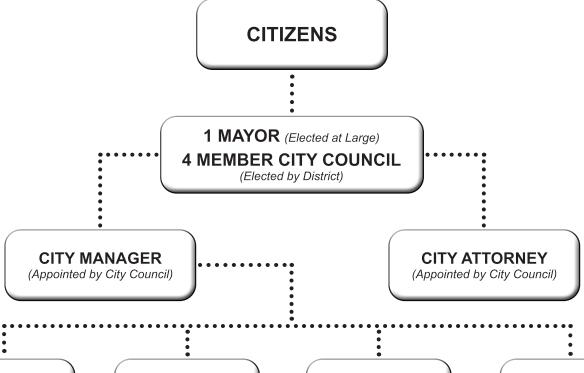
Organization of the City of Simi Valley



ADMINISTRATIVE SERVICES DIRECTOR

- · Budget Development
- · Debt Administration
- Banking
- · Accounts Payable
- · Payroll Processing
- · Year End Annual Audit
- Financial Reporting
- Computer Operations/ Security/Support
- · Database Administration
- Systems Analysis/Design/ Development
- GIS
- General Billing
- Utility Billing
- Purchasing
- · Graphics/Printing
- Mail & Messenger Services

ENVIRONMENTAL SERVICES DIRECTOR

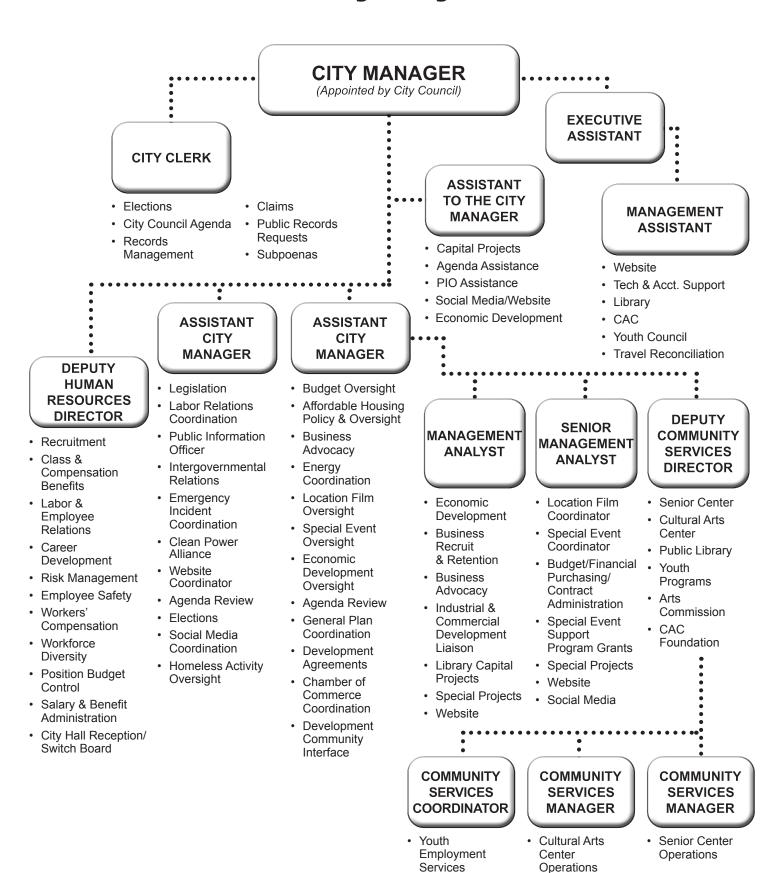
- · Planning Commission
- · Affordable Housing
- · Building and Safety
- Advanced / Current Planning
- General Plan Coordination
- CDBG Program
- Housing Rehabilitation Assistance
- · Building Code Compliance
- Building Permits & Inspections
- Structural & Life Safety Plan Review
- · Code Enforcement
- Property Maintenance
- · Cable Television
- Animal Services
- · Neighborhood Councils
- Community Projects Grant

