

CITY OF SIMI VALLEY
California

PROPOSED ANNUAL BUDGET

FISCAL YEAR 2024-25

SIMI VALLEY CITY COUNCIL

MAYOR FRED D. THOMAS



At-Large



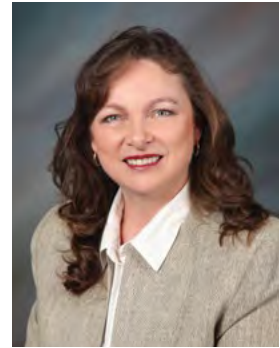
**Mayor Pro Tem
Rocky Rhodes**
City Council District 4



**Council Member
Dee Dee Cavanaugh**
City Council District 1



**Council Member
Mike Judge**
City Council District 2



**Council Member
Elaine Litster**
City Council District 3

CITY OF SIMI VALLEY *California*

PROPOSED ANNUAL BUDGET

FISCAL YEAR 2024-25

Presented by Brian Paul Gabler

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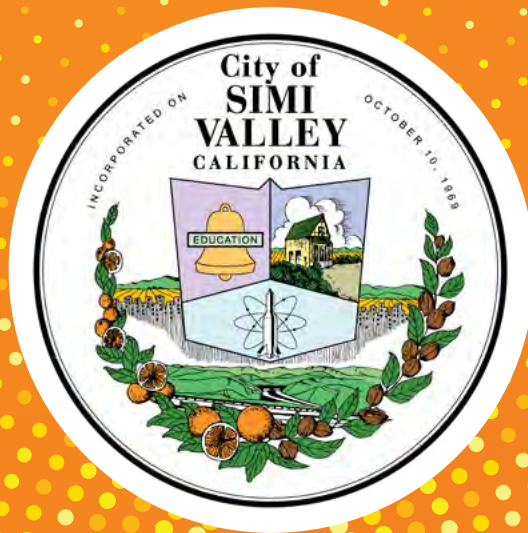




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BUDGET MESSAGE & OVERVIEW





BUDGET MESSAGE & OVERVIEW

June 3, 2024



Members of the City Council:

On behalf of all City Staff, I am honored to present the City of Simi Valley's Proposed Fiscal Year 2024-25 Annual Budget. The FY 2024-25 Proposed Budget is structurally balanced with the City in a financially stable and healthy position. This Budget provides for a continuation of service levels and funding of capital improvements to maintain and further improve the City.

The City of Simi Valley has stressed fiscal strength as a priority for the City organization. Assisted by strong economic growth over the past few years, the City's fiscal strength has continued through the creation and management of fiscally sustainable annual budgets. This fiscal strength and well-managed revenue and expenditures have allowed the City to make critical investments in the community's streets and roads and the ever-present CalPERS obligations. Minor and Major street repaving, street crack sealing, sign and signal repairs and upgrades, filled potholes, street striping, replacement of curbs, gutters, and sidewalks, and street tree removal where necessary, have all been accomplished as a top priority.

As CalPERS continues to gradually decrease the discount rate from 7.5 percent to 7 percent and now to 6.8 percent, the City continues to weather the financial impacts of these changes to its unfunded accrued liability (UAL) obligations. Over the past two years, the City has made two significant one-time payments to CalPERS to pay down the outstanding UAL for the City's pensions. The two payments combined totaled \$7.7 million, which resulted in savings to the City for the next fiscal year's required UAL payment, as well as ongoing annual savings due to the revised amortization. The City also recognized the economic challenges impacting the workforce and invested in its employees by approving revised agreements with each of the bargaining units to provide 10% pay increases over a two-year period. Although fully implemented in FY 2023-24, the increases were made effective several months early in order to assist employees in addressing the changes in economic conditions. The compensation increases also addressed salary parity with other local jurisdictions and assisted with the retention of current employees and recruitment of new employees.

The FY 2024-25 Proposed Budget recognizes changes in economic conditions that result in City revenues leveling off; the City is not anticipating the same type of revenue increases experienced over the past few years. This is mainly due to high interest rates and tightened credit environments causing consumer spending trends to pull back slowly. While expenses are being held in check, expenses will grow partially due to the increasing rate of inflation, increases in labor costs, and scarcity of goods and raw materials. The General Fund revenues in the FY 2024-25 Proposed Budget are \$347,843 higher than the previous year's



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

BUDGET MESSAGE & OVERVIEW



adopted budget, while overall expenses are \$163,177 higher. While the costs of salaries & benefits, materials & supplies, and services have increased by almost \$1.9 Million, year over year, those costs were offset with a reduction in transferring of General Fund dollars to other funds as well as tighter budget controls.

The five-year financial forecast reflects marginal growth in revenues and expenditures, with expenses growing at a slightly higher rate but within revenue projections. Staff is committed to mitigating the potential of future deficits by continuing to identify efficiencies and following financial policies that will provide long-term recurring savings to the City without committing one-time dollars to ongoing expenses. Two such efficiencies in the FY 2024-25 Proposed Budget are the elimination of two staff positions, the City Attorney and the Worker's Compensation Supervisor. Both positions became vacant due to staff retirements and it was determined that outsourcing the majority of each position's duties would provide a larger pool of resources along with cost savings. The City has experienced superior legal service and advice and counsel under the contract with Burke Williams & Sorensen and the leadership of Mr. Algeira Ford. While the City Attorney's Office FY 2024-25 Proposed Budget appears higher than the prior fiscal year, the budget consolidates all City Departmental legal expenditures undertaken by other outside counsel that were previously scattered throughout the City's Budget. For FY 2024-25 forward, with few exceptions all legal services are handled by the City's legal team, and expenditures are consolidated in one Department, allowing for improved legal cost tracking and consolidation of services.

In an effort to continue to address budgetary issues, the City initiated water conservation projects that will result in significant water savings as well as cost savings. Projects on Tierra Rejada Road west of Madera Road removed large turf and other water intensive landscaping and replaced them with drought tolerant plantings and drip irrigation systems. Similarly, the Simi Valley Civic Center had large areas of turf removed in favor of low-water usage plantings and ground cover. These areas are not only visually pleasant and cost effective methods to reduce water use, they also comply with new regulations from the California State Water Board which adopted new regulations prohibiting turf in commercial and industrial areas. These water and cost savings measures are scheduled to expand in FY 2024-25.

To address concerns about public safety and the overall increase in distracted driving occurring nationwide, the City Council approved the reconstitution of the Traffic Motor Officer Unit within the Simi Valley Police Department. Although an additional cost to the FY 2023-24 Budget and budgets forward, the need has been demonstrated by increased traffic issues since the program was halted in FY 2020-21. It is anticipated this reinstated Unit will provide dividends through safer streets and few traffic incidents.

Additionally, to continue the City's efforts to assist and provide care to Simi Valley's vulnerable population, the City entered into a contract with the County of Ventura to implement a Community Services Coordinator Program that provides a single, full-time member of its Ventura County Behavioral Health ("VCBH") Rapid Integrated Support and Engagement ("RISE") program to work in conjunction and collaborate with the City's Vulnerable Population Detective (VPD). Although an additional cost to the FY 2023-24 Budget and budgets forward, this service provides significant value to Simi Valley residents in need of care, allowing the VPD to quickly identify which resources are needed and fast track the resources and assistance to residents in need of support. This partnership allows the Police Department to be exponentially more responsive and efficient in delivering services to Simi Valley residents.

Economic Outlook

Throughout the year and as part of the budget preparation process, City staff evaluates revenue and expenditure levels to ensure the City's continued fiscal strength. Budgetary 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



BUDGET MESSAGE & OVERVIEW

be presented for the City Council's consideration if it is structurally balanced for the new fiscal year and into the future.

During the pandemic, consumer spending on durable goods saw a historic increase. As the pandemic concluded, consumers switched their spending habits to travel and meals out. The pace of consumer spending was supported by households adding new debt and spending the savings built up during the pandemic. However, the pace of spending was not sustainable and households have started to run out of excess savings and/or reach a ceiling on their ability to borrow. Although consumer spending nationally was still very active in CY 2023, prompting the Federal Reserve to raise interest rates in an attempt to slow the economy, the California economy began to slow sooner. Since then, inflation has emerged as the biggest problem in the post-pandemic economy. The Federal Reserve's target level of inflation is 2%. In 2022, the U.S. inflation rate topped 8%, and in 2023 it fell back below 4%. So far, in 2024 inflation is creeping back up to the 4% level. Annual wage growth has slowed and consumer spending has focused on practical items rather than discretionary retail purchases. The percentage of household income spent on food is now at the highest level in decades. Home sales, vehicle purchases, consumer goods, and restaurant sales have all slowed.

While the City enjoyed a rise in sales tax revenue over the last several years due to the effects of the pandemic, the City also experienced healthy increases in property tax revenue due to a higher level of activity in not only the residential market but also the commercial/industrial market. However, there is a delayed impact of property tax increases as changes to property tax rolls occur over a year after the sale transaction. In the FY 2023-24 Budget, the City foresaw a slowdown in sales tax revenue, albeit not as abrupt, which will carry into FY 2024-25. In the real estate market, due to higher interest rates, the residential market and the commercial/industrial market have slowed. The lack of available inventory exacerbates the slowdown in both markets. The pullback in property tax revenue will have a greater impact in FY 2025-26 as the City will see residual property tax revenue increases in FY 2024-25 due to prior transactions hitting the tax role.

As a result of sound budget preparation and monitoring by City staff, as well as the government sector's struggles to fill vacant positions, the City ended FY 2022-23 with a General Fund surplus of \$9.5 million. This surplus, to be distributed after Budget adoption in accordance with the City's Fund Balance Policy, could result in a further investment of \$4.5 million in the City's Streets & Roads (a total of \$5 million for FY 2024-25) and another \$4.5 million investment in the City's CalPERS UAL. Staff is not anticipating such a large year end surplus for FY 2023-24 or FY 2024-25.

Fiscal Year 2023-24 - General Fund Summary

FY 2023-24 General Fund revenue is estimated at \$88.8 million, which is just under \$1 million more than the adopted budget. Over half of the increase is in projected interest earnings. The decrease in sales tax offsets most of the increase in property taxes for a net increase of \$95,556. The \$400,000 transfer into the General Fund from the Contingency Fund for street striping, makes up the balance of the \$1 million General Fund revenue increase.

FY 2023-24 General Fund expenses are estimated at \$88.1 million, which is \$451,185 more than the adopted budget. Salaries and Benefits combined with Materials and Supplies are projected to end the year \$2.4 million under the adopted budget, while Services are projected to end the year \$2.7 million over the adopted budget. This is mostly due to funding not fully spent in FY 2022-23 and was carried forward into FY 2023-24. Most of this was for landscape services and vehicle maintenance.

FY 2023-24 is projected to end the year with a surplus of \$647,620.



Fiscal Year 2023-24 Accomplishments

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

- Launched the 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.
- Completed an Economic Development Strategic Plan resulting in strategies that will enhance business retention and expansion efforts for the City.
- Initiated a Feasibility Study for the evaluation of a proposed amphitheater at the Simi Valley Civic Center.
- Coordinated voting process for the formation of a new employee bargaining group (Simi Valley Engineers' Association) and began negotiations.
- Streamlined citywide recruitment process to reduce hiring time and attract candidates to public service which resulted in initiating 65 recruitments to fill vacant positions, and processing 2,907 employment applications.
- Implemented the Laserfiche (document management software) for the City Clerk's Repository.
- Processed more than 414 Public Records Act requests, 57 legal advertisements, 5 complaints, 68 claims, 8 bankruptcies, and 5 subpoenas.
- Served over 74,000 Congregate and Home and Delivered Meals, and distributed over 5,100 bags of groceries via the Senior Share supplemental food program to low-income seniors in the community.
- Increased Senior Nutrition Grant funding by almost 30% compared to the previous Fiscal Year.
- Distributed over \$34,000 in rental subsidy to local non-profit and arts organizations through the Cultural Arts Center's Performing Arts Recovery Grant program and expanded the Performing Arts Recovery Grant program through 2024.
- Developed the 2023-24 Youth Council Work Plan and created Ad Hoc Committees to address mental health issues; discrimination; violence; and substance use.
- Coordinated with Community Action of Ventura County and assisted over 200 delinquent utility customers who applied for federal funding from the Low Income Household Water Assistance Program (LIHWAP), resulting in \$150,000 in grant dollars received by the City to pay delinquent water bills.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 43rd consecutive year for the ACFR for the fiscal year ended June 30, 2022.
- Finalized the financial statement audit and issued the FY 2022-23 ACFR within six months of fiscal year end.
- Updated the City's Purchasing Ordinance and Contract forms to streamline procurement operations, meet statutory requirements, and reflect industry best practices.
- Worked with City's consultant to successfully submit Fiscal Year 2023 SB90 Claim application for reimbursement of costs incurred in providing State mandated services totaling \$142,916.
- Achieved the goal of 14.91% of utility bill customers going green by subscribing to Waterworks District's paperless billing option, and continuing to encourage customers to utilize paperless electronic statements.
- Implemented a new payment processor, standardizing processes and saving the City over \$250,000/ year on fees



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- Investigated and made recommendations on 48 new claims, and managed the administration and closing of over 43 pending claims.
- Assisted in the processing of 53 subpoenas served on the City.
- Developed for City Council consideration 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.
- Processed six Preliminary Review and General Plan Pre-Screening Applications; reviewed Preliminary Review and Planning applications for approximately 250 new dwelling units, reconfiguration of the Lost Canyons developments, and a 243,000-square-foot film studio expansion.
- Managed over 190 ongoing entitlement applications, including Planned Development Permits, Conditional Use Permits, Zoning Text Amendments, Wireless Telecommunication Permits, Time Extensions, and Modifications.
- Increased electronic permit and plan submittals to 95% of total applications.
- Completed two recruitments to fill 33 positions on the Neighborhood Council Executive Boards and oriented volunteer advisory board members on City operations, governmental structure, effective public engagement, and meeting facilitation.
- Implemented the City's Homebuyer's Assistance Program funded by the State's Permanent Local Housing Allocation to increase homeownership opportunities.
- Re-established the Special Enforcement Team (SET) which handles specialized enforcement such as gang enforcement, street level narcotics, Human Trafficking, Alcohol Beverage Control assessment and investigations (ABC), lewd/dissolute conduct in public and, warrant service on wanted individuals.
- Handled approximately 25,417 calls for service from July 1, 2023, to January 1, 2024.
- Maintained Frontline Quality Assurance program for call taking and radio dispatching with the average accumulated scores for call taking at 98.23% and 99.87% for radio dispatching - well above the NENA (National Emergency Number Association) standard.
- Implemented the Gracie Survival Tactics training platform to train all sworn SVPD staff in de-escalation strategies and defensive tactics.
- Used EMPG22 to fund the SafeCityGIS mapping system annual licenses and purchase Starlink dishes for EOC backup internet.
- Completed the pavement rehabilitation of 7 major City streets and 33 residential (minor) streets including upgrading 145 curb ramps to meet Americans with Disabilities Act (ADA) requirements and concrete repairs of sidewalk, curb and gutter, and cross gutters. Additionally upgraded 12 City intersections with traffic signal video detection cameras.
- Maintained a Class 5 rating in the FEMA Community Rating System that provides a 25% flood insurance rate discount for a total of \$300,000 in annual savings for the community.
- Successfully, completed the 2023-24 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.

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- Incorporated maintenance plans, County regulatory permitting, and fueling schedules for new Civic Center emergency backup generators at Simi Valley City Hall, Simi Valley Public Library, and the Simi Valley Senior Citizens' Center.
- Maintained and replaced worn-out and missing guide and regulatory signage located throughout the City.
- Completed 2,986 work orders consisting of preventive maintenance and repairs for 393 City-owned vehicles and equipment.
- The Public Works Graffiti Abatement Program abated 816 graffiti tags within the City during the 2023 calendar year. This included occasionally assisting other jurisdictions, such as Ventura County Public Works, Ventura County Watershed Protection District, Caltrans, and the Southern Pacific Railroad, to also abate graffiti in a timely manner within their ownership areas and rights-of-way.
- Cleaned catch basins CPS units which resulted in the removal of 60,000 pounds of trash, landscape debris, and sediment from the City's municipal separate storm sewer system (MS4).
- Conducted 512 Stormwater related inspections, including the inspection of critical source facilities, and investigation of potential illicit non-stormwater discharges, as well as potential illegal connections to the MS4.
- Hydro-cleaned and cleared 276 miles of sewer line and 15 storm drain locations.
- Laboratory maintained accreditation under State adopted ELAP/TNI Standards and completed over 13,500 laboratory tests for WQCP process and regulatory compliance monitoring programs.
- Completed 362 Pretreatment program compliance inspections, industrial sampling & monitoring.
- Provided over 25,000 hours of Simi Valley Transit fixed-route service to the community.
- Installed on-board video surveillance system on fixed route buses and Dial-A-Ride (DAR) vans to increase ridership safety.
- Increased Simi Valley Transit ridership since the pandemic by 23.45%.
- Provided over 30,000 ADA/DAR trips to seniors and the disabled community within the Simi Valley Transit service area.
- Launched and provided customer support for Drop Countr, a water usage web portal and mobile application allowing Waterworks customers to track usage and conserve water.
- Implemented the Eagle Aerial Waterview software subscription, to calculate the Waterworks District water use objective (aka District's water budget or allocation) established under new permanent statewide water conservation legislation, SB606 & AB1668.

Fiscal Year 2024-25 - General Fund Summary

FY 2024-25, the General Fund proposed operating revenue is budgeted at \$88.2 million, which is \$635,781 less than the FY 2023-24 projected estimated actuals, and \$347,844 more than the FY 2023-24 adopted budget.

FY 2024-25 General Fund proposed operating expenses are budgeted at \$87.8 million. This amount is \$288,007 less than the FY 2023-24 projected estimated actuals and \$163,178 more than

Revenue Category	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24	FY 2024-25	Est. vs. Proposed
	Actual	Adopted	Revised	Est Actuals	Proposed	% Change
Taxes and Franchises	74,464,375	\$ 74,793,349	\$ 74,793,349	\$ 75,039,905	\$ 75,445,725	0.5%
Revenue From Other Governments (including Transfers In and Grants)	11,051,791	5,661,557	6,145,800	6,036,160	5,124,193	-15.1%
Licenses and Permits	3,606,781	3,072,000	3,072,000	2,969,000	3,139,000	5.7%
Use of Money and Property	2,328,691	1,347,440	1,347,440	1,871,890	1,702,572	-9.0%
Service Charges	1,108,623	1,082,900	1,082,900	1,158,652	1,127,100	-2.7%
Fines and Forfeitures	261,319	400,000	400,000	333,300	333,300	0.0%
Other Revenues	1,744,795	1,469,100	1,474,100	1,401,064	1,302,300	-7.0%
Total General Fund Revenues	\$ 94,566,375	\$ 87,826,346	\$ 88,315,589	\$ 88,809,971	\$ 88,174,190	-0.7%



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the FY 2023-24 adopted budget. While the costs of salaries & benefits, materials & supplies, and services have increased, those costs were offset by a reduction in transferring of General Fund dollars to other funds, such as the streets & roads fund, vehicle replacement fund, and the building improvement fund.

Expenditure Category	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24	FY 2024-25	Est. vs. Proposed % Change
	Actual	Adopted	Revised	Est Actuals	Proposed	
Personnel	\$ 64,342,661	\$ 67,844,928	\$ 67,917,117	\$ 65,803,090	\$ 68,917,416	4.7%
Supplies & Materials	4,581,951	6,101,078	6,754,053	5,710,178	6,208,321	8.7%
Services	8,978,871	11,742,805	19,922,660	14,497,905	12,459,147	-14.1%
Reimbursed Expenditures	(8,794,479)	(9,131,814)	(9,159,074)	(9,098,934)	(9,323,312)	2.5%
Capital Outlay	43,597	306,500	469,000	365,977	306,500	0.0%
Transfers to Other Funds	10,692,049	10,847,669	10,931,110	10,884,135	9,306,272	-14.5%
Total General Fund Expenditures	\$ 79,844,650	\$ 87,711,166	\$ 96,834,865	\$ 88,162,351	\$ 87,874,344	-0.3%

**Revised Expenditures includes previously funded carryovers.*

Expenses broken down by department are as follows:

Department	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24	FY 2024-25	Estimated vs. Proposed	FY23 Actual vs FY24 Est. Actual	FY24 Adopted vs FY25 Proposed
	Actual	Adopted	Revised	Est. Actual	Proposed	\$ Change	% Change	% Change
City Admin.	\$ 6,284,063	\$ 6,919,759	\$ 7,090,695	\$ 6,505,011	\$ 6,843,117	\$ 338,106	3.5%	-1.1%
City Attorney	1,221,288	1,615,148	1,703,814	1,389,478	1,660,189	270,712	13.8%	2.8%
Admin. Svcs.	5,915,550	6,718,552	6,843,552	6,133,901	7,037,134	903,233	3.7%	4.7%
Env. Svcs.	7,073,282	8,626,169	8,856,869	6,879,231	8,908,683	2,029,452	-2.7%	3.3%
Public Works	14,507,132	17,364,631	20,444,540	17,463,758	17,832,228	368,471	20.4%	2.7%
Police Dept.	36,605,349	38,127,381	38,601,615	37,218,462	38,038,479	820,017	1.7%	-0.2%
Emergency Svcs.	324,727	365,862	365,862	275,490	394,852	119,361	-15.2%	7.9%
Non-Dept.	6,015,691	8,022,936	12,921,009	8,911,819	8,229,048	(682,771)	48.1%	2.6%
Transfers Out	10,692,049	10,847,669	10,931,110	10,884,135	9,306,272	(1,577,862)	1.8%	-627.2%
Reimbursements	(8,794,479)	(9,131,814)	(9,159,074)	(9,098,934)	(9,323,312)	(224,378)	3.5%	2.1%
Anticipated S&B Savings plus Leave Payout		(1,765,128)	(1,765,128)	1,600,000	(1,052,348)	(2,652,348)	0.0%	0.0%
TOTAL	\$79,844,650	\$87,711,166	\$ 96,834,865	\$88,162,351	\$87,874,344	\$ (288,008)	10.4%	0.2%

Enterprise Funds

Transit – FY 2023-24 Transit revenue is estimated to be \$1.15 Million 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 \$275,962 (\$38,838 below budget). This is due to ridership not returning to pre-pandemic levels.

Expenses are estimated to be \$1.15 million below budget. This is mostly due to capital projects being fully budgeted but not completed, as these projects often span multiple years.

FY 2024-25 fare revenue is projected to increase by \$41,038 over FY 2023-24 estimated revenue, still slightly below pre-pandemic levels. The overall Transit revenue is expected to increase by \$6.4 million over the FY 2023-24 estimate, mostly due to successful grant funds received into the Transit Fund for Capital projects.

The FY 2024-25 expense budget is projected to decrease by \$ 4.5 million from the FY 2023-24 revised budget. This decrease is mostly due to planned capital projects funded in FY 2022-23 and funds not fully spent carried forward into FY 2023-24.

Fixed-route and ADA/DAR service ridership declined dramatically during the 2020 pandemic. Passenger ridership for fixed-route services has improved however increasing 49.8% in FY 2023–24 as compared to FY 2020–21. Fixed-route service still has not yet fully recovered from its pre-pandemic numbers, which is a trend nationwide.

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While fixed-route transit continues to struggle to meet pre-pandemic ridership, Dial-A-Ride (DAR) services have increased by 139.1% from FY 2020–21 and have surpassed their pre-pandemic figures by 19.9%. In an effort to continue to increase fixed-route ridership, staff is collaborating with Simi Unified School District to help promote the Youth Free Ride Program.

Additionally, Simi Valley Transit is striving to introduce microtransit services, which will help meet the needs of our ADA/DAR clients as well as other members of the general public who require transit services in particular parts of the city. Instead of depending on fixed-route services or making bookings in advance for ADA/DAR services, microtransit aims to give users an on-demand service option. Simi Valley Transit intends to launch this service in fiscal year 2024–25 once the new electric min vans arrive from production.

Increased productivity and efficiency of Dial-A-Ride services, as well as the purchase of two (2) CNG fixed-route buses and eight (8) CNG Dial-A-Ride vans, are among the other objectives and achievements fulfilled by Simi Valley Transit. Additionally, Simi Valley Transit has received a \$7,053,000 competitive State grant for the planning and construction of a transit hub proposed to be located at the Simi Valley Civic Center.

Sanitation - The Sanitation Division 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 meet planned capital improvement expenses. Previously, the Sanitation Division did not have any dedicated reserves for unanticipated expenditures and emergencies. Starting in FY 2020-21, 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 FY 2024-25.

Prior to FY 2022-23, the Operating Fund and Replacement Reserve Fund were combined for reporting purposes in the Annual Budget. The Funds are now reported separately.

FY 2023-24 – The Sanitation Operating Fund revenue is estimated to be \$1.3 million above the revised budget, and \$3.9 million above FY 2022-23 actual. This is due to an increase in service charge revenue. Operating expenses, excluding the transfer to the replacement fund, are estimated to be \$2.8 million under the revised budget. The savings are mostly in salaries and benefits due to vacancies.

FY 2024-25 – Revenue is budgeted at \$34.9 million, an increase of \$2.5 million over the FY 2023-24 estimated actual. Expenses, excluding the transfer to the replacement fund, are budgeted at \$20.7 million, an increase of \$2.8 million above the FY 2023-24 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 \$10.2 million in FY 2024-25 for new project expenses and \$800,000 for the replacement of fleet vehicles.

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.



BUDGET MESSAGE & OVERVIEW

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

FY 2023-24 – The Waterworks Operating Fund revenue is estimated to be \$7 million less than budget and \$2.4 million more than FY 2022-23 actuals. This revenue increase is due to fees collected with the growth in demand for engineering services and more activity in water sales to District customers.

Operating expenses, excluding the transfer to the Replacement Reserve Fund, are estimated to be \$5.5 million under the revised budget. This is mostly due to savings in salaries and benefits from vacant positions.

FY 2024-25 – The revenue is budgeted at \$51.5 million, an increase of \$7 million over the FY 2023-24 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 \$48 million, an increase of \$8.3 million above the FY 2023-24 estimated actuals. This increase is primarily due to vacancies in the current fiscal year.

The Waterworks Replacement Reserve Fund is funding the capital projects and has a budget of \$2.3 million in FY 2024-25 for new project expenses and \$375,000 for vehicles.

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 (CIPs) are an effort to repair and prolong the life of the City's facilities and infrastructure. Multi-year CIPs in the amount of \$33,852,610 are included in the Proposed Budget, which is the first year (FY 2024-25) of the Five-Year Capital Improvement Program. Included are \$1,193,000 for Municipal Buildings and Grounds projects, \$12,086,407 for Sanitation projects, \$8,535,182 for Transit projects, \$9,155,521 for Streets and Roads projects, and \$2,882,500 for Waterworks District projects.

Financing for CIPs is from a combination of General Funds, CDBG, State and Federal Grants, New Dwelling Fees, Development Agreement Funds, Waterworks District Funds, Sanitation Funds, Traffic Impact fees, and Contributions. Capital priorities for this year include resurfacing major and minor streets,



completing portions of the ESCO project that were divided out such as repairs and replacement of digester systems at the Water Quality Control Plant and installation of secondary clarifiers, sewer line repairs at multiple locations throughout the City, and replacement buses for Transit.

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.

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 2023-24. 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 proposed FY 2024-25 Budget continues the City's tradition of ensuring Simi Valley remains in a strong financial position, 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 will continue the delivery of effective and efficient programs and services to residents and businesses, and ensures a high level of quality of life in the community, all while ensuring a fiscally sound and transparent government.

The development of the FY 2024-25 budget was admittedly a little more challenging as consumers pulled back on spending, reducing sales tax revenue, the real estate market slowed due to high interest rates and reduced inventory of for-sale properties, global instabilities created a nervous investor market, and the increasing costs of doing business due to rising labor and materials costs. All these factors impact City revenues and expenditures. In the end, your exemplary City staff developed a FY 2024-25 Proposed Budget that is strategically developed with conservative forecasts, ensuring the City is not overextending revenues.

As a service organization, over 60% of the City's General Fund budget is dedicated to salaries and benefits and another 17% is appropriated to the City's CalPERS annual obligation. These two budget items demand constant attention. With over 1,500 agencies invested in CalPERS, most struggle to keep pace with the annual contributions and the volatile nature of CalPERS' rate of return. With solid budgetary controls, Simi Valley has been able to annually address the CalPERS Normal costs as well as the City's unfunded accrued liability (UAL) contributions. Additionally, the City has made additional discretionary payments (ADP),



BUDGET MESSAGE & OVERVIEW

totaling \$7.7 million, to CalPERS to pay down the outstanding UAL and will continue to be vigilant in seeking opportunities to address the City's pension obligations. The City will also continue to invest in its most critical resource: the City's employees. Providing the proper tools and equipment for the tasks at hand and providing continual training and learning opportunities with competitive salaries and benefits is an investment in the City's future.

The FY 2024-25 Proposed Budget includes putting \$4.5 million aside, from FY 2022-23 surplus funds, for retirement obligations, \$4.5 million for infrastructure investments (recommended to be used for Streets & Roads), and \$400,000 in a Contingency Fund, bringing that fund balance to \$2 million. Although the City has experienced large year-end surpluses for the past several years, the City recognizes that there is a foreseeable 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 Departments looking at current operations and identifying efficiencies in existing services and programs with opportunities to create long-term reoccurring savings and reframing from expanding on ongoing expenses with one-time dollars.

The proposed FY 2024-25 Budget of nearly \$262 million reflects the hard work being accomplished by the City's nearly 500 dedicated employees to ensure a high quality of service is delivered to residents and businesses. As City Manager, I am merely the conductor; City staff do the heavy lifting day-in and day-out that makes the City operate as efficiently and effectively as it does. City staff genuinely care about the City and are dedicated to serving the residents of Simi Valley.

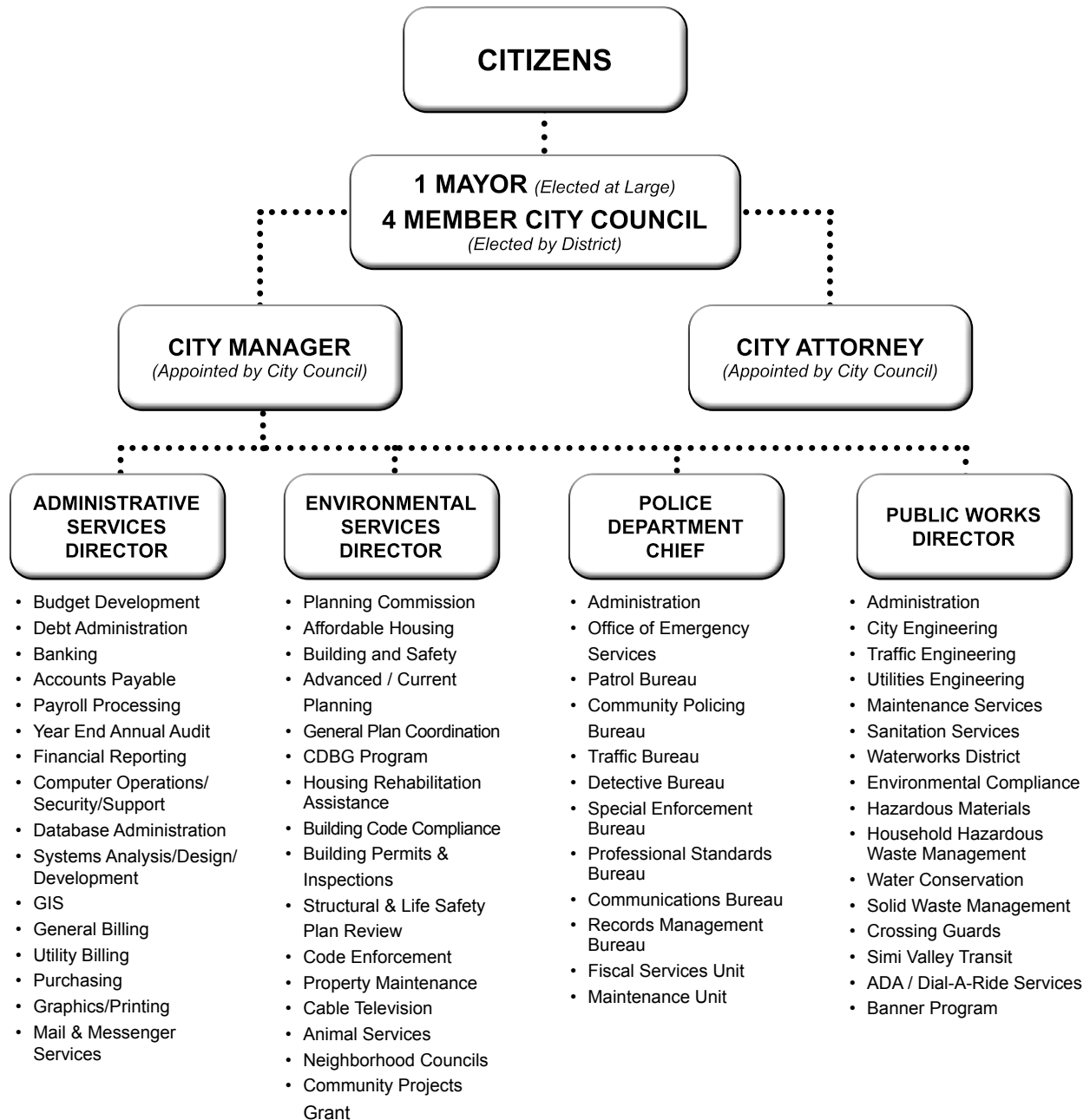
Monitoring the City's budget is a constant effort. Development of the next fiscal year budget begins more than 6 months before the year begins. Budget development is a team effort, an effort that includes many City employees in each Department working extended hours to ensure the financial success of the City. Their hard work cannot be understated. 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 FY 2024-25 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.

A handwritten signature in blue ink, appearing to read "Brian Paul Gabler".

Brian Paul Gabler
City Manager



Organization of the City of Simi Valley





BUDGET MESSAGE & OVERVIEW

STATEMENT OF FUND BALANCE						
Fund No.	Fund Title	Actual Fund Balance June 30, 2023	Estimated Revenues FY 23-24	Estimated Expenses FY 23-24	Estimated Fund Balance June 30, 2024	Projected Fund Balance June 30, 2025
100	General Fund	65,572,231	88,809,971	88,162,351	66,219,850	66,519,697
102	Payroll Fund	98	-	-	98	87,874,344
106	General Fixed Assets	-	-	-	-	-
115	Pooled Interest Earnings Fund	-	-	-	-	-
120	Infrastructure Investment Fund	35,594	4,564,755	4,534,754	65,594	4,637,300
121	Retirement Obligation Fund	20,909	4,534,754	4,534,754	40,909	4,612,614
122	Contingency Fund	772,566	1,294,379	468,000	1,598,945	1,998,945
201	Housing Successor Agency	5,133,983	768,700	2,272,576	3,630,107	1,401,268
202	Local Housing Fund	5,381,810	1,100	266,500	5,116,410	336,000
203	California Program Fund	511,152	51,000	-	562,152	90,000
204	HOME Program Fund	1,285,208	98,400	10,600	1,373,008	540,000
207	Planning	(17,597)	230,607	213,010	-	-
208	Senate Bill 2/Permanent Local Housing Allocation	-	290,357	-	-	-
214	Public Education and Gov't Fund	2,915,733	311,000	67,200	3,159,533	305,000
215	Gasoline Tax Fund	304,243	3,425,342	3,425,342	3,481,390	3,481,389
216	Gasoline Tax Fund - SB 1	2,513,674	3,020,264	3,020,264	2,513,674	3,228,501
221	National opioid Abatement Trust II (Neat II) - Mallinckrodt BK	-	6,903	-	6,903	-
222	National Opioid Settlement - Distributor Settlement	-	31,910	-	31,910	145,597
223	National Opioid Settlement - Jarssen Settlement	-	22,908	-	22,908	34,886
233	Bike Lanes Fund	113,256	37,500	37,000	113,756	40,000
238	Local Transportation Fund	10,734,664	4,640,098	4,640,098	10,734,664	5,714,287
250	Library Fund	2,392,825	3,004,510	2,674,262	2,723,073	2,572,598
260	New Dwelling Fees Fund	1,635,319	32,831	270,000	1,398,150	47,500
262	Development Agreement Fund	4,459,622	149,957	1,418,537	3,191,042	1,337,750
263	Traffic Impact Fees Fund	1,815,373	265,000	434,000	1,646,373	265,000
270	Economic Stabilization Fund	5,084,838	-	-	5,084,838	-
271	COVID-19 Recovery Fund	6,000,000	-	-	6,000,000	-
280	Forfeited Assets Fund - Department of Justice	968,621	682,000	515,950	1,134,671	432,000
281	Forfeited Assets Fund - State & Local	-	132,227	-	132,227	-
282	Forfeited Assets Fund - Treasury	-	2,084	-	2,084	-
285	Supplemental Law Enforcement	273,155	308,000	308,000	273,155	308,000
287	Law Enforcement Grants Fund	1,316,586	1,308,061	1,316,586	1,316,586	1,043,050
290	Community Development Block Grant	445	648,104	813,978	(165,429)	1,364,582
295	Simi Valley Arts Center Program Operation	583,512	592,200	582,200	623,512	-
296	Council on Aging	473,376	46,300	132,125	387,551	-
297	Retiree Benefits Fund	1,321,566	2,852,649	2,538,300	1,635,915	3,027,500
298	Disaster	112,556	-	-	112,556	121,986
299	Earthquake / Disaster	-	-	-	-	-
3001	Landscape Augmentation Fund	21,137	873,076	400,000	494,213	561,228
3002-3499	Landscape Maintenance District No. 1 Funds	(1,109,976)	1,190,267	1,361,995	(1,281,704)	1,351,495
500-514	Debt Service	373,264	4,127,357	4,127,357	396,464	4,146,786
600	Streets and Roads Fund	15,125,291	20,437,101	40,390,553	(4,828,161)	8,718,992
648	Computer Equipment Replacement Fund	1,468,364	599,656	665,000	1,203,240	623,355
649	Geographic Info. & Permits Sys.	21,679	104	-	21,783	-
651	Vehicle Replacement Fund	1,980,538	710,000	1,997,061	693,477	357,300
655	Building Improvement Fund	1,866,014	1,919,362	4,044,791	(259,416)	500,000
656	Information Systems Capital Fund	2,098,690	20,000	724,100	1,394,590	500,000
660	PD Capital	420,824	75,000	195,824	300,000	-
665	City Telephones Capital Fund	165,753	-	32,750	133,003	-
667	LED Streetlights	403,216	-	403,216	-	-
668	Citywide Radio Fund	27,318	1,770,580	978,350	819,518	819,518
700	Sanitation	49,867,875	32,342,600	27,905,672	54,304,804	35,734,795
701	Sewer Connection Fees Fund	11,405,287	1,157,200	12,562,487	690,000	-
702	Sewer Replacement Reserve	10,000,000	10,000,000	3,480,290	13,362,535	12,709,651
750	Transit Fund	(1,432,180)	11,729,533	11,729,533	(1,432,181)	18,168,577
761	Waterworks District No. 8	20,225,266	44,522,027	40,677,365	24,069,908	48,339,434
762	Water Connection Fees Fund	(2,812,503)	693,600	1,098	(2,120,001)	85,000
763	Waterworks Replacement Reserve	16,620,799	1,003,000	5,914,976	11,708,823	825,872
803	Liability Insurance Fund	2,389,999	4,618,900	3,427,555	3,591,344	2,673,014
805	Workers' Compensation Insurance Fund	9,482,498	2,420,315	2,807,054	9,285,778	5,080,688
807	GIS Operating Fund	321,974	97,200	187,590	221,684	4,108,784
809	FIS Operating Fund	152,171	727	-	1,898	126,290
920-957	Trust Funds	(8,172,474)	4,190,984	4,190,984	(8,172,474)	1,898
TOTALS:		\$ 248,395,802	\$ 266,713,986	\$ 278,712,364	\$ 236,397,425	\$ 263,176,273
					\$ 270,204,921	\$ 4,206,480

BUDGET MESSAGE & OVERVIEW



CITYWIDE SUMMARY OF REVENUES Revenues by Fund (Including Transfers In)						
Fund No.	Fund Title	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Revised Budget	FY 2023-24 Est. Actual	FY 2024-25 Proposed
100	General Fund	95,889,208	94,566,375	88,315,589	88,809,971	88,174,190
102	Payroll Fund	-	-	-	-	-
106	General Fixed Assets	-	-	-	-	-
115	Pooled Interest Earnings Fund	-	3,258,835	4,534,754	4,564,755	4,571,705
120	Infrastructure Investment Fund	-	3,242,150	4,534,754	4,554,754	4,571,705
121	Retirement Obligation Fund	-	1,647,568	1,284,379	1,284,379	400,000
122	Contingency Fund	-	-	-	-	68,000
201	Housing Successor Agency	602,345	487,853	382,000	768,700	382,500
202	Local Housing Fund	446,729	222,580	500	1,100	500
203	Call Home Program Fund	360,730	93,910	8,500	51,000	-
204	HOME Program Fund	-	579,393	-	230,607	8,500
207	Planning	-	-	1,493,185	290,357	-
208	Senate Bill 2/Permanent Local Housing Allocation	-	-	295,000	311,000	-
214	Public Education and Gov't Fund	304,223	333,432	311,000	311,000	310,000
215	Gasoline Tax Fund	2,957,347	3,196,192	3,604,740	3,425,342	3,481,390
216	Gasoline Tax Fund - SB 1	2,544,333	2,894,605	3,118,483	3,020,264	3,228,501
221	National Opioid Abatement Trust II (Noat II) - Mallinckrodt BK	-	-	-	6,903	-
222	National Opioid Settlement - Janassen Settlement	-	-	-	31,910	39,911
223	National Opioid Settlement - Janassen Settlement	27,352	39,751	37,500	22,508	34,886
233	Bike Lanes Fund	4,060,290	6,177,955	4,502,000	4,640,998	40,500
238	Local Transportation Fund	2,420,174	2,854,256	2,968,363	3,004,510	5,714,287
250	Library Fund	407,520	60,142	153,700	32,831	2,967,430
260	New Dwelling Fees Fund	20,284	106,250	149,957	149,957	47,500
262	Development Agreement Fund	676,079	-	265,000	265,000	149,957
263	Traffic Impact Fees Fund	-	-	-	-	265,000
270	Economic Stabilization Fund	-	-	-	-	-
271	COVID-19 Recovery Fund	-	-	-	-	-
280	Forfeited Assets Fund - Department of Justice	25,159	407,234	375,000	682,000	432,000
281	Forfeited Assets Fund - State & Local	-	-	132,227	132,227	-
282	Forfeited Assets Fund - Treasury	-	-	2,084	2,084	-
285	Supplemental Law Enforcement	307,158	317,497	308,000	308,000	308,000
287	Law Enforcement Grants Fund	226,367	430,314	704,036	1,316,588	1,043,050
290	Community Development Block Grant	690,557	887,590	671,582	648,104	1,902,813
295	Simi Valley Arts Center Program Operation	593,962	821,659	592,200	592,200	592,200
296	Council on Aging	44,125	58,433	46,300	46,300	46,300
297	Retiree Benefits Fund	2,647,754	3,373,432	2,852,649	2,852,649	2,910,024
298	Disaster	7,728,898	-	-	-	9,430
299	Earthquake / Disaster	-	-	-	-	-
3001	Landscape Augmentation Fund	200,170	200,413	400,000	873,076	400,400
3002-3499	Landscape Maintenance District No. 1 Funds	984,460	968,947	1,190,267	1,190,267	1,190,267
500-514	Debt Service	3,722,475	3,705,906	4,146,157	4,150,527	4,151,527
600	Streets and Roads Fund	15,053,740	10,586,918	20,173,191	20,437,101	8,718,992
648	Computer Equipment Replacement Fund	566,061	613,957	589,500	599,856	599,500
649	Geographic Info. & Permits Sys.	174	423	-	104	-
651	Vehicle Replacement Fund	379,000	968,238	756,975	710,000	397,300
655	Building Improvement Fund	45,000	1,151,500	1,785,000	1,919,362	500,000
656	Information Systems Capital Fund	18,143	41,175	12,500	20,000	-
660	PD Capital	75,000	75,000	75,000	75,000	-
665	City Telephones Capital Fund	-	-	-	-	-
667	LED Streetlights	-	-	-	-	-
668	Citywide Radio Fund	-	2,000,000	770,580	1,770,580	-
700	Sanitation	25,272,289	28,358,863	31,032,300	32,342,600	34,876,300
701	Sewer Connection Fees Fund	1,173,569	1,168,829	375,000	1,157,200	590,000
702	Sewer Replacement Reserve	3,354,389	22,514,202	10,000,000	10,000,000	16,686,981
750	Transit Fund	7,107,199	10,483,448	12,880,063	11,729,533	18,168,577
761	Waterworks District No. 8	49,651,946	42,165,047	51,593,500	44,522,027	51,528,500
762	Water Connection Fees Fund	718,341	1,075,456	120,000	693,600	85,000
763	Waterworks Replacement Reserve	524,750	13,361,885	1,003,000	1,003,000	413,528
800	Liability Insurance Fund	2,284,336	2,519,220	4,618,900	4,618,900	4,563,900
805	Workers' Compensation Insurance Fund	3,871,082	4,548,426	2,420,315	2,420,315	2,285,962
807	GIS Operating Fund	97,163	100,721	95,300	97,200	97,200
809	FIS Operating Fund	2,942	4,901	-	727	-
920-957	Trust Funds	4,703,567	3,952,852	4,190,984	4,190,984	4,236,480
TOTALS:		242,913,511	276,762,437	269,541,013	266,713,986	270,204,921
						663,907
						0.2%



BUDGET MESSAGE & OVERVIEW

CITYWIDE SUMMARY OF EXPENDITURES						
Expenditures by Fund (including Transfers and Reimbursements)						
Fund No.	Fund Title	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Revised Budget	FY 2023-24 Est. Actual	FY 2024-25 Proposed
100	General Fund	86,595,320	79,844,650	96,834,865	88,162,351	87,874,344
102	Payroll Fund	-	-	-	-	-
106	General Fixed Assets	17,995	58,287	-	-	-
115	Pooled Interest Earnings Fund	-	-	-	-	-
120	Infrastructure Investment Fund	-	3,221,241	4,534,754	4,534,754	(4,534,754)
121	Retirement Obligation Fund	-	3,221,241	4,534,754	4,534,754	(4,534,754)
122	Contingency Fund	-	875,000	468,000	468,000	-
201	Housing Successor Agency	861,138	484,724	1,423,429	2,272,576	1,401,268
202	Local Housing Fund	48,401	23,145	385,000	268,500	336,000
203	CalHome Program Fund	2,000	(4,000)	250,000	-	90,000
204	HOME Program Fund	283,771	107,262	540,000	10,600	540,000
207	Planning	194,968	412,422	365,235	213,010	-
208	Senate Bill 2/Permanent Local Housing Allocation	-	-	1,493,185	290,357	-
214	Public Education and Gov't Fund	71,261	51,735	1,136,617	67,200	305,000
215	Gasoline Tax Fund	2,720,091	3,153,022	3,604,740	3,425,342	3,481,389
216	Gasoline Tax Fund - SB 1	1,959,446	4,218,348	3,118,483	3,020,264	3,228,501
221	National Opioid Abatement - Distributor Settlement	-	-	-	-	12,781
222	National Opioid Abatement - Distributor Settlement	-	-	-	-	145,597
223	National Opioid Settlement - Janssen Settlement	-	-	-	-	99,891
233	Bike Lanes Fund	26,105	36,958	39,000	37,000	40,000
238	Local Transportation Fund	4,067,647	5,394,348	7,062,189	4,640,998	5,714,287
250	Library Fund	2,389,368	2,590,275	4,873,985	2,874,262	2,572,598
260	New Dwelling Fees Fund	70,000	70,000	270,000	270,000	670,000
262	Development Agreement Fund	585,462	1,391,418	1,418,537	1,418,537	1,337,750
263	Traffic Impact Fees Fund	84,000	284,000	434,000	434,000	375,000
270	Economic Stabilization Fund	-	-	-	-	-
271	COVID-19 Recovery Fund	-	-	-	-	-
280	Forfeited Assets Fund - Department of Justice	54,019	198,663	650,260	515,950	317,800
281	Forfeited Assets Fund - State & Local	-	-	-	-	132,227
282	Forfeited Assets Fund - Treasury	-	-	-	-	2,084
285	Supplemental Law Enforcement	307,158	308,000	308,000	308,000	308,000
287	Law Enforcement Grants Fund	248,930	291,667	307,706	1,306,061	1,043,050
290	Community Development Block Grant	676,355	661,763	1,088,035	813,978	1,364,582
295	Simi Valley Arts Center Program Operation	412,974	515,589	552,200	552,200	-
296	Council on Aging	50,792	72,488	132,125	132,125	-
297	Retiree Benefits Fund	2,510,785	2,561,596	3,025,000	2,538,300	3,027,500
298	Disaster	12,010,027	5,325,294	-	-	121,986
299	Earthquake Disaster	-	-	-	-	-
3001	Landscape Augmentation Fund	200,000	200,000	400,000	400,000	561,228
3002-3499	Landscape Maintenance District No. 1 Funds	1,433,382	1,100,052	1,192,609	1,361,995	1,351,495
500-514	Debt Service	3,684,151	4,078,909	4,134,587	4,127,357	4,146,786
600	Streets and Roads Fund	2,580,817	11,072,321	40,392,842	40,390,553	8,718,992
648	Computer Equipment Replacement Fund	487,147	467,763	1,411,315	865,000	623,355
649	Geographic Info. & Permits Sys.	-	-	-	-	-
651	Vehicle Replacement Fund	236,048	568,251	1,844,128	1,997,061	757,300
655	Building Improvement Fund	1,457,081	113,002	4,044,791	4,044,791	500,000
656	Information Systems Capital Fund	494,814	96,454	1,085,836	724,100	-
660	PD Capital	-	-	445,865	195,624	-
665	City Telephones Capital Fund	14,470	-	179,392	32,750	-
667	LED Streetlights	-	-	403,216	403,216	-
668	Citywide Radio Fund	-	1,972,682	2,891,093	976,380	-
700	Sanitation	17,316,341	39,617,618	30,770,408	27,905,672	35,734,795
701	Sewer Connection Fees Fund	313	313	-	-	-
702	Sewer Replacement Reserve	432,234	172,918	31,942,429	3,480,290	12,709,651
750	Transit Fund	7,055,879	9,119,451	22,725,081	11,729,533	18,168,571
761	Waterworks District No. 8	42,936,715	49,339,006	46,207,212	40,677,365	48,339,434
762	Water Connection Fees Fund	91,299	56,891	1,098	1,098	825,872
763	Waterworks Replacement Reserve	318,161	241,096	23,246,187	5,914,976	2,673,014
803	Liability Insurance Fund	1,276,654	1,566,611	3,842,435	3,427,555	5,080,688
805	Workers' Compensation Insurance Fund	2,743,187	1,296,408	4,876,839	2,607,034	4,108,784
807	GIS Operating Fund	49,173	41,119	282,147	197,590	126,290
809	FIS Operating Fund	151,000	151,000	151,000	151,000	1,898
920-957	Trust Funds	3,005,402	2,825,244	4,190,734	4,190,984	4,206,480
	TOTALS:	201,172,110	239,456,245	375,616,661	278,712,364	263,176,273
						\$ (112,440,387)
						% Budget Change -29.9%

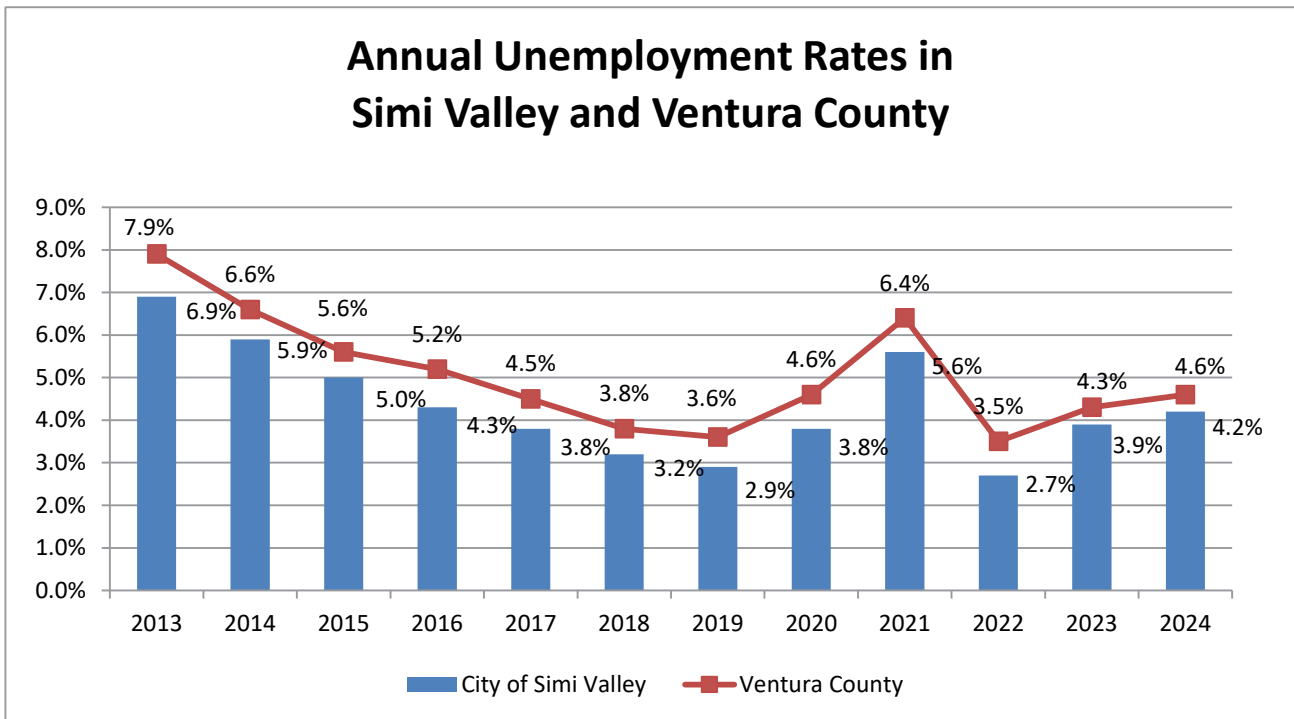


FINANCIAL CONTEXT

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.



* 2024 Data is as of March 2024

*Source: California Employment Development Department



BUDGET MESSAGE & OVERVIEW

FINANCIAL CONTEXT (continued)

Real Estate Market

The median sales price for homes in Simi Valley CA as of January 2024 was \$892,500. This is a decrease of 8.84% over last year.



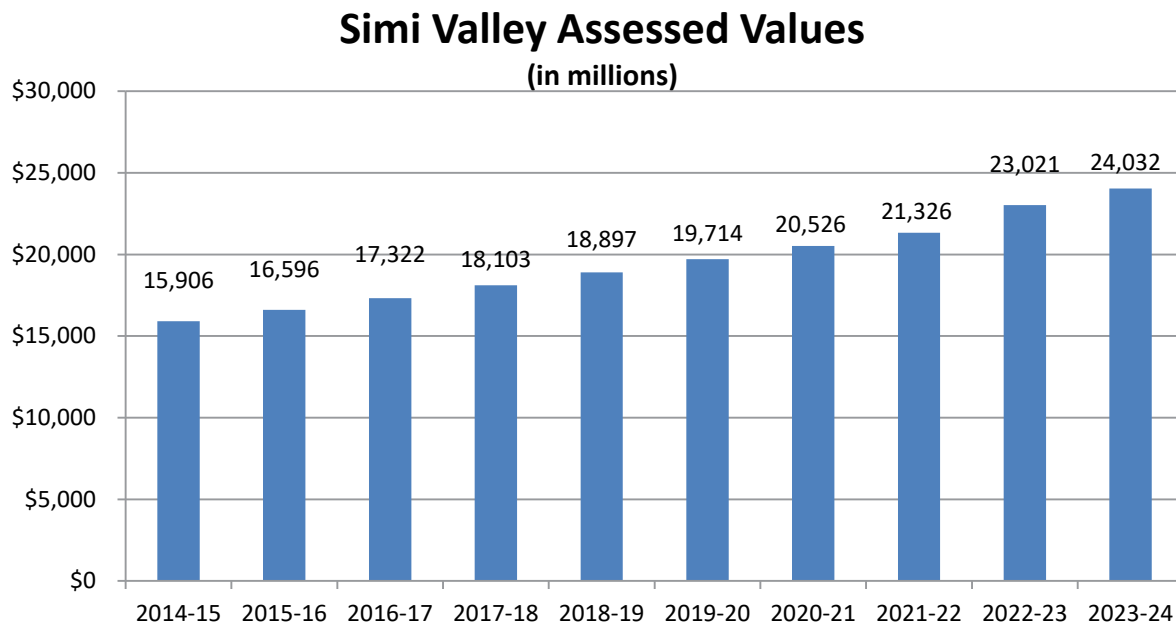
*Source: HDL



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 4.2% from FY 2022-23 to FY 2023-24.



* Source: HDL



BUDGET MESSAGE & OVERVIEW

FINANCIAL CONTEXT (continued)

City of Simi Valley Authorized Positions (FTEs)

	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>FY2023-24</u>	<u>FY2024-25</u>
City Administration ¹	37.875	37.875	37.875	37.875	37.875
City Attorney ⁷	6.00	6.00	6.00	6.00	5.00
Administrative Services ³	38.50	39.50	41.50	41.50	42.50
Community Services ²	-	-	-	-	-
Transit	-	-	-	-	-
Environmental Services ⁴	49.00	49.00	49.00	49.00	49.00
Public Works ⁵	89.73	88.73	89.73	90.73	87.73
Waterworks	41.66	41.66	41.66	42.66	42.16
Sanitation	58.61	57.61	56.61	56.61	59.11
Transit	43.05	42.05	42.05	42.40	43.40
Police Department ⁶					
Sworn	123.00	123.00	123.00	123.00	123.00
Non-Sworn	53.00	53.00	53.00	53.00	55.00
CITYWIDE TOTAL	540.425	538.425	540.425	542.775	544.775

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

Staffing Changes

¹ FY2020-21

17.875 FTEs were moved out of Community Services and into City Administration, 2 were then eliminated.

² FY2020-21

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

³ FY2021-22

One Limited Term Accounting Technician I was made a permanent position. Eliminating one Accounting Assistant II.

FY 2022-23

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

FY 2024-25

One GIS Coordinator was moved from Public Works and added to the Information Services Division.

⁴ FY2020-21

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

⁵ 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 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.

FY2024-25

Four Transit Operators were made full-time, Assistant PW Director was divided between GF, Sanitation, and Water, Senior Engineer Technician moved into Water, and GIS Coordinator moved to Admin Services. Add one Mechanic II and one Plant Operations Supervisor in Sanitation.

⁶ 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.

FY2024-25

Add one new Investigative Assistant and Property Technician.

⁷ FY2024-25

Eliminated one City Attorney position

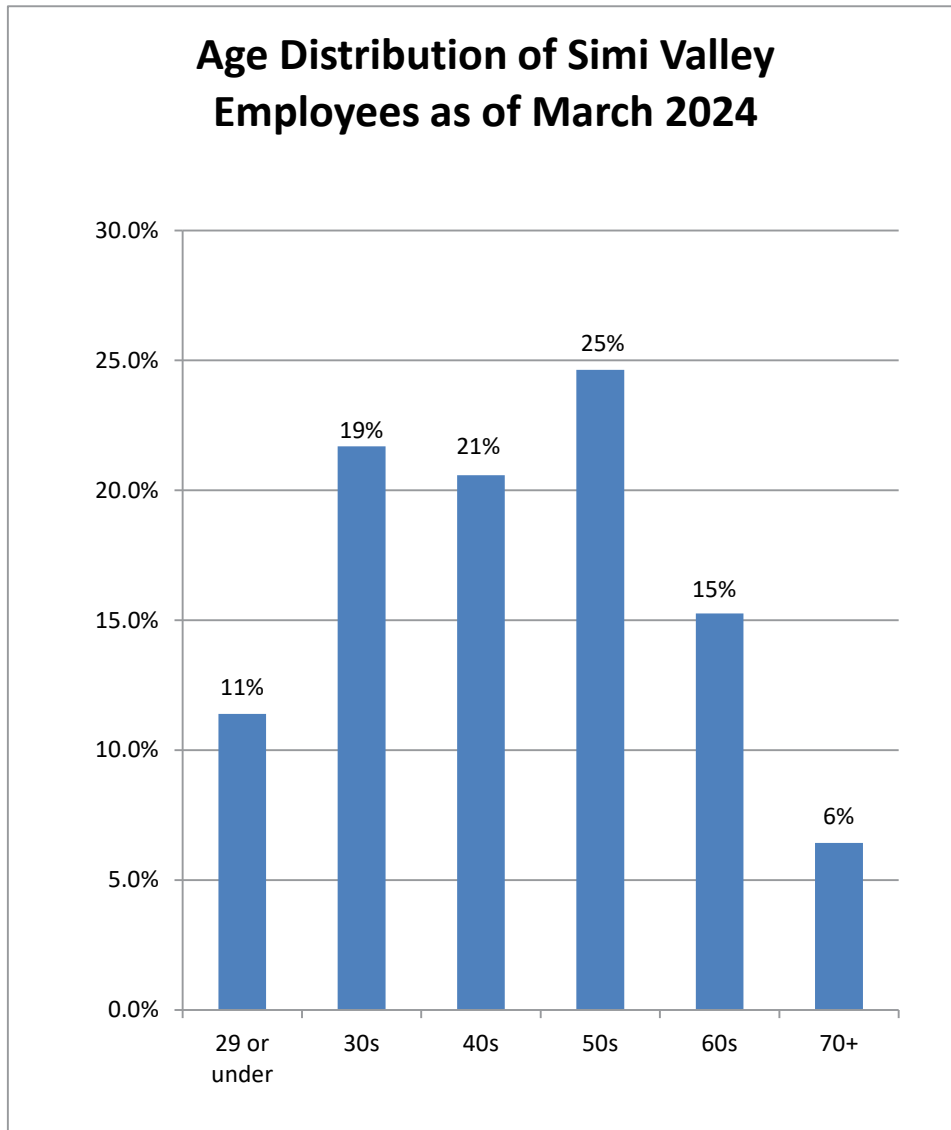


FINANCIAL CONTEXT (continued)

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 46% of the City's workforce is at or above the age of 50. This means many employees are at or near retirement. Approximately 67% of employees are 40 years of age or above, an 8% decrease when compared to last year, and an increase in employees under the age of 40. The City is experiencing significant expected turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, decrease in years of



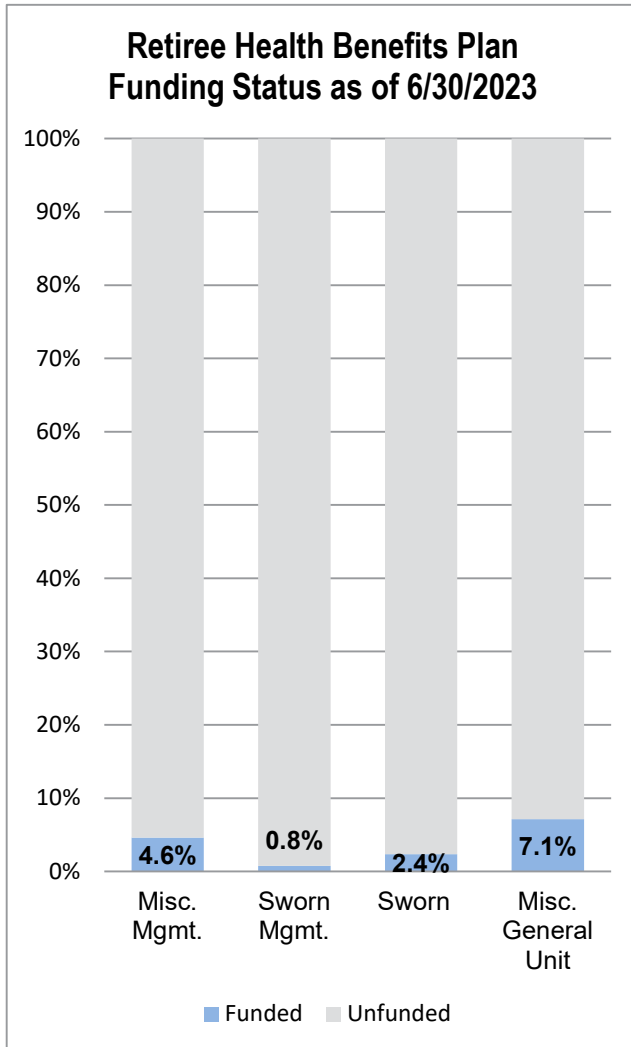
* Source: City of Simi Valley Human Resources



BUDGET MESSAGE & OVERVIEW

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 2023, the City's retiree benefits funds are between 0.8% and 7.1% 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.

* Source: June 30, 2023 Annual Comprehensive Financial Report



FINANCIAL CONTEXT (continued)

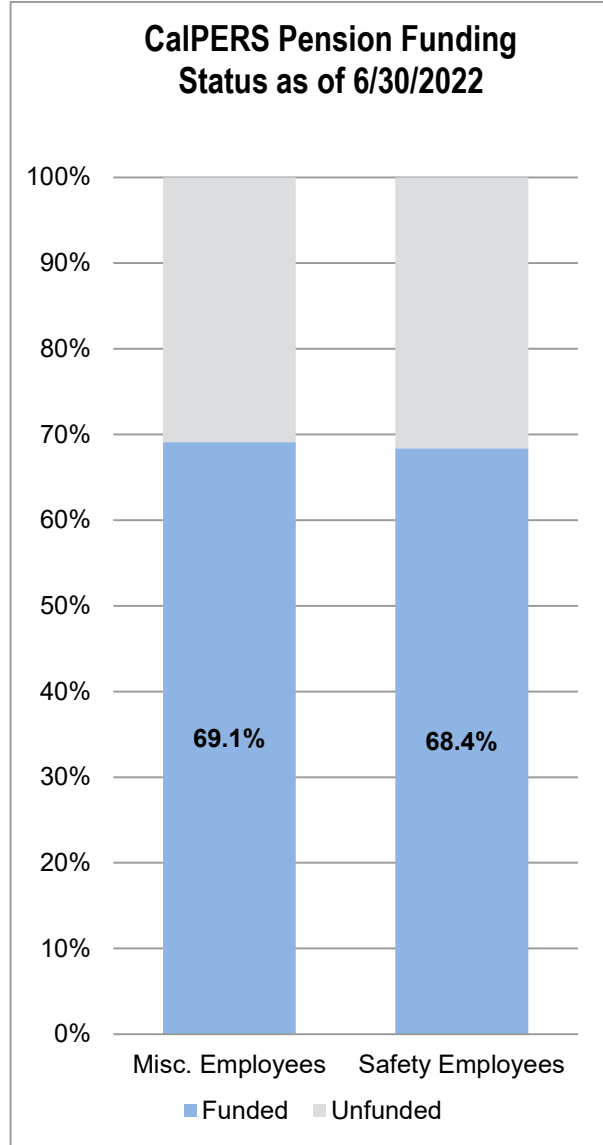
CalPERS Pension Liabilities

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 6/30/22 was funded at 69.1%, down from 79.7% the prior year. Pensions for Sworn unit employees were funded at 68.4%, down from 78.5% the prior year.

CalPERS changed its funding model in 2014-15 to increase premium rates to account for employee longevity and recover from prior market losses. The City negotiated employee offsets to pension costs, with employees now contributing to their pensions. Future contract negotiations with employee groups will effect the budget going forward.

CalPERS began reducing its discount rate and changed its payment methodology in 2017-18 and again in 2021-22, 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

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Safety	\$8,074,945	\$8,530,553	\$8,982,603	\$9,351,004	\$10,123,514	\$10,314,328
Miscellaneous	\$10,900,147	\$11,560,137	\$12,248,543	\$12,778,968	\$13,971,880	\$14,264,037
Total	\$18,975,092	\$20,090,690	\$21,231,145	\$22,129,972	\$24,095,394	\$24,578,365

* Source: CalPERS Actuarial Valuation as of 6/30/22

GENERAL FUND BALANCE





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 \$14.9 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 2023-24 began with a General Fund, fund balance of \$65.5 million. We project to end the year with a positive year-end budget (resources over expenditures) of \$647,620. This is primarily due to revenues ending the year \$983,625 more than budgeted and expenses ending the year \$451,185 more than budgeted. The increase in revenue is mainly due to interest earned on investments, property taxes and revenues from other governments such as grants. The increase in expenditures is due \$2.7 million more in expenditures from services not fully spent in FY 2022-23 and carried forward into FY 2023-24. A \$2.4 million offset in expenditure savings from planned and unplanned staff vacancies and shortage of supplies and materials cost net the increase in expenditures.

The proposed Fiscal Year 2024-25 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.

GENERAL FUND BALANCE



CHANGES IN GENERAL FUND BALANCE (Fund 100)

PRIOR YEAR HISTORY

	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 37,022,778	\$ 40,501,365	\$ 40,516,618	\$ 48,569,722
Operating Revenues	\$ 73,934,097	\$ 76,820,061	\$ 78,814,999	\$ 95,889,208
Transfer In from ARPA Grant Funds				
Reserved for Capital Projects				
Net Revenues	\$ 73,934,097	\$ 76,820,061	\$ 78,814,999	\$ 95,889,208
Expenditures	\$ 67,457,510	\$ 70,804,808	\$ 70,761,896	\$ 85,555,320
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	\$ 76,804,808	\$ 70,761,896	\$ 85,555,320
Operating Surplus/(Deficit)	\$ 3,478,587	\$ 15,253	\$ 8,053,103	\$ 10,333,888
Transfer Out of Previous Year's Surplus Funds	\$ -	\$ -	\$ -	\$ -
ENDING GENERAL GOV'T FUND BALANCE	\$ 40,501,365	\$ 40,516,618	\$ 48,569,722	\$ 58,903,609
Prudent Reserve (17% of expenditures)	\$ 11,467,800	\$ 12,036,800	\$ 12,029,500	\$ 14,544,400
Assigned Fund Balance	\$ 10,352,322	\$ 8,124,398	\$ 5,971,365	\$ 5,920,262
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	5,692,380
Loans Receivable (Various)	231,298	231,298	227,882	227,882
Unassigned Fund Balance	\$ 18,681,243	\$ 20,355,420	\$ 30,568,857	\$ 38,438,947



GENERAL FUND BALANCE

CHANGES IN GENERAL FUND BALANCE (Fund 100)

	ACTUAL 2022-23	REVISED BUDGET 2023-24	ESTIMATED ACTUAL 2023-24	PROPOSED BUDGET 2024-25	PROJECTION 2025-26	PROJECTION 2026-27
BEGINNING GENERAL GOV'T FUND BALANCE	\$ 58,903,609	\$ 65,572,231	\$ 65,572,231	\$ 55,885,962	\$ 46,642,398	\$ 46,778,800
Operating Revenues	\$ 94,566,375	\$ 88,315,589	\$ 88,809,971	\$ 88,174,190	\$ 90,641,186	\$ 93,179,646
Reserved for ARPA Grant Funds	4,355,893	-	-	-	-	-
Reserved for Capital Projects	822,421	-	-	-	-	-
Net Revenues	\$ 89,388,061	\$ 88,315,589	\$ 88,809,971	\$ 88,174,190	\$ 90,641,186	\$ 93,179,646
Operating Expenditures	\$ 79,844,650	\$ 96,834,865	\$ 88,162,351	\$ 87,874,344	\$ 90,504,785	\$ 93,021,806
Loan Forgiveness to Liability Fund	-	-	-	-	-	-
Transfer to Transit Fund	-	-	-	-	-	-
Transfer to Covid-19 Recovery Fund	-	-	-	-	-	-
Net Expenditures	\$ 79,844,650	\$ 96,834,865	\$ 88,162,351	\$ 87,874,344	\$ 90,504,785	\$ 93,021,806
Operating Surplus/(Deficit)	\$ 9,543,410	\$ (8,519,276)	\$ 647,620	\$ 299,846	\$ 136,401	\$ 157,840
Transfer Out Previous Year's Surplus Funds	\$ 8,053,103	\$ 10,333,887	\$ 10,333,887			
ENDING GENERAL GOV'T FUND BALANCE	\$ 65,572,231	\$ 46,719,067	\$ 55,885,962	\$ 56,185,808	\$ 46,778,800	\$ 46,936,639
Prudent Reserve (17% of expenditures)	\$ 13,573,600	\$ 16,461,900	\$ 14,987,600	\$ 14,938,600	\$ 15,385,800	\$ 15,813,700
Assigned Fund Balance	\$ 3,569,595	\$ 3,569,595	\$ 3,569,595	\$ 3,569,595	\$ 3,569,595	\$ 3,569,595
Encumbrance Reserve						
CDA Loan Receivable **						
Advances to Other Funds (Various)	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380
Loans Receivable (Various)	221,215	221,215	221,215	221,215	221,215	221,215
Unassigned Fund Balance	\$ 48,429,036	\$ 26,687,572	\$ 37,328,767	\$ 37,677,613	\$ 27,823,405	\$ 27,553,344
FY 2022-23 Surplus Funds				9,543,410		
Transfer to Infrastructure Investment Fund				3,817,364		
Transfer to Retirement Obligation Fund				3,817,364		
Transfer to Contingency Fund				1,908,682		
FINAL GENERAL GOV'T FUND BALANCE	\$ 65,572,231	\$ 46,719,067	\$ 55,885,962	\$ 46,642,398	\$ 46,778,800	\$ 46,936,639

GENERAL FUND BALANCE



SURPLUS FUNDS CALCULATION

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	ESTIMATED ACTUAL 2023-24	PROPOSED BUDGET 2024-25
BEGINNING GENERAL GOV'T FUND BALANCE	\$48,569,721	\$58,903,609	\$65,575,231	\$65,575,231	\$55,885,962
Revenues	\$95,889,208	\$94,566,375	\$88,315,589	\$88,809,971	\$88,174,190
Reserved for ARPA Grant Funds		\$ 4,355,894			
Reserved for Capital Projects		822,420			
Net Revenues	<u>\$95,889,208</u>	<u>\$89,388,061</u>	<u>\$88,315,589</u>	<u>\$88,809,971</u>	<u>\$88,174,190</u>
Operating Expenditures	\$85,555,320	\$79,844,650	\$96,834,865	\$88,162,352	\$87,874,344
Net Expenditures	<u>\$85,555,320</u>	<u>\$79,844,650</u>	<u>\$96,834,865</u>	<u>\$88,162,352</u>	<u>\$87,874,344</u>
Operating Surplus/(Deficit)	<u>\$10,333,888</u>	<u>\$ 9,543,410</u>	<u>\$ (8,519,276)</u>	<u>\$ 647,620</u>	<u>\$ 299,846</u>
Transfer Out of Previous Year's Surplus Funds		- \$ 8,053,103	\$10,333,887	\$10,333,887	
ENDING GENERAL GOV'T FUND BALANCE	\$58,903,609	\$65,575,231	\$46,719,067	\$55,885,962	\$56,185,808
Prudent Reserve (17% of expenditures)	\$14,544,400	\$13,573,600	\$16,461,900	\$14,987,600	\$14,938,600
Assigned Fund Balance	\$ 5,920,262	\$ 3,569,596	\$ 3,569,595	\$ 3,569,595	\$ 3,569,595
Encumbrance Reserve	-	-	-	-	-
CDA Loan Receivable **	-	-	-	-	-
Advances to Other Funds (Various)	5,692,380	3,348,381	3,348,380	3,348,380	3,348,380
Loans Receivable (Various)	227,882	221,215	221,215	221,215	221,215
Unassigned Fund Balance	\$38,438,947	\$48,432,035	\$26,687,572	\$37,328,767	\$37,677,613

\$ 26,362,303 = 30% of FY 25 Expenditures
\$ 11,315,310 Amount over 30% of Expenditures
9,543,410 Available for Redistribution (cannot exceed surplus amount)
 \$4,571,705 40% to Infrastructure Fund
 \$4,571,705 40% to Retirement Fund
 \$ 400,000 20% to Contingency Fund*

* Contingency Fund shall have a maximum balance of \$2 million. Due to the FY2023-24 year end balance of \$1,598,945, the fund was only given an additional \$400,000 resulting in the Infrastructure and Retirement funds receiving an amount above the 40% minimum.



