks, and required employee's to continue to wear face coverings.
- 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.
- Transit Maintenance Facility (TMF) Expansion Grant project completed. Simi Valley Transit Center was able to purchase and install a shade canopy and furnish the space with patio furniture for bus operators to take breaks and have lunch while being protected from the weather elements. Funds were also programed to reconfigure the dispatch area and purchase monitors for drivers and break rooms.
- Procured 5 Support Relief vehicle's.
- Procured 3 fixed route vehicle's.
- Completed Transit Maintenance Facility Paving Project.
- Received American Rescue Plan Act (ARPA) Grant Award in the sum of \$2,225,515.
- Received Mega Grant Award (MEGA) in the sum of \$8,069,728.

GOALS FOR FY23

- Implement and provide training to staff on the new data management software system to consolidate transit data reporting sources.
- Procure 12 Dial A Ride vans.
- Upgrade the HVAC system in the transit maintenance building.
- Complete the upgrade to the CNG fueling station at the transit maintenance facility.

**DEPARTMENT OF PUBLIC WORKS (TRANSIT FUND)
FY2022-23 POLICY ITEM REQUEST**

TITLE: Portable Radios
AMOUNT : \$14,000
ACCOUNT: 7502905-42150
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Radios	\$12,480
3-yr Ext. Warranty	\$650
Tax/Freight	\$870
TOTAL:	\$14,000

The Transit Supervisor portable radios were last purchased in 2006. They are over 15 years old, and not functioning properly. The radios do not always work in the Transit building and are in dire need of an upgrade. This request is for 7 new radios from the FY2022-23 Transit budget.

Support Services Recommendation: Approve

**DEPARTMENT OF PUBLIC WORKS (TRANSIT FUND)
FY2022-23 POLICY ITEM REQUEST**

TITLE: Upgrade Vacant Accounting Assistant II to Management Assistant

AMOUNT : \$14,100

ACCOUNT: 7502905-various

PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Personnel</u>	
Salary & Benefit Increase	14,100
TOTAL:	\$14,100

The Department of Public Works is requesting an upgrade of the Accounting Assistant II in Transit to Management Assistant (Position # 406603579). The salary and benefit difference between the two positions is \$14,100 annually, and the Accounting Assistant II position is a General Unit Position and the position of Management Assistant is a Management Position.

The upgrade 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 for the Transit Division and will mirror the organizational structure in the Department of Public Works overall.

It is anticipated this change will allow for the performance of the various increasing required complex fiscal, administrative and analytical duties that include but are not limited to State and Federal Grant tracking and reporting, procurement and reconciliations, Munis report generation and review of fiscal needs for the Transit division.

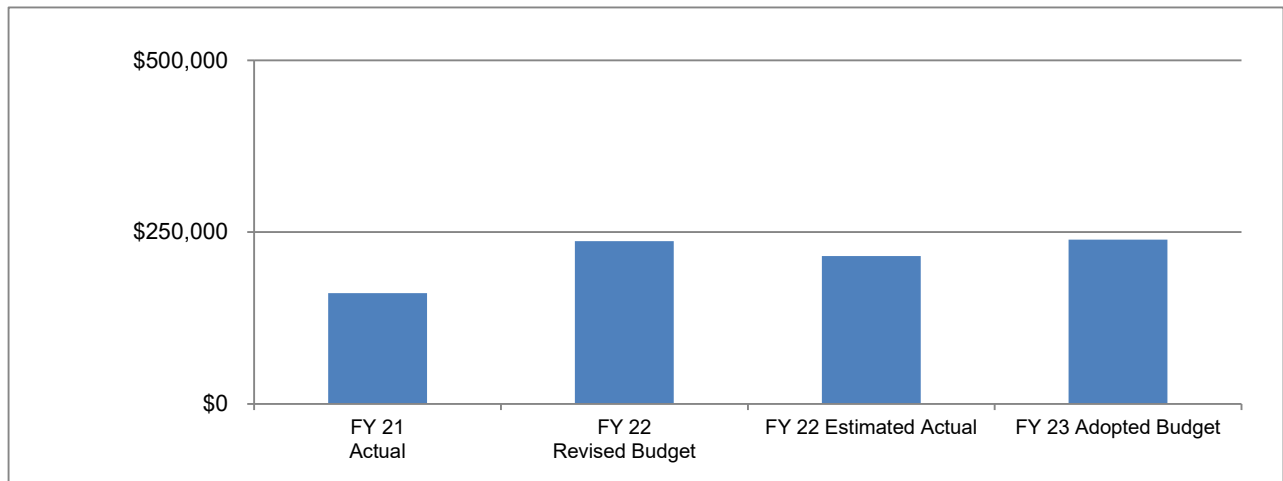
The Management Assistant will also support the implementation of the new payroll system and special projects including the City's website redesign project and maintaining the transit webpage.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$161,128	\$237,100	\$215,200	\$239,100



BUDGET ADJUSTMENTS

None

Fixed-Route Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 FY23

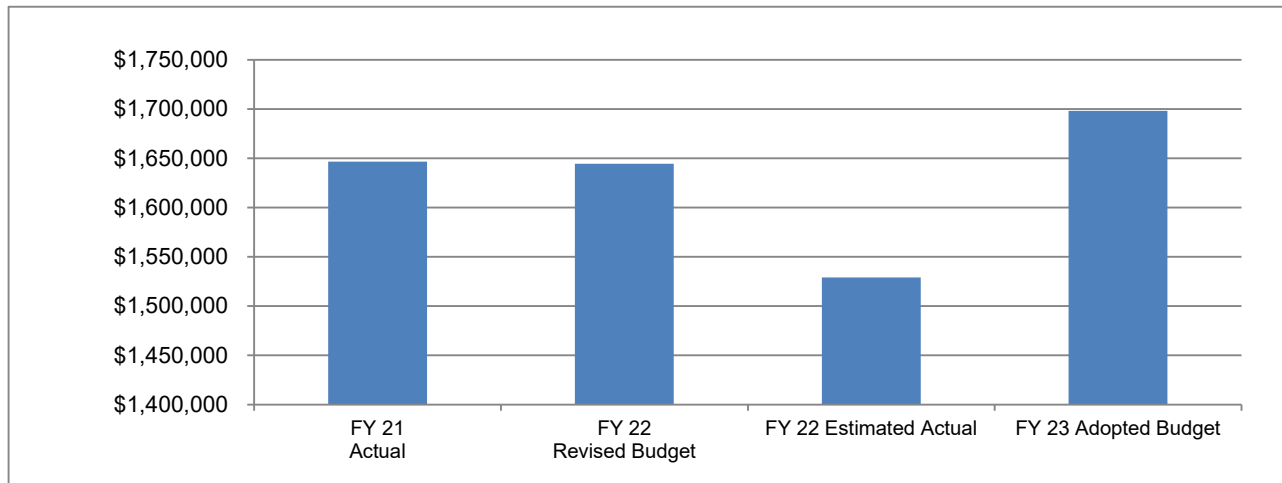
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federally Transit Administration (FTA) and State of California requirements, and comply with all State and Local Air Pollution requirements.
- Maintain vehicle maintenance documentation for future successful Biennial 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 3 fixed-routes servicing the City with regional connections at the Chatsworth Metrolink Station and with the VCTC East County, East/West Connector fixed-route services, and Moorpark College. The City's Transit offers safe, customer-oriented service with more than 300 service days provided to the community each year.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$1,646,666	\$1,644,415	\$1,529,067	\$1,698,211



BUDGET ADJUSTMENTS

None

Fixed-Route Operations (continued)

KEY ACCOMPLISHMENTS IN FY22

- Continued to respond to the Covid-19 pandemic by providing operator and rider barrier shields, continued deep cleaning with disinfectant sprayers and solutions.
- 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 Token Transit for Simi Valley Riders.
- Improved the customer service experience by increasing the frequency of Supervisory Field checks reducing the volume of call in complaints.
- Install on-board video surveillance system to increase ridership safety.
- Replaced and installed on-board video surveillance system on fixed route buses and vans.

GOALS FOR FY23

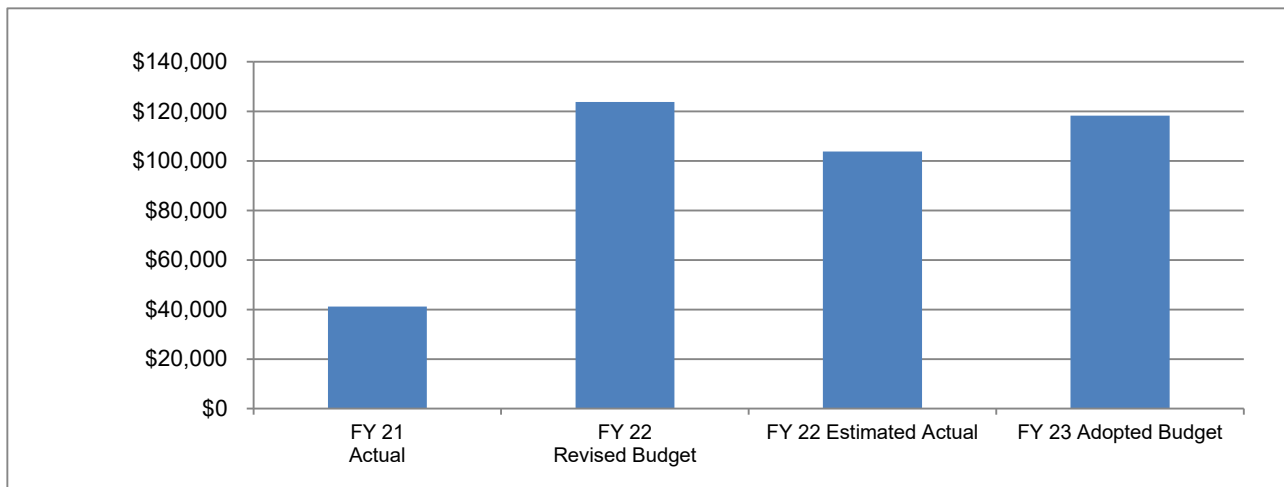
- Continue to implement Short Range Transit Plan (SRTP) route recommendations by purchasing Transit's first two electric vehicles with charging infrastructure as well as creating a Transit Center on Tapo Canyon Rd and Avenida Simi.
- Procure and Install air purification in all fixed route vehicles.
- Procure and Install new display monitors to promote safety messages and updates.
- Improve customer experience by completing Bus Stop improvements per Simi Valley Transit Short Range Transit Plan.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$41,145	\$123,700	\$103,800	\$118,200



