

City of Simi Valley

ADOPTED BUDGET

Fiscal Year 2014-15



City of Simi Valley
**ADOPTED
BUDGET**

Fiscal Year 2014-15



Bob Huber, Mayor Glen T. Becerra, Mayor Pro Tem Steven T. Sojka, Council Member Mike Judge, Council Member Keith L. Mashburn, Council Member

CITY OF SIMI VALLEY • ADOPTED BUDGET • FY 2014-15

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BUDGET MESSAGE AND OVERVIEW



July 1, 2014

OVERVIEW

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the Adopted Budget for Fiscal Year 2014-15. This budget represents many changes in terms of format and approach, which I will describe further below.

This budget continues on a path of phased evolution toward a priority based budget program and includes some formatting changes. As in past years, as part of the budget process, all City departments submitted draft budgets along with potential policy items and capital asset requests (“adds”) and potential reductions (“cuts”). **A description of those items which have been approved as part of the budget are now included in this budget document** within the appropriate department sections. Those items that were considered but not approved are shown, as before, in the separate Supporting Document. Modifications to the original department proposals, either by the City Manager or by City Council, are noted on the appropriate page.

I am proud to state that this budget projects a higher General Fund Balance at the end of 2014-2015 than we started with at the beginning of 2013-2014 and that our S&P Bond Rating increased to AA+.

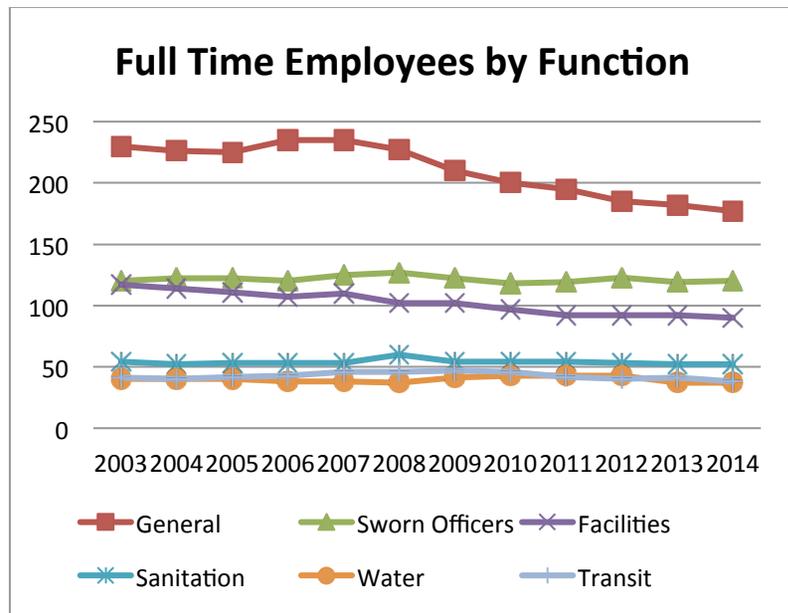
Over the past six years, the City has been subjected to enormous financial pressure, a combination of both expenditures and revenues. Despite this pressure, previous management and City Councils and the current City Council, have maintained a conservative approach which has provided a stable financial situation in the City. However, while much focus has been given to the expenditure side of the equation, I want to take an opportunity to also highlight the revenue challenges that have faced the City in recent years.

Revenues (not including transfers) declined by \$8 million at the height of the Recession in 2010. Revenues remain down approximately \$2.5 million through FY 2013-14. This does not include the net loss of over \$2 million in State Transportation Development Act funding affecting the General Fund in FY 2014-15 or the loss of approximately \$4 million in redevelopment funding for such things as street improvements and other General Fund related expenditures. The combination of depressed property taxes, sales taxes, interest earnings and slower development during the Great Recession has, in essence, sliced the City’s “paycheck.” Policy decisions to hold service fees and business taxes flat helped our residents and local businesses weather the storm, but created additional pressure on the City’s revenue stream.

The City has been able to maintain its core services and maintain or increase its General Fund fund balance during this time in part due to the downsizing of staff and in part through pay reductions taken by employees; this is consistent with our philosophy to maintain services to residents and our staff's commitment to help the City through tough times.

Employees taking on more work while taking reductions in compensation during these years significantly helped the City in maintaining service levels. City staffing levels are currently 15% **below** the pre-Recession peak in December 2006. The FY 2014-15 budget includes freezing (not funding) many vacant positions for all, or part of, the fiscal year.

Changes in staffing are shown below by employee type:



The pay increases in the recently-approved contracts are appropriate considering that they are spread over two years and will bring many employees back to approximately the same wage range in 2015 that was in place back in 2009. With this budget before you, the City was able to provide small increases in order to remain competitive and ensure a qualified staff while at the same time working to maintain service levels. It will also help us to attract qualified replacements as we anticipate many retirements from our ageing workforce.

While we have taken some steps toward balancing the budget, **more work needs to be done** over the coming fiscal years. Much has been deferred in recent years and we will continue to work toward a funding mechanism that will preserve our streets and roads infrastructure and financially stabilize utilities into the future.

The FY 2014-15 budget has been prepared with the City's Mission Statement, and our public customers, in mind:

City of Simi Valley Mission Statement

To deliver excellent service to our community by providing a safe and healthy living environment, sound fiscal management, responsive customer service, and an atmosphere that encourages community involvement and volunteerism through a local government that is accessible, efficient and accountable to its citizens.

The Adopted Budget seeks to meet the Council's objectives and priorities, and my own, including the following.

LIVING WITHIN OUR MEANS

This budget, as adopted, maintains a Fund Balance equivalent or greater than the Fund Balance in 2012. As in past recent years, this budget represents an attempt to plan for the future by reducing ongoing costs and eliminating a structural deficit while also ensuring that service impacts to Simi Valley residents are minimized.

This was done **without carrying forward the entire surplus projected for FY 2013-14** in order to enhance our already strong General Fund reserves. The adopted budget does not utilize **any transfers from the Economic Stabilization Fund**, reserves which have been used in the previous two years. It is notable that this has been accomplished while giving most employees their first salary increases in several years and while losing in excess of \$2 million in Transportation Development Act funding formerly used for streets and roads, now allocated exclusively to Transit.

We are ongoing in our effort to eliminate a structural deficit which is the result of **declining** revenues during the economic downturn, the **elimination of redevelopment agencies** in the State of California, and cost increases for employee benefits such as health and retirement. This budget includes a major change in employee benefits as we transition to CalPERS for provision of group health benefits. *This resulted in savings* from our prior private provider which, in part, offset the impacts of negotiated employee salary increases. We will continue to reduce General Fund subsidies to other funds and will be

refinancing a 2004 Certificate of Participation bond to enjoy more favorable interest rates and decrease debt service costs.

City staff members are to be commended for showing considerable fiscal restraint and for doing more with less.

ENSURING A SAFE CITY

The Police Department is proud that the overall per capita crime rate is lower than it was 20 years ago. To continue our status as a safe city, the Adopted Budget includes four additional police officer positions (one of which is funded by outside funding), increasing authorized sworn strength from 121 to 125. I am proud of the fact that the Department has unveiled its first strategic plan in many years and is focused on increasing its neighborhood policing strategies through Community Liaison Officers. The fact that the department created a strategic plan through the utilization of individual dedication of the staff who worked on it is a testament to the department leadership. This budget also includes the purchase of 14 new police vehicles, including five new SUV black and white patrol vehicles which will provide additional space and comfort for our officers. Finally, the budget includes funding and expenditures for the new police training facility and shooting range that has been in design for some time.

In addition, we are implementing new technology for our code enforcement officers to utilize tablet computers in the field. This improvement, costing less than \$20,000, will result in increased efficiencies and productivity as our officers work to ensure high quality Simi Valley neighborhoods. The

Community Services Department budget also includes funding to replace two 1998 vehicles with new hybrid sedans for code enforcement.

In order to address homeless issues comprehensively, this budget proposes funding an existing Housing Rehabilitation Coordinator position, a Senior Planner, and an Associate Planner, plus one-half of the Neighborhood Council Coordinator position through the Local Housing Fund as part of a staff task force.

KEEPING PACE WITH TECHNOLOGY

As the City has grown, our investment in technology has not kept pace. Our primary financial system, SAP, is over 14 years old. The City's budget is prepared on Excel spreadsheets. There is no automated tracking of vehicle maintenance records. There is no central document scanning or archiving system. The recent Sanitation efficiency study noted the need to automate processes. Many City processes are entirely manual, resulting in an inefficient use of staff time.

As our staffing levels shrink and regulatory demands increase, the need for efficient processes is paramount. For that reason this budget includes a significant proposal for various technology improvements. These include:

- An Enterprise Resource Planning (ERP) system to include a new central financial system, budget module, work order system, and more;
- A document management system for filing and archiving to provide ease of information retrieval;

- New fiber optic wiring and wireless internet access at various sites as appropriate; and
- Automated payroll and human resources benefits systems.

Many of these systems will be funded using Development Agreement Funds set aside for public facilities and improvements and will make great strides in improving operations citywide and responsiveness to our residents.

MAINTAINING OUR INFRASTRUCTURE

This budget allocates \$3.4 million in resources toward our Streets and Roads program for a variety of projects. Staff continues to seek alternative funding sources to address a multi-million dollar backlog in necessary repairs to streets and roads, sidewalks, curb and gutter, and underground utilities.

The adopted budget includes funding for a Pavement Management System assessment of streets and roads condition so that repairs can be prioritized appropriately. This budget also includes funding for the purchase of crack sealer equipment and materials to create an in-house street repair crew. By providing better ongoing maintenance, we can lengthen street life and decrease overall maintenance costs while improving quality of life for our residents.

The budget also includes funding for additional work at the City Hall facility including specific necessary improvements and work at the former Development Services Building (DSB) to prepare the facility for tenancy by Under One Roof. Improvements are also budgeted for the Library facility.

STRENGTHENING OUR COMMUNITY

The budget includes funding for our many community events such as sponsoring the Fourth of July celebration, hosting the 14th Annual Youth Summit, 4th Annual Volunteer Fair, providing Meals on Wheels and Congregate Meals to seniors, hosting over 300 events at the Simi Valley Cultural Arts Center, and providing Household Hazardous Waste events and Water Conservation programs. The budget also includes funding for the new Special Events policy to sponsor local non-profit events up to \$25,000 per year if approved by a review committee.

Our Transit operation will be enhanced with the replacement of six fixed-route buses and six paratransit vans, funded primarily by Federal Transportation Association grants. Upgrades to the fueling facility and implementation of a biogas fueling project, which will turn methane from the City's wastewater plant into renewable fuel for City and private fleet vehicles, are funded in this budget.

FY 2013-14 General Fund Revenues and Expenditures

In FY 2013-14, we project to end the year with a surplus of \$2.2 million. This is due in part to Runkle Canyon grading and inspection fees; the unexpected State approval of a \$1.2 million repayment revenue from a General Fund loan to the former Community Development Agency; anticipated under-expenditures that have been refined since the Mid-Year due primarily to savings from vacant staff positions; and, the

transfer-in of \$755,900 in Economic Stabilization funds as budgeted. Revenues and Transfers-in are projected at \$67,266,337, while Expenditures and Transfers-out (including the Economic Stabilization transfer-in) are projected at \$65,089,414. While the City has made great strides in narrowing its structural deficit, we still have challenges ahead.

FY 2013-14 Key Accomplishments

We are proud of many accomplishments over the past year, including:

- The first year of operation at the independent Simi Valley Public Library. We continue to add to the collection, improve the facility, and increase attendance.
- The first Police Department Strategic Plan in many years. This document will guide the Department into the future.
- Completion of the City Hall expansion project, which consolidated the Community Services and Environmental Services Departments with other City Hall departments to provide one-stop development assistance and improve internal communications.
- Three new department heads in Community Services, Administrative Services, and the City Attorney's Office have joined, or will soon join, my leadership team in moving the City forward.
- A City Council Retreat that provided short-term goals for the City to continue to pursue.

- The implementation of elements of the 2012 Economic Strategic Plan

FY 2014-15 General Fund Revenues

General Fund revenues are expected to decrease by \$2,292,737 (3.4%) in FY 2014-15, primarily due to the loss of over \$2 million in Transportation Development Act funding, previously in the General Fund and used for Streets and Roads work, and now restricted solely for Transit use. Some economic recovery is illustrated by a projected 3% increase in local sales taxes for FY 2014-15. Property taxes are projected to increase by 8.2% based upon increase in assessed values and one-time monies from dissolution of redevelopment but are held flat going forward. Sales and Use Tax revenues are increases by 2% overall. Modest increases are projected in most areas with decreases in service charges due to loss of one-time development revenues received last year and decreases in projected grants income.

FY 2014-15 General Fund Expenditures

FY 2014-15 total expenditures of \$65,747,300 are budgeted to increase by \$657,886 (1%) over FY 2013-14 Estimated Actual levels of \$65,089,414. It should be noted that salaries and benefits account for approximately 81.4% of total General Fund expenditures, net of transfers and reimbursements.

Expenditures in FY 2014-15 are budgeted as follows:

Department	FY 2013-14 Est. Actual	FY 2014-15 Budget	\$ Change
City Admin.	\$3,011,200	\$3,507,300	\$496,100
City Attorney	\$817,800	\$1,147,400	\$329,600
Admin. Svcs.	\$4,225,900	\$4,849,700	\$623,800
Comm. Svcs.	\$3,472,200	\$4,201,500	\$729,300
Env. Svcs.	\$4,541,700	\$5,270,800	\$729,100
Public Works	\$12,475,900	\$14,158,100	\$1,682,200
Police Dept.	\$28,520,900	\$31,826,400	\$3,305,500
Emergency Svcs.	\$320,900	\$317,300	(\$3,600)
Non-Dept.	\$5,264,000	\$5,245,300	(\$18,700)
Transfers Out	\$10,340,300	\$5,669,100	(\$4,671,200)
Reimbursements	(\$7,901,386)	(\$9,195,600)	(\$1,294,214)
Anticipated Salary Savings		(\$1,250,000)	
Anticipated Underexpenditures	--	(\$800,000)	
Encumbrances	--	\$800,000	
TOTAL	\$65,089,414	\$65,747,300	\$657,886

Transfers-out have been reduced in part due to the fact that the subsidy of over \$2 million previously transferred from the General Fund to support the Transit Fund has been offset by Transportation Development Act funding. Unfortunately, this funding totals \$4 million, so the net impact is a loss of over \$2 million to the General Fund.

Change in Fund Balance

The City started off FY 2013-14 with a General Fund balance of \$38.2 million. For the reasons noted above, we project to

end the year with a positive operating surplus. This, added to the existing fund balance, results in a starting initial balance for FY 2014-15 of \$40.4 million. The Adopted Budget has a projected operating deficit of \$773,700 which is funded by carrying forward Fund Balance; should this remain, the year would end with a General Fund balance of \$39.6 million. While our goal is to eliminate the operating deficit entirely so that expenditures are less than revenues, we have narrowed the gap of the use of carry-over Fund Balance, and will end the year at a higher General Fund balance than we started. We also are no longer using the Economic Stabilization Fund reserves.

Former Community Development Agency

The process of dissolving redevelopment continued in FY 2014-15. Staff members continue to process prior obligations and debt service under the Recognized Obligation Payment Schedule (ROPS) agreement with the State of California. In FY 2013-14, the State Department of Finance approved repayment of an \$11 million loan from the General Fund to the former Community Development Agency; the result is a new revenue of over \$1 million per year in the General Fund as this receivable is repaid.

Administration of the debt service and state contracts is handled by one staff member in the City Manager's Office and funded by the State's \$250,000 annual allocation for administration. Housing functions, including housing rehabilitation, affordable housing, senior housing programs and more are handled by staff located in the Department of Environmental Services. In FY 2013-14 funding for these positions was assumed by the General Fund.

Transit Fund

FY 2014-15 Transit revenues are estimated at \$12,603,700 which is 111% above the FY 2013-14 Estimated Actual amount of \$5,976,200. This is due to recognizing grant revenues which will fund capital purchases, as well as a new influx of over \$4 million in Transportation Development Act funding, formerly in the General Fund. Transit Fund farebox (customer) revenues for FY 2014-15 are estimated at \$397,000, a decrease of 6.6% from FY 2013-14 Estimated Actuals. This budget includes the replacement of six fixed-route buses and six paratransit vans in FY 2014-15.

Sanitation Fund

Sanitation Operations Fund revenues for FY 2014-15 are estimated at \$14,836,500 which is a reduction of \$37,100 from the FY 2013-14 Estimated Actuals of \$14,873,600. FY 2014-15 Operations Fund estimated expenditures are \$14,623,800 which is \$553,800 higher than FY 2013-14 Estimated Actuals, due to typical expenditure increases across the board.

The Fund is comprised of three sub-funds, one for Operations, one for Replacement of sewerline and vehicles, and one for capital upgrades to the plant. While the cost for operations has held relatively steady for the past several years, the funds available for transfer to working capital – which funds sewerline and plant upgrade projects -- have been significantly reduced. Total working capital for all three has dropped from \$23.6 million at end of FY 2010-11 to a projected \$16 million at end of FY 2013-14 and, without correction, \$7.7 million by June 2017.

Sanitation usage rates were last increased by 3.3% on July 1, 2008. Connection fees were increased in 2010 by 6.5%. Studies to improve sanitation operations and review capital funding needs and strategies have been completed. Staff will be coming before City Council with recommendations to stabilize funding for our Sanitation utility.

Waterworks District Fund

Waterworks District No. 8 Operations Fund revenues budgeted for FY 2014-15 are \$37,865,200, an increase of \$397,500 (1%) more than FY 2013-14 estimated actual at \$37,467,700. Operations Fund budgeted expenditures for FY 2014-15 are \$38,734,900 which is \$906,000 (2.3%) less than \$39,640,900 FY 2013-14 estimated actuals. This is due primarily to a reduction in supplies and materials costs and reduced transfers out to other funds. The City purchases water from the Calleguas Municipal Water District for which Tier 1 and Tier 2 rates (cost to the City) have risen 20% over the past four years.

As in Sanitation, revenues are not keeping pace with expenditures and reserves are declining. Total working capital for Operations, Replacement, and Capital sub-funds has dropped from \$21.7 million at the end of FY 2010-11 to a projected \$10.3 million at end of FY 2013-14. Recent passage of modest Waterworks rate increases (included in FY 2014-15 revenue projections) will improve the situation, but without additional correction, Waterworks' total working capital will likely be in deficit by June 2016.

Capital Improvements

The Streets and Roads Program for FY 2014-15 is budgeted at \$3,375,400 for transportation and related capital improvements. Major funding sources for this program include grants, the General Fund, Permit Allocation air quality funds, Ventura County Waterworks District No. 8, and the Sanitation Fund. The General Fund share has decreased from \$1,190,000 last year to \$700,000 in FY 2014-15 and this is still significantly less than the \$9.6 million in projects recommended by the Public Works Department. The City continues to defer replacement of important and necessary infrastructure such as streets and roads, sidewalks, and curb and gutter. While staff continues to work to identify grant funds available, the majority of funding comes from the General Fund and the City needs to invest in this area as costs to reconstruct pavement is greater than the cost to repair.

An additional \$3 million is budgeted for other capital improvements including the replacement of 23 vehicles, building improvements, and technology improvements. Capital improvements of \$5.3 million are budgeted to support the City's enterprise funds including wastewater collection and treatment system infrastructure in Sanitation, and Waterworks District infrastructure.

Appropriation 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. Fiscal Year 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. Although tax proceeds are expected to increase in FY 2014-15 and into the future as the national economy continues to recover, it is anticipated that the City will remain substantially under its appropriation limit.

GANN APPROPRIATION LIMITS			
Fiscal Year	Legal Limit	Appropriations Subject to Limit	Amount Under Limit
2014-15	\$63,753,480	\$54,597,700	\$9,155,780
2013-14	\$63,399,594	\$52,813,320	\$10,586,274
2012-13	\$59,873,070	\$50,559,000	\$9,314,070
2011-12	\$57,349,684	\$48,941,900	\$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

Accounting System and Budgetary Control

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

The City budget is prepared on a basis consistent with generally accepted accounting principles. Appropriations lapse

at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds. The City has no general obligation debt.

Expenditures are budgeted at the line-item level according to fund and operational area. Overall budgetary control, however, is exercised at the fund level, except for the City's General Fund, where control is exercised at the department level. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager is also authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

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

Summary

In summary, the City continues to make strides to reduce General Fund expenditures in order to maintain a sound fiscal foundation. With continued fiscal restraint and analysis of new and more efficient ways to provide service accompanied by modest increases in revenues as the economy recovers, we

will be able to once again operate “in the black” each year and maintain existing reserves for use during future periods of economic uncertainty as well as toward infrastructure needs in the community.

We will continue to look at improving our revenue streams and identifying new ones; the City cannot afford current operations without some revenue enhancements. As noted earlier, the City’s “paycheck” has been cut; even if expenditures were held flat, we would be facing fiscal difficulties.

We must invest in our infrastructure. For years we have delayed investing in our streets and roads, facilities, and vehicles.

All three utilities – Transit, Sanitation, and Waterworks District No. 8 – will need future attention to remain fiscally viable, and staff will be bringing options forward for Council deliberation to address this.

Despite these concerns, Simi Valley remains strong. We continue to maintain revenues in excess of Council’s mandated prudent reserve of 17% of expenditures and maintain a fiscally conservative approach to financial planning. I look forward to working with staff and the Council on long-term solutions to keep Simi Valley strong into the future.

I would like to conclude by thanking all employees in the various departments who diligently worked on the budget and for those providing service to Simi Valley residents on a daily basis. I wish to thank all the departments for their thoughtful approaches to these difficult budget issues again this year. I

especially want to thank James Purtee, Assistant City Manager; Maureen McGoldrick, Director of Administrative Services; Rebekka Hosken, Budget Officer; Irene Peterson, Senior Accountant; Theresa Sabol-Carducci, Staff Accountant; and Mason Randall, Intern, for their work in creating this document. Rebekka in particular worked tirelessly making this budget work while transitioning between management budgeting philosophies.

Respectfully Submitted,



Eric J. Levitt
City Manager

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2014

Presented to the

City of Simi Valley

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

February 11, 2014



Pauline Marx

Pauline Marx
CSMFO President

Ken Brown

Ken Brown, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 2014-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY APPROVING THE FY 2014-15 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2014-15 TO FY 2018-19

WHEREAS, the City Manager has submitted the 2014-15 Proposed Budget and the Preliminary Five-Year Capital Improvement Program for FY 2014-15 to FY 2018-19 to the City Council for its review and consideration on May 23, 2014 in accordance with budget policies and a schedule established by the City Council; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on May 28, 2014, 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 2014-15 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 2014-15 Proposed Budget and Preliminary Five-Year Capital Improvement Program for FY 2014-15 to FY 2018-19; 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 2014-15 Annual Budget and Five-Year Capital Improvement Program for FY 2014-15 to FY 2018-19 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.

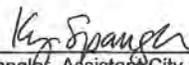
SECTION 5. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2014-15 budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low- and moderate-income housing.

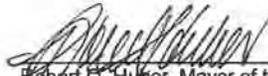
SECTION 6. This Resolution shall take effect immediately upon its adoption.

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 9th day of June 2014.

Attest:


Ky Spangler, Assistant City Clerk


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

Approved as to Form:

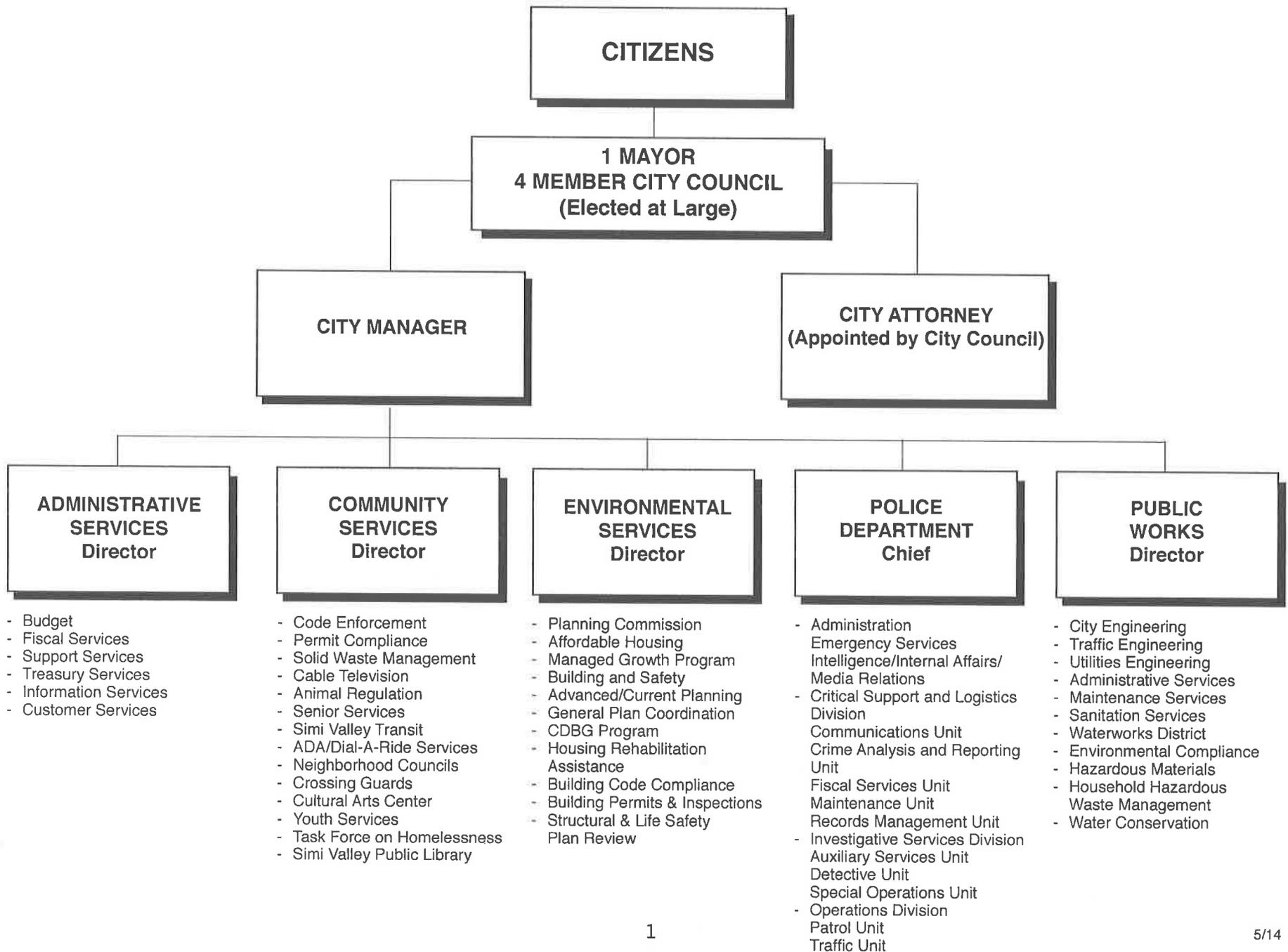

Sonia A. Hehir, Acting City Attorney

Approved as to Content:


Eric J. Levitt, City Manager

CITY PROFILE AND FINANCIAL CONTEXT

ORGANIZATION of the City of SIMI VALLEY



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CITY PROFILE

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 Library Board of Trustees.

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 operating departments that report to the City Manager: 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 activities are managed out of the City Manager's Office.

Fire, 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, 2013)

City Residents *	126,305
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: California Department of Finance

STATISTICAL OVERVIEW (continued)

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, 2014 **

	<u>Number</u>	<u>Percentage</u>
Single Family Units	32,732	77.61%
1-4 Unit Structures	1,875	4.45%
5 or More Unit Structures	6,694	15.87%
Mobile Homes	874	2.07%
Total	<hr/> 42,175	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 (continued)

Streets & Lights
Fiscal Year 2013-14

Miles of Paved Streets	326.91
Miles Paved or Resurfaced in FY 2013-14	24.95
Number of Streetlights	7,777

Building Permits Issued
Fiscal Year 2013-14

Number of Permits	5,855
Value of Permits	\$55,299,561

Business Tax
Fiscal Year 2013-14

Applications/Renewals Processed	9,764
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Simi Valley Transit
Fiscal Year 2013-14

Fixed-Route Bus Ridership	431,000
Paratransit/Dial-A-Ride Passengers	45,800

STATISTICAL OVERVIEW (continued)

Sanitation Services (Wastewater Collection & Treatment)
Fiscal Year 2013-14

Customer Accounts	36,704
Sewer Lines	362
Treatment Plant Capacity	12.5
Average Daily Plant Flows	8.9

Water Services (Retail Sale of Water)
Fiscal Year 2013-14

Customer Accounts	25,156
Water Delivered to Customer Accounts	6,305 million gallons
Sales to Other Agencies	1
Water Delivered to Other Agencies	385 million gallons

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

Assessed Value of Taxable Property
Tax Roll Year 2014-15

Secured	\$15,551,927,509
Unsecured	354,410,454
Utility	0
Total	<u>\$15,906,337,963</u>

STATISTICAL OVERVIEW (continued)

**Tax Roll Year 2014-15
Computation of Legal Debt Margin**

Gross Assessed Valuation	\$15,906,337,963
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$596,487,674
General Obligation Bond Debt	0
Total Debt Applicable to Computed Limit	0

Remaining Balance of Debt

General obligation bonded indebtedness, principal and interest remaining.	\$0
Simi Valley Public Financing Authority 2003 Tax Allocation Refunding Bonds*	\$35,691,400
City of Simi Valley 2004 Certificates of Participation	\$29,627,425
Liability Claims and Legal Services Liability (projected for FY14-15)	\$940,675
Workers' Compensation Claims and Legal Services Liability***	\$11,135,477
Compensated Absences Liability***	\$5,226,218
Accrued Employee Benefits***	\$6,725,457
Total	\$89,346,652

* Successor Agency Debt paid via County Pool as Recognized Obligation due to the dissolution of redevelopment in the State of California

** As of 6/30/14 from FY 2013-14

***As of 6/30/13 Comprehensive Annual Financial Report

FY 2013-14 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>Funding Per Capita</u>
Burbank (1)	105,543	594	\$97,324,839	\$922
Ventura (2)	108,961	363	61,281,432	\$562
Thousand Oaks (3)	129,039	293	69,481,188	\$538
Simi Valley	126,305	430	66,302,900	\$525

* SOURCE: California Department of Finance

(1) Excludes Fire, Library, Electric Utility, and Parks & Recreation functions

(2) Excludes Fire and Parks & Recreation functions

(3) Proposed Budget and excluding Library

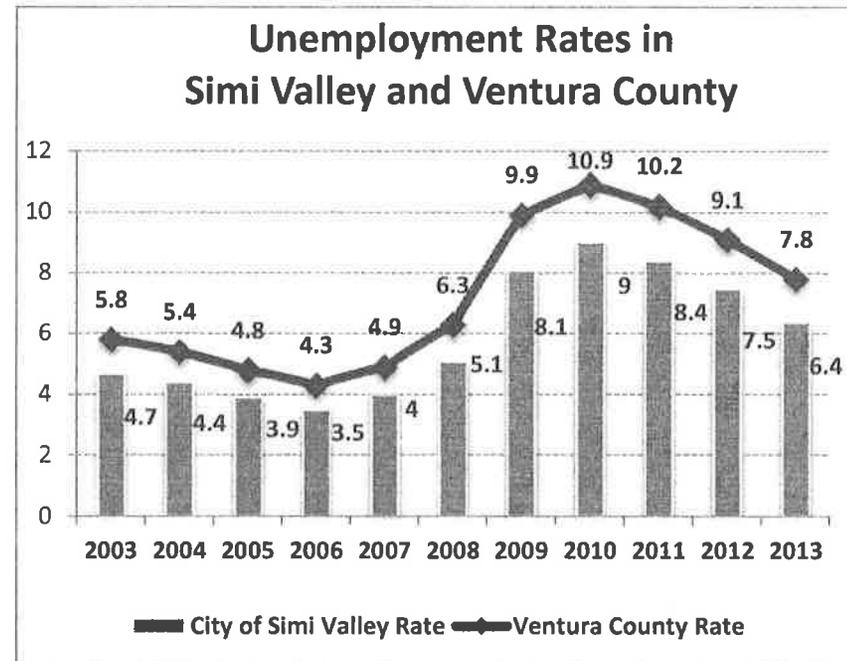
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FINANCIAL CONTEXT

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

Unemployment Rate

As can be seen in the chart to the right, the unemployment rate in Simi Valley has consistently remained below that in Ventura County. This is an indicator of the strength of the local economy. Unemployment in the City has decreased the past three years, signalling some economic recovery. However, the most recent rate of 6.4% remains significantly above the 2006 level of 3.5%. The City will continue to work to support local employers and business owners to improve local employment opportunities.

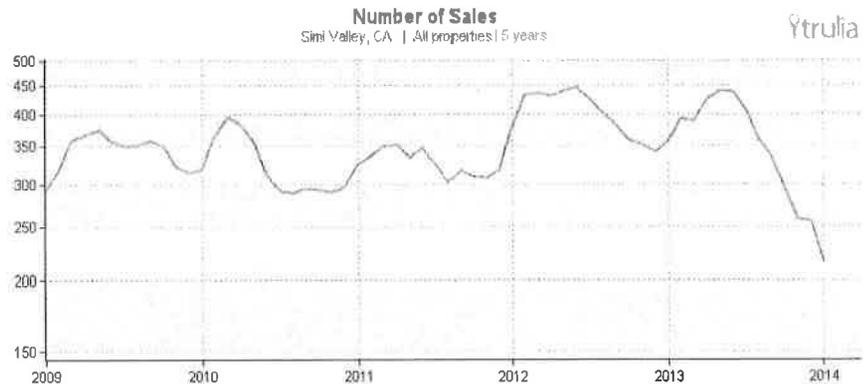
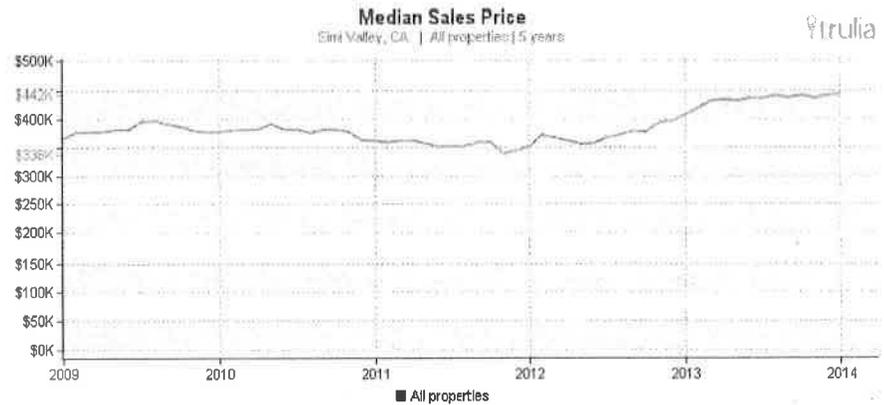


Source: California Economic Development Department

FINANCIAL CONTEXT (continued)

Real Estate Market

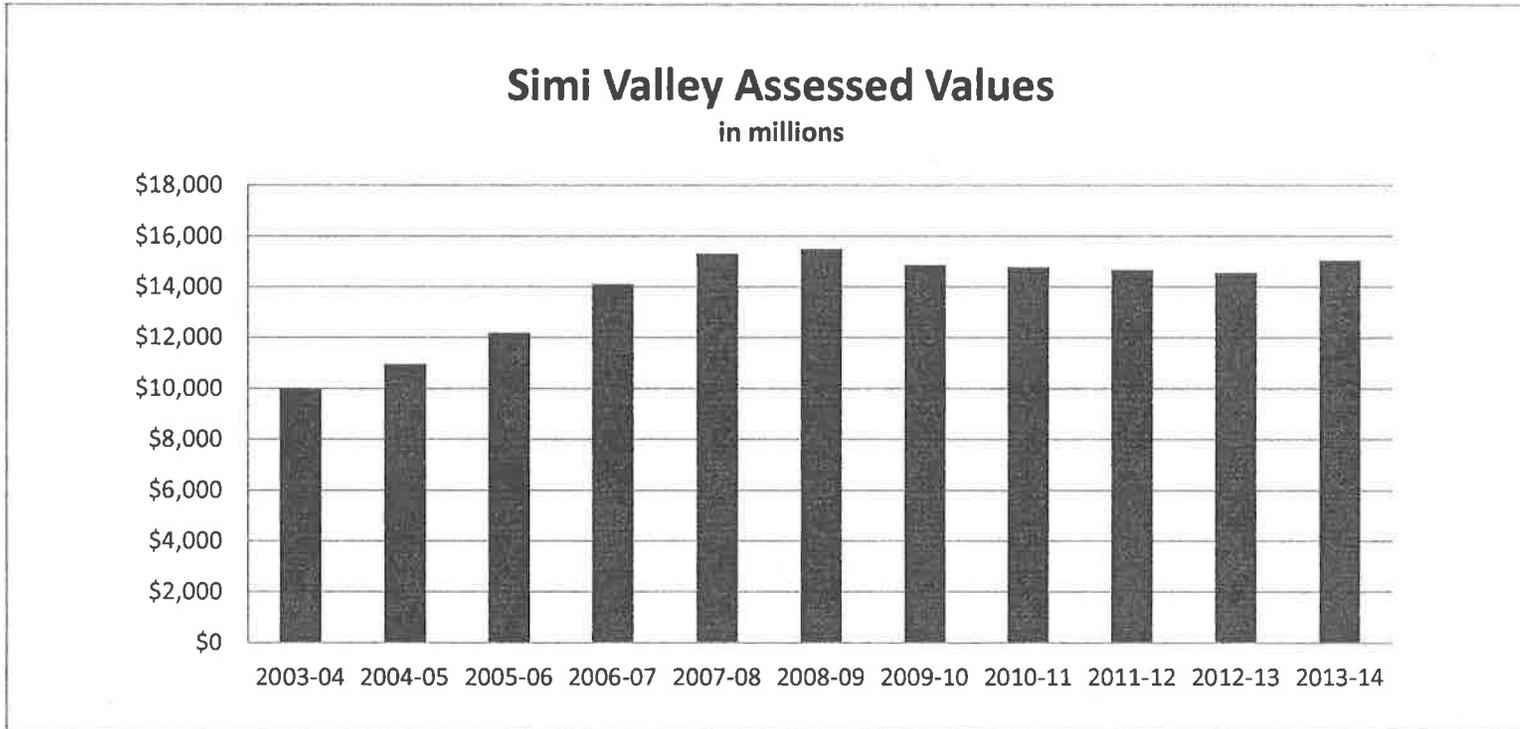
The median sales price for homes in Simi Valley CA for Jan 14 to Apr 14 was \$442,250. This represents an increase of 1.5%, or \$6,750, compared to the prior quarter and an increase of 9.2% compared to the prior year. Sales prices have appreciated 21.2% over the last 5 years in Simi Valley. The average listing price for Simi Valley homes for sale on Trulia was \$613,149 for the week ending Apr 30, which represents an increase of 3.7%, or \$21,746, compared to the prior week and an increase of 3.6%, or \$21,349, compared to the week ending Apr 09. Average price per square foot for Simi Valley CA was \$277, an increase of 15.9% compared to the same period last year.



FINANCIAL CONTEXT (continued)

Simi Valley Assessed Values

The assessed value of property is the basis for property tax, the City's number one revenue source. Thus, fluctuations have a significant impact upon the City's budget. The chart below shows assessed values from the tax roll for the City of Simi Valley since 2003-04. As can be seen, the City experienced increasing values during the "boom" of 2004-2008 followed by declines in the years since until FY 2013-14. This past year the City's values have increased by roughly 3.4 percent from \$14.5 billion to \$15 billion, which is an encouraging sign and one indicator for a recovering economy.



* Source: Ventura County Assessor's Office

FINANCIAL CONTEXT (continued)

Age Distribution of City of Simi Valley Employees as of April 2014



City of Simi Workforce

The City has benefitted from an extremely stable workforce of dedicated staff. Turnover has historically been low. This has resulted in the current mean age of 53 years for all city employees. The aging of the workforce does have financial and other impacts.

Currently 56.7% of the City's workforce is at or above the age of 50. This means many employees are at or near to retirement age. Approximately 82% of employees are 40 years or age or above.

The City will need to prepare for significant expected future turnover, which includes issues such as funding for post-employment benefits, consideration of organizational restructuring, a perhaps expanded role for Human Resources, and succession planning.

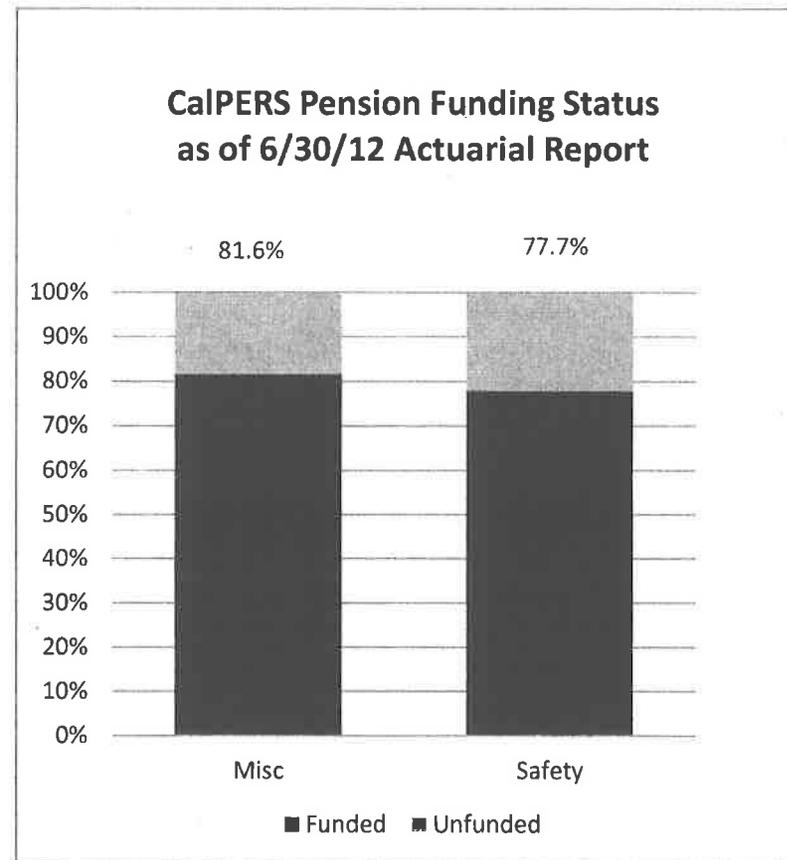
FINANCIAL CONTEXT (continued)

CalPERS Pension Liabilities

Increasingly, public discussion has focused on the level of funding set aside by cities to pay for employee pensions. Because CalPERS pensions are a combination of employee/employer contributions plus market returns (with the latter being the primary funding source), the massive economic recession of 2009-2012 reduced investment income returns and, thus, decreased the funding level for pensions.

Because pensions are a long term liability and the need to "pay off" the full liability is unlikely, many experts believe a funding level of 80% is sufficient, with greater percentages being more conservative and 100% the obvious goal. An actuarial valuation of the City of Simi Valley's liabilities as of 6/30/12 showed that pensions for Miscellaneous unit employees were funded at 81.6% and pensions for Sworn unit employees were funded at 77.7%, just below the minimum recommended level.

CalPERS changes to its funding model beginning in FY 2015-16 will increase required funding levels, with the goal of reaching 100% funding level statewide by 2045.



*Source: 2013 Comprehensive Annual Financial Report

FINANCIAL CONTEXT (continued)

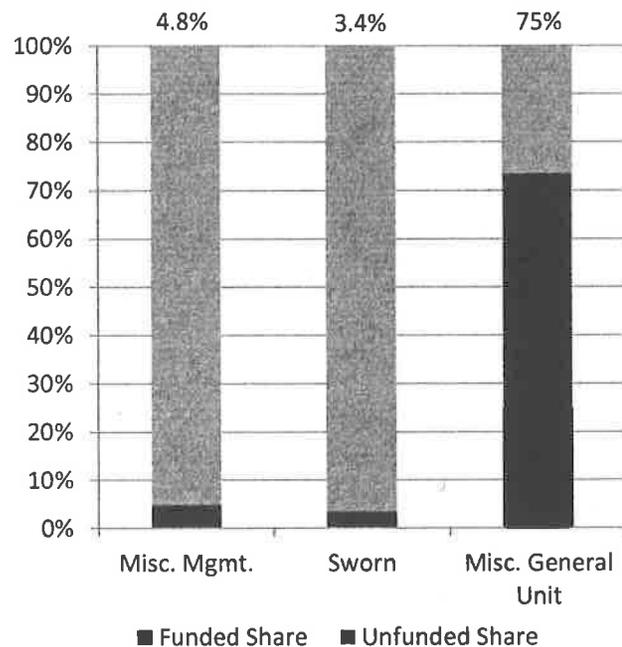
Retiree Health Benefit Liabilities

Until 2010, the City provided post-retirement health benefits to various employee groups, the amount of which varies with the retiree's years of service and bargaining unit.

As with CalPERS, the City's contributions are invested so that the combination of City contributions and investment returns pay for the benefits. As with CalPERS, experts believe that 80% is a minimum acceptable funding level for this long-term liability.

As can be seen in the chart to the left, as of an actuarial valuation from January 2013, the City's retiree benefits funds are between 3.4 and 75% funded. This is below the recommended 80% minimum goal. Given the mean employee age of 48, it would be prudent to increase payments above required minimums to the retiree benefits fund in order to ensure coverage for benefit payments as they become due.

Retiree Health Benefits Plan Funding Status as of January 2013 Actuarial Valuation



*Source: 2013 Comprehensive Annual Financial Report

BUDGET ADOPTION AND STRUCTURE

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 Proposed Budget for all operating and capital improvement funds, containing the current level proposed budget, is prepared and distributed during May. A Supporting Document that contains line item budget information, Policy Items, Capital Asset Requests, and Proposed Reductions is also prepared and distributed in 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 STRUCTURE

The City's budget is comprised of five types of funds, as follows:

General Fund

The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

All City departments such as Police, Public Works, Community Services, Environmental Services, Administrative Services, and City Administration are funded by the General Fund.

Internal Service Funds

Internal service funds account for the financing of goods and services provided by one department to another department on a cost-reimbursement basis.

Examples of City Internal Services Funds include liability insurance, workers' compensation, and information technology.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specific purposes.

Special revenue funds include such things as the Library, PEG fund, Police Forfeited Assets, and gas tax, among others.

Capital Improvement Funds

Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds)

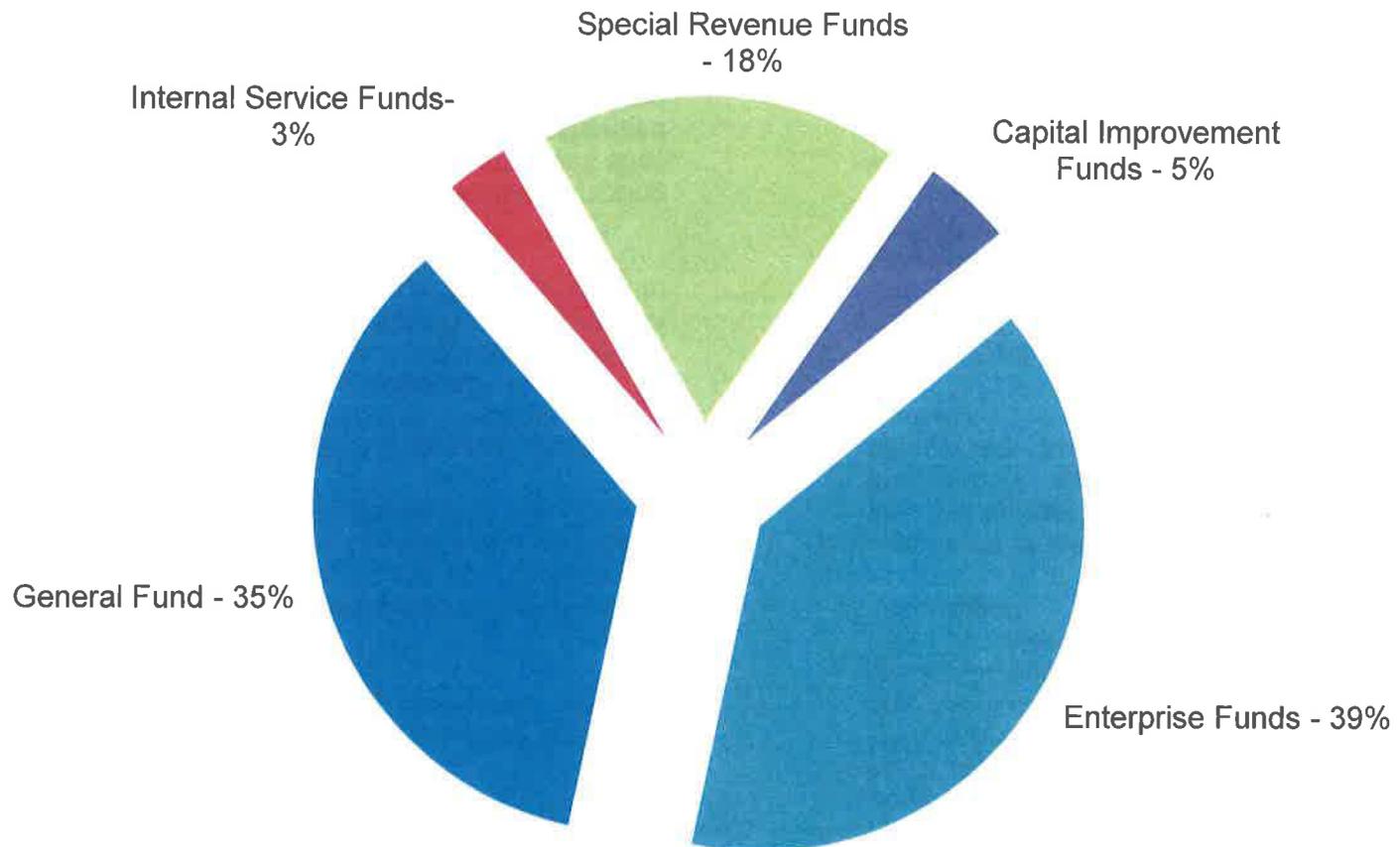
The City's Vehicle Replacement Fund, Computer Equipment Replacement Fund, and Building Improvement Fund are examples of capital improvement funds.

Enterprise Funds

Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. An enterprise program is managed much like a business in that it is self-supporting in nature.

The City's enterprise funds include Transit, Sanitation (wastewater), and Ventura County Waterworks District No. 8.

FY 14-15 Expenditures by Fund Type



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 Proposed 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 Proposed 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 Proposed 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 Proposed Budget, but will be identified separately in the Supporting Document with expanded justification.
 - E. Departments are to develop and prioritize Reductions, which are recommendations for reducing expenditures should budget reductions be necessary. These Reductions 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 Proposed 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 Proposed 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.

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;

- 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.

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, 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 prior year's adopted annual budget. The Cost Allocation Plan for FY 2014-15 is available upon request from the Department of Administrative Services.

CHANGES IN GENERAL FUND BALANCE

CHANGES IN GENERAL FUND BALANCE

FY 2013-14 starting General Fund balance was \$38.2 million. The City's General Fund is projected to end FY 2013-14 with a surplus of \$2,176,923. This, added to the existing fund balance, results in a starting initial balance for FY 2014-15 of \$40.4 Million.

The Adopted Budget has an operating deficit of \$773,700, an excess of expenditures over revenues, which will be funded by using fund balance. In essence, of the \$2,176,923 surplus from FY 2013-14, \$773,700 is being carried forward to FY 2014-15 and \$1,403,223 is being added to the fund balance. The ending projected FY 2014-15 fund balance is \$39.6 million, above the FY 2013-14 starting balance.

While our goal is to eliminate the operating deficit entirely so that expenditures are less than revenues, we have lessened our reliance on using fund balance and will end the year at a higher General Fund balance than we started. We also are no longer using the Economic Stabilization Fund reserves.

The City's General Fund balance is comprised of three components: the Prudent Reserve For Economic Uncertainty, the Non-Spendable Fund Balance, and the Unassigned Fund Balance.

The Prudent Reserve is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years.

The Non-Spendable Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes and reflects long-term receivables. The Non-Spendable 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 outstanding balance of advances made from the General Fund to other City funds.
- Loans receivable from various sources.

The Unassigned Fund Balance is the portion that is unrestricted and available for use per Council directive.

As in previous years, General Fund balance projections reflect anticipated under-expenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2014-15, the amount is \$800,000, based on an analysis of prior years.

CHANGES IN GENERAL FUND BALANCE

	ACTUAL 2012-13	AMENDED BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING GENERAL FUND BALANCE	\$ 38,609,526	\$ 38,215,391	\$ 38,215,391	\$ 40,392,314	\$ 39,618,614	\$ 31,586,814
Revenues	\$ 60,507,043	\$ 64,319,000	\$ 67,266,337	\$ 64,973,600	\$ 64,166,700	\$ 66,807,700
Expenditures	\$ 60,901,178	\$ 68,345,414	\$ 65,089,414	\$ 65,747,300	\$ 72,198,500	\$ 74,995,900
Anticipated Underexpenditures		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Carryovers		800,000		800,000	800,000	800,000
Net Expenditures	\$ 60,901,178	\$ 68,345,414	\$ 65,089,414	\$ 65,747,300	\$ 72,198,500	\$ 74,995,900
Revenues less Net Expenditures	\$ (394,135)	\$ (4,026,414)	\$ 2,176,923	\$ (773,700)	\$ (8,031,800)	\$ (8,188,200)
ENDING GENERAL FUND BALANCE	\$ 38,215,391	\$ 34,188,977	\$ 40,392,314	\$ 39,618,614	\$ 31,586,814	\$ 23,398,614
Prudent Reserve (17% of expenditures)	\$ 10,353,200	\$ 11,618,700	\$ 11,065,200	\$ 11,177,000	\$ 12,273,700	\$ 2,077,580
Non-Spendable Fund Balance	\$ 19,964,083	\$ 20,087,521	\$ 18,814,221	\$ 17,983,221	\$ 16,714,921	\$ 15,446,621
Encumbrance Reserve	\$ 239,262	\$ 362,700	\$ 362,700	\$ 800,000	\$ 800,000	\$ 800,000
CDA Loan Receivable **	11,326,760	11,326,760	10,058,460	8,790,160	7,521,860	6,253,560
Advances to Other Funds (Various)	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390	8,036,390
Loans Receivable (Various)	361,671	361,671	356,671	356,671	356,671	356,671
Unassigned Fund Balance	\$ 7,898,108	\$ 2,482,756	\$ 10,512,893	\$ 10,458,393	\$ 2,598,193	\$ -
Economic Stabilization Fund Balance***	\$ 9,741,174	\$ 6,839,684	\$ 6,839,684	\$ 6,083,784	\$ 6,083,784	\$ 6,083,784

** Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable. Repayments were approved by the Department of Finance and are commencing June 2014.

*** The Economic Stabilization Fund is a separate unrestricted reserve in addition to General Fund reserves set aside by City Council to use for budget stabilization during economic downturns. Amount shown is fund balance at start of the fiscal year.

FIVE-YEAR GENERAL FUND PROJECTION

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

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.

As can be seen, revenues continue to lag behind expenditure increases. Primary cost drivers include General Fund contributions and subsidies to other funds and the cost of employee benefits. 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. The City continues to take aggressive action to accomplish this goal. In September 2012, staff reductions totaling \$2.2 annually (\$1.4 Million for nine months of FY 2012-13) were approved. Transfers from the Economic Stabilization Fund were used to balance the budget in FY 2012-13 and FY 2013-14.

City Council has tasked staff to resolve the ongoing imbalance between revenues and expenditures. Accordingly, strategies are being developed in the areas of organization and management, technology, process restructuring, employee compensation, post-employment benefits, marketing, prepayment and refinancing of debt service, and community investment. Staff will continue to bring forth financial solutions to the City Council throughout the fiscal year.

FIVE-YEAR GENERAL FUND FINANCIAL PROJECTION

SUMMARY REVENUES AND EXPENDITURES DATA

as of 7/1/2014

	ESTIMATE 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17	PROJECTION 2017-18	PROJECTION 2018-19
REVENUES						
Taxes And Franchises	\$51,470,900	\$53,996,900	\$53,958,900	\$55,556,900	\$56,965,600	\$59,213,100
Licenses And Permits	\$1,428,000	\$1,504,600	\$2,107,800	\$3,037,400	\$1,538,000	\$1,535,500
Fines And Forfeitures	\$440,000	\$530,000	\$466,700	\$473,500	\$480,400	\$487,400
Use Of Money & Property	\$362,200	\$404,900	\$411,200	\$419,400	\$427,900	\$436,500
From Other Governments	\$378,600	\$371,000	\$326,000	\$330,700	\$335,500	\$340,400
Grants	\$178,000	\$145,300	\$150,900	\$150,900	\$151,900	\$159,000
Service Charges	\$2,117,100	\$1,381,400	\$1,344,000	\$1,357,900	\$1,412,800	\$1,436,000
Other Revenues	\$830,300	\$724,700	\$597,000	\$608,800	\$604,800	\$583,900
Transfers In	\$10,061,200	\$5,914,800	\$4,773,200	\$4,841,200	\$4,910,700	\$4,981,500
Total Revenues	67,266,300	64,973,600	64,135,700	66,776,700	66,827,600	69,173,300
EXPENDITURES						
Personnel	50,724,500	56,411,200	57,407,677	58,645,765	59,835,058	61,058,056
Supplies/Materials	6,078,300	6,616,100	6,791,400	7,105,700	7,277,400	7,351,600
Services	5,763,700	6,206,000	6,598,800	6,969,100	7,091,300	7,215,600
Capital Outlay	84,000	40,500	20,000	20,000	20,000	20,000
Transfers to Other Funds	10,340,300	5,669,100	6,934,100	7,446,100	8,923,300	9,024,700
Reimbursed Expenses	(7,901,400)	(9,195,600)	(6,947,400)	(7,088,900)	(7,125,500)	(7,162,700)
Total Expenditures	65,089,400	65,747,300	70,804,577	73,097,765	76,021,558	77,507,256
Revenues Less Expenditures	\$2,176,900	(\$773,700)	(\$6,668,877)	(\$6,321,065)	(\$9,193,958)	(\$8,333,956)

Note: The City Council's policy is to adopt a balanced budget each year. This policy is in place to maintain a General Fund Balance (reserves) of at least \$37.5 million. The reserves are maintained at the recommended level to provide sufficient financial resources to respond to catastrophic events such as fires and earthquakes, to address other unanticipated liabilities, and to set aside funds for needed future major technology and capital projects.

GENERAL FUND REVENUES

GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. FY 2014-15 General Fund Revenues are projected to be \$3,071,937 less than FY 2013-14 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 2012-13, budgeted and estimated actual revenue data for FY 2013-14, budgeted revenue for FY 2014-15, and projections for FY 2015-16 and FY 2016-17.

FY 2014-15 revenue estimates were developed using a variety of methods. A sales tax auditing and consulting service was employed to assist with developing sales tax estimates. Property tax estimates are based upon actual experience and market indicators and 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 2014-15 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 83% of the General Fund revenue budget, and is projected to increase by 4.9% to \$53,996,900 in FY 2014-15. Property tax revenues are projected to increase by 8.2% to \$29,581,500; however, half of this increase is due in part to one-time monies from dissolution of redevelopment which is why projections going forward into FY 2015-16 are being held flat.

FY 2014-15 Sales and Use Tax revenues are projected to increase by \$334,400 (2% overall), as sales continue to improve over recent years, particularly in the construction and car sales areas.

Licenses and Permits

This category comprises 2.3% of the General Fund revenue budget and is projected to increase by \$76,600 (5.4%) in FY 2014-15 as development activity increases. The major revenue sources in this category are Building Permits and Plan Check Services, which are projected to increase as projects being graded move into construction.

Fines and Forfeitures

This revenue category, which represents 0.8% of the General Fund revenue budget, is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2014-15 Fines and Forfeitures revenues are projected to increase by \$90,000 from FY 2013-14 estimates.

Use of Money and Property

This category comprises 0.6% of the General Fund revenue budget and is projected to increase by \$42,700 (11.8%) in FY 2014-15 through a combination of interest rate improvements, hiring of a professional investment advisor, and interest earnings on revenues from a Community Development Agency loan, now being repaid at over \$1 million per year to the General Fund.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises less than 1% of the General Fund revenue budget. The category is projected to decrease slightly by \$7,600 (2%) in FY 2014-15 due to anticipated increases in P.O.S.T. training reimbursements and SB90 claims to the State.

Grants

Grants, which comprise 0.2% of the General Fund revenue budget, are projected to decrease by \$32,700 (18.4%) in FY

2014-15. 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 decrease by \$735,700 (34.8%) in FY 2014-15 due to resuming typical lower development volumes. FY 2013-14 demonstrated significant growth in Public Works Plan Check and Inspection fees due to development at the Runkle Canyon site which is not expected to be repeated in FY 2014-15.

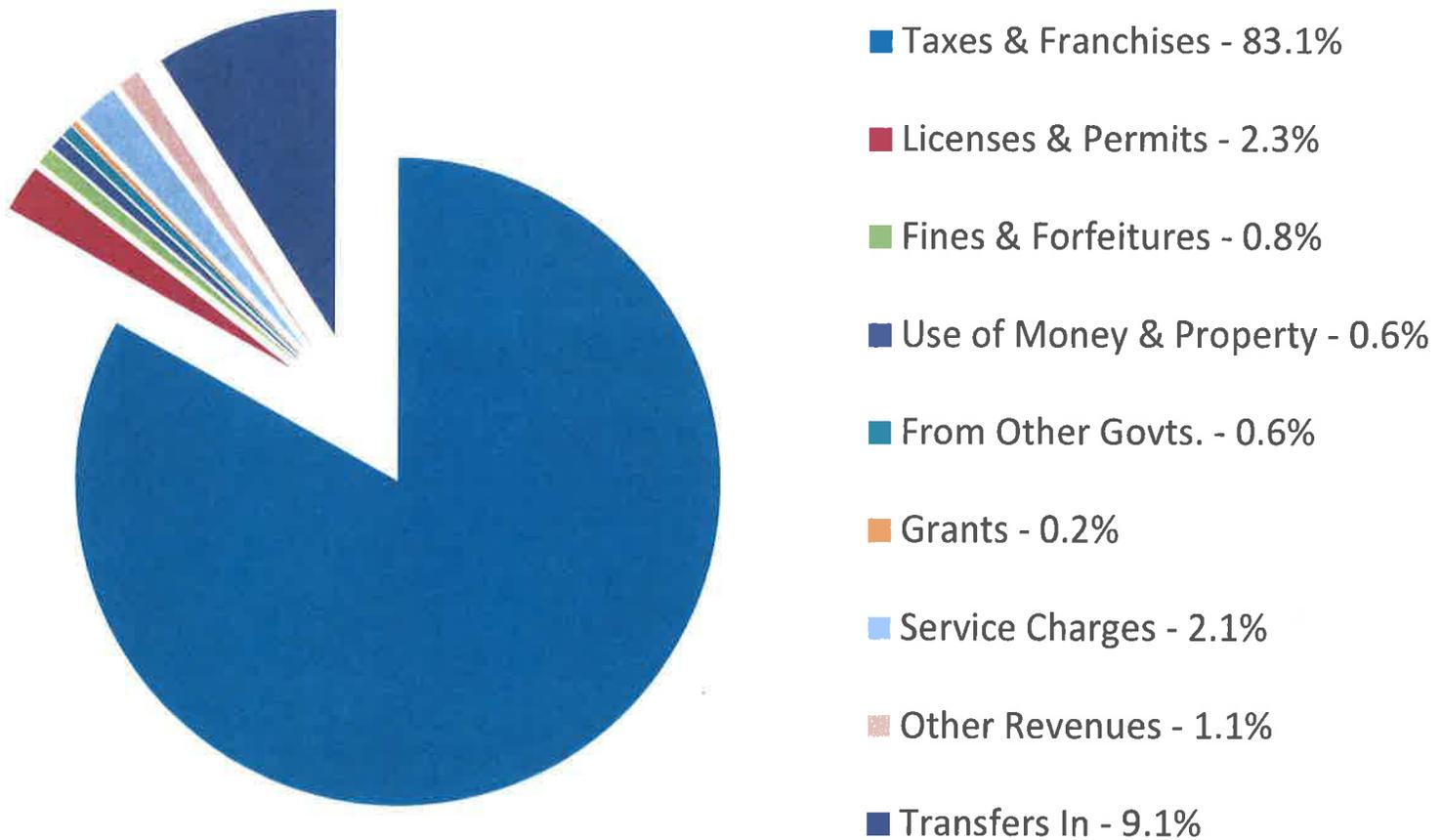
Other Revenues

Other Revenues, also generated from the local economy, comprise 1.1% of the General Fund revenue budget. They are projected to decrease by \$105,600 (12.7%) in FY 2014-15 due to anticipated decreases in the sale of surplus property and developer contributions.

Transfers In

This revenue category comprises 9.1% of the General Fund revenue budget, and is projected to decrease by \$4,146,437 (41.2%) in FY 2014-15 due almost entirely to the loss of over \$4 million in annual Transportation Development Act funding, previously used to fund Streets and Roads staff and projects. Due to new State legislation, as of July 1, 2014, cities over 100,000 population may only use this funding for Transit purposes and, for this reason, it is now in the Transit Fund. This has been partially offset by removing the over \$2 million subsidy the General Fund had previously provided to Transit.

FY 14-15 General Fund Revenue Sources \$64,973,600



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GENERAL FUND REVENUES

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
<u>TAXES AND FRANCHISES</u>						
31101 Property Taxes	\$ 24,823,215	\$ 25,908,000	\$ 27,471,900	\$ 29,581,500	\$ 29,581,500	\$ 30,877,000
31111 Sales and Use Tax	15,378,784	16,848,100	16,024,000	16,358,400	16,176,900	16,338,700
31112 Transient Lodging Tax	1,344,328	1,377,000	1,200,000	1,212,000	1,230,200	1,254,800
31113 Franchise Taxes	4,514,731	4,676,300	4,500,000	4,545,000	4,636,000	4,705,500
31114 Business Taxes	1,536,743	1,520,000	1,600,000	1,600,000	1,632,000	1,664,600
31115 Documentary Transfer Tax	512,706	550,000	675,000	700,000	702,300	716,300
Subtotal Taxes and Franchises	\$ 48,110,506	\$ 50,879,400	\$ 51,470,900	\$ 53,996,900	\$ 53,958,900	\$ 55,556,900
<u>LICENSES AND PERMITS</u>						
32301 Building Permits	\$ 867,944	\$ 800,000	\$ 862,000	\$ 900,000	\$ 1,486,300	\$ 1,486,300
32302 Record Retention Fee	5,300	4,700	6,000	8,700	8,900	5,300
32303 Plan Check Services	504,449	425,000	450,000	475,000	489,300	504,000
32402 Encroachment Permits	94,785	60,000	60,000	80,900	82,100	1,000,000
32604 Other Licenses and Permits	54,464	48,000	50,000	40,000	41,200	41,800
Subtotal Licenses and Permits	\$ 1,526,942	\$ 1,337,700	\$ 1,428,000	\$ 1,504,600	\$ 2,107,800	\$ 3,037,400
<u>FINES AND FORFEITURES</u>						
33501 Vehicle Code Fines	\$ 511,064	\$ 536,000	\$ 375,000	\$ 450,000	\$ 405,800	\$ 411,700
33502 Parking Citations	51,237	80,000	65,000	80,000	60,900	61,800
Subtotal Fines and Forfeitures	\$ 562,301	\$ 616,000	\$ 440,000	\$ 530,000	\$ 466,700	\$ 473,500

GENERAL FUND REVENUES (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
<u>USE OF MONEY & PROPERTY</u>						
34001 Interest on Investments	\$ 264,685	\$ 169,700	\$ 134,000	\$ 179,900	\$ 183,500	\$ 189,000
34101 Rentals	37,999	41,300	40,000	40,000	40,000	40,000
34104 DMV Building Lease	143,498	144,300	144,200	144,400	146,500	148,600
34206 Senior Center Rental	42,772	44,000	44,000	40,600	41,200	41,800
Subtotal Use of Money & Property	\$ 488,954	\$ 399,300	\$ 362,200	\$ 404,900	\$ 411,200	\$ 419,400
<u>REVENUES FROM OTHER GOVERNMENTS</u>						
35101 Motor Vehicle License Fees	\$ 65,053	\$ 66,000	\$ 65,000	\$ 65,000	\$ 65,900	\$ 66,900
35501 POST Reimbursement	63,695	25,000	80,000	75,000	71,000	72,000
35601 Homeowners Subvention	136,000	120,400	133,600	136,000	92,700	94,000
35602 SB 90 Claims	80,728	50,800	100,000	95,000	96,400	97,800
Subtotal Other Governments	\$ 345,476	\$ 262,200	\$ 378,600	\$ 371,000	\$ 326,000	\$ 330,700
<u>GRANTS</u>						
36001 Federal Assistance	\$ 124,407	\$ 103,700	\$ 90,000	\$ 75,300	\$ 80,900	\$ 80,900
36210 Curbside Recycling Reimbursement	33,727	33,000	33,000	30,000	30,000	30,000
36340 Household Waste Program	41,167	25,000	55,000	40,000	40,000	40,000
36601 Other Grants	-	200	-	-	-	-
Subtotal Grants	\$ 199,301	\$ 161,900	\$ 178,000	\$ 145,300	\$ 150,900	\$ 150,900

GENERAL FUND REVENUES (continued)

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
<u>SERVICE CHARGES</u>						
37001 Duplication Services	\$ 4,474	\$ 3,200	\$ 4,800	\$ 4,100	\$ 4,200	\$ 4,300
37002 Maps & Publications	8,364	6,000	8,000	7,100	7,200	7,300
37003 NSF Check Charges	554	600	700	700	700	700
37004 Passports Acceptance	15,200	8,000	30,000	40,000	40,600	41,200
37101 Program Participation	3,662	6,000	8,000	8,100	8,200	8,300
37299 Other Community Services Fees	3,620	3,600	3,000	3,000	3,000	3,000
37301 Planning Fees	322,064	400,000	370,000	453,000	471,000	489,700
37303 Permit Automation Fee	30,982	28,000	36,000	36,000	59,500	35,500
37399 Other Environmental Services Fees ^a	3,452	-	4,000	-	-	-
37402 Public Works Soils/Hydrology Fees	78,715	50,000	100,000	90,000	93,600	97,300
37403 Slurry Seal Fees	4,700	-	17,500	17,800	18,100	18,400
37404 Public Works Plan Check Fees	157,178	200,000	580,000	275,000	231,800	236,400
37405 Public Works Inspection Svcs. Fees	85,449	200,000	705,000	200,000	156,000	162,200
37406 Waste Management Fee (AB 939)	32,609	33,000	32,000	32,500	33,000	33,500
37411 County Landscape Charges	35,523	32,000	35,000	35,500	36,000	36,500
37432 Source Control Program	3,422	2,500	3,000	2,000	2,000	2,000
37499 Other Public Works Fees	719	1,000	30,000	25,400	25,800	26,200
37501 Police Reports	4,123	3,500	3,400	3,000	3,000	3,000
37502 Police Photos	59	100	-	-	-	-
37504 Alarm Fees	49,967	52,000	50,000	50,000	50,700	51,400
37505 Emergency Response/DUI	17,461	7,000	3,000	7,000	7,100	7,200
37599 Other Police Department Fees	96,114	94,000	92,500	90,000	91,300	92,600
37699 Other Service Charges	1,389	1,200	1,200	1,200	1,200	1,200
Subtotal Service Charges	\$ 959,801	\$ 1,131,700	\$ 2,117,100	\$ 1,381,400	\$ 1,344,000	\$ 1,357,900

^a Effective 7/1/14, all Planning Division Temporary Use Permit fees currently posted to 37399 will be posted to 37301 (Planning Fees).