GENERAL FUND BALANCE

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% - 3% per year inflationary growth. Projections on the expenditure side include 3% growth in personnel costs each year, a 3% growth in materials and supplies for FY 2025-26 based inflationary growth and 2% growth each year thereafter, and 1% inflationary growth for most other expenditure types.

GENERAL FUND BALANCE



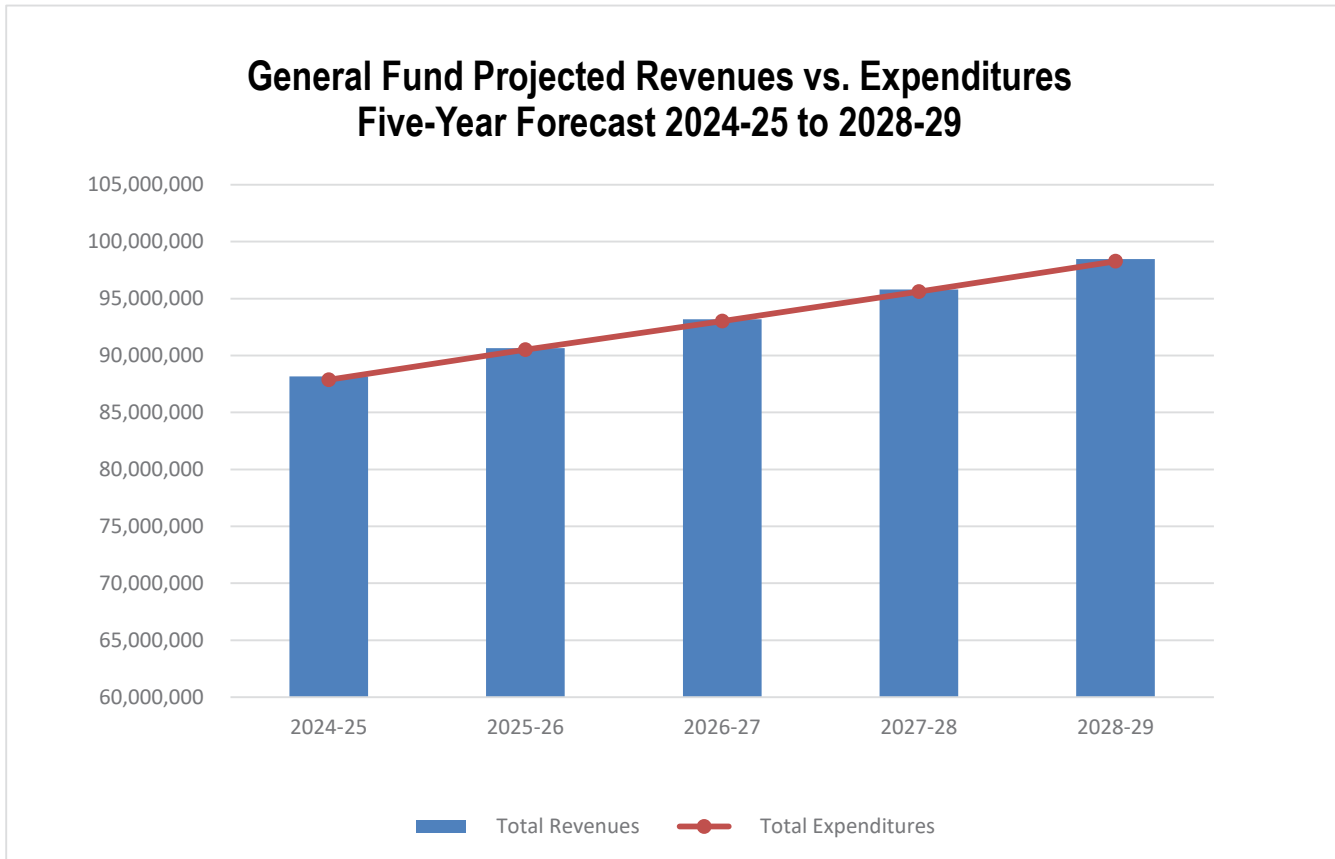
FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION SUMMARY REVENUES AND EXPENDITURES DATA

	ACTUAL 2021-22	ACTUAL 2022-23	ESTIMATED ACTUAL 2023-24	PROPOSED BUDGET 2024-25	PROJECTION 2025-26	PROJECTION 2026-27	PROJECTION 2027-28	PROJECTION 2028-29
REVENUES								
Taxes And Franchises	71,205,622	74,464,375	75,039,905	75,445,725	77,709,097	80,040,370	82,441,581	84,914,828
Licenses And Permits	5,116,844	3,606,781	2,969,000	3,139,000	3,201,780	3,265,816	3,331,132	3,397,755
Fines And Forfeitures	275,599	261,319	333,300	333,300	336,633	339,999	343,399	346,833
Use Of Money & Property	(183,377)	2,328,691	1,871,890	1,702,572	1,736,623	1,771,355	1,806,783	1,842,918
From Other Governments	483,175	472,942	612,956	473,916	478,655	483,442	488,276	493,159
Grants	236,190	554,928	362,994	362,994	370,254	377,659	385,212	392,916
Service Charges	1,597,619	1,108,623	1,158,652	1,127,100	1,149,642	1,172,635	1,196,088	1,220,009
Other Revenues	1,623,377	1,744,795	1,401,064	1,302,300	1,328,346	1,354,913	1,382,011	1,409,651
Transfers In	15,534,159	10,023,920	5,060,210	4,287,283	4,330,156	4,373,458	4,417,192	4,461,364
Total Revenues	\$ 95,889,208	\$ 94,566,375	\$ 88,809,971	\$ 88,174,190	\$ 90,641,186	\$ 93,179,646	\$ 95,791,674	\$ 98,479,434
EXPENDITURES								
Personnel	63,043,425	64,342,661	65,803,090	68,917,416	70,984,939	73,114,487	75,307,921	77,567,159
Supplies/Materials	5,129,191	4,581,951	5,710,178	6,208,321	6,394,570	6,522,462	6,652,911	6,785,969
Services	7,585,250	8,978,871	14,497,905	12,459,147	12,832,921	13,089,580	13,351,371	13,618,399
Capital Outlay	123,762	43,597	365,977	306,500	309,565	312,661	315,787	318,945
Transfers to Other Funds	18,553,829	10,692,049	10,884,135	9,306,272	9,399,335	9,493,328	9,588,262	9,684,144
Reimbursed Expenses	(8,880,137)	(8,794,479)	(9,098,934)	(9,323,312)	(9,416,546)	(9,510,711)	(9,605,818)	(9,701,876)
Total Expenditures	\$ 85,555,320	\$ 79,844,650	\$ 88,162,351	\$ 87,874,344	\$ 90,504,785	\$ 93,021,806	\$ 95,610,434	\$ 98,272,740
Net Surplus/(Deficit)		\$ 14,721,724	\$ 647,620	\$ 299,846	\$ 136,401	\$ 157,840	\$ 181,239	\$ 206,694
Reserved for ARPA Grant Funds and Capital Projects		(5,178,314)	-	-	-	-	-	-
Operating Surplus/(Deficit)		\$ 9,543,410	\$ 647,620	\$ 299,846	\$ 136,401	\$ 157,840	\$ 181,239	\$ 206,694
Surplus Funds								
Transfer to Infrastructure Investment Fund	FY 2020-21 \$3,221,241	FY 2021-22 \$4,534,755	FY 2021-22 \$4,534,755	FY 2022-23 4,571,705				
Transfer to Retirement Obligation Fund	\$3,221,241	\$4,534,754	\$4,534,754	4,571,705				
Transfer to Contingency Fund	\$1,610,621	\$1,264,379	\$1,264,379	400,000				

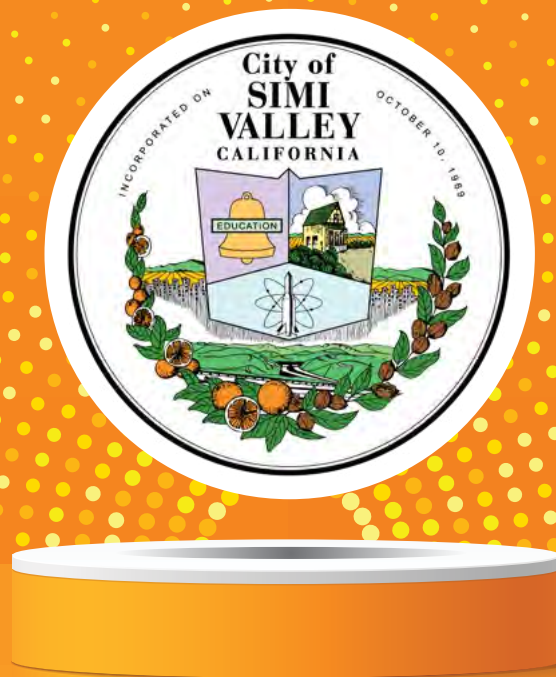


GENERAL FUND BALANCE

FIVE-YEAR GENERAL FUND PROJECTION



GENERAL FUND REVENUES





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 2024-25 General Fund Revenues are projected to be \$141,400 (0.2%) less than the FY 2023-24 revised budget amounts. Simi Valley expects revenues to flatten over the next year due to the high interest rates and a more conservative shift in consumer spending. The City was fortunate to experience larger than normal revenues in the last few years, however anticipates a more moderate increase in the outer years similar to those increases experienced pre-pandemic.

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 2022-23, budgeted and estimated actual revenue data for FY 2023-24, and budgeted revenue for FY 2024-25.

FY 2024-25 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 slightly increase by \$652,000 (0.9%) over the FY 2023-24 Revised Budget to \$75,445,725 in FY 2024-25. Property tax revenues are projected to increase by \$1.6 million. The housing market has slowed, still we are seeing moderate increase due to many homes and commercial real estate being reassessed over the past few years.

FY 2024-25 Sales Tax revenues are projected to decrease by \$1.1 million (-4.6%) from the FY 2023-24 revised budget, due to the impact of high interest rates on borrowing cost. Consumer spending has focused on practical items rather than discretionary retail purchases. The percentage of household income spent on food is now at the highest level in decades. Home sales, vehicle purchases, consumer goods, and restaurant sales have all slowed.

Licenses and Permits

This category is projected to increase by \$67,000 from FY2024-25 revised budget. This is mostly due to increase in plan check services and encroachment permits revenue.

Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines and Parking Citations. FY 2024-25 Fines and Forfeitures revenues are projected to decrease by \$66,700 with the FY 2023-24 revised budget.

Use of Money and Property

This category is projected to have the greatest percentage increase at 26.4% (\$355,132) in FY 2024-25 when compared to FY 2023-24 revised budget due to an increase in interest on investments as high rates continue to hold.

Revenues From Other Governments

The category is projected to decrease by \$68,570 (-12.6%) in FY 2024-25 due to a decrease in anticipated SB90 revenues.

Grants

Grant revenues are projected to increase by \$67,289 (22.8%) in FY 2024-25. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

Service Charges

This category of revenue sources, generated from the local economy, primarily from land development activity, is projected to increase by \$44,200 (4.1%) in FY 2024-25 from the FY 2024-25 revised budget. This is primarily due to an increase in projects moving to plan check.

Other Revenues

Other Revenues, also generated from the local economy, are projected to decrease by \$171,800 (-11.7%) in FY 2024-25 due to payments from a national opioids settlement being moved into special funds outside the General Fund.

Transfers In

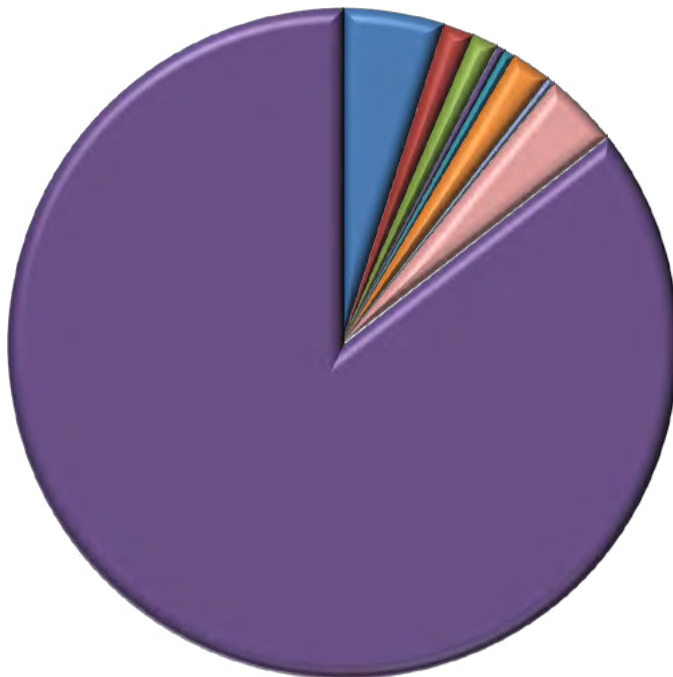
This revenue category is projected to decrease by \$1.02 million (-19.2%) in FY 2024-25 due to the decrease in transfers from the Gas Tax and FIS Operations. The decrease in transfers-in from the Law Enforcement Grant were impacted by administrative changes to more appropriately reflect salary reimbursements for law



GENERAL FUND REVENUES

GENERAL FUND REVENUES (continued)

FY 24-25 General Fund Resources \$ 88,174,190



- Transfers In - 4.8%
- Other Revenues - 1.5%
- Service Charges - 1.3%
- Grants - 0.4%
- From Other Govts. - 0.5%
- Use of Money & Property - 1.9%
- Fines & Forfeitures - 0.4%
- Licenses & Permits - 3.6%
- Taxes & Franchises - 85.6%

GENERAL FUND REVENUES



GENERAL FUND REVENUE SUMMARY

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
TAXES & FRANCHISES						
31101 - Property Taxes/Secured	36,528,137	39,729,780	40,522,801	42,137,819	42,137,819	4.0%
31111 - Sales and Use Tax	23,631,522	23,398,288	24,395,548	22,876,086	23,281,906	-4.6%
31112 - Transient Lodging Taxes	2,026,395	2,091,992	2,000,000	2,100,000	2,100,000	5.0%
31113 - Franchise Taxes	5,393,386	6,084,358	4,800,000	5,100,000	5,100,000	6.3%
31114 - Business Tax Receipts	2,343,050	2,436,816	2,275,000	2,275,000	2,275,000	0.0%
31115 - Documentary Transfer Tax	1,283,133	723,140	800,000	551,000	551,000	-31.1%
	\$ 71,205,622	\$ 74,464,375	\$ 74,793,349	\$ 75,039,905	\$ 75,445,725	0.9%
LICENSES & PERMITS						
32301 - Building Permits	3,359,942	2,179,502	1,900,000	1,760,000	1,850,000	-2.6%
32302 - Permit Records Retention Fee	27,424	16,882	17,000	14,000	14,000	-17.6%
32303 - Plan Check Services	987,063	937,405	800,000	750,000	850,000	6.3%
32402 - Encroachment Permits	672,441	401,025	300,000	400,000	375,000	25.0%
32604 - Other Licenses & Permits	69,973	71,968	55,000	45,000	50,000	-9.1%
	\$ 5,116,844	\$ 3,606,781	\$ 3,072,000	\$ 2,969,000	\$ 3,139,000	2.2%
FINES & FORFEITURES						
33501 - Vehicle Code Fines	273,747	224,693	300,000	300,000	300,000	0.0%
33502 - Parking Citations	1,852	36,625	100,000	33,300	33,300	-66.7%
	\$ 275,599	\$ 261,319	\$ 400,000	\$ 333,300	\$ 333,300	-16.7%
USE OF MONEY & PROPERTY						
34001 - Interest on Investments	673,069	1,870,728	650,000	1,000,000	800,000	23.1%
34003 - Change In Fair Value Investmnt	(1,856,841)	(387,696)	-	-	-	0.0%
34004 - Interest on Leases	202,921	199,533	-	180,000	200,000	100.0%
34101 - Rents & Leases	461,808	493,425	543,000	537,450	546,658	0.7%
34104 - DMV Lease	149,546	152,702	154,440	154,440	155,914	1.0%
34399 - Reclass Revenue	186,118	-	-	-	-	0.0%
	\$ (183,377)	\$ 2,328,691	\$ 1,347,440	\$ 1,871,890	\$ 1,702,572	26.4%
REVENUES FROM OTHER GOVERNMENTS						
35101 - Motor Vehicle In-Lieu	143,792	129,308	90,000	155,823	100,000	11.1%
35501 - POST Reimbursement	111,373	104,752	80,000	85,647	80,000	0.0%
35502 - 911 Reimbursement	-	-	1,000	-	1,000	0.0%
35601 - Homeowners Subventions	149,447	157,916	150,000	150,000	150,000	0.0%
35602 - SB 90 Claims	78,563	80,967	221,486	221,486	142,916	-35.5%
	\$ 483,175	\$ 472,942	\$ 542,486	\$ 612,956	\$ 473,916	-12.6%
GRANTS						
36001 - Federal Assistance	169,377	316,383	229,705	296,994	296,994	29.3%
36002 - State Assistance	-	176,441	-	-	-	0.0%
36210 - Curbside Recycling Reimbursmnt	31,011	31,374	31,000	31,000	31,000	0.0%
36340 - Household Waste Program	35,802	30,731	35,000	35,000	35,000	0.0%
	\$ 236,190	\$ 554,928	\$ 295,705	\$ 362,994	\$ 362,994	22.8%
SERVICE CHARGES						
37001 - Duplication Services	793	985	1,200	750	1,300	8.3%
37002 - Maps & Publications	2	-	5,000	5,002	5,000	0.0%
37003 - Returned Check (NSF) Charges	(50)	144	300	300	300	0.0%
37103 - Business Registration Fees	197,939	190,082	190,000	190,000	190,000	0.0%
37299 - Other Community Services Fees	(3,008)	(21,269)	4,200	15,900	4,200	0.0%
37301 - Planning Fees	401,875	429,487	350,000	350,000	350,000	0.0%
37303 - Permit Automation/GIS Mapping	40,092	29,262	22,500	23,500	23,500	4.4%
37401 - Engineering Fees	24,430	50,603	67,000	45,000	50,000	-25.4%
37402 - Soils/Hydrology Fee	61,139	58,121	40,000	60,000	50,000	25.0%
37403 - Slurry Seal Fees	-	-	5,000	5,000	5,000	0.0%
37404 - Plan Check Fees	99,828	141,794	85,000	150,000	150,000	76.5%
37405 - Inspection Services Fees	633,163	32,215	40,000	40,000	40,000	0.0%
37406 - Waste Management Fee	34,733	34,606	35,000	35,000	35,000	0.0%
37410 - Services Charges	4,000	-	-	-	-	0.0%
37411 - LandscapMaintenance Charges	248	222	-	-	-	0.0%

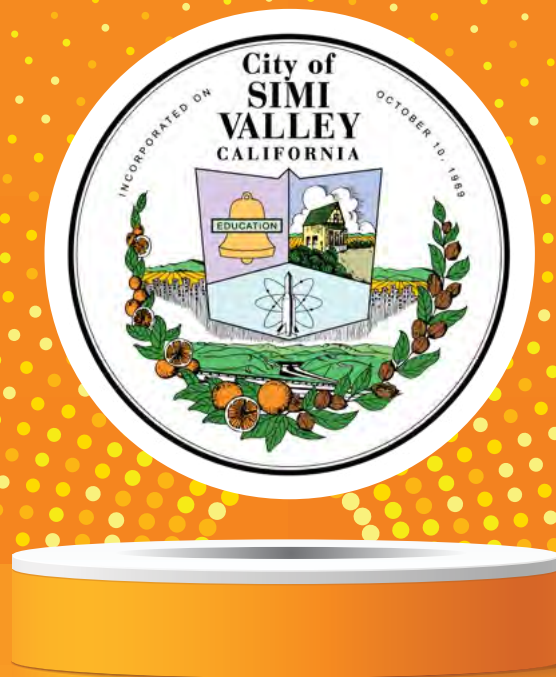


GENERAL FUND REVENUES

GENERAL FUND REVENUES (continued)

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
SERVICE CHARGES (continued)						
37432 - Environmental Compliance Prog	628	-	1,000	1,000	1,000	0.0%
37499 - Other Public Works Fees	23,623	6,297	1,000	1,000	1,000	0.0%
37501 - Police Reports	4,261	3,791	4,000	4,000	4,000	0.0%
37502 - Police Photos	153	81	-	-	-	0.0%
37504 - Alarm Fees	(7,798)	57,714	85,200	85,200	70,000	-17.8%
37505 - Emergency Response/DUI	(30,152)	(1,586)	35,000	35,000	35,000	0.0%
37599 - Other Police Department Fees	110,249	86,318	111,500	111,500	111,500	0.0%
37699 - Other Service Charges	1,473	9,757	-	500	300	100.0%
	\$ 1,597,619	\$ 1,108,623	\$ 1,082,900	\$ 1,158,652	\$ 1,127,100	4.1%
OTHER REVENUES						
38001 - Sale of Surplus Property	89,016	35,331	20,000	20,000	20,000	0.0%
38003 - Miscellaneous	20,123	167,380	63,700	4,414	11,700	-81.6%
38004 - Damage Recovery (Restitution)	45,415	293,425	179,200	179,200	179,200	0.0%
38006 - Jury/Witness Fees	4,995	1,805	6,100	6,100	6,100	0.0%
38007 - Rebates	217,421	109,921	240,000	201,250	107,700	-55.1%
38010 - Landfill Facility Agreement Fee	315,847	289,836	220,000	275,000	275,000	25.0%
38015 - Sale of Land	-	-	-	-	-	0.0%
38050 - Contributions/donations	680,503	675,262	607,000	604,500	602,000	-0.8%
38201 - Senior Nutrition Program PI	58,331	51,394	52,500	50,000	50,000	-4.8%
38203 - Cultural Arts Reimbursement	77,400	-	-	-	-	0.0%
38408 - Storm Water Mgmt Assessment	46,326	51,579	55,000	-	-	-100.0%
38409 - Storm Water Program Fees	51,705	61,081	20,000	50,000	40,000	100.0%
38501 - Unclaimed Property	16,297	7,780	10,600	10,600	10,600	0.0%
	\$ 1,623,377	\$ 1,744,795	\$ 1,474,100	\$ 1,401,064	\$ 1,302,300	-11.7%
TRANSFERS IN						
39122 - Transfer from Contingency Fund	-	700,000	468,000	400,000	-	-100.0%
39215 - Transfer from Gas Tax	2,720,091	3,153,022	3,604,740	3,425,341	3,481,389	-3.4%
39260 - Transfer from New Dwelling Fee	70,000	70,000	70,000	70,000	70,000	0.0%
39262 - Transfer fr Development Agrmts	300,000	300,000	300,000	300,000	300,000	0.0%
39285 - Transfer from State SLESF	307,158	308,000	308,000	308,000	308,000	0.0%
39287 - Transfer fr Law Enforcement Gr	65,541	7,135	395,927	395,927	3,000	-99.2%
39298 - Transfer from Disaster	11,865,867	5,325,294	-	-	112,556	0.0%
39809 - Trans fr FIS Operations	151,000	151,000	151,000	151,000	1,898	-98.7%
39920 - Transfer from SAgency-CDA/Admn	54,502	9,469	9,942	9,942	10,440	5.0%
	\$ 15,534,159	\$ 10,023,920	\$ 5,307,609	\$ 5,060,210	\$ 4,287,283	-19.2%
SUBTOTAL REVENUES	\$ 95,889,208	\$ 94,566,375	\$ 88,315,589	\$ 88,809,971	\$ 88,174,190	-0.2%
Transfer In From ARPA Funds and Contingency Funds		(5,178,314)				
TOTAL REVENUES	\$ 95,889,208	\$ 89,388,061	\$ 88,315,589	\$ 88,809,971	\$ 88,174,190	-0.2%

GENERAL FUND EXPENDITURES





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 2023-24 accomplishments and FY 2024-25 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 EXPENDITURES



GENERAL FUND EXPENDITURE SUMMARY

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
PERSONNEL						
41010 - Regular Salaries	30,659,106	30,894,544	37,305,279	32,643,005	38,106,319	2.1%
41020 - Temporary Salaries - PR Only	260,585	278,441	375,000	275,124	385,900	2.9%
41030 - Boards and Commissions	33,593	32,798	32,608	32,608	32,608	0.0%
41040 - Overtime	3,421,720	3,656,901	3,313,700	3,327,770	3,218,700	-2.9%
41050 - Outside Assistance	22,510	115,915	172,189	418,000	-	-100.0%
41200 - Deferred Comp - 401k	389,900	426,877	472,351	427,496	524,174	11.0%
41210 - Deferred Comp - 457	196,781	198,298	225,101	191,321	242,970	7.9%
41300 - Vision Care	84,564	83,295	96,142	82,251	91,760	-4.6%
41350 - Disability	200,419	185,856	243,503	230,452	226,230	-7.1%
41400 - Group Insurance/Health	604,116	622,833	714,245	626,866	735,090	2.9%
41410 - POST Incentive	231,230	454,858	462,486	470,002	487,306	5.4%
41415 - Flex Benefits	6,367,278	6,694,211	8,018,435	6,822,611	8,186,743	2.1%
41420 - CalPERS Health Admin Fee	20,879	27,045	34,255	33,449	37,880	10.6%
41450 - Life Insurance	66,082	62,877	70,069	61,446	68,256	-2.6%
41500 - Group Insurance/Dental	429,080	415,474	461,220	413,374	452,182	-2.0%
41550 - Section 125 Administration Fee	1,784	1,611	2,564	1,894	2,203	-14.1%
41600 - Retirement (PERS)	13,825,905	14,654,787	14,517,348	15,253,102	15,000,136	3.3%
41610 - Retirement (PARS)	148,678	148,678	160,000	135,008	160,000	0.0%
41620 - Retirement (HRA)	370,054	403,794	470,954	428,655	490,155	4.1%
41650 - Medicare Tax	550,442	538,259	671,248	579,154	648,730	-3.4%
41660 - FICA	25,044	26,672	29,746	27,123	30,174	1.4%
41700 - Workers Compensation	3,469,775	3,478,954	1,833,802	1,833,802	1,707,298	-6.9%
41800 - Annual Leave Payout	1,533,298	2,018,030	2,200,000	1,628,577	2,200,000	0.0%
41801 - Leave Accrual	288,714	(840,599)	-	-	-	0.0%
41860 - Salary Reimbursements	(158,111)	(237,747)	-	(140,000)	(865,050)	100.0%
41900 - Salary Savings	-	-	(3,600,000)	-	(2,850,000)	-20.8%
41950 - Benefits Savings	-	-	(365,128)	-	(402,348)	10.2%
Subtotal - Personnel	\$ 63,043,425	\$ 64,342,661	\$ 67,917,117	\$ 65,803,090	\$ 68,917,416	1.5%
SUPPLIES & MATERIALS						
42100 - Utilities	1,710,684	940,447	1,616,000	1,447,200	1,631,000	0.9%
42130 - Postage	49,020	32,926	76,100	50,000	74,900	-1.6%
42150 - Communications	604,619	648,772	613,587	497,154	637,751	3.9%
42200 - Computer - Non Capital	4,401	5,435	13,150	6,323	18,600	41.4%
42230 - Office Supplies	40,953	43,253	63,234	53,025	64,178	1.5%
42235 - Furnishings & Equip - Non Cap	10,726	41,458	170,750	93,786	88,508	-48.2%
42300 - Copiers	74,669	63,890	130,000	100,000	128,172	-1.4%
42310 - Rentals	1,423	6,244	8,500	7,750	9,500	11.8%
42410 - Uniform/Clothing Supply	282,085	315,078	451,271	370,276	471,941	4.6%
42420 - Special Departmental Expense	164,944	212,636	230,600	173,600	251,000	8.8%
42430 - Employee Recognition	1,831	11,077	30,500	29,000	30,500	0.0%
42440 - Memberships and Dues	153,131	160,862	179,791	173,298	186,210	3.6%
42450 - Subscriptions and Books	22,102	35,809	44,164	32,670	45,536	3.1%
42460 - Advertising	48,543	37,582	35,639	38,639	35,639	0.0%
42500 - Fuel and Lubricants	720,640	753,034	713,000	671,000	671,000	-5.9%
42510 - Tires	65,446	52,715	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	3,317	8,289	9,600	9,400	14,400	50.0%
42560 - Operating Supplies	668,553	754,918	1,533,584	1,116,255	957,650	-37.6%
42720 - Travel, Conferences, Meetings	95,330	119,400	234,133	186,809	278,436	18.9%
42730 - Training	79,104	75,765	173,400	168,595	187,250	8.0%
42760 - POST Training	205,180	113,084	130,000	200,000	130,000	0.0%
42770 - Recruitment	36,988	43,014	115,200	115,200	116,000	0.7%
42780 - Investigations	4,550	15,374	14,000	12,000	14,500	3.6%
42790 - Mileage	80,951	88,701	100,750	91,630	97,249	-3.5%
43010 - Liability Insurance Premiums	-	2,190	5,700	5,169	7,000	22.8%
Subtotal - Supplies & Materials	\$ 5,129,191	\$ 4,581,951	\$ 6,754,053	\$ 5,710,178	\$ 6,208,321	-8.1%
SERVICES						
44010 - Professional/Special Services	1,455,860	1,695,486	2,934,608	1,659,324	1,792,870	-38.9%
44012 - Outside Legal	224,201	397,146	384,922	246,500	695,524	80.7%
44015 - COV Admin Fee	250,003	252,269	280,000	280,000	280,000	0.0%
44030 - Cloud Services	199,064	199,672	285,725	250,000	342,784	20.0%
44210 - Animal Regulation	594,088	593,997	1,003,500	683,000	923,500	-8.0%
44310 - Maintenance of Equipment	1,334,906	1,361,758	2,259,290	1,685,806	2,044,063	-9.5%
44410 - Maintenance - Building/Grounds	13,139	117,930	103,500	152,499	147,243	42.3%



GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURE SUMMARY (continued)

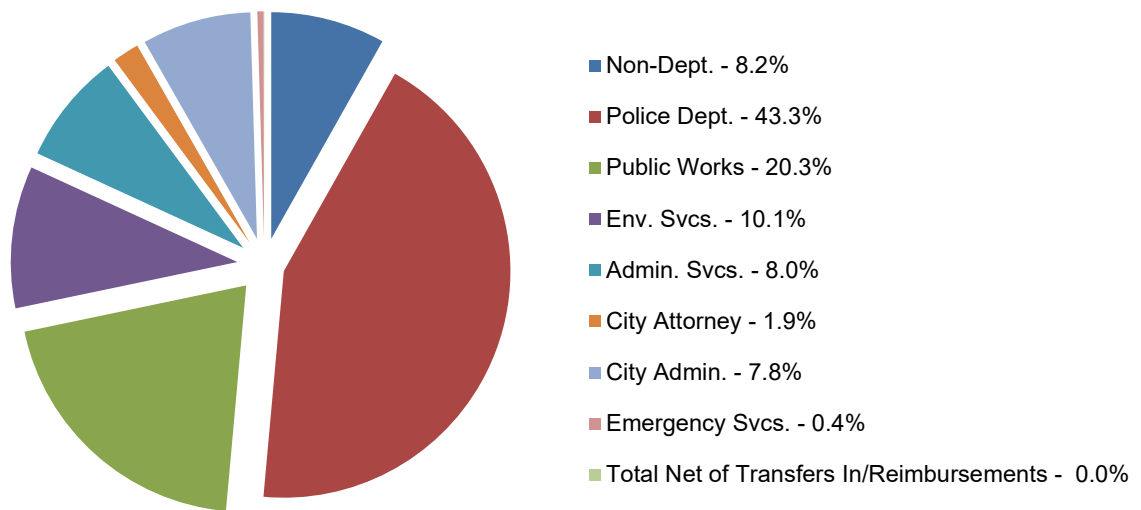
	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
SERVICES (continued)						
44450 - Landscape Maintenance Contract	645,154	497,201	1,732,289	1,502,799	930,000	-46.3%
44460 - Tumbleweed Abatement	20,718	6,600	33,400	-	20,000	-40.1%
44490 - Other Contract Services	1,649,308	2,580,846	7,861,426	4,993,976	2,239,162	-71.5%
44492 - GIS Operations	24,200	24,200	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	1,174,610	1,245,100	3,019,800	3,019,800	3,019,800	0.0%
44840 - Bad Debt Expense	-	6,667	-	-	-	0.0%
Subtotal - Services	\$ 7,585,250	\$ 8,978,871	\$ 19,922,660	\$ 14,497,905	\$ 12,459,147	-37.5%
REIMBURSED EXPENDITURES						
45201 - Reimb from SHA-CDA/Hsg Admin	(212,656)	(212,656)	(172,659)	(172,659)	(182,103)	5.5%
45204 - Reimb from HOME Grant	(40,000)	(20,259)	(40,000)	(40,000)	(40,000)	0.0%
45207 - Reimb from SB2	-	-	-	-	-	0.0%
45208 - Reimb from PLHA	-	-	(74,657)	(14,517)	-	-100.0%
45250 - Reimb from Library	(439,876)	(439,876)	(511,444)	(511,444)	(300,193)	-41.3%
45290 - Reimb from CDBG	(133,540)	(67,623)	(107,041)	(107,041)	(84,316)	-21.2%
45300 - Reimb from Landscape Zones	-	-	-	-	-	0.0%
45700 - Reimb from Sanitation	(2,994,120)	(2,994,120)	(2,843,280)	(2,843,280)	(3,053,406)	7.4%
45701 - Reimb from San Connection Fees	(313)	(313)	-	-	-	0.0%
45702 - Reimb from San Repl Reserve	(8,524)	(8,524)	(5,290)	(5,290)	(23,244)	339.4%
45750 - Reimb from Transit	(1,911,753)	(1,911,753)	(2,176,473)	(2,176,473)	(2,355,303)	8.2%
45761 - Reimb from WW8	(2,632,667)	(2,632,667)	(2,614,329)	(2,614,329)	(2,668,160)	2.1%
45762 - Reimb from WW8 Capital Improve	(2,951)	(2,951)	(1,098)	(1,098)	(872)	-20.6%
45763 - Reimb from WW8 Repl Reserve	(25,710)	(25,710)	(4,976)	(4,976)	(40,514)	714.2%
45803 - Reimb from Liability Insurance	(46,858)	(46,858)	(127,667)	(127,667)	(179,972)	41.0%
45805 - Reimb from Workers Comp	(431,169)	(431,169)	(480,160)	(480,160)	(395,230)	-17.7%
Subtotal - Reimbursed Expenditures	\$ (8,880,137)	\$ (8,794,479)	\$ (9,159,074)	\$ (9,098,934)	\$ (9,323,312)	1.8%
CAPITAL OUTLAY						
47020 - Furnishings & Equip (Capital)	108,819	-	357,500	265,346	306,000	-14.4%
47030 - Vehicles	3,539	42,000	111,000	100,631	-	-100.0%
47040 - Building Improvements	11,404	-	-	-	-	0.0%
48800 - Application Software	-	1,597	500	-	500	0.0%
Subtotal - Capital Outlay	\$ 123,762	\$ 43,597	\$ 469,000	\$ 365,977	\$ 306,500	-34.6%
TRANSFERS TO OTHER FUNDS						
49201 - Transfer to SHAgency-Hsg Admin	10,221	-	-	-	-	0.0%
49290 - Transfer to CDBG	-	-	-	-	138,231	100.0%
49297 - Transfer to Retiree Benefits	2,179,427	2,888,864	2,141,278	2,141,278	2,181,932	1.9%
49298 - Transfer to Disaster	-	-	-	-	-	0.0%
49300 - Transfer to Landscape	200,000	200,000	400,000	400,000	400,000	0.0%
49511 - Transfer to DS 2014A Lease Rev	1,402,846	1,441,340	1,454,480	1,454,480	1,427,560	-1.9%
49512 - Transfer to DS 2016 CREBS	666,063	683,088	688,581	688,581	675,860	-1.8%
49513 - Transfer to DS 2017 Equip. Lease Agmt	548,594	563,350	569,659	569,659	559,351	-1.8%
49514 - Transfer to DS 2018 Equip. Lease Agmt	542,671	555,569	561,571	561,571	551,410	-1.8%
49600 - Transfer to Streets & Roads	12,377,908	2,680,000	3,846,466	3,846,466	2,752,000	-28.5%
49648 - Transfer to CE Replacement	227,100	227,100	227,100	227,100	227,100	0.0%
49651 - Transfer to Vehicle Replacemnt	379,000	966,238	756,975	710,000	357,300	-52.8%
49655 - Trans to Public Facility Imprv	20,000	486,500	285,000	285,000	-	-100.0%
49668 - Trans to Radio Project Fund	-	-	-	-	-	0.0%
49763 - Transfer to WW Replacement	-	-	-	-	35,528	100.0%
49800 - Transfer to Insurance Fund	-	-	-	-	-	200.0%
Subtotal - Transfers to Other Funds	\$ 18,553,829	\$ 10,692,049	\$ 10,931,110	\$ 10,884,135	\$ 9,306,272	-14.9%
TOTAL EXPENDITURES	\$ 85,555,320	\$ 79,844,650	\$ 96,834,865	\$ 88,162,351	\$ 87,874,344	-9.3%
SURPLUS FUNDS (Transfer In)						
49120 - Transfer to Infrastructure Investment Fund	-	FY2020-21 3,221,241.00	FY2021-22 4,534,755.00	FY2021-22 4,534,755.00	FY2022-23 3,817,364	
49121 - Transfer to Retirement Obligation Fund	-	3,221,241.00	4,534,754.00	4,534,754.00	3,817,364	
49122 - Transfer to Contingency Fund	-	1,610,621.00	1,264,379.00	1,264,379.00	1,908,682	
TOTAL SURPLUS FUNDS	\$ -	\$ 8,053,103	\$ 10,333,888	\$ 10,333,888	\$ 9,543,410	

GENERAL FUND EXPENDITURES



GENERAL FUND EXPENDITURES BY DEPARTMENT

**FY 2024-25 Total Expenditures - By Department
Net of Transfers In & Reimbursements
\$87,874,344**





GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
CITY ADMINISTRATION						
Personnel	5,043,344	5,227,270	5,839,703	5,541,584	5,909,759	1.20%
Supplies	274,248	344,116	484,717	401,916	541,078	11.63%
Services	478,493	670,677	766,275	561,511	392,280	-48.81%
Capital Outlay	-	42,000	-	-	-	0.00%
Subtotal	\$ 5,796,086	\$ 6,284,063	\$ 7,090,695	\$ 6,505,011	\$ 6,843,117	-3.49%
CITY ATTORNEY						
Personnel	1,133,622	1,133,505	1,580,573	1,319,539	999,399	-36.77%
Supplies	20,622	24,707	40,664	26,439	37,666	-7.37%
Services	18,711	63,076	82,577	43,500	623,124	654.60%
Subtotal	\$ 1,172,954	\$ 1,221,288	\$ 1,703,814	\$ 1,389,478	\$ 1,660,189	-2.56%
ADMINISTRATIVE SERVICES						
Personnel	5,423,591	5,641,329	6,397,803	5,835,003	6,696,763	4.67%
Supplies	22,625	31,433	65,070	50,920	67,360	3.52%
Services	261,001	242,789	380,678	247,978	273,011	-28.28%
Subtotal	\$ 5,707,217	\$ 5,915,550	\$ 6,843,552	\$ 6,133,901	\$ 7,037,134	2.83%
ENVIRONMENTAL SERVICES						
Personnel	6,155,278	6,128,398	7,112,010	5,797,771	7,374,499	3.69%
Supplies	54,484	64,885	139,389	99,830	155,583	11.62%
Services	854,066	879,999	1,605,470	981,630	1,378,601	-14.13%
Subtotal	\$ 7,063,828	\$ 7,073,282	\$ 8,856,869	\$ 6,879,231	\$ 8,908,683	0.59%
PUBLIC WORKS						
Personnel	10,640,011	10,756,825	12,002,543	10,103,624	12,348,407	2.88%
Supplies	2,349,356	1,529,951	2,825,997	2,334,098	2,357,859	-16.57%
Services	2,256,593	2,220,355	5,616,000	5,026,036	3,125,962	-44.34%
Subtotal	\$ 15,245,960	\$ 14,507,132	\$ 20,444,540	\$ 17,463,758	\$ 17,832,228	-12.78%
POLICE DEPARTMENT						
Personnel	34,239,804	34,993,569	36,201,421	35,173,615	36,065,066	-0.38%
Supplies	1,169,325	1,224,371	1,577,385	1,413,732	1,485,020	-5.86%
Services	302,595	385,812	659,809	515,138	487,893	-26.06%
Capital Outlay	123,762	1,597	163,000	115,977	500	-99.69%
Subtotal	\$ 35,835,485	\$ 36,605,349	\$ 38,601,615	\$ 37,218,462	\$ 38,038,479	-1.46%
EMERGENCY SERVICES						
Personnel	208,975	282,776	322,190	251,947	349,870	8.59%
Supplies	8,012	34,197	25,972	15,785	36,082	38.93%
Services	3,710	7,753	17,700	7,759	8,900	-49.72%
Capital Outlay	-	-	-	-	-	0.00%
Subtotal	\$ 220,697	\$ 324,727	\$ 365,862	\$ 275,490	\$ 394,852	7.92%

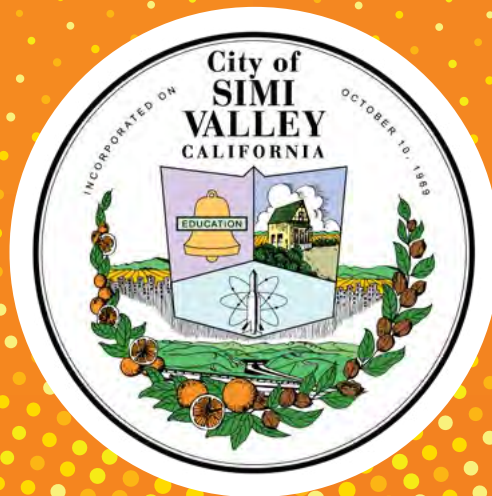
GENERAL FUND EXPENDITURES



GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
NON-DEPARTMENTAL						
Personnel	198,800	178,990	226,000	180,008	226,000	0.0%
Supplies	1,230,518	1,328,291	1,594,858	1,367,458	1,527,672	-4.2%
Services	3,410,081	4,508,410	10,794,151	7,114,353	6,169,376	-42.8%
Capital Outlay	-	-	306,000	250,000	306,000	0.0%
Subtotal	\$ 4,839,400	\$ 6,015,691	\$ 12,921,009	\$ 8,911,819	\$ 8,229,048	-36.3%
PROJECTED SALARY & BENEFITS SAVINGS	-	-	(3,965,128)	-	(3,252,348)	-18.0%
ANNUAL LEAVE PAYOUT	-	-	2,200,000	1,600,000	2,200,000	0.0%
TRANSFERS TO OTHER FUNDS						
To CDBG	-	-	-	-	138,231	
To SHA-CDA.Housing Admin.	10,221	-	-	-	-	
To CDA Housing Successor	-	-	-	-	-	0.0%
To Retiree Benefits Fund	2,179,427	2,888,864	2,141,278	2,141,278	2,181,932	1.9%
To Disaster Fund	-	-	-	-	-	0.0%
To Landscape Augmentation Fund	200,000	200,000	400,000	400,000	400,000	0.0%
To Debt Service Fund	3,160,174	3,243,347	3,274,291	3,274,291	3,214,181	-1.8%
To Streets & Roads	12,377,908	2,680,000	3,846,466	3,846,466	2,752,000	-28.5%
To Computer Equip Replacement Fund	227,100	227,100	227,100	227,100	227,100	0.0%
To Vehicle Replacement Fund	379,000	966,238	756,975	710,000	357,300	-52.8%
To Public Facility Improvement	20,000	486,500	285,000	285,000	-	-100.0%
To Radio Project Fund	-	-	-	-	-	0.0%
To WW Replacement	-	-	-	-	35,528	
To GL Insurance Fund	-	-	-	-	-	0.0%
Subtotal	\$ 18,553,829	\$ 10,692,049	\$ 10,931,110	\$ 10,884,135	\$ 9,306,272	\$(2)
REIMBURSED EXPENDITURES & TRANSFERS IN						
From SHA-CDA.Housing Admin.	(212,656)	(212,656)	(172,659)	(172,659)	(182,103)	5.5%
From HOME Grant	(40,000)	(20,259)	(40,000)	(40,000)	(40,000)	0.0%
From SB2	-	-	-	-	-	0.0%
From Library	(439,876)	(439,876)	(511,444)	(511,444)	(300,193)	-41.3%
From CDBG	(133,540)	(67,623)	(107,041)	(107,041)	(84,316)	-21.2%
From Landscape Zones	-	-	-	-	-	0.0%
From PLHA	-	-	(74,657)	(14,517)	-	-100.0%
From Sanitation Operating Fund	(2,994,120)	(2,994,120)	(2,843,280)	(2,843,280)	(3,053,406)	7.4%
From Sanitation Capital Fund	(313)	(313)	-	-	-	0.0%
From Sanitation Repl. Reserve	(8,524)	(8,524)	(5,290)	(5,290)	(23,244)	339.4%
From Transit	(1,911,753)	(1,911,753)	(2,176,473)	(2,176,473)	(2,355,303)	8.2%
From Waterworks Operating Fund	(2,632,667)	(2,632,667)	(2,614,329)	(2,614,329)	(2,668,160)	2.1%
From Waterworks Capital Fund	(2,951)	(2,951)	(1,098)	(1,098)	(872)	-20.6%
From Waterworks Repl. Reserve	(25,710)	(25,710)	(4,976)	(4,976)	(40,514)	714.2%
From Liability Fund	(46,858)	(46,858)	(127,667)	(127,667)	(179,972)	41.0%
From Workers' Compensation Fund	(431,169)	(431,169)	(480,160)	(480,160)	(395,230)	-17.7%
Subtotal	\$ (8,880,137)	\$ (8,794,479)	\$ (9,159,074)	\$ (9,098,934)	\$ (9,323,312)	1.8%
TOTAL EXPENDITURES	\$ 85,555,320	\$ 79,844,650	\$ 96,834,865	\$ 88,162,351	\$ 87,874,344	-9.3%
SURPLUS FUNDS (Transfer Out of)						
Transfer to Infrastructure Investment Fund	-	<u>FY2020-21</u> 3,221,241.00	<u>FY2021-22</u> 4,534,755.00	<u>FY2021-22</u> 4,534,755.00	<u>FY2022-23</u> 3,817,364	
Transfer to Retirement Obligation Fund	-	3,221,241.00	4,534,754.00	4,534,754.00	3,817,364	
Transfer to Contingency Fund	-	1,610,621.00	1,264,379.00	1,264,379.00	1,908,682	
TOTAL SURPLUS FUNDS	\$ -	\$ 8,053,103	\$ 10,333,888	\$ 10,333,888	\$ 9,543,410	

INFRASTRUCTURE INVESTMENT FUND





INFRASTRUCTURE INVESTMENT FUND

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.

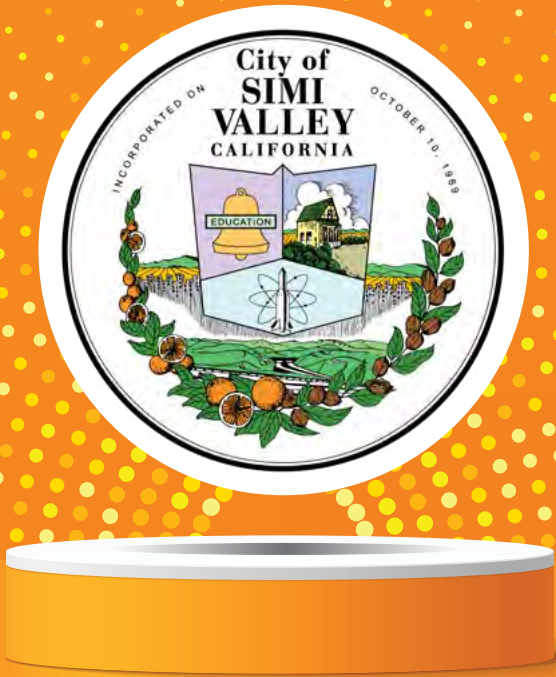
Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ -	\$ -	\$ 35,594	\$ 35,594	\$ 65,594	\$ 4,637,299	\$ 4,637,299
Object - Description							
34001 - Interest on Investments	-	35,594	-	30,000	-		
39100 - Transfer from General Fund	-	3,221,241	4,534,754	4,534,755	4,571,705		
TOTAL REVENUES	-	3,256,835	4,534,754	4,564,755	\$ 4,571,705	-	-
49600 - Transfer to Streets & Roads	-	1,221,241	4,534,754	4,534,754	-		
49668 - Trans to Radio Project Fund	-	2,000,000	-	-	-		
TOTAL EXPENDITURES	-	3,221,241	4,534,754	4,534,754	\$ -	-	-
ENDING FUND BALANCE	\$ -	\$ 35,594	\$ 35,594	\$ 65,594	\$ 4,637,299	\$ 4,637,299	\$ 4,637,299

BUDGET ADJUSTMENTS

NONE

RETIREMENT OBLIGATION FUND





RETIREMENT OBLIGATION FUND

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.

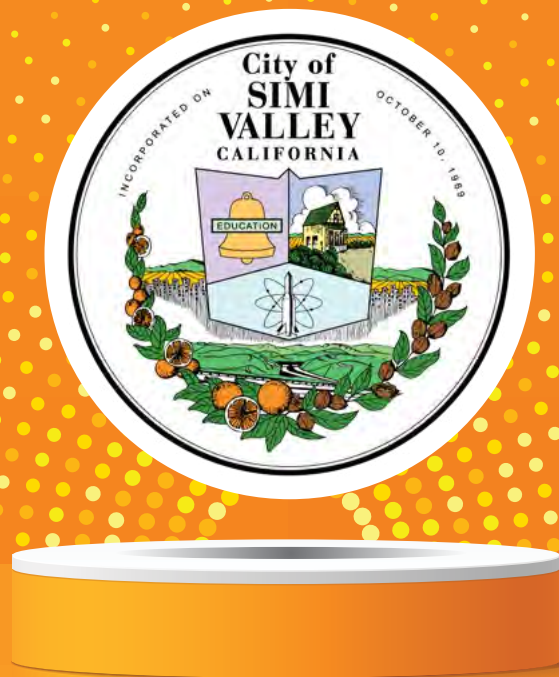
Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ -	\$ -	\$ 20,909	\$ 20,909	\$ 40,909	\$ 4,612,614	\$ 4,612,614
Object - Description							
34001 - Interest on Investments	-	20,909	-	20,000	-		
39100 - Transfer from General Fund	-	3,221,241	4,534,754	4,534,754	4,571,705		
TOTAL REVENUES	-	3,242,150	4,534,754	4,554,754	\$ 4,571,705	-	-
41600 - Retirement (PERS)	-	3,221,241	4,534,754	4,534,754	-		
TOTAL EXPENDITURES	-	3,221,241	4,534,754	4,534,754	\$ -	-	-
ENDING FUND BALANCE	\$ -	\$ 20,909	\$ 20,909	\$ 40,909	\$ 4,612,614	\$ 4,612,614	\$ 4,612,614

BUDGET ADJUSTMENTS

NONE

CONTINGENCY FUND





CONTINGENCY FUND

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.

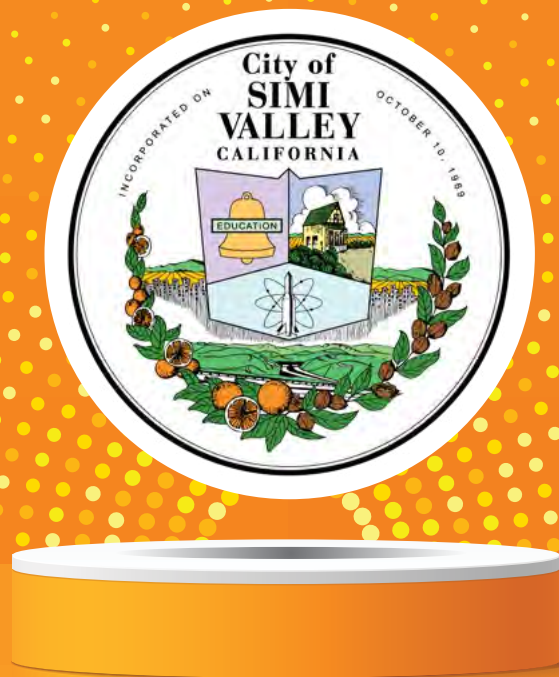
Funding is from General Fund year end unrestricted surplus dollars and based on a formula set forth in the General Fund - Fund Balance Policy (Budget and Fiscal Policies II. B.), approved by City Council in April 2022.

STARTING FUND BALANCE														
	\$	-	\$	-	\$	772,566	\$	772,566	\$	1,598,945	\$	1,998,945	\$	1,998,945
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection							
34001 - Interest on Investments	-	36,945	-	30,000	-	-	-							
39100 - Transfer from General Fund	-	1,610,621	1,264,379	1,264,379	400,000	-	-							
TOTAL REVENUES	\$ -	\$ 1,647,566	\$ 1,264,379	\$ 1,294,379	\$ 400,000	\$ -	\$ -							
49600 - Transfer to Streets and Roads	-	175,000	-	-	-	-	-							
49100 - Transfer to General Fund	-	700,000	468,000	468,000	-	-	-							
TOTAL EXPENDITURES	\$ -	\$ 875,000	\$ 468,000	\$ 468,000	\$ -	\$ -	\$ -							
ENDING FUND BALANCE	\$ -	\$ 772,566	\$ 1,568,945	\$ 1,598,945	\$ 1,998,945	\$ 1,998,945	\$ 1,998,945							

BUDGET ADJUSTMENTS

NONE

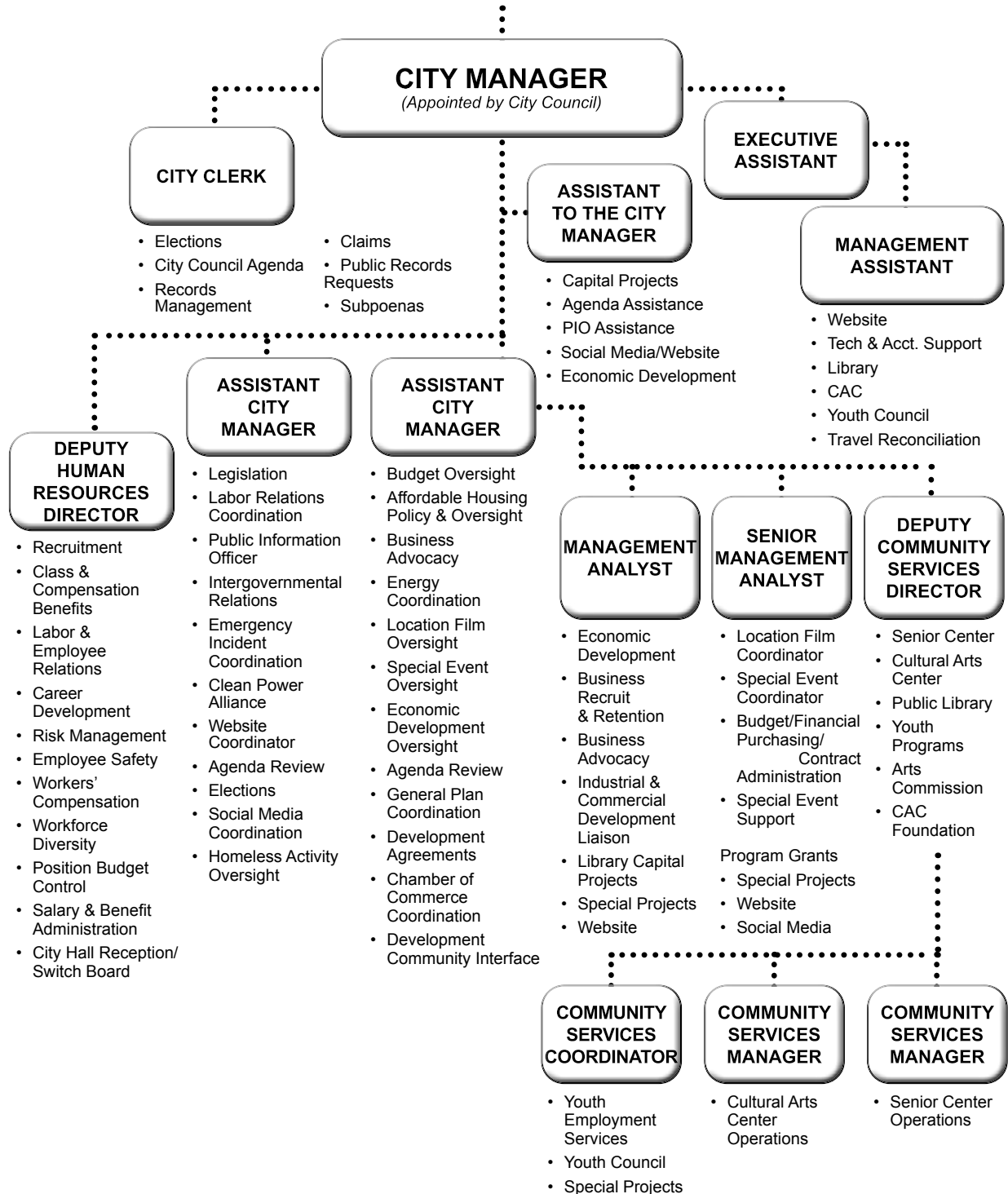
CITY ADMINISTRATION





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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
City Council	124,639	127,766	138,691	131,156	142,953
City Manager	2,082,467	1,987,522	2,605,690	2,341,279	2,476,833
Human Resources	1,636,245	1,819,672	2,009,287	1,907,491	1,706,067
City Clerk	553,524	616,476	638,784	547,366	700,381
Senior Services	820,063	1,011,885	933,635	901,663	986,399
Cultural Arts Center	407,608	535,863	583,000	495,968	642,816
Youth Employment Services	171,540	184,880	181,608	180,089	187,669
TOTAL	\$ 5,796,086	\$ 6,284,063	\$ 7,090,695	\$ 6,505,011	\$ 6,843,117



CITY ADMINISTRATION

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,805,151	2,890,202	3,560,626	3,349,077	3,504,053	-1.6%
41020 - Temporary Salaries - PR Only	112,062	131,233	141,000	103,660	141,000	0.0%
41040 - Overtime	7,347	4,954	7,000	2,300	7,000	0.0%
41200 - Deferred Comp - 401k	48,378	51,874	59,541	57,695	68,551	15.1%
41210 - Deferred Comp - 457	18,676	17,223	18,493	18,620	20,930	13.2%
41300 - Vision Care	6,464	6,374	8,445	7,780	7,749	-8.2%
41350 - Disability	19,021	18,181	24,894	22,476	22,280	-10.5%
41400 - Group Insurance/Health	50,353	52,703	63,320	57,516	65,836	4.0%
41415 - Flex Benefits	536,807	546,888	654,430	617,503	729,170	11.4%
41420 - CalPERS Health Admin Fee	3,009	2,713	3,100	3,100	3,200	3.2%
41450 - Life Insurance	7,036	6,706	6,560	6,191	7,281	11.0%
41500 - Group Insurance/Dental	31,958	31,698	35,578	34,052	35,458	-0.3%
41550 - Section 125 Administration Fee	387	329	465	465	465	0.0%
41600 - Retirement (PERS)	1,026,248	1,101,443	1,054,183	1,039,906	1,110,653	5.4%
41620 - Retirement (HRA)	23,397	26,628	32,401	26,300	32,401	0.0%
41650 - Medicare Tax	47,610	47,268	63,163	60,344	63,426	0.4%
41660 - FICA	12,540	13,507	13,216	12,732	13,216	0.0%
41700 - Workers Compensation	146,408	171,407	93,288	93,288	77,089	-17.4%
41800 - Leave Accrual	115,663	168,169	-	28,577	-	0.0%
41801 - Leave Accrual - Contra Account	24,830	(62,231)	-	-	-	0.0%
42130 - Postage	-	-	1,200	-	-	-100.0%
42150 - Communications	2,793	3,063	4,020	4,020	3,942	-1.9%
42200 - Computer - Non Capital	2,200	2,390	2,500	2,680	3,000	20.0%
42230 - Office Supplies	16,211	15,237	18,825	18,525	20,975	11.4%
42235 - Furnishings & Equip - Non Cap	789	6,102	10,500	16,107	21,900	108.6%
42420 - Special Departmental Expense	76,450	122,847	115,000	55,000	140,000	21.7%
42430 - Employee Recognition	406	517	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	8,691	11,828	10,400	9,349	9,849	-5.3%
42450 - Subscriptions and Books	8,278	7,200	8,200	8,367	8,590	4.8%
42460 - Advertising	42,275	34,960	29,939	33,439	29,939	0.0%
42550 - Small Tools/Equipment	-	2,491	-	-	-	0.0%
42560 - Operating Supplies	17,930	29,381	39,000	42,864	49,300	26.4%
42720 - Travel Conferences Meetings	29,209	29,651	72,733	45,565	83,083	14.2%
42730 - Training	11,736	16,492	31,100	28,400	30,600	-1.6%
42770 - Recruitment	107	425	71,500	71,500	71,700	0.3%
42790 - Mileage	57,173	61,531	68,800	65,100	67,200	-2.3%
44010 - Professional/Special Services	265,980	318,956	476,794	345,675	305,544	-35.9%
44012 - Outside Legal	210,221	339,264	283,445	210,000	80,000	-71.8%
44310 - Maintenance of Equipment	2,292	5,790	6,036	5,836	6,736	11.6%
44840 - Bad Debt Expense	-	6,667	-	-	-	0.0%
47030 - Vehicles	-	42,000	-	-	-	0.0%
TOTAL	\$ 5,796,086	\$ 6,284,063	\$ 7,090,695	\$ 6,505,011	\$ 6,843,117	-3.5%



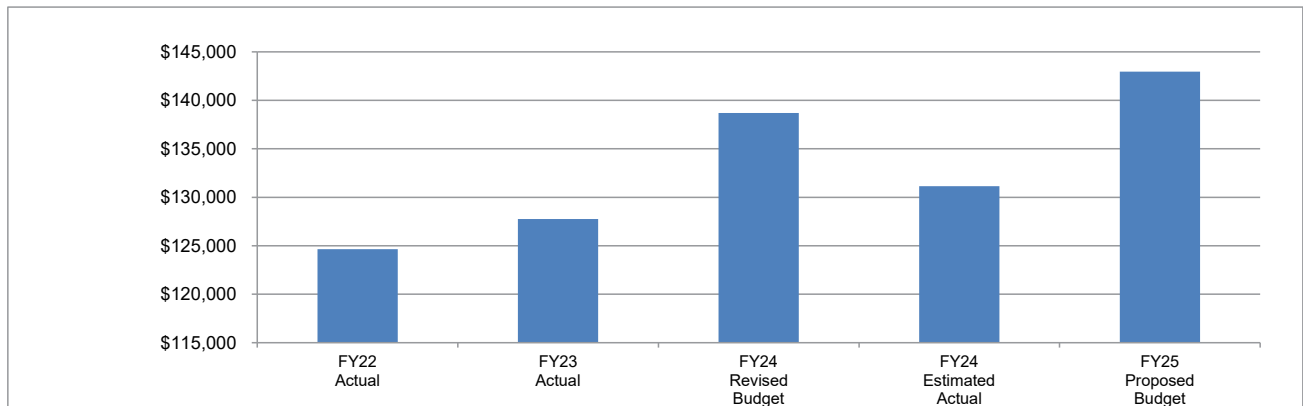
City Council - 1001105

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 124,639	\$ 127,766	\$ 138,691	\$ 131,156	\$ 142,953



BUDGET ADJUSTMENTS

NONE



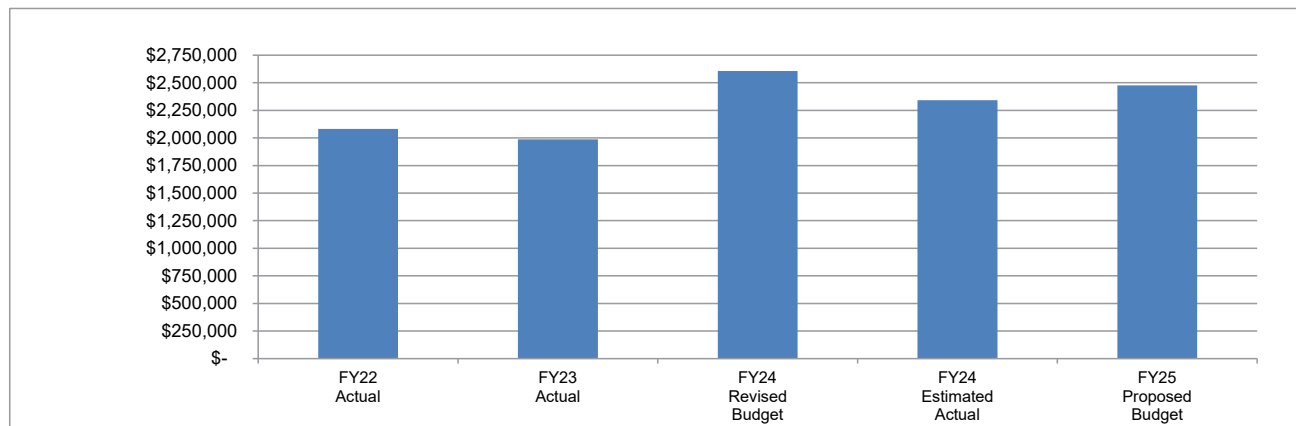
City Manager's Office - 1001125

OVERVIEW

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

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

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,082,467	\$ 1,987,522	\$ 2,605,690	\$ 2,341,279	\$ 2,476,833



BUDGET ADJUSTMENTS

Reclassification of Deputy City Manager to Assistant to the City Manager	\$ (29,906)
Reclassification of Community Services Manager to Senior Management Analyst	\$ 1,491
Reclassification of Management Analyst to Management Assistant	\$ (8,693)



CITY ADMINISTRATION

City Manager's Office (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 two job fairs to help support our local businesses.
- Completed an Economic Development Strategic Plan resulting in strategies that will enhance business retention and expansion efforts for the City.
- 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.
- Continue to manage the City's general government social media channels to provide timely and topical information to the public.
- Conducted legislative advocacy on a variety of issues, including sales tax allocation, City infrastructure, code enforcement, PSPS, contracting, housing, local control, zoning, and water.
- Launched the City's COVID-19 Community Recovery Grant program distributing over \$3 million dollars in grant funds to local non-profits.
- 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 City Focus e-Newsletter to provide information to the public on City events, activities, projects, and programs to over 4,000 subscribers.
- Managed the City's grants and directed funding program resulting in over \$5 million for City projects.
- Negotiated agreement with the County of Ventura to embed a Behavioral Health Services provider with the Simi Valley Police Department.

GOALS FOR FY25

- 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.
- Enhance internal work order system to provide metrics on City services.
- 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.



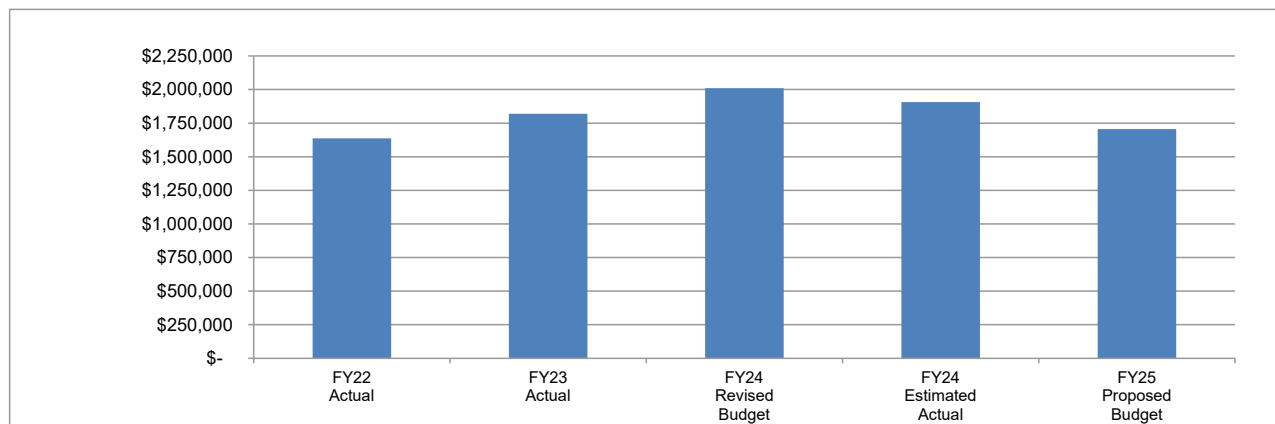
Human Resources Division - 1001126

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,636,245	\$ 1,819,672	\$ 2,009,287	\$ 1,907,491	\$ 1,706,067



BUDGET ADJUSTMENTS

Increase in Subscriptions and Books	\$ 50
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CITY ADMINISTRATION

Human Resources Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Coordinated voting process for formation of a new employee bargaining group (Simi Valley Engineers' Association) and began negotiations.
- Streamlined citywide recruitment process to reduce hiring time and attract candidates to public service which resulted in initiating 65 recruitments to fill vacant positions, and processing 2,907 employment applications.
- Successfully onboarded 88 new and promoting employees to benefits through multiple modalities including a half-day highly regarded 'Welcome to the City' event.
- Initiated seven (7) investigations into employee conduct and as necessary, advised Departments in taking disciplinary action.
- Provided all employees with legally mandated and policy driven training. In addition offered training onsite, by live webinar and online for development of new and underutilized skills.
- Coordinated 36 Americans with Disabilities Act (ADA) interactive process exchanges with City employees.
- Opened 29 new workers' compensation claims, closed 54 claims, and settled six (6) claims.
- Modified required COVID workplace rules and regulations utilizing updated guidance.

GOALS FOR FY25

- Continue to provide employee training and development programs through multiple platforms to meet the needs of our diverse workforce.
- Evaluate proposals to outsource Workers' Compensation claims processing to streamline and enhance service.
- Continue to provide excellent customer service while looking for opportunities to reduce costs.
- Continue to refine recruiting processes to attract and retain top talent.



City Clerk's Office - 1001130

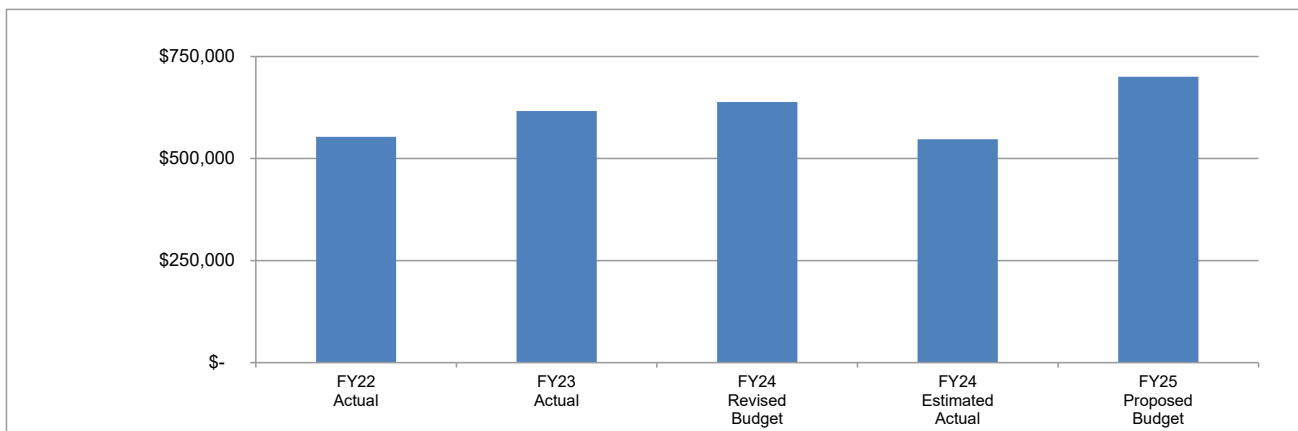
OVERVIEW

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

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

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

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 553,524	\$ 616,476	\$ 638,784	\$ 547,366	\$ 700,381



BUDGET ADJUSTMENTS

Additional Funds for the 2024 Elections	\$ 25,000
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CITY ADMINISTRATION

City Clerk's Office (continued)

KEY ACCOMPLISHMENTS IN FY24

- Prepared the 2024 General Municipal Election Candidate Manual for use by individuals seeking elective office, incorporating new information needed for the first district-based election.
- Managed the 2024 General Municipal Election, provided candidacy documents and information, hosted a Candidate Orientation for all Mayoral and City Council candidates, and administered campaign disclosure statements filings.
- Prepared more than 185 agenda items, over 120 pages of minutes, and completed follow-up for more than 8 ordinances, 30 resolutions, and 220 contracts/agreements and associated amendments.
- Processed more than 414 Public Records Act requests, 57 legal advertisements, 5 complaints, 68 claims, 8 bankruptcies, and 5 subpoenas.
- Processed over 48 Campaign Finance Statements.
- Coordinated and managed annual Statement of Economic Interest (Form 700) filings for over 195 required filers Citywide.
- Reviewed and published two updates to the Simi Valley Municipal Code to incorporate ordinances adopted by the City Council.
- Implemented the Laserfiche (document management software) for the City Clerk's Repository.
- Continued research for potentially implementing a new software solution for Agenda Management.