BUDGET ADJUSTMENTS

None

ADA/DAR Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 FY23

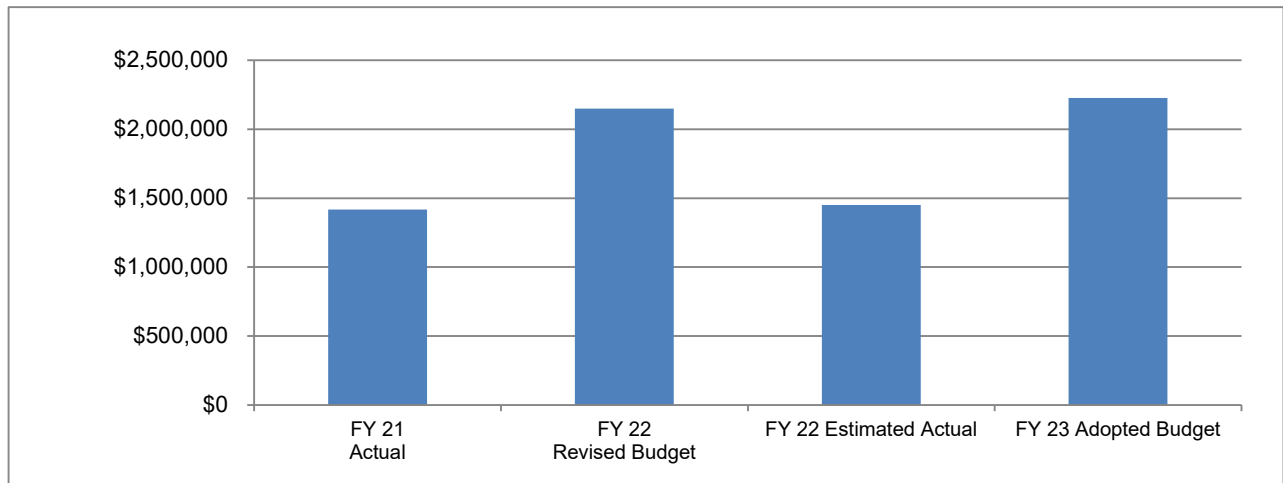
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with FTA and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$1,417,892	\$2,148,878	\$1,449,528	\$2,225,825



BUDGET ADJUSTMENTS

None

ADA/DAR Operations (continued)

KEY ACCOMPLISHMENTS IN FY22

- Transit responded to the Covid-19 pandemic by providing deep cleaning disinfecting sprayers and solutions, masks, and hand sanitizer.
- Provided over 30,000 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.
- Replaced and Installed on-board video surveillance system to increase ridership safety.
- Implemented new ADA/DAR scheduling and dispatching software.

GOALS FOR FY23

- Implement new text notification for Dial A Ride riders to provide a more efficient service.
- Improve scheduling efficiency and on time performance.
- Implement electronic payment for fares.

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CITY OF SIMI VALLEY

SANITATION FUND 700

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. The fund expenses include asset management, WQCP operations, maintenance, collections, and laboratory services.

The Sanitation Services Division has two 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, regulatory compliance, and timely replacement of equipment and assets for the protection of public health and the environment. The Sanitation Services Division also has a continuous operation strictly 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 for reused a valuable commodity: recycled water, which is produced by the WQCP and meets the most stringent Title 22 recycled water standards.

BEGINNING WORKING CAPITAL BALANCE		\$ 47,494,105		\$ 47,494,105		\$ 46,776,839
 REVENUES LESS EXPENDITURES						
	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget		
Total Revenues	\$ 23,925,080	\$ 26,497,300	\$ 27,494,300	\$ 29,745,300		
Total Expenditures	\$ 24,945,994	\$ 48,011,238	\$ 28,211,566	\$ 35,510,547		
SURPLUS/(DEFICIT)	\$ (1,020,914)	\$ (21,513,938)	\$ (717,266)	\$ (5,765,247)		
 ENDING WORKING CAPITAL BALANCE						
		\$ 25,980,167	\$ 46,776,839	\$ 41,011,591		
<i>RESERVE - 6 Months of Operating Expenses</i>				\$ 7,900,000		
WORKING CAPITAL AFTER RESERVES				\$ 33,111,591		

OPERATING EXPENDITURES BY DIVISION

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Administration - Sanitation	6,703,499	7,578,563	7,130,665	8,222,071
Sewer Line Maintenance	1,087,426	1,293,151	1,008,998	912,099
Plant Operations & Maintenance	6,197,015	7,303,730	5,826,963	7,459,779
Environmental Compliance	523,087	822,796	380,913	1,073,502
Transfers & Reimbursements	10,374,968	30,952,998	13,804,028	17,593,095
Sanitation Capital Projects	60,000	60,000	60,000	250,000 *
TOTAL	\$ 24,945,994	\$ 48,011,238	\$ 28,211,566	\$ 35,510,547

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

SANITATION REVENUE - FUND 700

Revenue Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
34001 Interest on Investments	432,840	500,000	500,000	500,000	0.0%
34003 Change in Fair Value Investment	(386,599)	-	-	-	0.0%
34101 Rents & Leases	240	300	300	300	0.0%
37002 Maps & Publications	25	-	-	-	0.0%
37401 Engineering Fees	75,205	20,000	80,000	20,000	0.0%
37405 Inspection Service Fees	6,779	10,000	-	10,000	0.0%
37410 Services Charges	23,407,095	25,550,000	26,500,000	28,700,000	12.3%
37412 Recycled Water Charges	-	54,000	54,000	70,000	29.6%
37413 Penalty	19,548	10,000	20,000	20,000	100.0%
37432 Environmental Comp. Program	307,531	325,000	320,000	400,000	23.1%
37499 Other Public Works Fees	30,016	10,000	20,000	25,000	150.0%
38001 Sale of Surplus Property	32,400	-	-	-	0.0%
TOTAL	23,925,080	26,479,300	27,494,300	29,745,300	12.3%

SANITATION EXPENDITURES - FUND 700

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 - Regular Salaries	3,618,574	4,402,537	3,422,200	4,591,768	4.3%
41020 - Temporary Salaries	-	-	23,800	24,000	0.0%
41040 - Overtime	526,603	472,500	474,800	488,000	3.3%
41200 - Deferred Comp - 401k	37,693	41,065	33,300	38,665	-5.8%
41210 - Deferred Comp - 457	60,176	73,710	47,900	67,244	-8.8%
41300 - Vision Care	11,522	14,271	11,000	14,034	-1.7%
41350 - Disability	12,980	15,574	13,800	15,076	-3.2%
41400 - Group Insurance/Health	82,012	98,859	75,100	101,219	2.4%
41415 - Flex Benefits	846,775	1,141,090	770,700	1,088,885	-4.6%
41420 - CalPERS Health Admin Fee	4,385	3,793	2,200	5,000	31.8%
41450 - Life Insurance	8,791	10,308	8,600	10,127	-1.7%
41500 - Group Insurance/Dental	52,964	65,899	52,500	65,385	-0.8%
41550 - Section 125 Administration Fee	187	581	581	688	18.4%
41600 - Retirement (PERS)	1,320,688	1,512,272	843,200	1,661,045	9.8%
41601 - Retirement (PERS)-GASB68	95,668	-	-	-	0.0%
41620 - Retirement (HRA)	10,035	19,993	13,600	15,984	-20.0%
41630 - OPEB	297,408	-	-	-	0.0%
41650 - Medicare Tax	63,684	80,453	64,700	82,779	2.9%
41660 - FICA	-	-	-	1,488	0.0%
41700 - Workers' Compensation	283,562	299,995	299,995	307,995	2.7%
41800 - Leave Accrual	239,431	248,800	169,993	248,800	0.0%
42100 - Utilities	680,553	760,000	705,000	725,000	-4.6%
42110 - Lift Utilities	5,222	5,300	5,300	5,300	0.0%
42150 - Communications	30,076	45,996	44,196	42,396	-7.8%
42230 - Office Supplies	4,257	7,500	5,100	5,500	-26.7%
42235 - Furnishings & Equip - Non Cap	-	5,500	4,500	-	-100.0%
42310 - Rentals	17,825	15,541	24,000	35,000	125.2%
42410 - Uniform/Clothing Supply	27,516	30,800	27,750	29,850	-3.1%
42440 - Memberships and Dues	19,342	24,100	21,350	25,300	5.0%
42450 - Subscriptions and Books	424	900	250	650	-27.8%
42530 - Chemicals	401,510	646,800	537,900	526,800	-18.6%
42541 - Recycled Water	8,272	10,000	7,500	7,500	-25.0%
42550 - Small Tools/Equipment	952	800	500	600	-25.0%
42560 - Operating Supplies	160,462	129,514	115,000	120,500	-7.0%
42561 - Inventory Adjustments	38,650	-	-	-	0.0%
42720 - Travel, Conferences, Meetings	-	29,300	15,400	31,400	7.2%
42730 - Training	6,474	18,000	12,625	21,100	17.2%
42790 - Mileage	-	1,200	600	1,000	-16.7%
44010 - Professional/Special Services	240,766	485,932	374,493	281,100	-42.2%
44012 - Outside Legal	16,572	20,000	33,500	35,000	75.0%
44310 - Maintenance of Equipment	401,437	499,501	380,300	385,500	-22.8%
44410 - Maintenance Building/Grounds	(1,683)	12,000	9,000	12,000	0.0%
44490 - Other Contract Services	680,568	717,334	664,783	731,200	1.9%
44492 - GIS Operations	33,000	33,000	33,000	33,000	0.0%
44590 - Other Insurance Services	395,370	454,676	454,676	482,000	6.0%
44710 - Debt Service - Interest	780,191	781,512	781,512	746,355	-4.5%
44715 - Debt Service - Principal	-	767,215	767,215	1,561,098	103.5%
46100 - Reimb to General Fund	2,946,000	2,994,120	2,994,120	2,994,120	0.0%
46600 - Reimb to Streets and Roads	60,000	60,000	60,000	250,000	316.7%
47020 - Furnishings & Equip (Capital)	44,131	-	-	-	0.0%
49297 - Transfer to Retiree Benefits	296,174	320,682	320,682	332,371	3.6%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	417,000	-	-	-	0.0%
49702 - Transfer to San. Replacement (702)	9,609,594	30,580,116	13,431,146	17,208,524	-43.7%
TOTAL	24,945,994	48,011,238	28,211,566	35,510,547	-26.0%