GENERAL FUND REVENUES (continued)

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
<u>OTHER REVENUES</u>						
38001 Sale of Surplus Property	\$ 15,506	\$ 45,900	\$ 61,900	\$ 55,900	\$ 50,000	\$ 50,000
38003 Miscellaneous	20,191	21,000	14,000	14,000	16,000	16,000
38004 Damage Recovery	56,105	51,000	3,400	51,000	51,000	51,000
38006 Jury/Witness Fees	8,347	5,500	7,200	6,000	6,000	6,000
38010 Landfill Facility Agreement Fees	210,803	201,100	180,900	202,900	205,800	208,800
38050 Contributions	177,316	152,000	166,100	164,000	166,400	168,800
38201 Meals-On-Wheels Donations	25,651	22,000	25,000	25,400	25,800	26,200
38203 Cultural Center Reimbursement	87,099	79,000	70,000	71,000	72,000	73,000
38401 Developer Contributions	510	1,000	200,000	100,000	5,000	10,000
38408 Stormwater Management	78,160	-	-	-	-	-
38409 Stormwater Monitoring Fee	7,266	10,000	81,500	9,500	5,000	5,000
38501 Unclaimed Police Dept Property	21,350	25,000	20,300	25,000	25,000	25,000
Subtotal Other Revenues	\$ 708,304	\$ 613,500	\$ 830,300	\$ 724,700	\$ 628,000	\$ 639,800

GENERAL FUND REVENUES (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>BUDGET</u> 2014-15	<u>PROJECTION</u> 2015-16	<u>PROJECTION</u> 2016-17
<i>TRANSFERS IN</i>						
39202 From Local Housing Fund	\$ -	\$ 118,300	\$ 118,300	\$ 456,700	\$ -	\$ -
39206 From CDA - Loan Repayment	-	-	1,014,600	1,014,600	1,014,600	1,014,600
39215 From Gas Tax	2,995,104	3,679,400	3,565,037	3,174,700	3,222,300	3,286,700
39238 From LTF Article 8	4,058,310	4,227,700	4,285,900	736,100	-	-
39250 From Library	-	360,800	360,800	301,200	304,200	307,200
39280 From Forfeited Assets	-	125,000	300,000	-	-	-
39285 From SLESF	186,114	201,400	201,400	200,000	200,000	200,000
39287 From Law Enforcement Grants	56,153	53,500	104,600	31,500	32,100	32,700
39298 From Disaster fund	1,607	-	60,000	-	-	-
39600 From Capital Projects	308,172	151,200	50,600	-	-	-
39655 From Building Improvements	-	-	-	-	-	-
Subtotal Transfers In	\$ 7,605,458	\$ 8,917,300	\$ 10,061,237	\$ 5,914,800	\$ 4,773,200	\$ 4,841,200
TOTAL GENERAL FUND REVENUE	\$ 60,507,043	\$ 64,319,000	\$ 67,266,337	\$ 64,973,600	\$ 64,166,700	\$ 66,807,700

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GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES

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

The summary schedule entitled, *Summary of General Fund Expenditures by Department*, identifies the budget of each department by the categories of personnel costs, current expenses, and capital outlay. Personnel costs are comprised of salaries and benefits, less an allowance for salary savings based on a projected vacancy factor. Current expenses include supplies/materials and services. Capital outlay represents furnishing, equipment and information technology items with per-unit costs of \$5,000 or more. Items with a per-unit price of less than \$5,000 are budgeted in the supplies/materials section of the current expenses category.

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

The *Summary of General Fund Expenditures by Department* schedule also contains a listing of reimbursed expenditures from other funds. These amounts represent reimbursements to the General Fund for the cost of services provided to internal service, special revenue, and enterprise funds from the General Fund. The reimbursement amounts are established in the City of Simi Valley Cost Allocation Plan.

The second summary schedule entitled, *Summary of General Fund Expenditures by Account*, contains a summarization of General Fund monies allocated to department budgets by appropriation account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

General Fund departmental budget sections contain charts showing the breakdown of expenditures among cost centers or divisions, organization charts, and a list of total authorized positions. Each department cost center is highlighted showing expenditures, staffing, percentage of total department budget, and narratives. The narratives include a description of the responsibilities of the department and its divisions, FY 2013-14 accomplishments and FY 2014-15 goals and budget impacts. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay.

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.

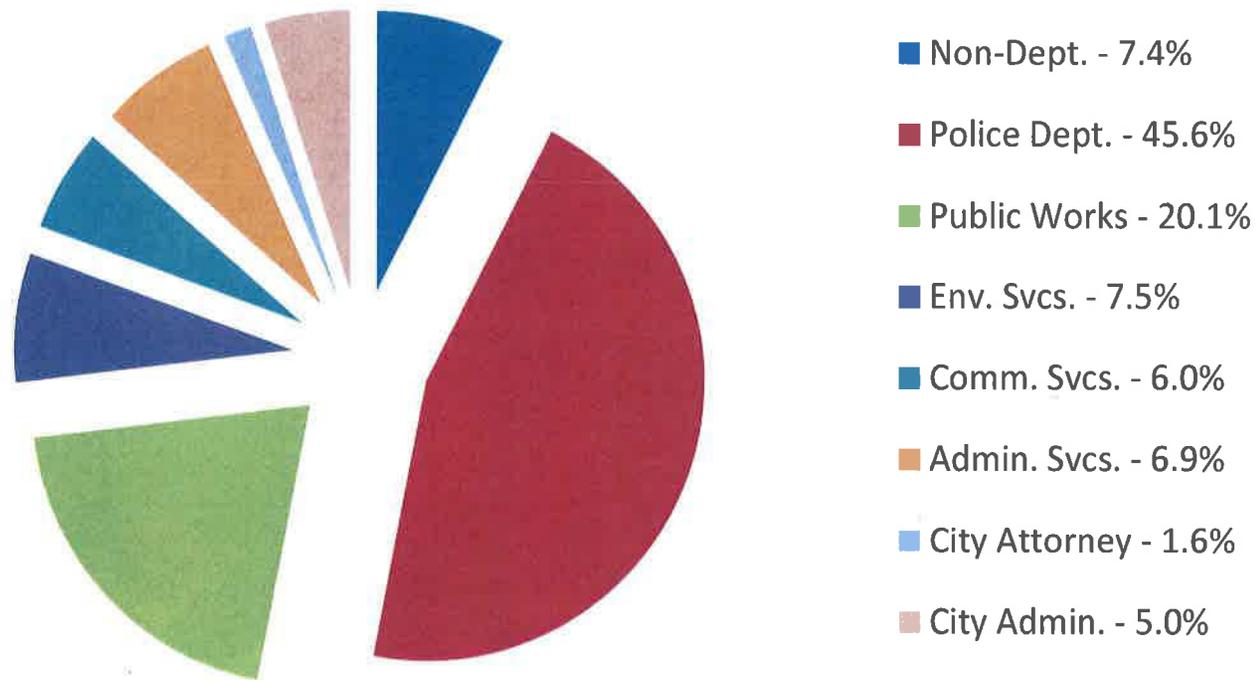
SIMI VALLEY GENERAL FUND

FY 14-15



NOTE: Does not total 100% as is net of non-departmental and transfers/reimbursements
Based on population of 126,000

FY 2014-15 General Fund Expenditures Net of Reimbursements and Transfers



FY 14-15 General Fund Expenditures by Category (Net of Transfers and Reimbursements)



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SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
<u>CITY ADMINISTRATION</u>						
Personnel	\$ 2,544,407	\$ 2,671,000	\$ 2,433,900	\$ 2,897,200	\$ 3,013,100	\$ 3,133,600
Current Expenses	533,202	689,700	577,300	610,100	62,200	6,300
Subtotal	\$ 3,077,609	\$ 3,360,700	\$ 3,011,200	\$ 3,507,300	\$ 3,075,300	\$ 3,139,900
<u>CITY ATTORNEY</u>						
Personnel	\$ 818,892	\$ 909,900	\$ 747,900	\$ 1,051,000	\$ 1,093,000	\$ 1,136,700
Current Expenses	49,667	69,900	69,900	96,400	98,300	100,300
Subtotal	\$ 868,559	\$ 979,800	\$ 817,800	\$ 1,147,400	\$ 1,191,300	\$ 1,237,000
<u>ADMINISTRATIVE SERVICES</u>						
Personnel	\$ 4,058,748	\$ 4,332,000	\$ 3,922,900	\$ 4,377,000	\$ 4,552,100	\$ 4,734,200
Current Expenses	733,271	337,600	303,000	472,700	482,200	491,800
Subtotal	\$ 4,792,019	\$ 4,669,600	\$ 4,225,900	\$ 4,849,700	\$ 5,034,300	\$ 5,226,000

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
<u>COMMUNITY SERVICES</u>						
Personnel	\$ 3,140,944	\$ 3,362,200	\$ 2,902,100	\$ 3,557,300	\$ 3,699,600	\$ 3,847,600
Current Expenses	661,292	608,200	570,100	644,200	657,100	670,200
Capital Outlay	-	-	-	-	-	-
Subtotal	\$ 3,802,236	\$ 3,970,400	\$ 3,472,200	\$ 4,201,500	\$ 4,356,700	\$ 4,517,800
<u>ENVIRONMENTAL SERVICES</u>						
Personnel	\$ 4,506,308	\$ 4,826,800	\$ 4,480,300	\$ 5,155,400	\$ 5,361,600	\$ 5,576,100
Current Expenses	103,837	118,700	61,400	115,400	117,700	120,100
Capital Outlay	-	-	-	-	-	-
Subtotal	\$ 4,610,145	\$ 4,945,500	\$ 4,541,700	\$ 5,270,800	\$ 5,479,300	\$ 5,696,200
<u>PUBLIC WORKS</u>						
Personnel	\$ 8,835,796	\$ 9,108,600	\$ 8,305,500	\$ 9,458,100	\$ 9,836,400	\$ 10,229,900
Current Expenses	3,852,418	4,391,200	4,163,400	4,659,500	4,752,700	4,847,800
Capital Outlay	5,051	7,000	7,000	40,500	-	-
Subtotal	\$ 12,693,265	\$ 13,506,800	\$ 12,475,900	\$ 14,158,100	\$ 14,589,100	\$ 15,077,700

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
<u>POLICE DEPARTMENT</u>						
Personnel	\$ 26,797,256	\$ 26,959,800	\$ 26,619,700	\$ 29,685,600	\$ 30,873,000	\$ 32,107,900
Current Expenses	1,520,744	2,059,500	1,876,200	2,140,800	2,183,600	2,227,300
Capital Outlay	-	25,800	25,000	-	-	-
Subtotal	\$ 28,318,000	\$ 29,045,100	\$ 28,520,900	\$ 31,826,400	\$ 33,056,600	\$ 34,335,200
<u>POLICE DEPT - EMERGENCY SERVICES</u>						
Personnel	\$ 261,713	\$ 265,900	\$ 252,200	\$ 269,600	\$ 280,400	\$ 291,600
Current Expenses	26,239	41,700	43,700	47,700	44,600	45,500
Capital Outlay	-	30,000	25,000	-	-	-
Subtotal	\$ 287,952	\$ 337,600	\$ 320,900	\$ 317,300	\$ 325,000	\$ 337,100
<u>NON-DEPARTMENTAL</u>						
Personnel	\$ 40,000	\$ 1,160,000	\$ 1,060,000	\$ 1,210,000	\$ 1,258,400	\$ 1,308,700
Current Expenses	3,072,954	4,236,600	4,177,000	4,035,300	4,126,000	4,249,800
Capital Outlay	38,865	27,500	27,000	-	-	-
Subtotal	\$ 3,151,819	\$ 5,424,100	\$ 5,264,000	\$ 5,245,300	\$ 5,384,400	\$ 5,558,500
Citywide Projected Salary Savings				\$ (1,250,000)	\$ (1,250,000)	\$ (1,250,000)

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
<u>TRANSFERS TO OTHER FUNDS</u>						
CDA Successor Agency	\$ 236,053	\$ 151,400	\$ 202,500	\$ 20,500	\$ 20,700	\$ 20,900
Housing Successor Agency	-	-	-	240,000	-	-
Library	-	108,500	-	-	-	-
Retiree Medical Benefits	1,552,500	1,592,400	1,552,500	1,592,500	1,714,900	1,732,000
Disaster Fund	87,706	-	-	-	-	-
Landscape Zones Augmentation	931,600	805,200	805,200	1,171,800	858,700	1,019,900
Debt Service	2,332,600	2,321,500	2,332,600	1,314,000	1,239,000	1,239,000
Streets And Roads Program	868,516	1,190,000	1,190,000	700,000	1,500,000	2,000,000
Computer Equipment Replacement	622,700	660,100	660,100	-	673,300	686,800
Geographic Info. Systems Capital	77,200	105,000	77,200	-	-	-
Vehicle Replacement	565,900	617,400	617,400	555,300	892,400	812,400
Building Improvement Fund	-	-	-	-	-	-
Financial Info. Systems Capital	116,200	116,200	116,200	-	-	-
Police Capital Projects	-	75,000	75,000	75,000	75,000	75,000
Transit	2,343,149	2,294,400	2,711,600	-	-	-
Subtotal	\$ 9,734,124	\$ 10,037,100	\$ 10,340,300	\$ 5,669,100	\$ 6,974,000	\$ 7,586,000
Total Expend. Net of Reimbursements	\$ 71,335,728	\$ 76,276,700	\$ 72,990,800	\$ 74,942,900	\$ 79,466,000	\$ 82,711,400

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
<u>REIMBURSED EXPENDITURES & TRANSFERS IN</u>						
Workers' Compensation Fund	\$ 566,000	\$ 601,300	\$ 566,000	\$ 554,400	\$ 661,400	\$ 727,600
Liability Insurance Fund	215,400	215,400	215,400	185,900	226,200	237,500
CDBG Fund	85,292	85,300	85,300	50,500	92,000	92,000
CDA Administration Fund	-	-	-	-	-	-
CDA Housing Fund	-	-	-	-	-	-
Debt Service	-	-	-	1,656,300	-	-
CalHome Fund	-	30,000	-	-	-	-
Development Agreement Fund	-	-	-	97,500	-	-
Home Fund	-	-	3,000	3,000	-	-
Lighting Maintenance District Fund	-	-	-	-	-	-
Landscape District No. 1 Fund	94,958	95,486	95,486	110,200	99,600	102,100
Vehicle Replacement Fund	287,200	101,200	101,200	48,800	50,000	50,000
Transit Fund	1,376,900	1,376,900	1,409,300	1,519,400	1,345,800	1,372,700
Sanitation Fund	2,785,200	3,034,700	3,034,700	2,786,200	3,064,800	3,371,300
Waterworks District No. 8 Fund	2,130,600	1,635,100	1,635,100	2,183,400	1,727,700	1,762,300
Economic Stabilization Trust Fund	2,893,000	755,900	755,900	-	-	-
Subtotal	\$ 10,434,550	\$ 7,931,286	\$ 7,901,386	\$ 9,195,600	\$ 7,267,500	\$ 7,715,500
Total General Fund Expenditures	\$ 60,901,178	\$ 68,345,414	\$ 65,089,414	\$ 65,747,300	\$ 72,198,500	\$ 74,995,900

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

		ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2012-13	BUDGET 2014-15
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 29,483,588	\$ 31,260,500	\$ 30,572,100	\$ (688,400)	\$ 32,631,900
41020	Temporary Salaries	345,852	371,500	282,400	(89,100)	363,900
41030	Boards and Commissions	32,608	32,600	32,600	-	32,600
41040	Overtime	3,015,271	3,004,000	3,268,000	264,000	3,260,900
41050	Outside Assistance	107,496	85,000	63,000	(22,000)	30,000
42200	Deferred Compensation (401k)	131,205	134,500	131,300	(3,200)	142,400
42210	Deferred Compensation (457)	34,714	41,100	36,000	(5,100)	39,200
41300	Vision Care	93,794	104,900	94,400	(10,500)	105,700
41350	Disability	197,013	204,700	200,400	(4,300)	225,500
41400	Group Ins/Health	5,205,537	5,905,500	3,107,400	(2,798,100)	575,100
41415	Flex Benefits	-	-	-	-	6,057,400
41420	CalPERS Health Admin Fee	-	-	7,700	(7,700)	15,400
41450	Life Insurance	69,045	69,100	67,900	(1,200)	72,000
41500	Group Ins/Dental	415,287	466,600	417,200	(49,400)	485,600
41600	Retirement (PERS)	8,534,547	8,872,500	8,570,600	(301,900)	8,953,700
41610	Retirement (PARS)	53,000	60,000	60,000	-	60,000
41620	Retirement HRA	90,277	93,600	100,000	(11,400)	115,000
41650	Medicare	433,956	550,700	466,400	(84,300)	576,900
41660	FICA	19,828	28,500	20,200	(8,300)	27,300
41700	Workers' Compensation	2,150,800	2,464,600	2,312,900	(151,700)	2,795,700
41800	Annual Leave Pay Out	733,380	1,100,000	1,000,000	(100,000)	1,150,000
41801	Leave Accrual Contra	429,190	-	(86,000)	86,000	(55,000)
41860	Salary Reimbursements	(572,324)	-	-	-	-
41900	Personnel Savings	-	(1,253,700)	-	-	(1,250,000)
	Subtotal - Personnel	\$ 51,004,064	\$ 53,596,200	\$ 50,724,500	\$ (3,986,600)	\$ 56,411,200

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2012-13	BUDGET 2014-15
<u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u>					
42100 Utilities	\$ 2,144,541	\$ 2,113,600	\$ 2,184,200	\$ 70,600	\$ 2,305,000
42130 Postage	69,115	79,200	65,900	(13,300)	82,000
42150 Communications	592,477	718,900	728,600	9,700	768,500
42200 Computer (Non-Capital)	8,095	9,100	8,900	(200)	700
42230 Office Supplies	50,831	67,900	63,700	(4,200)	70,000
42235 Furnishings (Non-Capital)	21,429	31,300	18,100	(13,200)	50,900
42300 Copiers	116,523	125,500	117,000	(8,500)	122,300
42310 Rentals	18,956	24,600	23,800	(800)	25,600
42410 Uniform/Clothing Supply	276,706	375,000	361,400	(13,600)	429,100
42420 Special Departmental Expense	185,649	167,600	167,000	(600)	206,400
42440 Memberships & Dues	128,201	138,100	133,800	(4,300)	139,700
42450 Subscriptions & Books	14,263	30,300	29,100	(1,200)	22,600
42460 Advertising	26,224	33,400	32,200	(1,200)	31,700
42500 Fuel and Lubricants	716,410	877,300	746,100	(131,200)	787,200
42510 Tires	50,541	51,400	51,400	-	51,400
42550 Small Tools/Equipment	8,092	10,400	10,300	(100)	10,400
42560 Operating Supplies	765,752	1,069,900	917,700	(152,200)	1,001,300
42720 Travel, Conferences, Meetings	66,590	138,600	128,500	(10,100)	151,900
42730 Training	76,937	93,700	84,500	(9,200)	124,000
42760 P.O.S.T. Training	91,822	90,000	90,000	-	100,000
42770 Recruitment	16,643	30,600	22,300	(8,300)	31,100
42780 Investigations	9,077	8,400	8,000	(400)	9,000
42790 Mileage	79,959	95,500	85,800	(9,700)	95,300
Subtotal - Supplies/Materials	\$ 5,534,833	\$ 6,380,300	\$ 6,078,300	\$ (302,000)	\$ 6,616,100

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2012-13	BUDGET 2014-15
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	\$ 1,111,632	\$ 1,495,300	\$ 1,338,600	\$ (156,700)	\$ 1,525,100
44012 Outside Legal Services	-	-	-	-	75,000
44015 County Property Tax Collection Fee	181,701	330,400	323,900	(6,500)	190,000
44210 Animal Regulation	236,935	250,400	250,400	-	260,000
44310 Maintenance of Equipment	1,018,898	1,254,000	1,297,300	43,300	1,338,500
44450 Landscape Maintenance Contract	914,058	976,800	890,800	(86,000)	1,028,100
44460 Public Nuisance Abatement	-	2,000	-	(2,000)	1,000
44490 Other Contract Services	1,374,900	1,737,700	1,536,500	(201,200)	1,768,900
44590 Insurance Charges	950,400	934,900	934,900	-	917,600
44491 FIS Operations	85,100	85,100	85,100	-	-
44492 GIS Operations	29,500	29,500	29,500	-	29,500
44355 Vehicle Maintenance Reimbursement	(887,000)	(923,300)	(923,300)	-	(927,700)
44840 Bad Debt Expense	2,667	-	-	-	-
Subtotal - Services	\$ 5,018,791	\$ 6,172,800	\$ 5,763,700	\$ (409,100)	\$ 6,206,000
Subtotal - Current Expenses	\$ 10,553,624	\$ 12,553,100	\$ 11,842,000	\$ (711,100)	\$ 12,822,100
<u>CAPITAL OUTLAY</u>					
47020 Furnishings and Equip (Capital)	\$ 43,916	\$ 72,300	\$ 66,700	\$ (5,600)	\$ 40,500
47030 Vehicles	-	18,000	17,300	(700)	-
Subtotal - Capital Outlay	\$ 43,916	\$ 90,300	\$ 84,000	\$ (6,300)	\$ 40,500
<u>TRANSFERS TO OTHER FUNDS</u>					
49200 CDA Successor Agency	\$ 236,053	\$ 151,400	\$ 202,500	\$ 51,100	\$ 20,500
49201 Housing Successor Agency	-	-	-	-	240,000
49250 Library	-	108,500	-	(108,500)	-

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2012-13	BUDGET 2014-15
<u>TRANSFERS TO OTHER FUNDS (CONT'D)</u>					
49297 Retiree Medical Benefits	\$ 1,552,500	\$ 1,592,400	\$ 1,552,500	\$ (39,900)	\$ 1,592,500
49298 Disaster Fund	87,706	-	-	-	-
49300 Landscape Zones Augmentation	931,600	805,200	805,200	-	1,171,800
49500 Debt Service	2,332,600	2,321,500	2,332,600	11,100	1,314,000
49600 Streets And Roads Program	868,516	1,190,000	1,190,000	-	700,000
49648 Computer Equipment Replacement	622,700	660,100	660,100	-	-
49649 Geographic Info. Systems Capital	77,200	105,000	77,200	(27,800)	-
49651 Vehicle Replacement	565,900	617,400	617,400	-	555,300
49656 Financial Info. Systems Capital	116,200	116,200	116,200	-	-
49660 Police Capital Projects	-	75,000	75,000	-	75,000
49750 Transit	2,343,149	2,294,400	2,711,600	417,200	-
Subtotal Transfers to Other Funds	\$9,734,124	\$10,037,100	\$10,340,300	\$303,200	\$5,669,100
Total Expend. Net of Reimbursements	\$71,335,728	\$76,276,700	\$72,990,800	(\$3,285,900)	\$74,942,900
<u>REIMBURSED EXPENDITURES & TRANSFERS IN</u>					
45805 Workers' Compensation Fund	\$ 566,000	\$ 601,300	\$ 566,000	\$ (35,300)	\$ 554,400
45803 Liability Insurance Fund	215,400	215,400	215,400	-	185,900
45290 CDBG Fund	85,292	85,300	85,300	-	50,500
45200 CDA Administration Fund	-	-	-	-	-
45201 CDA Housing Fund	-	-	-	-	-
45203 CalHOME Program Fund	-	30,000	-	-	-
45204 Home Fund	-	-	3,000	-	3,000
45262 Development Agreement Fund	-	-	-	-	97,500
45270 Lighting Maintenance District Fund	-	-	-	-	-
45300 Landscape District No. 1	94,958	95,486	95,486	-	110,200

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT (continued)

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	VARIANCE <u>2012-13</u>	BUDGET <u>2014-15</u>
<i><u>REIMBURSED EXPENDITURES & TRANSFERS IN (CONT'D)</u></i>					
45409 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 1,656,300
45651 Vehicle Replacement Fund	287,200	101,200	101,200	-	48,800
45750 Transit Fund	1,376,900	1,376,900	1,409,300	32,400	1,519,400
45700 Sanitation Fund	2,785,200	3,034,700	3,034,700	-	2,786,200
45760 Waterworks District No. 8 Fund	2,130,600	1,635,100	1,635,100	-	2,183,400
45950 Economic Stabilization Trust Fund	2,893,000	755,900	755,900	-	-
Subtotal Reimbursed Expenses	\$ 10,434,550	\$ 7,931,286	\$ 7,901,386	\$ (29,900)	\$ 9,195,600
 Total General Fund Expenditures	 \$ 60,901,178	 \$ 68,345,414	 \$ 65,089,414	 \$ (3,256,000)	 \$ 65,747,300

CITY ADMINISTRATION

CITY ADMINISTRATION

Department Overview

City Administration includes the activities of the City Council and the City Manager's Office.

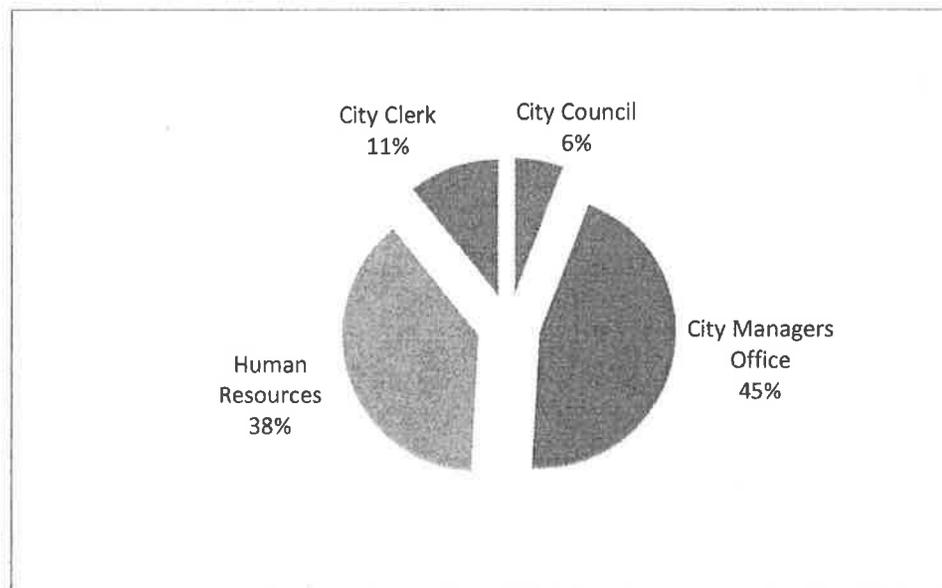
The City Council is the legislative and policy-making body of municipal government and other City-administered entities such as Ventura County Waterworks District No. 8 and the Simi Valley Library Board of Trustees. The Mayor serves as the ceremonial head of the City and presides over City Council meetings.

The City Manager is responsible for carrying out policies and programs as directed by the City Council. Administration of all City services through the City's departments is under the City Manager's direction, although several operating divisions report directly to the City Manager, as listed below.

The City Manager's Office provides high-level management of all fiscal activities, governmental affairs, public information, film and special event permitting, and special projects. The Economic Development Office includes the City's Business and Development Advocate and the City's business attraction and marketing activities.

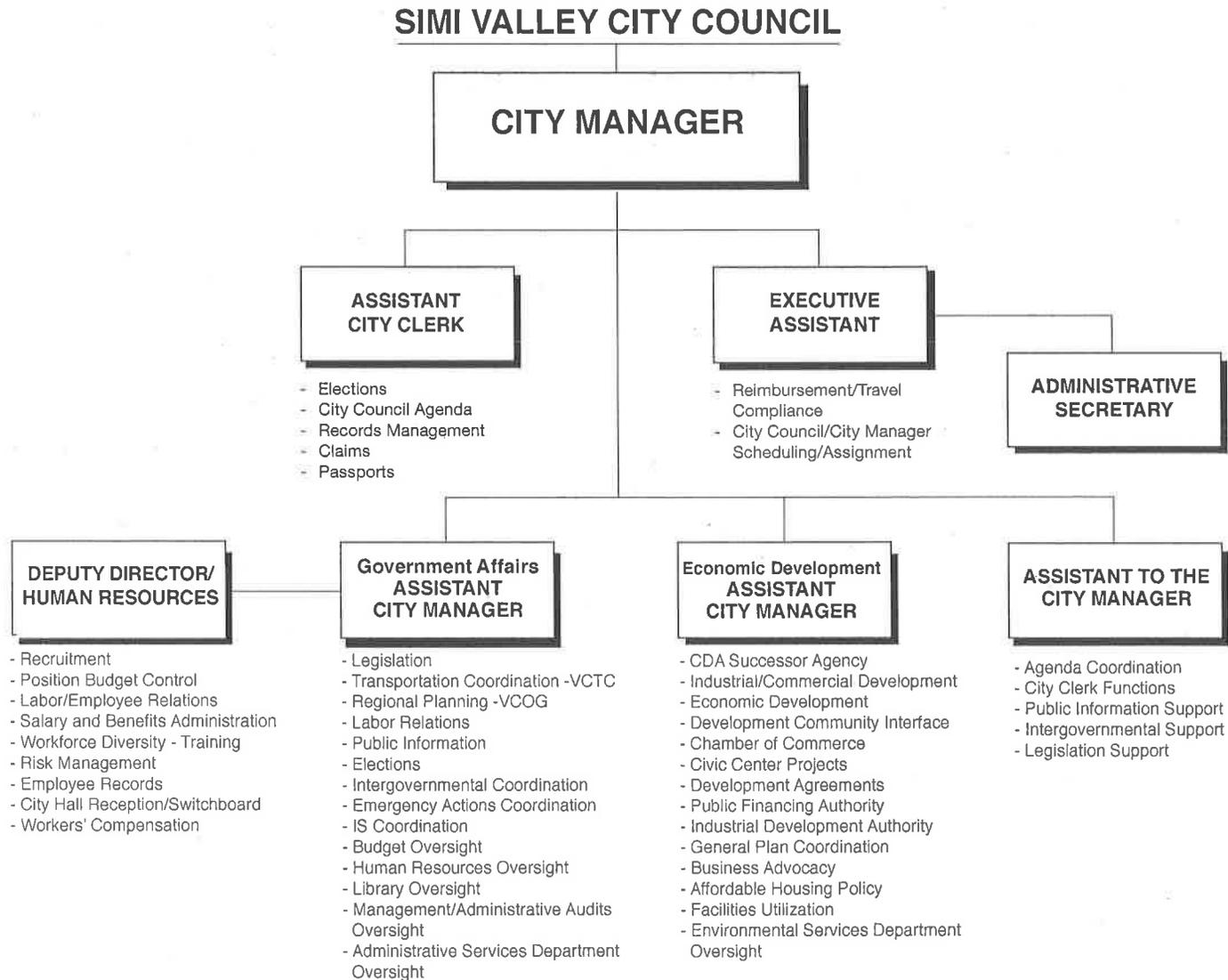
The Human Resources Division provides personnel and risk management services for all City-administered departments and special districts, and also oversees the Workers' Compensation program. The City Clerk's Office is responsible for preparation of agendas and minutes, elections, public records, and passport services.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
City Council	\$233,416	\$215,721	\$195,000	\$205,500
City Managers Office	\$1,406,050	\$1,202,201	\$1,284,500	\$1,577,200
Human Resources	\$1,064,376	\$1,135,853	\$1,218,800	\$1,343,800
City Clerk	\$264,307	\$280,260	\$312,900	\$380,800
Total	\$2,968,149	\$2,834,035	\$3,011,200	\$3,507,300



CITY ADMINISTRATION

Organizational Chart



CITY ADMINISTRATION

Authorized Positions

REGULAR POSITIONS:

FY 2012-13 FY 2013-14 FY 2014-15

City Manager:

City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Administrative Officer	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	2.00
SUBTOTAL	7.00	7.00	8.00

Human Resources:

Deputy Director/Human Resources	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00
Senior Human Resources Analyst	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Senior Human Resources Technician	1.00	1.00	1.00
Human Resources Technician	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	10.00	10.00	10.00

CITY ADMINISTRATION

Authorized Positions (continued)

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
City Clerk Services:			
Assistant City Clerk	1.00	1.00	1.00
Recording Secretary	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	4.00	4.00	4.00
TOTAL - REGULAR POSITIONS	21.00	21.00	22.00
<u>TEMPORARY POSITIONS: (Note 1)</u>			
Human Resources:			
Work Experience/Clerical	1.50	1.50	1.50
TOTAL - TEMPORARY POSITIONS	1.50	1.50	1.50
TOTAL - CITY ADMINISTRATION POSITIONS	22.50	22.50	23.50

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

CITY ADMINISTRATION

City Council Office 1105

OVERVIEW

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. 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 the City Attorney.

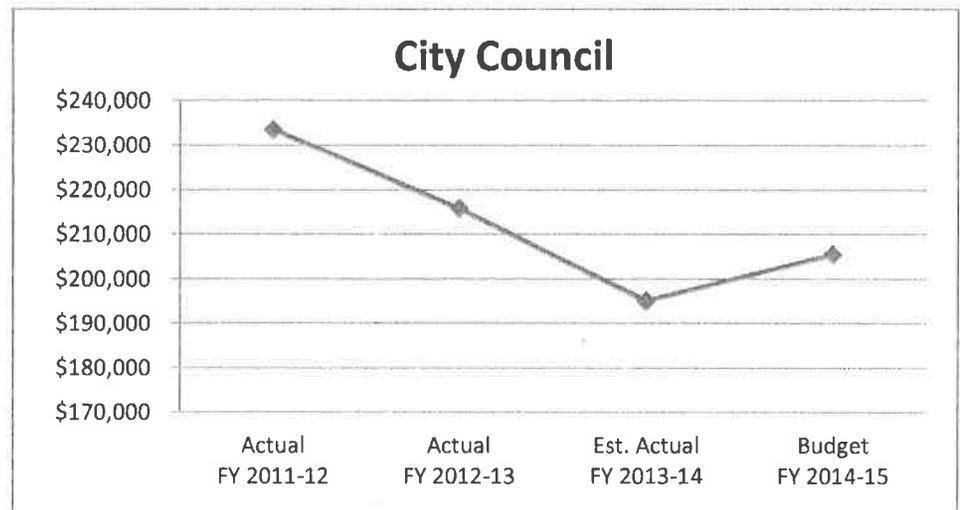
The City Council is also the Board of Directors of the Ventura County Waterworks District No. 8, the Simi Valley Community Development Agency Successor Agency, the Simi Valley Library Board of Trustees, the Simi Valley Industrial Development Authority, the Simi Valley Public Financing Authority, and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

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$233,416	\$215,721	\$195,000	\$205,500



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CITY ADMINISTRATION

City Manager's Office

1125

OVERVIEW

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

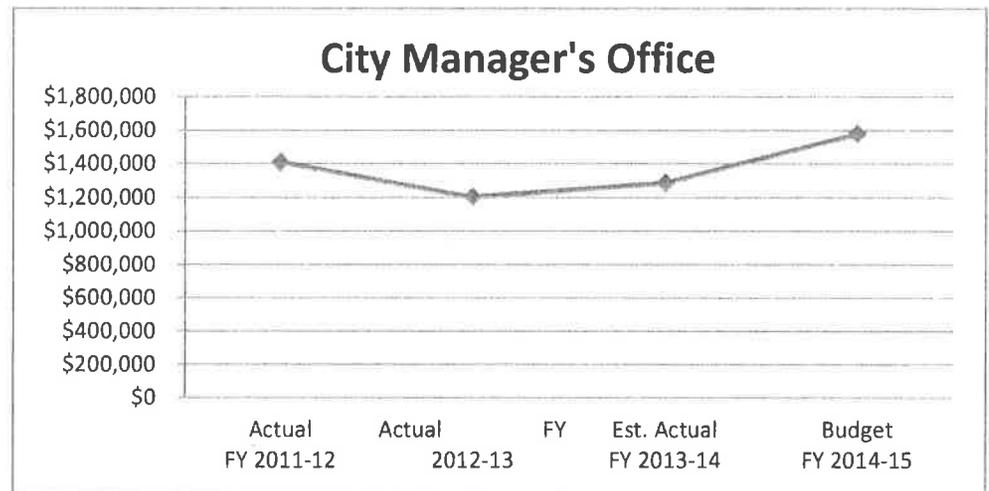
Governmental affairs include analysis of regional, state, and federal legislation and lobbying activities when appropriate. The public information functions include communications with the public, review and preparation of press releases, and oversight of the City's website. The City's Economic Development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

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	5	7	7	8

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,406,050	\$1,202,201	\$1,284,500	\$1,577,200



CITY ADMINISTRATION

City Manager's Office (continued)

1125

KEY ACCOMPLISHMENTS FOR FY 13-14

Coordinated legislative activity on a variety of issues, including local government revenue, substance abuse, regional transportation, the environment, and health care.

Completed labor negotiations with the City's four bargaining groups.

Began implementation of the City Council-approved Economic Strategic Plan.

Worked to establish a Tourism Marketing District (TMD), in conjunction with the Simi Valley Chamber of Commerce and various hotel operators in the City.

Produced the 2013 Simi Valley Business Forum and the 2013 Simi Valley Living Green Expo.

Completed a lease agreement with the Simi Valley Community Foundation for the Under One Roof Facility.

Created and launched the City Support of Special Events program to provide for City sponsorships of non-profit special events.

Began producing and distributing the Quarterly Economic Review, which provides an economic snapshot of Simi Valley to business, real estate, and media communities.

Won a Digital Cities Award (9th place nationally, for cities with populations between 125,000 and 250,000) from the Center for Digital Government.

GOALS FOR FY 14-15

Complete building improvements at the Development Services Building to accommodate the Under One Roof Facility and City records storage facility.

Complete the sale of 1262 Cypress Street (former Knolls Fire Station) as surplus property.

Finalize and implement the City's Economic Development Marketing Campaign.

Complete the creation of a Tourism Marketing District (TMD) in the City, in conjunction with the Simi Valley Chamber of Commerce and hotel operators in the City.

BUDGET IMPACTS FOR FY 14-15

Funding for the Business and Development Advocate position (identified as a Senior Management Analyst in the Authorized Positions chart) has been moved from the Simi Valley Community Development Successor Agency to the General Fund for FY 2014-15, to be consistent with current state regulations.

Funding (\$32,800) for the newly-created Special Event Support Program for the second half of 2014 and all of 2015 of has been included in the FY 2014-15 budget.

CITY ADMINISTRATION

Human Resources

1520

OVERVIEW

The Human Resources Division is responsible for coordinating personnel and risk management services for all City-administered departments and special districts. These include recruitment, employee records/policies, employee orientations, employee exit interviews, compensation plan administration, training, and labor relations support. Human Resources also administers the City's Succession Management/Career Development Program to coordinate employee development.

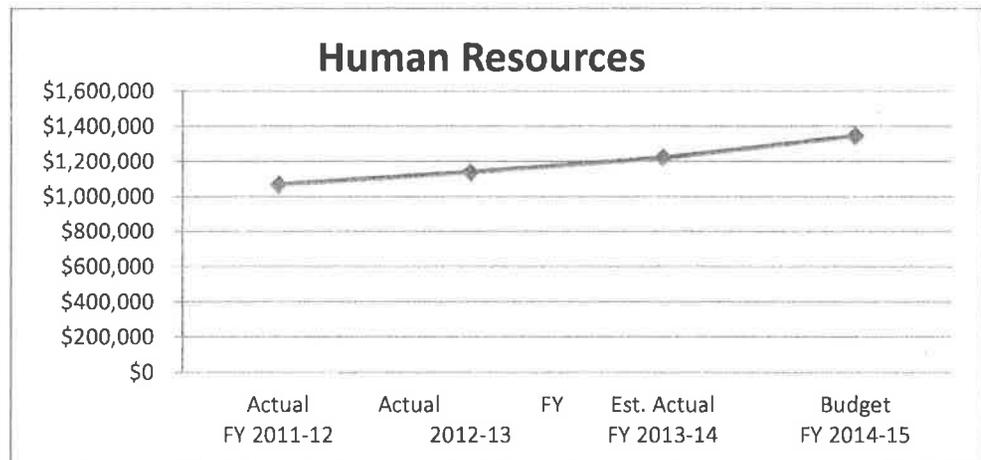
Risk Management includes administering drug/alcohol and employee safety programs in compliance with federal and state requirements, coordinating the employee assistance program, coordinating liability and property claims, purchasing property/casualty insurance, recommending loss control strategies, and overseeing the City's workers' compensation program.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	9	9	10	10

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,064,376	\$1,135,853	\$1,218,800	\$1,343,800



CITY ADMINISTRATION

Human Resources (continued)

1520

KEY ACCOMPLISHMENTS FOR FY 13-14

Initiated 39 recruitments, processed 1,690 employment applications, conducted 24 oral appraisal boards, and provided employment orientations to 19 new employees (through April).

Assisted with negotiations and implemented new contracts/resolutions for the City's four bargaining groups.

Moved the City's current health insurance program to CalPERS health insurance program in January 2014.

Amended the ICMA Retirement Corporation contract for Retirement Health Savings Plan administration to provide health insurance premium reimbursements for retirees due to the move to CalPERS health insurance programs.

Provided 39 employee trainings and education sessions (consisting of 240 hours) through March 31, 2014, with 537 participants.

Completed and circulated the City's updated Dress, Apparel, and Grooming Policy to enhance morale by giving employees more flexibility in dressing for work.

Conducted five employee investigations and coordinated a Police Department Special Investigation.

Conducted employment verifications on 25 new employees utilizing the Employment Eligibility Verification (E-Verify) Program.

KEY ACCOMPLISHMENTS FOR FY 13-14 (continued)

Opened 73 new workers' compensation claims and closed 127 claims (through April).

Coordinated 22 Americans with Disabilities Act interactive processes with City employees.

GOALS FOR FY 14-15

Update the Management Employee Manual.

Begin working with the General Unit to update Employee Manual.

Begin working on implementation of a new Human Resources/Payroll Enterprise System.

Provide bi-annual harassment prevention training to all employees.

Assist in the negotiations process with General Unit, Sworn, and Sworn Management groups.

Continue to provide employee training and development through the Succession Management and Career Development program.

Reduce preventable workers' compensation claims.

BUDGET IMPACTS FOR FY 14-15

None

CITY ADMINISTRATION

City Clerk

1130

OVERVIEW

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

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

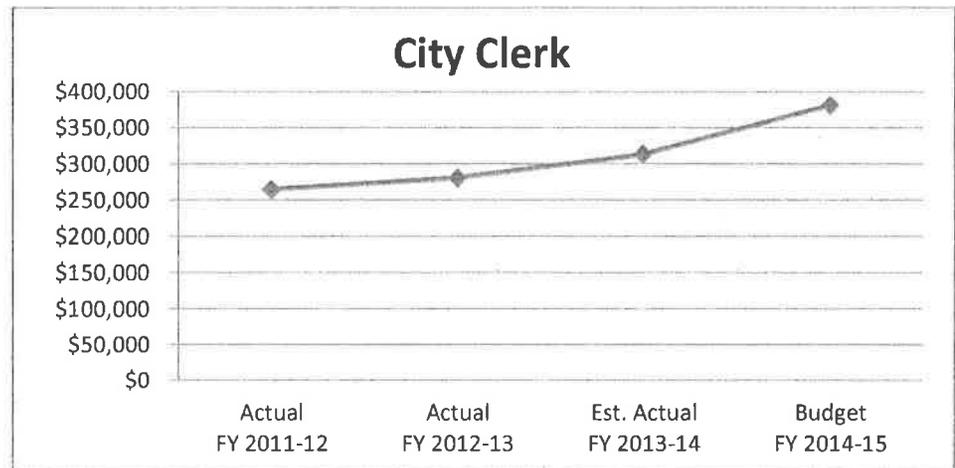
The City Clerk's Office is responsible for municipal elections (including voter registration and campaign disclosure statements), public records (such as resolutions, deeds, and contracts), the City's Records Retention/Destruction Schedule, operating the City's Passport Acceptance Facility, and receiving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

PERSONNEL BREAKDOWN

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
PERSONNEL				
Authorized Positions	4	4	4	4

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$264,307	\$280,260	\$312,900	\$380,800



CITY ADMINISTRATION

City Clerk

1130

KEY ACCOMPLISHMENTS FOR FY 13-14

Processed 275 agenda items, prepared approximately 165 pages of minutes and completed follow-up for 12 ordinances, 61 resolutions, and 135 contracts/agreements. Processed more than 174 Public Records Act requests, 82 legal advertisements, 6 complaints, 119 claims, 19 bankruptcies, and 120 subpoenas.

Processed more than 1,160 passport applications as a Passport Acceptance Facility and responded to 6,050 passport information calls. Began a Disaster Recovery Project to electronically store fundamental, permanent City records including adopted minutes, ordinances, and resolutions.

Deployed new web video-streaming equipment to facilitate broadcast of City Council and Planning Commission meetings to mobile devices.

Developed an electronic system for tracking and storage of documents supplied in response to subpoenas served upon the City and Police Department.

Coordinated a Citywide Records Management event resulting in the disposal of more than 2.8 tons of obsolete records.

GOALS FOR FY 14-15

Complete the electronic storage of all City adopted resolutions from 1969 to present day.

Implement the first phase of an electronic content/document management system to facilitate greater access to City records.

BUDGET IMPACTS FOR FY 14-15

Includes additional funding of \$23,500 for the Fall 2014 election.

Funding (\$4,500) has been included in the FY 2014-15 Budget for an update to the City's Records Management Program and Retention Schedule, which received its last complete update in 2010 and should be updated every five years to comply with new regulations.

CITY ADMINISTRATION

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 1,464,506	\$ 1,729,200	\$ 1,759,900	\$ (30,700)	\$ 1,826,000
41020 Temporary Salaries	39,921	35,000	24,300	10,700	31,400
41040 Overtime	532	1,500	1,100	400	1,500
41200 Deferred Compensation - 401k	17,635	18,500	18,500	-	20,200
41210 Deferred Compensation - 457	1,700	2,400	1,800	600	2,000
41300 Vision Care	4,961	5,500	5,400	100	6,000
41350 Disability	9,632	11,800	11,400	400	13,400
41400 Group Ins/Health	299,327	338,200	129,800	208,400	33,000
41412 Flexible Benefits	-	-	-	-	366,400
41420 CalPERS Health Admin Fee	-	-	700	(700)	1,400
41450 Life Insurance	4,277	4,400	4,500	(100)	4,700
41500 Group Ins/Dental	14,015	17,000	15,500	1,500	19,000
41600 Retirement/PERS	327,792	370,000	330,400	39,600	390,000
41610 Retirement/PARS	20,400	-	-	-	-
41650 Medicare	24,291	30,300	23,900	6,400	31,700
41660 FICA	3,890	5,100	4,600	500	5,000
41700 Workers' Compensation	67,800	90,100	90,100	-	133,500
41620 Retirement/HRA	8,044	12,000	12,000	-	12,000
41860 Salary Reimbursement	(7,890)	-	-	-	-
41900 Personnel Savings	MET	-	-	-	-
Subtotal - Personnel	\$ 2,300,833	\$ 2,671,000	\$ 2,433,900	\$ 237,100	\$ 2,897,200
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$ 10,687	\$ 12,900	\$ 12,900	\$ -	\$ 16,900
42420 Special Departmental Expense	62,007	32,800	32,800	-	71,800
42440 Memberships & Dues	2,486	5,000	5,700	(700)	6,700

CITY ADMINISTRATION (continued)

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	VARIANCE <u>2013-14</u>	BUDGET <u>2014-15</u>
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42450 Subscriptions & Books	\$ 1,364	\$ 1,800	\$ 1,900	\$ (100)	\$ 1,000
42460 Advertising	19,920	26,500	27,700	(1,200)	26,500
42720 Travel, Conferences, Meetings	17,966	31,900	27,000	4,900	32,500
42730 Training	27,592	27,400	20,800	6,600	32,900
42790 Mileage	27,633	32,100	31,100	1,000	32,600
Subtotal - Supplies/Materials	\$ 169,655	\$ 170,400	\$ 159,900	\$ 10,500	\$ 220,900
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 359,041	\$ 518,800	\$ 416,900	\$ 101,900	\$ 353,700
44012 Outside Legal Counsel	-	-	-	-	35,000
44310 Maintenance of Equipment	588	500	500	-	500
44490 Other Contract Services	3,918	-	-	-	-
Subtotal - Services	\$ 363,547	\$ 519,300	\$ 417,400	\$ 101,900	\$ 389,200
Subtotal Current Expenses	\$ 533,202	\$ 689,700	\$ 577,300	\$ 112,400	\$ 610,100
Total	\$ 2,834,035	\$ 3,360,700	\$ 3,011,200	\$ 349,500	\$ 3,507,300

**CITY ADMINISTRATION
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Outside Recruitment Services
TOTAL: \$38,000
ACCOUNT: 100-1520-44010
PRIORITY: 2

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Professional/Special Services	\$38,000
TOTAL:	<u>\$38,000</u>

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Professional/Special Services	\$19,000
TOTAL:	<u>\$19,000</u>

The Human Resources Division is responsible for ensuring recruitment of the most qualified candidates for City executive positions. To accomplish this, Human Resources relies on outside recruiters with the expertise to assist in the obtaining the highest qualified candidates and screening them to ensure a proper fit for the City's needs. The FY 2014-15 Preliminary Base Budget includes funding for two recruitments of executive positions.

There is no direct impact on service to the public, except that it would potentially impair recruiting and retaining the most highly qualified candidates for executive positions within the City. Reducing funding for these recruitment resources would limit the Human Resources Division's ability to reach out and actively recruit candidates. In limiting these recruitment services, staff would be limited to trade and related publications to conduct the required research for candidates. The time required for these recruitments would also impact staff's ability to address other Human Resources priorities.

**CITY ADMINISTRATION
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Shop Simi Valley First Program
TOTAL: \$98,000
ACCOUNT: 100-1125-44010
PRIORITY: 5

DEPARTMENT PROPOSAL

Current Expenses

Professional/Special Services	<u>\$98,000</u>
TOTAL:	\$98,000

CITY MANAGER ACTION:

Current Expenses

Professional/Special Services	<u>\$50,000</u>
TOTAL:	\$50,000

The Shop Simi Valley First Program is the City's award-winning campaign to encourage residents to shop locally within Simi Valley, enabling sales tax on those purchases to stay in Simi Valley to fund services for Simi Valley residents and businesses. The original backbone of the Program was the Shop Simi Valley First website, which allows Simi Valley businesses to list themselves, their products and services, and advertising/coupons for free. Users of the site can then search for local businesses that can provide them with desired products and services.

In FY 2008-09, funding for the Shop Simi Valley First Program was \$100,000 annually. With growth of the Program, advertising media to promote the campaign grew from the website to adding television advertising, direct business outreach, newspaper advertising, bus shelter advertising, and other expanded advertising efforts. A 2010 survey showed that the marketing campaign was successful, as the proportion of people saying they were aware of the Program increased from 46% to 72% and the number of people saying it changed their shopping behavior increased from 34% to 49%.

A reduction of funding from \$100,000 to \$2,000 will still provide for just website hosting and maintenance, but also eliminate advertising of the Shop Simi Valley First Program. It is expected that traffic to the website and effectiveness of the Program will erode without advertising support.

**CITY ADMINISTRATION
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Outside Legal Counsel for the City Manager's Office
TOTAL: \$15,000
ACCOUNT: 100-1125-44012
PRIORITY: 8

DEPARTMENT PROPOSAL:

Current Expenses

Outside Legal Services	\$15,000
TOTAL:	<u>\$15,000</u>

CITY MANAGER ACTION:

Current Expenses

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

The City Manager's Office uses outside legal firms to provide legal counsel on issues where full-time in-house legal expertise is not warranted. For example, legal issues related to the dissolution of redevelopment agencies were addressed by outside legal experts on redevelopment issues. Eliminating the City Manager's Office outside legal counsel budget would place additional workload on the City Attorney's Office, who may or may not have attorneys with expertise in the needed area, and thereby reduce the ability of the City Manager's Office to receive expert and timely advice on some specialized issues.

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CITY ATTORNEY

CITY ATTORNEY

Department Overview

1205

The City Attorney's Office renders high level professional legal advice to the City of Simi Valley, Ventura County Waterworks District No. 8, Simi Valley Industrial Development Authority, and Simi Valley Public Financing Authority.

The City Attorney's emphasis is on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings. The Office provides departments with current legislative information and court decisions that may have a direct impact on interpretations of law. The Office also provides legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections.

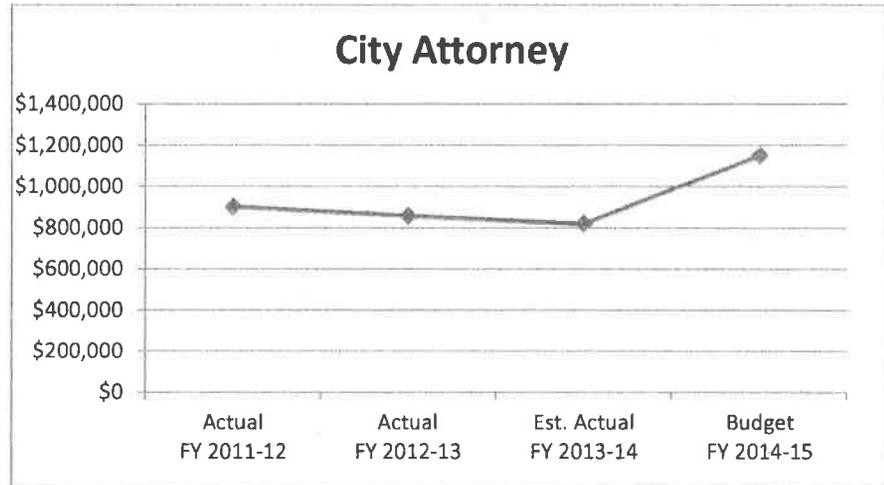
The City Attorney's Office also provides defense of civil actions brought against the City, and prosecutes municipal code violations and criminal matters to enforce the City's Municipal Codes. The Attorney evaluates claims and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within City Attorney settlement authority or request City Council approval. Finally, the City Attorney updates and disseminates guidebooks and memorandums to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	6	6	5.8	5.9

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$899,573	\$855,838	\$817,800	\$1,147,400



CITY ATTORNEY

Department Overview (continued)

1205

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided timely legal review and comments on approximately 194 City Council and Planning Commission staff reports.

Provided timely responses, legal review, legal opinions and recommendations regarding approximately 165 items submitted, in addition to 108 Public Records Act Requests, and Subpoenas received.

Assisted various Departments in developing and amending several ordinances including the Purchasing Ordinance and City Manager Powers and Duties Ordinance.

Participated and provided legal advice when appropriate and as requested at City Council, Planning Commission, subcommittee, and advisory meetings.

Received and investigated 118 new claims filed against the City, of which 87 claims were denied and 31 were resolved.

Accepted service of four new lawsuits. Managed and monitored nine active cases in various stages of the litigation process, and assisted in resolving five active civil litigation matters for the City, in an equitable and fair manner.

GOALS FOR FY 14-15

Advance towards technological and legal efficiency by implementing an online Legal Office Management Data System for use by attorneys and staff. This will integrate the systems currently used for entering claims and civil and criminal case data, provide templates for all office and legal forms, and will have the ability to track data and prepare reports.

Work with the League of California Cities in their efforts to develop legislation and regulation of massage establishments to give local control back to cities.

Work with Environmental Services and Public Works in streamlining wireless facilities license agreements.

To collaborate with Human Resources to provide training to supervisors and managers in progressive discipline and investigations.

BUDGET IMPACTS FOR FY 14-15

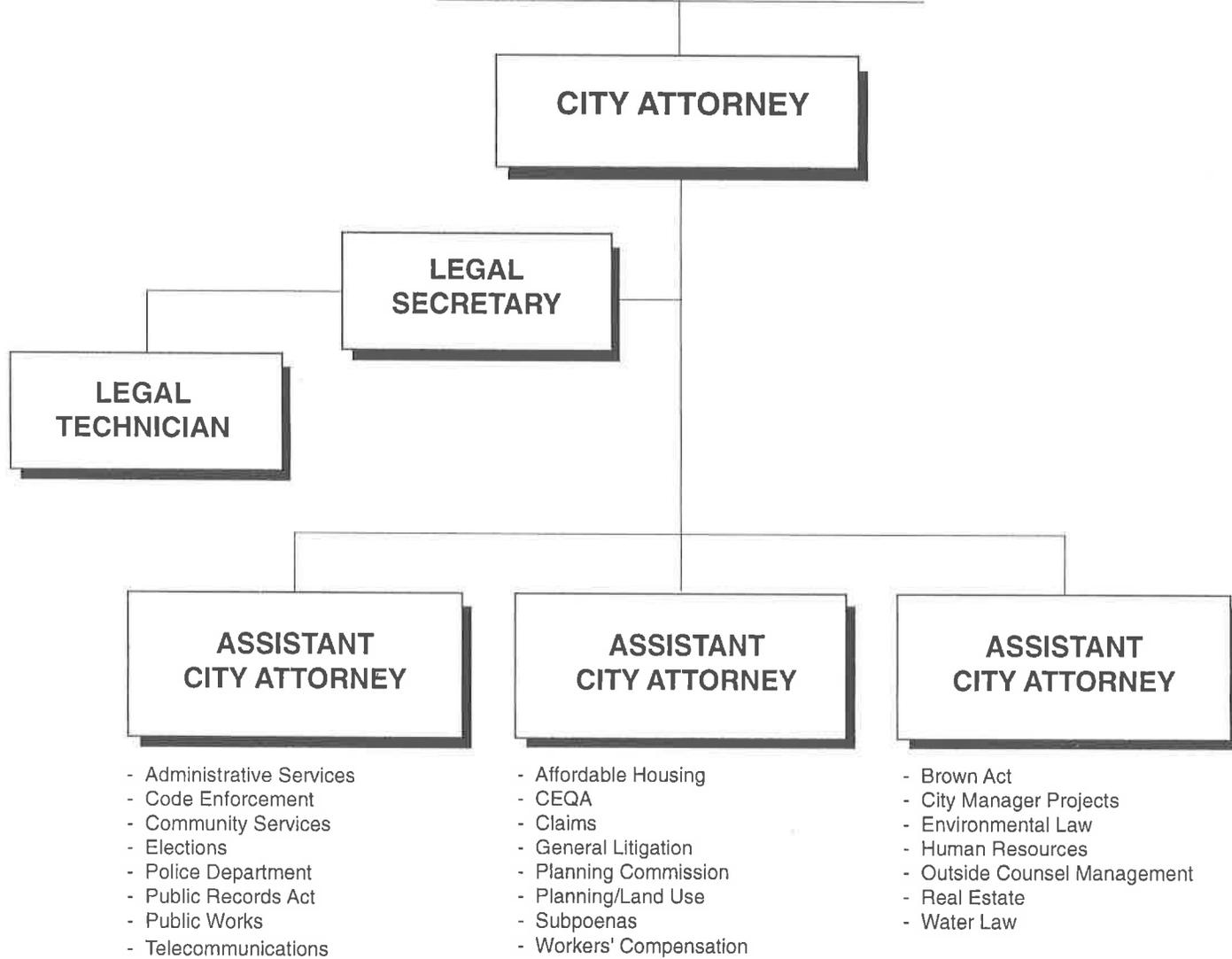
The part-time Deputy City Attorney has been reclassified to a part-time Assistant City Attorney.

A new Account No. has been added as 44012 – Outside Legal Services, and budgeted for in the amount of \$25,000 for consulting legal services anticipated to be required for expert legal advice in the areas of Elections Law, Brown Act, Federal Civil Rights matters, Public Records Requests, 1090 issues and Telecommunications issues (cable/wireless).

CITY ATTORNEY

Organizational Chart

SIMI VALLEY CITY COUNCIL



CITY ATTORNEY

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	0.0	0.0
Assistant City Attorney	2.0	2.0	2.0
Deputy City Attorney	0.0	0.0	0.0
Legal Secretary	1.0	1.0	1.0
SUBTOTAL	5.0	4.0	4.0

PART-TIME POSITIONS: (Note 1)

Deputy City Attorney	0.8	0.8	0.0
Assistant City Attorney	0.0	0.0	0.9
Legal Clerk	1.0	0.0	0.0
Legal Clerk (Frozen)	0.0	0.0	0.0
Legal Technician	0.0	0.0	1.0
SUBTOTAL	1.8	1.8	1.9

TOTAL - CITY ATTORNEY POSITIONS

6.8 5.8 5.9

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

CITY ATTORNEY

	ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	VARIANCE <u>2013-14</u>	BUDGET <u>2014-15</u>
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 535,961	\$ 539,700	\$ 502,800	\$ (36,900)	\$ 697,300
41020 Temporary Salaries	32,979	37,700	6,400	(31,300)	20,000
41040 Overtime	-	100	100	-	100
41050 Outside Assistance	-	55,000	30,000	(25,000)	-
41200 Deferred Compensation - 401k	5,062	5,300	4,100	(1,200)	6,100
41210 Deferred Compensation - 457	-	200	-	(200)	-
41300 Vision Care	1,061	1,300	1,000	(300)	1,500
41350 Disability	4,850	5,200	4,100	(1,100)	6,100
41400 Group Ins/Health	48,870	65,100	33,500	(31,600)	8,600
41415 Flex Benefits	-	-	-	-	89,900
41450 Life Insurance	998	1,200	900	(300)	1,200
41500 Group Ins/Dental	3,065	4,000	2,700	(1,300)	4,800
41600 Retirement/PERS	128,772	146,300	117,000	(29,300)	155,200
41610 Retirement/PARS	7,800	-	-	-	-
41620 Retirement/HRA	4,161	4,800	4,700	(100)	7,200
41650 Medicare	5,677	10,900	6,800	(4,100)	11,700
41660 FICA	915	-	700	700	-
41700 Workers' Compensation	26,000	33,100	33,100	-	41,300
Subtotal - Personnel	\$ 806,171	\$ 909,900	\$ 747,900	\$ (162,000)	\$ 1,051,000
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$ 2,204	\$ 2,300	\$ 2,300	\$ -	\$ 2,300
42440 Memberships & Dues	1,895	2,100	1,400	(700)	2,700
42450 Subscriptions & Books	7,249	13,000	12,700	(300)	13,300
42720 Travel, Conferences, Meetings	995	3,000	3,000	-	4,500
42730 Training	3,583	5,500	5,500	-	5,500
42790 Mileage	8,061	10,100	6,600	(3,500)	10,100
Subtotal - Supplies/Materials	\$ 23,987	\$ 36,000	\$ 31,500	\$ (4,500)	\$ 38,400

CITY ATTORNEY (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 25,680	\$ 33,900	\$ 38,400	\$ 4,500	\$ 33,000
44012 Outside Legal Services	-	-	-	-	25,000
Subtotal - Services	\$ 25,680	\$ 33,900	\$ 38,400	\$ 4,500	\$ 58,000
Subtotal Current Expenses	\$ 49,667	\$ 69,900	\$ 69,900	\$ -	\$ 96,400
Total	\$ 855,838	\$ 979,800	\$ 817,800	\$ (162,000)	\$ 1,147,400

**CITY ATTORNEY
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Request to Reclassify Deputy City Attorney (PT) to Assistant City Attorney (FT)
 REQUEST: \$207,000
 ACCOUNT: 100-1205-41010
 PRIORITY: 2

DEPARTMENT PROPOSAL:

Personnel

Reclassification to Assistant City Attorney (FT)	\$207,000
Eliminate the Deputy City Attorney (PT) Position	(\$198,500)
TOTAL:	<u>\$8,500</u>

CITY MANAGER ACTION:

Personnel

Reclassification to Assistant City Attorney (PT 90%)	\$204,100
Eliminate the Deputy City Attorney (PT) Position	(\$198,500)
TOTAL:	<u>\$5,600</u>

The City Attorney's Office is currently comprised of 1-Vacant City Attorney position, 2-Assistant City Attorney positions and 1-Deputy City Attorney (PT) position. On September 9, 2013, the Deputy City Attorney was appointed as Acting City Attorney by the City Council and continues currently, as of April 7, 2014, to fulfill those duties. The Acting City Attorney has been presently working at the level of an Assistant City Attorney as well as at the City Attorney level in providing legal advice to the City Council at the City Council meetings, the Departments and as otherwise requested. This level of service takes focused time and dedication to be able to provide the legal expertise required. The Acting City Attorney has worked very hard to fulfill the duties required and expected of such an appointment. Certainly a promotion to an Assistant City Attorney would be a just reward for the challenges and dedication that have been faced in the past months, and in working with her constituents on an equal legal experience basis and as the Acting head of the Department. Employees within the class of Assistant City Attorney perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the City Attorney's Office. This class is also assigned more complex projects and may provide supervision and training to lower level legal staff. All the above would apply in reviewing this policy item proposal.

In reviewing the Acting City Attorney's prior assignments and duties completed, it is suggested that the Deputy City Attorney (PT) be reclassified to an Assistant City Attorney (FT) position therefore eliminating the Deputy City Attorney (PT) in the new budget for FY 2014-15.

Additionally, as further support for this proposal, please review the attached Resume for the Deputy City Attorney (PT) position provided at the time of hiring.

It is anticipated that the new position of City Attorney will be filled by the end of May. The new City Attorney will have 3-Assistant City Attorneys who are well qualified, experienced and ready to work with and support the City Attorney in his or her duties.

