

# CITY OF SIMI VALLEY PROPOSED ANNUAL BUDGET



## FISCAL YEAR 2023-24



CITY OF SIMI VALLEY

Fred D. Thomas, Mayor • Mike Judge, Mayor Pro Tem • Dee Dee Cavanaugh, Council Member • Elaine P. Litster, Council Member • Rocky Rhodes, Council Member

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CITY OF SIMI VALLEY

**CITY OF SIMI VALLEY • PROPOSED BUDGET • FY 2023-24**

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# BUDGET MESSAGE & OVERVIEW



# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

June 5, 2023

Members of the City Council:

I am honored to present the Proposed Fiscal Year (FY) 2023-24 Annual Budget on behalf of all City employees. The FY2023-24 Proposed Budget is structurally balanced with a funding level that continues 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 FY2021-22 ended with a net surplus of \$10,333,888. General Fund expenditures ended the year at \$4.7 million below budget, and revenues came in at \$5.8 million above budget, excluding transfers. As the FY2022-23 Budget was being prepared, restrictions related to the global pandemic were easing, and the economy was slowly transitioning to pre-pandemic levels. Consumers were still spending at a high rate; however, supply chain issues remained a problem for many industry sectors and many consumer products. With the sudden rise in home prices, the City enjoyed higher than-normal sales tax and property tax revenues.

The Government Finance Officers Association (GFOA) recommends maintaining an 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 this current fiscal year (FY2022-23), with the \$10.3 million surplus from FY2021-22 added to the General Fund, the City is estimating the General Fund balance will increase to a \$55.6 million fund balance. This far exceeds the two-month, or 17% of expenditures recommendation, which is approximately \$14 million. Demonstrating the City's fiscal strength, the unassigned fund balance combined with the 17% Prudent Reserve represents 64% of General Fund operating expenditures for FY 2022-23.

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 FY2023-24 proposed budget is the reallocation of the FY 2021-22 surplus funds into three specific use "holding" funds. In accordance with the Fund Balance Policy, \$4.5 million will be placed in the Infrastructure Investment Fund, \$4.5 million will be placed in the Retirement Obligation Fund, and \$1.2 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 FY2023-24 Budget.

The City Council has prioritized fiscal strength and reinvesting in the community, and the City's past and proposed FY2023-24 budgets reflect those priorities.

**Fiscal Strength** – As noted above, the City has reserves of more than 64% of projected annual expenditures, an amount that far exceeds professional and governmental recommendations. In December 2022, for the first time, the City made a one-time, \$3.2 million additional discretionary payment (ADP) to CalPERS to pay down the outstanding unfunded accrued liability (UAL) for the City's pensions. This one-time payment resulted in an immediate \$1 million savings to the City for next fiscal year's UAL required payment, as well as an on-going annual savings due to the revised amortization. The City hopes to continue to make ADP payments in the future for additional CalPERS

cost savings to the City. The FY2023-24 budget includes putting \$4.5 million aside, from FY2021-22 surplus funds, for retirement obligations. The exact use of the FY2021-22 Budgetary surplus funds will be determined by City Council at a later date.

Community Reinvestment – Community Reinvestment is a top priority of the City Council, and that is reflected in the City’s budget. In FY2021-22, through a \$10 million grant from the American Rescue Plan Act, the city was able to invest an additional \$10 million into major streets rehabilitation. In FY2022-23, an additional \$1.2 million was allocated to major streets from FY2020-21 Budget surplus funds on top of the \$7.9 million that was already budgeted during the normal budget process. Pavement rehabilitation projects already completed on the major streets are Cochran Street, from Sequoia Ave. to Tapo Canyon; Los Angeles Avenue, from Yosemite Avenue to Kuehner Drive; Madera Road, from Strathern Place to Royal Avenue; Stearns Street, from Los Angeles Avenue to Cochran Street, and Sycamore Drive from Royal Avenue to Fitzgerald Road. In addition, 75 residential streets were rehabilitated through the City’s minor street program, and over 134 curb ramps were upgraded to meet ADA requirements.

Investment in the City’s infrastructure is critical to ensure the financial future of the City, staving off costly investments should a failure occur. The proposed FY2023-24 budget makes a significant effort to maximize the investment into the City’s streets and roads infrastructure. This includes \$2.5 million towards major street rehabilitation, \$4.5 million through a grant from the state to upgrade the Sequoia Avenue railroad crossing, \$4.85 million for the City’s minor streets program, \$200,000 towards the expansion of the City’s pothole repair program, \$250,000 for traffic signal upgrades, \$250,000 for slurry seal and crack seal, \$100,000 to address deteriorated City street signage, \$200,000 for the repair and replacement of curb, gutters, and sidewalks, and \$150,000 for street tree removal where needed in the community.

The City is grateful for all the hardworking staff in the Public Works Department that are working diligently to reinvest these funds into our community with newly paved streets, extending the life of streets that are not in need of repaving, sign and signal repairs, and filled potholes.

While investing in the City’s infrastructure is critical, the City is also investing in its employees. In FY2022-23, the City Council approved revised agreements with each of the City’s bargaining units to provide 10% increases in compensation over a two year period. The City is blessed with a dedicated and hardworking employee team that are the City’s ambassadors in the public, ensuring the community’s high standards are met each day. This increase recognizes our employees’ commitment and dedication to the City, providing a compensation increase to address salary parity with other local jurisdictions and to assist with the retention of current employees and recruitment of new employees. Emphasizing the City Council’s recognition of the employee’s dedication, the increase took effect earlier than required, in FY2022-23. The FY2023-24 proposed budget reflects a full year of these salary increases.

## **Economic Outlook**

Each year, as part of the budget preparation process, City staff make adjustments in revenue and expenditure levels to ensure the City’s continued fiscal strength. These adjustments are made with the input of economic reports and financial data from local, regional, statewide, and national sources and City consultants to ensure the City’s projections are aligned with the movement of the economy. The resulting budget will only be presented for the City Council’s consideration if it is structurally balanced for the new fiscal year and into the future.

The FY2022-23 budget was being developed as the pandemic was winding down and the economy was getting back to normal. The Real Estate market was beginning a slow down after a couple years of quickly rising home prices as well as an increase in transactions of commercial property and people

were beginning to travel and enjoy entertainment outside of the home again. There were concerns of an escalation of the war in Ukraine, worsening supply chain problems, a return of the coronavirus, high inflation, and a lack of demand for goods and services including autos and housing.

Fortunately, many of these fears did not materialize. The housing market has cooled, but not enough to drag the rest of the economy with it. The City has experienced positive revenue increases over the past year, particularly in the areas of sales and property tax. City staff anticipates ending FY2022-23 with another general fund surplus.

As the FY2023-24 budget is being developed, inflation is still high, but slowing. As a result of the Federal Reserve's actions, interest rates have continued to increase with more increases possible. Unemployment claims in California and Ventura County remain low and unfilled job openings remain high however many key job sectors have returned to pre-pandemic employment levels. Demand for industrial real estate is strong and residential real estate sales continue but at a slower rate. The principal issues of concern are inflation and interest rates, both of which are expected to slow their increases and begin to stabilize.

The City is anticipating a more moderate increase in property tax and a flattening of sales tax for FY2023-24 over the estimated FY2022-23 revenues. Consumers have shown continued strength but the level of sales activity has cooled as a result of higher mortgage and interest rates. The City is also being cautious with the significant shift to online sales. In brick-and-mortar purchases, the City receives its full share of sales taxes paid on each transaction. Online 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.

### **Fiscal Year 2022-23 - General Fund Summary**

FY2022-23 General Fund revenue is estimated at \$85.5 million, which is approximately \$700,000 more than the adopted budget. Sales tax revenue, encroachment permits, and inspection fees are the main drivers of the increase in revenue.

FY2022-23 General Fund expenses are estimated at \$80.8 million, which is \$3.8 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 2022-23 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.

- Established a General Fund, Fund Balance Policy that provided for the first ever additional payment towards the City's PERS unfunded liability, put additional funding toward street maintenance, and is partially funding the citywide radio system infrastructure replacement.
- Partnered with the Economic Development Collaborative and launched the Business Assistance Revolving Loan Fund, which provides low-interest loans in the range of \$10,000 to \$100,000 for businesses who are unable to secure a traditional bank loan.
- Partnered with the Chamber of Commerce and hosted three job fairs to help support our local businesses.

- Launched the City's COVID-19 Community Recovery Grant program.
- Streamlined citywide recruitment process to reduce hiring time and attract candidates to public service which resulted in initiating 63 recruitments to fill vacant positions, and processing 2,099 employment applications.
- Successfully implemented the Human Resources/Payroll Enterprise System
- Prepared the 2022 General Municipal Election Candidate Manual for use by individuals seeking elective office, incorporating new information needed for the first district-based election.
- Processed more than 423 Public Records Act requests, 45 legal advertisements, 10 complaints, 35 claims, 24 bankruptcies, and 5 subpoenas.
- Increased Senior Nutrition Grants funding by 16% compared to the previous Fiscal Year.
- In collaboration with the Council On Aging, developed and distributed a needs assessment survey to identify senior needs in the community.
- Distributed over \$40,000 in rental subsidy to local non-profit and arts organizations through the Cultural Arts Center's Performing Arts Recovery Grant and expanded the Performing Arts Recovery Grant through 2023.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 42nd consecutive year for the ACFR for the fiscal year ended June 30, 2021.
- Successfully transitioned the City's internal procurement process to electronically review and manage proposal and bid documents.
- Achieved the goal of 13.7% 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.
- Developed a program to identify Waterworks District No. 8 utility customers with continuous water loss and notified 1,921 customers of potential issues in an effort to assist in reducing high water bills and to avoid ongoing water loss.
- Lead a cross divisional team to gather requirements for the selection of an asset management, inventory and work order system.
- Investigated and made recommendations on 25 new legal claims to the City, and managed the administration and closing of over 30 pending claims.
- Completed final Planning Inspections for a 63,800 square-foot industrial building, 149,000 square-foot self-storage and industrial complex, and two Starbucks drive-through coffee shops.

- Re-adopted the City's Housing Element of the General Plan and submitted it to the California Department of Housing and Community Development for final certification.
- Used SolarAPP+, an internet based software for automated solar photovoltaic (PV) plan approvals, eliminating the need for City staff to process each PV plan and wait times for contractors.
- Performed 20,000 building, electrical, plumbing and mechanical inspections, and provided next-day service to permit customers.
- Completed two recruitments to fill 32 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Completed the pavement rehabilitation of 5 City major streets and 75 residential streets and upgraded over 134 curb ramps to meet Americans with Disabilities Act (ADA) requirements. Additionally, completed concrete repairs of sidewalk and curb and gutter at over 115 locations throughout the City and upgraded 9 City intersections with traffic signal video detection cameras.
- Designed, submitted, and have received tentative approval for the construction retrofit of 3 different water conservation projects within the City's Landscape Zones. They include portions of Los Angeles Avenue, Erringer Road, Galena Avenue, and at the Civic Center.
- Provided custodial services, preventive maintenance, and repairs to over 280,000 square feet of City-owned facilities.
- Completed 3,237 work orders consisting of preventive maintenance and repairs for 371 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.
- Purchased and installed 24 Connector Pipe Screen (CPS) units to reduce trash in the Arroyo Simi.
- Amended and reinstated the Franchise Agreement with Waste Management, which included many new service improvements.
- During the period of January 2022 to December 2022 crime was reduced by 6.14% per FBI Uniform Crime Report (UCR) standards.
- The Police Department maintained an average response time of 4.69 minutes for emergency calls, and 13.72 minutes for routine calls.
- Participated in the monthly Ventura County 700Mhz frequency testing, which ensures voice interoperability with all Communications Centers in Ventura County.

- Implemented “Etch-a-Cat” Program and formed community partnerships aimed at thwarting catalytic converter thefts.
- Conducted several high-priority investigations, including Internet Crimes Against Children (ICAC) investigations/arrests.
- Processed a Memorandum of Understanding for a full-time Ventura County Behavioral Health employee to work with our Vulnerable Population Detective in order to better address the needs of the City’s vulnerable population.
- Provided over 30,000 ADA/DAR trips to seniors and the disabled community within the Simi Valley transit service area.
- In order to minimize cash fare collection, procured ADA/DAR electronic payment (E-fare).
- The Sanitation Department Hydro-cleaned 269 miles of sewer line.
- Issued over 500 Wastewater Discharge Permits to a variety of commercial and industrial facilities
- Educated customers about 1-day per week watering mandate and provided resources by responding to 2,011 calls, 688 emails, and 1,816 online reports of water waste, from June 2022 - January 2023.
- Reduced water consumption by 35% from June 2022 - January 2023 (Waterworks District No. 8 customers) as compared to water use in 2020 (used as baseline year established by the Governor's drought declaration and statewide emergency water conservation regulations).

**Fiscal Year 2023-24 - General Fund Summary**

FY2023-24, General Fund proposed operating revenue is budgeted at \$87.8 million, which is \$3 million less than the FY 2022-23 projected estimated actuals, and \$3 million more than the FY2022-23 adopted budget. The FY2023-24 decrease from prior year estimates is largely driven by FY2022-23 increases in revenue from transfers in and service charges. The transfer’s in will be decreasing because the past two years have seen COVID-19 stimulus funds coming into the General Fund, and that funding stream has now ended. The Service Charges are estimated to come in higher in FY2022-23 due to development projects unexpectedly being rushed when interest rates began to impact the housing market.

<u>Revenue Category</u>	<u>FY 2021-22 Actual</u>	<u>FY 2022-23 Adopted</u>	<u>FY 2022-23 Revised</u>	<u>FY 2022-23 Est Actuals</u>	<u>FY 2023-24 Proposed</u>	<u>Est. vs. Proposed % Change</u>
Taxes and Franchises	71,205,622	\$ 72,037,922	\$ 72,037,922	\$ 72,484,223	\$ 74,793,349	3.2%
Revenue From Other Governments (including Transfers In and Grants)	16,253,524	5,108,428	11,296,632	10,331,600	5,661,557	-45.2%
Licenses and Permits	5,116,844	3,247,000	3,247,000	3,337,225	3,072,000	-7.9%
Use of Money and Property	(183,377)	1,230,729	1,230,729	1,331,129	1,347,440	1.2%
Service Charges	1,597,619	1,266,400	1,281,384	1,500,169	1,082,900	-27.8%
Fines and Forfeitures	275,599	580,200	580,200	290,000	400,000	37.9%
Other Revenues	1,623,377	1,376,500	1,381,500	1,645,525	1,469,100	-10.7%
<b>Total General Fund Revenues</b>	<b>\$ 95,889,208</b>	<b>\$ 84,847,179</b>	<b>\$ 91,055,367</b>	<b>\$ 90,919,871</b>	<b>\$ 87,826,346</b>	<b>-3.4%</b>

FY2023-24 General Fund proposed operating expenses are budgeted at \$87.7 million. This amount is \$7.7 million greater than the FY 2022-23 projected estimated actuals and \$3.1 million more than the FY2022-23 adopted budget. This difference is mostly due to significantly lower expenditures in FY 2022-23 on personnel costs. Expenditures for services and liability insurance are increasing in FY2023-24, which is reflected in the proposed budget.

<b>Expenditure Category</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2022-23</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Est. vs. Proposed</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Est Actuals</b>	<b>Proposed</b>	<b>% Change</b>
Personnel	\$ 63,043,425	\$ 66,609,846	\$ 66,511,005	\$ 61,664,672	\$ 67,844,928	10.0%
Supplies & Materials	5,129,191	6,190,856	6,479,487	6,168,868	6,101,078	-1.1%
Services	7,585,250	9,609,213	17,220,484	10,660,335	11,742,805	10.2%
Reimbursed Expenditures	(8,880,137)	(8,889,179)	(8,869,448)	(8,854,931)	(9,131,814)	3.1%
Capital Outlay	123,762	5,000	53,731	63,226	306,500	0.0%
Transfers to Other Funds	18,553,829	11,142,457	12,287,889	11,142,457	10,847,669	-2.6%
<b>Total General Fund Expenditures</b>	<b>\$ 85,555,320</b>	<b>\$ 84,668,193</b>	<b>\$ 93,683,147</b>	<b>\$ 80,844,627</b>	<b>\$ 87,711,167</b>	<b>8.5%</b>

\*Revised Expenditures includes previously funded carryovers.

Expenses broken down by department are as follows:

<b>Department</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2022-23</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Est. vs. Prop</b>	<b>%</b>	<b>%</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>	<b>Est. Actual</b>	<b>Proposed</b>	<b>\$ Change</b>	<b>Change</b>	<b>Change</b>
City Admin.	\$ 5,796,086	\$ 6,768,475	\$ 6,885,909	\$ 5,960,801	\$ 6,919,759	\$ 958,958	2.8%	2.2%
City Attorney	\$ 1,172,954	1,553,358	1,581,857	1,162,621	1,615,148	452,527	-0.9%	4.0%
Admin. Svcs.	5,707,217	6,481,520	6,499,363	5,495,129	6,718,552	1,223,423	-3.7%	3.7%
Env. Svcs.	7,063,828	8,348,925	8,412,125	6,814,834	8,626,169	1,811,335	-3.5%	3.3%
Public Works	15,245,960	17,557,339	19,355,450	17,213,049	17,364,631	151,581	12.9%	-1.1%
Police Dept.	35,835,485	37,956,178	37,940,876	34,838,668	38,127,381	3,288,713	-2.8%	0.5%
Emergency Svcs.	220,697	363,924	363,924	292,737	365,862	73,125	32.6%	0.5%
Non-Dept.	4,839,400	5,755,259	11,595,264	5,755,259	8,022,936	2,267,678	18.9%	39.4%
Transfers Out	18,553,829	11,142,457	12,287,889	11,142,457	10,847,669	(294,788)	-39.9%	-557.7%
Reimbursements	(8,880,137)	(8,889,179)	(8,869,448)	(8,854,931)	(9,131,814)	(276,883)	-0.3%	2.7%
Anticipated S&B Savings plus Leave Payout		(2,370,062)	(2,370,062)	1,024,003	(1,765,128)	(2,789,131)	0.0%	0.0%
<b>TOTAL</b>	<b>\$85,555,320</b>	<b>\$84,668,194</b>	<b>\$ 93,683,147</b>	<b>\$80,844,627</b>	<b>\$87,711,166</b>	<b>\$ 6,866,539</b>	<b>-5.5%</b>	<b>3.6%</b>

## Enterprise Funds

**Transit** - FY2022-23 Transit revenue is estimated to be \$73,900 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 \$260,200 (\$66,200 below budget). This is due to ridership not returning to pre-pandemic levels.

FY 2023-24 fare revenue is projected to increase by \$63,800 over FY 2022-23 estimated revenue, still slightly below pre-pandemic levels. The overall Transit revenue is expected to increase by \$1.6 million over the FY2022-23 estimate, mostly due to transfer of funds from the Local Transportation Fund to the Transit Fund.

Expenses are estimated to be \$10.2 million below budget. This is mostly due to capital projects fully budgeted but not completed, as these projects often span multiple years.

The FY2023-24 expense budget is projected to increase by \$2.4 million from the FY2022-23 revised budget. This increase is mostly due to planned capital projects and vehicle purchases.

**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 in January 2020 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 FY2020-21, 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 FY2024-25.

Prior to FY2022-23, the Operating Fund and Replacement Reserve fund were combined for reporting purposes in the Annual Budget. The funds are now reported on separately.

FY2022-23 – The **Sanitation Operating Fund** revenue is estimated to be \$117,000 above the revised budget, and \$4.6 million above FY2021-22 actual. This is due to an increase in service charge revenue. Operating expenses, excluding the transfer to the replacement fund, are estimated to be \$1.6 million under the revised budget. The savings are mostly in salaries and benefits due to vacancies.

FY2023-24 – Revenue is budgeted at \$31 million, an increase of \$1.1 million over the FY2022-23 estimated actual. Expenses, excluding the transfer to the replacement fund, are budgeted at \$20.6 million, an increase of \$3.4 million above the FY2022-23 estimated actual. This increase is 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 \$3.2 million in FY2023-24 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 the City Council in December 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. Effective with the revised 2021 water rates, the Board of Directors prudently included in the new rates a 90-day operating reserve and one-year capital reserve. The Board of Directors' actions will ensure a fiscally sound Waterworks District through calendar year 2025.

Prior to FY2022-23, the Operating Fund and Replacement Reserve fund were combined for reporting purposes in the Annual Budget. The funds are now reported on separately.

FY2022-23 – The **Waterworks Operating Fund** revenue is estimated to be \$5.7 million less than budget and \$3.8 million less than FY2021-22 actual. This revenue reduction is due to the drought conditions, unprecedented water use restrictions, and overall reductions in water use which resulted in large reductions in water sales to District customers. Water irrigation restrictions were adopted by City Council in May 2022 with an effective date of June 1, 2022. The community responded positively, actively reducing irrigation demands and taking individual measures to reduce water use in their homes and businesses. From June 1, 2022, through December 31, 2022, the District's water demands were reduced by 35% compared to 2020's usage over the same period.

Operating expenses, excluding the transfer to the Replacement Reserve Fund, are estimated to be \$8.3 million under the revised budget. This is mostly due to savings in water purchase costs, as indicated above.

FY2023-24 – The revenue is budgeted at \$51.6 million, an increase of \$5.7 million over the FY2022-23 estimated actual. This is mostly due to the restrictions on irrigation being relaxed as of February 2023. Expenses, excluding the transfer to the Replacement Reserve Fund, are budgeted at \$45.1 million, an increase of \$10.2 million above the FY2022-23 estimated actual. This increase is primarily due to water purchase costs, increased utility costs, partially funding the Citywide Radio Replacement project, and salaries and benefits, due to vacancies in the current fiscal year.

The **Waterworks Replacement Reserve Fund** is funding the capital projects and has a budget of \$5.7 million in FY2023-24 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 the City Council in December 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 the City's facilities and infrastructure. Multi-year CIP's in the amount of \$31,469,949, are included in the Proposed Budget, which is the first year (FY 2023-24) of the Five-Year Capital Improvement Program. Included are \$785,000 for Municipal Buildings and Grounds projects, \$3,200,000 for Sanitation projects, \$2,626,980 for Technology Projects, \$2,576,786 for Transit projects, \$16,571,183 for Streets and Roads projects, and \$5,710,000 for Waterworks District projects.

Financing for CIP's is from a combination of General Fund, CDBG, State and Federal Grants, New Dwelling Fees, Development Agreement Funds, Waterworks Funds, Sanitation Funds, Traffic Impact

fees and Contributions.

Capital priorities for this year include resurfacing of major and minor streets, Sequoia Avenue Rail Crossing Improvements, replacement buses for Transit, Replacement of the Citywide Radio System and Rehabilitation of Pump Station 2.

### **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 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 2022-23. 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 60% of projected General Fund expenditures. The City's fiscal picture is structurally balanced and will remain structurally balanced going forward. The proposed Budget ensures Simi Valley's tradition of providing effective and efficient programs and services to residents and businesses, and ensures the high level of quality of life in the community, all while ensuring a fiscally sound and transparent government.

The FY2023-24 proposed Budget is strategically developed with conservative forecasts, ensuring the City is not overextending revenues. The City Council has prioritized fiscal strength and reinvesting in the community and the City's proposed FY2023-24 budget reflects those priorities. In December 2022, for the first time, the City made a one-time, \$3.2 million, additional discretionary payment (ADP) to CalPERS to pay down the outstanding unfunded accrued liability (UAL) for the pensions. The proposed FY2023-24 budget also includes an additional \$16.5 million for streets and roads and infrastructure projects.

The FY2023-24 budget includes putting \$4.5 million aside, from FY2021-22 surplus funds, for retirement obligations. Although the City has experienced large year-end surpluses for the past

several years, the City recognizes that there is a predicted flattening of revenues next year and modest increases in future years. Adjusting the annual budget accordingly prepares the City for a sustainable future. As a backstop, this sustainability is supported by reserve funds in the Waterworks District and Sanitation Fund, the City's Prudent Reserve, and the unassigned balance in the General Fund.

The City of Simi Valley has had a long history of being fiscally conservative and holding a high standard for fiscal responsibility. To continue to ensure a structurally balanced budget, it will be important to adhere to this high standard. This includes resisting the expansion of existing or the addition of new programs that require ongoing funding and/or burdens to the Budget without an identified funding source that has the capacity to continue necessary funding.

I remain exceedingly proud of the work being accomplished by the City's nearly 500 employees on a daily basis. Each member of the City's workforce is dedicated to ensuring a high quality of service is delivered to residents and businesses. They take pride in their work and are passionate about the Simi Valley community; a combination that leads to the beautiful community we enjoy each day.

Putting the budget document together is a team effort, an effort that includes many City employees in each Department working extended hours to ensure the financial success of the City. I am very grateful for their hard work and dedication. I extend my sincere appreciation to Deputy Director of Administrative Services/Budget and Purchasing, Johanna Medrano and Management Analyst, Cynthia Orozco for their hard work and long hours in preparing this FY2023-24 proposed budget. I also want to extend my appreciation to Assistant City Manager Linda Swan for her hard work and knowledge of the Budget and Administrative Services Director Carolyn Johnson for her budget expertise and for assisting the Simi Valley team navigate the budget process. Lastly, I again thank the entire hardworking City family for their service to the Simi Valley community.



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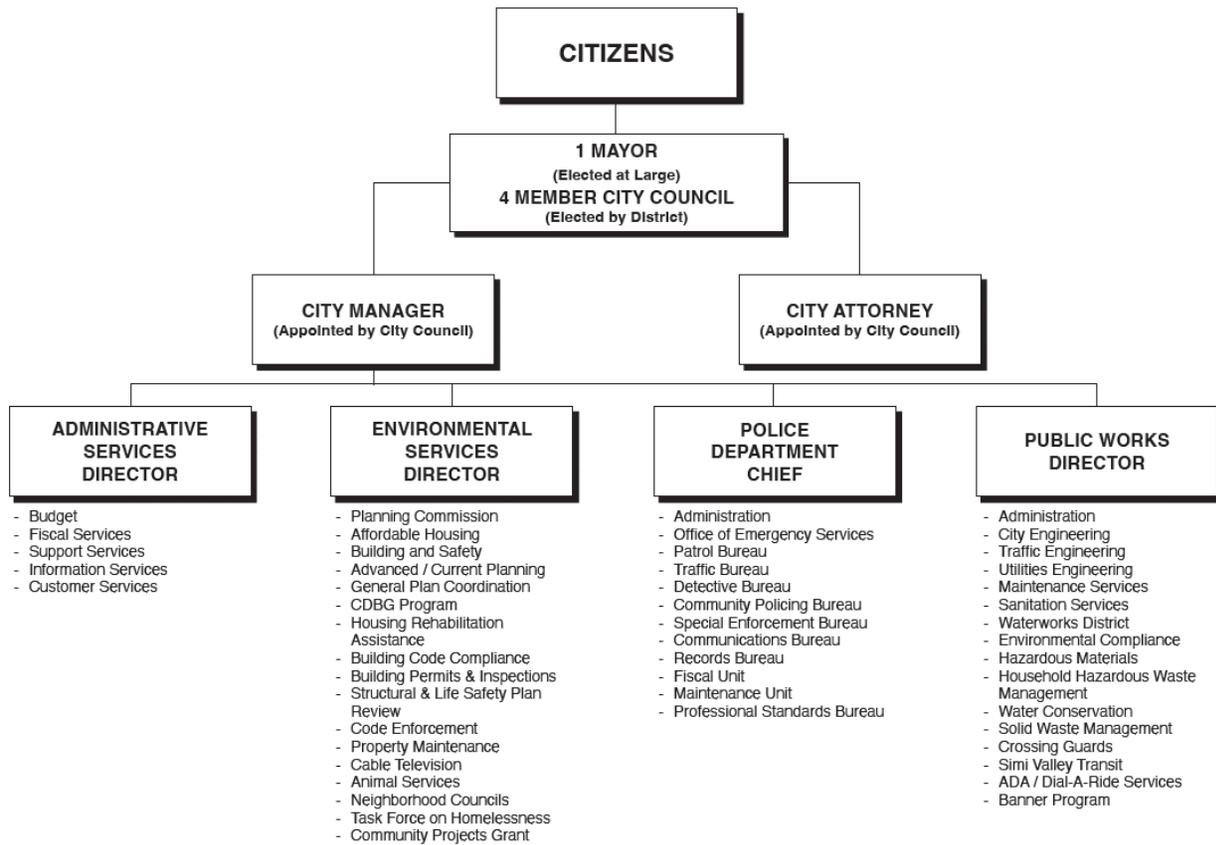
Brian Paul Gabler  
City Manager

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CITY OF SIMI VALLEY

# ORGANIZATION of the City of SIMI VALLEY



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

Fund No.	Fund Title	FY 2021-22 Actual	FY 2022-23 Revised Budget	FY 2022-23 Est. Actual	FY 2023-24 Proposed	\$ Budget Change	% Budget Change
100	General Fund	85,555,320	101,736,250	88,897,730	98,045,054	(3,691,197)	-3.6%
102	Payroll Fund	-	-	-	-	-	0.0%
106	General Fixed Assets	17,595	-	-	-	-	0.0%
115	Pooled Interest Earnings Fund	-	-	-	-	-	0.0%
120	Infrastructure Investment Fund	-	3,221,241	3,221,241	-	(3,221,241)	-100.0%
121	Retirement Obligation Fund	-	3,221,241	3,221,241	-	(3,221,241)	-100.0%
122	Contingency Fund	-	875,000	875,000	-	(875,000)	-100.0%
201	Housing Successor Agency	861,138	1,384,304	867,544	1,423,429	39,126	2.8%
202	Local Housing Fund	48,401	35,000	15,000	385,000	350,000	1000.0%
203	CalHome Program Fund	2,000	90,000	-	250,000	160,000	177.8%
204	HOME Program Fund	283,771	540,000	126,000	540,000	-	0.0%
207	Planning	184,568	747,221	250,000	-	(747,221)	-100.0%
208	Senate Bill 2/Permanent Local Housing Allocation	-	290,357	-	947,952	657,595	226.5%
214	Public Education and Gov't Fund	71,261	1,146,704	51,900	230,000	(916,704)	-79.9%
215	Gasoline Tax Fund	2,720,091	3,637,705	3,246,038	3,604,740	(32,965)	-0.9%
216	Gasoline Tax Fund - SB 1	1,959,446	5,815,894	2,735,993	3,118,483	(2,697,411)	-46.4%
233	Bike Lanes Fund	26,105	41,895	41,900	37,000	(4,895)	-11.7%
238	Local Transportation Fund	4,067,647	5,384,348	5,384,348	7,082,189	1,697,841	31.5%
250	Library Fund	2,399,368	4,396,815	2,517,994	2,875,110	(1,521,705)	-34.6%
260	New Dwelling Fees Fund	70,000	70,000	70,000	270,000	200,000	285.7%
262	Development Agreement Fund	585,462	1,391,476	1,391,476	1,418,537	27,061	1.9%
263	Traffic Impact Fees Fund	84,000	284,000	284,000	434,000	150,000	52.8%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
271	COVID-19 Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	54,019	494,162	401,600	277,900	(216,262)	-43.8%
285	Supplemental Law Enforcement	307,158	308,000	308,000	308,000	-	0.0%
287	Law Enforcement Grants Fund	248,930	1,406,509	221,154	281,670	(1,124,839)	-80.0%
290	Community Development Block Grant	676,355	1,529,962	731,170	813,978	(715,984)	-46.8%
295	Simi Valley Arts Center Program Operation	412,974	600,475	400,475	400,475	(200,000)	-33.3%
296	Council on Aging	50,792	75,965	75,965	75,965	-	0.0%
297	Retiree Benefits Fund	2,510,785	3,345,387	2,845,387	3,025,000	(320,387)	-9.6%
298	Disaster	12,010,027	5,325,294	5,325,294	-	(5,325,294)	-100.0%
299	Earthquake / Disaster	-	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	200,000	200,000	200,000	400,000	200,000	100.0%
3002-3499	Landscape Maintenance District No. 1 Funds	1,433,382	1,418,464	1,114,369	1,192,609	(225,855)	-15.9%
500-514	Debt Service	3,684,151	4,121,522	4,120,272	4,134,557	13,035	0.3%
600	Streets and Roads Fund	2,580,817	29,948,918	29,948,918	15,471,183	(14,477,735)	-48.3%
648	Computer Equipment Replacement Fund	487,147	609,880	428,684	1,406,775	796,895	130.7%
649	Geographic Info. & Permits Sys.	-	-	-	-	-	0.0%
651	Vehicle Replacement Fund	236,048	1,343,029	866,238	1,025,000	(318,029)	-23.7%
655	Building Improvement Fund	1,457,081	2,449,269	2,314,907	785,000	(1,664,269)	-67.9%
656	Information Systems Capital Fund	494,814	1,817,848	246,805	-	(1,817,848)	-100.0%
660	PD Capital	14,470	195,824	195,824	-	(195,824)	-100.0%
665	City Telephones Capital Fund	-	778,344	778,344	-	(778,344)	-100.0%
667	LED Streetlights	-	416,934	416,934	-	(416,934)	-100.0%
668	Citywide Radio Fund	-	4,093,195	2,000,000	770,580	(3,322,615)	-81.2%
700	Sanitation	17,316,341	36,057,564	34,423,141	30,581,923	(5,475,641)	-15.2%
701	Sewer Connection Fees Fund	313	586,396	313	-	(586,396)	-100.0%
702	Sewer Replacement Reserve	432,234	36,712,945	4,757,740	3,480,290	(33,232,655)	-90.5%
750	Transit Fund	7,055,879	20,771,628	10,434,394	12,880,063	(7,891,564)	-38.0%
761	Waterworks District No. 8	42,936,715	56,989,102	48,664,500	46,136,565	(10,852,537)	-19.0%
762	Water Connection Fees Fund	91,929	13,418,527	352,951	1,098	(13,417,429)	-100.0%
763	Waterworks Replacement Reserve	318,161	21,668,731	8,384,400	5,914,976	(15,753,755)	-72.7%
803	Liability Insurance Fund	1,276,654	3,488,222	3,142,714	3,663,574	175,352	5.0%
805	Workers' Compensation Insurance Fund	2,743,187	4,637,703	4,633,654	4,876,839	239,137	5.2%
807	GIS Operating Fund	49,173	95,200	85,350	250,290	155,090	162.9%
809	FIS Operating Fund	151,000	151,000	151,000	151,000	-	0.0%
920-957	Trust Funds	3,005,402	4,940,838	4,940,838	4,190,984	(749,854)	-15.2%
<b>TOTALS:</b>		<b>201,172,110</b>	<b>394,306,289</b>	<b>286,108,741</b>	<b>263,157,789</b>	<b>(131,148,500)</b>	<b>-33.3%</b>

**CITYWIDE SUMMARY OF REVENUES**

Revenues by Fund (Including Transfers In)

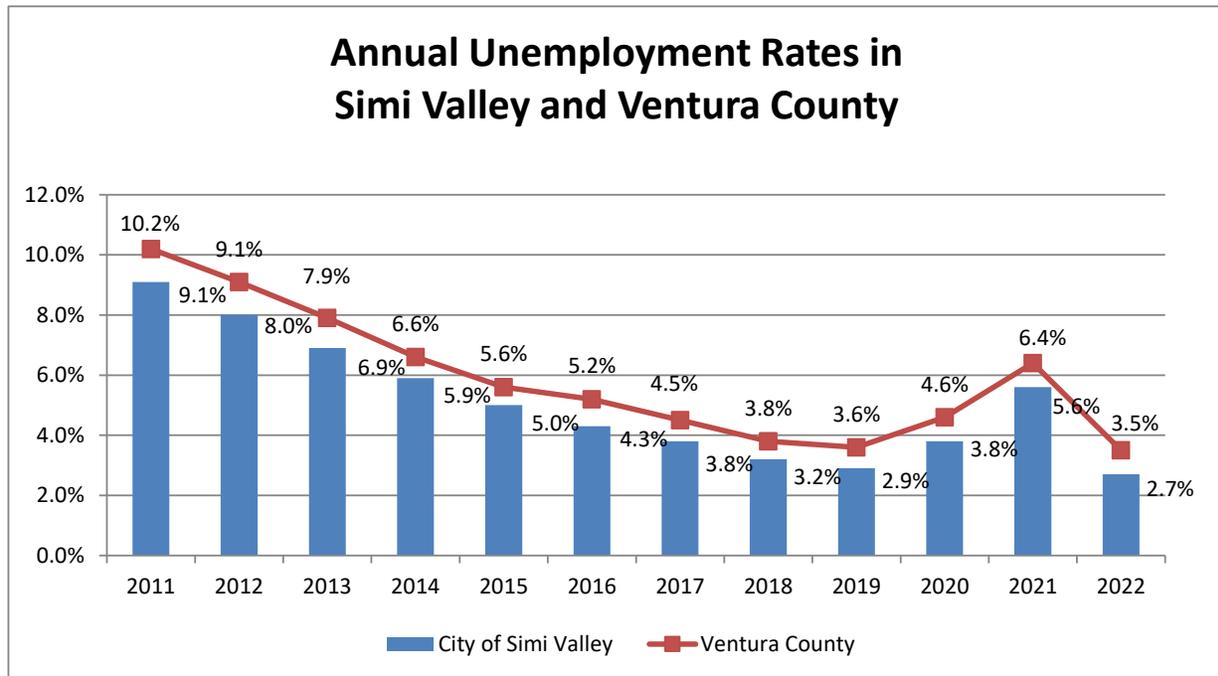
Fund No.	Fund Title	FY 2021-22 Actual	FY 2022-23 Revised Budget	FY 2022-23 Est. Actual	FY 2023-24 Proposed	\$ Budget Change	% Budget Change
100	General Fund	95,889,208	91,055,367	90,919,871	87,826,346	(3,229,021)	-3.5%
102	Payroll Fund	-	-	-	-	-	0.0%
106	General Fixed Assets	-	-	-	-	-	0.0%
120	Infrastructure Investment Fund	-	3,221,241	3,221,241	4,534,755	1,313,514	40.8%
121	Retirement Obligation Fund	-	3,221,241	3,221,241	4,534,754	1,313,513	40.8%
122	Contingency Fund	-	1,610,621	1,610,621	1,264,379	(346,242)	-21.5%
115	Pooled Interest Earnings Fund	-	-	-	-	-	0.0%
201	Housing Successor Agency	602,345	337,000	381,100	382,000	45,000	13.4%
202	Local Housing Fund	446,729	500	183,500	500	-	0.0%
203	CalHome Program Fund	137,122	-	45,300	-	-	0.0%
204	HOME Program Fund	360,730	137,000	45,000	8,500	(128,500)	-93.8%
207	Planning	-	-	364,200	-	-	0.0%
208	Senate Bill 2/Permanent Local Housing Allocation	-	290,357	-	947,952	657,595	226.5%
214	Public Education and Gov't Fund	304,223	295,000	300,000	295,000	-	0.0%
215	Gasoline Tax Fund	2,957,347	3,637,705	3,246,038	3,604,740	(32,965)	-0.9%
216	Gasoline Tax Fund - SB 1	2,544,333	2,837,206	2,755,993	3,118,483	281,277	9.9%
233	Bike Lanes Fund	27,352	30,500	37,500	37,500	7,000	23.0%
238	Local Transportation Fund	4,060,290	4,397,400	4,415,400	4,502,000	104,600	2.4%
250	Library Fund	2,420,174	2,868,464	2,517,964	2,875,110	6,646	0.2%
260	New Dwelling Fees Fund	407,520	153,700	160,000	153,700	-	0.0%
262	Development Agreement Fund	20,284	149,957	50,000	149,957	-	0.0%
263	Traffic Impact Fees Fund	676,079	265,000	265,000	265,000	-	0.0%
270	Economic Stabilization Fund	-	-	-	-	-	0.0%
271	COVID-19 Recovery Fund	-	-	-	-	-	0.0%
280	Forfeited Assets Fund	25,159	225,000	375,000	375,000	150,000	66.7%
285	Supplemental Law Enforcement	307,158	308,000	308,000	308,000	-	0.0%
287	Law Enforcement Grants Fund	226,367	1,406,509	1,230,000	678,000	(728,509)	-51.8%
290	Community Development Block Grant	650,557	648,104	673,897	648,104	-	0.0%
295	Simi Valley Arts Center Program Operation	593,962	324,575	524,575	524,575	200,000	61.6%
296	Council on Aging	44,125	49,940	49,940	49,940	-	0.0%
297	Retiree Benefits Fund	2,647,754	3,348,388	3,355,388	2,852,649	(495,739)	-14.8%
298	Disaster	7,728,898	7,662,647	-	-	(7,662,647)	-100.0%
299	Earthquake / Disaster	-	-	-	-	-	0.0%
3001	Landscape Augmentation Fund	200,170	200,450	200,150	400,000	199,550	99.6%
3002-3499	Landscape Maintenance District No. 1 Funds	984,460	1,004,767	992,817	1,190,267	185,500	18.5%
500-514	Debt Service	3,722,475	4,131,872	4,129,772	4,146,157	14,285	0.3%
600	Streets and Roads Fund	15,053,740	11,065,135	7,985,234	15,471,183	4,406,048	39.8%
648	Computer Equipment Replacement Fund	596,061	589,500	593,026	589,500	-	0.0%
649	Geographic Info. & Permits Sys.	174	-	200	-	-	0.0%
651	Vehicle Replacement Fund	379,000	966,238	966,238	710,000	(256,238)	-26.5%
655	Building Improvement Fund	45,000	1,285,862	1,151,500	785,000	(500,862)	-39.0%
656	Information Systems Capital Fund	18,143	12,500	18,000	12,500	-	0.0%
660	PD Capital	75,000	75,000	75,000	75,000	-	0.0%
665	City Telephones Capital Fund	-	-	-	-	-	0.0%
667	LED Streetlights	-	-	-	-	-	0.0%
668	Citywide Radio Fund	-	4,093,195	2,000,000	770,580	(3,322,615)	-81.2%
700	Sanitation	25,272,289	29,745,300	29,862,632	31,032,300	1,287,000	4.3%
701	Sewer Connection Fees Fund	1,173,569	637,500	510,000	375,000	(262,500)	-41.2%
702	Sewer Replacement Reserve	3,354,389	17,208,524	17,208,524	10,000,000	(7,208,524)	-41.9%
750	Transit Fund	7,107,199	11,326,210	11,252,285	12,880,063	1,553,853	13.7%
761	Waterworks District No. 8	49,651,946	51,582,800	45,819,000	51,593,500	10,700	0.0%
762	Water Connection Fees Fund	718,341	458,500	40,000	120,000	(338,500)	-73.8%
763	Waterworks Replacement Reserve	524,750	13,364,885	13,364,885	1,003,000	(12,361,885)	-92.5%
803	Liability Insurance Fund	2,284,336	2,940,000	2,429,000	4,618,900	1,678,900	57.1%
805	Workers' Compensation Insurance Fund	3,871,082	4,412,362	4,419,011	2,420,315	(1,992,047)	-45.1%
807	GIS Operating Fund	97,163	95,700	97,200	95,300	(400)	-0.4%
809	FIS Operating Fund	2,942	-	3,000	-	-	0.0%
920-957	Trust Funds	4,703,567	4,940,838	4,946,738	4,190,984	(749,854)	-15.2%
<b>TOTALS:</b>		<b>242,913,511</b>	<b>288,618,559</b>	<b>268,320,982</b>	<b>262,416,492</b>	<b>(26,202,066)</b>	<b>-9.1%</b>

## FINANCIAL CONTEXT

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

### Unemployment Rate

As can be seen in the chart below, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City is back to pre-covid lows.



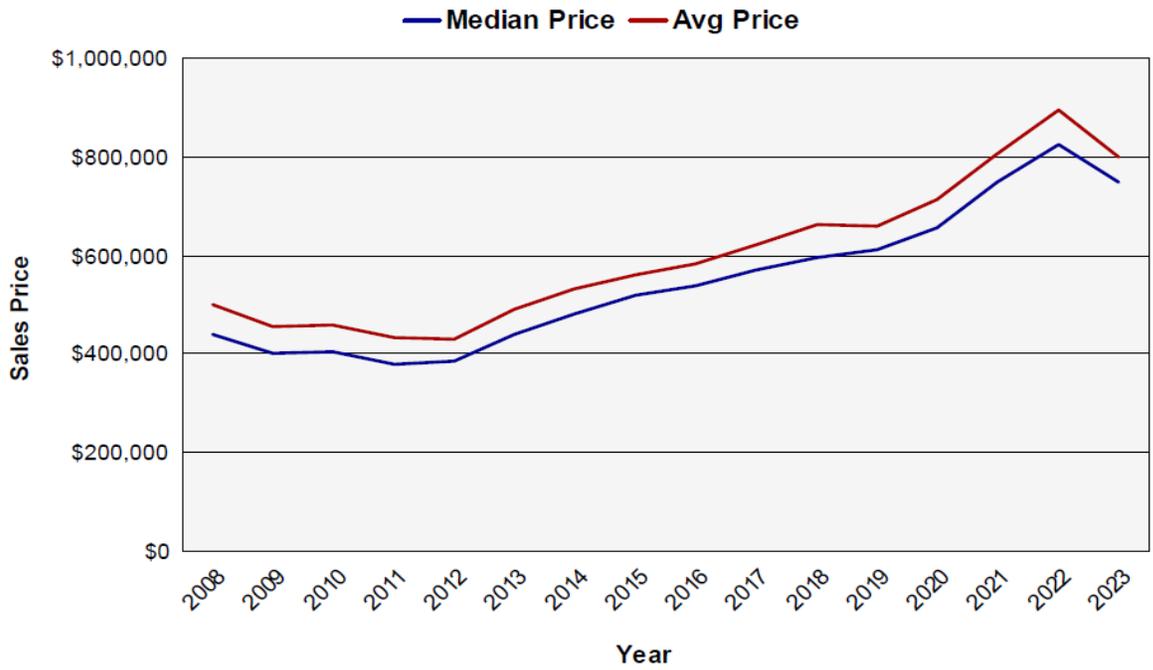
\* 2022 Data is as of December 2022

\*Source: California Employment Development Department

**FINANCIAL CONTEXT (continued)**

**Real Estate Market**

The median sales price for homes in Simi Valley CA as of February 2023 was \$750,000. This is a decrease of 9.09% over last year.

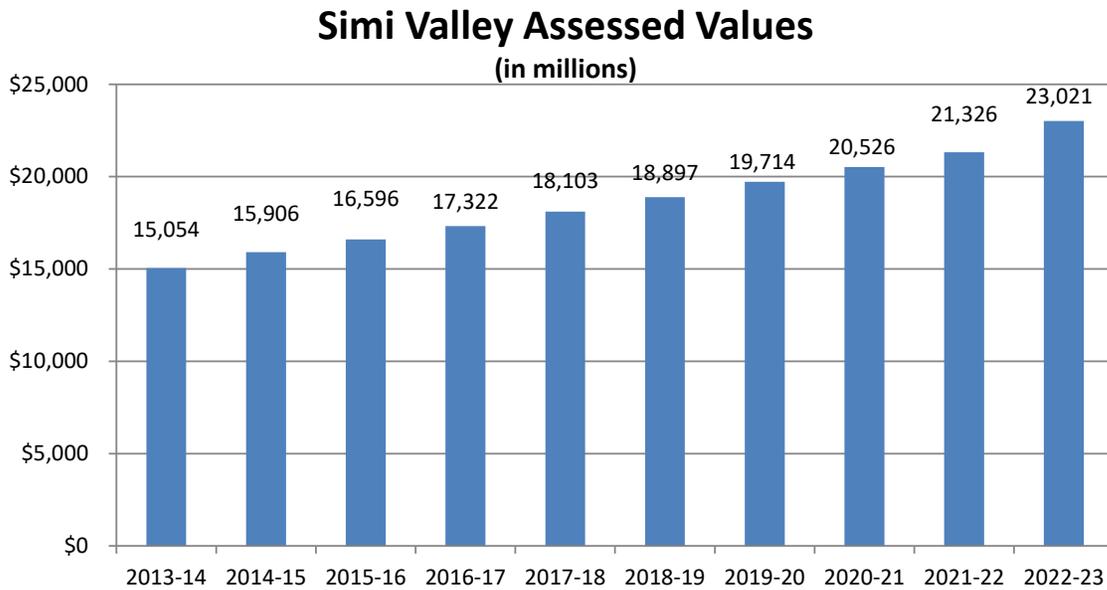


\*Source: HDL

**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 2013-14. The City's assessed values have increased by 7.4% from FY 2021-22 to FY 2022-23.



\* Source: HDL

**FINANCIAL CONTEXT (continued)**

**City of Simi Valley Authorized Positions (FTEs)**

	<u>FY2019-20</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>FY2023-24</u>
City Administration <sup>1</sup>	22.00	37.875	37.875	37.875	37.875
City Attorney	6.00	6.00	6.00	6.00	6.00
Administrative Services <sup>1</sup>	38.50	38.50	39.50	41.50	41.50
Community Services <sup>2</sup>	29.88	-	-	-	-
Transit	-	-	-	-	-
Environmental Services <sup>3</sup>	39.00	49.00	49.00	49.00	49.00
Public Works <sup>4</sup>	91.68	89.73	88.73	89.73	90.73
Waterworks	41.66	41.66	41.66	41.66	42.66
Sanitation	59.66	58.61	57.61	56.61	56.61
Transit	42.80	43.05	42.05	42.05	42.40
Police Department <sup>5</sup>					
Sworn	125.00	123.00	123.00	123.00	123.00
Non-Sworn	52.00	53.00	53.00	53.00	53.00
<b>CITYWIDE TOTAL</b>	<b>548.18</b>	<b>540.425</b>	<b>538.425</b>	<b>540.425</b>	<b>542.775</b>

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

**Staffing Changes**

<sup>1</sup> FY2019-20

One Management Analyst was moved from City Administration to Administrative Services

FY2020-21

17.875 FTEs 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.

<sup>2</sup> FY2020-21

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

<sup>3</sup> FY2020-21

Environmental Services eliminated 3 positions and added 12 positions from Community Services.

<sup>4</sup> 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.

FY2023-24

One Maintenance Worker II (Street Maintenance) added to the Maintenance Services Division, one Transit Dispatcher was made full-time in Transit, and one Principal Engineer in Water.

<sup>5</sup> FY2020-21

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

FY2021-22

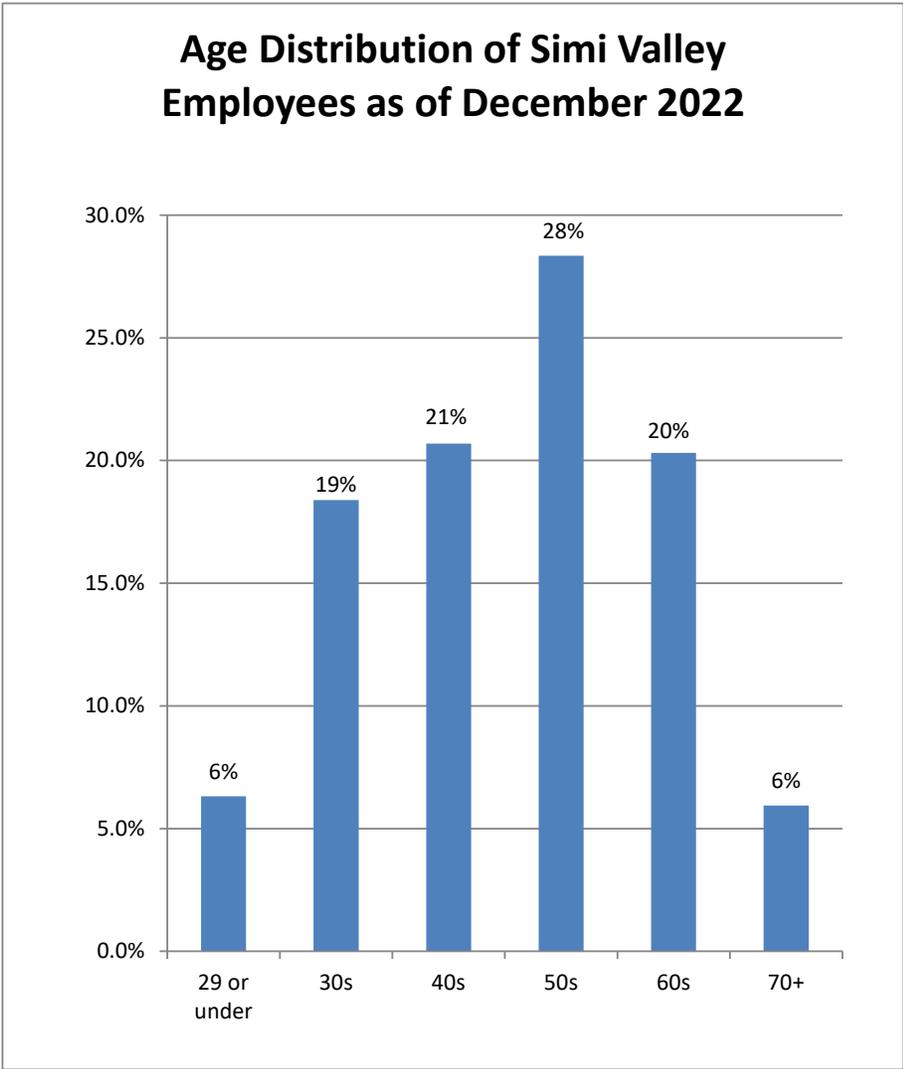
Police Department eliminated one Police Commander and added one Deputy Police Chief

**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.

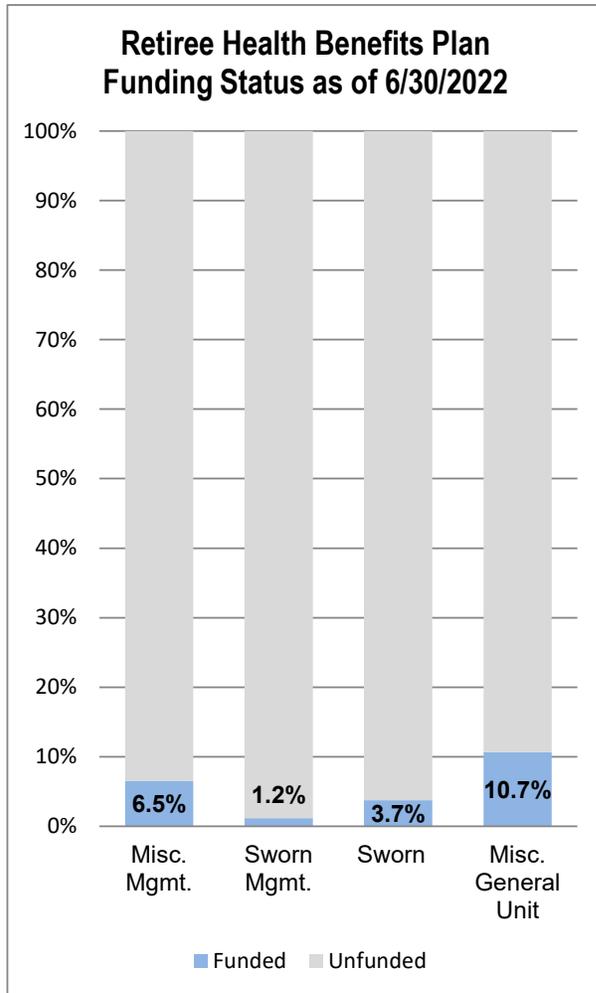
Currently 54% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement age. Approximately 75% of employees are 40 years of age or above. The City is experiencing significant expected turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, an expanded role for Human Resources, and succession planning.



\* 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 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 2022, the City's retiree benefits funds are between 1.2% and 10.7% funded.

Given the average employee age of 47, it would be prudent to increase payments above the 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 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, 2022 Comprehensive Annual Financial Report

**FINANCIAL CONTEXT (continued)**

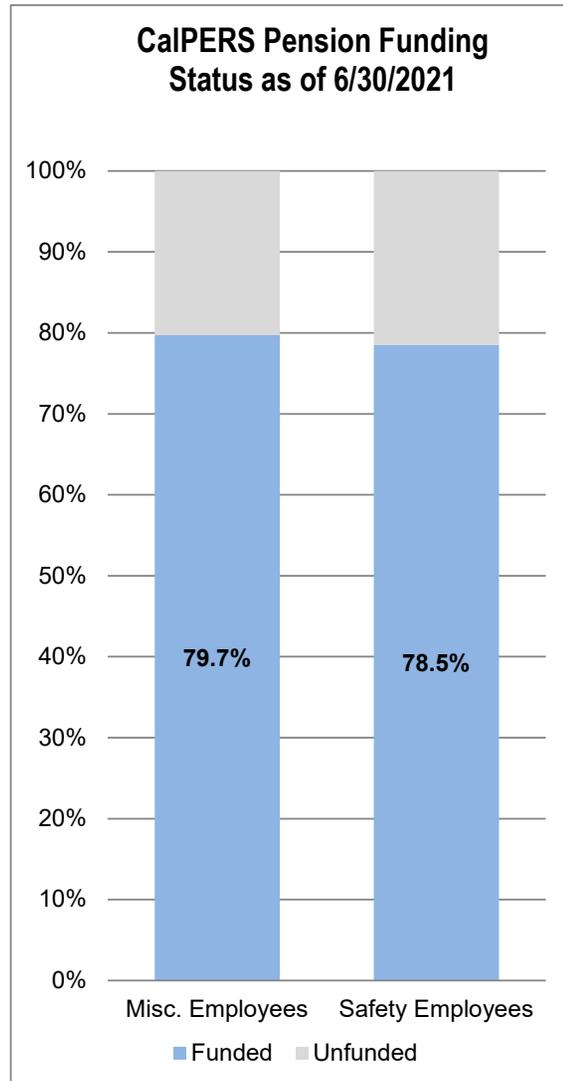
**CalPERS Pension Liabilities**

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 6/30/21 was funded at 79.7%, up from 69.3% the prior year. Pensions for Sworn unit employees were funded at 78.5%, up from 67.4% 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.



**Estimated City CalPERS Payments**

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Safety	\$7,471,579	\$7,452,030	\$7,314,441	\$7,178,135	\$6,952,232	\$7,146,894
Miscellaneous	\$10,843,658	\$10,717,422	\$9,524,623	\$9,300,212	\$8,866,447	\$9,147,144
<b>Total</b>	<b>\$18,315,237</b>	<b>\$18,169,452</b>	<b>\$16,839,063</b>	<b>\$16,478,347</b>	<b>\$15,818,679</b>	<b>\$16,294,039</b>

\* Source: CalPERS Actuarial Valuation as of 6/30/21

# GENERAL FUND BALANCE

## 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 the necessary cushion for upcoming challenges.

Fiscal Year 2022-23 began with a General Fund, fund balance of \$58.9 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$10 million. This is primarily due to expenses ending the year \$4 million less than budgeted and revenues ending the year \$6 million more than budgeted. The increase in revenue is mainly due to a \$5.3 million Transfer-In from ARPA grant funds which is allocated for eligible cost, reducing the true operating surplus to \$4.7 million. The majority of the expenditure savings is from planned and unplanned staff vacancies.

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 2018-19	ACTUAL 2019-20	ACTUAL 2020-21
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 37,022,780</b>	<b>\$ 40,501,367</b>	<b>\$ 40,516,618</b>
Revenues	\$ 73,934,097	\$ 76,820,061	\$ 78,814,999
Expenditures	\$ 67,457,510	\$ 70,804,810	\$ 70,761,896
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	\$ 70,455,510	\$ 76,804,810	\$ 70,761,896
Operating Surplus/(Deficit)	\$ 3,478,587	\$ 15,251	\$ 8,053,103
Transfer Out of Prior Year Surplus Funds	\$ -	\$ -	\$ -
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	<b>\$ 40,501,367</b>	<b>\$ 40,516,618</b>	<b>\$ 48,569,721</b>
Prudent Reserve (17% of expenditures)	\$ 11,467,800	\$ 12,036,800	\$ 12,029,500
Assigned Fund Balance	\$ 10,352,322	\$ 8,124,398	\$ 5,971,365
Encumbrance Reserve	\$ 335,110	\$ -	\$ -
CDA Loan Receivable **	4,093,534	2,200,720	51,103
Advances to Other Funds (Various)	5,692,380	5,692,380	5,692,380
Loans Receivable (Various)	231,298	231,298	227,882
Unassigned Fund Balance	\$ 18,681,245	\$ 20,355,420	\$ 30,568,856

<b>CHANGES IN GENERAL FUND BALANCE (Fund 100)</b>						
	<u>ACTUAL 2021-22</u>	<u>REVISED BUDGET 2022-23</u>	<u>ESTIMATED ACTUAL 2022-23</u>	<u>PROPOSED BUDGET 2023-24</u>	<u>PROJECTION 2024-25</u>	<u>PROJECTION 2025-26</u>
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 48,569,721	\$ 58,903,609	\$ 58,903,609	\$ 60,925,750	\$ 50,707,041	\$ 50,865,047
Operating Revenues	\$ 95,889,208	\$ 91,055,367	\$ 90,919,871	\$ 87,826,346	\$ 91,021,081	\$ 93,561,119
Operating Expenditures	\$ 85,555,320	\$ 93,683,147	\$ 80,844,627	\$ 87,711,167	\$ 90,863,075	\$ 93,428,339
Loan Forgiveness to Liability Fund	-	-	-	-	-	-
Transfer to Transit Fund	-	-	-	-	-	-
Transfer to Covid-19 Recovery Fund	-	-	-	-	-	-
Net Expenditures	\$ 85,555,320	\$ 93,683,147	\$ 80,844,627	\$ 87,711,167	\$ 90,863,075	\$ 93,428,339
Net Surplus/(Deficit)	\$ 10,333,888	\$ (2,627,781)	\$ 10,075,244	\$ 115,179	\$ 158,006	\$ 132,780
Transfer In from ARPA Grant Funds			\$ (5,325,294)			
Operating Surplus/(Deficit)			\$ 4,749,950			
Transfer Out of FY 2020-21 Surplus Funds		\$ 8,053,103	\$ 8,053,103			
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	\$ 58,903,609	\$ 48,222,725	\$ 60,925,750	\$ 61,040,929	\$ 50,865,047	\$ 50,997,827
Prudent Reserve (17% of expenditures)	\$ 14,544,400	\$ 15,926,100	\$ 13,743,600	\$ 14,910,900	\$ 15,446,700	\$ 15,882,800
Assigned Fund Balance	\$ 5,920,262	\$ 5,920,262	\$ 3,576,262	\$ 3,576,262	\$ 3,576,262	\$ 3,576,262
Encumbrance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDA Loan Receivable **	-	-	-	-	-	-
Advances to Other Funds (Various)	5,692,380	5,692,380	3,348,380	3,348,380	3,348,380	3,348,380
Loans Receivable (Various)	227,882	227,882	227,882	227,882	227,882	227,882
Unassigned Fund Balance	\$ 38,438,947	\$ 26,376,363	\$ 43,605,888	\$ 42,553,767	\$ 31,842,085	\$ 31,538,765
FY 2021-22 Surplus Funds				10,333,888		
Transfer to Infrastructure Investment Fund				4,534,754		
Transfer to Retirement Obligation Fund				4,534,754		
Transfer to Contingency Fund				1,264,379		
<b>FINAL GENERAL GOV'T FUND BALANCE</b>	\$ 58,903,609	\$ 48,222,725	\$ 60,925,750	\$ 50,707,041	\$ 50,865,047	\$ 50,997,827

### SURPLUS FUNDS CALCULATION

	ACTUAL 2020-21	ACTUAL 2021-22	ESTIMATED ACTUAL 2022-23	PROPOSED BUDGET 2023-24
<b>BEGINNING GENERAL GOV'T FUND BALANCE</b>	\$ 40,516,618	\$ 48,569,721	\$ 58,903,609	\$ 60,925,750
Revenues	\$ 78,814,999	\$ 95,889,208	\$ 90,919,871	\$ 87,826,346
Net Revenues	\$ 78,814,999	\$ 95,889,208	\$ 90,919,871	\$ 87,826,346
Operating Expenditures	\$ 70,761,896	\$ 85,555,320	\$ 80,844,627	\$ 87,711,167
Net Expenditures	\$ 70,761,896	\$ 85,555,320	\$ 80,844,627	\$ 87,711,167
Net Surplus/(Deficit)	\$ 8,053,103	\$ 10,333,888	\$ 10,075,244	\$ 115,179
Transfer In from ARPA Grant Funds			\$ (5,325,294)	
Operating Surplus/(Deficit)	\$ 8,053,103	\$ 10,333,888	\$ 4,749,950	\$ 115,179
Transfer Out of FY 2020-21 Surplus Funds			\$ 8,053,103	
<b>ENDING GENERAL GOV'T FUND BALANCE</b>	\$ 48,569,721	\$ 58,903,609	\$ 60,925,750	\$ 61,040,929
Prudent Reserve (17% of expenditures)	\$ 12,029,500	\$ 14,544,400	\$ 13,743,600	\$ 14,910,900
Assigned Fund Balance	\$ 6,045,762	\$ 5,920,262	\$ 3,348,380	\$ 3,576,262
Encumbrance Reserve	-	-	-	-
CDA Loan Receivable **	51,103	-	-	-
Advances to Other Funds (Various)	5,692,380	5,692,380	3,348,380	3,348,380
Loans Receivable (Various)	302,279	227,882	-	227,882
Unassigned Fund Balance	\$ 30,494,459	\$ 38,438,947	\$ 43,833,770	\$ 42,553,767

\$ 26,313,350	= 30% of FY 24 Expenditures
\$ 16,240,417	Amount over 30% of Expenditures
10,333,888	Available for Redistribution (cannot exceed surplus amount)
\$ 4,534,754	40% to Infrastructure Fund
\$ 4,534,754	40% to Retirement Fund
\$ 1,264,379	20% to Contingency Fund*

\* Contingency Fund shall have a maximum balance of \$2 million.

## 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. 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. 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.

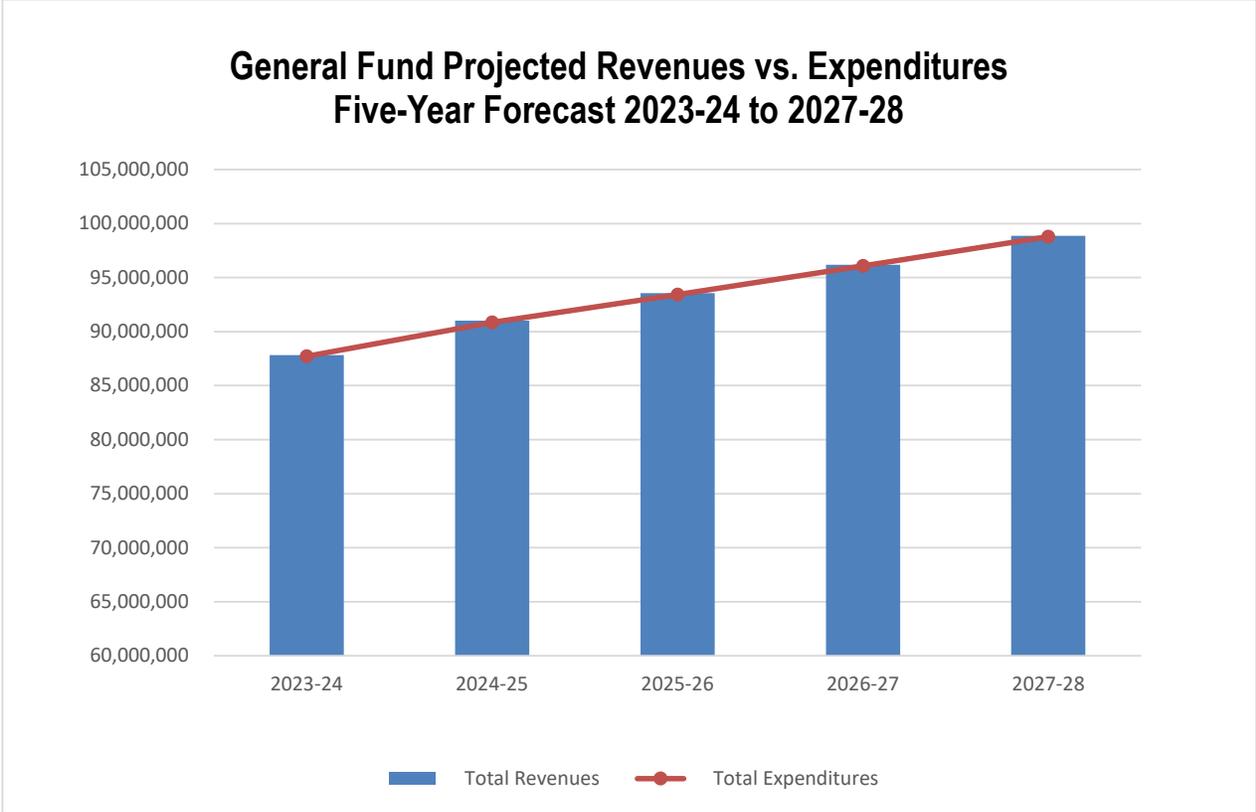
The forecast shown here includes projections for most revenue types with a conservative 1% - 4% per year inflationary growth. Projections on the expenditure side include 4% growth in personnel costs for FY 2024-25 and a 3% growth each year thereafter, a 3% growth in materials and supplies based on a combination of past experience and an inflationary growth, and 1-2% inflationary growth for most other expenditure types.

## FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

### SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2021-22	ESTIMATED ACTUAL 2022-23	PROPOSED BUDGET 2023-24	PROJECTION 2024-25	PROJECTION 2025-26	PROJECTION 2026-27	PROJECTION 2027-28
<b>REVENUES</b>							
Taxes And Franchises	71,205,622	72,484,223	74,793,349	77,785,083	80,118,635	82,522,195	84,997,860
Licenses And Permits	5,116,844	3,337,225	3,072,000	3,133,440	3,196,109	3,260,031	3,325,232
Fines And Forfeitures	275,599	290,000	400,000	404,000	408,040	412,120	416,242
Use Of Money & Property From Other Governments	(183,378)	1,331,129	1,347,440	1,374,389	1,401,877	1,429,914	1,458,512
Grants	483,175	406,554	542,486	547,911	553,390	558,924	564,513
Service Charges	236,190	481,044	295,705	301,619	307,651	313,805	320,081
Other Revenues	1,597,619	1,500,170	1,082,900	1,104,558	1,126,649	1,149,182	1,172,166
Transfers In	1,623,377	1,645,525	1,469,100	1,498,482	1,528,452	1,559,021	1,590,201
Transfers In	15,534,159	9,444,001	4,823,366	4,871,600	4,920,316	4,969,519	5,019,214
<b>Total Revenues</b>	<b>\$ 95,889,208</b>	<b>\$ 90,919,871</b>	<b>\$ 87,826,346</b>	<b>\$91,021,081</b>	<b>\$93,561,119</b>	<b>\$96,174,710</b>	<b>\$98,864,021</b>
<b>EXPENDITURES</b>							
Personnel	63,043,425	61,664,672	67,844,928	70,558,725	72,675,487	74,855,751	77,101,424
Supplies/Materials	5,129,191	6,168,868	6,101,078	6,284,111	6,472,634	6,666,813	6,866,817
Services	7,585,250	10,660,335	11,742,805	11,977,661	12,217,214	12,461,559	12,710,790
Capital Outlay	123,762	63,226	306,500	309,565	312,661	315,787	318,945
Transfers to Other Funds	18,553,829	11,142,457	10,847,669	10,956,145	11,065,707	11,176,364	11,288,128
Reimbursed Expenses	(8,880,137)	(8,854,931)	(9,131,814)	(9,223,132)	(9,315,363)	(9,408,517)	(9,502,602)
<b>Total Expenditures</b>	<b>85,555,320</b>	<b>\$80,844,627</b>	<b>\$87,711,166</b>	<b>\$90,863,075</b>	<b>\$93,428,339</b>	<b>\$96,067,757</b>	<b>\$98,783,501</b>
<b>Net Surplus/( Deficit)</b>	<b>\$10,333,887</b>	<b>\$10,075,244</b>	<b>\$115,180</b>	<b>\$158,006</b>	<b>\$132,780</b>	<b>\$106,953</b>	<b>\$80,519</b>
Transfer In from ARPA Grant Funds	-	(5,325,294)	-	-	-	-	-
<b>Operating Surplus/(Deficit)</b>	<b>\$10,333,887</b>	<b>\$4,749,950.14</b>	<b>\$115,180</b>	<b>\$158,006</b>	<b>\$132,780</b>	<b>\$106,953</b>	<b>\$80,519</b>
<b>FY 2021-22 Surplus Funds</b>							
Transfer to Infrastructure Investment Fund			4,534,755				
Transfer to Retirement Obligation Fund			4,534,754				
Transfer to Contingency Fund			1,264,379				

### FIVE-YEAR GENERAL FUND PROJECTION



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CITY OF SIMI VALLEY

# GENERAL FUND REVENUES

## GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2023-24 General Fund Revenues are projected to be \$2.09 million more (2.4%) more than the FY 2022-23 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 and sales 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 2021-22, budgeted and estimated actual revenue data for FY 2022-23, and budgeted revenue for FY 2023-24 .

FY 2023-24 revenue estimates were developed using a variety of methods. An auditing and consulting service was employed to assist with developing sales and property tax estimates, on which were added City generated growth revenue projections. City staff in departments whose activities generate the funds estimated many local sources of revenue. Other local sources of revenue are based on existing agreements with other governmental entities and private sector organizations. Information and projections provided by the California Department of Finance were utilized to estimate future revenues passed through from the State of California.

**GENERAL FUND REVENUES (continued)**

Following are revenue projections for each category:

**Taxes and Franchises**

This category of revenue sources is projected to increase by \$2.75 million (3.8%) over the FY 2022-23 Revised Budget to \$74,793,349 in FY 2023-24. Property tax revenues are projected to increase by \$1.5 million. The housing market is beginning to slow down, still we are seeing moderate increase due to the recent boom in the housing market which caused many homes and commercial real estate to be reassessed.

FY 2023-24 Sales Tax revenues are projected to increase by \$1.2 million (5.4%) from the FY 2022-23 revised budget, due to the economy opening back up as the impact of the pandemic lessens, the demand for vehicles remains high, and general consumer goods is strong..

**Licenses and Permits**

This category is projected to decrease by \$175,000 from 2022-23 revised budget. This is mostly due to decrease in plan check services and other licenses and permit revenue.

**Fines and Forfeitures**

This revenue category is comprised of Vehicle Code Fines and Parking Citations. FY 2023-24 Fines and Forfeitures revenues are projected to decrease by \$180,200 with the FY 2022-23 revised budget. FY 2022-23 actuals are projected low due to fewer cars on the road. It was anticipated employment would transition from remote back to in-person as the restriction from the pandemic would wind down, however, this transition is slower than expected.

**Use of Money and Property**

This category is projected to increase by \$116,711 (9.5%) in FY 2023-24 due to an increase in interest on investments.

**Revenues From Other Governments**

The category is projected to increase by \$200,932 (58.8%) in FY 2023-24 due to an increase in anticipated SB90 revenue and Peace Officer Standards and Training (POST) Reimbursements.

**Grants**

Grant revenues are projected to decrease by \$123,705 (-30%) in FY 2023-24. 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 \$198,483 (-15.5%) in FY 2023-24 from the FY 2022-23 revised budget. This is primarily due to fewer projects moving to plan check and inspection as interest rates began impacting the housing market and construction lending.

**GENERAL FUND REVENUES (continued)**

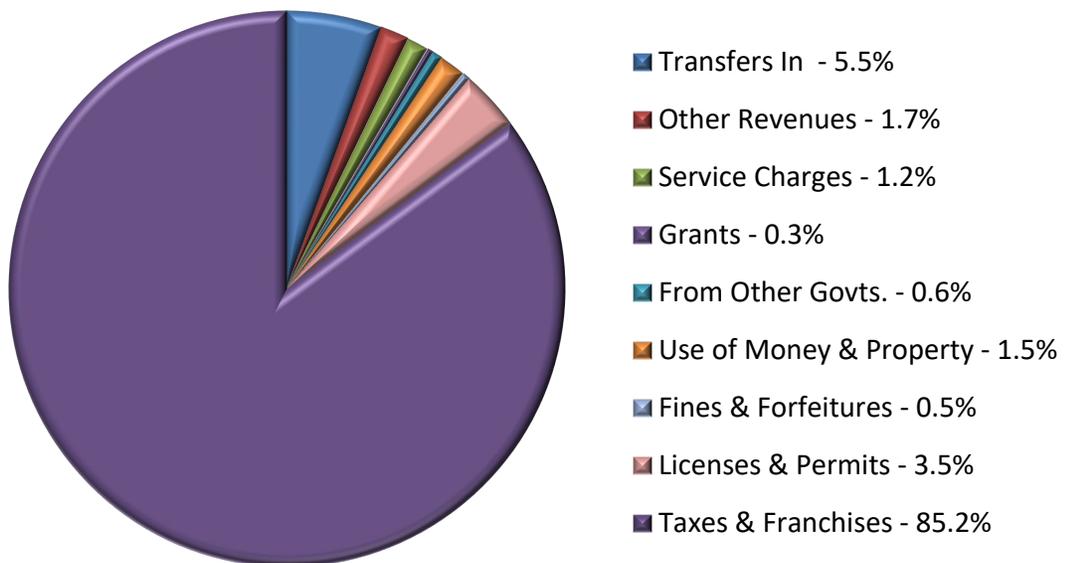
**Other Revenues**

Other Revenues, also generated from the local economy, are projected to slightly increase by \$87,600 (6.3%) in FY 2023-24 due to payments from a national opioids settlement.

**Transfers In**

This revenue category is projected to decrease by \$5.7 million (-54.2%) in FY 2023-24 due to the decrease in transfers from the Disaster Funds consisting of ARPA grant funds.

**FY 23-24 General Fund Resources  
\$87,826,346**



## GENERAL FUND REVENUE SUMMARY

	FY 22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change
<b>TAXES &amp; FRANCHISES</b>					
31101 Property Taxes	36,528,137	39,010,780	38,196,125	40,522,801	3.9%
31111 Sales and Use Taxes	23,631,522	23,152,142	24,413,098	24,395,548	5.4%
31112 Transient Lodging Tax	2,026,395	2,000,000	2,000,000	2,000,000	0.0%
31113 Franchise Taxes	5,393,386	4,800,000	4,800,000	4,800,000	0.0%
31114 Business Tax Receipts	2,343,050	2,275,000	2,275,000	2,275,000	0.0%
31115 Documentary Transfer Tax	1,283,133	800,000	800,000	800,000	0.0%
	<b>\$ 71,205,622</b>	<b>\$ 72,037,922</b>	<b>\$ 72,484,223</b>	<b>\$ 74,793,349</b>	<b>3.8%</b>
<b>LICENSES &amp; PERMITS</b>					
32301 Building Permits	3,359,942	1,875,000	1,875,000	1,900,000	1.3%
32302 Permit Records Retention	27,424	17,000	16,000	17,000	0.0%
32303 Plan Check Services	987,063	975,000	975,000	800,000	-17.9%
32402 Encroachment Permits	672,441	300,000	411,225	300,000	0.0%
32604 Other Licenses & Permits	69,973	80,000	60,000	55,000	-31.3%
	<b>\$ 5,116,844</b>	<b>\$ 3,247,000</b>	<b>\$ 3,337,225</b>	<b>\$ 3,072,000</b>	<b>-40.0%</b>
<b>FINES &amp; FORFEITURES</b>					
33501 Vehicle Code Fines	273,747	447,900	200,000	300,000	-33.0%
33502 Parking Citation	1,852	132,300	90,000	100,000	-24.4%
	<b>\$ 275,599</b>	<b>\$ 580,200</b>	<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>-31.1%</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
34001 Interest on Investments	673,069	549,600	650,000	650,000	18.3%
34003 Change in Fair Value	(1,856,841)	-	-	-	0.0%
34004 Interest on Leases	202,921	-	-	-	0.0%
34101 Rents & Leases	461,808	533,000	533,000	543,000	1.9%
34104 DMV Lease	149,546	148,129	148,129	154,440	4.3%
34399 Reclass to Receivable	186,118	-	-	-	0.0%
	<b>\$ (183,377)</b>	<b>\$ 1,230,729</b>	<b>\$ 1,331,129</b>	<b>\$ 1,347,440</b>	<b>9.5%</b>
<b>REVENUES FROM OTHER GOVERNMENTS</b>					
35101 Motor Vehicle In Lieu	143,792	65,000	90,000	90,000	38.5%
35501 POST Reimbursements	111,373	40,000	80,000	80,000	100.0%
35502 911 Reimbursements	-	1,000	1,000	1,000	0.0%
35601 Homeowners Subvention	149,447	150,000	150,000	150,000	0.0%
35602 SB 90 Claims	78,563	85,554	85,554	221,486	158.9%
	<b>\$ 483,175</b>	<b>\$ 341,554</b>	<b>\$ 406,554</b>	<b>\$ 542,486</b>	<b>58.8%</b>
<b>GRANTS</b>					
36001 Federal Assistance	169,377	290,490	257,032	229,705	-20.9%
36002 State Assistance	-	-	176,441	-	0.0%
36210 Curbside Recycling Reimb.	31,011	93,920	30,571	31,000	-67.0%
36340 Household Waste	35,802	35,000	17,000	35,000	0.0%
	<b>\$ 236,190</b>	<b>\$ 419,410</b>	<b>\$ 481,044</b>	<b>\$ 295,705</b>	<b>-29.5%</b>

## GENERAL FUND REVENUES (continued)

	FY 22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change
<b>SERVICE CHARGES</b>					
37001 Duplication Services	793	1,200	800	1,200	0.0%
37002 Maps & Publications	2	5,000	5,000	5,000	0.0%
37003 Returned Check (NSF) Charges	(50)	300	200	300	0.0%
37103 Business Registration Fees	197,939	185,000	185,000	190,000	2.7%
37299 Other Community Service Fees	(3,008)	2,100	3,600	4,200	100.0%
37301 Planning Fees	401,875	350,000	350,000	350,000	0.0%
37303 Permit Automation/GIS Mapping	40,092	22,500	24,284	22,500	0.0%
37401 Engineering Fees	24,430	67,000	22,422	67,000	0.0%
37402 Soils/Hydrology	61,139	40,000	22,954	40,000	0.0%
37403 Slurry Seal Fees	0	5,000	5,000	5,000	0.0%
37404 Plan Check Fees	99,828	100,000	130,099	85,000	-15.0%
37405 Inspection Service Fees	633,163	200,000	509,111	40,000	-80.0%
37406 Waste Management	34,733	49,983	35,000	35,000	-30.0%
37410 Services Charges	4,000	-	-	-	0.0%
37411 County Landscape Charges	248	-	-	-	0.0%
37432 Environmental Compliance Program	628	1,000	-	1,000	0.0%
37499 Other Public Works Fees	23,623	1,000	1,000	1,000	0.0%
37501 Police Reports	4,261	4,000	4,000	4,000	0.0%
37502 Police Photos	153	-	-	-	0.0%
37504 Alarm Fees	(7,798)	85,200	85,200	85,200	0.0%
37505 Emergency Response / DUI	(30,152)	45,600	5,000	35,000	-23.2%
37599 Other Police Dept. Fees	110,249	111,500	111,500	111,500	0.0%
37699 Other Service Charges	1,473	5,000	-	-	-100.0%
	<b>\$ 1,597,619</b>	<b>\$ 1,281,383</b>	<b>\$ 1,500,170</b>	<b>\$ 1,082,900</b>	<b>-15.5%</b>
<b>OTHER REVENUES</b>					
38001 Sale of Surplus	89,016	20,500	20,000	20,000	-2.4%
38003 Miscellaneous	20,123	3,700	83,091	63,700	1621.6%
38004 Damage Recovery	45,415	179,200	448,800	179,200	0.0%
38006 Jury/Witness Fee	4,995	6,400	1,135	6,100	-4.7%
38007 Rebates	217,421	238,000	160,000	240,000	0.8%
38010 Landfill Facility Agreement Fee	315,847	196,000	196,000	220,000	12.2%
38015 Sale of Land	-	-	-	-	0.0%
38050 Contributions/Donations	680,503	533,000	547,850	602,000	12.9%
38201 Meals-On-Wheels	58,331	50,000	50,000	52,500	5.0%
38203 Cultural Arts Reimbursement	77,400	124,100	-	-	-100.0%
38408 Storm Water Mgmt. Assessment	46,326	-	51,579	55,000	0.0%
38409 Storm Water Program Fees	51,705	20,000	81,070	20,000	0.0%
38501 Unclaimed Property	16,297	10,600	6,000	10,600	0.0%
	<b>\$ 1,623,377</b>	<b>\$ 1,381,500</b>	<b>\$ 1,645,525</b>	<b>\$ 1,469,100</b>	<b>6.3%</b>

**GENERAL FUND REVENUES (continued)**

	<b>FY 22 Actual</b>	<b>FY 23 Revised Budget</b>	<b>FY 23 Est. Actual</b>	<b>FY 24 Proposed Budget</b>	<b>% Budget Change</b>
<b>TRANSFERS IN</b>					
39122 Transfer from Contingency Fund	-	700,000	-	-	
39215 Transfer from Gas Tax	2,720,091	3,637,705	3,246,038	3,604,740	-0.9%
39260 Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	0.0%
39262 Transfer from Development Agreements	300,000	300,000	300,000	300,000	0.0%
39285 Transfer from State SLESF	307,158	308,000	308,000	308,000	0.0%
39287 Transfer from Law Enforcement Grants	65,541	34,200	34,200	379,684	1010.2%
39298 Transfer from Disaster Fund	11,865,867	5,325,294	5,325,294	-	-100.0%
39809 Transfer from FIS Operations	151,000	151,000	151,000	151,000	0.0%
39920 Transfer from Sagency-CDA/Admin	54,502	9,469	9,469	9,942	5.0%
	<b>\$ 15,534,159</b>	<b>\$ 10,535,668</b>	<b>\$ 9,444,001</b>	<b>\$ 4,823,366</b>	<b>-54.2%</b>
<b>SUBTOTAL REVENUES</b>	<b>\$ 95,889,208</b>	<b>\$ 91,055,367</b>	<b>\$ 90,919,871</b>	<b>\$ 87,826,346</b>	<b>-3.5%</b>
Transfer In from ARPA Grant Funds	-	(5,325,294)	(5,325,294)	-	
<b>TOTAL REVENUES</b>	<b>\$ 95,889,208</b>	<b>\$ 85,730,073</b>	<b>\$ 85,594,577</b>	<b>\$ 87,826,346</b>	<b>2.4%</b>

# GENERAL FUND EXPENDITURES

## GENERAL FUND EXPENDITURES

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

The summary schedule entitled, *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 2022-23 accomplishments and FY 2023-24 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

		FY22	FY 23 Revised	FY 23	FY 24 Proposed	% Budget
		Actual	Budget	Est. Actual	Budget	Change
<b>PERSONNEL</b>						
41010	Regular Salaries	30,659,106	34,914,308	29,187,740	37,305,279	6.8%
41020	Temporary Salaries - PR Only	260,585	360,000	288,226	375,000	4.2%
41030	Boards and Commissions	33,593	32,608	31,855	32,608	0.0%
41040	Overtime	3,421,720	3,172,100	3,543,081	3,313,700	4.5%
41050	Outside Assistance	22,510	66,059	146,027	100,000	0.0%
41200	Deferred Comp - 401k	389,900	432,439	410,806	472,351	9.2%
41210	Deferred Comp - 457	196,781	225,724	193,510	225,101	-0.3%
41300	Vision Care	84,564	95,910	80,903	96,142	0.2%
41350	Disability	200,419	225,626	167,129	243,503	7.9%
41400	Group Insurance/Health	604,116	699,197	603,083	714,245	2.2%
41410	POST Incentive	231,230	476,281	427,104	462,486	-2.9%
41415	Flex Benefits	6,367,278	7,623,533	6,452,840	8,018,435	5.2%
41420	CalPERS Health Admin Fee	20,879	26,505	19,239	34,255	29.2%
41450	Life Insurance	66,082	71,519	61,534	70,069	-2.0%
41500	Group Insurance/Dental	429,080	499,060	404,591	461,220	-7.6%
41550	Section 125 Administration Fee	1,784	4,108	1,691	2,564	-37.6%
41600	Retirement (PERS)	13,825,905	15,386,808	12,822,174	14,517,348	-5.7%
41610	Retirement (PARS)	148,678	148,678	148,678	160,000	7.6%
41620	Retirement (HRA)	370,054	471,939	376,502	470,954	-0.2%
41650	Medicare Tax	550,442	630,335	513,272	671,248	6.5%
41660	FICA	25,044	28,917	26,339	29,746	2.9%
41700	Workers' Compensation	3,469,775	3,478,954	3,478,897	1,833,802	-47.3%
41800	Annual Leave Payout	1,533,298	2,200,000	2,324,055	2,200,000	0.0%
41801	Leave Accrual	288,714	-	-	-	0.0%
41860	Salary Reimbursements	(158,111)	(114,900)	(44,604)	-	-100.0%
41900	Salary Savings	-	(4,197,640)	-	(3,600,000)	-14.2%
41950	Benefits Savings	-	(447,062)	-	(365,128)	-18.3%
<b>Subtotal - Personnel</b>		<b>\$ 63,043,425</b>	<b>\$ 66,511,005</b>	<b>\$ 61,664,672</b>	<b>\$ 67,844,928</b>	<b>2.0%</b>
<b>SUPPLIES &amp; MATERIALS</b>						
42100	Utilities	1,710,684	1,659,000	1,539,000	1,616,000	-2.6%
42130	Postage	49,020	76,100	74,900	76,100	0.0%
42150	Communications	604,619	968,514	959,498	628,609	-35.1%
42200	Computer - Non Capital	4,401	19,300	19,200	10,450	-45.9%
42230	Office Supplies	40,953	67,675	64,791	63,234	-6.6%
42235	Furnishings & Equip - Non Capital	10,726	55,574	49,400	98,850	77.9%
42300	Copiers	74,669	130,000	130,000	130,000	0.0%
42310	Rentals	1,423	9,725	9,725	8,500	-12.6%
42410	Uniform/Clothing	282,085	475,139	450,801	447,576	-5.8%
42420	Special Departmental Expense	164,944	250,600	205,600	225,600	-10.0%
42430	Employee Recognition	1,831	30,500	29,600	30,500	0.0%
42440	Memberships and Dues	153,131	175,360	172,065	179,791	2.5%
42450	Subscriptions and Books	22,102	49,300	43,916	44,164	-10.4%
42460	Advertising	48,543	48,139	41,039	35,639	-26.0%
42500	Fuel and Lubricants	720,640	749,000	694,200	671,000	-10.4%
42510	Tires	65,446	61,400	61,400	61,400	0.0%
42550	Small Tools/Equipment	3,317	12,100	9,241	9,600	-20.7%
42560	Operating Supplies	668,553	1,004,578	1,007,875	998,382	-0.6%

## GENERAL FUND EXPENDITURE SUMMARY (continued)

	FY22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change
<b>SUPPLIES &amp; MATERIALS (continued)</b>					
42720 Travel, Conferences, Meetings	95,330	187,833	166,288	234,133	24.6%
42730 Training	79,104	152,200	147,550	165,900	9.0%
42760 POST Training	205,180	130,000	130,000	130,000	0.0%
42770 Recruitment	36,988	52,500	52,500	115,200	119.4%
42780 Investigations	4,550	9,000	9,000	14,000	55.6%
42790 Mileage	80,951	100,550	95,880	100,750	0.2%
43010 Liability Insurance Premiums	-	5,400	5,400	5,700	5.6%
<b>Subtotal - Supplies/Materials</b>	<b>\$ 5,129,191</b>	<b>\$ 6,479,487</b>	<b>\$ 6,168,868</b>	<b>\$ 6,101,078</b>	<b>-5.8%</b>
<b>SERVICES</b>					
44010 Professional/Special Services	1,455,860	2,779,187	2,395,649	1,842,998	-33.7%
44012 Outside Legal	224,201	245,915	202,000	295,000	20.0%
44015 COV Admin Fee	250,003	280,000	280,000	280,000	0.0%
44030 Cloud Services	199,064	214,000	214,000	285,725	0.0%
44210 Animal Regulation	594,088	888,050	625,000	923,500	4.0%
44310 Maintenance of Equipment	1,334,906	2,056,287	1,660,880	1,867,520	-9.2%
44410 Maintenance - Bldg. / Grounds	13,139	158,200	158,200	103,500	0.0%
44450 Landscape Maintenance Contract	645,154	1,095,000	1,095,000	930,000	-15.1%
44460 Tumbleweed Abatement	20,718	20,000	12,000	20,000	0.0%
44490 Other Contract Services	1,649,308	8,214,545	2,748,306	2,150,562	-73.8%
44492 GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 Other Insurance	1,174,610	1,245,100	1,245,100	3,019,800	142.5%
44840 Bad Debt Expense	-	-	-	-	0.0%
<b>Subtotal - Services</b>	<b>\$ 7,585,250</b>	<b>\$ 17,220,484</b>	<b>\$ 10,660,335</b>	<b>\$ 11,742,805</b>	<b>-31.8%</b>
<b>REIMBURSED EXPENDITURES</b>					
45201 Reimb from SHA-CDA.Housing Admin.	(212,656)	(212,656)	(212,656)	(172,659)	-18.8%
45204 Reimb from HOME Grant	(40,000)	(40,000)	(40,000)	(40,000)	0.0%
45207 Reimb from SB2	-	-	-	-	0.0%
45208 Reimb from PLHA	-	(14,517)	-	(47,397)	226.5%
45250 Reimb from Library	(439,876)	(439,876)	(439,876)	(511,444)	16.3%
45290 Reimb from CDBG	(133,540)	(108,334)	(108,334)	(107,041)	-1.2%
45300 Reimb from Landscape Zones	-	-	-	-	0.0%
45700 Reimb from Sanitation	(2,994,120)	(2,994,120)	(2,994,120)	(2,843,280)	-5.0%
45701 Reimb from San Connection Fees	(313)	(313)	(313)	-	-100.0%
45702 Reimb from San Repl Reserve	(8,524)	(8,524)	(8,524)	(5,290)	-37.9%
45750 Reimb from Transit	(1,911,753)	(1,911,753)	(1,911,753)	(2,176,473)	13.8%
45761 Reimb from WW8	(2,632,667)	(2,632,667)	(2,632,667)	(2,614,329)	-0.7%
45762 Reimb from WW8 Cap Impr	(2,951)	(2,951)	(2,951)	(1,098)	-62.8%
45763 Reimb from WW8 Repl Reserve	(25,710)	(25,710)	(25,710)	(4,976)	-80.6%
45803 Reimb from Liability Insurance	(46,858)	(46,858)	(46,858)	(127,667)	172.5%
45805 Reimb from Workers Comp	(431,169)	(431,169)	(431,169)	(480,160)	11.4%
<b>Subtotal - Reimbursed Expenditures</b>	<b>\$ (8,880,137)</b>	<b>\$ (8,869,448)</b>	<b>\$ (8,854,931)</b>	<b>\$ (9,131,814)</b>	<b>3.0%</b>

### GENERAL FUND EXPENDITURE SUMMARY (continued)

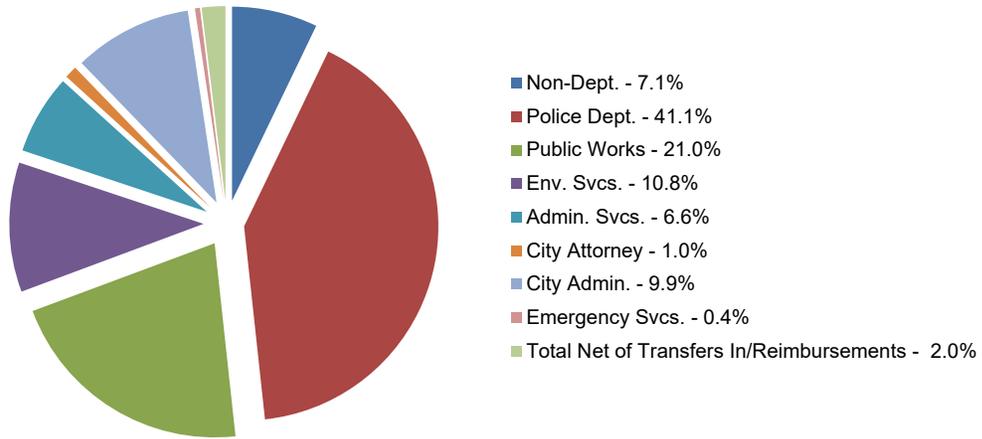
	FY22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change	
<b>CAPITAL OUTLAY</b>						
47020	Furnishings & Equipment ( Capital)	108,819	11,731	11,730	306,000	2508.6%
47030	Vehicles	3,539	42,000	50,338	-	0.0%
47040	Building Improvements	11,404	-	-	-	0.0%
48800	Application Software	-	-	1,158	500	0.0%
	<b>Subtotal - Capital Outlay</b>	<b>\$ 123,762</b>	<b>\$ 53,731</b>	<b>\$ 63,226</b>	<b>\$ 306,500</b>	<b>470.4%</b>
<b>TRANSFERS TO OTHER FUNDS</b>						
49201	Transfer to SHAgency - Hsg Admin	10,221	-	-	-	0.0%
49297	Transfer to Retiree Benefits	2,179,427	2,888,864	2,888,864	2,141,278	-25.9%
49298	Transfer to Disaster	-	-	-	-	0.0%
49300	Transfer to Landscape	200,000	200,000	200,000	400,000	100.0%
49511	Transfer to DS 2014A Lease Rev	1,402,846	1,441,781	1,441,781	1,454,480	0.9%
49512	Transfer to DS 2016 CREBS	666,063	683,580	683,580	688,581	0.7%
49513	Transfer to DS 2017 Equip. Lease Agmt.	548,594	563,350	563,350	569,659	1.1%
49514	Transfer to DS 2018 Equip. Lease Agmt.	542,671	557,281	557,281	561,571	0.8%
49600	Transfer to Streets & Roads	12,377,908	2,680,000	2,680,000	3,810,000	42.2%
49648	Transfer to CE Replacement	227,100	227,100	227,100	227,100	0.0%
49651	Transfer to Vehicle Replacement	379,000	966,238	914,000	710,000	-26.5%
49655	Transfer to Public Facility Imporv	20,000	486,500	486,500	285,000	-41.4%
49668	Transfer to Radio Project Fund	-	1,093,195	-	-	-100.0%
49800	Transfer to Insurance Fund	-	500,000	500,000	-	0.0%
	<b>Subtotal - Transfers to Other Funds</b>	<b>\$ 18,553,829</b>	<b>\$ 12,287,889</b>	<b>\$ 11,142,457</b>	<b>\$ 10,847,669</b>	<b>-11.7%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 85,555,320</b>	<b>\$ 93,683,147</b>	<b>\$ 80,844,627</b>	<b>\$ 87,711,166</b>	<b>-6.4%</b>

#### **FY 2021-22 Surplus Funds**

49120	Transfer to Infrastructure Investment Fund			4,534,755
49121	Transfer to Retirement Obligation Fund			4,534,754
49122	Transfer to Contingency Fund			1,264,379

**GENERAL FUND EXPENDITURES BY DEPARTMENT**

**FY 2023-24 Total Expenditures - By Department  
Net of Transfers In & Reimbursements  
\$87,711,166**



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

	FY 22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change
<b>CITY ADMINISTRATION</b>					
Personnel	5,043,344	5,761,818	4,996,588	5,839,703	1.35%
Supplies	274,248	448,251	369,525	484,717	8.14%
Services	478,493	633,840	552,688	595,339	-6.07%
Capital Outlay	-	42,000	42,000	-	
<b>Subtotal</b>	<b>\$ 5,796,086</b>	<b>\$ 6,885,909</b>	<b>\$ 5,960,801</b>	<b>\$ 6,919,759</b>	<b>0.49%</b>
<b>CITY ATTORNEY</b>					
Personnel	1,133,622	1,470,617	1,084,152	1,508,384	2.57%
Supplies	20,622	37,700	29,969	40,664	7.86%
Services	18,711	73,540	48,500	66,100	-10.12%
<b>Subtotal</b>	<b>\$ 1,172,954</b>	<b>\$ 1,581,857</b>	<b>\$ 1,162,621</b>	<b>\$ 1,615,148</b>	<b>2.10%</b>
<b>ADMINISTRATIVE SERVICES</b>					
Personnel	5,423,591	6,199,240	5,203,586	6,397,803	3.20%
Supplies	22,625	43,830	35,250	65,070	48.46%
Services	261,001	256,293	256,293	255,678	-0.24%
<b>Subtotal</b>	<b>\$ 5,707,217</b>	<b>\$ 6,499,363</b>	<b>\$ 5,495,129</b>	<b>\$ 6,718,552</b>	<b>3.37%</b>
<b>ENVIRONMENTAL SERVICES</b>					
Personnel	6,155,278	6,953,625	5,728,534	7,112,010	2.28%
Supplies	54,484	117,350	100,100	125,089	6.59%
Services	854,066	1,341,150	986,200	1,389,070	3.57%
<b>Subtotal</b>	<b>\$ 7,063,828</b>	<b>\$ 8,412,125</b>	<b>\$ 6,814,834</b>	<b>\$ 8,626,169</b>	<b>2.54%</b>
<b>PUBLIC WORKS</b>					
Personnel	10,640,011	12,105,287	10,271,551	12,002,543	-0.85%
Supplies	2,349,356	2,564,476	2,482,677	2,339,026	-8.79%
Services	2,256,593	4,685,687	4,458,821	3,023,062	-35.48%
<b>Subtotal</b>	<b>\$ 15,245,960</b>	<b>\$ 19,355,450</b>	<b>\$ 17,213,049</b>	<b>\$ 17,364,631</b>	<b>-10.29%</b>
<b>POLICE DEPARTMENT</b>					
Personnel	34,239,804	35,854,278	32,891,242	36,201,421	0.97%
Supplies	1,169,325	1,533,541	1,424,800	1,480,360	-3.47%
Services	302,595	541,327	501,400	445,100	-17.78%
Capital Outlay	123,762	11,731	21,226	500	-95.74%
<b>Subtotal</b>	<b>\$ 35,835,485</b>	<b>\$ 37,940,876</b>	<b>\$ 34,838,668</b>	<b>\$ 38,127,381</b>	<b>0.49%</b>
<b>EMERGENCY SERVICES</b>					
Personnel	208,975	321,524	250,337	322,190	0.21%
Supplies	8,012	30,200	30,200	25,972	-14.00%
Services	3,710	12,200	12,200	17,700	45.08%
Capital Outlay	-	-	-	-	0.00%
<b>Subtotal</b>	<b>\$ 220,697</b>	<b>\$ 363,924</b>	<b>\$ 292,737</b>	<b>\$ 365,862</b>	<b>0.53%</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY 22 Actual	FY 23 Revised Budget	FY 23 Est. Actual	FY 24 Proposed Budget	% Budget Change
<b>NON-DEPARTMENTAL</b>					
Personnel	198,800	214,678	214,678	226,000	5.3%
Supplies	1,230,518	1,704,139	1,696,348	1,540,180	-9.6%
Services	3,410,081	9,676,448	3,844,233	5,950,756	-38.5%
Capital Outlay	-	-	-	306,000	0.0%
<b>Subtotal</b>	<b>\$ 4,839,400</b>	<b>\$ 11,595,264</b>	<b>\$ 5,755,259</b>	<b>\$ 8,022,936</b>	<b>-30.8%</b>
<b>PROJECTED SALARY &amp; BENEFITS SAVINGS</b>	-	<b>(4,570,062)</b>	-	<b>(3,965,128)</b>	-13.2%
<b>ANNUAL LEAVE PAYOUT</b>	-	<b>2,200,000</b>	<b>1,024,003</b>	<b>2,200,000</b>	0.0%
<b>TRANSFERS TO OTHER FUNDS</b>					
To CDA Housing Successor	10,221	-	-	-	0.0%
To Retiree Benefits Fund	2,179,427	2,888,864	2,888,864	2,141,278	-25.9%
To Disaster Fund	-	-	-	-	0.0%
To Landscape Augmentation Fund	200,000	200,000	200,000	400,000	100.0%
To Debt Service Fund	3,160,174	3,245,993	3,245,993	3,274,291	0.9%
To Streets & Roads	12,377,908	2,680,000	2,680,000	3,810,000	0.0%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	0.0%
To Vehicle Replacement Fund	379,000	966,238	914,000	710,000	100.0%
To Public Facility Improvement	20,000	486,500	486,500	285,000	100.0%
To Radio Project Fund	-	1,093,195	-	-	100.0%
To GL Insurance Fund	-	500,000	500,000	-	0.0%
	<b>\$ 18,553,829</b>	<b>\$ 12,287,889</b>	<b>\$ 11,142,457</b>	<b>\$ 10,847,669</b>	<b>-11.7%</b>
<b>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</b>					
From SHA-CDA.Housing Admin.	(212,656)	(212,656)	(212,656)	(172,659)	
From HOME Grant	(40,000)	(40,000)	(40,000)	(40,000)	0.0%
From SB2			-	-	
From Library	(439,876)	(439,876)	(439,876)	(511,444)	16.3%
From CDBG	(133,540)	(108,334)	(108,334)	(107,041)	-1.2%
From Landscape Zones			-	-	0.0%
From PLHA		(14,517)	-	(47,397)	226.5%
From Sanitation Operating Fund	(2,994,120)	(2,994,120)	(2,994,120)	(2,843,280)	-5.0%
From Sanitation Capital Fund	(313)	(313)	(313)	-	-100.0%
From Sanitation Repl. Reserve	(8,524)	(8,524)	(8,524)	(5,290)	100.0%
From Transit	(1,911,753)	(1,911,753)	(1,911,753)	(2,176,473)	13.8%
From Waterworks Operating Fund	(2,632,667)	(2,632,667)	(2,632,667)	(2,614,329)	-0.7%
From Waterworks Capital Fund	(2,951)	(2,951)	(2,951)	(1,098)	100.0%
From Waterworks Repl. Reserve	(25,710)	(25,710)	(25,710)	(4,976)	100.0%
From Liability Fund	(46,858)	(46,858)	(46,858)	(127,667)	172.5%
From Workers' Compensation Fund	(431,169)	(431,169)	(431,169)	(480,160)	11.4%
	<b>\$ (8,880,137)</b>	<b>\$ (8,869,448)</b>	<b>\$ (8,854,931)</b>	<b>\$ (9,131,814)</b>	<b>3.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,555,320</b>	<b>\$ 93,683,147</b>	<b>\$ 80,844,627</b>	<b>\$ 87,711,166</b>	<b>-6.4%</b>
<b><u>FY 2021-22 Surplus Funds</u></b>					
Transfer to Infrastructure Investment Fund				4,534,755	
Transfer to Retirement Obligation Fund				4,534,754	
Transfer to Contingency Fund				1,264,379	

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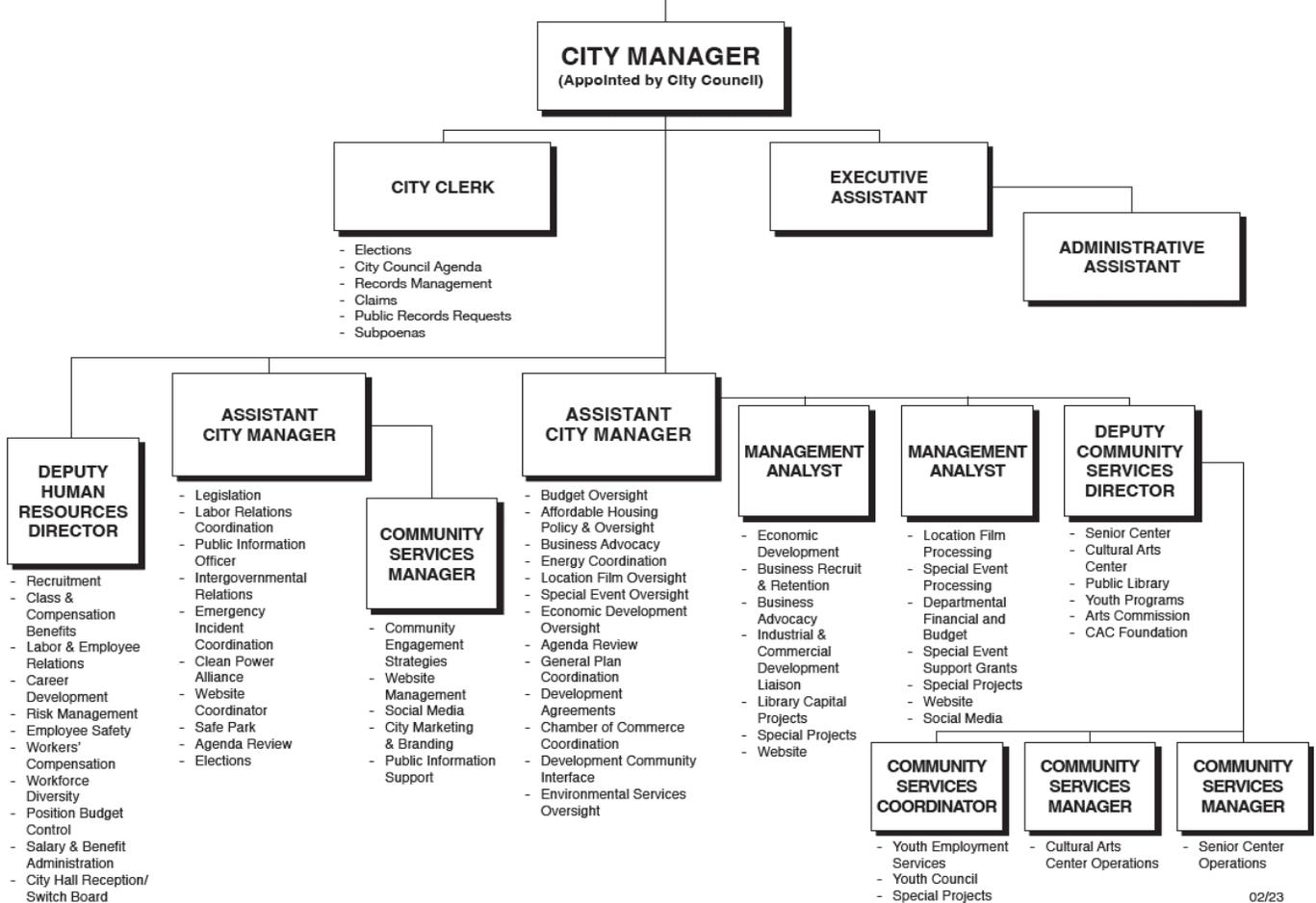


CITY OF SIMI VALLEY

# CITY ADMINISTRATION

# 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
City Council	124,639	146,278	136,563	138,691
City Manager	2,082,467	2,410,371	1,964,948	2,509,240
Human Resources	1,636,245	1,790,515	1,659,329	1,934,802
City Clerk	553,524	720,022	591,279	638,784
Senior Services	820,063	1,037,655	918,874	933,635
Cultural Arts Center	407,608	605,711	505,969	583,000
Youth Employment Services	171,540	175,356	183,839	181,608
<b>TOTAL</b>	<b>\$ 5,796,086</b>	<b>\$ 6,885,909</b>	<b>\$ 5,960,801</b>	<b>\$ 6,919,759</b>

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,805,151	3,276,525	2,755,390	3,560,626	8.7%
41020 - Temporary Salaries - PR Only	112,062	130,000	122,288	141,000	8.5%
41040 - Overtime	7,347	17,000	7,581	7,000	-58.8%
41200 - Deferred Comp - 401k	48,378	59,861	49,257	59,541	-0.5%
41210 - Deferred Comp - 457	18,676	20,080	17,536	18,493	-7.9%
41300 - Vision Care	6,464	8,460	6,243	8,445	-0.2%
41350 - Disability	19,021	22,813	16,367	24,894	9.1%
41400 - Group Insurance/Health	50,353	64,493	51,516	63,320	-1.8%
41415 - Flex Benefits	536,807	666,309	521,905	654,430	-1.8%
41420 - CalPERS Health Admin Fee	3,009	3,000	2,178	3,100	3.3%
41450 - Life Insurance	7,036	7,771	6,521	6,560	-15.6%
41500 - Group Insurance/Dental	31,958	41,250	30,998	35,578	-13.8%
41550 - Section 125 Administration Fee	387	655	364	465	-29.0%
41600 - Retirement (PERS)	1,026,248	1,168,291	1,007,444	1,054,183	-9.8%
41620 - Retirement (HRA)	23,397	32,401	24,210	32,401	0.0%
41650 - Medicare Tax	47,610	58,968	45,640	63,163	7.1%
41660 - FICA	12,540	12,534	13,304	13,216	5.4%
41700 - Workers Compensation	146,408	171,407	171,407	93,288	-45.6%
41800 - Leave Accrual	115,663	-	146,440	-	0.0%
41801 - Leave Accrual Contra Account	24,830	-	-	-	0.0%
42130 - Postage	-	1,200	-	1,200	0.0%
42150 - Communications	2,793	4,020	3,720	4,020	0.0%
42200 - Computer - Non Capital	2,200	2,500	2,400	2,500	0.0%
42230 - Office Supplies	16,211	17,325	18,341	18,825	8.7%
42235 - Furnishings & Equip - Non Cap	789	9,274	2,000	10,500	13.2%
42420 - Special Departmental Expense	76,450	140,000	95,000	115,000	-17.9%
42430 - Employee Recognition	406	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	8,691	9,460	9,601	10,400	9.9%
42450 - Subscriptions and Books	8,278	8,300	7,916	8,200	-1.2%
42460 - Advertising	42,275	41,939	35,439	29,939	-28.6%
42550 - Small Tools/Equipment	-	2,500	-	-	0.0%
42560 - Operating Supplies	17,930	29,700	28,500	39,000	31.3%
42720 - Travel Conferences Meetings	29,209	78,133	63,858	72,733	-6.9%
42730 - Training	11,736	29,800	28,300	31,100	4.4%
42770 - Recruitment	107	10,000	10,000	71,500	615.0%
42790 - Mileage	57,173	63,100	63,450	68,800	9.0%
44010 - Professional/Special Services	265,980	475,329	403,552	379,303	-20.2%
44012 - Outside Legal	210,221	153,475	146,000	210,000	36.8%
44310 - Maintenance of Equipment	2,292	5,036	3,136	6,036	19.9%
44840 - Bad Debt Expense	-	-	-	-	0.0%
47030 - Vehicles	-	42,000	42,000	-	0.0%
<b>TOTAL</b>	<b>\$ 5,796,086</b>	<b>\$ 6,885,909</b>	<b>\$ 5,960,801</b>	<b>\$ 6,919,759</b>	<b>0.49%</b>

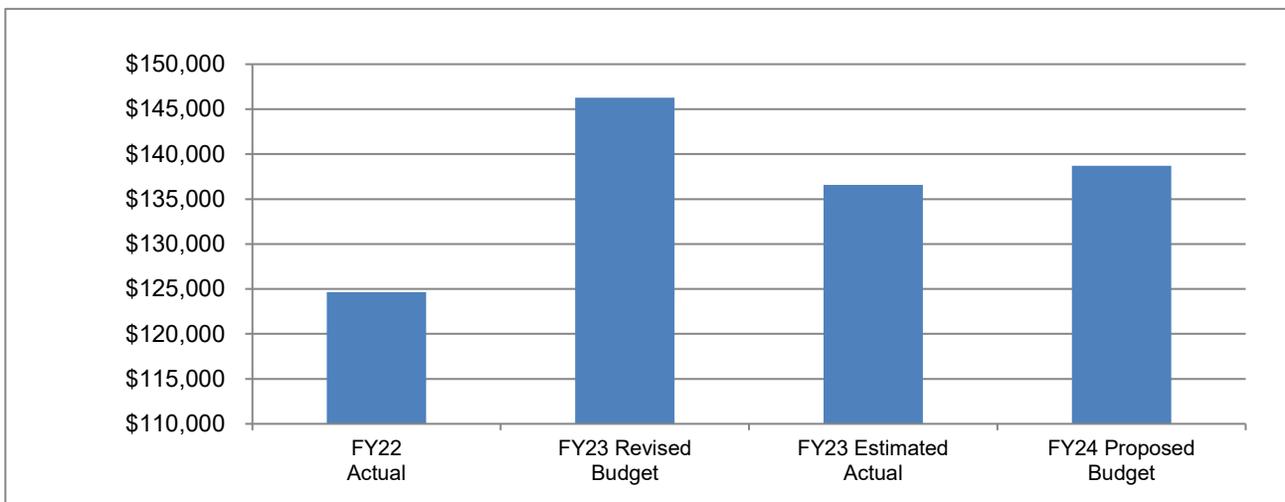
## City Council - 1001105

### OVERVIEW

The City Council is the legislative and policy-making body of municipal government. The Council adopted an ordinance in 2018, which transitioned the City from “at large” to a district-based election system and established voting district boundaries. The City’s new “by-district” election system divides the city into 4 geographic sections. Voters in each District select 1 Council representative who also lives in that District. The “by-district” election process began with the November 2020 election for Districts 1 and 3; Districts 2 and 4 followed in 2022. The Mayor continues to be elected “at-large” by the voters of Simi Valley, serves as the ceremonial head of the City, and presides at all City Council meetings. The City Council appoints the City Manager and the City Attorney.

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$124,639	\$146,278	\$136,563	\$138,691



### BUDGET ADJUSTMENTS

None

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CITY OF SIMI VALLEY

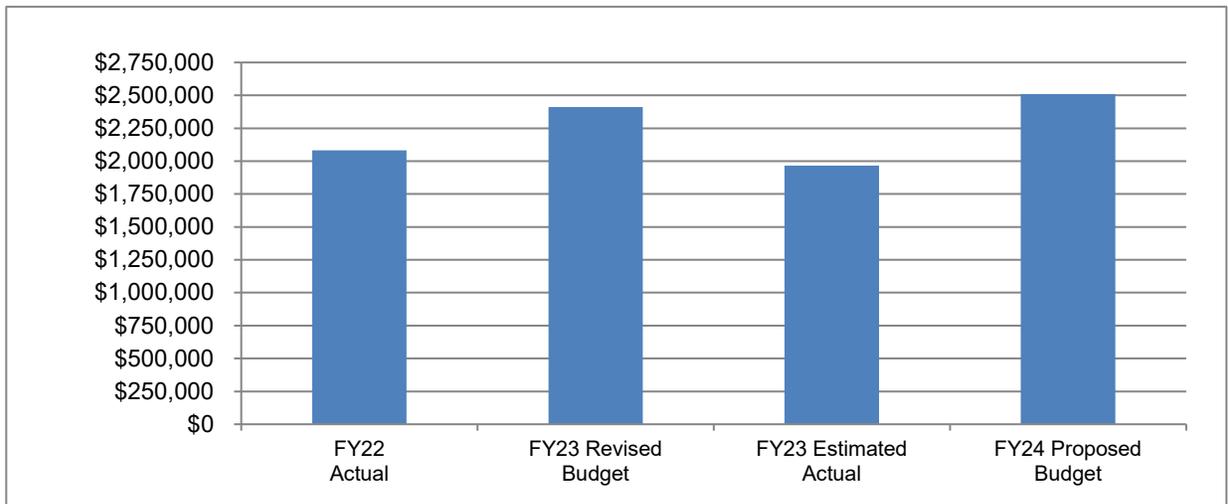
## City Manager's Office - 1001125

### OVERVIEW

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

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$2,082,467	\$2,410,371	\$1,964,948	\$2,509,240



### BUDGET ADJUSTMENTS

Reclassification of Deputy City Manager to Assistant City Manager	\$	27,428
Increase in Special Departmental Expenses	\$	10,000

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

### **KEY ACCOMPLISHMENTS IN FY23**

- Partnered with the Economic Development Collaborative and launched the Business Assistance Revolving Loan Fund, which provides low-interest loans in the range of \$10,000 to \$100,000 for businesses who are unable to secure a traditional bank loan.
- Partnered with the Chamber of Commerce and hosted three job fairs to help support our local businesses.
- Conducted three stakeholder meetings to solicit input for the City's Economic Development Strategic Plan.
- Conducted a fleet utilization plan that addresses type and mode of power needed for the City's future.
- Continue to manage construction of installing a 10 Gig enabled fiber optic network that will service all 47,600 homes and businesses in the City.
- Continued to manage 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.
- Launched the City's COVID-19 Community Recovery Grant program.
- Coordinated a cross-departmental team to manage the 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.
- Delivered the new City Focus e-Newsletter to provide information to the public on City events, activities, projects, and programs.
- Managed the City's grants and directed funding program resulting in over \$7 million for City projects.
- Settled with three of the four represented and unrepresented labor groups for two-year agreements.

### **GOALS FOR FY24**

- Implement the City's Economic Development Strategic Plan.
- Evaluate departmental staffing levels within the City in order to provide effective an efficient level of service to the residents and business sector.
- 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.
- Continue to manage the City's grants and directed funding program for City projects.

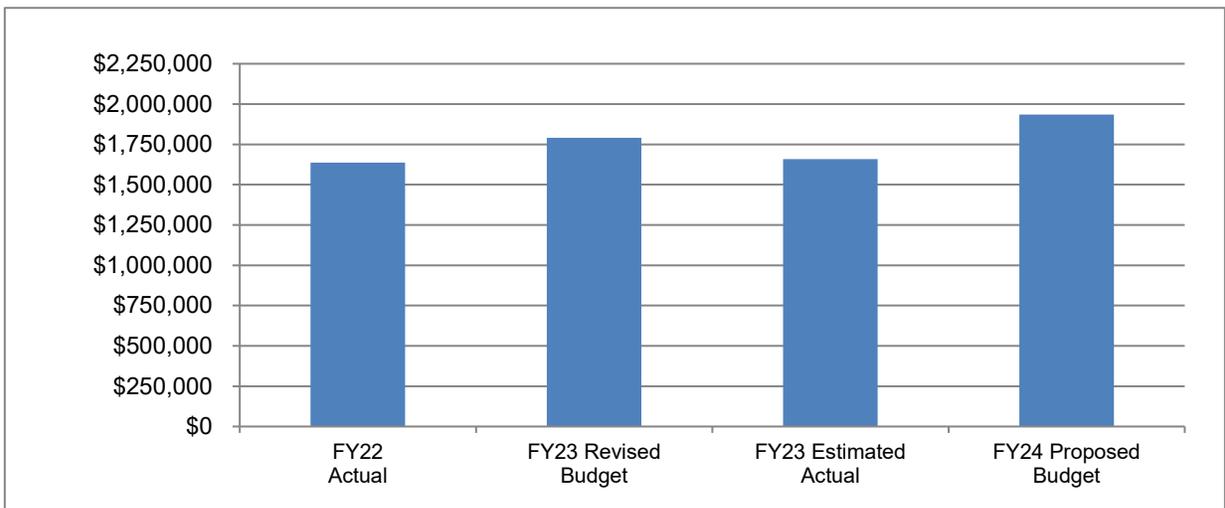
## Human Resources Division - 1001126

### 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$1,636,245	\$1,790,515	\$1,659,329	\$1,934,802



### BUDGET ADJUSTMENTS

Increase in Outside Legal Expenses	\$ 60,000
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## Human Resources Division (continued)

### KEY ACCOMPLISHMENTS IN FY23

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- Initiated information gathering in preparation for labor negotiations with General Unit, Police Officers' Association, Police Managers' Association, Confidential Management, and Unrepresented Management groups for the upcoming round of labor agreements.
- Streamlined citywide recruitment process to reduce hiring time and attract candidates to public service which resulted in initiating 63 recruitments to fill vacant positions, and processing 2,099 employment applications.
- Provided employment orientation to 88 new employees or existing employees for promotional benefits, Instituted monthly "Welcome to the City" sessions to introduce employees to City Leadership, Department responsibilities and collected 20 exit surveys from separating employees.
- Conducted 24 employee relations investigations during the fiscal year.
- Provided 14 employee trainings and education sessions consisting of 45.5 hours; another 15 classes for 24 hours of instruction are currently planned to the end of the fiscal year.
- Coordinated 43 Americans with Disabilities Act (ADA) interactive process exchanges with City employees.
- Opened 24 new workers' compensation claims and closed 54 claims; settled 10 claims.
- Effectively implemented required COVID workplace rules and regulations.
- Successfully implemented the Human Resources/Payroll Enterprise System.

### GOALS FOR FY24

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- Continue to provide employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Continue to refine the new Human Resources/Payroll Enterprise System and determine which additional modules to implement next.
- Continue to provide excellent customer service while looking for opportunities to reduce costs.

## City Clerk's Office - 1001130

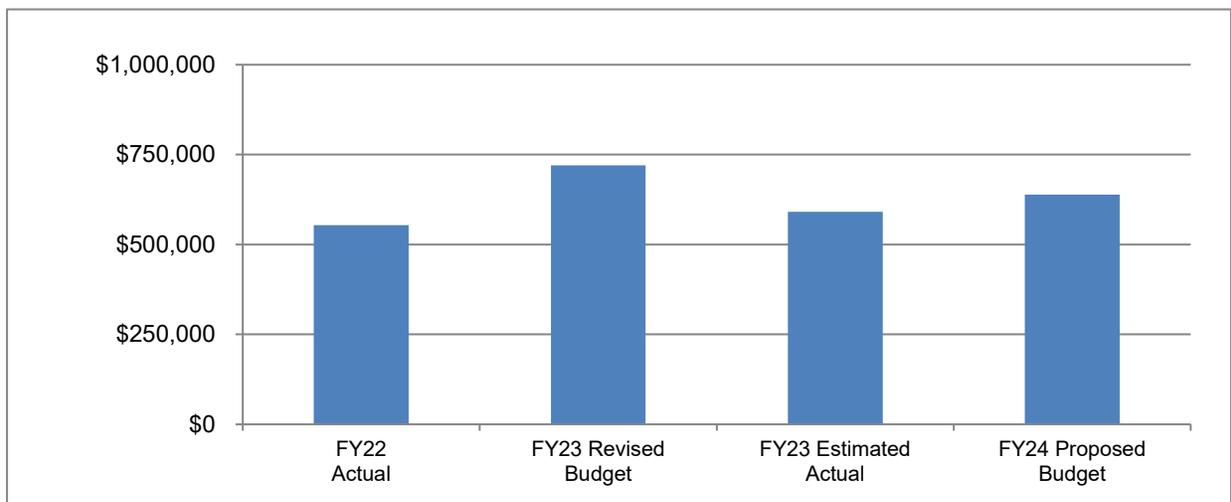
### OVERVIEW

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

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

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$553,524	\$720,022	\$591,279	\$638,784



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

- Successfully adopted the City's current District Map.
- Prepared the 2022 General Municipal Election Candidate Manual for use by individuals seeking elective office, incorporating new information needed for the first district-based election.
- Managed the 2022 General Municipal Election, provided candidacy documents and information, hosted a Zoom Candidate Orientation for all Mayoral and City Council candidates, and administered campaign disclosure statements filings.
- Prepared more than 194 agenda items, over 203 pages of minutes, and completed follow-up for more than 10 ordinances, 63 resolutions, and 225 contracts/agreements and associated amendments.
- Processed more than 423 Public Records Act requests, 45 legal advertisements, 10 complaints, 35 claims, 24 bankruptcies, and 5 subpoenas.
- Processed over 118 Campaign Finance Statements.
- Prepared over 393 file records for destruction and coordinated the Citywide Destruction event.
- Coordinated and managed annual Statement of Economic Interest (Form 700) filings for over 215 required filers Citywide.
- Reviewed and published two updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Continued research for potentially implementing a new software solution for document management to streamline the current indexing process and improve searchable efficiency.

### **GOALS FOR FY24**

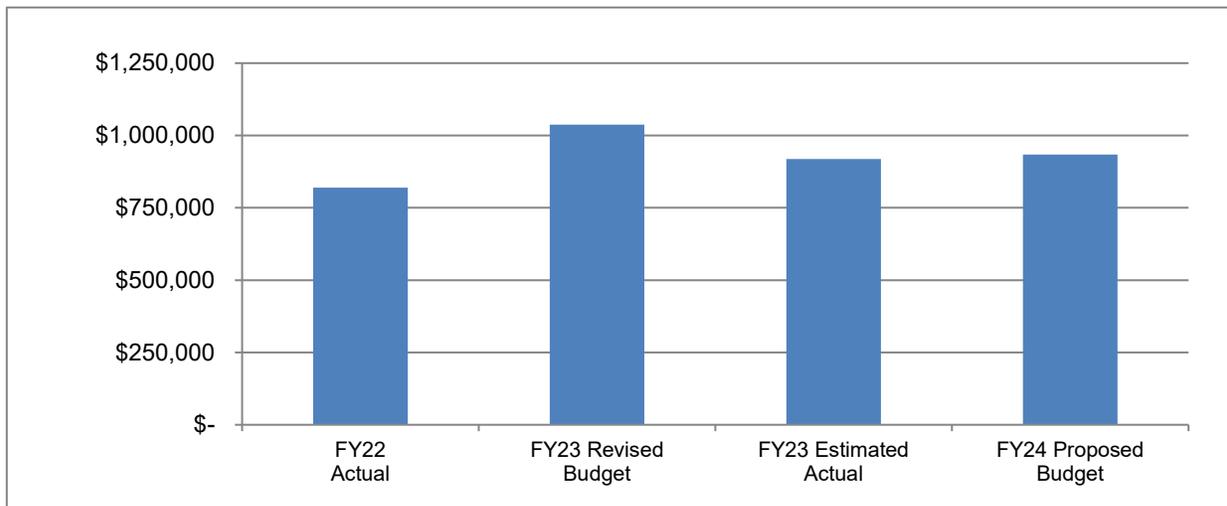
- Implement new software for document management to streamline the current indexing process and improve search ability and long-term viability.
- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal workflow for Agenda Management.
- Continue 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 Destruction event to destroy obsolete records in accordance with the City's Records Retention Schedule.
- Continue working on ways to streamline processes within the City Clerk's Division to improve efficiency and reduce cost.

**Senior Services - 1002230/1002335/1002337/1002339**

**OVERVIEW**

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 820,063	\$ 1,037,655	\$ 918,874	\$ 933,635



**BUDGET ADJUSTMENTS**

Increases to Various Meals On Wheels and Congregate Accounts	\$ 10,300
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## **Senior Services (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

- Served over 72,000 Congregate and Home and Delivered Meals to seniors in the community.
- Increased Senior Nutrition Grants funding by 16% compared to the previous Fiscal Year.
- Secured an additional \$100,000 in grant funding for nutrition services, which included the purchase of a vehicle, repairs to the Multipurpose Room (MPR) floor, and upgrades to the audio visual equipment in the MPR .
- Secured \$1 million in grant funding to construct a patio cover.
- Initiated Senior Center bathroom renovation project by soliciting design proposals.
- In collaboration with the Council On Aging, developed and distributed a needs assessment survey to identify senior needs in the community.
- Partnered with local organizations on various special events and fundraisers, including the Wellness Expo, Thanksgiving Dinner, and Easter Breakfast, which increased public engagement.
- Enhanced meal variety in the Senior Nutrition program, adding 3 new menu items to the program, in response to food industry changes and shortages.

### **GOALS FOR FY24**

- Initiate facility projects, including 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.
- 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.

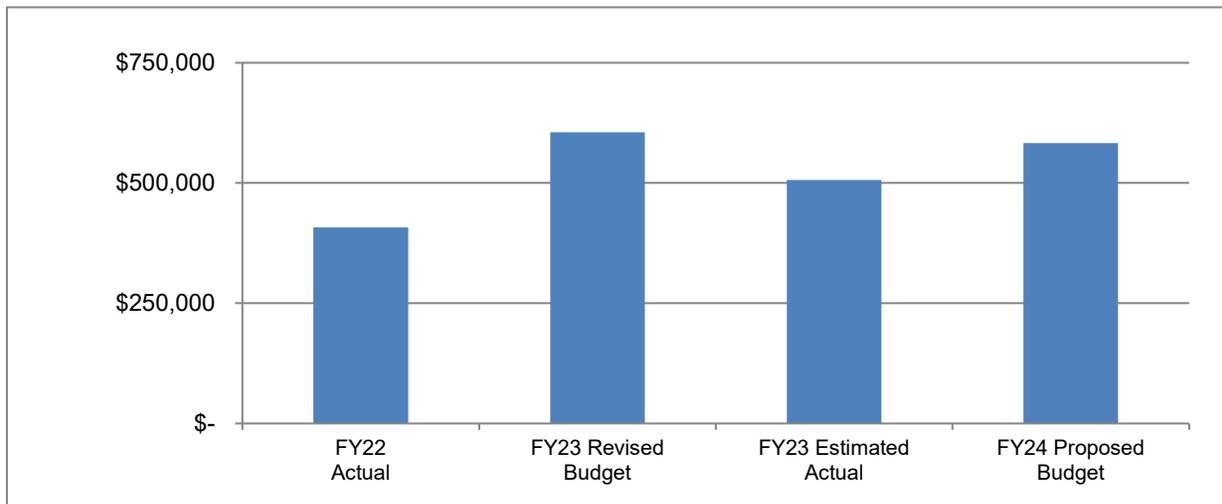
## Cultural Arts Center - 1002310

### OVERVIEW

The Simi Valley Cultural Arts Center 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, workshops, private celebrations, and more. .

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 407,608	\$ 605,711	\$ 505,969	\$ 583,000



### BUDGET ADJUSTMENTS

None

## Cultural Arts Center (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Secured a \$36,000 Creative Youth Development Grant from the California Arts Council for the Cultural Arts Centers (CAC) Young Artists Playground Youth Arts Education programs.
- Presented two outdoor free community craft and gift fairs, two Mainstage productions and one DownStage production, monthly Acoustic Rock Tribute Concerts, two Elvis Tribute Concerts, six Comedy Shows, a 5-week Young Artists Playground (YAP) Summer Camp, multiple Saturday Morning YAP Workshops Series, two Stage 1 Music recitals, several multicultural events and concerts, three regionally recognized Gallery Exhibits, and hosted five rental productions, a Youth Council Talent Show, a Simi Stars Talent Showcase event, several Inspire Entrepreneurship Speaker Series, a Spectrum Collaborative student showcase, the Reflections Arts Show and Award Presentation, multiple Neighborhood Council meetings, and multiple dance recitals by local and regional dance studios.
- Expanded community collaborations with the Youth Council, Neighborhood Council, Simi Valley Chamber of Commerce, Rancho Simi Recreations and Parks District, Simi Valley Unified School District, Actors' Repertory Theatre of Simi, Ventura County Arts Council, Simi Valley Arts Association, and Panic Productions.
- Distributed over \$40,000 in rental subsidy to local non-profit and arts organizations through the CAC's Performing Arts Recovery Grant and expanded the Performing Arts Recovery Grant through 2023.
- Expanded Arts in Education opportunities for local youth to include CAC's produced Young Artists Playground Summer Camp and Saturday Morning Arts Workshop Series.
- Sponsored the performing arts stage at Rancho Simi Recreation and Park District's Arts Festival.
- Hosted the State of the City presentation.

### GOALS FOR FY24

- Expand the Arts Recovery Grant to encourage more use of the CAC by local arts organizations and non-profits through rental subsidies.
- Update the CAC's website to meet ADA requirements.
- Expand the CAC's Youth Arts in Education offerings to include collaborations with Simi Valley Unified School District.
- 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 Center's building, and adapt to meet the future needs of the community.
- Present or host a full season of outstanding live entertainment for the community.