Sanitation Administration - 7004205

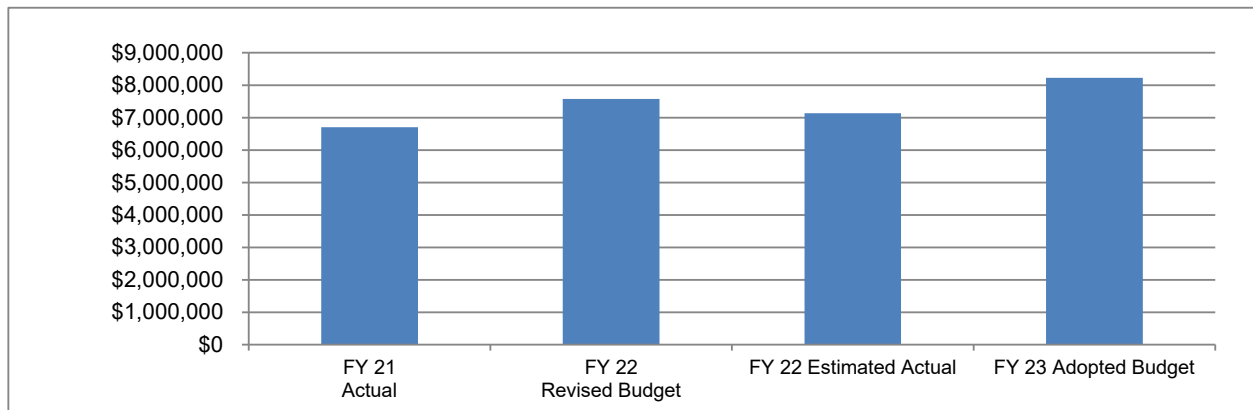
OVERVIEW

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. Projects that had been deferred are being 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

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$6,703,499	\$7,578,563	\$7,130,665	\$8,222,071



BUDGET ADJUSTMENTS

Outside Legal	\$	15,000
Other Contract Services	\$	20,900

Sanitation Administration (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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.
- Complete the Design for the Walnut Canyon Pump Station.
- Complete the Design for the Oak Knolls Pump Station.
- Complete the Design for the 1, 2, and 3 Pump Stations.
- Complete the Tank Inspection and Cleaning Project.
- Complete the Walnut Tank No. 2 Repair and Recoat Project.

GOALS FOR FY23

- 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.

**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES
FY2022-23 POLICY ITEM**

TITLE: Increase to Outside Legal base budget.
AMOUNT : \$15,000
ACCOUNT: 7004205-44012
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Outside Legal</u>	\$15,000
TOTAL:	<hr/> \$15,000

Sanitation is requesting an additional \$15,000 to accommodate the increase to continued litigation for chronic toxicity and salts.

**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES
FY2022-23 POLICY ITEM**

TITLE: Increase to Other Contract Services base budget.
AMOUNT : \$20,900
ACCOUNT: 7004205-44490
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Other Contract Services</u>	\$20,900
TOTAL:	<hr/> \$20,900

Sanitation is requesting an additional \$20,900 to accommodate the increase to State Water Resources Control Board permit fees and ELAP certification renewal fees with site assessments costs.

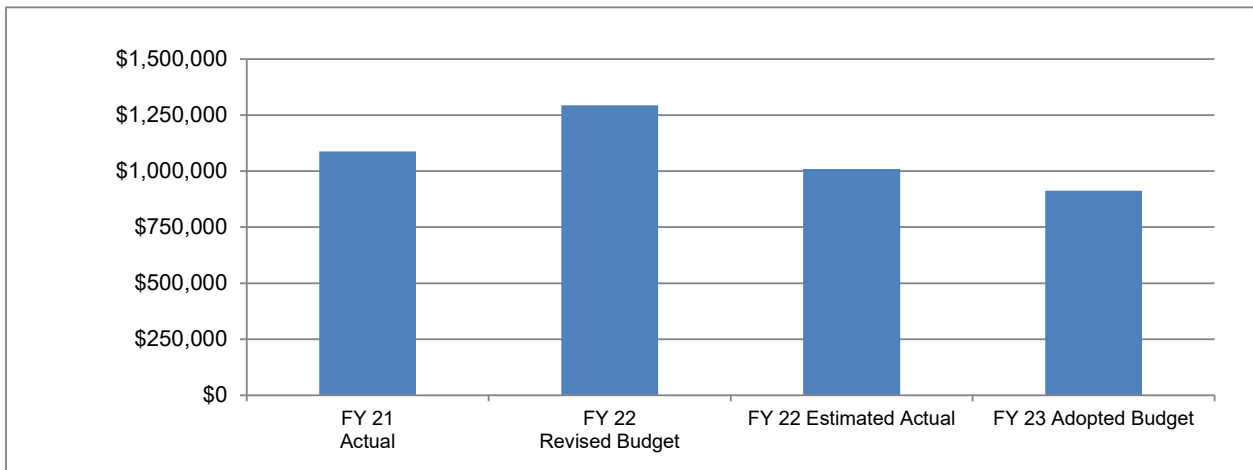
Collection System Maintenance - 7004210

OVERVIEW

Collection System Maintenance provides reliable wastewater collection services that safely transport domestic and industrial wastewater for treatment to the Simi Valley Water Quality Control Plant. The maintenance and operation of the collection system protects public health, the environment, minimizes Sanitary Sewer Overflows (SSOs) and meets State regulatory requirements. The collection system operates 24 hours per day, 365 days per year and is maintained by well-trained California Water Environment Association and NASSCO certified Sanitation Staff.

Collection System Maintenance requires inspection, monitoring, and comprehensive cleaning of the City's 400+ miles of the sewer collection system, manholes and lift stations. Routine sewer video inspections were conducted to assess flow conditions and identify problem areas that may need additional cleaning, maintenance and repair. These maintenance cleaning and videoing activities identify problems areas to prevent catastrophic failures and SSOs from occurring. Sewer cleaning is performed routinely using high-pressure spray nozzles and vacuum combination vehicles. Staff are equipped, trained, and ready to respond to minimize the impact to City streets and the public and work efficiently to restore safe and reliable operation of the collection system.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$1,087,426	\$1,293,151	\$1,008,998	\$912,099



BUDGET ADJUSTMENTS

None

Collection System Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- Delivered excellent service to the citizens of Simi Valley by responding to numerous odor complaints, location of sewer laterals, and responding to mainline Sanitation System Overflows (SSO's) and private lateral SSO's.
- Completed the biannual audit of the Sewer System Management Plan (SSMP).
- Cross-trained staff on new Win Can software and Rover X camera that improved video-inspection, sewer line condition identification and data logging.
- Participated in successful C.H.P. and D.O.T. vehicle safety inspection / audit with zero deficiencies.
- Removed heavy ground water salt deposits within 20 manhole structures.
- Replaced 10 manhole ring and covers.
- Scheduled and cleaned 22.3 miles of the collection system in high volume traffic areas.
- Hydro-cleaned 220 miles of sewer line.
- Video inspected 66 miles of sewer line.

GOALS FOR FY23

- Maintain and operate the collection system effectively to achieve no SSOs.
- Hydro-clean vacuum and inspect 250 miles of sewer lines.
- Video 75 miles sewer lines.
- Remove and replace 30 worn out manhole rings and covers within the City.
- Increase participation with Public Outreach opportunities.
- Continue to provide excellent environmental protection and customer service.
- Integrate inspection and operations staff more effectively.

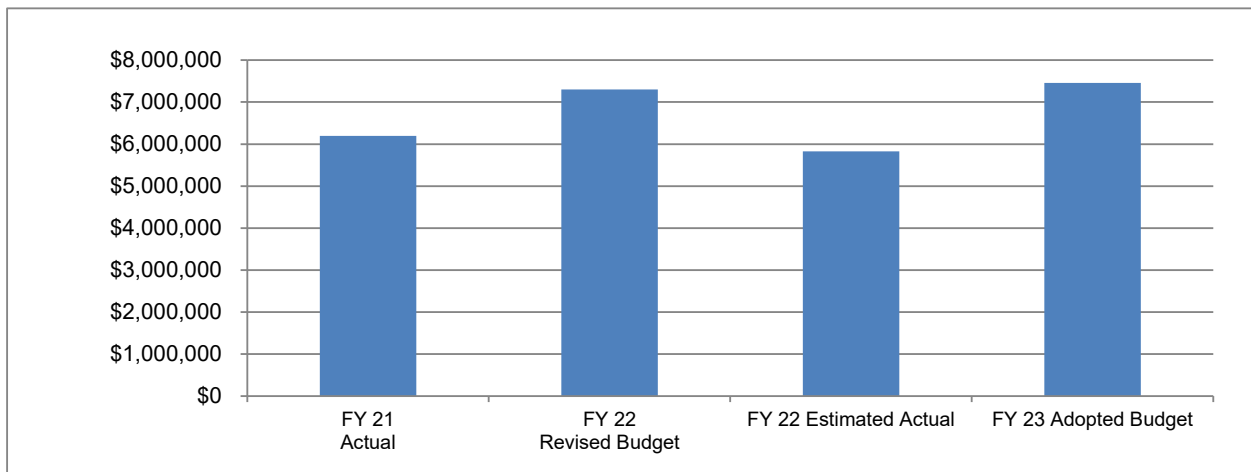
Plant Operations, Laboratory, & Maintenance - 7004240

OVERVIEW

The Plant Operations, Maintenance and Laboratory workgroups within the Sanitation Services Division, provide essential services that integrate to enable the Water Quality Control Plant (WQCP) to reliably operate and meet all regulatory requirements. The WQCP effectively receives, processes, and treats wastewater generated within the City. The workgroups function collaboratively to protect public health, the environment, and produce high quality recycled water. The WQCP is operated and maintained by 24 hours a day, 365 days a year and is structured with state-of-the-art treatment and control processes operated and overseen by skilled, well-qualified staff.

The WQCP staff have attained State of California Wastewater Operation and California Water Environment Association Plant Maintenance, Instrumentation and Laboratory Technician certifications. Plant Operations assure the WQCP 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 process control procedures to provide data to operations for process adjustments, and perform prescribed water quality monitoring, analyses and reporting to meet the NPDES permit.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$6,197,015	\$7,303,730	\$5,826,963	\$7,459,779



BUDGET ADJUSTMENTS

Rentals	\$	20,000
Other Contract Services	\$	11,500

Plant Operations, Laboratory, & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- Upgraded dewatering operations under the ESCO project: 4 Belt Filter Presses use automated start/stop programming and Plant PAX High Performance Screens.
- New bulk storage liquid polymer storage and feed system placed into service.
- Enviromix in channel and Anoxic Zone large bubble air mixing system has replaced in channel continuous air and mechanical mixing that has resulted in energy savings.
- Maintained NPDES discharge permit compliance.
- Successfully completed laboratory assessment under newly adopted ELAP Certification / TNI standards.
- Installed new fume hoods and safety cabinets that improved safety within Laboratory.
- Assisted with sample analysis and data collection to improve efficiency in newly installed Enviromix system.
- Completed 4,491 combined preventative maintenance and repair work orders.
- Performed maintenance to evaluate equipment and processes for reliability and efficiency.
- Provided corrosion control measures to equipment and structures in corrosive environments.
- Provided cost analysis financial and decisions on replacement versus repair related to specialty industry equipment.