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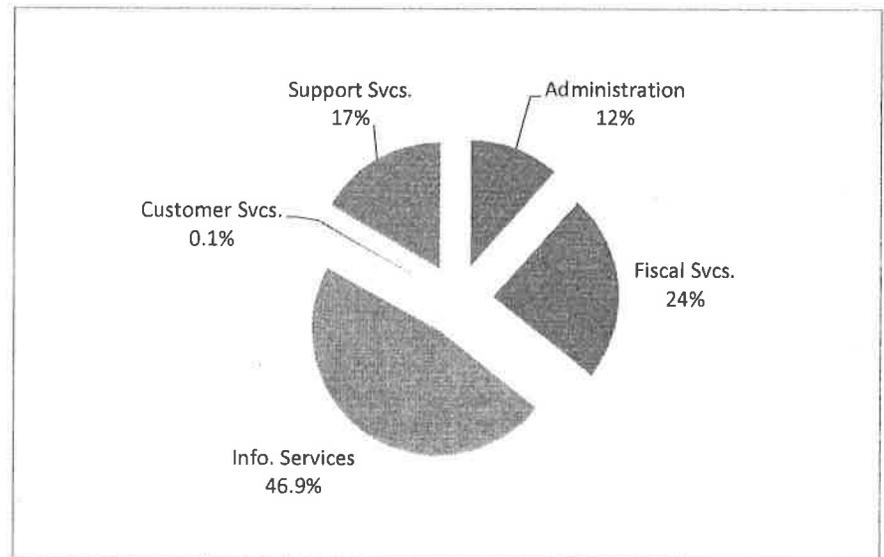
DEPARTMENT OF ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

Overview

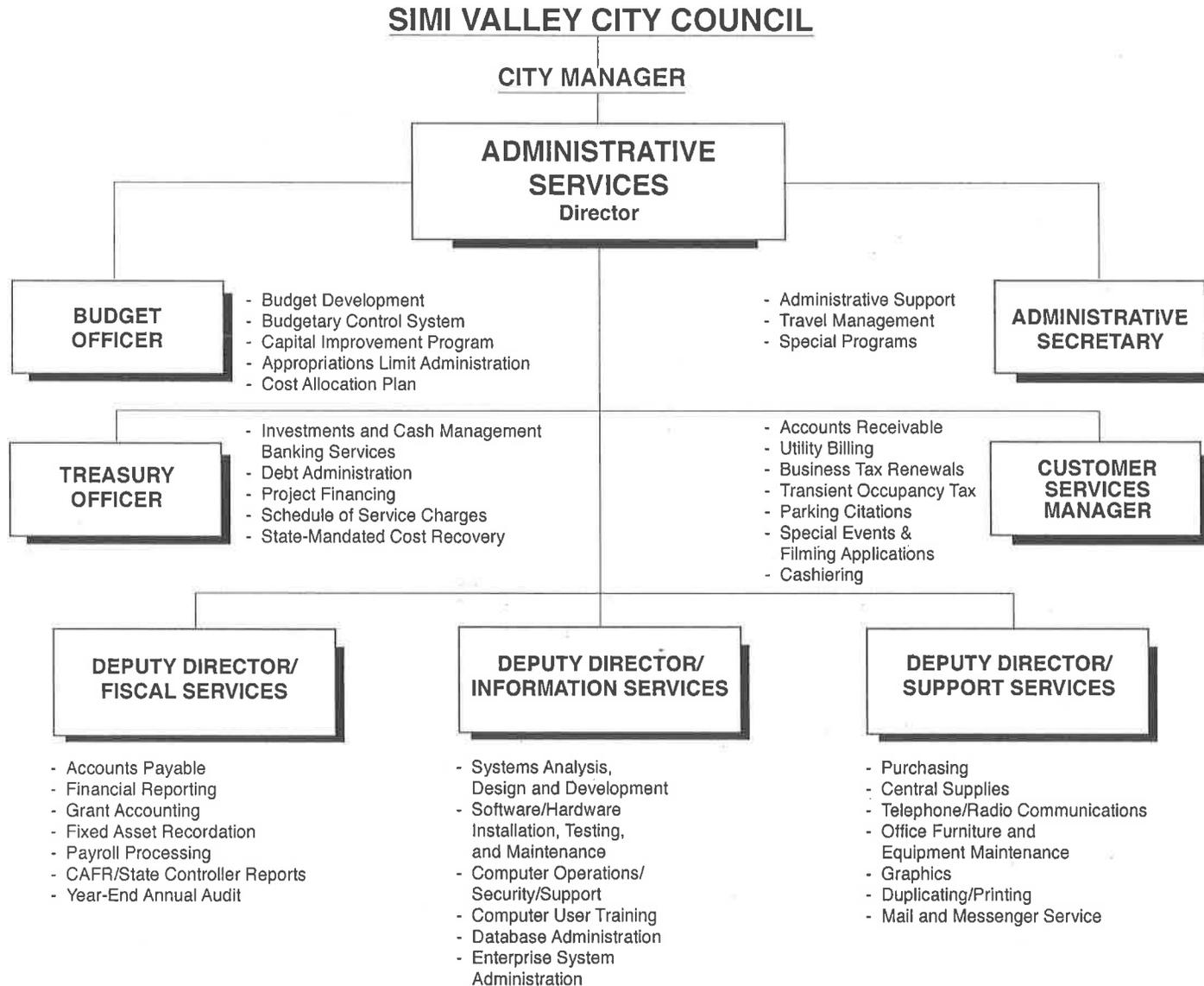
The Department of Administrative Services provides a wide variety of services to City staff and the public, with most functions provided in support of other Departments. The Department's major functions include budget preparation, accounting and financial reporting, payroll, cash management, debt administration,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

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$306,255	\$417,920	\$351,300	\$563,200
Fiscal Svcs.	\$978,474	\$995,212	\$1,002,800	\$1,165,200
Info. Services	\$2,263,902	\$2,275,313	\$1,820,500	\$2,295,500
Customer Svcs.	\$9,520	\$8,751	\$12,000	\$17,000
Support Svcs.	\$755,626	\$773,818	\$824,900	\$808,800
Treasury	\$221,817	\$216,471	\$214,400	\$0
Total	\$4,535,594	\$4,687,484	\$4,225,900	\$4,849,700



ADMINISTRATIVE SERVICES

Organizational Chart



ADMINISTRATIVE SERVICES

Authorized Positions

<u>REGULAR POSITIONS:</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Administration:</u>			
Director, Administrative Services	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	3.00
<u>Customer Services: (Note 1)</u>			
<u>Fiscal Services:</u>			
Deputy Director/Fiscal Services	1.00	1.00	1.00
Accounting Supervisor	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00
Staff Accountant	2.00	2.00	2.00
Accounting Specialist	1.00	1.00	1.00
Accounting Technician	5.00	5.00	5.00
SUBTOTAL	10.00	10.00	10.00
<u>Treasury Services:</u>			
Treasury Officer	1.00	1.00	0.00
SUBTOTAL	1.00	1.00	0.00

ADMINISTRATIVE SERVICES

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Information Services:</u>			
Deputy Director/Information Services	1.00	1.00	1.00
SAP Applications Support Analyst	0.00	0.00	0.00
Enterprise Systems Analyst	4.00	4.00	3.25
Senior Information Services Analyst	3.00	3.00	3.00
Geographic Information Systems Coordinator	1.00	1.00	1.00
Information Services Analyst II	3.00	2.00	2.00
Information Services Analyst I	3.00	3.00	3.00
SUBTOTAL	15.00	14.00	13.25
<u>Support Services:</u>			
Deputy Director/Support Services	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Communication Systems Coordinator	1.00	1.00	1.00
Graphics Media Coordinator	1.00	1.00	1.00
Printer	1.00	1.00	1.00
Graphics/Support Services Technician	1.00	1.00	1.00
Support Services Worker	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00
SUBTOTAL	8.00	8.00	8.00
TOTAL REGULAR POSITIONS	37.00	36.00	34.25

ADMINISTRATIVE SERVICES

Administration

1505

OVERVIEW

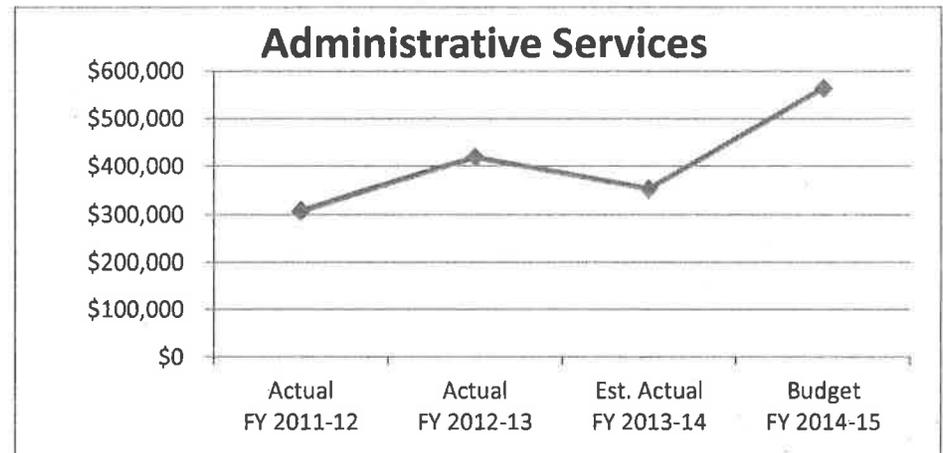
The Administration Division is responsible for the overall management of the Department of Administrative Services. It coordinates the activities of the Department's various divisions and serves as the primary contact point for the City Council, other City Departments, and the general public. The Division is also responsible for preparation of the City's Annual Budget, First Quarter and Mid-Year Financial Reports, administration of the budgetary control process, and coordination of financial reporting requirements.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$306,255	\$417,920	\$351,300	\$563,200



ADMINISTRATIVE SERVICES

Administration (continued)

1505

KEY ACCOMPLISHMENTS FOR FY 13-14

Applied for, and received, the Operating Budget Excellence Award and Capital Budget Excellence Award for Fiscal Year 2014 from the California Society of Municipal Finance Officers.

Loaded the City's 2013-14 budget information onto the OpenGov.com website to improve transparency and accessibility, and presented the site to City Council and all four Neighborhood Councils.

Updated the City's Five Year Projections for the General Fund at budget adoption and mid-year, and continue to do so for use in the FY 2014-15 budget process.

Revised the City's Budget and Fiscal Policy, which was distributed Citywide.

Prepared a Request For Proposals (RFP) and hired a firm to undertake a citywide fee study, now underway and the first since 2008.

Assisted Public Works in reviewing studies and proposals related to financing of Wastewater and Water Operations

Prepared the First Quarter and Mid-Year Financial Reports and presented to the City Council.

GOALS FOR FY 14-15

Apply for, and achieve, the CSMFO Budget and Capital program awards.

Improve the yield on investments with the assistance of investment advisor.

Achieve technological system enhancements to improve overall production efficiencies.

BUDGET IMPACTS FOR FY 14-15

The FY 2014-15 budget proposes to eliminate the Treasury Officer position and contract out many of those duties.

Increases are included for contracting some of the Treasury Officer's duties and additional training for staff.

ADMINISTRATIVE SERVICES

Fiscal Services

1510

OVERVIEW

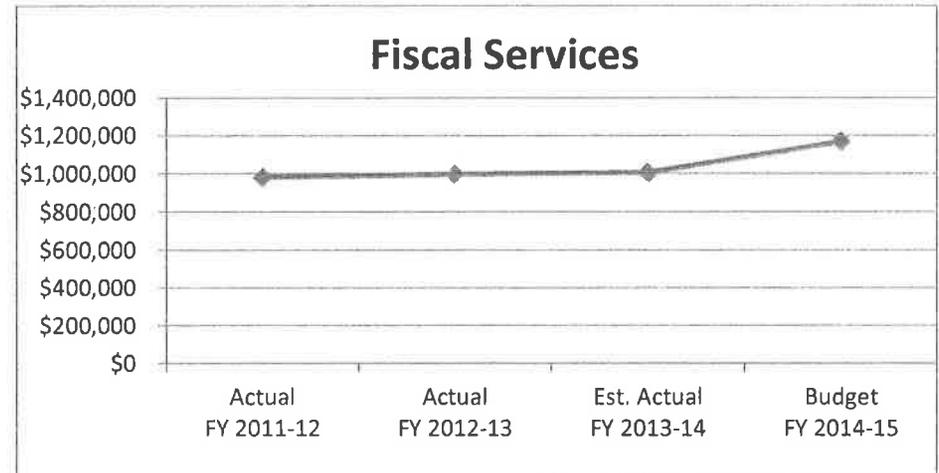
The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds. The Division's functions include Accounts Payable, Payroll, General Ledger maintenance, month-end closing, fixed asset recordation and inventory, bank reconciliations, grant accounting and draw-downs, assessment district collections, year-end audit coordination, and financial report preparation. The latter includes the—Comprehensive Annual Financial Report (CAFR) and supplemental reports, and State Controller's Reports.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	10	10	10	10

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$978,474	\$995,212	\$1,002,800	\$1,165,200



ADMINISTRATIVE SERVICES

Fiscal Services(continued)

1510

KEY ACCOMPLISHMENTS FOR FY 13-14

Processed payroll for all City employees on a bi-weekly basis. Consistently met the City's policy of processing accounts payable checks within 30 days of invoice receipt and in accordance with established internal control guidelines.

Processed monthly financial information for on-line inquiry in SAP. Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for the City's Comprehensive Annual Financial Report for Fiscal Year 11-12.

Accounted for the City's grant programs, ensuring compliance with grant requirements and processed draw-downs for reimbursement grants. Completed the State Controller's Reports by mandated deadlines. Published the City's summarized financial data in compliance with California Government Code Sections 40804-40805. Coordinated an independent audit of the Local Transportation Development Act funds for FY 2012-13.

Completed the annual financial audit and prepared the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2013.

GOALS FOR FY 14-15

Participate in the implementation of the CalCard/Purchasing card distribution program.

Update the Citywide Chart of Accounts document to a more user-friendly format.

Change payroll payment methodology from paper checks to electronic debit card.

Participate in the ERP system replacement project research and evaluation.

BUDGET IMPACTS FOR FY 14-15

The proposed budget includes an increase in training for staff development.

ADMINISTRATIVE SERVICES

Information Services

1560

OVERVIEW

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, Integrated Police System (IPS), Geographic Information System (GIS), Community Development and Permitting System, Wide Area Network (WAN), and Internet connections.

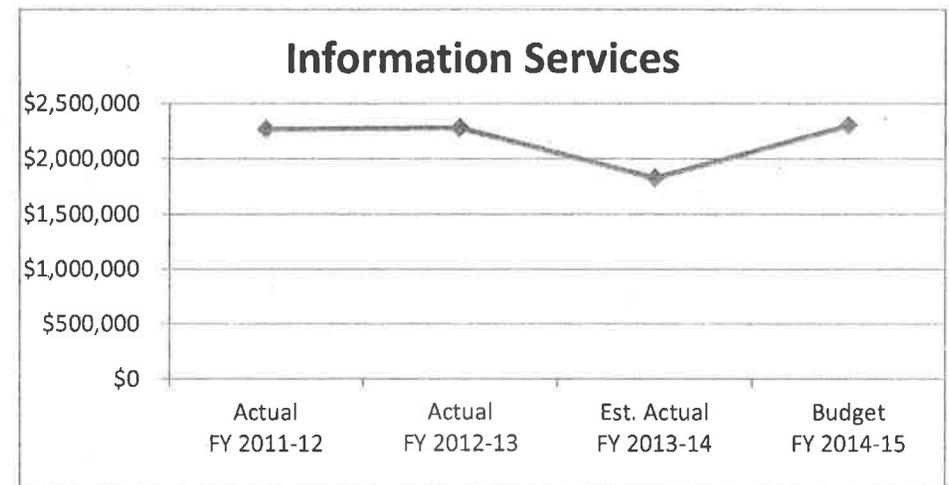
The Division coordinates all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	15	14	14	14

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,263,902	\$2,275,313	\$1,820,500	\$2,295,500



ADMINISTRATIVE SERVICES

Information Services (continued)

1560

KEY ACCOMPLISHMENTS FOR FY 13-14

Migrated all City computers off the Novell platform to Microsoft.

Implemented an On-Line Permit System for obtaining simple residential Building Permits via the Internet.

Assisted with the City's 911 dispatch center technology upgrade project.

Coordinated the cabling installation for the City Hall Expansion Project, and completed the relocation of all the computers in Phase I of the Project.

Replaced uninterruptible power supply equipment at the Wastewater Treatment Plant and at City Hall.

Worked with the City Manager's Office to define and provide technology required for the Simi Valley Public Library conversion to a City-run program.

GOALS FOR FY 14-15

Keep the City's systems secure from external and internal threats. The City's computer systems are under constant attack. The Information Service division must ensure that all systems are kept up to date, internet connections monitored, virus protection installed, and security issues are communicated to staff members.

Maintain stable and reliable systems as the City's reliance on technology increases.

Provide value to the organization and community by implementing and promoting technology and educating users.

BUDGET IMPACTS FOR FY 14-15

One Enterprise Systems Analyst position, currently vacant, has been reduced to 25% from full-time in the proposed budget.

The proposed budget includes a major technology investment to improve our Enterprise Resource Planning and other systems citywide in order to improve efficiency and effectiveness given limited staff resources.

ADMINISTRATIVE SERVICES

Customer Services

1552

OVERVIEW

The Customer Services Division is primarily responsible for processing utility bills, but also for parking citations, business 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.

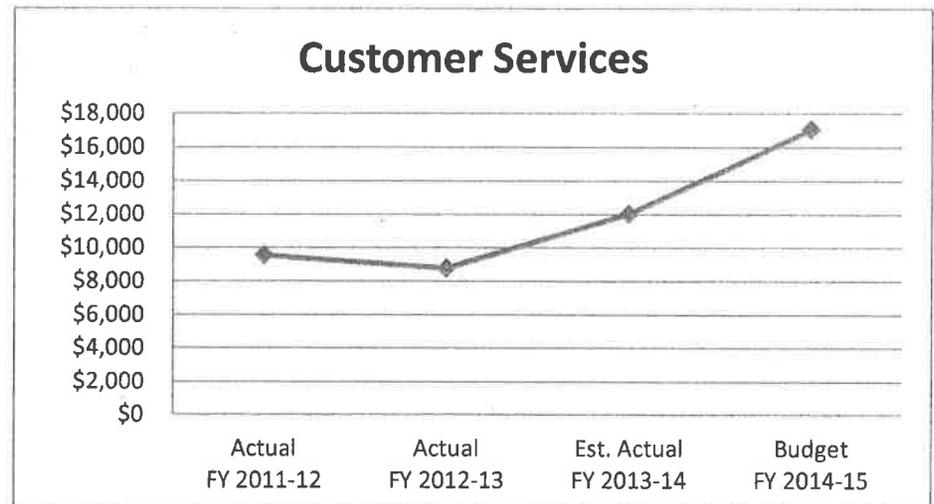
Though Customer Services Division employees are part of Administrative Services Department, the division is funded through Waterworks District No. 8. The expenditures shown here include miscellaneous costs such as training and bulk mailings.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	8	8	8	8

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$9,520	\$8,751	\$12,000	\$17,000



ADMINISTRATIVE SERVICES

Customer Services (continued)

1552

KEY ACCOMPLISHMENTS FOR FY 13-14

Processed 187,200 utility bills within three days of receipt of the billing from the Department of Public Works and processed payments within one workday of receipt of payment.

Processed 1,650-meter upgrades for Waterworks District No. 8.

Achieved the goal of 10% of utility bill customers going green by subscribing to Waterworks District's paperless/payments bill payment options.

Processed 778 new business tax applications within one day of receipt, and processed all business tax payments within one day of receipt.

Processed 892 parking citations issued by the Police Department.

Processed all account receivable payments within one workday of receipt of payment.

Processed contract extension for the City's Collection Agency.

GOALS FOR FY 14-15

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 miscellaneous accounts receivable payments within two working days of receipt of payment.

Prepare the Public Water System statistics report for calendar year 2014.

BUDGET IMPACTS FOR FY 14-15

None

ADMINISTRATIVE SERVICES

Support Services

1540

OVERVIEW

The Support Services Division is responsible for providing centralized support services to the City's operating Departments.

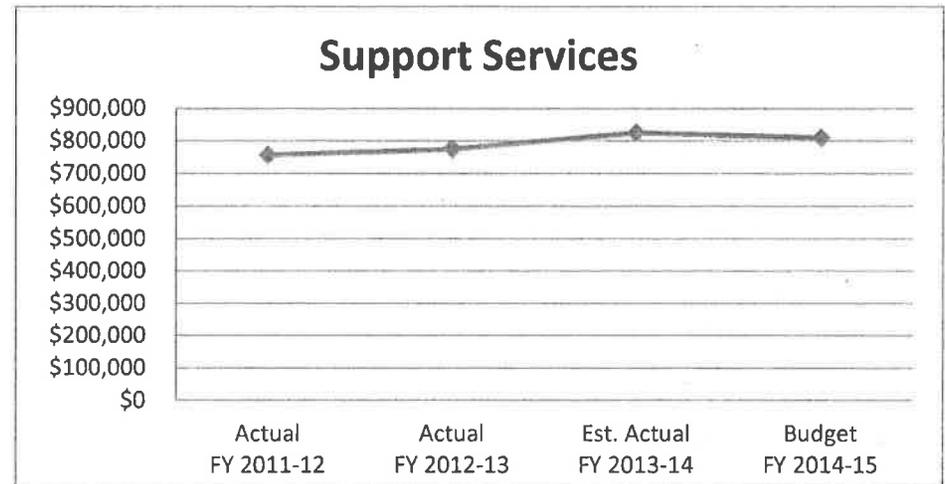
The services provided include: oversight of the City's purchasing program, review of City contracts, printing and graphics services, telecommunications and radio communication services, City-wide mail and messenger services, provision of office equipment, and office space planning and implementation services.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	8	8	8	8

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$755,626	\$773,818	\$824,900	\$808,800



ADMINISTRATIVE SERVICES

Support Services (continued)

1540

KEY ACCOMPLISHMENTS FOR FY 13-14

Constructed workstations, installed cabling and electrical services, and provided telephones, two-way radio equipment, and copiers for the Environmental Services Department and Community Services Department moves to City Hall.

Installed an assistance ring-down phone at the front door of City Hall to provide communications with the City Hall Receptionist, enabling the public to call a staff person to meet him/her outside the building for assistance.

Completed critical repairs to the City's telephone system equipment, backup systems, and two-way radio system equipment including the public safety interoperability channels.

Produced a variety of financial documents and promotional materials for numerous City events and programs.

Completed new contract templates that were approved by the City Attorney's Office for use by staff for developing City contract documents.

Implemented a new Purchasing Card Program that provides a streamlined purchasing option for City staff.

Renewed a service contract with Motorola with 26% savings over the previous contract to service the City's two-way radio system equipment.

GOALS FOR FY 14-15

Implement Purchasing Cards City-wide for Department staff.

Implement purchasing module as part of City's Enterprise Resource Planning system replacement project.

Obtain Consulting Services to assess telephone system replacement options for the City.

Obtain replacement copiers City-wide.

BUDGET IMPACTS FOR FY 14-15

None

ADMINISTRATIVE SERVICES

Treasury

1550

OVERVIEW

The Treasury Services Division is responsible for: managing the City's investment program; handling debt administration, including compliance with Federal arbitrage rebate regulations and the Securities and Exchange Commission's continuing disclosure requirements; managing banking services and relationships; preparing and implementing the annual update to the Statement of Investment Policy; and managing State-mandated Cost Recovery (SB90) claims.

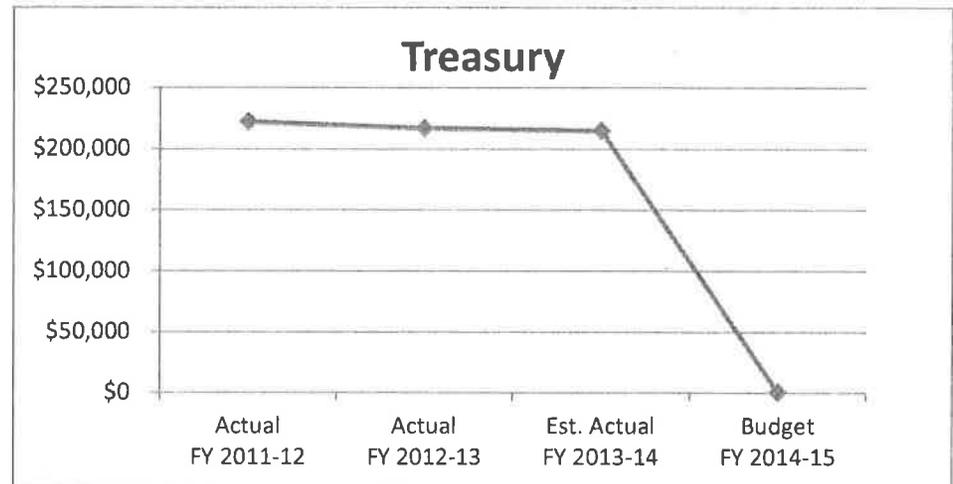
The Treasury Officer position is vacant and has been eliminated in this budget proposal, with many of the duties being contracted out. This cost center is being subsumed by other Administrative Services cost centers in this and future budgets.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	1	1	1	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$221,817	\$216,471	\$214,400	\$0



ADMINISTRATIVE SERVICES

Treasury (continued)

1550

KEY ACCOMPLISHMENTS FOR FY 13-14

Actively managed the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.

Achieved 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).

Prepared a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review.

Completed bond administration and Securities and Exchange Commission compliance requirements for all bond issues as needed during the fiscal year.

GOALS FOR FY 14-15

BUDGET IMPACTS FOR FY 14-15

This cost center is being discontinued and its functions assumed by other Administrative Services cost centers.

DEPARTMENT OF ADMINISTRATIVE SERVICES

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 2,626,343	\$ - \$ 2,878,400	\$ - \$ 2,745,000	\$ - \$ (133,400)	\$ - \$ 2,868,300
41040 Overtime	1,971	-	2,300	-	4,200
41050 Outside Assistance	81,068	-	30,000	3,000	30,000
41200 Deferred Compensation - 401k	22,892	-	23,600	(700)	23,000
41210 Deferred Compensation - 457	2,104	-	2,800	(200)	2,300
41300 Vision Care	7,367	-	8,600	(1,050)	8,200
41350 Disability	20,243	-	21,900	350	24,800
41400 Group Ins/Health	442,058	-	522,100	(250,100)	46,100
41415 Flex Benefits	-	-	-	-	508,000
41420 CalPERS Health Admin Fee	-	-	-	-	-
41450 Life Insurance	6,374	-	5,700	1,072	6,400
41500 Group Ins/Dental	27,211	-	31,900	(3,650)	30,500
41600 Retirement/PERS	588,576	-	642,500	(60,300)	596,800
41610 Retirement/PARS	6,200	-	-	-	-
41650 Medicare	35,307	-	50,000	(10,300)	49,000
41700 Workers' Compensation	109,200	-	150,600	400	169,800
41620 Retirement HRA	4,345	-	9,600	(2,400)	9,600
41860 Salary Reimbursements	(27,046)	-	-	-	-
41900 Personnel Savings	-	-	(48,000)	-	-
Subtotal - Personnel	\$ 3,954,213	\$ 4,332,000	\$ 3,922,900	\$ (409,100)	\$ 4,377,000

DEPARTMENT OF ADMINISTRATIVE SERVICES (continued)

	<u>ACTUAL</u> <u>2012-13</u>		<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>		<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>		<u>VARIANCE</u> <u>2013-14</u>		<u>BUDGET</u> <u>2014-15</u>
<u>SUPPLIES AND MATERIALS</u>									
42230 Office Supplies	\$ 5,405	\$ -	\$ 8,600	\$ -	\$ 4,800	\$ -	(\$ 3,800)	\$ -	\$ 4,800
42440 Memberships & Dues	3,270	-	3,700	-	3,500	-	(200)	-	3,500
42450 Subscriptions & Books	733	-	1,300	-	1,300	-	-	-	1,300
42460 Advertising	-	-	200	-	-	-	(200)	-	200
42560 Operating Supplies	1,525	-	5,000	-	5,000	-	-	-	5,000
42720 Travel, Conferences, Meetings	5,284	-	11,700	-	12,200	-	500	-	16,800
42730 Training	15,606	-	16,100	-	16,200	-	100	-	16,800
42790 Mileage	7,191	-	8,600	-	5,500	-	(3,100)	-	5,500
Subtotal - Supplies/Materials	\$ 39,014		\$ 55,200		\$ 48,500		\$ (6,700)		\$ 53,900
<u>SERVICES</u>									
44010 Professional/Special Services	\$ 138,092	\$ -	\$ 279,700	\$ -	\$ 251,800	\$ -	(\$ 27,900)	\$ -	\$ 416,400
44310 Maintenance of Equipment	556,165	-	2,700	-	2,700	-	-	-	2,400
44490 Other Contract Services	-	-	-	-	-	-	-	-	-
Subtotal - Services	\$ 694,257		\$ 282,400		\$ 254,500		\$ (27,900)		\$ 418,800
Subtotal Current Expenses	\$ 733,271		\$ 337,600		\$ 303,000		\$ (34,600)		\$ 472,700
TOTAL	\$ 4,687,484		\$ 4,669,600		\$ 4,225,900		\$ (443,700)		\$ 4,849,700

**CITY ADMINISTRATION
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Investment Advisor
REQUEST: \$53,400
ACCOUNT: 100-1505-41010
PRIORITY: 2

COST BREAKDOWN

Consultant (PMF, First Southwest Bank)

Consultant to advise Investment activity \$53,400

TOTAL: \$53,400

CITY MANAGER ACTION

Approved and split proportionately between General Fund,
Water, and sanitation Funds (General Fund share \$29,900)

\$29,900

TOTAL: \$29,900

The City's Treasurer Officer position is considered for elimination. The Treasurer Officer only passively invested in very liquid instruments as the position was not fully utilized in the investment side of the responsibilities. The City could benefit from an investment advisor, which would assist the Deputy Treasurer in more active investment strategies that would increase the yield on investment instruments while maintaining our policy of safety, liquidity and yield.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate the Treasury Officer
TOTAL: \$72,000
ACCOUNT: 100-1550-41010-44010
PRIORITY: 1

COST BREAKDOWN		
<u>Personnel</u>	Delete Salary for Treasury Office	\$146,400
<u>Operating</u>	Delete Treasury Division operating costs	\$600
	Transfer Bank Fees costs to Fiscal Services	<u>(\$75,000)</u>
TOTAL:		\$72,000

The Treasury Officer Division had two main responsibilities: Assure timely payments of Debt Service obligations and prudently invest the City's surplus cash. Minor responsibilities include : daily tracking of cash flows and uploading transfers to Sympro and SAP; monthly responsibilities include: investment reports for the City Council and quarterly investment reports to City Council. In addition, there are the annual responsibilities such as SB90 reporting. Since the departure of the Treasury Officer, these tasks have been transferred to AS staff; specifically, the daily cash tracking and Sympro/SAP uploads have been handled by the Fiscal Services staff and the Administrative Services Director is handling the monthly/quarterly reports and the investment of surplus funds. The Department needs to free up time of the Senior Accountant position that currently handles payroll by diverting those high level talents to assist in the time-sensitive areas of budget, audit preparation and CAFR preparation; in addition to possibly picking up some of the daily cash tracking performed in the past by the Treasury Officer. Using an outside payroll/timekeeping/Benefits system will assist the AS Department in achieving these goals.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Freeze Enterprise Analyst for Nine Months
TOTAL: \$119,700
ACCOUNT:
PRIORITY: 2

CITY MANAGER ACTION		
<u>Personnel</u>		
	Reduce Salary for Enterprise Analyst	\$119,700
TOTAL:		<u>\$119,700</u>

As part of budget deliberations, the City Manager froze a vacant existing Enterprise Analyst position for nine months.

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DEPARTMENT OF COMMUNITY SERVICES

COMMUNITY SERVICES

Department Overview

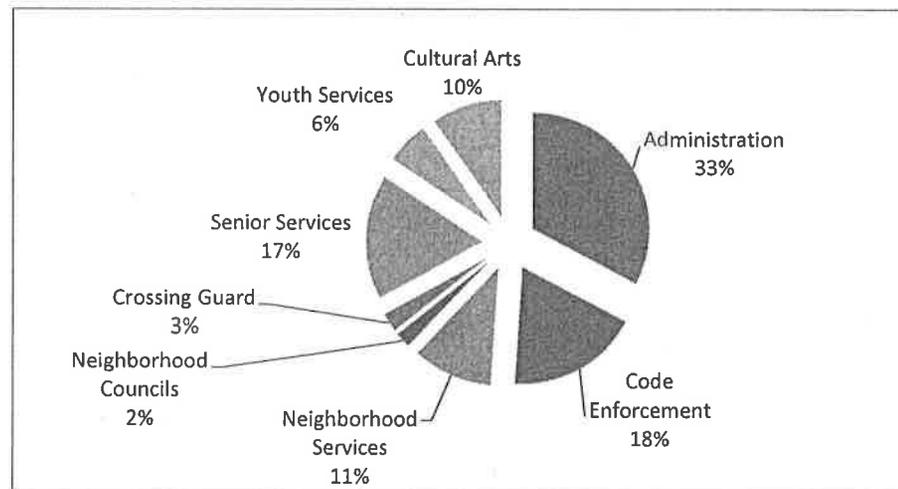
The Department of Community Services provides a wide variety of programs and services designed to address the needs of the community and promote a spirit of cooperation and partnership between citizens and the City. The Department works closely with individuals, businesses, and government resources.

The Department is comprised of four divisions. The Administrative Division oversees the other divisions and provides administrative support. The Citizen Services Division enforces municipal ordinances, conditions, and permits; administers the City's solid waste programs; provides opportunities for citizen involvement in the City's government structure; provides citizens with information and referral to local government and non-profit resources; and provides for the safety of elementary school pedestrians.

The Community Programs and Facilities Division facilitates the provision of programs that enhance the quality of life for seniors, developmental and supportive services for youth, and quality cultural arts programs. The Division manages three public facilities, the Simi Valley Senior Center, the Simi Valley Cultural Arts Center, and the Simi Valley Public Library. The Division works closely with individuals, businesses, non-profit organizations, and government resources to enhance community programs and strengthen the infrastructure of services for the City's residents.

The Simi Valley Transit Division is included as a separate fund.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$1,189,162	\$1,196,752	\$1,096,700	\$1,374,800
Code Enforcement	\$796,401	\$734,519	\$683,700	\$768,600
Neighborhood Services	\$261,311	\$393,899	\$405,400	\$468,100
Neighborhood Councils	\$38,133	\$124,204	\$110,300	\$91,400
Crossing Guard	\$216,997	\$211,527	\$92,800	\$112,900
Senior Services	\$582,098	\$616,841	\$640,800	\$726,500
Youth Services	\$286,628	\$108,523	\$96,500	\$250,800
Cultural Arts	\$364,662	\$362,721	\$346,000	\$408,400
Total	\$3,735,392	\$3,748,986	\$3,472,200	\$4,201,500



COMMUNITY SERVICES

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

COMMUNITY SERVICES
Director

ADMINISTRATIVE OFFICER

ADMINISTRATIVE SECRETARY

**DEPUTY DIRECTOR/
CITIZEN SERVICES**

- Neighborhood Councils
- Code Enforcement
- Citizen Advisor Resources
- Crossing Guards
- Task Force on Homelessness
- Trash Franchises
- Animal Regulation
- Cable Television

**DEPUTY DIRECTOR/
COMMUNITY PROGRAMS
& FACILITIES**

- Senior Center
- Senior Nutrition Programs
- Council On Aging
- Teen Assistance and Resources
- Cultural Arts Center
- Simi Valley Arts Commission
- Youth Council
- Youth Employment Service
- Community Volunteer Day
- Simi Valley Public Library

**DEPUTY DIRECTOR/
TRANSIT**

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

COMMUNITY SERVICES

Authorized Positions

REGULAR POSITIONS:

FY 2012-13 FY 2013-14 FY 2014-15

Administration:

Director, Community Services	1.00	1.00	1.00
Deputy Director/Citizen Services	1.00	1.00	1.00
Deputy Director/Community Programs & Facilities	1.00	1.00	1.00
Administrative Officer	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Administrative Aide	0.00	0.50	1.00
Secretary	1.00	1.00	1.00
Account Clerk II	1.00	0.50	0.00
Clerk I/II	2.00	2.00	2.00
SUBTOTAL	9.00	9.00	9.00

Community Programs & Facilities:

Senior Services Manager	1.00	1.00	1.00
Senior Services Assistant Manager	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00
Clerk I/II	2.00	2.00	2.00
Community Services Specialist	2.00	1.00	1.00
Cultural Arts Center Manager	1.00	1.00	1.00
Cultural Arts Center Assistant Manager	1.00	1.00	1.00
Account Clerk I/II	1.00	1.00	1.00
SUBTOTAL	10.00	10.00	10.00

COMMUNITY SERVICES

Authorized Positions (continued)

<u>REGULAR POSITIONS (continued):</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Citizen Services:</u>			
Code Enforcement Manager	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00
Code Enforcement Officer	4.00	4.00	4.00
Community Services Specialist	1.00	0.00	0.00
Counter Services Technician*	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Neighborhood Council Coordinator**	1.00	1.00	1.00
SUBTOTAL	10.00	9.00	9.00
TOTAL - REGULAR POSITIONS	29.00	29.00	28.00
<u>TEMPORARY/PART-TIME POSITIONS:***</u>			
<u>Community Programs & Facilities:</u>			
Senior Center Aide/Rental Monitor	1.90	1.90	1.90
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
Theater Technician I/II	0.84	0.90	0.90
SUBTOTAL	4.63	4.69	4.69
<u>Citizen Services:</u>			
Lead Crossing Guard/Crossing Guard	7.85	7.85	7.85
SUBTOTAL	7.85	7.85	7.85
TOTAL - TEMPORARY/PART-TIME POSITIONS	12.48	12.54	12.54
TOTAL - COMMUNITY SERVICES POSITIONS	41.48	41.54	40.54

* For FY14-15, the Counter Services Technician is funded for 75% time (part-time).

** For FY14-15, the Neighborhood Coordinator position is funded 75%, 25% in General Fund and 50% in Local Housing Fund

*** Temporary and part-time positions are shown as full-time equivalents.

COMMUNITY SERVICES

Department Administration

2005

OVERVIEW

The Administration Division includes the Department's Administrative Team that is comprised of the Director, Deputy Director/Citizen Services, Deputy Director/Community Programs and Facilities, Administrative Officer, Administrative Secretary, Administrative Aide, and three members of the Department's Administrative Support Team.

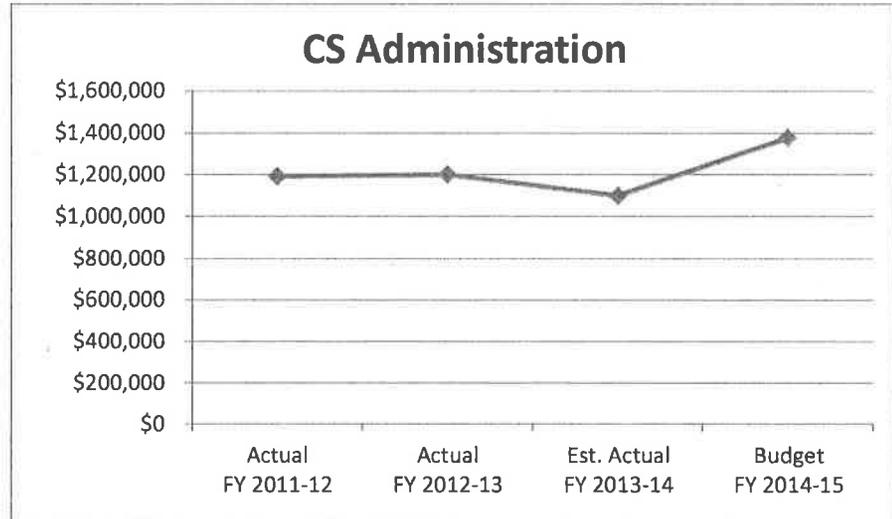
The Division provides general administrative coordination between Community Services Divisions, the City Manager's Office, other City Departments, and various outside agencies; ensures that the Department is fulfilling its responsibilities in a timely and effective manner; is responsible for budget preparation and control, personnel management, purchasing, facility management, records management; contract/fee/asset administration; grant application, reporting, and compliance management; coordinates the maintenance of all Departmental equipment; and provides all operating and program specific supplies.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	10	9	9	9

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,189,162	\$1,196,752	\$1,096,700	\$1,374,800



COMMUNITY SERVICES

Department Administration (continued)

2005

KEY ACCOMPLISHMENTS FOR FY 13-14

Prepared and monitored the Department's annual budget in accordance with City policy.

Provided support to 12 volunteer Citizen Advisory Boards, engaging the public, and enhancing accountability to citizens.

Coordinated the City's Annual Volunteer Appreciation Dinner and recognized the volunteer efforts of the more than 700 individuals who dedicated a combined estimated 95,200 hours to City programs and services throughout the year.

Ensured the Departments four public facilities maintained exceptional customer service and responded to citizen inquiries in a timely fashion.

Facilitated the selection of the City and Community Volunteers of the Year for recognition by the City Council for outstanding local service.

GOALS FOR FY 14-15

Facilitate the recognition and engagement of volunteer efforts.

Continue to work with the City Manager's Office staff to ensure Departmental compliance with the Citywide Records Management Program.

Continue to administer activities related to Transit projects.

BUDGET IMPACTS FOR FY 14-15

None

COMMUNITY SERVICES

Code Enforcement

2110

OVERVIEW

The Code Enforcement Section enforces municipal ordinances, conditions, and permits, which are established to provide a safe, healthy, and aesthetically pleasing environment for the City's residents and business community. Specifically, the Code Enforcement Section responds to citizen complaints; referrals from other City departments requesting assistance in gaining voluntary compliance; and, actively pursues violations of the Development Code and the City's Property Maintenance, Trash Abatement, and Public Nuisance Abatement Programs.

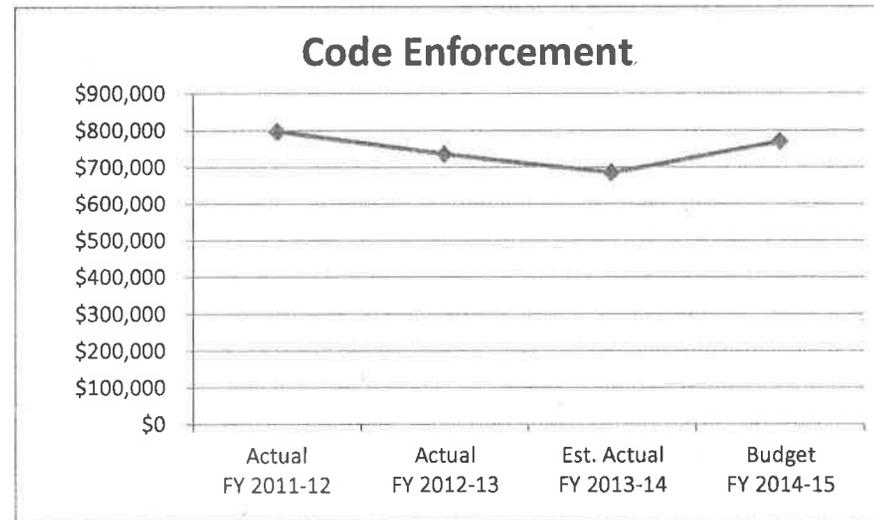
In addition, Code Enforcement works closely with the Building and Safety Division on municipal unsafe structures to address potential life/safety issues on properties within the City.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	8	8	7	7

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$796,401	\$734,519	\$683,700	\$768,600



COMMUNITY SERVICES

Code Enforcement (continued)

2110

KEY ACCOMPLISHMENTS FOR FY 13-14

Observed and responded to citizens' reports of 1,162 violations of the Municipal Code, including the Development Code, which resulted in \$13,190 in permits, civil fines, and court adjudicated fines.

Responded to 651 sign ordinance violations on private property and continued weekend enforcement of temporary signs and illegal solicitors, which increased aesthetic and environmental values of the community.

Continued the Trash Abatement, Property Maintenance, and Public Nuisance Programs, which resulted in the abatement of violations in 293 cases of trash accumulation, trash receptacles visible, and open storage from private property; 118 cases of residential, commercial, and industrial properties for property and landscape maintenance/condition violations; and 298 parcels containing tumbleweeds, weeds, and debris.

Coordinated with Environmental Services in reviewing City Council staff reports modifying standards and amending text in several Municipal Codes enforced by Code Enforcement.

Worked with other City Departments to proactively identify and report 31 cases of potential life/safety violations.

Responded to complaints and proactively identified 320 abandoned shopping carts, eliminating blight on City streets and neighborhoods.

KEY ACCOMPLISHMENTS FOR FY 13-14 (cont.)

Identified and processed violations of landscape conditions for four large commercial properties to maintain the economic value of the community.

Coordinated with the City Attorney's Office and Police Department to process one violation of the City's Social Host Ordinance, which was established to provide a safe and healthy living environment.

GOALS FOR FY 14-15

Refine programs and assist with updating local ordinances and codes to increase 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.

BUDGET IMPACTS FOR FY 14-15

This budget proposes reducing one full-time Code Enforcement Counter Technician from full- to part-time.

This budget also includes funding to replace two Code Enforcement vehicles with hybrid sedans.

COMMUNITY SERVICES

Neighborhood Services

2115

OVERVIEW

The Neighborhood Services Section administers the City's solid waste and recycling programs including maintaining compliance with State mandates. The Section monitors the customer service requirements of the State's cable television franchises in Simi Valley, monitors Vector Control services from the County of Ventura, and administers the Animal Regulation ordinance and associated contracts.

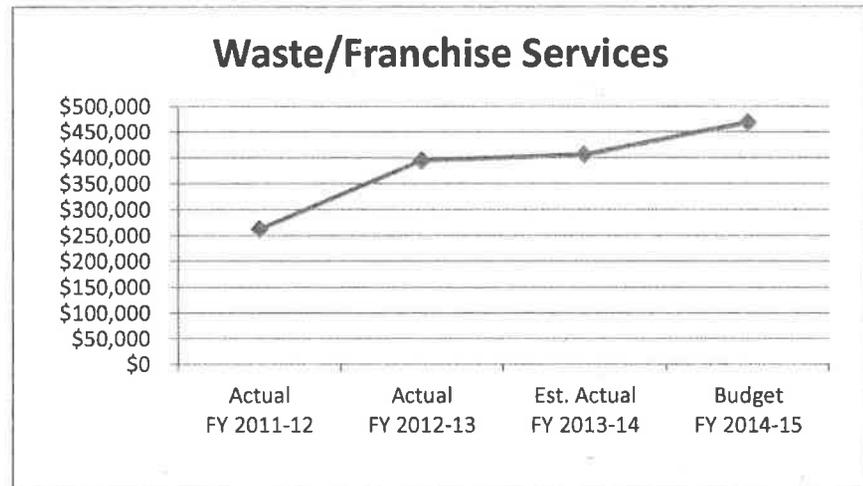
The section also operates and manages the City's PEG channel, SVTV, administratively supports the Task Force on Homelessness, provides policy development support to the City Council in the area of homelessness and social services, maintains information about services available to the community, and responds to inquiries by providing resources and referrals.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$261,311	\$393,899	\$405,400	\$468,100



COMMUNITY SERVICES

Neighborhood Services (continued)

2115

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided over 100 referrals on landlord/tenant relations, neighbor disputes, housing and homelessness, social service referrals, and other issues of community concern.

Initiated an ongoing community education campaign regarding panhandling and the benefits of directing the community's generosity to social service providers.

Revised and identified opportunities to address the issue of homelessness in Simi Valley and established a Committee on Crime Reduction and Prevention among the Homeless.

Reported to the State that in 2012 the City achieved a 73% residential waste diversion rate, equivalent to 10.5 pounds per person per day of waste. The commercial diversion rate was 72% with 31.3 pounds per person per day.

Prepared and facilitated the execution of a ten-year extension to the solid waste franchise agreements.

Participated in county-wide discussions with staff from Ventura County Animal Services and other member cities regarding implementation of the *It's Pawsible* campaign, focusing on reducing pet overpopulation and unnecessary euthanasia.

Facilitated physical improvements at the animal shelter.

GOALS FOR FY 14-15

Expand community involvement in addressing the issue of homelessness and poverty within the community.

Increase staff awareness of available social services to allow for enhanced customer service for those seeking services.

Strengthen the presence of Simi Valley Television as a community resource.

Continue to exceed the State of California's mandated diversion rate and improve voluntary compliance with the State's mandatory commercial recycling law.

Assist the County of Ventura in achieving its no kill goal for the County's shelter system while maintaining excellent customer service and strong fiscal management for the City's Animal Services contract.

BUDGET IMPACTS FOR FY 14-15

None

COMMUNITY SERVICES

Neighborhood Councils

2235

OVERVIEW

The City is divided into four Neighborhood Council districts. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council. The Neighborhood Councils advise the City Council on matters of citywide concern.

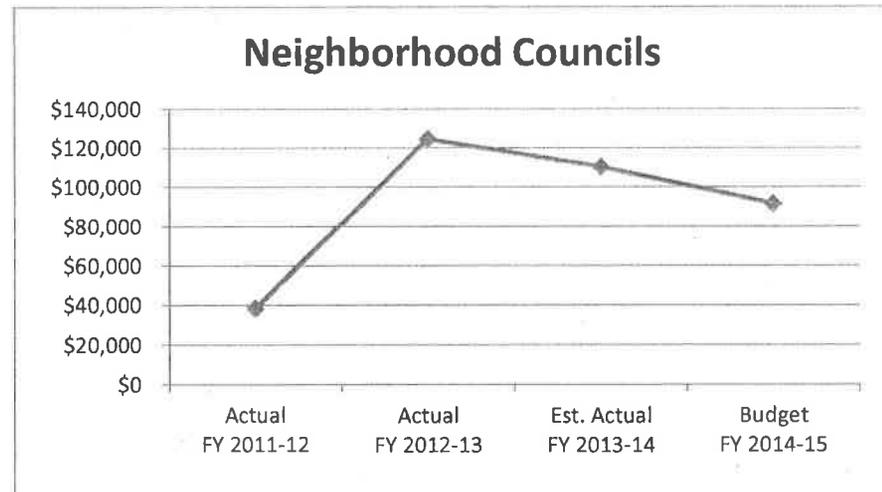
The Neighborhood Councils encourage and provide an opportunity for citizen involvement in the City's government structure. The Neighborhood Councils focus on creating an educational environment that encourages citizen participation in the decision-making process.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	1	1	1	1

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$38,133	\$124,204	\$110,300	\$91,400



COMMUNITY SERVICES

Neighborhood Councils (continued)

2235

KEY ACCOMPLISHMENTS FOR FY 13-14

Initiated one special and two regular recruitments to fill 30 vacant Neighborhood Council Executive Board member positions.

Encouraged citizen engagement in the City decision-making process.

Provided the opportunity for over 1,200 volunteer hours.

Enhanced community resident knowledge regarding public safety, community development, and available resources.

GOALS FOR FY 14-15

Enhance resident knowledge of City operations including public safety, community development, and quality of life services.

Engage citizen participation in the City's decision-making process.

Identify issues of community concern and communicate them to the City Council.

BUDGET IMPACTS FOR FY 14-15

This budget includes a reduction in Neighborhood Council Coordinator position to 75% from 100%. While the position is temporarily reduced, the program will continue and Coordinator duties will be assumed by other staff.

COMMUNITY SERVICES

Crossing Guard/Citizen Advisor

2270

OVERVIEW

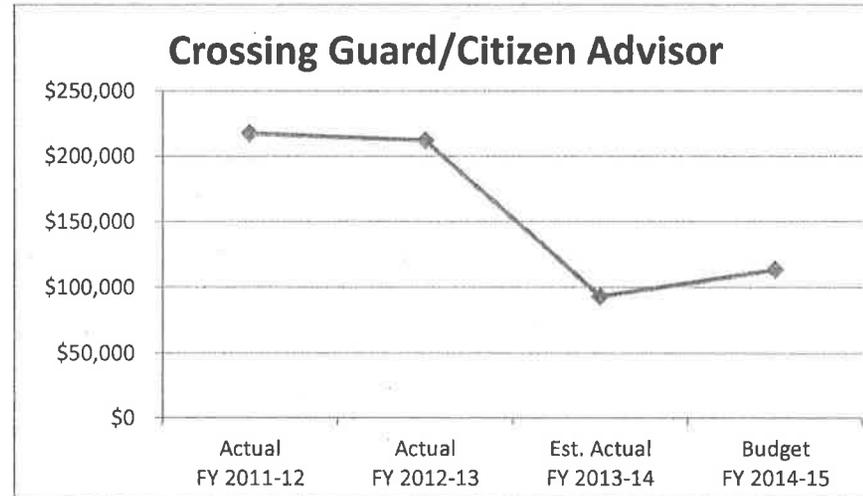
The Crossing Guard program coordinates the safety of elementary school children, their parents, Crossing Guard staff, and other pedestrians in crossing the City's busy intersections while traveling to and from school, including hiring, training, scheduling, equipping, and supervising 22 Crossing Guards at 15 Posts throughout the City.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	9.25	8.85	8.85	8.85

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$216,997	\$211,527	\$92,800	\$112,900



COMMUNITY SERVICES

Crossing Guard/Citizen Advisor (continued)

2270

KEY ACCOMPLISHMENTS FOR FY 13-14

Assisted over 297,000 pedestrians safely across busy intersections throughout the school year.

GOALS FOR FY 14-15

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.

BUDGET IMPACTS FOR FY 14-15

None

COMMUNITY SERVICES

Senior Services

2230

OVERVIEW

The state of the art Simi Valley Senior Center includes a Resource Center, Nutrition Congregate and Meals On Wheels Programs, Senior Share Program, fitness room, computer lab, classrooms, media room, card rooms, billiards room, and ceramics and art studio to meet the needs of the City's growing senior population, and is available for rental use evenings and weekends.

Activities, services, and classes are available as a result of partnerships with a variety of organizations, non-profit agencies, and service clubs, and are provided at no or low cost to seniors.

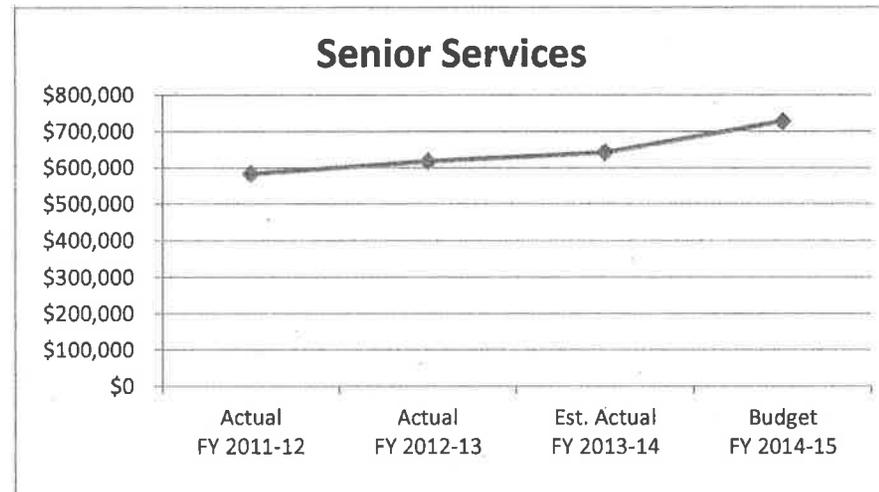
The Council On Aging Executive Board advises the City Council on senior issues and, with the help of countless volunteers, raises funds for equipment and vital senior programs, encourages civic involvement and volunteerism, and promotes accountability to citizens.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	8.39	8.69	8.79	8.79

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$582,098	\$616,841	\$640,800	\$726,500



COMMUNITY SERVICES

Senior Services (continued)

2230

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided nutritious meals to approximately 190 seniors daily, including homebound seniors and those who attend the Senior Center.

Received additional funds through the Senior Nutrition Program to improve and update the Senior Center's food preparation area.

Enhanced the Rendezvous Café Congregate Meal Nutrition Program by offering the option of a salad bar twice per week, utilizing donations from the community.

Coordinated with the Council On Aging on the purchase of approximately \$22,000 in new patio furniture made out of recycled milk jugs for the Senior Center.

Collaborated with the Free Clinic of Simi Valley to retain two Social Work interns to facilitate the Widows and Widowers support group.

Applied for, and received, a \$4,000 grant from the Simi Valley Sunrise Rotary Club to purchase a commercial freezer for the Senior Share Program, which provides a weekly bag of groceries for low income seniors.

GOALS FOR FY 14-15

Complete the Senior Center kitchen renovations.

Partner with the Ventura County Area Agency on Aging to provide office space and administrative support for establishing a Home Share program to address the need for senior housing in the east end of the county.

Update the facilities use policy and procedures to continue to preserve the enjoyment of all patrons.

Proactively work with the Rancho Simi Recreation and Park District to expand the number and variety of classes available at the Simi Valley Senior Center.

Partner with the Council on Aging to continue to fund improvements to the facility and expand client functionality, safety, and enjoyment.

BUDGET IMPACTS FOR FY 14-15

None

COMMUNITY SERVICES

Youth Services

2240

OVERVIEW

The youth and volunteer programs strengthen the community infrastructure of services by providing information and resources connecting teens and families, enhancing collaboration among youth serving organizations, encouraging civic engagement and volunteerism, and providing youth employment services to youth and businesses.

The Youth Employment Service (YES) Advisory Board and the Youth Council provide accountability to citizens while encouraging community involvement and volunteerism. The YES provides job readiness skills training for youth, referral and recruitment services for local business, as well as one-on-one job readiness assessment, employment counseling and referrals.

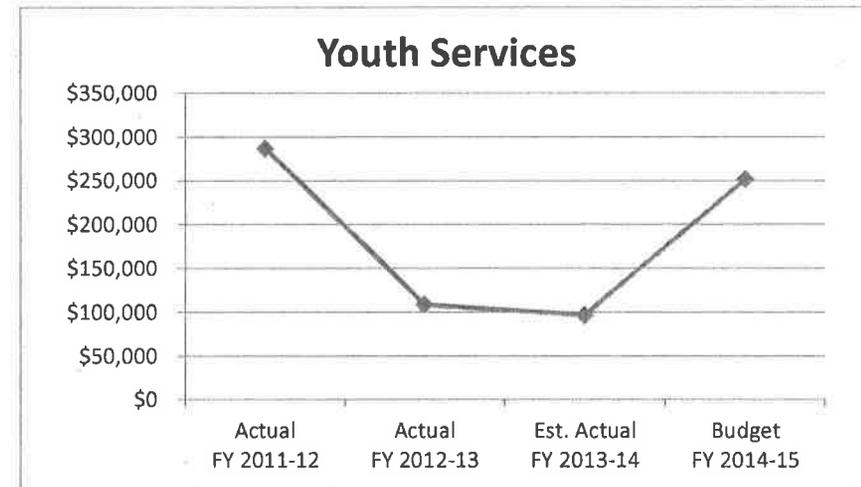
The Youth Council, a 24-member advisory board that addresses youth issues and concerns, provides Simi Valley youth leadership development, encourages civic engagement and promotes citizenship, community involvement and volunteerism.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	2	2	2	2

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$286,628	\$108,523	\$96,500	\$250,800



COMMUNITY SERVICES

Youth Services (continued)

2240

KEY ACCOMPLISHMENTS FOR FY 13-14

Developed the 2013-14 Youth Council Work Plan and created ad Hoc Committees to address numerous identified youth priorities.

Coordinated with the Youth Council and the Simi Valley Unified School District to include Teen Crisis Resource Phone Numbers on student identification cards distributed to over 6,600 local high school students.

Conducted a successful recruitment for the Youth Employment Service Advisory Board.

Registered 53 new Youth Employment Service clients, conducted employee outreach, provided more than 200 direct job referrals, and distributed 40 electronically-sent job announcements to 342 YES participants.

Oriented 23 Youth Council members to serve on an advisory board, including training in Brown Act regulations, meeting facilitation procedures, and responsibilities.

Presented an Entering the Workforce Workshop for youth between the ages of 13 and 14.

Organized the 13th Annual Youth Summit, provided leadership development training, promoting community involvement and civic engagement, and provided youth an opportunity to share their concerns and offer solutions in an open dialog with local elected officials and community leaders.

GOALS FOR FY 14-15

Host the 14th annual Youth Summit.

Modify the Youth Summit luncheon to increase opportunities for youth participants to engage in discussions with more of the dignitaries present.

Research Youth Employment Service offering a Soft Skills certification program for Simi Valley youth ages 16 – 22, designed to meet the needs of Simi Valley employers.

BUDGET IMPACTS FOR FY 14-15

The FY 14-15 budget includes funding for the authorized Management Analyst position that was previously vacant.

COMMUNITY SERVICES

Cultural Arts Center

2310

OVERVIEW

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

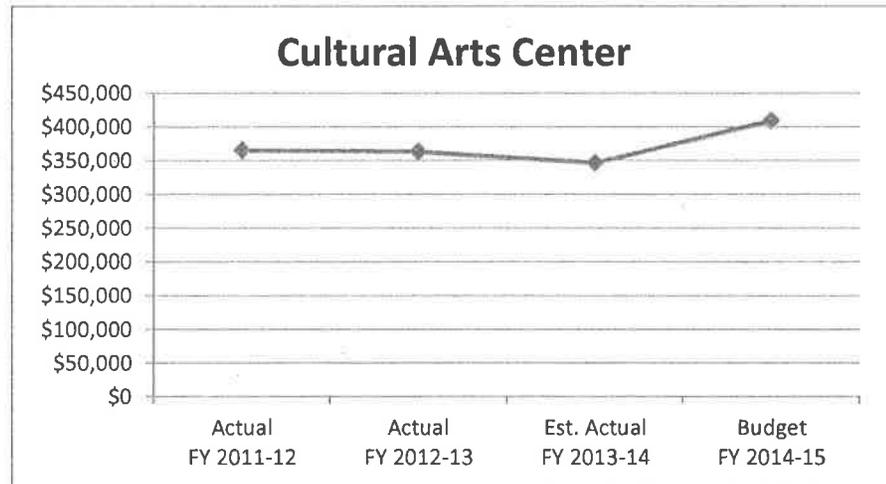
The Cultural Arts Center develops, supports and encourages cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3.7	3.8	3.8	3.9

EXPENDITURES

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$364,662	\$362,721	\$346,000	\$408,400



COMMUNITY SERVICES

Cultural Arts Center (continued)

2310

KEY ACCOMPLISHMENTS FOR FY 13-14

Produced or hosted over 300 events including stage musicals, recitals, graduations, community meetings, and youth programs at the Cultural Arts Center.

Hosted at the Cultural Arts Center, ARTS musical theater workshops for 60 young participants resulting in public performances of *Fiddler on the Roof, Jr.* and *Schoolhouse Rock*, several community fund raisers including the Simi Valley Cultural Arts Center Foundation *Festival of the Arts*, "Literature in Action", a free professional theater experience for high school youth, and provide gallery space for local artists to recognize and encourage the "visual arts" in our community.

GOALS FOR FY 14-15

Provide space and support to expand the 'Literature in Action" program.

Increase the usage of the center to over 350 events during the year.

Deepen the links with other cultural organizations including the Simi Valley Library, Simi Valley Art Association, and the Simi Valley Cultural Association.

Replace the production lighting with LED equivalents.

BUDGET IMPACTS FOR FY 14-15

None

DEPARTMENT OF COMMUNITY SERVICES

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 1,939,623	\$ 2,172,000	\$ 1,876,800	\$ 295,200	\$ 2,173,600
41020 Temporary Salaries	170,522	198,000	160,700	37,300	189,800
41040 Overtime	3,381	5,600	9,800	(4,200)	9,500
41200 Deferred Compensation - 401k	16,841	17,600	15,600	2,000	19,600
41210 Deferred Compensation - 457	1,880	2,400	2,000	400	1,900
41300 Vision Care	6,503	7,900	6,300	1,600	7,400
41350 Disability	13,567	14,500	13,100	1,400	16,000
41400 Group Ins/Health	330,406	385,900	203,400	182,500	41,800
41415 Flex Benefits	-	-	-	-	402,700
41420 CalPERS Health Admin Fee	-	-	500	(500)	1,000
41450 Life Insurance	4,979	5,400	4,600	800	5,500
41500 Group Ins/Dental	19,691	23,900	20,000	3,900	27,300
41600 Retirement/PERS	435,055	468,100	407,500	60,600	453,800
41610 Retirement/PARS	6,000	-	-	-	-
41620 Retirement HRA	4,813	9,600	4,900	4,700	9,600
41650 Medicare	30,373	40,200	31,900	8,300	38,800
41660 FICA	8,129	15,200	8,800	6,400	13,100
41700 Workers' Compensation	97,600	136,200	136,200	-	145,900
41860 Salary Reimbursements	(1,669)	-	-	-	-
41900 Personnel Savings	-	(140,600)	MET	-	-
Subtotal - Personnel	\$ 3,087,694	\$ 3,361,900	\$ 2,902,100	\$ 600,400	\$ 3,557,300

DEPARTMENT OF COMMUNITY SERVICES

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>SUPPLIES AND MATERIALS</u>					
42130 Postage	\$ 9,735	\$ 27,200	\$ 10,900	\$ 16,300	\$ 27,000
42230 Office Supplies	3,466	4,900	4,600	300	4,700
42235 Furniture & Equipment (Non-Capital)	8,713	-	5,100	-	-
42410 Uniform/Clothing Supply	1,138	1,200	300	900	1,200
42440 Memberships & Dues	920	1,300	1,400	(100)	2,400
42450 Subscriptions & Books	416	800	800	-	900
42560 Operating Supplies	60,989	68,100	64,800	3,300	72,700
42720 Travel, Conferences, Meetings	2,640	4,100	3,700	400	7,000
42730 Training	1,617	3,300	3,200	100	6,900
42790 Mileage	24,405	31,200	29,300	1,900	34,300
Subtotal - Supplies/Materials	\$ 114,039	\$ 142,100	\$ 124,100	\$ 23,100	\$ 157,100
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 146,179	\$ 50,300	\$ 37,100	\$ 13,200	\$ 65,500
44210 Animal Regulation	\$ 236,935	\$ 250,400	\$ 250,400	\$ -	\$ 260,000
44310 Maintenance of Equipment	\$ 11,472	\$ 8,900	\$ 8,500	\$ 400	\$ 10,600
44460 Public Nuisance Abatement	\$ -	\$ 2,000	\$ -	\$ -	\$ 1,000
44490 Other Contract Services	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
44840 Bad Debt Expense	\$ 2,667	\$ -	\$ -	\$ -	\$ -
Subtotal - Services	\$ 547,253	\$ 461,600	\$ 446,000	\$ 13,600	\$ 487,100
Subtotal - Current Expenses	661,292	603,700	570,100	36,700	644,200
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip. (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,748,986	\$ 3,965,600	\$ 3,472,200	\$ 637,100	\$ 4,201,500

**DEPARTMENT OF COMMUNITY SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Public Nuisance Abatement Program (PNAP)
TOTAL: \$2,000
ACCOUNT: 100-2110-44460
PRIORITY: 1

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Tumbleweed Abatement	\$2,000
TOTAL:	\$2,000

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Tumbleweed Abatement	\$1,000
TOTAL:	\$1,000

The Public Nuisance Abatement Program (PNAP) is completed annually. This program addresses overgrown grass and weeds, tumbleweeds, and trash and debris on all vacant parcels within the City limits including railroad parcels. In FY 13-14 over 300 parcels were addressed and either were in compliance or gained compliance. The PNAP funds provides for contractor services should voluntary compliance not be achieved.

Elimination of funding for this PNAP would remove staff's ability to secure contract services to abate Public nuisances on private property when cited property owners do not comply with City standards.

**DEPARTMENT OF COMMUNITY SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Code Enforcement Counter Technician (Filled) From Full-Time to Part-Time
for One Year
TOTAL: \$15,000
ACCOUNT: 100-2110-41010
PRIORITY: 5

SAVINGS BREAKDOWN

<u>Personnel</u>		
	Salaries and Benefits	\$15,000
TOTAL:		<u>\$15,000</u>

The Community Services Department's Code Enforcement Section enforces municipal ordinances and regulations pertaining to property maintenance, signs, cargo containers, temporary uses, building and safety permit issues, animals, trash-related matters, business tax delinquencies, and public nuisance abatement; processes regulatory referrals from other City departments; and performs the City's tumbleweed, trash, and sign abatement programs. The Section is comprised of a Code Enforcement Manager, a Senior Code Enforcement Officer, four Code Enforcement Officers, and a Counter Services Technician.

Beginning in FY 2008-09, the Counter Services Technician took a "voluntary" reduction in hours and her duties were distributed throughout the Code Enforcement Section and the Department's Administrative Support Team. This voluntary reduction in hours has continued from FY 2008-09 through FY 2013-14. It is recommended to remain in place through FY 2014-15, resulting in a savings of \$15,000 in salaries and benefits.

**DEPARTMENT OF COMMUNITY SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Neighborhood Council Program and Neighborhood Council Coordinator (Filled)
 TOTAL: \$116,500
 ACCOUNT: 100-2235-41010, 42230, 42440, 42560, 42790, 42730
 PRIORITY: 8

DEPARTMENT PROPOSAL		
Personnel		
Salaries and Benefits	\$115,300	
<u>Current Expenses</u>		
Supplies and Materials	\$1,200	
TOTAL:		\$116,500

CITY MANAGER ACTION*		
Personnel		
Salaries and Benefits (25% General Fund, 50% Local Housing Fund)	\$86,475	
TOTAL:		\$86,475

The City is divided into four Neighborhood Council districts. Each Neighborhood Council has a 13-member Executive Board appointed by the City Council. The Neighborhood Councils advise the City Council on matters of citywide concern. The Neighborhood Councils encourage and provide an opportunity for citizen involvement in the City's government structure, and focus on creating an educational environment that encourages citizen participation in the decision-making process. The subject program is staffed by one Neighborhood Council Coordinator (NCC).

Elimination of funding for the NCC position would result in suspension of the Neighborhood Council Program, thereby reducing opportunities local residents have for participation in the City's decision-making process.

Additionally, upon the retirement of the Community Services Specialist who served as Crossing Guard/Citizen Advisor, related responsibilities were transferred to the NCC. In this capacity the NCC coordinates and provides comprehensive resource information to local non-profits, public agencies, and the faith-based community to inform and assist citizens with available resources.

If funding for the NCC position is eliminated, Citizen Advisor functions would have to be assumed by other Community Services staff.

*NOTE: The City Manager's action would reduce the Neighborhood Council Coordinator's position; however, the Neighborhood Council program would continue operating and would be temporarily covered by other staff.