GOALS FOR FY25

- Continue to investigate and potentially implement a software solution to improve the efficiency of the internal workflow for Agenda Management.
- Conduct further research to implement a software solution to maximize the efficiency of the internal workflow for 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.
- Evaluate departmental operations to improve efficiency, reduce costs, and streamline processes.

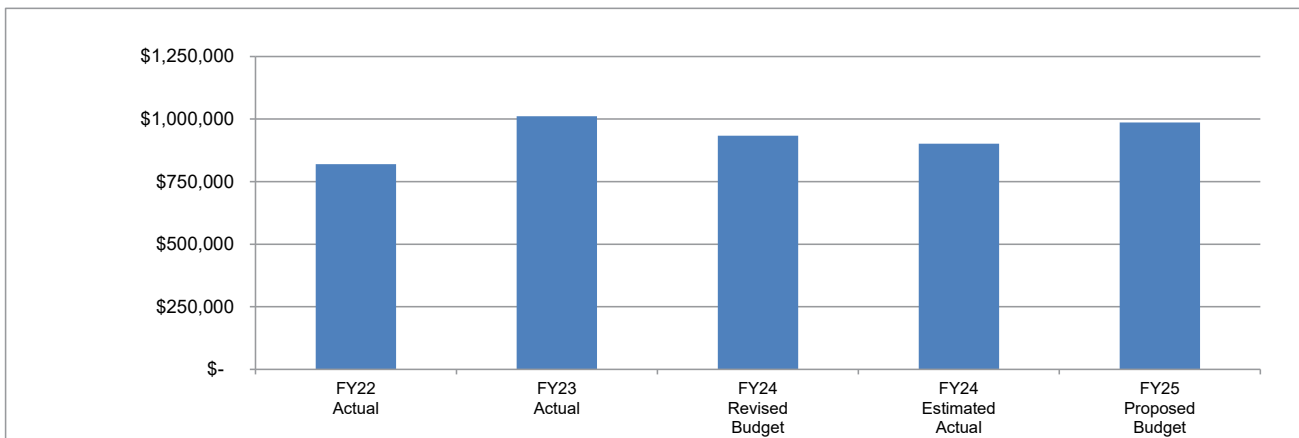


Senior Services - 1002230/1002335/1002337/1002339

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 offers programs that are made available as a 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 wellness and independence to its citizens.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 820,063	\$ 1,011,885	\$ 933,635	\$ 901,663	\$ 986,399



BUDGET ADJUSTMENTS

Increase in Operating Supplies for Meals On Wheels and Congregate Meal Programs	\$ 10,300
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CITY ADMINISTRATION

Senior Services (continued)

KEY ACCOMPLISHMENTS IN FY24

- Served over 74,000 Congregate and Home and Delivered Meals, and distributed over 5,100 bags of groceries via the Senior Share supplemental food program to low-income seniors in the community.
- Increased Senior Nutrition Grant funding by almost 30% compared to the previous Fiscal Year.
- Finalized the acceptance of \$1 million in grant funding to construct a patio cover.
- In collaboration with the Council On Aging, completed a needs assessment survey to identify senior needs in the community and created a video highlighting services and resources offered at the Senior Center to market to the general public.
- In collaboration with the Council On Aging, 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 by adding two new menu items to the program and worked with local food vendors to improve food quality in response to food industry changes and shortages.
- Completed an audio visual upgrade to the multi-purpose room and media room to enhance participant experiences.
- City staff finalized the installation and integration of a back-up generator at the Senior Center that will help mitigate interruption of services, including meal services.
- Utilized close to 200 volunteers who donated over 19,500 volunteer hours to help facilitate classes, deliver meals, answer questions at the front desk, cook meals and much more.

GOALS FOR FY25

- 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.
- Assist the Council On Aging in developing a Strategic Plan to help identify how to continue delivering critical programs that reflect the current needs of the senior community, and adapt to the future needs of the community.
- Assist the Council On Aging in identifying investment opportunities that will yield a higher return on investment on liquid assets.
- Commence bathroom renovation project by soliciting proposals for construction costs.
- 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.
- Initiate Senior Center patio cover project by securing architectural services for design proposals and soliciting proposals for construction costs.
- Evaluate facility furniture for wear and solicit and procure new furniture for the Senior Center.



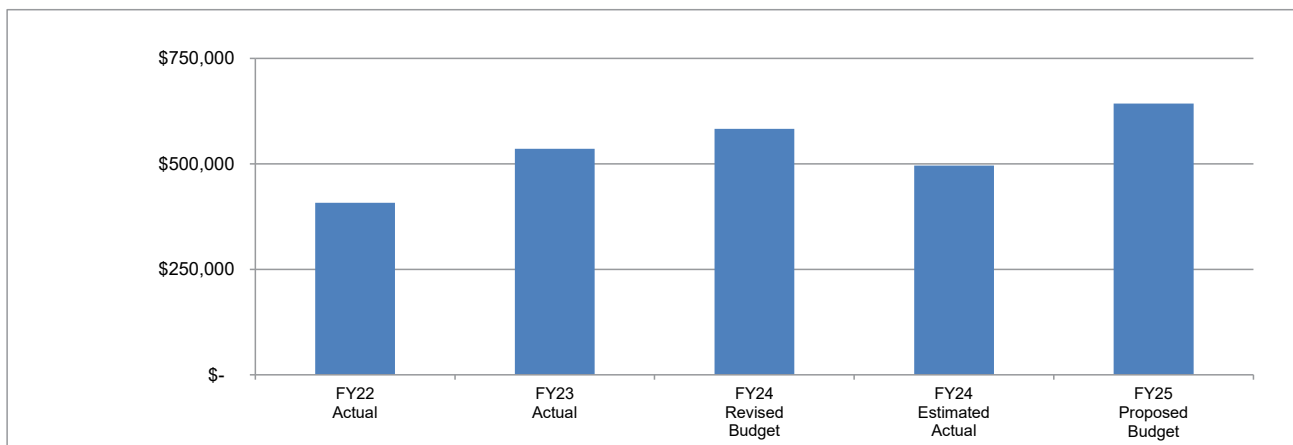
Cultural Arts Center - 1002310

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 407,608	\$ 535,863	\$ 583,000	\$ 495,968	\$ 642,816



BUDGET ADJUSTMENTS

NONE



CITY ADMINISTRATION

Cultural Arts Center (continued)

KEY ACCOMPLISHMENTS IN FY24

- Presented two outdoor free community craft and gift fairs, two pop up art Gallery exhibits at the Simi Valley Town Center and Simi Valley Library, three Mainstage productions (including a Southern California Regional Premiere) and two DownStage productions, monthly Acoustic Rock Tribute Concerts, two Elvis Tribute Concerts, eight 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 Artist Talks, and hosted five rental productions, a Youth Council Talent Show, Reflections Arts Show and Award Presentation, fundraisers for the Simi Valley Cultural Arts Center Foundation and Simi Valley Library Foundation, 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 Recreation and Park District, Simi Valley Unified School District, Simi Valley Cultural Association, Ventura County Arts Council, Simi Valley Library Foundation, Simi Valley Arts Association, and Simi Valley Cultural Arts Center Foundation.
- Distributed over \$34,000 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 2024.
- Expanded Arts in Education opportunities for local youth to include CAC's produced Young Artists Playground Summer Camp, Spring Break Camp, Saturday Morning Arts Workshop Series, and Monday After School theater programs.
- Sponsored the performing arts stage at Rancho Simi Recreation and Park District's Arts Festival and a series of Meet the Authors Living History programs at the Simi Valley Library.
- Hosted the State of the City presentation and Ventura County Organization of Government Dinner.

GOALS FOR FY25

- Expand the Arts Recovery Grant to encourage more use of the CAC by local arts organizations and non-profits through rental subsidies.
- Expand the CAC's Youth Arts in Education offerings to include in classroom collaborations with the 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

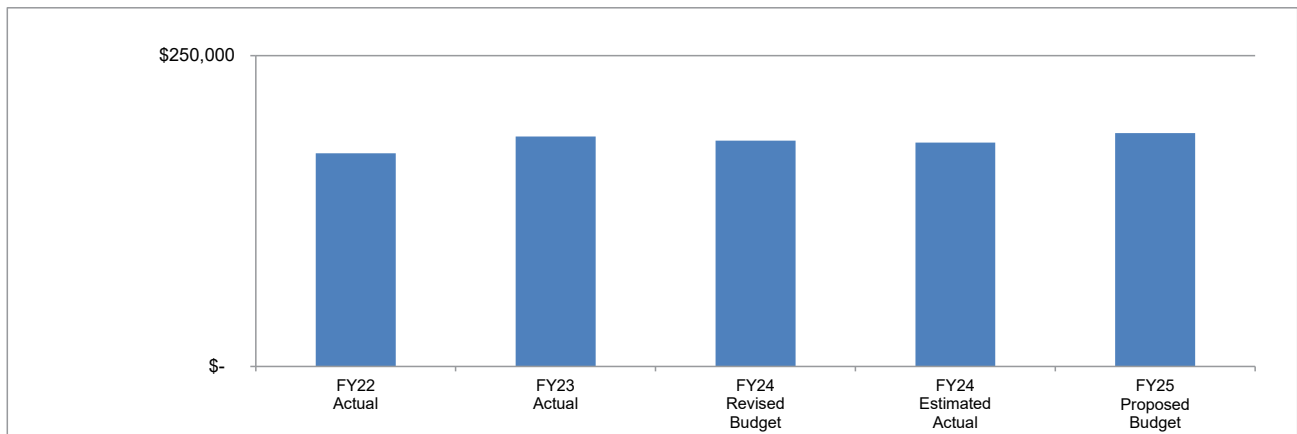
OVERVIEW

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 171,540	\$ 184,880	\$ 181,608	\$ 180,089	\$ 187,669



BUDGET ADJUSTMENTS

NONE



CITY ADMINISTRATION

Youth Services (continued)

KEY ACCOMPLISHMENTS IN FY24

- Developed the 2023-24 Youth Council Work Plan and created Ad Hoc Committees to address mental health issues; discrimination; violence; and substance use.
- Organized prevention campaigns to address issues facing youth, including suicide prevention, stop bullying, mental health, tobacco and substance use prevention events, and co-coordinated cultural awareness activities for all middle and high school students.
- Collaborated with the Simi Valley Unified School District to provide Teen Crisis Resource Numbers on more than 10,000 middle and high school identification cards.
- Facilitated the 2024 Youth Town Hall with close to 300 middle and high school students in attendance and a mental health survey completed by more than 1,000 middle and high school students, 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 with mini volunteer fair, Interview Skills with mock interviews, Resume Writing and Skill Building Certificates offered by LinkedIn Learning, intensive services provided to youth needing additional support with interviewing skills, including those with special needs and socioeconomic disadvantages.
- Worked with the YES Advisory Board to develop a 2023-24 School Year Work Plan to include a teen financial literacy workshop, new Inspire Entrepreneurship 10-part Podcast Series, 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 FY25

- 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 2024-25 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 20%.
- Develop a project plan for the YES/Entrepreneurship initiative to encourage entrepreneurial activity in the City.
- Identify, research, and submit at least two grants or similar opportunities to develop and expand the Youth Services programs and activities.



CITY MANAGER'S OFFICE
FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Additional Funds for the 2024 Elections

AMOUNT : \$25,000

ACCOUNT: 1001130-42420

PRIORITY: 1

[x] One Time Expenditure

[] Recurring Expenditure

COST BREAKDOWN

Table with 2 columns: Description and Amount. Row 1: Additional Funds for the 2024 election, 25,000. Row 2: TOTAL, \$25,000.

Due to the County of Ventura's recently adopted Voter's Choice Act model of elections, it has made voting more accessible for Ventura County residents, resulting in increased turnout and election accountability. As required by the California Secretary of State, the Elections Division mails 90-day and 60-day notices in advance of an election to every registered voter. Every registered voter is provided a Vote By Mail Ballot approximately 30 days prior to election day. The Voter's Choice Act increased the number of days a person can vote in-person at a Vote Center and increased outreach requirements. These requirements (and more that are not listed) have added to the increased costs of conducting an election. This year, the election is anticipated to cost approximately \$80,000 to \$85,000.



CITY ADMINISTRATION

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increase in Operating Supplies for Meals On Wheels and Congregate Meal Program

AMOUNT : \$10,300

ACCOUNT: 1002335-42560 and 1002337-42560

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Operating Supplies		
Meals on Wheels	1002335-42560	7,500
Congregate Meals	1002337-42560	<u>2,800</u>
TOTAL:		\$10,300

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 44,000 home-delivered meals and approximately 30,000 congregate meals are provided to seniors each fiscal year. Additional funding is requested in Operating Supplies due to the increased price of meal trays used for these programs and the growing number of recipients.



CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

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

AMOUNT : \$ (29,906)

ACCOUNT: 1001125-various salaries and benefits

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits	<u>(29,906)</u>
TOTAL:	(29,906)

The City Manager is requesting that the vacant Deputy City Manager position (246122241) be converted to Assistant to the City Manager, effective July 1, 2024. This change acknowledges the current needs of the Department and is presently being recruited. This will result in an annual savings of \$29,906.



CITY ADMINISTRATION

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Reclassification of Community Services Manager to Senior Management Analyst
AMOUNT : \$1,491
ACCOUNT: 1001125-41010
PRIORITY: 4

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits	1,491
TOTAL:	\$1,491

The City Manager is requesting that the Community Services Manager position (#246212548) be converted to Senior Management Analyst, effective July 1, 2024. The incumbent was promoted to the Senior Management Analyst classification during FY 23/24 and this change acknowledges the current needs of the Department. This will result in an annual increase of \$1,491.



CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Reclassification of Management Analyst to Management Assistant
AMOUNT : (\$8,693)
ACCOUNT: 1001125-41010
PRIORITY: 5

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

	Salaries and Benefits	(8,693)
TOTAL:		<u>\$ (8,693)</u>

The City Manager is requesting that the Management Analyst position (#246224753) be converted to Management Assistant, effective July 1, 2024. The incumbent, working a 50% FTE schedule, was promoted to the Management Assistant classification during FY 23/24 and this change acknowledges the current needs of the Department. The Department will retain the remaining 50% FTE. This will result in an annual savings of \$8,693.



CITY ADMINISTRATION

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increase in Subscriptions and Books
AMOUNT : \$50
ACCOUNT: 1001126-42450
PRIORITY: 6

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN		
	Increase in Subscriptions and Books	50
TOTAL:		<u>\$50</u>

Required Labor Posters have increased in cost.

CITY ATTORNEY

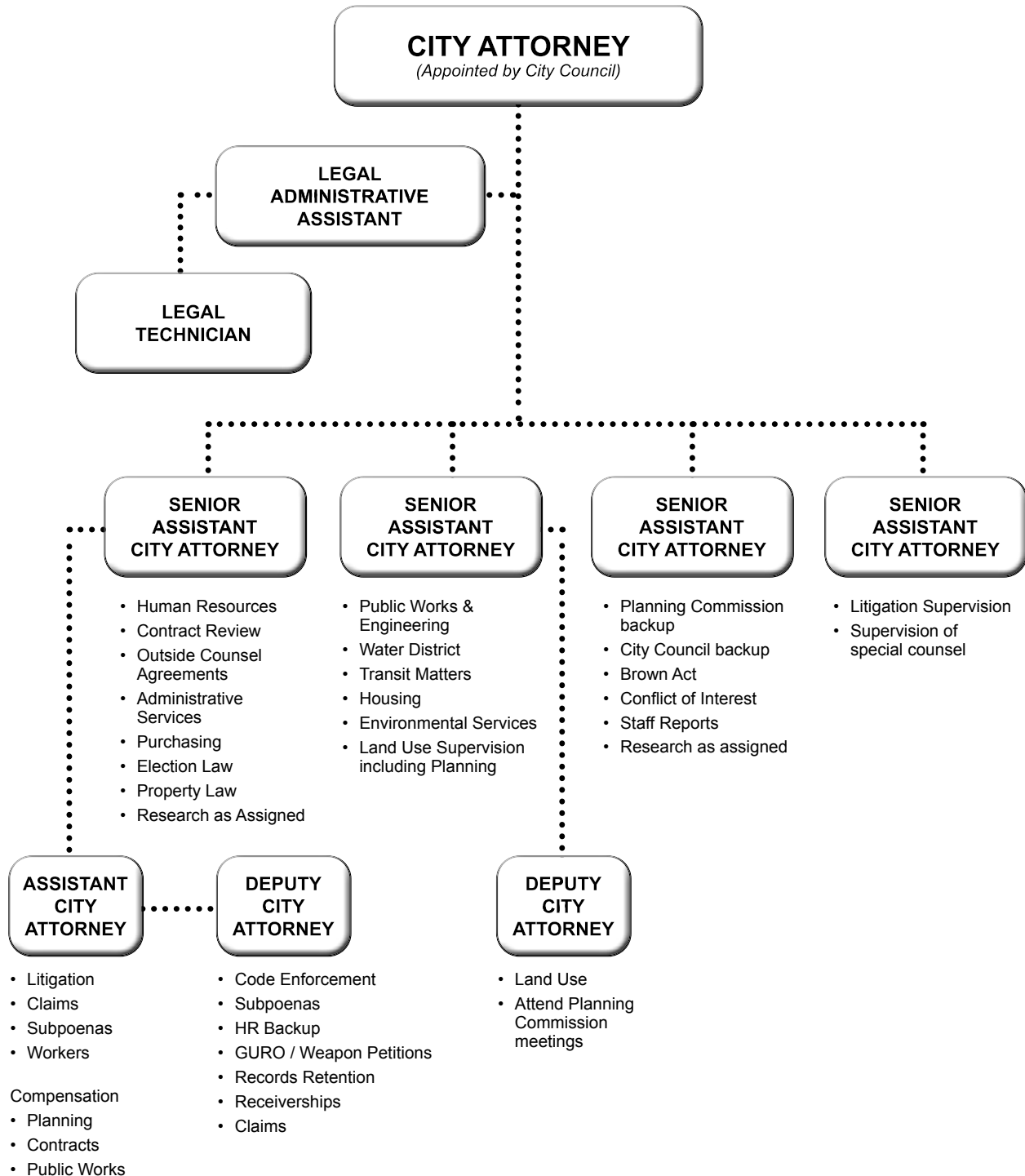




CITY ATTORNEY

CITY ATTORNEY

Simi Valley City Council





CITY ATTORNEY

The City Attorney’s Office provides timely legal advice to assist the City in meeting the goals set by the City Council. The Office assists the City Manager and all departments and employees of the City in meeting these goals. All advice should be as accurate as possible, and risk assessments are provided (when needed) to help the Council or City staff to decide between different legal options. The Office defends the City in civil litigation matters, and prosecutes violations of the City’s Municipal Code. Outside counsel is managed through the Office in order to ensure low-cost, efficient, and effective legal services for the City.

The Office also ensures that contracts, resolutions, ordinances, and other documents and enactments of the City comply with all applicable laws. With respect to the meetings of the City Council and other subordinate bodies of the City, including the Planning Commission, the Office ensures compliance with open meeting rules such as the Ralph M. Brown Act. The Office also helps provide guidance on the implementation of City initiatives in diverse areas such as planning and land use, homeless issues, public safety, fees and rates, and other areas in which legal advice is needed and requested.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
City Attorney	\$ 1,172,954	\$ 1,221,288	\$ 1,703,814	\$ 1,389,478	\$ 1,660,189



CITY ATTORNEY

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	623,007	589,493	896,901	587,295	626,689	-30.1%
41020 - Temporary Salaries - PR Only	-	1,151	-	1,763	-	0.0%
41040 - Overtime	-	-	-	-	-	0.0%
41050 - Outside Assistance	22,510	115,915	172,189	418,000	-	-100.0%
41200 - Deferred Comp - 401k	9,579	9,301	12,780	9,867	9,600	-24.9%
41210 - Deferred Comp - 457	521	324	1,820	1,820	1,820	0.0%
41300 - Vision Care	1,198	956	1,440	999	1,202	-16.5%
41350 - Disability	4,902	3,809	6,967	6,033	4,450	-36.1%
41400 - Group Insurance/Health	8,199	7,506	10,872	8,093	9,420	-13.4%
41415 - Flex Benefits	112,123	97,023	149,718	95,091	105,952	-29.2%
41420 - CalPERS Health Admin Fee	-	422	673	673	750	11.4%
41450 - Life Insurance	960	803	1,148	857	866	-24.6%
41500 - Group Insurance/Dental	5,269	4,762	7,080	4,233	5,016	-29.1%
41550 - Section 125 Administration Fee	36	2	42	42	-	-100.0%
41600 - Retirement (PERS)	224,698	231,412	270,667	141,917	199,623	-26.2%
41620 - Retirement (HRA)	9,073	8,334	9,600	9,653	9,600	0.0%
41650 - Medicare Tax	10,437	8,946	15,176	9,594	10,623	-30.0%
41660 - FICA	-	71	-	109	-	0.0%
41700 - Workers Compensation	38,767	43,705	23,499	23,499	13,787	-41.3%
41800 - Leave Accrual	59,933	20,156	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	2,411	(10,588)	-	-	-	0.0%
42150 - Communications	390	780	800	195	-	-100.0%
42230 - Office Supplies	1,706	1,036	2,300	1,500	2,300	0.0%
42430 - Employee Recognition	33	30	1,000	50	1,000	0.0%
42440 - Memberships and Dues	1,950	1,593	2,600	1,094	2,600	0.0%
42450 - Subscriptions and Books	7,240	8,065	13,464	9,000	13,464	0.0%
42720 - Travel Conferences Meetings	2,124	3,381	4,500	4,100	7,103	57.8%
42730 - Training	3,674	4,235	5,500	4,500	5,500	0.0%
42790 - Mileage	3,506	5,588	10,500	6,000	5,699	-45.7%
44010 - Professional/Special Services	11,036	8,333	13,600	10,500	13,600	0.0%
44012 - Outside Legal	7,675	54,744	68,977	33,000	609,524	783.7%
TOTAL	\$ 1,172,954	\$ 1,221,288	\$ 1,703,814	\$ 1,389,478	\$ 1,660,189	-2.6%



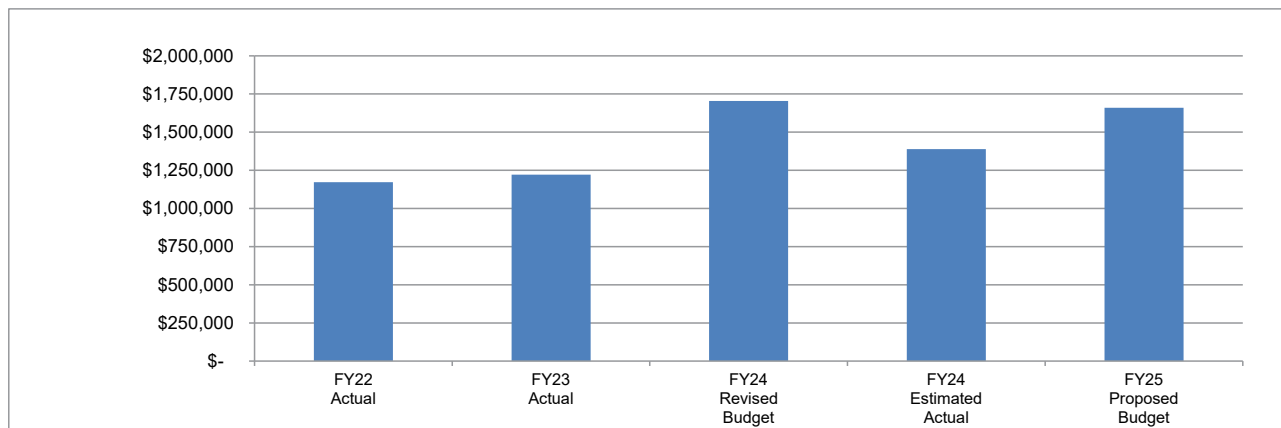
City Attorney's Office - 1001205

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,172,954	\$ 1,221,288	\$ 1,703,814	\$ 1,389,478	\$ 1,660,189



BUDGET ADJUSTMENTS

NONE



CITY ATTORNEY

City Attorney's Office (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 270 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 53 subpoenas served on the City.
- Investigated and made recommendations on 48 new claims, and managed the administration and closing of over 43 pending claims.
- Managed or directly handled an average of approximately 36 civil court matters.
- Managed or directly handled 5 Weapons Forfeiture Petitions.
- Provided direction to the City Council on matters related to the cleanup efforts at the Santa Susana Field.
- Filed 9 misdemeanor criminal cases and 1 infraction case.

GOALS FOR FY25

- 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.

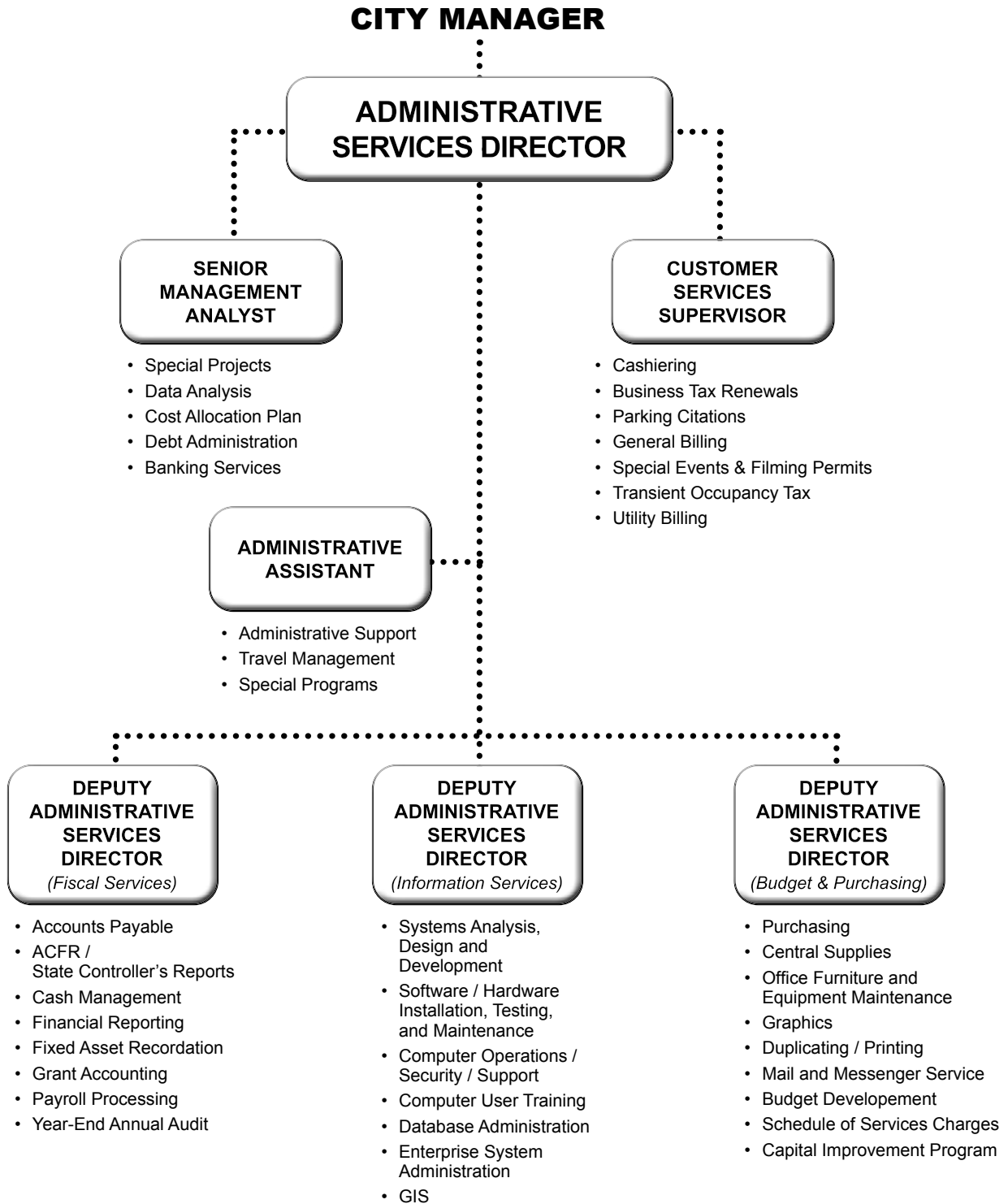
ADMINISTRATIVE SERVICES





ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES Simi Valley City Council



ADMINISTRATIVE SERVICES



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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Administration	1,053,418	841,520	1,031,879	742,529	987,597
Fiscal Services	1,257,897	1,367,399	1,448,814	1,429,383	1,557,553
Support Services	806,746	628,953	963,734	795,448	956,625
Customer Services	48,238	92,230	161,006	120,384	162,430
Information Services	2,540,918	2,985,449	3,238,119	3,046,158	3,372,929
TOTAL	\$ 5,707,217	\$ 5,915,550	\$ 6,843,552	\$ 6,133,901	\$ 7,037,134



ADMINISTRATIVE SERVICES

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,958,608	3,113,685	3,893,924	3,525,000	4,064,718	4.4%
41020 - Temporary Salaries - PR Only	3,383	11,292	-	-	-	0.0%
41040 - Overtime	11,370	17,432	12,000	10,800	12,000	0.0%
41200 - Deferred Comp - 401k	57,093	60,016	70,060	67,000	78,382	11.9%
41210 - Deferred Comp - 457	12,651	11,814	15,535	12,100	11,830	-23.8%
41300 - Vision Care	7,425	7,766	9,151	8,312	9,151	0.0%
41350 - Disability	23,378	22,079	29,194	26,246	28,857	-1.2%
41400 - Group Insurance/Health	55,044	58,617	68,856	65,592	71,592	4.0%
41415 - Flex Benefits	629,786	667,635	860,439	744,000	851,669	-1.0%
41420 - CalPERS Health Admin Fee	1,550	2,463	3,506	2,700	3,618	3.2%
41450 - Life Insurance	5,912	5,864	6,891	6,250	6,667	-3.3%
41500 - Group Insurance/Dental	34,266	35,797	41,979	39,632	43,019	2.5%
41550 - Section 125 Administration Fee	387	371	462	340	378	-18.2%
41600 - Retirement (PERS)	1,110,450	1,197,399	1,175,485	1,132,000	1,307,269	11.2%
41620 - Retirement (HRA)	27,904	32,760	39,001	37,100	46,201	18.5%
41650 - Medicare Tax	49,290	48,174	68,938	55,550	71,288	3.4%
41660 - FICA	-	708	-	-	-	0.0%
41700 - Workers Compensation	157,029	190,155	102,381	102,381	90,124	-12.0%
41800 - Leave Accrual	248,817	252,787	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	29,249	(95,486)	-	-	-	0.0%
42150 - Communications	4,725	4,980	5,580	5,580	5,580	0.0%
42230 - Office Supplies	3,800	5,408	8,000	5,700	8,000	0.0%
42430 - Employee Recognition	513	488	1,000	500	1,000	0.0%
42440 - Memberships and Dues	2,645	2,855	5,340	2,085	5,330	-0.2%
42450 - Subscriptions and Books	768	1,149	1,300	375	1,300	0.0%
42460 - Advertising	-	-	-	-	-	0.0%
42720 - Travel Conferences Meetings	2,430	6,730	30,700	25,900	34,000	10.7%
42730 - Training	2,890	2,075	5,900	5,200	4,900	-16.9%
42790 - Mileage	4,853	7,748	7,250	5,580	7,250	0.0%
44010 - Professional/Special Services	234,574	240,298	374,728	244,728	267,061	-28.7%
44310 - Maintenance of Equipment	136	136	250	250	250	0.0%
44490 - Other Contract Services	26,290	2,355	5,700	3,000	5,700	0.0%
TOTAL	\$ 5,707,217	\$ 5,915,550	\$ 6,843,552	\$ 6,133,901	\$ 7,037,134	2.8%

ADMINISTRATIVE SERVICES

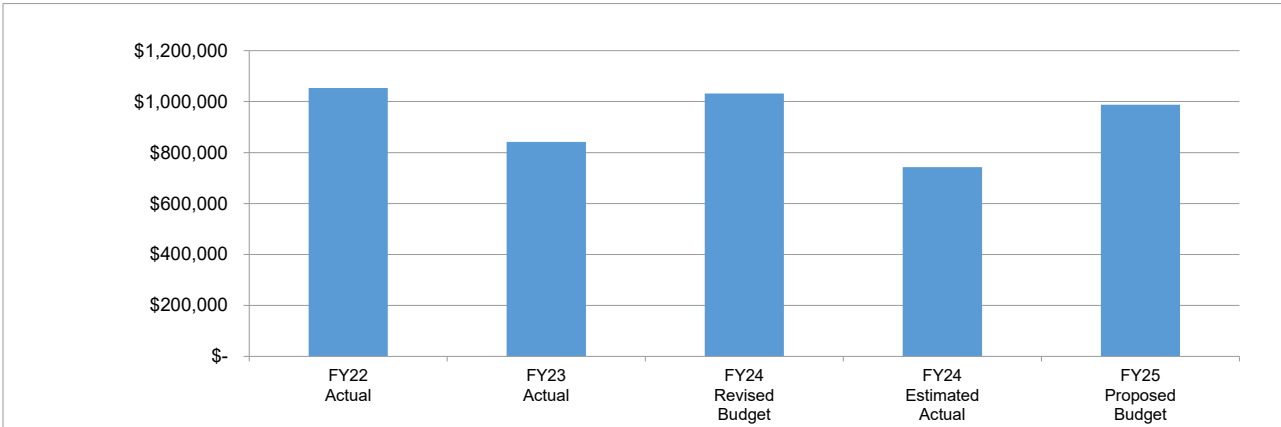


Administration Division - 1001505

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, information services, and banking services.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,053,418	\$ 841,520	\$ 1,031,879	\$ 742,529	\$ 987,597



BUDGET ADJUSTMENTS

NONE



ADMINISTRATIVE SERVICES

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Finalized the financial statement audit and issued the FY2022-23 ACFR within six months of fiscal year end.
- Implemented a cybersecurity training as a mandatory training for all city staff on a semi-annual basis.
- Enrolled the City in the California Low Income Household Water Assistance Program (LIHWAP), resulting in \$150,000 in grant dollars received by the City to pay delinquent water bills.
- Enrolled the City in seven National Opioids Settlements allowing the City to receive funding over the next several years to be used toward the abatement of the opioid epidemic.
- Implemented the installation of GPS devices in City vehicles and high priority equipment for better maintenance and location tracking.
- Continue to monitor the investment markets to ensure the City's investments are receiving the best rates available.

GOALS FOR FY25

- Begin implementation of vendor self service and accounts payable ACH payments.
- Enter into a contract for replacement of the City's 20 year old public safety radio system.
- Conduct a study to define, and begin implementation of, improved cyber security systems and processes.
- Implement eProcurement and contract management solutions to improve and streamline the City's procurement function.
- Implement an Artificial Intelligence (A.I.) policy to manage risks presented by A.I. systems.

ADMINISTRATIVE SERVICES

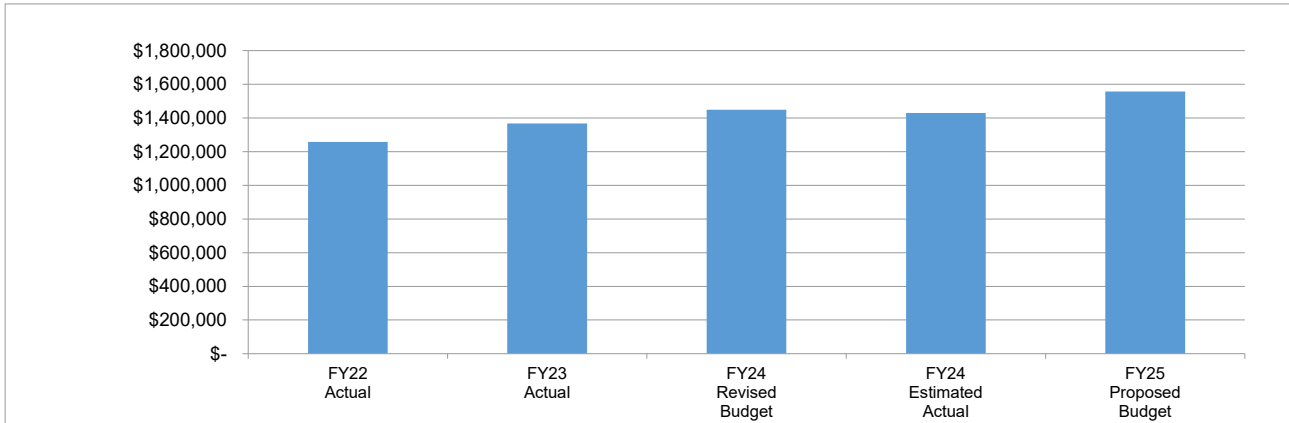


Fiscal Services Division - 1001510

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 financial reports prepared include the Annual Comprehensive Financial Report (ACFR), federal Single Audit, State Controller's reports, and other federal and state financial reporting.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,257,897	\$ 1,367,399	\$ 1,448,814	\$ 1,429,383	\$ 1,557,553



BUDGET ADJUSTMENTS

Payroll Coordinator position replaced with a Sr. Accountant	\$	(2,350)
Replace two Accounting Technician II's with two Accounting Specialists	\$	70,262



ADMINISTRATIVE SERVICES

Fiscal Services Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 43rd consecutive year for the ACFR for the fiscal year ended June 30, 2022.
- Finalized the financial statement audit and issued the fiscal year 2022-23 ACFR within six months of fiscal year end.
- 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 ACFR for the fiscal year ended June 30, 2023.
- Completed a four year compliance review for the City's forfeited assets grant program administered by the Department of Justice.
- Implemented Governmental Accounting Standards Board statement 96 (subscription-based information technology arrangements).
- Improved the timeliness of month end close processes, including the bank reconciliation of the City general operating account.

GOALS FOR FY25

- Streamline ACFR development by creating an automated process to build the City's various financial statements, which will further improve timeliness of the ACFR issuance.
- Improve timeliness of processing capital asset records.
- Begin implementation of vendor self service and accounts payable ACH payments.
- Perform quarterly grant analysis and reconcile grants to project records in financial system.
- Continue to identify and implement enterprise resource planning (ERP) system efficiencies in the various financial module programs.
- Invest in Division staff by expanding training and development initiatives.

ADMINISTRATIVE SERVICES



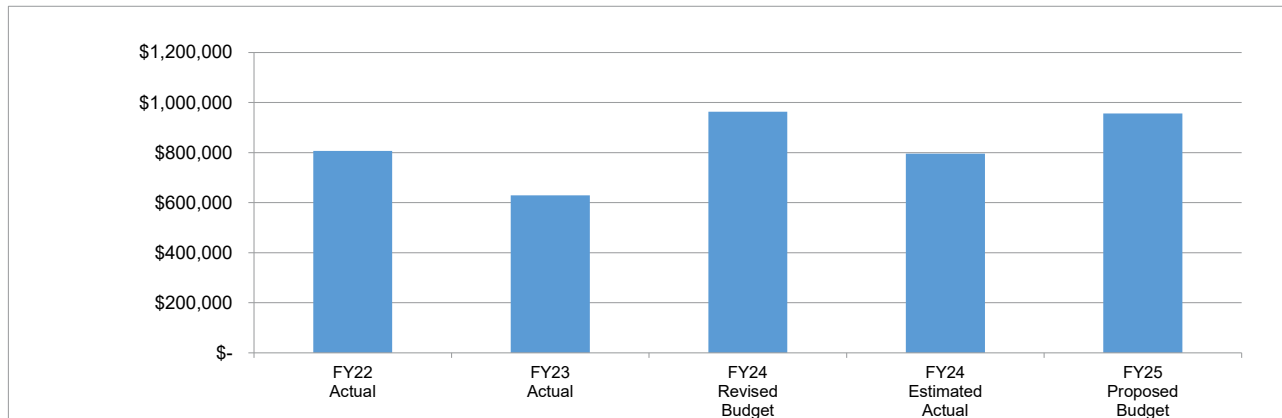
Support Services Division - 1001540

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 806,746	\$ 628,953	\$ 963,734	\$ 795,448	\$ 956,625



BUDGET ADJUSTMENTS

Printer position replaced with Support Services Worker	\$ (3,152)
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ADMINISTRATIVE SERVICES

Support Services Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Reviewed over 200 contracts and 40 formal bids, requests for proposals (RFPs), and request for qualifications (RFQs) to obtain goods, services, and infrastructure improvement for the City.
- Completed a three-phase training sessions of the City's Purchasing process in alignment with the City's Ordinance, which included an average attendance of 50 employees, allowing for clarity and understanding of the Purchasing function.
- Updated City's Purchasing Ordinance and Contract forms to streamline procurement operations, meet statutory requirements, and reflect industry best practices.
- Integrated policies regarding Surplus Property, hazardous waste, and electronic waste disposal within the Purchasing Ordinance to appropriately reuse, recycle, or dispose of obsolete or inoperable City property.
- Proactively exercised regular maintenance of internal postage meter units at City Hall. This resulted in a reduction of downtime for upgrades and repairs, increased speed and volume intake, and ensured maximum operational functions in the mail service room.
- Worked with City's consultant to successfully submit Fiscal Year 2023 SB90 Claim application for reimbursement of costs incurred in providing State mandated services totaling \$142,916.
- Successfully recruited and filled the vacant Graphics / Support Services Technician position.
- Completed over 690 Print Shop request for FY2023-24, including the production of major City publications such as the Adopted Annual Budget and CIP books for FY2023-24, the Annual Comprehensive Financial Report 2022-23, 1,600 Youth Employment Service Interview Skill Workbook and assisted the City Manager's office for the 2023 & 2024 State of the City presentation.
- Began development of visual communication Style Guide for City and assisted with development of the Simi Valley Police Department Style Guide for social media.
- Developed and implemented various administrative and operational procedures to increase Print Shop efficiency, optimize staffing skills, and minimize turn-around time. Examples of these include revision to the Print Shop Request and Business Card order forms into a single fillable document and establishing a single email for Graphics / Print Shop job submission.

GOALS FOR FY25

- Update internal Purchasing processes, consistent with the Purchasing Ordinance update, to improve education and training of key stakeholders, streamline procurement operations, and reflect industry best practices.
- Explore, evaluate, and implement eProcurement and contract management solutions that will help improve and streamline the City's procurement function.
- Procure an Intelligent Mail Indicia technology mail equipment in compliance with the Postal Service rule under 85 FR 78236, which will provide current and effective service to the City.
- Implement a standardized City Style Guide for visual communications.
- Collaborate with Information Services to prepare an internal Ink Cartridge Recycling Program for Citywide copiers and Print Shop promoting an environmentally friendly City.
- Explore opportunities to revamp the City's Annual Budget and Capital Improvement book and electronic platform to optimize end user experience.
- Collaborate with City Manager's office to promote the City of Simi Valley's calendar of events through social media platform; increasing presence and communication between the City and its community members.

ADMINISTRATIVE SERVICES



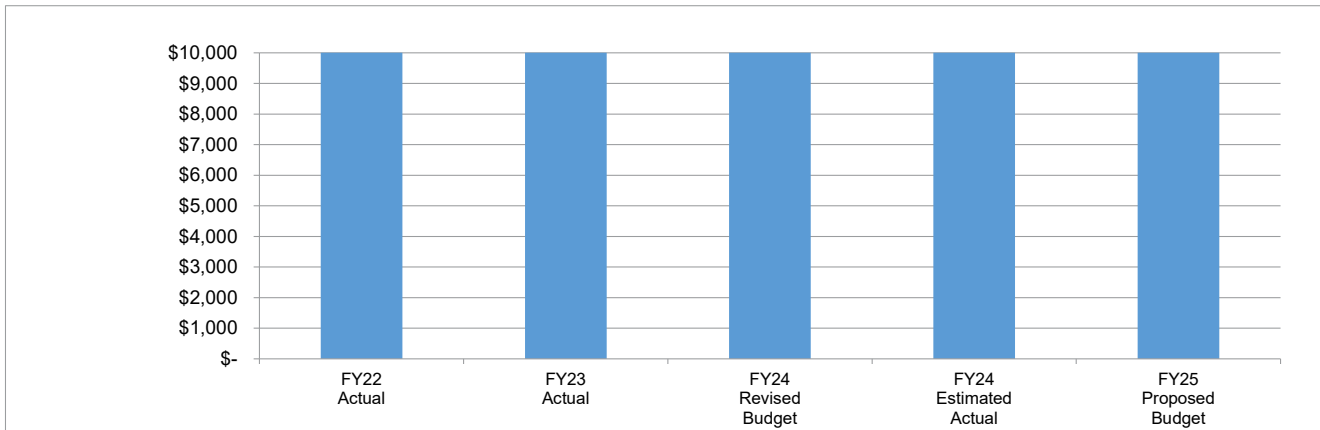
Customer Services Division - 1001552

OVERVIEW

The Customer Services Division is responsible for processing water bills, sanitation billing, parking citations, merchant permits, Massage Ordinance registrations, and general billing, with salaries paid from the Waterworks Fund. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, Transient Occupancy Taxes, and cashiering activities at City Hall.

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

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 48,238	\$ 92,230	\$ 161,006	\$ 120,384	\$ 162,430



BUDGET ADJUSTMENTS

NONE



ADMINISTRATIVE SERVICES

Customer Services Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Handled call volume of approximately 3,200 incoming calls per month.
- 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 11,520 cash register transactions, totaling over \$17 million in incoming revenue.
- Achieved the goal of 14.91% 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.
- Streamlined the method by which customers may apply for and renew permits without appearing in person.
- Coordinated with Community Action of Ventura County and assisted over 200 delinquent utility customers that applied for federal funding from the Low Income Household Water Assistance Program (LIHWAP), and received over \$150,000 to pay delinquent water bills.
- Assisted the City's Water Conservation division which implemented DropCountr software so utility customers may review their water consumption.

GOALS FOR FY25

- Support the community as one of the first points of contact for citizen needs.
- Continue to support Water Conservation efforts to help reduce water bills, avoid water loss, and ensure compliance with the State's Emergency Conservation Regulation.



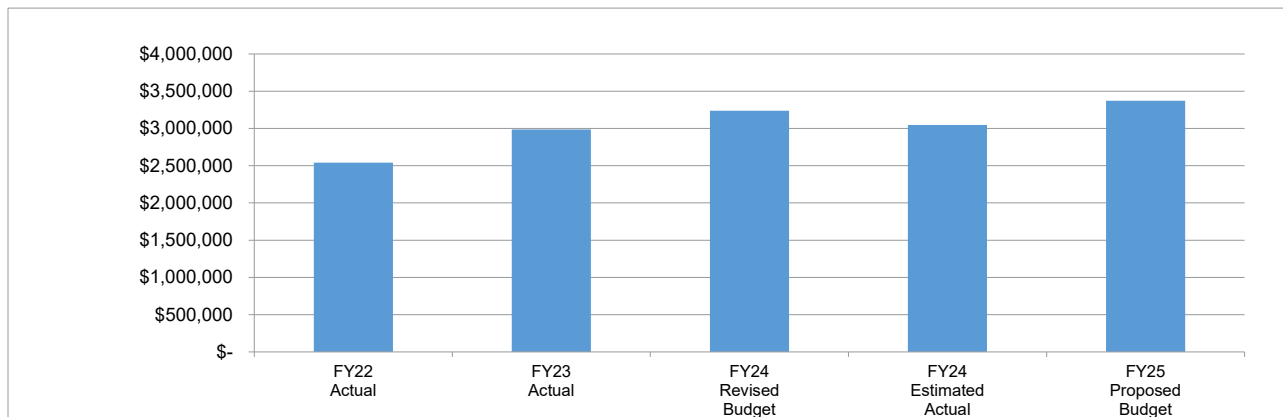
Information Services Division - 1001560

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,540,918	\$ 2,985,449	\$ 3,238,119	\$ 3,046,158	\$ 3,372,929



BUDGET ADJUSTMENTS

NONE



ADMINISTRATIVE SERVICES

Information Services Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Major initiatives that were completed to ensure the security and stability of the City's network include:
 - The upgrade of 44 Windows servers which created a significant risk to the City.
 - Applied hundreds of security patches to desktops, servers, phone systems, firewalls, switches and network infrastructure.
 - Installed 70 new computers in the police cars and implemented two-factor authentication.
 - Replaced 120 desktop computers with upgraded hardware and operating systems.
 - Conducted multiple security awareness exercises, raising awareness of phishing attacks.
- Created justifications, staff reports, and contracts for over a dozen new and existing systems.
- Maintained cyber-security certifications for both the California and federal departments of justice.
- Created an auto- issuance process for mechanical, solar, residential electrical, and residential plumbing permits.
- Implemented dozens of enhancements in the permitting system enabling staff to process over 4,500 permits in the past 12 months. This has increased satisfaction for residents and staff.
- Information Services has contributed to the SiFi / city wide fiber optic network roll out in a strategic role.
- Implemented a new payment processor, standardizing processes and saving the City over \$250,000/ year on fees
- Created RFP and finalized selection of a new public works asset management and work order system.
- Created hundreds of new reports for fiscal, police department crime analysis, environmental compliance and human resources.
- Upgraded police systems for crime mapping, reporting and compliance.
- Oversaw selection of work order system specific to the waterworks division .
- Selected, installed and configured an electronic document management system for the City Clerks office improving efficiency.

GOALS FOR FY25

- Align the mission of the City, with information technology goals, projects and available resources to ensure a secure, stable systems environment that adds value, transparency and efficiency to Staff and residents.
- Begin the implementation of a public works asset management and work order system.
- Modernize the City's geographical information system.
- Continue to provide enhancements to the City's online permitting system.
- Implement additional cyber security systems and processes.
- Leverage the City's new fiber optic network.
- Enhance systems that support all aspects of the City, fiscal, budgeting, human resources, police systems, public works and environmental services.
- Begin the replacement of the City's 20 year old public safety radio system.

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Payroll Coordinator position replaced with a Sr. Accountant

AMOUNT : (\$2,350) Salary Savings

ACCOUNT: 1001510 - Various

PRIORITY: 1

One Time Expenditure

Recurring Savings

COST BREAKDOWN

	Salary Savings	(2,350)
TOTAL:		<u>(\$2,350)</u>

The Payroll Coordinator position has been under filled with a Sr. Accountant and the Administrative Services Department would like to make the Sr. Accountant position the permanent position and eliminate the Payroll Coordinator position. The Sr. Accountant has been the lead person overseeing the payroll function. The Sr. Accountant position has more flexibility in the duties of the position, allowing for cross training within the department, which was not available when a Payroll Coordinator was overseeing payroll. The Sr. Accountant is paid slightly less than the Payroll Coordinator and therefore there would be a savings to the City of approximately only \$2,210 per year.



ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Printer position replaced with Support Services Worker

AMOUNT : (\$3,152) Salary Savings

ACCOUNT: 1001540-various

PRIORITY: 2

One Time Expenditure

Recurring Savings

COST BREAKDOWN

	Salary Savings	(3,152)
TOTAL:		<u>(\$3,152)</u>

In August of 2021 the City's Printer opted to leave the City for another opportunity which left the department with a vacant Printer position. With the position vacant, the job description was reviewed and determined to be out dated and no longer a useful position for the City. It was decided that the Support Services Worker job description was best suited for the current demands of the City. Therefore, a recruitment for a new Printer was not pursued and the Part-Time Support Services Worker was promoted to a Full-Time Support Services Worker. The division used the salary savings from the vacant printer position to cover the cost of a Full-Time Support Services worker. This model has been working very well for the overall running of the department. As a clean-up item, Administrative Services would like to permanently eliminate the Printer position and replace it with the Full-Time Support Services worker. The Support Services Worker position pays slightly less than the Printer position. The estimated annual salary savings would be \$3,100.

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Replace two Accounting Technician II's with two Accounting Specialists

AMOUNT : \$70,262

ACCOUNT: 1001510-various

PRIORITY: 3

One Time Expenditure

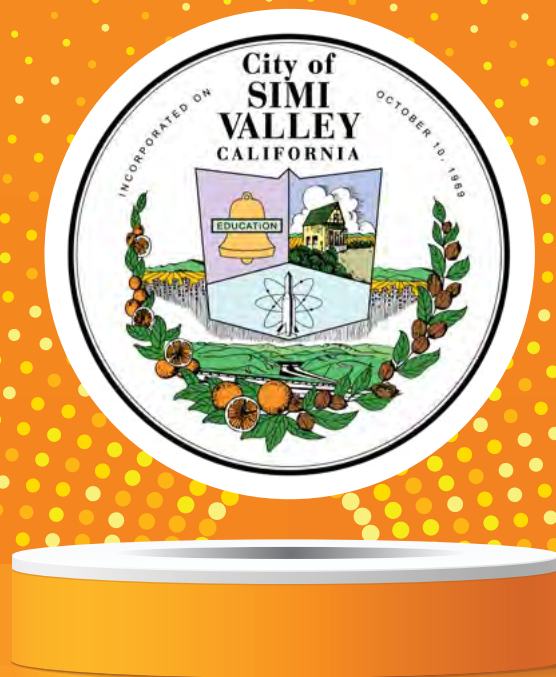
Recurring Expenditure

COST BREAKDOWN

(2) Accounting Specialists	223,071
(2) Eliminate Accounting Technician II	<u>(152,809)</u>
TOTAL:	\$70,262

Administrative Services has the desire to create a career ladder within the Fiscal Division. Currently there are five Accounting Technicians, which is an entry level into the Accounting career track. The Accounting Technician is a flexibly staffed position that has a level I or a level II available to staff based on experience. Typically staff is hired at the Level I with little to no Accounting experience and then graduate to the Level II after successfully learning the Accounts Payable process. As the Fiscal Division has progressed to be more technology based and analytically oriented, there is a need for a higher level position, above the Accounting Technician series, but not yet at the more senior levels of the Accounting field. With a total of ten staff members in the fiscal division, the current structure of five entry level Accounting Technician positions is a bottom heavy structure that limits career growth. Administrative Services would like to convert two Accounting Technician II's to Accounting Specialists. This would create a path for an experienced Accounting Technician to promote into a position where they can take on a higher level of responsibility. This conversion would allow for two of the more experienced Accounting Technician II's to promote and then to **eliminate the vacant Accounting Technician II position(s), therefore not adding additional staff.** If the person hired into the new position was not a current Accounting Technician, an existing Accounting Technician position would be eliminated upon the position becoming vacant. The fiscal division would not increase above the current number of ten staff members.

ENVIRONMENTAL SERVICES





ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES

CITY MANAGER

ENVIRONMENTAL SERVICES DIRECTOR

ADMINISTRATIVE ASSISTANT

PLANNING COMMISSION

ADMINISTRATIVE OFFICER

- Budget / Financial / Purchasing / Contract Administration
- Personnel
- Fee Administration
- Records Management
- Staff Support
- Support for Housing Programs
- Administrative Support to Neighborhood Councils
- Information Services
- Grant Management

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR *(City Planner)*

- Support to the Planning Commission
- Administrative Hearing Officer
- Municipal Code / Development / Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Support to Code Enforcement
- Census Coordination

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR *(Building Official)*

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

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR

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

ENVIRONMENTAL SERVICES



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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Administration	1,616,986	1,410,916	1,406,182	1,218,247	1,276,071
Accessibility Compliance (ADA)	-	-	50,000	13,000	50,000
Planning	1,405,440	1,426,254	2,107,086	1,493,280	2,086,674
Building & Safety	2,279,256	2,463,650	2,671,853	2,225,170	2,763,125
Neighborhood Council	164,930	168,728	170,208	91,926	167,238
Neighborhood Services / Animal Services / Code Enf. / Community Broadcast	1,597,216	1,603,734	2,451,540	1,837,608	2,565,574
TOTAL	\$ 7,063,828	\$ 7,073,282	\$ 8,856,869	\$ 6,879,231	\$ 8,908,683



ENVIRONMENTAL SERVICES

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,407,213	3,363,279	4,289,186	3,504,519	4,402,559	2.6%
41020 - Temporary Salaries - PR Only	6,218	1,611	16,000	11,300	20,000	25.0%
41030 - Boards and Commissions	33,593	32,798	32,608	32,608	32,608	0.0%
41040 - Overtime	7,659	1,093	6,100	5,900	6,100	0.0%
41200 - Deferred Comp - 401k	55,357	54,992	68,182	53,737	72,982	7.0%
41210 - Deferred Comp - 457	18,578	15,644	24,500	17,888	27,300	11.4%
41300 - Vision Care	9,280	8,615	10,922	8,373	10,404	-4.7%
41350 - Disability	22,868	20,888	27,599	20,814	25,997	-5.8%
41400 - Group Insurance/Health	63,920	61,740	90,600	62,467	84,780	-6.4%
41415 - Flex Benefits	710,632	725,955	956,482	741,522	957,725	0.1%
41420 - CalPERS Health Admin Fee	1,732	3,069	3,816	3,816	4,084	7.0%
41450 - Life Insurance	7,324	6,542	7,964	6,538	7,688	-3.5%
41500 - Group Insurance/Dental	43,723	41,132	49,542	39,520	48,427	-2.3%
41550 - Section 125 Administration Fee	369	355	462	332	462	0.0%
41600 - Retirement (PERS)	1,262,877	1,315,217	1,281,914	1,066,275	1,421,497	10.9%
41620 - Retirement (HRA)	39,743	40,474	45,601	41,963	52,801	15.8%
41650 - Medicare Tax	55,182	53,116	76,309	56,248	82,135	7.6%
41660 - FICA	2,468	2,133	3,014	2,741	3,262	8.2%
41700 - Workers Compensation	208,341	231,205	121,209	121,209	113,688	-6.2%
41800 - Leave Accrual	167,579	245,029	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	30,619	(84,724)	-	-	-	0.0%
41860 - Salary Reimbursements from	-	(11,762)	-	-	-	0.0%
41900 - Salary Savings	-	-	-	-	-	0.0%
42130 - Postage	8,354	-	10,000	-	10,000	0.0%
42150 - Communications	1,305	1,380	1,380	1,380	1,380	0.0%
42200 - Computer - Non Capital	-	80	-	-	-	0.0%
42230 - Office Supplies	3,848	4,200	6,909	7,050	7,703	0.0%
42235 - Furnishings & Equip - Non Cap	322	1,825	-	3,800	3,000	0.0%
42410 - Uniform/Clothing Supply	2,550	2,266	3,000	2,000	2,600	0.0%
42420 - Special Departmental Expense	3,277	-	600	600	1,000	0.0%
42430 - Employee Recognition	84	631	1,000	800	1,000	0.0%
42440 - Memberships and Dues	8,079	7,190	14,100	12,600	15,300	8.5%
42450 - Subscriptions and Books	3,180	13,739	13,100	8,700	13,100	0.0%
42460 - Advertising	5,773	2,622	4,700	4,200	4,700	0.0%
42550 - Small Tools/Equipment	-	581	600	400	600	0.0%
42560 - Operating Supplies	1,420	2,856	37,200	11,900	28,000	-24.7%
42720 - Travel Conferences Meetings	5,680	12,697	24,600	24,300	40,300	63.8%
42730 - Training	5,565	8,737	15,200	15,200	19,500	28.3%
42790 - Mileage	5,047	6,079	7,000	6,900	7,400	5.7%
44010 - Professional/Special Services	81,512	89,614	255,870	85,730	159,301	-37.7%
44012 - Outside Legal	69	-	25,000	-	-	-100.0%
44210 - Animal Regulation	594,088	593,997	1,003,500	683,000	923,500	-8.0%
44310 - Maintenance of Equipment	1,199	1,593	2,200	2,100	2,400	9.1%
44460 - Nuisance Abatement	20,718	6,600	33,400	-	20,000	-40.1%
44490 - Other Contract Services	156,481	188,195	285,500	210,800	273,400	-4.2%
TOTAL	7,063,828	\$ 7,073,282	\$ 8,856,869	\$ 6,879,231	\$ 8,908,683	0.6%

ENVIRONMENTAL SERVICES



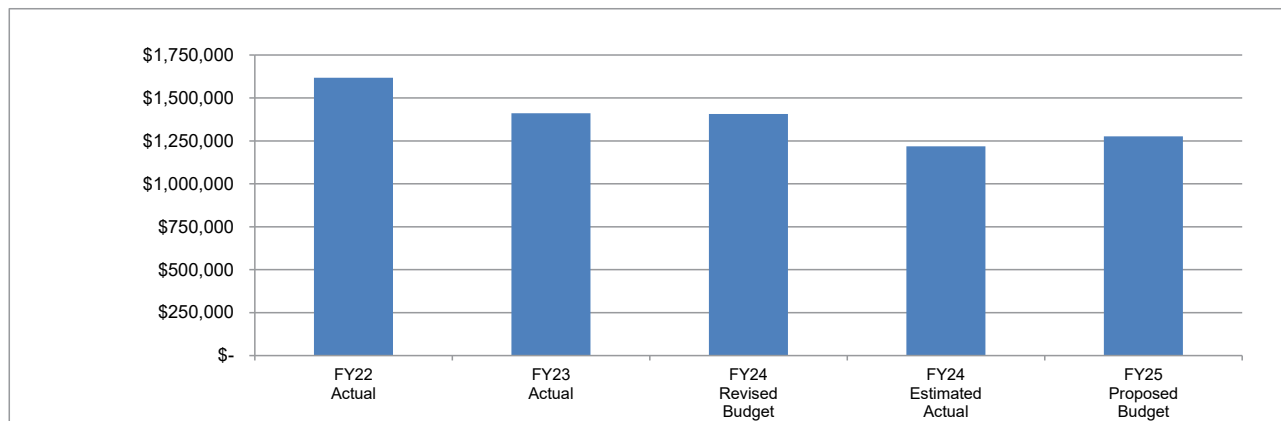
Administration Division - 1003005

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,616,986	\$ 1,410,916	\$ 1,406,182	\$ 1,218,247	\$ 1,276,071



BUDGET ADJUSTMENTS

NONE



ENVIRONMENTAL SERVICES

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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, grants and records management, contract/RFP/bid/specs and fees administration.
- Completed approximately 22 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.

GOALS FOR FY25

- 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, grants and records management, contract/RFP/bid/specs and fees administration.
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.
- Continue to audit departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

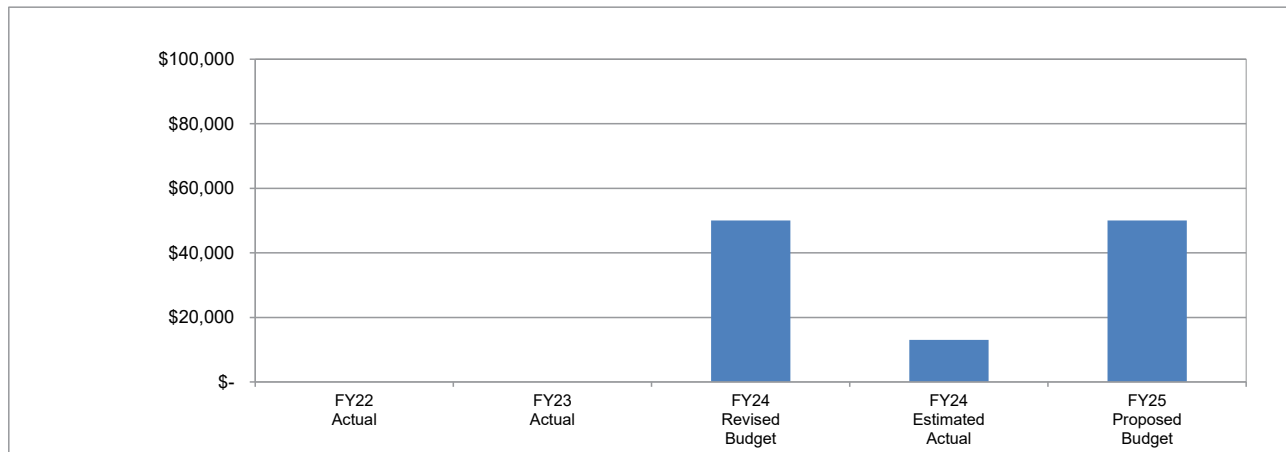


Accessibility Compliance (ADA) - 1003035

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ -	\$ -	\$ 50,000	\$ 13,000	\$ 50,000



BUDGET ADJUSTMENTS

NONE



ENVIRONMENTAL SERVICES

Accessibility Compliance (ADA) (continued)

KEY ACCOMPLISHMENTS IN FY24

- Determined program scope and developed administrative processes to comply with California AB 2164 (2023).
- 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 FY25

- 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.

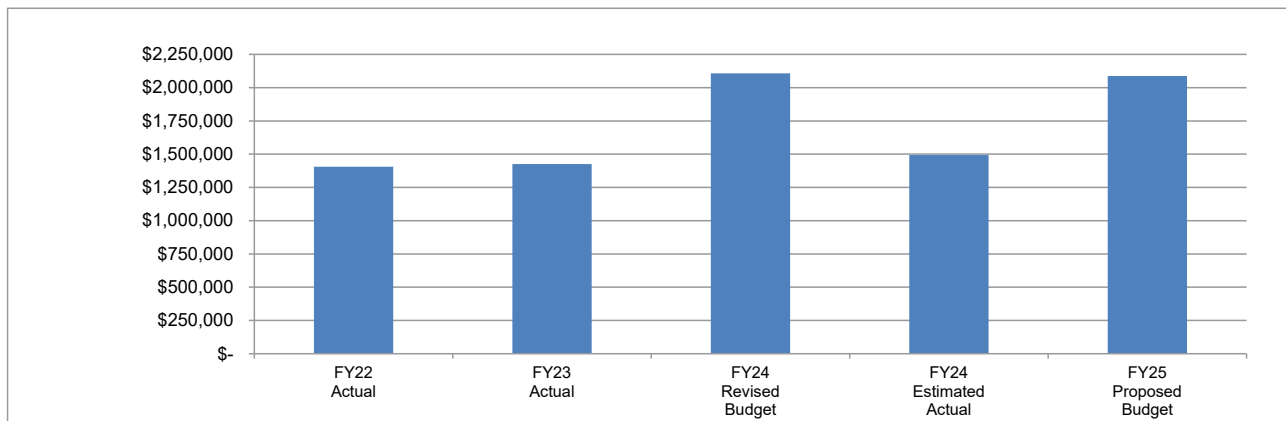


Planning Division - 1003010

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,405,440	\$ 1,426,254	\$ 2,107,086	\$ 1,493,280	\$ 2,086,674



BUDGET ADJUSTMENTS

NONE



ENVIRONMENTAL SERVICES

Planning Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Provided responsive customer service to over 3,000 customers through either the Planning Counter, telephone, or email communication.
- Issued approximately 600 over-the-counter approvals, including: Accessory Dwelling Units, Zoning Clearances, Home Occupation Permits, Sign Permits, and Temporary Use Permits.
- Processed six Preliminary Review and General Plan Pre-Screening Applications; reviewed Preliminary Review and Planning applications for approximately 250 new dwelling units, reconfiguration of the Lost Canyons developments, a 243,000 square-foot film studio expansion, and a proposal for a four to six building industrial complex at the City's western boundary.
- Managed over 190 (35 filed in FY 23-24) 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 356,000 square-foot industrial complex and 9,500 square-foot manufacturing building.
- 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.

GOALS FOR FY25

- 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.

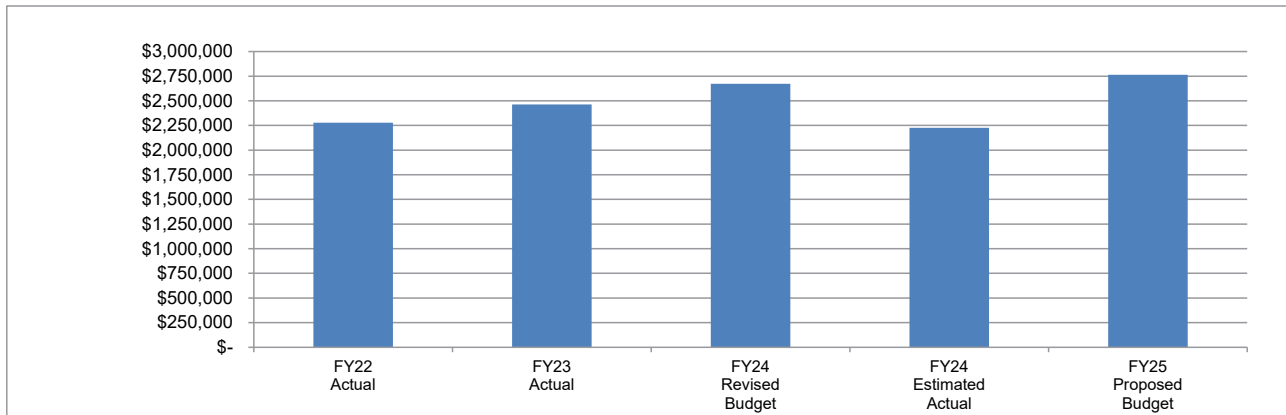


Building and Safety Division - 1003030

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,279,256	\$ 2,463,650	\$ 2,671,853	\$ 2,225,170	\$ 2,763,125



BUDGET ADJUSTMENTS

NONE



ENVIRONMENTAL SERVICES

Building and Safety Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 1,200 instant issuance permits via the City's customer self-service internet site, resulting in a substantial reduction in customer trips to City Offices.
- Performed 18,000 building, electrical, plumbing and mechanical inspections, and provided next-day service to permit customers.
- Provided reviews for 1,000 commercial and residential building plans and for 800 plumbing, mechanical and electrical systems.
- Issued over 700 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.
- Developed accessibility upgrade grant program in accordance with California Assembly Bill 2164 (2023) to provide financial assistance to small business owners for accessibility-related upgrades.
- Increased electronic permit and plan submittals to 95% of total applications.

GOALS FOR FY25

- 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.
- Implement accessibility upgrade grant program in accordance with California Assembly Bill 2164 (2023) to provide financial assistance to small business owners for accessibility-related upgrades.
- Develop instant building permit for residential re-roofing via the City's customer self-service internet site.



Neighborhood Councils - 1002235

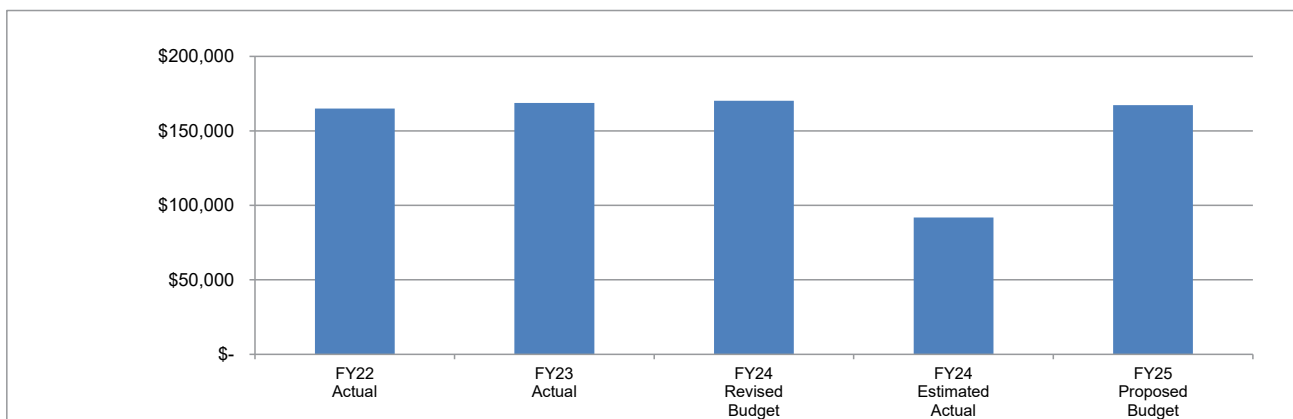
OVERVIEW

The Neighborhood Councils encourage and provide resident input and development of the community. They make recommendations to the City Council and Planning Commission on development projects and citywide concerns.

The City is divided into four Neighborhood Council districts. All residents age 18 and over are members of their Neighborhood Council. Each Neighborhood Council has an Executive Board of up to 13 members 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 residents.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 164,930	\$ 168,728	\$ 170,208	\$ 91,926	\$ 167,238



BUDGET ADJUSTMENTS

NONE



ENVIRONMENTAL SERVICES

Neighborhood Councils (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed two recruitments to fill 33 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 four 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, Community Projects Grant Committee, Program for Public Information Committee, the Street Fair, and City Expo.

GOALS FOR FY25

- Promote community engagement by encouraging active participation and involvement in community activities and events.
- Enhance awareness of the Neighborhood Council program throughout the community to assist in recruitment efforts.
- Enrich the programs recruitment materials to allow for applicants to gain knowledge throughout the application process.
- Provide opportunities for leadership and civic awareness through informational presentations.
- Improve knowledge of land use regulations by providing training on the City's land use and zoning regulations and the associated State requirements.

