FISCAL YEAR 2012-2013

ANNUAL **BUDGET**

CITY OF SIMI VALLEY

FISCAL YEAR 2012-2013

ANNUAL BUDGET

CITY OF SIMI VALLEY

Robert O. Huber, Mayor Barbra Williamson, Mayor Pro Tem Glen T. Becerra, Council Member Steven T. Sojka, Council Member Mike Judge, Council Member

California Society of Municipal Finance Officers

Certificate of Award

Excellence Award in Operating Budget
Fiscal Year 2011-2012

Presented to the

City of Simi Valley

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

February 29, 2012

Scott Johnson
CSMFO President

Chu Thai, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

CITY OF SIMI VALLEY • ANNUAL BUDGET • FISCAL YEAR 2012-13

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CITY OF SIMI VALLEY
Home of The Ronald Reagan Presidential Library

July 1, 2012

Dear Members of the City Council/Boards of Directors:

It is my pleasure to present the adopted FY 2012-13 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 27, 2012. After extensive staff review, City Council review of the Preliminary Base Budget began in late May and the Annual Budget was adopted on June 18, 2012.

The FY 2012-13 Annual Budget was prepared in accordance with policy guidelines established by the City Council which required departments to provide justification for any proposed line item increase above FY 2011-12 budget amounts or estimated actual expenditure levels.

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

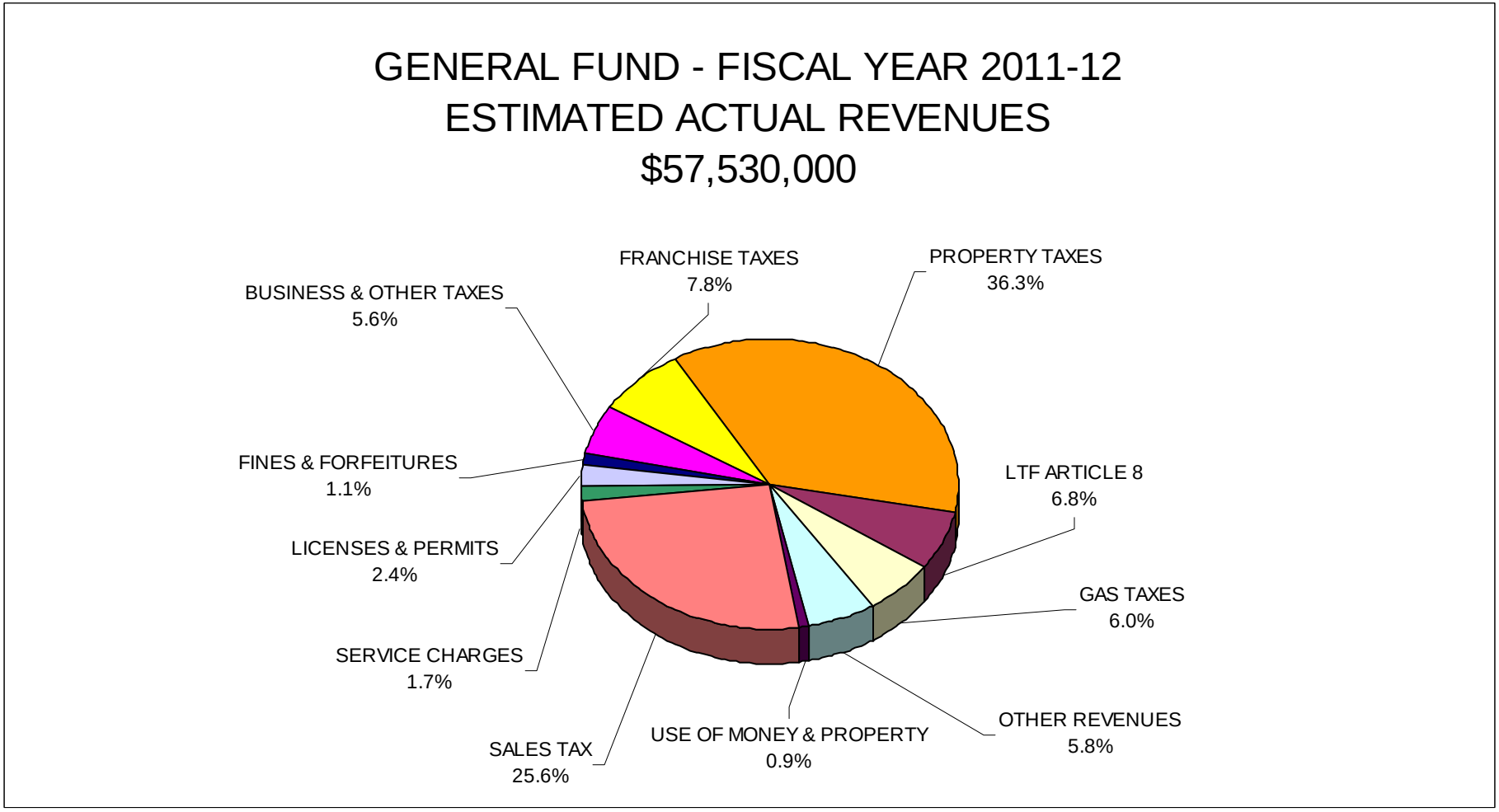
Bob Huber, Mayor Barbra Williamson, Mayor Pro Tem Glen T. Becerra, Council Member Steven T. Sojka, Council Member Mike Judge, Council Member

2929 Tapo Canyon Road, Simi Valley, CA 93063-2199 805.583.6700 www.simivalley.org

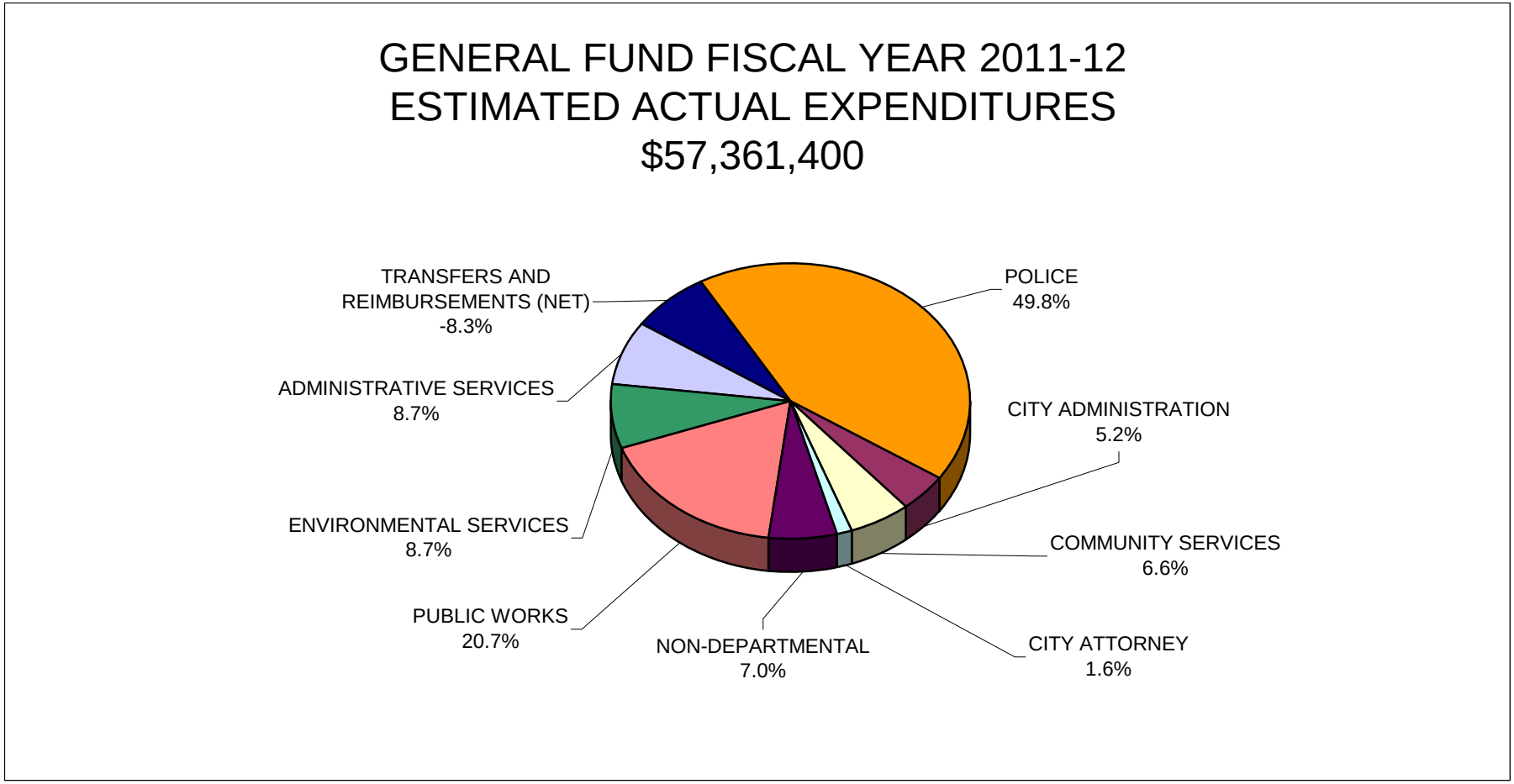
GENERAL FUND

FY 2011-12 Estimated Actual Revenues and Expenditures

General Fund revenues are projected to reach $57,530,000 by year-end, which is $1,734,100 (3.1%) greater than budgeted revenues of $55,795,900. Excluding the return of unexpended capital project funds, estimated actual revenues are projected to exceed the budget by $317,100 (0.6%). The following chart shows a breakdown of estimated revenues by category.



General Fund net expenditures for FY 2011-12 are estimated at $57,361,400, which is $1,033,200 (1.8%) less than budget expenditures of $58,394,600. This amount includes all reimbursements into and transfers out of the General Fund, and reflects all appropriations approved by the City Council at mid-year. The following graph depicts the breakdown of estimated actual expenditures:



FY 2011-12 Fund Balance

The General Fund Balance is projected at $37,721,366 as of June 30, 2012 (end of FY 2011-12). Of this amount, $27,969,966 would be reserved for encumbrances, cashflow, advances, and loans. The balance of $9,751,400 represents the Prudent Reserve. The Prudent Reserve is

set aside to respond to catastrophic events (e.g., earthquakes, fires, floods, civil disturbances, etc.), and the amount has been set by the City Council at 17% of expenditures. **It should be noted that the FY 2011-12 General Fund beginning balance in the FY 2011-12 Preliminary Base Budget had been reduced by $11,326,760 (the amount of the outstanding loan to the Community Development Agency as of June 30, 2011). This reduction was due to State legislation and subsequent court action that eliminated redevelopment agencies throughout California and also prohibited the City from recovering the value of its loan to the Community Development Agency. With the adoption of AB 1484 that went into effect on June 28, 2012, those funds can now be recovered over a period of time from property tax revenues. Accordingly, the principal amount of the loan has now been restored to the General Fund balance and classified as a long-term loan receivable.**

FY 2012-13 Revenues

FY 2012-13 General Fund revenues are budgeted at $61,319,200, which are $3,789,200 greater than FY 2011-12 estimated actual revenues due to inclusion of former Lighting Maintenance District property tax revenues and the City's share of former Community Development Agency tax increment funds.

The table below is a comparison of FY 2012-13 General Fund budgeted revenues to FY 2011-12 estimated actual revenues for each revenue category. A detailed discussion of General Fund revenues by category and major revenue sources is contained in the General Fund Revenues section of the Annual Budget.

Revenue Category	FY 2011-12 Estimated Actual	FY 2012-13 Annual Budget	% Change Increase/ (Decrease)
Taxes and Franchises (1)	$43,374,000	$48,377,200	11.5%
Revenues From Other Governments (including Transfers In and Grants)	9,568,400	8,211,100	-14.2%
Licenses and Permits	1,367,000	1,370,600	0.3%
Use of Money and Property	541,500	585,600	8.1%
Service Charges	974,700	1,127,400	15.7%
Fines and Forfeitures	607,400	620,300	2.1%
Other Revenues	1,097,000	1,027,000	-6.4%
Total General Fund Revenues	$57,530,000	$61,319,200	6.6%

(1) The FY 2012-13 Budget amount includes former Lighting Maintenance District property tax and the City's share of former Community Development Agency tax increment funds.

FY 2012-13 Expenditures

The FY 2012-13 General Fund expenditure budget is $64,538,400 including anticipated underexpenditures of $800,000 and reappropriations of $800,000. FY 2011-12 estimated actual expenditures are $57,361,400. A summary of the FY 2012-13 net expenditure budget compared with FY 2011-12 estimated actual expenditures by department is shown as follows:

Department	**FY 2011-12 Estimated Actual**	**FY 2012-13 Annual Budget**	**% Change Increase/ (Decrease)**
City Administration	$2,970,900	$3,430,900	15.5%
City Attorney	894,600	940,400	5.1%
Administrative Services	5,001,100	4,910,800	-1.8%
Community Services	3,772,800	4,134,000	9.6%
Environmental Services	5,008,700	4,804,200	-4.1%
Public Works (1)	11,854,900	13,976,500	17.9%
Police Department	28,639,500	28,268,300	-1.3%
Non-Departmental	3,990,500	4,584,900	14.9%
Transfers To Other Funds (2)	5,374,800	9,958,300	85.3%
Reimbursed Expenditures/Transfers In	(10,146,400)	(10,469,900)	3.2%
Anticipated Underexpenditures	--	(800,000)	--
Anticipated Reappropriations	--	800,000	--
Total General Fund Expenditures	$57,361,400	$64,538,400	12.5%

(1): The FY 2012-13 increase is due to the inclusion of expenditures formerly budgeted in the dissolved Lighting Maintenance District.

(2): The FY 2012-13 increase is due to debt service expense formerly paid by the Community Development Agency and the use of Economic Stabilization Fund monies to balance revenues and expenditures.

The FY 2012-13 Annual Budget represents a 12.5% increase in General Fund budgeted expenditures from FY 2011-12 estimated actual expenditures. The increase is primarily due to the inclusion of expenditures formerly charged to the dissolved Lighting Maintenance District and the addition of debt service costs formerly paid by the dissolved Community Development Agency.

Although substantial expenditure reductions were made by the City Council during budget deliberations, the FY 2012-13 Annual Budget, nonetheless, required the use of $2,893,000 in trust funds set aside for economic stabilization purposes needed to balance the budget between revenues and expenditures. This action was necessitated by the $3,606,000 impact on the General Fund resulting from the elimination of the Community Development Agency due to state legislation and subsequent court action. As part of its action to adopt the Annual Budget, the City Council instructed staff to return in September 2012 with recommendations for an additional $2,000,000 in expenditure reductions to offset an equivalent amount of economic stabilization funds.

FY 2012-13 Fund Balance

Based on the FY 2012-13 revenue and expenditure amounts in the Annual Budget and the carry forward of $3,219,200 of savings from FY 2011-12, the June 30, 2013 (end of FY 2012-13) General Fund Balance is projected to remain stable and total $37,721,366. Of that amount, $26,749,866 will be reserved for loans, advances and encumbrances. The balance of $10,971,500 represents the Prudent Reserve. The Prudent Reserve, established by the City Council on August 30, 2010, is equivalent to 17% of budgeted expenditures.

PROJECTS AND ACCOMPLISHMENTS

Despite the fiscal challenges, the City was involved in numerous significant events and projects during FY 2011-12. Following are some of the major accomplishments:

- **Law enforcement efforts continued to provide our citizens a safe environment in which to live, work, and play.** The partnership between the Police Department and an involved and vigilant community resulted in an 11.5% decrease in violent crimes and a 22.7% decrease in property crimes during 2011, as compared to the previous year. While crime rates rose during the first six months of 2012, comparing the January-June 2012 crime statistics to five years ago, violent crime is down 23.0% and property crime is down 7.0%, making the City of Simi Valley a safer city than it was five years ago. Additionally, the Department maintained a response time of 4.3 minutes for emergency calls for service and 13.5 minutes for non-emergency calls for service. The Department also continues to expand its training of City residents to assist staff with law enforcement and emergency response activities through the Citizens On Patrol, Disaster Service Worker, Police Explorer, and Community Emergency Response Team (CERT) programs.

- **An update of the City General Plan, the City's map to the future, was completed in June 2012.** This long-range planning project, which involved extensive public input, addresses the community's planning challenges and opportunities over the next twenty years.

- **The City continued to work with homeowners and developers to assure that affordable housing programs provide opportunities for our low-income households and seniors.** Prior to dissolution of the Community Development Agency, two First Time Homebuyer Program loans and five home rehabilitation loans were approved. The City's Rent Subsidy Program, which will continue after the dissolution of the Community Redevelopment Agency, assisted an average of 35 households per month with rental assistance through the Senior Rent Subsidy Program, and assisted 23 households per month with rental assistance through the Mobile Home Rent Subsidy Program.

- **The Armed Forces Banner Program continues to honor City residents who are currently serving on active duty in the military or who have lost their lives defending their country.** To date, a total of 281 banners have been installed on streetlight poles along Los Angeles Avenue, Alamo Street, Cochran Street, Madera Road, First Street, and Erringer Road.

- **More than 650 City volunteers contributed in excess of 72,000 hours, the equivalent of more than 35 full-time positions, to assist with City programs and activities.** These individuals support City staff by providing reception and front counter support at City facilities, serving as ushers at the Cultural Arts Center, supporting the Police Department's law enforcement and emergency planning activities, and performing 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 fifth straight year, Simi Valley Transit provided nearly one-half million fixed-route and ADA/DAR trips.

- **Construction began during FY 2011-12 on a long-anticipated expansion to City Hall** that will provide space to relocate the Department of Environmental Services from the Development Services Building to City Hall. This project has the dual benefits of establishing of a one-stop permitting facility at City Hall to improve service to the public and creating space in the City's Development Services Building for an Under-One-Roof social service facility for use by community based agencies.

- **The City continued its dedication to sustainability efforts in FY 2011-12** with completion of the Transit Maintenance Facility Expansion and Garage Modernization Project that received the City's first Gold Leadership in Energy and Environmental Design (LEED) certification.

FY 2012-13 promises to be a year of continuing accomplishments. In its ongoing mission to deliver excellent service to the community, City staff will focus on economic development initiatives, a continued emphasis on public safety, additional infrastructure improvements, and offering a range of programs and services that addresses the needs and interests of the community and that makes Simi Valley an even better and safer place to live, work, and enjoy life.

COMMUNITY DEVELOPMENT AGENCY (CDA)

CDA expenditures in FY 2011-12 were limited by law to recognized obligations in place prior to July 1, 2011. Included were debt service on outstanding redevelopment bonds; two previously approved façade renovation grants; and administrative costs including salaries, benefits, and indirect costs. It is anticipated that all recognized obligations except for outstanding debt would be paid and completed by the Community Development Agency Successor Agency during FY 2012-13.

Low- and moderate-income housing programs will continue in FY 2012-13 in a limited capacity, primarily honoring contractual obligations in place prior to July 1, 2011 and funded from an $11.6 million cash balance remaining in the CDA Housing Fund. New housing activities will be limited to senior rent subsidies and grant-funded home rehabilitation loans.

TRANSIT FUND

FY 2011-12 Transit fare revenues are estimated at $435,400, which is $31,200 (6.7%) below the budget of $466,600. Excluding multi-year capital projects, FY 2011-12 expenditures of $5,436,100 are estimated to be $222,400 (3.9%) below the budget of $5,658,500. Transit Fund fare revenues for FY 2012-13 are estimated at $443,600 and are projected to increase by $8,200 (1.9%) over FY 2011-12 estimated actual revenues of $435,400. Excluding multi-year capital projects, the FY 2012-13 expenditure budget of $5,995,200 is projected to increase by $559,100 (10.3%) above FY 2011-12 estimated actual expenditures of $5,436,100 due to rebudgeting of vacant positions and an increase in the amount to be reimbursed to the General Fund as determined by the City's Cost Allocation Plan.

SANITATION FUND

Sanitation Operations Fund revenues for FY 2011-12 are estimated at $14,794,200, which is $73,600 (0.5%) higher than the budget of $14,720,600. FY 2011-12 Operations Fund expenditures of $18,589,300, which includes a one-time transfer of $5,000,000 to the Facilities Replacement Reserve, are estimated at $357,500 (1.9%) below the budget of $18,946,800.

FY 2012-13 revenues of $14,781,100 are projected to decrease by $13,100 (0.1%) from FY 2011-12 estimated actual revenues of $14,794,200. FY 2012-13 expenditures are budgeted at $15,436,200 and include a one-time transfer of $1,000,000 to the Facilities Replacement Reserve. Excluding one-time transfers, FY 2012-13 expenditures are projected to increase by $846,900 (6.2%) as compared to the FY 2011-12 estimated actual amount due to rebudgeting of vacant positions and an increase in the amount to be reimbursed to the General Fund as contained in the City's Cost Allocation Plan.

Excluding a one-time transfer of $1,000,000 to the Facilities Replacement Reserve to finance critically needed sewerline and Water Quality Control Plant repair and replacement activities, FY 2012-13 Sanitation Operations Fund projected revenues exceed projected expenditures by $344,900. These earnings are used to maintain a prudent reserve and to provide funding for upcoming capital projects to maintain and expand the sanitation collection and treatment systems.

The Sanitation consolidated working capital balance for June 30, 2012 (end of FY 2011-12) is projected to be $16,556,428. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserve Fund, and a Plant Expansion/Upgrade Fund. The Replacement Reserve Fund is further divided into a Vehicle Replacement Reserve, Sanitation Replacement Reserve, and Sewerline Replacement Reserve. The consolidated working capital balance for June 30, 2013 (end of FY 2012-13) is projected to decline to $14,888,328. The combined working capital balance is projected to further decline to $14,204,028 at the end of FY 2013-14, and to $10,287,728 at the end of FY 2014-15, as critically needed sewerline and Water Quality Control Plant (WQCP) rehabilitation activities are completed. Additionally, the working capital balance in the facilities replacement reserve available for WQCP and sewerline rehabilitation activities will total only $87,509 at the end of FY 2014-15. **Accordingly, it will not be possible to fund needed sewerline and Water Quality Control Plant rehabilitation projects after FY 2014-15 and also maintain a prudent operational reserve unless additional sources of revenue are identified.**

WATERWORKS DISTRICT

FY 2011-12 Waterworks District Operating Fund estimated revenues of $33,694,000 are projected to be $198,400 (0.6%) below the budget of $33,892,400, primarily due to decreased water usage resulting from the City's Water Conservation Program and lower-than-expected interest income from invested funds. FY 2011-12 operating expenditures estimated at $32,651,200 are projected to be $421,400 (1.3%) below budgeted expenditures of $33,072,600.

FY 2012-13 Operations Fund revenues budgeted at $33,728,700 are projected to increase by $34,700 (0.1%) over FY 2011-12 estimated actual revenues of $33,694,000. FY 2012-13 operating budgeted expenditures of $35,001,000 are projected to increase by $2,349,800 (7.2%) as compared to the FY 2011-12 estimated actual amount of $32,651,200. The projected increase is primarily due to announced increases in the quantity of purchased water.

FY 2012-13 Waterworks District Operations Fund budgeted expenditures exceed budgeted revenues by $1,273,300. The unbalanced budget is the result of water rates having not been increased since January of 2010 while the cost of purchased water has increased each year. Annual earnings (revenues less expenditures) are used to maintain a prudent reserve equivalent to 25% of budgeted expenditures and to provide funding for upcoming capital projects to maintain and repair an aging water storage and distribution system.

The Waterworks District consolidated working capital balance for June 30, 2012 is projected to be $22,401,820. The consolidated working capital balance is comprised of an Operations Fund, a Replacement Reserve Fund, and a Capital Improvement Fund. The Replacement Reserve Fund is further divided into a Vehicle Replacement Reserve and a Facilities Replacement Reserve. The combined working capital balance is projected to decline to $19,571,520 at the end of FY 2012-13, to $14,052,820 at the end of FY 2013-14, and to $9,411,220 at the end of FY 2014-15. **While the Waterworks District has been able to maintain its prudent reserve, which is $8.8 million for FY 2012-13, it will not be possible to do so and fully fund water distribution and storage system infrastructure repair costs, projected at $29,583,000 over the next five years, without consumer water rates keeping pace with increases in the cost of purchased water.**

CAPITAL IMPROVEMENTS

The Streets and Roads Program for FY 2012-13 is budgeted at $9,051,000 for transportation related capital improvements. Major funding sources for this program include grants, the General Fund, the Community Development Block Grant Program, Ventura County Waterworks District No. 8, and the Sanitation Fund. An additional $6,052,100 in expenditures is budgeted for other capital improvements including vehicle replacement, computer equipment replacement, building improvements, Geographic Information System improvements, and Financial Information System improvements. Also budgeted is $9,827,200 for capital improvement projects to support the City's enterprise funds, including $2,051,200 for Simi Valley Transit, $4,393,600 for sanitation collection and treatment system infrastructure, and $3,382,400 for the Waterworks District infrastructure. The level of capital improvement projects proposed in the FY 2012-13 Annual Budget continues to reflect support by the City Council toward improvement of the City's infrastructure.

STAFFING LEVEL CHANGES

In adopting the FY 2012-13 Annual Budget, the City Council eliminated 1.25 full-time equivalent (FTE) positions, which decreased the number of authorized FTE positions from 616.58 to 615.33. Additionally, funding was eliminated for 28.0 vacant FTE positions in FY 2012-13. The departments and numbers of positions affected are listed as follows:

Deleted Positions:

City Attorney (0.25)
Community Services (1.00)

Unfunded Vacant Positions:

City Administration (2.0)
City Attorney (0.5)
Department of Administrative Services (4.0)
Department of Community Services (1.0)
Department of Environmental Services (6.0)
Department of Public Works (11.5)
Police Department (3.0)

ACCOUNTING SYSTEM AND BUDGETARY CONTROL

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

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

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

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

As in past years, the California Society of Municipal Finance Officers awarded to the City a *Certificate of Award for Excellence in Operational Budgeting* for FY 2011-12. 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 LIMIT

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

Each year the City is required to adopt a resolution establishing a limit on its appropriations of tax proceeds. As can be seen from the table on the following page, appropriations subject to the limit increased substantially in FY 2011-12 and FY 2012-13 as the City began recovering from the Great Recession. This resulted in a reduction in the amount under the legal limit for those two years. Although tax proceeds are expected to increase in FY 2012-13 and into the future as the national economy continues to recover, it is anticipated that the City will remain substantially under the appropriation limit.

FISCAL YEAR	LEGAL LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	AMOUNT UNDER
2012-13	$59,873,070	$50,559,000	$9,314,070
2011-12	57,349,684	48,941,900	8,407,784
2010-11	55,485,375	41,977,600	13,507,775
2009-10	56,227,579	41,995,700	14,231,879
2008-09	55,309,442	48,594,690	6,714,752

SUMMARY

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

A quarterly report in November 2012 and a comprehensive mid-year report in February 2013 will be presented to inform the City Council as to the financial position of the City, as well as to report on the progress towards achieving the goals and programs contained in the Annual Budget.

Laura Behjan

Laura Behjan
City Manager/Executive Director

RESOLUTION NO. 2012-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY APPROVING THE FY 2012-13 ANNUAL BUDGET AND THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FY 2012-13 TO FY 2016-17

WHEREAS, the City Manager has submitted the 2012-13 Preliminary Base Budget and the Preliminary Five-Year Capital Improvement Program for FY 2012-13 to FY 2016-17 to the City Council for its review and consideration on June 7, 2012 in accordance with budget policies and a schedule established by the City Council; and

WHEREAS, a Citizens' Participation meeting was conducted with staff on June 14, 2012, at which time members of the public were invited to voice their opinions on any budget items and provide ideas that they believe should be included in the Fiscal Year 2012-13 City Budget; and

WHEREAS, subsequent to providing the public an opportunity to submit written and oral comments, the City Council reviewed and modified, as appropriate, the FY 2012-13 Preliminary Base Budget and Preliminary Five-Year Capital Improvement Program for FY 2012-13 to FY 2016-17; and

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

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

SECTION 1. The FY 2012-13 Annual Budget and Five-Year Capital Improvement Program for FY 2012-13 to FY 2016-17 are hereby approved.

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

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

SECTION 4. The City Manager or his/her designee is authorized to make administrative amendments to the budget, provided the amendments do not have a significant policy impact or affect budgeted year-end fund balances.

SECTION 5. The City Council hereby finds and determines that the planning and administrative expenses outlined in the FY 2012-13 budget for the Community Development Agency Housing Successor Agency Administration Fund are necessary for the production, improvement, or preservation of low- and moderate-income housing.

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

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

PASSED and ADOPTED this 18th day of June 2012.

Attest:

Wendy K. Green
Assistant City Clerk

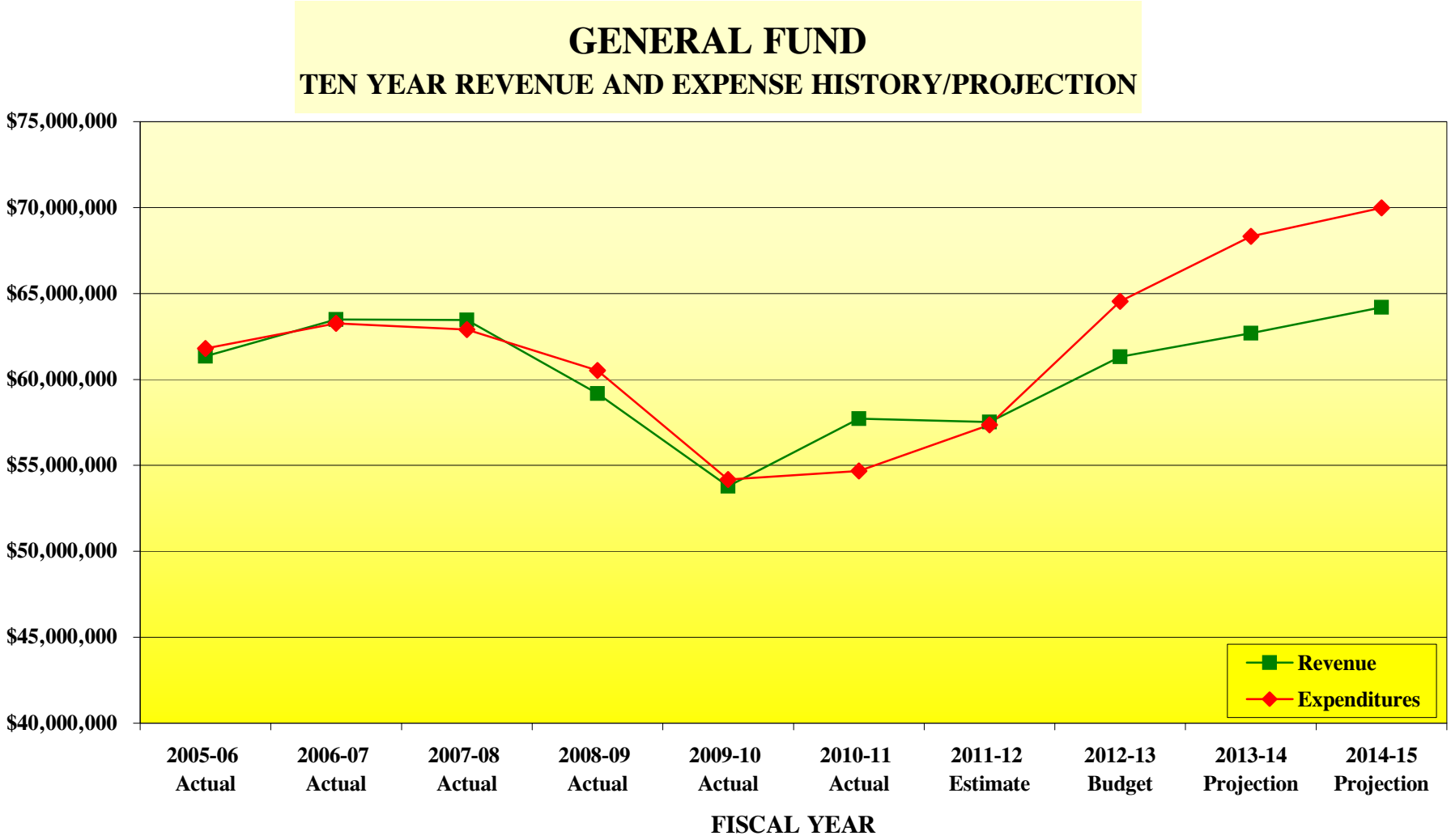
Robert O. Huber, Mayor of the City of Simi Valley, California

Approved as to Form:

Marjorie Bakter, City Attorney

Approved as to Content:

Mike Sedell, City Manager


GENERAL FUND
TEN YEAR REVENUE AND EXPENSE HISTORY/PROJECTION
$75,000,000
$70,000,000
$65,000,000
$60,000,000
$55,000,000
$50,000,000
$45,000,000
$40,000,000
Revenue
Expenditures
2005-06 Actual
2006-07 Actual
2007-08 Actual
2008-09 Actual
2009-10 Actual
2010-11 Actual
2011-12 Estimate
2012-13 Budget
2013-14 Projection
2014-15 Projection
FISCAL YEAR

CHANGES IN GENERAL FUND BALANCE

General Fund balance is comprised of two components: the Prudent Reserve For Economic Uncertainty and the Reserved Fund Balance. The Prudent Reserve is equivalent to 17% of budgeted expenditures as established by the City Council on May 1, 1995 and revised on August 30, 2010. It represents fiscal resources that have been set aside for economic uncertainties and is comprised of expenditure savings and revenue surpluses from prior fiscal years. The Reserved Fund Balance constitutes that portion of the General Fund that is restricted for financing purposes.

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

The Reserved General Fund balance is comprised of the following:

- The Encumbrance Reserve that consists of monies carried over from the previous budget year to pay for prior obligations.

- A cashflow reserve to assure that sufficient funds are available to make required payments when due.

- The outstanding balance of advances made from the General Fund to other City funds.

- Loans receivable from various sources.

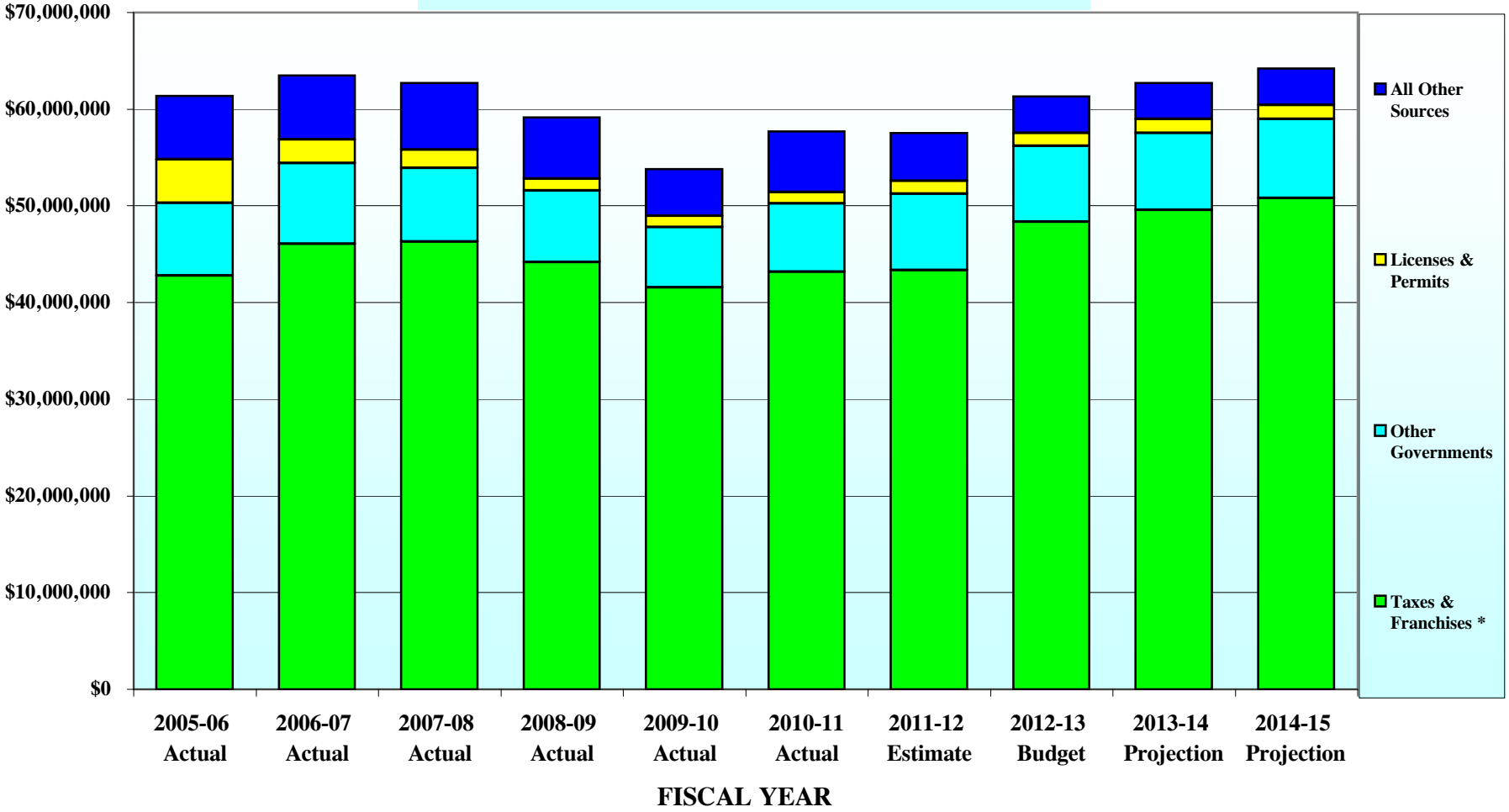
As in previous years, General Fund balance projections reflect anticipated underexpenditures. This amount is used to reduce budgeted and projected expenditures to increase the accuracy of year-end fund balance projections. For FY 2012-13, the amount is $800,000, based on an analysis of prior years.

CHANGES IN GENERAL FUND BALANCE

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
BEGINNING GENERAL FUND BALANCE	$34,670,766	$37,721,366	$37,721,366	$37,721,366	$37,721,366	$32,089,066
Revenues	57,724,435	55,795,900	57,530,000	61,319,200	62,693,500	64,200,600
Expenditures	54,673,835	58,394,600	57,361,400	64,538,400	68,325,800	69,989,900
Anticipated Underexpenditures		(800,000)		(800,000)	(800,000)	(800,000)
Anticipated Reappropriations				800,000	800,000	800,000
Net Expenditures	54,673,835	57,594,600	57,361,400	64,538,400	68,325,800	69,989,900
Revenues less Net Expenditures	3,050,600	(1,836,500)	168,600	(3,219,200)	(5,632,300)	(5,789,300)
Surplus Carried to FY 2012-13	(3,050,600)	1,836,500	(168,600)	3,219,200	0	0
Net Revenes less Net Expenditures	0	0	0	0	(5,632,300)	(5,789,300)
ENDING GENERAL FUND BALANCE	$37,721,366	$37,721,366	$37,721,366	$37,721,366	$32,089,066	$26,299,766
Prudent Reserve (17% of expenditures)	7,107,600	9,927,100	9,751,400	10,971,500	11,615,400	11,898,300
Reserved	$30,613,766	$27,794,266	$27,969,966	$26,749,866	$20,473,666	$14,401,466
Encumbrance Reserve	239,262	161,315	800,000	800,000	800,000	800,000
Cashflow Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
CDA Loans (1)	11,326,760	0	0	0	0	0
Advances to Other Funds (Various)	17,685,073	15,943,520	15,480,535	14,260,435	8,373,883	2,691,330
Loans Receivable (Various) (1)	362,671	11,689,431	11,689,431	11,689,431	11,299,783	10,910,136

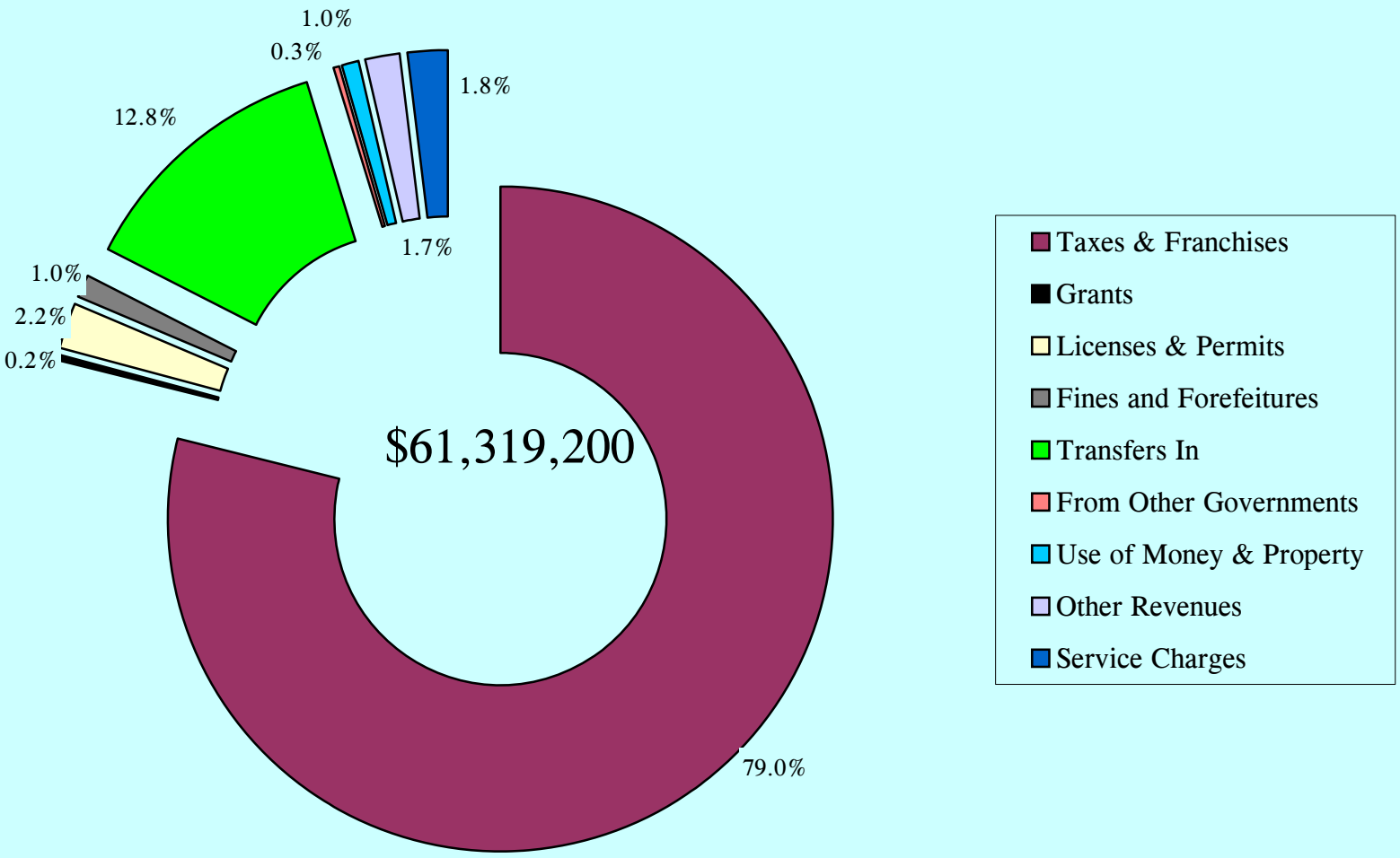
(1) Pursuant to AB 1584 (FY 2011-12 Legislative Session), the former General Fund loan to the Community Development Agency has been reclassified as a loan receivable.

GENERAL FUND
TEN YEAR REVENUE HISTORY/PROJECTION



* The Taxes and Franchises category includes former Lighting Maintenance District revenues effective FY 2012-13

GENERAL FUND REVENUES BY CATEGORY
FISCAL YEAR 2012-13



GENERAL FUND REVENUES

General Fund revenues are largely susceptible to changes in the economy at the local, state, and national levels. While local changes affect many revenue sources, trends at the state and national level affect both local trends and the ability of the state and federal governments to provide pass-through funding, subventions, and grants to municipalities. Excluding one-time items, FY 2012-13 General Fund Revenues are projected to be $1,275,100 (2.3%) higher than FY 2011-12 estimated actual revenues.

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

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

Detailed revenue projections for sources of revenue within each category reflect only known impact factors and conservative estimates of economic conditions. This is especially true for revenue items that are impacted if economic conditions rapidly change, as has occurred in recent years, due to the condition of the national and state economy. Projections for each source of revenue are contained in the General Fund Revenue schedule on the following pages. This schedule provides actual revenue data for FY 2010-11, budgeted and estimated actual revenue data for FY 2011-12, budgeted revenue for FY 2012-13, and projections for FY 2013-14 and FY 2014-15.

FY 2012-13 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 2012-13 were developed taking into consideration current trends and historical data. A percentage multiplier based on projected inflation was utilized in instances where no clear trend line could be identified from current and historical data.

Following are revenue projections for each category:

Taxes and Franchises

This category of revenue sources comprises 79.0% of the General Fund revenue budget, and is projected to increase by $5,003,200 (11.5%) in FY 2012-13, primarily due to dissolution of the City's Lighting Maintenance District and receipt of a portion of tax increment funding previously allocated to the now defunct Community Development Agency. Excluding these increases, taxes and franchises are projected to increase by $1,113,400 (2.6%). The two major revenue sources within the Taxes and Franchises category are Property Taxes and Sales and Use Tax. Excluding the previously identified extraordinary items, Property Taxes are proposed to increase by $325,400 (1.6%) in FY 2012-13. FY 2012-13 Sales and Use Tax revenues are projected to increase by

$594,600 (4.0%), as retail spending continues to increase above the reduced levels experienced in recent years.