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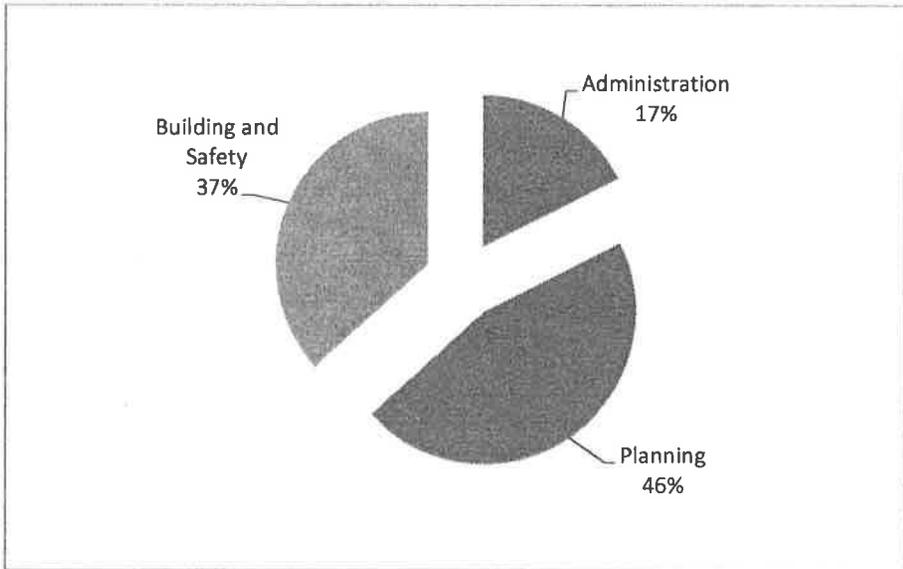
DEPARTMENT OF ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES

Department Overview

The Environmental Services Department is responsible for coordinating the City's community development functions. Through its Divisions of Administration, Planning, 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.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$884,038	\$829,998	\$782,100	\$926,400
Planning	\$2,201,081	\$1,930,064	\$2,057,300	\$2,408,000
Building and Safety	\$1,884,717	\$1,782,404	\$1,702,300	\$1,936,400
Total	\$4,969,835	\$4,542,466	\$4,541,700	\$5,270,800



ENVIRONMENTAL SERVICES

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES
Director

ADMINISTRATIVE OFFICER

- Budget Oversight
- Purchasing
- Personnel
- Fee Administration
- Records Management
- Administrative Support to the Planning Commission and other Appointed Committees
- Counter Support Services
- Information Services

PLANNING COMMISSION

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ CITY PLANNER

- Support to the Planning Commission
- Support to Appointed Committees
- Development/Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Affordable Housing Programs
- Home Rehabilitation Assistance Program
- CDBG Program
- Residential Building Permit Allocation System
- Census Information
- Planning & Housing Website Page Design and Monitoring

DEPUTY DIRECTOR/ BUILDING OFFICIAL

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

ENVIRONMENTAL SERVICES

Authorized Positions

REGULAR POSITIONS:

FY 2012-13 FY 2013-14 FY 2014-15

Administration:

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 (1 filled; 1 vacant & frozen)	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
Clerk (2 filled; 2 vacant & frozen)	4.0	4.0	4.0
SUBTOTAL	11.0	11.0	11.0

Planning:

Deputy Director/City Planner	1.0	1.0	1.0
Senior Planner	5.0	5.0	5.0
Senior Planner *	2.0	2.0	2.0
Associate Planner (5 filled; 1 vacant & frozen)	6.0	6.0	6.0
Assistant Planner	1.0	1.0	1.0
Management Analyst * (1 vacant & frozen)	1.0	1.0	1.0
Home Rehabilitation Coordinator *	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
Secretary *	1.0	1.0	1.0
SUBTOTAL	19.0	19.0	19.0

* Position(s) funded in FY 2012-13 by the Housing Successor Agency; funded in General Fund starting in FY 2013-14

ENVIRONMENTAL SERVICES

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Building and Safety:</u>			
Deputy Director/Building Official	1.0	1.0	1.0
Senior Engineer/Plan Check	1.0	1.0	1.0
Associate 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 (4 filled; 1 vacant & frozen)	5.0	5.0	5.0
Electrical Inspector	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
SUBTOTAL	16.0	16.0	16.0
TOTAL - REGULAR POSITIONS	46.0	46.0	46.0
<u>TEMPORARY/PART-TIME POSITIONS: *</u>			
Planning Intern (3 vacant & frozen)	3.0	3.0	3.0
TOTAL - TEMPORARY/PART-TIME POSITIONS	3.0	3.0	3.0
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	49.0	49.0	49.0

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

ENVIRONMENTAL SERVICES

Department Administration

3005

OVERVIEW

The Environmental Services Department is responsible for coordinating the City's community development functions. Environmental Services Administration provides general administrative coordination between the Department's Planning and Building and Safety Divisions as well as between the Department, the City Manager's and City Attorney's Offices, other City departments, and outside agencies. The Director ensures that the Department is fulfilling all of its responsibilities in a timely and effective manner. Additionally, this staff is responsible for budget preparation and control, records management, and personnel, purchasing, contract, fee, and asset administration.

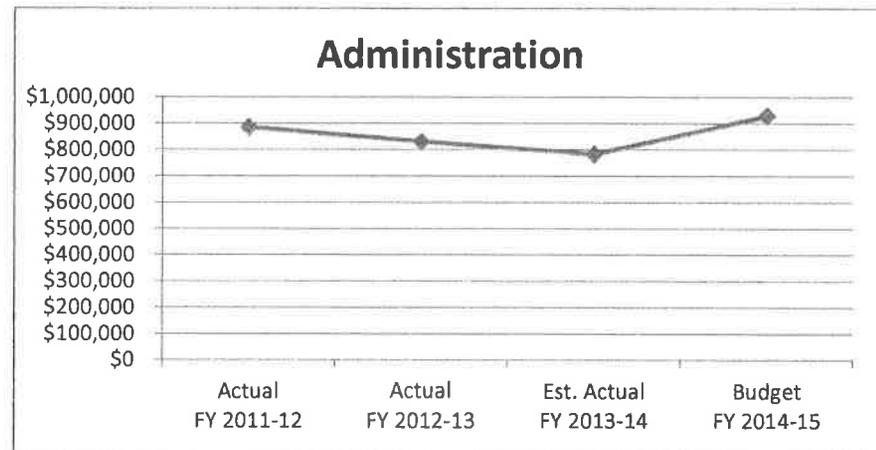
The Administration cost center includes support staff that work for all three divisions.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	12	11	11	11

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$884,038	\$829,998	\$782,100	\$926,400



ENVIRONMENTAL SERVICES

Department Administration (continued)

3005

KEY ACCOMPLISHMENTS FOR FY 13-14

Ensured the delivery of excellent service and accountability to the community by providing postage-paid "How Are We Doing?" customer service questionnaires at the public counter, mailing them to the owners of businesses who have obtained permits, and delivering them to construction superintendents; and realized a 95% overall satisfaction rate from all the questionnaires that were returned.

Moved from the City's Development Services Building to City Hall, consolidating staff from Environmental Services and Public Works and resulting in the creation of a one-stop location for all City permitting services that improved service delivery and accessibility to the public.

Completed a multi-year audit of the Department's residential address files, removing non-records as well as temporary records whose retention periods had been exceeded from the files so that only permanent records remain; and standardized and prepared each Address file's contents for future records imaging.

Initiated a program of scanning permanent Planning Commission records (including meeting minutes and resolutions) for improved records storage efficiency, ease of retrieval, and responsiveness to public records requests.

GOALS FOR FY 14-15

Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires.

Continue to increase the use of technology within the Department in order to streamline processes and information retrieval.

Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule.

BUDGET IMPACTS FOR FY 14-15

None

ENVIRONMENTAL SERVICES

Planning Division

3010

OVERVIEW

The mission of the Planning Division is to oversee proposed development, create a prosperous and sustainable community, and provide excellent service to the public, while maintaining and enhancing the City's high quality of life.

The Planning Division coordinates the development process with other City divisions and public agencies and implements the City's General Plan, Zoning Ordinance, and Design Guidelines, as adopted by the City Council. Responsibilities include evaluating: proposed land development; commercial and industrial tenant improvements; signage; wireless telecommunication facilities; affordable housing programs; annexations; long range plans; and impacts to the environment. The Division provides support to the City Council, Planning Commission, and various City committees.

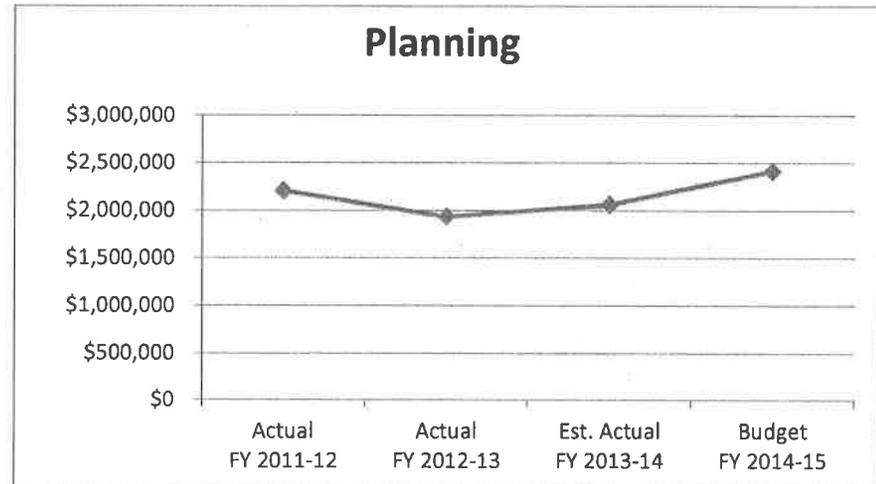
PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	16	19	19	19

* Five position(s) funded through FY 2012-13 by the Housing Successor Agency; funded in General Fund for FY 2013-14

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,201,081	\$1,930,064	\$2,057,300	\$2,408,000



ENVIRONMENTAL SERVICES

Planning Division (continued)

3010

KEY ACCOMPLISHMENTS FOR FY 13-14

Completely revised the Planning Division's web page to assist residents and business owners in achieving their goals through a better understanding of the City's processes.

Provided responsive customer service to over 4,300 customers at the Planning public counter; and processed approximately 2,100 over-the-counter applications.

Responded to business owner requests by processing several Municipal Code text amendments relating to temporary signage and food and beverage processing in the Light Industrial zone.

Presented the proposed Hummingbird Nest Ranch Specific Plan, including General Plan Amendment and Conditional Use Permit.

Developed and initiated implementation of five energy efficiency policies that will result in substantial increase in energy savings for City facilities as well as improve the energy efficiency of residences and businesses through the City's voluntary green building program.

Resolved daily inquiries and concerns from residents and business owners impacted by Special Flood Hazard Area mapping and regulations.

Prepared a CDBG monitoring policies and procedures manual.

GOALS FOR FY 14-15

Present the Arroyo Simi Greenway Specific Plan for City Council adoption.

Present for City Council consideration a proposal to allow signage along the 118 Freeway for the Town Center.

Present for City Council consideration a proposal to permit, with public input, the administrative review and approval of Planned Development and Conditional Use Permits for residential, commercial and industrial projects with sites located on the valley floor that consist of fewer than five acres.

Continue to process affordable and senior housing applications, including the proposed Walnut Senior project, in order to provide housing through the City's Affordable Housing Program.

Continue to coordinate the processing of a City application with the County of Ventura to obtain a Conditional Use Permit to operate the Police Shooting Range on the Waste Management property.

BUDGET IMPACTS FOR FY 14-15

None

ENVIRONMENTAL SERVICES

Building and Safety Division

3030

OVERVIEW

The Building and Safety Division assures the City's built environment complies with State and local health and safety laws. Such laws include construction standards for earthquake and wind resistance, fire-safety and egress, energy conservation, building habitability and sanitation.

The Building and Safety Division provides plan review and inspection services to contractors, business owners, homeowners and developers. These services are tailored to the needs of our customers to meet construction project timelines. Building and Safety staff respond to citizen calls regarding potentially unsafe building conditions and provide inspections to gain safety compliance.

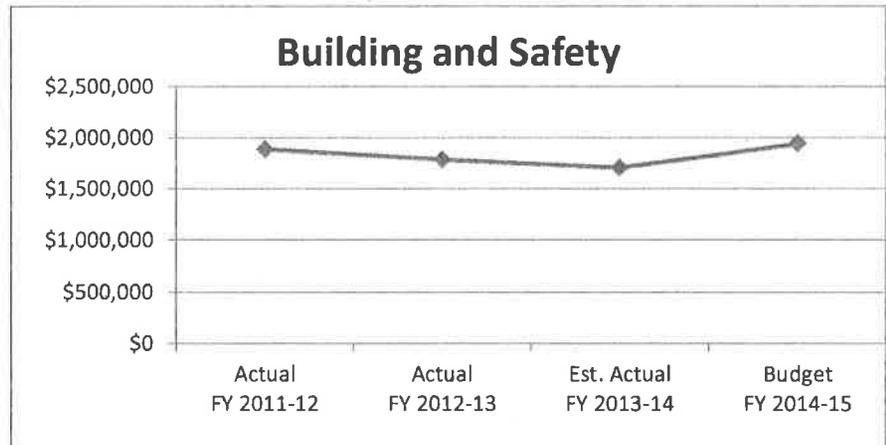
The Building and Safety Division maintains over 300,000 building permit public record documents for citizen access and review.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	17	16	16	16

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,884,717	\$1,782,404	\$1,702,300	\$1,936,400



ENVIRONMENTAL SERVICES

Building and Safety Division (continued)

3030

KEY ACCOMPLISHMENTS FOR FY 13-14

Reviewed, approved, and issued 5,000 building permits, including 230 simple building permits processed via the permits-by-fax service and 100 permits issued via the Internet, both of which resulted in a reduced number of customer trips to City offices.

Performed 22,000 building, electrical, plumbing, and mechanical inspections, and provided next business day service to permit customers.

Provided reviews for a total of 990 commercial and residential building plans and for 880 plumbing, mechanical, and electrical systems.

Conducted 200 plan checks by appointment for retail and office tenant improvement projects, saving each applicant/business owner a minimum of 10-15 working days per project.

Conducted 260 residential solar plan reviews by appointment, saving each applicant a minimum of 5 working days per project.

Received 230 new Municipal Unsafe Structures Tracking System (MUSTS) cases or referrals, conducted 1,200 compliance inspections, and closed 220 MUSTS cases.

GOALS FOR FY 14-15

Provide building inspection service for all construction projects within the next business day of the inspection request.

Provide expedited over-the-counter plan review for small business office and retail tenant improvement projects.

Provide over-the-counter plan review and permit approvals for residential solar photovoltaic systems. Provide ten to fifteen working day response time for large construction project plan review.

Provide over-the-counter plan review and permit approvals for residential solar photovoltaic systems.

Provide ten to fifteen working day response time for large construction project plan review.

BUDGET IMPACTS FOR FY 14-15

None

DEPARTMENT OF ENVIRONMENTAL SERVICES

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 2,995,030	\$ 3,260,400	\$ 3,171,100	\$ 89,300	\$ 3,318,200
41020 Temporary Salaries	3,786	-	8,400	(8,400)	-
41030 Boards & Commissions	32,608	32,600	32,600	-	32,600
41040 Overtime	2,506	4,000	2,500	1,500	4,000
41200 Deferred Compensation - 401k	21,705	23,500	22,900	600	24,500
41210 Deferred Compensation - 457	4,354	5,900	4,700	1,200	5,500
41300 Vision Care	8,790	10,500	9,700	800	10,500
41350 Disability	19,382	20,600	19,800	800	22,700
41400 Group Ins/Health	503,399	631,200	240,300	390,900	57,100
41415 Flex Benefits	-	-	-	-	660,400
41420 CalPERS Health Admin Fee	-	-	1,000	(1,000)	2,000
41450 Life Insurance	6,699	7,200	6,800	400	7,500
41500 Group Ins/Dental	32,955	39,900	35,600	4,300	41,600
41600 Retirement/PERS	653,260	716,900	689,600	27,300	686,400
41610 Retirement/PARS	6,000	-	-	-	-
41620 Retirement HRA	-	-	-	-	4,800
41650 Medicare	41,405	56,700	45,300	11,400	58,100
41660 FICA	2,310	2,000	2,000	-	2,200
41700 Workers' Compensation	138,000	193,100	193,100	-	217,300
41860 Salary Reimbursements	(33,560)	-	(5,100)	5,100	-
41900 Personnel Savings	-	(177,700)	-	-	-
Subtotal - Personnel	\$ 4,438,629	\$ 4,826,800	\$ 4,480,300	\$ 524,200	\$ 5,155,400

DEPARTMENT OF ENVIRONMENTAL SERVICES (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>SUPPLIES AND MATERIALS</u>					
42230 Office Supplies	\$ 3,900	\$ 4,500	\$ 4,600	\$ (100)	\$ 5,400
42410 Uniform/Clothing Supply	440	1,600	1,600	-	1,600
42420 Special Departmental Expense	823	900	300	600	700
42440 Memberships & Dues	7,950	9,900	9,700	200	9,100
42450 Subscriptions & Books	1,356	9,200	8,900	300	1,900
42460 Advertising	5,614	5,700	3,500	2,200	4,000
42550 Small Tools/Equipment	590	400	300	100	400
42720 Travel, Conferences, Meetings	3,709	7,100	5,400	1,700	8,000
42730 Training	2,835	4,800	3,400	1,400	8,000
42790 Mileage	4,800	4,900	4,900	-	4,900
Subtotal - Supplies/Materials	\$ 32,017	\$ 49,000	\$ 42,600	\$ 6,400	\$ 44,000
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 48,381	\$ 1,200	\$ -	\$ 1,200	\$ 1,200
44310 Maintenance of Equipment	20,604	18,500	18,800	(300)	20,200
44490 Other Contract Services	2,835	50,000	-	50,000	50,000
Subtotal - Services	\$ 71,820	\$ 69,700	\$ 18,800	\$ 50,900	\$ 71,400
Subtotal - Current Expenses	\$ 103,837	\$ 118,700	\$ 61,400	\$ 57,300	\$ 115,400
Total	\$ 4,542,466	\$ 4,945,500	\$ 4,541,700	\$ 581,500	\$ 5,270,800

**DEPARTMENT OF ENVIRONMENTAL SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Continue to Fund One Home Rehabilitation Coordinator Position (Filled) with Local Housing Funds for the Period that Grants Are Available to Fully Fund Home Rehabilitation Loans

TOTAL: \$124,400

ACCOUNT: 100-3010-41010 through 41700

PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries and benefits for Home Rehab Coordinator	\$124,400
TOTAL:	\$124,400

Prior to the dissolution of redevelopment agencies, funding for the Home Rehabilitation Coordinator position was provided by the Simi Valley Community Development Agency. However, due to the elimination of this funding source, the position is now budgeted in the General Fund for FY 2013-14. Since the Home Rehabilitation Coordinator position performs duties that preserve and promote affordable housing, staffing costs are eligible to be funded from the Local Housing Fund.

Since the dissolution of the redevelopment agency, Home Rehabilitation Program loan costs have been paid solely through grant funds - \$190,900 in Energy Efficiency and Conservation Block Grant-funded loans for residential energy efficiency improvements and \$1.4 million in CalHome grant awards for safety-related home improvements. The \$900,000 2008 CalHome grant expires in September 2014, and the \$500,000 2011 CalHome grant expires in April 2015. While the CalHome grants provide for program costs, they do not directly cover the cost of salaries. However, staff obtained authorization from the California Department of Housing and Community Development (HCD) to charge an Activity Delivery Fee (ADF), which is a per-loan subsidy that offsets the cost to manage the project and perform underwriting services.

The FY 2013-14 budget includes an ADF reimbursement of \$30,000, which would be used to offset the personnel costs of the Home Rehabilitation Coordinator position. As the 2011 grant award expires in April 2015, funding for the position should be provided through June 2015 in order to ensure completion of final grant closeout and reporting to HCD.

Currently, the Local Housing Fund has a cash balance of \$3.5 million, and two years of staffing costs, offset by Activity Delivery Fees, represent .7% of the cash balance. Use of Local Housing Funds for personnel costs and CalHome grant funds to provide for home rehabilitation loans ensures the preservation of affordable housing within the community. The Home Rehabilitation Program is the only remaining Housing program that preserves the City's existing affordable housing stock. Since this is a reimbursement grant, funds are drawn from HCD after having been expended by the City.

Therefore, it is recommended that personnel costs for the Home Rehabilitation Coordinator position and related ADFs continue to be reimbursed from the Local Housing Fund until CalHome grant funds are exhausted or expire.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Associate Planner/Housing Position (Vacant)
 TOTAL: \$130,600
 ACCOUNT: 100-3010-41010 through 41700
 PRIORITY: 2

SAVINGS BREAKDOWN

Personnel

Salaries and benefits for Associate Planner	\$130,600
TOTAL:	\$130,600

CITY MANAGER ACTION

Personnel

Move from General Fund to Local Housing	\$130,600
TOTAL:	\$130,600

Prior to the dissolution of redevelopment agencies, the Housing Division was comprised of nine professional staff, whose positions were funded by the Community Development Agency. Since the dissolution, certain affordable housing programs have been eliminated as has funding for five positions. Personnel costs were transferred to the General Fund, and the remaining affordable housing programs and services are now funded by the Local Housing Fund, the Housing Successor Agency program income, and various grant sources. The four remaining, authorized Housing positions are: one Senior Planner, one Associate Planner, one Associate Planner/CDBG, and one Home Rehabilitation Coordinator.

The Housing Section of the Planning Division is responsible for administering a broad range of affordable housing activities, including:

- CDBG Program: Managing the Community Development Block Grant Program, which provides grant funding for street rehabilitation as well as community services and assistance for low- and moderate-income persons;
- Home Rehabilitation Program: Providing financial assistance to low-income homeowners in the form of a loan to provide home improvements that address health and safety issues, code violations, and/or energy efficiency enhancements to preserve the City's existing affordable housing stock and to provide for future housing rehabilitation using repaid loan funds;
- Senior Mobile Home Rent Subsidy Program: Providing rental assistance to seniors residing in mobile homes;
- Affordable/Senior Housing Agreements: Processing developer applications for Affordable and Senior Housing Agreements for proposed developments in which developers provide affordable rental and ownership units);
- Affordable/Senior Housing Agreement Amendments: Processing modifications to the City's existing Affordable and Senior Housing Agreements; and
- Affordable Unit Monitoring: Monitoring existing Affordable/Senior Housing Agreements (which govern 1,872 affordable units - 171 owned and 1,701 rental) to ensure compliance with City Agreement terms and the requirements of CA Government Code Section 65915(c)(1) and CA Health and Safety Code Section 33418(a) as well as maintaining the affordable loan portfolio by preparing subordination agreements, qualifying new applicants for resale units, determining payoff calculations, tracking foreclosures, and confirming the income eligibility of new tenants moving into affordable rental units.

This workload is in addition to the considerable time spent responding to citizen's and developer's inquiries about the City's affordable housing programs.

The CDBG Program is managed by a full-time Associate Planner, and the Home Rehabilitation Program is managed by a full-time Home Rehabilitation Coordinator, leaving the remaining affordable housing programs to be managed by one Senior Planner and one Associate Planner. The Senior Planner position is vacant, but is authorized to be filled and is in the recruitment process. The Associate Planner position

**DEPARTMENT OF ENVIRONMENTAL SERVICES
FY 14-15 REDUCTION PROPOSAL**

TITLE: Move One Senior Planner to the Local Housing Fund
TOTAL:
ACCOUNT: 100-3010-41010 through 41700
PRIORITY: 3

CITY MANAGER ACTION	
<u>Personnel</u>	
Salaries and benefits for Senior Planner	\$145,300
TOTAL:	\$145,300

During budget deliberations, the City Manager moved funding for one Senior Planner position from the General Fund to the Local Housing Fund as part of a staff task force on homelessness.

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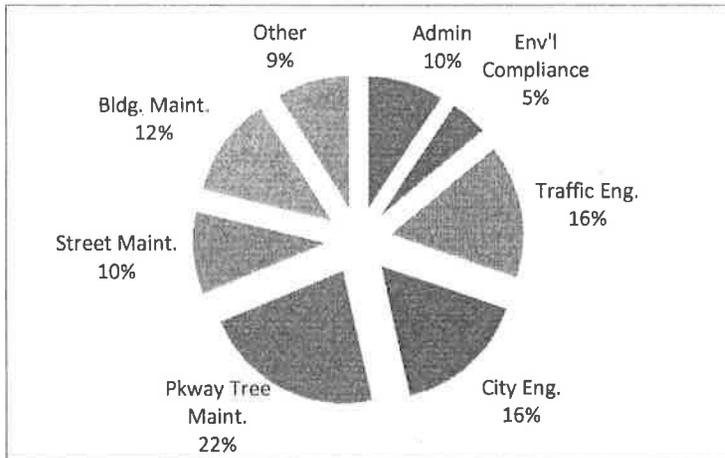
DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS

Department Overview

The Department of Public Works maintains the physical infrastructure of the City and provides engineering for all modes of transportation within the City. Public Works provides civil engineering for various capital projects, traffic engineering to improve and maintain the City's traffic flow systems and the abatement of graffiti.

Public Works staff maintains parkway trees and landscaping, streets and roads and public buildings such as city hall, the police department, and library. Public Works is also responsible for maintenance of City-owned vehicles and equipment.



DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$1,118,511	\$1,195,013	\$1,235,800	\$1,334,800
Traffic Eng./Lighting Maint.*	\$904,960	\$2,222,998	\$2,190,400	\$2,305,700
Environmental Compliance	\$698,840	\$524,072	\$463,600	\$656,000
City Engineering	\$2,383,100	\$2,021,137	\$2,108,600	\$2,323,900
Parkway & Tree Maint.	\$2,653,539	\$2,890,703	\$2,784,000	\$3,170,800
Street Maint.	\$1,183,325	\$1,179,222	\$1,182,300	\$1,427,400
Building/Library Maint.	\$1,434,694	\$1,400,890	\$1,612,500	\$1,741,500
Traffic Maintenance	\$325,497	\$359,191	\$315,700	\$383,100
Vehicle and Equipt. Maint.	\$184,162	\$288,947	\$271,600	\$387,000
Storm Drain Maint.	\$431,414	\$302,845	\$265,300	\$289,100
Graffiti Abatement Prog.	\$252,641	\$123,427	\$126,900	\$138,800
Total	\$11,570,683	\$12,508,445	\$12,556,700	\$14,158,100

*Note: The former Lighting Maintenance District was merged with the Traffic Engineering cost center in FY 2012-13.

PUBLIC WORKS

Organizational Chart

SIMI VALLEY CITY COUNCIL

CITY MANAGER

PUBLIC WORKS
Director

ADMINISTRATIVE
SECRETARY

ASSISTANT DIRECTOR OF
PUBLIC WORKS

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

DEPUTY DIRECTOR
WATERWORKS
SERVICES

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

DEPUTY DIRECTOR
SANITATION
SERVICES

- Plant Operations
- Laboratory
- Maintenance
- Sewer Maintenance

DEPUTY DIRECTOR
ENVIRONMENTAL
COMPLIANCE

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

DEPUTY DIRECTOR
PW ADMIN

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

DEPUTY DIRECTOR
MAINTENANCE
SERVICES ENGINEER

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

DEPUTY DIRECTOR
ENGINEERING
SERVICES

- Capital Improvements
- Project Engineering
- Traffic Engineering
- Signal Operations
- Street Lighting
- Public Works Inspection

DEPUTY DIRECTOR
DEVELOPMENT
SERVICES

- Development/Subdivision Engineering
- Traffic Planning
- Traffic Modeling
- Traffic Impact Analysis
- Staff Support to Planning Commission

PUBLIC WORKS

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Administration:</u>			
Director, Public Works	1.00	1.00	1.00
Assistant Public Works Director	1.00	0.00	0.00
Deputy Director/Maintenance Services	0.00	1.00	1.00
Deputy Director/Public Works Administration	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Secretary	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00
Public Works Dispatcher	1.00	1.00	1.00
SUBTOTAL	9.00	9.00	9.00
<u>Maintenance:</u>			
Maintenance Superintendent	3.00	3.00	3.00
Maintenance Supervisor	4.00	4.00	4.00
Community Services Specialist	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00
Building Maintenance Technician	4.00	4.00	4.00
Senior Tree Trimmer	2.00	2.00	2.00
Tree Trimmer I/II	2.00	2.00	2.00
Mechanic I/II	7.00	7.00	7.00
Public Works Inspector	3.00	3.00	3.00
Senior Custodian	1.00	1.00	1.00
Custodian	13.00	15.50	15.50
Maintenance Worker III	4.00	4.00	4.00
Maintenance Worker I/II	20.00	19.00	19.00
SUBTOTAL	65.00	66.50	66.50

PUBLIC WORKS

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>City Engineering & Traffic Engineering:</u>			
Deputy Director/Traffic Engineer	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Deputy Director/Development Services	0.00	1.00	1.00
Principal Engineer	4.00	3.00	3.00
Senior Engineer	7.00	6.00	6.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Senior Engineering Technician	3.00	3.00	3.00
Engineering Technician	1.00	1.00	1.00
Contract Compliance Technician	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00
Counter Services Technician	1.00	1.00	1.00
Supervising Public Works Inspector	1.00	1.00	1.00
Public Works Inspector	5.00	4.00	4.00
SUBTOTAL	28.00	26.00	26.00
<u>Environmental Compliance: (Note 1)</u>			
Environmental Compliance Program Coordinator	2.00	2.00	2.00
Environmental Compliance Program Analyst	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00
Environmental Compliance Inspector	2.00	2.00	2.00
SUBTOTAL	5.00	5.00	5.00
TOTAL - REGULAR POSITIONS	107.00	106.50	106.50

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

PUBLIC WORKS

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>TEMPORARY/LIMITED-TERM POSITIONS: (Note 2)</u>			
Temporary Custodian	0.50	0.50	0.50
Work Experience/Maintenance	0.50	0.50	0.50
TOTAL - TEMP/LIMITED-TERM POSITIONS	1.00	1.00	1.00
TOTAL - PUBLIC WORKS POSITIONS	108.00	107.50	107.50

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

PUBLIC WORKS

Department Administration

4005

OVERVIEW

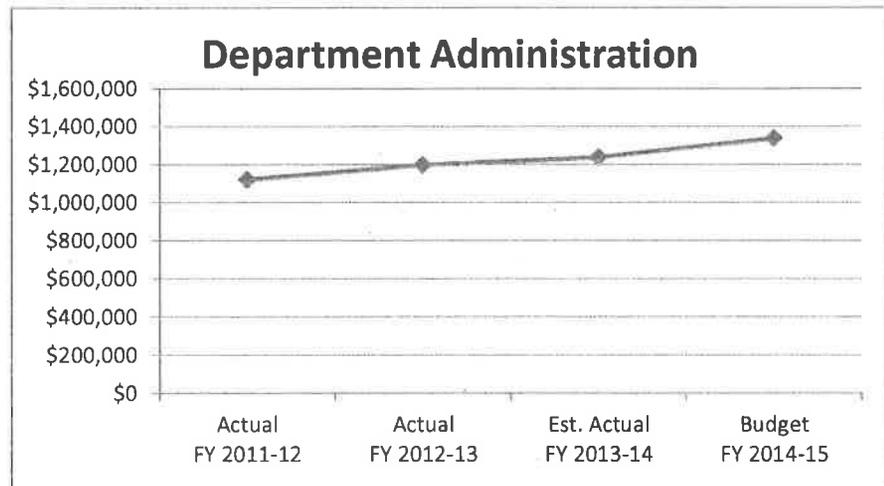
The Administration Division provides general administrative coordination and support among all Public Works divisions, the City Manager's Office, and all other City departments. The Division also prepares staff reports for City Council action; is responsible for budget preparation and control; acts as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

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	10	10	9	9

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,118,511	\$1,195,014	\$1,235,800	\$1,334,800



PUBLIC WORKS

Traffic Engineering/Lighting Maintenance

4070/4050

OVERVIEW

The Traffic Engineering Division provides traffic engineering services for all traffic programs, capital improvement projects, land development projects, and administers the lighting maintenance functions. Functions include maintaining 121 traffic signals, maintaining traffic signal synchronization systems, responding to citizen requests for traffic control devices, coordinating with the School District and Police Department on traffic matters, conducting traffic studies relating to high accident locations, public improvement plan checking, coordinating with Caltrans on traffic matters, and administration of certain public works contracts.

Service functions also include general traffic management of bicycles, vehicles, and pedestrians, the installation of street name and regulatory signs, periodic reviews of street lighting on major streets and reporting malfunctions, maintenance of City maps, plans, records, and traffic data, and support to the Department's Maintenance Division for the Streets and Roads Program.

Management of the former Lighting Maintenance District has is provided by the Traffic Engineering unit and the two were merged in FY 2012-13 when the Lighting Maintenance District was dissolved as a separate district.

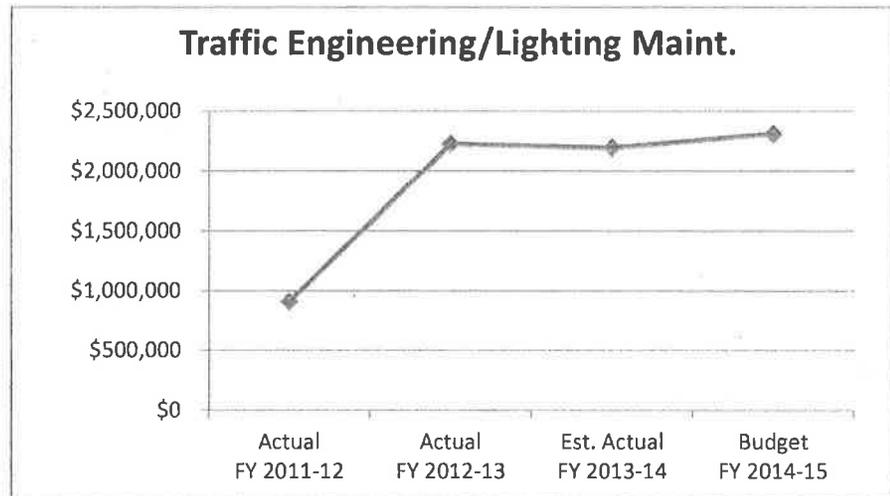
PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	7	7	7	6

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$904,960	\$2,222,998	\$2,190,400	\$2,305,700

*Lighting Maintenance did not exist before FY 2013-14



PUBLIC WORKS

Traffic Engineering/Lighting Maintenance (continued)

4070/4050

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed annual review of high accident locations.

Obtained Article 3 Bicycle and Pedestrian grant to widen the south side of Los Angeles Avenue west of Stearns Street to include new sidewalk and a bike lane. Assisted the Park District in completing Phase 1 of the Arroyo Simi Greenway grant project.

Completed the City sign inventory project using grant funding. Designed and provided traffic signing, striping, fiber optic, and signal plans and specifications for inclusion into Capital Improvement projects on Easy Street west of Madera Road, Madera Road from Country Club Drive (West) to Wood Ranch Parkway and all other street projects such as major and minor street resurfacing projects.

Upgraded traffic signal control equipment, controllers, and cabinets at Cochran Street and First Street, Cochran Street and Callahan Avenue, Cochran Street and Stearns Street, Los Angeles Avenue and Sequoia Avenue, and Los Angeles Avenue and Galt Street. Also, rewired the intersection at Royal Avenue and Sinaloa Road. Received and responded to traffic requests from citizens, the School District, and the Police Department.

Reviewed and plan checked all Traffic Control Plans for encroachment permits. Maintained the City's 121 traffic signals and synchronization systems. Provided support to

GOALS FOR FY 14-15

Upgrade traffic signal control equipment and cabinets at five intersections. Begin a project to install a fiber optic communication line from Erringer Road to Madera Road, ultimately resulting in a connection between City Hall and the Public Services Center.

Complete a project to widen Los Angeles Avenue and close the gap in the bike lane and sidewalk between Hidden Ranch Road and Stearns Street using approved Article 3 grant funds and 50% local matching funds.

Begin the sign replacement project to replace traffic signs that are shown in the new sign inventory as not being up to current standards, using 90% grant funding and a 10% local match. Initiate an update to the City Bicycle Master Plan.

BUDGET IMPACTS FOR FY 14-15

Funding for electricity costs associated with City-owned traffic signals and street lights.

Funding for maintenance contract services for 121 City-owned traffic signals.

PUBLIC WORKS

Environmental Compliance

4065

OVERVIEW

Environmental Compliance provides Stormwater Quality Management and Household Hazardous Waste services to the community as well as manages the City Hazardous and Universal Waste Program. In accordance with federal EPA Resource Conservation and Recovery Act regulations, and State Department of Toxic Substances Control, the Hazardous and Universal Waste program, ensures safe handling, storage, transportation and disposal of waste routinely generated by City Police, Sanitation, Waterworks and Maintenance operations. Environmental Compliance also administers the community Household Hazardous Waste (HHW) Disposal program.

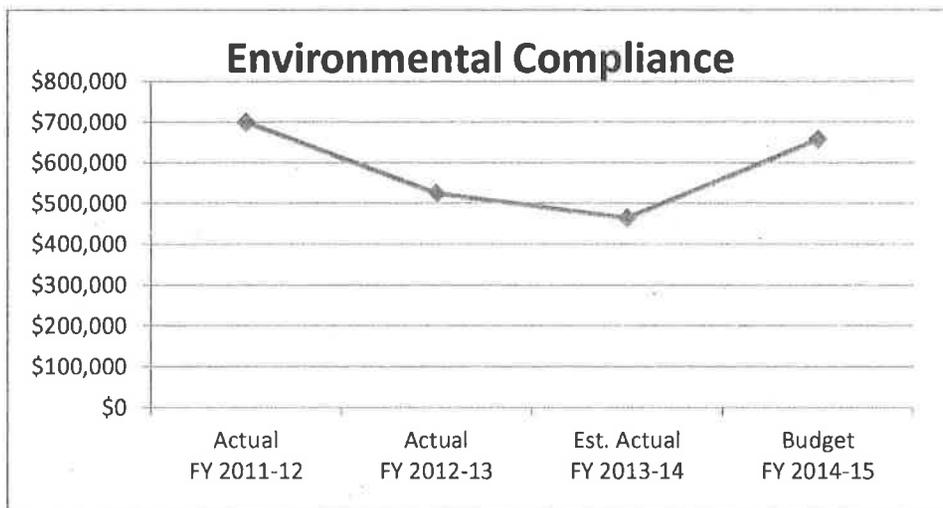
The Stormwater Management Program manages the water quality portion of the City's storm drain system. The staff administers the program, and provides, construction, planning and land development review and guidance; public outreach; industrial/commercial business inspections; illicit discharge control; and public agency coordination services. The City has a Clean Water Act responsibility mandated by the National Pollutant Discharge Elimination System (NPDES) permit to assure the surface waters are safe for humans, animals, plants, and the environment. City Stormwater Program staff's primary responsibility is to educate and train the community on the complex permit requirements, interfacing regularly with industry personnel, City employees, and the general public.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	6	5	5	5

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$698,840	\$524,072	\$463,600	\$656,000



PUBLIC WORKS

Environmental Compliance (continued)

4065

KEY ACCOMPLISHMENTS FOR FY 13-14

Cleaned the 62 existing excluders, that separate debris from run-off water four times during the year; another step in clean water improvement.

Monitored the levels of trash and recycling in the receptacles placed along major pedestrian routes to encourage the community to recycle more, and to reduce litter.

Held six Household Hazardous Waste (HHW) events that served 902 Simi Valley households.

Provided educational outreach at Arroyo Simi Cleanups, Neighborhood Council meetings, professional workshops, a community college, and HHW events.

Managed safe storage of City-generated hazardous and universal wastes.

Provided routine spill response and clean up, including packaging, transportation, storage and disposal of hazardous wastes found on City streets as a result of spills and/or illegal activities.

Prepared and submitted hazardous waste generator information and fees to State Board of Equalization to maintain EPA Generator ID.

GOALS FOR FY 14-15

Further promote recycling and reduce litter by replacing the current trash and recycling containers with more aesthetically pleasing combination trash/recycling containers using CalRecycle grant funds and moving the existing trash and recycling receptacles to more industrial areas of the City.

Hold six more Household Hazardous Waste events to serve the need in the community. Implement stormwater permit requirements to comply with all regulations, and to maintain safe, clean local surface waters, such as the Arroyo Simi.

BUDGET IMPACTS FOR FY 14-15

We will hold six more Household Hazardous Waste events to serve the need in the community.

The FY 13-14 budget includes reclassification of one Environmental Compliance Program Analyst to Environmental Compliance Program Coordinator.

PUBLIC WORKS

City Engineering

4080

OVERVIEW

The City Engineering Division provides engineering services for subdivisions, land development projects, 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; design and construction management of the City's capital improvement projects; and maintenance of City maps, plans, records, and survey data; and the. 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.

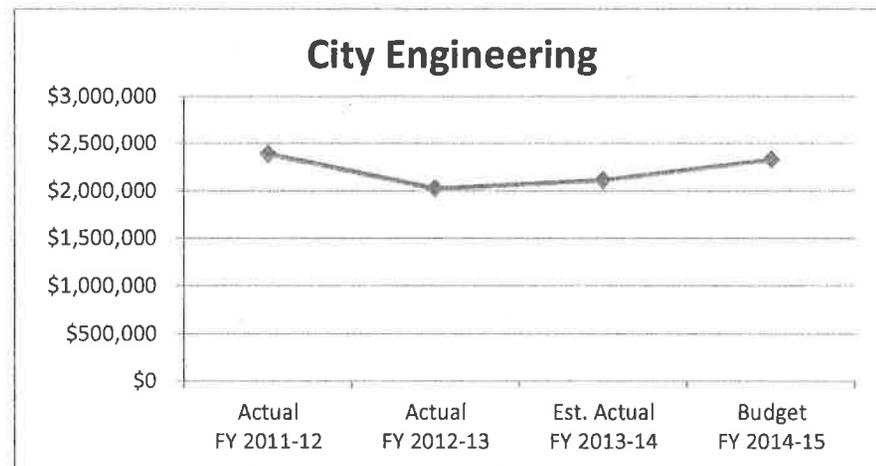
Development Services is responsible for subdivision and other land development engineering, encroachment permits and engineering coordination with other agencies. Functions include: plan checking, project conditioning, permits for construction, floodplain management, administration of regulatory requirements (including the Stormwater), maintenance of maps and records of improvements within public rights-of-way, and primary response to public inquiries.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	21	21	21	19

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,383,100	\$2,021,137	\$2,108,600	\$2,323,900



PUBLIC WORKS

City Engineering (continued)

4080

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed the construction of W. Los Angeles Avenue Improvements between W. Easy Street and the Public Services Center.

Completed the construction of the Major Streets Pavement Rehabilitation: Erringer Road (Royal Avenue to Cochran Street), Sycamore Drive (Royal Avenue to Cochran Street), and W. Easy Street.

Completed the FY 2012-13 Annual Minor Streets Rehabilitation Project.

Completed construction of City Hall Parking Lot Expansion.

Progressed with design of the W. Los Angeles Avenue Improvements project between the Public Services Center and westerly City limits project.

Completed the design of widening eastbound Madera Road between West Country Club Drive and Wood Ranch Parkway.

Completed design of Madera Road Widening eastbound between Simi Village Drive and Los Angeles Avenue.

Completed the design of right-turn lane on Erringer Road at Cochran Street.

GOALS FOR FY 14-15

The FY 2014-15 Annual Minor Streets Rehabilitation Program proposes resurfacing and roadway maintenance activities to be conducted throughout the residential areas based on the pavement conditions identified on the City's residential street paving maintenance priority list.

Construction of the W. Los Angeles Avenue Improvements project between the Public Services Center and westerly City limits project.

Construction of Madera Road Widening eastbound between Simi Village Dr. and Los Angeles Avenue.

Construction of widening eastbound Madera Road between West Country Club Drive and Wood Ranch Parkway. Construction of right turn lane on Erringer Road northbound at Cochran Street.

BUDGET IMPACTS FOR FY 14-15

None

PUBLIC WORKS

Parkway & Tree Maintenance

4110

OVERVIEW

The Landscape and Tree Maintenance Section provides professional landscape architectural design and review services associated with landscape improvements for public areas within the street right-of-way areas and oversees the City's Landscape Maintenance District No. 1 (LMD) program. This includes the management of more than 150 acres of landscaping and more than 18,000 trees.

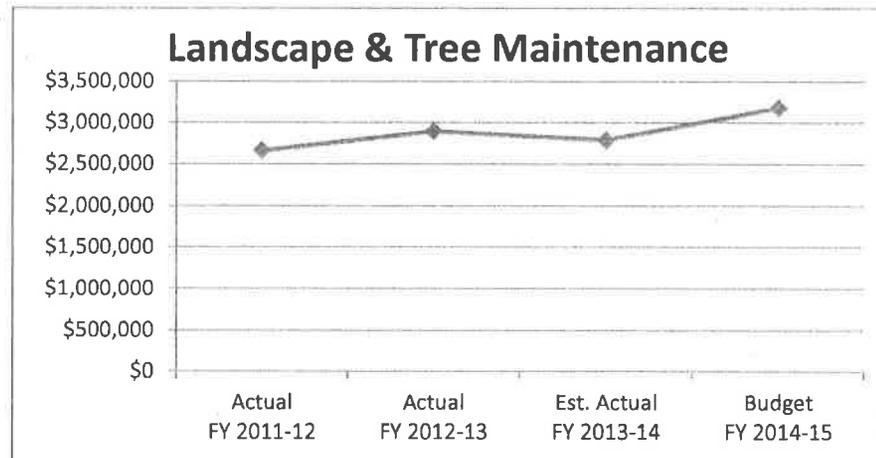
Staff manages three LMD Landscape Contracts, two Tree Pruning Contracts and one Pesticide and Herbicide Contract. In-house staff annually maintains an additional 10,000 street trees; performs roadside maintenance, tree removal and stump grinding activities, inspects and ensures compliance with contractual agreements, and oversees annual certification of more than 200 Backflow Devices.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	14	14	14	14

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,653,539	\$2,890,703	\$2,784,000	\$3,170,800



PUBLIC WORKS

Parkway & Tree Maintenance (continued)

4110

KEY ACCOMPLISHMENTS FOR FY 13-14

Continued efforts in upgrading designated LMD areas to reduce maintenance and utility costs. Completed the Hwy 118 Oak Seedling Mitigation Project ending a three year obligation to water and maintain more than 380 oak seedlings.

Advertised and awarded a two-year Street and Roadside Tree Maintenance contract as part of the City's ongoing Street Tree Maintenance Program. Installed approximately 1,900 precision irrigation heads and nozzles throughout the LMD in an ongoing effort to conserve water and reduce utility costs.

Completed the design of the City Hall Landscape Expansion Project utilizing in-house staff to design and install the improvements in an effort to reduce costs.
Participated in four annual outreach events including: Arbor-Day, Earth-Day, Street-Fair and Living Green Expo.

GOALS FOR FY 14-15

Reduce landscape irrigation use within landscape maintenance areas by 20%.

Complete Waste Management's Aromatic Tree Grove Garden Project as part of the Memorandum of Understanding Agreement between the City and Waste Management.

Complete City Council goal to review and assess landscape maintenance district operations and provide alternatives to reduce associated costs.

Award contract and install improvements associated with the Hwy 118/First Street Landscape Enhancement Project.

Reduce backlog of tree maintenance work data entry by 20%.

BUDGET IMPACTS FOR FY 14-15

None

PUBLIC WORKS

Street Maintenance

4120

OVERVIEW

The Street Maintenance Section is responsible for asphalt and concrete repairs to minor and major streets and all public right-of-way areas.

The Asphalt Crew's duties include filling potholes, dig out repairs, and moderate paving of streets. This crew also makes temporary repairs to lifted or damaged sidewalks.

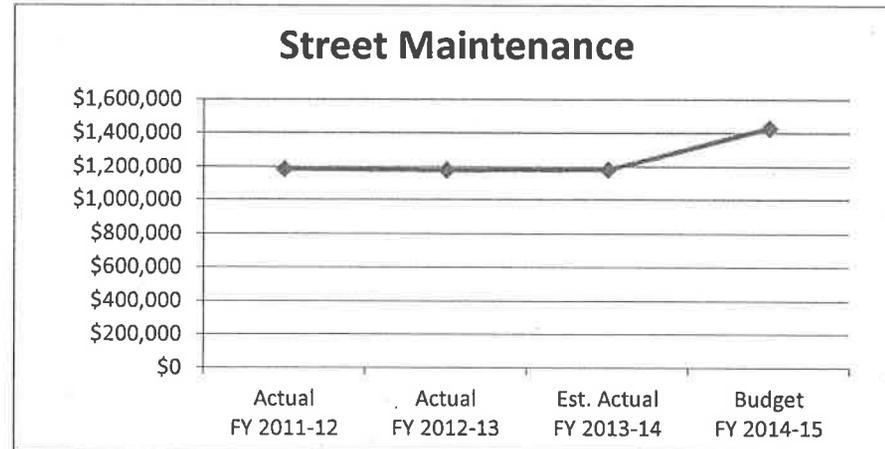
The Concrete Crew repairs sidewalks, curbs and gutters, driveway aprons, and other miscellaneous concrete repairs throughout the city. This crew helps to keep our roads clear and our pedestrian areas safe.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	16	16	16	15

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,183,325	\$1,179,222	\$1,182,300	\$1,427,400



PUBLIC WORKS

Street Maintenance (continued)

4120

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed temporary and permanent pothole repairs. Performed small to moderately large asphalt repairs on major and minor streets. Completed temporary and permanent repairs to lifted sidewalks that reduce trip hazards.

Removed and replaced damaged sidewalks, curbs and gutters. Completed ADA concrete and asphalt improvements within the City.

GOALS FOR FY 14-15

Purchase an asphalt grinder to improve preventative maintenance efforts and reduce future reconstruction costs (\$20,000). Repave a parking lot at the Public Service Center.

Implement a preventative maintenance slurry seal program to slow down the deterioration of City streets for long term construction savings.

BUDGET IMPACTS FOR FY 14-15

The proposed budget includes the purchase of a Grinder attachment to enable the Street Maintenance Section to accomplish more diverse and residential street pavement repairs. This piece of equipment will result in more efficient repair to streets reducing potholes and repetitive pot hole repair visits. This will reduce complaints and save money through reduced repairs and material usage.

PUBLIC WORKS

Building/Library Maintenance

4130/4170

OVERVIEW

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

In addition to providing custodial services to the City Buildings, including the Simi Valley Library, this section is also responsible for the repair and maintenance of building facilities. This includes the mechanical, electrical, plumbing, and air conditioning systems within the buildings, and also includes such services as carpentry, locksmithing and painting, utilizing both in-house and outside contract services.

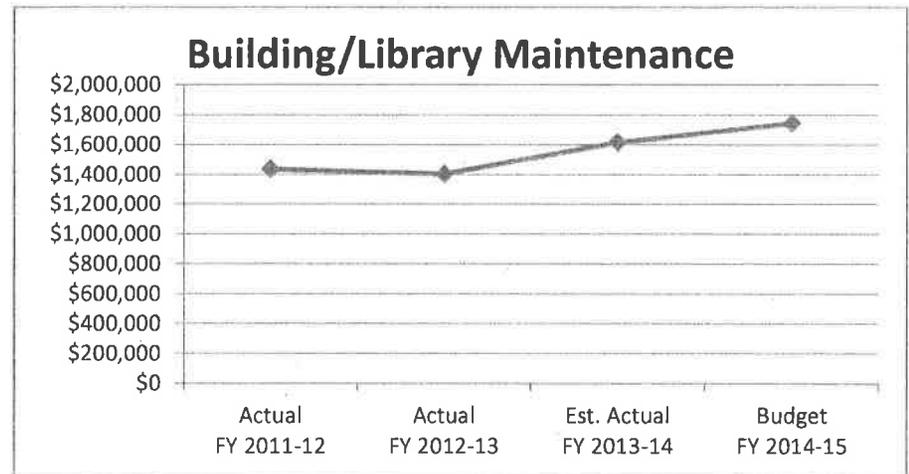
The Building Maintenance Section has an active preventive maintenance program to assure that the various building subsystems, as well as such things as the building roofs and door hardware, stay in good operating condition. Our goal is to provide safe, clean, comfortable facilities for City personnel and the General public.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	20	20	22.5	22.5

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,434,694	\$1,400,890	\$1,612,500	\$1,741,500



PUBLIC WORKS

Building/Library Maintenance

4130/4170

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided janitorial services, preventive maintenance and repairs to over 200,000 square feet of City-owned facilities.

Awarded contract for and oversaw installation of split AC system for Senior Center electrical storage room.

Refinished 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.

Awarded contract for and oversaw Cultural Arts Center roof replacement project.

Successfully implemented the new Library operations into our maintenance program.

Initiated and oversaw the Transit Maintenance Garage high bay lighting retrofit to energy saving LED lights.

Added security door lock alarm system in children's area of Library.

Oversaw DMV electrical upgrade to add computers for paperless license testing.

GOALS FOR FY 14-15

Paint and repair north side fascia of PSC building.

Paint and repair upper exterior trim of Cultural Arts Center.

Upgrade PSC vehicle maintenance garage lighting.

BUDGET IMPACTS FOR FY 14-15

None

PUBLIC WORKS

Traffic Maintenance

4140

OVERVIEW

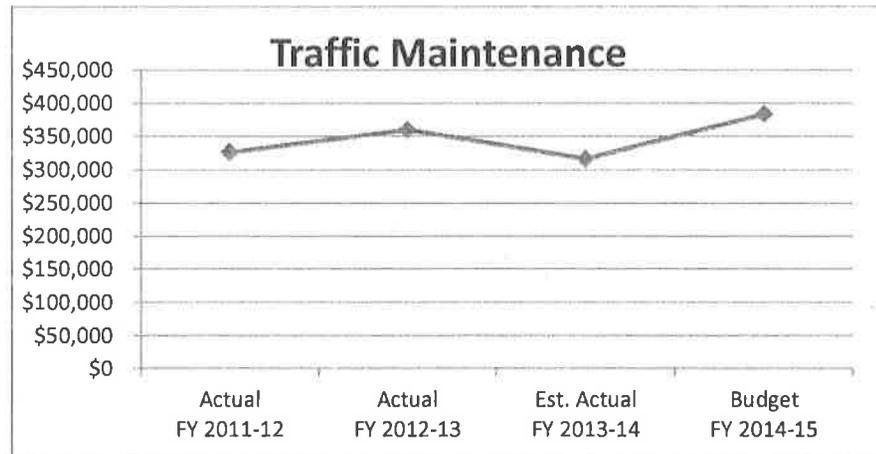
The Traffic Maintenance Section is responsible for traffic sign replacement, paint striping, placing and maintaining thermo plastic pavement markings, and hanging flags/banners on all minor and major streets within the city. The Traffic Crew's duties are very important to the motoring public and pedestrian safety. The crew is needed to maintain our traffic signing and striping infrastructure, which helps guide people safely throughout the City.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$325,497	\$359,191	\$315,700	\$383,100



PUBLIC WORKS

Traffic Maintenance (continued)

4140

KEY ACCOMPLISHMENTS FOR FY 13-14

Replaced guide and regulatory signs posted throughout the city as needed.

Maintained all striping and legend markings on city streets and curbs.

GOALS FOR FY 14-15

Assist traffic engineering's effort to inventory all signage within the City.

BUDGET IMPACTS FOR FY 14-15

Requested \$40,000 for street striping, sandblasting, pavement markers, and painting of school crosswalks. This project was deferred in FY 2013-14 and has been deferred again in FY 2014-15.

PUBLIC WORKS

Vehicle and Equipment Maintenance

4150

OVERVIEW

The Vehicle and Equipment Maintenance Section of the Maintenance Services Division is responsible for servicing the City's fleet of 312 vehicles and equipment items. This includes vehicles from the Departments of Public Works, Police, Environmental Services, Community Services, Administrative Services, Sanitation, Transit and Waterworks District No. 8.

Many of the vehicles we service at our facility are specialized vehicles, such as the City's fleet of transit buses and large vans, vactor trucks, dump trucks, backhoes and police pursuit vehicles which are utilized in daily City operations.

The Vehicle Maintenance Section has an active preventive maintenance program to assure that the various vehicles and equipment stay in good operating condition.

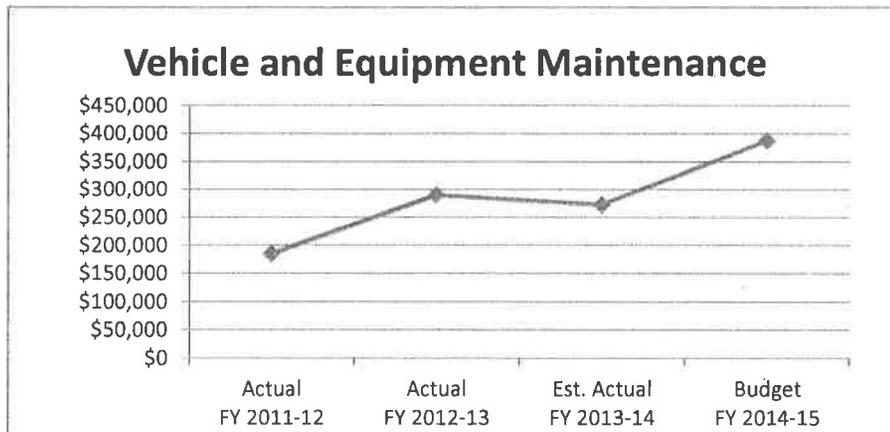
A majority of the maintenance and repair service is performed in house with some utilization of outside contractual repair services. Our goal is to provide a safe, reliable fleet for City personnel to utilize in their daily operations.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	9	9	9	9

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$184,162	\$288,947	\$271,600	\$387,000



PUBLIC WORKS

Vehicle and Equipment Maintenance (continued)

4150

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided preventive maintenance and repairs for 312 City-owned vehicles and equipment.

Complied with all Air Pollution Control Districts permit requirements.

Operated the fueling station at the Public Services Center and oversaw any and all tests and repairs related to their operation.

Received, implemented and initiated maintenance programs for 14 new vehicles, which included two hybrid vehicles.

Passed CHP Transit Vehicle inspections with satisfactory rating. Passed CHP Public Works Biannual inspection with satisfactory rating.

Certified 51 gasoline vehicles for emission control compliance.

Certified 13 diesel vehicles for emission control compliance. Provided preventive maintenance of City Hall emergency generator.

Initiated and oversaw Transit Maintenance Garage hoist replacement.

GOALS FOR FY 14-15

Have implemented shift changes for better overlap of staff to allow enhanced cross-training opportunities. This will result in increased efficiency within the section.

BUDGET IMPACTS FOR FY 14-15

None

PUBLIC WORKS

Storm Drain Maintenance

4160

OVERVIEW

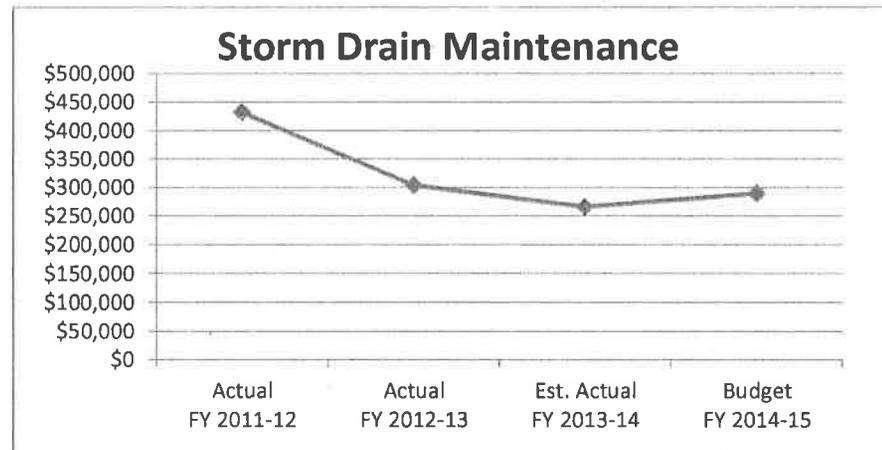
The Storm Drain Maintenance Section is responsible for all storm drains and channels within the City limits. The Storm Drain Crew's duties include cleaning catch basin drains, clearing flood channels, and making small repairs to these drainage structures. The crews are vital to maintaining the storm drain system thus preventing damages related to flooding.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	4	4	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$431,414	\$302,845	\$265,300	\$289,100



PUBLIC WORKS

Storm Drain Maintenance (continued)

4160

KEY ACCOMPLISHMENTS FOR FY 13-14

Cleaned and kept all flood channels open and clear.

Inspected and cleaned all catch basins within the City up to four times per year.

GOALS FOR FY 14-15

Incorporate the recommendations of the recently completed City Master Plan of Drainage (MPD) to improve, replace and better maintain the secondary drains and secondary channels throughout the City.

BUDGET IMPACTS FOR FY 14-15

None

PUBLIC WORKS

Graffiti Abatement Program

4190

OVERVIEW

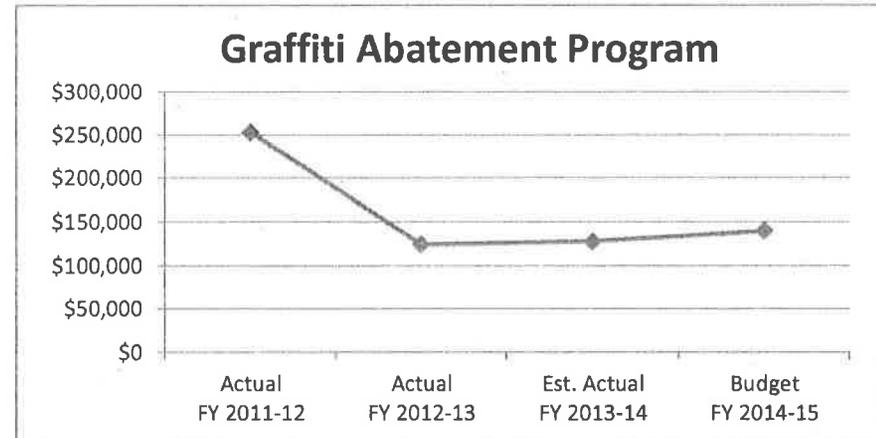
The Graffiti Abatement Program addresses the City Council goal that graffiti be removed from public property within 24 hours of notification. Both a private contractor and in-house crews perform graffiti abatement. This section also removes illegal signs from within the public right-of-way 7 days a week.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	2	2	1	1

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$252,641	\$123,427	\$126,900	\$138,800



PUBLIC WORKS

Graffiti Abatement Program (continued)

4190

KEY ACCOMPLISHMENTS FOR FY 13-14

Responded to calls to the graffiti hotline and removed graffiti within a 24-hour period.

Actively removed all signs illegally posted within the public right-of-way in compliance with the City's sign ordinance.

Utilized recycled paint to cover graffiti whenever possible.

Assisted local Schools and other government entities with emergency graffiti removals.

GOALS FOR FY 14-15

Continue to coordinate with the City's contractor to utilize the most effective and ecologically friendly methods for removal of graffiti on public and private property.

BUDGET IMPACTS FOR FY 14-15

None

DEPARTMENT OF PUBLIC WORKS

		ACTUAL	FINAL	ESTIMATED	VARIANCE	BUDGET
		2012-13	BUDGET	ACTUAL	2013-14	2014-15
			2013-14	2013-14		
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 5,788,060	\$ 5,998,800	\$ 5,736,900	\$ 261,900	\$ 6,002,700
41020	Temporary Salaries	7,927	8,500	20,000	(11,500)	18,300
41040	Overtime	68,019	99,600	88,100	11,500	87,600
41050	Outside Assistance	26,429	-	-	-	-
41200	Deferred Compensation - 401k	24,385	24,300	22,900	1,400	24,800
41210	Deferred Compensation - 457	16,766	18,300	16,600	1,700	18,100
41300	Vision Care	21,547	24,500	21,000	3,500	23,800
41350	Disability	23,668	23,400	23,200	200	25,400
41400	Group Ins/Health	1,110,952	1,280,100	725,400	554,700	139,000
41415	Flex Benefits	-	-	-	-	1,285,400
41450	Life Insurance	11,989	11,100	11,300	(200)	12,000
41500	Group Ins/Dental	78,310	91,400	77,600	13,800	92,200
41600	Retirement/PERS	1,176,144	1,230,900	1,119,800	111,100	1,140,500
41610	Retirement/PARS	6,600	-	-	-	-
41620	Retirement HRA	4,813	4,800	4,600	200	4,600
41650	Medicare	74,955	105,900	77,500	28,400	118,100
41660	FICA	490	500	1,300	(800)	500
41700	Workers' Compensation	376,800	440,200	440,200	-	520,100
41860	Salary Reimbursement	(166,878)	-	(80,900)	80,900	(55,000)
41900	Personnel Savings	-	(253,700)	MET	-	-
	Subtotal - Personnel	\$ 8,650,976	\$ 9,108,600	\$ 8,305,500	\$ 1,056,800	\$ 9,458,100
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	\$ 1,448,111	\$ 1,447,300	\$ 1,517,900	\$ (70,600)	\$ 1,638,700
42150	Communications	4,300	10,800	7,500	3,300	10,800
42230	Office Supplies	5,892	8,000	8,000	-	8,000
42235	Furnishing & Equip Non Capital	-	5,000	4,000	1,000	2,400
42310	Rentals	3,800	8,000	7,200	800	8,000

DEPARTMENT OF PUBLIC WORKS (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42410 Uniform/Clothing Supply	\$ 23,078	\$ 27,000	\$ 29,700	\$ (2,700)	\$ 28,000
42420 Special Departmental Expense	122,820	133,900	133,900	-	133,900
42440 Memberships & Dues	8,653	11,100	11,100	-	12,400
42450 Subscriptions & Books	1,520	1,700	1,000	700	1,700
42460 Advertising	690	1,000	1,000	-	1,000
42500 Fuel & Lubricants	361,170	404,600	365,000	39,600	364,000
42510 Tires	50,541	51,400	51,400	-	51,400
42550 Small Tools/Equipment	7,497	10,000	10,000	-	10,000
42560 Operating Supplies	410,691	484,600	449,700	34,900	504,600
42720 Travel, Conferences, Meetings	4,082	7,200	7,200	-	8,100
42730 Training	3,457	10,300	10,300	-	16,900
42790 Mileage	5,199	6,400	6,400	-	6,400
Subtotal - Supplies/Materials	\$ 2,461,501	\$ 2,628,300	\$ 2,621,300	\$ 7,000	\$ 2,806,300
<u>SERVICES</u>					
44010 Professional/Special Services	\$243,205	\$385,000	\$385,000	\$0	\$414,000
44310 Maintenance of Equipment	66,941	54,700	54,700	0	54,700
44450 Landscape Maintenance Contract	914,056	976,800	890,800	86,000	1,028,100
44490 Other Contract Services	1,053,715	1,260,100	1,134,900	125,200	1,284,100
44355 Reimbursement for Vehicle Maint.	(887,000)	(923,300)	(923,300)	0	(927,700)
Subtotal - Services	\$1,390,917	\$1,753,300	\$1,542,100	\$211,200	\$1,853,200
Subtotal - Current Expenses	\$ 3,852,418	\$ 4,381,600	\$ 4,163,400	\$ 218,200	\$ 4,659,500

DEPARTMENT OF PUBLIC WORKS (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip. (Capital)	\$ 5,051	\$ 7,000	\$ 7,000	\$ -	\$ 40,500
Subtotal - Capital Outlay	\$ 5,051	\$ 7,000	\$ 7,000	\$ -	\$ 40,500
Total	<u>\$ 12,508,445</u>	<u>\$ 13,497,200</u>	<u>\$ 12,475,900</u>	<u>\$ 1,275,000</u>	<u>\$ 14,158,100</u>

**DEPARTMENT OF PUBLIC WORKS
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Reorganization of Landscape Section
REQUEST: \$10,000
ACCOUNT: 100-4110-Salary & Benefits, 42410, 42440
PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	
Salary & Benefits	\$8,600
Uniforms (42410)	\$400
Memberships & Dues (42440) (Professional Landscape Architect Lic.)	\$1,000
TOTAL:	\$10,000

The Public Works Department proposes a reorganization of the Landscape Maintenance Section that would enhance the management and capabilities of the Section by upgrading the Maintenance Superintendent classification to that of a Landscape Architect classification. This would also add the ability to perform landscape design and review for projects in the Public Works Department and enhance the Department's ability to provide customer service in this area. This responsibility and authority is required by the State of California to be performed by or under the supervision of a Licensed Landscape Architect. The title of the Section would also be changed to Landscape Management.

The current responsibilities of the Landscape Section include in-house tree trimming, removal and replacement; roadside maintenance of landscape; and the administration and inspection of a variety of contracts including landscape maintenance, tree services, pest control, etc. There currently is no one authorized in this section or in the City who can design and approve landscape plans.

The previous Landscape Architect position was eliminated at the end of calendar year 2012. Since that time landscape design and review services cannot be performed in-house and must be contracted and performed by outside consultants. The Environmental Services and Public Works Departments have been required to obtain annual professional services contracts with several landscape consultants. The lack of a City Landscape Architect has resulted in some adverse impacts including project delays and the inability to readily consult with a professional regarding various recurring landscape issues. The reinstatement of a Landscape Architect position will allow the department to perform landscape design, review and approval by City staff, and not require the use of consultants.

Authorization was received to implement the reorganization on a temporary basis so that a smooth transition could occur when the Maintenance Superintendent retired in late December 2013. The position is currently being filled at the Landscape Architect level in an Acting capacity. It is requested that this position become permanent with the proposed reorganization.

**DEPARTMENT OF PUBLIC WORKS
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Pavement Management System
REQUEST: \$63,000
ACCOUNT: 100-4080-44010
PRIORITY: 2

COST BREAKDOWN

Capital Outlay

Pavement Management System	\$60,000
PMS Annual Premium and Update Costs	\$3,000
TOTAL:	\$63,000

A Pavement Management System (PMS) is a programming tool that collects and monitors the current streets pavement parameters, forecasts future conditions, and provides information and useful data for evaluation and cost-effective rehabilitation and preservation of city streets pavement network. The California Department of Transportation (Caltrans) requires each local agency to maintain and update a PMS if it is to receive federal and state funding.

The Public Works Department maintains over 300 miles of paved streets. The Department's PMS was developed years ago and is outdated. The development and maintenance of the program relied on subjective observations by City staff that did not necessarily produce consistent and effective use of best pavement rehabilitation technology and available financial resources.

The FY 2012-13 Department budget included \$25,000 for the City to retain services of a consultant to update the PMS, provide software, staff training, data collector computers, etc. However, staff would have been required to collect all of the data, evaluate the pavement condition, and develop the database for the City street network. The Department does not have the resources for such a time consuming effort at this time and has determined it would be more efficient to retain professional services to provide staff with a fully functional (turn-key) system. Therefore, it is requested that an additional \$60,000 be appropriated for the PMS update.

**DEPARTMENT OF PUBLIC WORKS
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Increase for Street Maintenance Program
 REQUEST: \$97,500
 ACCOUNT: 100-4120
 PRIORITY: 3

COST BREAKDOWN	
<u>Capital Outlay (47020)</u>	
Pavement Grinder	\$27,500
<u>Current Expense</u>	
Operating Supplies (42560) (Additional Asphalt)	\$20,000
Contract Services (44490) (Slurry Seal Program)	\$50,000
TOTAL:	\$97,500

The Department of Public Works is requesting additional funding and equipment to enable the Street Maintenance Section to accomplish more efficient, diverse and difficult residential street pavement repairs. Funding for the Annual Minor Streets Program has substantially diminished over the preceding 6 years, which transfers more responsibility to the Department to properly maintain the City's street pavement, especially interior/minor residential streets.