ENVIRONMENTAL SERVICES

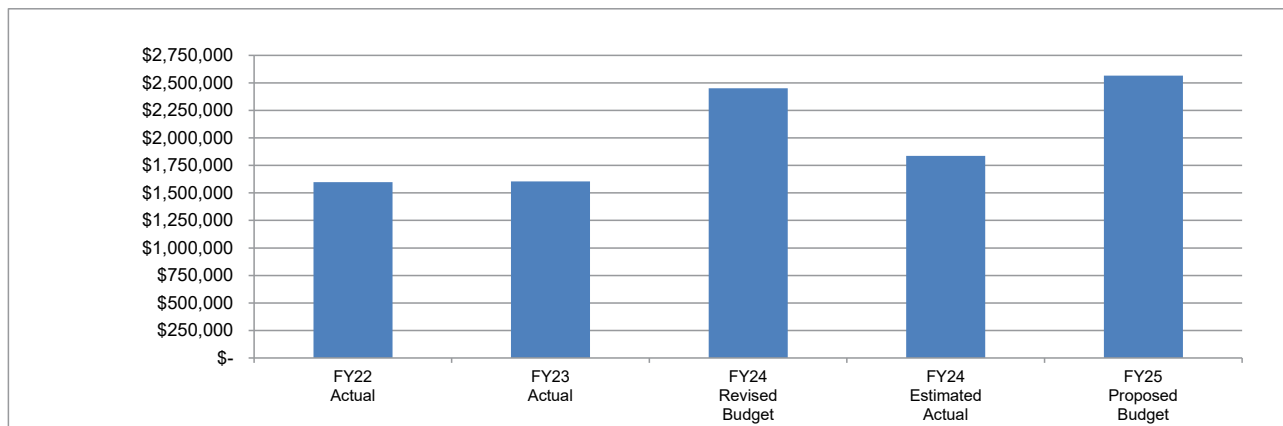


Neighborhood Services 1002245 / Animal Services 1002260 / Code Enf. 1002110 / Community Broadcast 1002265

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,597,216	\$ 1,603,734	\$ 2,451,540	\$ 1,837,608	\$ 2,565,574



BUDGET ADJUSTMENTS

General Fund Appropriation to CDBG Fund for Unrecovered Grant Allocation	\$ 138,231
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ENVIRONMENTAL SERVICES

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

KEY ACCOMPLISHMENTS IN FY24

- Initiated contact with property owners/tenants regarding over 1,600 violations of the Municipal Code with over 950 of cases resolved; contact efforts included extensive community outreach resulting in over 430 documented violations related to City Council directed priorities.
- Negotiated with various housing developers to increase affordable housing units available within the community.
- Audited the City's owner occupied affordable housing units and updated the City's records to ensure the City's financial interests in the properties are protected.
- Coordinated Homeless Resource Coordination meetings to facilitate community awareness of and access to social services to address housing and food insecurities within the community.
- Coordinated the annual Homeless Point In Time Count, which provides access to federal and state funding and identifies the service needs of unhoused individuals.
- Enhanced the community's understanding of residential parking standards including recent amendments allowing greater parking options for certain properties.
- Implemented the City's Homebuyer's Assistance Program funded by the State's Permanent Local Housing Allocation to increase homeownership opportunities.

GOALS FOR FY25

- 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.
- Continue to enhance access to and understanding of resources available for renters, homeowners, and developers to provide greater opportunities for housing stability.
- 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.
- Develop tutorial, tour, and informative videos through the City's broadcast contract to enhance community understanding of available services and resources throughout the community.
- Continue to collaborate regionally and with local service providers to strengthen the community's response to homelessness.
- Identify community organizations to assist homeowners with the inability to maintain their properties.



ENVIRONMENTAL SERVICES - COMM DEVELOPMENT BLOCK GRANT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: GF Appropriation to CDBG Fund for Unrecovered Grant Allocation
AMOUNT : \$138,231
ACCOUNT: 1008100-49290
PRIORITY: 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Fund Balance	138,231
TOTAL:	\$138,231

The Environmental Services Department is requesting the City write-off an uncollected Community Development Block Grant (CDBG) reimbursement for \$138,231 pertaining to the CDBG Program Year 2014-15 for the Public Works Annual Minor Streets Rehabilitation Program. The discrepancy stems from a misposting of available funds by the United States Department of Housing and Urban Development (HUD) to the City's line of credit in the Integrated Distribution and Information System (IDIS). During the 2014-15 Program Year, HUD's IDIS reflected a false higher "available for funding" amount. Based on this erroneous information, the City awarded Public Works \$405,703 for the Minor Streets program but the amount was subsequently reduced and staff was only able to drawdown \$267,442. As a result, the CDBG Fund has been carrying a negative fund balance of \$138,231. City staff has exhausted all available avenues to recover these funds to no avail. Since 2016 staff has contacted HUD a multitude of times and has intermittently worked with HUD representatives and support staff to resolve this matter. On January 25, 2024, the City issued a letter to HUD making a final attempt to recover the funds. To date we have not received a response. To close this matter, staff is requesting the City write-off this amount and provide a General Fund appropriation to balance the CDBG Fund. Should HUD later agree to reimburse the funds, the General Fund would be replenished.

PUBLIC WORKS



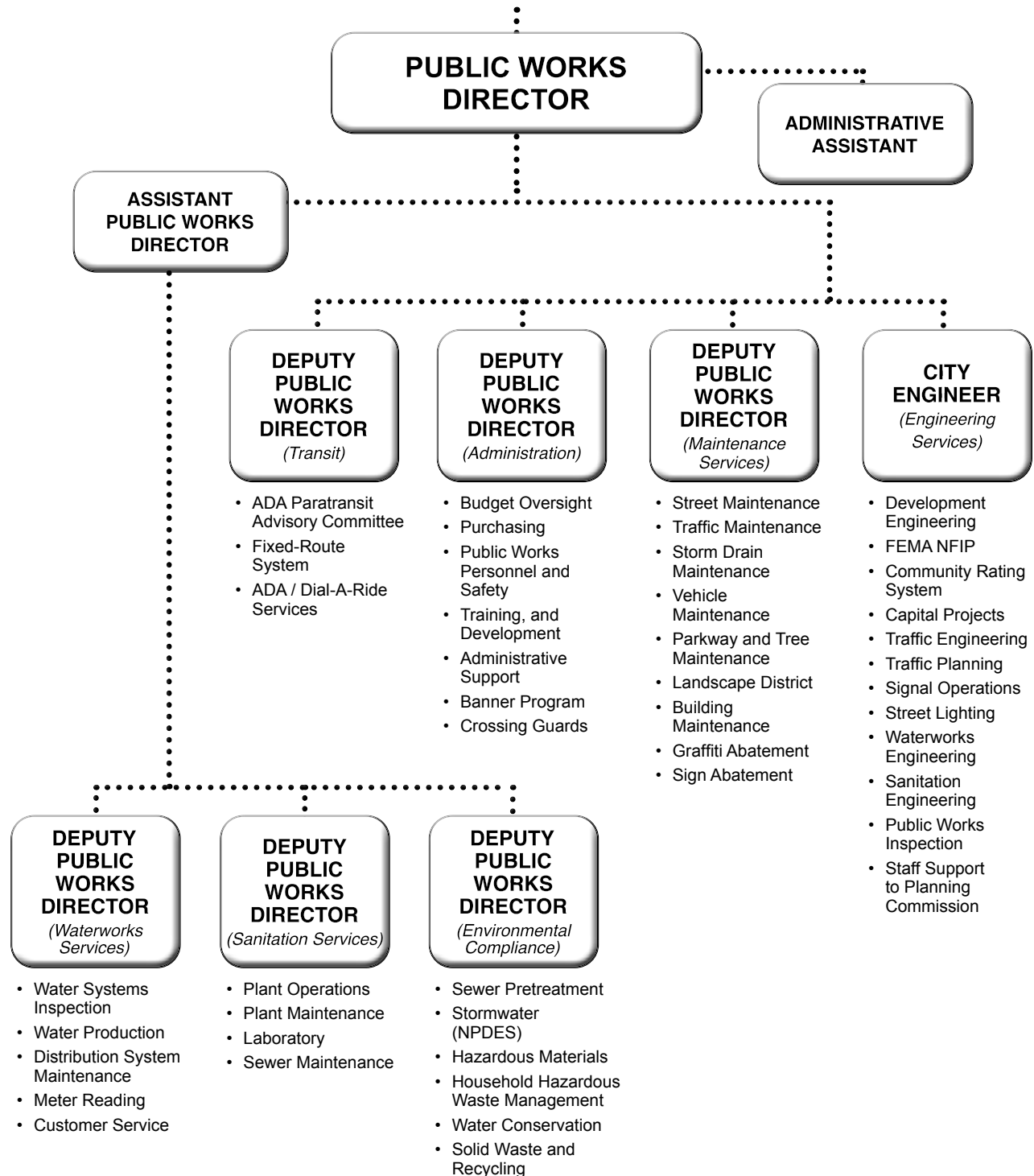


PUBLIC WORKS

PUBLIC WORKS

Simi Valley City Council

CITY MANAGER





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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
PW Administration	1,815,557	1,748,675	1,845,754	1,619,555	1,968,623
Crossing Guards	102,954	104,631	107,742	110,537	114,421
Engineering / PW Lighting Maint.	4,170,352	3,509,009	6,013,330	4,552,096	4,941,702
Landscape / Tree Maintenance	2,614,551	2,327,577	4,466,867	3,972,649	3,588,360
Street Maintenance	1,313,520	1,518,180	1,433,696	1,303,533	1,522,031
Building / Library Maintenance	2,180,321	2,173,609	2,209,865	2,162,930	2,323,235
Traffic Maintenance	271,879	228,577	1,062,035	926,508	646,350
Vehicle Maintenance	1,603,524	1,569,484	1,520,340	1,456,142	1,610,362
Storm Drains	256,978	295,325	375,270	243,474	377,717
Graffiti/Abatement	211,788	221,311	228,617	215,592	251,060
Environmental Compliance	683,515.72	607,367.92	647,690	528,649	256,044
Solid Waste Regulation	21,021	203,384	533,335	372,092	232,323
TOTAL	\$ 15,245,960	\$ 14,507,132	\$ 20,444,540	\$ 17,463,758	\$ 17,832,228



PUBLIC WORKS

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	5,581,553	5,606,772	6,915,933	5,718,294	7,007,125	1.3%
41020 - Temporary Salaries - PR Only	104,610	104,637	153,000	112,700	159,900	4.5%
41040 - Overtime	147,947	108,156	153,000	162,000	158,000	3.3%
41200 - Deferred Comp - 401k	59,146	57,108	65,591	55,700	71,398	8.9%
41210 - Deferred Comp - 457	86,132	88,175	101,283	85,500	109,200	7.8%
41300 - Vision Care	19,735	18,873	22,191	18,138	20,744	-6.5%
41350 - Disability	24,163	21,408	28,389	22,219	25,359	-10.7%
41400 - Group Insurance/Health	134,722	139,503	162,591	134,812	165,283	1.7%
41415 - Flex Benefits	1,468,574	1,539,740	1,831,361	1,490,868	1,891,634	3.3%
41420 - CalPERS Health Admin Fee	4,559	6,083	8,101	8,101	8,556	5.6%
41450 - Life Insurance	14,624	13,689	16,141	13,280	15,110	-6.4%
41500 - Group Insurance/Dental	83,401	77,863	88,458	72,800	86,926	-1.7%
41550 - Section 125 Administration Fee	98	71	205	205	100	-51.1%
41600 - Retirement (PERS)	2,076,455	2,211,087	2,058,319	1,857,417	2,227,114	8.2%
41620 - Retirement (HRA)	23,878	29,010	40,033	30,700	37,633	-6.0%
41650 - Medicare Tax	94,435	91,777	129,159	92,889	131,321	1.7%
41660 - FICA	10,037	9,943	9,486	8,700	9,666	1.9%
41700 - Workers Compensation	397,199	419,914	219,302	219,302	223,337	1.8%
41800 - Leave Accrual	265,781	364,130	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	52,069	(150,888)	-	-	-	0.0%
41860 - Salary Reimbursements	(9,105)	(225)	-	-	-	0.0%
41900 - Salary Savings	-	-	-	-	-	0.0%
42100 - Utilities	1,307,932	485,536	1,116,000	937,200	1,116,000	0.0%
42150 - Communications	12,751	14,532	12,800	17,419	17,800	39.1%
42200 - Computer - Non Capital	-	-	4,200	1,500	1,500	-64.3%
42230 - Office Supplies	5,148	6,659	7,100	8,100	7,100	0.0%
42235 - Furnishings & Equip - Non Cap	-	6,755	9,000	-	30,708	241.2%
42310 - Rentals	1,423	6,244	7,000	7,000	7,000	0.0%
42410 - Uniform/Clothing Supply	23,592	23,806	31,976	31,976	32,801	2.6%
42420 - Special Departmental Expense	85,091	89,789	110,000	110,000	110,000	0.0%
42430 - Employee Recognition	126	379	1,000	1,000	1,000	0.0%
42440 - Memberships and Dues	7,173	5,429	11,200	11,012	11,300	0.9%
42450 - Subscriptions and Books	386	1,514	1,600	1,600	1,600	0.0%
42460 - Advertising	495	-	1,000	1,000	1,000	0.0%
42500 - Fuel and Lubricants	391,414	362,962	350,000	350,000	350,000	0.0%
42510 - Tires	65,446	52,715	61,400	61,400	61,400	0.0%
42550 - Small Tools/Equipment	3,317	5,216	9,000	9,000	13,800	53.3%
42560 - Operating Supplies	435,946	455,401	1,035,121	728,291	530,850	-48.7%
42720 - Travel Conferences Meetings	2,614	4,605	13,600	13,600	15,950	17.3%
42730 - Training	1,556	3,596	37,300	37,300	41,350	10.9%
42790 - Mileage	4,945	4,813	6,700	6,700	6,700	0.0%
44010 - Professional/Special Services	153,083	278,405	934,438	268,450	270,450	-71.1%
44310 - Maintenance of Equipment	68,848	58,679	55,150	62,150	62,150	12.7%
44450 - Landscape Maintenance Contract	645,154	497,201	1,732,289	1,502,799	930,000	-46.3%
44490 - Other Contract Services	1,389,508	1,386,070	2,894,123	3,192,637	1,863,362	-35.6%
TOTAL	15,245,960	\$ 14,507,132	\$ 20,444,540	\$ 17,463,758	\$ 17,832,228	-12.8%



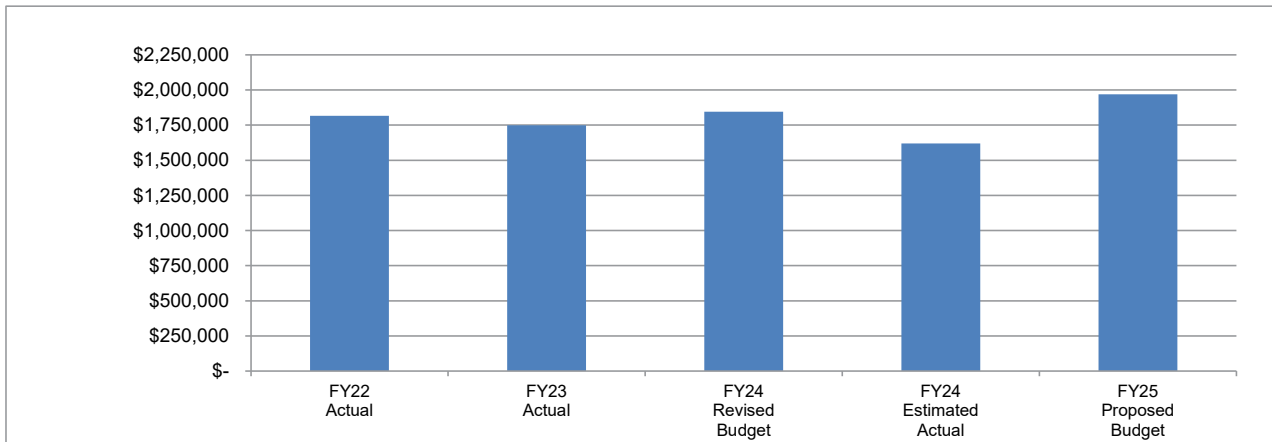
Administration Division - 1004005

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,815,557	\$ 1,748,675	\$ 1,845,754	\$ 1,619,555	\$ 1,968,623



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 20 new Military Banners honoring Simi Valley residents in the Armed Forces, and replaced 53 damaged or worn banners in calendar year 2023.

GOALS FOR FY25

- 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.

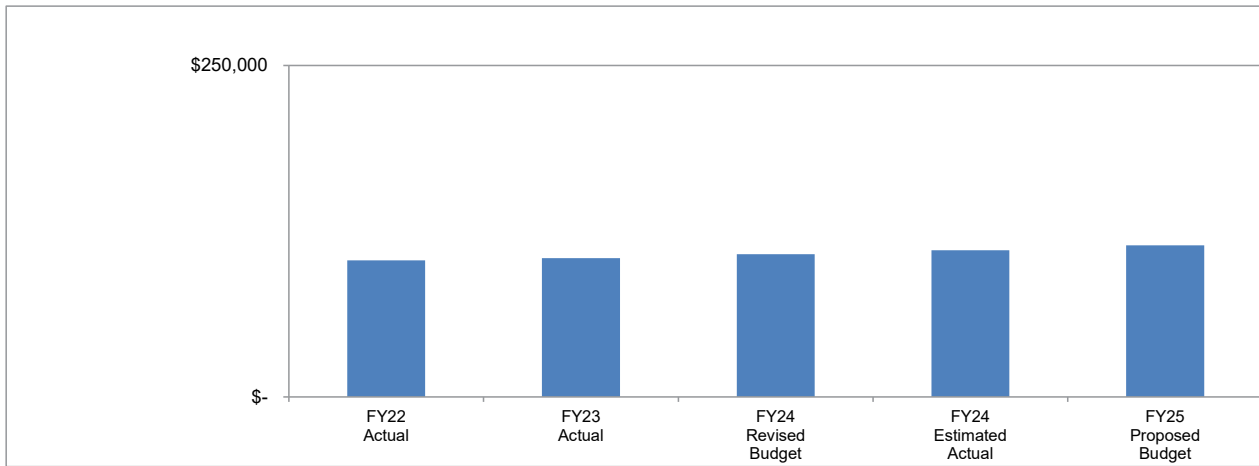


Crossing Guards Program - 1002270

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 102,954	\$ 104,631	\$ 107,742	\$ 110,537	\$ 114,421



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Crossing Guards Program (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 FY25

- 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.

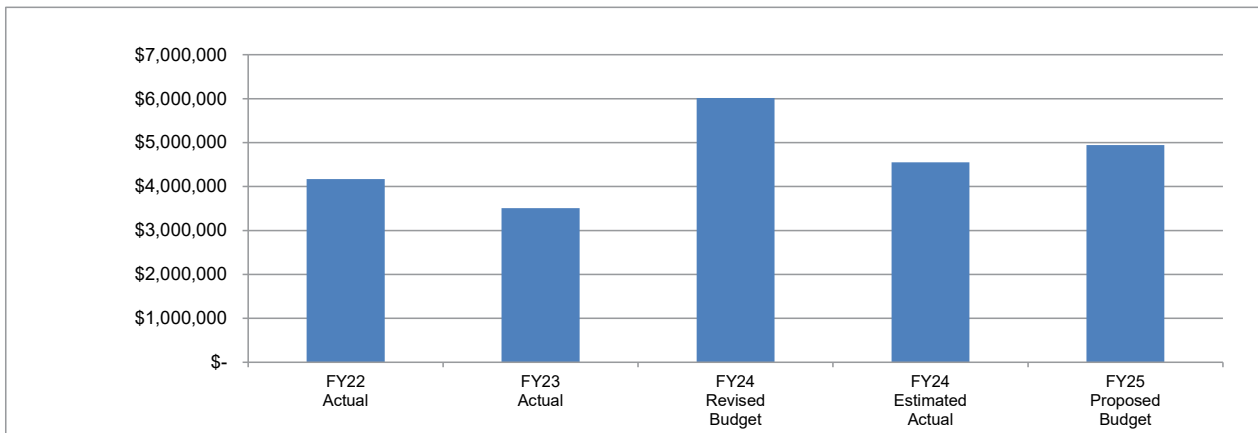
The Development Services section is tasked with the management of the Department's front counter, review of subdivision and other land development engineering, issuance of encroachment permits, stormwater quality management, floodplain management and permitting, management of the National Flood Insurance 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 and maintains traffic signals, maintains traffic signal synchronization systems, administers operation and maintenance of street lights, responds to citizen requests for traffic control devices, coordinates with the School District and Police Department on traffic matters, conducts traffic studies, coordinates installation of street name and regulatory signs, prepares grants applications for traffic related items, reviews traffic control plans for utility work, 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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 4,170,352	\$ 3,509,009	\$ 6,013,330	\$ 4,552,096	\$ 4,941,702



BUDGET ADJUSTMENTS

Reclassification of City Engineer to Assistant Public Works Director	\$ 6,137
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PUBLIC WORKS

Engineering Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed the pavement rehabilitation of 7 City major streets and 33 residential streets including upgrading of 145 curb ramps to meet Americans with Disabilities Act (ADA) requirements and concrete repairs of sidewalk, curb and gutter and cross gutters. Additionally upgraded 12 City intersections with traffic signal video detection cameras.
- 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 (LOMR) which will benefit hundreds of home owners and businesses by removing the obligation to obtain flood insurance as a mortgage or loan condition.
- Processed a LOMR for the Tapo Canyon Creek watershed which will result in the removal of over 1,900 additional properties from the Special Flood Hazard Area and mandatory purchase of flood insurance.
- Administered the construction of public improvements of over 50 private development projects.
- Continued administration of the multi-year SiFi Networks' Simi Valley FiberCity project with the review, issuance, inspection and oversight of over 100 separate encroachment and building permits amid the replacement of the general contractor by SiFi.
- Timely issuance of over 700 encroachment and transportation permits (over and beyond that noted for SiFi above).
- Processed over 170 requests for public records, all within deadline.
- Received 2,250 incoming calls and retrieved 610 voice messages and assisted over 450 citizens at the front counter.
- Front counter staff created and maintained 26 instruction guidelines for permit and project submittals and provided primary

GOALS FOR FY25

- 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.
- Continue timely and efficient issuance of grading permits and improvement plan approvals for construction of an estimated 50 private residential, commercial and industrial projects.
- Initiate a multi-year project for a Citywide update of flood risks and FEMA mapping which will significantly reduce the size of the Special Flood Hazard Area which mandates flood insurance for federally insured mortgages.
- Maintain FEMA approval of the City's Class 6 NFIP Community Rating System program rating.
- Continued administration of the multi-year SiFi Networks Simi Valley FiberCity project which is forecast to involve over 200 separate encroachment and building permits.
- Continue to provide timely issuance of at least 700 encroachment and transportation permits (over and beyond that noted for SiFi above).
- Continue to process over 170 requests for public records within deadline.
- Continue time response to 2,000+ phone calls, 600+ voicemails and 450+ in-person front counter contacts.
- Front counter still will continue to be the primary source for departmental EnerGov user support, troubleshooting and training.
- Continue to evaluate, plan, design, and manage the pavement rehabilitation of 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.

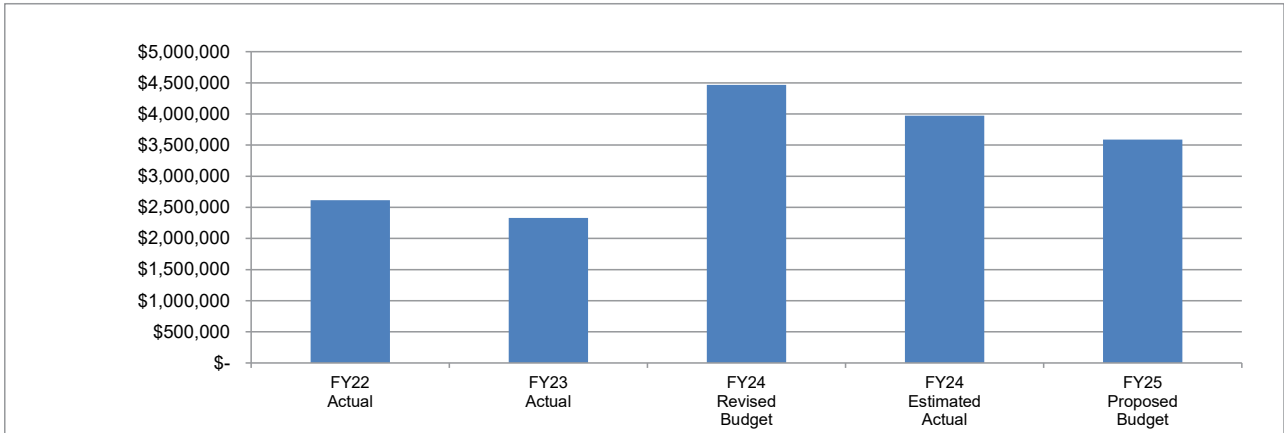


Landscape and Tree Maintenance Section - 1004110

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,614,551	\$ 2,327,577	\$ 4,466,867	\$ 3,972,649	\$ 3,588,360



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Landscape and Tree Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY24

- Continued successful use of the Maintenance Division's field initiated work order program system (utilizing tablet computers). This allows the division to more efficiently respond 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 identify added locations for projects 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

GOALS FOR FY25

- 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.
- Prepare the design and construction for replacement of an additional 200,000 square feet of ornamental turf out of the City's Landscape Zones.
- Coordinate with proposed construction of a new water conservation/ornamental turf reduction project within the City using newly implemented State Grant funding. One project is being planned to convert the remaining ornamental turf at the City Hall Campus to drought resistant plant materials. The project scope will include turf renovations at the Senior Center, Library and DMV. This will amount to a total of nearly 100,000 square feet in converted area. This project will also result in significant savings of future utility costs with no City outlay of contract funding from start to finish.
- Further evaluate the hazardous tree removal program to determine additional species and existing trees within the City that should be removed for public safety reasons.
- Prepare a contract and receive bids for the City's Landscape Street Tree Maintenance program. (Contract E).
- Focus on safety and cross-training with other sections in Public Works to increase production capacity to better maintain employee and public safety. This will benefit the City by allowing staff to safely respond to local and other area emergencies such as fires and earthquakes.

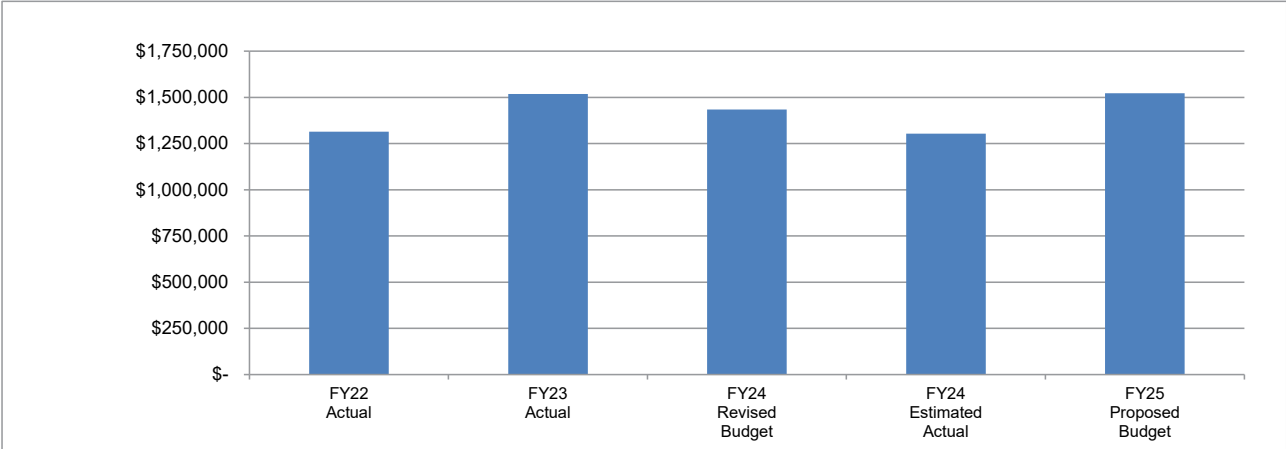


Street Maintenance Section - 1004120

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,313,520	\$ 1,518,180	\$ 1,433,696	\$ 1,303,533	\$ 1,522,031



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Street Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 FY25

- 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 within 48-hours notice 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. Use available resources to make seam repairs on arterial streets for further reduction of potholes.
- Assist the Building Maintenance Section by replacing pavement and concrete in City parking lots as the pavement and concrete deteriorate.

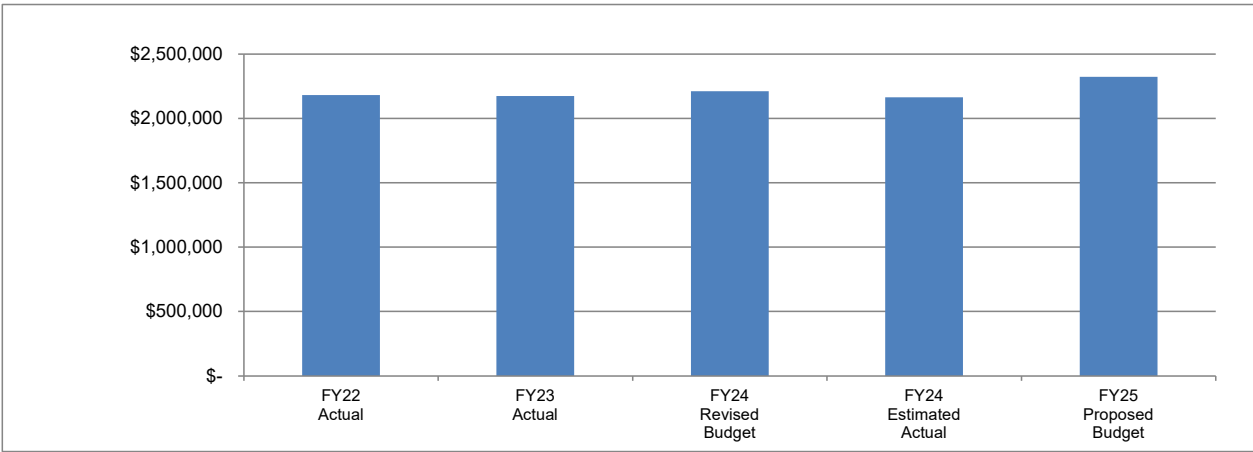


Building / Library Maintenance / DMV / Kaiser - 1004130/1004170/1004175/1004180

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,180,321	\$ 2,173,609	\$ 2,209,865	\$ 2,162,930	\$ 2,323,235



BUDGET ADJUSTMENTS

Leased Property Repair Work	\$ 10,000
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PUBLIC WORKS

Building / Library Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 provide COVID-19 deep cleaning when needed for all City Facilities and Transit Buses.
- Incorporated maintenance plans, County regulatory permitting and fueling schedules for three new Civic Center emergency back up generators.
- 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.
- Started Phase 2 of energy saving HVAC control system upgrade at City Hall.
- Assisted with HVAC duct cleaning bid specifications.

GOALS FOR FY25

- Upgrade Transit Maintenance Facility HVAC.
- Complete Phase 2 of energy saving HVAC control system upgrade at City Hall.
- Coordinate and assist PSC Maintenance shed gluelam and roof replacement.
- Complete HVAC duct cleaning project.

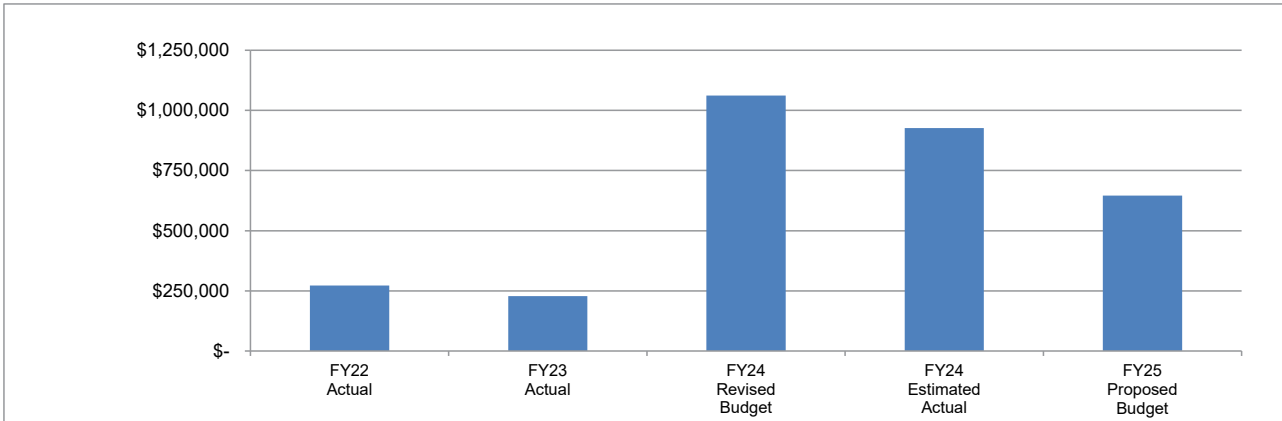


Traffic Maintenance Section - 1004140

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 271,879	\$ 228,577	\$ 1,062,035	\$ 926,508	\$ 646,350



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Traffic Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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.
- Established purchasing protocol for overhead street name signs and worked with the signal maintenance contractor to install those replacement street name signs.
- Assisted the traffic engineering group with maintenance of all striping and legend markings throughout the City's Right of Way.

GOALS FOR FY25

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

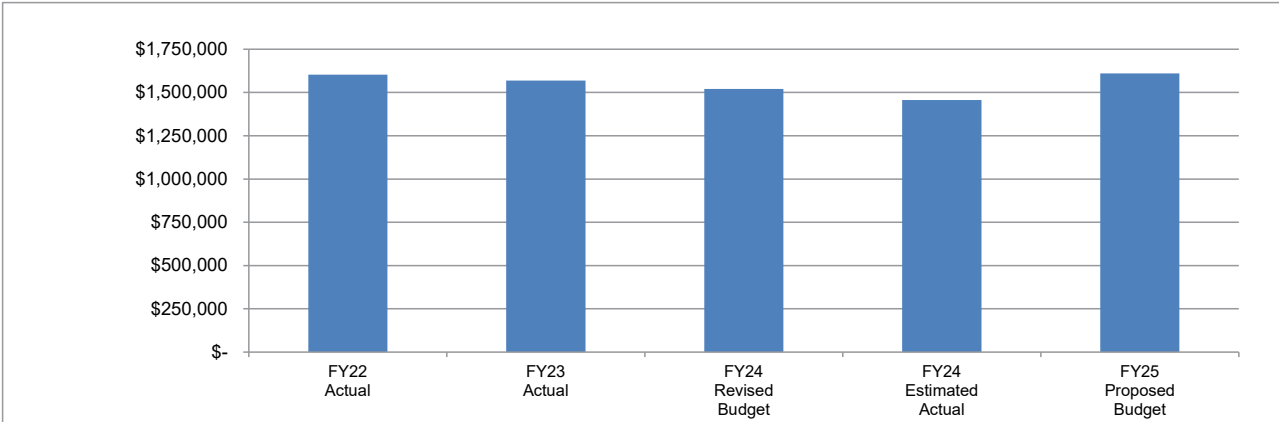


Vehicle Maintenance Section - 1004150

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,603,524	\$ 1,569,484	\$ 1,520,340	\$ 1,456,142	\$ 1,610,362



BUDGET ADJUSTMENTS

Mechanic I/II	\$ 115,951
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PUBLIC WORKS

Vehicle Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed 2,986 work orders consisting of preventive maintenance and repairs for 393 City-owned vehicles and equipment.
- Complied with all of the State of California Air Pollution Control District's permit requirements.
- Incorporated new CARB heavy duty truck and bus smog 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 21 new pieces of equipment for Sanitation, Streets, Senior Center and Transit.
- Assisted Transit with build specifications of 2 CNG buses, 4 electric ADA buses, 6 CNG ADA buses, and 1 ADA mini van.
- Assisted various City Divisions with CARB required diesel truck and equipment replacements.
- Coordinated installation of GPS equipment in City vehicles and equipment.
- Implemented Federally mandated CDL training requirements and procedures.

GOALS FOR FY25

- Continue to seek 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 fuel dispensing and new GPS program.
- Continue to assist with plans for reducing vehicle maintenance costs by reducing retained vehicle surplus pursuant to the City's most current vehicle replacement program.
- Coordinate Transit Maintenance Facility waste oil tank piping upgrade.

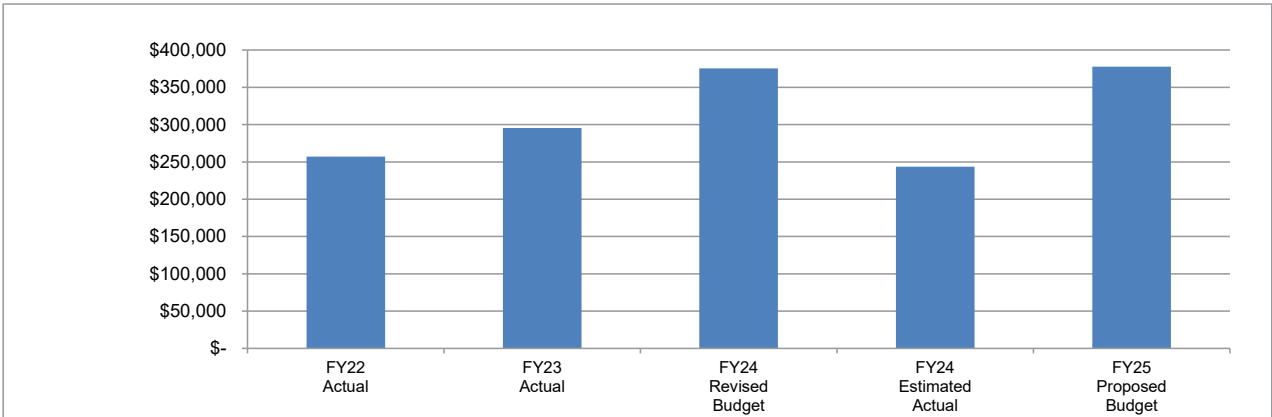


Storm Drain Maintenance Section - 1004160

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 256,978	\$ 295,325	\$ 375,270	\$ 243,474	\$ 377,717



BUDGET ADJUSTMENTS

Reclassification of Maintenance Worker II to Maintenance Worker III	\$7,089
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PUBLIC WORKS

Storm Drain Maintenance Section (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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.
- Inspected and cleaned the Secondary Drain System throughout the City. Identified those systems that needed repair for upcoming capital projects.
- Checked all drainage hot spot areas to verify they were clear and properly operating prior to all storms during rainy season.

GOALS FOR FY25

- Maintain all newly constructed CIP improvements and developer storm drain infrastructure according to the recommendations of the City Master Plan of Drainage (MPD). 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.

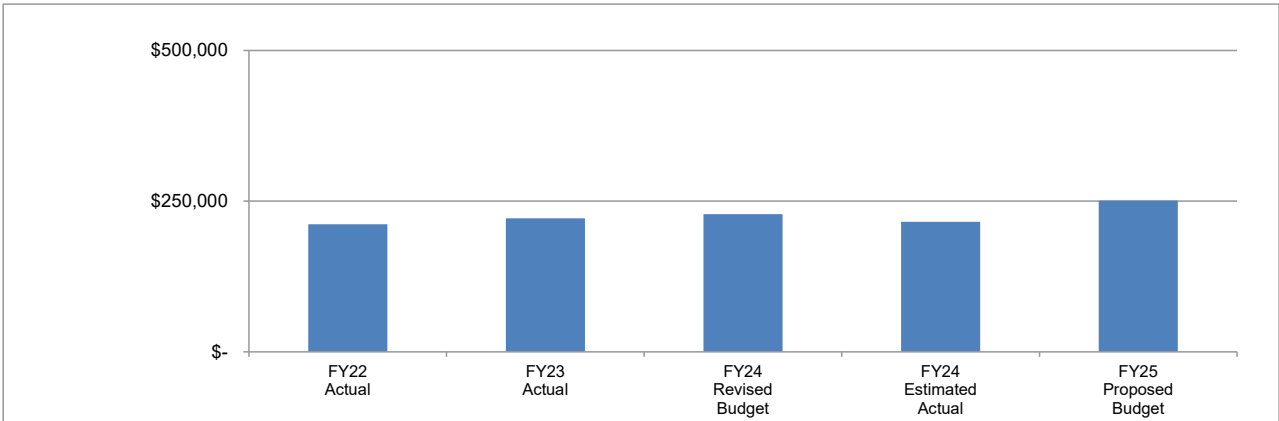


Graffiti Abatement Program - 1004190

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 211,788	\$ 221,311	\$ 228,617	\$ 215,592	\$ 251,060



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Graffiti Abatement Program (continued)

KEY ACCOMPLISHMENTS IN FY24

- Responded to calls from the graffiti hotline and removed graffiti within a 24-hour period, per City response guidelines.
- The Public Works Graffiti Abatement Programs 2-man team abated 816 graffiti tags within the City during the 2023 calendar year. This included occasionally assisting other jurisdictions, such as Ventura County Public Works, Caltrans and the Southern Pacific Railroad, to also abate graffiti in a timely manner within their ownership areas and rights-of way.
- 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.
- Continue to effectively use the new field work order program system (utilizing tablet computers) to efficiently respond to calls and to make and document field responses and abatement actions.

GOALS FOR FY25

- 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.

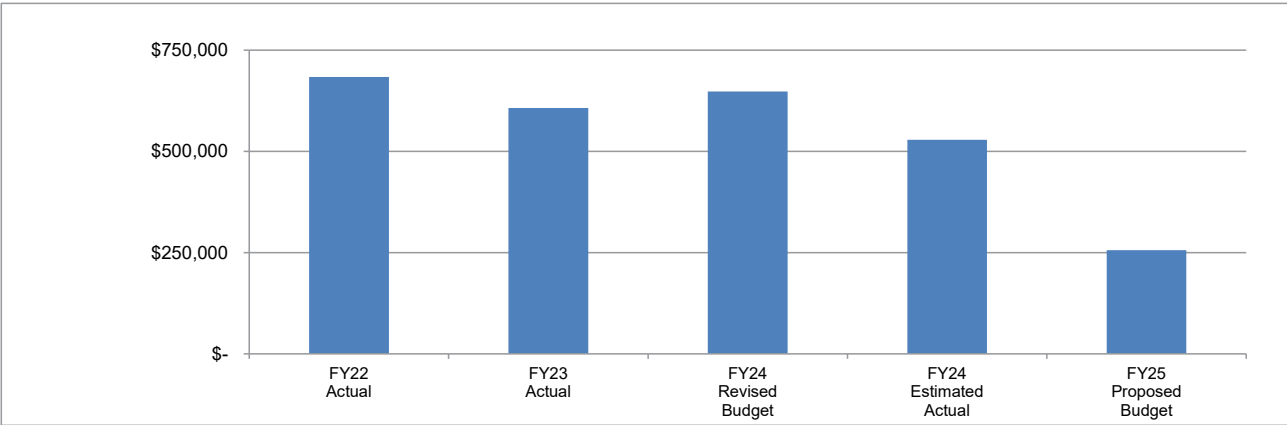


Stormwater Program - 1004065

OVERVIEW

The Environmental Compliance Division administers the City's Stormwater Ordinance as required by the Municipal Separate Storm Sewer (MS4) National Pollutant Discharge Elimination System (NPDES) permit issued by the Regional Water Quality Control Board. Environmental Compliance provides public outreach and education, industrial/commercial business inspections, illicit discharge control, and public agency stormwater reporting. Stormwater collection systems planning, construction, and land development guidance is supported by Development Services. Stormwater catch basin cleaning is supported by Streets Maintenance, along with contract services administered by Environmental Compliance.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 683,516	\$ 607,368	\$ 647,690	\$ 528,649	\$ 256,044



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Stormwater Program (continued)

KEY ACCOMPLISHMENTS IN FY24

- Approved by City Council on September 11, 2023, the new Ventura County Stormwater Permit Implementation and Cost-Sharing Agreement with Ventura County Watershed Protection District, County of Ventura and the ten cities within Ventura County; the Agreement was prepared with full cooperation and assistance from each of the 12 Permittees.
- Submission of the Watershed Management Programs (WMP) on September 8, 2023, and the Coordinated Integrated Monitoring Program (CIMP) on September 11, 2023, to the Regional Water Quality Control Board, as required by the MS4 NPDES permit; the WMP and CIMP were prepared with full cooperation and assistance from each of the 12 Permittees.
- Submitted Annual Stormwater Report for Simi Valley, as required by MS4 NPDES permit.
- Cleaned catch basins CPS units which resulted in the removal of 60,000 pounds of trash, landscape debris, and sediment from the City's municipal separate storm sewer (MS4) system.
- Conducted 512 Stormwater related inspections, including the inspection of critical source facilities, and investigation of potential illicit non-stormwater discharges, as well as potential illegal connections to the MS4.
- Coordinated Coastal Cleanup Day event which resulted in 350 pounds of trash removal from the Arroyo Simi, and participated in the Street Fair, and Park and School Earth Day events.

GOALS FOR FY25

- Work with the Countywide Stormwater Management Group and the Watershed Management Consultant to obtain Regional Water Quality Control Board approval of the Watershed Management Programs (WMP) and Coordinated Integrated Monitoring Program (CIMP).
- Support conceptual design of Simi Valley stormwater structural capture and treatment device described in the Watershed Management Program (WMP) required by the MS4 NPDES permit.
- Purchase and support installation of additional Connector Pipe Screen (CPS) units to reduce trash in the Arroyo Simi.
- Survey major outfalls in the Arroyo Simi with specific single pipe diameter and specific flows of non-stormwater discharges, by September 2024, as required by the MS4 NPDES permit.
- Participate in public outreach events such as Coastal Cleanup and Street Fair events and publish educational materials such as anti-littering and recycling ads with grant funding.
- Conduct Stormwater related inspections, including critical source facilities, and perform investigation of potential illicit non-stormwater discharges, as well as potential illegal connections to the MS4.



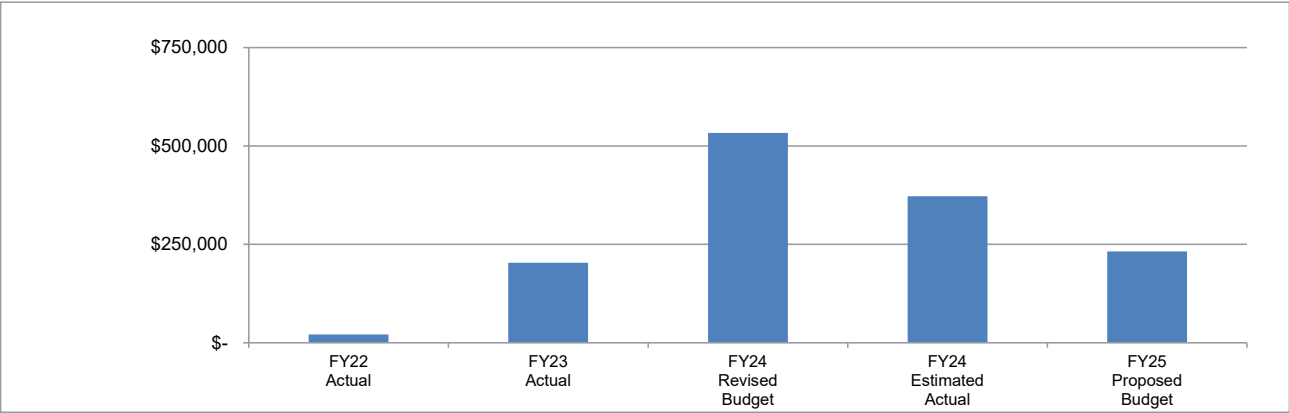
Solid Waste Regulation - 1002115

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 21,021	\$ 203,384	\$ 533,335	\$ 372,092	\$ 232,323



BUDGET ADJUSTMENTS

NONE



PUBLIC WORKS

Solid Waste Regulation (continued)

KEY ACCOMPLISHMENTS IN FY24

- Reported that the City outperformed the Residential and Commercial Diversion Rates.
- Reduced residential solid waste service fees in CY 2024 under amended Franchise Agreement with WM.
- Continued to process Mandatory Commercial Recycling waivers for covered businesses and Multi-Family properties, increased outreach and awareness of AB 341 and AB 1826, and continued to improve the City's compliance rates.
- With funding from the CalRecycle Beverage Grant Program:
 - published weekly ads having an anti-littering message that encouraged recycling;
 - provided EcoHero presentations to 17 schools;
 - purchased household and office recycling bins and distributed at Street Fair.

GOALS FOR FY25

- 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 automatic service rollouts for 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.
- 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.
- Continue to monitor Waste Management's new "At Your Door" Household Hazardous Waste collection service, and make improvements where necessary.
- Procure kitchen food scrap pails using the SB 1383 Local Assistance Grant, as well as conduct a City wide food waste recycling messaging campaign.



**PUBLIC WORKS
FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Reclassification of City Engineer to Assistant Public Works Director

AMOUNT : \$18,049

ACCOUNT: Various

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN		
Salaries and Benefits, Engineering	1004080	6,137
Salaries and Benefits, Sanitation	7004205	5,956
Salaries and Benefits, Waterworks	7614640	5,956
TOTAL:		\$18,049

The Department requests the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Upgrade one City Engineer to Assistant Public Works Director as previously approved. (Engineering 1004180) Position # 246211822.

These changes 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 changes be made permanent for FY 24-25.

Note: The positions are currently filled at the classification levels stated above.



PUBLIC WORKS

PUBLIC WORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Reclassification of Maintenance Worker II to Maintenance Worker III

AMOUNT : \$7,089

ACCOUNT: 1004160-41010, Salaries and Benefits

PRIORITY: 2

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Salaries and Benefit	7,089
TOTAL:	<u>\$7,089</u>

The Department requests the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Upgrade one Maintenance Worker II to Maintenance Worker III as previously approved. (Engineering 1004160) Position # 406806338, is currently filled.

These changes 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 changes be made permanent for FY 24-25.

Note: The positions are currently filled at the classification levels stated above.



**PUBLIC WORKS
FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL**

TITLE: Mechanic I/II

AMOUNT : \$115,951

ACCOUNT: 1004150-Variou

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits	115,951
TOTAL:	\$115,951

The Department of Public Works is requesting an additional Full-time position at Mechanic I/II to assist with the increasing Vehicle maintenance workload. The division needs additional resources to maintain a larger and more complex Police department Fleet which can no longer be adequately serviced with a single Mechanic. It is not anticipated that the City's fleet will be downsizing soon.

In 2007, a staff of 7 Mechanics maintained 37 fewer police vehicles, 21 fewer Public Works vehicles, and 3 fewer Transit vehicles. 61 vehicles have been added to the fleet since that time. During this time, 2 mechanic positions were frozen and then eventually eliminated. A recently completed Fleet maintenance study suggested the need for 2.3 additional garage staff positions. We are requesting one additional employee at this time.

The Vehicle and Equipment Maintenance Section of the Maintenance Services Division is Responsible for servicing the City's fleet of 392 vehicles and equipment items. This includes the vehicles and equipment from the Departments of Public Works, Police Department, Environmental Services, Administrative Services, Sanitation, Waterworks District No. 8 and Transit.

Many of the vehicles that are serviced are specialized vehicles, such as the City's Transit fleet of buses and large vans, dump trucks, vactors, backhoes, and police vehicles which are needed for the daily operation of the City.



PUBLIC WORKS

PUBLIC WORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Leased Property Repair Work
AMOUNT : \$10,000
ACCOUNT: 1004180-44490
PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

DEPARTMENT PROPOSAL

COST BREAKDOWN

Kaiser 1004180-44490	7,000
TOTAL:	\$7,000

CITY MANAGER ADJUSTMENT

COST BREAKDOWN

Kaiser 1004180-44490	10,000
TOTAL:	\$10,000

The Public Works Department is requesting \$7,000 in additional funds to pay for repair work at the City's leased property, Kaiser Permanente.

POLICE DEPARTMENT



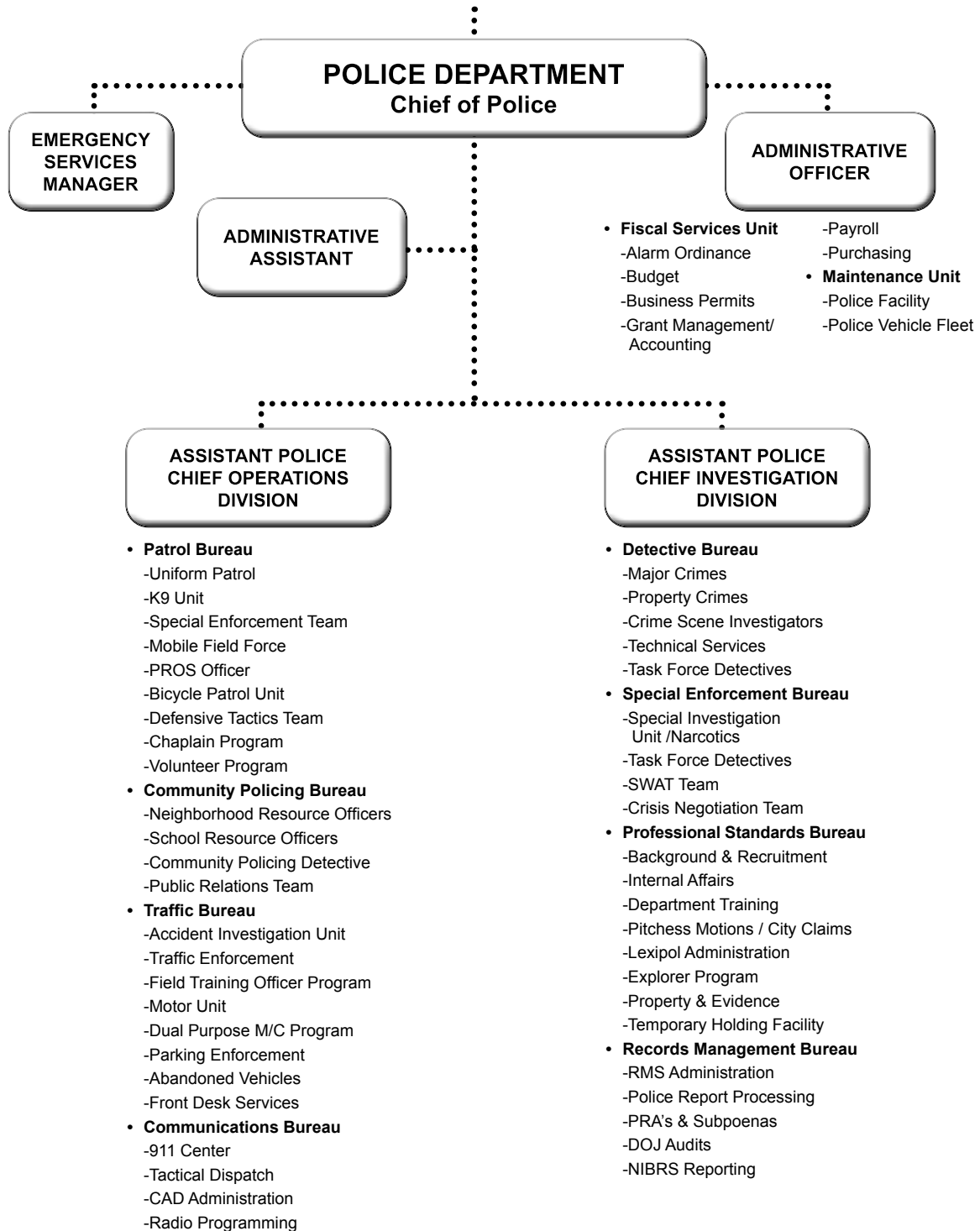


POLICE DEPARTMENT

POLICE DEPARTMENT

Simi Valley City Council

CITY MANAGER



POLICE DEPARTMENT



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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
PD Administration	1,568,718	1,699,359	2,035,583	1,739,332	1,874,122
Communications	1,983,477	1,905,359	2,094,417	1,851,029	2,082,383
Patrol Bureau	16,287,322	16,083,831	16,604,313	16,044,945	14,880,636
Special Enforcement bureau	3,555,062	2,693,910	2,653,580	2,991,263	4,013,188
Detectives Bureau	3,863,099	4,188,419	4,409,579	3,972,391	4,651,817
Records	1,093,016	1,088,882	1,192,292	1,236,134	1,203,602
PD Fiscal	531,887	531,026	585,305	553,198	486,374
PD Maintenance	905,250	1,014,555	1,034,754	963,508	1,021,031
Professional Standards Bureau	2,467,450	2,595,279	2,164,431	2,465,906	2,357,249
Community Policing Bureau	991,480	2,143,881	2,244,874	2,238,585	2,028,351
Traffic Bureau	2,588,724	2,660,847	3,582,522	3,162,172	3,439,726
TOTAL	\$ 35,835,485	\$ 36,605,349	\$ 38,601,649	\$ 37,218,462	\$ 38,038,479



POLICE DEPARTMENT

TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	15,154,918	15,179,151	17,556,654	15,816,072	18,293,368	4.2%
41020 - Temporary Salaries - PR Only	34,312	28,517	65,000	45,701	65,000	0.0%
41040 - Overtime	3,247,398	3,525,266	3,135,600	3,146,770	3,035,600	-3.2%
41200 - Deferred Comp - 401k	157,942	189,532	191,397	179,844	218,461	14.1%
41210 - Deferred Comp - 457	60,223	65,118	63,470	55,393	71,890	13.3%
41300 - Vision Care	40,098	40,307	43,517	38,171	42,034	-3.4%
41350 - Disability	104,854	98,226	124,827	130,724	117,693	-5.7%
41400 - Group Insurance/Health	289,218	299,536	314,382	294,651	334,410	6.4%
41410 - POST Incentive	231,230	454,858	462,486	470,002	487,306	5.4%
41415 - Flex Benefits	2,883,849	3,077,546	3,518,715	3,084,598	3,600,443	2.3%
41420 - CalPERS Health Admin Fee	10,029	12,295	15,058	15,058	17,672	17.4%
41450 - Life Insurance	29,922	28,976	31,003	27,980	30,296	-2.3%
41500 - Group Insurance/Dental	228,624	222,783	237,051	221,054	231,056	-2.5%
41550 - Section 125 Administration Fee	463	441	886	468	756	-14.6%
41600 - Retirement (PERS)	8,027,898	8,508,569	8,553,704	9,934,493	8,602,486	0.6%
41620 - Retirement (HRA)	242,452	262,533	299,519	278,296	306,718	2.4%
41650 - Medicare Tax	291,521	286,622	315,033	302,410	286,197	-9.2%
41660 - FICA	-	310	4,030	2,840	4,030	0.0%
41700 - Workers Compensation	2,513,818	2,413,148	1,269,091	1,269,091	1,184,701	-6.6%
41800 - Leave Accrual	669,680	956,455	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	148,652	(430,859)	-	-	-	0.0%
41860 - Salary Reimbursements	(127,297)	(225,760)	-	(140,000)	(865,050)	0.0%
42150 - Communications	25,578	24,177	26,000	21,600	26,300	1.2%
42200 - Computer - Non Capital	2,201	1,246	300	743	300	0.0%
42230 - Office Supplies	9,074	9,033	11,300	9,950	9,300	-17.7%
42235 - Furnishings & Equip - Non Cap	654	4,446	12,200	8,429	6,500	0.0%
42310 - Rentals	-	-	1,500	750	2,500	66.7%
42410 - Uniform/Clothing Supply	255,773	288,751	416,095	335,600	434,040	4.3%
42420 - Special Departmental Expense	125	-	5,000	8,000	-	0.0%
42430 - Employee Recognition	669	592	1,000	650	1,000	0.0%
42440 - Memberships and Dues	10,152	12,236	13,700	10,675	14,380	5.0%
42450 - Subscriptions and Books	2,216	4,143	6,500	4,278	7,000	7.7%
42500 - Fuel and Lubricants	329,226	390,072	363,000	321,000	321,000	-11.6%
42560 - Operating Supplies	179,035	217,824	373,225	285,700	296,500	-20.6%
42720 - Travel Conferences Meetings	49,242	60,496	81,700	70,844	88,000	7.7%
42730 - Training	53,342	35,177	75,000	76,295	81,900	9.2%
42760 - POST Training	205,180	113,084	130,000	200,000	130,000	0.0%
42770 - Recruitment	36,881	42,589	43,700	43,700	44,300	1.4%
42780 - Investigations	4,550	15,374	14,000	12,000	14,500	3.6%
42790 - Mileage	5,428	2,941	500	1,350	3,000	500.0%
43010 - Liability Insurance Premiums	-	2,190	2,700	2,169	4,500	66.7%
44010 - Professional/Special Services	141,503	128,590	174,900	139,381	183,400	4.9%
44012 - Outside Legal	6,236	3,138	7,500	3,500	6,000	-20.0%
44310 - Maintenance of Equipment	120,499	117,539	125,200	111,470	115,050	-8.1%
44410 - Maintenance Building/Grounds	13,139	117,930	103,500	152,499	147,243	42.3%
44490 - Other Contract Services	21,218	18,615	248,709	108,287	36,200	-85.4%
47020 - Furnishings & Equip (Capital)	108,819	-	51,500	15,346	-	-100.0%
47030 - Vehicles	3,539	-	111,000	100,631	-	0.0%
47040 - Building Improvements	11,404	-	-	-	-	0.0%
48800 - Application Software	-	1,597	500	-	500	0.0%
TOTAL	35,835,485	\$ 36,605,349	\$ 38,601,649	\$ 37,218,462	\$ 38,038,479	-1.5%



PD Administration - 1005005

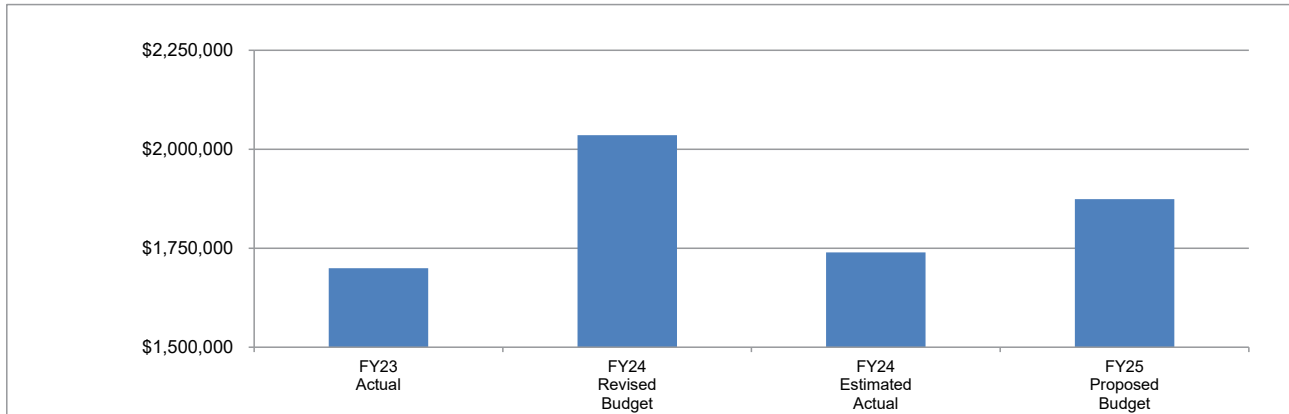
OVERVIEW

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,568,718	\$ 1,699,359	\$ 2,035,583	\$ 1,739,332	\$ 1,874,122



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Administration Division (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed first year of compiling crime statistics utilizing the California Incident based Reporting System (CIBRS) certified, which is an expansion of the FBI's National Based Reporting System (NIBRS).
- Recruited and hired 7 new Police Officers / Trainees, 6 Police Dispatchers, and 6 Professional Staff employees.
- Recruited and hired 15 new Police Officers/Trainees and two Professional Staff employees.
- Re-established the Special Enforcement Team (SET) which handles specialized enforcement such as, gang enforcement, street level narcotics, Human Trafficking, Alcohol Beverage Control assessment and investigations, (ABC), lewd/dissolute conduct in public and, warrant service on wanted individuals.
- Entered into a contract with the County of Ventura to implement a Community Services Coordinator Program that provides a single, full-time member of its Ventura County Behavioral Health ("VCBH") Rapid Integrated Support and Engagement ("RISE") program to work in conjunction and collaborate with the Vulnerable Population Detective (VPD).
- Continued to expand its Community Engagement and outreach programs in collaboration with the Ventura County District Attorney's Office, VC Fire Department, Simi Valley Police Foundation, Soroptimist International of Simi Valley, Adventist Health-Simi Valley, and other government and civic agencies to host outreach, engagement, and community education events
- Established a comprehensive wellness program that includes a culturally competent licensed therapist for presonnel wellness check-ins at the station.
- Twenty-one sworn and professional staff members participated in a Team Building Workshop with a focus on problem solving, and development of objectives and goals. The California Commission on Peace Officer Standards and Training provided funding for this workshop.

GOALS FOR FY25

- Reduce crime and maintain community safety.
- Provide Police Department personnel on-going training related to social and cultural issues (on-going goal). Update and publish the Police Department Strategic and Succession Plan.
- Recruit and hire personnel to fully staff Police Officer and 9-1-1 Dispatcher vacancies.
- Assign a Detective to the Ventura County Organized Retail Theft Taskforce.
- Continue to research, test, acquire technologies that improve efficiency and police services to the community.
- Complete installation of the Flock License Plate Reader System.
- Starting an Unmanned Aerial Vehicle (UAV) / Drone Program.



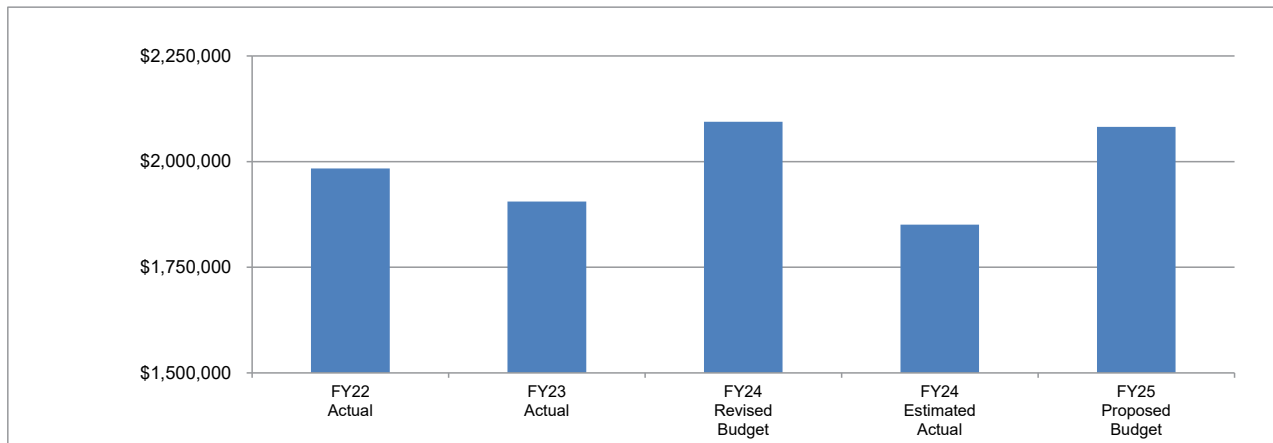
Communications - 1005110

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,983,477	\$ 1,905,359	\$ 2,094,417	\$ 1,851,029	\$ 2,082,383



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Communications (continued)

KEY ACCOMPLISHMENTS IN FY24

- Handled approximately 25,417 calls for service from July 1, 2023 to January 1, 2024.
- Maintained an average response time of 4.11 minutes for emergency calls, and 12.67 minutes for routine calls from July 1, 2023 to January 1, 2024.
- Hired four Dispatcher Trainees.
- Conduct training exercises at the East Valley Sheriff's Station to ensure full functionality as an alternate Public Safety Answering Point location.
- Continued monitoring the status of the radio upgrade project, and completed the Next-Generation 9-1-1 upgrade to ANI/ALI data received via 9-1-1.
- Continued to monitor POST continuing education credits for full-time and temporary part-time Dispatchers.
- Maintained Frontline Quality Assurance program for call taking and radio dispatching and the average accumulated scores for call taking is 98.23% and 99.87% for radio dispatching - well above the NENA (National Emergency Number Association) standard.

GOALS FOR FY25

- Continue to provide professional and courteous service, at all times, to citizens, officers, and co-workers.
- Monitor the Next Generation 9-1-1 upgrade to phone equipment, and radio infrastructure upgrade.
- Complete all state mandated POST continuing education training credits for all dispatchers by Dec 31, 2024.
- Successfully train four more 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 radio consoles.
- 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

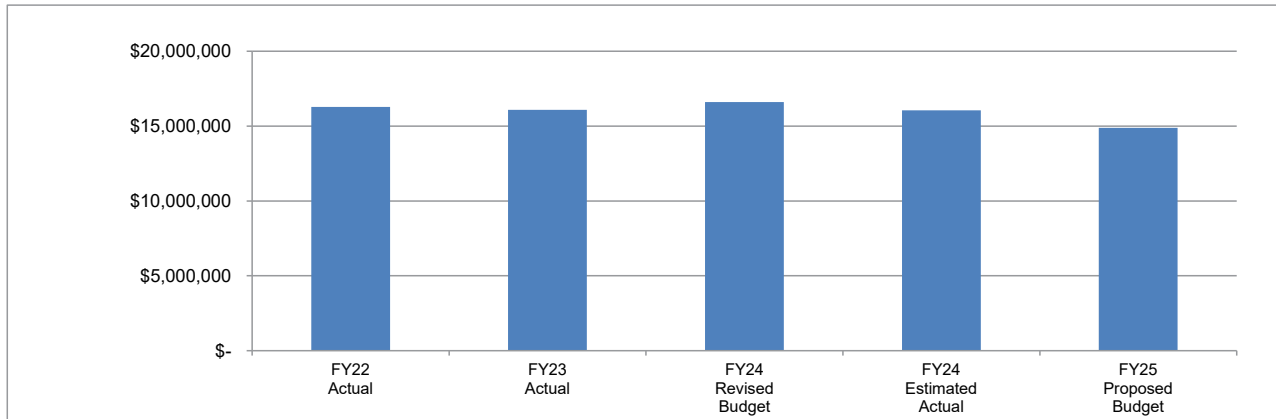
OVERVIEW

Patrol officers are the City's first responders to emergency and non-emergency calls for law enforcement service. Patrol Officers are assigned to 1 of 3 overlapping 10-hour shifts that cover 24 hours a day, 7 days a week. Patrol Officers handle a variety of citizen requests and are also expected to take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

Under the direction of a Watch Commander, Patrol Officers are deployed to specific areas of the city. Sergeants supervise the Patrol Officers and provide oversight of daily deployments.

Each year, Patrol Officers handle over 50,000 calls for service while maintaining an emergency response time of less than 4 and half minutes.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 16,287,322	\$ 16,083,831	\$ 16,604,313	\$ 16,044,945	\$ 14,880,636



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Patrol Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Maintained emergency response time of less than 4.5 minutes, and non-emergency response time of approximately 12 minutes.
- Delivered excellent service while handling over 52,000 calls for service in 2023.
- Continued and expanded the "Etch-a-Cat" Program and continued forming partnerships aimed at thwarting catalytic converter thefts.
- Built relationships with local retailers on derailing and capturing criminals involved in Organized Retail Theft.
- Reached the highest numbers of personnel in Patrol Bureau since pre-COVID, which helped with overtime cost savings and provided more personnel patrolling the community.
- Implemented the Gracie Survival Tactics training platform to train all sworn SVPD staff in de-escalation strategies and defensive tactics.
- Created a Special Enforcement Team to target specific problem locations and to assist different bureaus in the department with special details.
- Continued to deliver superior service to the public and quality enforcement in the community.

GOALS FOR FY25

- 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.
- Maintain training schedule to remain in compliance with POST guidelines and ensure officers are prepared for critical incidents.
- Continue local and county wide partnerships with agencies to decrease Organized Retail Theft criminal behavior



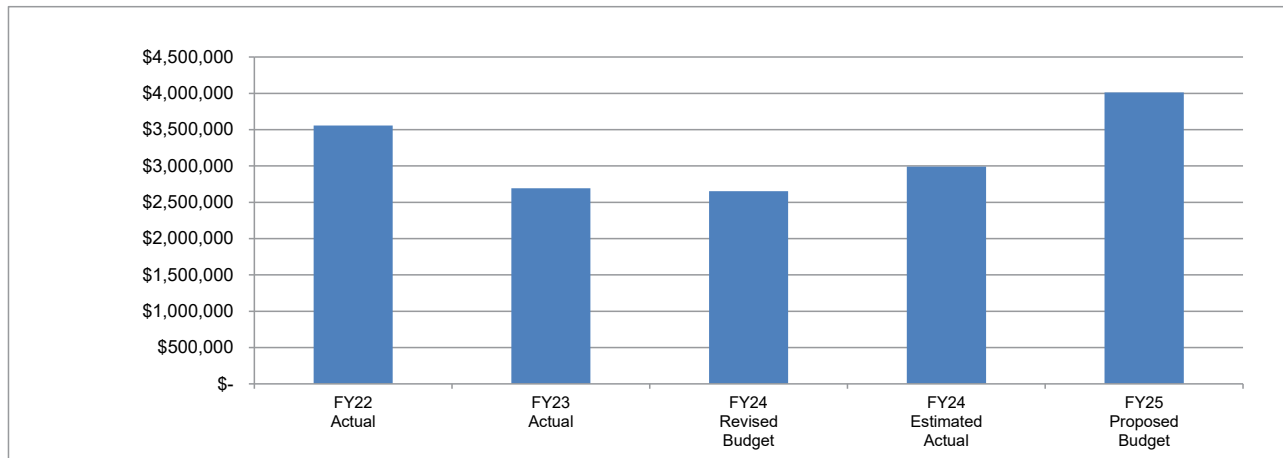
Special Enforcement Bureau - 1005230

OVERVIEW

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

SEB is comprised of the Special Investigations Unit (SIU) and the Special Enforcement Team (SET), both are full-time Units. SIU staff are responsible for narcotics investigations, and surveillance activities for other Departmental units. Currently, one Detective position is assigned to the Joint Terrorism Task Force (JTTF), one Detective, 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 SEB Commander in coordinating any Law Enforcement activities/issues at the Ronald Reagan Presidential Library. SET staff are comprised of one Sergeant and two officers, with two additional officers to be added when staffing allows. SET, originally in the Patrol Bureau, and was moved to SEB in January 2024. SET activities consist of, but are not limited to, gang enforcement, short-term crime-specific enforcement, fireworks suppression and enforcement, due diligence warrant service, assisting the PROS officer, ABC enforcement operations, street-level narcotics enforcement, and plainclothes undercover operations.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 3,555,062	\$ 2,693,910	\$ 2,653,580	\$ 2,991,263	\$ 4,013,188



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Special Enforcement Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Ended a Five-year multi-jurisdictional Narcotics investigation with the DEA which culminated in a search warrant of the primary residence resulting in the recovery of tens of thousands of US currency, illicit narcotics and evidence of the ongoing illicit poly-drug delivery service. Six individuals were arrested and Federal indictments were filed for the following Federal charges: Conspiracy to Distribute Dangerous Drugs, Distribution of Dangerous Drugs, Distribution of Fentanyl resulting in Death, and Transactional Money Laundering.
- Assisted the Joint Terrorism Task Force/Los Angeles in an ongoing multi-jurisdictional investigation.
- 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 local narcotics investigations prompted by observed activity, as well as citizen complaints.
- Increased revenues from the Federal Asset Forfeiture Program.
- Formulated and implemented security plans for three Reagan Presidential Library events: the Republican Presidential Debate, the Taiwanese President visit, and Speaker of the House-Kevin McCarthy and a contingent of US Congressional delegation.