GOALS FOR FY23

- Maintain NPDES permit compliance with zero violations.
- Resume facility educational tours and public outreach.
- Learn and train staff on the Plant PAX System with the new “High Performance Screens”. Establish SOP’S for these new systems for ease in learning.
- Learn and train staff on the ABAC, Ammonia Based Aeration Control that will automatically set aeration for managing the consumption of air for the BNR treatment processes.
- Coordinate operation activities and assist the ESCO design-build team with construction upgrades within the facility, including: Headworks, Grit Removal System, Anaerobic Digesters mixing system and the Secondary Clarifiers.
- Assist plant operations in ensuring the efficiency of the treatment process.
- Pass annual proficiency testing to maintain laboratory accreditation.
- Perform routine preventative maintenance procedures and repair work orders to industrial equipment, piping systems, electrical distribution equipment, field instrumentation, analyzers, and the SCADA system.
- Perform in house equipment installation, rebuilds, and calibrations to various blowers, pumps, electric motors, instrumentation, and analyzers.

**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES
FY2022-23 POLICY ITEM**

TITLE: Increase to Rentals base budget.
AMOUNT : \$20,000
ACCOUNT: 7004240-42310
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Rentals</u>	\$20,000
TOTAL:	<hr/> \$20,000

Sanitation is requesting an additional \$20,000 for the rental of a dump truck and forklift for dewatering.

**PUBLIC WORKS DEPARTMENT, SANITATION SERVICES
FY2022-23 POLICY ITEM**

TITLE: Increase to Other Contract Services base budget.

AMOUNT : \$11,500

ACCOUNT: 7004240-44490

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
<u>Other Contract Services</u>	\$11,500
TOTAL:	<u>\$11,500</u>

Sanitation is requesting additional funds to accommodate the purchase of new equipment, software support and annual maintenance. The breakdown of funds being requested is below:
\$5,000 for additional technical assistance for specialized machinery installed under the ESCO project
\$5,000 for increased sample analysis
\$500 for new lab hood calibrations
\$1,000 to upgrade Thin Manager Software Renewal

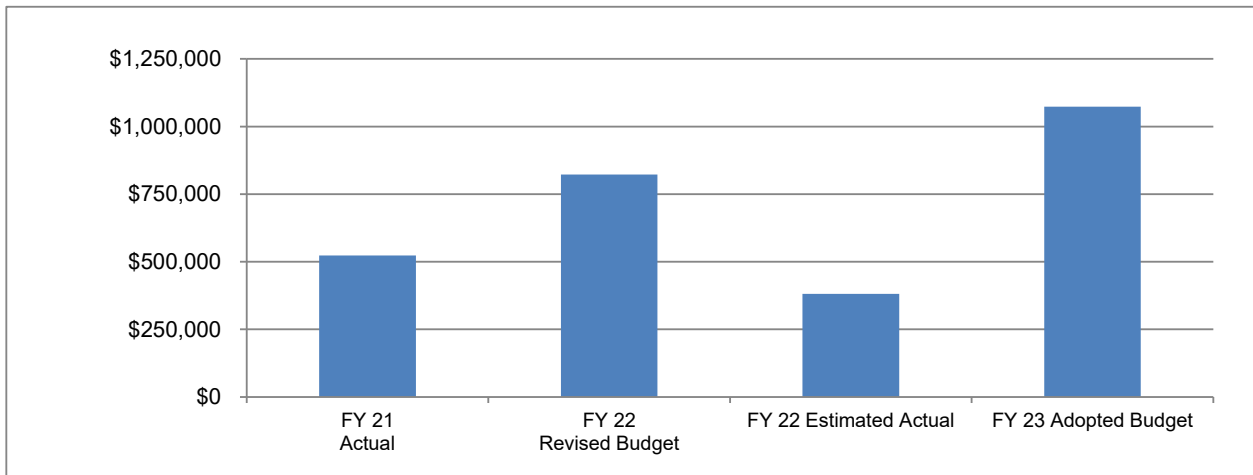
Environmental Compliance - 7004250

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$523,087	\$822,796	\$380,913	\$1,073,502



BUDGET ADJUSTMENTS

None

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 FY23

- 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.

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CITY OF SIMI VALLEY

WATERWORKS FUNDS 761

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

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

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, or for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls to operate continuously and must be absolutely reliable to protect public health.

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

BEGINNING WORKING CAPITAL BALANCE		\$ 20,859,207	\$	20,859,207	\$	28,300,498
 REVENUES LESS EXPENDITURES						
	FY 21	FY 22	FY 22 Estimated	FY 23 Adopted		
	Actual	Revised Budget	Actual	Budget		
Total Revenues	\$ 51,637,268	\$ 47,205,800	\$ 49,009,800	\$ 51,582,800		
Total Expenditures	45,722,202	43,480,306	41,568,509	56,870,985		
SURPLUS/(DEFICIT)	\$ 5,915,066	\$ 3,725,494	\$ 7,441,291	\$ (5,288,185)		
 ENDING WORKING CAPITAL BALANCE						
		\$ 24,584,701	\$	28,300,498	\$	23,012,313
<i>RESERVE</i>				<i>12,900,000</i>		<i>12,900,000</i>
WORKING CAPITAL AFTER RESERVES			\$	15,400,498	\$	10,112,313
 OPERATING EXPENDITURES BY DIVISION						
	FY 21	FY 22	FY 22 Estimated	FY 23 Adopted		
	Actual	Revised Budget	Actual	Budget		
Administration	3,164,106	3,429,980	3,265,517	3,295,367		
Operations & Maintenance	40,562,386	38,548,878	36,883,101	38,898,538		
Utility Billing	831,272	888,223	806,667	919,209		
Transfers & Reimbursements	1,104,438	553,225	553,225	13,507,871		
Waterworks Operating Projects	60,000	60,000	60,000	250,000		
TOTAL	\$ 45,722,202	\$ 43,480,306	\$ 41,568,509	\$ 56,870,985		

WATERWORKS REVENUES

Revenue Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
34001 Interest on Investments	309,420	224,800	224,800	224,800	0.0%
34003 Change in Fair Value Invest.	(293,987)	-	-	-	0.0%
34101 Rents & Leases	576,721	470,000	470,000	470,000	0.0%
37003 Returned Check (NSF)	9,450	6,000	6,000	6,000	0.0%
37401 Engineering Fees	9,914	10,000	6,000	10,000	0.0%
37405 Inspection Services	3,660	8,000	-	8,000	0.0%
37410 Services Charges	13,719,058	13,815,000	13,815,000	14,230,000	3.0%
37412 Recycled Water Charge	434,447	101,000	200,000	250,000	147.5%
37414 Water Svc: Commodity Charge	33,887,751	30,088,000	31,500,000	33,400,000	11.0%
37452 Sales to Waterworks	1,880,276	1,500,000	1,700,000	1,800,000	20.0%
37453 Water Standby Charge	5,376	3,000	2,000	3,000	0.0%
37454 Sale of Meters	18,961	30,000	25,000	30,000	0.0%
37456 Water Lift Charge	1,033,651	910,000	1,050,000	1,110,000	22.0%
37461 Door Hanger Charge	(57)	30,000	-	30,000	0.0%
37499 Other Public Works	2,844	5,000	5,000	5,000	0.0%
38001 Sale of Surplus Property	9,431	-	-	-	0.0%
38003 Miscellaneous	(14,089)	-	-	-	0.0%
38004 Damage Recovery	9,215	5,000	6,000	6,000	20.0%
38007 Rebates	35,226	-	-	-	0.0%
TOTAL	51,637,268	47,205,800	49,009,800	51,582,800	9.3%

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CITY OF SIMI VALLEY

WATERWORKS EXPENDITURES

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
41010 Regular Salaries	2,556,569	3,246,326	2,272,000	3,566,417	9.9%
41020 Temporary Salaries	30,372	76,000	30,000	76,000	0.0%
41040 Overtime	103,584	95,600	95,000	95,600	0.0%
41200 Deferred Comp - 401k	28,826	34,585	22,800	35,785	3.5%
41210 Deferred Comp - 457	38,824	59,150	33,900	45,965	-22.3%
41300 Vision Care	9,125	11,614	8,500	11,481	-1.1%
41350 Disability	9,380	11,623	8,700	12,658	8.9%
41400 Group Insurance/Dental	60,797	80,498	55,400	82,981	3.1%
41415 Flex Benefits	685,095	982,211	621,600	922,124	-6.1%
41420 CalPERS Health Admin	965	3,250	3,250	3,250	0.0%
41450 Life Insurance	6,869	8,227	6,800	8,302	0.9%
41500 Group Insurance/	37,111	48,966	36,400	53,711	9.7%
41550 Section 125 Admin	11	350	350	440	25.6%
41600 Retirement (PERS)	826,194	1,108,025	517,900	1,283,921	15.9%
41601 Retirement (PERS)GASB68	(17,471)	-	-	-	0.0%
41620 Retirement (HRA)	8,235	13,992	9,400	20,785	48.5%
41630 OPEB	132,345	-	-	-	0.0%
41650 Medicare Tax	38,982	61,737	38,600	66,122	7.1%
41660 FICA	(4,200)	2,480	2,480	4,712	90.0%
41700 Workers' Compensation	172,655	173,867	173,867	200,684	15.4%
41800 Leave Accrual	132,599	121,000	121,000	121,000	0.0%
42100 Utilities	901,928	770,000	850,000	850,000	10.4%
42150 Communications	39,017	45,200	57,070	45,200	0.0%
42230 Office Supplies	1,909	15,500	5,400	15,500	0.0%
42235 Furnishings & Equipment	3,094	10,500	10,500	14,000	33.3%
42310 Rentals	91	2,000	1,000	2,000	0.0%
42410 Uniform/Clothing	9,563	13,500	11,000	13,500	0.0%
42440 Memberships and Dues	16,267	17,500	17,500	17,500	0.0%
42450 Subscriptions and Books	445	1,000	500	1,000	0.0%
42520 Meters	406,815	425,150	425,150	425,150	0.0%
42540 Water Purchases	33,960,019	30,624,000	31,000,000	30,234,000	-1.3%
42541 Recycled Water	89,205	75,000	75,000	75,000	0.0%
42550 Small Tools/Equip	9,870	18,500	18,500	18,500	0.0%
42560 Operating Supplies	122,513	255,127	156,500	206,500	-19.1%
42561 Inventory Adjustments	50,511	-	-	-	0.0%
42720 Travel	517	26,200	10,000	23,200	-11.5%
42730 Training	8,164	15,300	13,100	15,300	0.0%
42790 Mileage	-	200	-	200	0.0%
44010 Professional/Special Services	328,419	504,523	413,400	456,060	-9.6%
44012 Outside Legal	-	1,500	1,500	1,500	0.0%
44310 Maintenance of Equip	334,679	345,364	338,700	338,700	-1.9%
44410 Maintenance Buildings	12,918	15,000	15,000	15,000	0.0%
44490 Other Contract Services	553,399	628,600	559,600	800,600	27.4%
44492 GIS Operations	38,000	38,000	38,000	38,000	0.0%
44590 Other Insurance	215,000	247,250	247,250	262,100	6.0%

