

# ANNUAL BUDGET



Civic Center Site, Circa 1950's

*40 Years of Community Service*

CITY OF SIMI VALLEY

FISCAL YEAR 2009-10

# *California Society of Municipal Finance Officers*

**Certificate of Award  
For**

***Excellence in Operating Budgeting***

***Fiscal Year 2008-2009***

*The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to*

**City of Simi Valley**

*For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.*

***February 17, 2009***



*Viki Copeland*

Viki Copeland  
CSMFO President

*Pamela Arends-King*

Pamela Arends-King, Chair  
Budgeting & Financial Reporting

**CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2009-10**

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# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

July 1, 2009

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the adopted FY 2009-10 Annual Budget for the City of Simi Valley. The appropriation levels reflect the City Council's direction to balance the City's operating budget and maintain a conservative budgeting approach.

The budgeting process began with the preparation of the Preliminary Base Budget, which was initiated in February and completed in May, utilizing the guidelines established by the City Council on February 23, 2009. After extensive staff review, City Council review of the Preliminary Base budget began in late May and the Annual Budget was adopted on June 15, 2009.

The FY 2009-10 Annual Budget was prepared in accordance with policy guidelines established by the City Council which required departments to provide justification for any proposed line item increase above current budget amounts or estimated actual expenditure levels for FY 2008-09.

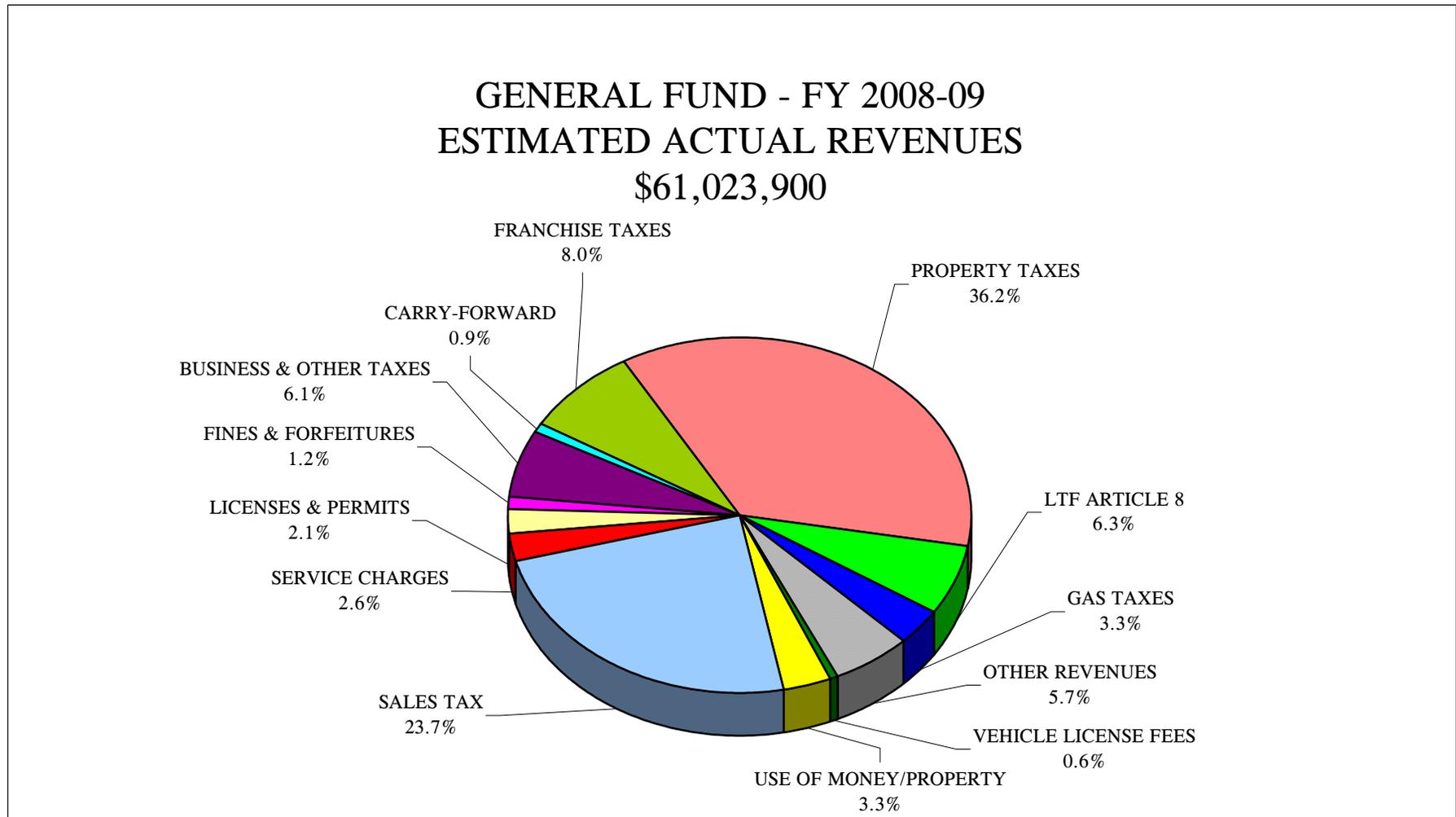
In accordance with the policy guidelines, requests for replacement of capital items (Capital Asset Requests) were presented separately in the Supporting Document. Policy Item Requests that were limited to budgetary needs that previously received support from the City Council, relieved a workload backlog, had a significant potential for expenditure savings or revenue enhancement, or promoted public safety were also included in the Supporting Document. Further, each department developed prioritized recommendations for reducing expenditures (Reverse Priority Items) and identified the impacts on existing programs and service levels. Reverse Priority Items were, likewise, included in the Supporting Document.

The Annual Budget document includes those Capital Asset Requests, Policy Items, Reverse Priority Items, compensation adjustments, and all other modifications that were approved by the City Council as part of its June deliberations.

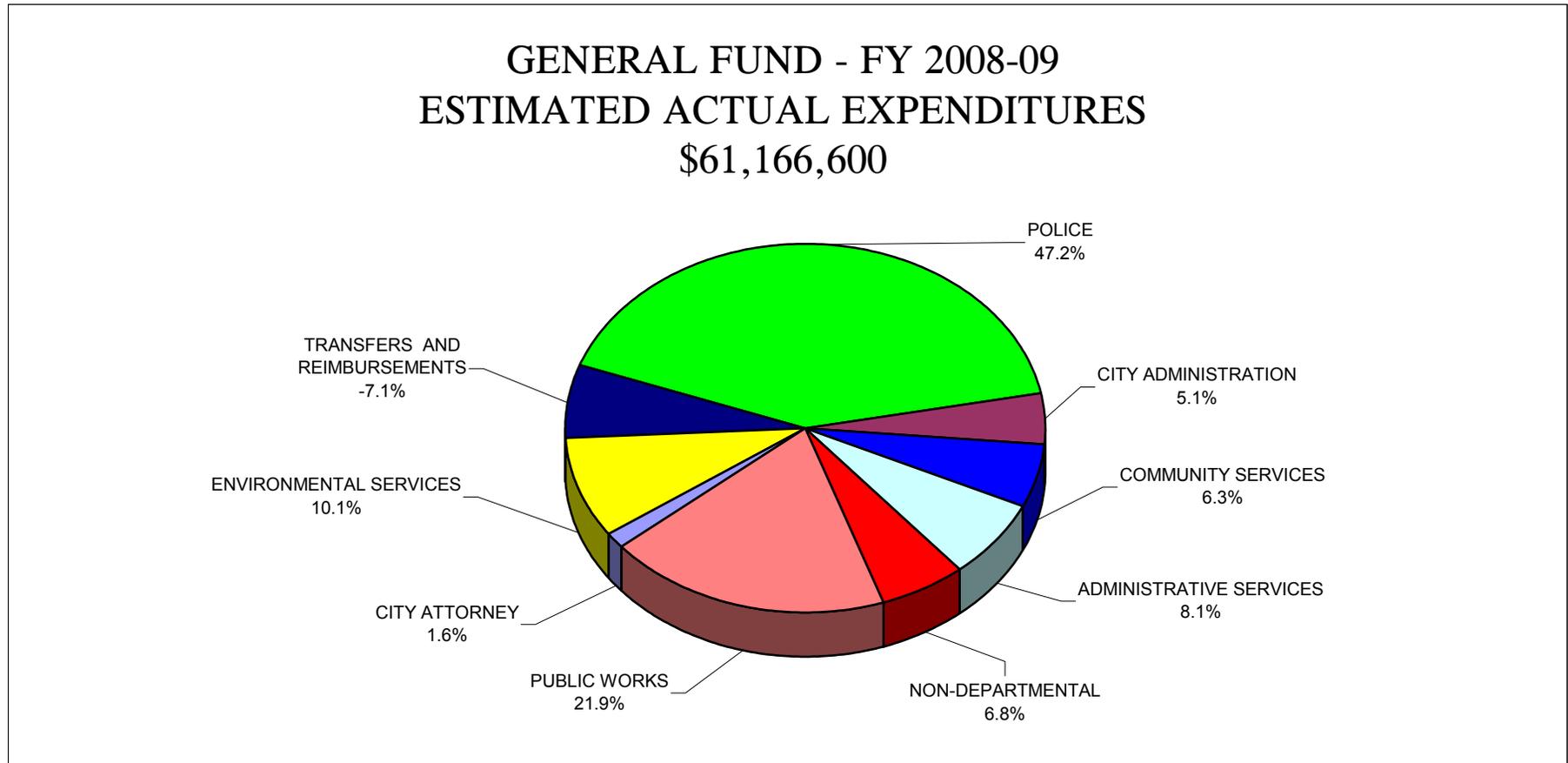
## GENERAL FUND

### FY 2008-09 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach \$61,023,900 by year-end, which includes \$558,300 in surplus revenue carried forward from the previous fiscal year. Excluding this carry-forward revenue, FY 2008-09 revenues are estimated to be \$60,465,600, which is \$1,723,100 below budgeted revenues of \$62,188,700. The projected amount (excluding carry-forward) is \$2,267,600 less than the amount of revenue received in FY 2007-08. The following shows a breakdown of estimated revenues by category.



General Fund net expenditures for FY 2008-09 are estimated at \$61,166,600. This amount includes all reimbursements into and transfers out of the General Fund, and reflects all appropriations approved by the City Council as part of the Mid-Year Financial Report. The following graph depicts the breakdown of estimated actual expenditures:



During an economic downturn whose negative impacts have surpassed analysts' predictions, most of the City's General Fund revenue sources declined beyond what had been projected when the FY 2008-09 budget was prepared. Over the course of the year, staff closely monitored revenues and expenditures and, to more closely align spending during a period of declining revenue, the City Council implemented a number of mid-year budget adjustments that further restrained spending while continuing to maintain service levels. The Fiscal Year ended with \$142,700 of greater expenditures than revenues (0.23% of the General Fund Annual Budget). This amount was replenished in the adopted FY 2009-10 Annual Budget.

## FY 2008-09 Fund Balance

The General Fund Balance is expected to be \$37,404,835 as of June 30, 2009 (end of FY 2008-09). Of this amount, \$29,453,135 would be reserved for encumbrances, advances to other funds, and loans. The balance of \$7,951,700 represents the Prudent Reserve.

## FY 2009-10 Revenues

FY 2009-10 General Fund revenues, including a \$142,700 revenue deficit carried forward from the FY 2008-09 estimate, are budgeted at \$57,599,400. Excluding the carry-forward revenue, the FY 2009-10 revenue budget is \$57,742,100. Again, excluding the carry-forward deficit, projected revenues are \$4,446,600 less than the FY 2008-09 revenue budget and \$2,723,500 less than FY 2008-09 estimated actual revenues.

The table below is a comparison of FY 2009-10 General Fund budgeted revenues to FY 2008-09 estimated actual revenues for each revenue category, excluding the \$142,700 carry-forward revenue deficit. A detailed discussion of General Fund revenues by category and major revenue sources is contained in the General Fund Revenues section of the Annual Budget.

<u>Revenue Category</u>	<u>FY 2008-09 Estimated Actual</u>	<u>FY 2009-10 Annual Budget</u>	<u>% Change Increase/ (Decrease)</u>
Taxes and Franchises	\$45,100,200	\$43,298,700	-4.0%
Revenue From Other governments (including Transfers In and Grants)	8,855,000	8,138,800	-8.1%
Licenses and Permits	1,301,300	1,347,400	3.5%
Use of Money and Property	2,030,800	2,000,300	-1.5%
Service Charges	1,603,800	1,455,500	-9.2%
Fines and Forfeitures	727,800	749,600	3.0%
Other Revenues	846,700	751,800	-11.2%
Total General Fund Revenues	\$60,465,600	\$57,742,100	-4.5%

## FY 2009-10 Expenditures

The FY 2009-10 General Fund net expenditure budget is \$57,559,400 including anticipated underexpenditures of \$800,000 and anticipated reappropriations of \$800,000. FY 2008-09 estimated actual expenditures are \$61,166,600. **Therefore, the FY 2009-10 Annual Budget**

represents a **5.9% decrease in General Fund budgeted expenditures from FY 2008-09 estimated actual expenditures.** The following page contains a summary of the FY 2009-10 net expenditure budget compared with FY 2008-09 estimated actual expenditures by department.

### GENERAL FUND EXPENDITURES

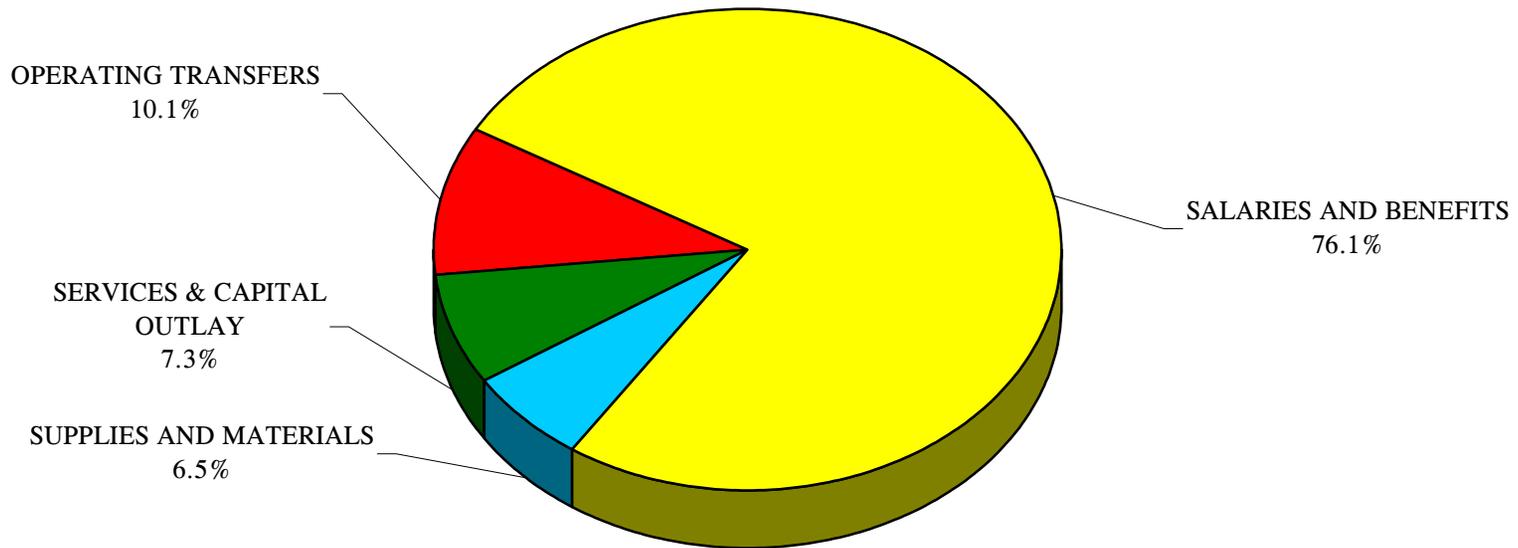
<u>Department</u>	<u>FY 2008-09</u> <u>Estimated</u> <u>Actual</u>	<u>FY 2009-10</u> <u>Annual</u> <u>Budget</u>	<u>% Change</u> <u>Increase/</u> <u>(Decrease)</u>
City Administration	\$3,092,600	\$2,977,100	-3.7%
City Attorney	975,900	1,042,800	6.9%
Administrative Services	4,942,700	4,910,400	-0.7%
Community Services	3,851,900	4,010,400	4.1%
Environmental Services	6,194,500	5,138,800	-17.0%
Public Works	13,412,500	12,364,600	-7.8%
Police Department	29,094,900	27,733,100	-4.7%
Non-Departmental	4,142,300	3,873,100	-6.5%
Transfers To Other Funds	6,425,800	6,938,100	8.0%
Reimbursed Expenditures	(10,966,500)	(11,429,000)	4.2%
Anticipated Underexpenditures	--	(800,000)	
Anticipated Reappropriations	--	800,000	
Total General Fund Expenditures	\$61,166,600	\$57,559,400	-5.9%

The 5.9% overall decrease in expenditures is due to a Citywide effort to reduce spending during a severe recession while maintaining the current level of service to the public. Most department budgets show a slight to substantial decrease from prior year estimated actual amounts. Increases in two department budgets are the result of added workload, as programs are being combined, consolidated, and reassigned in order to reduce costs without impacting service levels. Capital Asset Requests and Policy Items approved during budget deliberations have been included in department budgets, as have salary and benefit reductions and approved Reverse Priorities that remove funding for positions and current expenses in several departments.

Budgeted Transfers to Other Funds are \$512,300 higher than in FY 2008-09 primarily due to an increase in the amount transferred to Landscape Zones Augmentation Fund to support management of the City's landscape zones and an increase in the transfer to Simi Valley Transit to cover operational cost increases and to offset a reduction in Federal grant funds. The \$462,500 increase in Reimbursed Expenses is due to an update of the Cost Allocation Plan performed in FY 2008-09.

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

**GENERAL FUND - FY 2009-10  
EXPENDITURE BUDGET BY CATEGORY  
BEFORE REIMBURSEMENTS  
\$68,988,400**



General Fund vehicle expenditures are scheduled through the Vehicle Replacement Program and financed from the Vehicle Replacement Fund. A total of 15 vehicles are approved for replacement at a cost of \$384,300. Additionally, \$1,219,900 of accumulated Vehicle Replacement Funds will be transferred back to the General Fund in FY 2009-10. This transfer results from a restructuring of the City's Vehicle Replacement Program and a reduction in the total number of vehicles in the City's fleet due to a change from individually assigned vehicles to pool vehicles.

## FY 2009-10 Fund Balance

**Based on the revenue and expenditure amounts in the Annual Budget, the June 30, 2010 (end of FY 2009-10) General Fund Balance is projected to increase by \$40,000 and will total \$37,444,835. Of this amount, \$29,962,135 will be reserved for loans, advances and encumbrances. The balance of \$7,482,700 will represent the Prudent Reserve. The Prudent Reserve, established by the City Council on May 1, 1995, is equivalent to 13% of budgeted expenditures.**

The development and adoption of a balanced budget in the midst of a major recession across all economic sectors, without reducing services to the public, posed a substantial challenge. At the national level, an economic downturn that is primarily the result of a falling housing market, a credit crunch, and low consumer confidence has negatively impacted many of the City's sources of tax revenue. On a local level, the transition from large-scale residential development to build-out, and the expectation that a large percentage of future development will entail redevelopment of existing property and in-fill projects has substantially reduced a heretofore major revenue stream. The ongoing cost of annual increases for employee benefits, such as health insurance for active and retired employees, has also contributed to the difficulty of balancing eroding revenues with increasing expenditures.

While the FY 2009-10 Annual Budget is balanced between projected revenues and expenditures at this time, the California Legislature continues to debate the State's annual budget, which will likely adversely impact the City's budget. In the event that the State acts to reduce its level of funding to local governments, staff will present a series of recommended budget revisions to realign City revenues with expenditures.

## PROJECTS AND ACCOMPLISHMENTS

During FY 2008-09, the City was involved in numerous significant events and projects. Following are some of the major accomplishments:

- **Law enforcement efforts continued to provide our citizenry a safe environment in which to live, work, and play.** The partnership between the Police Department and an involved and vigilant community resulted in a 14.9% decrease in Part I crimes in 2008, as compared to the previous year. The Department contributed to this effort by focused suppression techniques and reassigning resources to proactively address crime. Additionally, the Department maintained a response time of 4.6 minutes for emergency calls for service and 14.6 minutes for non-emergency calls for service.
- **An update of the City General Plan, the City's map to the future, continued.** This long-range planning project, which involves extensive public input to address the community's planning challenges and opportunities over the next twenty years, is scheduled for completion in 2009. Another long-range planning effort, development of the Arroyo Simi Visioning process, is also proceeding. Preliminary design concepts have been developed, and the final study will consider visual, recreational, and educational enhancements along the Arroyo Simi's entire 11.9-mile length from Corriganville Park in the east to the western City limits.

- **The City continues to work with homeowners and developers to assure that affordable housing programs provide opportunities for low-income households and seniors.** In FY 2008-09, the City committed or expended \$12,677,400 toward affordable housing programs. The Home Rehabilitation Program awarded six new loans and seven new loans were initiated under the First Time Homebuyer Program. Also, the City's Rent Subsidy Program assisted an average of 40 senior households per month and an additional 37 households per month received assistance under the Mobile Home Rent Subsidy Program.
- **More than 500 City volunteers contributed in excess of 73,000 hours, the equivalent of more than 35 full-time positions, to assist with City programs and activities.** These individuals support efforts such as the Neighborhood Council's annual Arroyo Clean-up event, provide reception and front counter support at City facilities, serve as ushers at the Cultural Arts Center, support the Police Department's law enforcement and emergency planning activities, and perform a wide variety of duties at the Senior Center.
- **The City's transit services continued to provide safe, efficient, and high-quality transportation on its fixed-route and Americans with Disabilities Act (ADA)/Dial-A-Ride (DAR) services.** For the third straight year, Simi Valley Transit provided in excess of one-half million fixed-route and ADA/DAR trips.
- **Major infrastructure improvement projects continued to be a high priority.** Construction has been completed on a major project to widen the eastbound lanes of the 118 Freeway from Tapo Canyon Road to the Los Angeles County line. During FY 2008-09 the City also completed the repaving and realignment of Erringer Road between Royal Avenue and Fitzgerald Road. The project also consisted of new landscaping along the east side of the roadway and the installation of bicycle lanes.
- **A new and improved City website was put into use in July of 2008.** The new website makes it easier for the public to obtain information regarding the services that are provided to its residents. In FY 2009-10, the website will continue to be enhanced to increase the amount of online services available to the public
- **The Tapo Canyon Water Treatment Plant is nearing completion and will be put into operation during the summer of 2009.** When fully operational, this facility will have the capability to generate up to one million gallons per day of drinkable groundwater, thus reducing the City's dependence on imported water.
- **The City continues to plan for and provide recreational and commuter bicycle facilities.** On January 26, 2009, the City Council approved an updated Bicycle Master Plan that established priorities and identified projects for future expansion of recreational and commuter bicycle routes, lanes, and paths throughout the City.

- **Efforts to reduce traffic congestion by synchronizing traffic signals throughout the City continue.** This ongoing program to provide continuous traffic flows entails the synchronization of a series of traffic signals to allow groups of vehicles traveling along major arterial streets to receive green lights for the length of the system, providing that speed limits are adhered to.

FY 2009-10 promises to be a challenging year financially, but one of continuing accomplishments. In its ongoing mission to deliver excellent service to the community, City staff will focus on economic development initiatives, a continued emphasis on public safety, additional infrastructure improvements, and the offering a range of programs that serve the needs and interests of the community to make Simi Valley an even better and safer place to live, work, and enjoy life.

### **TRANSIT FUND**

FY 2008-09 Transit fare revenues are projected to be 8.5% above the budget. Additionally, FY 2008-09 operating expenditures, excluding multi-year capital outlay activities, are estimated to be 9.6% below the budget. Transit Fund FY 2009-10 fare revenues are projected to increase by a modest 0.6% over FY 2008-09 estimated actual revenues. The operating expenditure budget for FY 2009-10 is projected to increase by 5.2% from FY 2008-09 estimated actual expenditures.

### **SANITATION FUND**

Sanitation Fund operating revenues for FY 2008-09 are estimated to exceed the budget by 0.1%, while operating expenditures are projected to be 3.1% below the budget. FY 2009-10 revenues are expected to increase by 1.1% from FY 2008-09 estimated actual revenues. FY 2009-10 Operations Fund expenditures, excluding transfers from Operations Fund Balance to replacement reserves, are anticipated to decrease by 1.6% as compared to FY 2008-09 estimated actual amounts. FY 2009-10 Sanitation Operations Fund projected expenditures exceed projected revenues by \$605,500 due to the need to transfer monies from the Operations Fund to the Sewerline Replacement Reserve to provide funding for high priority sewer line replacement projects as identified in the Sewer System Management Plan adopted by the City Council on April 20, 2009.

The Sanitation Fund consolidated working capital balance for June 30, 2009 is projected to be \$16,595,726. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Plant Expansion Fund. The Replacement Reserves Fund is further divided into Vehicle Replacement Reserves, Sanitation Facilities and Equipment Replacement Reserves, and Sewerline Replacement Reserves. The consolidated working capital balance for June 30, 2010 is projected to be \$13,691,226.

## **WATERWORKS DISTRICT**

Fiscal Year 2008-09 Waterworks District Operations Fund revenues are estimated to meet budget expectations, while Operations Fund expenditures are estimated to be 3.3% below the budget. Fiscal Year 2009-10 Operations Fund revenues are projected to increase by 5.2% over Fiscal Year 2008-09 estimated actual revenues. Fiscal Year 2009-10 operating expenditures, excluding transfers from Operations Fund Balance to capital replacement reserves and for capital improvement projects, are anticipated to increase by 6.2%, as compared to Fiscal Year 2008-09 estimated actual amounts, primarily due to the increased wholesale cost of potable water. Fiscal Year 2009-10 Waterworks District Operations Fund projected revenues exceed all projected expenditures by \$4,254,500 due to the need to transfer monies from the Operations Fund to the Replacement Reserves Fund and Capital Improvement Fund to provide funding for upcoming capital projects to maintain and improve the water distribution system.

The Waterworks District consolidated working capital balance for June 30, 2009 is projected to be \$16,569,511. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserves Fund, and a Capital Improvement Fund. The Replacement Reserves Fund is further divided into Vehicle Reserves and Facilities Replacement Reserves. The consolidated working capital balance for June 30, 2010 is projected to increase to \$18,905,311.

## **CAPITAL IMPROVEMENTS**

The FY 2009-10 Streets and Roads Program includes budgeted expenditures of \$6,270,500 for various transportation-related capital improvements. Major funding sources for this program include Community Development Agency funds; County, State, and Federal grant funds; and Community Development Block Grant funds. An additional \$1,380,900 in budgeted expenditures is approved for other capital improvements including computer equipment replacement, vehicle replacement, the Geographic Information System, and the Financial Information System. The level of capital improvement projects in the FY 2009-10 Preliminary Base Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

## **STAFFING LEVEL CHANGES**

During adoption of the FY 2009-10 Annual Budget, the City Council added no new positions, deleted 40.0 full-time equivalent (FTE) positions, and eliminated funding for 18 vacant FTE positions. As a result of these actions, the number of authorized and budgeted positions decreased from 661.3 to 603.3. The positions affected are as follows:

### **Deleted Positions:**

- City Administration (2.0)
- Department of Administrative Services (4.0)
- Department of Community Services (6.5)
- Department of Environmental Services (9.0)
- Department of Public Works (14.5)
- Police Department (4.0)

Unfunded Vacant Positions:

- City Administration (2.0)
- Department of Administrative Services (1.0)
- Department of Community Services (1.0)
- Department of Environmental Resources (2.0)
- Department of Public Works (10.0)
- Police Department (2.0)

**ACCOUNTING SYSTEM AND BUDGETARY CONTROL**

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

The City budget is prepared on a basis consistent with generally accepted accounting principles. Appropriations lapse at year-end for all funds, with the exception of Capital Projects Funds, which have project-length budgets. Budgets are not adopted for the City's Agency Funds (deposits held by the City in a trustee capacity) and Debt Service Funds. The City has no general obligation debt.

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

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

As in past years, the California Society of Municipal Finance Officers awarded to the City a *Certificate of Award for Excellence in Operational Budgeting* for FY 2008-09. This certificate reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented. In order to be awarded this certificate, the City must publish an easily readable and efficiently organized budget whose contents conform to program standards established by the Society.

## APPROPRIATION (GANN) LIMIT

The Gann Spending Limitation (Article XIII B of the State Constitution) sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. **On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution.** Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. FY 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and financial responsibility transfers.

Each year the City is required to adopt a Resolution establishing a limit on its appropriations of tax proceeds. The City continues to be substantially under its appropriations limit as indicated by the following table:

<u>FISCAL</u> <u>YEAR</u>	<u>APPROPRIATIONS</u>		<u>AMOUNT</u> <u>UNDER</u>
	<u>LEGAL LIMIT</u>	<u>SUBJECT TO LIMIT</u>	
2009-10	\$56,227,579	\$41,995,700	\$14,231,879
2008-09	55,309,442	48,594,690	6,714,752
2007-08	52,401,177	47,680,400	4,720,777
2006-07	49,411,765	43,109,800	6,301,965
2005-06	45,190,932	37,785,400	7,405,532

## SUMMARY

As the City Council is aware, the Annual Budget is a living document that enables the City's policy body to respond to changes in revenue projections and the needs of the community. Therefore, additional appropriations requests may be presented to the City Council over the next year as the need arises.

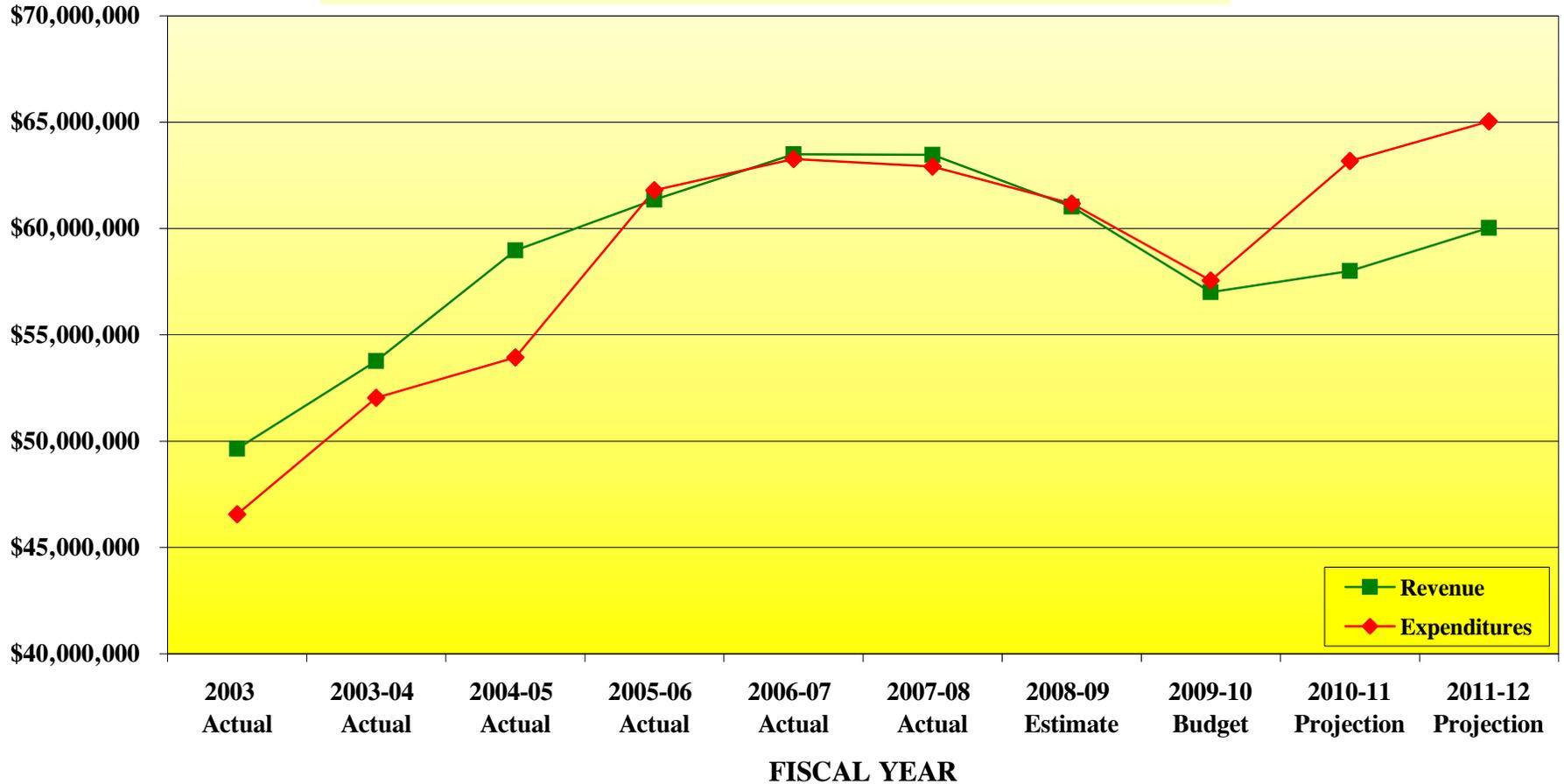
A comprehensive report will be presented at mid-year to inform the City Council as to the financial position of the City, as well as to report on the progress towards achieving the goals and programs contained in the Annual Budget.



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Mike Sedell  
City Manager/Executive Director

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



## CHANGES IN GENERAL FUND BALANCE

General Fund balance is comprised of two components: the Prudent Reserve For Economic Uncertainty and the Reserved Fund Balance. The Prudent Reserve for Economic Uncertainty is equivalent to 13% of budgeted expenditures as established by the City Council on May 1, 1995. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years. The Reserved Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes.

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

The Reserved General Fund balance is comprised of the following:

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

As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For Fiscal Year 2009-10, the amount is \$800,000, based on an analysis of prior years.

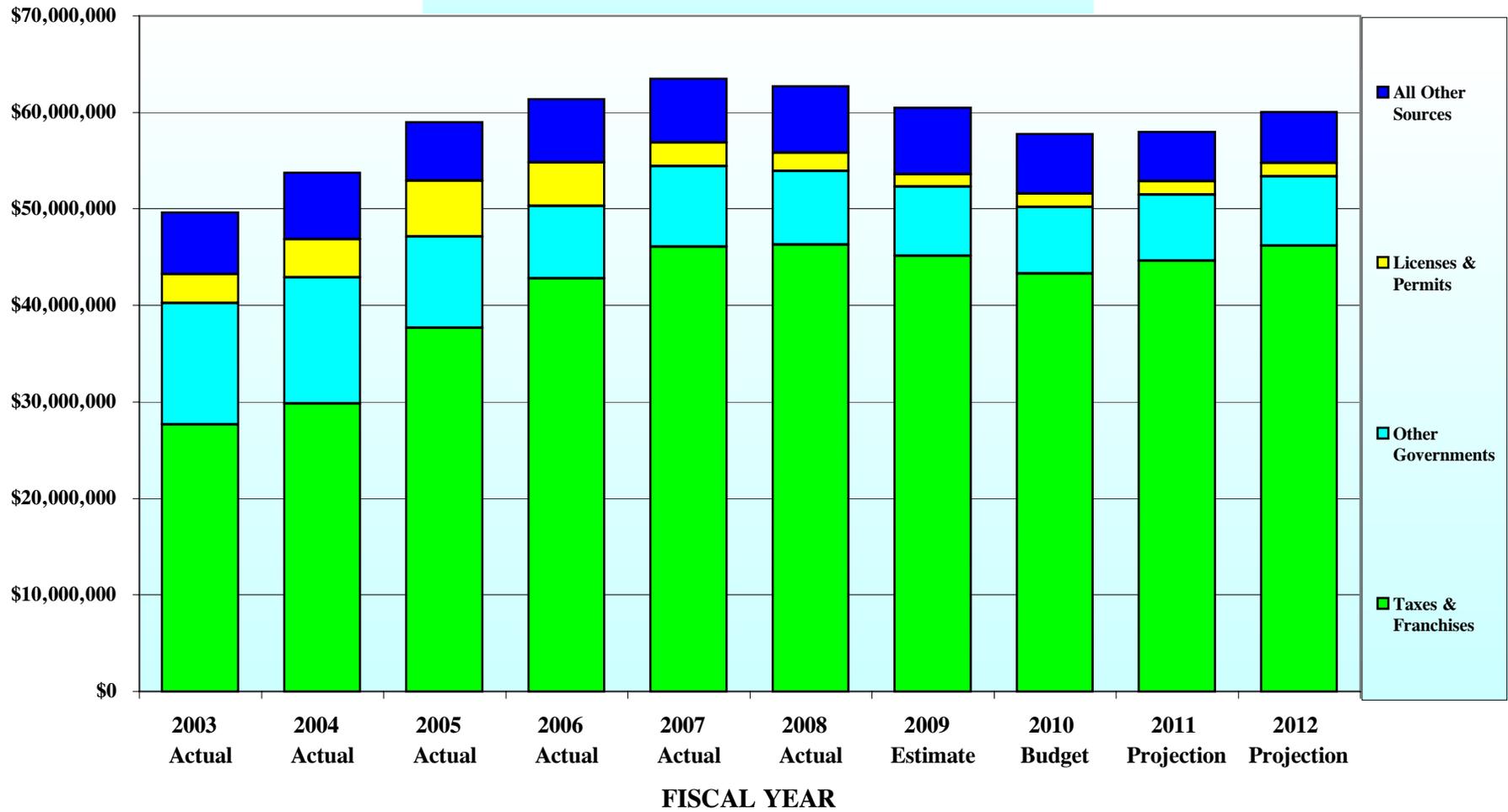
**CHANGES IN GENERAL FUND BALANCE**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b>BEGINNING GENERAL FUND BALANCE</b>	<b>\$37,404,835</b>	<b>\$37,404,835</b>	<b>\$37,404,835</b>	<b>\$37,404,835</b>	<b>\$37,444,835</b>	<b>\$32,254,735</b>
<b>Current Revenues</b>	<b>62,733,200</b>	<b>62,188,700</b>	<b>60,465,600</b>	<b>57,742,100</b>	<b>57,988,700</b>	<b>60,035,900</b>
<b>Carry Forward from Prior Fiscal Year</b>	<b>731,600</b>	<b>558,300</b>	<b>558,300</b>	<b>(142,700)</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>63,464,800</b>	<b>62,747,000</b>	<b>61,023,900</b>	<b>57,599,400</b>	<b>57,988,700</b>	<b>60,035,900</b>
<b>Expenditures</b>	<b>62,906,500</b>	<b>63,424,200</b>	<b>61,166,600</b>	<b>57,559,400</b>	<b>63,178,800</b>	<b>65,037,600</b>
<b>Anticipated Underexpenditures (1)</b>	<b>0</b>	<b>(1,300,000)</b>	<b>0</b>	<b>(800,000)</b>	<b>(800,000)</b>	<b>(800,000)</b>
<b>Anticipated Reappropriations (1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>Net Expenditures</b>	<b>62,906,500</b>	<b>62,124,200</b>	<b>61,166,600</b>	<b>57,559,400</b>	<b>63,178,800</b>	<b>65,037,600</b>
<b>Revenues less Net Expenditures (2)</b>	<b>558,300</b>	<b>622,800</b>	<b>(142,700)</b>	<b>40,000</b>	<b>(5,190,100)</b>	<b>(5,001,700)</b>
<b>ENDING GENERAL FUND BALANCE</b>	<b><u>\$37,404,835</u></b>	<b><u>\$37,404,835</u></b>	<b><u>\$37,404,835</u></b>	<b><u>\$37,444,835</u></b>	<b><u>\$32,254,735</u></b>	<b><u>\$27,253,035</u></b>
<b>Prudent Reserve</b>	<b>\$8,177,800</b>	<b>\$8,245,100</b>	<b>\$7,951,700</b>	<b>\$7,482,700</b>	<b>\$8,213,200</b>	<b>\$8,454,900</b>
<b>Reserved</b>	<b><u>\$29,227,035</u></b>	<b><u>\$29,159,735</u></b>	<b><u>\$29,453,135</u></b>	<b><u>\$29,962,135</u></b>	<b><u>\$24,041,535</u></b>	<b><u>\$18,798,135</u></b>
<b>Encumbrance Reserve</b>	<b>911,269</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>CDA Loans</b>	<b>7,919,100</b>	<b>15,794,200</b>	<b>9,323,600</b>	<b>12,034,000</b>	<b>12,034,000</b>	<b>12,034,000</b>
<b>Advances to Other Funds (Various)</b>	<b>19,993,132</b>	<b>12,162,001</b>	<b>18,926,001</b>	<b>16,724,601</b>	<b>10,804,001</b>	<b>5,560,601</b>
<b>Loans Receivable (Various)</b>	<b>403,534</b>	<b>403,534</b>	<b>403,534</b>	<b>403,534</b>	<b>403,534</b>	<b>403,534</b>

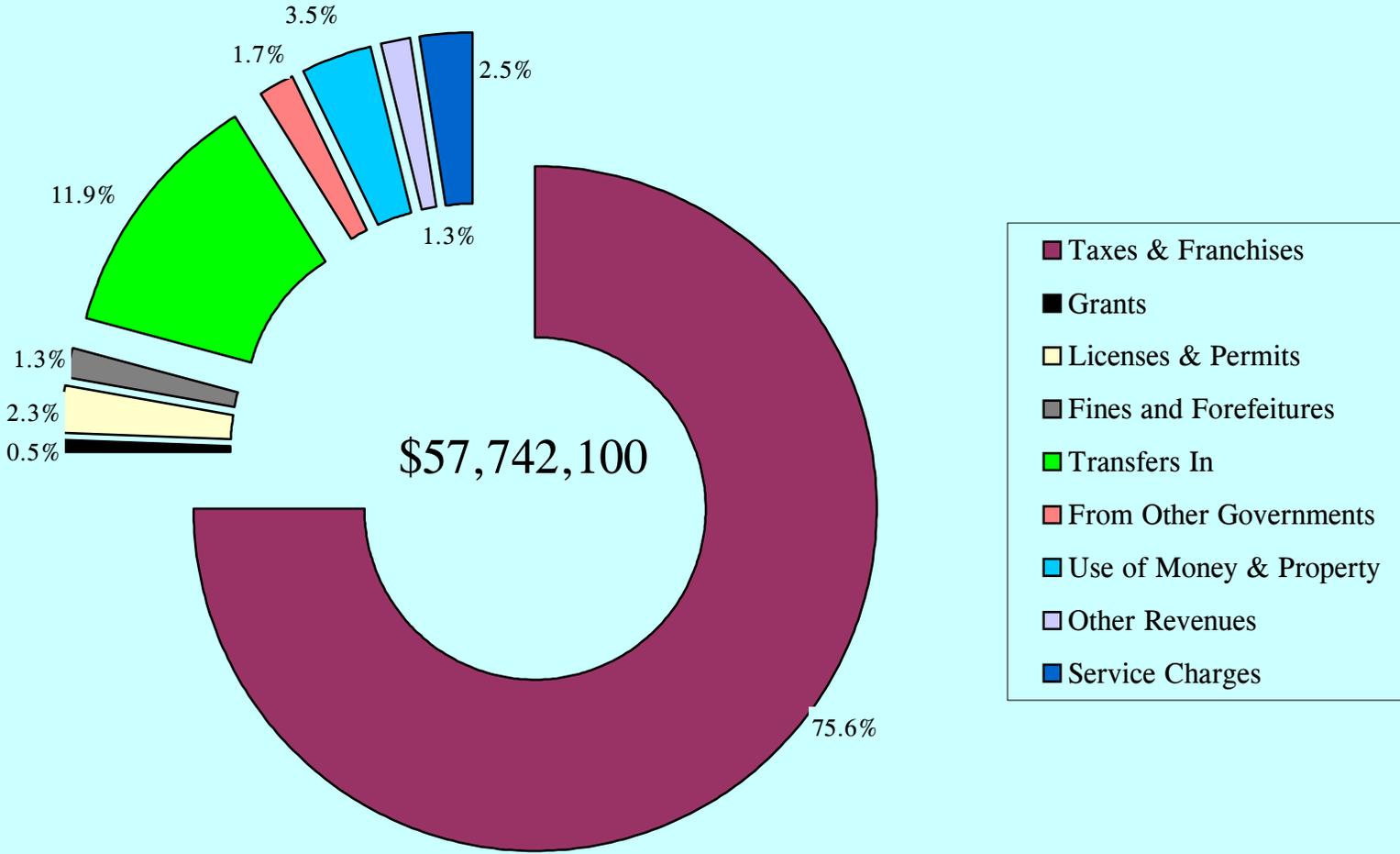
(1) Based on a review of past fiscal years, amounts of anticipated underexpenditures and reappropriations in the General Fund operating Budgets have been estimated in order to refine the projected ending General Fund balance.

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

## GENERAL FUND TEN YEAR REVENUE HISTORY/PROJECTION



# GENERAL FUND REVENUES BY CATEGORY FISCAL YEAR 2009-10



## 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 2008-09 General Fund revenues are expected to be 3.6% less than the prior year. For FY 2009-10, revenues are projected to decrease an additional 5.0%.

The General Fund contains a wide variety of revenue sources grouped into the following categories:

- Taxes and Franchises
- Licenses and Permits
- Fines and Forfeitures
- Use of Money and Property
- Revenues From Other Governments
- Grants
- Service Charges
- Other Revenues
- Transfers In

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in FY 2008-09 due to continuation of the nationwide mortgage and credit crisis. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2007-08, budgeted and estimated actual revenue data for FY 2008-09, budgeted revenue for FY 2009-10, and projections for FY 2010-11 and FY 2011-12.

FY 2009-10 revenue estimates were developed utilizing a variety of methods. A sales tax auditing and consulting service was employed to assist with developing sales tax estimates. Likewise, consultants were utilized to assist with developing property tax estimates. City staff in departments whose activities generate the funds estimated many local sources of revenue. Other local sources of revenue are based on existing agreements with other governmental entities and private sector organizations. Information and projections provided by the California Department of Finance and the California Controller were utilized to estimate future revenues passed through from the State of California.

Revenue estimates for years beyond FY 2009-10 were developed by taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

### Taxes and Franchises

This category of revenue sources comprises 75.4% of the General Fund revenue budget. Major revenue sources within the Taxes and Franchises category are Property Taxes, Sales and Use Tax, and Franchise Taxes. FY 2009-10 revenues in the Taxes and Franchises category are expected to decrease by 4.0% over estimated FY 2008-09 receipts. Within the Taxes and Franchises category, Property Taxes are projected to decrease by 3.9%, based on mandatory reassessments of residential properties and foreclosures. Sales and Use Tax revenues, which include in-lieu Sales Tax revenues resulting from State “Triple Flip” legislation that exchanges Sales Tax for Property Tax, are expected to further

decrease by 5.3% due to continued consumer confidence issues, a high unemployment rate, and the difficulty of obtaining credit for major purchases such as new vehicles. State “Triple Flip” legislation provided for the State of California to take one-fourth of the City’s 1% of sales tax revenues. The lost sales taxes are to be paid back by the County of Ventura from property tax proceeds. The in-lieu funds to be passed through to the City by the County of Ventura are budgeted in the Sales Tax revenue source.

#### Licenses and Permits

This category comprises 2.3% of the General Fund revenue budget. The major revenue sources in this category are Building Permits and Plan Check Services, which have continued to deteriorate as new construction in the City has greatly declined. The \$1,200,000 in Building Permits and Plan Check Services budgeted for FY 2009-10 represents a very modest \$24,100 or 2.0% projected increase over FY 2008-09 estimated revenues. These revenues are significantly less than the funds received in prior fiscal years when the City experienced strong residential and commercial growth. The pace of that growth moderated significantly in FY 2006-07, FY 2007-08, and FY 2008-09 as the City approached build-out in undeveloped areas. It is expected that the majority of development activities in future years will be comprised of redevelopment and in-fill projects.

#### Fines and Forfeitures

This revenue category is comprised of Vehicle Code Fines and Parking Citations. The two revenue sources represent 1.3% of the General Fund revenue budget. FY 2009-10 Fines and Forfeitures revenues are projected to increase by 3.0% over FY 2008-09 estimates.

#### Use of Money and Property

This category comprises 2.9% of the General Fund revenue budget. The major revenue sources in this category are Interest on

Investments and Interest on Advances from the General Fund to the Community Development Agency, Simi Valley’s redevelopment agency. FY 2009-10 Interest on Investments revenue is expected to decrease by 24.3% over the prior year due to interest rate reductions resulting from actions taken by the Federal Reserve to stimulate private investment.

#### Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 1.7% of the General Fund revenue budget. The major revenue source in this category is Motor Vehicle In-Lieu (Vehicle License Fees) receipts, which are allocated to local governments on a per-capita basis. With the majority of Vehicle License Fees now retained by the State and replaced by State General Fund in-lieu payments, revenue from this source has been significantly less in recent years. For FY 2009-10, revenues from Vehicle License Fees are expected to increase by 37.7% based on estimates provided through the League of California Cities. Reimbursements for mandated costs (SB90 Claims) are expected at this time to increase substantially in FY 2009-10 based on a commitment from the State of California to accelerate reimbursement for prior year claims. However, these funds are at risk due to the State’s ongoing financial and budgetary issues.

#### Grants

Funds from this category are received from local, county, state, and federal government agencies. 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. Grant receipts comprise 0.5% of the General Fund revenue budget. FY 2009-10 revenues from this category are expected to be 60.1% less than the prior year due to the closure of all remaining 1994 Northridge Earthquake claims in FY 2008-09.

#### Service Charges

This category of revenue sources, generated from the local economy, comprises 2.5% of the General Fund revenue budget. FY 2009-10 revenues are expected to decrease by 9.2% as a result of a trust fund clearing project completed in FY 2008-09. The major revenues in this category include development-related Planning Fees, Public Works Plan Check Fees, Public Works Inspection Services Fees, and Public Works Soils/Hydrology Fees. Revenues from these fees are expected to increase slightly in FY 2009-10 after three consecutive years of decreases.

#### Other Revenues

This category, also generated from the local economy, comprises 1.3% of the General Fund revenue budget. The category contains sources of revenue that do not apply to any of the other revenue categories. FY 2009-10 revenues are projected to be 11.2% less than the FY 2008-09 estimated amount due to one-time receipt of funds from the Rancho Simi Recreation and Park District for joint funding of an Arroyo Simi Greenbelt Master Plan.

#### Transfers In

This revenue category comprises 11.9% of the General Fund revenue budget. The funds are deposited into special revenue funds and then transferred to the General Fund. FY 2009-10 revenues are projected to be 9.4% less than the FY 2008-09 estimated amount due to the one-time return of unexpended capital project funds from several multi-year projects completed in FY 2008-09 and a projected reduction in Local Transportation Funds. The two major revenue sources in this category are Gasoline Tax and LTF Article 8 (Local Transportation Funds). Use of the funds is restricted to transportation related purposes. FY 2009-10 Gas Tax revenues are projected to be 3.0% higher than the FY 2008-09 estimate. FY 2009-10 LTF Article 8 funds are projected to decrease by 8.4% from FY 2008-09 estimated revenues based on information received by the Ventura County Transportation Commission, the agency that disburses the funds to the City.