## Youth Services - 1002240

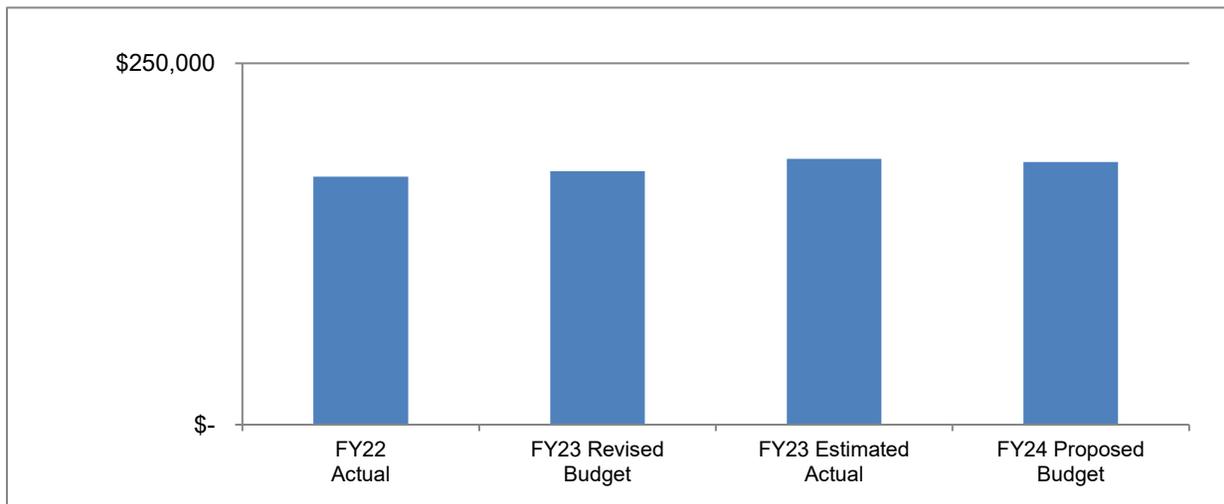
### OVERVIEW

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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 171,540	\$ 175,356	\$ 183,839	\$ 181,608



### BUDGET ADJUSTMENTS

Increase in Operating Supplies	\$ 1,100
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## Youth Services (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Developed the 2022-23 Youth Council Work Plan and created Ad Hoc Committees to address mental health issues; discrimination; and substance use.
- Organized prevention campaigns to address issues facing youth, including a suicide prevention, stop bullying, mental health, tobacco and substance use prevention event, and coordinated inclusivity activities 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 2023 Youth Town Hall with more than 500 middle and high school students in attendance and the 20th annual Simi Valley Youth Summit, providing youth opportunities to engage civically, and creating a mechanism for youth to share their concerns with local elected officials and community leaders.
- Provided one-on-one job readiness and employment skills assessments; Interview Skills Workshops for all sophomores covering the soft skills local employers identified as most needed in potential employees; YES Summer Workshop series including Entering the Workforce, Interview Skills with mock interviews, Resume Writing and Skill Building Certificates offered by LinkedIn Learning, Inspire Entrepreneurship Speaker series events and discussion panels; intensive services provided to youth needing additional support with interviewing skills, including those with special needs and economic challenges.
- Worked with the YES Advisory Board to develop a 2022-23 School Year Work Plan to include a teen financial literacy workshop series, YES Job Search Certificate program, and an alternatives to University webinar.
- 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 Cultural Arts Center, Simi Valley Police Department, Simi Valley Public Library, Simi Valley Unified School District, Ronald Reagan Presidential Foundation and Institute, and Ventura County Behavioral Health.

### GOALS FOR FY24

- 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 2023-24 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.

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reclassification of Deputy City Manager to Assistant City Manager

**AMOUNT :** \$27,428

**ACCOUNT:** 1001125-41010 Salaries and Benefits

One Time Expenditure

**PRIORITY:** 1

Recurring Expenditure

COST BREAKDOWN	
Deputy City Manager to Assistant City Manager	\$27,428
<b>TOTAL:</b>	<b>\$27,428</b>

The City Manager is requesting that the Deputy City Manager position be converted permanently to the Assistant City Manager position, effective January 02, 2023. The reclass will increase various labor and benefits accounts, which include salaries, PERS, Workman's Compensation, Medicare, and mileage.

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase in Outside Legal Expenses  
**AMOUNT :** \$60,000  
**ACCOUNT:** 1001126-44012  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Outside Legal	60,000
<b>TOTAL:</b>		<u>\$60,000</u>

Given recent history in expenditures during the 2022-23 Fiscal Year, it is anticipated that ongoing and new claims will increase this line item to approximately \$200,000 this next fiscal year. This \$60,000 request is to add to the prior year's budget of \$145,000.

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase in Special Departmental Expenses  
**AMOUNT :** \$10,000  
**ACCOUNT:** 1001125-42420  
**PRIORITY:** 3

- One Time Expenditure
- Recurring Expenditure

**COST BREAKDOWN**

	Special Departmental Expense	<u>10,000</u>	Recurring
<b>TOTAL:</b>		<b>\$10,000</b>	

Support for pyrotechnics has increased over the years. In FY23-24, the City Manager has requested an increase in the City's contribution from \$20,000 to \$30,000 annually.

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increases to Various Meals On Wheels and Congregate Accounts

**AMOUNT:** \$10,300

**ACCOUNT:** Various

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

Operating Supplies	8,000
Training	300
Mileage	1,000
Maintenance of Equipment	1,000
<b>TOTAL:</b>	<b>\$10,300</b>

The Senior Nutrition Program at the Simi Valley Senior Center offers home-delivered meals (Meals On Wheels) and congregate meal options. Both of these programs offer meals Monday through Friday. Approximately 40,000 home-delivered meals and approximately 37,500 congregate meals are provided to seniors each fiscal year. Additional funding is requested for Operating Supplies due to the increased price of meal trays used for these programs and the growing number of recipients.

**Operating Supplies:**

1002335-42560 - \$4,500

1002337-42560 - \$3,500

The Meals On Wheels program enlists the assistance of volunteers to deliver lunches to homebound seniors Monday through Friday. Currently, there are 63 volunteers who deliver to 200 recipients, covering 11 routes. The drivers are reimbursed for their mileage. An additional route is being developed in order to accommodate the increased demand of applicants waiting to be added to the program; therefore, additional funding is requested in Mileage.

**Mileage**

1002335-42790 - \$1,000

An increase in Maintenance of Equipment is being requested in order to perform preventive maintenance on equipment (refrigerators, ovens, cooktop, etc.) to reduce the chances of equipment failure, unplanned downtime, prolong the life of the equipment, and to prevent costly emergency repairs from occurring. Equipment failure could result in hundreds of dollars in food waste and not providing meals to vulnerable seniors who depend on the meal service.

**Maintenance of Equipment**

1002335-44310 - \$500

1002337-44310 - \$500

An increase in Training is being requested for staff to attend Serve Safe training required to renew their certification, which is valid for five (5) years. The purpose of the certification is to ensure that all food service workers understand the issues surrounding food safety and comply with federal and state law. At least one certified staff member is required to be on-site at all times.

**Training**

1002337-42730 - \$300

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase in Operating Supplies  
**AMOUNT:** \$1,100  
**ACCOUNT:** 1002240-42560  
**PRIORITY:** 5

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Operating Supplies	1,100
<b>TOTAL:</b>		<u>\$1,100</u>

The Simi Valley Youth Council (YC), a Youth Services program, is an advisory board to the City Council on issues affecting youth in the community. As part of their work plan, the YC organize an annual Youth Summit designed to inspire youth to set goals, enhance leadership abilities, and become involved in their community. The event is from 8:00 a.m. to 2:30 p.m. and includes a motivational speaker, interactive workshops, and group discussions on issues impacting teens. During the lunch break, attendees have the opportunity to interface with elected officials and community leaders. For the last several years, the Ronald Reagan Presidential Foundation and Institute sponsored the lunch. Unfortunately, they are unable to continue this practice. The current budget amount is not sufficient to cover the full cost of the lunch therefore, additional funding is requested for Operating Supplies.

# CITY ATTORNEY

**CITY ATTORNEY**

**SIMI VALLEY CITY COUNCIL**

**CITY ATTORNEY**  
(Appointed by City Council)

**LEGAL  
ADMINISTRATIVE  
ASSISTANT**

**LEGAL  
TECHNICIAN**

**SENIOR ASSISTANT  
CITY ATTORNEY**

- Human Resources
- Administrative Services
- City Manager Projects
- Outside Counsel Management
- Environmental Law (Water)
- Elections
- POBR

**DEPUTY  
CITY ATTORNEY**

- Criminal Prosecution
- Public Records Act
- General Litigation
- Tort Claims
- Code Enforcement
- Public Works
- Telecommunications
- Brown Act

**ASSISTANT  
CITY ATTORNEY**

- Planning / Land Use
- Planning Commission
- General Litigation
- CEQA
- Affordable Housing
- Community Services Division
- Subpoenas / Police Procedures
- Workers' Compensation

**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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
City Attorney	\$ 1,172,954	\$ 1,581,857	\$ 1,162,621	\$ 1,615,148

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	623,007	834,072	539,591	896,901	7.5%
41050 - Outside Assistance	22,510	66,059	146,027	100,000	51.4%
41200 - Deferred Comp - 401k	9,579	12,780	8,364	12,780	0.0%
41210 - Deferred Comp - 457	521	520	474	1,820	250.0%
41300 - Vision Care	1,198	1,440	944	1,440	0.0%
41350 - Disability	4,902	6,635	3,294	6,967	5.0%
41400 - Group Insurance/Health	8,199	10,728	7,531	10,872	1.3%
41415 - Flex Benefits	112,123	153,382	98,592	149,718	-2.4%
41420 - CalPERS Health Admin Fee	-	496	360	673	35.7%
41450 - Life Insurance	960	1,159	784	1,148	-0.9%
41500 - Group Insurance/Dental	5,269	7,137	4,662	7,080	-0.8%
41550 - Section 125 Administration Fee	36	91	3	42	-53.8%
41600 - Retirement (PERS)	224,698	306,094	205,095	270,667	-11.6%
41620 - Retirement (HRA)	9,073	12,000	7,318	9,600	-20.0%
41650 - Medicare Tax	10,437	14,318	8,190	15,176	6.0%
41700 - Workers Compensation	38,767	43,705	43,705	23,499	-46.2%
41800 - Leave Accrual	59,933	-	9,218	-	0.0%
41801 - Leave Accrual Contra Account	2,411	-	-	-	0.0%
42150 - Communications	390	800	800	800	0.0%
42230 - Office Supplies	1,706	2,300	2,000	2,300	0.0%
42430 - Employee Recognition	33	1,000	100	1,000	0.0%
42440 - Memberships and Dues	1,950	2,600	1,569	2,600	0.0%
42450 - Subscriptions and Books	7,240	10,500	10,500	13,464	28.2%
42720 - Travel Conferences Meetings	2,124	4,500	4,500	4,500	0.0%
42730 - Training	3,674	5,500	5,500	5,500	0.0%
42790 - Mileage	3,506	10,500	5,000	10,500	0.0%
44010 - Professional/Special Services	11,036	13,600	7,500	13,600	0.0%
44012 - Outside Legal	7,675	59,940	41,000	52,500	-12.4%
<b>TOTAL</b>	<b>\$ 1,172,954</b>	<b>\$ 1,581,857</b>	<b>\$ 1,162,621</b>	<b>\$ 1,615,148</b>	<b>2.1%</b>

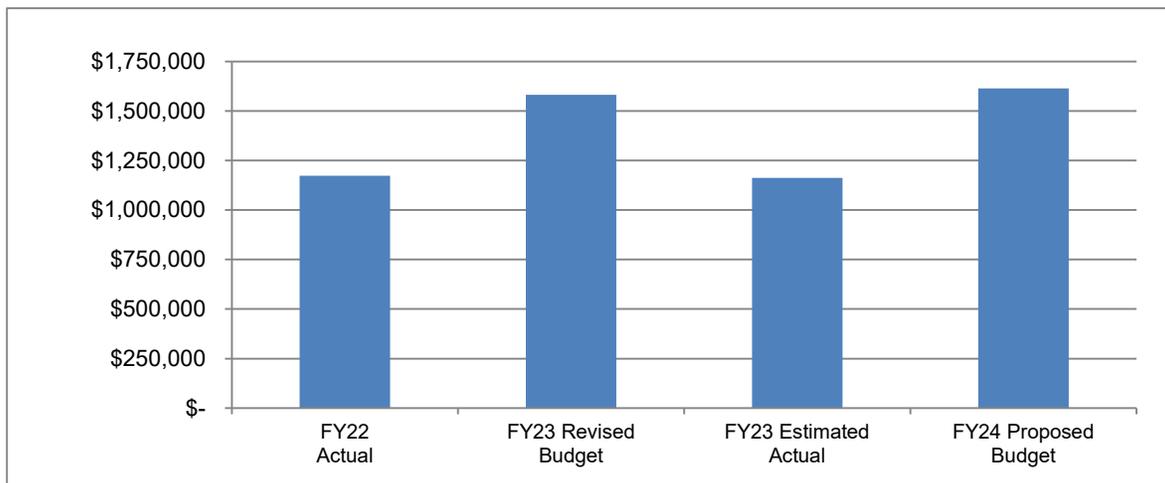
## City Attorney's Office - 1001205

### 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 1,172,954	\$ 1,581,857	\$ 1,162,621	\$ 1,615,148



### BUDGET ADJUSTMENTS

Outside Assistance	\$	100,000
Outside Legal	\$	20,000

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Attended City Council and City Council subcommittee meetings, providing Brown Act and other procedural legal advice.
- Assisted the City Clerk's Office in processing of 275 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 43 subpoenas served on the City.
- Investigated and made recommendations on 25 new claims, and managed the administration and closing of over 30 pending claims.
- Managed or directly handled an average of approximately 19 civil court matters.
- Managed or directly handled 8 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 21 misdemeanor criminal cases and 0 infraction cases.

### **GOALS FOR FY24**

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- Provide all necessary advice to the City Council to ensure that agendas and meetings comply with legal requirements, and that the City Council is fully informed on all legal matters.
- Assist the City Manager and staff by providing legal options to implement the goals and objectives of the City.
- Offer further 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  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Outside Assistance  
**AMOUNT :** \$100,000  
**ACCOUNT:** 1001205-41050  
**PRIORITY:** 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Outside Assistance	100,000
<b>TOTAL:</b>		<u>\$100,000</u>

The City Attorney's Office is currently understaffed and the Assistant City Attorney position remains vacant since last fiscal year due to the unfavorable market hiring conditions. Consequently, the increase in workload and the nature of assignments in specialized areas of law as well as the need for "arms-length" legal work, will require the City Attorney's Office to seek outside counsel assistance in an amount not to exceed \$100,000 to conduct the work. No fiscal impacts are anticipated as the savings from the vacant position will be used to offset this expenditure.

**CITY ATTORNEY  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Outside Legal  
**AMOUNT :** \$20,000  
**ACCOUNT:** 1001205-44012  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

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

The City Attorney's Office Outside Legal account for the next fiscal year requires an increase in the amount stated above to ensure current encumbered amounts will be carryforward into the new fiscal year. This account covers ongoing expenditures due to the complex administrative and regulatory work required, such as the CEQA.

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CITY OF SIMI VALLEY

# ADMINISTRATIVE SERVICES

**ADMINISTRATIVE SERVICES DEPARTMENT**

**SIMI VALLEY CITY COUNCIL**

**CITY MANAGER**

**ADMINISTRATIVE SERVICES DIRECTOR**

**SENIOR MANAGEMENT ANALYST**

- Special Projects
- Data Analysis
- Cost Allocation Plan
- Debt Administration
- Banking Services

**CUSTOMER SERVICES SUPERVISOR**

- Cashiering
- Business Tax Renewals
- Parking Citations
- General Billing
- Special Events & Filming Permits
- Transient Occupancy Tax
- Utility Billing

**ADMINISTRATIVE ASSISTANT**

- Administrative Support
- Travel Management
- Special Programs

**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
- GIS

**DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (Budget and Purchasing)**

- Purchasing
- Central Supplies
- Office Furniture and Equipment Maintenance
- Graphics
- Duplicating / Printing
- Mail and Messenger Service
- Budget Development
- Schedule of Services Charges
- Capital Improvement Program

## 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 special event permits, and parking citations.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Administration	1,053,418	1,108,313	802,992	906,879
Fiscal Services	1,257,897	1,491,703	1,286,398	1,448,814
Support Services	806,746	984,726	579,666	963,734
Customer Services	48,238	135,968	95,737	161,006
Information Services	2,540,918	2,778,652	2,730,337	3,238,119
<b>TOTAL</b>	<b>\$ 5,707,217</b>	<b>\$ 6,499,363</b>	<b>\$ 5,495,129</b>	<b>\$ 6,718,552</b>

## TOTAL DEPARTMENT EXPENDITURES

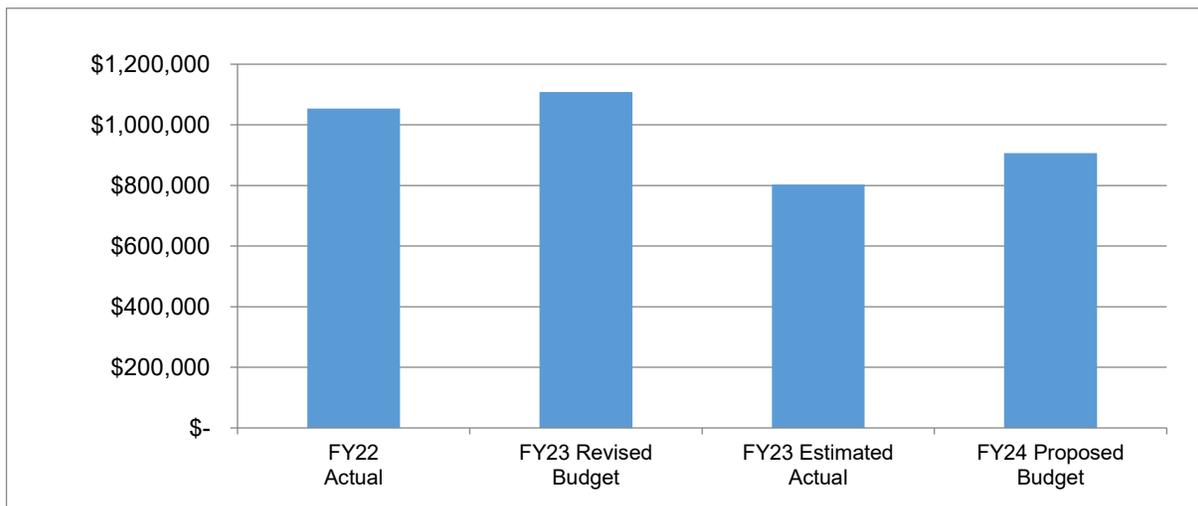
Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,958,608	3,616,003	2,863,680	3,893,924	7.7%
41020 - Temporary Salaries - PR Only	3,383	-	14,422	-	0.0%
41040 - Overtime	11,370	11,500	21,568	12,000	4.3%
41200 - Deferred Comp - 401k	57,093	67,692	55,605	70,060	3.5%
41210 - Deferred Comp - 457	12,651	14,268	11,230	15,535	8.9%
41300 - Vision Care	7,425	8,854	7,379	9,151	3.4%
41350 - Disability	23,378	26,635	19,775	29,194	9.6%
41400 - Group Insurance/Health	55,044	66,603	55,730	68,856	3.4%
41415 - Flex Benefits	629,786	787,767	631,866	860,439	9.2%
41420 - CalPERS Health Admin Fee	1,550	2,327	1,689	3,506	50.7%
41450 - Life Insurance	5,912	6,754	5,673	6,891	2.0%
41500 - Group Insurance/Dental	34,266	43,566	34,141	41,979	-3.6%
41550 - Section 125 Administration Fee	387	683	385	462	-32.3%
41600 - Retirement (PERS)	1,110,450	1,254,619	1,061,455	1,175,485	-6.3%
41620 - Retirement (HRA)	27,904	38,401	29,792	39,001	1.6%
41650 - Medicare Tax	49,290	63,414	44,520	68,938	8.7%
41660 - FICA	-	-	1,272	-	0.0%
41700 - Workers Compensation	157,029	190,155	190,155	102,381	-46.2%
41800 - Leave Accrual	248,817	-	153,250	-	0.0%
41801 - Leave Accrual - Contra Account	29,249	-	-	-	0.0%
42150 - Communications	4,725	5,580	4,655	5,580	0.0%
42230 - Office Supplies	3,800	7,900	5,550	8,000	1.3%
42430 - Employee Recognition	513	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	2,645	4,200	3,265	5,340	27.1%
42450 - Subscriptions and Books	768	1,200	700	1,300	8.3%
42460 - Advertising	-	-	-	-	0.0%
42720 - Travel Conferences Meetings	2,430	10,700	7,500	30,700	186.9%
42730 - Training	2,890	6,000	4,350	5,900	-1.7%
42790 - Mileage	4,853	7,250	8,230	7,250	0.0%
44010 - Professional/Special Services	234,574	250,343	250,343	249,728	-0.2%
44310 - Maintenance of Equipment	136	250	250	250	0.0%
44490 - Other Contract Services	26,290	5,700	5,700	5,700	0.0%
<b>TOTAL</b>	<b>\$ 5,707,217</b>	<b>\$ 6,499,363</b>	<b>\$ 5,495,129</b>	<b>\$ 6,718,552</b>	<b>3.4%</b>

## 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, and banking services.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 1,053,418	\$ 1,108,313	\$ 802,992	\$ 906,879



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Established a General Fund, Fund Balance Policy that provided for the first ever additional payment towards the City's PERS unfunded liability, put additional funding toward street maintenance, and is partially funding the citywide radio system infrastructure replacement.
- Initiated the process of replacement of the Citywide radio system infrastructure including mobile and portable devices.
- Filled key positions in the department, which had been vacant, resulting in a reduced need for overtime from existing department staff.
- The most significant modules of the City's Enterprise Resources Planning system have been built out.
- Invested more of the City's resources into bonds to take advantage of the current interest rates.

### **GOALS FOR FY24**

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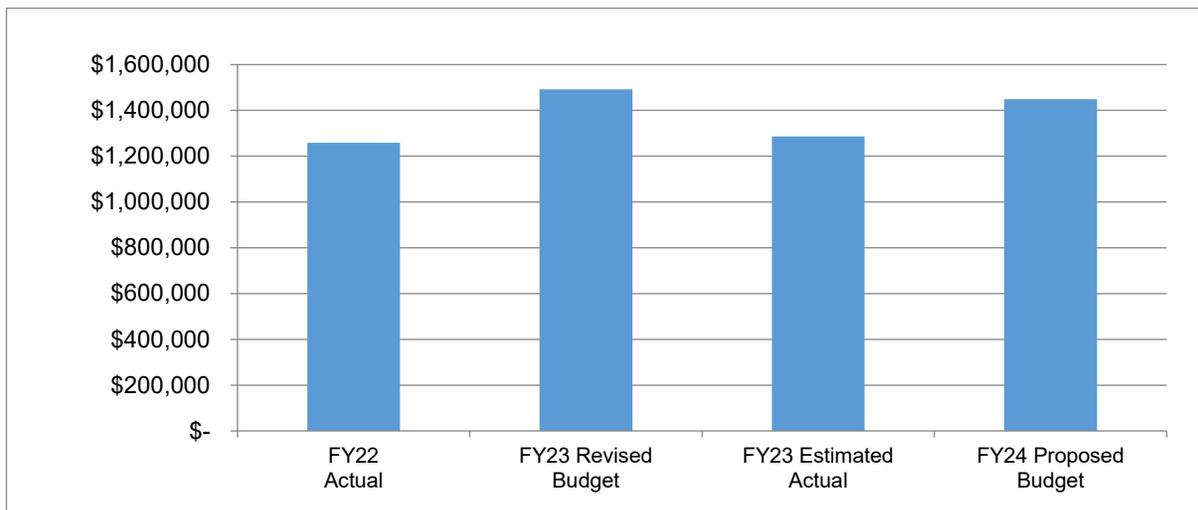
- Review and streamline department processes for better efficiency in daily operations.
- Hold training sessions for citywide staff to become aware of more efficient ways of using, and accessing information, in the Munis ERP system.
- Oversight of a \$1 million grant award from the U.S. Department of Justice for the partial funding of the Police Department's two-way radio system.
- Begin installation of Citywide radio system infrastructure replacement and device upgrade.

## 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 1,257,897	\$ 1,491,703	\$ 1,286,398	\$ 1,448,814



### BUDGET ADJUSTMENTS

Additional Funds for Financial Reporting	\$ 13,000
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## **Fiscal Services Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 42nd consecutive year for the ACFR for the fiscal year ended June 30, 2021.
- Processed payroll for all City employees on a bi-weekly basis, and processed accounts payable for all City vendors 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, 2022.
- Monitored the American Rescue Plan Act (ARPA) funds, ensuring proper handling of funds and compliance with federal guidelines.
- Increased holdings in the City's investment portfolio resulting in additional interest earnings this year and going forward.

### **GOALS FOR FY24**

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- 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.

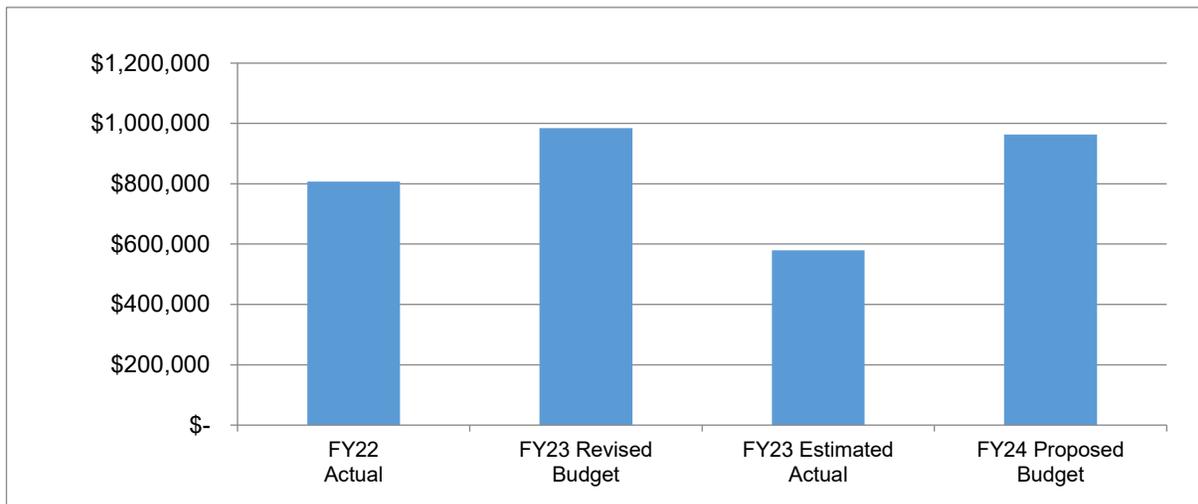
## Support Services Division - 1001540

### 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; Citywide mail and messenger services; provision of office equipment; and office space planning and implementation services. In collaboration with the Departments, this Division is also responsible for the preparation, development, and implementation of the City’s Annual Budget.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 806,746	\$ 984,726	\$ 579,666	\$ 963,734



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Successfully transitioned the City's internal procurement process to electronically review and manage proposal and bid documents.
- Updated the City's Purchasing Card Program to effectively carryout policies including the City's Travel Policy.
- Developed training of the City's procurement procedures for purchasing authority and thresholds to streamline internal functions in response to post COVID, emergency orders being lifted, and current market conditions.
- Exercised maintenance of internal postage meter units at City Hall to increase efficiency and ensure maximum operational functions in the mail service room.

### **GOALS FOR FY24**

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- Develop and implement a balanced budget for Fiscal Year 2024-25.
- Continue to evaluate and 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.
- Explore and develop an implementation plan to establish an e-procurement system.
- Implement a standardized City Style Guide for visual communications.
- In collaboration with Information Services, prepare an internal Ink Cartridge Recycling Program for City copiers and print shop.

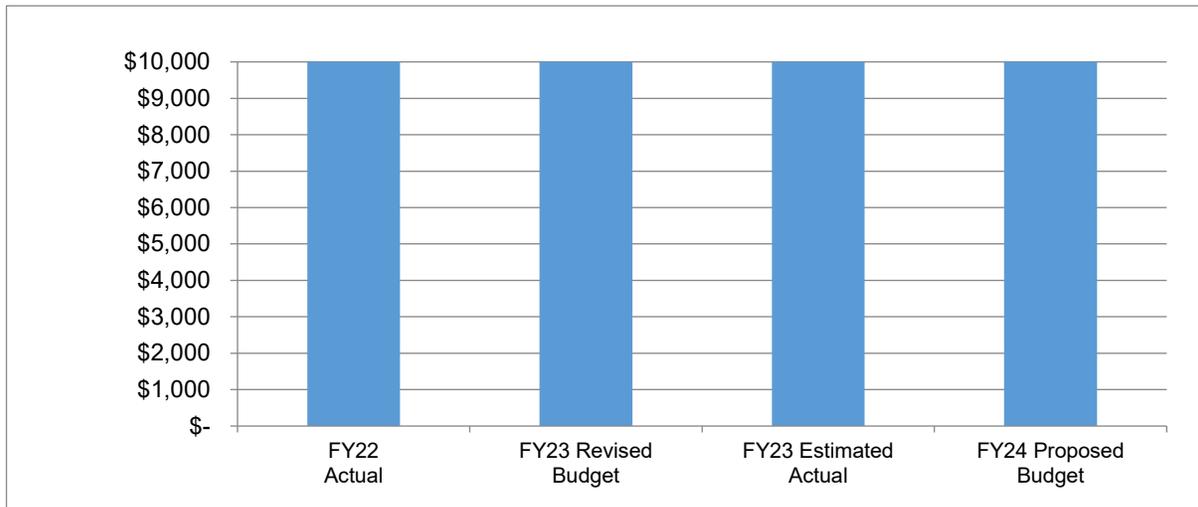
## Customer Services Division - 1001552

### 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 cashing activities at City Hall.

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 48,238	\$ 135,968	\$ 95,737	\$ 161,006



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

- Handled call volume of approximately 4,400 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 continue to be financially impacted by the COVID-19 pandemic.
- Processed approximately 11,200 cash register transactions, totaling over \$30.8 million in incoming revenue.
- Achieved the goal of 13.7% 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.
- Maintained a method by which customers may 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 1,921 customers of potential issues in an effort to assist in reducing high water bills and to avoid ongoing water loss.
- Processed and sent 2,003 notices of violation letters to customers in violation of the City's Water Conservation Ordinance, and created invoices for \$132,050 in violation fines in support of the Water Conservation program.

### **GOALS FOR FY24**

- Support the community as one of the first points of contact for citizen needs.
- Stabilize staffing and retention to better serve the departments and residents.
- Support Water Conservation efforts to help reduce water bills, avoid water loss, and ensure compliance with the State's Emergency Conservation Regulation.

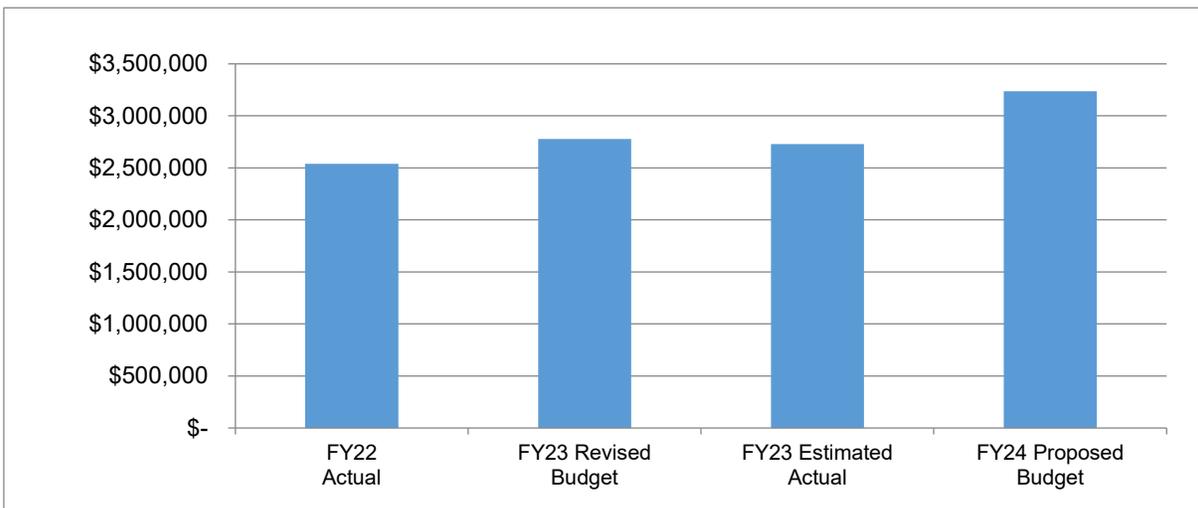
**Information Services Division - 1001560**

**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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 2,540,918	\$ 2,778,652	\$ 2,730,337	\$ 3,238,119



**BUDGET ADJUSTMENTS**

Travel & Conferences - Information Services	\$ 17,000
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## Information Services Division (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Lead a cross divisional team to gather requirements for the selection of an asset management, inventory and work order system. The goals of this project are to simplify how the City tracks, responds to and maintains public assets including fleet vehicles, landscape, streets / roads, water and sanitation systems. .
- Implemented Microsoft TEAMS for internal collaboration, online meetings, project tracking. Microsoft TEAMS has proven to be an effective solution for internal collaboration. Created sharing and Teams for Water Scan drawings.
- Implemented SharePoint as an internal communications / intranet site.
- Implemented and upgraded several new cyber security systems.
- Performed multiple cyber security phishing exercises and training to raise awareness of security threats that face the City.
- Completed major upgrades to the City's ERP, permitting and planning systems.
- Performed several upgrades to the systems at the police department including: mobile report entry to ensure we are compliant with California Incident-Based Reporting System; upgraded WebEOC the city's emergency management system; selected and implemented new reporting system for the police departments CAD/RMS system.
- Worked with fiscal and Human Resources staff on the open enrollment process, and the generation of W-2s and 1095s.
- Created specifications to replace the uninterruptible power supply at PD.
- IT staff continued certification for the FBI Criminal Information Services Division.
- Replaced over 200 desktop PCs with updated models, began migration to 365 desktop applications. Worked with support services to facilitate the auction and disposal of the old machines. Worked with multiple divisions to ensure compatibility with water and sanitation SCADA systems, ERP systems and public safety systems.
- Enhanced the City's disaster recovery and network backup infrastructure with new servers, software, and expanded capabilities. Increased the backup window from 2 months to 4 months..
- Replaced aging VMware systems with new servers expanding capacity while shrinking physical footprint and power usage, upgraded to latest version of vSphere in the process.
- Deployed video conferencing equipment to multiple conference rooms city wide.
- Replaced / repaired 25 security cameras providing stability and functionality.

### GOALS FOR FY24

- Ensure systems are secure, reliable and stable, resilient in the event of disasters, can adopt to changes in regulations and provide service / value to both internal and external customers.
- Update the City's mapping/GIS systems to have a single source of land use information.
- Implement new auto-issuance permits types in EnerGov to streamline the processes behind plumbing, mechanical and roofing.
- Replace 70 mobile display terminals installed in the police vehicles with new units
- Assist HR with transition to Munis Benefits Enrollment for 2024 Open Enrollment
- Expand the features of the City's intranet, migrate the shared files and drives to cloud.
- Complete the RFP Process and select a system for the public works Enterprise Asset Management(EAM) System and start the implementation.
- Select and implement a Document Management System for City Clerk's office.
- Select a vendor, negotiate a contract and begin implementation of a new Radio system.
- Integrate Water's building security and camera system into the City's main system.

**ADMINISTRATIVE SERVICES  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Travel & Conferences - Information Services  
**AMOUNT :** \$17,000  
**ACCOUNT:** 1001560-42720  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
	Travel / Conferences & Meetings <u>17,000</u>
<b>TOTAL:</b>	<b>\$17,000</b>

The Department of Administrative Services, Information Services Division, is requesting funding for staff to attend conferences and trainings.

Each year the City sends I.S. staff to "Tyler Connect," a conference that provides information and training regarding the City's ERP software (Tyler - Munis). By attending, staff is exposed to new ways to maximize the use of our system, attend product trainings, learn about new product features, and have the availability to meet one-on-one with Tyler staff.

This past year the City's Deputy Administrative Services Director, Information Services, also attended the annual CSMFO (California Society of Municipal Financial Officers) conference and was a featured speaker on the subject of Strategic Planning for the Future of I.T.

As the City has been implementing the Tyler Munis ERP system, staff training has been paid out of the City's Technology fund. As the City has moved from an implementation phase into an ongoing maintenance and support function for the ERP system, it would be more appropriate for the costs of conferences and training to be paid from the department's operating budget.

**ADMINISTRATIVE SERVICES  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funds for Financial Reporting  
**AMOUNT :** \$13,000  
**ACCOUNT:** 1001510-44010  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Professional / Special Services	13,000
<b>TOTAL:</b>	<u>13,000</u> <b>\$13,000</b>

The Department of Administrative Services is requesting additional funding in Professional Services for a consultant that assists staff with drafting reports to comply with state reporting requirements.

Consultant fees are increasing and the department's budget cannot absorb the increasing costs.

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CITY OF SIMI VALLEY

# ENVIRONMENTAL SERVICES

# ENVIRONMENTAL SERVICES DEPARTMENT

## SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**ENVIRONMENTAL SERVICES  
DIRECTOR**

**PLANNING  
COMMISSION**

**ADMINISTRATIVE  
ASSISTANT**

**ADMINISTRATIVE  
OFFICER**

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

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

**DEPUTY  
ENVIRONMENTAL  
SERVICES DIRECTOR**

- 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
- Support for Housing Programs
- Neighborhood Councils
- Information Services

- 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

- 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

- 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
- CDBG Program
- Grant Management

## 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Administration	1,616,986	1,553,050	1,395,250	1,406,182
Accessibility Compliance (ADA)	-	-	-	50,000
Planning	1,405,440	1,822,008	1,363,353	2,057,086
Building & Safety	2,279,256	2,546,579	2,366,622	2,621,853
Neighborhood Council	164,930	166,602	163,840	170,208
Neighborhood Services / Animal Services / Code Enf. / Community Broadcast	1,597,216	2,323,887	1,525,769	2,320,840
<b>TOTAL</b>	<b>\$ 7,063,828</b>	<b>\$ 8,412,125</b>	<b>\$ 6,814,834</b>	<b>\$ 8,626,169</b>

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,407,213	3,981,804	3,115,293	4,289,186	7.7%
41020 - Temporary Salaries - PR Only	6,218	12,000	2,000	16,000	33.3%
41030 - Boards and Commissions	33,593	32,608	31,855	32,608	0.0%
41040 - Overtime	7,659	5,000	1,962	6,100	22.0%
41200 - Deferred Comp - 401k	55,357	68,721	50,814	68,182	-0.8%
41210 - Deferred Comp - 457	18,578	23,954	15,020	24,500	2.3%
41300 - Vision Care	9,280	10,922	8,200	10,922	0.0%
41350 - Disability	22,868	25,109	18,398	27,599	9.9%
41400 - Group Insurance/Health	63,920	80,460	58,816	90,600	12.6%
41415 - Flex Benefits	710,632	849,525	680,658	956,482	12.6%
41420 - CalPERS Health Admin Fee	1,732	3,247	2,357	3,816	17.5%
41450 - Life Insurance	7,324	8,171	6,163	7,964	-2.5%
41500 - Group Insurance/Dental	43,723	52,994	39,231	49,542	-6.5%
41550 - Section 125 Administration Fee	369	683	381	462	-32.3%
41600 - Retirement (PERS)	1,262,877	1,445,652	1,182,701	1,281,914	-11.3%
41620 - Retirement (HRA)	39,743	48,001	35,854	45,601	-5.0%
41650 - Medicare Tax	55,182	70,701	49,950	76,309	7.9%
41660 - FICA	2,468	2,867	1,975	3,014	5.1%
41700 - Workers Compensation	208,341	231,205	231,205	121,209	-47.6%
41800 - Leave Accrual	167,579	-	195,701	-	0.0%
41801 - Leave Accrual Contra Account	30,619	-	-	-	0.0%
41900 - Salary Savings	-	-	-	-	0.0%
42130 - Postage	8,354	10,000	10,000	10,000	0.0%
42150 - Communications	1,305	1,400	1,400	1,380	-1.4%
42230 - Office Supplies	3,848	6,050	5,800	6,909	14.2%
42235 - Furnishings & Equip - Non Cap	322	-	1,100	-	0.0%
42410 - Uniform/Clothing Supply	2,550	3,000	2,800	3,000	0.0%
42420 - Special Departmental Expense	3,277	600	600	600	0.0%
42430 - Employee Recognition	84	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	8,079	11,500	11,500	14,100	22.6%
42450 - Subscriptions and Books	3,180	21,200	16,700	13,100	-38.2%
42460 - Advertising	5,773	4,700	4,600	4,700	0.0%
42550 - Small Tools/Equipment	-	600	400	600	0.0%
42560 - Operating Supplies	1,420	17,900	9,700	22,900	27.9%
42720 - Travel Conferences Meetings	5,680	20,200	17,300	24,600	21.8%
42730 - Training	5,565	12,200	10,700	15,200	24.6%
42790 - Mileage	5,047	7,000	6,500	7,000	0.0%
44010 - Professional/Special Services	81,512	149,900	154,000	182,870	22.0%
44012 - Outside Legal	69	25,000	7,500	25,000	0.0%
44210 - Animal Regulation	594,088	888,050	625,000	923,500	4.0%
44310 - Maintenance of Equipment	1,199	2,200	2,300	2,200	0.0%
44460 - Nuisance Abatement	20,718	20,000	12,000	20,000	0.0%
44490 - Other Contract Services	156,481	256,000	185,400	235,500	-8.0%
<b>TOTAL</b>	<b>\$ 7,063,828</b>	<b>\$ 8,412,125</b>	<b>\$ 6,814,834</b>	<b>\$ 8,626,169</b>	<b>2.5%</b>

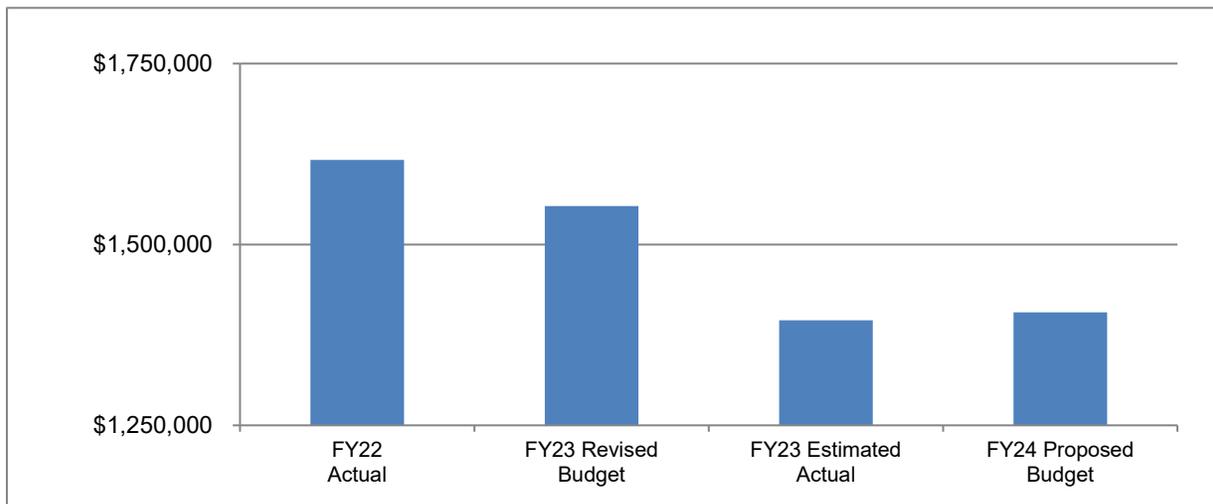
## Administration Division - 1003005

### 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 1,616,986	\$1,553,050	\$ 1,395,250	\$ 1,406,182



### BUDGET ADJUSTMENTS

None

## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Provided professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Environmental Services Divisions, the City Manager's Office, Fiscal, and other City Departments.
- Provided sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/RFP/bid/specs and fees administration.
- Completed approximately 26 recruitments and hires to fill vacant positions throughout the Department.
- Coordinated onboarding of Department new hires and in-house departmental promotions, and offboarding of separated or reassigned staff.
- Completed research, coordination and management of Community Development Block Grant - COVID-19 (CDBG-CV) grant funding.

### **GOALS FOR FY24**

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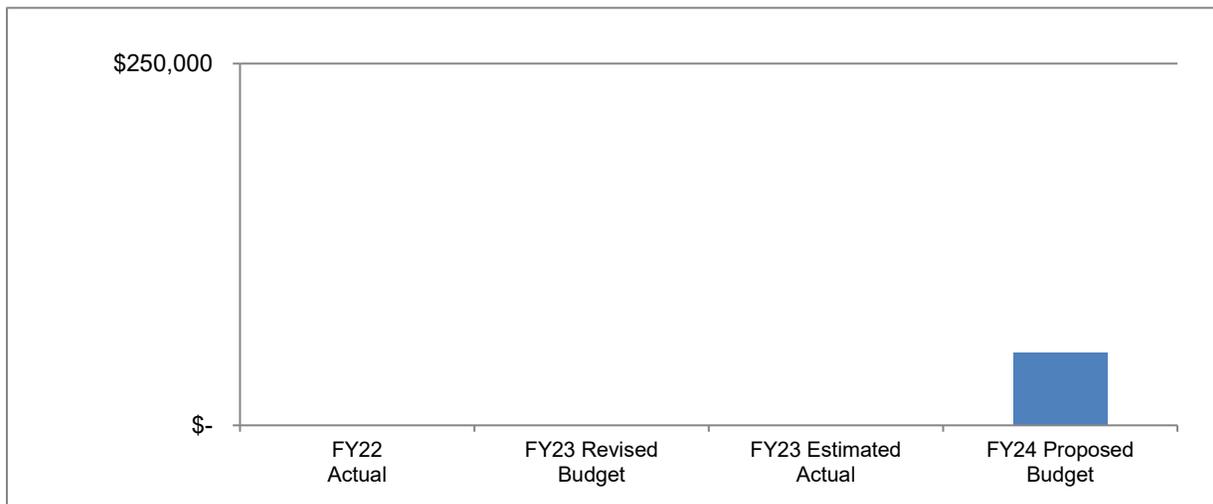
- Continue to provide professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Environmental Services Divisions, the City Manager's Office, Fiscal, and other City Departments..
- Continue to provide sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/RFP/bid/specs and fees administration.
- Increase the use of technology within the Department in order to streamline processes and information retrieval.
- Continue to audit departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

## Accessibility Compliance (ADA) - 1003035

### OVERVIEW

The Accessibility Compliance budget is established as required by state Assembly Bill No. 2164 which amended CA Government Code 4467 relating to program disability access program funding. As part of AB 2164, the City is to collect an additional fee of \$4 for any new or renewal of a local business license or equivalent instrument or permit, which shall be used for increased certified access specialist (CASp) training and certification within that local jurisdiction and to facilitate compliance with construction-related accessibility requirements, to include providing financial assistance to small businesses for construction of physical accessibility improvements. The highest priority shall be given to the training and retention of certified access specialists to meet the needs of the public in the jurisdiction as provided in Section 55.53 of the Civil Code.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ -	\$ -	\$ -	\$ 50,000



### BUDGET ADJUSTMENTS

Establish Budget Authority for AB 2164 Accessibility Compliance Program	\$	50,000
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## **Accessibility Compliance (ADA) (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Determined program scope and developed administrative processes to comply with AB 2164.
- Developed budget policy item and funding request to implement additional CASp certification training for the City's Building Inspectors.
- Developed procedures, processes and initial program budget to fund grants for small businesses in need of upgrades to building accessibility necessary to comply with California Title 24 Standards for Accessibility.

### **GOALS FOR FY24**

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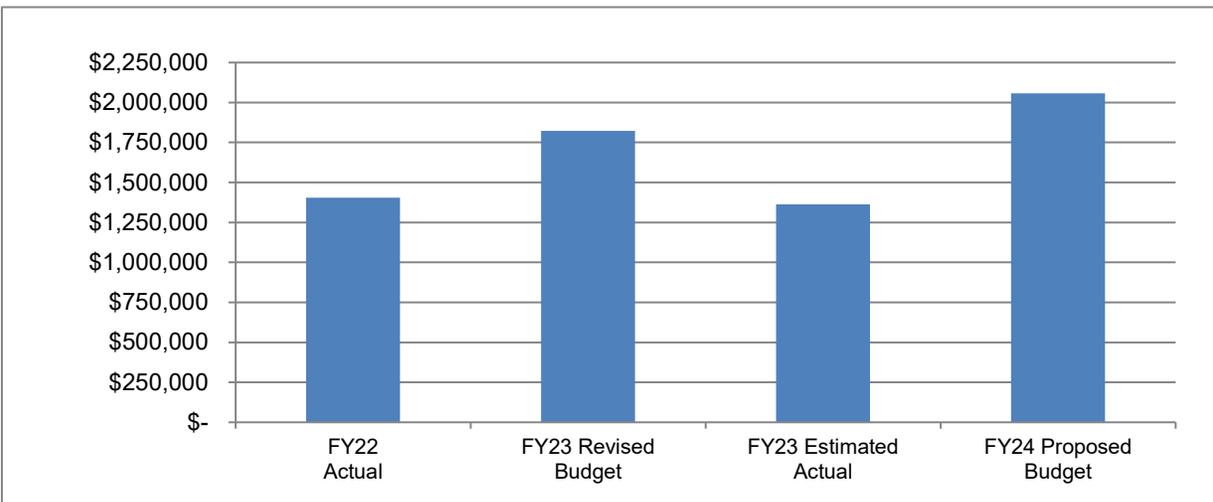
- Implement additional CASp training and certification preparation for the City's Building Inspectors.
- Implement accessibility upgrade grant program that provides financial assistance for small businesses required to upgrade or install building accessibility features in order to comply with California Title 24 and ADA.
- Develop and implement a public outreach program to identify and inform small business community members who are within the scope of AB 2164 funding opportunities.

## 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 1,405,440	\$1,822,008	\$ 1,363,353	\$ 2,057,086



### BUDGET ADJUSTMENTS

None

## **Planning Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

- Provided responsive customer service to over 3,000 customers through either the Planning Counter, telephone, or email communication.
- Issued approximately 800 over-the-counter approvals, including: Accessory Dwelling Units, Zoning Clearances, Sign Permits, and Temporary Use Permits; and over 250 Business Tax Certificates and 300 Home Occupation Permits.
- Processed four Preliminary Review and General Plan Pre-Screening Applications; reviewed Preliminary Review and Planning applications for approximately 300 new dwelling units; and entitled 83 new multi-family units including 5 affordable units.
- Managed over 200 (42 filed in FY 22-23) ongoing entitlement applications, including Planned Development Permits, Conditional Use Permits, Zoning Text Amendments, Wireless Telecommunication Permits, Time Extensions, and Modifications.
- Completed final Planning Inspections for a 63,800 square-foot industrial building, 149,000 square-foot self-storage and industrial complex, and two Starbucks drive-through coffee shops.
- Continued to process the North Canyons residential development and associated island annexations.
- Continued to plan check the Santa Susana mixed-use development project (280 units); and monitored construction of the Tapo Alamo mixed-use project (271 units) and 508,000 square-foot industrial complex.
- Completed the online Home Occupation Permit submittal process through the City's Enterprise Information Management System's EnerGov land use and permitting software to streamline submittal, review and approval processes.
- Re-adopted the City's Housing Element of the General Plan and submitted it to the California Department of Housing and Community Development for final certification.

### **GOALS FOR FY24**

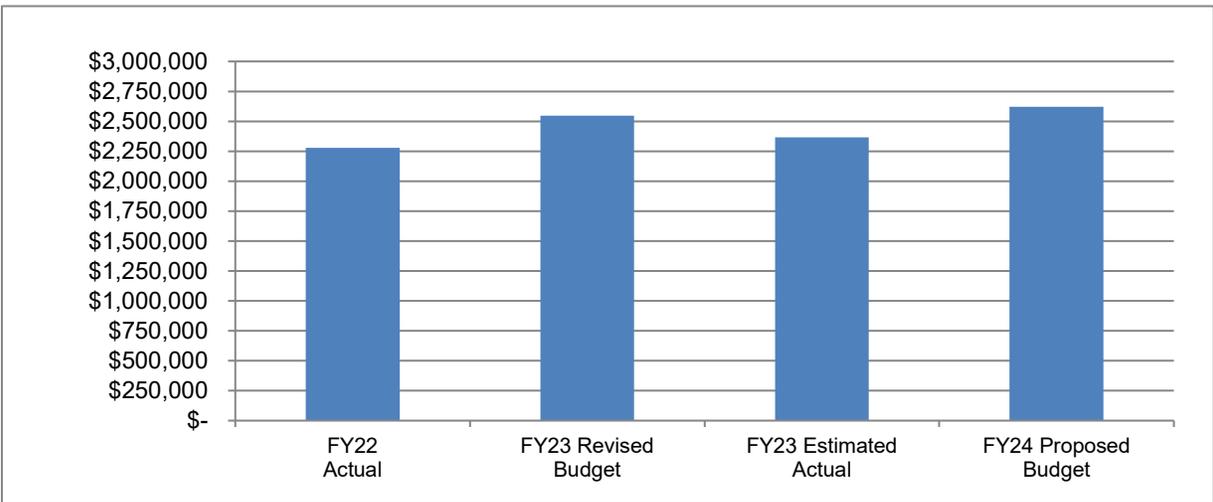
- Continue to identify and implement City Development Code amendments to encourage and streamline residential and non-residential development and adjust standards to promote establishment and recruitment of commercial and industrial businesses to the City, as appropriate.
- Continue to work closely with housing developers by implementing required Housing Element programs to promote affordable and workforce housing, including emphasis on projects located on sites identified for units to satisfy the City's share of the Regional Housing Needs Allocation (RHNA).
- Finalize the Envision Simi Valley Specific Plan project established to promote redevelopment of the Tapo Street and Los Angeles Avenue commercial areas with mixed use, commercial, and residential uses to revitalize those project areas; and complete the concurrent creation of objective design and development standards to comply with state law.
- Continue to expand the use of the City's Enterprise Information Management System (EnerGov) to establish additional categories for online Planning application and review process, and further utilize the system for online search and display functions of land use and zoning-related data.

**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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 2,279,256	\$2,546,579	\$ 2,366,622	\$ 2,621,853



**BUDGET ADJUSTMENTS**

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Reviewed, approved and issued 5,000 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 1,000 plumbing, mechanical and electrical systems.
- Issued over 800 residential solar photovoltaic system permits electronically via the City's EnerGov customer self-service website.
- Used SolarAPP+, an internet based software for automated solar photovoltaic (PV) plan approvals, eliminating the need for City staff to process each PV plan and wait times for contractors.
- Implemented instant issuance permits for simple residential mechanical, electrical and plumbing projects via the City's customer self-service website.

### **GOALS FOR FY24**

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- 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.

## Neighborhood Councils - 1002235

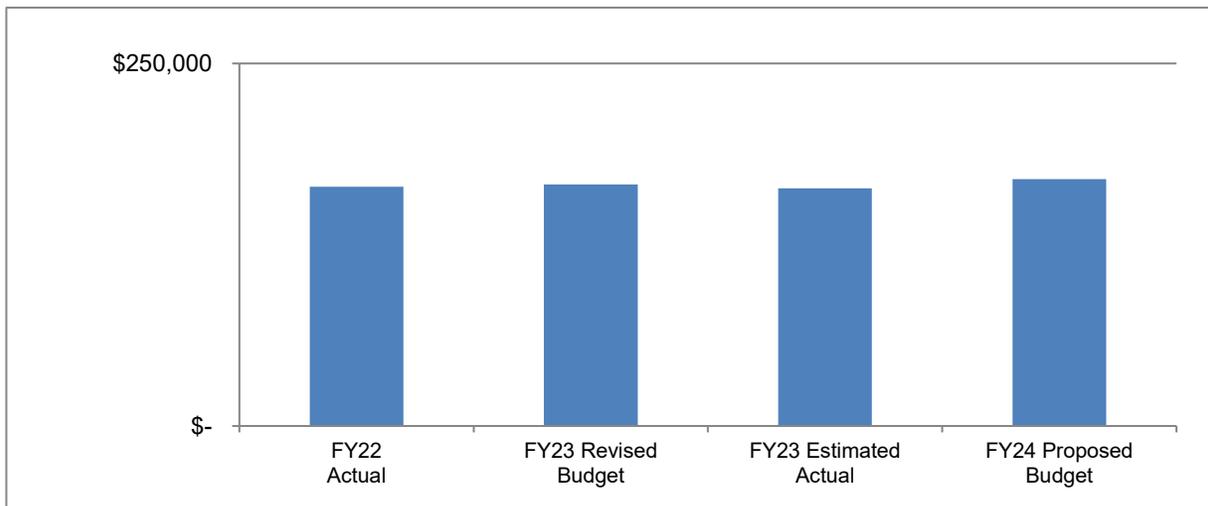
### OVERVIEW

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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 164,930	\$ 166,602	\$ 163,840	\$ 170,208



### BUDGET ADJUSTMENTS

None

## **Neighborhood Councils (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Completed two recruitments to fill 32 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, the Street Fair and City Expo.

### **GOALS FOR FY24**

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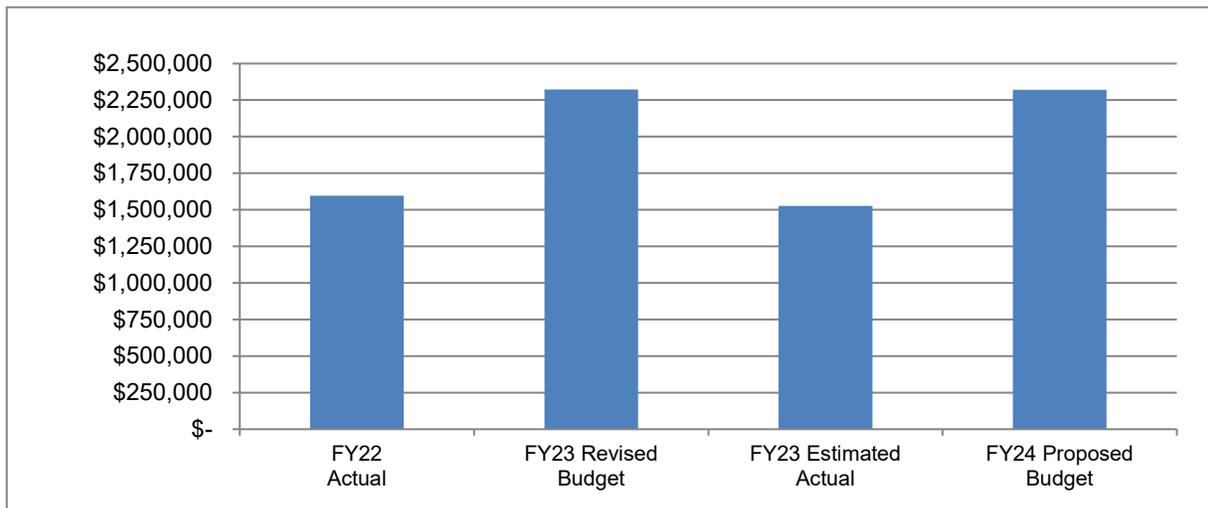
- Amplify resident knowledge of City operations including public safety, community development, and quality of life services.
- Engage citizen participation in the City's decision-making process.
- Promote awareness of different volunteer opportunities available throughout the City and the community.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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 1,597,216	\$2,323,887	\$ 1,525,769	\$ 2,320,840



**BUDGET ADJUSTMENTS**

Reorganization of Administration Division	\$	14,825
Additional Funding for FY 2023-24 Ventura County Animal Services Contract Costs	\$	35,000

## **Neighborhood Services 1002245 / Animal Services 1002260 / Code Enf. 1002110 / Community Broadcast 1002265 (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

- Initiated contact with property owners/tenants regarding over 1,500 violations of the Municipal Code with over 750 of cases resolved; contact efforts included extensive community outreach resulting in over 550 documented violations related to City Council directed priorities.
- Responded to community complaints, with the inclusion of proactive enforcement of egregious violations of the Municipal Code.
- Assisted with the issuance of Certificate of Occupancy for the 99-unit Vintage at Sycamore Senior Apartments (Sycamore Landing) and processed the adoption of an Affordable Housing Agreement for the 280-unit Santa Susana Mixed-Use Project.
- Conducted affordable housing monitoring and site inspections and obtained compliance for the City's entire affordable housing stock of rental units, owner occupied affordable housing units, and 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.
- Utilized City communication channels to promote County sponsored animal adoption events and other events/programs to reduce the number of sheltered animals and therefore reduce costs to the City.

### **GOALS FOR FY24**

- 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.
- Support the Police Department's sidewalk vendor community education and enforcement efforts during business hours by responding to complaints and providing educational materials to vendors and community members detailing allowable street vending activities.
- 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.
- Implement the City's Homebuyer's Assistance Program funded by the State's Permanent Local Housing Allocation to increase homeownership opportunities.
- Develop a financial forecast related to the City's affordable housing inventory and provide greater visibility to resources available for future housing activities.
- Implement the use of Administrative Citations including establishing an appeal process to address the recurrence of violations of the Municipal Code in a timely and efficient manner to eliminate nuisances for the protection and benefit of the community.

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Reorganization of Administration Division  
**AMOUNT:** \$14,825  
**ACCOUNT:** 1002245-41010 Salaries and Benefits  
**PRIORITY:** 1

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
Mgmt. Analyst to Sr. Mgmt. Analyst	14,825
<b>TOTAL:</b>	<u>\$14,825</u>

The Environmental Services Department is requesting the following position be converted permanently as previously authorized in FY 2022-23 by memo and requests for recruitment to better align staffing with department needs.

1) Administration Division 1002245 - Change Management Analyst (Position # 246224543) to Senior Management Analyst. This results in an annual increase of \$14,825.

<u>ORG</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
1002245	Management Analyst	Senior Management Analyst

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Additional Funding for FY 2023-24 Ventura County Animal Services Contract Costs  
**AMOUNT :** \$35,000  
**ACCOUNT:** 1002260-44210  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Animal Regulation	35,000
<b>TOTAL:</b>		<b>\$35,000</b>

The City Council authorized a five-year contract on June 25, 2020, for services beginning FY 2020-21 through FY 2024-25. The contract provides for animal care, field services, and licensing/rabies suppression. The contract provides for annual cost increases to allow the County to optimize cost recovery. Animal care costs are allocated based on the prior three years of animal intake data. This amount is based on gross cost estimates from the County related to all services provided to the City. In order to maintain service levels at the current standard, an increase in funds is needed.

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Establish Budget Authority for AB 2164 Accessibility Compliance Program

**AMOUNT :** \$50,000

**ACCOUNT:** 1003035-Various Operating Accounts

One Time Expenditure

**PRIORITY:** 3

Recurring Expenditure

### COST BREAKDOWN

Memberships & Dues (42440)	2,000
Subscriptions and Books (42450)	3,500
Travel/Conferences/Meetings (42720)	6,500
Training (42730)	3,000
Other Contract Services (44490)	35,000
<b>TOTAL:</b>	<b>\$ 50,000</b>

Funding is requested to establish budget authority to implement a new Accessibility Compliance Program as required by Assembly Bill AB 2164. The City collects an additional \$4 with every new business license or renewal to be used for accessibility compliance, which is held in a separate account. Funds for this program will be used for increased certified access specialist (CASp) training and certification. Additionally, funds will be used to facilitate compliance with construction-related accessibility requirements, including financial assistance to small businesses for the construction of physical accessibility improvements. The highest priority shall be given to the training and retention of certified access specialists to meet the needs of the public in the jurisdiction as provided in Section 55.53 of the Civil Code.

# PUBLIC WORKS

# 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
- 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) Vacant**

- 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
PW Administration	1,815,557	2,017,663	1,779,984	1,845,754
Crossing Guards	102,954	107,625	106,203	107,742
Engineering / PW Lighting Maint.	4,170,352	5,843,088	5,106,396	4,879,307
Landscape / Tree Maintenance	2,614,551	3,801,895	3,386,672	3,432,457
Street Maintenance	1,313,520	1,646,876	1,491,928	1,433,696
Building / Library Maintenance	2,180,321	2,157,899	2,050,561	2,209,865
Traffic Maintenance	271,879	514,533	341,273	598,192
Vehicle Maintenance	1,603,524	1,573,115	1,502,087	1,520,340
Storm Drains	256,978	360,991	314,255	356,432
Graffiti/Abatement	211,788	188,077	219,151	228,617
Environmental Compliance	683,516	820,324	595,034	520,690
Solid Waste Regulation	21,021	323,363	319,506	231,539
<b>TOTAL \$</b>	<b>15,245,960</b>	<b>\$19,355,450</b>	<b>\$17,213,049</b>	<b>\$17,364,631</b>

## TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	5,581,553	6,599,242	5,334,943	6,915,933	4.8%
41020 - Temporary Salaries - PR Only	104,610	153,000	126,446	153,000	0.0%
41040 - Overtime	147,947	153,000	98,919	153,000	0.0%
41200 - Deferred Comp - 401k	59,146	72,288	55,955	65,591	-9.3%
41210 - Deferred Comp - 457	86,132	102,853	84,060	101,283	-1.5%
41300 - Vision Care	19,735	22,198	18,560	22,191	0.0%
41350 - Disability	24,163	27,414	20,029	28,389	3.6%
41400 - Group Insurance/Health	134,722	160,437	136,591	162,591	1.3%
41415 - Flex Benefits	1,468,574	1,813,723	1,504,576	1,831,361	1.0%
41420 - CalPERS Health Admin Fee	4,559	5,935	4,308	8,101	36.5%
41450 - Life Insurance	14,624	16,112	13,494	16,141	0.2%
41500 - Group Insurance/Dental	83,401	103,840	77,210	88,458	-14.8%
41550 - Section 125 Administration Fee	98	541	71	205	-62.0%
41600 - Retirement (PERS)	2,076,455	2,362,824	2,032,085	2,058,319	-12.9%
41620 - Retirement (HRA)	23,878	33,217	27,836	40,033	20.5%
41650 - Medicare Tax	94,435	123,904	87,665	129,159	4.2%
41660 - FICA	10,037	9,486	9,788	9,486	0.0%
41700 - Workers Compensation	397,199	419,914	419,857	219,302	-47.8%
41800 - Leave Accrual	265,781	-	219,158	-	0.0%
41801 - Leave Accrual - Contra Account	52,069	-	-	-	0.0%
41860 - Salary Reimbursements	(9,105)	-	-	-	0.0%
41900 - Salary Savings	-	(74,640)	-	-	-100.0%
42100 - Utilities	1,307,932	1,304,000	1,184,000	1,116,000	-14.4%
42150 - Communications	12,751	12,500	12,500	12,800	2.4%
42200 - Computer - Non Capital	-	1,500	1,500	1,500	0.0%
42230 - Office Supplies	5,148	7,100	7,100	7,100	0.0%
42235 - Furnishings & Equip - Non Cap	-	5,500	5,500	9,000	63.6%
42310 - Rentals	1,423	7,000	7,000	7,000	0.0%
42410 - Uniform/Clothing Supply	23,592	30,301	29,501	31,976	5.5%
42420 - Special Departmental Expense	85,091	110,000	110,000	110,000	0.0%
42430 - Employee Recognition	126	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	7,173	12,600	11,130	11,200	-11.1%
42450 - Subscriptions and Books	386	1,600	1,600	1,600	0.0%
42460 - Advertising	495	1,500	1,000	1,000	-33.3%
42500 - Fuel and Lubricants	391,414	350,000	350,000	350,000	0.0%
42510 - Tires	65,446	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	3,317	9,000	8,841	9,000	0.0%
42560 - Operating Supplies	435,946	593,475	635,775	550,850	-7.2%
42720 - Travel Conferences Meetings	2,614	10,900	9,730	13,600	24.8%
42730 - Training	1,556	38,400	38,400	37,300	-2.9%
42790 - Mileage	4,945	6,700	6,700	6,700	0.0%
44010 - Professional/Special Services	153,083	1,055,450	861,565	235,450	-77.7%
44310 - Maintenance of Equipment	68,848	55,150	55,150	55,150	0.0%
44450 - Landscape Maintenance Contract	645,154	1,095,000	1,095,000	930,000	-15.1%
44490 - Other Contract Services	1,389,508	2,480,087	2,447,106	1,802,462	-27.3%
<b>TOTAL</b>	<b>\$15,245,960</b>	<b>\$19,355,450</b>	<b>\$17,213,049</b>	<b>\$17,364,631</b>	<b>-10.3%</b>

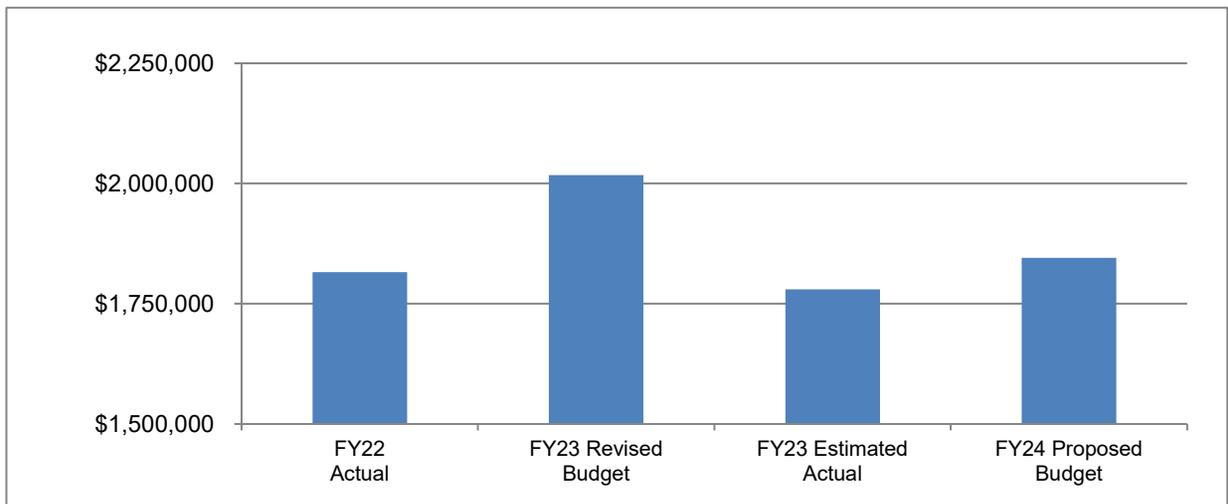
## Administration Division - 1004005

### 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 Armed Forces Banner Program, Crossing Guard Program, and other support services.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 1,815,557	\$2,017,663	\$ 1,779,984	\$ 1,845,754



### BUDGET ADJUSTMENTS

Funding for Three New Vehicles for the Maintenance Division (Safety Light Bar/Tool Box)	\$ 3,000
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## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Provided professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Provided sound fiscal management, budget preparation and control, personnel management, purchasing, records management, contract/bid/specs administration, analysis, and special district management and coordination.
- Administered the installation of 25 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 36 damaged or worn banners in calendar year 2022.