WATERWORKS EXPENDITURES (continued)

Expenditure Type	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget	% Budget Change
44840 Bad Debt Expense	(756)	-	-	-	0.0%
46100 Reimb to General Fund	2,592,500	2,632,667	2,632,667	2,632,667	0.0%
46600 Reimb to Streets	60,000	60,000	60,000	250,000	316.7%
48500 Maintenance Contracts	6,810	-	-	-	0.0%
48600 Const. Contracts: CIP	69,938	75,725	75,725	78,486	3.6%
49297 Transfer to Retiree Benefits	67,500	67,500	67,500	67,500	0.0%
49655 Transfer to Public Facility Imprv.	417,000	-	-	-	0.0%
49763 Transfer to WW Replacement	550,000	410,000	410,000	13,361,885	3159.0%
TOTAL	\$ 45,722,202	\$ 43,480,306	\$ 41,568,509	\$ 56,870,985	30.8%

Waterworks Administration - 7614605

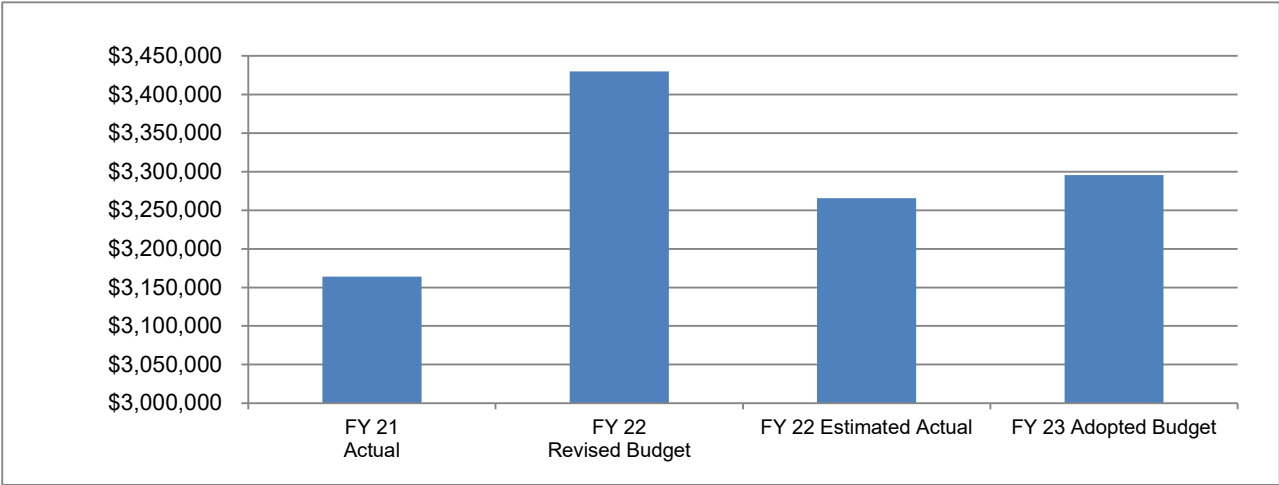
OVERVIEW

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 3,164,106	\$ 3,429,980	\$ 3,265,517	\$ 3,295,367



BUDGET ADJUSTMENTS

None

Waterworks Administration (continued)

KEY ACCOMPLISHMENTS IN FY22

- Constructed the Clear Springs, Lookout Rock, Santa Susanna Waterline Project.
- Constructed the Box Canyon (Bryant Road) Waterline Project.
- Recoated the Box Canyon Water Storage Tank.
- Completed the Annual Water Storage Tanks Cleaning and Inspection Project.
- Completed the Capacity Evaluation of the Waterworks Distribution System.
- Completed the Seismic Evaluation of the Waterworks Storage Tank System.
- Constructed the Lilac Tank Waterline Project.
- Completed the Urban Water Management Plan.
- Completed the Well 32A Pilot Hole Construction.
- Constructed the Well 31 & 32A Tanks Construction.
- Completed the East Walnut Tank Recoat Project.
- Completed the Risk & Resilience Assessment and Prepared an Emergency Response Plan.

GOALS FOR FY23

- Construct the Peppertree, Wells, Ehlers, My, Larson, Dennis Waterline Project.
- Construct the Walnut Canyon Waterline Project.
- Complete the Design for the Walnut Canyon Pump Station.
- Complete the Design for the Oak Knolls Pump Station.
- Complete the Design for the 1, 2, and 3 Pump Stations.
- Construct the Well 32A Project.
- Construct the Hilltop Tank Rafter Repair Project.
- Construct the Sterns Tank No. 1 Repair Project.
- Complete the Tank Inspection and Cleaning Project.
- Complete the Walnut Tank No. 2 Repair and Recoat Project.

Waterworks Operations & Maintenance - 7614640

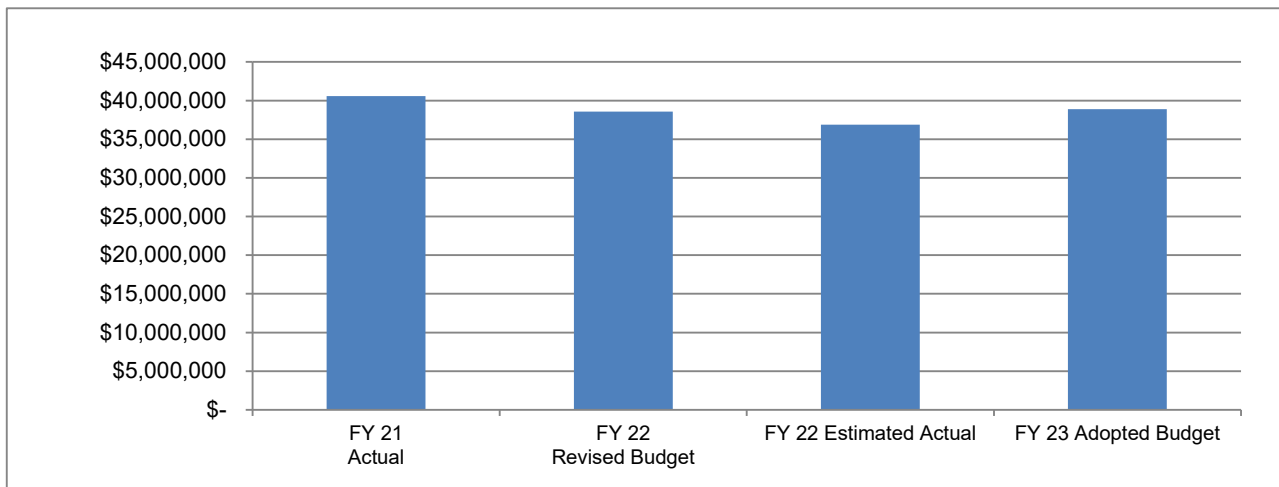
OVERVIEW

Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District (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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	\$ 40,562,386	\$38,548,878	\$36,883,101	\$38,898,538



BUDGET ADJUSTMENTS

Tapo Cyn. Water Treatment Plant Chlorine Generation System	\$	50,000
Customer Web Portal	\$	39,000
Other Contract Services	\$	194,800
Utilities	\$	80,000

Waterworks Operations & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY22

- 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 FY23

- 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.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Replace Tapo Canyon Water Treatment Plant Chlorine Generation System
AMOUNT : \$50,000
ACCOUNT: 7614640-42560
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Operating Supplies</u>	\$50,000
TOTAL:	<hr/> \$50,000

Waterworks requests authorization to replace the Tapo Canyon Water Treatment Plant hypochlorite generation system. The existing hypochlorite generator cells, which are the major component of the system at the TCWTP, are well past the end of their 5-8 year life expectancy. Through extensive maintenance, we have extended the life of the cells to 13 years. At this point, the cost of maintaining the cells is high and the decreased reliability has now made it necessary to replace them. The costs for maintaining the current system and replacing the major components make purchasing a new system the most viable option. Benefits of the new system include cost savings through increased energy efficiency and decreased chemical and maintenance costs.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION
FY2022-23 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Water Usage Customer Web Portal
AMOUNT : \$39,000
ACCOUNT: 7614640-44490
PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Setup fee	\$5,000
Reoccurring cost /meter	\$34,000
TOTAL:	\$39,000

Waterworks requests authorization to purchase software licensing that will enable customers to monitor their water consumption. The Water Usage Customer Portal will allow customers to view up-to-date data regarding their hourly, daily, weekly and monthly water usage and to use the information to identify potential problems, manage their water use and aid in water conservation efforts.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION
FY2022-23 POLICY ITEM**

TITLE: Increase to Other Contract Services base budget.

AMOUNT : \$194,800

ACCOUNT: 7614640-44490

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
<u>Other Contract Services</u>	\$194,800
TOTAL:	<u>\$194,800</u>

- Waterworks is requesting additional funds to accommodate the increase to costs for the Landscape contract. Landscape costs for labor and materials have increased. Amount budgeted does not cover contracted costs. Waterworks is requesting an additional \$40,300 to match the billed amount.
- Waterworks is requesting an additional \$150,000 for pipeline emergencies to accommodate the price increase as well as the aging infrastructure. It is unknown how many pipeline emergencies will come up during the fiscal year but due to an increase in labor and materials our budget has been impacted and needs to be increased. This is partly due to the aging infrastructure and the unpredictability and frequency of leaks that occur.
- Waterworks is requesting additional funding of \$2,400 to accommodate the increase to the State NPDES permit. Annual renewal of the State NPDES permit has increased and the budget allocated does not cover the rising costs for the permit.
- Waterworks is requesting an additional \$2,100 due to the increase in the SCADA software license. Our SCADA software license has increased and the amount allocated in past years is not enough to cover the rising costs.

**PUBLIC WORKS DEPARTMENT, WATERWORKS DIVISION
FY2022-23 POLICY ITEM**

TITLE: Increase to Utilities base budget.
AMOUNT : \$80,000
ACCOUNT: 7614640-42100
PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
<u>Utilities</u>	\$80,000
TOTAL:	<hr/> \$80,000

Waterworks is requesting an increase to the FY 22/23 budget amount for electric and natural gas costs to power the City's water pumps. The Department is requesting the base budget amount to be increased by \$80,000 for the coming fiscal year for anticipated rate increases and to be more in line with previous year's actual expenditures for this item.

Previous actual expenditures and budget are noted below.