**GENERAL FUND REVENUES**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><u>TAXES AND FRANCHISES</u></b>						
31101 Property Taxes	\$21,923,014	\$21,495,600	\$22,023,300	\$21,155,500	\$21,578,700	\$22,010,300
31111 Sales and Use Tax	16,894,319	15,566,100	14,473,200	13,704,000	14,389,200	15,252,500
31112 Transient Lodging Tax	1,487,374	1,695,600	1,364,100	1,487,400	1,532,000	1,578,000
31113 Franchise Taxes	3,708,972	4,732,300	4,892,500	4,466,100	4,600,100	4,738,100
31114 Business Taxes	1,851,630	1,970,000	1,836,500	1,901,000	1,958,000	2,016,700
31115 Documentary Transfer Tax	452,242	525,800	510,600	536,100	562,900	591,000
31116 PEG Fees	0	0	0	48,600	48,600	48,600
Subtotal Taxes and Franchises	<u>46,317,551</u>	<u>45,985,400</u>	<u>45,100,200</u>	<u>43,298,700</u>	<u>44,620,900</u>	<u>46,186,600</u>
<b><u>LICENSES AND PERMITS</u></b>						
32301 Building Permits	1,120,108	1,100,000	834,100	850,000	875,500	901,800
32302 Record Retention Fee	6,911	6,200	5,000	5,000	5,200	5,400
32303 Plan Check Services	555,811	575,000	341,800	350,000	360,500	371,300
32402 Encroachment Permits	117,460	120,300	55,000	75,000	77,300	79,600
32503 Bicycle Licenses	57	100	100	100	100	100
32604 Other Licenses and Permits	62,858	70,000	65,300	67,300	69,300	71,400
Subtotal Licenses and Permits	<u>1,863,205</u>	<u>1,871,600</u>	<u>1,301,300</u>	<u>1,347,400</u>	<u>1,387,900</u>	<u>1,429,600</u>
<b><u>FINES AND FORFEITURES</u></b>						
33501 Vehicle Code Fines	479,859	500,000	497,000	511,900	527,300	543,100
33502 Parking Citations	160,008	94,200	230,800	237,700	244,800	252,100
Subtotal Fines and Forfeitures	<u>\$639,867</u>	<u>\$594,200</u>	<u>\$727,800</u>	<u>\$749,600</u>	<u>\$772,100</u>	<u>\$795,200</u>

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

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><u>USE OF MONEY &amp; PROPERTY</u></b>						
34001 Interest on Investments	\$1,507,054	\$1,300,000	\$1,419,700	\$1,381,600	\$1,423,000	\$1,465,700
34002 Interest on Advances	401,457	653,200	427,400	423,600	423,600	423,600
34104 DMV Building Lease	182,431	169,500	141,600	152,800	152,800	152,800
34206 Senior Center Rental	41,113	48,500	42,100	42,300	43,600	44,900
Subtotal Use of Money & Property	<u>2,132,055</u>	<u>2,171,200</u>	<u>2,030,800</u>	<u>2,000,300</u>	<u>2,043,000</u>	<u>2,087,000</u>
<b><u>REVENUES FROM OTHER GOVERNMENTS</u></b>						
35101 Motor Vehicle License Fees	552,184	400,000	349,300	480,900	495,300	510,200
35410 From Other Governments	5,000	0	0	0	0	0
35501 POST Reimbursement	13,844	19,000	17,000	17,000	17,500	18,000
35502 911 Reimbursement	2,725	0	0	0	0	0
35601 Homeowners Subvention	124,605	127,800	127,100	130,400	129,600	133,000
35602 SB 90 Claims	54,773	84,400	84,500	374,200	171,200	171,200
Subtotal Other Governments	<u>753,131</u>	<u>631,200</u>	<u>577,900</u>	<u>1,002,500</u>	<u>813,600</u>	<u>832,400</u>
<b><u>GRANTS</u></b>						
36001 Federal Assistance	0	0	555,600	60,000	0	0
36002 State Grants	0	0	0	50,000	0	0
36210 Curbside Recycling Reimbursement	32,612	32,800	32,700	32,700	32,600	33,600
36340 Household Waste Program	52,271	53,700	50,000	28,100	28,900	29,800
36503 Emergency Services Planning	17,664	11,300	19,700	57,000	58,700	60,500
36601 Other Grants	65,124	57,600	57,600	57,600	57,600	62,800
Subtotal Grants	<u>\$167,671</u>	<u>\$155,400</u>	<u>\$715,600</u>	<u>\$285,400</u>	<u>\$177,800</u>	<u>\$186,700</u>

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

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><i>SERVICE CHARGES</i></b>						
37001 Duplication Services	\$4,104	\$5,700	\$3,100	\$3,200	\$3,300	\$3,400
37002 Maps & Publications	21,939	22,000	20,100	20,700	21,300	21,900
37003 NSF Check Charges	850	800	1,100	1,100	1,100	1,100
37004 Passports Acceptance	24,505	27,000	8,600	8,900	9,200	9,500
37101 Program Participation	1,788	3,500	76,900	2,000	2,100	2,200
37201 Tumbleweed Abatement	(672)	100	1,100	1,000	1,000	1,000
37299 Other Community Services Fees	1,355	6,800	4,000	4,100	4,200	4,300
37301 Planning Fees	431,674	500,000	407,800	400,000	412,000	424,400
37302 Tenancy Certificate Fees	9,135	10,300	500	0	0	0
37303 Permit Automation Fee	39,939	34,000	27,000	27,000	27,800	28,600
37399 Other Environmental Services Fees	87,008	3,200	256,000	20,000	3,000	3,000
37402 Public Works Soils/Hydrology Fees	121,090	112,000	74,500	95,000	97,900	100,800
37403 Slurry Seal Fees	6,990	11,000	800	800	800	800
37404 Public Works Plan Check Fees	375,192	250,000	198,500	225,000	231,800	238,800
37405 Public Works Inspection Svcs. Fees	154,625	125,000	132,500	300,000	309,000	318,300
37406 Waste Management Fee	41,806	47,100	38,000	39,100	40,300	41,500
37411 County Landscape Charges	49,120	33,600	32,700	33,700	34,700	35,700
37432 Source Control Program	9,013	20,000	4,000	4,000	4,100	4,200
37499 Other Public Works Fees	117,660	3,500	60,000	20,000	9,200	9,200
37501 Police Reports	22,934	28,000	23,000	23,000	23,700	24,400
37502 Police Photos	1,342	1,200	1,200	1,200	1,200	1,200
37503 Fingerprints	12,885	10,500	13,300	6,600	6,800	7,000
37504 Alarm Fees	90,852	100,000	75,000	75,000	77,300	79,600
37505 Emergency Response/DUI	32,567	30,000	27,000	27,000	27,800	28,600
37599 Other Police Department Fees	129,727	112,000	116,000	116,000	119,500	123,100
37699 Other Service Charges	1,616	1,300	1,100	1,100	1,100	1,100
Subtotal Service Charges	<b>\$1,789,044</b>	<b>\$1,498,600</b>	<b>\$1,603,800</b>	<b>\$1,455,500</b>	<b>\$1,470,200</b>	<b>\$1,513,700</b>

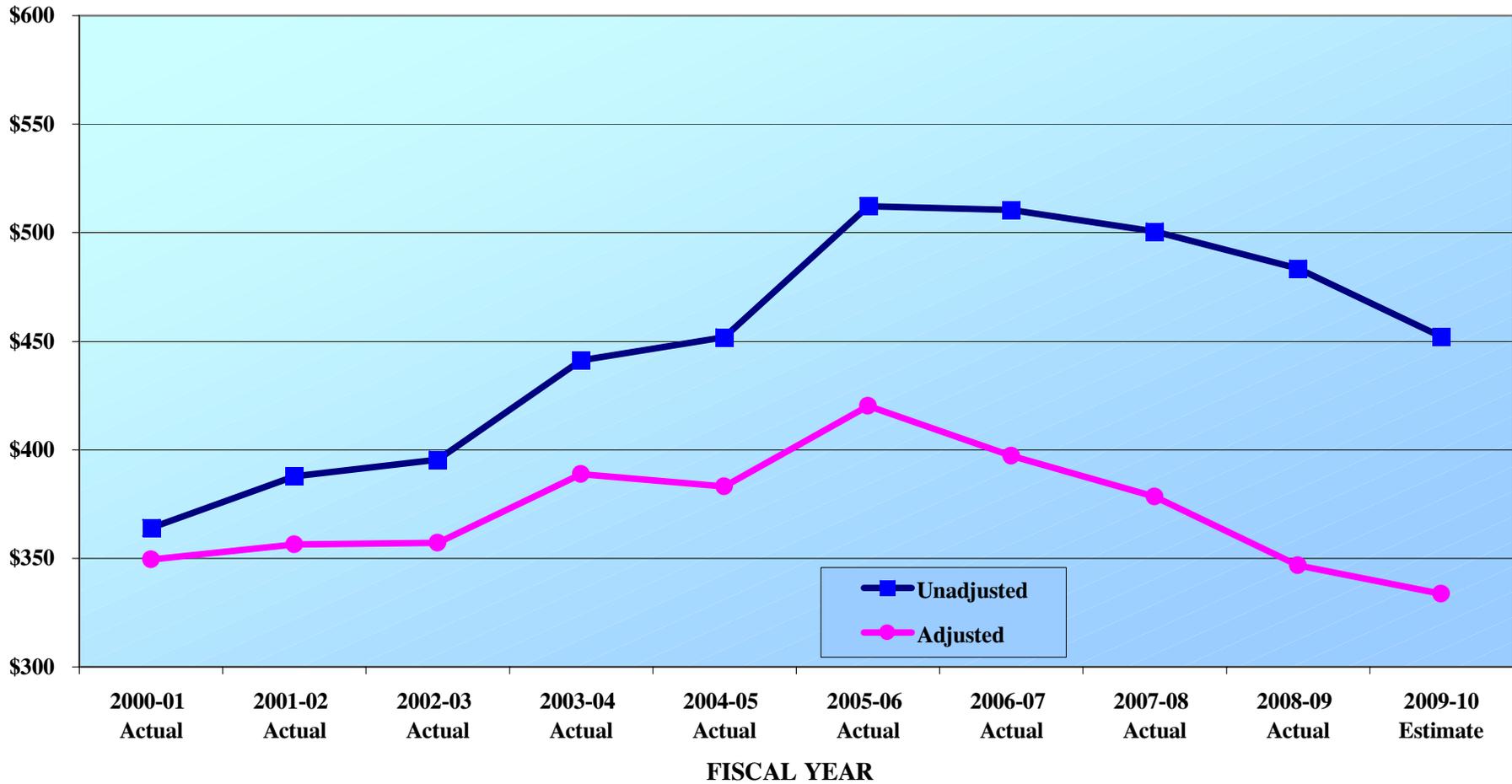
**GENERAL FUND REVENUES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b><i><u>OTHER REVENUES</u></i></b>						
38001 Sale of Surplus Property	\$31,306	\$30,500	\$57,300	\$42,000	\$43,300	\$44,600
38003 Miscellaneous	11,795	32,100	10,900	11,200	11,500	11,800
38004 Damage Recovery	66,202	45,000	31,100	32,000	33,000	34,000
38006 Jury/Witness Fees	5,059	5,000	4,300	4,400	4,500	4,600
38010 Landfill Facility Agreement Fees	380,532	298,600	232,800	239,800	247,000	254,400
38015 Sale of Land	327,000	0	0	0	0	0
38019 Deposit Refund	0	100,000	120,000	0	0	0
38050 Contributions	22,864	37,300	36,600	24,000	24,700	25,400
38201 Meals-On-Wheels Donations	43,226	38,000	53,000	54,900	56,500	58,200
38203 Cultural Center Reimbursement	92,662	12,000	12,500	70,000	72,100	74,300
38401 Developer Contributions	0	260,000	85,000	72,500	0	0
38403 Adopt-a-Landscape Program	3,600	3,600	3,600	3,600	3,600	3,600
38408 Stormwater Management	234,640	190,800	185,400	185,400	185,400	185,400
38409 Stormwater Monitoring Fee	11,533	18,200	9,200	9,200	9,500	9,800
38501 Unclaimed Police Dept Property	141	200	200	200	200	200
38702 Assessment Tax Roll Collections	0	0	4,700	2,500	0	0
38706 Assessment Pay-Off Fees	84	300	100	100	100	100
Subtotal Other Revenues	<b>\$1,230,644</b>	<b>\$1,071,600</b>	<b>\$846,700</b>	<b>\$751,800</b>	<b>\$691,400</b>	<b>\$706,400</b>

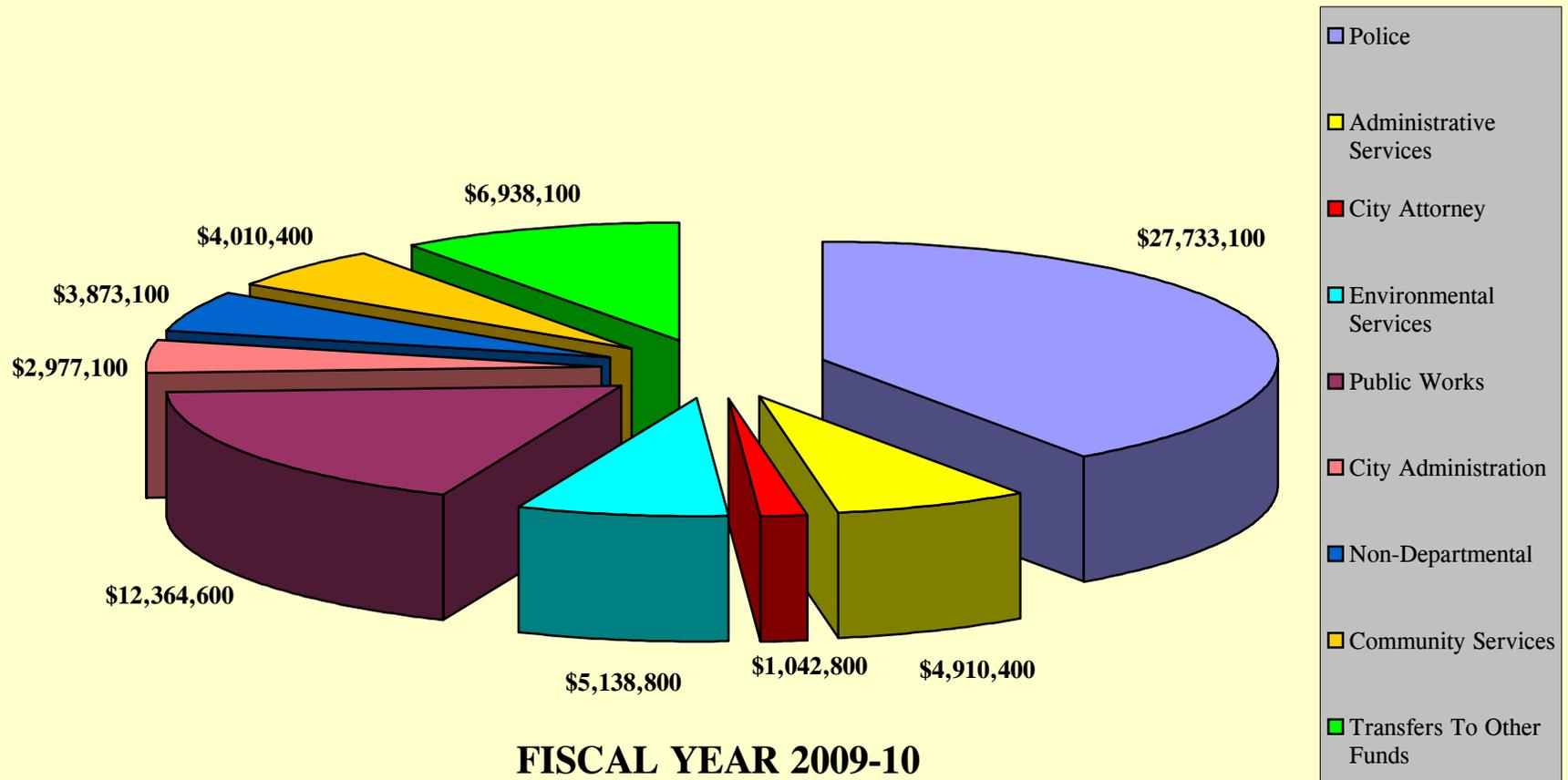
**GENERAL FUND REVENUES (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b><u>TRANSFERS IN</u></b>						
39215 From Gas Tax	\$2,237,560	\$2,322,300	\$2,038,300	\$2,099,200	\$2,161,900	\$2,226,400
39238 From LTF Article 8	4,466,572	4,334,800	3,845,900	3,524,400	3,700,600	3,922,600
39280 From Forfeited Assets	0	123,900	123,900	0	0	0
39500 From Debt Service	546,953	0	0	0	0	0
39287 From Law Enforcement Grants	61,857	181,700	64,100	87,600	50,000	50,000
39600 From Capital Projects	527,090	1,246,800	1,489,300	539,700	75,000	75,000
39655 From Building Improvements	0	0	0	600,000	0	0
Subtotal Transfers In	<u>7,840,032</u>	<u>8,209,500</u>	<u>7,561,500</u>	<u>6,850,900</u>	<u>5,987,500</u>	<u>6,274,000</u>
<b>TOTAL GENERAL FUND REVENUE</b>	<b><u>\$62,733,200</u></b>	<b><u>\$62,188,700</u></b>	<b><u>\$60,465,600</u></b>	<b><u>\$57,742,100</u></b>	<b><u>\$57,988,700</u></b>	<b><u>\$60,035,900</u></b>

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



# GENERAL FUND EXPENDITURE PROGRAM BY ACTIVITY



## GENERAL FUND EXPENDITURES

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

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

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

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

The second summary schedule entitled, Summary of General Fund Expenditures by Account, contains a summarization of General Fund monies allocated to department budgets by appropriation

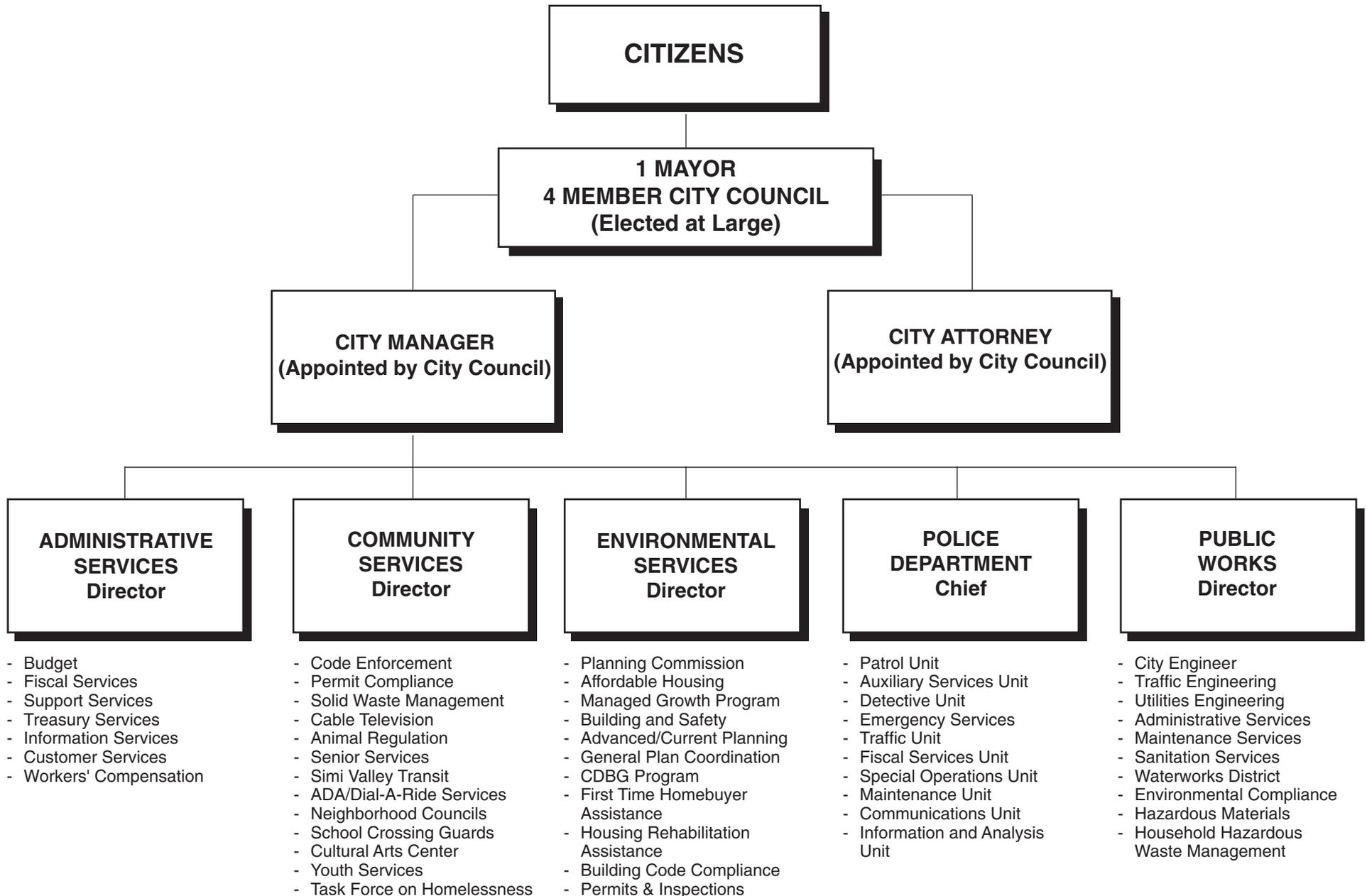
account, a listing of transfers to other funds, and a listing of reimbursed expenditures.

General Fund departmental budget sections contain narratives, budget schedules, and listings of authorized positions. The narratives include a description of the responsibilities of the department and its divisions, Fiscal Year 2008-09 goals and accomplishments and Fiscal Year 2009-10 goals. The budget schedules contain financial data by appropriation account with subtotals for personnel costs, supplies/materials, services, and capital outlay. The listings of authorized positions identify staffing levels, by classification, for the current fiscal year and two prior fiscal years.

Certain recurring annual expenses such as utility costs, postage, telephone and radio communication expense, city-wide subscriptions and dues, warehoused office supplies, and copier lease payments are budgeted in a non-departmental cost center, rather than in the department budgets. This allows for cost savings due to economies of scale in purchasing activities and efficiencies in the payment of utility bills.

Future year projections, summarized by department and expenditure category, take into consideration both known and anticipated factors. Personnel cost projections are based on either multi-year labor agreements that are in place or estimated inflation. Current expenses and capital outlay cost projections are based on estimated inflation. Changes in the amounts of transfers to other funds for capital improvement projects are based on pre-established multi-year budgets. Changes in the amounts of transfers to internal services funds are based on actuarial studies. Changes in the amount of reimbursed expenditures are based on both estimated inflation and an analysis of historical expenditure patterns.

# ORGANIZATION of the City of SIMI VALLEY



**SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><u>CITY ADMINISTRATION</u></b>						
Personnel	\$2,707,210	\$2,709,400	\$2,662,300	\$2,691,800	\$2,772,500	\$2,833,800
Current Expenses	390,040	570,700	430,300	285,300	370,900	374,600
Subtotal	3,097,250	3,280,100	3,092,600	2,977,100	3,143,400	3,208,400
<b><u>CITY ATTORNEY</u></b>						
Personnel	994,786	952,400	938,500	1,001,200	999,200	1,031,500
Current Expenses	43,287	39,500	37,400	41,600	41,600	41,800
Subtotal	1,038,073	991,900	975,900	1,042,800	1,040,800	1,073,300
<b><u>ADMINISTRATIVE SERVICES</u></b>						
Personnel	4,298,363	4,167,400	4,154,600	4,045,200	4,200,700	4,345,800
Current Expenses	915,167	936,000	788,100	865,200	906,200	915,100
Capital Outlay	2,503	0	0	0	0	0
Subtotal	\$5,216,033	\$5,103,400	\$4,942,700	\$4,910,400	\$5,106,900	\$5,260,900

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b><u>COMMUNITY SERVICES</u></b>						
Personnel	\$3,495,824	\$3,599,700	\$3,420,200	\$3,507,300	\$3,483,300	\$3,596,100
Current Expenses	493,174	500,700	431,700	503,100	526,500	531,700
Subtotal	3,988,998	4,100,400	3,851,900	4,010,400	4,009,800	4,127,800
<b><u>ENVIRONMENTAL SERVICES</u></b>						
Personnel	5,767,347	5,588,300	5,586,600	5,028,600	5,568,600	5,770,300
Current Expenses	501,086	1,126,000	607,900	110,200	291,600	294,500
Subtotal	6,268,433	6,714,300	6,194,500	5,138,800	5,860,200	6,064,800
<b><u>PUBLIC WORKS</u></b>						
Personnel	10,798,757	10,397,500	10,460,400	9,321,500	10,212,000	10,592,100
Current Expenses	3,436,355	3,060,700	2,952,100	3,043,100	2,692,300	2,719,100
Capital Outlay	82,848	5,000	0	0	0	0
Subtotal	\$14,317,960	\$13,463,200	\$13,412,500	\$12,364,600	\$12,904,300	\$13,311,200

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b><u>POLICE DEPARTMENT</u></b>						
Personnel	\$26,770,050	\$27,369,000	\$27,193,900	\$25,970,900	\$26,916,700	\$27,693,700
Current Expenses	1,651,316	1,770,800	1,611,700	1,484,900	1,491,300	1,506,200
Capital Outlay	0	16,900	11,100	0	0	0
Subtotal	28,421,366	29,156,700	28,816,700	27,455,800	28,408,000	29,199,900
<b><u>POLICE DEPT - EMERGENCY SERVICES</u></b>						
Personnel	245,533	252,000	250,400	253,100	256,400	265,700
Current Expenses	28,522	28,200	27,800	24,200	24,200	24,400
Capital Outlay	10,720	0	0	0	0	0
Subtotal	284,775	280,200	278,200	277,300	280,600	290,100
<b><u>NON-DEPARTMENTAL</u></b>						
Personnel	1,054,425	1,131,600	1,056,600	714,200	1,071,500	1,082,200
Current Expenses	2,812,553	3,151,100	3,071,500	3,158,900	3,148,900	3,148,900
Capital Outlay	0	14,000	14,200	0	0	0
Subtotal	\$3,866,978	\$4,296,700	\$4,142,300	\$3,873,100	\$4,220,400	\$4,231,100

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

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><i>TRANSFERS TO OTHER FUNDS</i></b>						
Streets And Roads Program	\$106,971	\$40,000	\$40,000	\$0	\$0	\$0
Police Special Problems Section	611,483	887,700	716,500	729,700	737,000	760,500
Computer Equipment Replacement	413,700	592,200	592,200	584,300	644,300	676,500
Geographic Information Systems	31,600	34,400	34,400	12,100	37,900	39,500
Vehicle Replacement Reserve:						
Administrative Services	2,100	2,700	2,700	2,800	2,900	3,000
Community Services	9,400	9,600	9,600	6,700	6,900	7,100
Environmental Services	24,000	24,400	24,400	19,600	20,200	20,800
Public Works	0	154,800	154,800	172,400	177,600	182,900
Police Department	420,400	400,600	400,600	394,800	406,600	418,800
Landscape Zones Augmentation	820,000	980,000	980,000	1,345,000	1,354,000	1,421,700
Transit	2,649,321	2,762,400	2,461,900	2,741,200	2,741,200	2,741,200
Retiree Medical Benefits	144,700	482,200	482,200	192,500	850,000	1,010,000
Transfer to Debt Service	625,094	371,200	361,400	617,000	617,000	617,000
Financial Information Systems	60,000	165,100	165,100	120,000	120,000	120,000
<b>Subtotal</b>	<b>5,918,769</b>	<b>6,907,300</b>	<b>6,425,800</b>	<b>6,938,100</b>	<b>7,715,600</b>	<b>8,019,000</b>
<b>Total Expend. Net of Reimbursements</b>	<b>\$72,418,635</b>	<b>\$74,294,200</b>	<b>\$72,133,100</b>	<b>\$68,988,400</b>	<b>\$72,690,000</b>	<b>\$74,786,500</b>

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>BUDGET 2009-10</b>	<b>PROJECTION 2010-11</b>	<b>PROJECTION 2011-12</b>
<b><i>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</i></b>						
Workers' Compensation Fund	\$150,800	\$202,400	\$202,400	\$442,000	\$453,100	\$464,400
Workers' Comp Fund - (Surplus)	950,000	1,383,200	1,383,200	1,150,000	0	0
Liability Insurance Fund	290,400	296,300	296,300	266,500	273,200	280,000
Liability Insurance Fund (Surplus)	1,011,600	0	0	0	0	0
CDBG Fund	55,295	52,500	52,500	111,900	114,700	117,600
CDA Administration Fund	541,100	967,800	1,064,300	1,242,400	1,273,500	1,305,300
CDA Housing Fund	504,000	839,000	839,000	780,000	799,500	819,500
Lighting Maintenance District Fund	465,900	460,500	460,500	482,100	494,200	506,600
Landscape District No. 1	100,040	104,300	104,300	113,800	116,600	119,500
Local Housing Fund	0	78,400	78,400	96,000	98,400	100,900
Vehicle Replacement Fund (Surplus)	0	450,000	450,000	1,000,000	0	0
Transit Fund	1,010,200	1,256,600	1,256,600	1,230,200	1,261,000	1,292,500
Sanitation Fund	1,927,800	2,639,600	2,639,600	2,506,600	2,569,300	2,633,500
Waterworks District No. 8 Fund	2,505,000	2,139,400	2,139,400	2,007,500	2,057,700	2,109,100
<b>Subtotal</b>	<b>9,512,135</b>	<b>10,870,000</b>	<b>10,966,500</b>	<b>11,429,000</b>	<b>9,511,200</b>	<b>9,748,900</b>
<b>Total General Fund Expenditures</b>	<b><u>\$62,906,500</u></b>	<b><u>\$63,424,200</u></b>	<b><u>\$61,166,600</u></b>	<b><u>\$57,559,400</u></b>	<b><u>\$63,178,800</u></b>	<b><u>\$65,037,600</u></b>

**SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT**

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$31,997,982	\$33,488,600	\$31,970,400	\$1,518,200	\$31,812,100
41020 Temporary Salaries	400,375	531,900	411,400	120,500	434,900
41030 Boards and Commissions	34,578	121,200	121,400	(200)	126,100
41040 Overtime	3,355,223	3,277,700	3,049,300	228,400	3,208,700
42200 Deferred Compensation (401k)	981,465	958,300	929,200	29,100	919,000
42210 Deferred Compensation (457)	13,955	46,200	30,600	15,600	61,000
41050 Outside Assistance	108,318	60,400	77,400	(17,000)	49,400
41300 Vision Care	107,054	108,300	110,000	(1,700)	102,400
41350 Disability	274,447	292,900	290,000	2,900	283,500
41400 Group Ins/Health	5,580,353	5,719,300	5,696,700	22,600	5,502,900
41450 Life Insurance	116,621	117,300	117,200	100	103,600
41500 Group Ins/Dental	458,124	485,900	482,400	3,500	452,600
41600 Retirement (PERS)	7,967,427	8,448,500	8,292,500	156,000	8,256,700
41610 Retirement (PARS)	81,344	87,200	82,500	4,700	87,600
41650 Medicare	449,630	464,000	465,900	(1,900)	463,500
41660 FICA	19,574	21,300	18,600	2,700	22,100
41700 Workers' Compensation	3,131,400	2,521,400	2,521,400	0	2,097,500
41800 Leave Accrual	1,054,425	1,131,600	1,056,600	75,000	714,200
41900 Personnel Savings	0	(1,714,700)	0	(1,714,700)	(2,164,000)
Subtotal - Personnel	56,132,295	56,167,300	55,723,500	443,800	52,533,800
<b><u>CURRENT EXPENDITURES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	917,525	917,200	940,200	(23,000)	960,900
42130 Postage	106,705	110,400	85,000	25,400	101,000
42150 Communications	589,375	893,000	874,800	18,200	746,800
42200 Computer (Non-Capital)	28,456	22,000	21,000	1,000	20,000

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$107,121	\$123,800	\$111,500	\$12,300	\$111,900
42235 Furnishings (Non-Capital)	48,136	55,200	46,100	9,100	6,300
42300 Copiers	133,496	163,400	152,000	11,400	97,000
42310 Rentals	17,690	23,500	22,200	1,300	22,800
42410 Uniform/Clothing Supply	283,395	298,300	278,300	20,000	265,700
42420 Special Departmental Expense	115,931	182,100	171,700	10,400	137,000
42440 Memberships & Dues	112,361	114,400	101,700	12,700	102,800
42450 Subscriptions & Books	45,521	23,800	22,300	1,500	22,400
42460 Advertising	64,425	94,300	30,700	63,600	36,200
42500 Fuel and Lubricants	698,591	663,500	609,000	54,500	628,300
42510 Tires	38,857	37,000	37,000	0	40,000
42550 Small Tools/Equipment	10,889	12,600	12,600	0	10,500
42560 Operating Supplies	863,744	910,000	866,000	44,000	799,800
42720 Travel, Conferences, Meetings	71,364	80,900	62,100	18,800	67,100
42730 Training	221,059	202,200	129,600	72,600	106,500
42760 P.O.S.T. Training	86,769	83,000	79,000	4,000	77,700
42770 Recruitment	30,406	31,300	26,000	5,300	24,300
42780 Investigations	3,204	5,000	4,000	1,000	3,500
42790 Mileage	65,655	91,700	81,700	10,000	81,300
42545 Trip Reduction Program	7,448	7,000	6,900	100	0
Subtotal - Supplies/Materials	4,668,123	5,145,600	4,771,400	374,200	4,469,800
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	1,377,932	1,965,700	1,456,800	508,900	1,066,400
44015 County Property Tax Collection Fee	281,801	294,700	294,700	0	294,700

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>CURRENT EXPENSES - SERVICES (CONT'D)</u></b>					
44210 Animal Regulation	\$210,021	\$216,400	\$185,900	\$30,500	\$225,300
44310 Maintenance of Equipment	1,051,083	1,131,500	1,041,100	89,000	1,123,400
44360 Refurbishment of Vehicles	1,700	0	0	0	0
44450 Landscape Maintenance Contract	1,151,436	1,232,000	1,232,000	0	1,198,000
44460 Tumbleweed Abatement	22	1,000	800	200	1,000
44490 Other Contract Services	1,761,382	1,480,800	1,259,800	221,000	1,233,200
44590 Insurance Charges	728,700	721,900	721,900	0	892,500
44355 Vehicle Maintenance Reimbursement	(960,700)	(1,005,900)	(1,005,900)	0	(987,800)
Subtotal - Services	<u>5,603,377</u>	<u>6,038,100</u>	<u>5,187,100</u>	<u>849,600</u>	<u>5,046,700</u>
Subtotal - Current Expenses	10,271,500	11,183,700	9,958,500	1,223,800	9,516,500
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings and Equipment	10,720	19,000	14,200	4,800	0
47028 Computers	0	13,200	11,100	2,100	0
47030 Vehicles	82,848	3,700	0	3,700	0
48840 System Hardware	2,503	0	0	10,800	0
Subtotal - Capital Outlay	<u>96,071</u>	<u>35,900</u>	<u>25,300</u>	<u>21,400</u>	<u>0</u>
<b><u>TRANSFERS TO OTHER FUNDS</u></b>					
49600 Streets And Roads Program	106,971	40,000	40,000	0	0
49286 Police Special Problems Section	611,483	887,700	716,500	171,200	729,700
49648 Computer Equipment Replacement	413,700	592,200	592,200	0	584,300
49649 Geographic Information Systems	31,600	34,400	34,400	0	12,100

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	
<b><u>TRANSFERS TO OTHER FUNDS (CONT'D)</u></b>						
Vehicle Replacement Reserve:						
49651	Administrative Services	\$2,100	\$2,700	\$2,700	\$0	\$2,800
49651	Community Services	9,400	9,600	9,600	0	6,700
49651	Environmental Services	24,000	24,400	24,400	0	19,600
49651	Public Works	0	154,800	154,800	0	172,400
49651	Police	420,400	400,600	400,600	0	394,800
49300	Landscape Zones Augmentation	820,000	980,000	980,000	0	1,345,000
49750	Transit	2,649,321	2,762,400	2,461,900	300,500	2,741,200
49297	Retiree Medical Benefits	144,700	482,200	482,200	0	192,500
49500	Transfer to Debt Service	625,094	371,200	361,400	9,800	617,000
49656	Financial Information Systems	60,000	165,100	165,100	0	120,000
	Subtotal Transfers to Other Funds	5,918,769	6,907,300	6,425,800	481,500	6,938,100
	Total Expend. Net of Reimbursements	72,418,635	74,294,200	72,133,100	2,170,500	68,988,400
<b><u>REIMBURSED EXPENDITURES &amp; TRANSFERS IN</u></b>						
45805	Workers' Compensation Fund	150,800	202,400	202,400	0	442,000
45805	Workers' Comp Fund (Surplus)	950,000	1,383,200	1,383,200	0	1,150,000
45803	Liability Insurance Fund	290,400	296,300	296,300	0	266,500
45803	Liability Insurance Fund (Surplus)	1,011,600	0	0	0	0
45290	CDBG Fund	55,295	52,500	52,500	0	111,900
45200	CDA Administration Fund	541,100	967,800	1,064,300	(96,500)	1,242,400
45202	CDA Housing Fund	504,000	839,000	839,000	0	780,000
45270	Lighting Maintenance District Fund	465,900	460,500	460,500	0	482,100

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><i><u>REIMBURSED EXPENDITURES &amp; TRANSFERS IN (CONT'D)</u></i></b>					
45300 Landscape District No. 1	\$100,040	\$104,300	\$104,300	\$0	\$113,800
45202 Local Housing Fund	0	78,400	78,400	0	96,000
45651 Vehicle Replacement Fund (Surplus)	0	450,000	450,000	0	1,000,000
45750 Transit Fund	1,010,200	1,256,600	1,256,600	0	1,230,200
45700 Sanitation Fund	1,927,800	2,639,600	2,639,600	0	2,506,600
45760 Waterworks District No. 8 Fund	2,505,000	2,139,400	2,139,400	0	2,007,500
Subtotal Reimbursed Expenses	9,512,135	10,870,000	10,966,500	(96,500)	11,429,000
Total General Fund Expenditures	<u>\$62,906,500</u>	<u>\$63,424,200</u>	<u>\$61,166,600</u>	<u>\$2,267,000</u>	<u>\$57,559,400</u>

## CITY ADMINISTRATION

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

The City Council is the legislative and policy-making body of municipal government. The four Council Members are elected at large on a nonpartisan basis for four-year overlapping terms. The Mayor is elected every two years on a nonpartisan basis. The Mayor serves as the ceremonial head of the City and presides at all City Council meetings. The City Council appoints the City Manager and City Attorney.

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

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

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

Significant activity during FY 2008-09 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session, regarding local government revenues, rail safety, and water quality regulatory issues; participation in several local and regional committees covering such issues as library services, water quality and supply, air quality, economic growth, transportation systems, housing needs, and regional governance; implementation of the American Reinvestment and Recovery Act;

and the coordination of special events and location filming permits such as Simi Valley Days and the Chamber of Commerce Street Fair.

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

In FY 2009-10, the City Manager's Office will continue to coordinate with the Regional Quality Control Board on issuance and implementation of a new Stormwater Permit for runoff in the City and the Ventura County Transportation Commission on transportation related matters. Other activities will include the coordination of capital projects, press relations activities, labor negotiations, legislative and lobbying activities, special projects and events, and financial planning. The fiscal task before the City will be to balance service levels amid decreasing revenue sources. This task will be very difficult during FY 2009-10. The City Manager's Office continues to welcome these important challenges and is determined to effectively manage the City's total operations and provide quality services within budgetary constraints.

### HUMAN RESOURCES (Including Risk Management)

The Human Resources Division is responsible for providing and coordinating personnel and risk management services for all City-administered departments, funds, and special districts. Human Resources' functions include recruitment, testing, employee selection, employee records, employment policies, new employee orientation, employee exit interviews, compensation plan administration, labor relations support, employer/employee relations, employee training, and workforce diversity programs. Human Resources also manages all employee benefit plans, specifically, medical, dental, vision, and life insurance plans, as well as a Section 125 plan, retirement, disability, and two deferred compensation programs. Risk Management functions include administering an employee safety program in compliance with Federal and State requirements, administering a drug and alcohol

program in compliance with U.S. Department of Transportation requirements, coordinating the Employee Assistance Program, coordinating liability and property claims, purchasing property/casualty insurance, and recommending loss control strategies.

### **FY 2008-09 Goals and Achievements**

- Goal: Process all health insurance billings and generate payment by the 15th of the month. **Achievement: Completed all insurance billing reconciliations and payment generations by the 10<sup>th</sup> of the month.**
- Goal: Initiate recruitment services within five days of the City Manager's/Deputy Director/Human Resources' approval of department request. **Achievement: Processed all requests within five days of approval.**
- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2008. **Achievement: Worked with the City's benefits consultant/broker and employee representatives to negotiate health insurance rates and renewed contracts for the health insurance programs.**
- Goal: Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2009. **Achievement: Completed open enrollment for health insurance and the Section 125 Plan, which included providing individual employee Benefit Summary Sheets.**
- Goal: Work with the Safety Advisory Committee on safety programs. **Achievement: Convened the Safety Advisory Committee quarterly to review the City's safety programs and to make recommendations on safety issues.**
- Goal: Provide support for the negotiations process with the Police Officers' Association (POA) during Spring 2009. **Achievement: Implemented the final year provisions of a four-year agreement.**
- Goal: Implement the provisions of the Memorandum of Agreement with the General Unit. **Achievement: Implemented the third year provisions of a four-year agreement.**
- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: Coordinated lunchtime brown bag workshops on Medicare benefits and Coping with the Stress of Economic Uncertainty.**
- Goal: Provide employee relations support and policy clarification to City staff as needed. **Achievement: Provided employee relations support and policy clarifications to all City departments throughout the year.**
- Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter." **Achievement: Provided employee benefits information and safety articles to employees in conjunction with the City's monthly "Employee Newsletter."**
- Goal: Provide assistance to SAP users to streamline their processes and reduce the need for outside consultants. **Achievement: Assisted the City's SAP Process Owners with problem resolution, updating/developing reports, and modifying configuration for the SAP system.**
- Goal: Enhance the efficiency of Human Resources' computer applications for end users. **Achievement: Assisted end users by developing programs, automating reports, and updating forms.**

## Other Accomplishments

- Initiated 24 recruitments, processed 1,225 employment applications, conducted 21 oral appraisal boards, and provided employment orientations to 23 new employees.
- Coordinated Health Insurance Open Enrollment, which included providing individual employee Benefit Summary Sheets.
- Completed actuarial studies for retiree medical plans.
- Completed harassment training for managers and supervisors in compliance with state law.
- Obtained a new employee assistance program provider, which included training to all employees.
- Completed annual Human Resources records review and audit, including the preparation of records for storage and destruction.
- Conducted seven Americans with Disabilities Act interactive processes with City employees.
- Conducted fund reviews for the 457 and 401(k) deferred compensation plans with the deferred compensation committee.
- Completed the actuarial review of the Liability and Workers' Compensation programs.
- Implemented and revised the program to distribute pay slips electronically with multiple attachments including the monthly Employee Newsletter.
- Implemented modifications to the Management-designated employee compensation package.
- Developed and/or revised twenty-five classification specifications and completed classification and compensation studies for twelve positions.
- Coordinated the emergency annual leave donation program on behalf of two employees.
- Implemented a new Roth 401(k) plan as indicated in the Management-designated employee compensation package and completed system configurations.
- Provided 401(k) training to City employees.
- Revised the physical agility testing for Police Officers.
- Coordinated health screenings through Anthem Blue Cross for approximately 40 employees.
- Revised the employee exit interview process.
- Conducted annual fire drills at City Hall, Development Services Building (DSB), Transit, Sanitation, Public Services Center, and Senior Center facilities.
- Completed a successful Federal Transit Administration audit of the City's drug and alcohol testing process.
- Completed a survey of the Med Center's drug/alcohol testing process for Department of Transportation (DOT) compliance.
- Obtained City Council approval of the City's revised commercial drivers' drug and alcohol testing policy.
- Completed drug and alcohol training of commercial drivers.
- Completed a successful CHP inspection of the City's drug and alcohol program.
- Successfully managed an Employment Development Department appeal hearing.
- Managed six small claims cases.

- Completed six employee investigations.
- Completed safety programs for the Sanitation Plant employees.
- Performed ten employee workstation ergonomic reviews.
- Revised the City's Blood Borne Pathogen Policy.
- Successfully completed a liability claims audit by the City's excess insurer.
- Processed an industrial disability retirement.

#### **FY 2009-10 Goals**

- Goal: Process all health insurance billings and generate payment by the 15th of the month.
- Goal: Initiate recruitment services within five days of City Manager/Deputy Director/Human Resources approval of department request.
- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2009.
- Goal: Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2010.
- Goal: Work with the Safety Advisory Committee on safety programs.
- Goal: Provide support for the negotiations process with the General Unit during Spring 2010.
- Goal: Implement the provisions of the Memorandum of Agreement with the Police Officers' Association (POA).

- Goal: Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions.
- Goal: Provide employee relations support and policy clarification to City staff as needed.
- Goal: Provide employee benefits information, safety articles, and Computer Software Tips to employees in conjunction with the City's monthly "Employee Newsletter."
- Goal: Provide assistance to SAP users to streamline their processes and reduce the need for outside consultants.
- Goal: Enhance the efficiency of Human Resources' computer applications for end users.
- Goal: Revise the 401(k) deferred compensation plan document.

#### **CITY CLERK**

#### **FY 2008-09 Goals and Achievements**

- Goal: Coordinate activities associated with the November 2008 General Municipal Election. **Achievement: Worked with the Ventura County Elections Division to complete activities for the November 2008 General Municipal Election and implemented new campaign finance reporting procedures.**
- Goal: Coordinate activities associated with video streaming of City Council meetings and making City Council minutes available on-line. **Achievement: Coordinated all activities for viewing video of City Council meetings, agendas, staff reports, and minutes on-line.**
- Goal: Maintain the Simi Valley Municipal Code and process amendments as adopted. **Achievement: Processed three amendments to the Simi Valley Municipal Code.**

- Goal: Prepare and distribute agenda packets for weekly City Council/Special District meetings. **Achievement: Prepared and distributed 29 City Council/Special District agenda packets with a total of 249 agenda items.**
- Goal: Attend City Council, Special Agency, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date. **Achievement: Prepared approximately 225 pages of minutes and completed follow-up of 8 ordinances, 49 resolutions, and 126 contracts/agreements.**
- Goal: Continue indexing of meetings and other various documents. **Achievement: Indexed over 420 records for a total of 31,231 records since inception of the indexing program.**
- Goal: Coordinate the filing of Campaign Financial Statements. **Achievement: Processed two semi-annual statements and two pre-election statements pursuant to the Political Reform Act and updated filing logs.**
- Goal: Coordinate the filing of Conflict of Interest Statements. **Achievement: Filed all Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants by the April 1st deadline.**
- Goal: Prepare and update documents for the list of City Council appointments to Boards, Commissions and Committees and the Maddy Act List. Provide updated Maddy List for applicants not appointed by Council for consideration to serve on another Board, Commission or Committee. **Achievement: Completed lists on December 15, 2008.**
- Goal: Coordinate continued implementation of the Citywide Records Management Program and records destruction and prepare update to the retention/destruction schedule. **Achievement: Coordinated one citywide records destruction**

**event and retained Gladwell Governmental Services to update the City's Records Retention Schedule.**

- Goal: Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas. **Achievement: Processed all requests in accordance with Code requirements.**
- Goal: Prepare an update to City's Conflict of Interest Code. **Achievement: Presented staff report for City Council to update and adopt a resolution to revise the City's Conflict of Interest Code.**
- Goal: Coordinate the Passport Application Program. **Achievement: Processed 336 passport applications.**

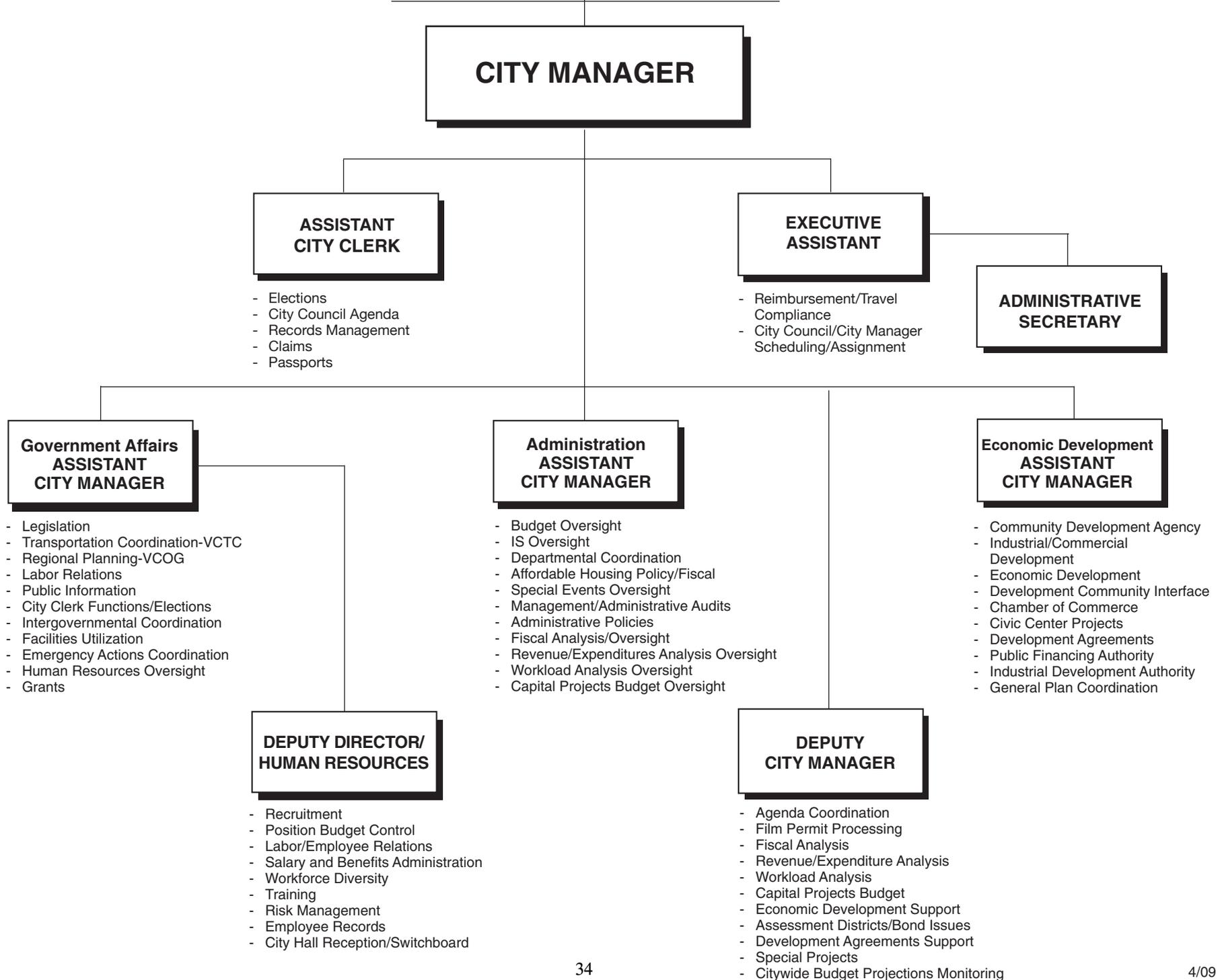
#### Other Accomplishments

- Responded to approximately 3,260 requests for information and documents and 2,590 passport information requests.
- Processed 55 legal ads and 713 public notice mailings.
- Posted documents in compliance with the Brown Act.
- Processed Code of Ethics filings on an ongoing basis.
- Conducted three Citizens' Election Advisory Commission meetings to review candidates' financial statement filings.
- Notarized 80 documents for the City of Simi Valley.
- Maintained audio, television, and recording equipment located in the City Council Chambers.

### **FY 2009-10 Goals**

- Prepare Candidate's Notebook and all documents relative to the upcoming November 2010 General Municipal Election.
- Coordinate activities associated with the November 2010 General Municipal Election.
- Recruit an interview panel to select new members to the Citizens' Election Advisory Commission.
- Coordinate activities associated with video streaming of City Council meetings and making City Council agendas, staff reports, and minutes available on-line.
- Maintain the Simi Valley Municipal Code and process amendments as adopted.
- Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings.
- Attend City Council, Special Agency, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date.
- Continue indexing of meetings and other various documents.
- Coordinate the filing of Financial Campaign Statements.
- Coordinate the filing of Conflict of Interest Statements.
- Prepare and update documents for the list of City Council appointments to Boards, Commissions, and Committees and the Maddy Act List. Provide updated Maddy Act List for applicants not appointed by Council for consideration to serve on other Boards, Commissions, or Committees.
- Coordinate continued implementation of the Citywide Records Management Program and records destruction utilizing retention/destruction schedule.
- Process requests for information and documents, Public Records Act requests, passport processing information, claims, complaints, and subpoenas.
- Coordinate the Passport Application Program.

# SIMI VALLEY CITY COUNCIL



**CITY ADMINISTRATION**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$1,699,132	1,666,500	\$1,583,600	\$82,900	\$1,626,500
41020 Temporary Salaries	51,310	60,000	69,100	(9,100)	72,500
41030 Boards & Commissions	600	87,500	87,800	(300)	92,500
41040 Overtime	1,753	4,000	2,700	1,300	3,500
41200 Deferred Compensation - 401k	93,006	87,500	83,800	3,700	85,200
41210 Deferred Compensation - 457	870	1,800	1,700	100	2,300
41300 Vision Care	5,999	5,700	5,500	200	5,300
41350 Disability	16,006	16,000	15,700	300	16,800
41400 Group Ins/Health	366,218	325,300	337,900	(12,600)	330,400
41450 Life Insurance	8,077	7,600	7,500	100	6,900
41500 Group Ins/Dental	19,667	21,600	18,800	2,800	17,900
41600 Retirement/PERS	336,960	350,200	330,800	19,400	362,900
41610 Retirement/PARS	35,244	39,200	36,800	2,400	39,600
41650 Medicare	25,099	24,500	26,400	(1,900)	25,600
41660 FICA	2,469	1,500	3,900	(2,400)	2,100
41700 Workers' Compensation	44,800	50,300	50,300	0	42,900
41900 Personnel Savings	0	(39,800)	MET	(39,800)	(41,100)
Subtotal - Personnel	<u>2,707,210</u>	<u>2,709,400</u>	<u>2,662,300</u>	<u>47,100</u>	<u>2,691,800</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	13,398	10,400	8,400	2,000	14,300
42420 Special Departmental Expense	10,450	50,500	45,300	5,200	10,500
42440 Memberships & Dues	3,150	2,900	1,900	1,000	2,000

**CITY ADMINISTRATION (CONT'D)**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42450 Subscriptions & Books	1,848	1,700	1,300	400	1,400
42460 Advertising	50,728	56,700	20,700	36,000	27,200
42720 Travel, Conferences, Meetings	27,400	33,300	25,600	7,700	29,000
42730 Training	82,860	110,800	90,200	20,600	37,800
42790 Mileage	18,784	39,600	34,600	5,000	35,000
Subtotal - Supplies/Materials	208,618	305,900	228,000	77,900	157,200
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	180,998	214,300	151,800	62,500	127,600
44310 Maintenance of Equipment	424	500	500	0	500
44490 Other Contract Services	0	50,000	50,000	0	0
Subtotal - Services	181,422	264,800	202,300	62,500	128,100
Subtotal Current Expenses	390,040	570,700	430,300	140,400	285,300
Total	3,097,250	3,280,100	3,092,600	187,500	2,977,100

**CITY ADMINISTRATION  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>City Manager:</u></b>			
City Manager	1.0	1.0	1.0
Assistant City Manager	2.0	2.0	2.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	0.0
SUBTOTAL	6.0	6.0	5.0
<b><u>Human Resources:</u></b>			
Deputy Director/Human Resources	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0
Senior Human Resources Analyst	2.0	2.0	2.0
SAP Applications Support Analyst	1.0	1.0	1.0
Human Resources Analyst	1.0	1.0	1.0
Administrative Aide	1.0	1.0	0.0
Secretary	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0
Senior Human Resources Technician	1.0	1.0	1.0
SUBTOTAL	11.0	11.0	10.0

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

<u>REGULAR POSITIONS (Cont'd.)</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b>City Clerk Services:</b>			
Deputy Director/City Clerk	1.0	1.0	0.0
Assistant City Clerk	0.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Clerk II	1.0	1.0	1.0
<b>SUBTOTAL</b>	4.0	5.0	4.0
<b>TOTAL - REGULAR POSITIONS</b>	21.0	22.0	19.0
 <b><u>TEMPORARY POSITIONS: (Note 1)</u></b>			
<b>Human Resources:</b>			
Work Experience/Clerical	1.0	1.0	1.0
<b>TOTAL - TEMPORARY POSITIONS</b>	1.0	1.0	1.0
<b>TOTAL - CITY ADMINISTRATION POSITIONS</b>	22.0	23.0	20.0

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

## CITY ATTORNEY

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

### FY 2008-09 Goals and Achievements

- Goal: Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings. **Achievement: Provided timely legal review and comments on approximately 311 staff reports, contracts, and other writings.**
  - Goal: Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents; keeping current with changes in sanitation, hazardous materials, public contracts, public meetings, conflict of interest, the Public Records Act, personnel law, California Environmental Quality Act, and environmental impact reports. **Achievement: Provided timely responses, legal review, legal opinions, and recommendations regarding approximately 105 review items.**
  - Goal: Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances. **Achievement: Staff worked with various departments in developing and amending several ordinances. Staff finalized an Ordinance and an Urgency Ordinance adding Article 8 to Chapter 1 of Title 6, relating to the Intentional Feeding of Certain Birds and declaring the urgency thereof (Ordinances No. 1136 and 1137, adopted 10/13/08).**
- Goal: Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law. **Achievement: This is accomplished on an ongoing basis as new laws are adopted and cases impacting the City are decided by the state and federal courts.**
  - Goal: Continue attendance at Planning Commission meetings, sub-committee meetings, and advisory meetings to provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections. **Achievement: Continued to participate and provide legal advice when appropriate and as requested at Planning Commission, subcommittee, and advisory meetings.**
  - Goal: Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials. **Achievement: During the fiscal year, the City was served with five lawsuits. Additionally, the Assistant City Attorney filed two lawsuits that were resolved to the benefit of the City. The Assistant City Attorney is litigating seven cases in-house, with outside counsel assisting on three cases through trial. An additional six cases are being handled by individual attorneys or firms selected for their expertise in**

the area of law pertaining to each specific lawsuit. Seven cases are scheduled to go to trial in 2009.

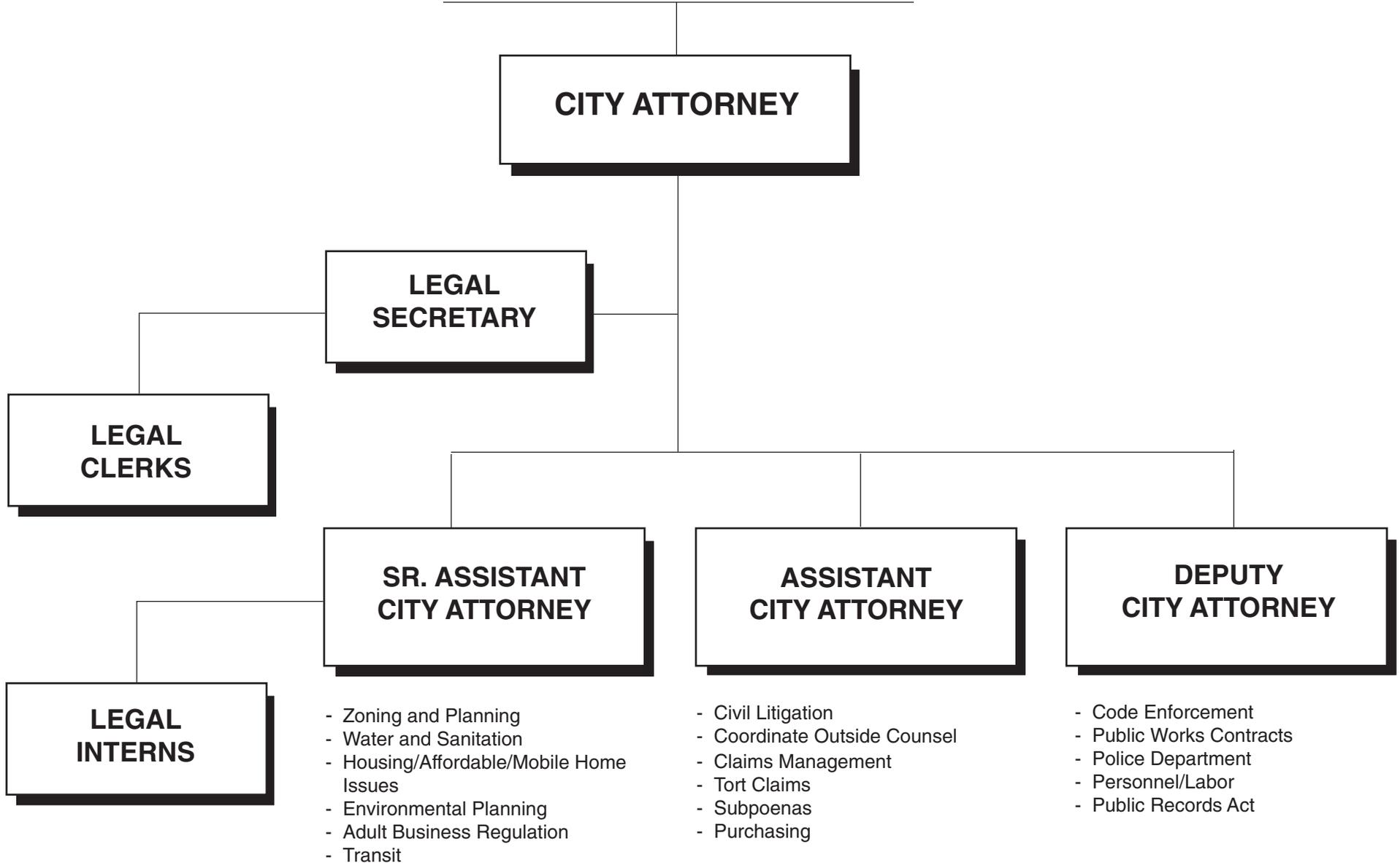
- Goal: Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial. **Achievement: The Assistant City Attorney and Deputy City Attorney prosecuted seven code enforcement violations and 100 additional violations cited from the Police Department. The Police Department was also represented in two Pitchess Motions.**
- Goal: Conduct thorough investigations of claims filed against the City to rule out any potential liability issues and determine those claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies. **Achievement: A total of 46 claims were filed, of which 27 were denied.**
- Goal: Evaluate claims and civil lawsuits to determine where City liability issues *may exist*, assess damages and when City Council approval is required, make recommendations to the City Council as to the most cost effective resolutions. Where settlements are recommended negotiate terms most favorable to the City. Also, apply the settlement method to those cases within the City Attorney's settlement authority. **Achievement: Resolved 19 claims in the most cost effective terms available to the City.**
- Goal: Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code. **Achievement: City Staff was provided with updated materials and memoranda relative to C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.**

#### FY 2009-10 Goals

- Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings.
- Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents; keeping current with changes in sanitation, hazardous materials, public contracts, public meetings, conflict of interest, the Public Records Act, personnel law, California Environmental Quality Act, and environmental impact reports.
- Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances.
- Provide operational departments with current legislative information and court decisions, which may have a direct impact on the interpretation of law.
- Continue attendance at Planning Commission meetings, sub-committee meetings, and advisory meetings to provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works, affordable housing, and municipal elections.
- Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials.
- Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial.

- Conduct thorough investigations of claims filed against the City to rule out any potential liability issues and determine those claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies.
- Evaluate claims and civil lawsuits to determine where City liability issues may exist, assess damages and when City Council approval is required, make recommendations to the City Council as to the most cost effective resolutions. Where settlements are recommended negotiate terms most favorable to the City. Also, apply this settlement method to those cases within the City Attorney's settlement authority.
- Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

# SIMI VALLEY CITY COUNCIL



**CITY ATTORNEY**

	<b>ACTUAL</b> <b><u>2007-08</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b>BUDGET</b> <b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$694,035	\$669,300	\$644,000	\$25,300	\$704,700
41040 Overtime	0	100	0	100	100
41200 Deferred Compensation - 401k	25,620	25,000	24,700	300	25,500
41210 Deferred Compensation - 457	260	200	300	(100)	100
41300 Vision Care	1,426	1,300	1,300	0	1,200
41350 Disability	7,111	7,400	7,300	100	7,600
41400 Group Ins/Health	85,004	69,500	87,100	(17,600)	74,200
41450 Life Insurance	1,901	1,900	1,800	100	1,800
41500 Group Ins/Dental	5,216	4,500	4,900	(400)	4,500
41600 Retirement/PERS	138,754	137,200	131,600	5,600	144,200
41610 Retirement/PARS	10,596	10,400	9,100	1,300	11,000
41650 Medicare	7,863	7,400	8,200	(800)	10,100
41700 Workers' Compensation	17,000	18,200	18,200	0	16,200
Subtotal - Personnel	<u>994,786</u>	<u>952,400</u>	<u>938,500</u>	<u>13,900</u>	<u>1,001,200</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	2,331	3,200	3,000	200	3,000
42310 Rentals	0	0	600	(600)	0
42440 Memberships & Dues	1,855	2,000	1,400	600	2,100
42450 Subscriptions & Books	18,715	9,300	10,500	(1,200)	10,800
42720 Travel, Conferences, Meetings	3,216	5,100	4,600	500	2,900
42730 Training	2,120	1,900	1,200	700	4,600
42790 Mileage	3,785	4,500	4,200	300	4,200
Subtotal - Supplies/Materials	<u>\$32,022</u>	<u>\$26,000</u>	<u>\$25,500</u>	<u>\$500</u>	<u>\$27,600</u>

**CITY ATTORNEY (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SERVICES</u></b>					
<b>44010 Professional/Special Services</b>	<b>\$11,265</b>	<b>\$13,500</b>	<b>\$11,900</b>	<b>\$1,600</b>	<b>\$14,000</b>
<b>Subtotal - Services</b>	<b>11,265</b>	<b>13,500</b>	<b>11,900</b>	<b>1,600</b>	<b>14,000</b>
<b>Subtotal Current Expenses</b>	<b>43,287</b>	<b>39,500</b>	<b>37,400</b>	<b>2,100</b>	<b>41,600</b>
<b>Total</b>	<b><u>\$1,038,073</u></b>	<b><u>\$991,900</u></b>	<b><u>\$975,900</u></b>	<b><u>\$16,000</u></b>	<b><u>\$1,042,800</u></b>

**CITY ATTORNEY  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	1.0
Assistant City Attorney	1.0	1.0	1.0
Deputy City Attorney	1.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0
Legal Clerk	1.0	1.0	1.0
<b>SUBTOTAL</b>	6.0	6.0	6.0
<b><u>PART-TIME POSITIONS: (Note 1)</u></b>			
Legal Clerk	0.5	0.5	0.5
<b>SUBTOTAL</b>	0.5	0.5	0.5
<b>TOTAL - CITY ATTORNEY POSITIONS</b>	6.5	6.5	6.5

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

## DEPARTMENT OF ADMINISTRATIVE SERVICES

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

### CUSTOMER SERVICES

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

#### FY 2008-09 Goals and Achievements

- Goal: Process all utility bills within three working days of receipt of billing data from the Department of Public Works. **Achievement: Processed all 188,275 utility bills within three working days of receipt of billing data from the Department of Public Works.**
- Goal: Process all parking citation dismissal requests within three days from receipt of request. **Achievement: Processed all 531 parking citation dismissal requests within three days of request.**
- Goal: Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment. **Achievement: Processed all utility billing, parking citation,**

**and business tax payments within one workday of receipt of payment.**

#### Other Accomplishments

- Coordinated and processed 15 special event applications and 59 location filming requests.
- Processed 431 permit applications and 3,125 parking citation billings for the Police Department.
- Processed 2,146 new applications for water service and 2,162 requests to terminate water service for Waterworks District No. 8 within two days of request.
- Processed 1,115 water service orders for Waterworks District No. 8.
- Developed and implemented an identity theft program to protect information provided by Waterworks District No. 8 customers.
- Developed and implemented a Parking Citation Administrative Remedies program, allowing low income persons who are homeless or at-risk to provide community service hours in lieu of payment of parking citation fines.
- Assumed responsibility of the accounts receivable function from Fiscal Service and processed accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.

