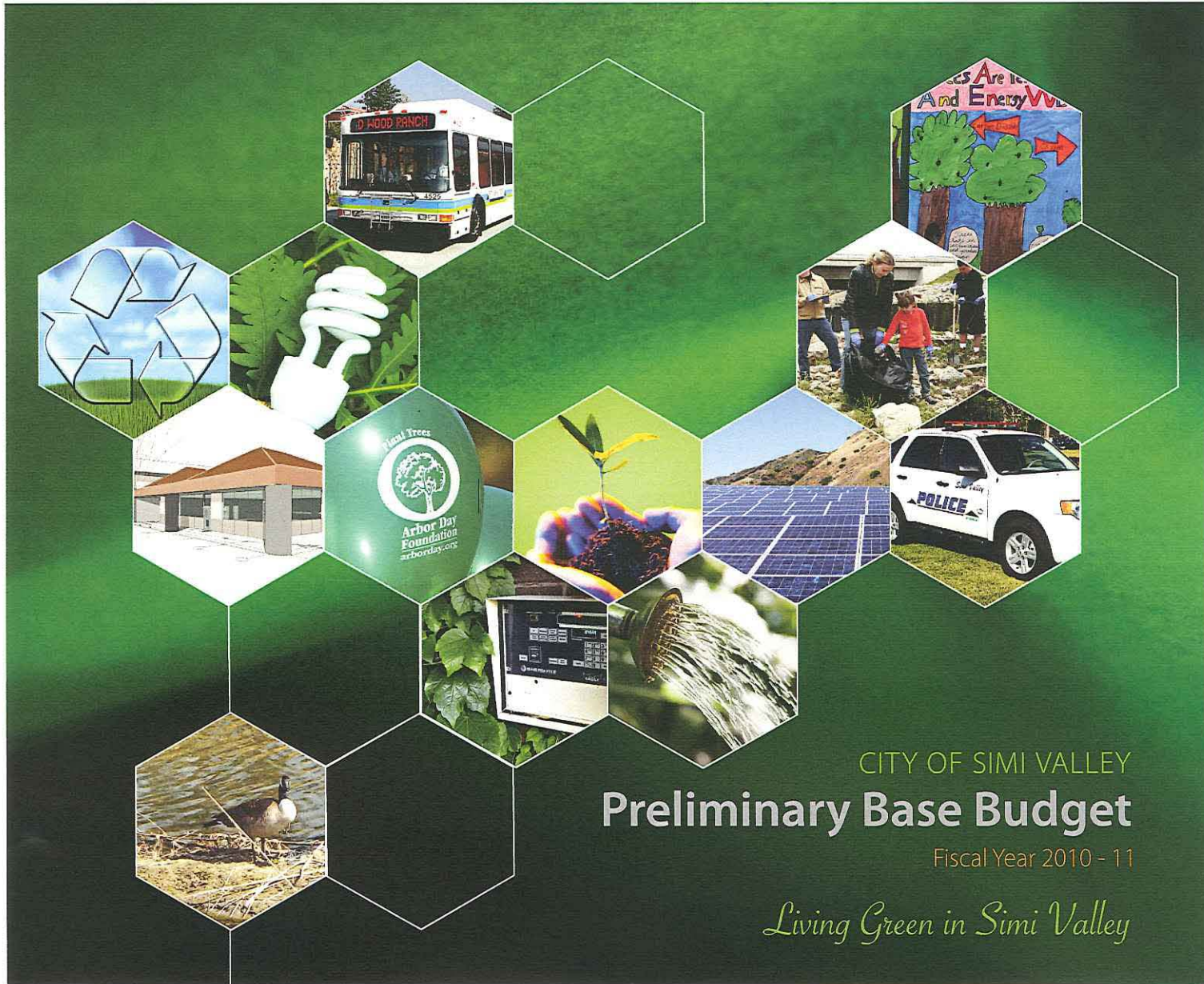


CITY OF SIMI VALLEY
Preliminary Base Budget
Fiscal Year 2010 - 11

Living Green in Simi Valley



CITY OF SIMI VALLEY
Preliminary Base Budget

Fiscal Year 2010 - 11

Living Green in Simi Valley

Paul Miller, Mayor Glen J. Becerra, Mayor Pro Tem Barbra Williamson, Council Member Steven J. Sojka, Council Member Michelle S. Foster, Council Member

CITY OF SIMI VALLEY • PRELIMINARY BASE BUDGET • FY 2010-11

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CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

June 1, 2010

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the FY 2010-11 Preliminary Base Budget for review by the City Council/Boards of Directors. This Preliminary Base Budget is the basis for the upcoming budget discussions that will take place with the City Council/Boards of Directors in public sessions. Budgets for all funds, with the exception of the Community Development Block Grant Fund and Simi Valley Landscape District No. 1, are incorporated within this document. The budgets for the Community Development Block Grant Fund and Simi Valley Landscape District No. 1 are submitted to the City Council as separate documents.

The FY 2010-11 Preliminary Base Budget was prepared in accordance with policy guidelines established by the City Council/Boards of Directors that require departments to provide justification for any proposed line item increase above FY 2009-10 current budget amounts or estimated actual expenditure levels. Personnel costs in the Preliminary Base Budget reflect current staffing levels, but do not include 19 positions that have been vacant for an extended period of time and that staff is proposing to remain vacant as a cost savings measure in consideration of the City's long-term structural budget concerns. In prior years, funding for the frozen positions was included in the Preliminary Base Budget and considered for elimination during City Council review.

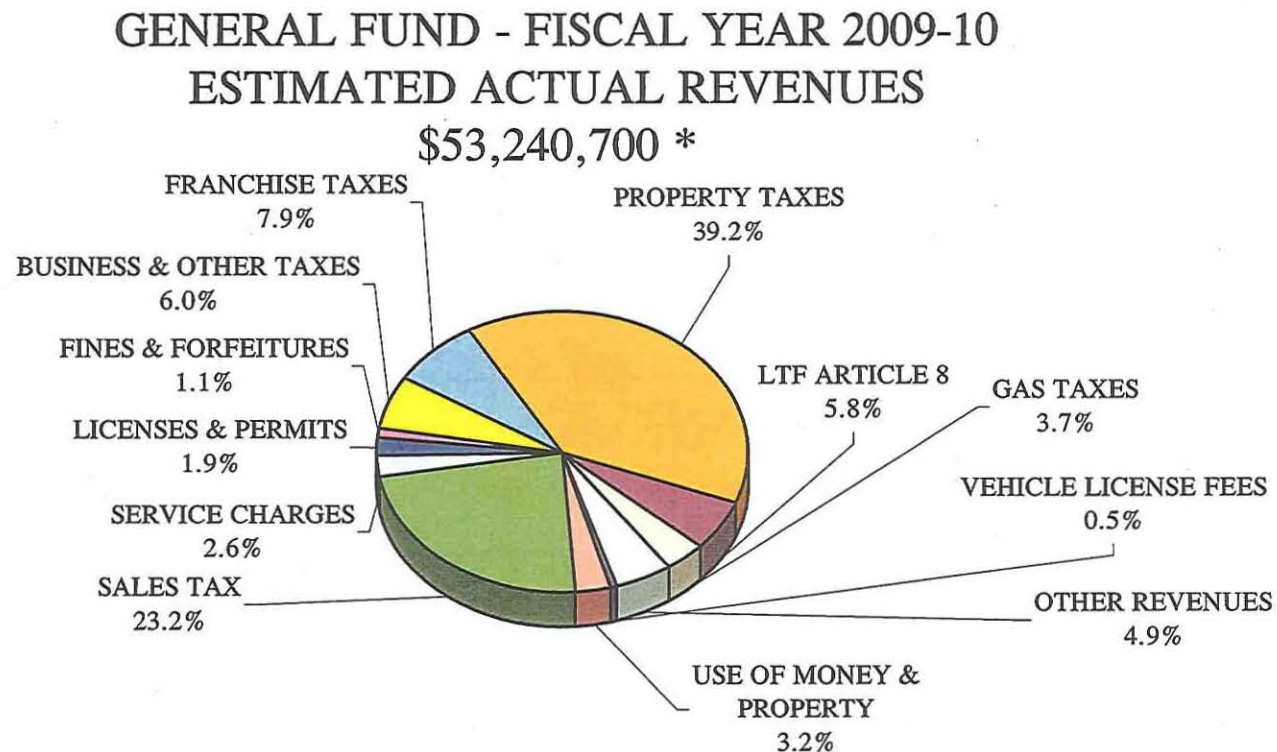
Projections for salary savings reflect historical trends for personnel turnover. **It should be noted that personnel costs do not include salary or benefit adjustments for management level and General Unit employees.** Discussions regarding compensation with these groups are ongoing and compensation adjustments will be presented to the City Council for approval upon the completion of negotiations.

Capital Asset Requests and Policy Items have been limited to budgetary needs that previously received support from the City Council/Boards of Directors, relieve a workload backlog, or have a significant potential for expenditure savings or revenue enhancement. Capital Asset Requests and Policy Items are **not included** in the Preliminary Base Budget. Reverse Priority Items, prioritized recommendations for reducing expenditures, identify the impacts on existing programs and service levels, and are likewise **not included** in the Preliminary Base Budget. Capital Asset Requests, Policy Items and Reverse Priority Items are contained in the Supporting Document and presented for consideration by the City Council/Boards of Directors.

GENERAL FUND

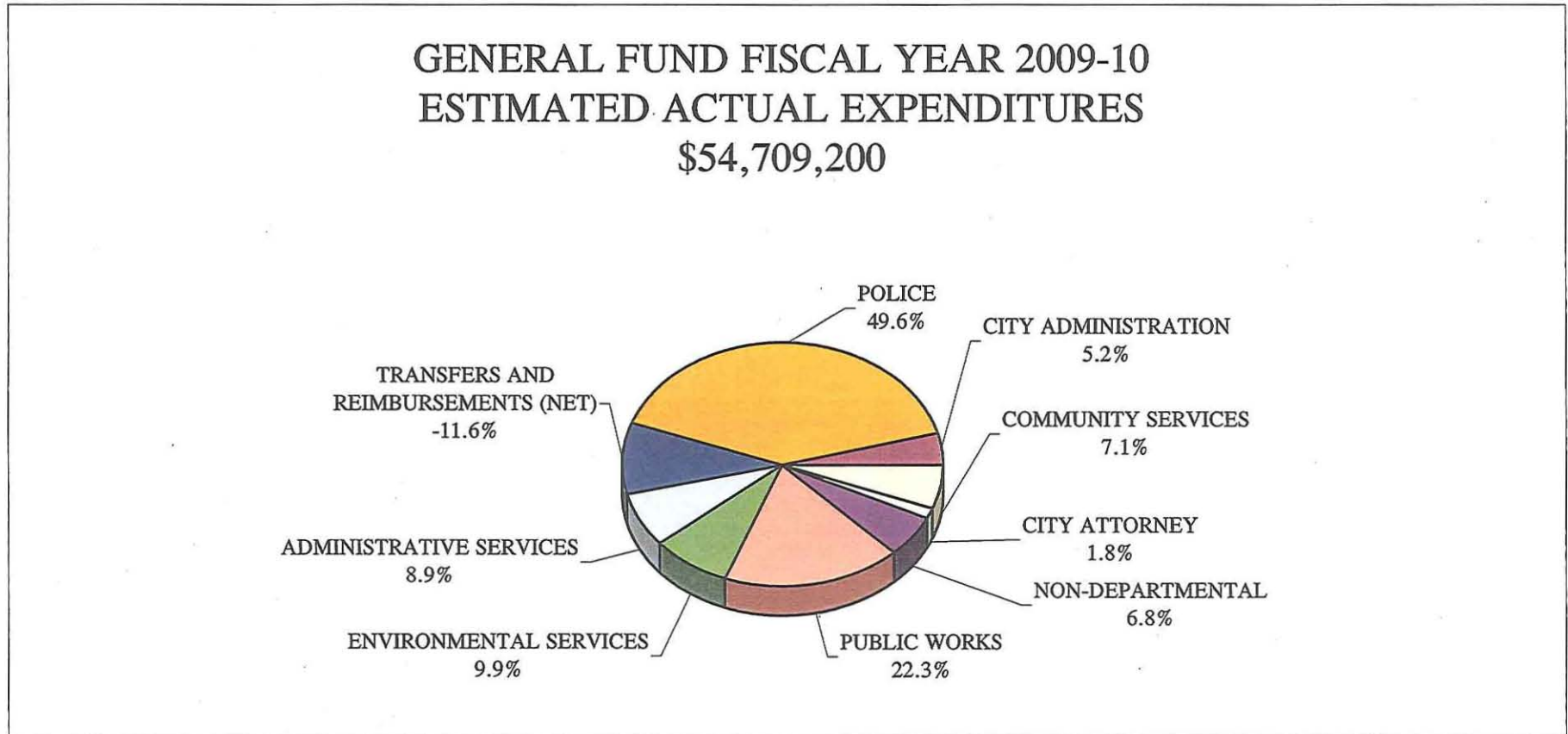
FY 2009-10 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach \$53,240,700 by year-end, which includes adjustment for a \$786,200 revenue shortfall carried forward from the previous fiscal year. Excluding this carry-forward revenue shortfall, FY 2009-10 revenues are estimated to be \$54,026,900, which is \$3,929,900 under budgeted revenues of \$57,956,800. FY 2009-10 represents the third consecutive year of revenue reductions, down from 63,487,400 in FY 2006-07, which is the highest year of revenue on record. The following graph shows a breakdown of estimated revenues by category.



* Includes \$786,200 revenue shortfall carried forward from FY 2008-09

General Fund net expenditures for FY 2009-10, taking into consideration all new appropriations and expenditure reductions approved by the City Council during the fiscal year, are estimated at \$54,709,200. This amount includes all transfers to and reimbursements from other funds. The graph below depicts the breakdown of estimated actual expenditures by department and includes the net impact of transfers to and reimbursements from other funds.



The General Fund Balance is expected to be \$36,884,436 as of June 30, 2010 (end of FY 2009-10). Of this amount, \$29,772,236 would be reserved for encumbrances, advances, and loans. The balance of \$7,112,200 represents the Prudent Reserve.

FY 2010-11 Revenues

Excluding carry forward amounts, FY 2010-11 General Fund revenues are budgeted at \$56,253,400. This amount is \$1,703,400 less than the FY 2009-10 revenue budget, but \$2,226,500 greater than FY 2009-10 estimated actual revenues, and includes proposed one-time transfers of \$1,600,000 from the Building Improvement Fund and \$500,000 from the Vehicle Replacement Fund to the General Fund in FY 2010-11.

Following is a comparison of FY 2010-11 General Fund budgeted revenues to FY 2009-10 estimated actual revenues for each revenue category. The table excludes the carry-forward amounts that are included in the FY 2010-11 total General Fund revenue budget and FY 2009-10 Estimated Actual projection. A detailed analysis of proposed FY 2010-11 revenues is contained in pages 3-10 of the Preliminary Base Budget.

<u>Revenue Category</u>	<u>FY 2009-10 Estimated Actual</u>	<u>FY 2010-11 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
Taxes and Franchises	\$41,188,000	\$42,692,100	3.7%
Revenue From Other governments (including Transfers In and Grants)	7,286,400	7,947,800	9.1%
Licenses and Permits	1,046,100	1,075,700	2.8%
Use of Money and Property	1,702,700	2,011,900	18.2%
Service Charges	1,400,300	1,390,500	-0.7%
Fines and Forfeitures	602,700	614,700	2.0%
Other Revenues	800,700	520,700	-35.0%
Total General Fund Revenues	\$54,026,900	\$56,253,400	4.1%

FY 2010-11 Expenditures

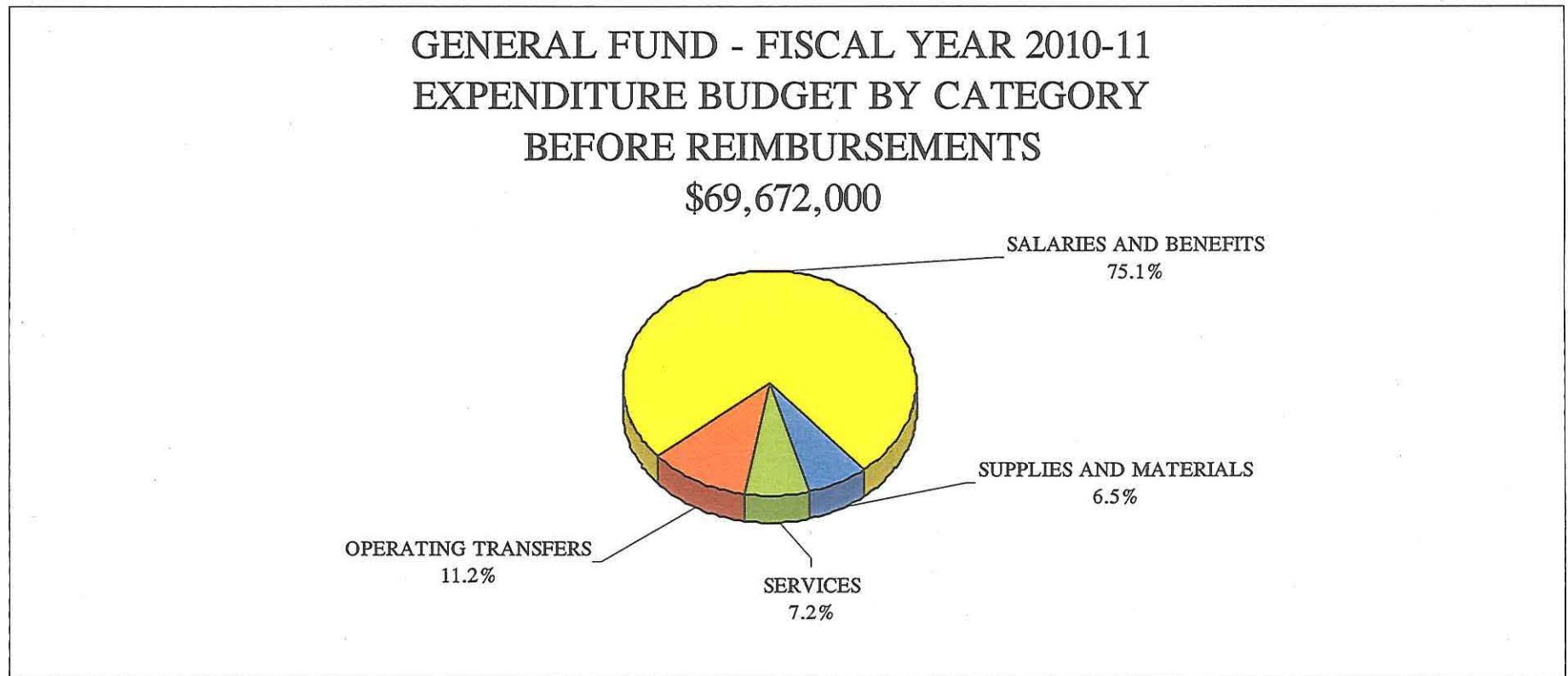
FY 2010-11 General Fund net expenditures are budgeted at \$59,077,200, including anticipated underexpenditures of \$800,000 and anticipated reappropriations of \$800,000. This amount is \$3,532,500 (6.4%) greater than the FY 2009-10 expenditure budget and \$4,368,000 (8.0%) greater than FY 2009-10 estimated actual expenditures. The following page contains a summary of the FY 2010-11 expenditure budget compared with FY 2009-10 estimated actual expenditures by department, including transfers to and reimbursements from other funds:

<u>Department</u>	<u>FY 2009-10</u> <u>Estimated</u> <u>Actual</u>	<u>FY 2010-11</u> <u>Annual</u> <u>Budget</u>	<u>% Change</u> <u>Increase/</u> <u>(Decrease)</u>
City Administration	\$2,829,200	\$2,965,000	4.8%
City Attorney	958,900	1,042,400	8.7%
Administrative Services	4,862,700	4,948,400	1.8%
Community Services	3,911,600	4,107,800	5.0%
Environmental Services	5,418,400	5,289,100	-2.4%
Public Works	12,226,100	12,160,300	-0.5%
Police Department	27,171,500	27,164,300	0.0%
Non-Departmental	3,695,000	4,190,400	13.4%
Transfers To Other Funds	6,381,100	7,804,500	22.3%
Reimbursed Expenditures	(12,745,300)	(10,595,000)	-16.9%
Anticipated Underexpenditures	--	(800,000)	--
Anticipated Reappropriations	--	800,000	--
Total General Fund Expenditures	\$54,709,200	\$59,077,200	8.0%

In FY 2009-10, \$6,292,500 in one-time adjustments were incorporated into the budget in order to adopt a budget that balanced revenues and expenditures while not decreasing the General Fund balance. Included were a reduction to the City's fleet of vehicles due to an operational change from certain assigned vehicles to pool vehicles, elimination of network printers in favor of newly networked copiers, extension of the replacement period of desktop computers from four years to five, allocation of accumulated underexpenditures in the Workers' Compensation Insurance Fund, transfer of unexpended Streets and Roads Program funds, transfers from the Vehicle Replacement and Building Improvement funds, and compensation reductions for all employees. For FY 2010-11, department budgets, excluding the restoration of one-time adjustments, are generally lower than the prior year budget due to continuing efforts to reduce spending while maintaining, to the greatest extent possible, the current level of service to the public. One substantial increase is the FY 2010-11 General Fund transfer to Simi Valley Transit, which is proposed to increase by \$1,139,300 over the FY 2009-10 estimated actual amount due to a substantial reduction in one-time Federal grant funds. For this amount to be reduced in the future, the City Council will need to consider a reduction in Transit service levels to coincide with the continuing Federal cuts in funding. There are reverse priority items that address this issue.

General Fund vehicle replacements are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 50 vehicles were initially scheduled for replacement in FY 2010-11 at a cost of \$1,426,700. Departments reviewed each vehicle to determine if replacement can be deferred for an additional year, which resulted in a deferral of 35 vehicles. As a result, funding is contained in the Preliminary Base Budget for the replacement of 15 vehicles at a cost of \$589,200, a reduction of \$837,500. Additionally, FY 2010-11 replacement contributions have been decreased from \$690,600 to \$578,500, a savings of \$112,100.

The following graph depicts the proposed expenditure budget by category, excluding reimbursements.



Capital improvement projects are included in the Preliminary Base Budget and also in the Five-Year Capital Improvement Program for FY 2010-11 to FY 2014-15. The General Fund budget includes a proposed transfer of \$1,162,800 to the Vehicle Replacement Fund and to the Computer Equipment Replacement Fund.

The Preliminary Base Budget does not include \$639,500 for General Fund Capital Asset Requests and Policy Items as summarized in the table below. A more detailed description of each requested item is presented in the Supporting Document.

<u>Department</u>	<u>Amount</u>
City Administration	\$0
City Attorney	0
Administrative Services	0
Community Services	0
Environmental Services	0
Public Works	605,000
Police Department	0
Police Department - Emergency Services	0
Non-Departmental	34,500
Simi Valley Transit	0
Total Policy Items & Capital Asset Requests	<u>\$639,500</u>

Reverse Priority Items in the amount of \$6,294,100 identify possible expenditure reductions in the General Fund as follows:

<u>Department</u>	<u>Amount</u>
City Administration	\$310,800
City Attorney	57,500
Administrative Services	258,000
Community Services	402,300
Environmental Services	523,600
Public Works	1,060,700
Police Department	2,698,700
Police Department - Emergency Services	102,000
Non-Departmental	150,300
Simi Valley Transit	730,200
Total General Fund	<u>\$6,294,100</u>

The impacts of these various expenditure reduction alternatives are sometimes dramatic and are fully discussed in the Reverse Priority Items contained in each department's section of the Supporting Document.

Fund Balance

Based on the revenue and expenditure amounts in the Preliminary Base Budget, the June 30, 2011 (end of FY 2010-11) General Fund Balance is projected to decrease by \$4,292,300 and will total \$32,592,136. As this would represent a significant use of fund balance to provide for ongoing programs, staff strongly recommends that the City Council reduce expenditures to align with revenues during budget deliberations. This would be consistent with City Council actions in past fiscal year budget deliberations. Staff will provide specific recommendations to facilitate those actions during review and adoption of the FY 2010-11 Annual Budget by the City Council.

Strategic Plan for Long-Term Fiscal Stability

At the national level, an economic downturn that is primarily the result of a falling housing market, a credit crunch, high unemployment, and low consumer confidence has negatively impacted many of the City's sources of tax revenue. At the State level, ongoing efforts to balance an annual multi-billion dollar deficit have eliminated, deferred, and delayed many traditional sources of State funding. Locally, the transition from large-scale residential development to build-out has greatly reduced the level of development-related revenue that the City received in earlier years. Also at the local level, both discretionary and non-discretionary employment and post-employment benefits such as salaries, health insurance, and retirement contributions have increased as revenues have decreased. In addition, the City needs to spend significantly more for Citywide landscape maintenance and associated water and utility costs. Another major cost increase to the General Fund is the continuing reduction of Federal transit subsidies. As a result of all of these factors, it has become increasingly difficult to balance the General Fund budget during the last four years. While some of these problems will ameliorate over time as the national and State economies improve, it has become apparent that others will not.

Over the past three fiscal years, the combined result of these economic problems has necessitated severe reductions in staffing and operating expenses, coupled with the use of one-time non-General Fund resources to generate balanced budgets with only minimal impacts to the level of service provided to the public. This practice, while successful in balancing revenues and expenditures without impacting the General Fund balance, is producing less than optimal staffing levels as funding for vacant positions has, of necessity, been eliminated. Additionally, budget surpluses have been eliminated and a portion of the City's non-General Fund resources have been utilized to balance budgets.

In updating the Five-Year General Fund Projection, it can be seen that a structural shortfall will exist in the General Fund. Long-term actions need to be taken if the City is to continue in the long term to maintain sufficient cash reserves while providing quality service to residents into

the future without the need for significant additional local revenues. It is projected that this structural shortfall will remain even when the level of General Fund revenues are restored to previous high levels unless such long-term actions are taken.

In view of this structural shortfall, and with the expectation that revenues are not expected to return to their highest levels for several years, staff is recommending that the City Council direct a fiscal strategic plan be developed and brought back for City Council consideration. This strategic plan would be designed to provide strategies to manage and correct the City's long-term structural budget shortfall, thereby providing a foundation for long-term fiscal stability. The key elements of this Strategic Plan for Long-Term Fiscal Stability will, at a minimum, include an analysis and recommendations for policies regarding staffing levels, employee compensation, operational efficiencies, and economic improvements directed toward stimulating the local economy. The strategic plan is recommended to be developed within the next six months, presented to the City Council for review and approval by the end of 2010, and is expected to take up to five years to fully implement. It is expected that this recommendation will be discussed in more detail with the City Council at the June 21, 2010 City Council meeting when the budget is under consideration.

Projects and Accomplishments

Despite the fiscal challenges, the City was involved in numerous significant events and projects during FY 2009-10. Following are some of the major accomplishments:

- **Law enforcement efforts continued to provide our citizens a safe environment in which to live, work, and play.** The partnership between the Police Department and an involved and vigilant community resulted in a 13.7% decrease in violent crimes in 2009, as compared to the previous year. The Department contributed to this effort by focused suppression techniques and reassigning resources to proactively address crime. In relation to population, the City's overall crime rate is 41.7% lower than it was 20 years ago and 15.2% lower than it was 5 years ago. Additionally, the Department maintained a response time of 4.6 minutes for emergency calls for service and 15.6 minutes for non-emergency calls for service.
- **An update of the City General Plan, the City's map to the future, continued.** This long-range planning project, which involves extensive public input to address the community's planning challenges and opportunities over the next twenty years, is scheduled for completion over the next few months. Another long-range planning effort, the Arroyo Simi Visioning process, is in the final stages of completion. Staff is addressing comments received from other public agencies in advance of presenting the final draft to the Planning Commission and City Council for approval. The final study will consider visual, recreational, and educational enhancements along the Arroyo Simi's entire 11.9-mile length from Corriganville Park in the east to the western City limits.
- **The City continues to work with homeowners and developers to assure that affordable housing programs provide opportunities for our low-income households and seniors.** In FY 2009-10, nine new loans were approved and four additional loans have been initiated

under the First Time Homebuyer Program. Additionally, ten new loans were approved under the Home Rehabilitation Loan Program. The City's Rent Subsidy Program assisted an average of 40 senior households per month and an additional 33 households per month received assistance under the Mobile Home Rent Subsidy Program. All of this housing assistance is made possible through the use of Community Development Agency and State and Federal resources.

- **The City of Simi Valley celebrated its 40th Birthday on October 10, 2009**, with hundreds of residents and current and former community leaders in attendance. Residents toured historical displays in City Hall and in the Police Department and enjoyed a ceremonial Birthday cake. The event concluded with a panel discussion with some of the community's founding members regarding the many issues our community has encountered from its incorporation to present day.
- **On December 30, 2009, the Ventura County Local Agency Formation Commission approved annexation of the Ronald Reagan Presidential Library into the City.** Since it first opened in 1991, the Library and the City have had a highly effective and collaborative working relationship, and with it, mutual benefits. The Library's presence has been a very positive one for Simi Valley, and the City is proud to have been able to formalize what has long been a natural connection.
- **A permanent memorial to those who died, to support the survivors, and to recognize the first responders to the Metrolink disaster of September 12, 2008** now stands at the City's Rail Station. Designed through a series of community workshops, this very fitting tribute was dedicated on the one-year anniversary of the collision.
- **More than 600 City volunteers contributed in excess of 64,000 hours, the equivalent of more than 30 full-time positions, to assist with City programs and activities.** These individuals support efforts such as the Neighborhood Council's annual Arroyo Clean-up event, provide reception and front counter support at City facilities, serve as ushers at the Cultural Arts Center, support the Police Department's law enforcement and emergency planning activities, and perform a wide variety of duties at the Senior Center.
- **The City's transit services continued to provide safe, efficient, and high-quality transportation on its fixed-route and Americans with Disabilities Act (ADA)/Dial-A-Ride (DAR) services.** For the fourth straight year, Simi Valley Transit provided in excess of one-half million fixed-route and ADA/DAR trips.
- **Major infrastructure improvement projects continued to be a high priority.** Construction has been initiated on a major project to widen the westbound lanes of the 118 Freeway from Tapo Canyon Road to the Los Angeles County line. Additionally, during FY 2009-10, the City completed the rehabilitation of major streets at seven locations throughout the City with funding provided by State Proposition 1A and the Federal American Recovery and Reinvestment Act.

- **The City continued its dedication to sustainability efforts in FY 2009-10** with City Council adoption of a Green Building Ordinance, the first in Ventura County. The City also commenced an Energy Leader Partnership with Southern California Edison and was selected as one of ten southern California cities to initiate the California Green Community Challenge, with the Sustainable Simi Valley Committee developing a Green Community Action Plan that will be presented for City Council adoption in summer 2010. Project design for various City facility improvement projects also neared completion, including the replacement of outdated HVAC systems with energy-efficient models, and planning for the expansion of the Transit Maintenance Facility in accordance with U. S. Green Building Council standards, which will make it Simi Valley's first municipal LEED-certified facility.
- **The Tapo Canyon Water Treatment Plant was completed and put into operation during the winter of 2010.** This facility is capable of generating up to one million gallons per day of drinkable groundwater, thus reducing the City's dependence on increasingly expensive imported water.
- **Efforts to reduce traffic congestion by synchronizing traffic signals throughout the City continue.** This ongoing program to provide continuous traffic flows entails the synchronization of a series of traffic signals to allow groups of vehicles traveling along major arterial streets to receive green lights for the length of the system, providing that speed limits are adhered to.

FY 2010-11 promises to be a year of continuing accomplishments. In its ongoing mission to deliver excellent service to the community, City staff will focus on economic development initiatives, a continued emphasis on public safety, additional infrastructure improvements, and offering a range of programs that serve the needs and interests of the community to make Simi Valley an even better and safer place to live, work, and enjoy life.

COMMUNITY DEVELOPMENT AGENCY (CDA)

FY 2009-10 expenditures in the Merged Tapo Canyon/West End tax Increment Fund are projected to exceed tax increment revenues by \$7,555,400. The majority of the overexpenditure is due to a mandated transfer of \$6,266,800 to the State, due to legislation requiring redevelopment agencies statewide to transfer \$2.05 billion in local redevelopment funds over the next two years. The balance of the overexpenditure results from a transfer to the Streets and Roads Fund for projects approved in prior years and completed in FY 2009-10.

The Community Development Agency is obligated to transfer an additional \$1,290,300 in FY 2010-11, unless the California Redevelopment Agency is successful in its efforts to reverse a legal judgment approving the transfers. The taking of funds by the State has resulted in no CDA funding for the City's FY 2010-11 Major Street Rehabilitation Program and an increase in the balance of the General Fund loan to the CDA.

TRANSIT FUND

FY 2009-10 Transit fare revenues are estimated to be \$87,400 (14.9%) below budget. Excluding multi-year capital projects, FY 2009-10 expenditures are estimated to be \$415,600 (6.8%) below budget. Transit Fund FY 2010-11 fare revenues are projected to increase by \$55,900 (11.2%) over FY 2009-10 estimated actual revenues. Excluding multi-year capital projects, the FY 2010-11 expenditure budget is projected to increase by \$468,300 (8.3%) from FY 2009-10 estimated actual expenditures and increase by \$52,700 (0.9%) from FY 2009-10 budgeted expenditures. Simi Valley Transit was able to take advantage of American Recovery and Reinvestment Act funds in FY 2009-10 to offset the amount of General Fund contribution in support of the City's transit system. Those funds have expired and the FY 2010-11 General Fund contribution to Transit is proposed to increase by \$1,139,300 (51.8%) over the prior year estimate.

SANITATION FUND

Sanitation Fund operating revenues for FY 2009-10 are estimated to be \$122,000 (0.8%) below budget, while operating expenditures are estimated to be \$439,700 (2.7)% below budget. FY 2010-11 revenues are projected to decrease by \$121,200 (0.8%) from FY 2009-10 estimated actual revenues. FY 2010-11 operating expenditures, excluding proposed transfers from Operations Fund Balance to replacement reserves and capital projects, are projected to increase by \$302,400 (2.6%) as compared to FY 2009-10 estimated actual amounts. FY 2010-11 Sanitation Operating Fund projected revenues exceed all projected expenditures by \$795,500. These earnings are used to maintain a prudent reserve and to provide funding for upcoming capital projects to maintain and expand the sanitation collection and treatment systems.

The Sanitation Fund consolidated working capital balance for June 30, 2010 is projected to be \$13,819,088. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Plant Expansion Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves, Sanitation Facilities and Equipment Replacement Reserves, and Sewerline Replacement Reserves. With City Council approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2011 is projected to be \$11,776,488, excluding Capital Asset Requests, Policy Items, Reverse Priorities, and compensation adjustments. It should be noted that a Sewer Collection System Asset Evaluation and Rehabilitation Plan prepared for the City in October 2008 recommends that 136 sewerline segments have reached the end of their useful lives and need to be replaced by 2014 at an estimated cost of \$30 million. Replacing this amount of sewerline segments in the recommended time frame exceeds available working capital balances. Staff will review options for financing the needed work and report back to the City Council in early 2011 with funding alternatives.

WATERWORKS DISTRICT

FY 2009-10 Waterworks District Operating Fund revenues are estimated to be \$1,256,700 (3.9%) below budget, while operating expenditures are estimated to be \$1,614,500 (4.4%) below budget. The reduced revenue is due to decreased water usage resulting from the City's Water

Conservation Program and is offset by reduced water purchase expenditures. FY 2010-11 Operations Fund revenues are projected to increase by \$2,845,700 (9.1%) over FY 2009-10 estimated actual revenues. FY 2010-11 operating expenditures, excluding proposed transfers from Operations Fund Balance to replacement reserves and capital projects, are projected to increase by \$4,070,600 (14.9%) as compared to FY 2009-10 estimated actual amounts. FY 2010-11 Waterworks District Operations Fund projected revenues exceed all projected expenditures by \$1,240,600. These earnings are used to maintain a prudent reserve and to provide funding for upcoming capital projects to maintain and expand the water distribution system.

The Waterworks District consolidated working capital balance for June 30, 2010 is projected to be \$17,950,064. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Improvement Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves and Facilities Replacement Reserves. With District Board approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2011 is projected to be \$18,259,964, excluding Capital Asset Requests, Policy Items, reverse priorities, and compensation adjustments.

CAPITAL IMPROVEMENTS

A modest Streets and Roads Program in the amount of \$959,800 is proposed for FY 2010-11. No funds are proposed for the Annual Major Street Rehabilitation Program in FY 2010-11 due to the lack of available grant funding, the State taking of \$6.3 million in redevelopment funds in FY 2009-10, the proposed taking by the State of an additional \$1.3 million in FY 2010-11, and the need to utilize all available General Fund revenues for operations. The City was fortunate to receive \$2.1 million in American Recovery and Reinvestment Act funds in FY 2008-09 and FY 2009-10, which provided for accelerated major street rehabilitation activities in those years. The Annual Minor Street Overlay Program has been substantially reduced from funding levels in prior years so as to apply nearly all State Gas Tax funds and all General Fund revenues for operations. The Minor Street Overlay Program, as presented, includes funding for three local street areas that are in need of repair in order to forestall costly major repairs in future years.

An additional \$1,345,100 in capital expenditures is proposed for computer equipment, vehicle replacement, and improvements to the City's Two-Way Radio System. Also proposed are \$10,855,000 in capital improvement projects to support the City's enterprise funds, including \$1,715,000 for Simi Valley Transit, \$7,470,000 for the Sanitation system, and \$1,670,000 for the Waterworks District. The level of capital improvement projects proposed in the FY 2010-11 Preliminary Base Budget, while of necessity reduced from prior year amounts due to financial considerations, continues to reflect support by the City Council toward improvement of the City's infrastructure.

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. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds. 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. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

Interim financial reports can be generated on demand by operating departments. In addition, comprehensive financial reviews are prepared and submitted to the City Council/Boards of Directors at the first quarter and at mid-year of each fiscal year and are reviewed publicly at regularly scheduled City Council/Boards of Directors meetings. Interim financial reports are made available to the general 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 2008-09. 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.

SUMMARY

The Preliminary Base Budget provides the basis for City Council/Boards of Directors budget deliberations. Submitted separately from this document are Policy Items, Capital Asset Requests, and Reverse Priorities, which are included in the Supporting Document. These items represent potential increases and decreases in budgeted expenditures and service levels for FY 2010-11. Also submitted separately is the City's Preliminary Five-Year Capital Improvement Program for FY 2010-11 to FY 2014-15. The Preliminary Capital Improvement Program provides detailed information regarding proposed improvement projects for the forthcoming fiscal year and future years.

The FY 2010-11 Preliminary Base Budget represents the work of many individuals. This document is presented as a point of departure from which discussions among the City Council, Boards of Directors, staff and the public can take place. As in past fiscal years, it is expected that these discussions will lead to policy decisions by the City Council/Boards of Directors that will result in the adoption of a balanced budget. A public meeting has been scheduled for citizens to discuss the Preliminary Base Budget with City staff prior to the City Council/Boards of Directors review of the Budget.

The Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriation requests or expenditure reductions may be presented to the City Council/Boards of Directors over the next year as the need arises and as revenues dictate.

A comprehensive report will be presented at mid-year to inform the City Council/Boards of Directors as to the financial position of the City at that time, as well as to report on the progress towards achieving the goals and programs contained in the Preliminary Base Budget. Additionally, the final draft of the Strategic Plan for Long-Term Fiscal Stability will be presented to the City Council for review and action in December 2010.



Mike Sedell
City Manager/Executive Director

*Changes in General
Fund Balance*

CHANGES IN GENERAL FUND BALANCE

General Fund balance is comprised of two components: the Prudent Reserve For Economic Uncertainty and the Reserved Fund Balance. The Prudent Reserve for Economic Uncertainty is equivalent to 13% of budgeted expenditures as established by the City Council on May 1, 1995. 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 Reserved Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes.

Because the Reserved General Fund Balance may not be available for current year needs, the Prudent Reserve For Economic Uncertainty more accurately reflects the financial condition of the General Fund.

The Reserved General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.
- The unpaid balance of loans made from the General Fund to the Community Development Agency.
- The unpaid balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.

As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2010-11, the amount is \$800,000, based on an analysis of prior years.

CHANGES IN GENERAL FUND BALANCE

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
BEGINNING GENERAL FUND BALANCE	\$36,884,436	\$36,884,436	\$36,884,436	\$36,884,436	\$32,592,136	\$26,372,736
Current Revenues	59,176,365	57,956,800	54,026,900	56,253,400	55,513,200	56,908,000
Carry Forward from Prior Fiscal Year	558,700	(786,200)	(786,200)	(1,468,500)	0	0
Total Revenues	<u>59,735,065</u>	<u>57,170,600</u>	<u>53,240,700</u>	<u>54,784,900</u>	<u>55,513,200</u>	<u>56,908,000</u>
Expenditures	60,521,272	56,344,700	54,709,200	59,077,200	61,732,600	65,321,400
Anticipated Underexpenditures (1)		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Reappropriations (1)				800,000	800,000	800,000
Net Expenditures	<u>60,521,272</u>	<u>55,544,700</u>	<u>54,709,200</u>	<u>59,077,200</u>	<u>61,732,600</u>	<u>65,321,400</u>
Revenues less Net Expenditures (2)	(786,207)	1,625,900	(1,468,500)	(4,292,300)	(6,219,400)	(8,413,400)
ENDING GENERAL FUND BALANCE	<u>\$36,884,436</u>	<u>\$36,884,436</u>	<u>\$36,884,436</u>	<u>\$32,592,136</u>	<u>\$26,372,736</u>	<u>\$17,959,336</u>
Prudent Reserve	\$7,867,800	\$7,324,800	\$7,112,200	\$7,680,000	\$8,025,200	\$8,491,800
Reserved	<u>\$29,016,636</u>	<u>\$29,559,636</u>	<u>\$29,772,236</u>	<u>\$24,912,136</u>	<u>\$18,347,536</u>	<u>\$9,467,536</u>
Encumbrance Reserve	911,269	800,000	800,000	800,000	800,000	800,000
CDA Loans	7,961,300	12,577,800	15,473,100	13,723,400	10,723,400	7,723,400
Advances to Other Funds (Various)	19,760,260	15,798,029	13,115,329	10,004,929	6,440,329	560,329
Loans Receivable (Various)	383,807	383,807	383,807	383,807	383,807	383,807

(1) Based on a review of past fiscal years, amounts of anticipated underexpenditures and reappropriations in the General Fund operating Budgets have been estimated in order to refine the projected ending General Fund balance.

(2) The actual and estimated actual amounts are carried over to the next fiscal year.

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 2009-10 General Fund revenues are projected to be \$5,149,465 (8.7%) less than the prior year. For FY 2010-11, revenues are projected to increase by \$2,226,500 (4.1%).

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 only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in FY 2009-10, due to continuation of the nationwide mortgage and credit crisis. 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 2008-09, budgeted and estimated actual revenue data for FY

2009-10, budgeted revenue for FY 2010-11, and projections for FY 2011-12 and FY 2012-13.

FY 2010-11 revenue estimates were developed utilizing a variety of methods. A sales tax auditing and consulting service was employed to assist with developing sales tax estimates. Likewise, consultants were utilized to assist with developing property tax estimates. 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 and the California Controller were utilized to estimate future revenues passed through from the State of California.

Revenue estimates for years beyond FY 2010-11 were developed by taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources comprises 76.0% of the General Fund revenue budget and is proposed to increase by \$1,504,100 (3.7%) in FY 2010-11. The two major revenue sources within the Taxes and Franchises category are Property Tax and Sales and Use Tax. Property Taxes are projected to decrease by \$267,000 (1.3%), primarily due to mandatory across-the-board lowering of assessments required by Proposition 13 due to a negative CPI adjustment. This is the first time since the enactment of Proposition 13 that the annual adjustment to real property will be

adjusted downward. Sales and Use Tax revenues are projected to increase by \$1,121,400 (9.0%) after two years of significant declines resulting in a 29.5% decrease from FY 2007-08 to FY 2009-10

Licenses and Permits

This category comprises 1.9% of the General Fund revenue budget and is projected to increase by \$29,600 (2.8%) in FY 2010-11 due to an anticipated slight increase in development activity in the City. The major revenue sources in this category are Building Permits and Plan Check Services, which are projected to increase by a modest \$18,600 (2.0%). Development remains at significantly lower levels than pre-recession activity when the City experienced strong residential and commercial growth.

Fines and Forfeitures

This revenue category, which represents 1.0% of the General Fund revenue budget, is comprised of Vehicle Code Fines and Parking Citations. FY 2010-11 Fines and Forfeitures revenues are projected to increase by \$12,000 (2.0%) over FY 2009-10 estimates.

Use of Money and Property

This category comprises 3.6% of the General Fund revenue budget and is projected to increase by \$309,200 (18.2%) in FY 2010-11. The major revenue sources in this category are Interest on Investments and Interest on Advances from the General Fund to the Community Development Agency. Interest income from these two revenue sources is projected to increase by \$305,000 (20.0%) based on an expectation that the yield on invested funds will increase.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 0.7% of the General Fund revenue budget and is projected to decrease by \$7,000 (1.7%) in FY 2010-11. The major revenue source in this category is Motor Vehicle In-Lieu

(Vehicle License Fees) receipts, which are allocated to local governments on a per-capita basis. With the majority of Vehicle License Fees now retained by the State and replaced by State General Fund in-lieu payments, revenue from this source has been significantly less in recent years. For FY 2010-11, revenues from Vehicle License Fees are projected to be unchanged. Reimbursement for State-mandated programs, required under the provisions of SB90, is projected to decrease by \$7,000 (25.9%), as the State continues to defer payment.