Licenses and Permits

This category comprises 2.2% of the General Fund revenue budget and is projected to increase by $3,600 (0.3%) in FY 2012-13 while development activity in the City remains at low levels. The major revenue sources in this category are Building Permits and Plan Check Services, which are projected to remain unchanged from FY 2011-12 estimated actual amounts. Development remains at significantly lower levels than pre-recession activity when the City experienced strong residential and commercial growth.

Fines and Forfeitures

This revenue category, which represents 1.0% of the General Fund revenue budget, is comprised of Vehicle Code Fines, Parking Citations, and Graffiti Citations. FY 2012-13 Fines and Forfeitures revenues are projected to increase by $12,900 (2.2%) over FY 2011-12 estimates.

Use of Money and Property

This category comprises 1.0% of the General Fund revenue budget and is projected to increase by $44,100 8.1% in FY 2012-13. It should be noted that, beginning in FY 2011-12 and going forward, the General Fund will lose in excess of $600,000 per year in interest income on a loan to the City's former redevelopment agency. The loss is the result of State legislation and subsequent legal action ending redevelopment in California and precluding the repayment of such loans.

Revenues From Other Governments

This category of revenue sources, received from the State of California, comprises 0.3% of the General Fund revenue budget. The category is projected to decrease by $122,500 (37.4%) in FY 2012-13 due to the one-time payment of past-due Police Officer Standards and Training reimbursements from prior years that were received in FY 2011-12.

Grants

Grants, which comprise 0.2% of the General Fund revenue budget, are projected to decrease by $39,400 (22.2%) in FY 2012-13. No reimbursement for Household Hazardous Waste Program activities are anticipated in FY 2012-13, as this reimbursement is now received from the State every two years, and funding was received in FY 2011-12. Revenue levels in this category can vary greatly from year-to-year, depending on the amount of grant funds available and the City's ability to incorporate grant programs into its operations and activities.

Service Charges

This category of revenue sources, generated from the local economy, primarily from land development activity, comprises 1.8% of the General Fund revenue budget, and is projected to increase by $152,700 (15.7%) in FY 2012-13. Public Works plan check and inspection fee receipts are expected to increase in FY 2012-13 due to new land development projects moving forward after substantially reduced activity in FY 2011-12.

Other Revenues

Other Revenues, also generated from the local economy, comprise 1.7% of the General Fund revenue budget. They are projected to decrease by $70,000 (6.4%) in FY 2012-13 due to clearing of several outstanding trust funds in FY 2011-12.

Transfers In

This revenue category comprises 12.8% of the General Fund revenue budget, and is projected to decrease by $1,195,400 (13.2%) in FY 2012-13. This category accounts for monies

deposited into special revenue funds and then transferred to the General Fund to finance City operations. It is also used to account for the return of unexpended capital improvement funds. A one-time transfer of funds from completed capital projects in the amount of $1,503,000 in FY 20101-12 accounts for the reduction.

GENERAL FUND REVENUES

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
TAXES AND FRANCHISES						
31101 Property Taxes	$20,771,321	$20,988,500	$20,929,200	$25,144,400	$25,521,600	$25,904,400
31111 Sales and Use Tax	14,632,972	13,873,000	14,713,200	15,307,800	15,926,400	16,570,000
31112 Transient Lodging Tax	1,218,094	1,078,100	1,283,000	1,315,100	1,348,000	1,381,700
31113 Franchise Taxes	4,436,557	4,712,200	4,514,600	4,627,500	4,743,200	4,861,800
31114 Business Taxes	1,751,072	1,662,600	1,550,000	1,588,800	1,628,500	1,669,200
31115 Documentary Transfer Tax	360,159	451,800	384,000	393,600	403,400	413,500
Subtotal Taxes and Franchises	43,170,175	42,766,200	43,374,000	48,377,200	49,571,100	50,800,600
LICENSES AND PERMITS						
32301 Building Permits	725,777	650,000	760,000	760,000	790,400	822,000
32302 Record Retention Fee	4,460	3,900	4,700	4,900	4,900	4,900
32303 Plan Check Services	305,312	312,500	510,000	510,000	530,400	551,600
32402 Encroachment Permits	72,318	76,900	47,700	50,000	51,300	52,600
32604 Other Licenses and Permits	92,339	70,700	44,600	45,700	46,800	48,000
Subtotal Licenses and Permits	1,200,206	1,114,000	1,367,000	1,370,600	1,423,800	1,479,100
FINES AND FORFEITURES						
33501 Vehicle Code Fines	468,935	470,800	517,900	530,800	544,100	557,700
33502 Parking Citations	84,472	88,800	84,500	84,500	84,500	84,500
33503 Graffiti Citations	12,650	15,400	5,000	5,000	5,000	5,000
Subtotal Fines and Forfeitures	$566,057	$575,000	$607,400	$620,300	$633,600	$647,200

GENERAL FUND REVENUES (CONT'D)

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
USE OF MONEY & PROPERTY						
34001 Interest on Investments	$427,857	$564,600	$333,700	$333,700	$333,700	$333,700
34002 Interest on Advances	210,924	638,800	0	0	0	0
34101 Rentals	0	0	0	40,000	40,000	40,000
34104 DMV Building Lease	162,966	185,700	163,000	167,100	171,300	175,600
34206 Senior Center Rental	43,410	42,500	44,800	44,800	44,800	44,800
Subtotal Use of Money & Property	845,157	1,431,600	541,500	585,600	589,800	594,100
REVENUES FROM OTHER GOVERNMENTS						
35101 Motor Vehicle License Fees	641,204	0	0	0	0	0
35501 POST Reimbursement	2,547	22,800	147,500	25,000	25,000	25,000
35601 Homeowners Subvention	117,424	120,400	120,400	120,400	120,400	120,400
35602 SB 90 Claims	55,505	130,000	60,000	60,000	60,000	60,000
Subtotal Other Governments	816,680	273,200	327,900	205,400	205,400	205,400
GRANTS						
36001 Federal Assistance	88,478	105,000	103,700	103,700	103,700	103,700
36002 State Grants	0	0	0	0	0	0
36210 Curbside Recycling Reimbursement	0	16,000	34,000	34,000	34,000	34,000
36340 Household Waste Program	34,529	43,100	39,400	0	0	0
Subtotal Grants	$123,007	$164,100	$177,100	$137,700	$137,700	$137,700

GENERAL FUND REVENUES (CONT'D)

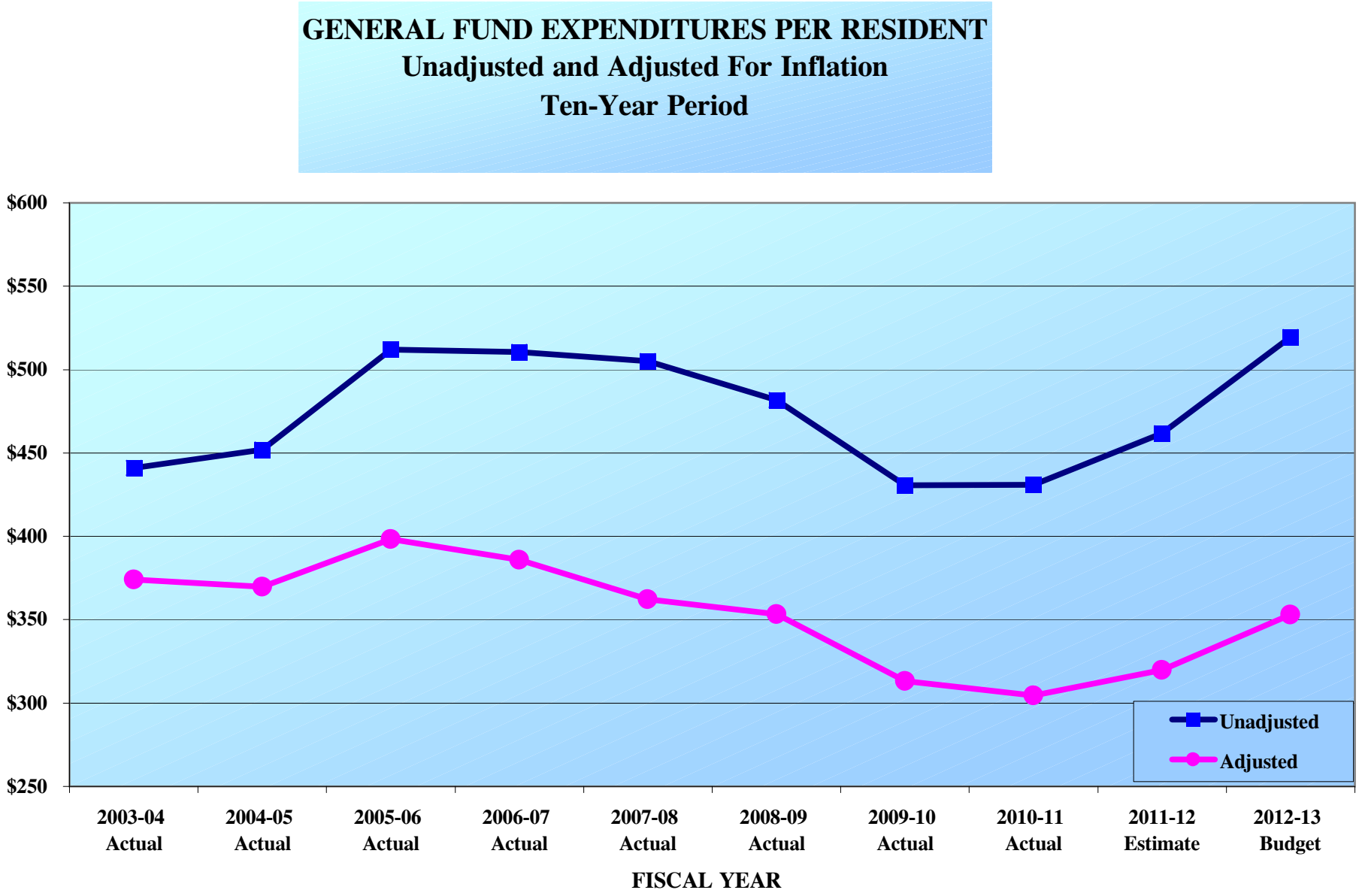
	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
SERVICE CHARGES						
37001 Duplication Services	$3,112	3,200	$3,200	$3,200	$3,200	$3,200
37002 Maps & Publications	10,232	10,500	14,100	14,100	14,100	14,100
37003 NSF Check Charges	1,091	1,100	1,100	1,100	1,100	1,100
37004 Passports Acceptance	8,725	7,600	7,100	7,100	7,100	7,100
37101 Program Participation	0	4,100	5,700	10,700	10,700	10,700
37201 Tumbleweed Abatement	0	600	0	0	0	0
37299 Other Community Services Fees	1,700	2,500	3,600	3,600	3,600	3,600
37301 Planning Fees	311,537	400,000	400,000	400,000	401,600	403,200
37303 Permit Automation Fee	27,083	26,000	27,000	27,000	27,000	27,000
37399 Other Environmental Services Fees	1,953	2,600	2,500	2,500	2,500	2,500
37402 Public Works Soils/Hydrology Fees	56,737	52,000	90,000	90,000	90,400	90,800
37403 Slurry Seal Fees	1,880	5,100	1,900	1,900	1,900	1,900
37404 Public Works Plan Check Fees	214,165	260,000	100,000	175,000	175,000	175,000
37405 Public Works Inspection Svcs. Fees	140,887	156,000	75,000	150,000	150,000	150,000
37406 Waste Management Fee (AB 939)	32,221	33,000	33,000	33,000	33,000	33,000
37411 County Landscape Charges	34,630	35,800	35,800	36,700	37,600	38,500
37432 Source Control Program	4,460	3,800	6,000	6,000	6,000	6,000
37499 Other Public Works Fees	7,157	5,700	5,700	5,700	5,700	5,700
37501 Police Reports	4,776	3,500	3,700	3,500	3,500	3,500
37502 Police Photos	182	200	200	200	200	200
37504 Alarm Fees	70,557	60,000	58,000	55,000	55,000	55,000
37505 Emergency Response/DUI	9,543	20,000	15,000	15,000	15,000	15,000
37599 Other Police Department Fees	97,481	95,000	85,000	85,000	85,000	85,000
37699 Other Service Charges	1,145	900	1,100	1,100	1,100	1,100
Subtotal Service Charges	$1,041,254	$1,189,200	$974,700	$1,127,400	$1,130,300	$1,133,200

GENERAL FUND REVENUES (CONT'D)

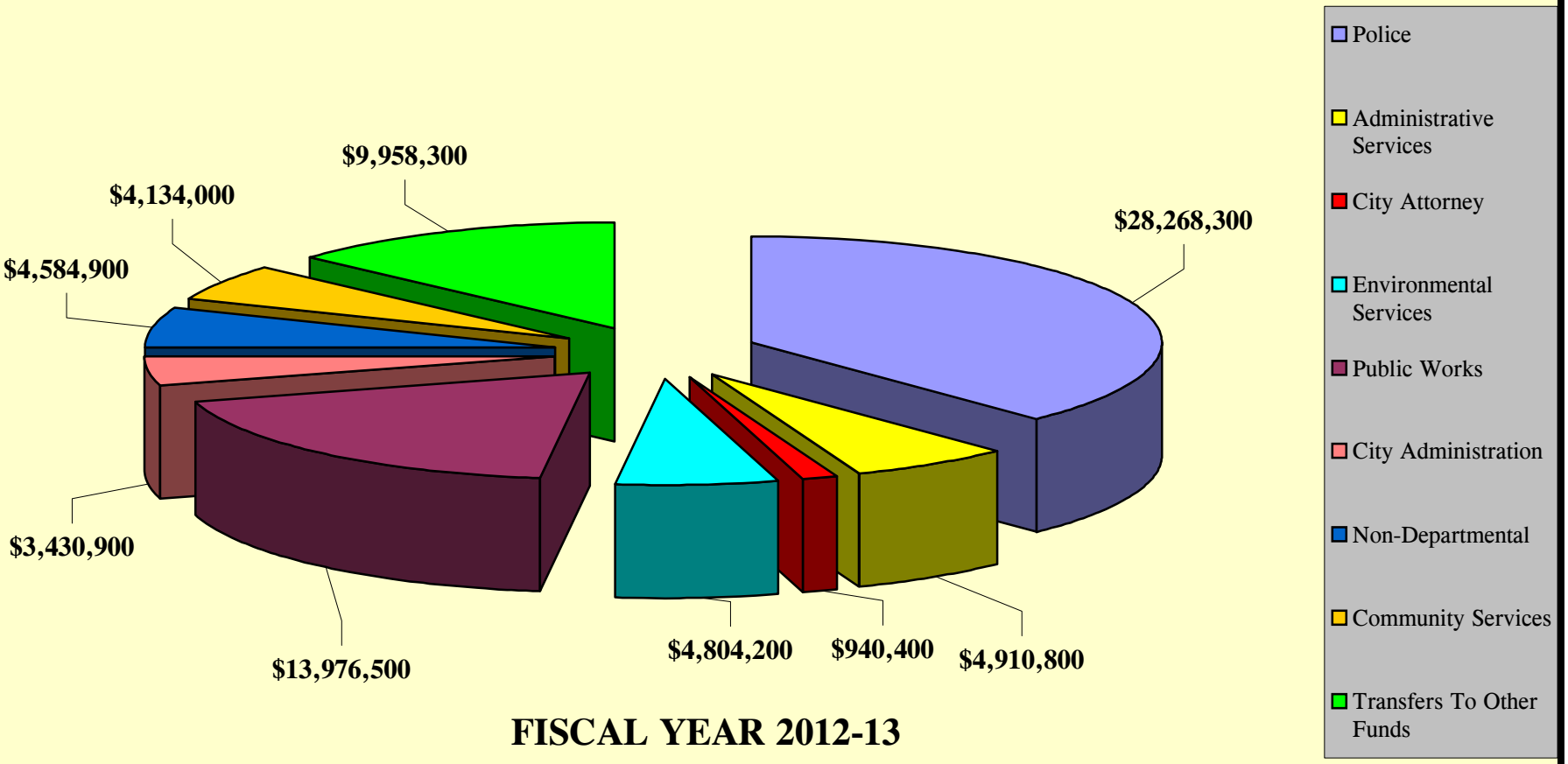
	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
OTHER REVENUES						
38001 Sale of Surplus Property	$54,779	69,800	$69,800	$71,500	$73,300	$75,100
38003 Miscellaneous	11,172	6,200	20,000	20,500	21,000	21,500
38004 Damage Recovery	62,202	29,100	60,000	50,000	51,300	52,600
38006 Jury/Witness Fees	6,017	5,000	5,000	5,100	5,200	5,300
38010 Landfill Facility Agreement Fees	206,568	218,900	210,000	215,300	220,700	226,200
38050 Contributions	22,416	25,600	22,000	352,300	352,300	352,300
38201 Meals-On-Wheels Donations	69,325	65,100	65,100	65,100	65,100	65,100
38203 Cultural Center Reimbursement	73,737	78,600	78,600	78,600	78,600	78,600
38401 Developer Contributions	43,120	100,000	553,000	100,000	100,000	100,000
38403 Adopt-a-Landscape Program	3,600	3,600	3,600	3,600	3,600	3,600
38408 Stormwater Management	68,128	0	0	51,000	52,300	53,600
38409 Stormwater Monitoring Fee	11,802	12,400	3,000	7,500	7,500	7,500
38501 Unclaimed Police Dept Property	6,212	6,200	6,200	6,400	6,600	6,800
38702 Assessment Tax Roll Collections	69	100	700	100	100	100
Subtotal Other Revenues	$639,147	$620,600	$1,097,000	$1,027,000	$1,037,600	$1,048,300

GENERAL FUND REVENUES (CONT'D)

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
TRANSFERS IN						
39215 From Gas Tax	$2,985,417	$3,429,600	$3,429,600	$3,429,600	$3,515,100	$3,602,700
39238 From LTF Article 8	3,137,500	3,913,500	3,913,500	4,026,400	4,127,100	4,230,300
39280 From Forfeited Assets	0	5,900	5,900	0	0	0
39285 From SLESF	0	202,000	202,000	202,000	202,000	202,000
39287 From Law Enforcement Grants	68,742	25,000	9,400	0	70,000	70,000
39600 From Capital Projects	115,093	86,000	1,503,000	50,000	50,000	50,000
39655 From Building Improvements	3,016,000	0	0	160,000	0	0
Subtotal Transfers In	$9,322,752	$7,662,000	9,063,400	7,868,000	7,964,200	8,155,000
TOTAL GENERAL FUND REVENUE	$57,724,435	$55,795,900	$57,530,000	$61,319,200	$62,693,500	$64,200,600


GENERAL FUND EXPENDITURES PER RESIDENT
Unadjusted and Adjusted For Inflation
Ten-Year Period
$600
$550
$500
$450
$400
$350
$300
$250
Unadjusted
Adjusted
2003-04 Actual
2004-05 Actual
2005-06 Actual
2006-07 Actual
2007-08 Actual
2008-09 Actual
2009-10 Actual
2010-11 Actual
2011-12 Estimate
2012-13 Budget
FISCAL YEAR

GENERAL FUND EXPENDITURE PROGRAM BY ACTIVITY



FISCAL YEAR 2012-13

GENERAL FUND EXPENDITURES

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

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

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

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

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

General Fund departmental budget sections contain narratives, budget schedules, and listings of authorized positions. The narratives include a description of the responsibilities of the department and its divisions, FY 2011-12 goals and accomplishments and FY 2012-13 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

CITIZENS

1 MAYOR
4 MEMBER CITY COUNCIL
(Elected at Large)

CITY MANAGER
(Appointed by City Council)

CITY ATTORNEY
(Appointed by City Council)

ADMINISTRATIVE SERVICES
Interim Director

- Budget
- Fiscal Services
- Support Services
- Treasury Services
- Information Services
- Customer Services
- Workers' Compensation

COMMUNITY SERVICES
Director

- Code Enforcement
- Permit Compliance
- Solid Waste Management
- Cable Television
- Animal Regulation
- Senior Services
- Simi Valley Transit
- ADA/Dial-A-Ride Services
- Neighborhood Councils
- Crossing Guards
- Cultural Arts Center
- Youth Services
- Task Force on Homelessness

ENVIRONMENTAL SERVICES
Director

- Planning Commission
- Affordable Housing
- Managed Growth Program
- Building and Safety
- Advanced/Current Planning
- General Plan Coordination
- CDBG Program
- First Time Homebuyer Assistance
- Housing Rehabilitation Assistance
- Building Code Compliance
- Permits & Inspections

POLICE DEPARTMENT
Chief

- Administration
- Emergency Services
- Patrol Unit
- Auxiliary Services Unit
- Detective Unit
- Traffic Unit
- Fiscal Services Unit
- Special Operations Unit
- Maintenance Unit
- Communications Unit
- Crime Analysis and Reporting Unit
- Records Management Unit

PUBLIC WORKS
Director

- City Engineering
- Traffic Engineering
- Utilities Engineering
- Administrative Services
- Maintenance Services
- Sanitation Services
- Waterworks District
- Environmental Compliance
- Hazardous Materials
- Household Hazardous Waste Management
- Water Conservation

8/12

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
CITY ADMINISTRATION						
Personnel	**$2,488,468**	**$2,798,800**	**$2,595,400**	**$2,764,800**	**$2,660,300**	**$2,726,800**
Current Expenses	**218,741**	**391,400**	**375,500**	**666,100**	**384,900**	**394,500**
Subtotal	**2,707,209**	**3,190,200**	**2,970,900**	**3,430,900**	**3,045,200**	**3,121,300**
CITY ATTORNEY						
Personnel	**886,926**	**949,100**	**854,600**	**895,300**	**$876,000**	**$897,900**
Current Expenses	**39,845**	**46,000**	**40,000**	**45,100**	**41,000**	**42,000**
Subtotal	**926,771**	**995,100**	**894,600**	**940,400**	**917,000**	**939,900**
ADMINISTRATIVE SERVICES						
Personnel	**3,673,167**	**4,250,500**	**4,236,100**	**4,135,300**	**$4,342,000**	**$4,450,600**
Current Expenses	**742,211**	**794,600**	**765,000**	**775,500**	**784,100**	**803,700**
Subtotal	**$4,415,378**	**$5,045,100**	**$5,001,100**	**$4,910,800**	**$5,126,100**	**$5,254,300**

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

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
COMMUNITY SERVICES						
Personnel	**$3,396,933**	**$3,590,700**	**$3,261,100**	**$3,432,500**	**$3,342,600**	**$3,426,200**
Current Expenses	**483,293**	**527,000**	**511,700**	**701,500**	**524,500**	**537,600**
Subtotal	**3,880,226**	**4,117,700**	**3,772,800**	**4,134,000**	**3,867,100**	**3,963,800**
ENVIRONMENTAL SERVICES						
Personnel	**4,712,748**	**4,745,100**	**4,811,500**	**4,690,100**	**4,931,800**	**5,055,100**
Current Expenses	**86,133**	**219,100**	**197,200**	**114,100**	**202,100**	**207,200**
Subtotal	**4,798,881**	**4,964,200**	**5,008,700**	**4,804,200**	**5,133,900**	**5,262,300**
PUBLIC WORKS						
Personnel	**8,946,954**	**9,390,600**	**9,150,600**	**9,597,900**	**9,379,400**	**9,613,900**
Current Expenses	**2,301,698**	**3,019,100**	**2,607,900**	**4,378,600**	**2,673,100**	**2,739,900**
Capital Outlay	**12,459**	**96,400**	**96,400**	**0**	**0**	**0**
Subtotal	**$11,261,111**	**$12,506,100**	**$11,854,900**	**$13,976,500**	**$12,052,500**	**$12,353,800**

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

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
POLICE DEPARTMENT						
Personnel	**$24,857,142**	**$26,284,800**	**$26,756,800**	**$26,187,100**	**$27,425,700**	**$28,111,300**
Current Expenses	**1,334,018**	**1,644,800**	**1,607,800**	**1,786,400**	**1,648,000**	**1,689,200**
Capital Outlay	**0**	**0**	**0**	**6,000**	**0**	**0**
Subtotal	**26,191,160**	**27,929,600**	**28,364,600**	**27,979,500**	**29,073,700**	**29,800,500**
POLICE DEPT - EMERGENCY SERVICES						
Personnel	**248,119**	**254,800**	**252,200**	**256,300**	**258,500**	**265,000**
Current Expenses	**18,194**	**24,200**	**22,700**	**32,500**	**23,300**	**23,900**
Subtotal	**266,313**	**279,000**	**274,900**	**288,800**	**281,800**	**288,900**
NON-DEPARTMENTAL						
Personnel	**1,298,047**	**1,138,500**	**1,003,100**	**1,003,100**	**1,028,200**	**1,053,900**
Current Expenses	**2,879,223**	**3,110,700**	**2,987,400**	**3,528,400**	**3,062,100**	**3,138,700**
Capital Outlay	**0**	**59,900**	**0**	**53,400**	**0**	**0**
Subtotal	**$4,177,270**	**$4,309,100**	**$3,990,500**	**$4,584,900**	**$4,090,300**	**$4,192,600**

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

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
TRANSFERS TO OTHER FUNDS						
CDA Successor Agency	**$0**	**$0**	**$0**	**$153,800**	**$153,800**	**$153,800**
Computer Equipment Replacement	**584,300**	**590,800**	**590,800**	**622,700**	**660,100**	**699,700**
Financial Info. Systems Capital	**0**	**104,800**	**104,800**	**116,200**	**116,200**	**116,200**
Geographic Info. Systems Capital	**0**	**88,300**	**88,300**	**77,200**	**77,200**	**77,200**
Landscape Zones Augmentation	**1,236,300**	**245,400**	**245,400**	**931,600**	**675,700**	**743,300**
Police Capital Projects	**0**	**0**	**0**	**75,000**	**75,000**	**75,000**
Police Special Problems Section	**737,414**	**0**	**0**	**0**	**0**	**0**
Retiree Medical Benefits	**850,700**	**1,114,700**	**1,114,700**	**1,552,500**	**1,606,500**	**1,660,500**
Streets And Roads Program	**0**	**525,300**	**525,300**	**673,000**	**2,700,000**	**2,700,000**
Debt Service	**0**	**183,100**	**183,100**	**2,321,500**	**2,321,500**	**2,321,500**
Transit	**2,693,019**	**2,900,800**	**2,213,800**	**2,868,900**	**2,940,600**	**3,014,100**
Vehicle Replacement	**566,900**	**308,600**	**308,600**	**565,900**	**883,600**	**910,100**
Subtotal	**6,668,633**	**6,061,800**	**5,374,800**	**9,958,300**	**12,210,200**	**12,471,400**
Total Expend. Net of Reimbursements	**$65,292,952**	**$69,397,900**	**$67,507,800**	**$75,008,300**	**$75,797,800**	**$77,648,800**

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

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
REIMBURSED EXPENDITURES & TRANSFERS IN						
Workers' Compensation Fund	$756,900	$2,451,500	$2,451,500	$566,000	$580,200	$594,700
Liability Insurance Fund	220,000	195,900	195,900	215,400	220,800	226,300
CDBG Fund	97,847	60,500	60,500	85,300	87,400	89,600
CDA Administration Fund	1,183,600	1,213,900	708,100	0	0	0
CDA Housing Fund	1,051,300	842,700	491,600	0	0	0
Lighting Maintenance District Fund	453,200	439,800	439,800	0	0	0
Landscape District No. 1 Fund	114,470	84,800	84,800	95,700	98,100	100,600
Local Housing Fund	130,600	0	0	0	0	0
Public Education & Government Fund	0	0	0	34,600	35,500	36,400
Vehicle Replacement Fund	546,000	0	0	287,200	0	0
Transit Fund	1,200,300	1,111,800	1,111,800	1,376,900	1,411,300	1,446,600
Sanitation Fund	2,733,200	2,559,400	2,559,400	2,785,200	2,854,800	2,926,200
Waterworks District No. 8 Fund	2,131,700	2,043,000	2,043,000	2,130,600	2,183,900	2,238,500
Economic Stabilization Trust Fund	0	0	0	2,893,000	0	0
Subtotal	10,619,117	11,003,300	10,146,400	10,469,900	7,472,000	7,658,900
Total General Fund Expenditures	$54,673,835	$58,394,600	$57,361,400	$64,538,400	$68,325,800	$69,989,900

SUMMARY OF GENERAL FUND EXPENDITURES BY ACCOUNT

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$29,648,933	$31,837,600	$31,052,100	$785,500	$31,582,500
41020	Temporary Salaries	350,187	443,800	340,500	103,300	430,700
41030	Boards and Commissions	32,608	32,600	32,600	0	32,600
41040	Overtime	2,996,081	3,004,700	3,001,100	3,600	2,993,300
41050	Outside Assistance	21,247	44,800	0	44,800	30,000
42200	Deferred Compensation (401k)	201,929	152,000	144,600	7,400	151,000
42210	Deferred Compensation (457)	36,846	55,400	36,000	19,400	56,200
41300	Vision Care	95,524	99,900	99,200	700	100,000
41350	Disability	253,319	277,500	252,400	25,100	211,400
41400	Group Ins/Health	5,161,726	5,770,500	5,246,000	524,500	5,575,900
41450	Life Insurance	94,473	102,600	94,900	7,700	78,500
41500	Group Ins/Dental	418,071	437,700	428,800	8,900	440,000
41600	Retirement (PERS)	7,403,761	8,755,800	8,649,400	106,400	8,723,900
41610	Retirement (PARS)	63,038	43,500	42,100	1,400	53,000
41650	Medicare	432,465	511,200	479,000	32,200	537,300
41660	FICA	19,985	30,500	23,700	6,800	51,700
41700	Workers' Compensation	1,943,600	1,926,900	1,926,900	0	2,186,600
41800	Leave Accrual	1,298,047	1,138,500	1,003,100	135,400	1,003,100
41620	Retirement HRA	21,570	50,400	55,900	(5,500)	85,300
41860	Salary Reimbursements	0	0	0	0	(140,000)
41900	Personnel Savings	0	(1,324,600)	0	(1,324,600)	(1,220,600)
	Subtotal - Personnel	50,493,410	53,391,300	52,908,300	483,000	52,962,400
CURRENT EXPENDITURES - SUPPLIES/MATERIALS						
42100	Utilities	891,263	913,100	874,900	38,200	2,124,500
42130	Postage	76,816	83,500	78,500	5,000	79,500
42150	Communications	574,141	802,100	710,400	91,700	801,700
42200	Computer (Non-Capital)	22,133	20,300	21,800	(1,500)	9,700

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)						
42230	Office Supplies	$56,468	$79,300	$75,600	$3,700	$70,400
42235	Furnishings (Non-Capital)	15,479	14,000	13,200	800	8,000
42300	Copiers	131,107	148,700	144,300	4,400	144,000
42310	Rentals	17,254	47,500	21,400	26,100	21,400
42410	Uniform/Clothing Supply	247,929	346,100	331,000	15,100	334,300
42420	Special Departmental Expense	150,198	124,900	141,000	(16,100)	193,800
42440	Memberships & Dues	103,258	112,200	118,400	(6,200)	137,300
42450	Subscriptions & Books	18,782	18,900	16,900	2,000	18,300
42460	Advertising	29,271	52,600	35,100	17,500	34,600
42500	Fuel and Lubricants	613,015	696,300	716,300	(20,000)	904,200
42510	Tires	49,903	50,000	50,000	0	51,400
42550	Small Tools/Equipment	6,713	10,500	10,300	200	11,000
42560	Operating Supplies	636,722	996,200	860,400	135,800	866,800
42720	Travel, Conferences, Meetings	48,585	82,600	71,600	11,000	98,400
42730	Training	86,312	102,400	90,500	11,900	82,600
42760	P.O.S.T. Training	84,187	85,000	85,000	0	90,000
42770	Recruitment	28,088	40,900	40,900	0	35,900
42780	Investigations	5,310	8,500	6,500	2,000	6,500
42790	Mileage	86,382	96,800	91,100	5,700	95,900
	Subtotal - Supplies/Materials	3,979,316	4,932,400	4,605,100	327,300	6,220,200
CURRENT EXPENSES - SERVICES						
44010	Professional/Special Services	667,453	1,333,400	1,176,800	156,600	1,327,600
44015	County Property Tax Collection Fee	305,891	264,700	264,700	0	381,800

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CURRENT EXPENSES - SERVICES (CONT'D)						
44210	Animal Regulation	$256,351	$240,800	$239,800	$1,000	$240,000
44310	Maintenance of Equipment	941,085	1,002,900	967,000	35,900	1,038,500
44450	Landscape Maintenance Contract	1,069,938	962,100	949,800	12,300	951,800
44460	Public Nuisance Abatement	0	2,000	0	2,000	0
44490	Other Contract Services	996,116	1,171,300	1,046,200	125,100	1,690,300
44590	Insurance Charges	882,400	748,700	748,700	0	950,400
44491	FIS Operations	0	73,300	73,300	0	85,100
44492	GIS Operations	0	22,300	22,300	0	29,500
44355	Vehicle Maintenance Reimbursement	(980,100)	(965,400)	(965,400)	0	(887,000)
	Subtotal - Services	4,139,134	4,856,100	4,523,200	332,900	5,808,000
	Subtotal - Current Expenses	8,118,450	9,788,500	9,128,300	660,200	12,028,200
CAPITAL OUTLAY						
47030	Vehicles	5,875	26,400	26,400	0	0
47050	Maintenance Contracts	0	50,000	50,000	0	0
47020	Furnishings and Equip (Capital)	0	67,100	7,200	59,900	59,400
47028	Computers (Capital)	6,584	12,800	12,800	0	0
	Subtotal - Capital Outlay	12,459	156,300	96,400	59,900	59,400
TRANSFERS TO OTHER FUNDS						
49200	CDA Successor Agency	0	0	0	0	153,800
49648	Computer Equipment Replacement	584,300	590,800	590,800	0	622,700
49656	Financial Info. Systems Capital	0	104,800	104,800	0	116,200
49649	Geographic Info.Systems	0	88,300	88,300	0	77,200

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
TRANSFERS TO OTHER FUNDS (CONT'D)						
49300	Landscape Zones Augmentation	$1,236,300	$245,400	$245,400	$0	$931,600
49660	Police Capital Projects	0	0	0	0	75,000
49286	Police Special Problems Section	737,414	0	0	0	0
49297	Retiree Medical Benefits	850,700	1,114,700	1,114,700	0	1,552,500
49600	Streets And Roads Program	0	525,300	525,300	0	673,000
49500	Debt Service	0	183,100	183,100	0	2,321,500
49750	Transit	2,693,019	2,900,800	2,213,800	687,000	2,868,900
49651	Vehicle Replacement	566,900	308,600	308,600	0	565,900
	Subtotal Transfers to Other Funds	6,668,633	6,061,800	5,374,800	687,000	9,958,300
	Total Expend. Net of Reimbursements	65,292,952	69,397,900	67,507,800	1,890,100	75,008,300
REIMBURSED EXPENDITURES & TRANSFERS IN						
45200	CDA Administration Fund	1,183,600	1,213,900	708,100	505,800	0
45201	CDA Housing Fund	1,051,300	842,700	491,600	351,100	0
45202	Local Housing Fund	130,600	0	0	0	0
45214	Public Education & Government Fund	0	0	0	0	34,600
45270	Lighting Maintenance District Fund	453,200	439,800	439,800	0	0
45290	CDBG Fund	97,847	60,500	60,500	0	85,300
45300	Landscape District No. 1	114,470	84,800	84,800	0	95,700
45700	Sanitation Fund	2,733,200	2,559,400	2,559,400	0	2,785,200
45651	Vehicle Replacement Fund	546,000	0	0	0	287,200
45750	Transit Fund	1,200,300	1,111,800	1,111,800	0	1,376,900

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REIMBURSED EXPENDITURES & TRANSFERS IN (CONT'D)						
45760	Waterworks District No. 8 Fund	$2,131,700	$2,043,000	$2,043,000	$0	$2,130,600
45803	Liability Insurance Fund	220,000	195,900	195,900	0	215,400
45805	Workers' Compensation Fund	756,900	2,451,500	2,451,500	0	566,000
45950	Economic Stabilization Trust Fund	0	0	0	0	2,893,000
	Subtotal Reimbursed Expenses	10,619,117	11,003,300	10,146,400	856,900	10,469,900
	Total General Fund Expenditures	$54,673,835	$58,394,600	$57,361,400	$1,033,200	$64,538,400

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 Successor Agency, the Simi Valley Library Board of Trustees, 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 2011-12 included: the continued coordination of legislative activity on a variety of issues during the State's legislative session regarding local government revenues and redevelopment activities; participation in several local and regional committees covering such issues as library services, water quality and supply, economic growth, transportation systems, and regional governance; establishment of the Simi Valley Municipal Library; the establishment of a process to address vacancies on the City Council; setting compensation for future City Council Members; coordination of the City Hall Expansion construction; coordination of the City Council Chamber audio-video equipment upgrade; establishment of the Community Projects Grant Program; the advancement of various sustainability efforts; and the coordination of special events and location filming permits such as Simi Valley Days and the Chamber of Commerce Street Fair.

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

In FY 2012-13, the City Manager's Office will continue to carry out a strategy that provides for the long-term fiscal stability of the organization, and maintaining service levels amid decreased revenue sources. Other activities will include management of the City Hall Expansion, establishing the Simi Valley Public Library as a City-managed facility, continuing with the process of dissolving the Simi Valley Community Development Agency in accordance with State legislation, press relations activities, labor negotiations, legislative and lobbying activities, special projects and events, and overseeing the City's sustainability programs. 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, a Retirement Health Savings Plan, 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 Americans with Disabilities Act issues, coordinating liability and property claims, purchasing property/casualty insurance, and recommending loss control strategies.

FY 2011-12 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 10th of the month.**

- Goal: Initiate recruitment services within five days of the City Manager/Deputy Director/Human Resources approval of department request. **Achievement: Initiated 33 requests within five days of approval.**

- Goal: Negotiate health insurance rates and renew contracts for health insurance by November 2011. **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. Reduced premium costs for life insurance by 26.75% and disability insurance (Management and Sworn groups) by 22.2% with a two-year rate guarantee.**

- Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2012. **Achievement: Completed open enrollment for health insurance and the Section 125 Plan, which included providing individual employee Benefit Summary Sheets.**

- 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.**

- Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions. **Achievement: An EAP lunchtime training session is pending the completion of a training needs assessment.**

- Provide employee relations support and policy clarification to City staff as needed. **Achievement: Provided employee relations support and policy clarifications to City Departments on a variety of subjects.**

- Provide employee benefits information and safety articles 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*.**

- Conduct a lunchtime training session regarding Social Security benefits. **Achievement: Due to staffing vacancies for more than seven months of the fiscal year, this objective was not accomplished.**

- Complete the Management Employee Manual. **Achievement: Due to staffing vacancies for more than seven months of the fiscal year, this objective was not accomplished. However, the Layoff and Re-Employment, and the Substance Testing for Safety-Sensitive Positions Policies of the Employee Manuals have been updated.**

- Conduct Supervisory/Management training. **Achievement: This goal is pending the analysis of the training needs assessment.**

- Provide a Citywide succession management program to strengthen and develop leadership and technical abilities at all employee levels of the organization. **Achievement: Staffing analyses have been conducted, and results are factored into departmental organization recruitment hiring decisions. A written plan to provide a formal succession strategy is in development.**

Other Accomplishments

- Initiated 33 recruitments, processed 1,484 employment applications, conducted 24 oral appraisal boards, and provided employment orientations to 22 new employees.

- Initiated a review and evaluation of the PERS Medical Insurance Program with the City's current insurance program in cooperation with employee groups. This included research, information gathering, and presentations to employee groups and retirees.

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

- Completed an internal I-9 audit of employees' right to work in the United States.

- Coordinated 18 Americans with Disabilities Act interactive processes with City employees.

- Completed the actuarial review of the Workers' Compensation Insurance Program.

- Tested the panic alarm systems at City facilities.

- Coordinated six employee investigations (four were conducted in-house and two were conducted by external investigators).

- Completed a successful Federal Transit Administration audit of the City's drug and alcohol testing program.

- Provided safety training for employees in safety-sensitive positions.

- Modified the City's Substance Testing for Safety-Sensitive Positions policy to reflect recent changes and provided training to the City's commercial drivers.

- Provided Reasonable Suspicion Training for supervisors of commercial drivers.

- Successfully represented the City in two unemployment hearings and two small claims court hearings.

- Chaired the City's Americans with Disabilities Act Compliance Committee and completed an Americans with Disabilities Act review for the Simi Valley Public Library building.

- Implemented modifications to the north entrance of the Senior Center in coordination with the City's Americans with Disabilities Act Committee.

- Upgraded Americans with Disabilities Act signage at the Senior Center, Cultural Arts Center, and Rail Station parking lot.

- Completed actuarial studies for the retiree benefits program in compliance with Governmental Accounting Standards Board (GASB) Statement No. 45.

- Implemented the Retirement Health Savings Plan for newly hired Sworn and Management employees.

- Conducted and completed a compensation study on Library staffing costs.

- Conducted nine Classification and Compensation studies.

- Chaired the City's 401(k) and 457 Deferred Compensation Committees.

- Updated the 401(k) and 457 Deferred Compensation Plan Documents in accordance with IRS regulations.

- Implemented the National League of Cities discount prescription drug program for Simi Valley residents.

FY 2012-13 Goals

- Initiate recruitment services within five days of City Manager/Deputy Director/Human Resources approval of department request.

- Process all health insurance billings and generate payment by the 15th of the month.

- Complete the Request for Proposal process and award a contract for the 401(k) Deferred Compensation program by September 1, 2012.

- Coordinate Health Insurance and Section 125 Plan open enrollment for coverages effective January 2013.

- Complete a review and evaluation of the PERS Medical Insurance Program with the City's current insurance program in cooperation with employee groups.

- Complete the biennial Ventura County Air Pollution Control District (APCD) employee transportation survey by May 2013.

- Conduct harassment training for all employees by May 2013.

- Provide support for the negotiations process with the General Unit, the Police Officers' Association, and the Simi Valley Police Management Association during Spring 2013.

- Meet with Management representatives to discuss potential changes to the Management Resolution by June 2013.

- Work with the Safety Advisory Committee on safety programs.

- Conduct Employee Assistance Program (EAP) brown bag lunchtime training sessions.

- Update Retiree Medical actuarial studies.

- Provide employee relations support and policy clarification to City staff as needed.

- Provide employee benefits information and safety articles to employees in conjunction with the City's monthly *Employee Newsletter*.

- Complete actuarial reviews of both the General Liability and the Workers' Compensation programs.

- Develop a supervisory/management training program to strengthen and develop leadership and technical abilities, and improve accountability of employees at all levels of the organization.

CITY CLERK

FY 2011-12 Goals and Achievements

- Coordinate activities associated with video streaming of City Council meetings and making City Council agendas, staff reports, and minutes available on-line. **Achievement: Coordinated on-line video streaming for 25 City Council meetings and made City Council agendas, staff reports, and minutes available on-line.**

- Maintain the Simi Valley Municipal Code and process amendments as adopted. **Achievement: Processed three Municipal Code supplements and worked with the Code publisher to ensure timely and accurate updates of the Code through the City's website.**

- Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings. **Achievement: Prepared and distributed 25 City Council/Special District agenda packets with a total of approximately 300 agenda items.**

- Attend City Council, Special District, Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date. **Achievement: Prepared approximately 375 pages of minutes and completed follow-up for 18 ordinances, 52 resolutions, and 97 contracts/ agreements.**

- Coordinate the filing of Campaign Finance Disclosure Statements. **Achievement: Processed filing of semi-annual statements pursuant to the Political Reform Act and updated filing logs.**

- Coordinate the filing of Conflict of Interest Statements to the Fair Political Practices Commission. **Achievement: Filed all Conflict of Interest Statements for elected and appointed officials, designated employees, and consultants by the April 1, 2012 deadline.**

- Prepare Candidate's Notebook and all documents relative to the November 2012 General Municipal Election. **Achievement: Prepared Candidate's Notebook and all relative documents for the November 2012 General Municipal Election.**

- Prepare and update the Maddy Act list and list of City Council appointed Boards, Commissions, and Committees. **Achievement: Updated the Maddy Act list and list of City Council appointed Boards, Commissions, and Committees.**

- Continue to coordinate implementation of the Citywide Records Management Program and records destruction activities. **Achievement: Coordinated and implemented a Citywide records destruction event.**

- Process Public Records Act requests, complaints, claims, bankruptcies, and subpoenas. **Achievement: Processed 67 Public Records Act requests, 6 complaints, 83 claims, 17 bankruptcies, and 38 subpoenas.**

- Coordinate the Passport Application Program. **Achievement: Processed 322 passport applications and responded to 996 passport information requests.**

Other Accomplishments

- Maintained audio, television, and recording equipment located in the City Council Chambers.
- Indexed over 475 records for a total of approximately 32,600 records since inception of the City's Records Management Program.
- Began posting the Maddy Act list on the City's website.
- Recruited an interview panel to select new members for the Citizens' Election Advisory Commission.
- Provided staff support to the Citizens' Election Advisory Commission.
- Processed Code of Ethics filings on an ongoing basis.