#### FY 2009-10 Goals

- Process all utility bills within three working days of receipt of billing data from the Department of Public Works.

- Process all parking citation dismissal requests within three days from receipt of request.
- Process all utility billing, parking citation, and business tax payments within one workday of receipt of payment.

### **FISCAL SERVICES**

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

### **FY 2008-09 Goals**

- Goal: Process all City accounts payable checks within the City's "net 30" policy on a weekly basis. **Achievement: Consistently processed the City's accounts payable checks within 30 days.**
- Goal: Process payroll for all City employees on a bi-weekly basis. **Achievement: Consistently processed the City's bi-weekly payroll on a timely basis.**
- Goal: Process month-end close transactions on a monthly basis. **Achievement: Processed month-end closing transactions allowing for monthly financial data to be accessed on-line.**

- Goal: Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2008. **Achievement: Completed the Statements of Indebtedness for each CDA project area by the scheduled deadline.**
- Goal: Prepare and complete the State Controller's Reports by October 20, 2008. **Achievement: Completed the State Controller's Reports by the scheduled deadline.**
- Goal: Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2008. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**
- Goal: Process and complete the CDA Annual Report by December 31, 2008. **Achievement: Completed the CDA Annual Report by the scheduled deadline.**
- Goal: Publish the City's summarized financial data in the prescribed newspaper, in compliance with California Government Code Section 40804. **Achievement: Published the City's summarized financial data on December 13, 2008.**

### **Other Accomplishments**

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award for the FY 2007-08 Comprehensive Annual Financial Report.
- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a.
- Computed the Community Development Agency loan repayment to the City and Special Districts.
- Coordinated the Citywide trust fund cleanup project.

- Implemented electronic distribution of payroll statements, newsletters, and other Citywide employee documents to save City resources.

### **FY 2009-10 Goals**

- Process all City accounts payable checks within the City's "net 30" policy on a weekly basis.
- Process bi-weekly payroll for all City employees on a timely basis.
- Process month-end close transactions on a monthly basis.
- Prepare and complete the Statements of Indebtedness for each Community Development Agency (CDA) project area by September 30, 2009.
- Prepare and complete the State Controller's Reports by October 20, 2009.
- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2009.
- Prepare and complete the CDA Annual Report by December 31, 2009.
- Coordinate the ongoing trust fund cleanup project with all City departments; publish a list of unclaimed property by April 30, 2010.

### **INFORMATION SERVICES**

The Information Services Division provides centralized management and planning of computer resources and services for all City Departments. The Division has responsibility for technical support of the Financial Information System (FIS), Integrated Police System

(IPS), Geographic Information System (GIS), Permits System, Wide Area Network (WAN), and Internet connections. The Division coordinates all computer hardware, software, and network architectures. The Division is also responsible for hardware maintenance, equipment replacement, software licensing and maintenance, development of new systems, system infrastructure, and training on City-standard PC software.

### **FY 2008-09 Goals and Achievements**

- Goal: Increase the City's ability to secure systems from external and internal threats. **Achievement: Implemented new Internet security devices in the Police Department, City Hall and the Public Services Center to provide greater security and reliability.**
- Goal: Increase the stability of the City's computing systems. **Achievement: Updated systems, software and procedures for backing up and restoring data on the City's networked systems decreasing the amount of time required to recover systems.**
- Goal: Reduce the amount of time it takes to repair or replace systems in the event of disasters. **Achievement: Renegotiated maintenance contracts and placed critical systems on 4-hour response.**
- Goal: Provide the appropriate level of service to users and constituents. **Achievement: Responded to 2,500 help desk tickets within 10 minutes on average from July 2008 to April 2009 and resolved each issue satisfactorily.**
- Goal: Provide value to the City and community by promoting and implementing technology and educating users. **Achievement: Improved communications with all City departments and implemented standards for communicating system changes and outages.**

## **Other Accomplishments**

- Updated the City's *Computer Usage Policy*.
- Increased levels of redundancy for data accessibility and improved disaster recovery capabilities to City's computer architecture.
- Supported the website redesign project.
- Initiated a complete evaluation of City permitting processes and aligned the processes with the proper technology to support increased public access.
- Modified the laptop configuration in 38 Police vehicles.
- Provided the foundation for accomplishing the Information Services Division's stability and resiliency goals with the consolidation of network servers. The consolidation will also support the City's green initiative by reducing energy consumption by 40%.
- Remedied electrical problems in the City Hall building.
- Created additional Versaterm reports for the Police Department.
- Replaced Granicus hardware and upgraded software to provide additional functionality and stability.
- Ordered, configured and installed 143 desktops for various departments.
- Upgraded Tax Factory on SAP to incorporate 2009 changes in the tax law.
- Updated Permits Plus creating new functionality to support state mandated green fees.

- Processed and prepared final flood area calculations and maps in response to a request from the City's Flood Zone Administrator.
- Updated GIS geodatabases including parcels, zoning, tracts, streets, and addresses bringing the database current through October 2008.
- Upgraded GIS software and updated ArcGIS clients and servers to the latest version providing additional functionality and stability.
- Finalized the Permits Plus user development processes.
- Installed a new fiber optic line between the Senior Center and City Hall to increase the speed and reliability between the two buildings.

## **FY 2009-10 Goals**

- Implement a high-speed network connection to increase network speed and reliability between the Public Service Center and City Hall.
- Design a scaleable computing architecture based on supportable systems, standards and best practices.
- Issue a Request for Proposals, award a contract and oversee an evaluation of the City's existing permitting software and process to determine the economic impacts and long-term strategy for this system.
- Design the proposed computer room at the Transit facility as a disaster recovery network to provide the foundation for redundancy of systems throughout the City.
- Implement an Internet-based information-sharing system for the Emergency Operations Center (EOC).

- Provide recommended long-term direction for all enterprise systems based upon the enterprise systems evaluation.
- Upgrade the asset-tracking system to support Sanitation Services and Waterworks Services inventory controls.
- Assist in the generation and implementation of digital record retention policies and assess the impacts to City systems.
- Improve interoperability between the City's financial system (SAP) and the CalPERS new technology system to provide faster and more reliable data transfer services between agencies.

### SUPPORT SERVICES

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

### FY 2008-09 Goals and Achievements

- Goal: Complete implementation of Agreement with Ventura County for sharing two-way radio resources to improve interoperability and achieve cost savings by June 2009. **Achievement: Completed installation of Ventura County of two-way radio equipment in May 2009. The cutover for City microwave services to Ventura County's system is scheduled for July 2009.**
- Goal: Issue an RFP, award a contract, install new equipment, and provide user training for replacement convenience copiers

Citywide by April 2009. **Achievement: Completed the RFP process, leased new equipment, and completed user training by April 2009.**

- Goal: Implement new technical capability Citywide including scan-to-file, remote printing, and copier faxing, and coordinate required cabling, network configuration, and training by May 2009. **Achievement: Obtained bids and awarded a contract for cabling. Also completed system configuration and training of City staff by May 2009.**
- Goal: Provide ongoing FIS training for Materials Management. **Achievement: Completed ongoing FIS training for Materials Management by June 2009.**

### Other Accomplishments

- Provided a variety of graphic and print materials for Arbor Day, the Health Care Expo, Simi Valley Business Forum, Neighborhood Council Food Drive, the Police Department Open House, and the Citywide Volunteer Recognition Dinner.
- Provided graphic and print services towards the design of the Metrolink Collision Memorial Site.
- Designed covers, produced layouts, and printed major City documents including the FY 2008-09 Annual Budget and the Fiscal Year Ended June 30, 2008 Comprehensive Annual Financial Report (CAFR).
- Translated numerous forms, notices, billboards, pamphlets, and brochures to Spanish for Transit, the Police Department, and Environmental Services, including the re-creation of all four Transit Map Schedules.
- Completed the design and installation of workstation reconfigurations in Environmental Services and the Police Department.

- Implemented modifications to the Materials Management Module to provide for more streamlined processing of purchase requisitions that cross fiscal years.
- Administered bid process and completed installation of additional air conditioning equipment at the Mt. McCoy Public Safety Communication Facility in order to accommodate Ventura County's two-way radio equipment at the Facility and the City's migration to Ventura County's microwave system.
- Completed a hardware and software upgrade to the City's telephone system and replaced 100 worn-out telephones for City staff.
- Reviewed development applications for commercial wireless facilities and major commercial and residential developments to ensure that City two-way radio communication coverage will be provided and not negatively impacted.
- Resolved issue of poor two-way radio signal coverage at two buildings at the Simi Valley Town Center.
- Processed 250 telephone, cellular telephone, and two-way radio repair orders, change orders, and new service requests, and coordinated all maintenance and installation activity requested by City Departments for voice communication needs.
- Replaced the Senior Center's leased-line T-1 connection for telephone service with a more reliable direct connection on City-owned fiber optic line between City Hall and the Senior Center.

#### **FY 2009-10 Goals**

- Complete an upgrade to the City's voice mail system by December 2009.
- Complete migration of the microwave services required for the City's two-way radio system to Ventura County's microwave system by July 2009.

- Provide office furnishings, office equipment, telecommunications services and radio communication services for the Transit Facility Expansion Project by March 2010.
- Provide ongoing FIS training for Materials Management.

#### **TREASURY SERVICES**

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

#### **FY 2008-09 Goals and Achievements**

- Goal: Achieve an average rate of return on the investment of City funds that exceeds that paid by the State Treasurer's Local Agency Investment Fund (L.A.I.F). **Achievement: During FY 2008-09 the City's weighted average rate of return (through March) was 3.64%, versus 2.41% for L.A.I.F. and 1.82% for the City's benchmark.**
- Goal: Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments on a daily basis. **Achievement: Actively managed the City's cash by investing all available funds in L.A.I.F., U.S. Treasuries, and U.S. Government Agency securities.**
- Goal: Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review. **Achievement: Presented a Monthly Investment Report and a**

**Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review that analyzed monetary policies and economic trends impacting the City's investment strategy.**

- Goal: Complete compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues. **Achievement: Completed compliance requirements.**
- Goal: Prepare the annual update to the Statement of Investment Policy and submit for City Council approval by January 2009; following City Council approval, submit the Policy to the Association of Public Treasurers of the United States and Canada for review and certification. **Achievement: Provided and implemented the annual update approved by the City Council on February 23, 2009, and submitted the Policy for certification.**
- Goal: Provide bond administration, including payment requisitions (draw-downs) of funds representing capital improvement project costs, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements. **Achievement: Completed bond administration for all bond issues as needed during the fiscal year.**
- Goal: Complete the closure of Assessment District (AD) 87-1 Sycamore Village/Wood Ranch (1994 Refi). **Achievement: The closure of the Assessment District has been completed except for the collection of assessments on a few delinquent parcels.**
- Goal: Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2009. **Achievement: State-Mandated Cost Recovery (SB 90) claims were completed and submitted to the State in January 2009.**

**Other Accomplishments**

- Received the *Investment Policy Certificate of Excellence* award from the Association of Public Treasurers of the United States and Canada for the Statement of Investment Policy.
- Provided administrative support for the levy of special taxes for the Community Facilities District (CFD) 2004-1 (Simi Valley Town Center Project) and the levy of assessments for Assessment District (AD) 98-1 Madera Royal and AD 89-1 Royal Corto for FY 2008-09.

**FY 2009-10 Goals**

- Achieve an average rate of return on the investment of City funds that exceeds the City's benchmark (50% LAIF and 50% 1-Year Constant Maturity Treasury).
- Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.
- Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review.
- Complete the implementation of the general ledger interface with the SymPro Investment Management Software.
- Complete annual compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues.
- Prepare the annual update to the Statement of Investment Policy, submit the Policy for City Council for approval, and submit the Policy to the Association of Public Treasurers of the United States and Canada for certification after City Council approval.

- Provide bond administration, including payment requisitions, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements.
- Coordinate the biennial review and update of the Schedule of Service Charges (SSC).
- Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2010.

### WORKERS' COMPENSATION

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

#### FY 2008-09 Goals and Achievements

- Goal: Prepare a Workers' Compensation Procedure Manual to assist staff with adjusting the Workers' Compensation claims. **Achievement: Consistently updated the Workers' Compensation Procedure Manual as changes occurred in the law.**
- Goal: Continue to maintain a high level of customer service to injured workers. **Achievement: Handled all claims in a timely manner, worked directly with injured workers to ensure all benefits and rights were explained and care/compensation was received, and published informational articles in the City's Employee Newsletter.**
- Goal: Continue to conduct regular meetings with Departments to review the status of open claims. **Achievement: Conducted**

**claims review meetings with each City Department at least quarterly.**

- Goal: Continue ongoing educational training mandated by Senate Bill 899 for all Workers' Compensation staff. **Achievement: Continued ongoing training to stay in compliance with Senate Bill 899 and the changes that have occurred during the year.**

#### Other Accomplishments

- Processed 79 new Workers' Compensation claims.
- Closed 126 Workers' Compensation claims.
- Implemented the new Electronic Adjudication Management System (EAMS) process mandated by the Workers' Compensation Appeals Board (WCAB) in August 2008. The new system is designed to more efficiently resolve claims.
- Worked with the City's Safety Committee to enhance safety practices and reduce the City's exposure to Workers' Compensation claims.

#### FY 2009-10 Goals

- Maintain the Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims.
- Continue to maintain a high level of customer service to injured workers.
- Continue to conduct regular meetings with Departments to review the status of open claims.
- Continue on-going educational training mandated by Senate Bill 899 for all Workers' Compensation staff.

## DEPARTMENT ADMINISTRATION

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

### FY 2008-09 Goals and Achievements

- Goal: Assist with and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of each year, including preparation of the City's *Gann Limit* calculation. **Achievement: Provided assistance to all City Departments in preparing their Annual Budgets and Capital Improvement Programs. The Gann Limit calculation was prepared by June 2009.**
  - Goal: Prepare the First Quarter and Mid-Year Financial Reports for FY 2008-09 for submittal to the City Council by November 2008 and February 2009 respectively. **Achievement: Reports were submitted on November 17, 2008 and February 9, 2009, respectively.**
  - Goal: Update the Cost Allocation Plan for the FY 2009-10 budget process by March 2009. **Achievement: The Cost Allocation Plan has been updated and printed for distribution.**
  - Goal: Provide ongoing Financial Information System (FIS) training in Financial Reporting. **Achievement: One-on-one training was provided during the fiscal year.**
- Goal: Provide efficient and responsive secretarial and administrative support to all Divisions within the Department. **Achievement: Efficient and responsive secretarial and administrative support was provided to all Divisions within the Department.**

### Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2008-09 Annual Budget.
- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2008-09 Capital Improvement Program.
- Provided management oversight for Financial Information System (FIS) enhancements.
- Coordinated the implementation and launch of the City's new website with all City Departments and the website design consultant.
- Coordinated the final closeout of cost recovery efforts from FEMA/OES for the 2007 Southern California Wildfires.
- Conducted a detailed review of City investments, risk and portfolio performance for City Council review on October 13, 2008.
- Developed recommendations for participation in investment pools to further diversify the City's short-term investments choices.
- Developed recommendations for selection of trust fund providers and established irrevocable trusts to comply with retiree medical trust fund requirements.

- Coordinated the City's United Way Campaign.
- Coordinated the City's blood drive.

### **FY 2009-10 Goals**

- Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of each year, including preparation of the City's *Gann Limit* calculation.
- Prepare the First Quarter and Mid-Year Financial Reports for FY 2009-10 for submittal to the City Council by November 2009 and February 2010 respectively.
- Update the Cost Allocation Plan for the FY 2010-11 budget process by March 2010.
- Implement Phase II of the City's website improvements for additional interactivity and transparency.
- Provide ongoing Financial Information System (FIS) training in Financial Reporting.

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER

### ADMINISTRATIVE SERVICES

#### BUDGET OFFICER

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

- Administrative Support
- Travel Management
- Special Programs
- (United Way; Blood Drive)

#### ADMINISTRATIVE SECRETARY

#### TREASURY OFFICER

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

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

#### CUSTOMER SERVICES MANAGER

#### DEPUTY DIRECTOR/ FISCAL SERVICES

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

#### DEPUTY DIRECTOR/ INFORMATION SERVICES

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

#### DEPUTY DIRECTOR/ SUPPORT SERVICES

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

#### WORKERS' COMPENSATION MANAGER

- Benefits Administration
- Review & Processing of Claims & Litigation
- Return-to-Work Programs
- Establishment of Reserves

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,860,762	\$2,795,500	\$2,687,400	\$108,100	\$2,770,600
41020 Temporary Salaries	851	96,800	96,800	0	0
41040 Overtime	1,276	3,700	1,700	2,000	1,700
41050 Outside Assistance	103,357	60,400	77,400	(17,000)	49,400
41200 Deferred Compensation - 401k	127,335	119,900	119,700	200	124,300
41210 Deferred Compensation - 457	790	2,500	1,300	1,200	3,100
41300 Vision Care	8,880	8,100	8,500	(400)	7,900
41350 Disability	27,176	27,200	33,600	(6,400)	27,600
41400 Group Ins/Health	435,534	397,500	413,900	(16,400)	410,900
41450 Life Insurance	10,156	9,300	9,600	(300)	8,800
41500 Group Ins/Dental	30,464	28,700	30,200	(1,500)	29,800
41600 Retirement/PERS	569,255	566,700	545,300	21,400	578,800
41610 Retirement/PARS	8,826	9,300	9,400	(100)	9,300
41650 Medicare	38,901	37,200	38,000	(800)	37,300
41700 Workers' Compensation	74,800	81,800	81,800	0	65,400
41900 Personnel Savings	0	(77,200)	MET	(77,200)	(79,700)
Subtotal - Personnel	<u>\$4,298,363</u>	<u>\$4,167,400</u>	<u>\$4,154,600</u>	<u>\$12,800</u>	<u>\$4,045,200</u>

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$326	\$0	\$0	\$0	\$0
42200 Computers (Non-Capital)	13,375	13,000	13,000	0	13,000
42230 Office Supplies	11,099	12,900	12,300	600	9,900
42310 Rentals	1,860	0	0	0	0
42440 Memberships & Dues	2,925	3,800	3,200	600	3,600
42450 Subscriptions & Books	2,781	2,800	2,000	800	2,300
42460 Advertising	2,324	0	1,300	(1,300)	1,300
42560 Operating Supplies	23,808	17,000	17,000	0	17,000
42720 Travel, Conferences, Meetings	3,485	7,200	1,400	5,800	4,700
42730 Training	60,885	46,700	13,500	33,200	38,500
42790 Mileage	8,383	6,100	9,400	(3,300)	8,600
Subtotal - Supplies/Materials	<u>131,251</u>	<u>109,500</u>	<u>73,100</u>	<u>36,400</u>	<u>98,900</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	240,005	215,500	187,900	27,600	194,800
44310 Maintenance of Equipment	543,911	611,000	527,100	83,900	571,500
Subtotal - Services	<u>783,916</u>	<u>826,500</u>	<u>715,000</u>	<u>111,500</u>	<u>766,300</u>
Subtotal Current Expenses	915,167	936,000	788,100	147,900	865,200
<b><u>CAPITAL OUTLAY</u></b>					
48440 System Hardware	2,503	0	0	0	0
Subtotal - Capital Outlay	<u>2,503</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$5,216,033</u></b>	<b><u>\$5,103,400</u></b>	<b><u>\$4,942,700</u></b>	<b><u>\$160,700</u></b>	<b><u>\$4,910,400</u></b>

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>Administration:</u></b>			
Director, Administrative Services	1.0	1.0	1.0
Budget Officer	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
<b><u>Customer Services: (Note 1)</u></b>			
Customer Services Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Senior Customer Services Representative	1.0	1.0	1.0
Customer Services Representative	4.0	4.0	4.0
SUBTOTAL	7.0	7.0	7.0
<b><u>Fiscal Services:</u></b>			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	6.0	6.0	5.0
SUBTOTAL	11.0	11.0	10.0

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

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Information Services:</u></b>			
Deputy Director/Information Services	1.0	1.0	1.0
Principal Information Services Analyst	1.0	1.0	0.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	5.0	5.0	5.0
Information Services Analyst I	2.0	2.0	2.0
<b>SUBTOTAL</b>	13.0	13.0	12.0
<b><u>Support Services:</u></b>			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	2.0	2.0
Graphics Media Coordinator	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
<b>SUBTOTAL</b>	8.0	8.0	8.0
<b><u>Treasury Services:</u></b>			
Treasury Officer	1.0	1.0	1.0
Accounting Technician	1.0	1.0	0.0
<b>SUBTOTAL</b>	2.0	2.0	1.0
 <b>TOTAL REGULAR POSITIONS</b>	 44.0	 44.0	 41.0

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>TEMPORARY/LIMITED TERM POSITIONS:</u></b>			
<b><u>Information Services:</u></b>			
Information Services Analyst I	1.0	1.0	1.0
<b>TOTAL - TEMPORARY POSITIONS</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>TOTAL - ADMINISTRATIVE SERVICES POSITIONS</b>	<b>45.0</b>	<b>45.0</b>	<b>42.0</b>

## DEPARTMENT OF COMMUNITY SERVICES

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

### COMPLIANCE DIVISION

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

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

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

### CODE ENFORCEMENT

#### FY 2008-09 Goals and Achievements

- Goal: Continue to refine compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts. **Achievement: Initiated and participated in 14 strategy meetings involving 42 cases and 25 office conferences with the City Attorney's Office, other Departments, and the public to resolve code violations. Assisted the City Attorney's Office and the Police Department in reviewing the requirements to enforce and pursue violations of the vehicle anti-litter and Social Host ordinances.**
- Goal: Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program. **Achievement: Provided a proactive and reactive response to the MUSTS program and referred 46 potential life and safety cases to the Environmental Services Department for follow-up.**
- Goal: Continue to respond to violations of the Municipal Code. **Achievement: Responded to over 1,621 violations of the Municipal Code, which resulted in over \$8,415 in permit/court adjudicated fines from July 2008 through March 2009. A total of 323 violations included the areas of special use, planned development, home occupation, building and safety, business tax, temporary uses, temporary signs, encroachment permits, special events, illegal uses, and required rubbish services.**
- Goal: Continue the Trash Abatement, the Property Maintenance, and the Public Nuisance Abatement Programs. **Achievement: Provided a proactive and reactive Trash Abatement Program that caused the abatement of 728 cases of trash accumulation, trash receptacles visible from the public right-**

**of-way and open storage; the Property Maintenance Program which caused the inspection and improvement of 145 commercial, industrial, and residential properties; and, the Public Nuisance Abatement Program which caused the inspection and clearing of 305 parcels of tumbleweeds, weeds, and debris from July 2008 through March 2009.**

**Other Accomplishments**

- Processed three Formal Complaint Requests from July 2008 through March 2009.
- Presented two staff reports to the City Council, one recommending the adoption of a resolution declaring certain properties within the City as Public Nuisances due to the presence of tumbleweeds, weeds, and debris, and another report authorizing the placement of a special assessment on the County of Ventura tax roll to recover related costs.
- Responded to over 56 sign cases, addressing violations of temporary signs on private property in response to the City’s new sign ordinance.
- Responded to 63 complaints of abandoned shopping carts in the public rights-of-way and on private property in response to City Council direction to report and expedite the removal of carts.

**FY 2009-10 Goals**

- Continue to refine the compliance programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.
- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases to the MUSTS program.

- Work with the City Attorney’s Office and Police Department in processing violations of the Social Host Ordinance.
- Continue to respond to violations of the Municipal Code.
- Continue to respond to complaints of abandoned shopping carts and provide a status report to the City Council.
- Continue the proactive/reactive Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs.

**WASTE/FRANCHISE SERVICES**

**FY 2008-09 Goals and Achievements**

- Goal: Continue administering the City’s solid waste franchises and submit a report to the City Council on the performance of the franchisees and renew the discard service rate in December 2008. **Achievement: Processed a rate adjustment and franchise performance review at a City Council public hearing in December 2008.**
- Goal: Submit the City’s AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements. **Achievement: Submitted a report to the State indicating that the City had achieved a 57% waste diversion rate for calendar year 2007.**
- Goal: Continue administering the cable television franchise and transfer agreements and administer any new State franchises under the new Digital Infrastructure and Video Competition Act of 2006. **Achievement: Provided contract administration for the City’s Cable Television Franchise Agreement with Time Warner Cable, monitored Time Warner’s transition to a State Video Franchisee, and monitored AT&T’s operation in the City as a State Video Franchisee.**

- Goal: Continue oversight of the City's contract with the County of Ventura for Animal Regulation services. **Achievement: Administered the Animal Regulation Agreement with the County of Ventura, and received approval of a Supplemental Agreement for leash law and licensing services for FY 2008-09.**

### FY 2009-10 Goals

- Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements and program implementation.
- Continue administering the solid waste franchises and submit a report to the City Council on the performance of the franchisees and review the discard service rates in December 2009.
- Continue administering the State franchises of Time Warner and AT&T operating in Simi Valley.
- Continue oversight and administration of the City's contract with the County of Ventura for Animal Regulation services.

## CITIZEN SERVICES DIVISION

### SENIOR SERVICES

The Simi Valley Senior Center offers a wide variety of senior services and programs. An expansion project completed in 2006 increased the size of the Senior Center to 27,000 square feet and created a Senior Resource Center, a fitness classroom, a Senior Computer Lab, classrooms, and additional meeting rooms to meet the needs of the City's growing senior population.

The Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and at other times for classes and special events. Programs and activities currently offered include: The Rendezvous Café congregate noontime meal service; adult classes and activities offered by the

Simi Valley Adult School and Career Institute, the Rancho Simi Recreation and Park District, the Osher Institute of Lifelong Learning, Simi Valley Hospital; legal, health, and social services; videos; support groups; regular meetings of several senior clubs; recreational activities such as aerobics, yoga, Tai Chi, bridge, Mah-Jongg, canasta, chess, and pinochle; AARP Driver Safety Program classes; and, income tax preparation assistance. The Senior Center is available for rental use during evenings and weekends.

The Simi Valley Council On Aging, which operates out of the Senior Center, is an advisory body to the City Council. The Council On Aging is active in promoting and funding programs and activities for senior citizens such as the Lifeline Program that provides home emergency response to low-income seniors without charge. The Council On Aging also provides funding for the Meals On Wheels program for homebound seniors and supports a Brown Bag Program, in conjunction with FOOD Share, Inc., that distributes supplemental groceries to needy seniors each week. Special events of the Council On Aging include Friday evening dances with live music twice each month; arts and crafts fairs, pancake breakfasts, Wellness and Information Expo, and an Italian dinner.

### FY 2008-09 Goals and Achievements

- Goal: Work with the Council On Aging and the Ventura County Area Agency on Aging to purchase and implement salad bar service twice a week at the Senior Center. **Achievement: A survey was taken of the clients who come to the Senior Center and it was determined the addition of a salad bar was not financially advisable at this time due to the rising cost of produce and insufficient interest.**
- Goal: Collaborate with existing agencies and utilize various marketing strategies to increase the usage of the Senior Center Resource Center. **Achievement: Collaboration was established with Senior Concerns, a local non-profit agency for a Senior Advocate to provide case management and resources for seniors and their families. In addition, a partnership was**

**formed between the Alzheimer Association, Senior Concerns, and the Senior Center for a caregivers support group to meet while clients with Alzheimer's are working with a counselor in a separate area.**

- Goal: Partner with various agencies to provide a variety of classes and training in the area of health and wellness including: fall prevention, diabetes education, memory retention, senior nutrition, and other senior related issues. **Achievement: Several new classes were offered including: a Trip and Fall Prevention class, Brain Gym (a class to improve cognitive functioning), and a Strength Building Class to improve balance. In addition, the Dietician from the Area Agency on Aging provided personal nutrition counseling to seniors.**
- Goal: Explore the option of expanding the Meals On Wheels program to accommodate the increasing demand. **Achievement: The Meals On Wheels program was expanded by adding a once a week frozen meal delivery route that serves approximately 18 seniors. Additionally, the program purchased larger meal carriers that allowed for an increase from 16 to 22 seniors on each of the four daily routes.**

#### Other Accomplishments

- Installed automatic doors in to two of the restrooms and the Multipurpose Room to allow increased independence and accessibility for seniors who utilize walkers, wheelchairs, and motorized scooters.
- Partnered with SCAN healthcare and a graduate student in gerontology to provide training for Meals On Wheels Drivers on fall prevention.
- Collaborated with Community Medical Group and Regal Medical Group to provide three flu shot clinics for approximately 400 seniors at no charge.

- Worked with the Simi Valley Adult School, Information Services Division, volunteer monitors, and instructors to increase Internet reliability and network speed and update to MS Office 2007 in the Senior Technology Lab.
- Provided balance and strength testing, bone density, blood pressure and carotid artery screenings, at no charge to seniors at the Wellness and Information Expo.

#### FY 2009-10 Goals

- Continue to increase public awareness and promotion of Senior Center programs and activities through the establishment of a Speakers Bureau, press releases, the Senior Center newsletter and the email publication Newsbytes.
- Evaluate present partnerships and explore new partnerships with agencies throughout Ventura County to enhance services for seniors residing in Simi Valley.
- Work with partner agencies to expand weeknight and weekend activities to enable seniors who are employed to utilize the services available at the Senior Center.

#### NEIGHBORHOOD COUNCIL

##### FY 2008-09 Goals and Achievements

- Goal: Effectively facilitate the development review process at Neighborhood Council meetings through coordination with the Environmental Services Department and project applicants. **Achievement: Coordinated with Environmental Services staff and project applicants for Neighborhood Council review of over 20 project summaries. Additionally, the staff liaison attended Development Advisory Committee, Planning Commission, and City Council meetings when appropriate to facilitate communication with the Neighborhood Council Executive Boards throughout the development process.**

- Goal: Provide ongoing educational opportunities to residents through presentations at Neighborhood Council meetings regarding City services, community organizations, other government agencies, and the public process to accomplish increased citizen involvement through the Neighborhood Council Program. **Achievement: Neighborhood Councils received presentations regarding *Uth Care* (Youth Care), Home Rehabilitation Program, 2008 Coastal Cleanup Day, Citywide Design Guidelines, Free Clinic of Simi Valley, Simi Valley Police Department Crime Prevention Section, Economic Development Overview and Update, Water Conservation, 2009 Arroyo Cleanup Day, 2009 Homeless Street Count, and Crime Update and Community Crime Prevention Strategies.**
- Goal: Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events, including participation in Arbor Day, Earth Day, and the Emergency Preparedness Expo, as well as the organization of the annual Neighborhood Council Arroyo Cleanup Day. **Achievement: Organized and conducted the 2009 Arroyo Cleanup on Saturday, April 25, 2009, with strong citizen involvement and leadership by Neighborhood Council Executive Board members. Promoted the Neighborhood Council Program resulting in the recruitment of 33 applicants to fill 26 positions. Neighborhood Council Executive Board members participated in Arbor Day, Earth Day, and the Emergency Preparedness Expo.**

#### Other Accomplishments

- Coordinated the Community Food and Supply Drive in conjunction with the Youth Council that yielded donations of over 11,000 items to benefit local families.
- Provided the City Council with quarterly status reports presented by Neighborhood Council members.

- Seated Neighborhood Council Executive Board members as representatives on the Community Development Block Grant Advisory Committee, Youth Employment Service Advisory Board, and Community Crime Prevention Task Force.
- Formed a Publicity Ad Hoc Advisory Committee to review and improve the publicity efforts of the Neighborhood Councils to maximize community participation and input.

#### FY 2009-10 Goals

- Effectively facilitate the development review process at Neighborhood Council meetings through coordination with the Environmental Services Department and project applicants.
- Provide ongoing educational opportunities to residents through presentations at Neighborhood Council meetings regarding City services, community organizations, other government agencies, and the public process to accomplish increased citizen involvement through the Neighborhood Council Program.
- Continue to increase public awareness and promotion of the Neighborhood Council Program through increased recruitment efforts and visible volunteer programs and events, including participation in Arbor Day, Earth Day, and the Emergency Preparedness Expo, as well as organizing the annual Neighborhood Council Arroyo Cleanup Day.

#### YOUTH EMPLOYMENT SERVICE (YES)

##### FY 2008-09 Goals and Achievements

- Goal: Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 23<sup>rd</sup> Annual Job and Career Expo. **Achievement: Provided services to over 3,000 youths through job counseling, job referrals, Interview Skills Workshops, Entering the**

### **Workforce Workshops, and the 23<sup>rd</sup> Annual Job and Career Expo.**

- Goal: Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process. **Achievement: Coordinated the efforts of the Simi Valley Youth Council and hosted presentations by City Council members, the City Manager's Office, the Simi Valley Police Department, the Task Force on Homelessness, the Rancho Simi Recreation and Park District, the Simi Valley Unified School District, the Teen Assistance and Resource Program, the Public Works Department Environmental Compliance Division, the Sustainable Simi Valley Committee, the United Way of Ventura County, and UthCare (Youth Care).**
- Goal: Host the 8th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District. **Achievement: Organized and produced the 2009 Youth Summit on February 6, 2009 for 150 students in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.**

### **Other Accomplishments**

- Worked with the Simi Valley Youth Council to facilitate the printing of updated crisis telephone numbers on the back of associated student body identification cards for students at Royal High School, Simi Valley High School, and Santa Susana High School.
- Worked with the Simi Valley Youth Council to participate in the Earth Day Celebration at the Simi Valley Town Center to promote environmental awareness.

- Provided the City Council with monthly status reports presented by Youth Council members.
- Revised and updated the Youth Employment Service's Interview Skills Workshop to better address the needs of youth seeking employment.
- Partnered with the Neighborhood Councils to host a Community Food and Supply Drive to benefit Care and Share.

### **FY 2009-10 Goals**

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 24<sup>th</sup> Annual Job and Career Expo.
- Work with the Simi Valley Youth Council and various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process.
- Host the 9th Annual Youth Council Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

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

#### **FY 2008-09 Goals and Achievements**

- Goal: Continue to provide outreach and crisis intervention counseling to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills. **Achievement: Registered 125 clients to receive individual and/or peer group counseling services and made 115 referrals to outside agencies including Interface Children and Family Services,**

**Action Family Counseling, Free Clinic of Simi Valley, and County agencies.**

**Other Accomplishments**

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

**FY 2009-10 Goals**

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

**CITIZEN ADVISOR PROGRAM**

**FY 2008-09 Goals and Achievements**

- Goal: Continue to work with local non-profit and public agencies to inform and advise citizens on available resources. **Achievement: Worked closely with local non-profit and public agencies. Served citizens through the Citizen Advisor program informing citizens and referring to available resources. Distributed the *Directory of Services for the Homeless and Needy* and the pocket-sized *Homeless Services Referral Cards* to assist social service providers with accurate and comprehensive information to help those in need.**
- Goal: Continue to work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley. **Achievement: Worked cooperatively with the Samaritan Center, County of Ventura, City Task Force on Homelessness, service providers and faith-based organizations to enhance services for Simi Valley homeless.**

- Goal: Continue to work with the Ventura County Homeless and Housing Coalition and an alliance of local service providers to implement a *10-Year Plan to End Homelessness* to address the issue of homelessness in Simi Valley. **Achievement: Conducted a focus group with homeless individuals to obtain information and recommendations on service needs. Formed the Task Force on Homelessness Faith Community Subcommittee to conduct outreach to the faith community, developed a homelessness prevention strategy and distribute a brochure. Continued the efforts of the Simi Valley Alliance to House the Homeless, with representatives from non-profit organizations, the faith community, and government, to provide collaboration, case management, capacity building and documentation of successes in housing the homeless, including the documentation of the successful housing of 94 individuals and an additional 97 who received assistance to maintain their housing.**

**Other Accomplishments**

- Conducted the 2009 Homeless Street Count along with the Ventura County Homeless and Housing Coalition, Samaritan Center, Salvation Army and Housing and Urban Development.
- Expanded representation on the Task Force on Homelessness to include five additional representatives, including a member who had experienced homelessness.

**FY 2009-10 Goals**

- Continue efforts with local non-profits, public agencies and the faith-based community to inform and assist citizens with available resources.
- Continue to work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley.

- Continue to work with the Task Force on Homelessness, Ventura County Homeless and Housing Coalition, the Alliance to House the Homeless and the Faith Community Subcommittee to implement the *10-Year Plan to End Homelessness* to address the issue of homelessness in Simi Valley.

### CROSSING GUARD PROGRAM

#### FY 2008-09 Goals and Achievements

- Goal: Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards. **Achievement: Crossing Guards safely assisted approximately 7,000 elementary students per week in crossing busy intersections.**

#### FY 2009-10 Goals

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

### CULTURAL ARTS CENTER

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

### FY 2008-09 Goals and Achievements

- Goal: Increase the use of the Multi-Purpose Room (MPR) for meetings, shows, social events, and community events. **Achievement: Use of the Multi-Purpose Room as a meeting location by outside groups increased 17% in 2009 and has resulted in the CAC becoming the weekly meeting place for the Rotary Club in Simi Valley.**
- Goal: Maintain the quality and quantity of the Main Stage productions in 2008-09 by providing a minimum of six productions with an average of 18 performances each. **Achievement: Seven major productions and a total of 196 public performances were presented during FY 2008-09.**
- Goal: Increase the amount of space and resources dedicated to fulfilling the educational component of the Center's Mission Statement by offering performance opportunities, training, and artist in residence programs. **Achievement: Hosted award-winning performance artist Doug Motel who performed his one-man show on the Main Stage and conducted a daylong workshop in the MPR. Promoted dance through the support and presentation of a regional dance celebration called *Dance Fusion*. Hosted Arts Youth Ensemble for the final rehearsal and performances of their summer program.**

### Other Accomplishments

- Continued to upgrade the production capabilities with the installation of a mid-stage curtain, reconfigured sound system and expanded wireless system.
- Participated with Ventura Arts Council and the Irvine Foundation in a Ventura County wide arts outreach program "Arts Alive".

- Continued to serve the Simi Valley schools and home school students, hosting over 20 events consisting of recitals, graduations, special performances and the ‘Reflections Program’ exhibit and awards.

### FY 2009-10 Goals

- Maintain the quality and quantity of Main Stage productions in 2009-10 by providing a minimum of six productions, with an average of 18 public performances each.
- Continue the CAC outreach to expand the educational presentations and opportunities to further the educational component of our mission statement.
- Raise awareness within the Simi Valley community of the availability of the CAC as an affordable rental facility perfect for meetings, social gatherings, and fundraisers.

### DEPARTMENT ADMINISTRATION

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

### FY 2008-09 Goals and Achievements

- Goal: Enhance the Department’s customer service through expanded staff training and orientation efforts. **Achievement: Participated in the Citywide Customer Service Committee and enhanced In-house customer service training in all divisions.**
- Goal: Continue to actively participate in activities related to the efficient use of the City’s Enterprise Resource Program and other e-tools available to staff. **Achievement: Coordinated with Fiscal Services Division staff to implement transactions and reports in SAP to track staff time related to grant activity in order to recoup maximum related costs.**
- Goal: Continue to work with the City Manager’s Office to ensure Departmental compliance with the Citywide Records Management Program (RMP). **Achievement: Partnered with Environmental Services Department staff to identify and implement ways to maximize the efficient use of the off-site storage, while ensuring departmental compliance with RMP standards and timelines, and participating in on-going refinement of the RMP.**

### Other Accomplishments

- Continued to coordinate the preparation and community-wide distribution of City Focus, and assisted with the City’s annual Volunteer Recognition Event.
- Facilitated the bidding/purchasing process for the materials, goods, and/or services required to support all Departmental programs and activities in a fiscally conscientious and timely manner.

- Processed recruitments as authorized for required public service, public safety and operational positions in Community Services, including part-time Transit Coach Operator, Senior Transit Dispatcher, Theater Technician I and II, and Crossing Guard.
- Continue to successfully manage and operate all Divisions and programs while maintaining vacancies for the Deputy Director/Compliance, one Code Enforcement Officer, two Management Analysts, and two Clerks.
- Oversaw the architectural design phase of the Transit Maintenance Facility Expansion Project, which is being funded with Federal Congestion Mitigation Air Quality funds and will be the first City project to receive Leadership in Energy and Environmental Design (LEED) certification.

#### **FY 2009-10 Goals**

- Continue to actively participate in Citywide efforts to address the current fiscal situation by curtailing expenses, managing programs while maintaining staffing vacancies, and investigating alternative funding sources.
- Continue to administer activities related to the Transit Maintenance Facility Expansion and Garage Remodel Project, including bidding for the construction phase, and the bidding, purchase and installation of all related furnishings and equipment.
- Continue to actively pursue and secure outside Federal, State and American Recovery and Reinvestment Act funds for the provision of City services and Capital projects.

#### **TRANSIT DIVISION**

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

# SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**COMMUNITY SERVICES**

**ADMINISTRATIVE OFFICER**

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

**ADMINISTRATIVE SECRETARY**

**DEPUTY DIRECTOR/ COMPLIANCE**

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

**DEPUTY DIRECTOR/ CITIZEN SERVICES**

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

**DEPUTY DIRECTOR/ TRANSIT**

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

**DEPARTMENT OF COMMUNITY SERVICES**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,170,051	\$2,363,600	\$2,147,100	\$216,500	\$2,280,400
41020 Temporary Salaries	179,514	166,900	136,000	30,900	238,300
41040 Overtime	1,718	4,500	1,800	2,700	4,500
41050 Outside Assistance	2,547	0	0	0	0
41200 Deferred Compensation - 401k	121,144	126,800	114,700	12,100	118,100
41210 Deferred Compensation - 457	705	2,800	2,100	700	4,000
41300 Vision Care	7,683	8,800	8,000	800	8,100
41350 Disability	21,194	23,100	21,100	2,000	21,400
41400 Group Ins/Health	382,833	366,700	372,700	(6,000)	351,900
41450 Life Insurance	9,224	10,100	9,400	700	8,400
41500 Group Ins/Dental	23,867	30,500	23,300	7,200	25,600
41600 Retirement/PERS	434,006	478,200	435,100	43,100	449,900
41610 Retirement/PARS	8,641	9,200	9,200	0	9,100
41650 Medicare	32,173	35,100	34,000	1,100	35,900
41660 FICA	10,724	11,600	8,600	3,000	14,000
41700 Workers' Compensation	89,800	97,100	97,100	0	67,600
41900 Personnel Savings	0	(135,300)	MET	(135,300)	(129,900)
Subtotal - Personnel	<u>3,495,824</u>	<u>3,599,700</u>	<u>3,420,200</u>	<u>179,500</u>	<u>3,507,300</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	207	200	200	0	200
42130 Postage	31,011	26,800	20,000	6,800	32,700
42200 Computer (Non-Capital)	1,390	0	0	0	0

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$5,511	\$13,000	\$10,000	\$3,000	\$7,900
42235 Furn & Equip (Non-Capital)	14,168	0	0	0	0
42410 Uniform/Clothing Supply	1,280	1,800	1,100	700	1,600
42440 Memberships & Dues	1,595	2,300	1,400	900	1,800
42450 Subscriptions & Books	798	1,300	600	700	600
42460 Advertising	493	0	0	0	0
42560 Operating Supplies	45,626	43,200	36,000	7,200	39,500
42720 Travel, Conferences, Meetings	3,371	2,900	2,000	900	2,000
42730 Training	1,575	2,500	100	2,400	1,500
42790 Mileage	20,683	26,400	19,300	7,100	20,100
Subtotal - Supplies/Materials	<u>127,708</u>	<u>120,400</u>	<u>90,700</u>	<u>29,700</u>	<u>107,900</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	138,763	142,200	134,000	8,200	147,600
44210 Animal Regulation	210,021	216,400	185,900	30,500	225,300
44310 Maintenance of Equipment	16,660	20,700	20,300	400	21,300
44460 Public Nuisance Abatement	22	1,000	800	200	1,000
Subtotal - Services	<u>365,466</u>	<u>380,300</u>	<u>341,000</u>	<u>39,300</u>	<u>395,200</u>
Subtotal - Current Expenses	493,174	500,700	431,700	69,000	503,100
Total	<u><u>\$3,988,998</u></u>	<u><u>\$4,100,400</u></u>	<u><u>\$3,851,900</u></u>	<u><u>\$248,500</u></u>	<u><u>\$4,010,400</u></u>

**DEPARTMENT OF COMMUNITY SERVICES  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>Administration:</u></b>			
Director, Community Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
Account Clerk I/II	1.0	1.0	1.0
Clerk I/II	4.0	4.0	2.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>8.0</b>
<b><u>Compliance:</u></b>			
Deputy Director/Compliance	1.0	1.0	1.0
Environmental Programs Manager	1.0	1.0	1.0
Management Analyst	2.0	2.0	0.0
Code Enforcement Supervisor	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Code Enforcement Officer	5.0	5.0	4.0
Counter Services Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>10.0</b>
<b><u>Citizen Services:</u></b>			
Deputy Director/Citizen Services	1.0	1.0	1.0
Senior Services Manager	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0
Account Clerk I/II	1.0	1.0	1.0

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Citizen Services (Cont'd):</u></b>			
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Cultural Arts Center Technical Coordinator	1.0	0.0	0.0
<b>SUBTOTAL</b>	<b>15.0</b>	<b>14.0</b>	<b>14.0</b>
<b>TOTAL - REGULAR POSITIONS</b>	<b>38.0</b>	<b>37.0</b>	<b>32.0</b>
<b><u>PART-TIME POSITIONS: (Note 1)</u></b>			
<b><u>Citizen Services:</u></b>			
Senior Center Aide/Rental Monitor	1.50	1.50	1.50
Senior Center Aide/Meals on Wheels Coordinator	0.63	0.63	0.63
Senior Center Aide/Mealsite Coordinator	0.63	0.63	0.63
Nutrition Services Worker	0.63	0.63	0.63
Lead Crossing Guard/Crossing Guard	9.50	9.50	8.25
Theater Technician I/II	0.00	0.69	0.69
<b>TOTAL - PART-TIME POSITIONS</b>	<b>12.89</b>	<b>13.58</b>	<b>12.33</b>
<b>TOTAL - COMMUNITY SERVICES POSITIONS</b>	<b>50.89</b>	<b>50.58</b>	<b>44.33</b>

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

## DEPARTMENT OF ENVIRONMENTAL SERVICES

The Department of Environmental Services is responsible for coordinating the City's community development functions. Through its Divisions of Planning, Housing and Special Projects, and Building and Safety, the Department encourages the creation of high-quality residential, commercial and industrial development in accord with the community's desire for managed growth, safe living and working environments, varied housing choices, high quality building and site design, enhanced landscaping, and economic vitality.

### PLANNING DIVISION

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

### CURRENT PLANNING

#### FY 2008-09 Goals and Achievements

- Goal: Continue to process: the 138-unit senior townhome project in Runkle Canyon; the new 140,000 square foot Target at Madera Road and Los Angeles Avenue (Kmart site); the redesign of the existing Toyota facility; two fire stations located at Los Angeles Avenue, east of Yosemite Avenue, and on Erringer Road (Whiteface Specific Plan); a 45,000-square foot expansion of the Aspen Center medical office building located on Sycamore Drive; a multi-building industrial park located on West Los Angeles Avenue (C.A. Rasmussen); and a new commercial retail center located in place of the Oakridge Athletic Club in the Simi Valley Town Center. **Achievement: Work on the Runkle**

**Canyon project is currently awaiting a response from the State regarding environmental conditions of the nearby Santa Susana Field Laboratory; the Target project was approved by the City Council in August 2008, and staff continues to communicate through the post-approval process; Toyota is currently assessing options for their existing facility; the Yosemite Avenue Fire Station was approved and is now in the plan check process; the Erringer Road Fire Station is scheduled for Planning Commission in April 2009; the Aspen Center expansion was approved in September 2008; the C.A. Rasmussen continues in the application process; and the commercial retail center located at the Oakridge Athletic Club site was approved in June 2008, and staff is waiting for the applicant to begin the plan check process.**

- Goal: Finalize the accumulated photographs of commercial and industrial projects and additional language for lighting fixture design, to be used to update the Citywide Design Guidelines. **Achievement: Identified additional photographic amendments to the document as staff finalizes these updates.**
- Goal: Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Facade Renovation programs. **Achievement: Continued to work with the City Manager's Office and business owners to renovate existing commercial centers on Tapo Street and Los Angeles Avenue.**

#### Other Accomplishments

- Continued plan check and site inspection work on the Ventura County medical facility under construction at Mountaingate Plaza.
- Continued processing the application for a 4,000-square foot

McDonalds food service facility at the northwest corner of Cochran and Galena Streets.

- Provided a presentation to all four Neighborhood Councils regarding planning-related design review and the Citywide Design Guidelines, with a focus on commercial and industrial design.
- Retained a consultant to prepare a Specific Plan for the Arroyo Simi Greenway.
- Continued to prepare an ordinance amendment to address mobile home park closures and conversions to resident ownership or changes of land use.
- Continued to process an update to the City's Cultural Heritage Ordinance by adding a provision for review of proposed alterations and additions to City landmarks.
- Continued to process applications for additions to six churches in the City.
- Processed an application for an 84-space RV storage facility located at the southwest corner of Callahan Avenue and Alviso Street.
- Continued to process an application involving modifications to the property located at 890 and 900 W. Los Angeles Avenue to add 148 recreational vehicle spaces and a contractor storage yard.
- Continued to process applications to build out the Simi Valley Town Center, including an application for a 15,000-square foot commercial retail center west of the Musashi Restaurant at the Town Center.
- Continued to provide site inspection and plan checking of the mixed-use Tapo Street Marketplace development.

- Continued to process the Lost Canyons project, a proposal to construct 364 semi-custom and custom residences, delete the golf course in Dry Canyon and convert the Tapo Canyon golf course from public to a private course.
- Continued to work on major non-residential development applications, including: construction of a community park and miniature golf course at 980 Madera Road, a Chumash Park on Flanagan Drive, a multi-building office park located on Madera Road, a 6,000-square foot market on E. Los Angeles Avenue, a 10,000-square foot Walgreens store near the northwest corner of Sycamore Drive and Cochran Street, the Simi Valley Hospital expansion, and the build out of Sycamore Plaza.
- Continued to work with major property owners and developers regarding significant residential projects in the City in order to ensure high quality developments.

#### **FY 2009-10 Goals**

- Continue to process through construction: the new Target at Madera Road and Los Angeles Avenue, two fire stations, a multi-building industrial park located on West Los Angeles Avenue, Sinaloa Park expansion, Walgreens Drug Store on Sycamore Drive, and the Simi Valley Hospital.
- Continue to process the Lost Canyons project, the North Canyon project, involving a church, school campus, 117 single-family units and 40 townhomes with an affordable component; and the 26 for-sale townhomes including 11 affordable units on Katherine Road.
- Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Facade Renovation programs.

- Complete the review of the Cultural Heritage Ordinance and present the Ordinance to the Planning Commission and City Council for review and adoption.
- Complete the Ordinance for mobile home park closures and conversion to resident ownership, and present it to the Planning Commission and City Council.
- Complete the Arroyo Simi Greenway Specific Plan and present it to the Planning Commission and City Council.

## COUNTER SERVICES

### FY 2008-09 Goals and Achievements

- Goal: Continue streamlining and enhancing customer service at the counter by updating and providing additional handouts outlining the Zoning Clearance and Planning entitlement processes. **Achievement: Continued to implement changes to the functions and process of the Counter Service Team to ensure that accurate and consistent information is provided to the public.**
- Goal: Utilize technology to enhance and improve the functioning of the Counter Service Team by providing more on-line/self-serve information through the City's updated website and staff-initiated public education during contact at the counter or by phone. **Achievement: Used technology to enhance and improve the functioning of the Counter Service Team by scanning and/or electronically converting all Planning handouts, Specific Plans, and Zoning Maps to make them available electronically to the public.**

### Other Accomplishments

- Issued 483 Zoning Clearances, 317 Home Occupation Permits, 128 Sign Permits, 62 Temporary Use Permits, three Tree Removal Permits and three Amusement Device Permits; accepted

and processed 41 formal applications; and responded to over 3,100 public inquiries at the public counter.

- Provided ongoing project location mapping and computerized development summaries to meet requests for this information.

### FY 2009-10 Goals

- Continue streamlining and enhancing customer service at the counter by updating and providing informational materials outlining the Zoning Clearance and planning entitlement processes.
- Utilize technology to enhance and improve the functioning of the Counter Service Team by providing information through the City's updated website and staff-initiated public education during contact at the counter or by phone.

## LANDSCAPE SERVICES

### FY 2008-09 Goals and Achievements

- Goal: Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program (including the Arbor Day Poster Coloring Contest program), implementing the "Don't Lop the Top" tree pruning program, and seeking re-certification status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation. **Achievement: Applied for and received, for the ninth consecutive year, the National Arbor Day Foundation Tree City USA Award. Successfully conducted the 2009 Arbor Day program and Arbor Day Poster Contest program.**
- Goal: Continue to provide high quality landscape review services by: (1) reviewing and approving preliminary landscape plan submittals and final construction plan documents for compliance with the Landscape Design Guidelines, the General Plan, and City policy; (2) issuing Tree Removal Permits consistent with the

conditions of an approved project; and (3) monitoring and inspecting landscape installations to ensure compliance with approved project conditions. **Achievement: Reviewed, and/or approved landscape plans for more than 60 development projects. Issued three Tree Removal Permits allowing for the removal of 18 mature trees and the planting of 32 trees to replace the loss value of the removed trees. Monitored 10 construction projects, and performed 50 site inspections. Provided assistance on four code enforcement projects.**

- Goal: Continue to assist the Landscape Guidelines and Standards Review Committee for purposes of reviewing and, if appropriate, making revisions to the Landscape Design Guidelines. **Achievement: No meetings were required.**
- Goal: Assist Public Works in preparing landscape designs and construction plans for landscape improvements along the Ronald Reagan Freeway. **Achievement: Completed development of contract plans and specifications for First Street/118 Roadway Enhancement Project.**

#### Other Accomplishments

- Assisted the Department of Public Works with the development of contract documents and specifications for the Madera Roadway Widening Project, developed conceptual plans, and started the process of preparing contract plans and specifications for Metrolink Memorial Plaza Project. Assisted the Department of Public Works with the preparation of contract documents and specifications for the Water Works District No. 8 Alta Vista Water Tank.

#### FY 2009-10 Goals

- Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program, appropriate tree pruning practices, and maintain status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation.

- Continue to provide high quality landscape review services by reviewing and approving preliminary landscape plan submittals, the General Plan, and City policy; issuing Tree Removal Permits consistent with the conditions of an approved project; and monitoring and inspecting landscape installations.
- Oversee implementation and compliance of State of California Landscape Water Conservation Ordinance.
- Continue to assist Public Works in preparing landscape designs and provide construction inspection for the proposed landscape improvements.

#### PERMIT COMPLIANCE

##### FY 2008-09 Goals and Achievements

- Goal: Continue to respond within three days of receipt of complaint about a failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance. In instances where compliance is not forthcoming, prepare a background of the case and forward it to the Compliance Division for the Community Services Department for further enforcement action. **Achievement: Streamlined the permit/Development Code compliance process by assigning all Planning-related compliance cases to one planner.**

#### Other Accomplishments

- Continued to coordinate the Municipal Unsafe Structure Tracking System (MUSTS) enforcement activities between the Planning Division, Building and Safety Division, and Code Compliance Division.

### FY 2009-10 Goals

- Continue to respond within three days of receipt of complaint about a failure to comply with a permit condition of approval by making a direct staff contact or sending a letter requesting voluntary compliance.

### GENERAL PLAN

#### FY 2008-09 Goals and Achievements

- Goal: Continue processing the comprehensive update of the General Plan and meet the following objectives: (1) select the preferred Land Use Plan; (2) prepare and adopt the Housing Element; (3) formulate the General Plan policies and prepare the updated General Plan document; (4) prepare the Environmental Impact Report for the General Plan Update; and (5) adopt the General Plan/EIR. **Achievement: Convened and conducted five meetings with the General Plan Advisory Committee (GPAC).**

#### Other Accomplishments

- Continued to complete tenant improvements at the Simi Valley Town Center to enable the following businesses to open/operate: Apple Cottage, Men's Warehouse and Tux, Union Bank, Snack & Go, and Verizon Wireless.
- Processed four General Plan Amendment Pre-screening applications.

### FY 2009-10 Goals

- Continue processing the comprehensive update of the General Plan.

### ENVIRONMENTAL PLANNING

#### FY 2008-09 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects. **Achievement: Completed the preparation of approximately 60 environmental documents, for developer- and City-initiated projects.**
- Goal: Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Participated in the review of the consultant's work on various sections of the General Plan Update document as well as the initial work on the Environmental Impact Report.**
- Goal: Complete the environmental review of the CDBG program for FY 2009-10 and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans. **Achievement: Completed the environmental review for the Community Development Block Grant (CDBG) program and applications to use HOME and CDBG program income.**
- Goal: Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department to make sure that all the City's resources are available to interested property owners, realtors, and lenders. **Achievement: Completed 84 flood zone determination letters.**
- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions. **Achievement: Continued monitoring of projects with Mitigation Monitoring Plans, resulting in over three acres of on-site mitigation, establishment of a two-acre conservation easement, and over six acres of off-site**

**mitigation that will reconstruct a vernal pool habitat at Rocky Pointe Park.**

- Goal: Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley. **Achievement: Responded to all questions regarding environmental issues at the front counter and on the telephone.**
- Goal: Continue to provide staff support to the Sustainable Simi Valley Committee, including attending additional training to assist in the development of workable City policies, and leading a “green team” of staff members to respond to requests made by the Committee. **Achievement: Provided staff support, recommendations and organization to the Sustainable Simi Valley Committee, and continued with development of a proposed Green Building Ordinance that will be presented to the City Council.**

**Other Accomplishments**

- Assisted the City Manager’s Office with review and response to environmental concerns regarding contamination at the Runkle Canyon Specific Plan project.
- Coordinated the City’s review of the Presidential Substation Project as well as the monitoring of other extra-territorial projects such as the landfill expansion and Cornerstone Church that the County is processing.
- Provided responses and coordination with Southern California Edison to develop a local government proposal for an energy efficiency partnership with SCE and the California Public Utilities Commission.
- Initiated the Lost Canyons project EIR.

- Provided mapping and research support to the Public Works Department as part of the effort to improve the FEMA Community Rating System for the City.
- Provided research and technical support to Community Services Department for LEED Certification of the major renovation of the City’s Transit Maintenance Facility.
- Prepared the State and Federal environmental documents for the City’s Recovery and Reinvestment Act projects.

**FY 2009-10 Goals**

- Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects, including any additional work needed to support the City’s Recovery and Reinvestment Act projects.
- Coordinate the preparation of the General Plan Environmental Impact Report in conjunction with the General Plan Update.
- Complete the environmental review of the CDBG program for FY 2010-11 and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans.
- Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department on flood zone determination matters.
- Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions.
- Continue to provide staff support to the Sustainable Simi Valley Committee, including preparation of future goals and priorities for the Committee and completion of Green Building Ordinance.
- Continue to provide technical support towards LEED certification of the Transit Maintenance Facility major renovation.

## APPLIED TECHNOLOGY

### FY 2008-09 Goals and Achievements

- Goal: Monitor and update Division web pages to incorporate updated and requested documents, notices, and frequently asked questions sections. **Achievement: Added and updated several informational handouts to a web-friendly format, added Planning Commission staff reports to the website, added web pages for the Tree Advisory Board and Sustainable Simi Valley Committee, continued to evaluate and update the “Frequently Asked Questions” page as needed, and revised flood zone information.**
- Goal: Continue to update GIS layers to incorporate PD, CUP, Wireless Telecommunications Permit, and other project boundaries. **Achievement: The GIS layers for PD, CUP, and Wireless Telecommunications facility site map/layers were updated and continue to be updated when projects are added.**
- Goal: Initiate minor Planning counter applications to a “paperless” form. **Achievement: Continued to adjust computerized forms, to eliminate cutting and pasting of site plan and other attachments.**

### Other Accomplishments

- Added a Building and Safety Division Plan Check and Building Inspection Status module to the City’s website to allow permit holders to view current status of their development project.
- Added new pages and modified existing pages in the Housing and Special Projects Division section of the City’s website to better serve the public.

