

**SIMI VALLEY  
HONORS OUR FALLEN**



**Gregory Ervin, USMC 1967**

**Michael A. DiRaimondo, US Army 2004**

**Christopher A. Gibson, USMC 2004**

**Jonathan Tessar, US Army 2005**

**Juan Carlos Venegas, USMC 2005**

**John D. House, USN 2005**

**Joshua J. Cullins, USMC 2010**



CITY OF  
SIMI VALLEY

ANNUAL  
BUDGET

FISCAL YEAR 2011-12

**CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2011-12**

**TABLE OF CONTENTS**

<u>CITY MANAGER'S OVERVIEW</u> .....	i	<u>ENTERPRISE FUNDS</u>	
<u>BUDGET ADOPTION RESOLUTION</u> .....	1	SIMI VALLEY TRANSIT .....	193
<u>GENERAL FUND</u>		SANITATION .....	205
CHANGES IN FUND BALANCE .....	2	VENTURA COUNTY WATERWORKS DIST. NO. 8.....	223
GENERAL FUND REVENUES .....	5	<u>SUPPLEMENTAL SCHEDULES</u>	
GENERAL FUND EXPENDITURES .....	15	COMBINED EXPENDITURES AND DISBURSEMENTS ..	238
CITY ADMINISTRATION.....	29	REVENUE SUMMARY BY FUND .....	241
CITY ATTORNEY.....	40	EXPENDITURE SUMMARY BY FUND .....	243
DEPARTMENT OF ADMINISTRATIVE SERVICES.....	47	<u>FIVE-YEAR GENERAL FUND PROJECTION</u> .....	245
DEPARTMENT OF COMMUNITY SERVICES .....	63	<u>BUDGET FORMULATION AND ADOPTION</u> .....	247
DEPARTMENT OF ENVIRONMENTAL SERVICES .....	78	<u>BUDGET AND FISCAL POLICIES</u> .....	248
DEPARTMENT OF PUBLIC WORKS .....	94	<u>CITY PROFILE</u> .....	251
POLICE DEPARTMENT .....	111	<u>PERSONNEL CLASSIFICATIONS &amp; SALARY RANGES</u> ....	258
EMERGENCY SERVICES.....	128	<u>COST ALLOCATION PLAN</u> .....	269
NON-DEPARTMENTAL .....	134	<u>ACRONYMS AND ABBREVIATIONS</u> .....	271
<u>INTERNAL SERVICE FUNDS</u> .....	136	<u>GLOSSARY</u> .....	274
<u>COMMUNITY DEVELOPMENT AGENCY</u> .....	146	<u>INDEX</u> .....	278
<u>COMMUNITY DEVELOPMENT BLOCK GRANT FUND</u> ....	159		
<u>SPECIAL REVENUE FUNDS</u> .....	161		
<u>STREETS AND ROADS PROGRAM FUND</u> .....	180		
<u>OTHER CAPITAL FUNDS</u> .....	187		



# *California Society of Municipal Finance Officers*

*Certificate of Award*

***Excellence in Operating Budget  
Fiscal Year 2010-2011***

*Presented to the*

***City of Simi Valley***

For meeting the criteria established to achieve the Excellence Award in the Operating Budget.

*February 24, 2011*



A handwritten signature in blue ink that reads "Ronnie Campbell".

**Ronnie Campbell**  
**CSMFO President**

A handwritten signature in black ink that reads "Chu Thai".

**Chu Thai, Chair**  
**Professional Standards and  
Recognition Committee**

***Dedicated Excellence in Municipal Financial Reporting***



July 1, 2011

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the adopted FY 2011-12 Annual Budget for the City of Simi Valley. The appropriation levels reflect the City Council's direction to balance the City's operating budget and maintain a conservative budgeting approach.

The budgeting process began with the preparation of the Preliminary Base Budget, which was initiated in February and completed in May, utilizing the guidelines established by the City Council on February 28, 2011. After extensive staff review, City Council review of the Preliminary Base budget began in late May and the Annual Budget was adopted on June 20, 2011.

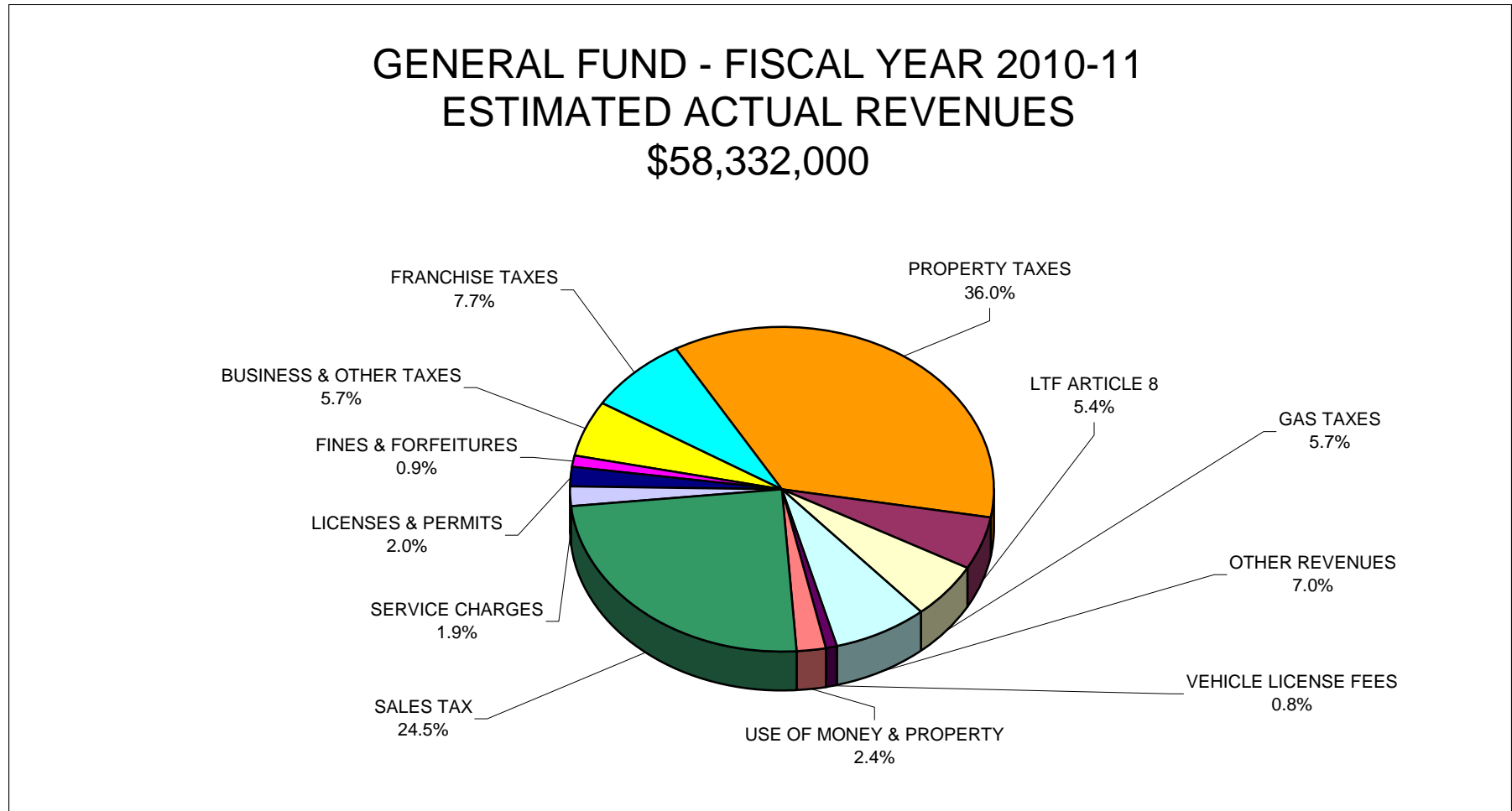
The FY 2011-12 Annual Budget was prepared in accordance with policy guidelines established by the City Council which required departments to provide justification for any proposed line item increase above FY 2010-11 budget amounts or estimated actual expenditure levels.

In accordance with the policy guidelines, requests for replacement of capital items (Capital Asset Requests) were presented separately. Policy Item requests that were limited to budgetary needs that previously received support from the City Council, relieved a workload backlog, had a significant potential for expenditure savings or revenue enhancement, or promoted public safety were also presented separately. Further, each department developed prioritized recommendations for reducing expenditures (Reverse Priority Items) and identified the impacts on existing programs and service levels. The Annual Budget document includes those Capital Asset Requests, Policy Items, Reverse Priority Items, compensation adjustments, and all other modifications that were approved by the City Council as part of its June deliberations.

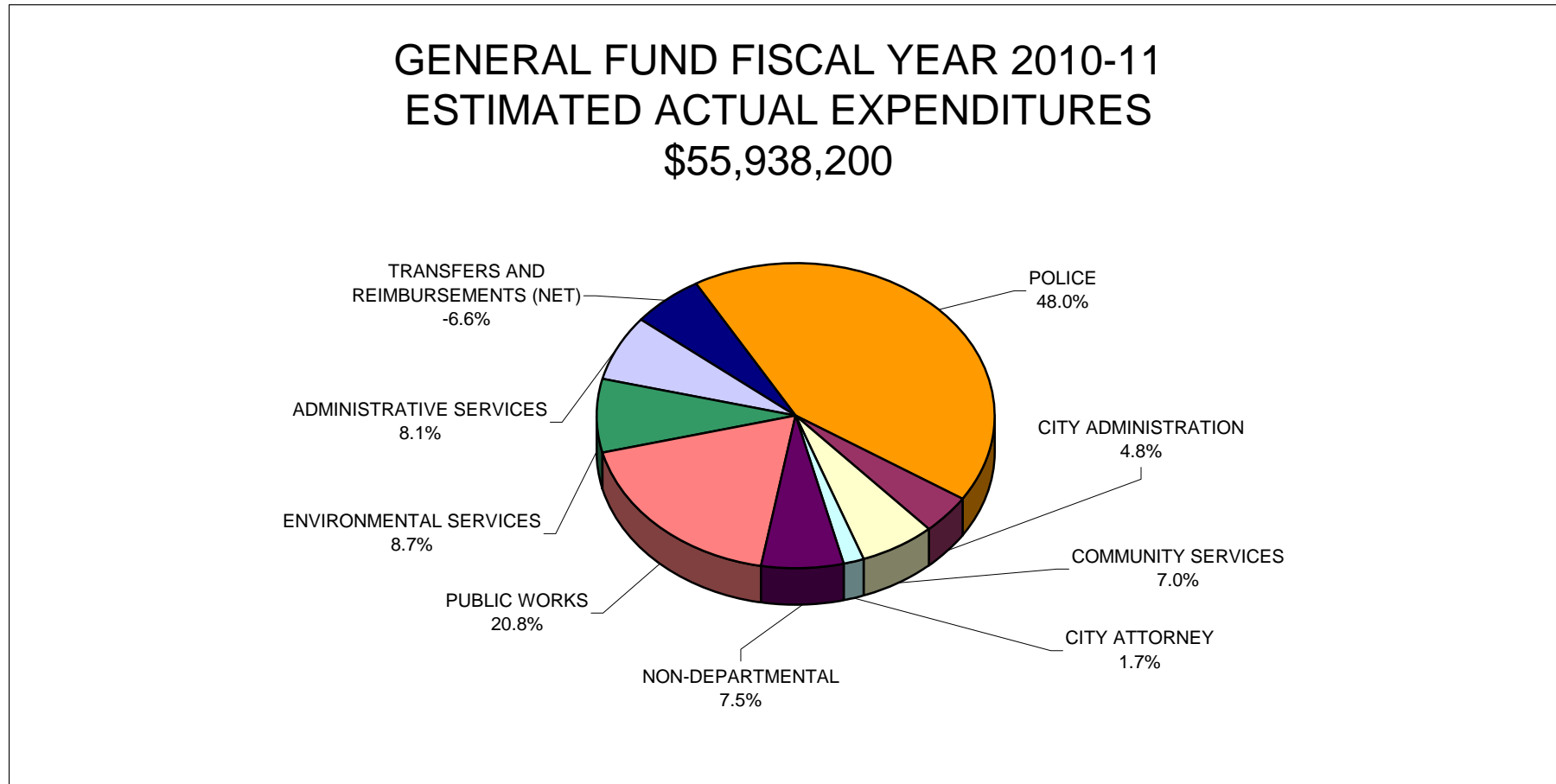
## GENERAL FUND

### FY 2010-11 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach \$58,332,000 by year-end, which is \$327,300 greater than budgeted revenues of \$58,004,700. The projected amount is \$4,542,363 greater than the amount of revenue received in FY 2009-10. The following chart shows a breakdown of estimated revenues by category.



General Fund net expenditures for FY 2010-11 are estimated at \$55,938,200. This amount includes all reimbursements into and transfers out of the General Fund, and reflects all appropriations approved by the City Council at mid-year. The following graph depicts the breakdown of estimated actual expenditures:



#### FY 2010-11 Fund Balance

The General Fund Balance is expected to be \$36,917,748 as of June 30, 2011 (end of FY 2010-11). Of this amount, \$27,408,248 would be reserved for encumbrances, advances to other funds, and loans. The balance of \$9,509,500 represents the Prudent Reserve set aside for responses to catastrophic events such as fires, floods, earthquakes, etc.



## FY 2011-12 Revenues

FY 2011-12 General Fund revenues are budgeted at \$56,021,300, which is \$2,310,700 less than FY 2010-11 estimated actual revenues and \$2,231,663 greater than FY 2009-10 actual revenues.

The table below is a comparison of FY 2011-12 General Fund budgeted revenues to FY 2010-11 estimated actual revenues for each revenue category. A detailed discussion of General Fund revenues by category and major revenue sources is contained in the General Fund Revenues section of the Annual Budget.

<u>Revenue Category</u>	<u>FY 2010-11 Estimated Actual</u>	<u>FY 2011-12 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
Taxes and Franchises	\$43,114,900	\$42,766,200	-0.8%
Revenue From Other governments (including Transfers In and Grants) (1)	10,401,500	8,326,300	-20.0%
Licenses and Permits	1,141,900	1,114,000	-2.4%
Use of Money and Property	1,378,300	1,431,600	3.9%
Service Charges	1,118,300	1,189,200	6.3%
Fines and Forfeitures	545,700	575,000	5.4%
Other Revenues	631,400	619,000	-2.0%
Total General Fund Revenues	\$58,332,000	\$56,021,300	-4.0%

Note 1: The FY 2010-11 Estimated Actual amount includes one-time funds in the amount of \$3,016,000 from deferred and completed capital projects.

## FY 2011-12 Expenditures

The FY 2011-12 General Fund net expenditure budget is \$57,183,000 including anticipated underexpenditures of \$800,000 and reappropriations of \$800,000. FY 2010-11 estimated actual expenditures are \$55,938,200. **Therefore, the FY 2011-12 Annual Budget represents a 2.2% increase in General Fund budgeted expenditures from FY 2010-11 estimated actual expenditures.** A summary of the FY 2011-12 net expenditure budget compared with FY 2010-11 estimated actual expenditures by department is shown on the following page.

<u>Department</u>	<b>FY 2010-11 Estimated Actual</b>	<b>FY 2011-12 Annual Budget</b>	<b>% Change Increase/ (Decrease)</b>
City Administration (1)	\$2,683,000	\$3,053,400	13.8%
City Attorney	932,300	995,100	6.7%
Administrative Services	4,502,300	5,041,900	12.0%
Community Services	3,890,200	4,117,700	5.8%
Environmental Services	4,843,600	4,842,300	0.0%
Public Works	11,652,400	12,114,900	4.0%
Police Department (2)	26,866,500	28,187,400	4.9%
Non-Departmental	4,220,200	4,133,500	-2.1%
Transfers To Other Funds (2)	6,945,300	5,700,100	-17.9%
Reimbursed Expenditures	(10,597,600)	(11,003,300)	3.8%
Anticipated Underexpenditures	--	(800,000)	--
Anticipated Reappropriations	--	800,000	--
<b>Total General Fund Expenditures</b>	<b>\$55,938,200</b>	<b>\$57,183,000</b>	<b>2.2%</b>

Note 1: Reflects the transfer of two positions from the Community Development Agency to the City Manager's Office in FY 2011-12.

Note 2: Reflects the incorporation of funding for the Department's five-member Special Problems Section into the General Fund.

The 2.2% (\$1,244,800) overall increase in expenditures is primarily due to a mandatory increase of \$1,218,000 in retirement contributions for all employees and a \$812,700 increase in the City's contribution to group health insurance. Otherwise, the City has continued to reduce spending, particularly in the areas of professional services and fund transfers for landscape maintenance, while maintaining a high level of services to the public. Capital Asset Requests and Policy Items approved during budget deliberations have been included in department budgets, as have approved Reverse Priorities that removed funding for selected vacant positions, materials and supplies, and contracted services in most departments.



General Fund vehicle replacements are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 55 vehicles were initially scheduled for replacement in FY 2011-12 at a cost of \$1,449,500. Departments reviewed each vehicle to determine if replacement could be deferred for an additional year, which resulted in a deferral of 39 vehicles. Concurrent with adoption of the Annual Budget, the City Council approved early replacement of 13 additional Black and White Patrol Vehicles with the last production year of Ford model Crown Victoria automobiles in order to allow sufficient time to evaluate other makes and models of police sedans. As a result, funding is contained in the Annual Budget for the replacement of 29 vehicles at a cost of \$861,200. Additionally, as a result of deferring the replacement of 39 vehicles, FY 2011-12 replacement contributions decreased from \$595,900 to \$333,600.

#### FY 2011-12 Fund Balance

**Based on the FY 2011-12 revenue and expenditure amounts in the Annual Budget and the carry forward of \$1,202,700 of savings from FY 2010-11, the June 30, 2011 (end of FY 2011-12) General Fund Balance is projected to increase by \$41,000 and will total \$36,958,748. Of this amount, \$27,237,648 will be reserved for loans, advances and encumbrances. The balance of \$9,721,100 represents the Prudent Reserve. The Prudent Reserve, established by the City Council on August 30, 2010, is equivalent to 17% of budgeted expenditures.**

#### Five-Year General Fund Financial Projection

The City of Simi Valley developed a Five-Year General Fund Financial Projection during FY 2007-08 when it appeared that a weakening economy would result in substantially reduced revenue going forward and require expenditure reductions in order to continue providing an adequate level of service to the public without utilizing its financial reserves for ongoing operations. As part of the FY 2011-12 budget review process, the City Council established a 13-member Ad Hoc Citizens Fiscal Projection Advisory Committee of local business professionals to review the assumptions contained in the Five-Year General Fund Financial Projection and point out major fiscal policy issues perceived as having the potential to be problematic in the future. The Committee endorsed the assumptions contained in the projection with the exception of property tax growth (the Committee recommended a lesser growth rate, with which staff concurred) and submitted recommendations for short and long-term efforts in the areas of controllable and uncontrollable employee benefits, unfunded liabilities, economic development, and marketing in order to protect and improve the City's financial condition.

The Five-Year General Fund Financial Projection and related analyses point to a structural shortfall in the General Fund that must be resolved 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. The City has concluded that aggressive action needs to continue to accomplish this goal. Accordingly, strategic goals, many of which are based on the Committee's recommendations, are being developed. Staff will present the City

Council with an updated Five-Year General Fund Financial Projection and in-depth analysis of each Committee recommendation and strategic goal during consideration of the FY 2011-12 First Quarter Financial Report in November 2011.

## **PROJECTS AND ACCOMPLISHMENTS**

Despite the fiscal challenges, the City was involved in numerous significant events and projects during FY 2010-11. 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 2.0% decrease in violent crimes and a 19.7% decrease in property crimes during the first five months of 2011, as compared to the previous year. Additionally, the Department maintained a response time of 4.4 minutes for emergency calls for service and 14.9 minutes for non-emergency calls for service. The Department also continues to expand its training of City residents to assist staff with law enforcement and emergency response activities through the Citizens On Patrol, Disaster Service Worker, Police Explorer, and Community Emergency Response Team (CERT) programs. It should be noted that the CERT Program recently trained its 1,000th resident.
- **An update of the City General Plan, the City's map to the future, is nearing completion.** 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 in late 2011.
- **The Arroyo Simi Greenway Project and specific plan, a joint effort among the City, the Rancho Simi Recreation and Park District, and the Ventura County Watershed Protection District, will be submitted to the City Council for approval in the Fall of 2011.** The project scope includes visual, recreational, and educational enhancements along the Arroyo Simi's entire 11.9-mile length from Corriganville Park in the eastern end of the City to the western City limits. An \$800,000 State Proposition 84 grant was awarded for Phase 1 development, which will include paving the south side of the Greenway between Erringer Road and Sequoia Avenue, improving 17 of the Greenway entries, furniture, signs and interpretive exhibits.
- **The City continues to work with homeowners and developers to assure that affordable housing programs provide opportunities for our low-income households and seniors.** Fifteen First Time Homebuyer Program loans were approved in FY 2010-11. Additionally, three residential and eight mobile home rehabilitation loans were approved under the Home Rehabilitation Loan Program. The City's Rent Subsidy Program assisted an average of 41 households per month with rental assistance through the Senior Rent Subsidy Program, and 29 households per month received assistance through the Mobile Home Rent Subsidy Program. All of this housing assistance is made possible through the use of Community Development Agency, State, and Federal resources.

- **An Armed Forces Banner Program was initiated in July 2010 to honor City residents who are currently serving on active duty in the military or who have lost their lives defending their country.** To date, a total of 146 banners have been installed on streetlight poles along Los Angeles Avenue and Alamo Street.
- **More than 650 City volunteers contributed in excess of 72,000 hours, the equivalent of more than 35 full-time positions, to assist with City programs and activities.** These individuals support City staff by providing reception and front counter support at City facilities, serving as ushers at the Cultural Arts Center, supporting the Police Department's law enforcement and emergency planning activities, performing a wide variety of duties at the Senior Center, and serving on a variety of City boards and commissions.
- **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 fifth straight year, Simi Valley Transit provided in excess of 500,000 fixed-route and ADA/DAR trips.
- **Major infrastructure improvement projects continued to be a high priority.** During FY 2010-11, the City completed the widening of Madera Road between Presidential Drive and the westerly City limits, rehabilitated or repaved streets at 13 locations throughout the City, initiated the planting of 380 oak trees at the Madera Road and Yosemite Avenue 118 Freeway interchanges, continued efforts to replace aging sewer trunk lines throughout the City, and coordinated with the California Department of Transportation to complete a major project to widen the westbound lanes of the 118 Freeway from Tapo Canyon Road to the Los Angeles County line.
- **The City continued its dedication to sustainability efforts in FY 2010-11** with adoption of a Green Community Action Plan in August 2010 that provides clear guidance for fulfilling the City's sustainability mission. As demands on resources grow - demands that can present adverse impacts for the natural environment and the community's quality of life - the Plan will reinforce and guide the City's commitment to sustainability and well being.
- **Efforts to reduce traffic congestion by synchronizing traffic signals throughout the City continue.** This ongoing program enhances continuous traffic flow by synchronizing a series of traffic signals to allow groups of vehicles traveling within the speed limit along major arterial streets to receive green lights for the length of the system.

FY 2011-12 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 2011-12 expenditures in the Merged Tapo Canyon/West End Tax Increment Fund are projected to exceed tax increment revenues by \$1,440,100 due to a \$2,000,000 appropriation for replacement of deteriorated sewer trunk lines within the redevelopment area. Recent legislative actions by the State of California to eliminate redevelopment agencies statewide unless “voluntary” contributions are made to reduce the State budget deficit, if upheld by the courts, will have a major impact on new and ongoing redevelopment activities in the City. The legislation requires a payment of approximately \$7.2 million in FY 2011-12 and \$1.7 million annually thereafter in order for the CDA to continue to function.

## **TRANSIT FUND**

FY 2010-11 Transit fare revenues are estimated to be \$28,800 (5.9%) below budget. Excluding multi-year capital projects, FY 2010-11 expenditures are estimated to be \$155,300 (2.7%) below budget. Again excluding multi-year capital projects, the FY 2011-12 expenditure budget is projected to increase by \$65,900 (1.2%) from FY 2010-11 estimated actual expenditures and decrease by \$16,345 (0.3%) from FY 2009-10 actual expenditures. The budgeted FY 2011-12 General Fund subsidy to Transit decreased by \$47,400 (1.6%) as compared to the FY 2010-11 budget.

## **SANITATION FUND**

Sanitation Fund operating revenues for FY 2010-11 are estimated to be \$242,700 (1.6%) below the budget, while operating expenditures are estimated to be \$456,900 (3.2%) below budget. FY 2011-12 revenues are projected to increase by \$228,500 (1.6%) from FY 2010-11 estimated actual revenues. FY 2011-12 operating expenditures, excluding a one-time transfer of \$5,000,000 from Operations Fund Balance to the Sewerline Replacement Reserve to fund high priority projects, are projected to increase by \$128,300 (0.9%) as compared to FY 2010-11 estimated actual amounts. FY 2011-12 Sanitation Operating Fund projected expenditures exceed projected revenues by \$4,058,400 due to the one-time transfer. Excluding the one-time transfer, projected revenues exceed projected expenditures by \$941,600. These earnings are used to maintain a prudent reserve equivalent to 25% of budgeted expenditures and to provide funding for upcoming capital projects needed to maintain sanitation collection and treatment systems.

The Sanitation Fund consolidated working capital balance for June 30, 2011 is projected to be \$14,124,345. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserve Fund, and a Plant Expansion Fund. The Replacement Reserve Fund is further divided into a Vehicle Replacement Reserve, a Sanitation Facilities and Equipment Replacement Reserve, and a Sewerline Replacement Reserve. With City Council approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2012 is projected to be \$13,478,445.



## **WATERWORKS DISTRICT**

FY 2010-11 Waterworks District Operating Fund revenues are estimated to be \$2,023,300 (5.9%) below budget, primarily due to decreased water usage resulting from the City's Water Conservation Program, heavier-than-average rainfall, and lower-than-expected interest income from invested funds. FY 2010-11 operating expenditures are estimated to be \$1,497,300 (3.8%) below budget. FY 2011-12 Operations Fund revenues are projected to increase by \$1,803,200 (5.6%) over FY 2010-11 estimated actual revenues. FY 2011-12 operating expenditures, excluding a one-time transfer of \$6,500,000 to the Facilities Replacement Reserve, are projected to increase by \$1,195,200 (3.8%) as compared to FY 2010-11 estimated actual amounts. The projected increase is primarily due to expected increases in the quantity of purchased water, and is offset by anticipated increased revenue. Additionally, several positions that became vacant during FY 2010-11 are scheduled to be filled during FY 2011-12. FY 2011-12 Waterworks District Operations Fund projected revenues exceed all projected expenditures by \$964,800. These earnings are used to maintain a prudent reserve equivalent to 25% of budgeted expenditures and to provide funding for upcoming capital projects to maintain and repair the water distribution system.

The Waterworks District consolidated working capital balance for June 30, 2011 is projected to be \$18,757,043. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserve Fund, and a Capital Improvement Fund. The Replacement Reserve Fund is further divided into a Vehicle Replacement Reserve and a Facilities Replacement Reserve. With District Board approval of proposed revenues and expenditures, the consolidated working capital balance for June 30, 2012 is projected to be \$18,773,943.

## **CAPITAL IMPROVEMENTS**

The Streets and Roads Program for FY 2011-12 includes projected expenditures of \$3,527,400 for transportation related capital improvements. Major funding sources for this program include the Community Development Agency, grants, the Community Development Block Grant Program, and the Simi Valley Lighting Maintenance District. An additional \$1,946,800 in expenditures is proposed for other capital improvements including computer equipment replacement, vehicle replacement, building improvements, Geographic Information System improvements, and Financial Information System improvements. Also budgeted is \$9,138,700 for capital improvement projects to support the City's enterprise funds, including \$1,611,500 for Simi Valley Transit, \$5,126,000 for the sanitation system, and \$2,401,200 for the Waterworks District. The level of capital improvement projects proposed in the FY 2011-12 Annual Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

## **STAFFING LEVEL CHANGES**

During adoption of the FY 2011-12 Annual Budget, the City Council added 1.0 and deleted 2.0 full-time equivalent (FTE) positions. As a result of these actions, the number of authorized FTE positions decreased from 608.5 to 607.5. Additionally, funding has been eliminated for 28.0 vacant FTE positions in FY 2011-12. The departments and numbers of positions affected are listed as follows:

### **Added Positions:**

Department of Administrative Services (1.0)

### **Deleted Positions:**

Department of Administrative Services (1.0)

Police Department – Non-Sworn (1.0)

### **Unfunded Vacant Positions:**

City Administration (2.0)

Department of Administrative Services (1.0)

Department of Community Services (2.0)

Department of Environmental Resources (5.0)

Department of Public Works (15.0)

Police Department (3.0)

## **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 at the first quarter and at mid-year of each fiscal year and are reviewed publicly at regularly scheduled City Council 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 2010-11. 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.

**APPROPRIATION (GANN) LIMIT**

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

Each year the City is required to adopt a Resolution establishing a limit on its appropriations of tax proceeds. As can be seen from the following table, appropriations subject to the legal limit decreased substantially in FY 2010-11 and FY 2011-12 due to reduced tax revenues resulting from a major national recession. This resulted in a large increase in the amount under the limit for those years. Although tax proceeds are expected to increase in FY 2011-12 and during the next four years, it is anticipated that the City will continue to be substantially under the appropriations limit.

<b>FISCAL YEAR</b>	<b>APPROPRIATIONS</b>		<b>AMOUNT</b>
	<b><u>LEGAL LIMIT</u></b>	<b><u>SUBJECT TO LIMIT</u></b>	<b><u>UNDER</u></b>
2011-12	\$ 57,349,684	\$ 49,941,900	\$ 8,407,784
2010-11	55,485,375	41,977,600	13,507,775
2009-10	56,227,579	41,995,700	14,231,879
2008-09	55,309,442	48,594,690	6,714,752
2007-08	52,401,177	47,680,400	4,720,777

## SUMMARY

As the City Council is aware, the Annual 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 appropriations requests may be presented to the City Council over the next year as the need arises.

A quarterly report in November 2011 and a comprehensive mid-year report in February 2012 will be presented to inform the City Council as to the financial position of the City, as well as to report on the progress towards achieving the goals and programs contained in the Annual Budget.



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Mike Sedell  
City Manager/Executive Director



RESOLUTION NO. 2011-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY APPROVING THE FY 2011-12 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2011-12 TO FY 2015-16

WHEREAS, the City Manager has submitted the 2011-12 Preliminary Base Budget and the Preliminary Five-Year Capital Improvement Program for FY 2011-12 to FY 2015-16 to the City Council for its review and consideration in accordance with budget policies and a schedule established by the City Council; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on June 16, 2011, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the Fiscal Year 2011-12 City Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council reviewed and modified, as appropriate, the FY 2011-12 Preliminary Base Budget and Preliminary Five-Year Capital Improvement Program for FY 2011-12 to FY 2015-16; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Simi Valley as follows:

SECTION 1. The FY 2011-12 Annual Budget and Five-Year Capital Improvement Program for FY 2011-12 to FY 2015-16 are hereby approved.

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

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

SECTION 4. The City Manager or his/her designee is 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.

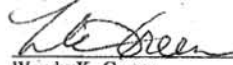
SECTION 5. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2011-12 budget for the Community Development Agency Housing Administration Fund are necessary for the production, improvement, or preservation of low- and moderate-income housing.

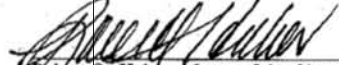
SECTION 6. This Resolution shall take effect immediately upon its adoption.

SECTION 7. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 20th day of June 2011.

Attest:

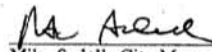
  
Wendy K. Green  
Assistant City Clerk

  
Robert D. Huber, Mayor of the City of  
Simi Valley, California

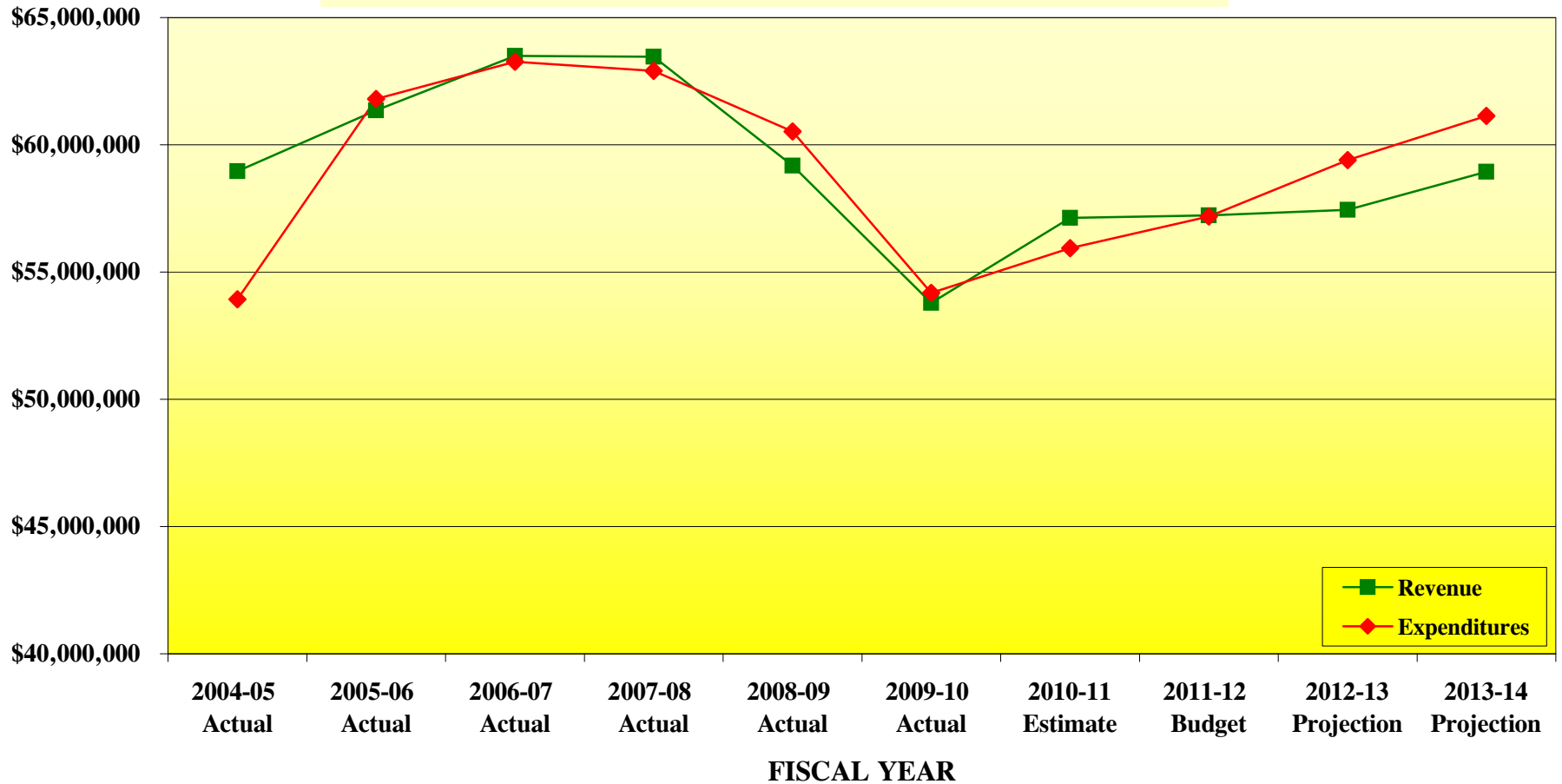
Approved as to Form:

Approved as to Content:

  
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**GENERAL FUND**  
**TEN YEAR REVENUE AND EXPENSE HISTORY/PROJECTION**



## 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 is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years. The 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 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 2011-12, the amount is \$800,000, based on an analysis of prior years.

**CHANGES IN GENERAL FUND BALANCE**

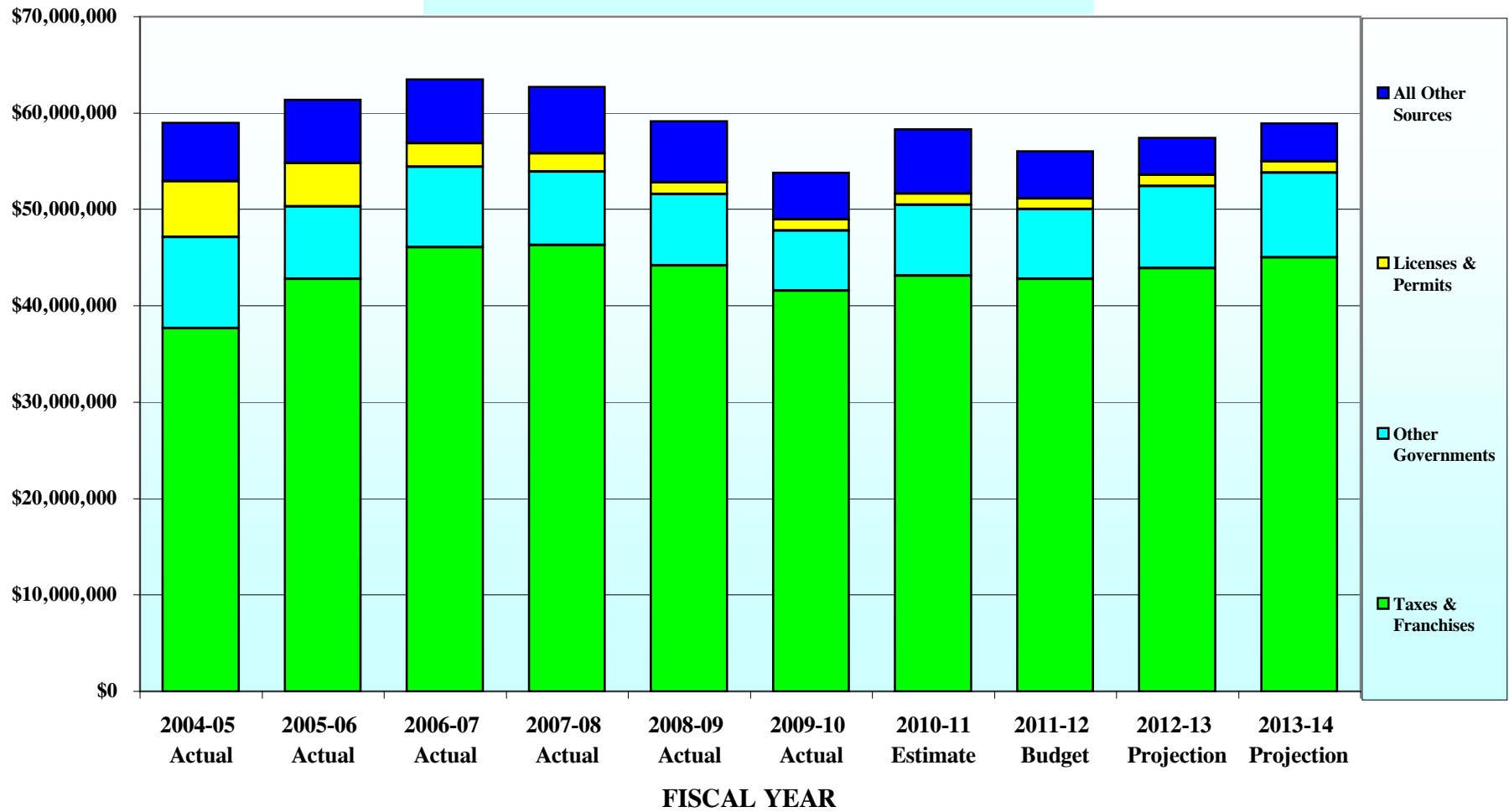
	<b>ACTUAL 2009-10</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>BUDGET 2011-12</b>	<b>PROJECTION 2012-13</b>	<b>PROJECTION 2013-14</b>
<b>BEGINNING GENERAL FUND BALANCE</b>	<b>\$36,017,842</b>	<b>\$35,726,648</b>	<b>\$35,726,648</b>	<b>\$36,917,748</b>	<b>\$36,958,748</b>	<b>\$35,006,948</b>
<b>Revenues</b>	<b>53,789,637</b>	<b>58,004,700</b>	<b>58,332,000</b>	<b>56,021,300</b>	<b>57,448,700</b>	<b>58,941,600</b>
<b>Expenditures</b>	<b>54,080,831</b>	<b>57,237,700</b>	<b>55,938,200</b>	<b>57,183,000</b>	<b>59,400,500</b>	<b>61,134,800</b>
<b>Anticipated Underexpenditures (1)</b>		<b>(800,000)</b>		<b>(800,000)</b>	<b>(800,000)</b>	<b>(800,000)</b>
<b>Anticipated Reappropriations (1)</b>				<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>Net Expenditures</b>	<b>54,080,831</b>	<b>56,437,700</b>	<b>55,938,200</b>	<b>57,183,000</b>	<b>59,400,500</b>	<b>61,134,800</b>
<b>Revenues less Net Expenditures</b>	<b>(291,194)</b>	<b>1,567,000</b>	<b>2,393,800</b>	<b>(1,161,700)</b>	<b>(1,951,800)</b>	<b>(2,193,200)</b>
<b>Surplus Carried to FY 2011-12</b>			<b>(1,202,700)</b>	<b>1,202,700</b>		
<b>Net Revenues less Net Expenditures</b>			<b>1,191,100</b>	<b>41,000</b>		
<b>ENDING GENERAL FUND BALANCE (2)</b>	<b>\$35,726,648</b>	<b>\$37,293,648</b>	<b>\$36,917,748</b>	<b>\$36,958,748</b>	<b>\$35,006,948</b>	<b>\$32,813,748</b>
<b>Prudent Reserve</b>	<b>\$7,030,500</b>	<b>\$9,730,400</b>	<b>\$9,509,500</b>	<b>\$9,721,100</b>	<b>\$10,098,100</b>	<b>\$10,392,900</b>
<b>Reserved</b>	<b>\$28,696,148</b>	<b>\$27,563,248</b>	<b>\$27,408,248</b>	<b>\$27,237,648</b>	<b>\$24,908,848</b>	<b>\$22,420,848</b>
<b>Encumbrance Reserve</b>	<b>239,262</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>Cashflow Reserve</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>CDA Loans</b>	<b>10,897,700</b>	<b>14,453,200</b>	<b>11,309,400</b>	<b>12,749,500</b>	<b>14,189,500</b>	<b>15,629,500</b>
<b>Advances to Other Funds (Various)</b>	<b>16,183,842</b>	<b>11,934,704</b>	<b>14,923,504</b>	<b>13,312,804</b>	<b>9,544,004</b>	<b>5,616,004</b>
<b>Loans Receivable (Various)</b>	<b>375,344</b>	<b>375,344</b>	<b>375,344</b>	<b>375,344</b>	<b>375,344</b>	<b>375,344</b>

(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.

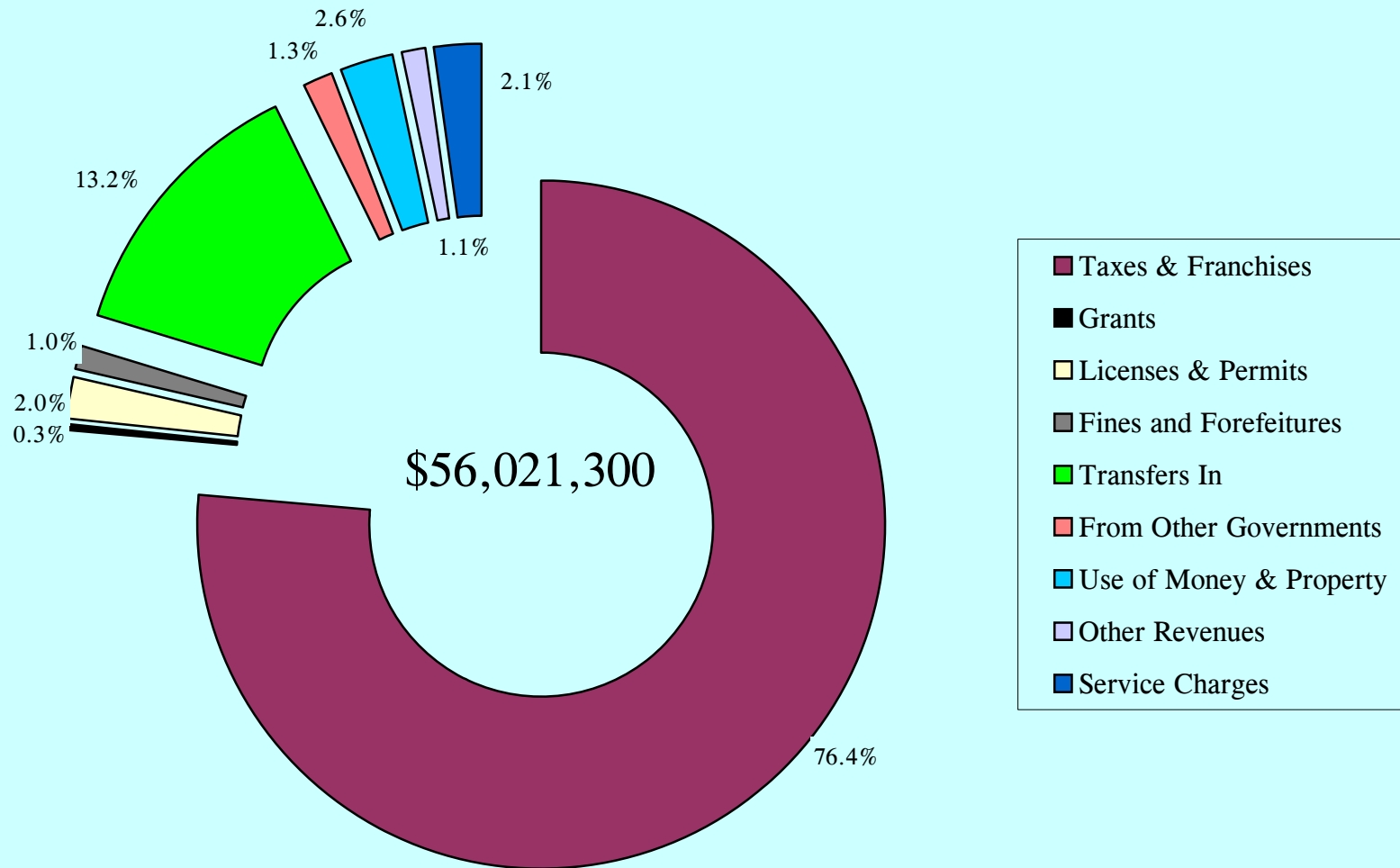
(2) The estimated actual FY 2010-11 ending General Fund Balance equals the amount published in the FY 2010-11 Annual Budget.



## GENERAL FUND TEN YEAR REVENUE HISTORY/PROJECTION



# GENERAL FUND REVENUES BY CATEGORY FISCAL YEAR 2011-12



## 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. Excluding one-time items, FY 2011-12 General Fund Revenues are projected to be \$638,700 (1.1%) less than FY 2010-11 estimated actual revenues.

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 recent years, due to the condition of the national and state economy. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2009-10, budgeted and estimated actual revenue data for FY 2010-11, budgeted revenue for FY 2011-12, and projections for FY 2012-13 and FY 2013-14.

FY 2011-12 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 2011-12 were developed 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 76.3% of the General Fund revenue budget, and is proposed to decrease by \$348,700 (0.8%) in FY 2011-12. The two major revenue sources within the Taxes and Franchises category are Property Tax and Sales and Use Tax. Property Taxes are projected to be unchanged, as the local housing market continues to struggle through a mortgage crisis. FY 2011-12 Sales and Use Tax revenues are projected to decrease by \$443,000 (3.1%) primarily due to a negative adjustment in projected in-lieu sales tax receipts. Excluding this one-time adjustment, Sales and Use Tax revenues are projected to decrease by \$85,700 (0.8%) in comparison to FY 2010-11 estimated actual amounts.

### **Licenses and Permits**

This category comprises 2.0% of the General Fund revenue budget and is projected to decrease by \$27,900 (2.4%) in FY 2011-12 as development activity in the City remains at low levels. The major revenue sources in this category are Building Permits and Plan Check Services, which are projected to show a combined modest \$12,500 (1.3%) increase in FY 2011-12. 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, Parking Citations, and Graffiti Citations. FY 2011-12 Fines and Forfeitures revenues are projected to increase by \$29,300 (5.4%) over FY 2009-10 estimates.

### **Use of Money and Property**

This category comprises 2.6% of the General Fund revenue budget and is projected to increase by \$53,300 (3.9%) in FY 2011-12. 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 on Investments is projected to increase by \$51,300 (4.5%) based on the expectation that the yield on invested funds will increase. Interest on Advances is projected to be unchanged in FY 2011-12.

### **Revenues From Other Governments**

This category of revenue sources, received from the State of California, comprises 1.3% of the General Fund revenue budget and is projected to increase by \$19,800 (2.7%) in FY 2011-12. 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 as property tax in-lieu payments, revenue from this source has been significantly reduced in recent years. For FY 2011-12, revenues from Vehicle License Fees are projected to be unchanged from FY 2010-11 receipts. Other revenue accounts in this category are projected to be at or near FY 2010-11 levels, with the exception of SB 90 (unfunded mandates) reimbursement that is projected to increase by \$19,000 (17.1%).

### **Grants**

Grants, which comprise 0.3% of the General Fund revenue budget, are projected to increase by \$6,000 (3.8%) due to slight percentage increases in all accounts. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

### **Service Charges**

This category of revenue sources, generated from the local economy, primarily from land development activity, comprises 2.1% of the General Fund revenue budget, and is projected to increase by \$70,900 (6.3%). Planning fees are expected to comprise the majority of this increase, as they are currently at their lowest level in 15 years.

### **Other Revenues**

Other Revenues, also generated from the local economy, comprise 1.1% of the General Fund revenue budget and are projected to decrease by \$12,400 (2.0%) in FY 2011-12. The projected decrease is due a reduced level of Air Quality Mitigation Trust Funds that are reimbursed to the General Fund upon completion of capital projects.

**Transfers In**

This revenue category comprises 13.2% of the General Fund revenue budget, and is projected to decrease by \$2,101,000 (22.1%) in FY 2011-12. 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. A one-time transfer of funds from deferred and completed capital projects in the amount of \$3,016,000 in FY 2010-11 accounts for the reduction. The reduction is partially offset by an increase, some of which are one-time funds, in Local Transportation Fund Article 8 revenues in the amount of \$776,400 received from the Ventura County Transportation Commission.