Grants

Grants, which comprise 0.2% of the General Fund revenue budget, are projected to decrease by \$259,500 (70.0%) due to one-time receipts in FY 2009-10 of a Workforce Housing grant and mutual aid payments resulting due to the City's assistance with the Jesusita Fire. 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, comprises 2.5% of the General Fund revenue budget and is projected to decrease by \$9,800 (0.7%) due to minor adjustments in several accounts.

Other Revenues

Other Revenues, also generated from the local economy, comprise 0.9% of the General Fund revenue budget and are projected to decrease by \$280,000 (35.0%) in FY 2010-11. The projected decrease is predominately due to the completion in FY 2009-10 of several projects partially funded with Air Quality Mitigation Trust Funds that are being reimbursed to the General Fund.

Transfers In

This revenue category comprises 13.2% of the General Fund revenue budget and is projected to increase by \$927,900 (14.3%) in FY 2010-11. This category accounts for monies deposited into special revenue funds and then transferred to the General Fund to finance City operations. It is also used to account for the return of unexpended capital improvement funds. Local Transportation Funds, indexed to sales tax revenues, are projected to decrease in FY 2010-11 by \$420,900 (13.4%). Gas Tax revenue is projected to increase by \$997,400 (49.3%), and now includes former State Proposition 42 road improvement funds that the State has replaced with a new tax on gasoline. Transfers back to the General Fund from completed and deferred capital projects are proposed to increase by \$298,400 (22.9%).

GENERAL FUND REVENUES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>TAXES AND FRANCHISES</u>						
31101 Property Taxes	\$21,962,729	\$21,155,500	\$21,155,500	\$20,888,500	\$21,306,300	\$21,732,400
31111 Sales and Use Tax	14,079,329	13,704,000	12,511,800	13,633,200	14,178,500	14,745,600
31112 Transient Lodging Tax	1,281,678	1,487,400	1,086,400	1,108,100	1,130,300	1,164,200
31113 Franchise Taxes	4,704,968	4,514,700	4,264,500	4,484,600	4,655,700	4,753,500
31114 Business Taxes	1,698,691	1,901,000	1,758,700	2,166,600	1,938,400	1,837,900
31115 Documentary Transfer Tax	451,763	536,100	411,100	411,100	419,300	427,700
Subtotal Taxes and Franchises	44,179,158	43,298,700	41,188,000	42,692,100	43,628,500	44,661,300
<u>LICENSES AND PERMITS</u>						
32301 Building Permits	787,243	850,000	638,300	651,100	664,100	690,700
32302 Record Retention Fee	4,516	5,000	6,400	6,500	6,600	6,900
32303 Plan Check Services	316,776	350,000	291,700	297,500	303,500	315,600
32402 Encroachment Permits	60,905	75,000	65,000	75,000	61,200	63,600
32503 Bicycle Licenses	43	100	100	100	100	100
32604 Other Licenses and Permits	60,290	67,300	44,600	45,500	46,400	48,300
Subtotal Licenses and Permits	1,229,773	1,347,400	1,046,100	1,075,700	1,081,900	1,125,200
<u>FINES AND FORFEITURES</u>						
33501 Vehicle Code Fines	481,910	511,900	481,900	491,500	501,300	521,400
33502 Parking Citations	162,986	237,700	120,800	123,200	125,700	130,700
Subtotal Fines and Forfeitures	\$644,896	\$749,600	\$602,700	\$614,700	\$627,000	\$652,100

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>USE OF MONEY & PROPERTY</u>						
34001 Interest on Investments	\$1,176,837	\$1,381,600	\$1,097,700	\$1,187,500	\$1,286,300	\$1,394,900
34002 Interest on Advances	408,394	423,600	423,600	638,800	574,900	546,200
34104 DMV Building Lease	183,662	152,800	141,300	145,500	149,900	154,400
34206 Senior Center Rental	42,315	42,300	40,100	40,100	47,200	47,200
Subtotal Use of Money & Property	1,811,208	2,000,300	1,702,700	2,011,900	2,058,300	2,142,700
<u>REVENUES FROM OTHER GOVERNMENTS</u>						
35101 Motor Vehicle License Fees	427,121	480,900	250,000	250,000	337,900	344,700
35501 POST Reimbursement	15,847	17,000	15,900	15,900	15,900	15,900
35502 911 Reimbursement	36,571	2,700	2,700	2,700	2,700	2,700
35601 Homeowners Subvention	119,107	130,400	119,100	119,100	119,100	119,100
35602 SB 90 Claims	85,467	374,200	27,000	20,000	20,000	20,000
Subtotal Other Governments	684,113	1,005,200	414,700	407,700	495,600	502,400
<u>GRANTS</u>						
36001 Federal Assistance	588,090	98,800	98,800	0	0	0
36002 State Grants	6,986	50,000	101,200	0	0	0
36210 Curbside Recycling Reimbursement	32,667	32,700	15,600	15,600	32,700	32,700
36340 Household Waste Program	55,810	28,100	58,500	26,500	29,000	31,000
36503 Emergency Services Planning	0	57,000	0	0	0	0
36601 Other Grants	87,623	57,600	96,400	68,900	57,000	58,100
Subtotal Grants	\$771,176	\$324,200	\$370,500	\$111,000	\$118,700	\$121,800

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>SERVICE CHARGES</u>						
37001 Duplication Services	\$3,366	\$3,200	\$3,600	\$3,700	\$3,700	\$3,800
37002 Maps & Publications	15,819	20,700	18,000	18,500	18,500	19,200
37003 NSF Check Charges	1,426	1,100	900	900	900	900
37004 Passports Acceptance	12,175	8,900	8,900	9,200	9,200	9,600
37101 Program Participation	75,551	2,000	2,000	2,000	2,000	2,100
37201 Tumbleweed Abatement	626	1,000	1,100	0	0	0
37299 Other Community Services Fees	4,100	4,100	6,000	6,000	5,500	5,700
37301 Planning Fees	385,077	400,000	434,800	443,500	452,400	470,500
37302 Tenancy Certificate Fees	520	0	0	0	0	0
37303 Permit Automation Fee	26,786	27,000	25,500	26,000	26,500	27,600
37399 Other Environmental Services Fees	73,668	20,000	2,400	2,500	2,500	2,600
37402 Public Works Soils/Hydrology Fees	83,688	95,000	80,000	75,000	59,500	61,900
37403 Slurry Seal Fees	737	800	30,000	24,500	25,000	26,000
37404 Public Works Plan Check Fees	278,756	225,000	235,000	250,000	219,300	228,100
37405 Public Works Inspection Svcs. Fees	157,703	300,000	280,000	275,000	282,800	294,100
37406 Waste Management Fee (AB 939)	35,166	39,100	32,200	32,200	36,300	37,800
37411 County Landscape Charges	33,545	33,700	33,900	34,900	34,900	36,300
37432 Source Control Program	4,966	4,000	3,800	3,000	3,000	3,000
37499 Other Public Works Fees	25,709	20,000	(2,600)	8,700	8,700	9,000
37501 Police Reports	5,238	23,000	3,400	3,500	3,500	3,500
37502 Police Photos	235	1,200	100	100	100	100
37503 Fingerprints	8,222	6,600	0	0	0	0
37504 Alarm Fees	58,196	75,000	65,000	50,000	50,000	50,000
37505 Emergency Response/DUI	14,325	27,000	35,000	20,000	20,000	20,000
37599 Other Police Department Fees	131,885	116,000	100,000	100,000	100,000	100,000
37699 Other Service Charges	1,385	1,100	1,300	1,300	1,300	1,400
Subtotal Service Charges	\$1,438,870	\$1,455,500	\$1,400,300	\$1,390,500	\$1,365,600	\$1,413,200

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>OTHER REVENUES</u>						
38001 Sale of Surplus Property	\$43,882	\$42,000	\$43,900	\$45,200	\$46,600	\$48,000
38003 Miscellaneous	10,215	11,200	800	800	800	800
38004 Damage Recovery	48,562	32,000	38,600	39,800	41,000	42,200
38006 Jury/Witness Fees	6,044	4,400	9,000	6,000	6,000	6,000
38010 Landfill Facility Agreement Fees	222,751	239,800	200,100	201,200	220,200	226,800
38019 Deposit Refund	18,173	0	0	0	0	0
38050 Contributions	36,296	26,000	52,800	24,400	56,900	58,600
38201 Meals-On-Wheels Donations	54,419	79,900	63,500	63,500	63,700	65,600
38203 Cultural Center Reimbursement	30,758	70,000	66,000	70,000	70,000	70,000
38401 Developer Contributions	118,898	72,500	279,200	50,000	50,000	50,000
38403 Adopt-a-Landscape Program	3,600	3,600	3,600	3,600	3,600	3,600
38408 Stormwater Management	112,168	0	0	0	0	0
38409 Stormwater Monitoring Fee	15,249	9,200	15,000	16,000	13,300	13,700
38501 Unclaimed Police Dept Property	0	200	200	200	200	200
38702 Assessment Tax Roll Collections	5,256	2,500	28,000	0	0	0
38706 Assessment Pay-Off Fees	42	100	0	0	0	0
Subtotal Other Revenues	\$726,313	\$593,400	\$800,700	\$520,700	\$572,300	\$585,500

GENERAL FUND REVENUES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>TRANSFERS IN</u>						
39215 From Gas Tax	\$2,064,397	\$2,099,200	\$2,024,400	\$3,021,800	\$2,015,500	\$2,015,500
39238 From LTF Article 8	3,861,866	3,524,400	3,140,600	2,719,700	3,462,200	3,600,700
39280 From Forfeited Assets	123,900	0	0	0	0	0
39287 From Law Enforcement Grants	119,165	252,300	34,600	87,600	87,600	87,600
39600 From Capital Projects	1,521,530	620,500	701,600	0	0	0
39655 From Building Improvements	0	686,100	600,000	1,600,000	0	0
Subtotal Transfers In	7,690,858	7,182,500	6,501,200	7,429,100	5,565,300	5,703,800
TOTAL GENERAL FUND REVENUE	<u>\$59,176,365</u>	<u>\$57,956,800</u>	<u>\$54,026,900</u>	<u>\$56,253,400</u>	<u>\$55,513,200</u>	<u>\$56,908,000</u>

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, Summary of General Fund Expenditures by Department, identifies the budget of each department by the categories of personnel costs, current expenses, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. Current expenses include supplies/materials and services. 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.

Also included in the Summary of General Fund Expenditures by Department schedule is a listing of transfers to other funds, including the Simi Valley Transit Fund.

The Summary of 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.

The second summary schedule entitled, Summary of General Fund Expenditures by Account, 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.

General Fund departmental budget sections contain narratives, budget schedules, and listings of authorized positions. The narratives include a description of the responsibilities of the department and its divisions, FY 2009-10 goals and accomplishments and FY 2010-11 goals. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay. The listings of authorized positions identify staffing levels, by classification, for the current fiscal year and two prior fiscal years.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, 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 capital improvement projects 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.

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>CITY ADMINISTRATION</u>						
Personnel	\$2,717,902	\$2,691,800	\$2,564,100	\$2,596,900	\$2,674,800	\$2,755,000
Current Expenses	411,573	335,200	265,100	368,100	371,800	375,500
Subtotal	3,129,475	3,027,000	2,829,200	2,965,000	3,046,600	3,130,500
<u>CITY ATTORNEY</u>						
Personnel	944,825	1,001,200	920,800	996,800	1,026,700	1,057,500
Current Expenses	31,232	41,600	38,100	45,600	46,100	46,600
Subtotal	976,057	1,042,800	958,900	1,042,400	1,072,800	1,104,100
<u>ADMINISTRATIVE SERVICES</u>						
Personnel	4,081,230	4,045,200	4,018,600	4,131,800	4,255,800	4,383,500
Current Expenses	743,344	879,200	844,100	816,600	824,800	833,000
Subtotal	\$4,824,574	\$4,924,400	\$4,862,700	\$4,948,400	\$5,080,600	\$5,216,500

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	BUDGET 2010-11	PROJECTION 2011-12	PROJECTION 2012-13
<u>COMMUNITY SERVICES</u>						
Personnel	\$3,457,054	\$3,503,200	\$3,405,200	\$3,579,800	\$3,687,200	\$3,797,800
Current Expenses	430,128	517,500	506,400	528,000	533,300	538,600
Subtotal	3,887,182	4,020,700	3,911,600	4,107,800	4,220,500	4,336,400
<u>ENVIRONMENTAL SERVICES</u>						
Personnel	5,609,325	4,999,000	5,070,600	4,993,000	5,142,800	5,297,100
Current Expenses	523,974	569,400	347,800	296,100	299,100	302,100
Subtotal	6,133,299	5,568,400	5,418,400	5,289,100	5,441,900	5,599,200
<u>PUBLIC WORKS</u>						
Personnel	10,400,966	9,136,500	9,343,800	9,319,500	9,599,100	9,887,100
Current Expenses	2,652,350	2,969,400	2,882,300	2,840,800	2,869,200	2,897,900
Subtotal	\$13,053,316	\$12,105,900	\$12,226,100	\$12,160,300	\$12,468,300	\$12,785,000

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>POLICE DEPARTMENT</u>						
Personnel	\$27,192,422	\$25,834,000	\$25,466,300	\$25,407,600	\$26,169,800	\$26,954,900
Current Expenses	1,466,242	1,505,900	1,431,400	1,479,000	1,493,800	1,508,700
Capital Outlay	11,055	0	0	0	0	0
Subtotal	28,669,719	27,339,900	26,897,700	26,886,600	27,663,600	28,463,600
<u>POLICE DEPT - EMERGENCY SERVICES</u>						
Personnel	252,810	253,100	251,300	253,500	261,100	268,900
Current Expenses	24,715	24,200	22,500	24,200	24,400	24,600
Subtotal	277,525	277,300	273,800	277,700	285,500	293,500
<u>NON-DEPARTMENTAL</u>						
Personnel	985,494	714,200	566,700	1,060,800	1,092,600	1,125,400
Current Expenses	2,899,597	3,246,200	3,128,300	3,129,600	3,160,900	3,192,500
Capital Outlay	57,655	0	0	0	0	0
Subtotal	\$3,942,746	\$3,960,400	\$3,695,000	\$4,190,400	\$4,253,500	\$4,317,900

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>TRANSFERS TO OTHER FUNDS</u>						
Streets And Roads Program	\$40,000	\$0	\$0	\$0	\$0	\$0
Police Special Problems Section	689,825	729,700	741,800	778,700	794,300	810,200
Computer Equipment Replacement	592,200	584,300	584,300	584,300	613,600	644,300
Geographic Information Systems	34,400	12,100	12,100	0	12,100	12,100
Vehicle Replacement Reserve:						
Administrative Services	2,700	2,800	2,800	2,900	2,900	2,900
Community Services	9,600	6,700	6,700	2,400	2,400	2,400
Environmental Services	24,400	19,600	19,600	17,200	17,200	17,200
Public Works	154,800	172,400	146,000	169,400	169,400	169,400
Police Department	400,600	394,800	392,800	370,100	370,100	370,100
Landscape Zones Augmentation	980,000	1,345,000	1,345,000	1,236,300	1,425,200	1,573,000
Transit	2,559,409	2,626,300	2,200,500	3,339,800	3,423,300	3,508,900
Retiree Medical Benefits	482,200	192,500	192,500	1,303,400	1,329,700	2,852,900
Transfer to Debt Service	361,437	617,000	617,000	0	108,100	617,000
Financial Information Systems	165,100	120,000	120,000	0	120,000	120,000
Subtotal	6,496,671	6,823,200	6,381,100	7,804,500	8,388,300	10,700,400
Total Expend. Net of Reimbursements	\$71,390,564	\$69,090,000	\$67,454,500	\$69,672,200	\$71,921,600	\$75,947,100

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<i><u>REIMBURSED EXPENDITURES & TRANSFERS IN</u></i>						
Workers' Compensation Fund	\$440,600	\$442,000	\$442,000	\$506,900	\$524,600	\$547,200
Workers' Comp Fund - (Surplus)	1,145,000	2,325,400	2,325,400	250,000	0	0
Liability Insurance Fund	296,300	266,500	266,500	220,000	227,700	237,500
CDBG Fund	52,540	111,900	111,900	97,800	101,200	105,600
CDA Administration Fund	967,800	1,242,400	1,242,400	1,183,600	1,225,000	1,277,700
CDA Housing Fund	839,000	839,000	839,000	1,051,300	1,088,100	1,134,900
Lighting Maintenance District Fund	460,500	482,100	482,100	453,200	469,100	489,300
Landscape District No. 1	103,552	113,700	113,700	118,700	122,300	126,000
Local Housing Fund	78,400	96,000	96,000	130,600	135,200	141,000
Vehicle Replacement Fund (Surplus)	450,000	1,082,000	1,082,000	500,000	0	0
Transit Fund	1,256,600	1,230,200	1,230,200	1,200,300	1,242,300	1,295,700
Sanitation Fund	2,639,600	2,506,600	2,506,600	2,750,900	2,847,200	2,969,600
Waterworks District No. 8 Fund	2,139,400	2,007,500	2,007,500	2,131,700	2,206,300	2,301,200
Subtotal	10,869,292	12,745,300	12,745,300	10,595,000	10,189,000	10,625,700
Total General Fund Expenditures	<u>\$60,521,272</u>	<u>\$56,344,700</u>	<u>\$54,709,200</u>	<u>\$59,077,200</u>	<u>\$61,732,600</u>	<u>\$65,321,400</u>

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$32,083,983	\$31,558,800	\$30,392,300	\$1,166,500	\$31,525,700
41020 Temporary Salaries	417,953	422,900	333,500	89,400	506,700
41030 Boards and Commissions	34,007	126,100	124,400	1,700	141,400
41040 Overtime	2,959,345	3,255,900	2,761,300	494,600	2,880,600
42200 Deferred Compensation (401k)	936,147	910,100	869,400	40,700	896,600
42210 Deferred Compensation (457)	27,557	60,900	38,800	22,100	60,300
41050 Outside Assistance	72,553	49,400	30,200	19,200	35,000
41300 Vision Care	104,545	101,400	100,600	800	102,800
41350 Disability	279,790	280,800	271,700	9,100	278,000
41400 Group Ins/Health	5,882,005	5,455,900	5,011,000	444,900	5,591,900
41450 Life Insurance	111,490	103,200	101,300	1,900	103,900
41500 Group Ins/Dental	458,174	449,100	432,600	16,500	463,200
41600 Retirement (PERS)	8,222,732	8,186,600	7,925,000	261,600	8,225,300
41610 Retirement (PARS)	81,633	87,600	85,400	2,200	86,100
41650 Medicare	450,581	459,700	446,300	13,400	515,400
41660 FICA	19,565	22,100	21,700	400	32,500
41700 Workers' Compensation	2,521,400	2,097,500	2,095,300	2,200	1,987,900
41800 Leave Accrual	985,494	714,200	566,700	147,500	1,060,800
41900 Personnel Savings	0	(2,164,000)	0	(2,164,000)	(2,154,400)
Subtotal - Personnel	55,648,954	52,178,200	51,607,500	570,700	52,339,700
<u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u>					
42100 Utilities	944,841	960,900	964,100	(3,200)	990,500
42130 Postage	84,729	101,000	88,600	12,400	97,700
42150 Communications	778,527	792,300	710,800	81,500	697,700
42200 Computer (Non-Capital)	10,878	45,000	44,800	200	7,400

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$69,039	\$93,600	\$80,300	\$13,300	\$71,600
42235 Furnishings (Non-Capital)	31,681	30,400	19,500	10,900	15,000
42300 Copiers	32,752	3,600	2,700	900	3,600
42310 Rentals	147,480	170,600	169,500	1,100	170,500
42410 Uniform/Clothing Supply	273,181	265,700	256,600	9,100	274,500
42420 Special Departmental Expense	180,669	137,000	111,400	25,600	146,400
42440 Memberships & Dues	27,984	38,100	36,400	1,700	37,900
42450 Subscriptions & Books	18,452	22,400	21,400	1,000	23,300
42460 Advertising	32,267	64,100	32,600	31,500	31,500
42500 Fuel and Lubricants	551,455	628,300	605,000	23,300	577,200
42510 Tires	36,426	40,000	40,000	0	40,000
42550 Small Tools/Equipment	10,960	10,500	10,500	0	10,500
42560 Operating Supplies	817,545	807,400	764,900	42,500	784,200
42720 Travel, Conferences, Meetings	47,136	65,800	30,000	35,800	82,000
42730 Training	129,692	105,000	90,400	14,600	181,000
42760 P.O.S.T. Training	74,520	77,700	58,000	19,700	77,700
42770 Recruitment	16,098	24,300	23,000	1,300	39,400
42780 Investigations	5,193	3,500	4,000	(500)	3,500
42790 Mileage	88,359	81,600	84,500	(2,900)	93,600
42545 Trip Reduction Program	58,007	65,900	65,000	900	65,000
Subtotal - Supplies/Materials	4,467,871	4,634,700	4,314,000	320,700	4,521,700
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	1,267,973	1,572,100	1,328,200	243,900	1,227,100
44015 County Property Tax Collection Fee	278,478	294,700	293,600	1,100	293,600

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>CURRENT EXPENSES - SERVICES (CONT'D)</u>					
44210 Animal Regulation	\$185,351	\$225,300	\$239,300	(\$14,000)	\$250,100
44310 Maintenance of Equipment	1,000,888	1,129,900	1,111,900	18,000	1,040,000
44450 Landscape Maintenance Contract	1,162,965	1,198,000	1,198,000	0	1,221,800
44460 Tumbleweed Abatement	775	1,000	500	500	1,000
44490 Other Contract Services	1,095,928	1,128,200	1,075,700	52,500	1,070,400
44590 Insurance Charges	721,900	892,500	892,500	0	882,400
44355 Vehicle Maintenance Reimbursement	(1,005,900)	(987,800)	(987,800)	0	(980,100)
Subtotal - Services	<u>4,708,358</u>	<u>5,453,900</u>	<u>5,151,900</u>	<u>302,000</u>	<u>5,006,300</u>
Subtotal - Current Expenses	9,176,229	10,088,600	9,465,900	622,700	9,528,000
<u>CAPITAL OUTLAY</u>					
47020 Furnishings and Equipment	57,655	0	0	0	0
47028 Computers	11,055	0	0	0	0
17030 Vehicles	0	0	0	0	0
Subtotal - Capital Outlay	<u>68,710</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>TRANSFERS TO OTHER FUNDS</u>					
49600 Streets And Roads Program	40,000	0	0	0	0
49286 Police Special Problems Section	689,825	729,700	741,800	(12,100)	778,700
49648 Computer Equipment Replacement	592,200	584,300	584,300	0	584,300
49649 Geographic Information Systems	34,400	12,100	12,100	0	0

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	
<u>TRANSFERS TO OTHER FUNDS (CONT'D)</u>						
Vehicle Replacement Reserve:						
49651	Administrative Services	\$2,700	\$2,800	\$2,800	\$0	\$2,900
49651	Community Services	9,600	6,700	6,700	0	2,400
49651	Environmental Services	24,400	19,600	19,600	0	17,200
49651	Public Works	154,800	172,400	146,000	26,400	169,400
49651	Police	400,600	394,800	392,800	2,000	370,100
49300	Landscape Zones Augmentation	980,000	1,345,000	1,345,000	0	1,236,300
49750	Transit	2,559,409	2,626,300	2,200,500	425,800	3,339,800
49297	Retiree Medical Benefits	482,200	192,500	192,500	0	1,303,400
49500	Transfer to Debt Service	361,437	617,000	617,000	0	0
49656	Financial Information Systems	165,100	120,000	120,000	0	0
	Subtotal Transfers to Other Funds	6,496,671	6,823,200	6,381,100	442,100	7,804,500
	Total Expend. Net of Reimbursements	71,390,564	69,090,000	67,454,500	1,635,500	69,672,200
<u>REIMBURSED EXPENDITURES & TRANSFERS IN</u>						
45805	Workers' Compensation Fund	440,600	442,000	442,000	0	506,900
45805	Workers' Comp Fund (Surplus)	1,145,000	2,325,400	2,325,400	0	250,000
45803	Liability Insurance Fund	296,300	266,500	266,500	0	220,000
45290	CDBG Fund	52,540	111,900	111,900	0	97,800
45200	CDA Administration Fund	967,800	1,242,400	1,242,400	0	1,183,600
45202	CDA Housing Fund	839,000	839,000	839,000	0	1,051,300
45270	Lighting Maintenance District Fund	460,500	482,100	482,100	0	453,200

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<i><u>REIMBURSED EXPENDITURES & TRANSFERS IN (CONT'D)</u></i>					
45300 Landscape District No. 1	\$103,552	\$113,700	\$113,700	\$0	\$118,700
45202 Local Housing Fund	78,400	96,000	96,000	0	130,600
45651 Vehicle Replacement Fund (Surplus)	450,000	1,082,000	1,082,000	0	500,000
45750 Transit Fund	1,256,600	1,230,200	1,230,200	0	1,200,300
45700 Sanitation Fund	2,639,600	2,506,600	2,506,600	0	2,750,900
45760 Waterworks District No. 8 Fund	2,139,400	2,007,500	2,007,500	0	2,131,700
Subtotal Reimbursed Expenses	10,869,292	12,745,300	12,745,300	0	10,595,000
Total General Fund Expenditures	<u>\$60,521,272</u>	<u>\$56,344,700</u>	<u>\$54,709,200</u>	<u>\$1,635,500</u>	<u>\$59,077,200</u>

City Administration

CITY ADMINISTRATION

City Administration includes the activities of the City Council, the City Manager, the Human Resources Division, and the City Clerk.

The City Council is the legislative and policy-making body of municipal government. The four Council Members are elected at large on a nonpartisan basis for four-year overlapping terms. The Mayor is elected every two years on a nonpartisan basis. The Mayor serves as the ceremonial head of the City and presides at all City Council meetings. The City Council appoints the City Manager and 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, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, Simi Valley Lighting Maintenance District, and Simi Valley Landscape District No. 1. Members of the City Council also serve on various regional government policy committees.

The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through various departments is under the City Manager's direction. The City Manager monitors a balance between needed programs and available revenue.

Along with members of the City Council, the Office of the City Manager lobbies on legislation affecting City and District revenues, as well as transportation, housing, water quality, and various other federal and state issues affecting Simi Valley.

Significant activity during FY 2009-10 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session, regarding local government revenues,

and water quality regulatory issues; participation in several local and regional committees covering such issues as library services, water quality and supply, air quality, economic growth, transportation systems, housing needs, and regional governance; continued implementation of the American Reinvestment and Recovery Act; the advancement of various sustainability efforts; and the coordination of special events and location filming permits such as Simi Valley Days and the Chamber of Commerce Street Fair.

The City Manager's Office also directs the development of the City's Annual Budget and provides high-level oversight of all financial activities.

In FY 2010-11, the City Manager's Office will continue to coordinate discussions and implementation efforts with the Regional Water Quality Control Board and other regional partners relating to the new Countywide Stormwater Permit and the Ventura County Transportation Commission on transportation related matters. The Office will also oversee actions resulting from the City's participation in such sustainability programs as the California Green Community Challenge and the Southern California Energy Leader Partnership. Other activities will include the coordination of capital projects, press relations activities, labor negotiations, legislative and lobbying activities, special projects and events, and financial planning. The fiscal task before the City will be to carry out a strategy that provides for the long-term fiscal stability of the organization, and maintaining service levels amid decreasing revenue sources. The City Manager's Office continues to welcome these important challenges and is determined to effectively manage the City's total operations and provide quality services within budgetary constraints.

HUMAN RESOURCES (Including Risk Management)

The Human Resources Division is responsible for providing and coordinating personnel and risk management services for all City administered departments, funds, and special districts. Human Resources' functions include recruitment, testing, employee selection, employee records, employment policies, new employee orientation, employee exit interviews, compensation plan administration, labor relations support, employer/employee relations, and employee benefit plans, specifically medical, dental, vision, and life insurance plans, as well as a Section 125 plan, retirement, disability, and two deferred compensation programs. Risk Management functions include administering an employee safety program in compliance with Federal and State requirements, administering a drug and alcohol program in compliance with U.S. Department of Transportation requirements, coordinating the Employee Assistance Program, coordinating liability and property claims, purchasing property/casualty insurance, and recommending loss control strategies.

FY 2009-10 Goals and Achievements

- Goal: Process all health insurance billings and generate payments by the 15th of the month. **Achievement: Completed all insurance billing reconciliations and payment generations by the 10th of the month.**
- Goal: Initiate recruitment services within five days of City Manager/Deputy Director/Human Resources approval of department request. **Achievement: Processed all requests within five days of approval.**
- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2009. **Achievement: Worked with the City's benefits consultant/broker and employee**

representatives to negotiate health insurance rates and renewed contracts for the health insurance programs.

- Goal: Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2010. **Achievement: Completed open enrollment for health insurance and the Section 125 Plan, which included providing individual employee Benefit Summary Sheets.**
- Goal: Work with the Safety Advisory Committee on safety programs. **Achievement: Convened the Safety Advisory Committee quarterly to review the City's safety programs and to make recommendations on safety issues.**
- Goal: Provide support for the negotiations process with the General Unit during Spring 2010. **Achievement: The negotiations process with the Service Employees International Union (SEIU) commenced in Spring 2010.**
- Goal: Implement the provisions of the Memorandum of Agreement with the Police Officers' Association (POA). **Achievement: Staff completed negotiations and implemented the provisions of the contract.**
- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: Coordinated a lunchtime brown bag workshop on Coping with Grief and Loss as well as a Social Security Workshop for employees and retirees.**
- Goal: Provide employee relations support and policy clarification to City staff as needed. **Achievement: Provided employee relations support and policy clarifications to City Departments on a variety of subjects.**

- Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly *Employee Newsletter*. **Achievement: Provided employee benefits information and safety articles to employees in conjunction with the City's monthly *Employee Newsletter*.**
- Goal: Provide assistance to SAP users to streamline their processes and reduce the need for outside consultants. **Achievement: Assisted the City's SAP Process Owners with problem resolution, updating/developing reports, and modifying configuration for the SAP system.**
- Goal: Enhance the efficiency of Human Resources computer applications for end users. **Achievement: Assisted end users by developing programs, automating reports, and updating forms.**
- Goal: Revise the 401(k) deferred compensation plan document. **Achievement: Revised the 401(k) deferred compensation plan, which was approved by the City Council, and distributed it to participants.**
- Conducted fund review for the 457 and 401(k) deferred compensation plans with the deferred compensation committee.
- Completed the actuarial review of the Workers' Compensation program.
- Implemented modifications to the Management-designated employee compensation package.
- Coordinated the emergency annual leave donation program on behalf of two employees.
- Revised physical agility testing for Police Officers.
- Coordinated health screenings through Anthem Blue Cross for approximately 40 employees.
- Conducted annual fire drills at City Hall, Development Services Building (DSB), Transit Maintenance Facility, Public Services Center, and Senior Center.
- Completed a successful Federal Transit Administration audit of the City's drug and alcohol testing process.

Other Accomplishments

- Initiated 24 recruitments, processed 1,684 employment applications, conducted 11 oral appraisal boards, and provided employment orientations to seven new employees.
- Coordinated Health Insurance Open Enrollment, which included providing individual employee Benefit Summary Sheets.
- Conducted 12 Americans with Disabilities Act interactive processes with City employees.
- Managed two Employment Development Department appeal hearings.
- Managed three small claims cases.
- Completed four employee investigations.
- Completed safety programs for the Sanitation Plant employees.
- Performed six employee workstation ergonomic reviews.

- Reviewed the City's hardhat and flu policies.
- Analyzed soil samples from the police range for lead contamination.
- Coordinated air quality testing at the Development Services Building.
- Researched leave policies for pandemic flu.
- Conducted bloodborne pathogen training for Transit employees.
- Processed an industrial disability retirement.
- Assisted several employees through the Employee Assistance Program to address workplace and personal problems.
- Concluded negotiations on the General Unit retiree medical benefit.
- Implemented the City's Layoff and Re-employment policy including displacement and bumping rights for employees affected by budget reductions.
- Conducted evaluation and discipline training for Community Services management staff.
- Coordinated flu shots for 150 employees.
- Coordinated three classification/position studies.
- Coordinated 457 training for employees.
- Assisted the City's SAP process owners with problem resolution for the SAP system, configured the new Smart Irrigation Timer

Program, revised the utility invoice for the Customer Services Division, and updated download program for Sympro.

- Updated SAP configuration of the City's Benefits Confirmation form in preparation for Open Enrollment.
- Provided negotiation support and analysis, and implemented the FY 2009-10 Budget cost savings measures for Management, General Unit, and Sworn employees.

FY 2010-11 Goals

- Process all health insurance billings and generate payment by the 15th of the month.
- Initiate recruitment services within five days of City Manager/Deputy Director/Human Resources approval of department request.
- Negotiate health insurance rates and renew contracts for health insurance by November 2010.
- Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2011.
- Work with the Safety Advisory Committee on safety programs.
- Implement the provisions of the Memorandum of Agreement with the Service Employees International (SEIU).
- Provide support for the negotiations process with the Police Officers Association (POA).
- Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions.

- Complete retiree medical actuarial studies in compliance with GASB 45.
- Complete a Request for Proposal for the City's benefits consulting service.

CITY CLERK

FY 2009-10 Goals and Achievements

- Goal: Prepare Candidate's Notebook and all documents relative to the upcoming November 2010 General Municipal Election. **Achievement: Prepared Candidate's Notebook and all relative documents for the November 2010 General Municipal Election by June 2010.**
- Goal: Coordinate activities associated with the November 2010 General Municipal Election. **Achievement: Consolidated the November 2010 General Municipal Election with the County of Ventura by Resolution on June 7, 2010.**
- Goal: Recruit an interview panel to select new members to the Citizens' Election Advisory Commission. **Achievement: Recruited nine community members to participate in the interview panel to select new members of the Citizens' Election Advisory Commission.**
- Goal: Coordinate activities associated with video streaming of City Council meetings and making City Council agendas, staff reports, and minutes available on-line. **Achievement: Coordinated on-line video streaming, agendas, staff reports, and minutes for all City Council meetings during FY 2009-10.**
- Goal: Maintain the Simi Valley Municipal Code and process amendments as adopted. **Processed three Municipal Code supplements and worked with the Code publisher to ensure timely and accurate updates of the Code and through the City's website.**
- Goal: Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings. **Achievement: Prepared and distributed 31 City Council/Special District agenda packets with a total of 267 agenda items.**
- Goal: Attend City Council, Special Agency, and Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date. **Achievement: Prepared approximately 266 pages of minutes and completed follow-up for 14 ordinances, 58 resolutions, and 98 contracts/agreements.**
- Goal: Continue indexing of meetings and other various documents. **Achievement: Indexed over 489 records for a total of 32,014 since inception of the indexing program.**
- Goal: Coordinate the filing of Financial Campaign Statements. **Achievement: Processed filing of semi-annual statements pursuant to the Political Reform Act and updated filing logs.**
- Goal: Coordinate the filing of Conflict of Interest Statements. **Achievement: Filed all Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants by the April 1, 2010 deadline.**
- Goal: Prepare and update documents for the list of City Council appointments to Boards, Commissions and Committees and the Maddy Act List. Provide updated Maddy List for applicants not appointed by Council for consideration to serve on another

Board, Commission or Committee. **Achievement: Updated and distributed the lists.**

- Continue to coordinate implementation of the Citywide Records Management Program and records destruction and prepare update to the retention/destruction schedule. **Accomplishment: Coordinated a citywide records destruction event.**
- Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas. **Achievement: Processed 48 subpoenas, 74 claims, 18 complaints, and 30 bankruptcies in accordance with Code requirements.**
- Coordinate the Passport Application Program. **Achievement: Processed 409 passport applications as a Passport Acceptance facility and responded to more than 1,000 passport information requests.**

Other Accomplishments

- Recruited eight candidates for five vacancies on the Citizens' Election Advisory Commission, with appointments being made in May 2010.
- Completed an update of the City's Records Retention Schedule.
- Posted all agendas and documents in compliance with the Brown Act.
- Processed Code of Ethics filings on an ongoing basis.
- Maintained audio, television, and recording equipment located in the City Council Chambers.

FY 2010-11 Goals

- Coordinate activities associated with video streaming of City Council meetings and making City Council agendas, staff reports, and minutes available on-line.
- Maintain the Simi Valley Municipal Code and process amendments as adopted.
- Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings.
- Attend City Council, Special District, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date.
- Coordinate the filing of Campaign Finance Disclosure Statements.
- Coordinate the filing of Conflict of Interest Statements to the Fair Political Practices Commission.
- Prepare and update the Maddy Act list and list of City Council appointed Boards, Commissions, and Committees.
- Continue to coordinate implementation of the Citywide Records Management Program and records destruction activities.
- Process Public Records Act requests, passport requests, complaints, and subpoenas.
- Coordinate the Passport Application Program.
- Coordinate all activities associated with the November 2010 General Municipal Election.

CITY ADMINISTRATION

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<u>PERSONNEL</u>					
41010 Regular Salaries	\$1,701,696	\$1,626,500	1,543,700	\$82,800	\$1,546,600
41020 Temporary Salaries	73,395	72,500	65,900	6,600	77,700
41030 Boards & Commissions	390	92,500	90,800	1,700	107,800
41040 Overtime	2,621	3,500	1,600	1,900	3,500
41200 Deferred Compensation - 401k	86,038	85,200	84,600	600	85,200
41210 Deferred Compensation - 457	1,688	2,300	2,000	300	2,000
41300 Vision Care	5,374	5,300	5,200	100	5,100
41350 Disability	15,432	16,800	16,000	800	16,700
41400 Group Ins/Health	344,529	330,400	291,900	38,500	305,300
41450 Life Insurance	7,309	6,900	7,900	(1,000)	6,700
41500 Group Ins/Dental	18,251	17,900	16,600	1,300	17,600
41600 Retirement/PERS	344,061	362,900	334,800	28,100	351,200
41610 Retirement/PARS	36,909	39,600	37,200	2,400	38,800
41650 Medicare	26,004	25,600	24,400	1,200	24,700
41660 FICA	3,905	2,100	3,500	(1,400)	3,500
41700 Workers' Compensation	50,300	42,900	38,000	4,900	45,900
41900 Personnel Savings	0	(41,100)	0	(41,100)	(41,400)
Subtotal - Personnel	2,717,902	2,691,800	2,564,100	127,700	2,596,900
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	8,573	14,300	12,100	2,200	12,100
42420 Special Departmental Expense	39,290	10,500	10,500	0	45,500
42440 Memberships & Dues	1,420	2,000	2,000	0	2,000

CITY ADMINISTRATION (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42450 Subscriptions & Books	\$1,442	\$1,400	\$1,300	\$100	\$900
42460 Advertising	21,586	27,200	24,700	2,500	24,700
42720 Travel, Conferences, Meetings	17,688	29,000	7,200	21,800	28,100
42730 Training	101,715	37,800	32,500	5,300	99,800
42790 Mileage	35,384	35,000	34,900	100	34,900
Subtotal - Supplies/Materials	<u>227,098</u>	<u>157,200</u>	<u>125,200</u>	<u>32,000</u>	<u>248,000</u>
<u>SERVICES</u>					
44010 Professional/Special Services	146,441	177,500	139,400	38,100	119,600
44310 Maintenance of Equipment	231	500	500	0	500
44490 Other Contract Services	37,803	0	0	0	0
Subtotal - Services	<u>184,475</u>	<u>178,000</u>	<u>139,900</u>	<u>38,100</u>	<u>120,100</u>
Subtotal Current Expenses	411,573	335,200	265,100	70,100	368,100
Total	<u>\$3,129,475</u>	<u>\$3,027,000</u>	<u>\$2,829,200</u>	<u>\$197,800</u>	<u>\$2,965,000</u>

**CITY ADMINISTRATION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>City Manager:</u>			
City Manager	1.0	1.0	1.0
Assistant City Manager	2.0	2.0	2.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	0.0	0.0
SUBTOTAL	6.0	5.0	5.0
<u>Human Resources:</u>			
Deputy Director/Human Resources	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0
Senior Human Resources Analyst	2.0	2.0	2.0
SAP Applications Support Analyst	1.0	1.0	0.0
Human Resources Analyst	1.0	1.0	1.0
Administrative Aide	1.0	0.0	0.0
Secretary	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0
Senior Human Resources Technician	1.0	1.0	1.0
SUBTOTAL	11.0	10.0	9.0

CITY ADMINISTRATION
AUTHORIZED POSITIONS (CONT'D)

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
City Clerk Services:			
Deputy Director/City Clerk	1.0	0.0	0.0
Assistant City Clerk	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Clerk II	1.0	1.0	1.0
SUBTOTAL	5.0	4.0	4.0
TOTAL - REGULAR POSITIONS	22.0	19.0	18.0
<u>TEMPORARY POSITIONS: (Note 1)</u>			
Human Resources:			
Work Experience/Clerical	1.0	1.0	1.0
TOTAL - TEMPORARY POSITIONS	1.0	1.0	1.0
TOTAL - CITY ADMINISTRATION POSITIONS	23.0	20.0	19.0

Note 1: Temporary positions are shown as full-time equivalents.

City Attorney

CITY ATTORNEY

The City Attorney's Office renders professional legal advice to the City of Simi Valley, the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency, the Simi Valley Industrial Development Authority, and the Simi Valley Public Financing Authority. The City Attorney's Office also defends legal actions against the City (or oversees legal representation by outside counsel), files legal actions on behalf of the City as authorized by the City Council, and prosecutes criminal charges for violations of the Simi Valley Municipal Code.

FY 2009-10 Goals and Achievements

- Goal: Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings. **Achievement: Provided timely legal review and comments on approximately 300 staff reports, contracts, and other writings.**
 - Goal: Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents. **Achievement: Provided timely responses, legal review, legal opinions, and recommendations regarding 163 review items.**
 - Goal: Respond to City Council and staff concerns with respect to existing ordinances and resolutions and, as requested, assist with revisions to or new ordinances and resolutions. **Achievement: Staff prepared and obtained City Council approval of a resolution revising civil fines, an ordinance relating to graffiti enforcement and abatement, and an ordinance amending election campaign finances. Staff also**
- assisted departments in developing and revising several other ordinances and resolutions.**
- Goal: Provide City staff with current legislative information and court decisions, which may have a direct impact on the interpretation of law. **Achievement: This continues to be accomplished on an ongoing basis as new laws are adopted and cases impacting the City are decided by the State and Federal courts.**
 - Goal: Continue attendance at Planning Commission meetings, sub-committee meetings, and advisory meetings to provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections. **Achievement: Continued to participate and provide legal advice when appropriate and as requested at Planning Commission, subcommittee, and advisory meetings.**
 - Goal: Defend civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations, and trials. **Achievement: During the fiscal year, the City was served with eleven new lawsuits. City Attorney's Office staff is currently litigating six cases. An additional eight cases are being handled by individual attorneys or firms selected for their expertise in the area of law pertaining to each specific lawsuit. Four cases are scheduled to go to trial in 2010. In the latter part of 2009, the City went to trial on three cases and obtained favorable judgments in all three cases.**

- Goal: Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial. **Achievement: City Attorney's Office staff prosecuted five code enforcement violations and 149 additional violations resulting from Police Department citations. The Police Department was also represented in four Pitchess Motions.**
- Goal: Conduct thorough investigations of claims filed against the City to determine if those claims should be rejected due to lack of merit or returned due to late filings or insufficiencies. **Achievement: A total of 53 claims were filed, of which 23 were denied.**
- Goal: Evaluate claims and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within the City Attorney's settlement authority or request City Council approval. **Achievement: Resolved 14 claims and 9 lawsuits in the most cost effective terms available to the City.**
- Goal: Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code. **Achievement: City Staff was provided with updated materials and memoranda relative to C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.**

Other Accomplishments

- Filed three lawsuits on behalf of the City. One case went to default judgment in favor of the City and the other two lawsuits are currently being litigated.

FY 2010-11 Goals

- Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings.
- Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents.
- Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances.
- Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law.
- Provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections.
- Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials.
- Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial.
- Conduct thorough investigations of claims filed against the City to identify claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies.