POLICE DEPARTMENT CHIEF

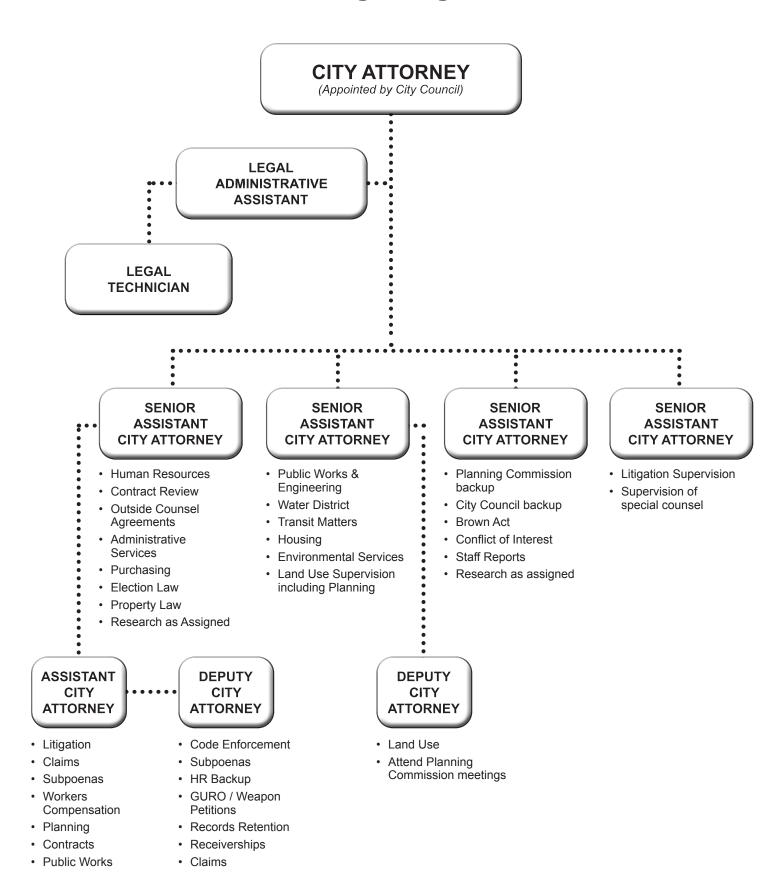
- · Administration
- Office of Emergency Services
- Patrol Bureau
- Community Policing Bureau
- · Traffic Bureau
- · Detective Bureau
- Special Enforcement Bureau
- Professional Standards Bureau
- · Communications Bureau
- Records Management Bureau
- · Fiscal Services Unit
- Maintenance Unit

PUBLIC WORKS DIRECTOR

- Administration
- · City Engineering
- Traffic Engineering
- Utilities Engineering
- Maintenance Services
- Sanitation Services
- Waterworks District
- Environmental Compliance
- · Hazardous Materials
- Household Hazardous Waste Management
- · Water Conservation
- · Solid Waste Management
- Crossing Guards
- · Simi Valley Transit
- · ADA / Dial-A-Ride Services
- · Banner Program



Youth CouncilSpecial Projects



CITY MANAGER ADMINISTRATIVE SERVICES DIRECTOR SENIOR CUSTOMER MANAGEMENT SERVICES SUPERVISOR ANALYST · Special Projects · Cashiering Data Analysis · Business Tax Renewals · Cost Allocation Plan · Parking Citations **Debt Administration** · General Billing · Banking Services · Special Events & Filming Permits · Transient Occupancy Tax · Utility Billing **ADMINISTRATIVE ASSISTANT** Administrative Support **Travel Management** Special Programs **DEPUTY DEPUTY DEPUTY ADMINISTRATIVE**

SERVICES DIRECTOR

(Fiscal Services)

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

ADMINISTRATIVE SERVICES DIRECTOR

(Information Services)

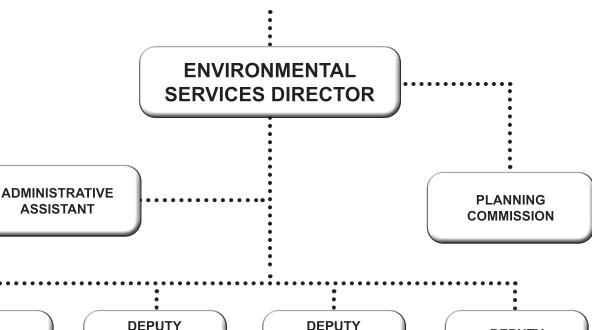
- Systems Analysis, Design and Development
- Software / Hardware Installation, Testing, and Maintenance
- Computer Operations / Security / Support
- · Computer User Training
- **Database Administration**
- **Enterprise System** Administration
- · GIS