**GENERAL FUND REVENUES**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>TAXES AND FRANCHISES</u></b>						
31101 Property Taxes	\$21,042,798	\$20,888,500	\$20,988,500	\$20,988,500	\$21,408,400	\$21,836,600
31111 Sales and Use Tax	12,969,115	13,633,200	14,316,000	13,873,000	14,358,600	14,861,200
31112 Transient Lodging Tax	1,133,882	1,108,100	1,078,100	1,078,100	1,105,100	1,132,700
31113 Franchise Taxes	4,304,353	4,484,600	4,484,600	4,712,200	4,830,000	4,950,800
31114 Business Taxes	1,662,604	2,166,600	1,812,600	1,662,600	1,729,100	1,798,300
31115 Documentary Transfer Tax	426,991	411,100	435,100	451,800	451,800	451,800
Subtotal Taxes and Franchises	<u>41,539,743</u>	<u>42,692,100</u>	<u>43,114,900</u>	<u>42,766,200</u>	<u>43,883,000</u>	<u>45,031,400</u>
<b><u>LICENSES AND PERMITS</u></b>						
32301 Building Permits	638,044	651,100	651,100	650,000	720,000	720,000
32302 Record Retention Fee	3,717	6,500	3,900	3,900	4,100	4,200
32303 Plan Check Services	365,655	297,500	298,900	312,500	312,000	315,000
32402 Encroachment Permits	72,080	75,000	75,000	76,900	78,800	80,800
32503 Bicycle Licenses	21	100	100	100	100	100
32604 Other Licenses and Permits	70,616	45,500	112,900	70,600	72,400	74,200
Subtotal Licenses and Permits	<u>1,150,133</u>	<u>1,075,700</u>	<u>1,141,900</u>	<u>1,114,000</u>	<u>1,187,400</u>	<u>1,194,300</u>
<b><u>FINES AND FORFEITURES</u></b>						
33501 Vehicle Code Fines	416,655	491,500	444,100	470,800	475,800	480,800
33502 Parking Citations	73,056	123,200	86,600	88,800	91,000	93,300
33503 Graffiti Citations	0	0	15,000	15,400	15,800	16,200
Subtotal Fines and Forfeitures	<u>\$489,711</u>	<u>\$614,700</u>	<u>\$545,700</u>	<u>\$575,000</u>	<u>\$582,600</u>	<u>\$590,300</u>

**GENERAL FUND REVENUES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><i><u>USE OF MONEY &amp; PROPERTY</u></i></b>						
34001 Interest on Investments	\$617,233	\$855,500	\$513,300	\$564,600	\$575,000	\$600,000
34002 Interest on Advances	247,150	638,800	638,800	638,800	638,800	638,800
34104 DMV Building Lease	185,003	145,500	184,700	185,700	190,300	195,100
34206 Senior Center Rental	41,571	40,100	41,500	42,500	43,600	44,700
Subtotal Use of Money & Property	<u>1,090,957</u>	<u>1,679,900</u>	<u>1,378,300</u>	<u>1,431,600</u>	<u>1,447,700</u>	<u>1,478,600</u>
<b><i><u>REVENUES FROM OTHER GOVERNMENTS</u></i></b>						
35101 Motor Vehicle License Fees	369,992	250,000	470,800	470,800	480,000	490,000
35501 POST Reimbursement	22,217	15,900	22,200	22,800	23,400	24,000
35502 911 Reimbursement	6,537	2,700	2,700	0	0	0
35601 Homeowners Subvention	117,241	119,100	117,500	120,400	123,400	126,500
35602 SB 90 Claims	26,997	20,000	111,000	130,000	116,600	119,500
Subtotal Other Governments	<u>542,984</u>	<u>407,700</u>	<u>724,200</u>	<u>744,000</u>	<u>743,400</u>	<u>760,000</u>
<b><i><u>GRANTS</u></i></b>						
36001 Federal Assistance	97,188	73,300	100,500	105,000	130,600	130,600
36002 State Grants	121,361	0	0	0	0	0
36210 Curbside Recycling Reimbursement	15,596	15,600	15,600	16,000	16,400	16,800
36340 Household Waste Program	78,691	26,500	42,000	43,100	44,200	45,300
Subtotal Grants	<u>\$312,836</u>	<u>\$115,400</u>	<u>\$158,100</u>	<u>\$164,100</u>	<u>\$191,200</u>	<u>\$192,700</u>

**GENERAL FUND REVENUES (CONT'D)**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
<b><u>SERVICE CHARGES</u></b>						
37001 Duplication Services	\$3,490	\$3,700	\$3,100	\$3,200	\$3,300	\$3,400
37002 Maps & Publications	18,572	18,500	10,200	10,500	10,800	11,100
37003 NSF Check Charges	1,175	900	1,100	1,100	1,100	1,100
37004 Passports Acceptance	12,100	9,200	7,400	7,600	7,800	8,000
37101 Program Participation	0	2,000	4,000	4,100	4,200	4,300
37201 Tumbleweed Abatement	599	0	600	600	600	600
37299 Other Community Services Fees	2,800	6,000	2,400	2,500	2,600	2,700
37301 Planning Fees	403,618	443,500	350,000	400,000	410,000	420,000
37303 Permit Automation Fee	20,684	26,000	26,000	26,000	27,000	28,100
37399 Other Environmental Services Fees	18,487	2,500	2,500	2,600	2,700	2,800
37402 Public Works Soils/Hydrology Fees	72,200	75,000	50,000	52,000	50,000	50,000
37403 Slurry Seal Fees	26,515	24,500	5,000	5,100	5,200	5,300
37404 Public Works Plan Check Fees	232,916	250,000	250,000	260,000	260,000	260,000
37405 Public Works Inspection Svcs. Fees	234,012	275,000	150,000	156,000	160,000	160,000
37406 Waste Management Fee (AB 939)	32,140	32,200	32,200	33,000	33,800	34,600
37411 County Landscape Charges	34,238	34,900	34,900	35,800	36,700	37,600
37432 Source Control Program	4,510	3,000	3,700	3,800	3,900	4,000
37499 Other Public Works Fees	2,039	8,700	5,600	5,700	5,800	5,900
37501 Police Reports	4,540	3,500	3,500	3,500	3,600	3,700
37502 Police Photos	68	100	200	200	200	200
37504 Alarm Fees	70,104	50,000	60,000	60,000	61,500	63,000
37505 Emergency Response/DUI	23,105	20,000	20,000	20,000	20,500	21,000
37599 Other Police Department Fees	153,300	100,000	95,000	95,000	97,400	99,800
37699 Other Service Charges	1,834	1,300	900	900	900	900
Subtotal Service Charges	<u>\$1,373,046</u>	<u>\$1,390,500</u>	<u>\$1,118,300</u>	<u>\$1,189,200</u>	<u>\$1,209,600</u>	<u>\$1,228,100</u>



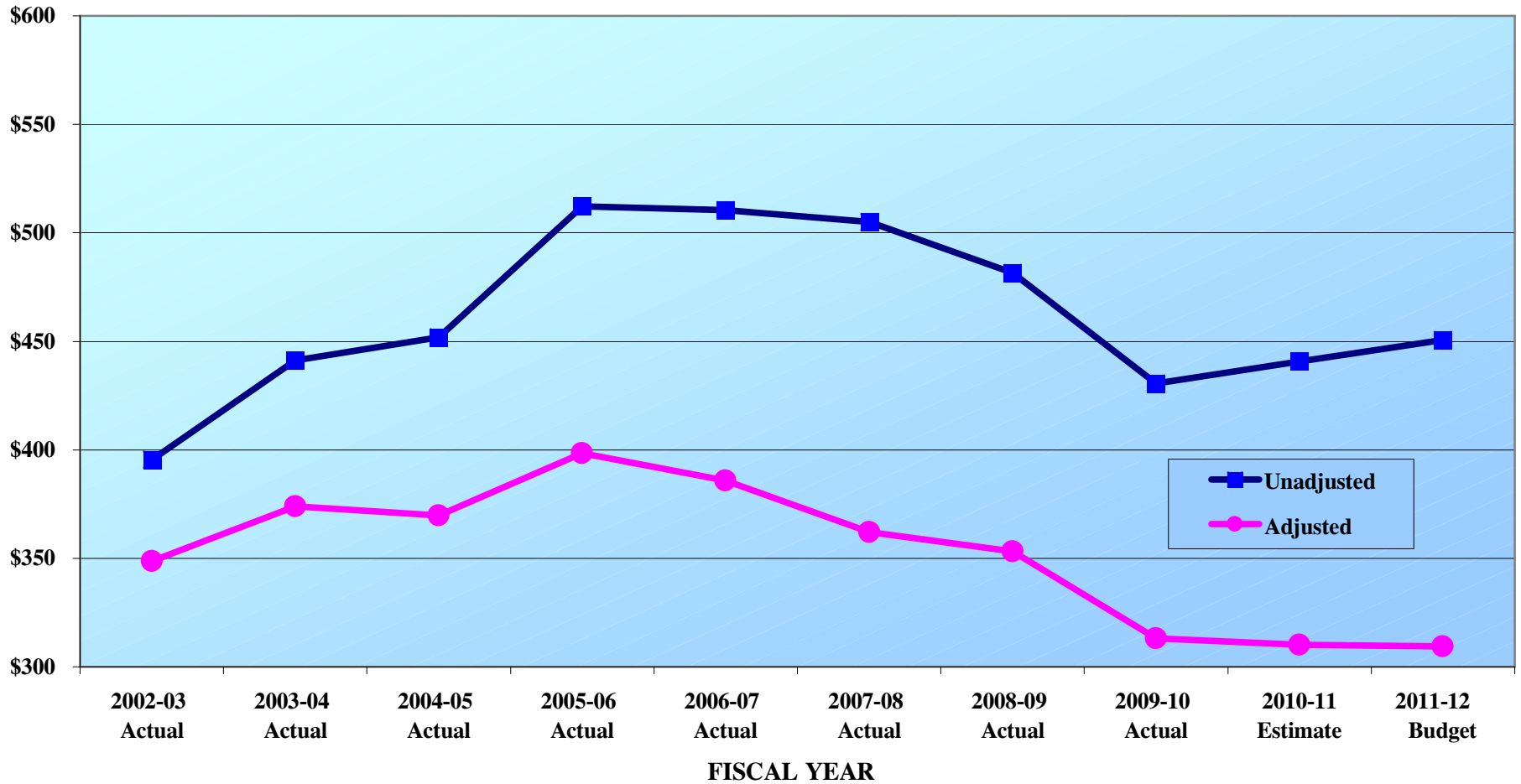
**GENERAL FUND REVENUES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>OTHER REVENUES</u></b>						
38001 Sale of Surplus Property	\$36,113	\$45,200	\$68,100	\$69,800	\$71,500	\$73,300
38003 Miscellaneous	593	800	6,000	6,200	6,400	6,600
38004 Damage Recovery	24,321	39,800	28,400	29,100	29,800	30,500
38006 Jury/Witness Fees	9,791	6,000	4,900	5,000	5,100	5,200
38010 Landfill Facility Agreement Fees	206,067	201,200	213,600	218,900	224,400	230,000
38050 Contributions	28,199	24,400	23,400	24,000	24,600	25,200
38201 Meals-On-Wheels Donations	64,897	63,500	63,500	65,100	66,700	68,400
38203 Cultural Center Reimbursement	69,775	70,000	76,700	78,600	80,600	82,600
38401 Developer Contributions	100,653	50,000	125,000	100,000	100,000	100,000
38403 Adopt-a-Landscape Program	3,600	3,600	3,600	3,600	3,600	3,600
38408 Stormwater Management	55,529	0	0	0	0	0
38409 Stormwater Monitoring Fee	6,397	16,000	12,100	12,400	12,700	13,000
38501 Unclaimed Police Dept Property	0	200	6,000	6,200	6,400	6,600
38702 Assessment Tax Roll Collections	25,874	0	100	100	100	100
38706 Assessment Pay-Off Fees	21	0	0	0	0	0
Subtotal Other Revenues	<u>\$631,830</u>	<u>\$520,700</u>	<u>\$631,400</u>	<u>\$619,000</u>	<u>\$631,900</u>	<u>\$645,100</u>

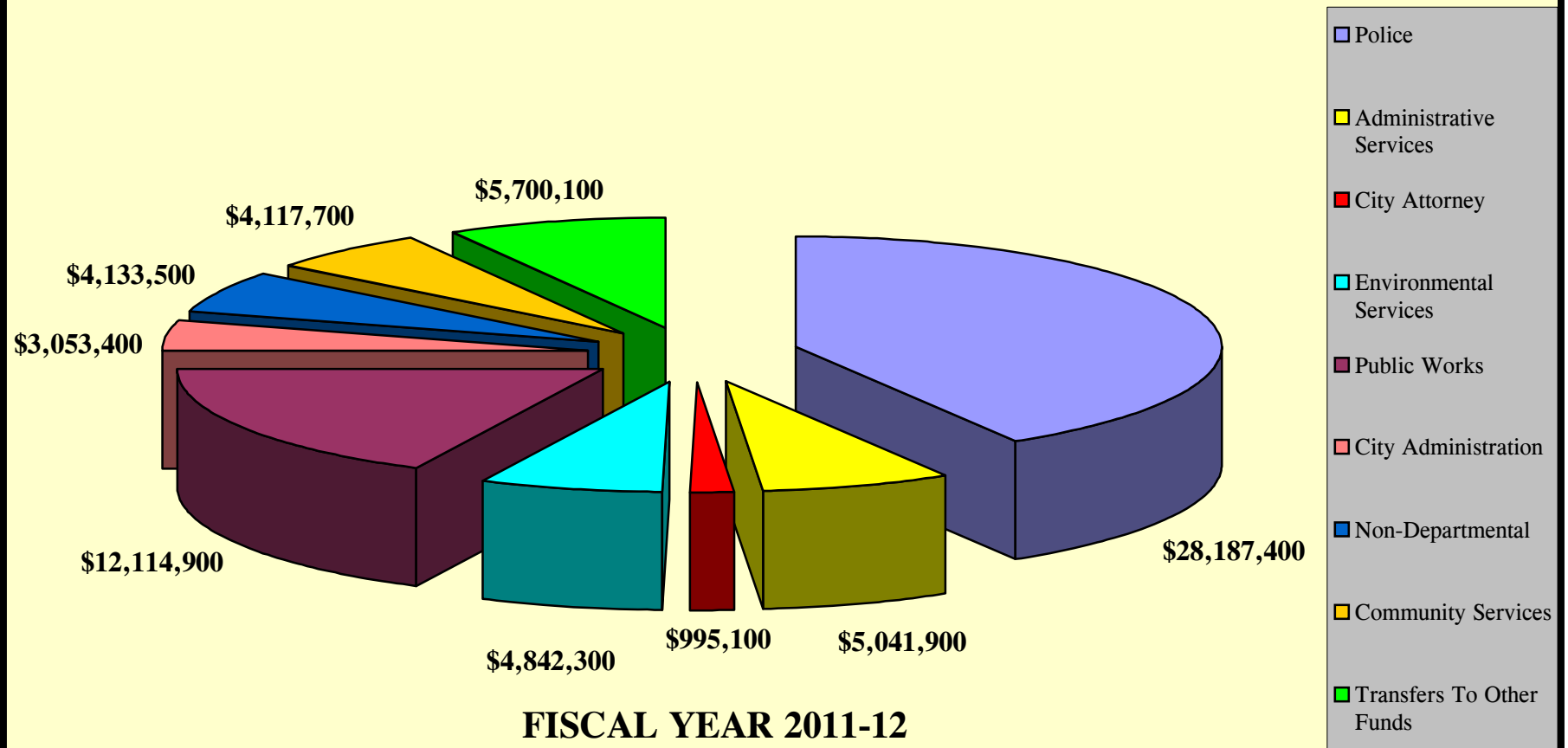
**GENERAL FUND REVENUES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<i><u>TRANSFERS IN</u></i>						
39215 From Gas Tax	\$2,048,260	\$3,266,800	\$3,332,900	\$3,429,600	\$3,515,300	\$3,603,200
39238 From LTF Article 8	3,140,563	3,137,500	3,137,500	3,913,500	4,031,600	4,192,900
39287 From Law Enforcement Grants	211,991	87,600	32,700	25,000	25,000	25,000
39600 From Capital Projects	657,583	0	0	50,100	0	0
39655 From Building Improvements	600,000	3,016,100	3,016,100	0	0	0
Subtotal Transfers In	<u>6,658,397</u>	<u>9,508,000</u>	<u>9,519,200</u>	<u>7,418,200</u>	<u>7,571,900</u>	<u>7,821,100</u>
<b>TOTAL GENERAL FUND REVENUE</b>	<b><u>\$53,789,637</u></b>	<b><u>\$58,004,700</u></b>	<b><u>\$58,332,000</u></b>	<b><u>\$56,021,300</u></b>	<b><u>\$57,448,700</u></b>	<b><u>\$58,941,600</u></b>

**GENERAL FUND EXPENDITURES PER RESIDENT**  
**Unadjusted and Adjusted For Inflation**  
**Ten-Year Period**



# GENERAL FUND EXPENDITURE PROGRAM BY ACTIVITY



## 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

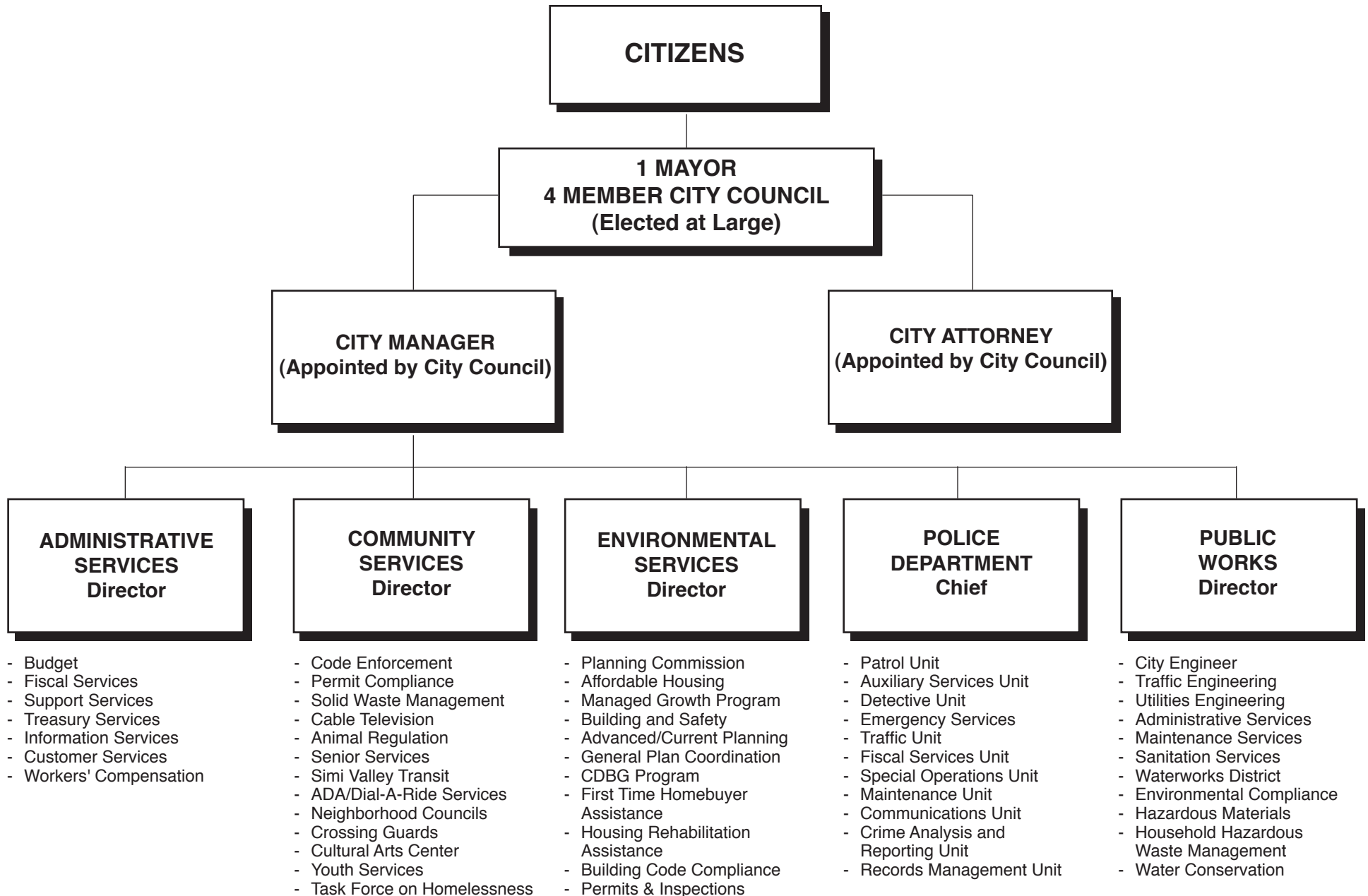
account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

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 2010-11 goals and accomplishments and FY 2011-12 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.

# ORGANIZATION of the City of SIMI VALLEY



**SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>CITY ADMINISTRATION</u></b>						
Personnel	\$2,622,884	\$2,512,300	\$2,455,900	\$2,798,800	\$2,798,800	\$2,868,800
Current Expenses	249,608	320,800	227,100	254,600	254,600	254,600
Subtotal	2,872,492	2,833,100	2,683,000	3,053,400	3,053,400	3,123,400
<b><u>CITY ATTORNEY</u></b>						
Personnel	922,877	937,800	888,400	949,100	949,100	1,002,800
Current Expenses	39,130	45,600	43,900	46,000	46,000	46,000
Subtotal	962,007	983,400	932,300	995,100	995,100	1,048,800
<b><u>ADMINISTRATIVE SERVICES</u></b>						
Personnel	4,045,238	3,914,500	3,719,100	4,250,500	4,250,500	4,356,800
Current Expenses	658,654	841,700	783,200	791,400	791,400	791,400
Subtotal	\$4,703,892	\$4,756,200	\$4,502,300	\$5,041,900	\$5,041,900	\$5,148,200

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>COMMUNITY SERVICES</u></b>						
Personnel	\$3,470,897	\$3,434,200	\$3,402,200	\$3,590,700	\$3,590,700	\$3,730,500
Current Expenses	511,317	509,000	488,000	527,000	527,000	527,000
Subtotal	3,982,214	3,943,200	3,890,200	4,117,700	4,117,700	4,257,500
<b><u>ENVIRONMENTAL SERVICES</u></b>						
Personnel	5,053,638	4,587,200	4,704,800	4,745,100	4,745,100	4,938,700
Current Expenses	390,815	254,300	138,800	97,200	97,200	97,200
Subtotal	5,444,453	4,841,500	4,843,600	4,842,300	4,842,300	5,035,900
<b><u>PUBLIC WORKS</u></b>						
Personnel	9,527,954	8,376,800	8,937,600	9,390,600	9,390,600	9,825,400
Current Expenses	2,579,686	3,277,300	2,708,900	2,677,900	2,677,900	2,677,900
Capital Outlay	0	112,100	5,900	46,400	46,400	0
Subtotal	\$12,107,640	\$11,766,200	\$11,652,400	\$12,114,900	\$12,114,900	\$12,503,300



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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>POLICE DEPARTMENT</u></b>						
Personnel	\$25,181,408	\$25,339,400	\$25,129,800	\$26,278,900	\$26,278,900	\$27,048,100
Current Expenses	1,287,535	1,495,000	1,468,300	1,629,500	1,629,500	1,629,500
Subtotal	26,468,943	26,834,400	26,598,100	27,908,400	27,908,400	28,677,600
<b><u>POLICE DEPT - EMERGENCY SERVICES</u></b>						
Personnel	253,331	246,700	245,800	254,800	254,800	261,200
Current Expenses	20,779	24,200	22,600	24,200	24,200	24,800
Subtotal	274,110	270,900	268,400	279,000	279,000	286,000
<b><u>NON-DEPARTMENTAL</u></b>						
Personnel	550,935	1,120,700	1,120,700	1,138,500	1,138,500	1,167,000
Current Expenses	2,987,106	3,188,900	3,065,000	2,969,600	2,969,600	2,969,600
Capital Outlay	0	34,500	34,500	25,400	0	0
Subtotal	\$3,538,041	\$4,344,100	\$4,220,200	\$4,133,500	\$4,108,100	\$4,136,600

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><i><u>TRANSFERS TO OTHER FUNDS</u></i></b>						
Streets And Roads Program	\$0	\$245,000	\$0	\$43,000	\$0	\$0
Police Special Problems Section	706,995	778,700	766,100	0	0	0
Computer Equipment Replacement	584,300	584,300	584,300	590,800	584,300	598,900
Geographic Information Systems	12,100	0	0	110,600	27,600	28,300
Vehicle Replacement Reserve:	654,300	578,500	578,500	333,600	595,100	612,900
Landscape Zones Augmentation	1,166,000	1,236,300	1,236,300	245,400	550,000	550,000
Transit	2,398,738	3,007,600	2,948,200	2,900,800	2,964,900	3,039,000
Retiree Medical Benefits	192,500	831,900	831,900	1,114,700	1,445,000	1,499,000
Transfer to Debt Service	617,000	0	0	183,100	617,000	617,000
Financial Information Systems	120,000	0	0	178,100	126,800	130,000
<b>Subtotal</b>	<b>6,451,933</b>	<b>7,262,300</b>	<b>6,945,300</b>	<b>5,700,100</b>	<b>6,910,700</b>	<b>7,075,100</b>
<b>Total Expend. Net of Reimbursements</b>	<b>\$66,805,725</b>	<b>\$67,835,300</b>	<b>\$66,535,800</b>	<b>\$68,186,300</b>	<b>\$69,371,500</b>	<b>\$71,292,400</b>

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

	<b>ACTUAL <u>2009-10</u></b>	<b>FINAL BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>	<b>PROJECTION <u>2012-13</u></b>	<b>PROJECTION <u>2013-14</u></b>
<b><i>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</i></b>						
Workers' Compensation Fund	\$2,767,400	\$756,900	\$756,900	\$2,451,500	\$756,900	\$775,800
Liability Insurance Fund	266,500	220,000	220,000	195,900	220,000	225,500
CDBG Fund	111,923	60,500	60,500	60,500	61,500	62,500
CDA Administration Fund	1,242,400	1,183,600	1,183,600	1,213,900	1,244,200	1,213,200
CDA Housing Fund	839,000	1,051,300	1,051,300	842,700	1,051,300	1,077,600
Lighting Maintenance District Fund	482,100	453,200	453,200	439,800	453,200	464,500
Landscape District No. 1	105,268	118,700	118,700	84,800	118,700	121,700
Local Housing Fund	96,000	130,600	130,600	0	0	0
Vehicle Replacement Fund (Surplus)	1,070,003	557,600	557,600	0	0	0
Transit Fund	1,230,200	1,200,300	1,200,300	1,111,800	1,200,300	1,230,300
Sanitation Fund	2,506,600	2,733,200	2,733,200	2,559,400	2,733,200	2,801,500
Waterworks District No. 8 Fund	2,007,500	2,131,700	2,131,700	2,043,000	2,131,700	2,185,000
Subtotal	12,724,894	10,597,600	10,597,600	11,003,300	9,971,000	10,157,600
Total General Fund Expenditures	<u>\$54,080,831</u>	<u>\$57,237,700</u>	<u>\$55,938,200</u>	<u>\$57,183,000</u>	<u>\$59,400,500</u>	<u>\$61,134,800</u>

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$30,401,973	\$30,643,400	\$29,919,800	\$723,600	\$31,687,000
41020 Temporary Salaries	348,304	472,700	400,300	72,400	497,800
41030 Boards and Commissions	34,247	141,400	134,900	6,500	134,600
41040 Overtime	2,539,883	2,880,600	2,818,000	62,600	2,998,800
41050 Outside Assistance	16,658	30,000	32,000	(2,000)	44,800
42200 Deferred Compensation (401k)	879,630	273,400	251,500	21,900	152,000
42210 Deferred Compensation (457)	36,991	56,200	37,300	18,900	55,400
41300 Vision Care	99,318	98,800	97,500	1,300	99,900
41350 Disability	267,478	271,500	257,400	14,100	277,500
41400 Group Ins/Health	5,208,651	5,406,500	4,957,800	448,700	5,770,500
41450 Life Insurance	97,727	100,100	95,900	4,200	102,600
41500 Group Ins/Dental	431,303	448,200	428,500	19,700	437,700
41600 Retirement (PERS)	8,086,048	7,522,100	7,544,000	(21,900)	8,762,000
41610 Retirement (PARS)	84,263	86,100	67,700	18,400	43,500
41650 Medicare	425,191	499,800	459,400	40,400	511,200
41660 FICA	22,132	28,900	22,400	6,500	30,500
41700 Workers' Compensation	2,097,500	1,943,600	1,943,600	0	1,926,900
41800 Leave Accrual	550,935	1,120,700	1,120,700	0	1,138,500
41620 Retirement HRA	930	0	15,600	(15,600)	50,400
41900 Personnel Savings	0	(1,554,400)	0	(1,554,400)	(1,324,600)
Subtotal - Personnel	51,629,162	50,469,600	50,604,300	(134,700)	53,397,000
<b><u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	911,424	990,500	893,800	96,700	913,100
42130 Postage	85,594	89,800	81,000	8,800	83,500
42150 Communications	649,971	753,500	712,600	40,900	770,900
42200 Computer (Non-Capital)	42,140	7,400	7,400	0	8,700

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$68,286	\$90,600	\$77,500	\$13,100	\$75,300
42235 Furnishings (Non-Capital)	7,141	5,900	5,600	300	14,000
42300 Copiers	127,748	148,700	146,900	1,800	148,700
42310 Rentals	16,378	22,800	22,300	500	22,500
42410 Uniform/Clothing Supply	256,416	274,500	251,000	23,500	346,100
42420 Special Departmental Expense	94,753	146,400	129,700	16,700	121,900
42440 Memberships & Dues	97,639	111,200	108,100	3,100	112,200
42450 Subscriptions & Books	18,252	23,300	19,900	3,400	18,900
42460 Advertising	26,141	59,000	29,300	29,700	34,800
42500 Fuel and Lubricants	565,872	577,200	630,000	(52,800)	646,600
42510 Tires	39,840	40,000	50,000	(10,000)	50,000
42550 Small Tools/Equipment	10,120	10,500	10,500	0	10,500
42560 Operating Supplies	672,706	1,111,000	851,300	259,700	829,800
42720 Travel, Conferences, Meetings	30,160	76,900	45,100	31,800	82,600
42730 Training	38,478	155,000	96,000	59,000	102,400
42760 P.O.S.T. Training	65,367	77,700	77,700	0	85,000
42770 Recruitment	14,478	39,400	37,000	2,400	40,900
42780 Investigations	2,961	3,500	2,000	1,500	8,500
42790 Mileage	87,205	91,300	89,300	2,000	96,800
42545 Trip Reduction Program	121	0	0	0	0
Subtotal - Supplies/Materials	3,929,191	4,906,100	4,374,000	532,100	4,623,700
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	1,169,148	1,237,300	983,400	253,900	976,100
44015 County Property Tax Collection Fee	293,647	293,600	293,600	0	264,700

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>CURRENT EXPENSES - SERVICES (CONT'D)</u></b>					
44210 Animal Regulation	\$244,966	\$250,100	\$250,100	\$0	\$240,800
44310 Maintenance of Equipment	992,815	1,044,700	1,025,100	19,600	995,000
44450 Landscape Maintenance Contract	1,187,069	1,221,800	1,096,800	125,000	962,100
44460 Tumbleweed Abatement	450	1,000	0	1,000	2,000
44490 Other Contract Services	1,002,644	1,099,900	1,020,500	79,400	1,169,700
44590 Insurance Charges	892,500	882,400	882,400	0	748,700
44355 Vehicle Maintenance Reimbursement	(987,800)	(980,100)	(980,100)	0	(965,400)
Subtotal - Services	<u>4,795,439</u>	<u>5,050,700</u>	<u>4,571,800</u>	<u>478,900</u>	<u>4,393,700</u>
Subtotal - Current Expenses	8,724,630	9,956,800	8,945,800	1,011,000	9,017,400
<b><u>CAPITAL OUTLAY</u></b>					
47030 Vehicles	0	6,000	5,900	100	26,400
47050 Maintenance Contracts	0	106,100	0	0	0
47020 Furnishings and Equip (Capital)	0	34,500	34,500	0	32,600
47028 Computers (Capital)	0	0	0	0	12,800
Subtotal - Capital Outlay	<u>0</u>	<u>146,600</u>	<u>40,400</u>	<u>100</u>	<u>71,800</u>
<b><u>TRANSFERS TO OTHER FUNDS</u></b>					
49286 Police Special Problems Section	706,995	778,700	766,100	12,600	0
49297 Retiree Medical Benefits	192,500	831,900	831,900	0	1,114,700
49300 Landscape Zones Augmentation	1,166,000	1,236,300	1,236,300	0	245,400
49500 Transfer to Debt Service	617,000	0	0	0	183,100

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>TRANSFERS TO OTHER FUNDS (CONT'D)</u></b>					
49600 Streets And Roads Program	\$0	\$245,000	\$0	\$245,000	\$43,000
49648 Computer Equipment Replacement	584,300	584,300	584,300	0	590,800
49649 Geographic Information Systems	12,100	0	0	0	110,600
49651 Vehicle Replacement Reserve:	654,300	578,500	578,500	0	333,600
49656 Financial Information Systems	120,000	0	0	0	178,100
49750 Transit	2,398,738	3,007,600	2,948,200	59,400	2,900,800
Subtotal Transfers to Other Funds	6,451,933	7,262,300	6,945,300	317,000	5,700,100
Total Expend. Net of Reimbursements	66,805,725	67,835,300	66,535,800	1,193,400	68,186,300
<b><u>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</u></b>					
45200 CDA Administration Fund	1,242,400	1,183,600	1,183,600	0	1,213,900
45201 CDA Housing Fund	839,000	1,051,300	1,051,300	0	842,700
45202 Local Housing Fund	96,000	130,600	130,600	0	0
45270 Lighting Maintenance District Fund	482,100	453,200	453,200	0	439,800
45290 CDBG Fund	111,923	60,500	60,500	0	60,500
45300 Landscape District No. 1	105,268	118,700	118,700	0	84,800
45651 Vehicle Replacement Fund (Surplus)	1,070,003	557,600	557,600	0	0
45700 Sanitation Fund	2,506,600	2,733,200	2,733,200	0	2,559,400
45750 Transit Fund	1,230,200	1,200,300	1,200,300	0	1,111,800

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><i><u>REIMBURSED EXPENDITURES &amp; TRANSFERS IN (CONT'D)</u></i></b>					
45760 Waterworks District No. 8 Fund	\$2,007,500	\$2,131,700	\$2,131,700	\$0	\$2,043,000
45803 Liability Insurance Fund	266,500	220,000	220,000	0	195,900
45805 Workers' Compensation Fund	2,767,400	756,900	756,900	0	2,451,500
Subtotal Reimbursed Expenses	<u>12,724,894</u>	<u>10,597,600</u>	<u>10,597,600</u>	<u>0</u>	<u>11,003,300</u>
 Total General Fund Expenditures	 <u><u>\$54,080,831</u></u>	 <u><u>\$57,237,700</u></u>	 <u><u>\$55,938,200</u></u>	 <u><u>\$1,193,400</u></u>	 <u><u>\$57,183,000</u></u>



## 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, the Simi Valley Lighting Maintenance District, and the 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 2010-11 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session, including local government revenues and

redevelopment reform; participation in several local and regional committees covering such issues as library services, water quality and supply, economic growth, transportation systems, and regional governance; continued implementation of the American Reinvestment and Recovery Act; the advancement of various sustainability efforts; and the coordination of location filming permits and special events 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 2011-12, the City Manager's Office will continue to oversee actions resulting from the City's participation in such sustainability programs as the California Green Community Challenge and the Southern California Edison Energy Leader Partnership. Other activities will include the coordination of capital projects, media 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, employee training, and workforce diversity programs. Human Resources also manages all 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 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 2010-11 Goals and Achievements**

- Goal: Process all health insurance billings and generate payment by the 15<sup>th</sup> of the month. **Achievement: Completed all insurance billing reconciliations and payment generations by the 10<sup>th</sup> 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 2010. **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 2011. **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: Implement the provisions of the Memorandum of Agreement with the Service Employees International Union (SEIU). **Achievement: Staff completed negotiations and implemented the provisions of the contract.**
- Goal: Provide support for the negotiations process with the Police Officers' Association (POA) during Fall 2010. **Achievement: Informal negotiations were completed extending the Police Officers' Association contract.**
- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: Coordinated lunchtime brown bag workshops for employees regarding Medicare benefits and Weight Management.**
- Goal: Complete retiree medical actuarial studies in compliance with GASB 45. **Achievement: Completed six actuarial studies for retiree medical plans in April 2011.**
- Goal: Complete a Request for Proposals for the City's benefits/consulting services. **Achievement: Completed Request for Proposals for the City's benefits/consulting services in February 2011.**

### **Other Accomplishments**

- Initiated 30 recruitments, processed 1,699 employment applications, conducted 20 oral appraisal boards, proctored physical agility testing to 61 candidates, and provided employment orientations to 20 new employees.
- Coordinated flu shots for 150 employees.
- Provided employee benefits information and safety articles to employees in conjunction with the City's monthly Employee Newsletter.
- Coordinated 13 Americans with Disabilities Act interactive processes with City employees.
- Implemented the enrollment in the Employment Eligibility Verification Program ("E-Verify") for City employees and conducted employment verification on 28 new employees.
- Conducted an internal I-9 audit of all employees' right to work in the United States.
- Implemented a contract for administration of a retirement health savings plan for new hires.
- Implemented health care reform requirements.
- Completed the actuarial review of the Liability and Workers' Compensation programs.
- Conducted fund reviews for the 457 and 401(k) Deferred Compensation Plans with the deferred compensation committee.
- Tested the emergency response alarm systems at City facilities.
- Conducted annual fire drills at City Hall, Development Services Building (DSB), Transit, Sanitation, Public Services Center, and Senior Center facilities.
- Completed safety programs for Sanitation Plant employees.
- Coordinated California Highway Patrol driver safety training for Public Works Department employees in possession of commercial drivers' licenses.
- Conducted drug and alcohol training for all employees in possession of commercial drivers' licenses.
- Conducted six investigations in response to complaints of potential violations of personnel policies.
- Updated the Workers' Compensation Fact Sheets.
- Completed a property appraisal of the Sanitation Plant.
- Distributed 457 Deferred Compensation Plan documents to all participants.
- Completed a Request for Proposals for the City's 457 Deferred Compensation Plan administrative services.
- Provided 457 and 401(k) Deferred Compensation Plans training to City employees.
- Negotiated a settlement with the City's insurer to cover a claim of significant property loss.
- Completed five ergonomic reviews of employee workstations.
- Together with providers from the City's Employee Assistance Program, assisted several employees to find solutions for

workplace and personal concerns as well as facilitated solutions for more complete issues affecting ten City employees.

- Coordinated the Emergency Annual Leave Donation Program on behalf of four employees.
- Implemented modifications to the Management-designated employee compensation package.
- Processed seven retirement incentives.
- Processed three disability retirements.

#### **FY 2011-12 Goals**

- Process all health insurance billings and generate payment by the 15<sup>th</sup> 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 2011.
- Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2012.
- Work with the Safety Advisory Committee on safety programs.
- Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions.
- Provide employee relations support and policy clarification to City staff as needed.

- Provide employee benefits information and safety articles to employees in conjunction with the City's monthly Employee Newsletter.
- Conduct a lunchtime training session regarding Social Security benefits.
- Complete the Management Employee Manual.
- Conduct Supervisory/Management training.
- Develop a citywide succession management plan to address possible management, supervisory, and leadership issues in anticipation of the loss of organizational knowledge due to future retirements and resignations.

#### **CITY CLERK**

#### **FY 2010-11 Goals and Achievements**

- 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 of City Council meetings and made City Council agendas, staff reports, and minutes available on-line.**
- Goal: Maintain the Simi Valley Municipal Code and process amendments as adopted. **Achievement: Processed two Municipal Code supplements and worked with the Code publisher to ensure timely and accurate updates of the Code through the City's website.**
- Goal: Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings. **Achievement: Prepared**

and distributed 26 City Council/Special District agenda packets with a total of approximately 280 agenda items.

- Goal: Attend City Council, Special District, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date. **Achievement: Prepared approximately 289 pages of minutes and completed follow-up for 19 ordinances, 57 resolutions, and 95 contracts/agreements within two weeks of the meeting date 85% of the time.**
- Goal: Coordinate the filing of Campaign Finance Disclosure Statements. **Achievement: Coordinated filing of Campaign Finance Disclosure statements for all incumbent municipal elected officials and all candidates for the 2010 General Municipal Election.**
- Goal: Coordinate the filing of Conflict of Interest Statements to the Fair Political Practices Commission. **Achievement: Filed all Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants by the April 1, 2011 deadline.**
- Goal: Prepare and update the Maddy Act list and list of City Council appointed Boards, Commissions, and Committees. **Achievement: Updated the Maddy Act list and list of City Council appointed Boards, Commissions, and Committees.**
- Goal: Continue to coordinate implementation of the Citywide Records Management Program and records destruction activities. **Achievement: Coordinated a citywide records destruction event.**
- Goal: Process Public Records Act requests, passport requests, complaints, and subpoenas. **Achievement: Processed 10**

subpoenas, 48 claims, 5 complaints, and 22 bankruptcies in accordance with Code requirements.

- Goal: Coordinate the Passport Application Program. **Achievement: Processed 261 passport applications and responded to 980 passport information requests.**
- Goal: Coordinate all activities associated with the November 2010 General Municipal Election. **Achievement: Coordinated all activities associated with the November 2010 General Municipal Election, including hosting a Candidate Orientation, processing semi-annual financial statements pursuant to the Political Reform Act, and coordinating use of the City Council Chambers for Candidate Forums.**

#### Other Accomplishments

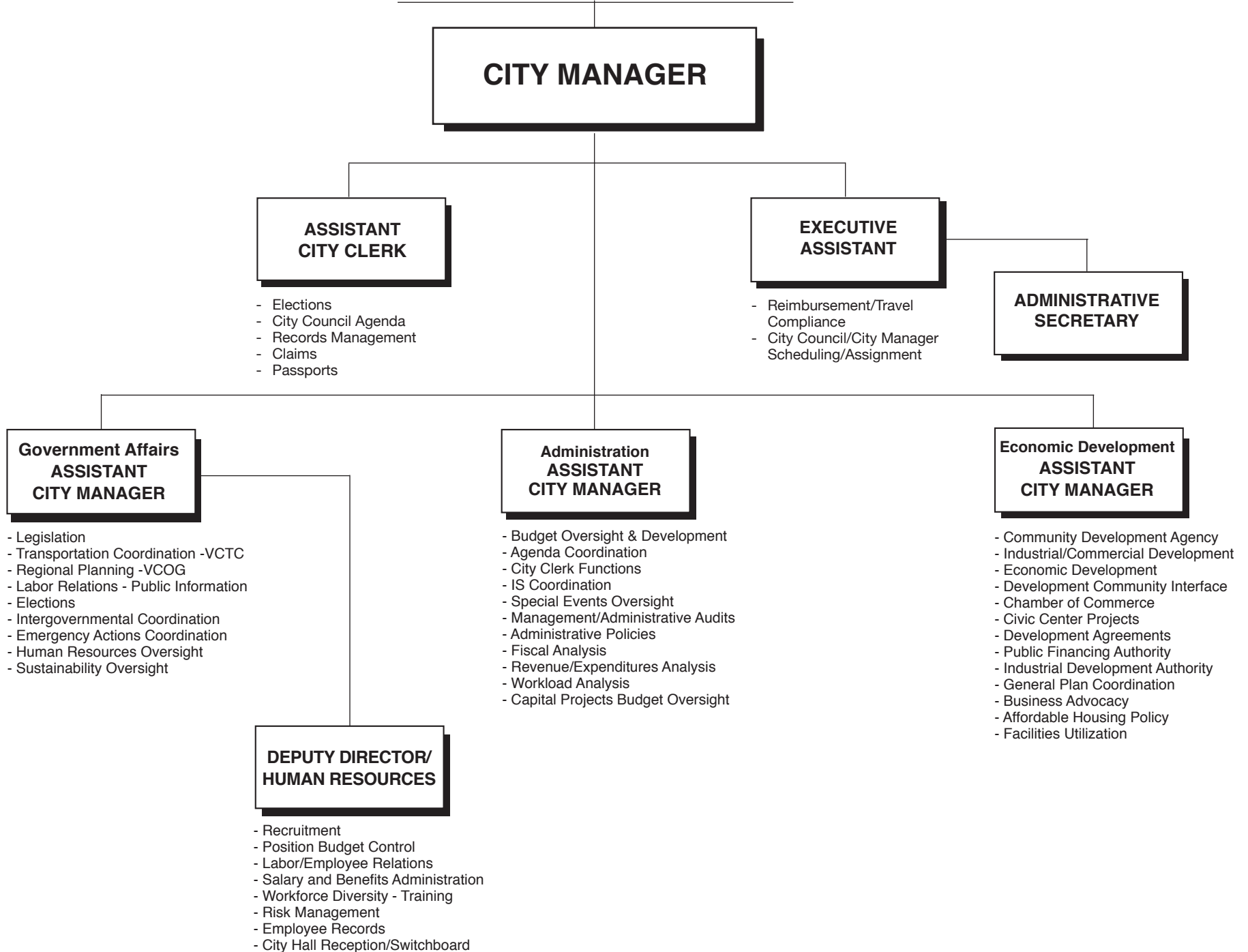
- Posted all agendas and documents in compliance with the Brown Act.
- Maintained audio, television, and recording equipment located in the City Council Chambers.
- Implemented procedures to address a tie vote in a General Municipal Election.
- Indexed over 475 records for a total of approximately 32,600 records since inception of the City's Records Management Program.

#### FY 2011-12 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 Candidate's Notebook and all documents relative to the upcoming November 2012 General Municipal Election.
- 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, complaints, claims, bankruptcies, and subpoenas.
- Coordinate the Passport Application Program.

# SIMI VALLEY CITY COUNCIL



**CITY ADMINISTRATION**

	<b>ACTUAL <u>2009-10</u></b>	<b>FINAL BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>VARIANCE <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$1,677,091	\$1,537,600	\$1,513,200	\$24,400	\$1,704,900
41020 Temporary Salaries	57,706	77,700	76,900	800	71,000
41030 Boards & Commissions	630	107,800	102,300	5,500	102,000
41040 Overtime	294	3,500	1,500	2,000	1,500
41200 Deferred Compensation - 401k	84,920	20,800	18,600	2,200	22,600
41210 Deferred Compensation - 457	1,835	2,000	1,900	100	1,900
41300 Vision Care	5,234	5,100	5,100	0	5,500
41350 Disability	15,756	16,700	14,400	2,300	17,600
41400 Group Ins/Health	298,473	305,300	280,100	25,200	342,700
41450 Life Insurance	6,638	6,700	6,200	500	7,300
41500 Group Ins/Dental	16,240	17,600	15,400	2,200	16,900
41600 Retirement/PERS	350,218	328,400	317,000	11,400	405,700
41610 Retirement/PARS	37,253	38,800	26,300	12,500	15,100
41650 Medicare	24,293	24,700	25,700	(1,000)	27,300
41660 FICA	3,403	3,500	3,000	500	5,100
41700 Workers' Compensation	42,900	45,900	45,900	0	49,300
41620 Retirement/HRA	0	0	2,400	(2,400)	2,400
41900 Personnel Savings	0	(29,800)	0	(29,800)	0
Subtotal - Personnel	<u>2,622,884</u>	<u>2,512,300</u>	<u>2,455,900</u>	<u>56,400</u>	<u>2,798,800</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	12,539	12,100	11,500	600	11,500
42420 Special Departmental Expense	10,450	45,500	28,800	16,700	21,000
42440 Memberships & Dues	1,097	2,000	2,000	0	2,200



**CITY ADMINISTRATION (CONT'D)**

	<b>ACTUAL 2009-10</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42450 Subscriptions & Books	\$714	\$900	\$900	\$0	\$900
42460 Advertising	21,207	24,700	24,200	500	30,000
42720 Travel, Conferences, Meetings	7,040	23,300	8,100	15,200	22,200
42730 Training	18,456	42,800	22,900	19,900	20,100
42790 Mileage	34,866	34,900	32,500	2,400	35,300
Subtotal - Supplies/Materials	<u>106,369</u>	<u>186,200</u>	<u>130,900</u>	<u>55,300</u>	<u>143,200</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	142,735	134,100	95,700	38,400	110,900
44310 Maintenance of Equipment	504	500	500	0	500
Subtotal - Services	<u>143,239</u>	<u>134,600</u>	<u>96,200</u>	<u>38,400</u>	<u>111,400</u>
Subtotal Current Expenses	249,608	320,800	227,100	93,700	254,600
Total	<u><u>\$2,872,492</u></u>	<u><u>\$2,833,100</u></u>	<u><u>\$2,683,000</u></u>	<u><u>\$150,100</u></u>	<u><u>\$3,053,400</u></u>

**CITY ADMINISTRATION  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
<b><u>City Manager:</u></b>			
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
Administrative Officer	0.0	0.0	1.0
Senior Management Analyst	0.0	0.0	1.0
SUBTOTAL	5.0	5.0	7.0
<b><u>Human Resources:</u></b>			
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	0.0	0.0
Human Resources Analyst	1.0	1.0	1.0
Senior Human Resources Technician	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	10.0	9.0	9.0

**CITY ADMINISTRATION  
AUTHORIZED POSITIONS (CONT'D)**

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b>City Clerk Services:</b>			
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
<b>SUBTOTAL</b>	4.0	4.0	4.0
<b>TOTAL - REGULAR POSITIONS</b>	19.0	18.0	20.0
<b><u>TEMPORARY POSITIONS: (Note 1)</u></b>			
<b>Human Resources:</b>			
Work Experience/Clerical	1.0	1.0	1.0
<b>TOTAL - TEMPORARY POSITIONS</b>	1.0	1.0	1.0
<b>TOTAL - CITY ADMINISTRATION POSITIONS</b>	20.0	19.0	21.0

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

## 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 2010-11 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 400 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 approximately 198 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 joint ordinance which implemented a pilot E-Verify program for certain public works contracts. Staff**

**also assisted departments in developing and revising several other ordinances and resolutions.**

- Goal: Provide operational departments 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 the State and Federal courts decide cases impacting the City.**
- Goal: 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 committee meetings.**
- Goal: Provide defense of 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 five new lawsuits. City Attorney's Office staff is currently litigating two cases. Six other 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 2011.**
- 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 six code enforcement violations and 87 additional violations resulting from Police Department citations. The City was represented in seven criminal cases that went to trial. The Police Department was also represented in five Pitchess Motions.**

- Goal: 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. **Achievement: A total of 46 claims were filed, of which 28 were denied. Of the remaining cases, 15 were settled and 3 are currently being reviewed for final determination.**
- 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 15 claims and 10 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 regularly 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**

- Conducted in-service trainings regarding the Public Records Act and maintaining accurate Administrative Records.

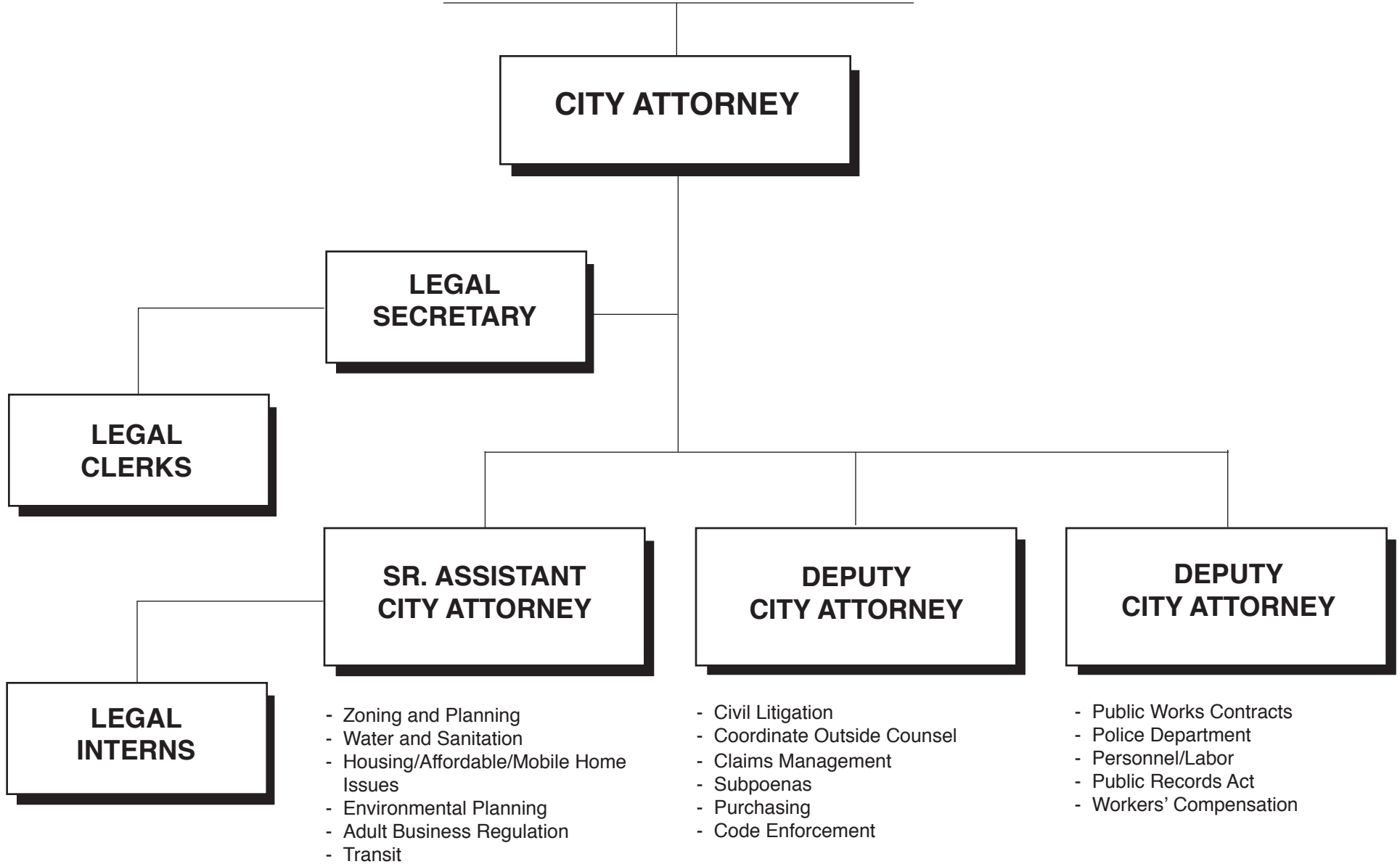
- Conducted roll call training for each Police Department shift regarding *Green v. Camretta*.
- Provided prosecuting training to Code Enforcement Division staff.

**FY 2011-12 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 departments with current legislative information and court decisions that may have a direct impact on the interpretation of law.
- Provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works contracting, 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.

# SIMI VALLEY CITY COUNCIL



## CITY ATTORNEY

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$646,255	\$659,300	\$636,100	\$23,200	\$677,200
41020 Temporary Salaries	8,375	18,900	10,100	8,800	0
41040 Overtime	0	100	0	100	100
41200 Deferred Compensation - 401k	23,986	5,300	5,100	200	5,300
41210 Deferred Compensation - 457	391	400	400	0	400
41300 Vision Care	1,202	1,700	1,400	300	1,400
41350 Disability	6,976	7,400	7,200	200	7,100
41400 Group Ins/Health	58,122	63,700	56,100	7,600	62,100
41450 Life Insurance	1,434	2,000	1,600	400	1,800
41500 Group Ins/Dental	4,275	5,800	4,600	1,200	4,300
41600 Retirement/PERS	136,672	133,500	129,500	4,000	153,100
41610 Retirement/PARS	10,965	11,100	8,900	2,200	6,500
41650 Medicare	7,535	9,800	7,300	2,500	9,500
41660 FICA	489	1,200	600	600	0
41700 Workers' Compensation	16,200	17,600	17,600	0	17,900
41620 Retirement HRA	0	0	1,900	(1,900)	2,400
Subtotal - Personnel	<u>922,877</u>	<u>937,800</u>	<u>888,400</u>	<u>49,400</u>	<u>949,100</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	2,277	2,700	2,300	400	2,300
42440 Memberships & Dues	1,970	2,100	2,000	100	2,100
42450 Subscriptions & Books	10,707	9,300	7,700	1,600	8,400
42720 Travel, Conferences, Meetings	2,809	2,800	2,900	(100)	2,100
42730 Training	1,380	3,600	3,500	100	4,700
42790 Mileage	7,308	8,600	9,100	(500)	9,100
Subtotal - Supplies/Materials	<u>\$26,451</u>	<u>\$29,100</u>	<u>\$27,500</u>	<u>\$1,600</u>	<u>\$28,700</u>



**CITY ATTORNEY (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SERVICES</u></b>					
<b>44010 Professional/Special Services</b>	<b>\$12,679</b>	<b>\$16,500</b>	<b>\$16,400</b>	<b>\$100</b>	<b>\$17,300</b>
<b>Subtotal - Services</b>	<b>12,679</b>	<b>16,500</b>	<b>16,400</b>	<b>100</b>	<b>17,300</b>
<b>Subtotal Current Expenses</b>	<b>39,130</b>	<b>45,600</b>	<b>43,900</b>	<b>1,700</b>	<b>46,000</b>
<b>Total</b>	<b>\$962,007</b>	<b>\$983,400</b>	<b>\$932,300</b>	<b>\$51,100</b>	<b>\$995,100</b>

**CITY ATTORNEY  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	1.0
Assistant City Attorney	1.0	0.0	0.0
Deputy City Attorney	1.0	2.0	2.0
Legal Secretary	1.0	1.0	1.0
SUBTOTAL	5.0	5.0	5.0
<b><u>PART-TIME POSITIONS: (Note 1)</u></b>			
Legal Clerk	1.0	1.0	1.0
SUBTOTAL	1.0	1.0	1.0
<b>TOTAL - CITY ATTORNEY POSITIONS</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

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

## 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 for 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 2010-11 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 189,675 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 425 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 44 special event applications and 49 location filming requests.
- Processed 115 permit applications and 1,861 parking citation billings for the Police Department.
- Processed 2,771 new applications for water service and 2,815 requests to terminate water service for Waterworks District No. 8 within two days of receipt of a request.
- Processed 435 water service orders for Waterworks District No. 8.
- Developed and implemented the 2010 Business Tax Compliance Program identifying 3,000 new businesses and generating \$285,000 in new General Fund revenues.
- Coordinated the Parking Citation Administrative Remedies Program that allowed 15 low-income persons who are homeless or at-risk of homelessness to provide community service in lieu of payment of 92 parking citation fines, generating 750 hours of community service for local community groups.

- Assisted customers with questions regarding the Waterworks District No. 8's new online bill payment program and three-tiered billing rate program.
- Processed accounts receivable invoices on a monthly basis and provided follow-up collection of unpaid invoices.

### **FY 2011-12 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, business tax and misc. accounts receivable payments within two workdays of receipt of payment.
- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.
- Prepare and complete Public Water System Statistics Report for calendar year 2010.

### **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 and providing compliance oversight for Federal Transportation Administration and Police Department grants. In addition, the Division coordinates Citywide drawdowns for Federal ARRA Stimulus grant reimbursements.