FY 2012-13 Goals

- Coordinate activities associated with video streaming and archiving of City Council meetings and making City Council agendas, staff reports, and minutes available on-line.
- Maintain the Simi Valley Municipal Code and process amendments as adopted.
- Prepare and distribute agenda packets for bi-monthly City Council/Special District meetings.
- Attend City Council, Special District, and Tri-Agency meetings; prepare minutes; and complete follow-up of meetings within two weeks of meeting date.
- Coordinate the filing of Campaign Finance Disclosure Statements.
- Coordinate the filing of Conflict of Interest Statements to the Fair Political Practices Commission.
- Prepare and update the Maddy Act list and list of City Council appointed boards, commissions, and committees. Provide updated lists for unsuccessful applicants seeking appointment to boards, commissions, and committees.
- Continue to coordinate implementation of the Citywide Records Management Program and records destruction activities.
- Process Public Records Act requests, complaints, claims, bankruptcies, and subpoenas.
- Coordinate the Passport Application Program.
- Coordinate all activities associated with the November 2012 General Municipal Election.

OFFICE OF ECONOMIC DEVELOPMENT

FY 2011-12 Goals and Achievements

- Goal: Provide the City Council/Board of Directors with recommendations from the Ad Hoc Permit Processing Review Committee regarding improving the City's various permitting processes, and implement recommendations as directed. **Achievement: Presented the City Council with**

recommendations from the Ad Hoc Permit Processing Review Committee, and implemented changes through amendments to the City's Development Code and through revisions to administrative processes and procedures.

- Goal: Initiate expanded outreach to areas outside Simi Valley to attract new business. **Achievement: Attracted numerous new commercial and industrial businesses to the City by providing economic demographics, assisting new businesses find locations in Simi Valley, and providing assistance with obtaining necessary permits from the City to open a new business. However, development of business attraction marketing material and outreach was placed on hold due to the loss of redevelopment funding.**

- Goal: Coordinate efforts with new owners of the Simi Valley Town Center for tenant attraction and possible redevelopment of the property. **Achievement: Met with the new owners of the Simi Valley Town Center multiple times regarding options to enhance the Simi Valley Town Center and special events to be held at the Simi Valley Town Center.**

Other Accomplishments

- Established a Business Development Advocate position to act as a liaison and ombudsman between businesses and the City's regulatory agencies, resulting in the assistance of dozens of businesses.

- Developed the City's Ad Hoc Permit Processing Review Committee to continue to identify and implement ways to improve the City's permitting processes and procedures.

FY 2012-13 Goals

- Continue work with the owners of the Simi Valley Town Center to assist their efforts in attracting new tenants and redeveloping the property.

- Continue to assist residents, businesses, and developers in their efforts to obtain City approval for development projects.

- Continue to market Simi Valley as an attractive place to relocate businesses from other locales and as a location to establish new businesses.

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ASSISTANT CITY CLERK

- Elections
- City Council Agenda
- Records Management
- Claims
- Passports

EXECUTIVE ASSISTANT

- Reimbursement/Travel Compliance
- City Council/City Manager Scheduling/Assignment

ADMINISTRATIVE SECRETARY

Government Affairs INTERIM ASSISTANT CITY MANAGER

- Legislation
- Transportation Coordination -VCTC
- Regional Planning -VCOG
- Labor Relations - Public Information
- Elections
- Intergovernmental Coordination
- Emergency Actions Coordination
- Human Resources Oversight
- Special Projects

DEPUTY DIRECTOR/ HUMAN RESOURCES

- Recruitment
- Position Budget Control
- Labor/Employee Relations
- Salary and Benefits Administration
- Workforce Diversity - Training
- Risk Management
- Employee Records
- City Hall Reception/Switchboard

Administration ASSISTANT CITY MANAGER

- Budget Oversight & Development
- Agenda Coordination
- City Clerk Functions
- IS Coordination
- Special Events Oversight
- Management/Administrative Audits
- Administrative Policies
- Fiscal Analysis
- Revenue/Expenditures Analysis
- Workload Analysis
- Capital Projects Budget Oversight

Economic Development ASSISTANT CITY MANAGER

- CDA Successor Agency
- Industrial/Commercial Development
- Economic Development
- Development Community Interface
- Chamber of Commerce
- Civic Center Projects
- Development Agreements
- Public Financing Authority
- Industrial Development Authority
- General Plan Coordination
- Business Advocacy
- Affordable Housing Policy
- Facilities Utilization
- Sustainability Oversight

CITY ADMINISTRATION

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$1,654,407	$1,806,900	$1,725,000	$81,900	$1,746,200
41020	Temporary Salaries	54,602	71,000	40,900	30,100	66,900
41040	Overtime	655	1,500	800	700	1,500
41200	Deferred Compensation - 401k	19,289	22,600	19,700	2,900	22,600
41210	Deferred Compensation - 457	1,955	1,900	2,000	(100)	2,000
41300	Vision Care	5,101	5,500	5,500	0	5,500
41350	Disability	14,300	17,600	13,500	4,100	13,400
41400	Group Ins/Health	290,788	342,700	297,700	45,000	330,300
41450	Life Insurance	6,202	7,300	5,600	1,700	5,400
41500	Group Ins/Dental	15,425	16,900	16,000	900	16,000
41600	Retirement/PERS	323,641	405,700	372,400	33,300	406,200
41610	Retirement/PARS	26,357	15,100	14,800	300	20,400
41650	Medicare	25,096	27,300	25,600	1,700	25,200
41660	FICA	3,293	5,100	3,200	1,900	28,200
41700	Workers' Compensation	45,900	49,300	49,300	0	67,800
41620	Retirement/HRA	1,457	2,400	3,400	(1,000)	7,200
	Subtotal - Personnel	2,488,468	2,798,800	2,595,400	203,400	2,764,800
SUPPLIES AND MATERIALS						
42230	Office Supplies	11,830	11,500	11,800	(300)	12,300
42420	Special Departmental Expense	22,366	21,000	21,000	0	62,900
42440	Memberships & Dues	1,159	2,200	2,600	(400)	4,000

CITY ADMINISTRATION (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2010-11	BUDGET 2012-13
SUPPLIES AND MATERIALS (CONT'D)						
42450	Subscriptions & Books	$531	$900	$700	$200	$1,800
42460	Advertising	24,173	30,000	26,600	3,400	27,700
42720	Travel, Conferences, Meetings	9,849	22,200	15,500	6,700	28,600
42730	Training	18,847	20,100	17,600	2,500	29,200
42790	Mileage	32,578	35,300	32,400	2,900	32,400
	Subtotal - Supplies/Materials	121,333	143,200	128,200	15,000	198,900
SERVICES						
44010	Professional/Special Services	96,904	247,700	246,800	900	461,700
44310	Maintenance of Equipment	504	500	500	0	500
44490	Other Contract Services	0	0	0	0	5,000
	Subtotal - Services	97,408	248,200	247,300	900	467,200
	Subtotal Current Expenses	218,741	391,400	375,500	15,900	666,100
	Total	$2,707,209	$3,190,200	$2,970,900	$219,300	$3,430,900

CITY ADMINISTRATION
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
City Manager:			
City Manager	1.0	1.0	1.0
Assistant City Manager	2.0	2.0	2.0
Executive Assistant	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Administrative Officer	0.0	1.0	1.0
Senior Management Analyst	0.0	1.0	1.0
SUBTOTAL	5.0	7.0	7.0
Human Resources:			
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
Human Resources Analyst	1.0	1.0	1.0
Senior Human Resources Technician	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0
Secretary	1.0	1.0	1.0
SUBTOTAL	9.0	9.0	9.0

CITY ADMINISTRATION
AUTHORIZED POSITIONS (CONT'D)

REGULAR POSITIONS (Cont'd.)	FY 2010-11	FY 2011-12	FY 2012-13
City Clerk Services:			
Assistant City Clerk	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	0.0	0.0	1.0
Clerk II	1.0	1.0	0.0
SUBTOTAL	4.0	4.0	4.0
TOTAL - REGULAR POSITIONS	18.0	20.0	20.0
TEMPORARY POSITIONS: (Note 1)			
Human Resources:			
Work Experience/Clerical	1.0	1.0	1.0
TOTAL - TEMPORARY POSITIONS	1.0	1.0	1.0
TOTAL - CITY ADMINISTRATION POSITIONS	19.0	21.0	21.0

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

CITY ATTORNEY

The City Attorney's Office renders professional legal advice to the City of Simi Valley, the Ventura County Waterworks District No. 8, the Simi Valley 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 2011-12 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 411 staff reports, contracts, and other writings.**

- Goal: Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents. **Achievement: Provided timely responses, legal review, legal opinions, and recommendations regarding approximately 385 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 prepared and obtained City Council approval of ordinances relating to the regulation and licensing of massage establishments and practitioners and regulations for commercial adult filming. Staff also assisted other departments in developing and revising several ordinances and resolutions.**

- Goal: Provide departments with current legislative information and court decisions that may have a direct impact on the interpretation of law. **Achievement: This continues to be accomplished on an ongoing basis as new laws are adopted and the State and Federal courts decide cases impacting the City.**

- Goal: Provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works contracting, affordable housing, and municipal elections. **Achievement: Continued to participate and provide legal advice when appropriate and as requested at City Council, Planning Commission, subcommittee, and advisory committee meetings.**

- Goal: Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials. **Achievement: During the fiscal year, the City was served with six new lawsuits. City Attorney's Office staff is currently litigating two cases. Six other cases are being handled by individual attorneys or firms selected for their expertise in the area of law pertaining to each specific lawsuit. Two cases are scheduled to go to trial in 2012.**

- Goal: Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial. **Achievement: City Attorney's Office staff prosecuted 171 cases originating from criminal citations cited by the Police Department and code enforcement violations brought by the Community Services Department. The City was represented in 7 criminal cases that went to trial. The Police Department was also represented on 2 Pitchess Motions.**

- Goal: Conduct thorough investigations of claims filed against the City to identify claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies. **Achievement: A total of 58 claims were filed, of which 42 were denied. Of the remaining claims, 7 were settled and 9 are currently being reviewed for final determination.**

- Goal: Evaluate claims and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within the City Attorney's settlement authority or request City Council approval. **Achievement: Resolved 20 claims and 4 lawsuits in the most cost effective terms available to the City.**

- Goal: Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code. **Achievement: City Staff was regularly provided with updated materials and memoranda relative to C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.**

Other Accomplishments

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

- Held a Panhandling Forum with Police Department Officers/Personnel.

- Rewrote the standard Telecommunications License Agreement for Waterworks District No. 8.

- Did extensive writing and review of the Draft General Plan Update, the Environmental Impact Report, and the other associated documents.

FY 2012-13 Goals

- Continue emphasis on preventative law through timely legal review of staff reports for City Council and Planning Commission meetings.

- Continue emphasis on preventative law through the review of City contracts, agreements, and other City documents.

- Respond to City Council and staff concerns with respect to existing ordinances and, as requested, implement amendment to or adoption of new ordinances.

- Provide departments with current legislative information and court decisions that may have a direct impact on the interpretation of law.

- Provide legal advice in the areas of planning, zoning, environmental assessments, subdivisions, public works contracting, affordable housing, and municipal elections.

- Provide defense of civil actions brought against the City by conducting investigations, managing discovery, and skillfully preparing for arbitrations, mediations and trials.

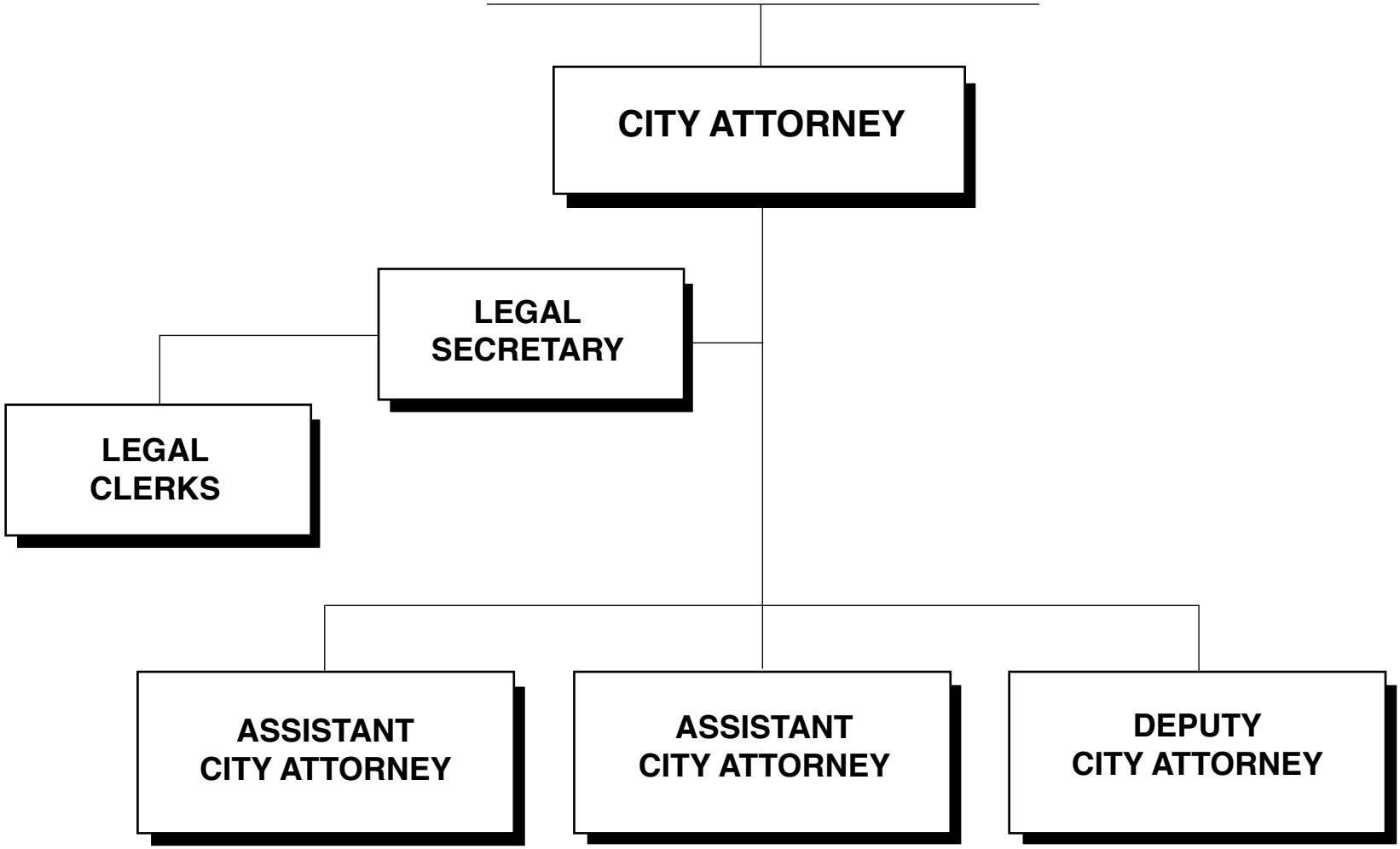
- Prosecute municipal code violations and criminal matters on behalf of the City in order to effect enforcement of the Simi Valley Municipal Codes and, when necessary, prepare these cases for trial.

- Conduct thorough investigations of claims filed against the City to identify claims that should be rejected due to lack of merit or returned due to late filings or insufficiencies.

- Evaluate claims and civil lawsuits to determine where City liability issues may exist, assess damages and, when settlements are appropriate, initiate settlements within the City Attorney's settlement authority or request City Council approval.

- Continue to update and disseminate guidebooks and memos to staff on issues such as C.E.Q.A., the Political Reform Act, the Brown Act, the Map Act, and the Government Code.

SIMI VALLEY CITY COUNCIL



- Personnel/Labor
- Police Department
- Public Records Act
- Public Works Contracts
- Elections
- Workers' Compensation
- Code Enforcement

- Planning Division
- Planning Commission
- Housing Programs
- Tort Claims Act
- Civil Litigation
- Subpoenas

CITY ATTORNEY

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$637,288	$677,200	$603,000	$74,200	$611,700
41020	Temporary Salaries	10,083	0	3,300	(3,300)	20,000
41040	Overtime	0	100	0	100	100
41200	Deferred Compensation - 401k	5,230	5,300	5,200	100	5,300
41210	Deferred Compensation - 457	391	400	400	0	200
41300	Vision Care	1,274	1,400	1,200	200	1,300
41350	Disability	6,685	7,100	5,500	1,600	5,000
41400	Group Ins/Health	53,703	62,100	54,100	8,000	58,400
41450	Life Insurance	1,497	1,800	1,200	600	1,300
41500	Group Ins/Dental	4,229	4,300	3,900	400	3,800
41600	Retirement/PERS	130,413	153,100	143,600	9,500	140,900
41610	Retirement/PARS	8,669	6,500	4,700	1,800	7,800
41650	Medicare	7,124	9,500	8,200	1,300	8,700
41660	FICA	637	0	0	0	0
41700	Workers' Compensation	17,600	17,900	17,900	0	26,000
41620	Retirement HRA	2,103	2,400	2,400	0	4,800
	Subtotal - Personnel	886,926	949,100	854,600	94,500	895,300
SUPPLIES AND MATERIALS						
42230	Office Supplies	1,339	2,300	2,000	300	2,300
42440	Memberships & Dues	1,970	2,100	2,000	100	2,100
42450	Subscriptions & Books	8,185	8,400	7,800	600	8,000
42720	Travel, Conferences, Meetings	2,371	2,100	1,000	1,100	1,500
42730	Training	2,823	4,700	2,400	2,300	3,000
42790	Mileage	7,374	9,100	8,200	900	10,100
	Subtotal - Supplies/Materials	$24,062	$28,700	$23,400	$5,300	$27,000

CITY ATTORNEY (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SERVICES						
44010	Professional/Special Services	$15,783	$17,300	$16,600	$700	$18,100
	Subtotal - Services	15,783	17,300	16,600	700	18,100
	Subtotal Current Expenses	39,845	46,000	40,000	6,000	45,100
	Total	$926,771	$995,100	$894,600	$100,500	$940,400

CITY ATTORNEY
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
City Attorney	1.0	1.0	1.0
Senior Assistant City Attorney	1.0	1.0	0.0
Assistant City Attorney	0.0	0.0	2.0
Deputy City Attorney	2.0	2.0	0.0
Legal Secretary	1.0	1.0	1.0
SUBTOTAL	5.0	5.0	4.0
PART-TIME POSITIONS: (Note 1)			
Deputy City Attorney	0.0	0.0	0.8
Legal Clerk	1.0	1.0	1.0
SUBTOTAL	1.0	1.0	1.8
TOTAL - CITY ATTORNEY POSITIONS	6.0	6.0	5.8

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

CUSTOMER SERVICES

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

FY 2011-12 Goals and Achievements

- Process all utility bills within three working days of receipt of billing data from the Department of Public Works. **Achievement: Processed all 190,325 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. **Achievement: Processed all 389 parking citation dismissal requests within three days of receipt.**

- Process all utility billing, parking citation, business tax and misc. accounts receivable payments within two workdays of receipt of payment. **Achievement: Processed all utility billing, parking citation, and business tax payments within one workday of receipt of payment.**

- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices. **Achievement: Processed all accounts receivable items on monthly basis 100% of the time.**

- Prepare and complete Public Water System Statistics Report for calendar year 2010. **Achievement: Submitted the report to the California Department of Water Resources by the required due date.**

Other Accomplishments

- Coordinated and processed 37 special event applications and 43 location filming requests.

- Implemented the Safer Sex in the Adult Film Industry Ordinance.

- Processed 92 permit applications and 1,460 parking citation billings for the Police Department.

- Processed 2,273 new applications for water service and 2,270 requests to terminate water service for Waterworks District No. 8 within two days of receipt of a request.

- Processed 298 water service orders for Waterworks District No. 8.

- Developed and implemented the 2012 Business Tax Waiver Program and online Business Tax Payment portal on the City's website.

- Coordinated the Parking Citation Administrative Remedies Program that allowed eight low-income persons who are homeless or at-risk of homelessness to provide community service in lieu of payment of 16 parking citation fines, generating 56 hours of community service for local community groups.

- Assisted customers with questions regarding the Waterworks District No. 8 online bill payment program and three-tiered billing rate program.

- Processed accounts receivable invoices on a monthly basis and provided follow-up collection of unpaid invoices.

FY 2012-13 Goals

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

- Process all parking citation dismissal requests within three days from receipt of request.

- Process all utility billing, parking citation, business tax and miscellaneous accounts receivable payments within two workdays of receipt of payment.

- Process accounts receivable for all City Departments on a monthly basis, including follow-up and collection of unpaid invoices.

FISCAL SERVICES

The Fiscal Services Division is responsible for the accounting and financial reporting functions for all City funds, including the Community Development Agency, the Successors to the Community Development and Housing Agencies 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 (CDA), State Controller's Reports, and the Statements of Indebtedness. The Division is responsible for coordinating financial audits and providing compliance oversight for Federal Transportation Administration and Police Department grants.

FY 2011-12 Goals and Achievements

- Goal: Process all City accounts payable checks within the City's "net 30" policy, on a bi-weekly basis. **Achievement: Processed the City's accounts payable checks within 30 days, on a bi-weekly basis.**

- Goal: Process payroll for all City employees on a bi-weekly basis. **Achievement: Processed the City's bi-weekly payroll on a timely basis.**

- Goal: Process month-end closing transactions on a monthly basis. **Achievement: Processed month-end closing transactions, 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, 2011. **Achievement: Completed the Statements of Indebtedness for each Community Development Agency project area by the scheduled deadline.**

- Goal: Prepare and complete the State Controller's Reports by October 18, 2011. **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, 2011. **Achievement: Completed the annual financial audit and CAFR by the scheduled deadline.**

- Goal: Process and complete the CDA Annual Report by December 31, 2011. **Achievement: Completed the Community Development Agency Annual Report by the scheduled deadline.**

- Publish the City's summarized financial data in compliance with California Government Code Sections 40804 - 40805. **Achievement: Published the City's summarized financial data by the required deadline.**

- Goal: Coordinate the ongoing trust fund cleanup project with all City departments and publish a list of unclaimed property by May 1, 2012. **Achievement: Coordinated the trust fund cleanup with City departments and published the list of unclaimed funds prior to June 30, 2012.**

Other Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement award for Excellence in Financial Reporting for the FY 2010-11 Comprehensive Annual Financial Report.

- Coordinated an independent audit of the Local Transportation Development Act for Articles 3 and 8a, and the Proposition 1B Fund.

- Computed the Community Development Agency loan repayment to the General Fund and Lighting Maintenance District.

- Coordinated an independent audit of Gas Tax Street Improvement and Traffic Congestion Relief Funds.

- Coordinated the January 31, 2012 closeout audit for dissolution of the Community Development Agency.

FY 2012-13 Goals

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

- Process bi-weekly payroll for all City employees on a timely basis.

- Process month-end closing transactions on a monthly basis.

- Prepare and complete the State Controller's Reports due in October 2012.

- Complete the annual financial audit and prepare the Comprehensive Annual Financial Report (CAFR) by December 31, 2012.

- Prepare and complete the Community Development Agency Successor Agency/Housing Successor Agency Annual Report by December 31, 2012.

- Publish the City's summarized financial data in compliance with California Government Code Sections 40804-40805.

- Coordinate the annual Single Audit of Federal Expenditures in compliance with OMB circular A-133 by March 31, 2013.

- Coordinate the ongoing trust fund cleanup project with all City departments; publish a list of unclaimed funds by May 1, 2013.

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 2011-12 Goals and Achievements

- Replace or upgrade 20-year-old Uninterruptible Power Systems at City Hall, Public Works, Waterworks and the Transit maintenance facilities by October 2011. **Achievement: Replaced the Uninterruptible Power System at the Public Services Center and Transit Maintenance Facility; new systems have been designed for City Hall.**

- Assist with implementation of Police Department technology projects. **Achievement: Lead the implementation of a vehicle license plate reader that is mounted in a squad car, upgrades to the COGNOS reporting tools and upgrades to the Versaterm records management system.**

- Assist with implementation of new Heating, Ventilating, and Air Conditioning (HVAC) systems at City Hall. **Achievement: Assisted with Air Conditioning implementation to ensure that the building management system is on the network and able to function as designed.**

- Select and implement new permitting software by December 2011. **Achievement: Gathered specifications to be included in RFP for software selection.**

- Implement green energy recommendations as outlined in a Southern California Edison grant by Fall 2011. **Achievement: Virtualized 12 additional computer servers and specified a Uninterruptible Power System that is more energy efficient.**

- Develop and update business continuity and disaster recovery plan for the City's critical systems. **Achievement: Planned activities to mirror the email and file server to the stand-by data center located at the Public Services Center upon completion of the Microsoft upgrade.**

Other Accomplishments

- Worked with City Manager's office to define technology requirements for the new City Library; specified and outlined budgets for computer reservation, website, Internet connectivity and other services.

- Worked with City Manager's office to define technology requirements for the City Hall expansion regarding cabling

designs and relocated fiber optic cables outside the construction area in anticipation of new construction.

- Revamped the computer network tape backup system to provide additional capacity and functionality and negotiated a new license structure that saved the City 40% over the prior license structure.

- Created new interface between SAP and CALPers to facilitate automatic transfer of data to CALPers upgraded systems.

- Evaluated and implemented desktop management suite to gain better control, security and reliability of the desktop computers.

- Implemented 16 new mobile terminals in police cars replacing obsolete ones.

- Implemented a new wireless network in the police garage replacing the obsolete system.

- Assisted in the selection and lead the implementation of 'SpatialWave' software for Waterworks, which facilitates tracking and scheduling routine maintenance of field equipment.

- Worked with the Oxnard Police Department to implement a paperless system in Simi Valley's Police Department to automate tracking pawnshop inventory.

- Negotiated a contract with Time Warner for continued cable TV service.

- Upgraded the City's computer firewalls to the latest version of software without any interruption to the systems or users.

- Implemented new computer racking systems in Public Works, Police Department and City Hall data centers.

- Upgraded COGNOS with zero downtime to improve the extraction of reports from the Computer Aided Dispatch and Records Management Systems.

- Improved electrical conditioning and grounding in the City Hall and Police Facility computer rooms.

FY 2012-13 Goals

- Replace or upgrade 20-year-old Uninterruptible Power Systems at City Hall by October 2012.

- Assist with implementation of Police Department technology projects.

- Select and implement new permitting software by December 2012.

- Provide necessary connections and computer systems to accommodate the City Hall expansion and related staff moves by January 2013 for Phase I and March 2013 for Phase II.

- Implement green energy recommendations as outlined in a Southern California Edison green energy grant by Fall 2012.

- Develop and update the business continuity and disaster recovery plan for the City's critical systems by Spring 2013.

SUPPORT SERVICES

The Support Services Division is responsible for providing centralized support services to the City's operating Departments. The services provided are as follows: oversee the City's purchasing program, review City contracts, provide printing and graphics services, plan and furnish City office spaces, administer the central

office supplies program, deploy and maintain office equipment, provide telecommunications and radio communications services, provide City-wide mail and messenger services, dispose of surplus equipment, and manage the Financial Information System (FIS) Materials Management Module.

FY 2011-12 Goals and Achievements

- Complete and adopt an Environmentally Preferred Purchasing Policy by July 2011. **Achievement: Policy completed and distributed to City Departments in July 2011.**

- Award a contract for maintenance of City's telephone system by September 2011. **Achievement: Contract awarded in August 2011.**

- Complete software upgrade to the City's telephone system by December 2011. **Achievement: Software upgrade project completed in May 2012.**

- Complete the Phase II upgrade to the City's two-way radio system interoperability by December 2011 to meet Federal requirements. **Achievement: Combining the Phase I and Phase II upgrade with Phase III so that the entire project can be completed by December 2012.**

- Award a contract for replacement copiers by June 2012. **Achievement: Contract awarded by June 2012.**

Other Accomplishments

- Designed and produced flyers, ads, signs, banners, and posters for the Living Green Expo and the Going Green/Does Your Business Choose Green Program.

- Designed and produced print materials for programs to assist small businesses in Simi Valley including the Small Business Forum, Façade Renovation Program, and a Small Business Resource Guide brochure.

- Completed upgrades to City's two-way radio system including providing displays for Transit's consolettes, upgrading City equipment to accommodate Ventura County Fire/Sheriff radio system upgrade, and annual software upgrade provided by Motorola.

- Completed contract extension for servicing the emergency generator equipment for the City's two-way radio system.

- Installed 170 upgraded telephone sets throughout the City during the Fiscal Year.

FY 2012-13 Goals

- Award a contract for maintenance of City's telephone system by September 2012.

- Complete the upgrade to the City's two-way radio system interoperability by December 2012 to meet Federal requirements.

- Complete the contract renewal process with the California Highway Patrol for leased space for City two-way radio transmission equipment by February 2013.

- Provide office furnishings, office equipment, and telecommunications services for the City Hall Expansion Project by January 2013 for Phase I, and March 2013 for Phase II.

- Award a contract for replacement print shop copiers by May 2013.

- Complete decommissioning activities for furnishings and telecommunications in the Environmental Services section of the Development Services Building by May 2013.

TREASURY SERVICES

The Treasury Services Division is responsible for managing the City's investment program; debt administration, including compliance with Federal arbitrage rebate regulations and the Securities and Exchange Commission's continuing disclosure requirements; banking services and relationships; the annual update to the Statement of Investment Policy; the Schedule of Service Charges; and State-mandated Cost Recovery (SB 90) claims.

FY 2011-12 Goals and Achievements

- Goal: Achieve an average rate of return on the investment of City funds that exceeds the City's benchmark (50% Local Agency Investment Fund and 50% 1-Year Constant Maturity Treasury). **Achievement: Achieved a weighted average rate of return through March 2012 of 1.0% versus 0.38% for the Local Agency Investment Fund and 0.29% for the City's benchmark.**

- Goal: Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments. **Achievement: Actively managed the City's cash by investing all available funds in Local Agency Investment Fund, U.S. Treasuries, U.S. Government Agency securities, Public Funds Interest Checking, and the California Asset Management Program.**

- Goal: Prepare a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review. **Achievement: Presented a Monthly Investment Report and a Quarterly Trustee Investment Report for City Council review, and a Quarterly Investment Activity Report for City Manager review that analyzed monetary policies and economic trends impacting the City's investment strategy.**

- Goal: Complete annual compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues. **Achievement: Completed compliance requirements.**

- Goal: Prepare the annual update to the Statement of Investment Policy, submit the Policy for City Council approval, and submit the Policy to the Association of Public Treasurers of the United States and Canada for certification after City Council approval. **Achievement: Prepared and submitted the annual update to the Statement of Investment Policy on schedule.**

- Goal: Provide bond administration, including payment requisitions, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements. **Achievement: Completed bond administration for all bond issues as needed during the fiscal year.**

- Goal: Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2011. **Achievement: Completed and submitted State-Mandated Cost Recovery (SB 90) claims in January 2011.**

Other Accomplishments

- Provided administrative support for the levy of special taxes for the Community Facilities District (CFD) 2004-1 (Simi Valley Town Center Project) and the levy of assessments for Assessment District (AD) 98-1 Madera Royal and AD 89-1 Royal Corto for FY 2011-12.

FY 2012-13 Goals

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

- Continue to actively manage the City's cash assets by continuously investing all cash resources not immediately required for disbursement in very conservative, secure investments.

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

- Complete the annual compliance requirements with respect to the Securities and Exchange Commission Rule 15c2-12(b)(5) for all applicable bond issues.

- Prepare the annual update to the Statement of Investment Policy, submit the Policy to the City Council for approval, and submit the Policy to the Association of Public Treasurers of the United States and Canada for certification after City Council approval.

- Provide bond administration, including payment requisitions, tax roll levies, timely debt service payments, and payoff calculations as required on all bonds, arbitrage rebate compliance calculations, and reporting requirements.

- Coordinate the preparation and submittal of the State-Mandated Cost Recovery (SB 90) claims by January 2012.

- Coordinate the review and update of the Schedule of Service Charges based on current personnel hourly billing rates, material and rental costs, equipment usage costs, and indirect costs rates pending determination and finalization of the impact of California Proposition 26.

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 2011-12 Goals and Achievements

- Goal: Maintain the Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims. **Achievement: Updated the Workers' Compensation Procedure Manual as changes occurred in the law.**

- Goal: Continue to conduct regular meetings with Departments to review the status of open claims. **Achievement: Conducted quarterly claims review meetings with each Department.**

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

Other Accomplishments

- Processed 72 new Workers' Compensation claims.
- Closed 56 Workers' Compensation claims.
- Hosted four Workers' Compensation training seminars.
- Reviewed all the adjudicated claims and sent letters to all the medical providers in order to establish the five-year statute of limitations regarding any outstanding liens.
- Reviewed all open claims to establish which claims have potential exposure for excess coverage.

FY 2012-13 Goals

- Maintain the Workers' Compensation Procedure Manual to assist staff with adjusting the workers' compensation claims as well as including procedures written by both claims examiners.
- Continue to maintain a high level of customer service and an open door policy to injured workers by all staff members to ensure that all injured workers are aware of their entitlements.
- Continue to conduct regular meetings with Departments to review the status of open claims.
- Continue ongoing educational training in-house mandated by the California Insurance Code for all Workers' Compensation staff.
- Resolve all liens of record in-house and prepare memos for approval to resolve the liens.

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. 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 2011-12 Goals and Achievements

- Goal: Prepare and submit for City Council action the Annual Budget and Five-Year Capital Improvement Program (CIP) by June of each year, including preparation of the City's *Gann Limit* calculation. **Achievement: Assisted the City Manager's Office in completing the annual budget, capital improvement program, and Gann Limit calculation in June 2011.**
- Goal: Complete the First Quarter and Mid-Year Financial Reports for FY 2011-12 for submittal to the City Council by November 2011 and February 2012 respectively. **Achievement: The First Quarter and Mid-Year Financial Reports were approved by the City Council on December 12, 2011 and February 27, 2012, respectively.**
- Goal: Update the Cost Allocation Plan for the FY 2012-13 budget process by March 2012. **Achievement: Updated the Cost Allocation Plan in November 2011.**

- Coordinate technology enhancements and training with City Departments. **Achievement: Coordinated implementation of online billpay for Business Tax renewals, implemented the City's social media presence (pending policy approval), and implemented network conversion to Microsoft. Received the Digital City's Survey Award by placing 5th in the nation for technology initiatives for the second year in a row.**

- Goal: Provide ongoing Financial Information System training in Financial Reporting. **Achievement: Provided one-on-one training throughout the fiscal year.**

Other Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Operational Budgeting* for the City's FY 2011-12 Annual Budget.

- Received the California Society of Municipal Finance Officers (CSMFO) *Excellence in Capital Budgeting* for the City's FY 2011-12 Capital Improvement Program.

- Provided management oversight for Financial Information System enhancements.

- Provided management and oversight for the Edison Energy Monitoring grant.

- Provided management and oversight for the Edison Energy Management Strategic Plan Strategies grant.

- Coordinated the City's Blood Drive and assisted with the City's United Way Campaign.

FY 2012-13 Goals

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

- Submit the First Quarter and Mid-Year Financial Reports for FY 2012-13 to the City Council in November 2012 and February 2013, respectively.

- Update the Cost Allocation Plan for the FY 2013-14 budget process by November 2012.

- Provide ongoing Financial Information System training.

- Coordinate technology enhancements and training with City Departments.

- Complete the Edison grant projects and close out reports by November 2012.

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ADMINISTRATIVE SERVICES
Director

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

ADMINISTRATIVE SECRETARY
- Administrative Support
- Travel Management
- Special Programs

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

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

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

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

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

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

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DEPARTMENT OF ADMINISTRATIVE SERVICES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$2,544,127	$2,903,400	$2,896,000	$7,400	$2,857,600
41040	Overtime	3,142	2,300	1,800	500	2,300
41050	Outside Assistance	21,247	34,800	0	34,800	30,000
41200	Deferred Compensation - 401k	21,867	24,700	24,900	(200)	24,500
41210	Deferred Compensation - 457	1,350	2,800	1,600	1,200	2,800
41300	Vision Care	7,165	8,000	8,100	(100)	7,900
41350	Disability	24,861	28,800	27,400	1,400	21,900
41400	Group Ins/Health	395,929	493,100	470,200	22,900	467,300
41450	Life Insurance	7,876	9,200	8,700	500	6,900
41500	Group Ins/Dental	26,425	29,700	29,800	(100)	29,300
41600	Retirement/PERS	508,179	642,200	644,200	(2,000)	640,900
41610	Retirement/PARS	7,122	6,200	5,500	700	6,200
41650	Medicare	34,381	42,200	39,200	3,000	41,800
41700	Workers' Compensation	68,500	76,300	76,300	0	111,800
41620	Retirement HRA	996	0	2,400	(2,400)	7,300
41860	Salary Reimbursements	0	0	0	0	(70,000)
41900	Personnel Savings	0	(53,200)	MET	(53,200)	(53,200)
	Subtotal - Personnel	$3,673,167	$4,250,500	$4,236,100	$14,400	$4,135,300

DEPARTMENT OF ADMINISTRATIVE SERVICES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS						
42200	Computers (Non-Capital)	$534	$0	$0	$0	$0
42230	Office Supplies	6,049	8,600	7,900	700	6,800
42440	Memberships & Dues	2,735	3,200	2,600	600	3,300
42450	Subscriptions & Books	830	1,600	1,500	100	1,900
42460	Advertising	178	300	300	0	200
42560	Operating Supplies	7,602	5,000	4,100	900	5,000
42720	Travel, Conferences, Meetings	1,217	3,900	3,500	400	10,500
42730	Training	43,106	35,700	32,300	3,400	15,900
42790	Mileage	8,464	9,300	8,300	1,000	9,300
	Subtotal - Supplies/Materials	70,715	67,600	60,500	7,100	52,900
SERVICES						
44010	Professional/Special Services	131,447	172,000	149,500	22,500	183,100
44310	Maintenance of Equipment	540,049	555,000	555,000	0	539,500
	Subtotal - Services	671,496	727,000	704,500	22,500	722,600
	Subtotal Current Expenses	742,211	794,600	765,000	29,600	775,500
	TOTAL	$4,415,378	$5,045,100	$5,001,100	$44,000	$4,910,800

DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Administration:			
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
Customer Services: (Note 1)			
Fiscal Services:			
Deputy Director/Fiscal Services	1.0	1.0	1.0
Accounting Supervisor	1.0	0.0	0.0
Senior Accountant	1.0	1.0	1.0
Staff Accountant	1.0	2.0	2.0
Accounting Specialist	1.0	1.0	1.0
Accounting Technician	5.0	5.0	5.0
SUBTOTAL	10.0	10.0	10.0
Treasury Services:			
Treasury Officer	1.0	1.0	1.0
SUBTOTAL	1.0	1.0	1.0

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

DEPARTMENT OF ADMINISTRATIVE SERVICES
AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
Information Services:			
Deputy Director/Information Services	1.0	1.0	1.0
SAP Applications Support Analyst	1.0	0.0	0.0
Enterprise Systems Analyst	0.0	4.0	4.0
Senior Information Services Analyst	3.0	3.0	3.0
Geographic Information Systems Coordinator	1.0	1.0	1.0
Information Services Analyst II	5.0	3.0	3.0
Information Services Analyst I	3.0	3.0	3.0
SUBTOTAL	14.0	15.0	15.0
Support Services:			
Deputy Director/Support Services	1.0	1.0	1.0
Senior Management Analyst	2.0	1.0	1.0
Communication Systems Coordinator	0.0	1.0	1.0
Graphics Media Coordinator	1.0	1.0	1.0
Printer	1.0	1.0	1.0
Graphics/Support Services Technician	1.0	1.0	1.0
Support Services Worker	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
SUBTOTAL	8.0	8.0	8.0
TOTAL REGULAR POSITIONS	36.0	37.0	37.0

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.

CITIZEN SERVICES DIVISION

This Division is comprised of five program areas: Code Enforcement, Waste/Franchise Services, Neighborhood Councils, Citizen Advisor and Crossing Guards.

The Code Enforcement Section enforces municipal ordinances, conditions, and permits, including violations of the Development Code, and 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 business tax delinquencies, encroachments, special events, and Social Host violations.

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

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

The Citizen Advisor program provides citizens with helpful information and referral to local government and non-profit resources to assist with a wide variety of needs, including referral to City and government services, landlord/tenant issues, neighbor concerns, homeless services, social services, and consumer resources.

The Crossing Guard program provides for the safety of elementary school pedestrians at select intersections.

CODE ENFORCEMENT

FY 2011-12 Goals and Achievements

- Goal: Continue to refine programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts. **Achievement: Initiated and participated in seven meetings and three office conferences with the City Attorney's Office, the Department of Environmental Services Planning and Building & Safety Divisions, other City Departments, County Agencies, and the public to increase efficiency and effectiveness of resolving code violations.**

- Goal: Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases. **Achievement: Referred 25 potential life and safety cases to the Department of Environmental Services from July 2011 through March 2012.**

- Goal: Work with the City Attorney's Office and Police Department to identify and process violations of the Social Host Ordinance. **No violations of the Social Host Ordinance were received from the Police Department.**

- Goal: Continue to respond to violations of the Municipal Code, including Development Code-related violations. **Achievement: Responded to over 1,176 violations of the Municipal Code, which resulted in $12,170 in permits, civil fines, and court adjudicated fines from July 2011 through March 2012.**

- Goal: Continue to respond to complaints and also proactively identify abandoned shopping carts. **Achievement: Responded to 42 abandoned shopping cart complaints, and proactively identified 206 abandoned shopping carts causing the removal of 248 carts from the public rights-of-way and on private property from July 2011 through March 2012.**

- Goal: Continue the Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs. **Achievement: Abated 281 cases of trash accumulation, trash receptacles visible from the public rights-of-way, and open storage from private property; inspected 114 commercial, industrial, and residential properties for property and landscape maintenance violations; and inspected 313 parcels containing tumbleweeds, weeds, and debris from July 2011 through March 2012.**

Other Accomplishments

- Processed and forwarded four Requests for Formal Complaint regarding violations of the Municipal Code to the City Attorney's Office from July 2011 through March 2012.

- Responded to 860 sign ordinance violations on private property from July 2011 through March 2012.

- Coordinated with the Department of Environmental Services in presenting information for three staff reports to the City Council regarding review of the short-term increase to the number and duration of temporary commercial signs, consideration of proactive temporary sign enforcement, weekend enforcement for signs and illegal vendors, an update on the business community outreach related to temporary commercial signs, and the use of artificial turf in residential areas of the City.

- Implemented weekend enforcement of egregious illegal temporary signs and solicitors.

FY 2012-13 Goals

- Continue to refine programs and assist with updating local ordinances and codes to increase the efficiency and effectiveness of compliance efforts.

- Work with Environmental Services and other Departments to proactively identify and report potential life and safety cases.

- Continue to respond to violations of the Municipal Code, including Development Code-related violations.

- Continue to respond to complaints and also proactively identify abandoned shopping carts.

- Continue to proactively identify and process cases of violations of landscape conditions for commercial properties.

- Continue the Trash Abatement, Property Maintenance, and Public Nuisance Abatement Programs.

WASTE/FRANCHISE SERVICES

FY 2011-12 Goals and Accomplishments

- Goal: 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. **Achievement: Submitted a report to the State indicating that the City had achieved a 72% waste diversion rate for calendar year 2010.**

- Goal: Continue administering the solid waste franchises, submit a report to the City Council on the performance of the franchisees, and review the discard service rates by December 2011. **Achievement: Processed a rate adjustment and franchise performance review at a City Council public hearing in November 2011.**

- Goal: Continue administering the State franchises of Time Warner and AT&T operating in Simi Valley, and oversee operation of the City's government access channel. **Achievement: Monitored Time Warner and AT&T franchises and maintained operations of the City's government channel.**

- **Goal:** Continue oversight and administration of the City's contract with the County of Ventura for Animal Services. **Achievement: Administered the Animal Services Agreement with the County of Ventura, and processed a Supplemental Agreement for leash law and licensing services.**

FY 2012-13 Goals

- Submit the City's AB 939 Annual Report to the State on waste diversion goal progress and maintain compliance with diversion requirements and program implementation.

- Continue administering the solid waste franchises, submit a report to the City Council on the performance of the franchisees, and review the discard service rates by December 2012.

- Continue administering the State franchises of Time Warner and AT&T operating in Simi Valley, and oversee operation of the City's government access channel.

- Continue oversight and administration of the City's contract with the County of Ventura for Animal Services.

NEIGHBORHOOD COUNCILS

FY 2011-12 Goals and Achievements

- Goal: Effectively facilitate the policy and development review process at Neighborhood Council meetings through coordination with City Departments and project applicants. **Achievement: Coordinated with Environmental Services staff and project applicants to facilitate 14 development project reviews and recommendations from the**

Neighborhood Councils to the Planning Commission and the City Council. Additionally, the Neighborhood Councils provided policy recommendations to the City Council on the City's public information strategies, economic development efforts, draft Managed-Growth Plan, a proposed tree pruning ordinance, and the City Council vacancy policy.

- 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 obtain increased citizen involvement through the Neighborhood Council Program. **Achievement: Received presentations regarding the Coastal Cleanup, public education on panhandling and available resources, an overview of the development review and planning process, Police Department volunteer opportunities, and an overview of the California Environmental Quality Act review process.**

- Goal: Continue to increase public awareness of and participation in the Neighborhood Council Program through community events, innovative communication, and strategic recruitment efforts. **Achievement: Promoted the Neighborhood Council Program by participating in the Volunteer Fair and through the Executive Board monthly flyer distribution. Enhanced the Neighborhood Council webpage to include an interactive online application and streamlined the distribution of meeting materials through use of the City's website.**

Other Accomplishments

- Provided the City Council with quarterly status reports presented by Neighborhood Council Executive Board members.

- Seated Neighborhood Council Executive Board members as representatives on the Community Development Block Grant Advisory Committee, Community Crime Prevention Task Force, and Youth Employment Service Advisory Board. Additionally, Neighborhood Council representatives served on the Task Force on Homelessness and Selection Board for the Citizens' Election Advisory Commission.

FY 2012-13 Goals

- Effectively facilitate the policy and development review process at Neighborhood Council meetings through coordination with City Departments and project applicants.