ADMINISTRATIVE SERVICES **DIRECTOR**

(Budget & Purchasing)

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

CITY MANAGER



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

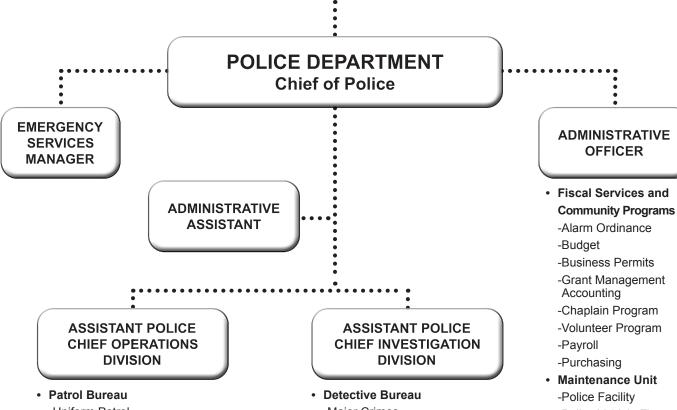
(Building Official)

- 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

CITY MANAGER



- -Uniform Patrol
- -K9 Unit
- -Mobile Field Force
- -PROS Officer
- -Bicycle Patrol Unit
- -Defensive Tactics Team
- -SWAT Team

· Community Policing Bureau

- -Neighborhood Resource Officers
- -School Resource Officers
- -Community Policing Detective
- -Public Relations Team

Traffic Bureau

- -Accident Investigation Unit
- -Traffic Enforcement
- -Field Training Officer Program
- -Motor Unit
- -Dual Purpose M/C Program
- -Parking Enforcement
- -Abandoned Vehicles
- -Front Desk Services

· Communications Bureau

- -911 Center
- -Tactical Dispatch
- -CAD Administration
- -Radio Programming

- -Major Crimes
- -Property Crimes
- -Crime Scene Investigators
- -Technical Services
- -Task Force Detectives

· Special Enforcement Bureau

- -Special Investigation Unit /Narcotics
- -Task Force Detectives
- -Crisis Negotiation Team
- -Special Enforcement Team

· Professional Standards Bureau

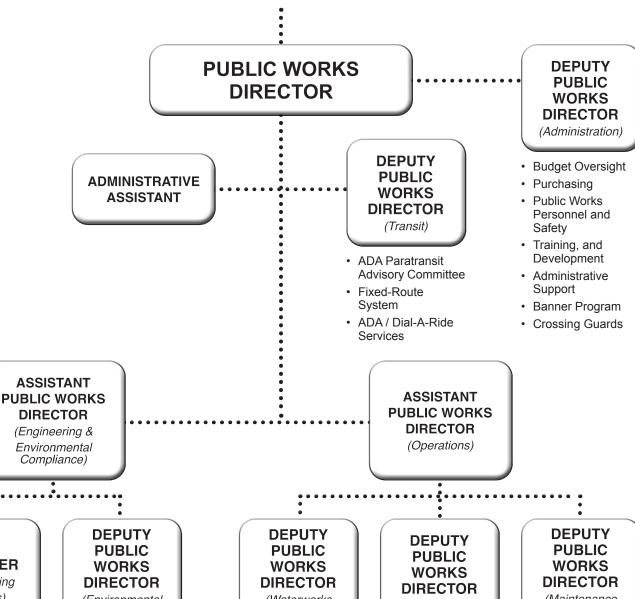
- -Background & Recruitment
- -Internal Affairs
- -Department Training
- -Pitchess Motions / City Claims
- -Lexipol Administration
- -Explorer Program
- -Property & Evidence
- -Temporary Holding Facility

· Records Management Bureau

- -RMS Administration
- -Police Report Processing
- -PRA's & Subpoenas
- -DOJ Audits
- -NIBRS Reporting

-Police Vehicle Fleet





CITY ENGINEER

(Engineering Services)

- Development Engineering
- FEMA NFIP
- · Capital Projects
- · Traffic Engineering
- Waterworks Engineering
- Sanitation Engineering
- Public Works Inspection
- Staff Support to Planning Commission

(Environmental Compliance)

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

(Waterworks Services)

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

(Sanitation Services)

- · Plant Operations
- · Plant Maintenance
- Laboratory
- Sewer Maintenance

(Maintenance Services)

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