	Actual	Budget
FY 18-19	\$722,577	\$770,000
FY 19-20	\$837,068	\$770,000
FY 20-21	\$901,927	\$770,000
FY 21-22	\$850,000 (estimated)	\$770,000

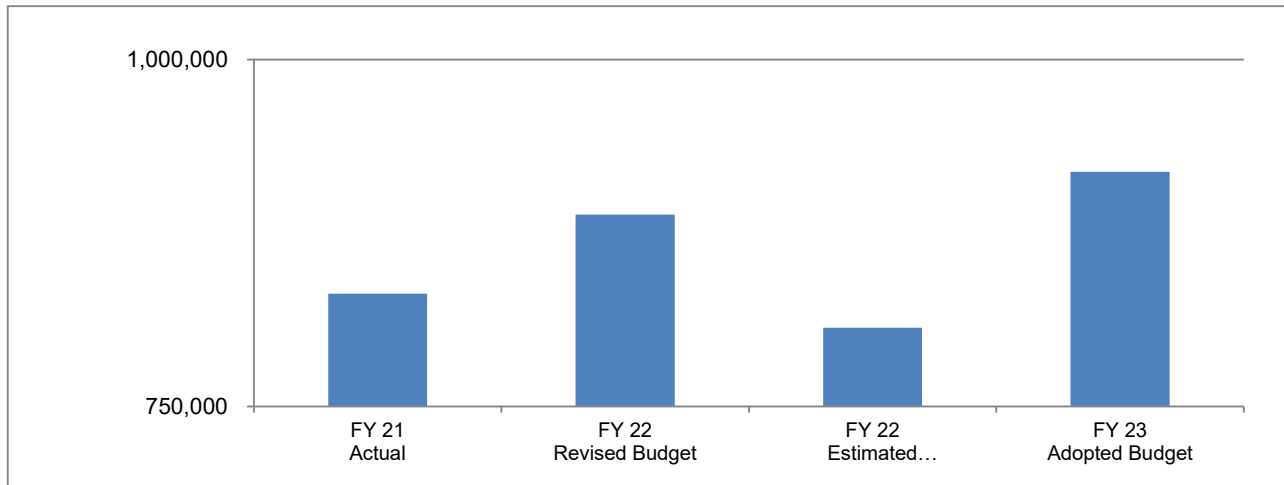
Utility Billing - 7614645

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.

	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
Expenditures	831,272	888,223	806,667	919,209



BUDGET ADJUSTMENTS

None

Utility Billing (continued)

KEY ACCOMPLISHMENTS IN FY22

- Processed approximately \$46,700,000 in water utility bills within 1 day of receipt of the meter read data from the Public Works Department.
- Processed approximately \$5,600,000 in sanitation bills within 1 day of receipt of the meter read data from the Public Works Department.
- Processed approximately 159,000 water and sanitation utility bills.
- Collected approximately \$100,000 from delinquent closed accounts.
- Assisted customers with approximately \$575,000 to cover customer arrearages, or past due bills, resulting during the COVID-19 pandemic emergency. These funds were provided by the State Water Resources Control Board Water and Wastewater System Payments under the federal American Rescue Plan Act of 2021.

GOALS FOR FY23

- Process all utility billing customer payments within two working days of receipt of payment.
- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.

FUND 763: WATERWORKS REPLACEMENT FUND

Waterworks Replacement Reserve Fund 763 was created to fund capital projects related to the distribution system and to fund vehicles for replacement. Funding for the Replacement Reserve comes from transfers from the Operating Fund, which is funded through rate payers and other sources.

WORKING CAPITAL BALANCE \$ 7,378,535 \$ 7,378,535 \$ (579,175)

Revenues	FY 21 Actual	FY 22 Revised Budget	FY 22 Estimated Actual	FY 23 Adopted Budget
34001 Interest on Investments	\$ -	\$ -	\$ -	\$ -
36002 State Assistance	-	3,000	3,000	3,000
39761 Transfer from Waterworks	550,000	410,000	410,000	13,361,885
Total Revenues	\$ 550,000	\$ 413,000	\$ 413,000	\$ 13,364,885

Expenditures

44010 Professional/Special Services	9,895	290,105	50,000	-
46100 Reimb to General Fund	129,100	25,710	25,710	25,710
47030 Vehicles	137,596	647,829	210,000	230,000
48500 Maintenance Contracts	1,917,952	13,169,642	7,835,000	5,130,000
48600 Construction Contracts	981,873	4,954,209	250,000	2,500,000 *
Total Expenditures	\$ 3,176,415	\$ 19,087,495	\$ 8,370,710	\$ 7,885,710

ENDING BALANCE Surplus/(deficit)	\$ (11,295,960)	\$ (579,175)	\$ 4,900,000
<i>CAPITAL RESERVE</i>			<i>4,900,000</i>
WORKING CAPITAL AFTER RESERVES			\$ -

**Details of the Water Capital Projects are listed in the CIP Document*

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CITY OF SIMI VALLEY

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GR40	Accounting Assistant I	\$ 18.3181	- \$ 23.3412	07/04/2022
GR40	Accounting Assistant II	\$ 20.1343	- \$ 25.7179	07/04/2022
MS24	Accounting Projects Analyst	\$ 36.9911	- \$ 47.4273	07/04/2022
MS24	Accounting Specialist	\$ 29.7725	- \$ 38.0429	07/04/2022
MS24	Accounting Supervisor	\$ 41.2272	- \$ 52.9348	07/04/2022
GR40	Accounting Technician I	\$ 19.9371	- \$ 25.4377	07/04/2022
GR40	Accounting Technician II	\$ 22.1477	- \$ 28.2607	07/04/2022
MS24	Administrative Assistant	\$ 26.7020	- \$ 34.0520	07/04/2022
TH59	Administrative Intern	\$ 21.3400	- \$ 27.2300	06/20/2011
MS24	Administrative Officer	\$ 45.2460	- \$ 58.1586	07/04/2022
ME20	Administrative Services Director (Confidential)	\$ 67.8811	- \$ 88.2448	07/04/2022
GR40	Administrative Technician	\$ 24.4206	- \$ 31.1770	07/04/2022
MS24	Assistant City Attorney	\$ 59.4678	- \$ 76.6473	07/04/2022
MS24	Assistant City Clerk	\$ 37.9132	- \$ 49.2872	07/04/2022
ME20	Assistant City Manager	\$ 71.2849	- \$ 92.6706	07/04/2022
MS24	Assistant Community Services Manager	\$ 30.6379	- \$ 39.1685	07/04/2022
MS24	Assistant Engineer	\$ 37.7847	- \$ 48.4593	07/04/2022
TH59	Assistant Engineer (Temps)	\$ 37.7847	- \$ 48.4593	07/04/2022
MS24	Assistant Planner	\$ 32.5092	- \$ 41.6011	07/04/2022
PM22	Assistant Police Chief (formerly Deputy Police Chief)	\$ 70.4141	- \$ 90.8010	06/20/2022
MS24	Assistant Public Works Director	\$ 65.1614	- \$ 84.0487	07/04/2022
MS24	Assistant to the City Manager	\$ 51.9026	- \$ 66.8124	07/04/2022
MS24	Assistant Waterworks Services Manager	\$ 42.9619	- \$ 55.1898	07/04/2022
MS24	Associate Engineer	\$ 41.3450	- \$ 53.0877	07/04/2022
MS24	Associate Planner	\$ 37.0523	- \$ 47.5066	07/04/2022
MS24	Budget & Administration Manager	\$ 43.7930	- \$ 56.2373	07/04/2022
MS24	Budget Officer	\$ 47.0199	- \$ 60.4650	07/04/2022
GR40	Building Inspector I	\$ 25.9255	- \$ 33.0659	07/04/2022
GR40	Building Inspector II	\$ 28.5305	- \$ 36.3766	07/04/2022
GR40	Building Maintenance Technician	\$ 21.0684	- \$ 26.9011	07/04/2022
PC21	Chief of Police	\$ 91.9004	- \$ 119.4702	07/04/2022
MA02	City Attorney (Confidential)	\$ 93.8408	- \$ 121.9919	07/04/2022
MS24	City Clerk	\$ 53.3378	- \$ 65.0857	07/04/2022
MS24	City Engineer	\$ 59.3745	- \$ 76.5265	07/04/2022
MC01	City Manager (Confidential)	\$ 117.0302	- \$ 140.4364	07/04/2022
MS24	Code Compliance Manager	\$ 43.0399	- \$ 55.1252	07/04/2022
MS24	Code Compliance Officer	\$ 30.2273	- \$ 38.6347	07/04/2022
MS24	Code Enforcement Supervisor	\$ 39.2520	- \$ 50.3673	07/04/2022
GR40	Code Enforcement Technician	\$ 22.4072	- \$ 28.6239	07/04/2022
MS24	Communication Systems Coordinator	\$ 44.2391	- \$ 56.8502	07/04/2022
MS24	Communications Manager	\$ 41.9142	- \$ 53.8276	07/04/2022
GD40	Communications Supervisor	\$ 30.3779	- \$ 38.7533	07/04/2022
GR40	Community Services Aide	\$ 17.4151	- \$ 22.2411	07/04/2022
TH59	Community Services Aide (Temps)	\$ 17.4151	- \$ 22.2411	07/04/2022
MS24	Community Services Coordinator	\$ 34.6009	- \$ 44.3204	07/04/2022
ME20	Community Services Director	\$ 66.4347	- \$ 86.3652	07/04/2022
MS24	Community Services Manager	\$ 41.2850	- \$ 53.0095	07/04/2022
GR40	Community Services Technician	\$ 22.1685	- \$ 28.2918	07/04/2022
MY10	Council Member (incl. Mayor/Mayor Pro-tem)*	\$ 6.9390	- \$ 6.9390	06/20/2011
GR40	Counter Services Technician I	\$ 24.3687	- \$ 31.0836	07/04/2022
GR40	Counter Services Technician II	\$ 26.8077	- \$ 34.1972	07/04/2022
GR40	Counter Technician	\$ 26.9218	- \$ 34.3425	07/04/2022
MS24	Crime Analysis and Prevention Manager	\$ 41.7488	- \$ 53.5795	07/04/2022
MS24	Crime Analyst	\$ 33.5012	- \$ 42.8909	07/04/2022
GR40	Crime Analyst Technician	\$ 25.7906	- \$ 32.9933	07/04/2022
GR40	Crime Scene Investigator I	\$ 26.7973	- \$ 34.2075	07/04/2022
GR40	Crime Scene Investigator II	\$ 29.4957	- \$ 37.6428	07/04/2022