- Evaluate claims and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within the City Attorney's settlement authority or request City Council approval.
- Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

CITY ATTORNEY

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$656,617	\$704,700	\$644,800	\$59,900	\$683,700
41020 Temporary Salaries	0	0	9,000	(9,000)	18,900
41040 Overtime	0	100	0	100	100
41200 Deferred Compensation - 401k	24,855	25,500	24,400	1,100	25,500
41210 Deferred Compensation - 457	340	100	400	(300)	400
41300 Vision Care	1,208	1,200	1,300	(100)	1,700
41350 Disability	6,816	7,600	6,000	1,600	7,700
41400 Group Ins/Health	78,939	74,200	60,000	14,200	63,700
41450 Life Insurance	1,632	1,800	1,200	600	2,000
41500 Group Ins/Dental	4,613	4,500	4,500	0	5,800
41600 Retirement/PERS	134,166	144,200	133,400	10,800	147,300
41610 Retirement/PARS	9,245	11,000	11,300	(300)	11,100
41650 Medicare	8,194	10,100	7,700	2,400	10,100
41660 FICA	0	0	600	(600)	1,200
41700 Workers' Compensation	18,200	16,200	16,200	0	17,600
Subtotal - Personnel	<u>944,825</u>	<u>1,001,200</u>	<u>920,800</u>	<u>80,400</u>	<u>996,800</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	2,232	3,000	2,700	300	2,700
42310 Rentals	501	0	0	0	0
42440 Memberships & Dues	1,310	2,100	2,000	100	2,100
42450 Subscriptions & Books	8,582	10,800	11,600	(800)	9,300
42720 Travel, Conferences, Meetings	2,089	2,900	2,000	900	2,800
42730 Training	616	4,600	1,200	3,400	3,600
42790 Mileage	3,062	4,200	5,600	(1,400)	8,600
Subtotal - Supplies/Materials	<u>\$18,392</u>	<u>\$27,600</u>	<u>\$25,100</u>	<u>\$2,500</u>	<u>\$29,100</u>

CITY ATTORNEY (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$12,840	\$14,000	\$13,000	\$1,000	\$16,500
Subtotal - Services	12,840	14,000	13,000	1,000	16,500
Subtotal Current Expenses	31,232	41,600	38,100	3,500	45,600
Total	<u>\$976,057</u>	<u>\$1,042,800</u>	<u>\$958,900</u>	<u>\$83,900</u>	<u>\$1,042,400</u>

**CITY ATTORNEY
AUTHORIZED POSITIONS**

REGULAR POSITIONS:

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	1.0
Assistant City Attorney	1.0	1.0	1.0
Deputy City Attorney	1.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0
Legal Clerk	1.0	1.0	0.0
SUBTOTAL	6.0	6.0	5.0

PART-TIME POSITIONS: (Note 1)

Legal Clerk	1.0	1.0	1.0
SUBTOTAL	1.0	1.0	1.0

TOTAL - CITY ATTORNEY POSITIONS

	7.0	7.0	6.0
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Note 1: Part-time positions are shown as full-time equivalents.

*Department of
Administrative Services*

DEPARTMENT OF ADMINISTRATIVE SERVICES

The Department of Administrative Services provides a wide variety of services to City staff and the public, with most functions provided in support of other Departments. The Department's major functions include: budget preparation, accounting and financial reporting, payroll, cash management, debt administration, purchasing, telephone and radio communications, graphics/printing, mail services, computer hardware/software acquisition and support, workers' compensation administration, billing/collection of water and wastewater services, and processing of business tax certificates and parking citations.

CUSTOMER SERVICES

The Customer Services Division is responsible for processing utility bills, parking citations, business tax, transient occupancy tax receipts, and accounts receivable. In addition, the Division coordinates the activities of special event and location filming permits, business tax compliance programs, and cashiering activities at City Hall.

FY 2009-10 Goals and Achievements

- Goal: Process all utility bills within three working days of receipt of billing data from the Department of Public Works. **Achievement: Processed all 191,125 utility bills within three working days of receipt of billing data from the Department of Public Works.**
- Goal: Process all parking citation dismissal requests within three days from receipt of request. **Achievement: Processed all 658 parking citation dismissal requests within three days of request.**

- Goal: Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment. **Achievement: Processed all utility billing, parking citation, and business tax payments within one workday of receipt of payment.**

Other Accomplishments

- Coordinated and processed 26 special event applications and 47 location filming requests.
- Processed 274 permit applications and 1,728 parking citation billings for the Police Department.
- Processed 2,126 new applications for water service and 2,195 requests to terminate water service for Waterworks District No. 8 within two days of receipt of a request.
- Processed 421 water service orders for Waterworks District No. 8.
- Developed and implemented the 2010 Business Tax Compliance Program.
- Coordinated the Parking Citation Administrative Remedies Program that allowed 13 low-income persons who are homeless or at-risk of homelessness to provide community service in lieu of payment of 57 parking citation fines.
- Developed and implemented Waterworks District No. 8's new online bill payment program.

- Developed and implemented Waterworks District No. 8's new three-tiered billing rate program.
- Coordinated the development of Waterworks District No. 8's new utility bill format featuring water conservation information.

FY 2010-11 Goals

- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.
- Process all parking citation dismissal requests within three days from receipt of request.
- Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment.

FISCAL SERVICES

The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds, including the Community Development Agency and Special Districts. Fiscal Services' functions include Accounts Payable, Payroll, General Ledger maintenance, month-end closing, fixed asset recordation and inventory, bank reconciliations, grant postings and draw-downs, assessment district collections, year-end audit coordination, and financial report preparation. The latter includes the Comprehensive Annual Financial Report (CAFR) and supplemental reports including Community Development Agency, State Controller's Reports, and the Statements of Indebtedness. The Division is responsible for coordinating financial audits. It also provides compliance oversight for the Federal Transportation Administration and Police Department grants.

FY 2009-10 Goals

- Goal: Process all City accounts payable checks within the City's "net 30" policy on a weekly basis. **Achievement: Consistently processed the City's accounts payable checks within 30 days.**
- Goal: Process payroll for all City employees on a bi-weekly basis. **Achievement: Consistently processed the City's bi-weekly payroll on a timely basis.**
- Goal: Process month-end closing transactions on a monthly basis. **Achievement: Processed month-end closing transactions, thus allowing for monthly financial data to be accessed on-line.**
- Goal: Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2009. **Achievement: Completed the Statements of Indebtedness for each CDA project area by the scheduled deadline.**
- Goal: Prepare and complete the State Controller's Reports by October 20, 2009. **Achievement: Completed the State Controller's Reports by the scheduled deadline.**
- Goal: Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2009. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**
- Goal: Process and complete the CDA Annual Report by December 31, 2009. **Achievement: Completed the CDA Annual Report by the scheduled deadline.**

- Goal: Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804. **Achievement: Published the City's summarized financial data on January 5, 2010.**
- Goal: Coordinate the ongoing trust fund cleanup project with all City departments and publish a list of unclaimed property by April 30, 2010. **Achievement: Coordinated the trust fund cleanup with City departments and published the list of unclaimed funds by June 30, 2010.**

Other Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement award for Excellence in Financial Reporting for the FY 2008-09 Comprehensive Annual Financial Report.
- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a.
- Computed the Community Development Agency loan repayment to the City and Lighting Maintenance District.
- Reformatted the payroll statements from landscape to portrait, for employees unable to receive electronic distribution, in order to eliminate the need for expensive custom envelopes.

FY 2010-11 Goals

- Process all City accounts payable checks within the City's "net 30" policy on a weekly basis.
- Process bi-weekly payroll for all City employees on a timely basis.

- Process month-end close transactions on a monthly basis.
- Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2010.
- Prepare and complete the State Controller's Reports by October 20, 2010.
- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2010.
- Prepare and complete the CDA Annual Report by December 31, 2010.
- Coordinate the ongoing trust fund cleanup project with all City departments; publish a list of unclaimed property by June 30, 2011.

INFORMATION SERVICES

The Information Services Division provides centralized management and planning of computer resources and services for all City Departments. The Division has responsibility for technical support of the Financial Information System (FIS), Integrated Police System (IPS), Geographic Information System (GIS), Permits System, Wide Area Network (WAN), and Internet connections. The Division coordinates all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

FY 2009-10 Goals and Achievements

- Goal: Implement a high-speed network connection to increase network speed and reliability between the Public Service Center and City Hall. **Achievement: Provided a fiber connection between the Public Service Center and City Hall that provides 200 times more network speed and capacity.**
- Goal: Design a scalable computing architecture based on supportable systems, standards, and best practices. **Achievement: Designed a highly scalable, redundant network based on technology from Microsoft, IBM, Hewlett-Packard and VMWare.**
- Goal: Issue a Request for Proposals, award a contract and oversee an evaluation of the City's existing permitting software and process to determine the economic impacts and long-term strategy for this system. **Achievement: Gathered system requirements for Permitting, Code Enforcement, Planning, Public Works, Water Works, Sanitation and Finance in preparation for RFP issuance.**
- Goal: Design the proposed computer room at the Transit Maintenance Facility as a disaster recovery network to provide the foundation for redundancy of systems throughout the City. **Achievement: Worked with architect to design a computer room at the new Transit Maintenance Facility to provide stability and redundancy for computer operations.**
- Goal: Implement an Internet-based information-sharing system for the Emergency Operations Center (EOC). **Achievement: Implemented WebEOC, a web enabled collaboration software that will facilitate internal and external communications and resource allocation in the EOC in the event of a disaster.**
- Goal: Provide recommended long-term direction for all enterprise systems based upon an enterprise systems evaluation. **Achievement: Currently evaluating all enterprise systems with the assistance of a consultant.**
- Goal: Upgrade the asset-tracking system to support Sanitation and Waterworks District inventory controls. **Achievement: Upgraded the system and software that supports Sanitation and the Waterworks District in October 2009. The upgrade was performed on time, within budget and with no interruption to City/District business.**
- Goal: Assist in the generation and implementation of digital record retention policies and assess the impacts to City systems. **Achievement: Worked with City Clerk's Office, City Attorney and outside counsel to complete digital record retention policies.**
- Goal: Improve interoperability between the City's financial system (SAP) and the CalPERS new technology system to provide faster and more reliable data transfer services between agencies. **Achievement: Created necessary reports and data extracts to interface to CalPERS new system. CalPERS go live date has been delayed to Quarter 3 of 2010.**

Other Accomplishments

- Improved computer room infrastructure including grounding of all equipment, installation of new earthquake bracing on computer racks, and installation of a new cable management system.
- Upgraded Tax Factory on SAP to incorporate 2010 changes in the tax law.

- Upgraded Oracle databases used by Hansen, ArborPro and GroupLink.
- Replaced the aging Hewlett-Packard Integrity database server.
- Implemented a new contract for printer maintenance resulting in a 20% cost savings.
- Donated more than 100 surplus personal computers to local schools and charity organizations including the Simi Valley Unified School District, Grace Brethren, ARC of Ventura County, Flying Angel Network, Kids & Families Together, and Senior Concerns.
- Designed and developed a GIS Web Map application to display specific crime incidents for previous week activities and programmed Python Script to automatically update crime incident data used by Police Department staff.
- Designed and prepared City Council exhibit maps showing bus stop sites for shelter construction and prepared a series of four maps for overview and redevelopment areas.
- Updated the City Limits GIS layer to include annexation of the Ronald Reagan Presidential Library and other affected parcels.
- Coordinated GIS maps and coverage with the Police Department and Sheriff's Department, including modified Police Department beats and grids.
- Prepared the annual State report on building activities in redevelopment areas.

- Prepared report of service charges for City Manager's office with regard to open and closed building, planning, and public works permits.

FY 2010-11 Goals

- Migrate office productivity, e-mail, and file services to Microsoft 2010 technologies.
- Implement Employee Self-Service for payroll and time keeping to enable automating processes and creating efficiencies.
- Create a Request For Proposals and select a vendor to assist with upgrades and replacement options for Enterprise Resource and Planning system software.
- Complete implementation of the new Blade Center and consolidate at least 10 additional servers onto the Blade Center to reduce future capital and maintenance costs.
- Replace the obsolete Ethernet switching network with new switches that can be configured to support future technologies such as voice-over Internet Protocol and unified messaging.
- Implement a high-speed network connection between the Cultural Arts Center and City Hall to increase network speed and reliability.
- Replace 140 desktop computers scheduled for replacement.
- Assist with technology issues associated with the proposed Transit Maintenance Facility Expansion Project.

SUPPORT SERVICES

The Support Services Division is responsible for providing centralized support services to the City's operating Departments. The services provided are as follows: oversee the City's purchasing program, review City contracts, provide printing and graphics services, plan and furnish City office spaces, administer the central office supplies program, deploy and maintain office equipment, provide telecommunications and radio communications services, provide City-wide mail and messenger services, dispose of surplus equipment, manage the Financial Information System (FIS) Materials Management Module.

FY 2009-10 Goals and Achievements

- Goal: Complete an upgrade to the City's voice mail system by December 2009. **Achievement: Completed upgrade to the City's voice mail system by December 2009.**
- Goal: Complete migration of the microwave services required for the City's two-way radio system to Ventura County's microwave system by July 2009. **Achievement: Completed the migration to Ventura County's microwave system.**
- Goal: Provide office furnishings, office equipment, telecommunications services and radio communication services for the Transit Facility Expansion Project by March 2010. **Achievement: Project delayed until June 2011.**
- Goal: Provide ongoing FIS training for materials management. **Achievement: Completed ongoing FIS training for materials management on one-on-one basis as required.**

Other Accomplishments

- Provided a variety of graphic and print materials for Arbor Day, Small Business Forum, Neighborhood Council Food Drive, Arroyo Clean-up, Youth Summit, Youth Employment Service (YES) Career Expo, Health and Wellness Expo, and the Citywide Volunteer Recognition Dinner.
- Provided graphic and print services for the Metrolink Memorial dedication.
- Designed the logo and provided graphic and print services for the City's 40th anniversary celebration.
- Designed covers, produced layouts, and printed major City documents including the FY 2009-10 Annual Budget and the Fiscal Year Ended June 30, 2009 Comprehensive Annual Financial Report (CAFR).
- Designed and printed two versions in two formats of *A Call To Action Homeless* brochure.
- Developed graphic materials and assisted with the development of marketing/promotional support for the City's "Green City" sustainable community program.
- Selected, contracted for, and replaced copy equipment in the City's Print Shop.
- Completed a software upgrade to the City's two-way radio system and completed a preventative maintenance inspection on all City radio subscriber units.
- Replaced 180 worn-out City staff telephones.

FY 2010-11 Goals

- Complete an upgrade to the City's two-way radio system by December 2010.
- Provide office furnishings, office equipment, telecommunications services and radio communication services for the Transit Facility Expansion Project by March 2011.
- Complete the Request for Proposal process and award a new contract for City office supplies by February 2011.
- Complete the Climate Friendly Purchasing Chapter of the City's Green Community Action Plan by August 2010.

TREASURY SERVICES

The Treasury Services Division is responsible for managing the City's investment program; debt administration, including compliance with Federal arbitrage rebate regulations and the Securities and Exchange Commission's continuing disclosure requirements; banking services and relationships; the annual update to the Statement of Investment Policy; the Schedule of Service Charges; State-Mandated Cost Recovery (SB90) claims; and the coordination of the Department's Annual Budget development process.

FY 2009-10 Goals and Achievements

- Goal: Achieve an average rate of return on the investment of City funds that exceeds the City's benchmark (50% Local Agency Investment Fund and 50% 1-Year Constant Maturity Treasury). **Achievement: During FY 2009-10 the City's weighted average rate of return (through March) was 2.21%, versus 0.69% for the Local Agency Investment Fund and 0.54% for the City's benchmark.**

- Goal: Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments. **Achievement: Actively managed the City's cash by investing all available funds in Local Agency Investment Fund, U.S. Treasuries, U.S. Government Agency securities, Public Funds Interest Checking, and the California Asset Management Program.**
- Goal: Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review. **Achievement: Presented a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review that analyzed monetary policies and economic trends impacting the City's investment strategy.**
- Goal: Complete the implementation of the general ledger interface with the SymPro investment management software. **Achievement: Completed the interface implementation.**
- Goal: Complete annual compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues. **Achievement: Completed compliance requirements.**
- Goal: Prepare the annual update to the Statement of Investment Policy, submit the Policy for City Council approval, and submit the Policy to the Association of Public Treasurers of the United States and Canada for certification after City Council approval. **Achievement: The annual update to the Statement of Investment Policy will be provided and implemented during calendar year 2010.**

- Goal: Provide bond administration, including payment requisitions, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements. **Achievement: Completed bond administration for all bond issues as needed during the fiscal year.**
- Goal: Coordinate the biennial review and update the Schedule of Service Charges (SSC). **Achievement: Coordinated the biennial review and update of the Schedule of Service Charges (SSC) with an anticipated effective date of July 1, 2010.**
- Goal: Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2010. **Achievement: State-Mandated Cost Recovery (SB 90) claims were completed and submitted to the State in January 2010.**

Other Accomplishments

- Provided administrative support for the levy of special taxes for the Community Facilities District (CFD) 2004-1 (Simi Valley Town Center Project) and the levy of assessments for Assessment District (AD) 98-1 Madera Royal and AD 89-1 Royal Corto for FY 2009-10.
- Assisted with the Online Bill Pay EPX InfoSend implementation for water payments.

FY 2010-11 Goals

- Achieve an average rate of return on the investment of City funds that exceeds the City's benchmark (50% Local Agency Investment Fund and 50% 1-Year Constant Maturity Treasury).

- Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.
- Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review.
- Complete annual compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues.
- Prepare the annual update to the Statement of Investment Policy, submit the Policy to the City Council for approval, and submit the Policy to the Association of Public Treasurers of the United States and Canada for certification after City Council approval.
- Provide bond administration, including payment requisitions, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements.
- Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2011.

WORKERS' COMPENSATION

The Workers' Compensation Division is responsible for reviewing and processing claims filed by injured workers, participating in settlement negotiations, ensuring program conformance with applicable laws and regulations, and monitoring and evaluating the program activities to ensure the delivery of quality medical care and services.

FY 2009-10 Goals and Achievements

- Goal: Maintain the Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims. **Achievement: Consistently updated the Workers' Compensation Procedure Manual as changes occurred in the law.**
- Goal: Continue to conduct regular meetings with Departments to review the status of open claims. **Achievement: Conducted claims review meetings with each Department at least quarterly.**
- Goal: Continue on-going educational training mandated by Senate Bill 899 for all Workers' Compensation staff. **Achievement: Continued ongoing training to stay in compliance with Senate Bill 899 and the changes that have occurred during the year.**

Other Accomplishments

- Processed 76 new Workers' Compensation claims.
- Closed 96 Workers' Compensation claims.
- Began implementation of the new Center for Medicare Services (CMS). This newly electronic process will allow the reporting on behalf of the injured Medicare beneficiaries that have filed workers' compensation claims. This new system is mandated by Section 111 from the federal government and is designed to separate workers' compensation benefits from Medicare benefits.

- Contracted with two new outside vendors to assist with the workers' compensation process to enhance the efficiency of claim determination.

FY 2010-11 Goals

- Maintain the Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims as well as including procedures written by both claims examiners.
- Continue to maintain a high level of customer service and an open door policy to injured workers by all staff members to ensure that all injured workers are aware of their entitlements.
- Continue to conduct regular meetings with Departments to review the status of open claims.
- Continue on-going educational training mandated by Senate Bill 899 for all Workers' Compensation staff.

DEPARTMENT ADMINISTRATION

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 Administration Division performs various administrative duties for the Department, including budgeting, purchasing, payroll, and secretarial support for the Department. The Division's budget responsibilities include the preparation of the City's Annual Budget, First Quarter and Mid-Year Financial Reports, administration of the budgetary control process, and coordination of financial reporting requirements.

FY 2009-10 Goals and Achievements

- Goal: Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of each year, including preparation of the City's *Gann Limit* calculation. **Achievement: Provided assistance to all City Departments in preparing their annual budgets and capital improvement programs. The Gann Limit calculation was approved by the City Council in June 2010.**
- Goal: Prepare the First Quarter and Mid-Year Financial Reports for FY 2009-10 for submittal to the City Council by November 2009 and February 2010 respectively. **Achievement: Reports were submitted on November 9, 2009 and February 8, 2010, respectively.**
- Goal: Update the Cost Allocation Plan for the FY 2010-11 budget process by March 2010. **Achievement: The Cost Allocation Plan has been updated and printed for distribution.**
- Goal: Implement Phase II of the City's website improvements for additional interactivity and transparency. **Achievement: Implemented training and provided all Departments with tools for Phase II of the City's website improvements.**
- Goal: Provide ongoing Financial Information System (FIS) training in Financial Reporting. **Achievement: One-on-one training was provided during the fiscal year.**

Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2009-10 Annual Budget.

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2009-10 Capital Improvement Program.
- Provided management oversight for Financial Information System (FIS) enhancements.
- Co-coordinated the City's United Way Campaign.

FY 2010-11 Goals

- Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of each year, including preparation of the City's *Gann Limit* calculation.
- Prepare the First Quarter and Mid-Year Financial Reports for FY 2010-11 for submittal to the City Council by November 2010 and February 2011 respectively.
- Update the Cost Allocation Plan for the FY 2011-12 budget process by March 2011.
- Provide ongoing Financial Information System (FIS) training in Financial Reporting.
- Coordinate technology enhancements and training with City Departments.

DEPARTMENT OF ADMINISTRATIVE SERVICES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,641,367	\$2,770,600	\$2,738,900	\$31,700	\$2,842,000
41020 Temporary Salaries	69,721	0	0	0	0
41040 Overtime	2,796	1,700	1,700	0	1,700
41050 Outside Assistance	72,553	49,400	30,200	19,200	30,000
41200 Deferred Compensation - 401k	122,189	124,300	125,300	(1,000)	129,300
41210 Deferred Compensation - 457	1,375	3,100	1,600	1,500	2,800
41300 Vision Care	8,069	7,900	7,800	100	7,900
41350 Disability	27,380	27,600	28,100	(500)	29,200
41400 Group Ins/Health	421,234	410,900	372,100	38,800	418,500
41450 Life Insurance	9,259	8,800	8,600	200	9,000
41500 Group Ins/Dental	28,803	29,800	27,600	2,200	29,100
41600 Retirement/PERS	549,494	578,800	564,200	14,600	592,100
41610 Retirement/PARS	9,101	9,300	9,500	(200)	9,100
41650 Medicare	36,089	37,300	37,600	(300)	37,500
41700 Workers' Compensation	81,800	65,400	65,400	0	70,300
41900 Personnel Savings	0	(79,700)	0	(79,700)	(76,700)
Subtotal - Personnel	<u>\$4,081,230</u>	<u>\$4,045,200</u>	<u>\$4,018,600</u>	<u>\$26,600</u>	<u>\$4,131,800</u>

DEPARTMENT OF ADMINISTRATIVE SERVICES (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<i>SUPPLIES AND MATERIALS</i>					
42150 Communications	(\$57)	\$0	\$0	\$0	\$0
42200 Computers (Non-Capital)	5,530	13,000	13,000	0	0
42230 Office Supplies	10,341	9,900	9,300	600	9,200
42440 Memberships & Dues	2,146	3,600	2,700	900	2,400
42450 Subscriptions & Books	1,917	2,300	1,300	1,000	1,800
42460 Advertising	1,214	1,300	1,300	0	1,300
42560 Operating Supplies	13,093	17,000	16,900	100	17,000
42720 Travel, Conferences, Meetings	2,290	4,700	2,000	2,700	1,700
42730 Training	4,232	38,500	36,400	2,100	48,600
42790 Mileage	9,839	8,600	8,800	(200)	9,300
Subtotal - Supplies/Materials	<u>50,545</u>	<u>98,900</u>	<u>91,700</u>	<u>7,200</u>	<u>91,300</u>
<i>SERVICES</i>					
44010 Professional/Special Services	173,424	208,800	182,600	26,200	156,100
44310 Maintenance of Equipment	519,375	571,500	569,800	1,700	569,200
Subtotal - Services	<u>692,799</u>	<u>780,300</u>	<u>752,400</u>	<u>27,900</u>	<u>725,300</u>
Subtotal Current Expenses	743,344	879,200	844,100	35,100	816,600
TOTAL	<u><u>\$4,824,574</u></u>	<u><u>\$4,924,400</u></u>	<u><u>\$4,862,700</u></u>	<u><u>\$61,700</u></u>	<u><u>\$4,948,400</u></u>

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Administration:</u>			
Director, Administrative Services	1.0	1.0	1.0
Budget Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
<u>Customer Services: (Note 1)</u>			
<u>Fiscal Services:</u>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	6.0	5.0	5.0
SUBTOTAL	11.0	10.0	10.0
<u>Treasury Services:</u>			
Treasury Officer	1.0	1.0	1.0
Accounting Technician	1.0	0.0	0.0
SUBTOTAL	2.0	1.0	1.0

Note 1: All positions are budgeted in the Ventura County Waterworks District No. 8 Enterprise Fund.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Information Services:</u>			
Deputy Director/Information Services	1.0	1.0	1.0
Principal Information Services Analyst	1.0	0.0	0.0
SAP Applications Support Analyst	0.0	0.0	1.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	5.0	5.0	5.0
Information Services Analyst I	2.0	2.0	2.0
SUBTOTAL	13.0	12.0	13.0
<u>Support Services:</u>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	2.0	2.0
Graphics Media Coordinator	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
TOTAL REGULAR POSITIONS	37.0	34.0	35.0

**DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>TEMPORARY/LIMITED TERM-POSITIONS:</u>			
<u>Information Services:</u>			
Information Services Analyst I	1.0	1.0	1.0
TOTAL - TEMP/LIMITED-TERM POSITIONS	1.0	1.0	1.0
TOTAL - ADMINISTRATIVE SERVICES POSITIONS	38.0	35.0	36.0

*Department of
Community Services*

DEPARTMENT OF COMMUNITY SERVICES

The Department of Community Services provides a wide variety of programs and services designed to address the needs of the community and promote a spirit of cooperation and partnership between citizens and the City. To this end, the Department works closely with individuals, businesses, and government resources to encourage citizen participation in local government decision-making; provide needed services for the youth and senior members of the community; successfully utilize volunteer support; facilitate cultural activities; enforce municipal ordinances; abate public nuisances; administer regulatory programs and franchise agreements; provide consumer information; represent the City on County-wide commissions related to programs managed by the Department; and maximize the effective employment of staff talents and resources.

COMPLIANCE DIVISION

This Division is comprised of two sections: Code Enforcement and Waste/Franchise Services.

The Code Enforcement Section enforces municipal ordinances, conditions, and permits, including the City's property maintenance, trash, and public nuisance abatement programs. Referrals are received from other City Departments requesting assistance in gaining voluntary compliance addressing violations which include signs, cargo containers, permit conditions, temporary uses, building and safety issues, animal nuisances, business tax delinquencies, encroachments, landscaping maintenance, required rubbish collection service, special events, home occupations, and Social Host violations.

The Waste/Franchise Services Section administers the City's solid waste programs including the discards ordinance, franchise agreements, the Integrated Solid Waste Program, curbside recycling, multifamily and commercial recycling, composting, and landfill diversion. The Section also administers the City's cable television franchises, coordinates Vector Control services with the County of Ventura, and administers the Animal Regulation ordinance and associated contracts.

CODE ENFORCEMENT

FY 2009-10 Goals and Achievements

- Goal: Continue to refine compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts. **Achievement: Initiated and participated in 23 meetings and 18 office conferences with the City Attorney's Office, the Department of Environmental Services Planning and Building & Safety Divisions, other City Departments, County Agencies, and the public to resolve code violations.**
- Goal: Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program. **Achievement: Referred 44 potential life and safety cases to the Department of Environmental Services for follow-up from July 2009 through March 2010.**
- Goal: Work with the City Attorney's Office and Police Department in processing violations of the Social Host Ordinance. **Achievement: Processed one violation of the**

Social Host Ordinance after notification from the Police Department.

- **Goal:** Continue to respond to violations of the Municipal Code. **Achievement:** Responded to over 1,934 violations of the Municipal Code, which resulted in \$17,980 in permits, civil fines, and court adjudicated fines from July 2009 through March 2010. A total of 410 violations included the areas of special use, planned development, home occupation, building and safety, business tax, temporary uses, temporary and permanent signs, vehicle litter, encroachment permits, special events, stagnant pools, illegal uses, miscellaneous zoning violations, and required rubbish services.
- **Goal:** Continue to respond to complaints of abandoned shopping carts and provide a status report to the City Council. **Achievement:** Responded to 35 abandoned shopping cart complaints, resulting in the abatement of 101 abandoned shopping carts from the public rights-of-way and on private property from July 2009 through March 2010 in response to direction given by the City Council to report and expedite the removal of the carts. A status report on addressing abandoned shopping carts was forwarded to the City Council on May 10, 2010.
- **Goal:** Continue Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs. **Achievement:** Provided a Trash Abatement Program that resulted in the abatement of 947 cases of trash accumulation, trash receptacles visible from the public rights-of-way, and open storage from private property. Additionally, the Property Maintenance Program resulted in the inspection and improvement of 137 commercial, industrial, and residential properties. Further, the Public Nuisance Abatement Program resulted in the

inspection of 297 parcels containing tumbleweeds, weeds, and debris from July 2009 through March 2010.

Other Accomplishments

- Processed and forwarded five Requests for Formal Complaint to the City Attorney's Office from July 2009 through March 2010.
- Responded to 153 sign ordinance violations on private property from July 2009 through March 2010. A total of 1,797 sign issues have been addressed on private property since adoption of the revised sign ordinance in July 2006.
- Obtained City Council adoption of a resolution declaring certain properties within the City as Public Nuisances due to the presence of tumbleweeds, weeds, and debris.
- Presented a status report to the City Council regarding abandoned residential and commercial properties in the City.

FY 2010-11 Goals

- Continue to refine programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program.
- Work with the City Attorney's Office and Police Department in processing violations of the Social Host Ordinance.

- Continue to respond to violations of the Municipal Code, including Development Code-related violations.
- Continue to respond to complaints of abandoned shopping carts.
- Continue the Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs.

WASTE/FRANCHISE SERVICES

FY 2009-10 Goals and Achievements

- Goal: Continue administering the City's solid waste franchises and submit a report to the City Council on the performance of the franchisees and to renew the discard service rate in December 2009. **Achievement: Processed a rate adjustment and franchise performance review at a City Council public hearing in December 2009.**
- Goal: Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements. **Achievement: Submitted a report to the State indicating that the City had achieved a 67% waste diversion rate for calendar year 2008.**
- Goal: Continue administering the cable television franchise and transfer agreements and administer any new State franchises under the new Digital Infrastructure and Video Competition Act of 2006. **Achievement: Monitored Time Warner's and AT&T's operation in the City as State Video Franchisees. Secured contract services to continue Channel 10 programming as a government access channel under City operation.**

- Goal: Continue oversight of the City's contract with the County of Ventura for Animal Regulation services. **Achievement: Administered the Animal Regulation Agreement with the County of Ventura, and received approval of a Supplemental Agreement for leash law and licensing services for FY 2009-10. Successfully worked with concerned citizens and County Animal Regulation to address the issue of barking dogs.**

FY 2010-11 Goals

- Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements and program implementation.
- Continue administering the solid waste franchises and submit a report to the City Council on the performance of the franchisees and review of the discard service rates in December 2010.
- Continue administering the State cable television franchises of Time Warner and AT&T operating in Simi Valley.
- Continue oversight and administration of the City's contract with the County of Ventura for Animal Regulation services.

CITIZEN SERVICES DIVISION

SENIOR SERVICES

The Simi Valley Senior Center offers a wide variety of senior services and programs. The state of the art Senior Center includes a Senior Resource Center, Senior Nutrition Congregate and Meals On Wheels Programs, fitness classroom, Computer Lab, classrooms, meeting rooms, a multi-purpose room, media room and billiards room to meet the needs of the City's growing senior

population. The Senior Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for classes, excursions, special events, and lifelong learning programs; legal, health, and social services; support groups; senior clubs; recreational activities; AARP Driver Safety Program classes; and income tax preparation assistance. The Senior Center is available for rental use during evenings and weekends.

The Simi Valley Council On Aging operates out of the Senior Center and is active in promoting and funding programs and activities for senior citizens. Such programs include the Lifeline Program that provides home emergency response to low-income seniors, the Meals On Wheels Program for homebound seniors, and the Brown Bag Program that distributes supplemental groceries to needy seniors each week in conjunction with FOOD Share, Inc. Special events of the Council On Aging include Friday evening dances offered twice each month, arts and crafts fairs, pancake breakfasts, Bingo Bonanza, a Wellness and Information Expo, and an Italian dinner.

FY 2009-10 Goals and Achievements

- Goal: Continue to increase public awareness and promotion of Senior Center programs and activities through the establishment of a Speakers Bureau, press releases, the monthly *Senior Center Newsletter* and the weekly e-mail publication *Newsbytes*. **Achievement: Established a Speakers Bureau composed of Council On Aging members who have made multiple presentations to organizations throughout the community including Senior Housing complexes, service clubs, the Neighborhood Councils, and a local business in order to increase awareness of and promote Senior Center programs and activities. Additionally, developed a bookmark to distribute to the public to raise awareness and promote the**

Senior Center. Also continued to publish the *Senior Center Newsletter* and *Newsbytes* on schedule.

- Goal: Evaluate present partnerships and explore new partnerships with agencies throughout Ventura County to enhance services for seniors residing in Simi Valley. **Achievement: Collaborated with the non-profit agency Senior Concerns to provide an on-site representative twice a week to provide for the growing number of seniors and their families needing ongoing case management for issues such as financial concerns, medical services, housing, transportation, legal questions and home safety assessments. Served over 500 unduplicated clients. In addition, multiple contacts and counseling sessions were provided as part of ongoing case management. Added the services of a notary, resulting in free services to over 40 Senior Center clients.**
- Goal: Work with partner agencies to expand weeknight and weekend activities to enable seniors who are employed to utilize the services available at the Senior Center. **Achievement: Partnered with the Simi Valley Adult School to offer an evening ceramics class and with the Rancho Simi Recreation and Park District to add a Saturday morning Billiard Club and a Thursday evening Quilt Club, to enable seniors who are employed to participate in programs and services at the Senior Center.**

Other Accomplishments

- Added a fifth hot meal daily delivery route and a second weekly frozen delivery route to the Meals On Wheels program to meet the growing needs of homebound seniors.

- Secured American Recovery and Reinvestment Act funds to increase staff hours for the cook and Meals On Wheels Coordinator to meet the increased demand due to the growth of the program.
- Collaborated with the Rancho Simi Club and the Council On Aging to add a second Bingo Bonanza event to raise funds for senior programs.
- Recruited eleven applicants to fill Council On Aging Executive Board vacancies.
- Worked with the Council On Aging to facilitate the financing, purchasing, and installation of 22 new computers in the Senior Center Technology Lab.
- Partnered with Simi Valley Scribblers to add a Writing Wall to the Senior Center Art Gallery.
- Partnered with the Council On Aging and several local supermarkets to acquire additional groceries to maintain weekly Brown Bag Program service levels.

FY 2010-11 Goals

- Partner with Senior Concerns to offer a Senior Chat program to provide social interaction for homebound seniors.
- Work with the Council On Aging to facilitate the financing, purchase and installation of software to allow visually impaired seniors to utilize the Computer Lab.
- Continue to work with partner agencies to expand weeknight and weekend activities to enable seniors who are employed to utilize the services available at the Senior Center.

NEIGHBORHOOD COUNCILS

FY 2009-10 Goals and Achievements

- Goal: Effectively facilitate the development review process at Neighborhood Council meetings through coordination with the Environmental Services Department and project applicants. **Achievement: Coordinated with Environmental Services staff and project applicants to facilitate 25 development project reviews and recommendations from the Neighborhood Councils to the Planning Commission and the City Council.**
- Goal: Provide ongoing educational opportunities to residents through presentations at Neighborhood Council meetings regarding City services, community organizations, other government agencies, and the public process to accomplish increased citizen involvement through the Neighborhood Council Program. **Achievement: Neighborhood Councils received presentations regarding 2009 Coastal Cleanup Day, 2009 Homeless Count, Arroyo Simi Greenway Project, Code Enforcement, Samaritan Center, Development Review and Planning Process Overview, City Attorney's Office, Housing and Special Projects Division, 2010 Arroyo Cleanup Day, 2010 United States Census, Leadership Simi Valley, and Council On Aging.**
- Goal: Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events, including participation in Arbor Day, Earth Day, and the Emergency Preparedness Expo, as well as the organizing of the annual Neighborhood Council Arroyo Cleanup Day. **Achievement: Organized and conducted the 2010 Arroyo Cleanup on Saturday, April 24, 2010, with strong citizen**

involvement and leadership by Neighborhood Council Executive Board members. Also promoted the Neighborhood Council Program resulting in the recruitment of applicants to fill 38 positions. Additionally, Neighborhood Council Executive Board members participated in Earth Day and the Street Fair.

Other Accomplishments

- Coordinated the Community Food and Supply Drive in conjunction with the Youth Council that yielded donations to benefit 600 local families for one month.
- Provided the City Council with quarterly status reports presented by Neighborhood Council Executive Board members.
- Conducted a public hearing to consider proposed amendments to Neighborhood Council Board member terms of office.
- Seated Neighborhood Council Executive Board members as representatives on the Community Development Block Grant Advisory Committee, Youth Employment Service Advisory Board, and Community Crime Prevention Task Force. Additionally, Neighborhood Council representatives served on the Task Force on Homelessness and Selection Board for the Citizens' Election Advisory Commission.
- Formed a Neighborhood Watch Ad Hoc Committee to assist with the publicity efforts of the Neighborhood Watch program in order to increase community participation.

FY 2010-11 Goals

- Effectively facilitate the development review process at Neighborhood Council meetings through coordination with the Environmental Services Department and project applicants.
- Provide ongoing educational opportunities to residents through presentations at Neighborhood Council meetings regarding City services, community organizations, other government agencies, and the public process to accomplish increased citizen involvement through the Neighborhood Council Program.
- Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events.

YOUTH SERVICES

YOUTH EMPLOYMENT SERVICES (YES)

FY 2009-10 Goals and Achievements

- Goal: Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 24th Annual Job and Career Expo. **Achievement: Provided services to over 3,000 youth through job counseling, job referrals, Interview Skills Workshops, Entering the Workforce Workshops, and the 24th Annual Job and Career Expo.**

Other Accomplishments

- Revised and updated the Youth Employment Service's Interview Skills Workshop to better address the needs of youth seeking employment.

FY 2010-11 Goals

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 25th Annual Job and Career Expo.

YOUTH COUNCIL

FY 2009-10 Goals and Achievements

- Goal: Work with various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process. **Achievement: Coordinated the efforts of the Simi Valley Youth Council and hosted presentations by City Council members, the City Manager's Office, the Simi Valley Police Department, the Task Force on Homelessness, the Rancho Simi Recreation and Park District, the Simi Valley Unified School District, the Teen Assistance and Resource Program, the Public Works Department's Environmental Compliance Division, the Sustainable Simi Valley Committee, the United Way of Ventura County, and the Simi Valley Family YMCA's Youth in Government Program.**
- Goal: Host the 9th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District. **Achievement: Organized and produced the 9th annual Youth Summit on**

February 25, 2010, attended by 110 students, in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

Other Accomplishments

- Facilitated the printing of updated crisis telephone numbers on the back of associated student body identification cards for students at Royal High School, Simi Valley High School, and Santa Susana High School.
- Participated in the Earth Day Celebration at the Simi Valley Town Center, and Arbor Day to promote environmental awareness.
- Provided the City Council with monthly status reports presented by Youth Council members.
- Partnered with the Neighborhood Councils to host a Community Food and Supply Drive to benefit Care and Share that yielded donations to benefit 600 local families for one month.

FY 2010-11 Goals

- Work with various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process.
- Host the 10th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

TEEN ASSISTANCE AND RESOURCE PROGRAM (TARP)

FY 2009-10 Goals and Achievements

- Goal: Continue to provide outreach and crisis intervention counseling to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills. **Achievement: Provided individual and/or peer group services to youth at four local high schools and three middle schools, and made 200 referrals to outside agencies including Interface Children and Family Services, Action Family Counseling, Free Clinic of Simi Valley, and Ventura County agencies. Referred TARP participants to self-development opportunities including the 2010 Simi Valley Youth Summit, Youth Council, Pyles Boys Camp, and Salvation Army Summer Camp.**

Other Accomplishments

- Contracted with a local vendor to offer 12 workshops on such topics as self-esteem, communication, anger management, and goal setting.

FY 2010-11 Goals

- Continue to provide outreach and crisis intervention services to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills.

CITIZEN ADVISOR PROGRAM

FY 2009-10 Goals and Achievements

- Goal: Continue efforts with local non-profits, public agencies, and the faith-based community to inform and assist citizens with available resources. **Achievement: Provided over 600 individuals with referrals and information on topics such as landlord/tenant relations, neighbor disputes, housing and homelessness issues, social service referrals, and other issues of concern to the community. Developed and distributed two brochures, *A Call to Action...Steps to reduce and prevent homelessness in Simi Valley*, and *A Call to Action...Steps your faith community can take to prevent and reduce homelessness in Simi Valley*, to help educate and engage the community at large in effectively addressing homelessness. Developed and distributed comprehensive resource documents including, *Resources to Assist the Hungry in Simi Valley* and *Simi Valley Teen/Youth/Parent Resource List*. Updated and distributed 600 copies of the *Task Force on Homelessness Directory of Social Services* to assist agencies and organizations to effectively provide clients with comprehensive and appropriate referrals.**
- Goal: Continue to work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley. **Achievement: Collaborated with homeless services agencies and organizations through the *Alliance to House the Homeless* to provide case management and networking to serve 550 homeless and near homeless individuals, including documenting individual successes in housing 93 homeless individuals during 2009 and assisting 21 into treatment facilities.**

- Goal: Continue to work with the Task Force on Homelessness, Ventura County Homeless and Housing Coalition (VCHHC), the *Alliance to House the Homeless*, and the Faith Community Subcommittee to implement the *10-year Strategy to End Homelessness* to address the issue of Homelessness in Simi Valley. **Achievement: Implemented efforts to further the 10-year Strategy to End Homelessness including: conducted quarterly Task Force on Homelessness meetings and Faith Community Subcommittee meetings; responded to a request for information by the County Grand Jury; provided updates to the Ventura County Homeless and Housing Coalition; and closely collaborated with County, non-profit, and faith-based organizations to provide for the homeless in Simi Valley. Also assisted with the 2010 Homeless Street Count and homeless services functions of local non-profits.**

FY 2010-11 Goals

- Continue efforts with local non-profits, public agencies and the faith-based community to inform and assist citizens with available resources.
- Work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley.
- Work with the Task Force on Homelessness, Ventura County Homeless and Housing Coalition, the Alliance to House the Homeless, and the Faith Community Subcommittee to implement the *10-Year Strategy to End Homelessness* to address the issue of homelessness in Simi Valley.

CROSSING GUARD PROGRAM

FY 2009-10 Goals and Achievements

- Goal: Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards. **Achievement: Assisted 6,000 elementary students and approximately 11,200 pedestrians per week to safely cross 16 busy intersections adjacent to 12 elementary schools.**

FY 2010-11 Goals

- Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards.

CULTURAL ARTS CENTER

The Simi Valley Cultural Arts Center (SVCAC) is dedicated to bringing diverse, high quality entertainment options to the citizens of Simi Valley. Since opening in November 1995, the Center has been host to plays, musicals, concerts, film series, and dance recitals. Throughout the year the Center also provides on-going programs for youth and families. The facility includes a fully equipped theater with state-of-the-art sound and lighting fixtures, three dressing rooms, two art galleries that feature outstanding local artists as well as artists of regional and national renown, and a Multipurpose Room for business meetings, wedding receptions, and other community events.

FY 2009-10 Goals and Achievements

- Goal: Maintain the quality and quantity of Main Stage productions in FY 2009-10 by providing a minimum of six productions, with an average of 18 public performances each. **Achievement: Produced or hosted seven major productions and presented 203 public performances.**
- Goal: Continue the Simi Valley Cultural Arts Center (SVCAC) outreach to expand the educational presentations and opportunities to further the educational component of our mission statement. **Achievement: Expanded the relationship with the Parent Teacher Association of Simi Valley Unified School District by adding an additional performance and presentation by the "Reflections Program," a community wide arts recognition program supported by the City's Arts Commission. Promoted dance within the community by co-producing the second regional dance celebration, "Dance Fusion," which played to sold out performances. Hosted the ARTS (Artists Repertoire Theatre of Simi) Youth ensemble for their final summer program rehearsals and performances through the support of the Arts Commission.**
- Goal: Raise awareness within the Simi Valley community of the availability of the SVCAC as an affordable rental facility perfect for meetings, social gatherings, and fundraisers. **Achievement: During this time of economic challenge, the Cultural Arts Center experienced a 4% decrease in the use of the facility for weddings, receptions and other social events. However, through continued outreach to the business community and the Chamber of Commerce, the Center has maintained a level of activity, including some new business renters that will provide a solid foundation for growth when the economy improves.**

FY 2010-11 Goals

- Maintain the quality and quantity of Main Stage productions in FY 2010-11 by producing or hosting a minimum of six productions, with an average of 18 public performances each. Conduct additional outreach to the performance community and general audiences in the Greater Los Angeles area.
- Support, where appropriate, the expansion of the ARTS Conservatory by providing additional performance spaces and opportunity for youth involvement in the activities of the Cultural Arts Center.
- As the economy improves, maintain a visibility in the community as a viable location for social events, meetings, and special events.

DEPARTMENT ADMINISTRATION

This Division includes the Department's Administrative Team that is comprised of the Director, Deputy Director/Citizen Services, Deputy Director/Compliance, Administrative Officer, and two Administrative Secretaries, as well as four members of the Department's Administrative Support Team. The Division: provides general administrative coordination between Community Services Divisions, the City Manager's Office, other City Departments, and various outside agencies; ensures that the Department is fulfilling its responsibilities in a timely and effective manner; is responsible for budget preparation and control, personnel management, purchasing, facility management, and contract/fee/asset administration; coordinates the maintenance of all Departmental equipment; and provides all operating and program specific supplies.