### **GOALS FOR FY24**

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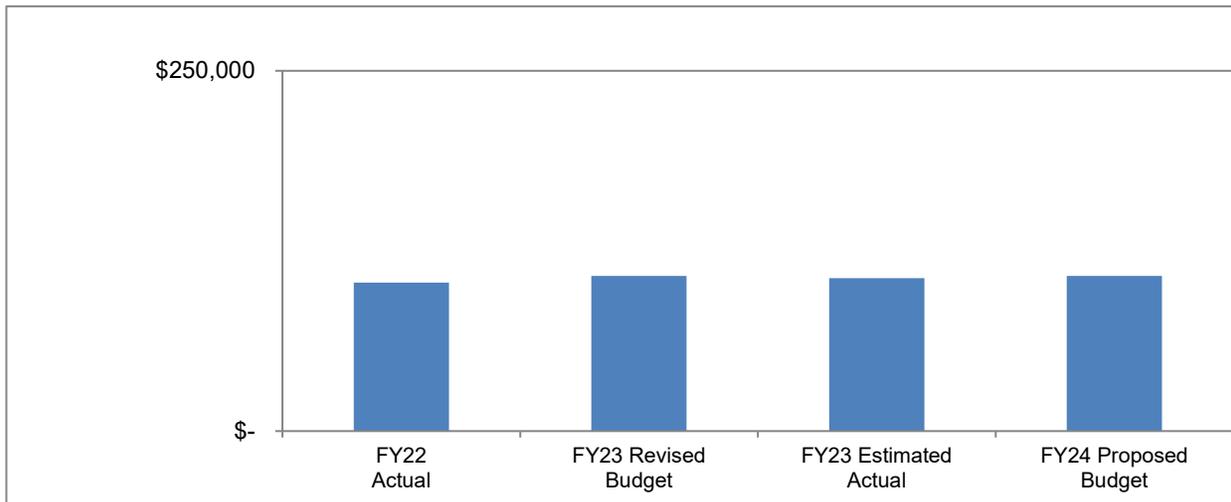
- Continue to provide professional and technical internal customer service, complex administrative management, direction, coordination, and support among all Public Works Divisions, the City Manager's Office, Fiscal, and all other City Departments.
- Continue to provide sound fiscal management, budget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

## Crossing Guards Program - 1002270

### OVERVIEW

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

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 102,954	\$ 107,625	\$ 106,203	\$ 107,742



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Assisted pedestrians safely across busy intersections throughout the school year.
- Provided Crossing Guards for the morning and afternoon elementary school sessions during the school year.
- Provided the Crossing Guards with safety equipment: reflective safety vests, 32-inch high reflective street cones, and LED stop paddle signs.

### **GOALS FOR FY24**

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

## Engineering Division - 1004080/1004050

### OVERVIEW

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

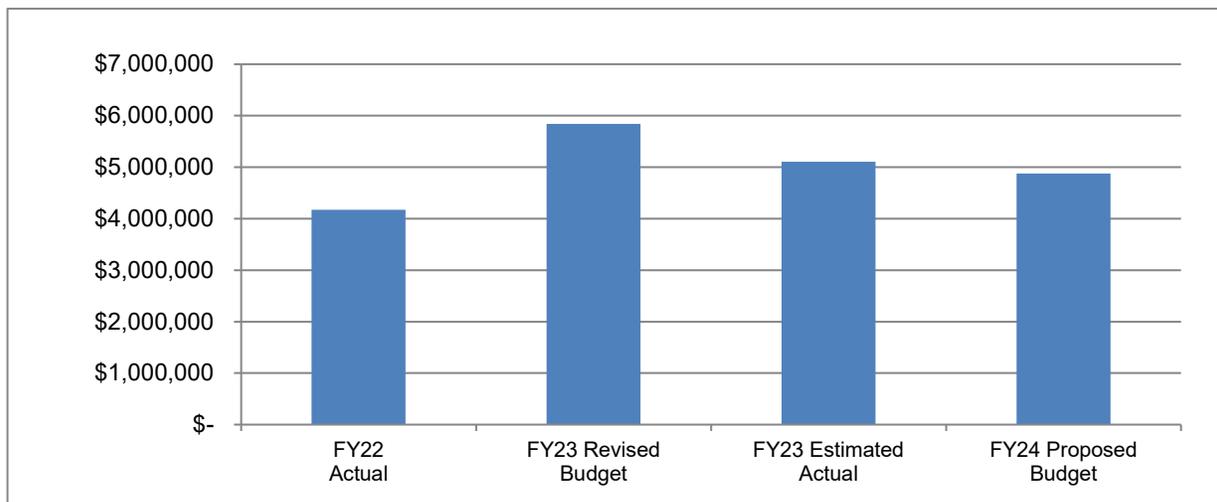
The Development Services section is tasked with the management of the Department's front counter, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance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

The Capital Projects section provides design and construction management for the of the City's public infrastructure construction projects including preparing plans and specifications for contractors to bid projects. Also, the section maintains the City pavement management system, City maps, plans, records, and provides 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 4,170,352	\$5,843,088	\$ 5,106,396	\$4,879,307



### BUDGET ADJUSTMENTS

License Renewal for Auto CAD Civil 3D (3 year subscription)	\$ 39,500
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## Engineering Division (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Received two Active Transportation Program (ATP) grants for 1) design and construction of the Arroyo Simi Greenway Phase 5, and 2) to update the City's Bicycle Master Plan.
- Prepared and submitted a Highway Safety Improvement Program (HSIP) grant application for \$960,000 to install left turn phasing at three intersections with high rates of left-turn-related crashes. Prepared and submitted a Safe Streets For All (SS4A) grant application for \$7,161,000 to make safety improvements for all road users at all 121 traffic signals in the City.
- Adopted the Local Road Safety Plan.
- Repaired or replaced 84 street light outages, 9 knockdowns, 4 overhead wire issues, and various 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 which will benefit 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 the EnerGov Customer Service portal that now allows Development Services to go entirely paperless.
- Administered the construction of public improvements by over 60 private development projects.
- Administered the SiFi Networks Simi Valley FiberCity project. This multi-year project will provide internet services to the 45,000 homes and business and involves the review, issuance, inspection and oversight of over 50 separate encroachment permits and the coordination with Public Works Water, Sewer and Maintenance Divisions along with three major public agencies.
- Issued over 500 encroachment and transportation permits (over and beyond that noted for SiFi above).
- Completed the pavement rehabilitation of 5 City major streets and 75 residential streets and upgraded over 134 curb ramps to meet Americans with Disabilities Act (ADA) requirements. Additionally, completed concrete repairs of sidewalk and curb and gutter at over 115 locations throughout the City and upgraded 9 City intersections with traffic signal video detection cameras.

### GOALS FOR FY24

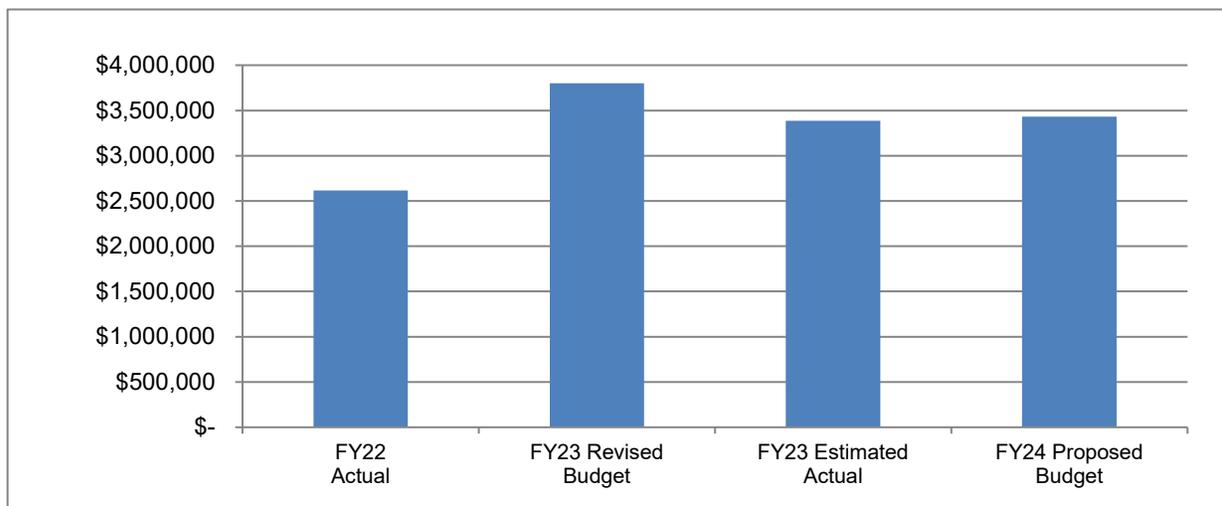
- Award the HSIP grant-funded project to improve safety at various intersections in the City.
- Award a contract to update the City's Bicycle Master Plan.
- Apply to future grant-funding cycles to improve the safety and usability of the City's traffic facilities.
- Oversee the inspection of 6.1 million 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 to 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.
- Continue to evaluate, plan, design, and manage the pavement rehabilitation the City's major and minor streets and upgrade City facilities to meet Americans with Disabilities Act (ADA) requirements. Additionally, upgrade City intersections with traffic signal video detection cameras.

## 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 170 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 2,614,551	\$3,801,895	\$ 3,386,672	\$ 3,432,457



### BUDGET ADJUSTMENTS

Limited Term Public Works Inspector	\$	123,327
Funding for Three New Vehicles for the Maintenance Division (Safety Light Bar/Tool Box)	\$	3,000

## **Landscape and Tree Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Reforestation efforts within the City included the planting of approximately 150 street trees.
- Provided development reviews, plan check and inspection for approximately 40 new development projects.
- Designed, submitted, and have received tentative approval for the construction retrofit of 3 different water conservation projects within the City's Landscape Zones. They include (LA & Erringer and along Galena near the 118 Freeway) as well as one on the City Hall's main campus.

### **GOALS FOR FY24**

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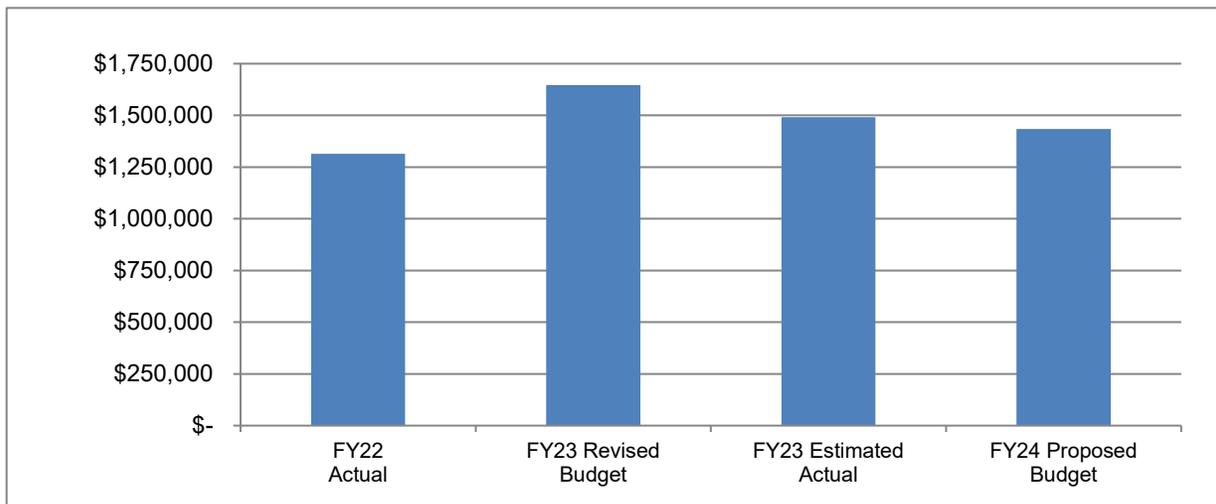
- Complete an additional phase of the ongoing Los Angeles Avenue screening project by planting an additional 250 15-gallon shrubs along Los Angeles Avenue bordering the railroad right of way.
- Construct the 3 new water conservation project/turf reduction projects within the City. One project will be 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 the City's Landscape Pest Control contract.
- Continue to focus on safety and cross-training with other sections in Public Works to increase production capacity while maintaining employee and public safety. This will benefit the City by allowing us to be better able to quickly and safely respond to local and other area emergencies such as fires and earthquakes.

## Street Maintenance Section - 1004120

### OVERVIEW

The Street Maintenance Section is comprised of two primary crews, the Asphalt Crew and the Concrete Crew; They are responsible for repairs to minor and major streets, and all other public right-of-way areas, including making temporary repairs for lifted or damaged sidewalks, curbs, and gutters. 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, Sidewalk and Slurry Projects. This Section keeps the City's roads and sidewalks properly maintained and pedestrian areas safe.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 1,313,520	\$1,646,876	\$ 1,491,928	\$ 1,433,696



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Continue to perform a variety of asphalt and concrete repairs on major and minor streets including significant pothole, sidewalk and driveway/curb/gutter repair and reconstruction. Added crack seal work planned for this and upcoming years should assist with lowered callout instances.
- Continued efforts in better meeting this Section's goal of filling potholes within 24-hours of being reported with new Patch/Pothole repair trailer. Acquisition of this equipment has resulted in a much more streamlined repair process and annual savings in materials and crew costs. Completed the Annual FY Crack Sealing Project for the Maintenance Division.
- Successfully completed this years Crack Sealing Project. Implementation and expansion of this pavement maintenance method will greatly reduce premature street deterioration and thus significantly reduce future general fund expenditures for major repairs and street reconstruction.
- Completed a full implementation of the Maintenance Division's field initiated work order program system (utilizing tablet computers). This allowed the division to more efficiently respond quickly to resident calls, document field responses for pothole and sidewalk work, and become much more efficient and cost effective overall.
- Assisted Capital Projects Division to complete their FY 22-23 SV 22-07 sidewalk project for the replacement of sidewalks, curbs and gutters throughout the City.
- Assisted the Building Maintenance Section by replacing pavement areas in City parking lots as the pavement deteriorates.

### **GOALS FOR FY24**

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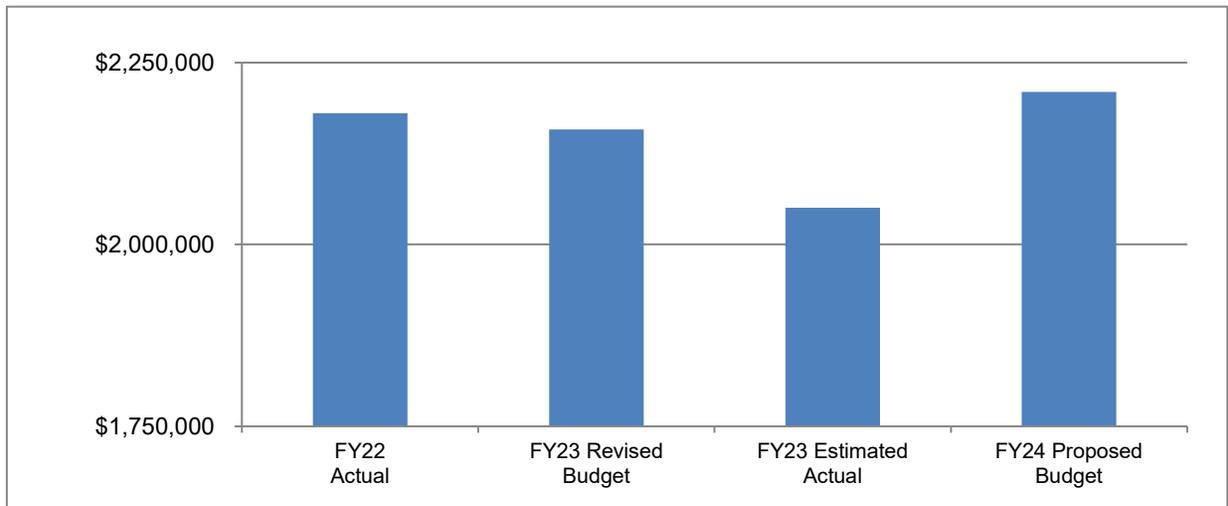
- Assist the Capital Project Division with preparation of the upcoming FY Slurry Seal and Crack Seal Projects.
- Assist the Capital Projects Division with preparation of the upcoming Sidewalk Repair Project(s) for the City.
- Continue to patch potholes throughout the City to minimize damage to vehicles traveling on City streets and extend pavement life by minimizing the amount of water intrusion under pavement to base and sub-base of street.
- Monitor and replace damaged asphalt in bike lanes and in vehicle lanes to minimize pavement imperfections throughout the City.
- Assist the Building Maintenance Section by replacing pavement and concrete in City parking lots as the pavement and concrete deteriorate.

**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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 2,180,321	\$2,157,899	\$ 2,050,561	\$ 2,209,865



**BUDGET ADJUSTMENTS**

Building Maintenance - Other Contract Services	\$	84,700
Funding for Three New Vehicles for the Maintenance Division (Safety Light Bar/Tool Box)	\$	3,000

**Building / Library Maintenance (continued)****KEY ACCOMPLISHMENTS IN FY23**

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- 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.
- Continued to monitor COVID-19 cleaning precautions and procedures as per Health Department requirements for all City Facilities and Transit Buses.
- Completed construction assistance for two new PSC offices.
- Successfully monitored all building maintenance needs for the City's tenants, DMV and Kaiser.
- Continued assistance with Senior Center and CAC Building improvements and upgrades including painting and carpet replacement.

**GOALS FOR FY24**

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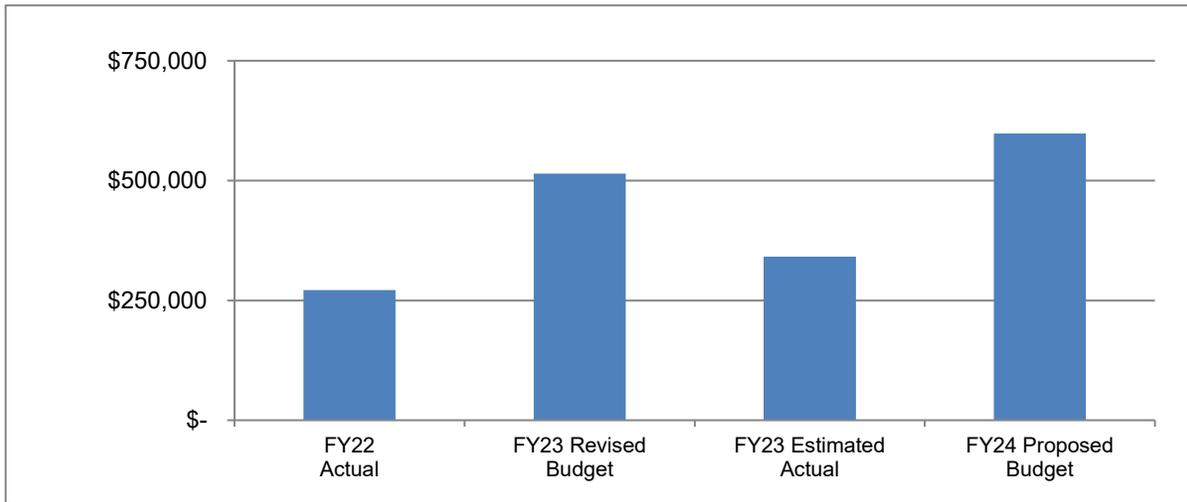
- Upgrade Transit Maintenance Facility HVAC.
- Complete Phase 2 of energy saving HVAC control system upgrade at City Hall.
- Assist Senior Center staff with Building improvements including complete interior painting and carpet replacement.
- Assist with City Hall carpet replacement project.

## Traffic Maintenance Section - 1004140

### OVERVIEW

The Traffic Maintenance Section is responsible for traffic sign replacement, painting and striping, placing and maintaining 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 271,879	\$514,533	\$ 341,273	\$ 598,192



### BUDGET ADJUSTMENTS

Maintenance Worker II (Street Maintenance)	\$ 83,452
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## **Traffic Maintenance Section (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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

### **GOALS FOR FY24**

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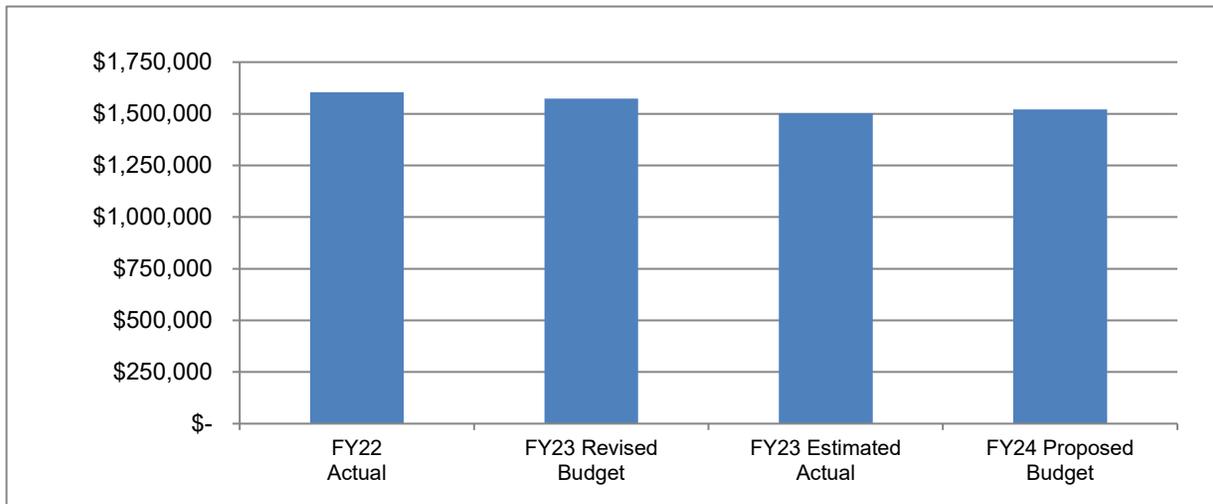
- Work with the City Traffic Engineer to complete the continuing update of the current sign and pavement marking inspection and replacement program.

## Vehicle Maintenance Section - 1004150

### OVERVIEW

The Vehicle Maintenance Section is responsible for servicing the City's fleet of vehicles and equipment. This includes vehicles from the Departments of Administrative Services, Environmental Services, Police, and Public Works Sanitation, Transit Divisions, and Waterworks District No. 8 divisions. Many of the vehicles serviced at the City facility are specialized vehicles, such as the City's fleet of transit buses and ADA vans, vector and dump trucks, backhoes, and police pursuit vehicles, which are utilized in daily City operations. The Vehicle Maintenance Section has an active Preventive Maintenance Program to assure that the various vehicles and equipment stay in good operating condition. The goal is to provide a safe and reliable fleet for City personnel to utilize in their daily operations.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 1,603,524	\$ 1,573,115	\$ 1,502,087	\$ 1,520,340



### BUDGET ADJUSTMENTS

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Completed 3,237 work orders consisting of preventive maintenance and repairs for 371 City-owned vehicles and equipment.
- Complied with all of the State of California Air Pollution Control District's permit requirements.
- Operated the fueling station at the PSC and oversaw all tests and repairs to its operation.
- Passed all CHP Transit Bus inspections with a very high rating.
- Provided fuel for all City backup generators during emergency power situations.
- Received, implemented, and initiated maintenance programs for 8 new pieces of equipment for Sanitation, Streets and Senior Center.
- Assisted various City Divisions with CARB required diesel truck and equipment replacements.
- Assisted with the City fleet maintenance study and made appropriate recommendations.

### **GOALS FOR FY24**

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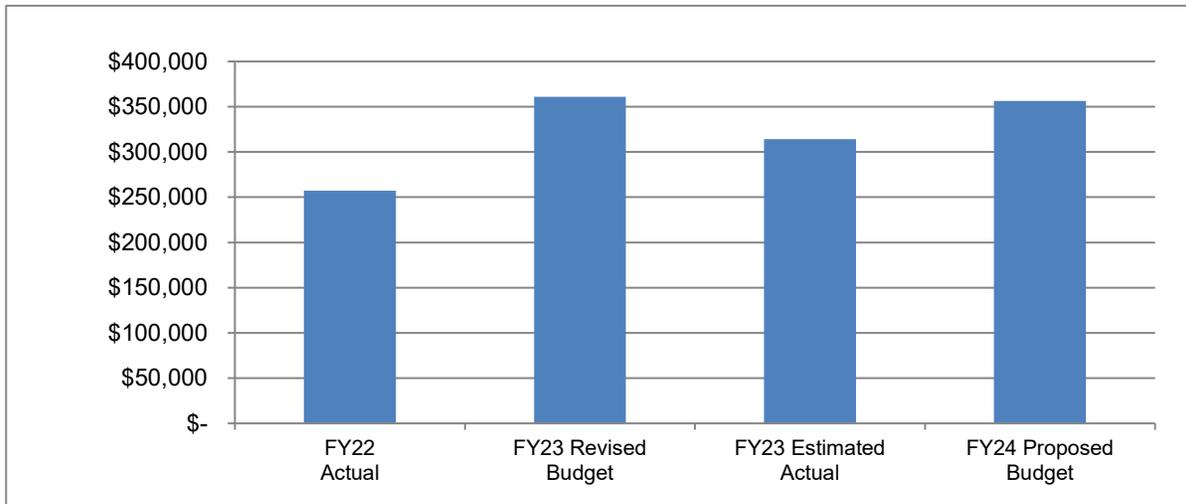
- Replace vehicles with hybrid/alternative fuel vehicles pursuant to the City's most recent vehicle replacement guidelines or as the opportunity arises.
- Continue to increase the sections efficiency by enhancing cross-training intensity among new staff.
- Seek out a suitable vehicle maintenance computer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

## 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 256,978	\$360,991	\$ 314,255	\$ 356,432



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Cleaned and kept all local storm drains and flood channels open and clear.
- Inspected and cleaned, as necessary, all catch basins and City maintained channels 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 FY24**

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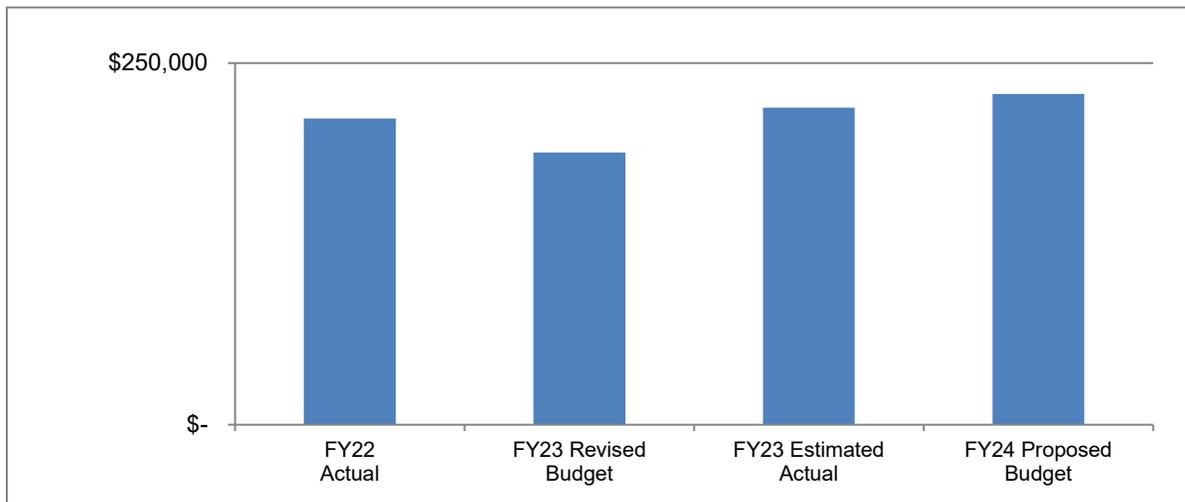
- Maintain all newly constructed CIP improvements and developer storm drain infrastructure according to the recommendations of the City Master Plan of Drainage (MPD) and efficiently maintain all other secondary drains and secondary channels throughout the City. Assist the Capital Projects Section to evaluate maintenance concerns relating to newly proposed MPD project designs.

## 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 211,788	\$188,077	\$ 219,151	\$ 228,617



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Responded to calls from the graffiti hotline and removed graffiti within a 24-hour period, per City response guidelines
- Monitored and 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.
- Fully trained all staff using the new field work order program system (utilizing tablet computers) to more efficiently respond to calls and to make, and document, field responses and abatement actions.

### **GOALS FOR FY24**

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- Continue ongoing coordination efforts with the City's supplier to utilize the most effective and ecologically-friendly materials and methods for removal of graffiti on public and private property.
- Fully train new staff in any new abatement techniques.

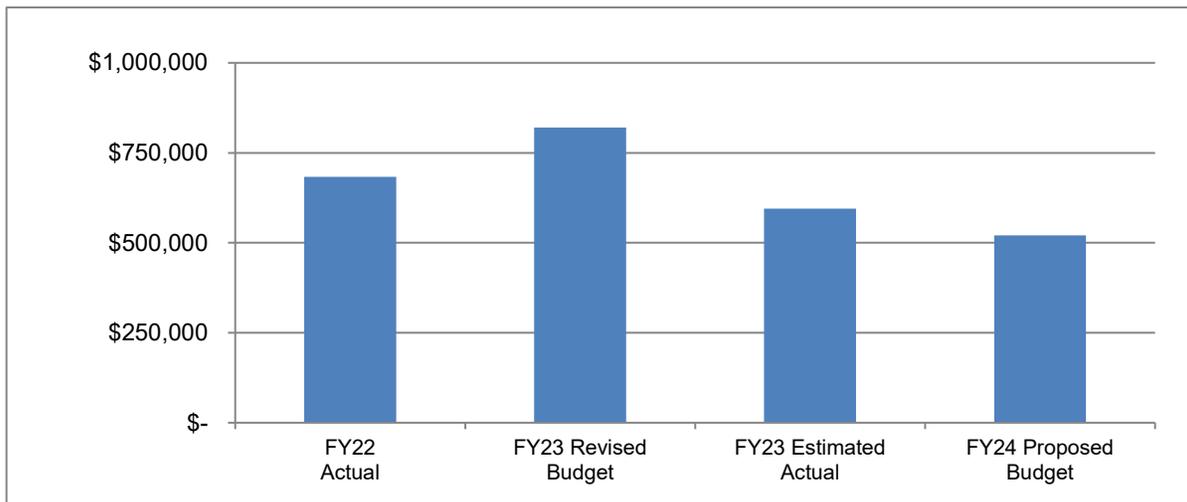
## Stormwater Program - 1004065

### OVERVIEW

The Stormwater Program is part of the Environmental Compliance Division and administers the City’s Stormwater Quality Management 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 683,516	\$820,324	\$ 595,034	\$ 520,690



### BUDGET ADJUSTMENTS

None

## **Stormwater Program (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Purchased and installed 24 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 FY24**

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- 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 evaluating and executing projects proposed by our consultant to improve stormwater quality. Evaluate the potential for an enterprise program addressing off-site watershed stormwater credits.
- With funding from the Cal/Recycle Beverage Grant Program continue to publish anti-littering and recycling ads.
- Improve both communication and participation with the public via local school environmental presentations where student quizzes are rewarded with free Ventura County Fair tickets, as well as participation in local events such as Earth Day and Street Fair.

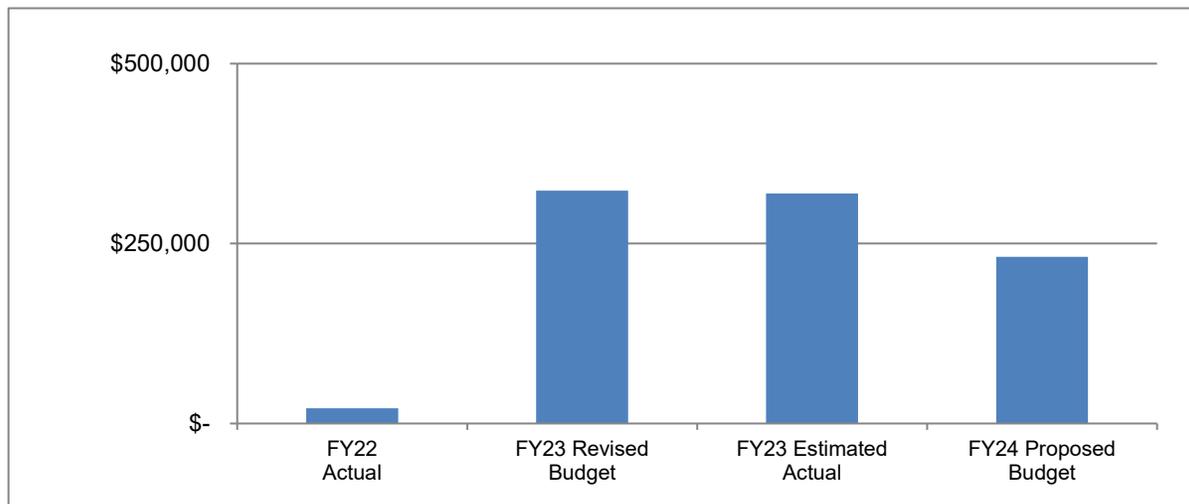
## Solid Waste Regulation - 1002115

### OVERVIEW

The Solid Waste Program is part of the Environmental Compliance Division and 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 21,021	\$323,363	\$ 319,506	\$ 231,539



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Reported that the City outperformed the Residential and Commercial Diversion Rates.
- Maintained solid waste service fees in CY 2023 at the same rates as CY 2022.
- Created a new Mandatory Commercial Recycling waiver for covered businesses and Multi-Family properties, increased outreach and awareness of AB 341 and AB 1826, and dramatically improved the City's compliance rates.
- Amended and reinstated the Franchise Agreement with Waste Management, which included many new service improvements.
- 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 FY24**

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- 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.
- Monitor Waste Managements new "At Your Door" Household Hazardous Waste collection service, and make improvements where necessary.

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Limited Term Public Works Inspector  
**AMOUNT :** \$123,327  
**ACCOUNT:** 1004110 41010 Salaries and Benefits  
**PRIORITY:** 1

- One Time Expenditure
- Recurring Expenditure

**COST BREAKDOWN**

	Salaries and Benefits	<u>123,327</u>
<b>TOTAL:</b>		<b>\$123,327</b>

The Department requests that the following Limited Term Public Works Position be funded. The City Manager has authorized the hire of a Limited Term Public Works Inspector position to oversee and monitor the City-Wide Fiber-Optics Project (SiFi). This position was filled in January 2023 and funded by existing salary savings. This position is anticipated to be required for two to three years. Ongoing funding is requested through the conclusion of the SiFi project.

This change will allow for acknowledgment of the staffing need at this level and was previously approved by email, memo, or recruitment. It is recommended that the proposed changes be made permanent for FY 23-24 and beyond.

**PUBLIC WORKS**  
**FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Maintenance Worker II (Street Maintenance)  
**AMOUNT:** \$83,452  
**ACCOUNT:** 1004140-41010  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Salaries and Benefits	<u>83,452</u>
<b>TOTAL:</b>		<b>\$83,452</b>

The Public Works Department requests adding one Maintenance Worker II position for the Street Maintenance Section of the Maintenance Services Division. The position would be assigned to Traffic Signs and Striping, Storm Drain, & Sidewalk Inspections crew. The crew has had minimal staffing, resulting in a delay in responding to work requests throughout the City. The addition of this position will allow the section to be fully independent and eliminate the need for utilizing staff from the Concrete and Asphalt Crews when individuals from that section are on vacation or out on medical leave and will allow the section to maintain and upkeep these areas that are currently backlogged.

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Building Maintenance - Other Contract Services  
**AMOUNT :** \$84,700  
**ACCOUNT:** 1004130-44490  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
City Facilities Other Contracted Services	78,700
City Hall and Senior Center Generator Maintenance Contract	6,000
<b>TOTAL:</b>	<b>\$84,700</b>

Public Works Maintenance requests **\$78,700** in additional recurring funds 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 fire and security monitoring, pest control, fire system maintenance and repairs, electrical and plumbing repairs, and other services as needed. The five-year HVAC service contract will terminate at the end of this fiscal year. There will be an estimated 15% increase for the next HVAC service contract.

An additional **\$6,000** is requested for the new City Hall and Senior Center emergency backup generators. Due to the complexity of the new generators and warranty requirements, a maintenance contract with a certified vendor will be needed. An estimated yearly maintenance cost is \$3,000 for each generator.

**PUBLIC WORKS**  
**FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Vehicle Maintenance - Fuel and Lubricant  
**AMOUNT :** \$85,000  
**ACCOUNT:** 1004150-42500  
**PRIORITY:** 4

- One Time Expenditure
- Recurring Expenditure

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

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

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D (3 year subscription)  
(1/3 GF, 1/3 Water, 1/3 San)

**AMOUNT :** \$118,500

**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560

**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
License Renewal for Auto CAD Civil 3D (3 year subscription)	118,500
<b>TOTAL:</b>	<b>\$118,500</b>

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for eight licenses. The Engineering Division's current AutoCAD subscription expires on March 29, 2024.

AutoCAD is an engineering design and drafting program utilized by the Public Works Engineering Sections; Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects, including; streets, storm drains, waterlines, and sewer lines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently, and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users; 11 in Engineering, 2 in Landscape, and one in Building and Safety that share the multi-user Licenses.

Split Funded: \$39,500 (GF), \$39,500 (Water), \$39,500 (San)

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

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

**AMOUNT:** \$134,000

**ACCOUNT:** 1004110-42235, 1004005-42235, 1004130-42235  
6519004-47030

One Time Expenditure

Recurring Expenditure

**PRIORITY:** 6

**DEPARTMENT PROPOSAL**

<b>COST BREAKDOWN</b>		
1004110-47030 Replacement Vehicle		\$30,000
1004110-42235 Safety Light Bar/Tool Box		\$3,000
6519004-47030 Replacement Vehicle		\$35,000
1004005-42235 Safety Light Bar/Tool Box		\$3,000
1004130-47030 Replacement Vehicle		\$60,000
1004130-42235 Safety Light Bar/Tool Box		\$3,000
<b>TOTAL:</b>		<u>\$134,000</u>

**CITY MANAGER ADJUSTMENT**

<b>COST BREAKDOWN</b>		
6519004-47030 Replacement Vehicle		125,000
1004110-42235 Safety Light Bar/Tool Box		3,000
1004005-42235 Safety Light Bar/Tool Box		3,000
1004130-42235 Safety Light Bar/Tool Box		3,000
<b>TOTAL:</b>		<u>\$134,000</u>

The Public Works Department requests permission to purchase three (3) new vehicles. Staff is currently using retained vehicles to fill existing transportation needs in the landscape, building maintenance, and graffiti sections with no replacement funding. These vehicles are now 15, 19 and 20 years old with increasing repair costs due to electrical, abs brake, engine, suspension, and other drivability issues. The Landscape Division requests to purchase one (1) new mid-sized 2-wheel drive truck at an estimated cost of \$30,000 to be used by a Landscape Inspector. The Graffiti Section requests to purchase one (1) new mid-sized 4-wheel drive truck at an estimated cost of \$35,000 to be used by a Community Services Technician. Additionally, the Building Maintenance Division requests the purchase of one (1) new full-sized 3/4 ton 2-wheel drive truck with utility bed at an estimated cost of \$60,000 to be used by a Building Maintenance Technician. The department also requests \$3,000/vehicle for the purchase of Safety Light Bars/Tool Boxes. The total cost for this purchase is estimated to be \$134,000.

- Landscape – (1) New 2WD Vehicle – 6519004-47030 – \$30,000
- Landscape – Safety Light Bar/Tool Box – 1004110-42235 – \$3,000
- Graffiti – (1) New 4WD Vehicle – 6519004-47030 – \$35,000
- Graffiti – Safety Light Bar/Tool Box – 1004005-42235 – \$3,000
- Building Maintenance – (1) New 2WD Utility Truck –6519004-47030 – \$60,000
- Building Maintenance – Safety Light Bar/Tool Box – 1004130-42235 – \$3,000

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CITY OF SIMI VALLEY

# POLICE DEPARTMENT

# POLICE DEPARTMENT

## SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**POLICE DEPARTMENT  
Chief of Police**

**EMERGENCY SERVICES  
MANAGER**

**ADMINISTRATIVE  
ASSISTANT**

**ADMINISTRATIVE  
OFFICER**

**ASSISTANT POLICE CHIEF  
OPERATIONS DIVISION**

**ASSISTANT POLICE CHIEF  
INVESTIGATION DIVISION**

- **Fiscal Services Unit**
- Alarm Ordinance
- Budget
- Business Permits
- Grant Management/  
Accounting
- Payroll
- Purchasing
- **Maintenance Unit**
- Police Facility
- Police Vehicle Fleet

- **Patrol Bureau**
- Field Training Officer Program
- K9 Unit
- Special Problems Unit
- Mobile Field Force
- PROS Officer
- Bicycle Patrol Unit
- Defensive Tactics Team
- **Traffic Bureau**
- Accident Investigation Unit
- Traffic Enforcement
- Off-Road Program
- Parking Enforcement
- Abandoned Vehicles
- Front Desk Services
- **Community Policing Bureau**
- Neighborhood Resource Officers
- School Resource Officers
- Vulnerable Population Detective
- Public Relations Team
- Chaplain Program
- Volunteer Program
- **Communications Bureau**

- **Detective Bureau**
- Major Crimes
- Property Crimes
- Crime Scene Investigators
- Technical Services
- **Professional Standards Bureau**
- Background & Recruitment
- Internal Affairs
- Department Training
- Pitchess Motions / City Claims
- Lexipol Administration
- Explorer Program
- Property & Evidence
- Temporary Holding Facility
- **Special Enforcement Bureau**
- Special Investigation Unit / Narcotics
- Task Force Operations
- SWAT Team
- Crisis Negotiation Team
- **Records Management Bureau**

## 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
PD Administration	1,568,718	1,682,234	1,697,285	2,035,583
Communications	1,983,477	2,067,498	1,850,385	2,094,417
Patrol Bureau	16,287,322	17,461,627	15,173,700	16,549,213
Special Enforcement bureau	3,555,062	2,571,918	2,436,556	2,646,197
Detectives Bureau	3,863,099	4,304,286	4,012,949	4,409,579
Records	1,093,016	1,155,808	1,053,708	1,192,292
PD Fiscal	531,887	586,385	504,854	585,305
PD Maintenance	905,250	1,116,852	1,034,932	989,840
Professional Standards Bureau	2,467,450	2,152,333	2,685,336	2,155,369
Community Policing Bureau	991,480	1,599,188	2,024,769	2,026,564
Traffic Bureau	2,588,724	3,242,748	2,364,195	3,443,022
<b>TOTAL</b>	<b>\$ 35,835,485</b>	<b>\$ 37,940,876</b>	<b>\$ 34,838,668</b>	<b>\$ 38,127,381</b>

**TOTAL DEPARTMENT EXPENDITURES**

<b>Expenditure Type</b>	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>	<b>% Budget Change</b>
41010 - Regular Salaries	15,154,918	16,426,885	14,446,609	17,556,654	6.9%
41020 - Temporary Salaries - PR Only	34,312	65,000	23,070	65,000	0.0%
41040 - Overtime	3,247,398	2,985,600	3,413,051	3,135,600	5.0%
41200 - Deferred Comp - 401k	157,942	146,297	187,326	191,397	30.8%
41210 - Deferred Comp - 457	60,223	64,050	65,189	63,470	-0.9%
41300 - Vision Care	40,098	43,560	39,220	43,517	-0.1%
41350 - Disability	104,854	115,491	88,153	124,827	8.1%
41400 - Group Insurance/Health	289,218	312,900	289,953	314,382	0.5%
41410 - POST Incentive	231,230	476,281	427,104	462,486	-2.9%
41415 - Flex Benefits	2,883,849	3,306,029	2,980,492	3,518,715	6.4%
41420 - CalPERS Health Admin Fee	10,029	11,499	8,347	15,058	30.9%
41450 - Life Insurance	29,922	31,195	28,637	31,003	-0.6%
41500 - Group Insurance/Dental	228,624	247,872	216,988	237,051	-4.4%
41550 - Section 125 Administration Fee	463	1,411	446	886	-37.2%
41600 - Retirement (PERS)	8,027,898	8,719,068	7,217,167	8,553,704	-1.9%
41620 - Retirement (HRA)	242,452	303,118	248,008	299,519	-1.2%
41650 - Medicare Tax	291,521	295,744	275,197	315,033	6.5%
41660 - FICA	-	4,030	-	4,030	0.0%
41700 - Workers Compensation	2,513,818	2,413,148	2,413,148	1,269,091	-47.4%
41800 - Leave Accrual	669,680	-	567,742	-	0.0%
41801 - Leave Accrual - Contra Account	148,652	-	-	-	0.0%
41860 - Salary Reimbursements	(127,297)	(114,900)	(44,604)	-	-100.0%
42150 - Communications	25,578	26,800	26,800	26,000	-3.0%
42200 - Computer - Non Capital	2,201	500	500	300	-40.0%
42230 - Office Supplies	9,074	18,200	17,200	11,300	-37.9%
42235 - Furnishings & Equip - Non Cap	654	-	-	10,000	0.0%
42310 - Rentals	-	1,500	1,500	1,500	0.0%
42410 - Uniform/Clothing Supply	255,773	441,338	418,000	412,400	-6.6%
42420 - Special Departmental Expense	125	-	-	-	0.0%
42430 - Employee Recognition	669	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	10,152	15,000	15,000	13,700	-8.7%
42450 - Subscriptions and Books	2,216	6,500	6,500	6,500	0.0%
42500 - Fuel and Lubricants	329,226	399,000	344,200	321,000	-19.5%
42560 - Operating Supplies	179,035	315,304	285,700	336,560	6.7%
42720 - Travel Conferences Meetings	49,242	60,400	60,400	81,700	35.3%
42730 - Training	53,342	58,700	58,700	67,500	15.0%
42760 - POST Training	205,180	130,000	130,000	130,000	0.0%
42770 - Recruitment	36,881	42,500	42,500	43,700	2.8%
42780 - Investigations	4,550	9,000	9,000	14,000	55.6%
42790 - Mileage	5,428	5,800	5,800	500	-91.4%
43010 - Liability Insurance Premiums	-	2,000	2,000	2,700	35.0%
44010 - Professional/Special Services	141,503	164,900	164,900	174,900	6.1%
44012 - Outside Legal	6,236	7,500	7,500	7,500	0.0%
44310 - Maintenance of Equipment	120,499	127,262	124,700	123,800	-2.7%
44410 - Maintenance Building/Grounds	13,139	158,200	158,200	103,500	-34.6%
44490 - Other Contract Services	21,218	83,464	46,100	35,400	-57.6%
47020 - Furnishings & Equip (Capital)	108,819	11,731	11,730	-	-100.0%
47030 - Vehicles	3,539	-	8,338	-	0.0%
47040 - Building Improvements	11,404	-	-	-	0.0%
48800 - Application Software	-	-	1,158	500	0.0%
<b>TOTAL</b>	<b>\$ 35,835,485</b>	<b>\$37,940,876</b>	<b>\$ 34,838,668</b>	<b>\$ 38,127,381</b>	<b>0.5%</b>

## PD Administration - 1005005

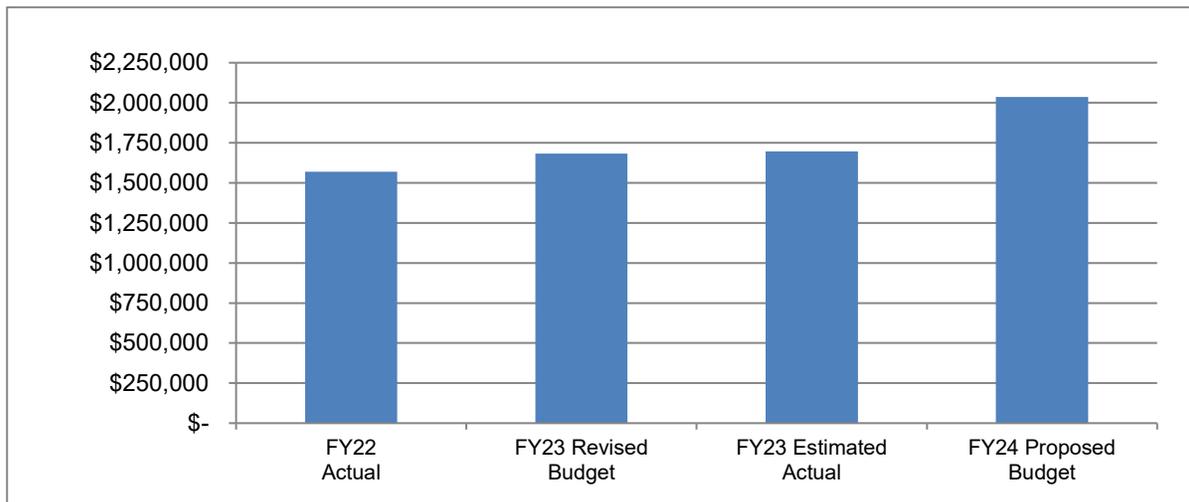
### OVERVIEW

Police Department Administration (Administration) is comprised of the Chief of Police, two Assistant Police Chiefs, the Administrative Officer, and support staff.

The Chief of Police serves as a liaison to the community by providing the City Manager and Council with recommendations and proposals, establishing working relationships with other agencies in the criminal justice system, and directly meeting with the public on a one-to-one basis.

Administration is responsible for the overall management and oversight of the Operations Division, Investigative Division, and the Office of Business & Personnel Administration. The goal of Administration is to ensure that the department maintains the highest level of law enforcement service, complies with legal guidelines, and provides oversight of the Police Department's overall budget, grants, business affairs, and personnel administration.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 1,568,718	\$ 1,682,234	\$ 1,697,285	\$ 2,035,583



### BUDGET ADJUSTMENTS

Increase Overtime Budget	\$23,404
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## **Administration Division (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

- During the period of January 2022 to December 2022 crime was reduced by 6.14% per FBI Uniform Crime Report (UCR) standards.
- Created and staffed the Community Policing Bureau with a Sergeant, two School Resource Officers, two Neighborhood Resource Officers, and a Community Services Coordinator.
- Recruited and hired 15 new Police Officers/Trainees and two Professional Staff employees.
- Recruited, screened, and appointed six new Police Chaplains.
- Provided “Why'd You Stop Me?” (WYSM) training to all Police Officers and Professional Staff. to provide personnel with effective, real-life tools and strategic communication techniques to enhance safety and improve interactions between police personnel and the public.
- School Resource Officers, Neighborhood Resource Officers (NRO), and the Community Policing Detective (Vulnerable Population Officer) worked with Simi Valley Unified School District, and Social Services agencies on various community issues related to school safety, threat assessment, housing, food insecurity, Mental Illness and/or a Developmental Disability (MIDD) resources, as well as other quality of life issues.
- Continued to host Police Community Forum meetings on the Zoom platform, and improved and expanded the Department's Social Media presence.

### **GOALS FOR FY24**

- Reduce crime and maintain community safety.
- Provide Police Department staff on-going training related to social and cultural issues (on-going goal).
- Police Chief and/or Command Staff will participate in the Mayor's Town Hall Meetings.
- Re-start Neighborhood Watch, Crime Free Multi-Housing, and Hotel Manager meetings.
- Update and publish the Department Strategic and Succession Plan.
- Continue to research, test, and acquire technologies that improve efficiency and service to the community.
- Remarket the “Etch and Catch” Catalytic Converter anti-theft program and SAFECAM – Security Camera Registry Program.
- Improve and expand the Department's Social Media presence.
- Prepare and train personnel for response to civil unrest, crowd control, and mutual aid response during the upcoming 2024 Presidential Election time-period.

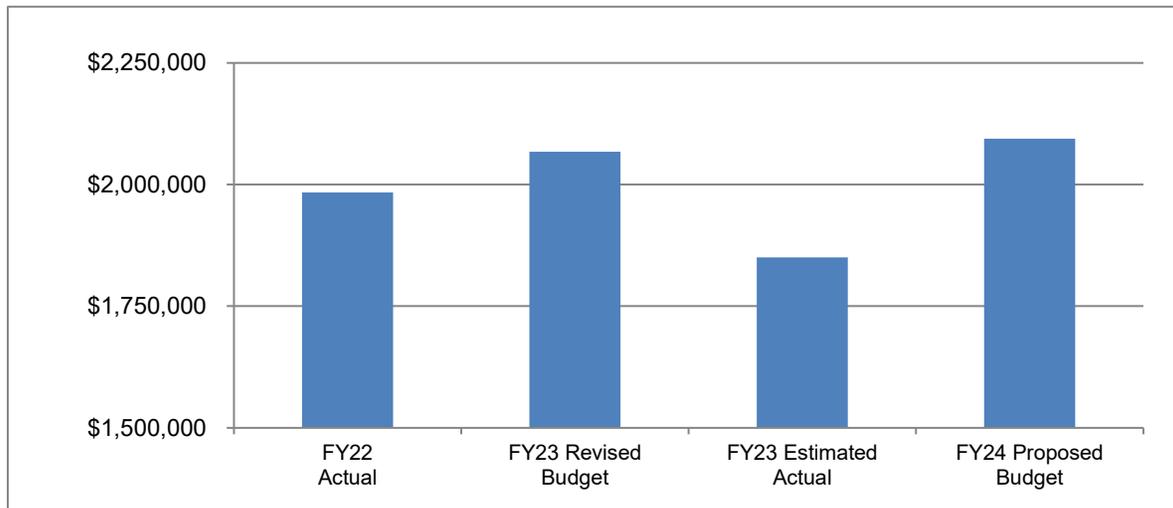
## Communications - 1005110

### OVERVIEW

Communications/Dispatch staff respond to requests for emergency and non-emergency assistance on a 24/7 basis by tracking the location and status of officers in the field, and coordinating their deployment through close communication with Watch Commanders and other supervisors.

Communications/Dispatch staff also provide key background information to officers on wanted persons, stolen property, domestic violence, restraining orders, criminal history, and vehicle registration by retrieving information from state, county, and national computer networks.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$1,983,477	\$2,067,498	\$ 1,850,385	\$2,094,417



### BUDGET ADJUSTMENTS

None

## **Communications (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Handled approximately 25,340 calls for service from July 1, 2022 to January 1, 2023.
- Maintained an average response time of 4.69 minutes for emergency calls, and 13.72 minutes for routine calls from July 1, 2022 to January 1, 2022.
- Hired two Dispatcher Trainees.
- Participated in the monthly Ventura County 700Mhz frequency testing, which ensures voice interoperability with all Communications Centers in Ventura County.
- Continued monitoring the status of the radio upgrade project, and Next-Generation 9-1-1 upgrade.
- Completed all required POST continuing education credits for full-time and temporary part-time Dispatchers by Dec 31, 2022.
- Implemented a new Frontline Quality Assurance program for call taking and radio dispatching and the average accumulated scores for call taking is 98.26% and 97.87% for radio dispatching - well above the NENA (National Emergency Number Association) standard.

### **GOALS FOR FY24**

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- Continue to 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 for all dispatchers by Dec 31, 2023.
- Successfully train two Police Dispatcher Trainees and promote to them to Police Dispatcher positions.
- Monitor the status of the radio infrastructure upgrade as well as the upgrade of new portable radios, dispatch radio consoles, and mobile vehicle radios.
- Internally promote two Communications Supervisors.
- Conduct training exercises at the East Valley Sheriff's Station to ensure full functionality as an alternate Public Safety Answering Point location.

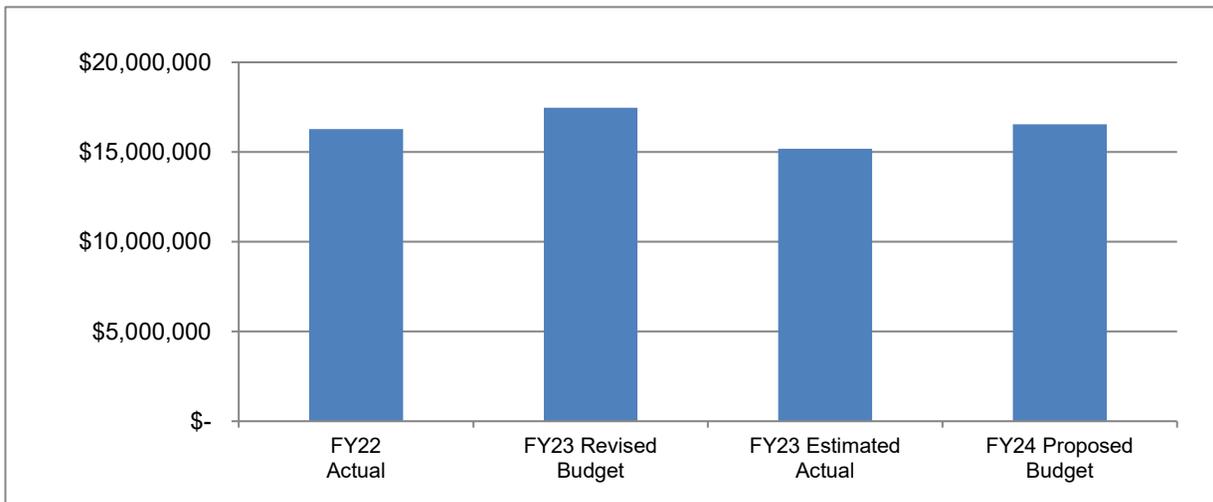
## Patrol Bureau - 1005120

### OVERVIEW

Patrol officers are the City’s first responders to emergency and non-emergency calls for law enforcement services on a 24/7 basis. Through close communication with Watch Commanders and other supervisors, patrol officers handle a variety of citizen requests and take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

Each year, patrol officers handle over 45,000 calls for service while maintaining an emergency response time of less than 5 minutes.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 16,287,322	\$17,461,627	\$ 15,173,700	\$ 16,549,213



### BUDGET ADJUSTMENTS

None

## **Patrol Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Maintained emergency response time of less than 5 minutes, and non-emergency response time of approximately 14 minutes.
- Continued to deliver excellent service and quality enforcement while handling over 49,781 calls for service in 2022.
- Discontinued modified COVID-19 response to calls for service and increased our proactive policing approach.
- 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.
- Trained Police Officers and implemented Racial and Identity Profiling Act (RIPA) software designed “to improve diversity and racial and identity sensitivity in law enforcement.”
- Trained Police Officers and replaced x26 Taser with new Axon Taser 7 smart weapon to improve officer safety.

### **GOALS FOR FY24**

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- Continue to promote problem solving by encouraging officers to seek creative solutions to recurring problems within their assigned area.
- Continue to maximize shift overlap in order to provide current and relevant training to patrol staff.
- Focus on employee development to include leadership, tactics, and responsibility.
- Enhance community involvement and transparency through social media and Nixle.
- 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.
- Adopt, implement and train all sworn staff in de-escalation strategies as part of the Department's Defensive Tactics Program via the Gracie Survival Tactics class.

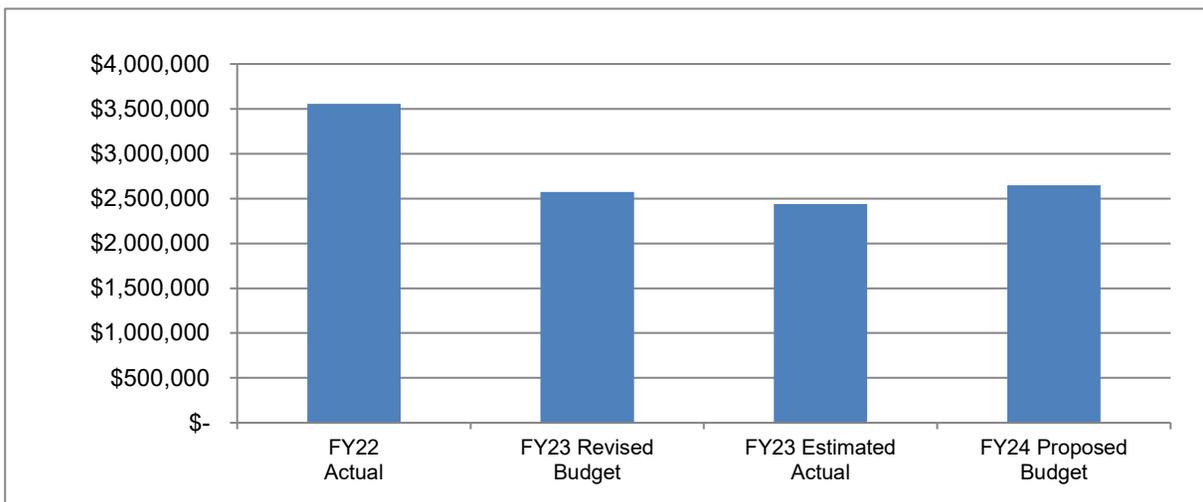
## Special Enforcement Bureau - 1005230

### OVERVIEW

The Special Enforcement Bureau provides specialized enforcement services and Department-wide support when needed.

SEB is currently comprised of the Special Investigations Unit (SIU) as a full-time Unit, along with Special Weapons and Tactics (SWAT) team and Crisis Negotiations Team (CNT) which are both ancillary assignments comprised of officers throughout the Department. SIU staff are 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 (JTTF), one Detective position is assigned to the Southwest Border Task Force/Drug Enforcement Administration (DEA), and one Detective position is assigned to the Ventura County Sheriff’s Office (VCSO) “Overdose Task Force.” The JTTF Detective also acts as the Intelligence Detective, and works with the Special Enforcement Commander in coordinating any Law Enforcement activities/issues at the Ronald Reagan Presidential Library.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$3,555,062	\$2,571,918	\$ 2,436,556	\$ 2,646,197



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Conducted ongoing multijurisdictional Narcotics investigation with the DEA.
- Assisted the Department with tracking, surveilling, and arresting suspects in numerous, high-profile cases.
- Provided a full-time detective to a DEA task force, JTTF, and VCSO Overdose Task Force.
- Provided training to Department staff 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.
- Increased revenues from the Federal Asset Forfeiture Program and created updated process documents to ensure continued access to Equitable Share funds.
- Since March 2022, sixteen massage parlors have been shut down due to licensing/permit violations utilizing the Sim Valley Municipal Code.

### **GOALS FOR FY24**

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- Continue to focus narcotic investigations on dealers operating in Simi Valley.
- Continue enforcement efforts at massage parlors utilizing licensing/permit procedures.
- 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 any new SIU Detectives.
- Provide Run-Hide-Fight training to local businesses/schools, at their request.
- Work with the VCSO Overdose Task Force to ensure that the proper attention is being given to overdose cases occurring within the City of Simi Valley.

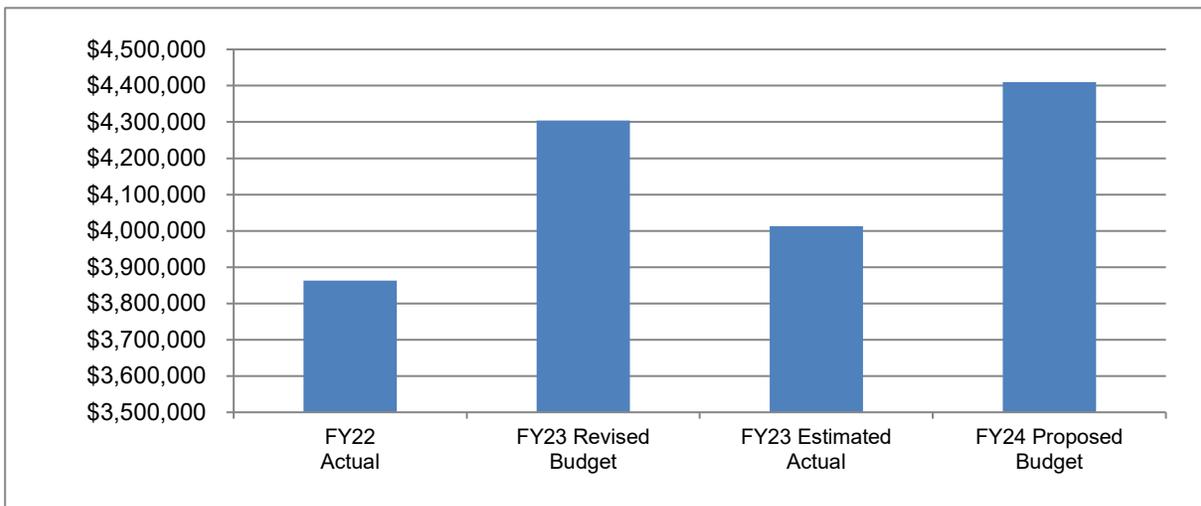
## Detectives Bureau - 1005240

### OVERVIEW

The Detectives Bureau's primary focus of effort is to protect and serve the victims, enhance the Department's capabilities by contributing technology, training and expertise, and lead and inspire by professional example.

The Detectives Bureau consists of three functional units: 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$3,863,099	\$4,304,286	\$ 4,012,949	\$ 4,409,579



### BUDGET ADJUSTMENTS

Increase Overtime Budget	\$19,238
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## **Detectives Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Investigated homicides and an officer-involved shooting from the previous year.
- Conducted several high-priority investigations, including Internet Crimes Against Children (ICAC) investigations/arrests.
- Provided department-wide human trafficking training.
- Coordinated a multi-agency, multi-state human trafficking investigation, which led to the arrest of a human trafficker.
- Responded to multiple suspicious deaths, suicides, and violent crime investigations.

### **GOALS FOR FY24**

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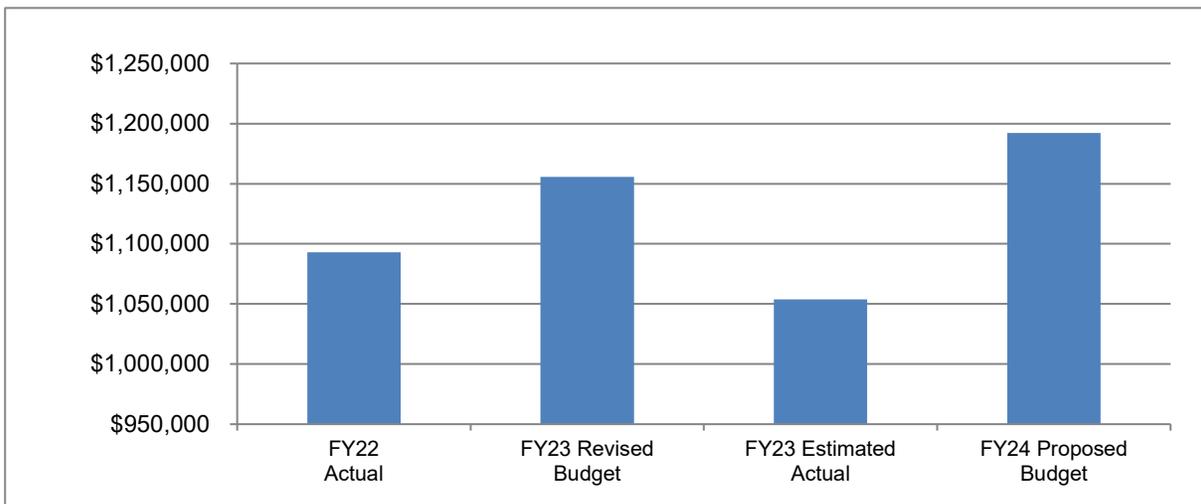
- Develop the Detective Unit in line with our Primary Focus of Effort.
- Allocate multiple detectives to continue investigating Internet Crimes Against Children (ICAC).
- Add a second Investigative Assistant to provide analytical support.
- Participate in the FBI's Child Exploitation Task Force (New).
- Take a leading role on the Human Trafficking Task Force (Existing).
- Participate more closely with the High-Tech Task Force (Existing).
- Create and implement a Police Department cold-case homicide webpage and utilize it to educate the community and encourage individuals who may have previously unreported knowledge of case facts to come forward.
- Implement a city-wide "Flock" camera system.
- Provide training to the Patrol Bureau on different investigations undertaken by Detectives.
- Seek out basic and advanced training to cross-train property detectives in Major Crimes investigations.
- Redesign the Detective Bay and cubicles to a more professional standard.