## FY 2009-10 Goals

- Monitor and update Division web pages to incorporate updated and requested documents and notices.
- Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood determination sites, and other project boundaries.
- Develop an improved tracking system for RFP schedules, loan repayment schedules, and affordable agreement monitoring tasks.

## HOUSING AND SPECIAL PROJECTS DIVISION

This Division is comprised of two sections: Housing Programs and Special Projects. The Housing Programs Section provides coordination for the City’s Affordable Housing, First Time Home Buyer Assistance, Rental Assistance, Home Rehabilitation and Community Development Block Grant (CDBG).

The Special Projects Section coordinates the: implementation of the Residential Building Permit Allocation System; processing of applications for territorial annexations and reorganizations; Development Agreements and their amendments and annual reviews; population projections; development of other special planning research projects; collection and dissemination of census data; and a variety of projects resulting from the General Plan and Development Code.

## HOUSING PROGRAMS

### FY 2008-09 Goals and Achievements

- Goal: Continue to implement the Home Rehabilitation Program and initiate ten new loans for very low-, low- or median-income households. **Achievement: Initiated six Home Rehabilitation loans.**

- Goal: Continue to implement the First Time Homebuyer Program and provide assistance to ten low-, median- or moderate-income households. **Achievement: Initiated seven First Time Homebuyer loans.**
- Goal: Complete and submit an application for a 2007 HOME award up to \$800,000 for funding of the First Time Homebuyer Program, the Home Rehabilitation Program, and the Senior Rent Subsidy Program. **Achievement: Applied for and received a \$900,000 CalHome award.**
- Goal: Continue to implement the Community Development Block Grant (CDBG) Program. **Achievement: Conducted two CDBG Advisory Committee meetings, completed the FY 2007-08 Consolidated Annual Performance and Evaluation Report (CAPER) and the FY 2008-09 Action Plan, and solicited proposals for the FY 2009-10 Program.**
- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement: Conducted on-site monitoring of four CDBG subrecipients representing eight projects or programs and off-site monitoring of approximately 56 CDBG subrecipients to ensure continued compliance with program regulations.**
- Goal: Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations. **Achievement: Coordinated with the Southern California Housing Rights Center to conduct two fair housing workshops.**
- Goal: Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy Program for Seniors; Eviction Prevention Program; and Security Deposit Assistance Program. **Achievement: Assisted an average of: 40 households per month with the Senior Rent Subsidy Program; 37 households per month with the Mobile Home Rent Subsidy Program; and one household per month**

**with both the Eviction Prevention and the Security Deposit Assistance Programs.**

- Goal: Prepare a draft Housing Element to reflect the requirements of current State law. **Achievement: Continued to provide information to the City's General Plan consultant who will draft a Housing Element once the preferred land use alternatives have been selected by the City Council.**

#### Other Accomplishments

- Modified the Home Rehabilitation Program to include mobile home owners and increased the maximum limit for emergency loans from \$7,500 to \$10,000.
- Converted the First Time Homebuyer Assistance Program to an affordable unit acquisition program to obtain affordable housing credit in compliance with California Redevelopment Law.
- Modified the Eviction Prevention and Security Deposit Assistance Programs to: incorporate financial education; limit the number of opportunities a household may seek program assistance; and require health and safety inspections by the City for recipients renting a room in a single-family residence.
- Prepared four affordable housing projects for conceptual review by the Affordable Housing Subcommittee.
- Implemented changes to affordable rental unit waiting lists to ensure consistency among all City affordable rental projects in compliance with the agreements.
- Completed the 2008 Citywide Apartment Survey and provided results to City Council and survey participants on February 11, 2009.

- Received City Council approval on October 27, 2008, to implement an Identity Theft Prevention Program as required by the Fair and Accurate Credit Transactions (FACT) Act of 2003.
- Inventoried files within the Division for purposes of consolidating similar projects to improve efficiency and protect confidential information from identity theft.
- Established a Homeownership Preservation Campaign by contracting with the Cabrillo Economic Development Corporation's NeighborWorks HomeOwnership Center to provide foreclosure prevention workshops and counseling.
- Purchased three affordable units in foreclosure with the intent of rehabilitating the units and reselling them to eligible low-income households.
- Developed a Design Plan and entered into a Memorandum of Understanding with the County of Ventura to obtain Neighborhood Stabilization Program funding, approved by City Council on February 23, 2009.

### **FY 2009-10 Goals**

- Continue to provide assistance through the Home Rehabilitation Program to very low-, low-, and median-income households; anticipate closing five residential and five mobile home rehabilitation loans.
- Close 20 loans to low-income households through the First Time Homebuyer Assistance Program.
- Submit an application for the 2009 HOME award to provide additional funding for the First Time Homebuyer Assistance and Home Rehabilitation Programs.
- Continue to implement the Community Development Block Grant (CDBG) Program.

- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.
- Coordinate and conduct one or more workshops for local managers and other interested groups on fair housing rules and regulations.
- Continue to implement the following rental assistance programs: Senior Rent Subsidy Program; Mobile Home Rent Subsidy for Seniors; Eviction Prevention Assistance Program; and Security Deposit Assistance Program.
- Continue to assist in the preparation of the Housing Element and the Update to the General Plan.
- Continue to provide foreclosure prevention workshops as offered by the Cabrillo Economic Development Corporation's NeighborWorks HomeOwnership Center.
- Research and pursue funding opportunities made available through the American Recovery and Reinvestment Act of 2009.

### **SPECIAL PROJECTS**

#### **FY 2008-09 Goals and Achievements**

- Goal: Continue to implement the 2010 Census through collaboration with the U.S. Census Bureau. **Achievement: Submitted to the U.S. Census Bureau boundary and tract correction updates.**
- Goal: Continue to process the Ronald Reagan Presidential Library annexation into the City boundaries. **Achievement: Prepared a proposed annexation map, met with affected property owners, and met with LAFCO Executive Officer to discuss the process.**

- Goal: Schedule a public hearing in Fall 2008 for the Planning Commission to consider a revised Density Bonus Ordinance to reflect the requirements of current State law. **Achievement: Postponed the drafting of the ordinance to evaluate recent changes to State law.**
- Goal: Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Awarded 235 residential allocation grants through the Residential Building Permit Allocation System.**
- Goal: Continue to monitor compliance with existing Development Agreements. **Achievement: Monitored progress of the Runkle Canyon and Sand Canyon Development Agreements to ensure compliance.**

#### Other Accomplishments

- Prepared a Reasonable Accommodation Ordinance, which was adopted by City Council on February 9, 2009.

#### FY 2009-10 Goals

- Finalize for adoption a revised Density Bonus Ordinance to reflect the requirements of current State law.
- Continue the implementation of the Residential Building Permit Allocation System.
- Continue to monitor compliance with existing Development Agreements.
- Complete annexation of the Ronald Reagan Presidential Library.

#### BUILDING AND SAFETY DIVISION

The mission of the Building and Safety Division is to protect the lives and safety of the citizens and contribute to the City's economic

development and sustainability. This is accomplished through implementation and enforcement of Building, Plumbing, Electrical and Mechanical Codes and Ordinances. The Building and Safety Division is comprised of two sections: Plan Review/Permit Center and Inspection/Code Compliance Services.

#### PLAN REVIEW/PERMIT CENTER SERVICES

##### FY 2008-09 Goals and Achievements

- Goal: Continue to maintain a ten working-day turnaround time for first cycle plan checks and a five working-day turnaround time for re-submittals. **Achievement: Continued to provide ten working-day turnaround time for first cycle plan checks and a five working-day turnaround for re-submittals.**
- Goal: Continue to provide in-depth staff training to expertly apply the new 2007 California Building Codes, and continue to assist the construction industry and public to smoothly transition to these new State requirements. **Achievement: Provided in-depth training including advanced code topics such as new structural design requirements, commercial exiting, and fire-resistive construction.**
- Goal: Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings. **Achievement: Provided all mandated plan reviews for new construction, additions and alterations for buildings including over-the-counter reviews and submitted reviews.**
- Goal: Develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system. **Achievement: Identified existing procedures and processes that can be modified in preparation for integration into a one-stop approval system.**
- Goal: Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery

of costs for services rendered. **Achievement: Continued to monitor both fees and services provided to permit customers to ensure cost recovery.**

- Goal: Implement features of an on-line permit payment system for simple building permits. **Achievement: Evaluated products and systems in preparation for procuring and implementing an on-line permit payment system.**

### Other Accomplishments

- Served 7,100 customers at the permit center.
- Issued 607 simple building permits via the permit-by-fax service, resulting in reduced customer trips to City Hall.
- Reviewed, approved, and issued 3,700 building permits.
- Developed and implemented plan check and inspection status internet search pages, allowing project owners, designers, and contractors to track building permit approvals via the City's web site.
- Conducted 261 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.

### FY 2009-10 Goals

- Prepare Green Building Code local amendments and adoption package for City Council approval.
- Implement Proposed Green Building Ordinance based on Part 11 of California Title 24 Green Building Standards.
- Continue to monitor the fees charged by Building and Safety and the fee structure to ensure full and equitable recovery of costs for services rendered.

- Continue to develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system.
- Continue to provide mandated plan reviews for all new construction, additions, and alterations of buildings.
- Implement an on-line permit payment system for simple building permits.

### INSPECTION/CODE COMPLIANCE SERVICES

#### FY 2008-09 Goals and Achievements

- Goal: Update the Building and Safety Division's emergency response manual, adding tools and resource information to help Inspectors begin the safety assessment process as quickly as possible following a disaster. **Achievement: Completed the Building and Safety Emergency Response Manual, which was printed and distributed to inspection and plan check personnel.**
- Goal: Continue with in-house training and seminars on the newly adopted 2007 California Building Codes. **Achievement: Provided inspection staff an average of 45 hours of code training, with the less experienced inspectors receiving as much as 70 hours of training.**
- Goal: Continue cross training of inspection staff in code enforcement techniques and procedures to prepare for the continued rotation and reassignment of staff to the Code Compliance Unit. **Achievement: Continued to cross train all inspection staff on code compliance procedures, the enforcement of the Simi Valley Municipal Code as it relates to property maintenance, the preparation of legal documents, and the use of the MUSTS computer software.**

- Goal: Conduct monthly safety meetings, both in the field and in the office. Inspection staff will use safety tailgate handouts to create a “Code of Safe Practices Manual.” **Achievement: The Division’s Safety Officer provided monthly safety meetings for inspection staff.**
- Goal: Continue providing all mandated inspection services within 24 hours for all new construction, additions, and alterations of single-family buildings and structures. **Achievement: Performed 11,944 building, electrical, plumbing and mechanical inspections (100% of requested inspections) within the 24 hour goal during the first nine months of the fiscal year.**
- Goal: Continue to reduce the number of inactive and expired building permits with a proactive progress inspection approach. **Achievement: Resolved and closed over 2,027 old “open” permits.**

#### Commercial/Industrial Inspection Unit

- Goal: Utilize Senior Building Inspectors to field train Building Inspector I and II staff in the inspection of commercial and industrial projects. **Achievement: Senior Building Inspectors provided field training for Inspector I and II staff as well as to the Electrical Inspector.**
- Goal: Continue to conduct training sessions on the newly adopted 2007 Building Codes, technical bulletins, and manuals. **Achievement: Staff attended training seminars provided by CALBO or ICC on the 2007 California Codes.**
- Goal: Continue pre-construction, on-site meetings with developers, contractors, and superintendents. Additionally, to provide high quality communication and customer service, Inspectors will meet with all trade sub-contractors to discuss inspection procedures. **Achievement: Provided pre-construction meetings at all new construction projects.**

#### Code Compliance Unit

- Goal: Prepare a Code Compliance Reference Manual to outline all State and local code sections applicable to the Code Compliance program. **Achievement: Prepared and distributed the Code Compliance Reference Manual as a guide and reference for enforcing the Simi Valley Municipal Code and California codes as they relate to code enforcement procedures and preparation of legal documents for the City Attorney’s Office.**
- Goal: Continue to respond to all citizen complaints within 48 hours of their receipt. **Achievement: Investigated and initiated appropriate action within 48 hours for the 343 investigations performed during the first nine months of FY 2008-09.**
- Goal: Provide training to all inspection staff on the MUSTS computer software program. **Achievement: Code Compliance inspectors provided training to inspection staff on code compliance procedures, the preparation of legal documents, and the use of the MUSTS computer software.**

#### Other Accomplishments

- Performed over 15,900 building, electrical, plumbing, and mechanical inspections during the first nine months of FY 2008-09, all within 24 hours of the inspection request.
- Continued the Division’s public outreach and customer service by distribution of questionnaires regarding satisfaction with the services provided by Building and Safety staff.
- Established the Vacant/Abandoned Building Tracking program, whereby Inspectors: identify, research, and investigate the property history; inspect and issue Notices of Violations of life/safety issues when required; and monitor the sites for property maintenance and vandalism.

### Residential/Tract Inspection Unit

- Completed and approved for occupancy 28 single-family homes, including: 16 homes in the Big Sky development; nine homes on Jared Court; and three Habitat For Humanity homes on Royal Avenue.

### Commercial/Industrial Inspection Unit

- Issued Certificates of Occupancy for the following: Corporate Pointe, St. Peter Claver Catholic Church's Youth Center, a 36-unit multi-family/senior apartment development at Tapo Street and Eileen Avenue, three commercial buildings in the Ish Street Industrial Business Center; and Paseo de las Flores.
- Completed final inspections for the following projects: Taco Bell remodel, Red's BBQ, Von's Market, Walmart, and two new commercial buildings on Tapo Canyon Road.
- Reduced the number of old inactive sign and electrical permits by over 100 during the first nine months of FY 2008-09.

### Code Compliance Unit

- Received 343 MUSTS complaints or referrals during the first nine months of FY 2008-09 (a 34% increase over the same period in 2007-08), investigated and initiated appropriate action within 48 hours of receipt of complaint, and closed 278 cases with compliance. Managed over 220 open MUSTS cases.

### FY 2009-10 Goals

- Update the Division's Emergency Response and Disaster Assessment documents.
- Continue the Division's public outreach and customer service by distribution of questionnaires regarding public satisfaction with Building and Safety inspection staff.

- Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of single-family buildings and structures.
- Continue to reduce the number of inactive and expired building permits with a proactive progress inspection approach.
- Prepare and implement a State-mandated SB 1608 Certified Access Specialist program for accessibility inspections provided by Building and Safety staff.
- Continue to respond to all citizen complaints within 48 hours of their receipt.
- Continue to refine Code Compliance procedures to find new and more efficient ways to monitor, track, and gain compliance on all cases.
- Provide all Code Compliance forms and documents on the City's website.

### DEPARTMENT ADMINISTRATION

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

### FY 2008-09 Goals and Achievements

- Goal: Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups to achieve swifter and less costly processing methods, wherever possible. **Achievement: Continued to promote**

**applicant usage of City website forms and information as well as such streamlining processes as pre-application review, over-the-counter plan review, and permit by fax.**

- Goal: Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires. **Achievement: Realized a 95% overall satisfaction rate with the customer service received at the front counter as well as during the plan review and inspection processes.**
- Goal: Continue to monitor Division costs, revenues, and workload indicators to ensure the Department is staffed to provide the expected quality and timeliness of service. **Achievement: Monitored these indicators and made staffing adjustments and case assignments, as needed.**
- Goal: Continue to increase the use of technology within the Department in order to streamline processes and information retrieval and to enhance our service to the public. **Achievement: Continued to coordinate the Departmental updating of information, applications, and maps on the City's website to facilitate public access to these resources.**
- Goal: Continue to audit all Departmental documents to achieve full compliance with the City's adopted *Records Retention and Destruction Schedule*, purging non-records, removing official records whose retention periods have been exceeded and are now eligible for destruction, and organizing files to facilitate future electronic imaging. **Achievement: Completed the review of 48,000 Building and Safety address files; purged files as necessary; and organized the files for destruction and/or future electronic imaging.**

### Other Accomplishments

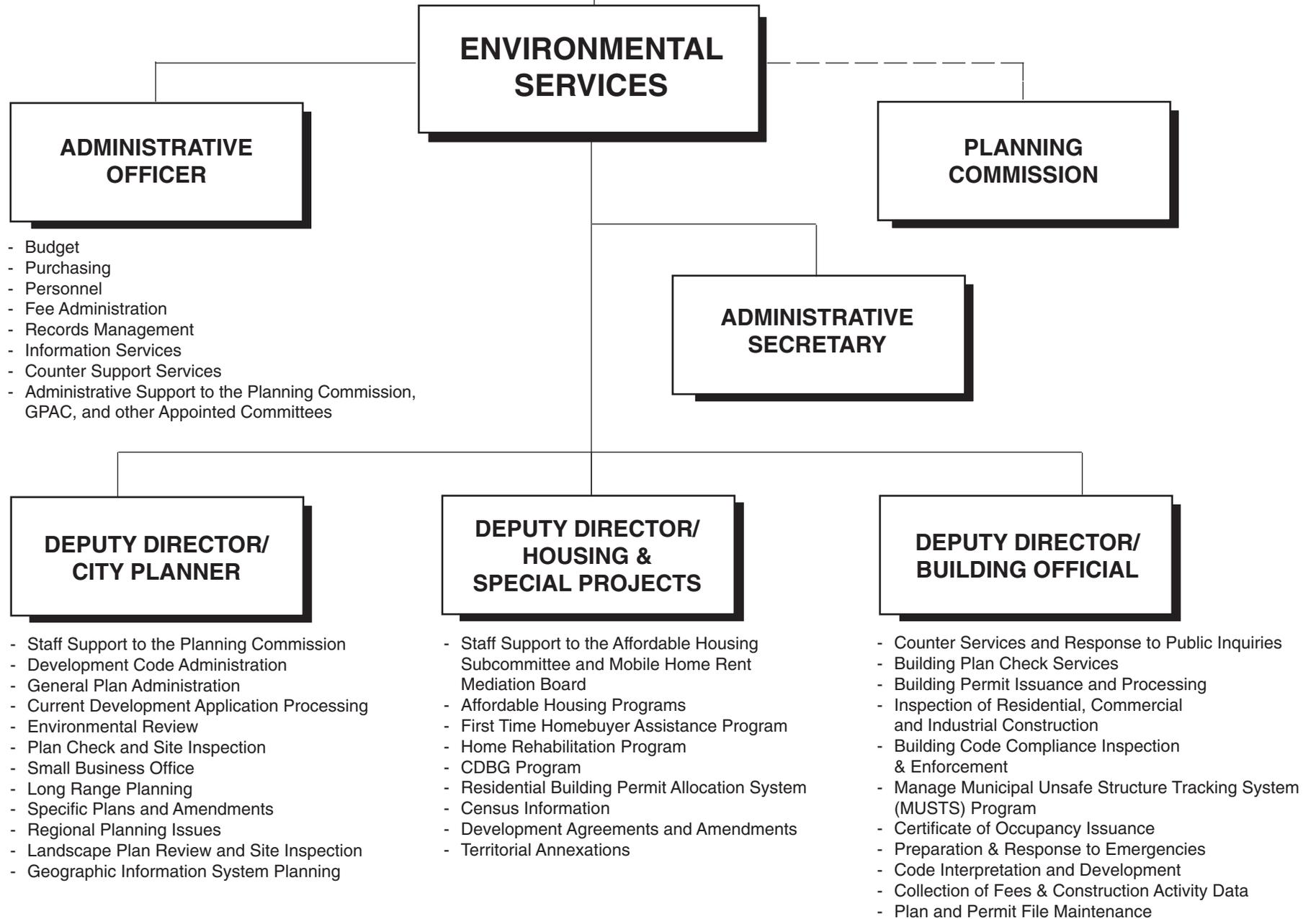
- Collaborated with the City's records management consultant to recommend needed revisions to the Department's section of the City's adopted *Records Retention and Destruction Schedule*.

### FY 2009-10 Goals

- Continue to examine the City's development review process with the Simi Valley Chamber of Commerce, the Building Industry Association, and other development-oriented groups.
- 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.

# SIMI VALLEY CITY COUNCIL

## CITY MANAGER



**DEPARTMENT OF ENVIRONMENTAL SERVICES**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,895,766	\$3,878,900	\$3,744,600	\$134,300	\$3,532,900
41020 Temporary Salaries	15,022	74,700	23,000	51,700	26,600
41030 Boards & Commissions	33,978	33,700	33,600	100	33,600
41040 Overtime	7,966	7,500	3,700	3,800	6,000
41200 Deferred Compensation - 401k	151,457	144,200	142,900	1,300	136,600
41210 Deferred Compensation - 457	2,150	6,000	3,800	2,200	6,800
41300 Vision Care	12,860	12,600	12,700	(100)	10,900
41350 Disability	31,294	31,900	30,800	1,100	29,900
41400 Group Ins/Health	574,370	571,000	574,700	(3,700)	562,800
41450 Life Insurance	13,502	13,100	13,200	(100)	11,000
41500 Group Ins/Dental	44,957	47,100	46,300	800	40,400
41600 Retirement/PERS	768,506	809,600	751,700	57,900	727,700
41610 Retirement/PARS	8,645	9,200	8,300	900	8,700
41650 Medicare	55,476	59,000	55,800	3,200	51,700
41660 FICA	2,498	7,600	3,600	4,000	4,000
41700 Workers' Compensation	148,900	137,900	137,900	0	103,300
41900 Personnel Savings	0	(255,700)	MET	(255,700)	(264,300)
Subtotal - Personnel	<u>\$5,767,347</u>	<u>\$5,588,300</u>	<u>\$5,586,600</u>	<u>\$1,700</u>	<u>\$5,028,600</u>

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

	<b>ACTUAL</b> <b><u>2007-08</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b>BUDGET</b> <b><u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$11,011	\$9,700	\$8,400	\$1,300	\$8,100
42235 Furn & Equip (Non-Capital)	933	2,000	1,400	600	0
42410 Uniform/Clothing Supply	1,012	1,800	1,700	100	1,500
42420 Special Departmental Expense	1,172	1,600	1,200	400	1,500
42440 Memberships & Dues	9,235	9,700	10,200	(500)	11,500
42450 Subscriptions & Books	16,288	3,000	2,600	400	2,300
42460 Advertising	6,317	34,100	5,200	28,900	5,200
42550 Small Tools/Equipment	142	2,600	2,600	0	500
42560 Operating Supplies	5,493	4,600	2,900	1,700	0
42720 Travel, Conferences, Meetings	12,202	11,500	11,500	0	9,100
42730 Training	21,638	4,800	5,500	(700)	4,700
42790 Mileage	4,122	6,600	5,600	1,000	5,200
Subtotal - Supplies/Materials	<u>89,565</u>	<u>92,000</u>	<u>58,800</u>	<u>33,200</u>	<u>49,600</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	256,440	869,000	485,000	384,000	0
44310 Maintenance of Equipment	39,083	40,000	39,100	900	30,600
44490 Other Contract Services	115,998	125,000	25,000	100,000	30,000
Subtotal - Services	<u>411,521</u>	<u>1,034,000</u>	<u>549,100</u>	<u>484,900</u>	<u>60,600</u>
Subtotal - Current Expenses	501,086	1,126,000	607,900	518,100	110,200
Total	<u><u>\$6,268,433</u></u>	<u><u>\$6,714,300</u></u>	<u><u>\$6,194,500</u></u>	<u><u>\$519,800</u></u>	<u><u>\$5,138,800</u></u>

**DEPARTMENT OF ENVIRONMENTAL SERVICES  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>Administration:</u></b>			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	3.0	3.0	3.0
Clerk	4.0	4.0	4.0
<b>SUBTOTAL</b>	13.0	13.0	13.0
<b><u>Planning: (Note 1)</u></b>			
Deputy Director/City Planner	1.0	1.0	1.0
Principal Planner	2.0	2.0	1.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	8.0	8.0	7.0
Associate Planner	10.0	10.0	6.0
Planning Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	23.0	23.0	17.0

**Note 1: Funding for one Senior Planner and one Associate Planner is provided by the Community Development Agency.**

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Housing and Special Projects:</u></b>			
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
<b>SUBTOTAL</b>	8.0	8.0	8.0
<b><u>Building and Safety:</u></b>			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	2.0	2.0	2.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Assistant Engineer/Plan Check	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Electrical Inspector	1.0	1.0	1.0
Plumbing/Mechanical Inspector	1.0	1.0	0.0
Building Inspector I/II	8.0	5.0	5.0
Permit Services Coordinator	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
<b>SUBTOTAL</b>	22.0	19.0	18.0
<b>TOTAL - REGULAR POSITIONS</b>	66.0	63.0	56.0

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

<u>PART-TIME POSITIONS: (Note 2)</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Administration:</u></b>			
Work Experience/Clerical	0.6	0.6	0.6
SUBTOTAL	0.6	0.6	0.6
<b><u>Planning:</u></b>			
Planning Intern	3.0	3.0	3.0
SUBTOTAL	3.0	3.0	3.0
TOTAL - PART-TIME POSITIONS	3.6	3.6	3.6
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	69.6	66.6	59.6

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

## DEPARTMENT OF PUBLIC WORKS

### ADMINISTRATION

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

### PARKWAY AND TREE MAINTENANCE

The Parkway and Tree Maintenance Section maintains the landscaping and trees on public property, including control of weeds and insects, through the use of in-house and contractual resources. It also provides for monitoring of the City's Landscape District No. 1 maintenance contracts.

### FY 2008-09 Goals and Achievements

- Goal: Continue to upgrade landscaping of designated areas within the public right-of-way with drought tolerant plant material as budget funds allow. **Achievement: Upgraded the irrigation and plant material on the small west section of the Metrolink Railway platform; upgraded and replaced the landscape irrigation backflow at the Civic Center and the Senior Center.**
- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application. **Achievement: Used reclaimed water in lieu of potable water, including landscaping at the Public Services Center, Transit Facility, and Animal Shelter.**

- Goal: Continue use of soil surface mulch to help retain soil moisture through the use of brush chipper produced chips. **Achievement: Used soil surface mulch on City areas and provided wood chips to residents and businesses upon request.**
- Goal: Complete Annual Landscape District Assessment process for FY 2009-10. **Achievement: Scheduled for action on June 1, 2009.**
- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement: Completed 8,771 tree trimming, tree/unwanted seedling removals, and stump removals with City forces; Completed 11,953 contractual tree trimming, tree removals, and stump removals.**
- Goal: Continue to provide tree trimming and landscape clean up at the Auxiliary Parking Lot for the Ronald Reagan Presidential Library. **Achievement: Continued to provide tree trimming and landscape clean up.**

### FY 2009-10 Goals

- Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material, as funds are available.
- Continue the use of and provide to the public, soil surface mulch to help retain soil moisture through the use of brush chipper produced chips.
- Complete the Annual Landscape District Assessment process for FY 2010-11.

- Continue in-house and contractual street tree trimming and tree removal/replacement projects.
- Review the current Landscape District No. 1 maintenance contracts for savings potential.
- Review the current Street Tree and Roadside Pest Control Contract for possible cost savings.

### STREET MAINTENANCE

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

### FY 2008-09 Goals and Achievements

- Goal: Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Performed concrete repairs, including the removal and replacement of approximately 600 linear feet of curb and gutter, and 20,000 square feet of sidewalk.**
- Goal: Continue to clean algae from City sidewalks. **Achievement: Removed algae from City sidewalks as needed.**
- Goal: Continue the comprehensive maintenance and repair of asphalt streets throughout the City. **Achievement: Performed street repairs that required approximately 750 tons of asphalt.**
- Goal: Continue the contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Continued the contractual maintenance and repair.**

### Other Accomplishments

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

### FY 2009-10 Goals

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

### BUILDING MAINTENANCE

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

### FY 2008-09 Goals and Achievements

- Goal: Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings with in-house labor and contractual services. **Achievement: Provided required maintenance activities for twelve City buildings.**
- Goal: Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs. **Achievement: Continued preventive maintenance programs.**
- Goal: Continue to maintain and monitor established power and water conservation programs. **Achievement: Replaced T12 lamps and magnetic ballast with energy efficient T8 lamps and electronic ballasts; replaced halogen and incandescent light fixtures with fluorescent fixtures; installed water saving aerators on all City faucets.**
- Goal: Upgrade the air conditioning/filtration systems in City buildings with ultra violet technology. **Achievement: This**

project is on hold pending the expansion and remodeling of City Hall.

- Goal: Repair the Old Garage roof at the PSC. **Achievement: Repaired the roof.**
- Goal: Repaint the exterior trim on Senior Center. **Achievement: Repainted the exterior trim.**
- Goal: Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws. **Achievement: Provided technical input as needed.**
- Goal: Participate in the City's partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs for City facilities. **Achievement: Evaluated costs to upgrade HVAC units at the Development Services Building and City Hall and to replace older light fixtures with energy efficient fixtures.**
- Goal: Continue the standardization of locks and locking hardware in City buildings. **Achievement: Continued to standardize locks and hardware at the Senior Center.**

#### Other Accomplishments

- Refinished Multipurpose Room floor at the Senior Center.
- Provided additional maintenance services on the Metrolink Station in preparation for the memorial service held for the local community and families of the train accident victims.
- Completed over 1,500 room setups at the Senior Center for various scheduled day and night events including educational classes, local meetings, weddings, dances etc.

#### FY 2009-10 Goals

- Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings with in-house labor and contractual services.
- Continue to expand preventive maintenance programs for heating, air conditioning, electrical, door hardware and roofs.
- Continue to maintain and monitor established power and water conservation programs.
- Continue the standardization of locks and locking hardware in City buildings.
- Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws.
- Participated in the City's partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs for City facilities.

#### EQUIPMENT MAINTENANCE

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

#### FY 2008-09 Goals and Achievements

- Goal: Continue to provide maintenance on all City vehicles and related equipment. **Achievement: Completed approximately 1,500 vehicle maintenance/repair work orders.**

- Goal: Provide for contract painting of City vehicles with deteriorated or missing paint. **Achievement: Repainted two vehicles.**
- Goal: Provide Fork-Lift Operator training for 2 Mechanics. **Achievement: Completed training for two Mechanics.**
- Goal: Comply with CARB Diesel Emission Control Strategy. **Achievement: Removed three diesel engine vehicles from service.**
- Goal: Comply with CARB Enhanced Vapor Recovery (EVR) Phase II gasoline fueling system upgrade. **Awarded a contract for fueling system upgrades.**

#### Other Accomplishments

- Passed the California Highway Patrol inspections at the PSC Transit Terminal with a satisfactory rating.
- Passed the California Highway Patrol BIT inspections at the PSC with a satisfactory rating.
- Passed the Transit Triennial inspection with a satisfactory rating.
- Installed three factory re-built transmissions in Police Department vehicles.
- Installed factory re-built Allison transmissions in one New-Flyer bus.

#### FY 2009-10 Goals

- Continue to provide maintenance for all City vehicles and related equipment.

- Provide for contract repainting of City vehicles with deteriorated or missing paint.
- Continue to comply with CARB Diesel Emission Control Strategy by removing diesel engine vehicles from service and retrofitting diesel engine vehicle exhaust systems.

#### STORM DRAIN MAINTENANCE

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

#### FY 2008-09 Goals and Achievements

- Goal: Maintain secondary drains and secondary channels throughout the City. **Maintained approximately 1,000 secondary drains and 250,000 square feet of secondary channels.**
- Goal: Sweep 8,500 curb miles of City streets. **Swept approximately 8,500 curb miles of City streets.**
- Goal: Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping. **Achievement: Continued the use of reclaimed water where feasible.**

#### Other Accomplishments

- Hauled approximately 600 loads of debris to the landfill.
- Designed and installed a culvert drain on Shasta Way to solve the drainage issues due to high ground water.

#### FY 2009-10 Goals

- Maintain secondary drains and secondary channels throughout the City.

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

### GRAFFITI ABATEMENT PROGRAM

This program in the Maintenance Division has historically addressed an average of approximately 3,000 incidents of graffiti in the City each year. A private contractor performs graffiti abatement as well as utilizing in-house crews.

#### FY 2008-09 Goals and Achievements

- Goal: Continue to coordinate with the City’s contractor for the removal of graffiti on public and private property. **Responded to over 3,000 graffiti incidents and removed approximately 200,000 square feet of graffiti citywide.**
- Goal: Continue to remove illegal signs within the City right-of-way. **Removed approximately 10,000 illegal signs from within the public right-of-way in support of the City’s sign ordinance.**

#### FY 2009-10 Goals

- Continue to contract for the removal of graffiti on public and private property.
- Continue to remove illegal signs within the City right-of-way.

### TRAFFIC ENGINEERING AND CITY ENGINEERING

The Traffic Engineering and City Engineering Division provide engineering services for subdivisions, land development projects, traffic programs, capital improvement projects, and assessment

districts. Service functions include public improvements plan checking; inspection of all public improvements construction; administration of certain public works contracts; vehicular and pedestrian traffic management; maintenance of City maps, plans, records, and survey data; and the initial installation of street name and regulatory signs. Service functions also include engineering support to the Department's Maintenance Division for the Streets and Roads Program; engineering and administration of assessment districts and special projects; issuance and monitoring of grading, paving, and right-of-way encroachment permits and providing related inspection services.

### TRAFFIC ENGINEERING

#### FY 2008-09 Goals and Achievements

- Goal: Design and construct new traffic signals and/or existing signal phasing upgrades as approved by the City Council at its annual review of the Traffic Signal Construction List. **Achievement: No new traffic signals were approved in FY 2008-09.**
- Goal: Replace traffic signal controllers and cabinets at six locations. **Achievement: Rewired the Madera Road/Cochran Street signal and replaced traffic signal controllers and cabinets at Cochran Street/Yosemite Avenue, Tapo Street/Eileen Street, Tapo Street/Alamo Street, and Cochran Street/Stearns Street.**
- Goal: Continue implementation of the City's Traffic Signal Synchronization Program using grant funds and City funds. **Achievement: Completed five additional interconnect segments using grant funds.**
- Goal: Update the City’s Bicycle Master Plan using grant funds and City funds. **Achievement: Updated the Bicycle Master Plan with grant financing. The Plan was approved by the City Council on January 26, 2009.**

- Goal: Continue implementing projects from the Bicycle Master Plan. **Achievement: Completed the Arroyo Simi Bikeway Extension (Metrolink Station to Yosemite Avenue) and developed bicycle lanes on Cochran Street (First Street to Madera Road), Country Club Drive (east from Wood Ranch Parkway to Madera Road), and Tapo Canyon Road (Avenida Simi to Presidio Drive).**

### FY 2009-10 Goals

- Design and construct new traffic signals and/or existing signal phasing upgrades as approved by the City Council at its annual review of the Traffic Signal Construction List.
- Replace traffic signal controllers and cabinets at six locations.
- Continue implementation of the City's 2008 Bicycle Master Plan.
- Continue implementation of the City's Traffic Signal Synchronization Program.

### CITY ENGINEERING

#### FY 2008-09 Goals and Achievements

- Complete construction of the FY 2007-08 Annual Major Street Rehabilitation. **Achievement: Completed construction.**
- Complete construction of FY 2007-08 Annual Minor Street Overlay Program. **Achievement: Completed construction.**
- Complete construction of Erringer Road Improvement Project between Royal Avenue and Fitzgerald Road. **Achievement: Completed construction.**
- Complete the design and construction of the First Street 118 Freeway Interchange Landscaping Project. **Achievement: Completed design in advance of soliciting bids.**

- Complete the design and construction of Madera Road Widening Project between Presidential Drive and the westerly City limits. **Achievement: Completed design and initiated construction.**
- Complete the design and construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center. **Achievement: Completed design and initiated construction.**
- Complete the construction of Bike Trail along Arroyo Simi between Kadota Fig Drain to Corriganville Park. **Achievement: Completed construction.**
- Complete design and initiate construction of FY 2008-09 Major Street Rehabilitation Program. **Achievement: Completed design and initiated construction.**
- Complete design and initiate construction of FY 2008-09 Annual Minor Street Overlay Program. **Achievement: Completed design and initiated construction.**
- Update the annual DBE goal. **Achievement: Updated the DBE goal.**
- Complete the Street Mile Report. **Achievement: The Local Street Mileage Report, used for apportionment of Federal-aid highway funds, was completed and submitted to Caltrans on March 9, 2009.**
- Update the street construction improvement list. **Achievement: Completed the construction improvement list used to identify street improvements proposed in the FY 2009-10 Annual Major Streets Rehabilitation and Minor Streets Overlay Programs.**

#### Other Accomplishments

- Completed design and initiated construction of the following economic stimulus projects: Cochran Street (Westbound

between Galena Avenue and Sycamore Drive), Royal Avenue (Darrah Avenue to Corto Street), Madera Road intersection with Los Angeles Avenue and Royal Avenue, Erringer Road/Los Angeles Avenue intersection, Alamo Street (Tapo Street to Texas Avenue).

- Completed design and initiated construction of the following Proposition 1B funded projects: Stonebrook Street; Highland Road; Valley Gate Road; Longbranch Road; Oldstone Court; Azure Hills Drive; the Saddleback portion of Bridle Path area including Sunnysdale Avenue, Rambling Road, and Rocking Horse Drive; Presidio Drive north of Township Avenue.
- Completed design of the Metrolink Memorial Plaza.
- Completed design of the 118 Freeway Interchange Oak Tree Planting Project.
- Completed paving rehabilitation of the Sycamore Drive/Los Angeles Avenue intersection.
- Completed design and construction of missing sidewalk/ramps as part of Safe Routes to School Grant Program.
- Assisted other departments with contract compliance and construction specification issues.

#### **FY 2009-10 Goals**

- Complete construction of the FY 2008-09 Annual Major Street Rehabilitation.
- Complete construction of FY 2008-09 Annual Minor Street Overlay Program.
- Complete construction of the First Street 118 Freeway Interchange Landscaping Project.
- Complete construction of the Madera Road Widening Project

between Presidential Drive and the westerly City limits.

- Complete construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center.
- Complete design and initiate construction of FY 2009-10 Major Street Rehabilitation Program.
- Complete design and initiate construction of FY 2009-10 Annual Minor Street Overlay Program.
- Complete construction of Metrolink Memorial Plaza.
- Complete Oak Tree planting at 118 Freeway interchanges.

#### **ENVIRONMENTAL COMPLIANCE**

##### **Stormwater Management**

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

##### **FY 2008-09 Goals and Achievements**

- Goal: Continue to represent the City, through the Ventura Countywide Stormwater Program, in the new National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Five-Year Permit negotiations with

the Regional Water Quality Control Board. **Achievement: Attended several permit negotiation meetings to improve the provisions of the draft MS4 permit.**

- Goal: Educate City departments and divisions regarding the new MS4 Permit requirements and help establish their roles and responsibilities in maintaining compliance. **Achievement: Provided regular updates to staff responsible for stormwater issues and gave Best Management Practices education and training material to help meet anticipated requirements.**
- Goal: Continue and enhance public/business outreach through Arroyo Cleanup events, on-site support during inspections and requested responses, HHW events, staffing of booths at public events, and providing speakers to present the Stormwater Management Program objectives and goals to citizens and business groups. **Achievement: Conducted public outreach at Earthday, Household Hazardous Waste and Arroyo Cleanup events, addressed Neighborhood Council meetings, professional workshops and local community colleges; also developed and distributed new brochures on swimming pool maintenance and reduction of grease in the sewer system.**
- Goal: Continue implementation of the current NPDES permit requirements for Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections and Industrial Outreach programs. **Achievement: Responded to 194 illicit discharge complaints and performed several hundred industrial/commercial inspections with stormwater education as the emphasis.**
- Goal: Continue implementation of the ongoing storm drain stenciling and maintenance program. This program will be augmented by extending stenciling activities and maintenance to the signage at all designated public access points to channels as outlined in the current NPDES permit. **Achievement: Installed proper signage to all 31 designated public access points to the channel and recruited several volunteer Boy Scout troops to assist with the application of stormwater curb markers throughout the City.**

### FY 2009-10 Goals

- Initiate compliance activities with regard to the provisions of the Ventura Countywide Municipal Separate Storm Sewer System (MS4) Permit that is scheduled for adoption by the Regional Water Quality Control Board in May 2009.
- Provide business leaders, developers and City employees with education and information on how best to comply with stormwater regulations through the most efficient and cost effective manner.
- Revise the City Stormwater Ordinance and related sections of the Municipal Code as necessary.
- Purchase and install trash excluders in the required high trash areas throughout the City.
- Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Automotive and Food Services Facility Inspections, and Industrial Outreach programs.

### Hazardous Materials

#### FY 2008-09 Goals and Achievements

- Goal: Continue, as an ongoing service, a no cost Electronic Waste Program using external resources to comply with Universal Waste disposal requirements resulting from the expiration of residential exemptions. **Achievement: Collected 41,818 lbs of electronic waste in January 2009.**
- Goal: Continue to increase the level of hazardous materials disclosure awareness in the business community through the Business Tenancy Certificate Program. **Achievement: Eliminated the Business Tenancy Certificate program and**

**initiated reformulation of a new, simplified business data exchange with local environmental regulatory agencies.**

- Goal: Continue successful operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste and Medical Waste disposal awareness. **Achievement: Diverted 161,014 pounds of household hazardous waste and implemented a no-cost medical waste information outreach program using public domain flyers.**

**Other Accomplishments**

- Executed a small fuel-contaminated soil site remediation project using in-house personnel and resources that saved the City an estimated \$10,000.
- Reviewed the biological exposure control policy and helped create a City-wide Bloodborne Pathogen Exposure Control Plan with input from the Risk Manager and Police Department.
- Partnered with the Simi Valley Town Center to present a first and second annual Earth Day Celebration with the goal of establishing an ongoing event for the community.

**FY 2009-10 Goals**

- Continue a no-cost Electronic Waste Program using external resources to comply with Universal Waste disposal requirements resulting from the expiration of residential exemptions.
- Continue operation of the Household Hazardous Waste Program and increase public outreach to include Stormwater Program, Electronic Waste, and Medical Waste disposal awareness.
- Continue new business data exchange with the local environmental regulatory agencies using electronic technology-based tools.

# SIMI VALLEY CITY COUNCIL

**CITY MANAGER**

**PUBLIC WORKS  
Director**

**ADMINISTRATIVE  
SECRETARY**

**ASSISTANT DIRECTOR OF  
PUBLIC WORKS-UTILITIES**

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

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

- City Engineering
- Traffic Engineering
- Maintenance Services

**DEPUTY DIRECTOR  
WATERWORKS  
SERVICES**

- 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

**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  
CITY ENGINEER**

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

**DEPUTY DIRECTOR  
TRAFFIC ENGINEER**

- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting Administration
- Traffic Modeling
- Traffic Impact Analysis

**DEPARTMENT OF PUBLIC WORKS**

	<b>ACTUAL</b> <b><u>2007-08</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b>BUDGET</b> <b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$6,955,301	\$7,197,800	\$6,866,200	\$331,600	\$6,546,200
41020 Temporary Salaries	29,573	33,000	13,500	19,500	10,000
41040 Overtime	115,905	104,000	78,400	25,600	89,000
41050 Outside Assistance	2,414	0	0	0	0
41200 Deferred Compensation - 401k	182,656	179,100	171,900	7,200	165,000
41210 Deferred Compensation - 457	5,885	20,200	12,200	8,000	27,200
41300 Vision Care	26,245	27,300	27,000	300	25,000
41350 Disability	39,161	40,000	38,200	1,800	37,400
41400 Group Ins/Health	1,183,286	1,304,700	1,199,800	104,900	1,154,400
41450 Life Insurance	23,073	23,900	22,500	1,400	20,400
41500 Group Ins/Dental	97,557	106,500	101,900	4,600	93,500
41600 Retirement/PERS	1,348,203	1,411,700	1,352,400	59,300	1,315,400
41610 Retirement/PARS	9,392	9,900	9,700	200	9,900
41650 Medicare	84,734	89,500	88,900	600	94,600
41660 FICA	472	600	600	0	600
41700 Workers' Compensation	694,900	477,200	477,200	0	382,000
41900 Personnel Savings	0	(627,900)	UNMET	(627,900)	(649,100)
Subtotal - Personnel	<u>10,798,757</u>	<u>10,397,500</u>	<u>10,460,400</u>	<u>(62,900)</u>	<u>9,321,500</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	226,612	237,000	250,000	(13,000)	250,000
42150 Communications	659	800	800	0	800
42230 Office Supplies	12,341	13,000	13,000	0	13,000

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42235 Furn & Equip (Non-Capital)	\$8,044	\$8,600	\$8,600	\$0	\$0
42310 Rentals	1,956	5,000	2,800	2,200	4,000
42410 Uniform/Clothing Supply	26,395	30,300	30,300	0	31,800
42420 Special Departmental Expense	99,309	125,000	120,000	5,000	125,000
42440 Memberships & Dues	10,399	10,800	10,800	0	10,800
42450 Subscriptions & Books	1,883	3,000	3,000	0	3,000
42460 Advertising	4,563	3,500	3,500	0	2,500
42500 Fuel & Lubricants	360,536	300,000	300,000	0	300,000
42510 Tires	38,857	37,000	37,000	0	40,000
42550 Small Tools/Equipment	9,818	10,000	10,000	0	10,000
42560 Operating Supplies	446,616	462,600	447,600	15,000	478,900
42720 Travel, Conferences, Meetings	7,626	4,600	4,600	0	4,600
42730 Training	11,113	8,200	6,000	2,200	8,200
42790 Mileage	5,414	6,400	6,400	0	6,400
Subtotal - Supplies/Materials	<u>1,272,141</u>	<u>1,265,800</u>	<u>1,254,400</u>	<u>11,400</u>	<u>1,289,000</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	296,631	238,600	212,400	26,200	292,400
44310 Maintenance of Equipment	73,172	74,400	74,400	0	137,200
44450 Landscape Maintenance Contract	1,151,436	1,232,000	1,232,000	0	1,198,000
44490 Other Contract Services	1,603,675	1,255,800	1,184,800	71,000	1,114,300
44355 Reimbursement for Vehicle Mtce	(960,700)	(1,005,900)	(1,005,900)	0	(987,800)
Subtotal - Services	<u>2,164,214</u>	<u>1,794,900</u>	<u>1,697,700</u>	<u>97,200</u>	<u>1,754,100</u>
Subtotal - Current Expenses	\$3,436,355	\$3,060,700	\$2,952,100	\$108,600	\$3,043,100

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>CAPITAL OUTLAY</u></b>					
<b>47020</b> Furnishings & Equipment	\$0	\$5,000	\$0	\$5,000	\$0
<b>47030</b> Vehicles	82,848	0	0	0	0
Subtotal - Capital Outlay	82,848	5,000	0	5,000	0
 Total	<b><u>\$14,317,960</u></b>	<b><u>\$13,463,200</u></b>	<b><u>\$13,412,500</u></b>	<b><u>\$50,700</u></b>	<b><u>\$12,364,600</u></b>

**DEPARTMENT OF PUBLIC WORKS  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>Administration:</u></b>			
Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Deputy Director/Maintenance Services Engineer	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	2.0	2.0	1.0
Public Works Dispatcher	1.0	1.0	1.0
Secretary	0.5	0.5	0.0
Clerk II	1.0	1.0	0.0
SUBTOTAL	12.5	12.5	10.0
<b><u>Maintenance:</u></b>			
Maintenance Superintendent	4.0	4.0	3.0
Maintenance Supervisor	4.0	4.0	4.0
Community Services Specialist	1.0	1.0	1.0
Heavy Equipment Operator	2.0	2.0	2.0
Building Maintenance Technician	4.0	4.0	4.0
Senior Tree Trimmer	2.0	2.0	2.0
Tree Trimmer I/II	2.0	2.0	2.0
Mechanic I/II	7.0	7.0	7.0
Public Works Inspector	3.0	3.0	3.0
Senior Custodian	1.0	1.0	1.0
Custodian	13.0	13.0	13.0
Maintenance Worker III	4.0	4.0	4.0
Maintenance Worker I/II	22.0	22.0	20.0
SUBTOTAL	69.0	69.0	66.0

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Engineering &amp; Traffic Engineering:</u></b>			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Secretary	1.0	1.0	0.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	10.0	10.0	9.0
Associate Engineer	3.0	4.0	1.0
Assistant Engineer	3.0	2.0	1.0
Senior Engineering Technician	5.0	5.0	4.0
Engineering Technician	2.0	2.0	1.0
Contract Compliance Technician	1.0	1.0	1.0
Engineering Aide	1.0	1.0	1.0
Counter Services Technician	1.0	1.0	1.0
Supervising Public Works Inspector	1.0	1.0	1.0
Public Works Inspector	5.0	5.0	5.0
<b>SUBTOTAL</b>	39.0	39.0	31.0
<b><u>Environmental Compliance: (Note 1)</u></b>			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Inspector	2.0	2.0	2.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Programs Analyst	1.0	1.0	1.0
Utilities Specialist	1.0	1.0	0.0
<b>SUBTOTAL</b>	7.0	7.0	6.0
<b>TOTAL - REGULAR POSITIONS</b>	127.5	127.5	113.0

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

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

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>TEMPORARY/LIMITED TERM POSITIONS: (Note 2)</u></b>			
<b><u>Maintenance:</u></b>			
Work Experience/Custodial	1.5	1.5	1.5
Community Services Specialist (Graffiti Program)	1.0	1.0	1.0
Work Experience/Maintenance	1.5	1.5	1.5
<b>TOTAL - TEMPORARY POSITIONS</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>TOTAL - PUBLIC WORKS POSITIONS</b>	<b>131.5</b>	<b>131.5</b>	<b>117.0</b>

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

## POLICE DEPARTMENT

### DEPARTMENT ADMINISTRATION

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

### FY 2008-09 Goals and Achievements

- Goal: Develop and implement a “Customer Satisfaction” Survey to seek input from the community on our delivery of service, responsiveness, and meeting their needs. **Achievement: Initiated preparation of the survey.**
- Goal: Continue to develop a succession plan with emphasis on individual employee career development through mentoring, training, and work experience. **Achievement: Provided leadership training in various levels of the organization.**
- Goal: Give high priority in responding to the property crime rate the City is experiencing through statistical analysis or crime trends, directed enforcement, education, and community involvement. **Achievement: Maintained proactive enforcement by providing staffing in the specialized units and targeting resources at specific problems.**
- Goal: Involve Department staff in responding to the challenges associated with meeting the needs of the community with reduced fiscal resources through creative solutions and reinventing the Department’s delivery of service. **Achievement: Focused resources to the core mission of the Department by eliminating non-essential programs and working on new ways to provide service to the public.**
- Goal: Complete the implementation of the Case Management Module of Versaterm. **Achievement: Completed**

**implementation of the Case Management Module of Versaterm in the Detectives Section during August 2008.**

### Other Accomplishments

- Obtained a Department of Homeland Security Grant in the amount of \$202,872 for facility improvements and training.
- Procured funding available through the various stimulus programs offered by the Federal Government.
- Completed the History Wall that documents over 30 years of Police Department events.
- Increased and maintained communication between various levels of the organization through meetings and written communication.
- Implemented the BOLO (Be on the Lookout) program in the Versaterm system.
- Completed team-building activities for Sergeants in the Department in April 2009.

### FY 2009-10 Goals

- Continue to review innovative ways to deliver Police services to the community with reduced funding.
- Continue a collaborative working relationship with the Community Crime Prevention Task Force to suppress criminal activity in the community.
- Foster the greater use of technology to meet the goal of working more efficiently and effectively with reduced resources and growing community demands.

- Continue to give high priority to the commission of Property Crimes through statistical analysis, crime prevention education and directed enforcement.
- Audit Department General Orders and review all General Orders that are older than 3 years for currency and correctness.

### DISPATCH

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

### FY 2008-09 Goals and Achievements

- Goal: Provide professional and courteous service at all times to citizens, Officers and co-workers. **Achievement: Dispatched Officers to approximately 29,961 calls for service from July 1, 2008 through March 11, 2009; received approximately 16,176 9-1-1 calls during the same period.**
- Goal: Assist in maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls. **Achievement: Achieved a response time of 4.6 minutes for emergency calls and 14.6 minutes for non-emergency calls.**
- Goal: Participate in Leadership Simi Valley, the Every 15-Minute Program, and the Citizens' Academy. **Achievement: Made presentations at Leadership Simi Valley Law Enforcement Day on February 6, 2009, Every 15 Minutes on March 11, 2009 and Rotary on March 17, 2009. A Citizens' Academy was not conducted during the past 12 months.**

- Goal: Secure language translation services for emergency calls. **Achievement: Secured a one-year contract with an option to renew with Language Line Services, which offers interpretation services in over 170 languages.**
- Goal: Update CAD to next version of software. **Achievement: Upgraded CAD from the Version 6.4 to Version 7.1 in April 2009; training for this upgrade began on March 11, 2009.**

### Other Accomplishments

- Deployed a Tactical Dispatcher to special events such as DUI Checkpoints and DUI Saturation Details.
- Assisted with the filming of a second episode of CALL 911 based on a bank robbery that occurred in 2003.
- Tested activation of the Alternate 911 Call Center at the East Valley Sheriff's Office.

### FY 2009-10 Goals

- Provide professional and courteous service at all times to citizens, Officers and co-workers.
- Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls.
- Continue to work with the California Highway Patrol to direct cellular telephone calls made within the City limits for emergency services directly to the Department's Dispatch Center.
- Test activation of the Alternate 911 Call Center at the East Valley Sheriff's Office.

- Continue to participate in development and implementation of the VERSATERM system.
- Review the reliability of voice-logging equipment and evaluate alternative solutions for recording capabilities.

## PATROL

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

### FY 2008-09 Goals and Achievements

- Goal: Maintain an average response time of less than 5 minutes for emergency calls for service and 15 minutes for routine calls for service. **Achievement: Responded to approximately 29,961 incidents with an average response time of 4.6 minutes for emergency calls and 14.6 minutes for non-emergency calls from July 1, 2008 through March 11, 2009.**
- Goal: Emphasize traffic enforcement, including DUI arrests. **Achievement: Issued 1,373 traffic warnings, 7,232 vehicle code citations and made 324 DUI arrests during the first eight months of the fiscal year. This reflects a 35% increase in DUI arrests over the past four years.**
- Goal: Provide professional and courteous service at all times and maintain a low citizen complaint rate. **Achievement: Provided services 24 hours a day, seven days a week while generating only three complaints from citizens during the first eight months of the fiscal year, all of which were determined to be unsustainable.**

- Goal: Maintain and update the Mobile Report Entry and Case Management modules of the Versaterm system as necessary. In addition, complete the required training for all newly hired Officers and update training for in-service Officers and Civilian personnel. **Achievement: Provided Mobile Report Entry training to all new hires, provided update training monthly, and tracked all Patrol cases electronically in the Case Management System, replacing multiple paper notebooks.**
- Goal: Ensure that Officers continue to use the VCIJIS interface to check the various Federal, State, and Local systems for parole and probation status, restraining orders, DMV information, and warrants and warrants on suspected violators from their Mobile Data Terminals, unless tactical considerations dictate otherwise. **Achievement: Utilized mobile computer resources to a greater extent than before; field staff received more information more quickly than when using the voice radio system.**

### Other Accomplishments

- The daily typed 'wanted sheet' has been replaced with a more current, detailed and secure electronic version, which includes suspect photographs that are updated instantly in the field.

### FY 2009-10 Goals

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

- Develop an electronic mapping system utilizing existing resources. This will provide contemporaneous crime and traffic data to operations staff to more effectively direct enforcement resources and target higher crime areas.

### SPECIAL OPERATIONS UNIT

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

### FY 2008-09 Goals and Achievements

- Goal: Conduct Alcoholic Beverage Control “stings” on both the on-sale and off-sale licensed businesses to ensure compliance. **Achievement: Conducted an alcoholic beverage sales to minors sting at seventy-one retail locations, with a 93% compliance rate.**
- Goal: Dedicate a portion of the Special Enforcement Section’s time to the enforcement of street level narcotics violations. **Achievement: Targeted street level narcotics users with 70% of Special Enforcement Section available time.**
- Goal: Target repeat criminal offenders, known criminal locations, and observed crime trends in an effort to reduce the crimes related to these individuals and locations. **Achievement: Directed Special Enforcement Section and Special Problems Section Officers to seek out known offenders and conducted “stings” in areas with identifiable crime trends.**

- Goal: Track and assure due-diligence compliance on all City arrest warrants and clear them by arrest when possible. **Achievement: Reviewed active arrest warrants on a weekly basis; Special Enforcement Section Officers have acquired access to the County’s database to conduct detailed warrant inquiries.**

- Goal: Work closely with Federal, State and Regional Narcotics Enforcement Units to combat major narcotics dealers as well as address local dealers who impact the quality of life in Simi Valley. **Achievement: Assigned a Detective to the Ventura County Combined Agency Task Force (VCAT) to combat major and local narcotics dealers; local Narcotics Detectives have also teamed with County, State and Federal agencies on several major cases.**

### FY 2009-10 Goals

- Dedicate a portion of the Special Enforcement Section’s time to the enforcement of street level narcotics violations.
- Target repeat criminal offenders, known criminal locations, and observed crime trends in an effort to reduce the crimes related to these individuals and locations.
- Track and assure due-diligence compliance on all City arrest warrants and clear them by arrest when possible.
- Work closely with Federal, State and Regional Narcotics Enforcement Units to combat major narcotics dealers as well as address local dealers who impact the quality of life in Simi Valley.
- Continue to enhance the Technical Services Team and make it a more viable resource for the entire Department.

## DETECTIVES

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

### FY 2008-09 Goals and Achievements

- Goal: Continue proactive monitoring of registered sex offenders. **Achievement: Continued monitoring the registered sex offenders between July 1, 2008 and March 13, 2009. Currently, all 61 sex offender registrants within the City are in compliance.**
- Goal: Update the Department's Amber Alert Response Plan. **Achievement: Updated the Department's Amber Alert Plan; the revised plan is awaiting approval by the Ventura County Sheriff's Department.**
- Goal: Implement a community satisfaction protocol for the Detective Unit. **Achievement: Anticipated completion of the community satisfaction protocol is expected during FY2009-10.**
- Goal: Implement the Case Management module of the Versaterm Software System. **Achievement: Implemented the Case Management module of the Versaterm Software System in August 2008. Detective Unit personnel received training in the remaining Versaterm Software System modules in October 2008.**

### FY 2009-10 Goals

- Develop a formalized training protocol for newly selected Detectives by September 2009.

- Design a job-sharing strategy for unit support positions and cross train personnel to increase efficiency.
- Develop a training plan for Patrol personnel, with Community Prosecutor input including; first responder to crime scenes, courtroom testimony, report writing, evidence collection, and search warrant preparation.
- Provide investigative training at Patrol roll-call meetings over a six-month period.

## RECORDS

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

### FY 2008-09 Goals and Achievements

- Goal: Continue transcription training of Mobile Report Entry (MRE) police reports to ensure integrity of data. **Achievement: Continued to improve and audit transcription procedures.**
- Goal: Work cooperatively with Information Services and Versaterm staff to resolve ongoing computer and workflow issues related to imaging, CLETS interface, and Adobe PDF Reader interfaces. **Achievement: Worked with Information Services and Versaterm staff to resolve computer and workflow issues related to imaging. Most issues have been successfully resolved.**

- Goal: Move forward with the Case Management implementation phase of Versaterm and ensure that staff is properly trained. **Achievement: Completed the Case Management implementation phase of Versaterm and trained staff.**
- Goal: Establish new Records Unit documentation that identifies step-by-step procedures detailing all tasks and associated responsibilities. **Achievement: Completed step-by-step Records Unit Procedures that will be reviewed and updated as warranted.**

### FY 2009-10 Goals

- Complete CLETS recertification for the entire Police Department and other City employees who use CLETS to perform their job functions.
- Automate the bicycle licensing and permit procedures.
- Complete and review the entire Records Procedures manual, streamline documentation, and create an electronic filing system.