FY 2009-10 Goals and Achievements

- Continue to actively participate in Citywide efforts to address the current fiscal situation by curtailing expenses, managing programs while maintaining staffing vacancies, and investigating alternative funding sources. **Achievement: Continued to exercise prudent fiscal management by holding positions, including the Deputy Director/Compliance, vacant; deferring purchases when practicable; facilitating the purchases of materials, goods, and/or services required to support all Departmental programs in a conscientious and timely manner, utilizing funding alternatives (e.g., Trust Funds, grants, etc.) whenever possible; and, proactively seeking relevant alternative funding sources.**

Other Accomplishments

- Continued to coordinate the preparation and community-wide distribution of the City Focus Newsletter.
- Assisted in coordinating the City's 40th Birthday Celebration, including development of a dedicated website, commemorative brochure, and visual display, and a public celebration event held on October 10, 2009, with dignitary presentations, Departmental and community booths, trucks on display, children's activity and an historical panel discussion.
- Participated in Needs Assessment activities of the Citywide Enterprise Resource Programs study.
- Processed recruitments as authorized for required public service, public safety and operational positions in Community Services, including part-time Transit Coach Operators and Crossing Guards.

FY 2010-11 Goals

- Continue to practice fiscal conservancy in order to address the current fiscal situation by curtailing expenses, managing programs while maintaining staffing vacancies, and investigating alternative funding sources.
- Continue to administer activities related to construction and renovation of the Transit Maintenance Facility Expansion and Garage Modernization Project.
- Continue to actively pursue and secure outside funding for Departmental programs and projects.

TRANSIT DIVISION

The Transit Division's goals, accomplishments, and budget are detailed in the Transit Fund section of this document.

DEPARTMENT OF COMMUNITY SERVICES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,150,679	\$2,286,200	\$2,169,900	\$116,300	\$2,307,100
41020 Temporary Salaries	149,924	226,300	161,600	64,700	228,500
41040 Overtime	485	4,500	1,000	3,500	4,500
41050 Outside Assistance	0	0	0	0	5,000
41200 Deferred Compensation - 401k	114,725	118,100	112,800	5,300	114,300
41210 Deferred Compensation - 457	1,652	4,000	2,200	1,800	4,200
41300 Vision Care	7,635	8,100	7,700	400	8,400
41350 Disability	21,101	21,400	21,300	100	21,800
41400 Group Ins/Health	394,851	352,800	333,000	19,800	374,100
41450 Life Insurance	8,913	8,400	8,300	100	9,000
41500 Group Ins/Dental	24,698	25,600	23,300	2,300	25,200
41600 Retirement/PERS	435,205	451,000	444,000	7,000	482,100
41610 Retirement/PARS	8,907	9,100	9,000	100	8,900
41650 Medicare	31,881	36,000	32,400	3,600	36,300
41660 FICA	9,298	14,000	11,100	2,900	14,400
41700 Workers' Compensation	97,100	67,600	67,600	0	72,300
41900 Personnel Savings	0	(129,900)	0	(129,900)	(136,300)
Subtotal - Personnel	<u>3,457,054</u>	<u>3,503,200</u>	<u>3,405,200</u>	<u>98,000</u>	<u>3,579,800</u>
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	196	200	300	(100)	0
42130 Postage	17,563	32,700	20,600	12,100	29,700
42200 Computers (Non-Capital)	0	25,000	25,000	0	0

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<i>SUPPLIES AND MATERIALS (CONT'D)</i>					
42230 Office Supplies	\$3,694	\$7,900	\$4,700	\$3,200	\$5,500
42235 Furn & Equip (Non-Capital)	12,449	3,500	0	3,500	0
42410 Uniform/Clothing Supply	0	1,600	1,200	400	1,200
42440 Memberships & Dues	1,090	1,800	900	900	1,200
42450 Subscriptions & Books	599	600	700	(100)	500
42560 Operating Supplies	26,537	39,900	33,100	6,800	40,300
42720 Travel, Conferences, Meetings	2,152	1,000	1,200	(200)	2,600
42730 Training	163	0	300	(300)	500
42790 Mileage	25,278	20,100	21,700	(1,600)	25,100
Subtotal - Supplies/Materials	<u>89,721</u>	<u>134,300</u>	<u>109,700</u>	<u>24,600</u>	<u>106,600</u>
<i>SERVICES</i>					
44010 Professional/Special Services	133,524	135,600	137,000	(1,400)	150,400
44210 Animal Regulation	185,351	225,300	239,300	(14,000)	250,100
44310 Maintenance of Equipment	20,757	21,300	19,900	1,400	19,900
44460 Public Nuisance Abatement	775	1,000	500	500	1,000
Subtotal - Services	<u>340,407</u>	<u>383,200</u>	<u>396,700</u>	<u>(13,500)</u>	<u>421,400</u>
Subtotal - Current Expenses	430,128	517,500	506,400	11,100	528,000
Total	<u>\$3,887,182</u>	<u>\$4,020,700</u>	<u>\$3,911,600</u>	<u>\$109,100</u>	<u>\$4,107,800</u>

**DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Administration:</u>			
Director, Community Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
Account Clerk I/II	1.0	1.0	1.0
Clerk I/II	4.0	2.0	2.0
SUBTOTAL	10.0	8.0	8.0
<u>Compliance:</u>			
Deputy Director/Compliance	1.0	1.0	1.0
Environmental Programs Manager	1.0	1.0	1.0
Management Analyst	2.0	0.0	0.0
Code Enforcement Manager	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Code Enforcement Officer	5.0	4.0	4.0
Counter Services Technician	1.0	1.0	1.0
SUBTOTAL	13.0	10.0	10.0
<u>Citizen Services:</u>			
Deputy Director/Citizen Services	1.0	1.0	1.0
Senior Services Manager	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0
Account Clerk I/II	1.0	1.0	1.0

**DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Citizen Services (Cont'd):</u>			
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
SUBTOTAL	14.0	14.0	14.0
TOTAL - REGULAR POSITIONS	37.0	32.0	32.0
<u>TEMPORARY/PART-TIME POSITIONS: (Note 1)</u>			
<u>Citizen Services:</u>			
Senior Center Aide/Rental Monitor	1.50	1.50	1.50
Senior Center Aide/Meals on Wheels Coordinator	0.63	0.63	0.63
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.63	0.63
Lead Crossing Guard/Crossing Guard	9.50	8.25	8.25
Theater Technician I/II	0.69	0.69	0.69
TOTAL - TEMPORARY/PART-TIME POSITIONS	13.58	12.33	12.33
TOTAL - COMMUNITY SERVICES POSITIONS	50.58	44.33	44.33

Note 1: Temporary and Part-time positions are shown as full-time equivalents.

*Department of
Environmental Services*

DEPARTMENT OF ENVIRONMENTAL SERVICES

The Department of Environmental Services is responsible for coordinating the City's community development functions. Through its Divisions of Planning, Housing and Special Projects, and Building and Safety, 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 landscaping, economic vitality, and sustainability.

PLANNING DIVISION

This Division is comprised of seven functional areas: Current Planning, Counter Services, Landscape Services, Permit Compliance, Advanced Planning, Environmental Planning, and Applied Technology. The Division provides staff support to the Planning Commission, administers the extra-territorial review process and several committees, and coordinates with other Departments, agencies, and developers to ensure high quality development and to coordinate regional planning efforts and environmental issues.

CURRENT PLANNING

FY 2009-10 Goals and Achievements

- Goal: Continue to process through construction: the Target at Madera Road and Los Angeles Avenue, two fire stations, a multi-building industrial park located on West Los Angeles Avenue, Sinaloa Park expansion, Walgreens Drug Store on Sycamore Drive, and the Simi Valley Hospital. **Achievement:** Completed the plan check and inspection process for the Walgreens and Simi Valley Hospital lobby addition projects, continued to assist the Target and fire station projects through the post-approval process, presented the Simi Valley Hospital parking lot and Sinaloa Park expansion projects to

the Planning Commission, and continued to work with the applicant of a multi-building industrial park on West Los Angeles Avenue to achieve application completeness.

- Goal: Continue to process the Lost Canyons project, the North Canyon project, 117 single-family units and 40 townhomes with an affordable component, and the 26 for-sale townhomes including 11 affordable units on Katherine Road. **Achievement:** Coordinated the preparation of the Lost Canyons EIR and continued to work with the applicants of the incomplete North Canyon and Katherine Road townhome project applications.
- Goal: Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Facade Renovation programs. **Achievement:** Staff assisted with the completion of two Façade Renovation projects on Los Angeles Avenue. Additionally, staff is assisting an applicant in processing redesign of a project located at 665 Los Angeles Avenue and remodel of the Century Square Plaza on Tapo Street.
- Goal: Complete review of the Cultural Heritage Ordinance and present the Ordinance to the Planning Commission and City Council for review and adoption. **Achievement:** Completed the review of the Cultural Heritage Ordinance and presented it to the Planning Commission and City Council for review and adoption in October 2009.
- Goal: Complete the ordinance for mobile home park closures and conversion to resident ownership, and present it to the Planning Commission and City Council. **Achievement:** The Ordinance for a mobile home park conversion to resident ownership, changes of use, and closures is pending further review of recent case law and related legislation.

- Goal: Complete the Arroyo Simi Greenway Specific Plan and present it to the Planning Commission and City Council. **Achievement: Staff continues to revise the document to address comments from other public agencies and prepare it for presentation to the Planning Commission and City Council for adoption.**

Other Accomplishments

- Continued to process three RV storage facilities through the post approval process:
- Processed applications for modifications to eight churches in the City.
- Processed applications for a 4,000-square foot McDonald's restaurant and an 11,000-square foot medical clinic through to the Planning Commission.
- Obtained Planning Commission approval for a 14,700-square foot retail center at the Simi Valley Town Center.
- Processed zoning text amendments for wood fences, window signs, a Hospital Overlay Zone, and the Density Bonus Ordinance.
- Received a \$1,097,000 Energy Efficiency and Conservation Block Grant and initiated project implementation to provide funding for energy efficient air conditioning and lighting improvements at City Hall, the Development Services Building, the Public Services Center, and for single-family residential and energy efficiency improvement loans.

FY 2010-11 Goals

- Continue to process through construction a Target at Madera Road and Los Angeles Avenue, two fire stations, a McDonald's

on Galena Street, a medical clinic on Eve Road, and a retail center at the Simi Valley Town Center.

- Continue to process applications for the Lost Canyons project, the North Canyon project, the Royal-Corto residential project, and the 26-unit condominium project on Katherine Road.
- Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Facade Renovation programs.
- Complete the Arroyo Simi Greenway Specific Plan and present it to the Planning Commission and City Council.
- Complete energy efficient air conditioning and lighting improvements at City Hall, the Development Services Building, and the Public Services Center and monitor disbursement of grant funds to qualifying homeowners.

COUNTER SERVICES

FY 2009-10 Goals and Achievements

- Goal: Continue streamlining and enhancing customer service at the public counter by updating and providing informational materials outlining the zoning clearance and planning entitlement processes. **Achievement: Revised the wireless telecommunications facilities application package.**
- Goal: Utilize technology to enhance and improve the functioning of the Counter Service Team by providing information through the City's website and staff-initiated public education. **Achievement: Continued to update information available to the public on the City's website, including updated zoning maps, foreclosure and affordable housing information, revised General Plan pre-screening application forms, and a list of frequently asked questions for code compliance issues.**

Other Accomplishments

- Processed 458 Zoning Clearances, 304 Home Occupation Permits, 48 Temporary Use Permits, and 149 Sign Permits during the first nine months of the fiscal year; and updated the County Assessor's maps.
- Coordinated the implementation, with the Administrative Services Department Customer Services Division, of a Citywide Business Tax Compliance Program.
- Assumed responsibility for the initial review of new commercial and industrial Business Tax Certificate applications to ensure the business is located within the proper zoning and that issues of parking and signage are resolved before a financial investment is made in a particular location.

FY 2010-11 Goals

- Continue to utilize technology to enhance and improve the functioning of the Counter Service Team by providing information through the City's website and staff-initiated public education.
- Continue to implement the Business Tax Compliance Program with Customer Services staff.

LANDSCAPE SERVICES

FY 2009-10 Goals and Achievements

- Goal: Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program, appropriate tree pruning practices, and maintain status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation. **Achievement: Applied for and received, for the tenth consecutive year, the National Arbor Day Foundation Tree City USA Award and worked with the City Attorney's Office**

to develop a no-topping tree-pruning ordinance for review and approval by the Tree Advisory Board prior to presentation to City Council.

- Goal: Continue to provide high quality landscape review services by reviewing and approving preliminary landscape plan submittals, the General Plan, and City policy; issuing Tree Removal Permits consistent with the conditions of an approved project; and monitoring and inspecting landscape installations. **Achievement: Reviewed and/or approved landscape plans for more than 45 development projects, issued two Tree Removal Permits, monitored and approved landscaping installations on eight construction projects, and provided assistance on four code enforcement projects involving landscaping violations.**
- Goal: Oversee implementation and compliance of State of California Landscape Water Conservation Ordinance. **Achievement: Implemented the State of California Landscape Water Conservation Ordinance through the adoption of the Green Building Ordinance.**
- Goal: Continue to assist Public Works in preparing landscape designs and provide construction inspection for the proposed landscape improvements. **Achievement: Prepared contract documents and specifications for the Madera Roadway Widening, Alta Vista Water Tank, and Transit Maintenance Facility Expansion projects. Also completed the plans, specifications, and contract documents for the Senior Center Walkway Project and assisted the Public Works Department in developing final contract documents and specifications for the Highway 118/First Street Landscape Enhancement Project and the Highway 118 Oak Tree Planting Project.**

Other Accomplishments

- Assisted the Department of Public Works in selecting and securing plant material from Southern California Edison's facility in Monterey Park.

- Designed and assisted with construction management of the Metrolink Memorial Project.
- Assisted Landscape Maintenance staff on assessing landscape maintenance obligations for four Landscape Assessment Districts.

FY 2010-11 Goals

- Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program, appropriate tree pruning practices, and maintain status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation.
- Continue to provide high quality landscape review services by reviewing and approving preliminary landscape plan submittals per General Plan and City policy; issuing Tree Removal Permits consistent with the conditions of an approved project; and monitoring and inspecting landscape installations.
- Continue to oversee implementation of, and compliance with, the State of California Landscape Water Conservation Ordinance.
- Continue to assist the Public Works Department in preparing landscape designs and provide construction inspection for proposed landscape improvements.

PERMIT COMPLIANCE

FY 2009-10 Goals and Achievements

- Goal: Continue to respond within three days of receipt of complaint about a failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance. **Achievement: Processed 66 active planning-related compliance cases and successfully transferred planning-related Code Compliance duties to the Community Services Department Code Compliance Division on December 31, 2009.**

Other Accomplishments

- Continued to act as a liaison with the Code Compliance Division by assisting Code Enforcement Officers and Code Enforcement Supervisor with research, training, and finding solutions for planning related issues. Represented the Planning Division at City Attorney office conferences for unresolved compliance cases.

FY 2010-11 Goals

- Continue to represent the Planning Division at City Attorney office conferences.

GENERAL PLAN

FY 2009-10 Goals and Achievements

- Goal: Continue processing the comprehensive update of the General Plan. **Achievement: Conducted a Community Workshop on the General Plan Advisory Committee's (GPAC) Recommended Preferred Land Use Plan in July 2009, reviewed the GPAC's Recommended Preferred Land Use Plan with City Council and Planning Commission in September 2009, reviewed the administrative draft of Housing Element in November 2009, initiated the preparation of a Climate Action Plan in November 2009, reviewed General Plan Policies with the Planning Commission in November and December 2009, released a Notice of Preparation for the General Plan EIR and held an EIR Scoping Meeting in December 2009, and reviewed the administrative draft of the General Plan Document in January 2010.**

Other Accomplishments

- Reviewed the latest Important Farmland Map as a part of the State's Farmland Mapping and Monitoring Program and provided feedback to the California Department of Conservation, Division of Land Resource Protection.
- Reviewed, edited, and updated maps submitted by the Southern California Association of Governments for the purpose of the Green House Gas Emission Reduction Initiative and Sustainable Communities Effort.
- Processed a General Plan Amendment Pre-Screening application for City Council consideration in July 2009 to change the land use on a 6.47-acre site located at the southwest corner of Avenida Simi and Reservoir Drive from Residential Low to Residential Medium density, which would allow 32 single-family dwellings.
- Processed a second General Plan Amendment Pre-Screening application to change the land use designation of the Royal Madera Shopping Center from Recreation Commercial to General Commercial for City Council review in April 2010.

FY 2010-11 Goals

- Distribute the General Plan Draft EIR for public review in August 2010.
- Conduct City Council and Planning Commission Study Sessions for the Draft General Plan and EIR in August and September 2010.
- Hold City Council and Planning Commission Public Hearings for adoption of General Plan and EIR in November and December 2010.

ENVIRONMENTAL PLANNING

FY 2009-10 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and federal laws for developer- and City-initiated projects, including any additional work needed to support the City's American Recovery and Reinvestment Act projects. **Achievement: Completed the preparation of 48 environmental documents for developer- and City-initiated projects**
- Goal: Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Provided support as needed for the environmental review of the General Plan Update, including the release of the Notice of Preparation, a scoping meeting, and assisting in the preparation of the greenhouse gas inventory and Climate Action Plan.**
- Goal: Complete the environmental review of the CDBG program for FY 2010-11 and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans. **Achievement: Completed the environmental review for the CDBG program. In addition, completed the environmental review for applications to use HOME and Community Development Block Grant (CDBG) program income for housing rehabilitation and First Time Homebuyer loans.**
- Goal: Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department on flood zone determination matters. **Achievement: Through March 31, 2010, assisted approximately 300 telephone customers and 200 customers at the front counter with questions on flood zone issues; and completed approximately 200 flood zone determination letters.**

- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions. **Achievement: Verified compliance with mitigation monitoring plans by reviewing applicant submittals, contracts, plans and funding as well as coordinating with applicants, consultants, and representatives of the California Dept of Fish and Game, the Army Corps of Engineers, and Rancho Simi Recreation and Park District.**
- Goal: Continue to provide staff support to the Sustainable Simi Valley Committee, including preparation of future goals and priorities for the Committee and completion of Green Building Ordinance. **Achievement: Provided technical knowledge and support to the Committee, including the preparation of a Green Community Action Plan.**
- Goal: Continue to provide technical support towards LEED certification of the Transit Maintenance Facility Expansion Project. **Achievement: Continued to provide technical support towards LEED certification of the Transit Maintenance Facility Expansion Project, including the coordination of the Commissioning Agent contract and Water Efficiency credits for LEED Certification.**

Other Accomplishments

- Completed a comprehensive environmental review of the Simi Valley Landfill Expansion application through the City's Extra-Territorial Review process.
- Updated the list of approved EIR consultants, including a comprehensive update of all EIR consultant contract language to address City standards prior to those standards being incorporated into boilerplate documents.

FY 2010-11 Goals

- Continue the review and preparation of environmental documents required by State and federal laws for developer- and City-initiated projects.
- Continue to coordinate the preparation of the Environmental Impact Report in conjunction with the General Plan Update.
- Complete the environmental review of the CDBG program and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans.
- Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department on flood zone determination matters.
- Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions.
- Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley.
- Continue to provide staff support to the Sustainable Simi Valley Committee, the Local Government Partnership program with Southern California Edison, and the City's Green Team. Provide technical knowledge and support for various inquiries and programs regarding sustainability, green building, greenhouse gas emissions, including recent legislation, technical advances, and current best practices for sustainability planning and goals.
- Continue to provide technical support towards LEED certification of the Transit Maintenance Facility Expansion Project.

APPLIED TECHNOLOGY

FY 2009-10 Goals and Achievements

- Goal: Monitor and update Division web pages to incorporate updated and requested documents and notices. **Achievement:** Created web pages relating to the City's 40th Birthday; updated pages on General Plan, the Arroyo Simi Greenway, public meeting notifications and announcements, handouts and forms; and posted the public review notice for the Lost Canyons Draft EIR.
- Goal: Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood determination sites, and other project boundaries. **Achievement:** Updated GIS layers relating to PDs, CUPs, Wireless Telecommunications Permits, homeowners' associations, annexations, home foreclosure scores, and affordable housing developments.
- Goal: Develop an improved tracking system for RFP schedules, loan repayment schedules, and affordable agreement monitoring tasks. **Achievement:** Developed and implemented a process to better track the expiration of affordable/developer agreements and loan repayments.

Other Accomplishments

- Continued to coordinate with Information Services Division staff on the implementation of projects to improve the PermitsPlus database and reporting.

FY 2010-11 Goals

- Monitor and update Division web pages to incorporate updated and requested documents and notices.

- Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood determination sites, and other project boundaries.
- Reformat/convert the Zoning Map Book to be compatible with ArcGIS 9.

HOUSING AND SPECIAL PROJECTS DIVISION

This Division is comprised of two sections: Housing Programs and Special Projects. The Housing Programs Section provides coordination for the City's Affordable Housing, First Time Home Buyer Assistance, Rental Assistance, Home Rehabilitation and Community Development Block Grant (CDBG). The Special Projects Section coordinates the: implementation of the Residential Building Permit Allocation System; processing of applications for territorial annexations and reorganizations; Development Agreements and their amendments and annual reviews; population projections; development of other special planning research projects; collection and dissemination of census data; and a variety of projects resulting from the General Plan and Development Code.

HOUSING PROGRAMS

FY 2009-10 Goals and Achievements

- Goal: Continue to provide assistance through the Home Rehabilitation Program to very low-, low-, and median-income households; anticipate closing five residential and five mobile home rehabilitation loans. **Achievement:** Originated one residential and nine mobile home rehabilitation loans through April 1, 2010. It is expected that four additional residential and ten additional mobile home rehabilitation loans will fund by the fiscal year-end.
- Goal: Close 20 loans to low-income households through the First Time Homebuyer Assistance Program. **Achievement:** Originated six loans through the First Time Homebuyer

Assistance Program, and provided financial assistance to 11 senior households through April 1, 2010. It is expected that an additional four First Time Homebuyer loans will fund by the fiscal year-end.

- Goal: Submit an application for the 2009 HOME award to provide additional funding for the First Time Homebuyer Assistance and Home Rehabilitation Programs. **Achievement: Submitted an application for the 2009 HOME Investment Partnership Program in July 2009.**
- Goal: Continue to implement the Community Development Block Grant (CDBG) Program. **Achievement: Solicited proposals for the FY 2010-11 CDBG Program, conducted three CDBG Advisory Committee meetings, forwarded the Advisory Committee's recommendations regarding funding allocations to the City Council for allocation of funding in April 2010, and submitted the FY 2008-09 Consolidated Annual Performance and Evaluation Report and FY 2010-11 Action Plan to the City Council for approval in April 2010.**
- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement: Conducted on-site monitoring of three CDBG subrecipients and off-site monitoring of 17 CDBG subrecipients.**
- Goal: Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations. **Achievement: Coordinated with the Southern California Housing Rights Center to conduct a fair housing workshop in the first quarter of the fiscal year.**
- Goal: Continue to implement the Senior Rent Subsidy Program, Mobile Home Rent Subsidy for Seniors Program, Eviction Prevention Assistance Program, and Security Deposit Assistance Program. **Achievement: Assisted an average of 40 households per month with the Senior Rent Subsidy Program and 33 households per month with the Mobile Home Rent Subsidy**

Program. Two households were helped with the Eviction Prevention Assistance Program, and three households were helped with the Security Deposit Assistance Program.

- Goal: Continue to assist in the preparation of the Housing Element and the Update to the General Plan. **Achievement: Completed review of the draft Housing Element that will be available for public review before fiscal year-end.**
- Goal: Continue to provide foreclosure prevention workshops as offered by the Cabrillo Economic Development Corporation's NeighborWorks HomeOwnership Center. **Achievement: Partnered with Cabrillo Economic Development Corporation's HomeOwnership Preservation Program, which provided two workshops during the year attended by 29 households with an additional 23 households obtaining foreclosure prevention counseling.**
- Goal: Research and pursue funding opportunities made available through the American Recovery and Reinvestment Act (ARRA) of 2009. **Achievement: Received an Energy Efficiency and Conservation Block Grant, of which \$190,000 will provide energy efficiency rehabilitation loans and grants.**

Other Accomplishments

- Modified the Home Rehabilitation Program, which will give more mobile homeowners the ability to receive assistance.
- Processed an Affordable Housing Agreement with SMV Patricia, LLC, which will provide four affordable units for low-income first time homebuyers.
- Completed the 2008 Citywide Apartment Survey, and provided the results to the City Council and the survey participants in March 2010.

- Processed the sale of three affordable units that were acquired by the City as a result of foreclosure. Processed the resale of four additional affordable units.

FY 2010-11 Goals

- Continue to provide assistance through the Home Rehabilitation Program to very low-, low-, and median-income households; anticipate closing five residential and 15 mobile home rehabilitation loans.
- Implement an Energy Efficiency Rehabilitation Program funded by ARRA.
- Close 16 loans to low-income households through the First Time Homebuyer Assistance Program.
- Submit an application for the 2010 HOME Investment Partnership Program award to provide additional funding for the First Time Homebuyer and Home Rehabilitation Assistance Programs.
- Continue to implement the Community Development Block Grant (CDBG) Program.
- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.
- Coordinate and conduct two or more workshops for local apartment managers and other interested groups on fair housing rules and regulations.
- Continue to implement the Senior Rent Subsidy Program, Mobile Home Rent Subsidy for Seniors Program, Eviction Prevention Assistance Program, and Security Deposit Assistance Program.

- Continue to coordinate with the Cabrillo Economic Development Corporation's Neighbor-Works Home Ownership Center to provide a minimum of three foreclosure prevention workshops.
- Continue to monitor affordable units in accordance with City and/or Agency agreements.
- Conduct annual Citywide apartment market rate and vacancy survey.

SPECIAL PROJECTS

FY 2009-10 Goals and Achievements

- Goal: Finalize for adoption a revised Density Bonus Ordinance to reflect the requirements of current State law. **Achievement: Drafted a revised Density Bonus Ordinance, which was approved by the Planning Commission and will be presented to the City Council prior to fiscal year-end.**
- Goal: Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Awarded 11.2 residential allocation grants through the Residential Building Permit Allocation System. Anticipate awarding an additional 66 residential allocation grants by fiscal year-end.**
- Goal: Continue to monitor compliance with existing Development Agreements. **Achievement: Monitored progress of the Big Sky and Runkle Canyon Development Agreements.**
- Goal: Complete annexation of the Ronald Reagan Presidential Library. **Achievement: Completed the annexation process.**

FY 2010-11 Goals

- Continue the implementation of the Residential Building Permit Allocation System.
- Continue to monitor Development Agreement compliance for the Runkle Canyon project.

BUILDING AND SAFETY DIVISION

The mission of the Building and Safety Division is to protect the lives and safety of the citizens and contribute to the City's economic development and sustainability. This is accomplished through implementation and enforcement of Building, Plumbing, Electrical and Mechanical Codes and Ordinances. The Building and Safety Division is comprised of two sections: Plan Review/Permit Center and Inspection/Code Compliance Services.

PLAN REVIEW/PERMIT CENTER SERVICES

FY 2009-10 Goals and Achievements

- Goal: Prepare Green Building Code local amendments and adoption package for City Council approval. **Achievement: Prepared and submitted Green Building Code amendments adopted by the City Council in December 2009.**
- Goal: Implement Proposed Green Building Ordinance based on Part 11 of California Title 24 Green Building Standards. **Achievement: Implemented the new Green Building Ordinance, effective January 9, 2010.**
- Goal: Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of costs for services rendered. **Achievement: Continued to monitor both fees and services provided to permit customers to ensure cost recovery. Recommended fee adjustments for 2010.**

- Goal: Continue to develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system. **Achievement: Installed a phone line at the front counter to allow applicants to contact Environmental Compliance for their requirements.**
- Goal: Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings. **Achievement: Provided all mandated plan reviews, including over-the-counter reviews and submitted reviews.**
- Goal: Implement an on-line permit payment system for simple building permits. **Achievement: Evaluated products and systems in preparation for procuring and implementing an on-line permit payment system.**

Other Accomplishments

- Served 5,283 customers at the permit center during the first nine months of FY 2009-10.
- Issued 89 simple building permits during the first nine months of FY 2009-10 via the permit-by-fax service.
- Reviewed, approved, and issued 2,239 building permits in the first nine months of FY 2009-10.
- Conducted plan checks by appointment for 113 retail and office tenant improvement projects during the first nine months of FY 2009-10.
- Implemented Residential Photovoltaic project reviews by appointment, saving each applicant a minimum of 10-15 workdays per project. Since its inception in October 2009, 52 reviews have been conducted.

FY 2010-11 Goals

- Initiate a comprehensive study of Building and Safety Division fees to ensure full and equitable recovery of costs for services rendered.
- Continue to develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system.
- Implement an on-line permit payment system for simple building permits.

INSPECTION/CODE COMPLIANCE SERVICES

- Goal: Update the Division's Emergency Response and Disaster Assessment documents. **Achievement: Updated and distributed the Manual.**
- Goal: Continue the Division's public outreach and customer service by distribution of questionnaires regarding public satisfaction with Building and Safety inspection staff. **Achievement: Received a total of 39 Inspection and Permit questionnaires during the first nine months of FY 2009-10, reflecting a 95% satisfaction rate.**
- Goal: Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of single-family buildings and structures. **Achievement: Provided 11,440 requested construction inspections within 24 hours of receiving the request during the first nine months of FY 2009-10.**
- Goal: Continue to reduce the number of inactive and expired building permits with a proactive progress inspection approach. **Achievement: Resolved and closed over 1,470 old permits during the first nine months of FY 2009-10.**
- Goal: Prepare and implement a State-mandated SB 1608 Certified Access Specialist program for accessibility inspections provided by Building and Safety staff. **Achievement: Provided training to one Supervising Building Inspector selected for certification as the Division's Certified Access Specialist (CAsp).**
- Goal: Continue to respond to all citizen complaints within 48 hours of their receipt. **Achievement: Conducted over 920 Building code violation investigations within 48 hours of receiving the complaints during the first nine months of FY 2009-10.**
- Goal: Continue to refine Code Compliance procedures to find new and more efficient ways to monitor, track, and gain compliance on all cases. **Achievement: Developed a Code Compliance Reference Manual and provided training to all inspection staff on Code Compliance procedures.**
- Goal: Provide all Code Compliance forms and documents on the City's website. **Achievement: Developed a Code Compliance web page for placement on the Building and Safety portion of the City website, making all forms and documents available to the public.**

Other Accomplishments

- Provided disaster preparedness training, including Safety Assessment Program instruction. Nine building inspectors and engineers are now certified by the State of California as Disaster Assessment Inspectors. One Supervising Building Inspector and the Deputy Building Official/Inspection are certified as Disaster Assessment Coordinators.
- Issued Certificates of Occupancy to Ventura County's Sierra Vista Medical Center, Walgreen's Drug store, a 7-11 Market, Sunrise Assisted Living, an industrial building on Chambers Lane, Trinity Lutheran Church's education building, the Wood

Ranch Professional Office Buildings, and All Valley R.V. Storage.

FY 2010-11 Goals

- Continue the Division's public outreach and customer service by distribution of questionnaires regarding inspection services.
- Continue to respond to all citizen complaints within 48 hours of their receipt.
- Continue to provide all mandated inspection services within 24 hours of inspection requests.
- Continue to provide training on the 2010 California Building Codes prior to their January 2011 Statewide adoption.

DEPARTMENT ADMINISTRATION

The Administration Division provides general administrative coordination between the Department's Divisions, the City Manager's Office, and other City Departments; ensures that the Department is fulfilling all of its responsibilities in a timely and effective manner; and is responsible for budget preparation and control as well as records management, and personnel, purchasing, contract, fee, and asset administration.

FY 2009-10 Goals and Achievements

- Goal: Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups. **Achievement: Continued to promote applicant usage of City website forms such as pre-application review, over-the-counter plan review, and permit by fax.**
- Goal: Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the

Department's Customer Service Questionnaires. **Achievement: Realized a 95% overall satisfaction rate at the front counter and during the building plan review and inspection processes.**

- Goal: Continue to increase the use of technology within the Department in order to streamline processes and information retrieval. **Achievement: Participated in a Citywide needs assessment process to determine the features and functionality required in the software system that will replace PermitsPlus; and continued to coordinate the Department's updating and addition of information, applications, maps, and environmental notices on the City's website to facilitate public access to these resources.**

Other Accomplishments

- Collaborated with the City's records management consultant to recommend needed revisions to the Department's section of the City's *Records Retention and Destruction Schedule*, which resulted in City Council adoption of the revisions in January 2010.
- Conducted a biennial review of Departmental service fees, and recommended adjustments to enhance cost recovery.
- Streamlined the presentation of text in published legal advertisements, thereby reducing costs to the applicants who reimburse the City for these expenses.

FY 2010-11 Goals

- Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.
- Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.

DEPARTMENT OF ENVIRONMENTAL SERVICES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,752,106	\$3,512,300	\$3,413,400	\$98,900	\$3,439,800
41020 Temporary Salaries	26,553	26,600	23,200	3,400	84,000
41030 Boards & Commissions	33,617	33,600	33,600	0	33,600
41040 Overtime	2,925	6,000	4,000	2,000	4,000
41200 Deferred Compensation - 401k	144,504	136,600	138,300	(1,700)	134,100
41210 Deferred Compensation - 457	3,944	6,700	5,300	1,400	6,200
41300 Vision Care	12,072	10,800	10,700	100	10,500
41350 Disability	30,766	29,900	29,700	200	29,400
41400 Group Ins/Health	590,398	558,400	502,900	55,500	561,100
41450 Life Insurance	12,513	11,000	10,700	300	10,800
41500 Group Ins/Dental	43,817	40,100	38,400	1,700	40,600
41600 Retirement/PERS	753,660	723,900	695,000	28,900	732,000
41610 Retirement/PARS	8,058	8,700	8,500	200	8,500
41650 Medicare	53,124	51,400	49,900	1,500	50,700
41660 FICA	3,368	4,000	3,700	300	7,400
41700 Workers' Compensation	137,900	103,300	103,300	0	98,200
41900 Personnel Savings	0	(264,300)	0	(264,300)	(257,900)
Subtotal - Personnel	\$5,609,325	\$4,999,000	\$5,070,600	(\$71,600)	\$4,993,000

DEPARTMENT OF ENVIRONMENTAL SERVICES (CONT'D)

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	VARIANCE <u>2009-10</u>	BUDGET <u>2010-11</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$6,569	\$8,100	\$6,100	\$2,000	\$6,100
42235 Furn & Equip (Non-Capital)	1,404	0	0	0	0
42410 Uniform/Clothing Supply	679	1,500	1,100	400	1,100
42420 Special Departmental Expense	1,135	1,500	900	600	900
42440 Memberships & Dues	8,807	11,500	10,500	1,000	10,700
42450 Subscriptions & Books	2,420	2,300	2,300	0	6,800
42460 Advertising	5,460	33,100	4,100	29,000	3,000
42550 Small Tools/Equipment	2,596	500	500	0	500
42560 Operating Supplies	2,993	0	0	0	0
42720 Travel, Conferences, Meetings	11,193	9,100	1,300	7,800	5,500
42730 Training	5,655	4,700	2,900	1,800	4,500
42790 Mileage	5,523	5,200	5,000	200	5,000
Subtotal - Supplies/Materials	<u>54,434</u>	<u>77,500</u>	<u>34,700</u>	<u>42,800</u>	<u>44,100</u>
<u>SERVICES</u>					
44010 Professional/Special Services	417,404	431,300	283,200	148,100	214,300
44310 Maintenance of Equipment	38,108	30,600	29,900	700	23,700
44490 Other Contract Services	14,028	30,000	0	30,000	14,000
Subtotal - Services	<u>469,540</u>	<u>491,900</u>	<u>313,100</u>	<u>178,800</u>	<u>252,000</u>
Subtotal - Current Expenses	523,974	569,400	347,800	221,600	296,100
Total	<u>\$6,133,299</u>	<u>\$5,568,400</u>	<u>\$5,418,400</u>	<u>\$150,000</u>	<u>\$5,289,100</u>

DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Administration:</u>			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	2.5	2.0	2.0
Clerk	4.0	4.0	4.0
SUBTOTAL	12.5	12.0	12.0
 <u>Planning:</u>			
Deputy Director/City Planner	1.0	1.0	1.0
Principal Planner	2.0	1.0	1.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	8.0	6.0	6.0
Associate Planner	10.0	5.0	5.0
Assistant Planner	0.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
SUBTOTAL	23.0	16.0	16.0

Housing and Special Projects: (Note 1)

Note 1: All positions are budgeted in the Community Development Agency Housing Fund.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Building and Safety:</u>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	2.0	1.0	1.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Assistant Engineer/Plan Check	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Electrical Inspector	1.0	1.0	1.0
Plumbing/Mechanical Inspector	1.0	0.0	0.0
Building Inspector I/II	5.0	5.0	5.0
Permit Services Coordinator	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
SUBTOTAL	19.0	17.0	17.0
TOTAL - REGULAR POSITIONS	54.5	45.0	45.0
<u>TEMPORARY/PART-TIME POSITIONS: (Note 2)</u>			
Work Experience/Clerical	0.6	0.0	0.0
Planning Intern	3.0	3.0	3.0
TOTAL - TEMPORARY/PART-TIME POSITIONS	3.6	3.0	3.0
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	58.1	48.0	48.0

Note 2: Part-time positions are shown as full-time equivalents.

*Department of
Public Works*

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION

The Administration Division provides general administrative coordination and support among all Public Works divisions, the City Manager's Office, and all other City departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as liaison between the community and Public Works divisions; and is responsible for personnel, payroll, purchasing, and other support services.

PARKWAY AND TREE MAINTENANCE

The Parkway and Tree Maintenance Section maintains the Landscape Maintenance District landscaping and trees on public property, including control of weeds, trash, rodents, and insects, through the use of in-house and contractual resources. It also provides for monitoring of the City's landscape maintenance contracts.

FY 2009-10 Goals and Achievements

- Goal: Continue to upgrade landscaping of designated areas within the public right-of-way with drought tolerant plant material as budget funds allow. **Achievement: Planted drought tolerant plant material at the Metrolink Station.**
- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application. **Achievement: Reclaimed water was used in lieu of potable water for landscaping at the Public Services Center, Transit Maintenance Facility, and County Animal Shelter.**

- Goal: Continue use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips. **Achievement: Provided wood chips to residents and businesses upon request.**
- Goal: Complete Annual Landscape District Assessment process for FY 2009-10. **Achievement: Completed in June 2009.**
- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement: In-house and contractual street trimming and tree removal/replacement projects are ongoing.**
- Goal: Continue to provide tree trimming and landscape clean up at the Auxiliary Parking Lot of the Ronald Reagan Presidential Library. **Achievement: Continued to provide tree trimming and landscape clean up.**

FY 2010-11 Goals

- Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material.
- Continue the use of reclaimed water in lieu of potable water for every feasible application.
- Continue to provide the public with soil surface mulch generated by the brush chipper to help retain soil moisture.
- Complete the Annual Landscape District Assessment process for FY 2010-11.

- Review and revise the current Landscape District No. 1 contracts for potential cost savings.
- Review and revise the current Street Tree and Roadside Pest Control Contract for potential cost savings.
- Complete street tree removal and replacement program, as funds are available.

STREET MAINTENANCE

The Street Maintenance Section maintains City streets, roads, shoulders, curbs, and sidewalks in a safe condition. Activities include asphalt repair; slurry seal; and curb, gutter, and sidewalk repair.

FY 2009-10 Goals and Achievements

- Goal: Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Removed and replaced approximately 500 linear feet of curb and gutter, and 21,000 square feet of sidewalk.**
- Goal: Continue to clean algae from City sidewalks. **Achievement: Pressure washed and removed algae from 64,000 linear feet of City sidewalks.**
- Goal: Continue the comprehensive maintenance and repair of asphalt streets throughout the City. **Achievement: Continued the contractual maintenance and repair of asphalt streets.**
- Goal: Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Continued the contractual maintenance and repair.**

Other Accomplishments

- Completed curb, gutter, and sidewalk concrete repairs on Watson Avenue, Kenton Court and Breton Avenue.

- Completed sidewalk improvements at and in close proximity to the VFW Post on Los Angeles Avenue.

FY 2010-11 Goals

- Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City.
- Continue to clean algae from City sidewalks.
- Continue the comprehensive maintenance and repair of asphalt streets throughout the City.
- Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street.

BUILDING MAINTENANCE

The Building Maintenance Section provides routine building and facility maintenance and custodial services to all City-owned facilities.

FY 2009-10 Goals and Achievements

- Goal: Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings with in-house labor and contractual services. **Achievement: Continued to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services**
- Goal: Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs. **Achievement: Continued preventive maintenance programs.**
- Goal: Continue to maintain and monitor established power and water conservation programs. **Achievement: Continued to**

provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services. **Achievement: Replaced old T12 lamps and magnetic ballast with energy efficient T8 lamps and electronic ballast, and replacing halogen and incandescent light fixtures with fluorescent fixtures. Water conservation program will continue with the use of aerators on all City faucets.**

- Goal: Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws. **Achievement: Assisted with ADA projects at the Cultural Arts Center, Senior Center, and Development Service Building and five office moves between City Hall, Development Services Building, Transit Maintenance Facility, and Public Services Center.**
- Goal: Participate in the City's Energy Leader Partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs for City facilities. **Achievement: Evaluating costs to upgrade HVAC units at the Development Services Building and City Hall, and to replace older light fixtures with energy efficient fixtures.**
- Goal: Continue the standardization of locks and locking hardware in City buildings. **Achievement: Continued standardizing locks and locking hardware.**

Other Accomplishments

- Continued in-house cross training of Building Maintenance Technicians to ensure a high quality of service in all trade disciplines.
- Continued custodial and maintenance services to the Metrolink Station, including additional maintenance services in preparation for the Metrolink Memorial Dedication ceremony.

- Refinished the multi-purpose room floor at the Senior Center.
- Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.

FY 2010-11 Goals

- Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings.
- Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs.
- Continue to maintain and monitor established power and water conservation programs.
- Continue the standardization and upgrading of locks and locking hardware in City buildings as technology changes and existing locks and hardware wear out and require replacement.
- Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws.
- Participate in the City's Energy Leader Partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs at City facilities.

EQUIPMENT MAINTENANCE

The Equipment Maintenance Section provides for maintenance for all City vehicles and related equipment for Public Works, Environmental Services, Administrative Services, Police Department, Sanitation Fund, Waterworks District No. 8, and Simi Valley Transit.

FY 2009-10 Goals and Achievements

- Goal: Continue to provide maintenance on all City vehicles and related equipment. **Approximately 1,500 work orders were completed.**
- Goal: Provide for contract painting of City vehicles with deteriorated or missing paint. **Achievement: One vehicle was repainted.**
- Goal: Provide Forklift Operator training for two Mechanics. **Achievement: Completed forklift training for two Mechanics.**
- Goal: Comply with CARB Diesel Emission Control Requirements. **Achievement: Removed two diesel engine vehicles from service and retrofitted nine diesel engine vehicle exhaust systems.**
- Goal: Comply with CARB Enhanced Vapor Recovery Phase II gasoline fueling system upgrade. **Achievement: The fueling system was upgraded.**

Other Accomplishments

- Passed California Highway Patrol inspections at the Public Services Center Transit Maintenance Facility with a satisfactory rating.
- Initiated new preventive maintenance program for the Transit vehicles and the City fleet.
- Complied with the CARB Periodic Smoke Inspection and CARB Government Fleet Smog Check Program.
- Initiated maintenance programs for five new vehicles.
- Prepared 23 surplus vehicles for auction.
- Installed factory rebuilt transmissions in Police vehicles.

- Installed one factory re-built transmissions in a Public Works vehicle.

FY 2010-11 Goals

- Continue to provide maintenance for all City vehicles and related equipment.
- Continue to comply with Air Pollution Control District permit requirements.
- Provide Forklift Operator training to two Mechanics.
- Continue to comply with the Diesel Emission Control Strategy by removing diesel engine vehicles from service and retrofitting diesel engine vehicle exhaust systems.
- Continue to comply with the Periodic Smoke Inspection Program (PSIP).
- Continue to comply with the CARB Government Fleet Smog Check Program.

STORM DRAIN MAINTENANCE

The Storm Drain Maintenance Section provides for maintenance of the secondary storm drainage system within the City.

FY 2009-10 Goals and Achievements

- Goal: Maintain secondary drains and secondary channels throughout the City. **Achievement: Maintained approximately 1,000 secondary drains and 250,000 square feet of secondary channels.**
- Goal: Sweep 8,500 curb miles of City streets. **Achievement: Swept approximately 8,500 curb miles of City streets.**

- Goal: Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping. **Achievement: Continued the use of reclaimed water for storm drain cleaning, channel cleaning, and street sweeping.**
- Goal: Initiate the installation of trash excluders on all catch basins within commercial and school zones. **Achievement: Installations will be initiated in FY 2010-11 after evaluation of a pilot program initiated by the Environmental Compliance Division.**

Other Accomplishments

- Hauled approximately 600 loads of debris to the landfill.

FY 2010-11 Goals

- Maintain secondary drains and secondary channels throughout the City.
- Sweep 8,500 curb miles of City streets.
- Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping.
- Initiate the installation of trash excluders on all catch basins within commercial and school zones.

GRAFFITI ABATEMENT PROGRAM

This program in the Maintenance Division addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. A private contractor and in-house crews perform graffiti abatement.