GOALS FOR FY25

- Continue to focus narcotics investigations on dealers operating in Simi Valley.
- Bring SET up to full complement and provide the opportunity for the proper training applicable to their assignment.
- Support enforcement efforts of newly transferred Special Enforcement Team and their assignments as directed by The Chief of Police.
- Continue to work with DEA, FBI and VCSO Task Forces.
- Work with VCSO Overdose Task Force to ensure that the proper attentions is being given to overdose cases occurring within the City of Sim Valley.
- Continue to address issues brought forward by the stakeholders of Simi Valley and research new and innovative ways to deal with the Fentanyl crisis.
- Provide training to Patrol Bureau on narcotics trends and investigations.
- Continue to ensure the proper procedures are being followed and implemented for Asset Forfeiture, both Federal and State.



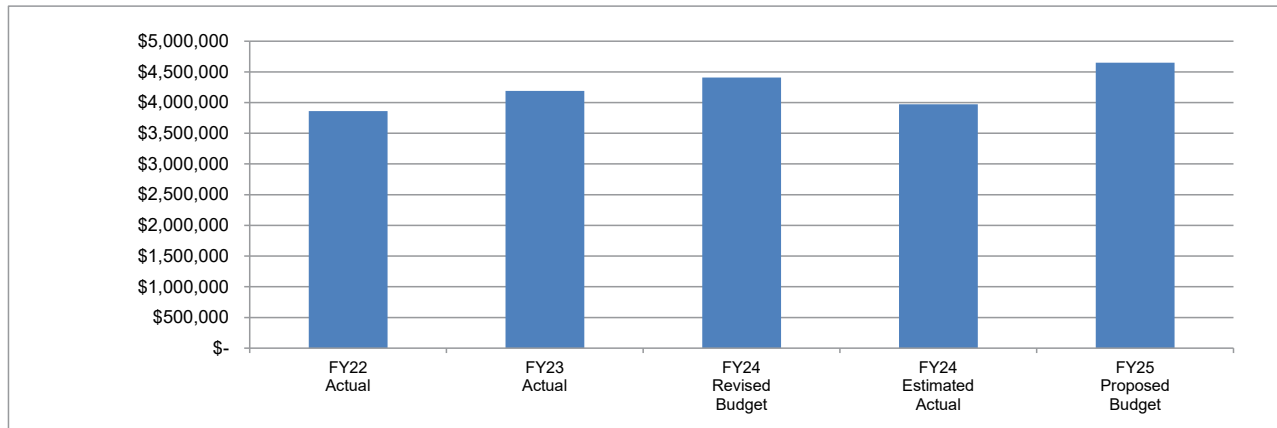
Detectives Bureau - 1005240

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 3,863,099	\$ 4,188,419	\$ 4,409,579	\$ 3,972,391	\$ 4,651,817



BUDGET ADJUSTMENTS

Additional Staff: Investigative Assistant

\$111,709



POLICE DEPARTMENT

Detectives Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Investigated multiple major sex crime cases and organized crimes, prepared and testified on homicide cases.
- Conducted several high-priority investigations, including Internet Crimes Against Children (ICAC) investigations/arrests and human-trafficking cases.
- Provided human trafficking training in the city.
- Coordinated multi-agency sexual assault investigations, which led to multiple arrests.
- Responded to multiple suspicious deaths, suicides, and violent crime investigations.

GOALS FOR FY25

- 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.
- 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.
- Utilize a city-wide "Flock" camera License plate reader to assist Detectives.
- 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 crime investigations.
- Redesign the Detective Bay to be more professional.

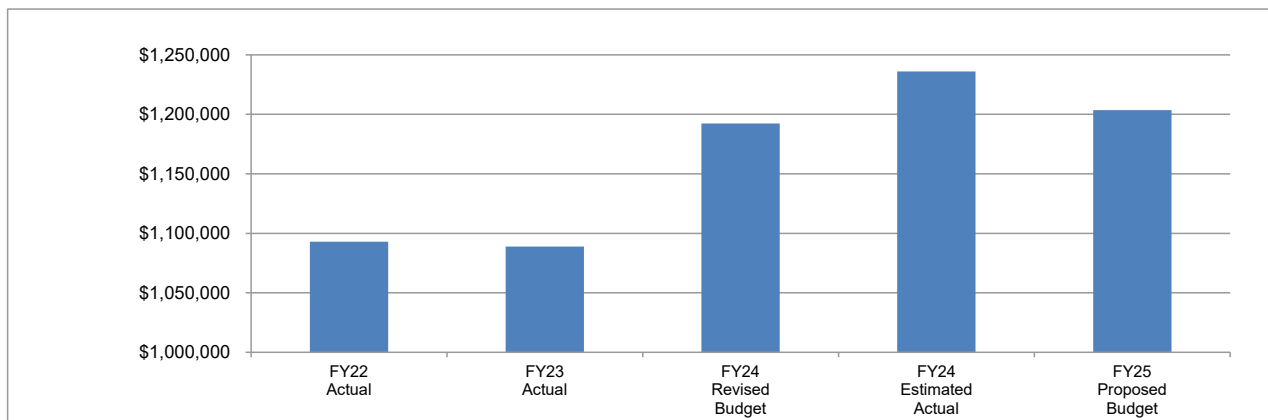


Records - 1005350

OVERVIEW

Records assists departmental staff and City residents by providing a variety of services, including: 1) managing the automated Records Management Systems (RMS); 2) processing court packages to the District Attorney for prosecution; 3) fulfilling requests from the public for reports, releasing vehicles, and criminal history verifications; 4) processing requests from other agencies; 5) auditing all data to ensure accuracy when reporting crime statistics to the Department of Justice; 6) releasing information in accordance with the Public Records Act; 7) ensuring compliance and entering a variety of time sensitive data into California Law Enforcement Telecommunication System (CLETS); 8) processing subpoenas; 9) acting as Private Branch Exchange during business hours.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,093,016	\$ 1,088,882	\$ 1,192,292	\$ 1,236,134	\$ 1,203,602



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Records Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Performed over 962 transactions at the public counter including vehicle releases and report requests, all while ensuring superior customer service.
- Processed and audited over 6,165 crime, arrest and incident reports; 2,095 citations and 1,475 field interview cards.
- Answered over 25,714 incoming business calls providing the public with information, referring appropriate resources, and routing them to the appropriate Bureau within the Police Department.
- Responded to over 54 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.
- Continue to report using NIBRS requirements while maintaining a 0.00% error rate.

GOALS FOR FY25

- 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.
- Stay informed of new laws and updates regarding the future of police records management.
- Assist other agencies with their transition to NIBRS.
- Become the first pilot agency for XML CIBRS submission to the state.



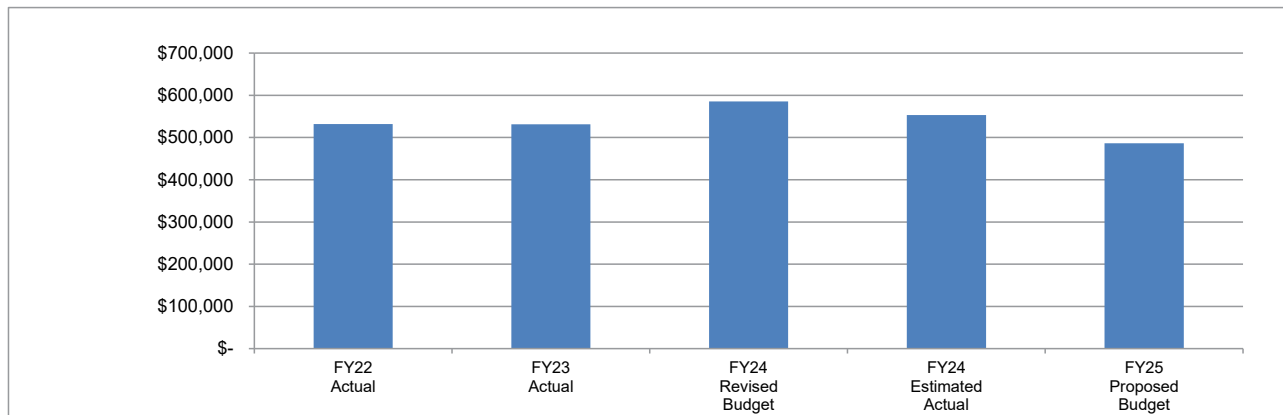
PD Fiscal and Community Programs- 1005390

OVERVIEW

The Fiscal and Community Programs 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, time reporting audits, creating invoices for reimbursement requests associated with grant activities, assisting with personnel management, providing logistical support during City emergencies and/or special events, managing the False Alarm and Emergency Response billing programs, and issuing permits for certain businesses and solicitors.

The Unit is also responsible for coordinating community programs such as the Police Department Volunteer and Chaplains, Crime Free Multi-Housing, Citizens Academy, Station Tour Program, Drug Take Back events, and Holiday Heroes & Helpers.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 531,887	\$ 531,026	\$ 585,305	\$ 553,198	\$ 486,374



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

PD Fiscal (continued)

KEY ACCOMPLISHMENTS IN FY24

- Assisted in managing grant programs reimbursement requests resulting in over 1.2 million in reimbursement returns to date.
- Processed over 449 Purchase Orders/Request for Checks (RFC) and 667 P-Card transactions for all departmental operational units as of March, 2023.
- Processed false alarm invoices pursuant to Simi Valley Municipal Code provisions.
- Issued 46 business permits.
- Provided logistical support throughout the year for DUI Checkpoints, and various public relations events.
- Hired an Administrative Technician.

GOALS FOR FY25

- 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.
- Document processes of the various Community Programs activities, re-instate lapsed programs, and develop new solutions for additional programs as the need arises.



PD Maintenance - 1005395

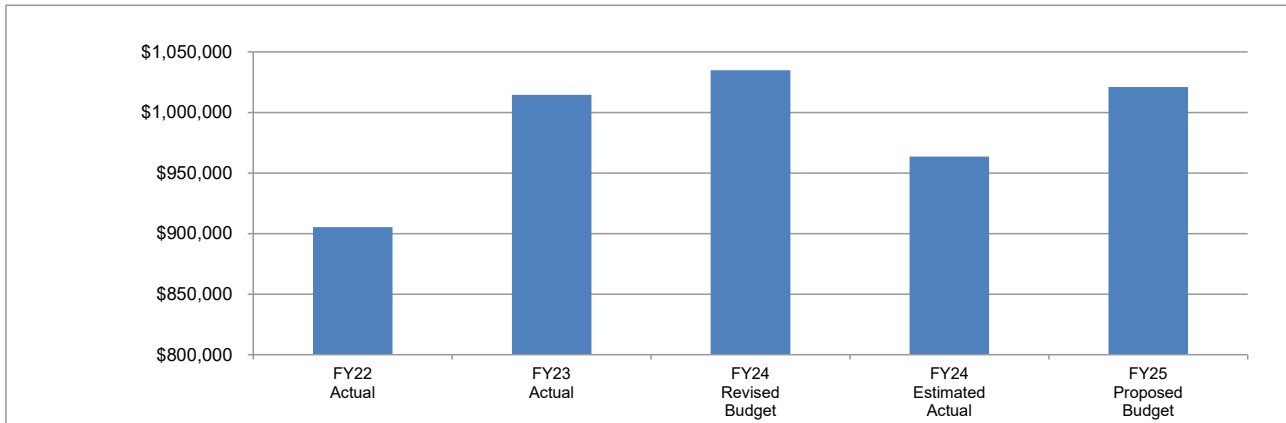
OVERVIEW

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 905,250	\$ 1,014,555	\$ 1,034,754	\$ 963,508	\$ 1,021,031



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

PD Maintenance Unit (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed diesel tank maintenance project (to be completed by 04/2024).
- Completed annual boiler screening analysis, filed with VCAPCD.
- Purchased 13 new vehicles to serve as part of our ongoing efforts to rejuvenate the aging police vehicle fleet (to be completed by 03/2024).
- Completed buildup of ten new police vehicles.
- Initiated parking lot repair project; currently in budgetary planning phase with Public Works.
- Completed SMOG certification for the police fleet.
- Provided logistical support for various department activities, including DUI checkpoints, the Republican National Debates and Street Fair.
- Completed RFP for replacement of aging west roll-up gate. New gate installed and operational.

GOALS FOR FY25

- Hire and train new Police Maintenance Specialist.
- Complete annual fire monitoring system and backflow device testing.
- Purchase and install specialized policing equipment for 13 new vehicles.
- Coordinate with and assist Ventura County Air Pollution Control District with the annual testing and permitting of facility fuel dispensers.
- Create and implement service plan for jail locks and doors.
- Create and implement annual roof inspection/repair plan



Professional Standards Bureau - 1005460

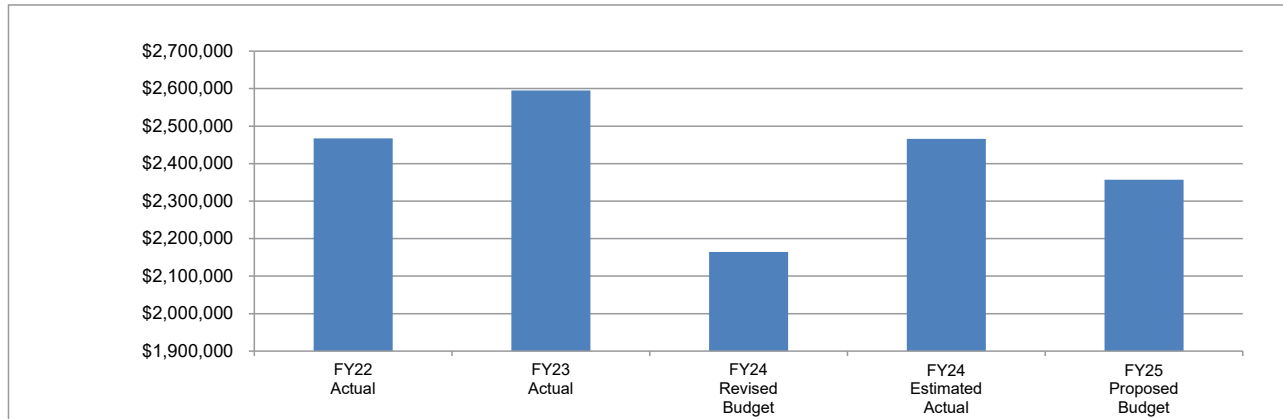
OVERVIEW

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.

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

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,467,450	\$ 2,595,279	\$ 2,164,431	\$ 2,465,906	\$ 2,357,249



BUDGET ADJUSTMENTS

Additional Staff: Property Technician \$100,480



POLICE DEPARTMENT

Professional Standards Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 four (4) officers and seven (7) professional staff along with three additional candidates pending hire as of February 2024.
- Streamlined background and testing processes, further increasing the speed of hiring of quality candidates.
- Provided a Recruit Training Officer for the October police academy class at the Ventura County Sheriff's Department.

GOALS FOR FY25

- 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. Conduct the THF mandated training for all officers.
- 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.



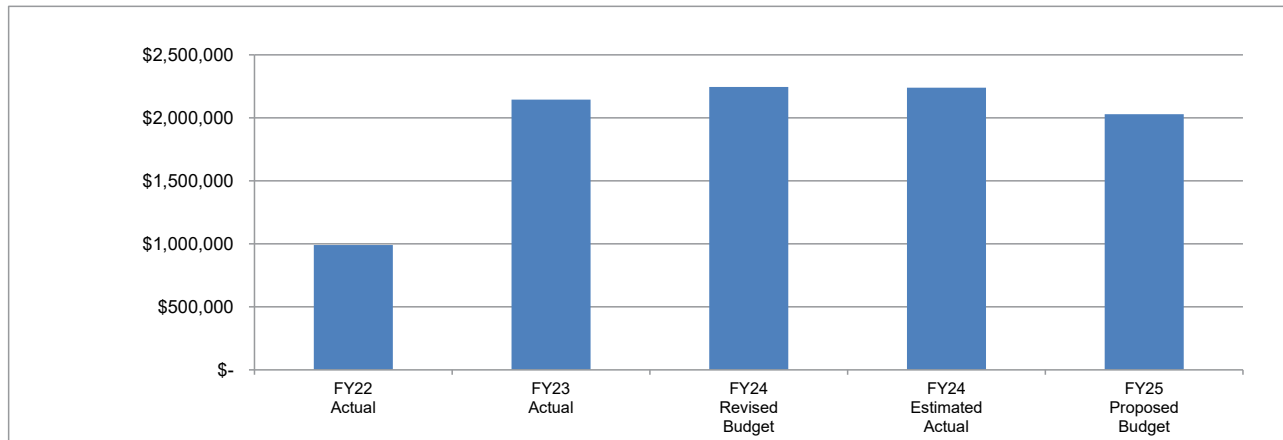
Community Policing Bureau - 1005465

OVERVIEW

The Community Policing Bureau is staffed with sworn personnel comprised of one Commander, one Sergeant, one Detective, and four Officers. The Bureau is responsible for community policing and problem solving, homeless population intervention and assistance, school safety, investigation of crimes involving juveniles, vulnerable population intervention, assistance with mental health clients with county services, public relations, community engagement and outreach activities,

The Bureau is composed of the following units: Neighborhood Resource Officer Unit, School Resource Officer Unit, Vulnerable Population Detective, and the ancillary assignment 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, Scholastic Tip Program, and Coffee with a Cop.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 991,480	\$ 2,143,881	\$ 2,244,874	\$ 2,238,585	\$ 2,028,351



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Community Policing Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Sponsored, managed, and participated in outreach events including the 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 FY25

- 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.
- Continue to participate in the Crisis Intervention Team with various meetings and planning.
- Continue to promote and deliver services to mental health clients through the assigned detective and the newly contracted Ventura County Behavioral Health contracted assistant.
- Continue participation in the Backpack Medicine Program.



Traffic Bureau - 1005480

OVERVIEW

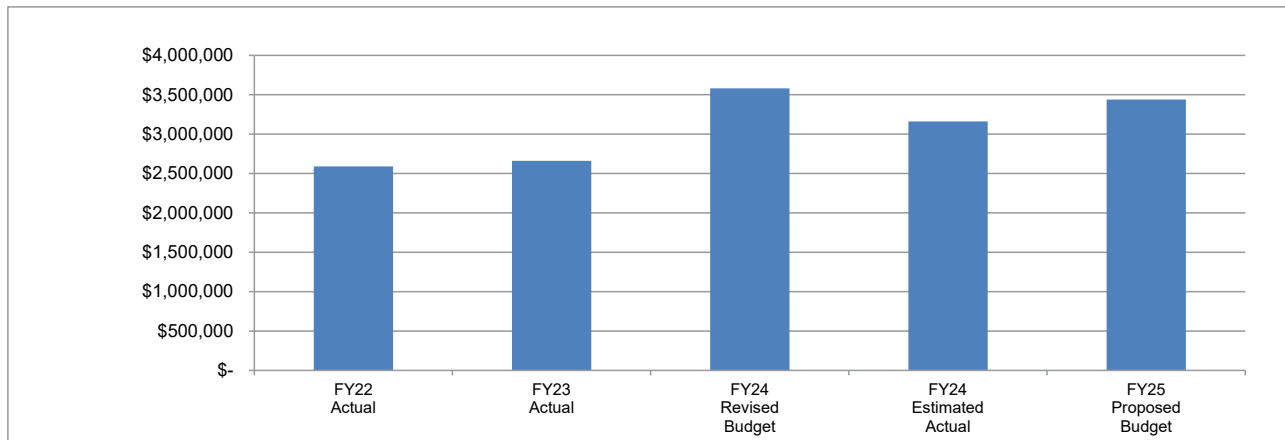
The Traffic Bureau consists of traffic officers, supervisors, and professional staff.

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,588,724	\$ 2,660,847	\$ 3,582,522	\$ 3,162,172	\$ 3,439,726



BUDGET ADJUSTMENTS

NONE



POLICE DEPARTMENT

Traffic Bureau (continued)

KEY ACCOMPLISHMENTS IN FY24

- Increased enforcement actions and training related to DUI through expanded operations made possible through grants from the Office of Traffic Safety and the CHP Cannabis Tax Fund Grant Program.
- Conducted four DUI checkpoint events and arrested 198 DUI drivers.
- Investigated 685 vehicle collisions, 338 of which were injury accidents and ten of which were fatalities.
- Deployed the stealth radar to analyze speed issues at complaint locations.
- Sent new traffic investigators to basic, 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.
- Created a public safety video for teen drivers.
- Obtained an additional Traffic Vehicle through the CHP Cannabis Tax Fund Grant Program in order to conduct additional grant fund activities

GOALS FOR FY25

- 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 and CHP Cannabis Tax Fund Grant Program.
- 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 to provide additional proactive Parking Enforcement and Vehicle Abatement.
- Continue to work with schools to improve traffic flow and safe driving and 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.
- Fill remaining Officer vacancies with new Motor Officers.

POLICE DEPARTMENT



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

TITLE: Additional Staff: Property Technician

AMOUNT : \$100,480

ACCOUNT: 1005460

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Salary and benefits	100,480
TOTAL:	\$100,480

Effective and efficient management of the evidence/property function by the Department is crucial for providing quality service to the community and ensuring the successful prosecution of criminal offenders. The complexity of managing this function has increased, influenced by factors such as legislative mandates, hazardous material storage, preservation of biological/DNA-related material, digital evidence management, and maintaining the security and chain of custody of evidence. The introduction of body-worn camera evidence has further contributed to the workload of the evidence/property function.

The significance of physical storage space cannot be overstated. An optimal workflow entails continuous intake and disposition of items, aiming to maintain a consistent inventory level. The intricacies of evidence management have evolved over time, requiring ongoing adjustments to processes and storage durations based on changing legislation and policies. Unfortunately, the resources available for item disposal are becoming increasingly limited. The current staffing level has become unsustainable, with the time required for processing item dispositions surpassing the intake of new evidence. Given the dual role of the property function in meeting internal organizational needs and serving the public, the current staffing is inadequate. This unique responsibility falls on the shoulders of only two individuals, as no other personnel in the organization can step in to assist.

The Department's Property and Evidence Room is currently managed by two non-sworn personnel, a Property Officer and a Property Technician. On a daily basis, these individuals are tasked with managing all incoming evidence/property collected by officers and detectives. Their responsibilities include reconciling booking errors to ensure the proper chain of custody of evidence, releasing evidence to the District Attorney's Office, tracking evidence outside of the Department's control, ensuring proper release of evidence to the Ventura County Crime Lab, and purging items of evidence/property in accordance with policy and state law.

Failure to effectively manage the evidence/property function can result in agency liability or a loss of public confidence. The California Police Officer Standards and Training (POST) emphasizes in its Law Enforcement Evidence and Property Management Guide, based on national best practices, that agencies should ensure adequate staffing for the evidence/property function to carry out all duties efficiently and without interruption. Additionally, it is considered a POST "best practice" to allow one day each week for the Property and Evidence Room to be closed to the agency and the public, providing an uninterrupted opportunity for purging evidentiary items, a task currently challenging with the existing staffing. The Department is seeking approval for an additional non-sworn Property Technician to effectively manage the overall duties of the Property and Evidence Room.



POLICE DEPARTMENT

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

TITLE: Additional Staff: Investigative Assistant

AMOUNT : \$111,709

ACCOUNT: 1005240

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Salary and Benefits	111,709
TOTAL:		<u>\$111,709</u>

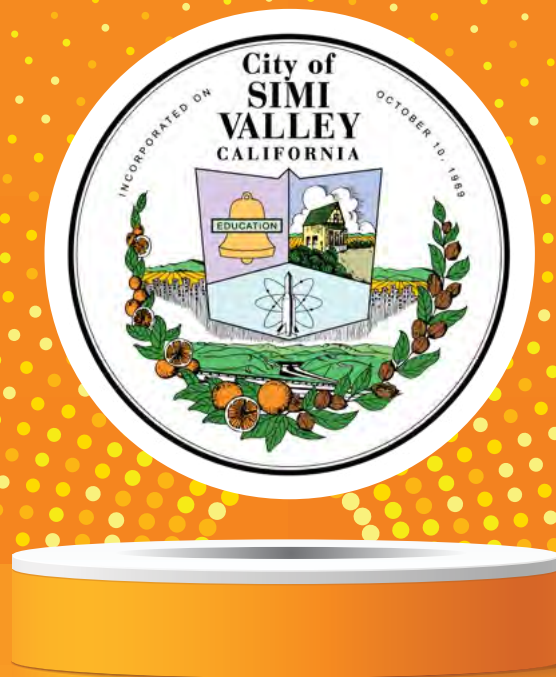
The Department is requesting approval of an additional Investigative Assistant to address the increased investigative and administrative workload of the Detective Bureau by enhancing investigative capabilities, optimizing case management, and complying with case filing criteria set forth by the Ventura County District Attorney's office.

In the aftermath of the COVID-19 pandemic, the Simi Valley Police Department has seen a considerable increase in reported crimes that require a substantial amount of follow-up. Specifically these increases have been noted in the areas of child crimes and sexual assaults. Statistically, there has been a 178.08% increase in reported sex crimes this year from last year. Additionally, this influx of complex, time-consuming investigations, coupled with the inability to sufficiently staff our Detective Bureau with the allotted quantity of detectives due to departmental staffing shortages, has placed a sizeable burden on the ability to keep pace with current caseloads and timely investigative follow through. Furthermore, it has created significant and increased demands on our current and sole Detective Bureau Investigative Assistant who is already tasked with managing the Department's digital evidence within our Body Worn Camera (BWC) system, preparing arrest reports, warrant declarations, processing District Attorney's Office complaints, and other court mandated documents that require transport to and from the County's Justice Center in Ventura.

The addition of an Investigative Assistant to the Detective Bureau would greatly help to alleviate the documenting and organizing of case-related material, maintaining case files and court complaints, and the overall management and proper processing and redaction requirements of digital evidence. Moreover, by establishing an additional Investigative Assistant position, it effectively creates an effective succession plan in order to facilitate seamless transition periods and ensures smooth employee separation processes without disrupting workload abilities.

In order to meet the ongoing increase in demand for investigative capabilities, to effectively manage the current case workloads, and to properly comply with case filing criteria, the Police Department respectfully requests budgetary approval for the creation of an additional Investigative Assistant position.

POLICE DEPARTMENT EMERGENCY SERVICES





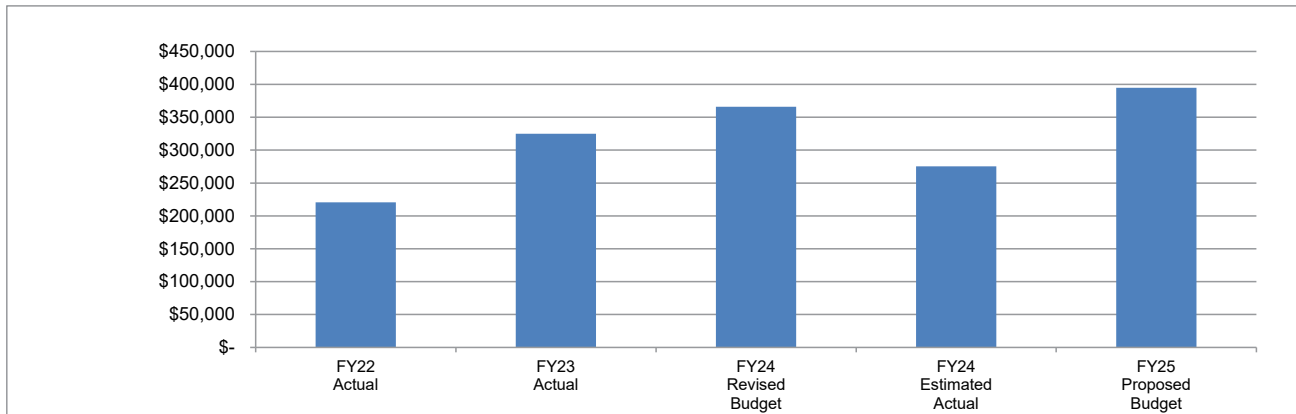
POLICE DEPARTMENT - EMERGENCY SERVICES

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 220,697	\$ 324,727	\$ 365,862	\$ 275,490	\$ 394,852



BUDGET ADJUSTMENTS

NONE



Office of Emergency Services, Police Department (continued)

KEY ACCOMPLISHMENTS IN FY24

- Used EMPG22 to fund the SafeCityGIS mapping system annual licenses and purchase Starlink dishes for EOC back-up internet.
- Two Volunteer DSW members completed Unmanned Aerial System pilot training.
- Facilitated the FEMA Virtual Tabletop Exercise for the Dam Failure Scenario for the EOC staff and agency partners to test interoperability and communications.
- Hosted Community Emergency Response Training (CERT), including the inaugural Spanish series, to build the City's disaster resiliency.
- Managed the Volunteer Disaster Services Worker Team, which conducted outreach at two events and staged the Mass Casualty Unit trailer as a contingency precaution.
- Created emergency protocols for 4th of July Fireworks Show and Street Fair and trained the event organizers.
- Maintained formal interagency relations through the VC Emergency Coordinators' Council, VC Long Term Recovery Group, VC Volunteer Organizations Active in Disasters and Southern California Edison's PSPS working group.
- Conducted GIS and SitStat report training and exercise for EOC Planning Section.
- Published and distributed the My Emergency Plan bilingual booklet project.
- Deployed the UAS/Drone team to monitor public safety at two large, planned events and train the Volunteer DSW

GOALS FOR FY25

- Complete the Tri-cities Evacuation Plan and the VC Sheriff Emergency Services County Evacuation Plan and confirm interoperability.
- Create a five-year training and exercise plan for the EOC staff, incorporating partner agencies.
- Continue implementation phases of the SafeCityGIS Emergency Management Mapping System.
- Complete update to City Emergency Plan and EOC Procedures Manual.

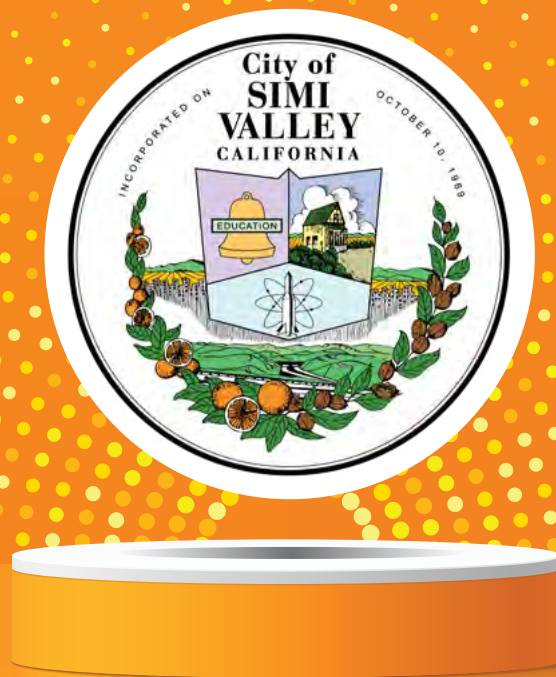


POLICE DEPARTMENT - EMERGENCY SERVICES

TOTAL EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	128,656	151,962	192,056	142,747	207,807	8.2%
41200 - Deferred Comp - 401k	2,407	4,055	4,800	3,652	4,800	0.0%
41300 - Vision Care	364	404	475	478	475	0.0%
41350 - Disability	1,232	1,264	1,632	1,941	1,594	-2.4%
41400 - Group Insurance/Health	2,659	3,228	3,624	3,736	3,768	4.0%
41415 - Flex Benefits	25,507	39,426	47,291	49,030	50,149	6.0%
41450 - Life Insurance	303	297	360	350	348	-3.4%
41500 - Group Insurance/Dental	1,839	1,438	1,532	2,084	2,280	48.8%
41550 - Section 125 Administration Fee	43	42	42	42	42	0.0%
41600 - Retirement (PERS)	47,156	59,348	57,075	36,094	65,494	14.8%
41620 - Retirement (HRA)	3,607	4,055	4,800	4,642	4,800	0.0%
41650 - Medicare Tax	1,968	2,356	3,471	2,120	3,740	7.8%
41700 - Workers Compensation	8,212	9,420	5,032	5,032	4,572	-9.1%
41800 - Leave Accrual	5,845	11,303	-	-	-	0.0%
41801 - Leave Accrual - Contra Account	885	(5,823)	-	-	-	0.0%
41860 - Salary Reimbursements	(21,708)	-	-	-	-	0.0%
42150 - Communications	1,410	1,507	1,700	1,960	1,800	5.9%
42200 - Computer - Non Capital	-	1,713	-	-	-	0.0%
42230 - Office Supplies	458	339	300	200	300	0.0%
42235 - Furnishings & Equip - Non Cap	1,071	7,627	6,400	2,500	6,400	0.0%
42410 - Uniform/Clothing Supply	170	255	200	700	2,500	1150.0%
42440 - Memberships and Dues	366	644	600	375	600	0.0%
42450 - Subscriptions and Books	34	-	-	350	482	100.0%
42560 - Operating Supplies	1,630	15,348	4,072	2,500	8,000	96.5%
42720 - Travel Conferences Meetings	2,531	1,710	6,300	2,500	10,000	58.7%
42730 - Training	341	5,054	3,400	1,700	3,500	2.9%
42790 - Mileage	-	-	-	-	-	0.0%
43010 - Liability Insurance Premiums	-	-	3,000	3,000	2,500	-16.7%
44010 - Professional/Special Services	734	874	700	1,007	2,900	314.3%
44310 - Maintenance of Equipment	-	149	-	-	-	0.0%
44490 - Other Contract Services	2,976	6,730	17,000	6,752	6,000	-64.7%
47020 - Furnishings & Equip (Capital)	-	-	-	-	-	0.0%
TOTAL	\$ 220,697	\$ 324,727	\$ 365,862	\$ 275,490	\$ 394,852	7.9%

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.

NON DEPARTMENTAL



TOTAL DEPARTMENT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41600 - Retirement (PERS)	50,122	30,312	66,000	45,000	66,000	0.0%
41610 - Retirement (PARS)	148,678	148,678	160,000	135,008	160,000	0.0%
41800 - Leave Accrual	-	-	2,200,000	1,600,000	2,200,000	0.0%
41900 - Salary Savings	-	-	(3,600,000)	-	(2,850,000)	-20.8%
41950 - Benefits Savings	-	-	(365,128)	-	(402,348)	10.2%
42100 - Utilities	402,751	454,911	500,000	510,000	515,000	3.0%
42130 - Postage	40,667	32,926	64,900	50,000	64,900	0.0%
42150 - Communications	555,666	598,353	561,307	445,000	580,949	3.5%
42200 - Computer - Non Capital	-	6	6,150	1,400	13,800	124.4%
42230 - Office Supplies	709	1,341	8,500	2,000	8,500	0.0%
42235 - Furnishings & Equip - Non Cap	7,891	14,703	132,650	62,950	20,000	-84.9%
42300 - Copiers	74,669	63,890	130,000	100,000	128,172	-1.4%
42310 - Rentals	-	-	-	-	-	0.0%
42430 - Employee Recognition	-	8,439	24,500	25,000	24,500	0.0%
42440 - Memberships and Dues	114,074	119,086	121,851	126,108	126,851	4.1%
42560 - Operating Supplies	32,592	34,106	45,000	45,000	45,000	0.0%
42720 - Travel Conferences Meetings	1,500	130	-	-	-	0.0%
42730 - Training	-	399	-	-	-	0.0%
44010 - Professional/Special Services	567,438	630,416	703,578	563,853	590,615	-16.1%
44015 - COV Admin Fee	250,003	252,269	280,000	280,000	280,000	0.0%
44030 - Cloud Services	199,064	199,672	285,725	250,000	342,784	20.0%
44310 - Maintenance of Equipment	1,141,932	1,177,872	2,070,454	1,504,000	1,857,477	-10.3%
44490 - Other Contract Services	52,836	978,881	4,410,394	1,472,500	54,500	-98.8%
44491 - FIS Operations	-	-	-	-	-	0.0%
44492 - GIS Operations	24,200	24,200	24,200	24,200	24,200	0.0%
44590 - Other Insurance Services	1,174,610	1,245,100	3,019,800	3,019,800	3,019,800	0.0%
47020 - Furnishings & Equip (Capital)	-	-	306,000	250,000	306,000	0.0%
Department Total	4,839,400	\$ 6,015,691	\$ 11,155,881	\$ 10,511,819	\$ 7,176,700	-35.7%



NON DEPARTMENTAL

BUDGET ADJUSTMENTS

Intelligent Mail Indicia Postage Equipment and Meter	\$ 2,700
SSL Certificate renews	\$ 5,000
Increased Licensing Costs for Vmware	\$ 54,500
VEHICLE GPS MONITORING SERVICE	\$ 42,405
Carahsoft Technology Corporation / DocuSign	\$ 7,820
Increased Licensing Costs for Cellebrite UFED Digital Forensic solution	\$ 13,776
Additional Tableau Reporting System Licenses	\$ 900
Employee Access module for Munis	\$ 2,400
Cold Data Storage	\$ 7,000
Purchase ESRI Creator and Field Work Licenses and Services for Tablets	\$ 4,275
Employee Work Station Electronics	\$ 1,800
Axon Livestream Room for the PD Special Enforcement Bureau (SEB)	\$ 14,100

NON DEPARTMENTAL



NON-DEPARTMENTAL - SUPPORT SERVICES FY 2024-25 POLICY ITEM / SUPPORT SERVICES REQUEST

TITLE: Intelligent Mail Indicia Postage Equipment and Meter
AMOUNT : \$2,700
ACCOUNT: 1001605-44310 (Maint. of Equip.)
PRIORITY: 1

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

IMI Postage Equipment and Meter	2,700
TOTAL:	\$2,700

In 2018, the City purchased a new mail machine compatible with an Information Based Indicia (IBI) postage meter for the City's mailroom. IBI postage at the time was the United States Postal Service Postage Evidencing System (PES) for processing mail. In December 2020, the United States Postal Service (USPS) declared through mandate that IBI postage meters will be decertified by December 31, 2024, and postage indicia printed by decertified PES will no longer be considered valid postage for use or refunds. USPS stated that it requires accurate, complete, and timely data to operate effectively, which an Intelligent Mail Indicia (IMI) postage meter can provide. IMI postage meters also offer higher security specifications addressing the rising security threats and challenges that USPS is confronted with. As such, USPS requires institutions to utilize IMI postage meter equipment in compliance with its final ruling. The City's existing IBI postage meter will, therefore, need to be replaced with an IMI postage meter, as such equipment will no longer be considered valid postage by USPS. After careful analysis and consideration, Support Services determined that it is in the City's best interest to lease mail postage equipment that is interoperable with an IMI postage meter. A lease option would provide the City with sophisticated technology that complies with the federal mandate and allows flexibility to evaluate and update equipment as regulations and technology evolve at a lower cost. Additionally, the annual maintenance cost, software licenses, support, and IMI meter rental fee are included in the lease. Therefore, existing budget for renting and maintaining the current IBI equipment will offset a portion of the annual cost. Thus, Support Services respectfully requests funding to cover the difference (\$2,700) for leasing the IMI postage equipment and meter.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: SSL Certificate renews

AMOUNT : \$5,000

ACCOUNT: 1001608-44310

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Non-Departmental - Maintenance	5,000
TOTAL:		<u>\$5,000</u>

The City has over 100 servers that require encrypted access. Secure Sockets Layer (SSL) Certificates are the foundation for the encryption protocols that are used. Changes in security practices now require the City to install new certificates on an annual basis, historically the certificates had a 3 year lifespan.

NON DEPARTMENTAL



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increased Licensing Costs for Vmware
AMOUNT : \$54,500
ACCOUNT: 1001608-44310
PRIORITY: 3

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

	Vmware License Increase	54,500
TOTAL:		<u>\$54,500</u>

VMware is a virtualization platform that runs 98% of our server infrastructure city wide. Server virtualization allows us to host multiple “virtual machines” on a host system which saves on multiple costs like server hardware, licensing, cooling, power, etc. Our environment currently consists of 209 virtual servers running on 15 hosts for VM to host ratio of roughly 14 to 1.

VMware was acquired by Broadcom in November of 2023. Broadcom has historically been a company that purchases other companies and completely changes the way they operate. Prior to the acquisition of VMware by Broadcom, all licenses were perpetual and based on processor socket not processor cores. In addition, the previous licenses were not subscription based and the only cost spent on VMware yearly was for product support, updates, and upgrades.

As of January 2024, Broadcom has vastly consolidated over 9000 VMware SKUs into just 4 bundles of products, and also made these bundles subscription only with no perpetual licenses available. In addition to this, products are no longer based on processor sockets and are based on core count of the processor with a minimum purchase of 16 cores per socket.

Going forward our costs for VMware licenses will increase since our legacy product is no longer offered. These changes to the licensing model are expected to increase the annual VMware licensing costs for the City to \$86,000, from \$31,500, an increase of \$54,500. Because VMware is a critical part of the network infrastructure, we must continue to renew the VMware licenses.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Vehicle GPS Monitoring Service

AMOUNT : \$42,405

ACCOUNT: 1001608-44310

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Non-Departmental - Maintenance	42,405
TOTAL:	<u>\$42,405</u>

The City entered into a 3 year agreement with GPS Insights for vehicle tracking and monitoring. The purchase cost \$38,056.80 for the first year and \$37,405.80 for subsequent years totaling \$112,868.40 for all three years. The contract includes a contingency of \$15,000 to allow of additional items over the term of the contract. We are requesting budget of \$42,405 for fiscal year 2025.

NON DEPARTMENTAL



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Carahsoft Technology Corporation / DocuSign
AMOUNT : \$7,820
ACCOUNT: 1001608-44030
PRIORITY: 5

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

DocuSign Business Pro	6,800
Premier Support (15% of recurring fees)	1,020
TOTAL:	\$7,820

Carahsoft Technology Corporation is a provider of government IT solutions one of which includes the DocuSign program. DocuSign was first implemented in the City as a result of the COVID-19 pandemic as a solution to promote social distancing, as well as a preventive measure. Initially, the funds used to pay for the DocuSign service was through the federally-funded CARES Act. However, those funds are no longer available. DocuSign has been instrumental to the City in many ways, particularly the swift turnaround of contract execution and the facilitation of Purchase Card applications and change requests. DocuSign is also an additional resource to City staff in monitoring and tracking pending and existing contract activities. Support Services, therefore, respectfully requests funding for the continued use of DocuSign for the City for FY25, and includes an escalation of 5% per fiscal year in fees to provide for five (5) year contract.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increased Licensing Costs for Cellebrite UFED Digital Forensic solution

AMOUNT : \$13,776

ACCOUNT: 1001608-44310

PRIORITY: 6

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Unlock Package	11,000
Annual Maintenance Fee Increase	<u>2,776</u>
TOTAL:	\$13,776

The Police Department's forensic lab is currently using Cellebrite UFED Touch 2 for mobile digital forensic extraction. To keep up with changing technology, Cellebrite has announced the release of a new version of their mobile solution and confirmed that they will eventually stop supporting the older versions of their product. Cellebrite is also changing their pricing model. In addition to the recurring annual fee, there will be an additional fee that uses a tiered pricing system based on the number of devices being unlocked.

The annual maintenance fee will be increasing from \$5,624 to \$8,400, for an increase of \$2,776. The new licensing module requires a separate unlock package at a cost of \$11,000 for a 40-count device unlock package. The total increase in cost will be \$13,776 annually.

1. New annual maintenance fee - \$8,400 (UFED subscription \$4,400 + PA subscription \$4,000)
 - UFED is used to collect the mobile device content
 - Physical Analyzer (PA) is used for the content's digital examination and reporting
2. Unlock package for 40 devices - \$11,000

The Police Department is experiencing an increase in the number of locked phones. Approximately 300 mobile devices are collected annually for evidence and 70% of them are locked. The Police Department expects to continue using this software so it is requested that it be added as a recurring cost in the IS Software Maintenance budget.

NON DEPARTMENTAL



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Additional Tableau Reporting System Licenses
AMOUNT : \$900
ACCOUNT: 1001608-44310
PRIORITY: 7

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Non-Departmental - Maintenance	900
TOTAL:	\$900

The Police Department was using Cognos for CAD and RMS reporting needs. When Versaterm (CAD/RMS) was upgraded in April 2022, certain Cognos reporting functions became unrecognizable when connected to the new Versaterm server version.

IS purchased a replacement reporting software called Tableau and started converting Cognos reports to the new format. Tableau software licenses are purchased on a licensed user basis. We currently have 36 Viewer licenses and were required to add 5 more to accommodate reports being sent to external media organizations. The total amount comes out to an additional \$900 annually.

The Police Department has started using the reports and we expect to continue using this software so it is requested that it be added as a recurring cost in the IS Software Maintenance budget.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Employee Access module for Munis
AMOUNT : \$10,530
ACCOUNT: 6489000-42200, 1001608-44030
PRIORITY: 8

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN

CERF - Computer Non-Capital	8,130	one-time
Non-Departmental - Cloud Services	2,400	recurring
TOTAL:	\$10,530	

The City has been using Tyler Enterprise ERP for HR/Payroll since January 2022. The Employee Self Service module that was implemented at that time is being slowly phased out, and replaced by the Employee Access module. While there is no cost to the City to purchase Employee Access, there is a required data migration to move the current data to Employee Access, and an increase to the annual support costs. Staff is requesting one-time funds for the data migration and funds for the recurring increase in support costs.

NON DEPARTMENTAL



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Cold Data Storage

AMOUNT : \$42,000

ACCOUNT: 6489000-47028, 1001608-44310

PRIORITY: 9

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

CERF Hardware	6489000-47028	35,000	one time
Non-Departmental Maintenance	1001608-44310	<u>7,000</u>	recurring
TOTAL:		\$42,000	

Information Services recommends purchasing and implementing Synology Cold Storage to address long-term storage and archiving needs as part of a broader data management strategy. We will be using it for archiving large volumes of data that may not be frequently accessed but need to be retained for compliance and historical purposes.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / INFORMATION SERVICES REQUEST

TITLE: Purchase ESRI Creator and Field Work Licenses and Services for Tablets

AMOUNT : \$4,275

ACCOUNT: 1001608-44310 & 42150

PRIORITY: 10

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

			<u>Qty.</u>	<u>Cost</u>	<u>Ea.</u>
ESRI Creator License	1001608-44310	1	550	550	
ESRI Field Worker Licenses	1001608-44310	5	385	1,925	
Cellular Service	1001608-42150	3	600	1,800	
TOTAL:				\$	4,275

The Public Works Department requests funding for the purchase of three (3) tablet computers to be utilized by the Capital Project Section for the ArcGIS Survey123 program (ESRI). This program is used for the curb ramp inventory and to take project photos before, during, and after construction. No data service is required for the tablets. ESRI licenses are additional being requested. One ESRI Creator license at \$550/year and five ESRI field workers at \$385/year licenses will be required. Four ESRI field worker licenses are for Environmental Compliance Inspectors, and one ESRI field worker license is for the Capital Project Section. Capital Project Section already has two ESRI field worker licenses. These are annual recurring costs.

NON DEPARTMENTAL



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Employee Work Station Electronics

AMOUNT : \$6,200

ACCOUNT: 6489000-42200, 1001608-42200, 1001608-42150

PRIORITY: 11

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Think Station P360 Computer	6489000-42200	2	2,400	one time
Think Vision Monitor	6489000-42200	4	2,000	one time
iPhone	1001608-42200	1	1,200	one time
Yearly Service	1001608-42150	1	600	recurring
TOTAL:			\$6,200	

The Detective and Professional Standards Bureaus need to adequately equip workstations and procure essential electronics to accommodate additional staff in each unit. Each workspace includes a Think Station P360 desktop computer, dual Think Vision monitors. The iPhone with a protective case will be assigned to the Investigative Assistant to perform the regular duties of that position, along with fostering improved communication and connectivity. This investment aligns with our commitment to providing a conducive and technologically advanced work environment for all team members, reinforcing our dedication to their success within the Department.



NON DEPARTMENTAL

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Axon Livestream Room for the PD Special Enforcement Bureau (SEB)

AMOUNT : \$18,100

ACCOUNT: 1001608-42200, 1001608-44010, 6489000-42200

PRIORITY: 12

One Time Expenditure

Recurring Expenditure

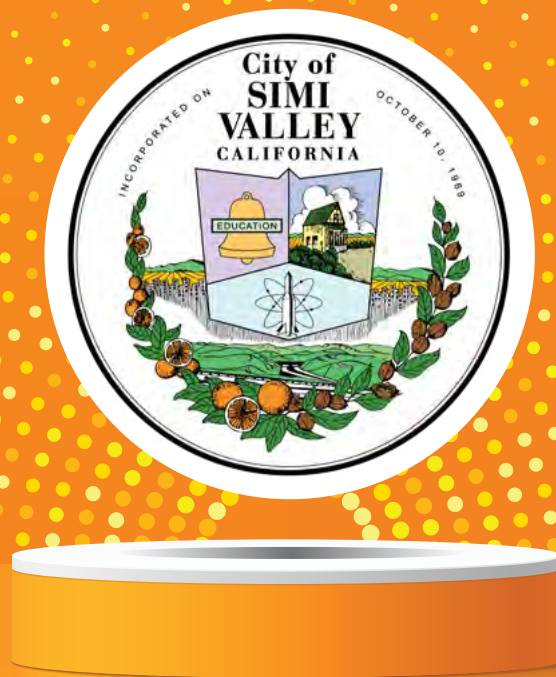
COST BREAKDOWN

Camera & Touch Panel	1001608-42200	10,900	one time
Parts for Install	1001608-42200	1,700	one time
Electrician	1001608-44010	1,500	one time
CERF Contribution	6489000-42200	4,000	recurring
TOTAL:		\$18,100	

Creation of a new interview room for Confidential Informants, in the Special Enforcement Bureau (SEB) area of the building with the use of Axon technology:

Confidential informants provide sensitive information about criminal activity that often would not be able to be gleaned from any other resource. As a result, providing a secure interview room ensures the safety of the informant during interactions with our detectives and also helps maintain the confidentiality of the informant's identity, the information they provide, and the overall integrity of the case being worked. Having the room located in close proximity to the SEB is paramount as it reduces the likelihood of being observed by other individuals working throughout the police station. Recording the interviews conducted with confidential informants serves several important purposes. Firstly, it provides an accurate record of the information provided by the informant, which can be crucial for ongoing investigations or court proceedings. Additionally, recording the interviews helps ensure transparency and accountability in law enforcement practices. The recorded interviews can be used as evidence in court testimony, aiding prosecutors in building their case and strengthening the credibility of the informant's testimony. Having Axon outfit the room creates a platform wherein these recordings can be directly uploaded to Axon's Evidence.com. This reduces human hours of doing this manually by each individual detective and also creates the almost instantaneous availability of the recording to be shared with the District Attorney's office.

INTERNAL SERVICE FUNDS





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.

STARTING FUND BALANCE														
	\$	439,708	\$	1,447,389	\$	2,399,999	\$	2,399,999	\$	3,591,344	\$	3,074,555	\$	2,995,527
Object - Description		FY22 Actual		FY23 Actual		FY24 Revised		FY24 Est. Actual		FY25 Proposed		FY26 Projection		FY27 Projection
34001 - Interest on Investments		25,885		70,342		35,000		35,000		35,000		35,000		35,000
37111 - Premiums/General Fund		1,174,610		1,245,100		3,019,800		3,019,800		2,303,435		2,349,504		2,396,494
37115 - Premiums/Sanitation		454,676		482,000		650,900		650,900		891,700		909,534		927,725
37116 - Premiums/Transit		381,915		404,800		543,100		543,100		748,880		763,858		779,135
37117 - Premiums/Waterworks		247,250		262,100		370,100		370,100		484,885		494,583		504,474
38003 - Miscellaneous Revenue		-		54,878		-		-		-		-		-
38004 - Damage Recovery (Restitution)		-		-		-		-		100,000		-		-
39100 - Transfer from General Fund		-		-		-		-		-		-		-
TOTAL REVENUES	\$	2,284,336	\$	2,519,220	\$	4,618,900	\$	4,618,900	\$	4,563,900	\$	4,552,478	\$	4,642,828
43010 - Liability Insurance Premiums		629,916		905,247		1,226,707		1,004,996		1,689,035		1,722,816		1,757,272
43040 - Property Insurance Premiums		894,882		-		700,000		661,692		910,767		928,982		947,562
43170 - Unemployment Claims		27,614		38,899		51,000		75,000		75,000		76,500		78,030
43200 - Claim Payments-Other		(122,979)		228,016		800,000		800,000		1,373,329		850,000		900,000
43201 - Claim Payments-Outside Legal		(207,256)		344,591		924,161		745,300		739,485		754,275		769,360
44010 - Professional/Special Services		-		-		-		-		-		-		-
44490 - Other Contract Services		-		-		-		-		100,000		102,000		104,040
44590 - Other Insurance Services		4,619		-		9,900		9,900		10,100		10,302		10,508
46100 - Reimb to General Fund		46,858		46,858		127,667		127,667		179,972		183,572		187,243
49648 - Transfer to CE Replacement		3,000		3,000		3,000		3,000		3,000		3,060		3,121
49655 - Transfer to Public Facility Improv.		-		-		-		-		-		-		-
TOTAL EXPENDITURES	\$	1,276,654	\$	1,566,611	\$	3,842,435	\$	3,427,555	\$	5,080,688	\$	4,631,506	\$	4,757,137
ENDING FUND BALANCE	\$	1,447,389	\$	2,399,999	\$	3,176,464	\$	3,591,344	\$	3,074,555	\$	2,995,527	\$	2,881,218

BUDGET ADJUSTMENTS

NONE



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.



INTERNAL SERVICE FUNDS

WORKERS' COMPENSATION (continued)

STARTING FUND BALANCE							
	\$ 5,102,584	\$ 6,230,480	\$ 9,482,498	\$ 9,482,498	\$ 9,295,778	\$ 7,472,957	\$ 7,088,347
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
34001 - Interest on Investments	133,221	342,463	150,000	150,000	150,000	150,000	150,000
34003 - Change in Fair Value Investment	(463,907)	(53,048)	-	-	-	-	-
37110 - Premiums/SHA-CDA Housing	16,000	18,679	9,658	9,658	8,185	8,512	8,853
37111 - Premiums/General Fund	3,469,775	3,478,954	1,833,802	1,833,802	1,707,298	3,414,596	3,551,180
37112 - Premiums/Successor Agency	-	-	-	-	-	-	-
37114 - Premiums/Library	4,323	5,003	2,676	2,676	2,315	4,631	4,816
37115 - Premiums/Sanitation	299,995	307,995	173,089	173,089	186,993	373,985	388,945
37116 - Premiums/Transit	227,951	229,205	135,695	135,695	120,088	240,175	249,782
37117 - Premiums/Waterworks	173,867	200,684	108,907	108,907	107,758	215,517	224,137
37119 - Premiums/Workers' Comp	9,858	11,842	6,488	6,488	3,325	6,650	6,916
38003 - Miscellaneous	-	6,650	-	-	-	-	-
TOTAL REVENUES	\$ 3,871,082	\$ 4,548,426	\$ 2,420,315	\$ 2,420,315	\$ 2,285,962	\$ 4,414,067	\$ 4,584,630
41010 - Regular Salaries	209,733	232,434	247,640	247,640	151,140	152,651	154,178
41040 - Overtime	-	-	-	-	-	-	-
41200 - Deferred Comp - 401k	4,233	4,813	4,800	4,800	2,400	2,424	2,448
41210 - Deferred Comp - 457	1,455	1,825	1,820	1,820	1,820	1,838	1,857
41300 - Vision Care	688	729	727	727	490	494	499
41350 - Disability	1,510	1,394	1,650	1,650	736	743	751
41400 - Group Insurance/Health	4,918	5,425	5,436	5,436	3,768	3,806	3,844
41415 - Flex Benefits	44,829	54,663	59,194	59,194	43,915	44,354	44,798
41420 - CalPERS Health Admin Fee	274	282	350	350	364	368	371
41450 - Life Insurance	534	518	536	536	348	351	355
41500 - Group Insurance/Dental	2,135	2,309	3,480	3,480	2,280	2,303	2,326
41550 - Section 125 Administration Fee	43	42	42	42	42	42	43
41600 - Retirement (PERS)	77,030	96,148	74,366	74,366	47,682	48,159	48,640
41601 - Retirement (PERS)-GASB68	(80,575)	160,300	-	-	-	-	-
41620 - Retirement (HRA)	4,813	4,813	4,800	4,800	2,400	2,424	2,448
41630 - OPEB	19,541	90,840	-	-	-	-	-
41650 - Medicare Tax	3,661	3,636	4,449	4,449	2,828	2,857	2,885
41700 - Workers Compensation	9,858	11,842	6,488	6,488	3,325	3,358	3,392
41800 - Leave Accrual	21,525	9,751	22,000	22,000	22,880	23,109	23,340
42230 - Office Supplies	-	-	1,200	300	1,200	1,224	1,248
42310 - Rentals	2,420	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	-	900	300	900	918	927
42720 - Travel Conferences Meetings	-	575	1,200	-	1,200	1,224	1,236
42730 - Training	-	-	2,100	500	2,100	2,142	2,163
42790 - Mileage	-	-	300	-	300	306	309
43070 - Workers Comp Insurance Prem	524,540	398,694	539,000	338,496	436,000	444,720	449,167
43200 - Claim Payments-Other	1,266,281	(450,263)	2,913,100	1,000,000	1,728,871	2,971,362	3,001,076
43201 - Claim Payments-Outside Legal	117,959	172,466	351,600	200,000	937,219	358,632	362,218
44010 - Professional/Special Services	64,998	53,632	135,300	135,300	305,046	311,147	314,258
44540 - Loss Control Services	4,825	-	5,100	5,100	5,200	5,304	5,357
44590 - Other Insurance Services	750	2,750	2,600	2,600	2,600	2,652	2,679
46100 - Reimb to General Fund	431,169	431,169	480,160	480,160	395,230	403,134	407,166
49648 - Transfer to CE Replacement	3,200	3,200	3,200	3,200	3,200	3,264	3,297
TOTAL EXPENDITURES	\$ 2,743,187	\$ 1,296,408	\$ 4,876,839	\$ 2,607,034	\$ 4,108,784	\$ 4,798,677	\$ 4,846,676
ENDING FUND BALANCE	\$ 6,230,480	\$ 9,482,498	\$ 7,025,973	\$ 9,295,778	\$ 7,472,957	\$ 7,088,347	\$ 6,826,300

BUDGET ADJUSTMENTS

Reclassification of Workers' Compensation Adjustor II to Human Resources Analyst	\$ 5,861
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INTERNAL SERVICE FUNDS



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.

STARTING FUND BALANCE								
	\$	214,382	\$	262,372	\$	321,974	\$	321,974
	\$	221,584	\$	192,494	\$	173,794		
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	1,963	5,521	100	2,000	2,000	1,000	1,000	
37111 - Premiums/General Fund	24,200	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	33,000	
37117 - Premiums/Waterworks	38,000	38,000	38,000	38,000	38,000	38,000	38,000	
TOTAL REVENUES	\$ 97,163	\$ 100,721	\$ 95,300	\$ 97,200	\$ 97,200	\$ 96,200	\$ 96,200	
42200 - Computer - Non Capital	1,573	-	4,000	4,000	-	1,500	1,500	
42560 - Operating Supplies	100	-	2,500	-	-	1,000	1,000	
42720 - Travel, Conferences, Meetings	-	-	3,900	3,900	3,900	3,900	3,900	
42730 - Training	-	100	3,500	3,500	3,500	3,500	3,500	
44010 - Professional/Special Services	-	15,769	182,057	100,000	32,700	60,000	60,000	
44310 - Maintenance of Equipment	47,500	25,250	86,190	86,190	86,190	45,000	45,000	
TOTAL EXPENDITURES	\$ 49,173	\$ 41,119	\$ 282,147	\$ 197,590	\$ 126,290	\$ 114,900	\$ 114,900	
ENDING FUND BALANCE	\$ 262,372	\$ 321,974	\$ 135,126	\$ 221,584	\$ 192,494	\$ 173,794	\$ 155,094	

BUDGET ADJUSTMENTS

NONE



INTERNAL SERVICE FUNDS

FUND 809: FINANCIAL INFORMATION SYSTEM OPERATING FUND

OVERVIEW

In January 2022, the City went live with the final modules of the Munis Enterprise Resource Planning system. We now use it for budgetary control, general ledger, accounts payable, general billing, purchasing, asset management, parking citations, cashing, utility billing, personnel administration, organization management, payroll, and timekeeping. The FIS Operating Fund (809) was used to pay for the ongoing operation of the old City's financial system (SAP). Remaining funds will be transferred back to the General Fund to cover the costs of the new system and this fund will be closed.

STARTING FUND BALANCE														
	\$	446,328	\$	298,270	\$	152,171	\$	152,171	\$	1,898	\$	0	\$	0
Object - Description		FY22 Actual		FY23 Actual		FY24 Revised		FY24 Est. Actual		FY25 Proposed		FY26 Projection		FY27 Projection
34001 - Interest on Investments		2,942		4,901		-		727		-		-		-
37111 - Premiums/General Fund		-		-		-		-		-		-		-
37115 - Premiums/Sanitation		-		-		-		-		-		-		-
37116 - Premiums/Transit		-		-		-		-		-		-		-
37117 - Premiums/Waterworks		-		-		-		-		-		-		-
TOTAL REVENUES	\$	2,942	\$	4,901	\$	-	\$	727	\$	-	\$	-	\$	-
41050 - Outside Assistance		-		-		-		-		-		-		-
44310 - Maintenance of Equipment		-		-		-		-		-		-		-
49100 - Transfer to General Fund		151,000		151,000		151,000		151,000		1,898		-		-
TOTAL EXPENDITURES	\$	151,000	\$	151,000	\$	151,000	\$	151,000	\$	1,898	\$	-	\$	-
ENDING FUND BALANCE														
	\$	298,270	\$	152,171	\$	1,171	\$	1,898	\$	0	\$	0	\$	0

BUDGET ADJUSTMENTS

NONE

INTERNAL SERVICE FUNDS



CITY MANAGER'S OFFICE - WORKER'S COMP FY 2024-25 POLICY ITEM / PERSONNEL

TITLE: Reclassification of Workers' Compensation Adjustor II to Human Resources Analyst

AMOUNT : \$5,861

ACCOUNT: 8051710- various

PRIORITY: 1

One Time Expenditure

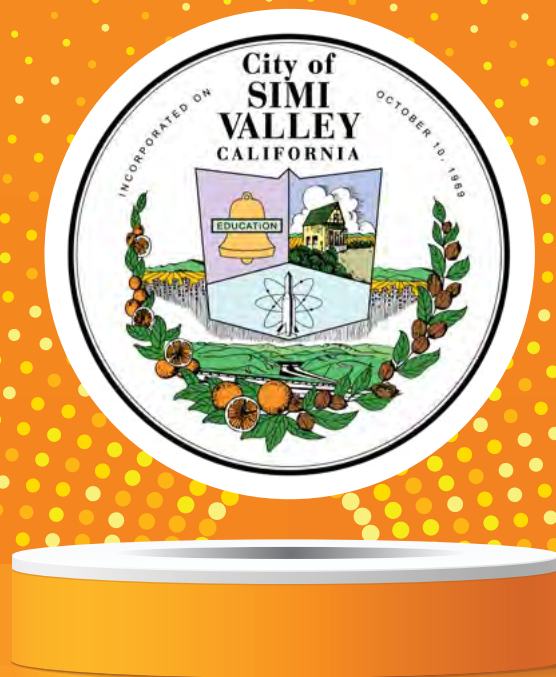
Recurring Expenditure

COST BREAKDOWN

Workers' Compensation Adjustor II	(139,197)
Human Resources Analyst	<u>145,058</u>
TOTAL:	\$5,861

The Deputy Human Resources Director is requesting that the Workers' Compensation Adjustor II be converted to Human Resources Analyst, effective July 1, 2024. The day to day work traditionally carried out by internal staff in Workers' Compensation will be outsourced under contract. The reclassification of this position allows for both oversight of the contract work as well as provides flexibility in taking on additional tasks beyond Workers' Compensation.

FORMER CDA & HOUSING





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.

	STARTING FUND BALANCE	\$ (10,961,720)	\$ (9,263,555)	\$ (8,135,947)	\$ (8,135,947)	\$ (8,135,947)	\$ (8,105,947)	\$ (8,099,851)
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
31106 - Property Taxes-RPTTF	2,512,484	1,740,202	2,080,492	2,080,492	2,078,240	2,076,397	2,076,615	
34001 - Interest on Investments	10,813	93,645	-	-	30,000	-		
39924 - Transfer from RORF	2,179,949	2,079,899	2,080,492	2,080,492	2,078,240	2,076,397	2,076,615	
39925 - Transfer from 2003 TARB	320	39,106	30,000	30,000	50,000	30,000	30,000	
TOTAL REVENUES	\$ 4,703,567	\$ 3,952,852	\$ 4,190,984	\$ 4,190,984	\$ 4,236,480	\$ 4,182,794	\$ 4,183,230	
44010 - Professional/Special Services	7,250	7,250	7,550	7,800	7,800	7,800	7,800	
44710 - Debt Service - Interest	763,380	689,520	642,750	642,750	570,000	493,625	413,375	
44715 - Debt Service - Principal	1,285,000	1,350,000	1,420,000	1,420,000	1,490,000	1,565,000	1,645,000	
44780 - Debt Svc - Reclass to LT Debt	(1,285,000)	(1,350,000)	-	-	-	-	-	
49100 - Transfer to General Fund	54,502	9,469	9,942	9,942	10,440	10,962	11,510	
49920 - Transfer to Sagency - CDA Admin	54,502	9,469	9,942	9,942	10,440	10,962	11,510	
49921 - Transfer to Sagency - MTCWE TIF	51,103	-	-	-	-	-	-	
49926 - Transfer to DS SA 2003 TARB	2,074,665	2,109,536	2,100,550	2,100,550	2,117,800	2,088,349	2,089,195	
TOTAL EXPENDITURES	\$ 3,005,402	\$ 2,825,244	\$ 4,190,734	\$ 4,190,984	\$ 4,206,480	\$ 4,176,698	\$ 4,178,390	
ENDING FUND BALANCE	\$ (9,263,555)	\$ (8,135,947)	\$ (8,135,697)	\$ (8,135,947)	\$ (8,105,947)	\$ (8,099,851)	\$ (8,095,011)	

BUDGET ADJUSTMENTS

NONE

FORMER CDA & HOUSING



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.

	STARTING FUND BALANCE	\$ 5,389,646	\$ 5,130,853	\$ 5,133,983	\$ 5,133,983	\$ 3,630,107	\$ 2,611,339	\$ 1,533,860
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	41,595	96,250	40,000	40,000	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	100,000	-	-	-	-	-	-
34304 - First-Time Home Buyer Interest	36,849	53,216	-	-	-	-	-	-
34305 - Developer Loan Principal	273,452	220,277	275,000	662,200	275,000	275,000	275,000	275,000
34306 - Developer Loan Interest	82,761	-	50,000	47,900	50,000	50,000	50,000	50,000
37101 - Program Participation Fees	3,643	2,276	2,000	700	2,500	2,000	2,000	2,000
37301 - Planning Fees	10,218	15,835	15,000	17,900	15,000	15,000	15,000	15,000
39100 - Transfer from General Fund	10,221	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 602,345	\$ 487,853	\$ 382,000	\$ 768,700	\$ 382,500	\$ 382,000	\$ 382,000	\$ 382,000
41010 - Regular Salaries	319,318	250,788	368,616	321,326	372,041	384,000	395,520	
41040 - Overtime	520	54	150	-	-	200	250	
41200 - Deferred Comp - 401k	7,539	5,673	7,518	7,160	7,778	7,800	8,000	
41210 - Deferred Comp - 457	1,359	694	1,820	1,416	1,820	1,800	1,900	
41300 - Vision Care	979	614	989	666	751	1,000	1,100	
41350 - Disability	2,462	1,787	2,716	2,151	2,430	1,800	1,900	
41400 - Group Insurance/Health	7,089	5,208	7,429	5,091	7,724	7,800	8,000	
41415 - Flex Benefits	74,354	56,733	94,852	64,056	73,628	98,500	102,000	
41420 - CalPERS Health Admin Fee	638	499	750	216	750	800	900	
41450 - Life Insurance	747	513	738	691	717	800	900	
41500 - Group Insurance/Dental	3,083	2,123	3,932	2,395	2,732	4,000	4,120	
41550 - Section 125 Administration Fee	48	10	88	4	4	100	100	
41600 - Retirement (PERS)	115,058	92,370	111,836	92,212	118,782	115,000	118,450	
41620 - Retirement (HRA)	-	1,211	2,400	4,572	4,800	2,500	2,575	
41650 - Medicare Tax	5,177	4,483	6,720	5,127	6,462	7,000	7,500	
41700 - Workers Compensation	16,000	18,679	9,658	9,658	8,185	1,000	1,100	
41800 - Leave Accrual	34,682	28,633	80,000	80,000	60,000	83,200	86,000	
41801 - Leave Accrual - Contra Account	(17,260)	16,083	-	-	-	-	-	
41860 - Salary Reimbursements	-	(15,240)	-	-	-	-	-	
42150 - Communications	78	78	78	78	78	80	80	
42440 - Memberships and Dues	-	-	-	-	-	-	-	
42790 - Mileage	494	481	480	500	680	500	500	
44010 - Professional/Special Services	54,702	-	227,900	-	227,900	233,000	237,660	
44012 - Outside Legal	13,755	455	-	-	-	-	-	
44130 - Rehab Assistance	5,137	175	19,500	-	19,500	20,000	20,400	
44140 - Affordable/Senior Hsg Program	-	-	300,000	1,500,000	299,800	306,000	312,120	
44150 - Senior Rental Assistance	2,521	1,302	2,600	2,600	2,600	2,600	2,700	
44490 - Other Contract Services	-	-	-	-	-	-	-	
45207 - Reimb from SB2	-	(201,338)	-	-	-	-	-	
46100 - Reimb to General Fund	212,656	212,656	172,659	172,659	182,103	180,000	185,000	
TOTAL EXPENDITURES	\$ 861,138	\$ 484,724	\$ 1,423,429	\$ 2,272,576	\$ 1,401,268	\$ 1,459,480	\$ 1,498,775	
ENDING FUND BALANCE	\$ 5,130,853	\$ 5,133,983	\$ 4,092,553	\$ 3,630,107	\$ 2,611,339	\$ 1,533,860	\$ 417,085	

BUDGET ADJUSTMENTS

Additional Funding for Homeless Prevention	\$	52,900
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FORMER CDA & HOUSING

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.

STARTING FUND BALANCE								
	\$ 4,784,068	\$ 5,182,396	\$ 5,381,810	\$ 5,381,810	\$ 5,116,410	\$ 4,780,410	\$ 4,714,910	
Description		FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34301 - Rehab Principal	10,000	-	-	-	-	-	-	
34302 - Rehab Interest	299	-	-	-	-	-	-	
34303 - Firsttime Home Buyer Principal	71,000	-	-	-	-	70,000	70,000	
34304 - Firsttime Home Buyer Interest	284,326	183,508	-	-	-	200,000	200,000	
37101 - Program Participation Fees	81,105	39,052	500	1,100	-	500	500	
TOTAL REVENUES	\$ 446,729	\$ 222,560	\$ 500	\$ 1,100	\$ -	\$ 270,500	\$ 270,500	
42440 - Memberships and Dues	-	-	-	-	2,000	2,000	2,000	
44010 - Professional/Special Services	-	15,000	-	-	51,000	51,000	51,000	
44012 - Outside Legal	-	3,145	50,000	50,000	50,000	50,000	50,000	
44130 - Rehab Assistance	47,401	-	130,000	30,000	30,000	30,000	30,000	
44140 - Affordable/Senior Hsg Program	1,000	4,000	205,000	185,000	202,000	202,000	202,000	
44490 - Other Contract Services	-	1,000	-	1,500	1,000	1,000	1,000	
TOTAL EXPENDITURES	\$ 48,401	\$ 23,145	\$ 385,000	\$ 266,500	\$ 336,000	\$ 336,000	\$ 336,000	
ENDING FUND BALANCE								
	\$ 5,182,396	\$ 5,381,810	\$ 4,997,310	\$ 5,116,410	\$ 4,780,410	\$ 4,714,910	\$ 4,649,410	

BUDGET ADJUSTMENTS

Countywide Farmworker Housing Study								\$ 51,000
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FORMER CDA & HOUSING



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.