- Provide ongoing educational opportunities to residents through presentations at Neighborhood Council meetings regarding City services, community organizations, other government agencies, and the public process to obtain increased citizen involvement through the Neighborhood Council Program.

- Continue to increase public awareness of and participation in the Neighborhood Council Program through community events, innovative communication, and strategic recruitment efforts.

CITIZEN ADVISOR PROGRAM

FY 2011-12 Goals and Achievements

- Goal: Continue efforts with local non-profits, public agencies, and the faith-based community to inform and assist citizens with available resources. **Achievement: Provided over 600 individuals with referrals and information on topics such as landlord/tenant relations, neighbor disputes, housing and homelessness issues, social service referrals, and other**

issues of concern to the community. Developed and distributed comprehensive resource documents including *Resources to Assist the Hungry in Simi Valley*. Updated and revised the Homeless Services Referral Card and the *Task Force on Homelessness Directory of Social Services* to assist agencies and organizations to effectively provide clients with comprehensive and appropriate referrals. Developed a campaign to discourage giving to panhandlers and instead to support local agencies that assist the homeless, including brochures and presentations to several community groups.

- Goal: Continue to work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley. **Achievement: Collaborated with homeless services agencies and organizations through the Alliance to House the Homeless to provide case management and networking to serve 486 homeless and near homeless individuals, including documenting successes in housing 78 homeless individuals during 2011. Awarded funding from the CDBG program for the development of Simi Valley Homeless Emergency Assistance Program in collaboration with the Alliance to House the Homeless and Many Mansions.**

- Goal: Continue to work with the Task Force on Homelessness, Ventura County Homeless and Housing Coalition (VCHHC), the Alliance to House the Homeless, and the Faith Community Subcommittee to implement the *10-Year Strategy to End Homelessness* to address the issue of Homelessness in Simi Valley. **Achievement: Implemented efforts to further the *10-year Strategy to End Homelessness* including conducting quarterly Task Force on Homelessness meetings with panel discussions on Substance Abuse and Mental Health issues; providing updates to the Ventura County Homeless and Housing Coalition; and closely collaborating with County, non-profit, and faith-based organizations to provide for the homeless in Simi Valley. Also, assisted with the 2012 Homeless Street Count and homeless services functions of local non-profits.**

FY 2012-13 Goals

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

- Continue to work closely with service providers on recommended strategies from the Task Force on Homelessness to address services for the homeless in Simi Valley.

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

CROSSING GUARD PROGRAM

FY 2011-12 Goals and Achievements

- Goal: Continue to coordinate with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards. **Achievement: Assisted over 6,200 elementary school students and 12,000 pedestrians per week to safely cross 15 busy intersections adjacent to 11 elementary schools.**

FY 2012-13 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.

COMMUNITY PROGRAMS AND FACILITIES DIVISION

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

The state of the art Simi Valley Senior Center includes a Senior Resource Center, Senior Nutrition Congregate and Meals On Wheels Programs, Brown Bag Program, fitness classroom, Computer Lab, classrooms, meeting rooms, a multi-purpose room, media room and billiards room to meet the needs of the City's growing senior population, and is available for rental use during evenings and weekends.

The Youth Services Section works closely with local non-profit and government agencies, community groups, and individuals to strengthen the infrastructure of services provided for youth in the community, including coordinating resource dissemination, resource sharing, referral, collaboration, and partnerships among youth service providers, and providing opportunities for youth engagement in local government. The Youth Services Section also coordinates the City's Youth Council, Youth Employment Service, and Teen Assistance and Resource Program.

The Simi Valley Cultural Arts Center hosts diverse, high quality plays, musicals, concerts, film series, dance recitals, and programs for youth and families. The facility includes a fully equipped theater with professional 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 available for business meetings, wedding receptions, and other community events.

SENIOR SERVICES

FY 2011-12 Goals and Achievements

- Goal: Work with various departments and the Council On Aging to coordinate the design and construction of a replacement patio cover at the Senior Center. **Achievement: Approved a preliminary design for the patio through the collective work of various departments and the COA.**

- Goal: Work with the Council On Aging to create new fundraising activities to assist in funding Council On Aging programs. **Achievement: Coordinated a series of fundraisers at local restaurants a portion of the proceeds of which were donated to the COA. In addition, the Annual Fund drive was expanded to include targeting specific businesses in the community resulting in $8,339 in funds raised this fiscal year, surpassing the original goal of $5,000.**

- Goal: Work with partner agencies to maintain or expand senior case management and referral services provided at the Senior Center. **Achievement: Supported the Senior Concerns organization's Community Development Block Grant application to continue the services of the Senior Advocate on site weekly at the Senior Center, which was**

successfully awarded and continued. Additionally a partnership was formed with the Independent Living Resource Center, and a staff member is available on site to provide advocacy and resources for seniors with disabilities. A partnership was also developed with Cal Fresh, resulting in a counselor on site at the Senior Center monthly to assist seniors in applying for the program.

- Goal: Effectively address and manage service and resource needs in response to increased demands on facility use and the Meals On Wheels, Congregate Meals, and Brown Bag Programs. **Achievement: Added programming in the Quiet Lounge and the Multi-purpose Room several mornings a week to meet increased demand on facility use. The area for assembling the Brown Bags was expanded to allow for growth. A priority list for Meals On Wheels applicants was instituted to ensure that the seniors in the most critical need are receiving service. In response to a decrease in meals provided by the Ventura County Area Agency On Aging for the Meals On Wheels Program, the COA increased contributions to the program, thereby maintaining the level of service for FY 2011-12.**

Other Accomplishments

- Assisted the COA in successfully applying for a grant of $5,000 from SCAN for the Meals On Wheels Program.

- Collaborated with Kids and Families Together, a non-profit agency that received a grant from Ventura County Behavioral Health, that resulted in a kinship support group and the establishment of a peer mentor program for grandparents raising their grandchildren, to be held at the Simi Valley Senior Center.

- Assisted the COA in successfully securing a grant of $500 from the Automobile Association of Southern California to fund two CarFit events for 2012.

- Partnered with a Moorpark College History class to hold an oral history project, pairing approximately 32 seniors with college students. The students conducted interviews concerning the seniors' experiences of certain historical and life events and created a poster depicting those experiences, which were displayed in the Senior Center art gallery.

- Joined with the non-profit organization Ridone, Inc. to hold an event at which seniors received free haircuts, stylings, make-up applications, massages, and manicures from students from the Simi Valley Adult School of Cosmetology, along with a professional portrait.

FY 2012-13 Goals

- Goal: Work with the COA to implement strategies to work within the reductions in the Ventura County Area Agency on Aging Senior Nutrition Program grant to continue to provide the highest quality of service to the seniors in the most critical need in the community through the Meals On Wheels and Congregate Meal Programs.

- Goal: Partner with the non-profit organization Senior Concerns to provide an early diagnosis support group for individuals with Alzheimer Disease, and to provide education, resources, and support for clients prior to needing to move to a supervised program.

- Goal: Work with the Kids and Families Together Kinship program to expand awareness of grandparents raising their grandchildren, decrease associated stigmas, and expand the

resources available for them in Simi Valley, as well as their knowledge of available resources in the County.

- Goal: Conduct a thorough assessment of space usage at the Senior Center to make the best use of available areas to accommodate the greatest number of clients.

YOUTH SERVICES

YOUTH EMPLOYMENT SERVICES (YES)

FY 2011-12 Goals and Achievements

- Goal: Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 26th Annual Job and Career Expo. **Achievement: Provided services to over 3,000 youth through job counseling, job referrals, Interview Skills Workshops, Entering the Workforce Workshops, Mock Interviews, and the 26th Annual Job and Career Expo.**

- Goal: Update the Interview Skills Workshop presentation. **Achievement: Updated the Interview Skills Workshop presentation and accompanying workbook to reflect current employment preparedness trends and practices and enhance student interaction, and better address the needs of youth seeking employment.**

Other Accomplishments

- Increased YES Advisory Board members' presentation of Interview Skills Workshops to local high school students.

- Enhanced youth employment readiness education through the schools, including; served as an Employment Panel Member for Simi Valley High School's Work Experience Classes, created and presented a specialized Interview Skill Workshop designed for Moorpark College's Business Students Association Club, provided the first video interview for Santa Susana High School's KSSH News' youth employment series, and provided on-site Mock Interviews for Royal High School's Business Support Regional Occupation Program (ROP).

FY 2012-13 Goals

- Continue to provide ongoing YES assistance, including job referrals, job readiness/interview skills workshops, and the 27th Annual Job and Career Expo.

YOUTH COUNCIL

FY 2011-12 Goals and Achievements

- Goal: Work with various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process. **Achievement: Coordinated the efforts of the Simi Valley Youth Council and hosted presentations by City Council Members, the City Manager's Office, the Simi Valley Police Department, Simi Valley Transit, the Task Force on Homelessness, the Rancho Simi Recreation and Park District, the Simi Valley Unified School District, the Teen Assistance and Resource Program, Ventura County Behavioral Health Alcohol and Drug Programs, Action Family Counseling, Straight Up Ventura County, Ventura County Office of Education, and School on Wheels.**
- Goal: Host the 11th Annual Youth Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District. **Achievement:**

Organized and produced the 11th Annual Youth Summit on February 28, 2012, attended by 131 students, in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

- Goal: Increase outreach to middle school campuses about Youth Council through various promotional activities. **Achievement: Increased outreach to middle school campuses about the Youth Council via onsite school announcements and Youth Council Middle School Selection District representatives, as well as participation in Sinaloa Middle School's Health Fair.**

Other Accomplishments

- Developed the 2011-12 Work Plan identifying the top Community issues impacting local youth.

- Facilitated the printing of updated youth crisis telephone numbers on the back of associated student body identification cards for students at Royal High School, Simi Valley High School, and Santa Susana High School.

- Participated in the Living Green Expo and Arbor Day to promote environmental awareness to address the Youth Council FY 2011-12 Work Plan.

- Provided the City Council with monthly status reports presented by Youth Council members.

- Promoted local volunteerism through distribution of an updated youth volunteer opportunity listing, facilitation of discussions at the 11th Annual Youth Summit, assistance with planning and promoting the Community Volunteer Day, and participation in the Community Volunteer Fair.

- Inspired the Rancho Simi Recreation and Park District's first annual Springtime Swap Meet developed from the Youth Council FY 2011-12 Work Plan to promote youth involvement, youth employment and sustainable living.

- Provided a Youth Council member to serve on the City's Task Force on Homelessness, Community Crime Prevention Task Force, Youth Employment Service Advisory Board, and the City Flag Review Committee for the selection of the official City of Simi Valley flag.

FY 2012-13 Goals

- Work with various youth-serving agencies to address youth issues and concerns while providing opportunities for Youth Council members to develop leadership skills and a working knowledge of City and local government process.

- Host the 12th Annual Youth Summit in cooperation with the Rancho Simi Recreation and Park District and the Simi Valley Unified School District.

- Increase outreach to middle school campuses about Youth Council through various promotional activities.

TEEN ASSISTANCE AND RESOURCE PROGRAM (TARP)

FY 2011-12 Goals and Achievements

- Goal: Continue to provide outreach and crisis intervention services to high-risk teens and their families along with referrals to public agencies and non-profit organizations to assist TARP participants in areas of behavior, communications, and building self-development skills. **Achievement: Provided individual and/or peer group**

services to youth at four local high schools and three middle schools, and made over 200 referrals to outside agencies including Interface Children and Family Services, Action Family Counseling, Free Clinic of Simi Valley, and Ventura County agencies. Additionally, referred TARP participants to self-development opportunities including the 2012 Simi Valley Youth Summit, Youth Council, Pyles Boys Camp, and Salvation Army Summer Camp.

Other Accomplishments

- Facilitated the 2nd Youth Service Providers Meet and Greet in partnership with Rancho Simi Recreation and Park District, bringing together 40 local youth-serving organizations to increase awareness of and access to youth resources, as well as encourage multi-agency enhanced communication, referrals, and partnerships.

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

FY 2012-13 Goals

- Goal: Continue to provide resource, referral, and supportive services to high-risk teens and their families including referrals to public agencies and non-profit organizations to assist in areas of crisis intervention, behavior, communications, and building self-development skills.

- Continue to increase awareness of and access to local youth resources, as well as encourage multi-agency enhanced communication, referrals, and partnerships.

CULTURAL ARTS CENTER

FY 2011-12 Goals and Achievements

- Goal: Continue to raise awareness of Cultural Arts Center as a venue for social and business events and increase the overall usage of the facility by 5%. **Achievement: Hosted over 80 social and business events on the Main Stage and the Multipurpose Room. While these challenging economic times did not produce the intended increase in usage, a strong base is being prepared for increased usage when the economy improves.**

- Goal: Create an online ticketing capability on the Cultural Arts Center website to facilitate easier ticketing processes and improve the website to allow more cost effective web promotion. **Achievement: Launched a full online ticketing program that provides additional convenience and service to Cultural Arts Center audiences.**

- Goal: Increase the use of social media and expand the email list to effectively reach a larger audience. **Successfully utilized social media to increase audience demographics and attendance while reducing advertising costs. The email 'buddy list' has been expanded, and is effectively distributing monthly newsletter 'blasts' proving to be an increasingly impactful marketing tool.**

FY 2012-13 Goals

- Maintain the quality and quantity of Main Stage productions by producing or hosting a minimum of six productions, with an average of 18 public performances each. Conduct additional outreach to the performance community and general audiences in the Greater Los Angeles area.

- Continue to support youth involvement in the Arts and the Cultural Arts Center by providing, where appropriate, additional performance spaces and opportunity for involvement in the activities of the Cultural Arts Center.

DEPARTMENT ADMINISTRATION

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

FY 2011-12 Goals and Achievements

- Goal: Continue to actively participate in Citywide efforts to address the current fiscal situation by curtailing expenses, managing programs while maintaining staffing vacancies, and investigating alternative funding sources. **Achievement: Maintained staffing vacancies while managing quality programs, deferred purchases when practicable; facilitated the purchase of materials, goods, and/or services required to support all Departmental programs in a conscientious and timely manner utilizing funding alternatives whenever possible.**

- Goal: Continue to actively pursue alternative funding for City programs and services. **Achievement: Actively pursued and secured alternative funding for City programs and services, such as Senior Nutrition Program funds and Department of Resources Recycling and Recovery (CalRecycle) funds.**

- Goal: Continue to administer activities related to Transit projects. **Achievement: Administered activities related to Transit projects. Received Gold LEED Certification for the Transit Maintenance Facility expansion and renovations, and replaced bus shelters and benches at 38 locations throughout the City.**

Other Accomplishments

- Hosted the 2nd Annual Community Volunteer Day, which brought together hundreds of volunteers and resulted in the completion of more than ten local service projects benefiting local non-profit organizations.

- Hosted the 2nd Annual Volunteer Fair in partnership with the Rancho Simi Recreation and Park District's Community Showcase event, which provided an opportunity for over 40 non-profit and community organizations and clubs to recruit volunteers for ongoing service opportunities.

- Coordinated the City's Annual Volunteer Recognition Dinner, inviting the more than 700 volunteers who dedicate their time to City programs and services throughout the year.

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

- Coordinated the community-wide City Flag Design Contest to select the official City Flag.

FY 2012-13 Goals

- Continue to administer activities related to Transit projects.

- Continue to facilitate the recognition and engagement of volunteer efforts.

- Continue to participate in Citywide efforts to address the current fiscal climate.

- Continue to actively pursue alternative funding for City programs and services.

TRANSIT DIVISION

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

SIMI VALLEY CITY COUNCIL

CITY MANAGER

COMMUNITY SERVICES
Director

ADMINISTRATIVE OFFICER

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ CITIZEN SERVICES

- Neighborhood Councils
- Code Enforcement
- Citizen Advisor Program
- Crossing Guards
- Task Force on Homelessness
- Trash Franchises
- Animal Regulation Agreement
- Cable Television
- City Focus

DEPUTY DIRECTOR/ COMMUNITY PROGRAMS & FACILITIES

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

DEPUTY DIRECTOR/ TRANSIT

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

DEPARTMENT OF COMMUNITY SERVICES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$2,209,987	$2,307,900	$2,105,100	$202,800	$2,209,700
41020	Temporary Salaries	180,479	231,000	185,200	45,800	176,000
41040	Overtime	1,247	4,500	1,100	3,400	4,500
41050	Outside Assistance	0	10,000	0	10,000	0
41200	Deferred Compensation - 401k	20,635	21,800	18,700	3,100	20,500
41210	Deferred Compensation - 457	2,346	3,800	2,300	1,500	3,800
41300	Vision Care	7,461	7,700	6,700	1,000	7,300
41350	Disability	20,879	21,200	16,300	4,900	15,600
41400	Group Ins/Health	369,723	416,100	323,700	92,400	372,800
41450	Life Insurance	8,083	8,400	10,600	(2,200)	6,000
41500	Group Ins/Dental	23,792	24,600	21,300	3,300	25,300
41600	Retirement/PERS	431,823	501,000	448,900	52,100	480,200
41610	Retirement/PARS	6,671	5,100	5,400	(300)	6,000
41650	Medicare	32,696	36,800	32,400	4,400	74,300
41660	FICA	10,111	14,600	11,000	3,600	14,600
41700	Workers' Compensation	71,000	72,400	72,400	0	100,900
41620	Retirement HRA	0	0	0	0	7,200
41900	Personnel Savings	0	(96,200)	MET	(96,200)	(92,200)
	Subtotal - Personnel	$3,396,933	$3,590,700	$3,261,100	$329,600	$3,432,500

DEPARTMENT OF COMMUNITY SERVICES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS						
42130	Postage	$10,074	$19,500	$15,500	$4,000	$18,500
42230	Office Supplies	2,676	5,000	4,200	800	5,000
42235	Furn & Equip (Non-Capital)	11,952	0	0	0	0
42410	Uniform/Clothing Supply	950	1,200	1,200	0	1,200
42440	Memberships & Dues	689	1,500	1,000	500	1,400
42450	Subscriptions & Books	302	700	400	300	700
42560	Operating Supplies	31,251	64,700	63,700	1,000	55,000
42720	Travel, Conferences, Meetings	75	2,500	2,200	300	3,200
42730	Training	284	4,000	1,800	2,200	4,000
42790	Mileage	26,059	29,700	29,100	600	31,000
	Subtotal - Supplies/Materials	84,312	128,800	119,100	9,700	120,000
SERVICES						
44010	Professional/Special Services	129,947	140,900	140,800	100	177,200
44210	Animal Regulation	256,351	240,800	239,800	1,000	240,000
44310	Maintenance of Equipment	12,683	14,500	12,000	2,500	14,300
44460	Public Nuisance Abatement	0	2,000	0	2,000	0
44490	Other Contract Services	0	0	0	0	150,000
	Subtotal - Services	398,981	398,200	392,600	5,600	581,500
	Subtotal - Current Expenses	483,293	527,000	511,700	15,300	701,500
	Total	$3,880,226	$4,117,700	$3,772,800	$344,900	$4,134,000

DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Administration:			
Director, Community Services	1.0	1.0	1.0
Deputy Director/Citizen Services	1.0	1.0	1.0
Deputy Director/Community Programs & Facilities	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Secretary	2.0	2.0	1.0
Secretary	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0
Clerk I/II	2.0	2.0	2.0
SUBTOTAL	10.0	10.0	9.0
Community Programs & Facilities:			
Senior Services Manager	1.0	1.0	1.0
Senior Services Assistant Manager	2.0	2.0	2.0
Clerk I/II	2.0	2.0	2.0
Senior Management Analyst	1.0	1.0	1.0
Neighborhood Council Coordinator	1.0	1.0	1.0
Community Services Specialist	3.0	3.0	3.0
Cultural Arts Center Manager	1.0	1.0	1.0
Cultural Arts Center Assistant Manager	1.0	1.0	1.0
Account Clerk I/II	1.0	1.0	1.0
SUBTOTAL	13.0	13.0	13.0

DEPARTMENT OF COMMUNITY SERVICES
AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
Citizen Services:			
Code Enforcement Manager	1.0	1.0	1.0
Senior Code Enforcement Officer	2.0	2.0	2.0
Code Enforcement Officer	4.0	4.0	4.0
Counter Services Technician	1.0	1.0	1.0
Environmental Programs Manager	1.0	0.0	0.0
Senior Management Analyst	0.0	1.0	1.0
SUBTOTAL	9.0	9.0	9.0
TOTAL - REGULAR POSITIONS	32.0	32.0	31.0
TEMPORARY/PART-TIME POSITIONS: (Note 1)			
Citizen Services:			
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	7.85	7.85	7.85
Theater Technician I/II	0.69	0.69	0.69
TOTAL - TEMPORARY/PART-TIME POSITIONS	11.93	11.93	11.93
TOTAL - COMMUNITY SERVICES POSITIONS	43.93	43.93	42.93

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

DEPARTMENT OF ENVIRONMENTAL SERVICES

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

PLANNING DIVISION

The Planning Division represents the gateway to the City's development and environmental review process. The Division is responsible for the implementation of the City's General Plan and for reviewing development applications for consistency with the General Plan, Municipal Code, environmental quality regulations, and City design guidelines and policies. The Division is comprised of five functional areas: Current Planning, Counter Services, Landscape Services, Environmental Planning, and Advanced Planning; and it provides staff support to the Planning Commission and other Committees and coordinates regional planning efforts and environmental issues. Effective July 1, 2012, the Department's former Housing and Special Projects Division programs and staff will be merged into the Planning Division, representing a sixth functional Planning program area, with direct section oversight provided by the Environmental Services Director. The Housing and Special Projects Section's FY 2012-13 goals are reflected as part of the Planning Division below.

CURRENT PLANNING

FY 2011-12 Goals and Achievements

- Goal: Continue to process through construction the Simi Valley Hospital expansion, two fire stations, a McDonald's restaurant on Galena Street, a medical clinic on Eve Road, and a retail center at the Simi Valley Town Center. **Achievement: Completed the inspection and occupancy of Fire Station #43 on Los Angeles Avenue, the McDonald's restaurant on Galena Street, and the retail center at the east end of the Simi Valley Town Center. The hospital expansion, approved in October 2011, continues through the plan check process, and Fire Station #47 is currently under construction.**

- Goal: Continue to process applications for the North Canyon project, the Quantum Development project at the intersection of Avenida Simi and Reservoir Drive, and a contractor's storage yard at 744 W. Los Angeles Avenue. **Achievement: Received a substantive resubmittal of materials from the applicants for the North Canyon project in March 2012, received Planning Commission approval of the Quantum Development project in June 2011, and continue to process the contractor's storage yard project for consideration by the Planning Commission in May 2012.**

- Goal: Process an application for a proposed Specific Plan to guide the conversion of the Hummingbird's Nest Ranch into a commercial resort facility. **Achievement: Received an application from the developer, requesting revision of the Specific Plan.**

- Goal: Continue to work with the City Manager's Office and business owners in renovating a number of existing commercial centers on both Tapo Street and Los Angeles Avenue under their respective Façade Renovation programs. **Achievement: Completed permitting and inspection activities for the façade upgrade of two buildings in the Woodland Plaza.**

- Goal: Coordinate the commencement of construction of the first phase of the Arroyo Simi Greenway with the Rancho Simi Recreation and Park District using the $800,000 in grant funds awarded for this purpose. **Achievement: Continued to work with the Ventura County Watershed Protection District, the primary property owner on the Arroyo Simi Greenway Project, to ensure approval of the detailed**

project designs before bringing the project to the City Council for final approval in 2012.

- Goal: Continue to represent the Planning Division at City Attorney Office conferences when needed to resolve ongoing compliance violation cases. **Achievement: Were not required to participate in any compliance-related office conferences.**

Other Accomplishments

- Processed applications for requests to develop: three new Chase Bank branch locations; an expansion of the Centre Court Shopping Center on Madera Road; an RV storage facility and contractor storage yard on West Los Angeles Avenue; an 8-unit apartment complex on Patricia Avenue; and a façade upgrade for a proposed CVS drugstore and Fresh and Easy market at the Wood Ranch Shopping Center.

- Processed zoning text amendments for improvements to customer service as recommended by the Ad Hoc Permit Processing Review Committee as well as for temporary signs and regarding the height of hedges and vehicle parking on residential lots.

- Worked with the City Attorney's Office to develop a new City Council requested ordinance requiring condom use in the production of commercial adult films.

- Continued to coordinate with the Rancho Simi Recreation and Park District to manage and complete grading and landscaping plan check review for the Sinaloa Golf Course/Park project.

- Created and implemented new comprehensive Planning Division Formal and Wireless Application packages that consolidated information, regulations, and handouts to improve customer service. Improvements also included providing additional information to customers related to new requirements such as the Green Building Ordinance, State Water Efficiency Requirements, and state and local stormwater requirements.

- Prepared an inventory of all wireless telecommunications facilities and the stealth designs being used to reduce their visibility for the City Council; and processed applications for 20 wireless telecommunications facilities in the City.

FY 2012-13 Goals

- Continue to conduct plan check and construction functions for the Simi Valley Hospital expansion, the Aspen Center remodel, and the North Hospital campus remodel.

- Continue the plan check and site inspection process for the 43-unit single-family development at the corner of Royal Avenue and Corto Street.

- Continue to coordinate with Rancho Simi Recreation and Park District to complete the plan check and site inspection processes for the Sinaloa Golf Course/Park project.

- Continue to process an application for a 36-unit apartment complex on Cochran Street. The application includes an Affordable Housing Agreement and Specific Plan Amendment to remove a senior housing development requirement.

- Continue working with developers to process a 364-unit residential development at Lost Canyons and an amendment to the Development Agreement and environmental document at Runkle Canyon.

COUNTER SERVICES

FY 2011-12 Goals and Achievements

- Goal: Continue to update GIS layers to incorporate additions to PD, CUP, and Wireless Telecommunications Permits, flood zone determination sites, and other project boundaries. **Achievement: Updated the Zoning Map, PD, CUP layers to include new and modified projects and zones; and updated the flood layers with additional map change locations and flood determination sites.**

Other Accomplishments

- Issued 623 Zoning Clearances, 64 Temporary Use Permits, and 211 Sign Permits during the first nine months of the fiscal year.

- Assisted over 3,109 customers at the Planning Counter, accepted 49 formal development applications, processed 19 Special Event Permits, prepared and sent 45 Business Tax Certificate follow-up letters, and prepared 5 zoning verification letters during the first nine months of the fiscal year.

FY 2012-13 Goals

- Continue to provide current new development data to customers in the form of quarterly development summaries.

- Continue to review and process business tax certificate applications (commercial and residential) to verify zoning requirements are met.

- Continue to update the Planning Division web page with updated handouts, applications, and planning information.

- Continue to respond to email and telephone inquiries within one business day or less.

- Continue to convert the Zoning Map Book to ArcMap GIS Version 10 format (from an old ArcView version).

LANDSCAPE SERVICES

FY 2011-12 Goals and Achievements

- Goal: Continue to assist the Tree Advisory Board in promoting an annual Arbor Day program, appropriate tree pruning practices, and maintenance of the City's status as a Tree City USA and Tree Growth Community from the National Arbor Day Foundation. **Achievement: Applied for and received, for the 12th consecutive year, the National Arbor Day Foundation Tree City USA award, facilitated eight Tree Advisory Board meetings, conducted the 12th Annual Arbor Day Event, and completed and forwarded for City Council review a proposed Tree Pruning Ordinance.**

- Goal: Continue to provide high quality landscape review services by: reviewing and approving preliminary landscape plan submittals per General Plan and City policy, issuing Tree Removal Permits consistent with the conditions of an approved project, and monitoring and inspecting landscape installations. **Achievement: Reviewed more than 25 landscape development projects; issued two Tree Removal Permits; monitored and approved landscape installations on five construction projects; and provided technical assistance on four code enforcement projects.**

- Goal: Continue to provide irrigation design review for compliance with the Conservation Ordinance and/or Green Building Ordinance. **Achievement: Reviewed and/or approved more than five projects for compliance with Ventura County Waterworks District No. 8 Water Conservation Ordinance and/or Green Building Ordinance water conservation requirements.**

- Goal: Continue to assist the Public Works Department in preparing landscape designs and provide construction inspection for proposed landscape improvements. **Achievement: Completed the preparation of landscape plans and specifications for the Metrolink Bicycle Extension Project and landscape demolition plans for the City Hall Expansion project. Assisted in monitoring and inspecting the 118 Freeway Oak Seedling Project and the Metrolink Bicycle Extension Project.**

- Goal: In cooperation with Community Services Department and the Simi Valley Chamber of Commerce, implement an outreach and enhanced landscape enforcement program to address property maintenance and landscape conditions requirements on commercial properties. **Achievement: Participated in a "Don't Get Caught With Your Plants Down!" landscape workshop conducted by the City**

and the Simi Valley Chamber of Commerce and the annual Living Green Expo and Earth Day events.

Other Accomplishments

- Implemented City Council direction to accept and review conceptual landscape plans and to defer final landscape design until the plan check stage of the City's development review process, as recommended by the Ad Hoc Permit Processing Review Committee.

- Met with representatives of the Chamber of Commerce and with all four Neighborhood Councils to discuss and evaluate a proposed Tree Pruning Ordinance, in response to City Council direction.

- Prepared conceptual landscape design plans for the Library Water Conservation Demonstration Garden.

FY 2012-13 Goals

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

- Continue to provide high quality landscape review services by: reviewing and approving preliminary landscape plan submittals per General Plan and City policy, issuing Tree Removal Permits consistent with the conditions of an approved project, and monitoring and inspecting landscape installations.

- Continue to provide irrigation design review for compliance with the Conservation Ordinance and/or Green Building Ordinance.

- Continue to assist the Public Works Department in preparing landscape designs and provide construction inspection for proposed landscape improvements.

ENVIRONMENTAL PLANNING

FY 2011-12 Goals and Achievements

- Goal: Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects. **Achievement: Prepared 74 environmental documents required by State and Federal laws for developer- and City-initiated projects.**

- Goal: Continue to coordinate the consultant's preparation of the Climate Action Plan and Environmental Impact Report in conjunction with the General Plan Update. **Achievement: Released the draft EIR and the Climate Action Plan for public review and prepared environmental findings for the approval of the EIR and the General Plan project.**

- Goal: Complete the environmental review of the CDBG program and the environmental documents for housing rehabilitation projects and First Time Homebuyer loans. **Achievement: Completed the required environmental documents for the CDBG program and all housing-related projects.**

- Goal: Continue to prepare flood zone determination letters in response to requests from the public, assist the public with flood zone questions, and coordinate with the Public Works Department on flood zone determination matters. **Achievement: Prepared 45 hard copy flood zone determination letters in response to requests from the public; responded to over 200 telephone and counter inquiries from the public with questions regarding flood zone boundaries; and coordinated with the Public Works Department on flood zone mapping issues, and responses to FEMA on Community Rating System regarding adjustment of the 2010 Flood Insurance Rate Maps to true flood zone boundaries.**

- Goal: Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with the environmental conditions of entitlement approval. **Achievement: Monitored the construction of**

10 projects with Mitigation Monitoring Plans to ensure compliance with environmental conditions.

- Goal: Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley. **Achievement: Responded to daily questions at the front counter and via the telephone regarding environmental conditions and development constraints.**

- Goal: Continue to provide staff support to the Sustainable Simi Valley Committee, including the preparation of future goals and priorities for the Committee. **Achievement: Continued to provide technical and staff support for the City's participation in the Inaugural Green Communities Challenge, the Local Government Partnership program with Southern California Edison (SCE), and the Beacon award. Participation in these programs resulted in the City reaching the Silver award level in all three programs. Coordinated monitoring and implementation of the Simi Valley Green Community Action Plan, provided an annual report on status to City Council and published the results on the City's website. Presented the City's Energy Efficiency programs and achievements to local agencies and stakeholder groups.**

- Goal: Continue to provide technical support towards LEED certification of the Transit Maintenance Facility Expansion Project. **Achievement: Received LEED© Gold certification for the Transit Maintenance Facility Expansion Project for achievements in energy efficiency, water conservation, waste recycling, and sustainable materials and construction methods.**

Other Accomplishments

- Initiated implementation of programs that were awarded funding through the Southern California Edison Statewide Strategic Planning Strategies grant, including various policies and processes that will result in additional savings in City operations and showcase City leadership in areas of energy efficiency.

FY 2012-13 Goals

- Continue the review and preparation of environmental documents required by State and Federal laws for developer- and City-initiated projects.

- Complete the Final General Plan Environmental Impact Report in conjunction with the General Plan Update.

- Complete the environmental review of the CDBG program.

- 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 ensure optimal availability of City resources to interested property owners, realtors, and lenders.

- Monitor the construction of projects with Mitigation Monitoring Plans to ensure compliance with the environmental conditions of entitlement approval.

- Continue to assist the public and development community with questions regarding environmental conditions and development constraints in Simi Valley.

- Continue to provide staff support to the Sustainable Simi Valley Committee, including the preparation of future goals and priorities for the Committee.

ADVANCED PLANNING

FY 2011-12 Goals and Achievements

- Goal: Conduct Planning Commission public hearings for adoption of the General Plan (including the Housing Element) and EIR and the

proposed new Mixed-Use, Parks, and Business Park zoning districts in August and September 2011; and once completed, schedule City Council public hearings. **Achievement: Conducted three Planning Commission public hearings, which resulted in the Planning Commission's April 18, 2012 recommendation of City Council approval of the General Plan update, Development Code Amendments, EIR, and Climate Action Plan.**

- Goal: Work on the General Plan Implementation Measures as directed by the City Council after adoption of the General Plan update. **Achievement: Will implement the General Plan once adopted by the City Council.**

Other Accomplishments

- Continued work on drafting a Development Code Amendment for the new Park Zoning District.

- Prepared annual progress/status reports on General Plan implementation to the State, and the Planning Commission made the determination that the City and Ventura County Capital Projects Five-Year Program are in conformance with the City's General Plan.

- Updated the Homeowners' Associations Listing and Map Book.

- Processed a General Plan Amendment Pre-screening for the Cramer Family Trust located at 4822 Leeds Street to consider increased development potential in a residential area.

- Evaluated, reorganized, and standardized the Department's electronic network folder and filing system and conducted a consultant evaluation of the Land Management and Finance section needs.

FY 2012-13 Goals

- Work on the General Plan Implementation Measures as directed by the City Council after adoption of the General Plan update.

HOUSING AND SPECIAL PROJECTS

FY 2012-13 Goals

- Continue to implement the Senior Rent Subsidy Program and the Mobile Home Rent Subsidy Program for Seniors.

- Continue to provide assistance through the Home Rehabilitation Loan Program to very low-, low-, and median-income households; anticipate originating 11 loans utilizing Energy Efficiency & Conservation Block Grant and CalHome grant funds.

- Continue to manage the Community Development Block Grant Program.

- Monitor non-profit CDBG subrecipients in accordance with HUD regulations.

- Coordinate and conduct a workshop for local apartment managers and other interested groups on fair housing rules and regulations, using CDBG funding.

- Continue to coordinate with the Cabrillo Economic Development Corporation's NeighborWorks Home-Ownership Center to provide a minimum of one foreclosure prevention workshop prior to the expiration of this contract in November 2012.

- Conduct an annual Citywide rental rate and vacancy survey.

- Continue to monitor affordable units in accordance with City and/or Agency agreements.

- Continue to process the resale of Agency-owned units.

- Continue to monitor Development Agreement compliance for the Runkle Canyon project.

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

HOUSING SUCCESSOR AGENCY

The Housing and Special Projects Division has historically overseen the provision of housing choices available to meet the needs of Simi Valley residents, which includes owner-occupied, rental, single-family detached, and multi-family attached units. Staff works with developers to assist in bringing affordable housing to the City and coordinates a variety of programs to assist in the creation and maintenance of a housing balance. The Division has also provided census and population information, processed City annexation applications, and administered the City's Managed Growth Plan.

During FY 2011-12, the State dissolved redevelopment agencies, and ongoing tax increment funding is no longer available to provide affordable housing programs. Following this State action, the City Council established a Successor Housing Agency, as provided by law, to enforce the ongoing legal obligations of the former Community Development Agency and to continue to offer certain housing programs, using housing program income and grants to fund these programs.

Given funding limitations, the City Council reduced the staffing for housing programs and merged the former Housing and Special Projects Division with the Planning Division, effective July 1, 2012. Thus, the Division's goals and achievements for FY 2011-12 are reflected below, and the program goals for FY 2012-13 are listed in the Planning Division section above.

HOUSING PROGRAMS

FY 2011-12 Goals and Achievements

- Goal: Continue to provide assistance through the Home Rehabilitation Program to very low-, low-, and median-income households; anticipate closing five residential and 15 mobile home rehabilitation loans. **Achievement: Obtained approval to originate five home rehabilitation loans and managed a total of 15 home rehabilitation projects through the first nine months of the fiscal year.**

- Goal: Close 20 loans to low-income households through the First Time Homebuyer Assistance Program. **Achievement: Completed two First Time Homebuyer loans through March 31, 2012, which were approved prior to the dissolution of redevelopment activities.**

- Goal: Continue to manage the Community Development Block Grant Program. **Achievement: Completed the preparation of the 2010-11 Consolidated Annual Performance and Evaluation Report (CAPER) and the 2011-12 Action Plan; solicited proposals for the 2012-13 CDBG program and drafted the related Action Plan.**

- Goal: Monitor non-profit CDBG subrecipients in accordance with HUD regulations. **Achievement: Conducted on-site monitoring of four CDBG subrecipients and 26 off-site monitorings of quarterly reports and reimbursement requests.**

- Goal: Coordinate and conduct a workshop for local apartment managers and other interested groups on fair housing rules and regulations. **Achievement: Coordinated with the Southern California Housing Rights Center to provide two fair housing workshops during the fiscal year. The consultant is scheduled to participate in the annual Street Fair and will conduct one additional fair housing workshop by fiscal year-end.**

- Goal: Continue to implement the Senior Rent Subsidy, Mobile Home Rent Subsidy for Seniors, Eviction Prevention Assistance, and Security Deposit Assistance Programs. **Achievement: Provided rental assistance to an average of 35 households per month through the Senior Rent Subsidy Program and an average of 23 households per month through the Mobile Home Rent Subsidy Program for Seniors. The Eviction Prevention and Security Deposit Assistance Programs were discontinued as contracts could not be renewed due to passage of the Dissolution Act.**

- Goal: Continue to coordinate with the Cabrillo Economic Development Corporation's NeighborWorks HomeOwnership Center to provide a minimum of two foreclosure prevention workshops. **Achievement: Partnered with Cabrillo Economic Development Corporation, which conducted a Foreclosure Prevention Workshop in October 2011. One additional workshop will be conducted in June 2012.**

- Goal: Continue to monitor affordable units in accordance with City and/or Agency agreements. **Achievement: Conducted monitoring of 1,585 affordable units in accordance with City and Agency affordable housing agreements.**

- Goal: Conduct an annual Citywide apartment rental rate and vacancy survey. **Achievement: Conducted a Citywide apartment market rental rate and vacancy survey, the results of which will be presented to the Affordable Housing Subcommittee and forwarded to City Council members.**

- Goal: Continue to process the purchase and resale of affordable and/or first-time homebuyer units. **Achievement: Marketed for-sale Agency-owned units, including three affordable and one market-rate unit.**

Other Accomplishments

- Revised the Housing Element in response to comments received from the California Department of Housing and Community Development. The City Council is scheduled to review the General Plan Update, including the Housing Element, prior to fiscal year-end.

- Monitored the Affordable Housing Agreement for the Los Arboles project, which is under construction at Royal Avenue and Corto Street. The project will provide 43 new single-family homes, including five units affordable to low-income first time homebuyers.

- Applied for a $700,000 Home Investment Partnerships Program (HOME) grant, which would provide funding for the Home Rehabilitation and the Senior Rent Subsidy Programs.

- Applied for a $1,000,000 CalHome Program grant, which would provide funding for the Home Rehabilitation and the First Time Homebuyer Assistance Programs.

SPECIAL PROJECTS

FY 2011-12 Goals and Achievements

- Goal: Continue the implementation of the Residential Building Permit Allocation System. **Achievement: Awarded 33.3 residential allocation grants through the first nine months of the fiscal year, and it is anticipated that an additional 53 grants will be awarded through fiscal year-end.**

- Goal: Convene the Technical Advisory Committee to evaluate the City's Residential Building Permit Allocation System and Prioritization Criteria and make recommendations for a replacement system to the Planning Commission and City Council. **Achievement: Convened the Residential Building Permit Technical Advisory Committee (TAC) in February 2012, and presented the Draft Managed-Growth Plan to the Neighborhood Councils and Planning Commission, all of whom recommended City Council approval of the Plan. In May 2012, the City Council authorized placement of the Plan on the November 2012 ballot.**

- Goal: Continue to monitor Development Agreement compliance for the Runkle Canyon project. **Achievement: Monitored the progress of the Runkle Canyon Development Agreement.**

BUILDING AND SAFETY DIVISION

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

PLAN REVIEW/PERMIT CENTER SERVICES

FY 2011-12 Goals and Achievements

- Goal: Continue to develop new permit counter procedures and processes to further integrate multi-agency approvals, and work toward a one-stop permit processing system. **Achievement: Continued the expanded one-stop permit counter services by working with the Public Works Department and Ventura County Fire Protection District staff to provide an integrated and expedited review process for small business tenant improvement projects. As a result, projects are able to receive comments and approvals during a single visit to the City's permit counter.**

- Goal: Continue to provide over-the-counter plan review by appointment for small business office and retail tenant improvement projects, saving each applicant a minimum of 10 working days in the approval process. **Achievement: Provided 161 over-the-counter plan reviews by appointment through the first nine months of the fiscal year.**

Other Accomplishments

- Served 5,465 customers at the permit center during the first nine months of the fiscal year.

- Issued 205 simple building permits during the first nine months of the fiscal year via the permit-by-fax service.

- Issued 3,068 building permits in the first nine months of the fiscal year.

- Conducted 1,470 plan reviews, including commercial, residential, solar, electrical, mechanical, and plumbing projects in the first nine months of the fiscal year.

FY 2012-13 Goals

- Continue to provide over-the-counter plan review by appointment for small business office and retail tenant improvement projects, saving each applicant a minimum of 10 working days in the approval process.

- Continue to provide expedited review and building permit services for solar energy projects.

- Continue to develop new permit counter procedures, processes and information systems to further integrate multi-agency approvals, and work toward a one-stop permit processing system.

INSPECTION/CODE COMPLIANCE SERVICES

FY 2011-12 Goals and Achievements

- Goal: Continue to provide inspection services within 24 hours of requests. **Achievement: Provided 11,215 residential and commercial construction inspections within 24 hours of receiving the request during the first nine months of the fiscal year.**

- Goal: Continue the Division's public outreach and customer service by continued distribution of questionnaires whereby feedback is obtained from homeowners and contractors regarding their level of satisfaction with the services provided by Building and Safety inspection staff. **Achievement: Obtained a 95% satisfaction rate based on returned questionnaires distributed to the owners of 120 newly permitted projects during the first nine months of the fiscal year.**

Other Accomplishments

- Continued to respond to citizen complaints regarding code violations. Inspection staff conducted 923 building code violation investigations within 48 hours of receiving the complaints during the first nine months of the fiscal year.

- Received 196 complaints or referrals during the first nine months of the fiscal year, while gaining compliance and closing 178. Staff continues to manage 249 open code compliance (MUSTS) cases.

- Inspected and issued Certificates of Occupancy for: the Firebird's Restaurant on Sycamore Drive; the McDonald's Restaurant on Galena Avenue; two 10-unit condominium buildings on Eileen Street; six 6-unit condominium buildings on Heywood Street; Fire Station #43 on Los Angeles Avenue; Ventura Orthopedic Medical Center on Erringer Road; two Chase bank branch locations - on Los Angeles Avenue and on Tapo Canyon Road; the Armed Forces Recruiting offices on Los Angeles Avenue; four tenant improvement spaces next to the Target Department Store on Madera Road; and ten medical buildings in the Wood Ranch Professional Business Center on Madera Road.

- Provided inspection services for projects under construction: the City Hall expansion; a tilt-up industrial building on Ward Avenue; a Del Taco restaurant on Los Angeles Avenue; a façade remodel and update of the Vons's Plaza on Los Angeles Avenue and Sinaloa Road; the construction of the Ventura County Fire Station #47 on Erringer Road; a 14,700 square foot, 4-unit retail building core and shell on Simi Town Center Way; a tenant improvement for Clinicas Royal at the corner of Madera Road and Royal Avenue; the renovation of the Aspen Center on Sycamore Drive; the remodel of six 5-unit apartment buildings on Yosemite Avenue; a tenant improvement to the Ice Rink on Easy Street; the renovation of a Medical-Surgical Center on Los Angeles Avenue; a 3-unit condominium building on Apricot Road; the Los Arboles Project at Royal Avenue and Corto Street; and six custom single-family homes in the Big Sky development.

FY 2012-13 Goals

- Continue to provide all mandated inspection services within 24 hours for all new construction, additions, and alterations of single-family buildings and structures.

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

- Continue to respond to all citizen complaints within 48 hours of their receipt.

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 2011-12 Goals and Achievements

- Goal: Maintain at least a 95% satisfaction rate for customer service as determined from ongoing tabulation of the Department's Customer Service Questionnaires. **Achievement: Realized a 95% overall satisfaction rate from all questionnaires returned.**

- Goal: Continue to audit Departmental files and source documents for conformance with the City's adopted Records Retention and Destruction Schedule. **Achievement: Continued the audit of Department records, which resulted in the authorized destruction of 42 boxes of documents that had exceeded their required retention periods.**

Other Accomplishments

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

FY 2012-13 Goals

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

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

- Initiate a program to scan and archive department records and plans and records in order to reduce the need to store paper records in an off-site location.