### CRIME ANALYSIS

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

### FY 2008-09 Goals and Achievements

- Goal: Continue to assist Records staff in RMS, MRE, Case Management, and other workflow processes. **Achievement: Assisted Records staff in RMS, MRE, Case Management and other workflow processes. Crime Analysis staffed assisted during a period of multiple vacancies in the Records Section.**
- Goal: Review crime mapping software to monitor and record crime activity and patterns within the city. Disseminate necessary crimes trends to patrol to assist in directed patrol, thus helping to suppress criminal activity while focusing on reducing the crime rate. **Achievement: Reviewed Crime View Mapping Software; however funds are not available at this time for purchase.**
- Goal: Shift transcription workload to Records and free up staff assigned in Crime Analysis to begin preparation of analytical applications. **Achievement: Shifted transcription workload to the Records unit; Crime Analysis staff continues to support Records during periods of vacancies.**
- Goal: Prepare for the Case Management implementation of Versaterm, which will automatically distribute cases via electronic work queues. Establish procedures to identify changes in electronic data and monitor as appropriate. **Achievement: Completed Case Management implementation of Versaterm and established electronic workflow procedures.**
- Goal: Complete all training documentation that pertains to hard copy data entry, CLETS integrated data, and imaging workflow procedures. Assure all Records Technicians are trained on these procedures and ultimately transfer this responsibility from Crime Analysis to Records. **Achievement: Prepared training documentation on all records procedures; currently fine-tuning the training process.**

### FY 2009-10 Goals

- Implement the E-CARS System to begin electronic reporting of Part I Crimes and monthly arrest submissions sent to DOJ and the FBI.
- Work with Information Services staff to complete the Cognos ReportNet analytical reports that provide a variety of needed statistics.
- Work with Versaterm on upgrading the Versadex RMS to 7.2 or 7.3 to improve National Crime Information Center functionality, new print utilities, and customization of police reports.
- Utilize maps for ad-hoc tactical analysis to develop visual representations of crime patterns, trends and known offender correlations and track parolees and probationers.
- Disseminate timely crime summaries to provide up to date routine crime patterns, and trends; distribute active parolee, probation, and warrant information monthly and as warranted.

### FISCAL SERVICES

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

### FY 2008-09 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 204 false alarm**

**billings and 318 permits/licenses in a timely manner during calendar year 2008.**

- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Published revisions to 11 General Orders and created one new General Order.**
- Goal: Complete the Department's reappropriations, First Quarter and Mid-Year Reports, and the Preliminary Base Budget. **Achievement: Completed the Department's Reappropriations, First Quarter and Mid-Year Reports for FY2008-09 and the Preliminary Base Budget for FY2009-10.**
- Goal: Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner. **Achievement: Completed all Department purchase requisitions, purchase orders and invoices in a timely and efficient manner.**
- Goal: Present two Citizen Academies in the Spring and Fall. **Achievement: Postponed the Spring and Fall Citizen Academies due to budget reductions.**

### Other Accomplishments

- Reviewed and streamlined payroll procedures for better efficiency and tracking.
- Reconciled all Department related Grants.

### FY 2009-10 Goals

- Process all reported false alarms and permits/licenses in a timely manner.
- Process all updates to the Department General Orders in a timely manner.

- Complete the Department's reappropriations, First Quarter and Mid-Year Reports, and the Preliminary Base Budget.
- Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.
- Upgrade the Volunteer Program to provide a higher level of service to the Department and community.
- Continue to pursue and manage grant funds provided through the Federal Stimulus Program.

### MAINTENANCE

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

#### FY 2008-09 Goals and Achievements

- Goal: Auction surplus vehicles and equipment. **Achievement: Completed the auction of surplus vehicles and equipment in May 2009.**
- Goal: Install equipment into 13 replacement vehicles. **Achievement: Completed installation of emergency equipment in 13 vehicles in May 2009.**
- Goal: Repair drainage problem in the emergency generator area. **Achievement: Repaired a drainage problem in the emergency generator area in August 2008.**
- Goal: Install protective rear window barriers in all Patrol vehicles. **Achievement: Installed rear window barriers in all Patrol vehicles in November 2008.**

- Goal: Implement an Enhanced Vapor Recovery Phase II Upgrade System. **Achievement: Installed an Enhanced Vapor Recovery Phase II Upgrade System in May 2009.**

#### Other Accomplishments

- Installed a new water pressure regulator for the facility.
- Installed a new prototype back flow device for the irrigation system.
- Installed a backup air conditioning system in the radio/equipment room.
- Replaced the compressor in air conditioning unit #2.
- Retrofitted fleet vehicles with new center consoles and laptop computers.
- Installed a new exhaust system in the Property Room drug storage area.
- Purchased the first hybrid vehicle to be used in a support capacity.

#### FY 2009-10 Goals

- Auction surplus vehicles and equipment.
- Install equipment into 12 replacement vehicles.
- Install an air purifier in the Crime Scene Investigation Room.
- Evaluate the performance and fuel efficiency of the newly purchased hybrid vehicle for consideration of future purchases.

## AUXILIARY SERVICES

The Auxiliary Services Unit (ASU) is responsible for planning, research, personnel, recruitment, background investigations, internal affairs investigations, training, property and evidence, information systems, jail management, and grant management. The Unit also manages crime prevention, environmental design, the temporarily suspended Drug Abuse Resistance Education (D.A.R.E.) Program, the Explorer Program, and Department media relations. A Police Sergeant supervises the Youth Services Program, which includes D.A.R.E. Officers, the School Resource Officers and the Youth Service Officer.

### FY 2008-09 Goals and Achievements

- Goal: Advance the “Business Watch” Program to next phase. Organize two business watch meetings with local businesses, focusing on teamwork and reporting procedures. Enroll these businesses in the Business Alert Program. **Achievement: Enrolled thirty businesses in the Business Alert Program; currently organizing the business watch meetings with local businesses.**
- Goal: Continue Business Alert Program. Prepare periodic press releases to advertise the program to citizens and businesses for increased participation. Prepare Alert e-mails weekly with varying topics relating to current events and seasonal crime. **Achievement: Distributed via e-mail weekly Business and Citizen Alerts consisting of crime alerts and crime prevention tips to business owners and citizens on a subscription list; participation in the program continues to increase as new business owners become aware of this service.**
- Goal: Expand and develop the Youth Services Program, including defining the responsibilities and duties of the new Youth Services Officer. **Achievement: Implemented the Youth Services Program, modified the General Orders to reflect the**

**Youth Services Officer’s duties, and implemented the related Juvenile Diversion Program.**

- Goal: Analyze the duties and responsibilities of the School Resource Officers (SRO) and DARE Officers. Evaluate the feasibility of making the DARE Officers more responsible for SRO type of activities in Middle Schools. **Achievement: Decreased the number of DARE Officers by two Officers, assigned one Officer to School Resource Officer duties at the middle schools as time permits, reassigned DARE Officers to Patrol.**
- Goal: Continue to give timely and worthwhile training to our Officers, while keeping them within POST required training compliance minimums. **Achievement: Trained Officers in compliance with POST mandated minimum standards and strategically planned training for Patrol Officers around summertime deployment, thereby reducing backfill overtime expenditures.**
- Goal: Continue to move forward with the implementation of the Department’s Intranet system. **Achievement: Implemented the Department’s Intranet system, which has been live for the majority of the year. The Intranet system is updated on a regular basis to suit the Department’s needs.**

### Other Accomplishments

- Planned and implemented the Department’s first Open House on September 20, 2008.
- Completed the first Parent Project Class with 25 parents in attendance in March 2009.
- Coordinated the successful Every 15 Minute Program with the Simi Valley Unified School District on March 18-19, 2009.
- Completed a successful POST Compliance Audit.

## FY 2009-10 Goals

- Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 712 to 1,000.
- Continue the Youth Services Program by hosting four Parent Project classes.
- Develop and implement a standardized lockdown procedure for schools in conjunction with the Simi Valley Unified School District and conduct two lockdown drills at each school.
- Continue to give timely and worthwhile training to Officers, while keeping them within POST required training compliance minimums. Schedule training to have minimum impact on summer uniform deployment and overtime expense.
- Increase the use of the Intranet to include more pertinent information to assist Police Department staff.

## TRAFFIC

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

## FY 2008-09 Goals and Achievements

- Goal: Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations, and take enforcement action as appropriate. **Achievement: Completed 281 directed enforcement details in various areas based upon complaints from citizens, including residential zone speed enforcement, school zone enforcement, cross walk enforcement, seatbelt enforcement, and cellular telephone enforcement.**
- Goal: Continue to aggressively enforce the abandoned and nuisance vehicle statutes. **Achievement: Issued 2,937 citations for parking violations and handled 1,195 abandoned vehicle complaints as of March 10, 2009.**
- Goal: Further develop traffic and bicycle safety education programs for teen drivers and elementary/middle school students through the use of the STTOP Program and presentations in conjunction with the Youth Services Unit. **Achievement: Conducted STTOP Presentations at high schools and discussed safety education programs with middle school administrators regarding safety education programs.**
- Goal: Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur. **Achievement: Developed a system to determine locations where the majority of injury accidents occur, provided information to enforcement personnel for further action, initiated a manual pin mapping system to identify problem locations, and scheduled directed enforcement in the identified areas.**
- Goal: Conduct two sobriety checkpoints. **Achievement: Conducted one Sobriety Checkpoint and one DUI Saturation Patrol in lieu of a Sobriety Checkpoint.**

- Goal: Obtain an Office of Traffic Safety (OTS) Seatbelt Enforcement Grant and Drivers Under the Influence (DUI) Checkpoint Grant for FY2008-09 as they become available. **Achievement: Obtained an OTS seatbelt enforcement grant in the amount of \$55,774 and a DUI checkpoint grant in the amount of \$48,288.**

#### **FY 2009-10 Goals**

- Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate.
- Continue to aggressively enforce the abandoned and nuisance vehicle statutes.
- Continue use of the STTOP Program and presentations at high schools.
- Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur.
- Pursue OTS Grants related to traffic safety programs as they become available.
- Conduct sobriety and licensing checkpoints as funding allows.

**SIMI VALLEY CITY COUNCIL**

**CITY MANAGER**

**POLICE DEPARTMENT**

**ADMINISTRATIVE SECRETARY**

**OPERATIONS DIVISION  
Captain**

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

**INVESTIGATIVE DIVISION  
Captain**

- Detectives
- Special Enforcement
- Gang Suppression
- Narcotics Enforcement
- Community Policing
- Criminal Intelligence
- Victim Services

**SUPPORT SERVICES DIVISION  
Captain**

- Dispatch
- Explorer Program
- Crime Prevention
- Planning & Research
- Property & Evidence
- School Resource Officers
- Recruitment & Background
- Professional Standards
- Emergency Services
- Jail Management
- Public Information Services
- Training
- Homeland Security
- Youth Services Program

**ADMINISTRATIVE DIVISION  
Deputy Director**

- Budget
- Purchasing
- General Orders
- Maintenance
- Records
- Crime Analysis
- Personnel Liaison
- Volunteer Services
- Payroll
- Business Permits
- Alarm Ordinance

**POLICE DEPARTMENT**

	<b>ACTUAL</b>	<b>FINAL</b>	<b>ESTIMATED</b>	<b>VARIANCE</b>	<b>BUDGET</b>
	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$13,562,831	\$14,753,200	\$14,134,900	\$618,300	\$14,186,900
41020 Temporary Salaries	124,105	100,500	73,000	27,500	87,500
41040 Overtime	3,226,605	3,153,900	2,961,000	192,900	3,103,900
41200 Deferred Compensation - 401k	270,313	265,900	261,700	4,200	254,400
41210 Deferred Compensation - 457	3,295	12,700	9,200	3,500	17,500
41300 Vision Care	43,486	44,000	46,500	(2,500)	43,500
41350 Disability	130,643	145,300	141,400	3,900	140,900
41400 Group Ins/Health	2,523,258	2,653,400	2,679,700	(26,300)	2,585,500
41450 Life Insurance	50,049	50,800	52,500	(1,700)	45,700
41500 Group Ins/Dental	234,881	245,300	255,300	(10,000)	239,200
41600 Retirement/PERS	4,339,219	4,661,100	4,712,000	(50,900)	4,643,600
41650 Medicare	202,954	208,900	212,000	(3,100)	206,000
41660 FICA	3,411	0	1,900	(1,900)	1,400
41700 Workers' Compensation	2,055,000	1,652,800	1,652,800	0	1,414,800
41900 Personnel Savings	0	(578,800)	MET	(578,800)	(999,900)
Subtotal - Personnel	<u>26,770,050</u>	<u>27,369,000</u>	<u>27,193,900</u>	<u>175,100</u>	<u>25,970,900</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	23,387	25,000	24,800	200	20,600
42200 Computer (Non-Capital)	13,691	9,000	8,000	1,000	7,000
42230 Office Supplies	32,269	36,800	36,000	800	35,300
42310 Rentals	11,273	18,500	18,300	200	17,800
42410 Uniform/Clothing Supply	254,708	264,400	245,200	19,200	230,800

**POLICE DEPARTMENT (CONT'D)**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42420 Special Departmental Expense	\$5,000	\$5,000	\$5,200	(\$200)	\$0
42440 Memberships & Dues	4,928	5,200	4,800	400	5,100
42450 Subscriptions & Books	3,208	2,700	2,300	400	2,000
42500 Fuel and Lubricants	338,055	363,500	309,000	54,500	328,300
42550 Small Tools/Equipment	929	0	0	0	0
42560 Operating Supplies	265,975	295,700	285,800	9,900	191,500
42780 Out-Of-County Investigations	3,204	5,000	4,000	1,000	3,500
42770 Recruitment	30,406	31,300	26,000	5,300	24,300
42760 POST Training	86,769	83,000	79,000	4,000	77,700
42720 Travel, Conferences, Meetings	13,142	15,500	11,600	3,900	13,700
42730 Training	36,738	23,300	9,300	14,000	8,700
42790 Mileage	1,676	1,000	1,000	0	1,000
Subtotal - Supplies/Materials	<b>1,125,358</b>	<b>1,184,900</b>	<b>1,070,300</b>	<b>114,600</b>	<b>967,300</b>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	156,770	163,000	172,200	(9,200)	162,400
44310 Maintenance of Equipment	367,488	372,900	369,200	3,700	355,200
44360 Vehicle Refurbishment	1,700	0	0	0	0
44490 Other Contract Services	0	50,000	0	50,000	0
Subtotal - Services	<b>525,958</b>	<b>585,900</b>	<b>541,400</b>	<b>44,500</b>	<b>517,600</b>
Subtotal - Current Expenses	<b>\$1,651,316</b>	<b>\$1,770,800</b>	<b>\$1,611,700</b>	<b>\$159,100</b>	<b>\$1,484,900</b>

**POLICE DEPARTMENT (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>CAPITAL OUTLAY</u></b>					
47028 Computers (Capital)	\$0	\$13,200	\$11,100	\$2,100	\$0
47020 Furnishings & Equipment	0	0	0	0	0
47030 Vehicles	0	3,700	0	3,700	0
Subtotal - Capital Outlay	0	16,900	11,100	5,800	0
 Total	 <b><u>\$28,421,366</u></b>	 <b><u>\$29,156,700</u></b>	 <b><u>\$28,816,700</u></b>	 <b><u>\$340,000</u></b>	 <b><u>\$27,455,800</u></b>

**POLICE DEPARTMENT  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>
<b><u>Administration:</u></b>			
Chief of Police	1.0	1.0	1.0
Captain	3.0	3.0	2.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	2.0	2.0	1.0
<b>SUBTOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>6.0</b>
<b><u>Dispatch:</u></b>			
Communications Manager	1.0	1.0	1.0
Senior Police Dispatcher	4.0	4.0	4.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
<b>SUBTOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b><u>Patrol:</u></b>			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	9.0	9.0	9.0
Police Officer	44.0	44.0	44.0
<b>SUBTOTAL</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>

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

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

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
<b><u>Special Operations Unit:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	5.0	6.0	5.0
Police Officer	8.0	6.0	6.0
<b>SUBTOTAL</b>	<b>16.0</b>	<b>15.0</b>	<b>14.0</b>
<b><u>Detectives:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	12.0	12.0	12.0
Crime Scene Investigator	2.0	2.0	2.0
Police Service Assistant	1.0	1.0	1.0
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
<b>SUBTOTAL</b>	<b>20.5</b>	<b>20.5</b>	<b>20.5</b>
<b><u>Records:</u></b>			
Police Records Supervisor	0.0	1.0	1.0
Police Records Manager	1.0	0.0	0.0
Senior Police Records Technician	1.0	2.0	2.0
Police Records Technician I/II	8.0	7.0	7.0
<b>SUBTOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
<b><u>Auxiliary Services:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	2.0	1.0	1.0
Police Officer	4.0	3.0	3.0
Property Officer	0.0	1.0	1.0
Administrative Aide	2.0	1.0	1.0
Community Services Specialist	2.0	2.0	1.0
Property Room Technician	2.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>16.0</b>	<b>13.0</b>	<b>12.0</b>
<b><u>Crime Analysis:</u></b>			
Police Information and Analysis Manager	0.0	1.0	1.0
Senior Crime Analyst	1.0	0.0	0.0
Crime Analyst	1.0	1.0	1.0
Senior Police Records Technician	1.0	1.0	1.0
Police Records Technician II	3.0	3.0	3.0
<b>SUBTOTAL</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b><u>Traffic:</u></b>			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	1.0	1.0	1.0
Police Officer	9.0	7.0	7.0
Police Service Assistant	8.0	8.0	8.0
Community Services Specialist	1.0	1.0	1.0
Secretary	0.5	0.0	0.0
<b>SUBTOTAL</b>	<b>22.5</b>	<b>20.0</b>	<b>20.0</b>

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

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
<b><u>Fiscal Services:</u></b>			
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Community Services Specialist	2.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0
Secretary	1.0	1.0	0.0
<b>SUBTOTAL</b>	<hr/> 7.0	<hr/> 6.0	<hr/> 5.0
<b><u>Maintenance:</u></b>			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
<b>SUBTOTAL</b>	<hr/> 3.0	<hr/> 3.0	<hr/> 3.0
<b>TOTAL - REGULAR POSITIONS</b>	<b>188.0</b>	<b>180.5</b>	<b>175.5</b>
<b>TOTAL SWORN</b>	<b>123.0</b>	<b>118.0</b>	<b>117.0</b>
<b>TOTAL NON SWORN</b>	<b>65.0</b>	<b>62.5</b>	<b>58.5</b>
<b><u>TEMPORARY POSITIONS</u></b>			
Work Experience/Custodial	0.5	0.5	0.0
Work Experience/Clerical	0.5	0.5	0.0
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	10.0	10.0	10.0
<b>TOTAL - TEMPORARY POSITIONS</b>	<hr/> 16.0	<hr/> 16.0	<hr/> 15.0
<b>TOTAL - POLICE DEPARTMENT POSITIONS</b>	<b>204.0</b>	<b>196.5</b>	<b>190.5</b>

## POLICE DEPARTMENT – EMERGENCY SERVICES

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

### FY 2008-09 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, SEMS, and ICS training with City EOC and field level staff.**
- Goal: Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained. **Achievement: Maintained formal relations through meetings and exercises.**
- Goal: Implement all aspects of the Community Emergency Response Team program. **Achievement: Implemented the Community Emergency Response Team program. Three basic academies were conducted, and the Disaster Service Worker Team was fully operational.**
- Goal: Provide community education programs to ensure that residents, businesses and schools are prepared for disasters. **Achievement: Conducted education programs through public presentations, the City website and attendance at various events.**
- Goal: Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley. **Achievement: The City**

**participated in Operation "Golden Guardian" in November 2008 and conducted three EOC setup/communications exercises to test all EOC systems.**

- Goal: Maintain the readiness of the City Emergency Operations Center and Alternate Emergency Operations Center. **Achievement: The facility and equipment were exercised, evaluated, and maintained.**
- Goal: Maintain the readiness of the City Emergency Operations Center staff. **Achievement: Conducted various training sessions with EOC staff.**
- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**
- Goal: Continue to coordinate public safety participation in the City's annual Emergency Expo. **Achievement: This goal was not achieved due to workload and the need to minimize costs.**
- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Reviewed the Sanitation Division's emergency planning process and produced the Operations Section Handbook for the EOC.**
- Goal: Continue to manage the operations of the City's Travelers Information Service A. M. radio station. **Achievement: The radio system was operational throughout the year. It was used to provide information during the Sesnon Fire.**

### Other Accomplishments

- Coordinated the Emergency Management Performance Grant (EMPG) Program. The City received \$19,740 in Department of

Homeland Security grant funds. Since 1987, over \$392,000 has been awarded to the City.

- Joined the Los Angeles Regional Catastrophic Planning Group, a grant-based program designed to produce a regional catastrophic response plan. The grant provides for cost recovery of participating staff.
- Coordinated three DHS grant award projects valued at \$139,000, including: crisis management software implementation in the EOC, security bollards on the western side of the Police Building, and a two-way radio system for the Disaster Service Worker Team.
- Managed the City's Volunteer Disaster Service Worker Program. The DSW Team conducted monthly training, participated in exercises and was utilized during the Sesnon Fire to deliver public information notices.
- Replaced the Disaster Supplies Cache at Simi Valley High School with a new container located at a City facility on Stearns Street.
- Maintained the Emergency Services website.
- Participated in the Ventura County Office of Emergency Services Strategic Planning Steering Committee.
- Participated in the Ventura County Public Health medical surge exercise "Operation Sunset" at CSUCI, including deployment of the Mass Casualty Trailer and the Disaster Service Worker Team.
- Completed a Department of Homeland Security grant request applications.
- Participated in the General Plan update.
- Activated the EOC and provided coordination during the "Sesnon Fire" incident.

- Participated in the Ventura County Public Information Officers Group in the development of a countywide Joint Information System.

#### **FY 2009-10 Goals**

- Ensure City compliance with all aspects of the National Incident Management System (NIMS).
- Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained.
- Implement all aspects of the Community Emergency Response Team and Disaster Service Worker programs.
- Manage the City's volunteer Disaster Service Worker Program.
- Provide community education programs to ensure that residents, businesses, and schools are prepared for disasters.
- Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley.
- Maintain the readiness of the City Emergency Operations Center and Alternate Emergency Operations Center.
- Continue training City employees in CPR/First Aid.
- Coordinate public safety participation in the City's annual Emergency Expo.
- Review emergency plans and coordinate revisions, as necessary.
- Continue to manage the operations of the City's Travelers Information Service A.M. radio station.

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$160,104	\$163,800	\$162,600	\$1,200	\$163,900
41200 Deferred Compensation - 401k	9,934	9,900	9,800	100	9,900
41300 Vision Care	475	500	500	0	500
41350 Disability	1,862	2,000	1,900	100	1,900
41400 Group Ins/Health	29,850	31,200	30,900	300	32,800
41450 Life Insurance	639	600	700	(100)	600
41500 Group Ins/Dental	1,515	1,700	1,700	0	1,700
41600 Retirement (PERS)	32,524	33,800	33,600	200	34,200
41650 Medicare	2,430	2,400	2,600	(200)	2,300
41700 Workers' Compensation	6,200	6,100	6,100	0	5,300
Subtotal - Personnel	<u>245,533</u>	<u>252,000</u>	<u>250,400</u>	<u>1,600</u>	<u>253,100</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	5,780	6,400	6,400	0	9,400
42230 Office Supplies	344	400	400	0	400
42235 Furn & Equip (Non-Capital)	2,875	3,200	3,000	200	0
42440 Memberships & Dues	160	100	200	(100)	200
42560 Operating Supplies	8,903	9,400	9,300	100	7,000
42720 Travel, Conferences Meetings	2,808	1,100	1,200	(100)	1,100
42730 Training	4,130	4,000	3,800	200	2,500
42790 Mileage	922	800	800	0	800
Subtotal - Supplies/Materials	<u>25,922</u>	<u>25,400</u>	<u>25,100</u>	<u>300</u>	<u>21,400</u>

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

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
<b><u>SERVICES</u></b>					
<b>44310</b> Maintenance of Equipment	<b>\$2,600</b>	<b>\$2,800</b>	<b>\$2,700</b>	<b>\$100</b>	<b>\$2,800</b>
Subtotal - Services	<b>2,600</b>	<b>2,800</b>	<b>2,700</b>	<b>100</b>	<b>2,800</b>
Subtotal - Current Expenses	<b>28,522</b>	<b>28,200</b>	<b>27,800</b>	<b>400</b>	<b>24,200</b>
<b><u>CAPITAL OUTLAY</u></b>					
<b>47020</b> Furnishings & Equipment	<b>10,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal - Capital Outlay	<b>10,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>\$284,775</b>	<b>\$280,200</b>	<b>\$278,200</b>	<b>\$2,000</b>	<b>\$277,300</b>

**POLICE DEPARTMENT  
EMERGENCY SERVICES PROGRAM  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## POLICE DEPARTMENT – SPECIAL PROBLEMS SECTION

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

### FY 2008-09 Goals and Achievements

- Goal: Continue the close working relationship with Ventura County Juvenile Probation and conduct probation sweeps each month, targeting gang members and at-risk youth. **Achievement: Organized joint efforts with Juvenile Probation, supported by the City's Gang Officers, to conduct compliance checks of local gang members.**
- Goal: Monitor and track known gang members, local taggers, newly developing 'crews,' and those youth that are at risk of entering the gang lifestyle. **Achievement: Continued to monitor known offenders and implemented the gang tracking module of the Department's in-house computer system to actively monitor gang contacts.**
- Goal: Continue to aggressively investigate and enforce gang, tagger, and special problems. **Achievement: Conducted numerous graffiti "stings" and aggressively investigated gang related crimes.**
- Goal: Continue to respond to and abate complaints regarding trespassing by the homeless. **Achievement: Responded to complaints regarding trespassing by homeless individuals and continued to monitor those locations.**
- Goal: Continue to enhance the Technical Services Team and make it a more viable resource for the entire Department. **Achievement: Trained additional personnel in the installation of temporary alarms and completed an audit of functional equipment.**

### FY 2009-10 Goals

- Continue the close working relationship with Juvenile Probation; conduct several probation sweeps per month targeting gang members and at-risk youth.
- Conduct Alcoholic Beverage Control "Stings" at both on-sale and off-sale licensed businesses to ensure compliance.
- Monitor and track known gang members, local taggers, newly developing 'crews' and those youth that are at risk of entering the gang lifestyle.
- Continue to respond and abate complaints regarding trespassing by the homeless.
- Monitor massage businesses for prostitution violations and conduct investigations where violations are suspected.

**POLICE DEPARTMENT**  
**SPECIAL PROBLEMS SECTION**

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
BEGINNING WORKING CAPITAL BALANCE	\$1,261	\$0	\$0	\$0	\$200
<b><u>REVENUES</u></b>					
39100 Transfer from General Fund	611,483	887,700	716,500	(171,200)	729,700
36002 State Grant	239,448	239,500	124,200	(115,300)	200,100
34001 Interest	1,010	2,000	0	(2,000)	0
Total - Revenues	<u>851,941</u>	<u>1,129,200</u>	<u>840,700</u>	<u>(288,500)</u>	<u>929,800</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	372,498	453,700	400,000	53,700	442,000
41040 Overtime	132,454	129,300	100,000	29,300	120,000
41200 Deferred Compensation - 401k	5,551	6,000	6,000	0	6,000
41300 Vision	1,089	1,200	1,200	0	1,300
41350 Disability	4,341	5,300	4,700	600	5,200
41400 Group Ins/Health	58,894	62,400	62,000	400	72,700
41450 Life Insurance	1,442	1,600	1,600	0	1,600
41500 Group Ins/Dental	7,104	8,000	7,500	500	8,300
41600 Retirement/PERS	138,315	162,000	140,000	22,000	162,100
41650 Medicare	7,620	6,600	6,500	100	6,300
41700 Workers' Compensation	75,800	61,900	61,900	0	51,300
41800 Payroll Accruals	13,253	21,600	17,700	3,900	20,900
Subtotal - Personnel	<u>\$818,361</u>	<u>\$919,600</u>	<u>\$809,100</u>	<u>\$110,500</u>	<u>\$897,700</u>

**POLICE DEPARTMENT**  
**SPECIAL PROBLEMS SECTION (CONT'D)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	\$77	\$300	\$300	\$0	\$300
42230 Office Supplies	249	0	0	0	0
42410 Uniform/Clothing Supply	9,297	8,800	9,600	(800)	8,800
42440 Memberships & Dues	0	300	300	0	300
42450 Subscriptions & Books	0	100	100	0	100
42560 Operating Supplies	6,586	0	0	0	0
42730 Training	70	200	200	0	200
42720 Travel, Conferences, Meetings	4,862	3,000	2,000	1,000	2,300
Subtotal - Supplies/Materials	<u>21,141</u>	<u>12,700</u>	<u>12,500</u>	<u>200</u>	<u>12,000</u>
<b><u>SERVICES</u></b>					
49297 Transfer to Retiree Medical	13,700	3,600	3,600	0	3,700
49651 Vehicle Replacement Reserve	0	15,300	15,300	0	16,100
Subtotal - Services	<u>13,700</u>	<u>18,900</u>	<u>18,900</u>	<u>0</u>	<u>19,800</u>
Subtotal - Current Expenses	34,841	31,600	31,400	200	31,800
Total - Expenditures	853,202	951,200	840,500	110,700	929,500
ENDING WORKING CAPITAL BALANCE	<u>\$0</u>	<u>\$178,000</u>	<u>\$200</u>	<u>(\$177,800)</u>	<u>\$500</u>

**POLICE DEPARTMENT  
SPECIAL PROBLEMS SECTION  
AUTHORIZED POSITIONS**

**REGULAR POSITIONS:**

	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
<b>TOTAL REGULAR POSITIONS</b>	<hr/> 5.0	<hr/> 5.0	<hr/> 5.0

## NON-DEPARTMENTAL

The Non-Departmental budget provides for unallocated Citywide overhead expenditures such as utilities, postage, communications, copiers, office supplies, operating supplies, and maintenance of equipment, as well as expenditures for Citywide facilities and equipment. The Non-Departmental budget also includes the General Fund portion of increases in accrued annual leave, premium payments to the General Liability Insurance Fund, and provides for the City's participation as a member of the Local Agency Formation Commission (LAFCO), the National League of Cities (NLC), the League of California Cities (LCC), the Southern California Association of Governments (SCAG), and the Ventura Council of Governments (VCOG).

All Departmental requests for non-capital (less than \$5,000 per item) office furnishings and equipment to be financed from the General Fund are included in the Non-Departmental budget. This allows the Department of Administrative Services to review all Departmental requests for conformance with Citywide standards for equipment replacement and acquisition prior to purchase. Replacement guidelines include estimated useful life standards, maintenance history, and physical condition. The ultimate purchase of office furnishings and equipment listed in the budget are based on an evaluation of the request as it relates to the established criteria.

Office furnishing and equipment requests to be financed from non-General Fund sources are also reviewed by the Department of Administrative Services for conformance with Citywide replacement and acquisition standards. Funding for these items is provided in the budgets of the affected funds.

		<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<u>PERSONNEL</u>						
41800	Annual Leave Pay Out	\$1,054,425	\$1,131,600	\$1,056,600	\$75,000	\$714,200
	Subtotal - Personnel	1,054,425	1,131,600	1,056,600	75,000	714,200
<u>SUPPLIES AND MATERIALS</u>						
42100	Utilities	690,706	680,000	690,000	(10,000)	710,700
42130	Postage	75,694	83,600	65,000	18,600	68,300
42150	Communications	559,223	860,800	842,800	18,000	716,000

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42230 Office Supplies	\$18,817	\$24,400	\$20,000	\$4,400	\$20,000
42235 Furn & Equip (Non-Capital)	22,116	41,400	33,100	8,300	6,300
42300 Copiers	133,496	163,400	152,000	11,400	97,000
42310 Rentals	2,601	0	500	(500)	1,000
42440 Memberships and Dues	78,114	77,600	67,800	9,800	65,700
42560 Operating Supplies	67,323	77,500	67,400	10,100	65,900
42545 Trip Reduction Program	7,448	7,000	6,900	100	0
Subtotal - Supplies/Materials	<u>1,655,538</u>	<u>2,015,700</u>	<u>1,945,500</u>	<u>70,200</u>	<u>1,750,900</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	97,060	109,600	101,600	8,000	127,600
44015 County Property Tax Collection Fee	281,801	294,700	294,700	0	294,700
44310 Maintenance of Equipment	7,745	9,200	7,800	1,400	4,300
44490 Other Contract Services	41,709	0	0	0	88,900
44590 Insurance Charges	728,700	721,900	721,900	0	892,500
Subtotal - Services	<u>1,157,015</u>	<u>1,135,400</u>	<u>1,126,000</u>	<u>9,400</u>	<u>1,408,000</u>
Subtotal - Current Expenses	\$2,812,553	\$3,151,100	\$3,071,500	\$79,600	\$3,158,900
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	\$0	\$14,000	\$14,200	(\$200)	\$0
Subtotal - Capital Outlay	<u>0</u>	<u>14,000</u>	<u>14,200</u>	<u>(200)</u>	<u>0</u>
Total	<u><u>\$3,866,978</u></u>	<u><u>\$4,296,700</u></u>	<u><u>\$4,142,300</u></u>	<u><u>\$154,400</u></u>	<u><u>\$3,873,100</u></u>

## **LIABILITY INSURANCE FUND**

**The Liability Insurance Fund was created in FY 1990-91 to provide for insurance coverages relating to general liability, property, vehicles, and employee bonds for all City-administered agencies and funds. The Fund also provides for the payment of liability and unemployment claims as well as the related legal and claims adjusting services incurred by the City and the Special Districts.**

**Revenues for the Liability Insurance Fund are provided through interfund service charges based on an analysis of benefit from organization-wide insurance premiums as well as specific coverages. In addition to providing for insurance premiums and related expenditures, the Liability Insurance Fund also provides for adequate reserved fund balances to meet self-insured retentions under the deductible provisions of the City's various insurance policies as established by actuarial review.**

**The major expenditure category for the Liability Insurance Fund is the Claims and Payments category. When a claim is filed, a reserve amount, based upon the total estimated loss, is established. This reserve covers the anticipated future cost of settling the claim including legal, investigative, and other related expenses.**

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

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

**LIABILITY INSURANCE FUND (CONT'D)**

Beginning Net Fund Assets	\$5,751,914	\$3,965,264	\$3,965,264	\$0	\$3,799,564
	<u>ACTUAL</u>	<u>FINAL</u>	<u>ESTIMATED</u>	<u>VARIANCE</u>	<u>BUDGET</u>
	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
<b><u>REVENUES</u></b>					
37111 Premiums/General Fund	728,700	721,900	721,900	0	892,500
37112 Premiums/CDA	40,000	43,800	43,800	0	53,200
37114 Premiums/Lighting Maintenance	126,400	130,600	130,600	0	159,900
37115 Premiums/Sanitation	170,000	163,400	163,400	0	187,600
37116 Premiums/Transit	131,700	138,500	138,500	0	149,400
37117 Premiums/Waterworks	75,200	89,900	89,900	0	110,900
34001 Interest on Investments	190,849	188,800	112,600	(76,200)	95,400
Total Revenues	1,462,849	1,476,900	1,400,700	(76,200)	1,648,900
<b><u>EXPENDITURES</u></b>					
43010 Liability Insurance Premiums	291,174	308,500	265,000	43,500	273,500
43040 Property Insurance Premiums	84,541	117,000	105,000	12,000	112,000
43170 Unemployment Claims	28,658	45,000	52,000	(7,000)	75,000
43200 Claims & Legal Reserves	1,540,471	626,500	840,300	(213,800)	899,900
44590 Other Insurance Services	755	3,700	3,700	0	3,700
46100 Reimbursement to General Fund	290,400	296,300	296,300	0	266,500
46100 Reimbursement to General Fund - Supplement	1,011,600	0	0	0	0
49648 Transfer to Computer Equip Replacement	1,900	4,100	4,100	0	3,600
Total Expenditures	3,249,499	1,401,100	1,566,400	(165,300)	1,634,200
Net Cashflow	(1,786,650)	75,800	(165,700)	(241,500)	14,700
Ending Net Fund Assets	\$3,965,264	\$4,041,064	\$3,799,564	(\$241,500)	\$3,814,264
Reserve Requirement per Actuarial Analysis	2,407,729	2,174,666	2,174,666		2,295,656
Net Asset Balance to Actuarial Reserve Requirement	<u>\$1,557,535</u>	<u>\$1,866,398</u>	<u>\$1,624,898</u>		<u>\$1,518,608</u>
General Fund Advance	2,344,000	2,344,000	2,344,000		2,344,000

## **WORKERS' COMPENSATION INSURANCE FUND**

**The Workers' Compensation Insurance Fund was established during Fiscal Year 1985-86 in order to account for the City's self-insurance program for Workers' Compensation liabilities. The Workers' Compensation Insurance Fund is financed by service charges to the General Fund, Ventura County Waterworks District No. 8, the Sanitation and Transit Funds, the Community Development Agency, and the State of California Supplemental Law Enforcement Grant.**

**The charges are computed based on percentage rates applied to budgeted salary compensation for all employees. The percentage rate varies depending upon the nature of the work performed by the position. The applied percentage rates are higher for positions with greater Workers' Compensation exposure. These rates are determined following an actuarial study that identifies the reserve requirement needed to fund the City's liability for claims.**

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

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

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
Beginning Net Fund Assets (Excluding General Fund Advance)	\$12,727,408	\$13,158,897	\$13,158,897	\$0	\$12,263,297
<b><u>REVENUES</u></b>					
37110 Premiums/CDA Housing	17,000	20,100	20,100	0	18,600
37111 Premiums/General Fund	3,131,400	2,521,400	2,521,400	0	2,097,500
37112 Premiums/CDA Admin	10,000	11,100	11,100	0	9,600
37115 Premiums/Sanitation	366,900	313,700	313,700	0	265,100
37116 Premiums/Transit	150,400	107,500	107,500	0	97,100
37117 Premiums/Waterworks	152,000	145,500	145,500	0	136,600
37118 Premiums/Sup. Law Enforcement	75,800	61,900	61,900	0	51,300
37119 Premiums/Workers' Compensation	4,700	5,900	5,900	0	5,000
34001 Interest on Investments	549,715	518,700	501,600	(17,100)	426,400
Total Revenues	<u>4,457,915</u>	<u>3,705,800</u>	<u>3,688,700</u>	<u>(17,100)</u>	<u>3,107,200</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	187,122	212,600	208,400	4,200	212,600
41300 Vision Care	663	700	700	0	700
41350 Disability	2,242	2,500	2,500	0	2,500
41400 Group Ins/Health	34,549	41,300	40,200	1,100	49,200
41450 Life Insurance	905	1,000	1,000	0	1,000
41500 Group Ins/Dental	1,804	2,000	2,600	(600)	2,500
41600 Retirement/PERS	38,039	43,900	43,100	800	42,700
41650 Medicare	2,899	3,100	3,400	(300)	3,000
41700 Workers' Compensation	4,700	5,900	5,900	0	5,000
41800 Payroll Accruals	16,768	9,200	16,900	(7,700)	9,100

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<i>PERSONNEL (CONT'D.)</i>					
41200 Deferred Compensation - 401k	\$13,916	\$14,800	\$14,700	\$100	\$14,800
Subtotal - Personnel	<u>\$303,607</u>	<u>\$337,000</u>	<u>\$339,400</u>	<u>(\$2,400)</u>	<u>\$343,100</u>
<i><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></i>					
42230 Office Supplies	1,777	2,000	2,000	0	1,200
42310 Rentals	1,925	2,100	2,300	(200)	2,600
42440 Memberships and Dues	100	600	100	500	100
42450 Subscriptions and Books	222	2,200	3,300	(1,100)	600
42790 Mileage	781	1,000	400	600	600
42730 Training	992	1,200	1,700	(500)	1,600
42720 Travel, Conferences, Meetings	915	1,200	300	900	300
Subtotal - Supplies/Materials	<u>6,712</u>	<u>10,300</u>	<u>10,100</u>	<u>200</u>	<u>7,000</u>
<i><u>CURRENT EXPENSES - SERVICES</u></i>					
43070 Workers' Comp. Insurance Premiums	204,276	225,000	195,200	29,800	210,000
43200 Claims Payments	2,336,890	2,891,000	2,388,800	502,200	2,838,300
44010 Professional and Special Services	66,587	65,000	55,400	9,600	56,800
44540 Loss Control/Safety Consultant Services	3,154	5,300	5,300	0	5,300
44590 Other Insurance Services	2,500	2,800	2,500	300	2,500
Subtotal - Services	<u>2,613,407</u>	<u>3,189,100</u>	<u>2,647,200</u>	<u>541,900</u>	<u>3,112,900</u>
<i><u>CURRENT EXPENSES - /REIMBURSEMENTS AND TRANSFERS</u></i>					
46100 Reimbursement to General Fund	150,800	202,400	202,400	0	442,000
46100 Reimbursement to General Fund - Surplus	950,000	1,383,200	1,383,200	0	1,150,000
49700 Transfer to Sanitation	0	0	0	0	179,900
49761 Transfer to Waterworks	0	0	0	0	88,500
49648 Transfer to Computer Equipment Replacement	1,900	2,000	2,000	0	3,600
Subtotal - Services	<u>1,102,700</u>	<u>1,587,600</u>	<u>1,587,600</u>	<u>0</u>	<u>1,864,000</u>

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
Subtotal - Current Expenses	\$3,722,819	\$4,787,000	\$4,244,900	\$542,100	\$4,983,900
Total Expenditures	\$4,026,426	\$5,124,000	\$4,584,300	\$539,700	\$5,327,000
Net Cashflow	431,489	(1,418,200)	(895,600)	522,600	(2,219,800)
Ending Net Fund Assets (Excluding Advance)	\$13,158,897	\$11,740,697	\$12,263,297	\$522,600	\$10,043,497
Reserve Requirement per Actuarial Analysis	9,125,167	8,567,744	8,567,744		8,546,061
Net Asset Balance Less Actuarial Reserve Requirement	\$4,033,730	\$3,172,953	\$3,695,553		\$1,497,436
General Fund Advance	2,344,000	2,344,000	2,344,000		2,344,000

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

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0
<b>TOTAL REGULAR POSITIONS</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

## COMMUNITY DEVELOPMENT AGENCY

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

### ADMINISTRATIVE FUND

During FY 2008-09, the Agency worked toward increasing commercial and industrial employment opportunities in Simi Valley. Agency activities in the Administrative Fund included the following:

#### FY 2008-09 Goals and Achievements

- Enact a new marketing campaign for the Shop Simi Valley First program. **Enacted a new marketing campaign consisting of television commercials, print advertisements, bus stop advertisements, in-store advertising, business outreach activities, and website improvements.**
- Increase participation in the Tapo Street and Los Angeles Avenue Façade Renovation Programs, and work with at least ten property owners to fully participate in the programs. **Worked with six property owners fully participating in the program and continued working with four additional property owners toward grant approval.**
- Increase community participation with the Simi Valley Prospector website. **Updated Geographic Information Systems (GIS) data to keep the system current and attracted an average of 750 page views per month.**

### Other Accomplishments

- Produced and hosted the Simi Valley Business Forum, bringing together an expert panel of business financiers, business-supporting program administrators, and economists to provide information to local business owners about how to grow and expand during difficult economic times.
- Completed the annual Loan Agreement between the City, the Simi Valley Lighting Maintenance District, and the Agency for FY 2008-09.
- Coordinated preparation and completion of the Agency's Statement of Indebtedness.
- Coordinated a study to determine the feasibility of developing a non-denominational public cemetery within the City.
- Completed the Agency's Annual Report for FY 2007-08 and transmitted it to the State Controller's Office.

### FY 2009-10 Goals

- Enact the next phase of the Shop Simi Valley First program.
- Host two Simi Valley Business Forums to continue providing useful information and resources to local business owners and employers.
- Update and modernize the City's economic development advertising in business journals and publications to increase the effectiveness of the advertising campaign.

## **HOUSING ADMINISTRATION FUND**

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

**COMMUNITY DEVELOPMENT AGENCY**

**ADMINISTRATIVE FUND**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>REVENUES</u></b>					
39205 Transfer from Tax Increment	\$1,357,385	\$1,971,000	\$2,044,800	\$73,800	\$2,227,200
Total - Revenues	<u>1,357,385</u>	<u>1,971,000</u>	<u>2,044,800</u>	<u>73,800</u>	<u>2,227,200</u>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	317,776	399,500	385,800	13,700	406,700
41030 Boards & Commissions	2,880	3,600	2,900	700	3,600
41300 Vision Care	545	800	800	0	800
41350 Disability	3,603	4,700	4,600	100	4,800
41400 Group Ins/Health	25,045	34,300	34,100	200	39,500
41450 Life Insurance	873	1,200	1,300	(100)	1,200
41500 Group Ins/Dental	1,027	2,500	1,700	800	1,700
41600 Retirement/PERS	63,175	82,400	78,900	3,500	81,700
41610 Retirement/PARS	9,278	9,800	9,600	200	9,800
41650 Medicare	4,535	5,900	6,000	(100)	5,800
41700 Workers' Compensation	10,000	11,100	11,100	0	9,600
41800 Payroll Accruals	6,210	18,800	22,700	(3,900)	14,700
41200 Deferred Compensation - 401k	12,151	15,600	15,300	300	19,200
Subtotal - Personnel	<u>\$457,098</u>	<u>\$590,200</u>	<u>\$574,800</u>	<u>\$15,400</u>	<u>\$599,100</u>

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	\$1,466	\$2,500	\$300	\$2,200	\$2,000
42440 Memberships & Dues	11,065	14,400	14,400	0	15,200
42450 Subscriptions & Books	413	1,100	1,000	100	800
42790 Mileage	3,365	4,800	2,000	2,800	2,500
42720 Travel, Conf, Meetings	9,643	14,400	13,700	700	11,300
Subtotal - Supplies/Materials	<u>25,952</u>	<u>37,200</u>	<u>31,400</u>	<u>5,800</u>	<u>31,800</u>
<b><u>SERVICES/REIMBURSEMENTS/TRANSFERS</u></b>					
44010 Professional/Special Services	269,938	302,400	300,900	1,500	280,300
44590 Insurance Charges	40,000	43,800	43,800	0	53,200
46100 Reimbursement to General Fund	541,100	967,800	1,064,300	(96,500)	1,242,400
49648 Transfer to Computer Equip	3,900	8,100	8,100	0	7,200
49649 Transfer to GIS Fund	13,900	16,000	16,000	0	9,800
49656 Transfer to FIS Fund	5,500	5,500	5,500	0	3,400
Subtotal - Services	<u>874,338</u>	<u>1,343,600</u>	<u>1,438,600</u>	<u>(95,000)</u>	<u>1,596,300</u>
Subtotal - Current Expenses	900,290	1,380,800	1,470,000	(89,200)	1,628,100
Total - Expenditures	<u>\$1,357,388</u>	<u>\$1,971,000</u>	<u>\$2,044,800</u>	<u>(\$73,800)</u>	<u>\$2,227,200</u>

**COMMUNITY DEVELOPMENT AGENCY  
ADMINISTRATIVE FUND  
AUTHORIZED POSITIONS**

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
Director of Economic Development/Assistant City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	1.0	1.0
Administrative Officer	1.0	0.0	0.0
Senior Management Analyst	0.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b>BEGINNING DEBT TO GENERAL FUND (Note 1)</b>	\$6,714,847	\$7,840,993	\$7,840,993	\$0	\$9,271,093
<b><u>REVENUES</u></b>					
31121 Gross Tax Increment	20,055,215	19,580,600	20,600,500	1,019,900	20,709,200
34001 Interest on Investments	164,025	203,000	96,800	(106,200)	82,000
34101 Rents and Leases	59,548	59,500	59,500	0	59,500
<b>Total Revenues</b>	<b>20,278,788</b>	<b>19,843,100</b>	<b>20,756,800</b>	<b>913,700</b>	<b>20,850,700</b>
<b><u>PASS THROUGH TO OTHER AGENCIES</u></b>					
31141 County of Ventura	(4,358,147)	(4,065,400)	(4,532,100)	(466,700)	(4,568,800)
31142 Rancho Simi Rec. & Park Dist.	(643,020)	(604,700)	(674,700)	(70,000)	(680,100)
31143 Simi Valley Unified School Dist.	(1,042,349)	(931,300)	(1,071,200)	(139,900)	(1,079,900)
31144 Ventura County Comm. Coll. Dist.	(265,513)	(247,200)	(278,100)	(30,900)	(280,400)
31145 Cemetery District	(7,949)	(7,500)	(8,400)	(900)	(8,500)
31146 Ventura County Schools	(55,853)	(45,400)	(47,400)	(2,000)	(47,800)
31147 Calleguas Water District	(1,982)	(1,900)	(2,100)	(200)	(2,100)
31148 Lighting Maintenance District	(6,689)	(5,500)	(5,800)	(300)	(5,800)
31149 City	(26,796)	(22,800)	(25,800)	(3,000)	(26,000)
<b>Total Pass Thru Increment</b>	<b>(6,408,298)</b>	<b>(5,931,700)</b>	<b>(6,645,600)</b>	<b>(713,900)</b>	<b>(6,699,400)</b>
<b>Total Net Tax Increment to CDA</b>	<b>\$13,870,490</b>	<b>\$13,911,400</b>	<b>\$14,111,200</b>	<b>\$199,800</b>	<b>\$14,151,300</b>

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

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

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
<b><i>EXPENDITURES</i></b>					
42150 Communications	\$5,441	\$0	\$0	\$0	\$0
44010 Professional/Special Services	8,092	15,700	13,600	2,100	213,600
44015 County Tax Collection Fee	137,809	205,600	205,600	0	207,100
44016 State ERAF	0	1,295,300	0	1,295,300	0
44160 Econ. Development Assistance	23,300	10,000	10,000	0	10,000
47010 Land	729,945	0	0	0	0
49200 Transfer to Administrative Fund	1,357,385	1,971,000	2,044,800	(73,800)	2,227,200
49201 Transfer to Housing Admin Fund	4,011,043	3,916,100	4,120,100	(204,000)	4,141,800
49500 Transfer to Debt Service	3,525,082	3,624,100	3,507,000	117,100	3,609,100
49600 Transfer to Streets and Roads	4,607,845	8,007,400	4,834,300	3,173,100	4,943,000
49643 Transfer to Cultural Arts	78,380	0	0	0	0
49654 Transfer to Tapo Street Revit.	3,000	358,300	67,000	291,300	0
49662 Transfer to L A Ave Revit.	0	588,800	141,300	447,500	0
49655 Transfer to Building Improv.	0	56,800	56,800	0	0
49702 Transfer to Sanitation	0	1,000,000	0	1,000,000	1,000,000
<b>Total Expenditures</b>	<b>14,487,322</b>	<b>21,049,100</b>	<b>15,000,500</b>	<b>6,048,600</b>	<b>16,351,800</b>
44710 Interest on Loans (Note 2)	509,314	768,700	540,800	227,900	538,600
<b>Total Expenditures and Interest</b>	<b>14,996,636</b>	<b>21,817,800</b>	<b>15,541,300</b>	<b>6,276,500</b>	<b>16,890,400</b>
<b>ENDING DEBT TO GENERAL FUND</b>	<b><u>\$7,840,993</u></b>	<b><u>\$15,747,393</u></b>	<b><u>\$9,271,093</u></b>	<b><u>\$6,476,300</u></b>	<b><u>\$12,010,193</u></b>

Note 2: Interest is based on the average debt to the General Fund and Lighting Maintenance District during the fiscal year and is calculated at the average rate of return for City investments.

**MADERA ROYALE TAX INCREMENT FUND**

	<b><u>ACTUAL 2007-08</u></b>	<b><u>FINAL BUDGET 2008-09</u></b>	<b><u>ESTIMATED ACTUAL 2008-09</u></b>	<b><u>VARIANCE 2008-09</u></b>	<b><u>BUDGET 2009-10</u></b>
<b>BEGINNING DEBT TO GENERAL FUND (Note 1)</b>	\$129,329	\$78,067	\$78,067	\$0	\$52,467
<b><u>REVENUES</u></b>					
31121 Gross Tax Increment	129,920	80,500	71,900	(8,600)	70,500
34001 Interest on Investments	1,745	1,000	1,000	0	900
<b>Total Revenues</b>	<b>131,665</b>	<b>81,500</b>	<b>72,900</b>	<b>(8,600)</b>	<b>71,400</b>
<b><u>PASS THROUGH TO OTHER AGENCIES:</u></b>					
31141 County of Ventura	(33,341)	(20,600)	(18,400)	2,200	(18,100)
31142 Rancho Simi Rec. & Park Dist.	(4,392)	(2,700)	(2,400)	300	(2,400)
31143 Simi Valley Unified School Dist.	(6,496)	(4,000)	(3,600)	400	(3,500)
31144 Ventura County Comm. Coll. Dist	(3,180)	(2,000)	(1,800)	200	(1,700)
<b>Total Pass Thru Increment</b>	<b>(47,409)</b>	<b>(29,300)</b>	<b>(26,200)</b>	<b>3,100</b>	<b>(25,700)</b>
<b>Total Net Increment to CDA</b>	<b>84,256</b>	<b>52,200</b>	<b>46,700</b>	<b>(5,500)</b>	<b>45,700</b>
<b><u>EXPENDITURES</u></b>					
44015 County Tax Admin Fee	1,117	1,000	800	200	800
49201 Transfer to Housing Admin Fund	25,984	16,100	14,400	1,700	14,100
<b>Total Expenses</b>	<b>27,101</b>	<b>17,100</b>	<b>15,200</b>	<b>1,900</b>	<b>14,900</b>
<b>Interest to General Fund (Note 2)</b>	<b>5,893</b>	<b>3,800</b>	<b>5,900</b>	<b>(2,100)</b>	<b>2,100</b>
<b>Total Expenditures and Interest</b>	<b>32,994</b>	<b>20,900</b>	<b>21,100</b>	<b>(200)</b>	<b>17,000</b>
<b>ENDING DEBT TO GENERAL FUND</b>	<b>\$78,067</b>	<b>\$46,767</b>	<b>\$52,467</b>	<b>(\$5,700)</b>	<b>\$23,767</b>

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

Note 2: Interest is based on the average debt to the General Fund during the fiscal year and is calculated at the rate of return for City investments.

**COMMUNITY DEVELOPMENT AGENCY**

**HOUSING ADMINISTRATION FUND**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	\$11,272,186	\$13,355,811	\$13,355,811	\$0	\$13,716,211
<b><u>REVENUES</u></b>					
34001 Interest on Investments	584,861	472,400	344,100	(128,300)	292,400
34301 Home Rehab. Prin. Repayments	52,666	33,000	12,200	(20,800)	15,000
34302 Home Rehabilitation Interest	(243)	8,200	0	(8,200)	3,000
34303 First Time Home Buyer Prin. Repay.	73,033	75,900	57,000	(18,900)	77,000
34304 First Time Home Buyer Interest/Equity	64,708	70,200	50,400	(19,800)	70,400
37101 Program Participation Fees	12,021	8,000	8,800	800	8,000
38401 Developer Contribution	17,406	0	0	0	0
39206 Tranfer from Tapo Canyon/West End	4,011,043	3,916,100	4,120,100	204,000	4,141,800
39208 Transfer from Madera Royale	25,984	16,100	14,400	(1,700)	14,100
39898 Sale of Foreclosed Units	0	374,500	0	(374,500)	0
Subtotal - Revenues	4,841,479	4,974,400	4,607,000	7,100	4,621,700
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	612,959	725,400	713,900	11,500	733,800
41300 Vision Care	1,723	2,000	2,000	0	2,000
41350 Disability	7,229	8,300	8,100	200	8,300
41400 Group Insurance/Health	86,621	99,900	106,400	(6,500)	112,100
41450 Life Insurance	2,278	2,600	2,700	(100)	2,700
41500 Group Insurance/Dental	5,218	6,700	6,700	0	6,700

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

	<b>ACTUAL</b> <b><u>2007-08</u></b>	<b>FINAL</b> <b>BUDGET</b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b>ACTUAL</b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b>BUDGET</b> <b><u>2009-10</u></b>
<b><u>PERSONNEL (CONT'D)</u></b>					
41600 Retirement/PERS	\$124,524	\$149,100	\$147,700	\$1,400	\$147,200
41650 Medicare	7,754	10,500	9,900	600	10,400
41700 Workers' Compensation	17,000	20,100	20,100	0	18,600
41800 Payroll Accruals	31,002	20,200	39,300	(19,100)	16,600
41200 Deferred Compensation - 401k	36,399	39,500	39,500	0	39,500
41210 Deferred Compensation - 457	0	100	100	0	200
Subtotal - Personnel	932,707	1,084,400	1,096,400	(12,000)	1,098,100
<b><u>SUPPLIES AND MATERIALS</u></b>					
42230 Office Supplies	1,381	1,600	1,600	0	1,600
42235 Furnishings and Equip. (Non-Capital)	5,703	0	500	(500)	0
42420 Special Departmental Expense	0	100	100	0	100
42440 Memberships and Dues	1,000	1,600	1,200	400	1,700
42450 Subscriptions and Books	1,624	2,100	2,000	100	2,100
42460 Advertising	159	300	200	100	300
42560 Operating Supplies	34	500	400	100	300
42720 Travel, Conferences, Meetings	925	3,900	3,500	400	6,400
42730 Training	5,167	5,200	1,200	4,000	600
42790 Mileage	526	600	300	300	400
Subtotal - Supplies/Materials	\$16,519	\$15,900	\$11,000	\$4,900	\$13,500

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	\$78,983	\$95,300	\$80,600	\$14,700	\$123,300
44120 First Time Homebuyer Program Loans	895,197	1,156,200	1,019,500	136,700	2,466,200
44130 Home Rehabilitation Program	68,075	243,000	74,100	168,900	253,500
44140 Affordable and Senior Housing Program	525,000	12,677,400	907,500	11,769,900	12,030,000
44150 Rental Assistance Program	(158,422)	375,500	316,700	58,800	359,600
44410 Maintenance of Buildings and Grounds	0	2,100	1,600	500	0
Subtotal - Services	<u>1,408,833</u>	<u>14,549,500</u>	<u>2,400,000</u>	<u>12,149,500</u>	<u>15,232,600</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
45204 Reimbursement from HOME Fund	(10,543)	(13,000)	(6,000)	(7,000)	(800)
45290 Reimbursement from CDBG Fund	(104,462)	(108,100)	(108,100)	0	(81,200)
46100 Reimbursement to General Fund	504,000	839,000	839,000	0	780,000
49649 Transfer to GIS and Permits Fund	0	0	0	0	8,900
49297 Transfer to Retiree Medical Fund	6,500	6,200	6,200	0	7,700
49648 Transfer to Computer Replacement Fund	4,300	8,100	8,100	0	7,200
Subtotal - Reimb./Transfers	<u>399,795</u>	<u>732,200</u>	<u>739,200</u>	<u>(7,000)</u>	<u>721,800</u>
Subtotal - Current Expenses	1,825,147	15,297,600	3,150,200	12,147,400	15,967,900
Total - Expenditures	2,757,854	16,382,000	4,246,600	(12,135,400)	17,066,000
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b><u>\$13,355,811</u></b>	<b><u>\$1,948,211</u></b>	<b><u>\$13,716,211</u></b>	<b><u>(\$12,128,300)</u></b>	<b><u>\$1,271,911</u></b>

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

<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
<b><u>Housing and Special Projects:</u></b>			
Deputy Director/Housing and Special Projects	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Associate Planner	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0
Management Analyst	2.0	2.0	2.0
Home Rehabilitation Coordinator	1.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

## LOCAL HOUSING FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$3,640,851</b>	<b>\$3,574,684</b>	<b>\$3,574,684</b>	<b>\$0</b>	<b>\$3,373,884</b>
<b><u>REVENUES</u></b>					
34001 Interest	168,198	100,000	0	(100,000)	0
34301 HOME Rehab Repayments (Prin.)	22,165	3,600	2,700	(900)	1,600
34302 HOME Rehab Repayments (Int.)	217	800	500	(300)	300
37101 Program Participation Fees	2,496	1,100	10,000	8,900	1,400
38402 Development Agreements	0	22,000	22,000	0	0
<b>Total Revenues</b>	<b>193,076</b>	<b>127,500</b>	<b>35,200</b>	<b>(92,300)</b>	<b>3,300</b>
<b><u>EXPENDITURES</u></b>					
44010 Professional/Special Services	0	90,000	111,000	(21,000)	0
44120 First Time Homebuyer (Loans)	239,005	331,000	15,200	315,800	0
44130 Home Rehabilitation (Loans)	17,738	338,600	31,400	307,200	65,000
44140 Affordable Senior Housing	0	541,000	0	541,000	520,000
44490 Other Contract Services	2,500	0	0	0	0
46100 Reimbursement to the General Fund	0	78,400	78,400	0	96,000
<b>Total Expenditures</b>	<b>259,243</b>	<b>1,379,000</b>	<b>236,000</b>	<b>1,143,000</b>	<b>681,000</b>
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b><u>\$3,574,684</u></b>	<b><u>\$2,323,184</u></b>	<b><u>\$3,373,884</u></b>	<b><u>\$1,050,700</u></b>	<b><u>\$2,696,184</u></b>

## HOME PROGRAM FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b>BEGINNING BALANCE FOR HOUSING PROGRAMS</b>	\$633,764	\$171,854	\$171,854	\$0	\$196,454
<b><u>REVENUES</u></b>					
34001 Interest	1,954	100	1,200	1,100	1,000
34301 HOME Rehab Repayments (Prin.)	33,776	30,000	6,000	(24,000)	6,000
34302 HOME Rehab Repayments (Int.)	8,428	5,000	0	(5,000)	0
34303 FTHB Repayments (Principal)	28,229	40,000	28,200	(11,800)	28,200
34304 FTHB Repayments (Interest)	35,042	30,000	25,200	(4,800)	25,300
36310 HOME Grant Award	0	0	0	0	0
<b>Total Revenues</b>	<b>107,429</b>	<b>105,100</b>	<b>60,600</b>	<b>(44,500)</b>	<b>60,500</b>
<b><u>EXPENDITURES</u></b>					
44010 Professional/Special Services	10	0	0	0	0
44120 First Time Homebuyer Prog. (Loans)	100,000	0	0	0	0
44130 Home Rehab. Program (Loans)	58,335	90,000	30,000	60,000	65,000
44150 Rental Assistance	400,451	0	0	0	0
46201 Transfer to CDA Housing	10,543	13,000	6,000	7,000	800
<b>Total Expenditures</b>	<b>569,339</b>	<b>103,000</b>	<b>36,000</b>	<b>67,000</b>	<b>65,800</b>
<b>ENDING BALANCE FOR HOUSING PROGRAMS</b>	<b>\$171,854</b>	<b>\$173,954</b>	<b>\$196,454</b>	<b>\$22,500</b>	<b>\$191,154</b>

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund records revenue and expenditures of monies received from the Federal Department of Housing and Urban Development under the Housing and Community Development Block Grant Act of 1974.