### **FY 2010-11 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, on a bi-weekly basis.**
- 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, 2010. **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, 2010. **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, 2010. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**
- Goal: Process and complete the CDA Annual Report by December 31, 2010. **Achievement: Completed the CDA Annual Report by the scheduled deadline.**
- Goal: Coordinate the ongoing trust fund cleanup project with all City departments and publish a list of unclaimed property by April 30, 2011. **Achievement: Coordinated the trust fund cleanup with City departments and published the list of unclaimed funds prior to June 30, 2011.**

#### Other Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement award for Excellence in Financial Reporting for the FY 2009-10 Comprehensive Annual Financial Report.
- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a, and the Proposition 1B Fund.
- Computed the Community Development Agency loan repayment to the General Fund and Lighting Maintenance District.
- Published the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804.
- Coordinated an independent audit of Gas Tax Street Improvement and Traffic Congestion Relief Funds.

#### FY 2011-12 Goals

- Process all City accounts payable checks within the City's "net 30" policy, on a bi-weekly basis.
- Process bi-weekly payroll for all City employees on a timely basis.
- Process month-end closing transactions on a monthly basis.
- Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2011.
- Prepare and complete the State Controller's Reports by October 20, 2011.
- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2011.
- Prepare and complete the CDA Annual Report by December 31, 2011.
- Publish the City's summarized financial data in compliance with California Government Code Sections 40804 - 40805.
- Coordinate the ongoing trust fund cleanup project with all City departments; publish a list of unclaimed funds by May 1, 2012.

#### 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 2010-11 Goals and Achievements

- Goal: Migrate office productivity, e-mail, and file services to Microsoft 2010 technologies. **Achievement: Engineered and installed the infrastructure hardware to facilitate the migration to Microsoft for file, print, email and office automation tools. Plans for the migration are in the final stages and the changes will take place in mid-2011.**
- Goal: Implement Employee Self-Service for payroll and time keeping to enable automation of processes and to create efficiencies. **Achievement: This project has been put on hold until the strategic direction of the City's enterprise systems has been finalized.**
- Goal: Create a Request For Proposals (RFP) and select a vendor to assist with upgrades and replacement options for Enterprise Resource and Planning system software. **Achievement: Gathered the requirements for enhancements of the Enterprise Resource and Planning system from most City departments in order to complete development of the RFP in the summer of 2011.**
- Goal: Complete implementation of the new Blade Center to consolidate at least 10 additional servers onto the Blade Center to reduce future capital and maintenance costs. **Achievement:**

**Consolidated 15 additional servers at a savings of \$45,000 in hardware maintenance and replacement costs.**

- Goal: 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. **Achievement: Engineered and procured new switching gear at a savings of over \$130,000. Installation will occur during the summer of 2011.**
- Goal: Implement a high-speed network connection between the Cultural Arts Center and City Hall to increase network speed and reliability. **Achievement: Installed a high-speed data line that provides 100 times the capacity of the prior connection.**
- Goal: Replace 140 desktop computers scheduled for replacement. **Achievement: Deferred purchase of additional computers until spring 2011, thereby reducing the number of desktop units purchased by 30 at a savings to the City of more than \$40,000.**
- Goal: Assist with technology issues associated with the proposed Transit Maintenance Facility Expansion Project. **Achievement: Provided project management and technical resources for the Transit Maintenance Facility Expansion Project.**

### Other Accomplishments

- Contracted with a new Internet service provider with increased redundancy, capacity, and features while saving the City more than \$36,000 over the three-year contract.
- Assisted the Police Department in analyzing, pricing, and prioritizing technology projects. The list of projects was

presented to the E-Government Committee for review and budget recommendations.

### **FY 2011-12 Goals**

- Replace or upgrade 20-year-old Uninterruptible Power Systems at City Hall, Public Works, Waterworks and the Transit maintenance facilities by October 2011.
- Assist with implementation of Police Department technology projects.
- Assist with implementation of new Heating, Ventilating, and Air Conditioning systems at City Hall.
- Select and implement new permitting software by December 2011.
- Implement green energy recommendations as outlined in a Southern California Edison grant by Fall 2011.
- Develop and update business continuity and disaster recovery plan for the City's critical systems.

### **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, and manage the Financial Information System (FIS) Materials Management Module.

### **FY 2010-11 Goals and Achievements**

- Goal: Complete an upgrade to the City's two-way radio system interoperability by December 2010. **Achievement: Completed the Phase I upgrade in June 2011.**
- Goal: Provide office furnishings, telecommunications services, office equipment, and radio communication services for the Transit Maintenance Facility Expansion Project by March 2011. **Achievement: Completed phases I and II in April 2011.**
- Goal: Award a new contract for City office supplies by February 2011. **Achievement: Awarded a contract in January 2011.**
- Goal: Complete the Climate Friendly Purchasing Chapter of the City's Green Community Action Plan by August 2010. **Achievement: Completed the chapter in July 2010.**

### **Other Accomplishments**

- Designed three banner options for the City's Armed Forces Banner Program.
- Designed and produced flyers, ads, signs, banners, posters, Green Star posters, and event guide for the Living Green Expo held in October 2010. Designed and provided art for T-shirts and give-away bags.
- Designed and produced print materials for programs to assist small businesses in Simi Valley including the Small Business Forum and an instructional guide titled "How to Open a Small Business in Simi Valley".

- Implemented variable data printing to assist Departments by producing mailings in-house.
- Completed upgrades to City's two-way radio system including installation of system software updates and replacement of microwave system signal control equipment.

### FY 2011-12 Goals

- Complete and adopt an Environmentally Preferred Purchasing Policy by July 2011.
- Award a contract for maintenance of City's telephone system by September 2011.
- Complete software upgrade to the City's telephone system by December 2011.
- Complete the Phase II upgrade to the City's two-way radio system interoperability by December 2011 to meet Federal requirements.
- Award a contract for replacement copiers by June 2012.

### 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; and State-mandated Cost Recovery (SB 90) claims.

### FY 2010-11 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: Achieved a weighted average rate of return through April 2011 of 1412%, versus 0.58% for the Local Agency Investment Fund and 0.42% 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 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: Prepared and submitted the annual update to the Statement of Investment Policy 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 preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2011.  
**Achievement: Completed and submitted State-Mandated Cost Recovery (SB 90) claims in January 2011.**

#### 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 2010-11.
- Assisted with the e-payables implementation for commercial vendor payments through Commerce Bank.
- Coordinated the review and update of the Schedule of Service Charges based on then current personnel hourly billing rates, material and rental costs, equipment usage costs, and indirect costs rates pending determination and finalization of the impact of California Proposition 26.

#### FY 2011-12 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 the 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 2012.
- Coordinate the review and update of the Schedule of Service Charges (SSC).

## 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 2010-11 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 ongoing educational training mandated by the California Insurance Code for all Workers' Compensation staff. **Achievement: Continued ongoing training to stay in compliance with the California Insurance Code and the changes that have occurred during the year.**

### Other Accomplishments

- Processed 57 new Workers' Compensation claims.

- Closed 63 Workers' Compensation claims.
- Completed the new Center for Medicare Services (CMS) electronic process for reporting on behalf of the injured Medicare beneficiaries that have filed workers' compensation claims as mandated by Federal law.
- Hosted Two Workers' Compensation Training seminars.
- Established a procedure to send medical reports from other medical facilities to the City's workers' compensation industrial clinics using e-mail. This assists the doctors if the injured worker files another claim.
- Completed a mandatory Utilization Review Audit required by the State of California and obtained a 98.6% compliance rating.

### FY 2011-12 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 ongoing educational training mandated by the California Insurance Code 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 2010-11 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: Assisted the City Manager's Office in completing the annual budget, capital improvement program, and Gann Limit calculation in June 2011.**
- Goal: Complete 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. **Achievement: The First Quarter and Mid-Year Financial Reports were approved by the City Council on November 22, 2010 and February 28, 2011, respectively.**
- Goal: Update the Cost Allocation Plan for the FY 2011-12 budget process by March 2011. **Achievement: Updated the Cost Allocation Plan in November 2010.**

- Coordinate technology enhancements and training with City Departments. **Achievement: Coordinated implementation of online billpay for Business Tax renewals, implemented an e-payable program for City vendors, introduced a mobile version of the City's website, and implemented the City's social media presence.**
- Goal: Provide ongoing Financial Information System training in Financial Reporting. **Achievement: Provided one-on-one training throughout the fiscal year.**

### Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2010-11 Annual Budget.
- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2010-11 Capital Improvement Program.
- Provided management oversight for Financial Information System enhancements.
- Coordinated the City's Blood Drive and assisted with the City's United Way Campaign.

### FY 2011-12 Goals

- Prepare and submit for City Council action the FY 2012-13 budget, Capital Improvement Program, and Gann Limit calculation by June 2012.

- Submit the First Quarter and Mid-Year Financial Reports for FY 2011-12 to the City Council in November 2011 and February 2012, respectively.
- Update the Cost Allocation Plan for the FY 2012-13 budget process by November 2011.
- Provide ongoing Financial Information System training.
- Coordinate technology enhancements and training with City Departments.

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER

### ADMINISTRATIVE SERVICES Director

#### BUDGET OFFICER

- Budget Development
- Budgetary Control System
- Capital Improvement Program
- Appropriations Limit Administration
- Cost Allocation Plan

- Administrative Support
- Travel Management
- Special Programs

#### ADMINISTRATIVE SECRETARY

#### TREASURY OFFICER

- Investments and Cash Management
- Banking Services
- Debt Administration
- Project Financing
- Schedule of Service Charges
- State-Mandated Cost Recovery

- Accounts Receivable
- Utility Billing
- Business Tax Renewals
- Transient Occupancy Tax
- Parking Citations
- Special Events & Filming Applications
- Cashiering

#### CUSTOMER SERVICES MANAGER

#### DEPUTY DIRECTOR/ FISCAL SERVICES

- Accounts Payable
- Financial Reporting
- Grant Accounting
- Fixed Asset Recordation
- Payroll Processing
- CAFR/State Controller Reports
- Year-End Annual Audit

#### DEPUTY DIRECTOR/ INFORMATION SERVICES

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

#### DEPUTY DIRECTOR/ SUPPORT SERVICES

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

#### WORKERS' COMPENSATION MANAGER

- Benefits Administration
- Review & Processing of Claims & Litigation
- Return-to-Work Programs
- Establishment of Workers' Compensation Claim Reserves

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,748,110	\$2,762,100	\$2,580,000	\$182,100	\$2,903,400
41020 Temporary Salaries	0	0	0	0	0
41040 Overtime	2,097	1,700	2,100	(400)	2,300
41050 Outside Assistance	16,658	30,000	32,000	(2,000)	34,800
41200 Deferred Compensation - 401k	122,471	27,700	22,000	5,700	24,700
41210 Deferred Compensation - 457	1,577	2,800	1,400	1,400	2,800
41300 Vision Care	7,794	7,700	7,400	300	8,000
41350 Disability	27,919	28,100	25,400	2,700	28,800
41400 Group Ins/Health	393,316	411,000	384,200	26,800	493,100
41450 Life Insurance	8,574	8,700	8,200	500	9,200
41500 Group Ins/Dental	27,647	28,700	27,100	1,600	29,700
41600 Retirement/PERS	578,571	545,400	514,700	30,700	642,200
41610 Retirement/PARS	9,107	9,100	9,100	0	6,200
41650 Medicare	35,997	36,200	37,000	(800)	42,200
41700 Workers' Compensation	65,400	68,500	68,500	0	76,300
41620 Retirement HRA	0	0	0	0	0
41900 Personnel Savings	0	(53,200)	0	(53,200)	(53,200)
Subtotal - Personnel	<b>\$4,045,238</b>	<b>\$3,914,500</b>	<b>\$3,719,100</b>	<b>\$195,400</b>	<b>\$4,250,500</b>

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42200 Computers (Non-Capital)	\$11,243	\$0	\$0	\$0	\$0
42230 Office Supplies	5,582	9,200	5,200	4,000	8,600
42440 Memberships & Dues	2,520	2,400	2,500	(100)	3,200
42450 Subscriptions & Books	1,205	1,800	1,500	300	1,600
42460 Advertising	286	1,300	300	1,000	300
42560 Operating Supplies	7,663	17,000	10,100	6,900	5,000
42720 Travel, Conferences, Meetings	1,946	1,700	1,000	700	3,900
42730 Training	753	79,600	41,500	38,100	35,700
42790 Mileage	7,972	9,300	9,400	(100)	9,300
Subtotal - Supplies/Materials	<u>39,170</u>	<u>122,300</u>	<u>71,500</u>	<u>50,800</u>	<u>67,600</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	134,721	166,300	159,100	7,200	168,800
44310 Maintenance of Equipment	484,763	553,100	552,600	500	555,000
Subtotal - Services	<u>619,484</u>	<u>719,400</u>	<u>711,700</u>	<u>7,700</u>	<u>723,800</u>
Subtotal Current Expenses	658,654	841,700	783,200	58,500	791,400
<b>TOTAL</b>	<b><u><u>\$4,703,892</u></u></b>	<b><u><u>\$4,756,200</u></u></b>	<b><u><u>\$4,502,300</u></u></b>	<b><u><u>\$253,900</u></u></b>	<b><u><u>\$5,041,900</u></u></b>

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
AUTHORIZED POSITIONS**

<u>REGULAR POSITIONS:</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>Administration:</u></b>			
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
<b><u>Customer Services: (Note 1)</u></b>			
<b><u>Fiscal Services:</u></b>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	0.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	1.0	2.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	5.0	5.0	5.0
SUBTOTAL	10.0	10.0	10.0
<b><u>Treasury Services:</u></b>			
Treasury Officer	1.0	1.0	1.0
SUBTOTAL	1.0	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 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>Information Services:</u></b>			
Deputy Director/Information Services	1.0	1.0	1.0
SAP Applications Support Analyst	0.0	1.0	0.0
Enterprise Systems Analyst	0.0	0.0	4.0
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	3.0
Information Services Analyst I	2.0	3.0	3.0
<b>SUBTOTAL</b>	12.0	14.0	15.0
<b><u>Support Services:</u></b>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	2.0	1.0
Communication Systems Coordinator	0.0	0.0	1.0
Graphics Media Coordinator	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
<b>SUBTOTAL</b>	8.0	8.0	8.0
<b>TOTAL REGULAR POSITIONS</b>	34.0	36.0	37.0

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

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>TEMPORARY/LIMITED TERM-POSITIONS:</u></b>			
<b><u>Information Services:</u></b>			
Information Services Analyst I	1.0	0.0	0.0
TOTAL - TEMP/LIMITED-TERM POSITIONS	1.0	0.0	0.0
TOTAL - ADMINISTRATIVE SERVICES POSITIONS	35.0	36.0	37.0

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

## 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 monitors the State's cable television

franchises in Simi Valley, coordinates Vector Control services with the County of Ventura, and administers the Animal Regulation ordinance and associated contracts.

### CODE ENFORCEMENT

#### FY 2010-11 Goals and Achievements

- Goal: Continue to respond to violations of the Municipal Code. **Achievement: Responded to over 1,432 violations of the Municipal Code, which resulted in \$10,584 in permits, civil fines, and court adjudicated fines from July 2010 through March 2011.**
- 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 three meetings and seven 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. **Achievement: Referred 58 potential life and safety cases to the Department of Environmental Services from July 2010 through March 2011.**
- Goal: Work with the City Attorney's Office and Police Department in processing violations of the Social Host Ordinance. **Achievement: Processed three violations of the Social Host Ordinance after notification from the Police Department.**

- Goal: Continue to respond to complaints of abandoned shopping carts and provide a status report to the City Council. **Achievement: Responded to 22 abandoned shopping cart complaints, and proactively identified 372 abandoned shopping carts that were removed from the public rights-of-way and on private property from July 2010 through March 2011.**
- Goal: Continue Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs. **Achievement: Abated 736 cases of trash accumulation, trash receptacles visible from the public rights-of-way, and open storage from private property; inspected 146 commercial, industrial, and residential properties; and inspected 322 parcels containing tumbleweeds, weeds, and debris from July 2010 through March 2011.**

#### Other Accomplishments

- Processed and forwarded seven Requests for Formal Complaint regarding violations of the Municipal Code to the City Attorney's Office from July 2010 through March 2011.
- Responded to 524 sign ordinance violations on private property from July 2010 through March 2011.
- Presented a staff report to the City Council regarding potential measures and options to assist local businesses impacted by the relocation of Farmers Insurance, resulting in a Municipal Code amendment and ordinance allowing a short-term increase to the number and duration of temporary signs.

#### FY 2011-12 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.
- Work with the City Attorney's Office and Police Department to identify and process 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 and also proactively identify abandoned shopping carts.
- Continue the Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs.

#### WASTE/FRANCHISE SERVICES

##### FY 2010-11 Goals and Achievements

- Goal: Continue administering the City's solid waste franchises, submit a report to the City Council on the performance of the franchisees, and renew the discard service rate in December 2010. **Achievement: Processed a rate adjustment and franchise performance review at a City Council public hearing in December 2010.**
- 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 72% waste diversion rate for calendar year 2009.**

- Goal: Continue administering the State cable television franchises of Time Warner and AT&T operating in Simi Valley. **Achievement: Monitored Time Warner and AT&T franchises.**
- 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 processed a Supplemental Agreement for leash law and licensing services.**

### FY 2011-12 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, submit a report to the City Council on the performance of the franchisees, and review the discard service rates by December 2011.
- Continue administering the State franchises of Time Warner and AT&T operating in Simi Valley, and oversee operation of the City's government access channel.
- 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, Brown Bag Program, 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 on evenings and weekends for specific classes, clubs and special events. The Senior Center also offers 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 once each month, arts and crafts fairs, pancake breakfasts, the Bingo Bonanza, a Wellness and Information Expo, and Community Games.

### FY 2010-11 Goals and Achievements

- Goal: 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. **Achievement: Continued to expand night and weekend offerings by partnering with Simi Valley Hospital, the Alzheimer Association, Greylaw, Senior Concerns, and others to offer presentations on various topics such as emergency preparedness, memory loss, wills and trusts,**

**conservatorships, and heart disease on the evenings and weekends for working seniors.**

- Goal: 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. **Achievement: Acquired Zoomtext software, a specialized keyboard and large screen program that was installed in the Senior Technology Lab.**
- Goal: Partner with Senior Concerns to offer a Senior Chat program to provide social interaction for homebound seniors. **Achievement: Recruited, trained and assigned volunteers to a pilot group including seven clients; however, due to the lack of response, the program was discontinued.**

#### Other Accomplishments

- Increased the number of seniors being served annually by the Meals On Wheels Program from 34,300 to 36,500, a 6.4% increase, and seniors being served annually by the Brown Bag program from 2,823 to 3,464, a 21.3% increase.
- Increased overall annual attendance at the Senior Center from 184,500 to 190,000, a 3% increase.
- Partnered with the Council On Aging to purchase and install a projector and sound system for one of the classrooms to provide better audio-visual capabilities.
- Collaborated with the Council On Aging to purchase and install a new television with surround sound for the media room.
- Partnered with the American Automobile Association and AARP to put on a Car Fit event, where approximately 50 clients were

taken through a 12 point checklist and received information on how to make adjustments to their vehicle or purchase adaptive devices to make them more comfortable and safe while driving.

- Partnered with the Livingston Memorial Nurses Association to offer a diabetes educational support group.

#### FY 2011-12 Goals

- Goal: Work with various departments and the Council On Aging to coordinate the design and construction of a replacement patio cover at the Senior Center.
- Goal: Work with the Council On Aging to create new fundraising activities to assist in funding Council On Aging programs.
- Goal: Work with partner agencies to maintain or expand senior case management and referral services provided at the Senior Center.
- Goal: Effectively address and manage service and resource needs in response to increased demands on facility use, and the Meals On Wheels, Congregate Meals, and Brown Bag Programs.

#### NEIGHBORHOOD COUNCILS

##### FY 2010-11 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 13 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: Received presentations regarding the Teen Assistance and Resource Program, Wildfire and Emergency Preparedness, Community Volunteer Day, Public Works Traffic Engineering, Operation Lifesaver - Rail Safety Education, Development Project and Planning Process Overview, and the Municipal Unsafe Structure Tracking System.**
- Goal: Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events. **Achievement: Promoted the Neighborhood Council Program by participating in a number of community events to promote upcoming meetings and the program, as well as using innovative communication methods to increase the community's awareness of the program.**

**Other Accomplishments**

- Provided the City Council with quarterly status reports presented by Neighborhood Council Executive Board members.
- Seated Neighborhood Council Executive Board members as representatives on the Community Development Block Grant Advisory Committee 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.

- Concluded the Neighborhood Watch outreach efforts to assist with increasing community participation in the Neighborhood Watch program.
- Discussed City policy items including traffic safety concerns on Country Club Drive, the Neighborhood Councils' community involvement, enforcement of recreational, oversized, and commercial vehicle parking regulations, budget development process, the animal service contract and leash law enforcement, Neighborhood Councils flyer distribution, the economic development process, and Code Enforcement policies and procedures, and provided recommendations to the City Council, when applicable.

**FY 2011-12 Goals**

- Effectively facilitate the policy and development review process at Neighborhood Council meetings through coordination with City Departments 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 obtain increased citizen involvement through the Neighborhood Council Program.
- Continue to increase public awareness of and participation in the Neighborhood Council Program through community events, innovative communication, and strategic recruitment efforts.

## YOUTH SERVICES

### YOUTH EMPLOYMENT SERVICES (YES)

#### FY 2010-11 Goals and Achievements

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

#### Other Accomplishments

- Revised and updated the YES Interview Skills Workshop to better address the needs of youth seeking employment.
- Increased YES Advisory Board member participation in presenting Interview Skills Workshops.

#### FY 2011-12 Goals

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 26<sup>th</sup> Annual Job and Career Expo.
- Update the Interview Skills Workshop presentation.

## YOUTH COUNCIL

#### FY 2010-11 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, Waste Management, Action Family Counseling, the Coalition for Simi Valley Youth and Community, and Simi Valley Youth Leadership.**

- Goal: Host the 10<sup>th</sup> 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 10<sup>th</sup> Annual Youth Summit on February 25, 2011, attended by 140 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 and the Living Green Expo 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.
- Assisted with the planning and promotion of the Community Volunteer Day and participated in the Community Volunteer Fair.
- Modified the minimum age for participation on the Youth Council to be more inclusive of the community's youth.

### **FY 2011-12 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 11<sup>th</sup> Annual Youth Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.
- Increase outreach to middle school campuses about Youth Council through various promotional activities.

### **TEEN ASSISTANCE AND RESOURCE PROGRAM (TARP)**

#### **FY 2010-11 Goals and Achievements**

Goal: 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. **Achievement: Provided individual and/or peer group services to youth at four local high schools and three middle**

**schools, and made over 200 referrals to outside agencies including Interface Children and Family Services, Action Family Counseling, Free Clinic of Simi Valley, and Ventura County agencies. Additionally, referred TARP participants to self-development opportunities including the 2011 Simi Valley Youth Summit, Youth Council, Pyles Boys Camp, and Salvation Army Summer Camp.**

#### **Other Accomplishments**

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

### **FY 2011-12 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 2010-11 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 comprehensive resource documents including *Holiday Resources for the Homeless and Needy, Resources to***

*Assist the Hungry in Simi Valley, Simi Valley Teen/Youth/Parent Resource List, and Glossary of Homeless Housing Terms. Updated and revised the Homeless Services Referral Card, and the Task Force on Homelessness Directory of Social Services to assist agencies and organizations to effectively provide clients with comprehensive and appropriate referrals.*

- Goal: 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 350 homeless and near homeless individuals, including documenting individual successes in housing 41 homeless individuals during 2010. Requested funding from the CDBG for the development of Simi Valley Homeless Emergency Assistance Program in collaboration with the Alliance to House the Homeless and Many Mansions.**
- Goal: 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. **Achievement: Implemented efforts to further the 10-year Strategy to End Homelessness including conducting quarterly Task Force on Homelessness meetings with panel discussions on housing and on employment issues of the homeless; 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 2011 Homeless Street Count and homeless services functions of local non-profits.**

#### FY 2011-12 Goals

- Continue efforts with local non-profits, public agencies, and the faith-based community to inform and assist citizens with available resources.
- 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.
- 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.

#### CROSSING GUARD PROGRAM

#### FY 2010-11 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 6,400 elementary students and 12,500 pedestrians per week to safely cross 15 busy intersections adjacent to 11 elementary schools.**

#### FY 2011-12 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 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 2010-11 Goals and Achievements

- Goal: 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. **Achievement: Hosted or produced seven major productions, each with a minimum of 18 performances.**
- Goal: 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. **Achievement: Provided additional rehearsal and performance space for the ARTS Musical Theatre Workshop, as well as expanded support of local home-schooled youth.**
- Goal: Maintain the Cultural Arts Center visibility in the community as a viable location for social events, meetings, and special events as the economy improves. **Achievement: Incorporated the use of print media, flyers, direct mail, four-**

**color brochures, with a special emphasis on Website promotion, e-mail marketing, social web outreach and special promotions.**

### FY 2011-12 Goals

- Continue to raise awareness of Cultural Arts Center as a venue for social and business events and increase the overall usage of the facility by 5%.
- Create an online ticketing capability on the Cultural Arts Center website to facilitate easier ticketing processes and improve the website to allow more cost effective web promotion.
- Increase the use of social media and expand the e-mail list to effectively reach a larger audience.

## 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 2010-11 Goals and Achievements

- Goal: 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. **Achievement: Deferred purchases when practicable; facilitated the purchases of materials, goods, and/or services required to support all Departmental programs in a conscientious and timely manner utilizing funding alternatives whenever possible; and proactively sought relevant alternative funding sources.**
- Continue to administer activities related to construction and renovation of the Transit Maintenance Facility Expansion and Garage Modernization Project. **Achievement: Completed construction of the Transit Maintenance Facility expansion project, the City's first Leadership in Energy and Environmental Design (LEED certified) building, and the Transit Garage Modernization project.**
- Goal: Continue to actively pursue and secure outside funding for Departmental programs and projects. **Achievement: Continued to actively pursue and secure outside Federal, State, and County funds for the provision of City projects and services.**

### Other Accomplishments

- Coordinated the Request for Proposal processes for Phases I and II of the \$1.4 million Compressed Natural Gas Upgrade and Expansion Project, and awarded a contract for Phase I, the 10,000-hour maintenance.
- Oversaw the architectural design phase of the Transit Maintenance Facility Expansion Project, which is being funded with Federal Congestion Mitigation Air Quality funds and will be

the first City project to receive Leadership in Energy and Environmental Design (LEED) certification.

### FY 2011-12 Goals

- 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.
- Continue to actively pursue alternative funding for City programs and services.
- Continue to administer activities related to Transit projects.

### TRANSIT DIVISION

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

# SIMI VALLEY CITY COUNCIL

CITY MANAGER

**COMMUNITY SERVICES**  
Director

**ADMINISTRATIVE OFFICER**

- Budget
- Purchasing
- Personnel
- Fee Administration
- Records Management
- Information Services
- Administrative/Customer Service Support
- Facilities/Equipment Management

**ADMINISTRATIVE SECRETARY**

**DEPUTY DIRECTOR/ COMPLIANCE**

- Municipal Code Enforcement
- Development Code Enforcement
- Permit Compliance
- Solid Waste Management
- Animal Regulation
- Cable Television

**DEPUTY DIRECTOR/ CITIZEN SERVICES**

- Senior Center and Programs
- Council On Aging
- Neighborhood Councils
- Teens Assistance and Resource Program
- Citizen Advisor Program
- Crossing Guards
- Welcome Corner
- Cultural Arts Center
- Cultural Arts Commission
- Youth Council
- Youth Employment Service
- Task Force on Homelessness

**DEPUTY DIRECTOR/ TRANSIT**

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

**DEPARTMENT OF COMMUNITY SERVICES**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,189,856	\$2,286,200	\$2,224,000	\$62,200	\$2,307,900
41020 Temporary Salaries	181,421	223,000	195,300	27,700	231,000
41040 Overtime	839	4,500	1,400	3,100	4,500
41050 Outside Assistance	0	0	0	0	10,000
41200 Deferred Compensation - 401k	110,333	17,600	17,600	0	21,800
41210 Deferred Compensation - 457	2,220	3,800	2,300	1,500	3,800
41300 Vision Care	7,705	8,100	7,500	600	7,700
41350 Disability	21,357	21,800	21,000	800	21,200
41400 Group Ins/Health	348,683	363,400	341,800	21,600	416,100
41450 Life Insurance	8,245	8,800	8,200	600	8,400
41500 Group Ins/Dental	23,317	25,200	23,700	1,500	24,600
41600 Retirement/PERS	457,869	438,600	435,200	3,400	501,000
41610 Retirement/PARS	8,773	8,900	7,700	1,200	5,100
41650 Medicare	31,501	35,500	34,900	600	36,800
41660 FICA	11,178	14,000	10,600	3,400	14,600
41700 Workers' Compensation	67,600	71,000	71,000	0	72,400
41620 Retirement HRA	0	0	0	0	0
41900 Personnel Savings	0	(96,200)	0	(96,200)	(96,200)
Subtotal - Personnel	<u>3,470,897</u>	<u>3,434,200</u>	<u>3,402,200</u>	<u>32,000</u>	<u>3,590,700</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	289	0	0	0	0
42130 Postage	19,980	21,800	16,500	5,300	19,500
42200 Computers (Non-Capital)	24,997	0	0	0	0

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$3,461	\$5,500	\$3,900	\$1,600	\$5,000
42410 Uniform/Clothing Supply	895	1,200	1,200	0	1,200
42440 Memberships & Dues	655	1,200	900	300	1,500
42450 Subscriptions & Books	775	500	500	0	700
42560 Operating Supplies	28,854	42,200	39,700	2,500	64,700
42720 Travel, Conferences, Meetings	966	0	0	0	2,500
42730 Training	45	500	300	200	4,000
42790 Mileage	23,790	25,100	25,100	0	29,700
Subtotal - Supplies/Materials	<b>104,707</b>	<b>98,000</b>	<b>88,100</b>	<b>9,900</b>	<b>128,800</b>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$139,012	140,000	136,800	3,200	140,900
44210 Animal Regulation	244,966	250,100	250,100	0	240,800
44310 Maintenance of Equipment	22,182	19,900	13,000	6,900	14,500
44460 Public Nuisance Abatement	450	1,000	0	1,000	2,000
Subtotal - Services	<b>406,610</b>	<b>411,000</b>	<b>399,900</b>	<b>11,100</b>	<b>398,200</b>
Subtotal - Current Expenses	<b>511,317</b>	<b>509,000</b>	<b>488,000</b>	<b>21,000</b>	<b>527,000</b>
Total	<b><u>\$3,982,214</u></b>	<b><u>\$3,943,200</u></b>	<b><u>\$3,890,200</u></b>	<b><u>\$53,000</u></b>	<b><u>\$4,117,700</u></b>

**DEPARTMENT OF COMMUNITY SERVICES  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
<b><u>Administration:</u></b>			
Director, Community Services	1.0	1.0	1.0
Deputy Director/Citizen Services	1.0	1.0	1.0
Deputy Director/Compliance	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 II	1.0	1.0	1.0
Clerk I/II	2.0	2.0	2.0
SUBTOTAL	10.0	10.0	10.0
<b><u>Compliance:</u></b>			
Code Enforcement Manager	0.0	1.0	1.0
Code Enforcement Supervisor	1.0	0.0	0.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Code Enforcement Officer	4.0	4.0	4.0
Counter Services Technician	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
<b><u>Franchise Management:</u></b>			
Environmental Programs Manager	1.0	1.0	1.0
SUBTOTAL	1.0	1.0	1.0
<b><u>Citizen Services:</u></b>			
Senior Services Manager	1.0	1.0	1.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0



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

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>Citizen Services (Cont'd):</u></b>			
Senior Management Analyst	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Account Clerk I/II	1.0	1.0	1.0
<b>SUBTOTAL</b>	13.0	13.0	13.0
<b>TOTAL - REGULAR POSITIONS</b>	32.0	32.0	32.0
<b><u>TEMPORARY/PART-TIME POSITIONS: (Note 1)</u></b>			
<b><u>Citizen Services:</u></b>			
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	8.25	7.85	7.85
Theater Technician I/II	0.69	0.69	0.69
<b>TOTAL - TEMPORARY/PART-TIME POSITIONS</b>	12.33	11.93	11.93
<b>TOTAL - COMMUNITY SERVICES POSITIONS</b>	44.33	43.93	43.93

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

## 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

The Planning Division represents the gateway to the City's development and environmental review process. The Division is responsible for the implementation of the City's General Plan and for reviewing development applications for consistency with the General Plan, Municipal Code, environmental quality regulations, and City design guidelines and policies. The Division is comprised of five functional areas: Current Planning, Counter Services, Landscape Services, Environmental Planning, and Advanced Planning; and it provides staff support to the Planning Commission and other Committees and coordinates regional planning efforts and environmental issues.

### CURRENT PLANNING

#### FY 2010-11 Goals and Achievements

- Goal: 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. **Achievement: The new Target opened in October 2010; completed plan reviews for two new fire stations, the McDonald's, the medical clinic, and the retail center at the Simi Valley Town Center.**

- Goal: 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. **Achievement: Processed the 364-unit Lost Canyons and 43-unit Royal Corto projects through the City Council. The North Canyon project applicant is working towards finalizing the project description in order to initiate environmental review.**
- 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 Façade Renovation programs. **Achievement: Coordinated with the City Manager's Office and business owners in renovating two commercial centers on Los Angeles Avenue.**
- Goal: Complete the Arroyo Simi Greenway Specific Plan and present it to the Planning Commission and City Council. **Achievement: Completed the preparation of the Arroyo Simi Greenway Specific Plan and Mitigated Negative Declaration, which was presented to the four Neighborhood Councils in January/February 2011, to the Planning Commission in March 2011, and will be presented to the City Council in Summer 2011.**
- Goal: Continue to represent the Planning Division at City Attorney office conferences. **Achievement: Successfully resolved outstanding Planning-related violations through voluntary compliance, thus eliminating the need for staff participation in City Attorney office conferences with the violators.**
- Goal: 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. **Achievement: Partnered with the Department of Public Works to obtain City Council award of a contract for City Hall.**

## Other Accomplishments

- Processed applications for requests to develop: an industrial complex on West Los Angeles Avenue, east of Quimisa Drive; a 54,311-square foot building at 4180 Guardian Street; a contractor storage yard at 744 W. Los Angeles Avenue; and for modifications to a property located at 890 and 900 W. Los Angeles Avenue to add 148 recreational vehicle spaces and a contractor storage yard.
- Processed an application through entitlement approval for the Sinaloa Park expansion on Madera Road, which includes a new community park, miniature golf course, and related uses; and continued to process an application for the proposed Chumash Park on Flanagan Drive.
- Processed applications for 20 wireless telecommunications facilities in the City, four large family daycare facilities, the expansion of the Archangel Michael Coptic Church on Appleton Road, and an existing industrial business on Ward Avenue.
- Processed zoning text amendments for window signs, temporary signs, wood fencing, and a Hospital Overlay Zone.

## FY 2011-12 Goals

- Continue to process through construction the Simi Valley Hospital Expansion, two fire stations, and a McDonald's restaurant 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 North Canyon project, the Quantum Development project at the intersection of Avenida Simi and Reservoir Drive, and a contractor's storage yard at 744 W. Los Angeles Avenue.

- Process an application for a proposed Specific Plan to guide the conversion of the Hummingbird's Nest Ranch into a commercial resort facility.
- 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 Façade Renovation programs.
- Coordinate the commencement of construction of the first phase of the Arroyo Simi Greenway with the Rancho Simi Recreation and Park District using the \$800,000 in grant funds awarded for this purpose.
- Continue to represent the Planning Division at City Attorney office conferences when needed to resolve ongoing compliance violation cases.

## COUNTER SERVICES

### FY 2010-11 Goals and Achievements

- Goal: 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. **Achievement: Digitized the homeowners' association maps and listings, the fence and wall handout, and the Royal Corto Specific Plan to make them more convenient to use and to share with the public.**
- Goal: Continue to implement the Business Tax Compliance Program with Customer Services staff. **Achievement: Continued to partner with the Department of Administrative Services to assist with required Planning Division zoning approval, resulting in the issuance of 1,512 Home Occupation Permits.**

- Goal: Monitor and update Division web pages to incorporate updated and requested documents and notices. **Achievement: Updated Planning Division web documents to include information regarding the General Plan Update, Development Code changes, Arroyo Simi Greenway project, and development summaries.**
- Goal: Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood determination sites, and other project boundaries. **Achievement: Added and/or updated databases and GIS layers relating to flood zones, zoning designations, PDs, CUPs, cellular tower sites, home foreclosure scores and family income (as reported to HCD), the CDBG map, Presidential Library vicinity land values, the General Plan Land Use Map (in response to requests from SCAG, VCOG, and VCTC), and project vicinity maps.**
- Goal: Reformat/convert the Zoning Map Book to be compatible with ArcGIS 9. **Achievement: Converted the Zoning Map Book by automating portions of the map page creation and editing process.**

#### Other Accomplishments

- Issued 433 Zoning Clearances, 52 Temporary Use Permits, and 152 Sign Permits during the first nine months of the fiscal year.
- Assisted over 5,100 customers at the Planning Counter, accepted 44 formal development applications, processed 35 Special Event Permits, prepared and sent 97 Business Tax Certificate follow-up letters, and prepared nine zoning verification letters during the first nine months of the fiscal year.

#### FY 2011-12 Goal

- Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood zone determination sites, and other project boundaries.

#### LANDSCAPE SERVICES

##### FY 2010-11 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 11<sup>th</sup> consecutive year, the National Arbor Day Foundation Tree City USA award, facilitated eight Tree Advisory Board meetings, and conducted the 11<sup>th</sup> Annual Arbor Day Event.**
- Goal: 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. **Achievement: Reviewed more than 50 landscape development projects, issued eight Tree Removal Permits, monitored and approved landscape installations on four construction projects, and provided technical assistance on six landscape-related code compliance projects.**
- Goal: Continue to oversee implementation of, and compliance with, the State of California Landscape Water Conservation Ordinance. **Achievement: Reviewed and/or approved more than 10 projects for compliance with the water conservation Ordinance and/or the Green Building Ordinance.**

- Goal: Continue to assist the Public Works Department in preparing landscape designs and provide construction inspection for proposed landscape improvements. **Achievement: Prepared landscape design plans for the Simi Valley Police Department Security Bollard Project, oversaw the design and development of the Metrolink Bicycle Extension and City Hall Expansion projects, and assisted in monitoring and inspecting the Senior Center Walkway and Highway 118 Oak Seedling projects.**

#### Other Accomplishment

- Assisted Housing staff on two landscape design projects.

#### FY 2011-12 Goals

- Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program, appropriate tree pruning practices, and maintenance of the City's 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 provide irrigation design review for compliance with the Conservation Ordinance and/or Green Building Ordinance.
- Continue to assist the Public Works Department in preparing landscape designs and provide construction inspection for proposed landscape improvements.
- In cooperation with Community Services Department and the Simi Valley Chamber of Commerce, implement an outreach and enhanced landscape enforcement program to address property

maintenance and landscape conditions requirements on commercial properties.

#### ENVIRONMENTAL PLANNING

##### FY 2010-11 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and federal laws for developer- and City-initiated projects. **Achievement: Prepared 65 environmental documents required by state and federal laws for developer- and City-initiated projects.**
- Goal: Continue to coordinate the preparation of the Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Reviewed the screencheck draft EIR sections and Climate Action Plan (CAP), and submitted comments regarding their adequacy. Provided direction to the consultant to assist with the preparation of an EIR and CAP.**
- Goal: Complete the environmental review of the CDBG program and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans. **Achievement: Completed the required environmental documents for the CDBG program and all housing projects.**
- 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: Prepared 195 flood zone determination letters in response to requests from the public and assisted the public with flood zone questions. Completed a detailed mapping analysis of property owners that may be inadvertently included in the Special Flood Hazard Area as shown on FEMA's updated 2010 Flood Insurance Rate Maps.**

- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions. **Achievement: Monitored the construction of projects with Mitigation Monitoring Plans including All Valleys RV, McDonald's on Galena Avenue, the new retail center at the Simi Valley Town Center, the Steadfast office buildings on Madera Road, and Runkle Canyon to ensure compliance with environmental conditions.**
- Goal: Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley. **Achievement: Responded to a wide variety of questions from the public, the most frequently asked of which related to the Santa Susana Field Laboratory, fault zones, liquefaction, and the City's environmental review process.**
- Goal: 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. **Achievement: Provided support to the Sustainable Simi Valley Committee at 11 meetings and guided the Committee in the development and recommendation of the Green Community Action Plan (GCAP) to the City Council. Through the Local Government Partnership program with Southern California Edison, staff participated in developing grant applications to obtain nearly \$750,000 in funding for energy efficiency and greenhouse gas reduction programs.**
- Goal: 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. **Achievement: Continued to provide technical knowledge and support in response to various inquiries, and made presentations to other local and State agencies on the City's green building ordinance and energy efficiency Reach Code.**

- 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.**

#### Other Accomplishments

- Reviewed the Simi Valley Landfill Expansion project's revised Environmental Impact Report and submitted comments to the City Council for submission to the County.

#### FY 2011-12 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 consultant's preparation of the Climate Action Plan and 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 the environmental conditions of entitlement approval.
- 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, including the preparation of future goals and priorities for the Committee.
- Continue to provide technical support towards LEED certification of the Transit Maintenance Facility Expansion Project.

### ADVANCED PLANNING

#### FY 2010-11 Goals and Achievements

- Goal: Distribute the General Plan Draft EIR for public review in August 2010. **Achievement: Postponed until Summer 2011.**
- Goal: Conduct City Council and Planning Commission Study Sessions for the Draft General Plan and EIR in August and September 2010. **Achievement: Conducted study sessions to review the draft General Plan policies with the Planning Commission in March and April 2011.**
- Goal: Hold City Council and Planning Commission public hearings for adoption of the General Plan and EIR in November and December 2010. **Achievement: Postponed until late Summer 2011.**

#### Other Accomplishments

- Continued work on drafting text relating to proposed new Mixed-Use, Parks, and Business Park zoning districts, to be acted upon at public hearings by the City Council and Planning Commission in conjunction with the General Plan Update.
- Prepared annual progress/status reports to the state and other agencies: Ventura County Capital Projects Five-Year Program in conformance with the City's General Plan; CalPIN Annual Planning Survey (OPR); Southern California Association of Government's Profile of the City of Simi Valley; and California

Department of Conservation's Farmland Mapping and Monitoring Program.

#### FY 2011-12 Goals

- Conduct Planning Commission public hearings for adoption of General Plan (including the Housing Element) and EIR and the proposed new Mixed-Use, Parks, and Business Park zoning districts in August and September 2011; and once completed, schedule City Council public hearings.
- Work on the General Plan Implementation Measures as directed by the City Council after adoption of the General Plan update.

### HOUSING AND SPECIAL PROJECTS DIVISION

The Housing and Special Projects Division oversees the provision of housing choices available to meet the varied needs of Simi Valley residents – owner-occupied, rental, single-family detached, multi-family attached, and estate. Staff works with property developers to assist in bringing affordable housing to the City and coordinates a variety of programs to assist in the creation and maintenance of a housing balance. The Division also provides census and population information, processes City annexation applications, and administers the City's Managed Growth Plan and Community Development Block Grant program.

#### HOUSING PROGRAMS

#### FY 2010-11 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 15 mobile home rehabilitation loans. **Achievement: Originated three residential and eight mobile home rehabilitation loans through March 31, 2011. It is expected that an additional eight mobile home rehabilitation loans will fund by fiscal year-end.**

- Goal: Close 16 loans to low-income households through the First Time Homebuyer Assistance Program. **Achievement: Completed 11 First Time Homebuyer loans through March 31, 2011. It is expected that an additional nine First Time Homebuyer loans will fund by fiscal year-end.**
- Goal: Implement an Energy Efficiency Rehabilitation Program funded by ARRA. **Achievement: Implemented an Energy Efficiency Home Rehabilitation Program in conjunction with the existing Home Rehabilitation Program.**
- Goal: 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. **Achievement: Awaiting approval of Program Manuals from the State, which will allow the City to submit an application under the HOME Investment Partnership Program.**
- Goal: Continue to implement the Community Development Block Grant Program. **Achievement: Completed the preparation of the 2009-10 Consolidated Annual Performance and Evaluation Report (CAPER) and the 2010-11 Action Plan; solicited proposals for the 2011-12 CDBG program and drafted the related Action Plan; and prepared amendments to the Citizen Participation Plan.**
- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement: Conducted on-site monitoring of 10 CDBG subrecipients and off-site monitoring of quarterly reports and reimbursement requests.**
- 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 provide two fair housing workshops in the first half of the fiscal year. It is expected**

**that the consultant will participate in the annual Street Fair and conduct one additional fair housing workshop by fiscal year-end.**

- 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 41 households per month with rental assistance through the Senior Rent Subsidy Program and 29 households per month through the Mobile Home Rent Subsidy Program. Six households received assistance through the Eviction Prevention Assistance Program, and one household received assistance through the Security Deposit Assistance Program.**
- 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, which conducted a Foreclosure Prevention Workshop in August 2010.**
- Goal: Continue to monitor affordable units in accordance with City and/or Agency agreements. **Achievement: Conducted an in-depth monitoring of 2,404 affordable units in accordance with City and/or Agency agreements.**
- Goal: Conduct annual Citywide apartment rental rate and vacancy survey. **Achievement: Conducted a Citywide apartment market rental rate and vacancy survey, which was presented to the Affordable Housing Subcommittee on March 21, 2011 and subsequently forwarded to City Council Members.**

#### Other Accomplishments

- Approved four Home Energy Efficiency grants funded by the Energy Efficiency and Conservation Block Grant.
- Processed an Affordable Housing Agreement with Many Mansions for the Peppertree Apartment project, which will provide one low-income affordable unit and 10 very low-income affordable units.



- Processed an Affordable Housing Agreement with Royal & Corto, LLC, for the development of 43 single-family detached homes, which will provide five low-income affordable units.
- Purchased one market rate and two affordable units to rehabilitate and resell. Anticipate one additional affordable unit will be acquired by fiscal year-end.
- Completed the sale of two Agency-owned affordable units by April 2011.
- Continued to report accomplishments of CDBG Recovery Act funded projects to the Federal government, including the completion of a Public Works Minor Street Rehabilitation Program and the ongoing progress of the Senior Center Walkway Project.

#### **FY 2011-12 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.
- Close 20 loans to low-income households through the First Time Homebuyer Assistance Program.
- Continue to manage the Community Development Block Grant Program.
- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.
- Coordinate and conduct a workshop for local apartment managers and other interested groups on fair housing rules and regulations.

- Continue to implement the Senior Rent Subsidy, Mobile Home Rent Subsidy for Seniors, Eviction Prevention Assistance, and Security Deposit Assistance Programs.
- Continue to coordinate with the Cabrillo Economic Development Corporation's NeighborWorks HomeOwnership Center to provide a minimum of two foreclosure prevention workshops.
- Continue to monitor affordable units in accordance with City and/or Agency agreements.
- Conduct annual Citywide apartment rental rate and vacancy survey.
- Continue to process the purchase and resale of affordable and/or first-time homebuyer units.

#### **SPECIAL PROJECTS**

##### **FY 2010-11 Goals and Achievements**

- Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Received City Council approval to award 96.4 residential allocation grants, and anticipate the awarding of an additional 74.2 residential allocation grants by fiscal year-end.**
- Continue to monitor Development Agreement compliance for the Runkle Canyon project. **Achievement: Monitored the progress of the Runkle Canyon Development Agreement.**

##### **FY 2011-12 Goals**

- Continue the implementation of the Residential Building Permit Allocation System.

- Convene the Technical Advisory Committee to evaluate the City's Residential Building Permit Allocation System and Prioritization Criteria and make recommendations for a replacement system to the Planning Commission and City Council.
- 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 Services and Inspection/Code Compliance Services.

### **PLAN REVIEW/PERMIT CENTER SERVICES**

#### **FY 2010-11 Goals and Achievements**

- Goal: Initiate a comprehensive study of Building and Safety Division fees to ensure full and equitable recovery of costs for services rendered. **Achievement: Developed and updated statistical methods for tracking inspection work hours on specific project types, enabling the analysis of inspection time and costs for each construction permit type.**
- 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: Expanded permit counter services by working with the Department of Public Works to provide an integrated over-the-counter plan review process for small business tenant improvement projects. As a result, such projects are able to schedule an over-the-counter review with Building and Safety**

**two mornings a week and also meet with Public Works, Planning, and Fire Department staff at that time.**

- Goal: Implement an on-line permit payment system for simple building permits. **Achievement: Delayed implementation of an online payment system pending an upgrade of the City's permit issuance and information systems.**

### **Other Accomplishments**

- Served 5,574 customers at the permit center during the first nine months of FY 2010-11.
- Issued 168 simple building permits during the first nine months of FY 2010-11 via the permit-by-fax service.
- Issued 2,600 building permits in the first nine months of FY 2010-11.
- Conducted 120 plan checks by appointment for retail and office tenant improvement projects during the first nine months of FY 2010-11.

### **FY 2011-12 Goals**

- Continue to develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system.
- Continue to provide over-the-counter plan review by appointment for small business office and retail tenant improvement projects, saving each applicant a minimum of 10 working days in the approval process.

### **INSPECTION/CODE COMPLIANCE SERVICES**

- Goal: Continue the Division's public outreach and customer service by distribution of questionnaires regarding inspection services. **Achievement: Obtained a 95% satisfaction rate based on returned questionnaires distributed to the owners of 124 newly permitted projects during the first nine months of FY 2010-11.**

- Goal: Continue to respond to all citizen complaints within 48 hours of their receipt. **Achievement: Conducted over 1,020 Building code violation inspections within 48 hours of receiving complaints during the first nine months of FY 2010-11.**
- Goal: Continue to provide all mandated inspection services within 24 hours of inspection requests. **Achievement: Provided 9,800 requested residential and commercial construction inspections within 24 hours of receiving the request during the first nine months of FY 2010-11.**
- Goal: Continue to provide training on the 2010 California Building Codes prior to their January 2011 Statewide adoption. **Achievement: Conducted staff training on significant changes to California Building Codes during scheduled weekly training sessions and enrolled staff in ICC and CALBO training seminars.**

#### Other Accomplishments

- Received State certification of a Supervising Building Inspector to serve as the City's Certified Access Specialist Program by July 1, 2010, as required by California Senate Bill 1608; and provided over 175 hours of technical consultation to local contractors, developers and business owners on how to achieve compliance with State construction-related accessibility standards.
- Received over 260 complaints or referrals during the first nine months of FY 2010-11, while gaining compliance and closing over 280 cases and reducing the number of open cases from 245 to 208.
- Issued Certificates of Occupancy for the Target Department Store on Tierra Rejada Road and two 6-unit multi-family buildings on Heywood Street.

- Provided inspections for the construction of two additional 6-unit buildings on Heywood Street, the Target store remodel on Cochran Street, the façade remodel at the Vons Plaza on Los Angeles Avenue and Sinaloa Road, the shopping center at 665 E. Los Angeles Avenue, the industrial building remodel on Madera Road, Ventura County Fire Station #43 on Los Angeles Avenue, and the McDonald's on Galena Avenue.

#### FY 2011-12 Goals

- Continue to provide inspection services within 24 hours of requests.
- Continue the Division's public outreach and customer service by continued distribution of questionnaires whereby feedback is obtained from homeowners and contractors regarding their level of satisfaction with the services provided by Building and Safety inspection staff.

#### 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 2010-11 Goals and Achievements

- 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 95.4% overall satisfaction rate at the front counter.**
- Goal: Continue to increase the use of technology within the Department in order to streamline processes and information retrieval. **Achievement: Increased electronic delivery of agenda packet**

**distribution processes for Planning Commission, Sustainable Simi Valley Committee, Arroyo Simi Committee, and Development Advisory Committee meetings; continued to make improvements to the Department's website information and GIS database layers; and continued to process permits by fax and credit card transactions.**

**Other Accomplishment**

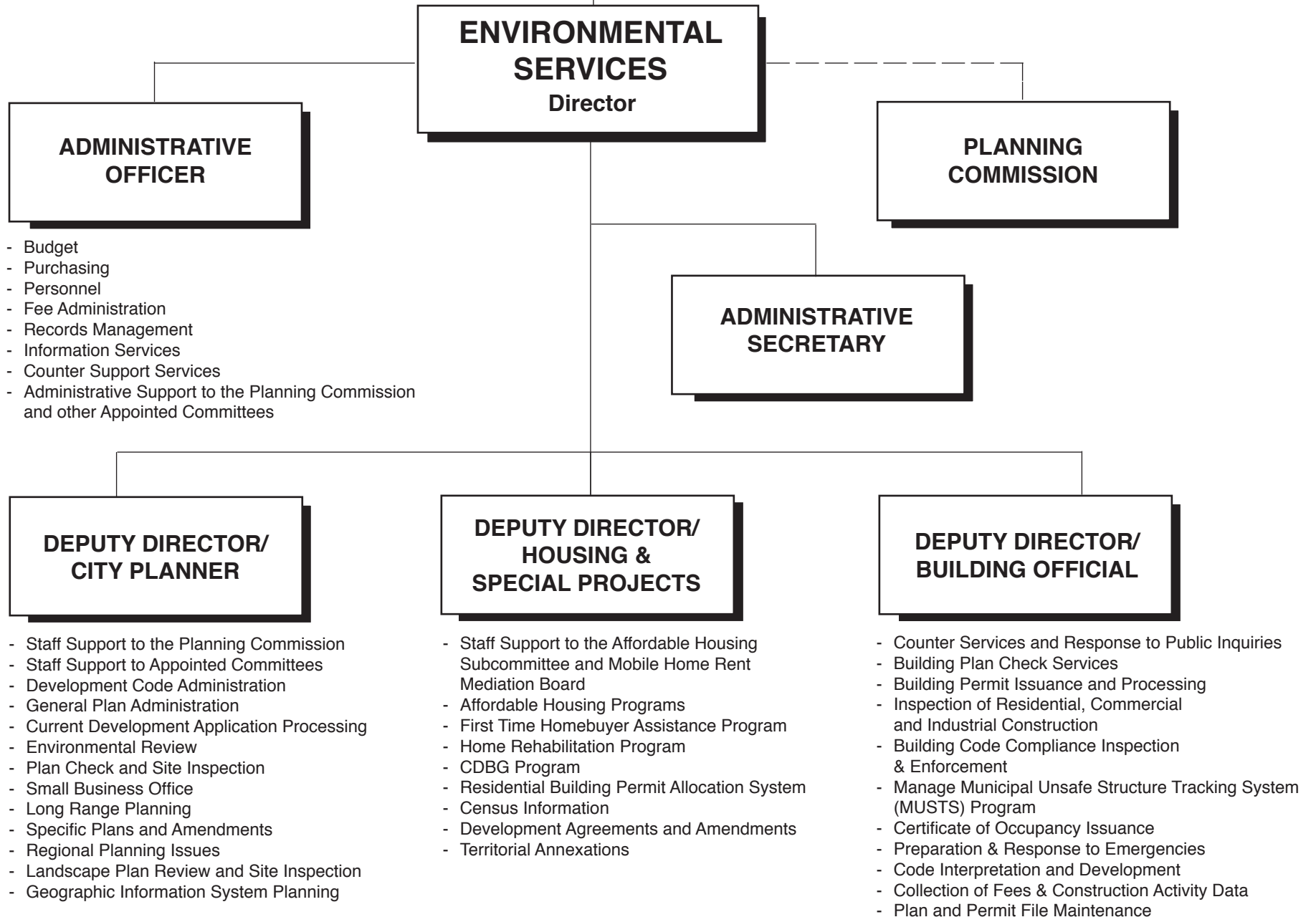
- Continued to audit Building and Safety address files to ensure full compliance with the City's adopted Records Retention and Destruction Schedule.