	STARTING FUND BALANCE	\$ 266,651	\$ 401,773	\$ 511,152	\$ 511,152	\$ 562,152	\$ 472,152	\$ 472,152
Description		FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments		1,466	2,914	-	-	-	-	-
34301 - Rehab Principal		123,641	87,297	-	42,400	-	-	-
34302 - Rehab Interest		12,015	15,169	-	8,600	-	-	-
36002 - State Assistance		-	-	-	-	-	-	-
TOTAL REVENUES	\$	137,122	\$ 105,380	\$ -	\$ 51,000	\$ -	\$ -	\$ -
41860 - Salary Reimbursements From		-	-	-	-	-	-	-
44130 - Rehab Assistance		-	-	250,000	-	90,000	-	-
44140 - Affordable/Senior Hsg Program		2,000	(4,000)	-	-	-	-	-
46201 - Reimb to SHA-CDA Housing Admin		-	-	-	-	-	-	-
46202 - Reimb to Local Housing Fund		-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$	2,000	\$ (4,000)	\$ 250,000	\$ -	\$ 90,000	\$ -	\$ -
ENDING FUND BALANCE	\$	401,773	\$ 511,152	\$ 261,152	\$ 562,152	\$ 472,152	\$ 472,152	\$ 472,152

BUDGET ADJUSTMENTS

NONE



FORMER CDA & HOUSING

FUND 204: HOME PROGRAM FUND

OVERVIEW

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

	STARTING FUND BALANCE	\$ 1,221,600	\$ 1,298,559	\$ 1,285,208	\$ 1,285,208	\$ 1,373,008	\$ 841,508	\$ 597,508
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	9,204	15,690	8,500	8,500	8,500	8,500	8,500	8,500
34301 - Rehab Principal	146,448	75,723	-	79,600	-	35,000	35,000	35,000
34302 - Rehab Interest	8,118	2,497	-	10,300	-	2,500	2,500	2,500
34303 - First-time Home Buyer Principal	100,000	-	-	-	-	-	-	-
34304 - First-time Home Buyer Interest	96,960	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 360,730	\$ 93,910	\$ 8,500	\$ 98,400	\$ 8,500	\$ 46,000	\$ 46,000	
44130 - Rehab Assistance	243,771	87,002	500,000	-	500,000	250,000	250,000	250,000
46100 - Reimb to General Fund	40,000	20,259	40,000	10,600	40,000	40,000	40,000	40,000
TOTAL EXPENDITURES	\$ 283,771	\$ 107,262	\$ 540,000	\$ 10,600	\$ 540,000	\$ 290,000	\$ 290,000	
ENDING FUND BALANCE	\$ 1,298,559	\$ 1,285,208	\$ 753,708	\$ 1,373,008	\$ 841,508	\$ 597,508	\$ 353,508	

BUDGET ADJUSTMENTS

NONE

FORMER CDA & HOUSING



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.

STARTING FUND BALANCE								
	\$	-	\$ (184,568)	\$ (17,597)	\$ (17,597)	\$	-	\$ -
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	-	-	-	-	-	-	-	-
36002 - State Assistance	-	579,393	-	230,607	-	-	-	-
TOTAL REVENUES	\$ -	\$ 579,393	\$ -	\$ 230,607	\$ -	\$ -	\$ -	-
41860 - Salary Reimbursements	-	27,002	-	13,498	-	-	-	-
44010 - Professional/Special Services	184,568	184,082	351,736	184,512	-	-	-	-
46100 - Reimb to General Fund	-	-	13,498	15,000	-	-	-	-
46201 - Reimb to SHA-CDA Housing Admin	-	201,338	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 184,568	\$ 412,422	\$ 365,235	\$ 213,010	\$ -	\$ -	\$ -	-
ENDING FUND BALANCE	\$ (184,568)	\$ (17,597)	\$ (382,831)	\$ -	\$ -	\$ -	\$ -	-

BUDGET ADJUSTMENTS

NONE



FORMER CDA & HOUSING

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.

STARTING FUND BALANCE								
	\$	-	\$	-	\$	-	\$	-
Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
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	-	-	1,493,185	290,357	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 1,493,185	\$ 290,357	\$ -	\$ -	\$ -	\$ -
44010 - Professional/Special Services	-	-	-	-	-	-	-	-
44120 - First Time Home Buyer	-	-	1,418,528	275,840	-	-	-	-
44130 - Rehab Assistance	-	-	-	-	-	-	-	-
44140 - Affordable/Senior Hsg Program	-	-	-	-	-	-	-	-
44155 - Land Acquisition Loan	-	-	-	-	-	-	-	-
46100 - Reimb to General Fund	-	-	74,657	14,517	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 1,493,185	\$ 290,357	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET ADJUSTMENTS

NONE

FORMER CDA & HOUSING



ENVIRONMENTAL SERVICES - HOUSING SUCCESSOR AGENCY FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Additional Funding for Homeless Prevention

AMOUNT : \$52,900

ACCOUNT: 2011137-44010

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Homeless Prevention	52,900
TOTAL:		<u>\$52,900</u>

State Law allows for a maximum of \$250,000 from the Successor Housing Agency to be expended to support homeless prevention and rapid re-housing programs, annually. The City's current combined base budget for homeless prevention is \$197,100 (including senior rental assistance and home rehabilitation activities). It is requested that an additional \$52,900 be allocated for homeless prevention and rapid rehousing efforts to allow maximum flexibility in bridging the possible gaps in services to the community. It should be noted that homeless prevention and rapid rehousing programs are narrowly defined by state and federal law.



FORMER CDA & HOUSING

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Countywide Farmworker Housing Study

AMOUNT : \$51,000

ACCOUNT: 2021136-44010

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Professional Services - Local Housing	51,000
TOTAL:	<u>\$51,000</u>

Ventura County is greatly reliant on its agricultural community. While preparing the County of Ventura’s Draft Housing Element in 2021, a need for an updated countywide Farmworker Housing Study was identified, aimed to assist the County and all its ten cities to identify the regional housing needs of our local farmworkers and their families, and better align local ordinances with an intent to support them and our agricultural industry.

Each of the 10 cities, County of Ventura, VCTC, and other grants have supported the Farmworker Housing Study thus far. So far, three of the five phases of the project are complete, which culminated in a countywide survey of farmworkers, agricultural employers and stakeholders. The awarded CEEEJ grant by SCAG, through the REAP 2.0 funds, were to assist in completing the next two phases which will assess the survey results to create a comprehensive Study document (Phase 4), and the development of an Action Plan for implementing tools, approaches and solutions to house farmworkers regionally across the county (Phase 5).

Due to the State’s revised budget, the CEEEJ grant funds have been suspended and it is unknown at this time if the monies in whole or in part would be awarded. In order to not jeopardize the momentum of the Study effort, the County is sought commitments from each of the ten cities to continue their support with potential financial contributions, along with the County that could pay the \$600,000 for the consultant services and administrative costs for Phases 4 and 5. As this effort has regional implications and could provide valuable resources and information on future housing in the community, staff recommends the City continue its participation to conclude the Study. The City of Simi Valley’s contribution is \$51,000.

CDBG





CDBG

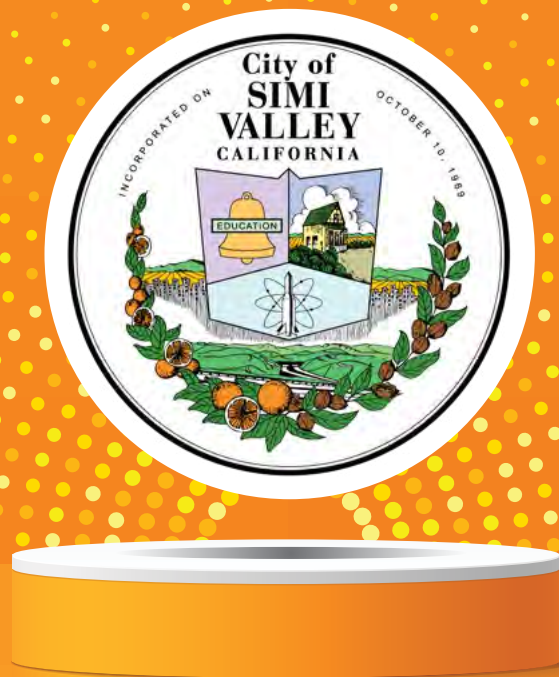
FUND 290: COMMUNITY DEVELOPMENT BLOCK GRANT

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 2024 to review the proposed funding allocations. That same month, the Draft Action Plan was released for the minimum 30-day public review. In April, the City Council adopted the FY2024-25 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 FY2024-25 program year.

	FY25 Proposed
PUBLIC SERVICE ACTIVITIES	
Public Service Subrecipients	150,737
CAPITAL IMPROVEMENT PROJECT	
City of Simi Valley Public Works - Annual Minor Streets Rehabilitation	436,529
Sr. Center Bathroom Renovation	693,000
PROGRAM ADMINISTRATION/PLANNING	
CDBG Program Administration	84,316
Consolidated Plan & Fair Housing	
TOTAL FY 2024-25 CDBG PROGRAM	\$ 1,364,582

SPECIAL REVENUE FUNDS





SPECIAL REVENUE FUNDS

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

OVERVIEW

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

STARTING FUND BALANCE							
	\$ 2,401,074	\$ 2,634,036	\$ 2,915,733	\$ 2,915,733	\$ 3,159,533	\$ 3,164,533	\$ 3,459,533
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
31116 - Franchise PEG Fees	283,914	279,845	280,000	281,000	280,000	280,000	280,000
34001 - Interest on Investments	20,309	53,586	15,000	30,000	30,000	15,000	15,000
TOTAL REVENUES	\$ 304,223	\$ 333,432	\$ 295,000	\$ 311,000	\$ 310,000	\$ 295,000	\$ 295,000
42235 - Furnishings & Equip. - Non-Capital	-	-	-	-	-	-	-
42320 - Capital Leases	-	-	-	-	-	-	-
44010 - Professional/Special Services	30,370	-	270,468	2,000	180,000	-	-
44030 - Cloud Services	-	-	-	-	25,000	-	-
44310 - Maintenance of Equipment	36,784	-	100,000	65,000	100,000	-	-
44490 - Other Contract Services	-	28,246	-	-	-	-	-
47020 - Furnishings & Equip (Capital)	3,915	33	521,708	-	-	-	-
48600 - Const Contracts	-	-	244,440	-	-	-	-
48840 - System Hardware	192	23,456	-	200	-	-	-
49648 - Transfer to CE Replacement	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 71,261	\$ 51,735	\$ 1,136,617	\$ 67,200	\$ 305,000	\$ -	\$ -
ENDING FUND BALANCE	\$ 2,634,036	\$ 2,915,733	\$ 2,074,116	\$ 3,159,533	\$ 3,164,533	\$ 3,459,533	\$ 3,754,533

BUDGET ADJUSTMENTS

Agenda Management Solution	\$ 75,000
AV equipment for Beige Conference Room	\$ 20,000

SPECIAL REVENUE FUNDS



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 FUND BALANCE	\$ 3,276,348	\$ 4,098,491	\$ 2,817,917	\$ 2,817,917	\$ 2,817,917	\$ 2,817,918	\$ 2,817,919
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	26,733	79,228	-	-	-	-	-	
35401 - Gas Tax Section 2105	691,460	718,104	827,801	767,943	783,176	791,008	798,918	
35402 - Gas Tax-Section 2106	444,162	461,286	522,568	487,913	497,679	502,656	507,682	
35403 - Gas Tax-Section 2107	826,883	978,656	994,299	1,048,909	1,070,316	1,081,019	1,091,829	
35404 - Gas Tax-Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,100	10,201	
35405 - Gas Tax-RTC 7360	984,842	1,028,145	1,250,072	1,110,577	1,120,219	1,131,421	1,142,735	
35406 - Gas Tax-Section 2031(e)	-	-	-	-	-	-	-	
35407 - Gas Tax-Section 2030	2,517,600	2,815,376	3,118,483	3,020,264	3,228,501	3,260,786	3,293,394	
TOTAL REVENUES	\$ 5,501,680	\$ 6,090,796	\$ 6,723,223	\$ 6,445,606	\$ 6,709,891	\$ 6,776,990	\$ 6,844,760	
49100 - Transfer to General Fund	2,720,091	3,153,022	3,604,740	3,425,342	3,481,389	3,516,203	3,551,365	
49600 - Transfer to Streets & Roads	1,959,446	4,218,348	3,118,483	3,020,264	3,228,501	3,260,786	3,293,394	
TOTAL EXPENDITURES	\$ 4,679,537	\$ 7,371,370	\$ 6,723,223	\$ 6,445,606	\$ 6,709,890	\$ 6,776,989	\$ 6,844,759	
ENDING FUND BALANCE	\$ 4,098,491	\$ 2,817,917	\$ 2,817,917	\$ 2,817,917	\$ 2,817,918	\$ 2,817,919	\$ 2,817,920	

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 221: NATIONAL OPIOID ABATEMENT TRUST II (NOAT II) - MALLINCKRODT BANKRUPTCY

OVERVIEW

On October 12, 2020, Mallinckrodt plc, a pharmaceutical company engaged in the development, manufacturing, and marketing of pharmaceutical products, including opioids, and certain of its affiliates commenced bankruptcy proceedings in the U.S. Bankruptcy Court for the District of Delaware to, among other things, address their opioid liabilities. In connection with the bankruptcy filing, Mallinckrodt entered into a Restructuring Support Agreement (“RSA”) with Attorneys General for 50 States and Territories. The State of California and certain of its Local Governments have reached this allocation agreement, which shall govern the allocation, distribution, use, and reporting of all funds allocated to California from the National Opioid Abatement Trust II (“NOAT II”). Sixty percent of the total NOAT II Fund payments to California shall be allocated to Local Governments. Each city and county that receives a direct distribution of NOAT II Funds is responsible for meeting all requirements of the Plan.

STARTING BALANCE								
	\$	-	\$	-	\$	-	\$	6,903
								\$ (5,878)
								\$ (5,878)
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest Allocation	-	-	-	28	-	-	-	
38003 - Miscellaneous Revenue	-	-	-	6,875	-	-	-	
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 6,903	\$ -	\$ -	\$ -	
44010 - Professional/Special Services	-	-	-	-	12,781	-	-	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 12,781	\$ -	\$ -	
ENDING BALANCE	\$ -	\$ -	\$ -	\$ 6,903	\$ (5,878)	\$ (5,878)	\$ (5,878)	

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



FUND 222: NATIONAL OPIOID SETTLEMENT - DISTRIBUTOR SETTLEMENT

OVERVIEW

In 2021, nationwide settlements were reached to resolve all opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen (“Distributors”). In all, the Distributors will pay up to \$21 billion over 18 years. At least 85% of the funds going directly to participating states and subdivisions must be used for abatement of the opioid epidemic, with the overwhelming bulk of the proceeds restricted to funding future abatement efforts by state and local governments.

STARTING BALANCE								
	\$	-	\$	-	\$	-	\$	-
							\$ 31,910	\$ (73,776)
								\$ (73,776)
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest Allocation	-	-	-	356	-			
38003 - Miscellaneous Revenue	-	-	-	31,554	39,911	39,911	40,274	
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 31,910	\$ 39,911	\$ 39,911	\$ 40,274	
44010 - Professional/Special Services	-	-	-	-	145,597	39,911	40,274	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 145,597	\$ 39,911	\$ 40,274	
ENDING BALANCE	\$ -	\$ -	\$ -	\$ 31,910	\$ (73,776)	\$ (73,776)	\$ (73,776)	

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 223: NATIONAL OPIOID SETTLEMENT - JANSSEN SETTLEMENT

OVERVIEW

In 2021, nationwide settlements were reached to resolve all opioids litigation brought by states and local political subdivisions against manufacturer Janssen Pharmaceuticals, Inc. and its parent company Johnson & Johnson (J&J). In all, J&J will pay up to an additional \$5 billion over no more than nine years. At least 85% of the funds going directly to participating states and subdivisions must be used for abatement of the opioid epidemic, with the overwhelming bulk of the proceeds restricted to funding future abatement efforts by state and local governments.

STARTING BALANCE								
	\$	-	\$	-	\$	-	\$	22,508
								\$ (42,497)
								\$ (42,497)
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest Allocation	-	-	-	243	-	-	-	
38003 - Miscellaneous Revenue	-	-	-	22,265	34,886	38,600	7,048	
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 22,508	\$ 34,886	\$ 38,600	\$ 7,048	
44010 - Professional/Special Services	-	-	-	-	99,891	38,600	7,048	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 99,891	\$ 38,600	\$ 7,048	
ENDING BALANCE	\$ -	\$ -	\$ -	\$ 22,508	\$ (42,497)	\$ (42,497)	\$ (42,497)	

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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.

	FY22	FY23	FY24	FY24	FY25	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 109,217	\$ 110,464	\$ 113,256	\$ 113,256	\$ 113,756	\$ 114,256	\$ 114,256
Obejct - Description							
34001 - Interest on Investments	1,247	2,793	500	500	500		
35410 - Other Governments	26,105	36,958	37,000	37,000	40,000	40,000	40,000
36003 - Grant Refunds	-	-	-	-	-		
39600 - Transfer from Capital Proj Fnd	-	-	-	-	-		
TOTAL REVENUES	\$ 27,352	\$ 39,751	\$ 37,500	\$ 37,500	\$ 40,500	\$ 40,000	\$ 40,000
44490 - Other Contract Services	26,105	36,958	39,000	37,000	40,000	40,000	40,000
49600 - Transfer to Streets & Roads	-	-	-	-	-		
TOTAL EXPENDITURES	\$ 26,105	\$ 36,958	\$ 39,000	\$ 37,000	\$ 40,000	\$ 40,000	\$ 40,000
ENDING FUND BALANCE	\$ 110,464	\$ 113,256	\$ 111,756	\$ 113,756	\$ 114,256	\$ 114,256	\$ 114,256

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

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	FY24	FY24	FY25	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 9,948,414	\$ 9,941,057	\$ 10,734,664	\$ 10,734,664	\$ 10,734,664	\$ 10,734,664	\$ 11,124,217
Obejct - Description							
34001 - Interest on Investments	65,579	235,608	2,000	-	-	62,000	62,000
34003 - Change in Fair Value Investment	(202,901)	(96,730)	-	-	-	-	-
35410 - Other Governments	4,197,612	6,039,077	4,500,000	4,640,098	5,714,287	6,236,663	6,236,663
TOTAL REVENUES	\$ 4,060,290	\$ 6,177,955	\$ 4,502,000	\$ 4,640,098	\$ 5,714,287	\$ 6,298,663	\$ 6,298,663
49750 - Transfer to Transit	4,067,647	5,384,348	7,082,189	4,640,098	5,714,287	5,909,110	6,266,647
TOTAL EXPENDITURES	\$ 4,067,647	\$ 5,384,348	\$ 7,082,189	\$ 4,640,098	\$ 5,714,287	\$ 5,909,110	\$ 6,266,647
ENDING FUND BALANCE	\$ 9,941,057	\$ 10,734,664	\$ 8,154,475	\$ 10,734,664	\$ 10,734,664	\$ 11,124,217	\$ 11,156,233

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



FUND 250: LIBRARY FUND

OVERVIEW

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

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

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

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

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

	STARTING FUND BALANCE	\$ 2,108,038	\$ 2,128,845	\$ 2,392,825	\$ 2,392,825	\$ 2,723,073	\$ 3,117,905	\$ 3,441,436
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
31101 - Property Taxes/Secured	2,361,302	2,454,464	2,805,110	2,805,110	2,805,110	2,889,263	2,975,941	
33510 - Other Fines and Forfeitures	1,629	2,292	4,000	3,400	3,500	3,500	3,500	
34001 - Interest on Investments	13,574	24,036	10,000	13,000	13,000			
34101 - Rents & Leases	700	2,778	3,000	2,500	3,000	3,000	3,000	
36001 - Federal Assistance	7,827	-	-	-	-			
36002 - State Assistance	4,095	315,000	93,253	-	85,320			
36003 - Grant Refunds	(479)	-	-	-	-			
36601 - Other Grants	-	-	-	-	-			
37001 - Duplication Services	1,526	5,135	6,000	3,000	4,000			
38003 - Miscellaneous	1	1	-	-	-			
38007 - Rebates	-	-	-	-	-			
38050 - Contributions/donations	30,000	50,550	47,000	177,500	53,500	50,000	50,000	
TOTAL REVENUES	\$ 2,420,174	\$ 2,854,256	\$ 2,968,363	\$ 3,004,510	\$ 2,967,430	\$ 2,945,763	\$ 3,032,441	
41010 - Regular Salaries	95,500	97,010	102,133	80,000	105,246	106,299	107,362	
41200 - Deferred Comp (401k)	1,997	1,998	1,992	1,550	1,992	2,012	2,032	
41210 - Deferred Comp (457)	-	-	-	-	-	-	-	
41300 - Vision Care	204	198	197	140	197	199	201	
41350 - Disability	839	747	868	600	807	815	823	
41400 - Group Insurance/Health	1,465	1,501	1,504	1,150	1,564	1,579	1,595	
41415 - Flex Benefits	14,177	15,924	17,027	13,000	18,885	19,074	19,264	
41420 - CalPERS Health Admin Fee	137	118	180	35	180	182	184	
41450 - Life Insurance	153	143	148	100	143	144	146	
41500 - Group Insurance/Dental	1,029	999	996	700	996	1,006	1,016	
41550 - Section 125 Administration Fee	36	35	35	20	35	35	36	
41600 - Retirement (PERS)	35,355	37,696	30,697	28,000	34,352	34,696	35,043	
41620 - Retirement (HRA)	1,203	1,203	1,200	750	1,200	1,212	1,224	
41650 - Medicare Tax	1,546	1,447	1,728	1,300	1,800	1,818	1,836	
41700 - Workers' Compensation	4,323	5,003	2,676	2,676	2,315	2,339	2,362	
41800 - Leave Accrual	17,868	11,785	12,000	12,576	12,000	12,120	12,241	
41801 - Leave Accrual - Contra Account	(10,895)	(9,373)	-	-	-	-	-	
42100 - Utilities	103,108	109,483	125,000	75,000	80,000	81,600	83,232	
42150 - Communications	1,706	2,126	2,650	2,500	2,650	2,703	2,757	
42200 - Computer - Non Capital	-	-	1,500	-	1,500	1,530	1,561	
42235 - Furnishings & Equipment	-	3,399	-	-	-	-	-	
42310 - Rentals	71,538	73,684	76,000	76,000	78,200	79,764	81,359	
42440 - Memberships and Dues	-	-	-	-	-	-	-	
42450 - Subscriptions and Books	17,451	25,300	40,000	25,000	46,000	46,920	47,858	
42460 - Advertising	-	-	1,000	-	1,000	1,020	1,040	
42560 - Operating Supplies	8,203	5,663	3,013	2,800	3,000	3,060	3,121	
42720 - Travel, Conferences, Meetings	-	2,751	3,500	-	3,500	3,570	3,641	



SPECIAL REVENUE FUNDS

FUND 250: LIBRARY FUND (continued)

Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
42790 - Mileage	41	-	200	-	200	204	208
44010 - Professional/Special Services	18,289	15,852	9,000	2,000	9,500	9,690	9,884
44490 - Other Contract Services	1,336,080	1,416,240	1,688,755	1,603,435	1,638,142	1,670,905	1,704,323
46100 - Reimb to General Fund	439,876	439,876	511,444	511,444	300,193	306,197	312,321
47020 - Furnishings & Equip (Capital)	-	-	179,458	-	-	-	-
47028 - Computer (Capital)	-	75,862	-	-	-	-	-
47030 - Vehicles	-	-	177,500	-	-	-	-
47040 - Building Improvements	5,100	21,417	1,648,099	-	-	-	-
47070 - Intangibles	233,036	232,190	233,486	233,486	227,000	231,540	236,171
TOTAL EXPENDITURES	\$ 2,399,368	\$ 2,590,275	\$ 4,873,985	\$ 2,674,262	\$ 2,572,598	\$ 2,622,233	\$ 2,672,842
ENDING FUND BALANCE	\$ 2,128,845	\$ 2,392,825	\$ 487,203	\$ 2,723,073	\$ 3,117,905	\$ 3,441,436	\$ 3,801,035

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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.

	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ 1,307,657	\$ 1,645,177	\$ 1,635,319	\$ 1,635,319	\$ 1,398,150	\$ 775,650	\$ 762,650
Obejct - Description							
34001 - Interest on Investments	11,944	33,416	3,700	7,831	7,500	7,000	7,000
37410 - Services Charges	395,576	26,726	150,000	25,000	40,000	50,000	50,000
TOTAL REVENUES	\$ 407,520	\$ 60,142	\$ 153,700	\$ 32,831	\$ 47,500	\$ 57,000	\$ 57,000
49100 - Transfer to General Fund	70,000	70,000	70,000	70,000	70,000	70,000	70,000
49600 - Transfer to Streets & Roads	-	-	200,000	200,000	600,000		
TOTAL EXPENDITURES	\$ 70,000	\$ 70,000	\$ 270,000	\$ 270,000	\$ 670,000	\$ 70,000	\$ 70,000
ENDING FUND BALANCE	\$ 1,645,177	\$ 1,635,319	\$ 1,519,019	\$ 1,398,150	\$ 775,650	\$ 762,650	\$ 749,650

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 262: DEVELOPMENT AGREEMENT FUND

OVERVIEW

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

STARTING FUND BALANCE								
	\$ 6,309,967	\$ 5,744,790	\$ 4,459,622	\$ 4,459,622	\$ 3,191,042	\$ 2,003,249	\$ 1,274,711	
Obeject - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	47,037	106,250	149,957	149,957	149,957	50,000	50,000	
34003 - Change In Fair Value Investment	(26,753)	-	-	-	-	-	-	
38402 - Development Agreements	-	-	-	-	-	-	-	
39809 - Trans from FIS Operations	-	-	-	-	-	-	-	
TOTAL REVENUES	\$ 20,284	\$ 106,250	\$ 149,957	\$ 149,957	\$ 149,957	\$ 50,000	\$ 50,000	
49100 - Transfer to General Fund	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
49511 - Transfer to DS 2014A Lease Rev	66,479	31,960	20,895	20,895	47,190	20,895	20,895	
49512 - Transfer to DS2016 CREBS	32,425	15,147	9,892	9,892	22,342	9,892	9,892	
49513 - Transfer to DS2017 Lease Agmt	25,997	12,492	8,184	8,184	18,490	8,184	8,184	
49514 - Transfer to DS2018 Lease Agmt	25,717	12,319	8,067	8,067	18,228	8,067	8,067	
49600 - Transfer to Streets & Roads	(121,657)	123,000	340,000	340,000	200,000	-	-	
49648 - Transfer to CE Replacement	231,500	231,500	231,500	231,500	231,500	231,500	231,500	
49655 - Trans to Public Facility Imprv	25,000	665,000	500,000	500,000	500,000	200,000	200,000	
TOTAL EXPENDITURES	\$ 585,462	\$ 1,391,418	\$ 1,418,537	\$ 1,418,537	\$ 1,337,750	\$ 778,538	\$ 778,538	
ENDING FUND BALANCE	\$ 5,744,790	\$ 4,459,622	\$ 3,191,042	\$ 3,191,042	\$ 2,003,249	\$ 1,274,711	\$ 546,173	

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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 \$113.74 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.

	FY22	FY23	FY24	FY24	FY25	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 1,265,947	\$ 1,858,027	\$ 1,815,373	\$ 1,815,373	\$ 1,646,373	\$ 1,536,373	\$ 1,426,373
Obejct - Description							
34001 - Interest on Investments	15,066	39,187	15,000	15,000	15,000	15,000	15,000
37410 - Services Charges	561,014	102,159	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	100,000
TOTAL REVENUES	\$ 676,079	\$ 241,346	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000
44010 - Professional/Sepcial Services	-	-	-	-	-	-	-
44490 - Other Contract Services	84,000	84,000	84,000	84,000	175,000	175,000	175,000
49600 - Transfer to Streets & Roads	-	200,000	350,000	350,000	200,000	200,000	200,000
TOTAL EXPENDITURES	\$ 84,000	\$ 284,000	\$ 434,000	\$ 434,000	\$ 375,000	\$ 375,000	\$ 375,000
ENDING FUND BALANCE	\$ 1,858,027	\$ 1,815,373	\$ 1,646,373	\$ 1,646,373	\$ 1,536,373	\$ 1,426,373	\$ 1,316,373

BUDGET ADJUSTMENTS

Traffic Signal Maintenance							\$ 91,000
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SPECIAL REVENUE FUNDS

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.

	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838
Object - Description							
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49667 - Transfer to LED Streetlights	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838	\$ 5,084,838

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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.

	FY22	FY23	FY24	FY24	FY25	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Obejct - Description							
39100 - Transfer from General Fund	-	-	-	-	-	-	-
39100 - Transfer from General Fund	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 280: FORFEITED ASSETS FUND - DEPARTMENT OF JUSTICE

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. The Department of Justice's (DOJ) Asset Forfeiture Program encompasses the seizure, forfeiture, and disposition of assets that represent the proceeds of, or were used to facilitate, federal crimes. The Attorney General exercises statutory authority to manage the Program. See 28 U.S.C. § 524(c)(1) (establishing the Justice Assets Forfeiture Fund (AFF), managed by the Attorney General).

All equitable sharing funds received by the Police Department from the DOJ Asset Forfeiture program, pursuant to Title 21 United States Code Section 881, and only such money, shall be deposited into the appropriate Fund. All interest earnings of the Fund shall remain in the Fund to be used for the purposes of the Fund. All proceeds from the sale of personal property received attributable to the Fund pursuant to Section 7.86 of this Code shall be credited to the Fund. The Fund shall be administered by the Chief of Police or designee. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports.

Funds received from the Equitable Sharing programs are for enhancement of enforcement-related programs. 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.

Due to legislative action, funds from this program are expected to decrease gradually over time.

	STARTING FUND BALANCE	\$ 788,909	\$ 760,049	\$ 968,621	\$ 968,621	\$ 1,134,671	\$ 1,248,871	\$ 1,317,171
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	6,913	20,040	12,000	12,000	12,000	12,000	12,000	12,000
36001 - Federal Assistance	-	365,655	350,000	630,000	400,000	200,000	200,000	200,000
36002 - State Assistance	18,246	21,539	13,000	40,000	20,000	-	-	-
TOTAL REVENUES	\$ 25,159	\$ 407,234	\$ 375,000	\$ 682,000	\$ 432,000	\$ 212,000	\$ 212,000	
42150 - Communications	4,690	5,017	5,400	5,400	-	4,700	4,700	4,700
42200 - Computer - Non Capital	702	-	-	-	-	-	-	-
42235 - Furnishings & Equip - Non Cap	11,478	16,032	8,000	8,000	14,000	12,000	12,000	12,000
42410 - Uniform / Clothing Supply	-	-	1,100	1,100	104,000	1,100	1,100	1,100
42420 - Special Departmental Expense	-	30,000	30,000	30,000	40,000	30,000	30,000	30,000
42560 - Operating Supplies	13,427	44,623	81,900	81,900	20,700	64,400	64,400	64,400
42720 - Travel Conferences Meetings	9,031	11,448	16,500	16,500	15,000	16,500	16,500	16,500
42730 - Training	14,690	6,815	15,000	15,000	11,700	15,000	15,000	15,000
44010 - Professional/Special Services	-	-	-	-	30,000	-	-	-
44490 - Other Contract Services	-	-	-	-	-	-	-	-
47020 - Furnishings & Equip (Capital)	-	4,994	238,050	238,050	36,400	-	-	-
47030 - Vehicles	-	79,734	120,000	120,000	46,000	-	-	-
49281 - Transfer to FA - Other	-	-	132,227	-	-	-	-	-
49282 - Transfer to FA - Treas	-	-	2,084	-	-	-	-	-
49655 - Transfer to PD Public Fac. Imp.	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 54,019	\$ 198,663	\$ 650,260	\$ 515,950	\$ 317,800	\$ 143,700	\$ 143,700	
ENDING FUND BALANCE	\$ 760,049	\$ 968,621	\$ 693,360	\$ 1,134,671	\$ 1,248,871	\$ 1,317,171	\$ 1,385,471	

BUDGET ADJUSTMENTS

SVPD Independent Sub Website & 5 Year License Fees	\$ 30,000
Digital Messaging Monitors & Smart Boards	\$ 6,000
CNT Truck Equipment Update	\$ 36,400
SWAT Safety/Protective Gear	\$ 101,500

SPECIAL REVENUE FUNDS



FUND 281: FORFEITED ASSETS FUND - STATE & LOCAL

OVERVIEW

As of January 30, 2024 Treasury, State, and Local Forfeited Assets revenues were separated from Fund 280 per direction from MLARS, the compliance authority over Federal Forfeited Assets/Equitable Sharing funds.

As authorized by the City Council, the Police Department's participation in the State of California's Asset Forfeiture program involves working closely with local county District Attorneys, allied agencies, task forces, and other State agencies on investigations involving narcotic trafficking or other criminal activity. State laws govern seizure/forfeiture of property and the authority of law enforcement agencies to seize property. State law also provides for the distribution of funds to participating agencies, provisions for audit, and the publishing of an annual report by the CA Attorney General. Per the Equitable Sharing Agreements, equitably shared funds must be used to increase or supplement the resources of the receiving state or local law enforcement agency.

All equitable sharing funds received by the Police Department from the State of California Asset Forfeiture program, pursuant to Title 21 United States Code Section 881, and only such money, shall be deposited into the appropriate Fund. All interest earnings of the Fund shall remain in the Fund to be used for the purposes of the Fund. All proceeds from the sale of personal property received attributable to the Fund pursuant to Section 7.86 of this Code shall be credited to the Fund. The Fund shall be administered by the Chief of Police or designee. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports.

Funds received from the Equitable Sharing programs are for enhancement of enforcement-related programs. Due to legislative action, funds from this program are expected to decrease gradually over time.

STARTING FUND BALANCE							
	\$	-	\$	-	\$	-	\$
					132,227	\$	-
							10,500
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
34001 - Interest on Investments	-	-	-	-	-	500	500
36001 - Federal Assistance	-	-	-	-	-	-	-
36002 - State Assistance	-	-	-	-	-	10,000	10,000
39280 - Transfer from Forfeited Assets	-	-	132,227	132,227	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 132,227	\$ 132,227	\$ -	\$ 10,500	\$ 10,500
42150 - Communications	-	-	-	-	-	-	-
42200 - Computer - Non Capital	-	-	-	-	-	-	-
42235 - Furnishings & Equip - Non Cap	-	-	-	-	132,227	-	-
42410 - Uniform / Clothing Supply	-	-	-	-	-	-	-
42420 - Special Departmental Expense	-	-	-	-	-	-	-
42560 - Operating Supplies	-	-	-	-	-	-	-
42720 - Travel, Conferences, Meetings	-	-	-	-	-	-	-
42730 - Training	-	-	-	-	-	-	-
44490 - Other Contract Services	-	-	-	-	-	-	-
47020 - Furnishings & Equip (Capital)	-	-	-	-	-	-	-
47030 - Vehicles	-	-	-	-	-	-	-
49655 - Transfer to PD Public Fac. Imp.	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 132,227	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ 132,227	\$ 132,227	\$ -	\$ 10,500	\$ 21,000

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 282: FORFEITED ASSETS FUND - TREASURY

OVERVIEW

As of January 30, 2024 Treasury, State, and Local Forfeited Assets revenues were separated from Fund 280 per direction from MLARS, the compliance authority over Federal Forfeited Assets/Equitable Sharing funds.

As authorized by the City Council, the Police Department participates in a program whereby assets seized from federal law violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. Property seized/forfeited due to violations of federal laws enforced by the U.S. Department of the Treasury and the U.S. Department of Homeland Security, are auctioned by the Treasury Executive Office for Asset Forfeiture (TEOAF). Under the Treasury Forfeiture Fund (TFF) program TEOAF makes all determinations regarding distributions from the Fund. All money received by the Police Department from the U.S. Treasury pursuant to Title 21 United States Code Section 881, and only such money, shall be deposited into the appropriate Fund. All interest earnings of the Fund shall remain in the Fund to be used for the purposes of the Fund. All proceeds from the sale of personal property received attributable to the Fund pursuant to Section 7.86 of this Code shall be credited to the Fund.

The Fund shall be administered by the Chief of Police or designee. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports. All expenditure requests from this program are reviewed and approved by the City Council through the budgeting process or via separate staff reports.

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.

STARTING FUND BALANCE												
	\$	-	\$	-	\$	-	\$	2,084	\$	-	\$	-
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection					
34001 - Interest on Investments	-	-	-	-	-	-	-					
36001 - Federal Assistance	-	-	-	-	-	-	-					
36002 - State Assistance	-	-	-	-	-	-	-					
39280 - Transfer from Forfeited Assets	-	-	2,084	2,084	-	-	-					
TOTAL REVENUES	\$	-	\$	-	\$	2,084	\$	2,084	\$	-	\$	-
42150 - Communications	-	-	-	-	-	-	-					
42200 - Computer - Non Capital	-	-	-	-	-	-	-					
42235 - Furnishings & Equip - Non Cap	-	-	-	-	2,084	-	-					
42410 - Uniform / Clothing Supply	-	-	-	-	-	-	-					
42420 - Special Departmental Expense	-	-	-	-	-	-	-					
42560 - Operating Supplies	-	-	-	-	-	-	-					
42720 - Travel, Conferences, Meetings	-	-	-	-	-	-	-					
42730 - Training	-	-	-	-	-	-	-					
44490 - Other Contract Services	-	-	-	-	-	-	-					
47020 - Furnishings & Equip (Capital)	-	-	-	-	-	-	-					
47030 - Vehicles	-	-	-	-	-	-	-					
49655 - Transfer to PD Public Fac. Imp.	-	-	-	-	-	-	-					
TOTAL EXPENDITURES	\$	-	\$	-	\$	2,084	\$	2,084	\$	-	\$	-
ENDING FUND BALANCE	\$	-	\$	2,084	\$	2,084	\$	-	\$	-	\$	-

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



FUND 285: SUPPLEMENTAL LAW ENFORCEMENT

OVERVIEW

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

STARTING FUND BALANCE								
	\$ 263,658	\$ 263,658	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
36002 - State Assistance	307,158	317,497	308,000	308,000	308,000	308,000	308,000	308,000
TOTAL REVENUES	\$ 307,158	\$ 317,497	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000
49100 - Transfer to General Fund	307,158	308,000	308,000	308,000	308,000	308,000	308,000	308,000
TOTAL EXPENDITURES	\$ 307,158	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000
ENDING FUND BALANCE	\$ 263,658	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155	\$ 273,155

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

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 FUND BALANCE														
	\$	97,317	\$	74,753	\$	213,401	\$	213,401	\$	221,928	\$	221,928	\$	187,728
Obejct - Description		FY22 Actual		FY23 Actual		FY24 Revised		FY24 Est. Actual		FY25 Proposed		FY26 Projection		FY27 Projection
35502 - 911 Reimbursement		-		2,164		-		-		-		-		-
36001 - Federal Assistance		117,590		141,388		513,036		1,125,588		481,050		-		-
36002 - State Assistance		108,776		253,013		191,000		191,000		562,000		-		-
36005 - Local Assistance		-		33,750		-		-		-		-		-
TOTAL REVENUES	\$	226,367	\$	430,314	\$	704,036	\$	1,316,588	\$	1,043,050	\$	-	\$	-
41860 - Salary Reimbursements		149,006		225,760		(376,684)		(376,684)		-		-		-
41861 - Salary Reimbursements		-		-		-		-		865,050		-		-
42200 - Computer - Non Capital		-		-		-		-		-		-		-
42235 - Furnishings & Equip - Non Cap		6,439		11,483		29,650		29,650		-		-		-
42440 - Memberships and Dues		-		-		1,800		1,800		-		-		-
42560 - Operating Supplies		9,576		9,455		2,000		2,000		5,000		-		-
42720 - Travel Conferences Meetings		-		9,191		25,230		25,230		26,000		-		-
42730 - Training		705		6,040		-		-		-		-		-
44010 - Professional/Special Services		-		6,083		9,793		9,793		15,000		-		-
44490 - Other Contract Services		-		-		-		-		-		-		-
47020 - Furnishings & Equip(Capital)		6,449		10,521		10,000		10,000		62,000		-		-
47030 - Vehicles		-		-		150,000		150,000		-		-		-
48800 - Application Software		10,806		6,000		59,990		59,990		67,000		-		-
49100 - Transfer to General Fund		65,541		7,135		395,927		395,927		3,000		34,200		34,200
49648 - Transfer to CE Replacement		409		-		-		355		-		-		-
49668 - Trans to Radio Project Fund		-		-		-		1,000,000		-		-		-
TOTAL EXPENDITURES	\$	248,930	\$	291,667	\$	307,706	\$	1,308,061	\$	1,043,050	\$	34,200	\$	34,200
ENDING FUND BALANCE														
	\$	74,753	\$	213,401	\$	609,731	\$	221,928	\$	221,928	\$	187,728	\$	153,528

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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.

	FY22	FY23	FY24	FY24	FY25*	FY26	FY27
Obejct - Description	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 96,453	\$ 277,442	\$ 583,512	\$ 583,512	\$ 623,512	\$ 623,512	\$ 623,512
34001 - Interest on Investments	30	454	-	-	-	-	-
38295 - Cultural Arts Program Revenues	593,932	821,205	592,200	592,200	-	-	-
TOTAL REVENUES	\$ 593,962	\$ 821,659	\$ 592,200	\$ 592,200	\$ -	\$ -	\$ -
44295 - Cultural Arts Program Expenditure	412,974	515,589	552,200	552,200	-	-	-
TOTAL EXPENDITURES	\$ 412,974	\$ 515,589	\$ 552,200	\$ 552,200	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 277,442	\$ 583,512	\$ 623,512	\$ 623,512	\$ 623,512	\$ 623,512	\$ 623,512

* THE FY 2024-25 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

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.

	FY22	FY23	FY24	FY24	FY25*	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 494,098	\$ 487,431	\$ 473,376	\$ 473,376	\$ 387,551	\$ 387,551	\$ 387,551
Obeject - Description							
34001 - Interest on Investments	1,883	5,356	-	-	-	-	-
38296 - Council On Aging Prog. Revenues	42,242	53,077	46,300	46,300	-	-	-
TOTAL REVENUES	\$ 44,125	\$ 58,433	\$ 46,300	\$ 46,300	\$ -	\$ -	\$ -
44296 - Council On Aging Prog. Expenditures	50,792	72,488	132,125	132,125	-	-	-
TOTAL EXPENDITURES	\$ 50,792	\$ 72,488	\$ 132,125	\$ 132,125	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 487,431	\$ 473,376	\$ 387,551	\$ 387,551	\$ 387,551	\$ 387,551	\$ 387,551

* THE FY 2024-25 BUDGET WILL BE ADOPTED BY CITY COUNCIL UNDER A SEPARATE AGENDA ITEM

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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. While this Fund can provide a backstop for any potential shortfall, the City funds the Retiree benefit on a pay-as-you-go basis, funding each year with sufficient funds to address each year's obligation.

	STARTING FUND BALANCE	\$ 372,760	\$ 509,729	\$ 1,321,566	\$ 1,321,566	\$ 1,635,915	\$ 1,518,439	\$ 1,353,354
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	10,364	(3,712)	3,000	3,000	3,000	3,000	3,000	3,000
38003 - Miscellaneous	20,389	34,756	3,000	3,000	3,000			
39100 - Transfer from General Fund	2,179,427	2,888,864	2,141,278	2,141,278	2,181,932	2,226,929	2,293,737	
39700 - Transfer from Sanitation	320,682	332,371	284,571	284,571	288,541	295,954	304,832	
39750 - Transfer from Transit	41,167	42,667	211,380	211,380	216,113	219,835	226,430	
39761 - Transfer from Waterworks.	75,725	78,486	209,420	209,420	217,438	217,797	224,331	
TOTAL REVENUES	\$ 2,647,754	\$ 3,373,432	\$ 2,852,649	\$ 2,852,649	\$ 2,910,024	\$ 2,963,515	\$ 3,052,330	
41400 - Group Insurance/Health	2,490,792	2,541,976	3,000,000	2,512,100	3,000,000	3,100,000	3,200,000	
41401 - Retiree Insurance Reimbursement	-	-	-	-	-	-	-	
41500 - Group Insurance/Dental	19,993	19,620	25,000	26,200	27,500	28,600	27,000	
TOTAL EXPENDITURES	\$ 2,510,785	\$ 2,561,596	\$ 3,025,000	\$ 2,538,300	\$ 3,027,500	\$ 3,128,600	\$ 3,227,000	
ENDING FUND BALANCE	\$ 509,729	\$ 1,321,566	\$ 1,149,215	\$ 1,635,915	\$ 1,518,439	\$ 1,353,354	\$ 1,178,684	

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

FUND 298: DISASTER FUND

OVERVIEW

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

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

STARTING FUND BALANCE							
	\$ 9,718,979	\$ 5,437,850	\$ 112,556	\$ 112,556	\$ 112,556	\$ -	\$ -
Obejct - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
35410 - Other Governments	-	-	-	-	9,430		
36001 - Federal Assistance	7,662,647	-	-	-	-		
36101 - Federal Disaster Relief	66,251	-	-	-	-		
36102 - State Disaster Relief	-	-	-	-	-		
39100 - Transfer from General Fund	-	-	-	-	-		
TOTAL REVENUES	\$ 7,728,898	\$ -	\$ -	\$ -	\$ 9,430	\$ -	\$ -
42560 - Operating Supplies	129,869	-	-	-	-		
44010 - Professional/Special Services	13,694	-	-	-	9,430		
47020 - Furnishings & Equipment (Capital)	597	-	-	-	-		
49100 - Transfer to General Fund	11,865,867	5,325,294	-	-	112,556		
TOTAL EXPENDITURES	\$ 12,010,027	\$ 5,325,294	\$ -	\$ -	\$ 121,986	\$ -	\$ -
ENDING FUND BALANCE	\$ 5,437,850	\$ 112,556	\$ 112,556	\$ 112,556	\$ -	\$ -	\$ -

BUDGET ADJUSTMENTS

NONE

SPECIAL REVENUE FUNDS



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 FY2023-24 was \$400,000 and will be reduced annually based on need.

	FY22	FY23	FY24	FY24	FY25	FY26	FY27
	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 20,554	\$ 20,724	\$ 21,137	\$ 21,137	\$ 494,213	\$ 333,385	\$ 333,785
Obejct - Description							
34001 - Interest on Investments	170	413	-	400	400	400	400
37410 - Services Charges	-	-	-	-	-	-	-
38007 - Rebates	-	-	-	472,676	-	-	-
39100 - Transfer from General Fund	200,000	200,000	400,000	400,000	400,000	200,000	200,000
39262 - Transfer from Development Agrmts	-	-	-	-	-	-	-
39300 - Transfer from Landscape	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 200,170	\$ 200,413	\$ 400,000	\$ 873,076	\$ 400,400	\$ 200,400	\$ 200,400
49300 - Transfer to Landscape	200,000	200,000	400,000	400,000	561,228	200,000	200,000
TOTAL EXPENDITURES	\$ 200,000	\$ 200,000	\$ 400,000	\$ 400,000	\$ 561,228	\$ 200,000	\$ 200,000
ENDING FUND BALANCE	\$ 20,724	\$ 21,137	\$ 21,137	\$ 494,213	\$ 333,385	\$ 333,785	\$ 334,185

BUDGET ADJUSTMENTS

NONE



SPECIAL REVENUE FUNDS

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 FY2024-25 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.



SPECIAL REVENUE FUNDS

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.

SPECIAL REVENUE FUNDS



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

STARTING FUND BALANCE																						
	\$	(529,949)	\$	(978,871)	\$	(1,109,976)	\$	(1,109,976)	\$	(1,281,704)	\$	(1,281,704)	\$	(1,442,932)								
Obejct - Description	FY22 Actual		FY23 Actual		FY24 Revised		FY24 Est. Actual		FY25 Proposed		FY26 Projection		FY27 Projection									
34001 - Interest on Investments	(6,049)		(15,084)		-		-		-													
37410 - Services Charges	790,509		784,030		790,267		790,267		790,267		790,267		790,267									
39300 - Transfer from Landscape	200,000		200,000		400,000		400,000		561,228		400,000		400,000									
TOTAL REVENUES	\$ 984,460		\$ 968,947		\$ 1,190,267		\$ 1,190,267		\$ 1,351,495		\$ 1,190,267		\$ 1,190,267									
42100 - Utilities	553,967		293,595		320,000		330,500		320,000		320,000		320,000									
44450 - Landscape Maintenance Contract	878,518		806,148		820,704		979,590		979,590		979,590		979,590									
44490 - Other Contract Services	897		309		51,905		51,905		51,905		51,905		51,905									
TOTAL EXPENDITURES	\$ 1,433,382		\$ 1,100,052		\$ 1,192,609		\$ 1,361,995		\$ 1,351,495		\$ 1,351,495		\$ 1,351,495									
ENDING FUND BALANCE									\$	(978,871)	\$	(1,109,976)	\$	(1,112,318)	\$	(1,281,704)	\$	(1,281,704)	\$	(1,442,932)	\$	(1,604,160)

BUDGET ADJUSTMENTS



SPECIAL REVENUE FUNDS

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Agenda Management Solution
AMOUNT : \$75,000
ACCOUNT: 2142114
PRIORITY: 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN

Info Svcs - Professional Services	44010	50,000	onetime
Non-Departmental - Cloud Services	44030	25,000	recurring
TOTAL:		\$75,000	

The City currently uses an Access database and file folders to manage the creation of agenda items and management of the council meetings. The existing process is inefficient, cumbersome and is sometimes frustrating to staff members who manage the approval process of agenda item statements, staff reports, contracts, and other exhibits. A modern system will add transparency, efficiency and accountability to the process.

SPECIAL REVENUE FUNDS



PUBLIC WORKS - TRAFFIC IMPACT FEES FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Traffic Signal Maintenance
AMOUNT : \$91,000
ACCOUNT: 2634055-44490
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Traffic Impact Fees	91,000
TOTAL:	\$91,000

The Public Works Department is requesting an additional \$91,000 from Traffic Impact fees for the Traffic Signal Maintenance budget. The Traffic Impact Nexus Fee Study includes traffic signal maintenance as part of the fee establishment. Despite yearly increases in labor and equipment costs, the contribution from Traffic Impact Fees has not increased. The increase will help cover costs, as well as enable the purchase of spare equipment to ensure the reliability of the system.

The current Public Works Traffic Signal Maintenance budget is \$284,000.

\$200,000 from General Fund

\$84,000 from Traffic Impact Fees

The additional \$91,000 for Traffic Impact Fees will bring the total to \$175,000 in Traffic Impact Fees. The \$175,000 traffic Impact Fees and \$200,000 General Fund combined will make the Traffic Signal Maintenance budget \$375,000.



SPECIAL REVENUE FUNDS

SIMI VALLEY POLICE DEPARTMENT - FORFEITED ASSETS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: SVPD Independent Sub Website & 5 Year License Fees

AMOUNT : \$30,000

ACCOUNT: 2805601-44010

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

SVPD Independent Sub Website & 5 Year License Fees	30,000
TOTAL:	\$30,000

As the need for community engagement and transparency increases, the Simi Valley Police Department is requesting funds to maintain an independent website that is a sub site of the City's main website. By maintaining an independent website, the Department can create a specific destination for accurate, up-to-date information about the work Simi Valley Police Officers are doing in the community, provide a recruitment portal, and serve as a one stop shop for all Department related events.

The Department is requesting authorization to pay for the design, implementation, and five (5) years of licensing fees using forfeited Asset funds. After the initial 5 years, the licensing will be taken into account in the Department's future budget proposals.

SPECIAL REVENUE FUNDS



SIMI VALLEY POLICE DEPARTMENT - FORFEITED ASSETS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Digital Messaging Monitors & Smart Boards

AMOUNT : \$6,000

ACCOUNT: 2805601-42235

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Digital Messing Monitors & components	6,000
TOTAL:	\$6,000

The Police Department is requesting additional funds for interactive digital message monitors to display a combination of relevant information like bulletins, local command and district news, crime fighting targets and goals, training protocols and information and several other internal notifications and news. These monitors can be used to accelerate communication & situational awareness, keep the on-duty personnel informed like never before with real-time, mission-critical information from all of the department's key platforms and technologies with a consolidated and interactive program.

Using a digital message display system would provide a digital interface to distribute information throughout the department. These digital message boards will be strategically placed in high-traffic areas throughout the department. Strategic placement is believed to be crucial to ensure the effective distribution of information to all department personnel. Given that, message boards should be placed in the following areas: patrol briefing room, records, dispatch, within the hallway (2 or 3 -strategically placed), detectives, and traffic. These message boards will display information that includes, but is not limited to, crime trends, wanted subjects, department announcements, and training.

Displaying messages rotating throughout high-trafficked areas allows more information to be absorbed and relied upon.

There are a variety of platforms available to accomplish this. However, basic PowerPoint or Google Slides can be the most cost-effective way.



SPECIAL REVENUE FUNDS

SIMI VALLEY POLICE DEPARTMENT - FORFEITED ASSETS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: CNT Truck Equipment Update

AMOUNT : \$36,400

ACCOUNT: 2805601-47020

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Negotiations Recording & Control system	16,000
Laptop Computer	5,000
Tactical Video Phone	15,100
Estimated Delivery Costs	300
TOTAL:	\$36,400

The Simi Valley Police Department currently possesses a specialized vehicle exclusively utilized for Crisis Negotiations. This vehicle, along with its technological components such as the communication integration box and specialized laptops, is experiencing obsolescence. The inability to update software due to hardware limitations has become a significant issue. Over the past decade, there have been considerable advancements in industry standards pertaining to both hardware and software since the introduction of our Crisis Negotiation Team (CNT) truck.

Upgrading this equipment is imperative for several reasons: it will ensure enhanced reliability, offer better connection options for end-users, improve the recording and capturing of audio during incidents, provide multiple mobile communication features, and facilitate improved support through in-house training. The department is requesting additional funds to accomplish this upgrade.

SPECIAL REVENUE FUNDS



SIMI VALLEY POLICE DEPARTMENT - FORFEITED ASSETS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: SWAT Safety/Protective Gear
AMOUNT : \$101,500
ACCOUNT: 2805601-42410
PRIORITY: 4

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Pate Carrier	30,100
Helmet	32,200
Rifle Plate	17,200
Collar/Throat/Pouches/Insert Kit/Pocket/Shoulder Pads	22,000
TOTAL:	\$101,500

The Simi Valley Police Department's Special Weapons and Tactics Team (SWAT) is currently using expired safety equipment. Their protective soft vests were purchased about 10 years ago and are expired by five years. The current helmets were purchased approximately eight years ago and have been expired for close to three years. The rifle plates were purchased about eight years ago and are expired by three years. The current equipment is not only expired, but fails to meet the leading edge technology, advanced ergonomics, a higher degree of mobility, and overall durability. Over the past decade, there have been considerable advancements in industry standards pertaining to both hardware and software. Upgrading this equipment is imperative for several reasons: it will ensure enhanced reliability, provide officers more protection, comfort, and protection from injury sustained from wearing the equipment for extended amount of hours.

The Police Department request additional funds for the SWAT safety equipment replacement project.

STREETS & ROADS





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 2024-25 include:

Bicycle Master Plan Update

The Simi Valley Bicycle Master Plan Update will revise the existing Master Plan originally adopted in December of 2008. Project efforts consist of a revised inventory of existing facilities, collision data analysis, public outreach, and final adoption/implementation by the City Council. The project is fully funded through the Active Transportation Program (ATP).

Crack Seal

Crack seals are an initial preventative maintenance technique that will significantly reduce the amount of premature road failures and will extend pavement life. Crack sealing consists of cleaning the cracks in the pavement surface and placing bituminous, or other similar materials into and around the crack to seal the surface from water entering. Crack sealing is a very versatile and extremely low-cost maintenance technique. When combined as early preventative maintenance techniques both Crack Seal and Slurry Seal road treatments to City Streets will reduce premature road failures and extend the life of our streets resulting in millions of dollars in saved infrastructure and reduced road overlay costs in future years.

Citywide Pavement Delineation

The City received in state grant funding to perform pavement delineation maintenance, and will be used to refresh the existing pavement delineation on four streets: Royal Avenue between Madera Road and Sycamore Drive; Sequoia Avenue between Royal Avenue and The Woodlands; Simi Town Center between First Street and Erringer Road; Kuehner Drive.

Curb, Gutter, Asphalt and Sidewalk Repair

The purpose of this ongoing work is to remove buckled or lifted sidewalk panels curbs, gutters, and asphalt that could cause potential tripping hazards for pedestrians, as well as to eliminate areas of standing water in the gutter or street.

Dewatering Wells Rehabilitation

Inspect, evaluate, and rehabilitate five dewatering wells and pump equipment. These wells are operated to control the rising groundwater table and artesian conditions that adversely affect certain localized neighborhoods in western areas of Simi Valley. The five wells vary in age from 25 to 30 years and require periodic maintenance due to the saline nature of the groundwater. This causes the well screens and pump bowls to need cleaning, repair, or replacement over time to maintain their operational efficiency and reliability. The loss of well pumping would result in nuisance groundwater occurring in the local neighborhood streets and properties. One well per year is proposed for rehabilitation over the next five years.

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.

Los Angeles Avenue West of First Street Bridge Rehabilitation

This project includes the rehabilitation of an existing bridge on Los Angeles Avenue, 0.1 miles west of First Street. A scoping study is required by Caltrans for the deficiency of the bridge prior to determining the design, which is currently scheduled to begin in September 2024. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Madera Road Bridge Rehab South of Hwy 118

This project includes repairing and overlaying the deck with polyester concrete on Madera Road, 0.3 miles south of State Route 118. The design is expected to be completed in the Spring of 2024. Construction is scheduled to begin in the Fall of 2024 and to be completed by Spring 2025. Funding is from the Caltrans Highway Bridge Replacement and Rehabilitation Program.

Major Streets Rehabilitation

The proposed FY 2024-25 project may include First Street, Fitzgerald Road, Erringer Road, Sycamore Drive, Los Angeles Avenue, Cochran Street, and Alamo Street. Projects are approved for funding on July 1st of each fiscal year and scheduled for completion during the summer of the following year. Future projects planned include resurfacing other segments on Tapo Canyon Road, Los Angeles Avenue, Tapo Street, and Madera Road



FUND 600: STREETS AND ROADS FUND (continued) OVERVIEW

Minor Street Overlay Program

This annual program resurfaces residential streets throughout the City. For FY 2024-25, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified in the City's Pavement Management Program.

Minor Street Overlay Program - SB1

This annual program resurfaces residential streets throughout the City. For FY 2024-25, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's PMP. This project is funded by State Transportation funds from the Road Repair and Accountability Act of 2017, SB1.

Pavement Management Program Update

This project will update the City's Pavement Management Program (PMP) for the next five years. The PMP is a management tool utilizing the Metropolitan Transportation Commission's StreetSaver software that provides an inventory of the City's street network, assessment, and rating of pavement condition, records of historical maintenance, cost-effective pavement maintenance strategies, and prediction of budget needs. This tool is used in the determination of which streets are to be scheduled for rehabilitation and maintenance. The update to the PMP will provide a new evaluation of pavement condition for the City's entire street network and an update to the database in StreetSaver.

Pot Hole Repair

This project will enhance the City's response to repairing and preventing potholes, especially during periods when there are an unusually high number of potholes and related repairs. The project will provide funding for additional asphalt for repairs and to hire contractors to assist City staff, if needed.

Sign Repair / Replacement

This project will enhance the City's response to repairing and replacing worn and damaged traffic control devices. The project will provide funding for additional traffic control devices, purchase of materials and to hire contractors to assist City staff, if needed.

Slurry Seal

This is a cost-effective preventative maintenance technique used for older streets and pavements. This method fills cracks and voids in streets and adds a thin overlay effectively sealing and waterproofing the surface. The treatment creates a new long-lasting surface that offers skid resistance and improved handling characteristics for drivers, providing uniform color and texture appeal to the entire street. This process prevents premature deterioration and extends the pavement life such that much costlier maintenance efforts as expensive overlays, can be avoided for many additional years.

Stormwater Structural Capture and Treatment Program

A Stormwater Structural Capture and Treatment project in Simi Valley is proposed in the Watershed Management Program (WMP) plan, submitted to the Regional Water Quality Control Board on September 8, 2023, as required by the new Municipal Separate Stormwater Sewer System (MS4) NPDES Permit. \$50,000 is requested to begin the conceptual design of this project. The WMP describes many examples of recommended structural projects included within the Calleguas Creek Watershed. Currently, only one structural capture and treatment project is proposed in Simi Valley, with more anticipated. Based on recent Regional Water Board discussions with the Ventura County Watershed Protection District, it is anticipated that the Board may require additional stormwater capture and treatment projects throughout Ventura County, including Simi Valley.

Street Striping

Installation of traffic control striping and pavement markings. City Council authorized a one-time budget allocation of \$400,000 for street striping on September 11, 2023.

Traffic Signal Upgrades

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

Tree Removal / Stump Grinding Funding

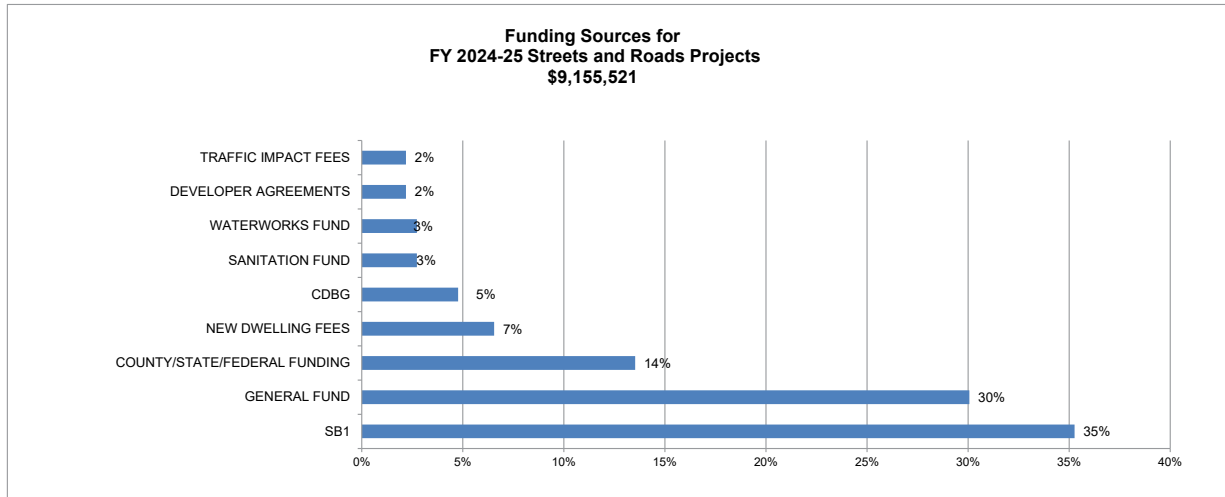
This project with enhance the City's response to removing trees in poor health and removing stumps after trees have been removed. The project will provide funding to hire contractors to assist City staff if needed.



STREETS & ROADS

FUND 600: STREETS AND ROADS

Object - Revenue Source	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
34399 - Reclass Revenue	-	(4,500,000)	-	-	-	-	-
35410 - Other Governments	71,975	-	-	-	-	-	-
36002 - State Assistance	-	4,701,976	5,160,466	5,160,466	629,491	-	659,000
36407 - Surface Transportation Grants	190,272	1,240,787	2,589,021	2,776,150	609,000	3,200,000	-
38010 - Landfill Facility Agreement Fee	30,000	27,500	-	-	-	-	-
38050 - Contributions/donations	80,000	80,000	34,000	34,000	-	-	245,500
38401 - Developer Contributions	465,797	-	-	-	-	-	-
39100 - Transfer from General Fund	12,377,908	2,680,000	3,846,466	3,846,466	2,752,000	6,025,000	4,690,500
39120 - Transfer from Infrastructure	-	1,221,241	4,534,754	4,534,754	-	-	-
39122 - Transfer from Contingency Fund	-	175,000	-	175,000	-	-	-
39216 - Transfer from RMRA	1,959,446	4,218,348	3,118,483	3,020,264	3,228,501	3,100,000	3,100,000
39260 - Transfer from New Dwelling Fee	-	-	200,000	200,000	600,000	75,000	50,000
39262 - Transfer fr Development Agrmts	(121,657)	123,000	340,000	340,000	200,000	-	-
39263 - Transfer fr Traffic Impact Fnd	-	200,000	350,000	350,000	200,000	-	-
39500 - Transfer from Debt Service	-	419,067	-	-	-	-	-
39700 - Transfer from Sanitation	-	-	-	-	250,000	250,000	250,000
39761 - Transfer from Waterworks	-	-	-	-	250,000	250,000	250,000
TOTAL REVENUES	\$ 15,053,740	\$ 10,586,918	\$ 20,173,191	\$ 20,437,101	\$ 8,718,992	\$ 12,900,000	\$ 9,245,000
41010 - Regular Salaries	71	14,035	-	-	-	-	-
41040 - Overtime	-	758	-	-	-	-	-
41200 - Deferred Comp - 401k	2	157	-	-	-	-	-
41210 - Deferred Comp - 457	-	108	-	-	-	-	-
41300 - Vision Care	0	40	-	-	-	-	-
41350 - Disability	1	59	-	-	-	-	-
41400 - Group Insurance/Health	1	291	-	-	-	-	-
41450 - Life Insurance	0	28	-	-	-	-	-
41500 - Group Insurance/Dental	1	190	-	-	-	-	-
41600 - Retirement (PERS)	7	1,340	-	-	-	-	-
41620 - Retirement (HRA)	2	116	-	-	-	-	-
41650 - Medicare Tax	1	165	-	-	-	-	-
41860 - Salary Reimbursements	9,105	225	-	-	-	-	-
44490 - Other Contract Services	-	25,688	149,313	149,313	-	-	-
48500 - Maintenance Contracts	3,100,817	12,053,068	41,050,284	41,047,994	9,155,521	13,500,000	9,845,000
45290 - Reimb from CDBG	(409,191)	(523,946)	(306,754)	(306,754)	(436,529)	(600,000)	(600,000)
45700 - Reimb from Sanitation	(60,000)	(250,000)	(250,000)	(250,000)	-	-	-
45760 - Reimb from Waterworks	(60,000)	(250,000)	(250,000)	(250,000)	-	-	-
TOTAL EXPENDITURES	\$ 2,580,817	\$ 11,072,321	\$ 40,392,842	\$ 40,390,553	\$ 8,718,992	\$ 12,900,000	\$ 9,245,000



STREETS & ROADS



STREETS AND ROADS PROGRAM FUNDING SOURCE PLAN

REVENUE SOURCE	BICYCLE MASTER PLAN UPDATE	CRACK SEAL	CITYWIDE PAVEMENT DELINEATION	CURB, GUTTER ASPHALT SIDEWALK	TOTAL
GENERAL FUND	-	-	-	-	-
CDBG	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING DEVELOPMENT AGREEMENT	50,000	-	281,000	-	331,000
NEW DWELLING FEES	-	200,000	-	200,000	400,000
SANITATION FUND	-	-	-	-	-
SB1	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
PROJECT BUDGET	\$ 50,000	\$ 200,000	\$ 281,000	\$ 200,000	\$ 731,000

REVENUE SOURCE	DEWATERING WELLS	HIGHWAY SAFETY IMPROVEMENT CYCLE 10	L.A. AVE WEST OF 1S STREET	MADERA RD. BRIDGE REHAB	TOTAL
GENERAL FUND	120,000	-	60,000	22,000	202,000
CDBG	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING DEVELOPMENT AGREEMENT	-	329,491	240,000	88,000	657,491
NEW DWELLING FEES	-	-	-	-	-
SANITATION FUND	-	-	-	-	-
SB1	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
PROJECT BUDGET	\$ 120,000	\$ 329,491	\$ 300,000	\$ 110,000	\$ 859,491

REVENUE SOURCE	MAJOR ST. REHAB	MINOR STREET OVERLAY PROGRAM	MINOR STREET OVERLAY PROGRAM SB1	PAVEMENT MANAGEMENT UPGRADE	TOTAL
GENERAL FUND	900,000	1,000,000	-	-	1,900,000
CDBG	-	436,529	-	-	436,529
COUNTY/STATE/FEDERAL FUNDING DEVELOPMENT AGREEMENT	250,000	-	-	-	250,000
NEW DWELLING FEES	-	-	-	200,000	200,000
SANITATION FUND	250,000	-	-	-	250,000
SB1	-	-	3,228,501	-	3,228,501
TRAFFIC IMPACT FEES	-	-	-	-	-
WATERWORKS FUND	250,000	-	-	-	250,000
PROJECT BUDGET	\$ 1,650,000	\$ 1,436,529	\$ 3,228,501	\$ 200,000	\$ 6,515,030

REVENUE SOURCE	POT HOLE REPAIR	SIGN REPAIR REPLACEMENT	SLURRY SEAL & CRACK SEAL	STORMWATER CAPTURE AND TREATMENT	TOTAL
GENERAL FUND	-	50,000	500,000	50,000	600,000
CDBG	-	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING DEVELOPMENT AGREEMENT	-	-	-	-	-
NEW DWELLING FEES	100,000	-	-	-	100,000
SANITATION FUND	-	-	-	-	-
SB1	-	-	-	-	-
TRAFFIC IMPACT FEES	-	-	-	-	-
WATERWORKS FUND	-	-	-	-	-
PROJECT BUDGET	\$ 100,000	\$ 50,000	\$ 500,000	\$ 50,000	\$ 700,000



STREETS & ROADS

STREETS AND ROADS PROGRAM FUNDING SOURCE PLAN (CONTINUED)

REVENUE SOURCE	STREET STRIPING	TRAFFIC SIGNAL UPGRADES	TREE REMOVAL STUMP GRINDING	TOTAL
GENERAL FUND	-	-	50,000	50,000
CDBG	-	-	-	-
COUNTY/STATE/FEDERAL FUNDING	-	-	-	-
DEVELOPMENT AGREEMENT	-	-	-	-
NEW DWELLING FEES	100,000	-	-	100,000
SANITATION FUND	-	-	-	-
SB1	-	-	-	-
TRAFFIC IMPACT FEES	-	200,000	-	200,000
WATERWORKS FUND	-	-	-	-
PROJECT BUDGET	\$ 100,000	\$ 200,000	\$ 50,000	\$ 350,000

REVENUE SOURCE	TOTALS
GENERAL FUND	2,752,000
CDBG	436,529
COUNTY/STATE/FEDERAL FUNDING	1,238,491
DEVELOPER AGREEMENTS	200,000
NEW DWELLING FEES	600,000
SANITATION FUND	250,000
SB1	3,228,501
TRAFFIC IMPACT FEES	200,000
WATERWORKS FUND	250,000
TOTAL FY25 FUNDING	\$ 9,155,521

STREETS & ROADS



STREETS AND ROADS PROGRAM EXPENDITURE PLAN

Project	FY24 Budget	FY25 Proposed	FY26 Projected	FY27 Projected	FY28 Projected	FY29 Projected
Bicycle Master Plan Update	450,000	50,000	-	-	-	-
Crack Seal	-	200,000	225,000	225,000	225,000	225,000
Citywide Pavement Delineation	-	281,000	0	0	0	0
Curb, Gutter, Asphalt and Sidewalk Repair	300,065	200,000	200,000	200,000	200,000	200,000
Dewatering Wells Rehabilitation	329,250	120,000	120,000	120,000	120,000	120,000
Highway Safety Improvement Program - Cycle 10	486,500	329,491	-	-	-	-
Los Angeles Avenue West of First Street Bridge Rehabilitation	1,189,067	300,000	4,000,000	-	-	-
Madera Road Bridge Rehab South of HWY 118	1,107,730	110,000	-	-	-	-
Major Streets Rehabilitation	17,324,984	1,650,000	3,000,000	2,500,000	2,500,000	2,500,000
Minor Street Overlay Program	1,842,990	1,436,529	1,350,000	1,350,000	1,350,000	1,350,000
Minor Street Overlay Program - SB1	5,016,029	3,228,501	3,100,000	3,100,000	3,100,000	3,100,000
Pavement Management Program Update	-	200,000	-	-	-	-
Pot Hole Repair	200,000	100,000	75,000	50,000	50,000	25,000
Sign Repair / Replacement	100,000	50,000	100,000	100,000	100,000	100,000
Slurry Seal And Crack Seal Project	456,675	500,000	500,000	500,000	500,000	500,000
Stormwater Structural Capture and Treatment Project	-	50,000	50,000	50,000	50,000	50,000
Street Striping	400,000	100,000	200,000	200,000	200,000	200,000
Traffic Signal Upgrades	536,786	200,000	-	-	-	-
Tree Removal / Stump Grinding Funding	150,000	50,000	50,000	50,000	50,000	50,000
TOTAL	\$ 29,890,076	\$ 9,155,521	\$ 12,970,000	\$ 8,445,000	\$ 8,445,000	\$ 8,420,000

CAPITAL FUNDS





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.