The City conducted two mandatory applicant workshops in October of 2008 to review the City's application process and requirements, and to respond to questions from prospective applicant agencies. On May 4, 2009 the City Council adopted a FY 2009-10 expenditure program in the amount of \$1,131,942. On June 1, 2009, the City Council approved a Substantial Amendment to the expenditure program to add a \$195,479 special allocation authorized by the American Recovery and Reinvestment Act of 2009.

	<b>BUDGET</b>
	<b><u>2009-10</u></b>
<b><u>PUBLIC SERVICE ACTIVITIES</u></b>	
Boys & Girls Club of Simi Valley	\$35,999
FOOD Share	16,633
Hospice of the Conejo	10,000
Long Term Care Services Ombudsman	19,999
Lutheran Social Services	8,399
Samaritan Center - P.A.D.S.	48,458
Senior Concerns	21,110
Turning Point Foundation	3,961
Subtotal - Public Services	<u>\$164,559</u>

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

	<b>BUDGET</b>
	<b><u>2009-10</u></b>
<b><u>HOUSING/COMMUNITY DEVELOPMENT</u></b>	
Home Rehabilitation Administration	\$42,676
Many Mansions	51,756
Minor Street Rehabilitation Program	761,900
Samaritan Center	37,116
Senior Center Walkway	50,000
Subtotal - Housing/Community Development	<u>\$943,448</u>
<b><u>PROGRAM ADMINISTRATION/PLANNING</u></b>	
Analysis of Impediments to Fair Housing Choice and Consolidated Plan	\$44,992
CDBG Program Administration	38,499
Fair Housing Program	24,000
General Program Administration	111,923
Subtotal - Program Administration/Planning	<u>\$219,414</u>
<b>TOTAL - FY 2009-10 CDBG PROGRAM</b>	<b><u><u>\$1,327,421</u></u></b>

## NEW DWELLING FEES FUND

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

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING FUND BALANCE</b>	\$506,837	\$617,630	\$617,630	\$897,830	\$926,430	\$625,030
<b><u>REVENUES</u></b>						
34001 Interest	17,212	19,100	10,200	8,600	8,600	8,600
37410 New Dwelling Fees	53,527	75,000	10,000	20,000	25,000	560,000
39600 Transfer from Capital Projects	100,054	0	800,000	0	0	0
<b>Total Revenues</b>	<u>170,793</u>	<u>94,100</u>	<u>820,200</u>	<u>28,600</u>	<u>33,600</u>	<u>568,600</u>
<b><u>EXPENDITURES</u></b>						
49600 Transfer to Streets & Roads	60,000	540,000	540,000	0	335,000	700,000
<b>Total Expenditures</b>	<u>60,000</u>	<u>540,000</u>	<u>540,000</u>	<u>0</u>	<u>335,000</u>	<u>700,000</u>
<b>ENDING FUND BALANCE</b>	<u>\$617,630</u>	<u>\$171,730</u>	<u>\$897,830</u>	<u>\$926,430</u>	<u>\$625,030</u>	<u>\$493,630</u>

## TRAFFIC CONGESTION RELIEF FUND

In March 2002, California voters passed Proposition 42, which permanently dedicated the state's share of the sales tax on gasoline to transportation projects. The Traffic Congestion Relief Fund receives the City's share of these state monies. Receipts into the Traffic Congestion Relief Fund are transferred to the Streets and Road Program.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING FUND BALANCE</b>	\$20,015	\$20,784	\$20,784	\$31,084	\$42,384	\$54,784
<i><u>REVENUES</u></i>						
34001 Interest	879	1,000	10,300	11,300	12,400	12,400
35410 Proposition 42 Funds	0	1,200,000	1,082,800	1,188,600	1,302,400	1,302,400
<b>Total Revenues</b>	<u>879</u>	<u>1,201,000</u>	<u>1,093,100</u>	<u>1,199,900</u>	<u>1,314,800</u>	<u>1,314,800</u>
<i><u>EXPENDITURES</u></i>						
49600 Transfer to Streets & Roads	110	1,200,000	1,082,800	1,188,600	1,302,400	1,302,400
<b>Total Expenditures</b>	<u>110</u>	<u>1,200,000</u>	<u>1,082,800</u>	<u>1,188,600</u>	<u>1,302,400</u>	<u>1,302,400</u>
<b>ENDING FUND BALANCE</b>	<u>\$20,784</u>	<u>\$21,784</u>	<u>\$31,084</u>	<u>\$42,384</u>	<u>\$54,784</u>	<u>\$67,184</u>

## DEVELOPMENT AGREEMENTS FUND

Existing law authorizes the City and land developers with approved projects to enter into agreements establishing additional parameters for the timing of construction. Such agreements can promote orderly growth and determine the timely construction of public improvements for a development project. Development Agreements may also include the payment of fees for public facilities to be constructed by the City.

Prior to FY 1996-97, fees from Development Agreements were transferred to support General Fund programs and capital improvements. From FY 1996-97 to FY 2008-09, Development Agreement fees were used for repayment of debt, land acquisition, and construction of public facilities.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
BEGINNING FUND BALANCE	\$15,415,303	\$16,933,214	\$16,933,214	\$17,850,914	\$18,745,114	\$19,416,014
<u>REVENUES</u>						
34001 Interest	757,473	835,000	700,000	466,200	498,600	516,500
38402 Development Agreements	849,456	857,100	917,700	894,200	172,300	0
39600 Transfer from Capital Projects	324,982	0	0	0	0	0
Total Revenues	<u>1,931,911</u>	<u>1,692,100</u>	<u>1,617,700</u>	<u>1,360,400</u>	<u>670,900</u>	<u>516,500</u>
<u>EXPENDITURES</u>						
49500 Transfer to Debt Service	414,000	700,000	700,000	466,200	0	0
Total Expenditures	<u>414,000</u>	<u>700,000</u>	<u>700,000</u>	<u>466,200</u>	<u>0</u>	<u>0</u>
WORKING CAPITAL BALANCE	16,655,214	17,647,314	17,572,914	18,467,114	19,138,014	19,654,514
Advance to the Transit Fund	278,000	278,000	278,000	278,000	278,000	278,000
ENDING FUND BALANCE	<u>\$16,933,214</u>	<u>\$17,925,314</u>	<u>\$17,850,914</u>	<u>\$18,745,114</u>	<u>\$19,416,014</u>	<u>\$19,932,514</u>

## TRAFFIC IMPACT FEES FUND

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

The fee is based on the cost of those improvements needed to provide capacity for the traffic demands generated by new development and redevelopment activity. The fee is calculated based on estimates of future traffic increases caused by home based trips, non-home based trips, and pass through trips projected to use the entire City street system at the build-out of the City's General Plan.

Current Traffic Impact Fee rates are \$30.00 for each projected daily trip for residential development and \$14.50 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.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
BEGINNING FUND BALANCE	\$907,126	\$713,149	\$713,149	\$751,449	\$790,049	\$525,749
<u>REVENUES</u>						
34001 Interest	31,441	31,000	28,300	18,600	15,700	15,700
37410 Traffic Impact Fees	99,582	75,000	10,000	20,000	20,000	20,000
Total Revenues	<u>131,023</u>	<u>106,000</u>	<u>38,300</u>	<u>38,600</u>	<u>35,700</u>	<u>35,700</u>
<u>EXPENDITURES</u>						
49600 Transfer to Streets and Roads	325,000	0	0	0	300,000	300,000
Total Expenditures	<u>325,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>
ENDING FUND BALANCE	<u>\$713,149</u>	<u>\$819,149</u>	<u>\$751,449</u>	<u>\$790,049</u>	<u>\$525,749</u>	<u>\$261,449</u>

## LAW ENFORCEMENT GRANTS FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b>BEGINNING WORKING CAPITAL BALANCE</b>	(\$7,857)	\$36,787	\$36,787	\$0	\$29,887
 <i><u>REVENUES</u></i>					
34001 Interest	0	100	100	0	100
36001 Federal Assistance	101,724	257,000	68,000	(189,000)	314,000
36002 State Assistance	0	104,100	15,900	(88,200)	1,000
38050 Contributions	0	0	3,100	3,100	0
39280 Transfer from Forfeited Assets Fund	12,291	0	0	0	0
<b>Total Revenues</b>	<u>114,015</u>	<u>361,200</u>	<u>87,100</u>	<u>(274,100)</u>	<u>315,100</u>
 <i><u>EXPENDITURES</u></i>					
42200 Computer (Non-Capital)	1,266	0	1,300	(1,300)	0
42560 Operating Supplies	7,349	77,600	28,600	49,000	49,000
42730 Training	0	4,100	0	4,100	0
42470 Travel, Conferences, Meetings	0	0	0	0	0
47015 Buildings	0	46,000	0	46,000	46,000
47020 Furnishings & Equipment	0	79,700	0	79,700	20,000
49100 Transfer to General Fund	60,756	181,700	64,100	113,000	87,600
<b>Total Expenditures</b>	<u>69,371</u>	<u>389,100</u>	<u>94,000</u>	<u>295,100</u>	<u>202,600</u>
 <b>ENDING WORKING CAPITAL BALANCE</b>	 \$36,787	 \$8,887	 \$29,887	 \$21,000	 \$142,387

## FORFEITED ASSETS FUND

As authorized by the City Council, the Police Department is participating in a program whereby assets that are seized from narcotics violators and forfeited through legal action are returned to participating law enforcement agencies for enhancement of enforcement-related programs. To date, the City of Simi Valley has received more than \$6,000,000 in Forfeited Assets funds. The Police Department may receive additional funds under this program. As the funds are received, the Police Department requests approval for their use as part of the Annual Budget development process.

Funds have been utilized for the enhancement of the Police Department's Drug Enforcement Program, the Special Weapons Team, communications systems, Integrated Police Computer System, Crime Scene Investigations Program, and for the purchase of law enforcement-related equipment.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b>BEGINNING WORKING CAPITAL BALANCE</b>	<b>\$289,696</b>	<b>\$248,556</b>	<b>\$248,556</b>	<b>\$0</b>	<b>\$165,456</b>
<b><u>REVENUES</u></b>					
34001 Interest	12,411	1,000	7,300	6,300	6,200
36001 Federal Assistance	810	6,000	10,000	4,000	6,000
36002 State Assistance	7,390	1,000	36,000	35,000	1,000
<b>Total Revenues</b>	<b>20,611</b>	<b>8,000</b>	<b>53,300</b>	<b>45,300</b>	<b>13,200</b>
<b><u>EXPENDITURES</u></b>					
42420 Special Department Expense	0	10,500	10,500	0	18,000
42560 Operating Supplies	1,887	2,000	2,000	0	0
42720 Travel, Conf, Meetings	1,472	0	0	0	0
47020 Furnishings & Equipment	44,396	0	0	0	42,700
47030 Vehicles	13,996	0	0	0	0
49100 Transfer to General Fund Revenue	0	123,900	123,900	0	0
<b>Total Expenditures</b>	<b>61,751</b>	<b>136,400</b>	<b>136,400</b>	<b>0</b>	<b>60,700</b>
<b>ENDING WORKING CAPITAL BALANCE</b>	<b>\$248,556</b>	<b>\$120,156</b>	<b>\$165,456</b>	<b>\$45,300</b>	<b>\$117,956</b>

## RETIREE BENEFITS FUND

The Retiree Benefits Fund was created in FY 2002-03 to accumulate funds for medical insurance coverage for future retired City employees and to pay for medical insurance coverage for current retired City employees. The City pays for retiree medical insurance ranging from a period of 24 months for the employee and spouse to lifetime coverage. The length of coverage is dependent on the number of years of service in the organization and the bargaining unit. Payments for retiree dental and vision insurance are also made through this fund.

On June 15, 2009, the Simi Valley City Council established an Other Post Employment Benefits (OPEB) trust fund to pre-fund future retiree health, vision, and dental coverate.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
BEGINNING FUND BALANCE	\$2,244,127	\$2,397,641	\$2,397,641	\$1,773,341	\$624,241	\$41
<b><u>REVENUES</u></b>						
34001 Interest on Investments	110,622	113,000	65,300	55,300	0	0
39100 Transfer from General Fund	144,700	482,200	482,200	192,500	855,600	1,329,700
39200 Transfer from CDA Administration	0	0	0	0	5,600	8,800
39201 Transfer From CDA Housing	6,500	6,200	6,200	7,700	16,900	26,300
39285 Transfer from Special Problems Sect.	13,700	3,600	3,600	3,700	11,300	17,500
39750 Transfer from Transit	10,900	23,000	23,000	13,800	55,200	85,800
39700 Transfer from Sanitation	31,400	41,400	41,400	63,700	102,400	159,300
39761 Transfer from Waterworks Dist. No. 8	2,000	3,800	3,800	14,200	70,900	110,300
39805 Transfer from Workers Compensation	0	0	0	0	7,900	12,300
Total Revenues	<u>319,822</u>	<u>673,200</u>	<u>625,500</u>	<u>350,900</u>	<u>1,125,800</u>	<u>1,750,000</u>
<b><u>EXPENDITURES</u></b>						
41400 Group Insurance Health	166,308	159,900	146,300	0	0	0
41400 Transfer to OPEB Trust Fund	0	1,103,500	1,103,500	1,500,000	1,750,000	1,750,000
Total Expenditures	<u>166,308</u>	<u>1,263,400</u>	<u>1,249,800</u>	<u>1,500,000</u>	<u>1,750,000</u>	<u>1,750,000</u>
ENDING FUND BALANCE	<u>\$2,397,641</u>	<u>\$1,807,441</u>	<u>\$1,773,341</u>	<u>\$624,241</u>	<u>\$41</u>	<u>\$41</u>

## LOCAL TRANSPORTATION FUND

The State Transportation Development Act created a Local Transportation Fund (LTF) in each county for the transportation purposes specified in the Act. Revenues to the LTF are derived from ¼c/ (one quarter of one cent) of the sales tax collected on gasoline. The State Board of Equalization returns the ¼c/ to each county according to the amount of tax collected in that county.

Revenues to Ventura County's Local Transportation Fund must be apportioned by population to entities within the County. Allocations to a given entity may not exceed its specific apportionment. The City of Simi Valley deposits these receipts into its Local Transportation Fund. Payments from the City's LTF are made by the County Auditor in accordance with written allocation instructions issued in compliance with the Transportation Development Act by the County's transportation planning agency. In Ventura County this agency is the Ventura County Transportation Commission. Receipts into the Local Transportation Fund are transferred to the General Fund. This approach reduces auditing and farebox return requirements for the General Fund support of Simi Valley Transit Operations.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING FUND BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>REVENUES</u></b>						
35410 Article 8: Streets & Roads	4,466,572	4,334,800	3,845,900	3,524,400	3,700,600	3,922,600
Total Revenues	4,466,572	4,334,800	3,845,900	3,524,400	3,700,600	3,922,600
<b><u>EXPENDITURES</u></b>						
49100 Transfer To General Fund	4,466,572	4,334,800	3,845,900	3,524,400	3,700,600	3,922,600
Total Expenditures	4,466,572	4,334,800	3,845,900	3,524,400	3,700,600	3,922,600
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## LANDSCAPE ZONES AUGMENTATION FUND

This fund was established in FY 1999-00 for the purpose of providing a General Fund contribution toward the cost of maintaining those landscape zones that are not maintained by homeowners' associations. The funds supplement service charges paid by the homeowners toward the maintenance of landscaped areas.

The transfer from the General Fund to the Landscape Zones Augmentation Fund for FY 2008-09 was \$1,345,000. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2009-10 will be \$1,354,000.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING FUND BALANCE</b>	\$146,643	\$153,067	\$153,067	(\$10,533)	\$12,267	\$13,267
<b><u>REVENUES</u></b>						
34001 Interest	6,361	7,500	0	1,000	1,000	1,000
38401 Developer Contribution	200,000	0	0	0	0	0
39100 Transfer from General Fund	820,000	980,000	980,000	1,345,000	1,354,000	1,421,700
<b>Total Revenues</b>	<b>1,026,361</b>	<b>987,500</b>	<b>980,000</b>	<b>1,346,000</b>	<b>1,355,000</b>	<b>1,422,700</b>
<b><u>EXPENDITURES</u></b>						
49300 Transfer to Landscape Zones	1,019,937	1,143,600	1,143,600	1,323,200	1,354,000	1,421,700
<b>Total Expenditures</b>	<b>1,019,937</b>	<b>1,143,600</b>	<b>1,143,600</b>	<b>1,323,200</b>	<b>1,354,000</b>	<b>1,421,700</b>
<b>ENDING FUND BALANCE</b>	<b>\$153,067</b>	<b>(\$3,033)</b>	<b>(\$10,533)</b>	<b>\$12,267</b>	<b>\$13,267</b>	<b>\$14,267</b>

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1**  
**(All Active Zones)**

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

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On June 1, 2009, the City Council approved the Landscape Assessments for FY 2009-10. 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$51 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

**Zone 9 (Tract 2629 - JBR):** This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$167 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

**Zone 18 (Tract 2889 - Resnick):** This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$183 per lot.

**Zone 26 (Tract 2683 - Midtown):** This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2009-10 is \$92 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

**Zone 28 (Tract 2852-1, 2 & 3 - Larwin):** This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2009-10 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 2009-10 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 2009-10 is \$349 per

**Zone 32 (Tract 2970 - Deerwood):** This zone covers the maintenance of parkways along Alamo Street, the freeway buffer zone, and the medians on Gum, Butternut, and Nutmeg Circles and the perimeter strip on Sojka Drive. The assessment for FY 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$431 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

**Zone 42 (Tract 3535 - Larwin):** This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$98 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

**Zone 83 (Tract 4125):** This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 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 2009-10 is \$130 per lot.

**SIMI VALLEY LANDSCAPE DISTRICT NO. 1 (CONT'D)**  
**(All Active Zones)**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b>BEGINNING FUND BALANCE</b>	<b>\$858,215</b>	<b>\$912,585</b>	<b>\$912,585</b>	<b>\$1,050,825</b>	<b>\$1,151,425</b>	<b>\$1,238,525</b>
<b><u>REVENUES</u></b>						
37410 Service Charges	782,898	788,600	802,300	788,600	788,600	788,600
39300 From Landscape Augmentation Fund	1,019,937	1,143,600	1,143,600	1,323,200	1,354,000	1,354,000
34001 Interest	65,799	30,600	55,900	32,600	32,900	32,900
<b>Total Revenues</b>	<b>1,868,634</b>	<b>1,962,800</b>	<b>2,001,800</b>	<b>2,144,400</b>	<b>2,175,500</b>	<b>2,175,500</b>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	440,929	458,900	453,360	579,300	596,700	614,600
44450 Landscape Maintenance	1,292,441	1,263,100	1,258,100	1,304,300	1,325,300	1,345,600
44490 Other Contract Services	89,594	46,400	47,800	46,400	49,200	50,700
46100 Reimbursement to General Fund	100,040	104,300	104,300	113,800	117,200	120,700
<b>Total Expenditures</b>	<b>1,923,004</b>	<b>1,872,700</b>	<b>1,863,560</b>	<b>2,043,800</b>	<b>2,088,400</b>	<b>2,131,600</b>
<b>ENDING FUND BALANCE</b>	<b>\$912,585</b>	<b>\$1,002,685</b>	<b>\$1,050,825</b>	<b>\$1,151,425</b>	<b>\$1,238,525</b>	<b>\$1,282,425</b>

## SIMI VALLEY LIGHTING MAINTENANCE DISTRICT

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

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING FUND BALANCE</b>	\$6,982,044	\$7,626,733	\$7,626,733	\$8,048,033	\$8,542,833	\$8,980,533
<i><u>REVENUES</u></i>						
31101 Property Taxes	2,373,347	2,320,000	2,320,000	2,320,000	2,389,000	2,461,300
34001 Interest on Investments	197,355	238,500	224,500	214,100	225,600	98,700
34002 Interest on Advances	113,750	119,300	119,300	115,000	115,000	115,000
35601 Homeowner Subventions	25,470	25,400	25,400	25,000	26,200	27,000
37410 Service Charges	3,658	1,000	1,000	1,000	1,000	1,000
38004 Damage Recovery	29,482	0	45,700	0	0	0
<b>Total Revenues</b>	<u>\$2,743,062</u>	<u>\$2,704,200</u>	<u>\$2,735,900</u>	<u>\$2,675,100</u>	<u>\$2,756,800</u>	<u>\$2,703,000</u>

**SIMI VALLEY LIGHTING MAINTENANCE DISTRICT**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><u>EXPENDITURES</u></b>						
42100 Utilities	\$948,841	\$900,000	\$900,000	\$927,000	\$954,800	\$983,400
44015 County Tax Collection Fee	20,148	25,000	25,000	25,000	25,800	26,600
44490 Other Contract Services	314,184	305,000	305,000	310,500	319,800	329,400
44590 Insurance Charges	126,400	130,600	130,600	159,900	164,700	169,600
49648 Transfer to Computer Equip	1,900	4,100	4,100	3,800	3,800	3,600
49600 Transfer to Streets & Roads	221,000	488,000	488,000	270,000	350,000	405,000
49656 Transfer to FIS	0	1,400	1,400	2,000	6,000	4,000
46100 Reimbursement to General Fund	465,900	460,500	460,500	482,100	494,200	506,600
<b>Total Expenditures</b>	<b>2,098,373</b>	<b>2,314,600</b>	<b>2,314,600</b>	<b>2,180,300</b>	<b>2,319,100</b>	<b>2,428,200</b>
Loan Balance to CDA	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Reserved Balance for Cash Flow	400,000	400,000	400,000	400,000	400,000	400,000
<b>ENDING FUND BALANCE</b>	<b><u>\$7,626,733</u></b>	<b><u>\$8,016,333</u></b>	<b><u>\$8,048,033</u></b>	<b><u>\$8,542,833</u></b>	<b><u>\$8,980,533</u></b>	<b><u>\$9,255,333</u></b>

## GASOLINE TAX FUND

There are four types of gasoline taxes received by the City. Each is described by the section of the Street and Highway Code that provides the authority for the distribution of the tax proceeds. The four types of gasoline tax revenues are: Section 2105 funds; Section 2106 funds; Section 2107 funds; and Section 2107.5 funds. 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. All 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.

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.

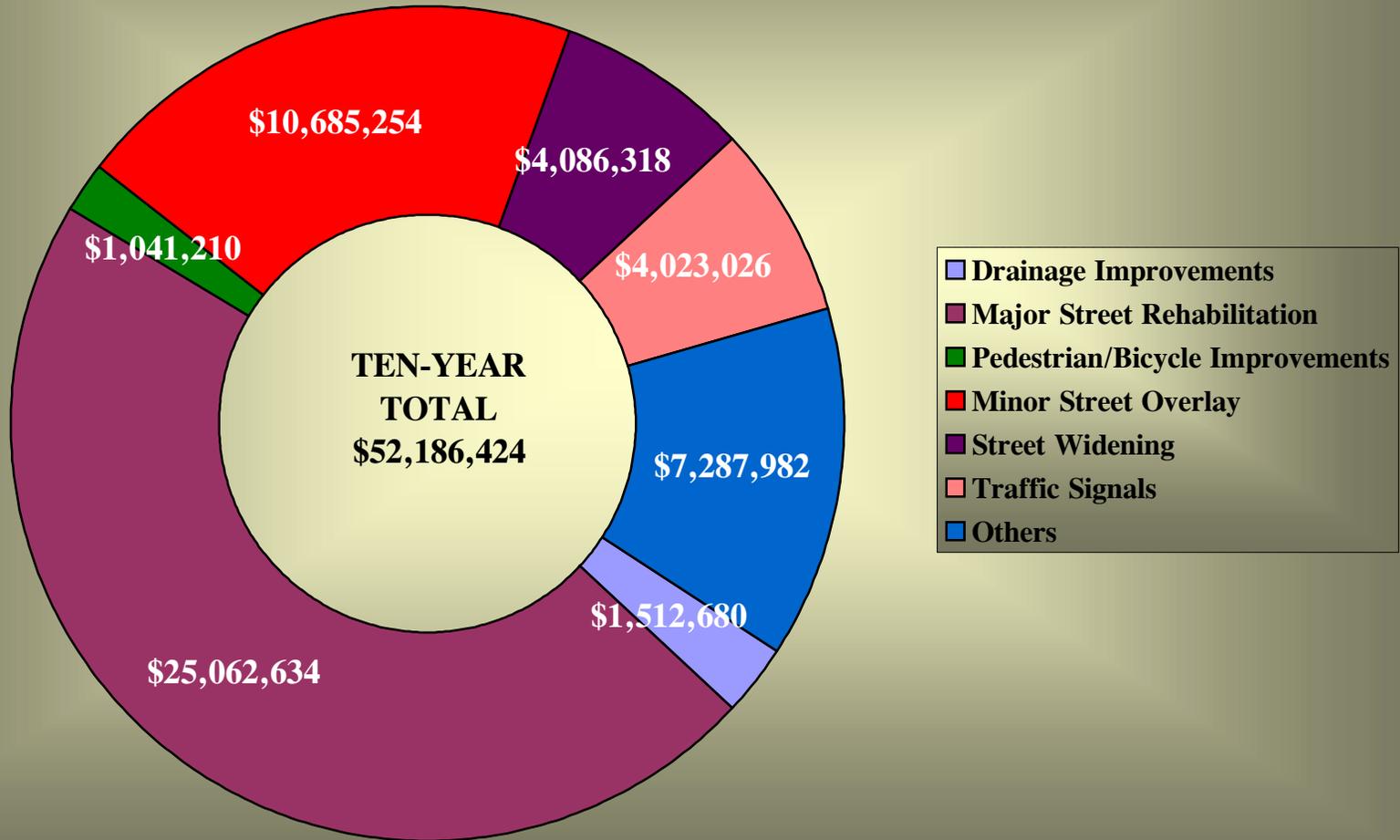
Section 2107 Funds - Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to \$0.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of their expenditures for snow removal exceeding \$5,000.

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.

**GASOLINE TAX FUND**

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b><u>PROJECTION</u></b> <b><u>2010-11</u></b>	<b><u>PROJECTION</u></b> <b><u>2011-12</u></b>
<b>BEGINNING FUND BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>REVENUES</u></b>						
35401 Section 2105	741,858	766,600	667,700	687,700	708,300	729,500
35402 Section 2106	491,187	521,300	442,100	455,400	469,100	483,200
35403 Section 2107	994,515	1,024,400	918,500	946,100	974,500	1,003,700
35404 Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
<b>Total Revenues</b>	<b>2,237,560</b>	<b>2,322,300</b>	<b>2,038,300</b>	<b>2,099,200</b>	<b>2,161,900</b>	<b>2,226,400</b>
<b><u>EXPENDITURES</u></b>						
49100 Transfer to General Fund	2,237,560	2,322,300	2,038,300	2,099,200	2,161,900	2,226,400
<b>Total Expenditures</b>	<b>2,237,560</b>	<b>2,322,300</b>	<b>2,038,300</b>	<b>2,099,200</b>	<b>2,161,900</b>	<b>2,226,400</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# STREETS & ROADS PROGRAM EXPENDITURES FY 1999-00 TO 2008-09



## STREETS AND ROADS PROGRAM

The Streets and Roads Program provides transportation infrastructure improvements throughout the City. City revenue sources for the Streets and Roads Program include contributions from the General Fund, New Dwelling Fees Fund, Traffic Impact Fund, Lighting Maintenance District, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Elements of the Streets and Roads Program are:

### Annual Major Street Rehabilitation Program

This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City.

Major street projects for FY 2009-10 include:

- Cochran St. (west of Park Center Dr. to its terminus)
- Tierra Rejada Rd. (Madera Road to the west City limit)
- Erringer Rd. and LA Ave. intersection
- Sycamore Drive (118 Freeway to Cochran Street)
- Royal Ave. (Erringer Rd. to Corto Dr.)
- Alamo Street (westbound from Gage Ave. to Sycamore Dr.)

Major streets projects for future fiscal years include:

- Madera Rd. (Strathearn Pl. to Shaver Ct.)
- Cochran St. (Sycamore Dr. to Erringer Rd.)
- Sycamore Dr. (Cochran St. to Royal Ave.)

### Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. Minor street projects for FY 2009-10 include residential areas west of Yosemite Avenue at Los Angeles Avenue, east and west of Tapo Street at Los Angeles Avenue, south of Los Angeles Avenue

between Sequoia Avenue and Sycamore Drive, Crocker Street area, Racine Street, and Presidio Drive north of Township Avenue.

### 118 Freeway Interchange Tree Planting

The project includes the planting of approximately 400 Live Oak trees at the Yosemite Avenue and 118 Freeway interchange.

### Bicycle and Pedestrian Facilities

This is an annual program to implement projects recommended in the Bicycle Master Plan to enhance conditions for bicyclists throughout the City and for pedestrian enhancements. Projects include the implementation and/or construction of off-street bicycle paths, on-street bicycle lanes, on-street bicycle routes, and pedestrian facilities such as accessible curb ramps. For FY 2009-10, staff has applied for grants for enhanced entrances to the Arroyo Simi, for a cross-town bicycle route on neighborhood streets, and for the Safe Routes to School program.

### Traffic Signal Synchronization

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

### New Traffic Signals and Traffic Signal Upgrades

This annual program includes the construction of new traffic signal(s) and the upgrade/replacement of traffic signal controllers and cabinets as approved by the City Council at its annual review of the Traffic Signal Construction Program.

## STREETS AND ROADS PROGRAM

### REVENUES

<u>REVENUE SOURCE</u>	<u>FINAL BUDGET 2008-09</u>	<u>ESTIMATED ACTUAL 2008-09</u>	<u>BUDGET 2009-10</u>	<u>ESTIMATE 2010-11</u>	<u>ESTIMATE 2011-12</u>
General Fund	\$40,000	\$40,000	\$0	\$1,170,000	\$4,420,000
Fund Balance Carry Over	30,000	30,000	0	0	0
New Dwelling Fees	540,000	540,000	0	335,000	700,000
County/State/Federal Funding	10,635,900	4,232,800	2,923,600	3,600,000	4,200,000
Traffic Impact Fees	0	0	0	300,000	300,000
Air Quality Mitigation Trust Funds	298,500	0	235,000	0	0
Community Development Agency	7,584,100	4,834,300	1,770,000	1,500,000	2,000,000
Lighting Maintenance District	488,000	488,000	270,000	350,000	405,000
Sanitation Fund	247,000	247,000	120,000	200,000	175,000
Waterworks District	277,000	277,000	190,000	245,000	220,000
Community Development Block Grants	1,234,900	621,000	761,900	500,000	500,000
<b>Total</b>	<b><u>\$21,375,400</u></b>	<b><u>\$11,310,100</u></b>	<b><u>\$6,270,500</u></b>	<b><u>\$8,200,000</u></b>	<b><u>\$12,920,000</u></b>

**STREETS AND ROADS PROGRAM**  
**REVENUE SOURCE NARRATIVE**

	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>FY 2009-10 PROGRAM</u>
A. General Fund (Including Fund Balance Carry Over)	\$ 70,000	\$ 70,000	\$ 0	General Fund monies are not proposed for use in FY 2009-10.
B. New Dwelling Fees	\$ 540,000	\$ 540,000	\$ 0	New Dwelling Fees are not proposed for use in FY 2009-10.
C. County/State/Federal Funding	\$ 10,635,900	\$ 4,232,800	\$ 2,923,600	Funds will be utilized for the Annual Major Street Rehabilitation Program, the Annual Minor Streets Overlay Program, Bicycle and Pedestrian Facilities, and 118 Freeway Interchange Tree Planting.
D. Traffic Impact Fees	\$ 0	\$ 0	\$ 0	Traffic Impact Fees are not proposed for use in FY 2009-10.
E. Lighting Maintenance District	\$ 488,000	\$ 488,000	\$ 270,000	Lighting Maintenance District funds will be used to fund traffic signal upgrades and Traffic Signal Synchronization.
F. Sanitation Fund	\$ 247,000	\$ 247,000	\$ 120,000	Sanitation Fund participation in the Streets and Roads Program includes the raising of manhole covers associated with the Annual Minor Street Overlay Program and the Annual Major Street Rehabilitation Program.
G. Waterworks District	\$ 277,000	\$ 277,000	\$ 190,000	Waterworks District participation in the Streets and Roads Program the raising of water valve covers associated with the Annual Minor Street Overlay Program and the Annual Major Street Rehabilitation Program.
H. Community Develop- ment Block Grants	\$ 1,234,900	\$ 621,000	\$ 761,900	CDBG funds will be used for the Annual Minor Street Overlay Program.
I. Community Development Agency	\$ 7,584,100	\$ 4,834,300	\$ 1,770,000	CDA funds are proposed for the Annual Major Street Rehabilitation Program.
J. Air Quality Mitigation	\$ 298,500	\$ 0	\$ 235,000	Air Quality Mitigation Trust Funds are not proposed for use in FY 2009-10.

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

PROJECT	TOTAL REQUIRED REVENUE	FY 2009-10 REVENUE SOURCE									
		BUDGET 2009-10	GENERAL FUND	FUND BALANCE CARRY OVER	TRAFFIC IMPACT FEES	COUNTY/ STATE/ FEDERAL FUNDING	AIR QUAL TRUST FUNDS	COMM. DEV. AGENCY	LIGHTING MAINT. DISTRICT	SANI- TATION FUND	WATER- WORKS DISTRICT
Annual Major Street Program	\$3,250,000	\$0	\$0	\$0	\$1,350,000	\$0	\$1,770,000	\$0	\$65,000	\$65,000	\$0
Annual Minor Street Overlay	2,130,500	0	0	0	1,188,600	0	0	0	55,000	125,000	761,900
Bicycle & Pedestrian Facilities	70,000	0	0	0	35,000	35,000	0	0	0	0	0
Traffic Signal Synchronization	150,000	0	0	0	0	0	0	150,000	0	0	0
Traffic Signals - New	0	0	0	0	0	0	0	0	0	0	0
Traffic Signal Upgrades	120,000	0	0	0	0	0	0	120,000	0	0	0
118 Fwy Interchange Trees	550,000	0	0	0	350,000	200,000	0	0	0	0	0
<b>Total Revenue</b>	<b>\$6,270,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,923,600</b>	<b>\$235,000</b>	<b>\$1,770,000</b>	<b>\$270,000</b>	<b>\$120,000</b>	<b>\$190,000</b>	<b>\$761,900</b>

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

	<b>TOTAL PROJECT BUDGET</b>	<b>ACTUAL TO 2007-08</b>	<b>BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>BUDGET 2009-10</b>	<b>ESTIMATE 2010-11</b>	<b>ESTIMATE 2011-12</b>
Annual Major Streets Program	*	*	\$3,712,000	\$35,000	\$3,250,000	\$4,900,000	\$4,700,000
Annual Minor Streets Program	*	*	2,452,000	80,000	2,130,500	3,000,000	3,000,000
Bicycle and Pedestrian Facilities	*	*	397,000	75,000	70,000	120,000	120,000
Traffic Signal Synchronization	*	*	1,200,100	775,000	150,000	150,000	150,000
Storm Drain Improvements	*	*	0	0	0	200,000	200,000
Traffic Signals - New	*	*	0	0	0	300,000	300,000
Traffic Signals - Upgrades	*	*	110,000	110,000	120,000	130,000	140,000
118 Fwy Interchange Trees	550,000	0	0	0	550,000	0	0
Los Angeles Avenue Widening	3,000,000	0	0	0	0	0	3,000,000
Tapo Street Road/Drainage Improvements	300,000	0	0	0	0	0	300,000
Tapo Channel Bridge	1,000,000	0	0	0	0	0	1,000,000
Reimbursement to General Fund	*	0	1,246,800	1,489,300	72,500	75,000	75,000
<b>Total</b>	<b>\$4,850,000</b>	<b>\$0</b>	<b>\$9,117,900</b>	<b>\$2,564,300</b>	<b>\$6,343,000</b>	<b>\$8,875,000</b>	<b>\$12,985,000</b>

\* Ongoing Project

## COMPUTER EQUIPMENT REPLACEMENT FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
BEGINNING BALANCE	\$601,907	\$551,541	\$551,541	\$438,741	\$151,241	\$203,141
<i><u>REVENUES</u></i>						
34001 Interest	37,788	25,000	22,300	12,900	14,000	16,000
39100 Transfer/General Fund	413,700	592,200	592,200	584,300	644,300	676,500
39200 Transfer/CDA Admin Fund	3,900	8,100	8,100	7,200	7,900	8,300
39201 Transfer/CDA Housing Fund	4,300	8,100	8,100	7,200	7,900	8,300
39270 Transfer/Lighting Maint District	1,900	4,100	4,100	3,800	4,000	4,200
39700 Transfer/Sanitation Fund	41,600	60,800	60,800	57,700	63,600	66,800
39761 Transfer/Waterworks District No. 8	38,200	64,800	64,800	54,100	59,700	62,700
39803 Transfer/Liability Insurance Fund	1,900	4,100	4,100	3,600	4,000	4,200
39805 Transfer/Workers' Comp Fund	1,900	2,000	2,000	3,600	4,000	4,200
Total Revenues	<u>545,188</u>	<u>769,200</u>	<u>766,500</u>	<u>734,400</u>	<u>809,400</u>	<u>851,200</u>
<i><u>EXPENDITURES</u></i>						
44010 Professional/Special Services	0	20,000	9,700	0	0	0
47028 Computers (Capital)	361,092	520,700	421,100	421,100	442,200	487,500
48800 Application Software	25,184	0	0	0	0	0
48840 System Hardware	209,278	341,300	305,500	300,300	315,300	347,700
49100 Transfer to General Fund	0	0	0	247,300	0	0
49700 Transfer to Sanitation	0	0	0	26,600	0	0
49761 Transfer to Waterworks	0	0	0	26,600	0	0
Total Expenditures	<u>595,554</u>	<u>882,000</u>	<u>736,300</u>	<u>1,021,900</u>	<u>757,500</u>	<u>835,200</u>
ENDING BALANCE	<u>\$551,541</u>	<u>\$438,741</u>	<u>\$581,741</u>	<u>\$151,241</u>	<u>\$203,141</u>	<u>\$219,141</u>

## VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund was established in FY 1996-97 with General Fund reserve monies, subsequent to the completion of a consultant study regarding vehicle replacement needs. The fund is used to set aside monies for the replacement of rolling stock used by General Fund departments. Reserving funds in this manner eliminates the need to appropriate considerable amounts of operating funds during years when many vehicles are in need of replacement. The City's Sanitation and Waterworks enterprise funds maintain their own vehicle reserves, financed from their revenues. Annual contributions are made to the fund based on the estimated replacement cost and useful life of each vehicle. An annual appropriation to purchase replacement vehicles is established based on the cost of proposed vehicles due for replacement, less those vehicles that can be deferred until future years.

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
BEGINNING BALANCE	\$3,974,274	\$3,799,378	\$3,799,378	\$3,533,978	\$2,590,078	\$2,700,178
<b><u>CONTRIBUTIONS</u></b>						
39100 Administrative Services	2,100	2,700	2,700	2,800	2,900	3,000
39100 Community Services	9,400	9,600	9,600	6,700	6,900	7,100
39100 Environmental Services	24,000	24,400	24,400	19,600	20,200	20,800
39100 Public Works	0	154,800	154,800	172,400	177,600	182,900
39100 Police	420,400	400,600	400,600	394,800	406,600	418,800
39285 Police SPS	0	15,300	15,300	16,100	16,600	17,100
39950 Developer Contributions	0	200,000	27,900	47,900	124,200	124,200
Total Revenues	<u>455,900</u>	<u>807,400</u>	<u>635,300</u>	<u>660,300</u>	<u>614,200</u>	<u>632,600</u>
<b><u>EXPENDITURES</u></b>						
46100 Return to General Fund	0	450,000	450,000	1,000,000	0	0
47030 Community Services	0	0	0	0	63,200	30,400
47030 Environmental Services	0	0	0	28,000	0	49,500
47030 Public Works	220,581	205,600	205,600	53,900	198,000	172,600
47030 Police	410,215	245,100	245,100	302,400	242,900	190,200
49100 Transfer to General Fund	0	0	0	219,900	0	0
Total Expenditures	<u>630,796</u>	<u>900,700</u>	<u>900,700</u>	<u>1,604,200</u>	<u>504,100</u>	<u>442,700</u>
ENDING BALANCE	<u>\$3,799,378</u>	<u>\$3,706,078</u>	<u>\$3,533,978</u>	<u>\$2,590,078</u>	<u>\$2,700,178</u>	<u>\$2,890,078</u>

## BUILDING IMPROVEMENT FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>	<u>PROJECTION</u> <u>2010-11</u>	<u>PROJECTION</u> <u>2011-12</u>
<b>BEGINNING BALANCE</b>	\$8,651,084	\$8,488,617	\$8,488,617	\$8,479,517	\$7,882,917	\$7,886,617
<b><u>REVENUES</u></b>						
34001 Interest	241,368	320,000	2,400	3,400	3,700	4,100
39206 Transfer from Tapo Cyn/West End	0	56,800	56,800	0	0	0
Total Revenues	241,368	376,800	59,200	3,400	3,700	4,100
<b><u>EXPENDITURES</u></b>						
42235 Furn & Equipment (Non-Capital)	10,670	0	0	0	0	0
44010 Professional/Special Services	5,784	0	0	0	0	0
47015 Buildings	0	65,800	60,200	0	0	0
47040 Building Improvements	6,375	32,400	7,000	0	0	0
48150 Permits and Fees	(498)	0	0	0	0	0
48410 Construction Management	0	5,500	1,100	0	0	0
48600 Improvement Contract	56,437	0	0	0	0	0
48990 Contingency	85	0	0	0	0	0
49100 Transfer to General Fund	0	0	0	600,000	0	0
49262 Transfer to Dev Agreements	324,982	0	0	0	0	0
Total Expenditures	403,835	103,700	68,300	600,000	0	0
<b>ENDING BALANCE</b>	\$8,488,617	\$8,761,717	\$8,479,517	\$7,882,917	\$7,886,617	\$7,890,717
<b>Includes Advances from the General Fund</b>	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380

## GEOGRAPHIC INFORMATION AND PERMIT SYSTEM FUND

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b>BEGINNING BALANCE</b>	\$145,141	\$172,037	\$172,037	\$0	\$181,237
<b><u>REVENUES</u></b>					
34001 Interest	8,657	6,900	5,100	(1,800)	4,300
39100 Transfer/General Fund	31,600	34,400	34,400	0	12,100
39200 Transfer/CDA Admin Fund	13,900	16,000	16,000	0	9,800
39201 Transfer/CDA Housing Fund	0	0	0	0	8,900
39700 Transfer/Sanitation Fund	17,600	17,000	17,000	0	18,800
39761 Transfer/Waterworks District No. 8	28,900	27,100	27,100	0	25,500
Total Revenues	100,657	101,400	99,600	(1,800)	79,400
<b><u>EXPENDITURES</u></b>					
42200 Computers (Non-Capital)	817	8,100	4,500	3,600	4,500
42230 Office Supplies	93	0	0	0	0
42560 Operating Supplies	1,584	4,000	4,000	0	4,000
42720 Travel, Conferences, Meetings	2,025	2,600	1,700	900	1,700
42730 Training	13,643	7,100	3,900	3,200	3,100
44010 Professional/Special Services	0	13,100	12,000	1,100	15,500
44310 Maintenance of Equipment	55,599	64,300	64,300	0	46,400
Total Expenditures	73,761	99,200	90,400	8,800	75,200
<b>ENDING BALANCE</b>	\$172,037	\$174,237	\$181,237	\$7,000	\$185,437

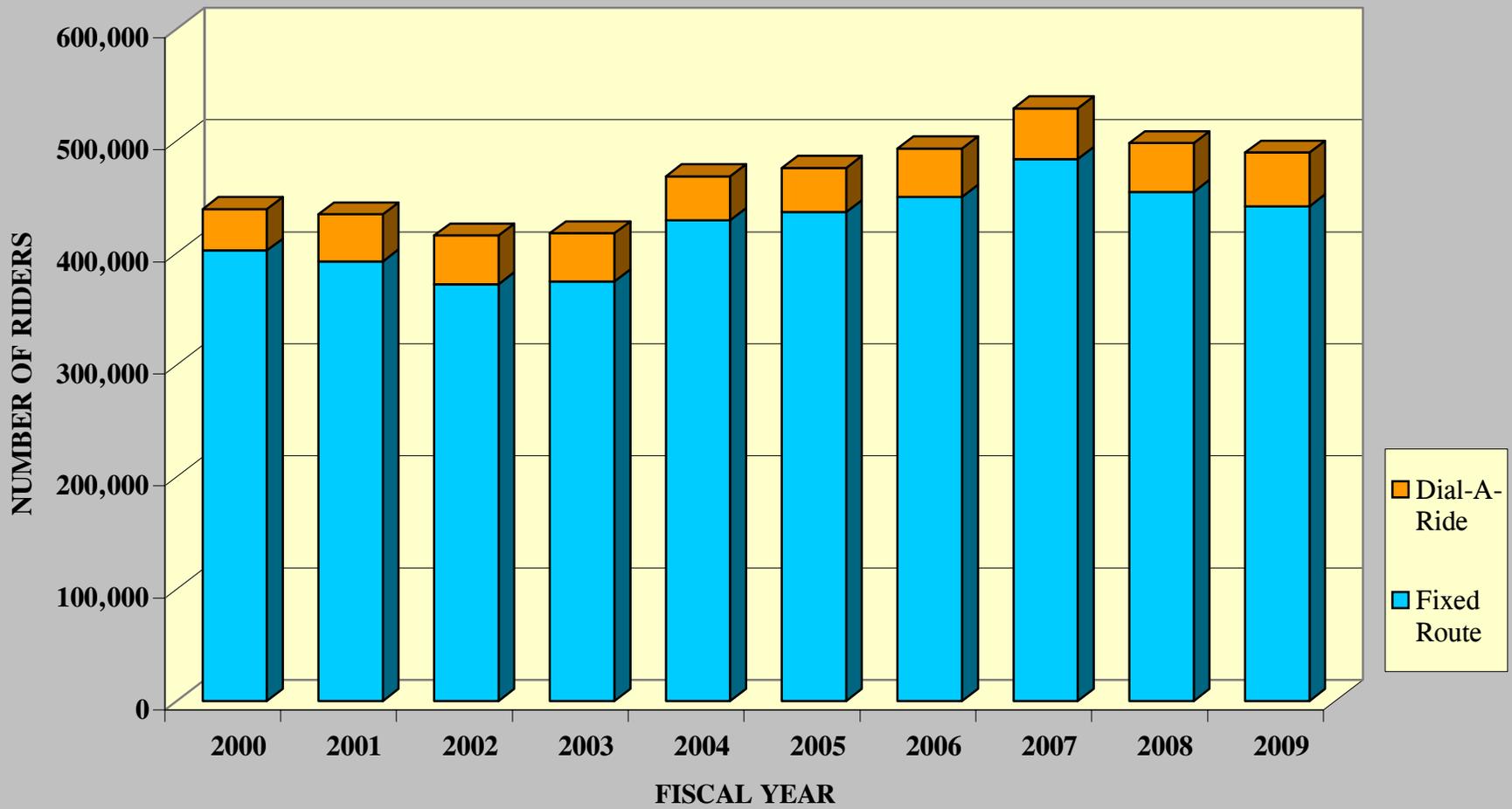
## FINANCIAL INFORMATION SYSTEM FUND

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

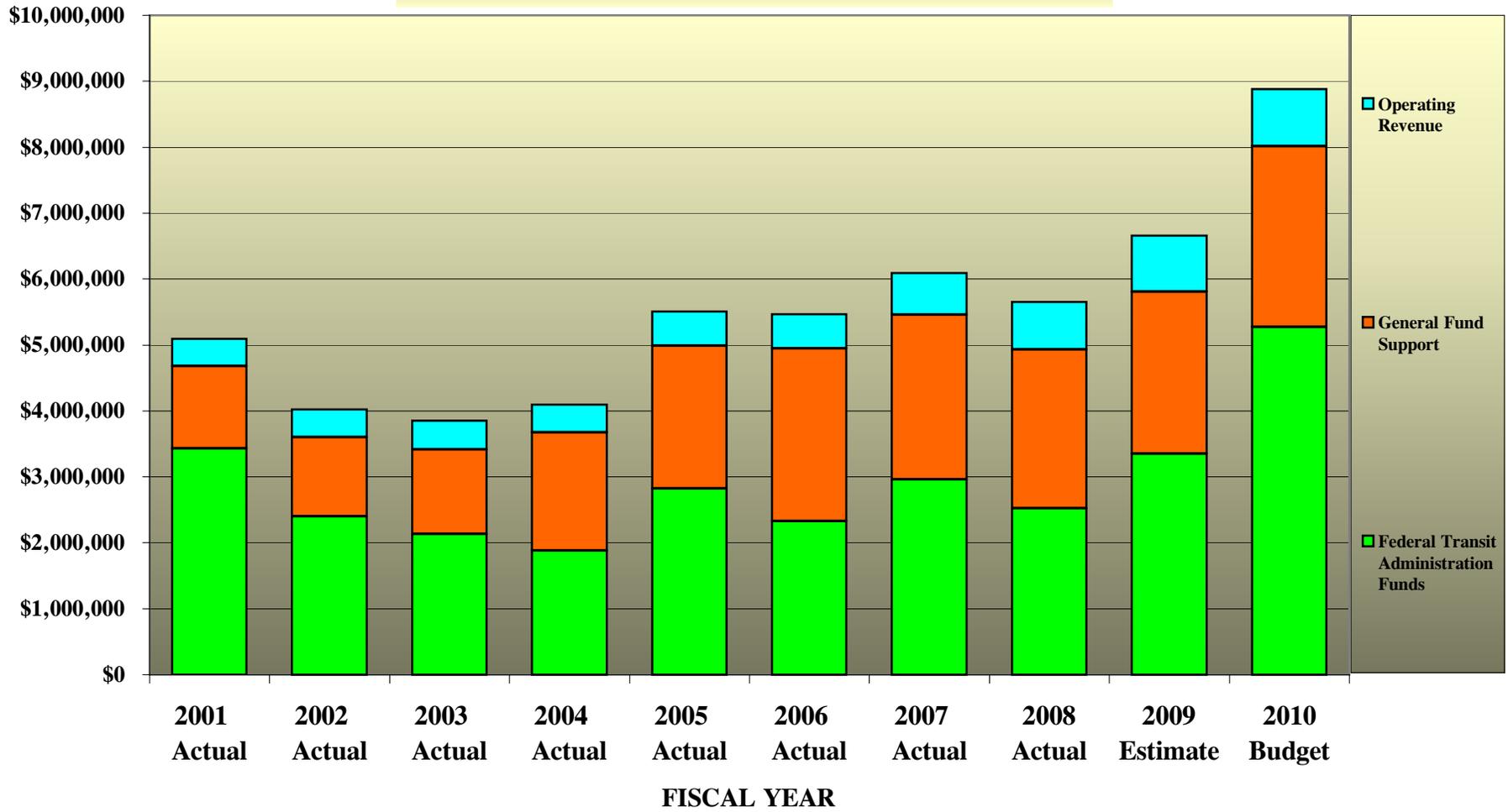
The fund is currently used to pay for ongoing optimization of the FIS system required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system. Additional enhancement and optimization projects are ongoing to improve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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
BEGINNING BALANCE	(\$104,505)	\$223,404	\$223,404	\$0	\$228,704
<b><u>REVENUES</u></b>					
39100 Transfer/General Fund	60,000	165,100	165,100	0	120,000
39200 Transfer/CDA Admin	5,500	5,500	5,500	0	3,400
39270 Transfer/Lighting Maintenance District	0	1,400	1,400	0	2,000
39700 Transfer/Sanitation Fund	18,800	18,800	18,800	0	30,000
39750 Transfer/Transit Fund	5,000	5,000	5,000	0	6,800
39761 Transfer/Waterworks Dist. 8 Fund	18,800	18,800	18,800	0	30,400
Total Revenues	<u>108,100</u>	<u>214,600</u>	<u>214,600</u>	<u>0</u>	<u>192,600</u>
<b><u>EXPENDITURES</u></b>					
41050 Outside Assistance	0	172,200	169,300	2,900	160,000
42730 Training	2,875	0	0	0	0
44010 Professional/Special Services	720	25,000	25,000	0	25,000
47028 Computers (Capital)	0	15,000	15,000	0	15,000
Total Expenditures	<u>3,595</u>	<u>212,200</u>	<u>209,300</u>	<u>2,900</u>	<u>200,000</u>
ENDING BALANCE	\$223,404	\$225,804	\$228,704	(\$2,900)	\$221,304

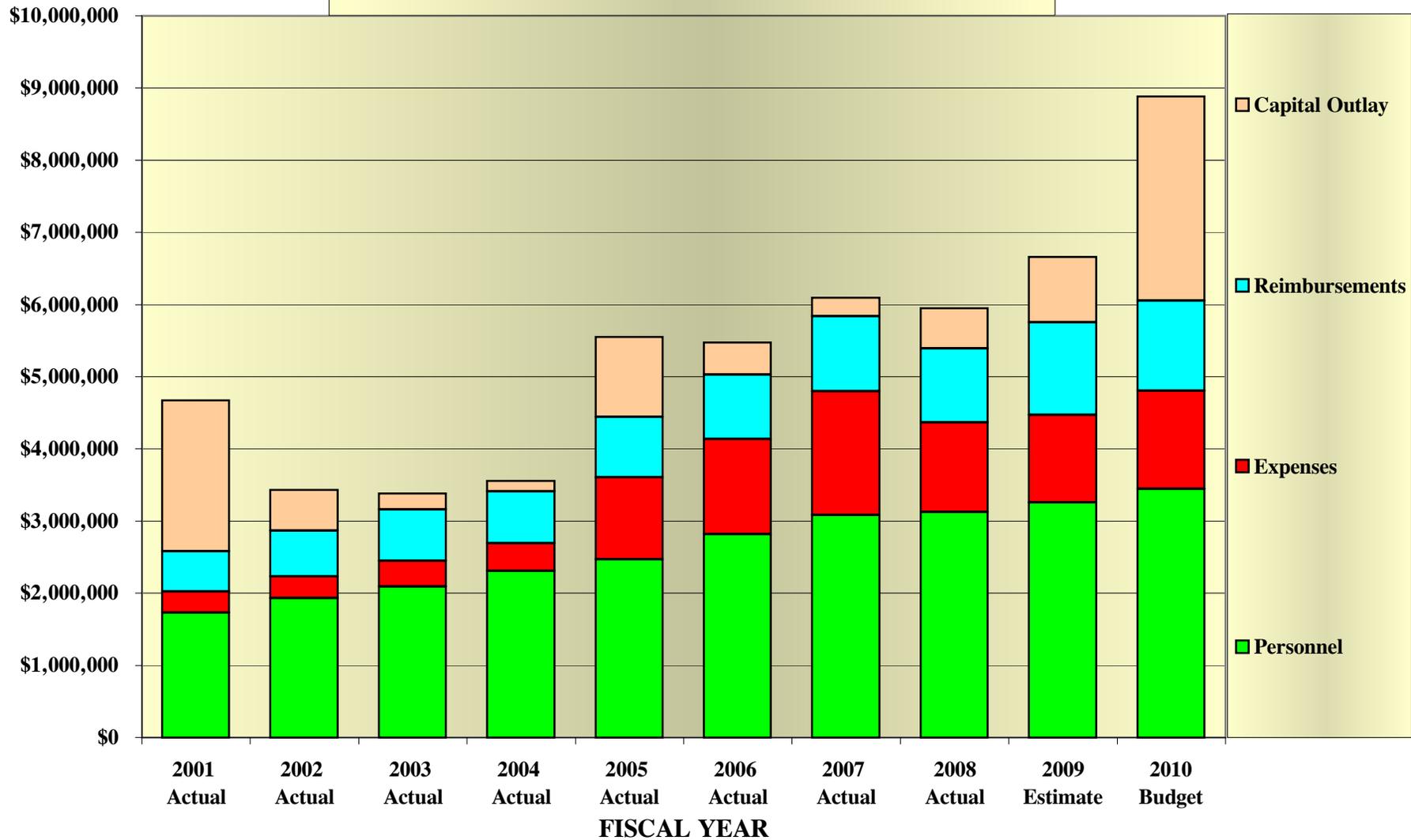
# SIMI VALLEY TRANSIT TEN YEAR RIDERSHIP HISTORY



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



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



## DEPARTMENT OF COMMUNITY SERVICES – TRANSIT FUND

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

### FY 2008-09 Goals and Achievements

- Goal: Achieve farebox recovery ratios of 20% for the fixed-route system and 10% for the ADA/DAR service. **Achievement: The FY 2008-09 fixed-route farebox recovery ratio (FBRR) is estimated to be 21%. The FY 2008-09 ADA/DAR service FBRR is estimated to be 11%.**
  - Maintain full compliance with federally mandated ADA Paratransit service regulations. **Achievement: Maintained full compliance with federally-mandated ADA Paratransit service regulations. Provided an estimated 47,356-combined ADA Paratransit/Dial-A-Ride (DAR) trips to the disabled and elderly. Of the combined trips, 37,374 (79%) were ADA passenger trips, while DAR trips are estimated at 9,982 (21%).**
  - Goal: Hold monthly safety meetings with fixed-route operators, ADA/DAR operators, and Transit dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services. **Achievement: Conducted safety meetings monthly, which enhanced the efficient and cost-effective delivery of fixed-route and ADA/DAR service.**
  - Goal: Hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities. Typical issues include service policies, service availability, accessibility, safety, and training. **Achievement: Conducted ADA Paratransit Advisory Committee meetings on**
- July 17, 2008, October 16, 2008, January 15, 2009, and April 16, 2009 to discuss and address public paratransit issues affecting individuals with disabilities.**
- Goal: Work with Senior Services staff to develop and implement a Senior Travel training program geared toward increasing senior awareness of the benefits of public transportation in Simi Valley. **Achievement: Conducted a community outreach presentation at a Council On Aging meeting to promote the use of the fixed-route system. In addition, staff worked with the City's ADA Paratransit Advisory Committee to develop a Riders' Guide and passenger survey.**
  - Goal: In conjunction with Adult Day Health Care facilities staff, develop a presentation outlining effective practices of scheduling Paratransit/ADA trips, securement of passenger mobility devices, and establish sensitivity training topics/techniques to be used during Transit Coach Operator training sessions. **Achievement: Conducted an ADA Operators' meeting on December 19, 2008 utilizing information provided by Adult Day Health Care professionals to address effective Paratransit/ADA scheduling practices, securing of mobility devices, and sensitivity training.**
  - Goal: Actively seek and maximize the use of federal and state grant funds for Simi Valley Transit operations. **Achievement: Secured \$3.4 million dollars in State JARC funds, State Prop 1B funds, and Economic Stimulus funds.**

### Other Accomplishments

- Provided in excess of 536,000 fixed-route and ADA trips, for the third consecutive year.
- Received a "Satisfactory" rating after a terminal inspection conducted by the California Highway Patrol on December 17 and 18, 2008.