FY 2009-10 Goals and Achievements

- Goal: Continue to coordinate with the City's contractor for the removal of graffiti on public and private property. **Achievement: Responded to over 4,000 graffiti incidents and removed approximately 230,000 square feet of graffiti citywide.**
- Goal: Continue to remove illegal signs within the City right-of-way. **Achievement: Removed approximately 8,000 illegal signs from within the public right-of-way in compliance with the City's sign ordinance.**

Other Accomplishments

- Worked with the City Manager's Office and the Police Department to reduce graffiti within the City.

FY 2010-11 Goals

- Continue to coordinate with the City's contractor for the removal of graffiti on public and private property.
- Continue to remove illegal signs within the City right-of-way.

TRAFFIC ENGINEERING AND CITY ENGINEERING

The Traffic Engineering and City Engineering Division provide engineering services for subdivisions, land development projects, traffic programs, capital improvement projects, and assessment districts. Service functions include public improvements plan checking; inspection of all public improvements construction; administration of certain public works contracts; vehicular and pedestrian traffic management; maintenance of City maps, plans, records, and survey data; and the initial installation of street name and regulatory signs. Service functions also include engineering support to the Department's Maintenance Division for the Streets and Roads Program; engineering and administration of assessment districts and special projects; issuance and monitoring of grading,

paving, and right-of-way encroachment permits and providing related inspection services.

TRAFFIC ENGINEERING

FY 2009-10 Goals and Achievements

- Goal: Design and construct new traffic signals as approved by the City Council during its annual review of the Traffic Signal Construction List. **Achievement: No new traffic signals were approved for construction in FY 2009-10.**
- Goal: Replace traffic signal controllers and cabinets at six locations. **Achievement: Replaced traffic signal controllers and cabinets at the intersections of Cochran Street/Erringer Road, Cochran Street/Justin Avenue, Erringer Road/Patricia Avenue, Los Angeles Avenue/Executive Way, Madera Road/Viewline Drive, and Madera Road/Bonita Drive.**
- Goal: Continue implementation of the City's Traffic Signal Synchronization Program. **Achievement: Completed synchronization at five street segments.**
- Goal: Continue implementation of the City's 2008 Bicycle Master Plan. **Achievement: Obtained formal permission to shift funding from the bicycle railroad track tunnel project to a path along the railroad tracks and for bicycle facilities in conjunction with the West Los Angeles Avenue Widening, and completed design.**

FY 2010-11 Goals

- Design and construct new traffic signals as approved by the City Council during its annual review of the Traffic Signal Construction List.
- Replace traffic signal controllers and cabinets at locations approved by the City Council.

- Continue implementation of the projects contained in the City's 2008 Bicycle Master Plan.
- Continue the Traffic Signal Synchronization Program.

CITY ENGINEERING

FY 2009-10 Goals and Achievements

- Complete construction of the FY 2008-09 Annual Major Street Rehabilitation Program. **Achievement: Program was completed.**
- Complete construction of FY 2008-09 Annual Minor Street Overlay Program. **Achievement: Program was completed.**
- Complete construction of the First Street 118 Freeway Interchange Landscaping Project. **Achievement: Construction has not yet begun as discussions continue between the City and Caltrans with regard to design alternatives and post-construction maintenance responsibilities.**
- Complete construction of Madera Road Widening Project between Presidential Drive and the westerly City limits. **Achievement: Project was completed.**
- Complete construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center. **Achievement: Design has been completed, the plans are under review by the granting agency, and efforts continue to acquire needed right-of-way for the project. Bidding and construction will proceed after plan approval and right-of-way acquisition.**
- Complete design and initiate construction of FY 2009-10 Major Street Rehabilitation Program. **Achievement: Design is complete.**

- Complete design and initiate construction of FY 2009-10 Annual Minor Street Overlay Program. **Achievement: Design is complete.**
- Completed the construction of Metrolink Memorial Plaza. **Achievement: Construction was completed.**
- Complete the construction of Oak Tree planting at 118 Freeway interchanges. **Achievement: Construction has been postponed pending completion of the 118 Freeway Widening Project.**
- Secure Federal Economic Stimulus Funding for construction of CIP projects. **Achievement: Funding was obtained for the rehabilitation of Cochran Street (Westbound between Galena Avenue and Sycamore Drive), Royal Avenue (Darrah Avenue to Corto Street), Madera Road intersection with Los Angeles Avenue and Royal Avenue, Sycamore Drive (118 Fwy to Cochran Street), Alamo Street (Sycamore Drive to Gage Avenue), and Royal Avenue (Erringer Road to Corto Street).**
- Complete design and construction of projects funded by Economic Stimulus Program. **Achievement: Construction is underway and scheduled for completion in June 2010.**
- Secure funding for CIP projects under FY 2009-10 Federal Transportation Funding Program. **Achievement: Additional transportation funding was not approved during FY 2009-10.**
- Update the annual DBE goal. **Achievement: Achieved the required Disadvantage Business Enterprise (DBE) participation goals required for federally-funded projects.**
- Complete the Street Mile Report. **Achievement: The completed Local Street Mileage Report was submitted to Caltrans on March 15, 2010. The Report is used to determine the apportionment of Federal-aid highway funds.**

- Update the street construction improvement list. **Achievement: The construction improvement list was completed in early 2010 and used to establish the proposed FY 2010-11 Minor Streets Overlay Program.**

Other Accomplishments

- Completed minor streets rehabilitation funded by State Proposition 1B at Stonebrook Street, Highland Road, Valley Gate Road, Longbranch Road, Oldstone Court, Azure Hills Drive, Presidio Drive north of Township Avenue, and the Saddleback Road portion of the Bridle Path area including Sunnydale Avenue, Rambling Road, and Rocking Horse Drive.
- Assisted other departments with contract compliance and construction specification issues.

FY 2010-11 Goals

- Complete construction of the FY 2009-10 Annual Major Street Rehabilitation Program.
- Complete construction of the FY 2009-10 Annual Minor Street Overlay Program.
- Complete construction of the First Street/118 Freeway Interchange Landscaping Project.
- Complete construction of West Los Angeles Avenue Improvements between Easy Street and the City's Public Services Center.
- Complete design and initiate construction of the FY 2010-11 Annual Minor Street Overlay Program.
- Complete the Oak Tree planting project at 118 Freeway interchanges.

ENVIRONMENTAL COMPLIANCE

Stormwater Management

The Environmental Compliance Division operates the City's Stormwater Management Program with support from other City Divisions both within and outside the Department of Public Works. The Stormwater Management Program includes programs for administration, construction, planning and land development, public outreach, industrial/commercial business inspections, illicit discharge control, and public infrastructure. An integral part of the Stormwater Program is education and training of the City's employees, industry personnel, the general public, and other affected groups. The Environmental Compliance Division coordinates the City's efforts towards compliance with the Countywide Program, Federal urban runoff regulations, and the State and Regional Water Quality Control Board permit requirements.

FY 2009-10 Goals and Achievements

- Goal: Initiate compliance activities with regard to the provisions of the Ventura Countywide Municipal Separate Storm Sewer System (MS4) Permit that is scheduled for adoption by the Regional Water Quality Control Board in May 2009. **Achievement: Accomplished the new permit compliance requirements after its adoption on May 7, 2009.**
- Goal: Provide business leaders, developers, and City employees with education and information on how best to comply with stormwater regulations through the most efficient and cost effective manner. **Achievement: Contacted local business leaders to update them on the changes in the permit and contributed to the countywide effort to inform developers of the new development requirements through the Technical Guidance Manual development process.**
- Goal: Revise the City Stormwater Ordinance and related sections of the Municipal Code as necessary. **Achievement:**

Initiated work on a Stormwater Ordinance revision. The Stormwater Permit requires these revisions to be completed and adopted before May 7, 2011.

- Goal: Purchase and install trash excluders in the required high trash areas throughout the City. **Achievement: Conducted a pilot project to test several types of trash excluders and explored alternatives to trash excluders, such as end-of-pipe treatment systems. Further research is needed to identify equipment satisfactory to both Environmental Compliance and maintenance staff.**
- Goal: Continue implementation of the current NPDES permit requirements for public outreach, illicit discharge, illicit connections, automotive and food services facility inspections, and industrial outreach programs. **Achievement: Conducted public outreach at Earth Day, Household Hazardous Waste and Arroyo Cleanup events, Neighborhood Council meetings, professional workshops, and local community colleges; performed over 800 commercial and industrial inspections; and distributed brochures at automotive parts stores, animal feed stores, and home improvement and hardware stores.**

FY 2010-11 Goals

- Continue to implement the recent Stormwater permit requirements throughout the City.
- Implement the current NPDES permit requirements for Critical Sources and the Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections, and Industrial Outreach programs.
- Develop within Public Works a Trash Management Plan to address the permit requirement to control trash in high trash areas throughout the City.

- Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections, and Industrial Outreach programs.

Hazardous Materials

FY 2009-10 Goals and Achievements

- Continue a no-cost Electronic Waste Program using external resources to comply with Universal Waste disposal requirements resulting from the expiration of residential exemptions. **Achievement: Conducted a hazardous waste collection event in January 2010 at which 23,919 pounds of electronic waste was collected.**
- Continue operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste, and Medical Waste disposal awareness. **Achievement: Diverted 168,197 pounds of household hazardous materials, including prescription and over the counter medication.**
- Continue new business data exchange with the local environmental regulatory agencies using electronic technology-based tools. **Achievement: Developed a report that lists "new business" for local environmental regulatory agencies.**

Other Accomplishments

- Achieved regulatory closure of the Public Services Center MTBE contaminated groundwater remediation site.
- Partnered with the Simi Valley Town Center to present a third annual Earth Day Celebration with the goal of establishing an ongoing community event.

FY 2010-11 Goals

- Continue a no-cost Electronic Waste Program partnering with external resources to comply with universal waste disposal requirements.
- Continue operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste, and Medical Waste disposal awareness.
- Identify technology-based solutions for setting Household Hazardous Waste appointments.
- Partner with the Simi Valley Town Center to present a fourth annual Earth Day Celebration with the goal of establishing an ongoing community event.

DEPARTMENT OF PUBLIC WORKS

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$6,826,979	\$6,433,700	\$6,175,700	\$258,000	\$6,517,600
41020 Temporary Salaries	13,271	10,000	17,800	(7,800)	29,000
41040 Overtime	74,385	79,000	79,000	0	90,000
41200 Deferred Compensation - 401k	170,690	157,600	149,400	8,200	146,500
41210 Deferred Compensation - 457	12,174	27,200	17,800	9,400	27,800
41300 Vision Care	25,946	24,400	24,100	300	25,000
41350 Disability	37,697	36,000	33,300	2,700	33,100
41400 Group Ins/Health	1,211,171	1,130,400	1,045,200	85,200	1,224,200
41450 Life Insurance	22,052	20,400	18,500	1,900	20,000
41500 Group Ins/Dental	97,168	92,400	90,800	1,600	101,100
41600 Retirement/PERS	1,340,632	1,289,400	1,225,800	63,600	1,314,400
41610 Retirement/PARS	9,413	9,900	9,900	0	9,700
41650 Medicare	81,702	92,600	76,400	16,200	107,600
41660 FICA	486	600	700	(100)	1,800
41700 Workers' Compensation	477,200	382,000	379,400	2,600	326,900
41900 Personnel Savings	0	(649,100)	0	(649,100)	(655,200)
Subtotal - Personnel	<u>10,400,966</u>	<u>9,136,500</u>	<u>9,343,800</u>	<u>(207,300)</u>	<u>9,319,500</u>
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	253,003	250,000	267,100	(17,100)	293,800
42150 Communications	411	800	800	0	800
42230 Office Supplies	9,975	13,000	13,000	0	13,000

DEPARTMENT OF PUBLIC WORKS (CONT'D)

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	VARIANCE <u>2009-10</u>	BUDGET <u>2010-11</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42235 Furn & Equip (Non-Capital)	\$1,400	\$6,900	\$4,500	\$2,400	\$0
42310 Rentals	1,419	4,000	4,000	0	4,000
42410 Uniform/Clothing Supply	23,031	31,800	31,800	0	31,800
42420 Special Departmental Expense	140,244	125,000	100,000	25,000	100,000
42440 Memberships & Dues	9,411	10,800	10,800	0	10,800
42450 Subscriptions & Books	1,347	3,000	2,500	500	2,000
42460 Advertising	4,007	2,500	2,500	0	2,500
42500 Fuel & Lubricants	280,925	300,000	285,000	15,000	300,000
42510 Tires	36,426	40,000	40,000	0	40,000
42550 Small Tools/Equipment	8,364	10,000	10,000	0	10,000
42560 Operating Supplies	422,614	468,900	437,100	31,800	445,600
42720 Travel, Conferences, Meetings	3,257	4,600	2,500	2,100	4,100
42730 Training	6,864	8,200	5,100	3,100	5,500
42790 Mileage	6,712	6,400	6,400	0	6,400
Subtotal - Supplies/Materials	1,209,410	1,285,900	1,223,100	62,800	1,270,300
<u>SERVICES</u>					
44010 Professional/Special Services	176,031	326,800	316,800	10,000	303,000
44310 Maintenance of Equipment	65,747	137,200	136,200	1,000	64,700
44450 Landscape Maintenance Contract	1,162,965	1,198,000	1,198,000	0	1,221,800
44490 Other Contract Services	1,044,097	1,009,300	996,000	13,300	961,100
44355 Reimbursement for Vehicle Mtce	(1,005,900)	(987,800)	(987,800)	0	(980,100)
Subtotal - Services	1,442,940	1,683,500	1,659,200	24,300	1,570,500
Subtotal - Current Expenses	\$2,652,350	\$2,969,400	\$2,882,300	\$87,100	\$2,840,800
Total	<u>\$13,053,316</u>	<u>\$12,105,900</u>	<u>\$12,226,100</u>	<u>(\$120,200)</u>	<u>\$12,160,300</u>

**DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS**

REGULAR POSITIONS:

FY 2008-09

FY 2009-10

FY 2010-11

Administration:

Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Deputy Director/Maintenance Services	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	2.0	1.0	1.0
Public Works Dispatcher	1.0	1.0	1.0
Secretary	0.5	0.0	0.0
Clerk II	1.0	0.0	0.0
SUBTOTAL	12.5	10.0	10.0

Maintenance:

Maintenance Superintendent	4.0	3.0	3.0
Maintenance Supervisor	4.0	4.0	4.0
Community Services Specialist	1.0	1.0	1.0
Heavy Equipment Operator	2.0	2.0	2.0
Building Maintenance Technician	4.0	4.0	4.0
Senior Tree Trimmer	2.0	2.0	2.0
Tree Trimmer I/II	2.0	2.0	2.0
Mechanic I/II	7.0	7.0	7.0
Public Works Inspector	3.0	3.0	3.0
Senior Custodian	1.0	1.0	1.0
Custodian	13.0	13.0	13.0
Maintenance Worker III	4.0	4.0	4.0
Maintenance Worker I/II	22.0	20.0	20.0
SUBTOTAL	69.0	66.0	66.0

**DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Engineering & Traffic Engineering:</u>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Secretary	1.0	0.0	0.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	10.0	9.0	7.0
Associate Engineer	4.0	1.0	1.0
Assistant Engineer	2.0	1.0	1.0
Senior Engineering Technician	5.0	4.0	3.0
Engineering Technician	2.0	1.0	1.0
Contract Compliance Technician	1.0	1.0	1.0
Engineering Aide	1.0	1.0	1.0
Counter Services Technician	1.0	1.0	1.0
Supervising Public Works Inspector	1.0	1.0	1.0
Public Works Inspector	5.0	5.0	5.0
SUBTOTAL	39.0	31.0	28.0
<u>Environmental Compliance: (Note 1)</u>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Inspector	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Programs Analyst	1.0	1.0	1.0
Utilities Specialist	1.0	0.0	0.0
SUBTOTAL	7.0	6.0	6.0
TOTAL - REGULAR POSITIONS	127.5	113.0	110.0

Note 1: Additional Environmental Compliance positions are budgeted in the Sanitation Fund.

DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS (CONT'D)

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>TEMPORARY/LIMITED-TERM POSITIONS: (Note 2)</u>			
Community Services Specialist (Graffiti Abatement)	1.0	1.0	1.0
Work Experience/Custodial	1.5	1.5	1.5
Work Experience/Maintenance	1.5	1.5	1.5
TOTAL - TEMP/LIMITED-TERM POSITIONS	<hr/> 4.0	<hr/> 4.0	<hr/> 4.0
TOTAL - PUBLIC WORKS POSITIONS	131.5	117.0	114.0

Note 2: Part-time positions are shown as full-time equivalents.

Police Department

POLICE DEPARTMENT

DEPARTMENT ADMINISTRATION

Department Administration is responsible for the management of the Police Department. Administration staff directs the work of the Department and ensures staff is fulfilling all of its responsibilities in a timely, effective manner and that City policies are implemented appropriately.

FY 2009-10 Goals and Achievements

- Goal: Continue to develop innovative ways to deliver Police services to the community with reduced funding. **Achievement: Used technology to improve the Department's ability to track and apprehend known graffiti offenders.**
- Goal: Continue a collaborative working relationship with the Community Crime Prevention Task Force to suppress criminal activity in the community. **Achievement: Incorporated ideas from the Task Force members to lower crime in the community.**
- Goal: Foster the greater use of technology to meet the goal of working more efficiently and effectively with reduced resources and growing community demands. **Achievement: Implemented the use of direct report entry in the Special Operations Unit and Mobile Report Entry (MRE) by Police Service Assistants.**
- Goal: Continue to give high priority to the commission of Property Crimes through statistical analysis, crime prevention education and directed enforcement. **Achievement: Utilized Neighborhood Watch Meetings, the Citizens Academy,**

Business Watch, and the Neighborhood Councils to educate citizens on ways to avoid being the victim of a property crime.

- Goal: Audit Department General Orders and review all General Orders that are older than three years for currency and correctness. **Achievement: Initiated audit of all General Orders.**

Other Accomplishments

- Secured grant funding from various sources in the amount of \$221,200.
- Reduced 2009 Part I crimes from the previous year. The City continues to be safer now than 20 years ago.
- Participated in a Citywide inter-department effort to address increased graffiti in a coordinated comprehensive manner.

FY 2010-11 Goals

- Continue to enforce and maintain a zero tolerance for graffiti in Simi Valley utilizing immediate and long-term strategies.
- Work to secure grant funding from State and Federal sources, including Homeland Security, Urban Area Security Initiative, and the Office of Traffic Safety.
- Develop a plan for implementing on-line reporting.

- Increase the number of volunteers in the Citizen on Patrol, Reserve Officer, and Explorer programs to help augment service to the public.

DISPATCH

The Dispatch function is a technical, specialized support area within the Police Department. Dispatch personnel take 911 calls, receive complaints and requests for service, operate several computer systems, monitor and communicate with all police units in the field, and act as a clearinghouse for various types of information provided to the public.

FY 2009-10 Goals and Achievements

- Goal: Provide professional and courteous service at all times to citizens, Officers and co-workers. **Achievement: Dispatched Officers to approximately 27,714 requests for service from July 1, 2009 through February 28, 2010.**
- Goal: Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls. **Achievement: Achieved an average response time of 4.6 minutes for emergency calls and 15.6 minutes for non-emergency calls.**
- Goal: Continue to work with the California Highway Patrol to direct cellular telephone calls made within the City limits for emergency services directly to the Department's Dispatch Center. **Achievement: Completed cut over of numerous existing and new cell sector sites to the Dispatch Center.**
- Goal: Test activation of the Alternate 911 Call Center at the East Valley Sheriff's Office. **Achievement: Completed**

activations of the Alternate 911 Call Center on October 19 and October 23, 2009.

- Goal: Continue to participate in development and implementation of the VERSATERM system. **Achievement: Continued to participate in meetings and provide input from a dispatch perspective.**
- Goal: Review the reliability of voice-logging equipment and evaluate alternative solutions for recording capabilities. **Achievement: Installed new voice-logging equipment in March 2010.**

Other Accomplishments

- Completed cut over of 911 services for the recently annexed Ronald Reagan Presidential Library and Museum and residences on Presidential Drive.
- Installed a new Emergency Call Tracking System for telephone call data.
- Assisted with DUI Checkpoints and the Sex Registrant Compliance Operation through the use of Tactical Dispatchers.

FY 2010-11 Goals

- Provide high quality customer service at all times.
- Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls.

- Research and explore the option of a regional 911 system with the Ventura County Sheriff's Department and Oxnard Police Department.
- Activate the alternate dispatch center at East Valley Sheriff's Office (EVSO) for training exercises.
- Continue to work with newly annexed Ronald Reagan Presidential Library and residential properties with regard to establishing dispatch capabilities for calls for service from those locations.

PATROL

Patrol is the most visible service provided by the Department. The Officers perform all facets of law enforcement by responding to emergency and non-emergency situations, enforcing laws, acting as a crime deterrent, and investigating reported crimes. The patrol function also includes the School Resource Officers, the K-9 Program, the Honor Guard Detail and the Defensive Tactics Program.

FY 2009-10 Goals and Achievements

- Goal: Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for routine calls for service. **Achievement: Maintained an average response time of 4.6 minutes for emergency calls and 15.6 minutes for non-emergency calls.**
- Goal: Emphasize traffic enforcement and DUI arrests. **Achievement: Increased traffic warnings by 87%, decreased DUI arrests by 23%, and decreased injury traffic accidents by 11%.**
- Goal: Provide professional and courteous service at all times and maintain a low citizen complaint rate. **Achievement: Provided professional and courteous service and maintained a low citizen complaint rate with only six citizen complaints being filed since July 1, 2009. Five have been determined to be unfounded and one is still under investigation.**
- Goal: Explore new and innovative methods to provide Patrol and traffic services to the City at a reduced cost. **Achievement: Implemented a holiday season enforcement plan with increased shopping center bike and foot patrols, which concentrated resources from throughout the Department.**
- Goal: Develop an electronic mapping system utilizing existing resources. This will provide contemporaneous crime and traffic data to operations staff to more effectively direct enforcement resources and target higher crime areas. **Achievement: Developed an electronic mapping system that provides contemporaneous crime and traffic information to operations staff via the Intranet.**

FY 2010-11 Goals

- Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for non-emergency calls for service.
- Provide professional and courteous service at all times and maintain a low citizen complaint rate.
- Explore new and innovative methods to provide Patrol and Traffic services to the City at a reduced cost.

- Continue to further improve an electronic mapping system to provide contemporaneous crime and traffic data to operations staff to more effectively direct enforcement resources and target high crime areas.
- Continue to focus resources on identified problem areas.

SPECIAL OPERATIONS UNIT

The Special Operations Unit provides specialized enforcement services to the community through the Special Enforcement Section, the Special Investigation Section, the Special Problems Section, the Special Weapons Team and the Crisis Negotiation Team. The Special Enforcement Section is comprised of Officers who are utilized for short-term, high priority assignments such as specialized crime suppression and enforcement, surveillance, service of warrants and alcohol enforcement. The Special Investigations Section provides narcotic and vice enforcement for the Department. (The Special Problems Section Goals and Accomplishments are found in a separate section of the budget document.)

FY 2009-10 Goals and Achievements

- Goal: Dedicate a portion of the Special Enforcement Section's time to the enforcement of street level narcotics violations. **Achievement: Sixty percent (60%) of the Special Enforcement Section arrests involved street level narcotics violations.**
- Goal: Target repeat criminal offenders, known criminal locations, and observed crime trends in an effort to reduce the crimes related to these individuals and locations. **Achievement: Increased enforcement activities at various active narcotics**

locations based upon anonymous and community tips and arrested repeat offenders on a regular basis.

- Goal: Track and assure due-diligence compliance on all City arrest warrants and clear them by arrest when possible. **Achievement: Assigned additional resources to the Special Enforcement Section, which resulted in an 80% clearance of warrants by arrest.**
- Goal: Work closely with Federal, State and regional Narcotics Enforcement Units to combat major narcotics dealers and address local dealers who impact the quality of life in Simi Valley. **Achievement: Assigned one SIS Detective to the Ventura County Regional Task Force and assigned a second SIS Detective to act as a liaison with the U.S. Drug Enforcement Administration and U.S. Customs to address local narcotics violators.**
- Goal: Continue to enhance the Technical Services Team and make it a more viable resource for the entire Department. **Achievement: Transferred the responsibility for the Technical Service Team from the Special Operations Unit to Patrol in December 2009.**

FY 2010-11 Goals

- Dedicate a portion of the Special Enforcement Section's time to the enforcement of street level narcotics violations.
- Develop a plan to monitor and track the early release of parolees into the City.
- Continue to maintain due diligence and track all City-related arrest warrants.

- Maintain working relationships with State, Federal, and regional drug enforcement agencies in order to address narcotics problems within the City.
- Increase the number of search warrants served within the City to combat local drug dealers and users as they affect the quality of life of citizens.

DETECTIVES

The Detective Unit is responsible for handling major and complex criminal cases and for follow-up of all felony investigations. The investigations involve such cases as crimes against persons and property and white-collar crimes. The court liaison, victim advocate, and crime scene investigation functions are also within this Unit.

FY 2009-10 Goals and Achievements

- Goal: Develop a formalized training protocol for newly selected Detectives by September 2009. **Achievement: Completed and implemented a formalized training protocol.**
- Goal: Design a job-sharing strategy for unit support positions and cross train personnel to increase efficiency. **Achievement: Implemented job sharing strategies and completed cross training of unit support positions.**
- Goal: Develop a training plan for Patrol personnel with Community Prosecutor input including first responder to crime scenes, courtroom testimony, report writing, evidence collection, and search warrant preparation. **Achievement: Completed the training plan with the Community Prosecutor who routinely conducts training for Patrol personnel.**

- Goal: Provide investigative training at Patrol roll-call meetings. **Achievement: Conducted roll-call training for Patrol personnel every six-months.**

FY 2010-11 Goals

- Prevent and deter criminal acts through intelligence gathering activities.
- Collect information to assist in developing protocols for enforcement action during the fiscal year.
- Work cooperatively with the Special Operations Unit in an effort to target known offenders and crime patterns.
- Actively investigate unsolved homicides and unresolved missing person cases.
- Continue proactive monitoring of registered sex offenders.

RECORDS

The Records Unit is the major facilitator of the Police Department's automated Records Management System. The unit provides mandatory custody, coordination, and control of official reports and all electronic records generated by the agency. The unit records transfers, researches, and assimilates all police reports to various units within the Department as well as outside law enforcement agencies and the public. Various computer applications are used to enforce state policy in regards to release of information, records retention, and data imaging in compliance with the Public Records Act rules and regulations.

FY 2009-10 Goals and Achievements

- Goal: Complete CLETS recertification for the entire Police Department staff and other City employees who use CLETS. **Achievement: Completed CLETS re-certification for the entire Police Department staff and other City employees who use CLETS.**
- Goal: Automate the bicycle licensing and permit procedures. **Achievement: Identified workflow for automating the bicycle licensing and permit procedures.**
- Goal: Complete and review the entire Records Procedures manual, streamline documentation, and create an electronic filing system. **Achievement: Updated procedures to reflect changes in processing through automation.**

FY 2010-11 Goals

- Prepare a plan to reinstate the records purging process that fully meets the City's Records Retention Policy and all State laws.
- Prepare a comprehensive workflow that strategically outlines the process for sealing or expunging both juvenile and adult records.
- Train all new and probationary staff on Records Unit procedures, both manual and electronic.
- Expand training for all Records Technicians to include monthly training classes and evaluations of training as necessary.
- Work with Versaterm to upgrade to Versadex release 7.3, which will result in significant changes, create efficiencies, and improve overall records auditing.

- Research CLETS mnemonics pooling and the NCIC administration and auditing module within Versadex.

CRIME ANALYSIS

The Crime Analysis Unit provides all administrative, operational, and tactical analysis. The unit aggressively utilizes the Police Department's Records Management System to ensure all data entered is accurate, timely, and meets with state and federally mandated statistical reporting. Data is extensively analyzed utilizing a variety of crime analysis software applications that help to pro-actively suppress criminal activity and direct police patrol to identified crime patterns. The unit also actively researches and flags special circumstances that include all known offenders, crime offenses, gang and hate crimes, crimes of abuse, officer assaults, violent crimes against senior citizens, and domestic violence.

FY 2009-10 Goals and Achievements

- Goal: Implement the E-CARS System to begin electronic reporting of Part I Crimes and monthly arrest submissions sent to DOJ and the FBI. **Achievement: This goal was temporarily suspended due to a department reorganization.**
- Goal: Work with Information Services Division staff to complete Cognos ReportNet analytical reports that provide a variety of needed statistics. **Achievement: Continued to work toward creation and automation of Officer workload recaps and monthly crime summary reports.**
- Goal: Work with Versaterm on upgrading the Versadex RMS to the 7.3 version to improve National Crime Information Center functionality, new print utilities, and customization of police reports. **Achievement: Suspended upgrade of Versadex RMS**

to 7.3 pending the outcome of beta testing with the Salt Lake City Police Department.

- Goal: Utilize maps for ad-hoc tactical analysis to develop visual representations of crime patterns, trends and known offender correlations and track parolees and probationers. **Achievement: Utilized maps for a variety of administrative and tactical analysis, which includes tracking known offenders and their relationships.**
- Goal: Disseminate timely crime summaries to provide up to date routine crime patterns, and trends; distribute active parolee, probation, and warrant information monthly and as warranted. **Achievement: Disseminated daily arrest, field contacts, monthly parolee and warrant lists. Created crime summaries using Be-On-The-Lookouts into Versadex.**

FY 2010-11 Goals

- Continue to work on implementing the E-CARS System to electronically submit monthly UCR and MACR mandated reporting.
- Continue to work with the Information Services Division to complete the final list of designated Cognos reports using the Report Net software.
- Continue to work with Versaterm to upgrade to Versadex 7.3, which will bring some significant changes to create efficiencies and improve overall auditing.
- Work with Information Services Division staff to train Crime Analysis unit staff on the use of the Versaterm Crime Analysis Package (VCAP), which will allow users to extract data from

the Records Management System for statistical and criminal activity purposes.

FISCAL SERVICES

The Fiscal Services Unit is responsible for the business functions of the Department. This includes budget, purchasing, payroll, development of policies and procedures, SB90 Claims, schedule of service charges and grant reconciliation. In addition, the Fiscal Services Unit processes Business and Solicitor Permits and enforces Department-related ordinances.

FY 2009-10 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 194 false alarm billings and 205 permits and licenses in calendar year 2009.**
- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Published revisions to seven General Orders.**
- Goal: Complete the Department's reappropriations, first quarter and mid-year budget reports, and the Police Department's portion of the Preliminary Base Budget. **Achievement: Completed the Department's reappropriations, first quarter and mid-year reports, and the FY 2010-11 Police Department Preliminary Base Budget.**
- Goal: Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner. **Achievement: Completed all Department purchase requisitions, purchase orders and invoices in a timely and efficient manner.**

- Goal: Upgrade the Volunteer Program to provide a higher level of service to the Department and community. **Achievement: Transferred the responsibility for the Volunteer Program to the Auxiliary Services Unit.**
- Goal: Continue to pursue and manage grant funds provided through the Federal Stimulus Program. **Achievement: Continued to apply for reimbursement of all Department-related grants.**

FY 2010-11 Goals

- Process all reported false alarms and permits/licenses in a timely manner.
- Process all updates to the Department General Orders in a timely manner.
- Complete the Department's reappropriations, first quarter report, and mid-year report, and the Preliminary Base Budget.
- Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.
- Continue to apply for reimbursement for all Department related grants.

MAINTENANCE

Maintenance is a specialized technical area within the Police Department. Maintenance staff installs emergency equipment, maintains the disposition of all capital assets, maintains the Police Facility, and works with the Public Works Department to ensure that vehicles are repaired in a timely manner.

FY 2009-10 Goals and Achievements

- Goal: Install emergency equipment into 12 replacement vehicles. **Achievement: Completed the installation of emergency equipment into 12 vehicles in June 2010.**
- Goal: Install an air purifier in the Crime Scene Investigation Room. **Achievement: Completed the installation of an air purifier in September 2009.**
- Goal: Evaluate the performance and fuel efficiency of the newly purchased hybrid vehicle for consideration of future purchases. **Achievement: Monitored the performance of the vehicle, which is currently getting 30 miles per gallon with no operating problems.**

Other Accomplishments

- Completed installation of the History Display.
- Performed preventative maintenance and service of the entire communications system.
- Eliminated the "False Cinch Bug" infestation in the parking garage.
- Assisted with the Veterans Plaza Parkway dedication and the City 40th Anniversary celebration.
- Completed the inspection, repair and certification of the facility's backflow system.
- Installed a new air exhaust system in the Property Unit drug storage rooms.

FY 2010-11 Goals

- Auction surplus vehicles and equipment.
- Install equipment into 10 replacement vehicles.
- Upgrade the internal operation and magnetic lock system on the security gates.
- Install new VHF radios in all black and white vehicles.

AUXILIARY SERVICES

The Auxiliary Services Unit (ASU) is responsible for planning, research, personnel, recruitment, background investigations, internal affairs investigations, training, property and evidence, jail management, and grant management. The Unit also manages Crime Prevention, the Explorer Program, Reserve Officer Program, Volunteer Program, Citizens on Patrol, Technical Reserves, the Citizens Academy and Department media relations. A Police Sergeant supervises the Youth Services Program, which includes the Youth Services Officer, Youth Diversion and the Parent Project. In addition, ASU is responsible for responding to claims against the City, lawsuits against Police Department personnel and Pitchess Motions as directed by the City Attorney's office.

FY 2009-10 Goals and Achievements

- Goal: Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 712 to 1,000. **Achievement: Increased combined Citizen and Business Alert participants from 712 to 885.**

- Goal: Continue the Youth Services Program by hosting four Parent Project classes. **Achievement: Completed two ten-week Parent Project courses.**

- Goal: Develop and implement a standardized lockdown procedure for schools in conjunction with the Simi Valley Unified School District and conduct two lockdown drills at each school. **Achievement: Developed standardized lockdown procedure for schools in conjunction with the Simi Valley Unified School District and received POST approval. Completed two lockdown drills District-wide coordinated by the Youth Services Officer.**

- Goal: Continue to give timely and worthwhile training to Officers, while keeping them within POST required training compliance minimums. Schedule training to have minimum impact on summer uniform deployment and overtime expense. **Achievement: Completed the majority of POST Training during fall and winter. The Department hosted several classes in the EOC to reduce costs and maintain proficiencies.**

- Goal: Increase the use of the Intranet to include more pertinent information to assist Police Department staff. **Achievement: Added crime fliers, tactical data maps, computer help topics, school site maps, and Department Training Bulletins to the Department Intranet site.**

FY 2010-11 Goals

- Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 885 to 1,100.

- Expand community involvement in Neighborhood Watch, Business Watch, and faith-based crime prevention groups.
- Continue the Youth Services Program by hosting four Parent Project classes.
- Conduct lockdown drills at each school.
- Schedule developmental training for Officers beyond minimum POST required training
- Continue to schedule training to have a minimum impact on summer uniform deployment and overtime expense.

TRAFFIC

The Traffic Unit is composed of sworn and non-sworn personnel. The Unit's Officers are responsible for the enforcement of traffic laws, the investigation of traffic collisions, and traffic safety education. Traffic Officers also respond to traffic-related complaints, provide concentrated enforcement in school zones, and closely monitor crossing guard sites. In addition to overseeing the Traffic Program, unit supervisors process all special event/filming permits, plan community events such as the Simi Valley Days Parade, and investigate and resolve complaints relating to vehicles parked on unpaved surfaces. The Unit also monitors recreational vehicle parking, the presence of inoperative vehicles on residential property, initiates prosecution of unattended vehicle registration violations, and assists commercial property owners with implementing desired parking restrictions. The Traffic Unit's Off-Road Enforcement Detail is responsible for providing patrol and enforcement services for all of the undeveloped off-road areas of the City.

FY 2009-10 Goals and Achievements

- Goal: Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate. **Achievement: Responded to citizen complaints by initiating 164 Traffic Enforcement Details at locations prone to citizen complaints.**
- Goal: Continue to aggressively enforce the abandoned and nuisance vehicle statutes. **Achievement: Enforced the abandoned and nuisance vehicle statutes by responding to 662 illegal parking and 1,203 abandoned vehicle calls.**
- Goal: Continue use of the STTOP Program and make presentations at high schools. **Achievement: Completed STTOP presentations at Royal and Santa Susana high schools, and responded to three complaints registered on the STTOP recorded line.**
- Goal: Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur. **Achievement: Conducted 184 focused traffic enforcement details at problem locations looking for the violations most often associated with causing collisions.**
- Goal: Pursue Office of Traffic Safety (OTS) grants related to traffic safety programs as they become available. **Achievement: Received an OTS DUI checkpoint grant for \$32,389 for three checkpoints. One checkpoint was conducted over the Christmas Holiday Season in 2009. The remaining two checkpoints will be conducted in July and September 2010.**

- Goal: Conduct sobriety and licensing checkpoints as funding allows. **Achievement: Conducted three OTS grant funded sobriety checkpoints on July 2, August 8, and December 18, 2009.**

FY 2010-11 Goals

- Obtain OTS grants related to traffic safety programs for FY 2010-11 as they become available.
- Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate.
- Continue to work with City traffic engineers in an effort to permanently mitigate traffic-related complaints and problems.
- Continue to deploy stealth radar units to determine the validity of traffic related complaints and deploy the appropriate resources to confirmed problem areas.
- Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur.

POLICE DEPARTMENT

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$14,183,263	\$14,060,900	\$13,531,900	\$529,000	\$14,004,900
41020 Temporary Salaries	85,089	87,500	65,000	22,500	87,500
41040 Overtime	2,876,133	3,161,100	2,674,000	487,100	2,776,800
41200 Deferred Compensation - 401k	263,239	252,900	224,700	28,200	251,800
41210 Deferred Compensation - 457	6,384	17,500	9,500	8,000	16,900
41300 Vision Care	43,766	43,200	43,300	(100)	43,700
41350 Disability	138,680	139,600	135,400	4,200	138,200
41400 Group Ins/Health	2,809,526	2,566,000	2,375,600	190,400	2,612,400
41450 Life Insurance	49,177	45,300	45,500	(200)	45,800
41500 Group Ins/Dental	239,169	237,100	229,700	7,400	242,100
41600 Retirement/PERS	4,631,565	4,602,200	4,493,400	108,800	4,571,200
41650 Medicare	211,123	204,400	215,500	(11,100)	246,100
41660 FICA	2,508	1,400	2,700	(1,300)	5,400
41700 Workers' Compensation	1,652,800	1,414,800	1,420,100	(5,300)	1,351,700
41900 Personnel Savings	0	(999,900)	0	(999,900)	(986,900)
Subtotal - Personnel	27,192,422	25,834,000	25,466,300	367,700	25,407,600
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	21,603	20,600	20,300	300	20,300
42200 Computer (Non-Capital)	5,348	7,000	6,800	200	7,400
42230 Office Supplies	27,286	37,000	32,000	5,000	22,600
42310 Rentals	11,759	17,800	16,800	1,000	17,800
42410 Uniform/Clothing Supply	249,471	230,800	222,500	8,300	240,400

POLICE DEPARTMENT (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42440 Memberships & Dues	3,397	5,100	6,800	(\$1,700)	7,500
42450 Subscriptions & Books	2,145	2,000	1,700	300	2,000
42500 Fuel and Lubricants	270,530	328,300	320,000	8,300	277,200
42560 Operating Supplies	275,318	200,200	198,200	2,000	200,000
42780 Out-Of-County Investigation	5,193	3,500	4,000	(500)	3,500
42770 Recruitment	16,098	24,300	23,000	1,300	39,400
42760 POST Training	74,520	77,700	58,000	19,700	77,700
42720 Travel, Conferences, Meetings	7,715	13,700	12,700	1,000	36,200
42730 Training	9,147	8,700	8,500	200	15,500
42790 Mileage	1,338	1,000	1,000	0	1,000
Subtotal - Supplies/Materials	<u>980,868</u>	<u>977,700</u>	<u>932,300</u>	<u>45,400</u>	<u>968,500</u>
<u>SERVICES</u>					
44010 Professional/Special Services	136,675	170,500	154,600	15,900	159,600
44310 Maintenance of Equipment	348,699	357,700	344,500	13,200	350,900
Subtotal - Services	<u>485,374</u>	<u>528,200</u>	<u>499,100</u>	<u>29,100</u>	<u>510,500</u>
Subtotal - Current Expenses	\$1,466,242	\$1,505,900	\$1,431,400	\$74,500	\$1,479,000
<u>CAPITAL OUTLAY</u>					
47028 Computers (Capital)	11,055	0	0	0	0
Subtotal - Capital Outlay	<u>11,055</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$28,669,719</u>	<u>\$27,339,900</u>	<u>\$26,897,700</u>	<u>\$442,200</u>	<u>\$26,886,600</u>

POLICE DEPARTMENT
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
<u>Administration:</u>			
Chief of Police	1.0	1.0	1.0
Captain	3.0	2.0	2.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	2.0	1.0	1.0
SUBTOTAL	8.0	6.0	6.0
<u>Dispatch:</u>			
Communications Manager	1.0	1.0	1.0
Senior Police Dispatcher	4.0	4.0	4.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
SUBTOTAL	14.0	14.0	14.0
<u>Patrol:</u>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	9.0	9.0	5.0
Police Officer	44.0	44.0	50.0
SUBTOTAL	65.0	65.0	67.0

Does not include two authorized Police Dispatcher overfill positions.
 Does not include two authorized Police Sergeant overfill positions.
 Does not include eight authorized Police Officer overfill positions.

**POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)**

	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
<u>Special Operations Unit:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	6.0	5.0	6.0
Police Officer	6.0	6.0	6.0
SUBTOTAL	<hr/> 15.0	<hr/> 14.0	<hr/> 15.0
<u>Detectives:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	12.0	12.0	12.0
Crime Scene Investigator	2.0	2.0	2.0
Police Service Assistant	1.0	1.0	0.0
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
SUBTOTAL	<hr/> 20.5	<hr/> 20.5	<hr/> 19.5
<u>Records:</u>			
Police Records Manager	1.0	0.0	1.0
Police Records Supervisor	0.0	1.0	0.0
Senior Police Records Technician	2.0	2.0	2.0
Police Records Technician I/II	7.0	7.0	9.0
SUBTOTAL	<hr/> 10.0	<hr/> 10.0	<hr/> 12.0

**POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)**

	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
<u>Auxiliary Services:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	1.0	1.0	1.0
Police Officer	3.0	3.0	1.0
Property Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Community Services Specialist	2.0	1.0	2.0
Property Room Technician	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	13.0	12.0	11.0
<u>Crime Analysis:</u>			
Crime Analysis and Reporting Manager	1.0	1.0	1.0
Crime Analyst	1.0	1.0	1.0
Crime Analyst Technician	0.0	0.0	1.0
Senior Police Records Technician	1.0	1.0	1.0
Police Records Technician II	3.0	3.0	0.0
SUBTOTAL	6.0	6.0	4.0
<u>Traffic:</u>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	1.0	1.0	1.0
Police Officer	7.0	7.0	8.0
Police Service Assistant	8.0	8.0	7.0
Community Services Specialist	1.0	1.0	1.0
SUBTOTAL	20.0	20.0	20.0

**POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)**

	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
<u>Fiscal Services:</u>			
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	0.0
Accounting Technician	2.0	2.0	2.0
Secretary	1.0	0.0	0.0
SUBTOTAL	<hr/> 6.0	<hr/> 5.0	<hr/> 4.0
<u>Maintenance:</u>			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
SUBTOTAL	<hr/> 3.0	<hr/> 3.0	<hr/> 3.0
TOTAL - REGULAR POSITIONS	180.5	175.5	175.5
TOTAL SWORN	118.0	117.0	117.0
TOTAL NON SWORN	62.5	58.5	58.5
<u>TEMPORARY POSITIONS</u>			
Work Experience/Custodial	0.5	0.0	0.0
Work Experience/Clerical	0.5	0.0	0.0
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	10.0	10.0	10.0
TOTAL - TEMPORARY POSITIONS	<hr/> 16.0	<hr/> 15.0	<hr/> 15.0
TOTAL - POLICE DEPARTMENT POSITIONS	196.5	190.5	190.5

*Police Department
Emergency Services*

POLICE DEPARTMENT – EMERGENCY SERVICES

The City's Office of Emergency Services coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. The Office fulfills six major objectives: 1) Emergency Planning, 2) Emergency Management Training, 3) Coordination for Emergency Response and Planning, 4) Disaster Recovery, 5) Hazard Mitigation Planning, and 6) Public Education. One Emergency Services Coordinator and one Community Services Specialist staff the Office.