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES
Director

ADMINISTRATIVE OFFICER

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

PLANNING COMMISSION

ADMINISTRATIVE SECRETARY

DEPUTY DIRECTOR/ CITY PLANNER

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

DEPUTY DIRECTOR/ BUILDING OFFICIAL

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

DEPARTMENT OF ENVIRONMENTAL SERVICES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$3,253,809	$3,285,800	$3,259,000	$26,800	$3,203,200
41020	Temporary Salaries	22,753	25,900	22,100	3,800	84,300
41030	Boards & Commissions	32,608	32,600	32,600	0	32,600
41040	Overtime	2,392	4,000	2,700	1,300	4,000
41200	Deferred Compensation - 401k	24,005	24,400	23,900	500	23,600
41210	Deferred Compensation - 457	4,698	5,400	4,500	900	5,800
41300	Vision Care	9,499	9,600	9,500	100	9,700
41350	Disability	27,528	27,400	25,200	2,200	21,300
41400	Group Ins/Health	513,144	592,300	516,700	75,600	582,100
41450	Life Insurance	9,893	10,000	9,000	1,000	7,700
41500	Group Ins/Dental	34,477	35,900	35,400	500	36,900
41600	Retirement/PERS	628,562	710,200	710,200	0	720,400
41610	Retirement/PARS	6,626	5,000	5,800	(800)	6,000
41650	Medicare	46,002	48,000	48,600	(600)	47,600
41660	FICA	3,452	3,500	3,500	0	3,400
41700	Workers' Compensation	93,300	102,800	102,800	0	146,800
41620	Retirement HRA	0	0	0	0	2,400
41860	Salary Reimbursements	0	0	0	0	(70,000)
41900	Personnel Savings	0	(177,700)	UNMET	(177,700)	(177,700)
	Subtotal - Personnel	$4,712,748	$4,745,100	$4,811,500	($66,400)	$4,690,100

DEPARTMENT OF ENVIRONMENTAL SERVICES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS						
42230	Office Supplies	$4,485	$5,000	$5,000	$0	$5,200
42410	Uniform/Clothing Supply	232	1,100	1,100	0	1,100
42420	Special Departmental Expense	309	3,900	500	3,400	900
42440	Memberships & Dues	9,632	10,700	9,400	1,300	10,900
42450	Subscriptions & Books	6,646	2,400	2,000	400	1,800
42460	Advertising	3,516	20,800	7,200	13,600	5,700
42550	Small Tools/Equipment	367	500	300	200	1,000
42720	Travel, Conferences, Meetings	160	6,200	4,800	1,400	7,200
42730	Training	1,790	3,600	2,100	1,500	3,600
42790	Mileage	4,922	5,000	4,900	100	4,900
	Subtotal - Supplies/Materials	32,059	59,200	37,300	21,900	42,300
SERVICES						
44010	Professional/Special Services	6,050	101,100	101,100	0	900
44310	Maintenance of Equipment	22,250	21,300	21,300	0	20,900
44490	Other Contract Services	25,774	37,500	37,500	0	50,000
	Subtotal - Services	54,074	159,900	159,900	0	71,800
	Subtotal - Current Expenses	86,133	219,100	197,200	21,900	114,100
	Total	$4,798,881	$4,964,200	$5,008,700	($44,500)	$4,804,200

DEPARTMENT OF ENVIRONMENTAL SERVICES
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Administration:			
Director, Environmental Services	1.0	1.0	1.0
Administrative Officer	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Recording Secretary	2.0	2.0	2.0
Secretary	2.0	2.0	2.0
Secretary *	1.0	1.0	1.0
Clerk	4.0	4.0	4.0
SUBTOTAL	13.0	13.0	13.0
Planning:			
Deputy Director/City Planner	1.0	1.0	1.0
Deputy Director/Housing and Special Projects	1.0	1.0	0.0
Principal Planner	0.0	0.0	0.0
Landscape Architect	1.0	1.0	1.0
Senior Planner	6.0	6.0	6.0
Senior Planner *	2.0	2.0	2.0
Associate Planner	2.0	2.0	0.0
Associate Planner	6.0	6.0	6.0
Assistant Planner	1.0	1.0	1.0
Management Analyst *	2.0	2.0	1.0
Home Rehabilitation Coordinator *	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
SUBTOTAL	24.0	24.0	20.0

* Position(s) funded in FY 2012-13 by the Housing Successor Agency

DEPARTMENT OF ENVIRONMENTAL SERVICES

AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
Building and Safety:			
Deputy Director/Building Official	1.0	1.0	1.0
Deputy Building Official	1.0	1.0	1.0
Senior Engineer/Plan Check	1.0	1.0	1.0
Associate Engineer/Plan Check	1.0	1.0	1.0
Permit Services Coordinator	1.0	1.0	1.0
Supervising Building Inspector	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Building Inspector II	5.0	5.0	5.0
Electrical Inspector	1.0	1.0	1.0
Counter Services Technician	2.0	2.0	2.0
SUBTOTAL	17.0	17.0	17.0
TOTAL - REGULAR POSITIONS	54.0	54.0	50.0
TEMPORARY/PART-TIME POSITIONS: (Note 2)			
Planning Intern	3.0	3.0	3.0
TOTAL - TEMPORARY/PART-TIME POSITIONS	3.0	3.0	3.0
TOTAL - ENVIRONMENTAL SERVICES POSITIONS	57.0	57.0	53.0

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

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION

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

PARKWAY AND TREE MAINTENANCE

The Parkway and Tree Maintenance Section maintains the Landscape Maintenance District No. 1 (LMD), consisting of 150 acres of landscape and currently manages three landscape maintenance contracts, two tree maintenance contracts and one pest control maintenance contract. In addition, in-house staff performs street tree maintenance, roadside maintenance, and landscape inspections.

FY 2011-12 Goals and Achievements

- Goal: Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material as budget funds allow. **Achievement: Upgraded the irrigation systems, irrigation controllers, and plant materials at the Simi Valley Rail Station. Installed drought-tolerant plants in various LMD zones, and approximately 100 drought-tolerant plants along railroad right-of-way.**

- Goal: Continue use of reclaimed water in lieu of potable water for every feasible application on public property. **Achievement: Used reclaimed water in lieu of potable water to irrigate landscaping at the Public Services Center, the Transit Maintenance Facility, and the County Animal Shelter.**

- Goal: Complete Annual Landscape District Assessment process for FY 2011-12. **Achievement: Completed the assessment process in June 2011.**

- Goal: Continue in-house and contractual street tree trimming and tree removal/replacement projects. **Achievement: Trimmed 12,500 trees, removed 461 damaged and diseased trees, removed 478 tree stumps, and planted 235 trees.**

- Goal: Continue to implement water and energy conservation measures. **Achievement: Installed 92 smart, water saving irrigation controllers, repaired and upgraded approximately 36 outdated irrigation controller electrical power supplies, upgraded irrigation system and plant material at the Development Services Building and Department of Motor Vehicles Building, and installed approximately 6,000 precision irrigation heads and nozzles throughout the Landscape Maintenance District.**

Other Accomplishments

- Received, for the second year, the Toro Irrigation award for significant water conservation efforts.

- Arranged and managed the relocation of two irrigation main lines, two irrigation wire bundles, made numerous irrigation system changes, moved seven medium and large trees, and removed seven trees and stumps in preparation for the City Hall expansion project.

- Installed 18 trees on Yosemite Avenue to provide shade and screening for a hiking trailhead.

- Repaired the irrigation system in Landscape Maintenance District Zone 31 and 32 on Alamo Street to allow proper water pressure.

- Processed nearly 4,000 cubic yards of wood chips and utilized the mulch to retain soil moisture; provided wood chips to residents and businesses upon request.

- Purchased and planted a dozen experimental trees throughout Simi Valley in an effort to determine if these types of trees will perform well and to allow expansion of the street tree and Landscape Maintenance District tree pallet.

FY 2012-13 Goals

- Continue to upgrade the landscaping of designated areas within the public right-of-way with drought-tolerant plant material.

- Continue the use of reclaimed water in lieu of potable water for every feasible application.

- Complete the Annual Landscape District Assessment process for FY 2013-14.

- Continue in-house and contractual street tree trimming and tree removal/replacement projects.

- Continue to implement water and energy conservation measures.

STREET MAINTENANCE

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

FY 2011-12 Goals and Achievements

- Goal: Continue the comprehensive program to replace damaged curbs, gutters, and sidewalks throughout the City. **Achievement: Removed and replaced approximately 500 linear feet of curb and gutter, and 20,000 square feet of sidewalk.**

- Goal: Continue a program to clean algae from City sidewalks. **Achievement: Pressure washed and removed algae from 64,000 linear feet of City sidewalks.**

- Goal: Continue the comprehensive maintenance and repair of asphalt streets throughout the City. **Achievement: Continued the maintenance and repair of asphalt streets.**

- Goal: Continue contractual maintenance and repair of parkway tree lighting on Tapo Street. **Achievement: Continued to maintain and repair decorative lighting.**

Other Accomplishments

- Constructed handicap ramps and parking stalls at the Senior Center and the Cultural Arts Center stalls to comply with Americans With Disabilities Act requirements.

- Completed construction of concrete material bins at the Public Services Center.

- Continued the Military Banners Program that now has well over 200 banners installed on light poles at various locations in the City.

FY 2012-13 Goals

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

BUILDING MAINTENANCE

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

FY 2011-12 Goals and Achievements

- Goal: Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings with in-house labor and contractual services. **Achievement: Continued to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services.**
- Goal: Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs. **Achievement: Continued preventive maintenance programs.**
- Goal: Continue to maintain and monitor established power and water conservation programs. **Achievement: Continued established power and water conservation programs and installed water saving aerators on City faucets.**
- Goal: Participate in the City's Energy Leader Partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs for City facilities. **Achievement: Evaluated costs to upgrade older light fixtures with energy efficient fixtures and installed Plug Load Occupancy Sensors.**

Other Accomplishments

- Refinished the multi-purpose room floor at the Senior Center.
- Completed over 1,500 room setups at the Senior Center for various scheduled day and night events.
- Managed installation of new energy efficient HVAC system at the City Hall facility.
- Performed detailed cleaning of the Simi Valley Rail Station and installed of holiday lighting in preparation for the Metrolink Holiday Train.
- Replaced outdated T12 lamps and magnetic ballast with energy efficient T8 lamps and electronic ballast at the Public Services Center as part of the City's energy saving program and to earn energy credits through the Southern California Edison partnership.

FY 2012-13 Goals

- Continue to provide mechanical, electrical, plumbing, heating, air conditioning, carpentry, locksmith, painting, and custodial maintenance services for twelve City buildings.

- Continue to maintain and expand existing preventive maintenance programs for heating, air conditioning, electrical, door hardware, and roofs.

- Continue to maintain and monitor established power and water conservation programs.

- Provide technical input as required to City Departments regarding plans for projected office reconfigurations and issues related to compliance with current ADA laws.

- Participate in the City's Energy Leader Partnership with Southern California Edison to develop and implement energy saving and energy efficient projects and programs at City facilities.

EQUIPMENT MAINTENANCE

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

FY 2011-12 Goals and Achievements

- Goal: Continue to provide maintenance for all City vehicles and related equipment. **Achievement: Completed 1,500 vehicle maintenance/repair activities.**

- Goal: Continue to comply with Air Pollution Control District permit requirements. **Achievement: Complied with all Air Pollution Control District permit requirements.**

- Goal: Provide Forklift Operator training for two mechanics. **Achievement: Completed forklift training for two mechanics.**

- Goal: Comply with Diesel Emission Control Requirements. **Achievement: Removed two diesel engine vehicles from service and retrofitted one diesel engine vehicle exhaust system.**

- Goal: Comply with the Periodic Smoke Inspection Program **Achievement: Certified 15 diesel vehicles for emission control compliance.**

- Goal: Comply with the Government Fleet Smog Check Program requirements. **Achievement: Certified 47 gasoline vehicles for emission control compliance.**

Other Accomplishments

- Passed California Highway Patrol Transit Vehicle inspections at the Public Services Center with a satisfactory rating.

- Passed the California Highway Patrol bi-annual inspection of bus terminals at the Transit Maintenance Facility with a satisfactory rating.

- Installed a factory-rebuilt transmission in one Police vehicle.

- Rebuilt one engine for a City vehicle.

FY 2012-13 Goals

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

- Continue to comply with Air Pollution Control District permit requirements.

- Continue to comply with the Periodic Smoke Inspection Program for diesel engines.

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

STORM DRAIN MAINTENANCE

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

FY 2011-12 Goals and Achievements

- Goal: Maintain secondary drains and secondary channels throughout the City. **Achievement: Maintained approximately 1,000 secondary drains and 250,000 square feet of secondary channels.**

- Goal: Sweep 8,500 curb miles of City streets. **Achievement: Swept only 6,000 curb miles of City Streets due to ongoing problems with equipment.**

- Goal: Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning, channel cleaning, and street sweeping. **Achievement: Continued the use of reclaimed water for storm drain cleaning, channel cleaning, and street sweeping.**

Other Accomplishments

- Hauled approximately 500 yards of debris to the landfill.

FY 2012-13 Goals

- Maintain secondary drains and secondary channels throughout the City.

- Monitor and assist Waste Management's commitment to sweep 8,500 curb miles of City streets.

- Continue to use reclaimed water in lieu of potable water wherever feasible for storm drain cleaning and channel cleaning.

GRAFFITI ABATEMENT PROGRAM

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

FY 2011-12 Goals and Achievements

- Goal: Continue to coordinate with the City's contractor for the removal of graffiti on public and private property. **Achievement: Responded to over 3,200 graffiti incidents and removed approximately 149,000 square feet of graffiti citywide.**

- Goal: Continue to remove illegal signs within the City right-of-way. **Achievement: Removed approximately 2,500 illegal signs from within the public right-of-way in compliance with the City's sign ordinance.**

FY 2012-13 Goals

- Continue to coordinate with the City's contractor for the removal of graffiti on public and private property.

- Continue to remove illegal signs within the City right-of-way.

- Continue to use recycled paint to cover graffiti whenever possible.

TRAFFIC ENGINEERING AND CITY ENGINEERING

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

TRAFFIC ENGINEERING

FY 2011-12 Goals and Achievements

- Goal: Design and construct new traffic signals as approved by the City Council during its annual review of the Traffic Signal Construction List. **Achievement: No new signals were approved for FY 2011-12.**

- Goal: Upgrade traffic signal equipment, controllers, and cabinets at locations approved by the City Council. **Achievement: Upgraded cabinets and controllers at Cochran Street and Colonial Way, and Cochran Street and Capitol Way; replaced median poles and equipment with larger poles and mast-arm equipment at Madera Road and Easy Street, and Los Angeles Avenue and Erringer Road.**

- Goal: Design and construct pedestrian or bicycle projects using Article 3 grant funds and City matching funds, if approved by the City Council. **Achievement: Installed sidewalk and a curb ramp at the intersection of Los Angeles Avenue and Stow Street.**

- Goal: Continue developing a sign inventory and replacing signs to comply with requirements of the California Manual on Uniform Traffic Control Devices. **Achievement**: **Completed the Request for Proposals for the sign inventory, which is the first phase of this project.**

FY 2012-13 Goals

- Design and construct new traffic signals as approved by the City Council during its annual review of the Traffic Signal Construction List.

- Upgrade traffic signal equipment, controllers, and cabinets at locations approved by the City Council.

- Design and construct pedestrian or bicycle projects using Article 3 grant funds and City matching funds, if approved by the City Council.

- Continue developing a sign inventory and replacing signs to comply with requirements of the California Manual on Uniform Traffic Control Devices.

CITY ENGINEERING

FY 2011-12 Goals and Achievements

- Complete the project to plant oak trees at 118 Freeway interchanges. **Achievement: Completed.**

- Complete the construction of the First Street 118 Freeway

Interchange Landscaping Project. **Achievement: Continued negotiations between the City and Caltrans with regard to design alternatives and post-construction maintenance responsibilities.**

- Complete the construction of West Los Angeles Improvements between Easy Street and the City's Public Services Center. **Achievement: Initiated construction.**

- Complete the Street Mile Report. **Achievement: Submitted the Street Mileage Report, used to determine the apportionment of Federal-aid highway funds, to Caltrans.**

- Complete design and initiate construction of the FY 2011-12 Annual Minor Street Overlay Program. **Achievement: Initiated construction.**

- Complete the design and initiate construction of the FY 2011-12 Annual Major Street Rehabilitation**. Achievement: Initiated construction.**

- Complete the design and initiate construction of widening of Tapo Creek Bridge. **Achievement: Initiated design.**

- Complete the design and initiate construction of the Las Llajas Bridge Widening Project. **Achievement: Initiated design.**

- Complete the Bike Path Gap Closure Project between the Metrolink Station and Stearns Street. **Accomplishment: Initiated construction.**

- Complete the construction of heating, ventilation, and air conditioning improvements at City Hall. **Achievement: Completed the project.**

Other Accomplishments

- Assisted departments with contract compliance and construction specification issues.

- Completed design of the Transportation Development Act Article 3 Bicycle and Pedestrian Ramp Project.

FY 2012-13 Goals

- Complete the First Street 118 Freeway Interchange Landscaping Project.

- Complete construction of the West Los Angeles Avenue street improvements between Easy Street and the City's Public Services Center.

- Complete construction of the FY 2011-12 Annual Minor Street Overlay Program.

- Complete design and initiate construction of widening eastbound Madera Road between West Country Club Drive and Wood Ranch Parkway.

- Complete design and initiate construction of a right-turn lane on Erringer Road at Cochran Street.

- Complete design and initiate construction of Los Angeles Avenue Improvements from the Public Services Center to the westerly City limits.

- Complete design and initiate construction of widening northbound Madera Road between Simi Village Drive and Los Angeles Avenue.

- Complete design and initiate construction of the FY 2012-13 Annual Minor Street Rehabilitation Program.

- Complete design and initiate construction of the FY 2012-13 Annual Major Street Rehabilitation Program.

- Complete the Transportation Development Act Article 3 Bicycle and Pedestrian Ramp Project.

- Complete design and construction of the widening of the Tapo Creek Bridge.

- Complete design and initiate construction of the Las Liajas Bridge Widening Project.

- Complete the Street Mile Report.

ENVIRONMENTAL COMPLIANCE

Stormwater Management

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

FY 2011-12 Goals and Achievements

- Goal: Continue to implement the recent Stormwater permit requirements throughout the City. **Achievement: Continued implementation of 2010 Stormwater Permit requirements, completed staff training of other Public Works Divisions and City Departments, installed trash excluders in catch basins throughout the City, and placed trash and recycling receptacles in potential high trash areas.**

- Goal: Complete revisions to the current Stormwater Ordinance and obtain City Council approval for new ordinance. **Achievement: Re-wrote the current Stormwater Ordinance to be in compliance with the Stormwater permit, working with countywide Ordinance Subcommittee and City Attorney's office for consideration by the City Council.**

- Goal: Complete NPDES permit requirements with July 2012 completion date, including mapping of storm drain pipes greater than 36" in diameter and portions of storm drain system 50 years of age and older. **Achievement: Utilized GPS system integrated into City's GIS system and mapped stormdrain pipes greater than 36" in diameter and storm drains over 50 years old.**

- Goal: Continue implementation of the current NPDES permit requirements for Public Outreach, Illicit Discharge and Illicit Connections, Critical Source Facility Inspections, and Industrial Outreach programs. **Achievement: Conducted public outreach at the Earth Day event, Household Hazardous Waste Collection events, Arroyo Simi Cleanup events, Neighborhood Council meetings, professional workshops, and local community colleges. Additionally, performed 490 commercial and industrial inspections during the first eight months of the fiscal year. Also, distributed Stormwater Best**

Management Practice brochures at automotive parts stores, animal feed stores, and home improvement stores, and hardware stores.

FY 2012-13 Goals

- Continue implementation of the Stormwater permit requirements throughout the City focusing on the permit requirements with a 2013 deadline.

- Begin NPDES permit requirements with July 2014 completion date to map stormdrain pipes greater than 18" in diameter.

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

Hazardous Materials

The Hazardous Materials program is responsible for hazardous materials disposal services for City operations, and Hazardous Materials Awareness and First Responder training to City employees, as well as the Household Hazardous Waste (HHW) Disposal program.

FY 2011-12 Goals & Achievements

- Goal: Promote year-round awareness of non-City electronic waste Events through the City' website. **Achievement: Provided contact information to the Simi Valley Chamber of Commerce that resulted in an additional electronic waste collection event at the Chamber office. Several nonprofit groups including Boys Scouts, the Simi Valley Education Foundation, the Royal High School Band and several local churches have sponsored events.**

- Goal: Continue Household Hazardous Waste outreach using local news media and informational flyers at HHW Collection events, electronic waste collection events, annual Earth Day Celebration, and the Living Green Expo. **Achievement: Placed ads for six Household Hazardous Waste collection events and one electronic waste collection event in the Simi Valley Acorn newspaper. Staff negotiated $1,000 worth of sponsorship advertising for the annual Earth Day Celebration and corresponding electronic waste collection from the Ventura County Star newspaper. Distributed Household Hazardous Waste informational flyers for the Living Green Expo and Earth Day Celebration.**

- Goal: Revise monthly inspection reporting to better track and identify hazardous materials spills and stormwater illicit discharge activities. **Achievement: The Division's Inspection Reporting system was modified to better identify and categorize hazardous materials spills and illicit discharges.**

Other Accomplishments

- Obtained assistance from a local service club to collect used eyeglasses for redistribution and a cellular phone recycler to collect phones to benefit non-profit organizations.

- Implemented a new Household Hazardous Waste contract that lowered the unit cost from $48.25 to $45.00 per vehicle, a 6.74% cost reduction.

FY 2012-13 Goals

- Continue promoting year-round awareness of non-City electronic waste events through the City' website.
- Provide support for a smooth transition of the Household Hazardous Waste program from the City to Waste Management.

- Continue expanding the Earth Day Celebration using partnerships, sponsorships, and potential grants.

SIMI VALLEY CITY COUNCIL

CITY MANAGER

PUBLIC WORKS
Director

ADMINISTRATIVE SECRETARY

ASSISTANT DIRECTOR OF PUBLIC WORKS-UTILITIES

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

ASSISTANT DIRECTOR OF PUBLIC WORKS-ENGINEERING/ MAINTENANCE

- 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
- Water Conservation

DEPUTY DIRECTOR PW ADMIN

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

DEPUTY DIRECTOR MAINTENANCE SERVICES

- 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
- Staff Support to Planning Commission

DEPARTMENT OF PUBLIC WORKS

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$6,031,620	$6,367,500	$6,043,300	$324,200	$6,521,400
41020	Temporary Salaries	26,770	28,400	19,000	9,400	8,500
41040	Overtime	88,156	97,100	83,000	14,100	99,600
41200	Deferred Compensation - 401k	27,150	28,100	27,000	1,100	29,400
41210	Deferred Compensation - 457	18,046	25,400	17,600	7,800	25,800
41300	Vision Care	22,616	23,700	22,200	1,500	24,100
41350	Disability	31,696	33,200	29,700	3,500	27,000
41400	Group Ins/Health	1,132,343	1,275,100	1,203,900	71,200	1,188,400
41450	Life Insurance	17,512	19,000	15,800	3,200	15,500
41500	Group Ins/Dental	85,673	88,400	81,500	6,900	87,800
41600	Retirement/PERS	1,088,043	1,257,800	1,215,900	41,900	1,327,600
41610	Retirement/PARS	7,593	5,600	5,900	(300)	6,600
41650	Medicare	75,304	93,900	79,200	14,700	92,000
41660	FICA	1,052	1,800	500	1,300	0
41700	Workers' Compensation	292,200	303,400	303,400	0	397,200
41620	Retirement HRA	1,180	6,000	2,700	3,300	10,800
41900	Personnel Savings	0	(263,800)	MET	(263,800)	(263,800)
	Subtotal - Personnel	8,946,954	9,390,600	9,150,600	240,000	9,597,900
SUPPLIES AND MATERIALS						
42100	Utilities	239,525	258,000	234,900	23,100	1,479,500
42150	Communications	584	800	800	0	8,500
42230	Office Supplies	6,386	10,000	8,000	2,000	8,000
42235	Furn & Equip (Non-Capital)	2,000	0	0	0	0
42310	Rentals	2,664	29,000	3,000	26,000	4,000

DEPARTMENT OF PUBLIC WORKS (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS (CONT'D)						
42410	Uniform/Clothing Supply	$20,830	$27,000	$27,000	$0	$27,000
42420	Special Departmental Expense	127,523	100,000	119,500	(19,500)	130,000
42440	Memberships & Dues	8,334	10,800	10,800	0	10,800
42450	Subscriptions & Books	780	2,000	1,700	300	1,700
42460	Advertising	1,404	1,500	1,000	500	1,000
42500	Fuel & Lubricants	295,957	320,000	340,000	(20,000)	412,600
42510	Tires	49,903	50,000	50,000	0	51,400
42550	Small Tools/Equipment	6,346	10,000	10,000	0	10,000
42560	Operating Supplies	354,248	635,900	514,700	121,200	510,600
42720	Travel, Conferences, Meetings	3,854	4,100	4,100	0	5,800
42730	Training	3,442	8,500	8,500	0	6,500
42790	Mileage	5,176	6,400	6,400	0	6,400
	Subtotal - Supplies/Materials	1,128,956	1,474,000	1,340,400	133,600	2,673,800
SERVICES						
44010	Professional/Special Services	137,037	443,800	317,700	126,100	281,000
44310	Maintenance of Equipment	65,942	64,700	49,700	15,000	64,700
44450	Landscape Maintenance Contract	1,069,939	962,100	949,800	12,300	951,800
44490	Other Contract Services	879,924	1,039,900	915,700	124,200	1,294,300
44355	Reimbursement for Vehicle Mtce	(980,100)	(965,400)	(965,400)	0	(887,000)
	Subtotal - Services	1,172,742	1,545,100	1,267,500	277,600	1,704,800
	Subtotal - Current Expenses	$2,301,698	$3,019,100	$2,607,900	$411,200	$4,378,600

DEPARTMENT OF PUBLIC WORKS (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CAPITAL OUTLAY						
47020	Furnishings & Equip. (Capital)	$0	$7,200	$7,200	$0	$0
47028	Computers (Capital)	5,875	12,800	12,800	0	0
47030	Vehicles	0	26,400	26,400	0	0
47050	Maintenance Contracts	6,584	50,000	50,000	0	0
	Subtotal - Capital Outlay	12,459	96,400	96,400	0	0
	Total	$11,261,111	$12,506,100	$11,854,900	$651,200	$13,976,500

DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Administration:			
Director, Public Works	1.0	1.0	1.0
Assistant Public Works Director	1.0	1.0	1.0
Deputy Director/Maintenance Services	1.0	1.0	1.0
Deputy Director/Public Works Administration	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	0.0
Administrative Secretary	2.0	2.0	2.0
Account Clerk II	1.0	1.0	1.0
Public Works Dispatcher	1.0	1.0	1.0
SUBTOTAL	10.0	10.0	9.0
Maintenance:			
Maintenance Superintendent	3.0	3.0	3.0
Maintenance Supervisor	4.0	4.0	4.0
Community Services Specialist	2.0	2.0	2.0
Heavy Equipment Operator	2.0	2.0	2.0
Building Maintenance Technician	4.0	4.0	4.0
Senior Tree Trimmer	2.0	1.0	1.0
Tree Trimmer I/II	2.0	3.0	3.0
Mechanic I/II	7.0	7.0	7.0
Public Works Inspector	3.0	3.0	3.0
Senior Custodian	1.0	1.0	1.0
Custodian	13.0	13.0	13.0
Maintenance Worker III	4.0	4.0	4.0
Maintenance Worker I/II	20.0	20.0	20.0
SUBTOTAL	67.0	67.0	67.0

DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
City Engineering & Traffic Engineering:			
Deputy Director/Traffic Engineer	1.0	1.0	1.0
Deputy Director/City Engineer	1.0	1.0	1.0
Principal Engineer	4.0	4.0	4.0
Senior Engineer	7.0	7.0	7.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	3.0	3.0	3.0
Engineering Technician	1.0	1.0	1.0
Contract Compliance Technician	1.0	1.0	1.0
Engineering Aide	1.0	1.0	1.0
Counter Services Technician	1.0	1.0	1.0
Supervising Public Works Inspector	1.0	1.0	1.0
Public Works Inspector	5.0	5.0	5.0
SUBTOTAL	28.0	28.0	28.0
Environmental Compliance: (Note 1)			
Environmental Compliance Program Coordinator	2.0	2.0	2.0
Environmental Compliance Program Analyst	1.0	0.0	0.0
Management Analyst	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
SUBTOTAL	6.0	5.0	5.0
TOTAL - REGULAR POSITIONS	111.0	110.0	109.0

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

DEPARTMENT OF PUBLIC WORKS
AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
TEMPORARY/LIMITED-TERM POSITIONS: (Note 2)			
Temporary Custodian	0.5	0.5	0.5
Work Experience/Maintenance	0.5	0.5	0.5
TOTAL - TEMP/LIMITED-TERM POSITIONS	1.0	1.0	1.0
TOTAL - PUBLIC WORKS POSITIONS	112.0	111.0	110.0

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

POLICE DEPARTMENT

DEPARTMENT ADMINISTRATION

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

FY 2011-12 Goals and Achievements

- Goal: Reduce the incidence of property crimes through suppression of criminal activity and community education and awareness. **Achievement: Reduced Property Crime by 22.7% during calendar year 2011.**

- Goal: Develop a strategy to monitor the early release of inmates from State prison or county jail with no probation or parole terms. **Achievement: Assigned an Officer to work the Post Release Community Supervision Task Force.**

- Goal: Explore joint use and regional approaches to enforcement efforts and investigations. **Achievement: Assigned a Detective to work the Southwest Task Force in an effort to combat illegal drug trafficking.**

Other Accomplishments

- Conducted a Community Open House on June 11, 2011 to celebrate the Department's 40th anniversary and showcase Department and local agency programs.

FY 2012-13 Goals

- Continue to focus attention on heroin and illegal drug activity to save lives and ensure compliance with the law.

- Pursue grant funding from all sources to help fund necessary Department programs.

- Continue efforts to reduce crime and focus on known offenders.

- Complete Department-wide training on wellness and team building.

- Finalize the training, implementation and replacement of handguns.

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 2011-12 Goals and Achievements

- Goal: Provide high quality customer service at all times. **Achievement: Responded to 19,857 calls for service from July 1, 2011 through February 29, 2012, 18,744 of which were emergency 911 calls with no citizen complaints.**

- Goal: Assist with maintaining an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls. **Achievement: Assisted with meeting goals for response times of 4.3 for emergency calls and 13.5 minutes for to non-emergency calls from July 1, 2011 through February 29, 2012.**

- Goal: Continue pursuit of a regional 911 system. **Achievement: Selected a vendor, secured funding and currently reviewing scope of work documentation. The project is slated to become operational in mid-2012.**

- Goal: Conduct an Alternate Dispatch Center training exercise. **Achievement: Activated and trained in Alternate Dispatch Center on October 10, 2011, October 14, 2011, April 16 2012, and April 20, 2012.**

- Goal: Participate in Leadership Simi Valley, the Every 15-Minutes Program, and the Citizens' Academy. **Achievement: Presented at Citizens' Academy on October 5, 2011, Leadership Simi Valley on February 3, 2012, a second Citizens' Academy on March 14, 2012, and an Every 15-Minutes exercise on May 2, 2012.**

FY 2012-13 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.

- Complete the Regional 911 System Project with the Ventura County Sheriffs' Department and Oxnard Police Department.

- Activate and conduct a training exercise at the Alternate Dispatch Center.

- Participate in Leadership Simi Valley, the Every 15-Minutes Program, and the Citizens' Academy.

- Investigate and evaluate on-line scheduling for the Dispatch Center.

PATROL

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

FY 2011-12 Goals and Achievements

- Goal: Maintain an average response time of less than 5 minutes for emergency calls and less than 15 minutes for routine calls. **Achievement: Achieved a 4.3 minute response time for emergency calls and a 13.5 minute response time for non-emergency calls from July 1, 2011 through February 29, 2012.**
- Goal: Provide professional and courteous service at all times and maintain a low citizen complaint rate. **Achievement: Provided professional and courteous service, receiving only two citizen complaints.**

- Goal: Continue to focus resources on identified problem areas. **Achievement: Focused additional resources on retail locations for the holiday season, including Bicycle and Traffic Patrols, and emphasized narcotics enforcement.**

- Goal: Explore new and innovative methods to provide Patrol and Traffic services to the City at a reduced cost. **Achievement: Increased the number of bicycle Officers by five for deployment in problem areas. Acquired two additional bicycles with funding from the Simi Valley Police Foundation.**

- Goal: Continue to increase the use of technology to combat crime. Achievement: **Purchased an Automated License Plate Reader for use in tracking known offenders and identifying stolen vehicles.**

FY 2012-13 Goals

- Maintain an average response time of less that 5 minutes for emergency calls for service and 15 minutes for non-emergency calls for service.

- Provide professional and courteous service at all times and maintain a low citizen complaint rate.

- Focus resources on identified problem areas and crime trends through the use of creative approaches and specialized resources.

- Explore new and innovative methods to provide Patrol and Traffic services to the City at a reduced cost.

- Increase the use of technology to combat crime.

SPECIAL OPERATIONS UNIT

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

FY 2011-12 Goals and Achievements

- Goal: Ensure the Special Enforcement Section's time is focused on the enforcement of street level narcotics violations in an effort to drive the property crime rate down. **Achievement: Reduced the Part I property crime rate and focused on known street level narcotics offenders.**

- Goal: Continue to monitor and track the early release of parolees into the City as a result of the State's early release program. **Achievement: Assigned one Officer to the Ventura County Post Release Community Supervision Task Force to assist with re-alignment of the early release prisoner program.**

- Goal: Maintain working relationships with State, Federal, and regional drug enforcement agencies in order to address narcotics issues in the City. **Achievement: Worked closely with Federal, State, County and other local law enforcement agencies to combat multi-jurisdictional problems.**

- Goal: Develop and maintain relationships and participate in available Federal and county narcotics' task forces as a means to further reduce illegal narcotics activity in the city. **Achievement: Assigned one Narcotics Detective to a Drug Enforcement Agency Task Force in an effort to share resources for large narcotics investigations.**

FY 2012-13 Goals

- Concentrate on targeting local illegal narcotics users and dealers.

- Continue to monitor and track the early release of parolees into the City as a result of the State's early release program.

- Dedicate a portion of the Special Enforcement Section's time to operations targeting property crimes to include probation/parole sweeps and 'bait' operations utilizing specialized equipment.

- Maintain working relationships with State, Federal, and regional drug enforcement agencies in order to impact the narcotics problem within the City.

- Provide training, as needed, to local School District personnel regarding current drug trends and recognition of drug symptomology.

- Continue to support the Simi Valley Task Force on Heroin Prevention by providing current drug trend information, current statistics on local drug problems and arrest data, and expert advice as requested.

SPECIAL PROBLEMS SECTION

The Special Problems Section is responsible for gang enforcement and works in conjunction with other areas of SOU on specialized assignments to proactively reduce crime.

FY 2011-12 Goals and Achievements

- Goal: Continue the close working relationship with County Juvenile Probation and conduct monthly several probation sweeps targeting gang members and at-risk youth. **Achievement: Worked with County Probation Officers to conduct enforcement on known gang members and at risk youth.**

- Goal: Continue to conduct Alcoholic Beverage stings that target on-sale licensed businesses to ensure compliance with applicable laws and reduce the availability of alcohol to underage persons. **Achievement: Conducted two ABC stings on a citywide basis during FY 2011-12.**

- Goal: Implement the CAL GANG computer tracking system to enhance gang intelligence gathering methods. **Achievement: Tracked known, validated gang members by accessing the CAL GANG computer tracking system.**

- Goal: Continue to monitor and abate trespassing and panhandling complaints related to homeless individuals throughout the city. **Achievement: Handled complaints and worked with residents and business owners to finds solutions related to trespassing and panhandling by homeless individuals throughout the city.**

- Goal: Monitor and track the activity of all local gang members and respond proactively to any increase in activity. **Achievement: Monitored and tracked gang activity and took appropriate enforcement action when warranted.**

FY 2012-13 Goals

- Continue to conduct probation sweeps targeting gang members and at-risk youth.

- Continue to monitor local massage establishments and take appropriate enforcement action as necessary.

- Continue with zero tolerance enforcement posture on all crimes involving graffiti and tagging related vandalisms.
- Provide local School District personnel with gang recognition training and maintain open lines of communication with the School Resource Officer(s).

- Continue to monitor and enforce ordinances related to the homeless population.

- Monitor and track the activity of all local gang members.

DETECTIVES

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

FY 2011-12 Goals and Achievements

- Goal: Maintain a close working relationship with various Federal, State, and local law enforcement agencies to ensure intelligence information is readily available. **Achievement: Worked closely with, local, State, and Federal, law enforcement agencies to investigate multi-jurisdictional crimes.**

- Goal: Collect crime trend information to assist in developing protocols for enforcement actions throughout the year. **Achievement: Developed an automated reporting system to identify timely crime trend information in order to properly focus available resources.**

- Goal: Work cooperatively with the Special Operations Unit in an effort to target known offenders and crime patterns. **Achievement: Worked continuously with the Special Operations Unit to seek assistance with locating suspects and conducting surveillance activities.**

- Goal: Actively investigate unsolved homicides and unresolved missing person cases. **Achievement: Reviewed unsolved homicides on an ongoing basis as resources permit and reviewed the status of each unsolved homicide with Department Management.**

- Goal: Continue proactive monitoring of registered sex offenders to ensure their compliance with applicable laws. **Achievement: Continued to monitor the status of registered sex offenders in Simi Valley to ensure compliance with State law.**

FY 2012-13 Goals

- Continue aggressively investigating identity theft and fraud related investigations while maintaining a close working relationship with various Federal, State, and other local law enforcement agencies.

- Use crime data to assist in developing protocols for enforcement actions throughout the year.

- Work cooperatively with the other Department Units in an effort to target known offenders and crime patterns.

- Actively investigate unsolved homicides and unresolved missing person cases.

- Continue proactive monitoring of registered sex offenders to ensure their compliance with applicable laws.

RECORDS

The Records Unit is responsible for managing the Department's automated Records Management System. The Unit maintains custody and provides coordination and control of all official reports and electronic records maintained by this agency. The Unit is also responsible for the reporting of Crime Statistics to the Department of Justice and the release of all information, ensuring compliance with the Public Records Act.

FY 2011-12 Goals and Achievements

- Goal: Continue the purging process meeting the mandates of the Records Retention Policy as well as all State codes and laws. This is to include both hard copy and electronic records. **Achievement: Completed hard copy file purging in accordance with the City's Records Retention Policy and have completed purging of all electronic and laserfiche reports (excluding microfilm) from 1989 through 2006.**

- Goal: Work with the City's Information Services Division regarding the Versadex Version 7.3 upgrade. **Achievement: Completed the upgrade to Versadex 7.3 on January 23, 2012 with minimal disruption to the Department.**

- Goal: Complete CLETS recertification for the entire Police Department and other City employees who use CLETS to perform their job functions. **Achievement: Administered CLETS testing to all CLETS users.**

- Goal: Complete the implementation of electronic graffiti reporting. **Achievement**: **Completed the implementation of electronic graffiti reporting and initiated efforts to eliminate the need for redundant data entry while maintaining the accuracy of the data.**

FY 2012-13 Goals

- Ensure that new Records Technicians receives all required POST Records Clerk Training.

- Test and implement the new automated programming designed to assist the Unit with auditing the accuracy of information entered into the Records Management System, and identify errors related to training deficiencies.

- Continue to create efficiencies by further automating Unit tasks as identified.

- Update the Records Unit Orders to reflect current operating methods.

CRIME ANALYSIS AND REPORTING

The Crime Analysis and Reporting Unit is the hub for all administrative, operational, and tactical analysis. The Unit aggressively utilizes the Police Department's Records Management System in actively analyzing and disseminating timely information that is accurate and useful. The Unit identifies crime patterns, crime trends and potential suspects; and tracks and monitors all active parolees and known felons who reside or frequent the City of Simi Valley. Crime Analysis manages a variety of intelligence systems and other databases to include crime mapping. The Crime Analysis & Reporting Unit conducts specialized research and produces a variety of crime statistics to include Part I and Part II crimes as requested.

FY 2011-12 Goals and Achievements

- Goal: Continue to work with the Information Services Division to complete the final list of requested Cognos data reports using the Report Net software and VCAP. **Achievement: Completed over 120 reports using Cognos and ReportNet software, and audited all existing VCAP reports to ensure accuracy and consistency.**

- Goal: Continue to work with Information Services Division staff to train Crime Analysis and Reporting Unit staff on the expanded use of the VCAP, which will allow users to extract data from the Records Management System for statistical reporting and identification of criminal activity. **Achievement: Completed training with Information Services Division staff. Used VCAP to extract data for statistical purposes and requests.**

- Goal: Continue to expand the use of crime mapping capabilities used for data correlation. **Achievement: Disseminated a weekly vehicle crime map to all sworn staff and created a parolee map that is disseminated monthly.**

- Goal: Continue to remain current with various analytical methods of tracking and identifying crime trends. **Achievement: Identified crime trends involving theft of catalytic converters, motor homes, computers, toolboxes, scrap metal, and a series of residential burglaries. Worked with detectives to provide up-to-date information as requested.**

FY 2012-13 Goals

- Continue to work with Information Services Division Staff to automate all required Part I and Part II crime statistics in order to ensure that consistent statistics are produced.

- Continue to remain current with various analytical methods of tracking and identifying current crime trends and patterns.

- Work with the Department of Corrections and Ventura County Probation as well as surrounding law enforcement jurisdictions to identify, track and disseminate timely information regarding violent and non-violent known offenders.

- Continue to work with the Detectives, SOU and Patrol Units to assist in the identification of crime patterns and criminals to prevent crime in a cost effective manner.

FISCAL SERVICES

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

FY 2011-12 Goals and Achievements

- Goal: Process all reported false alarms and permits/licenses in a timely manner. **Achievement: Processed 226 false alarm billings and 121 permits and licenses.**

- Goal: Process all updates to the Department General Orders in a timely manner. **Achievement: Published seven revisions to General Orders.**

- Goal: Complete the Department's reappropriations, first quarter report, mid-year report, and the Preliminary Base Budget. **Achievement: Completed the Department's FY 2011-12 reappropriations, first quarter, and mid-year reports, and developed the FY 2012-13 Preliminary Base Budget.**

- Goal: Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner. **Achievement: Completed all Department purchase requisitions, purchase orders and invoices in a timely and efficient manner.**

- Goal: Continue to apply for reimbursement for all Department grants. **Achievement: Continued to apply for reimbursement of all Department grants.**

Other Accomplishments

- Completed SB90 Claims and applied for reimbursement in the amount of $428,568.

FY 2012-13 Goals

- Process all reported false alarms and permits/licenses in a timely manner.

- Process all updates to the Department General Orders in a timely manner.

- Complete the Department's reappropriations, first quarter report, mid-year report, and the Preliminary Base Budget.

- Process purchase requisitions, purchase orders, and invoices in a timely and efficient manner.

- Continue to apply for reimbursement for all Department grants.

MAINTENANCE

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

FY 2011-12 Goals and Achievements

- Goal: Auction surplus vehicles and equipment. **Achievement: Completed the auction of 11 surplus vehicles and various items of equipment in December 2011.**

- Goal: Install equipment into new replacement vehicles. **Achievement: Completed the installation of emergency equipment into eight vehicles in December 2011.**

- Goal: Install edging on Property Room evidence shelving. **Achievement: Due to the size and scope of this job, staff is still reviewing alternatives to accomplish this task at the lowest cost.**

- Goal: Assist with the City's Green Expo. **Achievement: Assisted with logistics for the Green Living Expo in October 2011.**

Other Accomplishments

- Repainted various offices throughout the Police Facility.

- Secured and maintained new vehicles to be put into use in FY 2012-13 in a safe location.

- Completed the semi-annual suppression test of the FM200 Halon system.

- Assisted with the repair and replacement of the fence at the Police Training Course.

- Assisted with the reconfiguration of lighting in the Watch Commander's Office.

- Completed the inspection and certification of the Police Facility backflow system.

- Renumbered underground parking garage spaces.

FY 2012-13 Goals

- Auction surplus vehicles and equipment.

- Install equipment into new replacement vehicles.

- Replace two Citizens on Patrol vehicles with newer models.

- Upgrade computer and software for the Tracer Summit HVAC System.

- Install edging on Property Room evidence shelving.

AUXILIARY SERVICES

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

FY 2011-12 Goals and Achievements

- Goal: Continue the Business Alert Program with a goal to increase Citizen and Business Alert participants from 843 to 1,100. **Achievement: Expanded community involvement in the Citizen and Business Alert program by bringing the total number of participants of both groups to 914.**

- Goal: Expand community involvement in Neighborhood Watch, Business Watch and faith-based crime prevention groups. **Achievement: Expanded community involvement in the Neighborhood Watch, Business Watch and Faith Based Crime Prevention Programs to sixty-four participants by making presentations to the faith-based community with the goal to institute this new crime prevention partnership.**

- Goal: Host four Parent Project classes. **Achievement: Completed two Parent Project classes; a third class began in April 2012.**

- Goal: Review and revise Property Room Procedures to include updating Unit and General orders to reflect current operating methods. **Achievement: This goal will be accomplished in FY 2012-13.**

- Goal: Continue to seek innovative ways to focus community awareness on crime prevention. **Achievement: Initiated the Prescription Drug Drop-off Program with a box in the Police Facility Lobby, conducted two drug drop-off events, held holiday crime suppression events at retail locations, and initiated gas pump inspections by Volunteers.**

FY 2012-13 Goals

- Continue to expand the Citizen and Business Alert Programs.