- Successfully completed the Federal Transit Administration (FTA) Triennial Review.
- Fully implemented Mobile Data Terminals into the American with Disabilities Act/Dial-A-Ride Paratransit service.
- Awarded a contract for Architectural Services to produce architectural designs and incorporate energy efficiencies and green building design elements in the Transit Maintenance Facility Expansion project through Leadership in Energy and Environmental Design (LEED).
- Conducted a recruitment that resulted in the appointment by Mayor and City Council of four new members to the ADA Paratransit Advisory Committee.
- Participated in the Senior Health and Wellness Fair held at the Simi Valley Senior Center.
- Participated in the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and ad hoc committees to enhance paratransit and senior nutrition transportation in the County.
- Replace, upgrade and expand transit shelters throughout the City and enhance City bus stops by including benches, trash receptacles, bus stop signs, schedule information tubes and ADA accommodations.
- Complete garage renovations to include reconfiguration of maintenance pits, addition of a hydraulic lift, electrical improvements, natural gas detection and mechanical system upgrades, an increased storage area, and replacement of the bus washer.
- Continue to maintain full compliance with Federally-mandated ADA Paratransit service regulations.
- Continue to hold monthly safety meetings with fixed-route Transit Operators, ADA/DAR Transit Operators, and Transit Dispatchers to emphasize the importance of safety, as well as efficient and cost-effective delivery of transportation services.
- Continue to hold quarterly ADA Paratransit Advisory Committee meetings to discuss public paratransit issues affecting individuals with disabilities such as service policies, availability of service, accessibility, safety, and training.

### **FY 2009-10 Goals**

- Complete design and construction on the Transit Maintenance Facility Expansion Project.
- Enter into a cooperative purchasing agreement to procure three replacement Compressed Natural Gas (CNG) fixed-route buses.
- Purchase and put into service five replacement American With Disabilities Act/Dial-A-Ride (ADA/DAR) CNG paratransit vans.

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND REVENUES**

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>FARE REVENUES</u></b>					
37211 Route A Fares	\$107,356	\$108,600	\$123,300	\$14,700	\$127,000
37212 Route B Fares	106,370	112,500	122,100	9,600	125,800
37213 Route C Fares	35,312	38,800	40,500	1,700	41,700
37214 Route D Fares	16,516	16,500	19,000	2,500	19,600
37215 Bus Fare Passes	103,658	95,100	119,000	23,900	123,200
37216 Dial-A-Ride Fares	61,511	70,000	60,300	(9,700)	62,100
37217 Dial-A-Ride County Reimb.	36,197	36,000	35,500	(500)	22,100
37221 Route A-3 Peak Service Fares	25,692	27,200	29,500	2,300	30,400
37222 Route B-3 Peak Service Fares	27,915	31,000	32,000	1,000	33,000
Subtotal	<u>520,527</u>	<u>535,700</u>	<u>581,200</u>	<u>45,500</u>	<u>584,900</u>
<b><u>OTHER REVENUES</u></b>					
37299 SCRRRA Metrolink Agreement	4,168	6,000	4,200	(1,800)	4,300
38001 Sale of Surplus Property	262	0	500	500	0
38003 CNG Excise Tax Refund	150,425	160,000	109,600	(50,400)	48,000
38004 Damage Recovery	162	0	0	0	0
Subtotal	<u>155,017</u>	<u>166,000</u>	<u>114,300</u>	<u>(51,700)</u>	<u>52,300</u>
<b><u>OPERATING ASSISTANCE REVENUES</u></b>					
36201 FTA Operating	1,477,000	2,623,600	2,529,600	(94,000)	2,407,600
34102 Bus Shelter Advertising	41,856	33,000	33,800	800	33,000
39751 Trans from GF/Operating	2,600,933	2,732,300	2,452,400	(279,900)	2,730,500
Subtotal	<u>4,119,789</u>	<u>5,388,900</u>	<u>5,015,800</u>	<u>(373,100)</u>	<u>5,171,100</u>
<b><u>PLANNING ASSISTANCE REVENUES</u></b>					
36202 FTA Planning	29,108	34,300	34,300	0	37,600
39752 Trans From GF/Planning	7,278	8,600	8,600	0	9,400
Subtotal	<u>36,386</u>	<u>42,900</u>	<u>42,900</u>	<u>0</u>	<u>47,000</u>
<b><u>CAPITAL ASSISTANCE REVENUES</u></b>					
36002 State Proposition 1B	0	80,000	80,000	0	200,000
36203 FTA Capital	1,013,455	2,034,300	784,000	(1,250,300)	2,827,600
38401 Developer Contributions	62,283	271,700	39,500	(232,200)	0
39753 Trans From GF/Capital	41,110	21,500	900	(20,600)	1,300
Subtotal	<u>1,116,848</u>	<u>2,407,500</u>	<u>904,400</u>	<u>(1,503,100)</u>	<u>3,028,900</u>
<b>Total Revenues</b>	<b>\$5,948,567</b>	<b>\$8,541,000</b>	<b>\$6,658,600</b>	<b>(\$1,882,400)</b>	<b>\$8,884,200</b>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$1,979,319	2,314,700	\$2,083,300	\$231,400	\$2,249,500
41040 Overtime	67,465	90,000	68,600	21,400	71,600
41300 Vision Care	9,300	10,400	10,200	200	10,000
41350 Disability	5,617	8,700	6,800	1,900	7,100
41400 Group Ins/Health	342,007	411,400	378,300	33,100	368,700
41450 Life Insurance	7,579	8,700	8,700	0	8,300
41500 Group Ins/Dental	36,551	41,200	39,300	1,900	38,000
41600 Retirement/PERS	379,032	462,900	407,900	55,000	435,600
41650 Medicare	30,064	32,800	33,000	(200)	33,700
41700 Workers' Compensation	150,400	107,500	107,500	0	97,100
41800 Payroll Accruals	79,169	50,500	64,900	(14,400)	73,500
41200 Deferred Compensation - 401k	32,874	49,400	39,200	10,200	39,500
41210 Deferred Compensation - 457	2,930	8,800	6,000	2,800	10,400
Subtotal - Personnel	<u>3,122,307</u>	<u>3,597,000</u>	<u>3,253,700</u>	<u>343,300</u>	<u>3,443,000</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42150 Communications	21,637	31,200	31,200	0	31,300
42230 Office Supplies	4,242	6,000	5,800	200	5,600
42235 Furniture (Non-Capital)	2,026	0	0	0	0
42410 Uniform/Clothing Supply	15,531	26,800	21,000	5,800	25,000
42440 Memberships and Dues	12,807	16,000	13,000	3,000	13,800
42450 Subscriptions and Books	464	700	500	200	500
42460 Advertising	158	2,000	1,500	500	1,500
42500 Fuel and Lubricants	290,430	355,500	251,500	104,000	298,000
42510 Tires	34,479	37,000	37,000	0	41,000
42550 Small Tools/Equipment	4,806	3,500	3,500	0	3,500
42560 Operating Supplies	116,591	163,600	115,000	48,600	119,900

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>SUPPLIES AND MATERIALS (CONT'D)</u></b>					
42730 Training	\$2,313	\$4,900	\$300	\$4,600	\$3,000
42720 Travel, Conferences, Meetings	3,613	5,900	3,400	2,500	4,200
42790 Mileage	2,239	2,700	2,700	0	2,500
Subtotal - Supplies and Materials	<u>511,336</u>	<u>655,800</u>	<u>486,400</u>	<u>169,400</u>	<u>549,800</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	1,625	2,000	2,000	0	3,000
44020 Planning Projects	36,386	42,900	42,900	0	47,000
44310 Maintenance of Equipment	545,148	601,300	515,600	85,700	577,000
44410 Maintenance of Buildings/Grounds	1,094	10,000	500	9,500	2,500
44490 Other Contract Services	18,044	33,600	30,000	3,600	32,800
44590 Insurance Charges	131,700	138,500	138,500	0	149,400
Subtotal - Services	<u>733,997</u>	<u>828,300</u>	<u>729,500</u>	<u>98,800</u>	<u>811,700</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	1,010,200	1,256,600	1,256,600	0	1,230,200
49297 Transfer to Retiree Medical Fund	10,900	23,000	23,000	0	13,800
49656 Transfer to FIS Project	5,000	5,000	5,000	0	6,800
Subtotal - Reimb./Transfers	<u>1,026,100</u>	<u>1,284,600</u>	<u>1,284,600</u>	<u>0</u>	<u>1,250,800</u>
Subtotal - Current Expenses	2,271,433	2,768,700	2,500,500	268,200	2,612,300
<b><u>CAPITAL OUTLAY</u></b>					
47028 Computers (Capital)	5,231	7,500	4,400	3,100	6,500
48600 Capital Outlay Projects	549,596	2,167,800	900,000	1,267,800	2,822,400
Subtotal - Capital Outlay	<u>554,827</u>	<u>2,175,300</u>	<u>904,400</u>	<u>1,270,900</u>	<u>2,828,900</u>
Total Expenditures	<u><u>\$5,948,567</u></u>	<u><u>\$8,541,000</u></u>	<u><u>\$6,658,600</u></u>	<u><u>\$1,882,400</u></u>	<u><u>\$8,884,200</u></u>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND CAPITAL OUTLAY**

	<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><i>CAPITAL OUTLAY PROJECTS</i></b>					
Replacement DAR Vans (2)	\$200,000	\$220,000	\$220,000	\$0	\$0
Design - TMF Expansion	272,200	277,200	124,100	153,100	0
Construction - TMF Expansion	1,135,000	1,135,000	40,300	1,094,700	0
Bus Stop Sign Replacement	20,000	20,000	0	20,000	0
Replacement DAR Vans (3)	267,400	267,400	267,400	0	0
GFI Farebox Upgrade (13)	168,200	168,200	168,200	0	0
Security Improvements	80,000	80,000	80,000	0	0
Replacement Computers (4)	7,500	7,500	4,400	3,100	0
Replacement Computers (5)	6,500	0	0	0	6,500
Three Fixed-Route Replacement Buses	1,380,000	0	0	0	1,380,000
Replace/Upgrade Transit Shelters	484,000	0	0	0	484,000
Transit Garage Improvements	867,400	0	0	0	867,400
Replace DAR Van (1)	91,000	0	0	0	91,000
<b>Total</b>	<b>\$4,979,200</b>	<b>\$2,175,300</b>	<b>\$904,400</b>	<b>\$1,270,900</b>	<b>\$2,828,900</b>

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND**  
**REVENUES/EXPENDITURES SUMMARY**

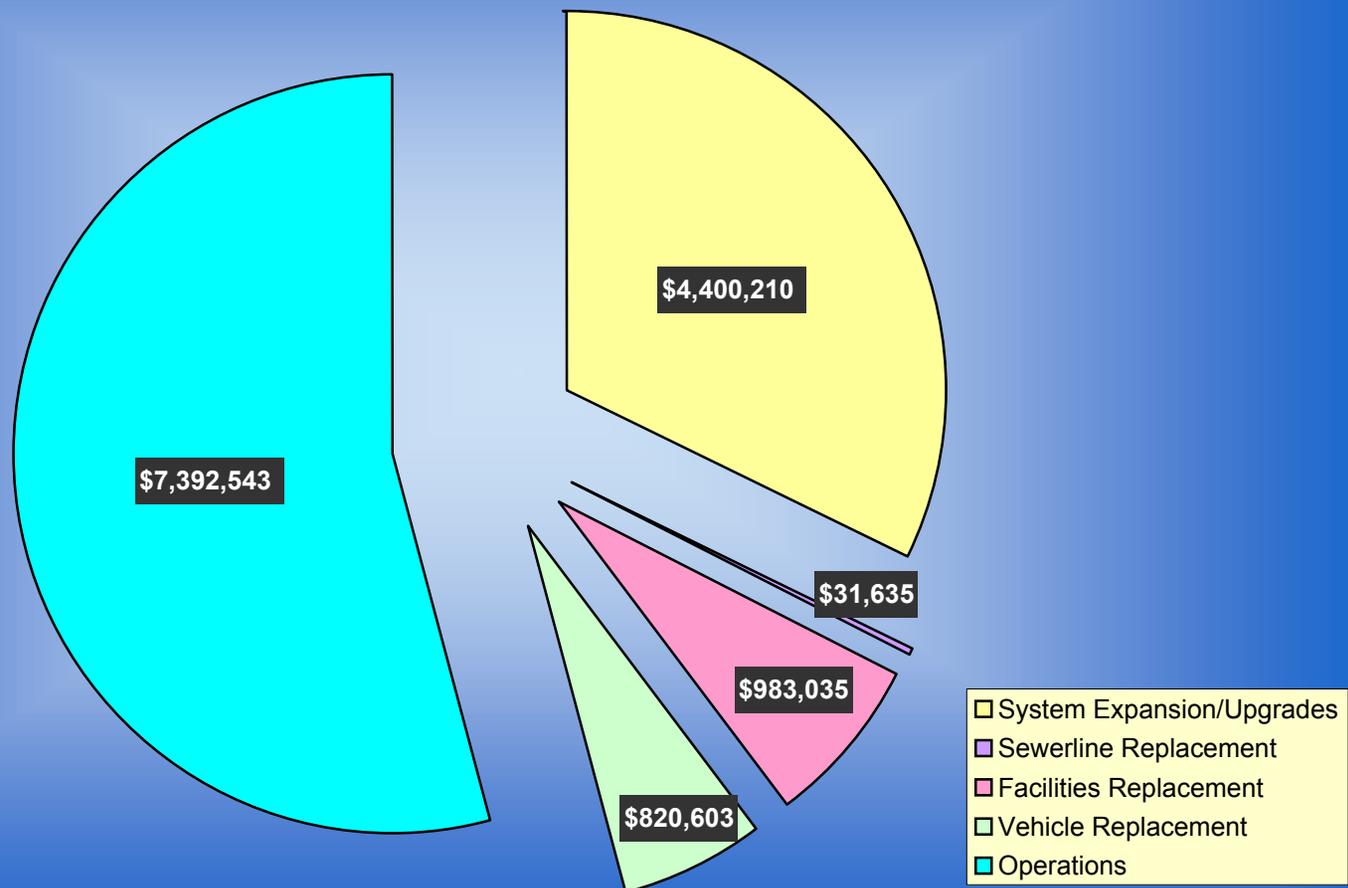
	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>REVENUES</u></b>					
Fare Revenues	\$520,527	\$535,700	\$581,200	\$45,500	\$584,900
Other Revenues	155,017	166,000	114,300	(51,700)	52,300
Operating Assistance Revenues	4,119,789	5,388,900	5,015,800	(373,100)	5,171,100
Planning Assistance Revenues	36,386	42,900	42,900	0	47,000
Capital Assistance Revenues	1,116,848	2,407,500	904,400	(1,503,100)	3,028,900
<b>Total Revenues</b>	<b>\$5,948,567</b>	<b>\$8,541,000</b>	<b>\$6,658,600</b>	<b>(\$1,882,400)</b>	<b>\$8,884,200</b>
<b><u>EXPENDITURES</u></b>					
Personnel Expense	\$3,122,307	\$3,597,000	\$3,253,700	\$343,300	\$3,443,000
Supplies, Materials, & Services Expense	1,245,333	1,484,100	1,215,900	268,200	1,361,500
Reimbursements Expense	1,026,100	1,284,600	1,284,600	0	1,250,800
Capital Outlay Expense	554,827	2,175,300	904,400	1,270,900	2,828,900
<b>Total Expenditures</b>	<b>\$5,948,567</b>	<b>\$8,541,000</b>	<b>\$6,658,600</b>	<b>\$1,882,400</b>	<b>\$8,884,200</b>

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

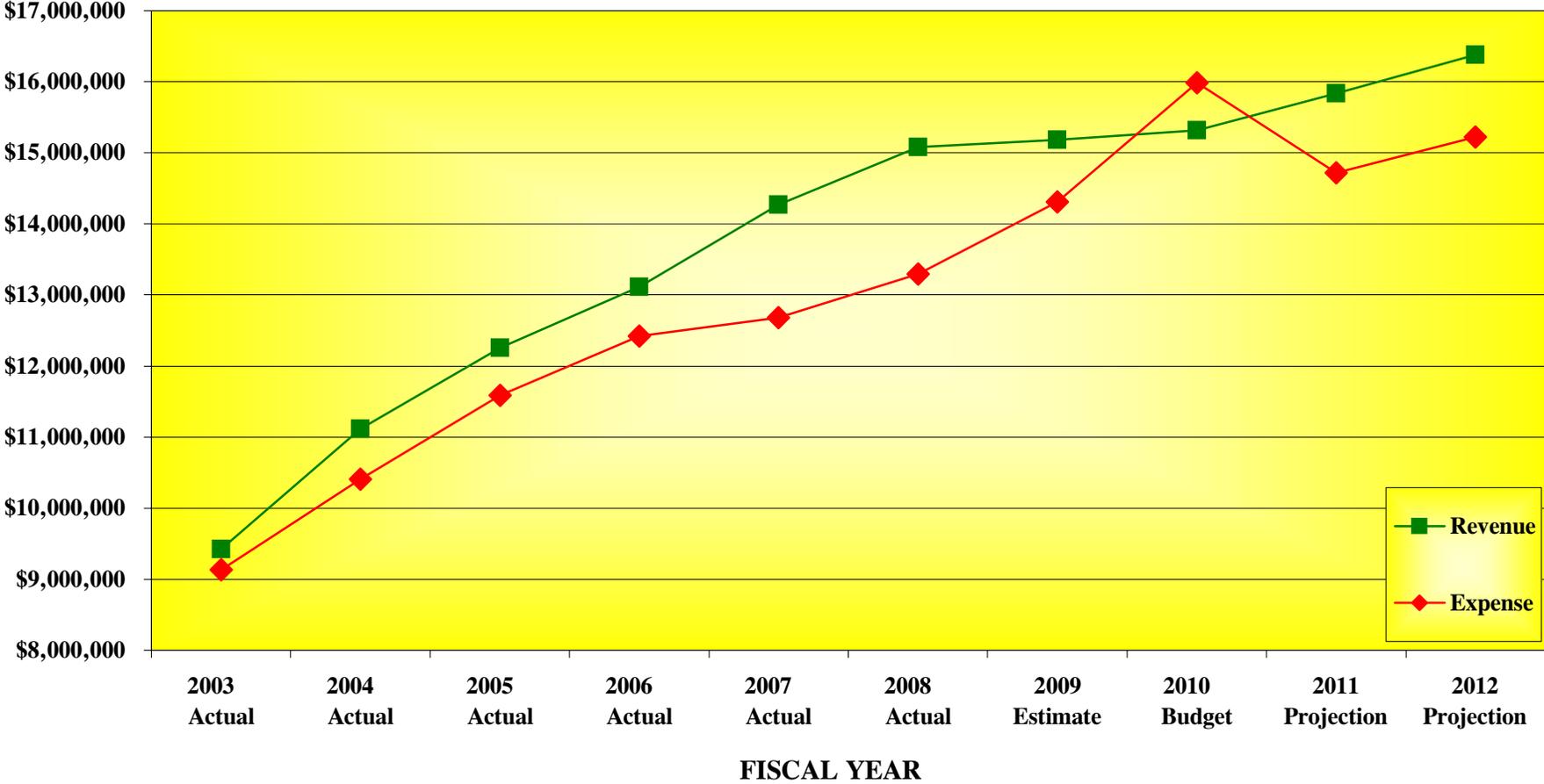
<b><u>REGULAR POSITIONS:</u></b>	<b><u>FY 2007-08</u></b>	<b><u>FY 2008-09</u></b>	<b><u>FY 2009-10</u></b>
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	18.0	18.0	18.0
Secretary	1.0	1.0	1.0
Senior Transit Dispatcher	0.0	1.0	1.0
Transit Dispatcher	2.0	1.0	1.0
<b>TOTAL REGULAR POSITIONS</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b><u>PART-TIME POSITIONS: (NOTE 1)</u></b>			
Transit Coach Operator	12.8	12.8	12.8
Transit Dispatcher	1.0	1.0	1.0
<b>TOTAL - TEMPORARY POSITIONS</b>	<b>13.8</b>	<b>13.8</b>	<b>13.8</b>
 <b>TOTAL - TRANSIT POSITIONS</b>	 <b>43.8</b>	 <b>43.8</b>	 <b>43.8</b>

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

## SANITATION FUNDS RESERVE BALANCES PROJECTED TO JUNE 30, 2010



## SANITATION OPERATIONS FUND TEN YEAR FINANCIAL HISTORY/PROJECTION



## SANITATION FUND

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

The Nitrification/Denitrification (NDN) Facility, one of the City's largest recent capital improvement projects has been in operation for more than three years. Although start-up problems have been resolved, the issue of consistent compliance with upcoming permit requirements remains a challenge. Design of an expanded NDN was completed in 2007 and construction is proceeding on schedule.

An examination of the wastewater collection system major trunk sewers (larger than 10-inch) was conducted and completed in FY 2006-07. The study identified and prioritized areas of the system that require attention. Some of the results of this review are incorporated into the proposed Capital Improvement Program.

The WQCP is an aging facility with the majority of the equipment having been in service for 15 to 25 years. An examination is essential to identify needed replacement of equipment and/or structures to avoid catastrophic failures that could result in significant permit violations. City staff is currently conducting a Plant Condition Assessment study to evaluate the existing conditions of the plant structures, process equipment and systems. The purpose of the assessment is to provide a tool to assist in the decision-making process to determine and prioritize projects to be included in the Capital Improvement Program. This work is ongoing.

In addition to the City-initiated assessment of the sewer system, the State Water Resources Control Board implemented new Statewide General Waste Discharge Requirements in 2008 that require a Sewer System Management Plan for the City's wastewater collection system with a focus on sewer planning, spill reporting, response times, sewer rehabilitation and replacement, and other stipulations.

Data gathered during examination of the collection system was used to assist in development of the Sewer System Management Plan in conformance with General Waste Discharge Requirements for Sanitary Sewer Systems. A Sewer System Management Plan was adopted by the City Council on April 20, 2009.

Staff continues to identify methods to streamline operations and improve efficiencies at the WQCP wherever possible through the use of new technology and training.

### CAPITAL IMPROVEMENTS

#### FY 2008-09 Goals and Achievements

- Goal: Continue to participate in the Joint Power Authority (JPA) with the cities of Camarillo and Thousand Oaks, County of Ventura, the Camrosa Water District, and the Calleguas Municipal Water District to resolve total maximum daily load (TMDL) issues within the Calleguas Creek Watershed. **Achievement: Members of the JPA adopted a Memorandum of Agreement in 2008 that contained a plan to address total maximum daily load limits established by the Regional Water Quality Control Board.**

- Goal: Continue the upgrade of the SCADA System at the Water Quality Control Plant. **Achievement: Phase I (design and fiber optics installation), and phases II and III (unit process interconnections) are complete; a contract for Phase IV (unit process interconnections) was awarded in March 2009 and work is scheduled for completion by June 2009.**
- Goal: Complete construction of Lagoon #2 lining installation. **Achievement: Completed the construction.**
- Goal: Initiate construction of the NDN expansion project and complete Milestone A on time. **Achievement: Initiated construction and completed Milestone A on time.**
- Complete construction of Sewer Line Rehabilitation for the following projects: 27-inch trunk sewer main at Los Angeles Avenue from Fifth Street to Madera Road and Madera Road from Los Angeles Avenue to Strathearn Place; 8-inch sewer main at Lysander Avenue. **Achievement: Completed all work except the Lysander Avenue portion, which is in progress.**
- Complete the design and construction specifications for sewer line rehabilitation for the following projects: 1) Deacon Street, 2) Fourth Street, 3) Sutter Avenue, 4) Buckskin Avenue from Roan Street to Royal Avenue. **Achievement: Rehabilitated the sewer mains at Deacon Street, and Sutter Avenue; continuing design on the Fourth Street and Buckskin Avenue projects.**
- Complete the design and specifications for the following projects: 1) Grit Chamber Splitter Box, 2) Slide Gates Rehabilitation, 3) Dewatering Building Ventilation. **Achievement: Completed the design and specifications.**
- Continue providing review of sewer line projects associated with various development projects throughout the City. **Achievement: Continued to review new development projects and proposed sewer facilities.**

- Complete design for restoration and improvement of the Arroyo Simi embankment at WQCP. **Achievement: Completed design; regulatory review is underway.**

#### Other Accomplishments

- Completed the Sewer System Management Plan.
- Completed the Sewer Trunk Rehabilitation Plan, refined estimating, and identified 39 projects proposed for completion during the next 10 years at a cost of \$52,300,000.
- Issued a Request for Proposals for professional engineering services for design of the FY 2008-09 Sewer Trunk Rehabilitation, and the Wood Ranch Lift Station Rehabilitation Projects.
- Selected Municipal Energy Systems, Inc. for negotiation of an agreement to design, build, own, and operate a cogeneration system at the WQCP.

#### FY 2009-10 Goals

- Complete the design and initiate construction of the Primary Channel Air Piping Replacement Project.
- Complete the design and initiate construction of the Primary Raw Sludge Line and Digested Sludge Line Replacement Projects.
- Complete the design and initiate construction for the following projects: 1) Buckskin Street Sewer Main Line Rehabilitation; 2) Grit Chamber Splitter Box; 3) Slide Gates Rehabilitation; 4) Los Angeles Avenue near the Metrolink Station Sewer Trunk Rehabilitation; 5) Sewer Trunk rehabilitation at Los Angeles Avenue, Tapo Canyon Road, Semple Street, North Hietter Avenue, First Street, and Fifth Street; 5) Strathearn Place Sewerline Rehabilitation; 6) Wood Ranch Lift Station Rehabilitation.

- Complete construction of the North Simi Drain Improvements.
- Complete design of the Primary Influent Channel Concrete Project.

## ENVIRONMENTAL COMPLIANCE

### Environmental Compliance

The Environmental Compliance Division manages the Pretreatment Program as required by the federally mandated National Pollutant Discharge Elimination System (NPDES) permit issued by the Regional Water Quality Control Board.

The program is designed to prevent the discharge of toxic and hazardous materials into the sanitation collection system and assure ongoing WQCP performance and regulatory compliance by permitting and monitoring commercial and industrial waste discharges and by providing support and education to waste dischargers.

### FY 2008 – 2009 Goals and Achievements

- Goal: Evaluate the need for training and for Environmental Compliance Division personnel to comply with recent reporting requirements for Sanitary Sewer Overflows. **Achievement: Implemented a Sanitary Sewer Overflow response guide that complies with Regional Water Quality Control Board reporting requirements.**
- Goal: Complete the Revision of the Environmental Compliance Division Pretreatment Ordinance **Achievement: The proposed Pretreatment Ordinance revisions were submitted to the Regional Water Quality Control Board; approval is pending additional local limits testing as required by the City's draft NPDES permit.**

- Goal: Complete the Environmental Compliance Division Enforcement Response Plan and obtain Regional Water Quality Control Board approval of the plan. **Achievement: The Enforcement Response Plan has been revised and is under review by the Regional Water Quality Control Board.**

### FY 2009-2010 Goals

- Goal: Review and evaluate all Industrial User permits to insure compliance with the EPA National Pretreatment Program Streamlining Requirements.
- Goal: Expand the Residential Fats, Oils, and Grease Program to educate the public regarding proper food disposal methods in order to reduce the potential for sewer line blockages.
- Goal: Evaluate the need to include mobile detailers and carpet cleaners in the Pretreatment Permit Program.

**SANITATION OPERATIONS FUND REVENUE**

	<b>ACTUAL <u>2007-08</u></b>	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
<b><u>OPERATING FUND</u></b>					
34001 Interest	\$768,160	\$534,200	\$453,200	(\$81,000)	\$413,900
34101 Rents and Leases	25,440	26,000	26,700	700	28,000
37002 Maps & Publications	5,453	0	1,200	1,200	1,200
37401 Engineering Fees	14,692	10,000	3,000	(7,000)	3,000
37405 Inspection Service Fees	11,309	10,000	8,500	(1,500)	9,000
37410 Service Charges	13,865,065	14,296,700	14,300,000	3,300	14,300,000
37413 Late Fees and Penalties	42,008	25,000	90,000	65,000	90,000
37432 Source Control Program	318,167	250,000	270,000	20,000	270,000
37434 Sewer Frontage & Lateral	0	5,000	0	(5,000)	0
37499 Other	23,711	8,000	20,000	12,000	15,000
37412 Recycled Water Charges	8,086	8,000	8,500	500	9,000
39600 Transfer From Computer Repl.	0	0	0	0	26,600
39805 Transfer from Workers' Comp	0	0	0	0	179,900
<b>TOTAL REVENUE</b>	<b>\$15,082,091</b>	<b>\$15,172,900</b>	<b>\$15,181,100</b>	<b>\$8,200</b>	<b>\$15,345,600</b>

## SANITATION OPERATIONS FUND EXPENDITURES

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$3,365,680	\$3,959,600	\$3,380,800	\$578,800	\$4,072,200
41020 Temporary Salaries	11,098	0	0	0	0
41040 Overtime	325,575	221,800	314,800	(93,000)	294,200
41300 Vision Care	12,434	14,000	13,000	1,000	14,400
41350 Disability	14,329	17,700	15,000	2,700	19,400
41400 Group Ins/Health	536,682	605,700	570,400	35,300	691,200
41450 Life Insurance	10,530	11,900	10,000	1,900	12,500
41500 Group Ins/Dental	46,288	54,400	49,400	5,000	55,600
41600 Retirement/PERS	646,963	769,300	663,700	105,600	823,400
41650 Medicare	46,381	53,100	50,800	2,300	61,800
41700 Workers' Compensation	366,900	313,700	313,700	0	265,100
41800 Payroll Accruals	101,102	93,000	125,600	(32,600)	76,800
41200 Deferred Compensation - 401k	64,972	79,000	65,500	13,500	83,900
41210 Deferred Compensation - 457	3,575	11,500	7,500	4,000	16,500
41900 Personnel Savings	0	(158,100)	0	(158,100)	(162,400)
Subtotal - Personnel	<u>5,552,509</u>	<u>6,046,600</u>	<u>5,580,200</u>	<u>466,400</u>	<u>6,324,600</u>
<b><u>SUPPLIES AND MATERIALS</u></b>					
42100 Utilities	918,363	860,000	810,000	50,000	835,000
42110 Lift Utilities	3,386	4,200	5,000	(800)	5,100
42130 Postage	0	5,000	0	5,000	0
42150 Communications	27,506	42,500	36,200	6,300	36,200
42230 Office Supplies	12,465	11,500	11,500	0	11,500
42235 Furn & Equip (Non-Capital)	0	3,300	3,300	0	1,800
42310 Rentals	24,461	6,500	6,500	0	6,000
42410 Uniform/Clothing Supply	20,571	23,000	23,000	0	25,500
42440 Memberships and Dues	20,074	19,200	7,200	12,000	7,200

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

	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>FINAL</u></b> <b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>VARIANCE</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>SUPPLIES AND MATERIALS (CONT'D.)</u></b>					
42450 Subscriptions and Books	\$1,993	\$3,000	\$3,000	\$0	\$2,500
42530 Chemicals	495,898	605,000	550,000	55,000	549,000
42541 Recycled Water Utilities	7,739	7,500	8,000	(500)	12,000
42550 Small Tools and Equipment	3,102	5,200	5,200	0	2,200
42560 Operating Supplies	125,551	170,300	165,000	5,300	150,000
42720 Travel, Conferences, Meetings	16,614	55,900	40,400	15,500	10,600
42730 Training	18,669	25,300	14,000	11,300	9,000
42790 Mileage	627	3,000	600	2,400	600
Subtotal - Supplies/Materials	<u>1,697,019</u>	<u>1,850,400</u>	<u>1,688,900</u>	<u>161,500</u>	<u>1,664,200</u>
<b><u>SERVICES</u></b>					
44010 Professional/Special Services	458,852	637,700	637,700	0	190,400
44310 Maintenance of Equipment	652,576	726,200	700,000	26,200	748,500
44410 Maint. of Buildings and Grounds	13,608	16,100	16,100	0	8,600
44490 Other Contract Services	684,235	1,047,700	900,000	147,700	943,400
44590 Insurance Charges	170,000	163,400	163,400	0	187,600
Subtotal - Services	<u>\$1,979,271</u>	<u>\$2,591,100</u>	<u>\$2,417,200</u>	<u>\$173,900</u>	<u>\$2,078,500</u>

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>REIMBURSEMENTS AND TRANSFERS</u></b>					
46100 Reimbursement to General Fund	\$1,649,900	\$1,908,900	\$1,908,900	\$0	\$1,985,900
49648 Transfer to Computer Equip.	41,600	60,800	60,800	0	57,700
49649 Transfer to GIS	17,600	17,000	17,000	0	18,800
49656 Transfer to FIS	18,800	18,800	18,800	0	30,000
49297 Transfer to Retiree Benefits Fund	31,400	41,400	41,400	0	63,700
49702 Transfer to Plant Equip Reserve	510,000	1,010,000	1,010,000	0	860,000
49702 Transfer to Vehicle Repl Reserve	159,600	122,800	122,800	0	466,200
49702 Transfer to Sewerline Repl Res.	1,465,000	965,000	965,000	0	2,615,000
Subtotal Reimb/Transfers	3,893,900	4,144,700	4,144,700	0	6,097,300
Subtotal - Current Expenses	7,570,190	8,586,200	8,250,800	335,400	9,840,000
<b><u>CAPITAL OUTLAY</u></b>					
46600 Transfer to Streets and Roads	174,000	247,000	247,000	0	120,000
47020 Furnishings & Equipment	0	21,200	21,200	0	16,500
47030 Vehicles	0	206,800	206,800	0	0
48500 Maintenance Projects	0	10,000	0	10,000	0
Subtotal - Capital Outlay	174,000	485,000	475,000	10,000	136,500
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
<b>TOTAL EXPENDITURES</b>	<b>\$13,296,699</b>	<b>\$14,767,800</b>	<b>\$14,306,000</b>	<b>\$461,800</b>	<b>\$15,951,100</b>

## SANITATION PROJECTS LISTING

	<u>TOTAL PROJECT BUDGET</u>	<u>FINAL BUDGET 2008-09</u>	<u>ESTIMATED ACTUAL 2008-09</u>	<u>VARIANCE 2008-09</u>	<u>BUDGET 2009-10</u>
<b><u>OPERATIONS FUND MAINTENANCE PROJECTS</u></b>					
9710 (A) Raising of Manholes for Streets and Roads Projects	--	\$247,000	\$247,000	\$0	\$120,000
9710 Soil Amendment Site	--	10,000	0	10,000	0
Total - Operations Fund Projects	--	257,000	247,000	10,000	120,000
<b><u>REPLACEMENT RESERVE FUND PROJECTS</u></b>					
9712 Dewatering Building Ceiling	20,000	20,000	20,000	0	0
9712 Dewatering Building Ventilation	350,000	335,300	335,300	0	0
9712 Lagoon 2 Storage Lining	1,000,000	951,600	951,600	0	0
9712 SCADA PLC Project	1,250,000	344,700	344,700	0	0
9712 Trihalomethane Control Station	350,000	344,700	344,700	0	0
9712 (B) Digested Sludge Line Repl	360,000	0	0	0	360,000
9712 (C) Grit Chamber Splitter Box	296,000	107,500	107,500	0	125,000
9712 (D) Primary Influent Piping Repl	100,000	0	0	0	100,000
9712 (E) Primary Clairifier Channel Repair	30,000	0	0	0	30,000
9712 (F) Primary Sludge Line Rplcmnt	200,000	0	0	0	200,000
9712 (G) Slide Gates Rehabilitation	335,000	135,000	135,000	0	200,000
9712 (H) WQCP Entry Sign	25,000	0	0	0	25,000
9712 (I) Wood Ranch Lift Station Rehab	370,000	100,000	100,000	0	270,000
Subtotal - Replacement Projects	4,686,000	2,338,800	2,338,800	0	1,310,000
<b><u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	0	0	0	0	0
Subtotal - Capital Outlay	\$0	\$0	\$0	\$0	\$0

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

	<b>TOTAL PROJECT BUDGET</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>	
<b><u>REPLACEMENT RESERVE FUND SEWERLINE PROJECTS</u></b>						
9712	Buckskin Av	\$250,800	\$250,800	\$250,800	\$0	\$0
9712	Deacon Street	250,000	245,800	245,800	0	0
9712	Fourth Street	450,000	438,300	438,300	0	0
9712	LA Ave/Madera/Lysander	4,450,000	3,211,000	3,211,000	0	0
9712	North Simi Drain Relocation	133,000	133,000	133,000	0	0
9712	Stearns/LA Av	474,600	474,600	474,600	0	0
9712	Sutter Avenue	220,000	216,100	216,100	0	0
9712	(J) LA Av, Erringer Rd, Patricia Av	100,000	0	0	0	100,000
9712	(K) Los Angeles Avenue (Metrolink)	1,250,000	100,000	100,000	0	1,150,000
9712	(L) LA Ave (Tapo Canyon-5th)	1,820,000	50,000	50,000	0	1,770,000
9712	(M) Strathearn Place	850,000	50,000	50,000	0	800,000
9712	(N) Royal Ave (Erringer-Rincon)	100,000	0	0	0	100,000
9712	(O) Easy Street	80,000	0	0	0	80,000
9712	(P) Royal Ave (Hartly-Holley)	100,000	0	0	0	100,000
	Subtotal - Sewerline Projects	10,528,400	5,169,600	5,169,600	0	4,100,000
	Total - Replacement Reserve Fund Projects & Capital Outlay	<u>15,214,400</u>	<u>7,508,400</u>	<u>7,508,400</u>	<u>0</u>	<u>5,410,000</u>
<b><u>PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS</u></b>						
9711	Plant Arroyo Simi Rip-Rap	1,500,000	1,342,300	1,342,300	0	0
9711	Nite/Denite Facility Upgrade	5,000,000	3,804,500	3,804,500	0	0
9711	Collection System Rehab - Phase II	200,000	38,800	38,800	0	0
	Total Plant Expansion/Upgrade Fund Projects	<u>\$6,700,000</u>	<u>\$5,185,600</u>	<u>\$5,185,600</u>	<u>\$0</u>	<u>\$0</u>

**SANITATION OPERATIONS FUND**  
**WORKING CAPITAL SUMMARY**

	<b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b>PROJECTION</b> <b><u>2010-11</u></b>
<b>BEGINNING OPERATIONS FUND WORKING CAPITAL</b>	\$7,186,143	\$7,186,143	\$0	\$8,061,243	\$7,455,743
<b><u>REVENUES</u></b>					
Enterprise	15,172,900	15,181,100	8,200	15,345,600	15,867,400
<b><u>EXPENDITURES</u></b>					
Operations and Maintenance	<u>(14,767,800)</u>	<u>(14,306,000)</u>	461,800	<u>(15,951,100)</u>	<u>(14,686,400)</u>
<b>ENDING OPERATIONS FUND WORKING CAPITAL</b>	<b><u>\$7,591,243</u></b>	<b><u>\$8,061,243</u></b>	<b><u>\$470,000</u></b>	<b><u>\$7,455,743</u></b>	<b><u>\$8,636,743</u></b>

**SANITATION REPLACEMENT RESERVE FUND**  
**WORKING CAPITAL SUMMARY**

	<b>BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>	<b>PROJECTION 2010-11</b>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
BEGINNING BALANCE	\$1,259,403	\$1,259,403	\$0	\$1,048,103	\$820,603
<b><u>REVENUES</u></b>					
Allocation	122,800	122,800	0	466,200	150,300
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	(334,100)	(334,100)	0	(693,700)	(274,000)
ENDING BALANCE	<u>1,048,103</u>	<u>1,048,103</u>	<u>0</u>	<u>820,603</u>	<u>696,903</u>
<b><u>SANITATION REPLACEMENT RESERVE</u></b>					
BEGINNING BALANCE	3,419,635	3,419,635	0	1,670,735	983,035
<b><u>REVENUES</u></b>					
Allocation	1,010,000	1,010,000	0	860,000	1,010,000
Total Revenues	<u>1,010,000</u>	<u>1,010,000</u>	<u>0</u>	<u>860,000</u>	<u>1,010,000</u>
<b><u>EXPENDITURES</u></b>					
Reimbursement to the Gen Fund	(420,100)	(420,100)	0	(237,700)	(246,000)
Projects	(2,338,800)	(2,338,800)	0	(1,310,000)	(655,000)
Capital Outlay	0	0	0	0	0
Total Expenses	<u>(2,758,900)</u>	<u>(2,758,900)</u>	<u>0</u>	<u>(1,547,700)</u>	<u>(901,000)</u>
ENDING BALANCE	<u>\$1,670,735</u>	<u>\$1,670,735</u>	<u>\$0</u>	<u>\$983,035</u>	<u>\$1,092,035</u>

**SANITATION REPLACEMENT RESERVE FUND**  
**WORKING CAPITAL SUMMARY (CONT'D)**

	<b>BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>	<b>PROJECTION 2010-11</b>
<b><u>SEWERLINE REPLACEMENT RESERVE</u></b>					
BEGINNING BALANCE	\$4,721,235	\$4,721,235	\$0	\$1,516,635	\$31,635
<b><u>REVENUES</u></b>					
Allocation	965,000	965,000	0	2,615,000	965,000
Transfer from Tapo/West End TIF	1,000,000	1,000,000	0	0	0
<b>Total Revenues</b>	<b>1,965,000</b>	<b>1,965,000</b>	<b>0</b>	<b>2,615,000</b>	<b>965,000</b>
<b><u>EXPENDITURES</u></b>					
Projects	(5,169,600)	(5,169,600)	0	(4,100,000)	(6,210,000)
<b>Total Expenditures</b>	<b>(5,169,600)</b>	<b>(5,169,600)</b>	<b>0</b>	<b>(4,100,000)</b>	<b>(6,210,000)</b>
<b>ENDING BALANCE</b>	<b><u>\$1,516,635</u></b>	<b><u>\$1,516,635</u></b>	<b><u>\$0</u></b>	<b><u>\$31,635</u></b>	<b><u>(\$5,213,365)</u></b>

**SANITATION SYSTEM EXPANSION/UPGRADE FUND**  
**WORKING CAPITAL SUMMARY**

	<b>BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>VARIANCE <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>
<b>BEGINNING BALANCE</b>	<b>\$9,385,010</b>	<b>\$9,385,010</b>	<b>\$0</b>	<b>\$4,299,010</b>	<b>\$4,400,210</b>
<b><u>REVENUES</u></b>					
Connection Fees	500,000	150,000	(350,000)	150,000	150,000
Interest	419,700	260,200	(159,500)	234,200	199,200
<b>Total Revenues</b>	<b>919,700</b>	<b>410,200</b>	<b>(509,500)</b>	<b>384,200</b>	<b>349,200</b>
<b><u>EXPENDITURES</u></b>					
Reimbursement to the General Fund	(310,600)	(310,600)	0	(283,000)	(292,900)
Plant Expansion/Upgrade and Trunkline Projects	(5,185,600)	(5,185,600)	0	0	(200,000)
<b>Total Expenditures</b>	<b>(5,496,200)</b>	<b>(5,496,200)</b>	<b>0</b>	<b>(283,000)</b>	<b>(492,900)</b>
<b>ENDING BALANCE</b>	<b>\$4,808,510</b>	<b>\$4,299,010</b>	<b>(\$509,500)</b>	<b>\$4,400,210</b>	<b>\$4,256,510</b>

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

	<b><u>BUDGET</u></b> <b><u>2008-09</u></b>	<b>ESTIMATED</b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b>VARIANCE</b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>	<b>PROJECTION</b> <b><u>2010-11</u></b>
<b>Ending Operations Fund Working Capital</b>	<b>\$7,591,243</b>	<b>\$8,061,243</b>	<b>\$470,000</b>	<b>\$7,455,743</b>	<b>\$8,636,743</b>
<b>Reserves:</b>					
<b>Vehicle Replacement Reserve</b>	<b>1,048,103</b>	<b>1,048,103</b>	<b>0</b>	<b>820,603</b>	<b>696,903</b>
<b>Sanitation Replacement Reserve</b>	<b>1,670,735</b>	<b>1,670,735</b>	<b>0</b>	<b>983,035</b>	<b>1,092,035</b>
<b>Sewerline Replacement Reserve</b>	<b>1,516,635</b>	<b>1,516,635</b>	<b>0</b>	<b>31,635</b>	<b>(5,213,365)</b>
<b>Ending Replacement Reserve Fund Working Capital</b>	<b>4,235,473</b>	<b>4,235,473</b>	<b>0</b>	<b>1,835,273</b>	<b>(3,424,427)</b>
<b>Ending Sanitation System Expansion/ Upgrade Fund Working Capital</b>	<b>4,808,510</b>	<b>4,299,010</b>	<b>(509,500)</b>	<b>4,400,210</b>	<b>4,256,510</b>
<b>TOTAL SANITATION FUNDS WORKING CAPITAL</b>	<b><u>\$16,635,226</u></b>	<b><u>\$16,595,726</u></b>	<b><u>(\$39,500)</u></b>	<b><u>\$13,691,226</u></b>	<b><u>\$9,468,826</u></b>

**SIMI VALLEY SANITATION FUND  
AUTHORIZED POSITIONS**

**REGULAR POSITIONS:**

**FY 2007-08**

**FY 2008-09**

**FY 2009-10**

**Administration:**

Assistant Public Works Director	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

**Plant Operations:**

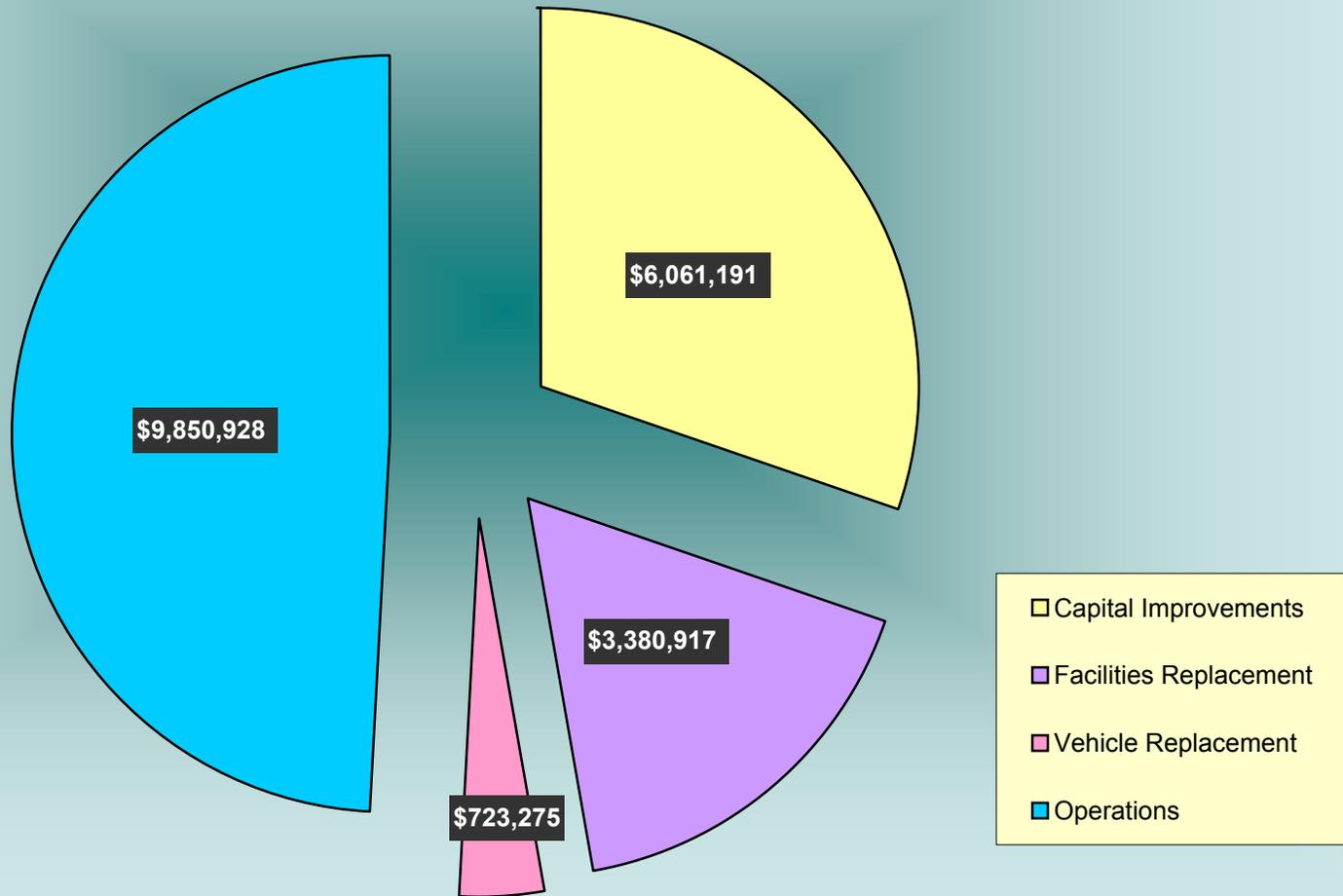
Deputy Director/Sanitation Services	1.0	1.0	1.0
Plant Support Systems Manager	1.0	1.0	1.0
Plant Operations Manager	1.0	1.0	1.0
Plant Operations Supervisor	1.0	1.0	1.0
Plant Maintenance Supervisor	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Senior Laboratory Technician	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Senior Instrumentation Technician	0.0	1.0	1.0
Instrumentation Technician	3.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Maintenance Technician III	3.0	3.0	3.0
Plant Maintenance Technician II	2.0	3.0	3.0
Plant Maintenance Technician I	2.0	1.0	1.0
Plant Operator III (Lead Worker)	2.0	2.0	2.0

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

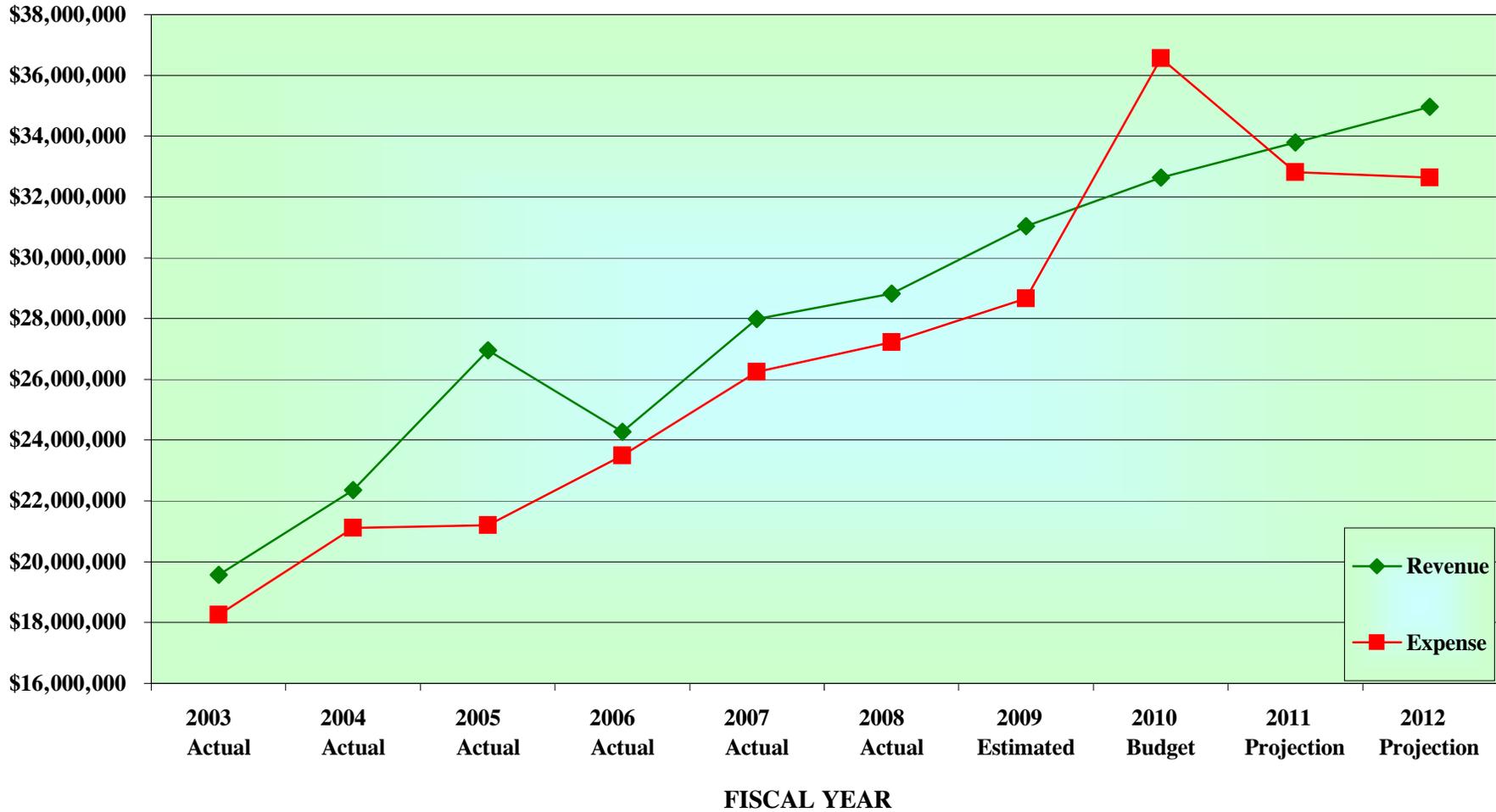
	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>
<b><u>Plant Operations (Cont'd):</u></b>			
Plant Operator III	8.0	8.0	8.0
Plant Operator II	1.0	1.0	1.0
Plant Operator I	1.0	1.0	1.0
Maintenance Worker II	1.0	1.0	1.0
Inventory Support Technician	1.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
<b>SUBTOTAL</b>	37.0	37.0	37.0
<b><u>Sewer Line Maintenance:</u></b>			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician	8.0	8.0	8.0
<b>SUBTOTAL</b>	9.0	9.0	9.0
<b><u>Environmental Compliance: (Note 1)</u></b>			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
<b>SUBTOTAL</b>	5.0	5.0	5.0
 <b>TOTAL REGULAR POSITIONS</b>	 59.0	 59.0	 59.0

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

**WATERWORKS DISTRICT FUNDS  
RESERVE BALANCES  
PROJECTED TO JUNE 30, 2010**



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



## VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 provides reliable and safe water services to more than 25,000 customers. In 2008, the District delivered 7,903 million gallons of water (21.65 million gallons each day).

The District relies upon Calleguas Municipal Water District to provide nearly all the water delivered to its customers. In addition, two District-owned wells in Tapo Canyon provide irrigation water to two customers and recycled water is provided to the Simi Valley Landfill under a recycled water program.

Planning continues to further develop local potable and recycled water resources to reduce the District's reliance on imported water.

### FY 2008-09 Goals and Achievements

- Goal: Install security cameras and electronic keypads at four pump stations and four water tanks. **Achievement: Installed security systems at the First Street, Mt. McCoy, and Stow Street tank sites; and at the Waterworks District Administration Building.**
- Goal: Recoat the interior of Stow Street Tank No. 3. **Achievement: Awarded a contract to recoat the Stow Street Tank No. 3 in January 2009; work was completed in April 2009.**
- Goal: Design and construct a 12-inch water pipeline in Long Canyon Road to interconnect the 1330 and 1172 Pressure Zones. **Achievement: Completed design of the Long Canyon Road interconnection; construction is scheduled to commence in early FY 2009-10.**

- Goal: Install tank-mixing system in the Mount Sinai 5.0 million-gallon water tank. **Achievement: Installed a water circulation system at the Mt. Sinai Tank in November 2008.**
- Goal: Complete construction of the Tapo Canyon Water Treatment Plant. **Achievement: Construction is ongoing and scheduled for completion prior to the end of FY 2008-09.**
- Goal: Begin design of a new water well to serve the Tapo Canyon Water Treatment Plant. **Achievement: Initiated Well design in January 2009; design is scheduled for completion in June 2009.**
- Goal: Begin design for the installation of natural gas standby generators at Pump Station No. 2 and Pump Station No. 3. **Achievement: Design began in March 2009 and is scheduled for completion prior to the end of FY 2008-09.**

### Other Accomplishments

- Initiated a damage assessment study for the Erringer Road Drain that was damaged due to a waterline failure beneath the drain.
- Completed the 2008 Recycled Water Master Plan Update, evaluating extending recycled water service to the Simi Valley Town Center and nearby services, and closed out a \$65,000 grant that funded the Plan Update.
- Initiated environmental documentation for the West Simi Water Recycling Project, which proposes extending an existing recycled water line southerly along Madera Road to serve the Sinaloa, Wood Ranch, and Sunset Hills Golf Courses, as well as other nearby potential customers, as recommended in the 2008 Recycled Water Master Plan Update.

- Completed environmental review and secured property and initiated design of Alta Vista Tank No. 2 to supplement water storage for the Knolls Pressure Zone.
- Completed and distributed the 2007 Water Quality Consumer Confidence Report.
- Completed the annual review and update of water rates in December 2008.
- Launched a water conservation public education initiative, and adopted a Water Use Ordinance.
- Replaced 1,700 water meters with radio reading devices under the Annual Meter Change-out Program.
- Replaced 50 new main line valves.
- Purchased and installed new SCADA security file server.
- Develop a Water Main Improvement and Replacement Program.
- Secure regulatory approval, grant funding, and user agreements, and initiate design for the West Simi Water Recycling Project.
- Acquire real estate and complete environmental review for the Knolls Zone water storage improvements.