FY 2009-10 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, SEMS, and ICS training with City Emergency Operations Center (EOC) and field level staff.**
- Goal: Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained. **Achievement: Maintained formal relations through meetings and exercises.**
- Goal: Implement all aspects of the Community Emergency Response Team program. **Achievement: Implemented the Community Emergency Response Team program. Three basic academies were conducted, and the Disaster Service Worker Team was fully operational.**
- Goal: Provide community education programs to ensure that residents, businesses and schools are prepared for disasters. **Achievement: Conducted education programs through public presentations, the City website, and attendance at various events.**
- Goal: Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley. **Achievement: Conducted three EOC setup/communications exercises to test all EOC systems. The City Activated the Emergency Operations Organization in a decentralized (Level 3) mode from October 2009 to January 2010 for the H1N1 Pandemic.**
- Goal: Maintain the readiness of the EOC and Alternate EOC. **Achievement: Exercised, evaluated, and maintained the EOC and Alternate EOC.**
- Goal: Maintain the readiness of the EOC staff. **Achievement: Conducted various training sessions with EOC staff, including WebEOC crisis management software training.**
- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**
- Goal: Continue to coordinate public safety participation in the City's annual Emergency Expo. **Achievement: Participated in the Simi Valley Street Fair.**
- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Developed and implemented a Pandemic Response Plan.**

- Goal: Continue to manage the operations of the City's Travelers Information Service A. M. radio station. **Achievement: Managed the radio system in an operational mode throughout the year.**

Other Accomplishments

- Coordinated the Emergency Management Performance Grant (EMPG) Program that provided the City with \$18,942 in Department of Homeland Security grant funds used to configure and implement crisis management software (WebEOC) in the EOC. Since 1987, over \$410,942 has been awarded to the City.
- Coordinated the City's response to the H1N1 pandemic, including the formation and coordination of a Multi-Agency Pandemic Planning Team.
- Coordinated Metrolink/Amtrak emergency response training for countywide volunteer teams.
- Developed and implemented a countywide CERT refresher exercise.
- Coordinated Disaster Service Worker Team participation in the Ventura County Public Health "Mass Inoculation" exercise at the Town Center.
- Coordinated Disaster Service Worker Team distribution of "Ready! Set! Go!" fire preparedness materials to all Simi Valley homes on the wildland interface.
- Coordinated a H1N1 3,000 doses mass inoculation clinic at the Rancho Santa Susana Park facility in conjunction with the Ventura County Public Health Department.
- Represented Ventura County in the Los Angeles Regional Catastrophic Planning Group, a grant-based program designed to produce and coordinate regional catastrophic response plans.
- Continued to implement three DHS grant award projects valued at \$139,000, including: EOC crisis management software implementation, security bollards on the western side of the Police Building, and a two-way radio system for the Disaster Service Worker Team.
- Managed the City's Volunteer Disaster Service Worker Team that conducted monthly training, participated in exercises, and was utilized during the pandemic response.
- Participated in the Ventura County Office of Emergency Services Strategic Planning Steering Committee.
- Participated in the City's General Plan revision process.
- Participated in the Ventura County Public Information Officers Group and the Public Information and Education Committee of the Ventura County Emergency Planning Council.

FY 2010-11 Goals

- Ensure City compliance with all aspects of the National Incident Management System (NIMS).
- Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained.
- Manage the Community Emergency Response Team.
- Manage the City's volunteer Disaster Service Worker Program.

- Provide community education programs to ensure that residents, businesses, and schools are prepared for disasters.
- Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley.
- Maintain the readiness of the EOC and Alternate EOC.
- Continue training City employees in CPR/First Aid.
- Review emergency plans and coordinate revisions, as necessary.
- Continue to manage the operations of the City's Travelers Information Service A.M. radio station.

POLICE DEPARTMENT
EMERGENCY SERVICES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$164,350	\$163,900	\$164,300	(\$400)	\$163,900
41200 Deferred Compensation - 401k	9,907	9,900	9,900	0	9,900
41300 Vision Care	475	500	500	0	500
41350 Disability	1,918	1,900	1,900	0	1,900
41400 Group Ins/Health	31,357	32,800	30,300	2,500	32,600
41450 Life Insurance	635	600	600	0	600
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,700
41600 Retirement (PERS)	33,949	34,200	34,400	(200)	35,000
41650 Medicare	2,464	2,300	2,400	(100)	2,400
41700 Workers' Compensation	6,100	5,300	5,300	0	5,000
Subtotal - Personnel	<u>252,810</u>	<u>253,100</u>	<u>251,300</u>	<u>1,800</u>	<u>253,500</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	5,859	9,400	6,400	3,000	6,500
42230 Office Supplies	369	400	400	0	400
42235 Furn & Equip (Non-Capital)	2,986	0	0	0	0
42440 Memberships & Dues	170	200	200	0	200
42560 Operating Supplies	9,256	7,000	7,000	0	7,000
42720 Travel, Conferences Meetings	1,223	1,100	1,100	0	3,300
42730 Training	1,300	2,500	3,500	(1,000)	3,000
42790 Mileage	752	800	1,100	(300)	1,000
Subtotal - Supplies/Materials	<u>\$21,915</u>	<u>\$21,400</u>	<u>\$19,700</u>	<u>\$1,700</u>	<u>\$21,400</u>

POLICE DEPARTMENT
EMERGENCY SERVICES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SERVICES</u>					
44310 Maintenance of Equipment	\$2,800	\$2,800	\$2,800	\$0	\$2,800
Subtotal - Services	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>
Subtotal - Current Expenses	24,715	24,200	22,500	1,700	24,200
Total	<u>\$277,525</u>	<u>\$277,300</u>	<u>\$273,800</u>	<u>\$3,500</u>	<u>\$277,700</u>

**POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	2.0	2.0	2.0

*Police Department
Special Problems Section*

POLICE DEPARTMENT – SPECIAL PROBLEMS SECTION

The Special Problems Section (SPS) is funded by a State grant and a contribution from the City's General Fund. A Sergeant and four Police Officers staff the Section.

FY 2009-10 Goals and Achievements

- Goal: Continue the close working relationship with County Juvenile Probation staff and conduct several probation sweeps per month targeting gang members and at-risk youth. **Achievement: Conducted regular probation sweeps of local gang members in conjunction with County Juvenile Probation. Developed and maintained regular communication with the East County Probation Unit and the Ventura County Sheriff's Department to coordinate these efforts.**
- Goal: Conduct Alcoholic Beverage Control stings at both on-sale and off-sale licensed businesses to ensure compliance. **Achievement: Used funds provided by a grant from the State Office of Alcohol Beverage Control to conduct operations on a monthly basis at both on-sale and off-sale premises.**
- Goal: Monitor and track known gang members, local taggers, newly developing gang crews and youth that are at risk of entering the gang lifestyle. **Achievement: Continued to monitor known offenders with the assistance of the gang-tracking module of the Department's computer system.**
- Goal: Continue to respond and abate complaints regarding trespassing by the homeless. **Achievement: Utilized local ordinances and State laws to assist Patrol with ongoing trespassing complaints involving homeless individuals.**

- Goal: Monitor massage businesses for prostitution violations and conduct investigations where violations are suspected. **Achievement: Developed protocol for extra patrol of massage locations until legal issues regarding enforcement are resolved.**

FY 2010-11 Goals

- Continue the close working relationship with County Juvenile Probation staff and conduct several probation sweeps per month targeting gang members and at-risk youth.
- Conduct Alcoholic Beverage stings that target on-sale licensed businesses to ensure compliance.
- Continue with a zero tolerance enforcement posture on all crimes involving graffiti and tagging-related vandalisms.
- Conduct regular compliance checks of businesses that sell spray paint and aerosol based markers to ensure that minors have no access to these items.
- Continue to monitor and abate trespassing complaints related to homeless individuals at various affected parks and businesses.
- Monitor and track the activity of all local gang members and gather intelligence information in order to respond proactively to any increase in gang activity.

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
Beginning Balance	(\$1,885)	\$0	\$0	\$0	\$0
<u>REVENUES</u>					
39100 Transfer from General Fund	689,825	729,700	741,800	12,100	778,700
36002 State Grant	145,388	200,100	125,800	(74,300)	153,100
Total - Revenues	<u>835,213</u>	<u>929,800</u>	<u>867,600</u>	<u>(62,200)</u>	<u>931,800</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	411,620	442,000	420,000	22,000	436,200
41040 Overtime	76,873	120,000	100,000	20,000	120,000
41200 Deferred Compensation - 401k	5,759	6,000	6,000	0	6,000
41300 Vision	1,166	1,300	1,300	0	1,300
41350 Disability	4,639	5,200	5,200	0	5,200
41400 Group Ins/Health	57,447	72,700	71,000	1,700	87,600
41450 Life Insurance	1,458	1,600	1,600	0	1,500
41500 Group Ins/Dental	7,557	8,300	8,300	0	8,300
41600 Retirement/PERS	150,514	162,100	160,000	2,100	149,500
41650 Medicare	7,326	6,300	7,500	(1,200)	6,300
41700 Workers' Compensation	61,900	51,300	51,300	0	51,300
41800 Payroll Accruals	18,314	20,900	4,500	16,400	11,500
Subtotal - Personnel	<u>\$804,573</u>	<u>\$897,700</u>	<u>\$836,700</u>	<u>\$61,000</u>	<u>\$884,700</u>

POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION (CONT'D)

	<u>ACTUAL</u> 2008-09	<u>FINAL</u> <u>BUDGET</u> 2009-10	<u>ESTIMATED</u> <u>ACTUAL</u> 2009-10	<u>VARIANCE</u> 2009-10	<u>BUDGET</u> 2010-11
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$0	\$300	\$300	\$0	\$300
42410 Uniform/Clothing Supply	9,646	8,800	8,000	800	8,800
42440 Memberships & Dues	0	300	300	0	300
42450 Subscriptions & Books	0	100	0	100	100
42780 Out-Of-County Investigations	109	0	0	0	0
42720 Travel, Conferences, Meetings	10	2,300	2,300	0	2,300
42730 Training	90	200	200	0	0
Subtotal - Supplies/Materials	<u>9,855</u>	<u>12,000</u>	<u>11,100</u>	<u>900</u>	<u>11,800</u>
<u>SERVICES</u>					
49297 Transfer to Retiree Medical	3,600	3,700	3,700	0	18,800
49651 Vehicle Replacement Reserve	15,300	16,100	16,100	0	16,500
Subtotal - Services	<u>18,900</u>	<u>19,800</u>	<u>19,800</u>	<u>0</u>	<u>35,300</u>
Subtotal - Current Expenses	28,755	31,800	30,900	900	47,100
Total - Expenditures	833,328	929,500	867,600	61,900	931,800
Ending Balance	<u>\$0</u>	<u>\$300</u>	<u>\$0</u>	<u>(\$300)</u>	<u>\$0</u>

**POLICE DEPARTMENT
SPECIAL PROBLEMS SECTION
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
TOTAL REGULAR POSITIONS	5.0	5.0	5.0

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, premium payments to the General Liability Insurance Fund, and provides for the City's participation as a member of the Local Agency Formation Commission (LAFCO), the National League of Cities (NLC), the League of California Cities (LCC), the Southern California Association of Governments (SCAG), and the Ventura Council of Governments (VCOG).

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 Department of Administrative Services 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 ultimate purchase of office furnishings and equipment listed in the budget are 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 Department of Administrative Services for conformance with Citywide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

		<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>						
41800	Annual Leave Pay Out	\$985,494	\$714,200	\$566,700	\$147,500	\$1,060,800
	Subtotal - Personnel	985,494	714,200	566,700	147,500	1,060,800
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	691,642	710,700	696,700	14,000	696,700
42130	Postage	67,166	68,300	68,000	300	68,000
42150	Communications	750,711	761,500	683,300	78,200	670,100

NON-DEPARTMENTAL (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$13,442	\$20,000	\$15,000	\$5,000	\$15,000
42235 Furn & Equip (Non-Capital)	32,752	3,600	2,700	900	3,600
42300 Copiers	133,801	148,800	148,700	100	148,700
42310 Rentals	233	1,000	500	500	1,000
42440 Memberships and Dues	67,734	74,400	72,600	1,800	74,300
42560 Operating Supplies	58,007	65,900	65,000	900	65,000
42545 Trip Reduction Program	6,926	0	100	(100)	0
Subtotal - Supplies/Materials	<u>1,822,414</u>	<u>1,854,200</u>	<u>1,752,600</u>	<u>101,600</u>	<u>1,742,400</u>
<u>SERVICES</u>					
44010 Professional/Special Services	71,634	107,600	101,600	6,000	107,600
44015 VC Property Tax Collection Fee	278,478	294,700	293,600	1,100	293,600
44310 Maintenance of Equipment	5,171	8,300	8,300	0	8,300
44490 Other Contract Services	0	88,900	79,700	9,200	95,300
44590 Insurance Charges	721,900	892,500	892,500	0	882,400
Subtotal - Services	<u>1,077,183</u>	<u>1,392,000</u>	<u>1,375,700</u>	<u>16,300</u>	<u>1,387,200</u>
Subtotal - Current Expenses	\$2,899,597	\$3,246,200	\$3,128,300	\$117,900	\$3,129,600
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	57,655	0	0	0	0
Subtotal - Capital Outlay	<u>57,655</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u><u>\$3,942,746</u></u>	<u><u>\$3,960,400</u></u>	<u><u>\$3,695,000</u></u>	<u><u>\$265,400</u></u>	<u><u>\$4,190,400</u></u>

Internal Service Funds

LIABILITY INSURANCE FUND

The Liability Insurance Fund was created in FY 1990-91 to provide for insurance coverages 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 the Special Districts.

Revenues for the Liability Insurance Fund are provided through interfund 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 expenditures, 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 the Claims and Payments category. When a claim is filed, a reserve amount, based upon the total estimated loss, is established. This reserve covers the anticipated future cost of settling the claim including legal, investigative, and other related expenses.

On July 1, 1992, the City established a claim-funding program to finance potential losses up to \$1 million per loss. To mitigate exposure to the Fund, the City has purchased a \$10 million excess liability insurance policy to cover most losses exceeding \$1 million. Since the insurance marketplace is subject to sizeable premium swings, the purchase of excess insurance may not always be feasible.

To provide for potential payments not covered by insurance or in the event of inadequate reserved fund balances, the Fund retains \$3.5 million for contingencies in addition to a reserve established by actuarial analysis

LIABILITY INSURANCE FUND (CONT'D)

Beginning Fund Balance (excluding reserve & advance)	\$3,721,217	\$3,941,356	\$3,941,356	\$0	\$4,185,356
	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
<u>REVENUES</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
37111 Premiums/General Fund	721,900	892,500	892,500	0	882,400
37112 Premiums/CDA	43,800	53,200	53,200	0	54,400
37114 Premiums/Lighting Maintenance	130,600	159,900	159,900	0	162,700
37115 Premiums/Sanitation	163,400	187,600	187,600	0	195,700
37116 Premiums/Transit	138,500	149,400	149,400	0	157,800
37117 Premiums/Waterworks	89,900	110,900	110,900	0	123,600
34001 Interest on Investments	188,800	95,400	96,600	1,200	113,000
Total Revenues	1,476,900	1,648,900	1,650,100	1,200	1,689,600
<u>EXPENDITURES</u>					
43010 Liability Insurance Premiums	255,695	273,500	265,000	8,500	273,500
43040 Property Insurance Premiums	94,633	112,000	105,000	7,000	112,000
43170 Unemployment Claims	34,528	75,000	65,000	10,000	75,000
43200 Claims & Legal Reserves	568,290	899,900	700,000	199,900	963,800
44590 Other Insurance Services	3,215	3,700	1,000	2,700	3,700
46100 Reimbursement to General Fund	296,300	266,500	266,500	0	220,000
49648 Transfer to Computer Equip Replacement	4,100	3,600	3,600	0	4,000
Total Expenditures	1,256,761	1,634,200	1,406,100	228,100	1,652,000
Net Cashflow	220,139	14,700	244,000	229,300	37,600
Ending Fund Balance (excluding reserve & advance)	\$3,941,356	\$3,956,056	\$4,185,356	\$229,300	\$4,222,956
Less: Reserve Requirement per Actuarial Analysis	2,174,666	2,174,666	2,174,666	0	2,163,637
Net Ending Fund Balance (excluding advance)	<u>\$1,766,690</u>	<u>\$1,781,390</u>	<u>\$2,010,690</u>	<u>229,300</u>	<u>\$2,059,319</u>
General Fund Advance	2,344,000	2,344,000	2,344,000		2,344,000

WORKERS' COMPENSATION INSURANCE FUND

The Workers' Compensation Insurance Fund was established during Fiscal Year 1985-86 in order to account for the City's self-insurance program for Workers' Compensation liabilities. The Workers' 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, and the State of California Supplemental Law Enforcement Grant.

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 Workers' Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.

Workers' Compensation Insurance Fund expenditures include the costs of administering the self-insurance program including benefit payments, excess insurance premiums for large claims exceeding \$500,000, Cal/OSHA required physical exams, mandatory Department of Transportation drug/alcohol testing, and loss control and safety services.

The major expenditure category for the Workers' Compensation Insurance Fund is the cost of benefit claims. When a claim is filed, a Workers' 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. Actual claim payments are normally made within five years after the claim is filed but may occur over several years. Claims expenditures are projected based upon estimated incurred loss levels during previous years plus a reserve for Incurred-But-Not-Reported (IBNR) claims. IBNR is a liability recognized for claims that have already occurred but have not been reported.

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
Beginning Fund Balance (excluding advance)	\$14,475,374	\$12,817,377	\$12,817,377	\$0	\$8,920,477
<u>REVENUES</u>					
34001 Interest on Investments	466,038	426,400	360,000	(66,400)	296,400
37110 Premiums/CDA Housing	20,100	18,600	18,600	0	19,500
37111 Premiums/General Fund	721,900	892,500	892,500	0	882,400
37112 Premiums/CDA Admin	11,100	9,600	9,600	0	10,200
37115 Premiums/Sanitation	313,700	265,100	265,100	0	266,600
37116 Premiums/Transit	107,500	97,100	97,100	0	92,000
37117 Premiums/Waterworks	145,500	136,600	136,600	0	135,400
37118 Premiums/PD Special Problems Section	61,900	51,300	51,300	0	51,300
37119 Premiums/Workers' Compensation	5,900	5,000	5,000	0	5,400
Total Revenues	1,853,638	1,902,200	1,835,800	(66,400)	1,759,200

EXPENDITURES

PERSONNEL

41010 Regular Salaries	211,045	212,600	213,100	(500)	215,200
41200 Deferred Compensation - 401k	14,861	14,800	14,900	(100)	14,800
41300 Vision Care	713	700	700	0	700
41350 Disability	2,460	2,500	2,500	0	2,500
41400 Group Ins/Health	42,956	49,200	44,000	5,200	47,300
41450 Life Insurance	952	1,000	900	100	900
41500 Group Ins/Dental	2,482	2,500	2,500	0	2,600
41600 Retirement/PERS	43,618	42,700	44,600	(1,900)	46,000

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL (CONT'D.)</u>					
41650 Medicare	\$3,205	\$3,000	\$3,200	(\$200)	\$3,100
41700 Workers' Compensation	5,900	5,000	5,000	0	5,400
41800 Payroll Accruals	18,629	9,100	1,000	8,100	19,300
Subtotal - Personnel	<u>346,821</u>	<u>343,100</u>	<u>332,400</u>	<u>10,700</u>	<u>357,800</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42230 Office Supplies	1,804	1,200	1,200	0	1,200
42310 Rentals	2,330	2,600	2,700	(100)	2,400
42440 Memberships and Dues	100	100	100	0	100
42450 Subscriptions and Books	924	600	600	0	700
42720 Travel, Conferences, Meetings	275	300	300	0	200
42730 Training	1,740	1,600	1,600	0	1,000
42790 Mileage	603	600	600	0	600
Subtotal - Supplies/Materials	<u>7,776</u>	<u>7,000</u>	<u>7,100</u>	<u>(100)</u>	<u>6,200</u>
<u>CURRENT EXPENSES - SERVICES</u>					
43070 Workers' Comp. Insurance Premiums	165,150	210,000	208,000	2,000	210,000
43200 Claims Payments	1,337,374	2,838,300	1,851,400	986,900	2,135,200
44010 Professional and Special Services	60,028	56,800	79,200	(22,400)	88,200
44540 Loss Control/Safety Consultant Services	4,386	5,300	5,300	0	5,300
44590 Other Insurance Services	2,500	2,500	2,500	0	2,500
Subtotal - Services	<u>\$1,569,438</u>	<u>\$3,112,900</u>	<u>\$2,146,400</u>	<u>\$966,500</u>	<u>\$2,441,200</u>

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>CURRENT EXPENSES - /REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	\$440,600	\$442,000	\$442,000	\$0	\$506,900
46100 Reimbursement to General Fund - Surplus	1,145,000	2,325,400	2,325,400	0	250,000
49700 Transfer to Sanitation Fund - Surplus	0	318,200	318,200	0	22,400
49761 Transfer to Waterworks Fund - Surplus	0	157,600	157,600	0	33,000
49297 Transfer to Retiree Benefits Fund	0	0	0	0	10,800
49648 Transfer to Computer Equipment Replacement	2,000	3,600	3,600	0	3,600
Subtotal - Services	<u>1,587,600</u>	<u>3,246,800</u>	<u>3,246,800</u>	0	826,700
Subtotal - Current Expenses	3,164,814	6,366,700	5,400,300	966,400	3,274,100
Total Expenditures	3,511,635	6,709,800	5,732,700	977,100	3,631,900
Net Cashflow	<u>(1,657,997)</u>	<u>(4,807,600)</u>	<u>(3,896,900)</u>	910,700	<u>(1,872,700)</u>
Ending Fund Balance (excluding required reserve)	12,817,377	8,009,777	8,920,477	910,700	7,047,777
Less: Required Reserve per Actuarial Analysis	6,451,277	6,451,277	6,451,277		6,603,532
Net Ending Fund Balance (excluding advance)	<u>\$6,366,100</u>	<u>\$1,558,500</u>	<u>\$2,469,200</u>		<u>\$444,245</u>
General Fund Advance	2,344,000	2,344,000	2,344,000		2,344,000

WORKERS' COMPENSATION INSURANCE FUND
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0
TOTAL REGULAR POSITIONS	3.0	3.0	3.0

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND

The City completed the development of a Geographic Information System (GIS) in FY 1998-99 at a cost of \$912,700. GIS applications include base maps at the parcel level with sewer system, water system, and U.S. Census tract overlays. The GIS provides information regarding land use and permit tracking, traffic analysis zones, and floodplain layers. It also includes a component for issuing and tracking various permits. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
Beginning Balance	\$172,037	\$226,352	\$226,352	\$0	\$222,852
<u>REVENUES</u>					
34001 Interest	7,711	4,300	4,300	0	6,400
39100 Transfer/General Fund	34,400	12,100	12,100	0	0
39200 Transfer/CDA Admin Fund	16,000	9,800	9,800	0	0
39201 Transfer/CDA Housing Fund	0	8,900	8,900	0	0
39700 Transfer/Sanitation Fund	17,000	18,800	18,800	0	0
39761 Transfer/Waterworks District No. 8	27,100	25,500	25,500	0	0
Total Revenues	<u>102,211</u>	<u>79,400</u>	<u>79,400</u>	<u>0</u>	<u>6,400</u>
<u>SUPPLIES AND MATERIALS</u>					
42200 Computers (Non-Capital)	608	4,500	4,500	0	4,500
42560 Operating Supplies	1,938	4,000	4,000	0	4,000
42720 Travel, Conferences, Meetings	0	1,700	1,100	600	1,400
42730 Training	0	3,100	0	3,100	0
Subtotal - Supplies and Materials	<u>\$2,546</u>	<u>\$13,300</u>	<u>\$9,600</u>	<u>\$3,700</u>	<u>\$9,900</u>

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$1,606	\$27,400	\$26,900	\$500	\$17,500
44310 Maintenance of Equipment	43,744	55,100	46,400	8,700	52,600
Subtotal - Services	<u>45,350</u>	<u>82,500</u>	<u>73,300</u>	<u>9,200</u>	<u>70,100</u>
Total Expenditures	47,896	95,800	82,900	12,900	80,000
Ending Balance	<u>\$226,352</u>	<u>\$209,952</u>	<u>\$222,852</u>	<u>\$9,200</u>	<u>\$149,252</u>

FINANCIAL INFORMATION SYSTEM FUND

The City utilizes a Financial Information System (FIS) that was purchased from SAP Public Services, Inc. (SAP) in March 2000. The SAP system includes components such as Budgetary Control, General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Business Tax, Parking Citations, Utility Billing, Travel Management, Asset Management, Applicant Tracking, Personnel Administration, Organization Management, and Payroll.

The fund is currently used to pay for ongoing optimization of the FIS system required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system. Additional enhancement and optimization projects are ongoing to improve functionality and organizational productivity.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING BALANCE	\$223,404	\$327,129	\$327,129	\$0	\$264,129
<u>REVENUES</u>					
39100 Transfer/General Fund	165,100	120,000	120,000	0	0
39200 Transfer/CDA Admin	5,500	3,400	3,400	0	0
39270 Transfer/Lighting Maintenance District	1,400	2,000	2,000	0	0
39700 Transfer/Sanitation Fund	18,800	30,000	30,000	0	0
39750 Transfer/Transit Fund	5,000	6,800	6,800	0	0
39761 Transfer/Waterworks Dist. 8 Fund	18,800	30,400	30,400	0	0
Total Revenues	<u>214,600</u>	<u>192,600</u>	<u>192,600</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>					
41050 Outside Assistance	104,875	160,000	124,800	35,200	135,200
44010 Professional/Special Services	6,000	115,800	115,800	0	25,000
47028 Computers (Capital)	0	15,000	15,000	0	0
Total Expenditures	<u>110,875</u>	<u>290,800</u>	<u>255,600</u>	<u>35,200</u>	<u>160,200</u>
ENDING BALANCE	<u>\$327,129</u>	<u>\$228,929</u>	<u>\$264,129</u>	<u>(\$35,200)</u>	<u>\$103,929</u>

*Community
Development Agency*

COMMUNITY DEVELOPMENT AGENCY

The Simi Valley Community Development Agency (CDA) is responsible for managing the redevelopment project areas created by the City Council, increasing the supply of affordable housing units in Simi Valley, and for carrying out the City's economic development programs. These functions are accomplished through the Administrative Fund and the Housing Administration Fund. The Agency also provides funding for staff in the City Manager's Office, the Department of Administrative Services, and Department of Public Works to address CDA-related issues.

ADMINISTRATIVE FUND

During FY 2009-10, the Agency worked toward increasing commercial and industrial employment opportunities in Simi Valley. Agency activities in the Administrative Fund included the following:

FY 2009-10 Goals and Achievements

- Goal: Enact the next phase of the Shop Simi Valley First Program. **Achievement: Expanded advertising methods to include point-of-sale placements and utility bill inserts in addition to previously-utilized methods including television commercials, print advertisements, bus shelter advertisements, in-store advertising, business outreach activities, and a website.**
- Goal: Host two Simi Valley Business Forums to continue providing useful information and resources to local business owners and employers. **Achievement: Hosted the 2010 Simi Valley Small Business Forum in April 2010, and worked with the Economic Development Collaborative of Ventura County (EDC-VC) to produce a Business Forum for Industrial Manufacturers.**
- Goal: Update and modernize the City's economic development advertising in business journals and publications to increase the effectiveness of the advertising campaign. **Achievement: Modernized the City's print advertising to enhance the City's**

campaign to bring new and relocating businesses to Simi Valley.

Other Accomplishments

- Won three awards and certificates of excellence from Graphic Design USA for the Shop Simi Valley First logo design, newsletter, and television advertisements.
- Completed the Agency's Statement of Indebtedness and annual Loan Agreement between the City, the Simi Valley Lighting Maintenance District, and the Agency for FY 2009-10.
- Initiated the process to begin expanding the Merged Tapo Canyon and West End Redevelopment Area.
- Completed the Agency's Annual Report for FY 2008-09 and transmitted it to the State Controller's Office.

FY 2010-11 Goals

- Identify possible areas of the City to include in the Merged Tapo Canyon and West End Community Development Project Area, and begin the process to annex the selected areas.
- Host a Simi Valley Business Forum to continue providing useful information and resources to local business owners and employers.

HOUSING ADMINISTRATION FUND

Utilizing Housing Set-Aside monies, this Fund provides direct funding for the Housing Division within the Department of Environmental Services. The Housing Division's goals and accomplishments are detailed in the Department of Environmental Services section of this document.

COMMUNITY DEVELOPMENT AGENCY

ADMINISTRATIVE FUND

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<u>REVENUES</u>					
39205 Transfer from Tax Increment	\$1,961,069	\$2,377,200	\$2,323,000	(\$54,200)	\$2,151,100
Total - Revenues	<u>1,961,069</u>	<u>2,377,200</u>	<u>2,323,000</u>	<u>(54,200)</u>	<u>2,151,100</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	397,520	406,700	402,600	4,100	406,700
41030 Boards & Commissions	2,880	3,600	2,900	700	2,900
41200 Deferred Compensation - 401k	15,643	19,200	15,600	3,600	15,600
41300 Vision Care	713	800	800	0	800
41350 Disability	4,592	4,800	4,700	100	4,800
41400 Group Ins/Health	35,140	39,500	36,400	3,100	34,300
41450 Life Insurance	1,103	1,200	1,100	100	1,100
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,800
41600 Retirement/PERS	81,280	81,700	81,100	600	86,100
41610 Retirement/PARS	9,557	9,800	9,600	200	9,600
41650 Medicare	6,015	5,800	5,800	0	5,900
41700 Workers' Compensation	11,100	9,600	9,600	0	10,200
41800 Payroll Accruals	25,590	14,700	1,000	13,700	15,600
Subtotal - Personnel	<u>\$592,788</u>	<u>\$599,100</u>	<u>\$572,900</u>	<u>\$26,200</u>	<u>\$595,400</u>

COMMUNITY DEVELOPMENT AGENCY

ADMINISTRATIVE FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$137	\$2,000	\$2,000	\$0	\$2,000
42440 Memberships & Dues	13,490	15,200	27,500	(12,300)	15,900
42450 Subscriptions & Books	894	800	800	0	1,400
42720 Travel, Conf, Meetings	6,817	11,300	4,800	6,500	7,900
42790 Mileage	5,287	2,500	4,800	(2,300)	5,200
Subtotal - Supplies/Materials	<u>26,625</u>	<u>31,800</u>	<u>39,900</u>	<u>(8,100)</u>	<u>32,400</u>
<u>SERVICES/REIMBURSEMENTS/TRANSFERS</u>					
44010 Professional/Special Services	300,455	430,300	394,200	36,100	268,800
44590 Insurance Charges	43,800	53,200	53,200	0	54,400
46100 Reimbursement to General Fund	967,800	1,242,400	1,242,400	0	1,183,600
46297 Transfer to Retiree Benefits	0	0	0	0	8,500
49648 Transfer to Computer Equip	8,100	7,200	7,200	0	8,000
49649 Transfer to GIS Fund	16,000	9,800	9,800	0	0
49656 Transfer to FIS Fund	5,500	3,400	3,400	0	0
Subtotal - Services	<u>1,341,655</u>	<u>1,746,300</u>	<u>1,710,200</u>	<u>36,100</u>	<u>1,523,300</u>
Subtotal - Current Expenses	1,368,280	1,778,100	1,750,100	28,000	1,555,700
Total - Expenditures	<u>\$1,961,068</u>	<u>\$2,377,200</u>	<u>\$2,323,000</u>	<u>\$54,200</u>	<u>\$2,151,100</u>

**COMMUNITY DEVELOPMENT AGENCY
ADMINISTRATIVE FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Director of Economic Development/Assistant City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	3.0	3.0	3.0

MERGED TAPO CANYON/WEST END TAX INCREMENT FUND

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$7,873,716	\$7,912,635	\$7,912,635	\$0	\$15,468,035
<u>REVENUES</u>					
31121 Gross Tax Increment	21,281,921	20,709,200	21,868,100	1,158,900	22,203,100
34001 Interest on Investments	62,553	82,000	105,000	23,000	110,000
34101 Rents and Leases	59,548	59,500	59,500	0	59,500
38003 Miscellaneous	29,351	0	0	0	0
Total Revenues	21,433,373	20,850,700	22,032,600	1,181,900	22,372,600
<u>PASS THROUGH TO OTHER AGENCIES</u>					
31141 County of Ventura	(4,939,486)	(4,568,800)	(4,975,000)	(406,200)	(5,051,200)
31142 Rancho Simi Rec. & Park Dist.	(703,682)	(680,100)	(721,700)	(41,600)	(732,700)
31143 Simi Valley Unified School Dist.	(1,107,728)	(1,079,900)	(1,137,100)	(57,200)	(1,154,600)
31144 Ventura County Comm. Coll. Dist.	(308,399)	(280,400)	(328,000)	(47,600)	(333,000)
31145 Cemetery District	(8,727)	(8,500)	(9,000)	(500)	(9,100)
31146 Ventura County Schools	(68,502)	(47,800)	(74,400)	(26,600)	(75,500)
31147 Calleguas Water District	(1,458)	(2,100)	(2,200)	(100)	(2,200)
31148 Lighting Maintenance District	(4,920)	(5,800)	(5,100)	700	5,100
31149 City	(27,692)	(26,000)	(32,800)	(6,800)	(33,300)
Total Pass Thru Increment	(7,170,594)	(6,699,400)	(7,285,300)	(585,900)	(7,386,500)
Total Net Tax Increment to CDA	\$14,262,779	\$14,151,300	\$14,747,300	\$596,000	\$14,986,100

Note 1: CDA loan amounts are based upon the Loan Agreement between the Community Development Agency and the City.

MERGED TAPO CANYON/WEST END TAX INCREMENT FUND (CONT'D)

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
<u>EXPENDITURES</u>					
44010 Professional/Special Services	\$15,320	\$238,600	\$38,600	\$200,000	\$15,400
44015 County Tax Collection Fee	177,523	207,100	183,800	23,300	185,200
44016 State ERAF	0	0	6,266,800	(6,266,800)	1,290,300
44160 Econ. Development Assistance	10,000	10,000	10,000	0	10,000
48600 Construction Contracts	0	875,000	0	875,000	0
49200 Transfer to Administrative Fund	1,961,068	2,377,200	2,323,000	54,200	2,151,100
49201 Transfer to Housing Admin Fund	4,256,384	4,141,800	4,373,600	(231,800)	4,440,600
49500 Transfer to Debt Service	3,470,501	3,609,100	3,609,100	0	3,622,700
49600 Transfer to Streets and Roads	3,823,949	4,943,000	4,943,000	0	0
49654 Transfer to Tapo Street Revit.	67,000	291,300	0	291,300	291,300
49662 Transfer to L A Ave Revit.	28,250	560,600	67,800	492,800	492,800
49655 Transfer to Building Improv.	0	4,200	4,200	0	0
49702 Transfer to Sanitation	0	1,000,000	0	1,000,000	0
Total Expenditures	<u>13,809,995</u>	<u>18,257,900</u>	<u>21,819,900</u>	<u>(3,562,000)</u>	<u>12,499,400</u>
44710 Interest on Loans (Note 2)	491,703	538,600	482,800	55,800	742,100
Total Expenditures and Interest	14,301,698	18,796,500	22,302,700	(3,506,200)	13,241,500
ENDING DEBT TO GENERAL FUND	<u>\$7,912,635</u>	<u>\$12,557,835</u>	<u>\$15,468,035</u>	<u>(\$2,910,200)</u>	<u>\$13,723,435</u>

Note 2: Interest is based on the average debt to the General Fund and Lighting Maintenance District during the fiscal year and is calculated at the average rate of return for City investments or the blended interest rate on the City's redevelopment bonds, whichever is greater.

MADERA ROYALE TAX INCREMENT FUND

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING DEBT TO GENERAL FUND (Note 1)	\$79,830	\$48,666	\$48,666	\$0	\$5,066
<u>REVENUES</u>					
31121 Gross Tax Increment	77,905	70,500	105,800	35,300	89,900
34001 Interest on Investments	455	900	500	(400)	600
Total Revenues	78,360	71,400	106,300	34,900	90,500
<u>PASS THROUGH TO OTHER AGENCIES:</u>					
31141 County of Ventura	(19,959)	(18,100)	(27,100)	(9,000)	(23,100)
31142 Rancho Simi Rec. & Park Dist.	(2,635)	(2,400)	(3,600)	(1,200)	(3,000)
31143 Simi Valley Unified School Dist.	(3,895)	(3,500)	(5,300)	(1,800)	(4,500)
31144 Ventura County Comm. Coll. Dist.	(1,907)	(1,700)	(2,600)	(900)	(2,200)
Total Pass Thru Increment	(28,396)	(25,700)	(38,600)	(12,900)	(32,800)
Total Net Increment to CDA	49,964	45,700	67,700	22,000	57,700
<u>EXPENDITURES</u>					
44015 County Tax Admin Fee	528	800	800	0	800
49201 Transfer to Housing Admin Fund	15,581	14,100	21,200	(7,100)	18,000
Total Expenses	16,109	14,900	22,000	(7,100)	18,800
Interest to General Fund (Note 2)	2,691	2,100	2,100	0	100
Total Expenditures and Interest	18,800	17,000	24,100	(7,100)	18,900
ENDING DEBT TO GENERAL FUND	\$48,666	\$19,966	\$5,066	\$14,900	\$0 *

Note 1: CDA loan amounts are based upon the Loan Agreement between the Community Development Agency and the City.

Note 2: Interest is based on the average debt to the General Fund during the year.

* The Madera Royale redevelopment area will have no outstanding debt and will dissolve at the end of FY 2010-11.

**COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND**

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING BALANCE FOR HOUSING PROGRAMS	\$13,260,317	\$14,277,107	\$14,277,107	\$0	\$13,565,307
<u>REVENUES</u>					
34001 Interest on Investments	474,119	292,400	349,800	57,400	330,000
34301 Home Rehab. Prin. Repayments	12,188	15,000	10,000	(5,000)	15,000
34302 Home Rehabilitation Interest	0	3,000	0	(3,000)	3,000
34303 First Time Home Buyer Prin. Repay.	87,138	77,000	30,600	(46,400)	29,700
34304 First Time Home Buyer Interest/Equity	58,239	70,400	15,300	(55,100)	15,400
34306 Developer Loan Interest	142,420	0	112,600	112,600	50,000
36001 Federal Assistance	0	801,700	0	(801,700)	0
37101 Program Participation Fees	9,641	8,000	8,200	200	8,000
38003 Miscellaneous	35,006	0	0	0	0
39206 Transfer from Tapo Canyon/West End	4,256,384	4,141,800	4,373,600	231,800	4,440,600
39208 Transfer from Madera Royale	15,581	14,100	21,200	7,100	18,000
39898 Sale of Foreclosed Units	0	0	371,800	371,800	195,100
Subtotal - Revenues	<u>5,090,716</u>	<u>5,423,400</u>	<u>5,293,100</u>	<u>(130,300)</u>	<u>5,104,800</u>
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	723,577	733,800	753,900	(20,100)	775,300
41020 Temporary Salaries	0	0	0	0	23,000
41200 Deferred Compensation - 401k	39,819	39,500	39,900	(400)	39,500
41210 Deferred Compensation - 457	140	200	400	(200)	400
41300 Vision Care	2,034	2,000	2,200	(200)	2,200
41350 Disability	8,154	8,300	8,100	200	8,500

**COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)**

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL (CONT'D)</u>					
41400 Group Insurance/Health	\$109,932	\$112,100	\$114,800	(\$2,700)	\$127,300
41450 Life Insurance	2,580	2,700	2,500	200	2,600
41500 Group Insurance/Dental	6,724	6,700	7,200	(500)	8,100
41600 Retirement/PERS	149,285	147,200	157,100	(9,900)	164,600
41650 Medicare	9,257	10,400	9,800	600	11,200
41700 Workers' Compensation	20,100	18,600	18,600	0	19,500
41800 Payroll Accruals	32,812	16,600	8,000	8,600	27,100
Subtotal - Personnel	<u>1,104,414</u>	<u>1,098,100</u>	<u>1,122,500</u>	<u>(24,400)</u>	<u>1,209,300</u>
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	871	1,600	1,000	600	1,000
42235 Furnishings and Equip (Non-Capital)	218	0	0	0	0
42420 Special Departmental Expense	0	100	100	0	100
42440 Memberships and Dues	1,210	1,700	1,400	300	1,700
42450 Subscriptions and Books	1,983	2,100	2,100	0	3,000
42460 Advertising	498	300	2,200	(1,900)	2,200
42560 Operating Supplies	281	300	300	0	300
42720 Travel, Conferences, Meetings	3,152	6,400	4,200	2,200	8,800
42730 Training	1,533	600	0	600	600
42790 Mileage	704	400	400	0	500
Subtotal - Supplies/Materials	<u>\$10,450</u>	<u>\$13,500</u>	<u>\$11,700</u>	<u>\$1,800</u>	<u>\$18,200</u>

**COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)**

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$42,349	\$123,300	\$84,100	\$39,200	\$85,300
44015 COV Admin Fee	0	0	13,300	(13,300)	14,000
44120 First Time Homebuyer Program Loans	645,717	2,466,200	1,884,900	581,300	2,313,600
44130 Home Rehabilitation Program	16,337	253,500	249,200	4,300	287,000
44140 Affordable and Senior Housing Program	1,208,489	13,318,900	1,525,800	11,793,100	10,250,000
44150 Rental Assistance Program	307,825	359,600	330,500	29,100	348,600
44410 Maintenance of Buildings and Grounds	1,812	12,800	8,400	4,400	17,600
Subtotal - Services	<u>2,222,529</u>	<u>16,534,300</u>	<u>4,096,200</u>	<u>12,438,100</u>	<u>13,316,100</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
45204 Reimbursement from HOME Fund	(8,696)	(800)	(7,100)	6,300	(8,300)
45290 Reimbursement from CDBG Fund	(108,071)	(81,200)	(81,200)	0	70,600
46100 Reimbursement to General Fund	839,000	839,000	839,000	0	1,051,300
49297 Transfer to Retiree Benefits Fund	6,200	7,700	7,700	0	26,700
49648 Transfer to Computer Replacement Fund	8,100	7,200	7,200	0	8,000
49649 Transfer to GIS and Permits Fund	0	8,900	8,900	0	0
Subtotal - Reimb./Transfers	<u>736,533</u>	<u>780,800</u>	<u>774,500</u>	<u>6,300</u>	<u>1,148,300</u>
Subtotal - Current Expenses	2,969,512	17,328,600	4,882,400	12,446,200	14,482,600
Total - Expenditures	4,073,926	18,426,700	6,004,900	(12,421,800)	15,691,900
ENDING BALANCE FOR HOUSING PROGRAMS	<u><u>\$14,277,107</u></u>	<u><u>\$1,273,807</u></u>	<u><u>\$13,565,307</u></u>	<u><u>(\$12,552,100)</u></u>	<u><u>\$2,978,207</u></u>

**COMMUNITY DEVELOPMENT AGENCY
HOUSING ADMINISTRATION FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	2.0	2.0
Assistant Planner	1.0	0.0	0.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	0.0	1.0	1.0
SUBTOTAL	8.0	9.0	9.0

LOCAL HOUSING FUND

The Local Housing Fund was established to assist in the development of affordable housing projects and programs. The Fund's revenues represent payment of affordable housing fees from various agreements, including recent development agreements. Expenditures from the Fund are for affordable housing loans.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING BALANCE FOR HOUSING PROGRAMS	\$3,574,684	\$3,453,515	\$3,453,515	\$0	\$3,212,815
<u>REVENUES</u>					
34301 HOME Rehab Repayments (Prin.)	2,816	1,600	1,500	(100)	1,600
34302 HOME Rehab Repayments (Int.)	476	300	300	0	300
37101 Program Participation Fees	10,450	1,400	1,700	300	1,400
38402 Development Agreements	10,000	0	0	0	0
Total Revenues	23,742	3,300	3,500	200	3,300
<u>EXPENDITURES</u>					
44010 Professional/Special Services	20,995	90,000	83,200	6,800	16,800
44120 First Time Homebuyer (Loans)	14,446	0	0	0	0
44130 Home Rehabilitation (Loans)	31,070	65,000	65,000	0	65,000
44140 Affordable Senior Housing	0	520,000	0	520,000	0
46100 Reimbursement to the General Fund	78,400	96,000	96,000	0	130,600
Total Expenditures	144,911	771,000	244,200	526,800	212,400
ENDING BALANCE FOR HOUSING PROGRAMS	\$3,453,515	\$2,685,815	\$3,212,815	\$527,000	\$3,003,715

HOME PROGRAM FUND

The HOME Program Fund is financed from grant awards received from the HOME Program administered by the California Department of Housing and Community Development. Those awards have been utilized for the development of affordable units and to fund the Home Rehabilitation and First Time Homebuyer Program loans. Revenues generated by the repayment of loans are also deposited in the HOME Program Fund, which is administered in accordance with HOME Program regulations and is used to finance a variety of affordable housing projects and programs throughout the City.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
BEGINNING BALANCE FOR HOUSING PROGRAMS	\$283,134	\$363,055	\$363,055	\$0	\$363,455
<u>REVENUES</u>					
34001 Interest	2,504	1,000	1,400	400	1,000
34301 HOME Rehab Principal Repayments	28,000	6,000	55,600	49,600	30,000
34302 HOME Rehab Interest Repayments	4,743	0	14,500	14,500	9,000
34303 FTHB Principal Repayments	28,242	28,200	700	(27,500)	28,200
34304 FTHB Interest Repayments	25,128	25,300	300	(25,000)	15,300
Total Revenues	<u>88,617</u>	<u>60,500</u>	<u>72,500</u>	<u>12,000</u>	<u>83,500</u>
<u>EXPENDITURES</u>					
44120 First Time Homebuyer Program	0	0	0	0	300,000
44130 Home Rehabilitation Program Loans	0	65,000	65,000	0	0
46201 Transfer to CDA Housing	8,696	800	7,100	(6,300)	8,300
Total Expenditures	<u>8,696</u>	<u>65,800</u>	<u>72,100</u>	<u>(6,300)</u>	<u>308,300</u>
ENDING BALANCE FOR HOUSING PROGRAMS	<u>\$363,055</u>	<u>\$357,755</u>	<u>\$363,455</u>	<u>\$5,700</u>	<u>\$138,655</u>

Special Revenue Funds

NEW DWELLING FEES FUND

The Department of Environmental Services collects new Dwelling Fees at the time that building permits are issued. In accordance with AB 1600, New Dwelling Fees are used for road construction or specific projects impacted by new development as part of the Capital Improvement Plan. Currently, New Dwelling Fees are deposited into the New Dwelling Fees Fund, a special revenue fund, and then transferred to the Streets and Roads Fund as needed.