- Expand community involvement in the Neighborhood and Business Watch Programs.

- Continue to host Parent Project classes.

- Review and revise Property Room Procedures to include updating Unit and General Orders to reflect current operating methods.

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

- Continue to recruit community members to join the Department's Volunteer Program.

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 2011-12 Goals and Achievements

- Goal: Obtain OTS grants related to traffic safety programs for FY 2011-12 if available. **Achievement: Participated in the Avoid the 14 multi-agency DUI checkpoint funded by the Office of Traffic Safety.**

- Goal: Continue to monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate. **Achievement: Identified sixty locations throughout the City based on citizen complaints and initiated enforcement efforts at these location that resulted in over one hundred citations being issued.**

- Goal: Continue to work with City traffic engineers in an effort to permanently mitigate traffic-related complaints and problems. **Achievement: Assisted City Traffic Engineers in addressing numerous locations throughout the City where physical factors contributed to the safe flow of traffic.**

- Goal: Continue to deploy stealth radar units to address problem areas. **Achievement: Deployed the Department's stealth radar unit at several locations in the City to assess traffic complaints; the resulting data allowed for development of tactical strategies to maximize enforcement efforts at these locations.**

- Goal: Improve the targeted enforcement of primary collision factor violations at locations where the majority of injury accidents occur. **Achievement: Issued 7,481 citations, of which 1,745 were speed related, which are the leading cause of collisions in the City.**

- Goal: Continue to enforce the inoperable/abandoned vehicle sections of the Simi Valley Municipal Code. **Achievement: Initiated 375 investigations into Simi Valley Municipal Code violations for inoperable or abandoned vehicles, issued ninety-nine citations, removed 2 vehicles, proceeding to investigate 22 cases, and obtained voluntary compliance on all others.**

FY 2012-13 Goals

- Monitor and evaluate citizen complaints regarding traffic hazards or ongoing violations and take enforcement action as appropriate.

- Promote a good working relationship with City engineers in an effort to permanently mitigate traffic related complaints and problems.

- Deploy the stealth and speed display radar units to address problem areas and heighten public awareness regarding traffic safety.

- Implement a School Traffic Safety Program with the cooperation of the Simi Valley School District.

- Improve enforcement efforts by focusing on the primary collision factor violations at the intersections where the majority of injury accidents occur.

- Enforce the inoperable/abandoned vehicle sections of the Simi Valley Municipal Codes.

SIMI VALLEY CITY COUNCIL

CITY MANAGER

POLICE DEPARTMENT
Chief of Police

EMERGENCY SERVICES COORDINATOR

ADMINISTRATIVE SECRETARY

OPERATIONS DIVISION
Captain

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

INVESTIGATIVE SERVICES DIVISION
Captain

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

ADMINISTRATIVE DIVISION
Deputy Director

- Budget
- Purchasing
- General Orders
- Maintenance
- Liaison to City HR
- Payroll
- Business Permits
- Alarm Ordinance
- Grants Accounting
- Crime Analysis & Reporting

8/12

POLICE DEPARTMENT

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$13,165,911	$14,334,100	$14,266,400	$67,700	$14,266,300
41020	Temporary Salaries	55,500	87,500	70,000	17,500	75,000
41040	Overtime	2,900,489	2,895,200	2,911,700	(16,500)	2,881,300
41200	Deferred Compensation - 401k	81,928	23,300	23,400	(100)	23,300
41210	Deferred Compensation - 457	8,060	15,700	7,600	8,100	15,800
41300	Vision Care	41,933	43,500	45,500	(2,000)	43,700
41350	Disability	125,517	140,300	133,100	7,200	105,800
41400	Group Ins/Health	2,372,758	2,553,100	2,347,300	205,800	2,541,600
41450	Life Insurance	42,820	46,300	43,500	2,800	35,200
41500	Group Ins/Dental	226,395	236,200	239,200	(3,000)	239,200
41600	Retirement/PERS	4,258,968	5,048,000	5,076,100	(28,100)	4,969,400
41650	Medicare	209,489	250,900	243,200	7,700	245,100
41660	FICA	1,440	5,500	5,500	0	5,500
41700	Workers' Compensation	1,350,100	1,299,300	1,299,300	0	1,328,000
41620	Retirement HRA	15,834	39,600	45,000	(5,400)	45,600
41900	Personnel Savings	0	(733,700)	UNMET	(733,700)	(633,700)
	Subtotal - Personnel	24,857,142	26,284,800	26,756,800	(472,000)	26,187,100
SUPPLIES AND MATERIALS						
42150	Communications	22,133	20,300	21,800	(1,500)	22,100
42200	Computer (Non-Capital)	6,504	8,700	8,700	0	9,700
42230	Office Supplies	10,951	24,200	24,200	0	18,300
42310	Rentals	13,584	17,500	17,300	200	16,300
42410	Uniform/Clothing Supply	225,917	316,800	301,700	15,100	304,500

POLICE DEPARTMENT (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS (CONT'D)						
42440	Memberships & Dues	$6,280	$8,300	$7,600	$700	$8,600
42450	Subscriptions & Books	1,508	2,900	2,800	100	2,400
42500	Fuel and Lubricants	317,058	376,300	376,300	0	491,600
42560	Operating Supplies	191,948	207,700	207,700	0	225,200
42720	Travel, Conferences, Meetings	29,831	39,000	39,000	0	39,000
42730	Training	14,739	22,800	22,800	0	16,000
42760	POST Training	84,187	85,000	85,000	0	90,000
42770	Recruitment	28,088	40,900	40,900	0	35,900
42780	Out-Of-County Investigations	5,310	8,500	6,500	2,000	6,500
42790	Mileage	1,262	1,000	1,000	0	1,000
	Subtotal - Supplies/Materials	959,300	1,179,900	1,163,300	16,600	1,287,100
SERVICES						
44010	Professional/Special Services	79,396	124,200	121,100	3,100	109,000
44310	Maintenance of Equipment	295,322	340,700	323,400	17,300	390,300
	Subtotal - Services	374,718	464,900	444,500	20,400	499,300
	Subtotal - Current Expenses	$1,334,018	$1,644,800	$1,607,800	$37,000	$1,786,400
CAPITAL OUTLAY						
47020	Furnishings & Equip (Capital	0	0	0	0	6,000
	Subtotal - Capital Outlay	0	0	0	0	6,000
	Total	$26,191,160	$27,929,600	$28,364,600	($435,000)	$27,979,500

POLICE DEPARTMENT
AUTHORIZED POSITIONS

REGULAR POSITIONS	2010-11	2011-12	2012-13
Administration:			
Chief of Police	1.0	1.0	1.0
Captain	2.0	2.0	2.0
Deputy Director/Police Administration	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	6.0	6.0	6.0
Dispatch:			
Communications Manager	1.0	1.0	1.0
Senior Police Dispatcher	4.0	4.0	4.0
Police Dispatcher/Dispatcher Trainee	9.0	9.0	9.0
SUBTOTAL	14.0	14.0	14.0
Patrol:			
Lieutenant	4.0	4.0	4.0
Sergeant	8.0	8.0	8.0
Senior Police Officer	7.0	7.0	9.0
Police Officer	48.0	48.0	46.0
SUBTOTAL	67.0	67.0	67.0

POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)

	2010-11	2011-12	2012-13
Special Operations Unit:			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	5.0	5.0	5.0
Police Officer	7.0	7.0	6.0
SUBTOTAL	15.0	15.0	14.0
Detectives:			
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
Court Liaison	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Victim Advocate	0.5	0.5	0.5
SUBTOTAL	19.5	19.5	19.5
Records:			
Police Records Manager	1.0	1.0	1.0
Senior Police Records Technician	2.0	2.0	2.0
Police Records Technician I/II	9.0	8.0	8.0
SUBTOTAL	12.0	11.0	11.0

POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)

	2010-11	2011-12	2012-13
Auxiliary Services:			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Detective	1.0	1.0	1.0
Police Officer	1.0	1.0	1.0
Community Services Specialist	2.0	2.0	2.0
Administrative Aide	1.0	1.0	1.0
Property Officer	1.0	1.0	1.0
Property Technician	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
SUBTOTAL	11.0	11.0	11.0
Crime Analysis:			
Crime Analysis and Reporting Manager	1.0	1.0	1.0
Crime Analyst	1.0	1.0	1.0
Crime Analyst Technician	1.0	1.0	1.0
Police Records Technician II (Overfill)	0.0	0.0	1.0
SUBTOTAL	3.0	3.0	4.0
Traffic:			
Lieutenant	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0
Senior Police Officer	1.0	1.0	1.0
Police Officer	7.0	7.0	8.0
Community Services Specialist	1.0	1.0	1.0
Police Service Assistant	7.0	7.0	7.0
SUBTOTAL	19.0	19.0	20.0

POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)

	2010-11	2011-12	2012-13
Fiscal Services:			
Senior Management Analyst	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0
SUBTOTAL	4.0	4.0	4.0
Maintenance:			
Police Maintenance Supervisor	1.0	1.0	1.0
Senior Police Maintenance Technician	1.0	1.0	1.0
Police Maintenance Technician	1.0	1.0	1.0
SUBTOTAL	3.0	3.0	3.0
Special Problems Section:			
Sergeant	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0
SUBTOTAL	5.0	5.0	5.0
TOTAL - REGULAR POSITIONS	178.5	177.5	178.5
TOTAL SWORN	121.0	121.0	121.0
TOTAL NON SWORN	57.5	57.5	57.5

POLICE DEPARTMENT
AUTHORIZED POSITIONS (CONT'D)

	2010-11	2011-12	2012-13
TEMPORARY POSITIONS			
Work Experience/Custodial	0.0	0.0	0.0
Work Experience/Clerical	0.0	0.0	0.0
Temporary Dispatcher	5.0	5.0	5.0
Reserve Officer	10.0	10.0	10.0
TOTAL - TEMPORARY POSITIONS	15.0	15.0	15.0
TOTAL - POLICE DEPARTMENT POSITIONS	193.5	192.5	193.5

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

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

POLICE DEPARTMENT – EMERGENCY SERVICES

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

FY 2011-12 Goals and Achievements

- Goal: Ensure City compliance with all aspects of the National Incident Management System (NIMS). **Achievement: Conducted NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training with City Emergency Operations Center (EOC) and field level staff.**

- Goal: Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained. **Achievement: Maintained formal relations through attendance at the Emergency Coordinators Committee, the Emergency Planning Council and other ad hoc committees.**

- Goal: Continue all aspects of the Community Emergency Response Team program. **Achievement: Continued the Community Emergency Response Team program, including four academies and a refresher class.**

- Goal: Manage the City's volunteer Disaster Service Worker Program. **Achievement: The Disaster Service Worker (DSW) Team is comprised of 32 members. All training and recruitment objectives were met and the Team supported: a Ventura County Public Health Flu inoculation event at the Town Center, the Ronald Reagan Library 2011 Republican Debates, the 2011 CERT Refresher drill, a robbery evidence search, and two missing person searches. The Team also coordinated the 2012 Emergency Preparedness Expo.**

- 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 community and Police Department events.**

- Goal: Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley. **Achievement: Conducted three EOC setup/communications exercises to test all EOC systems, participated in the "Great California Shakeout" and conducted a functional EOC exercise for "Operation Golden Guardian 2012."**

- Goal: Maintain the readiness of the EOC and Alternate EOC. **Achievement: Exercised, evaluated, and maintained the EOC and Alternate EOC.**

- Goal: Maintain the readiness of the EOC staff. **Achievement: Conducted various training sessions with EOC staff,**

including WebEOC crisis management software training and EOC procedures training.

- Goal: Continue training City employees in CPR/First Aid. **Achievement: Trained over 200 City employees in CPR/First Aid.**

- Goal: Review emergency plans and coordinate revisions, as necessary. **Achievement: Initiated a revision to the City Multi-Hazard Functional Plan.**

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

Other Accomplishments

- Represented the City of Simi Valley in the Ventura County Volunteer Organizations Active in Disasters group designed to coordinate disaster response with Cities and the County in terms of, mass feeding, mass sheltering, and commodities distribution.

- Participated in the Ventura County Community Emergency Response Team (CERT) Coordinator's Group, that oversees CERT curriculum in Ventura County.

- Emergency Services staff and the DSW Team planned and conducted the 2012 Emergency Preparedness Expo in conjunction with the Simi Valley Chamber of Commerce Street Fair. Over 30,000 attendees passed through the displays.

- Coordinated the Emergency Management Performance Grant (EMPG) Program that provided the City with $29,900 in Department of Homeland Security grant funds used to fund WebEOC software and the revision of the City Multi-Hazard Functional Plan. Since 1987, over $470,000 has been awarded to the City.

- Represented Ventura County in the Los Angeles Regional Catastrophic Planning Group, a grant-based program designed to produce and coordinate regional catastrophic response plans.

- Participated in the Ventura County Public Information Officers Group and the Public Information and Education Committee of the Ventura County Emergency Planning Council.

- Managed the installation of a DHS grant-funded security fence around the EOC patio.

- Conducted inspections and performed preventative maintenance of the City's disaster supplies and equipment, including the Mass Casualty Trailer.

- Coordinated the delivery of 6,000 dust masks from CalEMA to the City disaster supplies cache.

- Completed a Pre-Disaster Mitigation Grant application for $30,000 to complete an update of the City's Multi-Hazard Mitigation Plan.

- Participated in a six-person Los Angeles-based team that toured disaster sites in Australia and New Zealand from July 1-14, 2011.

- Provided GIS mapping services and support to the Police Department.

- Coordinated the City's participation in National Preparedness Month.

- Participated on the Los Angeles Regional Catastrophic Planning Team for the development of a regional mass evacuation and shelter plan.

- Coordinated the City's telephone notification system (Rapid Notify). The system was used for both internal and public calls on multiple occasions, including the search for two missing persons and the Five Star Jewelry Store Robbery.

- Maintained the readiness of the EOC/Community room for emergency activation and routine training and community use.

FY 2012-13 Goals

- Ensure City compliance with all aspects of the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS).

- Maintain formal relations with external mutual aid and disaster coordination organizations to ensure that mutually beneficial policies are maintained.

- Provide community education programs to ensure that residents, businesses, and schools are prepared for disasters.

- Plan, coordinate, and direct two emergency exercises and two communications emergency exercises simulating disasters affecting the City of Simi Valley.

- Maintain the readiness of the EOC and Alternate EOC.

- Continue training City employees in CPR/First Aid.

- Review emergency plans and coordinate revisions, as necessary.

- Continue to manage the operations of the City's Travelers Information Service AM radio station.

- Manage the City's automated notification system (Rapid Notify) for emergency messaging in the community.

- Operate the WebEOC crisis management software.

- Provide GIS mapping and analysis support to the Police Department.

- Provide logistical support for various City special events.

- Manage the City's disaster supply cache.

- Coordinate the 2013 Emergency Preparedness Expo in conjunction with the Simi Valley Street Fair.

POLICE DEPARTMENT

EMERGENCY SERVICES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$166,878	$166,400	$167,400	($1,000)	$166,400
41200	Deferred Compensation - 401k	1,825	1,800	1,800	0	1,800
41300	Vision Care	475	500	500	0	500
41350	Disability	1,853	1,900	1,700	200	1,400
41400	Group Ins/Health	33,338	36,000	32,400	3,600	35,000
41450	Life Insurance	590	600	500	100	500
41500	Group Ins/Dental	1,655	1,700	1,700	0	1,700
41600	Retirement (PERS)	34,132	37,800	38,100	(300)	38,300
41650	Medicare	2,373	2,600	2,600	0	2,600
41700	Workers' Compensation	5,000	5,500	5,500	0	8,100
	Subtotal - Personnel	248,119	254,800	252,200	2,600	256,300
SUPPLIES AND MATERIALS						
42150	Communications	6,237	4,000	3,800	200	3,800
42230	Office Supplies	217	400	400	0	400
42440	Memberships & Dues	175	200	200	0	200
42410	Uniforms/Clothing Supplies	0	0	0	0	500
42560	Operating Supplies	6,209	10,200	10,200	0	17,000
42720	Travel, Conferences & Meetings	1,228	2,600	1,500	1,100	2,600
42730	Training	1,281	3,000	3,000	0	4,400
42790	Mileage	547	1,000	800	200	800
	Subtotal - Supplies/Materials	$15,894	$21,400	$19,900	$1,500	$29,700

POLICE DEPARTMENT

EMERGENCY SERVICES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SERVICES						
44310	Maintenance of Equipment	$2,300	$2,800	$2,800	$0	$2,800
	Subtotal - Services	2,300	2,800	2,800	0	2,800
	Subtotal - Current Expenses	18,194	24,200	22,700	1,500	32,500
	Total	$266,313	$279,000	$274,900	$4,100	$288,800

POLICE DEPARTMENT
EMERGENCY SERVICES PROGRAM
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Emergency Services Coordinator	1.0	1.0	1.0
Community Services Specialist	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	2.0	2.0	2.0

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 membership and participation in several organizations.

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

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41800	Annual Leave Pay Out	$1,298,047	$1,138,500	$1,003,100	$135,400	$1,003,100
	Subtotal - Personnel	1,298,047	1,138,500	1,003,100	135,400	1,003,100
SUPPLIES AND MATERIALS						
42100	Utilities	651,738	655,100	640,000	15,100	645,000
42130	Postage	66,742	64,000	63,000	1,000	61,000
42150	Communications	545,187	777,000	684,000	93,000	767,300

NON-DEPARTMENTAL (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS (CONT'D)						
42230	Office Supplies	$12,535	$12,300	$12,100	$200	$12,100
42235	Furn & Equip (Non-Capital)	1,527	14,000	13,200	800	8,000
42300	Copiers	131,107	148,700	144,300	4,400	144,000
42310	Rentals	1,006	1,000	1,100	(100)	1,100
42440	Memberships and Dues	72,284	73,200	82,200	(9,000)	96,000
42560	Operating Supplies	45,464	72,700	60,000	12,700	54,000
	Subtotal - Supplies/Materials	1,527,590	1,818,000	1,699,900	118,100	1,788,500
SERVICES						
44010	Professional/Special Services	70,889	86,400	83,200	3,200	96,600
44015	VC Property Tax Collection Fee	305,891	264,700	264,700	0	381,800
44310	Maintenance of Equipment	2,035	3,400	2,300	1,100	5,500
44490	Other Contract Services	90,418	93,900	93,000	900	191,000
44590	Insurance Charges	882,400	748,700	748,700	0	950,400
44491	FIS Operations	0	73,300	73,300	0	85,100
44492	GIS Operations	0	22,300	22,300	0	29,500
	Subtotal - Services	1,351,633	1,292,700	1,287,500	5,200	1,739,900
	Subtotal - Current Expenses	2,879,223	3,110,700	2,987,400	123,300	3,528,400
CAPITAL OUTLAY						
47020	Furnishings & Equipment	0	59,900	0	59,900	53,400
	Subtotal - Capital Outlay	0	59,900	0	59,900	53,400
	Total	$4,177,270	$4,309,100	$3,990,500	$318,600	$4,584,900

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)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Fund Balance (Excluding Advance)		$2,210,055	$2,752,530	$2,752,530		$2,954,030
REVENUES						
34001	Interest on Investments	63,506	60,000	63,500	3,500	63,500
37111	Premiums/General Fund	882,400	748,700	748,700	0	950,400
37112	Premiums/CDA	54,400	56,600	42,500	(14,100)	0
37114	Premiums/Lighting Maintenance	162,700	136,700	136,700	0	0
37115	Premiums/Sanitation	195,700	185,900	185,900	0	182,100
37116	Premiums/Transit	157,800	133,300	133,300	0	133,900
37117	Premiums/Waterworks	123,600	99,300	99,300	0	113,200
	Total Revenues	1,640,106	1,420,500	1,409,900	(10,600)	1,443,100
EXPENDITURES						
43010	Liability Insurance Premiums	254,028	267,000	265,000	2,000	276,000
43040	Property Insurance Premiums	93,662	112,000	112,000	0	118,300
43170	Unemployment Claims	22,404	65,000	30,000	35,000	35,000
43200	Claims & Contributions to Legal Reserves	500,292	758,800	600,000	158,800	797,200
44590	Other Insurance Services	3,245	3,700	1,500	2,200	3,700
46100	Reimbursement to General Fund	220,000	195,900	195,900	0	215,400
49648	Transfer to Computer Equip Replacement	4,000	4,000	4,000	0	4,000
	Total Expenditures	1,097,631	1,406,400	1,208,400	198,000	1,449,600
	Net Cashflow	542,475	14,100	201,500	187,400	(6,500)
Ending Fund Balance (Excluding Advance)		$2,752,530	$2,766,630	$2,954,030		$2,947,530
Reserve Requirement per Actuarial Analysis		2,079,451	2,165,939	2,165,939		2,088,492
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 Successor Agency, and the Community Development Housing Successor Agency.

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

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

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

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Fund Balance		**$3,608,519**	**$3,373,188**	**$3,373,188**		**$724,688**
REVENUES						
34001	**Interest on Investments**	**140,978**	**226,100**	**141,000**	**(85,100)**	**90,000**
37110	**Premiums/CDA Housing**	**19,500**	**20,500**	**20,500**	**0**	**11,700**
37111	**Premiums/General Fund**	**1,943,600**	**1,926,900**	**1,926,900**	**0**	**2,186,600**
37112	**Premiums/CDA Admin**	**12,400**	**6,800**	**6,800**	**0**	**10,100**
37115	**Premiums/Sanitation**	**266,600**	**225,700**	**225,700**	**0**	**288,600**
37116	**Premiums/Transit**	**86,300**	**92,300**	**92,300**	**0**	**143,200**
37117	**Premiums/Waterworks**	**139,400**	**120,400**	**120,400**	**0**	**155,400**
37118	**Premiums/PD Special Problems Section**	**51,300**	**0**	**0**	**0**	**0**
37119	**Premiums/Workers' Compensation**	**5,400**	**5,700**	**5,700**	**0**	**8,500**
	Total Revenues	**2,665,478**	**2,624,400**	**2,539,300**	**(85,100)**	**2,894,100**
EXPENDITURES						
PERSONNEL						
41010	**Regular Salaries**	**212,260**	**215,200**	**207,000**	**8,200**	**224,000**
41020	**Temporary Salaries**	**5,202**	**0**	**1,900**	**(1,900)**	**0**
41200	**Deferred Compensation - 401k**	**2,710**	**2,700**	**2,500**	**200**	**2,700**
41300	**Vision Care**	**713**	**700**	**700**	**0**	**700**
41350	**Disability**	**2,431**	**2,500**	**2,000**	**500**	**1,900**
41400	**Group Ins/Health**	**49,751**	**47,300**	**40,800**	**6,500**	**45,000**
41450	**Life Insurance**	**886**	**900**	**700**	**200**	**700**
41500	**Group Ins/Dental**	**2,482**	**2,600**	**1,700**	**900**	**1,700**
41600	**Retirement/PERS**	**43,042**	**46,000**	**46,700**	**(700)**	**51,300**

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL (CONT'D.)						
41650	Medicare	$3,337	$3,100	$3,400	($300)	$3,200
41660	FICA	341	0	100	(100)	0
41700	Workers' Compensation	5,400	5,700	5,700	0	8,500
41620	Retirement HRA	0	0	1,600	(1,600)	2,400
41800	Payroll Accruals	272	18,100	10,300	7,800	10,300
	Subtotal - Personnel	328,827	344,800	325,100	19,700	352,400
CURRENT EXPENSES - SUPPLIES/MATERIALS						
42230	Office Supplies	725	1,200	1,200	0	1,200
42310	Rentals	2,420	2,400	2,400	0	2,400
42440	Memberships and Dues	0	100	0	100	100
42450	Subscriptions and Books	264	700	700	0	700
42720	Travel, Conferences, Meetings	40	200	100	100	100
42730	Training	675	1,000	600	400	1,000
42790	Mileage	365	600	500	100	600
	Subtotal - Supplies/Materials	4,489	6,200	5,500	700	6,100
CURRENT EXPENSES - SERVICES						
43070	Workers' Comp. Insurance Premiums	192,540	205,000	198,000	7,000	205,000
43200	Claims Payments	1,488,135	2,280,000	1,785,700	494,300	2,181,800
44010	Professional and Special Services	67,617	88,700	89,900	(1,200)	88,700
44540	Professional Safety Services and Training	801	7,100	5,400	1,700	5,000
44590	Other Insurance Services	2,500	2,500	2,500	0	2,500
	Subtotal - Services	$1,751,593	$2,583,300	$2,081,500	$501,800	$2,483,000

WORKERS' COMPENSATION INSURANCE FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS						
46100	Reimbursement to General Fund	$756,900	$2,451,500	$2,451,500	$0	$566,000
49700	Transfer to Sanitation Fund - Surplus	22,400	210,100	210,100	0	0
49761	Transfer to Waterworks Fund - Surplus	33,000	110,100	110,100	0	0
49648	Transfer to Computer Equipment Replacement	3,600	4,000	4,000	0	4,000
	Subtotal - Reimbursements and Transfers	815,900	2,775,700	2,775,700	0	570,000
	Subtotal - Current Expenses	2,571,982	5,365,200	4,862,700	502,500	3,059,100
	Total Expenditures	2,900,809	5,710,000	5,187,800	522,200	3,411,500
	Net Cashflow	(235,331)	(3,085,600)	(2,648,500)	(437,100)	(517,400)
Ending Fund Balance		$3,373,188	$287,588	$724,688		$207,288
Required Reserve per Actuarial Analysis		6,650,230	6,389,381	6,389,381		6,603,532
General Fund Advance		2,344,000	2,344,000	2,344,000		2,344,000

WORKERS' COMPENSATION INSURANCE FUND

AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Workers' Compensation Manager	1.0	1.0	1.0
Administrative Aide	2.0	2.0	0.0
Workers' Compensation Adjuster	0.0	0.0	2.0
TOTAL REGULAR POSITIONS	3.0	3.0	3.0

GEOGRAPHIC INFORMATION AND PERMIT SYSTEM OPERATING FUND

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. GIS applications include base maps at the parcel level with sewer system, water system, and U.S. Census tract overlays. The GIS provides information regarding land use and permit tracking, traffic analysis zones, and floodplain layers. Contributions to this fund finance the cost of operating the GIS,including software updates and revisions.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Working Capital Balance		**$0**	**$21,869**	**$21,869**		**$4,469**
REVENUES						
34001	**Interest**	**640**	**1,500**	**300**	**(1,200)**	**300**
39100	**Transfer/General Fund**	**0**	**22,300**	**22,300**	**0**	**29,500**
39200	**Transfer/CDA Admin Fund**	**0**	**7,300**	**4,300**	**(3,000)**	**0**
39201	**Transfer/CDA Housing Fund**	**0**	**7,300**	**3,700**	**(3,600)**	**0**
39700	**Transfer/Sanitation Fund**	**0**	**14,600**	**14,600**	**0**	**28,500**
39761	**Transfer/Waterworks District No. 8**	**0**	**21,000**	**21,000**	**0**	**33,500**
	Total Revenues	**640**	**74,000**	**66,200**	**(7,800)**	**91,800**
SUPPLIES AND MATERIALS						
42200	**Computers (Non-Capital)**	**4,499**	**4,500**	**4,500**	**0**	**4,500**
42560	**Operating Supplies**	**3,964**	**4,000**	**4,000**	**0**	**4,000**
42720	**Travel, Conferences, Meetings**	**0**	**1,400**	**1,400**	**0**	**1,400**
42730	**Training**	**0**	**3,100**	**0**	**3,100**	**3,000**
42790	**Mileage**	**0**	**0**	**0**	**0**	**100**
	Subtotal - Supplies and Materials	**$8,463**	**$13,000**	**$9,900**	**$3,100**	**$13,000**

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SERVICES						
44010	Professional/Special Services	$0	$25,000	$20,000	$5,000	$25,000
44310	Maintenance of Equipment	50,308	52,600	53,700	(1,100)	55,000
	Subtotal - Services	50,308	77,600	73,700	3,900	80,000
	Total Expenditures	58,771	90,600	83,600	7,000	93,000
Ending Working Capital Balance		$21,869	$5,269	$4,469		$3,269

FINANCIAL INFORMATION SYSTEM OPERATING FUND

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

The fund is currently used to pay for ongoing operation of the FIS system, including revisions required by required by changing regulations, legislation, Generally Accepted Accounting Principles (GAAP), or business practices that more fully utilize the system.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Working Capital Balance		**$0**	**$52,809**	**$52,809**		**$81,709**
REVENUES						
37111	**Transfer/General Fund**	**0**	**73,300**	**73,300**	**0**	**85,100**
37112	**Transfer/CDA Admin**	**0**	**5,200**	**3,000**	**2,200**	**0**
37110	**Transfer/CDA Housing Fund**	**0**	**5,300**	**2,700**	**2,600**	**0**
37114	**Transfer/Lighting Maintenance District**	**0**	**1,300**	**0**	**1,300**	**0**
37116	**Transfer/Transit Fund**	**0**	**2,600**	**2,600**	**0**	**2,600**
37115	**Transfer/Sanitation Fund**	**0**	**19,600**	**19,600**	**0**	**19,600**
37117	**Transfer/Waterworks Dist. 8 Fund**	**0**	**23,700**	**23,700**	**0**	**23,700**
	Total Revenues	**0**	**131,000**	**124,900**	**6,100**	**131,000**
EXPENDITURES						
41050	**Outside Assistance**	**100,000**	**135,200**	**96,000**	**39,200**	**126,000**
44010	**Professional/Special Services**	**8,835**	**25,000**	**0**	**25,000**	**60,000**
44310	**Maintenance of Equipment**	**0**	**0**	**0**	**0**	**70,000**
	Total Expenditures	**108,835**	**160,200**	**96,000**	**64,200**	**186,000**
Ending Working Capital Balance		**$52,809**	**$23,609**	**$81,709**		**$26,709**

COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY

Prior to its dissolution, the Simi Valley Community Development Agency (CDA) was 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. On June 28, 2011, the Governor signed legislation that, following a ruling by the California Supreme Court on December 29, 2011, dissolved all redevelopment agencies in California. As such, the Simi Valley Community Development Agency (CDA) was dissolved, effective on February 1, 2012.

On January 30, 2012, the City elected to serve as Successor Agency to the Simi Valley Community Development Agency, which is tasked with administering the outstanding obligations of the redevelopment agency and otherwise wind up the agency's affairs.

FY 2011-12 Goals and Achievements

- Goal: Complete a marketing campaign for the Los Angeles Avenue and Tapo Street Façade Renovation Programs. **Achievement: Although a marketing campaign was created, it was never launched after State action to dissolve all redevelopment agencies in California eliminated the funding source for the Façade Renovation Programs.**

Other Accomplishments

- Completed actions needed to establish the City as the Successor Agency to the Simi Valley Community Development Agency, including development of an Enforceable Obligation Payment Schedule (EOPS) and a Recognized Obligation Payment Schedule (ROPS).

- Completed actions to transfer all housing assets to the City of Simi Valley.

- Administered three approved grants awarded under the Los Angeles Avenue and Tapo Street Façade Renovation Programs.

- Completed the Agency's Annual Report for FY 2010-11, and transmitted it to the State Controller's Office.

FY 2012-13 Goals

- Continue efforts to dissolve the Community Development Agency in accordance with State legislation.

- Continue to act as staff to the Oversight Board for the Successor Agency to the Simi Valley Community Development Agency.

- Continue to develop and process the Recognized Obligation Payment Schedule (ROPS) on an ongoing basis.

COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY

ADMINISTRATIVE FUND

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REVENUES						
39100	Transfer from General Fund	$0	$0	$0	$0	$153,800
39205	Transfer from Tax Increment	6,090,246	5,891,100	4,773,400	(1,117,700)	0
39210	Required Obligations Transfer	0	0	125,000	125,000	2,356,400
	Total - Revenues	6,090,246	5,891,100	4,898,400	(992,700)	2,510,200
EXPENDITURES						
PERSONNEL						
41010	Regular Salaries	425,887	260,500	250,600	9,900	262,700
41030	Boards & Commissions	2,580	2,900	1,400	1,500	2,900
41200	Deferred Compensation - 401k	3,842	2,600	2,500	100	2,600
41300	Vision Care	812	500	500	0	500
41350	Disability	4,976	2,900	2,500	400	2,300
41400	Group Ins/Health	49,409	36,000	32,200	3,800	34,200
41450	Life Insurance	1,173	700	700	0	600
41500	Group Ins/Dental	2,172	1,700	1,700	0	1,700
41600	Retirement/PERS	87,594	59,300	57,100	2,200	60,700
41610	Retirement/PARS	7,479	5,500	5,500	0	6,500
41650	Medicare	6,622	3,800	3,900	(100)	3,800
41700	Workers' Compensation	12,400	6,800	6,800	0	10,100
41800	Payroll Accruals	35,276	12,800	11,100	1,700	10,000
	Subtotal - Personnel	$640,222	$396,000	$376,500	$19,500	$398,600

COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY

ADMINISTRATIVE FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS						
42230	Office Supplies	$1,903	$2,000	$0	$2,000	$0
42440	Memberships & Dues	13,200	20,600	0	20,600	0
42450	Subscriptions & Books	408	10,600	0	10,600	0
42720	Travel, Conf, Meetings	4,081	8,800	800	8,000	0
42790	Mileage	5,082	5,500	5,200	300	5,200
	Subtotal - Supplies/Materials	24,674	47,500	6,000	41,500	5,200
SERVICES/REIMBURSEMENTS/TRANSFERS						
44010	Professional/Special Services	515,855	503,900	117,800	386,100	7,200
44590	Insurance Charges	54,400	56,600	42,500	14,100	0
44590	Transfer to FIS Operations	0	5,200	3,000	2,200	0
44591	Transfer to GIS Operations	0	7,300	4,300	3,000	0
46100	Reimbursement to General Fund	1,183,600	1,213,900	708,100	505,800	0
49500	Transfer to Debt Service	3,638,495	3,617,200	3,613,600	3,600	2,099,200
49648	Transfer to Computer Equip	8,000	7,900	5,900	2,000	0
46297	Transfer to Retiree Benefits	8,500	0	0	0	0
49649	Transfer to GIS Capital	8,500	28,500	16,600	11,900	0
49656	Transfer to FIS Capital	8,000	7,100	4,100	3,000	0
	Subtotal - Services	5,425,350	5,447,600	4,515,900	931,700	2,106,400
	Subtotal - Current Expenses	5,450,024	5,495,100	4,521,900	973,200	2,111,600
	Total - Expenditures	$6,090,246	$5,891,100	$4,898,400	$992,700	$2,510,200

COMMUNITY DEVELOPMENT AGENCY
SUCCESSOR AGENCY ADMINISTRATIVE FUND
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Director of Economic Development/Assistant City Manager	1.0	1.0	1.0
Deputy City Manager	1.0	0.0	0.0
Administrative Officer	1.0	0.0	0.0
Senior Management Analyst	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	4.0	2.0	2.0

HOUSING SUCCESSOR AGENCY
HOUSING ADMINISTRATION FUND

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
BEGINNING BALANCE FOR HOUSING PROGRAMS		$13,155,813	$12,487,591	$12,487,591		$11,601,591
REVENUES						
34001	Interest on Investments	180,334	243,300	113,300	(130,000)	113,300
34301	Home Rehab. Prin. Repayments	14,892	30,000	35,500	5,500	30,000
34302	Home Rehabilitation Interest	0	9,000	0	(9,000)	9,000
34303	First Time Home Buyer Principal	154,447	29,500	2,400	(27,100)	2,400
34304	First Time Home Buyer Interest	148,525	15,300	300	(15,000)	300
34305	Developer Loan Principal	296,586	40,600	39,900	(700)	0
34306	Developer Loan Interest	7,033	2,800	20,600	17,800	0
34309	Loan Payoffs	397,292	0	0	0	0
37101	Program Participation Fees	23,395	20,000	4,400	(15,600)	20,000
38005	Legal Fee Recovery	19,799	0	0	0	0
38015	Sale of Agency-Owned Property	273,808	495,300	0	(495,300)	1,310,000
39206	Transfer from Tapo Canyon/West End TIF	3,833,293	3,574,300	1,847,400	(1,726,900)	0
39208	Transfer from Madera Royale TIF	(9,114)	0	5,100	5,100	0
	Subtotal - Revenues	5,340,290	4,460,100	2,068,900	(2,391,200)	1,485,000
EXPENDITURES						
PERSONNEL						
41010	Regular Salaries	760,449	777,600	713,700	63,900	404,300
41200	Deferred Compensation - 401k	7,265	7,300	6,700	600	3,600
41210	Deferred Compensation - 457	391	400	400	0	400

HOUSING SUCCESSOR AGENCY
HOUSING ADMINISTRATION FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL (CONT'D)						
41300	Vision Care	$2,142	$2,600	$2,000	$600	$1,200
41350	Disability	8,024	8,200	6,700	1,500	3,100
41400	Group Insurance/Health	115,393	173,300	103,800	69,500	70,500
41450	Life Insurance	2,486	3,100	2,000	1,100	1,000
41500	Group Insurance/Dental	7,724	7,800	7,100	700	4,500
41600	Retirement/PERS	153,826	175,400	160,800	14,600	91,000
41650	Medicare	9,527	13,800	9,700	4,100	5,400
41700	Workers' Compensation	19,500	20,500	20,500	0	11,700
41800	Payroll Accruals	26,636	31,800	23,700	8,100	25,000
	Subtotal - Personnel	1,113,363	1,221,800	1,057,100	164,700	621,700
SUPPLIES AND MATERIALS						
42230	Office Supplies	802	1,000	400	600	800
42420	Special Departmental Expense	0	100	100	0	100
42440	Memberships and Dues	1,275	3,000	2,300	700	700
42450	Subscriptions and Books	2,769	2,900	600	2,300	500
42460	Advertising	1,356	2,000	2,000	0	500
42560	Operating Supplies	64	500	200	300	200
42720	Travel, Conferences, Meetings	6,403	6,000	0	6,000	0
42730	Training	558	2,000	0	2,000	0
42790	Mileage	98	200	0	200	100
	Subtotal - Supplies/Materials	$13,325	$17,700	$5,600	$12,100	$2,900

HOUSING SUCCESSOR AGENCY

HOUSING ADMINISTRATION FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SERVICES						
44010	Professional/Special Services	$214,953	$105,300	$128,800	($23,500)	$285,400
44015	COV Admin Fee	49,394	53,700	5,700	48,000	0
44120	First Time Homebuyer Program Loans	2,259,782	3,440,000	372,400	3,067,600	0
44130	Home Rehabilitation Program	217,933	325,200	50,800	274,400	0
44140	Affordable and Senior Housing Program *	740,159	11,545,500	519,300	11,026,200	13,403,500
44150	Rental Assistance Program	382,369	454,300	307,100	147,200	0
44410	Maintenance of Buildings and Grounds	11,524	17,600	21,000	(3,400)	21,100
44491	FIS Operations	0	5,300	2,700	2,600	0
44492	GIS Operations	0	7,300	3,700	3,600	0
	Subtotal - Services	3,876,114	15,954,200	1,411,500	14,542,700	13,710,000
REIMBURSEMENTS AND TRANSFERS						
45204	Reimbursement from HOME Fund	(10,435)	(10,500)	(15,200)	4,700	0
45290	Reimbursement from CDBG Fund	(70,555)	(78,600)	(39,300)	(39,300)	0
46100	Reimbursement to General Fund	1,051,300	842,700	491,600	351,100	0
49297	Transfer to Retiree Benefits Fund	27,400	18,000	18,000	0	27,300
49648	Transfer to Computer Replacement Fund	8,000	20,000	10,000	10,000	0
49807	Transfer to GIS Capital	0	28,500	14,300	14,200	0
49509	Transfer to FIS Capital	0	2,500	1,300	1,200	0
	Subtotal - Reimb./Transfers	1,005,710	822,600	480,700	340,700	27,300
	Subtotal - Current Expenses	4,895,149	16,794,500	1,897,800	14,896,700	13,740,200
	Total - Expenditures	6,008,512	18,016,300	2,954,900	15,061,400	14,361,900
ENDING BALANCE FOR HOUSING PROGRAMS		$12,487,591	($1,068,609)	$11,601,591		($1,275,309)

* The FY 2012-13 budget amounts represent affordable housing agreement commitments in place for which funds have not yet been, and may not ultimately be disbursed based on possible future actions of the Oversight Board and California Department of Finance.

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 activities.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
BEGINNING BALANCE FOR HOUSING PROGRAMS		$3,288,893	$3,201,304	$3,201,304		$3,159,804
REVENUES						
34301	HOME Rehab Repayments (Prin.)	20,895	1,600	1,600	0	1,600
34302	HOME Rehab Repayments (Int.)	324	300	300	0	300
36103	Federal Stimulus	16,834	0	61,400	61,400	106,800
37101	Program Participation Fees	34,632	1,200	16,800	15,600	500
	Total Revenues	72,685	3,100	80,100	77,000	109,200
EXPENDITURES						
44010	Professional/Special Services	12,840	50,300	50,300	0	5,000
44130	Rehabilitation Loan Assistance	6,190	230,600	68,700	161,900	164,800
44140	Affordable and Senior Housing Program	0	1,813,900	0	1,813,900	0
44150	Rental Assistance Program	0	0	0	0	246,700
46100	Reimbursement to the General Fund	130,600	0	0	0	0
41860	Salary Reimb. to CDA Housing Fund	10,644	(2,600)	2,600	(5,200)	0
	Total Expenditures	160,274	2,092,200	121,600	1,970,600	416,500
ENDING BALANCE FOR HOUSING PROGRAMS		$3,201,304	$1,112,204	$3,159,804		$2,852,504

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 has been utilized to finance a variety of affordable housing projects and programs throughout the City.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
BEGINNING BALANCE FOR HOUSING PROGRAMS		**$477,676**	**$571,448**	**$571,448**		**$709,048**
REVENUES						
34001	**Interest**	**668**	**400**	**900**	**500**	**400**
34301	**HOME Rehab Principal Repayments**	**10,767**	**15,000**	**77,900**	**62,900**	**30,000**
34302	**HOME Rehab Interest Repayments**	**1,430**	**4,500**	**18,700**	**14,200**	**9,000**
34303	**FTHB Principal Repayments**	**55,716**	**55,700**	**41,500**	**(14,200)**	**27,500**
34304	**FTHB Interest Repayments**	**35,626**	**30,300**	**13,800**	**(16,500)**	**15,000**
	Total Revenues	**104,207**	**105,900**	**152,800**	**46,900**	**81,900**
EXPENDITURES						
44120	**First Time Homebuyer Program Loans**	**0**	**300,000**	**0**	**300,000**	**0**
46201	**Transfer to CDA Housing Fund**	**10,435**	**10,500**	**15,200**	**(4,700)**	**0**
	Total Expenditures	**10,435**	**310,500**	**15,200**	**295,300**	**0**
ENDING BALANCE FOR HOUSING PROGRAMS		**$571,448**	**$366,848**	**$709,048**		**$790,948**

CALHOME PROGRAM FUND

On April 18, 2008, the California Department of Housing and Community Development released a Notice of Funding Availability announcing the availability of $60 million in grant funding for eligible programs under the CalHome Program. These funds were made available under the provisions of the Housing and Emergency Shelter Trust Fund Act of 2006 (Proposition lC). Eligible activities include the First Time Homebuyer Assistance Program and the Home Rehabilitation Program. The City subsequently received a grant in the amount of $900,000 that has been programmed for Home Rehabilitation Program activities.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
BEGINNING BALANCE FOR HOUSING PROGRAMS		**$0**	**$0**	**$0**		**$0**
REVENUES						
36002	**State Assistance**	**0**	**300,000**	**30,000**	**(270,000)**	**870,000**
	Total Revenues	**0**	**300,000**	**30,000**	**(270,000)**	**870,000**
EXPENDITURES						
44130	**Home Rehabilitation Loan Assistance**	**0**	**300,000**	**30,000**	**270,000**	**870,000**
	Total Expenditures	**0**	**300,000**	**30,000**	**270,000**	**870,000**
ENDING BALANCE FOR HOUSING PROGRAMS		**$0**	**$0**	**$0**		**$0**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund records revenues and expenditures of monies received from the Federal Community Development Block Program (CDBG). The City's CDBG Advisory Committee held public hearings on February 23, 2012, March 22, 2012, and April 24, 2012 to review applications for funding. At the conclusion of these hearings, the Committee evaluated, rated, and, ranked each application using point rating criteria approved by the City Council. The Committee then forwarded its recommendations to the City Council for a final determination of projects and activities to be funded in FY 2012-13. On May 14, 2012, the City Council adopted the FY 2012-13 expenditure program in the amount of $601,125.