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GR40	Crime Scene Investigator Trainee	\$ 21.0476	\$ 26.8284	07/04/2022
TX57	Crossing Guard (Temps)	\$ 15.0000	\$ 15.0000	01/01/2022
MS24	Cultural Arts Center Technical Coordinator	\$ 29.2145	\$ 37.3386	07/04/2022
GR40	Custodian	\$ 18.2765	\$ 23.3205	07/04/2022
TH59	Custodian (Temps)	\$ 18.2765	\$ 23.3205	07/04/2022
GR40	Customer Service Representative	\$ 19.6257	\$ 25.0537	07/04/2022
TH59	Customer Service Representative (Temps)	\$ 19.6257	\$ 25.0537	07/04/2022
MS24	Customer Services Manager	\$ 41.9143	\$ 53.8276	07/04/2022
MS24	Customer Services Supervisor	\$ 33.7475	\$ 43.3656	07/04/2022
MS24	Deputy Administrative Services Director (Fiscal Services)	\$ 53.5703	\$ 68.9805	07/04/2022
MS24	Deputy Administrative Services Director (Information Services)	\$ 59.8045	\$ 77.0846	07/04/2022
MS24	Deputy Administrative Services Director (Support Services)	\$ 49.1223	\$ 63.1985	07/04/2022
MS24	Deputy Building Official	\$ 44.7480	\$ 57.5111	07/04/2022
MS24	Deputy Building Official/Plan Check	\$ 49.2033	\$ 62.3034	07/04/2022
MS24	Deputy City Attorney	\$ 49.1331	\$ 63.8730	07/04/2022
MS24	Deputy City Clerk	\$ 26.7020	\$ 34.0520	07/04/2022
MS24	Deputy City Manager	\$ 61.3946	\$ 79.1519	07/04/2022
MS24	Deputy City Manager (Confidential)	\$ 61.3946	\$ 79.1519	07/04/2022
MS24	Deputy Community Services Director	\$ 53.3928	\$ 68.7502	07/04/2022
MS24	Deputy Director/Economic Development	\$ 56.8900	\$ 73.2964	07/04/2022
MS24	Deputy Director/Housing & Special Projects	\$ 53.3928	\$ 68.7502	07/04/2022
MS24	Deputy Director/Police Administration & Communication	\$ 54.5813	\$ 70.2951	07/04/2022
MS24	Deputy Director/Traffic Engineer	\$ 59.3745	\$ 76.5266	07/04/2022
MS24	Deputy Environmental Services Director	\$ 53.8488	\$ 68.7502	07/04/2022
MS24	Deputy Environmental Services Director (Building Official)	\$ 54.5196	\$ 70.2142	07/04/2022
MS24	Deputy Environmental Services Director (City Planner)	\$ 55.4632	\$ 71.4415	07/04/2022
MS24	Deputy Human Resources Director (Confidential)	\$ 58.2201	\$ 75.0253	07/04/2022
MS24	Deputy Public Works Director (Administration)	\$ 54.5813	\$ 70.2951	07/04/2022
MS24	Deputy Public Works Director (Development Services)	\$ 54.1440	\$ 69.7265	07/04/2022
MS24	Deputy Public Works Director (Environmental Compliance)	\$ 53.8488	\$ 69.3434	07/04/2022
MS24	Deputy Public Works Director (Maintenance Services Engineer)	\$ 54.1440	\$ 69.7265	07/04/2022
MS24	Deputy Public Works Director (Maintenance Services)	\$ 53.8488	\$ 69.3434	07/04/2022
MS24	Deputy Public Works Director (Sanitation Services)	\$ 53.8488	\$ 69.3434	07/04/2022
MS24	Deputy Public Works Director (Transit)	\$ 53.3928	\$ 68.7502	07/04/2022
MS24	Deputy Public Works Director (Waterworks Services)	\$ 53.8488	\$ 69.3434	07/04/2022
MS24	Digital & Print Media Coordinator	\$ 36.2184	\$ 46.4232	07/04/2022
GR40	Electrical Inspector	\$ 29.9420	\$ 38.1929	07/04/2022
MS24	Emergency Services Coordinator	\$ 36.2184	\$ 46.4232	07/04/2022
MS24	Emergency Services Manager	\$ 41.7076	\$ 53.5594	07/04/2022
GR40	Engineering Aide	\$ 22.2619	\$ 28.3956	07/04/2022
GR40	Engineering Technician	\$ 27.8040	\$ 35.4737	07/04/2022
MS24	Enterprise Systems Analyst	\$ 48.2117	\$ 62.0142	07/04/2022
GR40	Environmental Compliance Inspector	\$ 28.5305	\$ 36.3766	07/04/2022
MS24	Environmental Compliance Program Analyst	\$ 34.8285	\$ 44.6162	07/04/2022
MS24	Environmental Compliance Program Coordinator	\$ 39.2520	\$ 50.3673	07/04/2022
ME20	Environmental Services Director	\$ 66.4181	\$ 86.3427	07/04/2022
MS24	Executive Assistant	\$ 34.5559	\$ 44.2621	07/04/2022
GR40	Field Laboratory Technician	\$ 22.5940	\$ 28.8315	07/04/2022
MS24	Fiscal Services Supervisor	\$ 29.7724	\$ 38.0429	07/04/2022
MS24	Geographic Information Services (GIS) Coordinator	\$ 46.4514	\$ 59.6931	07/04/2022
GR40	Geographic Information System Technician	\$ 33.7301	\$ 42.9981	07/04/2022
MS24	Graphics Media Coordinator	\$ 36.2184	\$ 46.4232	07/04/2022
GR40	Graphics/Support Services Technician	\$ 22.0958	\$ 28.2191	07/04/2022
GR40	Heavy Equipment Operator	\$ 22.0958	\$ 28.2191	07/04/2022
MS24	Home Rehabilitation Coordinator	\$ 34.7080	\$ 44.4596	07/04/2022
MS24	Human Resources Analyst	\$ 37.0923	\$ 47.5594	07/04/2022
GR40	Human Resources Technician	\$ 20.1135	\$ 25.7179	07/04/2022

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
TH59	Human Resources Technician (Temps)	\$ 20.1135	- \$ 25.7179	07/04/2022
GR40	Industrial Painter	\$ 30.3447	- \$ 38.7538	07/04/2022
MS24	Information Services Analyst I	\$ 37.1784	- \$ 47.6718	07/04/2022
MS24	Information Services Analyst II	\$ 40.3919	- \$ 51.8476	07/04/2022
GR40	Instrumentation Technician	\$ 32.4816	- \$ 41.4563	07/04/2022
GR40	Inventory Support Specialist	\$ 18.6398	- \$ 23.8187	07/04/2022
GM25	Inventory Support Specialist (Y-Rated)	\$ 28.7100	- \$ 28.7100	10/02/2017
MH25	Investigative Assistant (formerly Court Liaison)	\$ 24.8046	- \$ 31.6544	07/04/2022
MS24	Laboratory Chemist	\$ 39.0464	- \$ 50.0993	07/04/2022
MS24	Laboratory Supervisor	\$ 42.9205	- \$ 55.1357	07/04/2022
GR40	Laboratory Technician	\$ 27.5549	- \$ 35.1727	07/04/2022
MS24	Landscape Architect	\$ 46.1041	- \$ 59.2748	07/04/2022
TX57	Lead Crossing Guard (Temps)	\$ 16.0000	- \$ 16.0000	01/01/2022
MS24	Legal Administrative Assistant	\$ 27.9143	- \$ 35.6281	07/04/2022
GR40	Legal Technician	\$ 20.1343	- \$ 25.6972	07/04/2022
MS24	Maintenance Superintendent	\$ 42.4813	- \$ 54.5652	07/04/2022
MS24	Maintenance Supervisor	\$ 34.4239	- \$ 44.0896	07/04/2022
GR40	Maintenance Worker I	\$ 18.2765	- \$ 23.3205	07/04/2022
TH59	Maintenance Worker I (Temps)	\$ 18.2765	- \$ 23.3205	07/04/2022
GR40	Maintenance Worker II	\$ 20.1343	- \$ 25.7179	07/04/2022
TH59	Maintenance Worker II (Temps)	\$ 20.1343	- \$ 25.7179	07/04/2022
GR40	Maintenance Worker III	\$ 22.1685	- \$ 28.2918	07/04/2022
MS24	Management Analyst	\$ 36.2184	- \$ 46.4232	07/04/2022
MS24	Management Assistant	\$ 28.3292	- \$ 36.1671	07/04/2022
GR40	Mechanic I	\$ 21.1202	- \$ 26.9737	07/04/2022
GR40	Mechanic II	\$ 26.3718	- \$ 33.6679	07/04/2022
GR40	Nutrition Services Worker	\$ 17.4151	- \$ 22.2411	07/04/2022
GR40	Office Assistant I	\$ 17.4774	- \$ 17.4774	07/04/2022
TH59	Office Assistant I (Temps)	\$ 17.4774	- \$ 17.4774	07/04/2022
GR40	Office Assistant II	\$ 17.4774	- \$ 22.1996	07/04/2022
TH59	Office Assistant II (Temps)	\$ 17.4774	- \$ 22.1996	07/04/2022
GR40	Office Specialist I	\$ 18.3492	- \$ 23.3101	07/04/2022
GR40	Office Specialist II	\$ 20.1343	- \$ 25.6972	07/04/2022
TH59	Office Specialist II (Temps)	\$ 20.1343	- \$ 25.6972	07/04/2022
MS24	Payroll Coordinator	\$ 42.3242	- \$ 54.3583	07/04/2022
MS24	Permit Services Coordinator	\$ 33.3332	- \$ 43.3373	07/04/2022
VP90	Planning Commissioner**	\$ 3.1354	- \$ 3.1354	06/21/2010
TH59	Planning Intern (Temps)	\$ 21.7400	- \$ 27.7300	06/20/2011
GR40	Planning Technician	\$ 26.1850	- \$ 33.5018	07/04/2022
GR40	Plans Examiner	\$ 28.5305	- \$ 36.3766	07/04/2022
GR40	Plant Electrician	\$ 28.1257	- \$ 35.8889	07/04/2022
GR40	Plant Maintenance Program Technician	\$ 29.5372	- \$ 37.6740	07/04/2022
MS24	Plant Maintenance Supervisor	\$ 37.1287	- \$ 47.6063	07/04/2022
GR40	Plant Maintenance Technician I	\$ 27.5868	- \$ 35.1955	07/04/2022
GR40	Plant Maintenance Technician II	\$ 30.3433	- \$ 38.7151	07/04/2022
GR40	Plant Maintenance Technician III	\$ 33.3747	- \$ 42.5866	07/04/2022
MS24	Plant Operations Manager	\$ 43.8568	- \$ 56.3530	07/04/2022
MS24	Plant Operations Supervisor	\$ 37.1287	- \$ 47.6063	07/04/2022
GR40	Plant Operator I	\$ 27.9470	- \$ 35.7159	07/04/2022
GR40	Plant Operator II	\$ 30.5212	- \$ 38.9628	07/04/2022
GR40	Plant Operator III	\$ 33.5966	- \$ 42.8591	07/04/2022
GR40	Plant Operator Trainee	\$ 21.2869	- \$ 27.2121	07/04/2022
MS24	Plant Support Systems Manager	\$ 43.8568	- \$ 56.3530	07/04/2022
GR40	Plumbing/Mechanical Inspector	\$ 29.9420	- \$ 38.1929	07/04/2022
PM22	Police Commander	\$ 59.9769	- \$ 77.2521	02/28/2022
MS24	Police Communications & Records Manager	\$ 46.1057	- \$ 59.2104	07/04/2022
GD40	Police Dispatcher	\$ 26.3925	- \$ 33.6782	07/04/2022