#### **FY 2009-10 Goals**

- Construct and place into service Alta Vista Tank No. 2.
- Construct a new production well to augment water supply to the Tapo Canyon Water Treatment Plant.
- Install and put into service emergency generators at Pumping Station No. 2, Pumping Station No. 3, and the Oak Knolls Pump Station.
- Recoat the interior of Stearns Street Tank #1.
- Install water circulating and chemical boost systems in Walnut Tanks Nos. 1 and 2.
- Complete and secure City Council approval of the Water Master Plan update.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**OPERATIONS FUND REVENUES**

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><u>OPERATING FUND REVENUES</u></b>					
34001 Interest	\$349,234	\$445,000	\$313,400	(\$131,600)	\$269,000
34101 Rents & Leases	222,607	250,000	250,000	0	250,000
37401 Engineering Fees	11,088	10,000	400	(9,600)	5,000
37405 Inspection Service Fees	6,701	10,000	500	(9,500)	2,000
37410 Service Charges	25,879,314	27,992,800	28,083,000	90,200	29,600,600
37452 Water Sales To District #17	1,109,110	1,139,500	1,156,000	16,500	1,237,000
37453 Water Standby Charges	9,088	6,000	5,200	(800)	5,500
37454 Sale of Meters	65,406	50,000	50,000	0	28,800
37456 Water Lift Charges	944,263	950,000	950,000	0	950,000
37461 Doorhanger Charges	166,343	150,000	150,000	0	150,000
37499 Other Service Charges	19,099	10,000	18,000	8,000	10,000
38001 Sale of Surplus Property	0	0	1,400	1,400	0
38004 Damage Recovery	(1,383)	0	18,000	18,000	0
37412 Recycled Water Charges	37,199	30,000	48,000	18,000	40,000
39600 Transfer From Computer Repl.	0	0	0	0	26,600
39805 Transfer from Workers' Comp	0	0	0	0	88,500
<b>TOTAL - REVENUES</b>	<b>\$28,818,069</b>	<b>\$31,043,300</b>	<b>\$31,043,900</b>	<b>\$600</b>	<b>\$32,663,000</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
OPERATIONS FUND EXPENDITURES**

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>PERSONNEL</u></b>					
41010 Regular Salaries	\$2,161,614	\$2,568,700	\$2,299,900	\$268,800	\$2,726,900
41040 Overtime	72,887	71,700	51,000	20,700	61,000
41050 Outside Assistance	9,067	0	0	0	0
41300 Vision Care	8,712	10,700	10,400	300	11,400
41350 Disability	11,015	12,100	10,700	1,400	13,200
41400 Group Ins/Health	354,763	461,100	423,600	37,500	496,600
41450 Life Insurance	7,622	8,900	8,100	800	9,600
41500 Group Ins/Dental	33,104	41,700	38,400	3,300	41,400
41600 Retirement/PERS	415,464	501,200	450,400	50,800	540,700
41650 Medicare	26,401	31,000	31,000	0	40,200
41700 Workers' Compensation	152,000	145,500	145,500	0	136,600
41800 Payroll Accruals	53,621	60,700	61,400	(700)	28,000
41200 Deferred Compensation - 401k	53,010	54,400	50,000	4,400	61,800
41210 Deferred Compensation - 457	2,030	8,600	5,800	2,800	12,900
41900 Personnel Savings	0	(172,900)	0	(172,900)	(179,800)
Subtotal - Personnel	3,361,310	3,803,400	3,586,200	217,200	4,000,500
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS</u></b>					
42100 Utilities	830,980	900,000	850,500	49,500	876,000
42150 Communications	24,207	32,200	35,300	(3,100)	35,300
42200 Computers (Non-Cap)	0	6,000	6,000	0	0
42230 Office Supplies	20,319	30,000	20,200	9,800	20,200
42235 Furnishings and Equip (Non-Cap)	4,437	18,700	18,700	0	0
42310 Rentals	1,953	5,500	1,000	4,500	3,000
42410 Uniform/Clothing Supply	8,268	10,500	10,500	0	11,400
42440 Memberships and Dues	8,383	18,900	18,900	0	19,200

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

	<u>ACTUAL</u> <u>2007-08</u>	<u>FINAL</u> <u>BUDGET</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2008-09</u>	<u>VARIANCE</u> <u>2008-09</u>	<u>BUDGET</u> <u>2009-10</u>
<b><u>CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)</u></b>					
42450 Subscriptions and Books	\$1,083	\$1,600	\$1,600	\$0	\$4,000
42460 Advertising	0	200	0	200	0
42520 Water Meters	463,457	489,200	467,500	21,700	472,700
42540 Water Purchase	17,892,552	19,951,000	19,077,000	874,000	20,699,000
42541 Recycled Water Purchases	14,593	20,000	14,000	6,000	20,000
42550 Small Tools/Equipment	12,366	15,500	13,000	2,500	15,500
42560 Operating Supplies	7,198	13,000	10,000	3,000	88,000
42790 Mileage	1,314	1,000	1,000	0	1,000
42730 Training	7,696	14,900	8,100	6,800	14,400
42720 Travel, Conferences, Meetings	4,961	7,500	3,500	4,000	5,000
Subtotal Supplies and Materials	19,303,767	21,535,700	20,556,800	978,900	22,284,700
<b><u>CURRENT EXPENSES - SERVICES</u></b>					
44010 Professional/Special Services	138,581	285,200	223,700	61,500	179,100
44310 Maintenance of Equipment	355,033	442,900	413,800	29,100	448,100
44410 Maint of Buildings/Grounds	4,543	6,800	6,800	0	6,800
44490 Other Contract Services	222,523	251,700	225,000	26,700	251,800
44590 Insurance Charges	75,200	89,900	89,900	0	110,900
Subtotal - Services	795,880	1,076,500	959,200	117,300	996,700
<b><u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY</u></b>					
46100 Reimb to General Fund	2,121,400	1,598,000	1,598,000	0	1,538,400
49600 Reimb to Streets & Roads	240,000	277,000	277,000	0	190,000
49648 Transfer to Computer Equip.	38,200	64,800	64,800	0	54,100
49649 Transfer to GIS	28,900	27,100	27,100	0	25,500

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

	<b>ACTUAL 2007-08</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>
<b><u>REIMBURSEMENTS/TRANSFERS/CAPITAL OUTLAY (CONT'D)</u></b>					
49297 Transfer to Retiree Medical Fund	\$2,000	\$3,800	\$3,800	\$0	\$14,200
49656 Transfer to FIS Project	18,800	18,800	18,800	0	30,400
49763 Transfer to Vehicle Replacement	96,000	85,600	85,600	0	173,000
49762 Transfer to Capital Improv Fund	0	0	0	0	6,500,000
49763 Transfer to Facilities Replacement	1,460,000	1,460,000	1,460,000	0	1,460,000
Subtotal - Reimbursements, Transfers and Capital Outlay	4,005,300	3,535,100	3,535,100	0	9,985,600
Subtotal - Current Expenses	24,104,947	26,147,300	25,051,100	1,096,200	33,267,000
<b><u>CAPITAL OUTLAY</u></b>					
47020 Furnishings & Equipment	0	21,200	21,200	0	0
Subtotal - Capital Outlay	0	21,200	21,200	0	0
Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
<b>TOTAL - EXPENDITURES</b>	<b>\$27,466,257</b>	<b>\$29,621,900</b>	<b>\$28,658,500</b>	<b>\$963,400</b>	<b>\$36,917,500</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**REPLACEMENT RESERVE FUND PROJECTS LISTING**

	<u>PROJECT BUDGET</u>	<u>FINAL BUDGET 2008-09</u>	<u>ESTIMATED ACTUAL 2008-09</u>	<u>VARIANCE 2008-09</u>	<u>BUDGET 2009-10</u>
<b><u>MAINTENANCE PROJECTS</u></b>					
9763	LA Ave Pipeline Replacement	\$325,000	\$325,000	\$325,000	\$0
9763	Mt Sinai Mixing System	140,000	58,800	58,800	0
9763	TCWTP Water Pipeline Repl	299,970	266,400	266,400	0
9763	Work Order System	145,000	7,300	0	7,300
9763 (A)	Paving/Slurry Seal at Tank Sites	--	18,200	18,000	200
9763 (B)	Landscaping/Noise Barrier	--	20,000	18,000	2,000
9763 (C)	Painting Water Tanks/Facilities	--	50,000	0	50,000
9763 (D)	Refurbish Pumping Facilities	--	105,600	103,600	2,000
9763 (E)	Valve Box Replacement	--	15,000	0	15,000
9763 (F)	Main Line Valve Replacement	--	75,000	14,600	60,400
9763 (G)	District Telemetry System	--	151,500	151,500	0
9763 (H)	Vulnerability Assessment Upgrade	--	55,000	45,000	10,000
9763 (I)	Interior Tank Recoating	--	306,800	306,800	0
9763 (J)	Patricia Ave Supply Line (Design)	50,000	0	0	50,000
	Subtotal - Maintenance Projects	959,970	1,454,600	1,307,700	146,900
<b><u>REPLACEMENT RESERVE FUND CAPITAL OUTLAY</u></b>					
47020	Furnishings & Equipment	--	35,000	35,000	0
47028	Computers	--	9,000	9,000	0
	Subtotal - Capital Outlay	--	44,000	44,000	0
<b>TOTAL - REPLACEMENT RESERVE FUND PROJECTS</b>		<b>--</b>	<b>\$1,498,600</b>	<b>\$1,351,700</b>	<b>\$146,900</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL IMPROVEMENTS FUND PROJECTS LISTING**

	<b>PROJECT BUDGET</b>	<b>FINAL BUDGET 2008-09</b>	<b>ESTIMATED ACTUAL 2008-09</b>	<b>VARIANCE 2008-09</b>	<b>BUDGET 2009-10</b>	
<b><i>CAPITAL IMPROVEMENT PROJECTS</i></b>						
9762	Marr Ranch Pipeline Replacement	\$300,000	\$300,000	\$300,000	\$0	\$0
9762	Marr Ranch Water Facility	900,000	14,300	14,300	0	0
9762	Sand Canyon Access Road	180,000	180,000	180,000	0	0
9762	Sand Cyn Water Oversizing	900,000	868,800	868,800	0	0
9762	System Pressure Zone Interconnect	250,000	250,000	250,000	0	0
9762	Tract 4313 Tank	825,000	250,000	250,000	0	0
9762	TCWTP Earthquake Repairs	6,748,500	4,593,800	4,593,800	0	0
9762	Water Master Plan Update	209,000	50,700	50,700	0	0
9762 (K)	Knolls Zone Water Facilities	1,100,000	1,052,000	1,052,000	0	80,000
9762 (L)	Oversizing of Water Facilities	861,600	125,000	125,000	0	125,000
9762 (M)	Tapo Cyn Aq. Study/Basin Impr.	865,000	330,300	330,300	0	450,000
9762 (N)	Recycled Water Projects	1,250,000	876,200	876,200	0	250,000
9762 (O)	Emergency Generators	240,000	120,000	120,000	0	120,000
9762 (P)	Arroyo Simi Pipeline Extension	190,300	140,000	140,000	0	50,300
9762 (Q)	Tapo Street Pump Station Repl.	45,000	0	0	0	45,000
9762 (R)	Water Storage Mixing Systems	335,000	70,000	70,000	0	125,000
<b>TOTAL - CIP FUND PROJECTS</b>		<b>\$15,199,400</b>	<b>\$9,221,100</b>	<b>\$9,221,100</b>	<b>\$0</b>	<b>\$1,245,300</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
OPERATIONS FUND WORKING CAPITAL SUMMARY**

	<b><u>FINAL BUDGET 2008-09</u></b>	<b><u>ESTIMATED ACTUAL 2008-09</u></b>	<b><u>BUDGET 2009-10</u></b>	<b><u>PROJECTION 2010-11</u></b>	<b><u>PROJECTION 2011-12</u></b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$10,413,228</b>	<b>\$10,413,228</b>	<b>\$12,798,628</b>	<b>\$8,544,128</b>	<b>\$9,172,428</b>
<b><u>REVENUES</u></b>					
Operating Revenues	31,043,300	31,043,900	32,663,000	33,806,200	34,989,400
<b><u>EXPENDITURES</u></b>					
Operating Expenditures	<u>(29,621,900)</u>	<u>(28,658,500)</u>	<u>(36,917,500)</u>	<u>(33,177,900)</u>	<u>(33,007,300)</u>
<b>ENDING WORKING CAPITAL</b>	<b><u>\$11,834,628</u></b>	<b><u>\$12,798,628</u></b>	<b><u>\$8,544,128</u></b>	<b><u>\$9,172,428</u></b>	<b><u>\$11,154,528</u></b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
REPLACEMENT RESERVE WORKING CAPITAL SUMMARY**

	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b><u>VEHICLE REPLACEMENT RESERVE</u></b>					
Beginning Vehicle Replacement	\$721,075	\$721,075	\$707,975	\$721,075	\$723,275
<b><u>REVENUES</u></b>					
Replacement Contributions	85,600	85,600	173,000	110,400	113,700
<b><u>EXPENDITURES</u></b>					
Vehicle Purchases	(98,700)	(98,700)	(159,900)	(108,200)	(26,800)
Ending Vehicle Replacement	<u>707,975</u>	<u>707,975</u>	<u>721,075</u>	<u>723,275</u>	<u>810,175</u>
<b><u>FACILITIES REPLACEMENT RESERVE</u></b>					
Beginning Facilities Replacement	2,184,917	2,184,917	2,020,817	2,407,417	3,380,917
<b><u>REVENUES</u></b>					
Transfer from Operating Fund	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Total Revenues	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>
<b><u>EXPENDITURES</u></b>					
Capital Outlay	(44,000)	(44,000)	0	0	0
General Fund Reimbursements	(272,400)	(272,400)	(260,400)	(269,500)	(278,900)
Replacement Reserve Projects	(1,454,600)	(1,307,700)	(813,000)	(217,000)	(456,000)
Total Expenditures	<u>(1,771,000)</u>	<u>(1,624,100)</u>	<u>(1,073,400)</u>	<u>(486,500)</u>	<u>(734,900)</u>
Ending Facilities Replacement	<u>\$1,873,917</u>	<u>\$2,020,817</u>	<u>\$2,407,417</u>	<u>\$3,380,917</u>	<u>\$4,106,017</u>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8  
CAPITAL IMPROVEMENTS FUND WORKING CAPITAL SUMMARY**

	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$9,344,291</b>	<b>\$9,344,291</b>	<b>\$1,042,091</b>	<b>\$7,232,691</b>	<b>\$6,061,191</b>
<b><u>REVENUES</u></b>					
Capital Improvement Charges	400,000	229,700	75,000	150,000	150,000
Transfer From Operations Fund	0	0	6,500,000	2,000,000	3,000,000
State Prop 50 Funding	125,000	678,200	821,000	0	0
Interest	350,000	280,000	248,600	192,400	161,200
<b>Total Revenues</b>	<b>875,000</b>	<b>1,187,900</b>	<b>7,644,600</b>	<b>2,342,400</b>	<b>3,311,200</b>
<b><u>EXPENDITURES</u></b>					
General Fund Reimbursements	(269,000)	(269,000)	(208,700)	(213,900)	(219,200)
Capital Improvements Projects	(9,221,100)	(9,221,100)	(1,245,300)	(3,300,000)	(12,140,000)
<b>Total Expenditures</b>	<b>(9,490,100)</b>	<b>(9,490,100)</b>	<b>(1,454,000)</b>	<b>(3,513,900)</b>	<b>(12,359,200)</b>
<b>ENDING WORKING CAPITAL</b>	<b>\$729,191</b>	<b>\$1,042,091</b>	<b>\$7,232,691</b>	<b>\$6,061,191</b>	<b>(\$2,986,809)</b>

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**CONSOLIDATED WORKING CAPITAL SUMMARY**

	<b>FINAL BUDGET <u>2008-09</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>	<b>PROJECTION <u>2010-11</u></b>	<b>PROJECTION <u>2011-12</u></b>
<b>Total - Operations Fund</b>	<b>\$11,834,628</b>	<b>\$12,798,628</b>	<b>\$8,544,128</b>	<b>\$9,172,428</b>	<b>\$11,154,528</b>
Vehicle Replacement Reserve	707,975	707,975	721,075	723,275	810,175
Facilities Replacement Reserve	1,873,917	2,020,817	2,407,417	3,380,917	4,106,017
<b>Total - Replacement Reserves</b>	<b>2,581,892</b>	<b>2,728,792</b>	<b>3,128,492</b>	<b>4,104,192</b>	<b>4,916,192</b>
<b>Total - Capital Improvements Fund</b>	<b>729,191</b>	<b>1,042,091</b>	<b>7,232,691</b>	<b>6,061,191</b>	<b>(2,986,809)</b>
<b>TOTAL ENDING CONSOLIDATED WORKING CAPITAL</b>	<b><u>\$15,145,711</u></b>	<b><u>\$16,569,511</u></b>	<b><u>\$18,905,311</u></b>	<b><u>\$19,337,811</u></b>	<b><u>\$13,083,911</u></b>

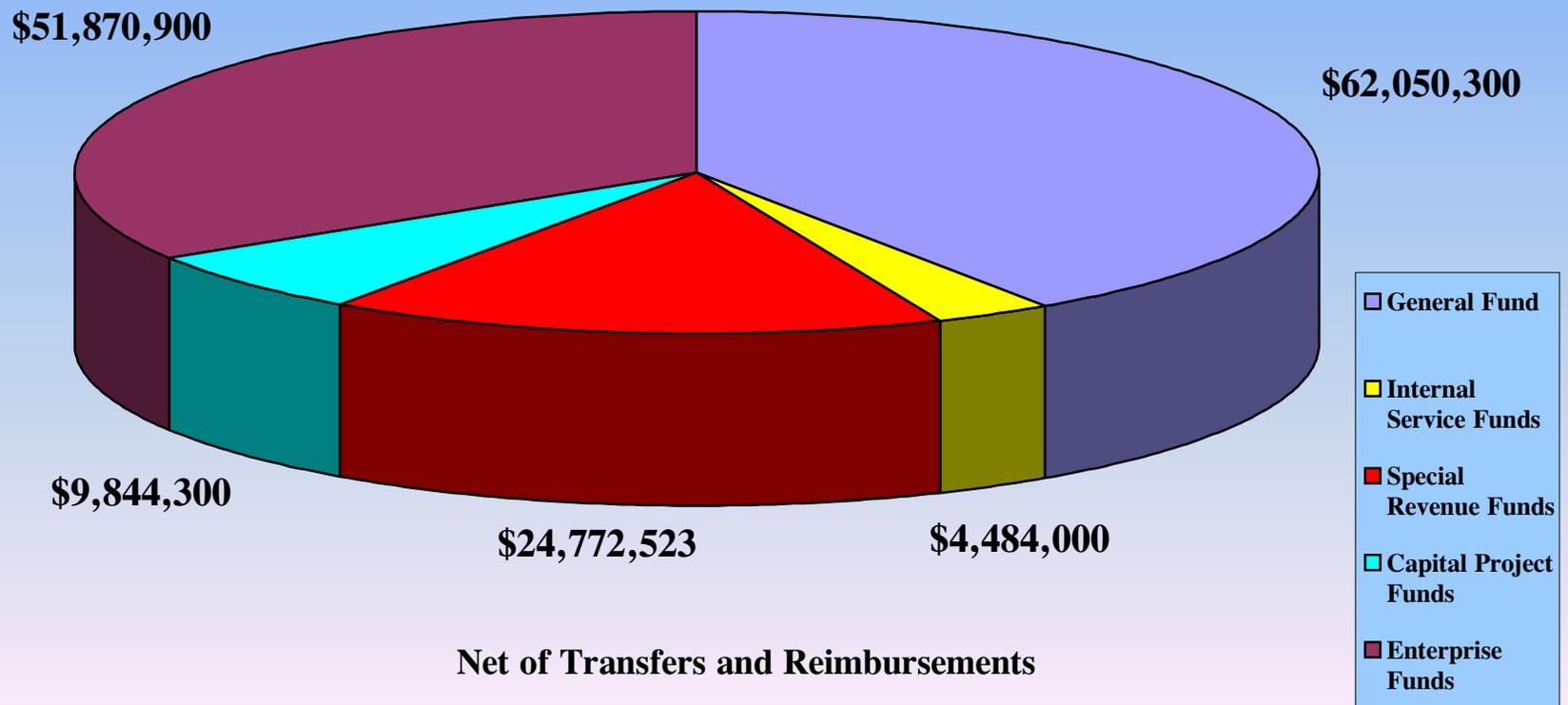
**VENTURA COUNTY WATERWORKS DISTRICT NO. 8**  
**AUTHORIZED POSITIONS**

<u><b>REGULAR POSITIONS:</b></u>	<u><b>FY 2007-08</b></u>	<u><b>FY 2008-09</b></u>	<u><b>FY 2009-10</b></u>
Deputy Director/Waterworks Services	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
Assistant Waterworks Services Manager	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Waterworks Plant Operator II	0.0	1.0	1.0
Waterworks Services Worker Trainee	4.0	4.0	4.0
Waterworks Services Worker I	5.0	5.0	5.0
Waterworks Services Worker II	7.0	7.0	7.0
Waterworks Services Worker III	3.0	4.0	4.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	4.0	4.0	4.0
<b>TOTAL REGULAR POSITIONS</b>	<b>42.0</b>	<b>44.0</b>	<b>44.0</b>

Note 1: These positions are administered by the Customer Services Division of the Department of Administrative Services

# COMBINED EXPENDITURES AND DISBURSEMENTS SUMMARIZED BY FUND TYPE - FY 2009-10 BUDGET

**\$153,022,023**



**COMBINED EXPENDITURES AND DISBURSEMENTS**  
**(Net of Transfers and Reimbursements)**

<b><u>FUND</u></b>	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>General Fund</u></b>	<b><u>\$66,499,866</u></b>	<b><u>\$65,707,300</u></b>	<b><u>\$62,050,300</u></b>
<b>Total - General Fund</b>	<b><u>66,499,866</u></b>	<b><u>65,707,300</u></b>	<b><u>62,050,300</u></b>
<b><u>Internal Service Funds:</u></b>			
<b>Liability Insurance Fund</b>	<b>1,945,599</b>	<b>1,266,000</b>	<b>1,364,100</b>
<b>Workers' Compensation Fund</b>	<b>2,620,119</b>	<b>2,996,700</b>	<b>3,119,900</b>
<b>Total - Internal Service Funds</b>	<b><u>4,565,718</u></b>	<b><u>4,262,700</u></b>	<b><u>4,484,000</u></b>
<b><u>Special Revenue Funds:</u></b>			
<b>CDA - Administrative Fund</b>	<b>792,988</b>	<b>376,100</b>	<b>365,300</b>
<b>CDA - Housing Administration Fund</b>	<b>2,358,059</b>	<b>3,507,400</b>	<b>16,353,100</b>
<b>CDA - Tax Increment Funds</b>	<b>1,527,600</b>	<b>230,000</b>	<b>431,500</b>
<b>Community Development Block Grant Fund</b>	<b>334,538</b>	<b>763,281</b>	<b>298,423</b>
<b>Development Agreements Fund</b>	<b>414,000</b>	<b>700,000</b>	<b>466,200</b>
<b>Forfeited Assets Fund</b>	<b>61,751</b>	<b>136,400</b>	<b>60,700</b>
<b>HOME Grant Fund</b>	<b>161,311</b>	<b>30,000</b>	<b>65,000</b>
<b>Landscape Maintenance District No. 1</b>	<b>1,822,964</b>	<b>1,759,260</b>	<b>1,930,000</b>
<b>Law Enforcement Grants Fund</b>	<b>8,615</b>	<b>29,900</b>	<b>202,600</b>
<b>Local Housing Fund</b>	<b>259,243</b>	<b>236,000</b>	<b>681,000</b>
<b>Police Dept - Special Problems Section Fund</b>	<b>839,502</b>	<b>821,600</b>	<b>909,700</b>
<b>Retiree Medical Benefits Fund</b>	<b>166,308</b>	<b>1,249,800</b>	<b>1,500,000</b>
<b>Simi Valley Lighting Maintenance District Fund</b>	<b>1,409,573</b>	<b>1,360,600</b>	<b>1,509,000</b>
<b>Total - Special Revenue Funds</b>	<b><u>\$10,156,452</u></b>	<b><u>\$11,200,341</u></b>	<b><u>\$24,772,523</u></b>

**COMBINED EXPENDITURES AND DISBURSEMENTS (CONT'D)**  
**(Net of Transfers and Reimbursements)**

<b><u>FUND</u></b>	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
<b><u>Capital Improvement Funds:</u></b>			
Streets & Roads Program Fund	\$6,950,400	\$7,137,100	\$6,343,000
Computer Equipment Replacement Fund	595,554	736,300	1,021,900
Vehicle Replacement Fund	630,796	900,700	1,604,200
Building Improvement Fund	78,853	68,300	600,000
Geographic Information System Optimization Fund	73,761	90,400	75,200
Financial Information Systems Optimization Fund	3,595	209,300	200,000
<b>Total - Capital Improvement Funds</b>	<b>8,332,959</b>	<b>9,142,100</b>	<b>9,844,300</b>
<b><u>Enterprise Funds:</u></b>			
Transit Fund	4,922,467	5,374,000	7,633,400
Sanitation Funds	13,950,900	14,703,300	15,247,300
Ventura County Waterworks District No. 8 Funds	27,226,400	30,433,500	28,990,200
<b>Total - Enterprise Funds</b>	<b>\$46,099,767</b>	<b>\$50,510,800</b>	<b>\$51,870,900</b>
<b>Total Combined Expenditures and Disbursements</b>	<b><u>\$135,654,762</u></b>	<b><u>\$140,823,241</u></b>	<b><u>\$153,022,023</u></b>

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

<b><u>FUND</u></b>	<b>ACTUAL <u>2007-08</u></b>	<b>ESTIMATED ACTUAL <u>2008-09</u></b>	<b>BUDGET <u>2009-10</u></b>
General Fund	\$62,733,200	\$60,465,600	\$57,742,100
Liability Insurance Fund	1,462,849	1,400,700	1,648,900
Workers' Compensation Fund	4,457,915	3,688,700	3,107,200
CDA - Administrative Fund	1,357,385	2,044,800	2,227,200
CDA - Merged Tapo Cyn/West End Tax Increment Fund	13,870,490	14,111,200	14,151,300
CDA - Madera/Royale Tax Increment Fund	84,256	52,200	45,700
CDA - Housing Administration Fund	4,841,479	4,607,000	4,621,700
Home Grant Fund	107,429	60,600	60,500
Local Housing Fund	193,076	35,200	3,300
Community Development Block Grants Fund	857,589	1,044,512	1,327,421
Simi Valley Lighting Maintenance District Fund	2,743,062	2,735,900	2,675,100
Landscape District No. 1	1,868,634	2,001,800	2,144,400
Landscape Zones Augmentation Fund	1,026,361	980,000	1,346,000
Local Transportation Fund	4,466,572	3,845,900	3,524,400
Gasoline Tax Fund	2,237,560	2,038,300	2,099,200
New Dwelling Fees Fund	170,793	820,200	28,600
Development Agreements Fund	1,931,911	1,617,700	1,360,400
Traffic Congestion Mitigation Fund	879	1,093,100	1,199,900
Traffic Impact Fees Fund	131,023	38,300	38,600
Law Enforcement Grants	114,015	87,100	315,100
Forfeited Assets Fund	20,611	53,300	13,200
Retiree Benefits Fund	319,822	625,500	350,900
Streets & Roads Program	7,296,771	11,310,100	6,270,500

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

<b><u>FUND (CONT'D)</u></b>	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
Computer Equipment Replacement Fund	\$545,188	\$766,500	\$734,400
Vehicle Replacement Fund	455,900	635,300	660,300
Building Improvement Fund	241,368	59,200	3,400
Geographic Information System Optimization Fund	100,657	99,600	79,400
Financial Information Systems Fund	108,100	214,600	192,600
Transit Fund	5,948,567	6,658,600	8,884,200
Sanitation Operations Fund	15,082,091	15,181,100	15,345,600
Sanitation System Expansion/Upgrade Fund	1,063,072	410,200	(509,500)
Sanitation Plant Replacement Reserve Fund	3,071,200	3,097,800	3,941,200
Waterworks District No. 8 Operations Fund	28,818,069	31,043,900	32,663,000
Waterworks District No. 8 Capital Improvement Fund	1,291,750	1,187,900	7,644,600
Waterworks District No. 8 Replacement Reserve Fund	1,554,600	1,545,600	1,633,000
<b>Total Revenues, All Funds</b>	<b>\$170,574,244</b>	<b>\$175,658,012</b>	<b>\$177,573,821</b>

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

<b><u>FUND</u></b>	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
General Fund	\$62,906,500	\$61,166,600	\$57,559,400
Liability Insurance Fund	3,249,499	1,566,400	1,634,200
Workers' Compensation Fund	4,026,426	4,584,300	5,327,000
CDA - Administrative Fund	1,357,388	2,044,800	2,227,200
CDA - Merged Tapo Cyn/West End Tax Increment Fund	14,996,636	15,541,300	16,890,400
CDA - Madera/Royale Tax Increment Fund	32,994	21,100	17,000
CDA - Housing Administration Fund	2,757,854	4,246,600	17,066,000
Home Grant Fund	569,339	196,454	191,154
Local Housing Fund	259,243	236,000	681,000
Community Development Block Grants Fund	909,470	1,012,692	1,327,421
Simi Valley Lighting Maintenance District Fund	2,098,373	2,314,600	2,180,300
Landscape District No. 1	1,923,004	1,863,560	2,043,800
Landscape Zones Augmentation Fund	1,019,937	1,143,600	1,323,200
Local Transportation Fund	4,466,572	3,845,900	3,524,400
Gasoline Tax Fund	2,237,560	2,038,300	2,099,200
New Dwelling Fees Fund	60,000	540,000	0
Development Agreements Fund	414,000	700,000	466,200
Traffic Congestion Mitigation Fund	110	1,082,800	1,188,600
Traffic Impact Fees Fund	325,000	0	0
Law Enforcement Grants	69,371	94,000	202,600
Forfeited Assets Fund	61,751	165,456	60,700
Retiree Medical Benefits Fund	166,308	1,249,800	1,500,000
Streets & Roads Program	6,849,151	2,564,300	6,343,000

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

<b><u>FUND (CONT'D)</u></b>	<b><u>ACTUAL</u></b> <b><u>2007-08</u></b>	<b><u>ESTIMATED</u></b> <b><u>ACTUAL</u></b> <b><u>2008-09</u></b>	<b><u>BUDGET</u></b> <b><u>2009-10</u></b>
Computer Equipment Replacement Fund	\$595,554	\$736,300	\$1,021,900
Vehicle Replacement Fund	630,796	900,700	1,604,200
Building Improvement Fund	403,835	68,300	600,000
Geographic Information System Optimization Fund	73,761	90,400	75,200
Financial Information Systems Fund	3,595	209,300	200,000
Transit Fund	5,948,567	6,658,600	8,884,200
Sanitation Operations Fund	13,296,699	14,306,000	15,951,100
Sanitation System Expansion/Upgrade Fund	2,284,849	5,496,200	283,000
Sanitation Plant Replacement Reserve Fund	2,707,070	8,262,600	6,341,400
Waterworks District No. 8 Operations Fund	27,466,257	28,658,500	36,917,500
Waterworks District No. 8 Capital Improvement Fund	2,992,333	9,490,100	1,454,000
Waterworks District No. 8 Replacement Reserve Fund	1,430,671	1,722,800	(913,500)
<b>Total Expenditures, All Funds</b>	<b><u>\$168,590,473</u></b>	<b><u>\$184,818,362</u></b>	<b><u>\$196,271,775</u></b>

## **BUDGET FORMULATION AND ADOPTION**

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

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

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

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

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

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

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

## BUDGET AND FISCAL POLICIES

- I. Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:
- A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.
  - B. The City will maintain a prudent General Fund balance for emergencies and catastrophic events. This balance has been established by City Council policy at 13% of General Fund budgeted expenditures.
  - C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.
  - D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.
  - E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.
- II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:
- A. Performance objectives will be incorporated in each department's budget, including the result achieved for each objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.
  - B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.
  - C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.
  - D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.
  - E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

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

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

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

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

IV. Accounting System and Budgetary Control

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

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

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

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

V. Financial Reporting

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

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

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

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

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

VI. User Fees and Rates

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

## CITY PROFILE

### GENERAL INFORMATION

The City of Simi Valley, with a population of 125,814, is the third largest of Ventura County's ten cities. It is located on the County's southeastern border, nestled between the Santa Susana Mountains and the Simi Hills. The site of the present-day city was part of a 1795 Spanish land grant. The name Simi is believed to have been derived from *Shimiji*, a village of the Chumash people. The City, which covers a land area of 42.0 square miles with a mean elevation of 765 feet, was incorporated in 1969.

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

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

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

Fire, 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	42.0 Square Miles
Growth Area	93.7 Square Miles

### Population (January 1, 2009)

City Residents	125,814
Growth Area Residents	128,590

### Population Distribution By Age \*

Under 5 years	7.30%
05 to 09 years	8.60%
10 to 14 years	8.10%
15 to 19 years	7.00%
20 to 24 years	5.40%
25 to 34 years	14.10%
35 to 44 years	18.80%
45 to 54 years	14.70%
55 to 59 years	5.00%
60 to 64 years	3.40%
65 to 74 years	4.50%
75 to 84 years	2.40%
85 years and older	0.70%

\* SOURCE: 2000 U.S. Census

## STATISTICAL OVERVIEW (CONT'D.)

### Population Distribution By Ethnicity \*

Caucasian	63.80%
Hispanic or Latino	16.80%
Black or African American	1.70%
American Indian or Alaskan Native	1.60%
Asian	7.60%
Pacific Islander	0.40%
Other	8.10%

\* SOURCE: 2000 U.S. Census

### Housing Characteristics \*\*

Single Family Units	32,684	77.68%
1-4 Unit Structures	1,869	4.44%
5 or More Unit Structures	6,648	15.80%
Mobile Homes	874	2.08%
Total	42,075	100.00%

### Households By Type \*\*

Family Households (children under 18 years)	17,933	43.82%
Family Households (no children under 18 years)	14,091	34.43%
Non-Family Households (less than 65 Years)	6,702	16.37%
Non-Family Households (65 years or older)	2,204	5.38%
Total	40,930	100.00%

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

## STATISTICAL OVERVIEW (CONT'D.)

### Streets & Lights Fiscal Year 2008-09

Miles of Paved Streets	323
Number of Street Lights	7,701

\* SOURCE: 2000 U.S. Census

### Building Permits Issued Fiscal Year 2008-09

Number of Permits	3,851
Value of Permits	\$39,404,652

### Business Tax Fiscal Year 2008-09

Applications/Renewals Processed	9,253
Receipts Issued	8,312

### Simi Valley Transit Fiscal Year 2008-09

Fixed-Route Bus Ridership	441,571
Paratransit/Dial-A-Ride Passengers	47,887

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

**Sanitation Services  
(Wastewater Collection & Treatment)  
Fiscal Year 2008-09**

Customer Accounts	36,483	
Sewer Lines	362.0	Miles
Treatment Plant Capacity	12.5	MGD
Average Daily Plant Flows	9.5	MGD

**Water Services  
(Retail Sale of Water)  
Fiscal Year 2008-09**

Customer Accounts	25,642	
Water Delivered to Customer Accounts	7,166	MG
Sales to Other Agencies	2	
Water Delivered to Other Agencies	502	MG

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

**Assessed Value of Taxable Property  
Tax Roll Year 2008**

Secured	\$15,008,260,344
Unsecured	310,652,841
Utility	3,897,915
Total	<u>\$15,322,811,100</u>

## STATISTICAL OVERVIEW (CONT'D.)

### Computation of Legal Debt Margin Tax Roll Year 2008

Gross Assessed Valuation	\$15,322,811,100
Legal Debt Limit - 3.75% of Gross Assessed Valuation	\$574,605,416
General Obligation Bond Debt	\$0
Total Debt Applicable to Computed Limit	\$0

### Long-Term Debt Fiscal Year 2008-09

General obligation bonded indebtedness.	\$0
Simi Valley Public Financing Authority 2003 Tax Allocation Refunding Bonds, interest rates at 2.0% - 5.25%, maturing on September 1, 2003-2030.	\$27,840,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	\$25,015,000
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	\$6,095,000
Claims and Legal Services Payable	\$10,742,410
Accrued Benefits	<u>\$5,731,824</u>
Total	\$75,424,234

**FY 2009-10 GENERAL FUND COMPARISONS WITH NEARBY CITIES OF SIMILAR SIZE**

<b>City</b>	<b>Population</b>	<b>General Fund Authorized FTE Positions</b>	<b>General Fund Budgeted Expenditures</b>	<b>Citywide Capital Budget</b>
Burbank (1)(3)(4)	108,082	612	\$92,694,615	\$74,174,445
Ventura (2)(4)	108,787	495	\$67,908,700	\$57,304,059
Thousand Oaks (3)(4)	128,650	510	\$71,062,533	\$53,442,000
<i>Simi Valley</i>	<i>125,814</i>	<i>440</i>	<i>\$56,959,400</i>	<i>\$44,971,600</i>

- (1) Excludes Fire, Library Services, and Parks & Recreation Departments
- (2) Excludes Fire Department, includes parks and recreation services
- (3) Excludes Library Department
- (4) Proposed

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Account Clerk I	\$2,728.27	\$3,478.80	\$32,739.20	\$41,745.60
Account Clerk II	3,002.13	3,832.40	36,025.60	45,988.80
Accounting Projects Analyst	5,513.43	7,068.95	66,161.16	84,827.34
Accounting Specialist	4,437.49	5,670.19	53,249.82	68,042.26
Accounting Supervisor	6,144.82	7,889.70	73,737.82	94,676.40
Accounting Technician	3,298.53	4,210.27	39,582.40	50,523.20
Administrative Aide	4,222.40	5,390.62	50,668.80	64,687.48
Administrative Intern	2,185.73	2,768.13	26,228.80	33,217.60
Administrative Officer	6,743.79	8,668.38	80,925.52	104,020.54
Administrative Secretary	3,979.89	5,075.35	47,758.62	60,904.22
Assistant City Attorney	8,863.51	11,424.12	106,362.10	137,089.42
Assistant City Clerk	5,650.84	7,346.15	67,810.08	88,153.78
Assistant City Manager	10,624.84	13,812.33	127,498.02	165,747.92
Assistant Engineer	5,631.73	7,222.76	67,580.76	86,673.08
Assistant Planner	4,845.43	6,200.52	58,145.10	74,406.28
Assistant Public Works Director	9,712.13	12,527.26	116,545.52	150,327.06
Assistant to the City Manager	7,735.93	9,958.22	92,831.18	119,498.60
Assistant Waterworks Services Manager	6,403.37	8,225.90	76,840.40	98,710.82
Associate Engineer	6,162.39	7,912.60	73,948.68	94,951.22
Associate Planner	5,522.55	7,080.75	66,270.62	84,969.04
Budget Officer	7,008.21	9,012.14	84,098.56	108,145.70
Building Inspector I	3,861.87	4,927.87	46,342.40	59,134.40
Building Inspector II	4,248.40	5,418.40	50,980.80	65,020.80
Building Maintenance Technician	3,140.80	4,009.20	37,689.60	48,110.40

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Chief of Police	\$11,059.30	- \$14,377.05	\$132,711.54	- \$172,524.56
City Attorney		- Contract		- Contract
City Manager		- Contract		- Contract
Clerk I	2,605.20	-	31,262.40	-
Clerk II	2,605.20	- 3,307.20	31,262.40	- 39,686.40
Code Enforcement Officer	4,505.28	- 5,758.39	54,063.36	- 69,100.72
Code Enforcement Supervisor	5,850.43	- 7,507.09	70,205.20	- 90,085.06
Code Enforcement Technician	3,341.87	- 4,264.00	40,102.40	- 51,168.00
Collection System Supervisor	5,130.75	- 6,571.50	61,569.04	- 78,858.00
Collection System Technician	3,206.67	- 4,088.93	38,480.00	- 49,067.20
Communications Manager	5,884.58	- 7,551.46	70,614.96	- 90,617.54
Community Services Specialist	4,735.32	- 6,057.39	56,823.78	- 72,688.72
Computer Operator	3,080.13	- 3,932.93	36,961.60	- 47,195.20
Contract Compliance Technician	4,142.67	- 5,284.93	49,712.00	- 63,419.20
Counter Services Technician	3,631.33	- 4,631.47	43,576.00	- 55,577.60
Counter Technician	4,012.67	- 5,118.53	48,152.00	- 61,422.40
Court Liaison	4,735.32	- 6,057.39	56,823.78	- 72,688.72
Crime Analyst	4,993.26	- 6,392.77	59,919.08	- 76,713.26
Crime Scene Investigator	3,920.80	- 5,004.13	47,049.60	- 60,049.60
Crime Scene Investigator Trainee	3,137.33	- 3,998.80	37,648.00	- 47,985.60
Crossing Guard	1,823.47	- 2,208.27	21,881.60	- 26,499.20
Cultural Arts Center Assistant Manager	4,566.51	- 5,837.95	54,798.12	- 70,055.44
Cultural Arts Center Manager	6,153.38	- 7,900.92	73,840.52	- 94,811.08
Cultural Arts Center Technical Coordinator	4,354.33	- 5,565.24	52,251.94	- 66,782.82

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$2,721.33	- \$3,475.33	\$32,656.00	- \$41,704.00
Customer Service Representative	2,924.13	- 3,733.60	35,089.60	- 44,803.20
Customer Services Manager	6,247.19	- 8,022.86	74,966.32	- 96,274.36
Deputy Building Official	6,669.59	- 8,571.90	80,035.02	- 102,862.76
Deputy Building Official/Plan Check	7,333.65	- 9,435.23	88,003.76	- 113,222.72
Deputy City Attorney	7,323.16	- 9,520.10	87,877.92	- 114,241.14
Deputy City Manager	9,150.72	- 11,797.39	109,808.66	- 141,568.70
Deputy Director/Building Official	8,126.00	- 10,465.28	97,511.96	- 125,583.38
Deputy Director/Citizen Services	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/City Clerk	6,164.95	- 7,916.00	73,979.36	- 94,992.04
Deputy Director/City Engineer	8,849.62	- 11,406.11	106,195.44	- 136,873.36
Deputy Director/City Planner	8,266.70	- 10,648.17	99,200.40	- 127,778.04
Deputy Director/Compliance	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/Economic Development	8,479.32	- 10,924.62	101,751.78	- 131,095.38
Deputy Director/Environmental Compliance	8,026.70	- 10,336.24	96,320.38	- 124,034.82
Deputy Director/Fiscal Services	7,984.51	- 10,281.35	95,814.16	- 123,376.24
Deputy Director/Housing & Special Projects	7,958.08	- 10,247.01	95,496.96	- 122,964.14
Deputy Director/Human Resources	8,677.57	- 11,182.34	104,130.78	- 134,188.08
Deputy Director/Information Services	8,913.67	- 11,489.25	106,964.00	- 137,870.98
Deputy Director/Maintenance Services	8,026.05	- 10,335.46	96,312.58	- 124,025.46
Deputy Director/Police Administration	8,135.21	- 10,477.33	97,622.46	- 125,727.94
Deputy Director/Public Works Administration	8,135.21	- 10,477.33	97,622.46	- 125,727.94
Deputy Director/Sanitation Services	8,026.05	- 10,335.46	96,312.58	- 124,025.46
Deputy Director/Support Services	7,321.58	- 9,419.54	87,858.94	- 113,034.48

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Deputy Director/Traffic Engineer	\$8,849.62	\$11,406.11	\$106,195.44	\$136,873.36
Deputy Director/Transit	7,958.08	10,247.01	95,496.96	122,964.14
Deputy Director/Waterworks Services	8,026.05	10,335.46	96,312.58	124,025.46
Director, Administrative Services	10,117.49	13,152.66	121,409.86	157,831.96
Director, Community Services	9,901.95	12,872.54	118,823.38	154,470.42
Director, Environmental Services	9,899.41	12,869.18	118,792.96	154,430.12
Director, Public Works	10,787.64	14,023.92	129,451.66	168,287.08
Electrical Inspector	4,459.87	5,690.53	53,518.40	68,286.40
Emergency Services Coordinator	5,922.58	7,600.93	71,071.00	91,211.12
Engineering Aide	3,317.60	4,231.07	39,811.20	50,772.80
Engineering Technician	4,142.67	5,284.93	49,712.00	63,419.20
Environmental Compliance Inspector	4,118.40	5,257.20	49,420.80	63,086.40
Environmental Compliance Program Analyst	5,191.12	6,649.96	62,293.40	79,799.46
Environmental Compliance Program Coordinator	5,850.43	7,507.09	70,205.20	90,085.06
Environmental Programs Manager	6,296.94	8,087.56	75,563.28	97,050.72
Executive Assistant	5,150.49	6,597.15	61,805.90	79,165.84
Field Laboratory Technician	3,364.40	4,296.93	40,372.80	51,563.20
Geographic Information System Tech	5,024.93	6,408.13	60,299.20	76,897.60
GIS Coordinator	6,923.50	8,897.09	83,081.96	106,765.10
Graphics Media Coordinator	4,412.81	5,638.14	52,953.68	67,657.72
Graphics/Support Services Tech	3,291.60	4,205.07	39,499.20	50,460.80
Heavy Equipment Operator	3,291.60	4,205.07	39,499.20	50,460.80
Home Rehabilitation Coordinator	5,173.16	6,626.58	62,077.86	79,518.92
Human Resources Analyst	5,528.51	7,088.60	66,342.12	85,063.16

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Human Resources Technician	\$2,998.67	\$3,832.40	\$35,984.00	\$45,988.80
Industrial Painter	3,806.40	4,860.27	45,676.80	58,323.20
Information and Analysis Manager	6,743.77	8,668.38	80,925.26	104,020.54
Information Services Analyst I	5,541.38	7,105.35	66,496.56	85,264.14
Information Services Analyst II	6,020.30	7,727.76	72,243.60	92,733.16
Instrumentation Technician	4,600.27	5,870.80	55,203.20	70,449.60
Inventory Support Technician	2,778.53	3,548.13	33,342.40	42,577.60
Laboratory Chemist	5,819.78	7,467.18	69,837.30	89,606.14
Laboratory Supervisor	6,397.21	8,217.82	76,766.56	98,613.84
Laboratory Technician	4,104.53	5,239.87	49,254.40	62,878.40
Landscape Architect	6,871.71	8,834.74	82,460.56	106,016.82
Lead Crossing Guard	2,090.40	2,535.87	25,084.80	30,430.40
Legal Clerk	3,002.13	3,828.93	36,025.60	45,947.20
Legal Secretary	4,160.54	5,310.26	49,926.50	63,723.14
Maintenance Superintendent	6,331.76	8,132.82	75,981.10	97,593.86
Maintenance Supervisor	5,130.75	6,571.50	61,569.04	78,858.00
Maintenance Worker I	2,721.33	3,475.33	32,656.00	41,704.00
Maintenance Worker II	3,002.13	3,832.40	36,025.60	45,988.80
Maintenance Worker III	3,302.00	4,215.47	39,624.00	50,585.60
Management Analyst	5,398.27	6,919.25	64,779.26	83,031.00
Mechanic I	3,147.73	4,019.60	37,772.80	48,235.20
Mechanic II	3,927.73	5,014.53	47,132.80	60,174.40
Neighborhood Council Coordinator	5,157.17	6,605.82	61,885.98	79,269.84
Nutrition Services Worker	2,594.80	3,314.13	31,137.60	39,769.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Paralegal	\$3,360.93	\$4,288.27	\$40,331.20	\$51,459.20
Permit Services Coordinator	4,968.23	6,459.33	59,618.78	77,511.98
Planning Intern	2,218.67	2,768.13	26,624.00	33,217.60
Planning Technician	3,549.87	4,529.20	42,598.40	54,350.40
Plant Maintenance Program Technician	4,400.93	5,612.53	52,811.20	67,350.40
Plant Maintenance Supervisor	5,533.93	7,095.64	66,407.12	85,147.66
Plant Maintenance Technician I	3,458.00	4,411.33	41,496.00	52,936.00
Plant Maintenance Technician II	3,806.40	4,856.80	45,676.80	58,281.60
Plant Maintenance Technician III	4,191.20	5,345.60	50,294.40	64,147.20
Plant Operations Manager	6,536.73	8,399.26	78,440.70	100,791.08
Plant Operations Supervisor	5,533.93	7,095.64	66,407.12	85,147.66
Plant Operator I	3,490.93	4,458.13	41,891.20	53,497.60
Plant Operator II	3,837.60	4,898.40	46,051.20	58,780.80
Plant Operator III	4,222.40	5,388.93	50,668.80	64,667.20
Plant Operator Trainee	2,849.60	3,643.47	34,195.20	43,721.60
Plant Support Systems Manager	6,536.73	8,399.26	78,440.70	100,791.08
Plumbing/Mechanical Inspector	4,459.87	5,690.53	53,518.40	68,286.40
Police Captain	9,411.16	12,135.98	112,933.86	145,631.72
Police Dispatcher	3,931.20	5,016.27	47,174.40	60,195.20
Police Dispatcher Trainee	3,480.53		41,766.40	
Police Lieutenant	8,227.07	10,596.69	98,724.86	127,160.28
Police Maintenance Coordinator	3,882.67	4,953.87	46,592.00	59,446.40
Police Maintenance Supervisor	4,711.68	6,026.74	56,540.12	72,320.82
Police Maintenance Technician	3,002.13	3,832.40	36,025.60	45,988.80

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Police Officer	\$5,035.33	\$6,945.47	\$60,424.00	\$83,345.60
Police Officer Trainee	4,409.60		52,915.20	
Police Records Manager	5,411.92	6,936.93	64,943.06	83,243.16
Police Records Supervisor	4,993.26	6,392.77	59,919.08	76,713.26
Police Records Technician I	2,705.73	3,452.80	32,468.80	41,433.60
Police Records Technician II	2,927.60	3,745.73	35,131.20	44,948.80
Police Sergeant	6,584.93	9,074.00	79,019.20	108,888.00
Police Services Assistant	2,983.07	3,811.60	35,796.80	45,739.20
Principal Engineer	8,070.03	10,392.57	96,840.38	124,710.82
Principal IS Analyst	7,232.68	9,303.99	86,792.16	111,647.90
Principal Planner/Zoning Admin.	7,199.08	9,260.33	86,388.90	111,124.00
Printer	2,747.33	3,503.07	32,968.00	42,036.80
Property Officer	3,704.13	4,728.53	44,449.60	56,742.40
Property Technician	3,286.40	4,192.93	39,436.80	50,315.20
Public Works Dispatcher	2,837.47	3,622.67	34,049.60	43,472.00
Public Works Inspector	4,276.13	5,456.53	51,313.60	65,478.40
Recording Secretary	3,154.67	4,024.80	37,856.00	48,297.60
Risk Manager	7,009.47	9,013.81	84,113.64	108,165.72
SAP Applications Support Analyst	7,185.82	9,243.07	86,229.78	110,916.78
Secretary	3,002.13	3,828.93	36,025.60	45,947.20
Senior Accountant	6,179.29	7,934.55	74,151.48	95,214.60
Senior Administrative Officer	7,383.70	9,500.31	88,604.36	114,003.76
Senior Assistant City Attorney	9,739.54	12,562.85	116,874.42	150,754.24
Senior Building Inspector	4,671.33	5,962.67	56,056.00	71,552.00

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Senior Center Aide	\$2,594.80	\$3,314.13	\$31,137.60	\$39,769.60
Senior Code Enforcement Officer	5,131.97	6,573.02	61,583.60	78,876.20
Senior Crime Analyst	6,222.56	7,985.92	74,670.70	95,831.06
Senior Custodian	3,302.00	4,215.47	39,624.00	50,585.60
Senior Customer Service Rep.	3,360.93	4,288.27	40,331.20	51,459.20
Senior Engineer	7,040.15	9,053.66	84,481.80	108,643.86
Senior Engineering Technician	4,565.60	5,827.47	54,787.20	69,929.60
Senior Human Resources Analyst	6,308.32	8,101.97	75,699.78	97,223.62
Senior Human Resources Technician	3,298.53	4,210.27	39,582.40	50,523.20
Senior Information Services Analyst	6,593.75	8,473.36	79,125.02	101,680.28
Senior Instrumentation Technician	5,059.60	6,456.67	60,715.20	77,480.00
Senior Laboratory Technician	4,498.00	5,746.00	53,976.00	68,952.00
Senior Management Analyst	6,216.45	7,982.89	74,597.38	95,794.66
Senior Planner	6,301.66	8,093.61	75,619.96	97,123.26
Senior Police Dispatcher	4,527.47	5,775.47	54,329.60	69,305.60
Senior Police Maintenance Tech	3,295.07	4,206.80	39,540.80	50,481.60
Senior Police Officer	5,458.27	7,392.67	65,499.20	88,712.00
Senior Police Records Technician	3,510.00	4,473.73	42,120.00	53,684.80
Senior Services Assistant Manager	4,566.06	5,837.35	54,792.66	70,048.16
Senior Services Manager	5,925.99	7,605.26	71,111.82	91,263.12
Senior Transit Dispatcher	3,048.93	3,893.07	36,587.20	46,716.80
Senior Tree Trimmer	3,636.53	4,641.87	43,638.40	55,702.40
Staff Accountant	5,425.98	6,955.37	65,111.80	83,464.42
Supervising Building Inspector	5,616.43	7,202.85	67,397.20	86,434.14

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Supervising Public Works Inspector	\$5,616.43	\$7,202.85	\$67,397.20	\$86,434.14
Support Services Worker	2,610.40	3,331.47	31,324.80	39,977.60
Theater Technician I	1,776.67	2,267.20	21,320.00	27,206.40
Theater Technician II	2,504.67	3,198.00	30,056.00	38,376.00
Transit Coach Operator	3,165.07	4,043.87	37,980.80	48,526.40
Transit Dispatcher	2,851.33	3,640.00	34,216.00	43,680.00
Transit Finance Manager	6,149.85	7,896.31	73,798.14	94,755.70
Transit Operations Assistant	3,782.13	4,820.40	45,385.60	57,844.80
Transit Superintendent	6,497.31	8,347.97	77,967.76	100,175.66
Transit Supervisor	4,790.35	6,128.98	57,484.18	73,547.76
Treasury Officer	6,157.32	7,906.04	73,887.84	94,872.44
Tree Trimmer I	3,002.13	3,835.87	36,025.60	46,030.40
Tree Trimmer II	3,302.00	4,218.93	39,624.00	50,627.20
Utilities Specialist	4,192.93	5,349.07	50,315.20	64,188.80
Utility Services Specialist	4,938.27	6,326.67	59,259.20	75,920.00
Victim Advocate	3,291.60	4,205.07	39,499.20	50,460.80
Victim Advocate	3,291.60	4,205.07	39,499.20	50,460.80
Water Distribution Supervisor	5,614.42	7,200.29	67,373.02	86,403.46
Water Operations Supervisor	5,614.42	7,200.29	67,373.02	86,403.46
Waterworks Meter Reader	2,747.33	3,503.07	32,968.00	42,036.80
Waterworks Services Worker I	3,014.27	3,853.20	36,171.20	46,238.40
Waterworks Services Worker II	3,319.33	4,239.73	39,832.00	50,876.80
Waterworks Services Worker III	3,749.20	4,789.20	44,990.40	57,470.40
Waterworks Services Worker Trainee	2,747.33	3,504.80	32,968.00	42,057.60

**PERSONNEL CLASSIFICATIONS AND SALARY RANGES  
FISCAL YEAR 2009-10**

<u>JOB TITLE</u>	<u>MONTHLY</u>		<u>ANNUALLY</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Waterworks Systems Technician	\$4,600.27	\$5,872.53	\$55,203.20	\$70,470.40
Work Experience/Clerical	1,386.67		16,640.00	
Work Experience/Maintenance	1,386.67		16,640.00	
Workers' Compensation Manager	6,144.34	7,889.16	73,732.10	94,669.90

## COST ALLOCATION PLAN

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

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

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

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

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

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

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

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for Fiscal Year 2009-10 is available upon request from the Department of Administrative Services.

## **ACRONYMS AND ABBREVIATIONS**

**ADA**

Americans With Disabilities Act

**APCD**

Air Pollution Control District

**BTC**

Business Tenancy Certificate

**CAC**

Simi Valley Cultural Arts Center

**CAFR**

Comprehensive Annual Financial Report

**CAL/OSHA**

California Occupational Safety and Health Administration

**CARB**

California Air Resources Board

**CDA**

Simi Valley Community Development Agency

**CDB**

Continuing Education of the Bar

**CDBG**

Federal Community Development Block Grants Program

**CDIAC**

California Debt and Investment Advisory Commission

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

California Environmental Quality Act

**CERT**

City Emergency Response Team

**CFD**

Mello-Roos Community Facility District

**CHP**

California Highway Patrol

**CIP**

Capital Improvement Program

**CIT**

Crisis Intervention Team

**CLETS**

California Law Enforcement Telecommunications System

**CNG**

Compressed Natural gas

**CMWD**

Calleguas Municipal Water District

**COA**

Simi Valley Council on Aging

**CPI-U**

Consumer Price Index for All Urban Consumers

**CSMFO**

California Society of Municipal Finance Officers

**DAR**

Dial-A-Ride Service

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

Drug Abuse Resistance Education Program

**DBE**

Disadvantaged Business Enterprise

**DMV**

California Department of Motor Vehicles

**EIR**

Environmental Impact Report

**EMA**

Emergency Management Assistance Program

**EOC**

Emergency Operations Center

**ERP**

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

**ESRI**

Environmental Systems Research Institute

**EVSO**

East Valley Office of the Ventura County Sheriff's Department

**FBRR**

Fare Box Recovery Ratio

**FEMA**

Federal Emergency Management Agency

**FIS**

Simi Valley Financial Information System

**GFOA**

Government Finance Officers Association

**GIS**

Simi Valley Geographic Information System

**HUD**

Federal Department of Housing and Urban Development

**IACG**

Ventura County Inter-agency Coordination Group

**IPS**

Integrated Police Systems

**JPA**

Joint Powers Agreement

**LAFCO**

Local Agency Formation Commission

**LAIF or L.A.I.F**

State Treasurer's Local Agency Investment Fund

**LEED**

Leadership in Energy and Environmental Design

**LTF**

Local Transportation Funds

**MCC**

Mortgage Credit Certificate Program

**MCLE**

Minimum Continuing Legal Education

**MOA**

Memorandum of Agreement

**MOU**

Memorandum of Understanding

**MOW**

Meals-On-Wheels Program

**MS4**

Municipal Separate Storm Sewer System

**MUSTS**

Municipal Unsafe Structure Tracking System

**NEPA**

National Environmental Policy Act

**NIMS**

National Incident Management System

**NPDES**

National Pollutant Discharge Elimination System

**OES**

California Office of Emergency Services

**PERS**

California Public Employees Retirement System

**PSA**

Police Services Assistant

**PSAP**

Primary System Answering Point

**POA**

Simi Valley Police Officers' Association

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

Police Officer Standardized Training

**PSC**

Simi Valley Public Services Center

**RFP**

Request for Proposals

**RSOSCA**

Rancho Simi Valley Open Space  
Conservation Agency

**SAP**

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

**SCAG**

Southern California Association of  
Governments

**SEP**

Simplified Express Permitting

**SRO**

School Resource Officer

**SSC**

Schedule of Service Charges

**SVMC**

Simi Valley Municipal Code

**SWT**

Special Weapons and Tactics

**TARP**

Teen Assistance and Resource Program

**TEA**

Tax Equity Allocation

**TRAK**

Technology to Recover Abducted Kids  
System

**USEPA**

United States Environmental Protection  
Agency

**VCAT**

Ventura County Combined Agency Task  
Force

**VCIJIS**

Ventura County Integrated Justice  
Information System

**VCOG**

Ventura Council of Governments

**VCTC**

Ventura County Transportation Commission

**VPN**

Virtual Private Network

**WAN**

Wide Area Network

**YES**

Youth Employment Services Program

## GLOSSARY

### Agency Funds

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

### Anticipated Underexpenditures

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

### Appropriation

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

### Assessed Valuation

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

### Audit

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

### Bonds

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

### Budget

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

### Budget Supplemental Appropriation

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

### **Budget Message**

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

### **Budget Policies**

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

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

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

### **Capital Outlay**

A budget appropriation category for equipment items.

### **Capital Project Funds**

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

### **Certificates of Participation**

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

### **Debt Instrument**

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

### **Debt Service**

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

### **Debt Service Funds**

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

### **Deficit**

An excess of expenditures or expenses over revenues.

### **Department**

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

### **Division**

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

### **Enterprise Funds**

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

### **Expenditure**

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

**Fiscal Year**

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

**Fixed Assets**

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

**Fund**

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

**Fund Balance**

Fund balance is the difference between assets and liabilities.

**General Fund**

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

**Goal**

A statement of broad direction, purpose, or intent.

**Grant**

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

**Interfund Transfer**

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

**Internal Service Fund**

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

**Materials, Supplies and Services**

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

**Municipal Code**

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

**Objective**

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

**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.

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