## Records - 1005350

### OVERVIEW

Records assists departmental staff and City residents by providing a variety of services, including the following: 1) managing the automated Records Management Systems (RMS); 2) fulfilling requests from the public for records, releasing vehicles, and criminal history verifications; 3) processing requests from other agencies; 4) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 5) releasing information in accordance with the Public Records Act; 6) entering a variety of time sensitive data into California Law Enforcement Telecommunication System (CLETS); 7) processing subpoenas; 8) ensuring compliance with the Department of Justice guidelines for access to CLETS and Criminal Offender Record Information (CORI); and acting as Private Branch Exchange during business hours.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$1,093,016	\$1,155,808	\$ 1,053,708	\$ 1,192,292



### BUDGET ADJUSTMENTS

None

## **Records Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Performed over 763 transactions at the public counter including vehicle releases and report requests, all while ensuring superior customer service.
- Processed and audited over 4,968 crime, arrest and incident reports; 1,609 citations and 1,902 field interview cards.
- Answered over 24,668 incoming business calls providing the public with information, referring to appropriate resources, and transferring to the appropriate Bureau within the Police Department.
- Responded to over 38 subpoena requests and 40 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 staff requests, including violent and property crime summaries, automated reports, and event trending.
- Completed training on new National Incident-Based Reporting System (NIBRS) reporting requirements, and successfully completed the first submission into the NIBRS production database with a 0.00% error rate.

### **GOALS FOR FY24**

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- Provide thorough and extensive training for Records personnel to minimize liability related to the release of records including CLETS and CORI information.
- Continue to transfer 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 staff.
- 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.
- Become certified with California Department of Justice in NIBERS reporting, which requires three months of submissions with less than 3.00% error rate.
- Stay informed of new laws and updates regarding the future of police records management.

## PD Fiscal - 1005390

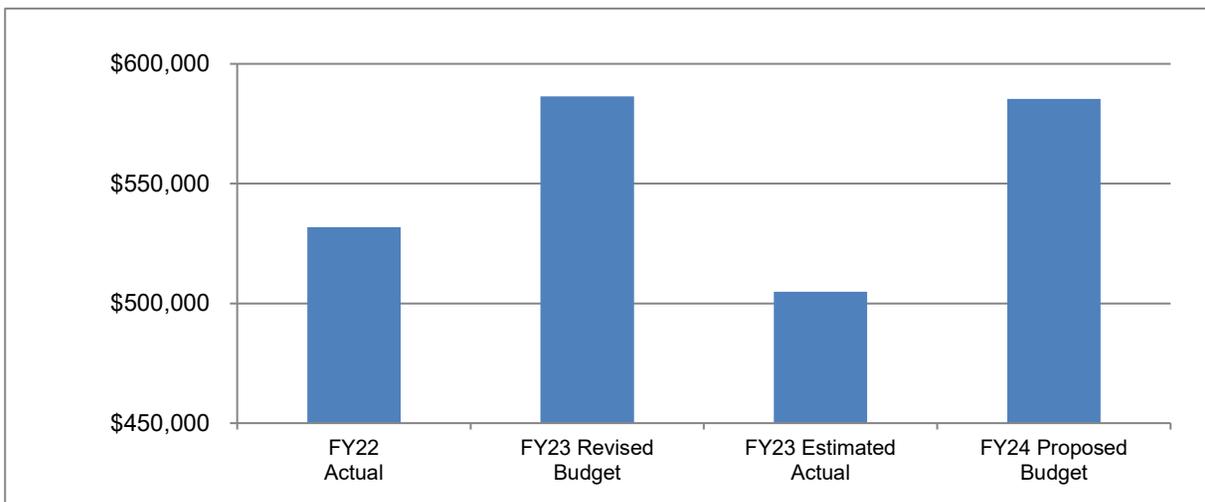
### OVERVIEW

The Fiscal Services Unit is responsible for overseeing the financial business functions of the Police Department, and supports operational units by providing purchasing oversight, budget preparation and analysis, timekeeping entry audits, managing the False Alarm and Emergency Response billing programs, and issuing permits for businesses and solicitors.

In addition, the Fiscal Services Unit supports Police Administration grant activities by creating invoices for reimbursement requests, and assisting with personnel management.

During City emergencies and/or special events, the Fiscal Services Unit provides logistical support.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 531,887	\$ 586,385	\$ 504,854	\$ 585,305



### BUDGET ADJUSTMENTS

None

## **PD Fiscal (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Provided critical assistance with the implementation of ExecuTime, the City's new timekeeping system.
- Assisted in managing grant programs and created reimbursement request invoices totaling \$94,738.51.
- Processed over 284 Purchase Orders/Request for Checks (RFC) and 593 P-Card transactions for all departmental operational units as of March, 2023.
- Processed over 80 invoices for false alarms totaling \$48,500 as of March, 2023.
- Issued 39 business permits.
- Provided logistical support throughout the year for DUI Checkpoints, SWAT call-outs, and various public relations events.
- Hired a Management Analyst.
- Completed Business Permit filing system digitization.

### **GOALS FOR FY24**

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- Continue to submit grant reimbursement requests and assist in seeking 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 provide internal customer service by coordinating purchasing activities, budget oversight and management, and analysis.
- Continue to provide logistical support during critical events.

## PD Maintenance - 1005395

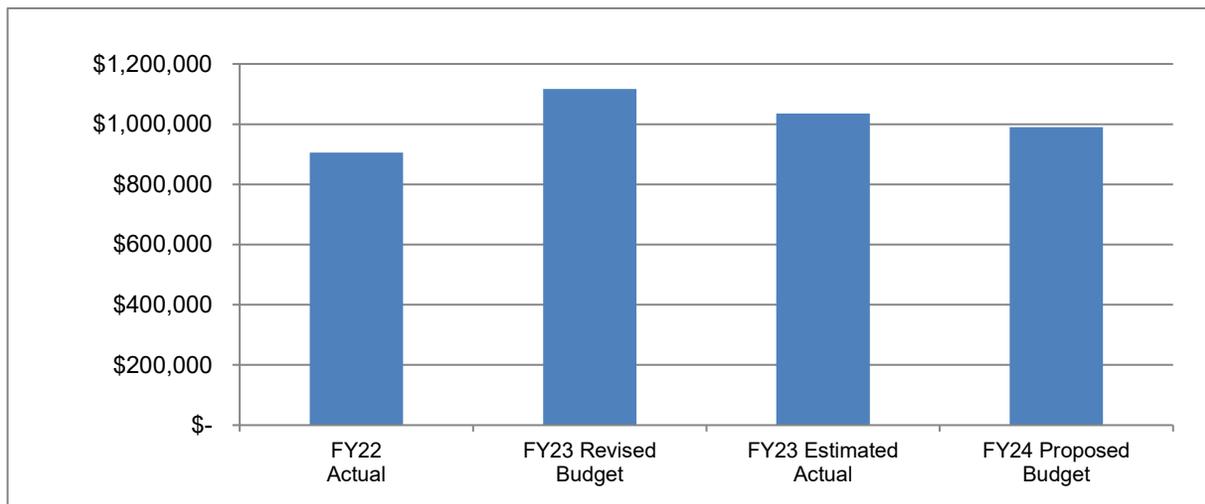
### OVERVIEW

PD Maintenance is a specialized technical unit within the Police Department overseeing the fleet of vehicles and the facility.

PD Maintenance staff are responsible for purchasing a wide variety of enforcement vehicles including SUVs, motorcycles, and covert operation vehicles. Once purchased, staff installs all the needed emergency equipment, maintains the integrity of the vehicle fleet, and coordinates with the Public Works Department to ensure vehicles are repaired in a timely manner.

In addition, PD Maintenance staff oversee the disposition of all capital assets, and perform maintenance and upgrades to the Police facility. Staff also tests, inspects, and maintains a wide variety of complex facility systems to ensure they are in good working order.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 905,250	\$ 1,116,852	\$ 1,034,932	\$ 989,840



### BUDGET ADJUSTMENTS

Increase Fuel Purchasing Budget	\$	29,000
Scissor Lift	\$	20,000

## **PD Maintenance Unit (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Filled vacant Police Maintenance Specialist position.
- Completed annual preventive maintenance and load bank testing for emergency generator and transfer switch.
- Completed annual monitoring system testing and certification of the underground fuel storage system including 3 year overfill prevention testing.
- Completed Capital Asset Inventory for 2022.
- Purchased eight new vehicles from approved FY 2022-23 budget, seven of which are on order, awaiting delivery.
- Completed annual inspection of fire monitoring system and backflow testing and all associated repairs.
- Provided logistical support for various department activities, including DUI checkpoints.

### **GOALS FOR FY24**

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- Perform diesel tank maintenance to insure proper operation of emergency generator.
- Coordinate fork lift training for staff.
- Purchase and install specialized policing equipment for new vehicles.
- Coordinate with and assisted, the Ventura County Air Pollution Control District with the annual testing and permitting of facility boiler systems.
- Coordinate with Public Works Street Division to have facility parking lots repaired and repaved.
- Complete state SMOG certifications on vehicles required for FY 2023-24.

**Professional Standards Bureau - 1005460**

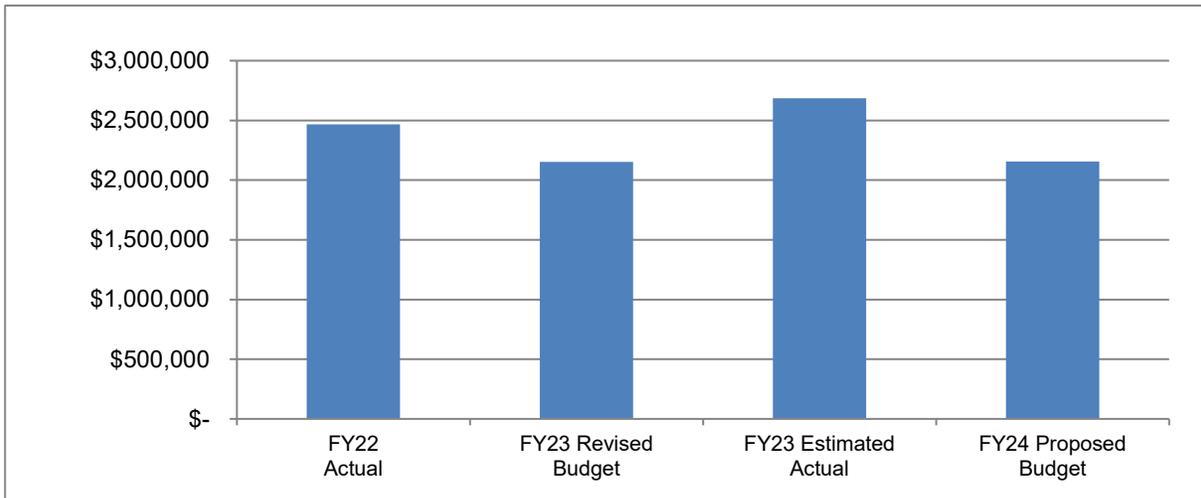
**OVERVIEW**

The Professional Standards Bureau consists of the Professional Standards Bureau and Auxiliary Services.

Professional Standards Bureau staff manage the recruiting and hiring process for all Police Department personnel, including the completion of background investigations for all pending hires. In addition, Professional Standards staff are responsible for providing equipment, professional development opportunities, and all mandated training. Professional Standards also oversees internal affairs, administrative reviews, claims against the Department, and the Explorer Program.

Auxiliary Services manages the Body-Worn-Camera Program, the Temporary Holding Facility, evidence handling and storage, and maintenance of Departmental policy and procedure manuals.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$2,467,450	\$2,152,333	\$ 2,685,336	\$ 2,155,369



**BUDGET ADJUSTMENTS**

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- Passed all county and state required inspections for the Department's Temporary Holding Facility.
- Continued updating and publishing Department policies, procedures, and training materials in compliance with state law.
- Hired 15 officers and two professional staff along with three additional candidates pending hire as of February 2023.
- Streamlined background and testing processes, further increasing the speed of hiring of quality candidates.
- Provided a tack officer for the January police academy class at College of the Canyons for the first time.

### **GOALS FOR FY24**

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- Improve officer safety and effectiveness by keeping informed 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 laws 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.
- Reduce Department expenditures by offering additional local training opportunities and hosting training events at the station.
- Implement a reporting process for mandated SB 2 legislation (decertification), and upload reports to Commission on Peace Officer Standards and Training (POST) by June 30, 2023.
- Continue to implement mandatory SB 1421 legislation requiring secondary background checks and bias detection.

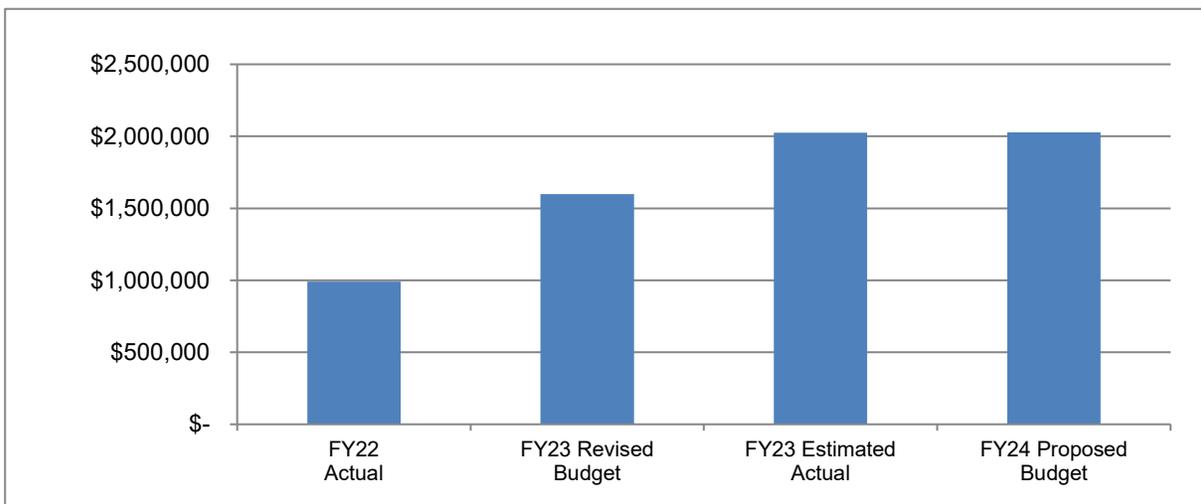
## Community Policing Bureau - 1005465

### OVERVIEW

The Community Policing Bureau 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 Bureau is composed of the following units: Neighborhood Resource Officer Unit, School Resource Officer Unit, Vulnerable Population Detective, Police Volunteer Unit, and the Public Relations Team. The CPB is responsible for overseeing the following programs: Crisis Intervention Team Program, 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$ 991,480	\$ 1,599,188	\$ 2,024,769	\$ 2,026,564



### BUDGET ADJUSTMENTS

Increase Overtime Budget	\$ 107,358
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## **Community Policing Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Sponsored, managed, and participated in outreach events including the "Not So Strange Things" Drive Thru Event, Heroes and Helpers Shopping Event, Easter Vehicle Parade, Coffee with a Cop events, and crime prevention meetings.
- Further improved and expanded presence on various social media platforms by posting crime prevention tips and information about Department activities and events.
- Continued implementing the Pathways Program at Royal High School to provide students with a weekly, certified career exploration course.
- Participated in meetings and events related to community safety issues with various community partners, and other government and civic organizations.
- Processed a Memorandum of Understanding for a full-time Ventura County Behavioral Health employee to work with our Vulnerable Population Detective in order to better address the needs of the City's vulnerable population.
- Assisted various individuals experiencing homelessness with housing placement and medical treatment as part of efforts to relocate them safely away from most railroad property locations.
- Restarted the Backpack Medicine Program, which involves regular meetings between Neighborhood Resource Officers, County agencies, doctors, nurses, and substance abuse counselors to provide medical aid and counseling services to the City's homeless population.

### **GOALS FOR FY24**

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- Provide Nuisance Abatement and Crime Prevention through Environmental Design cross-training to all sworn personnel.
- Attend designated Neighborhood Council meetings.
- Attend Neighborhood Watch meetings.
- Continue to host in-person and web-based Police Community Forums.
- Host community policing/crime prevention meetings for the Spanish speaking community with bilingual officers.
- Continue providing low cost community outreach activities for children and teens, as well as develop additional programs.
- Continue to work with property managers/owners to mitigate vagrancy issues by utilizing Crime Prevention through Environmental Design strategies.

## Traffic Bureau - 1005480

### OVERVIEW

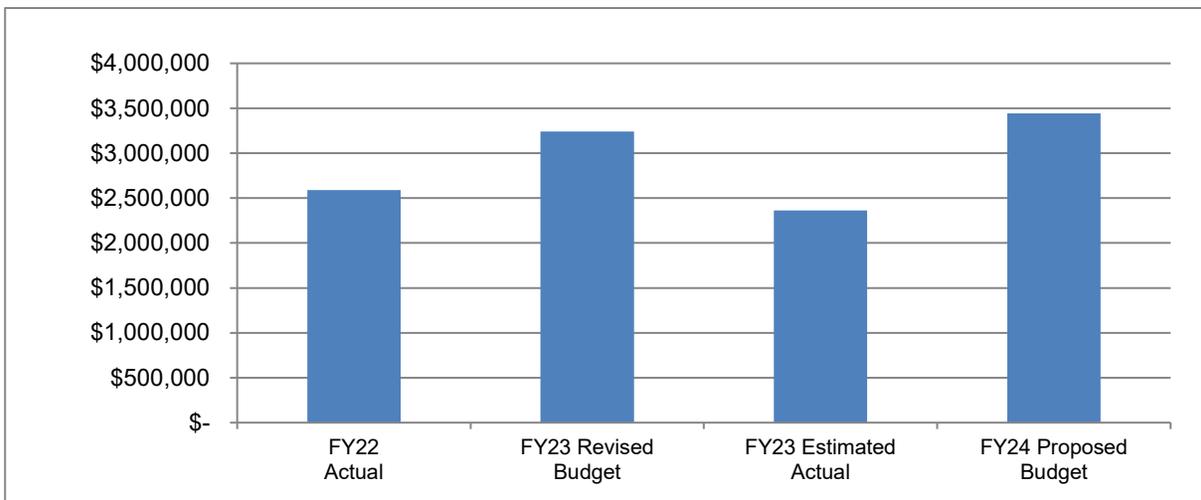
The Traffic Bureau consists of traffic officers, supervisors, and professional staff.

Traffic Officers include collision investigators and a motorcycle officer. Collision Investigators investigate motor vehicle accidents that occur on public right-of-ways and vehicular crimes, including driving under the influence (DUI), and hit and run. They also enforce the Vehicle Code focusing on areas prone to injury accidents, and assist detectives with critical investigations such as homicides.

The motorcycle officer enforces the California Vehicle code, specifically in areas prone to injury accidents. This officer also handles collision investigations and vehicle-related crimes.

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$2,588,724	\$3,242,748	\$ 2,364,195	\$ 3,443,022



### BUDGET ADJUSTMENTS

None

## **Traffic Bureau (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Increased enforcement actions and training related to DUI through expanded operations made possible through grants from the Office of Traffic Safety.
- Conducted four DUI checkpoint events.
- Arrested 75 DUI drivers.
- Investigated 668 vehicle collisions, 315 of which were injury accidents and four 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.
- Purchased an additional electronic stealth radar sign to communicate safety messages, announcements, and upcoming events to the public along with capturing speed data analysis to improve traffic safety.

### **GOALS FOR FY24**

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- Focus traffic enforcement efforts at locations with the highest incidence of collisions, and increase enforcement on Primary Collision Factor violations in order to decrease intersection related collisions.
- Conduct additional DUI enforcement and education activities with grant funds received from the Office of Traffic Safety.
- Provide education to the public, and increase enforcement focus on drivers speeding.
- Increase education and enforcement focus on bicycle laws and probable collision factor violations related to bicyclists.
- Expand the Police Services Officer staff in order to provide additional proactive Parking Enforcement and Vehicle Abatement.
- Continue to work with schools to improve traffic flow and safe driving.
- Conduct enforcement efforts focused on distracted drivers.
- Utilize Cannabis Tax Fund Grant Program to implement Marijuana-impaired driving protocols and train personnel, Department-wide.
- Implement E-Citations for more efficiency, accuracy, and access to data.

## POLICE DEPARTMENT FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Increase Fuel Purchasing Budget

**AMOUNT :** \$29,000

**ACCOUNT:** 1005395-42500

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

### COST BREAKDOWN

	Requested Permanent Increase	29,000
<b>TOTAL:</b>		<b>\$29,000</b>

The Police Department is requesting an increase in the annual Fuel purchasing budget due to the increases in fuel prices, as well as increased Police Activity. A one-time increase of \$107,000 was approved for Fiscal Year 2023, bringing the total PD fuel budget to \$399,000. It is estimated that the department will utilize approximately \$320,100 of the budgeted funds.

Although fuel prices have stabilized since the sharp increase of last year, the average costs to us will still put us well over the \$292,000 budget that we have sustained for the past several years. Increasing the recurring fuel budget to a total of \$320,000 will provide the department with a reasonable amount of funds to provide the best possible service to the City.

**These funds will only be utilized for the purpose of this account, and any unused funds will not be absorbed into the larger department budget for other purposes.**

## POLICE DEPARTMENT FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Increase Overtime Budget / 3 Divisions

**AMOUNT :** \$150,000

**ACCOUNT:** 1005005-41040, 1005240-41040, & 1005465-41040

**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

### DEPARTMENT PROPOSAL

#### COST BREAKDOWN

1005005 PD Admin Increase OT by:	54,500
1005240 Detectives Increase OT by:	44,800
1005465 Community Policing OT by:	250,000
<b>TOTAL:</b>	<b>\$349,300</b>

### CITY MANAGER ADJUSTMENT

#### COST BREAKDOWN

1005005 PD Admin Increase OT by:	23,404
1005240 Detectives Increase OT by:	19,238
1005465 Community Policing OT by:	107,358
<b>TOTAL:</b>	<b>\$150,000</b>

#### **1005005 (PD ADMIN)**

Per the 2021-2023 PMA MOU, Sworn Managers may opt to be paid straight-time overtime for each pay period instead of accruing the time to compensatory time or annual leave for each thirty minutes worked.

The Overtime budget was never adjusted for this circumstance, and the option for payment of straight-time overtime has steadily increased. It is estimated that actuals for this fiscal year will reach around \$78,858. The department is requesting additional funds to increase the PD Admin budget.

#### **1005240 (DETECTIVES)**

At the beginning of 2022, there were only three Detectives assigned to this Bureau. The Department increased the staffing to 10 Detectives, allowing the Bureau to address a number of tasks that were previously neglected (due to lack of staffing), such as the ICAC Task Force (Internet Crimes Against Children), the Human Trafficking Task Force, and the FBI's newly-formed Child Exploitation Taskforce. Additionally, seven new detectives were required to complete a great deal of training as fast as possible in an effort to get them up to speed; frequently that training was on overtime. All Detectives are working slightly above-average caseloads, as we still carry vacancies in our Bureau. We also had two major "all-hands" investigations over the past year, contributing to increased overtime.

Another contributing factor was until recently, our Detectives covered a patrol vacancy, and on occasion, those Detectives would work their Detective cases on overtime outside of their patrol shift. And lastly, ALL of our Detectives have ancillary assignments (TST, SWAT, Explorers, Honor Guard, Public Relations, Range master, Peer Support, and Defensive Tactics). The overtime can be attributed to working those assignments or to cover behind those assignments.

We believe that the Bureau will level off on overtime usage as they no longer cover a patrol vacancy, have completed almost all training for the new Detectives, are catching up on old cases, and will be receiving overtime reimbursement for our Detective on the FBI's Child Exploitation Taskforce.

#### **1005465 (COMMUNITY POLICING)**

The Community Policing Bureau's mandate is wide-ranging and multifaceted, aimed at improving public safety and promoting community engagement. The Bureau's non-traditional policing functions are centered on addressing pressing community concerns such as Homelessness, Mental Health, Education Engagement (School Resource Officers), and Public Relations.

This Bureau consists of a Commander, a Sergeant, two Neighborhood Resource Officers, two School Resource Officers, a Vulnerable Population Detective, and the Community Services Coordinator.

Due to the nature of the assigned activities, as well as ancillary duties, staff is often active outside of regular work hours. As the designated individuals responsible for community engagement through Public Relations, the Commander and Sergeant are highly involved in various events and activities throughout the year, often with assistance from other departmental staff. These events often occur outside of regular working hours, requiring significant dedication and commitment from all involved.

**POLICE DEPARTMENT  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Scissor Lift  
**AMOUNT :** \$20,000  
**ACCOUNT:** 1005395-42560  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Skyjacke Sj3219 Lift:	15,000
	Tax And Shipping Est.:	<u>5,000</u>
<b>TOTAL:</b>		<b>\$20,000</b>

The Police Maintenance unit requires a drivable lift. Most utilities that feed into the Police facility are overhead in the underground parking structure and a stable and secure platform to work on will make for a safer work environment.

The public works department already possesses one of these lifts that serves the public works yard, but having the lift transferred at a time of need is a lengthy and cumbersome task that is often only when available staffing and time permits.

Providing a new lift will not only benefit the police department but benefit the entire Civic Center as it will be available for Public Works maintenance and custodial staff for use at the various civic center facilities.

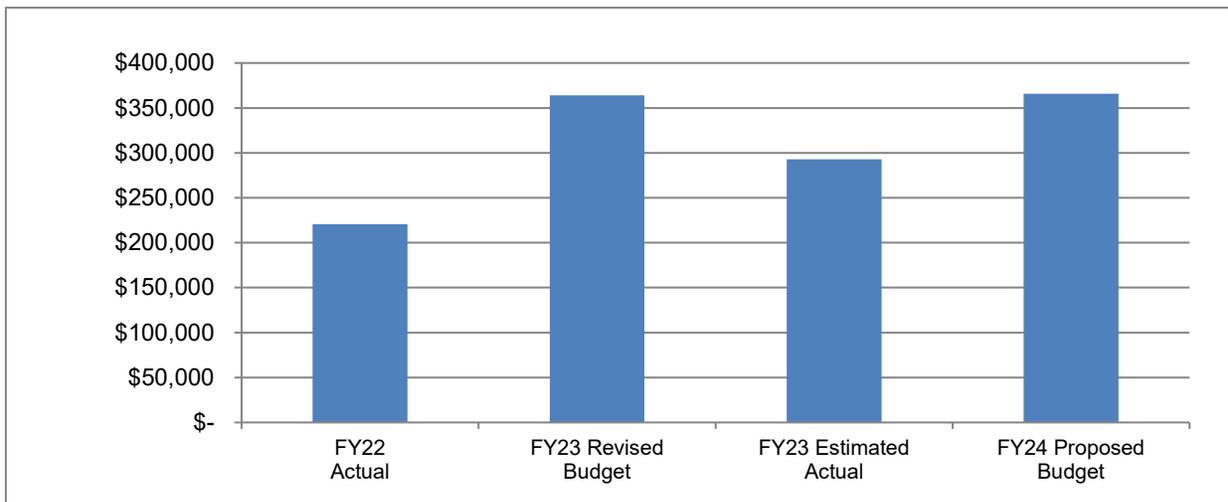
# POLICE DEPARTMENT EMERGENCY SERVICES

## 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 nine major programs areas: 1) Emergency Response Planning; 2) Emergency Management Training; 3) Emergency Operations Center (EOC) Program; 4) The Volunteer Disaster Service Worker (DSW) Team; 5) Emergency Services Technology Program; 6) Intergovernmental Coordination; 7) Incident Response Coordination; 8) Hazard Mitigation Planning; and 9) Public Education Program.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 220,697	\$ 363,924	\$ 292,737	\$ 365,862



### BUDGET ADJUSTMENTS

None

## **Office of Emergency Services, Police Department (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

- Applied for EMPG22 to fund the SafeCityGIS mapping system annual licenses.
- Used the SHSGP20 reimbursement grant to buy equipment for the DSW Team.
- Guided the City's annex for Ventura County's Hazard Mitigation Plan through the final draft, adoption by the City Council then approval by Cal OES and FEMA, which made the City eligible to apply for FEMA mitigation grants.
- OES Manager earned a FAA Pilot 107 license, completed Unmanned Aerial System training and applied for the SHSGP22 reimbursement grant to train more Volunteer DSW pilots.
- Hosted Community Emergency Response Training (CERT) to help build the City's disaster resiliency, and recruited for the Volunteer DSW Team.
- Managed the Volunteer Disaster Services Worker Team, which conducted outreach at two events and staged the Mass Casualty Unit trailer as a contingency precaution.
- Conducted Incident Command System training for Police Department officers.
- Created emergency protocols for 4<sup>th</sup> 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.
- Conducted the Felt Earthquake Drill with Police Department Dispatchers and patrol officers to train on inspecting critical infrastructure after an earthquake.
- Hired new Emergency Services Coordinator.

### **GOALS FOR FY24**

- Facilitate the FEMA Virtual Tabletop Exercise for the Dam Failure Scenario for the EOC staff, Police Department leadership, Ventura County Fire Department, and other agency partners to test interoperability and communication.
- Continue implementation of UAS/Drone damage assessment and emergency planning capability with OES Staff and Volunteer DSW.
- Conduct a drill to test the Mass Casualty Plan for evacuating victims during the Fourth of July Fireworks Show with Police Department, DSW, and Emergency Medical Services.
- Continue implementation phases of the SafeCityGIS Emergency Management Mapping System.
- Continue implementation phases of the SafeCityGIS Emergency Management Mapping System.
- Fill EOC vacancies and train new staff.
- Complete update to City Emergency Plan and EOC Procedures Manual.

## TOTAL EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	128,656	179,779	132,235	192,056	6.8%
41200 - Deferred Comp - 401k	2,407	4,800	3,484	4,800	0.0%
41300 - Vision Care	364	475	356	475	0.0%
41350 - Disability	1,232	1,528	1,114	1,632	6.8%
41400 - Group Insurance/Health	2,659	3,576	2,947	3,624	1.3%
41415 - Flex Benefits	25,507	46,798	34,750	47,291	1.1%
41450 - Life Insurance	303	356	262	360	1.2%
41500 - Group Insurance/Dental	1,839	2,400	1,361	1,532	-36.2%
41550 - Section 125 Administration Fee	43	46	42	42	-7.7%
41600 - Retirement (PERS)	47,156	64,261	50,228	57,075	-11.2%
41620 - Retirement (HRA)	3,607	4,800	3,484	4,800	0.0%
41650 - Medicare Tax	1,968	3,285	2,110	3,471	5.6%
41700 - Workers Compensation	8,212	9,420	9,420	5,032	-46.6%
41800 - Leave Accrual	5,845	-	8,543	-	0.0%
41801 - Leave Accrual Contra Account	885	-	-	-	0.0%
41860 - Salary Reimbursements	(21,708)	-	-	-	0.0%
42150 - Communications	1,410	1,500	1,500	1,700	13.3%
42200 - Computer - Non Capital	-	5,000	5,000	-	-100.0%
42230 - Office Supplies	458	300	300	300	0.0%
42235 - Furnishings & Equip - Non Cap	1,071	10,600	10,600	6,400	-39.6%
42410 - Uniform/Clothing Supply	170	500	500	200	-60.0%
42440 - Memberships and Dues	366	900	900	600	-33.3%
42450 - Subscriptions and Books	34	-	-	-	0.0%
42560 - Operating Supplies	1,630	3,200	3,200	4,072	27.3%
42720 - Travel Conferences Meetings	2,531	3,000	3,000	6,300	110.0%
42730 - Training	341	1,600	1,600	3,400	112.5%
42790 - Mileage	-	200	200	-	-100.0%
43010 - Liability Insurance Premiums	-	3,400	3,400	3,000	-11.8%
44010 - Professional/Special Services	734	700	700	700	0.0%
44490 - Other Contract Services	2,976	11,500	11,500	17,000	47.8%
47020 - Furnishings & Equip (Capital)	-	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 220,697</b>	<b>\$ 363,924</b>	<b>\$ 292,737</b>	<b>\$ 365,862</b>	<b>0.5%</b>

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CITY OF SIMI VALLEY

# NON-DEPARTMENTAL

NON-DEPARTMENTAL

## NON-DEPARTMENTAL

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, 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	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41600 - Retirement (PERS)	50,122	66,000	66,000	66,000	0.0%
41610 - Retirement (PARS)	148,678	148,678	148,678	160,000	7.6%
41800 - Leave Accrual	-	2,200,000	1,024,003	2,200,000	0.0%
41900 - Salary Savings	-	(4,123,000)	-	(3,600,000)	-12.7%
41950 - Benefits Savings	-	(447,062)	-	(365,128)	-18.3%
42100 - Utilities	402,751	355,000	355,000	500,000	40.8%
42130 - Postage	40,667	64,900	64,900	64,900	0.0%
42150 - Communications	555,666	915,914	908,123	576,329	-37.1%
42200 - Computer - Non Capital	-	9,800	9,800	6,150	-37.2%
42230 - Office Supplies	709	8,500	8,500	8,500	0.0%
42235 - Furnishings & Equip - Non Cap	7,891	30,200	30,200	62,950	108.4%
42300 - Copiers	74,669	130,000	130,000	130,000	0.0%
42310 - Rentals	-	1,225	1,225	-	-100.0%
42430 - Employee Recognition	-	24,500	24,500	24,500	0.0%
42440 - Memberships and Dues	114,074	119,100	119,100	121,851	2.3%
42560 - Operating Supplies	32,592	45,000	45,000	45,000	0.0%
42720 - Travel Conferences Meetings	1,500	-	-	-	0.0%
44010 - Professional/Special Services	567,438	668,965	553,089	606,447	-9.3%
44015 - COV Admin Fee	250,003	280,000	280,000	280,000	0.0%
44030 - Cloud Services	199,064	214,000	214,000	285,725	33.5%
44310 - Maintenance of Equipment	1,141,932	1,866,389	1,475,344	1,680,084	-10.0%
44490 - Other Contract Services	52,836	5,377,794	52,500	54,500	-99.0%
44491 - FIS Operations	-	-	-	-	0.0%
44492 - GIS Operations	24,200	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	1,174,610	1,245,100	1,245,100	3,019,800	142.5%
47020 - Furnishings & Equip (Capital)	-	-	-	306,000	0.0%
<b>Department Total</b>	<b>\$ 4,839,400</b>	<b>\$ 9,225,202</b>	<b>\$ 6,779,262</b>	<b>\$ 6,257,808</b>	<b>-32.2%</b>

<b>BUDGET ADJUSTMENTS</b>	
Utility Costs	\$ 145,000
Citywide Replacement Furniture Requests	\$ 43,450
Mitel VoiP Phone system Service Contract	\$ 50,000
Security / Alarm System Service Contract	\$ 32,000
Replace Best UPS at the Police Department and Relocate to Basement/Garage	\$ 7,000
Additional Internet Services	\$ 4,320
Purchase of a eDiscovery System	\$ 30,000
Veritone Contact	\$ 12,300
Frontline Public Safety Solutions	\$ 2,100
Microsoft Team APP Roadmap and Projects Subscription/License	\$ 2,000
Guardian Alliance Technologies Cloud-Based software	\$ 2,000
Magnet AXIOM Cloud for AXIOM	\$ 5,448
Simi Valley Cultural Arts Center Web Design and Implementation	\$ 2,000
Purchase and Implement a Document / Agenda Management System for the Clerks Office	\$ 10,000
Purchase of Items for Front Desk Kiosk	\$ 2,050
City Engineer - Office Furniture and PC	\$ 5,500
Purchase of Four iPad Vehicle Mounts and Keyboards	\$ 1,000
Adobe Acrobat Pro DC Licenses for Code Enforcement	\$ 1,440
Purchase of One Smart Phone for Building & Safety	\$ 550
IPhone for Administrative Officer and Budget & Admin Manager	\$ 3,200

**NON-DEPARTMENTAL (CITY WIDE)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Utility Costs

**AMOUNT :** \$820,000

**ACCOUNT:** 1001605, 2502350, 7004240, and 7614640 (42100)

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN			
General Fund	1001605-42100		145,000
Library Fund	2502350-42100		25,000
Sanitation	7004240-42100		300,000
WaterWorks	7614640-42100		350,000
<b>TOTAL:</b>			<b>\$820,000</b>

The City pays utility expenses to Southern California Edison, Southern California Gas, Golden State Water, and Ventura County Waterworks District 8. The cost of all of these utility services has risen over the past few years, and the current budget has not kept up with increasing costs. Staff is requesting an increase in the budget for Utilities across four funds; General Fund, Library Fund, Sanitation Fund, and Ventura County WaterWorks District No. 8.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Mitel VoiP Phone system Service Contract  
**AMOUNT :** \$50,000  
**ACCOUNT:** 1001608-44310  
**PRIORITY:** 2  
**EVERY:**

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Maintenance of Equipment	50,000
<b>TOTAL:</b>		<u>\$50,000</u>

The City uses a Mitel phone system for our landline phones. As the technological landscape continues to evolve, it is important for the City to ensure that its communication systems remain reliable and up-to-date. For our customers that use Mitel systems, this means regularly renewing the Mitel service contracts.

Renewing a Mitel service contract provides several important advantages. For one, it allows access to the latest software updates and features, ensuring their communications systems remain secure and efficient. Additionally, customers with a current service contract are eligible for Mitel's 24/7 support services, which can provide peace of mind in the event of a system failure. Finally, renewing a Mitel service contract is a cost-effective way to ensure that the City will have access to the best available communication solutions.

For these reasons, it is vital for the City using Mitel systems to regularly renew their service contracts. Doing so can help ensure that their communication systems remain secure, reliable, and up-to-date.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Security / Alarm System Service Contract  
**AMOUNT :** \$32,000  
**ACCOUNT:** 1001608-44310  
**PRIORITY:** 3  
**EVERY:**

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Maintenance of Equipment	32,000
<b>TOTAL:</b>		<u>\$32,000</u>

As cities age and technology advances, outdated camera infrastructure can become a major liability. Traditional hardware, such as analog and digital cameras, can become obsolete, leading to decreased security and inadequate surveillance of public spaces. Furthermore, as the cameras age, their maintenance costs increase as parts need to be replaced and repairs become more frequent.

A Genetec service contract can help cities mitigate the risks associated with an aging camera infrastructure. A Genetec service contract offers access to the latest technologies and services to ensure that cities have the most up-to-date and reliable camera surveillance. By signing a Genetec service contract, cities can benefit from the latest technology, such as intelligent analytics, facial recognition, and real-time alerts. This technology can help cities keep their citizens safe and secure while also reducing the cost of maintenance and repairs associated with older camera infrastructure.

In addition, signing a Genetec service contract can provide cities with access to exclusive services such as mobile app integration, cloud hosting, and remote monitoring. These services provide cities with the flexibility to monitor and manage their camera infrastructure from anywhere, at any time. Furthermore, the cloud hosting and remote monitoring services can help cities quickly respond to any issues or incidents that arise.

The City budgeted \$40,000 in FY23 for maintenance of equipment. Staff is requesting a \$32,000 increase.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Replace Best UPS at the Police Department and Relocate to Basement/Garage  
**AMOUNT :** \$177,000

**ACCOUNT:** 6489000-42200/44010, 1001608-44310 (CERF Prof Svcs & Capital)  One Time Expenditure

**PRIORITY:** 4  Recurring Expenditure

COST BREAKDOWN		
CERF Computer - Non Capital	85,000	One Time
CERF Prof Professional Services	85,000	One Time
Non Departmental Maintenance of Equipment	7,000	Recurring
<b>TOTAL:</b>	<b>\$177,000</b>	

The UPS system servicing the computer network at the Police Department is old and antiquated. In addition, the upcoming Radio project adds to the need to replace this UPS in the near future. The UPS will be replaced and moved to the old Telecom room in the basement/garage. This will require professional services from a skilled electrician. UPSs are tracked, and funds are allocated for their replacement in the computer equipment replacement fund. The City will need to use fund balances for this purchase.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Internet Services  
**AMOUNT :** \$5,820  
**ACCOUNT:** 1001608-42150 & 6489000-48840  
**PRIORITY:** 5  
**EVERY:**

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
CERF Hardware (6489000-48840)	1,500	One Time
Communications (1001608-42150)	4,320	Recurring
<b>TOTAL:</b>	<b>\$5,820</b>	

The City subscribed to Starlink as a second internet connection providing the ability for IS staff to test configurations and use them in emergency situations. Staff recommends the City invest in 2 more Starlink subscriptions, one to be used at the shooting range and the other at the police station. Currently, the City spends \$800/month with AT&T on the connection at the shooting range. The AT&T bill will be eliminated, and the City will see annual savings of over \$5,000/year.

## NON-DEPARTMENTAL (INFORMATION SERVICES) FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Purchase of a eDiscovery System

**AMOUNT :** \$30,000

**ACCOUNT:** 1001608-44030

**PRIORITY:** 6

One Time Expenditure

Recurring Expenditure

### COST BREAKDOWN

	30,000	
<b>TOTAL:</b>	\$ 30,000	

Implementing an eDiscovery and public records request system can save staff time in several ways. The system can automate many of the manual tasks associated with responding to requests, such as organizing and tracking documents. Some of the systems streamline the entire process of responding to public records requests, from receiving the initial request to providing the necessary information. This can save staff time by eliminating unnecessary steps and reducing the amount of time spent on administrative tasks.

A good system can help staff to more easily manage and prioritize public records requests, ensuring that they are responded to in a timely and efficient manner. This can help to prevent requests from becoming backlogged and ensure that all requests are handled in accordance with legal requirements.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Veritone Contact  
**AMOUNT :** \$12,300  
**ACCOUNT:** 1001608-44030  
**PRIORITY:** 7

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Cloud Services	12,300
<b>TOTAL:</b>		<u>\$12,300</u>

The Police Department currently uses RIPALog to satisfy the requirements of AB 953, the California Racial and Identity Profiling Act (RIPA). Law enforcement agencies within the state are required to collect detailed perceived demographic information during traffic or pedestrian stops. When the law was first passed, there were no other options other than RIPALog.

The Department has vetted multiple vendors and has determined that Veritone Contact provides a more comprehensive approach to fulfilling the requirements of AB 953/RIPA and is therefore requesting the IS Department budget for RIPALog be transferred to a new vendor, Veritone for FY2023/24. The licenses cost \$100 each and 123 are required.

The initial set-up cost & transition will be funded through the Police Department's 2022/23 budget. It is requested that IS add the Veritone license fees on a recurring basis to their Software Maintenance budget.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Frontline Public Safety Solutions

**AMOUNT :** \$2,100

**ACCOUNT:** 1001608-44030

**PRIORITY:** 8

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Cloud Services	2,100
<b>TOTAL:</b>		<b>\$ 2,100</b>

The Communications Bureau utilizes the web-based Frontline QA Tracker as solution to the APCO/NENA ANS 1.107.1.2015 Standard for Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points.

Quality Assurance / Quality Improvement Evaluation (16-30 user range)  
Cloud-based software designed to easily assess and track employees QA and QI standards

- Manage and Customize your Roster, Questions, Categories and Forms
  - Easily Track and Log Employee progress
  - Appealing Dashboard shows where you Agency is Succeeding and where they need Improvement
  - Share information easily within the Document Library
  - Run Reports by Employee Performance, Evaluation Form, Date Range and more
- 1 Year – Single Agency Annual Renewal

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Microsoft Team APP Roadmap and Projects Subscription/License

**AMOUNT :** \$2,000

**ACCOUNT:** 1001608-44030

**PRIORITY:** 9

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	Cloud Services	2,000
<b>TOTAL:</b>		<u>\$2,000</u>

Purchase Annual subscription/license for Microsoft Teams Application for four (4) staff in Development Services @ \$500 each. The application will aid in improving the organization and collaboration of projects, tasks, assignments, and correspondence between Team members.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Guardian Alliance Technologies Cloud-Based software  
**AMOUNT :** \$2,000  
**ACCOUNT:** 1001608-44030  
**PRIORITY:** 10

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Cloud Services	2,000
<b>TOTAL:</b>		<u>\$2,000</u>

The Police Department's Professional Standards Bureau utilizes Guardian Alliance in their recruitment/background check process. The use of the Guardian Platform enables Police agencies to complete background investigations far faster and with more accuracy than ever before, thanks to advanced data mining and management tools, time-saving automation for certain tasks, and artificial intelligence used for social media screening.

We have requested Guardian to adjust our service term for an end date of 06/30/23 in anticipation of this request. Normal license fee is currently \$2,000 yearly.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Magnet AXIOM Cloud for AXIOM  
**AMOUNT :** \$5,448  
**ACCOUNT:** 1001608-44310  
**PRIORITY:** 11

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Maintenance of Equipment	5,448
<b>TOTAL:</b>	<b>\$5,448</b>

Request for a software upgrade for existing Axiom license. This add-on to our existing license allows us to process cloud data and search warrant returns from various platforms, including; Google, Instagram, and Facebook.

Magnet AXIOM is a comprehensive solution for lawfully recovering and analyzing cloud-based evidence in a variety of ways, from suspects, victims, witnesses, and publicly available cloud sources. This will drastically increase the department's ability to process returns and recover evidence.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Simi Valley Cultural Arts Center Web Design and Implementation

**AMOUNT :** \$32,000

**ACCOUNTS:** 6489000-44010 (CERF Professional/Special Services)  One Time Expenditure  
 1001608-44490 (Non-Departmental Other Contract Services)  Recurring Expenditure

**PRIORITY:** 12

COST BREAKDOWN		
CERF Professional/Special Services	30,000	One Time
Non-Departmental Other Contract Services	<u>2,000</u>	Recurring
<b>TOTAL:</b>	<b>\$32,000</b>	

The City launched a redesigned City website in 2022 to improve communication with residents and businesses and to enhance the user experience. As part of this redesign, it was determined that the Simi Valley Cultural Arts Center's (CAC) website, with approximately 34,000 site visitors and 20,000 unique visitors, was also in need of an upgrade. A new website would enhance the visitor experience by providing web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease of use for the CAC visitor. The new website would support the CAC's mission of providing community access to cultural programs and creating virtual engagement with the arts in Simi Valley. The initial cost to upgrade the CAC website is approximately \$30,000, with ongoing maintenance costs averaging around \$2,000 annually. Professional Services/Website Implementation: 6489000-44010 (CERF Professional/Special Services) Ongoing Maintenance Costs: 1001608-44490 (Non-Departmental Other Contract Services).

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase and Implement a Document / Agenda Management System for the Clerks Office  
**AMOUNT :** \$45,000  
**ACCOUNT:** 6489000-42200. & 1001608-44030  
**PRIORITY:** 13

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
Computer - Non Capital (Initial)	35,000	One Time
Cloud Services	10,000	Recurring
<b>TOTAL:</b>	<b>\$45,000</b>	

A document management system (DMS) can bring significant benefits to the City Clerk's office, which is responsible for managing and maintaining important records and documents. A DMS can streamline the document management process by providing a centralized platform to store, access, and manage documents digitally. This can save time and resources, reduce the risk of errors and data loss, and enable better collaboration among staff members. With a DMS, documents can be easily searched, retrieved, and shared, making it easier for staff to access the information they need to perform their tasks efficiently.

A DMS can improve the security and compliance of the City Clerk's office. By storing documents electronically, a DMS can help protect against the loss or damage of physical documents and prevent unauthorized access. It can also provide audit trails and version control, which can help ensure compliance with regulations and standards. For example, a DMS can track who accessed and modified a document, which can help identify potential breaches or violations.

A DMS can enhance the transparency and accessibility of the City Clerk's office. With a DMS, citizens and stakeholders can access important documents online, such as meeting minutes, agendas, and public records requests. This can improve communication and engagement with the community and promote trust and accountability. By making documents readily available, a DMS can also reduce the workload on staff members who previously had to respond manually to public requests for information or copies of documents.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase of Items for Front Desk Kiosk  
**AMOUNT :** \$2,050  
**ACCOUNT:** 1001608-42200  
**PRIORITY:** 14

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Computer Non-Capital	2,050
<b>TOTAL:</b>	<b>\$ 2,050</b>

Requesting the purchase of equipment to create a Front Desk Kiosk for public use to allow CSS access for submission, payment, and record lookup. Items being requested are a large screen monitor (\$500), computer (\$1,100), keyboard (\$30), mouse (\$20), and scanner (\$400).

**NON-DEPARTMENTAL (INFORMATION/SUPPORT SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** City Engineer - Office Furniture and PC

**AMOUNT :** \$5,500

**ACCOUNT:** 1001605-42235 & 1001608-42200

**PRIORITY:** 15

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

Furnishings & Equip Non Capital (1001605-42235)	4,500
Computer Non-Capital (1001608-42200)	<u>1,000</u>
<b>TOTAL:</b>	<b>\$ 5,500</b>

The Department of Public Works requests new office furnishings for a vacated office in the Public Works section of City Hall. This office is proposed to be furnished for a new position of City Engineer if hired. A new freestanding office desk, credenza, computer return and small two shelf bookcase is requested. Additionally one desk chair and two side desk chairs are requested. One new PC that will become a part of the PC Replacement schedule is also requested.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase of Four iPad Vehicle Mounts and Keyboards

**AMOUNT :** \$1,000

**ACCOUNT:** 1001608-42200

**PRIORITY:** 16

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	Computer Non-Capital	1,000
<b>TOTAL:</b>		<u>\$1,000</u>

Requesting the purchase of four iPad mounts and keyboards at \$250 each for Code Enforcement vehicles. The mounting of iPads will enhance the ability of Code Enforcement Officers to enter information in EnerGov and other applications in real-time while out in the field. This request is dependent on IS correction of field connectivity.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Adobe Acrobat Pro DC Licenses for Code Enforcement  
**AMOUNT :** \$1,440  
**ACCOUNT:** 1001608-44310 (Non-Departmental Maint)  
**PRIORITY:** 17

One Time Expenditure  
 Recurring Expenditure

**COST BREAKDOWN**

	Maintenance of Equipment	1,440
<b>TOTAL:</b>		<u>\$1,440</u>

Requesting 6 Adobe Acrobat Pro DC licenses for 5 Code Enforcement Officers and the Code Compliance Manager at a cost of \$240/each per year. This will provide staff with the ability to easily edit, update and combine their case files for legal presentations and internal discussions.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase of One Smart Phone for Building & Safety

**AMOUNT :** \$1,600

**ACCOUNT:** 6489000-42200 (one time CERF)

One Time Expenditure

**ACCOUNT:** 1001608-42150 (non departmental communications)

Recurring Expenditure

**PRIORITY:** 18

**COST BREAKDOWN**

Computer - Non Capital (Phone)	1,000	One time
Computer - Non Capital (Case)	50	One time
Communications	550	Recurring
<b>TOTAL:</b>	<b>\$ 1,600</b>	

Requesting the purchase of one iPhone, at an estimated one-time cost of \$1,000 and a recurring cost of \$550 per year, to allow the Building and Safety Division front counter staff to communicate with inspectors out in the field via text. Alternatively, a flip phone will suffice; no video is required.

**NON-DEPARTMENTAL (INFORMATION SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** iPhone for Administrative Officer and Budget & Admin Manager

**AMOUNT :** \$3,200

**ACCOUNT:** 1001608-42200 (device) & 1001608-42150 (service)

**PRIORITY:** 19

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	<u>Qty.</u>	<u>Cost Ea.</u>		
Computer Non-Capital (Phones)	2	1,000	2,000	One Time
Computer Non-Capital (Cases)	2	50	100	One Time
Communications (Service)	2	550	1,100	Recurring
<b>TOTAL:</b>			<b>\$ 3,200</b>	

The Administrative Officer and Budget & Administrative Manager currently coordinate logistical support for DUI Checkpoints, critical incidents, and special events. By serving in this capacity, they are required to be "on call" after hours, need to be contacted quickly in the event of an emergency, and will need to make and/or receive several calls and/or text messages in order to coordinate the logistical provisions. Additionally, both positions have personnel that report to them and frequently need to interact with them via text message. The purchase of cell phones will allow both supervisors the ability to respond quickly in emergency situations and efficiently communicate with both subordinates and command staff.

**NON-DEPARTMENTAL (SUPPORT SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Citywide Replacement Furniture Requests

**AMOUNT :** \$43,450

**ACCOUNT:** 1001605-42235 Furnishings & Equipment Non Cap

**PRIORITY:** 20

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	<u>Qty</u>	<u>Est Cost</u>	
Chairs (Office)	54	33,050	One time
Furnishings & Equipment-Non-Capit:	4	1,000	One time
Standing desk adapter	6	4,400	One time
Unforeseen Furniture & Cubical Rec	1	5,000	Recurring
<b>TOTAL:</b>		<b>\$43,450</b>	

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

- Administrative Services: a) Twenty-Four (24) desk chairs throughout the Department; est. \$14,700 (including one per medical recommendation)  
 b) Unforeseen Furniture & Cubical Reconfigurations; Est. \$5,000 (this request is reoccurring for new staffing and department request throughout the year to optimize available space and productivity.)
- Environmental Services: a) Eighteen (18) desk chairs, six (6) standing desk adapter throughout the Department; est. \$13,300  
 b) One (1) workstation (NS) reconfiguration (Non-Capital); Est. \$1,000
- Police Department: a) Twelve (12) desk chairs, one (1) standing desk, est. \$9,450

Support Services uses the following base assumptions for furniture items:

\$600 per chair (prices vary for ADA/ Universal/ Uniform modifications)

\$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.

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CITY OF SIMI VALLEY

# INTERNAL SERVICE FUNDS

**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.

<b>STARTING BALANCE</b>							
		<b>\$ 439,708</b>	<b>\$ 1,447,389</b>	<b>\$ 1,447,389</b>	<b>\$ 733,675</b>	<b>\$ 1,689,001</b>	<b>\$ 347,156</b>
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
34001 Interest on Investments	25,885	46,000	35,000	35,000	35,000	35,000	
37111 Premiums/General Fund	1,174,610	1,245,100	1,245,100	3,019,800	1,245,100	1,270,002	
37115 Premiums/Sanitation	454,676	482,000	482,000	650,900	482,000	491,640	
37116 Premiums/Transit	381,915	404,800	404,800	543,100	404,800	412,896	
37117 Premiums/Waterworks	247,250	262,100	262,100	370,100	262,100	267,342	
38003 Miscellaneous Revenue	-	-	-	-	-	-	
39100 Transfer from General Fund	-	500,000	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 2,284,336</b>	<b>\$ 2,940,000</b>	<b>\$ 2,429,000</b>	<b>\$ 4,618,900</b>	<b>\$ 2,429,000</b>	<b>\$ 2,476,880</b>	
43010 Liability Insurance Premiums	629,916	1,066,307	1,066,307	1,226,707	1,251,241	1,276,266	
43040 Property Insurance Premiums	894,882	628,349	628,349	700,000	714,000	728,280	
43170 Unemployment Claims	27,614	50,500	50,500	51,000	52,020	53,060	
43200 Claim Payments-Other	(122,979)	800,000	600,000	800,000	850,000	900,000	
43201 Claim Payments-Outside Legal	(207,256)	749,046	737,900	745,300	760,206	775,410	
44590 Other Insurance Services	4,619	9,800	9,800	9,900	10,098	10,300	
46100 Reimb to General Fund	46,858	46,858	46,858	127,667	130,220	132,825	
49648 Transfer to CE Replacement	3,000	3,000	3,000	3,000	3,060	3,121	
49655 Transfer to Public Facility Improv.	-	134,362	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,276,654</b>	<b>\$ 3,488,222</b>	<b>\$ 3,142,714</b>	<b>\$ 3,663,574</b>	<b>\$ 3,770,845</b>	<b>\$ 3,879,262</b>	
<b>ENDING BALANCE</b>		<b>\$ 1,447,389</b>	<b>\$ 899,168</b>	<b>\$ 733,675</b>	<b>\$ 1,689,001</b>	<b>\$ 347,156</b>	<b>\$ (1,055,226)</b>

**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	\$ 5,102,585	\$ 6,230,480	\$ 6,230,480	\$ 6,015,837	\$ 3,559,313	\$ 3,266,811
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
34001	Interest on Investments	133,221	160,000	160,000	150,000	150,000	150,000	
34003	Change in Fair Value Investment	(463,907)	-	-	-	-	-	
37110	Premiums/SHA-CDA Housing	16,000	18,679	18,679	9,658	19,315	20,088	
37111	Premiums/General Fund	3,469,775	3,478,954	3,478,954	1,833,802	3,667,604	3,814,308	
37112	Premiums/Successor Agency	-	-	-	-	-	-	
37114	Premiums/Library	4,323	5,003	5,003	2,676	5,352	5,566	
37115	Premiums/Sanitation	299,995	307,995	307,995	173,089	346,179	360,026	
37116	Premiums/Transit	227,951	229,205	229,205	135,695	271,390	282,246	
37117	Premiums/Waterworks	173,867	200,684	200,684	108,907	217,814	226,526	
37119	Premiums/Workers' Comp	9,858	11,842	11,842	6,488	12,976	13,495	
38003	Miscellaneous	-	-	6,650	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 3,871,082</b>	<b>\$ 4,412,362</b>	<b>\$ 4,419,011</b>	<b>\$ 2,420,315</b>	<b>\$ 4,690,630</b>	<b>\$ 4,872,255</b>	
41010	Regular Salaries	209,733	225,998	225,998	247,640	257,546	260,122	
41040	Overtime	-	-	-	-	-	-	
41200	Deferred Comp - 401k	4,233	4,800	4,800	4,800	4,992	5,042	
41210	Deferred Comp - 457	1,455	1,820	1,820	1,820	1,893	1,912	
41300	Vision Care	688	727	727	727	756	764	
41350	Disability	1,510	1,509	1,509	1,650	1,716	1,733	
41400	Group Insurance/Health	4,918	5,364	5,364	5,436	5,653	5,710	
41415	Flex Benefits	44,829	47,668	47,668	59,194	61,562	62,178	
41420	CalPERS Health Admin Fee	274	320	320	350	364	368	
41450	Life Insurance	534	532	532	536	557	563	
41500	Group Insurance/Dental	2,135	3,537	2,831	3,480	3,619	3,656	
41550	Section 125 Administration Fee	43	46	46	42	44	44	
41600	Retirement (PERS)	77,030	81,960	81,960	74,366	77,340	78,114	
41601	Retirement (PERS)-GASB68	(80,575)	-	-	-	-	-	
41620	Retirement (HRA)	4,813	4,800	4,800	4,800	4,992	5,042	
41630	OPEB	19,541	-	-	-	-	-	
41650	Medicare Tax	3,661	3,968	3,968	4,449	4,627	4,673	
41700	Workers Compensation	9,858	11,842	11,842	6,488	6,748	6,815	
41800	Leave Accrual	21,525	12,000	12,000	22,000	22,880	23,109	
42230	Office Supplies	-	1,200	1,200	1,200	1,224	1,236	
42310	Rentals	2,420	2,500	2,500	2,500	2,550	2,576	
42440	Memberships and Dues	-	800	800	800	816	824	
42450	Subscriptions and Books	840	800	800	900	918	927	
42720	Travel Conferences Meetings	-	1,200	1,200	1,200	1,224	1,236	
42730	Training	-	2,100	1,100	2,100	2,142	2,163	
42790	Mileage	-	300	300	300	306	309	
43070	Workers Comp Insurance Prem	524,540	464,000	464,000	539,000	549,780	555,278	
43200	Claim Payments-Other	1,266,281	2,856,000	2,856,000	2,913,100	2,971,362	3,001,076	
43201	Claim Payments-Outside Legal	117,959	347,042	344,700	351,600	358,632	362,218	
44010	Professional/Special Services	64,998	113,000	113,000	135,300	138,006	139,386	
44540	Loss Control Services	4,825	5,000	5,000	5,100	5,202	5,254	
44590	Other Insurance Services	750	2,500	2,500	2,600	2,652	2,679	
46100	Reimb to General Fund	431,169	431,169	431,169	480,160	489,763	494,661	
49648	Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,264	3,297	
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,743,187</b>	<b>\$ 4,637,703</b>	<b>\$ 4,633,654</b>	<b>\$ 4,876,839</b>	<b>\$ 4,983,132</b>	<b>\$ 5,032,963</b>	
<b>ENDING BALANCE</b>		<b>\$ 6,230,480</b>	<b>\$ 6,005,139</b>	<b>\$ 6,015,837</b>	<b>\$ 3,559,313</b>	<b>\$ 3,266,811</b>	<b>\$ 3,106,103</b>	

**FUND 807: GIS OPERATING FUND**

**OVERVIEW**

The City's Enterprise Geographic Information System ("GIS") is administered by the Administrative Services 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.

<b>STARTING BALANCE</b>																			
	<b>\$</b>	<b>214,381</b>	<b>\$</b>	<b>262,371</b>	<b>\$</b>	<b>262,371</b>	<b>\$</b>	<b>274,221</b>	<b>\$</b>	<b>119,231</b>	<b>\$</b>	<b>96,531</b>							
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>													
34001 Interest on Investments	1,963	500	2,000	100	1,000	1,000													
37111 Premiums/General Fund	24,200	24,200	24,200	24,200	24,200	24,200													
37115 Premiums/Sanitation	33,000	33,000	33,000	33,000	33,000	33,000													
37117 Premiums/Waterworks	38,000	38,000	38,000	38,000	38,000	38,000													
<b>TOTAL REVENUES</b>	<b>\$ 97,163</b>	<b>95,700</b>	<b>97,200</b>	<b>95,300</b>	<b>96,200</b>	<b>96,200</b>													
42200 Computer - Non Capital	1,573	4,000	-	4,000	4,000	4,000													
42560 Operating Supplies	100	2,500	-	2,500	2,500	2,500													
42720 Travel, Conferences, Meetings	-	3,900	-	3,900	3,900	3,900													
42730 Training	-	3,500	100	3,500	3,500	3,500													
44010 Professional/Special Services	-	32,700	60,000	150,200	60,000	60,000													
44310 Maintenance of Equipment	47,500	48,600	25,250	86,190	45,000	45,000													
<b>TOTAL EXPENDITURES</b>	<b>\$ 49,173</b>	<b>\$ 95,200</b>	<b>\$ 85,350</b>	<b>\$ 250,290</b>	<b>\$ 118,900</b>	<b>\$ 118,900</b>													
<b>ENDING BALANCE</b>								<b>\$</b>	<b>262,371</b>	<b>\$</b>	<b>262,871</b>	<b>\$</b>	<b>274,221</b>	<b>\$</b>	<b>119,231</b>	<b>\$</b>	<b>96,531</b>	<b>\$</b>	<b>73,831</b>

**BUDGET ADJUSTMENTS**

Funding for GIS Professional Services	\$	100,000
CrimeView Public Safety GIS/Analytics Services	\$	31,590
ESRI GIS User Licenses & Drone2Map	\$	6,000
Funding for Arial Imagery	\$	17,500



**ADMINISTRATIVE SERVICES (GIS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for GIS Professional Services  
**AMOUNT :** \$100,000  
**ACCOUNT:** 8071715-44010  
**PRIORITY:** 1

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Professional/Special Services	100,000
<b>TOTAL:</b>	<b>\$100,000</b>

The City's long-time CIS Coordinator retired in October 2022, and a consultant is being brought in to assist while the position is vacant and during the transition to a new hire getting up to speed. The consultant will assist with organizing the internal structure of the files and workflow as well as giving guidance to best practices in the area of GIS mapping.

**ADMINISTRATIVE SERVICES (GIS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** CrimeView Public Safety GIS/Analytics Services  
**AMOUNT:** \$31,590  
**ACCOUNT:** 8071715-44310  
**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Maintenance of Equipment	31,590
<b>TOTAL:</b>	<b>\$31,590</b>

Public Safety GIS/Analytic Services - \$26,325

Public Safety Project Management Services - \$5,265

CrimeView Analytics is a software solution developed by The Omega Group, a division of Hexagon, that provides law enforcement agencies with advanced data analytics and visualization tools for crime analysis and intelligence-led policing.

The system offers a range of features and capabilities, including real-time data analysis and mapping, predictive analytics, crime mapping, and reporting. The software can also be used for resource allocation, operational planning, and performance measurement. Overall, CrimeView Analytics aims to help law enforcement agencies improve their situational awareness, operational efficiency, and public safety outcomes through the use of data-driven insights.

The Police department has been using this system for over 5 years. The product has been purchased by a new company who is charging a fee to upgrade the system.

**ADMINISTRATIVE SERVICES (GIS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** ESRI GIS User Licenses & Drone2Map  
**AMOUNT :** \$6,000  
**ACCOUNT:** 8071715-44310  
**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Maintenance of Equipment	6,000
<b>TOTAL:</b>	<b>\$6,000</b>

The Safe City and ArcGIS programming enables the City of Simi Valley's EOC to produce maps and other graphic displays of geographic information for analysis and presentation. Drone2Map software enables collaboration across multiple platforms for the City's GIS to visualize and analyze aerial imagery and 3D data, including uploading drone footage of critical infrastructure for reference and comparison after a disaster. These are critical to establishing and maintaining situational awareness of a disaster during an EOC activation.

This expenditure was formerly funded through the Emergency Management Performance Grant (EMPG). The City received pass-through funds from this grant from VC Sheriff's OES, but the County has now chosen to use these grants for regional projects instead of distributing them to individual cities.

Current license period: 07/01/22 - 06/30/23

**ADMINISTRATIVE SERVICES (GIS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for Arial Imagery  
**AMOUNT :** \$17,500  
**ACCOUNT:** 8071715-44010  
**PRIORITY:** 4

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Professional/Special Services	17,500
<b>TOTAL:</b>	<b>\$17,500</b>

The City of Simi Valley is a member of the Channel Islands Regional GIS Collaborative (CIRGIS), which contracts with other agencies in Ventura county to provide aerial imagery bi-annually. CIRGIS performed a flyover of Simi Valley in 2022 to produce high-resolution images of the City. Funds for this project are budged each year and expended as the work progresses.

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CITY OF SIMI VALLEY

# FORMER CDA & HOUSING

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

**OVERVIEW**

Effective February 1, 2012, the State of California dissolved all redevelopment agencies in California, including the Simi Valley CDA. "Successor agencies" were then established to wind down the affairs of the former redevelopment agencies by disposing of assets and paying enforceable obligations (such as bond and loan repayments), and honoring existing legal contracts.

Funding for successor agencies is provided to allow payment of enforceable obligations and to provide for limited staffing to oversee the disposal of assets. Funding for the Simi Valley CDA is primarily used to repay debt service.