The Street Maintenance Section is responsible for asphalt re-construction and repairs of City streets. Purchase of a pavement grinder machine will allow the Streets crew to complete smaller street reconstruction projects themselves with the paving machine currently in our inventory in addition to more effective pothole repairs. The Section currently rents this equipment with an operator when undertaking a pavement job. However, staff is capable, with minor additional training, of operating its own grinder machine if it was available. Over the past year, the crews have increased their paving reconstruction productivity and efficiency while meeting the need for increasing repair requests, which also results in a greater demand for equipment and materials. The purchase of a pavement grinder machine will enhance the efficiency and effectiveness of the Section to make necessary preventative maintenance repairs thus reducing long term budget costs resulting from premature street deterioration.

The Section also requests an increase in contract services to fund slurry and fog sealing for preventative maintenance needs. This area of funding has been severely restricted over the past 10 years for the City's Minor Streets Program. Necessary maintenance of these streets has been curtailed to such a level that staff's ability to preserve the normal lifetime for those previously constructed streets is entering a critical phase. Added funds are necessary at this time to save deteriorating infrastructure before it reaches a service level that cannot be preserved through normal maintenance action and reasonable costs.

These funds will be used in conjunction with increased maintenance measures and enhanced with purchase of the grinder machines to preserve the City's minor streets. Maintaining the streets in this manner also assists with improved response to reducing resident complaints and a reduction to liability claims.

Staff has encountered increasing complaints from citizens on the conditions and repair of local minor streets within the City during the past 5 years of budget decreases in these funding areas. Staff has evaluated the current maintenance level of service and funding, and anticipates that improving the current funding in this area will avoid extraordinary and unavoidable expenditures for major road rehabilitations in the future.

Recurring annual cost may include a \$4,000 contribution to the Vehicle Replacement Fund, \$2,000 for maintenance of equipment, \$20,000 for operating supplies (additional asphalt), and \$50,000 for contract services reinstating preventative maintenance efforts in the form of a basic slurry seal program.

**DEPARTMENT OF PUBLIC WORKS
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Replacement Vehicle Purchase
REQUEST: \$33,500
ACCOUNT: 100-4150-47020
PRIORITY: 4

COST BREAKDOWN	
<u>Capital Outlay</u>	
Funding for New Vehicle Purchase	\$33,500
TOTAL:	\$33,500

Vehicle #445, a 3/4 ton, long bed/utility body work truck, was approved for replacement in the FY 2013-14 budget. Funding for the replacement was designated to utilize Air-Quality Control funds in the amount of \$42,000. Upon investigation, it was determined that a hybrid alternative vehicle is not currently being produced by any automobile manufacturer for this size of a vehicle. The only alternative is a CNG (Compressed Natural Gas) fueled vehicle.

Transit has a CNG fueling station which is funded by the FTA (Federal Transit Administration), however, the FTA has stringent requirements regarding the use of Federally-funded equipment. Transit must first seek and receive FTA's concurrence (authorization) prior to allowing an unauthorized agency to use the equipment, which is an overly burdensome and lengthy process. For this reason staff determined it is not feasible to replace this vehicle with Air-Quality Control funds. When air quality monies were allocated, Vehicle #445 had accumulated funds in the amount of \$33,500 in General Fund Vehicle Reserve fund, which were returned to the General Fund balance.

Therefore, the Public Works Department is requesting a new appropriation to replace the original accumulated funds of \$33,500 for the replacement of Vehicle #445 in the Maintenance Division. This amount is sufficient to purchase the vehicle required.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Management Analyst Position (Vacant)
TOTAL: \$60,500
ACCOUNT: 4065-Salaries and Benefits
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$60,500
TOTAL:	\$60,500

One Management Analyst position is currently vacant in the Environmental Compliance Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored. This position is funded 50% in the General Fund and 50% in the Sanitation Fund. A Reduction Proposal is also included in the Sanitation Fund.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Custodian Position in Library Maintenance (Vacant)
TOTAL: \$73,400
ACCOUNT: 4170-Salaries and Benefits
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$73,400
TOTAL:	\$73,400

One Custodial position is currently vacant in the Library Maintenance Section. In reviewing the Section's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Professional and Special Services for City Engineering
TOTAL: \$150,000
ACCOUNT: 100-4080-44010
PRIORITY: 5

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Professional and Special Services	\$150,000
TOTAL:	\$150,000

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Professional and Special Services	\$100,000
TOTAL:	\$100,000

The Department budgets \$366,000 for Professional and Special Services for City Engineering. Reduction of this account would reduce the funds available to retain consultants and may delay projects and the level of customer service.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Landscape Maintenance Contract
TOTAL: \$100,000
ACCOUNT: 100-4110-44450
PRIORITY: 6

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Landscape Maintenance Contract	\$100,000
TOTAL:	\$100,000

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Landscape Maintenance Contract	\$75,000
TOTAL:	\$75,000

The Department budgets \$1,078,100 for the Landscape Maintenance Contract for City owned and maintained parkways and property. Reduction of this account would reduce the funds available for this service.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Contract Services for Various Sections
TOTAL: \$128,500
ACCOUNT: 100-4110-44490
PRIORITY: 7

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Other Contract Services	\$128,500
TOTAL:	<u>\$128,500</u>

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Other Contract Services	\$70,000
TOTAL:	<u>\$70,000</u>

The Department budgets \$1,304,100 in Other Contract Services for contract services for various services for various sections throughout the department. Reduction of this account would reduce the funds available and reduce the level of service.

Environmental Compliance = \$5,000
Parkway and Tree Maintenance = \$80,000
Building Maintenance = \$11,500
Library Maintenance = \$2,000
Secondary Drain Maintenance = \$25,000
Graffiti Abatement = \$5,000

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Freeze Mechanic I Position (vacant)
TOTAL: \$90,000
ACCOUNT: 4150 - Salaries & Benefits
PRIORITY:

CITY MANAGER ACTION	
<u>Salaries & Benefits</u>	
Salaries & Benefits	\$90,000
TOTAL:	<u>\$90,000</u>

During budget deliberations the City Manager froze a vacant Mechanic I position in the Vehicle Maintenance cost center.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Freeze Part-Time Custodian Position at Library (vacant)
TOTAL: \$36,900
ACCOUNT: 4170 - Salaries & Benefits
PRIORITY:

CITY MANAGER ACTION	
<u>Salaries & Benefits</u>	
Salaries & Benefits	\$36,900
TOTAL:	<u>\$36,900</u>

During budget deliberations the City Manager froze a vacant part-time Custodian position in Building Maintenance. This position was assigned to support the Library.

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

TITLE: Freeze City Engineer Position (vacant)
TOTAL: \$183,100
ACCOUNT: 4080 - Salaries & Benefits
PRIORITY:

CITY MANAGER ACTION	
<u>Salaries & Benefits</u>	
Salaries & Benefits	\$183,100
TOTAL:	<u>\$183,100</u>

During budget deliberations the City Manager froze the vacant City Engineer position in the Engineering cost center.

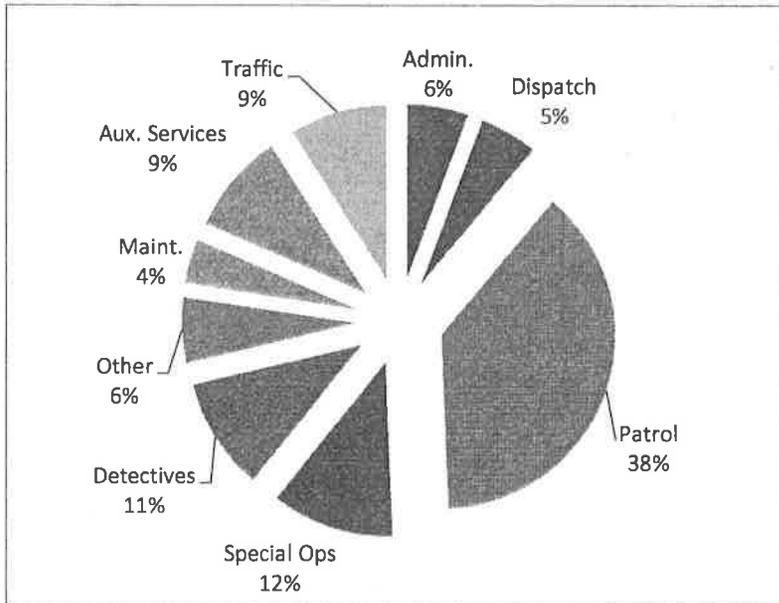
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POLICE DEPARTMENT

POLICE DEPARTMENT

Department Overview

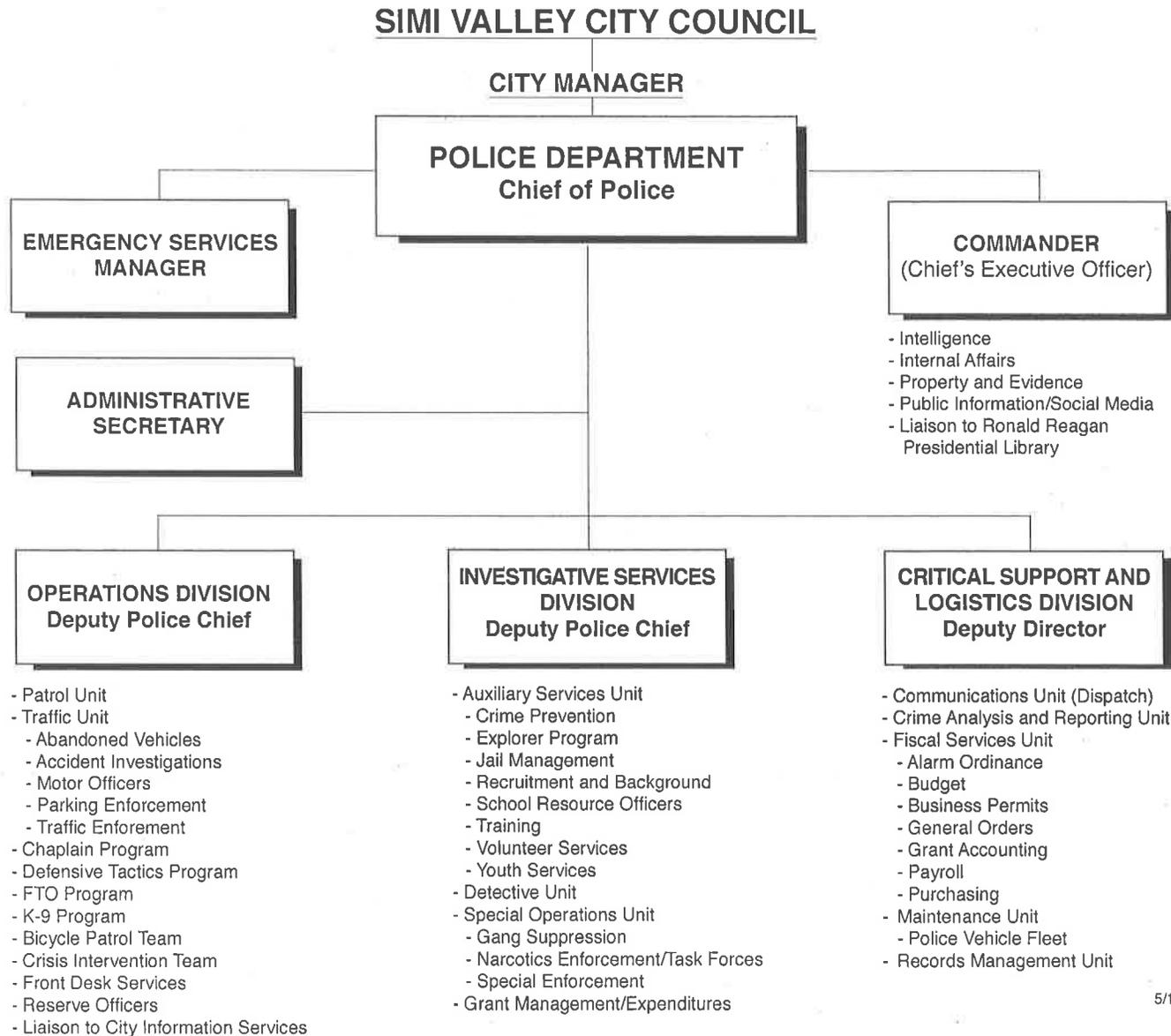
The Police Department is dedicated to achieving excellence in public safety by providing superior service and encouraging community involvement. Our goal is to provide quality service; treat everyone with dignity, respect, and equality; and, secure a safe environment for our citizens. We are here to partner with the City Council, citizens, volunteers, and other City Departments to ensure the highest quality of life available to our community and business members.



DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Admin.	\$997,807	\$976,463	\$1,618,700	\$1,807,000
Dispatch	\$1,422,575	\$1,504,718	\$1,406,500	\$1,711,500
Patrol	\$12,383,975	\$11,629,309	\$11,844,000	\$12,178,000
Special Ops	\$2,520,194	\$2,704,776	\$2,589,600	\$3,633,300
Special Problems	\$735,005	\$696,444	\$686,600	N/A
Detectives	\$2,991,219	\$3,084,420	\$2,703,500	\$3,346,000
Records	\$681,018	\$724,239	\$773,800	\$879,700
Crime Analysis	\$300,273	\$361,348	\$358,400	\$384,000
Fiscal Unit	\$623,131	\$595,970	\$650,900	\$689,900
Maintenance	\$951,478	\$1,021,815	\$1,170,600	\$1,312,700
Aux. Services	\$1,844,868	\$1,999,712	\$2,217,000	\$2,983,900
Traffic	\$2,554,503	\$2,568,223	\$2,501,300	\$2,900,400
Total	\$28,006,046	\$27,867,436	\$28,520,900	\$31,826,400

POLICE DEPARTMENT

Organizational Chart



POLICE DEPARTMENT

Authorized Positions

<u>REGULAR POSITIONS</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Administration:</u>			
Chief of Police	1.00	1.00	1.00
Deputy Chief	2.00	2.00	2.00
Police Commander	0.00	0.00	1.00
Sergeant	0.00	1.00	1.00
Deputy Director/Critical Support & Logistics	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
SUBTOTAL	6.00	7.00	8.00
<u>Dispatch:</u>			
Communications Manager	1.00	1.00	1.00
Police Dispatcher/Dispatcher Trainee	4.00	4.00	4.00
Senior Police Dispatcher	9.00	9.00	9.00
SUBTOTAL	14.00	14.00	14.00
<u>Patrol:</u>			
Police Commander	4.00	4.00	3.00
Sergeant	8.00	7.00	8.00
Senior Police Officer	9.00	9.00	9.00
Police Officer	46.00	45.00	43.00
SUBTOTAL	67.00	65.00	63.00
<u>Special Operations Unit:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	3.00	3.00	2.00
Detective	5.00	5.00	8.00
Police Officer	10.00	10.00	8.00
SUBTOTAL	19.00	19.00	19.00

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Detectives:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Detective	12.00	12.00	12.00
Crime Scene Investigator	2.00	2.00	2.00
Court Liaison	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Victim Advocate*	0.50	0.50	0.50
SUBTOTAL	19.50	19.50	19.50
<u>Records:</u>			
Records Manager	1.00	1.00	1.00
Senior Police Records Technician	2.00	2.00	2.00
Police Records Technician I/II	8.00	8.00	7.00
Police Records Technician I*	0.00	0.00	1.00
SUBTOTAL	11.00	11.00	11.00
<u>Crime Analysis:</u>			
Crime Analysis and Reporting Manager	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
Crime Analyst Technician*	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	3.00

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Auxiliary Services:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Detective	1.00	1.00	1.00
Police Officer	1.00	3.00	7.00
Property Officer	1.00	1.00	1.00
Property Technician	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00
Community Services Specialist	2.00	2.00	2.00
Secretary	1.00	1.00	1.00
SUBTOTAL	11.00	13.00	17.00
<u>Traffic:</u>			
Police Commander	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Senior Police Officer	1.00	1.00	1.00
Police Officer	8.00	8.00	8.00
Police Services Assistant	7.00	7.00	5.00
Police Services Assistant*	0.00	0.00	2.00
Community Services Specialist	1.00	1.00	1.00
SUBTOTAL	20.00	20.00	20.00
<u>Maintenance:</u>			
Police Maintenance Supervisor	1.00	1.00	1.00
Senior Police Maintenance Technician	1.00	1.00	1.00
Police Maintenance Technician	1.00	1.00	1.00
SUBTOTAL	3.00	3.00	3.00

POLICE DEPARTMENT

Authorized Positions (continued)

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Fiscal Services:</u>			
Senior Management Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00
SUBTOTAL	4.00	4.00	4.00
TOTAL - REGULAR POSITIONS	177.50	177.50	181.50
TOTAL SWORN	121.00	121.00	125.00
TOTAL NON SWORN	56.50	56.50	56.50
<u>OTHER POSITIONS</u>			
Overfill Senior Records Technician (FT)	0.00	0.00	1.00
Temporary Dispatcher (PT)**	5.00	5.00	3.00
Temporary Records Technician (PT)**	0.50	0.50	1.00
Reserve Officer**	10.00	10.00	10.00
TOTAL - TEMPORARY POSITIONS	15.50	15.50	14.00
TOTAL - POLICE DEPARTMENT POSITIONS	193.00	193.00	195.50

* Position unfunded.

** Temporary and Part-Time positions shown as full-time equivalents.

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 two authorized Police Dispatcher/Police Dispatcher Trainee overfill positions.

POLICE DEPARTMENT

Department Administration

5005

OVERVIEW

Police Department Administration is comprised of the Office of the Chief of Police, Deputy Chiefs, Deputy Director/Critical Support and Logistics, Police Commander Executive Office, Sergeant, and support staff.

Administration is responsible for the management of the Police Department. Staff in Administration manages three divisions (Operations, Investigative Services, and Critical Support & Logistics) to ensure that the highest level of law enforcement services is provided.

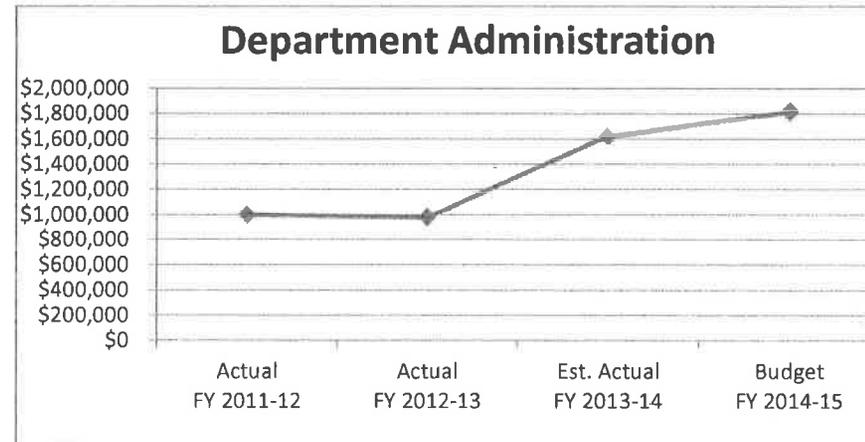
This is accomplished through providing quality service, coupled with developing community and employee partnerships, while maintaining a safe and pleasant atmosphere to live, work, and visit.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	6	6	7	8

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$997,807	\$976,463	\$1,618,700	\$1,807,000



POLICE DEPARTMENT

Department Administration (continued)

5005

KEY ACCOMPLISHMENTS FOR FY 13-14

Decreased Part I Crimes to the second lowest per capita crime rate in the City's history.

Utilized funding from grants and the City's Asset Seizure Program to acquire equipment, training, and personnel to improve the level of service that the Police Department provides to its citizens through fiscally prudent means.

Created Administrative Commander position to assist with the management of the Department's Intelligence Unit, technology and research development, media relations, and social media management.

Created the Department's first Strategic Plan since the 1980s.

Implemented a crime mapping application software to share reported crime information with the citizens in an effort to enhance communication, transparency, and general awareness throughout the community.

Implemented CrimeView, an analytical computer program that tracks real-time crime trends in order to reduce crime through focused policing in areas where activity occurs.

Expanded the Department's social media abilities through the introduction of Twitter and Instagram.

GOALS FOR FY 14-15

Implement the Police Department's Strategic Plan.

Conduct a Community Survey on the Department's performance.

Expand the Community Liaison Officer Program.

Increase the total number of Police Officers to provide additional focus on quality of life issues within the community.

Introduce civilianized positions in the Department's Investigative Units.

Expand the use of technology at the Department.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

Dispatch

5110

OVERVIEW

The function of Dispatch is to respond to emergency and non-emergency calls for service by providing information, assistance, and advice to callers. In providing this service Dispatchers utilize a wide variety of computer systems, including a computer-aided dispatch system to enter 911 calls for service, record field unit activities, and communicate the status and location of field officers.

Dispatch is also responsible for retrieving information from the state, county and national computer networks to provide information on wanted persons, stolen property, domestic violence restraining orders, criminal history, and vehicle registration.

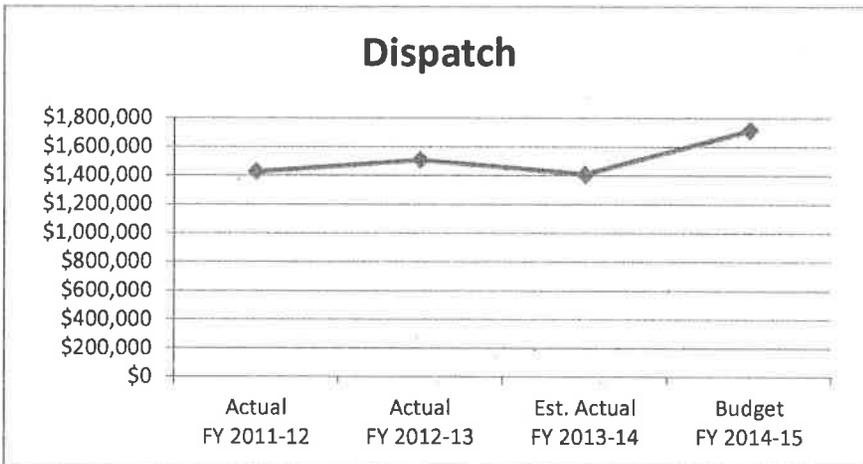
In addition, Dispatchers respond and coordinate field resources to meet community needs; radio traffic for requests for assistance; initiate requests to outside agencies for resources (e.g. helicopter, animal control services, vehicle towing, and ambulance services); and, ensure the watch commander and field supervisors are apprised of Departmental activity 24 hours a day.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	14	14	14	14

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,422,575	\$1,504,718	\$1,406,500	\$1,711,500



POLICE DEPARTMENT

Dispatch (continued)

5110

KEY ACCOMPLISHMENTS FOR FY 13-14

Assisted with maintaining an average response time of less than 5 minutes for emergency calls and less than 16 minutes for routine calls from July 1, 2013 to March 1, 2014.

Hired one fully-trained full-time Police Dispatcher and filled a Senior Police Dispatcher and Communications Manager vacancy through internal promotions.

Added two additional dispatchers to the Tactical Dispatcher Team.

Participated in the Ventura County 2013 Radio Rodeo to test interoperability of the radio system.

Participated in Leadership Simi Valley and the Citizen's Academy.

Answered a total of 56,806 telephone calls, including 18,041 emergency 9-1-1 calls from July 1, 2013 to March 1, 2014.

Activated and performed training exercises at the City's satellite Dispatch Center.

GOALS FOR FY 14-15

Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 16 minutes for non-emergency calls.

Provide professional and courteous service at all times to citizens, officers, and co-workers.

Test and explore the phone capabilities of the Next Gen 9-1-1.

Hire two full-time Police Dispatchers to fill existing vacancies.

Install the latest software version in Versadex CAD.

Complete the Power MIS project, which provides reporting retrieval through e-mail.

Complete the Virtual Private Network installation on the Versadex CAD workstations at the satellite Dispatch Center.

BUDGET IMPACTS FOR FY 14-15

Implement a web-based automated scheduling system that will provide efficiencies in managing overtime.

POLICE DEPARTMENT

Patrol

5120

OVERVIEW

Patrol officers are the Department's first responders to emergency and non-emergency calls for service throughout the Community. Uniformed Patrol officers are assigned to one of three overlapping ten-hour shifts that cover 24 hours a day, seven days a week. They handle a variety of requests from citizens contacting the Department requiring assistance. These officers are also expected to take proactive enforcement action, when warranted, to suppress criminal activity and reduce injury traffic collisions.

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

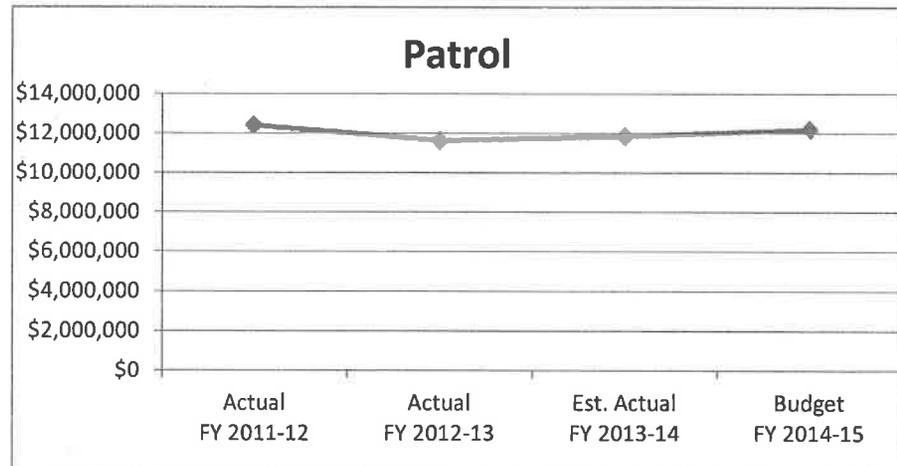
Each year, Patrol Officers handle over 40,000 calls for service maintaining an emergency response time of less than 5 minutes.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	67	67	65	63

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$12,383,975	\$11,629,309	\$11,844,000	\$12,178,000



POLICE DEPARTMENT

Patrol (continued)

5120

KEY ACCOMPLISHMENTS FOR FY 13-14

Obtained the second lowest crime rate in the City's history.

Maintained an emergency response time of less than a 5 minutes.

Maintained a non-emergency response time of less than a 16 minutes.

Delivered excellent service while handling over 40,000 calls for service during the past year.

Deployed officers on bicycles to directly patrol areas where specific crime trends were noted.

Provided professional and responsive customer service while maintaining an extremely low citizen complaint rate.

Updated the Watch Commanders resource library by adding California Jury Instructions.

GOALS FOR FY 14-15

Continue to maintain an emergency response time of less than 5 minutes.

Continue to provide excellent and responsive customer service.

Continue to support community involvement and Department outreach.

Continue to support volunteerism within the Department and community. Continue enforcement actions that help to maintain a low crime rate within the community.

Continue enforcement actions that aid in reducing injury traffic collisions to promote a safe community.

Continue to investigate all citizen complaints to ensure the Department remains accountable to its citizens.

BUDGET IMPACTS FOR FY 14-15

The decrease in Patrol staffing is the result of moving two existing officer positions to Auxiliary Services.

POLICE DEPARTMENT

Special Operations

5230

OVERVIEW

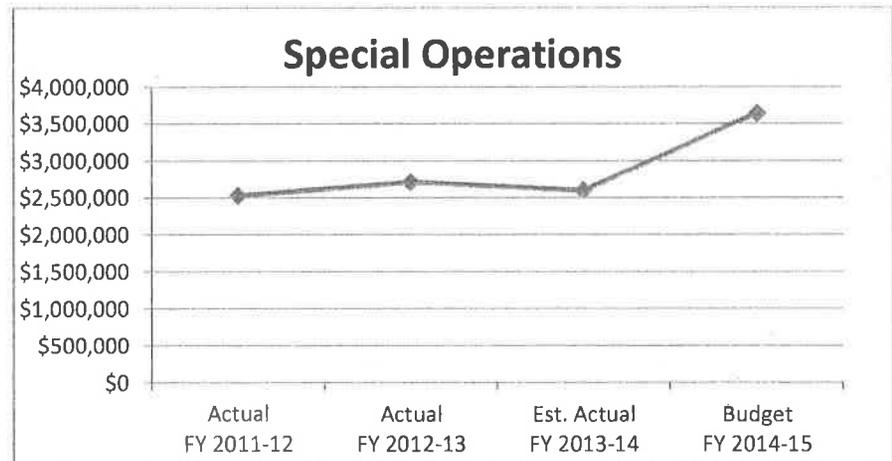
The mission of the Special Operations Unit (SOU) is to provide direct law enforcement services to the public, support to other components of the Police Department, and to conduct comprehensive, technical, narcotics, vice, and gang investigations. SOU also responds to quality of life issues in the City of Simi Valley related to homelessness, panhandling, massage compliance, and alcohol enforcement.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	20	19	19	19

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,520,194	\$2,704,776	\$2,589,600	\$3,633,300



POLICE DEPARTMENT

Special Operations (continued)

5230

KEY ACCOMPLISHMENTS FOR FY 13-14

Initiated over 340 felony and misdemeanor arrests.

Completed over 45 controlled buys of narcotics and served 12 local narcotics-related search warrants.

Completed Federal Forfeited Asset requests yielding over \$1.2 million in suspected drug profits and \$40,000 in property.

Provided support, in over 200 instances, to other Department units and outside agencies.

Completed sex registrant compliance checks.

Completed several random massage parlor compliance checks.

Completed several random Alcoholic Beverage Control Compliance checks.

Completed several Serious Habitual Offender Sweeps directed at Post Release Offenders.

Completed multiple homeless and panhandler operations.

Participated in two federal and two countywide narcotics task forces.

GOALS FOR FY 14-15

Participate in two Drug Enforcement Administration (DEA) Federal Task forces and two countywide task forces.

Collaborate with the United States Department of Justice to facilitate DEA and Federal Bureau of Investigation (FBI) assistance on local narcotics enforcement while ensuring operational efficiency and public safety.

Participate in activities directed at quality of life complaints, including massage parlor compliance, homeless and panhandling issues, and Alcoholic Beverage Control enforcement and compliance.

Enforce laws pertaining to Post Release Offenders, parolees, and subjects on probation.

Evaluate the composition of the Special Operations Unit with the goal of improving operational efficiencies.

Ensure that there are a sufficient number of vehicles available to undertake increased covert operations.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

Detectives

5240

OVERVIEW

The Detectives unit provides investigative support to all citizens, outside agencies, and other units within the Department. It is responsible for the investigation of major crimes against persons and property, and overseeing the Technical Services Team (TST).

The Violent Crimes Section investigates homicides, kidnappings, missing persons, robberies, felony assaults, crimes against children and the elderly, and sexual assaults.

The Property Crimes Section investigates thefts, burglaries, arsons, embezzlements, frauds, identity thefts, and computer crimes. Major crime scenes are processed by the Crime Scene Investigation Detail, which gathers and analyzes physical evidence.

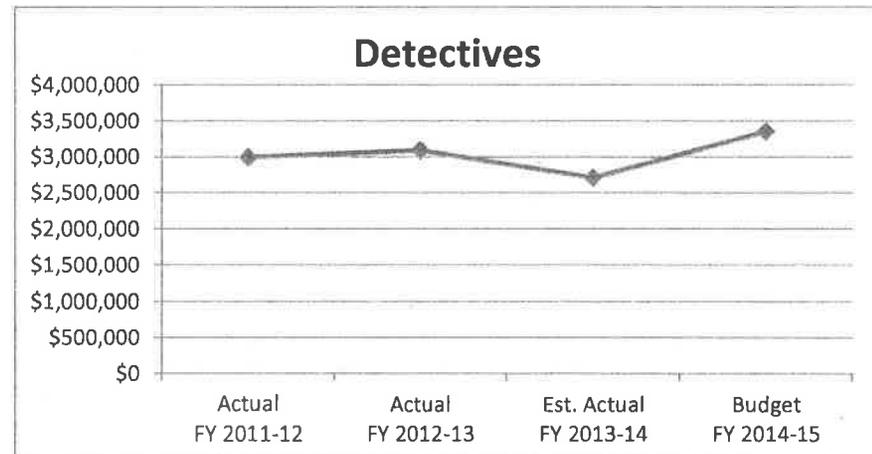
The Technical Services Team (TST) is an ancillary assignment comprised of both sworn and civilian personnel from various areas of the Department. TST is responsible for the installation, operation, and maintenance of various technical equipment, such as surveillance cameras, alarm systems, and all types of computer software and components.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	19.5	19.5	19.5	19.5

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,991,219	\$3,084,420	\$2,703,500	\$3,346,000



POLICE DEPARTMENT

Detectives (continued)

5240

KEY ACCOMPLISHMENTS FOR FY 13-14

Implemented an electronic service and tracking system for traffic subpoenas.

Worked on ten cold case homicides with the Ventura County District Attorney's Office, resulting in the clearance of one case.

Conducted a successful recruitment process for a Crime Scene Investigator (CSI), three Property Crime Detectives, and a Property Crime Detective Sergeant.

Assisted the State Fire Marshal with the investigation of the July 4th fireworks incident.

Conducted a compliance sweep of more than one hundred sex registrants residing in the City, resulting in one arrest.

Investigated four homicides and one fatal officer-involved shooting.

Conducted training sessions on the new XRY digital software recovery system, which will assist in civil/criminal investigations, intelligence operations, data compliance, and electronic discovery cases.

Assisted with the implementation of CrimeView.

GOALS FOR FY 14-15

Conduct a recruitment process for a CSI position.

Investigate nine cold case homicides.

Conduct compliance sweeps of sex registrants in the City.

Implement the COPLINK system to access and share law enforcement data with Los Angeles County and other law enforcement agencies.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

Records

5350

OVERVIEW

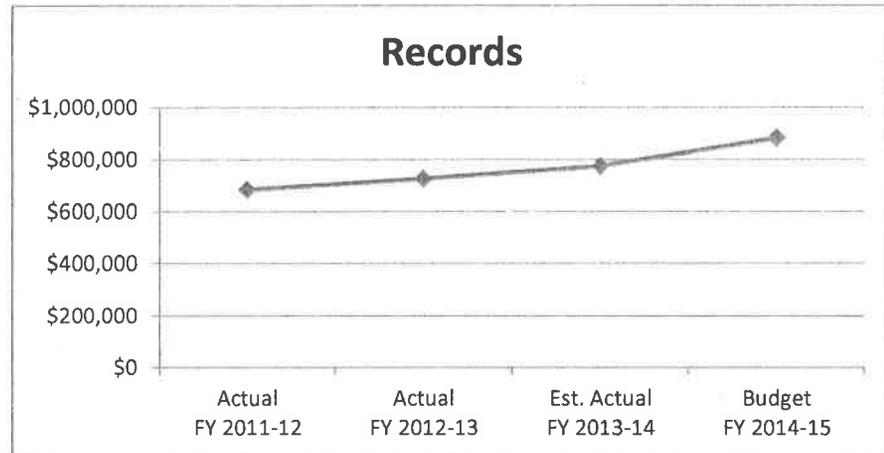
The Records Unit is responsible for managing the Department's automated Records Management System (RMS) and any paper files. The Unit is also responsible for reporting crime statistics to the Department of Justice; releasing information in accordance with the Public Records Act; ensuring compliance with the Department of Justice's guidelines for Departmental access to California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC).

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	12	11	11	11

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$681,018	\$724,239	\$773,800	\$879,700



POLICE DEPARTMENT

Records (continued)

5350

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed Department-wide online California Law Enforcement Telecommunications System (CLETS) re-certification through the Department of Justice.

Updated all Unit task procedures to ensure accuracy and efficiency.

Initiated purge field testing of the Records Management System (RMS), which will result in efficiencies when auditing record purging guidelines.

Maintained the Records Unit micro-fiche machine to ensure public access to historical records.

Completed Public Records Act training for Records staff personnel.

Created and distributed an MRE Report Guideline to assist officers with entering report data, which ensures accuracy of RMS data for investigation analysis.

GOALS FOR FY 14-15

Provide Records staff with continued customer service training, in order to ensure the delivery of excellent service to the community.

Continue to train and utilize citizens from the community as Volunteers in the Records Unit.

Work with Versaterm in upgrading to Versadex 7.5, which will result in efficiencies and improve auditing.

Review and revise all Records Unit Orders.

Implement CLETS mnemonics pooling system with the Department of Justice.

Implement the revised Offense Codes Tables in the Records Management System (RMS).

BUDGET IMPACTS FOR FY 14-15

The proposed budget freezes funding for one vacant Police Records Technician.

POLICE DEPARTMENT

Crime Analysis & Reporting

5370

OVERVIEW

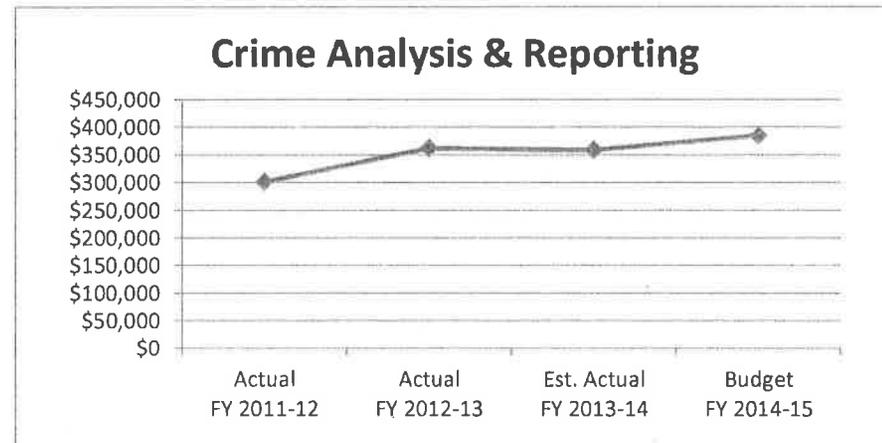
The mission of the Crime Analysis & Reporting Unit is to provide timely and accurate information regarding crime statistics, and to track criminal and offender activity by providing reports to the Police Department and surrounding law enforcement agencies. Tasks undertaken include collecting, analyzing, and distributing appropriate crime patterns and trends to affected personnel and agencies in support of crime reduction and community safety.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$300,273	\$361,348	\$358,400	\$384,000



POLICE DEPARTMENT

Crime Analysis & Reporting (continued)

5370

KEY ACCOMPLISHMENTS FOR FY 13-14

Worked closely with the California Department of Corrections Parole, County Probation, and Post Release Offender officers, in order to monitor known offender activity and its impact on the City's crime rate.

Continued to identify crime-suspect correlations, which assisted in investigations and special operations.

Continued to work with Crime Prevention, which focused on educating potential victims to not become crime targets.

Assisted with the implementation of a robust, automated crime mapping tool that will expand the use of mapping technology for crime statistics and correlations.

Continued to analyze crime and other social disorder incidences, which helped support and enhance the effectiveness of overall police operations.

Monitored the Serious Habitual Offender (SHO) Program within the community.

GOALS FOR FY 14-15

Analyze the behavioral patterns and motivations of serial and street criminals, at-risk juveniles, and offenders of domestic violence.

Analyze the impact of narcotics and alcohol on crime and homelessness.

Utilize the CrimeView mapping solution to detect and isolate crime patterns, trends, and series, and to predict future incidences based upon temporal analysis.

Work with Ventura County Information Technology in the development of the Supervised Release File and how it relates to law enforcement contacts with identified known offenders.

Identify Best Practices for improving Crime Analysis that will involve monthly training of systemic approaches to intelligence gathering and visualization, which will enhance the Department's ability to prevent, reduce, and solve crime.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

Fiscal Services

5390

OVERVIEW

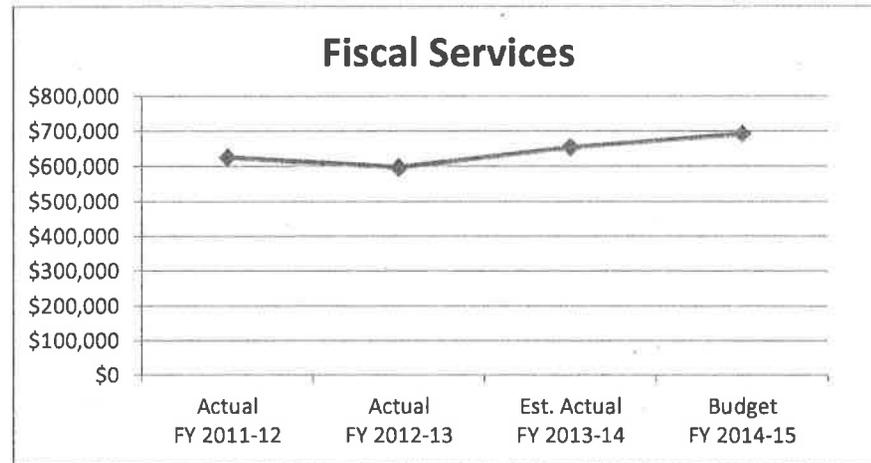
The Fiscal Services Unit provides operational support to all units in the Department by performing the following functions: process purchase orders, initiate payment of invoices; enter and audit timesheet data; create invoices for false alarms, emergency services, and other fees; review and approve permits for businesses and solicitors; coordinate grant activities including writing grant applications, managing grants, and submitting reimbursement requests; provide Police Commanders and Unit Managers with monthly financial reports to assist in performance monitoring of expenditures; and, coordinate and consolidate the Department's annual budget.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	4	4	4	4

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$623,131	\$595,970	\$650,900	\$689,900



POLICE DEPARTMENT

Fiscal Services (continued)

5390

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided Police Commanders and Unit Managers with Detailed Budget Reports and Monthly Financial Reports to assist in financial oversight of their budgets.

Implemented a process for involving Police Commanders and Unit Managers in budget preparation.

Managed grant programs and submitted reimbursement requests totaling \$187,980.

Prepared a Bid Request for two Patrol motorcycles and initiated a purchase request for two off-road motorcycles.

Instituted additional audit procedures for evaluating timesheets and verifying data entry.

Processed over 500 purchase orders for operational units throughout the Department.

Processed over 50 emergency services and 150 false alarm invoices, and monitored collections.

Issued over 48 permits to businesses and solicitors.

Processed SB90 Claims and applied for reimbursement from the State of California.

GOALS FOR FY 14-15

Evaluate manual processes and determine if efficiencies can be gained through technology or streamlining procedures.

Continue to apply for grant reimbursements and seek opportunities for additional grant funding.

Continue to provide financial support to Police Commanders and Unit Managers in the on-going operational performance of their respective units.

Continue to process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.

Implement new purchasing procedures for Department-issued credit cards.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

Maintenance

5395

OVERVIEW

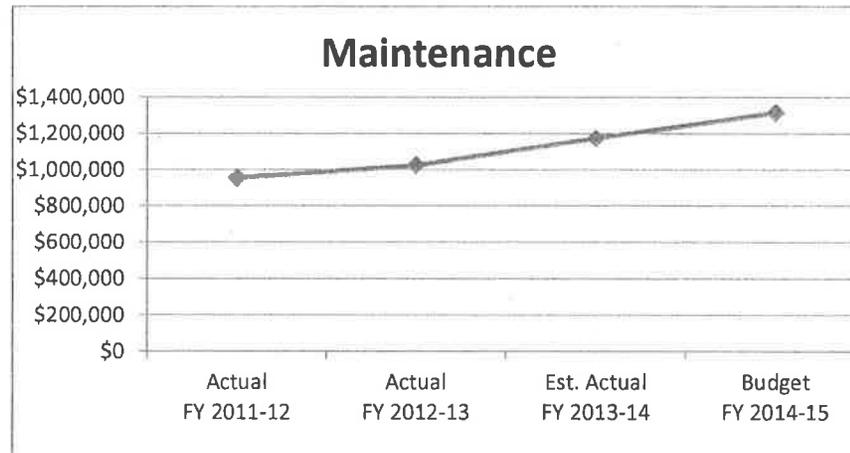
The Maintenance Unit is a specialized technical area within the Police Department. Maintenance staff is responsible for purchasing and installing emergency equipment, sustaining the integrity of Police vehicles, working with the Public Works Department to ensure that vehicles are repaired in a timely manner, overseeing the disposition of all capital assets, and maintaining and upgrading the Police facility.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$951,478	\$1,021,815	\$1,170,600	\$1,312,700



POLICE DEPARTMENT

Maintenance (continued)

5395

KEY ACCOMPLISHMENTS FOR FY 13-14

Researched and developed specifications for the new standard Police vehicle.

Auctioned surplus vehicles and miscellaneous items.

Assisted in the preparation of the Simi Valley Library grand opening.

Refurbished a SWAT Transport Vehicle that was donated to the Department.

Painted various offices throughout the facility.

Assisted with preventive maintenance of Police mobile and portable radios.

Completed load bank testing of the emergency generator.

Attended Retro Commissioning Project Planning with Southern California Edison.

Reconfigured the Patrol Briefing room to enhance training proficiency.

Assisted with the 2013 Living Green Expo.

GOALS FOR FY 14-15

Purchase replacement vehicles with the new standard Police vehicles.

Repair or replace deteriorating mechanical devices in the Police facility.

Paint and redecorate deteriorating areas in the Police facility.

Assist with the 2014 Green Living Expo.

Assist with the Retro Commissioning Project Planning with Southern California Edison.

BUDGET IMPACTS FOR FY 14-15

Purchase and equip 14 new Police vehicles.

POLICE DEPARTMENT

Auxiliary Services

5460

OVERVIEW

The Auxiliary Services Unit directly supports the officers and professional staff who serve the community of Simi Valley. It manages the following programs, which provide a safe and healthy living environment for residents: The School Resource Officer Program; the Community Liaison Officer; the Police Explorer Program, the Crime Prevention Program; the Citizens Academy; and, the Citizen Volunteer Program. These programs encourage community involvement and ensure the accessibility of local government to the citizens they serve.

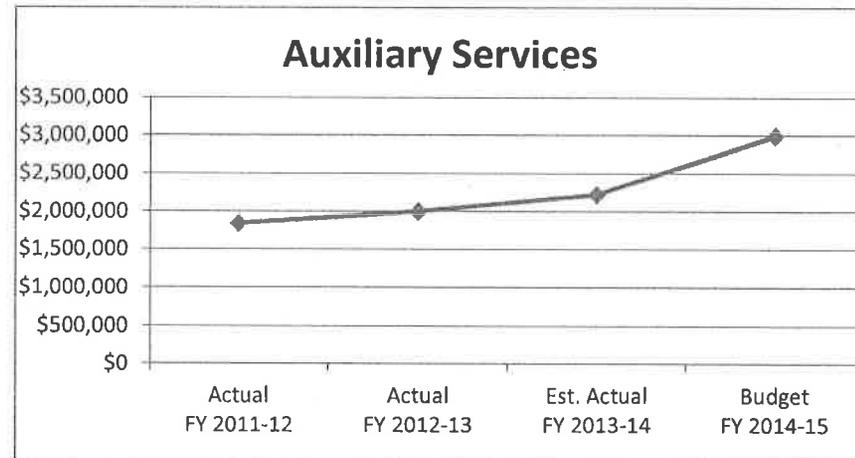
The Unit also provides logistical support to the officers and professional staff that function as the first point of contact between the City and its residents. It accomplishes this by: managing the hiring, equipping, and background investigation process for all Department personnel; conducting when necessary, internal affairs investigations and administrative reviews; investigating claims for damages against the City; maintaining firearms proficiency standards through the Range Program; and, administering the professional training of all Department personnel.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	11	11	13	17

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,844,868	\$1,999,712	\$2,217,000	\$2,983,900



POLICE DEPARTMENT

Auxiliary Services (continued)

5460

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided all Simi Valley public, private, and day care school staff with 'Active Shooter Awareness' training.

Established the Community Liaison Officer position to provide responsive, problem solving customer service.

Presented drug awareness training for parents attending 'Back to School Night' at all local high schools.

Hosted 'National Night Out' event in support of 20 community block parties against crime.

Conducted two (2) Citizen Academies whereby 50 community members successfully graduated the program.

Presented two (2) 'Coffee with a Cop' and one (1) 'Shop with a Cop' events.

Presented the annual 'Every 15 Minutes' Program against intoxicated driving at Simi High School.

Assigned Explorer Scouts as voluntary traffic-control personnel in more than ten (10) separate community events.

Attended regular Neighborhood Council Meetings jointly with the Community Liaison Officer and Crime Prevention personnel.

GOALS FOR FY 14-15

Hold public outreach events such as the 'Coffee with a Cop' meetings.

Present 'Every 15 Minutes Program' at Royal High School.

Train the Community Liaison Officer to assist with 'Parent Project' classes.

Ensure sworn personnel maintain compliance with P.O.S.T. training.

Reduce travel expenses by emphasizing local training opportunities for Departmental personnel.

Hold two (2) community parking lot drug drop-off events with local merchants.

Advise local business owners on effective methods to reduce panhandling.

BUDGET IMPACTS FOR FY 14-15

Implement a 5-year ballistic vest replacement policy.

Funding for four new officers is included in this Budget, one of which is paid by a grant.

POLICE DEPARTMENT

Traffic

5480

OVERVIEW

Traffic Officers consist of Accident Investigators and Motorcycle Enforcement Officers. Accident Investigators are assigned to investigate motor vehicle accidents that occur on public right-of-ways and vehicular related crimes, including driving under the influence and hit and run collisions. Accident Investigators are also responsible for enforcement of the California Vehicle Code provisions and focus their enforcement efforts in areas most prone to injury accidents.

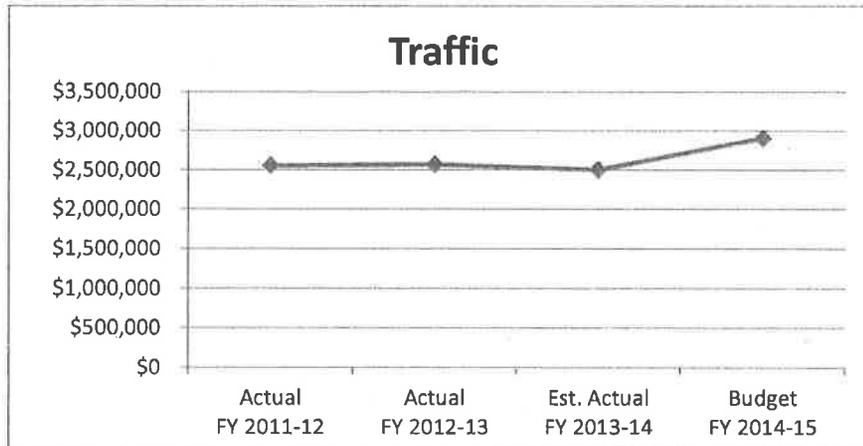
Motorcycle Enforcement Traffic Officers' primary focus is the enforcement of the California Vehicle code, specifically in areas most prone to injury accidents. In addition, they are also responsible for handling accident investigations and vehicle-related crimes.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	19	20	20	20

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$2,554,503	\$2,568,223	\$2,501,300	\$2,900,400



POLICE DEPARTMENT

Traffic (continued)

5480

KEY ACCOMPLISHMENTS FOR FY 13-14

Issued over 7,800 traffic related citations and over 4,200 traffic infraction warnings, which helped reduce injury-related collisions. Reduced injury accidents by 15% from the prior year.

Implemented electronic collision reporting with direct import of collision data to a new collision database/analysis program.

Increased enforcement posture related to Driving Under the Influence (DUI) through expanded operations made possible through grants from the Office of Traffic Safety.

Purchased a 3-dimensional laser device and software for diagramming major accidents and crime scenes.

Utilized the stealth radar effectively to analyze speed issues at complaint locations.

GOALS FOR FY 14-15

Increase traffic enforcement efforts at locations with the highest incidence of traffic collisions.

Utilize the Department of Motor Vehicle's DUI Hot List Program to target repeat DUI offenders who are driving with suspended licenses.

Re-establish the Off-road Motorcycle Program to address both traffic and patrol concerns.

Revitalize the Parking Enforcement Program through increased proactive enforcement efforts.

Expand the scope of "Operation Safe Schools" to encompass stakeholder participation and intensive enforcement details.

BUDGET IMPACTS FOR FY 14-15

None

POLICE DEPARTMENT

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 13,966,933	\$ 14,511,200	\$ 14,605,300	\$ (94,100)	\$ 15,573,100
41020 Temporary Salaries	90,718	92,300	62,600	29,700	104,400
41040 Overtime	2,938,862	2,890,900	3,164,100	(273,200)	3,154,000
41200 Deferred Compensation - 401k	20,860	19,900	22,600	(2,700)	22,400
41210 Deferred Compensation - 457	7,910	9,100	8,300	800	9,400
41300 Vision Care	43,090	46,100	42,900	3,200	47,800
41350 Disability	104,230	105,800	105,000	800	115,500
41400 Group Ins/Health	2,436,350	2,647,900	1,483,700	1,164,200	246,500
41415 Flex Benefits	-	-	-	-	2,710,100
41420 CalPERS Health Admin Fee	-	-	5,500	(5,500)	11,000
41450 Life Insurance	33,248	33,400	32,600	800	34,300
41500 Group Ins/Dental	238,386	256,700	235,800	20,900	268,400
41600 Retirement/PERS	5,186,337	5,257,900	5,285,100	(27,200)	5,492,200
41620 Retirement HRA	64,101	52,800	66,600	(13,800)	67,200
41650 Medicare	219,554	253,700	238,800	14,900	266,500
41660 FICA	4,094	5,700	2,800	2,900	6,500
41700 Workers' Compensation	1,327,300	1,410,100	1,258,000	152,100	1,556,300
41800 Leave Accrual	368,504	-	-	-	-
41801 Leave Accrual - Contra	82,060	-	-	-	-
41860 Salary Reimbursement	(335,281)	-	-	-	-
41900 Personnel Savings	-	(633,700)	-	-	-
Subtotal - Personnel	\$ 26,797,256	\$ 26,959,800	\$ 26,619,700	\$ 340,100	\$ 29,685,600
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ 20,627	\$ 22,800	\$ 22,100	\$ 700	\$ 21,900
42200 Computer (Non-Capital)	8,095	9,100	8,900	200	700
42230 Office Supplies	13,201	18,300	18,100	200	19,500
42235 Furnishings & Equipt. (Non-Capital)	7,886	-	-	-	-

POLICE DEPARTMENT (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42310 Rentals	14,103	15,500	15,500	-	16,500
42410 Uniform/Clothing Supply	251,542	342,000	326,800	15,200	395,300
42440 Memberships & Dues	\$ 6,141	\$ 9,800	\$ 9,000	\$ 800	\$ 9,600
42450 Subscriptions & Books	1,628	2,500	2,500	-	2,500
42500 Fuel and Lubricants	355,240	472,700	381,100	91,600	423,200
42560 Operating Supplies	227,021	427,400	317,200	110,200	357,700
42720 Travel, Conferences, Meetings	29,856	71,000	67,400	3,600	72,400
42730 Training	16,924	18,600	17,400	1,200	27,300
42760 POST Training	91,822	90,000	90,000	-	100,000
42770 Recruitment	16,642	30,600	22,300	8,300	31,100
42780 Out-Of-County Investigations	9,076	8,400	8,000	400	9,000
42790 Mileage	1,502	1,000	800	200	1,000
Subtotal - Supplies/Materials	\$ 1,071,306	\$ 1,539,700	\$ 1,307,100	\$ 232,600	\$ 1,487,700
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 93,398	\$ 104,400	\$ 105,200	\$ (800)	\$ 124,500
44012 Outside Legal Services	-	-	-	-	15,000
44310 Maintenance of Equipment	356,040	380,800	429,300	(48,500)	451,300
44490 Other Contract Services	-	34,600	34,600	-	62,300
Subtotal - Services	\$ 449,438	\$ 519,800	\$ 569,100	\$ (49,300)	\$ 653,100
Subtotal - Current Expenses	\$ 1,520,744	\$ 2,059,500	\$ 1,876,200	\$ 183,300	\$ 2,140,800
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ -	\$ 7,800	\$ 7,700	\$ -	\$ -
47030 Vehicles	-	18,000	17,300	-	-
Subtotal - Capital Outlay	\$ -	\$ 25,800	\$ 25,000	\$ -	\$ -
49289 Transfer to Disaster Fund	\$ 559	\$ -	\$ -	\$ -	\$ -
Total	\$ 28,318,559	\$ 29,045,100	\$ 28,520,900	\$ 523,400	\$ 31,826,400

**POLICE DEPARTMENT
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Funding to Increase Sworn Police Staffing with Three Additional Police Officers to Enable Staffing of Department's Community Liaison Program
 REQUEST: \$557,000
 ACCOUNT: 100-5120-41000, 42410, 42560, 42730
 PRIORITY: 1

COST BREAKDOWN	
<u>Personnel</u>	\$521,600
Three Sworn Police Officer Positions	
<u>Current Expenses</u>	
Uniforms, Equipment and Training	
	\$35,400
TOTAL:	\$557,000

CITY MANAGER ACTION	
<u>Personnel</u>	\$145,000
Two overfill officer positions converted to regular (One General Fund, one offset by grant)	

CITY COUNCIL ACTION	
<u>Personnel</u>	\$290,000
Two additional police officers added	
<u>Current Expenses</u>	
Uniforms, Equipment and Training	
	\$96,500
TOTAL:	\$386,500

The Department is requesting three funded sworn officer positions be added to our authorized allocation to enable full staffing of the Department's Community Liaison Program. The Community Liaison Program is currently a pilot program and is staffed with one officer. This position was transferred from the Patrol Unit into Auxiliary Services. The current patrol unit staffing cannot allow for additional transfers to any specialty assignment.

The adoption of a Community Liaison Program will enhance the Department's ability to solve community problems that cannot be solved with single or even multiple response of a patrol officer. Many times, our patrol staff is faced with trying to solve complex problems in response to a citizen's call for service only to find that the much needed follow up cannot be accomplished while working in a patrol assignment. Officers designated as Community Liaison Officers (CLOs) will have the ability to request additional resources to assist with the solution through to a conclusion in areas of the City that are assigned specifically to them. These Officers or Senior Officers will be afforded staff time as well as time to attend assigned Neighborhood Council District meetings, homeowner's association meetings, neighborhood watch meetings, City Council meetings, and other community group gatherings. This will allow them to interact with citizens and identify issues germane to the quality of life in our City. The CLO officers will work varying hours and be available when their presence is needed most. Some of the problems that these officers will address seeking long term solutions include citizen complaints of homelessness and panhandling, loitering, ongoing neighborhood issues, and disturbances that continue after numerous patrol officer responses have not found the solution.

The Department's vision for this program is to staff it with four Officers or Senior Officers, each reporting to a Patrol Commander, who has management responsibility for their assigned area of the City. The existence of a CLO program will assist with reducing the repetitive call load on the existing patrol staffing. Freeing up existing patrol officers' time will provide for additional proactive police work, helping to reduce crime and injury accidents throughout the City.

NOTE: The City Manager added two positions and the City Council added two more, for a total of four new officer positions.

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POLICE DEPARTMENT EMERGENCY SERVICES

EMERGENCY SERVICES

Overview

OVERVIEW

The Office of Emergency Services coordinates a communitywide effort to prepare for, respond to, and recover from disasters and high impact emergencies. This is accomplished through nine major programs areas:

- 1) Emergency Response Planning,
- 2) Emergency Management Training,
- 3) Emergency Operations Center (EOC) program,
- 4) The 32-member Disaster Service Worker Team,
- 5) Emergency Communications Technology program,
- 6) Intergovernmental Coordination,
- 7) Disaster Recovery Planning,
- 8) Hazard Mitigation Planning, and
- 9) Public Education program.

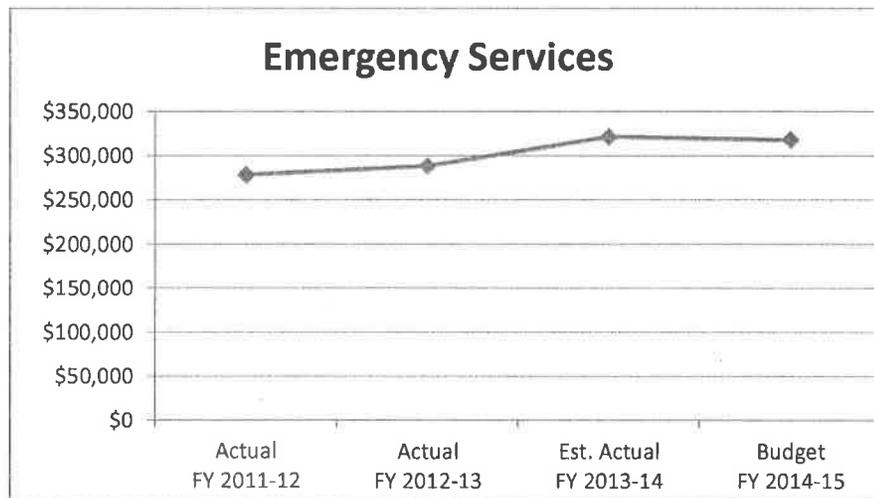
One Emergency Services Manager, one Community Services Specialist, two Technical Reserves and the DSW Team are assigned to the Office of Emergency Services.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	2	2	2	2

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$277,611	\$287,951	\$320,900	\$317,300



EMERGENCY SERVICES

Overview (continued)

KEY ACCOMPLISHMENTS FOR FY 13-14

Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with City Emergency Operations Center (EOC) and field level staff.

Maintained formal interagency relations through participation at the Ventura County Emergency Coordinators' Council, and the Ventura County Emergency Planning Council and other ad hoc committees.

Implemented the Community Emergency Response Team (CERT) program, including three academies.

The Disaster Service Worker (DSW) Team completed all training, readiness and recruitment objectives.

Completed community preparedness and education objectives through public presentations, the City website, attendance at various community and Police Department events and the 2014 Emergency Preparedness Expo.

Conducted four EOC Readiness exercises to test all EOC systems and participated in the "Great California Shakeout statewide earthquake exercise."

Awarded a DHS grant to purchase a tow vehicle.

GOALS FOR FY 14-15

Conduct an Emergency Operations Center (EOC) Functional Exercise involving all staff and liaison agencies. Complete a major update to the City's Emergency Operations Plan (EOP).

Complete an update to the City's Multi-Hazard Mitigation Plan.

Interconnect the City's and County's crisis management software.

BUDGET IMPACTS FOR FY 14-15

None

**POLICE DEPARTMENT
EMERGENCY SERVICES**

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 167,134	\$ 170,800	\$ 174,300	\$ (3,500)	\$ 172,700
41200 Deferred Compensation - 401k	1,825	1,800	1,800	-	1,800
41300 Vision Care	475	500	500	-	500
41350 Disability	1,441	1,500	1,500	-	1,600
41400 Group Ins/Health	34,177	35,000	19,300	15,700	3,000
41415 Flex Benefits	-	-	-	-	34,500
41450 Life Insurance	445	400	400	-	400
41500 Group Ins/Dental	1,655	1,800	1,700	100	1,800
41600 Retirement (PERS)	38,611	39,900	39,000	900	38,800
41650 Medicare	2,394	3,000	2,500	500	3,000
41700 Workers' Compensation	8,100	11,200	11,200	-	11,500
Subtotal - Personnel	\$ 256,257	\$ 265,900	\$ 252,200	\$ 13,700	\$ 269,600
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ 3,780	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
42230 Office Supplies	385	400	400	-	400
42410 Uniforms/Clothing Supplies	509	3,000	3,000	-	3,000
42440 Memberships & Dues	185	3,000	200	2,800	600
42560 Operating Supplies	13,008	16,800	13,800	3,000	13,300
42720 Travel, Conferences & Meetings	2,058	2,600	2,600	-	2,600
42730 Training	2,343	4,700	4,700	-	6,700
42790 Mileage	1,171	1,200	1,200	-	500
Subtotal - Supplies/Materials	\$ 23,439	\$ 46,700	\$ 40,900	\$ 5,800	\$ 42,100

**POLICE DEPARTMENT
EMERGENCY SERVICES (continued)**

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
44310 Maintenance of Equipment	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	\$ 5,600
Subtotal - Services	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	\$ 5,600
Subtotal - Current Expenses	\$ 26,239	\$ 49,500	\$ 43,700	\$ 5,800	\$ 47,700
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Subtotal - Capital Outlay	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Total	<u>\$ 282,496</u>	<u>\$ 340,400</u>	<u>\$ 320,900</u>	<u>\$ 19,500</u>	<u>\$ 317,300</u>

NON-DEPARTMENTAL

NON-DEPARTMENTAL

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, premium payments to the PARS retirement system and General Liability Insurance Fund, and provides for the City's membership and participation in several organizations.

All Departmental requests for non-capital (less than \$5,000 per item) office furnishings and equipment to be financed from the General Fund are included in the Non-Departmental budget. This allows the 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.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>PERSONNEL</u>					
41610 Retirement (PARS)*	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
41800 Annual Leave Pay Out	1,162,581	1,100,000	1,000,000	(100,000)	1,150,000
Subtotal - Personnel	\$ 1,162,581	\$ 1,160,000	\$ 1,060,000	\$ (100,000)	\$ 1,210,000
<u>SUPPLIES AND MATERIALS</u>					
42100 Utilities	\$ 696,430	\$ 666,300	\$ 666,300	\$ -	\$ 666,300
42130 Postage	59,380	52,000	55,000	3,000	55,000
42150 Communications	563,770	684,000	684,000	-	720,800

*Prior to FY 13-14, PARS retirement costs were included in departmental budgets. They are now consolidated here.

NON-DEPARTMENTAL (cont.)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>SUPPLIES AND MATERIALS (CONT'D)</u>					
42230 Office Supplies	\$ 5,690	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
42235 Furn & Equip (Non-Capital)	4,830	12,800	9,000	(3,800)	48,500
42300 Copiers	116,523	125,500	117,000	(8,500)	122,300
42310 Rentals	1,053	1,100	1,100	-	1,100
42440 Memberships and Dues	96,703	95,000	91,800	(3,200)	95,000
42560 Operating Supplies	52,518	67,200	67,200	-	48,000
42730 Training	2,980	3,000	3,000	-	3,000
Subtotal - Supplies/Materials	\$ 1,599,877	\$ 1,714,900	\$ 1,702,400	\$ (12,500)	\$ 1,768,000
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 57,656	\$ 113,300	\$ 104,200	\$ (9,100)	\$ 116,800
44015 VC Property Tax Collection Fee	181,700	330,400	323,900	(6,500)	190,000
44310 Maintenance of Equipment	4,288	785,500	780,000	(5,500)	793,200
44490 Other Contract Services	164,432	243,000	217,000	(26,000)	222,500
44491 FIS Operations	85,100	85,100	85,100	-	-
44492 GIS Operations	29,500	29,500	29,500	-	-
44590 Insurance Charges	950,400	934,900	934,900	-	917,600
Subtotal - Services	\$ 1,473,076	\$ 2,521,700	\$ 2,474,600	\$ (47,100)	\$ 2,240,100
Subtotal - Current Expenses	\$ 3,072,953	\$ 4,236,600	\$ 4,177,000	\$ (59,600)	\$ 4,008,100
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	\$ 38,865	\$ 27,500	\$ 27,000	\$ (500)	\$ -
Subtotal - Capital Outlay	\$ 38,865	\$ 27,500	\$ 27,000	\$ (500)	\$ -
Total	\$ 4,274,399	\$ 5,424,100	\$ 5,264,000	\$ (160,100)	\$ 5,218,100

INTERNAL SERVICE FUNDS

LIABILITY INSURANCE FUND Fund 803

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 reserve fund balances, it is City Council's policy to retain \$3.5 million for contingencies in addition to a reserve established by actuarial analysis. Currently, reserves have dropped below this level and City staff are working to increase the reserve in order to meet Council's policy.

LIABILITY INSURANCE FUND (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
Beginning Fund Balance (Excluding Advance)	\$ 2,950,861	\$ 2,566,382	\$ 2,566,382		\$ 2,176,382
<u>REVENUES</u>					
34001 Interest on Investments	\$ 37,257	\$ 23,100	\$ 23,100	\$ -	\$ 23,100
37111 Premiums/General Fund	950,400	934,900	934,900	-	917,600
37112 Premiums/CDA	-	-	-	-	-
37114 Premiums/Lighting Maintenance	-	-	-	-	-
37115 Premiums/Sanitation	182,100	258,500	258,500	-	250,900
37116 Premiums/Transit	133,900	157,200	2,600	154,600	148,800
37117 Premiums/Waterworks	113,200	146,000	146,000	-	143,200
Total Revenues	\$ 1,416,857	\$ 1,519,700	\$ 1,365,100	\$ 154,600	\$ 1,483,600
<u>EXPENDITURES</u>					
43010 Liability Insurance Premiums	268,641	291,000	285,000	6,000	297,000
43040 Property Insurance Premiums	124,653	132,000	132,000	-	138,000
43170 Unemployment Claims	13,857	40,000	15,000	25,000	40,000
43200 Claims & Contributions to Legal Reserves	1,171,553	833,600	1,100,000	(266,400)	815,000
44590 Other Insurance Services	3,232	3,700	3,700	-	3,700
46100 Reimbursement to General Fund	215,400	215,400	215,400	-	185,900
49648 Transfer to Computer Equip Replacement	4,000	4,000	4,000	-	-
Total Expenditures	\$ 1,801,336	\$ 1,519,700	\$ 1,755,100	\$ (235,400)	\$ 1,479,600
Net Cashflow	\$ (384,479)	\$ -	\$ (390,000)	\$ (390,000)	\$ 4,000
Ending Fund Balance (Excluding Advance)	\$ 2,566,382	\$ 2,566,382	\$ 2,176,382	\$ (390,000)	\$ 2,180,382
Reserve Requirement per Actuarial Analysis	\$ 2,346,722	\$ 2,213,106	\$ 2,213,106		\$ 2,092,283
General Fund Advance	\$ 2,344,000	\$ 2,344,000	\$ 2,344,000		\$ 2,344,000

WORKERS' COMPENSATION INSURANCE FUND

Fund 805

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 Successor Agency, and the Community Development Housing Successor Agency.