**FY 2011-12 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 audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER



**DEPARTMENT OF ENVIRONMENTAL SERVICES**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,387,779	\$3,280,500	\$3,276,100	\$4,400	\$3,225,600
41020 Temporary Salaries	23,157	16,600	20,100	(3,500)	79,900
41030 Boards & Commissions	33,617	33,600	32,600	1,000	32,600
41040 Overtime	2,915	4,000	3,100	900	4,000
41200 Deferred Compensation - 401k	133,589	20,400	24,100	(3,700)	24,400
41210 Deferred Compensation - 457	5,039	5,500	4,700	800	5,400
41300 Vision Care	10,377	9,800	9,600	200	9,600
41350 Disability	29,536	28,100	27,700	400	27,400
41400 Group Ins/Health	512,757	536,500	476,700	59,800	592,300
41450 Life Insurance	10,568	10,200	10,000	200	10,000
41500 Group Ins/Dental	37,286	38,000	34,600	3,400	35,900
41600 Retirement/PERS	704,746	630,000	631,600	(1,600)	716,400
41610 Retirement/PARS	8,462	8,500	7,300	1,200	5,000
41650 Medicare	46,994	46,900	49,900	(3,000)	48,000
41660 FICA	3,516	3,000	3,400	(400)	3,500
41700 Workers' Compensation	103,300	93,300	93,300	0	102,800
41900 Personnel Savings	0	(177,700)	0	(177,700)	(177,700)
Subtotal - Personnel	<u>\$5,053,638</u>	<u>\$4,587,200</u>	<u>\$4,704,800</u>	<u>(\$117,600)</u>	<u>\$4,745,100</u>

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$4,626	\$6,100	\$6,100	\$0	\$5,000
42410 Uniform/Clothing Supply	305	1,100	1,100	0	1,100
42420 Special Departmental Expense	120	900	900	0	900
42440 Memberships & Dues	11,241	10,700	10,700	0	10,700
42450 Subscriptions & Books	1,700	6,800	6,800	0	2,400
42460 Advertising	3,160	30,500	3,300	27,200	3,000
42550 Small Tools/Equipment	194	500	500	0	500
42560 Operating Supplies	78	0	0	0	0
42720 Travel, Conferences, Meetings	485	5,500	500	5,000	6,200
42730 Training	2,934	4,500	3,600	900	3,600
42790 Mileage	4,800	5,000	5,000	0	5,000
Subtotal - Supplies/Materials	<u>29,643</u>	<u>71,600</u>	<u>38,500</u>	<u>33,100</u>	<u>38,400</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	321,533	134,000	52,000	82,000	0
44310 Maintenance of Equipment	39,639	23,700	23,300	400	21,300
44490 Other Contract Services	0	25,000	25,000	0	37,500
Subtotal - Services	<u>361,172</u>	<u>182,700</u>	<u>100,300</u>	<u>82,400</u>	<u>58,800</u>
Subtotal - Current Expenses	390,815	254,300	138,800	115,500	97,200
Total	<u><u>\$5,444,453</u></u>	<u><u>\$4,841,500</u></u>	<u><u>\$4,843,600</u></u>	<u><u>(\$2,100)</u></u>	<u><u>\$4,842,300</u></u>

**DEPARTMENT OF ENVIRONMENTAL SERVICES  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
<b><u>Administration:</u></b>			
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	2.0	2.0	2.0
Clerk	4.0	4.0	4.0
<b>SUBTOTAL</b>	12.0	12.0	12.0
 <b><u>Planning:</u></b>			
Deputy Director/City Planner	1.0	1.0	1.0
Principal Planner	1.0	0.0	0.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	6.0	6.0	6.0
Associate Planner	5.0	5.0	5.0
Assistant Planner	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	16.0	15.0	15.0

**Housing and Special Projects: (Note 1)**

(All positions are budgeted in the Community Development Agency Housing Administration Fund)



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

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>Building and Safety:</u></b>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	1.0	1.0	1.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Assistant Engineer/Plan Check	1.0	1.0	1.0
Permit Services Coordinator	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Building Inspector II	5.0	5.0	5.0
Electrical Inspector	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
<b>SUBTOTAL</b>	<hr/> 17.0	<hr/> 17.0	<hr/> 17.0
<b>TOTAL - REGULAR POSITIONS</b>	45.0	44.0	44.0
<b><u>TEMPORARY/PART-TIME POSITIONS: (Note 2)</u></b>			
Planning Intern	3.0	3.0	3.0
<b>TOTAL - TEMPORARY/PART-TIME POSITIONS</b>	<hr/> 3.0	<hr/> 3.0	<hr/> 3.0
<b>TOTAL - ENVIRONMENTAL SERVICES POSITIONS</b>	48.0	47.0	47.0

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

## 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 Lighting 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 District No. 1 maintenance contracts.

### FY 2010-11 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: Upgraded the irrigation systems, irrigation controllers, and plant materials at Metrolink Phase II.**
- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application on public property. **Achievement: Used reclaimed water in lieu of potable water, including landscaping at the Public Services Center, Transit Maintenance Facility, and Animal Shelter.**

- Goal: Continue use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips. **Achievement: Utilized mulch to retain soil moisture and provided wood chips to residents and businesses upon request.**
- Goal: Complete Annual Landscape District Assessment process for FY 2010-11. **Achievement: Completed the assessment process in May 2011.**
- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement: Trimmed 8,288 trees, removed 208 damaged and diseased trees, removed 242 tree stumps, and planted 267 trees.**
- Goal: Continue to provide tree trimming and landscape clean up at the auxiliary parking lot for the Ronald Reagan Presidential Library. **Achievement: Provided tree trimming and landscape clean up at the auxiliary parking lot.**

### Other Accomplishments

- Awarded landscape maintenance and tree trimming that will generate an annual savings of \$400,000.
- Installed 92 smart, water saving irrigation controllers.

### FY 2011-12 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.
- Complete the Annual Landscape District Assessment process for FY 2011-12.
- Continue in-house and contractual street tree trimming.
- Continue to implement water and energy conservation measures.

### 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 2010-11 Goals and Achievements

- Goal: Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Removed and replaced approximately 400 linear feet of curb and gutter and 19,000 square feet of sidewalk.**
- Goal: Continue a program 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 contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Continued to maintain and repair decorative lighting.**

### Other Accomplishments

- Completed curb, gutter, sidewalk, and wheelchair ramp concrete repairs on Angela Street and Ettin Avenue in conjunction with the Landscape Section's Tree Removal and Replacement Program.
- Completed the Library Book Drop-Off Project.
- Implemented a Military Banners Program and installed 56 banners on light poles at various locations in the city.

#### FY 2011-12 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 2010-11 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: Replaced old T12 florescent lighting fixtures with energy efficient T8 lamps, replaced halogen and incandescent light fixtures with fluorescent fixtures, and installed water saving aerators on 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 disabled access projects at the Cultural Arts Center, Senior Center, and Development Services Building and relocated five offices.**
- 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: Evaluated costs to upgrade older light fixtures with energy efficient fixtures and installed motion sensors.**

#### Other Accomplishments

- Continued in-house cross training of Building Maintenance Technicians to ensure a high quality of service in all trades.

- Continued custodial and maintenance services to the Metrolink Station.
- 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 2011-12 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 2010-11 Goals and Achievements

- Goal: Continue to provide maintenance for all City vehicles and related equipment. **Achievement: Completed 1,500 vehicle maintenance/repair activities.**
- Goal: Continue to comply with Air Pollution Control District permit requirements. **Achievement: Complied with all Air Pollution Control District permit requirements.**
- Goal: Provide Forklift Operator training for two Mechanics. **Achievement: Completed forklift training for two Mechanics.**
- Goal: Comply with Diesel Emission Control Requirements. **Achievement: Removed two diesel engine vehicles from service and retrofitted four diesel engine vehicle exhaust systems.**
- Goal: Comply with the Periodic Smoke Inspection Program **Achievement: Certified 16 diesel vehicles for emission control compliance.**
- Goal: Comply with the Government Fleet Smog Check Program requirements. **Achievement: Certified 38 gasoline vehicles for emission control compliance.**

## Other Accomplishments

- Passed California Highway Patrol Transit Vehicle inspections at the Public Services Center with a satisfactory rating.
- Passed the California Highway Patrol bi-annual inspection of bus terminals at the Transit Maintenance Facility with a satisfactory rating.
- Initiated maintenance programs for five new vehicles.
- Prepared 22 surplus vehicles for auction.
- Installed factory rebuilt transmissions in three Police vehicles.
- Installed factory rebuilt transmissions in two City vehicles.
- Rebuilt one engine in a City vehicle.

### FY 2011-12 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 for diesel engines.

- Continue to comply with the Government Fleet Smog Check Program for gasoline engines.

### STORM DRAIN MAINTENANCE

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

#### FY 2010-11 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.**

#### Other Accomplishments

- Hauled approximately 600 loads of debris to the landfill.

#### FY 2011-12 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 2010-11 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 3,900 graffiti incidents and removed approximately 211,000 square feet of graffiti citywide.**
- Goal: Continue to remove illegal signs within the City right-of-way. **Achievement: Removed approximately 2,500 illegal signs from within the public right-of-way in compliance with the City's sign ordinance.**

#### FY 2011-12 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 Divisions 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 2010-11 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: Installed two new signals as part of the Target store development.**
- Goal: Replace traffic signal controllers and cabinets at six locations. **Achievement: Replaced traffic signal controllers and cabinets at the intersections of 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, and Sequoia Avenue and Los Angeles Avenue.**
- Goal: Continue implementation of the City's Traffic Signal Synchronization Program. **Achievement: Initiated design to**

**expand the synchronization system with fiber optic technology.**

- Goal: Continue implementation of the City's 2008 Bicycle Master Plan. **Achievement: Completed design for a bike tunnel alternative project along the Metrolink right-of-way and completed plans to install bike lanes on Tierra Rejada Road.**

#### FY 2011-12 Goals

- Design and construct new traffic signals as approved by the City Council during its annual review of the Traffic Signal Construction List.
- Upgrade traffic signal equipment, controllers, and cabinets at locations approved by the City Council.
- Design and Construct pedestrian or bicycle projects using Article 3 grant funds and City matching funds, if approved by the City Council.
- Continue developing a sign inventory and replacing signs to comply with requirements of the California Manual on Uniform Traffic Control Devices.

### CITY ENGINEERING

#### FY 2010-11 Goals and Achievements

- Complete construction of Madera Road Widening Project between Presidential Drive and the westerly City limits. **Achievement: Completed construction.**

- Complete the construction of FY 2009-10 Annual Minor Street Overlay Program. **Achievement: Completed construction.**
- Complete the project to plant oak trees at 118 Freeway interchanges. **Achievement: Awarded a contract for oak tree planting.**
- Complete the construction of projects funded by Economic Stimulus Program. **Achievement: Completed all planned street rehabilitation activities at locations throughout the City.**
- Complete the construction of the First Street 118 Freeway Interchange Landscaping Project. **Achievement: Continued negotiations between the City and Caltrans with regard to design alternatives and post-construction maintenance responsibilities.**
- Complete the construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center. **Achievement: Completed design and forwarded the plans to Caltrans for review and improvements prior to the receipt of grant funds and bidding.**
- Update the annual DBE goal. **Achievement: Updated the Disadvantage Business Enterprise goal.**
- Complete the Street Mile Report. **Achievement: Submitted the Local Street Mileage Report, used to determine the apportionment of Federal-aid highway funds, to Caltrans.**
- Complete design and initiate construction of the FY 2010-11 Annual Minor Street Overlay Program. **Achievement: Completed design**

### Other Accomplishments

- Completed design of the Bike Path Gap Closure project between the Metrolink Station and Stearns Street.
- Completed design of the Police Department Security Bollard Project.
- Completed construction of a concrete path between City Hall and the Senior Center.
- Awarded a contract for heating, ventilation, and air conditioning improvements at City Hall.
- Assisted departments with contract compliance and construction specification issues.
- Completed design of the Transportation Development Act Article 3 Bicycle and Pedestrian Ramp Project.
- Completed the Sycamore Drive Pavement Rehabilitation Project.

### FY 2011-12 Goals

- Complete the First Street 118 Freeway Interchange Landscaping Project.
- Complete West Los Angeles Avenue street improvements between Easy Street and the City's Public Services Center.
- Complete Oak Tree planting at 118 Freeway interchanges.
- Complete construction of the FY 2010-11 Annual Minor Street Overlay Program.



- Complete the heating, ventilation, and air conditioning improvements at City Hall.
- Complete design and initiate construction of the FY 2011-12 Annual Minor Street Rehabilitation Program.
- Complete the design and initiate construction of the FY 2011-12 Annual Major Street Rehabilitation Program.
- Complete the Transportation Development Act Article 3 Bicycle and Pedestrian Ramp Project.
- Complete the Bike Path Gap Closure project between the Metrolink Station and Stearns Street.
- Complete the design and initiate construction the widening of the Tapo Creek Bridge.
- Complete the design and initiate construction of the Las Liajas Bridge Widening Project.
- Complete the Street Mile Report.

## 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 2010-11 Goals and Achievements

- Goal: Continue to implement the recent Stormwater permit requirements throughout the City. **Achievement: Began implementation of NPDES permit adopted July 8, 2010, by conducting staff training within various Public Works divisions and other City departments.**
- Goal: 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. **Achievement: Completed all required Critical Source inspections and investigated 151 Illicit Discharge and Illicit Connection complaints within one business day of complaint.**
- Goal: Develop a Trash Management Plan to address the permit requirement to control trash in high trash areas throughout the City. **Achievement: Developed a permit procedure for trash management at public events and continued a pilot study for trash excluders.**
- 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 Collection events, Arroyo Simi Cleanup events, Neighborhood Council meetings, professional workshops,**

and local community colleges. Additionally, during the first eight months of the fiscal year, 460 commercial and industrial inspections were performed; and distributed brochures at automotive parts stores, animal feed stores, and home improvement stores, and hardware stores.

**FY 2011-12 Goals**

- Continue to implement the recent Stormwater permit requirements throughout the City.
- Complete revisions to the current Stormwater Ordinance and obtain City Council approval for new ordinance.
- Complete NPDES permit requirements with July 2012 completion date, including mapping of storm drain pipes greater than 36” in diameter and portions of storm drain system 50 years of age and older.
- Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Critical Source Facility Inspections, and Industrial Outreach programs.

**Hazardous Materials**

**FY 2010-11 Goals & Achievements**

- Goal: Continue a no-cost Electronic Waste Program partnering with external resources to comply with Universal Waste disposal requirements. **Achievement: Collected 18,613 pounds of electronic waste serving 213 vehicles in January 2011.**
- Goal: Continue operation of the Household Hazardous Waste (HHW) Program and increase public outreach to include

Stormwater Program, Electronic Waste, and Pharmaceutical Waste disposal awareness. **Achievement: Continued operating the HHW Program by delivering informational packets to 766 households while collecting and diverting 74,307 pounds of hazardous waste from landfills**

- Goal: Identify technology-based solutions for Household Hazardous Waste appointment setting. **Achievement: Investigated the concept of e-mail based appointment requests.**
- Goal: Partner with the Simi Valley Town Center to present a fourth annual Earth Day Celebration with the goal of establishing an ongoing community event. **Achievement: Partnered with the Town Center on the event that was held on April 15, 2011.**

**Other Accomplishments**

- Delivered informational packets to 766 households, while collecting and diverting 74,307 pounds of hazardous waste from landfills.
- Reconfigured Household Hazardous Waste collection newspaper advertising, resulting in a 35% increase in local exposure on a cost neutral basis.
- Recertified four employees for Hazardous Waste Operations Emergency Response training using internal Environmental Compliance Division resources, saving approximately \$500 in tuition costs.

- Provided Hazardous Materials First Responder Awareness in-house training to 60 City employees at a savings of \$6,500 in tuition.

#### **FY 2011-12 Goals**

- Promote year-round awareness of non-City electronic waste Events through the City' website.
- Continue Household Hazardous Waste outreach using local news media and informational flyers at HHW Collection events, electronic waste collection events, annual Earth Day Celebration, and the Living Green Expo.
- Revise monthly inspection reporting to better track and identify hazardous materials spills and stormwater illicit discharge activities.

# SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**PUBLIC WORKS  
Director**

**ADMINISTRATIVE  
SECRETARY**

**ASSISTANT DIRECTOR OF  
PUBLIC WORKS-UTILITIES**

**ASSISTANT DIRECTOR OF  
PUBLIC WORKS-ENGINEERING/  
MAINTENANCE**

- Utilities Engineering
- Utilities Capital Improvements
- Utilities Operations
- Environmental Compliance

- City Engineering
- Traffic Engineering
- Maintenance Services

**DEPUTY DIRECTOR  
WATERWORKS  
SERVICES**

**DEPUTY DIRECTOR  
SANITATION  
SERVICES**

**DEPUTY DIRECTOR  
ENVIRONMENTAL  
COMPLIANCE**

**DEPUTY DIRECTOR  
PW ADMIN**

**DEPUTY DIRECTOR  
MAINTENANCE  
SERVICES**

**DEPUTY DIRECTOR  
CITY ENGINEER**

**DEPUTY DIRECTOR  
TRAFFIC ENGINEER**

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

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

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

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Secretarial and Clerical Operations
- Staff Support

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

- Capital Improvements
- Assessment District Engineering
- Development
- Public Works Inspection
- Project Engineering
- Staff Support to Planning Commission

- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting Administration
- Traffic Modeling
- Traffic Impact Analysis
- Staff Support to Planning Commission

**DEPARTMENT OF PUBLIC WORKS**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$6,247,314	\$5,995,900	\$6,070,700	(\$74,800)	\$6,367,500
41020 Temporary Salaries	15,557	49,000	27,900	21,100	28,400
41040 Overtime	85,378	90,000	102,900	(12,900)	97,100
41200 Deferred Compensation - 401k	148,260	28,600	27,200	1,400	28,100
41210 Deferred Compensation - 457	17,618	25,200	17,900	7,300	25,400
41300 Vision Care	23,916	22,200	22,800	(600)	23,700
41350 Disability	33,906	29,600	31,400	(1,800)	33,200
41400 Group Ins/Health	1,114,292	1,097,000	1,050,700	46,300	1,275,100
41450 Life Insurance	18,562	17,500	17,600	(100)	19,000
41500 Group Ins/Dental	91,676	90,300	87,900	2,400	88,400
41600 Retirement/PERS	1,265,390	992,800	1,096,700	(103,900)	1,257,800
41610 Retirement/PARS	9,703	9,700	8,400	1,300	5,600
41650 Medicare	73,439	98,800	81,600	17,200	93,900
41660 FICA	943	1,800	1,700	100	1,800
41700 Workers' Compensation	382,000	292,200	292,200	0	303,400
41620 Retirement HRA	0	0	0	0	6,000
41900 Personnel Savings	0	(463,800)	0	(463,800)	(263,800)
Subtotal - Personnel	<u>9,527,954</u>	<u>8,376,800</u>	<u>8,937,600</u>	<u>(560,800)</u>	<u>9,390,600</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	231,051	293,800	235,000	58,800	258,000
42150 Communications	659	800	800	0	800
42230 Office Supplies	6,912	13,000	10,000	3,000	10,000
42235 Furn & Equip (Non-Capital)	4,512	2,300	2,100	200	0
42310 Rentals	3,001	4,000	4,000	0	4,000

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42410 Uniform/Clothing Supply	\$24,084	\$31,800	\$27,000	\$4,800	\$27,000
42420 Special Departmental Expense	84,183	100,000	100,000	0	100,000
42440 Memberships & Dues	8,959	10,800	10,800	0	10,800
42450 Subscriptions & Books	1,748	2,000	1,000	1,000	2,000
42460 Advertising	1,488	2,500	1,500	1,000	1,500
42500 Fuel & Lubricants	279,309	300,000	310,000	(10,000)	270,300
42510 Tires	39,840	40,000	50,000	(10,000)	50,000
42550 Small Tools/Equipment	9,926	10,000	10,000	0	10,000
42560 Operating Supplies	388,106	777,800	539,600	238,200	485,600
42720 Travel, Conferences, Meetings	1,071	4,100	4,100	0	4,100
42730 Training	4,577	5,500	5,500	0	8,500
42790 Mileage	5,761	6,400	6,400	0	6,400
Subtotal - Supplies/Materials	<u>1,095,187</u>	<u>1,604,800</u>	<u>1,317,800</u>	<u>287,000</u>	<u>1,249,000</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	239,712	379,200	302,200	77,000	327,600
44310 Maintenance of Equipment	122,050	75,500	75,500	0	64,700
44450 Landscape Maintenance Contract	1,187,069	1,221,800	1,096,800	125,000	962,100
44490 Other Contract Services	923,468	976,100	896,700	79,400	1,039,900
44355 Reimbursement for Vehicle Mtce	(987,800)	(980,100)	(980,100)	0	(965,400)
Subtotal - Services	<u>1,484,499</u>	<u>1,672,500</u>	<u>1,391,100</u>	<u>281,400</u>	<u>1,428,900</u>
Subtotal - Current Expenses	\$2,579,686	\$3,277,300	\$2,708,900	\$568,400	\$2,677,900

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<i><b>CAPITAL OUTLAY</b></i>					
47020 Furnishings & Equip. (Capital)	\$0	\$0	\$0	\$0	\$7,200
47028 Computers (Capital)	0	6,000	5,900	100	12,800
47030 Vehicles	0	0	0	0	26,400
47050 Maintenance Contracts	0	106,100	0	106,100	0
Subtotal - Capital Outlay	0	112,100	5,900	106,200	46,400
 Total	 <b><u>\$12,107,640</u></b>	 <b><u>\$11,766,200</u></b>	 <b><u>\$11,652,400</u></b>	 <b><u>\$113,800</u></b>	 <b><u>\$12,114,900</u></b>

**DEPARTMENT OF PUBLIC WORKS  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
<b><u>Administration:</u></b>			
Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Maintenance Services	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Senior Management Analyst	0.0	1.0	1.0
Management Analyst	2.0	1.0	1.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
Public Works Dispatcher	1.0	1.0	1.0
SUBTOTAL	10.0	10.0	10.0
<b><u>Maintenance:</u></b>			
Maintenance Superintendent	3.0	3.0	3.0
Maintenance Supervisor	4.0	4.0	4.0
Community Services Specialist	1.0	2.0	2.0
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	20.0	20.0	20.0
SUBTOTAL	66.0	67.0	67.0



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

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>City Engineering &amp; Traffic Engineering:</u></b>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	9.0	7.0	7.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	4.0	3.0	3.0
Engineering Technician	1.0	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
<b>SUBTOTAL</b>	<hr/> 31.0	<hr/> 28.0	<hr/> 28.0
<b><u>Environmental Compliance: (Note 1)</u></b>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Program Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
<b>SUBTOTAL</b>	<hr/> 6.0	<hr/> 6.0	<hr/> 6.0
 <b>TOTAL - REGULAR POSITIONS</b>	 113.0	 111.0	 111.0

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

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

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>TEMPORARY/LIMITED-TERM POSITIONS: (Note 2)</u></b>			
Community Services Specialist (Graffiti Abatement)	1.0	0.0	0.0
Temporary Custodian	1.5	0.5	0.5
Work Experience/Maintenance	1.5	0.5	0.5
TOTAL - TEMP/LIMITED-TERM POSITIONS	4.0	1.0	1.0
TOTAL - PUBLIC WORKS POSITIONS	117.0	112.0	112.0

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

## 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 2010-11 Goals and Achievements

- Goal: Continue to enforce and maintain a zero tolerance for graffiti in Simi Valley utilizing immediate and long-term strategies. **Achievement: Reduced graffiti from weekly average of 123 to 61 and implemented procedures for billing of and reimbursement from graffiti offenders.**
- Goal: Work to secure grant funding from State and Federal sources, including Homeland Security, Urban Area Security Initiative, and the Office of Traffic Safety. **Achievement: Secured grant funds from State and Federal agencies in the amount of \$31,500.**
- Goal: Develop a plan for implementing on-line reporting. **Achievement: Developed on-line reporting strategy that was reviewed by the e-government committee and is awaiting budget approval.**
- Goal: Increase the number of volunteers in the Citizen on Patrol, Reserve Officer, and Explorer programs to help augment service to the public. **Achievement: Increased the number of Citizen on Patrol volunteers by five, the Reserve Officer program by four, and added eleven new Explorers.**

### Other Accomplishments

- Expanded use of technology to monitor high crime areas and to target specific problems.
- Responded to increased responsibilities associated with policing of the Ronald Reagan Presidential Library that is now located within the City.

### FY 2011-12 Goals

- Reduce the incidence of property crimes through suppression of criminal activity and community education and awareness.
- Develop a strategy to monitor the early release of inmates from State prison or county jail with no probation or parole terms.
- Explore joint use and regional approaches to enforcement efforts and investigations.

### 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 2010-11 Goals and Achievements

- Goal: Provide high quality customer service at all times. **Achievement: Responded to 22,673 calls for service, 18,361 of which were emergency 911 calls, from July 1, 2010 through February 28, 2011.**
- 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 a 4.4 minute response time for emergency calls and a 14.9 minute response time for non-emergency calls.**
- Goal: Research and explore the option of a regional 911 system with the Ventura County Sheriffs Department and Oxnard Police Department. **Achievement: Continued to meet with allied agencies, vendors, and State representatives to plan a regional 911 system and explore funding options.**
- Goal: Activate the Alternate Dispatch Center at East Valley Sheriff's Office (EVSO) for training exercises. **Achievement:**

**Activated the Alternate Dispatch Center on October 11 and 15, 2010 for 24 hour periods with no issues or reported problems.**

- Goal: Continue to work with the newly annexed Ronald Reagan Presidential Library and residential properties with regard to establishing dispatch capabilities for calls for service from those locations. **Achievement: Successfully activated the Temporary Dispatch Center on November 18, 2010.**

#### Other Accomplishments

- Activated Tactical Dispatcher Team Members for a Fourth of July celebration, an armed robbery pursuit, an officer-involved shooting incident, and a Ronald Reagan Presidential Library event.

#### FY 2011-12 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.
- Continue pursuit of a regional 911 system.
- Conduct an Alternate Dispatch Center training exercise.
- Participate in Leadership Simi Valley, the Every 15-Minute Program, and the Citizens' Academy.

#### 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 2010-11 Goals and Achievements

- Goal: Maintain an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls. **Achievement: Achieved a 4.4 minute response time for emergency calls and a 14.9 minute response time for non-emergency calls.**
- Goal: Provide professional and courteous service at all times and maintain a low citizen complaint rate. **Achievement: Provided professional and courteous service and received only two citizen complaints.**
- Goal: Explore new and innovative methods to provide Patrol and Traffic services to the City at a reduced cost. **Achievement: Increased the number of trained bicycle Officers by four for deployment in problem areas and identified and trained an additional canine team for both patrol activities and narcotics detection.**
- Goal: 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. **Achievement: Continued to electronically display crime data in the Operation's Command Center.**
- Goal: Continue to focus resources on identified problem areas. **Achievement: Focused on transient issues within parks and shopping centers, developed a known offender holiday enforcement posture, deployed numerous resources on three separate occasions to focus on offenders associated with property crimes and drug offenses, increased preventative patrols of retail areas during the holiday season, and equipped an unmarked unit for patrol use.**

#### FY 2011-12 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.
- Continue to focus resources on identified problem areas.
- Explore new and innovative methods to provide Patrol and Traffic services to the City at a reduced cost.
- Continue to focus resources on identified problem areas.
- Continue to increase the use of technology to combat crime.

### 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 2010-11 Goals and Achievements

- Goal: Dedicate a portion of the Special Enforcement Section's time to the enforcement of street level narcotics violations. **Achievement: Targeted enforcement of street level narcotics violations, which resulted in approximately 80% of all the Special Enforcement Section arrests.**
- Goal: Develop a plan to monitor and track the early release of parolees into the City. **Achievement: Established a protocol with State Parole and the Ventura County Sheriff's Department to receive notifications regarding parolee early release dates.**
- Goal: Continue to maintain due diligence and track all City-related arrest warrants. **Achievement: Assigned an Officer**

**within the Special Enforcement Section to track and maintain all City related arrest warrants, and update all listed warrants.**

- Goal: Maintain working relationships with State, Federal, and regional drug enforcement agencies in order to address narcotics problems within the City. **Achievement: Assigned one Special Investigative Unit Detective to work with the DEA Task Force and provided one Special Investigative Unit Detective to serve as a liaison with the U.S. Drug Enforcement Administration and U.S. Customs.**
- Goal: 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. **Achievement: Increased the number of search warrants significantly within the last six months, with Special Investigative Unit Detectives serving an average of four search warrants per month.**

### FY 2011-12 Goals

- Ensure the Special Enforcement Section's time is focused on the enforcement of street level narcotics violations in an effort to drive the property crime rate down.
- Continue to monitor and track the early release of parolees into the City as a result of the State's early release program.
- Maintain working relationships with State, Federal, and regional drug enforcement agencies in order to address narcotics issues in the City.
- Develop and maintain relationships and participate in available Federal and county narcotics' task forces as a means to further reduce illegal narcotics activity in the city.

### 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 2010-11 Goals and Achievements

- Goal: Prevent and deter criminal acts through intelligence gathering activities. **Achievement: Continued to interact with the law enforcement intelligence community, including Federal and local agencies, and participated in the Terrorism Liaison Officer Program.**
- Goal: Collect information to assist in developing protocols for enforcement action during the fiscal year. **Achievement: Reviewed crime reports and successfully identified ongoing criminal activity and trends, which is used to deploy resources to problem locations.**
- Goal: Work cooperatively with the Special Operations Unit in an effort to target known offenders and crime patterns. **Achievement: Worked closely with Special Operations Unit staff and shared information resulting in several successful investigations.**
- Goal: Actively investigate unsolved homicides and unresolved missing person cases. **Achievement: Reviewed and investigated unsolved homicides and unresolved missing person cases for new investigative leads.**
- Goal: Continue proactive monitoring of registered sex offenders. **Achievement: Continued monitoring of the 111 registered sex offenders within the City with a 100% compliance rate.**

### FY 2011-12 Goals

- Maintain a close working relationship with various Federal, State, and local law enforcement agencies to ensure intelligence information is readily available.
- Collect crime trend information to assist in developing protocols for enforcement actions throughout the 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 to ensure their compliance with applicable laws.

### 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 2010-11 Goals and Achievements

- Goal: Prepare a plan to reinstate the records purging process that fully meets the City's Records Retention Policy and all State laws. **Achievement: Implemented a purging schedule in accordance with the City's Records Retention Policy that resulted in the purging of all electronic and laserfich reports from 1989 through 2004.**
- Goal: Prepare a comprehensive workflow that strategically outlines the process for sealing or expunging both juvenile and adult records. **Achievement: Completed and implemented procedures and documentation outlining the sealing and expunging process.**
- Goal: Train all new and probationary staff on Records Unit procedures, both manual and electronic. **Achievement: Completed and documented all critical training for new and probationary staff.**

- Goal: Expand training for all Records Technicians to include monthly training classes and evaluations of training as necessary. **Achievement: Initiated a bi-monthly training schedule for all Records Technicians.**
- Goal: Work with Versaterm to upgrade to Versadex 7.3, which will result in significant changes, create efficiencies, and improve overall records auditing. **Achievement: Transferred responsibility of System Administration function to the City's Information Services Division, which will handle the upgrade to Versadex 7.3.**
- Goal: Research CLETS mnemonics pooling and the NCIC administration and auditing module within Versadex. **Achievement: Utilized active mnemonics and initiated CLETS mnemonic pooling, which is under review with System Administrator and Information Services Unit staff.**

#### FY 2011-12 Goals

- Continue the purging process meeting the mandates of the Records Retention Policy as well as all State codes and laws. This is to include both hard copy and electronic records.
- Work with the City's Information Services Division regarding the Versadex Version 7.3 upgrade.
- Complete CLETS recertification for the entire Police Department and other city employees who use CLETS to perform their job functions.
- Complete the implementation of electronic graffiti reporting.

#### CRIME ANALYSIS AND REPORTING

The Crime Analysis and Reporting Unit is the hub for all administrative, operational, and tactical analysis. The Unit aggressively utilizes the Police Department's Records Management System in actively analyzing and disseminating timely information that is accurate and useful. The Unit identifies crime patterns, crime trends and potential suspects; and tracks and monitors all active parolees and known felons who reside or frequent the City of Simi

Valley. Crime Analysis manages a variety of intelligence systems and other databases to include crime mapping. The Crime Analysis & Reporting Unit conducts specialized research and produces a variety of crime statistics to include Part I and Part II crimes as requested.

#### FY 2010-11 Goals and Achievements

- Goal: Continue to work on implementing the E-CARS System to electronically submit monthly UCR and MACR mandated reporting. **Achievement: Transferred responsibility for the ECARS system to the Records Unit.**
- Goal: Continue to work with the Information Services Division to complete the final list of designated Cognos reports using the Report Net software. **Achievement: Completed data validation process for automated Cognos reports in January 2011 and currently working to prioritize and finalized automated reporting.**
- Goal: Continue to work with Versaterm to upgrade to Versadex 7.3, which will bring some significant changes to create efficiencies and improve overall auditing. **Achievement: Transferred responsibility of System Administration function to the City's Information Services Division, which will handle the upgrade to Versadex Version 7.3.**
- Goal: Work with Information Services Division staff to train Crime Analysis Unit staff on the use of Versaterm Crime Analysis Package (VCAP), which will allow users to extract data from the Records Management System for statistical and criminal activity purposes. **Achievement: Attended Versaterm Crime Analysis Package (VCAP) training with one member of the Information Services Division staff to gain knowledge of various reporting systems within VCAP. Working to create, prioritize, and maintain new featured reports.**

#### FY 2011-12 Goals

- Continue to work with the Information Services Division to complete the final list of requested Cognos data reports using the Report Net software and VCAP.

- Continue to work with Information Services Division staff to train Crime Analysis and Reporting Unit staff on the expanded use of the VCAP, which will allow users to extract data from the Records Management System for statistical reporting and identification of criminal activity.
- Continue to expand the use of crime mapping capabilities used for data correlation.
- Continue to remain current with various analytical methods of tracking and identifying crime trends.

### FISCAL SERVICES

The Fiscal Services Unit is responsible for the business functions of the Department. This includes budget, purchasing, payroll, the 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 2010-11 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 255 false alarm billings and 105 permits and licenses.**
- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Published revisions to six General Orders.**
- Goal: Complete the Department's reappropriations, first quarter report, mid-year report, and the Preliminary Base Budget. **Achievement: Completed the Department's FY 2010-11 reappropriations, first quarter, and mid-year reports, and developed the FY 2011-12 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: Continue to apply for reimbursement for all Department grants. **Achievement: Continued to apply for reimbursement of all Department grants.**

### FY 2011-12 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, 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 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 2010-11 Goals and Achievements

- Goal: Auction surplus vehicles and equipment. **Achievement: Completed the auction of 12 surplus vehicles and equipment items in September 2010.**
- Goal: Install equipment into 10 replacement vehicles. **Achievement: Completed the installation of emergency equipment into two vehicles in April 2010.**
- Goal: Upgrade the internal operation and magnetic lock system on the security gates. **Achievement: Completed the upgrade in March 2010.**



- Goal: Install new VHF radios in all black and white vehicles. **Achievement: Completed the installation of VHF radios in 19 of 31 black and white vehicles.**

### Other Accomplishments

- Installed new East and West roll-up gates.
- Completed the inspection, repair, and certification of the Police Facility's backflow system.
- Inventoried and repaired all radars in the fleet.
- Replaced public address system.
- Installed equipment into a Citizens on Patrol vehicle.

### FY 2011-12 Goals

- Auction surplus vehicles and equipment.
- Install equipment into new replacement vehicles.
- Install edging on Property Room evidence shelving.
- Assist with the City's Green Expo.

### 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 2010-11 Goals and Achievements

- Goal: Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 885 to 1,100. **Achievement: Continued sending timely alerts to 843 subscribers, an increase of 28 from the prior year.**
- Goal: Expand community involvement in Neighborhood Watch, Business Watch and faith-based crime prevention groups. **Achievement: Increased the Neighborhood Watch Program by adding one new group for a total of 15.**
- Goal: Continue the Youth Services Program by hosting four Parent Project classes. **Achievement: Completed three Parent Project classes, with a fourth class is currently underway.**
- Conduct lockdown drills at each school. **Achievement: Initiated communication with the School District to encourage their participation in the planning process.**
- Goal: Schedule developmental training for Officers beyond minimum POST required training compliance. Continue to schedule training to have a minimum impact on summer uniform deployment and overtime expense. **Achievement: Hosted one developmental course in the EOC for a total of five during FY 2010-11, and scheduled two additional courses to minimize the impact on overtime and staffing.**

### FY 2011-12 Goals

- Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 843 to 1,100.
- Expand community involvement in Neighborhood Watch, Business Watch, and faith based crime prevention groups.
- Host four Parent Project classes.
- Review and revise Property Room Procedures to include updating Unit and General orders to reflect current operating methods.

- Continue to seek innovative ways to focus community awareness on crime prevention.

## 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 2010-11 Goals and Achievements

- Goal: Obtain Office of Traffic Safety (OTS) grants related to traffic safety programs for FY 2010-11 as they become available. **Achievement: Obtained and implemented an OTS Click-It-or-Ticket Grant to fund the cost of special enforcement details.**
- Goal: Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate. **Achievement: Assigned one Motor Officer to work specifically on citizen originated traffic complaints.**
- Goal: Continue to work with City traffic engineers in an effort to permanently mitigate traffic-related complaints and problems. **Achievement: Consulted with traffic engineers regarding the placement of traffic signs and speed bumps.**

- Goal: Continue to deploy stealth radar units to determine the validity of traffic related complaints and deploy the appropriate resources to confirmed problem areas. **Achievement: Deployed the stealth radar unit on two occasions during the fiscal year.**
- Goal: Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur. **Achievement: Issued a total of 5,088 citations during the preceding twelve months: 1,631 of which were for excessive speed violations and 3,208 of which were issued at or near the top five traffic collision locations.**

### FY 2011-12 Goals

- Obtain OTS grants related to traffic safety programs for FY 2011-12 if 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 address problem areas.
- Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur.
- Continue to enforce the inoperable/abandoned vehicle sections of the Simi Valley Municipal Code.

## SPECIAL PROBLEMS SECTION

The Special Problems Section (SPS) is staffed by a Sergeant and four Police Officers.

### FY 2010-11 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 stings that target on-sale licensed businesses to ensure compliance. **Achievement: Conducted operations on a monthly basis at on-sale premises with funds from State Office of Alcohol Beverage Control grant.**
- Goal: Continue with a zero tolerance enforcement posture on all crimes involving graffiti and tagging-related vandalisms. **Achievement: Arrested numerous individuals and significantly reduced the number of graffiti related vandalism.**
- Goal: Conduct regular compliance checks of businesses that sell spray paint and aerosol based markers to ensure that minors have no access to these items. **Achievement: Completed regular compliance checks of businesses that sell spray paint and aerosol based markers. To date, all businesses are in compliance.**

- Goal: Continue to monitor and abate trespassing complaints related to homeless individuals at various parks and businesses. **Achievement: Worked closely with the City's Task Force on Homelessness to address trespassing complaints relating to homeless individuals within the City.**
- Goal: Monitor and track the activity of all local gang members and gather intelligence information in order to respond proactively to any increase in activity. **Achievement: Continued to monitor and track activity of local gang members, which resulted in no significant gang related crimes within this period.**

### FY 2011-12 Goals

- Continue the close working relationship with County Juvenile Probation and conduct monthly several probation sweeps targeting gang members and at-risk youth.
- Continue to conduct regular Alcoholic Beverage stings that target on-sale licensed businesses to ensure compliance with applicable laws and reduce the availability of alcohol to underage persons.
- Continue a zero tolerance enforcement posture on crimes involving graffiti and tagging-related vandalism.
- Implement the CAL GANG computer tracking system to enhance gang intelligence gathering methods.
- Continue to monitor and abate trespassing and panhandling complaints related to homeless individuals throughout the city.
- Monitor and track the activity of all local gang members and respond proactively to any increase in activity.

# SIMI VALLEY CITY COUNCIL

CITY MANAGER

**POLICE DEPARTMENT**  
Chief of Police

**EMERGENCY SERVICES  
COORDINATOR**

**ADMINISTRATIVE  
SECRETARY**

**OPERATIONS DIVISION  
Captain**

**INVESTIGATIVE SERVICES  
DIVISION  
Captain**

**ADMINISTRATIVE  
DIVISION  
Deputy Director**

- Patrol
- Traffic
- Dispatch
- FTO Program
- K-9 Unit
- Bicycle Patrol
- School Resource Officers
- Chaplain Program
- Motor Enforcement
- Accident Investigation
- Parking Enforcement
- Abandoned Vehicles
- Front Desk Services
- Information Services

- Detectives
- Special Enforcement
- Gang Suppression
- Narcotics Enforcement
- Criminal Intelligence
- Victim Services
- Explorer Program
- Crime Prevention
- Property & Evidence
- Recruitment & Background
- Professional Standards
- Jail Management
- Public Information Services
- Training
- Homeland Security
- Youth Services Program
- Reserve Officers
- Volunteer Services
- Crime Analysis & Reporting
- Liaison to City IS

- Budget
- Purchasing
- General Orders
- Maintenance
- Records Management
- Liaison to City HR
- Payroll
- Business Permits
- Alarm Ordinance
- Grants Accounting

7/11

**POLICE DEPARTMENT**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$13,341,148	\$13,955,400	\$13,452,900	\$502,500	\$14,334,100
41020 Temporary Salaries	62,088	87,500	70,000	17,500	87,500
41040 Overtime	2,448,360	2,776,800	2,707,000	69,800	2,889,300
41200 Deferred Compensation - 401k	246,385	151,200	135,100	16,100	23,300
41210 Deferred Compensation - 457	8,311	16,500	8,700	7,800	15,700
41300 Vision Care	42,615	43,700	43,200	500	43,500
41350 Disability	130,110	137,900	128,400	9,500	140,300
41400 Group Ins/Health	2,451,097	2,597,000	2,337,400	259,600	2,553,100
41450 Life Insurance	43,116	45,600	43,500	2,100	46,300
41500 Group Ins/Dental	229,207	240,900	233,500	7,400	236,200
41600 Retirement/PERS	4,557,484	4,419,600	4,385,200	34,400	5,048,000
41650 Medicare	203,154	245,500	220,400	25,100	250,900
41660 FICA	2,603	5,400	3,100	2,300	5,500
41700 Workers' Compensation	1,414,800	1,350,100	1,350,100	0	1,299,300
41620 Retirement HRA	930	0	11,300	(11,300)	39,600
41900 Personnel Savings	0	(733,700)	0	(733,700)	(733,700)
Subtotal - Personnel	<u>25,181,408</u>	<u>25,339,400</u>	<u>25,129,800</u>	<u>209,600</u>	<u>26,278,900</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	21,747	20,300	20,100	200	20,300
42200 Computer (Non-Capital)	5,900	7,400	7,400	0	8,700
42230 Office Supplies	21,702	26,600	25,800	800	20,200
42310 Rentals	12,901	17,800	17,300	500	17,500
42410 Uniform/Clothing Supply	231,132	240,400	221,700	18,700	316,800

**POLICE DEPARTMENT (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42440 Memberships & Dues	\$6,536	\$7,500	\$6,700	\$800	\$8,300
42450 Subscriptions & Books	1,403	2,000	1,500	500	2,900
42500 Fuel and Lubricants	286,563	277,200	320,000	(42,800)	376,300
42560 Operating Supplies	183,051	202,000	194,900	7,100	204,300
42720 Travel, Conferences, Meetings	13,976	36,200	26,500	9,700	39,000
42730 Training	7,306	15,500	15,700	(200)	22,800
42760 POST Training	65,367	77,700	77,700	0	85,000
42770 Recruitment	14,478	39,400	37,000	2,400	40,900
42780 Out-Of-County Investigation	2,961	3,500	2,000	1,500	8,500
42790 Mileage	1,712	1,000	1,000	0	1,000
Subtotal - Supplies/Materials	<u>876,735</u>	<u>974,500</u>	<u>975,300</u>	<u>(800)</u>	<u>1,172,500</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	97,995	159,600	140,300	19,300	124,200
44310 Maintenance of Equipment	312,805	360,900	352,700	8,200	332,800
Subtotal - Services	<u>410,800</u>	<u>520,500</u>	<u>493,000</u>	<u>27,500</u>	<u>457,000</u>
Subtotal - Current Expenses	\$1,287,535	\$1,495,000	\$1,468,300	\$26,700	\$1,629,500
Total	<u><u>\$26,468,943</u></u>	<u><u>\$26,834,400</u></u>	<u><u>\$26,598,100</u></u>	<u><u>\$236,300</u></u>	<u><u>\$27,908,400</u></u>

**POLICE DEPARTMENT  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS</u></b>	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>
<b><u>Administration:</u></b>			
Chief of Police	1.0	1.0	1.0
Captain	2.0	2.0	2.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b><u>Dispatch:</u></b>			
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
<b>SUBTOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b><u>Patrol:</u></b>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	9.0	7.0	7.0
Police Officer	44.0	48.0	48.0
<b>SUBTOTAL</b>	<b>65.0</b>	<b>67.0</b>	<b>67.0</b>

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

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<b><u>Special Operations Unit:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	5.0	5.0	5.0
Police Officer	6.0	7.0	7.0
<b>SUBTOTAL</b>	14.0	15.0	15.0
<b><u>Detectives:</u></b>			
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	0.0	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
<b>SUBTOTAL</b>	20.5	19.5	19.5
<b><u>Records:</u></b>			
Police Records Manager	0.0	1.0	1.0
Police Records Supervisor	1.0	0.0	0.0
Senior Police Records Technician	2.0	2.0	2.0
Police Records Technician I/II	7.0	9.0	8.0
<b>SUBTOTAL</b>	10.0	12.0	11.0



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

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<b><u>Auxiliary Services:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	1.0	1.0	1.0
Police Officer	1.0	1.0	1.0
Community Services Specialist	2.0	2.0	2.0
Administrative Aide	1.0	1.0	1.0
Property Officer	1.0	1.0	1.0
Property Technician	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	11.0	11.0	11.0
<b><u>Crime Analysis:</u></b>			
Crime Analysis and Reporting Manager	1.0	1.0	1.0
Crime Analyst	1.0	1.0	1.0
Crime Analyst Technician	0.0	1.0	1.0
Police Records Technician II	3.0	0.0	0.0
<b>SUBTOTAL</b>	5.0	3.0	3.0
<b><u>Traffic:</u></b>			
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	7.0
Community Services Specialist	1.0	1.0	1.0
Police Service Assistant	8.0	7.0	7.0
<b>SUBTOTAL</b>	20.0	19.0	19.0

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

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<b><u>Fiscal Services:</u></b>			
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Community Services Specialist	1.0	0.0	0.0
Accounting Technician	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Maintenance:</u></b>			
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
<b>SUBTOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b><u>Special Problems Section:</u></b>			
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
<b>SUBTOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>TOTAL - REGULAR POSITIONS</b>	<b>173.5</b>	<b>173.5</b>	<b>172.5</b>
<b>TOTAL SWORN</b>	<b>122.0</b>	<b>121.0</b>	<b>121.0</b>
<b>TOTAL NON SWORN</b>	<b>51.5</b>	<b>57.5</b>	<b>56.5</b>

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

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<b><u>TEMPORARY POSITIONS</u></b>			
Work Experience/Custodial	0.0	0.0	0.0
Work Experience/Clerical	0.0	0.0	0.0
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	10.0	10.0	10.0
<b>TOTAL - TEMPORARY POSITIONS</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>
<b>TOTAL - POLICE DEPARTMENT POSITIONS</b>	<b>188.5</b>	<b>188.5</b>	<b>187.5</b>

Does not include two authorized Police Sergeant overfill positions.  
 Does not include four authorized Police Officer overfill positions.  
 Does not include four authorized Police Officer Trainee overfill positions.  
 Does not include one authorized Police Dispatcher overfill position.  
 Does not include one authorized Police Dispatcher Trainee overfill position.

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

## 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 2010-11 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (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 attendance at the Emergency Coordinators Committee and the Emergency Planning Council.**
- Goal: Implement all aspects of the Community Emergency Response Team program. **Achievement: Implemented the Community Emergency Response Team program, including conducting four basic academies and a refresher class.**
- Goal: Manage the City's volunteer Disaster Service Worker Program. **Achievement: The Disaster Service Worker (DSW) Team averaged over 30 members. All training and recruitment objectives were met and the team coordinated the logistics and traffic control at Point of Dispensing (POD) activation and a 36 hour "Med-Shelter" Exercise, in conjunction with the Ventura County Public Health Department. The team also was activated to staff the Simi Valley Police Department call center on an abduction case.**
- 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 and participated in the statewide earthquake drill "Operation Golden Guardian."**
- 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 and EOC procedures.**

- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**
- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Completed an update of the City's Hazard Mitigation Plan and Continuity of Government Plan.**
- Goal: Continue to manage the operations of the City's Travelers Information Service AM radio station. **Achievement: Managed the radio system in an operational mode throughout the year.**

#### **Other Accomplishments**

- Coordinated the installation of digital projectors, screens and computers in the EOC funded by a 2010 Federal grant in the amount of \$11,700.
- Updated the City's Critical Facilities List.
- Represented the City of Simi Valley in the Ventura County Volunteer Organizations Active in Disasters group designed to coordinate disaster response with Cities and the County in terms of, mass feeding, mass sheltering, and commodities distribution.
- Participated in the Ventura County Community Emergency Response Team (CERT) Coordinator's Group, designed to oversee CERT curriculum presented to the residents in Ventura County and to ensure compliance with national CERT standards for this program.
- Participated in the Ventura County Schools Disaster Preparedness Challenge and Poster/Video Contest.

- Staffed an Emergency Services booth at the Simi Valley Street Fair, Fourth of July Fireworks Show, and the Police Department's 40<sup>th</sup> Anniversary Open House.
- Coordinated the Emergency Management Performance Grant (EMPG) Program that provided the City with \$29,200 in Department of Homeland Security grant funds used to fund the writing of a Continuity of Government Plan, implement WebEOC, acquire a weather monitoring station for the EOC, and conduct SEMS/NIMS training. Since 1987, over \$440,000 has been awarded to the City.
- Coordinated Disaster Service Worker Team distribution of "Ready! Set! Go!" fire preparedness materials.
- Represented Ventura County in the Los Angeles Regional Catastrophic Planning Group, a grant-based program designed to produce and coordinate regional catastrophic response plans.
- Participated in the Ventura County Public Information Officers Group and the Public Information and Education Committee of the Ventura County Emergency Planning Council.

#### **FY 2011-12 Goals**

- Ensure City compliance with all aspects of the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS).
- Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained.

- 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 AM radio station.
- Manage the City's automated notification system (Rapid Notify) for emergency messaging in the community.
- Operate the WebEOC crisis management software.
- Provide GIS mapping and analysis support to the Police Department.
- Provide logistical support for various City special events.
- Manage the City's disaster supply cache.