The City Council adopted Ordinance No. 361 on June 29, 1978 that authorized the Director of Administrative Services to adjust new dwelling fees on an annual calendar year basis using September 1, 1978, as the base date. The adjustment to new dwelling fees is related to the increase or decrease in the cost of living as identified by the consumer price index for all urban consumers (CPI-U) as measured by the U.S. Department of Labor for the Los Angeles-Anaheim-Riverside metropolitan area.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
BEGINNING FUND BALANCE	\$617,630	\$390,953	\$390,953	\$414,053	\$445,253	\$338,653
<u>REVENUES</u>						
34001 Interest	16,818	8,600	9,600	11,200	13,400	11,500
37410 New Dwelling Fees	7,828	20,000	13,500	20,000	25,000	35,000
39600 Transfer from Capital Projects	800,000	0	0	0	0	0
Total Revenues	<u>824,646</u>	<u>28,600</u>	<u>23,100</u>	<u>31,200</u>	<u>38,400</u>	<u>46,500</u>
<u>EXPENDITURES</u>						
49600 Transfer to Streets & Roads	1,051,323	0	0	0	145,000	35,000
Total Expenditures	<u>1,051,323</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>145,000</u>	<u>35,000</u>
Ending Balance	<u>\$390,953</u>	<u>\$419,553</u>	<u>\$414,053</u>	<u>\$445,253</u>	<u>\$338,653</u>	<u>\$350,153</u>

TRAFFIC CONGESTION RELIEF FUND

In March 2002, California voters passed Proposition 42, which permanently dedicated the state's share of the sales tax on gasoline to transportation projects. The Traffic Congestion Relief Fund receives the City's share of these state monies. Receipts into the Traffic Congestion Relief Fund are transferred to the Streets and Road Program. Receipt of these funds from the State by local agencies will be discontinued at the end of FY 2009-10.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
BEGINNING FUND BALANCE	\$20,785	\$1,060,643	\$1,060,643	\$1,029,443	\$2,308,543	\$3,629,143
<i><u>REVENUES</u></i>						
34001 Interest	15,916	11,300	26,000	27,800	69,300	123,400
35410 Proposition 42 Funds	1,056,689	1,188,600	1,131,400	1,251,300	1,251,300	1,251,300
Total Revenues	<u>1,072,605</u>	<u>1,199,900</u>	<u>1,157,400</u>	<u>1,279,100</u>	<u>1,320,600</u>	<u>1,374,700</u>
<i><u>EXPENDITURES</u></i>						
49600 Transfer to Streets & Roads	32,747	1,188,600	1,188,600	0	0	0
Total Expenditures	<u>32,747</u>	<u>1,188,600</u>	<u>1,188,600</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$1,060,643</u>	<u>\$1,071,943</u>	<u>\$1,029,443</u>	<u>\$2,308,543</u>	<u>\$3,629,143</u>	<u>\$5,003,843</u>

DEVELOPMENT AGREEMENT FUND

Existing law authorizes the City and land developers with approved projects to enter into agreements establishing additional parameters for the timing of construction. Such agreements can 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 to be constructed by the City.

Prior to FY 1996-97, fees from Development Agreements were transferred to support General Fund programs and capital improvements. From FY 1996-97 to FY 2009-10, Development Agreement fees were used for repayment of debt, land acquisition, and construction of public facilities.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$17,054,084	\$17,011,434	\$17,011,434	\$17,011,434	\$18,986,434	\$18,986,434
<u>REVENUES</u>						
34001 Interest	606,135	466,200	466,200	490,000	510,000	578,000
38402 Development Agreements	51,215	894,200	0	1,975,000	0	0
Total Revenues	<u>657,350</u>	<u>1,360,400</u>	<u>466,200</u>	<u>2,465,000</u>	<u>510,000</u>	<u>578,000</u>
<u>EXPENDITURES</u>						
49500 Transfer to Debt Service	700,000	466,200	466,200	490,000	510,000	578,000
Total Expenditures	<u>700,000</u>	<u>466,200</u>	<u>466,200</u>	<u>490,000</u>	<u>510,000</u>	<u>578,000</u>
Ending Balance	<u>\$17,011,434</u>	<u>\$17,905,634</u>	<u>\$17,011,434</u>	<u>\$18,986,434</u>	<u>\$18,986,434</u>	<u>\$18,986,434</u>

TRAFFIC IMPACT FEES FUND

On August 12, 1991, the City Council adopted Resolution 91-93 establishing a Traffic Impact Fee applicable to all new development. The fee replaced the older Traffic Signal Improvement Fee. The Traffic Impact Fee was extended for an additional year on October 8, 2001, for an additional five years on September 23, 2002, and for an additional three years on August 20, 2007.

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 \$36.00 for each projected daily trip for residential development and \$17.00 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

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 Traffic Impact Fee Project List. Projects contained in the list are incorporated into the City's Streets and Roads Program. Funds are transferred from the Traffic Impact Fund into the Streets and Roads Fund each year to finance the cost of new traffic signals and signal upgrades.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$713,149	\$750,228	\$750,228	\$785,028	\$821,728	\$566,428
<u>REVENUES</u>						
34001 Interest	26,154	18,600	18,400	21,700	24,700	19,300
37410 Traffic Impact Fees	0	20,000	16,400	15,000	20,000	25,000
Total Revenues	<u>26,154</u>	<u>38,600</u>	<u>34,800</u>	<u>36,700</u>	<u>44,700</u>	<u>44,300</u>
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	(10,925)	0	0	0	300,000	300,000
Total Expenditures	<u>(10,925)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>
Ending Balance	<u>\$750,228</u>	<u>\$788,828</u>	<u>\$785,028</u>	<u>\$821,728</u>	<u>\$566,428</u>	<u>\$310,728</u>

LAW ENFORCEMENT GRANTS FUND

This fund was established to account for the various grants that the Police Department receives from the State and Federal governments. Most recently, the Department has received funding from the U.S. Department of Homeland Security and from the U.S. Department of Justice.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
Beginning Balance	\$52,516	\$0	\$0	\$0	\$1,800
<u>REVENUES</u>					
34001 Interest	0	100	100	0	100
36001 Federal Assistance	107,103	452,100	98,500	(353,600)	353,600
36002 State Assistance	0	383,400	30,400	(353,000)	353,000
36005 Local Assistance	6,400	0	0	0	0
38050 Contributions	3,114	0	1,700	1,700	0
Total Revenues	<u>116,617</u>	<u>835,600</u>	<u>130,700</u>	<u>(704,900)</u>	<u>706,700</u>
<u>EXPENDITURES</u>					
42560 Operating Supplies	28,925	85,100	0	85,100	74,900
42730 Training	0	4,100	17,800	(13,700)	4,100
44130 Maintenance of Equipment	1,297	0	0	0	0
47015 Buildings	0	97,100	14,000	83,100	73,100
47020 Furnishings & Equipment	0	68,500	6,500	62,000	62,000
47028 Computer (Capital)	19,746	60,000	56,000	4,000	4,000
49100 Transfer to General Fund	119,165	252,300	34,600	217,700	87,600
Total Expenditures	<u>169,133</u>	<u>567,100</u>	<u>128,900</u>	<u>438,200</u>	<u>305,700</u>
Ending Balance	<u>\$0</u>	<u>\$268,500</u>	<u>\$1,800</u>	<u>(\$266,700)</u>	<u>\$402,800</u>

FORFEITED ASSETS FUND

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotics violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. To date, the City of Simi Valley has received more than \$6,000,000 in Forfeited Assets funds. The Police Department may receive additional funds under this program. As the funds are received, the Police Department requests approval for their use as part of the Annual Budget development process. Funds have been utilized for the enhancement of the Police Department's Drug Enforcement Program, the Special Weapons Team, communications systems, Integrated Police Computer Systems, Crime Scene Investigations Program, and for the purchase of law enforcement-related equipment.

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	VARIANCE <u>2009-10</u>	BUDGET <u>2010-11</u>
Beginning Balance	\$248,755	\$191,391	\$191,391	\$0	\$215,191
<i><u>REVENUES</u></i>					
34001 Interest	10,402	6,200	4,700	(1,500)	5,800
36001 Federal Assistance	12,033	6,000	0	(6,000)	5,000
36002 State Assistance	39,351	1,000	67,100	66,100	1,000
39600 Transfer to Capital Projects	15,250	0	0	0	0
Total Revenues	<u>77,036</u>	<u>13,200</u>	<u>71,800</u>	<u>58,600</u>	<u>11,800</u>
<i><u>EXPENDITURES</u></i>					
42420 Special Department Expense	10,500	18,000	18,000	0	18,000
42410 Uniform Allowance	0	0	0	0	25,600
42560 Operating Supplies	0	0	0	0	6,000
44310 Equipment Maintenance	0	0	0	0	9,500
47020 Furnishings & Equipment	0	42,700	30,000	12,700	0
49100 Transfer to General Fund	123,900	0	0	0	0
Total Expenditures	<u>134,400</u>	<u>60,700</u>	<u>48,000</u>	<u>12,700</u>	<u>59,100</u>
Ending Balance	<u>\$191,391</u>	<u>\$143,891</u>	<u>\$215,191</u>	<u>\$71,300</u>	<u>\$167,891</u>

RETIREE BENEFITS FUND

The Retiree Benefits Fund was created in FY 2002-03 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 is dependent 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 Other Post Employment Benefits (OPEB) trust fund to pre-fund future retiree health, vision, and dental coverage.

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	BUDGET <u>2010-11</u>	PROJECTION <u>2011-12</u>	PROJECTION <u>2012-13</u>
Beginning Balance	\$2,397,641	\$1,806,839	\$1,806,839	\$646,739	\$801,539	\$935,039
<u>REVENUES</u>						
34001 Interest on Investments	101,838	55,300	44,300	45,300	24,000	31,800
39100 Transfer from General Fund	482,200	192,500	192,500	1,303,400	1,303,400	1,303,400
39200 Transfer from CDA Administration	0	0	0	8,500	8,500	8,500
39201 Transfer From CDA Housing	6,200	7,700	7,700	26,700	26,700	26,700
39285 Transfer from Special Problems Sect.	3,600	3,700	3,700	18,800	18,800	18,800
39700 Transfer from Sanitation	41,400	63,700	63,700	167,700	167,700	167,700
39750 Transfer from Transit	23,000	13,800	13,800	90,400	90,400	90,400
39761 Transfer from Waterworks Dist. No. 8	3,800	14,200	14,200	123,700	123,700	123,700
Total Revenues	<u>662,038</u>	<u>350,900</u>	<u>339,900</u>	<u>1,784,500</u>	<u>1,763,200</u>	<u>1,771,000</u>
<u>EXPENDITURES</u>						
41400 Group Insurance Health	1,252,840	1,500,000	1,500,000	1,629,700	1,629,700	1,629,700
Total Expenditures	<u>1,252,840</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,629,700</u>	<u>1,629,700</u>	<u>1,629,700</u>
Ending Balance	<u>\$1,806,839</u>	<u>\$657,739</u>	<u>\$646,739</u>	<u>\$801,539</u>	<u>\$935,039</u>	<u>\$1,076,339</u>

LOCAL TRANSPORTATION FUND

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 Local Transportation Fund 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 Local Transportation Fund. 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 Ventura County Transportation Commission. Receipts into the Local Transportation Fund are transferred to the General Fund. This approach reduces auditing and farebox return requirements for the General Fund support of Simi Valley Transit Operations.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>						
35410 Article 8: Streets & Roads	<u>3,861,867</u>	<u>3,524,400</u>	<u>3,140,600</u>	<u>2,719,700</u>	<u>3,462,200</u>	<u>3,600,700</u>
Total Revenues	<u>3,861,867</u>	<u>3,524,400</u>	<u>3,140,600</u>	<u>2,719,700</u>	<u>3,462,200</u>	<u>3,600,700</u>
<u>EXPENDITURES</u>						
49100 Transfer To General Fund	<u>3,861,867</u>	<u>3,524,400</u>	<u>3,140,600</u>	<u>2,719,700</u>	<u>3,462,200</u>	<u>3,600,700</u>
Total Expenditures	<u>3,861,867</u>	<u>3,524,400</u>	<u>3,140,600</u>	<u>2,719,700</u>	<u>3,462,200</u>	<u>3,600,700</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

LANDSCAPE ZONES AUGMENTATION FUND

This fund was established in FY 1999-00 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 service charges paid by the homeowners toward the maintenance of landscaped areas.

The transfer from the General Fund to the Landscape Zones Augmentation Fund for FY 2009-10 was \$1,345,000. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2010-11 will be \$1,236,300.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$153,067	\$217	\$217	\$22,317	\$22,617	\$22,917
<u>REVENUES</u>						
34001 Interest	212	1,000	300	300	300	300
39300 Transfer from Landscape Zone	10,518	0	0	0	0	0
39100 Transfer from General Fund	980,000	1,345,000	1,345,000	1,236,300	1,425,200	1,573,000
Total Revenues	<u>990,730</u>	<u>1,346,000</u>	<u>1,345,300</u>	<u>1,236,600</u>	<u>1,425,500</u>	<u>1,573,300</u>
<u>EXPENDITURES</u>						
49300 Transfer to Landscape Zones	1,143,580	1,323,200	1,323,200	1,236,300	1,425,200	1,573,000
Total Expenditures	<u>1,143,580</u>	<u>1,323,200</u>	<u>1,323,200</u>	<u>1,236,300</u>	<u>1,425,200</u>	<u>1,573,000</u>
Ending Balance	<u>\$217</u>	<u>\$23,017</u>	<u>\$22,317</u>	<u>\$22,617</u>	<u>\$22,917</u>	<u>\$23,217</u>

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

The Simi Valley Lighting Maintenance District is a special purpose, citywide district formed to provide for the maintenance of the City's system of traffic signals. The District was formed in November 1969, shortly after incorporation of the City. The District is maintained as a separate financial entity from the General Fund and is primarily funded by an ad valorem property tax.

The District funds a signal maintenance contract that provides signal maintenance services for 118 City-owned signals. The District also funds upgrading of existing traffic signals and utility expenses for traffic signals and street lights.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$7,643,190	\$8,500,565	\$8,500,565	\$8,348,765	\$8,836,165	\$9,274,265
<u>REVENUES</u>						
31101 Property Taxes	2,404,771	2,320,000	2,400,000	2,472,000	2,546,200	2,622,600
34001 Interest on Investments	170,665	214,100	208,300	225,400	265,100	315,300
34002 Interest on Advances	86,000	115,000	61,300	103,300	103,300	103,300
35601 Homeowner Subventions	24,906	25,000	25,000	25,800	26,600	27,400
37410 Service Charges	30,988	1,000	900	1,000	1,000	1,000
38004 Damage Recovery	45,745	0	9,800	0	0	0
39600 Transfer from Capital Projects	512,000	0	0	0	0	0
Total Revenues	<u>\$3,275,075</u>	<u>\$2,675,100</u>	<u>\$2,705,300</u>	<u>\$2,827,500</u>	<u>\$2,942,200</u>	<u>\$3,069,600</u>

SIMI VALLEY LIGHTING MAINTENANCE DISTRICT (CONT'D.)

	ACTUAL	FINAL	ESTIMATED		PROJECTION	PROJECTION
	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<u>EXPENDITURES</u>						
42100 Utilities	\$1,022,619	\$927,000	\$1,108,000	\$1,110,000	\$1,143,300	\$1,177,600
44015 County Tax Collection Fee	20,262	25,000	20,400	20,400	21,000	21,600
44490 Other Contract Services	295,219	310,500	298,000	305,000	305,000	315,000
44590 Insurance Charges	130,600	159,900	159,900	162,700	167,600	172,600
46100 Reimbursement to General Fund	460,500	482,100	482,100	453,200	475,000	480,800
49600 Transfer to Streets & Roads	483,000	782,900	782,900	285,000	385,000	354,000
49648 Transfer to Computer Equip	4,100	3,800	3,800	3,800	3,400	4,000
49656 Transfer to FIS	1,400	2,000	2,000	0	3,800	4,200
Total Expenditures	<u>2,417,700</u>	<u>2,693,200</u>	<u>2,857,100</u>	<u>2,340,100</u>	<u>2,504,100</u>	<u>2,529,800</u>
Loan Balance to CDA	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Reserved Balance for Cash Flow	400,000	400,000	400,000	400,000	400,000	400,000
Ending Balance	<u>\$8,500,565</u>	<u>\$8,482,465</u>	<u>\$8,348,765</u>	<u>\$8,836,165</u>	<u>\$9,274,265</u>	<u>\$9,814,065</u>

GASOLINE TAX FUND

There are five types of gasoline taxes received by the City. Street and Hiway Code Section 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. Section 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 will replace Prop 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) and each city in the State shall receive a fixed monthly apportionment of \$400 (\$4,800 per year). 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 \$0.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of their 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.

Revenue and Taxation Code 7360 Funds - Funds available from this source will be used for the resurfacing, maintenance, and repair of local streets.

GASOLINE TAX FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>						
35401 Section 2105	683,409	687,700	666,500	660,300	660,300	660,300
35402 Section 2106	460,542	455,400	438,100	437,300	437,300	437,300
35403 Section 2107	910,446	946,100	909,800	907,900	907,900	907,900
35404 Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
35405 Revenue & Taxation Code 7360	0	0	0	1,251,300	1,251,300	1,251,300
Total Revenues	2,064,397	2,099,200	2,024,400	3,266,800	3,266,800	3,266,800
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	2,064,397	2,099,200	2,024,400	3,021,800	2,015,500	2,015,500
49600 Transfer to Streets and Roads	0	0	0	245,000	1,251,300	1,251,300
Total Expenditures	2,064,397	2,099,200	2,024,400	3,266,800	3,266,800	3,266,800
Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0

Streets and Roads Program

STREETS AND ROADS PROGRAM

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, New Dwelling Fees Fund, Traffic Impact Fund, Lighting Maintenance District, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Elements of the Streets and Roads Program are:

Annual Major Street Rehabilitation Program

This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. No projects are proposed for FY 2010-11.

Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. For FY 2010-11, resurfacing and roadway maintenance activities will be conducted in the following residential areas:

- South of Royal Avenue between Erringer Road and First Street
- East of Reservoirs Drive at Alamo Street
- Southeast of Alamo Street and Stearns Street

Bicycle and Pedestrian Facilities

This is an annual program to implement projects recommended in the Bicycle Master Plan to enhance conditions for bicyclists throughout the City and for pedestrian enhancements. Projects include the implementation and/or construction of off-street bicycle paths, on-street bicycle lanes, on-street bicycle routes, and pedestrian facilities such as accessible curb ramps. FY 2010-11 projects are dependent on grant funding and will be established as funding becomes available.

Traffic Signal Synchronization

This program implements recommendations contained in the Traffic Signal Synchronization Master Plan. Projects include the construction of additional interconnect facilities to link traffic signals into synchronization systems through the installation of conduit and interconnect cable, upgrade of hardware and software where necessary, and modification to signal timing as necessary.

New Traffic Signals and Traffic Signal Upgrades

This annual program includes the construction of new traffic signal(s) and the upgrade/replacement of traffic signal controllers and cabinets as approved by the City Council at its annual review of the Traffic Signal Construction Program. No new traffic signals are proposed for FY 2010-11. Traffic signals at the following intersections will be upgraded in FY 2010-11:

- Alamo Street and Texas Avenue
- Cochran Street and Callahan Avenue
- Donville Avenue and Los Angeles Avenue
- First Street and Agnew Street
- Hubbard Street and Los Angeles Avenue
- Sequoia Avenue and Los Angeles Avenue

STREETS AND ROADS PROGRAM

REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>BUDGET 2010-11</u>	<u>ESTIMATE 2011-12</u>	<u>ESTIMATE 2012-13</u>
General Fund	\$0	\$0	\$0	\$5,160,000	\$5,467,000
New Dwelling Fees	0	0	0	145,000	35,000
County/State/Federal Funding	10,998,100	10,998,100	245,000	1,360,000	1,360,000
Traffic Impact Fees	0	0	0	300,000	300,000
Lighting Maintenance District	863,700	782,900	285,000	385,000	354,000
Sanitation Fund	120,000	120,000	30,000	175,000	187,000
Waterworks District	190,000	190,000	60,000	175,000	187,000
Community Development Block Grants	761,900	761,900	339,800	500,000	500,000
Community Development Agency	4,837,600	4,837,600	0	0	0
Air Quality Mitigation Trust Funds	533,500	533,500	0	0	0
Total	<u>\$18,304,800</u>	<u>\$18,224,000</u>	<u>\$959,800</u>	<u>\$8,200,000</u>	<u>\$8,390,000</u>

STREETS AND ROADS PROGRAM

REVENUE SOURCE NARRATIVE

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>BUDGET 2010-11</u>	<u>FY 2010-11 PROGRAM</u>
A. General Fund	\$ 0	\$ 0	\$ 0	No General Fund monies are proposed for projects in FY 2010-11.
B. New Dwelling Fees	\$ 0	\$ 0	\$ 0	No New Dwelling Fees monies are proposed for projects in FY 2010-11.
C. County/State/Federal Funding	\$ 10,998,100	\$ 10,998,100	\$ 245,000	Funds will be utilized for the Annual Minor Street Overlay Program.
D. Traffic Impact Fees	\$ 0	\$ 0	\$ 0	No Traffic Impact Fees monies are proposed for projects in FY 2010-11.
E. Lighting Maintenance District	\$ 863,700	\$ 782,900	\$ 285,000	Lighting Maintenance District funds will be used for the Annual Minor Street Overlay Program, Traffic Signal Synchronization Program, and for traffic signal upgrades.
F. Sanitation Fund	\$ 120,000	\$ 120,000	\$ 30,000	Sanitation Funds will be used to raise manhole covers associated with the Annual Minor Street Overlay Program.
G. Waterworks District	\$ 190,000	\$ 190,000	\$ 60,000	Waterworks District funds will be used to raise water valve covers associated with the Annual Minor Street Overlay Program.
H. Community Development Block Grants	\$ 761,900	\$ 761,900	\$ 339,800	CDBG are proposed to partially fund the Annual Minor Street Overlay Program.
I. Community Development Agency	\$ 4,837,600	\$ 4,837,600	\$ 0	No Community Development Agency funds are proposed for projects in FY 2010-11.
J. Air Quality Mitigation	\$ 553,500	\$ 553,500	\$ 0	No Air Quality Mitigation Trust Funds monies are proposed for projects in FY 2010-11.

STREETS AND ROADS PROGRAM
REVENUE SOURCE DETAIL

		FY 2010-11 REVENUE SOURCE									
<u>PROJECT</u>	<u>BUDGET TOTAL FY 2010-11</u>	<u>GENERAL FUND</u>	<u>NEW DWELLING FEES</u>	<u>TRAFFIC IMPACT FEES</u>	<u>COUNTY/ STATE/ FEDERAL FUNDING</u>	<u>AIR QUAL TRUST FUNDS</u>	<u>COMM. DEV. AGENCY</u>	<u>LIGHTING MAINT. DISTRICT</u>	<u>SANI- TATION FUND</u>	<u>WATER- WORKS DISTRICT</u>	<u>CDBG</u>
Annual Major Street Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Minor Street Overlay	689,800	0	0	0	245,000	0	0	15,000	30,000	60,000	339,800
Traffic Signal Synchronization	150,000	0	0	0	0	0	0	150,000	0	0	0
Traffic Signals - New	0	0	0	0	0	0	0	0	0	0	0
Traffic Signal Upgrades	120,000	0	0	0	0	0	0	120,000	0	0	0
Total Revenue	\$959,800	\$0	\$0	\$0	\$245,000	\$0	\$0	\$285,000	\$30,000	\$60,000	\$339,800

STREETS AND ROADS PROGRAM

EXPENDITURE PLAN

	<u>TOTAL PROJECT BUDGET</u>	<u>ACTUAL TO 2008-09</u>	<u>BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>BUDGET 2010-11</u>	<u>ESTIMATE 2011-12</u>	<u>ESTIMATE 2012-13</u>
Annual Major Streets Program	*	*	\$6,268,200	\$6,268,200	\$0	\$4,545,000	\$4,525,000
Annual Minor Streets Program	*	*	3,787,000	3,787,000	689,800	2,955,000	2,955,000
Bicycle and Pedestrian Facilities	*	*	315,000	315,000	0	120,000	120,000
Traffic Signal Synchronization	*	*	575,000	575,000	150,000	150,000	150,000
Storm Drain Improvements	*	*	402,600	402,600	0	0	200,000
Traffic Signals - New	*	*	0	0	0	300,000	300,000
Traffic Signals - Upgrades	*	*	207,900	207,900	120,000	130,000	140,000
118 Freeway Interchange Tree Planting	550,000	0	550,000	0	0	0	0
118 Freeway Interchange Landscaping	2,433,900	26,800	2,407,100	0	0	0	0
Los Angeles Avenue Widening	1,580,000	56,400	1,523,600	38,100	0	0	0
Reimbursement to General Fund	*	*	620,500	701,600	0	0	0
Total	\$4,563,900	\$83,200	\$16,656,900	\$12,295,400	\$959,800	\$8,200,000	\$8,390,000

* Ongoing Project

Other Capital Projects

COMPUTER EQUIPMENT REPLACEMENT FUND

As a result of the City's MIS 2000 Strategic Plan, a fund was established to ensure that resources would be available for replacement of outmoded computer equipment. Annual contributions to the fund are made based on a formula that takes into consideration the estimated useful life and replacement cost of desktop computers, laptop computers, printers, servers, routers, switches, and other network devices.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$551,540	\$607,012	\$607,012	\$241,812	\$256,812	\$270,012
<u>REVENUES</u>						
34001 Interest	34,888	12,900	12,900	12,900	13,500	14,100
39100 Transfer/General Fund	592,200	584,300	584,300	584,300	613,600	644,300
39200 Transfer/CDA Admin Fund	8,100	7,200	7,200	8,000	7,600	7,900
39201 Transfer/CDA Housing Fund	8,100	7,200	7,200	8,000	7,600	7,900
39270 Transfer/Lighting Maint District	4,100	3,800	3,800	3,800	3,400	4,000
39700 Transfer/Sanitation Fund	60,800	57,700	57,700	57,700	56,800	59,700
39761 Transfer/Waterworks District No. 8	64,800	54,100	54,100	54,100	60,600	63,600
39803 Transfer/Liability Insurance Fund	4,100	3,600	3,600	4,000	3,800	4,000
39805 Transfer/Workers' Comp Fund	2,000	3,600	3,600	3,600	3,800	4,000
Total Revenues	<u>779,088</u>	<u>734,400</u>	<u>734,400</u>	<u>736,400</u>	<u>770,700</u>	<u>809,500</u>
<u>EXPENDITURES</u>						
44010 Professional/Special Services	18,739	56,800	56,800	120,000	0	0
47028 Computers (Capital)	366,585	442,000	442,000	431,800	442,200	464,500
48840 System Hardware	338,292	300,300	304,500	169,600	315,300	331,100
49100 Transfer to General Fund	0	247,300	247,300	0	0	0
49700 Transfer to Sanitation	0	26,600	26,600	0	0	0
49761 Transfer to Waterworks	0	26,600	26,600	0	0	0
Total Expenditures	<u>723,616</u>	<u>1,099,600</u>	<u>1,103,800</u>	<u>721,400</u>	<u>757,500</u>	<u>795,600</u>
Ending Balance	<u>\$607,012</u>	<u>\$241,812</u>	<u>\$237,612</u>	<u>\$256,812</u>	<u>\$270,012</u>	<u>\$283,912</u>

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund was established in FY 1996-97 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.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance	\$3,799,379	\$3,604,122	\$3,604,122	\$2,509,722	\$1,999,022	\$2,020,022
<u>CONTRIBUTIONS</u>						
39100 Administrative Services	2,700	2,800	2,800	2,900	3,000	3,100
39100 Community Services	9,600	6,700	6,700	2,400	2,500	2,600
39100 Environmental Services	24,400	19,600	19,600	17,200	17,700	18,200
39100 Public Works	154,800	172,400	146,000	169,400	174,500	179,700
39100 Police	400,600	394,800	392,800	370,100	381,200	392,600
39285 Police SPS	15,300	16,100	16,100	16,500	17,000	17,500
39950 Developer Contributions	27,880	47,900	47,900	0	0	0
Total Revenues	<u>635,280</u>	<u>660,300</u>	<u>631,900</u>	<u>578,500</u>	<u>595,900</u>	<u>596,200</u>
<u>EXPENDITURES</u>						
46100 Return to General Fund	450,000	1,301,900	1,301,900	500,000	0	0
47030 Administrative Services	0	0	0	0	34,800	0
47030 Community Services	0	0	0	0	28,900	0
47030 Environmental Services	0	28,000	28,000	0	57,800	28,900
47030 Public Works	165,427	94,000	94,000	226,400	175,700	64,900
47030 Police	215,110	302,400	302,400	362,800	277,700	386,200
Total Expenditures	<u>830,537</u>	<u>1,726,300</u>	<u>1,726,300</u>	<u>1,089,200</u>	<u>574,900</u>	<u>480,000</u>
Ending Balance	<u>\$3,604,122</u>	<u>\$2,538,122</u>	<u>\$2,509,722</u>	<u>\$1,999,022</u>	<u>\$2,020,022</u>	<u>\$2,136,222</u>

BUILDING IMPROVEMENT FUND

The Building Improvement Fund was created in FY 1997-98 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.

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Balance (excluding advance)	\$5,119,864	\$5,060,648	\$5,060,648	\$4,470,748	\$2,879,948	\$2,890,048
<u>REVENUES</u>						
34001 Interest	18,912	3,400	8,400	9,200	10,100	11,100
36001 Federal Assistance	0	895,000	3,100	0	0	0
39206 From Tapo Canyon/West End	0	0	4,200	0	0	0
Total Revenues	<u>18,912</u>	<u>898,400</u>	<u>15,700</u>	<u>9,200</u>	<u>10,100</u>	<u>11,100</u>
<u>EXPENDITURES</u>						
42235 Furn & Equipment (Non-Capital)	0	0	800	0	0	0
44010 Professional/Special Services	0	0	0	0	0	0
47015 Buildings	60,235	0	0	0	0	0
47040 Building Improvements	16,783	0	0	0	0	0
48150 Permits and Fees	0	0	0	0	0	0
48410 Construction Management	1,110	0	0	0	0	0
48500 Maintenance Contract	0	808,900	4,800	0	0	0
48990 Contingency	0	0	0	0	0	0
49100 Transfer to General Fund	0	686,100	600,000	1,600,000	0	0
49262 Transfer to Dev Agreements	0	0	0	0	0	0
Total Expenditures	<u>78,128</u>	<u>1,495,000</u>	<u>605,600</u>	<u>1,600,000</u>	<u>0</u>	<u>0</u>
Ending Balance (excluding advance)	<u>\$5,060,648</u>	<u>\$4,464,048</u>	<u>\$4,470,748</u>	<u>\$2,879,948</u>	<u>\$2,890,048</u>	<u>\$2,901,148</u>
Advance from the General Fund	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380

Department of Community Services
Transit Fund

SIMI VALLEY TRANSIT

Simi Valley Transit (SVT) provides quality fixed-route service to the community and Dial-A-Ride service to the elderly and disabled under the auspices of the Americans with Disabilities Act (ADA). Simi Valley Transit's efforts emphasize the delivery of safe, efficient, and high-quality service; cost-effective operational methods; and the enhancement of public awareness of City transportation services.

FY 2009-10 Goals and Achievements

- Goal: Complete design and construction on the Transit Maintenance Facility Expansion Project. **Achievement: Completed the architectural design phase of the project to incorporate energy efficiencies and green building design elements through Leadership in Energy and Environmental Design (LEED) enhancements. A construction contract was awarded by the City Council on May 17, 2010.**
- Goal: Enter into a cooperative purchasing agreement to procure three replacement Compressed Natural Gas (CNG) fixed-route buses. **Achievement: Entered into a cooperative purchasing agreement with Orange County Transportation Authority to purchase three New Flyer of America (NFA) low-floor, 40-foot, CNG buses funded 100% with American Recovery and Reinvestment Act (ARRA) funds.**
- Goal: Purchase and put into service five replacement American With Disabilities Act/Dial-A-Ride (ADA/DAR) CNG paratransit vans. **Achievement: Five ADA/DAR replacement paratransit vans were purchased, received and placed into revenue service.**
- Goal: Replace, upgrade and expand transit shelters throughout the City and enhance City bus stops by including benches, trash receptacles, bus stop signs, schedule information tubes and ADA accommodations. **Achievement: Technical specifications have been approved by the City Council and award of a contract to improve the bus stops is expected in June 2010.**
- Goal: Complete garage renovations to include reconfiguration of maintenance pits, addition of a hydraulic lift, electrical improvements, natural gas detection and mechanical system upgrades, an increased storage area, and replacement of the bus washer. **Achievement: This ARRA funded project was combined with the Transit Maintenance Facility Expansion Project in order to generate cost efficiencies. A construction contract was awarded by the City Council on May 17, 2010.**
- Goal: Continue to maintain full compliance with Federally mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with Federally mandated ADA Paratransit service regulations. Provided an estimated 51,300-combined ADA Paratransit/Dial-A-Ride (DAR) trips to the disabled and elderly. Of the combined trips, 35,100 (68%) were ADA passenger trips, and 16,200 (32%) were DAR passenger trips.**
- Goal: Continue to hold monthly safety meetings with fixed-route Transit Operators, ADA/DAR Transit Operators, and Transit Dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services. **Achievement: Conducted safety meetings monthly, which enhanced the efficient and cost-effective delivery of fixed-route and ADA/DAR service.**

- Goal: Continue to hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities such as service policies, availability of service, accessibility, safety, and training. **Achievement: Conducted ADA Paratransit Advisory Committee meetings on July 16, 2009, October 15, 2009, January 21, 2010, and April 15, 2010 to discuss and address public paratransit issues affecting individuals with disabilities.**

Other Accomplishments

- Successfully secured \$3,034,749 in American Recovery & Reinvestment Act (ARRA) Funds for Transit capital projects.
- Received a satisfactory rating subsequent to a terminal inspection conducted by the California Highway Patrol on December 14 and 15, 2009.
- Conducted an ADA Paratransit Advisory Committee recruitment that resulted in the appointment by Mayor and City Council of three new members.
- Participated in Earth Day event held at the Simi Valley Town Center and the Simi Valley Street Fair.
- Participated in the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and ad hoc committees to enhance paratransit and senior nutrition transportation in the County.
- Provided in excess of 498,000 fixed-route and ADA trips.

FY 2010-11 Goals

- Complete construction of the Transit Maintenance Facility Expansion and Garage Renovations Project.
- Complete the replacement and upgrade of transit shelters and bus stop amenities throughout the City.
- Purchase and put into service three replacement CNG fixed-route buses.
- Secure funding and complete improvements to expand the CNG fueling facility capacity.
- Continue to maintain full compliance with Federally mandated ADA Paratransit service regulations.
- Continue to hold monthly safety meetings with fixed-route Transit Operators, ADA/DAR Transit Operators, and Transit Dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services.
- Continue to hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities such as service policies, availability of service, accessibility, safety, and training.

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>REVENUES</u>					
<u>FARE REVENUES</u>					
37211 Route A Fares	\$109,321	\$127,000	\$93,800	(\$33,200)	\$106,900
37212 Route B Fares	98,693	125,800	82,100	(43,700)	105,000
37213 Route C Fares	40,394	41,700	38,400	(3,300)	39,800
37214 Route D Fares	14,868	19,600	13,500	(6,100)	17,600
37215 Bus Fare Passes	124,160	123,200	138,800	15,600	140,000
37216 Dial-A-Ride Fares	61,585	62,100	60,800	(1,300)	64,600
37217 Dial-A-Ride County Reimb.	35,783	22,100	24,100	2,000	25,000
37221 Route A-3 Peak Service Fares	26,438	30,400	22,500	(7,900)	25,800
37222 Route B-3 Peak Service Fares	26,810	33,000	23,500	(9,500)	28,700
Subtotal	<u>538,052</u>	<u>584,900</u>	<u>497,500</u>	<u>(87,400)</u>	<u>553,400</u>
<u>OTHER REVENUES</u>					
37299 SCRRA Metrolink Agreement	4,142	4,300	3,900	(400)	4,100
38001 Sale of Surplus Property	600	0	0	0	2,000
38003 CNG Excise Tax Refund	108,712	60,000	107,800	47,800	107,800
38003 Moorpark CNG Reimbursement	0	0	0	0	30,400
38004 Damage Recovery	3,942	19,000	0	(19,000)	0
Subtotal	<u>117,396</u>	<u>83,300</u>	<u>111,700</u>	<u>28,400</u>	<u>144,300</u>
<u>OPERATING ASSISTANCE REVENUES</u>					
36201 FTA Operating	2,423,792	2,713,000	2,780,700	67,700	2,058,200
34102 Bus Shelter Advertising	28,610	33,000	33,800	800	33,800
39751 Trans from GF/Operating	2,549,109	2,615,600	2,190,500	(425,100)	3,339,800
Subtotal	<u>\$5,001,511</u>	<u>\$5,361,600</u>	<u>\$5,005,000</u>	<u>(\$356,600)</u>	<u>\$5,431,800</u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PLANNING ASSISTANCE REVENUES</u>					
36202 FTA Planning	\$37,600	\$37,600	\$37,600	\$0	\$0
39752 Trans From GF/Planning	9,400	9,400	9,400	0	0
Subtotal	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>0</u>	<u>0</u>
<u>CAPITAL ASSISTANCE REVENUES</u>					
36002 State Proposition 1B	80,000	200,000	0	(200,000)	0
36203 FTA Capital	196,106	5,160,600	1,346,300	(3,814,300)	0
38401 Developer Contribution	0	36,900	36,900	0	0
39753 Trans From GF/Capital	900	1,300	600	(700)	0
Subtotal	<u>277,006</u>	<u>5,398,800</u>	<u>1,383,800</u>	<u>(4,015,000)</u>	<u>0</u>
Total Revenues	<u>\$5,980,965</u>	<u>\$11,475,600</u>	<u>\$7,045,000</u>	<u>(\$4,430,600)</u>	<u>\$6,129,500</u>

EXPENDITURES

PERSONNEL

41010 Regular Salaries	2,120,848	2,249,500	2,045,100	204,400	2,282,500
41040 Overtime	65,717	71,600	66,000	5,600	76,500
41200 Deferred Compensation - 401k	39,629	39,500	36,700	2,800	39,500
41210 Deferred Compensation - 457	6,120	10,400	8,400	2,000	13,100
41300 Vision Care	9,857	10,000	10,000	0	10,200
41350 Disability	6,831	7,100	6,800	300	7,300
41400 Group Ins/Health	370,180	368,700	350,400	18,300	387,700
41450 Life Insurance	8,208	8,300	7,400	900	8,400

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL (CONT'D)</u>					
41500 Group Ins/Dental	\$37,397	\$38,000	\$38,900	(\$900)	\$44,400
41600 Retirement/PERS	409,968	435,600	405,000	30,600	453,700
41650 Medicare	31,505	33,700	32,100	1,600	35,000
41700 Workers' Compensation	107,500	97,100	97,100	0	92,000
41800 Payroll Accruals	57,840	73,500	27,600	45,900	68,600
Subtotal - Personnel	<u>3,271,600</u>	<u>3,443,000</u>	<u>3,131,500</u>	<u>311,500</u>	<u>3,518,900</u>
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	31,201	31,300	31,300	0	31,300
42230 Office Supplies	3,853	5,600	4,500	1,100	4,500
42410 Uniform/Clothing Supply	23,592	25,000	25,000	0	28,000
42440 Memberships and Dues	12,213	13,800	12,700	1,100	13,500
42450 Subscriptions and Books	301	500	400	100	400
42460 Advertising	1,367	1,500	1,500	0	1,300
42500 Fuel and Lubricants	243,719	298,000	228,000	70,000	260,000
42510 Tires	36,803	41,000	41,000	0	41,000
42550 Small Tools/Equipment	2,245	3,500	3,500	0	3,500
42560 Operating Supplies	123,643	119,900	119,000	900	124,000
42720 Travel, Conferences, Meetings	2,767	4,200	2,000	2,200	3,600
42730 Training	109	3,000	300	2,700	1,700
42790 Mileage	3,217	2,500	2,500	0	2,700
Subtotal - Supplies and Materials	<u>\$485,030</u>	<u>\$549,800</u>	<u>\$471,700</u>	<u>\$78,100</u>	<u>\$515,500</u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (CONT'D)

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11
<u>SERVICES</u>					
44010 Professional/Special Services	\$2,264	\$3,000	\$1,000	\$2,000	\$1,000
44020 Planning Projects	88,672	47,000	47,000	0	0
44310 Maintenance of Equipment	533,444	598,500	577,000	21,500	611,300
44410 Maintenance of Buildings/Grounds	0	2,500	0	2,500	1,500
44490 Other Contract Services	26,131	32,800	32,800	0	32,800
44590 Insurance Charges	138,500	149,400	149,400	0	157,800
Subtotal - Services	<u>789,011</u>	<u>833,200</u>	<u>807,200</u>	<u>26,000</u>	<u>804,400</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	1,256,600	1,230,200	1,230,200	0	1,200,300
49297 Transfer to Retiree Medical Fund	23,000	13,800	13,800	0	90,400
49656 Transfer to FIS Project	5,000	6,800	6,800	0	0
Subtotal - Reimb./Transfers	<u>1,284,600</u>	<u>1,250,800</u>	<u>1,250,800</u>	<u>0</u>	<u>1,290,700</u>
Subtotal - Current Expenses	2,558,641	2,633,800	2,529,700	104,100	2,610,600
<u>CAPITAL OUTLAY</u>					
47028 Computers (Capital)	4,711	6,500	3,200	3,300	0
48600 Capital Outlay Projects	146,013	5,392,300	1,380,600	4,011,700	0
Subtotal - Capital Outlay	<u>150,724</u>	<u>5,398,800</u>	<u>1,383,800</u>	<u>4,015,000</u>	<u>0</u>
Total Expenditures	<u>\$5,980,965</u>	<u>\$11,475,600</u>	<u>\$7,045,000</u>	<u>\$4,430,600</u>	<u>\$6,129,500</u>

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (CONT'D)

CAPITAL PROJECTS

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>VARIANCE 2009-10</u>	<u>BUDGET 2010-11</u>
<u>CAPITAL OUTLAY PROJECTS</u>					
Replacement DAR Vans (2)	\$220,000	\$220,000	\$181,500	\$38,500	\$0
Architectural - TMF Expansion	278,200	30,100	30,100	0	0
Construction - TMF Expansion	1,801,100	1,801,100	200,000	1,601,100	0
Replacement DAR Vans (3)	267,400	267,400	267,400	0	0
GFI Farebox Upgrade (13)	168,200	168,200	0	168,200	0
Replacement Computers (5)	6,500	6,500	3,200	3,300	0
Fixed-Route Replacement Buses (3)	1,380,000	1,380,000	0	1,380,000	0
Replace/Upgrade Transit Shelters	517,400	517,400	517,400	0	0
Transit Garage Improvements	717,100	717,100	94,400	622,700	0
Replacement DAR Van (1)	91,000	91,000	89,800	1,200	0
Security and Surveillance Camera System	200,000	200,000	0	200,000	0
Total	\$5,646,900	\$5,398,800	\$1,383,800	\$4,015,000	\$0

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (CONT'D)

REVENUES/EXPENDITURES SUMMARY

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	VARIANCE <u>2009-10</u>	BUDGET <u>2010-11</u>
<u>REVENUES</u>					
Fare Revenues	\$538,052	\$584,900	\$497,500	(\$87,400)	\$553,400
Other Revenues	117,396	83,300	111,700	28,400	144,300
Operating Assistance Revenues	5,001,511	5,361,600	5,005,000	(356,600)	5,431,800
Planning Assistance Revenues	47,000	47,000	47,000	0	0
Capital Assistance Revenues	277,006	5,398,800	1,383,800	(4,015,000)	0
Total Revenues	\$5,980,965	\$11,475,600	\$7,045,000	(\$4,430,600)	\$6,129,500
<u>EXPENDITURES</u>					
Personnel Expense	\$3,271,600	\$3,443,000	\$3,131,500	\$311,500	\$3,518,900
Supplies, Materials, & Services Expense	1,274,041	1,383,000	1,278,900	104,100	1,319,900
Reimbursements Expense	1,284,600	1,250,800	1,250,800	0	1,290,700
Capital Outlay Expense	150,724	5,398,800	1,383,800	4,015,000	0
Total Expenditures	\$5,980,965	\$11,475,600	\$7,045,000	\$4,430,600	\$6,129,500

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	18.0	18.0	18.0
Secretary	1.0	1.0	1.0
Senior Transit Dispatcher	1.0	1.0	1.0
Transit Dispatcher	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	30.0	30.0	30.0
<u>PART-TIME POSITIONS: (NOTE 1)</u>			
Transit Coach Operator	12.8	12.8	12.8
Transit Dispatcher	1.0	1.0	1.0
TOTAL - PART-TIME POSITIONS	13.8	13.8	13.8
 TOTAL - TRANSIT POSITIONS	 43.8	 43.8	 43.8

Note 1: Part-time positions are shown as full-time equivalents.