STARTING FUND BALANCE	\$ 1,213,276	\$ 1,322,190	\$ 1,468,384	\$ 1,468,384	\$ 1,203,240	\$ 1,179,385	\$ 1,136,829
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
34001 - Interest on Investments	11,152	25,681	5,000	15,000	15,000	15,000	15,000
38001 - Sale of Surplus Property	-	3,776	-	-	-	-	-
39100 - Transfer from General Fund	227,100	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	231,500
39287 - Transfer from Law Enforcement Gr	409	-	-	356	-	-	-
39665 - Transfer from Telephone System	-	-	-	-	-	-	-
39700 - Transfer from Sanitation	52,200	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	67,500
39803 - Transfer from General Liability	3,000	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	3,200
TOTAL REVENUES	\$ 596,061	\$ 613,957	\$ 589,500	\$ 599,856	\$ 599,500	\$ 599,500	\$ 599,500
42150 - Communications	-	-	-	-	-	-	-
42200 - Computer - Non Capital	94,772	387,479	866,395	700,000	253,355	260,956	260,956
42720 - Travel Conferences Meetings	11,388	14,478	15,000	15,000	15,000	15,450	15,450
44010 - Professional/Special Services	12,762	32,460	208,420	100,000	90,000	92,700	92,700
44030 - Cloud Services	19,766	-	90,000	50,000	-	-	-
47028 - Computer (Capital)	338,249	32,850	100,000	-	135,000	139,050	139,050
48800 - Application Software	-	-	-	-	-	-	-
48840 - System Hardware	10,211	496	131,500	-	130,000	133,900	133,900
TOTAL EXPENDITURES	\$ 487,147	\$ 467,763	\$ 1,411,315	\$ 865,000	\$ 623,355	\$ 642,056	\$ 642,056
ENDING FUND BALANCE	\$ 1,322,190	\$ 1,468,384	\$ 646,569	\$ 1,203,240	\$ 1,179,385	\$ 1,136,829	\$ 1,094,274

BUDGET ADJUSTMENTS

Employee Access module for Munis	\$ 8,130
Employee Work Station Electronics	\$ 4,400
Axon Livestream Room for the PD Special Enforcement Bureau (SEB)	\$ 4,000
Cold Data Storage	\$ 35,000

CAPITAL FUNDS



FUND 651: VEHICLE REPLACEMENT FUND

OVERVIEW

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

STARTING FUND BALANCE	\$ 1,439,599	\$ 1,582,552	\$ 1,980,538	\$ 1,980,538	\$ 693,477	\$ 293,477	\$ 293,477
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
34001 - Interest on Investments	-	-	-	-	-	-	-
38401 - Developer Contributions	-	-	-	-	-	-	-
39100 - Transfer from General Fund - AS	-	-	-	-	-	-	-
39100 - Transfer from General Fund - ES	-	64,000	10,000	10,000	-	35,000	35,000
39100 - Transfer from General Fund - PW	140,000	350,000	46,975	-	357,300	325,000	325,000
39100 - Transfer from General Fund - PD	239,000	552,238	700,000	700,000	-	600,000	600,000
TOTAL REVENUES	\$ 379,000	\$ 966,238	\$ 756,975	\$ 710,000	\$ 357,300	\$ 960,000	\$ 960,000
46100 - Reimb to General Fund	-	-	-	-	-	-	-
47030 - Vehicles - AS	-	-	-	-	-	-	-
47030 - Vehicles - ES	-	2,832	71,168	71,168	-	35,000	35,000
47030 - Vehicles - PW	-	115,807	1,072,960	1,225,894	357,300	325,000	325,000
47030 - Vehicles - PD	236,048	449,613	700,000	700,000	400,000	600,000	600,000
TOTAL EXPENDITURES	236,048	568,251	1,844,128	\$ 1,997,061	\$ 757,300	\$ 960,000	\$ 960,000
ENDING FUND BALANCE	\$ 1,582,552	\$ 1,980,538	\$ 893,386	\$ 693,477	\$ 293,477	\$ 293,477	\$ 293,477

BUDGET ADJUSTMENTS

Vehicles and Furnishings & Equip - Non Cap	\$ 90,000
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CAPITAL FUNDS

FUND 655: BUILDING IMPROVEMENT FUND

OVERVIEW

The Building Improvement Fund was created in FY1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings, and to partially finance the construction of new public buildings in the City. Funds are budgeted in FY2021-22 for repairs and upgrades to the Senior Center and Cultural Arts Center as well as for facility air duct cleaning, City Hall HVAC upgrades, and upgrades to the breakroom at City Hall.

STARTING FUND BALANCE								
	\$ 2,239,597	\$ 827,516	\$ 1,866,014	\$ 1,866,014	\$ (259,416)	\$ (259,416)	\$ (124,416)	
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
36001 - Federal Assistance	-	-	1,000,000	1,000,000	-	-	-	
39100 - Transfer from General Fund	20,000	486,500	285,000	285,000	-	285,000	290,700	
39262 - Transfer from Development Agrmts	25,000	665,000	500,000	500,000	500,000	100,000	102,000	
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 General Liability	-	-	-	134,362	-	-	-	
TOTAL REVENUES	\$ 45,000	\$ 1,151,500	\$ 1,785,000	\$ 1,919,362	\$ 500,000	\$ 385,000	\$ 392,700	
44010 - Professional/Special Services	6,650	8,643	464,707	464,707	-	-	-	
44410 - Maintenance Building/Grounds	-	70,323	132,177	132,177	-	-	-	
44490 - Other Contract Services	84,835	3,850	1,107,515	1,107,515	500,000	150,000	154,500	
47020 - Furnishings & Equip (Capital)	-	-	-	-	-	-	-	
47040 - Building Improvements	1,365,596	30,186	1,180,393	1,180,393	-	-	-	
48220 - Design/Architectural	-	-	60,000	60,000	-	-	-	
48600 - Const Contracts	-	-	1,100,000	1,100,000	-	100,000	103,000	
TOTAL EXPENDITURES	\$ 1,457,081	\$ 113,002	\$ 4,044,791	\$ 4,044,791	\$ 500,000	\$ 250,000	\$ 257,500	
ENDING FUND BALANCE	\$ 827,516	\$ 1,866,014	\$ (393,778)	\$ (259,416)	\$ (259,416)	\$ (124,416)	\$ 10,784	

BUDGET ADJUSTMENTS

NONE

CAPITAL FUNDS



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.

	STARTING FUND BALANCE	\$ 2,630,640	\$ 2,153,969	\$ 2,098,690	\$ 2,098,690	\$ 1,394,590	\$ 1,394,590	\$ 1,213,837
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
34001 - Interest on Investments	18,143	41,175	12,500	20,000	-	12,875	12,875	
TOTAL REVENUES	\$ 18,143	\$ 41,175	\$ 12,500	\$ 20,000	\$ -	\$ 12,875	\$ 12,875	
41010 - Regular Salaries	115,469	18,525	-	-	-	18,710	18,710	
41020 - Temporary Salaries - PR Only	5,961	-	-	-	-	-	-	
41040 - Overtime	174	-	-	-	-	-	-	
41050 - Outside Assistance	21,931	13,409	-	-	-	13,543	13,543	
41200 - Deferred Comp - 401k	3,330	389	-	-	-	393	393	
41210 - Deferred Comp - 457	437	156	-	-	-	158	158	
41300 - Vision Care	297	75	-	-	-	75	75	
41350 - Disability	951	109	-	-	-	111	111	
41400 - Group Insurance/Health	2,290	702	-	-	-	709	709	
41415 - Flex Benefits	19,779	5,697	-	-	-	5,754	5,754	
41450 - Life Insurance	316	52	-	-	-	53	53	
41500 - Group Insurance/Dental	1,872	256	-	-	-	259	259	
41600 - Retirement (PERS)	12,705	3,178	-	-	-	3,209	3,209	
41620 - Retirement (HRA)	3,330	389	-	-	-	393	393	
41650 - Medicare Tax	1,897	259	-	-	-	261	261	
41660 - FICA	370	-	-	-	-	-	-	
41800 - Leave Accrual	-	-	-	-	-	-	-	
42200 - Computer - Non Capital	-	-	-	-	-	-	-	
42430 - Employee Recognition	173	-	-	-	-	-	-	
44010 - Professional/Special Services	303,534	53,259	250,816	151,000	-	150,000	150,000	
44490 - Other Contract Services	-	-	261,919	-	-	-	-	
48800 - Application Software	-	-	-	-	-	-	-	
48840 - System Hardware	-	-	-	-	-	-	-	
48990 - Contingency	-	-	573,100	573,100	-	-	-	
TOTAL EXPENDITURES	\$ 494,814	\$ 96,454	\$ 1,085,836	\$ 724,100	\$ -	\$ 193,628	\$ 193,628	
ENDING FUND BALANCE	\$ 2,153,969	\$ 2,098,690	\$ 1,025,354	\$ 1,394,590	\$ 1,394,590	\$ 1,213,837	\$ 1,033,084	

BUDGET ADJUSTMENTS

NONE



CAPITAL FUNDS

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 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ 285,294	\$ 345,824	\$ 420,824	\$ 420,824	\$ 300,000	\$ 300,000	\$ 300,000
Object - Description							
38050 - Contributions/donations	75,000	75,000	75,000	75,000	-	-	-
TOTAL REVENUES	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -
44010 - Professional/Special Services	-	-	-	-	-	-	-
47020 - Furnishings & Equip (Capital)	14,470	-	89,173	36,575	-	-	-
48600 - Construction Contracts	-	-	356,692	159,249	-	-	-
TOTAL EXPENDITURES	14,470	\$ -	\$ 445,865	\$ 195,824	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 345,824	\$ 420,824	\$ 49,959	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000

BUDGET ADJUSTMENTS

NONE

CAPITAL FUNDS



FUND 665: CITY TELEPHONES CAPITAL PROJECT

OVERVIEW

The City installed a new telephone 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. This fund is to support the on-going maintenance costs of the new system.

	FY22	FY23	FY24	FY24	FY25	FY26	FY27
Object - Description	Actual	Actual	Revised	Est. Actual	Proposed	Projection	Projection
STARTING FUND BALANCE	\$ 165,753	\$ 165,753	\$ 165,753	\$ 165,753	\$ 133,003	\$ 133,003	\$ 133,003
38720 - Proceeds from Capital Leases	-	-	-	-	-	-	-
39500 - Transfer from Debt Service	-	-	-	-	-	-	-
39700 - Transfer from Sanitation	-	-	-	-	-	-	-
39750 - Transfer from Transit	-	-	-	-	-	-	-
39761 - Transfer from Waterworks	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44010 - Professional/Special Services	-	-	36,344	32,750	-	35,000	35,000
44490 - Other Contract Services	-	-	-	-	-	-	-
47029 - Computer - SAP Settlement	-	-	-	-	-	-	-
48820 - Training & Implementation	-	-	-	-	-	-	-
48840 - System Hardware	-	-	143,048	-	-	-	-
49100 - Transfer to General Fund	-	-	-	-	-	-	-
49648 - Transfer to CE Replacement	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 179,392	\$ 32,750	\$ -	\$ 35,000	\$ 35,000
ENDING FUND BALANCE	\$ 165,753	\$ 165,753	\$ (13,638)	\$ 133,003	\$ 133,003	\$ 98,003	\$ 98,003

BUDGET ADJUSTMENTS

NONE



CAPITAL FUNDS

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 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection
STARTING FUND BALANCE	\$ 403,216	\$ 403,216	\$ 403,216	\$ 403,216	\$ -	\$ -	\$ -
Object - Description							
39270 - Transfer from Debt Service	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44490 - Other Contract Services	-	-	403,216	403,216	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 403,216	\$ 403,216	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 403,216	\$ 403,216	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET ADJUSTMENTS

NONE

CAPITAL FUNDS



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.

	STARTING FUND BALANCE		\$ 27,318		\$ 819,518		\$ 819,518	
Object - Description	FY22 Actual	FY23 Actual	FY24 Revised	FY24 Est. Actual	FY25 Proposed	FY26 Projection	FY27 Projection	
39100 - Transfer from General Fund	-	-	-	-	-	-	-	-
39120 - Transfer from Infrastructure	-	2,000,000	-	-	-	-	-	-
39287 - Transfer from Law Enforcement Grant Fund	-	-	-	1,000,000	-	-	-	-
39700 - Transfer from Sanitation	-	-	-	-	-	-	-	-
39750 - Transfer from Transit	-	-	770,580	770,580	-	-	-	-
39761 - Transfer from Waterworks.	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 2,000,000	\$ 770,580	\$ 1,770,580	\$ -	\$ -	\$ -	-
44010 - Professional/Special Services	-	-	28,500	36,300	-	-	-	-
44490 - Other Contract Services	-	-	-	-	-	-	-	-
44310 - Maintenance of Equipment	-	-	-	-	-	-	-	-
45700 - Reimb from Sanitation	-	-	(1,085,820)	(1,085,820)	-	-	-	-
45760 - Reimb from Waterworks	-	-	(770,580)	(770,580)	-	-	-	-
47020 - Furnishings & Equip (Capital)	-	1,972,682	2,120,513	200,000	-	-	-	-
48600 - Const Contracts	-	-	2,598,480	2,598,480	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 1,972,682	\$ 2,891,093	\$ 978,380	\$ -	\$ -	\$ -	-
ENDING FUND BALANCE	\$ -	\$ 27,318	\$ (2,093,195)	\$ 819,518	\$ 819,518	\$ 819,518	\$ 819,518	\$ 819,518

BUDGET ADJUSTMENTS

NONE



CAPITAL FUNDS

ADMINISTRATIVE SERVICES - COMPUTER EQUIP REPL FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Employee Access module for Munis

AMOUNT : \$10,530

ACCOUNT: 6489000-42200, 1001608-44030

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

CERF - Computer Non-Capital	8,130	one-time
Non-Departmental - Cloud Services	2,400	recurring
TOTAL:	\$10,530	

The City has been using Tyler Enterprise ERP for HR/Payroll since January 2022. The Employee Self Service module that was implemented at that time is being slowly phased out, and replaced by the Employee Access module. While there is no cost to the City to purchase Employee Access, there is a required data migration to move the current data to Employee Access, and an increase to the annual support costs. Staff is requesting one-time funds for the data migration and funds for the recurring increase in support costs.

CAPITAL FUNDS



ADMINISTRATIVE SERVICES - COMPUTER EQUIP REPL FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Employee Work Station Electronics

AMOUNT : \$6,200

ACCOUNT: 6489000-42200, 1001608-42200, 1001608-42150

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Think Station P360 Computer	6489000-42200	2	2,400	one time
ThinkVision Monitor	6489000-42200	4	2,000	one time
iPhone	1001608-42200	1	1,200	one time
Yearly Service	1001608-42150	1	600	recurring
TOTAL:			\$6,200	

The Detective and Professional Standards Bureaus need to adequately equip workstations and procure essential electronics to accommodate additional staff in each unit. Each workspace includes a Think Station P360 desktop computer, dual Think Vision monitors. The iPhone with a protective case will be assigned to the Investigative Assistant to perform the regular duties of that position, along with fostering improved communication and connectivity. This investment aligns with our commitment to providing a conducive and technologically advanced work environment for all team members, reinforcing our dedication to their success within the Department.



CAPITAL FUNDS

ADMINISTRATIVE SERVICES - COMPUTER EQUIP REPL FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Axon Livestream Room for the PD Special Enforcement Bureau (SEB)

AMOUNT : \$18,100

ACCOUNT: 1001608-42200, 1001608-44010, 6489000-42200

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Camera & Touch Panel	1001608-42200	10,900	one time
Parts for Install	1001608-42200	1,700	one time
Electrician	1001608-44010	1,500	one time
CERF Contribution	6489000-42200	4,000	recurring
TOTAL:		<u>\$18,100</u>	

Creation of a new interview room for Confidential Informants, in the Special Enforcement Bureau (SEB) area of the building with the use of Axon technology:

Confidential informants provide sensitive information about criminal activity that often would not be able to be gleaned from any other resource. As a result, providing a secure interview room ensures the safety of the informant during interactions with our detectives and also helps maintain the confidentiality of the informant's identity, the information they provide, and the overall integrity of the case being worked. Having the room located in close proximity to the SEB is paramount as it reduces the likelihood of being observed by other individuals working throughout the police station. Recording the interviews conducted with confidential informants serves several important purposes. Firstly, it provides an accurate record of the information provided by the informant, which can be crucial for ongoing investigations or court proceedings. Additionally, recording the interviews helps ensure transparency and accountability in law enforcement practices. The recorded interviews can be used as evidence in court testimony, aiding prosecutors in building their case and strengthening the credibility of the informant's testimony. Having Axon outfit the room creates a platform wherein these recordings can be directly uploaded to Axon's Evidence.com. This reduces human hours of doing this manually by each individual detective and also creates the almost instantaneous availability of the recording to be shared with the District Attorney's office.

CAPITAL FUNDS



ADMINISTRATIVE SERVICES - COMPUTER EQUIP REPL FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Cold Data Storage

AMOUNT : \$42,000

ACCOUNT: 6489000-47028, 1001608-44310

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

CERF Hardware	6489000-47028	35,000	one time
Non-Departmental Maintenance	1001608-44310	<u>7,000</u>	recurring
TOTAL:		\$42,000	

Information Services recommends purchasing and implementing Synology Cold Storage to address long-term storage and archiving needs as part of a broader data management strategy. We will be using it for archiving large volumes of data that may not be frequently accessed but need to be retained for compliance and historical purposes.

TRANSIT FUNDS





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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Total Revenues	7,107,199	10,483,448	12,880,063	11,729,533	18,168,577
Total Expenditures	7,055,879	9,119,451	22,725,081	11,729,533	18,168,577
SURPLUS/(DEFICIT) \$	\$ 51,320	\$ 1,363,997	\$ (9,845,017)	\$ -	\$ -

EXPENDITURES BY DIVISION

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Administration	3,392,968	5,234,449	5,316,244	4,328,062	4,740,597
Fixed-Route Maintenance	167,196	199,677	241,500	307,931	346,900
Fixed-Route Operations	1,648,715	1,873,432	1,564,818	1,760,018	1,918,549
ADA/DAR Maintenance	96,524	97,463	118,200	120,657	154,100
ADA/DAR Operations	1,446,374	1,568,346	2,425,207	1,654,119	2,257,137
Operating Transfers	41,167	42,667	981,960	981,960	216,113
Transit Projects	262,935	103,416	12,077,152	2,576,786	8,535,182 *
TOTAL \$	\$ 7,055,879	\$ 9,119,451	\$ 22,725,081	\$ 11,729,533	\$ 18,168,577

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

TRANSIT FUNDS



TRANSIT FUND REVENUES

Revenue Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
34001 - Interest on Investments	2,914	6,540	-	-	-	0.0%
34102 - Advertising	57,000	57,000	65,000	57,000	65,000	0.0%
34399 - Reclassification to Receivable	(19,325)	234,333	-	-	-	0.0%
35410 - Other Governments	-	(11,585)	-	-	-	0.0%
36002 - State Assistance	78,591	2,949	110,644	110,644	7,164,672	6375.4%
36201 - FTA Operating	2,421,823	3,437,142	3,295,630	4,672,479	4,897,968	48.6%
36203 - FTA Capital	295,264	1,087,920	1,963,900	1,963,900	-	-100.0%
37215 - Bus Pass Fares	32,442	84,343	57,300	85,000	85,000	48.3%
37216 - DAR Van Fares	44,064	74,151	120,000	75,000	100,000	-16.7%
37217 - DAR Van County Reimbursement	3,972	8,902	9,200	9,000	9,200	0.0%
37223 - Cash Fares	81,698	96,326	110,000	97,622	110,000	0.0%
37224 - Mobile Fares	18,306	18,588	27,500	18,340	22,000	-20.0%
37225 - Fare Revenue Deposit Variances	-	-	-	-	-	0.0%
37299 - Other Community Services Fees	103	250	200	450	450	125.0%
38001 - Sale of Surplus Property	5,500	(500)	37,500	-	-	-100.0%
38003 - Miscellaneous	3,498	-	1,000	-	-	-100.0%
38004 - Damage Recovery (Restitution)	13,702	2,741	-	-	-	0.0%
39238 - Transfer from LTF	4,067,647	5,384,348	7,082,189	4,640,098	5,714,287	-19.3%
TOTAL	\$ 7,107,199	\$ 10,483,448	\$ 12,880,063	\$ 11,729,533	\$ 18,168,577	41.1%



TRANSIT FUNDS

TOTAL TRANSIT EXPENDITURES

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,046,351	2,117,453	2,834,048	2,476,600	2,767,378	-2.4%
41020 - Temporary Salaries - PR Only	22,895	41,680	5,000	44,100	5,000	0.0%
41040 - Overtime	137,990	145,566	131,500	186,600	131,500	0.0%
41200 - Deferred Comp - 401k	13,072	15,067	21,200	15,700	18,600	-12.3%
41210 - Deferred Comp - 457	38,299	40,399	59,938	44,100	62,608	4.5%
41300 - Vision Care	8,521	8,296	10,733	9,100	10,129	-5.6%
41350 - Disability	5,572	5,623	7,889	8,700	6,872	-12.9%
41400 - Group Insurance/Health	61,587	62,988	88,154	72,900	88,831	0.8%
41415 - Flex Benefits	622,328	636,345	881,327	574,700	792,147	-10.1%
41420 - CalPERS Health Admin Fee	1,094	2,797	3,832	2,900	3,955	3.2%
41450 - Life Insurance	6,294	6,063	7,756	7,100	7,605	-1.9%
41500 - Group Insurance/Dental	35,272	34,552	43,805	36,600	40,480	-7.6%
41550 - Section 125 Administration Fee	7	42	42	-	32	-25.0%
41600 - Retirement (PERS)	776,618	834,819	842,336	543,900	829,408	-1.5%
41601 - Retirement (PERS)-GASB68	(803,167)	819,495	-	-	-	0.0%
41620 - Retirement (HRA)	10,391	13,477	16,200	15,600	16,200	0.0%
41630 - OPEB	274,305	446,370	-	-	-	0.0%
41650 - Medicare Tax	35,132	35,386	54,079	41,100	54,536	0.8%
41660 - FICA	1,526	-	310	-	310	0.0%
41700 - Workers Compensation	227,951	229,205	135,695	135,695	120,088	-11.5%
41800 - Leave Accrual	50,607	96,183	92,000	-	92,000	0.0%
42100 - Utilities	35,193	36,703	36,500	50,000	50,000	37.0%
42130 - Postage	-	147	300	100	300	0.0%
42150 - Communications	29,559	33,220	64,000	54,598	35,800	-44.1%
42200 - Computer - Non Capital	1,747	874	2,900	1,216	500	-82.8%
42230 - Office Supplies	3,692	3,971	6,000	3,900	3,900	-35.0%
42235 - Furnishings & Equip - Non Cap	-	94,041	973,906	181,186	1,700	-99.8%
42410 - Uniform/Clothing Supply	14,691	15,641	23,400	16,080	18,600	-20.5%
42430 - Employee Recognition	147	86	-	100	100	0.0%
42440 - Memberships and Dues	14,541	14,754	16,200	14,923	15,600	-3.7%
42450 - Subscriptions and Books	674	-	800	674	700	-12.5%
42460 - Advertising	245	4,777	7,700	5,000	5,000	-35.1%
42500 - Fuel and Lubricants	202,148	269,169	225,200	225,200	225,200	0.0%
42510 - Tires	28,054	36,717	51,500	37,755	49,800	-3.3%
42550 - Small Tools/Equipment	3,120	5,533	5,500	2,247	5,500	0.0%
42560 - Operating Supplies	166,194	224,431	208,400	200,475	206,200	-1.1%
42561 - Inventory Adjustments	(6,743)	(78,343)	-	-	-	0.0%
42720 - Travel Conferences Meetings	8,841	8,439	10,400	9,000	7,700	-26.0%
42730 - Training	1,770	1,932	9,700	2,149	9,700	0.0%
42790 - Mileage	-	-	1,200	700	1,200	0.0%
44010 - Professional/Special Services	275,579	358,917	487,100	408,691	513,100	5.3%
44030 - Cloud Services	-	-	-	-	60,200	-
44310 - Maintenance of Equipment	83,864	96,033	509,551	168,700	224,100	-56.0%
44410 - Maintenance Building/Grounds	6,948	12,384	8,600	2,000	8,600	0.0%
44490 - Other Contract Services	15,198	19,628	33,900	10,996	27,700	-18.3%
44590 - Other Insurance Services	381,915	404,800	543,100	543,100	543,100	0.0%
46100 - Reimb to General Fund	1,911,753	1,911,753	2,176,473	2,176,473	2,355,303	8.2%
47020 - Furnishings & Equip (Capital)	-	-	328,133	328,133	1,000,000	204.8%
47030 - Vehicles	-	70,538	5,700,720	1,870,412	6,120,510	7.4%
47100 - Reclass of Cap Purchases to FA	(155,849)	(1,383,292)	-	-	-	0.0%
48600 - Const Contracts	314,674	1,244,729	4,878,312	197,570	1,414,672	-71.0%
48800 - Application Software	104,110	77,401	197,781	20,800	-	-100.0%
49297 - Transfer to Retiree Benefits	41,167	42,667	211,380	211,380	216,113	2.2%
49668 - Trans to Radio Project Fund	-	-	770,580	770,580	-	-100.0%
TOTAL	\$ 7,055,879	\$ 9,119,451	\$ 22,725,081	\$ 11,729,533	\$ 18,168,577	-20.1%

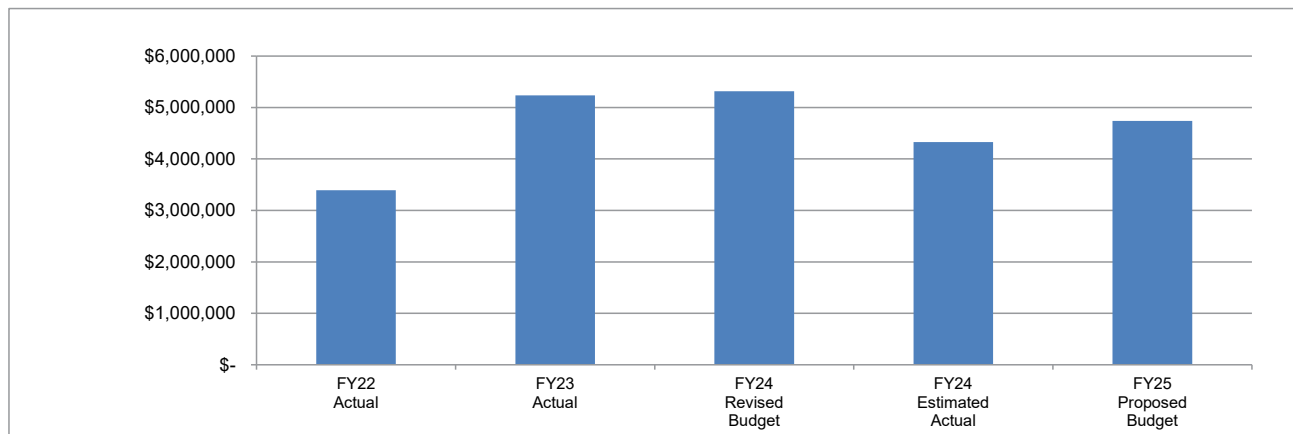


Transit Administration - 7502905

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 3,392,968	\$ 5,234,449	\$ 5,316,244	\$ 4,328,062	\$ 4,740,597



BUDGET ADJUSTMENTS

Transtrack Annual Maintenance Fee	\$ 37,900
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TRANSIT FUNDS

Transit Administration (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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.
- 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.
- Successful Ventura County Transportation Commission (VCTC) Triennial Performance Audit for FY2019/20 - FY2021/22 with no findings and recommendations.
- Successfully submitted Federal Transit Administration (FTA) National Data Base Report.
- Successfully submitted Transit Operators' Financial Transaction Report.
- Awarded competitive Transit and Intercity Rail Capital Program (TIRCP) state grant of \$7,053,000.
- Procured two (2) Compressed Natural Gas (CNG) Fixed-Route replacement buses.
- Procured eight (8) Compressed Natural Gas (CNG) Dial-A-Ride replacement vans.

GOALS FOR FY25

- Procure four (4) Electric Dial-A-Ride replacement vans.
- Upgrade the Heating, Ventilation, and Air Conditioning (HVAC) system in transit maintenance facility.
- Upgrade secondary Compressed Natural Gas (CNG) fueling compressor that serves as back-up at the transit maintenance fueling facility.
- Upgrade transit bus wash system.
- Install on-board monitors and displays, and air purification system in fixed route vehicles.
- Upgrade Transit farebox collection system.
- Continue with the bus stop improvements project (shelters, benches, trash cans).
- Have successful Biennial Inspection of Terminals and California Highway Patrol inspections, including all required documentation.
- Have successful Federal Triennial Audit.
- Procure six (6) Zero Emission buses.
- Procure three (3) Electric vans for the micro transit community service route.
- Implement micro transit community service route.
- Collaborate with Ventura County Transportation Commission (VCTC) to update the Short Range Transit Plan (S RTP).
- Begin the construction of Transit Center to include the bus charging stations.
- Create full-time positions to retain operator staffing levels.
- Recruit a full-time Transit Operations Assistant to maintain transit service quality.

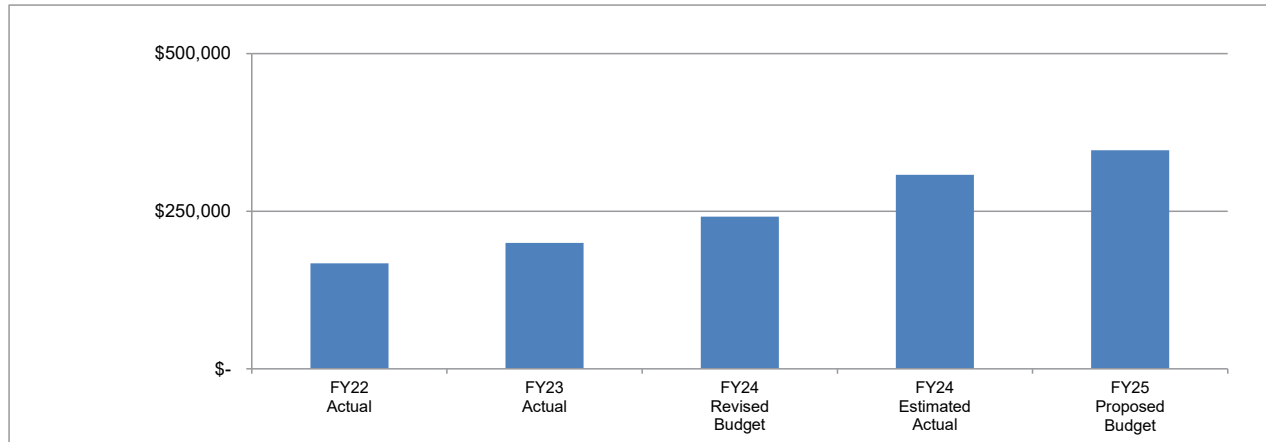


Fixed-Route Maintenance - 7502910

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 167,196	\$ 199,677	\$ 241,500	\$ 307,931	\$ 346,900



BUDGET ADJUSTMENTS

CNG Fueling Station Maintenance	\$ 29,900
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TRANSIT FUNDS

Fixed-Route Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 FY25

- 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.

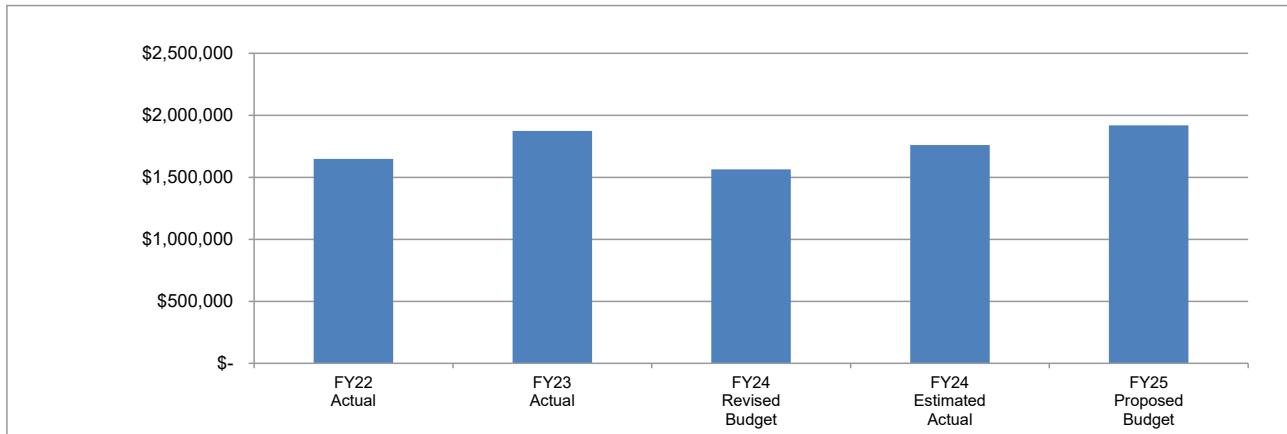


Fixed-Route Operations - 7502920

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,648,715	\$ 1,873,432	\$ 1,564,818	\$ 1,760,018	\$ 1,918,549



BUDGET ADJUSTMENTS

Remix Software Annual Maintenance Fee	\$ 13,500
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TRANSIT FUNDS

Fixed-Route Operations (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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.
- Improved the customer service experience by increasing the frequency of Supervisory Field checks reducing the volume of call in complaints.
- Installed on-board video surveillance system on fixed route buses and vans to increase ridership safety.
- Increased ridership since pandemic by 23.45%.

GOALS FOR FY25

- As outlined by the Short Range Transit Plan (SRTP), implement Micro transit 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.
- Procure and Install new Transit farebox collection system.
- Increase marketing efforts to increase ridership.
- Continue to increase ridership.

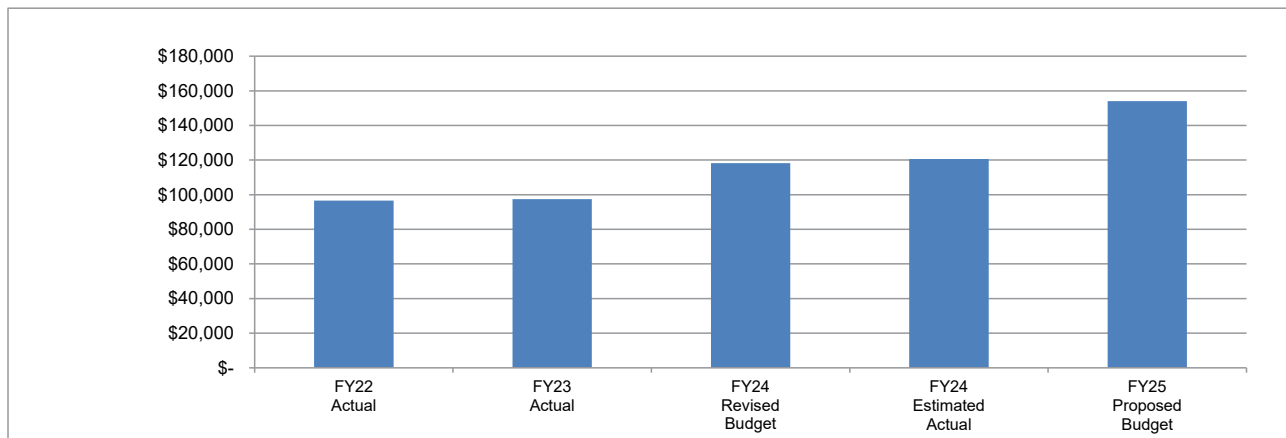


ADA/DAR Maintenance - 7502930

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 96,524	\$ 97,463	\$ 118,200	\$ 120,657	\$ 154,100



BUDGET ADJUSTMENTS

CNG Fueling Station Maintenance	\$ 9,900
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TRANSIT FUNDS

ADA/DAR Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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 twelve (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 FY25

- 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.

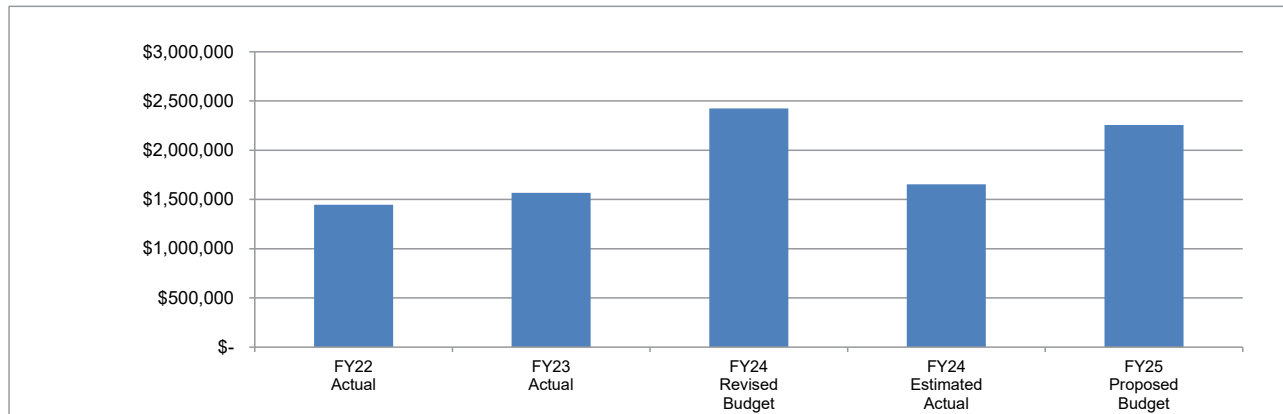


ADA/DAR Operations - 7502940

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 1,446,374	\$ 1,568,346	\$ 2,425,207	\$ 1,654,119	\$ 2,257,137



BUDGET ADJUSTMENTS

Part-Time Transit Coach Operator to Full-Time Transit Coach Operator	\$ 89,174
East County Transit Alliance (ECTA)	\$ 21,700
Ecolane Software Annual Maintenance Fee	\$ 8,800



TRANSIT FUNDS

ADA/DAR Operations (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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).
- Exceeded pre-pandemic ridership by 22.70%.
- Improved ADA/DAR efficiency.

GOALS FOR FY25

- Improve on-time performance.
- Continue to increase ridership.



PUBLIC WORKS - TRANSIT FY2024-25 POLICY ITEM REQUEST

TITLE: Part-Time Transit Coach Operator to Full-Time Transit Coach Operator

AMOUNT : \$89,174

ACCOUNT: 7502940 - various, Salaries and Benefits

PRIORITY: 1

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits	89,174
TOTAL:	<u>\$89,174</u>

The Department requests the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. The following four PT positions (FTE 75%) have been overfilled to Full Time (FTE 100%).

- 406811420
- 406811483
- 406811522
- 406811861

These changes 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 changes be made permanent for FY 24-25.

Note: The positions are currently filled at the classification levels stated above.



TRANSIT FUNDS

PUBLIC WORKS - TRANSIT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Transtrack Annual Maintenance Fee
AMOUNT : \$37,900
ACCOUNT: 7502905-44030
PRIORITY: 2

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Application Software: Transit Management System Annual Maintenance Fee	37,900
TOTAL:	<u>\$37,900</u>

The Department of Public Works Transit is requesting a recurring increase of \$37,900 base budget for the annual application software maintenance fee. The transit management system has been implemented for the last several years using the CMAQ capital project fund. As the system was established, CMAQ can no longer cover the periodic annual software maintenance costs. The costs are considered regular operating expenses, not capital expenses. Funding for the increase will be covered by FTA funds and local funds.



PUBLIC WORKS - TRANSIT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: CNG Fueling Station Maintenance
AMOUNT : \$39,800
ACCOUNT: 7502910-44310; 7502930-44310
PRIORITY: 3

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

CNG Fueling Station Maintenance:	
Bus Maintenance	29,900
Van Maintenance	9,900
TOTAL:	\$39,800

The Department of Public Works Transit requests an increase in Maintenance of Equipment FY2024-25 budget for the Clean Energy Contract for the maintenance services of the Compressed Natural Gas (CNG) fueling facility and ancillary equipment. The annual contract amount is \$131,800 and prior year base budget is \$92,000. The requested budget of \$39,800 is for the difference that will be allocated appropriately between bus and van maintenance.



TRANSIT FUNDS

PUBLIC WORKS - TRANSIT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: East County Transit Alliance (ECTA)

AMOUNT : \$21,700

ACCOUNT: 7502940-44010

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Professional/Special Services:	
East County Transit Alliance (ECTA)	21,700
TOTAL:	<u>\$21,700</u>

The Department of Public Works Transit requests to increase the ECTA's base budget by \$21,700. The increase is due to increases in labor and overall operating expenses. Funding for the increase will be covered by FTA funds and local funds.



PUBLIC WORKS - TRANSIT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Ecolane Software Annual Maintenance Fee
AMOUNT : \$8,800
ACCOUNT: 7502940-44030
PRIORITY: 5

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Application Software: ADA/DAR Dispatching Software Annual Maintenance Fee	8,800
TOTAL:	<u>\$8,800</u>

The Department of Public Works Transit requests an increase of \$8,800 base budget for the annual ADA/DAR dispatching software maintenance fee. The Ecolane software supports the paratransit dispatching of vehicles. During the implementation phase, the expense was covered by the CMAQ capital project funds; however, the cost is now part of regular operating expenses, no longer covered under the capital project. Funding for the increase will be covered by FTA funds and local funds.



TRANSIT FUNDS

PUBLIC WORKS - TRANSIT FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

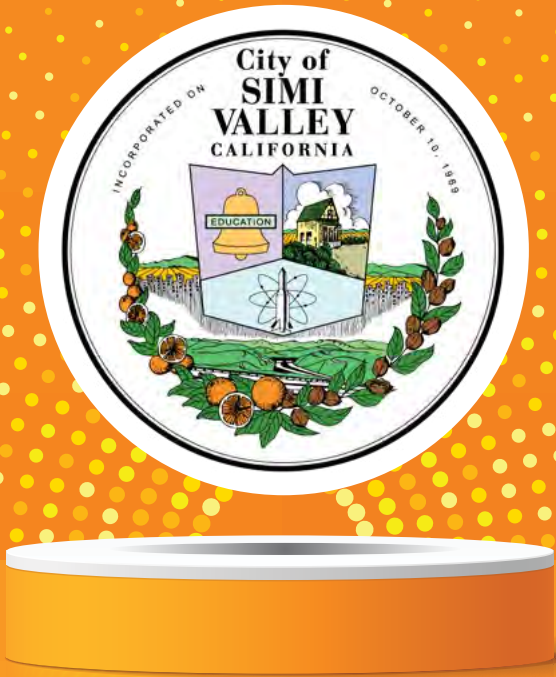
TITLE: Remix Software Annual Maintenance Fee
AMOUNT : \$13,500
ACCOUNT: 7502920-44030
PRIORITY: 6

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Fixed Route Planning & Scheduling Software Annual Maintenance Fee	13,500
TOTAL:	<u>\$13,500</u>

The Department of Public Works Transit requests an increase of \$13,500 base budget for the annual planning and scheduling software maintenance fee. The software supports the fixed route planning and scheduling of buses. During the implementation phase, the expense was covered by the CMAQ capital project funds; however, the cost is now part of regular operating expenses, no longer covered under the capital project. Funding for the increase will be covered by FTA funds and local funds.

SANITATION 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. The WQCP also produces recycled water, a valuable commodity for distribution and reuse, which supports water conservation by offsetting potable water needs and meets the most stringent Title 22 recycled water standards.

BEGINNING WORKING CAPITAL BALANCE **\$ 49,867,875 \$ 49,867,875 \$ 54,304,804**

REVENUES LESS EXPENDITURES

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Total Revenues	25,272,289	28,356,863	31,032,300	32,342,600	34,876,300
Total Expenditures	17,316,341	39,617,618	30,770,408	27,905,672	35,734,795
SURPLUS/(DEFICIT)	\$ 7,955,948	\$ (11,260,755)	\$ 261,892	\$ 4,436,928	\$ (858,495)

ENDING WORKING CAPITAL BALANCE **\$ 50,129,768 \$ 54,304,804 \$ 53,446,309**

RESERVE - 6 Months of Operating Expenses *\$ 15,475,789*

WORKING CAPITAL AFTER RESERVES **\$ 37,970,520**

OPERATING EXPENDITURES BY DIVISION

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Administration - Sanitation	5,615,511	7,507,332	8,303,824	7,240,253	8,830,062
Sewer Line Maintenance	1,094,216	757,229	870,696	1,072,589	1,382,228
Plant Operations & Maintenance	6,342,640	7,421,358	8,626,413	7,296,426	9,060,346
Environmental Compliance	476,703	782,925	1,296,883	623,813	871,417
Transfers & Reimbursements	3,727,271	22,898,773	10,336,771	10,336,771	15,340,741
Sanitation Capital Projects	60,000	250,000	1,335,820	1,335,820	250,000 *
TOTAL	\$ 17,316,341	\$ 39,617,618	\$ 30,770,408	\$ 27,905,672	\$ 35,734,795

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

SANITATION FUNDS



SANITATION REVENUE - FUND 700

Revenue Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
34001 - Interest on Investments	406,761	1,149,058	400,000	1,200,000	1,200,000	200.0%
34003 - Change In Fair Value Investmnt	(1,548,066)	(213,160)	-	-	-	0.0%
34101 - Rents & Leases	240	240	300	300	300	0.0%
36001 - Federal Assistance	33,630	(4,146)	-	-	-	0.0%
36002 - State Assistance	301,704	-	-	-	-	0.0%
37002 - Maps & Publications	-	-	-	-	-	0.0%
37401 - Engineering Fees	118,891	35,165	20,000	50,000	20,000	0.0%
37405 - Inspection Services Fees	-	-	10,000	-	10,000	0.0%
37410 - Services Charges	25,223,516	26,972,792	30,200,000	30,661,800	33,200,000	9.9%
37412 - Recycled Water Charges	412,339	73,513	59,000	55,500	71,000	20.3%
37413 - Penalty	25,981	28,599	18,000	25,000	25,000	38.9%
37432 - Environmental Compliance Prog	263,425	286,375	300,000	325,000	325,000	8.3%
37499 - Other Public Works Fees	33,794	18,308	25,000	25,000	25,000	0.0%
38001 - Sale of Surplus Property	74	1,768	-	-	-	0.0%
38003 - Miscellaneous	-	(5,680)	-	-	-	0.0%
38007 - Rebates	-	14,031	-	-	-	0.0%
TOTAL	\$ 25,272,289	\$ 28,356,863	\$ 31,032,300	\$ 32,342,600	\$ 34,876,300	12.4%



SANITATION FUNDS

SANITATION EXPENDITURES - FUND 700

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	3,634,186	3,592,152	4,993,562	3,453,000	5,293,598	6.0%
41020 - Temporary Salaries - PR Only	22,150	8,771	-	12,000	-	0.0%
41040 - Overtime	477,497	506,529	450,000	405,500	405,000	-10.0%
41200 - Deferred Comp - 401k	35,031	30,982	41,065	26,800	46,393	13.0%
41210 - Deferred Comp - 457	51,840	53,308	70,624	53,500	74,620	5.7%
41300 - Vision Care	11,525	10,899	14,523	9,900	14,160	-2.5%
41350 - Disability	14,477	10,664	16,985	9,000	17,031	0.3%
41400 - Group Insurance/Health	82,696	80,932	106,201	73,300	111,363	4.9%
41415 - Flex Benefits	837,245	827,107	1,177,852	792,000	1,270,228	7.8%
41420 - CalPERS Health Admin Fee	4,559	4,282	5,000	3,100	5,200	4.0%
41450 - Life Insurance	8,943	7,902	10,475	7,400	10,252	-2.1%
41500 - Group Insurance/Dental	54,363	49,026	63,746	42,100	61,081	-4.2%
41550 - Section 125 Administration Fee	171	106	222	222	222	0.0%
41600 - Retirement (PERS)	1,373,877	1,405,611	1,504,465	915,700	1,695,920	12.7%
41601 - Retirement (PERS)-GASB68	(1,411,292)	(135,969)	-	-	-	0.0%
41620 - Retirement (HRA)	14,440	11,278	18,384	11,400	23,185	26.1%
41630 - OPEB	553,403	1,461,941	-	-	-	0.0%
41650 - Medicare Tax	64,994	62,808	89,561	59,300	95,216	6.3%
41660 - FICA	1,373	544	-	1,100	-	0.0%
41700 - Workers Compensation	299,995	307,995	173,089	173,089	186,993	8.0%
41800 - Leave Accrual	190,095	200,865	276,800	276,800	248,000	-10.4%
42100 - Utilities	810,307	1,119,179	1,025,000	1,100,000	1,100,000	7.3%
42110 - Lift Utilities	5,698	6,810	5,300	8,000	8,000	50.9%
42150 - Communications	24,082	24,227	41,696	40,046	41,396	-0.7%
42230 - Office Supplies	3,000	2,620	5,500	3,900	4,600	-16.4%
42235 - Furnishings & Equip - Non Cap	-	-	3,900	3,900	-	-100.0%
42310 - Rentals	22,301	49,315	35,000	35,000	35,000	0.0%
42410 - Uniform/Clothing Supply	26,758	27,245	30,850	31,500	31,200	1.1%
42430 - Employee Recognition	495	364	-	-	-	0.0%
42440 - Memberships and Dues	18,976	18,064	25,300	26,160	27,000	6.7%
42450 - Subscriptions and Books	312	447	650	650	650	0.0%
42530 - Chemicals	489,177	870,022	1,294,800	1,304,800	1,304,800	0.8%
42541 - Recycled Water	8,665	9,616	4,100	10,000	10,000	143.9%
42550 - Small Tools/Equipment	328	-	1,000	1,000	1,000	0.0%
42560 - Operating Supplies	76,884	108,740	185,262	156,000	146,000	-21.2%
42561 - Inventory Adjustments	(28,899)	75,157	-	-	-	0.0%
42720 - Travel Conferences Meetings	10,353	14,899	31,400	28,700	28,700	-8.6%
42730 - Training	1,969	5,894	21,100	19,150	19,800	-6.2%
42790 - Mileage	249	544	1,000	100	1,000	0.0%
44010 - Professional/Special Services	396,001	354,376	337,350	258,500	496,000	47.0%

SANITATION FUNDS



SANITATION EXPENDITURES - FUND 700 (continued)

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
44012 - Outside Legal	26,106	44,032	35,000	5,000	35,000	0.0%
44310 - Maintenance of Equipment	417,864	367,888	424,472	415,000	470,500	10.8%
44410 - Maintenance Building/Grounds	8,780	11,678	13,500	16,500	16,500	22.2%
44490 - Other Contract Services	537,391	587,532	746,500	627,383	764,250	2.4%
44492 - GIS Operations	33,000	33,000	33,000	33,000	33,000	0.0%
44590 - Other Insurance Services	454,676	482,000	650,900	650,900	650,900	0.0%
44710 - Debt Service - Interest	782,199	745,667	692,057	692,057	672,460	-2.8%
44715 - Debt Service - Principal	580,283	1,561,098	1,597,344	1,597,344	1,634,431	2.3%
44780 - Debt Svc - Reclass to LT Debt	(580,283)	(1,561,098)	-	-	-	0.0%
44840 - Bad Debt Expense	86,712	17,675	-	-	-	0.0%
46100 - Reimb to General Fund	2,994,120	2,994,120	2,843,280	2,843,280	3,053,406	7.4%
46600 - Reimb to Streets and Roads	60,000	250,000	250,000	250,000	-	-100.0%
46668 - Sanitation Operating Projects	-	-	1,085,820	1,085,820	-	-100.0%
49297 - Transfer to Retiree Benefits	320,682	332,371	284,571	284,571	288,541	1.4%
49648 - Transfer to CE Replacement	52,200	52,200	52,200	52,200	52,200	0.0%
49600 - Transfer to Streets & Roads	-	-	-	-	250,000	
49702 - Transfer to San Replacement	3,354,389	22,514,202	10,000,000	10,000,000	15,000,000	50.0%
TOTAL	\$ 17,316,341	\$ 39,617,618	\$ 30,770,408	\$ 27,905,672	\$ 35,734,795	16.1%

SANITATION FUNDS



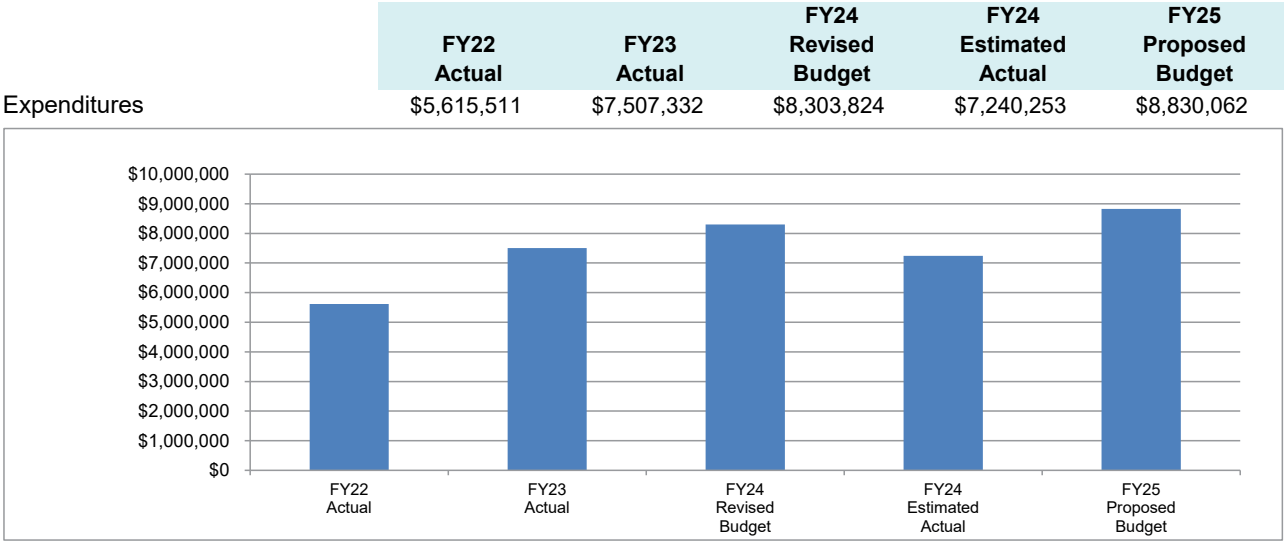
Sanitation Administration - 7004205

OVERVIEW

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

A dedicated Engineering Section assesses the infrastructure and implements needed repairs, maintenance, and improvement projects. In addition, they review and approve connections and expansions to the system requested to support real estate developments. Projects that had been deferred are being planned, programmed, and implemented. The proposed budget and Five-year Capital Improvement Plan include many infrastructure rehabilitation projects that will assure the sewer and treatment systems are capable of sustained, reliable, and continuous operation in service to the community.

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



BUDGET ADJUSTMENTS

Reclassification of City Engineer to Assistant Public Works Director	\$	5,956
NPDES Permit & WRR Permit	\$	20,600
Rate Study/Publication and Notices	\$	200,000
Four AutoCAD AEC License	\$	13,500



SANITATION FUNDS

Sanitation Administration (continued)

KEY ACCOMPLISHMENTS IN FY24

- 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.
- . Completed Pacific Ashland Sewer Rehabilitation Project.
- Complete 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 FY25

- Construct the Sinaloa-Long Canyon-Royal Sewer Line Rehabilitation Project.
- Construct the Arelia-Arroyo Sewer Line Rehabilitation Project.
- Construct the WQCP Secondary Clarifier 1 and 2 installation Project.
- Construct the WQCP Digester 3 and 4 Mixer and Heat Exchanger Project.
- Complete design of WQCP PlantPax control systems.
- Complete design of Sinaloa Lake East Sewer Line Rehabilitation.
- Complete the design of the WQCP Plant water system pump station and begin construction.
- Complete the annual Sewer System Video Inspection & Cleaning Project.



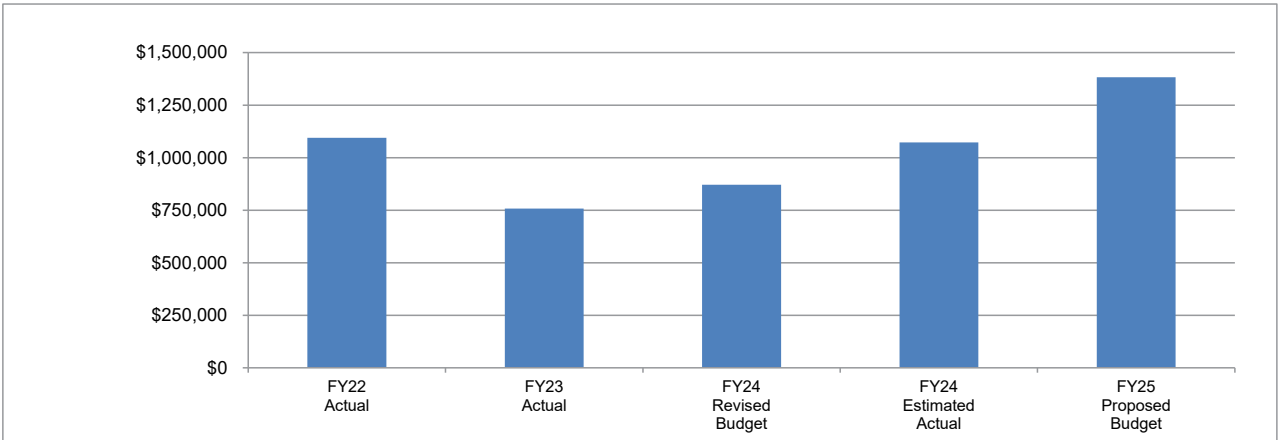
Collection System Maintenance - 7004210

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 problems areas to prevent catastrophic failures and SSOs from occurring. Sewer cleaning is performed routinely using high-pressure spray nozzles and vacuum combination vehicles. Staff are equipped, trained, and ready to respond to minimize the impact to City streets and the public and work efficiently to restore safe and reliable operation of the collection system.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$1,094,216	\$757,229	\$870,696	\$1,072,589	\$1,382,228



BUDGET ADJUSTMENTS

Lift Station Electrical/WQCP Electrica	\$ 2,700
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SANITATION FUNDS

Collection System Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- Delivered excellent service to the residents of Simi Valley by responding to odor complaints, location of sewer laterals, and being "first responders" to mainline Sanitation System Overflows (SSO's) and private lateral SSO's.
- Implemented Sewer System Management Plan (SSMP) requirements under new General Order.
- 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 15 manhole rings and covers.
- Scheduled and cleaned 30.5 miles of the collection system in high volume traffic areas.
- Hydro-cleaned and cleared 276 miles of sewer line and 15 storm drain locations.
- Video inspected 71 miles of sewer line.

GOALS FOR FY25

- Maintain and operate the collection system effectively to achieve zero SSOs.
- Hydro-clean vacuum and inspect 300 miles of sewer lines.
- Video 75 miles sewer lines.
- Remove and replace 30 worn out manhole rings and covers within the City.
- Identify and clear manholes in over grown in easement and low lying.
- Aid in preventing street flooding by assisting Street Maintenance with storm drain clearing.
- Identify, clear and repair locations with root intrusion and ground water infiltration.
- Fill Supervisor and two vacant Collection System trainee positions.
- Continue participation with Public Outreach opportunities.
- Continue to provide excellent environmental protection and customer service.

SANITATION FUNDS



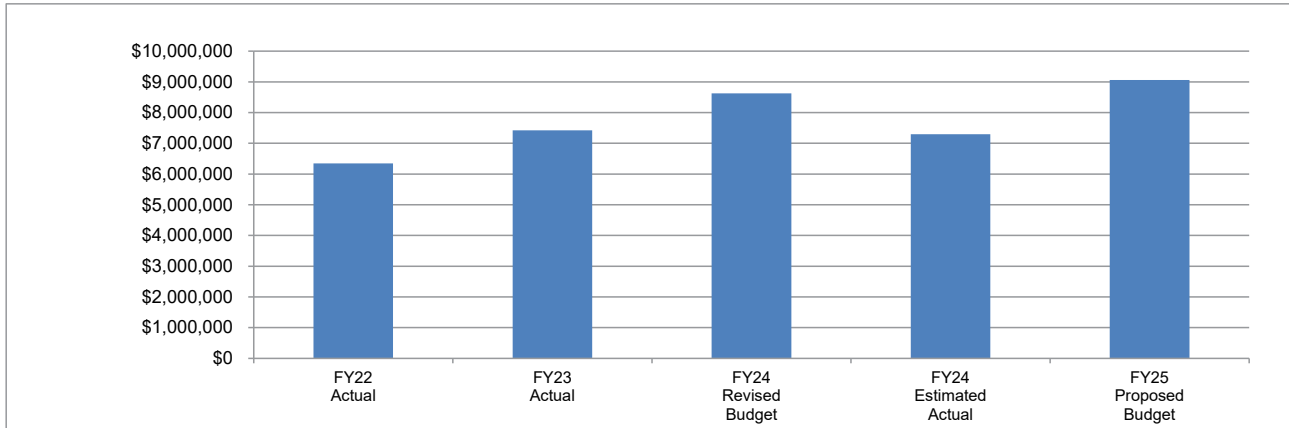
Plant Operations, Laboratory, & Maintenance - 7004240

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$6,342,640	\$7,421,358	\$8,626,413	\$7,296,426	\$9,060,346



BUDGET ADJUSTMENTS

Plant Operations Supervisor (Fund and Fill)	\$	5,469
Lift Station Electrical/WQCP Electrica	\$	75,000
Chemicals	\$	120,000
Recycled Water	\$	5,900
Influent Flow Meter/Chlorine Dosage Analyzer	\$	55,000



SANITATION FUNDS

Plant Operations, Laboratory, & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- Optimization of operating parameters for maintaining NPDES permit compliance.
- Coordination and installation of new equipment and controls at Headworks, Grit, Secondary Clarifiers and East and West BNR under ESCO project.
- ESCO project substantial completion and final acceptance.
- Upgrade of SCADA controls and monitoring to Plant PAX High Performance Screens.
- Two Operators-In-Training obtained State of California Grade I Wastewater Treatment Plant Operator Certification and two Plant Operators obtained Commercial B Drivers Driver Licenses.
- Replaced Auma Actuators on West BNR Blowers 1 and 2, West BNR Diffusers, electrical feed conductors from the Main MCC to Secondary Clarifier 2 and the Secondary Skimming Pumps.
- Completed repairs and rebuilding of Sample Drainage pump station.
- Staff drained Digester 4 for cleaning and installation of new Anergia mixing system.
- Laboratory maintained accreditation under State adopted ELAP/TNI Standards and completed of over 13,500 laboratory test for WQCP process and regulatory compliance monitoring programs.
- Completed over 4,300 combined preventative maintenance, equipment, and processing plant system repair

GOALS FOR FY25

- Maintain NPDES permit compliance with zero violations.
- Install new Anergia mixing systems in Digesters 3 and 4 and Demo existing equipment in Secondary Clarifiers 1 and 2 and install new upgraded equipment.
- Continue educational tours and public outreach to the surrounding communities, organizations, and educational institutions.
- Evaluate polymer formulas from vendors and conduct performance testing to select correct polymer needed for effluent dewatering operations.
- Complete Laboratory Assessment to maintain Laboratory accreditation.
- Optimization of Ammonia Based Aeration Controls (ABAC) that will automatically set aeration for managing the consumption of air for the BNR treatment processes.
- Purchase and install new plant influent flow meter, dosage chlorine analyzer, ammonia chemical pump and Reclaimed Water Check Valves and piping components.
- Complete Capital Improvement Projects: Building Roof Replacements, 3W pump station relocation, and Digester, Secondary Clarifier rehabilitation and replacement of East BNR Diffusers.
- Perform routine preventative maintenance procedures and repair work orders to industrial equipment, piping



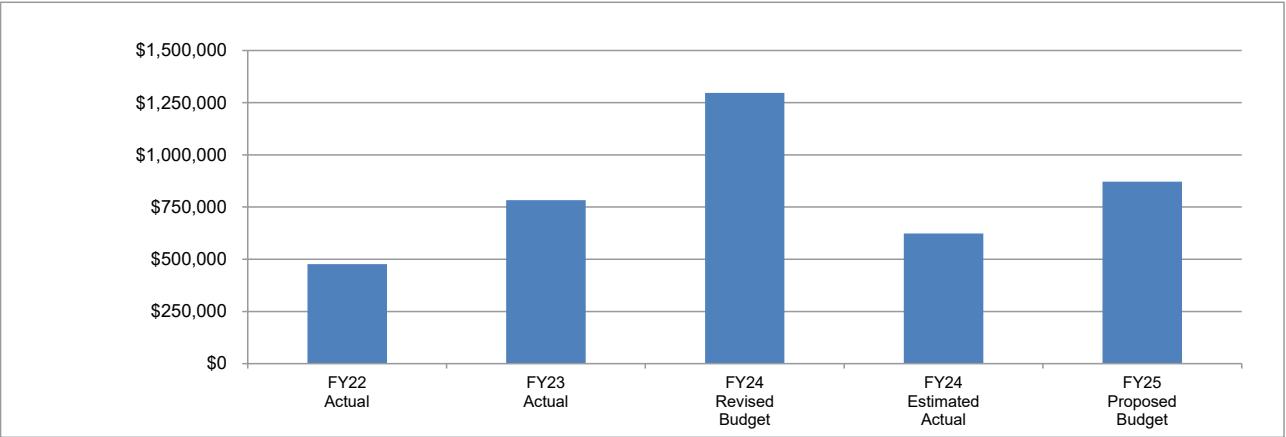
Environmental Compliance - 7004250

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.

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$476,703	\$782,925	\$1,296,883	\$623,813	\$871,417



BUDGET ADJUSTMENTS

NONE



SANITATION FUNDS

Environmental Compliance (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed 362 Pretreatment program compliance inspections, industrial sampling & monitoring.
- Issued approximately 350 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 WQCP with maintaining Sanitary Sewer Management Plan (SSMP) and NPDES permit discharge compliance, including extensive investigation of odor complaints in the Crown Hill and Alta Vista area, in the unincorporated Santa Susana Knolls.
- Continued to help protect the WQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and impact WQCP NPDES permit compliance.
- Recruited and provided extensive training for all three Environmental Compliance Inspection (ECI) staff, including field inspections, sampling and monitoring, and instruction for the California Water Environment ECI certification, a requirement of the position.

GOALS FOR FY25

- Continue to help protect the WQCP from industrial and commercial discharges that have the potential to upset the plant, interfere with plant processes, pass through the plant, and impact WQCP NPDES permit compliance, including response to sanitary sewer overflows, and odor complaint reports.
- Complete Pretreatment program compliance inspections, industrial sampling & monitoring.
- Prepare the Annual Pretreatment Program Report, as required by the NPDES permit.
- Review and recommend potential amendments to the Sewer Use Ordinance.
- Perform a Countywide waste hauler program review, and implement an in-depth audit of SVWQCP permitted waste hauler manifests, in order to better understand the potential impact upon the SVWQCP.
- Recruit and provide training for the new Environmental Compliance Inspector (ECI), including field inspections, sampling and monitoring, and instruction for the California Water Environment ECI certification, a requirement of the position.

SANITATION FUNDS



FUND 701: SANITATION CAPITAL FUND

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

BEGINNING WORKING CAPITAL BALANCE \$ 11,405,287 \$ 11,405,287 \$ 12,562,487

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Revenues					
34001 - Interest on Investments	90,656	225,391	45,000	200,000	200,000
34003 - Change In Fair Value Investmnt	(318,696)	204	-	-	-
37449 - Sewer Connection Fees	1,213,809	153,795	330,000	957,200	390,000
38199 - Contributed Infrastructure	187,800	787,439	-	-	-
Total Revenues	\$ 1,173,569	\$ 1,166,829	\$ 375,000	\$ 1,157,200	\$ 590,000
Expenditures					
46100 - Reimb to General Fund	313	313	-	-	-
48500 - Maintenance Contracts	-	-	-	-	-
48600 - Const Contracts (CIP)	-	-	-	-	-
Total Expenditures	\$ 313	\$ 313	\$ -	\$ -	\$ -
ENDING WORKING CAPITAL BALANCE		\$ 11,405,287	\$ 11,780,287	\$ 12,562,487	\$ 13,152,487



SANITATION FUNDS

FUND 702: SANITATION REPLACEMENT RESERVE

Sanitation Capital Fund 702 was created to fund capital projects related to the collection system and to fund vehicles for replacement. Funding for the replacement reserve comes from transfers from the Operating Fund (700), which is funded through rate payers and other sources.

BEGINNING WORKING CAPITAL BALANCE **\$ 6,862,825 \$ 6,862,825 \$ 13,382,535**

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Revenues					
36001 - Federal Assistance	-	-	-	-	1,686,981
39700 - Transfer from Fund 700	3,354,389	22,514,202	10,000,000	10,000,000	15,000,000
Total Revenues	\$ 3,354,389	\$ 22,514,202	\$ 10,000,000	\$ 10,000,000	\$ 16,686,981
Expenditures					
44010 - Professional/Special Services	9,310	736	699,954	215,000	380,000
44590 - Other Insurance Services	-	-	-	-	-
46100 - Reimb to General Fund	8,524	8,524	5,290	5,290	23,244
47020 - Furnishings & Equip (Capital)	-	-	15,000	-	-
47030 - Vehicles	-	-	303,900	275,000	800,000
47100 - Reclass of Cap Purchases to FA	(6,238,277)	(8,528,416)	-	-	-
48500 - Maintenance Contracts	158,113	93,348	3,609,616	200,000	1,410,700
48600 - Const Contracts	6,494,565	8,598,726	27,308,669	2,785,000	10,095,707
Total Expenditures	\$ 432,234	\$ 172,918	\$ 31,942,429	\$ 3,480,290	\$ 12,709,651

ENDING WORKING CAPITAL BALANCE **\$ 6,862,825 \$ (15,079,603) \$ 13,382,535 \$ 17,359,865**
CAPITAL RESERVE **7,831,885**
WORKING CAPITAL AFTER RESERVES **9,527,980**

SANITATION FUNDS



PUBLIC WORKS - SANITATION FY2024-25 POLICY ITEM REQUEST

TITLE: Reclassification of City Engineer to Assistant Public Works Director

AMOUNT : \$18,049

ACCOUNT: Various

PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits, Engineering	1004080	6,137
Salaries and Benefits, Sanitation	7004205	5,956
Salaries and Benefits, Waterworks	7614640	5,956
TOTAL:		<u>\$18,049</u>

The Department requests the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Upgrade one City Engineer to Assistant Public Works Director as previously approved. (Engineering 1004180) Position # 246211822.

These changes 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 changes be made permanent for FY 24-25.

Note: The positions are currently filled at the classification levels stated above.



SANITATION FUNDS

PUBLIC WORKS - SANITATION FY2024-25 POLICY ITEM REQUEST

TITLE: Plant Operations Supervisor (Fund and Fill)

AMOUNT: \$5,469

ACCOUNT: 7004240 - Various

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits	5,469
TOTAL:	<u>\$5,469</u>

The Department requests to open recruitment to overfill one of three existing vacant Plant Operator I/II/III positions, funded by the Sanitation Fund in the Sanitation Division of Public Works, as a Plant Operations Supervisor.

This request is in response to the lack of qualified State of California Water Resources Control Board (SWRCB) Certified Wastewater Operators, of Grade II or higher, applying for employment at the Water Quality Control Plant (WQCP) in the Sanitation Division. Filling the position at a higher level enables the Department to have the WQCP be compliant with SWRCB mandates for having 50 percent of the staff being at Grade II or higher. It also creates flexibility in the assignments for developing and training staff with added support in scheduling complex and technical tasks for effective regulatory compliant operation of the WQCP.

The Sanitation Division's current structure is one Grade V Plant Operations Manager, four Grade III Plant Operators, three Grade I Plant Operators, two Operators-In-Training, and three vacancies. Recent recruitments have been unsuccessful in filling the three vacancies for Plant Operator I/II/III positions. The Department continues to struggle finding well-qualified candidates with proper levels of certification.

This will not increase the positions filled in the Sanitation Division. The Department would then continue to recruit for the two Plant Operators I/II/III vacancies or consider a future promotional opportunity with an offsetting vacancy. There is sufficient salary savings available in Public Works Sanitation budget to fund this request.

SANITATION FUNDS



PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: NPDES Permit & WRR Permit

AMOUNT : \$20,600

ACCOUNT: 7004205-44490

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Other Contracted Services - NPDES Permit	14,600
Other Contracted Services - WRR Permit	6,000
TOTAL:	\$20,600

The Department of Public Works Sanitation requests recurring increases to the FY2024-25 Budget for the annual permit renewal and application fees by the State Water Resources Control Board. The fee increases are needed for maintaining valid National Pollution Discharge Elimination System (NPDES) and Water Reclamation Requirements (WRR) discharge permits for the City's Water Quality Control Plant.



SANITATION FUNDS

PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Lift Station Electrical/WQCP Electrical

AMOUNT : \$77,700

ACCOUNT: 7004210-42100, 7004240-42100

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Utilities - Lift Station Electrical	7004210-42110	2,700
Utilities - WQCP Electrical	7004240-42100	75,000
TOTAL:		\$77,700

The Department of Public Works Sanitation requests a recurring increase to the FY2024-25 Budget to pay for utility expenses to Southern California Edison. These vital services provide electricity to the City's sewer lift stations and Water Quality Control Plant to maintain safe operation. The cost of these utility services has risen and the current budget has not kept pace with increasing costs.

SANITATION FUNDS



PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Chemicals
AMOUNT : \$120,000
ACCOUNT: 7004240-42530
PRIORITY: 5

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Chemicals	<u>120,000</u>
TOTAL:	\$120,000

The Department of Public Works Sanitation is requesting a recurring increase to purchase chemicals needed for dewatering and daft solids handling operations at the City's Water Quality Control Plant (WQCP). Operations need to purchase additional polymers to aid in the draining and cleaning of digesters at the WQCP. In addition, polymer production costs have gone up significantly due to increases in global supply issues, raw material costs, and shipping cost increases.



SANITATION FUNDS

PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Recycled Water
AMOUNT : \$5,900
ACCOUNT: 7004240-42541
PRIORITY: 6

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

	Recycled Water	5,900
TOTAL:		<u>\$5,900</u>

The Department of Public Works Sanitation requests recurring increases to the FY2024-25 Budget for the purchase and sale of recycled water among Calleguas Municipal Water District and the City. The production cost of recycled water has risen and the current budget has not kept pace with increasing costs.

SANITATION FUNDS



PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Influent Flow Meter/Chlorine Dosage Analyzer
AMOUNT : \$55,000
ACCOUNT: 7004240-44310
PRIORITY: 7

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Maint of Equipment - Influent Flow Meter	40,000
Maint of Equipment - Chlorine Dosage Analyzer	15,000
TOTAL:	\$55,000

The Department of Public Works Sanitation requests one-time funds for the replacement of meters and analyzers at the City's Water Quality Control Plant (WQCP). The Sparling Influent flow meter, which is critical to hydraulically control treatment processes at the WQCP, has exceeded the manufacturer-recommended useful life and requires replacement. The Chlorine Dosage Analyzer has also exceeded the expected useful life with repair and replacement parts becoming obsolete and unsupported by the manufacturer. This instrument is critical for analyzing plant disinfection treatment processes and controlling the proper amount of chemicals needed for disinfection. In addition, various WQCP instrumentation and controls depend on this equipment for controlling various treatment set points.



SANITATION FUNDS

PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Rate Study/Publication and Notices

AMOUNT : \$200,000

ACCOUNT: 7004205-44010

PRIORITY: 8

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Proff/Special Services - Rate Study	175,000
Proff/Special Services - Publications and Notices	25,000
TOTAL:	\$200,000

The Department of Public Works Sanitation is requesting funds for a Sewer Service Rate Study. A consultant would assess and evaluate sewer service rates for the next five years from FY2025-26 to FY2030-31 to fund all maintenance and operation of the sewer system. The cost for publication, printing, and distribution of notices to customers is also included.