**POLICE DEPARTMENT**  
**EMERGENCY SERVICES**

	<b>ACTUAL</b> <b><u>2009-10</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2010-11</u></b>	<b>VARIANCE</b> <b><u>2010-11</u></b>	<b>BUDGET</b> <b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$164,420	\$166,400	\$166,800	(\$400)	\$166,400
41200 Deferred Compensation - 401k	9,686	1,800	1,800	0	1,800
41300 Vision Care	475	500	500	0	500
41350 Disability	1,918	1,900	1,900	0	1,900
41400 Group Ins/Health	31,911	32,600	30,800	1,800	36,000
41450 Life Insurance	590	600	600	0	600
41500 Group Ins/Dental	1,655	1,700	1,700	0	1,700
41600 Retirement (PERS)	35,098	33,800	34,100	(300)	37,800
41650 Medicare	2,278	2,400	2,600	(200)	2,600
41700 Workers' Compensation	5,300	5,000	5,000	0	5,500
Subtotal - Personnel	<u>253,331</u>	<u>246,700</u>	<u>245,800</u>	<u>900</u>	<u>254,800</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	6,048	6,500	6,400	100	4,000
42230 Office Supplies	386	400	400	0	400
42440 Memberships & Dues	185	200	200	0	200
42560 Operating Supplies	5,470	7,000	7,000	0	10,200
42720 Travel, Conferences & Meetings	1,867	3,300	2,000	1,300	2,600
42730 Training	3,027	3,000	3,000	0	3,000
42790 Mileage	996	1,000	800	200	1,000
Subtotal - Supplies/Materials	<u>\$17,979</u>	<u>\$21,400</u>	<u>\$19,800</u>	<u>\$1,600</u>	<u>\$21,400</u>

**POLICE DEPARTMENT**  
**EMERGENCY SERVICES (CONT'D)**

	<b>ACTUAL <u>2009-10</u></b>	<b>FINAL BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>VARIANCE <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>
<b><u>SERVICES</u></b>					
<b>44310 Maintenance of Equipment</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$0</b>	<b>\$2,800</b>
<b>Subtotal - Services</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>0</b>	<b>2,800</b>
<b>Subtotal - Current Expenses</b>	<b>20,779</b>	<b>24,200</b>	<b>22,600</b>	<b>1,600</b>	<b>24,200</b>
<b>Total</b>	<b>\$274,110</b>	<b>\$270,900</b>	<b>\$268,400</b>	<b>\$2,500</b>	<b>\$279,000</b>



**POLICE DEPARTMENT  
EMERGENCY SERVICES PROGRAM  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>PERSONNEL</u></b>					
41800 Annual Leave Pay Out	\$550,935	\$1,120,700	\$1,120,700	\$0	\$1,138,500
Subtotal - Personnel	550,935	1,120,700	1,120,700	0	1,138,500
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	680,084	696,700	658,800	37,900	655,100
42130 Postage	65,614	68,000	64,500	3,500	64,000
42150 Communications	621,517	725,900	685,300	40,600	745,800

**NON-DEPARTMENTAL (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$10,801	\$15,000	\$12,300	\$2,700	\$12,300
42235 Furn & Equip (Non-Capital)	2,629	3,600	3,500	100	14,000
42300 Copiers	127,748	148,700	146,900	1,800	148,700
42310 Rentals	476	1,000	1,000	0	1,000
42440 Memberships and Dues	64,476	74,300	72,300	2,000	73,200
42560 Operating Supplies	59,484	65,000	60,000	5,000	60,000
42545 Trip Reduction Program	121	0	0	0	0
Subtotal - Supplies/Materials	<u>1,632,950</u>	<u>1,798,200</u>	<u>1,704,600</u>	<u>93,600</u>	<u>1,774,100</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	80,761	107,600	80,900	26,700	86,400
44015 VC Property Tax Collection Fee	293,647	293,600	293,600	0	264,700
44310 Maintenance of Equipment	8,072	8,300	4,700	3,600	3,400
44490 Other Contract Services	79,176	98,800	98,800	0	92,300
44590 Insurance Charges	892,500	882,400	882,400	0	748,700
Subtotal - Services	<u>1,354,156</u>	<u>1,390,700</u>	<u>1,360,400</u>	<u>30,300</u>	<u>1,195,500</u>
Subtotal - Current Expenses	\$2,987,106	\$3,188,900	\$3,065,000	\$123,900	\$2,969,600
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	0	34,500	34,500	0	25,400
Subtotal - Capital Outlay	<u>0</u>	<u>34,500</u>	<u>34,500</u>	<u>0</u>	<u>25,400</u>
Total	<u><u>\$3,538,041</u></u>	<u><u>\$4,344,100</u></u>	<u><u>\$4,220,200</u></u>	<u><u>\$123,900</u></u>	<u><u>\$4,133,500</u></u>

## **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)**

	<b>ACTUAL <u>2009-10</u></b>	<b>FINAL BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>VARIANCE <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>
<b>Beginning Fund Balance</b>	\$1,765,185	\$2,213,692	\$2,213,692		\$2,553,592
<b><u>REVENUES</u></b>					
34001 Interest on Investments	80,967	113,000	70,000	(43,000)	60,000
37111 Premiums/General Fund	892,500	882,400	882,400	0	748,700
37112 Premiums/CDA	53,200	54,400	54,400	0	56,600
37114 Premiums/Lighting Maintenance	159,900	162,700	162,700	0	136,700
37115 Premiums/Sanitation	187,600	195,700	195,700	0	185,900
37116 Premiums/Transit	149,400	157,800	157,800	0	133,300
37117 Premiums/Waterworks	110,900	123,600	123,600	0	99,300
<b>Total Revenues</b>	<b>1,634,467</b>	<b>1,689,600</b>	<b>1,646,600</b>	<b>(43,000)</b>	<b>1,420,500</b>
<b><u>EXPENDITURES</u></b>					
43010 Liability Insurance Premiums	259,848	273,500	265,000	8,500	267,000
43040 Property Insurance Premiums	93,039	112,000	110,000	2,000	112,000
43170 Unemployment Claims	53,911	75,000	54,000	21,000	65,000
43200 Claims & Contributions to Legal Reserves	508,029	963,800	650,000	313,800	758,800
44590 Other Insurance Services	1,033	3,700	3,700	0	3,700
46100 Reimbursement to General Fund	266,500	220,000	220,000	0	195,900
49648 Transfer to Computer Equip Replacement	3,600	4,000	4,000	0	4,000
<b>Total Expenditures</b>	<b>1,185,960</b>	<b>1,652,000</b>	<b>1,306,700</b>	<b>345,300</b>	<b>1,406,400</b>
<b>Net Cashflow</b>	<b>448,507</b>	<b>37,600</b>	<b>339,900</b>	<b>302,300</b>	<b>14,100</b>
<b>Ending Fund Balance</b>	<b>\$2,213,692</b>	<b>\$2,251,292</b>	<b>\$2,553,592</b>		<b>\$2,567,692</b>
<b>Reserve Requirement per Actuarial Analysis</b>	<b>2,079,451</b>	<b>2,079,451</b>	<b>2,079,451</b>		<b>2,165,939</b>
<b>General Fund Advance</b>	<b>2,344,000</b>	<b>2,344,000</b>	<b>2,344,000</b>		<b>2,344,000</b>

## **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)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
Beginning Fund Balance	\$6,357,249	\$3,643,195	\$3,643,195		\$3,289,395
<b><u>REVENUES</u></b>					
34001 Interest on Investments	252,708	296,400	214,200	(82,200)	226,100
37110 Premiums/CDA Housing	18,600	19,500	19,500	0	20,500
37111 Premiums/General Fund	2,097,500	1,943,600	1,943,600	0	1,926,900
37112 Premiums/CDA Admin	9,600	12,400	12,400	0	6,800
37115 Premiums/Sanitation	265,100	266,600	266,600	0	225,700
37116 Premiums/Transit	97,100	86,300	86,300	0	92,300
37117 Premiums/Waterworks	136,600	139,400	139,400	0	120,400
37118 Premiums/PD Special Problems Section	61,900	51,300	51,300	0	0
37119 Premiums/Workers' Compensation	5,000	5,400	5,400	0	5,700
Total Revenues	<u>2,944,108</u>	<u>2,820,900</u>	<u>2,738,700</u>	<u>(82,200)</u>	<u>2,624,400</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	213,644	220,000	215,100	4,900	215,200
41020 Temporary Salaries	0	0	1,700	(1,700)	0
41200 Deferred Compensation - 401k	14,529	2,800	2,700	100	2,700
41300 Vision Care	713	700	700	0	700
41350 Disability	2,491	2,500	2,400	100	2,500
41400 Group Ins/Health	46,255	47,300	43,400	3,900	47,300
41450 Life Insurance	886	900	900	0	900
41500 Group Ins/Dental	2,482	2,600	2,500	100	2,600
41600 Retirement/PERS	45,617	44,400	43,600	800	46,000

**WORKERS' COMPENSATION INSURANCE FUND (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><i><u>PERSONNEL (CONT'D.)</u></i></b>					
41650 Medicare	\$3,075	\$3,100	\$3,600	(\$500)	\$3,100
41660 FICA	0	0	100	(100)	0
41700 Workers' Compensation	5,000	5,400	5,400	0	5,700
41800 Payroll Accruals	9,819	19,300	7,600	11,700	18,100
Subtotal - Personnel	<u>344,511</u>	<u>349,000</u>	<u>329,700</u>	<u>19,300</u>	<u>344,800</u>
<b><i><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></i></b>					
42230 Office Supplies	464	1,200	500	700	1,200
42310 Rentals	2,718	2,600	2,700	(100)	2,400
42440 Memberships and Dues	0	100	100	0	100
42450 Subscriptions and Books	161	700	500	200	700
42720 Travel, Conferences, Meetings	239	200	100	100	200
42730 Training	950	1,000	800	200	1,000
42790 Mileage	306	600	500	100	600
Subtotal - Supplies/Materials	<u>4,838</u>	<u>6,400</u>	<u>5,200</u>	<u>1,200</u>	<u>6,200</u>
<b><i><u>CURRENT EXPENSES - SERVICES</u></i></b>					
43070 Workers' Comp. Insurance Premiums	207,408	210,000	210,000	0	205,000
43200 Claims Payments	1,778,652	2,135,200	1,638,000	497,200	2,280,000
44010 Professional and Special Services	72,859	88,200	86,700	1,500	88,700
44540 Professional Safety Services and Training	2,594	5,300	4,500	800	5,300
44590 Other Insurance Services	500	2,500	2,500	0	2,500
Subtotal - Services	<u>\$2,062,013</u>	<u>\$2,441,200</u>	<u>\$1,941,700</u>	<u>\$499,500</u>	<u>\$2,581,500</u>



**WORKERS' COMPENSATION INSURANCE FUND (CONT'D)**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>
<b><u>CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS</u></b>					
<b>46100 Reimbursement to General Fund</b>	<b>\$2,767,400</b>	<b>\$756,900</b>	<b>\$756,900</b>	<b>\$0</b>	<b>\$2,451,500</b>
<b>49700 Transfer to Sanitation Fund - Surplus</b>	<b>318,200</b>	<b>22,400</b>	<b>22,400</b>	<b>0</b>	<b>210,100</b>
<b>49761 Transfer to Waterworks Fund - Surplus</b>	<b>157,600</b>	<b>33,000</b>	<b>33,000</b>	<b>0</b>	<b>110,100</b>
<b>49648 Transfer to Computer Equipment Replacement</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>	<b>4,000</b>
<b>Subtotal - Reimbursements and Transfers</b>	<b>3,246,800</b>	<b>815,900</b>	<b>815,900</b>	<b>0</b>	<b>2,775,700</b>
<b>Subtotal - Current Expenses</b>	<b>5,313,651</b>	<b>3,263,500</b>	<b>2,762,800</b>	<b>500,700</b>	<b>5,363,400</b>
<b>Total Expenditures</b>	<b>5,658,162</b>	<b>3,612,500</b>	<b>3,092,500</b>	<b>520,000</b>	<b>5,708,200</b>
<b>Net Cashflow</b>	<b>(2,714,054)</b>	<b>(791,600)</b>	<b>(353,800)</b>	<b>(437,800)</b>	<b>(3,083,800)</b>
<b>Ending Fund Balance</b>	<b>\$3,643,195</b>	<b>\$2,851,595</b>	<b>\$3,289,395</b>		<b>\$205,595</b>
<b>Required Reserve per Actuarial Analysis</b>	<b>6,451,277</b>	<b>6,650,230</b>	<b>6,650,230</b>		<b>6,603,532</b>
<b>General Fund Advance</b>	<b>2,344,000</b>	<b>2,344,000</b>	<b>2,344,000</b>		<b>2,344,000</b>

**WORKERS' COMPENSATION INSURANCE FUND**  
**AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0
<b>TOTAL REGULAR POSITIONS</b>	<hr/> 3.0	<hr/> 3.0	<hr/> 3.0

## GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. 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.

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
Beginning Working Capital Balance	\$0	\$80,000	\$80,000		\$19,600
<b><u>REVENUES</u></b>					
34001 Interest	0	0	500	500	1,500
39100 Transfer/General Fund	0	0	0	0	22,300
39200 Transfer/CDA Admin Fund	0	0	0	0	7,300
39201 Transfer/CDA Housing Fund	0	0	0	0	7,300
39700 Transfer/Sanitation Fund	0	0	0	0	14,600
39761 Transfer/Waterworks District No. 8	0	0	0	0	21,000
Total Revenues	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>74,000</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42200 Computers (Non-Capital)	0	4,500	0	4,500	4,500
42560 Operating Supplies	0	4,000	0	4,000	4,000
42720 Travel, Conferences, Meetings	0	1,400	1,400	0	1,400
42730 Training	0	0	0	0	3,100
Subtotal - Supplies and Materials	<u>\$0</u>	<u>\$9,900</u>	<u>\$1,400</u>	<u>\$8,500</u>	<u>\$13,000</u>

**GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$0	\$17,500	\$7,500	\$10,000	\$7,500
44310 Maintenance of Equipment	0	52,600	52,000	600	52,600
Subtotal - Services	0	70,100	59,500	10,600	60,100
Total Expenditures	0	80,000	60,900	19,100	73,100
Ending Working Capital Balance	<u>\$80,000</u>	<u>\$0</u>	<u>\$19,600</u>		<u>\$20,500</u>

## FINANCIAL INFORMATION SYSTEM OPERATING 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 operation of the FIS system, including revisions required by required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>BEGINNING BALANCE</b>	\$0	\$160,200	\$160,200		\$39,200
<b><u>REVENUES</u></b>					
39100 Transfer/General Fund	0	0	0	0	73,300
39200 Transfer/CDA Admin	0	0	0	0	5,200
39201 Transfer/CDA Housing Fund	0	0	0	0	5,300
39270 Transfer/Lighting Maintenance District	0	0	0	0	1,300
39750 Transfer/Transit Fund	0	0	0	0	2,600
39700 Transfer/Sanitation Fund	0	0	0	0	19,600
39761 Transfer/Waterworks Dist. 8 Fund	0	0	0	0	23,700
Total Revenues	0	0	0	0	131,000
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	0	135,200	96,000	39,200	135,200
44010 Professional/Special Services	0	25,000	25,000	0	25,000
Total Expenditures	0	160,200	121,000	39,200	160,200
<b>ENDING BALANCE</b>	<b>\$160,200</b>	<b>\$0</b>	<b>\$39,200</b>		<b>\$10,000</b>

## COMMUNITY DEVELOPMENT AGENCY

The Simi Valley Community Development Agency (CDA) is primarily 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 2010-11, the Agency worked toward increasing commercial and industrial employment opportunities in Simi Valley. Agency activities in the Administrative Fund included the following:

#### FY 2010-11 Goals and Achievements

- Goal: 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 selected areas. **Achievement: Identified eight possible areas of the City to include in the Merged Tapo Canyon and West End Community Development Project Area, and completed the annexation in FY 2010-11.**
- Goal: Host another Simi Valley Business Forum to continue providing useful information and resources to local business owners and employers. **Achievement: Hosted the 2011 Simi Valley Business Forum on April 20, 2011, attracting approximately 200 Simi Valley business owners.**

### Other Accomplishments

- Coordinated Farmers Insurance Building Red Team efforts to assist in leasing the Farmers Insurance facility.
- Launched the Agency's Business Loan Program to make small business loans to Simi Valley businesses amidst the ongoing tight commercial lending market.
- Completed a survey assessing the ongoing Shop Simi Valley First program, revealing that, from 2007 to 2010, awareness of the program increased from 46% to 72% and the proportion of people saying it altered their spending habits increased from 34% to 44%.
- Created a Business and Development Advocate position to act as a liaison and ombudsman between businesses and the City's regulatory agencies, resulting in assistance to dozens of businesses
- Developed the City's Ad Hoc Permit Processing Review Committee to identify and implement ways to improve the City's permitting processes and procedures.
- Published the "How to Open a Small Business in the City of Simi Valley" guide to assist startup businesses and those relocating to Simi Valley.
- Published the "Small Business Resource Guide," a compilation of resources intended to serve as a source of information for new and existing businesses.

- Published a “Tenant Improvement Flow Chart” to assist applicants with the various agencies that are part of the tenant improvement permit processes.
- Administered the Los Angeles Avenue and Tapo Street Façade Renovation Programs, awarding one new grant and managing four active grantees.
- Initiated closure of the Madera/Royale Redevelopment Area and paid off all outstanding debt during FY 2010-11.
- Completed the annual Loan Agreement between the City, the Simi Valley Lighting Maintenance District, and the Agency for FY 2010-11.
- Coordinated preparation and completion of the Agency’s Statement of Indebtedness.
- Completed the Agency’s Annual Report for FY 2009-10 and transmitted it to the State Controller’s Office.

**FY 2011-12 Goals**

- Provide the City Council/Board of Directors with recommendations from the Ad Hoc Permit Processing Review Committee regarding improving the City’s various permitting processes, and implement approved recommendations as directed.
- Complete a marketing campaign for the Los Angeles Avenue and Tapo Street Façade Renovation Programs.
- Initiate expanded outreach to areas outside Simi Valley to attract new businesses.
- Coordinate efforts with new owners of the Simi Valley Town Center for tenant attraction and possible redevelopment of the property.

**HOUSING ADMINISTRATION FUND**

Goals and accomplishments for the City’s housing programs are contained in the Housing and Special Projects Division section of the Department of Environmental Services narrative.

**COMMUNITY DEVELOPMENT AGENCY**  
**ADMINISTRATIVE FUND**

	<b>ACTUAL</b> <b><u>2009-10</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2010-11</u></b>	<b>VARIANCE</b> <b><u>2010-11</u></b>	<b>BUDGET</b> <b><u>2011-12</u></b>
<b><u>REVENUES</u></b>					
39205 Transfer from Tax Increment	\$2,129,103	\$2,643,600	\$2,430,900	(\$212,700)	\$2,262,300
Total - Revenues	2,129,103	2,643,600	2,430,900	(212,700)	2,262,300
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	403,209	493,500	443,200	50,300	260,500
41030 Boards & Commissions	2,880	2,900	2,900	0	2,900
41200 Deferred Compensation - 401k	15,311	4,400	4,000	400	2,600
41300 Vision Care	713	1,000	800	200	500
41350 Disability	4,663	5,800	5,000	800	2,900
41400 Group Ins/Health	37,473	52,300	50,000	2,300	36,000
41450 Life Insurance	1,025	1,400	1,200	200	700
41500 Group Ins/Dental	1,655	2,700	2,300	400	1,700
41600 Retirement/PERS	85,262	101,200	90,400	10,800	59,300
41610 Retirement/PARS	9,564	9,600	5,500	4,100	5,500
41650 Medicare	5,771	7,200	6,400	800	3,800
41700 Workers' Compensation	9,600	12,400	11,700	700	6,800
41800 Payroll Accruals	1,030	15,600	25,700	(10,100)	12,800
Subtotal - Personnel	\$578,156	\$710,000	\$649,100	\$60,900	\$396,000



**COMMUNITY DEVELOPMENT AGENCY**  
**ADMINISTRATIVE FUND (CONT'D)**

	<b>ACTUAL 2009-10</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$786	\$2,000	\$2,000	\$0	\$2,000
42440 Memberships & Dues	24,945	15,900	13,600	2,300	20,600
42450 Subscriptions & Books	507	1,400	500	900	10,600
42720 Travel, Conf, Meetings	4,081	7,900	4,200	3,700	8,800
42790 Mileage	5,051	5,200	5,200	0	5,500
Subtotal - Supplies/Materials	<u>35,370</u>	<u>32,400</u>	<u>25,500</u>	<u>6,900</u>	<u>47,500</u>
<b><u>SERVICES/REIMBURSEMENTS/TRANSFERS</u></b>					
44010 Professional/Special Services	199,577	646,700	501,800	144,900	492,300
44590 Insurance Charges	53,200	54,400	54,400	0	56,600
46100 Reimbursement to General Fund	1,242,400	1,183,600	1,183,600	0	1,213,900
46297 Transfer to Retiree Benefits	0	8,500	8,500	0	0
49648 Transfer to Computer Equip	7,200	8,000	8,000	0	7,900
49649 Transfer to GIS Fund	9,800	0	0	0	35,800
49656 Transfer to FIS Fund	3,400	0	0	0	12,300
Subtotal - Services	<u>1,515,577</u>	<u>1,901,200</u>	<u>1,756,300</u>	<u>144,900</u>	<u>1,818,800</u>
Subtotal - Current Expenses	1,550,947	1,933,600	1,781,800	151,800	1,866,300
Total - Expenditures	<u>\$2,129,103</u>	<u>\$2,643,600</u>	<u>\$2,430,900</u>	<u>\$212,700</u>	<u>\$2,262,300</u>

**COMMUNITY DEVELOPMENT AGENCY  
ADMINISTRATIVE FUND  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
Director of Economic Development/Assistant City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0
Administrative Officer	1.0	1.0	0.0
Senior Management Analyst	0.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>3.0</b>	<b>4.0</b>	<b>3.0</b>

**MERGED TAPO CANYON/WEST END TAX INCREMENT FUND**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b>BEGINNING DEBT TO GENERAL FUND (Note 1)</b>	\$7,970,061	\$10,897,700	\$10,897,700		\$11,309,400
<b><u>REVENUES</u></b>					
31121 Gross Tax Increment	21,031,135	22,203,100	18,059,100	(4,144,000)	17,871,300
34001 Interest on Investments	64,699	110,000	36,000	(74,000)	38,000
34101 Rents and Leases	59,548	59,500	59,500	0	59,500
38003 Miscellaneous	48,698	0	0	0	0
<b>Total Revenues</b>	<b>21,204,080</b>	<b>22,372,600</b>	<b>18,154,600</b>	<b>(4,218,000)</b>	<b>17,968,800</b>
<b><u>PASS THROUGH TO OTHER AGENCIES</u></b>					
31141 County of Ventura	(4,643,642)	(5,051,200)	(4,063,300)	987,900	(4,021,000)
31142 Rancho Simi Rec. & Park Dist.	(684,340)	(732,700)	(593,200)	139,500	(587,100)
31143 Simi Valley Unified School Dist.	(1,104,637)	(1,154,600)	(952,600)	202,000	(942,700)
31144 Ventura County Comm. Coll. Dist.	(268,604)	(333,000)	(252,800)	80,200	(250,200)
31145 Cemetery District	(8,464)	(9,100)	(7,400)	1,700	(7,300)
31146 Ventura County Schools	(59,482)	(75,500)	(56,000)	19,500	(55,400)
31147 Calleguas Water District	(2,011)	(2,200)	(2,200)	0	(2,100)
31148 Lighting Maintenance District	(6,788)	(5,100)	(6,300)	(1,200)	(6,300)
31149 City	(26,059)	(33,300)	(25,300)	8,000	(25,000)
<b>Total Pass Thru Increment</b>	<b>(6,804,027)</b>	<b>(7,396,700)</b>	<b>(5,959,100)</b>	<b>1,437,600</b>	<b>(5,897,100)</b>
<b>Total Net Tax Increment to CDA</b>	<b>\$14,400,053</b>	<b>\$14,975,900</b>	<b>\$12,195,500</b>	<b>(\$2,780,400)</b>	<b>\$12,071,700</b>

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

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

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><i><u>EXPENDITURES</u></i></b>					
44010 Professional/Special Services	\$50,653	\$241,800	\$77,800	\$164,000	\$15,000
44015 County Tax Collection Fee	169,438	185,200	151,700	33,500	150,200
44016 State ERAF	6,266,772	1,290,300	1,290,300	0	0
44160 Econ. Development Assistance	6,475	55,000	55,000	0	41,000
49200 Transfer to Administrative Fund	2,129,103	2,643,600	2,430,900	212,700	2,262,300
49201 Transfer to Housing Admin Fund	4,206,227	4,440,600	3,611,800	828,800	3,574,300
49500 Transfer to Debt Service	3,623,578	3,622,700	3,606,500	16,200	3,617,200
49600 Transfer to Streets and Roads	560,496	4,629,300	489,400	4,139,900	963,000
49654 Transfer to Tapo Street Revit.	0	291,300	70,000	221,300	250,000
49662 Transfer to L A Ave Revit.	0	492,800	185,000	307,800	0
49655 Transfer to Building Improv.	67,800	0	0	0	0
49702 Transfer to Sanitation	0	0	0	0	2,000,000
Total Expenditures	<u>17,080,542</u>	<u>17,892,600</u>	<u>11,968,400</u>	<u>5,924,200</u>	<u>12,873,000</u>
44710 Interest on Loans (Note 2)	247,150	638,800	638,800	0	638,800
Total Expenditures and Interest	17,327,692	18,531,400	12,607,200	5,924,200	13,511,800
ENDING DEBT TO GENERAL FUND	<u>\$10,897,700</u>	<u>\$14,453,200</u>	<u>\$11,309,400</u>		<u>\$12,749,500</u>

Note 2: Interest is based on the average debt to the City's 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.

**COMMUNITY DEVELOPMENT AGENCY  
HOUSING ADMINISTRATION FUND**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$14,291,998</b>	<b>\$13,171,449</b>	<b>\$13,171,449</b>		<b>\$10,926,249</b>
<b><u>REVENUES</u></b>					
34001 Interest on Investments	273,953	330,000	230,200	(99,800)	243,300
34301 Home Rehab. Prin. Repayments	42,735	15,000	1,200	(13,800)	30,000
34302 Home Rehabilitation Interest	2,279	3,000	0	(3,000)	9,000
34303 First Time Home Buyer Principal	29,685	29,700	81,300	51,600	29,500
34304 First Time Home Buyer Interest	15,304	15,400	78,800	63,400	15,300
34305 Developer Loan Principal	42,777	0	296,600	296,600	40,600
34306 Developer Loan Interest	79,962	50,000	7,000	(43,000)	2,800
37101 Program Participation Fees	15,470	8,000	26,700	18,700	20,000
38005 Legal Fee Recovery	0	11,900	11,900	0	0
38015 Sale of Agency-Owned Property	0	195,100	537,400	342,300	495,300
39206 Transfer from Tapo Canyon/West End TIF	4,206,227	4,440,600	3,611,800	(828,800)	3,574,300
39208 Transfer from Madera Royale TIF	21,375	18,000	0	(18,000)	0
Subtotal - Revenues	<u>4,729,767</u>	<u>5,116,700</u>	<u>4,882,900</u>	<u>(233,800)</u>	<u>4,460,100</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	749,133	769,900	741,800	28,100	780,200
41020 Temporary Salaries	0	23,000	0	23,000	0
41200 Deferred Compensation - 401k	38,898	7,300	7,200	100	7,300
41210 Deferred Compensation - 457	391	400	400	0	400

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

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>PERSONNEL (CONT'D)</u></b>					
41300 Vision Care	\$2,153	\$2,200	\$2,100	\$100	\$2,600
41350 Disability	8,170	8,500	7,900	600	8,200
41400 Group Insurance/Health	119,380	127,300	106,300	21,000	173,300
41450 Life Insurance	2,486	2,600	2,500	100	3,100
41500 Group Insurance/Dental	7,415	8,100	7,700	400	7,800
41600 Retirement/PERS	160,679	156,900	152,700	4,200	175,400
41650 Medicare	9,320	11,200	10,200	1,000	13,800
41700 Workers' Compensation	18,600	19,500	19,500	0	20,500
41800 Payroll Accruals	8,582	27,100	32,900	(5,800)	31,800
Subtotal - Personnel	<u>1,125,207</u>	<u>1,164,000</u>	<u>1,091,200</u>	<u>72,800</u>	<u>1,224,400</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	836	1,000	1,000	0	1,000
42420 Special Departmental Expense	0	100	100	0	100
42440 Memberships and Dues	1,175	1,700	1,300	400	3,000
42450 Subscriptions and Books	1,971	3,000	2,900	100	2,900
42460 Advertising	2,254	2,200	1,000	1,200	2,000
42560 Operating Supplies	37	300	300	0	500
42720 Travel, Conferences, Meetings	4,018	8,800	7,100	1,700	6,000
42730 Training	0	600	100	500	2,000
42790 Mileage	219	500	200	300	200
Subtotal - Supplies/Materials	<u>\$10,510</u>	<u>\$18,200</u>	<u>\$14,000</u>	<u>\$4,200</u>	<u>\$17,700</u>

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

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$69,372	\$158,600	\$158,600	\$0	\$105,300
44015 COV Admin Fee	61,569	14,000	54,300	(40,300)	53,700
44120 First Time Homebuyer Program Loans	1,773,921	3,554,200	3,363,500	190,700	3,015,600
44130 Home Rehabilitation Program	245,920	375,700	289,100	86,600	282,000
44140 Affordable and Senior Housing Program *	1,516,058	11,445,500	753,300	10,692,200	11,545,500
44150 Rental Assistance Program	321,408	348,600	384,400	(35,800)	454,300
44410 Maintenance of Buildings and Grounds	7,261	17,600	13,600	4,000	17,600
Subtotal - Services	<u>3,995,509</u>	<u>15,914,200</u>	<u>5,016,800</u>	<u>10,897,400</u>	<u>15,474,000</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
45204 Reimbursement from HOME Fund	(62,535)	(8,300)	(10,000)	1,700	(10,500)
45290 Reimbursement from CDBG Fund	(81,175)	(70,600)	(70,600)	0	(78,600)
46100 Reimbursement to General Fund	839,000	1,051,300	1,051,300	0	842,700
49297 Transfer to Retiree Benefits Fund	7,700	27,400	27,400	0	18,000
49648 Transfer to Computer Replacement Fund	7,200	8,000	8,000	0	20,000
49807 Transfer to GIS and Permits Fund	8,900	0	0	0	35,800
49509 Transfer to FIS Fund	0	0	0	0	7,800
Subtotal - Reimb./Transfers	<u>719,090</u>	<u>1,007,800</u>	<u>1,006,100</u>	<u>1,700</u>	<u>835,200</u>
Subtotal - Current Expenses	4,725,109	16,940,200	6,036,900	10,903,300	16,326,900
Total - Expenditures	5,850,316	18,104,200	7,128,100	10,976,100	17,551,300
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<u><u>\$13,171,449</u></u>	<u><u>\$183,949</u></u>	<u><u>\$10,926,249</u></u>		<u><u>(\$2,164,951)</u></u>

\* Budget amounts represent affordable housing agreement commitments in place for which funds have not yet been disbursed. During FY 2011-12, the actual amount of funds disbursed could be substantially lower than what is provided for in the agreements.

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

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	2.0	3.0	3.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	9.0	10.0	10.0



## 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$3,437,454</b>	<b>\$3,288,893</b>	<b>\$3,288,893</b>		<b>\$3,166,393</b>
<i><u>REVENUES</u></i>					
34301 HOME Rehab Repayments (Prin.)	1,503	1,600	21,000	19,400	1,600
34302 HOME Rehab Repayments (Int.)	316	300	300	0	300
36103 Federal Stimulus	5,894	0	48,200	48,200	0
37101 Program Participation Fees	1,490	1,400	2,300	900	1,200
<b>Total Revenues</b>	<b>9,203</b>	<b>3,300</b>	<b>71,800</b>	<b>68,500</b>	<b>3,100</b>
<i><u>EXPENDITURES</u></i>					
41860 Salary Reimb. to CDA Housing Fund	5,894	13,200	13,200	0	0
44010 Professional/Special Services	53,320	51,100	11,500	39,600	0
44130 Rehabilitation Loan Assistance	2,550	236,800	39,000	197,800	65,000
46100 Reimbursement to the General Fund	96,000	130,600	130,600	0	0
<b>Total Expenditures</b>	<b>157,764</b>	<b>431,700</b>	<b>194,300</b>	<b>237,400</b>	<b>65,000</b>
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$3,288,893</b>	<b>\$2,860,493</b>	<b>\$3,166,393</b>		<b>\$3,104,493</b>

## 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 (FTHB) 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	\$363,054	\$467,240	\$467,240		\$556,340
<b><u>REVENUES</u></b>					
34001 Interest	1,461	1,000	600	(400)	400
34301 HOME Rehab Principal Repayments	60,571	30,000	5,800	(24,200)	15,000
34302 HOME Rehab Interest Repayments	14,470	9,000	1,400	(7,600)	4,500
34303 FTHB Principal Repayments	68,199	28,200	55,700	27,500	55,700
34304 FTHB Interest Repayments	22,020	15,300	35,600	20,300	30,300
<b>Total Revenues</b>	<b>166,721</b>	<b>83,500</b>	<b>99,100</b>	<b>15,600</b>	<b>105,900</b>
<b><u>EXPENDITURES</u></b>					
44120 First Time Homebuyer Program	0	300,000	0	300,000	300,000
46201 Transfer to CDA Housing Fund	62,535	8,300	10,000	(1,700)	10,500
<b>Total Expenditures</b>	<b>62,535</b>	<b>308,300</b>	<b>10,000</b>	<b>298,300</b>	<b>310,500</b>
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$467,240</b>	<b>\$242,440</b>	<b>\$556,340</b>		<b>\$351,740</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Program (CDBG). The City's CDBG Advisory Committee held public hearings on February 20, 2010 and March 18, 2010 to review applications for funding. At the conclusion of these hearings, the Committee evaluated, rated, and, ranked each application using point rating criteria approved by the City Council. The Committee then forwarded its recommendations to the City Council for a final determination of projects and activities to be funded in FY 2011-12. On May 16, 2011, the City Council adopted the FY 2011-12 expenditure program in the amount of \$686,520.

	<b>BUDGET</b>
	<b><u>2011-12</u></b>
<b><u>PUBLIC SERVICE ACTIVITIES</u></b>	
Boys & Girls Club of Simi Valley	\$12,583
FOOD Share, Inc.	11,051
Long Term Care Services of Ventura County	11,051
Many Mansions	11,051
Senior Concerns	10,857
Serving Those In Need, Inc.	4,926
The Samaritan Center of Simi Valley	36,024
Subtotal - Public Service Activities	<u>\$97,543</u>

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CONT'D)**

	<b>BUDGET 2011-12</b>
<b><u>HOUSING/COMMUNITY DEVELOPMENT</u></b>	
Boys & Girls Club of Simi Valley	\$22,350
For The Future	15,282
Guiding Our Youth - 1672 Casarin Street	20,468
Guiding Our Youth - 2136 Cutler Street	7,342
Subtotal - Housing/Community Development	<u>65,442</u>
<b><u>CITY PROGRAMS/FACILITIES</u></b>	
Home Rehabilitation Assistance Program	33,042
Public Works Minor Street Improvement Project	360,433
Subtotal - City Programs/Facilities	<u>393,475</u>
<b><u>PROGRAM ADMINISTRATION/PLANNING</u></b>	
Fair Housing Program	24,000
CDBG Program Administration	45,606
General Program Administration	60,454
Subtotal - Program Administration/Planning	<u>130,060</u>
<b>TOTAL - FY 2010-11 CDBG PROGRAM</b>	<b><u><u>\$686,520</u></u></b>

## 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
<b>BEGINNING FUND BALANCE</b>	\$390,953	\$402,991	\$402,991	\$422,391	\$226,691	\$28,991
<b><u>REVENUES</u></b>						
34001 Interest	9,953	11,200	7,300	7,300	7,300	7,300
37410 New Dwelling Fees	2,085	20,000	12,100	15,000	20,000	25,000
<b>Total Revenues</b>	<u>12,038</u>	<u>31,200</u>	<u>19,400</u>	<u>22,300</u>	<u>27,300</u>	<u>32,300</u>
<b><u>EXPENDITURES</u></b>						
49600 Transfer to Streets & Roads	0	0	0	218,000	225,000	0
<b>Total Expenditures</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>218,000</u>	<u>225,000</u>	<u>0</u>
<b>Ending Balance</b>	<u>\$402,991</u>	<u>\$434,191</u>	<u>\$422,391</u>	<u>\$226,691</u>	<u>\$28,991</u>	<u>\$61,291</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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$16,970,008	\$16,911,648	\$16,911,648	\$18,667,948	\$18,667,948	\$18,667,948
<u>REVENUES</u>						
34001 Interest	356,625	490,000	306,400	336,000	336,000	336,000
38402 Development Agreements	51,215	1,975,000	1,939,900	0	0	0
Total Revenues	<u>407,840</u>	<u>2,465,000</u>	<u>2,246,300</u>	<u>336,000</u>	<u>336,000</u>	<u>336,000</u>
<u>EXPENDITURES</u>						
49500 Transfer to Debt Service	466,200	490,000	490,000	336,000	336,000	336,000
Total Expenditures	<u>466,200</u>	<u>490,000</u>	<u>490,000</u>	<u>336,000</u>	<u>336,000</u>	<u>336,000</u>
Ending Balance	<u>\$16,911,648</u>	<u>\$18,886,648</u>	<u>\$18,667,948</u>	<u>\$18,667,948</u>	<u>\$18,667,948</u>	<u>\$18,667,948</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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$735,614	\$759,419	\$759,419	\$828,119	\$917,819	\$717,519
<u>REVENUES</u>						
34001 Interest	16,498	21,700	13,700	14,700	14,700	14,700
37410 Traffic Impact Fees	7,307	15,000	55,000	75,000	85,000	90,000
Total Revenues	<u>23,805</u>	<u>36,700</u>	<u>68,700</u>	<u>89,700</u>	<u>99,700</u>	<u>104,700</u>
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	0	0	0	0	300,000	300,000
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>
Ending Balance	<u>\$759,419</u>	<u>\$796,119</u>	<u>\$828,119</u>	<u>\$917,819</u>	<u>\$717,519</u>	<u>\$522,219</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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
Beginning Balance	\$2	\$0	\$0		\$1,800
<i><u>REVENUES</u></i>					
34001 Interest	0	100	0	(100)	0
36001 Federal Assistance	247,216	384,700	122,300	(262,400)	30,900
36002 State Assistance	50,000	353,000	30,400	(322,600)	0
36005 Local Assistance	14,165	0	0	0	0
38001 Sale of Surplus Property	4,035	0	700	700	0
38050 Emergency Services Planning	18,942	0	0	0	0
Total Revenues	<u>334,358</u>	<u>737,800</u>	<u>153,400</u>	<u>(584,400)</u>	<u>30,900</u>
<i><u>EXPENDITURES</u></i>					
42410 Uniform/Clothing Supply	7,584	0	0	0	0
42560 Operating Supplies	18,431	108,300	61,900	46,400	1,000
42730 Training	0	4,100	0	4,100	5,000
44130 Maintenance of Equipment	0	0	0	0	0
47015 Buildings	14,427	98,000	30,000	68,000	0
47020 Furnishings & Equipment	26,006	62,000	15,000	47,000	0
47028 Computer (Capital)	55,916	15,700	12,000	3,700	0
49100 Transfer to General Fund	211,996	87,600	32,700	54,900	25,000
Total Expenditures	<u>334,360</u>	<u>375,700</u>	<u>151,600</u>	<u>224,100</u>	<u>31,000</u>
Ending Balance	<u>\$0</u>	<u>\$362,100</u>	<u>\$1,800</u>		<u>\$1,700</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.

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
Beginning Balance	\$191,390	\$219,156	\$219,156		\$232,456
<i><u>REVENUES</u></i>					
34001 Interest	4,486	5,800	3,900	(1,900)	4,200
36001 Federal Assistance	0	5,000	0	(5,000)	5,000
36002 State Assistance	67,464	1,000	67,100	66,100	1,000
Total Revenues	<u>71,950</u>	<u>11,800</u>	<u>71,000</u>	<u>59,200</u>	<u>10,200</u>
<i><u>EXPENDITURES</u></i>					
42150 Communications	0	0	0	0	2,000
42420 Special Department Expense	15,000	18,000	15,000	3,000	18,000
42410 Uniforms	0	25,600	26,000	(400)	0
42560 Operating Supplies	0	11,200	0	11,200	0
44310 Equipment Maintenance	0	9,500	9,000	500	0
47028 Computers (Capital)	29,184	0	7,700	(7,700)	0
47020 Furnishings & Equipment (Capital)	0	7,700	7,700	7,700	30,000
Total Expenditures	<u>44,184</u>	<u>72,000</u>	<u>57,700</u>	<u>14,300</u>	<u>50,000</u>
Ending Balance	<u>\$219,156</u>	<u>\$158,956</u>	<u>\$232,456</u>		<u>\$192,656</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.

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$1,806,940	\$631,729	\$631,729	\$628,129	\$579,729	\$808,229
<b><u>REVENUES</u></b>						
34001 Interest on Investments	30,186	55,300	12,200	8,700	3,000	900
39100 Transfer from General Fund	192,500	831,900	831,900	1,114,700	1,445,000	1,499,000
39200 Transfer from CDA Administration	0	8,500	8,500	0	0	0
39201 Transfer From CDA Housing	7,700	27,400	27,400	18,000	19,800	22,800
39285 Transfer from Special Problems Sect.	3,600	18,800	18,800	0	0	0
39700 Transfer from Sanitation	63,700	199,700	199,700	81,900	90,100	103,600
39750 Transfer from Transit	13,800	108,500	108,500	47,400	52,100	59,900
39761 Transfer from Waterworks Dist. No. 8	14,200	145,700	145,700	71,900	79,100	91,000
Total Revenues	<u>325,686</u>	<u>1,395,800</u>	<u>1,352,700</u>	<u>1,342,600</u>	<u>1,689,100</u>	<u>1,777,200</u>
<b><u>EXPENDITURES</u></b>						
41400 Group Insurance Health	1,500,000	1,265,800	1,356,300	1,391,000	1,460,600	1,533,600
44010 Professional/Special Services	897	0	0	0	0	0
Total Expenditures	<u>1,500,897</u>	<u>1,265,800</u>	<u>1,356,300</u>	<u>1,391,000</u>	<u>1,460,600</u>	<u>1,533,600</u>
Ending Balance	<u>\$631,729</u>	<u>\$761,729</u>	<u>\$628,129</u>	<u>\$579,729</u>	<u>\$808,229</u>	<u>\$1,051,829</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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
<i><u>REVENUES</u></i>						
35410 Article 8: Streets & Roads	<u>3,140,562</u>	<u>3,137,500</u>	<u>3,137,500</u>	<u>3,913,500</u>	<u>4,031,600</u>	<u>4,192,900</u>
Total Revenues	<u>3,140,562</u>	<u>3,137,500</u>	<u>3,137,500</u>	<u>3,913,500</u>	<u>4,031,600</u>	<u>4,192,900</u>
<i><u>EXPENDITURES</u></i>						
49100 Transfer To General Fund	<u>3,140,562</u>	<u>3,137,500</u>	<u>3,137,500</u>	<u>3,913,500</u>	<u>4,031,600</u>	<u>4,192,900</u>
Total Expenditures	<u>3,140,562</u>	<u>3,137,500</u>	<u>3,137,500</u>	<u>3,913,500</u>	<u>4,031,600</u>	<u>4,192,900</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 2010-11 was \$1,056,800. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2010-11 will be \$245,400.

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
Beginning Balance	\$217	(\$157,181)	(\$157,181)	\$25,319	\$28,319	\$31,319
<b><u>REVENUES</u></b>						
34001 Interest	(219)	300	3,000	3,000	3,000	3,000
39100 Transfer from General Fund	1,166,000	1,236,300	1,236,300	245,400	870,000	870,000
Total Revenues	<u>1,165,781</u>	<u>1,236,600</u>	<u>1,239,300</u>	<u>248,400</u>	<u>873,000</u>	<u>873,000</u>
<b><u>EXPENDITURES</u></b>						
49300 Transfer to Landscape Zones	1,323,179	1,236,300	1,056,800	245,400	870,000	870,000
Total Expenditures	<u>1,323,179</u>	<u>1,236,300</u>	<u>1,056,800</u>	<u>245,400</u>	<u>870,000</u>	<u>870,000</u>
Ending Balance	<u>(\$157,181)</u>	<u>(\$156,881)</u>	<u>\$25,319</u>	<u>\$28,319</u>	<u>\$31,319</u>	<u>\$34,319</u>

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND**  
**(All Active Zones)**

The City formed Landscape District No. 1 in 1973 under authority of the State of California Landscaping and Lighting Act of 1972 in order to provide maintenance of special landscape areas within the City. It has been City policy to provide for maintenance in this fashion for all new planned development tracts. The District has a current total of 99 zones consisting of 47 active, 51 contingency/fallback and one non-assessable zone (the sixty-four City maintained landscape areas).

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On June 6, 2011, the City Council approved the Landscape Assessments for FY 2011-12. Assessments for the active zones are as follows:

**Zone 2 (Tract 2025-4, 5, 6, 2259 - Larwin):** This zone covers the maintenance of the Encore Greenbelt. The assessment for FY 2011-12 is \$60 per lot.

**Zone 3 (Tract 2025-1, 2, 3, 7 - Larwin):** This zone covers the maintenance of the Tempo Greenbelt. The assessment for FY 2011-12 is \$30 per lot.

**Zone 4 (Tract 2207-1, 2, 3, 4, 5 - Griffin):** This zone covers the maintenance of parkways at Alamo, Sequoia, Lemon and Avenida Simi. The assessment for FY 2011-12 is \$175 per lot.

**Zone 5 (Tract 2628 - Fenmore):** This zone covers the maintenance of the parkways at Sequoia Avenue and Cochran Street. The assessment for FY 2011-12 is \$183 per lot.

**Zone 7 (Tract 2203 - Larwin):** This zone covers the maintenance of the parkways at Los Angeles Avenue and Darrah Avenue and Royal Avenue and Darrah Avenue. The assessment for FY 2011-12 is \$51 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

**Zone 9 (Tract 2629 - JBR):** This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2011-12 is \$114 per lot.

**Zone 12 (Tract 2332-1, 2, - Larwin):** This zone covers the maintenance of the parkways at Sycamore Drive and Alamo Street. The assessment for FY 2011-12 is \$118 per lot.

**Zone 13 (Tracts 2646 & 2725 - Lesny):** This zone covers the maintenance of the parkways at Royal Avenue and Sinaloa Road. The assessment for FY 2011-12 is \$115 per lot.

**Zone 14A (Tract 2622-1, 2 - Pacific Coast Properties; Tract 2622-3 - Casden):** This zone covers the maintenance of all parkways and slopes within the Indian Hills development. The assessment for FY 2011-12 is \$337 for Category A lots, \$931 for Category A and B lots, and \$634 for Category A and C lots.

**Zone 14B (Tract 2622-4 - Casden):** This zone covers the maintenance of the parkway on the west side of Yosemite Avenue, north of Indian Hills Drive and the slopes north of Seneca Drive. The assessment for FY 2011-12 is \$478 per lot.

**Zone 15 (Tract 2608-1, 2, - JBR):** This zone covers maintenance of the Alamo Street parkway, the Sequoia Street parkway, and the Ivory and Topaz Street medians. The assessment for FY 2011-12 is \$163 per lot.

**Zone 16 (Tracts 2615-1, 2, 3 - Stonecraft):** This zone covers the maintenance of the Alamo Street parkway, Galena Avenue median and parkway, and Emerald Avenue parkway. The assessment for FY 2011-12 is \$105 per lot.

**Zone 17 (Tract 2584 - Larwin):** This zone covers the maintenance of parkways between the curb and the perimeter wall along Los Angeles Avenue and interior parkways and screen plantings along Dry Canyon Channel. The landscaped areas and walls are contained within public rights-of-way or easements to the City. The assessment for FY 2011-12 is \$167 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

**Zone 18 (Tract 2889 - Resnick):** This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2011-12 is \$93 per lot.

**Zone 19 (Tract 2740 - Guardian, Tracts 2772-1, 2 - Carlsberg):** This zone covers the maintenance of parkway areas between the curb and the perimeter wall along Los Angeles Avenue, Kuehner Drive, and Sandalwood Street, and maintenance of the perimeter walls. The landscape areas and walls are contained within the public rights-of-way. The assessment for FY 2011-12 is \$114 per lot.

**Zone 20 (Tracts 2771-1, 2, & 3 - Calmark):** This zone covers the maintenance of the one acre landscaped area located on Lubbock Drive. The assessment for FY 2011-12 is \$97 per lot.

**Zone 21 (Tract 2626 - Calgind):** This zone covers the maintenance of the parkways along the west side of Tapo Canyon Road and north side of Township Avenue at Sheri Drive. The assessment for FY 2011-12 is \$154 per lot.

**Zone 22 (Tract 2894 - Valley View Homes):** This zone covers the maintenance of the parkways along the west side of Yosemite Avenue at Nutwood Circle. The assessment for FY 2011-12 is \$105 per lot.

**Zone 24 (Tract 2762 - Lesny):** This zone covers the maintenance of the parkways along the north side of Royal Avenue at Crocker Street. The assessment for FY 2011-12 is \$79 per lot.

**Zone 25 (Tract 2816 - Mayer):** This zone covers the maintenance of the parkways along Presidio Drive and Township Avenue. The assessment for FY 2011-12 is \$183 per lot.

**Zone 26 (Tract 2683 - Midtown):** This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2011-12 is \$92 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

**Zone 28 (Tract 2852-1, 2 & 3 - Larwin):** This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2011-12 is \$211 per lot.

**Zone 29 (Tract 2637 - Griffin):** This zone covers the maintenance of the perimeter parkway on the west side of Stow Street and on the north side of Los Angeles Avenue to the entrance of Emory Street. The assessment for FY 2011-12 is \$202 per lot.

**Zone 31 (Tract 3163-1, 2 & 3 - Standard Pacific):** This zone covers the maintenance of parkways along Alamo Street, Sequoia Avenue, and Galena Street, the freeway buffer zone, and the medians on Sasha and Georgette Streets. The assessment for FY 2011-12 is \$349 per

**Zone 32 (Tract 2970 - Deerwood):** This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2011-12 is \$190 per lot.

**Zone 34 (Tract 2879-1 & 2 - Ceeco):** This zone covers the maintenance of parkways and slopes on Cochran Street and medians on Caldwell Street. The assessment for FY 2011-12 is \$93 per lot.

**Zone 35 (Tract 3269 - Larwin):** This zone covers the maintenance of parkways along the south side of Alamo Street west of Reservoir Drive and the freeway buffer zone. The assessment for FY 2011-12 is \$127 per lot.

**Zone 37 (Tract 2504 - McKeon):** This zone covers the maintenance of the parkways on Cochran, Orangewood, and Pinewood Streets and medians on Pennygrove Street. The assessment for FY 2011-12 is \$101 per lot.

**Zone 41A (Tract 3549-1 & 3 - Great West):** This zone covers the maintenance of landscaping along the north and south sides of Fitzgerald Road and along the west side of Sequoia Avenue. The assessment for FY 2011-12 is \$106 per lot.

**Zone 41B (Tract 3456-2):** This zone sets up the six-month reserve account for maintenance of parkway landscaping east of Sequoia Avenue adjacent to Tract 3456-2 and the area east of Cinnabar Place. The assessment for FY 2011-12 is \$431 per lot.



**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

**Zone 42 (Tract 3535 - Larwin):** This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2011-12 is \$179 per lot.

**Zone 45 (Tract 3785 - Griffin):** This zone covers the maintenance of the parkways along the south side of Cochran Street and the east side of Stearns Street. The assessment for FY 2011-12 is \$34 per lot.

**Zone 51 (Tract 2648 - JBR):** This zone covers the maintenance of landscaping along the east side of Lemon Drive between Avenida Simi and Township Avenue. The assessment for FY 2011-12 is \$159 per lot.

**Zone 55 (Tract 2992-1 & 2 - Casden):** This zone covers the maintenance of landscaping at the corner of Alamo Street and San Joaquin Street. The assessment for FY 2011-12 is \$19 per lot.

**Zone 61 (Tract 3654 - American):** This zone covers the maintenance of landscaping on the south side of Alamo Street at Golf Lane. The assessment for FY 2011-12 is \$88 per lot.

**Zone 62 (Tract 3549 - Suburban):** This zone covers the maintenance of landscaping on the north side of Township Avenue west of Sequoia Avenue. The assessment for FY 2011-12 is \$225 per lot.

**Zone 64 (Tract 2622 - Casden):** This zone covers the maintenance of landscaping on the north side of Flanagan Drive east of Yosemite Avenue. The assessment for FY 2011-12 is \$208 per lot.

**Zone 65 (Tract 4165 - Griffin):** This zone covers the maintenance of landscaping along Emory Avenue between Los Angeles Avenue and Huntly Street, and along Huntly Street and Rainwood Street. The assessment for FY 2011-12 is \$22 per lot.

**Zone 74 (Tract 2992-93 - Casden):** This zone covers the maintenance of landscaping on the west side of Yosemite Avenue south of Alamo Street. The assessment for FY 2011-12 is \$98 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

**Zone 83 (Tract 4125):** This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2011-12 is \$62 per lot.

**Zone 85 (Tract 3236 - Torgerson):** This zone covers the maintenance of landscaping at the northwest corner of Presidio Drive and Township Avenue. The assessment for FY 2011-12 is \$187 per lot.

**Zone 95 (LD-S-444 & LD-S-56B):** This zone covers the maintenance of the landscaped parkway on the south side of Alamo Street opposite Shannon Drive. The assessment for FY 2011-12 is \$323 per lot.

**Zone 96 (Tract 4213):** This zone covers maintenance of parkways along the south side of Tierra Rejada Road and both sides of Mandan Place and Stargaze Place; the median on Stargaze Place; the slopes adjoining Bentel Avenue and Burlingame Court; and the slope behind Burlingame Court. The assessment for FY 2011-12 is \$202 per lot.

**Zone 99 (Tract 4783):** This zone includes the maintenance of landscaping on the south side of Alamo Street at Santa Lucia Street. The assessment for FY 2011-12 is \$66 per lot.

**Zone 100 (Tract 4612 & LD-S-549):** This zone covers the maintenance of the north side of Alamo Street east of Reservoir Drive. The assessment for FY 2011-12 is \$262 per lot.

**Zone 104 (Tracts 4887 & 4888):** This zone covers the maintenance of landscaping on the southwest corner of Alamo Street and Erringer Road. The assessment for FY 2011-12 is \$146 per lot.

**Zone 108 (Tracts 4582 & 3851):** This zone covers the maintenance of landscaping on the north side of Alamo Street at Cimmaron Avenue. The Assessment for FY 2011-12 is \$130 per lot.

**LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND (CONT'D)**  
**(All Active Zones)**

	<b>ACTUAL</b> <b><u>2009-10</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2010-11</u></b>	<b>BUDGET</b> <b><u>2011-12</u></b>	<b>PROJECTION</b> <b><u>2012-13</u></b>	<b>PROJECTION</b> <b><u>2013-14</u></b>
Working Capital Beginning Balance	\$1,695,342	\$1,364,387	\$1,364,387	\$1,571,087	\$1,090,987	\$1,236,687
<b><u>REVENUES</u></b>						
34001 Interest	40,313	36,600	20,800	31,500	31,500	33,000
37410 Service Charges	803,488	788,600	792,700	788,600	788,600	788,600
39300 From Landscape Augmentation Fund	1,323,179	1,236,300	1,236,300	245,400	870,000	870,000
Total Revenues	<u>2,166,980</u>	<u>2,061,500</u>	<u>2,049,800</u>	<u>1,065,500</u>	<u>1,690,100</u>	<u>1,691,600</u>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	382,244	599,500	350,600	483,500	507,700	533,100
44450 Landscape Maintenance	1,283,774	1,325,200	1,274,100	851,900	851,900	851,900
44490 Other Contract Services	64,739	96,700	99,700	125,400	100,000	100,000
46100 Reimbursement to General Fund	105,268	118,700	118,700	84,800	84,800	84,800
Total Expenditures	<u>1,836,025</u>	<u>2,140,100</u>	<u>1,843,100</u>	<u>1,545,600</u>	<u>1,544,400</u>	<u>1,569,800</u>
Working Capital Ending Balance	<u><u>\$1,364,387</u></u>	<u><u>\$1,285,787</u></u>	<u><u>\$1,571,087</u></u>	<u><u>\$1,090,987</u></u>	<u><u>\$1,236,687</u></u>	<u><u>\$1,358,487</u></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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$8,478,823	\$8,117,617	\$8,117,617	\$8,319,217	\$8,540,317	\$8,324,017
<i><u>REVENUES</u></i>						
31101 Property Taxes	2,341,362	2,472,000	2,263,400	2,280,400	2,326,000	2,372,500
34001 Interest on Investments	121,194	225,000	145,800	157,700	157,700	157,700
34002 Interest on Advances	54,250	103,300	103,300	103,300	103,300	103,300
35601 Homeowner Subventions	24,956	25,800	25,000	25,800	25,800	25,800
37410 Service Charges	4,043	1,000	1,800	1,000	1,000	1,000
38004 Damage Recovery	15,240	0	13,300	0	0	0
Total Revenues	<u>\$2,561,045</u>	<u>\$2,827,100</u>	<u>\$2,552,600</u>	<u>\$2,568,200</u>	<u>\$2,613,800</u>	<u>\$2,660,300</u>

**SIMI VALLEY LIGHTING MAINTENANCE DISTRICT (CONT'D.)**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>			
	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	\$1,099,809	\$1,110,000	\$1,115,000	\$1,120,000	\$1,153,600	\$1,188,200
44015 County Tax Collection Fee	22,333	20,400	28,300	28,500	29,100	29,700
44490 Other Contract Services	288,609	305,000	303,000	305,000	305,000	305,000
44590 Insurance Charges	159,900	162,700	162,700	136,700	160,000	160,000
46100 Reimbursement to General Fund	482,100	453,200	453,200	439,800	450,800	462,100
49600 Transfer to Streets & Roads	863,700	285,000	285,000	310,000	725,000	365,000
49648 Transfer to Computer Equip	3,800	3,800	3,800	4,000	4,300	4,400
49656 Transfer to FIS	2,000	0	0	3,100	2,300	2,300
<b>Total Expenditures</b>	<b>2,922,251</b>	<b>2,340,100</b>	<b>2,351,000</b>	<b>2,347,100</b>	<b>2,830,100</b>	<b>2,516,700</b>
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
<b>Ending Balance</b>	<b><u>\$8,117,617</u></b>	<b><u>\$8,604,617</u></b>	<b><u>\$8,319,217</u></b>	<b><u>\$8,540,317</u></b>	<b><u>\$8,324,017</u></b>	<b><u>\$8,467,617</u></b>

## 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.

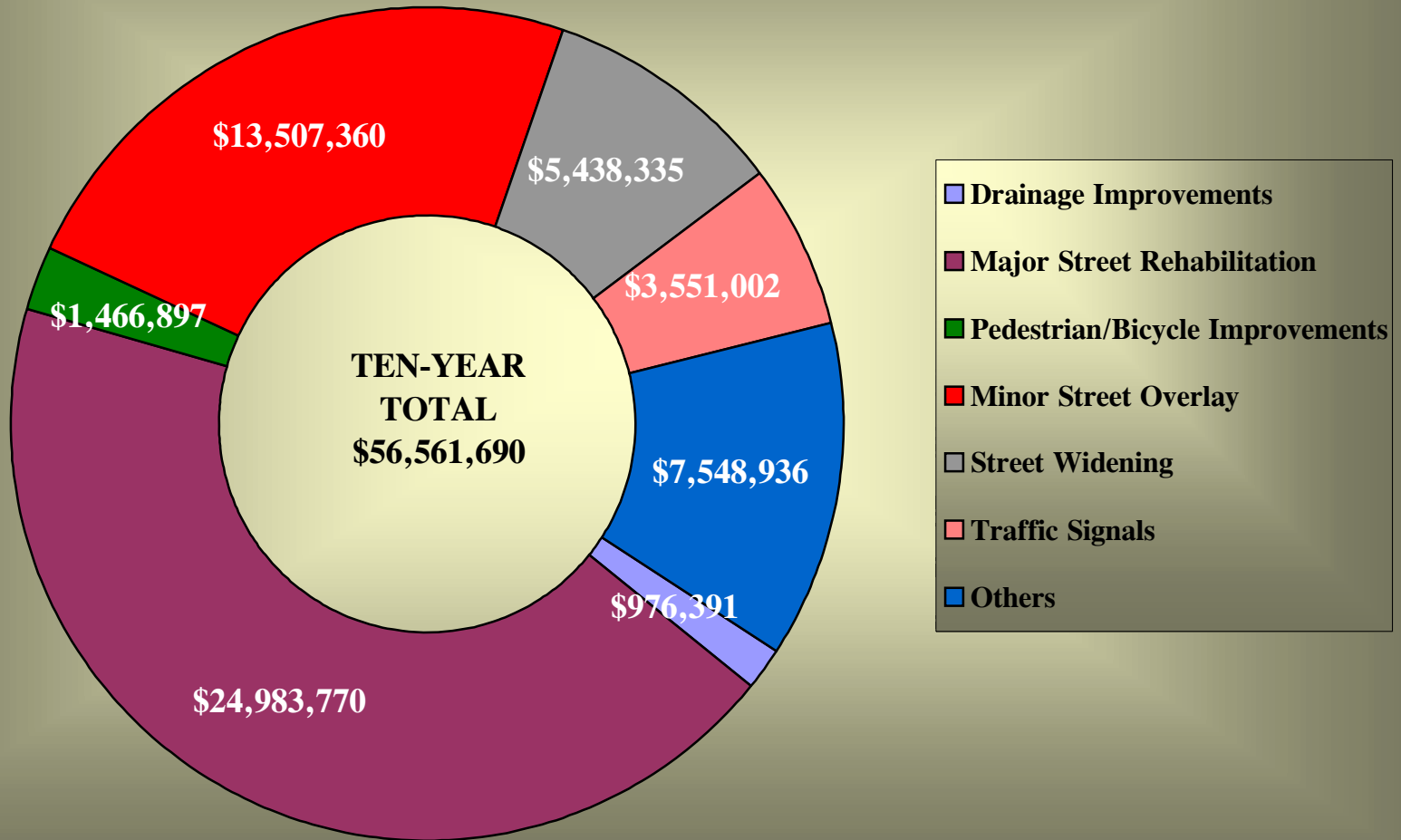
Section 2107.5 Funds - Additional funds are made available under this section of the Streets and Highways Code and allocated to cities in fixed amounts based upon population ranges.

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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>REVENUES</u></b>						
35401 Section 2105	677,501	660,300	682,700	705,000	705,000	705,000
35402 Section 2106	459,148	437,300	461,700	485,000	485,000	485,000
35403 Section 2107	901,611	907,900	927,200	959,600	1,045,300	1,133,200
35404 Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
35405 Revenue & Taxation Code 7360	0	1,251,300	1,251,300	1,270,000	1,270,000	1,270,000
Total Revenues	<u>2,048,260</u>	<u>3,266,800</u>	<u>3,332,900</u>	<u>3,429,600</u>	<u>3,515,300</u>	<u>3,603,200</u>
						0
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	<u>2,048,260</u>	<u>3,266,800</u>	<u>3,332,900</u>	<u>3,429,600</u>	<u>3,515,300</u>	<u>3,603,200</u>
Total Expenditures	<u>2,048,260</u>	<u>3,266,800</u>	<u>3,332,900</u>	<u>3,429,600</u>	<u>3,515,300</u>	<u>3,603,200</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

# STREETS & ROADS PROGRAM EXPENDITURES FY 2001-02 TO 2010-11





## 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. The FY 2011-12 projects propose resurfacing on Cochran St. (Sycamore Dr. to Erringer Rd.) and Madera Rd. (Los Angeles Av. to Royal Av.) Future projects propose resurfacing on Sycamore Dr. (Cochran St. to Royal Ave.), Erringer Rd. (Cochran St. to Royal Av.) and Cochran St. (Erringer Rd. to First St.).

### Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. For FY 2011-12, resurfacing and roadway maintenance activities will be conducted in the following residential areas:

- South of Avenida Simi between Sequoia Ave. and Reservoir Dr.
- South of Cochran St. between Tapo Canyon Rd. and Sequoia Ave.
- North of Los Angeles Ave. east of Madera Rd.
- South of Los Angeles Ave, west of Erringer Rd.

### 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. For FY 2011-12, a grant-funded project has been tentatively approved and consists of construction of sidewalk and a curb ramp at Los Angeles Ave. and Stow St.

### Highway Safety Improvement Program

This program includes projects that typically involve 90% grant funding from the State with a 10% City match for various highway improvements, with an ongoing component of upgrading signs to comply with new Manual on Uniform Traffic Control Devices requirements in future years. Currently two grant projects have been approved: a \$77,000 project to install illuminated No-Left-Turn and No-Right-Turn signs at intersections adjacent to the railroad tracks, and a \$220,000 project to develop a sign inventory, assess sign retro-reflectivity, and replace worn-out or out-of-compliance signs.

### Las Lajas Creek Bridge Widening

This project includes the widening of the Las Lajas Creek Bridge at Cochran Street, 0.4 miles east of Tapo Street, by 14 feet on the north side and 11 feet on the south side. It also includes the relocation of existing utility lines adjacent to the bridge and modification to the existing concrete transition improvements, both upstream and downstream of the Las Lajas Creek. This project is to be funded under the Caltrans Highway Bridge Replacement and Rehabilitation Program.

### Tapo Canyon Creek Bridge Widening

This project includes the widening of the Tapo Channel Bridge at Los Angeles Avenue 0.2 miles east of Sycamore, by 5 feet on the north side and 20 feet on the south side. It also includes the relocation of existing utility lines adjacent to the bridge and modification to the existing concrete transition improvements, both upstream and downstream of Tapo Canyon Creek. This project is also to be funded under the Caltrans Highway Bridge Replacement and Rehabilitation Program.

## **STREETS AND ROADS PROGRAM**

### **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. The next planned project is a fiber-optics interconnect system that will connect the City-owned signals on Erringer Rd (Alamo St. to Cochran St.), Cochran St. (Erringer Rd. to Madera Rd.), and Madera Rd. (Cochran St. to Easy St.)

### **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 2011-12. However, traffic signals at the following intersections will be upgraded in FY 2011-12:

- Erringer Rd./Los Angeles Avenue
- Madera Rd./Easy Street
- Cochran St./Capitol Way
- Cochran St./Colonial Way

### **West Los Angeles Avenue Widening**

This request is for supplemental funding for the widening of West Los Angeles Av. from Easy St. to the City's Public Services Center as well as the installation of on-street bicycle lanes, curb gutter, and sidewalk and all appurtenant work.

**STREETS AND ROADS PROGRAM**

**REVENUES**

<b><u>REVENUE SOURCE</u></b>	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>PROJECTION 2012-13</u></b>	<b><u>PROJECTION 2013-14</u></b>
General Fund	\$245,000	\$0	\$43,000	\$3,895,000	\$4,980,000
New Dwelling Fees	0	0	218,000	225,000	0
County/State/Federal Funding	3,412,000	3,412,000	1,463,000	370,000	200,000
Traffic Impact Fees	0	0	0	300,000	300,000
Lighting Maintenance District	285,000	285,000	310,000	725,000	365,000
Sanitation Fund	30,000	30,000	70,000	205,000	185,000
Waterworks District	60,000	60,000	100,000	205,000	185,000
Community Development Block Grants	1,113,500	1,113,500	360,400	500,000	500,000
Community Development Agency	4,629,300	4,629,300	963,000	680,000	1,500,000
<b>Total</b>	<b>\$9,774,800</b>	<b>\$9,529,800</b>	<b>\$3,527,400</b>	<b>\$7,105,000</b>	<b>\$8,215,000</b>

## STREETS AND ROADS PROGRAM

### REVENUE SOURCE NARRATIVE

	<u>FINAL BUDGET 2010-11</u>	<u>ESTIMATED ACTUAL 2010-11</u>	<u>BUDGET 2011-12</u>	<u>FY 2011-12 PROGRAM</u>
A. General Fund	\$ 0	\$ 0	\$ 43,000	General Fund monies are proposed for Bicycle and Pedestrian Facilities, and the Highway Safety Improvement Project for FY 2011-12.
B. New Dwelling Fees	\$ 0	\$ 0	\$ 218,000	New Dwelling Fees monies are proposed for the Annual Major Street Program for FY 2011-12.
C. County/State/Federal Funding	\$ 3,412,000	\$ 1,387,900	\$ 1,463,000	Funds will be utilized for the Annual Major Street Program, Bicycle and Pedestrian Facilities, Highway Safety Improvement Project, Las Lajas Creek Bridget Widening, and Tapo Canyon Creek Bridge Widening.
D. Traffic Impact Fees	\$ 0	\$ 0	\$ 0	No Traffic Impact Fees monies are proposed for projects in FY 2011-12.
E. Lighting Maintenance District	\$ 285,000	\$ 285,000	\$ 310,000	Lighting Maintenance District funds will be used for the Annual Major and Annual Minor Street Programs, Traffic Signal Synchronization Program, and for Traffic Signal Upgrades.
F. Sanitation Fund	\$ 30,000	\$ 3,000	\$ 70,000	Sanitation Funds will be used to raise manhole covers associated with the Annual Major and Minor Street Programs.
G. Waterworks District	\$ 60,000	\$ 60,000	\$ 100,000	Waterworks District funds will be used to raise water valve covers associated with the Annual Major and Minor Street Programs.
H. Community Development Block Grants	\$ 1,113,500	\$ 1,113,500	\$ 340,000	CDBG are proposed to partially fund the Annual Minor Street Overlay Program.
I. Community Development Agency	\$ 4,629,300	\$ 489,400	\$ 963,000	Community Development Agency funds are proposed for the Annual Major Street Program, Las Lajas Creek Bridge Widening, Tapo Canyon Bridge Widening, West Los Angeles Avenue Widening, and Highway Safety Improvement Program projects in FY 2011-12.
J. Air Quality Mitigation	\$ 0	\$ 0	\$ 0	No Air Quality Mitigation Trust Funds monies are proposed for projects in FY 2011-12.

**STREETS AND ROADS PROGRAM**  
**REVENUE SOURCE DETAIL**

<u>PROJECT</u>	<u>BUDGET TOTAL FY 2011-12</u>	<u>FY 2011-12 REVENUE SOURCE</u>								
		<u>GENERAL FUND</u>	<u>NEW DWELLING FEES</u>	<u>TRAFFIC IMPACT FEES</u>	<u>COUNTY/ STATE/ FEDERAL FUNDING</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	\$1,700,000	\$0	\$218,000	\$0	\$697,000	\$680,000	\$25,000	\$40,000	\$40,000	\$0
Annual Minor Street Overlay	465,400	0	0	0	0	0	15,000	30,000	60,000	360,400
Bicycle and Pedestrian Facilities	40,000	20,000	0	0	20,000	0	0	0	0	0
Highway Safety Improv. Program	297,000	23,000	0	0	268,000	6,000	0	0	0	0
Las Lajas Creek Bridge Widening	285,000	0	0	0	239,000	46,000	0	0	0	0
Tapo Cyn Creek Bridge Widening	270,000	0	0	0	239,000	31,000	0	0	0	0
Traffic Signal Synchronization	150,000	0	0	0	0	0	150,000	0	0	0
Traffic Signal Upgrades	120,000	0	0	0	0	0	120,000	0	0	0
W. Los Angeles Ave. Widening	200,000	0	0	0	0	200,000	0	0	0	0
<b>Total Revenue</b>	<b>\$3,527,400</b>	<b>\$43,000</b>	<b>\$218,000</b>	<b>\$0</b>	<b>\$1,463,000</b>	<b>\$963,000</b>	<b>\$310,000</b>	<b>\$70,000</b>	<b>\$100,000</b>	<b>\$360,400</b>

**STREETS AND ROADS PROGRAM**  
**EXPENDITURE PLAN**

	<b>TOTAL PROJECT BUDGET</b>	<b>ACTUAL TO 2009-10</b>	<b>BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>BUDGET 2011-12</b>	<b>PROJECTION 2012-13</b>	<b>PROJECTION 2013-14</b>
Annual Major Streets Program	*	*	\$6,268,200	\$6,268,200	\$1,700,000	\$3,500,000	\$4,700,000
Annual Minor Streets Program	*	*	3,787,000	3,787,000	465,400	2,855,000	2,755,000
Bicycle and Pedestrian Facilities	*	*	160,000	160,000	40,000	120,000	120,000
Highway Safety Improv. Program	*	*	0	0	297,000	50,000	50,000
Las Lajas Creek Bridge Widening	285,000	0	0	0	285,000	0	0
Tapo Canyon Creek Bridge Widening	270,000	0	0	0	270,000	0	0
Traffic Signal Synchronization	*	*	575,000	575,000	150,000	150,000	150,000
Storm Drain Improvements	*	*	402,600	402,600	0	0	0
Traffic Signals - New	*	*	0	0	0	300,000	300,000
Traffic Signals - Upgrades	*	*	207,900	207,900	120,000	130,000	140,000
W. Los Angeles Avenue Widening	1,780,000	56,400	1,523,600	1,523,600	200,000	0	0
<b>Total</b>	<b>\$2,335,000</b>	<b>\$56,400</b>	<b>\$12,924,300</b>	<b>\$12,924,300</b>	<b>\$3,527,400</b>	<b>\$7,105,000</b>	<b>\$8,215,000</b>

\* Ongoing Project

## 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$3,389,217	\$2,585,442	\$2,585,442	\$2,008,042	\$1,480,442	\$1,004,442
<b><u>CONTRIBUTIONS</u></b>						
39100 Administrative Services	2,800	2,900	2,900	0	3,100	3,200
39100 Community Services	6,700	2,400	2,400	0	2,600	2,700
39100 Environmental Services	19,600	17,200	17,200	0	18,200	18,700
39100 Public Works	172,400	169,400	169,400	81,000	108,000	111,200
39100 Police	398,900	386,600	362,700	252,600	463,200	477,100
39950 Developer Contributions	53,900	0	23,900	0	0	0
Total Revenues	<u>654,300</u>	<u>578,500</u>	<u>578,500</u>	<u>333,600</u>	<u>595,100</u>	<u>612,900</u>
<b><u>EXPENDITURES</u></b>						
46100 Return to General Fund	1,070,003	557,600	557,600	0	0	0
47030 Administrative Services	0	0	0	0	33,000	0
47030 Community Services	0	0	0	0	153,600	0
47030 Environmental Services	29,446	0	0	0	148,600	22,800
47030 Public Works	60,523	235,500	235,500	98,500	256,000	124,600
47030 Police	298,103	362,800	362,800	762,700	479,900	232,900
Total Expenditures	<u>1,458,075</u>	<u>1,155,900</u>	<u>1,155,900</u>	<u>861,200</u>	<u>1,071,100</u>	<u>380,300</u>
Ending Balance	<u>\$2,585,442</u>	<u>\$2,008,042</u>	<u>\$2,008,042</u>	<u>\$1,480,442</u>	<u>\$1,004,442</u>	<u>\$1,237,042</u>

## 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance	\$632,013	\$548,376	\$548,376	\$339,576	\$134,276	\$77,776
<b><u>REVENUES</u></b>						
34001 Interest	11,993	12,900	12,900	10,000	10,000	10,000
39100 Transfer/General Fund	584,300	584,300	584,300	590,800	584,300	598,900
39200 Transfer/CDA Admin Fund	7,200	8,000	8,000	7,900	8,600	9,000
39201 Transfer/CDA Housing Fund	7,200	8,000	8,000	20,000	17,100	17,800
39270 Transfer/Lighting Maint District	3,800	3,800	3,800	4,000	4,300	4,400
39700 Transfer/Sanitation Fund	57,700	57,700	57,700	67,200	72,800	75,400
39761 Transfer/Waterworks District No. 8	54,100	54,100	54,100	87,000	94,200	97,600
39803 Transfer/Liability Insurance Fund	3,600	4,000	4,000	4,000	4,300	4,400
39805 Transfer/Workers' Comp Fund	3,600	3,600	3,600	4,000	4,300	4,400
Total Revenues	<u>733,493</u>	<u>736,400</u>	<u>736,400</u>	<u>794,900</u>	<u>799,900</u>	<u>821,900</u>
<b><u>EXPENDITURES</u></b>						
42200 Computers (Non-Capital)	51,923	4,300	4,800	0	0	0
42560 Operating Supplies	0	209,400	209,400	0	0	0
44010 Professional/Special Services	13,664	163,100	163,100	257,900	100,000	100,000
47028 Computers (Capital)	420,784	448,300	423,300	469,000	483,100	497,600
48840 System Hardware	30,259	169,600	144,600	273,300	273,300	289,900
49100 Transfer to General Fund	247,300	0	0	0	0	0
49700 Transfer to Sanitation	26,600	0	0	0	0	0
49761 Transfer to Waterworks	26,600	0	0	0	0	0
Total Expenditures	<u>817,130</u>	<u>994,700</u>	<u>945,200</u>	<u>1,000,200</u>	<u>856,400</u>	<u>887,500</u>
Ending Balance	<u>\$548,376</u>	<u>\$290,076</u>	<u>\$339,576</u>	<u>\$134,276</u>	<u>\$77,776</u>	<u>\$12,176</u>



## GEOGRAPHIC INFO. AND PERMIT SYSTEM CAPITAL PROJECT FUND

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system 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>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>Beginning Working Capital Balance</b>	\$136,791	\$162,499	\$162,499		\$145,699
<b><u>REVENUES</u></b>					
34001 Interest	4,802	0	1,600	1,600	2,100
39100 Transfer/General Fund	12,100	0	0	0	88,300
39200 Transfer/CDA Admin Fund	9,800	0	0	0	28,500
39201 Transfer/CDA Housing Fund	8,900	0	0	0	28,500
39700 Transfer/Sanitation Fund	18,800	0	0	0	57,000
39761 Transfer/Waterworks District No. 8	25,500	0	0	0	82,700
<b>Total Revenues</b>	<b>79,902</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>287,100</b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42560 Operating Supplies	500	0	500	(500)	0
42730 Training	950	0	0	0	0
<b>Subtotal - Supplies and Materials</b>	<b>\$1,450</b>	<b>\$0</b>	<b>\$500</b>	<b>(\$500)</b>	<b>\$0</b>

**GEOGRAPHIC INFO. AND PERMIT SYSTEM CAPITAL PROJECT FUND (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>SERVICES</u></b>					
<b>44010 Professional/Special Services</b>	<b>\$9,000</b>	<b>\$17,900</b>	<b>\$17,900</b>	<b>\$0</b>	<b>\$50,000</b>
<b>44310 Maintenance of Equipment</b>	<b>43,744</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal - Services</b>	<b>52,744</b>	<b>17,900</b>	<b>17,900</b>	<b>0</b>	<b>50,000</b>
<b>Total Expenditures</b>	<b>54,194</b>	<b>17,900</b>	<b>18,400</b>	<b>(500)</b>	<b>50,000</b>
<b>Ending Working Capital Balance</b>	<b>\$162,499</b>	<b>\$144,599</b>	<b>\$145,699</b>		<b>\$382,799</b>

## FINANCIAL INFORMATION SYSTEMS CAPITAL PROJECT 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 used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

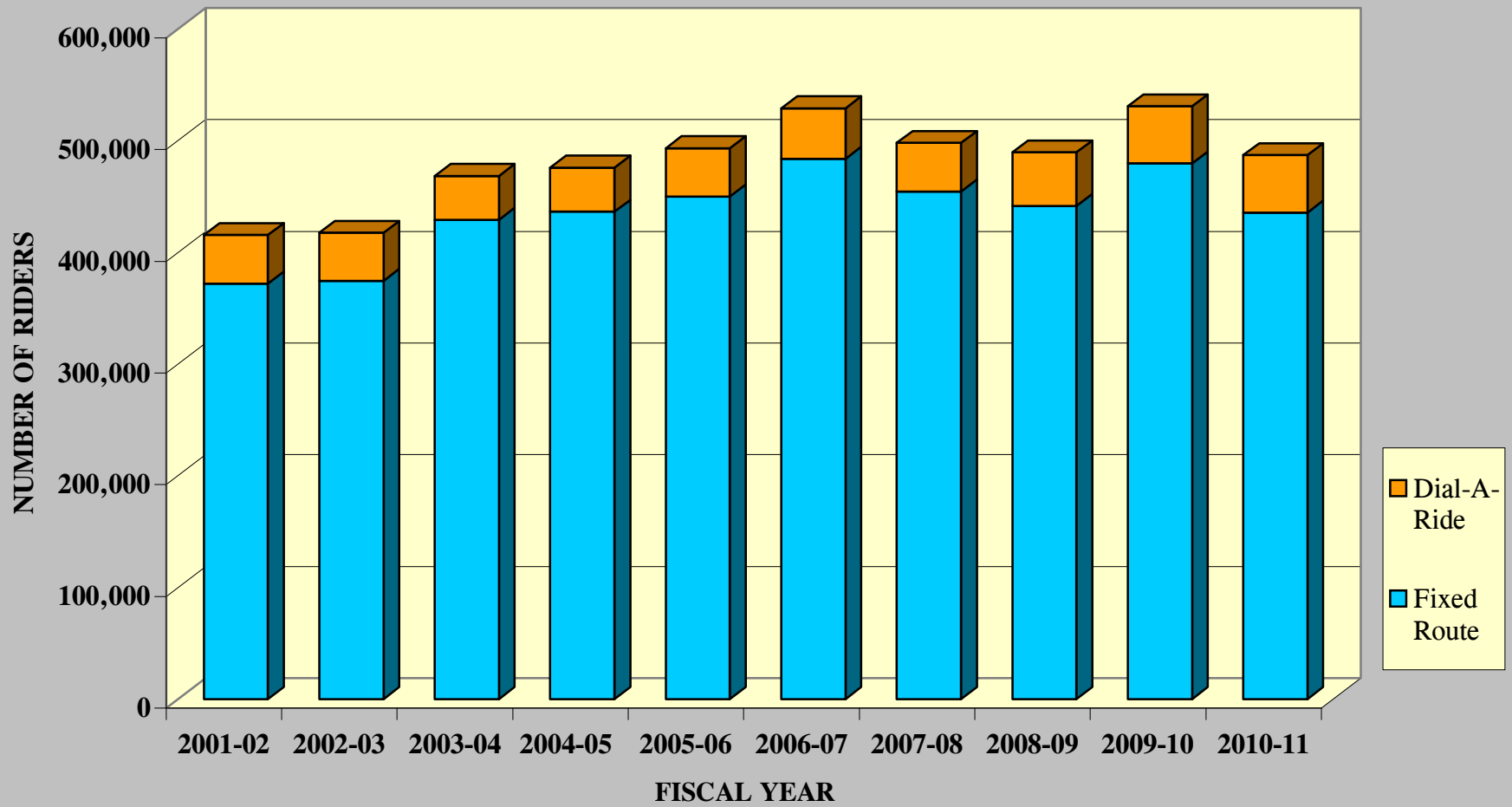
	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
Beginning Working Capital Balance	\$166,928	\$194,819	\$194,819		\$189,419
<b><u>REVENUES</u></b>					
34001 Interest on Investments	0	0	3,500	(3,500)	3,500
39100 Transfer/General Fund	120,000	0	0	0	104,800
39200 Transfer/CDA Admin	3,400	0	0	0	7,100
39201 Transfer/CDA Housing Fund	0	0	0	0	2,500
39270 Transfer/Lighting Maintenance Dist. Fund	2,000	0	0	0	1,800
39750 Transfer/Transit Fund	6,800	0	0	0	3,400
39700 Transfer/Sanitation Fund	30,000	0	0	0	26,800
39761 Transfer/Waterworks Dist. 8 Fund	30,400	0	0	0	32,100
Total Revenues	<u>192,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>182,000</u>
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	101,250	0	0	0	0
44010 Professional/Special Services	63,459	0	5,400	(5,400)	25,000
Total Expenditures	<u>164,709</u>	<u>0</u>	<u>5,400</u>	<u>(5,400)</u>	<u>25,000</u>
Ending Working Capital Balance	<u>\$194,819</u>	<u>\$194,819</u>	<u>\$189,419</u>		<u>\$346,419</u>

## BUILDING IMPROVEMENT FUND

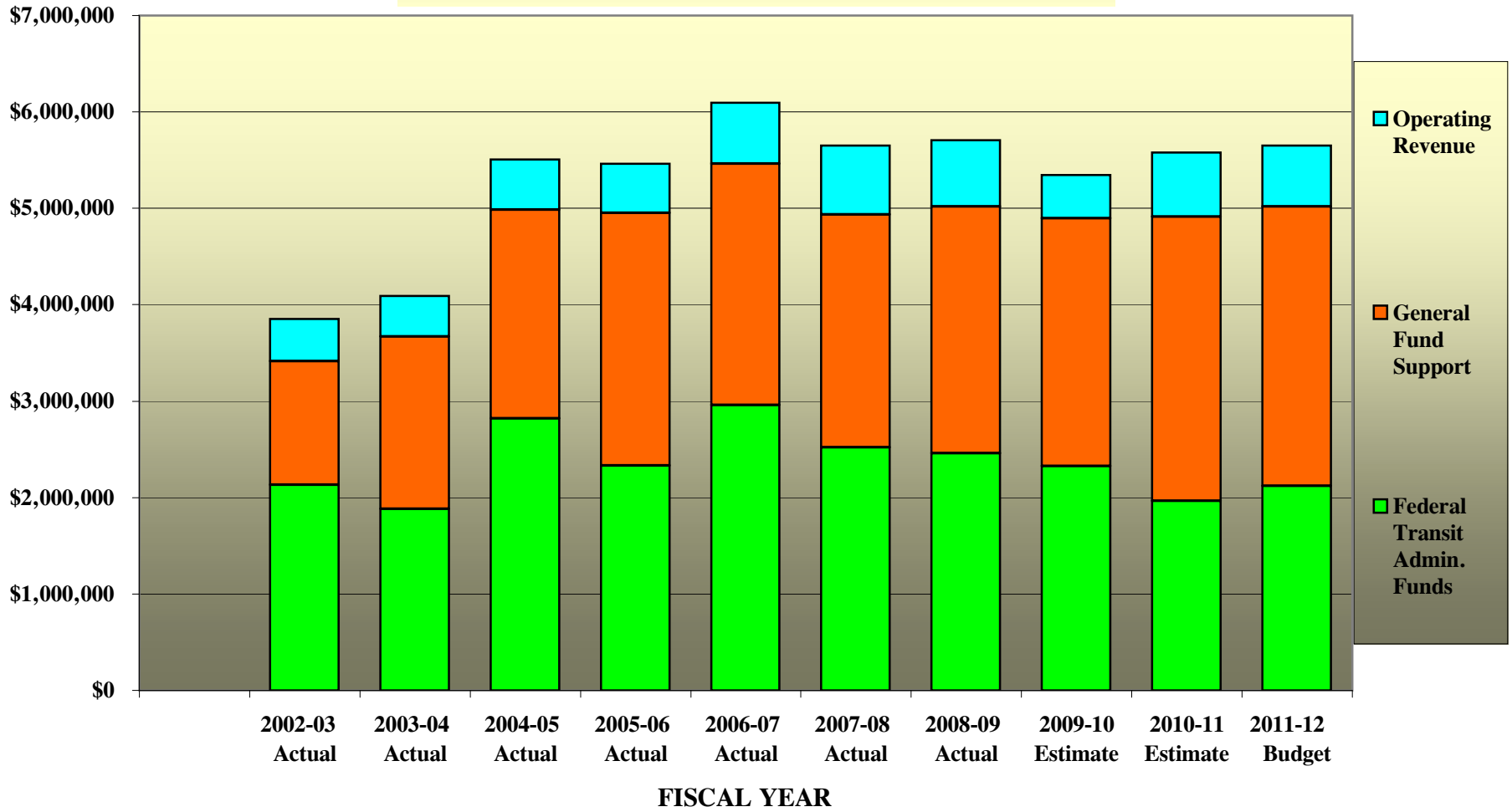
The Building Improvement Fund was created in FY 1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings and to partially finance the construction of new public buildings in the City.

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>	<u>PROJECTION</u> <u>2012-13</u>	<u>PROJECTION</u> <u>2013-14</u>
Beginning Balance (excluding advance)	\$5,048,890	\$4,468,501	\$4,468,501	\$760,401	\$796,501	\$801,201
<b><u>REVENUES</u></b>						
34001 Interest	8,014	9,200	15,000	4,700	4,700	4,700
36001 Federal Assistance	72,047	0	11,100	41,800	0	0
39206 From Tapo Canyon/West End	4,229	0	0	0	0	0
Total Revenues	<u>84,290</u>	<u>9,200</u>	<u>26,100</u>	<u>46,500</u>	<u>4,700</u>	<u>4,700</u>
<b><u>EXPENDITURES</u></b>						
42235 Furn & Equipment (Non-Capital)	767	0	0	10,400	0	0
44010 Professional/Special Services	0	0	3,600	0	0	0
47040 Building Improvements	0	234,000	150,000	0	0	0
48150 Permits and Fees	0	0	11,000	0	0	0
48410 Construction Management	0	99,100	103,500	0	0	0
48500 Maintenance Contract	63,912	958,200	450,000	0	0	0
49100 Transfer to General Fund	600,000	3,016,100	3,016,100	0	0	0
Total Expenditures	<u>664,679</u>	<u>4,307,400</u>	<u>3,734,200</u>	<u>10,400</u>	<u>0</u>	<u>0</u>
Ending Balance (excluding advance)	<u>\$4,468,501</u>	<u>\$170,301</u>	<u>\$760,401</u>	<u>\$796,501</u>	<u>\$801,201</u>	<u>\$805,901</u>
Advance from the General Fund	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380

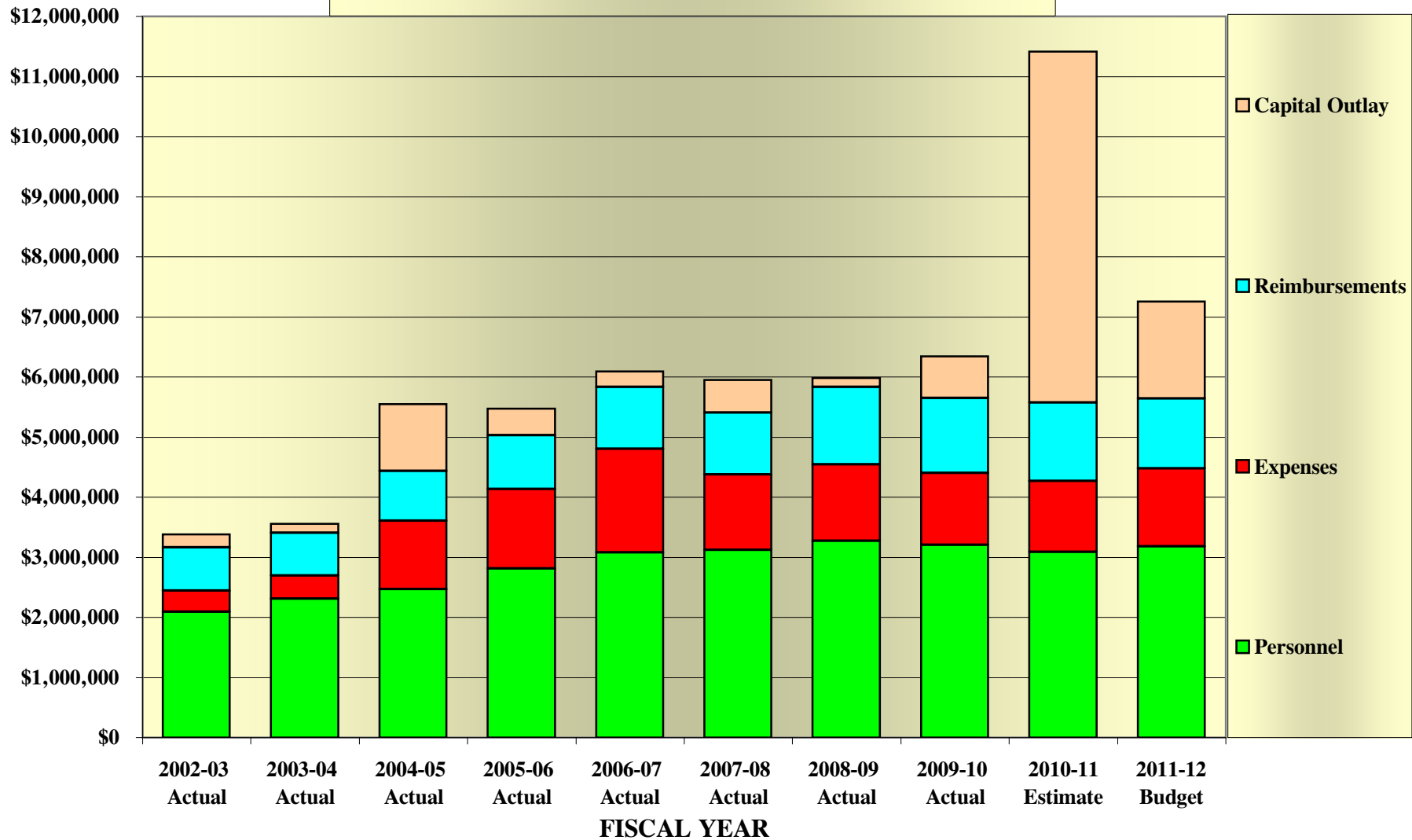
# SIMI VALLEY TRANSIT TEN YEAR RIDERSHIP HISTORY



**SIMI VALLEY TRANSIT  
TEN YEAR REVENUE HISTORY/PROJECTION**



**SIMI VALLEY TRANSIT  
TEN YEAR EXPENDITURE HISTORY/PROJECTION**



## 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 2010-11 Goals and Achievements

- Goal: Complete construction of the Transit Maintenance Facility Expansion and Garage Renovation Projects. **Achievement: Completed the Transit Maintenance Facility Expansion and Garage Renovation projects, combining energy efficiencies and green building design enhancements.**
  - Goal: Complete the replacement and upgrade of transit shelters and bus stop amenities throughout the City. **Achievement: Received delivery of 32 transit shelters and bus stop amenities (bus stop target signs and wrought-iron bus benches). Installation is scheduled for completion in June 2011.**
  - Goal: Purchase and put into service three replacement CNG fixed-route buses. **Achievement: Replaced three CNG buses and placed them into service in May 2011.**
  - Goal: Secure funding and complete improvements to expand the CNG fueling facility capacity. **Achievement: Awarded a contract for the first of the two-phased project consisting of a 10,000-hour overhaul of each compressor and ancillary equipment.**
- Goal: Continue to maintain full compliance with Federally-mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with Federally mandated ADA Paratransit service regulations while providing approximately 47,800 combined ADA Paratransit and Dial-A-Ride (ADA/DAR) 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 monthly safety meetings that enhance the efficient, 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 15, 2010, October 21, 2010, January 20, 2011 and April 21, 2011, to discuss and address public paratransit issues affecting individuals with disabilities.**

### Other Accomplishments

- Received a satisfactory rating subsequent to a terminal inspection conducted by the California Highway Patrol on December 21 and 22, 2010.
- Participated in the 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.
- Secured \$1,410,000 of State Prop 1B funds for the replacement of three Compressed Natural Gas (CNG) fixed-route buses.
- Provided 524,333 fixed-route and ADA/DAR trips during calendar year 2010.

#### **FY 2011-12 Goals**

- Complete installation of 32 upgraded Transit bus shelters and related bus stop amenities throughout the City.
- Complete Phase II improvements to the CNG fueling facility.
- Complete security fencing and lighting upgrades to the Transit Maintenance Facility.
- Continue to hold monthly safety meetings with Transit Operators and Transit Dispatchers to emphasize the importance of safety and efficient, cost-effective delivery of transportation services.

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>REVENUES</u></b>					
<b><u>USE OF MONEY AND PROPERTY</u></b>					
34102 Bus Shelter Advertising	\$33,781	\$33,800	\$50,200	\$16,400	\$34,400
Subtotal	<u>33,781</u>	<u>33,800</u>	<u>50,200</u>	<u>16,400</u>	<u>34,400</u>
<b><u>GRANTS</u></b>					
35410 VCTC - STA Capital	0	1,300,000	1,300,000	0	0
36002 State Proposition 1B	0	80,000	79,700	(300)	1,600,000
36201 FTA Operating	2,266,737	2,058,200	1,963,700	(94,500)	2,120,100
36203 FTA Capital	1,057,443	5,061,000	4,434,900	(626,100)	5,000
38401 Air Quality Mitigation Funds	0	22,300	22,300	0	0
Subtotal	<u>3,324,180</u>	<u>8,521,500</u>	<u>7,800,600</u>	<u>(720,900)</u>	<u>3,725,100</u>
<b><u>FARE REVENUES</u></b>					
37211 Route A Fares	\$96,206	\$93,700	\$104,000	\$10,300	\$104,100
37212 Route B Fares	83,792	105,000	90,400	(14,600)	90,600
37213 Route C Fares	39,090	39,800	41,900	2,100	42,100
37214 Route D Fares	14,124	14,800	14,400	(400)	14,900
37215 Bus Fare Passes	143,851	140,000	113,700	(26,300)	128,800
37216 Dial-A-Ride Fares	60,792	64,600	56,700	(7,900)	58,800
37217 Dial-A-Ride County Reimb.	28,420	25,000	33,000	8,000	27,300
37221 Route A-3 Peak Service Fares *	23,016	2,000	2,800	800	0
37222 Route B-3 Peak Service Fares *	23,824	3,100	2,300	(800)	0
Subtotal	<u>\$513,115</u>	<u>\$488,000</u>	<u>\$459,200</u>	<u>(\$28,800)</u>	<u>\$466,600</u>

\* Service discontinued in August 2010

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

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>OTHER REVENUES</u></b>					
37299 SCRRRA Metrolink Agreement	\$4,606	\$4,100	\$3,300	(\$800)	\$3,500
38001 Sale of Surplus Property	514	2,000	2,000	0	3,000
38003 CNG Excise Tax Refund	53,967	107,800	124,300	16,500	101,500
38003 Moorpark CNG Reimbursement	0	30,400	13,000	(17,400)	19,100
38004 Damage Recovery	25,013	0	12,700	12,700	0
Subtotal	<u>84,100</u>	<u>144,300</u>	<u>155,300</u>	<u>11,000</u>	<u>127,100</u>
<b><u>GENERAL FUND CONTRIBUTION</u></b>					
39751 Operating	2,123,297	3,007,600	2,948,200	(59,400)	2,900,800
39753 Capital Outlay	275,441	0	0	0	0
Subtotal	<u>2,398,738</u>	<u>3,007,600</u>	<u>2,948,200</u>	<u>(59,400)</u>	<u>2,900,800</u>
 Total Revenues	 <u>\$6,353,914</u>	 <u>\$12,195,200</u>	 <u>\$11,413,500</u>	 <u>(\$781,700)</u>	 <u>\$7,254,000</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,073,711	\$2,166,500	\$2,016,900	\$149,600	\$2,047,100
41020 Temporary Salaries	0	0	27,400	(27,400)	0
41040 Overtime	63,010	76,500	80,500	(4,000)	95,000
41200 Deferred Compensation - 401k	37,098	7,200	7,300	(100)	7,300
41210 Deferred Compensation - 457	8,616	12,200	8,100	4,100	11,700
41300 Vision Care	9,710	9,500	9,600	(100)	9,000

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

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><i><u>PERSONNEL (CONT'D)</u></i></b>					
41350 Disability	\$6,816	\$7,300	\$7,000	\$300	\$7,100
41400 Group Ins/Health	366,153	353,200	366,900	(13,700)	388,500
41450 Life Insurance	7,232	7,900	7,000	900	7,000
41500 Group Ins/Dental	38,039	41,600	38,100	3,500	35,700
41600 Retirement/PERS	418,616	346,700	339,900	6,800	394,400
41650 Medicare	30,814	33,400	34,700	(1,300)	28,800
41700 Workers' Compensation	97,100	86,300	86,300	0	92,300
41800 Payroll Accruals	48,528	68,600	58,000	10,600	58,100
Subtotal - Personnel	<u>3,205,443</u>	<u>3,216,900</u>	<u>3,087,700</u>	<u>129,200</u>	<u>3,182,000</u>
<b><i><u>SUPPLIES AND MATERIALS</u></i></b>					
42150 Communications	31,451	31,300	31,300	0	32,600
42230 Office Supplies	2,792	4,500	2,900	1,600	4,000
42410 Uniform/Clothing Supply	13,344	28,000	25,000	3,000	25,000
42440 Memberships and Dues	12,724	13,500	12,200	1,300	12,800
42450 Subscriptions and Books	719	400	400	0	400
42460 Advertising	0	1,300	1,300	0	1,300
42500 Fuel and Lubricants	206,161	219,100	202,000	17,100	260,000
42510 Tires	40,883	41,000	41,000	0	49,000
42550 Small Tools/Equipment	3,108	3,500	3,500	0	3,500
42560 Operating Supplies	124,476	93,700	93,700	0	107,000
42720 Travel, Conferences, Meetings	2,057	3,600	2,700	900	3,600
42730 Training	56	1,700	0	1,700	1,700
42790 Mileage	2,647	2,700	2,500	200	2,700
Subtotal - Supplies and Materials	<u>\$440,418</u>	<u>\$444,300</u>	<u>\$418,500</u>	<u>\$25,800</u>	<u>\$503,600</u>

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

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$1,088	\$1,000	\$800	\$200	\$600
44020 Planning Projects	(3,508)	0	0	0	0
44310 Maintenance of Equipment	590,769	577,100	577,100	0	632,900
44410 Maintenance of Buildings/Grounds	0	1,500	1,400	100	1,500
44490 Other Contract Services	24,435	24,500	24,500	0	23,400
44590 Insurance Charges	149,400	157,800	157,800	0	133,300
Subtotal - Services	<u>762,184</u>	<u>761,900</u>	<u>761,600</u>	<u>300</u>	<u>791,700</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	1,230,200	1,200,300	1,200,300	0	1,111,800
49297 Transfer to Retiree Medical Fund	13,800	108,500	108,500	0	47,400
49656 Transfer to FIS Project	6,800	0	0	0	6,000
Subtotal - Reimb./Transfers	<u>1,250,800</u>	<u>1,308,800</u>	<u>1,308,800</u>	<u>0</u>	<u>1,165,200</u>
Subtotal - Current Expenses	2,453,402	2,515,000	2,488,900	26,100	2,460,500
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equip (Capital)	3,224	0	0	0	6,500
48600 Capital Outlay Projects	691,845	6,463,300	5,836,900	626,400	1,605,000
Subtotal - Capital Outlay	<u>695,069</u>	<u>6,463,300</u>	<u>5,836,900</u>	<u>626,400</u>	<u>1,611,500</u>
Total Expenditures	\$6,353,914	\$12,195,200	\$11,413,500	\$781,700	\$7,254,000

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

**CAPITAL PROJECTS**

	<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>
<b><u>CAPITAL OUTLAY PROJECTS</u></b>					
Architectural - TMF Expansion	\$128,678	\$29,600	\$29,600	\$0	\$0
Construction - TMF Expansion	1,912,864	1,843,600	1,843,600	0	0
GFI Farebox Upgrade (13)	168,200	168,200	168,200	0	0
Fixed-Route Replacement Buses (3)	1,489,500	1,489,500	1,489,500	0	0
Replace/Upgrade Transit Shelters	528,752	502,900	307,300	195,600	0
Transit Garage Improvements	740,632	634,500	619,000	15,500	0
On Board Security Cameras	80,000	80,000	79,700	300	0
Replacement DAR Vans (3)	285,000	285,000	0	285,000	0
Heavy Vehicle Hydraulic Lifts	130,000	130,000	0	130,000	0
CNG Fueling Station Upgrade	1,300,000	1,300,000	1,300,000	0	0
Fixed-Route Replacement Buses (3)	1,400,000	0	0	0	1,400,000
Security Fencing and Cameras	200,000	0	0	0	200,000
Wheelchair Scale	5,000	0	0	0	5,000
<b>Total</b>	<b>\$8,368,626</b>	<b>\$6,463,300</b>	<b>\$5,836,900</b>	<b>\$626,400</b>	<b>\$1,605,000</b>

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

**REVENUES/EXPENDITURES SUMMARY**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><i>REVENUES</i></b>					
Use of Money and Property	\$33,781	\$33,800	\$50,200	\$16,400	\$34,400
Grants	3,324,180	8,521,500	7,800,600	(720,900)	3,725,100
Fare Revenues	513,115	488,000	459,200	(28,800)	466,600
Other Revenues	84,100	144,300	155,300	11,000	127,100
General Fund Transfers	2,398,738	3,007,600	2,948,200	(59,400)	2,900,800
<b>Total Revenues</b>	<b>\$6,353,914</b>	<b>\$12,195,200</b>	<b>\$11,413,500</b>	<b>(\$781,700)</b>	<b>\$7,254,000</b>
<b><i>EXPENDITURES</i></b>					
Personnel Expense	\$3,205,443	\$3,216,900	\$3,087,700	\$129,200	\$3,182,000
Supplies, Materials, & Services Expense	1,202,602	1,206,200	1,180,100	26,100	1,295,300
Reimbursements Expense	1,250,800	1,308,800	1,308,800	0	1,165,200
Capital Outlay Expense	695,069	6,463,300	5,836,900	626,400	1,611,500
<b>Total Expenditures</b>	<b>\$6,353,914</b>	<b>\$12,195,200</b>	<b>\$11,413,500</b>	<b>\$781,700</b>	<b>\$7,254,000</b>

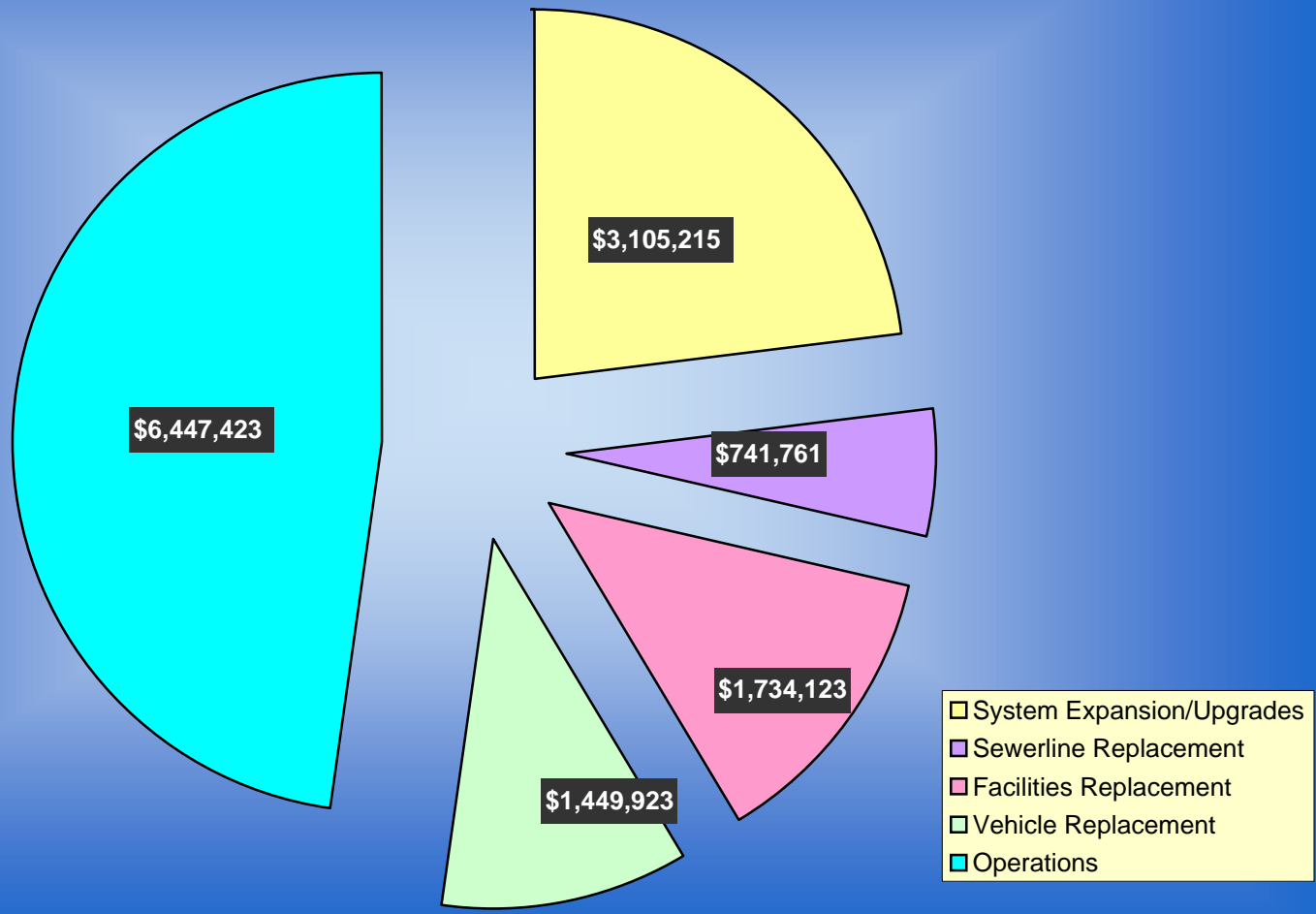
**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
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
<b>TOTAL REGULAR POSITIONS</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b><u>PART-TIME POSITIONS: (NOTE 1)</u></b>			
Transit Coach Operator	12.8	9.7	9.1
Transit Dispatcher	1.0	1.0	1.0
<b>TOTAL - PART-TIME POSITIONS</b>	<b>13.8</b>	<b>10.7</b>	<b>10.1</b>
 <b>TOTAL - TRANSIT POSITIONS</b>	 <b>43.8</b>	 <b>40.7</b>	 <b>40.1</b>

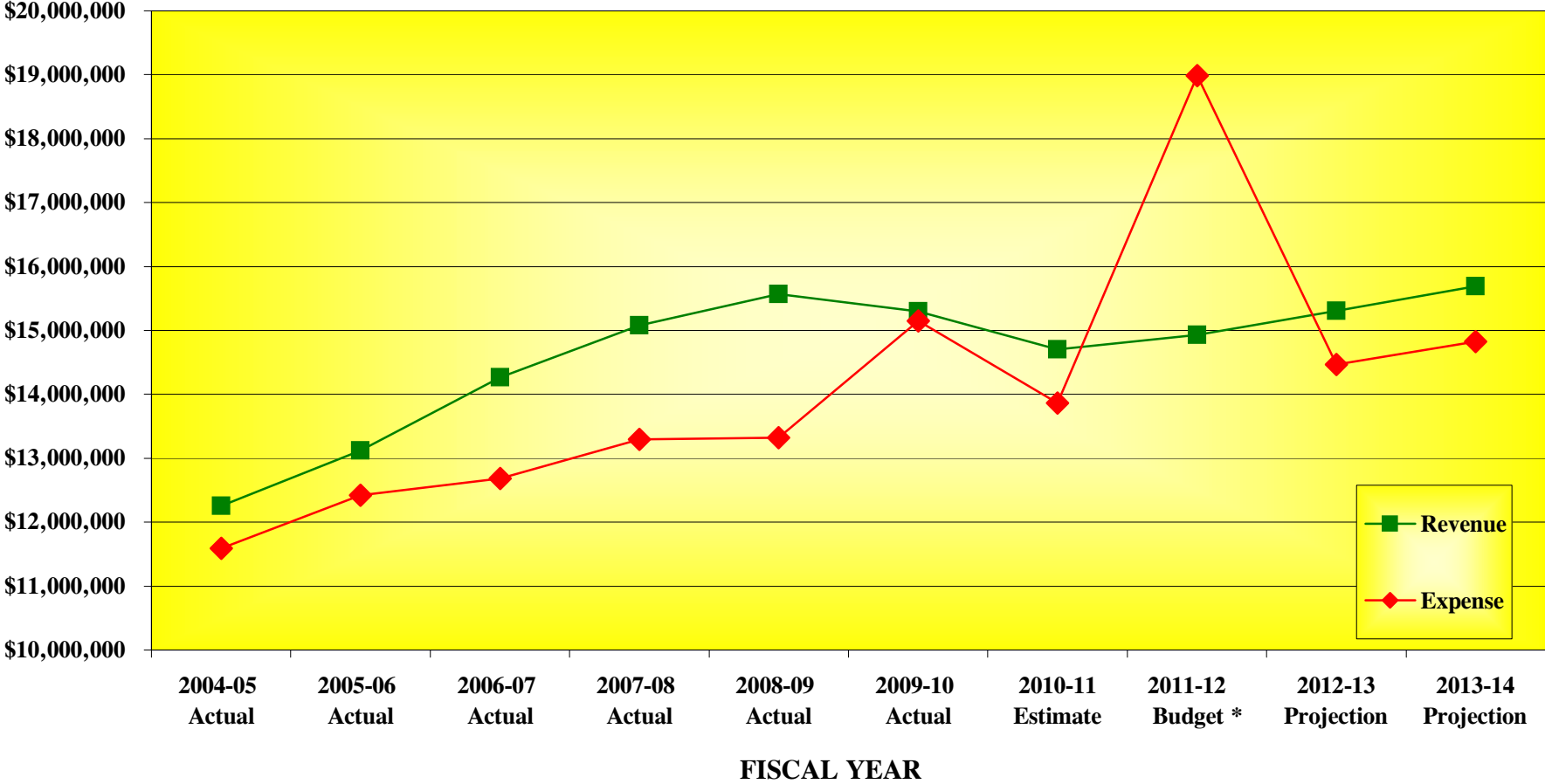
Note 1: Temporary and Part-time positions are shown as full-time equivalents.