The charges are computed based on percentage rates applied to budgeted salary compensation for all employees. The percentage rate varies depending upon the nature of the work performed by the position. The applied percentage rates are higher for positions with greater 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 \$750,000, 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 is a separate fund but its three staff members are part of, and supervised by, the Deputy Director of Human Resources.

WORKERS' COMPENSATION INSURANCE FUND (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
Beginning Fund Balance	\$ (211,186)	\$ (2,362,692)	\$ (2,362,692)		\$ (2,645,692)
<u>REVENUES</u>					
34001 Interest on Investments	\$ 47,987	\$ 40,000	\$ 30,000	\$ (10,000)	\$ 40,000
37110 Premiums/CDA Housing	11,700	-	11,700	11,700	-
37111 Premiums/General Fund	2,150,800	2,464,600	2,312,900	(151,700)	2,778,500
37112 Premiums/CDA Admin	10,100	13,800	13,800	-	12,400
37115 Premiums/Sanitation	288,600	351,800	351,800	-	411,000
37116 Premiums/Transit	143,200	170,900	170,900	-	240,900
37117 Premiums/Waterworks	158,100	196,700	196,700	-	249,200
37119 Premiums/Workers' Compensation	8,500	11,600	8,500	(3,100)	500
Total Revenues	\$ 2,818,987	\$ 3,249,400	\$ 3,096,300	\$ (153,100)	\$ 3,732,500
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 220,457	\$ 224,000	\$ 203,800	\$ 20,200	\$ 211,100
41020 Temporary Salaries	9,158	-	-	-	7,700
41050 Outside Assistance	-	3,000	-	3,000	3,000
41200 Deferred Compensation - 401k	2,738	2,700	2,500	200	1,800
41300 Vision Care	713	800	700	100	800
41350 Disability	1,903	1,900	1,900	-	1,200
41400 Group Ins/Health	44,881	45,500	41,800	3,700	4,500
41415 Flexible Benefits	-	-	-	-	48,300
41450 Life Insurance	663	400	700	(300)	600
41500 Group Ins/Dental	1,655	1,800	1,700	100	2,800
41600 Retirement/PERS	51,968	52,000	46,600	5,400	32,000
41620 Retirement HRA	2,407	2,400	2,200	200	2,400

WORKERS' COMPENSATION INSURANCE FUND (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>PERSONNEL (CONT'D.)</u>					
41650 Medicare	\$ 3,425	\$ 3,900	\$ 3,400	\$ 500	\$ 3,100
41700 Workers' Compensation	8,500	11,600	8,500	3,100	500
41800 Payroll Accruals	10,612	11,000	11,700	(700)	13,000
Subtotal - Personnel	\$ 359,080	\$ 361,000	\$ 325,500	\$ 35,500	\$ 332,800
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42230 Office Supplies	\$ 962	\$ 1,200	\$ 1,200	\$ -	\$ 1,500
42310 Rentals	2,420	2,400	2,400	-	2,500
42440 Memberships and Dues	-	100	-	100	100
42450 Subscriptions and Books	-	700	100	600	800
42720 Travel, Conferences, Meetings	-	100	-	100	100
42730 Training	116	1,000	600	400	2,000
42790 Mileage	232	600	400	200	300
Subtotal - Supplies/Materials	\$ 3,730	\$ 6,100	\$ 4,700	\$ 1,400	\$ 7,300
<u>CURRENT EXPENSES - SERVICES</u>					
43070 Workers' Comp. Insurance Premiums	\$ 222,918	\$ 260,000	\$ 222,900	\$ 37,100	\$ 253,000
43200 Claims Payments	3,622,777	2,343,900	2,160,000	183,900	2,798,500
44010 Professional and Special Services	84,892	88,700	88,700	-	88,700
44540 Professional Safety Services and Training	5,358	5,000	5,000	-	5,000
44590 Other Insurance Services	2,500	2,500	2,500	-	2,500
Subtotal - Services	\$ 3,938,445	\$ 2,700,100	\$ 2,479,100	\$ 221,000	\$ 3,147,700

WORKERS' COMPENSATION INSURANCE FUND (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<i>CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS</i>					
46100 Reimbursement to General Fund	\$ 566,000	\$ 601,300	\$ 566,000	\$ 35,300	\$ 554,400
49648 Transfer to Computer Equipment Replacement	4,000	4,200	4,000	200	-
Subtotal - Reimbursements and Transfers	\$ 570,000	\$ 605,500	\$ 570,000	\$ 35,500	\$ 554,400
Subtotal - Current Expenses	\$ 4,512,175	\$ 3,311,700	\$ 3,053,800	\$ 257,900	\$ 3,709,400
Total Expenditures	\$ 4,871,255	\$ 3,672,700	\$ 3,379,300	\$ 293,400	\$ 4,042,200
Net Cashflow	\$ (2,052,268)	\$ (423,300)	\$ (283,000)	\$ (140,300)	\$ (309,700)
Ending Fund Balance	\$ (2,362,692)	\$ (2,785,992)	\$ (2,645,692)		\$ (2,955,392)
Required Reserve per Actuarial Analysis	\$ 6,389,381	\$ 7,236,234	\$ 7,236,234		\$ 7,187,456
General Fund Advance	\$ 2,344,000	\$ 2,344,000	\$ 2,344,000		\$ 2,344,000

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND Fund 807

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. Contributions to this fund finance the cost of operating the GIS, including software updates and revisions.

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
Beginning Working Capital Balance	\$ 28,057	\$ 51,771	\$ 51,771		\$ 33,121
<u>REVENUES</u>					
34001 Interest	\$ 66	\$ 100	\$ 250	\$ (100)	\$ 100
37111 Premiums - General Fund	29,500	29,500	29,500	-	29,500
37115 Premiums - Sanitation Fund	28,500	28,500	28,500	-	28,500
37117 Premiums - Waterworks District 8	33,500	33,500	33,500	-	33,500
Total Revenues	\$ 91,566	\$ 91,600	\$ 91,750	\$ (100)	\$ 91,600
<u>SUPPLIES AND MATERIALS</u>					
42200 Computers (Non-Capital)	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500
42560 Operating Supplies	1,504	2,500	2,500	-	2,500
42720 Travel, Conferences, Meetings	523	-	1,100	(1,100)	1,000
42730 Training	256	4,500	3,100	1,400	3,500
42790 Mileage	-	-	-	-	-
Subtotal - Supplies and Materials	\$ 2,283	\$ 11,500	\$ 11,200	\$ (300)	\$ 11,500

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND (cont.)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ -	\$ 25,000	\$ 28,500	\$ (3,500)	\$ 40,000
44310 Maintenance of Equipment	65,569	65,200	70,700	(5,500)	51,600
Subtotal - Services	\$ 65,569	\$ 90,200	\$ 99,200	\$ (9,000)	\$ 91,600
Total Expenditures	\$ 67,852	\$ 101,700	\$ 110,400	\$ 8,700	\$ 103,100
Ending Working Capital Balance	<u>\$ 51,771</u>	<u>\$ 41,671</u>	<u>\$ 33,121</u>	<u>\$ (8,550)</u>	<u>\$ 21,621</u>

FINANCIAL INFORMATION SYSTEM OPERATING FUND
Fund 809

The City utilizes SAP software for its Financial Information System (FIS) that was implemented in 2000. The FIS system includes components for 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 Financial Information System Operating Fund is used to pay for ongoing operation of the FIS system, including revisions required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
Beginning Working Capital Balance	\$ 75,970	\$ 85,008	\$ 85,008		\$ 98,108
<u>REVENUES</u>					
34001 Interest Income	\$ 192	\$ -	\$ 100	\$ 100	\$ 100
37111 Premiums - General Fund	85,100	85,100	85,100	-	-
37115 Premiums - Sanitation Fund	19,600	19,600	19,600	-	-
37116 Premiums - Transit	2,600	157,200	2,600	(154,600)	-
37117 Premiums - Waterworks District 8	23,700	23,700	23,700	-	-
39262 Transfer in from Development Agreement Fund	-	-	-	-	420,000
Total Revenues	\$ 131,192	\$ 285,600	\$ 131,100	\$ (154,500)	\$ 420,100
<u>EXPENDITURES</u>					
41050 Outside Assistance	\$ 104,000	\$ 78,000	\$ 78,000	\$ -	\$ 42,500
44010 Professional/Special Services	7,088	-	-	-	125,600
44310 Maintenance of Equipment	11,066	53,000	40,000	13,000	-
Total Expenditures	\$ 122,154	\$ 131,000	\$ 118,000	\$ 13,000	\$ 168,100
Ending Working Capital Balance	\$ 85,008	\$ 239,608	\$ 98,108	\$ (167,500)	\$ 350,108

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COMMUNITY DEVELOPMENT AGENCY

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY Fund 200

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

Funding for successor agencies is provided to allow payment of enforceable obligations and to provide for limited staffing to oversee the disposal of assets. Funding for the Simi Valley Community Development Successor Agency is primarily used to repay debt service, with a small amount of funding used for staffing, accounting, and legal services.

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>REVENUES</u>					
39100 Transfer from General Fund	\$ 236,053	\$ 151,400	\$ 202,500	\$ 51,100	\$ 20,500
39210 Required Obligations Transfer	250,000	3,770,900	3,700,300	(70,600)	3,604,500
Total - Revenues	\$ 486,053	\$ 3,922,300	\$ 3,902,800	\$ (19,500)	\$ 3,625,000
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 279,629	\$ 264,300	\$ 272,300	\$ 8,000	\$ 169,900
41200 Deferred Compensation - 401k	2,607	2,600	2,500	(100)	1,700
41300 Vision Care	475	500	500	-	300
41350 Disability	2,333	2,300	2,300	-	1,500
41400 Group Ins/Health	33,946	35,600	14,500	(21,100)	1,500
41415 Flex Benefits	-	-	-	-	23,100
41450 Life Insurance	607	600	500	(100)	300
41500 Group Ins/Dental	1,655	1,800	1,700	(100)	900
41600 Retirement/PERS	64,950	62,000	60,000	(2,000)	38,200
41610 Retirement/PARS	6,500	-	-	-	-
41650 Medicare	4,075	3,800	4,000	200	2,800
41700 Workers' Compensation	10,100	13,800	13,800	-	12,400
41800 Payroll Accruals	57,073	10,000	5,000	(5,000)	10,000
Subtotal - Personnel	\$ 463,950	\$ 397,300	\$ 377,100	\$ (20,200)	\$ 262,600

COMMUNITY DEVELOPMENT SUCCESSOR AGENCY (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>SUPPLIES AND MATERIALS</u>					
42790 Mileage	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	\$ 4,800
Subtotal - Supplies/Materials	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	\$ 4,800
<u>SERVICES/REIMBURSEMENTS/TRANSFERS</u>					
44010 Professional/Special Services	\$ 17,708	\$ 7,200	\$ 7,200	\$ -	\$ 7,200
44490 Other Contract Services	-	144,600	144,600	-	-
44715 Debt Service - Principal	-	1,268,300	1,268,300	-	1,268,300
49500 Transfer to Debt Service	2,111,949	2,100,800	2,100,800	-	2,082,100
Subtotal - Services	\$ 2,129,657	\$ 3,520,900	\$ 3,520,900	\$ -	\$ 3,357,600
Subtotal - Current Expenses	\$ 2,134,457	\$ 3,525,700	\$ 3,525,700	\$ -	\$ 3,362,400
Total - Expenditures	\$ 2,598,407	\$ 3,923,000	\$ 3,902,800	\$ (20,200)	\$ 3,625,000

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HOUSING SUCCESSOR AGENCY Fund 201

In 2011, the State of California dissolved redevelopment agencies throughout the state. On January 30, 2012, the City elected to serve as Housing Successor Agency, effective February 1, 2012. The Housing Successor Agency assumes the housing functions of the former CDA Housing Set-Aside Fund and is authorized to exercise housing powers inherent in Redevelopment Law. Therefore, the Housing Successor Agency is obligated to fulfill contractual obligations that existed at the time of dissolution, subject to approval by the Oversight Board, and may use program income generated since the dissolution to preserve and promote affordable housing in accordance with Redevelopment Law.

HOUSING SUCCESSOR AGENCY
Fund 201

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
BEGINNING BALANCE	\$ 1,362,990	\$ 1,598,728	\$ 1,598,728	\$ -	\$ (247,572)
<u>REVENUES</u>					
34001 Interest on Investments	\$ (14,683)	\$ -	\$ 5,900	\$ 5,900	\$ -
34301 Home Rehabilitation Principal	89,800	30,000	29,200	(800)	-
34302 Home Rehabilitation Interest	6,682	6,000	3,900	(2,100)	-
34303 First Time Home Buyer Principal	81,227	2,300	34,300	32,000	2,300
34304 First Time Home Buyer Interest	268	300	30,400	30,100	200
34305 Developer Loan Principal	1,075	-	-	-	-
34306 Developer Loan Interest	31	-	-	-	-
37101 Program Participation Fees	15,156	20,000	-	(20,000)	-
38003 Miscellaneous	1,192	-	-	-	-
38005 Legal Fees Recovery	-	-	60,000	60,000	-
38015 Sale of Housing Successor-Owned Property	893,000	220,000	796,800	576,800	-
39100 Transfer from General Fund	-	-	-	-	240,000
39206 Transfer from CDA - Loan Repayment	464,854	-	253,700	253,700	253,700
Subtotal - Revenues	\$ 1,538,602	\$ 278,600	\$ 1,214,200	\$ 935,600	\$ 496,200
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 395,541	\$ -	\$ -	\$ -	\$ -
41200 Deferred Compensation - 401k	3,553	-	-	-	-
41210 Deferred Compensation - 457	391	-	-	-	-

HOUSING SUCCESSOR AGENCY (continued)

		<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>PERSONNEL (CONT'D)</u>						
41300	Vision Care	\$ 1,212	\$ -	\$ -	\$ -	\$ -
41350	Disability	3,242	-	-	-	-
41400	Group Insurance/Health	69,635	-	-	-	-
41415	Flex Benefits	-	-	-	-	-
41450	Life Insurance	1,033	-	-	-	-
41500	Group Insurance/Dental	4,512	-	-	-	-
41600	Retirement/PERS	89,210	-	-	-	-
41650	Medicare	4,629	-	-	-	-
41700	Workers' Compensation	11,700	-	-	-	-
41800	Payroll Accruals	28,538	-	-	-	-
41860	Salary Reimbursement	-	-	-	-	-
	Subtotal - Personnel	\$ 613,196	\$ -	\$ -	\$ -	\$ -
<u>SUPPLIES AND MATERIALS</u>						
42230	Office Supplies	\$ 117	\$ -	\$ -	\$ -	\$ -
42420	Special Departmental Expense	-	-	-	-	-
42440	Memberships and Dues	620	-	-	-	-
42450	Subscriptions and Books	450	-	-	-	-
42460	Advertising	259	-	-	-	-
42560	Operating Supplies	-	-	-	-	-
42720	Travel, Conferences, Meetings	-	-	-	-	-
42730	Training	-	-	-	-	-
42790	Mileage	-	-	-	-	-
	Subtotal - Supplies/Materials	\$ 1,446	\$ -	\$ -	\$ -	\$ -

HOUSING SUCCESSOR AGENCY (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 211,089	\$ 10,000	\$ 6,000	\$ 4,000	\$ -
44015 COV Admin Fee	-	-	-	-	-
44120 First Time Homebuyer Program Loans	45,831	-	-	-	-
44130 Home Rehabilitation Program	-	-	15,000	(15,000)	-
44140 Affordable and Senior Housing Program	466,564	12,711,400	3,036,200	9,675,200	9,550,000
44150 Rental Assistance Program	-	-	-	-	-
44410 Maintenance of Buildings and Grounds	18,523	2,600	3,300	(700)	-
44490 Other Contract Services	-	200	-	200	-
Subtotal - Services	\$ 742,007	\$ 12,724,200	\$ 3,060,500	\$ 9,663,700	\$ 9,550,000
<u>REIMBURSEMENTS AND TRANSFERS</u>					
45203 Reimbursement from CalHome	\$ (14,732)	\$ -	\$ -	\$ -	\$ -
45204 Reimbursement from HOME Fund	(81,085)	-	-	-	-
49297 Transfer to Retiree Benefits Fund	27,300	-	-	-	-
Subtotal - Reimb./Transfers	\$ (53,785)	\$ -	\$ -	\$ -	\$ -
Subtotal - Current Expenses	\$ 689,668	\$ 12,724,200	\$ 3,060,500	\$ (9,663,700)	\$ 9,550,000
Total - Expenditures	\$ 1,302,864	\$ 12,724,200	\$ 3,060,500	\$ (9,663,700)	\$ 9,550,000
ENDING FUND BALANCE	\$ 1,598,728	\$ (10,846,872)	\$ (247,572)	\$ 10,599,300	\$ (9,301,372)

LOCAL HOUSING FUND
Fund 202

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 activities.

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
BEGINNING BALANCE	\$ 3,348,713	\$ 3,539,275	\$ 3,539,275		\$ 3,356,075
<u>REVENUES AND TRANSFERS IN</u>					
34301 HOME Rehab Repayments (Prin.)	4,920	1,600	1,500	(100)	1,800
34302 HOME Rehab Repayments (Int.)	240	200	200	-	200
34303 First Time Homebuyer Principal	141,200	71,000	-	(71,000)	-
34304 First Time Homebuyer Interest	97,429	52,000	-	(52,000)	-
36103 Federal Stimulus	83,124	-	-	-	-
36203 Reimb. from CalHOME Grant	-	-	30,000	30,000	36,000
37101 Program Participation	3,245	1,000	600	(400)	1,000
39262 Transfer from Dev't Agreement Fund	-	-	-	-	60,000
Total Revenues	\$ 330,158	\$ 125,800	\$ 32,300	\$ (93,500)	\$ 99,000
<u>EXPENDITURES</u>					
44010 Professional/Special Services	\$ 28,699	\$ 5,000	\$ 55,000	\$ (50,000)	\$ 10,000
44012 Outside Legal Services	-	-	-	-	20,000
44130 Rehabilitation Loan Assistance	99,029	50,900	30,600	20,300	30,600
44120 First Time Homebuyer Program	-	-	-	-	-
44150 Rental Assistance Program	11,868	12,600	11,600	1,000	12,700
44490 Other Contract Services	-	-	-	-	500
Total Expenditures	\$ 139,596	\$ 68,500	\$ 97,200	\$ (28,700)	\$ 73,800
<u>TRANSFERS</u>					
46100 Reimbursement to General Fund	\$ -	\$ 118,300	\$ 118,300	\$ -	\$ 456,700
Total Transfers	\$ -	\$ 118,300	\$ 118,300	\$ -	\$ 456,700
Total - Expenditures	\$ 139,596	\$ 186,800	\$ 215,500	\$ (28,700)	\$ 530,500
ENDING BALANCE	\$ 3,539,275	\$ 3,478,275	\$ 3,356,075		\$ 2,924,575

CALHOME PROGRAM FUND
Fund 203

CalHome Program funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition 1C). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City has received two grant allocations: \$900,000 from the 2008 CalHome Program and \$500,000 from the 2011 CalHome Program. The City discontinued its First Time Homebuyer Assistance Program in 2012; however, CalHome funds continue to be used to provide for Home Rehabilitation Program loans. Currently there are nine home rehabilitation projects under construction totaling \$108,210, and it is anticipated that an additional five will commence soon. The FY 2013-14 Preliminary Budget provides for ten home rehabilitation loans totaling \$400,000.

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
BEGINNING BALANCE	\$ -	\$ (39,801)	\$ (39,801)		\$ (37,201)
<u>REVENUES</u>					
34301 Home Rehabilitation Loan Principal	\$ 2,774	\$ -	\$ -	\$ -	\$ -
36002 State Assistance	55,325	430,000	227,200	(202,800)	636,000
Total Revenues	\$ 58,099	\$ 430,000	\$ 227,200	\$ (202,800)	\$ 636,000
<u>EXPENDITURES</u>					
44130 Home Rehabilitation Loan Assistance	\$ 83,168	\$ 400,000	\$ 194,600	\$ 205,400	\$ 600,000
46100 Reimburse to General Fund	-	30,000	-	30,000	-
46201 Reimburse to Housing Successor Agency	14,732	-	-	-	-
46202 Reimburse Local Housing Fund	-	-	30,000	(30,000)	36,000
Total Expenditures	\$ 97,900	\$ 430,000	\$ 224,600	\$ 235,400	\$ 636,000
ENDING BALANCE	<u>\$ (39,801)</u>	<u>\$ (39,801)</u>	<u>\$ (37,201)</u>	<u>\$ -</u>	<u>\$ (37,201)</u>

HOME PROGRAM FUND Fund 204

The HOME Program Fund is financed with program income generated from grant awards received from the HOME Program administered by the California Department of Housing and Community Development. In the past, those awards have been utilized for the development of affordable housing and to fund First Time Homebuyer and Home Rehabilitation loans. The HOME Program Fund is administered in accordance with HOME Program regulations and can be used to finance a variety of affordable housing projects and programs throughout the City.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
BEGINNING BALANCE	\$ 721,030	\$ 1,450,790	\$ 1,450,790		\$ 1,483,490
<u>REVENUES</u>					
34001 Interest	\$ 2,553	\$ 2,200	\$ 2,700	\$ 500	\$ 2,400
34301 HOME Rehab Principal Repayments	19,705	30,000	20,000	(10,000)	30,000
34302 HOME Rehab Interest Repayments	4,412	9,000	7,000	(2,000)	-
34303 First Time Homebuyer Principal	-	-	6,000	6,000	-
34304 First Time Homebuyer Interest	-	-	-	-	-
34305 Developer Loan Principal	700,000	-	-	-	-
34306 Developer Loan Interest	84,175	-	-	-	-
Total Revenues	<u>\$ 810,845</u>	<u>\$ 41,200</u>	<u>\$ 35,700</u>	<u>\$ (5,500)</u>	<u>\$ 32,400</u>
<u>EXPENDITURES</u>					
46100 Reimb. To General Fund	\$ -	\$ 2,879	\$ 3,000	\$ (121)	\$ 3,000
46201 Reimb. To CDA-Housing Successor	81,085	-	-	-	-
Total Expenditures	<u>\$ 81,085</u>	<u>\$ 2,879</u>	<u>\$ 3,000</u>	<u>\$ (121)</u>	<u>\$ 3,000</u>
ENDING BALANCE	<u>\$ 1,450,790</u>	<u>\$ 1,489,111</u>	<u>\$ 1,483,490</u>		<u>\$ 1,512,890</u>

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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

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 a final public hearing on February 28, 2014, 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 2014-15. On May 9, 2014, the City Council adopted the FY 2014-15 expenditure program in the amount of \$847,121.

	BUDGET <u>2014-15</u>
<u>PUBLIC SERVICE ACTIVITIES</u>	
Long Term Care of Ventura County	\$10,000
Conejo Valley Senior Concerns	\$10,000
Samaritan Center of Simi Valley	\$20,000
Coalition for Family Harmony	\$15,845
Independent Living Resource Center	\$10,000
Livingston Memorial Visiting Nurse Association	\$10,000
FOOD Share	\$10,000
Subtotal - Public Service Activities	\$85,845

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (continued)

	BUDGET <u>2013-14</u>
<u>HOUSING/COMMUNITY DEVELOPMENT</u>	
Boys & Girls Club of Simi Valley	\$109,500
Simi Valley Community Foundation	\$101,613
Habitat for Humanity of Ventura County	\$30,000
Public Works Department	\$405,703
Subtotal - Housing/Community Development	\$ 646,816
 <u>PROGRAM ADMINISTRATION/PLANNING</u>	
CDBG Program Administration	\$50,460
Fair Housing	\$24,000
Consolidated Plan & Analysis of Impediments for Fair Housing Choice	\$40,000
Subtotal - Program Administration/Planning	\$ 114,460
TOTAL - FY 2014-15 CDBG PROGRAM	\$ 847,121

SPECIAL REVENUE FUNDS

PUBLIC, EDUCATION, AND GOVERNMENT (PEG) FEES
Fund 214

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

The Department of Community Services manages the City's PEG channel operations and PEG equipment, and monitors State-issued cable franchise revenues.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ 305,879	\$ 547,018	\$ 547,018	\$ 786,518	\$ 932,018	\$ 1,060,118
<u>REVENUES</u>						
31116 Franchise PEG Fees	\$ 295,031	\$ 275,000	\$ 292,000	\$ 275,000	\$ 275,000	\$ 275,000
34001 Interest on Investments	2,380	1,600	1,600	1,600	1,600	1,600
Total Revenues	\$ 297,411	\$ 276,600	\$ 293,600	\$ 276,600	\$ 276,600	\$ 276,600
<u>EXPENDITURES</u>						
42235 Furniture & Equipt (Non-Capital)	\$ 201	\$ 500	\$ 200	\$ 500	\$ 500	\$ 500
42320 Capital Leases	14,550	15,000	15,000	15,000	15,000	15,000
42560 Operating Supplies	1,281	2,500	1,100	2,500	2,500	2,500
44010 Professional & Special Services	1,621	-	-	-	-	-
44310 Equipment Maintenance	5,805	43,600	15,000	27,600	32,200	37,200
47020 Furniture & Equipt. (Capital)	13,647	-	-	-	-	-
47040 Building	515	-	-	-	-	-
48840 System Hardware	5,852	85,500	10,000	85,500	85,500	85,500
49648 Transfer to Computer Equipment	12,800	12,800	12,800	-	12,800	-
49655 Transfer to Public Facilities	-	-	-	-	-	-
Total Expenditures	\$ 56,272	\$ 159,900	\$ 54,100	\$ 131,100	\$ 148,500	\$ 140,700
ENDING FUND BALANCE	\$ 547,018	\$ 663,718	\$ 786,518	\$ 932,018	\$ 1,060,118	\$ 1,196,018

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GASOLINE TAX FUND Fund 215

There are five types of gasoline taxes received by the City. Street and Highway 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 replace Proposition 42 Streets and Roads Funds as an additional source of Gasoline Tax revenues.

Section 2105 Funds - Added by Proposition 111 on the June 1990 Ballot, Section 2105 of the Streets and Highways Code provides that cities receive apportioned amounts equal to 11.5% of the gasoline taxes above \$.09 per gallon. Apportionment is to each city in the State based on population.

Section 2106 Funds - Section 2106 of the Streets and Highways Code provides that each county in the State shall receive \$800 per month (\$9,600 per year) 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 (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>REVENUES</u>						
35401 Section 2105	\$ 557,951	\$ 592,800	\$ 611,879	\$ 609,700	\$ 615,800	\$ 622,000
35402 Section 2106	\$ 438,628	\$ 397,800	\$ 481,015	\$ 479,300	\$ 484,100	\$ 488,900
35403 Section 2107	\$ 884,892	\$ 882,600	\$ 751,927	\$ 749,100	\$ 756,600	\$ 764,200
35404 Section 2107.5	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,100	\$ 10,200
35405 Revenue & Taxation Code 7360	\$ 1,103,633	\$ 1,796,200	\$ 1,710,216	\$ 1,326,600	\$ 1,339,900	\$ 1,353,300
Total Revenues	\$ 2,995,104	\$ 3,679,400	\$ 3,565,037	\$ 3,174,700	\$ 3,206,500	\$ 3,238,600
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	\$ 2,995,104	\$ 3,679,400	\$ 3,565,037	\$ 3,174,700	\$ 3,206,500	\$ 3,238,600
Total Expenditures	\$ 2,995,104	\$ 3,679,400	\$ 3,565,037	\$ 3,174,700	\$ 3,206,500	\$ 3,238,600
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

LOCAL TRANSPORTATION FUND
Fund 238

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 LTF under provisions of Article 8 were transferred to the General Fund to support streets and roads. Effective July 1, 2014, the City's LTF revenues are dedicated under the provisions of Article 4 for transit purposes. Receipts in to the LTF are transferred to the Transit fund, which reduces auditing requirements related to Simi Valley Transit Operations.

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 736,100	\$ -	\$ -
<u>REVENUES</u>						
35410 Article 8: Streets & Roads	\$ 4,058,310	\$ 4,227,700	\$ 5,022,000	\$ -	\$ -	\$ -
35410 Article 4: Transit	-	-	-	4,111,100	4,152,200	4,355,800
Total Revenues	<u>\$ 4,058,310</u>	<u>\$ 4,227,700</u>	<u>\$ 5,022,000</u>	<u>\$ 4,111,100</u>	<u>\$ 4,152,200</u>	<u>\$ 4,355,800</u>
<u>EXPENDITURES</u>						
49100 Transfer To General Fund	\$ 4,058,310	\$ 4,227,700	\$ 4,285,900	\$ 736,100	\$ -	\$ -
49750 Transfer to Transit Fund	\$ -	\$ -	\$ -	\$ 4,111,100	\$ 4,152,200	\$ 4,355,800
Total Expenditures	<u>\$ 4,058,310</u>	<u>\$ 4,227,700</u>	<u>\$ 4,285,900</u>	<u>\$ 4,847,200</u>	<u>\$ 4,152,200</u>	<u>\$ 4,355,800</u>
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 736,100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

LIBRARY FUND Fund 250

In 2012, the City Council adopted Ordinance No. 1182 establishing the Simi Valley Public Library as a municipal public library to be operated by the City, with the City Council serving as the Simi Valley Library Board of Trustees. The Ventura County Free Library System continued to operate the Simi Valley Public Library during FY 2012-13 utilizing its own tax revenues, and the City began receiving property tax revenues for library services beginning in FY 2013-14. These tax revenues may only be used to fund library-related services.

The Library Services Fund provides for the maintenance and operations of the Simi Valley Public Library facility, including staffing, utilities, educational programs, and expansion of the Library's collections.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ -	\$ (60,000)	\$ (60,000)	\$ 261,671	\$ 381,571	\$ 440,071
<u>REVENUES</u>						
31101 Property Taxes/Secured	\$ -	\$ 1,862,000	\$ 2,190,114	\$ 2,233,900	\$ 2,278,600	\$ 2,324,200
33510 Other Fines/Forfeits	-	-	12,000	13,500	14,000	14,500
34001 Interest on Investments	-	-	100	500	1,000	1,000
34101 Rents & Leases	-	-	3,000	5,000	5,000	5,000
37001 Duplication Services	-	-	3,000	5,000	5,000	5,000
38004 Damage Recovery	-	-	1,000	1,000	1,500	1,500
39100 Transfer from General Fund	-	108,500	108,500	-	-	-
Total Revenues	\$ -	\$ 1,970,500	\$ 2,317,714	\$ 2,258,900	\$ 2,305,100	\$ 2,351,200
<u>EXPENDITURES</u>						
42100 Utilities	\$ -	\$ 86,000	\$ 86,000	\$ 89,000	\$ 91,000	\$ 93,000
42150 Communications	-	6,000	6,000	8,000	8,000	8,000
42235 Furniture & Equip (non-capital)	-	23,000	20,000	25,000	25,000	25,000
42460 Advertising	-	-	1,000	5,000	5,000	5,000
44010 Professional/Special Services	-	77,000	42,500	65,000	65,000	65,000
44490 Other Contract Services	60,000	1,231,700	1,234,743	1,269,800	1,303,900	1,444,600
47040 Building Improvements	-	-	-	150,000	100,000	100,000
47070 Intangibles/Collection	-	255,000	245,000	226,000	232,200	238,600
49100 Transfer to General Fund	-	360,800	360,800	301,200	316,500	332,500
49648 Transfer to CERF	-	-	-	-	100,000	100,000
Total Expenditures	\$ 60,000	\$ 2,039,500	\$ 1,996,043	\$ 2,139,000	\$ 2,246,600	\$ 2,411,700
ENDING FUND BALANCE	\$ (60,000)	\$ (129,000)	\$ 261,671	\$ 381,571	\$ 440,071	\$ 379,571

NEW DWELLING FEES FUND
Fund 260

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> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>BUDGET</u> 2014-15	<u>PROJECTION</u> 2015-16	<u>PROJECTION</u> 2016-17
BEGINNING FUND BALANCE	\$ 251,020	\$ 984,796	\$ 984,796	\$ 1,023,296	\$ 659,796	\$ 854,696
						\$ -
<u>REVENUES</u>						
34001 Interest	\$ 1,956	\$ 1,000	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000
37410 New Dwelling Fees	51,646	40,000	35,000	75,400	268,900	133,300
39600 Transfer from Streets & Roads	680,174	-	-	-	-	-
Total Revenues	\$ 733,776	\$ 41,000	\$ 38,500	\$ 76,400	\$ 269,900	\$ 134,300
<u>EXPENDITURES</u>						
49600 Transfer to Streets & Roads	\$ -	\$ -	\$ -	\$ 439,900	\$ 75,000	\$ 30,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 439,900	\$ 75,000	\$ 30,000
ENDING FUND BALANCE	<u>\$ 984,796</u>	<u>\$ 1,025,796</u>	<u>\$ 1,023,296</u>	<u>\$ 659,796</u>	<u>\$ 854,696</u>	<u>\$ 958,996</u>

DEVELOPMENT AGREEMENT FUND
Fund 262

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 and improvements 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. Since FY 1996-97 Development Agreement fees were used for repayment of debt, land acquisition, and construction of public facilities.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ 18,410,712	\$ 15,187,032	\$ 15,187,032	\$ 13,820,932	\$ 10,587,332	\$ 9,700,982
<u>REVENUES</u>						
34001 Interest	\$ 130,279	\$ 280,800	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000
38402 Development Agreements	-	-	-	60,000	438,000	631,400
Total Revenues	\$ 130,279	\$ 280,800	\$ 75,000	\$ 160,000	\$ 538,000	\$ 731,400
<u>EXPENDITURES</u>						
49100 Transfer to General Fund	\$ -	\$ -	\$ -	\$ 97,500	\$ -	\$ -
49202 Transfer to Local Housing Fund	-	-	-	60,000	300,000	540,000
49500 Transfer to Debt Service	278,000	280,800	278,000	-	283,600	286,400
49648 Transfer to CERF	-	-	-	931,700	-	-
49649 Transfer to Comm. Dev't (GIS) Capital Fund	-	-	-	574,700	419,500	419,500
49656 Transfer to Financial Systems Capital Fund	-	-	-	584,300	283,250	422,250
49655 Transfer to Building Improvements	3,075,959	800,000	1,163,100	725,400	-	-
49809 Transfer to FIS Operating Fund	-	-	-	420,000	-	-
49950 Transfer to Trust Funds	-	-	-	-	138,000	91,400
Total Expenditures	\$ 3,353,959	\$ 1,080,800	\$ 1,441,100	\$ 3,393,600	\$ 1,424,350	\$ 1,759,550
ENDING FUND BALANCE	\$ 15,187,032	\$ 14,387,032	\$ 13,820,932	\$ 10,587,332	\$ 9,700,982	\$ 8,672,832

TRAFFIC IMPACT FEES FUND

Fund 263

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 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 \$33.00 for each projected daily trip for residential development and \$15.50 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.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ 888,837	\$ 869,491	\$ 869,491	\$ 1,004,591	\$ 1,049,291	\$ 786,491
<u>REVENUES</u>						
34001 Interest	\$ 6,928	\$ 4,700	\$ 4,100	\$ 4,700	\$ 4,800	\$ 4,800
37410 Traffic Impact Fees	36,226	40,000	131,000	40,000	40,000	45,000
Total Revenues	\$ 43,154	\$ 44,700	\$ 135,100	\$ 44,700	\$ 44,800	\$ 49,800
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	\$ 62,500	\$ -	\$ -	\$ -	\$ 307,600	\$ 340,700
Total Expenditures	\$ 62,500	\$ -	\$ -	\$ -	\$ 307,600	\$ 340,700
ENDING FUND BALANCE	\$ 869,491	\$ 914,191	\$ 1,004,591	\$ 1,049,291	\$ 786,491	\$ 495,591

FORFEITED ASSETS FUND
Fund 280

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> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
BEGINNING FUND BALANCE	\$ 381,802	\$ 877,652	\$ 877,652	\$ -	\$ 553,552
<u>REVENUES</u>					
34001 Interest	\$ 4,436	\$ 1,000	\$ 2,300	\$ 1,300	\$ 1,000
36001 Federal Assistance	581,748	600,000	420,000	(180,000)	500,000
36002 State Assistance	36,463	20,000	25,000	5,000	25,000
38501 Unclaimed Police Property	2,635	20,000	-	(20,000)	-
Total Revenues	\$ 625,282	\$ 641,000	\$ 447,300	\$ (193,700)	\$ 526,000
<u>EXPENDITURES</u>					
42150 Communications	\$ 7,153	\$ 29,000	\$ 15,500	\$ (13,500)	\$ 5,500
42200 Computers (non-capital)	33,369	3,500	3,500	-	-
42235 Furnishings & Equipment (non-capital)	-	50,000	49,900	(100)	-
42410 Uniforms/Clothing	-	32,400	27,400	(5,000)	-
42420 Special Department Expense	15,000	30,000	30,000	-	30,000
42560 Operating Supplies	1,233	108,100	60,800	(47,300)	22,000
42720 Travel, Conferences, Meetings	6,721	22,200	22,000	(200)	15,000
42730 Training	-	13,700	13,700	-	10,000
44310 Equipment Maintenance	3,075	9,800	9,800	-	800
44490 Other Contract Services	-	-	-	-	25,000
47020 Furnishings & Equipment (Capital)	-	36,500	36,500	-	-
47028 Computers (capital)	37,170	88,700	80,200	(8,500)	-
47030 Vehicles	23,644	323,200	323,200	-	-
48800 Application Software	2,067	215,500	98,900	(116,600)	44,500
Total Expenditures	\$ 129,432	\$ 962,600	\$ 771,400	\$ (191,200)	\$ 152,800
ENDING FUND BALANCE	\$ 877,652	\$ 556,052	\$ 553,552	\$ (2,500)	\$ 926,752

LAW ENFORCEMENT GRANTS FUND
Fund 287

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.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
BEGINNING FUND BALANCE	\$ 24,382	\$ 14,451	\$ 14,451	\$ -	\$ 24,551
<u>REVENUES</u>					
35502 911 Reimbursement	\$ 2,818	\$ 30,000	\$ 11,000	\$ (19,000)	\$ 3,000
36001 Federal Assistance	57,683	54,000	43,300	(10,700)	10,000
36002 State Assistance	136,951	31,500	80,900	49,400	179,000
36005 Local Assistance	-	15,000	-	(15,000)	-
36503 Emergency Services Planning	31,787	32,100	32,100	-	30,000
38001 Sale of Surplus Property	-	-	-	-	-
Total Revenues	\$ 229,239	\$ 162,600	\$ 167,300	\$ 4,700	\$ 222,000
<u>EXPENDITURES</u>					
41860 Salary Reimbursements	\$ 125,442	\$ -	\$ -	\$ -	\$ -
42200 Computers (non-capital)	-	5,000	-	(5,000)	-
42235 Furnishings & Equipment (non-capital)	12,750	-	-	-	-
42560 Operating Supplies	11,255	14,600	12,600	(2,000)	-
42720 Travel, Conferences, and Meetings	-	-	-	-	-
42730 Training	-	-	-	-	-
47020 Furnishings & Equipment (capital)	-	5,000	-	(5,000)	-
47028 Computers (capital)	33,572	-	-	-	-
47030 Vehicles	-	40,000	40,000	-	-
49100 Transfer to General Fund	56,151	53,500	104,600	51,100	31,500
49280 Transfer to Forfeited Assets Fund	-	-	-	-	-
Total Expenditures	\$ 239,170	\$ 118,100	\$ 157,200	\$ 39,100	\$ 31,500
ENDING FUND BALANCE	\$ 14,451	\$ 58,951	\$ 24,551	\$ (34,400)	\$ 215,051

RETIREE BENEFITS FUND Fund 297

The Retiree Benefits Fund was created in FY 2002-03 to accumulate funds for medical insurance coverage for future retired City employees and to pay for medical insurance coverage for current retired City employees. The City pays for retiree medical insurance ranging from a period of 24 months for the employee and spouse to lifetime coverage. The length of coverage is dependent on the number of years of service in the organization and the bargaining unit. Payments for retiree dental and vision insurance are also made through this fund.

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

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ 883,728	\$ 630,447	\$ 630,447	\$ 619,547	\$ 636,647	\$ 676,447
<u>REVENUES</u>						
34001 Interest on Investments	\$ 7,741	\$ 6,600	\$ 6,500	\$ 6,600	\$ 6,700	\$ 6,800
39100 Transfer from General Fund	1,552,500	1,592,400	1,552,500	1,592,500	1,714,900	1,732,000
39201 Transfer From CDA Housing	27,300	-	-	-	-	-
39700 Transfer from Sanitation	26,800	26,800	26,800	122,200	124,600	127,100
39750 Transfer from Transit	42,800	43,100	43,100	49,600	46,500	47,000
39761 Transfer from Waterworks Dist. No. 8	39,900	40,200	40,200	46,200	47,100	48,000
Total Revenues	\$ 1,697,041	\$ 1,709,100	\$ 1,669,100	\$ 1,817,100	\$ 1,939,800	\$ 1,960,900
<u>EXPENDITURES</u>						
41400 Group Insurance Health	\$ 1,950,322	\$ 1,596,000	\$ 1,680,000	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000
Total Expenditures	\$ 1,950,322	\$ 1,596,000	\$ 1,680,000	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000
ENDING FUND BALANCE	\$ 630,447	\$ 743,547	\$ 619,547	\$ 636,647	\$ 676,447	\$ 737,347

LANDSCAPE ZONES AUGMENTATION FUND
Fund 3001

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 2013-14 was \$805,200. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2014-15 will be \$1,171,800 due in part to a complete tree trimming cycle occurring this fiscal year.

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
BEGINNING FUND BALANCE	\$ 19,723	\$ 17,260	\$ 17,260	\$ 16,226	\$ 16,226	\$ 16,226
<u>REVENUES</u>						
34001 Interest	\$ (2,414)	\$ -	\$ (1,000)	\$ -	\$ -	\$ -
39100 Transfer from General Fund	931,600	805,200	805,200	1,171,800	858,700	1,019,900
Total Revenues	\$ 929,186	\$ 805,200	\$ 804,200	\$ 1,171,800	\$ 858,700	\$ 1,019,900
<u>EXPENDITURES</u>						
49300 Transfer to Landscape Zones	\$ 931,649	\$ 805,200	\$ 805,234	\$ 1,171,800	\$ 858,700	\$ 1,019,900
Total Expenditures	\$ 931,649	\$ 805,200	\$ 805,234	\$ 1,171,800	\$ 858,700	\$ 1,019,900
ENDING FUND BALANCE	<u>\$ 17,260</u>	<u>\$ 17,260</u>	<u>\$ 16,226</u>	<u>\$ 16,226</u>	<u>\$ 16,226</u>	<u>\$ 16,226</u>

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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 May 12, 2014, the City Council approved the Landscape Assessments for FY 2014-15. 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$51 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$167 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$183 per lot.

Zone 26 (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2014-15 is \$92 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND
(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 2014-15 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 2014-15 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 2014-15 is \$349 per lot.

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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$431 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$98 per lot.

LANDSCAPE MAINTENANCE DISTRICT NO. 1 FUND

(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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 is \$130 per lot.

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

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
Working Capital Beginning Balance	\$ 903,768	\$ 928,799	\$ 928,799	\$ 836,340	\$ 805,440	\$ 689,840
<u>REVENUES</u>						
34001 Interest	\$ 12,066	\$ 27,181	\$ 8,900	\$ 9,300	\$ 9,500	\$ 8,900
37410 Service Charges	795,466	788,593	788,593	787,800	787,800	787,800
39300 From Landscape Augmentation Fund	931,649	805,200	805,234	1,171,800	858,700	1,019,900
Total Revenues	<u>\$ 1,739,181</u>	<u>\$ 1,620,974</u>	<u>\$ 1,602,727</u>	<u>\$ 1,968,900</u>	<u>\$ 1,656,000</u>	<u>\$ 1,816,600</u>
<u>EXPENDITURES</u>						
42100 Utilities	\$ 502,918	\$ 520,428	\$ 530,300	\$ 574,600	\$ 634,000	\$ 649,900
44450 Landscape Maintenance	973,885	925,400	927,100	1,176,100	971,500	995,800
44490 Other Contract Services	142,389	138,900	142,300	138,900	66,500	68,200
46100 Reimbursement to General Fund	94,958	95,486	95,486	110,200	99,600	102,100
Total Expenditures	<u>\$ 1,714,150</u>	<u>\$ 1,680,214</u>	<u>\$ 1,695,186</u>	<u>\$ 1,999,800</u>	<u>\$ 1,771,600</u>	<u>\$ 1,816,000</u>
Working Capital Ending Balance	<u>\$ 928,799</u>	<u>\$ 869,559</u>	<u>\$ 836,340</u>	<u>\$ 805,440</u>	<u>\$ 689,840</u>	<u>\$ 690,440</u>

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STREETS AND ROADS PROGRAM

STREETS AND ROADS FUND

Overview

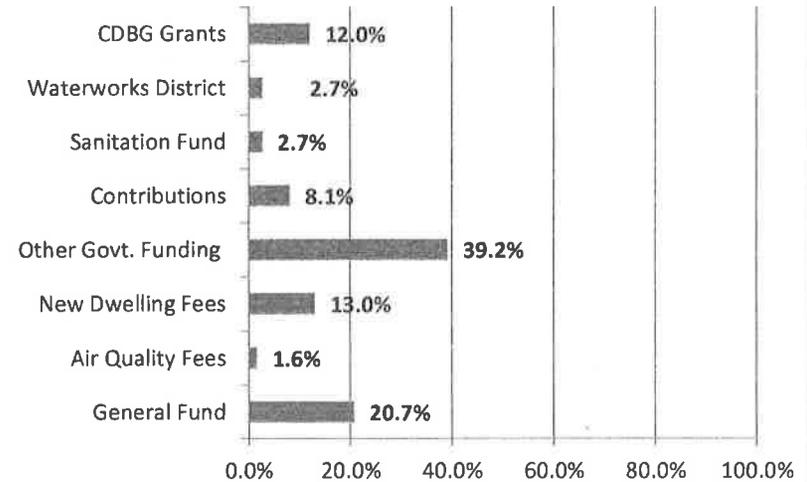
The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, Permit Allocation Air Quality Fees, New Dwelling Fees, Community Development Block Grants, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Some of the elements of the Streets and Roads Program for FY 2014-15 includes:

Annual Major Street Rehabilitation Program. This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. The proposed FY 2014-15 project includes Madera Road (Strathearn Place to Simi Village Drive).

Annual Minor Street Overlay Program. This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. For FY 2014-15, resurfacing and roadway maintenance activities will be conducted throughout the residential areas based on the pavement conditions identified on the City's priority list.

Alamo Street Widening: This project includes widening of Alamo Street on the north side west of Gage Avenue. This project is funded by the Highway Safety Improvement Program (HSIP) with a 10 percent local match.

Funding Sources for FY 2014-15 Streets and Roads Projects \$3,375,400



STREETS AND ROADS FUND

Overview (continued)

Bicycle and Pedestrian Improvements:

For FY 2014-15, a TDA Article 3 funded project is proposed to provide additional funding for Phase 2 of the Arroyo Simi Greenway, specifically to fund the three traffic signal modifications that are part of phase 2.

Las Llajas Creek Bridge Widening

This project includes the widening of the Las Llajas Creek Bridge on Cochran Street, 0.4 miles east of Tapo Street. The bridge is being widened by 14 feet on the north side and 11 feet on the south side.

Landscape Beautification

This project includes the planting and maintaining of a grove of aromatic trees on the east side of the landfill property near the Big Sky residential development. This project is funded by contributions from Waste Management.

Traffic Signal Upgrades

This annual program provides for upgrades of signal equipment, including modernization of existing traffic signal controllers and cabinets, upgrading conduit and/or wiring, and other signal equipment or phasing upgrades at locations recommended by staff and approved by the City Council during its annual review of the Traffic Signal Construction Program in the spring of each year.

Viewline Drive Pavement Rehabilitation

This project includes Viewline Drive pavement rehabilitation from Madera Road to the northwesterly city limits. The design is scheduled to begin in summer 2014. Construction is anticipated to commence in spring 2015.

STREETS AND ROADS PROGRAM

REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>BUDGET 2014-15</u>	<u>PROJECTION 2015-16</u>	<u>PROJECTION 2016-17</u>
General Fund	\$ 1,190,000	\$ 1,190,000	\$ 700,000	\$ 3,114,600	\$ 4,700,500
New Dwelling Fees	-	39,100	439,900	-	-
Air Quality Fees	125,000	125,000	54,700	-	-
County/State/Federal Funding	-	-	1,243,900	4,331,800	16,747,300
Contributions	80,000	80,000	273,200	80,000	80,000
Bicycle Lanes Fund	75,000	75,000	78,000	120,000	120,000
Traffic Impact Fees	-	-	-	307,600	340,700
Sanitation Fund	78,333	78,333	90,000	171,000	183,000
Waterworks District	78,333	78,333	90,000	171,000	183,000
Community Development Block Grants	346,500	346,500	405,700	300,000	300,000
Total	\$ 1,973,166	\$ 2,012,266	\$ 3,375,400	\$ 8,596,000	\$ 22,654,500

STREETS AND ROADS PROGRAM

REVENUE SOURCE DETAIL

FY 2014-15 REVENUE SOURCE

<u>PROJECT</u>	<u>BUDGET TOTAL FY 2014-15</u>	<u>GENERAL FUND</u>	<u>NEW DWELLING FEES</u>	<u>AIR QUALITY FEES</u>	<u>COUNTY/ STATE/ FEDERAL FUNDING</u>	<u>SANI- TATION FUND</u>	<u>WATER- WORKS DISTRICT</u>	<u>CDBG</u>	<u>CONTRI- BUTIONS</u>
Annual Major Street Program	\$ 490,000	\$ -	\$ 400,000	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -
Annual Minor Street Overlay	990,600	494,900	-	-	-	45,000	45,000	405,700	-
Alamo Street Widening (north side w of Gage Ave.)	398,500	-	39,900	-	358,600	-	-	-	-
Barnard Street Bridge Rehabilitation	-	-	-	-	-	-	-	-	-
Bicycle and Pedestrian Facilities	156,000	23,300	-	54,700	78,000	-	-	-	-
Dewatering Wells Rehabilitation	-	-	-	-	-	-	-	-	-
Freeway Interchange Landscaping	-	-	-	-	-	-	-	-	-
Erringer Road Right Turn Lane	-	-	-	-	-	-	-	-	-
Landscape Beautification Project	80,000	-	-	-	-	-	-	-	80,000
Las Lajas Creek Bridge Widening	885,300	-	-	-	885,300	-	-	-	-
Madera Road Widening (Simi Village/LA Ave.)	-	-	-	-	-	-	-	-	-
Madera Road Widening (Country Club/Wood Ranch)	-	-	-	-	-	-	-	-	-
Tapo Canyon Creek Bridge Widening	-	-	-	-	-	-	-	-	-
Traffic Signal Upgrades	75,000	75,000	-	-	-	-	-	-	-
Traffic Signal Synchronization	-	-	-	-	-	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-	-	-	-
West Los Angeles Ave. Widening (Easy St. to PSC)	-	-	-	-	-	-	-	-	-
West Los Angeles Ave. Widening (PSC to City Limits)	-	-	-	-	-	-	-	-	-
Viewline Dr. Pavement Rehabilitation	300,000	106,800	-	-	-	-	-	-	193,200
TOTAL REVENUE	\$ 3,375,400	\$ 700,000	\$ 439,900	\$ 54,700	\$ 1,321,900	\$ 90,000	\$ 90,000	\$ 405,700	\$ 273,200

STREETS AND ROADS PROGRAM

EXPENDITURE PLAN

PROJECT	TOTAL	ACTUAL		ESTIMATED			
	PROJECT BUDGET	TO 2012-13	BUDGET 2013-14	ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
Annual Major Streets Program (all years)	\$ -	\$ -	\$ 1,557,400	\$ 1,557,400	\$ 490,000	\$ 2,000,000	\$ 2,000,000
Annual Minor Streets Program (all years)	-	-	1,437,100	1,437,100	990,600	2,000,000	2,000,000
Alamo Street Widening (north side w of Gage Ave.)	398,500	-	-	-	398,500	-	-
Barnard Street Bridge Rehabilitation	650,000	-	-	-	-	150,000	500,000
Bicycle and Pedestrian Facilities (all years)	-	-	300,000	300,000	156,000	120,000	120,000
Dewatering Wells Rehabilitation	-	-	50,000	50,000	-	120,000	120,000
Freeway Interchange Trees	260,200	25,400	44,600	44,600	-	-	-
Freeway Interchange Landscaping	2,483,900	5,000	2,448,500	2,448,500	-	-	-
Erringer Road Right Turn Lane	617,900	-	617,900	617,900	-	-	-
Highway Safety Improv. Program (all years)	-	-	210,200	210,200	-	50,000	50,000
Landscape Beautification Project	-	-	160,000	160,000	80,000	80,000	80,000
Las Llajas Creek Bridge Widening	1,295,000	-	289,200	289,200	885,300	-	-
Los Angeles Avenue Bridge	11,210,000	-	-	-	-	1,700,000	9,510,000
Los Angeles Avenue Widening	3,300,000	-	-	-	-	-	300,000
Metrolink Parking/ADA	550,000	-	550,000	550,000	-	-	-
Madera Road Bridge Rehab (S of Hwy 118)	420,500	-	-	-	-	66,000	354,500
Madera Road Widening (Siml Village Dr)	571,200	-	571,200	571,200	-	-	-
Madera Road Widening (Country Club Dr)	945,300	-	945,300	945,300	-	-	-
New Traffic Signals	-	-	-	-	-	300,000	300,000
Storm Drain Master Plan	610,200	145,400	283,500	283,500	-	-	-
Storm Drain Improvements	-	-	-	-	-	200,000	200,000
Tapo Canyon Creek Bridge Widening	8,270,000	-	265,800	265,800	-	1,200,000	6,800,000
Tapo Street Road/Drainage Improvements	300,000	-	-	-	-	300,000	-
Traffic Signal Synchronization	-	-	150,000	150,000	-	150,000	150,000
Traffic Signal Upgrades (all years)	-	-	221,500	221,500	75,000	160,000	170,000
W. Los Angeles Avenue Widening (Easy St-PSC)	2,463,300	1,561,194	641,300	641,300	-	-	-
West Los Angeles Widening (PSC-City Limits)	2,348,300	2,800	2,345,500	2,345,500	-	-	-
Viewline Dr. Pavement Rehabilitation	300,000	-	-	-	300,000	-	-
Total	\$ 36,994,300	\$ 1,739,794	\$ 13,089,000	\$ 13,089,000	\$ 3,375,400	\$ 8,596,000	\$ 22,654,500

* Annual Project

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OTHER CAPITAL PROJECTS

COMPUTER EQUIPMENT REPLACEMENT FUND

Fund 648

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.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$747,802	\$777,390	\$777,390	\$595,260	\$101,460	\$687,260
<u>REVENUES</u>						
34001 Interest	\$ 6,599	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,100	\$ 5,100
39100 Transfer/General Fund	622,700	660,100	660,100	-	673,300	686,800
39200 Transfer/CDA Admin Fund	-	-	-	-	-	-
39201 Transfer/CDA Housing Fund	-	-	-	-	-	-
39214 Transfer/PEG Fund	12,800	12,800	12,800	-	12,800	-
39250 Transfer/Library	-	-	-	-	100,000	100,000
39262 Transfer/ Development Agreement Fund	-	-	-	931,700	-	-
39700 Transfer/Sanitation Fund	198,333	78,300	78,300	-	80,000	80,000
39761 Transfer/Waterworks District No. 8	87,000	89,600	89,600	-	90,000	90,000
39803 Transfer/Liability Insurance Fund	4,000	4,000	4,000	-	4,300	4,400
39805 Transfer/Workers' Comp Fund	4,000	4,200	4,200	-	4,300	4,400
Total Revenues	\$ 935,432	\$ 854,000	\$ 854,000	\$ 936,700	\$ 969,800	\$ 970,700
<u>EXPENDITURES</u>						
42720 Computers (Non-Capital)	\$ -	\$ 167,900	\$ -	\$ 194,500	\$ 172,000	\$ 195,000
42720 Training	700	8,000	8,000	-	32,000	32,000
44010 Professional/Special Services	117,109	192,000	-	120,000	60,000	90,000
47028 Computers (Capital)	175,545	650,200	238,000	536,000	120,000	300,000
47070 Intangibles (Licenses)	195,130	-	195,130	-	-	-
48800 Application Software	505	-	-	-	-	-
48840 System Hardware	416,855	368,900	595,000	-	-	200,000
49649 Transfer to Comm. Dev't/GIS Capital	-	-	-	305,000	-	200,000
49656 Transfer to FIS Capital	-	-	-	275,000	-	200,000
Total Expenditures	\$ 905,844	\$ 1,387,000	\$ 1,036,130	\$ 1,430,500	\$ 384,000	\$ 1,217,000
ENDING FUND BALANCE	\$ 777,390	\$ 244,390	\$ 595,260	\$ 101,460	\$ 687,260	\$ 440,960

COMMUNITY DEVELOPMENT (formerly GIS/Permits) SYSTEM CAPITAL FUND
Fund 649

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system includes a component for issuing and tracking community development activities. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
BEGINNING WORKING CAPITAL BALANCE	\$ 412,785	\$ 628,863	\$ 628,863		\$ 919,863
<u>REVENUES</u>					
34001 Interest	\$ 4,197	\$ 4,500	\$ 3,000	\$ (1,500)	\$ 4,500
39100 Transfer/General Fund	77,200	105,000	77,200	(27,800)	-
39240 Transfer/Green Project	-	88,400	74,100	(14,300)	-
39262 Transfer/Development Agreement Fund	-	-	-	-	574,700
39648 Transfer/CERF	-	-	-	-	305,000
39700 Transfer/Sanitation Fund	67,200	69,200	57,000	(12,200)	-
39761 Transfer/Waterworks District No. 8	82,700	82,700	82,700	-	-
Total Revenues	\$ 231,297	\$ 349,800	\$ 294,000	\$ (55,800)	\$ 884,200
<u>SUPPLIES AND MATERIALS</u>					
42730 Training	\$ -	\$ 68,300	\$ -	\$ 68,300	\$ 115,800
44010 Professional and Special Services	-	70,500	3,000	67,500	119,600
47028 Computers Capital	-	91,000	-	91,000	154,300
48800 Application Software	11,918	238,600	-	238,600	279,700
48840 System Hardware	3,301	75,000	-	75,000	127,300
Subtotal - Supplies and Materials	\$ 15,219	\$ 543,400	\$ 3,000	\$ 540,400	\$ 796,700
Total Expenditures	\$ 15,219	\$ 543,400	\$ 3,000	\$ (540,400)	\$ 796,700
ENDING WORKING CAPITAL BALANCE	\$ 628,863	\$ 435,263	\$ 919,863		\$ 1,007,363

VEHICLE REPLACEMENT FUND
Fund 651

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.

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
BEGINNING FUND BALANCE	\$ 1,854,459	\$ 1,901,167	\$ 1,901,167	\$ 2,234,367	\$ 2,148,367	\$ 2,286,767
<u>CONTRIBUTIONS</u>						
39100 Administrative Services	\$ -	\$ -	\$ -	\$ -	\$ 3,300	\$ 3,300
39100 Community Services	-	-	-	5,400	7,700	7,700
39100 Environmental Services	-	9,400	9,400	8,900	21,400	21,400
39100 Public Works	166,700	149,600	149,600	178,500	140,000	140,000
39100 Police	399,200	458,400	458,400	362,500	720,000	640,000
39935 Permit Allocation/Air Quality	-	162,000	162,000	52,000	-	-
Total Revenues	<u>\$ 565,900</u>	<u>\$ 779,400</u>	<u>\$ 779,400</u>	<u>\$ 607,300</u>	<u>\$ 892,400</u>	<u>\$ 812,400</u>
<u>EXPENDITURES</u>						
46100 Reimbursement to General Fund	\$ 287,200	\$ 101,200	\$ 101,200	\$ 48,800	\$ 50,000	\$ 50,000
47030 Administrative Services	-	-	-	-	-	-
47030 Community Services	-	-	-	52,000	52,000	30,000
47030 Environmental Services	-	-	-	-	52,000	60,000
47030 Public Works	1,559	195,400	170,000	73,500	100,000	100,000
47030 Police	230,433	400,500	175,000	519,000	500,000	500,000
Total Expenditures	<u>\$ 519,192</u>	<u>\$ 697,100</u>	<u>\$ 446,200</u>	<u>\$ 693,300</u>	<u>\$ 754,000</u>	<u>\$ 740,000</u>
ENDING FUND BALANCE	<u>\$ 1,901,167</u>	<u>\$ 1,983,467</u>	<u>\$ 2,234,367</u>	<u>\$ 2,148,367</u>	<u>\$ 2,286,767</u>	<u>\$ 2,359,167</u>

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BUILDING IMPROVEMENT FUND

Fund 655

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. Funds are budgeted in FY 2014-15 for security and other improvements at City Hall, improvements at the Senior and Cultural Arts Centers, and remodeling of the former Development Services Building prior to Under One Roof tenancy.

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
BEGINNING BALANCE	\$ 502,418	\$ 863,407	\$ 863,407	\$ 1,072,707	\$ 427,207	\$ 428,807
<u>REVENUES</u>						
34001 Interest	\$ 2,029	\$ 100	\$ 1,500	\$ 1,200	\$ 1,600	\$ 2,000
36001 Federal Assistance	-	-	-	-	-	-
39100 Transfer from General Fund	-	236,000	236,000	-	-	-
39214 Transfer from PEG Fees	-	-	-	-	-	-
39262 Transfer from Dev. Agreements	3,075,959	800,000	1,163,100	725,400	-	-
Total Revenues	\$ 3,077,988	\$ 1,036,100	\$ 1,400,600	\$ 726,600	\$ 1,600	\$ 2,000
<u>EXPENDITURES</u>						
42235 Furn & Equipment (Non-Capital)	\$ 7,853	\$ -	\$ -	\$ -	\$ -	\$ -
44010 Professional/Special Services	\$ (3,636)	\$ -	\$ -	\$ -	\$ -	\$ -
45290 Reimbursement from CDBG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47020 Furnishings & Equipment	\$ -	\$ 1,504,600	\$ 665,500	\$ 639,100	\$ -	\$ -
47021 FNE for Settlement	\$ 452,926	\$ -	\$ -	\$ -	\$ -	\$ -
47028 Computer (Capital)	\$ 15,050	\$ -	\$ -	\$ -	\$ -	\$ -
47040 Building Improvements	\$ 2,342,836	\$ 792,000	\$ 79,500	\$ 536,000	\$ -	\$ -
48220 Design/Architectural	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUILDING IMPROVEMENT FUND (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15	PROJECTION 2015-16	PROJECTION 2016-17
<u>EXPENDITURES (CONT'D)</u>						
48010 Engineering Incidentals	\$ (549,039)	\$ 67,600	\$ 19,800	\$ -	\$ -	\$ -
48060 Prelim. Survey/Tests	43,337	11,200	5,500	-	-	-
48220 Design Engineering	266,841	3,200	44,900	10,700	-	-
48410 Construction Management	111,327	9,700	2,400	-	-	-
48500 Maintenance Contracts	62,519	152,000	10,700	141,300	-	-
48601 IC for Settlement	(33,015)	-	-	-	-	-
48990 Contingency	-	45,000	-	45,000	-	-
49100 Transfer to General Fund	-	-	-	-	-	-
49500 Transfer to Debt Service	-	363,300	363,000	-	-	-
Total Expenditures	\$ 2,716,999	\$ 2,948,600	\$ 1,191,300	\$ 1,372,100	\$ -	\$ -
ENDING BALANCE	\$ 863,407	\$ (1,049,093)	\$ 1,072,707	\$ 427,207	\$ 428,807	\$ 430,807
Advance from the General Fund	\$ 863,407	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380	\$ 3,348,380

FINANCIAL INFORMATION SYSTEMS CAPITAL PROJECT FUND
Fund 656

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.

The fund is used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
BEGINNING WORKING CAPITAL BALANCE	\$ 338,564	\$ 550,618	\$ 550,618		\$ 708,318
<u>REVENUES</u>					
34001 Interest on Investments	\$ 3,354	\$ 3,700	\$ 4,200	\$ 500	\$ 3,500
39100 Transfer/General Fund	116,200	116,200	116,200	-	-
39262 Transfer/Development Agreement Fund	-	-	-	-	584,300
39305 Transfer/CERF	-	-	-	-	275,000
39750 Transfer/Transit Fund	3,400	3,400	3,400	-	-
39700 Transfer/Sanitation Fund	57,000	57,000	26,800	(30,200)	-
39761 Transfer/Waterworks Dist. 8 Fund	32,100	32,100	32,100	-	-
Total Revenues	\$ 212,054	\$ 212,400	\$ 182,700	\$ (29,700)	\$ 862,800
<u>EXPENDITURES</u>					
42200 Computers (non-capital)	\$ -	\$ 128,000	\$ -	\$ -	\$ -
42730 Training	-	96,000	-	(96,000)	96,000
44010 Professional/Special Services	-	121,300	25,000	(96,300)	99,200
47028 Computers (capital)	-	105,600	-	(105,600)	128,000
48800 Application Software	-	211,200	-	(211,200)	211,200
48840 System Hardware	-	-	-	-	105,600
Total Expenditures	\$ -	\$ 662,100	\$ 25,000	\$ (509,100)	\$ 640,000
ENDING WORKING CAPITAL BALANCE	<u>\$ 550,618</u>	<u>\$ 100,918</u>	<u>\$ 708,318</u>	<u>\$ 607,400</u>	<u>\$ 931,118</u>

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**DEPARTMENT OF
COMMUNITY SERVICES**

TRANSIT FUND

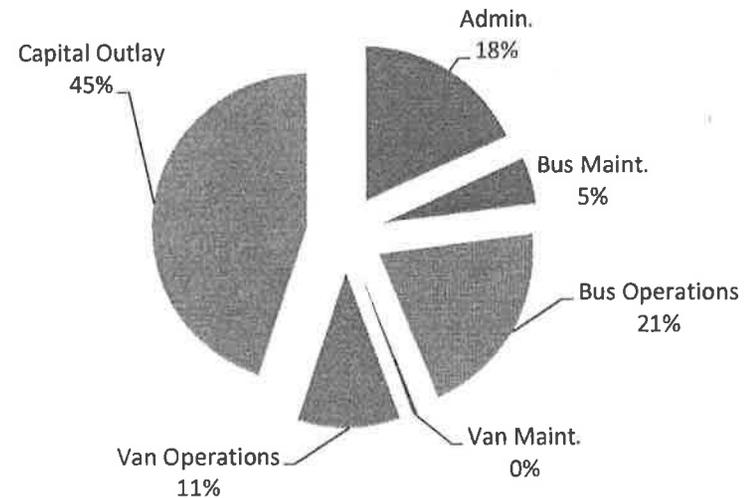
SIMI VALLEY TRANSIT

Overview

Simi Valley Transit (SVT) provides public transportation services to the community's general population through its fixed-route bus service and Americans with Disabilities/Dial-A-Ride (ADA/DAR) paratransit services to the senior and disabled population. Simi Valley Transit's efforts emphasize the delivery of safe, efficient, and high-quality services, cost-effective operational methods, and the enhancement of public awareness of City transportation services.

Beginning in FY 2014-15 and per new legislation, Local Transportation Funds received by the State via the Ventura County Transit Commission are allocated to Transit. In the past, the City has used these funds for Streets and Roads projects and staffing. This funding will offset the General Fund subsidy formerly paid into Transit operations and the General Fund monies will now be allocated to Streets and Roads.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Admin.	\$1,760,715	\$2,000,838	\$2,088,200	\$2,282,400
Bus Maint.	\$710,621	\$651,222	\$627,300	\$616,800
Bus Operations	\$1,741,225	\$1,728,328	\$1,465,600	\$2,624,800
Van Maint.	\$36,875	\$57,698	\$68,000	\$64,000
Van Operations	\$1,100,228	\$1,170,981	\$1,246,100	\$1,350,900
Capital Outlay	\$380,089	\$403,786	\$380,400	\$5,664,800
Total	\$5,729,753	\$6,012,853	\$5,875,600	\$12,603,700



SIMI VALLEY TRANSIT

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Deputy Director/Transit	1.00	1.00	1.00
Transit Finance Manager	1.00	1.00	1.00
Administrative Aide	1.00	1.00	0.00
Account Clerk II	0.00	0.00	1.00
Transit Superintendent	1.00	1.00	1.00
Transit Supervisor	4.00	4.00	4.00
Transit Operations Assistant	1.00	1.00	1.00
Transit Coach Operator	18.00	18.00	18.00
Secretary	1.00	1.00	1.00
Senior Transit Dispatcher	1.00	1.00	1.00
Transit Dispatcher	1.00	1.00	1.00
TOTAL REGULAR POSITIONS	30.00	30.00	30.00

PART-TIME POSITIONS: (NOTE 1)

Transit Coach Operator	9.10	9.10	9.10
Transit Dispatcher	1.00	1.00	1.00
TOTAL - PART-TIME POSITIONS	10.10	10.10	10.10
TOTAL - TRANSIT POSITIONS	40.10	40.10	40.10

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

SIMI VALLEY TRANSIT

Administration 2905

OVERVIEW

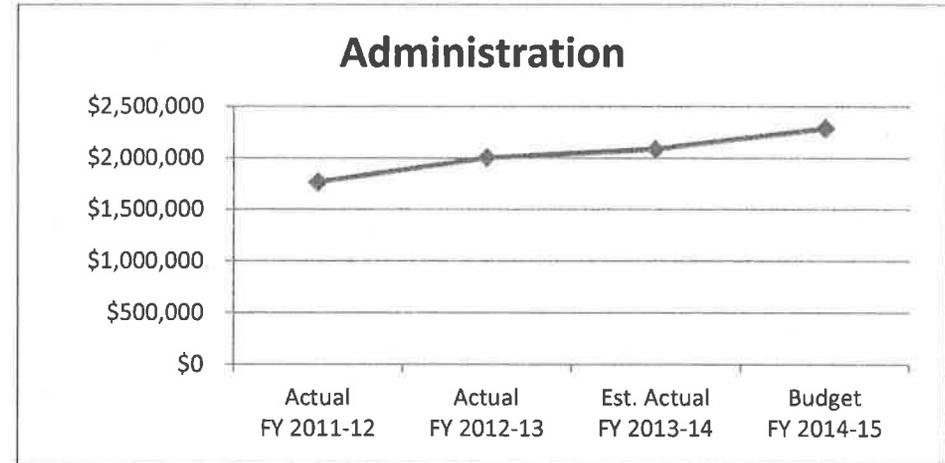
The Transit Administration provides administrative oversight of the City's public transportation services, which consists of a 16-hour/day, 6-day/week operation. Transit Administration is also responsible for the oversight and administration of Federal, State and Local grant preparation and submittal, as well as the expenditure of funds received as a result of approved grant applications.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	3	3	3	3

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,760,715	\$2,000,838	\$2,088,200	\$2,282,400



SIMI VALLEY TRANSIT

Administration (continued)

2905

KEY ACCOMPLISHMENTS FOR FY 13-14

Received Notice Inviting Bids for the Expansion/Upgrade of Simi Valley transit's Compressed Natural Gas Fueling Facility.