<b>STARTING BALANCE</b>							
		<b>\$ (10,972,620)</b>	<b>\$ (9,274,777)</b>	<b>\$ (9,274,777)</b>	<b>\$ (9,268,877)</b>	<b>\$ (9,268,877)</b>	<b>\$ (9,261,899)</b>
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
31106 Property Taxes - RPTTF	2,512,484	2,455,419	2,455,419	2,080,492	2,077,169	2,076,397	
34001 Interest on Investments	10,491	-	5,900	-	-	-	
39924 Transfer from RORF	2,179,949	2,455,419	2,455,419	2,080,492	2,077,169	2,076,397	
39925 Transfer from 2003 TARB	320	30,000	30,000	30,000	30,000	30,000	
<b>TOTAL REVENUES</b>	<b>\$ 4,703,244</b>	<b>\$ 4,940,838</b>	<b>\$ 4,946,738</b>	<b>\$ 4,190,984</b>	<b>\$ 4,184,338</b>	<b>\$ 4,182,794</b>	
44010 Professional/Special Services	7,250	7,700	7,700	7,800	7,800	7,800	
44710 Debt Service - Interest	763,380	1,088,250	1,088,250	642,750	570,000	493,625	
44715 Debt Service - Principal	1,285,000	1,350,000	1,350,000	1,420,000	1,490,000	1,565,000	
44780 Debt Service - Reclass to LT Debt	(1,285,000)	-	-	-	-	-	
49100 Transfer to General Fund	54,502	9,469	9,469	9,942	10,440	10,962	
49920 Transfer to Agency - CDA Admin	54,502	9,469	9,469	9,942	10,440	10,962	
49921 Transfer to Agency - MTCWE TIF	51,103	-	-	-	-	-	
49926 Transfer to DS SA 2003 TARB	2,074,665	2,475,950	2,475,950	2,100,550	2,088,680	2,088,349	
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,005,402</b>	<b>\$ 4,940,838</b>	<b>\$ 4,940,838</b>	<b>\$ 4,190,984</b>	<b>\$ 4,177,360</b>	<b>\$ 4,176,698</b>	
<b>ENDING BALANCE Surplus/(deficit)</b>	<b>\$ (9,274,777)</b>	<b>\$ (9,274,777)</b>	<b>\$ (9,268,877)</b>	<b>\$ (9,268,877)</b>	<b>\$ (9,261,899)</b>	<b>\$ (9,255,803)</b>	

**FUND 201: HOUSING SUCCESSOR AGENCY FUND**

**OVERVIEW**

As of February 2012, the State of California dissolved all redevelopment agencies throughout the state. The City elected to serve as its Housing Successor Agency, which assumes the housing functions of the former CDA Housing Set-Aside Fund, and is authorized to exercise housing powers inherent in the Redevelopment Law. Subject to the approval by the Oversight Board, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution. It may also use program income that has been generated since the dissolution to preserve and promote affordable rental housing, provide up to \$250,000 annually for homeless prevention and rapid rehousing activities, and allocate 5% of outstanding receivable to offset the cost of monitoring of the Agency's assets in accordance with the Redevelopment Law.

<b>STARTING BALANCE</b>							
		<b>\$ 5,389,645</b>	<b>\$ 5,130,852</b>	<b>\$ 5,130,852</b>	<b>\$ 4,644,408</b>	<b>\$ 3,602,979</b>	<b>\$ 2,529,509</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	41,595	70,000	40,000	40,000	40,000	40,000
34003	Change In Fair Value Investment	(21,272)	-	-	-	-	-
34301	Rehab Principal	86,853	-	-	-	-	-
34302	Rehab Interest	28,025	-	-	-	-	-
34303	First-time Home Buyer Principal	50,000	-	-	-	-	-
34304	First-time Home Buyer Interest	36,849	-	-	-	-	-
34305	Developer Loan Principal	273,452	200,000	275,000	275,000	275,000	275,000
34306	Developer Loan Interest	82,761	50,000	50,000	50,000	50,000	50,000
37101	Program Participation Fees	3,643	2,000	2,300	2,000	2,000	2,000
37301	Planning Fees	10,218	15,000	13,800	15,000	15,000	15,000
39100	Transfer from General Fund	10,221	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 602,345</b>	<b>\$ 337,000</b>	<b>\$ 381,100</b>	<b>\$ 382,000</b>	<b>\$ 382,000</b>	<b>\$ 382,000</b>
41010	Regular Salaries	319,318	356,470	356,470	368,616	384,000	395,520
41040	Overtime	520	150	-	150	200	250
41200	Deferred Comp - 401k	7,539	7,518	7,518	7,518	7,800	8,000
41210	Deferred Comp 457	1,359	1,690	1,690	1,820	1,800	1,900
41300	Vision Care	979	989	989	989	1,000	1,100
41350	Disability	2,462	2,626	2,626	2,716	1,800	1,900
41400	Group Insurance/Health	7,089	7,331	7,331	7,429	7,800	8,000
41415	Flex Benefits	74,354	72,455	72,455	94,852	98,500	102,000
41420	CalPERS Health Admin. Fee	638	700	700	750	800	900
41450	Life Insurance	747	739	739	738	800	900
41500	Group Insurance/Dental	3,083	4,857	4,857	3,932	4,000	4,120
41550	Section 125 Admin. Fee	48	50	50	88	100	100
41600	Retirement (PERS)	115,058	131,066	131,066	111,836	115,000	118,450
41620	Retirement (HRA)	-	-	-	2,400	2,500	2,575
41650	Medicare Tax	5,177	6,219	6,219	6,720	7,000	7,500
41700	Workers' Compensation	16,000	18,679	18,679	9,658	1,000	1,100
41800	Leave Accrual	34,682	30,000	30,000	80,000	83,200	86,000
41801	Leave Accrual - Contra Account	(17,260)	-	-	-	-	-
42150	Communications	78	78	100	78	80	80
42440	Memberships and Dues	-	-	-	-	-	-
42790	Mileage	494	480	500	480	490	500
44010	Professional/Special Services	54,702	181,052	10,000	227,900	233,000	237,660
44012	Outside Legal	13,755	20,000	-	-	-	-
44130	Rehab Assistance	5,137	19,500	300	19,500	20,000	20,400
44140	Affordable/Senior Hsg Program	-	300,000	-	300,000	306,000	312,120
44150	Senior Rental Assistance	2,521	8,000	2,600	2,600	2,600	2,700
44490	Other Contract Services	-	1,000	-	-	-	-
46100	Reimb to General Fund	212,656	212,656	212,656	172,659	176,000	180,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 861,138</b>	<b>\$ 1,384,304</b>	<b>\$ 867,544</b>	<b>\$ 1,423,429</b>	<b>\$ 1,455,469</b>	<b>\$ 1,493,775</b>
<b>ENDING BALANCE</b>		<b>\$ 5,130,852</b>	<b>\$ 4,083,548</b>	<b>\$ 4,644,408</b>	<b>\$ 3,602,979</b>	<b>\$ 2,529,509</b>	<b>\$ 1,417,734</b>

**BUDGET ADJUSTMENTS**

Reorganization of Housing Divisions	\$ (2,481)
Reclassification of Home Rehabilitation Coordinator to Management Analyst	\$ 4,700
Additional Funding for Homeless Prevention	\$ 52,900

**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 and affordable housing agreement fees. Expenditures from the Fund are for the creation and preservation of affordable housing units and to provide housing stability throughout the community.

<b>STARTING BALANCE</b>							
		<b>\$ 4,784,067</b>	<b>\$ 5,182,395</b>	<b>\$ 5,182,395</b>	<b>\$ 5,350,895</b>	<b>\$ 4,966,395</b>	<b>\$ 4,906,895</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34301	Rehab Principal	10,000	-	-	-	-	-
34302	Rehab Interest	299	-	-	-	-	-
34303	First-time Home Buyer Principal	71,000	-	-	-	70,000	70,000
34304	First-time Home Buyer Interest	284,326	-	183,500	-	200,000	200,000
37101	Program Participation Fees	81,105	500	-	500	500	500
<b>TOTAL REVENUES</b>		<b>\$ 446,729</b>	<b>\$ 500</b>	<b>\$ 183,500</b>	<b>\$ 500</b>	<b>\$ 270,500</b>	<b>\$ 270,500</b>
44010	Professional / Special Services	-	-	15,000	-	-	-
44012	Outside Legal	-	-	-	50,000	50,000	50,000
44130	Rehab Assistance	47,401	30,000	-	130,000	130,000	130,000
44140	Affordable/Senior Housing	1,000	5,000	-	205,000	200,000	200,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 48,401</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 385,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 5,182,395</b>	<b>\$ 5,147,895</b>	<b>\$ 5,350,895</b>	<b>\$ 4,966,395</b>	<b>\$ 4,906,895</b>	<b>\$ 4,847,395</b>

**BUDGET ADJUSTMENTS**

Reallocation of expenditures from Successor Housing Agency to Local Housing Fund	\$ 50,000
Funding for Home Rehabilitation Loans	\$ 100,000
Additional Funding for Homebuyer Assistance Loans	\$ 200,000

**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 \$450,000 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.

<b>STARTING BALANCE</b>							
		\$ 266,650	\$ 401,772	\$ 401,772	\$ 447,072	\$ 197,072	\$ 197,072
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	1,466	-	1,000	-	-	-
34301	Rehab Principal	123,641	-	37,300	-	-	-
34302	Rehab Interest	12,015	-	7,000	-	-	-
36002	State Assistance	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 137,122</b>	<b>\$ -</b>	<b>\$ 45,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
41860	Salary Reimbursement	-	-	-	-	-	-
44130	Rehab Assistance	-	90,000	-	250,000	-	-
44140	Affordable/Senior Hsg Program	2,000	-	-	-	-	-
46201	Reimb to SHA-CDA Housing Admin	-	-	-	-	-	-
46202	Reimb to Local Housing Fund	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
		\$ 401,772	\$ 311,772	\$ 447,072	\$ 197,072	\$ 197,072	\$ 197,072

**BUDGET ADJUSTMENTS**

Additional Funding for CalHome Home Rehabilitation Loans \$ 160,000

**FUND 204: HOME PROGRAM FUND**

**OVERVIEW**

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

<b>STARTING BALANCE</b>							
		<b>\$ 1,221,600</b>	<b>\$ 1,298,559</b>	<b>\$ 1,298,559</b>	<b>\$ 1,217,559</b>	<b>\$ 686,059</b>	<b>\$ 442,059</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	9,204	10,000	8,500	8,500	8,500	8,500
34301	Rehab Principal	146,448	70,000	34,200	-	35,000	35,000
34302	Rehab Interest	8,118	7,000	2,300	-	2,500	2,500
34303	First-time Home Buyer Principal	100,000	-	-	-	-	-
34304	First-time Home Buyer Interest	96,960	50,000	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 360,730</b>	<b>\$ 137,000</b>	<b>\$ 45,000</b>	<b>\$ 8,500</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>
44130	Rehab Assistance	243,771	500,000	86,000	500,000	250,000	250,000
46100	Reimb to General Fund	40,000	40,000	40,000	40,000	40,000	40,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 283,771</b>	<b>\$ 540,000</b>	<b>\$ 126,000</b>	<b>\$ 540,000</b>	<b>\$ 290,000</b>	<b>\$ 290,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 1,298,559</b>	<b>\$ 895,559</b>	<b>\$ 1,217,559</b>	<b>\$ 686,059</b>	<b>\$ 442,059</b>	<b>\$ 198,059</b>

**FUND 207: SENATE BILL 2/LOCAL EARLY ACTION PLANNING GRANTS**

**OVERVIEW**

The State of California’s Senate Bill 2 (SB 2) was passed in 2017 as part of a 15 bill housing package aimed at addressing the State’s housing shortage and high housing costs. Specifically, SB 2 established a permanent source of funding intended to increase the affordable housing stock in California. The Planning Grants Program (PGP) grants, a one-time component of SB 2, provides financial and technical assistance to local governments to update planning documents in order to accelerate housing production; streamline the approval process; facilitate housing affordability for all income groups; promote consistency with the State Planning Priorities; and ensure geographic equity in funding allocation. Additionally in the 2019-20 Budget Act, \$250 million was allocated for all regions, cities, and counties to do their part by prioritizing planning activities that accelerate housing production to meet identified needs of every community. Through that budget, the Local Early Action Planning Grant Program (LEAP) provided a total of \$119 million in one-time funding for cities and counties to update their planning documents (such as the Housing Element). The City was awarded \$310,000 in SB 2 and \$500,000 in LEAP planning grant funds to fully cover the Housing Element Update and other updates to improve and support housing production within the City.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ (184,568)	\$ (184,568)	\$ (70,368)	\$ (70,368)	\$ (70,368)
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	-	-	-	-	-	-
36002	State Assistance	-	-	364,200	-	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ -	\$ 364,200	\$ -	\$ -	\$ -
44010	Professional/Special Services	184,568	706,721	250,000	-	-	-
46100	Reimb to General Fund	-	40,500	-	-	-	-
46201	Reimb to SHA-CDA Hsg Admin	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ 184,568	\$ 747,221	\$ 250,000	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ (184,568)	\$ (931,789)	\$ (70,368)	\$ (70,368)	\$ (70,368)	\$ (70,368)

**FUND 208: SENATE BILL 2/PERMANENT LOCAL HOUSING ALLOCATION**

**OVERVIEW**

The State of California’s Senate Bill 2 (SB 2) was passed in 2017 as part of a 15 bill housing package aimed at addressing the State’s housing shortage and high housing costs. Specifically, SB 2 established a permanent source of funding intended to increase the affordable housing stock in California. A portion of that funding provides an annual allocation to entitlement cities. The City can use the funding consistent with its adopted five-year plan and within the permissible activities as set by the State of California. All permissible activities support housing stability through ownership opportunities, rehabilitation, homeless prevention, rapid rehousing, or rental housing development.

<b>STARTING BALANCE</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	-	-	-	-	-	-
34301	Rehab Principal	-	-	-	-	-	-
34302	Rehab Interest	-	-	-	-	-	-
34303	First-time Home Buyer Principal	-	-	-	-	-	-
34304	First-time Home Buyer Interest	-	-	-	-	-	-
34305	Developer Loan Principal	-	-	-	-	-	-
34306	Developer Loan Interest	-	-	-	-	-	-
36002	State Assistance	-	290,357	-	947,952	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ 290,357	\$ -	\$ 947,952	\$ -	\$ -
44010	Professional/Special Services	-	-	-	-	-	-
44120	First Time Home Buyer	-	275,840	-	900,555	-	-
44130	Rehab Assistance	-	-	-	-	-	-
44140	Affordable/Senior Hsg Program	-	-	-	-	-	-
44155	Land Acquisition Loan	-	-	-	-	-	-
46100	Reimb to General Fund	-	14,517	-	47,397	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 290,357	\$ -	\$ 947,952	\$ -	\$ -
<b>ENDING BALANCE</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**ENVIRONMENTAL SERVICES (HOUSING SUCCESSOR AGENCY)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reorganization of Housing Divisions  
**AMOUNT:** (\$2,481)  
**ACCOUNT:** 2011137-41010 Salaries and Benefits  
**PRIORITY:** 1

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
Associate Planner to Management Analyst	(2,481)
<b>TOTAL:</b>	<b>(\$2,481)</b>

The Environmental Services Department is requesting the following position be converted permanently as previously authorized in FY 2022-23 by memo and requests for recruitment to better align staffing with department needs.

1) Housing Section 2011137 - Change Associate Planner (Position # 246204257) to Management Analyst. This results in an annual savings of \$2,,319.

<u>ORG</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
2011137	Associate Planner	Management Analyst

**ENVIRONMENTAL SERVICES (HOUSING SUCCESSOR AGENCY)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reclassification of Home Rehabilitation Coordinator to Management Analyst

**AMOUNT:** \$5,081

**ACCOUNT:** 2011137-41010 Salaries and Benefits

**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

Home Rehab Coordinator to Management Analyst	5,081
<b>TOTAL:</b>	<u>\$5,081</u>

The City's Home Rehabilitation Loan Program has had a single classification coordinator as the primary oversight. Through staff transitions and a realignment of housing responsibilities under a new structure within the Environmental Services Department, it has become apparent that the skill set once needed for the position has evolved from direct construction knowledge to an understanding and ability to provide regulatory and grant management oversight within the building construction field. The program was last updated in 2014 and has not kept pace with the changing market demands, payment structures, and required contract terms needed for the City to effectively serve as the payment agent of the home rehabilitation loans. As such, it is requested that the vacant Home Rehabilitation Coordinator be reclassified as a Management Analyst. The new classification will provide the City with the robust skillset required to manage the financial aspects of the grant funding as well as provide objective oversight to the construction contracts, while also being able to maintain knowledge of the construction industry, permitting requirements, and substandard housing evaluations. Additionally, the position is now under the same reporting structure as Code Enforcement, which provides additional support in identifying qualified applicants with substandard housing conditions and will continue to work collaboratively with Building & Safety staff to ensure that homes are improved to livable and safe standard.

Change Home Rehabilitation Coordinator Position # 246509276 to Management Analyst.

<u>ORG</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
2011137	Home Rehab Coordinator	Management Analyst

**ENVIRONMENTAL SERVICES (HOUSING SUCCESSOR AGENCY)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funding for Homeless Prevention  
**AMOUNT :** \$52,900  
**ACCOUNT:** 2011137-44010  
**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Professional/Special Services	52,900
<b>TOTAL:</b>		<u>\$52,900</u>

State Law requires any Successor Housing Agency (SHA) surplus from the SB 341 Annual Report to be expended within three years. At the start of FY 2022-23, there was a FY 2020-21 surplus balance of \$1,864,888 that is required to be expended by June 30, 2024. Given the statutory limitations on SHA expenditures, it is requested that the full permissible amount of \$250,000 be allocated for homeless prevention and rapid re-housing programs. The City's current base budget across accounts for homeless prevention is at \$197,100. It is requested that an additional \$52,900 be allocated for homeless prevention and rapid rehousing efforts to allow maximum flexibility in exhausting the surplus by the required date. It should be noted that homeless prevention and rapid rehousing programs are narrowly defined by state and federal law.

**ENVIRONMENTAL SERVICES (LOCAL HOUSING)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Reallocation of expenditures from Successor Housing Agency to Local Housing Fund  
**AMOUNT :** \$50,000  
**ACCOUNT:** 2021136-44012  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Outside Legal	50,000
<b>TOTAL:</b>		<u>\$50,000</u>

In order to conform to the expenditure limitations set by State Law (Health and Safety Code 34172 - 34176) for the Successor Housing Agency (Fund 201), outside legal expenses related to housing developments and changes in State law, and Municipal Code amendments are requested to be reallocated to the Local Housing Fund (Fund 202). The current budget in Fund 201 is \$20,000. Given the complexity of housing law within the State, an increase in the amount of \$30,000 is also being requested, for a total of \$50,000 in Fund 202.

Successor Housing Agency expenditures are limited to monitoring costs associated with the Agency's assets, homeless prevention, and affordable rental housing development, with each of these areas expressly defined by law. Development means new construction, acquisition and rehabilitation, the acquisition of long-term affordability covenants on multifamily units, or the preservation of an assisted housing development that is eligible for prepayment or termination or within five years of expiration.

**ENVIRONMENTAL SERVICES (LOCAL HOUSING)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Funding for Home Rehabilitation Loans  
**AMOUNT :** \$100,000  
**ACCOUNT:** 2021136-44130  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Rehab. Assistance	100,000
<b>TOTAL:</b>		<u>\$100,000</u>

Home Rehabilitation loans up to \$50,000 are available to low-income households. The requested amount will allow for two full Home Rehabilitation loans to be funded. There is an increased demand for the program beyond what the CalHome and Home Funds can support due to funding restrictions and/or program income limitations.

**ENVIRONMENTAL SERVICES (LOCAL HOUSING)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funding for Homebuyer Assistance Loans  
**AMOUNT :** \$200,000  
**ACCOUNT:** 2029325-44140  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Affordable/Senior Hsg Program	200,000
<b>TOTAL:</b>		<u>\$200,000</u>

In October 2022, the City Council approved a new homebuyer assistance program funded by SB 2 Permanent Local Housing Allocation (PLHA) funds. Within the structure of the newly approved program, it was indicated that the Local Housing Fund would be used to supplement available PLHA funds as needed to fund a full 20% down payment. PLHA funds are available in annual installments from the State; however, to date, the accessibility of the funds has not been consistent based on other State policies; thereby requiring additional funding to be made available to ensure full loan amounts can be funded and PLHA expenditure deadlines can be met.

**ENVIRONMENTAL SERVICES (CALHOME PROGRAM)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Additional Funding for CalHome Home Rehabilitation Loans

**AMOUNT :** \$160,000

**ACCOUNT:** 2039335-44130

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	CalHome Rehab. Assistance	160,000
<b>TOTAL:</b>		<u>\$160,000</u>

The City's Home Rehabilitation Program provides low-income households with deferred payments to maintain their homes and provide housing stability. Increasing the expenditure budget by the requested amount will allow for the City to provide up to five fully funded Home Rehabilitation Loans at \$50,000. With the fluctuating market conditions, almost every applicant is in need of a full loan amount. Additionally, the past few years' loan activity was lower than anticipated, and loan repays were at higher levels. This increase will allow for additional program income to be expended in a timely manner consistent with grant funding requirements. The annual expenditure levels for the program are dictated by fund balance and loan repays. As such, this is a one-time expenditure request.

**ENVIRONMENTAL SERVICES (PLHA)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Establish Budget Authority for PLHA 2020 and 2021 Plan Years

**AMOUNT :** \$947,952

**ACCOUNT:** 2089306-various/1008010-45208

**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	State Assistance (2089306-36002)	(947,952)
	Homebuyer Assistance (2089306-44120)	900,555
	Reimb. to General Fund for Admin. Costs (2089306-46100)	<u>47,397</u>
<b>TOTAL</b>		<b>\$0</b>
	Reimb. from PLHA Fund (1008010-45208)	<u>(47,397)</u>
<b>TOTAL</b>		<b>(\$47,397)</b>

In October 2022, the City Council approved an amendment to the PLHA Five-Year Plan and the submission of the PLHA 2020 and 2021 Plan Year applications in the amounts of \$451,305 and \$496,647, respectively. The approved plan allocated a total of five percent of the grant revenues to offset staff costs, or \$47,397 for both Plan Years. It was unknown when the City would be eligible to receive the revenues, so a supplemental budget request was not requested at that time. It is now anticipated that the revenues will be received in FY 2023-24, as such budget authority is required for the revenues and corresponding expenditures, including a reimbursement from the PLHA Fund to the General Fund for staff time. This will allow for staff to implement approved program activities upon receipt of the grant revenues.

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CITY OF SIMI VALLEY

**CDBG**

**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 March 2023 to review the proposed funding allocations. That same month, the Draft Action Plan was released for the minimum 30-day public review. In May, the City Council adopted the FY2023-24 expenditure program, with the understanding that this amount may 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 FY2023-24 program year.

	<b>FY24 Proposed</b>
<b>PUBLIC SERVICE ACTIVITIES</b>	
Public Service Subrecipients	<b>106,937</b>
<b>CITY PROGRAM</b>	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	<b>600,000</b>
<b>PROGRAM ADMINISTRATION/PLANNING</b>	
CDBG Program Administration	<b>107,041</b>
<b>TOTAL FY 2023-24 CDBG PROGRAM</b>	<b>\$ 813,978</b>

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CITY OF SIMI VALLEY

# SPECIAL REVENUE FUNDS

**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.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ -	\$ -	\$ -	\$ 4,534,755	\$ 4,534,755
<b>Object</b>	<b>Description</b>						
39100	Transfer from General Fund	-	3,221,241	3,221,241	4,534,755	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ 3,221,241	\$ 3,221,241	\$ 4,534,755	\$ -	\$ -
49600	Transfer to Streets & Roads	-	1,221,241	1,221,241	-	-	-
49668	Trans to Radio Project Fund	-	2,000,000	2,000,000	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 3,221,241	\$ 3,221,241	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ -	\$ -	\$ -	\$ 4,534,755	\$ 4,534,755	\$ 4,534,755

**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.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ -	\$ -	\$ -	\$ 4,534,754	\$ 4,534,754
<b>Object</b>	<b>Description</b>						
39100	Transfer from General Fund	-	3,221,241	3,221,241	4,534,754	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ 3,221,241	\$ 3,221,241	\$ 4,534,754	\$ -	\$ -
41600	Retirement (PERS)	-	3,221,241	3,221,241	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 3,221,241	\$ 3,221,241	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ -	\$ -	\$ -	\$ 4,534,754	\$ 4,534,754	\$ 4,534,754

**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.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ -	\$ -	\$ -	\$ 735,621	\$ 2,000,000	\$ 2,000,000
<b>Object</b>	<b>Description</b>						
39100	Transfer from General Fund	-	1,610,621	1,610,621	1,264,379	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ 1,610,621	\$ 1,610,621	\$ 1,264,379	\$ -	\$ -
49600	Transfer to Streets and Roads		175,000	175,000			
49100	Transfer to General Fund	-	700,000	700,000	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 875,000	\$ 875,000	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ -	\$ 735,621	\$ 735,621	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000

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

**OVERVIEW**

California’s Digital Infrastructure and Video Competition Act of 2006 (or, DIVCA) was enacted to create a fair and level playing field for all market competitors in the cable and video services industry. In doing so, the State assumed the authority for granting franchises to cable and video service providers. In order to continue access to and maintenance of the public, education, and government ("PEG") channels previously available under locally administered franchise agreements, local jurisdictions were authorized to impose a PEG fee of 1% of gross revenues resulting from cable and video services provided within the jurisdiction. PEG fees support the capital equipment needs of the City’s PEG channel.

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

<b>STARTING BALANCE</b>							
		<b>\$ 2,401,074</b>	<b>\$ 2,634,036</b>	<b>\$ 2,634,036</b>	<b>\$ 2,882,136</b>	<b>\$ 2,947,136</b>	<b>\$ 3,242,136</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
31116	Franchise PEG Fees	283,914	280,000	280,000	280,000	280,000	280,000
34001	Interest on Investments	20,309	15,000	20,000	15,000	15,000	15,000
<b>TOTAL REVENUES</b>		<b>\$ 304,223</b>	<b>\$ 295,000</b>	<b>\$ 300,000</b>	<b>\$ 295,000</b>	<b>\$ 295,000</b>	<b>\$ 295,000</b>
42235	Furnishings & Equip. - Non-Capital	-	-	-	-	-	-
42320	Capital Leases	-	-	-	-	-	-
44010	Professional/Special Services	30,370	190,533	28,300	130,000	-	-
44310	Maintenance of Equipment	36,784	-	-	100,000	-	-
44490	Other Contract Services	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	3,915	711,731	100	-	-	-
48600	Const Contracts	-	244,440	-	-	-	-
48840	System Hardware	192	-	23,500	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 71,261</b>	<b>\$ 1,146,704</b>	<b>\$ 51,900</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
		<b>\$ 2,634,036</b>	<b>\$ 1,782,333</b>	<b>\$ 2,882,136</b>	<b>\$ 2,947,136</b>	<b>\$ 3,242,136</b>	<b>\$ 3,537,136</b>

**BUDGET ADJUSTMENTS**

Council Chambers Audio Visual Subscriptions and Support	\$ 230,000
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**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	\$ 3,276,347	\$ 4,098,489	\$ 4,098,489	\$ 4,118,489	\$ 4,118,489	\$ 4,118,489
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
34001	Interest on Investments	26,733	-	20,000	-	-	-	
35401	Gas Tax Section 2105	691,460	803,049	761,184	827,801	836,079	844,440	
35402	Gas Tax-Section 2106	444,162	501,678	480,159	522,568	527,794	533,072	
35403	Gas Tax-Section 2107	826,883	1,097,094	911,847	994,299	1,004,242	1,014,284	
35404	Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,100	10,201	
35405	Gas Tax-RTC 7360	984,842	1,225,884	1,082,848	1,250,072	1,262,573	1,275,198	
35406	Gas Tax-Section 2031(e)	-	-	-	-	-	-	
35407	Gas Tax-Section 2030	2,517,600	2,837,206	2,735,993	3,118,483	3,149,668	3,181,165	
<b>TOTAL REVENUES</b>		<b>\$ 5,501,680</b>	<b>\$ 6,474,911</b>	<b>\$ 6,002,031</b>	<b>\$ 6,723,223</b>	<b>\$ 6,790,455</b>	<b>\$ 6,858,360</b>	
49100	Transfer to General Fund	2,720,091	3,637,705	3,246,038	3,604,740	3,640,787	3,677,195	
49600	Transfer to Streets & Roads	1,959,446	5,815,894	2,735,993	3,118,483	3,149,668	3,181,165	
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,679,537</b>	<b>\$ 9,453,599</b>	<b>\$ 5,982,031</b>	<b>\$ 6,723,223</b>	<b>\$ 6,790,455</b>	<b>\$ 6,858,360</b>	
<b>ENDING BALANCE</b>		<b>\$ 4,098,489</b>	<b>\$ 1,119,802</b>	<b>\$ 4,118,489</b>	<b>\$ 4,118,489</b>	<b>\$ 4,118,489</b>	<b>\$ 4,118,489</b>	

**FUND 233: BICYCLE LANES FUND**

**OVERVIEW**

Pursuant to §99234 of the CPUC, TDA Article 3 monies may be used only for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenses of those facilities, the maintenance of bicycle trails (which are closed to motorized traffic), and bicycle safety education programs. Facilities that provide for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

<b>STARTING BALANCE</b>							
		\$ 109,217	\$ 110,464	\$ 110,464	\$ 106,064	\$ 106,564	\$ 106,564
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	1,247	500	500	500	-	-
35410	Other Governments	26,105	30000	37,000	37,000	37,000	37,000
36003	Grant Refunds	-	-	-	-	-	-
39600	Transfer from Capital Proj Fnd	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 27,352</b>	<b>\$ 30,500</b>	<b>\$ 37,500</b>	<b>\$ 37,500</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>
44490	Other Contract Services	26,105	41,895	41,900	37,000	37,000	37,000
49600	Transfer to Streets & Roads	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 26,105</b>	<b>\$ 41,895</b>	<b>\$ 41,900</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 110,464</b>	<b>\$ 99,069</b>	<b>\$ 106,064</b>	<b>\$ 106,564</b>	<b>\$ 106,564</b>	<b>\$ 106,564</b>

**FUND 238: LOCAL TRANSPORTATION FUND**

**OVERVIEW**

The State Transportation Development Act created a Local Transportation Fund ("LTF") in each county for the transportation purposes specified in the Act. Revenues to the LTF are derived from ¼ cent (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the ¼ cent to each county according to the amount of tax collected in that county.

Revenues to Ventura County's LTF must be apportioned by population to entities within the County. Allocations to a given entity may not exceed its specific apportionment. The City of Simi Valley deposits these receipts into its LTF. Payments from the City's LTF are made by the County Auditor in accordance with written allocation instructions issued in compliance with the Transportation Development Act by the County's transportation planning agency. In Ventura County, this agency is the VCTC. Receipts into the LTF under provisions of Article 4 are dedicated for transit purposes. LTF receipts are transferred to the Transit Fund, as needed, in support of Simi Valley Transit operations.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 9,948,414</b>	<b>\$ 9,941,057</b>	<b>\$ 9,941,057</b>	<b>\$ 8,972,109</b>	<b>\$ 6,391,920</b>	<b>\$ 6,391,920</b>
<b>Object Description</b>							
34001	Interest on Investments	65,579	2,000	20,000	2,000	20,000	20,000
34003	Change in Fair Value Investment	(202,901)	-	-	-	-	-
35410	Other Governments	4,197,612	4,395,400	4,395,400	4,500,000	4,550,000	4,600,000
<b>TOTAL REVENUES</b>		<b>\$ 4,060,290</b>	<b>\$ 4,397,400</b>	<b>\$ 4,415,400</b>	<b>\$ 4,502,000</b>	<b>\$ 4,570,000</b>	<b>\$ 4,620,000</b>
49750	Transfer to Transit	4,067,647	5,384,348	5,384,348	7,082,189	4,570,000	4,620,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,067,647</b>	<b>\$ 5,384,348</b>	<b>\$ 5,384,348</b>	<b>\$ 7,082,189</b>	<b>\$ 4,570,000</b>	<b>\$ 4,620,000</b>
<b>ENDING BALANCE</b>		<b>\$ 9,941,057</b>	<b>\$ 8,954,109</b>	<b>\$ 8,972,109</b>	<b>\$ 6,391,920</b>	<b>\$ 6,391,920</b>	<b>\$ 6,391,920</b>

**FUND 250: LIBRARY FUND**

**OVERVIEW**

The Simi Valley Public Library (“Library”) is a free Library that offers reference and information services, and programs and events for all age demographics from preschoolers to seniors. The Library is open 7 days a week. Patrons can check their account status, search the catalog, download e-materials, or access databases online 24/7 through the Library’s redesigned website at [www.simivalleylibrary.org](http://www.simivalleylibrary.org).

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

The Business Resource Center is also available in the Library to support the City’s aspiring business community by providing resources and information needed to start, run, and expand a business. The Library has 28 public computers, 12 training laptops and Wi-Fi, which are free for patrons to use. Copying and printing services are available for a nominal fee.

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

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

		STARTING BALANCE	\$ 2,108,037	\$ 2,128,844	\$ 2,128,844	\$ 2,128,814	\$ 2,128,814	\$ 2,129,032
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
31101	Property Taxes/Secured	2,361,302	2,454,464	2,454,464	2,805,110	2,917,314	3,004,834	
33510	Other Fines and Forfeitures	1,629	5,000	2,500	4,000	3,000	3,000	
34001	Interest on Investments	13,574	-	10,000	10,000			
34101	Rents & Leases	700	4,000	2,000	3,000	3,000	3,000	
36001	Federal Assistance	7,827	-	-	-			
36002	State Assistance	4,095	350,000	-	-			
36003	Grant Refunds	(479)	-	-	-			
36601	Other Grants	-	-	-	-			
37001	Duplication Services	1,526	5,000	5,500	6,000			
38003	Miscellaneous	1	-	-	-			
38007	Rebates	-	-	-	-			
38050	Contributions/donations	30,000	50,000	43,500	47,000	40,000	40,000	
<b>TOTAL REVENUES</b>		<b>\$ 2,420,174</b>	<b>\$ 2,868,464</b>	<b>\$ 2,517,964</b>	<b>\$ 2,875,110</b>	<b>\$ 2,963,314</b>	<b>\$ 3,050,834</b>	
41010	Regular Salaries	95,500	95,471	96,000	102,133	106,218	109,405	
41200	Deferred Comp (401k)	1,997	1,992	2,000	1,992	2,072	2,134	
41210	Deferred Comp (457)	-	-	-	-	-	-	
41300	Vision Care	204	197	197	197	205	211	
41350	Disability	839	812	700	868	903	930	
41400	Group Insurance/Health	1,465	1,484	1,450	1,504	1,564	1,611	
41415	Flex Benefits	14,177	14,794	15,400	17,027	17,708	18,239	
41420	CalPERS Health Admin Fee	137	150	150	180	187	193	
41450	Life Insurance	153	148	140	148	154	159	
41500	Group Insurance/Dental	1,029	996	970	996	1,036	1,067	
41550	Section 125 Administration Fee	36	68	34	35	36	37	
41600	Retirement (PERS)	35,355	34,735	36,500	30,697	31,925	32,883	
41620	Retirement (HRA)	1,203	1,200	1,200	1,200	1,248	1,285	
41650	Medicare Tax	1,546	1,599	1,450	1,728	1,797	1,851	

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

Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection
41700	Workers' Compensation	4,323	5,003	5,003	2,676	2,783	2,866
41800	Leave Accrual	17,868	12,000	-	12,000	12,480	12,854
41801	Leave Accrual - Contra Account	(10,895)	-	-	-	-	-
42100	Utilities	103,108	100,000	122,000	125,000	128,750	132,613
42150	Communications	1,706	2,500	2,500	2,650	2,730	2,811
42200	Computer - Non Capital	-	1,500	-	1,500	1,545	1,591
42235	Furnishings & Equipment	-	-	-	-	-	-
42310	Rentals	71,538	76,000	73,684	76,000	78,280	80,628
42440	Memberships and Dues	-	-	-	-	-	-
42450	Subscriptions and Books	17,451	32,500	36,000	40,000	41,200	42,436
42460	Advertising	-	1,000	1,000	1,000	1,030	1,061
42560	Operating Supplies	8,203	3,035	3,000	3,000	3,090	3,183
42720	Travel, Conferences, Meetings	-	2,500	-	3,500	3,605	3,713
42790	Mileage	41	200	-	200	206	212
44010	Professional/Special Services	18,289	37,500	37,500	9,000	9,270	9,548
44490	Other Contract Services	1,336,080	1,416,240	1,416,240	1,603,435	1,651,538	1,701,084
46100	Reimb to General Fund	439,876	439,876	439,876	511,444	526,787	542,591
47020	Furnishings & Equip (Capital)	-	129,458	-	50,000	51,500	53,045
47030	Vehicles	-	-	-	50,000	51,500	53,045
47040	Building Improvements	5,100	1,748,857	-	-	-	-
47070	Intangibles	233,036	235,000	225,000	225,000	231,750	238,703
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,399,368</b>	<b>\$ 4,396,815</b>	<b>\$ 2,517,994</b>	<b>\$ 2,875,110</b>	<b>\$ 2,963,097</b>	<b>\$ 3,051,990</b>
<b>ENDING BALANCE</b>		<b>\$ 2,128,844</b>	<b>\$ 600,493</b>	<b>\$ 2,128,814</b>	<b>\$ 2,128,814</b>	<b>\$ 2,129,032</b>	<b>\$ 2,127,875</b>

**BUDGET ADJUSTMENTS**

Utility Costs	\$ 25,000
Enhanced Service Options	\$ 133,400
Vehicle Purchase for Mobile Library Services	\$ 50,000
ALA / PLA Conference	\$ 1,000
Library Maintenance - Other Contract Services	\$ 11,300

**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.

<b>STARTING BALANCE</b>							
		<b>\$ 1,307,656</b>	<b>\$ 1,645,176</b>	<b>\$ 1,645,176</b>	<b>\$ 1,735,176</b>	<b>\$ 1,618,876</b>	<b>\$ 1,772,576</b>
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
34001 Interest on Investments	11,944	3,700	10,000	3,700	3,700	3,700	
37410 Services Charges	395,576	150,000	150,000	150,000	150,000	150,000	
<b>TOTAL REVENUES</b>	<b>\$ 407,520</b>	<b>\$ 153,700</b>	<b>\$ 160,000</b>	<b>\$ 153,700</b>	<b>\$ 153,700</b>	<b>\$ 153,700</b>	
49100 Transfer to General Fund	70,000	70,000	70,000	70,000	70,000	7,000	
49600 Transfer to Streets & Roads	-	-	-	200,000	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING BALANCE</b>							
		<b>\$ 1,645,176</b>	<b>\$ 1,728,876</b>	<b>\$ 1,735,176</b>	<b>\$ 1,618,876</b>	<b>\$ 1,772,576</b>	<b>\$ 1,926,276</b>

**FUND 262: DEVELOPMENT AGREEMENT FUND**

**OVERVIEW**

By way of existing law, the City and land developers are authorized to enter into Development Agreements related to approved projects establishing additional parameters for the timing of construction. Such agreements may promote orderly growth and determine the timely construction of public improvements for a development project. Development Agreements may also include the payment of fees for public facilities and improvements to be constructed by the City.

<b>STARTING BALANCE</b>							
		<b>\$ 6,309,967</b>	<b>\$ 5,744,790</b>	<b>\$ 5,744,790</b>	<b>\$ 4,403,313</b>	<b>\$ 3,134,733</b>	<b>\$ 2,406,195</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	47,037	149,957	50,000	149,957	50,000	50,000
34003	Change In Fair Value Investment	(26,753)	-	-	-	-	-
38402	Development Agreements	-	-	-	-	-	-
39809	Trans from FIS Operations	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 20,284</b>	<b>\$ 149,957</b>	<b>\$ 50,000</b>	<b>\$ 149,957</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
49100	Transfer to General Fund	300,000	300,000	300,000	300,000	300,000	300,000
49511	Transfer to DS 2014A Lease Rev	66,479	31,970	31,970	20,895	20,895	20,895
49512	Transfer to DS2016 CREBS	32,425	15,158	15,158	9,892	9,892	9,892
49513	Transfer to DS2017 Lease Agmt	25,997	12,492	12,492	8,184	8,184	8,184
49514	Transfer to DS2018 Lease Agmt	25,717	12,357	12,357	8,067	8,067	8,067
49600	Transfer to Streets & Roads	(121,657)	123,000	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	25,000	665,000	665,000	500,000	200,000	200,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 585,462</b>	<b>\$ 1,391,476</b>	<b>\$ 1,391,476</b>	<b>\$ 1,418,537</b>	<b>\$ 778,538</b>	<b>\$ 778,538</b>
<b>ENDING BALANCE</b>							
		<b>\$ 5,744,790</b>	<b>\$ 4,503,270</b>	<b>\$ 4,403,313</b>	<b>\$ 3,134,733</b>	<b>\$ 2,406,195</b>	<b>\$ 1,677,657</b>

**FUND 263: TRAFFIC IMPACT FEES FUND**

**OVERVIEW**

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. On January 25, 2021, the City Council adopted Resolution No. 2021-01, continuing the Traffic Impact Fee until December 31, 2030.

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 \$107.50 for each projected daily trip for residential and non-residential development.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Nexus Study and in the adopted City resolution.

		<b>STARTING BALANCE</b>	<b>\$ 1,265,946</b>	<b>\$ 1,858,025</b>	<b>\$ 1,858,025</b>	<b>\$ 1,839,025</b>	<b>\$ 1,670,025</b>	<b>\$ 1,601,025</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
34001	Interest on Investments	15,066	15,000	15,000	15,000	15,000	15,000	
37410	Services Charges	561,014	150,000	150,000	150,000	150,000	150,000	
38050	Contributions/Donations	100,000	100,000	100,000	100,000	100,000	100,000	
<b>TOTAL REVENUES</b>		<b>\$ 676,079</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>
44010	Professional/Sepcial Services	-	-	-	-	-	-	
44490	Other Contract Services	84,000	84,000	84,000	84,000	84,000	84,000	
49600	Transfer to Streets & Roads	-	200,000	200,000	350,000	250,000	250,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 84,000</b>	<b>\$ 284,000</b>	<b>\$ 284,000</b>	<b>\$ 434,000</b>	<b>\$ 334,000</b>	<b>\$ 334,000</b>	<b>\$ 334,000</b>
<b>ENDING BALANCE</b>		<b>\$ 1,858,025</b>	<b>\$ 1,839,025</b>	<b>\$ 1,839,025</b>	<b>\$ 1,670,025</b>	<b>\$ 1,601,025</b>	<b>\$ 1,532,025</b>	

**FUND 270: ECONOMIC RECOVERY FUND**

**OVERVIEW**

In 2011, the City dissolved the former Lighting Maintenance District which collected assessments from residents to pay for streetlight maintenance and utilities. The City rolled these operations into its General Fund, which is responsible for staff and third party costs for annual maintenance and repairs, as well as utility costs for all streetlights. At the time the District was dissolved, the City Council moved the Lighting Maintenance District fund balance of over \$9 million into a separate "Economic Recovery Fund" for use during periods of economic recession. The City has drawn on this fund three times: FY2012-13; FY2013-14; and FY2017-18.

<b>STARTING BALANCE</b>							
<b>\$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838</b>							
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49667 Transfer to LED Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>							
<b>\$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838    \$ 5,084,838</b>							

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

**OVERVIEW**

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

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

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

<b>STARTING BALANCE</b>							
<b>\$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000</b>							
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
39100 Transfer from General Fund	-	-	-	-			
39100 Transfer from General Fund	-	-	-	-			
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>							
<b>\$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000    \$ 6,000,000</b>							

**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: 4 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	\$ 788,910	\$ 760,051	\$ 760,051	\$ 733,451	\$ 830,551	\$ 908,851
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
34001	Interest on Investments	6,913	12,000	12,000	12,000	12,000	12,000	
36001	Federal Assistance	-	200,000	350,000	350,000	200,000	200,000	
36002	State Assistance	18,246	13,000	13,000	13,000	10,000	10,000	
<b>TOTAL REVENUES</b>		<b>\$ 25,159</b>	<b>\$ 225,000</b>	<b>\$ 375,000</b>	<b>\$ 375,000</b>	<b>\$ 222,000</b>	<b>\$ 222,000</b>	
42150	Communications	4,690	4,600	4,600	5,400	4,700	4,700	
42200	Computer - Non Capital	702	-	-	-	-	-	
42235	Furnishings & Equip - Non Cap	11,478	12,000	12,000	8,000	12,000	12,000	
42410	Uniform / Clothing Supply	-	1,100	1,100	1,100	1,100	1,100	
42420	Special Departmental Expense	-	30,000	30,000	30,000	30,000	30,000	
42560	Operating Supplies	13,427	64,400	64,400	81,900	64,400	64,400	
42720	Travel, Conferences, Meetings	9,031	16,500	16,500	16,500	16,500	16,500	
42730	Training	14,690	15,000	15,000	15,000	15,000	15,000	
44490	Other Contract Services	-	12,000	-	-	-	-	
47020	Furnishings & Equip (Capital)	-	258,000	258,000	-	-	-	
47030	Vehicles	-	80,562	-	120,000	-	-	
49655	Transfer to PD Public Fac. Imp.	-	-	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 54,019</b>	<b>\$ 494,162</b>	<b>\$ 401,600</b>	<b>\$ 277,900</b>	<b>\$ 143,700</b>	<b>\$ 143,700</b>	
<b>ENDING BALANCE</b>		<b>\$ 760,051</b>	<b>\$ 490,889</b>	<b>\$ 733,451</b>	<b>\$ 830,551</b>	<b>\$ 908,851</b>	<b>\$ 987,151</b>	

**BUDGET ADJUSTMENTS**

Shotgun Replacement Project	\$ 60,000
Mass Transport Vehicle for Critical Incident and Prisoner Transfer	\$ 120,000

**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.

		<b>STARTING BALANCE</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
36002	State Assistance	307,158	308,000	308,000	308,000	308,000	308,000	
<b>TOTAL REVENUES</b>		<b>\$ 307,158</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>
49100	Transfer to General Fund	307,158	308,000	308,000	308,000	308,000	308,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 307,158</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>
<b>ENDING BALANCE</b>		<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>	<b>\$ 263,658</b>

**FUND 287: LAW ENFORCEMENT GRANTS FUND**

**OVERVIEW**

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

		STARTING BALANCE	\$ 97,136	\$ 74,573	\$ 74,573	\$ 1,083,419	\$ 1,479,749	\$ 1,445,549
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
35502	911 Reimbursement	-	3,000	-	-	-	-	
36001	Federal Assistance	117,590	1,160,309	1,030,000	487,000	-	-	
36002	State Assistance	108,776	243,200	200,000	191,000	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 226,367</b>	<b>\$ 1,406,509</b>	<b>\$ 1,230,000</b>	<b>\$ 678,000</b>	<b>\$ -</b>	<b>\$ -</b>	
41860	Salary Reimbursements	149,006	185,000	-	(376,684)	-	-	
42235	Furnishings & Equip - Non Cap	6,439	16,079	16,079	29,650	-	-	
42440	Memberships and Dues	-	-	-	1,800	-	-	
42560	Operating Supplies	9,576	12,100	12,100	2,000	-	-	
42720	Travel Conferences Meetings	-	9,000	9,000	25,230	-	-	
42730	Training	705	7,000	7,000	-	-	-	
44010	Professional/Special Services	-	8,000	8,000	-	-	-	
44490	Other Contract Services	-	-	-	-	-	-	
47020	Furnishings & Equip(Capital)	6,449	19,875	19,875	10,000	-	-	
47030	Vehicles	-	-	-	150,000	-	-	
48800	Application Software	10,806	-	-	59,990	-	-	
49100	Transfer to General Fund	65,541	149,100	149,100	379,684	34,200	34,200	
49648	Transfer to CE Replacement	409	355	-	-	-	-	
49668	Trans to Radio Project Fund	-	1,000,000	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 248,930</b>	<b>\$ 1,406,509</b>	<b>\$ 221,154</b>	<b>\$ 281,670</b>	<b>\$ 34,200</b>	<b>\$ 34,200</b>	
<b>ENDING BALANCE</b>		<b>\$ 74,573</b>	<b>\$ 74,573</b>	<b>\$ 1,083,419</b>	<b>\$ 1,479,749</b>	<b>\$ 1,445,549</b>	<b>\$ 1,411,349</b>	

**BUDGET ADJUSTMENTS**

Law Enforcement Grants \$ 655,354

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

**OVERVIEW**

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

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

		<b>STARTING BALANCE</b>	<b>\$ 96,452</b>	<b>\$ 277,440</b>	<b>\$ 277,440</b>	<b>\$ 401,540</b>	<b>\$ 401,540</b>	<b>\$ 401,540</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
34001	Interest on Investments	30	-	-	-	-	-	
38295	Cultural Arts Program Revenues	593,932	324,575	524,575	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 593,962</b>	<b>\$ 324,575</b>	<b>\$ 524,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
44295	Cultural Arts Program Expenditure	412,974	600,475	400,475	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 412,974</b>	<b>\$ 600,475</b>	<b>\$ 400,475</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING BALANCE</b>		<b>\$ 277,440</b>	<b>\$ 1,540</b>	<b>\$ 401,540</b>	<b>\$ 401,540</b>	<b>\$ 401,540</b>	<b>\$ 401,540</b>	

*THE FY 2023-24 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM*

**FUND 296: COUNCIL ON AGING**

**OVERVIEW**

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

		<b>STARTING BALANCE</b>	<b>\$ 494,098</b>	<b>\$ 487,431</b>	<b>\$ 487,431</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>
<b>Object Description</b>		<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
34001	Interest on Investments	1,883	940	940	-	-	-	
38296	Council On Aging Prog. Revenues	42,242	49,000	49,000	-	-	-	
<b>TOTAL REVENUES</b>		<b>\$ 44,125</b>	<b>\$ 49,940</b>	<b>\$ 49,940</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
44296	Council On Aging Prog. Expenditures	50,792	75,965	75,965	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>\$ 50,792</b>	<b>\$ 75,965</b>	<b>\$ 75,965</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING BALANCE</b>		<b>\$ 487,431</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>	<b>\$ 461,406</b>	

*THE FY 2023-24 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM*

**FUND 297: RETIREE BENEFITS FUND**

**OVERVIEW**

The Retiree Benefits Fund was created in FY2002-03 to accumulate funds for medical insurance coverage for future retired City employees, and to pay for medical insurance coverage for current retired City employees. The City pays for retiree medical insurance ranging from a period of 24 months for the employee and spouse to lifetime coverage. The length of coverage depends on the number of years of service in the organization and the bargaining unit. Payments for retiree dental and vision insurance are also made through this fund.

On June 15, 2009, the Simi Valley City Council established an OPEB trust fund to pre-fund future retiree health, vision, and dental coverage.

		STARTING BALANCE	\$ 372,760	\$ 509,729	\$ 509,729	\$ 1,019,730	\$ 847,379	\$ 691,894
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection	
34001	Interest on Investments	10,364	3,000	10,000	3,000	10,000	10,000	
38003	Miscellaneous	20,389	3,000	3,000	3,000			
39100	Transfer from General Fund	2,179,427	2,888,864	2,888,864	2,141,278	2,226,929	2,293,737	
39700	Transfer from Sanitation	320,682	332,371	332,371	284,571	295,954	304,832	
39750	Transfer from Transit	41,167	42,667	42,667	211,380	219,835	226,430	
39761	Transfer from Waterworks.	75,725	78,486	78,486	209,420	217,797	224,331	
<b>TOTAL REVENUES</b>		<b>\$ 2,647,754</b>	<b>\$ 3,348,388</b>	<b>\$ 3,355,388</b>	<b>\$ 2,852,649</b>	<b>\$ 2,970,515</b>	<b>\$ 3,059,330</b>	
41400	Group Insurance/Health	2,490,792	2,825,387	2,825,387	3,000,000	3,100,000	3,200,000	
41401	Retiree Insurance Reimbursement	-	500,000	-	-	-	-	
41500	Group Insurance/Dental	19,993	20,000	20,000	25,000	26,000	27,000	
<b>TOTAL EXPENDITURES</b>		<b>2,510,785</b>	<b>3,345,387</b>	<b>2,845,387</b>	<b>3,025,000</b>	<b>\$ 3,126,000</b>	<b>\$ 3,227,000</b>	
<b>ENDING BALANCE</b>		<b>\$ 509,729</b>	<b>\$ 512,730</b>	<b>\$ 1,019,730</b>	<b>\$ 847,379</b>	<b>\$ 691,894</b>	<b>\$ 524,225</b>	

**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.

		<b>STARTING BALANCE</b>	<b>\$ 9,718,979</b>	<b>\$ 5,437,850</b>	<b>\$ 5,437,850</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
35410	Other Governments	-	-	-	-	\$ -	\$ -	-
36001	Federal Assistance	7,662,647	7,662,647	-	-	-	-	-
36101	Federal Disaster Relief	66,251	-	-	-	-	-	-
36102	State Disaster Relief	-	-	-	-	-	-	-
39100	Transfer from General Fund	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 7,728,898</b>	<b>\$ 7,662,647</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
42560	Operating Supplies	129,869	-	-	-	-	-	-
44010	Professional/Special Services	13,694	-	-	-	-	-	-
47020	Furnishings & Equipment (Capital)	597	-	-	-	-	-	-
49100	Transfer to General Fund	11,865,867	5,325,294	5,325,294	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>12,010,027</b>	<b>5,325,294</b>	<b>5,325,294</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>ENDING BALANCE</b>		<b>\$ 5,437,850</b>	<b>\$ 7,775,203</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>	<b>\$ 112,556</b>

**3004301: LANDSCAPE AUGMENTATION FUND**

**OVERVIEW**

This fund was established in FY1999-00 for the purpose of providing a General Fund contribution toward the cost of maintaining those landscape zones that are not maintained by homeowners' associations. The funds supplement assessments paid by the homeowners toward the maintenance of landscaped areas.

The City has been reducing General Fund contribution to the Landscape Zones Augmentation Fund based on approved recommendation from the Budget Advisory Committee. The transfer in FY2017-18 was \$760,400, and has been reduced based on need.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 20,555</b>	<b>\$ 20,725</b>	<b>\$ 20,725</b>	<b>\$ 20,875</b>	<b>\$ 20,875</b>	<b>\$ 21,325</b>
<b>Object</b>	<b>Description</b>						
34001	Interest on Investments	170	450	150	-	450	450
37410	Services Charges	-	-	-	-	-	-
39100	Transfer from General Fund	200,000	200,000	200,000	400,000	200,000	200,000
39262	Transfer from Development Agrmts	-	-	-	-	-	-
39300	Transfer from Landscape	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 200,170</b>	<b>\$ 200,450</b>	<b>\$ 200,150</b>	<b>\$ 400,000</b>	<b>\$ 200,450</b>	<b>\$ 200,450</b>
49300	Transfer to Landscape	200,000	200,000	200,000	400,000	200,000	200,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>ENDING BALANCE</b>		<b>\$ 20,725</b>	<b>\$ 21,175</b>	<b>\$ 20,875</b>	<b>\$ 20,875</b>	<b>\$ 21,325</b>	<b>\$ 21,775</b>

## 3004302-3004499: 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.

**3004302-3004499: 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.

**3004302-3004499: 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)**

<b>STARTING BALANCE</b>							
\$ (529,949) \$ (978,871) \$ (978,871) \$ (1,100,423) \$ (1,102,765) \$ (1,600,107)							
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
34001	Interest on Investments	(6,049)	14,500	2,550	-	-	-
37410	Service Charges	790,509	790,267	790,267	790,267	790,267	790,267
39300	Transfer from Landscape	200,000	200,000	200,000	400,000	200,000	200,000
<b>TOTAL REVENUES</b>		<b>\$ 984,460</b>	<b>\$ 1,004,767</b>	<b>\$ 992,817</b>	<b>\$ 1,190,267</b>	<b>\$ 990,267</b>	<b>\$ 990,267</b>
42100	Utilities	553,967	615,001	310,906	320,000	615,000	615,000
44450	Landscape Maintenance Contract	878,518	751,558	751,558	820,704	820,704	820,704
44490	Other Contract Services	897	51,905	51,905	51,905	51,905	51,905
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,433,382</b>	<b>\$ 1,418,464</b>	<b>\$ 1,114,369</b>	<b>\$ 1,192,609</b>	<b>\$ 1,487,609</b>	<b>\$ 1,487,609</b>
<b>ENDING BALANCE</b>							
\$ (978,871) \$ (1,392,568) \$ (1,100,423) \$ (1,102,765) \$ (1,600,107) \$ (2,097,449)							

**CITY MANAGER'S OFFICE (LIBRARY SERVICES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Utility Costs  
**AMOUNT :** \$820,000  
**ACCOUNT:** 1001605, 2502350, 7004240, and 7614640 (42100)  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
General Fund	1001605-42100	145,000
Library Fund	2502350-42100	25,000
Sanitation	7004240-42100	300,000
WaterWorks	7614640-42100	350,000
<b>TOTAL:</b>		<b>\$820,000</b>

The City pays utility expenses to Southern California Edison, Southern California Gas, Golden State Water, and Ventura County Waterworks District 8. The cost of all of these utility services has risen over the past few years, and the current budget has not kept up with increasing costs. Staff is requesting an increase in the budget for Utilities across four funds; General Fund, Library Fund, Sanitation Fund, and Ventura County WaterWorks District No. 8.

**CITY MANAGER'S OFFICE (LIBRARY SERVICES)  
FY2023-24 POLICY ITEM REQUEST**

**TITLE:** Enhanced Service Options  
**AMOUNT:** \$133,400  
**ACCOUNT:** 2502350-44490  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

**COST BREAKDOWN**

Other Contract Services	12,320	One-Time
Other Contract Services	121,080	Recurring
<b>TOTAL:</b>	<b>\$133,400</b>	

The City contracts with Library Systems & Services (LS&S) for the provision of Library services. Additional funding is requested to allow for the inclusion of the following enhanced service options: Mobile Library Services and Adult Literacy Services.

**Mobile Library Services:**

LS&S will operate Mobile Library Services throughout the community using a City-provided vehicle outfitted with collections, equipment, and supplies for providing offsite library service. The service will provide greater access to Library materials and services for community members who are not able to visit the facility in Tapo Canyon. A full-time Mobile Library Services staff member will manage the program and will work in coordination with Children's, Teen, Adult, and Literacy staff members to extend existing services to those community members who can benefit from them at offsite locations.

**COST:** \$87,680 annually, as well as a one-time \$12,320 start-up cost for a total of \$100,000 in year one of the program (FY2023-24) and a recurring annual \$87,680.

**Adult Literacy Services:**

The addition of Adult Literacy Services will require a part-time Literacy Coordinator/Instructor (0.5 FTE) who is fully dedicated to literacy services in Simi Valley. In-house Literacy Services will be part of a wraparound approach in which adult literacy, early literacy, family literacy, and student support programming at the Library all complement each other.

**COST:** Adult Literacy Services will cost \$31,400 plus \$2,000 for annual materials expenditures, for a total annual cost of \$33,400.

**CITY MANAGER'S OFFICE (LIBRARY SERVICES)  
FY2023-24 POLICY ITEM REQUEST**

**TITLE:** Vehicle Purchase for Mobile Library Services  
**AMOUNT:** \$50,000  
**ACCOUNT:** 2502350-47030  
**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Vehicles	50,000
<b>TOTAL:</b>	<b>\$50,000</b>

The City contracts with Library Systems & Services (LS&S) for the provision of Library services and is preparing to add Mobile Library Services to the existing contract. Additional funding is requested to allow for the purchase of a vehicle dedicated to Mobile Library Services.

The vehicle will be outfitted with collections, equipment, and supplies for providing off-site library service. Additional fundraising opportunities will be explored to offset any additional expense associated with the vehicle purchase/equipping.

COST: \$50,000

**CITY MANAGER'S OFFICE (LIBRARY SERVICES)  
FY2023-24 POLICY ITEM REQUEST**

**TITLE:** ALA / PLA Conference  
**AMOUNT:** \$1,000  
**ACCOUNT:** 2502350-42720  
**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Travel Conferences Meetings	1,000
<b>TOTAL:</b>		<u>\$1,000</u>

Additional funding is being requested to allow Deputy Director and Management Analyst to attend American Library Association/Public Library Association conferences. Staff participation in Library Association conferences allows for a more in-depth understanding of Library services, leaving staff better equipped to manage Library staff and operations and ensure the provision of excellent Library services to the community.  
COST: \$1,000

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Library Maintenance - Other Contract Services  
**AMOUNT :** \$11,300  
**ACCOUNT:** 2502350-44490  
**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

**DEPARTMENT PROPOSAL**

COST BREAKDOWN	
1004170 Library Other Contract Services	8,300
1004170 Library Generator Maintenance Contracts	3,000
<b>TOTAL:</b>	<b>\$11,300</b>

**CITY MANAGER ADJUSTMENT**

COST BREAKDOWN	
2502350 Library Other Contract Services	8,300
2502350 Library Generator Maintenance Contracts	3,000
<b>TOTAL:</b>	<b>\$11,300</b>

Public Works Maintenance is requesting **\$8,300** in recurring 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 fire and security monitoring, pest control, fire system maintenance and repairs, electrical and plumbing repairs, and other services as needed. The five-year HVAC service contract will terminate at the end of this fiscal year. It is estimated that there will be a 15% increase for the next HVAC service contract.

An additional **\$3,000** of recurring funds will be used for the new Library emergency backup generator due to the complexity of the new generators and warranty requirements. A maintenance contract with a certified vendor will be needed. An estimated yearly maintenance cost is \$3,000 for the generator.

**POLICE DEPARTMENT (FOREFEITED ASSETS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Shotgun Replacement Project  
**AMOUNT :** \$60,000  
**ACCOUNT:** 2805601-42560  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	50 Shotguns	58,800
	Modifications/Accessories	<u>1,200</u>
<b>TOTAL:</b>		<b>\$60,000</b>

In August of 2022, the Range Staff began to inspect the Police Department's current lot of shotguns. Those shotguns, the Remington 870s, were originally purchased in 2009. We do have a handful of shotguns that have been added since then, but the bulk of them are at least 12 years old.

We have several shotguns that are now out of service due to repairs that exceed the capabilities and tools at our department Armorers' disposal.

Staff attempted to find new Remington 870 shotguns to begin replacing our out-of-service shotguns and were only able to locate one after an extensive search. Unfortunately, during the pandemic, Remington actually halted production. Remington is now back and operational, but they just recently began producing the 870s for law enforcement. That production is at a very minimal rate and locating new 870s has been nearly impossible.

This prompted staff to begin looking at other models for replacement, including the possibility of transitioning the department back to a semi-automatic shotgun.

Reasons for moving back to a semi-auto shotgun:

- Quicker for officers to manipulate making them safer during an armed encounter
- Significantly less recoil which assists our smaller in stature officers in utilizing this weapon
- Modernized operating system
- Enhanced accuracy

**POLICE DEPARTMENT (FOREFEITED ASSETS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Mass Transport Vehicle for Critical Incident and Prisoner Transfer  
**AMOUNT :** \$120,000  
**ACCOUNT:** 2805601-47030  One Time Expenditure  
**PRIORITY:** 2  Recurring Expenditure

COST BREAKDOWN	
Initial Vehicle Estimate:	100,000
Unforeseen Inflation Cost:	<u>20,000</u>
<b>TOTAL:</b>	<b>\$120,000</b>

The Police Department seeks to replace the prisoner transport vehicle with a specialty unit that can also be used as a multi-purpose vehicle to transport individuals in mass casualty incidents and transport personnel members during emergency situations and natural disasters.

Due to legal mandates that have been imposed on the Sheriff's Departments in California, time spent booking prisoners into county jail will increase significantly.

To accommodate the additional time needed for this process, the Police Department will be modifying its prisoner transportation procedures and transition from immediately transporting each prisoner upon completion of intake to transporting multiple prisoners at one time rather than. This will alleviate the need for lengthy multiple trips throughout the day to one or two transports daily.

The vehicle will be primarily used as a prisoner transport unit and will be maintained consistently to ensure safe transport. A vehicle of this nature could also be used as a vital resource to the community at a dire time of need.

**POLICE DEPARTMENT (LAW ENFORCEMENT GRANTS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Law Enforcement Grants  
**AMOUNT :** Variable  
**ACCOUNT:** 2875604-36001, 36002 and Various Expenditure Accounts  One Time Expenditure  
**PRIORITY:** 1  Recurring Expenditure

COST BREAKDOWN	
2024 OTS STEP Grant Application:	103,200
2024 OTS TRIP Grant Application:	73,990
2024 CHP-CTG Grant:	307,530
COV PROS Grant:	154,984
Estimated 2024 JAG Grant:	15,650
<b>TOTAL:</b>	<b>\$655,354</b>

The Police Department is requesting approval to enter estimated budget numbers for the following recurring Law Enforcement grants:

1. OTS Grants: In January of each year, applications are submitted for the OTS Grants requesting a specific amount for various program-related purchases, training, and Salary reimbursements.
2. CHP Cannabis Tax Grant (CTG) requesting a specific amount for various program-related purchases, training, and Salary reimbursements.
3. County of Ventura PROS Grant: This reimbursable grant is a set amount that is the same every year. The City is eligible for reimbursements up to that amount for program-related staffing, overtime, uniform supplies, and vehicle use.
4. BJA JAG Grant: The Bureau of Justice Assistance administers this program, and the Bureau of Justice Statistics calculates the award amounts. The JAG program provides states, tribes, and local governments with critical funding necessary to support a range of criminal justice areas. States and localities receive funds based on their resident population reported by the U.S. Census Bureau, and violent crime data reported to the Federal Bureau of Investigation’s Uniform Crime Reporting Program. This award amount is estimated based on historical JAG grant allocations from the last few years.

Department staff intends to streamline the grant process by submitting the City Council staff report to authorize award acceptance at the beginning of each fiscal year. This will help alleviate the delays in acceptance of grant awards, procurement, and other program-related activities.

# STREETS & ROADS

## 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 2023-24 include:

#### Annual Major Streets Rehabilitation

The proposed FY 2023-24 project may include First Street, Erringer Road, Cochran Street, Madera Road, Los Angeles Avenue and Alamo Street. Future projects planned include resurfacing other segments on Los Angeles Avenue, Fitzgerald Road and Erringer Road.

#### Annual Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2023-24, 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. This project is funded from State Transportation funds from the Road Repair and Accountability Act of 2017, SB1.

#### Dewatering Wells Rehabilitation

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. One well per year is proposed for rehabilitation over the next five years.

#### Landscape Beautification

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. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

#### Madera Road Slope Repair

This project includes repair of the slope at the Old Sheriff Station due to the ongoing erosion along the north side of Madera Road at Country Club West Drive. The steep slope erosion needs to be stabilized to reduce maintenance.

#### Traffic Signal Synchronization Project

This program provides for the synchronization of traffic signals on major streets in accordance with a Traffic Signal Synchronization Master Plan. Projects include the construction of interconnect facilities to link traffic signals into synchronized systems. The next planned project is a fiber optic interconnect system that will connect the City-owned signals on Erringer Road, Cochran Street, Madera Road, and Los Angeles Avenue.

#### 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 City currently operates 121 traffic signals.

#### Walnut Street Widening

This project includes the design and construction for widening of the street and drainage improvements along the north side of Walnut Street between Sugar Grove Court and Racheal Street and will improve the drainage and the unimproved section of the roadway on Walnut Street.

#### West of Los Angeles Ave. Widening - Mitigation

The West Los Angeles Avenue was widened from the City's PSC to west City limits. In order to construct the Alamo Canyon Creek improvements portion of the project, the City had to obtain a permit from the California Department of Fish and Wildlife (CDFW). This assessment requirement and associated cost will need to be completed and an annual report will have to be submitted to CDFW.

#### 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.

## FUND 600: STREETS AND ROADS FUND (continued)

### OVERVIEW

#### 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.

#### Barnard Street Bridge Rehabilitation

This project includes widening/rehabilitation of the existing bridge on Barnard Street. Design is scheduled to begin in the Summer 2023. Construction is scheduled to begin in the Summer of 2024, and to be completed by Spring of 2025. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

#### Madera Rd. Bridge Rehab South of Hwy 118

This project includes repairing and overlaying the deck with PCC on Madera Road, Design is expected to be completed in the Spring of 2023. Construction is scheduled to begin in Fall of 2023 and to be completed by Spring 2024. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

#### Arroyo Simi Greenway Phase 5

The Arroyo Simi Greenway Phase 5 Project will construct multi-use trail on existing Ventura County Watershed Protection access roads between Tapo Street and Hidden Ranch Road. The project will be funded through the use of Active Transportation Program (ATP) Grant Funds, and matching funds from the City of Simi Valley and the Rancho Simi Recreation and Park District.

#### Bicycle Master Plan Update

The Simi Valley Bicycle Master Plan Update will revise the existing Master Plan originally adopted in December of 2008. The project is fully-funded through the Active Transportation Program (ATP).

#### Highway Safety Improvement Program - Cycle 10

The Highway Safety Improvement Program (HSIP) Cycle 10 project consists of installing reflective borders on 448 traffic signal heads and replacing 78 8-inch traffic signal heads at 30 intersections in the City with high levels of traffic signal violations. The project is fully-funded through HSIP grant funds.