	BUDGET 2012-13
PUBLIC SERVICE ACTIVITIES	
FOOD Share	$16,320
Independent Living Resource Center, Inc.	2,708
Life After Brain Injury)	9,840
Livingston Memorial Visiting Nurse Association	9,799
Long Term Care Services of Ventura County, Inc.	14,400
Many Mansions/Simi Valley Task Force on Homeless	10,000
Samaritan Center of Simi Valley	9,999
Senior Concerns	8,903
Subtotal - Public Service Activities	$81,969

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CONT'D)

	BUDGET 2012-13
HOUSING/COMMUNITY DEVELOPMENT	
Amanda McPherson Foundation (OT)	$112,500
Boys and Girls Club of Simi Valley (OT)	12,934
For The Future, Inc. (OT)	38,437
Free Clinic of Simi Valley, Inc. (OT)	50,000
Guiding Our Youth - Casarin Street (OT)	34,238
Guiding Our Youth - Cutler Street (OT)	16,205
Habitat for Humanity of Ventura County (OT)	45,000
Simi Valley/Annual Minor Streets Rehab. Program (CO)	100,550
Subtotal - Housing/Community Development	409,864
PROGRAM ADMINISTRATION/PLANNING	
CDBG Program Administration/Housing	$36,676
Fair Housing Program	24,000
General Program Administration/Fiscal Services	48,616
Subtotal - Program Administration/Planning	109,292
TOTAL - FY 2010-11 CDBG PROGRAM	**$601,125**

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.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
BEGINNING FUND BALANCE		**$402,990**	**$431,057**	**$431,057**	**$258,557**	**$301,557**	**$344,557**
REVENUES							
34001	**Interest**	**5,988**	**7,300**	**5,500**	**3,000**	**3,000**	**3,000**
37410	**New Dwelling Fees**	**22,079**	**22,300**	**40,000**	**40,000**	**40,000**	**40,000**
	Total Revenues	**28,067**	**29,600**	**45,500**	**43,000**	**43,000**	**43,000**
EXPENDITURES							
49600	**Transfer to Streets & Roads**	**0**	**218,000**	**218,000**	**0**	**0**	**0**
	Total Expenditures	**0**	**218,000**	**218,000**	**0**	**0**	**0**
Ending Balance		**$431,057**	**$242,657**	**$258,557**	**$301,557**	**$344,557**	**$387,557**

DEVELOPMENT AGREEMENT FUND

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

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		**$16,884,345**	**$18,584,203**	**$18,584,203**	**$18,498,203**	**$14,384,403**	**$14,084,403**
REVENUES							
34001	**Interest**	**247,767**	**336,000**	**250,000**	**278,000**	**278,000**	**278,000**
38402	**Development Agreements**	**1,942,091**	**0**	**0**	**0**	**0**	**0**
	Total Revenues	**2,189,858**	**336,000**	**250,000**	**278,000**	**278,000**	**278,000**
EXPENDITURES							
49500	**Transfer to Debt Service**	**490,000**	**336,000**	**336,000**	**278,000**	**278,000**	**278,000**
49655	**Transfer to Building Improvements**	**0**	**0**	**0**	**4,113,800**	**300,000**	**0**
	Total Expenditures	**490,000**	**336,000**	**336,000**	**4,391,800**	**578,000**	**278,000**
Ending Balance		**$18,584,203**	**$18,584,203**	**$18,498,203**	**$14,384,403**	**$14,084,403**	**$14,084,403**

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 has been extended four times since it was established, most recently on March 23, 2012 and is scheduled to expire on October 11, 2013.

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

Current Traffic Impact Fee rates are $33.00 for each projected daily trip for residential development and $15.50 for each projected daily trip for non-residential development. The rates are adjusted periodically based on increases in construction costs.

As required by the State Government Code, all Traffic Impact Fees are deposited into the Traffic Impact Fund and used solely for the purpose of funding projects identified in the Traffic Impact Fee Project List. Projects contained in the list are incorporated into the City's Streets and Roads Program. Funds are transferred from the Traffic Impact Fund into the Streets and Roads Fund each year to finance the cost of new traffic signals and signal upgrades.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		**$759,418**	**$845,865**	**$845,865**	**$888,865**	**$874,865**	**$622,865**
REVENUES							
34001	**Interest**	**11,695**	**14,700**	**13,000**	**13,500**	**8,000**	**3,000**
37410	**Traffic Impact Fees**	**74,752**	**75,000**	**30,000**	**35,000**	**40,000**	**45,000**
	Total Revenues	**86,447**	**89,700**	**43,000**	**48,500**	**48,000**	**48,000**
EXPENDITURES							
49600	**Transfer to Streets and Roads**	**0**	**0**	**0**	**62,500**	**300,000**	**300,000**
	Total Expenditures	**0**	**0**	**0**	**62,500**	**300,000**	**300,000**
Ending Balance		**$845,865**	**$935,565**	**$888,865**	**$874,865**	**$622,865**	**$370,865**

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.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Balance		**($18,902)**	**$0**	**$0**		**($20,500)**
REVENUES						
35502	**911 Reimbursement**	**18,911**	**0**	**1,600**	**1,600**	**1,400**
36001	**Federal Assistance**	**58,203**	**48,500**	**22,300**	**(26,200)**	**31,000**
36002	**State Assistance**	**0**	**0**	**0**	**0**	**0**
36005	**Local Assistance**	**21,164**	**0**	**0**	**0**	**0**
38050	**Emergency Services Planning**	**29,260**	**0**	**0**	**0**	**0**
36103	**Federal Stimulus**	**79,040**	**0**	**0**	**0**	**79,000**
38001	**Sale of Surplus Property**	**96**	**0**	**0**	**0**	**0**
	Total Revenues	**206,674**	**48,500**	**23,900**	**(24,600)**	**111,400**
EXPENDITURES						
42560	**Operating Supplies**	**68,318**	**8,600**	**4,800**	**3,800**	**0**
42730	**Training**	**0**	**5,000**	**0**	**5,000**	**0**
47015	**Buildings**	**24,995**	**0**	**0**	**0**	**0**
47020	**Furnishings & Equipment**	**13,516**	**14,900**	**8,600**	**6,300**	**0**
42200	**Computer (Non-Capital)**	**0**	**11,700**	**11,800**	**(100)**	**0**
47040	**Building Improvements**	**0**	**11,600**	**9,800**	**1,800**	**0**
49100	**Transfer to General Fund**	**68,742**	**25,000**	**9,400**	**15,600**	**0**
49280	**Transfer to Forfeited Assets Fund**	**12,201**	**0**	**0**	**0**	**0**
	Total Expenditures	**187,772**	**76,800**	**44,400**	**32,400**	**0**
Ending Balance		**$0**	**($28,300)**	**($20,500)**		**$90,900**

FORFEITED ASSETS FUND

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Fund Balance		**$219,155**	**$246,108**	**$246,108**		**$283,708**
REVENUES						
34001	**Interest**	**3,484**	**4,200**	**2,500**	**(1,700)**	**1,000**
36001	**Federal Assistance**	**18,967**	**5,000**	**150,000**	**145,000**	**325,000**
36002	**State Assistance**	**49,713**	**8,000**	**20,000**	**12,000**	**20,000**
39287	**Transfer from Law Enforcement Grants**	**12,201**	**0**	**0**	**0**	**0**
	Total Revenues	**84,365**	**17,200**	**172,500**	**155,300**	**346,000**
EXPENDITURES						
42150	**Communications**	**0**	**4,800**	**16,000**	**(11,200)**	**16,000**
42410	**Uniforms**	**22,202**	**0**	**0**	**0**	**0**
42420	**Special Department Expense**	**18,000**	**23,000**	**30,000**	**(7,000)**	**30,000**
42560	**Operating Supplies**	**633**	**36,000**	**46,000**	**(10,000)**	**2,500**
42720	**Travel, Conferences, Meetings**	**0**	**3,700**	**9,000**	**(5,300)**	**12,900**
42730	**Training**	**0**	**0**	**3,000**	**(3,000)**	**3,000**
44310	**Equipment Maintenance**	**9,000**	**0**	**0**	**0**	**3,000**
47020	**Furnishings & Equipment (Capital)**	**7,577**	**30,000**	**25,000**	**5,000**	**0**
49100	**Transfer to General Fund**	**0**	**5,900**	**5,900**	**0**	**0**
	Total Expenditures	**57,412**	**103,400**	**134,900**	**(31,500)**	**67,400**
Ending Fund Balance		**$246,108**	**$159,908**	**$283,708**		**$562,308**

RETIREE BENEFITS FUND

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

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		**$632,028**	**$628,658**	**$628,658**	**$422,153**	**$564,753**	**$741,153**
REVENUES							
34001	**Interest on Investments**	**13,873**	**8,700**	**7,500**	**6,500**	**9,000**	**12,000**
39100	**Transfer from General Fund**	**850,700**	**1,114,700**	**1,114,700**	**1,552,500**	**1,606,500**	**1,660,500**
39200	**Transfer from CDA Administration**	**8,500**	**0**	**0**	**0**	**0**	**0**
39201	**Transfer From CDA Housing**	**27,400**	**18,000**	**18,000**	**27,300**	**30,000**	**30,000**
39700	**Transfer from Sanitation**	**199,700**	**81,900**	**81,900**	**105,500**	**116,100**	**133,500**
39750	**Transfer from Transit**	**108,500**	**47,400**	**47,400**	**42,800**	**60,800**	**78,800**
39761	**Transfer from Waterworks Dist. No. 8**	**145,700**	**71,900**	**71,900**	**39,900**	**57,900**	**75,900**
	Total Revenues	**1,354,373**	**1,342,600**	**1,341,400**	**1,774,500**	**1,880,300**	**1,990,700**
EXPENDITURES							
41400	**Group Insurance Health**	**1,357,656**	**1,391,000**	**1,547,905**	**1,631,900**	**1,703,900**	**1,775,900**
44010	**Professional/Special Services**	**87**	**0**	**0**	**0**	**0**	**0**
	Total Expenditures	**1,357,743**	**1,391,000**	**1,547,905**	**1,631,900**	**1,703,900**	**1,775,900**
Ending Balance		**$628,658**	**$580,258**	**$422,153**	**$564,753**	**$741,153**	**$955,953**

LOCAL TRANSPORTATION FUND

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

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		$0	$0	$0	$0	$0	$0
REVENUES							
35410	Article 8: Streets & Roads	3,137,500	3,913,500	3,913,500	4,026,400	4,127,100	4,230,300
	Total Revenues	3,137,500	3,913,500	3,913,500	4,026,400	4,127,100	4,230,300
EXPENDITURES							
49100	Transfer To General Fund	3,137,500	3,913,500	3,913,500	4,026,400	4,127,100	4,230,300
	Total Expenditures	3,137,500	3,913,500	3,913,500	4,026,400	4,127,100	4,230,300
Ending Balance		$0	$0	$0	$0	$0	$0

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 2011-12 was $245,000 as surplus funds from previous years offset the transfer amount. The transfer from the Landscape Zones Augmentation Fund to various landscape zones for FY 2012-13 will be $931,600.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		**($157,180)**	**$18,811**	**$18,811**	**$20,011**	**$21,211**	**$22,411**
REVENUES							
34001	**Interest**	**(3,551)**	**3,000**	**1,200**	**1,200**	**1,200**	**1,200**
39100	**Transfer from General Fund**	**1,236,300**	**245,400**	**245,400**	**931,600**	**675,700**	**743,300**
	Total Revenues	**1,232,749**	**248,400**	**246,600**	**932,800**	**676,900**	**744,500**
EXPENDITURES							
49300	**Transfer to Landscape Zones**	**1,056,758**	**245,400**	**245,400**	**931,600**	**675,700**	**743,300**
	Total Expenditures	**1,056,758**	**245,400**	**245,400**	**931,600**	**675,700**	**743,300**
Ending Balance		**$18,811**	**$21,811**	**$20,011**	**$21,211**	**$22,411**	**$23,611**

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

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

Fallback zones are annexed to the District but maintained by respective homeowners' associations. The annexation of a fallback zone occurs in order to allow assumption of responsibility by the Landscape District should a homeowners association fail to properly maintain the landscaped areas for any reason. On June 6, 2011, the City Council approved the Landscape Assessments for FY 2012-13. 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $51 per lot.

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

Zone 9 (Tract 2629 - JBR): This zone covers the maintenance of the parkways at Tapo Canyon Road and Walnut Street. The assessment for FY 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $167 per lot.

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

Zone 18 (Tract 2889 - Resnick): This zone covers the maintenance of parkway areas between the walls along Tapo Street and Presidio Drive. The landscaped areas and walls are contained within public rights-of-way. The assessment for FY 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $183 per lot.

Zone 26 (Tract 2683 - Midtown): This zone covers the maintenance of the parkways along Presidio Drive. The assessment for FY 2012-13 is $92 per lot.

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

Zone 28 (Tract 2852-1, 2 & 3 - Larwin): This zone covers the maintenance of the parkways along Sequoia Avenue, Alamo Street, and Cooperfield Street and the medians on Glencove Avenue. The assessment for FY 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $431 per lot.

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

Zone 42 (Tract 3535 - Larwin): This zone covers the maintenance of landscaping along the north side of Tierra Rejada Road, Mandan Place, and Stargaze Place. The assessment for FY 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $98 per lot.

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

Zone 83 (Tract 4125): This zone covers the maintenance of landscaping on the south side of Royal Avenue at Corto Street. The assessment for FY 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 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 2012-13 is $130 per lot.

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Working Capital Beginning Balance		**$1,354,453**	**$1,364,387**	**$1,364,387**	**$894,887**	**$907,687**	**$632,587**
REVENUES							
34001	**Interest**	**28,161**	**31,500**	**26,000**	**26,300**	**18,000**	**6,000**
37410	**Service Charges**	**792,741**	**788,600**	**788,600**	**788,600**	**808,300**	**828,500**
39300	**From Landscape Augmentation Fund**	**1,056,758**	**245,400**	**245,400**	**931,600**	**675,700**	**743,300**
	Total Revenues	**1,877,660**	**1,065,500**	**1,060,000**	**1,746,500**	**1,502,000**	**1,577,800**
EXPENDITURES							
42100	**Utilities**	**380,182**	**483,500**	**475,000**	**522,200**	**535,300**	**548,700**
44450	**Landscape Maintenance**	**1,283,770**	**851,900**	**838,400**	**976,900**	**1,001,300**	**1,026,300**
44490	**Other Contract Services**	**109,172**	**125,400**	**131,300**	**138,900**	**142,400**	**146,000**
46100	**Reimbursement to General Fund**	**114,470**	**84,800**	**84,800**	**95,700**	**98,100**	**100,600**
	Total Expenditures	**1,887,594**	**1,545,600**	**1,529,500**	**1,733,700**	**1,777,100**	**1,821,600**
Working Capital Ending Balance		**$1,364,387**	**$884,287**	**$894,887**	**$907,687**	**$632,587**	**$388,787**

GASOLINE TAX FUND

There are five types of gasoline taxes received by the City. Street and Hiway Code Section 2105, 2106 and 2107 funds may be used for any streets or roads purpose. Section 2107.5 funds are designated for traffic engineering support uses. Section 2105, 2106, 2107, and 2107.5 gasoline tax revenues are transferred to the General Fund. This approach reduces auditing requirements and maximizes the use of resources available to the City in meeting citywide streets and roads maintenance improvement expenditure priorities. Beginning in Fiscal Year 2010-11, Revenue and Taxation Code 7360 funds replacee Proposition 42 Streets and Roads Funds as an additional source of Gasoline Tax revenues.

Section 2105 Funds - Added by Proposition 111 on the June 1990 Ballot, Section 2105 of the Streets and Highways Code provides that cities receive apportioned amounts equal to 11.5% of the gasoline taxes above $.09 per gallon. Apportionment is to each city in the State based on population.

Section 2106 Funds - Section 2106 of the Streets and Highways Code provides that each county in the State shall receive $800 per month ($9,600 per year) and each city in the State shall receive a fixed monthly apportionment of $400 ($4,800 per year). The balance of the Statewide fund is then apportioned as follows: first, the total is divided among the counties in the State on the basis of automobile registration; second, the total county allocation is divided between the county and the cities based on assessed valuation in the incorporated areas as compared to the assessed valuation of the unincorporated areas of the county; lastly, the resulting cities' shares are apportioned based upon population.

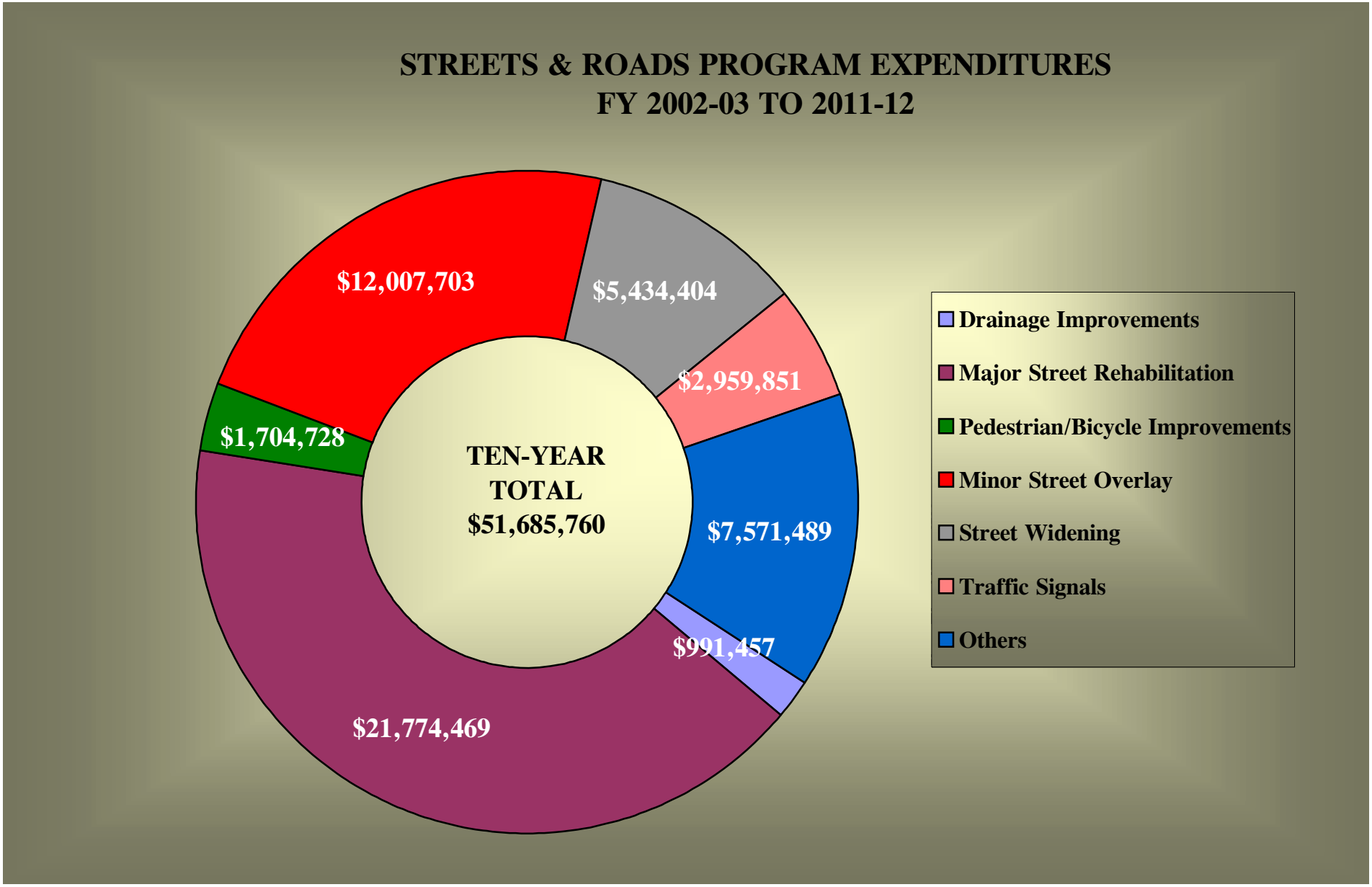
Section 2107 Funds - Streets and Highways Code Section 2107 provides for the monthly apportionment of a sum equal to $0.05705 per gallon of the gasoline tax among all cities in the State based upon population, after having reimbursed cities for 50% of their expenditures for snow removal exceeding $5,000.

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

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

GASOLINE TAX FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		$0	$0	$0	$0	$0	$0
REVENUES							
35401	Section 2105	652,737	705,000	705,000	705,000	722,600	740,700
35402	Section 2106	436,673	485,000	485,000	485,000	497,100	509,500
35403	Section 2107	871,285	959,600	959,600	959,600	983,600	1,008,200
35404	Section 2107.5	10,000	10,000	10,000	10,000	10,000	10,000
35405	Revenue & Taxation Code 7360	1,014,722	1,270,000	1,270,000	1,270,000	1,301,800	1,334,300
	Total Revenues	2,985,417	3,429,600	3,429,600	3,429,600	3,515,100	3,602,700
EXPENDITURES							
49100	Transfer to General Fund	2,985,417	3,429,600	3,429,600	3,429,600	3,515,100	3,602,700
	Total Expenditures	2,985,417	3,429,600	3,429,600	3,429,600	3,515,100	3,602,700
Ending Balance		$0	$0	$0	$0	$0	$0


STREETS & ROADS PROGRAM EXPENDITURES
FY 2002-03 TO 2011-12
$12,007,703
$5,434,404
$2,959,851
$1,704,728
TEN-YEAR
TOTAL
$51,685,760
$7,571,489
$991,457
$21,774,469
Drainage Improvements
Major Street Rehabilitation
Pedestrian/Bicycle Improvements
Minor Street Overlay
Street Widening
Traffic Signals
Others

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, Sanitation Fund, and Waterworks District. Additional funds are obtained from State, Federal, and Ventura County sources. Elements of the Streets and Roads Program are:

Annual Major Street Rehabilitation Program

This program involves ongoing pavement reconstruction, resurfacing, and roadway maintenance for major streets throughout the City. The FY 2012-13 projects propose resurfacing on Easy Street (Madera Road to W. Los Angeles Avenue), Sycamore Drive (Cochran Street to Royal Avenue), Erringer Road (Cochran Street to Royal Avenue), and Cochran Street (Erringer Road to First Street).

Annual Minor Street Overlay Program

This program involves pavement resurfacing and roadway maintenance activities for residential streets throughout the City. For FY 2012-13, resurfacing and roadway maintenance activities will be conducted in the following residential areas:

- West of Erringer Rd. south of Royal Ave.
- North of Avenida Simi east of Lemon Dr.

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 2012-13, a grant-funded project has been tentatively approved and consists of modifying the traffic signals at the Arroyo Simi crossings at Erringer Rd., Sycamore Dr., and Royal Ave. to accommodate bicyclists that will be crossing on a new trail on the south side of the Arroyo Simi.

Erringer Road Right Turn Lane at Cochran Street

This project includes widening northbound Erringer Rd. at Cochran St. to provide a right-turn-lane approximately 10 feet wide and 440 feet long within the existing City right-of-way. This project includes relocation or undergrounding of power poles and construction of curb, gutter, and sidewalk.

Las Llajas Creek Bridge Widening

This project includes the widening of the Las Llajas Creek Bridge at Cochran Street, 0.4 miles east of Tapo Street, by 14 feet on the on the north side and 11 feet on the south side. It also includes the relocation of existing utility lines adjacent to the bridge and modification to the existing concrete transition improvements, both upstream and downstream of the Las Llajas Creek. This project is to be funded under the Caltrans Highway Bridge Replacement and Rehabilitation Program and City Funds. The FY 2012-13 request is to replace former Community Development Agency funding.

Madera Rd. Widening (Country Club Dr. to Wood Ranch Pkwy.)

This project includes widening the south side of Madera Rd. between Country Club West and Wood Ranch Parkway to allow striping the roadway for three lanes of traffic with additional right-turn lane improving roadway traffic capacity regionally. This project includes construction of sidewalk, storm drain facilities, landscaping, and relocation of the traffic signal poles.

Madera Rd. Widening (Simi Village Dr. to L. A. Ave.)

This project includes widening eastside of Madera Rd. between Simi Village Dr. and Los Angeles Ave. to allow striping the roadway for three lanes of traffic with additional right-turn lane improving roadway traffic capacity regionally. This project includes construction of sidewalk, bus shelter, storm drain facilities, landscaping, and relocation of the traffic signal poles.

STREETS AND ROADS PROGRAM

Tapo Canyon Creek Bridge Widening

This project includes the widening of the Tapo Channel Bridge at Los Angeles Avenue 0.2 miles east of Sycamore, by 5 feet on the north side and 20 feet on the south side. It also includes the relocation of existing utility lines adjacent to the bridge and modification to the existing concrete transition improvements, both upstream and downstream of Tapo Canyon Creek. This project is also to be funded under the Caltrans Highway Bridge Replacement and Rehabilitation Program and City funds. The FY 2012-13 request is to replace former Community Development Agency funding.

Traffic Signal Upgrades

This annual program includes the upgrade/replacement of traffic signal controllers and cabinets for projects approved in May by the City Council during its annual review of the Traffic Signal Construction Program.

West Los Angeles Ave. Widening (Easy St to PSC)

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

West Los Angeles Ave. Widening (PSC to City Limits)

This project includes the widening of West Los Angeles Ave. from the City's Public Services Center to the Westerly City Limits to install on-street bicycle lanes, curb, gutter, and sidewalk and all appurtenant work.

STREETS AND ROADS PROGRAM

REVENUES

REVENUE SOURCE	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
General Fund	$525,300	$525,300	$673,000	$6,845,000	$5,941,000
New Dwelling Fees	218,000	218,000	0	0	0
County/State/Federal Funding	1,463,000	1,463,000	7,909,900	0	1,300,000
Traffic Impact Fees	0	0	62,500	300,000	300,000
Lighting Maintenance District	399,300	399,300	0	0	0
Sanitation Fund	70,000	70,000	155,000	185,000	187,000
Waterworks District	100,000	100,000	150,000	185,000	187,000
Community Development Block Grants	360,400	360,400	100,600	500,000	500,000
Community Development Agency	3,336,900	19,900	0	0	0
Total	$6,472,900	$3,155,900	$9,051,000	$8,015,000	$8,415,000

STREETS AND ROADS PROGRAM

REVENUE SOURCE NARRATIVE

	REVENUE SOURCE	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	FY 2012-13 PROGRAM
A.	General Fund	$ 525,300	$ 525,300	$ 673,000	General Fund monies are proposed for Bicycle and Pedestrian Facilities, Las Llajas Creek Bridget Widening, Madera Road Widening Projects, Tapo Canyon Creek Bridge Widening, Traffic Signal Upgrades, and West Los Angeles Widening Projects.
B.	New Dwelling Fees	$ 218,000	$ 218,000	$ 0	No New Dwelling Fees monies are proposed for FY 2012-13.
C.	County/State/Federal Funding	$ 1,463,000	$ 1,463,000	$ 7,909,900	Funds will be utilized for the Annual Major Street Program, Bicycle and Pedestrian Facilities, Erringer Road Right Turn Lane, Madera Road Widening Projects, and West Los Angeles Ave. Widening Project (Public Services Center to City Limits).
D.	Traffic Impact Fees	$ 0	$ 0	$ 62,500	Traffic Impact Fees monies are proposed for the Erringer Road Right Turn Lane and West Los Angeles Ave. Widening (Simi Village Dr. to Los Angeles Ave. projects in FY 2012-13.
E.	Lighting Maintenance District	$ 399,300	$ 399,300	$ 0	No Lighting Maintenance District Monies are proposed for projects in FY 2012-13. The Simi Valley Lighting Maintenance District will be dissolved effective July 1, 2012.
F.	Sanitation Fund	$ 70,000	$ 70,000	$ 155,000	Sanitation Funds will be used to raise manhole covers associated with the Annual Major and Minor Street Programs.
G.	Waterworks District	$ 100,000	$ 100,000	$ 150,000	Waterworks District funds will be used to raise water valve covers associated with the Annual Major and Minor Street Programs.
H.	Community Development Block Grants	$ 360,400	$ 360,400	$ 100,600	CDBG grant funds are proposed to partially finance the Annual Minor Street Overlay Program.
I.	Community Development Agency	$ 3,336,900	$ 19,900	$ 0	No Community Development Agency funds are proposed for projects in FY 2012-13. State legislation and subsequent court action dissolved all redevelopment agencies in California effective January 31, 2012. Loss of redevelopment funding has necessitated deferral of several future streets projects and backfill of redevelopment funding for active projects with General Fund monies.

STREETS AND ROADS PROGRAM

REVENUE SOURCE DETAIL

PROJECT	BUDGET TOTAL FY 2012-13	FY 2012-13 REVENUE SOURCE						
		GENERAL FUND	NEW DWELLING FEES	TRAFFIC IMPACT FEES	COUNTY/ STATE/ FEDERAL FUNDING	SANI-TATION FUND	WATER-WORKS DISTRICT	CDBG
Annual Major Street Program	$3,834,700	$0	$0	$0	$3,629,700	$105,000	$100,000	$0
Annual Minor Street Overlay	200,600	0	0	0	0	50,000	50,000	100,600
Bicycle and Pedestrian Facilities	150,000	75,000	0	0	75,000	0	0	0
Erringer Road Right Turn Lane	607,900	0	0	32,500	575,400	0	0	0
Las Llajas Creek Bridge Widening	46,000	46,000 *	0	0	0	0	0	0
Madera Road Widening (Simi Village Dr. & L. A. Ave.)	561,200	0	0	30,000	531,200	0	0	0
Madera Road Widening (Country Club & Wood Ranch)	935,300	50,000	0	0	885,300	0	0	0
Tapo Canyon Creek Bridge Widening	30,000	30,000 *	0	0	0	0	0	0
Traffic Signal Upgrades	130,000	130,000	0	0	0	0	0	0
West Los Angeles Ave. Widening (Easy St. to PSC)	217,000	217,000 *	0	0	0	0	0	0
West Los Angeles Ave. Widening (PSC to City Limits)	2,338,300	125,000	0	0	2,213,300	0	0	0
Total Revenue	$9,051,000	$673,000	$0	$62,500	$7,909,900	$155,000	$150,000	$100,600

* The requested funding will replace former Community Development Agency funds that are no longer available with General Fund monies. The funds to be replaced represent the City share of the project intended to be used for engineering activities, as the grant funds only finance the cost of construction. The construction funds were approved in the FY 2011-12 budget and will be carried forward.

STREETS AND ROADS PROGRAM

EXPENDITURE PLAN

PROJECT	TOTAL PROJECT BUDGET	ACTUAL TO 2010-11	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Annual Major Streets Program (all years)	*	*	$5,110,900	$2,112,300	$3,834,700	$4,300,000	$4,490,000
Annual Minor Streets Program (all years)	*	*	1,356,000	1,356,000	200,600	2,955,000	2,955,000
Bicycle and Pedestrian Facilities (all years)	*	*	447,100	447,100	150,000	120,000	120,000
Freeway Interchange Landscaping	2,983,900	194,700	2,789,200	0	0	0	0
Erringer Road Right Turn Lane	682,500	0	0	0	607,900	0	0
Highway Safety Improv. Program (all years)	*	*	297,000	297,000	0	50,000	50,000
Las Llajas Creek Bridge Widening	285,000	0	285,000	0	46,000	0	0
Madera/Olsen Road Improvemeents	2,690,400	2,421,700	268,700	268,700	0	0	0
Madera Road Widening (Simi Village Dr)	630,000	0	0	0	561,200	0	0
Madera Road Widening (Country Club Dr)	1,050,000	0	0	0	935,300	0	0
Storm Drain Master Plan	564,400	0	564,400	327,000	0	0	200,000
Tapo Canyon Creek Bridge Widening	270,000	0	270,000	0	30,000	0	0
Traffic Signal Upgrades (all years)	*	*	120,000	120,000	130,000	140,000	150,000
Traffic Signals - New (all years)	*	*	0	0	0	300,000	300,000
Traffic Signal Synchronization	*	*	873,600	0	0	150,000	150,000
W. Los Angeles Avenue Widening (Easy St-PSC)	2,438,100	159,200	2,278,683	2,278,700	217,000	0	0
West Los Angeles Widening (PSC-City Limits)	2,625,000	0	0	0	2,338,300	0	0
Total	$14,219,300	$2,775,600	$14,660,583	$7,206,800	$9,051,000	$8,015,000	$8,415,000

* Ongoing Project

VEHICLE REPLACEMENT FUND

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Fund Balance		**$2,874,821**	**$2,264,021**	**$2,264,021**	**$1,534,921**	**$1,510,321**	**$782,021**
CONTRIBUTIONS							
39100	**Administrative Services**	**2,900**	**0**	**0**	**0**	**3,000**	**3,100**
39100	**Community Services**	**2,400**	**0**	**0**	**0**	**15,000**	**15,500**
39100	**Environmental Services**	**15,600**	**0**	**0**	**0**	**26,300**	**27,100**
39100	**Public Works**	**169,400**	**56,000**	**56,000**	**166,700**	**371,500**	**382,600**
39100	**Police**	**376,600**	**252,600**	**252,600**	**399,200**	**467,800**	**481,800**
	Total Revenues	**566,900**	**308,600**	**308,600**	**565,900**	**883,600**	**910,100**
EXPENDITURES							
47030	**Administrative Services**	**0**	**0**	**0**	**0**	**33,000**	**0**
47030	**Community Services**	**0**	**0**	**0**	**0**	**153,600**	**0**
47030	**Environmental Services**	**0**	**0**	**0**	**0**	**165,000**	**0**
47030	**Public Works**	**268,900**	**275,000**	**275,000**	**82,400**	**400,200**	**28,400**
47030	**Police**	**362,800**	**762,700**	**762,700**	**220,900**	**860,100**	**842,400**
49100	**Transfer to General Fund**	**546,000**	**0**	**0**	**287,200**	**0**	**0**
	Total Expenditures	**1,177,700**	**1,037,700**	**1,037,700**	**590,500**	**1,611,900**	**870,800**
Ending Fund Balance		**$2,264,021**	**$1,534,921**	**$1,534,921**	**$1,510,321**	**$782,021**	**$821,321**

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.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance		**$548,177**	**$668,226**	**$668,226**	**$543,626**	**$304,226**	**$248,026**
REVENUES							
34001	**Interest**	**5,663**	**10,000**	**10,200**	**5,000**	**2,000**	**1,500**
39100	**Transfer/General Fund**	**584,300**	**590,800**	**590,800**	**622,700**	**660,100**	**699,700**
39200	**Transfer/CDA Admin Fund**	**8,000**	**7,900**	**5,900**	**0**	**0**	**0**
39201	**Transfer/CDA Housing Fund**	**8,000**	**20,000**	**10,000**	**0**	**0**	**0**
39270	**Transfer/Lighting Maint District**	**4,000**	**4,000**	**4,000**	**0**	**0**	**0**
39700	**Transfer/Sanitation Fund**	**57,700**	**67,200**	**67,200**	**67,200**	**71,200**	**75,500**
39761	**Transfer/Waterworks District No. 8**	**54,100**	**87,000**	**87,000**	**87,000**	**92,200**	**97,700**
39803	**Transfer/Liability Insurance Fund**	**4,000**	**4,000**	**4,000**	**4,000**	**4,200**	**4,500**
39805	**Transfer/Workers' Comp Fund**	**3,600**	**4,000**	**4,000**	**4,000**	**4,200**	**4,500**
	Total Revenues	**729,363**	**794,900**	**783,100**	**789,900**	**833,900**	**883,400**
EXPENDITURES							
42200	**Computers (Non-Capital)**	**3,178**	**0**	**0**	**0**	**0**	**0**
42720	**Training**	**0**	**0**	**0**	**36,400**	**0**	**0**
44010	**Professional/Special Services**	**33,073**	**312,200**	**246,400**	**190,800**	**216,400**	**227,200**
47028	**Computers (Capital)**	**175,661**	**469,000**	**464,200**	**375,100**	**425,400**	**446,700**
48800	**Application Software**	**210,050**	**0**	**0**	**208,000**	**0**	**0**
48840	**System Hardware**	**187,352**	**273,300**	**197,100**	**219,000**	**248,300**	**260,700**
	Total Expenditures	**609,314**	**1,054,500**	**907,700**	**1,029,300**	**890,100**	**934,600**
Ending Balance		**$668,226**	**$408,626**	**$543,626**	**$304,226**	**$248,026**	**$196,826**

GEOGRAPHIC INFO. AND PERMIT SYSTEM CAPITAL PROJECT FUND

The City completed the development of a Geographic Information System (GIS) in FY 1998-99. The system includes a component for issuing and tracking various permits. Various enhancement and optimization projects are currently underway to improve functionality and increase user knowledge of the system.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Working Capital Balance		**$172,500**	**$159,646**	**$159,646**		**$416,246**
REVENUES						
34001	**Interest**	**2,251**	**2,100**	**2,100**	**0**	**6,400**
36601	**Southern California Edison Grant**	**0**	**0**	**0**	**0**	**67,100**
39100	**Transfer/General Fund**	**0**	**88,300**	**88,300**	**0**	**77,200**
39200	**Transfer/CDA Admin Fund**	**0**	**28,500**	**16,600**	**(11,900)**	**0**
39201	**Transfer/CDA Housing Fund**	**0**	**28,500**	**14,300**	**(14,200)**	**0**
39700	**Transfer/Sanitation Fund**	**0**	**57,000**	**57,000**	**0**	**57,000**
39761	**Transfer/Waterworks District No. 8**	**0**	**82,700**	**82,700**	**0**	**82,700**
	Total Revenues	**2,251**	**287,100**	**261,000**	**(26,100)**	**290,400**
SUPPLIES AND MATERIALS						
42730	**Training**	**0**	**0**	**0**	**0**	**7,500**
47028	**Computers Capital**	**105**	**0**	**0**	**0**	**5,000**
44010	**Professional and Special Services**	**15,000**	**50,000**	**4,400**	**45,600**	**30,000**
48800	**Application Software**	**0**	**0**	**0**	**0**	**180,000**
48840	**System Hardware**	**0**	**0**	**0**	**0**	**25,000**
	Subtotal - Supplies and Materials	**$15,105**	**$50,000**	**$4,400**	**$45,600**	**$247,500**
	Total Expenditures	**15,105**	**50,000**	**4,400**	**45,600**	**247,500**
Ending Working Capital Balance		**$159,646**	**$396,746**	**$416,246**		**$459,146**

FINANCIAL INFORMATION SYSTEMS CAPITAL PROJECT FUND

The City utilizes a Financial Information System (FIS) that was purchased from SAP Public Services, Inc. (SAP) in March 2000. The SAP system includes components such as Budgetary Control, General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Business Tax, Parking Citations, Utility Billing, Travel Management, Asset Management, Applicant Tracking, Personnel Administration, Organization Management, and Payroll. The fund is used for enhancement and optimization activities to improve functionality and organizational productivity of the system.

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
Beginning Working Capital Balance		$194,820	$192,982	$192,982		$331,682
REVENUES						
34001	Interest on Investments	3,562	3,500	3,500	0	4,200
39100	Transfer/General Fund	0	104,800	104,800	0	116,200
39200	Transfer/CDA Admin	0	7,100	4,100	3,000	0
39201	Transfer/CDA Housing Fund	0	2,500	1,300	1,200	0
39270	Transfer/Lighting Maintenance Dist. Fund	0	1,800	1,800	0	0
39750	Transfer/Transit Fund	0	3,400	3,400	0	3,400
39700	Transfer/Sanitation Fund	0	26,800	26,800	0	26,800
39761	Transfer/Waterworks Dist. 8 Fund	0	32,100	32,100	0	32,100
	Total Revenues	3,562	182,000	177,800	4,200	182,700
EXPENDITURES						
42730	Training	0	0	0	0	7,500
44010	Professional/Special Services	5,400	25,000	39,100	(14,100)	155,000
47028	System Hardware	0	0	0	0	25,000
48800	Application Software	0	0	0	0	137,000
	Total Expenditures	5,400	25,000	39,100	(14,100)	324,500
Ending Working Capital Balance		$192,982	$349,982	$331,682		$189,882

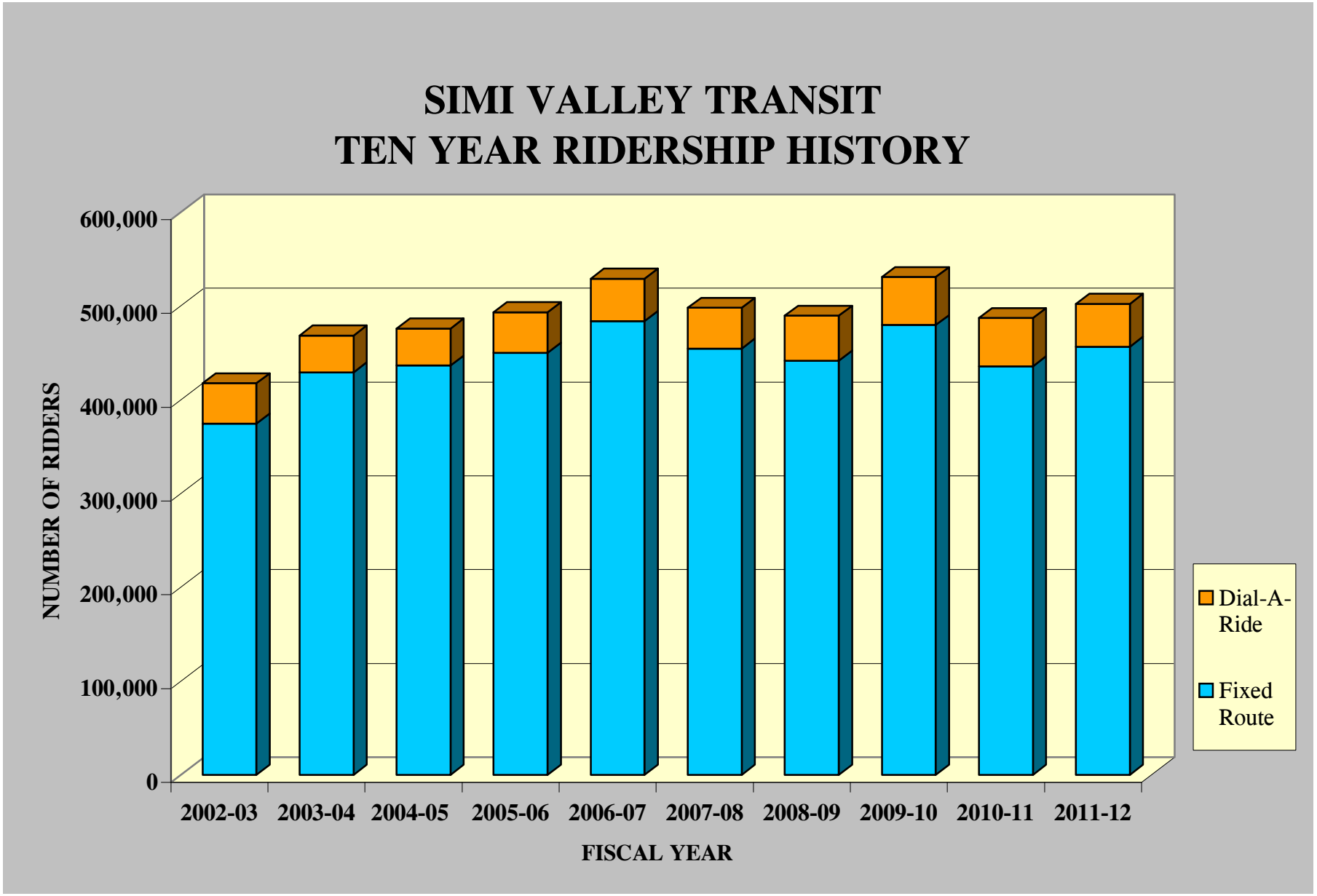
BUILDING IMPROVEMENT FUND

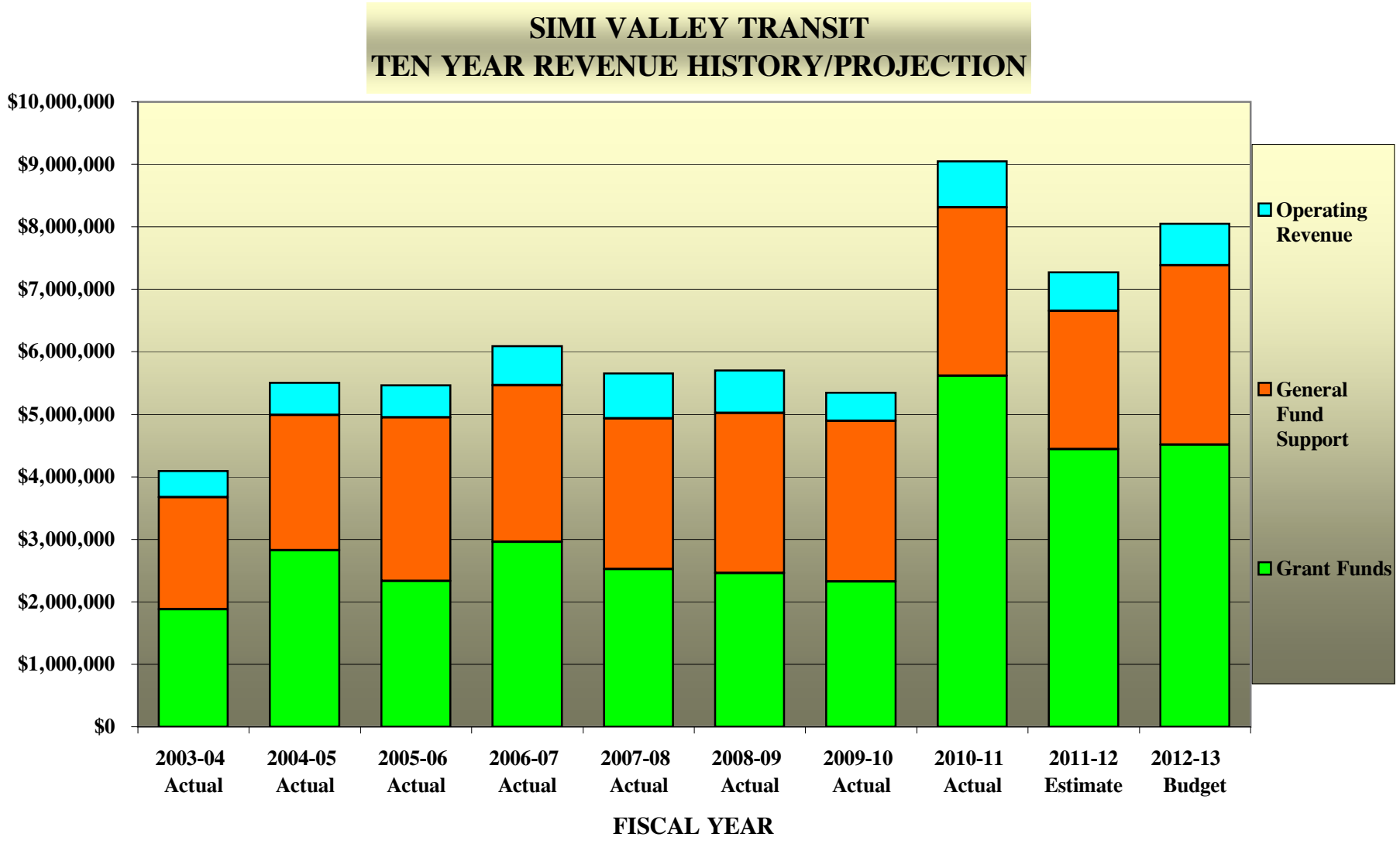
The Building Improvement Fund was created in FY 1997-98 with General Fund reserve monies. The fund is used for major improvements to existing public buildings and to partially finance the construction of new public buildings in the City. Funds are budgeted in FY 2012-13 for a 10,000 square foot expansion to City Hall that will allow for the Department of Environmental Services to be relocated from the Development Services Building into the expanded space.