Participated in the Senior Health and Wellness Fair held at the Simi Valley Senior Center.

Participated in discussions with East County Transit Alliance regarding Ventura County's Regional Transportation Study and assisted in development and finalization of an East county Memorandum of Understanding.

Initiated the installation of a security door access system to all exterior doors of the Transit Maintenance Facility.

Continued 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.

GOALS FOR FY 14-15

Finalize the cooperative purchase for the procurement of six replacement New Flyer of America fixed-route buses.

Continue to conduct monthly safety meetings with Transit Operators and Transit Dispatchers to emphasize the importance of safety and efficient, cost-effective delivery of transportation services.

BUDGET IMPACTS FOR FY 14-15

None

SIMI VALLEY TRANSIT

Bus Maintenance

2910

OVERVIEW

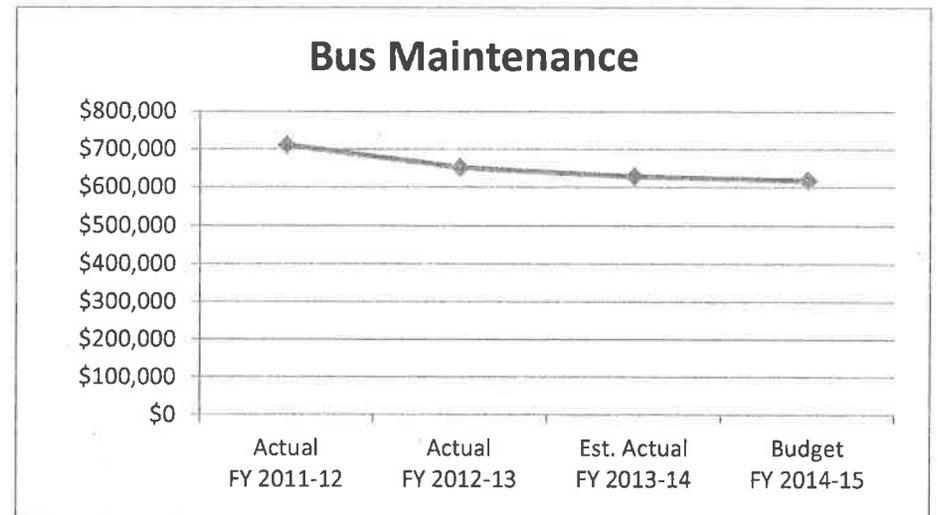
Bus Maintenance provides for the preventive maintenance and repairs of Simi Valley Transit's fleet of eleven 40' fixed-route buses.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$710,621	\$651,222	\$627,300	\$616,800



SIMI VALLEY TRANSIT

Bus Maintenance (continued)

2910

KEY ACCOMPLISHMENTS FOR FY 13-14

Replaced high-bay lighting in the Transit garage to energy-efficient LED. Provided preventive maintenance and repairs to the fixed-route buses.

Completed the installation of two replacement heavy vehicle in-ground hydraulic lifts in the Transit garage.
Ensured the delivery of uninterrupted public transportation service to the community within the Simi Valley transit service area.

Complied with all State and Local Air Pollution requirements.

GOALS FOR FY 14-15

Ensure uninterrupted public transportation service to the community within the Simi Valley Transit service area.

BUDGET IMPACTS FOR FY 14-15

None

SIMI VALLEY TRANSIT

Bus Operations

2920

OVERVIEW

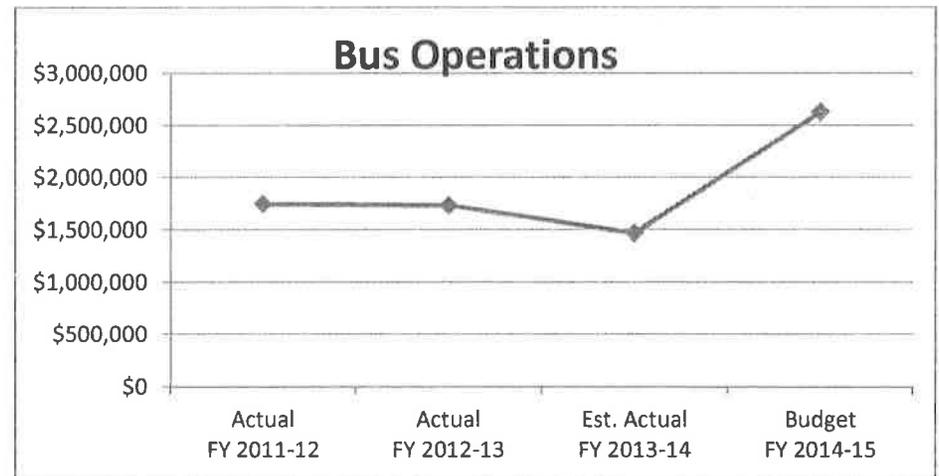
Ensured the delivery of over 300 days of uninterrupted fixed-route public transportation services to the community.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions (l	19.6	19.6	19.6	19.6

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,741,225	\$1,728,328	\$1,465,600	\$2,624,800



SIMI VALLEY TRANSIT

Bus Operations (continued)

2920

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided over 400,000 unlinked passenger trips.
Finalized contract for the procurement of replacement fare boxes for the fixed-route buses.

Continued communication on cooperative purchasing opportunities for the procurement of six replacement New Flyer of America fixed-route buses.

Participated in the Living Green Expo held at the Simi Valley Town Center Mall. Participated in the Simi Valley Street Fair and Emergency Preparedness Expo.

GOALS FOR FY 14-15

Finalize the procurement of six replacement New Flyer of America fixed-route buses.

BUDGET IMPACTS FOR FY 14-15

None

SIMI VALLEY TRANSIT

Van Maintenance

2930

OVERVIEW

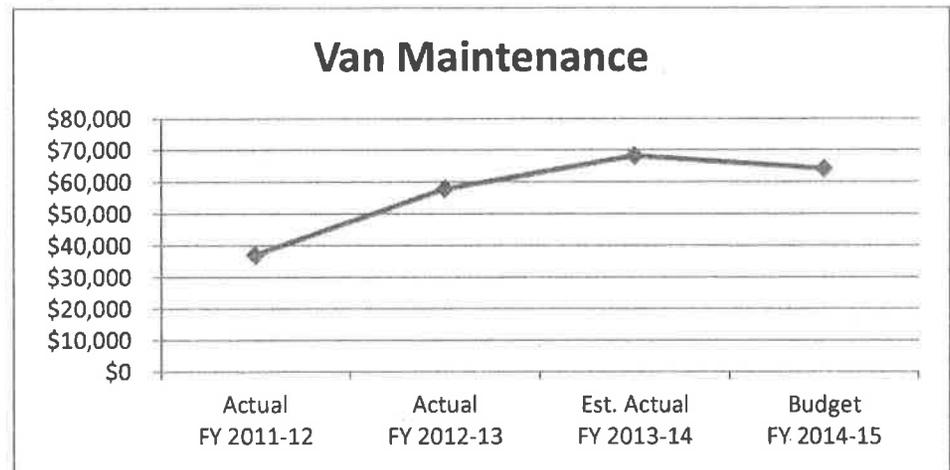
Van Maintenance provides for the preventive maintenance and repairs to Simi Valley Transit's fleet of eleven Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Paratransit cut-away vans.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$36,875	\$57,698	\$68,000	\$64,000



SIMI VALLEY TRANSIT

Van Maintenance (continued)

2930

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided preventive maintenance and repairs to the Americans with Disabilities Act/Dial-A-Ride Paratransit vans.

Ensured the delivery of over 300 days of uninterrupted ADA/DAR Paratransit services to the Senior and disabled community within the Simi Valley Transit service area.

Complied with all Americans with Disabilities Act requirements.

Maintained full compliance with Federally-mandated ADA Paratransit service criteria.

GOALS FOR FY 14-15

Continue to maintain full compliance with Federally-mandated ADA Paratransit service criteria. Ensure delivery uninterrupted ADA/DAR Paratransit services to the Senior and disabled community within the Simi Valley Transit service area.

BUDGET IMPACTS FOR FY 14-15

None

SIMI VALLEY TRANSIT

Van Operations

2940

OVERVIEW

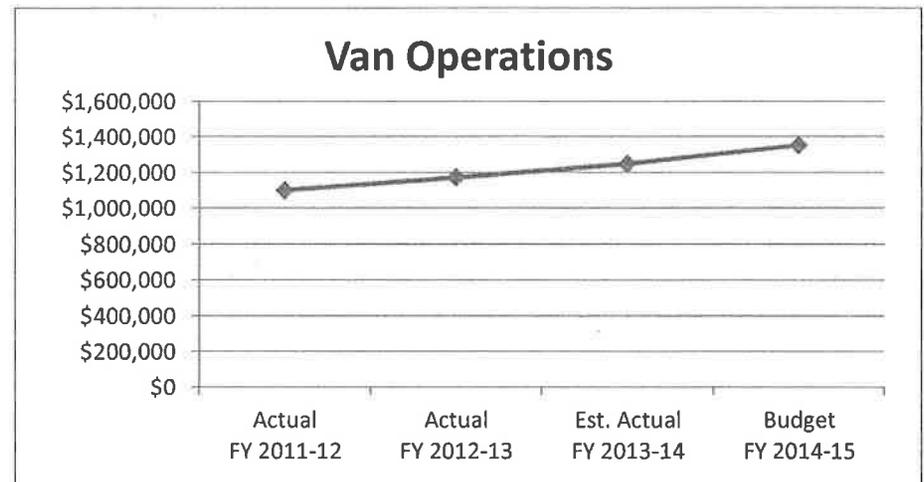
Van Operations provides for the complementary Paratransit transportation services designed for Seniors and individuals certified under auspices of the Americans with Disabilities Act.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	17.5	17.5	17.5	17.5

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,100,228	\$1,170,981	\$1,246,100	\$1,350,900



SIMI VALLEY TRANSIT

Van Operations (continued)

2940

KEY ACCOMPLISHMENTS FOR FY 13-14

Provided over 45,000 Paratransit/Dial-A-Ride trips to the Senior and disabled community within the Simi Valley Transit service area.

Participated in the Senior Health and Wellness Fair held at the Simi Valley Senior Center. Continued communication with the vendor on a six version upgrade to the dispatching software for Americans with Disabilities Act (ADA)/Dial-A-Ride service.

Conducted ADA Paratransit Advisory Committee meetings on four occasions to discuss public Paratransit issues affecting individuals with disabilities, including service policies, service availability, accessibility, safety and training.

GOALS FOR FY 14-15

Provide Paratransit/Dial-A-Ride trips to the Senior and disabled community within the Simi Valley Transit service area.

Participate in the Senior Health and Wellness Fair held at the Simi Valley Senior Center.

BUDGET IMPACTS FOR FY 14-15

None

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND

		ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>REVENUES</u>						
<u>USE OF MONEY AND PROPERTY</u>						
34001	Interest	\$21,032	\$20,000	\$17,500	(\$2,500)	\$17,500
34102	Bus Shelter Advertising	53,280	44,200	52,400	8,200	57,000
	Subtotal	\$74,312	\$64,200	\$69,900	\$5,700	\$74,500
<u>GRANTS</u>						
36002	State Proposition 1B	0	0	12,800	0	3,115,800
36201	FTA Operating	2,279,122	2,898,600	2,249,400	(649,200)	2,530,900
36203	FTA Capital	427,620	3,019,200	360,400	(2,747,500)	2,352,300
36103	Federal Stimulus (ARRA)	3,934	62,900	54,000	(8,900)	0
	Subtotal	\$2,710,676	\$5,980,700	\$2,676,600	(\$3,405,600)	\$7,999,000
<u>FARE REVENUES</u>						
37211	Route A Fares	\$98,147	\$99,000	\$98,800	(\$200)	\$98,500
37212	Route B Fares	90,039	93,000	87,300	(5,700)	88,700
37213	Route C Fares	51,566	54,000	48,900	(5,100)	50,200
37214	Route D Fares	12,735	13,100	13,000	(100)	12,900
37215	Bus Fare Passes	90,472	85,000	66,900	(18,100)	78,700
37216	Dial-A-Ride Fares	58,372	56,000	59,200	3,200	58,800
37217	Dial-A-Ride County Reimb.	23,152	25,000	22,900	(2,100)	23,000
	Subtotal	\$ 424,483	\$ 425,100	\$ 397,000	\$ (28,100)	\$ 410,800

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>OTHER REVENUES</u>					
37299 SCRRRA Metrolink Agreement	\$2,631	\$2,500	\$2,700	\$200	\$2,600
38001 Sale of Surplus Property	700	9,000	400	(8,600)	4,200
38003 CNG Excise Tax Refund	176,271	158,400	101,400	(57,000)	0
38003 CNG Reimbursement	163,101	0	0	0	0
38003 Miscellaneous	400	800	4,200	3,400	500
38004 Damage Recovery	100	0	12,400	12,400	1,000
Subtotal	\$343,203	\$170,700	\$121,100	(\$49,600)	\$8,300
<u>TRANSFERS IN</u>					
39100 From General Fund (Operating)	\$2,343,149	\$2,294,400	\$2,425,700	\$131,300	\$0
39238 From LTF Fund	\$0	\$0	\$0	\$0	\$4,111,100
39753 From General Fund (Capital)	0	0	285,900	285,900	0
Subtotal	\$2,343,149	\$2,294,400	\$2,711,600	\$417,200	\$4,111,100
Total Revenues	\$5,895,823	\$8,935,100	\$5,976,200	(\$3,060,400)	\$12,603,700

EXPENDITURES

PERSONNEL

41010 Regular Salaries	\$1,939,966	\$1,920,700	\$1,899,800	\$20,900	\$2,609,900
41020 Temporary Salaries	12,241	0	0	0	23,000
41040 Overtime	68,279	72,500	82,900	(10,400)	75,900
41200 Deferred Compensation - 401k	6,048	6,800	4,900	1,900	6,400
41210 Deferred Compensation - 457	7,971	7,800	7,500	300	10,000
41300 Vision Care	8,800	9,900	8,300	1,600	11,000
41350 Disability	4,609	5,400	4,100	1,300	5,600
41400 Group Ins/Health	354,942	388,800	238,600	150,200	53,200

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>PERSONNEL (CONT'D)</u>					
41415 Flex Benefits	\$0	\$0	\$0	\$0	546,600
41420 CalPERS Health Admin Fee	\$0	\$0	\$0	\$0	\$1,000
41450 Life Insurance	\$4,899	\$5,000	\$4,400	\$600	\$7,800
41500 Group Ins/Dental	34,842	38,100	33,500	4,600	45,600
41600 Retirement/PERS	381,731	376,400	355,700	20,700	475,400
41650 Medicare	29,548	33,800	29,600	4,200	45,900
41700 Workers' Compensation	143,200	170,900	170,900	0	240,900
41620 Retirement HRA	0	2,400	2,400	0	0
41800 Payroll Accruals	28,807	56,700	56,700	0	62,500
Subtotal - Personnel	\$ 3,025,883	\$ 3,095,200	\$ 2,899,300	\$ 195,900	\$ 4,220,700
<u>SUPPLIES AND MATERIALS</u>					
42150 Communications	\$ 30,314	\$ 38,600	\$ 37,400	\$ 1,200	\$ 37,100
42200 Computers (Non-Capital)	5,983	8,700	8,400	300	7,600
42230 Office Supplies	2,631	3,000	2,300	700	2,300
42235 Furn & Equip (Non-Capital)	16,195	-	-	-	-
42410 Uniform/Clothing Supply	12,501	15,000	20,000	(5,000)	15,000
42440 Memberships and Dues	12,444	12,900	12,800	100	13,000
42450 Subscriptions and Books	674	700	700	-	700
42460 Advertising	1,244	1,500	1,900	(400)	1,500
42500 Fuel and Lubricants	220,610	210,000	172,700	37,300	189,000
42510 Tires	60,274	63,000	52,000	11,000	52,000
42550 Small Tools/Equipment	2,627	3,500	3,300	200	3,000
42560 Operating Supplies	127,185	112,000	112,000	-	110,000
42720 Travel, Conferences, Meetings	1,755	3,300	2,000	1,300	3,700
42730 Training	591	1,000	600	400	4,000
42790 Mileage	3,511	2,700	2,200	500	2,200
Subtotal - Supplies and Materials	\$ 498,539	\$ 475,900	\$ 428,300	\$ 47,600	\$ 441,100

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>SERVICES</u>					
44010 Professional/Special Services	\$ 234	\$ 500	\$ 300	\$ 200	\$ 500
44012 Outside Legal Services	-	-	-	-	10,000
44310 Maintenance of Equipment	508,622	520,000	517,000	3,000	504,000
44410 Maintenance of Buildings/Grounds	876	11,900	11,300	600	1,000
44490 Other Contract Services	15,313	26,400	23,400	3,000	23,400
44491 Transfer to FIS Operations	2,600	2,600	2,600	-	-
44590 Insurance Charges	133,900	157,200	157,200	-	169,200
Subtotal - Services	\$ 661,545	\$ 718,600	\$ 711,800	\$ 6,800	\$ 708,100
<u>REIMBURSEMENTS AND TRANSFERS</u>					
46100 Reimbursement to General Fund	\$ 1,376,900	\$ 1,409,300	\$ 1,409,300	\$ -	\$ 1,519,400
49297 Transfer to Retiree Benefits Fund	42,800	43,100	43,100	-	49,600
49656 Transfer to FIS Capital	3,400	3,400	3,400	-	-
Subtotal - Reimb./Transfers	\$ 1,423,100	\$ 1,455,800	\$ 1,455,800	\$ -	\$ 1,569,000
Subtotal - Current Expenses	\$ 2,583,184	\$ 2,650,300	\$ 2,595,900	\$ 54,400	\$ 2,718,200
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equip (Capital)	\$ 283,646	\$ 107,500	\$ 54,700	\$ 52,800	\$ -
48600 Capital Outlay Projects	120,140	5,498,700	325,700	5,173,000	5,664,800
Subtotal - Capital Outlay	\$ 403,786	\$ 5,606,200	\$ 380,400	\$ 5,225,800	\$ 5,664,800
Total Expenditures	\$ 6,012,853	\$ 11,351,700	\$ 5,875,600	\$ 5,146,500	\$ 12,603,700

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)

		<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>VARIANCE 2013-14</u>	<u>BUDGET 2014-15</u>
<i>I/O</i>	<u>CAPITAL OUTLAY PROJECTS</u>					
960202	Construction - TMF Expansion	\$ 1,808,200	\$ 587,300	\$ 112,500	\$ 474,800	\$ 474,800
960221	GFI Farebox Upgrade (13)	253,700	253,700	230,600	23,100	-
960240	Transit Garage Modernization	807,600	29,400	28,400	1,000	-
960280	Replacement DAR Vans (2)	285,000	285,000	-	285,000	285,000
960281	CNG Fueling Station Upgrade	1,278,400	974,700	12,800	961,900	1,309,400
960321	Fixed-Route Replacement Buses (3)	1,410,000	1,400,000	-	1,400,000	1,452,300
960340	Rehab/Renovate ADA Access Ramp	62,900	62,900	54,000	8,900	-
960341	Voice Announcement System	95,000	95,000	-	95,000	95,000
960343	Replacement DAR Vans (4)	300,000	354,100	-	354,100	354,100
960344	Fixed-Route Replacement Buses (3)	1,460,700	1,460,700	-	1,460,700	1,650,000
960380	Paratransit Dispatching Software	36,900	36,900	36,900	-	36,900
960381	Replacement Bus Engines	13,100	13,100	5,800	7,300	7,300
960400	Biogas Project	1,700,000	-	-	-	200,000
	Total	\$ 9,511,500	\$ 5,552,800	\$ 481,000	\$ 5,071,800	\$ 5,864,800

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND (continued)

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>REVENUES</u>					
Use of Money and Property	\$ 74,312	\$ 64,200	\$ 69,900	\$ 5,700	\$ 74,500
Grants	2,710,676	5,980,700	2,676,600	(3,405,600)	7,999,000
Fare Revenues	424,483	425,100	397,000	(28,100)	410,800
Other Revenues	343,203	170,700	121,100	(49,600)	8,300
General Fund Transfers	2,343,149	2,294,400	2,711,600	417,200	4,111,100
Total Revenues	\$ 5,895,823	\$ 8,935,100	\$ 5,976,200	\$ (3,060,400)	\$ 12,603,700
<u>EXPENDITURES</u>					
Personnel Expense	\$ 3,025,883	\$ 3,095,200	\$ 2,899,300	\$ (3,060,400)	\$ 4,220,700
Supplies, Materials, & Services Expense	1,160,084	1,194,500	1,140,100	54,400	1,149,200
Reimbursements Expense	1,423,100	1,455,800	1,455,800	-	1,569,000
Capital Outlay Expense	403,786	5,606,200	548,100	5,225,800	5,664,800
Total Expenditures	\$ 6,012,853	\$ 11,351,700	\$ 5,976,200	\$ 2,219,800	\$ 12,603,700

SANITATION FUND

SANITATION

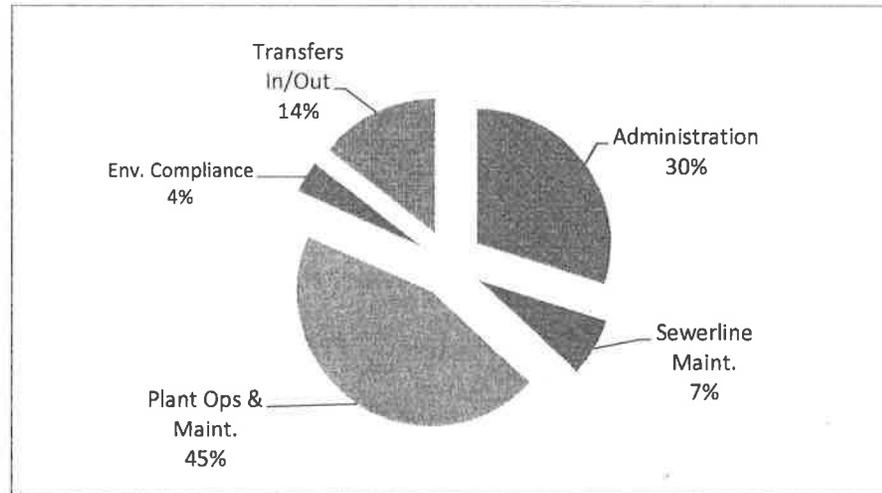
Overview

The Sanitation Division provides reliable and environmentally protective wastewater collection and treatment. It is an essential public health service to Simi Valley citizens and businesses. The system has two distinct components: the collection system (sewerlines), and the Water Quality Control Plant (WQCP). It is a continuous operation overseen by multiple state and federal regulatory agencies.

Operations and maintenance includes daily operational control, monitoring, testing, repairing, engineering, environmental compliance assurance, and timely replacement of components. The Cost centers are divided into Administration, Operations, Sewerline Maintenance, and Environmental Compliance, covered in the following sections.

While foremost providing for public health and safe disposal of wastewater, Sanitation also produces a valuable commodity, recycled water. The recycled water produced by the WQCP meets the most stringent water recycling standards. There is capacity for more recycled water production from the WQCP, and efforts reflected in this budget would expand the system's ability to serve more recycled water in the region.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$4,193,219	\$4,465,277	\$4,230,700	\$4,371,200
Sewerline Maint.	\$768,360	\$878,709	\$820,100	\$1,017,700
Plant Ops & Maint.	\$5,730,090	\$5,641,158	\$5,879,800	\$6,548,800
Env. Compliance	\$477,103	\$500,582	\$489,100	\$564,600
Transfers In/Out	\$2,425,600	\$3,482,292	\$2,650,300	\$2,121,500
Total	\$13,594,372	\$14,968,018	\$14,070,000	\$14,623,800



SANITATION

Authorized Positions

REGULAR POSITIONS:

FY 2012-13 FY 2013-14 FY 2014-15

Administration:

Assistant Public Works Director	1.00	1.00	1.00
Principal Engineer	1.00	1.00	1.00
Senior Engineer	2.00	2.00	2.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Senior Engineering Technician	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00
Secretary	2.00	2.00	2.00
SUBTOTAL	9.00	10.00	10.00

Plant Operations:

Deputy Director/Sanitation Services	1.00	1.00	1.00
Plant Support Systems Manager	1.00	1.00	1.00
Plant Operations Manager	1.00	1.00	1.00
Plant Operations Supervisor	1.00	1.00	1.00
Plant Maintenance Supervisor	1.00	1.00	1.00
Plant Operator III (Lead Worker)	2.00	2.00	2.00
Plant Operator III	7.00	7.00	6.00
Plant Operator II	3.00	1.00	1.00
Plant Operator I	0.00	0.00	1.00
Plant Operator Trainee	0.00	2.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Chemist	1.00	1.00	1.00
Senior Laboratory Technician	1.00	1.00	1.00
Laboratory Technician	2.00	2.00	2.00
Plant Maintenance Program Technician	1.00	1.00	1.00
Plant Maintenance Technician III	3.00	2.00	2.00
Plant Electrician	0.00	1.00	1.00

SANITATION

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
<u>Plant Operations (Cont'd):</u>			
Plant Maintenance Technician II	3.00	3.00	2.00
Plant Maintenance Technician I	1.00	1.00	2.00
Senior Instrumentation Technician	1.00	1.00	1.00
Instrumentation Technician	2.00	2.00	2.00
Maintenance Worker II	1.00	1.00	1.00
Industrial Painter	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Inventory Support Technician	1.00	1.00	1.00
SUBTOTAL	37.00	37.00	36.00
<u>Sewer Line Maintenance</u>			
Collection Systems Supervisor	1.00	1.00	1.00
Collection Systems Technician II	1.00	1.00	1.00
Collection Systems Technician	7.00	7.00	7.00
SUBTOTAL	9.00	9.00	9.00
<u>Environmental Compliance: (Note 1)</u>			
Deputy Director/Environmental Compliance	1.00	1.00	1.00
Environmental Compliance Program Coordinator	1.00	1.00	1.00
Environmental Compliance Inspector	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00
SUBTOTAL	5.00	5.00	5.00
TOTAL REGULAR POSITIONS	60.00	61.00	60.00

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

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SANITATION

Administration

4205

OVERVIEW

Sanitation Administration includes management of the overall Sanitation enterprise, as well as Engineering. The Engineering support includes providing technical support to implement repair, maintenance and improvement projects (Capital Improvement Projects) carried out within the Sanitation Fund, as well as development support for private projects that connect to or develop part of the sanitation system.

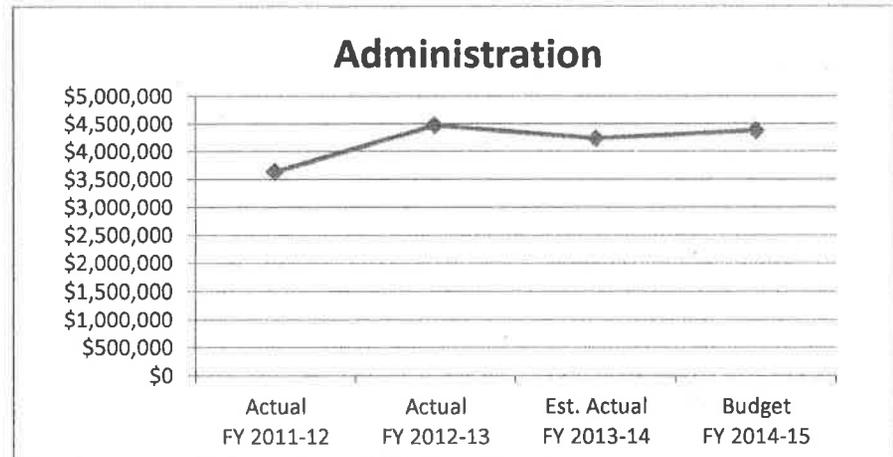
The Engineering staff prepares construction drawings, bid specifications, construction cost estimates and provides construction support services. Staff also reviews single family, multi-family, and/or development wastewater construction projects and responds to public comments/concerns associated with Sanitation Service fees, Sewer Availability and Will-Serve Letters, and other general information related to the ownership, location and maintenance of sewer lines.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$3,625,095	\$4,465,277	\$4,230,700	\$4,371,200



SANITATION

Administration (continued)

4205

KEY ACCOMPLISHMENTS FOR FY 13-14

Processed 36 Will Serve Letters, serviced more than 100 inquiries; and through the Development Advisory Committee, reviewed nineteen preliminary design projects, prepared project conditions for two projects, reviewed and approved engineered construction plans and documents for thirteen projects.

Completed construction projects to ensure public health and safety, including: Sewer System Television Inspection; Yosemite, Beaumont, Los Angeles, Kitsy, and Mohave Dr. Sewer Trunk Line Rehabilitation; Primary Influent and Effluent Channel Wall Rehabilitation; Sodium Hypochlorite Tank Replacement; and WQCP Frontage and Monument Signs Improvements.

Completed the design of several projects including Shopping Lane Sewer Trunk Rehabilitation; Applied Water Pumps Replacement at the WQCP; WQCP Electrical Upgrades Phase 2; Sewer Trunk Rehabilitation Project South of West of Los Angeles Ave; and WQCP Administration Building HVAC Replacement.

Completed the FY 2013-14 Sanitation Rate Study to document the fiscal management of the Sanitation Division.

Completed the Sanitation Operations Efficiency Study which identified opportunities to improve the operations of the Sanitation Division.

GOALS FOR FY 14-15

Continue the Water Quality Control Plant Electrical Upgrades, which will begin construction of the second phase and enter into the final third phase of the project.

Continue the Annual Sewerline Assessment Program to inspect and evaluate 1/5 of the City's sewer lines.

Complete the Racine Street Sewerline Rehabilitation Project, replacing 1,500 feet of 8-inch asbestos cement sewer line.

Begin the Sycamore (Niles-Heywood) Sewerline Rehabilitation Project replacing 1,800 feet of 12 to 14-inch sewer line.

Begin designing the upgrade to the Water Quality Control Plant's Supervisory Control and Data Acquisition (SCADA) system.

Options have been discussed by the City Council to fund the Replacement Reserve to provide for a backlog of repair projects to assure the system infrastructure remains reliable. The discussion will continue on FY 2014-15 to determine a rate strategy that is acceptable to the community and provides for the system needs.

BUDGET IMPACTS FOR FY 14-15

None

SANITATION

Sewerline Maintenance

4210

OVERVIEW

Sewerline Maintenance is an essential section of Sanitation: it protects public health in Simi Valley by ensuring safe and reliable wastewater transport. Maintaining the system requires inspection, monitoring, and cleaning continuously. Sewers are routinely video inspected to assess sewer conditions and identify issues before they result in catastrophic failures.

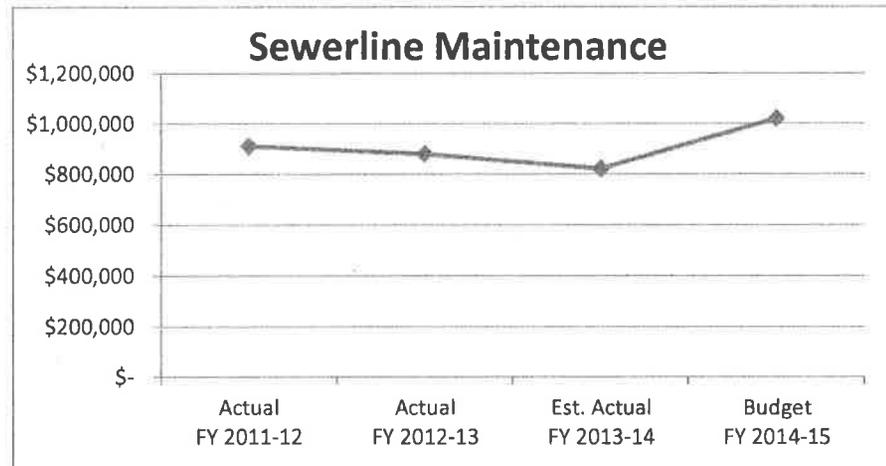
Sewer cleaning using high pressure spray nozzles and vacuum trucks is also a routine operation. If an overflow occurs, which means any sewage on any street, curb or public drain, including those caused by a private system, the staff is equipped, trained, and ready to respond to minimize the impact and restore a sanitary environment. At the three public lift stations, monitoring and alarm systems operate around the clock to assure if any issue arises, a notification is relayed to City staff to respond, also around the clock.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	9	9	9	9

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$ 909,482	\$ 878,709	\$ 820,100	\$ 1,017,700



SANITATION

Sewerline Maintenance (continued)

4210

KEY ACCOMPLISHMENTS FOR FY 13-14

Updated the Sewer System Management Plan. All Collection System staff was certified in the National Association of Sewer Service Companies (NASSCO).

Repaired sewers on Los Angeles Avenue (near the Metrolink Train Station), Racine Avenue, Royal Avenue (caused by reinforcing steel protruding into the sewer line) and on residential lateral connections on Chicory Leaf Place as emergencies.

GOALS FOR FY 14-15

Hydro clean and vacuum at least 180 miles of sewer line.

Video inspect at least 50 miles of sewer line. Integrate software for the CCTV computer system to maintain records and accurately locate field assets.

Observe no Sanitary Sewer Overflows (SSO's) from the City's Wastewater System.

BUDGET IMPACTS FOR FY 14-15

None

SANITATION

Plant Operations and Maintenance

4240

OVERVIEW

The Water Quality Control Plant (WQCP) operation is an essential section of Sanitation: it protects public health in Simi Valley by ensuring safe and reliable wastewater treatment and ultimate reuse or disposal. The WQCP is operated and maintained by Sanitation staff, whose mission is to protect public health and the environment. The WQCP operates continuously: 24 hours per day, 365 days per year.

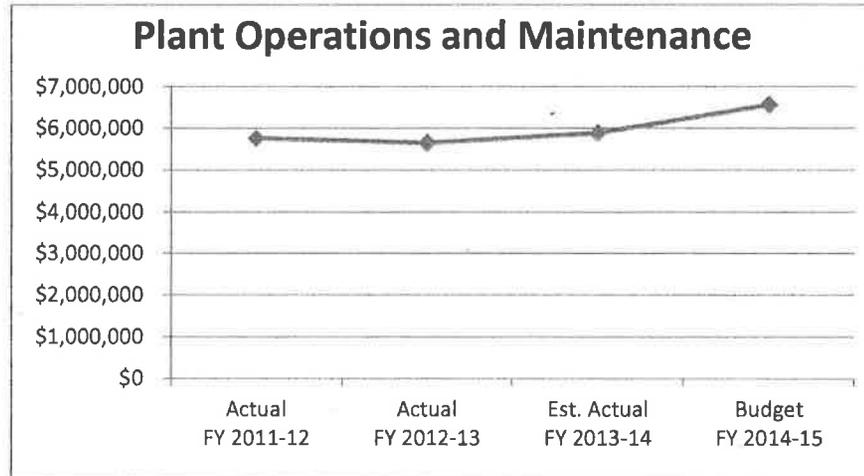
WQCP operation maintenance is complex, and there are specialists in: engineering, plant operation, plant maintenance, and the laboratory. Engineering designs, develops, and manages projects that provide major repairs, component replacement, or implement improvements and expansions to the system. Operations assures the WQCP operates effectively and efficiently, constantly monitoring the controls and adjusting processes in order to meet permit requirements for the biological treatment. Maintenance performs routine facility and equipment maintenance to keep the facility running properly and efficiently, with minimum equipment failure. Laboratory performs frequent water quality analyses to provide feedback to Operations for process adjustments, and to provide required regulatory reports to state and federal agencies.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	46	46	47	46

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$5,753,117	\$5,641,158	\$5,879,800	\$6,548,800



SANITATION

Plant Operations and Maintenance (continued)

4240

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed capital projects including: constructing the first phase motor control center and main switch replacement; constructing the in-plant recycled water distribution system replacement; constructing the sodium hypochlorite tanks; constructing the primary influent and effluent channels rehabilitation; and constructing the filter applied pumps and associated electrical equipment replacement.

Overhauled one of the four secondary clarifier collector drive units that had failed after more than thirty (30) years of service.

Super-chlorinated all eight tertiary filters to maintain filtering capabilities. Held the first Simi Valley Public Works Week Open House, in addition to the ongoing educational tours, and the regional annual CWEA conference.

GOALS FOR FY 14-15

Maintain permit compliance with no violations.

Continue to provide support for the Capital Improvement Project Program, including the construction of the Phase II electrical equipment (MCC) replacement project and the replacement of the Applied Pumps and associated electrical equipment.

Overhaul Clarifier #1 collector drive unit. Replace one of our four Grit Pumps. Partner with SCE to install timers for the west basins and conserve energy in the reactor mixing process. Complete overhaul of Belt Press #2.

BUDGET IMPACTS FOR FY 14-15

None

SANITATION

Environmental Compliance

4250

OVERVIEW

The Environmental Compliance Pretreatment Program is an essential section of Sanitation: it primarily ensures that federal mandates are met in the system. The program monitors toxic and hazardous materials both in the wastewater, and at potential sources in the community, including industrial facilities and commercial businesses.

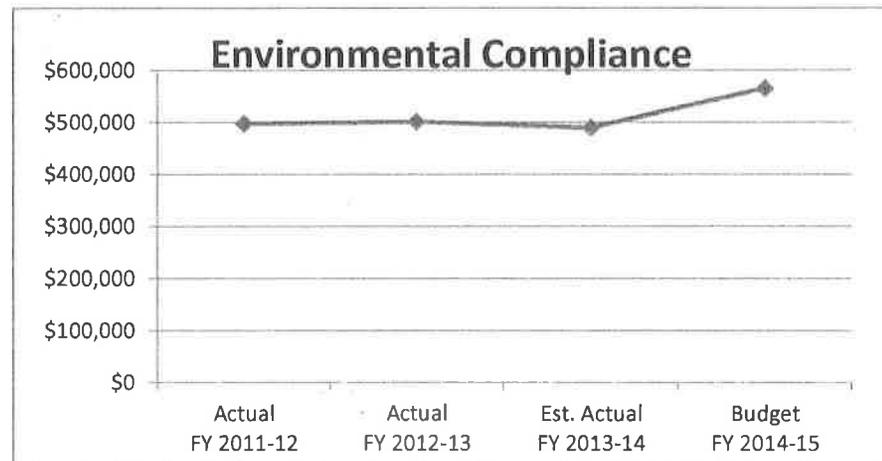
Permits are issued that document the sources, and provide an inspection schedule for staff to carry out. While conducting inspections, and as an ongoing service, staff also supports provides informational materials and meets with business owner, managers and technicians to clarify pretreatment regulations, requirements and options.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	5	5	5	5

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$497,015	\$500,582	\$489,100	\$564,600



SANITATION

Environmental Compliance (continued)

4250

KEY ACCOMPLISHMENTS FOR FY 13-14

Conducted over eleven hundred inspections and monitoring events of facilities to ensure they remain in compliance with environmental regulations to maintain a safe and healthy living environment for the community.

Provided Pretreatment educational and outreach material to the business community at public events and during inspections.

Assisted on the Sewer System Management Plan update and the Pretreatment Monitoring and Reporting Program, and posted information on the City website.

Hosted the EPA for the City's annual Pretreatment Compliance Inspection.

GOALS FOR FY 14-15

Conduct all the annual monitoring and analysis data to complete the Pretreatment Annual Report for 2014.

Begin preliminary work for local Limits sampling required every five years.

BUDGET IMPACTS FOR FY 14-15

None

SANITATION OPERATIONS FUND REVENUE

		<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>OPERATING FUND</u>						
34001	Interest	\$ 138,046	\$ 92,700	\$ 250,000	\$ 157,300	\$ 275,000
34101	Rents and Leases	240	300	300	-	300
37002	Maps & Publications	1,560	1,000	200	(800)	200
37401	Engineering Fees	10,368	3,000	49,000	44,000	25,000
37405	Inspection Service Fees	4,381	1,000	55,000	54,000	25,000
37410	Service Charges	14,374,157	14,150,000	14,200,000	50,000	14,200,000
37412	Recycled Water Charges	32,280	33,000	41,000	8,000	40,000
37413	Late Fees and Penalties	55,428	60,800	33,000	(27,800)	33,000
37432	Source Control Program	237,015	249,200	235,000	(14,200)	235,000
37499	Other	13,180	3,000	9,400	4,900	3,000
38001	Sale of Surplus Property	-	-	400	400	-
38003	Miscellaneous	3,408	-	300	-	-
38004	Damage Recovery	-	-	-	-	-
38006	Jury/Witness Fees	425	-	-	-	-
39805	Transfer From Worker's Comp.	-	-	-	-	-
TOTAL REVENUES		\$ 14,870,488	\$ 14,594,000	\$ 14,873,600	\$ 275,800	\$ 14,836,500

SANITATION OPERATIONS FUND EXPENDITURES

		ACTUAL <u>2012-13</u>	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	VARIANCE <u>2013-14</u>	BUDGET <u>2014-15</u>
<u>PERSONNEL</u>						
41010	Regular Salaries	\$ 3,933,906	\$ 4,267,000	\$ 4,046,300	\$ 220,700	\$ 4,200,300
41040	Overtime	256,419	241,800	216,500	25,300	250,800
41200	Deferred Compensation - 401k	15,350	16,400	14,900	1,500	14,700
41210	Deferred Compensation - 457	10,719	12,500	10,100	2,400	11,900
41300	Vision Care	13,970	16,500	14,000	2,500	15,600
41350	Disability	14,178	15,300	14,300	1,000	15,300
41400	Group Ins/Health	726,825	879,300	495,200	384,100	87,600
41415	Flexible Benefits	-	-	-	-	834,200
41420	CalPERS Health Admin Fee	-	-	600	(600)	1,100
41450	Life Insurance	8,266	7,500	7,900	(400)	7,800
41500	Group Ins/Dental	51,318	61,800	52,000	9,800	59,900
41600	Retirement/PERS	793,357	865,000	783,700	81,300	794,600
41650	Medicare	53,660	77,000	57,200	19,800	76,700
41700	Workers' Compensation	288,600	351,800	351,800	-	411,000
41800	Payroll Accruals	124,963	71,000	82,000	(11,000)	80,000
41900	Personnel Savings	\$ -	\$ (161,800)	MET	-	\$ -
Subtotal - Personnel		\$ 6,291,531	\$ 6,721,100	\$ 6,146,500	\$ 736,400	\$ 6,861,500
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	\$ 729,387	\$ 835,000	\$ 790,000	\$ 45,000	\$ 886,000
42110	Lift Utilities	4,889	4,900	4,900	-	5,300
42150	Communications	35,316	39,000	39,000	-	39,000
42230	Office Supplies	7,025	9,800	9,800	-	9,800
42,235	Furnishings and Equip. (Non-Capital)	-	-	5,000	(5,000)	9,000
42310	Rentals	2,622	6,000	6,800	(800)	6,000
42410	Uniform/Clothing Supply	21,871	25,500	28,700	(3,200)	27,700
42440	Memberships and Dues	12,326	11,200	10,000	1,200	12,300

SANITATION OPERATIONS FUND EXPENDITURES (continued)

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15	
<u>SUPPLIES AND MATERIALS (CONT'D.)</u>						
42450	Subscriptions and Books	1,548	\$2,000	\$2,000	\$0	\$2,000
42530	Chemicals	368,378	440,000	410,000	30,000	461,000
42541	Recycled Water Utilities	9,949	10,000	12,500	(2,500)	12,000
42550	Small Tools and Equipment	927	1,500	1,500	0	1,000
42560	Operating Supplies	126,071	156,100	131,000	25,100	130,000
42720	Travel, Conferences, Meetings	10,222	12,900	12,900	0	21,700
42730	Training	6,793	9,600	9,000	600	10,100
42790	Mileage	805	600	600	0	600
	Subtotal - Supplies/Materials	\$ 1,338,129	\$ 1,564,100	\$ 1,473,700	\$ 90,400	\$ 1,633,500
<u>SERVICES</u>						
44010	Professional/Special Services	\$282,910	\$231,300	\$175,000	\$56,300	\$274,000
44310	Maintenance of Equipment	448,606	567,300	481,600	85,700	480,100
44410	Maint. of Buildings and Grounds	5,388	6,000	6,000	0	136,000
44490	Other Contract Services	566,856	634,600	550,000	84,600	622,800
44590	Insurance Charges	182,100	258,500	258,500	0	285,200
49807	GIS Operations	28,500	28,500	28,500	0	0
49809	FIS Operations	19,600	19,600	19,600	0	0
44840	Bad Debt Expense	2,279	0	0	0	0
	Subtotal - Services	\$ 1,536,239	\$ 1,745,800	\$ 1,519,200	\$ 226,600	\$ 1,798,100

SANITATION OPERATIONS FUND EXPENDITURES

		<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>REIMBURSEMENTS AND TRANSFERS</u>						
45600	Reimbursement from Streets & Roads	\$ (213,343)	\$ -	\$ -	\$ -	\$ -
45805	Reimbursement from Wkr Comp	-	-	-	-	-
46100	Reimbursement to General Fund	2,313,600	2,127,800	2,127,800	-	2,140,200
46600	Transfer to Streets and Roads	198,333	78,300	78,300	-	90,000
49648	Transfer to Computer Equip.	67,200	69,200	69,200	-	-
49649	Transfer to GIS Capital	57,000	57,000	57,000	-	-
49656	Transfer to FIS Capital	26,800	26,800	26,800	-	-
49297	Transfer to Retiree Benefits Fund	105,500	106,300	106,300	-	122,200
49702	Transfer to Vehicle Repl Reserve	265,800	337,700	337,700	-	184,300
49702	Transfer to Replacement Reserve	2,975,000	1,975,000	1,975,000	-	1,725,000
	Subtotal Reimb/Transfers	\$ 5,795,890	\$ 4,778,100	\$ 4,778,100	\$ -	\$ 4,261,700
	Subtotal - Current Expenses	\$ 8,670,258	\$ 8,088,000	\$ 7,771,000	\$ 317,000	\$ 7,693,300
<u>CAPITAL OUTLAY</u>						
47020	Furnishings & Equipment	\$6,229	\$131,500	\$131,500	\$0	\$35,000
47030	Vehicles	0	21,000	21,000	0	34,000
	Subtotal - Capital Outlay	\$ 6,229	\$ 152,500	\$ 152,500	\$ -	\$ 69,000
	Anticipated Underexpenditures	\$ -	\$ (350,000)	\$ -	\$ (350,000)	\$ (350,000)
	TOTAL EXPENDITURES	\$ 14,968,018	\$ 14,961,600	\$ 14,070,000	\$ 891,600	\$ 14,623,800

SANITATION PROJECTS LISTING

		<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>VARIANCE 2013-14</u>	<u>BUDGET 2014-15</u>
<u>OPERATIONS FUND MAINTENANCE PROJECTS</u>						
P09703	Raising of Manholes for Streets and Roads Projects	--	\$ 78,300	\$ 78,300	\$ -	\$ 90,000
	Total - Operations Fund Projects	--	\$ 78,300	\$ 78,300	\$ -	\$ 90,000
<u>REPLACEMENT RESERVE - Plant Upgrade Projects</u>						
975161	Plant Water System Rehabilitation	\$ 555,000	\$ 29,800	\$ 12,900	\$ 16,900	\$ -
970323	Primary Clairifier Channel Repair	260,000	260,000	195,000	65,000	-
975101	Structural Concrete Repairs	519,000	519,000	519,000	-	-
975140	WQCP Entry Sign	25,000	25,000	13,000	12,000	-
970400	Applied Water Pumps Upgrade	387,000	387,000	387,000	-	-
975180 (F)	Electrical Equipt. Replacement	5,286,000	3,355,800	3,355,800	-	1,475,000
970440	HVAC Replacement	175,000	175,000	175,000	-	-
(G)	Public Works Warehouse	850,000	-	-	-	50,000
(H)	SCADA System Upgrade	350,000	-	-	-	100,000
	Subtotal - Replacement Projects	\$ 8,407,000	\$ 4,751,600	\$ 4,657,700	\$ 93,900	\$ 1,625,000
<u>REPLACEMENT RESERVE - Capital Outlay</u>						
47020	Furnishings & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -

SANITATION PROJECTS LISTING (continued)

		<u>TOTAL</u> <u>PROJECT</u> <u>BUDGET</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>REPLACEMENT RESERVE - Sewerline Projects</u>						
970340	10"-14" Sewerlines	\$ 720,000	\$ 250,000	\$ 200,000	\$ 50,000	\$ -
970280	LA Ave/Madera/Lysander	883,500	841,000	542,800	298,200	-
970420	Sodium Hypochlorite Tanks	130,000	130,000	125,000	5,000	-
970380	(A) Sewer Condition Assessment	700,000	220,600	220,600	-	100,000
970381	10"-12" Sewerlines	1,070,000	100,000	-	100,000	-
970382	LA Ave (Bishop-Barnes)	3,050,000	300,000	-	300,000	-
970343	Sycamore Drive	675,000	75,000	75,000	-	-
P09740	Manhole Rehabilitation Project	84,000	84,000	25,000	59,000	-
970342	Shopping Lane Sewer	1,490,000	1,485,900	1,485,900	-	-
970341	West Los Angeles Avenue	1,350,000	1,347,800	500,000	847,800	-
970240	Arroyo Simi Sewerline Rehab	2,200,000	50,000	50,000	-	-
970442	Royal Ave. (Crosby-Fair) Sewerline	1,780,000	50,000	50,000	-	-
(B)	24-36 " Sewerline	980,000	-	-	-	30,000
(C)	Cochran/Erringer Sewerline	990,000	-	-	-	50,000
(D)	Racine Street Sewerline	150,000	-	-	-	150,000
(F)	Sycamore Drive (Niles-Heywood)	600,000	-	-	-	600,000
	Subtotal - Sewerline Projects	\$ 16,852,500	\$ 4,934,300	\$ 3,274,300	\$ 1,660,000	\$ 930,000
	Total - Replacement Reserve Fund Projects & Capital Outlay	\$ 25,259,500	\$ 9,685,900	\$ 7,932,000	\$ 1,753,900	\$ 2,555,000

SANITATION PROJECTS LISTING (continued)

		<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>VARIANCE 2013-14</u>	<u>BUDGET 2014-15</u>
<i>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</i>						
970240	WQCP Arroyo Simi Rip-Rap	\$ 16,607,900	\$ 150,400	\$ 150,400	\$ -	\$ -
(l)	Building Seismic Retrofit	-	-	-	-	390,000
970320	MHW Agreement/Various Projects	475,000	179,400	179,400	-	-
Total Plant Expansion/Upgrade		\$ 17,082,900	\$ 329,800	\$ 329,800	\$ -	\$ 390,000

SANITATION OPERATIONS FUND

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
Beginning Working Capital	\$ 6,484,800	\$ 6,484,800	\$ 7,288,400	\$ 7,501,100	\$ 7,719,100
<u>REVENUES</u>					
Enterprise	\$ 14,594,000	\$ 14,873,600	\$ 14,836,500	\$ 15,207,400	\$ 15,587,600
<u>EXPENDITURES</u>					
Operations and Maintenance	\$ (14,961,600)	\$ (14,070,000)	\$ (14,623,800)	\$ (14,989,400)	\$ (15,364,100)
Ending Working Capital	<u>\$ 6,117,200</u>	<u>\$ 7,288,400</u>	<u>\$ 7,501,100</u>	<u>\$ 7,719,100</u>	<u>\$ 7,942,600</u>

SANITATION REPLACEMENT RESERVE FUND

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Balance	\$ 630,100	\$ 630,100	\$ 525,300	\$ 679,600	\$ 758,173
<u>REVENUES</u>					
Allocation	\$ 337,700	\$ 337,700	\$ 184,300	\$ 189,800	\$ 195,500
<u>EXPENDITURES</u>					
Vehicle Purchases	\$ (442,500)	\$ (442,500)	\$ (30,000)	\$ (111,227)	\$ (112,383)
Ending Balance	<u>\$ 525,300</u>	<u>\$ 525,300</u>	<u>\$ 679,600</u>	<u>\$ 758,173</u>	<u>\$ 841,290</u>

SANITATION REPLACEMENT RESERVE FUND (continued)

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
<u>REPLACEMENT RESERVE</u>					
Beginning Working Capital	\$ 11,820,100	\$ 11,820,100	\$ 5,059,400	\$ 3,697,600	\$ 987,200
<u>REVENUES</u>					
Allocation	\$ 1,975,000	\$ 1,975,000	\$ 1,725,000	\$ 1,975,000	\$ 1,975,000
Total Revenues	\$ 1,975,000	\$ 1,975,000	\$ 1,725,000	\$ 1,975,000	\$ 1,975,000
<u>EXPENDITURES</u>					
Reimb to the General Fund	\$ 803,700	\$ 803,700	\$ 531,800	\$ 550,400	\$ 569,700
Projects	9,685,900	7,932,000	2,555,000	4,135,000	7,240,000
Total Expenditures	\$ 10,489,600	\$ 8,735,700	\$ 3,086,800	\$ 4,685,400	\$ 7,809,700
Ending Working Capital	\$ 3,305,500	\$ 5,059,400	\$ 3,697,600	\$ 987,200	\$ (4,847,500)

SANITATION CAPITAL UPGRADE FUND

WORKING CAPITAL SUMMARY

	<u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>PROJECTION</u> <u>2015-16</u>	<u>PROJECTION</u> <u>2016-17</u>
Beginning Working Capital	\$ 3,760,200	\$ 3,760,200	\$ 3,482,200	\$ 3,128,000	\$ 3,450,100
<u>REVENUES</u>					
Connection Fees	\$ 100,000	\$ 105,000	\$ 100,000	\$ 150,000	\$ 150,000
Interest	20,000	50,000	50,000	55,000	60,000
Total Revenues	\$ 120,000	\$ 155,000	\$ 150,000	\$ 205,000	\$ 210,000
<u>EXPENDITURES</u>					
Reimb to the General Fund	\$ 103,200	\$ 103,200	\$ 114,200	\$ 117,100	\$ 120,000
Projects	329,800	329,800	390,000	-	-
Total Expenditures	\$ 433,000	\$ 433,000	\$ 504,200	\$ 117,100	\$ 120,000
Ending Working Capital	<u>\$ 3,447,200</u>	<u>\$ 3,482,200</u>	<u>\$ 3,128,000</u>	<u>\$ 3,450,100</u>	<u>\$ 3,780,100</u>

ALL SANITATION FUNDS

CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
Operations Fund Working Capital	\$ 6,117,200	\$ 7,288,400	\$ 7,501,100	\$ 7,719,100	\$ 7,942,600
Replacement Reserves:					
Vehicle Replacement Reserve	\$ 525,300	\$ 525,300	\$ 679,600	\$ 758,173	\$ 841,290
Replacement Reserve	\$ 3,305,500	\$ 5,059,400	\$ 3,697,600	\$ 987,200	\$ (4,847,500)
Ending Replacement Reserve Working Capital	\$ 3,830,800	\$ 5,584,700	\$ 4,377,200	\$ 1,745,373	\$ (4,006,210)
Ending Capital Upgrade Working Capital	\$ 3,447,200	\$ 3,482,200	\$ 3,128,000	\$ 3,450,100	\$ 3,780,100
Ending Working Capital - All Funds	<u>\$ 13,395,200</u>	<u>\$ 16,355,300</u>	<u>\$ 15,006,300</u>	<u>\$ 12,914,573</u>	<u>\$ 7,716,490</u>

**SANITATION FUND
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Two General Utility Vehicles
REQUEST: \$34,000
ACCOUNT: 700-4240-47030
PRIORITY: 3

COST BREAKDOWN

Capital Outlay

Vehicles	<u>\$34,000</u>
TOTAL:	\$34,000

The Public Works/Sanitation Services Division requests funding to purchase two general utility vehicles for use by the Plant Maintenance Technicians for in-plant work assignments. The Sanitation Division is currently using two existing utility vehicles that can no longer be maintained through the vehicle maintenance program. Maintenance personnel must be equipped with carts for hauling their tools over the 33-acre area. It is not optimal to have employees hand-carry these very large tools throughout the facility.

Funds in the amount of \$34,000 are needed to purchase two one-ton rated carts to transport equipment and tools. The purchase of the two general utility vehicles will maintain the effectiveness and efficiency of Plant Maintenance Sections to meet current and future needs.

**SANITATION FUND
FY14-15 CAPITAL ASSET PROPOSAL**

TITLE: Four (4) Replacement Online Dissolved Oxygen (DO) Probes and Controllers
REQUEST: \$20,000
ACCOUNT(S): 700-4240-47020
PRIORITY: 1

COST BREAKDOWN

Capital Outlay

Furnishings and Equipment	\$20,000
TOTAL:	\$20,000

Four replacement dissolved oxygen probes and controllers are needed to replace the existing eight units in the West BNR basins. The DO probes and controllers are required to monitor the dissolved oxygen in the aeration basins and provide the proper amount of DO automatically to convert the incoming ammonia to nitrate, the most important sequence of the nitrification process. The need for replacing all eight of the DO probes and controllers has been assessed and it has been concluded that full nitrification can be maintained by replacing four.

The eight existing online DO probes and controllers have been in service for ten (10) years, 24-hours per day/365 days per year and have come to the end of their useful life. Funds in the amount of \$20,000 are requested to replace four (4) online DO probes and controllers.

**SANITATION FUND
FY14-15 CAPITAL ASSET PROPOSAL**

TITLE: Replacement Microscope with Digital Recording
REQUEST: \$15,000
ACCOUNT(S): 700-4240-47020
PRIORITY: 2

COST BREAKDOWN	
Capital Outlay	
Furnishings and Equipment	\$15,000
TOTAL:	\$15,000

The Public Works/Sanitation Services Division requests funding to purchase a replacement Microscope with Digital Recording, which are over twenty (20) years old and the technology outdated.

A microscope is used to monitor and control the biological treatment system of the Simi Valley Water Quality Control Plant (SVWQCP) and routine examination of microorganisms is necessary. This process is conducted by utilizing a phase contrast microscope to view the microscopic bacteria that comprise the activated sludge, mixed liquor. The digital recording unit attaches to the microscope and allows staff to take microphotographs, view pictures on a computer, and/or save to a hard drive to keep historical data and to monitor trends.

The current microscope has a 30W illumination bulb and is insufficient for viewing and identification of filamentous bacteria under bright-field at a 1000x zoom. At this magnification there is simply not enough light to clearly view specimens. A replacement microscope will utilize a 100W bulb to allow more light. Another feature of a replacement microscope is the larger Field of View (F.O.V.). This allows a larger portion of the slide to be viewed making examinations quicker. The replacement microscope will also have the ability to upgrade to a fluorescent attachment in the future. Fluorescent *in situ* Hybridization (FISH) can allow staff to quantify the specific amount of bacteria we have in our system. This information can be extremely valuable when attempting to troubleshoot the activated sludge process.

**SANITATION FUND
FY14-15 CAPITAL ASSET PROPOSAL**

TITLE: Replacement of Mapping Software
REQUEST: \$25,000
ACCOUNT(S): 700-4240-47020
PRIORITY: 3

COST BREAKDOWN

Capital Outlay

Furnishings and Equipment	\$25,000
TOTAL:	\$25,000

CITY MANAGER ACTION

Approved and included in Citywide technology program

Sanitation requests authorization to replace its current GIS GEO field mapping software. This software is not part of the Hansen or GIS software.

Sanitation currently has all its Mains, Laterals and Manhole distribution information stored and managed in handwritten books, and old software, some over 20 years old. There are over 12,000 records and drawings on these assets that are stored and managed by hand. The current software does not provide for field input of asset information, and does not directly provide maintenance records of the field assets. The current software supplies GIS mapping only, and does not allow field input, red lining or asset maintenance.

Sewer line and Manhole maintenance is critical to ensure the Sanitation system is in good repair. Buried Manholes can have a great impact on the field crew's ability to respond quickly to emergencies and Sanitary Sewer Overflows (SSO's).

The new software will be used daily by the Sanitation crew in the field and office to manage and maintain the systems field assets and GPS the asset locations.

Purchase of the infrastructure software and installation on Sanitation computer Purchase of the infrastructure software and installation on a Sanitation computer is estimated to cost \$21,000, an additional \$4,000 is required for data collection.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Management Analyst Position (Vacant)
TOTAL: \$60,500
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 1

SAVINGS BREAKDOWN

Current Expenses

Salaries and Benefits	\$60,500
TOTAL:	\$60,500

One Management Analyst position is currently vacant in the Environmental Compliance Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored. This position is funded 50% in the Sanitation Fund and 50% in the General Fund. A Reduction Proposal is also included in the General Fund.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Secretary Position (Vacant)
TOTAL: \$75,600
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salaries and Benefits	\$75,600
TOTAL:	<u>\$75,600</u>

One Secretary position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for One Assistant Engineer Position (Vacant)
TOTAL: \$62,600
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 3

SAVINGS BREAKDOWN

Current Expenses

Salaries and Benefits	\$62,600
TOTAL:	<u>\$62,600</u>

One Assistant Engineer position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for One Senior Engineer Position (Vacant)
TOTAL: \$79,500
ACCOUNT: 4250-Salaries and Benefits
PRIORITY: 4

SAVINGS BREAKDOWN

Current Expenses

Salaries and Benefits	\$79,500
TOTAL:	\$79,500

One Senior Engineer position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for Plant Operator III (Vacant)
TOTAL: \$52,100
ACCOUNT: 4240-Salaries and Benefits
PRIORITY: 5

SAVINGS BREAKDOWN

Personnel

Salaries and Benefits	\$52,100
TOTAL:	\$52,100

One Plant Operator III position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 14-15 REDUCTION PROPOSAL**

TITLE: Reduce Plant Equipment Reserve Transfer
TOTAL: \$500,000
ACCOUNT: 700-425-49702
PRIORITY: 8

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Plant Equipment Reserve Transfer	\$500,000
TOTAL:	<u>\$500,000</u>

CITY MANAGER ACTION	
<u>Current Expenses</u>	
Plant Equipment Reserve Transfer	\$250,000
TOTAL:	<u>\$250,000</u>

This account provides funding for replacement of aging equipment at the Water Quality Control Plant. A reduction in this funding source will have a significant adverse impact on plant equipment used to process wastewater. Replacement of equipment that has served its useful life is required for continued effective operation. A number of these replacement projects have already been deferred because of a lack of funding. Continued deferment will increase the risk of National Pollutant Discharge Elimination System (NPDES) permit violations that will result in administrative civil liabilities against the City.

VENTURA COUNTY WATERWORKS DISTRICT

No. 8

WATERWORKS DISTRICT 8

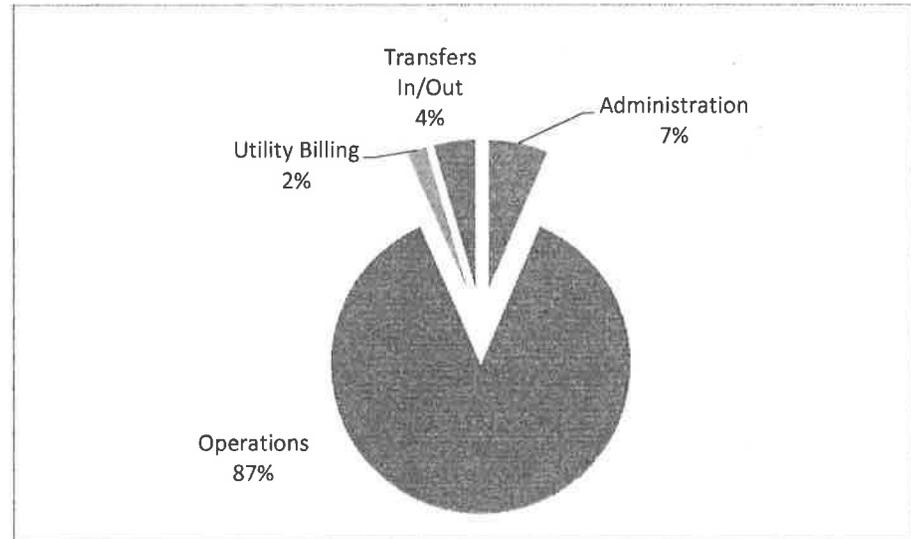
Overview

The Waterworks Division provides an essential public service: delivering drinking water to homes and businesses in Simi Valley. It is a continuous operation overseen by regulatory agencies. Operations and maintenance includes daily operational control, monitoring, testing, repairing, engineering, and timely replacement of components. The Cost centers are divided into Administration, Operations, and Utility Billing, covered in the following sections.

In the Fiscal Year 2014-15, the focus in Waterworks, and in the water industry throughout California, will be the current drought and the means to conserve water through efficient use. Projects will include additional public outreach and education, customer incentive programs for retrofitting to more efficient use, and District installed retrofits on government owned landscape areas to improve efficiency.

Supporting the water use efficiency, and providing for greater resource utilization, Waterworks will continue to expand the recycled water system as described further within this budget.

DEPARTMENT SUMMARY				
	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Administration	\$1,977,678	\$2,378,988	\$2,413,300	\$2,514,400
Operations	\$28,681,379	\$31,831,968	\$34,558,100	\$33,671,600
Utility Billing	\$756,362	\$773,421	\$764,500	\$809,600
Transfers In/Out	\$1,978,600	\$1,895,878	\$1,905,000	\$1,739,300
Total	\$33,394,019	\$36,880,254	\$39,640,900	\$38,734,900



WATERWORKS DISTRICT 8

Authorized Positions

REGULAR POSITIONS:

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Deputy Director/Waterworks Services	1.00	1.00	1.00
Water Operations Supervisor	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Principal Engineer	1.00	1.00	1.00
Senior Engineer	2.00	2.00	2.00
Associate Engineer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Senior Engineering Technician	1.00	2.00	2.00
Engineering Technician	1.00	0.00	0.00
Public Works Inspector	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Secretary	2.00	2.00	2.00
Waterworks Services Worker III	4.00	4.00	4.00
Waterworks Services Worker II	9.00	10.00	10.00
Waterworks Services Worker I	7.00	6.00	6.00
Waterworks Meter Reader	2.00	2.00	2.00
Waterworks Systems Technician	1.00	1.00	1.00
Plant Operator II (Waterworks)	1.00	1.00	1.00
Customer Services Manager (Note 1)	1.00	1.00	1.00

WATERWORKS DISTRICT 8

Authorized Positions (continued)

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Administrative Aide (Note 1)	1.00	1.00	1.00
Senior Customer Services Representative (Note 1)	1.00	1.00	1.00
Customer Services Representative (Note 1)	5.00	5.00	5.00
TOTAL REGULAR POSITIONS	46.00	46.00	46.00

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

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WATERWORKS DISTRICT 8

Administration

4605

OVERVIEW

Waterworks Administration, which includes Engineering, provides overall District management and engineering project management. The overall management of this includes fiscal oversight of the \$35 million per year income/expense budgets, and rate management to suggest matching the cost of water.

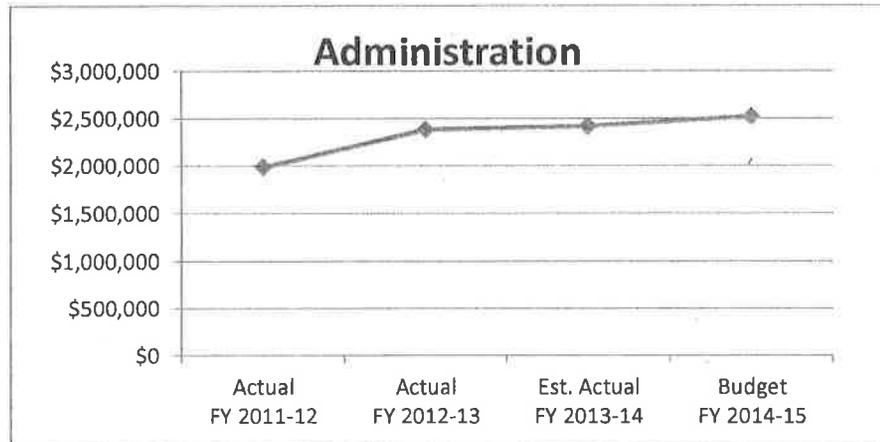
Engineering projects are mostly rehabilitation projects: major repair or component replacement within the water storage and delivery infrastructure to assure continuous operations and regulatory compliance. In addition, improvements to diversify and expand resources available to the community such as recycling water, using local groundwater, investigating new external water resources and improving water use efficiency.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	0	0	0	0

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$1,977,678	\$2,378,988	\$2,413,300	\$2,514,400



WATERWORKS DISTRICT 8

Administration (continued)

4605

KEY ACCOMPLISHMENTS FOR FY 13-14

Completed the Efficiency Analysis of Waterworks District Engineering and Operations. Constructed the recycled water main extension on West Los Angeles Avenue and West Easy Street to Madera Road.

Initiated the Waterworks Facilities Assessment and Cost of Service Evaluation to be completed in late 2014.

Completed the installation of three water storage mixing systems in Marr Ranch Tank No. 1, Walnut Tank No. 1, and Walnut Tank No. 2. Constructed the Los Angeles Avenue Water Replacement Project.