#### Sequoia Avenue Grade Crossing Improvements

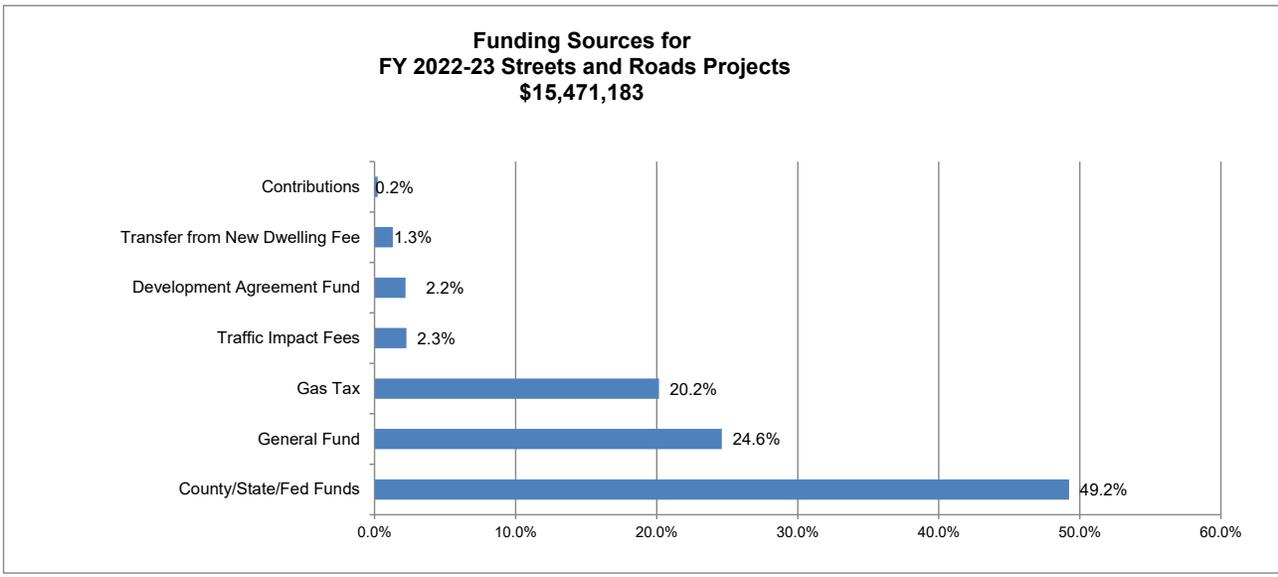
The Sequoia Avenue Grade Crossing Improvements project will design and construct new safety enhancements, at the Sequoia Avenue railroad crossing at Los Angeles Avenue. The project will enable the City to apply to the Federal Railroad Administration (FRA) for Quiet Zones. Project funding is through a Budget Appropriation from the State of California.

#### Highway Safety Improvement Program - Cycle 11

The Highway Safety Improvement Program (HSIP) Cycle 11 project consists of installing left-turn phasing and associated equipment at three intersections in the City with high right-of-way (left-turn failure to yield to oncoming traffic) violation collisions: Cochran Street at Erringer Road, Royal Avenue at Erringer Road, and Royal Avenue at First Street.

**FUND 600: STREETS AND ROADS**

Object	Revenue Source	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projected	FY26 Projected
35410	Other Governments	71,975	-	-	-	-	-
36002	State Assistance	-	-	-	4,792,000	709,000	-
36407	Surface Transportation Grants	190,272	945,000	945,000	2,826,700	3,200,000	-
38010	Landfill Facility Agreement Fee	30,000	-	-	-	-	-
38050	Contributions/donations	80,000	80,000	80,000	34,000	245,500	-
38401	Developer Contributions	465,797	-	-	-	-	-
39100	Transfer from General Fund	12,377,908	2,680,000	2,680,000	3,810,000	5,045,500	3,370,000
39120	Transfer from Infrastructure	-	1,221,241	1,221,241	-	-	-
39216	Transfer from RMRA	1,959,446	5,815,894	2,735,993	3,118,483	2,500,000	2,500,000
39260	Transfer from New Dwelling Fee	-	-	-	200,000	-	-
39262	Transfer fr Development Agrmts	(121,657)	123,000	123,000	340,000	-	-
39263	Transfer fr Traffic Impact Fnd	-	200,000	200,000	350,000	250,000	250,000
<b>TOTAL REVENUES</b>		<b>\$ 15,053,740</b>	<b>\$ 11,065,135</b>	<b>\$ 7,985,234</b>	<b>\$ 15,471,183</b>	<b>\$ 11,950,000</b>	<b>\$ 6,120,000</b>
41010	Regular Salaries	71	-	-	-	-	-
41200	Deferred Comp 401k	2	-	-	-	-	-
41350	Disability	1	-	-	-	-	-
41400	Group Insurance/Health	1	-	-	-	-	-
41500	Group Insurance/Dental	1	-	-	-	-	-
41600	Retirement (PERS)	7	-	-	-	-	-
41620	Retirement (HRA)	2	-	-	-	-	-
41650	Medicare Tax	1	-	-	-	-	-
41860	Salary Reimbursements	9,105	-	-	-	-	-
45290	Reimb from CDBG	(409,191)	(523,946)	(523,946)	(600,000)	(600,000)	(600,000)
45700	Reimb from Sanitation	(60,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
45760	Reimb from Waterworks	(60,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
48500	Maintenance Contracts	3,100,817	30,972,864	30,972,864	16,571,183	13,050,000	7,220,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,580,817</b>	<b>\$ 29,948,918</b>	<b>\$ 29,948,918</b>	<b>\$ 15,471,183</b>	<b>\$ 11,950,000</b>	<b>\$ 6,120,000</b>



**STREETS AND ROADS PROGRAM FUNDING SOURCE PLAN**

REVENUE SOURCE	ANNUAL MINOR STREETS	ANNUAL MINOR STREETS (SB1)	CURB, GUTTER ASPHALT SIDEWALK	DEWATERING WELLS	TOTAL
GENERAL FUND	750,000	-	200,000	120,000	1,070,000
DEVELOPER AGREEMENTS	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-	-
GAS TAX FUNDING	-	3,118,483	-	-	3,118,483
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	600,000	-	-	-	600,000
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
NEW DWELLING FEES	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 1,350,000</b>	<b>\$ 3,118,483</b>	<b>\$ 200,000</b>	<b>\$ 120,000</b>	<b>\$ 4,788,483</b>

REVENUE SOURCE	TRAFFOC SIGNAL SYNCH	SLURRY SEAL & CRACK SEAL	TRAFFIC SIGNAL UPGRADES	WEST OF L.A. AVE. WIDENING	TOTAL
GENERAL FUND	-	250,000	-	10,000	260,000
DEVELOPER AGREEMENTS	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-	-
GAS TAX FUNDING	-	-	-	-	-
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	100,000	-	250,000	-	350,000
NEW DWELLING FEES	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 10,000</b>	<b>\$ 610,000</b>

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	-	340,000	-	-	340,000
COUNTY/STATE/FEDERAL FUNDING	45,000	1,360,000	400,000	-	1,805,000
GAS TAX FUNDING	-	-	-	-	-
SANITATION FUND	-	-	-	250,000	250,000
WATERWORKS FUND	-	-	-	250,000	250,000
CDBG	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
NEW DWELLING FEES	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 45,000</b>	<b>\$ 1,700,000</b>	<b>\$ 500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 4,745,000</b>

REVENUE SOURCE	ARROYO SIMI GREENWAY	BICYCLE MASTER PLAN UPDATE	HIGHWAY SAFETY IMPROVEMENT CYCLE 10	HIGHWAY SAFETY IMPROVEMENT CYCLE 11	TOTAL
GENERAL FUND	34,000	-	-	96,000	130,000
DEVELOPER AGREEMENTS	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	92,000	200,000	157,700	864,000	1,313,700
GAS TAX FUNDING	-	-	-	-	-
SANITATION FUND	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
CDBG	-	-	-	-	-
CONTRIBUTIONS	34,000	-	-	-	34,000
TRAFFIC IMPACT FEES	-	-	-	-	-
NEW DWELLING FEES	-	-	-	-	-
<b>PROJECT BUDGET</b>	<b>\$ 160,000</b>	<b>\$ 200,000</b>	<b>\$ 157,700</b>	<b>\$ 960,000</b>	<b>\$ 1,477,700</b>

**STREETS AND ROADS PROGRAM FUNDING SOURCE PLAN (CONTINUED)**

REVENUE SOURCE	POT HOLE REPAIR	SEQUOIA GRADE CROSSING	SIGN REPAIR REPLACEMENT	TREE REMOVAL STUMP GRINDING	TOTAL
GENERAL FUND			100,000	150,000	250,000
DEVELOPER AGREEMENTS					-
COUNTY/STATE/FEDERAL FUNDING		4,500,000			4,500,000
GAS TAX FUNDING					-
SANITATION FUND					-
WATERWORKS FUND					-
CDBG					-
CONTRIBUTIONS					-
TRAFFIC IMPACT FEES					-
NEW DWELLING FEES	200,000				200,000
<b>PROJECT BUDGET</b>	<b>\$ 200,000</b>	<b>\$ 4,500,000</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>	<b>\$ 4,950,000</b>

REVENUE SOURCE	TOTALS
GENERAL FUND	\$ 3,810,000
DEVELOPER AGREEMENTS	\$ 340,000
COUNTY/STATE/FEDERAL FUNDING	\$ 7,618,700
SANITATION FUND	\$ 250,000
WATERWORKS FUND	\$ 250,000
CDBG	\$ 600,000
CONTRIBUTIONS	\$ 34,000
TRAFFIC IMPACT FEES	\$ 350,000
NEW DWELLING FEES	\$ 200,000
GAS TAX FUNDING	\$ 3,118,483
<b>TOTAL FY20 FUNDING</b>	<b>\$ 16,571,183</b>

**STREETS AND ROADS PROGRAM EXPENDITURE PLAN**

<b>Project</b>	<b>FY23 Budget</b>	<b>FY24 Proposed</b>	<b>FY25 Projected</b>	<b>FY26 Projected</b>	<b>FY27 Projected</b>	<b>FY28 Projected</b>
Annual Major Streets Program (all years)	12,305,195	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Annual Minor Streets Program - SB1	5,813,874	3,118,483	2,500,000	2,500,000	2,500,000	2,500,000
Annual Minor Streets Program (all years)	2,361,705	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Arroyo Simi Greenway Phase 5	-	160,000	1,150,000	-	-	-
Barnard Street Bridge Rehabilitation	2,291,477	1,700,000	-	-	-	-
Bicycle Master Plan Update	-	200,000	50,000	-	-	-
Curb, Gutter, Asphalt and Sidewalk Repair	400,000	200,000	200,000	200,000	200,000	200,000
Dewatering Wells Rehabilitation	209,250	120,000	120,000	120,000	120,000	120,000
Highway Safety Improvement Program - Cycle 10	-	157,700	-	-	-	-
Highway Safety Improvement Program - Cycle 11	-	960,000	-	-	-	-
Landscape Beautification Project	-	-	-	-	-	-
Los Angeles Avenue West of First St.	689,200	500,000	4,000,000	-	-	-
Madera Road Bridge Rehab (South of Highway 118)	1,063,377	45,000	-	-	-	-
Madera Road Slope Repair	-	-	300,000	-	-	-
Pot Hole Repair	-	200,000	-	-	-	-
Sequoia Avenue Grade Crossing Improvements	-	4,500,000	-	-	-	-
Sign Repair / Replacement	-	100,000	-	-	-	-
Slurry Seal and Crack Seal	450,000	250,000	300,000	300,000	300,000	300,000
Traffic Signal Synchronization	295,611	100,000	-	-	-	-
Traffic Signal Upgrades	303,759	250,000	250,000	250,000	250,000	250,000
Tree Removal / Stump Grinding Funding	-	150,000	-	-	-	-
Walnut Street Widening	-	-	320,000	-	-	-
West Los Angeles Widening (PSC-City Limits)	620,478	10,000	10,000	-	-	-
	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 26,803,926</b>	<b>\$ 16,571,183</b>	<b>\$ 13,050,000</b>	<b>\$ 7,220,000</b>	<b>\$ 7,220,000</b>	<b>\$ 7,220,000</b>

# CAPITAL FUNDS

**FUND 648: COMPUTER EQUIPMENT REPLACEMENT FUND**

**OVERVIEW**

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

<b>STARTING BALANCE</b>																			
	<b>\$</b>	<b>1,213,276</b>	<b>\$</b>	<b>1,322,190</b>	<b>\$</b>	<b>1,322,190</b>	<b>\$</b>	<b>1,486,532</b>	<b>\$</b>	<b>669,257</b>	<b>\$</b>	<b>462,707</b>							
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>													
34001 Interest on Investments	11,152	5,000	5,000	5,000	5,000	5,000													
38001 Sale of Surplus Property	-	-	3,526	-	-	-													
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													
39287 Transfer from Law Enforc. Grants	409	-	-	-	-	-													
39665 Transfer from Telephone Sys.	-	-	-	-	-	-													
39700 Transfer from Sanitation	52,200	52,200	52,200	52,200	52,200	52,200													
39761 Transfer from Waterworks.	67,500	67,500	67,500	67,500	67,500	67,500													
39803 Transfer from General Liability	3,000	3,000	3,000	3,000	3,000	3,000													
39805 Transfer from Workers Comp	3,200	3,200	3,200	3,200	3,200	3,200													
<b>TOTAL REVENUES</b>	<b>\$ 596,061</b>	<b>\$ 589,500</b>	<b>\$ 593,026</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>	<b>\$ 589,500</b>													
42150 Communication	-	-	-	-	40,000	40,000													
42200 Computer - Non Capital	94,772	260,919	349,100	865,275	359,000	359,000													
42720 Travel, Conferences, Meetings	11,388	17,100	15,000	15,000	15,450	15,450													
44010 Professional/Special Services	12,762	90,000	30,000	205,000	30,900	30,900													
44030 Cloud Services	19,766	-	1,084	90,000	92,700	92,700													
47028 Computer (Capital)	338,249	111,861	33,000	100,000	103,000	103,000													
48800 Application Software	-	-	-	-	-	-													
48840 System Hardware	10,211	130,000	500	131,500	195,000	195,000													
<b>TOTAL EXPENDITURES</b>	<b>\$ 487,147</b>	<b>\$ 609,880</b>	<b>\$ 428,684</b>	<b>\$ 1,406,775</b>	<b>\$ 796,050</b>	<b>\$ 796,050</b>													
<b>ENDING BALANCE</b>								<b>\$</b>	<b>1,322,190</b>	<b>\$</b>	<b>1,301,810</b>	<b>\$</b>	<b>1,486,532</b>	<b>\$</b>	<b>669,257</b>	<b>\$</b>	<b>462,707</b>	<b>\$</b>	<b>256,157</b>

**BUDGET ADJUSTMENTS**

Replace Best UPS at the Police Department and Relocate to Basement/Garage	\$	170,000
Purchase Seventy Panasonic Toughbooks and Docking Stations	\$	434,000
Purchase and Implement a Document / Agenda Management System for the Clerks Office	\$	35,000
Replace Old Satcom Global Phones	\$	15,000
Versaterm Cloud	\$	90,000
Simi Valley Cultural Arts Center Web Design and Implementation	\$	30,000
Purchase of Six Replacement iPads	\$	6,000
ShareGate - Shared Drive Migration Tool	\$	10,000
Purchase of One Smart Phone for Building & Safety	\$	1,050
Replacement of Eight iPhones	\$	8,400
Purchase Thirty Laptops for use in the Emergency Operations Center	\$	30,000
Purchase One Laptop with Wi-Fi and Bluetooth for Youth Services Programs	\$	1,000
Additional Internet Services	\$	1,500

**FUND 651: VEHICLE REPLACEMENT FUND**

**OVERVIEW**

The Vehicle Replacement Fund was established in FY 96-97 with General Fund reserve monies, subsequent to the completion of a consultant study regarding vehicle replacement needs. The fund is used to set aside monies for the replacement of rolling stock used by General Fund departments. Reserving funds in this manner eliminates the need to appropriate considerable amounts of operating funds during years when many vehicles are in need of replacement. The City's Sanitation and Waterworks enterprise funds maintain their own vehicle reserves, financed from their revenues. Annual contributions are made to the fund based on the estimated replacement cost and useful life of each vehicle. An annual appropriation to purchase replacement vehicles is established based on the cost of proposed vehicles due for replacement, less those vehicles that can be deferred until future years.

		<b>STARTING BALANCE</b>	<b>\$ 1,439,599</b>	<b>\$ 1,582,552</b>	<b>\$ 1,582,552</b>	<b>\$ 1,682,552</b>	<b>\$ 1,367,552</b>	<b>\$ 1,367,552</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
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	64,000	10,000.00	35,000	35,000	
39100	Transfer from General Fund - PW	140,000	350,000	350,000	-	325,000	325,000	
39100	Transfer from General Fund - PD	239,000	552,238	552,238	700,000	600,000	600,000	
<b>TOTAL REVENUES</b>		<b>\$ 379,000</b>	<b>\$ 966,238</b>	<b>\$ 966,238</b>	<b>\$ 710,000</b>	<b>\$ 960,000</b>	<b>\$ 960,000</b>	
46100	Reimb to General Fund	-	-	-	-	-	-	
47030	Vehicles - AS	-	-	-	-	-	-	
47030	Vehicles - ES	-	64,000	64,000	10,000	35,000	35,000	
47030	Vehicles - PW	-	826,791	350,000	315,000	325,000	325,000	
47030	Vehicles - PD	236,048	452,238	452,238	700,000	600,000	600,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 236,048</b>	<b>\$ 1,343,029</b>	<b>\$ 866,238</b>	<b>\$ 1,025,000</b>	<b>\$ 960,000</b>	<b>\$ 960,000</b>	
<b>ENDING BALANCE</b>		<b>\$ 1,582,552</b>	<b>\$ 1,205,760</b>	<b>\$ 1,682,552</b>	<b>\$ 1,367,552</b>	<b>\$ 1,367,552</b>	<b>\$ 1,367,552</b>	

**BUDGET ADJUSTMENTS**

Vehicle Replacement for Building and Safety Division	\$ 10,000
Custodial Maintenance Van	\$ 50,000
Funding for Three New Vehicles for the Maintenance Division	\$ 125,000

**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.

<b>STARTING BALANCE</b>							
		<b>\$ 2,239,597</b>	<b>\$ 827,516</b>	<b>\$ 827,516</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>
<b>Object</b>	<b>Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>
39100	Transfer from General Fund	20,000	486,500	486,500	285,000	1,110,000	150,000
39262	Transfer from Development Agrmts	25,000	665,000	665,000	500,000	500,000	100,000
39280	Transfer from Forfeited Assets	-	-	-	-	-	-
39500	Transfer from Debt Service	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-
39750	Transfer from Transit	-	-	-	-	-	-
39761	Transfer from Waterworks	-	-	-	-	-	-
39803	Transfer from Waterworks	-	134,362	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 45,000</b>	<b>\$ 1,285,862</b>	<b>\$ 1,151,500</b>	<b>\$ 785,000</b>	<b>1,610,000</b>	<b>250,000</b>
44010	Professional/Special Services	6,650	473,350	473,350	-	-	-
44410	Maintenance Building/Grounds	-	202,500	202,500	-	-	-
44490	Other Contract Services	84,835	1,197,865	1,197,865	625,000	300,000	150,000
47020	Furnishings & Equip (Capital)	-	-	-	-	-	-
47040	Building Improvements	1,365,596	575,555	441,193	-	-	-
48220	Design/Architectural	-	-	-	60,000	-	-
48600	Const Contracts	-	-	-	100,000	1,310,000	100,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,457,081</b>	<b>\$ 2,449,269</b>	<b>\$ 2,314,907</b>	<b>\$ 785,000</b>	<b>\$ 1,610,000</b>	<b>\$ 250,000</b>
<b>ENDING BALANCE</b>							
		<b>\$ 827,516</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>	<b>\$ (335,892)</b>

**FUND 656: INFORMATION SYSTEM REPLACEMENT FUND**

**OVERVIEW**

Over the past several years the City has modernized our enterprise systems. The system has streamlined business processes, shortened staff member training time, increased transparency and enhanced the ability to make better financial recommendations. The systems touch hundreds of process across the organization and have digitally transformed everything from how we process permits, plans, inspections, code enforcement cases to how we pay bills, track employees time and benefits. Information services is working with public works on the selection and implementation of an asset management, inventory and work order system. The goals of this project are to simplify how the City tracks, responds to and maintains public assets including fleet vehicles, landscape, streets / roads, water and sanitation systems. The timeline dependent on the system that is selected, and how the project will be implemented.

		<b>STARTING BALANCE</b>	<b>\$ 2,630,641</b>	<b>\$ 2,153,970</b>	<b>\$ 2,153,970</b>	<b>\$ 1,925,165</b>	<b>\$ 1,937,665</b>	<b>\$ 1,575,036</b>
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>		
34001 Interest on Investments	18,143	12,500	18,000	12,500	12,750	12,750		
<b>TOTAL REVENUES</b>	<b>\$ 18,143</b>	<b>\$ 12,500</b>	<b>\$ 18,000</b>	<b>\$ 12,500</b>	<b>\$ 12,750</b>	<b>\$ 12,750</b>		
41010 Regular Salaries	115,469	-	18,543	-	120,087	123,690		
41020 Temporary Salaries	5,961	-	-	-	6,200	6,386		
41040 Overtime	174	-	-	-	-	-		
41050 Outside Assistance	21,931	-	-	-	-	-		
41200 Deferred Comp - 401k	3,330	-	389	-	3,463	3,567		
41210 Deferred Comp - 457	437	-	156	-	454	468		
41300 Vision Care	297	-	75	-	309	318		
41350 Disability	951	-	109	-	989	1,019		
41400 Group Insurance/Health	2,290	-	702	-	2,381	2,453		
41415 Flex Benefits	19,779	-	5,697	-	20,570	21,187		
41450 Life Insurance	316	-	52	-	329	339		
41500 Group Insurance/Dental	1,872	-	256	-	1,947	2,005		
41600 Retirement (PERS)	12,705	-	3,178	-	13,213	13,610		
41620 Retirement (HRA)	3,330	-	389	-	3,463	3,567		
41650 Medicare Tax	1,897	-	259	-	1,973	2,032		
41660 FICA	370	-	-	-	-	-		
41800 Leave Accrual	-	-	-	-	-	-		
42200 Computer Non-Capital	-	-	-	-	-	-		
42430 Employee Recognition	173	-	-	-	-	-		
44010 Professional/Special Services	303,534	622,374	217,000	-	200,000	200,000		
44490 Other Contract Services	-	622,374	-	-	-	-		
48800 Application Software	-	-	-	-	-	-		
48840 System Hardware	-	-	-	-	-	-		
48990 Contingency	-	573,100	-	-	-	-		
<b>TOTAL EXPENDITURES</b>	<b>\$ 494,814</b>	<b>\$ 1,817,848</b>	<b>\$ 246,805</b>	<b>\$ -</b>	<b>\$ 375,379</b>	<b>\$ 380,640</b>		
<b>ENDING BALANCE</b>		<b>\$ 2,153,970</b>	<b>\$ 348,622</b>	<b>\$ 1,925,165</b>	<b>\$ 1,937,665</b>	<b>\$ 1,575,036</b>	<b>\$ 1,207,146</b>	

**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.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		<b>\$ 285,294</b>	<b>\$ 345,824</b>	<b>\$ 345,824</b>	<b>\$ 225,000</b>	<b>\$ 300,000</b>	<b>\$ 375,000</b>
<b>Object</b>	<b>Description</b>						
38050	Contributions/donations	75,000	75,000	75,000	75,000	75,000	75,000
<b>TOTAL REVENUES</b>		<b>\$ 75,000</b>					
44010	Professional/Special Services	-	-	-	-	-	-
47020	Furnishings & Equip (Capital)	14,470	36,575	36,575	-	-	-
48600	Construction Contracts	-	159,249	159,249	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 14,470</b>	<b>\$ 195,824</b>	<b>\$ 195,824</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING BALANCE</b>		<b>\$ 345,824</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 300,000</b>	<b>\$ 375,000</b>	<b>\$ 450,000</b>

**FUND 665: CITY TELEPHONES CAPITAL PROJECT**

**OVERVIEW**

The City's former Nortel telephone system was installed in 1995 and was operating on the latest and final software release. The manufacturer discontinued voice mail system support in June 2016, and the software support in June 2018. The City installed a new system in FY 2018-19, which includes many additional features and utilizes a newer architecture of VoIP. This system architecture provides for enhanced reliability, improved back-up capabilities, mobile communication features, web-based user interface, enhanced in-house support, unified network resources, and is less costly to support.

STARTING BALANCE							
		\$	165,753	\$	165,753	\$	165,753
		\$		\$	(612,591)	\$	(612,591)
		\$		\$	(612,591)	\$	(612,591)
Object	Description	FY22 Actual	FY23 Revised	FY23 Est. Actual	FY24 Proposed	FY25 Projection	FY26 Projection
38720	Proceeds from Capital Leases	-	-	-	-	-	-
39500	Transfer from Debt Service	-	-	-	-	-	-
39700	Transfer from Sanitation	-	-	-	-	-	-
39750	Transfer from Transit	-	-	-	-	-	-
39761	Transfer from Waterworks.	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010	Professional/Special Services	-	253,531	253,531	-	-	-
44490	Other Contract Services	-	-	-	-	-	-
47029	Computer - SAP Settlement	-	-	-	-	-	-
48820	Training & Implementation	-	-	-	-	-	-
48840	System Hardware	-	524,814	524,814	-	-	-
49100	Transfer to General Fund	-	-	-	-	-	-
49648	Transfer to CE Replacement	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 778,344	\$ 778,344	\$ -	\$ -	\$ -
ENDING BALANCE							
		\$	165,753	\$	(612,591)	\$	(612,591)
		\$		\$	(612,591)	\$	(612,591)

**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.

		FY22	FY23	FY23	FY24	FY25	FY26
		Actual	Revised	Est. Actual	Proposed	Projection	Projection
<b>STARTING BALANCE</b>		\$ 403,216	\$ 403,216	\$ 403,216	\$ (13,719)	\$ (13,719)	\$ (13,719)
<b>Object</b>	<b>Description</b>						
39270	Transfer from Debt Service	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44490	Other Contract Services	-	416,934	416,934	-	-	-
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 416,934	\$ 416,934	\$ -	\$ -	\$ -
<b>ENDING BALANCE</b>		\$ 403,216	\$ (13,719)	\$ (13,719)	\$ (13,719)	\$ (13,719)	\$ (13,719)

**FUND 668: CITYWIDE RADIO FUND**

**OVERVIEW**

The City owns and operates an Ultra High Frequency (UHF) Project 25 (P25) conventional simulcast system used by multiple City departments. Departments that use the system for daily and emergency communications include Police Department, Waterworks, Sanitation, Public Works, Transit, Crossing Guards, Code Enforcement and Building & Safety. The system is aging and users are experiencing issues with coverage deficiencies and system reliability. To address these issues, the system will undergo an upgrade which will meet the City's needs for the next 10-15 years.

<b>STARTING BALANCE</b>							
\$ - \$ - \$ - \$ - \$ - \$ - \$ -							
<b>Object Description</b>	<b>FY22 Actual</b>	<b>FY23 Revised</b>	<b>FY23 Est. Actual</b>	<b>FY24 Proposed</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	
39100 Transfer from General Fund	-	1,093,195	-	-	-	-	-
39120 Transfer from Infrastructure Fund	-	2,000,000	2,000,000	-	-	-	-
39287 Transfer from Law Enforcement Grant F	-	1,000,000	-	-	-	-	-
39700 Transfer from Sanitation	-	-	-	-	-	-	-
39750 Transfer from Transit	-	-	-	770,580	-	-	-
39761 Transfer from Waterworks.	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 4,093,195</b>	<b>\$ 2,000,000</b>	<b>\$ 770,580</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
44010 Professional/Special Services	-	-	-	-	-	-	-
44490 Other Contract Services	-	-	-	-	-	-	-
44310 Maintenance of Equipment	-	-	-	-	-	-	-
45700 Reimb from Sanitation	-	-	-	(1,085,820)	-	-	-
45760 Reimb from Waterworks	-	-	-	(770,580)	-	-	-
47020 Furnishings & Equip (Capital)	-	4,093,195	2,000,000	-	-	-	-
48600 Const Contracts	-	-	-	2,626,980	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 4,093,195</b>	<b>\$ 2,000,000</b>	<b>\$ 770,580</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>ENDING BALANCE</b>							
\$ - \$ - \$ - \$ - \$ - \$ - \$ -							

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Replace Best UPS at the Police Department and Relocate to Basement/Garage  
**AMOUNT :** \$177,000  
**ACCOUNT:** 6489000-42200/44010, 1001608-44310 (CERF Prof Svcs & Capital)  One Time Expenditure  
**PRIORITY:** 1  Recurring Expenditure

COST BREAKDOWN		
Computer - Non Capital (42200)	85,000	One Time
Computer - Professional Services (44010)	85,000	One Time
Non Departmental Maint (annual) (44310)	<u>7,000</u>	Recurring
<b>TOTAL:</b>	<b>\$177,000</b>	

The UPS system servicing the computer network at the Police Department is old and antiquated. In addition, the upcoming Radio project adds to the need to replace this UPS in the near future. The UPS will be replaced and moved to the old Telecom room in the basement/garage. This will require professional services from a skilled electrician. UPSs are tracked, and funds are allocated for their replacement in the computer equipment replacement fund. The City will need to use fund balances for this purchase.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase Seventy Panasonic Toughbooks and Docking Stations

**AMOUNT :** \$434,000

**ACCOUNT:** 6489000-42200 (CERF-Computer non-capital)

**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Computer - Non Capital	434,000
<b>TOTAL:</b>	<b>\$434,000</b>

The Panasonic Toughbook Mobile Display Terminals (MDTs) in the police cars were due for replacement in FY 22/23. Comparable hardware was unavailable until recently, and we request that they be replaced in the upcoming fiscal year. Due to an entirely new model and design of the laptop, all of the docking stations must also be replaced. These devices are tracked, and funds are allocated for their replacement in the computer equipment replacement fund. The City will need to use fund balances for this purchase. The City currently has 70 MDTs in production, and the estimated replacement cost is \$6,200 per device.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase and Implement a Document / Agenda Management System for the Clerks Office  
**AMOUNT :** \$45,000  
**ACCOUNT:** 6489000-42200. & 1001608-44030  
**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
Computer - Non Capital (Initial)	35,000	One Time
Cloud Services	10,000	Recurring
<b>TOTAL:</b>	<b>\$45,000</b>	

A document management system (DMS) can bring significant benefits to the City Clerk's office, which is responsible for managing and maintaining important records and documents. A DMS can streamline the document management process by providing a centralized platform to store, access, and manage documents digitally. This can save time and resources, reduce the risk of errors and data loss, and enable better collaboration among staff members. With a DMS, documents can be easily searched, retrieved, and shared, making it easier for staff to access the information they need to perform their tasks efficiently.

A DMS can improve the security and compliance of the City Clerk's office. By storing documents electronically, a DMS can help protect against the loss or damage of physical documents and prevent unauthorized access. It can also provide audit trails and version control, which can help ensure compliance with regulations and standards. For example, a DMS can track who accessed and modified a document, which can help identify potential breaches or violations.

A DMS can enhance the transparency and accessibility of the City Clerk's office. With a DMS, citizens and stakeholders can access important documents online, such as meeting minutes, agendas, and public records requests. This can improve communication and engagement with the community and promote trust and accountability. By making documents readily available, a DMS can also reduce the workload on staff members who previously had to respond manually to public requests for information or copies of documents.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Replace Old Satcom Global Phones  
**AMOUNT :** \$15,000  
**ACCOUNT:** 6489000-42200 (CERF-Computer non-capital)  
**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	Computer - Non Capital	15,000	One Time
<b>TOTAL:</b>		<b>\$ 15,000</b>	

Satcom Global devices are an integral part of a City's emergency communication infrastructure. The devices are responsible for providing reliable and secure communication between different departments and agencies. As technology advances, so does the need for updated Satcom Global devices. Current devices no longer hold a charge, and replacement of old equipment is hard to find.

Replacing

older Satcom Global devices with new ones is essential to ensure the City remains connected and secure. The new Satcom Global devices will provide faster, more reliable connections, improved security, and better energy efficiency. All of these benefits are essential for city organizations and the citizens they serve.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Versaterm Cloud  
**AMOUNT :** \$90,000  
**ACCOUNT:** 6489000-44030  
**PRIORITY:** 5

One Time Expenditure  
 Recurring Expenditure

**COST BREAKDOWN**

	Cloud Services	90,000
<b>TOTAL:</b>		\$90,000

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

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

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

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

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

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Simi Valley Cultural Arts Center Web Design and Implementation

**AMOUNT :** \$32,000

**ACCOUNTS:** 6489000-44010 (CERF Professional/Special Services)  One Time Expenditure  
 1001608-44490 (Non-Departmental Other Contract Services)  Recurring Expenditure

**PRIORITY:** 6

**COST BREAKDOWN**

CERF Professional/Special Services	30,000	One Time
Non-Departmental Other Contract Services	2,000	Recurring
<b>TOTAL:</b>	\$32,000	

The City launched a redesigned City website in 2022 to improve communication with residents and businesses and to enhance the user experience. As part of this redesign, it was determined that the Simi Valley Cultural Arts Center's (CAC) website, with approximately 34,000 site visitors and 20,000 unique visitors, was also in need of an upgrade. A new website would enhance the visitor experience by providing web content that is compatible with a variety of browsers, assistive technologies (screen readers and/or magnification software), and other means of accessing web content. Moving to a more responsive design would allow for a new structure, layout, and implementation of measures that would create ease of use for the CAC visitor. The new website would support the CAC's mission of providing community access to cultural programs and creating virtual engagement with the arts in Simi Valley. The initial cost to upgrade the CAC website is approximately \$30,000, with ongoing maintenance costs averaging around \$2,000 annually. Professional Services/Website Implementation: 6489000-44010 (CERF Professional/Special Services) Ongoing Maintenance Costs: 1001608-44490 (Non-Departmental Other Contract Services).

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase of Six Replacement iPads  
**AMOUNT :** \$6,000  
**ACCOUNT:** 6489000-42200  
**PRIORITY:** 7

One Time Expenditure  
 Recurring Expenditure

**COST BREAKDOWN**

	Computer Non-Capital	6,000	One Time
<b>TOTAL:</b>		\$ 6,000	

This item was requested and approved in the FY 2022-23 Budget. The purchase was paused while IS worked to resolve issues with EnerGov and current iPads in the field. If issues with the currently owned iPads still exist, then the purchase of these eight new iPads will need to resume. If it is determined that new iPads also will not function as needed, then an alternative, such as laptops, may be needed.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** ShareGate - Shared Drive Migration Tool  
**AMOUNT :** \$10,000  
**ACCOUNT:** 6489000-42200 (CERF Computer non capital)  
**PRIORITY:** 8

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Computer - Non Capital	10,000
<b>TOTAL:</b>	<b>\$10,000</b>

ShareGate is a tool that migrates files from file shares to SharePoint, and it can also be used to move content easily on SharePoint, Teams, and Office 365. IS will use this tool primarily to move the thousands of files from the Network Drives (W, G, and U) to the Intranet and Hub sites, allowing staff to easily search for documents, collaborate internally and externally, and allow remote file access. It provides IS the ability to see all the files on the network, analyze them, fix them for migration to 365, move the files, and monitor the migration, which will save hundreds of hours of work if done manually. The cost includes unlimited support.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase of One Smart Phone for Building & Safety

**AMOUNT :** \$1,600

**ACCOUNT:** 6489000-42200 (one time CERF)

One Time Expenditure

**ACCOUNT:** 1001608-42150 (non departmental communications)

Recurring Expenditure

**PRIORITY:** 9

**COST BREAKDOWN**

Computer - Non Capital (Phone)	1,000	One time
Computer - Non Capital (Case)	50	One time
Communications	550	Recurring
<b>TOTAL:</b>	<b>\$ 1,600</b>	

Requesting the purchase of one iPhone, at an estimated one-time cost of \$1,000 and a recurring cost of \$550 per year, to allow the Building and Safety Division front counter staff to communicate with inspectors out in the field via text. Alternatively, a flip phone will suffice; no video is required.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Replacement of Eight iPhones  
**AMOUNT :** \$8,400  
**ACCOUNT:** 6489000-42200  
**PRIORITY:** 10

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Computer - Non Capital	8,400
<b>TOTAL:</b>	<b>\$ 8,400</b>

Requesting the purchase of eight replacement iPhones, including cases and chargers, at an estimated cost of \$1,050 per phone to keep the models current for Code Enforcement employees and the Home Rehab Coordinator, which are used for texting and calls from the field for record-keeping purposes. New phone models will enhance the photo quality required for enforcement and program administration.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase Thirty Laptops for use in the Emergency Operations Center

**AMOUNT :** \$40,000

**ACCOUNT:** 6489000-42200 (CERF computer non-capital)

**PRIORITY:** 11

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

Computer - Non Capital (Initial)	30,000
<b>TOTAL:</b>	<u>\$30,000</u>

The Emergency Operations Center uses laptops that are over ten years old and need to be replaced. These laptops are used in the event that the EOC is activated for any emergency situation the City may encounter. We also request that the computer equipment replacement fund be increased by \$10,000/year to accommodate replacement units every three years.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Purchase One Laptop with Wi-Fi and Bluetooth for Youth Services Programs

**AMOUNT :** \$1,000

**ACCOUNT:** 6489000-42200

**PRIORITY:** 12

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	Computer - Non Capital	1,000
<b>TOTAL:</b>		<u>\$ 1,000</u>

The City Manager's Office, specifically the Community Programs and Facilities Division, requests the purchase of one laptop with Wi-Fi and Bluetooth capabilities for Youth Services programs. The laptop is needed to enable the Community Services Coordinator to continue providing presentations in the City Hall Community Room and off-site at middle and high schools and other locations for workshops and program outreach events. The current laptop is outdated and does not have Wi-Fi and Bluetooth capabilities.

**ADMINISTRATIVE SERVICES (COMPUTER EQUIP REPL FUND)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL)**

**TITLE:** Additional Internet Services  
**AMOUNT :** \$5,820  
**ACCOUNT:** 1001608-42150 & 6489000-48840  
**PRIORITY:** 13  
**EVERY:**

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

CERF Hardware (6489000-48840)	1,500	One Time
Communications (1001608-42150)	4,320	Recurring
<b>TOTAL:</b>	\$5,820	

The City subscribed to Starlink as a second internet connection providing the ability for IS staff to test configurations and use them in emergency situations. Staff recommends the City invest in 2 more Starlink subscriptions, one to be used at the shooting range and the other at the police station. Currently, the City spends \$800/month with AT&T on the connection at the shooting range. The AT&T bill will be eliminated, and the City will see annual savings of over \$5,000/year.

**ENVIRONMENTAL SERVICES (VEHICLES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Vehicle Replacement for Building and Safety Division  
**AMOUNT :** \$10,000  
**ACCOUNT:** 6519003-47030  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Vehicles	10,000
<b>TOTAL:</b>		<u>\$10,000</u>

Due to a decrease in the supply of vehicles and an increase in pricing, the Environmental Services Department is requesting additional funds in the amount of \$10,000 to supplement the FY 22/23 approved budget amount of \$64,000 for a total of \$74,000 to be used to replace two vehicles, V#507 and V#564, for the Building and Safety Division.

**PUBLIC WORKS (VEHICLES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Custodial Maintenance Van  
**AMOUNT :** \$50,000  
**ACCOUNT:** 6519004-47030  
**PRIORITY:** 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Damaged Custodial Van	50,000
<b>TOTAL:</b>		<u>\$50,000</u>

Public Works Maintenance requests additional replacement funds for Custodial Maintenance Van 697. Van 697 is a 2021 Chevrolet Express Cargo Van used by the Custodial staff to transport supplies to and from City facilities. Van 697 was involved in an accident on August 6, 2021, with an underinsured citizen. The citizen was deemed at fault, as stated on the Police report. Damages to the van are extensive enough to qualify as a total loss. Research by staff put the current replacement value at approximately \$50,000. Additionally, the City's risk manager has advised us that the citizen's auto insurance coverage is insufficient to fully cover all repair/replacement costs. Funds in the amount of \$50,000 are being requested for the replacement cost.

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

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

**AMOUNT:** \$134,000

**ACCOUNT:** 1004110-42235, 1004005-42235, 1004130-42235  
6519004-47030

One Time Expenditure  
 Recurring Expenditure

**PRIORITY:** 3

**DEPARTMENT PROPOSAL**

COST BREAKDOWN	
1004110-47030 Replacement Vehicle	\$30,000
1004110-42235 Safety Light Bar/Tool Box	\$3,000
6519004-47030 Replacement Vehicle	\$35,000
1004005-42235 Safety Light Bar/Tool Box	\$3,000
1004130-47030 Replacement Vehicle	\$60,000
1004130-42235 Safety Light Bar/Tool Box	\$3,000
<b>TOTAL:</b>	<b>\$134,000</b>

**CITY MANAGER ADJUSTMENT**

COST BREAKDOWN	
6519004-47030 Replacement Vehicle	125,000
1004110-42235 Safety Light Bar/Tool Box	3,000
1004005-42235 Safety Light Bar/Tool Box	3,000
1004130-42235 Safety Light Bar/Tool Box	3,000
<b>TOTAL:</b>	<b>\$134,000</b>

The Public Works Department requests permission to purchase three (3) new vehicles. Staff is currently using retained vehicles to fill existing transportation needs in the landscape, building maintenance, and graffiti sections with no replacement funding. These vehicles are now 15, 19 and 20 years old with increasing repair costs due to electrical, abs brake, engine, suspension, and other drivability issues. The Landscape Division requests to purchase one (1) new mid-sized 2-wheel drive truck at an estimated cost of \$30,000 to be used by a Landscape Inspector. The Graffiti Section requests to purchase one (1) new mid-sized 4-wheel drive truck at an estimated cost of \$35,000 to be used by a Community Services Technician. Additionally, the Building Maintenance Division requests the purchase of one (1) new full-sized 3/4 ton 2-wheel drive truck with utility bed at an estimated cost of \$60,000 to be used by a Building Maintenance Technician. The department also requests \$3,000/vehicle for the purchase of Safety Light Bars/Tool Boxes. The total cost for this purchase is estimated to be \$134,000.

- Landscape – (1) New 2WD Vehicle – 6519004-47030 – \$30,000
- Landscape – Safety Light Bar/Tool Box – 1004110-42235 – \$3,000
- Graffiti – (1) New 4WD Vehicle – 6519004-47030 – \$35,000
- Graffiti – Safety Light Bar/Tool Box – 1004005-42235 – \$3,000
- Building Maintenance – (1) New 2WD Utility Truck – 6519004-47030 – \$60,000
- Building Maintenance – Safety Light Bar/Tool Box – 1004130-42235 – \$3,000

# TRANSIT FUNDS

## 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. SVT also provides regional coordination with other Ventura County Transit Agencies.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Total Revenues	7,107,199	11,326,210	11,252,285	12,880,063
Total Expenditures	7,055,879	20,771,628	10,434,394	12,880,063
<b>SURPLUS/(DEFICIT) \$</b>	<b>51,320</b>	<b>\$ (9,445,418)</b>	<b>\$ 817,891</b>	<b>\$ (0)</b>

### EXPENDITURES BY DIVISION

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Administration	3,392,968	4,635,621	4,236,809	4,978,093
Fixed-Route Maintenance	167,196	239,100	239,100	241,500
Fixed-Route Operations	1,648,715	1,703,183	1,657,212	1,558,318
ADA/DAR Maintenance	96,524	137,600	118,200	118,200
ADA/DAR Operations	1,446,374	2,225,825	1,526,987	2,425,207
Operating Transfers	41,167	42,667	42,667	981,960
Transit Projects	262,935	11,787,632	2,613,418	2,576,786 *
<b>TOTAL \$</b>	<b>7,055,879</b>	<b>\$ 20,771,628</b>	<b>\$ 10,434,394</b>	<b>\$ 12,880,063</b>

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

## TRANSIT FUND REVENUES

Revenue Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
34001 - Interest on Investments	2,914	-	3,000	-	0.0%
34102 - Advertising	57,000	63,000	57,000	65,000	3.2%
34399 - Reclassification to Receivable	(19,325)	-	-	-	0.0%
36002 - State Assistance	78,591	501,211	501,211	110,644	-77.9%
36201 - FTA Operating	2,421,823	2,935,491	2,935,400	3,295,630	12.3%
36203 - FTA Capital	295,264	2,110,959	2,110,959	1,963,900	-7.0%
37215 - Bus Pass Fares	32,442	55,300	64,300	57,300	3.6%
37216 - DAR Van Fares	44,064	121,500	58,800	120,000	-1.2%
37217 - DAR Van County Reimbursement	3,972	12,100	7,200	9,200	-24.0%
37223 - Cash Fares	81,698	110,000	109,100	110,000	0.0%
37224 - Mobile Fares	18,306	27,500	20,800	27,500	0.0%
37225 - Fare Revenue Deposit Variances	-	-	-	-	0.0%
37299 - Other Community Services Fees	103	3,800	200	200	-94.7%
38001 - Sale of Surplus Property	5,500	-	-	37,500	0.0%
38003 - Miscellaneous	3,498	1,000	-	1,000	0.0%
38004 - Damage Recovery (Restitution)	13,702	-	-	-	0.0%
39238 - Transfer from LTF	4,067,647	5,384,348	5,384,315	7,082,189	31.5%
<b>TOTAL</b>	<b>\$7,107,199</b>	<b>\$11,326,210</b>	<b>\$ 11,252,285</b>	<b>\$ 12,880,063</b>	<b>13.7%</b>

## TOTAL TRANSIT EXPENDITURES

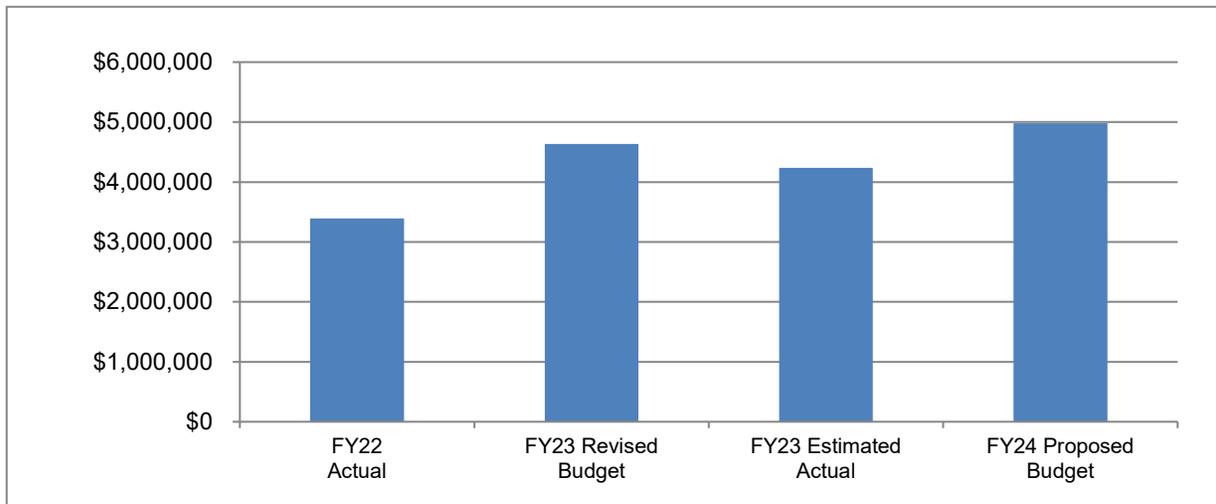
Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,046,351	2,561,370	2,081,700	2,834,048	10.6%
41020 - Temporary Salaries - PR Only	22,895	5,000	47,000	5,000	0.0%
41040 - Overtime	137,990	71,500	146,500	131,500	83.9%
41200 - Deferred Comp - 401k	13,072	20,212	14,400	21,200	4.9%
41210 - Deferred Comp - 457	38,299	58,730	40,100	59,938	2.1%
41300 - Vision Care	8,521	10,471	8,400	10,733	2.5%
41350 - Disability	5,572	6,221	5,900	7,889	26.8%
41400 - Group Insurance/Health	61,587	85,824	64,300	88,154	2.7%
41415 - Flex Benefits	622,328	848,028	637,500	881,327	3.9%
41420 - CalPERS Health Admin Fee	1,094	2,882	2,700	3,832	33.0%
41450 - Life Insurance	6,294	8,431	6,100	7,756	-8.0%
41500 - Group Insurance/Dental	35,272	48,327	36,200	43,805	-9.4%
41550 - Section 125 Administration Fee	7	592	-	42	-92.9%
41600 - Retirement (PERS)	776,618	925,431	823,700	842,336	-9.0%
41601 - Retirement (PERS)-GASB68	(803,167)	-	-	-	0.0%
41620 - Retirement (HRA)	10,391	14,400	12,700	16,200	12.5%
41630 - OPEB	274,305	-	-	-	0.0%
41650 - Medicare Tax	35,132	49,638	34,800	54,079	8.9%
41660 - FICA	1,526	310	-	310	0.0%
41700 - Workers Compensation	227,951	229,205	229,205	135,695	-40.8%
41800 - Leave Accrual	50,607	112,000	17,400	92,000	-17.9%
42100 - Utilities	35,193	36,500	36,500	36,500	0.0%
42130 - Postage	-	-	300	300	0.0%
42150 - Communications	29,559	54,100	49,800	53,800	-0.6%
42200 - Computer - Non Capital	1,747	500	874	2,900	480.0%
42230 - Office Supplies	3,692	6,000	6,000	6,000	0.0%
42235 - Furnishings & Equip - Non Cap	-	887,277	878,985	182,371	-79.4%
42410 - Uniform/Clothing Supply	14,691	23,400	23,400	23,400	0.0%
42430 - Employee Recognition	147	-	-	-	0.0%
42440 - Memberships and Dues	14,541	16,600	15,535	16,200	-2.4%
42450 - Subscriptions and Books	674	800	800	800	0.0%
42460 - Advertising	245	7,700	5,000	7,700	0.0%
42500 - Fuel and Lubricants	202,148	163,300	222,850	225,200	37.9%
42510 - Tires	28,054	51,500	51,500	51,500	0.0%
42550 - Small Tools/Equipment	3,120	5,500	5,500	5,500	0.0%
42560 - Operating Supplies	166,194	198,400	207,950	208,400	5.0%
42561 - Inventory Adjustments	(6,743)	-	-	-	0.0%
42720 - Travel Conferences Meetings	8,841	11,200	7,968	7,700	-31.3%
42730 - Training	1,770	2,700	1,700	9,700	259.3%
42790 - Mileage	-	1,200	200	1,200	0.0%
44010 - Professional/Special Services	275,579	496,683	420,083	480,600	-3.2%
44310 - Maintenance of Equipment	83,864	439,750	153,963	184,300	-58.1%
44410 - Maintenance Building/Grounds	6,948	8,600	8,600	8,600	0.0%
44490 - Other Contract Services	15,198	40,072	34,129	33,900	-15.4%
44590 - Other Insurance Services	381,915	404,800	404,800	543,100	34.2%
44880 - Gain/Loss on Asset Disposition	-	-	-	-	0.0%
46100 - Reimb to General Fund	1,911,753	1,911,753	1,911,753	2,176,473	13.8%
47020 - Furnishings & Equip (Capital)	-	-	-	328,133	0.0%
47030 - Vehicles	-	3,900,846	1,140,846	1,870,412	-52.1%
47100 - Reclass Cap Purchases to FA	(155,849)	-	-	-	0.0%
48600 - Const Contracts	314,674	6,674,382	594,087	197,570	-97.0%
48800 - Application Software	104,110	326,827	-	-	-100.0%
49297 - Transfer to Retiree Benefits	41,167	42,667	42,667	211,380	395.4%
49668 - Trans to Radio Project Fund	-	-	-	770,580	0.0%
<b>TOTAL</b>	<b>\$ 7,055,879</b>	<b>\$20,771,628</b>	<b>\$ 10,434,394</b>	<b>\$ 12,880,063</b>	<b>-38.0%</b>

## Transit Administration - 7502905

### OVERVIEW

Transit Administration manages and supports the City’s public transportation services, which consist of 16 hours a day, 6 days a week operation of ADA Paratransit, Senior DAR, and fixed-route transportation services. Transit Administration is also responsible for the management of Federal, State, and Local grants including submittal, administration, financial management, compliance, and reporting.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$3,392,968	\$4,635,621	\$4,236,809	\$ 4,978,093



### BUDGET ADJUSTMENTS

Make Permanent Full-Time Transit Dispatcher	\$	20,536
Part-Time Transit Supervisor	\$	98,310
Fuel and Lubricants	\$	61,900
Travel Conferences Meetings	\$	7,000

## Transit Administration (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Transit Maintenance continued to provide full transit operations and continued to implement pandemic related changes including continuation of free fares through September 2022.
- 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.
- Procured new transit vehicle safety and surveillance cameras.
- Bus stop improvements (shelters, benches, trash cans).
- Procured and implemented the new data management software system to consolidate transit data reporting sources for the Federal National Transit Database submission.
- Upgrade of Transit's Compressed Natural Gas (CNG) fueling station.
- Procured two (2) staff support replacement vehicles.
- Successful Biennial Inspection of Terminals and California Highway Patrol inspections, including all required documentation.
- Successfully applied and awarded a federal grant for two replacement fixed route buses.
- Applied for grant for the purchase of shop equipment.
- Development of a policy on the electronic payment for ADA/DAR.
- Updated the Title VI plan.
- Updated the Zero-Emission Bus Rollout Plan as required by the State.

### GOALS FOR FY24

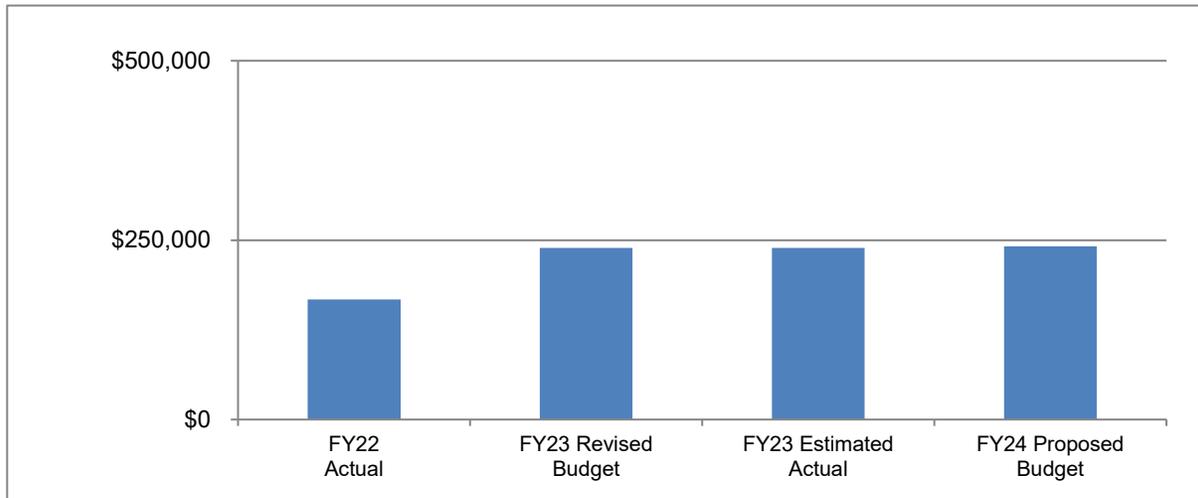
- Continuation of implementation and training to staff on the new data management software system for the National Transit Database reporting.
- Procure 12 Dial A Ride vans.
- Upgrade the HVAC system in the transit maintenance building.
- Complete the upgrade to the CNG fueling station station for back-up compressor at the transit maintenance facility.
- Complete the bus wash project.
- Continue with the bus stop improvements project (shelters, benches, trash cans).
- Pass Biennial Inspection of Terminals and California Highway Patrol inspections, including all required documentation.
- Procure two replacement CNG fixed route buses.
- Continue to implement the Short Range Transit Plan (SRTP) route recommendations by applying for a grant to construct a Transit Center.
- Seek more grant funding opportunities to procure vehicles.
- Increase marketing efforts to regain ridership due to Covid.
- Update the Transit Procurement Policy.
- Update the Short Range Transit Plan (SRTP).
- Begin construction of the Transit Center with bus charging stations.

## 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$167,196	\$239,100	\$239,100	\$241,500



### BUDGET ADJUSTMENTS

Computer Replacement	\$	2,400
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## **Fixed-Route Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- 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 FY24**

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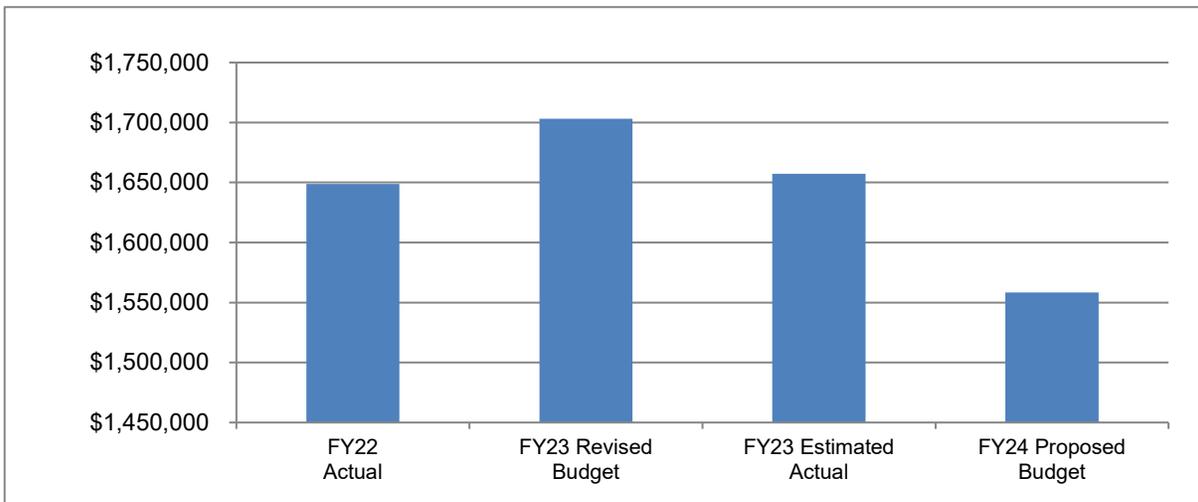
- Perform preventive maintenance and repairs to the fixed-route vehicles compliant with Federally Transit Administration (FTA) and State of California requirements, and comply with all State and Local Air Pollution requirements.
- Maintain vehicle maintenance documentation for future successful Biennial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

## Fixed-Route Operations - 7502920

### OVERVIEW

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

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$1,648,715	\$1,703,183	\$1,657,212	\$1,558,318



### BUDGET ADJUSTMENTS

Overtime (Fixed Route)	\$	40,000
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## **Fixed-Route Operations (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Continued to responded to the Covid-19 pandemic by providing operator masks and sanitizer, 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 Umo bus pass card for Transit 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.
- Slowly regaining ridership.

### **GOALS FOR FY24**

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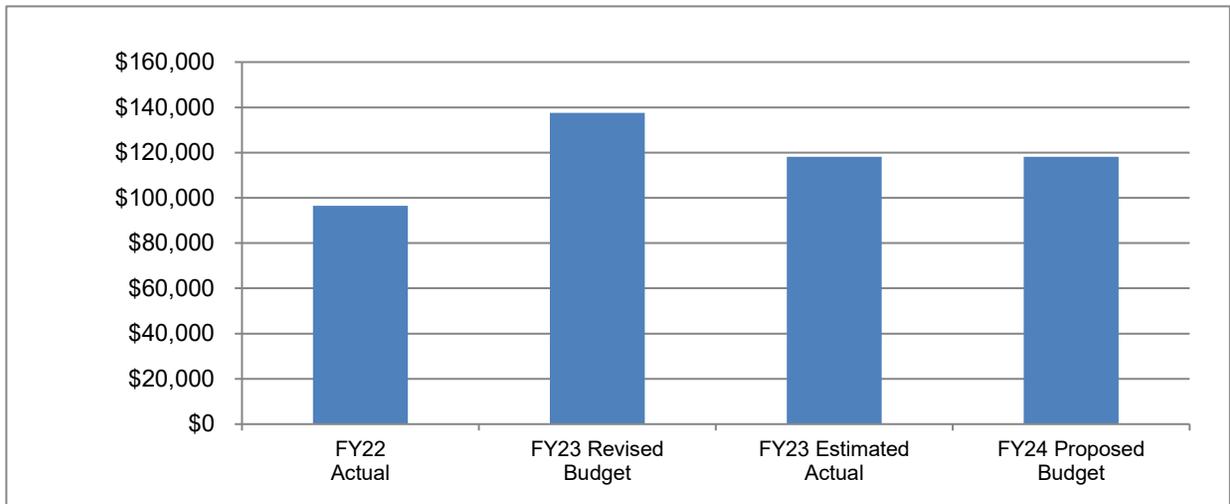
- As outlined by the Short Range Transit Plan (SRTP), implement Microtransit/Community Service Route.
- Procure and Install air purification in all fixed route vehicles.
- Procure and Install new display monitors to promote safety messages and updates.
- Improve customer experience by completing Bus 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$96,524	\$137,600	\$118,200	\$118,200



### BUDGET ADJUSTMENTS

None

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

### **KEY ACCOMPLISHMENTS IN FY23**

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- 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 FY24**

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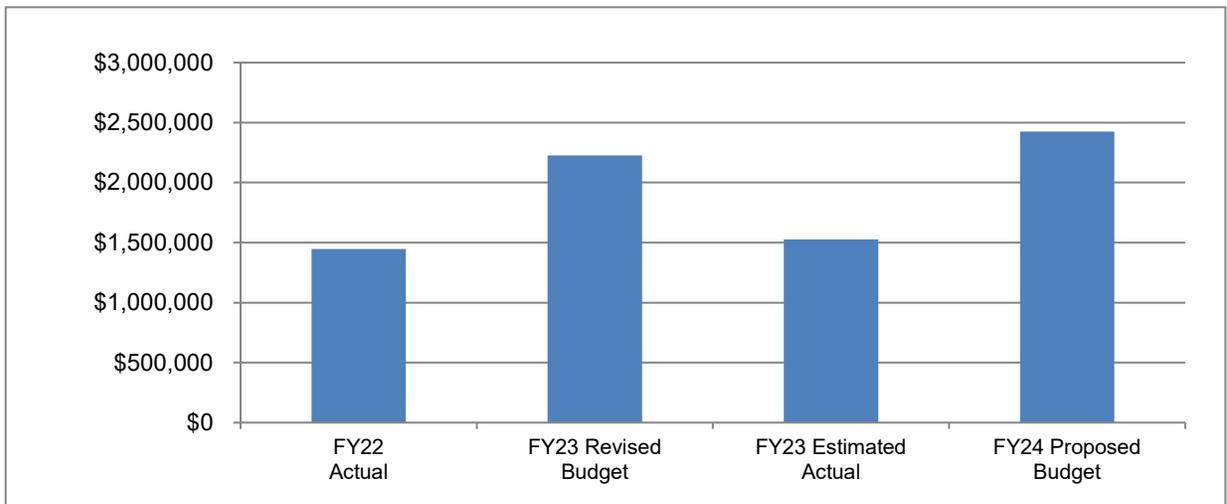
- Perform preventive maintenance and repairs to the ADA/DAR vehicles compliant with FTA and State of California requirements.
- Maintain vehicle maintenance documentation for future successful Biennial Inspection of Terminals and California Highway Patrol inspections.

## ADA/DAR Operations - 7502940

### OVERVIEW

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

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$1,446,374	\$2,225,825	\$1,526,987	\$2,425,207



### BUDGET ADJUSTMENTS

Overtime (Van Operations)	\$	20,000
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## **ADA/DAR Operations (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Provided over 30,000 ADA/DAR trips to seniors and the disabled community within the SVT service area.
- 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 3,000 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.
- In order to minimize cash fare collection, procured ADA/DAR electronic payment (E-fare).
- Increased ADA/DAR ridership.
- Improved ADA/DAR efficiency.
- Implemented arrival text notification for ADA/DAR riders.
- Continued to provide deep cleaning, disinfecting sprays and solutions, masks, and hand sanitizer to minimize the spread of Covid-19.

### **GOALS FOR FY24**

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- Improve on-time performance.
- Implement electronic payment (E-fare) for fares.
- Continue to increase ridership.
- In order to retain operator staffing levels, create full-time positions.

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Make Permanent Full-Time Transit Dispatcher  
**AMOUNT :** \$20,536  
**ACCOUNT:** 7502905-41010 Salaries and Benefits  
**PRIORITY:** 1

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
Personnel PT (65%) to FT 100%) Transit Dispatcher	<u>20,536</u>
<b>TOTAL:</b>	<b>\$20,536</b>

The Department requests the following position be converted permanently as previously authorized by memo and request for recruitment:

Upgrade one Part-time Transit Dispatcher to Full Time. (Transit 7502940) Position # 406626531, is currently filled.

This change will allow for permanent acknowledgment of the staffing need at this level and were previously approved by memo or recruitment. It is recommended that the proposed change be made permanent for FY 23-24.

Note: The position is currently filled at the classification level stated above.

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Part-Time Transit Supervisor  
**AMOUNT:** \$98,310  
**ACCOUNT:** 7502905-41010  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Salaries and Benefits	98,310
<b>TOTAL:</b>		<u>\$98,310</u>

The Department requests the addition of a Part-Time Transit Supervisor in the Transit Division to assist with coverage of the day-to-day operations. Transit operates six days per week and 16 hours per day. Three of the six operational days, Transit is staffed with a minimum of 3 supervisors to cover operations (opening, mid-day, and closing shift). Currently, Mondays and Saturdays are only staffed with 2 supervisors. The supervisor will also assist with service route coverage due to driver shortage and bus exchanges when vehicle breakdowns occur. Additionally, the position will cover operations with supervisory annual leaves or unplanned absences.

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Fuel and Lubricants  
**AMOUNT :** \$61,900  
**ACCOUNT:** 7502905 42500  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Fuel and lubricants	61,900
<b>TOTAL:</b>		<u>61,900</u>

Transit requests a recurring increase of \$61,900 to the FY 23-24 fuel and lubricants base budget. An increase in cost was seen last fiscal year, FY 21-22, where the monthly invoices were higher than in previous years and continues to climb. This can be attributed to inflation. Transit is averaging \$20,000 per month in the current fiscal year.

Base Budget Amount: \$138,000

Actuals: FY 18-19	\$113,947
FY 19-20	\$103,443
FY 20-21	\$114,214
FY 21-22	\$185,124
FY 22-23	\$119,577 (August - January)

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Travel Conferences Meetings  
**AMOUNT :** \$7,000  
**ACCOUNT:** 7502905 42730  
**PRIORITY:** 4

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Training	7,000
<b>TOTAL:</b>		<u>7,000</u> <b>\$7,000</b>

A five-day classroom CNG training for troubleshooting fixed-route buses course is being offered. Transit maintenance has new hires that could not attend the training in the current fiscal year because the costs were not included in the budget. Transit would like to send maintenance staff to attend the five-day training next fiscal year. The one-time fee of \$7,000 is requested to cover their course registration, hotel, transportation, and other related expenses.

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Overtime (Fixed Route)  
**AMOUNT :** \$40,000  
**ACCOUNT:** 7502920 41040  
**PRIORITY:** 5

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Overtime	40,000
<b>TOTAL:</b>		<u>\$40,000</u>

Transit Division requests an additional \$40,000 in overtime costs for its fixed route service. The request is to ensure that all three routes are covered. The need for overtime is due to a lack of personnel due to several vacancies. Transit is working closely with Human Resources in its recruitment. Transit is conducting ongoing interviews as soon as applications are received. This is a one-time request that may not all be fully expensed once vacancies are filled. The overtime cost will be offset by salary savings.

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

**TITLE:** Overtime (Van Operations)  
**AMOUNT :** \$ 20,000  
**ACCOUNT:** 7502940 41040  
**PRIORITY:** 6

- One Time Expenditure
- Recurring Expenditure

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

Transit Division requests for an additional \$20,000 in overtime costs for its Van Operations. The Van Operations is the ADA/Dial-A-Ride, which serves the seniors and disabled population in the city. The request is to provide coverage and avoid disruption in service. The patrons of the program rely on Transit for their transportation needs, such as their doctor's appointments. Transit is working closely with Human Resources in getting the vacancies filled. Interviews are held on an ongoing basis and conducted as soon as an application is received.