# SANITATION FUNDS RESERVE BALANCES PROJECTED TO JUNE 30, 2012



## SANITATION OPERATIONS FUND TEN YEAR FINANCIAL HISTORY/PROJECTION



\* Includes a one-time transfer of \$5,000,000 from the Operations Fund to the Sewerline Replacement Reserve 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 five years. It was upgraded with the Parallel Modified (MLE) Process in 2009 and is fully operational. The final Phase 4 of the Supervisory Control and Data Acquisition (SCADA) Upgrade Project and the Programmable Logic Controller (PLC) Replacement Program is complete and is fully operational. This complex and sophisticated computer control system provides the latest in process monitoring, control, and provides most of the Plant's reporting data.

The majority of the equipment at the WQCP has been in service for 25-30 years. A thorough Plant Condition Assessment study has been completed. Together with the Sewer Assessment that was previously completed, the combined conceptual projects from these investigation efforts provide a basis for revising sanitation use fees to fund the necessary improvements.

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 continue 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. The Environmental Compliance Program is designed to protect the WQCP and the collection system by prohibiting the toxic and hazardous materials from entering the City's sewer system. The Pretreatment Program issues permits for and monitors commercial

and industrial wastewater discharges toward this end. The program also provides support to the dischargers in providing guidance, public information materials, and interactive meetings to clarify sewer users on permit requirements and pretreatment options.

### CAPITAL IMPROVEMENTS

#### FY 2010-11 Goals and Achievements

- Goal: Complete the construction of the Dewatering Building Ventilation Upgrade Project. **Achievement: Completed construction.**
- Goal: Complete the construction of the Water Quality Control Plant Trihalomethane (THM) Upgrade Project. **Achievement: Awarded a construction contract. Completion is scheduled for October 2011.**
- Goal: Complete the design and initiate construction for the Easy Street Sewerline Rehabilitation, Los Angeles Avenue (Erringer Road to Patricia Avenue), Royal Avenue (Erringer Road to Rincon Street), and Royal Avenue (Hartly Avenue to Holley Avenue) sewerline rehabilitation projects. **Achievement: Completed all design activities for each project.**

#### Other Accomplishments

- Completed construction of the Los Angeles Avenue/MetroLink Station Sewer Trunkline Rehabilitation Project.
- Completed construction of the Los Angeles Avenue, Tapo Canyon Road, First Street, Fifth Street, and North Hieter Avenue Sewer Trunk Lines Rehabilitation Project.
- Completed construction of the Strathearn Place Sewerline Rehabilitation Project.

- Completed construction of the Wood Ranch Lift Station Rehabilitation Project.
- Completed the Sanitation Asset Reliability Assessment and Financial Plan
- Issued a Request for Proposals for professional engineering services for design of the FY 2011-12 sewer trunk line rehabilitation projects.
- Continued implementation of the Maintenance of Habitat Restoration Plan as part of the Arroyo Simi Bank Restoration Project.
- Completed plans and specifications for the Grit Chamber Splitter Box Rehabilitation Project at the WQCP.
- Completed the annual audit of the City's Sewer System Management program.

#### FY 2011-12 Goals

- Complete the design and initiate construction for the Anaerobic Digesters Rehabilitation Project at the WQCP.
- Initiate the Annual Sewer Pipe Condition Assessment Program
- Complete the design and engineering activities for the Electrical Equipment Replacement Project at the WQCP.
- Complete the design and initiate construction of the 10" to 14", Shopping Lane (Tapo Canyon Road to Lucky Lane), and West Los Angeles Avenue Sewerline Rehabilitation projects.

- Complete the design and initiate construction for the Structural Repairs to Concrete Structures Project at the WQCP.

#### ENVIRONMENTAL COMPLIANCE

##### FY 2010-11 Goals and Achievements

- Goal: Develop and implement a sampling and monitoring program to evaluate the impact of permitted domestic waste haulers on the WQCP. **Achievement: Developed a sampling and monitoring program to reduce WQCP impacts.**
- Goal: Update and revise the Sanitary Sewer Management Plan (SSMP), including incorporation of new fats, oils, and grease (FOG) best management practices (BMPs). **Achievement: Updated the SSMP, including FOG BMPs.**
- Goal: Revise the Sewer Use Ordinance and incorporate the EPA streamlining requirements. **Achievement: Revised the Sewer Use Ordinance, which was adopted by the City Council in February 2011.**

##### Other Accomplishments:

- Completed the EPA Pretreatment Program Annual Report
- Completed 785 industrial and commercial pretreatment and FOG sampling and monitoring inspections during first eight months of fiscal year.

##### FY 2011-12 Goals

- Perform a cost analysis of waste hauler fees compared to WQCP waste treatment costs.

- Investigate sewerline hot spots for FOG to reduce the risk of sewer overflows.
- Perform industrial and commercial area inspection sweeps to identify businesses without permits.
- Provide additional outreach and training to business owners regarding grease, sand, and oil interceptors to reduce the potential for grease overflows.

**SANITATION OPERATIONS FUND REVENUE**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><u>OPERATING FUND</u></b>					
34001 Interest	\$364,653	\$304,000	\$319,900	\$15,900	\$338,100
34101 Rents and Leases	28,023	28,000	29,400	1,400	30,300
37002 Maps & Publications	3,910	1,500	2,500	1,000	2,000
37401 Engineering Fees	7,262	4,000	10,000	6,000	5,000
37405 Inspection Service Fees	(1,653)	2,000	600	(1,400)	1,000
37410 Service Charges	14,369,911	14,200,000	14,000,000	(200,000)	14,000,000
37412 Recycled Water Charges	16,726	18,000	21,800	3,800	22,200
37413 Late Fees and Penalties	84,135	90,000	54,100	(35,900)	60,000
37432 Source Control Program	271,407	260,000	230,000	(30,000)	250,000
37433 Kadota-Fig Area Fees	1,600	0	1,500	1,500	0
37499 Other	29,897	15,000	10,000	(5,000)	12,000
38001 Sale of Surplus Property	19,726	0	0	0	0
38004 Damage Recovery	58,560	0	0	0	0
39600 Transfer From Computer Repl.	26,600	0	0	0	0
39805 Transfer From Worker's Comp.	318,200	22,400	22,400	0	210,100
<b>TOTAL REVENUE</b>	<b>\$15,598,957</b>	<b>\$14,944,900</b>	<b>\$14,702,200</b>	<b>(\$242,700)</b>	<b>\$14,930,700</b>

**SANITATION OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,708,877	\$4,209,500	\$3,635,700	\$573,800	\$4,111,600
41040 Overtime	298,714	250,300	313,000	(62,700)	262,500
41200 Deferred Compensation - 401k	75,486	17,900	13,200	4,700	15,000
41210 Deferred Compensation - 457	10,693	16,800	11,300	5,500	16,800
41300 Vision Care	13,834	15,000	13,600	1,400	14,800
41350 Disability	17,773	19,800	15,800	4,000	18,100
41400 Group Ins/Health	614,310	736,700	600,700	136,000	776,600
41450 Life Insurance	10,489	11,800	9,700	2,100	11,500
41500 Group Ins/Dental	52,096	59,800	51,600	8,200	50,200
41600 Retirement/PERS	752,671	703,200	630,000	73,200	800,700
41650 Medicare	49,304	63,700	52,800	10,900	63,400
41700 Workers' Compensation	265,100	266,600	266,600	0	225,700
41800 Payroll Accruals	125,868	107,600	102,300	5,300	124,800
41900 Personnel Savings	0	(168,400)	0	(168,400)	(168,400)
Subtotal - Personnel	5,995,215	6,310,300	5,716,300	594,000	6,323,300
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	769,959	800,000	800,000	0	848,000
42110 Lift Utilities	5,071	5,100	5,100	0	5,400
42150 Communications	36,212	36,200	36,200	0	37,400
42230 Office Supplies	5,975	10,500	9,800	700	9,800
42235 Furn & Equip (Non-Capital)	872	1,300	0	1,300	0
42310 Rentals	5,581	6,000	6,000	0	6,000
42410 Uniform/Clothing Supply	23,091	25,500	25,500	0	25,500
42440 Memberships and Dues	9,747	7,400	9,900	(2,500)	10,800

**SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>VARIANCE</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b><i><u>SUPPLIES AND MATERIALS (CONT'D.)</u></i></b>					
42450 Subscriptions and Books	\$2,037	\$2,500	\$2,300	\$200	\$2,300
42530 Chemicals	423,982	502,000	450,000	52,000	480,000
42541 Recycled Water Utilities	8,692	12,000	8,700	3,300	9,000
42550 Small Tools and Equipment	0	2,200	1,500	700	1,500
42560 Operating Supplies	126,474	140,000	121,000	19,000	136,500
42720 Travel, Conferences, Meetings	8,588	10,300	7,500	2,800	11,700
42730 Training	8,095	8,500	8,500	0	9,100
42790 Mileage	515	600	600	0	600
Subtotal - Supplies/Materials	<b>1,434,891</b>	<b>1,570,100</b>	<b>1,492,600</b>	<b>77,500</b>	<b>1,593,600</b>
<b><i><u>SERVICES</u></i></b>					
44010 Professional/Special Services	324,295	243,400	232,800	10,600	175,900
44310 Maintenance of Equipment	503,620	649,300	569,400	79,900	566,200
44410 Maint. of Buildings and Grounds	5,664	8,000	8,000	0	8,000
44490 Other Contract Services	805,320	888,400	843,500	44,900	892,500
44590 Insurance Charges	187,600	195,700	195,700	0	185,900
Subtotal - Services	<b>\$1,826,499</b>	<b>\$1,984,800</b>	<b>\$1,849,400</b>	<b>\$135,400</b>	<b>\$1,828,500</b>



**SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	\$1,985,900	\$2,229,000	\$2,229,000	\$0	\$1,978,000
46600 Transfer to Streets and Roads	120,000	30,000	30,000	0	70,000
49648 Transfer to Computer Equip.	57,700	57,700	57,700	0	67,200
49649 Transfer to GIS	18,800	0	0	0	71,600
49656 Transfer to FIS	30,000	0	0	0	46,400
49297 Transfer to Retiree Benefits Fund	63,700	199,700	199,700	0	81,900
49702 Transfer to Plant Equip Reserve	860,000	1,010,000	1,010,000	0	1,010,000
49702 Transfer to Vehicle Repl Reserve	466,200	193,200	193,200	0	297,600
49702 Transfer to Sewerline Repl Res.	2,615,000	965,000	965,000	0	5,965,000
Subtotal Reimb/Transfers	6,217,300	4,684,600	4,684,600	0	9,587,700
Subtotal - Current Expenses	9,478,690	8,239,500	8,026,600	212,900	13,009,800
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	11,908	111,900	111,900	0	6,000
47028 Computers	0	6,000	6,000	0	0
Subtotal - Capital Outlay	11,908	117,900	117,900	0	6,000
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
<b>TOTAL EXPENDITURES</b>	<b>\$15,485,813</b>	<b>\$14,317,700</b>	<b>\$13,860,800</b>	<b>\$456,900</b>	<b>\$18,989,100</b>

## SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2010-11</u>	<u>ESTIMATED ACTUAL 2010-11</u>	<u>VARIANCE 2010-11</u>	<u>BUDGET 2011-12</u>
<b><u>OPERATIONS FUND MAINTENANCE PROJECTS</u></b>					
9710 (A) Raising of Manholes for Streets and Roads Projects	--	\$30,000	\$30,000	\$0	\$70,000
Total - Operations Fund Projects	--	30,000	30,000	0	70,000
<b><u>REPLACEMENT RESERVE FUND PROJECTS</u></b>					
9712 Dewatering Building Ventilation	350,000	64,800	64,800	0	0
9712 Trihalomethane Control Station	350,000	306,500	306,500	0	0
9712 Digested Sludge Line Repl	360,000	360,000	0	360,000	0
9712 Grit Chamber Splitter Box	296,000	224,100	224,100	0	0
9712 Primary Influent Piping Repl	100,000	100,000	100,000	0	0
9712 Primary Clairifier Channel Repair	260,000	260,000	260,000	0	0
9712 Primary Sludge Line Repl	200,000	200,000	200,000	0	0
9712 Slide Gates Rehabilitation	335,000	272,900	7,800	265,100	0
9712 WQCP Entry Sign	25,000	25,000	25,000	0	0
9712 Wood Ranch Lift Station Rehab	462,000	378,200	378,200	0	0
9712 Asset Reliability Plan	138,000	138,000	138,000	0	0
9712 Plant Water System Rehabilitation	555,000	555,000	555,000	0	0
9712 (B) Electrical Equipment Replacement	6,636,000	0	0	0	336,000
9712 (C) Repairs to Concrete Surfaces	519,000	0	0	0	519,000
Subtotal - Replacement Projects	10,586,000	2,884,500	2,259,400	625,100	855,000
<b><u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	0	0	0	0	0
Subtotal - Capital Outlay	\$0	\$0	\$0	\$0	\$0

**SANITATION PROJECTS LISTING (CONT'D)**

	<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>	
<b><u>REPLACEMENT RESERVE FUND SEWERLINE PROJECTS</u></b>						
9712	LA Ave/Madera/Lysander	\$4,450,000	\$988,700	\$988,700	\$0	\$0
9712	North Simi Drain Relocation	133,000	50,000	25,700	24,300	0
9712	LA Av, Erringer Rd, Patricia Av	1,500,000	1,500,000	1,500,000	0	0
9712	Los Angeles Avenue (Metrolink)	1,250,000	400,000	346,000	54,000	0
9712	LA Ave (Tapo Canyon-5th)	1,820,000	1,000,000	747,800	252,200	0
9712	Strathearn Place	850,000	435,000	525,900	(90,900)	0
9712	Royal Ave (Erringer-Rincon)	2,350,000	2,350,000	2,350,000	0	0
9712	Easy Street	920,000	920,000	920,000	0	0
9712	Royal Ave (Hartley-Holley)	1,450,000	1,450,000	1,450,000	0	0
9712 (D)	Sewer Condition Assessment	100,000	0	0	0	100,000
9712 (E)	10'-12" Sewerlines	1,070,000	0	0	0	100,000
9712 (F)	10'-14" Sewerlines	720,000	80,000	80,000	0	640,000
9712 (G)	LA Ave (Bishop-Barnes)	3,050,000	0	0	0	300,000
9712 (H)	Shopping Lane Sewer	1,490,000	140,000	140,000	0	1,350,000
9712 (I)	West Los Angeles Avenue	1,350,000	75,000	75,000	0	1,275,000
9712	Sycamore Drive Sewerline	675,000	75,000	75,000	0	0
	Subtotal - Sewerline Projects	23,178,000	9,463,700	9,224,100	239,600	3,765,000
	Total - Replacement Reserve Fund Projects & Capital Outlay	33,764,000	12,348,200	11,483,500	864,700	4,620,000
<b><u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u></b>						
9711	Plant Arroyo Simi Rip-Rap	1,500,000	331,800	331,800	0	0
9711	Nite/Denite Facility Upgrade	5,000,000	94,300	94,300	0	0
9711 (J)	Anaerobic Digester Overhaul	700,000	0	0	0	500,000
	Total Plant Expansion/Upgrade	\$7,200,000	\$426,100	\$426,100	\$0	\$500,000

**SANITATION OPERATIONS FUND**

**WORKING CAPITAL SUMMARY**

	<b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b>Beginning Working Capital</b>	<b>\$9,664,423</b>	<b>\$9,664,423</b>	<b>\$10,505,823</b>	<b>\$6,447,423</b>	<b>\$7,287,623</b>
<b><u>REVENUES</u></b>					
Enterprise	14,944,900	14,702,200	14,930,700	15,304,000	15,686,600
<b><u>EXPENDITURES</u></b>					
Operations and Maintenance	<u>(14,317,700)</u>	<u>(13,860,800)</u>	<u>(18,989,100)</u>	<u>(14,463,800)</u>	<u>(14,825,400)</u>
<b>Ending Working Capital</b>	<b><u>\$10,291,623</u></b>	<b><u>\$10,505,823</u></b>	<b><u>\$6,447,423</u></b>	<b><u>\$7,287,623</u></b>	<b><u>\$8,148,823</u></b>

**SANITATION REPLACEMENT RESERVE FUND**

**WORKING CAPITAL SUMMARY**

	<b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b><u>PROJECTION</u></b> <b><u>2012-13</u></b>	<b><u>PROJECTION</u></b> <b><u>2013-14</u></b>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Balance	\$1,363,323	\$1,363,323	\$1,556,523	\$1,449,923	\$1,689,123
<b><u>REVENUES</u></b>					
Allocation	193,200	193,200	297,600	306,500	315,700
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	0	0	(404,200)	(67,300)	97,200
Ending Balance	<u>1,556,523</u>	<u>1,556,523</u>	<u>1,449,923</u>	<u>1,689,123</u>	<u>2,102,023</u>
<b><u>SANITATION REPLACEMENT RESERVE</u></b>					
Beginning Balance	3,657,523	3,657,523	2,034,423	1,734,123	(1,083,577)
<b><u>REVENUES</u></b>					
Allocation	1,010,000	1,010,000	1,010,000	1,010,000	1,010,000
Total Revenues	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>	<u>1,010,000</u>
<b><u>EXPENDITURES</u></b>					
Reimb to the General Fund	(373,700)	(373,700)	(455,300)	(466,700)	(478,400)
Projects	(2,884,500)	(2,259,400)	(855,000)	(3,361,000)	(1,625,000)
Total Expenditures	<u>(3,258,200)</u>	<u>(2,633,100)</u>	<u>(1,310,300)</u>	<u>(3,827,700)</u>	<u>(2,103,400)</u>
Ending Balance	<u>\$1,409,323</u>	<u>\$2,034,423</u>	<u>\$1,734,123</u>	<u>(\$1,083,577)</u>	<u>(\$2,176,977)</u>

**SANITATION REPLACEMENT RESERVE FUND (CONT'D)**

**WORKING CAPITAL SUMMARY**

	<b>BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>	<b>PROJECTION <u>2012-13</u></b>	<b>PROJECTION <u>2013-14</u></b>
<b><u>SEWERLINE REPLACEMENT RESERVE</u></b>					
Beginning Working Capital	\$4,800,861	\$4,800,861	(\$3,458,239)	\$741,761	(\$963,239)
<b><u>REVENUES</u></b>					
Allocation	965,000	965,000	5,965,000	965,000	965,000
Community Dev. Agency	0	0	2,000,000	2,000,000	2,000,000
<b>Total Revenues</b>	<b>965,000</b>	<b>965,000</b>	<b>7,965,000</b>	<b>2,965,000</b>	<b>2,965,000</b>
<b><u>EXPENDITURES</u></b>					
Projects	(9,463,700)	(9,224,100)	(3,765,000)	(4,670,000)	(6,420,000)
<b>Total Expenditures</b>	<b>(9,463,700)</b>	<b>(9,224,100)</b>	<b>(3,765,000)</b>	<b>(4,670,000)</b>	<b>(6,420,000)</b>
<b>Ending Working Capital</b>	<b>(\$3,697,839)</b>	<b>(\$3,458,239)</b>	<b>\$741,761</b>	<b>(\$963,239)</b>	<b>(\$4,418,239)</b>

**SANITATION SYSTEM EXPANSION/UPGRADE FUND**

**WORKING CAPITAL SUMMARY**

	<b>BUDGET <u>2010-11</u></b>	<b>ESTIMATED ACTUAL <u>2010-11</u></b>	<b>BUDGET <u>2011-12</u></b>	<b>PROJECTION <u>2012-13</u></b>	<b>PROJECTION <u>2013-14</u></b>
<b>Beginning Working Capital</b>	<b>\$3,830,715</b>	<b>\$3,830,715</b>	<b>\$3,485,815</b>	<b>\$3,105,215</b>	<b>\$3,069,115</b>
<b><u>REVENUES</u></b>					
<b>Connection Fees</b>	<b>50,000</b>	<b>145,000</b>	<b>175,000</b>	<b>200,000</b>	<b>225,000</b>
<b>Interest</b>	<b>95,600</b>	<b>66,700</b>	<b>70,500</b>	<b>93,200</b>	<b>92,100</b>
<b>Total Revenues</b>	<b>145,600</b>	<b>211,700</b>	<b>245,500</b>	<b>293,200</b>	<b>317,100</b>
<b><u>EXPENDITURES</u></b>					
<b>General Fund Reimbursement     Projects</b>	<b>(130,500) (426,100)</b>	<b>(130,500) (426,100)</b>	<b>(126,100) (500,000)</b>	<b>(129,300) (200,000)</b>	<b>(132,500) 0</b>
<b>Total Expenditures</b>	<b>(556,600)</b>	<b>(556,600)</b>	<b>(626,100)</b>	<b>(329,300)</b>	<b>(132,500)</b>
<b>Ending Working Capital</b>	<b>\$3,419,715</b>	<b>\$3,485,815</b>	<b>\$3,105,215</b>	<b>\$3,069,115</b>	<b>\$3,253,715</b>

**SANITATION FUNDS**  
**CONSOLIDATED ENDING WORKING CAPITAL SUMMARY**

	<b><u>BUDGET</u></b> <b><u>2010-11</u></b>	<b>ESTIMATED</b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>	<b>PROJECTION</b> <b><u>2012-13</u></b>	<b>PROJECTION</b> <b><u>2013-14</u></b>
<b>Ending Operations Fund Working Capital</b>	<b>\$10,291,623</b>	<b>\$10,505,823</b>	<b>\$6,447,423</b>	<b>\$7,287,623</b>	<b>\$8,148,823</b>
<b>Reserves:</b>					
<b>Vehicle Replacement Reserve</b>	<b>1,556,523</b>	<b>1,556,523</b>	<b>1,449,923</b>	<b>1,689,123</b>	<b>2,102,023</b>
<b>Sanitation Replacement Reserve</b>	<b>1,409,323</b>	<b>2,034,423</b>	<b>1,734,123</b>	<b>(1,083,577)</b>	<b>(2,176,977)</b>
<b>Sewerline Replacement Reserve</b>	<b>(3,697,839)</b>	<b>(3,458,239)</b>	<b>741,761</b>	<b>(963,239)</b>	<b>(4,418,239)</b>
<b>Ending Replacement Reserve Fund Working Capital</b>	<b>(731,993)</b>	<b>132,707</b>	<b>3,925,807</b>	<b>(357,693)</b>	<b>(4,493,193)</b>
<b>Ending Sanitation System Expansion/ Upgrade Fund Working Capital</b>	<b>3,419,715</b>	<b>3,485,815</b>	<b>3,105,215</b>	<b>3,069,115</b>	<b>3,253,715</b>
<b>Total Ending Working Capital</b>	<b><u>\$12,979,345</u></b>	<b><u>\$14,124,345</u></b>	<b><u>\$13,478,445</u></b>	<b><u>\$9,999,045</u></b>	<b><u>\$6,909,345</u></b>



**SIMI VALLEY SANITATION FUND  
AUTHORIZED POSITIONS**

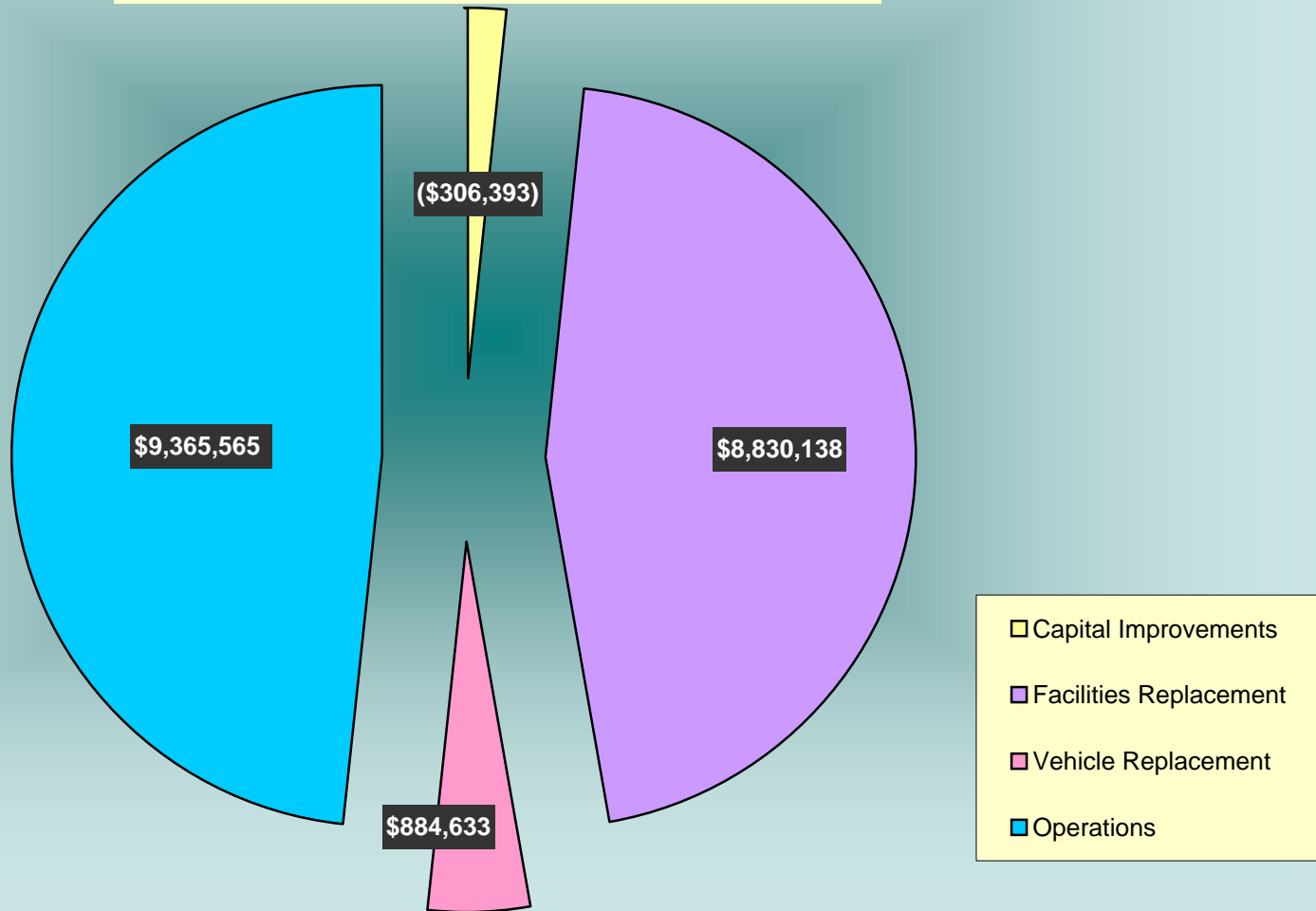
<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2009-10</u></b>	<b><u>FY 2010-11</u></b>	<b><u>FY 2011-12</u></b>
<b><u>Administration:</u></b>			
Assistant Public Works Director	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>
<b><u>Plant Operations:</u></b>			
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
Plant Operator III (Lead Worker)	2.0	2.0	2.0
Plant Operator III	8.0	7.0	6.0
Plant Operator II	1.0	3.0	3.0
Plant Operator I	1.0	0.0	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
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

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

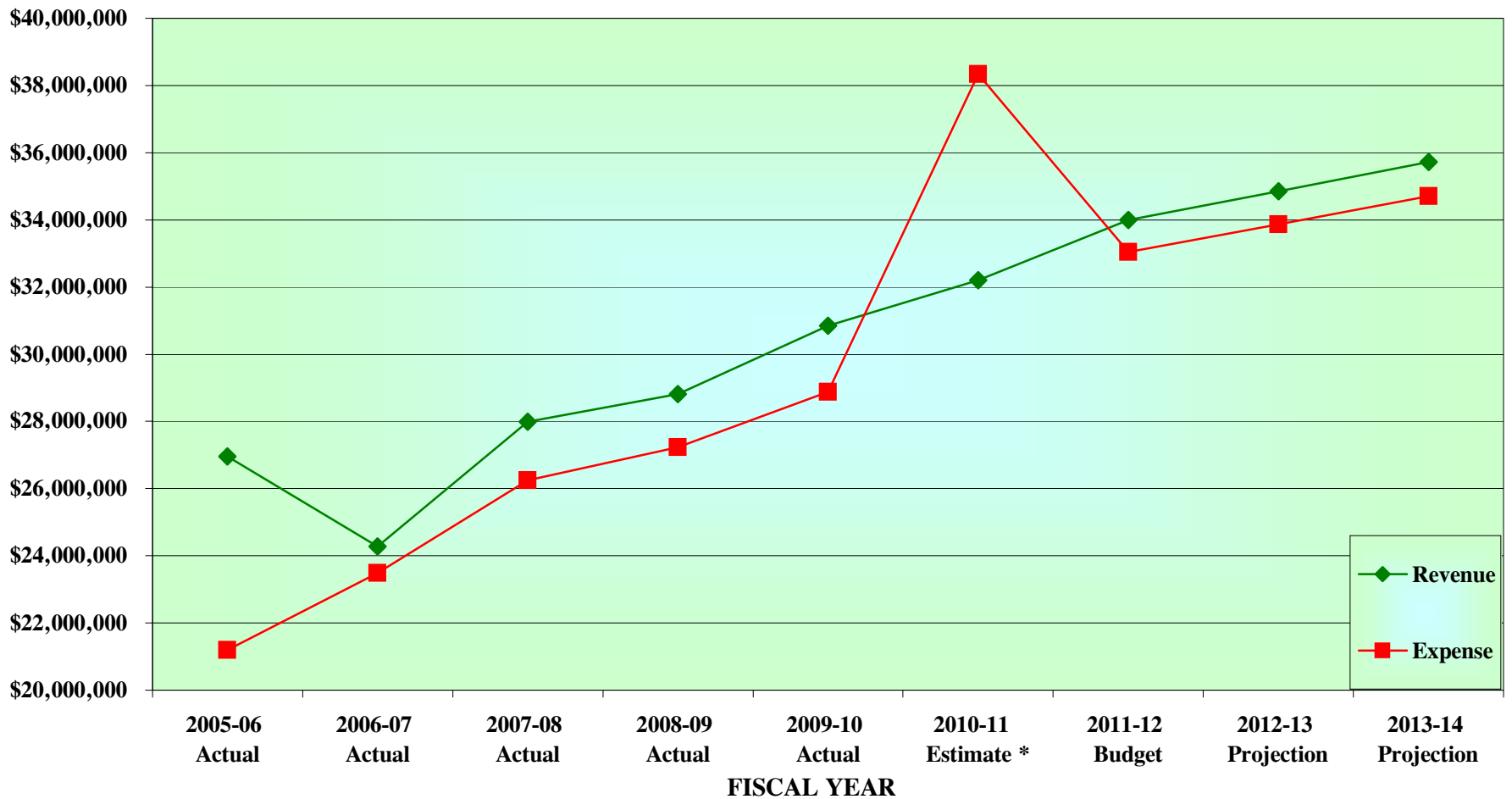
	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2010-11</u>
<b><u>Plant Operations (Cont'd):</u></b>			
Plant Maintenance Technician I	1.0	1.0	1.0
Senior Instrumentation Technician	1.0	1.0	1.0
Instrumentation Technician	2.0	2.0	2.0
Maintenance Worker II	1.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Inventory Support Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	37.0	37.0	37.0
<b><u>Sewer Line Maintenance</u></b>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician	8.0	8.0	8.0
<b>SUBTOTAL</b>	9.0	9.0	9.0
<b><u>Environmental Compliance: (Note 1)</u></b>			
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 I	1.0	1.0	1.0
<b>SUBTOTAL</b>	5.0	5.0	5.0
 <b>TOTAL REGULAR POSITIONS</b>	 59.0	 60.0	 60.0

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

**WATERWORKS DISTRICT FUNDS  
RESERVE BALANCES  
PROJECTED TO JUNE 30, 2012**



## WATERWORKS DISTRICT NO. 8 TEN YEAR OPERATIONS FUND HISTORY/PROJECTION



\* Includes a one-time transfer of \$6,000,000 from the Operations Fund to the Facilities Replacement Reserve Fund.

## VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 (District) provides reliable and safe water services to 26,000 customers. In 2010, the District delivered 6,303 million gallons of potable water, averaging 17 million gallons per day. The Calleguas Municipal Water District (Calleguas) provides nearly all of the water the District purveys. The Tapo Canyon Water Treatment Plant supplements the supply by up to one million gallons per day by treating groundwater. The two groundwater wells in Tapo Canyon also supply untreated water to three irrigation customers. The District also has an active recycled water system currently serving the Simi Valley Landfill and the City's Public Services Center.

### FY 2010-11 Goals and Achievements

- Goal: 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. **Achievement: Initiated an Initial Study and Mitigated Negative Declaration and submitted an Engineering Report to obtain a Water Reclamation Requirements Permit from the California Regional Water Quality Control Board.**
- Goal: 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. **Achievement: Completed construction of two new groundwater wells in the Gillibrand Basin.**
- Goal: Install and put into service emergency generators at Pump Station No. 2 and Pump Station No. 3. **Achievement: Completed plans, specifications, and a bid package for the purchase and installation of natural-gas emergency generators.**
- Goal: Recoat the interior of the Hill Top Tank. **Achievement: Completed design and initiated bidding.**
- Goal: Install water circulating devices in water storage tanks. **Achievement: Installed water circulating devices in Marr Ranch Tank No. 2, the Greystone Tank, and the Upper McCoy Tank.**
- Goal: Continue to investigate potential site(s) for a new one million gallon water storage tank to serve the Knolls Zone. **Achievement: Continuing attempts to identify potential sites for a new one million gallon water storage tank.**
- Goal: Investigate groundwater use opportunities from the West Simi Valley Dewatering Wells. **Achievement: Completed a staff-level investigation that determined there is a feasible opportunity for mining groundwater.**

### Other Accomplishments

- Completed construction of the Long Canyon Pressure Reducing Station and Pipeline Project.
- Completed interior recoating of Stearns Street Tank No. 1 and Tank No. 2.
- Completed and distributed the Annual Water Quality Consumer Confidence Report.

### **FY 2011-12 Goals**

- Complete installation of emergency generators at the Oak Knolls, Smith Road, and Station No. 2 Pump Stations.
- Recoat the interior of the Flannigan Water Storage Tank.
- Install water-circulating devices in Walnut Tank No. 1 and Tank No. 2.
- Establish priorities and schedule replacement of old and/or inadequate water mains.
- Update Water Design and Construction Standards.
- Obtain funding and employ a consultant to further investigate the feasibility of mining groundwater from the West Simi Valley Dewatering Wells.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**

**OPERATIONS FUND REVENUES**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>
<b><u>OPERATING FUND REVENUES</u></b>					
34001 Interest	\$373,817	\$351,800	\$339,500	(\$12,300)	\$358,800
34101 Rents & Leases	336,621	290,000	290,000	0	295,000
36601 Other Grants	26,150	0	0	0	0
37003 Returned Check NSF	8,175	0	0	0	0
37401 Engineering Fees	8,444	5,000	8,000	3,000	6,000
37405 Inspection Service Fees	2,671	3,000	1,000	(2,000)	2,000
37410 Service Charges	27,790,886	31,350,000	29,352,000	(1,998,000)	31,000,000
37412 Recycled Water Charges	60,656	58,000	61,300	3,300	62,500
37452 Water Sales To District #17	1,128,101	1,097,000	1,183,200	86,200	1,206,800
37453 Water Standby Charges	6,911	5,300	4,700	(600)	4,700
37454 Sale of Meters	11,269	11,500	15,500	4,000	11,600
37456 Water Lift Charges	770,390	820,000	710,000	(110,000)	750,000
37461 Doorhanger Charges	213,150	180,000	180,000	0	180,000
37499 Other Service Charges	10,271	9,000	6,000	(3,000)	8,000
38001 Sale of Surplus Property	14,722	9,000	6,100	(2,900)	7,000
38004 Damage Recovery	19,077	0	9,000	9,000	0
39600 Transfer From Computer Repl.	26,600	0	0	0	0
39805 Transfer From Worker's Comp.	157,600	33,000	33,000	0	110,100
	<hr/>				
TOTAL - REVENUES	<b><u>\$30,965,511</u></b>	<b><u>\$34,222,600</u></b>	<b><u>\$32,199,300</u></b>	<b><u>(\$2,023,300)</u></b>	<b><u>\$34,002,500</u></b>

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

**OPERATIONS FUND EXPENDITURES**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,504,208	\$3,082,900	\$2,534,900	\$548,000	\$3,005,600
41040 Overtime	53,958	55,000	51,000	4,000	55,000
41050 Outside Assistance	0	0	2,300	(2,300)	0
41200 Deferred Compensation - 401k	54,378	20,800	10,000	10,800	11,800
41210 Deferred Compensation - 457	8,973	13,600	9,500	4,100	13,600
41300 Vision Care	10,533	12,100	10,500	1,600	11,900
41350 Disability	11,753	15,600	11,400	4,200	13,700
41400 Group Ins/Health	467,139	574,400	441,200	133,200	585,800
41450 Life Insurance	7,984	9,500	8,000	1,500	9,200
41500 Group Ins/Dental	38,148	46,400	37,900	8,500	41,400
41600 Retirement/PERS	504,886	518,500	448,000	70,500	583,200
41650 Medicare	32,489	44,700	37,500	7,200	44,400
41700 Workers' Compensation	136,600	139,400	139,400	0	120,400
41800 Payroll Accruals	89,341	65,200	78,000	(12,800)	87,900
41900 Personnel Savings	0	(198,600)	0	(198,600)	(198,600)
Subtotal - Personnel	<u>3,920,390</u>	<u>4,399,500</u>	<u>3,819,600</u>	<u>579,900</u>	<u>4,385,300</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	726,633	876,000	710,000	166,000	876,000
42150 Communications	31,638	34,100	29,700	4,400	35,200
42230 Office Supplies	8,285	11,000	11,000	0	11,000
42235 Furnishings and Equip (Non-Cap)	2,268	7,200	6,700	500	2,400
42310 Rentals	2,754	2,000	1,700	300	2,000
42410 Uniform/Clothing Supply	8,724	11,400	10,400	1,000	11,400
42440 Memberships and Dues	23,956	26,100	12,500	13,600	13,200



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

**OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2009-10</u>	<u>FINAL</u> <u>BUDGET</u> <u>2010-11</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>VARIANCE</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42450 Subscriptions and Books	\$3,123	\$1,800	\$1,700	\$100	\$1,800
42520 Water Meters	378,601	452,100	450,100	2,000	452,100
42540 Water Purchase	19,339,860	22,764,000	21,800,000	964,000	22,672,000
42541 Recycled Water Purchases	34,692	38,000	33,600	4,400	34,300
42550 Small Tools/Equipment	13,645	16,500	16,500	0	16,500
42560 Operating Supplies	25,966	138,000	131,500	6,500	168,000
42720 Travel, Conferences, Meetings	963	3,300	3,300	0	4,100
42730 Training	5,422	11,300	7,400	3,900	13,800
42790 Mileage	214	1,000	500	500	1,000
Subtotal Supplies and Materials	<u>20,606,744</u>	<u>24,393,800</u>	<u>23,226,600</u>	<u>1,167,200</u>	<u>24,314,800</u>
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	157,240	283,700	221,200	62,500	174,200
44310 Maintenance of Equipment	612,702	439,100	433,100	6,000	459,700
44410 Maint of Buildings/Grounds	2,108	5,000	4,800	200	5,000
44490 Other Contract Services	235,382	255,300	223,800	31,500	275,300
44590 Insurance Charges	110,900	123,600	123,600	0	99,300
Subtotal - Services	<u>1,118,332</u>	<u>1,106,700</u>	<u>1,006,500</u>	<u>100,200</u>	<u>1,013,500</u>
<b><u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</u></b>					
46100 Reimb to General Fund	1,538,400	1,786,500	1,786,500	0	1,584,800
49297 Transfer to Retiree Benefits	14,200	145,700	145,700	0	71,900
49648 Transfer to Computer Equip.	54,100	54,100	54,100	0	87,000

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

**OPERATIONS FUND EXPENDITURES**

	<b>ACTUAL 2009-10</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>
<b><u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY (CONT'D)</u></b>					
49600 Transfer to Streets & Roads	\$0	\$60,000	\$60,000	\$0	\$100,000
49649 Transfer to Geographic Info. Sys.	25,500	0	0	0	103,700
49656 Transfer to Financial Info. Sys.	30,400	0	0	0	55,800
49763 Transfer to Vehicle Replacement	173,000	100,200	100,200	0	144,900
49763 Transfer to Facilities Replacement	1,460,000	7,960,000	7,960,000	0	1,460,000
Subtotal - Reimbursements, Transfers and Capital Outlay	3,295,600	10,106,500	10,106,500	0	3,608,100
Subtotal - Current Expenses	25,020,676	35,607,000	34,339,600	1,267,400	28,936,400
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	0	127,300	127,300	0	66,000
47028 Computers	0	31,000	31,000	0	0
47030 Vehicles	0	25,000	25,000	0	0
Subtotal - Capital Outlay	0	183,300	183,300	0	66,000
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
<b>TOTAL - EXPENDITURES</b>	<b>\$28,941,066</b>	<b>\$39,839,800</b>	<b>\$38,342,500</b>	<b>\$1,497,300</b>	<b>\$33,037,700</b>

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

**REPLACEMENT RESERVE FUND PROJECTS LISTING**

	<b>PROJECT BUDGET</b>	<b>FINAL BUDGET 2010-11</b>	<b>ESTIMATED ACTUAL 2010-11</b>	<b>VARIANCE 2010-11</b>	<b>BUDGET 2011-12</b>	
<b><u>MAINTENANCE PROJECTS</u></b>						
9763	LA Ave Pipeline Replacement	\$325,000	\$325,000	\$325,000	\$0	\$0
9763	Patricia Ave Supply Line (Design)	50,000	50,000	50,000	0	0
9763	TCWTP Water Pipeline Repl	300,000	208,600	208,600	0	0
9763	(A) Paving/Slurry Seal at Tank Sites	--	43,000	41,500	1,500	70,000
9763	(B) Landscaping/Noise Barriers	--	20,000	12,000	8,000	20,000
9763	(C) Painting Water Tanks/Facilities	--	50,000	50,000	0	50,000
9763	(D) Refurbish Pumping Facilities	--	55,000	51,000	4,000	55,000
9763	(E) Valve Box Replacement	--	15,000	14,500	500	15,000
9763	(F) Main Line Valve Replacement	--	125,000	122,000	3,000	125,000
9763	(G) District Telemetry System	--	100,000	95,000	5,000	100,000
9763	(H) Vulnerability Assessment Upgrade	--	40,000	38,000	2,000	40,000
9763	(I) Interior Tank Recoating	--	315,000	315,000	0	320,000
9763	(J) SCADA Historical Server	12,000	0	0	0	12,000
	Subtotal - Maintenance Projects	675,000	1,346,600	1,322,600	24,000	807,000
<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>						
9763	(K) Recycled Water Projects	14,300,000	2,099,400	2,099,400	0	1,000,000
	Subtotal - Capital Projects		2,099,400	2,099,400	0	1,000,000
	<b>TOTAL - REPLACEMENT RESERVE FUND PROJECTS</b>	--	<b>\$3,446,000</b>	<b>\$3,422,000</b>	<b>\$24,000</b>	<b>\$1,807,000</b>

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

**CAPITAL IMPROVEMENTS FUND PROJECTS LISTING**

	<b><u>PROJECT BUDGET</u></b>	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>VARIANCE 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	
<b><i>CAPITAL IMPROVEMENT PROJECTS</i></b>						
9762	Knolls Zone Water Facilities	\$1,268,400	\$938,100	\$938,100	\$0	\$0
9762	Sand Canyon Access Road	180,000	180,000	180,000	0	0
9762	Sand Cyn Water Oversizing	900,000	145,000	145,000	0	0
9762	System Pressure Zone Interconnect	250,000	245,500	245,500	0	0
9762	Tapo Street Pump Station Repl.	45,000	45,000	45,000	0	0
9762	TCWTP Earthquake Repairs	6,748,500	492,900	492,900	0	0
9762	Tract 4313 Tank	825,000	250,000	250,000	0	0
9762	Water Master Plan Update	209,000	21,100	21,100	0	0
9762	Tapo Cyn Groundwater Well #3	1,525,400	1,525,400	1,525,400	0	0
9762 (L)	Oversizing of Water Facilities	986,600	125,000	125,000	0	125,000
9762 (M)	Emergency Generators	480,000	360,000	360,000	0	120,000
9762 (N)	Water Storage Mixing Systems	465,000	320,000	320,000	0	125,000
<b>TOTAL - CIP FUND PROJECTS</b>		<b>\$13,882,900</b>	<b>\$4,648,000</b>	<b>\$4,648,000</b>	<b>\$0</b>	<b>\$370,000</b>

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

**OPERATIONS FUND WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>PROJECTION 2012-13</u></b>	<b><u>PROJECTION 2013-14</u></b>
Beginning Working Capital	\$14,543,965	\$14,543,965	\$8,400,765	\$9,365,565	\$10,354,565
<b><u>REVENUES</u></b>					
Operating Revenues	34,222,600	32,199,300	34,002,500	34,852,600	35,723,900
<b><u>EXPENDITURES</u></b>					
Operating Expenditures	<u>(39,839,800)</u>	<u>(38,342,500)</u>	<u>(33,037,700)</u>	<u>(33,863,600)</u>	<u>(34,710,200)</u>
Ending Working Capital	<u>\$8,926,765</u>	<u>\$8,400,765</u>	<u>\$9,365,565</u>	<u>\$10,354,565</u>	<u>\$11,368,265</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)**  
**REPLACEMENT RESERVE WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>PROJECTION 2012-13</u></b>	<b><u>PROJECTION 2013-14</u></b>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Vehicle Replacement	\$797,733	\$797,733	\$897,933	\$884,633	\$994,033
<b><u>REVENUES</u></b>					
Replacement Contributions	100,200	100,200	144,900	149,200	153,700
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	0	0	(158,200)	(39,800)	(35,900)
Ending Vehicle Replacement	<u>897,933</u>	<u>897,933</u>	<u>884,633</u>	<u>994,033</u>	<u>1,111,833</u>
<b><u>FACILITIES REPLACEMENT RESERVE</u></b>					
Beginning Facilities Replacement	2,918,238	2,918,238	9,397,738	8,830,138	2,549,038
<b><u>REVENUES</u></b>					
Transfer from Operating Fund	7,960,000	7,960,000	1,460,000	1,460,000	1,460,000
Recycled Water Grants	0	0	0	3,775,000	3,750,000
Total Revenues	<u>7,960,000</u>	<u>7,960,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>5,210,000</u>
<b><u>EXPENDITURES</u></b>					
General Fund Reimbursements	(157,900)	(157,900)	(220,600)	(226,100)	(231,800)
Replacement Reserve Projects	(1,346,600)	(1,322,600)	(1,807,000)	(7,515,000)	(9,655,000)
Total Expenditures	<u>(1,504,500)</u>	<u>(1,480,500)</u>	<u>(2,027,600)</u>	<u>(7,741,100)</u>	<u>(9,886,800)</u>
Ending Facilities Replacement	<u>\$9,373,738</u>	<u>\$9,397,738</u>	<u>\$8,830,138</u>	<u>\$2,549,038</u>	<u>(\$2,127,762)</u>

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

	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>PROJECTION 2012-13</u></b>	<b><u>PROJECTION 2013-14</u></b>
Beginning Working Capital	\$4,685,107	\$4,685,107	\$60,607	(\$306,393)	(\$1,760,093)
<b><u>REVENUES</u></b>					
Interest	177,300	85,800	90,600	1,000	1,000
Capital Improvement Charges	75,000	125,000	150,000	153,800	157,600
<b>Total Revenues</b>	<b>252,300</b>	<b>210,800</b>	<b>240,600</b>	<b>154,800</b>	<b>158,600</b>
<b><u>EXPENDITURES</u></b>					
General Fund Reimbursements	(187,300)	(187,300)	(237,600)	(243,500)	(249,600)
Capital Improvements Projects	(4,648,000)	(4,648,000)	(370,000)	(1,365,000)	(3,855,000)
<b>Total Expenditures</b>	<b>(4,835,300)</b>	<b>(4,835,300)</b>	<b>(607,600)</b>	<b>(1,608,500)</b>	<b>(4,104,600)</b>
Ending Working Capital	<u>\$102,107</u>	<u>\$60,607</u>	<u>(\$306,393)</u>	<u>(\$1,760,093)</u>	<u>(\$5,706,093)</u>

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

**CONSOLIDATED WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2010-11</u></b>	<b><u>ESTIMATED ACTUAL 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>PROJECTION 2012-13</u></b>	<b><u>PROJECTION 2013-14</u></b>
<b>Ending Operations Fund Working Capital</b>	<b>\$8,926,765</b>	<b>\$8,400,765</b>	<b>\$9,365,565</b>	<b>\$10,354,565</b>	<b>\$11,368,265</b>
<b>Reserves:</b>					
<b>Vehicle Replacement Reserve</b>	<b>897,933</b>	<b>897,933</b>	<b>884,633</b>	<b>994,033</b>	<b>1,111,833</b>
<b>Facilities Replacement Reserve</b>	<b>9,373,738</b>	<b>9,397,738</b>	<b>8,830,138</b>	<b>2,549,038</b>	<b>(2,127,762)</b>
<b>Ending Replacement Reserve Fund Working Capital</b>	<b>10,271,671</b>	<b>10,295,671</b>	<b>9,714,771</b>	<b>3,543,071</b>	<b>(1,015,929)</b>
<b>Ending Capital Improvements Fund Working Capital</b>	<b>102,107</b>	<b>60,607</b>	<b>(306,393)</b>	<b>(1,760,093)</b>	<b>(5,706,093)</b>
<b>Ending Consolidated Working Capital</b>	<b><u>\$19,300,543</u></b>	<b><u>\$18,757,043</u></b>	<b><u>\$18,773,943</u></b>	<b><u>\$12,137,543</u></b>	<b><u>\$4,646,243</u></b>



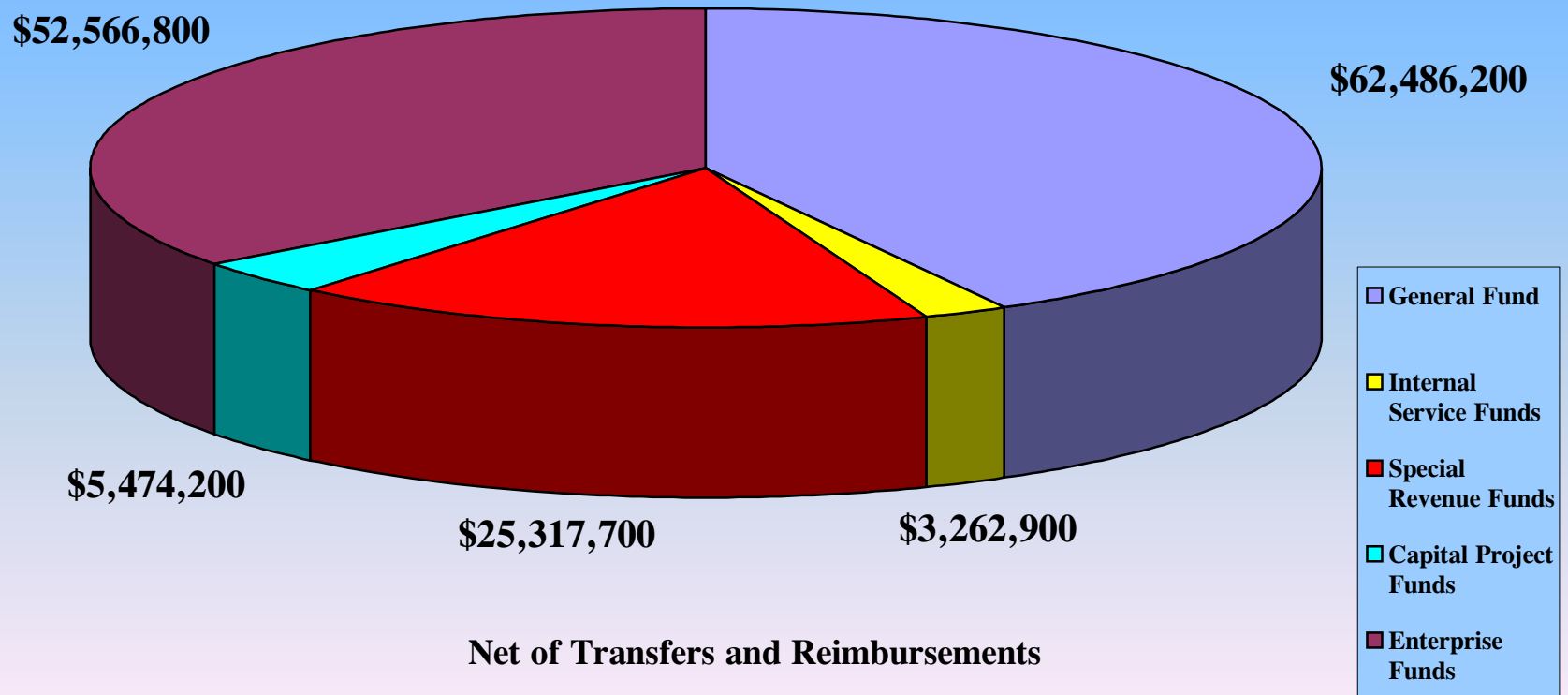
**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**AUTHORIZED POSITIONS**

<u><b>REGULAR POSITIONS:</b></u>	<u><b>FY 2009-10</b></u>	<u><b>FY 2010-11</b></u>	<u><b>FY 2011-12</b></u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	0.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Senior Management Analyst	0.0	1.0	1.0
Management Analyst	1.0	0.0	0.0
Secretary	2.0	2.0	2.0
Waterworks Services Worker III	4.0	4.0	4.0
Waterworks Services Worker II	7.0	8.0	8.0
Waterworks Services Worker I	5.0	8.0	8.0
Waterworks Services Worker Trainee	4.0	0.0	0.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Plant Operator II (Waterworks)	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	5.0	5.0
<b>TOTAL REGULAR POSITIONS</b>	<b>43.0</b>	<b>46.0</b>	<b>46.0</b>

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

# COMBINED EXPENDITURES AND DISBURSEMENTS SUMMARIZED BY FUND TYPE - FY 2011-12 BUDGET

**\$149,107,800**



## COMBINED EXPENDITURES AND DISBURSEMENTS

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2009-10</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u>	<u>BUDGET</u> <u>2011-12</u>
<b>General Fund:</b>	<b>\$60,353,792</b>	<b>\$59,590,500</b>	<b>\$62,486,200</b>
<b>Total - General Fund</b>	<b>60,353,792</b>	<b>59,590,500</b>	<b>62,486,200</b>
<b>Internal Service Funds:</b>			
Liability Insurance Fund	915,860	1,428,000	1,082,700
Workers' Compensation Fund	2,066,851	2,447,600	1,946,900
Geographic Info. and Permit System Operating Fund	0	60,900	73,100
Financial Information System Operating Fund	0	121,000	160,200
<b>Total - Internal Service Funds</b>	<b>2,982,711</b>	<b>4,057,500</b>	<b>3,262,900</b>
<b>Special Revenue Funds:</b>			
CDA - Administrative Fund	866,303	1,230,800	992,400
CDA - Tax Increment Funds	6,740,488	2,411,100	2,213,600
CDA - Housing Administration Fund	6,122,000	6,122,000	16,716,100
Local Housing Fund	55,870	287,900	50,500
HOME Grant Fund	0	0	300,000
Community Development Block Grant Fund	269,260	292,600	547,100
Law Enforcement Grants Fund	122,364	151,600	6,000
Forfeited Assets Fund	44,184	57,700	50,000
Retiree Medical Benefits Fund	1,500,897	1,356,300	1,391,000
Landscape Maintenance District No. 1 Fund	1,730,757	1,724,400	1,460,800
Lighting Maintenance District Fund	1,570,651	1,609,000	1,590,200
<b>Total - Special Revenue Funds</b>	<b>\$19,022,774</b>	<b>\$15,243,400</b>	<b>\$25,317,700</b>