GOALS FOR FY 14-15

Complete the Waterworks Facilities Assessment and Cost of Service Evaluation and justify a water rate structure that alleviates the current shortfall. Initiate the West Simi Valley Water Recycling Project Phases 1 & 2 construction, extending the recycled water distribution system east on W. Cochran Street, and south on Madera Road.

Study the Simi Valley Basin as a potential water resource to supplement the current imported water with more locally produced water. Obtain a State Revolving Fund loan for the West Simi Valley Water Recycling Project Phases 1 & 2 for the District's cost share, and finalize the agreement to obtain a \$3 million Prop 84 Water Bond grant. Initiate efficiency implementation actions.

BUDGET IMPACTS FOR FY 14-15

None

WATERWORKS DISTRICT 8

Operations and Maintenance

4640

OVERVIEW

Waterworks Operations and Maintenance is a core service that acquires and distributes water. It provides for purchasing water from the wholesale provider, Callegaus Municipal Water District, producing water at the Tapo Canyon Water Treatment Plant, or, for certain customers, providing recycled water. The water supply network includes pumps, reservoirs, pipelines, and controls that operate continuously, and must be absolutely reliable to protect public health.

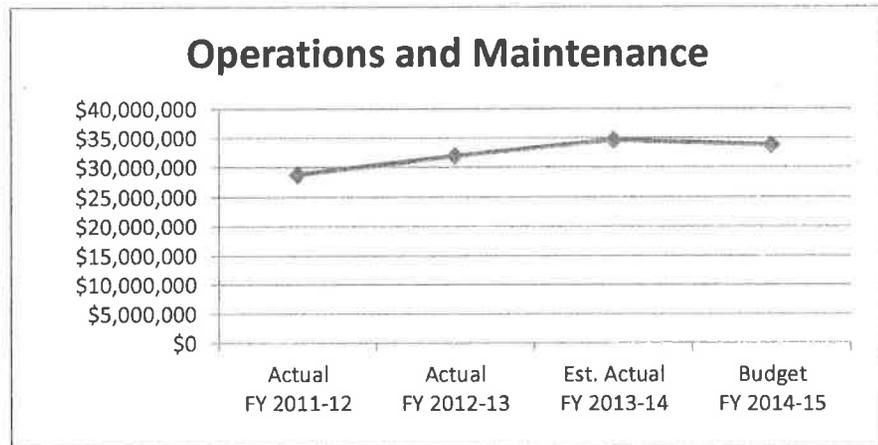
In the past year, Waterworks delivered 7.3 billion gallons of water, or nearly 20 million gallons per day. In order to achieve and maintain reliability, the system must be continuously monitored, maintained, and when needed, components repaired or replaced. The operations include the Tapo Canyon Water Treatment Plant using groundwater as a source, and the recycled water system.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	40	40	40	40

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$28,681,379	\$31,831,968	\$34,558,100	\$33,671,600



WATERWORKS DISTRICT 8

Operations and Maintenance (continued)

4640

KEY ACCOMPLISHMENTS FOR FY 13-14

Delivered 7.3 billion gallons of water.

Secured \$3 million in grant funding from the California Water Bond to expand the recycled water system to help increase local water production.

Repaired 256 leaks due an aging system, while routinely maintaining, servicing and repairing the entire system.

Secured \$50,000 in grant funding from the Metropolitan Water District for the Residential Water Free Sprinkler Nozzle Program.

Purchased a portable diesel-fueled pump and mobile disinfection system to facilitate supplying water during a power outage in any single area.

Initiated the Ventura County Regional Urban Landscape Efficiency Program project to provide another customer option for determining water use efficiency improvements, and providing rebates for retrofits.

GOALS FOR FY 14-15

Initiate efficiency implementation actions. Promote Water Conservation and Water Use Efficiency, and support the community's goal to reduce water consumption 20% in 2014 through voluntary actions.

Work with the Calleguas Municipal Water District and other local agencies to develop alternative, local water resources, and local water resource infrastructure (such as the Salinity Management Pipeline) to increase local production and decrease imported water dependence.

Improve customer water metering to provide better data for the customer's use and improve system efficiency.

BUDGET IMPACTS FOR FY 14-15

The proposed budget includes the replacement of five vehicles and one new small skid-steer loader at a total cost of \$209,000.

WATERWORKS DISTRICT 8

Utility Billing 1553

OVERVIEW

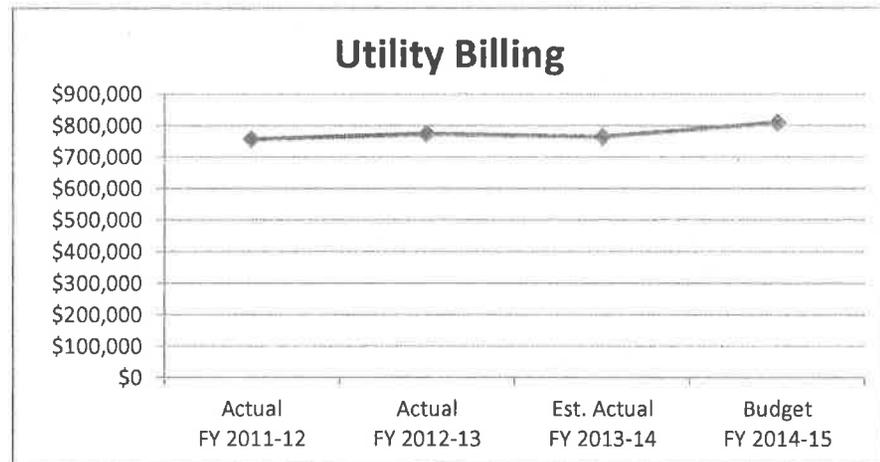
The Utility Billing cost center pays for the Customer Service staff supervised by Administrative Services. These staff members provide high quality customer service to utility customers on a daily basis and send out and process bills.

PERSONNEL BREAKDOWN

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
PERSONNEL				
Authorized Positions	7	7	7	7

RESOURCES USED

	Actual FY 2011-12	Actual FY 2012-13	Est. Actual FY 2013-14	Budget FY 2014-15
Expenditures	\$756,362	\$773,421	\$764,500	\$809,600



WATERWORKS DISTRICT 8

Utility Billing (continued)

1553

KEY ACCOMPLISHMENTS FOR FY 13-14

Processed 191,250 utility bills within three working days of receipt of billing data from the Department of Public Works. Coordinated and processed 979 parking citation billings for the Police Department.

Processed 1,989 new applications for water service and 2,024 requests to terminate water service for Waterworks District No. 8 within two days of receipt of a request.

Processed 1,069 water service orders for Waterworks District No. 8. Processed accounts receivable invoices on a monthly basis, as well as handled follow-up collection of unpaid invoices.

GOALS FOR FY 14-15

Process all utility bills within three working days of receipt of billing data from the Department of Public Works. Process all parking citation dismissal requests within three days from receipt of request.

Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment.

BUDGET IMPACTS FOR FY 14-15

None

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

OPERATIONS FUND REVENUES

	ACTUAL 2012-13	FINAL BUDGET 2013-14	ESTIMATED ACTUAL 2013-14	VARIANCE 2013-14	BUDGET 2014-15
<u>OPERATING FUND REVENUES</u>					
34001 Interest	\$ 195,202	\$ 150,000	\$ 494,800	\$ 344,800	\$ 316,600
34101 Rents & Leases	324,401	320,000	325,000	5,000	361,000
36601 Other Grants	2,205	-	-	-	-
37003 Returned Check NSF	5,925	6,000	5,000	(1,000)	5,000
37401 Engineering Fees	10,901	5,000	6,900	1,900	15,000
37405 Inspection Service Fees	6,858	1,500	22,000	20,500	15,000
37410 Service Charges	32,600,071	31,800,000	34,000,000	2,200,000	34,625,000
37412 Recycled Water Charges	59,291	71,000	82,000	11,000	80,000
37452 Water Sales To District #17	1,504,600	1,420,000	1,420,000	-	1,350,000
37453 Water Standby Charges	8,227	6,000	6,000	-	6,000
37454 Sale of Meters	8,786	11,600	12,500	900	11,600
37456 Water Lift Charges	878,292	835,000	900,000	65,000	880,000
37461 Doorhanger Charges	193,569	190,000	172,000	(18,000)	175,000
37499 Other Service Charges	8,539	7,000	10,000	3,000	10,000
38001 Sale of Surplus Property	15,576	5,000	10,000	5,000	10,000
38003 Miscellaneous	-	-	-	-	-
38004 Damage Recovery	14,535	5,000	1,500	(3,500)	5,000
38401 Developer Contribution	-	-	-	-	-
TOTAL - REVENUES	\$ 35,836,978	\$ 34,833,100	\$ 37,467,700	\$ 2,634,600	\$ 37,865,200

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>PERSONNEL</u>					
41010 Regular Salaries	\$ 2,773,022	\$ 3,039,700	\$ 2,892,600	\$ 147,100	\$ 3,080,400
41020 Temporary Salaries	-	-	-	-	-
41040 Overtime	54,919	54,700	76,000	(21,300)	76,500
41200 Deferred Compensation - 401k	10,563	10,900	10,700	200	10,900
41210 Deferred Compensation - 457	9,314	10,200	9,800	400	11,400
41300 Vision Care	10,827	12,600	10,800	1,800	12,000
41350 Disability	9,662	10,200	10,200	-	10,900
41400 Group Ins/Health	532,602	623,000	371,000	252,000	66,700
41415 Flex Benefits	-	-	-	-	584,400
41420 CalPERS Health Admin Fee	-	-	-	-	700
41450 Life Insurance	6,310	5,500	6,400	(900)	6,000
41500 Group Ins/Dental	38,530	44,600	39,000	5,600	44,100
41600 Retirement/PERS	556,437	602,800	558,400	44,400	582,300
41650 Medicare	35,666	53,000	41,400	11,600	54,100
41700 Workers' Compensation	158,100	196,700	196,700	-	249,200
41620 Retirement/HRA	-	-	-	-	-
41800 Leave Accruals	89,428	75,000	-	75,000	75,000
41860 Salary Reimbursements	(2,209)	-	-	-	-
41900 Personnel Savings	-	(198,600)	MET	-	-
Subtotal - Personnel	\$ 4,283,171	\$ 4,540,300	\$ 4,223,000	\$ 515,900	\$ 4,864,600
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u>					
42100 Utilities	\$ 720,921	\$ 740,000	\$ 710,000	\$ 30,000	\$ 766,800
42150 Communications	30,848	36,600	34,600	2,000	36,600
42200 Computers (Non-Cap)	-	12,000	12,000	-	-
42230 Office Supplies	9,091	11,000	9,000	2,000	11,000
42235 Furnishings and Equip (Non-Cap)	-	800	800	-	15,000
42310 Rentals	269	2,000	1,500	500	2,000
42410 Uniform/Clothing Supply	8,788	11,400	12,500	(1,100)	12,500

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> 2012-13	<u>FINAL</u> <u>BUDGET</u> 2013-14	<u>ESTIMATED</u> <u>ACTUAL</u> 2013-14	<u>VARIANCE</u> 2013-14	<u>BUDGET</u> 2014-15
<u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u>					
42440 Memberships and Dues	\$ 15,223	\$ 16,500	\$ 16,500	\$ -	\$ 13,100
42450 Subscriptions and Books	1,176	1,800	1,100	700	2,100
42520 Water Meters	452,287	452,100	452,100	-	452,100
42540 Water Purchase	26,382,535	27,205,000	28,806,900	(1,601,900)	27,758,600
42541 Recycled Water Purchases	39,457	48,000	53,000	(5,000)	52,000
42550 Small Tools/Equipment	12,550	16,500	16,500	-	16,500
42560 Operating Supplies	181,217	167,800	157,800	10,000	156,500
42720 Travel, Conferences, Meetings	3,741	3,600	2,600	1,000	5,800
42730 Training	8,840	12,900	7,800	5,100	24,600
42790 Mileage	-	1,000	400	600	500
Subtotal Supplies and Materials	\$ 27,866,943	\$ 28,739,000	\$ 30,295,100	\$ (1,556,100)	\$ 29,325,700
<u>CURRENT EXPENSES - SERVICES</u>					
44010 Professional/Special Services	\$ 184,249	\$ 406,500	\$ 333,100	\$ 73,400	\$ 402,200
44012 Outside Legal Services	-	-	-	-	2,500
44310 Maintenance of Equipment	403,366	459,800	444,800	15,000	463,100
44410 Maint of Buildings/Grounds	11,984	5,000	4,400	600	5,000
44490 Other Contract Services	226,595	362,700	332,700	30,000	397,700
44491 FIS Operations	23,700	23,700	23,700	-	-
44492 GIS Operations	33,500	33,500	33,500	-	-
44590 Insurance Charges	113,200	146,000	146,000	-	162,800
44890 Bad Debt Expense	50,479	21,977	-	21,977	-
Subtotal - Services	\$ 1,047,073	\$ 1,459,177	\$ 1,318,200	\$ 140,977	\$ 1,433,300
<u>REIMBURSEMENTS/TRANSFERS</u>					
45600 Reimb from Streets & Roads	\$ (115,555)	\$ -	\$ -	\$ -	\$ -
46100 Reimb to General Fund	\$ 1,783,900	\$ 1,635,100	\$ 1,635,100	\$ -	\$ 1,693,800
46600 Reimb to Streets & Roads	193,333	78,333	78,300	33	90,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (continued)

OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2012-13</u>	<u>FINAL</u> <u>BUDGET</u> <u>2013-14</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>VARIANCE</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
<u>REIMBURSEMENTS/TRANSFERS (CONT'D)</u>					
49297 Transfer to Retiree Benefits	\$ 39,900	\$ 40,200	\$ 40,200	\$ -	\$ 46,200
49648 Transfer to Computer Equip.	87,000	89,600	89,600	-	-
49649 Transfer to GIS Capital	82,700	82,700	82,700	-	-
49656 Transfer to FIS Capital	32,100	32,100	32,100	-	-
49763 Transfer to Vehicle Replacement	116,400	122,100	122,100	-	143,100
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	-	1,460,000
Subtotal - Reimbursements & Transfers	\$ 3,679,778	\$ 3,540,133	\$ 3,540,100	\$ 33	\$ 3,433,100
Subtotal - Current Expenses	\$ 32,593,794	\$ 33,738,310	\$ 35,153,400	\$ (1,415,090)	\$ 34,192,100
<u>CAPITAL OUTLAY</u>					
47020 Furnishings & Equipment	\$ -	\$ 74,000	\$ 74,000	\$ -	\$ -
47028 Computers (Capital)	-	45,000	45,000	-	-
47030 Vehicles	-	89,100	89,100	-	28,200
Subtotal - Capital Outlay	\$ -	\$ 208,100	\$ 208,100	\$ -	\$ 28,200
<u>MAINTENANCE CONTRACTS</u>					
48500 Maintenance Contracts	\$ 3,289	\$ 56,400	\$ 56,400	\$ -	\$ -
Anticipated Underexpenditures	\$ -	\$ (350,000)	\$ -	\$ (350,000)	\$ (350,000)
TOTAL - EXPENDITURES	\$ 36,880,254	\$ 38,193,110	\$ 39,640,900	\$ (1,249,190)	\$ 38,734,900

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

REPLACEMENT RESERVE FUND PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>VARIANCE 2013-14</u>	<u>BUDGET 2014-15</u>
<u>MAINTENANCE PROJECTS</u>					
P09807 (A) Paving/Slurry Seal at Tank Sites	-	\$ 47,400	\$ 47,400	\$ -	\$ 25,000
P09808 (B) Landscaping/Noise Barriers	--	20,000	19,900	100	20,000
P09810 (C) Painting Water Tanks/Facilities	--	111,400	-	111,400	20,000
P09812 (D) Refurbish Pumping Facilities	--	70,300	48,300	22,000	55,000
P09816 (E) Valve Box Replacement	--	15,000	12,000	3,000	15,000
P09822 (F) Main Line Valve Replacement	--	135,000	135,000	-	135,000
P09875 (G) District Telemetry System	--	100,000	97,000	3,000	100,000
985060 (H) Vulnerability Assessment Upgrade	--	40,000	30,000	10,000	40,000
985040 (I) Interior Tank Recoating	--	370,700	370,700	-	240,000
Subtotal - Maintenance Projects	\$ -	\$ 909,800	\$ 760,300	\$ 149,500	\$ 650,000
<u>IMPROVEMENT PROJECTS</u>					
980201 (J) Recycled Water Projects	\$ 24,946,000	\$ 5,498,400	\$ 2,022,600	\$ 3,475,800	\$ 690,000
980380 (K) Small Tank Replacements	600,000	398,300	398,300	-	140,000
980420 (L) Water Line Replacement - CLR	64,000	4,000	4,000	-	60,000
9763 (M) Water Line Relocation- Box Canyon	180,000	-	-	-	180,000
980400 (N) First Street Water Line Replace.	1,270,000	1,165,200	1,165,200	-	80,000
9763 (O) Well Rehabilitation Program	4,200,000	-	-	-	80,000
980323 LA Ave Pipeline Replacement	1,031,000	961,600	961,600	-	-
985120 Water Facility and COS Eval	200,000	200,000	200,000	-	-
Subtotal - Improvement Projects	\$ 32,491,000	\$ 8,227,500	\$ 4,751,700	\$ 3,475,800	\$ 1,230,000
TOTAL - REPLACEMENT RESERVE FUND PROJECTS	\$ 32,491,000	\$ 9,137,300	\$ 5,512,000	\$ 3,625,300	\$ 1,880,000

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

CAPITAL IMPROVEMENTS FUND PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>VARIANCE 2013-14</u>	<u>BUDGET 2014-15</u>
<i>CAPITAL IMPROVEMENT PROJECTS</i>					
980322 (P) Emergency Generators	--	\$ 458,600	\$ 458,600	\$ -	\$ 200,000
980321 (Q) Water Storage Mixing Systems	--	120,000	120,000	-	180,000
980320 (R) Knolls Zone Water Facilities	3,461,300	225,000	225,000	-	400,000
980421 (S) Stearns St Storage (Walnut Yard)	220,000	120,000	120,000	-	100,000
9762 (T) Simi Valley Basin Groundwater Study	200,000	-	-	-	200,000
980020 Sand Cyn Water Oversizing	900,000	145,300	145,300	-	-
980240 TCWTP Earthquake Repairs	4,548,500	462,100	462,100	-	-
985020 Tapo Cyn Groundwater Well #3(aquifer)	1,690,500	275,600	275,600	-	-
980220 Water Master Plan Update	209,000	21,100	21,100	-	-
980025 Oversizing of Water Facilities	--	15,000	15,000	-	-
TOTAL - CIP FUND PROJECTS	\$ 11,229,300	\$ 1,842,700	\$ 1,842,700	\$ -	\$ 1,080,000

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

OPERATIONS FUND WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
Beginning Working Capital	\$ 3,666,828	\$ 3,666,828	\$ 1,493,628	\$ 623,928	\$ (3,902,572)
<u>REVENUES</u>					
Operating Revenues	\$ 34,833,100	\$ 37,467,700	\$ 37,865,200	\$ 36,422,000	\$ 37,865,200
<u>EXPENDITURES</u>					
Operating Expenditures	\$ 38,193,110	\$ 39,640,900	\$ 38,734,900	\$ 40,948,500	\$ 42,995,900
Ending Working Capital	<u>\$ 306,818</u>	<u>\$ 1,493,628</u>	<u>\$ 623,928</u>	<u>\$ (3,902,572)</u>	<u>\$ (9,033,272)</u>

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

REPLACEMENT RESERVE WORKING CAPITAL SUMMARY

	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>BUDGET 2014-15</u>	<u>PROJECTION 2015-16</u>	<u>PROJECTION 2016-17</u>
<u>VEHICLE REPLACEMENT RESERVE</u>					
Beginning Vehicle Replacement Funds	\$ 895,500	\$ 895,500	\$ 1,017,600	\$ 951,700	\$ 1,099,100
<u>REVENUES</u>					
Replacement Contributions	\$ 122,100	\$ 122,100	\$ 143,100	\$ 147,400	\$ 151,800
<u>EXPENDITURES</u>					
Vehicle Purchases	\$ 29,100	\$ -	\$ 209,000	\$ -	\$ 20,026
Ending Vehicle Replacement Funds	<u>\$ 988,500</u>	<u>\$ 1,017,600</u>	<u>\$ 951,700</u>	<u>\$ 1,099,100</u>	<u>\$ 1,230,874</u>
<u>FACILITIES REPLACEMENT RESERVE</u>					
Beginning Facilities Replacement Funds	\$ 12,176,672	\$ 12,176,672	\$ 7,870,672	\$ 7,646,272	\$ 5,413,472
<u>REVENUES</u>					
Transfer from Operating Fund	\$ 1,582,100	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000
Recycled Water Grants	-	-	350,000	2,300,000	350,000
Total Revenues	<u>\$ 1,582,100</u>	<u>\$ 1,460,000</u>	<u>\$ 1,810,000</u>	<u>\$ 3,760,000</u>	<u>\$ 1,810,000</u>
<u>EXPENDITURES</u>					
Reimb to General Fund	\$ 254,000	\$ 254,000	\$ 154,400	\$ 159,800	\$ 165,400
Replacement Reserve Projects	9,137,300	5,512,000	1,880,000	5,833,000	7,309,000
Total Expenditures	<u>\$ 9,391,300</u>	<u>\$ 5,766,000</u>	<u>\$ 2,034,400</u>	<u>\$ 5,992,800</u>	<u>\$ 7,474,400</u>
Ending Facilities Replacement Funds	<u>\$ 4,367,472</u>	<u>\$ 7,870,672</u>	<u>\$ 7,646,272</u>	<u>\$ 5,413,472</u>	<u>\$ (250,928)</u>

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

CAPITAL IMPROVEMENT FUND WORKING CAPITAL SUMMARY

	FINAL BUDGET <u>2013-14</u>	ESTIMATED ACTUAL <u>2013-14</u>	BUDGET <u>2014-15</u>	PROJECTION <u>2015-16</u>	PROJECTION <u>2016-17</u>
Beginning Working Capital	\$ 1,906,631	\$ 1,906,631	\$ (113,369)	\$ (1,457,769)	\$ (4,539,769)
<u>REVENUES</u>					
Interest	\$ 88,000	\$ 45,300	\$ 45,800	\$ 46,300	\$ 46,800
Capital Improvement Charges	160,000	25,000	25,000	25,000	25,000
Total Revenues	\$ 248,000	\$ 70,300	\$ 70,800	\$ 71,300	\$ 71,800
<u>EXPENDITURES</u>					
Reimb to General Fund	\$ 247,600	\$ 247,600	\$ 335,200	\$ 313,300	\$ 313,300
Capital Improvements Projects	1,842,700	1,842,700	1,080,000	2,840,000	260,000
Total Expenditures	\$ 2,090,300	\$ 2,090,300	\$ 1,415,200	\$ 3,153,300	\$ 573,300
Ending Working Capital	<u>\$ 64,331</u>	<u>\$ (113,369)</u>	<u>\$ (1,457,769)</u>	<u>\$ (4,539,769)</u>	<u>\$ (3,894,669)</u>

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

CONSOLIDATED WORKING CAPITAL SUMMARY

	<u>FINAL BUDGET 2013-14</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>BUDGET 2014-15</u>	<u>PROJECTION 2015-16</u>	<u>PROJECTION 2016-17</u>
Ending Operations Fund Working Capital	\$ 306,818	\$ 1,493,628	\$ 623,928	\$ (3,902,572)	\$ (9,033,272)
Reserves:					
Vehicle Replacement Reserve	\$ 988,500	\$ 1,017,600	\$ 951,700	\$ 1,099,100	\$ 1,230,874
Facilities Replacement Reserve	\$ 4,367,472	\$ 7,870,672	\$ 7,646,272	\$ 5,413,472	\$ (250,928)
Ending Replacement Reserve Fund Working Capital	\$ 5,355,972	\$ 8,888,272	\$ 8,597,972	\$ 6,512,572	\$ 979,946
Ending Capital Improvement Fund Working Capital	\$ 64,331	\$ (113,369)	\$ (1,457,769)	\$ (4,539,769)	\$ (3,894,669)
Ending Working Capital - All Funds	<u>\$ 5,727,121</u>	<u>\$ 10,268,531</u>	<u>\$ 7,764,131</u>	<u>\$ (1,929,769)</u>	<u>\$ (11,947,995)</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO.8
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Purchase Small Loader
REQUEST: \$60,000
ACCOUNT: 761-4640-47030
PRIORITY: 2

COST BREAKDOWN	
Capital Outlay	
Vehicles	\$60,000
TOTAL:	\$60,000

A small loader, specifically, a skid-steer loader with the capability to add accessory attachments, is needed in Waterworks Operations. Currently, there are over hundred leaks in an average year, often with multiple incidents on the same day. When the Operations crews are responding to multiple leaks, the one backhoe in Waterworks must be shuttled between sites. This slows the projects down, and leads to inefficient labor usage. Also, the need for a street sweeper could be accommodated by this equipment, as the loader has the capability of fitting alternate devices, such as a street broom. The street sweeper is needed as a stormwater Best Management Practices(BMP) as the job sites need to be cleaned of sediments. The estimated price is sufficient to include the cost of the broom.

The Small Loader should also be funded for Vehicle Replacement.

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COMBINED EXPENDITURES AND DISBURSEMENTS

COMBINED EXPENDITURES AND DISBURSEMENTS

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
General Fund:	\$ 61,601,604	\$ 62,650,500	\$ 69,273,800
Total - General Fund	\$ 61,601,604	\$ 62,650,500	\$ 69,273,800
Internal Service Funds:			
Liability Insurance Fund	\$ 1,581,936	\$ 1,535,700	\$ 1,293,700
Workers' Compensation Fund	4,301,255	2,809,300	3,487,800
Geographic Info. and Permit System Operating Fund	67,852	110,400	103,100
Financial Information System Operating Fund	122,154	118,000	168,100
Total - Internal Service Funds	\$ 6,073,197	\$ 4,573,400	\$ 5,052,700
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	\$ 486,458	\$ 1,822,200	\$ 1,802,000
CDA Success or Housing Agency - Housing Fund	1,249,079	3,060,500	9,550,000
Local Housing Fund	3,539,275	3,356,075	2,924,575
CalHome Program Fund	83,168	194,600	600,000
Public Education and Government (PEG) Fund	43,472	41,300	131,100
Library Fund	60,000	1,635,243	1,837,800
Law Enforcement Grants Fund	183,019	52,600	-
Forfeited Assets Fund	129,432	771,400	152,800
Retiree Medical Benefits Fund	1,950,322	1,680,000	1,800,000
Total - Special Revenue Funds	\$ 7,724,225	\$ 12,613,918	\$ 18,798,275

COMBINED EXPENDITURES AND DISBURSEMENTS (continued)

(Net of Transfers and Reimbursements)

<u>FUND</u>	<u>ACTUAL 2012-13</u>	<u>ESTIMATED ACTUAL 2013-14</u>	<u>BUDGET 2014-15</u>
<u>Capital Improvement Funds:</u>			
Streets & Roads Program Fund	\$ 1,739,794	\$ 13,089,000	\$ 3,375,400
Vehicle Replacement Fund	231,992	345,000	644,500
Computer Equipment Replacement Fund	905,844	1,036,130	1,430,500
Geographic Info. and Permit System Capital Fund	15,219	3,000	796,700
Financial Information Systems Capital Project Fund	-	25,000	640,000
Building Improvement Fund	2,716,999	828,300	1,372,100
Total - Capital Improvement Funds	\$ 5,609,848	\$ 1,892,430	\$ 4,239,300
<u>Enterprise Funds:</u>			
Transit Fund	\$ 4,589,753	\$ 4,520,400	\$ 11,034,700
Sanitation Funds	19,630,328	18,887,800	12,266,900
Ventura County Waterworks District No. 8 Funds	44,209,576	42,007,677	39,269,800
Total - Enterprise Funds	\$ 68,429,657	\$ 65,415,877	\$ 62,571,400
Total Combined Expenditures and Disbursements	\$ 149,438,531	\$ 147,146,125	\$ 159,935,475

SUMMARY OF REVENUES BY FUND

REVENUE SUMMARY BY FUND

(Including Transfers In From Other Funds)

FUND	ACTUAL 2012-13	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15
General Fund:	\$ 60,507,043	\$ 67,266,337	\$ 64,973,600
Subtotal - General Fund	\$ 60,507,043	\$ 67,266,337	\$ 64,973,600
Internal Service Funds:			
Liability Insurance Fund	\$ 1,416,857	\$ 1,365,100	\$ 1,483,600
Workers' Compensation Fund	2,818,987	3,096,300	3,732,500
Geographic Information System Operating Fund	91,566	91,750	91,600
Financial Information Systems Operating Fund	131,192	131,100	420,100
Subtotal - Internal Service Funds	\$ 4,458,602	\$ 4,684,250	\$ 5,727,800
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	\$ 486,053	\$ 3,902,800	\$ 3,625,000
CDA Successor Housing Agency - Housing Fund	1,538,602	1,214,200	496,200
Local Housing Fund	330,158	32,300	99,000
Home Program Fund	810,845	35,700	32,400
CalHome Program Fund	58,099	227,200	636,000
Public, Education, and Government (PEG)	297,411	293,600	276,600
Library	-	2,317,714	2,258,900
New Dwelling Fees Fund	733,776	38,500	76,400
Development Agreement Fund	130,279	75,000	160,000
Traffic Impact Fees Fund	43,154	135,100	44,700
Law Enforcement Grants Fund	229,239	167,300	222,000
Forfeited Assets Fund	625,282	447,300	526,000
Retiree Benefits Fund	1,697,041	1,669,100	1,817,100
Local Transportation Fund	4,058,310	5,022,000	4,111,100

REVENUE SUMMARY BY FUND (continued)

(Including Transfers In From Other Funds)

	ACTUAL 2012-13	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15
Special Revenue Funds (Cont'd):			
Landscape Zones Augmentation Fund	\$ 929,186	\$ 804,200	\$ 1,171,800
Landscape Maintenance District No. 1 Fund	1,739,181	1,602,727	1,968,900
Gasoline Tax Fund	2,995,104	3,565,037	3,174,700
Subtotal - Special Revenue Funds	<u>\$ 16,701,720</u>	<u>\$ 21,549,778</u>	<u>\$ 20,696,800</u>
Capital Improvement Funds:			
Streets & Roads Program	\$ 6,297,884	\$ 2,012,266	\$ 3,375,400
Vehicle Replacement Fund	565,900	779,400	607,300
Computer Equipment Replacement Fund	935,432	854,000	936,700
Geographic Information System Capital Fund	231,297	294,000	884,200
Financial Information Systems Capital Fund	212,054	182,700	862,800
Building Improvement Fund	3,077,988	1,400,600	726,600
Subtotal - Capital Improvement Funds	<u>\$ 11,320,555</u>	<u>\$ 5,522,966</u>	<u>\$ 7,393,000</u>
Enterprise Funds:			
Transit Fund	\$ 5,895,823	\$ 8,935,100	\$ 12,603,700
Sanitation Operations Fund	14,870,488	14,873,600	14,836,500
Sanitation System Expansion/Upgrade Fund	120,000	155,000	150,000
Sanitation Plant Replacement Reserve Fund	2,312,700	2,312,700	1,909,300
Waterworks District No. 8 Operations Fund	35,836,978	37,467,700	37,865,200
Waterworks District No. 8 Capital Improvement Fund	248,000	70,300	70,800
Waterworks District No. 8 Replacement Reserve Fund	1,704,200	1,582,100	1,953,100
Subtotal - Special Revenue Funds	<u>\$ 60,988,189</u>	<u>\$ 65,396,500</u>	<u>\$ 69,388,600</u>
Total Revenues - All Funds	<u><u>\$ 153,976,109</u></u>	<u><u>\$ 164,419,831</u></u>	<u><u>\$ 168,179,800</u></u>

SUMMARY OF EXPENDITURES BY FUND

EXPENDITURE SUMMARY BY FUND

(Including Transfers to and Reimbursements from Other Funds)

<u>FUND</u>	<u>ACTUAL</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>
General Fund:			
General Fund	\$ 60,901,178	\$ 65,089,414	\$ 65,747,300
Subtotal - General Fund	\$ 60,901,178	\$ 65,089,414	\$ 65,747,300
Internal Service Funds:			
Liability Insurance Fund	\$ 1,801,336	\$ 1,755,100	\$ 1,479,600
Workers' Compensation Fund	4,871,255	3,379,300	4,042,200
Geographic Information System Optimization Fund	67,852	110,400	103,100
Financial Information Systems Fund	122,154	118,000	168,100
Subtotal - Internal Service Funds	\$ 6,862,597	\$ 5,362,800	\$ 5,793,000
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	\$ 2,598,407	\$ 3,902,800	\$ 3,625,000
CDA Success or Housing Agency - Housing Fund	1,302,864	3,060,500	9,550,000
Local Housing Fund	139,596	68,500	97,200
Home Program Fund	81,085	3,000	3,000
CalHome Program Fund	97,900	224,600	636,000
Public Education and Government (PEG) Fund	56,272	54,100	131,100
Simi Valley Library Fund	60,000	1,996,043	2,139,000
New Dwelling Fees Fund	-	-	439,900
Development Agreements Fund	3,353,959	1,441,100	3,393,600
Traffic Impact Fees Fund	62,500	-	-
Law Enforcement Grants	239,170	157,200	31,500
Forfeited Assets Fund	129,432	962,600	152,800
Retiree Medical Benefits Fund	1,950,322	1,680,000	1,800,000
Local Transportation Fund	4,058,310	4,285,900	4,847,200
Landscape Zones Augmentation Fund	931,649	805,234	1,171,800

EXPENDITURE SUMMARY BY FUND (continued)

(Including Transfers and Reimbursements to Other Funds)

	ACTUAL 2012-13	ESTIMATED ACTUAL 2013-14	BUDGET 2014-15
Special Revenue Funds (Cont'd):			
Landscape Maintenance District No. 1 Fund	\$ 1,714,150	\$ 1,695,186	\$ 1,999,800
Gasoline Tax Fund	2,995,104	3,565,037	3,174,700
Subtotal - Special Revenue Funds	\$ 19,770,720	\$ 23,901,800	\$ 33,192,600
Capital Improvement Funds:			
Streets & Roads Program	\$ 1,739,794	\$ 13,089,000	\$ 3,375,400
Vehicle Replacement Fund	519,192	446,200	693,300
Computer Equipment Replacement Fund	905,844	1,036,130	1,430,500
Geographic Information System Capital Fund	15,219	3,000	796,700
Financial Information Systems Capital Fund	2,716,999	25,000	640,000
Building Improvement Fund	2,716,999	1,191,300	1,372,100
Subtotal - Capital Improvement Funds	\$ 5,897,048	\$ 15,790,630	\$ 8,308,000
Enterprise Funds:			
Transit Fund	\$ 6,012,853	\$ 5,875,600	\$ 12,603,700
Sanitation Operations Fund	14,968,018	14,070,000	14,623,800
Sanitation System Expansion/Upgrade Fund	268,794	433,000	504,200
Sanitation Plant Replacement Reserve Fund	2,725,655	9,178,200	3,116,800
Waterworks District No. 8 Operations Fund	36,880,254	39,640,900	38,734,900
Waterworks District No. 8 Capital Improvement Fund	1,061,112	2,090,300	1,415,200
Waterworks District No. 8 Replacement Reserve Fund	681,008	5,766,000	2,243,400
Subtotal - Enterprise Funds	\$ 62,597,694	\$ 77,054,000	\$ 73,242,000
Total Expenditures	\$ 156,029,237	\$ 187,198,644	\$ 186,282,900

PERSONNEL CLASSIFICATIONS AND SALARY RANGES

EMPLOYEE SALARIES AND BENEFITS

A complete listing of current employee salaries, by job classification, is provided here and is available on the State's website at publicpay.ca.gov or the City of Simi Valley's website at www.simivalley.org.

Labor negotiations occurred in FY 2013-14 for all four City bargaining groups with the goal to provide contracts that 1) are supportable within the budget, 2) recognize the fact that since 2009 there have been decreases, not increases, in employee compensation and this increase brings employees close to 2009 levels, and 3) recognizes that, due to layoffs, there are fewer employees performing the staff work of the City and they should be compensated. Negotiated changes began in FY 2013-14 but most take effect in the FY 2014-15 budget and are included herein.

The General Unit (SEIU) new Memorandum of Understanding (MOU) conditions results in a 4.87% increase in total compensation. This includes salary increases, an increase in City funding toward medical premiums, and the resolution of some pay equity issues between classifications. These costs are partially offset by an increase in the employee PERS pension contribution. The ongoing net General Fund cost of the proposed package will be approximately \$549,800 per year, while the Enterprise Fund cost will be approximately \$470,400 per year. The proposed changes will act to address over 99% of the overall employee contribution to the PERS pension system required under the Public Employee's Pension Reform Act, and restore the overall 3.20% total compensation reduction authorized by the SEIU employees in Fiscal Year 2010-11.

The new Police Management Association (PMA) MOU results in a 4.39% increase in total compensation. This includes salary increases which are partially offset by an employee contribution of 3% of annual salary to the PERS pension system. The net impact of the package is estimated to be \$72,200 for FY 2014-15.

The new Police Officers Association (POA) MOU results in a 4.2% increase to the Police Unit's total compensation. This includes salary increases, an increase in the number of hours that can be converted to annual leave, and an increase to the City's medical benefit allowance. This increase is partially offset by an employee contribution of 3% of annual salary to the PERS pension system and a 50% reduction in shooting range overtime (once the range is completed) for an estimated General Fund savings of \$346,000. The net impact of the proposed package is estimated to be \$58,000 in FY 2013-14 and \$824,000 for FY 2014-15. The proposed package will act to address 25% of the overall employee contribution to the PERS pension system required under the Public Employee Pension Reform Act, reduce overtime, and restore a portion of the overall 6% total compensation reduction authorized by the POA in FY 2009-10 and FY 2010-11.

The new Memorandum of Understanding for Management employees results in a 4.23% increase to Management's total compensation. This includes salary increases which are partially offset by an employee contribution of 3% of salary to the PERS pension system. The net General Fund impact of the proposed package is estimated to be \$446,900 for FY 2014-15 and \$223,300 for the Enterprise funds.

PERSONNEL CLASSIFICATIONS AND SALARY RANGES

FISCAL YEAR 2014-15

For more information on salaries and benefits, see the California State Controller's website publicpay.ca.gov
or the City of Simi Valley 's website at www.simivalley.org

JOB TITLE	UPDATED	MONTHLY			ANNUALLY		
Account Clerk I	30-Jun-14	\$2,853.07	-	\$3,636.53	\$34,236.80	-	\$43,638.40
Account Clerk II	30-Jun-14	\$3,137.33	-	\$4,005.73	\$37,648.00	-	\$48,068.80
Accounting Projects Analyst	30-Jun-14	\$5,595.57	-	\$7,174.22	\$67,146.82	-	\$86,090.68
Accounting Specialist	30-Jun-14	\$4,503.61	-	\$5,754.67	\$54,043.34	-	\$69,056.00
Accounting Supervisor	30-Jun-14	\$6,236.34	-	\$8,007.22	\$74,836.06	-	\$96,086.64
Accounting Technician	30-Jun-14	\$3,449.33	-	\$4,402.67	\$41,392.00	-	\$52,832.00
Administrative Aide	30-Jun-14	\$4,285.30	-	\$5,470.94	\$51,423.58	-	\$65,651.30
Administrative Intern (Temp)	20-Jun-11	\$2,338.27	-	\$2,832.27	\$28,059.20	-	\$33,987.20
Administrative Officer	30-Jun-14	\$6,844.26	-	\$8,797.51	\$82,131.14	-	\$105,570.14
Administrative Secretary	30-Jun-14	\$4,039.17	-	\$5,150.95	\$48,469.98	-	\$61,811.36
Assistant City Attorney	30-Jun-14	\$8,995.55	-	\$11,594.29	\$107,946.54	-	\$139,131.46
Assistant City Clerk	30-Jun-14	\$5,735.04	-	\$7,455.59	\$68,820.44	-	\$89,467.04
Assistant City Manager	30-Jun-14	\$10,783.11	-	\$14,018.07	\$129,397.32	-	\$168,216.88
Assistant Engineer	30-Jun-14	\$5,715.62	-	\$7,330.33	\$68,587.48	-	\$87,963.98
Assistant Planner	30-Jun-14	\$4,917.60	-	\$6,292.89	\$59,011.16	-	\$75,514.66
Assistant Public Works Director	30-Jun-14	\$9,856.80	-	\$12,713.85	\$118,281.54	-	\$152,566.18
Assistant to the City Manager	30-Jun-14	\$7,851.18	-	\$10,106.57	\$94,214.12	-	\$121,278.82
Assistant Waterworks Services Manager	30-Jun-14	\$6,498.77	-	\$8,348.45	\$77,985.18	-	\$100,181.38
Associate Engineer	30-Jun-14	\$6,254.19	-	\$8,030.47	\$75,050.30	-	\$96,365.62
Associate Planner	30-Jun-14	\$5,604.82	-	\$7,186.25	\$67,257.84	-	\$86,234.98
Budget Officer	30-Jun-14	\$7,112.60	-	\$9,146.39	\$85,351.24	-	\$109,756.66
Building Inspector I	30-Jun-14	\$4,038.67	-	\$5,153.20	\$48,464.00	-	\$61,838.40
Building Inspector II	30-Jun-14	\$4,444.27	-	\$5,666.27	\$53,331.20	-	\$67,995.20
Building Maintenance Technician	30-Jun-14	\$3,282.93	-	\$4,191.20	\$39,395.20	-	\$50,294.40
Chief of Police	30-Jun-14	\$13,244.36	-	\$17,217.63	\$158,932.28	-	\$206,611.60
City Attorney	30-Jun-14	\$14,195.09	-	\$18,453.44	\$170,341.08	-	\$221,441.22
City Engineer	30-Jun-14	\$8,981.44	-	\$11,576.00	\$107,777.28	-	\$138,912.02
City Manager	30-Jun-14	\$14,274.69	-	\$18,557.09	\$171,296.32	-	\$222,685.06
Clerk I	30-Jun-14	\$2,723.07	-	\$0.00	\$32,676.80	-	\$0.00
Clerk I (Temps)	30-Jun-14	\$2,723.07	-	\$0.00	\$32,676.80	-	\$0.00

PERSONNEL CLASSIFICATIONS AND SALARY RANGES

FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY			ANNUALLY		
Clerk II	30-Jun-14	\$2,723.07	-	\$3,458.00	\$32,676.80	-	\$41,496.00
Clerk II (Temps)	30-Jun-14	\$2,723.07	-	\$3,458.00	\$32,676.80	-	\$41,496.00
Code Enforcement Manager	30-Jun-14	\$6,510.53	-	\$8,338.68	\$78,126.36	-	\$100,064.12
Code Enforcement Officer	30-Jun-14	\$4,572.40	-	\$5,844.17	\$54,868.84	-	\$70,130.06
Code Enforcement Supervisor	30-Jun-14	\$5,937.58	-	\$7,618.93	\$71,250.92	-	\$91,427.18
Code Enforcement Technician	30-Jun-14	\$3,492.67	-	\$4,459.87	\$41,912.00	-	\$53,518.40
Collection System Supervisor	30-Jun-14	\$5,207.19	-	\$6,669.37	\$62,486.32	-	\$80,032.42
Collection System Technician I	30-Jun-14	\$3,354.00	-	\$4,276.13	\$40,248.00	-	\$51,313.60
Collection System Technician II	30-Jun-14	\$3,688.53	-	\$4,702.53	\$44,262.40	-	\$56,430.40
Collection System Technician Trainee	30-Jun-14	\$3,048.93	-	\$3,887.87	\$36,587.20	-	\$46,654.40
Communication Systems Coordinator	30-Jun-14	\$6,309.03	-	\$8,101.82	\$75,708.36	-	\$97,221.80
Communications Manager	30-Jun-14	\$6,340.25	-	\$8,142.38	\$76,083.02	-	\$97,708.52
Community Services Specialist	30-Jun-14	\$4,805.86	-	\$6,147.61	\$57,670.34	-	\$73,771.36
Computer Operator	30-Jun-14	\$3,220.53	-	\$4,113.20	\$38,646.40	-	\$49,358.40
Contract Compliance Technician	30-Jun-14	\$4,331.60	-	\$5,525.87	\$51,979.20	-	\$66,310.40
Council Member (incl. Mayor/Mayor Pro-tem)	20-Jun-11		-	\$1,202.76		-	\$14,433.12
Counter Services Technician	30-Jun-14	\$3,796.00	-	\$4,842.93	\$45,552.00	-	\$58,115.20
Counter Technician	30-Jun-14	\$50.90	-	\$64.94	\$610.74	-	\$779.22
Court Liaison	30-Jun-14	\$4,805.86	-	\$6,147.61	\$57,670.34	-	\$73,771.36
Crime Analysis and Reporting Manager	30-Jun-14	\$6,315.27	-	\$8,104.87	\$75,783.24	-	\$97,258.46
Crime Analyst	30-Jun-14	\$5,067.66	-	\$6,488.00	\$60,811.92	-	\$77,855.96
Crime Analyst Technician	30-Jun-14	\$4,016.13	-	\$5,141.07	\$48,193.60	-	\$61,692.80
Crime Scene Investigator I	30-Jun-14	\$4,175.60	-	\$5,328.27	\$50,107.20	-	\$63,939.20
Crime Scene Investigator II	30-Jun-14	\$4,595.07	-	\$5,863.87	\$55,140.80	-	\$70,366.40
Crime Scene Investigator Trainee	30-Jun-14	\$3,279.47	-	\$4,180.80	\$39,353.60	-	\$50,169.60
Crossing Guard (Temps)	01-Jul-13	\$1,842.53	-	\$2,230.80	\$22,110.40	-	\$26,769.60
Cultural Arts Center Assistant Manager	30-Jun-14	\$4,634.52	-	\$5,924.92	\$55,614.26	-	\$71,099.08
Cultural Arts Center Manager	30-Jun-14	\$6,245.05	-	\$8,018.62	\$74,940.58	-	\$96,223.40
Cultural Arts Center Technical Coordinator	30-Jun-14	\$4,419.20	-	\$5,648.13	\$53,030.38	-	\$67,777.58
Custodian	30-Jun-14	\$2,846.13	-	\$3,633.07	\$34,153.60	-	\$43,596.80
Custodian (Temps)	30-Jun-14	\$2,846.13	-	\$3,633.07	\$34,153.60	-	\$43,596.80

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY		ANNUALLY	
Customer Service Representative	30-Jun-14	\$3,057.60	- \$3,905.20	\$36,691.20	- \$46,862.40
Customer Services Manager	30-Jun-14	\$6,340.25	- \$8,142.38	\$76,083.02	- \$97,708.52
Deputy Building Official	30-Jun-14	\$6,768.93	- \$8,699.60	\$81,227.12	- \$104,395.20
Deputy Building Official/Plan Check	30-Jun-14	\$7,442.89	- \$9,575.78	\$89,314.68	- \$114,909.34
Deputy City Attorney	30-Jun-14	\$7,432.25	- \$9,661.90	\$89,187.02	- \$115,942.84
Deputy City Manager	30-Jun-14	\$9,287.05	- \$11,973.13	\$111,444.58	- \$143,677.56
Deputy Director/Building Official	30-Jun-14	\$8,247.05	- \$10,621.17	\$98,964.58	- \$127,454.08
Deputy Director/Citizen Services	30-Jun-14	\$8,076.62	- \$10,399.68	\$96,919.42	- \$124,796.10
Deputy Director/City Clerk	30-Jun-14	\$6,256.79	- \$8,033.91	\$75,081.50	- \$96,406.96
Deputy Director/City Planner	30-Jun-14	\$8,389.83	- \$10,806.79	\$100,677.98	- \$129,681.50
Deputy Director/Community Programs & Facilities	30-Jun-14	\$8,076.62	- \$10,399.68	\$96,919.42	- \$124,796.10
Deputy Director/Development Services	30-Jun-14	\$8,190.26	- \$10,547.38	\$98,283.12	- \$126,568.52
Deputy Director/Economic Development	30-Jun-14	\$8,605.61	- \$11,087.38	\$103,267.32	- \$133,048.50
Deputy Director/Environmental Compliance	30-Jun-14	\$8,146.26	- \$10,490.20	\$97,755.06	- \$125,882.38
Deputy Director/Fiscal Services	30-Jun-14	\$8,103.46	- \$10,434.52	\$97,241.56	- \$125,214.18
Deputy Director/Housing & Special Projects	30-Jun-14	\$8,076.62	- \$10,399.68	\$96,919.42	- \$124,796.10
Deputy Director/Human Resources	30-Jun-14	\$8,806.83	- \$11,348.94	\$105,681.94	- \$136,187.22
Deputy Director/Information Services	30-Jun-14	\$9,046.46	- \$11,660.42	\$108,557.54	- \$139,924.98
Deputy Director/Maintenance Services	30-Jun-14	\$8,145.61	- \$10,489.42	\$97,747.26	- \$125,873.02
Deputy Director/Maintenance Services Engineer	30-Jun-14	\$8,190.26	- \$10,547.38	\$98,283.12	- \$126,568.52
Deputy Director/Police Critical Support & Logistics	30-Jun-14	\$8,256.39	- \$10,633.39	\$99,076.64	- \$127,600.72
Deputy Director/Public Works Administration	30-Jun-14	\$8,256.39	- \$10,633.39	\$99,076.64	- \$127,600.72
Deputy Director/Sanitation Services	30-Jun-14	\$8,145.61	- \$10,489.42	\$97,747.26	- \$125,873.02
Deputy Director/Support Services	30-Jun-14	\$7,430.63	- \$9,559.88	\$89,167.52	- \$114,718.50
Deputy Director/Traffic Engineer	30-Jun-14	\$8,981.44	- \$11,576.00	\$107,777.28	- \$138,912.02
Deputy Director/Transit	30-Jun-14	\$8,076.62	- \$10,399.68	\$96,919.42	- \$124,796.10
Deputy Director/Waterworks Services	30-Jun-14	\$8,145.61	- \$10,489.42	\$97,747.26	- \$125,873.02
Deputy Police Chief	30-Jun-14	\$10,564.60	- \$13,623.35	\$126,775.22	- \$163,480.20
Director, Administrative Services	30-Jun-14	\$10,268.22	- \$13,348.60	\$123,218.68	- \$160,183.14
Director, Community Services	30-Jun-14	\$10,049.46	- \$13,064.29	\$120,593.46	- \$156,771.42
Director, Environmental Services	30-Jun-14	\$10,046.90	- \$13,060.88	\$120,562.78	- \$156,730.60

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY			ANNUALLY	
Director, Public Works	30-Jun-14	\$10,948.34	-	\$14,232.83	\$131,380.08	- \$170,794.00
Electrical Inspector	30-Jun-14	\$4,664.40	-	\$5,950.53	\$55,972.80	- \$71,406.40
Emergency Services Manager	30-Jun-14	\$6,309.03	-	\$8,101.82	\$75,708.36	- \$97,221.80
Engineering Aide	30-Jun-14	\$3,468.40	-	\$4,423.47	\$41,620.80	- \$53,081.60
Engineering Technician	30-Jun-14	\$4,331.60	-	\$5,525.87	\$51,979.20	- \$66,310.40
Enterprise Systems Analyst	30-Jun-14	\$7,292.85	-	\$9,380.76	\$87,514.18	- \$112,569.08
Environmental Compliance Inspector	30-Jun-14	\$4,444.27	-	\$5,666.27	\$53,331.20	- \$67,995.20
Environmental Compliance Program Analyst	30-Jun-14	\$5,268.45	-	\$6,748.99	\$63,221.34	- \$80,987.92
Environmental Compliance Program Coordinator	30-Jun-14	\$5,937.58	-	\$7,618.93	\$71,250.92	- \$91,427.18
Executive Assistant	30-Jun-14	\$5,227.21	-	\$6,695.41	\$62,726.56	- \$80,344.94
Field Laboratory Technician	30-Jun-14	\$3,518.67	-	\$4,492.80	\$42,224.00	- \$53,913.60
Geographic Information System Tech	30-Jun-14	\$5,253.73	-	\$6,699.33	\$63,044.80	- \$80,392.00
GIS Coordinator	30-Jun-14	\$7,026.61	-	\$9,029.65	\$84,319.30	- \$108,355.78
Graphics Media Coordinator	30-Jun-14	\$4,478.54	-	\$5,722.12	\$53,742.52	- \$68,665.48
Graphics/Support Services Tech	30-Jun-14	\$3,440.67	-	\$4,397.47	\$41,288.00	- \$52,769.60
Heavy Equipment Operator	30-Jun-14	\$3,440.67	-	\$4,397.47	\$41,288.00	- \$52,769.60
Home Rehabilitation Coordinator	30-Jun-14	\$5,250.22	-	\$6,725.29	\$63,002.68	- \$80,703.48
Human Resources Analyst	30-Jun-14	\$5,610.87	-	\$7,194.20	\$67,330.38	- \$86,330.40
Human Resources Technician	30-Jun-14	\$3,133.87	-	\$4,005.73	\$37,606.40	- \$48,068.80
Industrial Painter	30-Jun-14	\$3,979.73	-	\$5,082.13	\$47,756.80	- \$60,985.60
Information Services Analyst I	30-Jun-14	\$5,623.91	-	\$7,211.21	\$67,486.90	- \$86,534.50
Information Services Analyst II	30-Jun-14	\$6,109.98	-	\$7,842.88	\$73,319.74	- \$94,114.54
Instrumentation Technician	30-Jun-14	\$4,811.73	-	\$6,137.73	\$57,740.80	- \$73,652.80
Inventory Support Technician	30-Jun-14	\$2,905.07	-	\$3,709.33	\$34,860.80	- \$44,512.00
Laboratory Chemist	30-Jun-14	\$5,906.46	-	\$7,578.42	\$70,877.56	- \$90,940.98
Laboratory Supervisor	30-Jun-14	\$6,492.50	-	\$8,340.24	\$77,910.04	- \$100,082.84
Laboratory Technician	30-Jun-14	\$4,291.73	-	\$5,479.07	\$51,500.80	- \$65,748.80
Landscape Architect	30-Jun-14	\$6,974.07	-	\$8,966.36	\$83,688.80	- \$107,596.32
Lead Crossing Guard (Temps)	01-Jul-13	\$2,111.20	-	\$2,561.87	\$25,334.40	- \$30,742.40
Legal Secretary	30-Jun-14	\$4,222.53	-	\$5,389.37	\$50,670.36	- \$64,672.40
Legal Technician	30-Jun-14	\$3,137.33	-	\$4,002.27	\$37,648.00	- \$48,027.20

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY		ANNUALLY	
Maintenance Superintendent	30-Jun-14	\$6,426.07	- \$8,253.98	\$77,112.88	- \$99,047.78
Maintenance Supervisor	30-Jun-14	\$5,207.19	- \$6,669.37	\$62,486.32	- \$80,032.42
Maintenance Worker I	30-Jun-14	\$2,846.13	- \$3,633.07	\$34,153.60	- \$43,596.80
Maintenance Worker I (Temps)	30-Jun-14	\$2,846.13	- \$0.00	\$34,153.60	- \$0.00
Maintenance Worker II	30-Jun-14	\$3,137.33	- \$4,005.73	\$37,648.00	- \$48,068.80
Maintenance Worker II (Temps)	30-Jun-14	\$3,137.33	- \$0.00	\$37,648.00	- \$0.00
Maintenance Worker III	30-Jun-14	\$3,452.80	- \$4,407.87	\$41,433.60	- \$52,894.40
Management Analyst	30-Jun-14	\$5,478.68	- \$7,022.34	\$65,744.12	- \$84,268.08
Mechanic I	30-Jun-14	\$3,289.87	- \$4,201.60	\$39,478.40	- \$50,419.20
Mechanic II	30-Jun-14	\$4,108.00	- \$5,243.33	\$49,296.00	- \$62,920.00
Neighborhood Council Coordinator	30-Jun-14	\$5,234.00	- \$6,704.23	\$62,807.94	- \$80,450.76
Nutrition Services Worker	30-Jun-14	\$2,712.67	- \$3,464.93	\$32,552.00	- \$41,579.20
Paralegal	30-Jun-14	\$3,513.47	- \$4,484.13	\$42,161.60	- \$53,809.60
Permit Services Coordinator	30-Jun-14	\$5,042.27	- \$6,555.53	\$60,507.20	- \$78,666.38
Planning Intern (Temp)	20-Jun-11	\$2,338.27	- \$2,832.27	\$28,059.20	- \$33,987.20
Planning Technician	30-Jun-14	\$4,080.27	- \$5,219.07	\$48,963.20	- \$62,628.80
Plant Electrician	30-Jun-14	\$4,381.87	- \$5,590.00	\$52,582.40	- \$67,080.00
Plant Maintenance Program Technician	30-Jun-14	\$4,602.00	- \$5,869.07	\$55,224.00	- \$70,428.80
Plant Maintenance Supervisor	30-Jun-14	\$5,616.37	- \$7,201.33	\$67,396.42	- \$86,415.94
Plant Maintenance Technician I	30-Jun-14	\$3,615.73	- \$4,612.40	\$43,388.80	- \$55,348.80
Plant Maintenance Technician II	30-Jun-14	\$3,979.73	- \$5,076.93	\$47,756.80	- \$60,923.20
Plant Maintenance Technician III	30-Jun-14	\$4,381.87	- \$5,590.00	\$52,582.40	- \$67,080.00
Plant Operations Manager	30-Jun-14	\$6,634.12	- \$8,524.38	\$79,609.40	- \$102,292.58
Plant Operations Supervisor	30-Jun-14	\$5,616.37	- \$7,201.33	\$67,396.42	- \$86,415.94
Plant Operator I	30-Jun-14	\$3,648.67	- \$4,662.67	\$43,784.00	- \$55,952.00
Plant Operator II	30-Jun-14	\$4,010.93	- \$5,122.00	\$48,131.20	- \$61,464.00
Plant Operator III	30-Jun-14	\$4,414.80	- \$5,633.33	\$52,977.60	- \$67,600.00
Plant Operator Trainee	30-Jun-14	\$2,979.60	- \$3,809.87	\$35,755.20	- \$45,718.40
Plant Support Systems Manager	30-Jun-14	\$6,634.12	- \$8,524.38	\$79,609.40	- \$102,292.58
Plumbing/Mechanical Inspector	30-Jun-14	\$4,664.40	- \$5,950.53	\$55,972.80	- \$71,406.40
Police Commander	30-Jun-14	\$8,611.18	- \$11,091.45	\$103,334.14	- \$133,097.38

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY			ANNUALLY		
Police Dispatcher	30-Jun-14	\$4,111.47	-	\$5,245.07	\$49,337.60	-	\$62,940.80
Police Dispatcher Trainee	30-Jun-14	\$3,638.27	-	\$0.00	\$43,659.20	-	\$0.00
Police Maintenance Coordinator	30-Jun-14	\$4,059.47	-	\$5,180.93	\$48,713.60	-	\$62,171.20
Police Maintenance Supervisor	30-Jun-14	\$4,781.88	-	\$6,116.52	\$57,382.52	-	\$73,398.26
Police Maintenance Technician	30-Jun-14	\$3,137.33	-	\$4,005.73	\$37,648.00	-	\$48,068.80
Police Officer	30-Jun-14	\$5,120.27	-	\$7,063.33	\$61,443.20	-	\$84,760.00
Police Officer Trainee	30-Jun-14	\$4,485.87	-	\$0.00	\$53,830.40	-	\$0.00
Police Records Manager	30-Jun-14	\$5,735.04	-	\$7,455.59	\$68,820.44	-	\$89,467.04
Police Records Supervisor	30-Jun-14	\$5,067.66	-	\$6,488.00	\$60,811.92	-	\$77,855.96
Police Records Technician I	30-Jun-14	\$2,830.53	-	\$3,610.53	\$33,966.40	-	\$43,326.40
Police Records Technician II	30-Jun-14	\$3,061.07	-	\$3,917.33	\$36,732.80	-	\$47,008.00
Police Sergeant	30-Jun-14	\$6,695.87	-	\$9,226.53	\$80,350.40	-	\$110,718.40
Police Services Assistant	30-Jun-14	\$3,118.27	-	\$3,984.93	\$37,419.20	-	\$47,819.20
Principal Engineer	30-Jun-14	\$8,190.26	-	\$10,547.38	\$98,283.12	-	\$126,568.52
Principal IS Analyst	30-Jun-14	\$7,340.41	-	\$9,442.59	\$88,084.88	-	\$113,311.12
Principal Planner/Zoning Admin.	30-Jun-14	\$7,306.30	-	\$9,398.29	\$87,675.64	-	\$112,779.42
Printer	30-Jun-14	\$2,872.13	-	\$3,662.53	\$34,465.60	-	\$43,950.40
Property Officer	30-Jun-14	\$3,874.00	-	\$4,945.20	\$46,488.00	-	\$59,342.40
Property Technician	30-Jun-14	\$3,435.47	-	\$4,383.60	\$41,225.60	-	\$52,603.20
Public Works Dispatcher	30-Jun-14	\$2,967.47	-	\$3,787.33	\$35,609.60	-	\$45,448.00
Public Works Inspector	30-Jun-14	\$4,472.00	-	\$5,704.40	\$53,664.00	-	\$68,452.80
Recording Secretary	30-Jun-14	\$3,296.80	-	\$4,206.80	\$39,561.60	-	\$50,481.60
Risk Manager	30-Jun-14	\$7,113.88	-	\$9,148.08	\$85,366.58	-	\$109,776.94
Secretary	30-Jun-14	\$3,137.33	-	\$4,002.27	\$37,648.00	-	\$48,027.20
Senior Accountant	30-Jun-14	\$6,271.35	-	\$8,052.74	\$75,256.22	-	\$96,632.90
Senior Administrative Officer	30-Jun-14	\$7,493.68	-	\$9,641.86	\$89,924.12	-	\$115,702.34
Senior Assistant City Attorney	30-Jun-14	\$9,884.62	-	\$12,749.99	\$118,615.38	-	\$152,999.86
Senior Building Inspector	30-Jun-14	\$4,884.53	-	\$6,234.80	\$58,614.40	-	\$74,817.60
Senior Center Aide	30-Jun-14	\$2,712.67	-	\$3,464.93	\$32,552.00	-	\$41,579.20
Senior Center Aide (Temps)	30-Jun-14	\$2,712.67	-	\$3,464.93	\$32,552.00	-	\$41,579.20
Senior Code Enforcement Officer	30-Jun-14	\$5,208.43	-	\$6,670.93	\$62,501.14	-	\$80,051.14

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY		ANNUALLY	
Senior Crime Analyst	30-Jun-14	\$6,315.27	- \$8,104.87	\$75,783.24	- \$97,258.46
Senior Custodian	30-Jun-14	\$3,452.80	- \$4,407.87	\$41,433.60	- \$52,894.40
Senior Customer Service Rep.	30-Jun-14	\$3,513.47	- \$4,484.13	\$42,161.60	- \$53,809.60
Senior Engineer	30-Jun-14	\$7,145.00	- \$9,188.51	\$85,739.94	- \$110,262.10
Senior Engineering Technician	30-Jun-14	\$4,773.60	- \$6,094.40	\$57,283.20	- \$73,132.80
Senior Human Resources Analyst	30-Jun-14	\$6,402.28	- \$8,222.65	\$76,827.40	- \$98,671.82
Senior Human Resources Technician	30-Jun-14	\$3,449.33	- \$4,402.67	\$41,392.00	- \$52,832.00
Senior Information Services Analyst	30-Jun-14	\$6,691.97	- \$8,599.61	\$80,303.60	- \$103,195.30
Senior Instrumentation Technician	30-Jun-14	\$5,288.40	- \$6,751.33	\$63,460.80	- \$81,016.00
Senior Laboratory Technician	30-Jun-14	\$4,702.53	- \$6,007.73	\$56,430.40	- \$72,092.80
Senior Management Analyst	30-Jun-14	\$6,309.03	- \$8,101.82	\$75,708.36	- \$97,221.80
Senior Planner	30-Jun-14	\$6,395.52	- \$8,214.16	\$76,746.28	- \$98,569.90
Senior Police Dispatcher	30-Jun-14	\$4,733.73	- \$6,038.93	\$56,804.80	- \$72,467.20
Senior Police Maintenance Tech	30-Jun-14	\$3,444.13	- \$4,399.20	\$41,329.60	- \$52,790.40
Senior Police Officer	30-Jun-14	\$5,548.40	- \$7,515.73	\$66,580.80	- \$90,188.80
Senior Police Records Technician	30-Jun-14	\$3,669.47	- \$4,678.27	\$44,033.60	- \$56,139.20
Senior Services Assistant Manager	30-Jun-14	\$4,634.07	- \$5,924.32	\$55,608.80	- \$71,091.80
Senior Services Manager	30-Jun-14	\$6,014.26	- \$7,718.56	\$72,171.06	- \$92,622.66
Senior Transit Dispatcher	30-Jun-14	\$3,189.33	- \$4,069.87	\$38,272.00	- \$48,838.40
Senior Tree Trimmer	30-Jun-14	\$3,802.93	- \$4,853.33	\$45,635.20	- \$58,240.00
Staff Accountant	30-Jun-14	\$5,506.80	- \$7,059.00	\$66,081.60	- \$84,708.00
Supervising Building Inspector	30-Jun-14	\$5,700.11	- \$7,310.16	\$68,401.32	- \$87,721.92
Supervising Public Works Inspector	30-Jun-14	\$5,700.11	- \$7,310.16	\$68,401.32	- \$87,721.92
Support Services Worker	30-Jun-14	\$2,728.27	- \$3,482.27	\$32,739.20	- \$41,787.20
Temp Salaried Hourly (Temps/Mgt)	20-Jun-11	\$0.00	- \$6,406.40	\$0.00	- \$76,876.80
Theater Technician I	30-Jun-14	\$1,856.40	- \$2,369.47	\$22,276.80	- \$28,433.60
Theater Technician II	30-Jun-14	\$2,619.07	- \$3,343.60	\$31,428.80	- \$40,123.20
Transit Coach Operator	30-Jun-14	\$3,308.93	- \$4,229.33	\$39,707.20	- \$50,752.00
Transit Coach Operator (Temps)	30-Jun-14	\$3,308.93	- \$4,229.33	\$39,707.20	- \$50,752.00
Transit Dispatcher	30-Jun-14	\$2,981.33	- \$3,806.40	\$35,776.00	- \$45,676.80
Transit Finance Manager	30-Jun-14	\$6,241.43	- \$8,013.94	\$74,897.16	- \$96,167.24

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2014-15

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JOB TITLE	UPDATED	MONTHLY		ANNUALLY	
Transit Operations Assistant	30-Jun-14	\$3,955.47	-	\$5,040.53	\$47,465.60 - \$60,486.40
Transit Superintendent	30-Jun-14	\$6,594.08	-	\$8,472.34	\$79,128.92 - \$101,668.06
Transit Supervisor	30-Jun-14	\$4,861.70	-	\$6,220.28	\$58,340.36 - \$74,643.40
Treasury Officer	30-Jun-14	\$6,249.06	-	\$8,023.82	\$74,988.68 - \$96,285.80
Tree Trimmer I	30-Jun-14	\$3,137.33	-	\$4,009.20	\$37,648.00 - \$48,110.40
Tree Trimmer II	30-Jun-14	\$3,452.80	-	\$4,411.33	\$41,433.60 - \$52,936.00
Utilities Specialist	30-Jun-14	\$4,383.60	-	\$5,593.47	\$52,603.20 - \$67,121.60
Utility Services Specialist	30-Jun-14	\$62.66	-	\$80.25	\$751.92 - \$963.04
Victim Advocate	30-Jun-14	\$3,440.67	-	\$4,397.47	\$41,288.00 - \$52,769.60
Water Distribution Supervisor	30-Jun-14	\$5,698.07	-	\$7,307.56	\$68,376.88 - \$87,690.72
Water Operations Supervisor	30-Jun-14	\$5,698.07	-	\$7,307.56	\$68,376.88 - \$87,690.72
Waterworks Meter Reader	30-Jun-14	\$3,016.00	-	\$3,844.53	\$36,192.00 - \$46,134.40
Waterworks Services Worker I	30-Jun-14	\$3,151.20	-	\$4,028.27	\$37,814.40 - \$48,339.20
Waterworks Services Worker II	30-Jun-14	\$3,470.13	-	\$4,432.13	\$41,641.60 - \$53,185.60
Waterworks Services Worker III	30-Jun-14	\$3,920.80	-	\$5,007.60	\$47,049.60 - \$60,091.20
Waterworks Svc. Worker Trainee	30-Jun-14	\$2,872.13	-	\$3,664.27	\$34,465.60 - \$43,971.20
Waterworks Systems Technician	30-Jun-14	\$4,811.73		\$6,139.47	\$57,740.80 - \$73,673.60
Work Experience/Clerical (Temps)	30-Jun-14	\$1,560.00		\$0.00	\$18,720.00 - \$0.00
Work Experience/Maintenance (Temps)	30-Jun-14	\$1,560.00	-	\$0.00	\$18,720.00 - \$0.00
Workers' Compensation Adjuster	30-Jun-14	\$4,285.30	-	\$5,470.94	\$51,423.58 - \$65,651.30
Workers' Compensation Manager	30-Jun-14	\$6,235.88		\$8,006.68	\$74,830.60 - \$96,080.14
Workers' Compensation Supervisor	30-Jun-14	\$5,610.87		\$7,194.20	\$67,330.38 - \$86,330.40

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GLOSSARY AND ACRONYMS

GLOSSARY

Agency Funds

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

Anticipated Underexpenditures

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

Appropriation

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

Assessed Valuation

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

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 EMA

California Emergency Management Agency

CAL/OSHA

California Occupational Safety and Health Administration

CARB

California Air Resources Board

CDA

Simi Valley Community Development Successor 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

DBE

Disadvantaged Business Enterprise

DMV

California Department of Motor Vehicles

EIR

Environmental Impact Report

EOC

Emergency Operations Center

ERP

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

ESRI

Environmental Systems Research
Institute

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

California 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

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

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

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