**PUBLIC WORKS (TRANSIT)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Computer Replacement  
**AMOUNT :** \$2,400  
**ACCOUNT:** 7502910-42200  
**PRIORITY:** 7

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Computer Non Capital	2,400
<b>TOTAL:</b>		<u>\$2,400</u>

Replacement of the laptop for the Transit Maintenance Division. The laptop is used for Cummins engine and New Flyer electronic system diagnostics. It is also used on road calls to clear codes so a bus can be driven after on-the-road repairs are completed. The laptop has been out of warranty since 2016 and no longer meets the minimum requirements to run Windows 11. There have been several problems reported. One of the major problems is the battery. It only works when it is plugged into the power source and thus cannot be used anymore on the field. The replacement is not covered under the CERF. Replacement will be paid via Transit's FTA or local funds.

# SANITATION FUNDS

## 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** **\$ 56,196,346** **\$ 56,196,346** **\$ 51,635,837**

**REVENUES LESS EXPENDITURES**

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Total Revenues	25,272,289	29,745,300	29,862,632	31,032,300
Total Expenditures	17,316,341	36,057,564	34,423,141	30,581,923
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 7,955,948</b>	<b>\$ (6,312,264)</b>	<b>\$ (4,560,509)</b>	<b>\$ 450,377</b>

**ENDING WORKING CAPITAL BALANCE** **\$ 49,884,082** **\$ 51,635,837** **\$ 52,086,214**  
*RESERVE - 6 Months of Operating Expenses* *\$ 7,900,000*  
**WORKING CAPITAL AFTER RESERVES** **\$ 44,186,214**

**OPERATING EXPENDITURES BY DIVISION**

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Administration - Sanitation	5,615,511	8,404,571	8,016,449	8,247,574
Sewer Line Maintenance	1,094,216	912,299	833,050	870,696
Plant Operations & Maintenance	6,342,640	7,820,546	7,076,200	8,494,179
Environmental Compliance	476,703	1,077,052	654,346	1,296,883
Transfers & Reimbursements	3,727,271	17,593,095	17,593,095	10,336,771
Sanitation Capital Projects	60,000	250,000	250,000	1,335,820 *
<b>TOTAL</b>	<b>\$17,316,341</b>	<b>\$ 36,057,564</b>	<b>\$ 34,423,141</b>	<b>\$ 30,581,923</b>

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

### SANITATION REVENUE - FUND 700

Revenue Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
34001 - Interest on Investments	406,761	500,000	400,000	400,000	-20.0%
34003 - Change In Fair Value Investmnt	(1,548,066)	-	-	-	0.0%
34101 - Rents & Leases	240	300	300	300	0.0%
36001 - Federal Assistance	33,630	-	4,200	-	0.0%
36002 - State Assistance	301,704	-	-	-	0.0%
37002 - Maps & Publications	-	-	-	-	0.0%
37401 - Engineering Fees	118,891	20,000	20,000	20,000	0.0%
37405 - Inspection Services Fees	-	10,000	-	10,000	0.0%
37410 - Services Charges	25,223,516	28,700,000	29,100,000	30,200,000	5.2%
37412 - Recycled Water Charges	412,339	70,000	76,000	59,000	-15.7%
37413 - Penalty	25,981	20,000	18,000	18,000	-10.0%
37432 - Environmental Compliance Proc	263,425	400,000	217,132	300,000	-25.0%
37499 - Other Public Works Fees	33,794	25,000	27,000	25,000	0.0%
38001 - Sale of Surplus Property	74	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 25,272,289</b>	<b>\$ 29,745,300</b>	<b>\$ 29,862,632</b>	<b>\$ 31,032,300</b>	<b>4.3%</b>

**SANITATION EXPENDITURES - FUND 700**

Expenditure Type	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,634,186	4,591,768	3,531,000	4,993,562	8.8%
41020 - Temporary Salaries	22,150	24,000	31,900	-	-100.0%
41040 - Overtime	477,497	488,000	464,200	450,000	-7.8%
41200 - Deferred Comp - 401k	35,031	38,665	30,600	41,065	6.2%
41210 - Deferred Comp - 457	51,840	67,244	51,500	70,624	5.0%
41300 - Vision Care	11,525	14,034	10,600	14,523	3.5%
41350 - Disability	14,477	15,076	9,900	16,985	12.7%
41400 - Group Insurance/Health	82,696	101,219	79,000	106,201	4.9%
41415 - Flex Benefits	837,245	1,088,885	785,400	1,177,852	8.2%
41420 - CalPERS Health Admin Fee	4,559	5,000	4,700	5,000	0.0%
41450 - Life Insurance	8,943	10,127	7,700	10,475	3.4%
41500 - Group Insurance/Dental	54,363	65,385	48,600	63,746	-2.5%
41550 - Section 125 Administration Fee	171	688	688	222	-67.7%
41600 - Retirement (PERS)	1,373,877	1,661,045	1,293,800	1,504,465	-9.4%
41601 - Retirement (PERS)-GASB68	(1,411,292)	-	-	-	0.0%
41620 - Retirement (HRA)	14,440	15,984	11,100	18,384	15.0%
41630 - OPEB	553,403	-	-	-	0.0%
41650 - Medicare Tax	64,994	82,779	61,200	89,561	8.2%
41660 - FICA	1,373	1,488	1,988	-	-100.0%
41700 - Workers Compensation	299,995	307,995	307,995	173,089	-43.8%
41800 - Leave Accrual	190,095	248,800	248,800	276,800	11.3%
42100 - Utilities	810,307	725,000	975,754	1,025,000	41.4%
42110 - Lift Utilities	5,698	5,300	4,500	5,300	0.0%
42150 - Communications	24,082	42,396	33,031	41,696	-1.7%
42230 - Office Supplies	3,000	5,500	5,250	5,500	0.0%
42235 - Furnishings & Equip - Non Cap	-	-	-	3,900	0.0%
42310 - Rentals	22,301	35,000	35,000	35,000	0.0%
42410 - Uniform/Clothing Supply	26,758	30,250	28,250	30,850	2.0%
42430 - Employee Recognition	495	-	-	-	0.0%
42440 - Memberships and Dues	18,976	25,300	23,500	25,300	0.0%
42450 - Subscriptions and Books	312	650	650	650	0.0%
42530 - Chemicals	489,177	839,800	839,800	1,184,800	41.1%
42541 - Recycled Water	8,665	7,500	5,200	4,100	-45.3%
42550 - Small Tools/Equipment	328	600	600	1,000	66.7%
42560 - Operating Supplies	76,884	120,500	137,500	172,000	42.7%
42561 - Inventory Adjustments	(28,899)	-	-	-	0.0%
42720 - Travel Conferences Meetings	10,353	31,400	29,900	31,400	0.0%
42730 - Training	1,969	21,100	20,850	21,100	0.0%
42790 - Mileage	249	1,000	600	1,000	0.0%
44010 - Professional/Special Services	396,001	466,950	446,950	281,100	-39.8%
44012 - Outside Legal	26,106	35,000	42,500	35,000	0.0%
44310 - Maintenance of Equipment	417,864	415,187	419,187	415,500	0.1%
44410 - Maintenance Building/Grounds	8,780	12,000	12,000	13,500	12.5%
44490 - Other Contract Services	537,391	749,280	721,780	746,500	-0.4%
44492 - GIS Operations	33,000	33,000	33,000	33,000	0.0%
44590 - Other Insurance Services	454,676	482,000	482,000	650,900	35.0%
44710 - Debt Service - Interest	782,199	746,355	746,355	692,057	-7.3%
44715 - Debt Service - Principal	580,283	1,561,098	1,561,098	1,597,344	2.3%
44780 - Debt Svc - Reclass to LT Debt	(580,283)	-	-	-	0.0%
44840 - Bad Debt Expense	86,712	-	-	-	0.0%
46100 - Reimb to General Fund	2,994,120	2,994,120	2,994,120	2,843,280	-5.0%
46600 - Reimb to Streets and Roads	60,000	250,000	250,000	250,000	0.0%
46668 - Sanitation Operating Projects	-	-	-	1,085,820	-
47020 - Furnishings & Equip (Capital)	-	-	-	-	0.0%
49297 - Transfer to Retiree Benefits	320,682	332,371	332,371	284,571	-14.4%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	0.0%
49655 - Trans to Public Facility Imprv	-	-	-	-	0.0%
49702 - Transfer to San Replacement (702)	3,354,389	17,208,524	17,208,524	10,000,000	-41.9%
<b>TOTAL</b>	<b>\$ 17,316,341</b>	<b>\$ 36,057,564</b>	<b>\$ 34,423,141</b>	<b>\$ 30,581,923</b>	<b>-15.2%</b>

## Sanitation Administration - 7004205

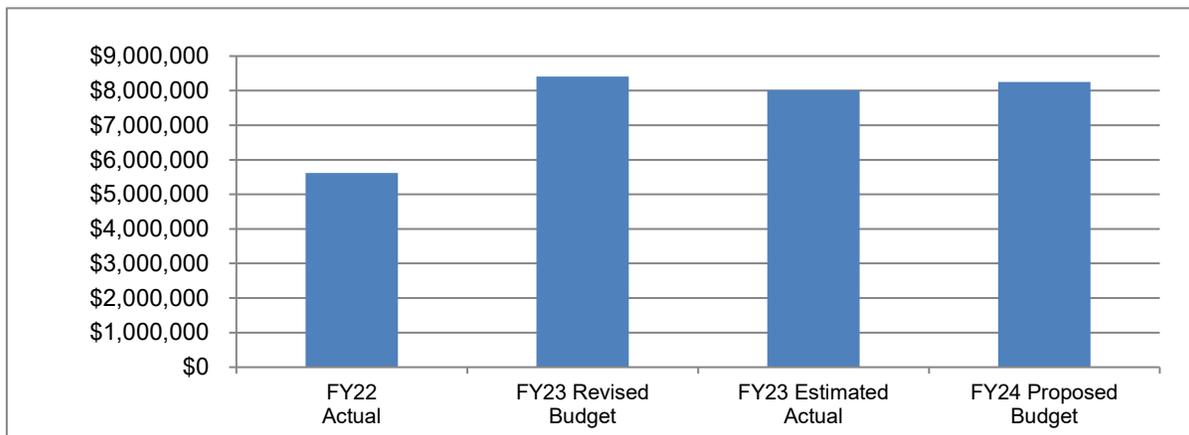
### OVERVIEW

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

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

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$5,615,511	\$8,404,571	\$8,016,449	\$8,247,574



### BUDGET ADJUSTMENTS

Sanitation New Permit Requirement	\$	12,000
License Renewal for Auto CAD Civil 3D (3 year subscription)	\$	39,500

## **Sanitation Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Completed the Sanitation discharge factors study.
- Completed the annual Sewer System Video Inspection & Cleaning Project.
- Constructed the Sycamore Tapo Simi Sewer Line Rehabilitation Project.
- Constructed the Sinaloa Lake – West Sewer Line Rehabilitation Project.
- Constructed the Easy-Arroyo Simi Sewer Line Rehabilitation project.
- Constructed the WQCP Pavement Resurfacing project, Phase III.
- Continued construction of the WQCP ESCO Design/Bid Project, which will optimize and rehabilitate many of the major plant processes.
- Constructed the Civic Center Emergency Generator Project.

### **GOALS FOR FY24**

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- Construct the Sinaloa-Long Canyon-Royal Sewer Line Rehabilitation Project.
- Construct the Williams Way Sewer Line Rehabilitation Project.
- Construct the Pacific-Ashland Sewer Line Rehabilitation Project.
- Construct the Arroyo Simi pump station Rehabilitation Project.
- Construct the WQCP Concrete Repairs Project.
- Complete construction of the WQCP ESCO Projects.
- Complete the design of the WQCP Plant water system pump station and begin construction.
- Complete the annual Sewer System Video Inspection & Cleaning Project.
- Construct the annual Manhole Rehabilitation project.

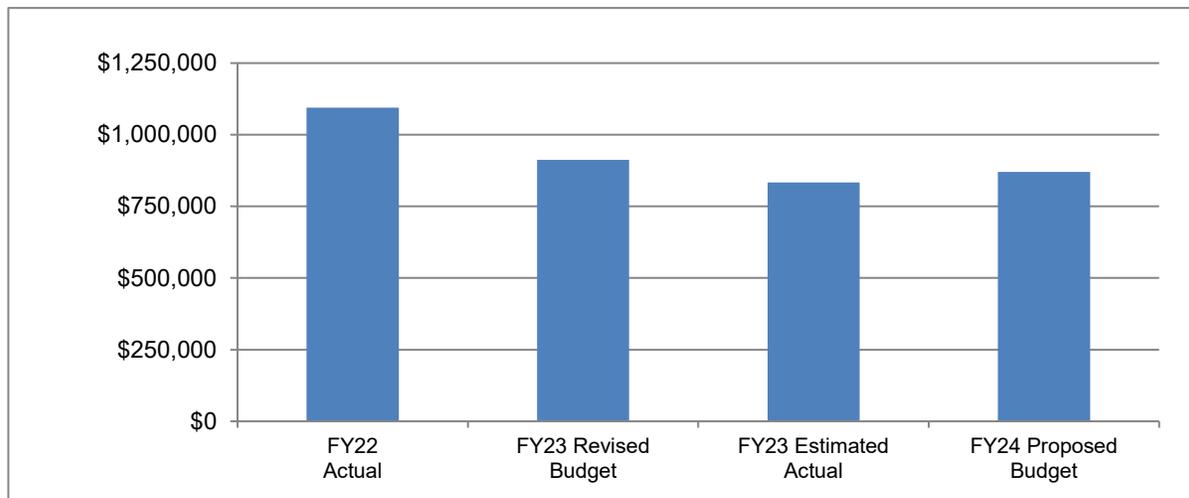
## Collection System Maintenance - 7004210

### 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 problem 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.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$1,094,216	\$912,299	\$833,050	\$870,696



### BUDGET ADJUSTMENTS

Sanitation Operating Supplies	\$ 7,000
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## **Collection System Maintenance (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- 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.
- Removal of ground water salt deposits within 20 manhole structures.
- Replaced 22 manhole rings and covers.
- Scheduled and cleaned 22.3 miles of the collection system in high volume traffic areas.
- Hydro-cleaned 269 miles of sewer line.
- Video inspected 73 miles of sewer line.

### **GOALS FOR FY24**

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- 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.
- Fill two vacant Collection System trainee positions.
- Increase participation with Public Outreach opportunities.
- Continue to provide excellent environmental protection and customer service.

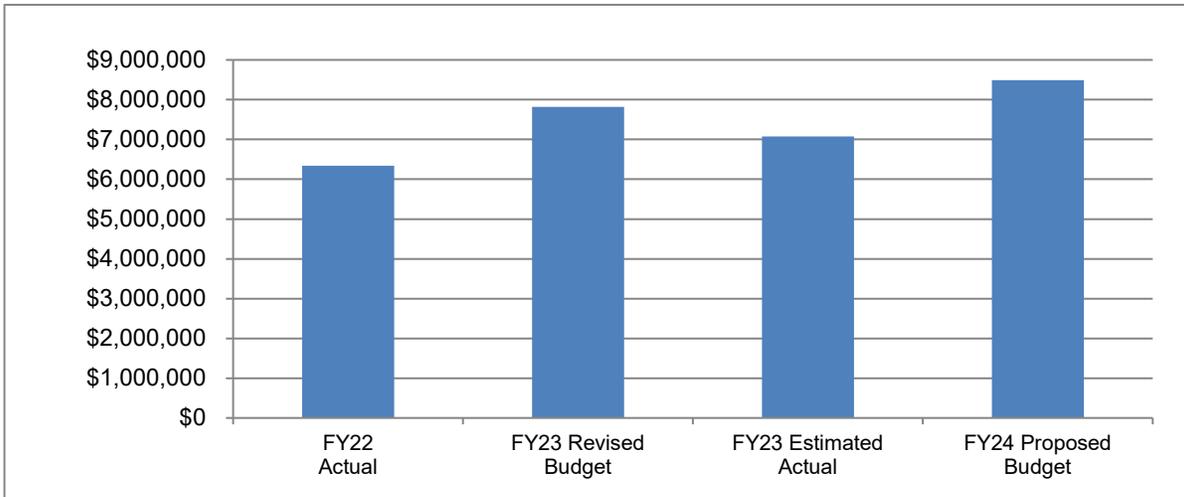
## Plant Operations, Laboratory, & Maintenance - 7004240

### OVERVIEW

Plant Operations, Maintenance and Laboratory workgroups, within the Sanitation Services Division, provide essential services that together enable the Simi Valley Water Quality Control Plant (WQCP) to safely and effectively receive, process, and treat wastewater generated within the City. These groups together enable the facility to protect public health, the environment and produce high quality recycled water for reuse. The WQCP is operated and maintained by Sanitation Services staff 24 hours a day, 365 days a year and is structured with state-of-the-art treatment and control processes.

The WQCP is staffed with State of California Certified Wastewater Operators and California Water Environment Association Certified Plant Maintenance, Instrumentation and Laboratory Technicians. Plant Operations assure the WQCP operates effectively and efficiently by continuously monitoring controls and adjusting treatment processes to maintain compliance with NPDES permit requirements. Maintenance and Instrumentation staff perform routine equipment maintenance and repairs to ensure efficient and effective facility operation that minimize equipment failures and process interruptions. Laboratory staff perform routine process control data and monitoring / reporting of water quality analyses to provide data to operations for process adjustments as needed to maintain compliance with NPDES permit requirements.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$6,342,640	\$7,820,546	\$7,076,200	\$8,494,179



### BUDGET ADJUSTMENTS

Utility Costs	\$	300,000
Sanitation Chemicals	\$	660,000
Sanitation Operating Supplies	\$	55,200
25 New Breakroom(s) Chairs (Sanitation)	\$	3,900
Make Permanent Plant Maintenance Technician II	\$	7,850

## Plant Operations, Laboratory, & Maintenance (continued)

### KEY ACCOMPLISHMENTS IN FY23

- Upgraded dewatering operations to have 4 Belt Filter Presses that use automated start/stop programming and Plant PAX High Performance Screens.
- New energy saving mixing system (Enviromix) installed replacing in channel continuous air and mechanical mixing processes.
- Coordination and installation of new equipment under ESCO project.
- Installation of Tesla Battery System.
- Corrected two major WQCP piping system failures, recycled water and sludge distribution systems, avoiding costly damage to electrical equipment and potential fines.
- Operations hired two OITs (Operators in Training) and two new State Certified Plant Operators.
- Completion of over 7,300 laboratory test for process and compliance monitoring and reporting programs.
- Laboratory achieved accreditation under newly adopted ELAP/TNI Standards.
- Completed over 4,300 combined preventative maintenance, equipment, and processing plant system repair work orders.
- Demolished and removed stuck influent Grit Chamber gate. Fabricated and installed new gate.
- Provided cost analysis, decisions, and financial support on replacement versus repair related to specialty equipment.
- Maintained necessary materials and supplies during supply chain and procurement issues having long lead times.

### GOALS FOR FY24

- Maintain NPDES permit compliance with zero violations.
- Continue educational tours and public outreach to the surrounding communities, organizations, and educational institutions.
- Maintain staffing levels.
- Maintain Laboratory accreditation.
- Establish SOP's and provide training to staff on the Plant PAX System with the new "High Performance Screens".
- Aid in the construction design and installation of the new equipment, control and processes related to wastewater treatment operations.
- Learn and train staff on the Ammonia Based Aeration Controls (ABAC) that will automatically set aeration for managing the consumption of air for the BNR treatment processes.
- Replace two obsolete Auma Actuators on West BNR Blowers 1 and 2 for better aeration control and equipment reliability.
- Replace and correct ancillary repairs to aged equipment in the facility.
- Complete repairs and rebuilding of Sample Drainage pump station.
- Perform routine preventative maintenance procedures and repair work orders to industrial equipment, piping systems, electrical distribution equipment, field instrumentation, analyzers, and the SCADA system.

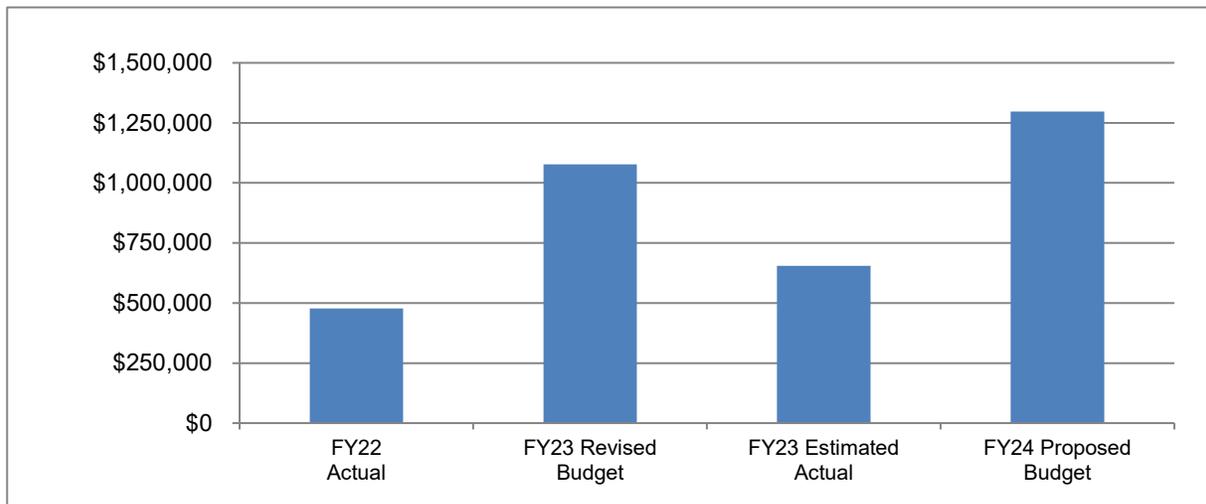
## Environmental Compliance - 7004250

### OVERVIEW

The Pretreatment Program is part of the Environmental Compliance Division and administers an approved Pretreatment Program under a National Pollutant Discharge Elimination System (NPDES) permit, issued to the Simi Valley Water Quality Control Plant (SVWQCP) by the Los Angeles Regional Water Quality Control Board. The Program utilizes the City’s Sewer Use Ordinance and requirements under USEPA to protect public health and the environment by prohibiting toxic and/or hazardous materials discharges and excessive FOG (Fats, Oils and Grease) from entering into the sewer collection system.

Staff inspect, permit and monitor industrial and commercial businesses. Education and inspection support are provided to residents and businesses on best practices to help meet permitted discharge requirements and develop acceptable solutions to specific disposal situations.

	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
Expenditures	\$476,703	\$1,077,052	\$654,346	\$1,296,883



### BUDGET ADJUSTMENTS

None

## **Environmental Compliance (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Completed over 500 compliance inspections, industrial sampling & monitoring.
- Issued over 500 Wastewater Discharge Permits to a variety of commercial and industrial facilities, including limited and full service restaurants, automotive service & gasoline fuel service stations, car wash facilities, cooling towers and a number of other facilities with industrial discharges to the City's Sanitary Sewer.
- 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.

### **GOALS FOR FY24**

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- Update and modify Sewerage Use Ordinance.
- Continue to help protect the SVWQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and cause the SVWQCP to violate NPDES permit effluent discharge limitations.
- Continue promote public and environmental health and safety
- Evaluate current permitting classifications and modify as deemed appropriate.
- Maintain NPDES permit compliance by submitting Pretreatment Program Annual Report for review and approval by the local Regional Water Quality Control Board.
- Conduct an in-depth study of the currently existing and permitted waste haulers in order to determine and categorize the nature of the impact upon the SVWQCP.





**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Utility Costs  
**AMOUNT :** \$820,000  
**ACCOUNT:** 1001605, 2502350, 7004240, and 7614640 (42100)  
**PRIORITY:** 1

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN			
General Fund	1001605-42100		145,000
Library Fund	2502350-42100		25,000
Sanitation	7004240-42100		300,000
WaterWorks	7614640-42100		350,000
<b>TOTAL:</b>			<b>\$820,000</b>

The City pays utility expenses to Southern California Edison, Southern California Gas, Golden State Water, and Ventura County Waterworks District 8. The cost of all of these utility services has risen over the past few years and the current budget has not kept up with increasing costs. Staff is requesting an increase in the budget for Utilities across four funds; General Fund, Library Fund, Sanitation Fund, and Ventura County WaterWorks District No. 8.

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Sanitation Chemicals  
**AMOUNT :** \$660,000  
**ACCOUNT:** 7004240-42530  
**PRIORITY:** 2

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Chemicals	660,000
<b>TOTAL:</b>		<u>\$660,000</u>

The Department of Public Works Sanitation is requesting additional funds to purchase the chemicals needed to operate the Water Quality Control Plant. Costs have gone up significantly due to global supply issues, an increase in raw material costs, and an increase in production and shipping costs. The department is requesting the base budget be increased by \$660,000 for the coming fiscal year as a recurring expense.

Sodium Hypochlorite \$435,000  
 Sodium Bisulfite \$225,000

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Sanitation Operating Supplies  
**AMOUNT :** \$62,200  
**ACCOUNT:** 7004210-42560, 44310; 7004240-42550, 42560, 44310, 44410, 44490  One Time Expenditure  
**PRIORITY:** 3  Recurring Expenditure

COST BREAKDOWN	
Sewer Line Maint. 7004210	7,000
Plant Operations & Maint. 7004240	<u>55,200</u>
<b>TOTAL:</b>	<b>\$62,200</b>

The Department of Public Works Sanitation requests additional recurring funds for divisions' Operating Supplies. Supply and shipping costs have risen significantly due to inflation, fuel, and procurement issues. Supplies affected but not limited to are oils, greases, lubricants, pumps, motors, tools, electrical parts, plumbing parts, and other related supplies as needed.

- Operating Supplies (7004210-42560) \$2,000
- Maintenance of Equipment (7004210-44310) \$5,000
  
- Small Tools/Equipment (7004240-42550) \$400
- Operating Supplies (7004240-42560) \$10,000
- Maintenance of Equipment (7004240-44310) \$25,000
- Maintenance Building/Grounds (7004240-44410) \$1,500
- Other Contract Services (7004240-44490) \$18,300

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Sanitation New Permit Requirement

**AMOUNT :** \$12,000

**ACCOUNT:** 7004205-44490

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

**COST BREAKDOWN**

	Other Contract Services	12,000
<b>TOTAL:</b>		<u>\$12,000</u>

The Department of Public Works Sanitation requests a recurring increase to the FY 23/24 Budget amount for a new permit requirement to operate the Sanitary Sewer Collection System.

New Sanitary Sewer System General Order (SSS WDR Permit) requires public agencies that own or operate sanitary sewer systems to develop and enroll in Water Quality Order No. 2006-0003 (Sanitary Sewer Systems General Order) in July 2023. The new Order requires the implementation of sewer system management plans and reporting all sanitary sewer overflows to the State Water Board's online sanitary sewer overflow database. The Order provides a consistent, statewide regulatory approach to address Sanitary sewer overflows; the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003 (Sanitary Sewer Systems General Order) on May 2, 2006.

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D (3 year subscription)  
(1/3 GF, 1/3 Water, 1/3 San)

**AMOUNT :** \$118,500

**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560

**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
License Renewal for Auto CAD Civil 3D (3 year subscription)	118,500
<b>TOTAL:</b>	<u>\$118,500</u>

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for eight licenses. The Engineering Division's current AutoCAD subscription expires on March 29, 2024.

AutoCAD is an engineering design and drafting program utilized by the Public Works Engineering Sections; Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects, including; streets, storm drains, waterlines, and sewer lines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently, and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users; 11 in Engineering, 2 in Landscape, and one in Building and Safety that share the multi-user Licenses.

Split Funded: \$39,500 (GF), \$39,500 (Water), \$39,500 (San)

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** 25 New Breakroom(s) Chairs (Sanitation)  
**AMOUNT :** \$3,900  
**ACCOUNT:** 7004240-42235  
**PRIORITY:** 6

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN	
25 Chairs at approximately \$125 each	3,125
Tax and Shipping	<u>775</u>
<b>TOTAL:</b>	<b>\$3,900</b>

Chairs in the two breakrooms of the Sanitation Division are in poor condition, beyond repair, and in need of replacement. Most of the chairs are unsanitary and unstable. The breakroom(s) chairs have been in service for over 15 years in the Sanitation Division and were received used from other closed or remodeled City facilities. The useful life of these chairs has been exceeded. Simple, hard-surfaced, durable chairs for these two breakrooms will be the most reliable and cost-effective option.

**PUBLIC WORKS (SANITATION)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Make Permanent Plant Maintenance Technician II  
**AMOUNT :** \$7,850  
**ACCOUNT:** 7004240-41010 Salaries and Benefits  
**PRIORITY:** 7

One Time Expenditure  
 Reoccurring Expenditure

COST BREAKDOWN	
Program Tech to Maintenance Technician III	7,850
<b>TOTAL:</b>	<b>\$ 7,850</b>

The Department requests the following position be converted permanently as previously authorized by memo and requests for recruitment.

Upgrade Plant Maintenance Program Technician to Plant Maintenance Technician III. (Sanitation 7004240) Position # 406257659 is currently filled.

This change will allow for permanent acknowledgment of the staffing need at this level and was previously approved by memo or recruitment. It is recommended that the proposed change be made permanent for FY 23-24.

Note: This position is currently filled at the classification levels stated above.

# WATERWORKS DISTRICT NO. 8

## 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** **\$ 26,846,151** **\$26,846,151** **\$ 24,000,651**

**REVENUES LESS EXPENDITURES**

	<b>FY22</b>	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>
	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Revenues	49,651,946	51,582,800	45,819,000	51,593,500
Total Expenditures	42,936,715	56,989,102	48,664,500	46,136,565
<b>SURPLUS/(DEFICIT) \$</b>	<b>6,715,232</b>	<b>\$ (5,406,302)</b>	<b>\$ (2,845,500)</b>	<b>\$ 5,456,935</b>

**ENDING WORKING CAPITAL BALANCE** **\$ 21,439,849** **\$24,000,651** **\$ 29,457,586**

*RESERVE* *12,900,000* *12,900,000*

**WORKING CAPITAL AFTER RESERVES** **\$11,100,651** **\$ 16,557,586**

**OPERATING EXPENDITURES BY DIVISION**

	<b>FY22</b>	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>
	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Administration	2,500,127	3,375,671	3,369,157	3,455,529
Operations & Maintenance	38,951,296	38,936,351	30,797,497	39,514,649
Utility Billing	783,067	919,209	739,975	868,888
Transfers & Reimbursements	642,225	13,507,871	13,507,871	1,276,920
Waterworks Operating Projects	60,000	250,000	250,000	1,020,580
<b>TOTAL \$</b>	<b>42,936,715</b>	<b>\$ 56,989,102</b>	<b>\$ 48,664,500</b>	<b>\$ 46,136,565</b>

## WATERWORKS REVENUES

Revenue Type	FY 22 Actual	FY 23 Revised Budget	FY23 Estimated Actual	FY 24 Proposed Budget	% Budget Change
34001 - Interest on Investments	272,898	224,800	250,000	240,000	6.8%
34003 - Change In Fair Value Investmnt	(948,398)	-	-	-	0.0%
34004 - Interest on Leases	50,422	-	-	-	0.0%
34101 - Rents & Leases	684,195	470,000	630,000	470,000	0.0%
36001 - Federal Assistance	592,790	-	-	-	0.0%
36601 - Other Grants	31,400	-	-	-	0.0%
37003 - Returned Check (NSF) Charges	11,430	6,000	8,000	7,500	25.0%
37401 - Engineering Fees	2,910	10,000	10,000	10,000	0.0%
37405 - Inspection Services Fees	-	8,000	-	3,000	-62.5%
37410 - Services Charges	14,089,886	14,230,000	14,230,000	14,490,000	1.8%
37412 - Recycled Water Charges	(197,600)	250,000	160,000	120,000	-52.0%
37413 - Penalty	-	-	133,000	-	0.0%
37414 - Water Svc: Commodity Charge-1	32,180,191	33,400,000	28,000,000	33,400,000	0.0%
37452 - Sales to Waterworks Dist No 17	1,736,121	1,800,000	1,400,000	1,600,000	-11.1%
37453 - Water Standby Charges	3,975	3,000	3,000	3,000	0.0%
37454 - Sale of Meters	16,477	30,000	20,000	30,000	0.0%
37456 - Water Lift Charges	1,096,359	1,110,000	950,000	1,180,000	6.3%
37461 - Doorhanger/Connection Charges	-	30,000	10,000	30,000	0.0%
37499 - Other Public Works Fees	5,735	5,000	5,000	5,000	0.0%
38001 - Sale of Surplus Property	6,173	-	5,000	-	0.0%
38003 - Miscellaneous	-	-	-	-	0.0%
38004 - Damage Recovery (Restitution)	16,983	6,000	5,000	5,000	-16.7%
38007 - Rebates	-	-	-	-	0.0%
<b>TOTAL</b>	<b>\$ 49,651,946</b>	<b>\$ 51,582,800</b>	<b>\$ 45,819,000</b>	<b>\$ 51,593,500</b>	<b>0.0%</b>

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CITY OF SIMI VALLEY

## WATERWORKS EXPENDITURES

Expenditure Type	FY 22 Actual	FY 23 Revised Budget	FY23 Estimated Actual	FY 24 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,367,369	3,566,417	2,351,900	3,956,638	10.9%
41020 - Temporary Salaries - PR Only	29,456	76,000	33,900	76,000	0.0%
41040 - Overtime	82,917	95,600	103,700	95,600	0.0%
41200 - Deferred Comp - 401k	25,022	35,785	20,600	37,585	5.0%
41210 - Deferred Comp - 457	35,467	45,965	33,400	51,782	12.7%
41300 - Vision Care	8,923	11,481	8,000	11,666	1.6%
41350 - Disability	9,414	12,658	7,000	14,673	15.9%
41400 - Group Insurance/Health	60,705	82,981	56,800	85,454	3.0%
41415 - Flex Benefits	660,832	922,124	586,900	940,434	2.0%
41420 - CalPERS Health Admin Fee	1,003	3,250	3,000	4,125	26.9%
41450 - Life Insurance	6,892	8,302	5,900	8,420	1.4%
41500 - Group Insurance/Dental	38,770	53,711	35,100	48,645	-9.4%
41550 - Section 125 Administration Fee	22	440	440	203	-53.8%
41600 - Retirement (PERS)	829,162	1,283,921	825,300	1,163,845	-9.4%
41601 - Retirement (PERS)-GASB68	(914,645)	-	-	-	0.0%
41620 - Retirement (HRA)	11,693	20,785	10,100	20,184	-2.9%
41630 - OPEB	231,537	-	-	-	0.0%
41650 - Medicare Tax	37,720	66,122	35,300	72,162	9.1%
41660 - FICA	(1,712)	4,712	1,700	4,712	0.0%
41700 - Workers Compensation	173,867	200,684	200,684	108,907	-45.7%
41800 - Leave Accrual	139,050	121,000	121,000	150,000	24.0%
42100 - Utilities	1,093,245	850,000	951,985	1,200,000	41.2%
42150 - Communications	48,139	45,200	45,200	45,500	0.7%
42230 - Office Supplies	1,899	15,500	15,500	15,500	0.0%
42235 - Furnishings & Equip - Non Cap	5,168	14,000	14,000	14,000	0.0%
42310 - Rentals	-	2,000	2,000	2,000	0.0%
42410 - Uniform/Clothing Supply	14,658	13,500	13,500	13,500	0.0%
42440 - Memberships and Dues	16,914	17,500	19,266	19,500	11.4%
42450 - Subscriptions and Books	-	1,000	-	1,000	0.0%
42460 - Advertising	-	813	813	-	-100.0%
42520 - Meters	364,549	446,687	446,687	485,000	8.6%
42540 - Water Purchases	31,511,496	30,234,000	24,000,000	30,100,000	-0.4%
42541 - Recycled Water	93,067	75,000	75,000	75,000	0.0%
42550 - Small Tools/Equipment	9,147	18,500	18,500	18,500	0.0%
42560 - Operating Supplies	153,775	262,100	212,100	196,000	-25.2%
42561 - Inventory Adjustments	31,978	-	-	-	0.0%
42720 - Travel Conferences Meetings	4,226	23,200	15,900	26,800	15.5%
42730 - Training	6,818	15,300	15,420	15,700	2.6%
42790 - Mileage	-	200	100	200	0.0%
44010 - Professional/Special Services	313,083	480,764	512,493	525,360	9.3%
44012 - Outside Legal	-	1,500	1,500	1,500	0.0%
44310 - Maintenance of Equipment	259,751	354,163	360,827	338,700	-4.4%
44410 - Maintenance Building/Grounds	8,876	15,000	15,000	15,000	0.0%
44490 - Other Contract Services	597,430	800,600	797,348	856,843	7.0%
44492 - GIS Operations	38,000	38,000	38,000	38,000	0.0%
44590 - Other Insurance Services	247,250	262,100	262,100	370,100	41.2%

### WATERWORKS EXPENDITURES (continued)

Expenditure Type	FY 22	Actual	FY 23 Revised Budget	FY23 Estimated Actual	FY 24 Proposed Budget	% Budget Change
44840 - Bad Debt Expense		948,890	-	-	-	0.0%
46100 - Reimb to General Fund		2,632,667	2,632,667	2,632,667	2,614,329	-0.7%
46600 - Reimb to Streets and Roads		60,000	250,000	250,000	250,000	0.0%
46668 - Reimb to Radio Project		-	-	-	770,580	0.0%
48500 - Maintenance Contracts		-	-	-	-	0.0%
48600 - Const. Contracts: CIP		-	-	-	-	0.0%
49297 - Transfer to Retiree Benefits		75,725	78,486	78,486	209,420	166.8%
49648 - Transfer to CE Replacement		67,500	67,500	67,500	67,500	0.0%
49655 - Trans to Public Facility Imprv		-	-	-	-	0.0%
49763 - Transfer to WW Replacement		499,000	13,361,885	13,361,885	1,000,000	-92.5%
<b>TOTAL</b>		<b>\$ 42,936,715</b>	<b>\$ 56,989,102</b>	<b>\$ 48,664,500</b>	<b>\$ 46,136,565</b>	<b>-19.0%</b>

## Waterworks Administration - 7614605

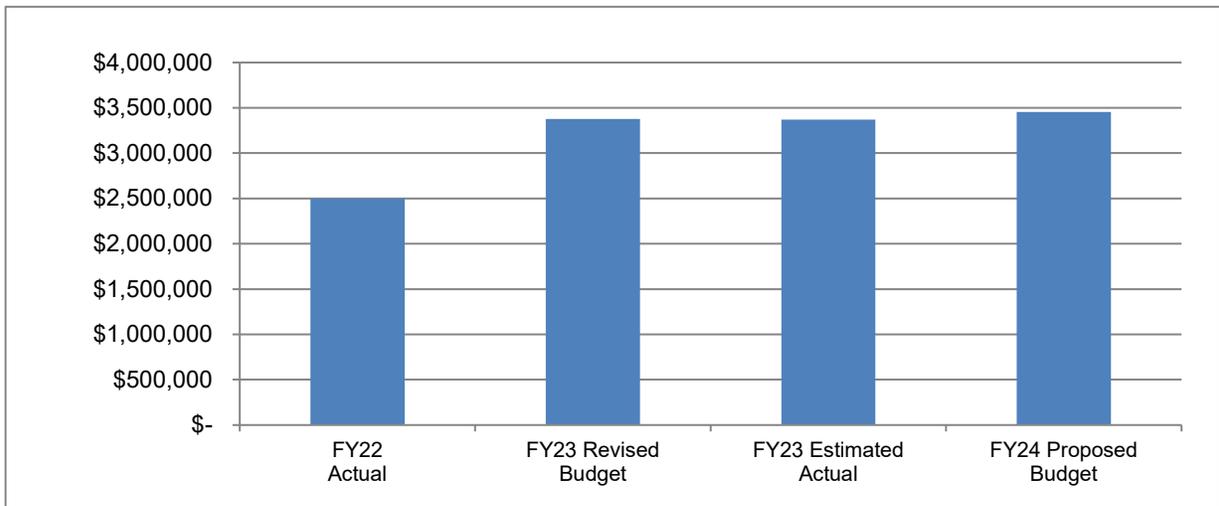
### OVERVIEW

Waterworks Administration manages the water system assets and the finances of the enterprise. The operating budget is approximately \$33 million per year and growing, with the cost of buying imported water from CMWD, representing 90% 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 2,500,127	\$3,375,671	\$ 3,369,157	\$ 3,455,529



### BUDGET ADJUSTMENTS

License Renewal for Auto CAD Civil 3D (3 year subscription)	\$	39,500
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## **Waterworks Administration (continued)**

### **KEY ACCOMPLISHMENTS IN FY23**

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- Completed the Waterworks demand factors study.
- Completed the Annual Water Tank Inspection and Cleaning project.
- Constructed the Peppertree, Wells, Ehlers, My, Larson, Dennis Waterline Project.
- Constructed the Walnut Tapo Waterline Project.
- Completed the Design for the Walnut Canyon Pump Station.
- Completed the Design for the Oak Knolls Pump Station replacement project.
- Completed the Design for the 1, 2, and 3 Pump Stations replacement project.
- Completed the Design for the Water Tanks Emergency Generator project.
- Completed the Design for the Walnut Tank No. 2 Seismic Retrofit and Coating project.
- Completed the Design for the Hilltop Rafter repair project.

### **GOALS FOR FY24**

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- Complete the Waterworks Service Line Study.
- Construct the Cedar-Leota Waterline Replacement project.
- Construct the El Camino Waterline Replacement project.
- Construct the Hilltop-Oak Knolls Waterline Replacement Project.
- Construct the Water Tanks Emergency Generator project.
- Construct the Walnut Tank No. 2 Seismic Retrofit and Coating project.
- Construct the Hilltop Rafter repair project.
- Construct the Well 32A Project.
- Construct the Stearns Tank No. 1 Replacement Project.
- Begin construction on the Walnut Canyon Pump Station project.
- Begin construction on the Pump Stations 1, 2, and 3 replacement projects.
- Begin Construction on the Knolls Zone Water Facilities project.

## Waterworks Operations & Maintenance - 7614640

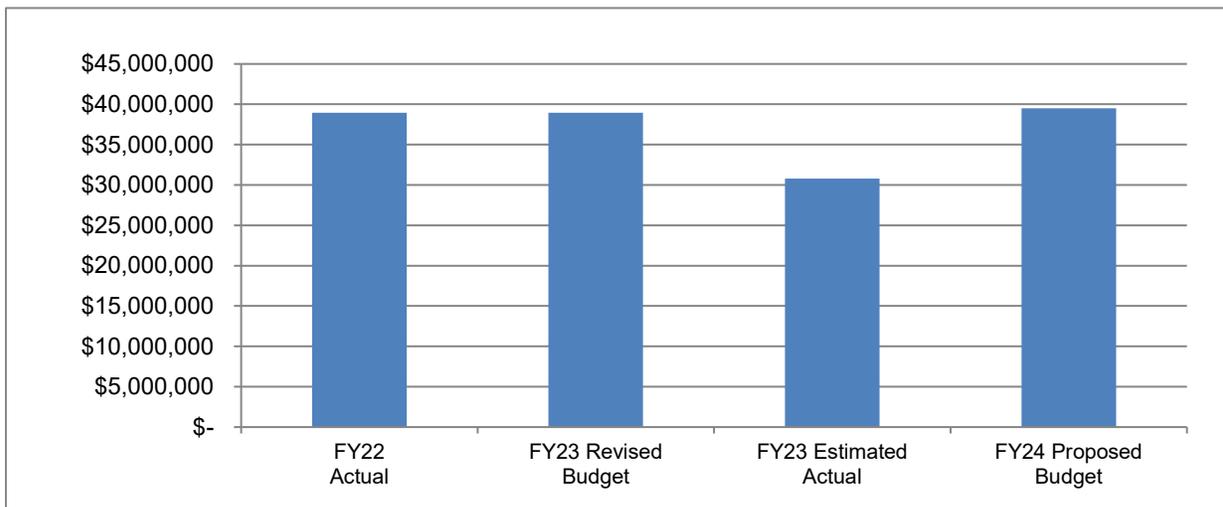
### OVERVIEW

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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 38,951,296	\$38,936,351	\$30,797,497	\$39,514,649



### BUDGET ADJUSTMENTS

Utility Costs	\$	350,000
Large Water Systems Permit Fee	\$	40,000
Principal Engineer (Waterworks) Position	\$	196,743
Continue to fund Dropcountr water usage portal and mobile application	\$	56,743

## Waterworks Operations & Maintenance (continued)

### KEY ACCOMPLISHMENTS IN FY23

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- Implemented water shortage emergency public information and outreach campaign with direct mail, email, water bill and envelope messaging; website with fact sheets and FAQs, social media, radio, television, newspaper, bus shelter, street message boards, landscape workshops, public outreach events, and guest speaking at community groups and HOAs.
- Educated customers about 1-day per week watering mandate and provided resources by responding to 2,011 calls, 688 emails, and 1,816 online reports of water waste, from June 2022 - January 2023.
- Conducted week-day patrols (Waterworks District No. 8 customers) and photographed 1,356 incidents of irrigation water waste, and investigated 150 reported water leaks (work orders), from July 2022 - January 2023.
- Issued 2,571 water waste letters, 630 of them with fines, from August 2022 - January 2023 based on photographic documentation for residential customer accounts, and Neptune AMI daily water consumption data for dedicated landscape irrigation accounts.
- Reduced water consumption by 35% from June 2022 - January 2023 (Waterworks District No. 8 customers) as compared to water use in 2020 (used as baseline year established by the Governor's drought declaration and statewide emergency water conservation regulations).

### GOALS FOR FY24

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- Implement amended water shortage emergency stage actions, as recommended by Calleguas, the District's water wholesaler, including a new public information and outreach campaign, and operational responses.
- Launch and provide customer support for Drop Counter, a water usage web portal and mobile application allowing Waterworks customers to track usage and conserve water.
- Implement the Eagle Aerial Waterview software subscription, to calculate the Waterworks District water use objective (aka District's water budget) established under new permanent statewide water conservation legislation, SB606 & AB1668.

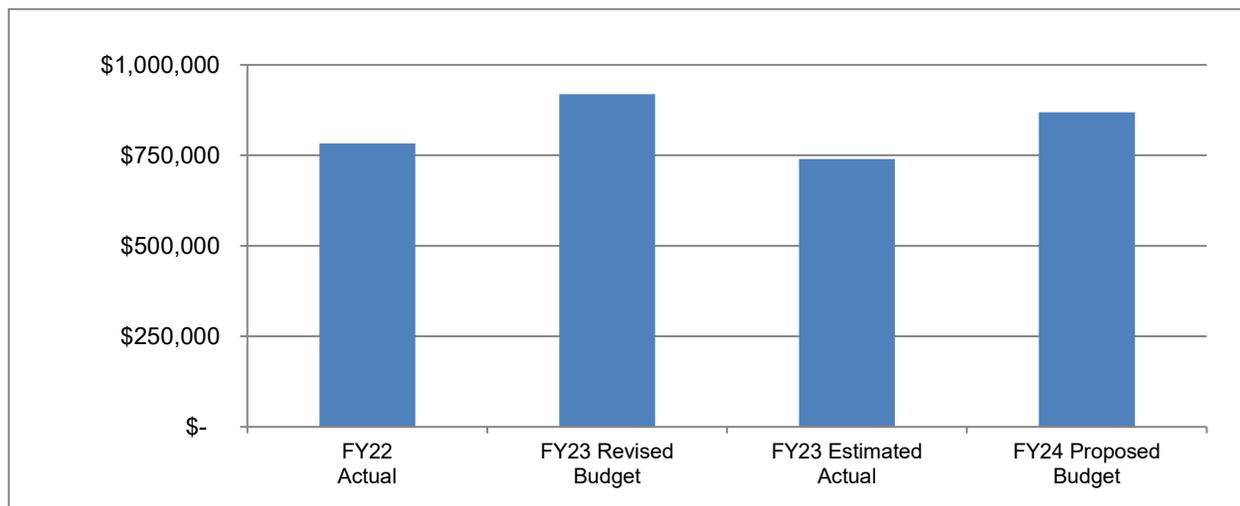
## Utility Billing - 7614645

### 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.

	FY22 Actual	FY23 Revised Budget	FY23 Estimated Actual	FY24 Proposed Budget
Expenditures	\$ 783,067	\$ 919,209	\$ 739,975	\$ 868,888



### BUDGET ADJUSTMENTS

None

## Utility Billing (continued)

### KEY ACCOMPLISHMENTS IN FY23

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- Processed approximately \$44,358,579 in water utility bills within 1 day of receipt of the meter read data.
- Processed approximately \$5,210,656 in sanitation bills within 1 day of receipt of the meter read data.
- Processed approximately 160,962 water and sanitation utility bills.
- Processed clean-up of residential sewer accounts and provided refunds or billed accounts that were incorrectly suspended from billing.
- Created online filter to import meter location data to field technician hardware to assist in locating meters.

### GOALS FOR FY24

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- Implement process to reduce errors during manual meter reading.
- Process all Golden State Water Sanitation Customer's Bills within 1-2 working days of receipt of billing data from Golden State Water.
- Promote to customers the Automatic Debit Program to reduce cost and environmental impact.
- Provide ongoing outreach to encourage Utility Billing customers to enroll in paperless billing to reduce cost and environmental impact.

**FUND 762: WATERWORKS CAPITAL FUND**

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

**BEGINNING WORKING CAPITAL BALANCE** \$ (2,712,529) \$ (2,712,529) \$ (3,025,480)

<b>Revenues</b>	<b>FY22</b>	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>
	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
34001 - Interest on Investments	(24,029)	8,500	-	20,000
36002 - State Assistance	-	-	-	-
37479 - Capital Improvement Charges	500,070	450,000	40,000	100,000
38199 - Contributed Infrastructure	242,300	-	-	-
<b>Total Revenues</b>	<b>\$ 718,341</b>	<b>\$ 458,500</b>	<b>\$ 40,000</b>	<b>\$ 120,000</b>

<b>Expenditures</b>	<b>FY22</b>	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>
	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
46100 - Reimb to General Fund	2,951	2,951	2,951	1,098
47100 - Reclass of Cap Purchases to FA	(143,095)	-	-	-
48600 - Construction Contracts	232,073	13,415,576	350,000	-
<b>Total Expenditures</b>	<b>\$ 91,929</b>	<b>\$ 13,418,527</b>	<b>\$ 352,951</b>	<b>\$ 1,098</b>

**ENDING WORKING CAPITAL BALANCE** \$ (2,712,529) \$ (15,672,556) \$ (3,025,480) \$ (2,906,578)

## 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** **\$ 6,218,892 \$ 6,218,892 \$ 11,199,377**

<b>Revenues</b>	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
34001 - Interest on Investments	-	-	-	-
36002 - State Assistance	-	3,000	3,000	3,000
38001 - Sale of Surplus Property	25,750	-	-	-
39761 - Transfer from Waterworks.	499,000	13,361,885	13,361,885	1,000,000
<b>Total Revenues</b>	<b>\$ 524,750</b>	<b>\$ 13,364,885</b>	<b>\$ 13,364,885</b>	<b>\$ 1,003,000</b>

<b>Expenditures</b>	<b>FY22 Actual</b>	<b>FY23 Revised Budget</b>	<b>FY23 Estimated Actual</b>	<b>FY24 Proposed Budget</b>
44010 - Professional/Special Services	228,724	61,381	-	415,000
46100 - Reimb to General Fund	25,710	25,710	25,710	4,976
47030 - Vehicles	10	949,980	728,690	200,000
47099 - Reclass of FA to Cap Purchases	(1,366,217)	-	-	-
47100 - Reclass of Cap Purchases to FA	(16)	-	-	-
48500 - Maintenance Contracts	795,649	15,738,759	5,130,000	4,770,000
48600 - Const Contracts	634,301	4,892,902	2,500,000	525,000
<b>Total Expenditures</b>	<b>\$ 318,161</b>	<b>\$ 21,668,731</b>	<b>\$ 8,384,400</b>	<b>\$ 5,914,976 *</b>

<b>ENDING BALANCE Surplus/(deficit)</b>	<b>\$ 6,218,892</b>	<b>\$ (2,084,954)</b>	<b>\$ 11,199,377</b>	<b>\$ 6,287,401</b>
<i>CAPITAL RESERVE</i>		<i>4,900,000</i>	<i>4,900,000</i>	<i>4,900,000</i>
<b>WORKING CAPITAL AFTER RESERVES</b>		<b>\$ (6,984,954)</b>	<b>\$ 6,299,377</b>	<b>\$ 1,387,401</b>

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

**PUBLIC WORKS (WATERWORKS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Utility Costs  
**AMOUNT :** \$820,000  
**ACCOUNT:** 1001605, 2502350, 7004240, and 7614640 (42100)  
**PRIORITY:** 1

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN			
General Fund	1001605-42100		145,000
Library Fund	2502350-42100		25,000
Sanitation	7004240-42100		300,000
WaterWorks	7614640-42100		350,000
<b>TOTAL:</b>			<b>\$820,000</b>

The City pays utility expenses to Southern California Edison, Southern California Gas, Golden State Water, and Ventura County Waterworks District 8. The cost of all of these utility services has risen over the past few years and the current budget has not kept up with increasing costs. Staff is requesting an increase in the budget for Utilities across four funds; General Fund, Library Fund, Sanitation Fund, and Ventura County WaterWorks District No. 8.

**PUBLIC WORKS (WATERWORKS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Large Water Systems Permit Fee  
**AMOUNT :** \$40,000  
**ACCOUNT:** 7614640-44010  
**PRIORITY:** 2

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Large Water Systems Fee Increase	40,000
<b>TOTAL:</b>	<b>\$40,000</b>

Waterworks Division is requesting a recurring increase to the FY23/24 budget amount for the State Water Resources Large Water Systems Annual Fee. This requirement by the state has increased and was underfunded for FY22/23 at a cost of \$87,759. The Department requests \$40,000 to cover the anticipated increase.

**PUBLIC WORKS (WATERWORKS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Principal Engineer (Waterworks) Position  
**AMOUNT:** \$196,743  
**ACCOUNT:** 7614640-41010  
**PRIORITY:** 3

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Salaries and Benefits	196,743
<b>TOTAL:</b>		<u>\$196,743</u>

The Department is requesting to reinstate the Principal Engineer (Waterworks) position. Several years ago, after the retirement of a previous waterworks engineer, the position was left vacant, and the workload and staffing were subsequently managed by the Principal Engineer (Sanitation). The Principal Engineer (Sanitation) is currently responsible for both Sanitation and Waterworks (Utilities) engineering and capital projects.

The Department proposes reorganizing the current Utilities Division (Waterworks-Sanitation) into a Utility Capital Projects section and a Utility Engineering section. The Capital Projects section would design and construct both waterworks and sanitation projects. The Engineering section would be responsible for customer service, new land development review including conditioning and plan checks, monitoring future water and sanitation rates and fees, and preparing and reviewing a variety of reports, including the Annual Water Quality Report and reports prepared for the City or submitted by consultants and engineers.

It is proposed that a Principal Engineer manage each new section.

**PUBLIC WORKS (WATERWORKS)  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** License Renewal for Auto CAD Civil 3D (3 year subscription)  
(1/3 GF, 1/3 Water, 1/3 San)

**AMOUNT :** \$118,500

**ACCOUNT:** 1004080-42560, 7614605-42560, 7004205-42560

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
License Renewal for Auto CAD Civil 3D (3 year subscription)	118,500
<b>TOTAL:</b>	<b>\$118,500</b>

The Public Works Department requests funding for the renewal of the Autodesk AutoCAD Civil 3D (3-year) Multi-user Subscription (AutoCAD) for eight licenses. The Engineering Division's current AutoCAD subscription expires on March 29, 2024.

AutoCAD is an engineering design and drafting program utilized by the Public Works Engineering Sections; Capital Projects, Sanitation, and Waterworks for the rehabilitation, replacement, and improvement projects, including; streets, storm drains, waterlines, and sewer lines. This engineering tool is required and essential for designing and engineering the project plans and specifications. The software enables staff to complete projects accurately and efficiently, and projects could not be completed without AutoCAD. Currently, there are 14 AutoCAD users; 11 in Engineering, 2 in Landscape, and one in Building and Safety that share the multi-user Licenses.

Split Funded: \$39,500 (GF), \$39,500 (Water), \$39,500 (San)

**PUBLIC WORKS (WATERWORKS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Continue to fund Dropcountr water usage portal and mobile application  
**AMOUNT :** \$56,743  
**ACCOUNT:** 7614640-44490  
**PRIORITY:** 5

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Non-departmental Other Contract Services	56,743
<b>TOTAL:</b>	<b>\$ 56,743</b>

In an effort to help residents and businesses reduce use and protect water resources, On August 8th, 2022, staff recommended the purchase of Dropcountr, a water usage internet portal and mobile application that allows customers to track usage and conserve water. The City council approved a one-year agreement which has the option for 4 one-year extensions, a supplemental budget request for the first year of funding, and delegation of signing to the City Manager for subsequent years. The system is in production, and staff recommends its continued use.

Since the implementation of the Dropcountr water usage portal, residents and businesses have been able to better understand and manage their water consumption. With the ability to track usage through the mobile application, users can monitor their water consumption patterns, set goals for conservation, and receive alerts when usage exceeds certain thresholds. This has not only empowered users to take more control over their water usage but has also allowed the city to identify areas where conservation efforts can be improved more easily. Given the success of the program, staff is recommending that the city continue to utilize the Dropcountr system and explore other innovative technologies to support conservation goals.

# SUPPLEMENTAL SCHEDULES

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 <sup>1</sup>	\$ 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 <sup>1</sup>	\$ 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 <sup>1</sup>	\$ 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.

<sup>1</sup> 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

**DEPARTMENT REQUESTS NOT INCLUDED  
IN THE FY2023-24 BUDGET**

**CITY MANAGER'S OFFICE  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Increase in Professional Services Line Item  
**AMOUNT :** \$6,500  
**ACCOUNT:** 1001126-44010  
**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
	Negotiations Support	6,500
<b>TOTAL:</b>		<u>\$6,500</u>

It is anticipated that this expense will require an additional \$6,500 for legal support in the upcoming round of negotiations for expiring contracts in 2023 for a total of \$43,000.

**ADMINISTRATIVE SERVICES (VEHICLES)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Purchase Vehicle for Communication Systems Coordinator  
**AMOUNT :** \$56,000

One Time Expenditure

**ACCOUNT:** 6519001-47030

Recurring Expenditure

**PRIORITY:** 3

**COST BREAKDOWN**

	Vehicles	56,000
<b>TOTAL:</b>		<u>\$56,000</u>

The Department of Administrative Services is requesting one-time funding to purchase a vehicle for the Communication Systems Coordinator.

The Coordinator's role is responsible for planning, managing, and coordinating the development and maintenance of citywide complex telecommunications systems, including the Citywide Radio System, Towers, and Standby Power plant. These systems are used by multiple City Departments, including the Police Department, Waterworks, Sanitation, Public Works, Transit, Crossing Guards, Code Enforcement, and Building & Safety. They are instrumental in carrying forward daily operations.

Additionally, this position prepares bid specifications on major telecommunication projects and works with staff, vendors, and contractors to ensure equipment and services procured and installed meet requirements and specifications.

These responsibilities require the Coordinator to travel from City Hall to other City facilities, tower sites, open spaces, and buildings. The locations of some of the sites frequently called to are located in ridged terrain and narrow, unpaved road surfaces/pathways not easily accessible or plausible to reach in any vehicle. Currently, staff uses a personal vehicle to transport equipment to the locations and frequently encounters issues with vendors/contractors due to being unable to reach site locations when traveling in smaller commuter vehicles.

This request would provide for an all-wheel drive mid-size pickup truck equipped with a crew cab for carpooling when necessary, a standard-size bed for mobilizing equipment for maintenance and replacement of equipment, a fully controllable Light Bar, similar to Code Enforcement, and a two-way radio installed into the vehicle. (The radio would be paid outside of this request under the Information Services base budget.)

## ADMINISTRATIVE SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Information Services Analyst III  
**AMOUNT :** \$34,965  
**ACCOUNT:** 1001560 - Salaries and Benefits  
**PRIORITY:** 5

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
Cost Increase from a II level to a III level (\$8,741 per Position x 4 Positions)	34,965
<b>TOTAL:</b>	<b>\$ 34,965</b>

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.

Currently, the Helpdesk staff only has two levels of classification in this series: an entry-level Information Services Analyst 1 (ISAI) and a second level (ISAI). The requested ISAI classification would be an advanced level. When the ISA classification series was created technology was simpler to maintain, the main responsibilities included installing desktop computers, simple software, maintaining printers and user accounts. Currently, they work with all levels of the City to provide advanced technical assistance, with selecting systems, working with the vendors during implementation, and with Senior IS staff for network management.

The ISA's within the IS Division have put dozens of systems into production since the last classification and compensation study which was conducted over six years ago. These new systems include 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, phone system, building security, and many more. The ISAs are frequently called upon to provide support at all hours of the day or night.

The ISA classification does not advance to a Senior Information Services Analyst which 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.

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Reclassify one Assistant Planner Position to an Associate Planner Position

**AMOUNT:** \$13,519

**ACCOUNT:** 1003030

**PRIORITY:** 3

One Time Expenditure

Recurring Expenditure

### COST BREAKDOWN

	13,519
Assistant Planner to an Associate Planner	13,519
<b>TOTAL:</b>	<b>\$13,519</b>

The Environmental Services Planning Division currently consists of ten staff positions. One Deputy Environmental Services Director/City Planner; one Principal Planner, two Senior Planners; three Associate Planners; and three Assistant Planners. This request is to reclassify one Assistant Planner position to an Associate Planner position. Because of difficulties in recruiting and hiring a Senior Planner, the vacant Senior Planner was underfilled as an Associate Planner. The Department has been working on succession planning by bringing in new staff at the Assistant Planner level, as Senior Planners retired. Two of these Planners have now successfully demonstrated the necessary growth, have gained the necessary experience in this field, and have been performing higher level work with an increased degree of skillset. As such, have promoted to the Associate level. Changing the structure from three to four Associate Planners will better align with the current needs and workload of the Planning Division. This will also provide the necessary budget for the Department to fill the second much needed Senior Planner position.

FY 2022-23

FY 2023-24

1 Deputy Director	1 Deputy Director
1 Principal Planner	1 Principal Planner
2 Senior Planners	2 Senior Planners
3 Associate Planners	4 Associate Planners
3 Assistant Planners	2 Assistant Planners
10 Total Staff Positions	10 Total Staff Positions

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Modify Title from Sr. Bldg. Inspector to a Bldg Inspector III  
& Include in Flexibly Staffed Job Series with I and II

**AMOUNT:** \$0

**ACCOUNT:** 1003030 Salaries and Benefits

**PRIORITY:** 4

One Time Expenditure

Recurring Expenditure

### COST BREAKDOWN

	No Cost	-
<b>TOTAL:</b>		\$0

The Environmental Services Department is requesting to modify the Senior Building Inspector title to Building Inspector III to allow for a third tier in the flex job series, similar to the City of Burbank and the City of Santa Monica. Currently, the flex series only has levels I and II. The Building Inspector I is an entry-level, and the II is a journey level. The requested III classification would be an advanced journey level equivalent to the current senior position. This position would provide lead supervision and training to assigned staff as currently described in the Senior Building Inspector job description. It is also proposed to modify the certification requirements to include possession of or ability to obtain a combination building inspector certificate within one year of employment. This modification is requested to facilitate qualified applicants for position vacancies and retention of existing staffing.

## ENVIRONMENTAL SERVICES FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL

**TITLE:** Reclassify Recording Secretary Position to Administrative Technician

**AMOUNT:** \$3,638

**ACCOUNT:** 1003010 Salaries and Benefits

**PRIORITY:** 8

One Time Expenditure

Recurring Expenditure

### COST BREAKDOWN

Reclassify Recording Secretary to Administrative Technician	3,638
<b>TOTAL:</b>	<b>\$ 3,638</b>

The Environmental Services Department is requesting a reclassification of the Recording Secretary position (P#406624517) to Administrative Technician due to taking on more complex duties. In the past year and a half, this position has taken on more advanced duties and responsibilities and routinely performs moderately complex functions in support of the Planning and Administration division that amounts to approximately fifty percent of assigned functions. Tasks are financial, analytical, and technical in nature, typically assigned to higher level staff. This also includes researching and interpreting data from financial and land use systems, troubleshooting and identifying system and reporting issues, and training new staff on the ERP system and various department processes. The reclassification of this position to Administrative Technician will recognize the needs of the department to have more flexibility in assignment of administrative and planning support tasks that are more complex, technical, and analytical in nature.

**PUBLIC WORKS  
FY2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Landscape - Other Contract Services  
**AMOUNT :** \$47,000  
**ACCOUNT:** 1004110-44490  
**PRIORITY:** 5

One Time Expenditure  
 Recurring Expenditure

COST BREAKDOWN		
	Other Contract Services	47,000
<b>TOTAL:</b>		<u>\$47,000</u>

The Public Works Department requests a recurring increase to the FY 23-24 other contract services account for the following services:

- Roadside and street tree herbicide and pesticide \$10,000
- Weed abate and erosion control \$20,000
- Landfill disposal fees for roadside debris \$5,000
- Tree inventory software upgrade, maintenance, and support \$5,000
- Landscape assessment reporting to the County \$3,000
- Safety kits and related items \$3,000
- Printing brochures \$1,000

The department requests that the base budget be increased by \$47,000 for anticipated cost increases.

**POLICE DEPARTMENT (FOREFEITED ASSETS)  
FY 2023-24 POLICY ITEM / CAPITAL ASSET PROPOSAL**

**TITLE:** Destroyed Vehicle Replacement Account  
**AMOUNT :** \$130,000  
**ACCOUNT:** 2805601-47030  
**PRIORITY:** 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN	
	Destroyed Vehicle Replacements <u>130,000</u>
<b>TOTAL:</b>	<b>\$130,000</b>

The Police Department would like to establish a recurring Forfeited Assets budget line item to be utilized for the sole purpose of replacing vehicles destroyed in the line of duty long before their useful life has been exceeded.

The regular vehicle replacement account is intended to allow the department to phase out vehicles that have surpassed their useful life and would be considered a safety issue with continued use. Unfortunately, some newer vehicles are destroyed and need to be replaced, thus preventing the department from replacing some of the older vehicles as planned.

Establishing this account would provide the department the opportunity to remove older vehicles in a more appropriate timeline and prevent the gaps in vehicle availability for our various divisions.

**These funds will only be utilized for the purpose of this account, and any unused funds will not be absorbed into the larger department budget for other purposes.**

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CITY OF SIMI VALLEY

# GLOSSARY & ACRONYMS

## GLOSSARY

### **Agency Funds**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

### **Anticipated Underexpenditures**

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

### **Appropriation**

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

### **Assessed Valuation**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to 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

**SAP**

Fully Integrated Computer Business Software Program Used by the City of Simi Valley

**PBX**

Private Branch Exchange

**SB**

Senate Bill

**PCC**

Portland Concrete Cement

**SB90**

State Mandated Cost Recovery

**PCI**

Payment Card Industry

**SCADA**

Supervisory Control and Data Acquisition

**PEG**

Public, Educational, and Governmental Funds

**SCBA**

self-Contained Breathing Apparatus

**PEMHCA**

Public Employees Medical and Hospital Care Act

**SCE**

Southern California Edison

**PEP**

Pretreatment Effluent Pumping

**SCS**

Sustainable Community Strategy

**PLC**

Programmable Logic Controllers

**SEMS**

Standardized Emergency Management System

**PMP**

Pavement Management Program

**SGR**

State of Good Repair

**POST**

Police Officer Standardized Training

**SHO**

Serious Habitual Offenders

**PPE**

Personal Protective Equipment

**SOU**

Special Operations Unit

**PROS**

Post Release Offender Supervision Program

**SRO**

School Resource Officer

**PSC**

Simi Valley Public Services Center

**SSC**

Schedule of Service Charges

**RADAR**

Radio Detection and Ranging Technology

**SSMP**

Sewer System Management Plan

**RAS**

Reverse Activated Sludge

**SSO**

Sanitary Sewer Overflow

**RFP**

Request For Proposal

**SVMC**

Simi Valley Municipal Code

**RHNA**

Regional Housing Need Assessment &amp; Allocation

**SVPD**

Simi Valley Police Department

**RMS**

Records Management System

**SVT**

Simi Valley Transit

**RWQCB**

Regional Water Quality Control Board

**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