SANITATION FUNDS



PUBLIC WORKS - SANITATION FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Four AutoCAD AEC License
AMOUNT : \$27,000
ACCOUNT: 7614605-42560, 7004205-42560
PRIORITY: 9

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN			
	Operating Supplies		
	Waterworks	7614605-42560	13,500
	Sanitation	7004205-42560	13,500
TOTAL:			<u>\$27,000</u>

The Public Works Department requests funds for four (4) additional AutoCAD AEC, Architecture Engineering & Construction, subscriptions. The department currently has 16 user licenses but anticipates needing 4 additional as new employees are hired. Individual subscriptions for AutoCAD AEC are estimated at \$10,125 each, for a three-year license. The cost for the 4 additional subscriptions is \$40,500. The total cost of the license will be split between the General Fund (100), Waterworks Fund (761), and Sanitation (700), each contributing \$13,500. The General Fund has adequate funds in there operating budget for its portion. This request is for the difference needed in Funds 761 and 700. The pricing will be prorated to align with our current contract and licensing terms.

AutoCAD AEC 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.



SANITATION FUNDS

PUBLIC WORKS

FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Compensation Alignment Study for Supervisor Positions in Sanitation Division

AMOUNT : \$10,000

ACCOUNT: 7004205-44010

PRIORITY: 10

One Time Expenditure

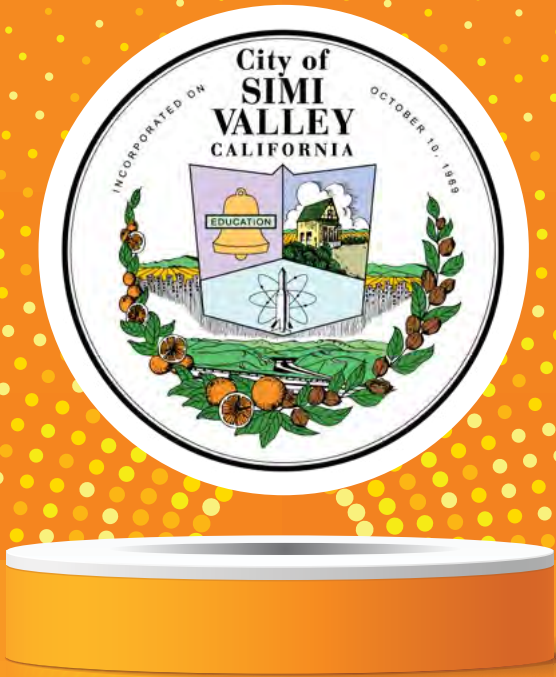
Recurring Expenditure

COST BREAKDOWN

Professional Services	10,000
TOTAL:	<u>\$10,000</u>

The Public Works Department requests an appropriate compensation study for the Supervisory/Management positions in the Sanitation Division. Compensate the Plant Operations Supervisor, Plant Maintenance Supervisor, Wastewater collection system Supervisor, and Laboratory at a flat percentage above the highest-paid employee with that workgroup. The percentage level increase of compensation given to the workgroup will promote employee retention and create growth opportunities for staff wanting to be promoted into supervision and management.

WATERWORKS DISTRICT NO. 8





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 **\$ 20,225,266** **\$ 20,225,266** **\$ 24,069,908**

REVENUES LESS EXPENDITURES

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Total Revenues	49,651,946	42,165,047	51,593,500	44,522,027	51,528,500
Total Expenditures	42,936,715	49,339,006	46,207,212	40,677,385	48,339,434
SURPLUS/(DEFICIT)	\$ 6,715,232	\$ (7,173,960)	\$ 5,386,288	\$ 3,844,642	\$ 3,189,066

ENDING WORKING CAPITAL BALANCE **\$ 25,611,554** **\$ 24,069,908** **\$ 27,258,974**

RESERVE

\$ 11,541,731 **\$ 11,541,731**

WORKING CAPITAL AFTER RESERVES

\$ 12,528,177 **\$ 15,717,243**

OPERATING EXPENDITURES BY DIVISION

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Administration	2,500,127	3,745,520	3,525,211	3,398,831	3,690,360
Operations & Maintenance	38,951,296	31,144,726	39,515,614	34,330,970	42,858,855
Utility Billing	783,067	690,890	868,888	650,084	880,281
Transfers & Reimbursements	642,225	13,507,871	1,276,920	1,276,920	659,938
Waterworks Operating Projects	60,000	250,000	1,020,580	1,020,580	250,000
TOTAL	\$ 42,936,715	\$ 49,339,006	\$ 46,207,212	\$ 40,677,385	\$ 48,339,434

WATERWORKS DISTRICT NO. 8



WATERWORKS REVENUES - FUND 761

Revenue Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
34001 - Interest on Investments	272,898	738,118	240,000	240,000	240,000	0.0%
34003 - Change In Fair Value Investmnt	(948,398)	41,675	-	-	-	0.0%
34004 - Interest on Leases	50,422	45,972	-	-	-	0.0%
34101 - Rents & Leases	684,195	660,616	470,000	600,000	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	16,575	7,500	11,000	7,500	0.0%
37401 - Engineering Fees	2,910	14,834	10,000	50,200	55,000	450.0%
37405 - Inspection Services Fees	-	-	3,000	3,000	3,000	0.0%
37410 - Services Charges	14,089,886	14,435,470	14,490,000	14,775,800	15,000,000	3.5%
37412 - Recycled Water Charges	(197,600)	126,603	120,000	123,100	125,000	4.2%
37413 - Penalty	-	80,200	-	-	-	0.0%
37414 - Water Svc: Commodity Charge-1	32,180,191	23,797,126	33,400,000	25,998,927	32,800,000	-1.8%
37452 - Sales to Waterworks Dist No 17	1,736,121	1,312,615	1,600,000	1,488,300	1,600,000	0.0%
37453 - Water Standby Charges	3,975	4,192	3,000	3,000	3,000	0.0%
37454 - Sale of Meters	16,477	3,846	30,000	4,000	15,000	-50.0%
37456 - Water Lift Charges	1,096,359	851,654	1,180,000	1,020,700	1,100,000	-6.8%
37461 - Doorhanger/Connection Charges	-	7,464	30,000	160,000	95,000	216.7%
37499 - Other Public Works Fees	5,735	6,345	5,000	5,000	5,000	0.0%
38001 - Sale of Surplus Property	6,173	6,547	-	7,000	5,000	100.0%
38003 - Miscellaneous	-	(878)	-	-	-	0.0%
38004 - Damage Recovery (Restitution)	16,983	16,072	5,000	32,000	5,000	0.0%
38007 - Rebates	-	-	-	-	-	0.0%
TOTAL	\$ 49,651,946	\$ 42,165,047	\$ 51,593,500	\$ 44,522,027	\$ 51,528,500	-0.1%



WATERWORKS DISTRICT NO. 8

WATERWORKS EXPENDITURES - FUND 761

Expenditure Type	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget	% Budget Change
41010 - Regular Salaries	2,367,369	2,644,511	3,956,638	2,689,300	4,128,940	4.4%
41020 - Temporary Salaries - PR Only	29,456	54,553	76,000	50,000	76,000	0.0%
41040 - Overtime	82,917	100,102	95,600	91,200	96,500	0.9%
41200 - Deferred Comp - 401k	25,022	22,413	37,585	21,300	33,793	-10.1%
41210 - Deferred Comp - 457	35,467	36,760	51,782	34,100	56,420	9.0%
41300 - Vision Care	8,923	8,718	11,666	8,000	10,554	-9.5%
41350 - Disability	9,414	8,446	14,673	8,100	13,450	-8.3%
41400 - Group Insurance/Health	60,705	63,126	85,454	60,900	87,907	2.9%
41415 - Flex Benefits	660,832	656,454	940,434	628,400	917,813	-2.4%
41420 - CalPERS Health Admin Fee	1,003	3,099	4,125	2,500	4,257	3.2%
41450 - Life Insurance	6,892	6,466	8,420	6,100	7,878	-6.4%
41500 - Group Insurance/Dental	38,770	37,475	48,645	33,100	44,258	-9.0%
41550 - Section 125 Administration Fee	22	37	203	203	182	-10.4%
41600 - Retirement (PERS)	829,162	993,453	1,163,845	701,300	1,277,672	9.8%
41601 - Retirement (PERS)-GASB68	(914,645)	(161,706)	-	-	-	0.0%
41620 - Retirement (HRA)	11,693	12,060	20,184	12,200	17,784	-11.9%
41630 - OPEB	231,537	828,881	-	-	-	0.0%
41650 - Medicare Tax	37,720	39,969	72,162	41,000	72,925	1.1%
41660 - FICA	(1,712)	2,890	4,712	-	4,712	0.0%
41700 - Workers Compensation	173,867	200,684	108,907	108,907	107,758	-1.1%
41800 - Leave Accrual	139,050	80,717	150,000	150,000	150,000	0.0%
42100 - Utilities	1,093,245	1,009,677	1,200,000	1,100,000	1,200,000	0.0%
42150 - Communications	48,139	30,589	45,500	43,900	45,500	0.0%
42230 - Office Supplies	1,899	2,581	15,500	3,700	15,100	-2.6%
42235 - Furnishings & Equip - Non Cap	5,168	7,112	14,000	14,000	20,700	47.9%
42310 - Rentals	-	162	2,000	500	2,000	0.0%
42410 - Uniform/Clothing Supply	14,658	10,654	13,500	13,500	14,150	4.8%
42430 - Employee Recognition	-	90	-	-	-	0.0%
42440 - Memberships and Dues	16,914	16,767	19,500	20,163	19,900	2.1%
42450 - Subscriptions and Books	-	-	1,000	1,000	1,000	0.0%
42460 - Advertising	-	1,334	-	-	-	0.0%
42520 - Meters	364,549	344,139	485,000	485,000	485,000	0.0%
42540 - Water Purchases	31,511,496	23,836,262	30,100,000	27,098,560	33,100,000	10.0%
42541 - Recycled Water	93,067	73,024	75,000	100,000	100,000	33.3%
42550 - Small Tools/Equipment	9,147	9,577	18,500	18,500	18,500	0.0%
42560 - Operating Supplies	153,775	74,327	212,952	191,500	170,000	-20.2%
42561 - Inventory Adjustments	31,978	(75,529)	-	-	-	0.0%
42720 - Travel Conferences Meetings	4,226	6,436	26,800	23,800	28,800	7.5%
42730 - Training	6,818	12,001	15,700	15,100	15,700	0.0%
42790 - Mileage	-	53	200	110	200	0.0%
44010 - Professional/Special Services	313,083	353,359	579,055	424,922	735,360	27.0%
44012 - Outside Legal	-	-	1,500	-	1,500	0.0%
44310 - Maintenance of Equipment	259,751	396,383	338,700	338,700	338,700	0.0%
44410 - Maintenance Building/Grounds	8,876	8,802	15,000	10,000	15,000	0.0%
44490 - Other Contract Services	597,430	696,331	856,843	807,891	917,323	7.1%
44492 - GIS Operations	38,000	38,000	38,000	38,000	38,000	0.0%
44590 - Other Insurance Services	247,250	262,100	370,100	370,100	370,100	0.0%
44840 - Bad Debt Expense	948,890	195,129	-	-	-	0.0%
46100 - Reimb to General Fund	2,632,667	2,632,667	2,614,329	2,614,329	2,668,160	2.1%
46600 - Reimb to Streets and Roads	60,000	250,000	250,000	250,000	-	-100.0%
46668 - Reimb to Radio Proj	-	-	770,580	770,580	-	-100.0%
48500 - Maintenance Contracts	-	-	-	-	-	0.0%
48600 - Const. Contracts: CIP	-	-	-	-	-	0.0%
49297 - Transfer to Retiree Benefits	75,725	78,486	209,420	209,420	217,438	3.8%
49648 - Transfer to CE Replacement	67,500	67,500	67,500	67,500	67,500	0.0%
49655 - Trans to Public Facility Imprv	-	-	-	-	-	0.0%
49600 - Transfer to Streets & Roads	-	-	-	-	250,000	-
49763 - Transfer to WW Replacement	499,000	13,361,885	1,000,000	1,000,000	375,000	-62.5%
TOTAL	\$ 42,936,715	\$ 49,339,006	\$ 46,207,212	\$ 40,677,385	\$ 48,339,434	4.6%

WATERWORKS DISTRICT NO. 8



Waterworks Administration - 7614605

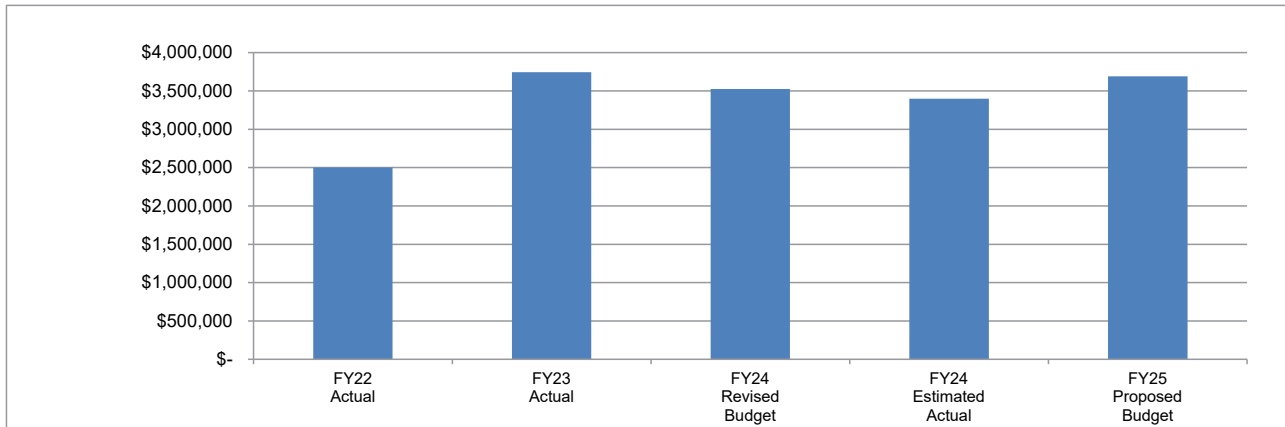
OVERVIEW

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 2,500,127	\$ 3,745,520	\$ 3,525,211	\$ 3,398,831	\$ 3,690,360



BUDGET ADJUSTMENTS

Water Rate Study/Publications and Notices	\$ 200,000
AWWA/CWEA Tri-State Conferences	\$ 2,000
Four AutoCAD AEC License	\$ 13,500



WATERWORKS DISTRICT NO. 8

Waterworks Administration (continued)

KEY ACCOMPLISHMENTS IN FY24

- Completed the Waterworks Demand Factors Study
- Completed the Annual Water Tank Inspection and Cleaning Project
- Completed the Design of the Knolls Zone Water Facilities Project
- Completed the Design for the Walnut Canyon Pump Station
- Completed the Design of Well 32A
- Complete the Design of the Water Storage Mixing Systems
- Completed the Design for the Water Tanks Emergency Generator Project
- Completed the Design for the Walnut Tank No. 2 Seismic Retrofit and Coating project
- Constructed the Hilltop Rafter Repair Project
- Constructed the Roan Street Waterline Replacement Project

GOALS FOR FY25

- Complete the Waterworks Service Line Study
- Construct the Apricot/Cedar/Leota/Rowell Waterline Replacement Project
- Construct the Del Robles/Foothill/El Camino Waterline Replacement Project
- Construct the Hilltop/Oak Knolls Waterline Replacement Project
- Construct the Water Tanks Emergency Generator Project
- Construct the Water Storage Mixing Systems Project
- Construct the Walnut Tank No. 2 Seismic Retrofit and Coating Project
- Construct the Hilltop Rafter repair project
- Begin construction on the Well 32A 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 DISTRICT NO. 8



Waterworks Operations & Maintenance - 7614640

OVERVIEW

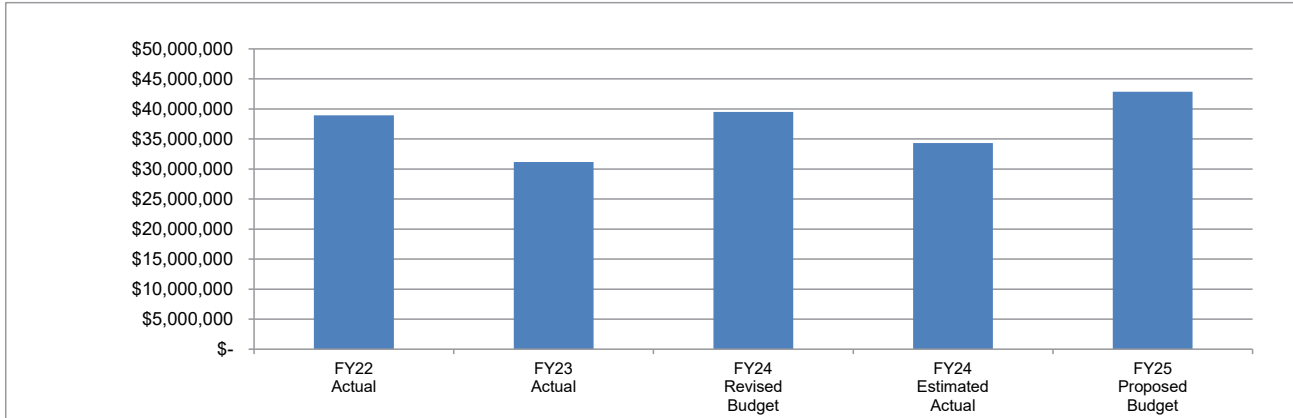
Waterworks Operations and Maintenance acquires and distributes water. It provides for purchasing water from the wholesale provider, Calleguas Municipal Water District (CMWD), producing water at the Tapo Canyon Water Treatment Plant, and for certain customers, providing recycled water. The water supply 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.

Environmental Compliance and Waterworks share responsibility for reporting monthly and annual potable water supply and demand to the California Department of Water Resources.

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 38,951,296	\$ 31,144,726	\$ 39,515,614	\$ 34,330,970	\$ 42,858,855



BUDGET ADJUSTMENTS

Reclassification of City Engineer to Assistant Public Works Director	\$ 5,956
Vehicle Equipment	\$ 6,700
Water Purchase	\$ 3,025,000
Cross Connection Permit/Large Water Systems Permit	\$ 5,000
Spatial Wave Software Annual Fee/Spatial Wave Software Setup Fee	\$ 60,480



WATERWORKS DISTRICT NO. 8

Waterworks Operations & Maintenance (continued)

KEY ACCOMPLISHMENTS IN FY24

- Implemented 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.
- Launched and provided customer support for Drop Counter, a water usage web portal and mobile application allowing Waterworks customers to track usage and conserve water.
- Implemented the Eagle Aerial Waterview software subscription, to calculate the Waterworks District water use objective (aka District's water budget or allocation) established under new permanent statewide water conservation legislation, SB606 & AB1668.
- Participated in several outreach events including the Street Fair, Earth Day events, and the Leadership Government Day, to educate customers about water-waste and conservation.
- Reported water production and usage, and prepared the monthly drought report to the California State Water Resources Control Board.
- Prepared the Annual Urban Water Use Objective report to help establish the District's potential water allocation reduction for 2025, 2030, and 2035.

GOALS FOR FY25

- Develop and implement an action plan for education and outreach to commercial, industrial, and institutional (CII) property owners regarding the elimination of all non-functional turf established under AB 1572, commencing in phases from Jan, 1, 2027 through Jan. 1, 2031.
- Prepare monthly Drought and Conservation report, and annual Water Supplier report, for submission to the California Department of Water Resources Division of Drinking Water.
- Evaluate new State Water Board water conservation regulations, begin development of implementation plan, and prepare annual Urban Water Use Objective (Efficiency) Report.
- Explore additional opportunities and participate in outreach with groups such as the Chamber of Commerce, Neighborhood Council, and Simi Valley HOAs, etc.

WATERWORKS DISTRICT NO. 8



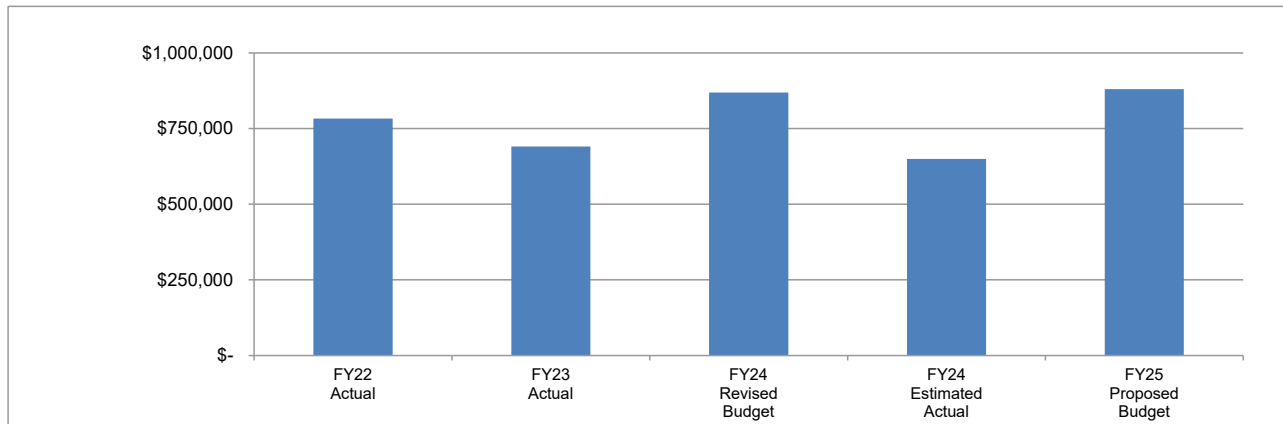
Utility Billing - 7614645

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 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Expenditures	\$ 783,067	\$ 690,890	\$ 868,888	\$ 650,084	\$ 880,281



BUDGET ADJUSTMENTS

NONE



WATERWORKS DISTRICT NO. 8

Utility Billing (continued)

KEY ACCOMPLISHMENTS IN FY24

- Processed approximately \$45,097,401 in water utility bills within 1 day of receipt of the meter read data.
- Processed approximately \$2,149,171 in sanitation bills within 1 day of receipt of the meter read data.
- Processed approximately 152,453 water and sanitation utility bills.
- Processed clean-up of residential sewer accounts and provided refunds or billed accounts that were incorrectly suspended from billing.
- Processed approximately 411 re-payment plans and re-cooped approximately \$696,765 in water bill payments delinquent due to the COVID pandemic hardship.
- Assisted 123 customers with delinquent water bills to apply for billing assistance through LIHWAP, re-cooping approximately \$146,686 in delinquent water bill payments.

GOALS FOR FY25

- Process all Golden State Water Sanitation Customer's Bills within 1-2 working days of receipt of billing data from Golden State Water.
- Promote the Automatic Debit Program to customers in an effort 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.
- Reduce cost and the number of failed e-check payments by migrating all online and phone utility payment processing to Tyler Payments

WATERWORKS DISTRICT NO. 8



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 \$ (2,812,503) \$ (2,812,503) \$ (2,120,001)

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Revenues					
34001 - Interest on Investments	(24,029)	(54,071)	20,000	20,000	20,000
36002 - State Assistance	-	-	-	-	-
37479 - Capital Improvement Charges	500,070	30,850	100,000	673,600	65,000
38199 - Contributed Infrastructure	242,300	1,098,677	-	-	-
Total Revenues	\$ 718,341	\$ 1,075,456	\$ 120,000	\$ 693,600	\$ 85,000
Expenditures					
46100 - Reimb to General Fund	2,951	2,951	1,098	1,098	872
47100 - Reclass of Cap Purchases to FA	(143,095)	(19,861)	-	-	-
48600 - Construction Contracts	232,073	73,801	9,705,347	-	825,000
Total Expenditures	\$ 91,929	\$ 56,891	\$ 9,706,445	\$ 1,098	\$ 825,872

ENDING WORKING CAPITAL BALANCE \$ (2,712,529) \$ (12,398,948) \$ (2,120,001) \$ (2,860,873)



WATERWORKS DISTRICT NO. 8

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 **\$ 16,620,799 \$ 16,620,799 \$ 11,708,823**

	FY22 Actual	FY23 Actual	FY24 Revised Budget	FY24 Estimated Actual	FY25 Proposed Budget
Revenues					
34001 - Interest on Investments	-	-	-	-	-
36002 - State Assistance	-	-	3,000	3,000	3,000
38001 - Sale of Surplus Property	25,750	-	-	-	-
39100 - Transfer from General Fund	-	-	-	-	35,528
39761 - Transfer from Waterworks.	499,000	13,361,885	1,000,000	1,000,000	375,000
Total Revenues	\$ 524,750	\$ 13,361,885	\$ 1,003,000	\$ 1,003,000	\$ 413,528
Expenditures					
44010 - Professional/Special Services	228,724	47,189	429,192	415,000	145,000
46100 - Reimb to General Fund	25,710	25,710	4,976	4,976	40,514
47030 - Vehicles	10	503,600	646,380	200,000	375,000
47099 - Reclass of FA to Cap Purchases	(1,366,217)	-	-	-	-
47100 - Reclass of Cap Purchases to FA	(16)	(2,718,882)	-	-	-
48500 - Maintenance Contracts	795,649	2,383,478	17,990,640	4,770,000	1,912,500
48600 - Const Contracts	634,301	-	4,175,000	525,000	200,000
Total Expenditures	\$ 318,161	\$ 241,096	\$ 23,246,187	\$ 5,914,976	\$ 2,673,014 *
ENDING BALANCE Surplus/(deficit)		\$ 6,218,892	\$ (5,622,388)	\$ 11,708,823	\$ 9,449,337
CAPITAL RESERVE				6,643,300	6,643,300
WORKING CAPITAL AFTER RESERVES				\$ 5,065,523	\$ 2,806,037

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

WATERWORKS DISTRICT NO. 8



PUBLIC WORKS - WATERWORKS FY2024-25 POLICY ITEM REQUEST

TITLE: Reclassification of City Engineer to Assistant Public Works Director
AMOUNT : \$18,049
ACCOUNT: Various
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Salaries and Benefits, Engineering	1004080	6,137
Salaries and Benefits, Sanitation	7004205	5,956
Salaries and Benefits, Waterworks	7614640	5,956
TOTAL:		\$18,049

The Department requests the following positions be converted permanently as previously authorized by memo and requests for recruitments.

1. Upgrade one City Engineer to Assistant Public Works Director as previously approved. (Engineering 1004180) Position # 246211822.

These changes 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 changes be made permanent for FY 24-25.

Note: The positions are currently filled at the classification levels stated above.



WATERWORKS DISTRICT NO. 8

PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Water Rate Study/Publications and Notices

AMOUNT : \$200,000

ACCOUNT: 7614605-44010

PRIORITY: 2

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Proff/Special Services - Water Rate Study	175,000
Proff/Special Services - Publications and Notices	<u>25,000</u>
TOTAL:	\$200,000

The Department of Public Works Waterworks District No. 8 (District) is requesting funds to conduct a Water Rate Study. A consultant would assess and evaluate the District's existing water rates and provide recommendations for future rates to fund all maintenance and operations of the District. The cost for publication, printing, and distribution of notices to customers is also included.

WATERWORKS DISTRICT NO. 8



PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: AWWA/CWEA Tri-State Conferences

AMOUNT : \$2,000

ACCOUNT: 7614605-42720

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Travel - AWWA Conference	1,000
Travel - CWEA Tri-State Conference	1,000
TOTAL:	\$2,000

The Department of Public Works Waterworks District No. 8 is requesting additional funds for travel conferences due to increased costs and sending additional staff. An additional \$1,000 is needed for the increased cost of the AWWA 2025 Conference (Anaheim) an additional \$1,000 is needed to send 2 additional staff members, Engineering and Environmental Compliance, to the CWEA Tri-State Conference (Las Vegas). The Tri-State Conference provides affordable, high-quality education to water and wastewater professionals from the western United States through an annual three-day seminar. The seminar is designed to provide professional development, technology exposure, networking opportunities, and continuing education.



WATERWORKS DISTRICT NO. 8

PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Vehicle Equipment

AMOUNT : \$6,700

ACCOUNT: 7614640-42235

PRIORITY: 4

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Vehicle Equipment	6,700
TOTAL:		<u>\$6,700</u>

The Department of Public Works Waterworks District No. 8 is requesting additional funds to outfit and transfer the proposed FY2024-25 replacement vehicles with necessary safety and communication equipment. Five new vehicles have been requested for replacement which will require: bed-liner, d-rings, emergency lighting, and communications equipment.

WATERWORKS DISTRICT NO. 8



PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Water Purchase
AMOUNT : \$3,025,000
ACCOUNT: 7614640-42540, 42541
PRIORITY: 5

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN			
	Water Purchase	7614640-42540	3,000,000
	Recycled Water	7614640-42541	25,000
TOTAL:			\$3,025,000

The Department of Public Works Waterworks District No. 8 is requesting additional funds for the increased demand for water purchases and the supplier rate increases.



WATERWORKS DISTRICT NO. 8

PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Cross Connection Permit/Large Water Systems Permit

AMOUNT : \$5,000

ACCOUNT: 7614640-44010

PRIORITY: 6

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Proff Services - Cross Connection Permit	3,000
Proff Services - Large Water Systems Permit	2,000
TOTAL:	<u>\$5,000</u>

The Department of Public Works Waterworks District No. 8 (District) is requesting additional funds for an increase in County and State permit fees. Ventura County administers the District's Cross Connection Program. The requested funds will cover the increased cost of services for the next fiscal year and align with the 5-year contract cost. The State Large Water Systems Permit allows municipal delivery of potable water to the residents of Simi Valley. The additional funds will cover the increased cost of the Permit for FY2024-25.

WATERWORKS DISTRICT NO. 8



PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Spatial Wave Software Annual Fee/Spatial Wave Software Setup Fee
AMOUNT : \$60,480
ACCOUNT: 7614640-44490
PRIORITY: 7

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN

Other Contracted Services:	
Spatial Wave Software Setup Fee	59,580 one-time
Spatial Wave Software Annual Fee	900 recurring
TOTAL:	60,480

The Department of Public Works Waterworks District No. 8 (District) is requesting additional funds to replace the District's Sedaru software. The City entered into a contract with Sedaru for work order management software in October 2018, and a third amendment extended the contract through September 2025. However, in March 2021, Aquatic Informatics acquired Sedaru and recently announced that the City would no longer have access to the software after September 2024. This software is crucial for the City's operations, particularly the Waterworks Division, and its unavailability will lead to operational disruptions. Information services and Waterworks staff evaluated 4 different systems that could replace Sedaru. Spatial Wave was selected as the replacement software. The funding request will cover a one-time setup fee and the annual license increase over the ongoing software.



WATERWORKS DISTRICT NO. 8

PUBLIC WORKS - WATERWORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Four AutoCAD AEC License

AMOUNT : \$27,000

ACCOUNT: 7614605-42560, 7004205-42560

PRIORITY: 8

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Operating Supplies:			
Waterworks	7614605-42560		13,500
Sanitation	7004205-42560		13,500
TOTAL:			\$27,000

The Public Works Department requests funds for four (4) additional AutoCAD AEC, Architecture Engineering & Construction, subscriptions. The department currently has 16 user licenses but anticipates needing 4 additional as new employees are hired. Individual subscriptions for AutoCAD AEC are estimated at \$10,125 each, for a three-year license. The cost for the 4 additional subscriptions is \$40,500. The total cost of the license will be split between the General Fund (100), Waterworks Fund (761), and Sanitation (700), each contributing \$13,500. The General Fund has adequate funds in there operating budget for its portion. This request is for the difference needed in Funds 761 and 700. The pricing will be prorated to align with our current contract and licensing terms.

AutoCAD AEC 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.

WATERWORKS DISTRICT NO. 8



PUBLIC WORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Study of the Public Works Inspector for Waterworks

AMOUNT : \$5,000

ACCOUNT: 7614605-44010

PRIORITY: 9

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

Professional Services	5,000
TOTAL:	\$5,000

The Waterworks Division requests HR work with an outside consultant to create a position with the title of Waterworks Inspector and identify the associated salary for the Public Works (Waterworks) Inspector position. The study of the PW Waterworks Inspector should include the requirement to possess and maintain a Distribution 3 Certification with the State Water Resource Control Board Water. The position requires the use of the Greenbook and extensive knowledge and use of the AWWA Standards and the District's Water Design and Construction Standards. This position was not included in the Waterworks Operator series compensation adjustment and now falls below the Waterworks Operator III position. The required technical qualifications for this position should be relative to the level of compensation.

SUPPLEMENTAL SCHEDULES





SUPPLEMENTAL SCHEDULES

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GR40	Accounting Assistant I	\$ 19.4172	- \$ 24.7417	04/24/2023
GR40	Accounting Assistant II	\$ 21.3424	- \$ 27.2610	04/24/2023
MS24	Accounting Projects Analyst	\$ 39.2106	- \$ 50.2729	04/10/2023
MS24	Accounting Specialist	\$ 31.5589	- \$ 40.3255	04/10/2023
MS24	Accounting Supervisor	\$ 43.7008	- \$ 56.1109	04/10/2023
GR40	Accounting Technician I	\$ 21.1333	- \$ 26.9640	04/24/2023
TH59	Accounting Technician I (Temps)	\$ 21.1333	- \$ 26.9640	04/24/2023
GR40	Accounting Technician II	\$ 23.4766	- \$ 29.9563	04/24/2023
MS24	Administrative Assistant	\$ 28.3041	- \$ 36.0951	04/10/2023
TH59	Administrative Intern	\$ 21.3400	- \$ 27.2300	06/20/2011
MS24	Administrative Officer	\$ 47.9608	- \$ 61.6481	04/10/2023
ME20	Administrative Services Director (Confidential)	\$ 71.9540	- \$ 93.5395	05/08/2023
GR40	Administrative Technician	\$ 25.8858	- \$ 33.0476	04/24/2023
MS24	Assistant City Attorney	\$ 63.0359	- \$ 81.2461	04/10/2023
MS24	Assistant City Clerk	\$ 40.1880	- \$ 52.2444	04/10/2023
ME20	Assistant City Manager	\$ 75.5620	- \$ 98.2308	04/10/2023
ME20	Assistant City Manager (Confidential)	\$ 75.5620	- \$ 98.2308	05/08/2023
MS24	Assistant Community Services Manager	\$ 32.4762	- \$ 41.5186	04/10/2023
MS24	Assistant Engineer	\$ 40.0518	- \$ 51.3669	04/10/2023
TH59	Assistant Engineer (Temps)	\$ 40.0518	- \$ 51.3669	04/10/2023
MS24	Assistant Planner	\$ 34.4598	- \$ 44.0972	04/10/2023
PM22	Assistant Police Chief (formerly Deputy Police Chief)	\$ 74.6389	- \$ 96.2491	04/10/2023
MS24	Assistant Public Works Director	\$ 69.0711	- \$ 89.0916	04/10/2023
MS24	Assistant to the City Manager	\$ 55.0168	- \$ 70.8211	04/10/2023
MS24	Assistant Waterworks Services Manager	\$ 45.5396	- \$ 58.5012	04/10/2023
MS24	Associate Engineer	\$ 43.8257	- \$ 56.2730	04/10/2023
MS24	Associate Planner	\$ 39.2754	- \$ 50.3570	04/10/2023
MS24	Budget & Administration Manager	\$ 46.4206	- \$ 59.6115	04/10/2023
MS24	Budget Officer	\$ 49.8411	- \$ 64.0929	04/10/2023
GR40	Building Inspector I	\$ 27.4810	- \$ 35.0499	04/24/2023
GR40	Building Inspector II	\$ 30.2423	- \$ 38.5592	04/24/2023
GR40	Building Maintenance Technician	\$ 22.3325	- \$ 28.5152	04/24/2023
PC21	Chief of Police	\$ 97.4144	- \$ 126.6384	04/10/2023
MA02	City Attorney (Confidential)	\$ 93.8408	- \$ 121.9919	07/04/2022
MS24	City Clerk	\$ 56.5381	- \$ 68.9908	04/10/2023
MS24	City Engineer	\$ 62.9370	- \$ 81.1181	04/10/2023
MC01	City Manager (Confidential)	\$ 124.0520	- \$ 148.8626	05/08/2023
MS24	Code Compliance Manager	\$ 45.6223	- \$ 58.4327	04/10/2023
MS24	Code Compliance Officer	\$ 32.0409	- \$ 40.9528	04/10/2023
MS24	Code Enforcement Supervisor	\$ 41.6071	- \$ 53.3893	04/10/2023
GR40	Code Enforcement Technician	\$ 23.7516	- \$ 30.3413	04/24/2023
MS24	Communication Systems Coordinator	\$ 46.8934	- \$ 60.2612	04/10/2023
MS24	Communications Manager	\$ 44.4291	- \$ 57.0573	04/10/2023
GD40	Communications Supervisor	\$ 32.2006	- \$ 41.1785	04/24/2023
GR40	Community Services Aide	\$ 18.4600	- \$ 23.5756	04/24/2023
TH59	Community Services Aide (Temps)	\$ 18.4600	- \$ 23.5756	04/24/2023
MS24	Community Services Coordinator	\$ 36.6770	- \$ 46.9796	04/10/2023
ME20	Community Services Director	\$ 70.4208	- \$ 91.5471	04/10/2023
MS24	Community Services Manager	\$ 43.7621	- \$ 56.1901	04/10/2023
GR40	Community Services Technician	\$ 23.4986	- \$ 29.9893	04/24/2023
MY10	Council Member (incl. Mayor/Mayor Pro-tem)*	\$ 6.9390	- \$ 6.9390	06/20/2011
GR40	Counter Services Technician I	\$ 25.8308	- \$ 32.9486	04/24/2023
GR40	Counter Services Technician II	\$ 28.4162	- \$ 36.2490	04/24/2023
GR40	Counter Technician	\$ 28.5371	- \$ 36.4031	04/24/2023
MS24	Crime Analysis and Prevention Manager	\$ 44.2537	- \$ 56.7943	04/10/2023
MS24	Crime Analyst	\$ 35.5113	- \$ 45.4644	04/10/2023
GR40	Crime Analyst Technician	\$ 25.7906	- \$ 32.9933	04/24/2023
GR40	Crime Scene Investigator I	\$ 28.4051	- \$ 36.2600	04/24/2023
GR40	Crime Scene Investigator II	\$ 31.2654	- \$ 39.9014	04/24/2023

SUPPLEMENTAL SCHEDULES



Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GR40	Crime Scene Investigator Trainee	\$ 22.3105 -	\$ 28.4381	04/24/2023
TX57	Crossing Guard (Temps)	\$ 15.5000 -	\$ 15.5000	01/01/2023
MS24	Cultural Arts Center Technical Coordinator	\$ 30.9674 -	\$ 39.5789	04/10/2023
GR40	Custodian	\$ 19.3731 -	\$ 24.7197	04/24/2023
TH59	Custodian (Temps)	\$ 19.3731 -	\$ 24.7197	04/24/2023
GR40	Customer Service Representative	\$ 20.8032 -	\$ 26.5569	04/24/2023
TH59	Customer Service Representative (Temps)	\$ 20.8032 -	\$ 26.5569	04/24/2023
MS24	Customer Services Manager	\$ 44.4292 -	\$ 57.0573	04/24/2023
MS24	Customer Services Supervisor	\$ 35.7724 -	\$ 45.9675	04/10/2023
MS24	Deputy Administrative Services Director (Fiscal Services)	\$ 56.7845 -	\$ 73.1193	04/10/2023
MS24	Deputy Administrative Services Director (Information Services)	\$ 63.3928 -	\$ 81.7097	04/10/2023
MS24	Deputy Administrative Services Director (Support Services)***	\$ 52.0696 -	\$ 66.9904	04/10/2023
MS24	Deputy Administrative Services Director (Budget & Purchasing)***	\$ 52.0696 -	\$ 66.9904	07/01/2023
MS24	Deputy Building Official	\$ 47.4329 -	\$ 60.0918	04/10/2023
MS24	Deputy Building Official/Plan Check	\$ 52.1555 -	\$ 66.0416	04/10/2023
MS24	Deputy City Attorney	\$ 52.0811 -	\$ 67.7054	04/10/2023
MS24	Deputy City Clerk	\$ 28.3041 -	\$ 36.0951	04/10/2023
MS24	Deputy City Manager	\$ 65.0783 -	\$ 83.9010	04/10/2023
MS24	Deputy Community Services Director	\$ 56.5964 -	\$ 72.8752	04/10/2023
MS24	Deputy Director/Economic Development	\$ 60.3034 -	\$ 75.4953	04/10/2023
MS24	Deputy Director/Housing & Special Projects	\$ 56.5964 -	\$ 72.8752	04/10/2023
MS24	Deputy Director/Police Administration & Communication	\$ 57.8562 -	\$ 74.5128	04/10/2023
MS24	Deputy Director/Traffic Engineer	\$ 62.9370 -	\$ 81.1182	04/10/2023
MS24	Deputy Environmental Services Director	\$ 56.5964 -	\$ 72.8752	04/10/2023
MS24	Deputy Environmental Services Director (Building Official)	\$ 57.7908 -	\$ 74.4271	04/10/2023
MS24	Deputy Environmental Services Director (City Planner)	\$ 58.7910 -	\$ 75.7280	04/10/2023
MS24	Deputy Human Resources Director (Confidential)	\$ 61.7133 -	\$ 79.5268	05/08/2023
MS24	Deputy Public Works Director (Administration)	\$ 57.8562 -	\$ 74.5128	04/10/2023
MS24	Deputy Public Works Director (Development Services)	\$ 57.3926 -	\$ 73.9101	04/10/2023
MS24	Deputy Public Works Director (Environmental Compliance)	\$ 57.0797 -	\$ 73.5040	04/10/2023
MS24	Deputy Public Works Director (Maintenance Services Engineer)	\$ 57.3926 -	\$ 73.9101	04/10/2023
MS24	Deputy Public Works Director (Maintenance Services)	\$ 57.0797 -	\$ 73.5040	04/10/2023
MS24	Deputy Public Works Director (Sanitation Services)	\$ 57.0797 -	\$ 73.5040	04/10/2023
MS24	Deputy Public Works Director (Transit)	\$ 56.5964 -	\$ 72.8752	04/10/2023
MS24	Deputy Public Works Director (Waterworks Services)	\$ 57.0797 -	\$ 73.5040	04/10/2023
MS24	Digital & Print Media Coordinator	\$ 38.3915 -	\$ 49.2086	04/10/2023
GR40	Electrical Inspector	\$ 31.7385 -	\$ 40.4845	04/24/2023
MS24	Emergency Services Coordinator	\$ 38.3915 -	\$ 49.2086	04/10/2023
MS24	Emergency Services Manager	\$ 44.2101 -	\$ 56.7730	04/10/2023
GR40	Engineering Aide	\$ 23.5976 -	\$ 30.0993	04/24/2023
GR40	Engineering Technician	\$ 27.8040 -	\$ 35.4737	04/24/2023
MS24	Enterprise Systems Analyst	\$ 51.1044 -	\$ 65.7351	04/10/2023
GR40	Environmental Compliance Inspector	\$ 29.7222 -	\$ 38.5592	04/24/2023
MS24	Environmental Compliance Program Analyst	\$ 36.9182 -	\$ 47.2932	04/10/2023
MS24	Environmental Compliance Program Coordinator	\$ 41.6071 -	\$ 53.3893	04/10/2023
ME20	Environmental Services Director	\$ 70.4032 -	\$ 91.5233	04/10/2023
MS24	Executive Assistant	\$ 36.6293 -	\$ 46.9178	04/10/2023
GR40	Field Laboratory Technician	\$ 23.9496 -	\$ 30.5614	04/24/2023
MS24	Fiscal Services Supervisor	\$ 31.5587 -	\$ 40.3255	04/10/2023
MS24	Geographic Information Services (GIS) Coordinator	\$ 49.2385 -	\$ 63.2747	04/10/2023
GR40	Geographic Information System Technician	\$ 35.7539 -	\$ 45.5780	04/24/2023
MS24	Graphics Media Coordinator	\$ 38.3915 -	\$ 49.2086	04/10/2023
GR40	Graphics/Support Services Technician	\$ 23.4215 -	\$ 29.9122	04/24/2023
GR40	Heavy Equipment Operator	\$ 23.4215 -	\$ 29.9122	04/24/2023
MS24	Home Rehabilitation Coordinator	\$ 36.7905 -	\$ 47.1272	04/10/2023
MS24	Human Resources Analyst	\$ 39.3178 -	\$ 50.4130	04/10/2023
GR40	Human Resources Technician	\$ 21.3203 -	\$ 27.2610	04/24/2023
TH59	Human Resources Technician (Temps)	\$ 21.3203 -	\$ 27.2610	04/24/2023
GR40	Industrial Painter	\$ 32.1654 -	\$ 41.0790	04/24/2023



SUPPLEMENTAL SCHEDULES

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
MS24	Information Services Analyst I	\$ 39.4091	- \$ 50.5321	04/10/2023
MS24	Information Services Analyst II	\$ 42.8154	- \$ 54.9585	04/10/2023
GR40	Instrumentation Technician	\$ 34.4305	- \$ 43.9437	04/24/2023
GR40	Inventory Support Specialist	\$ 19.7582	- \$ 25.2478	04/24/2023
GM25	Inventory Support Specialist (Y-Rated)	\$ 28.7100	- \$ 28.7100	10/02/2017
MH25	Investigative Assistant (formerly Court Liaison)	\$ 26.2929	- \$ 33.5537	04/10/2023
MS24	Laboratory Chemist	\$ 41.3892	- \$ 53.1053	04/10/2023
MS24	Laboratory Supervisor	\$ 45.4957	- \$ 58.4438	04/10/2023
GR40	Laboratory Technician	\$ 29.2082	- \$ 37.2831	04/24/2023
MS24	Landscape Architect	\$ 48.8703	- \$ 62.8313	04/10/2023
TX57	Lead Crossing Guard (Temps)	\$ 16.5000	- \$ 16.5000	01/01/2023
MS24	Legal Administrative Assistant	\$ 29.5892	- \$ 37.7658	04/10/2023
GR40	Legal Technician	\$ 21.3424	- \$ 27.2390	04/24/2023
MS24	Maintenance Superintendent	\$ 45.0302	- \$ 57.8391	04/10/2023
MS24	Maintenance Supervisor	\$ 36.4893	- \$ 46.7350	04/10/2023
GR40	Maintenance Worker I	\$ 19.3731	- \$ 24.7197	04/24/2023
TH59	Maintenance Worker I (Temps)	\$ 19.3731	- \$ 24.7197	04/24/2023
GR40	Maintenance Worker II	\$ 21.3424	- \$ 27.2610	04/24/2023
TH59	Maintenance Worker II (Temps)	\$ 21.3424	- \$ 27.2610	04/24/2023
GR40	Maintenance Worker III	\$ 23.4986	- \$ 29.9893	04/24/2023
MS24	Management Analyst	\$ 38.3915	- \$ 49.2086	04/10/2023
MS24	Management Assistant	\$ 30.0290	- \$ 38.3371	04/10/2023
GR40	Mechanic I	\$ 22.3874	- \$ 28.5921	04/24/2023
GR40	Mechanic II	\$ 27.9541	- \$ 35.6880	04/24/2023
GR40	Nutrition Services Worker	\$ 18.4600	- \$ 23.5756	04/24/2023
GR40	Office Assistant I	\$ 18.5260	- \$ 18.5260	04/24/2023
TH59	Office Assistant I (Temps)	\$ 18.5260	- \$ 18.5260	04/24/2023
GR40	Office Assistant II	\$ 18.5260	- \$ 23.5316	04/24/2023
TH59	Office Assistant II (Temps)	\$ 18.5260	- \$ 23.5316	04/24/2023
GR40	Office Specialist I	\$ 19.4502	- \$ 24.7087	04/24/2023
TH59	Office Specialist I (Temps)	\$ 19.4502	- \$ 24.7087	04/24/2023
GR40	Office Specialist II	\$ 21.3424	- \$ 27.2390	04/24/2023
TH59	Office Specialist II (Temps)	\$ 21.3424	- \$ 27.2390	04/24/2023
MS24	Payroll Coordinator	\$ 44.8637	- \$ 57.6198	04/10/2023
MS24	Permit Services Coordinator	\$ 35.3332	- \$ 45.9375	04/10/2023
VP90	Planning Commissioner**	\$ 3.1354	- \$ 3.1354	06/21/2010
TH59	Planning Intern (Temps)	\$ 21.7400	- \$ 27.7300	06/20/2011
GR40	Planning Technician	\$ 27.7561	- \$ 35.5119	04/24/2023
GR40	Plans Examiner	\$ 30.2423	- \$ 38.5592	04/24/2023
GR40	Plant Electrician	\$ 29.8132	- \$ 38.0422	04/24/2023
GR40	Plant Maintenance Program Technician	\$ 31.3094	- \$ 39.9344	04/24/2023
MS24	Plant Maintenance Supervisor	\$ 39.3564	- \$ 50.4627	04/10/2023
GR40	Plant Maintenance Technician I	\$ 29.2420	- \$ 37.3072	04/24/2023
GR40	Plant Maintenance Technician II	\$ 32.1639	- \$ 41.0380	04/24/2023
GR40	Plant Maintenance Technician III	\$ 35.3772	- \$ 45.1418	04/24/2023
MS24	Plant Operations Manager	\$ 46.4882	- \$ 59.7342	04/10/2023
MS24	Plant Operations Supervisor	\$ 39.3564	- \$ 50.4627	04/10/2023
GR40	Plant Operator I	\$ 29.6238	- \$ 37.8589	04/24/2023
GR40	Plant Operator II	\$ 32.3525	- \$ 41.3006	04/24/2023
GR40	Plant Operator III	\$ 35.6124	- \$ 45.4306	04/24/2023
GR40	Plant Operator Trainee	\$ 22.5641	- \$ 28.8448	04/24/2023
MS24	Plant Support Systems Manager	\$ 46.4882	- \$ 59.7342	04/10/2023
GR40	Plumbing/Mechanical Inspector	\$ 29.9420	- \$ 38.1929	04/24/2023
PM22	Police Commander	\$ 63.5755	- \$ 81.8872	04/10/2023
MS24	Police Communications & Records Manager	\$ 48.8720	- \$ 62.7630	04/10/2023
GD40	Police Dispatcher	\$ 27.9761	- \$ 35.6989	04/24/2023
TH59	Police Dispatcher (Temps)	\$ 27.9761	- \$ 35.6989	04/24/2023
GD40	Police Dispatcher Trainee	\$ 24.7527	- \$ 24.7527	04/24/2023
GR40	Police Maintenance Coordinator	\$ 27.6240	- \$ 35.2589	04/24/2023

SUPPLEMENTAL SCHEDULES



Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
GR40	Police Maintenance Specialist	\$ 23.4436	\$ 29.9233	04/24/2023
MS24	Police Maintenance Supervisor	\$ 33.5086	\$ 42.8611	04/10/2023
PO30	Police Officer ¹	\$ 33.7187	\$ 51.2986	04/10/2023
GP31	Police Officer Trainee	\$ 29.5039	\$ 29.5039	04/10/2023
MS24	Police Records Manager	\$ 40.1880	\$ 52.2445	04/10/2023
MS24	Police Records Supervisor	\$ 35.5113	\$ 45.4644	04/10/2023
GR40	Police Records Technician I	\$ 19.2521	\$ 24.5767	04/24/2023
GR40	Police Records Technician II	\$ 20.8253	\$ 26.6670	04/24/2023
PO30	Police Sergeant ¹	\$ 44.1038	\$ 67.0083	04/10/2023
GR40	Police Services Officer	\$ 21.2213	\$ 27.1070	04/24/2023
MS24	Police Services Supervisor	\$ 33.6767	\$ 43.0791	04/10/2023
MS24	Principal Engineer	\$ 57.3926	\$ 73.9101	04/10/2023
TH59	Principal Engineer (Temps)	\$ 57.3926	\$ 73.9101	04/10/2023
MS24	Principal Information Services Analyst	\$ 51.4376	\$ 66.1684	04/10/2023
MS24	Principal Planner/Zoning Administrator	\$ 51.1984	\$ 65.8578	04/10/2023
GR40	Printer	\$ 19.5381	\$ 24.9177	04/24/2023
GR40	Property Officer	\$ 26.3589	\$ 33.6418	04/24/2023
GR40	Property Technician	\$ 23.3886	\$ 29.8243	04/24/2023
ME20	Public Works Director	\$ 76.7197	\$ 99.7358	04/10/2023
GR40	Public Works Inspector	\$ 30.4293	\$ 38.8013	04/24/2023
GR40	Recording Secretary	\$ 22.4424	\$ 28.6252	04/24/2023
MS24	Risk Manager	\$ 49.8502	\$ 64.1045	04/10/2023
MS24	Senior Accountant	\$ 43.9460	\$ 56.4291	04/10/2023
MS24	Senior Administrative Officer	\$ 49.5392	\$ 63.7404	07/04/2022
MS24	Senior Assistant City Attorney	\$ 69.2658	\$ 89.3449	04/10/2023
MS24	Senior Assistant City Attorney (Confidential)	\$ 69.2658	\$ 89.3449	05/08/2023
GR40	Senior Building Inspector	\$ 33.2346	\$ 42.4317	04/24/2023
MS24	Senior Code Compliance Officer	\$ 36.4977	\$ 46.7462	04/10/2023
MS24	Senior Crime Analyst	\$ 44.2537	\$ 56.7943	04/10/2023
GR40	Senior Custodian	\$ 23.4986	\$ 29.9893	04/24/2023
GR40	Senior Customer Service Representative	\$ 23.9167	\$ 30.5064	04/24/2023
MS24	Senior Engineer	\$ 50.0680	\$ 64.3879	04/10/2023
GR40	Senior Engineering Technician	\$ 32.4755	\$ 41.4636	04/24/2023
MS24	Senior Human Resources Analyst	\$ 44.8637	\$ 57.6198	04/10/2023
MS24	Senior Human Resources Analyst (Confidential)	\$ 44.8637	\$ 57.6198	05/08/2023
GR40	Senior Human Resources Technician	\$ 23.4766	\$ 29.9563	04/24/2023
MS24	Senior Information Services Analyst	\$ 46.8934	\$ 60.2612	04/10/2023
GR40	Senior Instrumentation Technician	\$ 37.8625	\$ 48.3381	04/24/2023
GR40	Senior Laboratory Technician	\$ 32.0026	\$ 40.8805	04/24/2023
MS24	Senior Management Analyst	\$ 44.2101	\$ 56.7730	04/10/2023
TH59	Senior Management Analyst (Temps)	\$ 44.2101	\$ 56.7730	04/10/2023
MS24	Senior Planner	\$ 44.8164	\$ 57.5600	04/10/2023
PO30	Senior Police Officer ¹	\$ 36.5460	\$ 54.5880	04/10/2023
GR40	Senior Police Records Technician	\$ 24.9728	\$ 31.8265	04/24/2023
GT40	Senior Transit Dispatcher	\$ 21.7054	\$ 27.6901	04/24/2023
GR40	Senior Tree Trimmer	\$ 25.8748	\$ 33.0257	04/24/2023
MS24	Staff Accountant	\$ 38.5885	\$ 49.4654	04/10/2023
TH59	Staff Accountant (Temps)	\$ 38.5885	\$ 49.4654	04/10/2023
MS24	Supervising Building Inspector	\$ 39.9432	\$ 51.2256	04/10/2023
MS24	Supervising Public Works Inspector	\$ 39.9432	\$ 51.2256	04/10/2023
GR40	Support Services Worker	\$ 18.5590	\$ 23.6856	04/24/2023
TH59	Temp Salaried Hourly (Temps/Mgt)	\$ 15.5000	\$ 36.9600	01/01/2023
GR40	Theater Technician I	\$ 16.4300	\$ 16.9871	04/24/2023
GR40	Theater Technician II	\$ 17.8220	\$ 22.7615	04/24/2023
TH59	Theater Technician II (Temps)	\$ 17.8220	\$ 22.7615	04/24/2023
GT40	Transit Coach Operator	\$ 22.5195	\$ 28.7792	04/24/2023
TT59	Transit Coach Operator (Temps)	\$ 22.5195	\$ 28.7792	04/24/2023
GT40	Transit Coach Operator Trainee	\$ 22.5195	\$ 22.5195	04/24/2023



SUPPLEMENTAL SCHEDULES

Group BU	Job Classification	Hourly Min	Hourly Max	Effective Date
TT59	Transit Coach Operator Trainee (Temps)	\$ 22.5195	\$ 22.5195	04/24/2023
GT40	Transit Dispatcher	\$ 20.2863	\$ 25.8969	04/24/2023
MS24	Transit Finance Manager	\$ 43.7363	\$ 56.1569	04/10/2023
GT40	Transit Operations Assistant	\$ 26.9200	\$ 34.3018	04/24/2023
MS24	Transit Operations Manager	\$ 44.2101	\$ 56.7730	04/10/2023
MS24	Transit Supervisor	\$ 34.0681	\$ 43.5883	04/10/2023
MS24	Treasury Officer	\$ 43.7898	\$ 56.2265	04/10/2023
GR40	Tree Trimmer I	\$ 21.3424	\$ 27.2830	04/24/2023
GR40	Tree Trimmer II	\$ 23.4986	\$ 30.0223	04/24/2023
GR40	Utilities Specialist	\$ 29.8243	\$ 38.0642	04/24/2023
GR40	Utility Services Specialist	\$ 35.1269	\$ 44.9950	04/24/2023
GR40	Victim Advocate	\$ 23.4215	\$ 29.9122	04/24/2023
MS24	Wastewater Collection System Supervisor	\$ 36.4893	\$ 46.7350	04/10/2023
GR40	Wastewater Collection System Technician I	\$ 22.8275	\$ 29.1092	04/24/2023
GR40	Wastewater Collection System Technician II	\$ 25.1047	\$ 32.0026	04/24/2023
GR40	Wastewater Collection System Technician Trainee	\$ 20.7483	\$ 26.4469	04/24/2023
TH59	Wastewater Collection System Technician Trainee (Temps)	\$ 20.7483	\$ 26.4469	04/24/2023
MS24	Water Distribution Supervisor	\$ 39.9289	\$ 51.2070	04/10/2023
MS24	Water Operations Supervisor	\$ 39.9289	\$ 51.2070	04/10/2023
MS24	Water Field Services Supervisor	\$ 39.9289	\$ 51.2070	04/10/2023
GR40	Waterworks Meter Reader	\$ 20.5393	\$ 26.1499	04/24/2023
GR40	Waterworks Operator I	\$ 26.6232	\$ 34.0579	04/24/2023
GR40	Waterworks Operator II	\$ 29.3313	\$ 37.4638	04/24/2023
GR40	Waterworks Operator III	\$ 33.1531	\$ 42.3228	04/24/2023
GR40	Waterworks Operator Trainee	\$ 24.4688	\$ 31.2199	04/24/2023
GR40	Waterworks Systems Technician	\$ 32.7286	\$ 41.7826	04/24/2023
TW59	Work Experience/Clerical (Temps)	\$ 15.5000	\$ 15.5000	01/01/2023
TW59	Work Experience/Maintenance (Temps)	\$ 15.5000	\$ 15.5000	01/01/2023
MS24	Workers' Compensation Adjuster I	\$ 30.0290	\$ 38.3371	04/10/2023
MS24	Workers' Compensation Adjuster II	\$ 33.0320	\$ 42.1708	04/10/2023
MS24	Workers' Compensation Manager	\$ 43.6977	\$ 56.1063	04/10/2023
MS24	Workers' Compensation Supervisor	\$ 39.3178	\$ 50.4130	04/10/2023

* 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).

*** With the adoption of the FY2023-24 Budget, the Deputy Administrative Services Director (Support Services) will be retitled as Deputy Administrative Services Director (Budget & Purchasing).

¹ The classifications of Police Officer, Police Sergeant, and Senior Police Officer are paid on a Step system as shown on the POA Salary Steps sheet.

Prior Revisions:

3-14-22, Reso. No. 2022-16

7-25-22, Reso. No. 2022-44



SUPPLEMENTAL SCHEDULES

DEPARTMENT REQUESTS NOT INCLUDED IN THE FY2024-25 BUDGET

SUPPLEMENTAL SCHEDULES



CITY ADMINISTRATION - HUMAN RESOURCES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Organizational Structure Analysis of Information Services Division

AMOUNT : \$35,000

ACCOUNT: 1001126

PRIORITY: 3

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Staffing Analysis Consultant	35,000
TOTAL:		<u>\$35,000</u>

The Administrative Services Department is requesting funding to hire a consultant to conduct a top to bottom analysis of the current and ideal staffing levels of the Information Services Division.

The Division is top heavy with a Deputy Director leading a team of fifteen. Nine of the fifteen are currently reporting directly to the Deputy Director, and only two of the nine have direct reports. Four of the nine are currently located at off-site facilities. The demands of the division have multiplied over the years as the number of technology systems that staff is responsible for have increased. The complexity of each system with regard to analysis, selection, design, testing, implementation, and maintenance of the systems is increasing and requiring a higher level of expertise.

A review of the structure of the division is needed to determine how many positions are needed, what positions/job duties are needed, and how best to distribute the work load in order to serve the needs of the City.

Many of the staff in the Information Services Division are at or near retirement eligibility. As positions become vacant, they can possibly be repurposed to better meet the needs of the City.



SUPPLEMENTAL SCHEDULES

CITY ATTORNEY'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Additional Outside Assistance for Legal Council
AMOUNT : 150,000
ACCOUNT: 1001205-41050
PRIORITY: 1

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN	
Outside Assistance	150,000
TOTAL:	<u>\$150,000</u>

In the FY 2023-24 budget, The City Attorney's office requested a one-time budget supplemental to cover the costs of outside legal as an additional resource to the on-staff Attorneys. The City will continue to use outside legal for certain assignments, such as the occasional need for "Arms-length" legal work.

As this will be an on-going expense, the City Attorney's office is again requesting additional funds added to the base budget.

SUPPLEMENTAL SCHEDULES



CITY ATTORNEY'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Temporary Position
AMOUNT : \$2,153
ACCOUNT: 1001205 - various
PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

City Attorney Temporary Salaries	41020	2,000
FICA	41660	124
Medicare	41650	29
TOTAL:		\$2,153

The City Attorney's Office is requesting funds in the amount of \$2,153 for a temporary position as needed.



SUPPLEMENTAL SCHEDULES

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increase in Recruitment
AMOUNT : \$18,250
ACCOUNT: 1001126-42770
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN	
Increase in Recruitment	18,250
TOTAL:	\$18,250

Additional funds are being requested in response to anticipated cost increases and includes the following:

- * Increase in CalOpps for recruitment platform services (\$250)
- * Executive recruitment services in the coming year (\$13,500)
- * Police Department Dispatch and promotional exams (\$1,000)
- * Job Fair registration fees (\$1,500)
- * Police Officer Trainee exams (\$1,500)
- * Oral Boards (\$500)

SUPPLEMENTAL SCHEDULES



CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Increase in Professional/Special Services
AMOUNT : \$55,000
ACCOUNT: 1002310-44010
PRIORITY: 2

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Professional/Special Services	55,000
TOTAL:	\$55,000

The Simi Valley Arts Commission is an advisory body to the City Council on matters pertaining to arts and culture in the City. As part of the Arts Commission's responsibilities established in their newly adopted Bylaws is to develop and implement a vision and master cultural plan for strengthening and growing arts and culture for the City of Simi Valley. Arts and culture improve quality of life, health, resilience, and the social and economic development of a community. It celebrates art, culture, and creativity; strengthens cultural equity, diversity, and inclusion; and integrates arts and culture through policy. An arts and culture plan would outline the vision, goals, and strategies that Simi Valley can pursue in order to ensure that every resident has access to arts and culture. Also, arts and culture master plans support the local arts economy, equitable access to arts and cultural opportunities, public art, tourism, and much more. Additional funding is being requested to hire a consultant to assist with developing a cultural plan for the City.



SUPPLEMENTAL SCHEDULES

CITY MANAGER'S OFFICE FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Citywide Rebranding Campaign
AMOUNT : \$75,000
ACCOUNT: 1001125-42430
PRIORITY: 4

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN

Professional Services	75,000
TOTAL:	\$75,000

The City’s logo and seal have never received a refresh since the City’s incorporation and the City is now in its 55th year. As the community evolves, the Public Information Office would like to showcase Simi Valley as a modern, desirable community for businesses and residents. Several communities that incorporated around the same time as Simi Valley have recently refreshed their logos and seals, highlighting the dated look of Simi Valley’s branding. This policy item will require engaging a consultant to revise the City’s branding, creating deliverables that can consistently tell Simi Valley’s story to the Community and working with staff and the community for buy-in.

SUPPLEMENTAL SCHEDULES



ENVIRONMENTAL SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Additional Funding for Overtime for the Building & Safety Division
AMOUNT : \$8,000
ACCOUNT: 1003030-41040
PRIORITY: 3

- One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Overtime	8,000
TOTAL:	\$8,000

The Environmental Services Department is requesting an increase of \$8,000 in the Overtime budget for the Building & Safety Division. The current budget is \$2,000 and the request would bring the budget to a total of \$10,000. The Division is staffed with newer Building Inspectors and Electrical Inspector as a result of several retirements. Due to the lower experience levels of newer staff and having a vacant position, the Division requires an increase in overtime hours to keep up with workload demands while providing the same level of customer service to the public.



SUPPLEMENTAL SCHEDULES

PUBLIC WORKS FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Maintenance Efficiency Study
AMOUNT : \$125,000
ACCOUNT: 1004120-44490
PRIORITY: 6

- One Time Expenditure
- Recurring Expenditure

COST BREAKDOWN

	Other Contract Services	125,000
TOTAL:		\$125,000

The Public Works Department is requesting additional funds to conduct an efficiency study to assess and evaluate the existing Maintenance Division operations. The study aims to provide recommendations to verify appropriate staffing levels and costs and to ensure adequate funding for all operations. The division comprises four sections: Streets, Landscaping, and Building. The study will also assess the funding, organizational needs, and staffing required to keep pace with the City's projected maintenance needs for all areas.

SUPPLEMENTAL SCHEDULES



NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Service for One iPhone and One iPad for Neighborhood Council

AMOUNT : \$1,200

ACCOUNT: 1001608-42150

PRIORITY: 15

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

	Non-Departmental - Communications	1,200
TOTAL:		<u>\$1,200</u>

Requesting cellular service for one iPhone and one iPad at an estimated cost of \$600/each per year for the Neighborhood Council Coordinator, which will be used during regularly scheduled evening meetings and communication with members of the public outside of the office during community outreach and other events. The Department has the equipment available. Equipment was purchased in FY 24.



SUPPLEMENTAL SCHEDULES

NON-DEPARTMENTAL - INFORMATION SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: iPhones for Police Maintenance Specialists

AMOUNT : \$2,300

ACCOUNT: 1001608-42200, 1001608-42150

PRIORITY: 16

One Time Expenditure

Recurring Expenditure

COST BREAKDOWN

		<u>Qty</u>	<u>Unit Cost</u>		
iPhones	42200	2	500	1,000	one time
Cases	42200	2	50	100	one time
Yearly Service	42150	2	600	1,200	recurring
TOTAL:				\$2,300	

The Police Maintenance Specialists offer crucial support in logistics coordination, critical incident response, and may respond to urgent maintenance matters after hours. By serving in this capacity, they need to be contacted quickly, and then make and/or receive several calls and/or text messages in order to coordinate the logistical provisions or contact vendors. The purchase of iPhones play a pivotal role in optimizing operational efficiency for Police Maintenance Specialists, and relieve them of the current practice of using their own personal phones.

SUPPLEMENTAL SCHEDULES



NON-DEPARTMENTAL - SUPPORT SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Reconfiguration Evaluation: Environmental Services Department
AMOUNT : \$2,500
ACCOUNT: 1001605-42235 (Furnishings & Equipment-Non-Capital) One Time Expenditure
PRIORITY: 19 Recurring Expenditure

COST BREAKDOWN		
	Cubical Reconfiguration Evaluation	2,500
TOTAL:		<u>\$2,500</u>

The Environmental Services Department is requesting an evaluation of existing workstations with the goal of reconfiguring the Department's workstations to align with supervisory structures and enhance communication and productivity. This will better accommodate the functional needs of the Department with the absorption of former Community Services staff, realignment of workload, proper sizing of the Planning Division, and changing demands related to process changes and development activity. This includes but is not limited to removing ledges, swapping out walls, and configuring cubicles in a different orientation to be more functional and productive of both work product and staff morale. This change will allow for increased privacy when handling sensitive matters and cooperative collaboration as work areas are better aligned between staff and management for a cohesive environment. Additionally, it will create appropriate storage space while not taking away from workstation space.



SUPPLEMENTAL SCHEDULES

NON-DEPARTMENTAL - SUPPORT SERVICES FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Cubical Reconfiguration: Police Department
AMOUNT : \$40,000
ACCOUNT: 1001605-42235 (furniture & equipment non-cap)
PRIORITY: 20

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

Property & Evidence Room Cubicle Reconfiguration	10,000
SET Team Cubicle Reconfiguration	30,000
TOTAL:	\$40,000

The Police Department is requesting budget for the reconfiguration of two areas within the facility as shown below:

Property Technician

In order to accommodate an additional Property Technician, a cubicle reconfiguration and extension is needed for the Property and Evidence Room. The extension ensures a dedicated and well-equipped workspace, fostering collaboration and operational efficiency without compromising the room's functionality.

SET Team

Concurrently, the Police Department is requesting, the construction of a new office in the SET Team area, which will require a reconfiguration of the existing cubicles in the same outer office area to address the workflow of the SET team, and accommodating additional staff.

SUPPLEMENTAL SCHEDULES



PUBLIC WORKS - VEHICLE REPLACEMENT FUND FY 2024-25 POLICY ITEM / CAPITAL ASSET PROPOSAL

TITLE: Vehicles and Furnishings & Equip - Non Cap
AMOUNT : \$90,000
ACCOUNT: 6519004-47030
PRIORITY: 1

One Time Expenditure
 Recurring Expenditure

COST BREAKDOWN

One Vehicle Purchase (PW Maintenance - Graffiti)	45,000
One Vehicle Purchase (PW Maintenance - Landscape)	45,000
TOTAL:	\$90,000

The Public Works Department requests the purchase of two (2) new 2WD Vehicles.

The Public Works Graffiti Division requests the purchase of a midsize extended Cab truck at a cost of approximately \$45,000. The vehicle will also need a Safety Light Bar, toolbox, bed cover, spray-on bed liner, and a lift gate, funded by the General Fund for \$15,000 not included in this Policy item, totaling \$60,000 for that vehicle's cost.

The Public Works Landscape Division requests the purchase of a midsize extended Cab truck, at a cost of approximately \$45,000. The vehicle will also need a Safety Light Bar, Tool Box, and Spray Bed liner funded by the General Fund for \$7,500 not included in this Policy Item, totaling \$52,500 for that vehicle's cost.

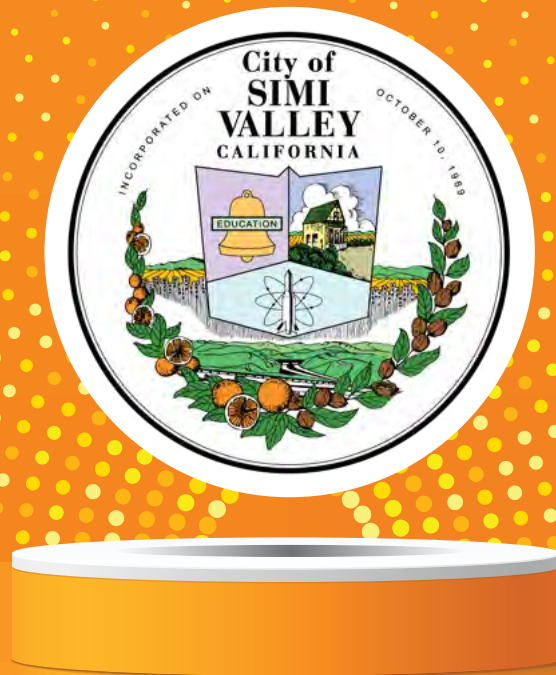
The Public Works Department requests these new vehicles to be midsize extended Cab trucks or equivalent models. Currently, the divisions are utilizing retained vehicles, which have become impractical to use due to their increasing maintenance costs and unreliability.

The total cost for this purchase is anticipated at approximately \$90,000, as summarized below.

An itemization with account information for the purchase of each vehicle is summarized below:

Landscape – (1) New 2WD Vehicle – 6519004-47030 – \$45,000
 Graffiti –(1) New 2WD Vehicle – 6519004-47030 – \$45,000

GLOSSARY & ACRONYMS





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.

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.



GLOSSARY (continued)

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.

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



GLOSSARY & ACRONYMS

GLOSSARY (continued)

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.

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

GLOSSARY & ACRONYMS



ACRONYMS AND INITIALISMS

ACFR

Annual Comprehensive Financial Report

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

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

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



GLOSSARY & ACRONYMS

ACRONYMS AND INITIALISMS (continued)

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

PA

Public Address

PBX

Private Branch Exchange

PCC

Portland Concrete Cement

PCI

Payment Card Industry

PEG

Public, Educational, and Governmental Funds

PEMHCA

Public Employees Medical and Hospital Care Act

PEP

Pretreatment Effluent Pumping

PLC

Programmable Logic Controllers

PMP

Pavement Management Program

POST

Police Officer Standardized Training



ACRONYMS AND INITIALISMS (continued)

PPE

Personal Protective Equipment

PROS

Post Release Offender Supervision Program

PSC

Simi Valley Public Services Center

RADAR

Radio Detection and Ranging Technology

RAS

Reverse Activated Sludge

RFP

Request For Proposal

RHNA

Regional Housing Need Assessment & Allocation

RMS

Records Management System

RWQCB

Regional Water Quality Control Board

SAP

Fully Integrated Computer Business Software Program Used by the City of Simi Valley

SB

Senate Bill

SB90

State Mandated Cost Recovery

SCADA

Supervisory Control and Data Acquisition

SCBA

self-Contained Breathing Apparatus

SCE

Southern California Edison

SCS

Sustainable Community Strategy

SEMS

Standardized Emergency Management System

SGR

State of Good Repair

SHO

Serious Habitual Offenders

SOU

Special Operations Unit

SRO

School Resource Officer

SSC

Schedule of Service Charges

SSMP

Sewer System Management Plan

SSO

Sanitary Sewer Overflow

SVMC

Simi Valley Municipal Code

SVPD

Simi Valley Police Department

SVT

Simi Valley Transit

SVTV

Simi Valley Television

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



GLOSSARY & ACRONYMS

ACRONYMS AND INITIALISMS (continued)

WAN

Wide Area Network

WDR

Wastewater Discharge Requirements

WQCP

Water Quality Control Plant

YES

Youth Employment Services Program