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
TH59	Police Dispatcher (Temps)	\$ 26.3925	- \$ 33.6782	07/04/2022
GD40	Police Dispatcher Trainee	\$ 23.3516	- \$ 23.3516	07/04/2022
GR40	Police Maintenance Coordinator	\$ 26.0604	- \$ 33.2631	07/04/2022
GR40	Police Maintenance Specialist	\$ 22.1166	- \$ 28.2295	07/04/2022
MS24	Police Maintenance Supervisor	\$ 31.6119	- \$ 40.4350	07/04/2022
PO30	Police Officer ¹	\$ 31.2630	- \$ 47.5626	09/27/2021
GP31	Police Officer Trainee	\$ 27.3551	- \$ 27.3551	09/27/2021
MS24	Police Records Manager	\$ 37.9132	- \$ 49.2873	07/04/2022
MS24	Police Records Supervisor	\$ 33.5012	- \$ 42.8909	07/04/2022
GR40	Police Records Technician I	\$ 18.1624	- \$ 23.1856	07/04/2022
GR40	Police Records Technician II	\$ 19.6465	- \$ 25.1575	07/04/2022
PO30	Police Sergeant ¹	\$ 40.8918	- \$ 62.1282	09/27/2021
GR40	Police Services Officer	\$ 20.0201	- \$ 25.5726	07/04/2022
MS24	Police Services Supervisor	\$ 31.7705	- \$ 40.6407	07/04/2022
MS24	Principal Engineer	\$ 54.1440	- \$ 69.7265	07/04/2022
TH59	Principal Engineer (Temps)	\$ 54.1440	- \$ 69.7265	07/04/2022
MS24	Principal Information Services Analyst	\$ 48.5260	- \$ 62.4230	07/04/2022
MS24	Principal Planner/Zoning Administrator	\$ 48.3004	- \$ 62.1300	07/04/2022
GR40	Printer	\$ 18.4322	- \$ 23.5073	07/04/2022
GR40	Property Officer	\$ 24.8669	- \$ 31.7375	07/04/2022
GR40	Property Technician	\$ 22.0647	- \$ 28.1361	07/04/2022
ME20	Public Works Director	\$ 72.3771	- \$ 94.0904	07/04/2022
GR40	Public Works Inspector	\$ 28.7069	- \$ 36.6050	07/04/2022
GR40	Recording Secretary	\$ 21.1721	- \$ 27.0049	07/04/2022
MS24	Risk Manager	\$ 47.0285	- \$ 60.4759	07/04/2022
MS24	Senior Accountant	\$ 41.4585	- \$ 53.2350	07/04/2022
MS24	Senior Administrative Officer	\$ 49.5392	- \$ 63.7404	07/04/2022
MS24	Senior Assistant City Attorney	\$ 65.3451	- \$ 84.2876	07/04/2022
MS24	Senior Assistant City Attorney (Confidential)	\$ 65.3451	- \$ 84.2876	07/04/2022
GR40	Senior Building Inspector	\$ 31.3534	- \$ 40.0299	07/04/2022
MS24	Senior Code Compliance Officer	\$ 34.4318	- \$ 44.1002	07/04/2022
MS24	Senior Crime Analyst	\$ 41.7488	- \$ 53.5795	07/04/2022
GR40	Senior Custodian	\$ 22.1685	- \$ 28.2918	07/04/2022
GR40	Senior Customer Service Representative	\$ 22.5629	- \$ 28.7796	07/04/2022
MS24	Senior Engineer	\$ 47.2340	- \$ 60.7433	07/04/2022
GR40	Senior Engineering Technician	\$ 30.6373	- \$ 39.1166	07/04/2022
MS24	Senior Human Resources Analyst	\$ 42.3242	- \$ 54.3583	07/04/2022
MS24	Senior Human Resources Analyst (Confidential)	\$ 42.3242	- \$ 54.3583	07/04/2022
GR40	Senior Human Resources Technician	\$ 22.1477	- \$ 28.2607	07/04/2022
MS24	Senior Information Services Analyst	\$ 44.2391	- \$ 56.8502	07/04/2022
GR40	Senior Instrumentation Technician	\$ 35.7193	- \$ 45.6020	07/04/2022
GR40	Senior Laboratory Technician	\$ 30.1911	- \$ 38.5665	07/04/2022
MS24	Senior Management Analyst	\$ 41.7076	- \$ 53.5594	07/04/2022
MS24	Senior Planner	\$ 42.2796	- \$ 54.3019	07/04/2022
PO30	Senior Police Officer ¹	\$ 33.8844	- \$ 50.6124	09/27/2021
GR40	Senior Police Records Technician	\$ 23.5592	- \$ 30.0250	07/04/2022
GT40	Senior Transit Dispatcher	\$ 20.4768	- \$ 26.1227	07/04/2022
GR40	Senior Tree Trimmer	\$ 24.4102	- \$ 31.1563	07/04/2022
MS24	Staff Accountant	\$ 36.4042	- \$ 46.6655	07/04/2022
MS24	Supervising Building Inspector	\$ 37.6823	- \$ 48.3260	07/04/2022
MS24	Supervising Public Works Inspector	\$ 37.6823	- \$ 48.3260	07/04/2022
GR40	Support Services Worker	\$ 17.5085	- \$ 22.3449	07/04/2022
TH59	Temp Salaried Hourly (Temps/Mgt)	\$ 15.0000	- \$ 36.9600	01/01/2022
GR40	Theater Technician I	\$ 15.2625	- \$ 16.0256	07/04/2022
GR40	Theater Technician II	\$ 16.8132	- \$ 21.4731	07/04/2022
TH59	Theater Technician II (Temps)	\$ 16.8132	- \$ 21.4731	07/04/2022

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GT40	Transit Coach Operator	\$ 21.2448	- \$ 27.1502	07/04/2022
TT59	Transit Coach Operator (Temps)	\$ 21.2448	- \$ 27.1502	07/04/2022
GT40	Transit Coach Operator Trainee	\$ 21.2448	- \$ 21.2448	07/04/2022
TT59	Transit Coach Operator Trainee (Temps)	\$ 21.2448	- \$ 21.2448	07/04/2022
GT40	Transit Dispatcher	\$ 19.1380	- \$ 24.4310	07/04/2022
MS24	Transit Finance Manager	\$ 41.2607	- \$ 52.9782	07/04/2022
GT40	Transit Operations Assistant	\$ 25.3962	- \$ 32.3602	07/04/2022
MS24	Transit Operations Manager	\$ 41.7076	- \$ 53.5594	07/04/2022
MS24	Transit Supervisor	\$ 32.1397	- \$ 41.1210	07/04/2022
MS24	Treasury Officer	\$ 41.3111	- \$ 53.0439	07/04/2022
GR40	Tree Trimmer I	\$ 20.1343	- \$ 25.7387	07/04/2022
GR40	Tree Trimmer II	\$ 22.1685	- \$ 28.3229	07/04/2022
GR40	Utilities Specialist	\$ 28.1361	- \$ 35.9096	07/04/2022
GR40	Utility Services Specialist	\$ 33.1386	- \$ 42.4481	07/04/2022
GR40	Victim Advocate	\$ 22.0958	- \$ 28.2191	07/04/2022
MS24	Wastewater Collection System Supervisor	\$ 34.4239	- \$ 44.0896	07/04/2022
GR40	Wastewater Collection System Technician I	\$ 21.5354	- \$ 27.4615	07/04/2022
GR40	Wastewater Collection System Technician II	\$ 23.6837	- \$ 30.1911	07/04/2022
GR40	Wastewater Collection System Technician Trainee	\$ 19.5739	- \$ 24.9499	07/04/2022
TH59	Wastewater Collection System Technician Trainee (Temps)	\$ 19.5739	- \$ 24.9499	07/04/2022
MS24	Water Distribution Supervisor	\$ 37.6688	- \$ 48.3085	07/04/2022
MS24	Water Operations Supervisor	\$ 37.6688	- \$ 48.3085	07/04/2022
MS24	Water Field Services Supervisor	\$ 37.6688	- \$ 48.3085	07/04/2022
GR40	Waterworks Meter Reader	\$ 19.3767	- \$ 24.6697	07/04/2022
GR40	Waterworks Operator I***	\$ 25.1162	- \$ 32.1301	07/04/2022
GR40	Waterworks Operator II***	\$ 27.6710	- \$ 35.3432	07/04/2022
GR40	Waterworks Operator III***	\$ 31.2765	- \$ 39.9272	07/04/2022
GR40	Waterworks Operator Trainee***	\$ 23.0838	- \$ 29.4527	07/04/2022
GR40	Waterworks Systems Technician	\$ 30.8760	- \$ 39.4175	07/04/2022
TW59	Work Experience/Clerical (Temps)	\$ 15.0000	- \$ 15.0000	01/01/2022
TW59	Work Experience/Maintenance (Temps)	\$ 15.0000	- \$ 15.0000	01/01/2022
MS24	Workers' Compensation Adjuster I	\$ 28.3292	- \$ 36.1671	07/04/2022
MS24	Workers' Compensation Adjuster II	\$ 31.1623	- \$ 39.7838	07/04/2022
MS24	Workers' Compensation Manager	\$ 41.2242	- \$ 52.9305	07/04/2022
MS24	Workers' Compensation Supervisor	\$ 37.0923	- \$ 47.5594	07/04/2022

* Council Members are compensated a bi-weekly stipend of \$555.12; the amount shown is an hourly equivalent if the position was a full-time classification (80 hours in a 2-week pay period).

** Planning Commission Members are compensated a monthly stipend of \$543.47; the amount shown is an hourly equivalent if the position was a full-time classification (80 hours in a 2-week pay period).

*** Waterworks Services Worker Trainee-I-II-III series was retitled to Waterworks Operator Trainee-I-II-III per City Council Resolution No. 2022-36.

¹ Police Officer, Police Sergeant, and Senior Police Officer operate on a step system and is shown in the Simi Valley Police Officers' Association salary step schedule.

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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 & 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

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CITY OF SIMI VALLEY