**COMBINED EXPENDITURES AND DISBURSEMENTS (CONT'D)**

**(Net of Transfers and Reimbursements)**

<b><u>FUND</u></b>	<b><u>ACTUAL</u> <u>2009-10</u></b>	<b><u>ESTIMATED</u> <u>ACTUAL</u> <u>2010-11</u></b>	<b><u>BUDGET</u> <u>2011-12</u></b>
<b><u>Capital Improvement Funds:</u></b>			
Streets & Roads Program Fund	\$7,473,459	\$12,924,300	\$3,527,400
Vehicle Replacement Fund	516,630	1,155,900	861,200
Computer Equipment Replacement Fund	817,130	945,200	1,000,200
Geographic Info. and Permit System Capital Fund	54,194	18,400	50,000
Financial Information Systems Capital Project Fund	164,709	5,400	25,000
Building Improvement Fund	64,679	3,734,200	10,400
<b>Total - Capital Improvement Funds</b>	<b>9,090,801</b>	<b>4,703,200</b>	<b>5,474,200</b>
<b><u>Enterprise Funds:</u></b>			
Transit Fund	5,103,114	10,104,700	6,088,800
Sanitation Funds	15,878,703	21,115,800	14,521,400
Ventura County Waterworks District No. 8 Funds	31,114,176	36,306,000	31,956,600
<b>Total - Enterprise Funds</b>	<b>52,095,993</b>	<b>67,526,500</b>	<b>52,566,800</b>
<b>Total Combined Expenditures and Disbursements</b>	<b><u>\$143,546,071</u></b>	<b><u>\$158,161,200</u></b>	<b><u>\$149,107,800</u></b>

**REVENUE SUMMARY BY FUND**  
**(Including Transfers In From Other Funds)**

<b><u>FUND</u></b>	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b>General Fund:</b>	<b>\$53,789,637</b>	<b>\$58,332,000</b>	<b>\$56,021,300</b>
<b>Subtotal - General Fund</b>	<b>\$53,789,637</b>	<b>\$58,332,000</b>	<b>\$56,021,300</b>
<b>Internal Service Funds:</b>			
Liability Insurance Fund	1,634,467	1,646,600	1,420,500
Workers' Compensation Fund	2,944,108	2,738,700	2,624,400
Geographic Information System Operating Fund	0	500	74,000
Financial Information Systems Operating Fund	0	0	131,000
<b>Subtotal - Internal Service Funds</b>	<b>4,578,575</b>	<b>4,385,800</b>	<b>4,249,900</b>
<b>Special Revenue Funds:</b>			
Police Special Problems Section Fund	706,995	766,100	0
CDA - Administrative Fund	2,129,103	2,430,900	2,262,300
CDA - Merged Tapo Cyn/West End Tax Increment Fund	14,400,053	12,195,500	12,071,700
CDA - Housing Administration Fund	4,729,767	4,882,900	4,460,100
Home Grant Fund	166,721	99,100	105,900
Local Housing Fund	9,203	71,800	3,100
Community Development Block Grant Fund	1,150,941	1,122,970	686,500
New Dwelling Fees Fund	12,038	19,400	22,300
Traffic Congestion Relief Fund	1,163,600	0	0
Development Agreement Fund	407,840	2,246,300	336,000
Traffic Impact Fees Fund	23,805	68,700	89,700
Law Enforcement Grants Fund	334,358	153,400	30,900
Forfeited Assets Fund	71,950	71,000	10,200
Retiree Benefits Fund	325,686	1,352,700	1,342,600

**REVENUE SUMMARY BY FUND (CONT'D)**  
**(Including Transfers In From Other Funds)**

	<b>ACTUAL</b> <b><u>2009-10</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2010-11</u></b>	<b>BUDGET</b> <b><u>2011-12</u></b>
<b>Special Revenue Funds (Cont'd):</b>			
Local Transportation Fund	\$3,140,562	\$3,137,500	\$3,913,500
Landscape Zones Augmentation Fund	1,165,781	1,239,300	248,400
Landscape Maintenance District No. 1 Fund	2,166,980	2,049,800	1,065,500
Lighting Maintenance District Fund	2,561,045	2,552,600	2,568,200
Gasoline Tax Fund	2,048,260	3,332,900	3,429,600
Subtotal - Special Revenue Funds	<u>36,714,688</u>	<u>37,792,870</u>	<u>32,646,500</u>
<b>Capital Improvement Funds:</b>			
Streets & Roads Program	8,879,065	9,529,800	3,527,400
Computer Equipment Replacement Fund	733,493	736,400	794,900
Vehicle Replacement Fund	654,300	578,500	333,600
Geographic Information System Capital Fund	79,902	1,600	287,100
Financial Information Systems Capital Fund	192,600	0	182,000
Building Improvement Fund	84,290	26,100	46,500
Subtotal - Capital Improvement Funds	<u>10,623,650</u>	<u>10,872,400</u>	<u>5,171,500</u>
<b>Enterprise Funds:</b>			
Transit Fund	6,353,914	11,413,500	7,254,000
Sanitation Operations Fund	15,598,957	14,702,200	14,930,700
Sanitation System Expansion/Upgrade Fund	56,721	211,700	245,500
Sanitation Plant Replacement Reserve Fund	2,097,800	2,168,200	9,272,600
Waterworks District No. 8 Operations Fund	30,965,511	32,199,300	34,002,500
Waterworks District No. 8 Capital Improvement Fund	504,602	210,800	240,600
Waterworks District No. 8 Replacement Reserve Fund	1,545,600	8,060,200	1,604,900
Subtotal - Special Revenue Funds	<u>57,123,105</u>	<u>68,965,900</u>	<u>67,550,800</u>
<b>Total Revenues, All Funds</b>	<b><u><u>\$162,829,655</u></u></b>	<b><u><u>\$180,348,970</u></u></b>	<b><u><u>\$165,640,000</u></u></b>

**EXPENDITURE SUMMARY BY FUND**  
**(Including Transfers to and Reimbursements From Other Funds)**

<b><u>FUND</u></b>	<b><u>ACTUAL</u></b> <b><u>2009-10</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2010-11</u></b>	<b><u>BUDGET</u></b> <b><u>2011-12</u></b>
<b>General Fund:</b>			
General Fund	\$54,080,831	\$55,938,200	\$57,183,000
Subtotal - General Fund	<u>54,080,831</u>	<u>55,938,200</u>	<u>57,183,000</u>
<b>Internal Service Funds:</b>			
Liability Insurance Fund	1,185,960	1,306,700	1,406,400
Workers' Compensation Fund	5,658,162	3,092,500	5,708,200
Geographic Information System Optimization Fund	0	59,500	60,100
Financial Information Systems Fund	0	121,000	160,200
Subtotal - Internal Service Funds	<u>6,844,122</u>	<u>4,579,700</u>	<u>7,334,900</u>
<b>Special Revenue Funds:</b>			
Police Special Problems Section Fund	804,287	931,800	0
CDA - Administrative Fund	2,129,103	2,430,900	2,262,300
CDA - Merged Tapo Cyn/West End Tax Increment Fund	17,327,692	12,607,200	13,511,800
CDA - Housing Administration Fund	5,850,316	7,128,100	17,551,300
Home Grant Fund	62,535	556,340	351,740
Local Housing Fund	157,764	194,300	65,000
Community Development Block Grant Fund	1,082,528	9,553,553	686,520
New Dwelling Fees Fund	0	0	218,000
Traffic Congestion Relief Fund	1,163,600	0	0
Development Agreements Fund	466,200	490,000	336,000
Traffic Impact Fees Fund	0	0	0
Law Enforcement Grants	334,360	151,600	31,000
Forfeited Assets Fund	44,184	232,456	50,000

**EXPENDITURE SUMMARY BY FUND (CONT'D)**  
**(Including Transfers and Reimbursements to Other Funds)**

	<b>ACTUAL</b>	<b>ESTIMATED</b>	
	<b>2009-10</b>	<b>ACTUAL</b>	<b>BUDGET</b>
		<b>2010-11</b>	<b>2011-12</b>
<b>Special Revenue Funds (Cont'd):</b>			
Retiree Medical Benefits Fund	\$1,500,897	\$1,356,300	\$1,391,000
Local Transportation Fund	3,140,562	3,137,500	3,913,500
Landscape Zones Augmentation Fund	1,323,179	1,056,800	245,400
Landscape Maintenance District No. 1 Fund	1,836,025	1,843,100	1,545,600
Lighting Maintenance District Fund	2,922,251	2,351,000	2,347,100
Gasoline Tax Fund	2,048,260	3,332,900	3,429,600
Subtotal - Special Revenue Funds	42,193,743	47,353,849	47,935,860
<b>Capital Improvement Funds:</b>			
Streets & Roads Program	8,339,296	12,924,300	3,527,400
Computer Equipment Replacement Fund	817,130	945,200	1,000,200
Vehicle Replacement Fund	1,458,075	1,155,900	861,200
Building Improvement Fund	664,679	3,734,200	10,400
Subtotal - Capital Improvement Funds	11,279,180	18,759,600	5,399,200
<b>Enterprise Funds:</b>			
Transit Fund	6,353,914	11,413,500	7,254,000
Sanitation Operations Fund	15,485,813	13,860,800	18,989,100
Sanitation System Expansion/Upgrade Fund	3,073,125	556,600	626,100
Sanitation Plant Replacement Reserve Fund	2,044,025	11,857,200	5,479,500
Waterworks District No. 8 Operations Fund	28,941,066	38,342,500	33,037,700
Waterworks District No. 8 Capital Improvement Fund	5,080,719	4,835,300	607,600
Waterworks District No. 8 Replacement Reserve Fund	1,068,830	1,480,500	2,185,800
Subtotal - Enterprise Funds	62,047,492	82,346,400	68,179,800
<b>Total Expenditures</b>	<b>\$176,445,368</b>	<b>\$208,977,749</b>	<b>\$186,032,760</b>



## **FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION**

The City of Simi Valley developed a Five-Year General Fund Financial Projection during FY 2007-08 when it appeared that a weakening economy would result in substantially reduced revenue and require expenditure reductions in order to continue providing an adequate level of service to the public without utilizing its financial reserves for ongoing operations. The projection enabled the City Council and staff to look forward beyond the current budget year in order to identify potential financial issues in future years and to begin to study and develop solutions. The projection has also allowed the City Council to evaluate the impact of revenue reductions, the expense associated with desired new programs of public benefit, and the likely cost to comply with requirements that might be placed on the City by regulatory agencies.

As part of the FY 2011-12 budget review process, the City Council established a 13-member Ad Hoc Citizens Fiscal Projection Advisory Committee of local finance professionals to review the assumptions contained in the Five-Year General Fund Financial Projection and advise the City Council regarding fiscal financial issues and/or concerns for the upcoming fiscal year and into the future. Revenue assumptions were developed based on information provided by the State Controller's Office, information provided by consultants, and historic trends. Expenditure assumptions were developed based on current agreements with employee organizations, the cost of implementing new programs and continuing existing programs, and projected inflation. The Committee endorsed the assumptions contained in the projection and submitted recommendations for short and long-term efforts in the areas of controllable and uncontrollable employee benefits, unfunded liabilities, economic development, and marketing in order to protect and improve the City's financial condition.

The Five-Year General Fund Financial Projection and related analyses point to a structural shortfall in the General Fund that must be resolved 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. The City has concluded that aggressive action is needed to accomplish this goal. Accordingly, strategies are being developed in the areas of organization and management, process restructuring, employee compensation, post-employment benefits, marketing, and community investment.

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

	<b>BUDGET <u>2011-12</u></b>	<b>PROJECTION <u>2012-13</u></b>	<b>PROJECTION <u>2013-14</u></b>	<b>PROJECTION <u>2014-15</u></b>	<b>PROJECTION <u>2015-16</u></b>
<b><u>REVENUES</u></b>					
Taxes And Franchises	\$42,766,200	\$43,883,000	\$45,031,400	\$46,776,500	\$48,323,400
Licenses And Permits	1,114,000	1,187,400	1,194,300	1,232,000	1,278,900
Fines And Forfeitures	575,000	582,600	590,300	619,300	634,800
Use Of Money & Property	1,431,600	1,447,700	1,478,600	1,636,100	1,717,400
From Other Governments	744,000	743,400	760,000	783,900	803,500
Grants	164,100	191,200	192,700	394,200	405,600
Service Charges	1,189,200	1,209,600	1,228,100	1,323,200	1,371,400
Other Revenues	619,000	631,900	645,100	658,700	672,600
Transfers In	7,418,200	7,571,900	7,821,100	8,129,000	8,395,700
Prior Year Carry Over	1,202,700	0	0	0	0
Total Revenues	<u>57,224,000</u>	<u>57,448,700</u>	<u>58,941,600</u>	<u>61,552,900</u>	<u>63,603,300</u>
<b><u>EXPENDITURES</u></b>					
Personnel	53,397,000	53,397,000	55,199,300	56,580,800	58,690,600
Current Expenses	9,017,400	9,017,400	9,018,000	8,950,400	9,122,100
Capital Outlay	71,800	46,400	0	20,000	20,000
Transfers to Other Funds	5,700,100	6,910,700	7,075,100	7,770,900	7,968,000
Reimbursed Expenses	(11,003,300)	(9,971,000)	(10,157,600)	(10,450,000)	(10,711,300)
Total Expenditures	<u>57,183,000</u>	<u>59,400,500</u>	<u>61,134,800</u>	<u>62,872,100</u>	<u>65,089,400</u>
Revenues Less Expenditures	<u>\$41,000</u>	<u>(\$1,951,800)</u>	<u>(\$2,193,200)</u>	<u>(\$1,319,200)</u>	<u>(\$1,486,100)</u>

## **BUDGET FORMULATION AND ADOPTION**

Each year, the City of Simi Valley develops and adopts a balanced budget, which serves as a guide for providing City services. The budget contains detailed goals and objectives, a working financial plan, and financial projections for the departments and agencies that comprise the City's governmental structure.

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

In February, the City Council adopts budget development guidelines, which provide overall direction for development of the Preliminary Base Budget and Supporting Document. Subsequent to the City Council's action, in late February, the Budget Office issues detailed budget development instructions to departments and agencies.

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

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

A Preliminary Base Budget for all operating and capital improvement funds, containing the current level proposed budget, is prepared and distributed during the last week of May. A Supporting Document that contains line item budget information, Policy Items, Capital Asset Requests, and Reverse Priority Items is also prepared and distributed during the last week of May.

In early June, the Budget Office develops recommendations for City Council consideration, which are submitted in the form of a staff report submitted by the City Manager. One or more budget hearings are held by the City Council in June. The adopted budget, which incorporates changes made by the City Council during the budget hearings, goes into effect on July 1.

## BUDGET AND FISCAL POLICIES

- I. Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:
- A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.
  - B. The City will maintain a prudent General Fund balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures.
  - C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
  - D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
  - E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.
- II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:
- A. Performance objectives will be incorporated in each department's budget, including the result achieved for each objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.
  - B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.
  - C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.
  - D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.
  - E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

F. Public participation in the City's budget process is to be encouraged by providing an opportunity for public review and comment on the Preliminary Base Budget.

III. Budget Organization and Administration: The following policies will guide the organization and structure of the City budget:

A. Operating Budget: The City Council will adopt an annual City budget for the ensuing fiscal year (July 1 through June 30) no later than June 30 of each year.

B. Capital Budget: The City will adopt a separate Five-Year Capital Improvement Program by June 30 of each year. This document will identify the City's short- and medium-range capital improvement needs. Projects requested for funding in the ensuing fiscal year are also contained in the Preliminary Base Budget and Supporting Document. The projects proposed for the following four years are provided as information to assist the City Council in making informed budget decisions and to advise them of future capital needs.

IV. Accounting System and Budgetary Control

A. The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when measurable and available to finance expenditures of the current fiscal year, and expenditures recorded when the services or goods are received and liabilities incurred.

B. The City budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds.

C. Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised only 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.

D. The City's capitalization threshold is \$5,000 for property, plant, equipment, and \$25,000 for infrastructure assets. The assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and depreciated using the straight-line method over their estimated useful lives.

V. Financial Reporting

A. Monthly: Following each month-end close (generally occurring within 15 days of month end), on-line financial statements are available in the City's financial reporting system.

B. First Quarter: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, is submitted to the City Council following the end of the first quarter of each fiscal year.

C. Mid-Year: A comprehensive report, comparing actual operating results with budgeted revenues and expenditures, as well as projected fiscal year-end results, is submitted to the City Council following the end of the second quarter of each fiscal year.

D. Year-End: The City will prepare year-end financial reports as follows:

- i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor’s unqualified opinion. (Note: auditors express an unqualified opinion on the client’s financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client’s point of view.)
  - ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.
  - iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.
  - iv. To ensure that fees do not exceed the cost of providing services.
- B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an “as needed” basis.
  - C. External Review: The City’s proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City’s goal that proposed user fees are supported by these organizations before being adopted by the City Council.

VI. User Fees and Rates

- A. Purpose: User fees are established by the City Council to achieve the following objectives:
  - i. To establish an equitable basis for costing services to the public;
  - ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;
  - iii. To provide for reasonable cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City’s Cost Allocation Plan;

## CITY PROFILE

### **GENERAL INFORMATION**

The City of Simi Valley is located on Ventura County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. It is the third largest of Ventura County's ten cities. Adjacent to the northwestern perimeter of the San Fernando Valley, Simi Valley is approximately 37 miles northwest of downtown Los Angeles. The City, which covers a land area of 42.4 square miles with a mean elevation of 765 feet, was incorporated in 1969. The area was originally inhabited by the Chumash Indians in two villages named Simi and Tapo. The official City tree is the Coast Live Oak, whose acorns were used by the Chumash Indians for food. The official City flower is the California Wild Rose, from which the Chumash Indians ate vitamin-rich rosehips. In 1795, El Rancho San Jose de Garcia de Simi was granted to Santiago Pico and Luis Pena by Governor Diego de Borica of Spanish California. This land grant, approximately 100,000 acres, was one of the largest ever made.

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

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

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

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

## STATISTICAL OVERVIEW

### Physical Size

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

### Population (January 1, 2011)

City Residents *	124,237
Growth Area Residents	128,777

### Population Distribution By Age

	<u>2000 Census</u>	<u>2010 Census</u>
Under 5 years	7.30%	6.10%
05 to 09 years	8.60%	6.70%
10 to 14 years	8.10%	7.40%
15 to 19 years	7.00%	7.60%
20 to 24 years	5.40%	6.10%
25 to 34 years	14.10%	12.40%
35 to 44 years	18.80%	15.00%
45 to 54 years	14.70%	16.50%
55 to 59 years	5.00%	6.50%
60 to 64 years	3.40%	5.20%
65 to 74 years	4.50%	6.00%
75 to 84 years	2.40%	3.20%
85 years and older	0.70%	1.30%

\* SOURCE: 2010 U.S. Census



## STATISTICAL OVERVIEW (CONT'D.)

### Population Distribution By Ethnicity

	<u>2000 Census</u>	<u>2010 Census</u>
Caucasian	64.50%	52.00%
Hispanic or Latino	16.80%	23.30%
Black or African American	1.30%	1.40%
American Indian or Alaskan Native	0.70%	0.60%
Asian	6.30%	9.30%
Pacific Islander	0.10%	0.10%
Other	10.30%	13.30%

### Housing Characteristics as of June 30, 2011 \*\*

	<u>Number</u>	<u>Percentage</u>
Single Family Units	32,693	77.66%
1-4 Unit Structures	1,869	4.44%
5 or More Unit Structures	6,660	15.82%
Mobile Homes	874	2.08%
Total	42,096	100.00%

### Households By Type

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

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

**STATISTICAL OVERVIEW (CONT'D.)**

**Streets & Lights**  
**Fiscal Year 2010-11**

Miles of Paved Streets	324
Number of Street Lights	7,815

**Building Permits Issued**  
**Fiscal Year 2010-11**

Number of Permits	3,647
Value of Permits	\$37,684,710

**Business Tax**  
**Fiscal Year 2010-11**

Applications/Renewals Processed	10,177
Receipts Issued	9,463

**Simi Valley Transit**  
**Fiscal Year 2010-11**

Fixed-Route Bus Ridership	435,695
Paratransit/Dial-A-Ride Passengers	51,204

**STATISTICAL OVERVIEW (CONT'D.)**

**Sanitation Services**  
**(Wastewater Collection & Treatment)**  
**Fiscal Year 2010-11**

Customer Accounts	36,520	
Sewer Lines	362.0	Miles
Treatment Plant Capacity	12.5	MGD
Average Daily Plant Flows	9.2	MGD

**Water Services**  
**(Retail Sale of Water)**  
**Fiscal Year 2010-11**

Customer Accounts	24,942	
Water Delivered to Customer Accounts	5,971	MG
Sales to Other Agencies	2	
Water Delivered to Other Agencies	333	MG

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

**Assessed Value of Taxable Property**  
**Tax Roll Year 2010**

Secured	\$14,407,261,728
Unsecured	384,620,402
Utility	2,322,792
Total	<u>\$14,794,204,922</u>

## STATISTICAL OVERVIEW (CONT'D.)

### Tax Roll Year 2010 Computation of Legal Debt Margin

Gross Assessed Valuation	\$14,794,204,922
Legal Debt Limit - 3.75% of Gross Assessed Valuation	554,782,685
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	0

### Ending Balance of Long-Term Debt Fiscal Year 2010-11

General obligation bonded indebtedness.	\$0
Simi Valley Public Financing Authority 2003 Tax Allocation Refunding Bonds, interest rates at 2.0% - 5.25%, maturing on September 1, 2003-2030.	26,250,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	23,460,000
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	4,120,000
Liability Claims and Legal Services Liability	2,165,939
Workers' Compensation Claims and Legal Services Liability	6,603,532
Accrued Employee Benefits	8,977,080
Total	\$71,576,551

**FY 2011-12 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE**

<u>City</u>	<u>Population</u>	<u>General Fund Authorized FTE Positions</u>	<u>General Fund Budgeted Expenditures</u>	<u>Capital Projects Budget</u>
Burbank (1)(4)	108,469	574	\$100,304,667	\$50,963,299
Ventura (2)	109,946	511	61,620,350	37,665,000
Thousand Oaks	130,209	510	61,459,690	45,752,755
<i>Simi Valley</i>	<i>124,237</i>	<i>447</i>	<i>57,183,000</i>	<i>12,516,000</i>

- (1) Excludes Fire, Library, and Parks & Recreation functions
- (2) Excludes Fire and Parks & Recreation functions
- (3) Excludes Library Department
- (4) Proposed Budget

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Account Clerk I	\$2,728	-	\$3,479	\$32,739	-	\$41,746
Account Clerk II	3,002	-	3,832	36,026	-	45,989
Accounting Projects Analyst	5,327	-	6,830	63,925	-	81,960
Accounting Specialist	4,288	-	5,479	51,450	-	65,743
Accounting Supervisor	5,937	-	7,623	71,245	-	91,476
Accounting Technician	3,299	-	4,210	39,582	-	50,523
Administrative Aide	4,080	-	5,208	48,956	-	62,501
Administrative Intern	2,338	-	2,832	28,059	-	33,987
Administrative Officer	6,516	-	8,375	78,190	-	100,505
Administrative Secretary	3,845	-	4,904	46,144	-	58,846
Assistant City Attorney	8,564	-	11,038	102,767	-	132,456
Assistant City Clerk	5,460	-	7,098	65,518	-	85,174
Assistant City Manager	10,266	-	13,345	123,189	-	160,146
Assistant Engineer	5,441	-	6,979	65,297	-	83,743
Assistant Planner	4,682	-	5,991	56,180	-	71,891
Assistant Public Works Director	9,384	-	12,104	112,606	-	145,246
Assistant to the City Manager	7,474	-	9,622	89,694	-	115,460
Assistant Waterworks Services Manager	6,187	-	7,948	74,243	-	95,375
Associate Engineer	5,954	-	7,645	71,449	-	91,742
Associate Planner	5,336	-	6,841	64,031	-	82,097
Budget Officer	6,771	-	8,708	81,256	-	104,490
Building Inspector I	3,862	-	4,928	46,342	-	59,134

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Building Inspector II	\$4,248	-	\$5,418	\$50,981	-	\$65,021
Building Maintenance Technician	3,141	-	4,009	37,690	-	48,110
Chief of Police	10,685	-	13,891	128,226	-	166,693
City Attorney *	-----	-	15,469	-----	-	185,629
City Council Member and Mayor *	-----	-	1,203	-----	-	14,433
City Manager *	-----	-	19,280	-----	-	231,355
Clerk I *	-----	-	2,605	-----	-	31,262
Clerk II	2,605	-	3,307	31,262	-	39,686
Code Enforcement Manager	6,198	-	7,939	74,378	-	95,263
Code Enforcement Officer	4,353	-	5,564	52,236	-	66,765
Code Enforcement Supervisor	5,653	-	7,253	67,832	-	87,040
Code Enforcement Technician	3,342	-	4,264	40,102	-	51,168
Collection System Supervisor	4,957	-	6,349	59,488	-	76,192
Collection System Technician I	3,207	-	4,089	38,480	-	49,067
Collection System Technician II	3,527	-	4,498	42,328	-	53,976
Collection System Technician Trainee	2,915	-	3,718	34,986	-	44,616
Communication Systems Coordinator	6,006	-	7,713	72,076	-	92,557
Communications Manager	6,036	-	7,752	72,432	-	93,020
Community Services Specialist	4,575	-	5,853	54,903	-	70,232
Computer Operator	3,080	-	3,933	36,962	-	47,195
Contract Compliance Technician	4,143	-	5,285	49,712	-	63,419
Counter Services Technician	3,631	-	4,631	43,576	-	55,578

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Counter Technician	\$3,877	-	\$4,945	\$45,530	-	\$59,342
Court Liaison	4,575	-	5,853	54,903	-	70,232
Crime Analysis and Reporting Manager	6,012	-	7,716	72,147	-	92,592
Crime Analyst	4,825	-	6,177	57,894	-	74,120
Crime Analyst Technician	3,841	-	4,917	46,093	-	59,010
Crime Scene Investigator	3,921	-	5,004	47,050	-	60,050
Crime Scene Investigator Trainee	3,137	-	3,999	37,648	-	47,986
Crossing Guard	1,823	-	2,208	21,882	-	26,499
Cultural Arts Center Assistant Manager	4,412	-	5,641	52,946	-	67,688
Cultural Arts Center Manager	5,945	-	7,634	71,345	-	91,607
Cultural Arts Center Technical Coordinator	4,207	-	5,377	50,486	-	64,526
Custodian	2,721	-	3,475	32,656	-	41,704
Customer Service Representative	2,924	-	3,734	35,090	-	44,803
Customer Services Manager	6,036	-	7,752	72,432	-	93,020
Deputy Building Official	6,444	-	8,282	77,330	-	99,386
Deputy Building Official/Plan Check	7,086	-	9,116	85,029	-	109,396
Deputy City Attorney	7,076	-	9,198	84,908	-	110,380
Deputy City Manager	8,841	-	11,399	106,097	-	136,784
Deputy Director/Building Official	7,851	-	10,112	94,216	-	121,339
Deputy Director/Citizen Services	7,689	-	9,901	92,269	-	118,808
Deputy Director/City Clerk	5,957	-	7,648	71,479	-	91,781
Deputy Director/City Engineer	8,551	-	11,021	102,606	-	132,247

\* Flat Rate Salary



**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Deputy Director/City Planner	\$7,987	-	\$10,288	\$95,847	-	\$123,459
Deputy Director/Compliance	7,689	-	9,901	92,269	-	118,808
Deputy Director/Economic Development	8,193	-	10,555	98,313	-	126,664
Deputy Director/Environmental Compliance	7,755	-	9,987	93,065	-	119,842
Deputy Director/Fiscal Services	7,715	-	9,934	92,576	-	119,206
Deputy Director/Housing and Special Projects	7,689	-	9,901	92,269	-	118,808
Deputy Director/Human Resources	8,384	-	10,804	100,611	-	129,653
Deputy Director/Information Services	8,612	-	11,101	103,349	-	133,211
Deputy Director/Maintenance Services	7,755	-	9,986	93,057	-	119,833
Deputy Director/Police Administration	7,860	-	10,123	94,323	-	121,478
Deputy Director/Public Works Administration	7,860	-	10,123	94,323	-	121,478
Deputy Director/Sanitation Services	7,755	-	9,986	93,057	-	119,833
Deputy Director/Support Services	7,074	-	9,101	84,889	-	109,214
Deputy Director/Traffic Engineer	8,551	-	11,021	102,606	-	132,247
Deputy Director/Transit	7,689	-	9,901	92,269	-	118,808
Deputy Director/Waterworks Services	7,755	-	9,986	93,057	-	119,833
Director, Administrative Services	9,776	-	12,708	117,306	-	152,497
Director, Community Services	9,567	-	12,437	114,807	-	149,249
Director, Environmental Services	9,565	-	12,434	114,778	-	149,210
Director, Public Works	10,423	-	13,550	125,076	-	162,599
Electrical Inspector	4,460	-	5,691	53,518	-	68,286
Emergency Services Coordinator	5,722	-	7,344	68,669	-	88,128

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Engineering Aide	\$3,318	-	\$4,231	\$39,811	-	\$50,773
Engineering Technician	4,143	-	5,285	49,712	-	63,419
Enterprise Systems Analyst	6,943	-	8,931	83,315	-	107,168
Environmental Compliance Inspector	4,118	-	5,257	49,421	-	63,086
Environmental Compliance Program Analyst	5,016	-	6,425	60,188	-	77,102
Environmental Compliance Program Coordinator	5,653	-	7,253	67,832	-	87,040
Environmental Programs Manager	6,084	-	7,814	73,009	-	93,770
Executive Assistant	4,976	-	6,374	59,717	-	76,490
Field Laboratory Technician	3,364	-	4,297	40,373	-	51,563
Geographic Information System Technician	5,025	-	6,408	60,299	-	76,898
Geographic Information System Coordinator	6,689	-	8,596	80,274	-	103,157
Graphics Media Coordinator	4,264	-	5,448	51,164	-	65,371
Graphics/Support Services Technician	3,292	-	4,205	39,499	-	50,461
Heavy Equipment Operator	3,292	-	4,205	39,499	-	50,461
Home Rehabilitation Coordinator	4,998	-	6,403	59,980	-	76,831
Human Resources Analyst	5,342	-	6,849	64,100	-	82,188
Human Resources Technician	2,999	-	3,832	35,984	-	45,989
Industrial Painter	3,806	-	4,860	45,677	-	58,323
Information Services Analyst I	5,354	-	6,865	64,249	-	82,382
Information Services Analyst II	5,817	-	7,467	69,802	-	89,599
Instrumentation Technician	4,600	-	5,871	55,203	-	70,450
Inventory Support Technician	2,779	-	3,548	33,342	-	42,578

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Laboratory Chemist	\$5,623	-	\$7,215	\$67,477	-	\$86,577
Laboratory Supervisor	6,181	-	7,940	74,172	-	95,281
Laboratory Technician	4,105	-	5,240	49,254	-	62,878
Landscape Architect	6,639	-	8,536	79,673	-	102,434
Lead Crossing Guard	2,090	-	2,536	25,085	-	30,430
Legal Clerk	3,002	-	3,829	36,026	-	45,947
Legal Secretary	4,020	-	5,131	48,239	-	61,569
Maintenance Superintendent	6,118	-	7,858	73,413	-	94,295
Maintenance Supervisor	4,957	-	6,349	59,488	-	76,192
Maintenance Worker I	2,721	-	3,475	32,656	-	41,704
Maintenance Worker II	3,002	-	3,832	36,026	-	45,989
Maintenance Worker III	3,302	-	4,215	39,624	-	50,586
Management Analyst	5,216	-	6,685	62,590	-	80,225
Mechanic I	3,148	-	4,020	37,773	-	48,235
Mechanic II	3,928	-	5,015	47,133	-	60,174
Neighborhood Council Coordinator	4,983	-	6,383	59,794	-	76,591
Nutrition Services Worker	2,595	-	3,314	31,138	-	39,770
Paralegal	3,361	-	4,288	40,331	-	51,459
Permit Services Coordinator	4,800	-	6,241	57,604	-	74,892
Planning Intern	2,338	-	2,832	28,059	-	33,987
Planning Technician	3,902	-	4,992	46,821	-	59,904
Plant Maintenance Program Technician	4,401	-	5,613	52,811	-	67,350

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Plant Maintenance Supervisor	\$5,347	-	\$6,856	\$64,163	-	\$82,270
Plant Maintenance Technician I	3,458	-	4,411	41,496	-	52,936
Plant Maintenance Technician II	3,806	-	4,857	45,677	-	58,282
Plant Maintenance Technician III	4,191	-	5,346	50,294	-	64,147
Plant Operations Manager	6,316	-	8,115	75,789	-	97,384
Plant Operations Supervisor	5,347	-	6,856	64,163	-	82,270
Plant Operator I	3,491	-	4,458	41,891	-	53,498
Plant Operator II	3,838	-	4,898	46,051	-	58,781
Plant Operator III	4,222	-	5,389	50,669	-	64,667
Plant Operator Trainee	2,850	-	3,643	34,195	-	43,722
Plant Support Systems Manager	6,316	-	8,115	75,789	-	97,384
Plumbing/Mechanical Inspector	4,460	-	5,691	53,518	-	68,286
Police Captain	9,109	-	11,747	109,313	-	140,963
Police Dispatcher	3,931	-	5,016	47,174	-	60,195
Police Dispatcher Trainee *	-----	-	3,481	-----	-	41,766
Police Lieutenant	7,963	-	10,257	95,560	-	123,083
Police Maintenance Coordinator	3,883	-	4,954	46,592	-	59,446
Police Maintenance Supervisor	4,552	-	5,823	54,629	-	69,876
Police Maintenance Technician	3,002	-	3,832	36,026	-	45,989
Police Officer	4,874	-	6,724	58,490	-	80,683
Police Officer Trainee *	-----	-	4,269	-----	-	51,230
Police Records Manager	5,229	-	6,702	62,748	-	80,429

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Police Records Supervisor	\$4,825	-	\$6,177	\$57,894	-	\$74,120
Police Records Technician I	2,706	-	3,453	32,469	-	41,434
Police Records Technician II	2,928	-	3,746	35,131	-	44,949
Police Sergeant	6,373	-	8,783	76,482	-	105,394
Police Services Assistant	2,983	-	3,812	35,797	-	45,739
Principal Engineer	7,797	-	10,041	93,567	-	120,496
Principal Information Services Analyst	6,988	-	8,990	83,859	-	107,874
Principal Planner	6,956	-	8,947	83,469	-	107,368
Printer	2,747	-	3,503	32,968	-	42,037
Property Officer	3,704	-	4,729	44,450	-	56,742
Property Technician	3,286	-	4,193	39,437	-	50,315
Public Works Dispatcher	2,837	-	3,623	34,050	-	43,472
Public Works Inspector	4,276	-	5,457	51,314	-	65,478
Recording Secretary	3,155	-	4,025	37,856	-	48,298
Risk Manager	6,773	-	8,709	81,271	-	104,510
Secretary	3,002	-	3,829	36,026	-	45,947
Senior Accountant	5,970	-	7,666	71,645	-	91,996
Senior Administrative Officer	7,134	-	9,179	85,609	-	110,151
Senior Assistant City Attorney	9,410	-	12,138	112,924	-	145,659
Senior Building Inspector	4,671	-	5,963	56,056	-	71,552
Senior Center Aide	2,595	-	3,314	31,138	-	39,770
Senior Center Aide	2,595	-	3,314	31,138	-	39,770

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Senior Code Enforcement Officer	\$4,959	-	\$6,351	\$59,502	-	\$76,210
Senior Crime Analyst	6,012	-	7,716	72,147	-	92,592
Senior Custodian	3,302	-	4,215	39,624	-	50,586
Senior Customer Service Representative	3,361	-	4,288	40,331	-	51,459
Senior Engineer	6,802	-	8,748	81,626	-	104,972
Senior Engineering Technician	4,566	-	5,827	54,787	-	69,930
Senior Human Resources Analyst	6,095	-	7,828	73,141	-	93,937
Senior Human Resources Technician	3,299	-	4,210	39,582	-	50,523
Senior Information Services Analyst	6,371	-	8,187	76,451	-	98,244
Senior Instrumentation Technician	5,060	-	6,457	60,715	-	77,480
Senior Laboratory Technician	4,498	-	5,746	53,976	-	68,952
Senior Management Analyst	6,006	-	7,713	72,076	-	92,557
Senior Planner	6,089	-	7,820	73,064	-	93,841
Senior Police Dispatcher	4,527	-	5,775	54,330	-	69,306
Senior Police Maintenance Technician	3,295	-	4,207	39,541	-	50,482
Senior Police Officer	5,283	-	7,155	63,398	-	85,862
Senior Police Records Technician	3,510	-	4,474	42,120	-	53,685
Senior Services Assistant Manager	4,412	-	5,640	52,941	-	67,681
Senior Services Manager	5,726	-	7,348	68,708	-	88,178
Senior Transit Dispatcher	3,049	-	3,893	36,587	-	46,717
Senior Tree Trimmer	3,637	-	4,642	43,638	-	55,702
Staff Accountant	5,243	-	6,720	62,911	-	80,643

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Supervising Building Inspector	\$5,427	-	\$6,959	\$65,119	-	\$83,513
Supervising Public Works Inspector	5,427	-	6,959	65,119	-	83,513
Support Services Worker	2,610	-	3,331	31,325	-	39,978
Theater Technician I	1,777	-	2,267	21,320	-	27,206
Theater Technician II	2,505	-	3,198	30,056	-	38,376
Transit Coach Operator	3,165	-	4,044	37,981	-	48,526
Transit Dispatcher	2,851	-	3,640	34,216	-	43,680
Transit Finance Manager	5,942	-	7,629	71,304	-	91,553
Transit Operations Assistant	3,782	-	4,820	45,386	-	57,845
Transit Superintendent	6,278	-	8,066	75,332	-	96,790
Transit Supervisor	4,628	-	5,922	55,541	-	71,062
Treasury Officer	5,949	-	7,639	71,391	-	91,666
Tree Trimmer I	3,002	-	3,836	36,026	-	46,030
Tree Trimmer II	3,302	-	4,219	39,624	-	50,627
Utilities Specialist	4,193	-	5,349	50,315	-	64,189
Utility Services Specialist	4,772	-	6,113	57,262	-	73,362
Victim Advocate	3,292	-	4,205	39,499	-	50,461
Victim Advocate	3,292	-	4,205	39,499	-	50,461
Water Distribution Supervisor	5,425	-	6,957	65,096	-	83,483
Water Operations Supervisor	5,425	-	6,957	65,096	-	83,483
Waterworks Meter Reader	2,747	-	3,503	32,968	-	42,037
Waterworks Services Worker I	3,014	-	3,853	36,171	-	46,238

\* Flat Rate Salary

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2011-12**

<u>JOB TITLE</u>	<u>MONTHLY</u>			<u>ANNUALLY</u>		
	<u>Minimum</u>		<u>Maximum</u>	<u>Minimum</u>		<u>Maximum</u>
Waterworks Services Worker II	\$3,319	-	\$4,240	\$39,832	-	\$50,877
Waterworks Services Worker III	3,749	-	4,789	44,990	-	57,470
Waterworks Srvc. Worker Trainee	2,747	-	3,505	32,968	-	42,058
Waterworks Systems Technician	4,600	-	5,873	55,203	-	70,470
Work Experience/Clerical *	-----	-	1,387	-----	-	16,640
Work Experience/Maintenance *	-----	-	1,387	-----	-	16,640
Workers' Compensation Manager	5,937	-	7,623	71,240	-	91,470

\* Flat Rate Salary



## COST ALLOCATION PLAN

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

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

As direct and indirect costs are generally budgeted separately by organizational unit, the direct and indirect cost concept can be

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

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

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

service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for Fiscal Year 2011-12 is available upon request from the Department of Administrative Services.

## **ACRONYMS AND ABBREVIATIONS**

**ADA**

Americans With Disabilities Act

**APCD**

Air Pollution Control District

**ARRA**

American Recovery and Reinvestment Act

**BTC**

Business Tenancy Certificate

**CAC**

Simi Valley Cultural Arts Center

**CAFR**

Comprehensive Annual Financial Report

**CAL/OSHA**

California Occupational Safety and Health Administration

**CARB**

California Air Resources Board

**CDA**

Simi Valley Community Development Agency

**CEB**

Continuing Education of the Bar

**CDBG**

Federal Community Development Block Grants Program

**CDIAC**

California Debt and Investment Advisory Commission

**CEQA or C.E.Q.A.**

California Environmental Quality Act

**CERT**

City Emergency Response Team

**CFD**

Mello-Roos Community Facility District

**CHP**

California Highway Patrol

**CIP**

Capital Improvement Program

**CIT**

Crisis Intervention Team

**CLETS**

California Law Enforcement Telecommunications System

**CNG**

Compressed Natural gas

**CMWD**

Calleguas Municipal Water District

**COA**

Simi Valley Council on Aging

**CPI-U**

Consumer Price Index for All Urban Consumers

**CSMFO**

California Society of Municipal Finance Officers

**DAR**

Dial-A-Ride Service

**DARE or D.A.R.E**

Drug Abuse Resistance Education Program

**DBE**

Disadvantaged Business Enterprise

**DMV**  
California Department of Motor Vehicles

**EIR**  
Environmental Impact Report

**EMA**  
Emergency Management Assistance Program

**EOC**  
Emergency Operations Center

**ERP**  
Enterprise Resources Planning System (City of Simi Valley Integrated Financial System)

**ESRI**  
Environmental Systems Research Institute

**EVSO**  
East Valley Office of the Ventura County Sheriff's Department

**FBRR**  
Fare Box Recovery Ratio

**FEMA**  
Federal Emergency Management Agency

**FIS**  
Simi Valley Financial Information System

**GFOA**  
Government Finance Officers Association

**GIS**  
Geographic Information System

**HUD**  
Federal Department of Housing and Urban Development

**IACG**  
Ventura County Inter-agency Coordination Group

**IPS**  
Integrated Police Systems

**JPA**  
Joint Powers Agreement

**LAFCO**  
Local Agency Formation Commission

**LAIF or L.A.I.F**  
State Treasurer's Local Agency Investment Fund

**LEED**  
Leadership in Energy and Environmental Design

**LTF**  
Local Transportation Funds

**MCC**  
Mortgage Credit Certificate Program

**MCLE**  
Minimum Continuing Legal Education

**MOA**  
Memorandum of Agreement

**MOU**  
Memorandum of Understanding

**MOW**  
Meals-On-Wheels Program

**MS4**  
Municipal Separate Storm Sewer System

**MUSTS**  
Municipal Unsafe Structure Tracking System

**NEPA**  
National Environmental Policy Act

**NIMS**  
National Incident Management System

**NPDES**  
National Pollutant Discharge Elimination System

**OES**  
California Office of Emergency Services

**PERS**  
California Public Employees Retirement System

**PSA**

Police Services Assistant

**PSAP**

Primary System Answering Point

**POA**

Simi Valley Police Officers' Association

**POST or P.O.S.T.**

Police Officer Standardized Training

**PSC**

Simi Valley Public Services Center

**RFP**

Request for Proposals

**RSOSCA**

Rancho Simi Valley Open Space  
Conservation Agency

**SAP**

Fully integrated computer business software  
program used by the City of Simi Valley

**SCAG**

Southern California Association of  
Governments

**SEP**

Simplified Express Permitting

**SRO**

School Resource Officer

**SSC**

Schedule of Service Charges

**SVMC**

Simi Valley Municipal Code

**SWT**

Special Weapons and Tactics

**TARP**

Teen Assistance and Resource Program

**TEA**

Tax Equity Allocation

**TRAK**

Technology to Recover Abducted Kids  
System

**USEPA**

United States Environmental Protection  
Agency

**VCAT**

Ventura County Combined Agency Task  
Force

**VCIJIS**

Ventura County Integrated Justice  
Information System

**VCOG**

Ventura Council of Governments

**VCTC**

Ventura County Transportation Commission

**VERSATERM**

Integrated Police Systems Software

**VPN**

Virtual Private Network

**WAN**

Wide Area Network

**YES**

Youth Employment Services Program

## GLOSSARY

### Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

### Anticipated Underexpenditures

An amount that is used to reduce budgeted expenditure amounts to increase the accuracy of year-end fund balance projections.

### Appropriation

An authorization made by the City Council that permits the City to incur obligations and to make expenditures. An appropriation is usually limited in amount and as to the time when it may be expended.

### Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

### Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

### Bonds

A form of borrowing (debt financing) that reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

### Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. The City of Simi Valley uses a financial plan covering one fiscal year, with adjustments to budget appropriations made at mid-year if necessary.

### Budget Supplemental Appropriation

Under City Ordinance, the City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

### **Budget Message**

Included in the opening section of the budget, the Budget Message provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendation of the City Manager.

### **Budget Policies**

General and specific guidelines adopted by the City Council that govern budget preparation and administration.

### **Capital Improvement Program (CIP)**

A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

### **Capital Outlay**

A budget appropriation category for equipment items.

### **Capital Project Funds**

This fund type is used to account for financial resources used in the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

### **Certificates of Participation**

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

### **Debt Instrument**

Methods of borrowing funds, including general obligations (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation (COP's), and assessment district bonds. (See Bonds and Revenue Bonds)

### **Debt Service**

Payments of principal and interest on borrowed funds such as bonds.

### **Debt Service Funds**

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

### **Deficit**

An excess of expenditures or expenses over revenues.

### **Department**

A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

### **Division**

A group of cost centers within a department that has responsibility for one or more program areas.

### **Enterprise Funds**

These funds are used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Three enterprise funds have been established by the City: Sanitation, Waterworks, and Transit.

### **Expenditure**

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. An encumbrance is not an expenditure; but rather it reserves funds to be expended at a later date.

**Fiscal Year**

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

**Fixed Assets**

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**Fund**

An accounting entity that records all financial transactions for specific activities or government functions. The fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Internal Service and Agency Funds.

**Fund Balance**

Fund balance is the difference between assets and liabilities.

**General Fund**

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund.

**Goal**

A statement of broad direction, purpose, or intent.

**Grant**

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

**Interfund Transfer**

Monies transferred from one fund to another. These transfers may finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Internal Service Fund**

An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals. Liability Insurance and Workers' Compensation Insurance are examples.

**Materials, Supplies and Services**

Expenditures/expenses which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

**Municipal Code**

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

**Objective**

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

**OPEB**

Other Post Employment Benefits such as retiree health and dental coverage provided by a state or local government and reported in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45.



**Operating Budget**

A budget for general expenditures such as salaries, utilities, and supplies.

**Personnel Savings**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Personnel Savings account is used to account for this factor in preparing fund balance projections.

**Public Financing Authority**

A separate entity attached to the City that participates in public financing of city projects and activities.

**Reserve**

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is, therefore, not available for general appropriation.

**Revenue**

Sources of income that finance the operations of government.

**Special Revenue Funds**

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

**Subventions**

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

## INDEX

ACRONYMS AND ABBREVIATIONS	271	BUDGET - ENVIRONMENTAL SERVICES	90
AUTHORIZED POSITIONS - ADMINISTRATIVE SERVICES	60	BUDGET - EXPENDITURE SUMMARY BY FUND	243
AUTHORIZED POSITIONS - CITY ADMINISTRATION	38	BUDGET - GENERAL FUND EXPENDITURES BY ACCT.	24
AUTHORIZED POSITIONS - CITY ATTORNEY	46	BUDGET - GENERAL FUND EXPENDITURES BY DEPT.	19
AUTHORIZED POSITIONS - COMM. DEV. AGENCY ADMIN.	150	BUDGET - GENERAL FUND REVENUES	10
AUTHORIZED POSITIONS - COMM. DEV. HOUSING ADMIN.	156	BUDGET - HOME PROGRAM	158
AUTHORIZED POSITIONS - COMMUNITY SERVICES	76	BUDGET - LOCAL HOUSING	157
AUTHORIZED POSITIONS - ENVIRONMENTAL SERVICES	92	BUDGET - MERGED TAX INCREMENT FUND	151
AUTHORIZED POSITIONS - POLICE	123	BUDGET - POLICE	121
AUTHORIZED POSITIONS - POLICE EMERGENCY SVCS.	133	BUDGET - POLICE EMERGENCY SERVICES	131
AUTHORIZED POSITIONS - PUBLIC WORKS	108	BUDGET - PUBLIC WORKS	105
AUTHORIZED POSITIONS - SANITATION	221	BUDGET - REVENUE SUMMARY BY FUND	241
AUTHORIZED POSITIONS - SIMI VALLEY TRANSIT	204	BUDGET - SANITATION	210
AUTHORIZED POSITIONS - WATERWORKS DISTRICT	237	BUDGET - SIMI VALLEY TRANSIT	198
AUTHORIZED POSITIONS - WORKERS' COMPENSATION	142	BUDGET - STREETS AND ROADS EXPENDITURE PLAN	186
BUDGET - ADMINISTRATIVE SERVICES	58	BUDGET - STREETS AND ROADS PROGRAM REVENUES	183
BUDGET - CHANGES IN GENERAL FUND BALANCE	4	BUDGET - STREETS AND ROADS REVENUE DETAIL	185
BUDGET - CITY ADMINISTRATION	36	BUDGET - WATERWORKS DISTRICT	227
BUDGET - CITY ATTORNEY	44	BUDGET ADOPTION RESOLUTION	1
BUDGET - COMBINED EXPENDITURES & DISBURSEMENTS	239	BUDGET AND FISCAL POLICIES	248
BUDGET - COMM. DEV. AGENCY HOUSING ADMIN.	153	BUDGET FORMULATION AND ADOPTION	247
BUDGET - COMMUNITY DEV. AGENCY ADMINISTRATIVE	148	CHART - COMBINED EXPENDITURES & DISBURSEMENTS	238
BUDGET - COMMUNITY DEVELOPMENT BLOCK GRANT	159	CHART - GENERAL FUND EXPENDITURES BY ACTIVITY	16
BUDGET - COMMUNITY SERVICES	74	CHART - GENERAL FUND EXPENDITURES BY RESIDENT	15
CHART - GENERAL FUND REVENUES BY CATEGORY	6	NARRATIVE - GENERAL FUND EXPENDITURES	17

## INDEX

CHART - SANITATION OPERATIONS FUND REV. & EXP.	206	NARRATIVE - GENERAL FUND REVENUES	7
CHART - SANITATION RESERVE BALANCES	205	NARRATIVE - POLICE	111
CHART - SIMI VALLEY TRANSIT EXPENDITURES	195	NARRATIVE - POLICE EMERGENCY SERVICES	128
CHART - SIMI VALLEY TRANSIT REVENUE	194	NARRATIVE - PUBLIC WORKS	94
CHART - SIMI VALLEY TRANSIT RIDERSHIP	193	NARRATIVE - SANITATION	207
CHART - STREETS AND ROADS PROGRAM EXPENDITURES	180	NARRATIVE - SIMI VALLEY TRANSIT	196
CHART - TEN YEAR REVENUE HISTORY/PROJECTION	5	NARRATIVE - STREETS AND ROADS PROGRAM	181
CHART - TEN YEAR REVENUE/EXPENSE HISTORY & PROJ.	2	NARRATIVE - STREETS AND ROADS REVENUES	184
CHART - WATERWORKS DISTRICT RESERVE BALANCES	223	NARRATIVE - WATERWORKS DISTRICT	225
CHART - WATERWORKS OPERATIONS FUND REV. & EXP.	224	NARRATIVE & BUDGET - BUILDING IMPROVEMENT	192
CITY MANAGER'S OVERVIEW	i	NARRATIVE & BUDGET - COMPUTER EQUIPMENT REPL.	188
CITY PROFILE	251	NARRATIVE & BUDGET - DEVELOPMENT AGREEMENT	162
COST ALLOCATION PLAN	269	NARRATIVE & BUDGET - FIS CAPITAL	191
FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION	245	NARRATIVE & BUDGET - FIS INTERNAL SERVICE	145
GLOSSARY	274	NARRATIVE & BUDGET - FORFEITED ASSETS	165
INDEX	278	NARRATIVE & BUDGET - GASOLINE TAX	178
NARRATIVE - ADMINISTRATIVE SERVICES	47	NARRATIVE & BUDGET - GIS & PERMITS CAPITAL	189
NARRATIVE - CHANGES IN GENERAL FUND BALANCE	3	NARRATIVE & BUDGET - GIS & PERMITS INTERNAL SVCE.	143
NARRATIVE - CITY ADMINISTRATION	29	NARRATIVE & BUDGET - LANDSCAPE MAINT. DISTRICT	169
NARRATIVE - CITY ATTORNEY	40	NARRATIVE & BUDGET - LANDSCAPE ZONES AUGMENT.	168
NARRATIVE - COMMUNITY DEVELOPMENT AGENCY	146	NARRATIVE & BUDGET - LAW ENFORCEMENT GRANTS	164
NARRATIVE - COMMUNITY SERVICES	63	NARRATIVE & BUDGET - LIABILITY INSURANCE	136
NARRATIVE - ENVIRONMENTAL SERVICES	78	NARRATIVE & BUDGET - LIGHTING MAINTENANCE DIST.	176
NARRATIVE & BUDGET - LOCAL TRANSPORTATION	167	NARRATIVE & BUDGET - NON-DEPARTMENTAL	134
NARRATIVE & BUDGET - NEW DWELLING FEES FUND	161	NARRATIVE & BUDGET - RETIREE BENEFITS	166

## **INDEX**

NARRATIVE & BUDGET - TRAFFIC IMPACT FEES	163
NARRATIVE & BUDGET - VEHICLE REPLACEMENT	187
NARRATIVE & BUDGET - WORKERS' COMPENSATION	138
ORGANIZATION CHART - ADMINISTRATIVE SERVICES	57
ORGANIZATION CHART - CITY ADMINISTRATION	35
ORGANIZATION CHART - CITY ATTORNEY	43
ORGANIZATION CHART - CITYWIDE	18
ORGANIZATION CHART - COMMUNITY SERVICES	73
ORGANIZATION CHART - ENVIRONMENTAL SERVICES	89
ORGANIZATION CHART - POLICE	120
ORGANIZATION CHART - PUBLIC WORKS	104
PERSONNEL CLASSIFICATIONS AND SALARY RANGES	258