Sanitation Fund

SANITATION FUND

The Sanitation Division of Public Works provides reliable and environmentally responsive wastewater collection and treatment to protect public health and the environment for the City of Simi Valley. The Simi Valley Water Quality Control Plant (WQCP) complies with local, State, and Federal regulations governing its discharge to the Arroyo Simi.

The Nitrification/Denitrification Facility, one of the City's largest recent capital improvement projects has been in operation for more than four years. It was upgraded with the Parallel Modified (MLE) Process, which has also been completed and is fully operational. Phase 4 of the Supervisory Control and Data Acquisition (SCADA) Upgrade Project and the Programmable Logic Controller (PLC) Replacement Program has been completed and is operational. This complex and sophisticated computer control system provides the latest in process monitoring and control.

An examination of the wastewater collection system major trunk sewer lines (those exceeding 10 inches in diameter) was completed in FY 2006-07. The study identified and prioritized areas of the system that require attention. High priority sewer line replacement projects identified in the study have been incorporated in the City's 5-Year Capital Improvement Program. Many of the projects are in the design or construction phase.

The majority of the equipment at the WQCP has been in service for 20-25 years. A thorough Plant Condition Assessment study is needed to evaluate the existing conditions of plant structures, process equipment, and systems.

A Sewer System Management Plan was adopted by the City Council on April 20, 2009 continues to be a guide for maintaining the collection system.

Staff continues to identify methods to streamline operations, improve efficiencies and reduce costs at the WQCP wherever possible through the use of new technology and training. Several employee participative teams have been formed to focus on specific issues such as budget reduction, training and employee development, record keeping, energy conservation, and other areas where improvements can be made.

The Environmental Compliance Division provides the Pretreatment Program in accordance with the Federally-mandated National Pollutant Discharge Elimination System permit issued by the California Water Quality Control Board. The Environmental Compliance Program is designed to protect the WQCP and the collection system by prohibiting the discharge of toxic and hazardous materials to the City's sewer system and assuring ongoing plant performance and compliance. The Pretreatment Program issues permits for and monitors commercial and industrial wastewater discharges. It also provides support to the dischargers that may need assistance to maintain compliance with the terms of their permits.

CAPITAL IMPROVEMENTS

FY 2009-10 Goals and Achievements

- Complete the design and initiate construction of the Primary Channel Air Piping Replacement Project. **Achievement: Completed Design.**
- Complete the design and initiate construction of the Primary Raw Sludge Line and Digested Sludge Line Replacement Projects. **Achievement: Completed Design.**

- Complete the design and initiate construction for the following projects: 1) Buckskin Street Sewer Main Line Rehabilitation; 2) Grit Chamber Splitter Box; 3) Slide Gates Rehabilitation; 4) Los Angeles Avenue near the Metrolink Station Sewer Trunk Rehabilitation; 5) Sewer Trunk rehabilitation at Los Angeles Avenue, Tapo Canyon Road, Semple Street, North Hietter Avenue, First Street, and Fifth Street; 5) Strathearn Place Sewerline Rehabilitation; 6) Wood Ranch Lift Station Rehabilitation. **Achievement: Design for each of the projects has been completed.**
- Complete construction of the North Simi Drain Improvements. **Achievement: Project Completed.**
- Complete design of the Primary Influent Channel Concrete Project. **Achievement: Design is scheduled for completion in September 2010.**

Other Accomplishments

- Completed construction of the Nitrification/Denitrification Facility Modification Project.
- Completed construction of the Lysander Avenue Sewer Line Replacement Project.
- Completed construction of the Fourth Street Sewer Line Replacement Project.
- Substantially completed the Arroyo Simi Bank Restoration Project.
- Substantially completed the Sewer System Capacity Assurance Study Plan.
- Issued a Request for Proposals for professional engineering services for design of the FY 2010-11 Sewer Trunk Line Rehabilitation Projects.

- Completed the construction of all phases of the SCADA Upgrade Project at the WQCP.
- Completed the plans and specifications for the Water Quality Control Plant Trihalomethane Upgrade Project.
- Completed the annual audit of the City's Sewer System Management program.

FY 2010-11 Goals

- Complete the construction of the Dewatering Building Ventilation Upgrade Project.
- Complete the construction of the Water Quality Control Plant Trihalomethane (THM) Upgrade Project.
- Complete the design and initiate construction for the following projects: 1) Easy Street Sewerline Rehabilitation; 2) Los Angeles Avenue (Erringer Road-Patricia Avenue) Sewerline Rehabilitation; 3) Royal Avenue (Erringer Road-Rincon Street) Sewerline Rehabilitation; 4) Royal Avenue (Hartly Avenue-Holly Avenue) Sewerline Rehabilitation.

ENVIRONMENTAL COMPLIANCE

FY 2009 - 2010 Goals and Achievements

- Review and evaluate all Industrial User permits to insure compliance with the Federal Environmental Protection Agency (EPA) National Pretreatment Program streamlining requirements. **Achievement: All industrial user permits have been screened and revised to incorporate the EPA streamlining requirements.**
- Expand the Residential Fats, Oils, and Grease (FOG) Program to educate the public regarding proper food disposal methods, thus reducing the potential for sewer line blockages. **Achievement: A residential FOG brochure was created that promotes using**

Best Management Practices to eliminate FOG from being discharged to the City's sanitary sewer system.

- Evaluate the need to include mobile vehicle detailers and carpet cleaners in the pretreatment permit program. **Achievement: Mobile vehicle detailers and carpet cleaners have been contacted and provided Best management Practices (BMP) to comply with proper collection and disposal methods for the wastewater they generate. Some have been required to implement a Stormwater Pollution Control Plan. Staff is evaluating the need for these businesses to obtain industrial wastewater permits.**

FY 2010 - 2011 Goals

- Develop and implement a sampling and monitoring program to evaluate the impact of permitted domestic waste haulers on the WQCP.
- Study the benefits associated with the permitted hauler program.
- Update and revise the Sanitary Sewer Management Plan, including incorporation of new FOG BMPs.
- Revise the Sewer Use Ordinance and incorporate the EPA streamlining requirements.

SANITATION OPERATIONS FUND REVENUE

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>OPERATING FUND</u>					
34001 Interest	\$573,437	\$413,900	\$395,200	(\$18,700)	\$304,000
34101 Rents and Leases	26,700	28,000	28,000	0	28,000
37002 Maps & Publications	1,972	1,200	2,900	1,700	1,500
37401 Engineering Fees	3,673	3,000	6,000	3,000	4,000
37405 Inspection Service Fees	9,221	9,000	500	(8,500)	2,000
37410 Service Charges	14,352,681	14,300,000	14,200,000	(100,000)	14,200,000
37412 Recycled Water Charges	4,196	9,000	18,000	9,000	18,000
37413 Late Fees and Penalties	94,312	90,000	90,000	0	90,000
37432 Source Control Program	287,034	270,000	255,000	(15,000)	260,000
37433 Kadota-Fig Area Fees	4,464	0	0	0	0
37499 Other	22,673	15,000	21,500	6,500	15,000
38001 Sale of Surplus Property	9,296	0	0	0	0
38004 Damage Recovery	175,000	0	0	0	0
39600 Transfer From Computer Repl.	0	26,600	26,600	0	0
TOTAL REVENUE	\$15,564,659	\$15,165,700	\$15,043,700	(\$122,000)	\$14,922,500

SANITATION OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$3,442,860	\$4,072,200	\$3,768,300	\$303,900	\$4,218,200
41040 Overtime	357,102	294,200	263,700	30,500	250,300
41200 Deferred Compensation - 401k	67,803	83,900	81,300	2,600	86,400
41210 Deferred Compensation - 457	7,423	16,500	10,400	6,100	16,800
41300 Vision Care	12,707	14,400	14,300	100	15,000
41350 Disability	15,291	19,400	18,500	900	19,800
41400 Group Ins/Health	594,950	691,200	591,500	99,700	736,700
41450 Life Insurance	10,146	12,500	10,900	1,600	11,800
41500 Group Ins/Dental	47,905	55,600	52,800	2,800	59,800
41600 Retirement/PERS	674,761	823,400	751,800	71,600	850,400
41650 Medicare	48,281	61,800	52,400	9,400	63,700
41700 Workers' Compensation	313,700	265,100	265,100	0	266,600
41800 Payroll Accruals	102,163	76,800	24,700	52,100	107,600
41900 Personnel Savings	0	(162,400)	0	(162,400)	(168,400)
Subtotal - Personnel	5,695,092	6,324,600	5,905,700	418,900	6,534,700
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	859,300	835,000	825,000	10,000	800,000
42110 Lift Utilities	5,416	5,100	5,100	0	5,100
42150 Communications	34,831	36,200	36,200	0	36,200
42230 Office Supplies	8,964	11,500	10,500	1,000	10,500
42235 Furn & Equip (Non-Capital)	2,801	1,800	800	1,000	1,300
42310 Rentals	5,562	6,000	6,000	0	6,000
42410 Uniform/Clothing Supply	23,406	25,500	25,500	0	25,500
42440 Memberships and Dues	9,749	7,200	8,700	(1,500)	7,400

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>SUPPLIES AND MATERIALS (CONT'D.)</u>					
42450 Subscriptions and Books	\$2,006	\$2,500	\$2,500	\$0	\$2,500
42530 Chemicals	488,945	549,000	510,000	39,000	502,000
42541 Recycled Water Utilities	9,390	12,000	12,000	0	12,000
42550 Small Tools and Equipment	5,211	2,200	2,200	0	2,200
42560 Operating Supplies	120,377	152,400	145,000	7,400	140,000
42720 Travel, Conferences, Meetings	31,411	10,600	9,700	900	10,300
42730 Training	12,921	9,000	7,400	1,600	8,500
42790 Mileage	446	600	400	200	600
Subtotal - Supplies/Materials	<u>1,620,736</u>	<u>1,666,600</u>	<u>1,607,000</u>	<u>59,600</u>	<u>1,570,100</u>
<u>SERVICES</u>					
44010 Professional/Special Services	105,461	415,700	396,200	19,500	175,900
44310 Maintenance of Equipment	444,735	748,500	565,000	183,500	575,000
44410 Maint. of Buildings and Grounds	13,990	8,600	8,600	0	8,000
44490 Other Contract Services	680,755	989,000	890,800	98,200	882,500
44590 Insurance Charges	163,400	187,600	187,600	0	195,700
Subtotal - Services	<u>\$1,408,341</u>	<u>\$2,349,400</u>	<u>\$2,048,200</u>	<u>\$301,200</u>	<u>\$1,837,100</u>

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

	<u>ACTUAL</u> <u>2008-09</u>	<u>FINAL</u> <u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>VARIANCE</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	\$1,908,900	\$1,985,900	\$1,985,900	\$0	\$2,229,000
46600 Transfer to Streets and Roads	245,682	120,000	120,000	0	30,000
49648 Transfer to Computer Equip.	60,800	57,700	57,700	0	57,700
49649 Transfer to GIS	17,000	18,800	18,800	0	0
49656 Transfer to FIS	18,800	30,000	30,000	0	0
49297 Transfer to Retiree Benefits Fund	41,400	63,700	63,700	0	167,700
49702 Transfer to Plant Equip Reserve	1,010,000	860,000	860,000	0	1,010,000
49702 Transfer to Vehicle Repl Reserve	322,800	466,200	466,200	0	98,100
49702 Transfer to Sewerline Repl Res.	965,000	2,615,000	2,615,000	0	965,000
45805 Reimbursement from Wkrs' Comp	0	(318,200)	(318,200)	0	(22,400)
Subtotal Reimb/Transfers	4,590,382	5,899,100	5,899,100	0	4,535,100
Subtotal - Current Expenses	7,619,459	9,915,100	9,554,300	360,800	7,942,300
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	2,894	32,700	32,700	0	0
47030 Vehicles	6,271	200,000	200,000	0	0
48500 Maintenance Projects	0	10,000	0	10,000	0
Subtotal - Capital Outlay	9,165	242,700	232,700	10,000	0
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
TOTAL EXPENDITURES	\$13,323,716	\$16,132,400	\$15,692,700	\$439,700	\$14,127,000

SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>VARIANCE 2009-10</u>	<u>BUDGET 2010-11</u>
<u>OPERATIONS FUND MAINTENANCE PROJECTS</u>					
9710 (A) Raising of Manholes for Streets and Roads Projects	--	\$120,000	\$120,000	\$0	\$30,000
9710 Soil Amendment Site	--	10,000	0	10,000	0
Total - Operations Fund Projects	--	130,000	120,000	10,000	30,000
<u>REPLACEMENT RESERVE FUND PROJECTS</u>					
9712 Dewatering Building Ceiling	20,000	17,500	17,500	0	0
9712 Dewatering Building Ventilation	350,000	312,200	65,400	246,800	0
9712 SCADA PLC Project	1,250,000	204,100	204,100	0	0
9712 Trihalomethane Control Station	350,000	322,300	322,300	0	0
9712 Digested Sludge Line Repl	360,000	360,000	360,000	0	0
9712 Grit Chamber Splitter Box	296,000	229,600	229,600	0	0
9712 Primary Influent Piping Repl	100,000	100,000	100,000	0	0
9712 Primary Clairifier Channel Repair	30,000	30,000	30,000	0	0
9712 Primary Sludge Line Rplcmnt	200,000	200,000	200,000	0	0
9712 Slide Gates Rehabilitation	335,000	319,100	319,100	0	0
9712 WQCP Entry Sign	25,000	25,000	25,000	0	0
9712 Wood Ranch Lift Station Rehab	370,000	366,700	366,700	0	0
9712 (B) Asset Reliability Plan	125,000	0	0	0	125,000
9712 (C) Primary Clarifier Channel Repair	260,000	30,000	30,000	0	230,000
9712 (D) Plant Water System Rehabilitation	555,000	0	0	0	555,000
Subtotal - Replacement Projects	3,811,000	2,486,500	2,239,700	246,800	910,000
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	0	0	0	0	0
Subtotal - Capital Outlay	\$0	\$0	\$0	\$0	\$0

SANITATION PROJECTS LISTING (CONT'D)

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>VARIANCE 2009-10</u>	<u>BUDGET 2010-11</u>	
<u>REPLACEMENT RESERVE FUND SEWERLINE PROJECTS</u>						
9712	Buckskin Av	\$250,800	\$50,800	\$50,800	\$0	\$0
9712	Fourth Street	604,500	558,400	558,400	0	0
9712	LA Ave/Madera/Lysander	4,450,000	1,648,300	1,648,300	0	0
9712	North Simi Drain Relocation	133,000	133,000	133,000	0	0
9712 (E)	LA Av, Erringer Rd, Patricia Av	1,500,000	100,000	100,000	0	1,400,000
9712	Los Angeles Avenue (Metrolink)	1,250,000	1,250,000	1,250,000	0	0
9712	LA Ave (Tapo Canyon-5th)	1,820,000	1,820,000	1,820,000	0	0
9712	Strathearn Place	850,000	850,000	850,000	0	0
9712 (F)	Royal Ave (Erringer-Rincon)	2,350,000	100,000	100,000	0	2,250,000
9712 (G)	Easy Street	920,000	80,000	80,000	0	840,000
9712 (H)	Royal Ave (Hartly-Holley)	1,450,000	100,000	100,000	0	1,350,000
9712 (I)	10'-14" Sewerlines	80,000	0	0	0	80,000
9712 (J)	West Los Angeles Avenue	75,000	0	0	0	75,000
9712 (K)	Shoppinig Lane	140,000	0	0	0	140,000
9712 (L)	Sycamore Drive	75,000	0	0	0	75,000
	Subtotal - Sewerline Projects	15,948,300	6,690,500	6,690,500	0	6,210,000
	Total - Replacement Reserve Fund Projects & Capital Outlay	<u>19,759,300</u>	<u>9,177,000</u>	<u>8,930,200</u>	<u>246,800</u>	<u>7,120,000</u>
<u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u>						
9711	Plant Arroyo Simi Rip-Rap	1,500,000	1,227,500	1,227,500	0	0
9711	Nite/Denite Facility Upgrade	5,000,000	294,600	294,600	0	0
	Total Plant Expansion/Upgrade Fund Projects	<u>\$6,500,000</u>	<u>\$1,522,100</u>	<u>\$1,522,100</u>	<u>\$0</u>	<u>\$0</u>

SANITATION OPERATIONS FUND

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2009-10</u>	ESTIMATED <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
Beginning Working Capital	\$9,059,559	\$9,059,559	\$8,410,559	\$9,206,059	\$10,014,559
<u>REVENUES</u>					
Enterprise	15,165,700	15,043,700	14,922,500	15,429,900	15,954,500
<u>EXPENDITURES</u>					
Operations and Maintenance	<u>(16,132,400)</u>	<u>(15,692,700)</u>	<u>(14,127,000)</u>	<u>(14,621,400)</u>	<u>(15,133,100)</u>
Ending Working Capital	<u>\$8,092,859</u>	<u>\$8,410,559</u>	<u>\$9,206,059</u>	<u>\$10,014,559</u>	<u>\$10,835,959</u>

SANITATION REPLACEMENT RESERVE FUND

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2009-10</u>	ESTIMATED <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Balance	\$1,372,490	\$1,372,490	\$1,020,590	\$1,118,690	\$1,200,290
<u>REVENUES</u>					
Allocation	466,200	466,200	98,100	101,000	104,000
<u>EXPENDITURES</u>					
Vehicle Purchases	(818,100)	(818,100)	0	(19,400)	(67,300)
Ending Balance	<u>1,020,590</u>	<u>1,020,590</u>	<u>1,118,690</u>	<u>1,200,290</u>	<u>1,236,990</u>
<u>SANITATION REPLACEMENT RESERVE</u>					
Beginning Balance	2,666,603	2,666,603	1,049,203	3,342,903	2,716,103
<u>REVENUES</u>					
Allocation	860,000	860,000	1,010,000	1,010,000	1,010,000
Total Revenues	<u>860,000</u>	<u>860,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>
<u>EXPENDITURES</u>					
Reimb to the General Fund	(237,700)	(237,700)	(373,700)	(386,800)	(400,300)
Projects	(2,486,500)	(2,239,700)	(910,000)	(1,250,000)	0
Capital Outlay	0	0	0	0	0
Total Expenditures	<u>(2,724,200)</u>	<u>(2,477,400)</u>	<u>(1,283,700)</u>	<u>(1,636,800)</u>	<u>(400,300)</u>
Ending Balance	<u>\$802,403</u>	<u>\$1,049,203</u>	<u>\$3,342,903</u>	<u>\$2,716,103</u>	<u>\$3,325,803</u>

SANITATION REPLACEMENT RESERVE FUND (CONT'D)

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2009-10</u>	ESTIMATED <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	PROJECTION <u>2011-12</u>	PROJECTION <u>2012-13</u>
<u>SEWERLINE REPLACEMENT RESERVE</u>					
Beginning Working Capital	\$3,875,174	\$3,875,174	(\$200,326)	(\$5,445,326)	(\$8,745,326)
<u>REVENUES</u>					
Allocation	<u>2,615,000</u>	<u>2,615,000</u>	<u>965,000</u>	<u>965,000</u>	<u>965,000</u>
Total Revenues	2,615,000	2,615,000	965,000	965,000	965,000
<u>EXPENDITURES</u>					
Projects	<u>(6,690,500)</u>	<u>(6,690,500)</u>	<u>(6,210,000)</u>	<u>(4,265,000)</u>	<u>(3,970,000)</u>
Total Expenditures	(6,690,500)	(6,690,500)	(6,210,000)	(4,265,000)	(3,970,000)
Ending Working Capital	<u>(\$200,326)</u>	<u>(\$200,326)</u>	<u>(\$5,445,326)</u>	<u>(\$8,745,326)</u>	<u>(\$11,750,326)</u>

SANITATION SYSTEM EXPANSION/UPGRADE FUND

WORKING CAPITAL SUMMARY

	BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	BUDGET 2010-11	PROJECTION 2011-12	PROJECTION 2011-12
Beginning Working Capital	\$5,152,862	\$5,152,862	\$3,539,062	\$3,554,162	\$1,275,662
<u>REVENUES</u>					
Connection Fees	150,000	65,100	50,000	50,000	50,000
Interest	234,200	126,200	95,600	106,600	38,300
Total Revenues	384,200	191,300	145,600	156,600	88,300
<u>EXPENDITURES</u>					
General Fund Reimbursement Projects	(283,000) (1,522,100)	(283,000) (1,522,100)	(130,500) 0	(135,100) (2,300,000)	(139,800) 0
Total Expenditures	(1,805,100)	(1,805,100)	(130,500)	(2,435,100)	(139,800)
Ending Working Capital	\$3,731,962	\$3,539,062	\$3,554,162	\$1,275,662	\$1,224,162

SANITATION FUNDS

CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2011-12</u>
Ending Operations Fund Working Capital	\$8,092,859	\$8,410,559	\$9,206,059	\$10,014,559	\$10,835,959
Reserves:					
Vehicle Replacement Reserve	1,020,590	1,020,590	1,118,690	1,200,290	1,236,990
Sanitation Replacement Reserve	802,403	1,049,203	3,342,903	2,716,103	3,325,803
Sewerline Replacement Reserve	(200,326)	(200,326)	(5,445,326)	(8,745,326)	(11,750,326)
Ending Replacement Reserve Fund Working Capital	1,622,667	1,869,467	(983,733)	(4,828,933)	(7,187,533)
Ending Sanitation System Expansion/ Upgrade Fund Working Capital	3,731,962	3,539,062	3,554,162	1,275,662	1,224,162
Total Ending Working Capital	<u>\$13,447,488</u>	<u>\$13,819,088</u>	<u>\$11,776,488</u>	<u>\$6,461,288</u>	<u>\$4,872,588</u>

**SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Administration:</u>			
Assistant Public Works Director	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
SUBTOTAL	8.0	8.0	9.0
<u>Plant Operations:</u>			
Deputy Director/Sanitation Services	1.0	1.0	1.0
Plant Support Systems Manager	1.0	1.0	1.0
Plant Operations Manager	1.0	1.0	1.0
Plant Operations Supervisor	1.0	1.0	1.0
Plant Maintenance Supervisor	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Senior Laboratory Technician	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Senior Instrumentation Technician	1.0	1.0	1.0
Instrumentation Technician	2.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Maintenance Technician III	3.0	3.0	3.0
Plant Maintenance Technician II	3.0	3.0	3.0
Plant Maintenance Technician I	1.0	1.0	1.0
Plant Operator III (Lead Worker)	2.0	2.0	2.0

**SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS (CONT'D)**

	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
<u>Plant Operations (Cont'd):</u>			
Plant Operator III	8.0	8.0	7.0
Plant Operator II	1.0	1.0	3.0
Plant Operator I	1.0	1.0	0.0
Maintenance Worker II	1.0	1.0	1.0
Inventory Support Technician	1.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	37.0	37.0	37.0
<u>Sewer Line Maintenance</u>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician	8.0	8.0	8.0
SUBTOTAL	9.0	9.0	9.0
<u>Environmental Compliance: (Note 1)</u>			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	5.0	5.0	5.0
 TOTAL REGULAR POSITIONS	 59.0	 59.0	 60.0

Note 1: Additional Environmental Compliance positions are budgeted in the Public Works Department, General Fund budget.

*Ventura County
Waterworks District No. 8*

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 (District) provides reliable and safe water services to customers. In 2009, the District delivered 7,245 million gallons of potable water (20 million gallons per day). The Calleguas Municipal Water District (Calleguas) provides nearly all of the water the District purveys. In December 2009, the Tapo Canyon Water Treatment Plant was completed, supplementing the supply by up to 1.0 million gallons of highly treated groundwater per day. The source, two nearby groundwater wells, also continues to supply untreated water to three neighboring irrigation customers. Additionally, the District has an active recycled water system currently serving the Simi Valley Landfill.

FY 2009-10 Goals and Achievements

- Goal: Construct and put in service Alta Vista Tank No. 2. **Achievement: Alta Vista Tank No. 2 was completed and placed into service in March 2010.**
- Goal: Construct a new production well to augment supply to the Tapo Canyon Water Treatment Plant. **Achievement: Preliminary design was complete in April 2009. Site selection and negotiations for a right-of-way agreement with an adjacent landowner have been proceeding and are expected to be complete by August 2010.**
- Goal: Install and put into service emergency generators at Pump Station No. 2, Pump Station No. 3, and the Oak Knolls Pump Stations. **Achievement: Natural gas driven generators are scheduled for installation by June 2010.**
- Goal: Recoat the interior of Stearns Street Tank. **Achievement: Completion of recoating activities is estimated for September 2010.**
- Goal: Install water circulating and chemical boost systems in Walnut Tanks No. 1 and No. 2. **Achievement: Completed in April 2010.**
- Goal: Complete and adopt the Water Master Plan. **Achievement: Completion of the Plan is projected for July 2010 with adoption by the District Board to follow.**
- Goal: Develop a Water Main Improvement and Replacement Program. **Achievement: A Water Main Improvement and Replacement Program will be established in the Waterworks Capital Improvement Program by July 2010, after the Water Master Plan has been completed and adopted.**
- Goal: Secure regulatory approval, grant funding, and user agreements, and then initiate design for the West Simi Water Recycling Project. **Achievements: The environmental review is underway and no project decisions will be made prior to its completion. State Revolving Fund loans have been applied for. Preliminary plans and specifications are initially being drafted for the portion of the project along West Los Angeles Avenue and West Easy Street.**

- Goal: Acquire right-of-way and complete environmental review for the proposed Knolls Zone water storage tank and improvements. **Achievement: Initial attempts to acquire right-of-way were not successful and alternatives are being investigated.**

Other Accomplishments

- Completed the Long Canyon Pressure Reducing Station and Pipeline (1330/1172 Zone Interconnection) design and bid solicitation.
- Submitted the Erringer Road Drainage Channel draft Damage Assessment Report to the Ventura County Watershed Protection Agency.
- Completed the Well 31B Collector Line Replacement Project.
- Adopted a Water Conservation Ordinance with a three-tiered water rate structure to encourage water use reduction.
- Completed and distributed the Annual Water Quality Consumer Confidence Report.

FY 2010-11 Goals

- Complete the environmental documentation, secure regulatory approval, secure recycled water user agreements, secure funding opportunities, and complete plans and specifications for the West Simi Water Recycling Project.
- Construct a new well in the Gillibrand Basin in Tapo Canyon to improve groundwater supply for the Tapo Canyon Water Treatment Plant and non-potable water users.

- Install emergency generators at Pump Station No. 2 and Pump Station No. 3.
- Recoat the interior of the Hilltop water storage tank.
- Install water-circulating devices in the Stow Street Tanks.
- Continue to investigate potential site(s) for a new 1-million gallon water storage tank to serve the Knolls Zone.
- Investigate groundwater use opportunities from the West Simi Valley Dewatering Wells.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

OPERATIONS FUND REVENUES

	ACTUAL <u>2008-09</u>	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	VARIANCE <u>2009-10</u>	BUDGET <u>2010-11</u>
<u>OPERATING FUND REVENUES</u>					
34001 Interest	\$430,860	\$269,000	\$318,600	\$49,600	\$351,800
34101 Rents & Leases	277,101	250,000	280,000	30,000	290,000
36601 Other Grants	0	26,100	26,100	0	0
37401 Engineering Fees	161,071	5,000	7,900	2,900	5,000
37405 Inspection Service Fees	3,888	2,000	6,000	4,000	3,000
37410 Service Charges	27,627,227	29,600,600	28,500,000	(1,100,600)	31,350,000
37412 Recycled Water Charges	61,900	40,000	58,000	18,000	58,000
37452 Water Sales To District #17	1,164,580	1,237,000	1,076,000	(161,000)	1,097,000
37453 Water Standby Charges	4,132	5,500	6,900	1,400	5,300
37454 Sale of Meters	38,497	28,800	10,800	(18,000)	11,500
37456 Water Lift Charges	884,149	950,000	800,000	(150,000)	820,000
37461 Doorhanger Charges	170,938	150,000	189,000	39,000	180,000
37499 Other Service Charges	21,993	10,000	9,000	(1,000)	9,000
38001 Sale of Surplus Property	9,400	0	9,900	9,900	9,000
38004 Damage Recovery	21,171	0	19,100	19,100	0
39600 Transfer From Computer Repl.	0	26,600	26,600	0	0
TOTAL - REVENUES	<u>\$30,876,907</u>	<u>\$32,600,600</u>	<u>\$31,343,900</u>	<u>(\$1,256,700)</u>	<u>\$34,189,600</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

OPERATIONS FUND EXPENDITURES

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$2,328,371	\$2,726,900	\$2,524,700	\$202,200	\$2,979,100
41040 Overtime	44,263	61,000	55,000	6,000	55,000
41050 Outside Assistance	0	0	0	0	0
41200 Deferred Compensation - 401k	50,058	61,800	56,900	4,900	64,200
41210 Deferred Compensation - 457	5,931	12,900	8,600	4,300	13,600
41300 Vision Care	10,002	11,400	10,700	700	11,900
41350 Disability	10,700	13,200	12,200	1,000	14,300
41400 Group Ins/Health	432,700	496,600	446,700	49,900	556,400
41450 Life Insurance	8,087	9,600	8,100	1,500	9,200
41500 Group Ins/Dental	36,830	41,400	38,000	3,400	45,500
41600 Retirement/PERS	453,436	540,700	498,700	42,000	597,000
41650 Medicare	29,365	40,200	33,900	6,300	43,100
41700 Workers' Compensation	145,500	136,600	136,600	0	135,400
41800 Payroll Accruals	66,801	28,000	63,300	(35,300)	65,200
41900 Personnel Savings	0	(179,800)	0	(179,800)	(198,600)
Subtotal - Personnel	<u>3,622,044</u>	<u>4,000,500</u>	<u>3,893,400</u>	<u>107,100</u>	<u>4,391,300</u>
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42100 Utilities	759,526	876,000	800,000	76,000	876,000
42150 Communications	33,646	35,300	34,100	1,200	34,100
42200 Computers (Non-Capital)	5,868	0	0	0	0
42230 Office Supplies	12,605	20,200	11,000	9,200	11,000
42235 Furnishings and Equip (Non-Cap)	5,033	9,500	9,500	0	0
42310 Rentals	12	3,000	1,500	1,500	2,000
42410 Uniform/Clothing Supply	9,053	11,400	11,400	0	11,400
42440 Memberships and Dues	15,546	19,200	26,100	(6,900)	26,100

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

OPERATIONS FUND EXPENDITURES

	ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET	
	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>	
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>						
42450	Subscriptions and Books	\$1,574	\$4,000	\$3,000	\$1,000	\$1,800
42520	Water Meters	374,513	474,300	375,000	99,300	452,100
42540	Water Purchase	18,818,991	20,699,000	19,291,500	1,407,500	22,764,000
42541	Recycled Water Purchases	17,248	20,000	38,000	(18,000)	38,000
42550	Small Tools/Equipment	11,273	15,500	16,000	(500)	16,500
42560	Operating Supplies	6,709	88,000	50,000	38,000	88,000
42720	Travel, Conferences, Meetings	2,773	5,000	3,000	2,000	3,300
42730	Training	3,401	14,400	8,100	6,300	11,300
42790	Mileage	529	1,000	600	400	1,000
	Subtotal Supplies and Materials	<u>20,078,300</u>	<u>22,295,800</u>	<u>20,678,800</u>	<u>1,617,000</u>	<u>24,336,600</u>
<u>CURRENT EXPENSES - SERVICES</u>						
44010	Professional/Special Services	206,132	206,700	204,200	2,500	200,100
44310	Maintenance of Equipment	404,301	670,100	434,000	236,100	439,100
44410	Maint of Buildings/Grounds	2,300	6,800	5,000	1,800	5,000
44490	Other Contract Services	180,801	255,700	255,700	0	251,800
44590	Insurance Charges	89,900	110,900	110,900	0	123,600
	Subtotal - Services	<u>883,434</u>	<u>1,250,200</u>	<u>1,009,800</u>	<u>240,400</u>	<u>1,019,600</u>
<u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</u>						
46100	Reimb to General Fund	1,598,000	1,538,400	1,538,400	0	1,786,500
45805	Reimbursement from Wkrs' Comp	0	(157,600)	(157,600)	0	(33,000)
49297	Transfer to Retiree Benefits	3,800	14,200	14,200	0	123,700
49648	Transfer to Computer Equip.	64,800	54,100	54,100	0	54,100

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

OPERATIONS FUND EXPENDITURES

	ACTUAL 2008-09	FINAL BUDGET 2009-10	ESTIMATED ACTUAL 2009-10	VARIANCE 2009-10	BUDGET 2010-11	
<u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY (CONT'D)</u>						
49600	Transfer to Streets & Roads	\$277,000	\$190,000	\$190,000	\$0	\$60,000
49649	Transfer to Geographic Info. Sys.	27,100	25,500	25,500	0	0
49656	Transfer to Financial Info. Sys.	18,800	30,400	30,400	0	0
49763	Transfer to Vehicle Replacement	85,600	173,000	173,000	0	100,200
49762	Transfer to Capital Improv Fund	0	6,500,000	6,500,000	0	0
49763	Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	0	1,460,000
	Subtotal - Reimbursements, Transfers and Capital Outlay	3,535,100	9,828,000	9,828,000	0	3,551,500
	Subtotal - Current Expenses	24,496,834	33,374,000	31,516,600	1,857,400	28,907,700
<u>CAPITAL OUTLAY</u>						
47020	Furnishings & Equipment	2,894	16,200	16,200	0	0
47030	Vehicles	0	25,000	25,000	0	0
	Subtotal - Capital Outlay	2,894	41,200	41,200	0	0
	Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
	TOTAL - EXPENDITURES	\$28,121,772	\$37,065,700	\$35,451,200	\$1,614,500	\$32,949,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

REPLACEMENT RESERVE FUND PROJECTS LISTING

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>VARIANCE 2009-10</u>	<u>BUDGET 2010-11</u>	
<u>MAINTENANCE PROJECTS</u>						
9763	LA Ave Pipeline Replacement	\$325,000	\$325,000	\$325,000	\$0	\$0
9763	Patricia Ave Supply Line (Design)	50,000	50,000	0	50,000	0
9763	TCWTP Water Pipeline Repl	300,000	208,600	208,600	0	0
9763	(A) Paving/Slurry Seal at Tank Sites	--	43,000	42,800	200	28,000
9763	(B) Landscaping/Noise Barriers	--	20,000	20,000	0	20,000
9763	(C) Painting Water Tanks/Facilities	--	50,000	40,000	10,000	50,000
9763	(D) Refurbish Pumping Facilities	--	55,000	105,600	(50,600)	55,000
9763	(E) Valve Box Replacement	--	15,000	15,000	0	15,000
9763	(F) Main Line Valve Replacement	--	125,000	120,000	5,000	125,000
9763	(G) District Telemetry System	--	100,000	100,000	0	100,000
9763	(H) Vulnerability Assessment Upgrade	--	40,000	39,500	500	40,000
9763	(I) Interior Tank Recoating	--	315,000	323,600	(8,600)	295,000
	Subtotal - Maintenance Projects	675,000	1,346,600	1,340,100	6,500	728,000
<u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u>						
47020	Furnishings & Equipment	--	35,000	35,000	0	0
	Subtotal - Capital Outlay	--	35,000	35,000	0	0
TOTAL - REPLACEMENT RESERVE FUND PROJECTS						
		--	\$1,381,600	\$1,375,100	\$6,500	\$728,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

CAPITAL IMPROVEMENTS FUND PROJECTS LISTING

	PROJECT	FINAL	ESTIMATED	VARIANCE	BUDGET
	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>2009-10</u>	<u>2010-11</u>
		<u>2009-10</u>	<u>2009-10</u>	<u>2009-10</u>	
<u>CAPITAL IMPROVEMENT PROJECTS</u>					
9762	Arroyo Simi Pipeline Extension	\$190,300	\$190,300	\$190,300	\$0
9762	Knolls Zone Water Facilities	1,268,400	1,022,300	1,122,300	(100,000)
9762	Marr Ranch Pipeline Replacement	300,000	22,600	22,600	0
9762	Marr Ranch Water Facility	900,000	176,500	176,500	0
9762	Sand Canyon Access Road	180,000	180,000	180,000	0
9762	Sand Cyn Water Oversizing	900,000	321,800	321,800	0
9762	System Pressure Zone Interconnect	250,000	250,000	250,000	0
9762	Tapo Street Pump Station Repl.	45,000	45,000	45,000	0
9762	TCWTP Earthquake Repairs	6,748,500	536,100	536,100	0
9762	Tract 4313 Tank	825,000	250,000	250,000	0
9762	Water Master Plan Update	209,000	48,300	48,300	0
9762	(J) Oversizing of Water Facilities	861,600	125,000	125,000	0
9762	(K) Tapo Cyn Groundwater Well #3	865,000	767,100	767,100	0
9762	(L) Emergency Generators	240,000	240,000	240,000	0
9762	(M) Recycled Water Projects	1,250,000	1,126,200	1,126,200	0
9762	(N) Water Storage Mixing Systems	335,000	195,000	195,000	0
TOTAL - CIP FUND PROJECTS		\$15,367,800	\$5,496,200	\$5,596,200	(\$100,000)
					\$1,670,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

OPERATIONS FUND WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	BUDGET <u>2010-11</u>	PROJECTION <u>2011-12</u>	PROJECTION <u>2012-13</u>
Beginning Working Capital	\$12,643,320	\$12,643,320	\$8,536,020	\$9,776,620	\$11,079,220
<u>REVENUES</u>					
Operating Revenues	32,600,600	31,343,900	34,189,600	35,899,100	37,694,100
<u>EXPENDITURES</u>					
Operating Expenditures	<u>(37,065,700)</u>	<u>(35,451,200)</u>	<u>(32,949,000)</u>	<u>(34,596,500)</u>	<u>(36,326,300)</u>
Ending Working Capital	<u>\$8,178,220</u>	<u>\$8,536,020</u>	<u>\$9,776,620</u>	<u>\$11,079,220</u>	<u>\$12,447,020</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

REPLACEMENT RESERVE WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	BUDGET <u>2010-11</u>	PROJECTION <u>2011-12</u>	PROJECTION <u>2012-13</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Vehicle Replacement	\$739,623	\$739,623	\$723,123	\$823,323	\$896,423
<u>REVENUES</u>					
Replacement Contributions	173,000	173,000	100,200	103,200	106,300
<u>EXPENDITURES</u>					
Vehicle Purchases	(189,500)	(189,500)	0	(30,100)	(41,900)
Ending Vehicle Replacement	<u>723,123</u>	<u>723,123</u>	<u>823,323</u>	<u>896,423</u>	<u>960,823</u>
<u>FACILITIES REPLACEMENT RESERVE</u>					
Beginning Facilities Replacement	2,401,914	2,401,914	2,226,414	2,800,514	3,240,314
<u>REVENUES</u>					
Transfer from Operating Fund	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Total Revenues	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>
<u>EXPENDITURES</u>					
Capital Outlay	(35,000)	(35,000)	0	0	0
General Fund Reimbursements	(260,400)	(260,400)	(157,900)	(163,400)	(169,100)
Replacement Reserve Projects	(1,346,600)	(1,340,100)	(728,000)	(856,800)	(1,106,500)
Total Expenditures	<u>(1,642,000)</u>	<u>(1,635,500)</u>	<u>(885,900)</u>	<u>(1,020,200)</u>	<u>(1,275,600)</u>
Ending Facilities Replacement	<u>\$2,219,914</u>	<u>\$2,226,414</u>	<u>\$2,800,514</u>	<u>\$3,240,314</u>	<u>\$3,424,714</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)
CAPITAL IMPROVEMENTS FUND WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2009-10</u>	ESTIMATED ACTUAL <u>2009-10</u>	BUDGET <u>2010-11</u>	PROJECTION <u>2011-12</u>	PROJECTION <u>2012-13</u>
Beginning Working Capital	\$5,252,008	\$5,252,008	\$6,464,508	\$4,859,508	(\$1,590,092)
<u>REVENUES</u>					
Interest	248,600	169,000	177,300	144,300	189,000
State Prop 50 Funding	821,000	252,400	0	7,150,000	0
Capital Improvement Charges	75,000	96,000	75,000	75,000	75,000
Transfer From Operations Fund	6,500,000	6,500,000	0	0	0
Total Revenues	7,644,600	7,017,400	252,300	7,369,300	264,000
<u>EXPENDITURES</u>					
General Fund Reimbursements	(208,700)	(208,700)	(187,300)	(193,900)	(200,700)
Capital Improvements Projects	(5,496,200)	(5,596,200)	(1,670,000)	(13,625,000)	(845,000)
Total Expenditures	(5,704,900)	(5,804,900)	(1,857,300)	(13,818,900)	(1,045,700)
Ending Working Capital	<u>\$7,191,708</u>	<u>\$6,464,508</u>	<u>\$4,859,508</u>	<u>(\$1,590,092)</u>	<u>(\$2,371,792)</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)

CONSOLIDATED WORKING CAPITAL SUMMARY

	<u>FINAL BUDGET 2009-10</u>	<u>ESTIMATED ACTUAL 2009-10</u>	<u>BUDGET 2010-11</u>	<u>PROJECTION 2011-12</u>	<u>PROJECTION 2012-13</u>
Ending Operations Fund Working Capital	\$8,178,220	\$8,536,020	\$9,776,620	\$11,079,220	\$12,447,020
Reserves:					
Vehicle Replacement Reserve	723,123	723,123	823,323	896,423	960,823
Facilities Replacement Reserve	2,219,914	2,226,414	2,800,514	3,240,314	3,424,714
Ending Replacement Reserve Fund Working Capital	2,943,037	2,949,537	3,623,837	4,136,737	4,385,537
Ending Capital Improvements Fund Working Capital	7,191,708	6,464,508	4,859,508	(1,590,092)	(2,371,792)
Ending Consolidated Working Capital	<u>\$18,312,964</u>	<u>\$17,950,064</u>	<u>\$18,259,964</u>	<u>\$13,625,864</u>	<u>\$14,460,764</u>

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
AUTHORIZED POSITIONS

<u>REGULAR POSITIONS:</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	0.0	0.0	1.0
Engineering Technician	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
Assistant Waterworks Services Manager	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Waterworks Plant Operator II	1.0	1.0	1.0
Waterworks Services Worker III	4.0	4.0	4.0
Waterworks Services Worker II	7.0	7.0	8.0
Waterworks Services Worker I	5.0	5.0	8.0
Waterworks Services Worker Trainee	4.0	4.0	0.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	4.0	4.0	5.0
TOTAL REGULAR POSITIONS	44.0	44.0	47.0

Note 1: These positions are supervised by the Department of Administrative Services

*Combined Expenditures
and Disbursements*

COMBINED EXPENDITURES AND DISBURSEMENTS

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>General Fund</u>	<u>\$64,893,893</u>	<u>\$61,073,400</u>	<u>\$61,867,700</u>
Total - General Fund	64,893,893	61,073,400	61,867,700
<u>Internal Service Funds:</u>			
Liability Insurance Fund	956,361	1,364,100	1,136,000
Workers' Compensation Fund	1,577,214	2,485,900	2,447,400
Geographic Information System Optimization Fund	45,350	73,300	70,100
Financial Information Systems Optimization Fund	110,875	255,600	160,200
Total - Internal Service Funds	2,689,800	4,178,900	3,813,700
<u>Special Revenue Funds:</u>			
CDA - Administrative Fund	963,668	487,300	364,100
CDA - Housing Administration Fund	3,345,493	5,237,600	951,000
CDA - Tax Increment Funds	203,371	233,200	233,200
Development Agreements Fund	700,000	466,200	490,000
Forfeited Assets Fund	10,500	48,000	59,100
HOME Grant Fund	354,359	65,000	300,000
Law Enforcement Grants Fund	49,968	94,300	305,700
Local Housing Fund	144,911	244,200	212,400
Police Dept - Special Problems Section Fund	814,428	847,800	896,500
Retiree Medical Benefits Fund	1,252,840	1,500,000	1,629,700
Simi Valley Lighting Maintenance District Fund	1,468,700	1,586,300	1,686,800
Total - Special Revenue Funds	\$9,308,238	\$10,809,900	\$7,128,500

COMBINED EXPENDITURES AND DISBURSEMENTS (CONT'D)

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2009-10</u>	<u>BUDGET</u> <u>2010-11</u>
<u>Capital Improvement Funds:</u>			
Streets & Roads Program Fund	\$7,473,459	\$11,593,800	\$959,800
Computer Equipment Replacement Fund	723,616	1,103,800	721,400
Vehicle Replacement Fund	830,537	1,726,300	1,089,200
Building Improvement Fund	78,128	605,600	1,600,000
Total - Capital Improvement Funds	9,105,740	3,435,700	4,370,400
<u>Enterprise Funds:</u>			
Transit Fund	4,696,365	5,794,200	4,838,800
Sanitation Funds	15,878,703	20,365,900	17,091,900
Ventura County Waterworks District No. 8 Funds	31,114,176	32,594,500	32,145,500
Total - Enterprise Funds	51,689,244	58,754,600	54,076,200
Total Combined Expenditures and Disbursements	<u>\$137,686,915</u>	<u>\$144,049,400</u>	<u>\$131,256,500</u>