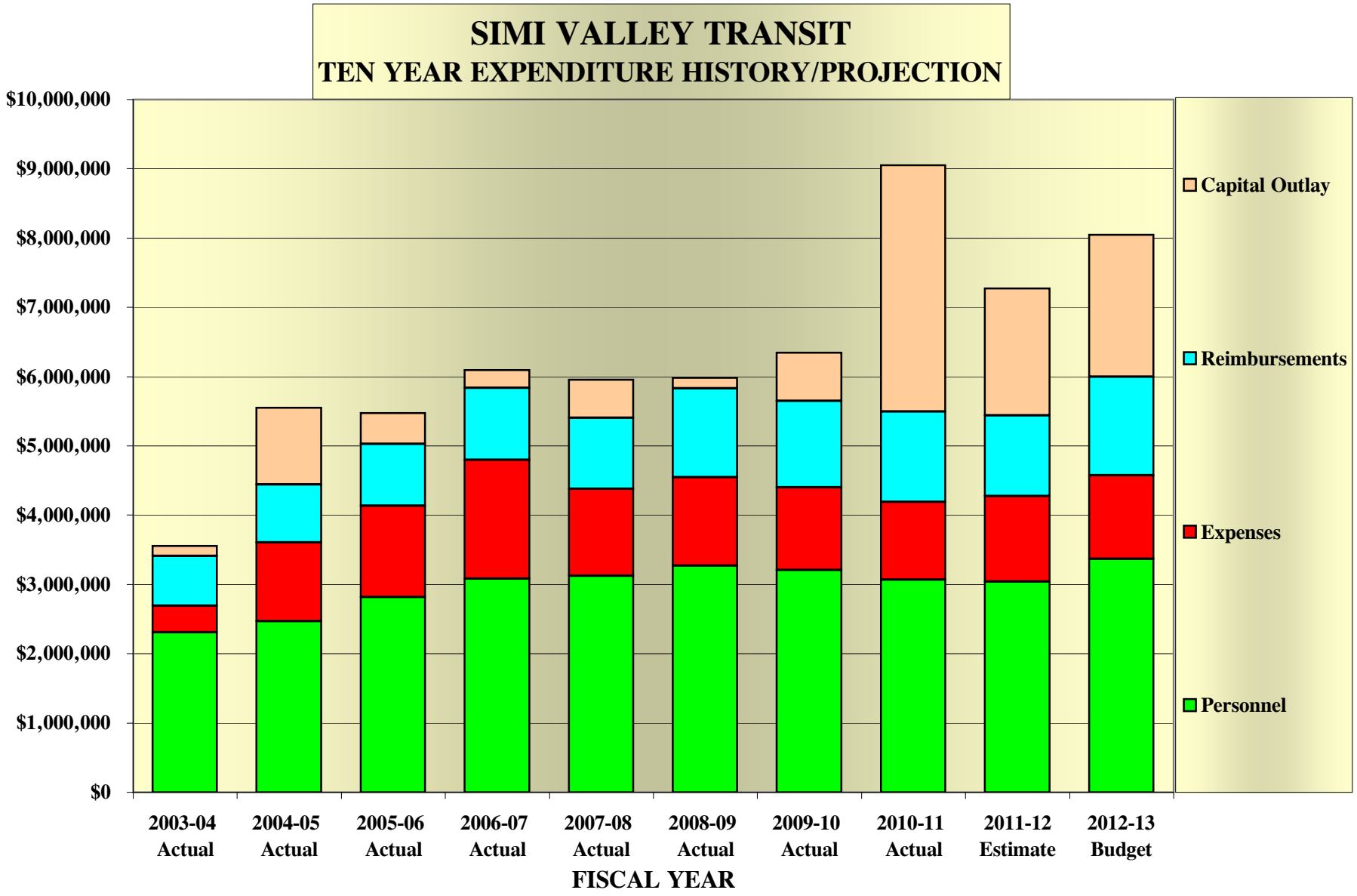
		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Balance (excluding advance)		**$4,558,303**	**$1,300,029**	**$1,300,029**	**$984,923**	**$964,223**	**$977,223**
REVENUES							
34001	**Interest**	**4,959**	**4,700**	**18,000**	**13,000**	**13,000**	**13,000**
36001	**Federal Assistance**	**932,121**	**41,800**	**98,100**	**0**	**0**	**0**
39214	**Transfer from PEG Fees**	**0**	**0**	**461,400**	**0**	**0**	**0**
39262	**Transfer from Dev. Agreements**	**0**	**0**	**0**	**4,113,800**	**300,000**	**0**
	Total Revenues	**937,080**	**46,500**	**577,500**	**4,126,800**	**313,000**	**13,000**
EXPENDITURES							
42235	**Furn & Equipment (Non-Capital)**	**0**	**10,400**	**11,500**	**4,000**	**0**	**0**
44010	**Professional/Special Services**	**2,986**	**0**	**1,900**	**8,400**	**0**	**0**
45290	**Reimbursement from CDBG**	**(32,365)**	**0**	**(16,000)**	**0**	**0**	**0**
47020	**Furnishings & Equipment**	**0**	**0**	**417,900**	**1,209,700**	**0**	**0**
47040	**Building Improvements**	**9,825**	**0**	**116,400**	**30,000**	**0**	**0**
48220	**Design/Architectural**	**110,226**	**0**	**4,400**	**165,300**	**30,000**	**0**

BUILDING IMPROVEMENT FUND (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
EXPENDITURES (CONT'D)							
48010	Engineeering Incidentals	$9,941	$0	$77,090	$0	$0	$0
48410	Construction Management	7,800	4,400	37,300	276,000	10,000	0
48500	Maintenance Contracts	987,213	26,100	44,500	0	0	0
48600	Improvement Contract	83,628	0	197,616	2,294,100	240,000	0
48990	Contingency	0	0	0	160,000	20,000	0
49100	Transfer to General Fund	3,016,100	0	0	0	0	0
	Total Expenditures	4,195,354	40,900	892,606	4,147,500	300,000	0
Ending Balance (excluding advance)		$1,300,029	$1,305,629	$984,923	$964,223	$977,223	$990,223
Advance from the General Fund		3,348,380	3,348,380	3,348,380	3,348,380	3,348,380	3,348,380


SIMI VALLEY TRANSIT
TEN YEAR RIDERSHIP HISTORY
NUMBER OF RIDERS
600,000
500,000
400,000
300,000
200,000
100,000
0
2002-03
2003-04
2004-05
2005-06
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12
FISCAL YEAR
Dial-A-Ride
Fixed Route


SIMI VALLEY TRANSIT
TEN YEAR REVENUE HISTORY/PROJECTION
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
2003-04 Actual
2004-05 Actual
2005-06 Actual
2006-07 Actual
2007-08 Actual
2008-09 Actual
2009-10 Actual
2010-11 Actual
2011-12 Estimate
2012-13 Budget
FISCAL YEAR
Operating Revenue
General Fund Support
Grant Funds


SIMI VALLEY TRANSIT
TEN YEAR EXPENDITURE HISTORY/PROJECTION
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Capital Outlay
Reimbursements
Expenses
Personnel
2003-04 Actual
2004-05 Actual
2005-06 Actual
2006-07 Actual
2007-08 Actual
2008-09 Actual
2009-10 Actual
2010-11 Actual
2011-12 Estimate
2012-13 Budget
FISCAL YEAR

SIMI VALLEY TRANSIT

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

FY 2011-12 Goals and Achievements

- Goal: Complete installation of 38 upgraded Transit bus shelters and related bus stop amenities throughout the City. **Achievement: Installed 38 transit shelters and bus stop amenities (bus stop target signs and wrought-iron bus benches).**

- Goal: Complete Phase II improvements to the CNG fueling facility. **Achievement: Developed a Request For Proposals and technical specifications; estimated completion date for the project is March 2013.**

- Goal: Complete security fencing and lighting upgrades to the Transit Maintenance Facility. **Achievement: Installed security fencing around the perimeter of the Transit Maintenance Facility and completed lighting upgrades.**

- Goal: Continue to hold monthly safety meetings with Transit Operators and Transit Dispatchers to emphasize the importance of safety and efficient, cost-effective delivery of transportation services. **Achievement: Conducted monthly safety meetings that enhance the efficient, cost-effective delivery of fixed-route and ADA/DAR service.**

Other Accomplishments

- Conducted ADA Paratransit Advisory Committee meetings on July 21, 2011, October 20, 2011, January 19, 2012 and April 19, 2012, to discuss and address public paratransit issues affecting individuals with disabilities.

- Received a satisfactory rating subsequent to a terminal inspection conducted by the California Highway Patrol on December 15 and 16, 2011.

- Participated in the Earth Day event held at the Simi Valley Town Center and the Simi Valley Street Fair.

- Participated in the Ventura County Transportation Commission's TRANSCOM, Citizens Transportation Advisory Committee, and ad hoc committees to enhance paratransit and senior nutrition transportation in the County.

- Completed the Transit Maintenance Facility Expansion and Garage Modernization Project and received the City's first Gold Leadership in Energy and Environmental Design (LEED) certification.

- Entered into a Memorandum of Agreement with Waste Management to fuel up to fifteen Waste Management Compressed Natural Gas (CNG) vehicles at the Transit Maintenance Facility.

- Provided 419,561 fixed-route and 45,721 ADA/DAR trips during calendar year 2011.

FY 2012-13 Goals

- Complete Phase II improvements to the CNG fueling facility.
- Complete the purchase of three replacement CNG fixed-route buses funded with State Prop 1B funds.
- Complete the purchase and installation of new, upgraded fareboxes on the fixed-route buses.
- Continue to hold monthly safety meetings with Transit Operators and Transit Dispatchers to emphasize the importance of safety and efficient, cost-effective delivery of transportation services.

DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REVENUES						
USE OF MONEY AND PROPERTY						
34001	Interest	$22,261	$0	$29,300	29,300	$29,300
34102	Bus Shelter Advertising	50,198	34,400	34,600	200	40,300
	Subtotal	72,459	34,400	63,900	29,500	69,600
GRANTS						
35410	VCTC - STA Capital	191,952	0	0	0	0
36201	FTA Operating	2,128,860	2,131,100	2,131,100	0	2,497,600
36203	FTA Capital	1,078,452	4,358,600	2,054,800	(2,303,800)	2,016,000
36103	Federal Stimulus (ARRA)	2,215,899	5,000	254,100	249,100	0
	Subtotal	5,615,163	6,494,700	4,440,000	(2,054,700)	4,513,600
FARE REVENUES						
37211	Route A Fares	104,357	104,100	100,000	(4,100)	100,000
37212	Route B Fares	89,201	90,600	87,100	(3,500)	87,100
37213	Route C Fares	43,020	42,100	46,100	4,000	48,000
37214	Route D Fares	13,714	14,900	12,900	(2,000)	12,500
37215	Bus Fare Passes	123,452	128,800	109,000	(19,800)	112,000
37216	Dial-A-Ride Fares	55,537	58,800	55,500	(3,300)	59,000
37217	Dial-A-Ride County Reimb.	28,234	27,300	24,800	(2,500)	25,000
37221	Route A-3 Peak Service Fares *	2,760	0	0	0	0
37222	Route B-3 Peak Service Fares *	2,317	0	0	0	0
	Subtotal	$462,592	$466,600	$435,400	($31,200)	$443,600

* Service discontinued in August 2010

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
OTHER REVENUES						
37299	SCRRA Metrolink Agreement	$2,912	$3,500	$2,100	($1,400)	$2,200
38001	Sale of Surplus Property	12,175	3,000	4,000	1,000	4,500
38003	CNG Excise Tax Refund	164,501	101,500	84,600	(16,900)	0
38003	CNG Reimbursements	13,153	19,100	17,500	(1,600)	144,000
38003	Miscellaneous	2,886	0	0	0	0
38004	Damage Recovery	10,975	0	10,700	10,700	0
	Subtotal	206,602	127,100	118,900	(8,200)	150,700
GENERAL FUND CONTRIBUTION						
39751	Operating	2,682,985	2,900,800	2,213,800	(687,000)	2,868,900
39753	Capital Outlay	10,034	0	0	0	0
	Subtotal	2,693,019	2,900,800	2,213,800	(687,000)	2,868,900
	Total Revenues	$9,049,835	$10,023,600	$7,272,000	($2,751,600)	$8,046,400
EXPENDITURES						
PERSONNEL						
41010	Regular Salaries	$1,962,558	$2,047,100	$1,919,000	$128,100	$2,168,900
41020	Temporary Salaries	39,646	0	52,400	(52,400)	0
41040	Overtime	64,322	95,000	90,000	5,000	74,000
41200	Deferred Compensation - 401k	6,993	7,300	6,400	900	6,400
41210	Deferred Compensation - 457	7,804	11,700	7,600	4,100	12,400
41300	Vision Care	9,418	9,000	8,900	100	10,000
41350	Disability	6,701	7,100	5,700	1,400	5,600
41400	Group Ins/Health	386,900	388,500	348,500	40,000	401,300

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL (CONT'D)						
41450	Life Insurance	$6,758	$7,000	$5,900	$1,100	$5,800
41500	Group Ins/Dental	37,534	35,700	36,000	(300)	29,400
41600	Retirement/PERS	340,293	394,400	375,500	18,900	422,600
41650	Medicare	31,155	28,800	32,400	(3,600)	32,500
41700	Workers' Compensation	86,300	92,300	92,300	0	143,200
41620	Retirement HRA	0	0	0	0	2,400
41800	Payroll Accruals	79,319	58,100	56,900	1,200	56,700
	Subtotal - Personnel	3,065,701	3,182,000	3,037,500	144,500	3,371,200
SUPPLIES AND MATERIALS						
42150	Communications	28,591	32,600	32,600	0	33,800
42200	Computers (Non-Capital)	0	0	0	0	6,000
42230	Office Supplies	2,416	4,000	3,200	800	3,200
42235	Furn & Equip (Non-Capital)	0	5,000	3,600	1,400	0
42410	Uniform/Clothing Supply	14,428	25,000	13,000	12,000	18,000
42440	Memberships and Dues	12,213	12,800	12,200	600	12,800
42450	Subscriptions and Books	328	400	700	(300)	700
42460	Advertising	1,501	1,300	1,300	0	1,300
42500	Fuel and Lubricants	202,763	235,000	196,000	39,000	215,000
42510	Tires	40,789	49,000	47,800	1,200	61,200
42550	Small Tools/Equipment	3,150	3,500	3,100	400	3,500
42560	Operating Supplies	94,117	132,000	129,500	2,500	132,000
42720	Travel, Conferences, Meetings	1,788	3,600	2,600	1,000	3,300
42730	Training	0	1,700	1,700	0	1,500
42790	Mileage	2,114	2,700	2,500	200	2,700
	Subtotal - Supplies and Materials	$404,198	$508,600	$449,800	$58,800	$495,000

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

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SERVICES						
44010	Professional/Special Services	$484	$600	$500	$100	$500
44310	Maintenance of Equipment	534,151	643,900	625,000	18,900	543,500
44410	Maintenance of Buildings/Grounds	1,440	1,500	1,400	100	2,000
44490	Other Contract Services	25,390	23,400	23,400	0	23,400
44590	Insurance Charges	157,800	133,300	133,300	0	133,900
44491	Transfer to FIS Operations	0	2,600	2,600	0	2,600
	Subtotal - Services	719,265	805,300	786,200	19,100	705,900
REIMBURSEMENTS AND TRANSFERS						
46100	Reimbursement to General Fund	1,200,300	1,111,800	1,111,800	0	1,376,900
49297	Transfer to Retiree Benefits Fund	108,500	47,400	47,400	0	42,800
49656	Transfer to FIS Capital	0	3,400	3,400	0	3,400
	Subtotal - Reimb./Transfers	1,308,800	1,162,600	1,162,600	0	1,423,100
	Subtotal - Current Expenses	2,432,263	2,476,500	2,398,600	77,900	2,624,000
CAPITAL OUTLAY						
47020	Furnishings & Equip (Capital)	0	6,500	6,300	200	0
48600	Capital Outlay Projects	3,551,871	4,358,600	1,829,600	2,529,000	2,051,200
	Subtotal - Capital Outlay	3,551,871	4,365,100	1,835,900	2,529,200	2,051,200
	Total Expenditures	$9,049,835	$10,023,600	$7,272,000	$2,751,600	$8,046,400

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

	TOTAL PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CAPITAL OUTLAY PROJECTS					
Architectural - TMF Expansion	$128,678	$4,700	$3,000	$1,700	$0
Construction - TMF Expansion	1,912,864	474,500	1,051,000	(576,500)	0
GFI Farebox Upgrade (13)	168,200	168,200	0	168,200	0
Fixed-Route Replacement Buses (3)	1,489,500	116,500	15,400	101,100	0
Replace/Upgrade Transit Shelters	528,752	310,900	116,600	194,300	0
Transit Garage Modernization	740,632	53,700	340,100	(286,400)	0
Replacement DAR Vans (3)	285,000	285,000	290,500	(5,500)	0
Rail Station Access Ramp Renovation	92,600	92,600	0	92,600	0
Heavy Vehicle Hydraulic Lifts	130,000	130,000	0	130,000	0
CNG Fueling Station Upgrade	1,300,000	1,105,700	10,000	1,095,700	0
Fixed-Route Replacement Buses (3)	1,400,000	1,414,700	0	1,414,700	0
Security Fencing and Cameras	200,000	202,100	3,000	199,100	0
Trapeze PASS Software	35,200	0	0	0	35,200
Voice Announcement System	95,000	0	0	0	95,000
Replacement Bus Engines (2)	28,000				28,000
Three Replacement Paratransit Vans	300,000	0	0	0	300,000
Fixed-Route Replacement Buses (3)	1,460,700	0	0	0	1,460,700
In-Ground Hydraulic Lifts	228,300	0	0	0	115,300
Bus Front and Rear Axle Tool Kits	17,000	0	0	0	17,000
Total	$10,540,426	$4,358,600	$1,829,600	$2,529,000	$2,051,200

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

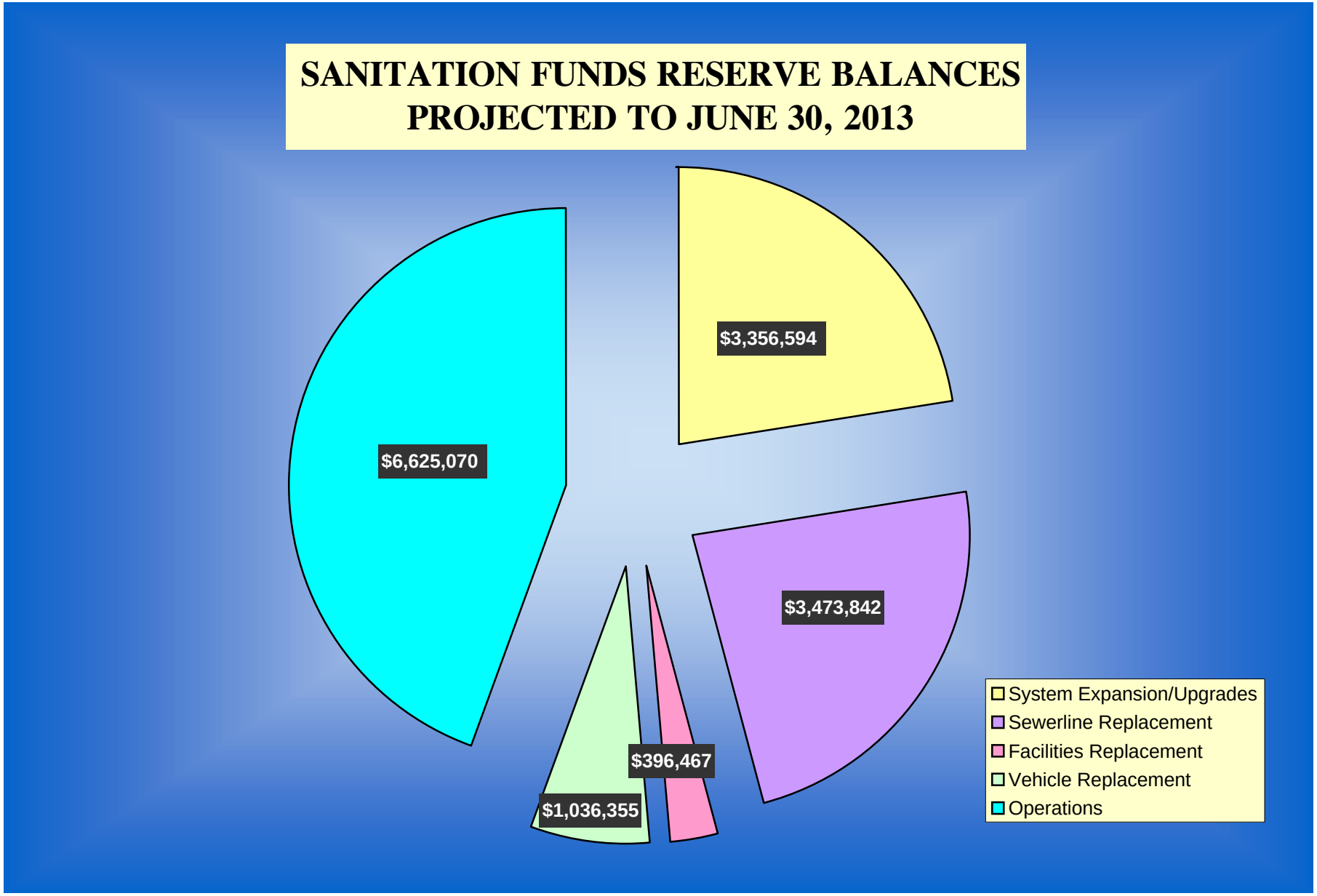
REVENUES AND EXPENDITURES SUMMARY

	ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REVENUES					
Use of Money and Property	$72,459	$34,400	$63,900	$29,500	$69,600
Grants	5,615,163	6,494,700	4,440,000	(2,054,700)	4,513,600
Fare Revenues	462,592	466,600	435,400	(31,200)	443,600
Other Revenues	206,602	127,100	118,900	(8,200)	150,700
General Fund Transfers	2,693,019	2,900,800	2,213,800	(687,000)	2,868,900
Total Revenues	$9,049,835	$10,023,600	$7,272,000	($2,751,600)	$8,046,400
EXPENDITURES					
Personnel Expense	$3,065,701	$3,182,000	$3,037,500	$144,500	$3,371,200
Supplies, Materials, & Services Expense	1,123,463	1,313,900	1,236,000	77,900	1,200,900
Reimbursements Expense	1,308,800	1,162,600	1,162,600	0	1,423,100
Capital Outlay Expense	3,551,871	4,365,100	1,835,900	2,529,200	2,051,200
Total Expenditures	$9,049,835	$10,023,600	$7,272,000	$2,751,600	$8,046,400

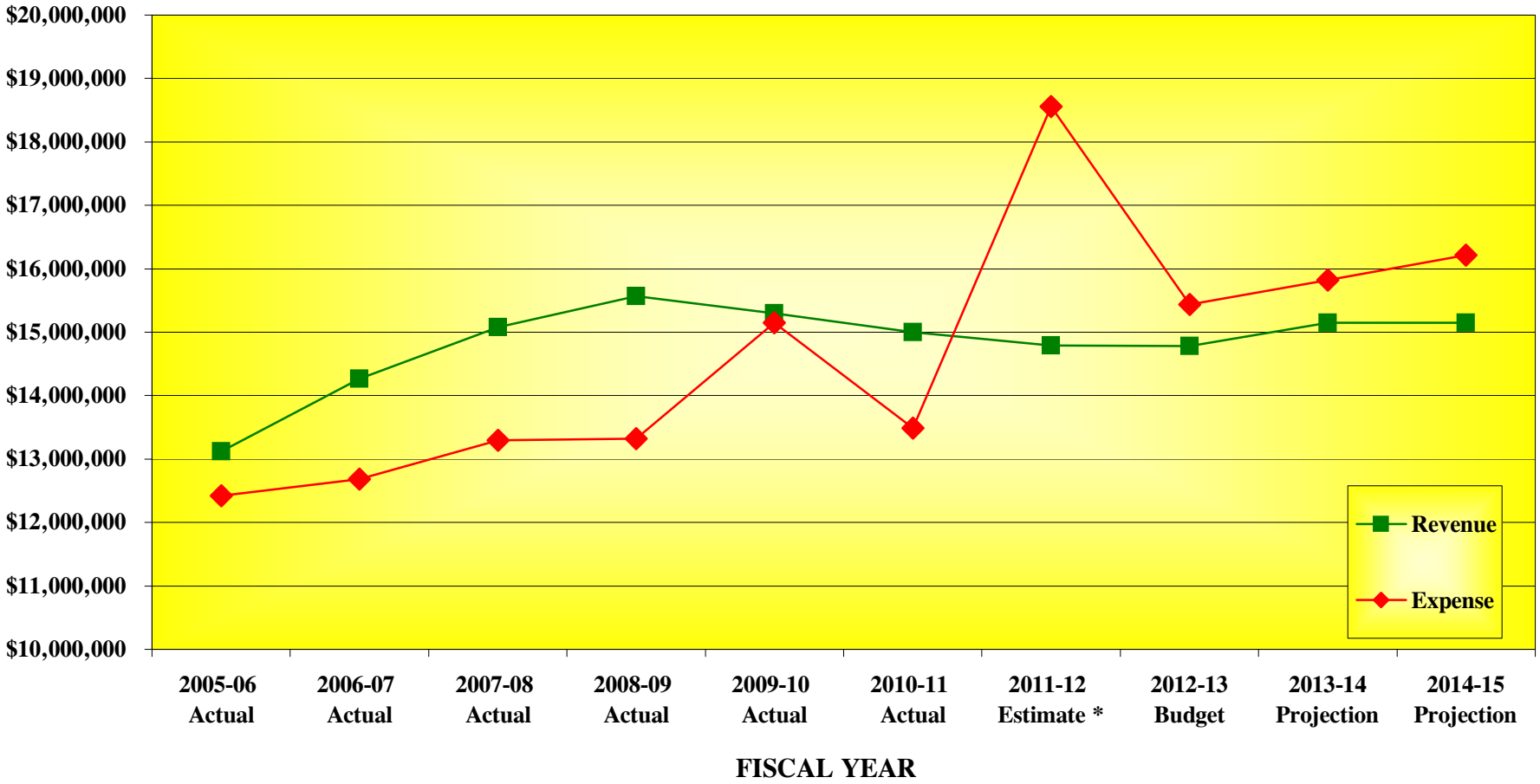
DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Deputy Director/Transit	1.0	1.0	1.0
Transit Finance Manager	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Transit Superintendent	1.0	1.0	1.0
Transit Supervisor	4.0	4.0	4.0
Transit Operations Assistant	1.0	1.0	1.0
Transit Coach Operator	18.0	18.0	18.0
Secretary	1.0	1.0	1.0
Senior Transit Dispatcher	1.0	1.0	1.0
Transit Dispatcher	1.0	1.0	1.0
TOTAL REGULAR POSITIONS	30.0	30.0	30.0
PART-TIME POSITIONS: (NOTE 1)			
Transit Coach Operator	9.7	9.1	9.1
Transit Dispatcher	1.0	1.0	1.0
TOTAL - PART-TIME POSITIONS	10.7	10.1	10.1
TOTAL - TRANSIT POSITIONS	40.7	40.1	40.1

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


SANITATION FUNDS RESERVE BALANCES
PROJECTED TO JUNE 30, 2013
$3,356,594
$6,625,070
$3,473,842
$396,467
$1,036,355
System Expansion/Upgrades
Sewerline Replacement
Facilities Replacement
Vehicle Replacement
Operations

SANITATION OPERATIONS FUND
TEN YEAR FINANCIAL HISTORY/PROJECTION



*** Includes one-time $5,000,000 transfer from the Operations Fund to the Facilities Replacement Reserve Fund.**

SANITATION FUND

The Sanitation and Environmental Compliance Divisions 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 Water Quality Control Plant (WQCP) is operated to comply with all local, State, and Federal regulations governing wastewater treatment and water quality in the Arroyo Simi.

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

A thorough Sanitation Asset Reliability Assessment and Financial Plan was completed and approved by City Council in April 2011. Most of the equipment at the WQCP has been in service for 25-30 years. The Plan prioritized necessary capital improvement and maintenance projects for the next twenty years to provide a basis for appropriate sanitation use fees that both provide the best value for the fee payer and fund needed capital improvements, as well as operational costs.

The Pretreatment Program protects the WQCP and the collection system by prohibiting toxic and hazardous materials from entering the City's sewer system. To meet federal and state requirements, permits are issued for specified sewer uses, and staff monitors these commercial and industrial businesses. To bet serve the community, staff also provides information to businesses through meetings and public information materials to identify options and assist with solutions.

CAPITAL IMPROVEMENTS

FY 2011-12 Goals and Achievements

- Goal: Complete the design and initiate construction for the Anaerobic Digesters Rehabilitation Project at the WQCP. **Achievement: Completed preliminary design.**

- Goal: Initiate the Annual Sewer Pipe Condition Assessment Program. **Achievement: Completed the initial year of the program.**

- Goal: Complete the design and engineering activities for the Electrical Equipment Replacement Project at the WQCP. **Achievement: Completed Phase I design.**

- Goal: Complete the design and initiate construction of the 10" to 14", Shopping Lane (Tapo Canyon Road to Lucky Lane), and West Los Angeles Avenue Sewerline Rehabilitation projects. **Achievement: Completed design for both elements of the project.**

- Goal: Complete the design and initiate construction for the Structural Repairs to Concrete Structures Project at the WQCP. **Achievement: Completed preliminary design.**

Other Accomplishments

- Completed the construction of the Darrah Avenue Sewer Trunk Line Rehabilitation Project.

- Completed the construction of the Wood Ranch Lift Station Flood Damage Repairs Project.

- Completed the construction of the Patricia Avenue, Erringer Road, and Los Angeles Avenue Sewer Trunk Line Rehabilitation Project.
- Completed the construction of the Easy Street and Galena Avenue Sewer Trunk Line Rehabilitation Project.

- Completed the construction of the Royal Avenue (Corto to Sequoia) Sewer Trunk Rehabilitation Project.

- Continued implementation of the Maintenance of Habitat Restoration Plan as part of the Arroyo Simi Bank Restoration Project.

- Completed plans and specifications for the Primary Effluent Air Piping Replacement and Primary Sludge Line Repair Project at the Water Quality Control Plant.

FY 2012-13 Goals

- Complete construction of the first phase of the Electric Motor Control Center Replacement project at the WQCP.

- Complete construction of the Structural Repairs to Concrete Structures Project at the WQCP.

- Complete construction of the Primary Effluent Air Piping Replacement and Primary Sludge Line Repair Project at the WQCP.

- Complete the design and initiate construction for the Building Seismic Retrofit Project at the WQCP.

ENVIRONMENTAL COMPLIANCE

FY 2011-12 Goals and Achievements

- Perform a cost analysis of waste hauler fees compared to WQCP waste treatment costs. **Achievement: Completed the survey that showed the City charges significantly less than other facilities.**

- Investigate sewer line hot spots for fats, oils and grease (FOG) to reduce the risk of sewer overflows. **Achievement: Completed the hot spots map and scheduled routine cleaned of those areas.**

- Perform industrial and commercial area inspection sweeps to identify businesses without permits. **Achievement: Assigned Inspectors to new inspection areas and conducted sweeps.**

- Provide additional outreach and training to business owners regarding grease, sand, and oil interceptors to reduce the potential for grease overflows. **Achievement: Businesses were provided with Best Management Practices posters, other useful information, and educational material, during meetings.**

FY 2012-2013 Goals:

- Develop a fats, oils, and grease database program to track industrial, commercial and residential areas to help prevent potential Sanitary Sewer Overflows.

- Complete Pretreatment industrial and commercial inspections to insure all industrial users are in compliance with their permits.

- Develop and implement a Dental outreach and educational program to assist the local dental community with the proposed new Federal Pretreatment regulations that may affect them.

- Develop a waste haulers database with analytical results, to set waste hauler's limits in an effort to eliminate possible plant upsets.

SANITATION OPERATIONS FUND REVENUE

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
OPERATING FUND						
34001	Interest	$265,115	$338,100	$260,000	($78,100)	$260,000
34101	Rents and Leases	29,412	30,300	300	(30,000)	300
37002	Maps & Publications	1,840	2,000	1,300	(700)	1,300
37401	Engineering Fees	10,020	5,000	100	(4,900)	500
37405	Inspection Service Fees	5,977	1,000	500	(500)	1,000
37410	Service Charges	14,169,797	14,000,000	14,175,000	175,000	14,175,000
37412	Recycled Water Charges	22,181	22,200	27,700	5,500	28,000
37413	Late Fees and Penalties	57,803	60,000	52,500	(7,500)	55,000
37432	Source Control Program	240,370	250,000	245,000	(5,000)	245,000
37499	Other	20,603	12,000	31,800	19,800	15,000
38001	Sale of Surplus Property	31,284	0	0	0	0
38004	Damage Recovery	120,448	0	0	0	0
39805	Transfer From Worker's Comp.	22,400	0	0	0	0
	TOTAL REVENUE	$14,997,250	$14,720,600	$14,794,200	$73,600	$14,781,100

SANITATION OPERATIONS FUND EXPENDITURES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$3,644,045	$4,111,600	$3,732,000	$379,600	$4,222,900
41040	Overtime	322,634	262,500	259,300	3,200	310,300
41200	Deferred Compensation - 401k	12,995	15,000	13,400	1,600	14,600
41210	Deferred Compensation - 457	11,306	16,800	11,100	5,700	16,800
41300	Vision Care	13,650	14,800	13,600	1,200	15,100
41350	Disability	15,695	18,100	14,900	3,200	15,300
41400	Group Ins/Health	651,592	776,600	650,600	126,000	784,900
41450	Life Insurance	9,747	11,500	9,300	2,200	9,100
41500	Group Ins/Dental	51,716	50,200	49,800	400	55,100
41600	Retirement/PERS	640,503	800,700	736,000	64,700	848,800
41650	Medicare	49,396	63,400	53,600	9,800	64,500
41700	Workers' Compensation	266,600	225,700	225,700	0	288,600
41800	Payroll Accruals	96,643	124,800	85,100	39,700	71,000
41620	Retirement/HRA	0	0	0	0	7,200
41900	Personnel Savings	0	(168,400)	MET	(168,400)	(168,400)
	Subtotal - Personnel	5,786,522	6,323,300	5,854,400	468,900	6,555,800
SUPPLIES AND MATERIALS						
42100	Utilities	798,746	848,000	800,000	48,000	850,000
42110	Lift Utilities	4,560	5,400	4,500	900	4,900
42150	Communications	32,911	37,400	37,400	0	38,400
42230	Office Supplies	6,279	9,800	9,800	0	9,800
42310	Rentals	3,596	6,000	1,000	5,000	6,000
42410	Uniform/Clothing Supply	19,869	25,500	25,500	0	25,500
42440	Memberships and Dues	9,512	10,800	9,800	1,000	12,100

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
SUPPLIES AND MATERIALS (CONT'D.)						
42450	Subscriptions and Books	$2,111	$2,300	$2,100	$200	$2,100
42530	Chemicals	438,152	480,000	440,000	40,000	440,000
42541	Recycled Water Utilities	8,945	9,000	9,600	(600)	10,000
42550	Small Tools and Equipment	794	1,500	1,500	0	1,500
42560	Operating Supplies	95,491	140,300	118,000	22,300	168,000
42720	Travel, Conferences, Meetings	8,056	11,700	11,000	700	11,000
42730	Training	7,201	9,100	9,000	100	9,600
42790	Mileage	620	600	500	100	600
	Subtotal - Supplies/Materials	1,436,843	1,597,400	1,479,700	117,700	1,589,500
SERVICES						
44010	Professional/Special Services	183,092	302,100	286,000	16,100	274,600
44310	Maintenance of Equipment	546,068	584,100	550,000	34,100	504,100
44410	Maint. of Buildings and Grounds	7,213	8,000	6,200	1,800	6,000
44490	Other Contract Services	686,548	912,400	843,500	68,900	593,600
44590	Insurance Charges	195,700	185,900	185,900	0	182,100
44491	FIS Operations	0	19,600	19,600	0	19,600
44492	GIS Operations	0	14,600	14,600	0	28,500
	Subtotal - Services	$1,618,621	$2,026,700	$1,905,800	$120,900	$1,608,500

SANITATION OPERATIONS FUND EXPENDITURES (CONT'D)

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REIMBURSEMENTS AND TRANSFERS						
45805	Reimbursement from Wkr Comp	$0	($210,100)	($210,100)	$0	$0
46100	Reimbursement to General Fund	2,229,000	1,978,000	1,978,000	0	2,313,600
46600	Transfer to Streets and Roads	(111,224)	70,000	70,000	0	210,000
49648	Transfer to Computer Equip.	57,700	67,200	67,200	0	67,200
49649	Transfer to GIS Capital	0	57,000	57,000	0	57,000
49656	Transfer to FIS Capital	0	26,800	26,800	0	26,800
49297	Transfer to Retiree Benefits Fund	199,700	81,900	81,900	0	105,500
49702	Transfer to Plant Equip Reserve	1,010,000	1,010,000	1,010,000	0	2,010,000
49702	Transfer to Vehicle Repl Reserve	193,200	297,600	297,600	0	265,800
49702	Transfer to Sewerline Repl Res.	965,000	5,965,000	5,965,000	0	965,000
	Subtotal Reimb/Transfers	4,543,376	9,343,400	9,343,400	0	6,020,900
	Subtotal - Current Expenses	7,598,840	12,967,500	12,728,900	238,600	9,218,900
CAPITAL OUTLAY						
47020	Furnishings & Equipment	103,783	6,000	6,000	0	6,500
47030	Vehicles	0	0	0	0	5,000
	Subtotal - Capital Outlay	103,783	6,000	6,000	0	11,500
	Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
	TOTAL EXPENDITURES	$13,489,145	$18,946,800	$18,589,300	$357,500	$15,436,200

SANITATION PROJECTS LISTING

		TOTAL PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
OPERATIONS FUND MAINTENANCE PROJECTS						
9710 (A)	Raising of Manholes for Streets and Roads Projects	--	$70,000	$70,000	$0	$210,000
	Total - Operations Fund Projects	--	70,000	70,000	0	210,000
REPLACEMENT RESERVE FUND PROJECTS						
9712	Anaerobic Digesters Rehabilitation	700,000	500,000	0	500,000	0
9712	Grit Chamber Splitter Box	224,100	224,100	28,000	196,100	0
9712	Plant Water System Rehabilitation	555,000	555,000	355,000	200,000	0
9712	Primary Clairifier Channel Repair	260,000	260,000	260,000	0	0
9712	Primary Influent Piping Repl	100,000	100,000	100,000	0	0
9712	Primary Sludge Line Repl	200,000	200,000	0	200,000	0
9712	Structural Concrete Repairs	519,000	519,000	519,000	0	0
9712	Trihalomethane Control Station	230,100	230,100	230,100	0	0
9712	Wood Ranch Lift Station Rehab	590,900	129,000	129,000	0	0
9712	WQCP Entry Sign	25,000	25,000	25,000	0	0
9712 (B)	Applied Water Pumps Upgrade	387,000	0	0	0	387,000
9712 (C)	Electrical Equipment Replacement	5,286,000	859,700	859,700	0	1,400,000
	Subtotal - Replacement Projects	9,077,100	3,601,900	2,505,800	1,096,100	1,787,000
REPLACEMENT RESERVE FUND CAPITAL OUTLAY						
47020	Furnishings & Equipment	0	0	0	0	0
	Subtotal - Capital Outlay	$0	$0	$0	$0	$0

SANITATION PROJECTS LISTING (CONT'D)

			TOTAL PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REPLACEMENT RESERVE FUND SEWERLINE PROJECTS							
9712		10"-14" Sewerlines	$720,000	$720,000	$720,000	$0	$0
9712		Easy Street	920,000	920,000	920,000	0	0
9712		LA Av, Erringer Rd, Patricia Av	240,000	145,100	0	145,100	0
9712		LA Ave (Tapo Canyon-5th)	883,500	100,000	0	100,000	0
9712		LA Ave/Madera/Lysander	4,450,000	1,078,800	1,078,800	0	0
9712		Los Angeles Avenue (Metrolink)	533,500	89,100	0	89,100	0
9712		Royal Ave (Erringer-Rincon)	2,350,000	2,295,500	1,400,000	895,500	0
9712		Royal Ave (Hartley-Holley)	1,450,000	1,375,900	1,175,900	200,000	0
9712		Sewer Condition Assessment	100,000	100,000	100,000	0	0
9712		10"-12" Sewerlines	1,070,000	100,000	0	100,000	0
9712		LA Ave (Bishop-Barnes)	3,050,000	300,000	0	300,000	0
9712		LA Ave, (Erringer-Crater)	6,300,000	0	0	0	0
9712		Sycamore Drive (Niles-Heywood)	675,000	75,000	0	75,000	0
9712	(D)	Annual Sewerline Assessment	600,000	100,000	100,000	0	100,000
9712	(E)	Manhole Rehabilitation Project	84,000	0	0	0	84,000
9712	(F)	Shopping Lane Sewer	2,490,000	490,000	490,000	0	1,000,000
9712	(G)	West Los Angeles Avenue	1,350,000	350,000	350,000	0	1,000,000
		Subtotal - Sewerline Projects	27,266,000	8,239,400	6,334,700	1,904,700	2,184,000
		Total - Replacement Reserve Fund Projects & Capital Outlay	36,343,100	11,841,300	8,840,500	3,000,800	3,971,000

SANITATION PROJECTS LISTING (CONT'D)

		TOTAL PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS						
9711	WQCP Arroyo Simi Rip-Rap	1,607,900	295,300	295,300	0	0
9711	Nite/Denite Facility Upgrade	4,907,000	1,000	1,000	0	0
9711	Anaerobic Digester Overhaul	500,000	500,000	500,000	0	0
	Total Plant Expansion/Upgrade	$7,014,900	$796,300	$796,300	$0	$0

SANITATION OPERATIONS FUND

WORKING CAPITAL SUMMARY

	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Working Capital	**$11,075,270**	**$11,075,270**	**$7,280,170**	**$6,625,070**	**$5,953,570**
REVENUES					
Enterprise	**14,720,600**	**14,794,200**	**14,781,100**	**15,150,600**	**15,529,400**
EXPENDITURES					
Operations and Maintenance	**(18,946,800)**	**(18,589,300)**	**(15,436,200)**	**(15,822,100)**	**(16,217,700)**
Ending Working Capital	**$6,849,070**	**$7,280,170**	**$6,625,070**	**$5,953,570**	**$5,265,270**

SANITATION REPLACEMENT RESERVE FUND

WORKING CAPITAL SUMMARY

	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
VEHICLE REPLACEMENT RESERVE					
Beginning Balance	**$913,355**	**$913,355**	**$806,755**	**$1,036,355**	**$1,120,155**
REVENUES					
Allocation	**297,600**	**297,600**	**265,800**	**273,800**	**282,000**
EXPENDITURES					
Vehicle Purchases	**(404,200)**	**(404,200)**	**(36,200)**	**(190,000)**	**(53,400)**
Ending Balance	**806,755**	**806,755**	**1,036,355**	**1,120,155**	**1,348,755**
SANITATION REPLACEMENT RESERVE					
Beginning Balance	**2,510,967**	**2,510,967**	**559,867**	**396,467**	**420,067**
REVENUES					
Allocation	**1,010,000**	**1,010,000**	**2,010,000**	**1,410,000**	**1,010,000**
Total Revenues	**1,010,000**	**1,010,000**	**2,010,000**	**1,410,000**	**1,010,000**
EXPENDITURES					
Reimb to the General Fund	**(455,300)**	**(455,300)**	**(386,400)**	**(386,400)**	**(386,400)**
Projects	**(3,601,900)**	**(2,505,800)**	**(1,787,000)**	**(1,000,000)**	**(1,000,000)**
Total Expenditures	**(4,057,200)**	**(2,961,100)**	**(2,173,400)**	**(1,386,400)**	**(1,386,400)**
Ending Balance	**($536,233)**	**$559,867**	**$396,467**	**$420,067**	**$43,667**

SANITATION REPLACEMENT RESERVE FUND (CONT'D)

WORKING CAPITAL SUMMARY

	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
SEWERLINE REPLACEMENT RESERVE					
Beginning Working Capital	**$5,062,542**	**$5,062,542**	**$4,692,842**	**$3,473,842**	**$3,238,842**
REVENUES					
Allocation	**5,965,000**	**5,965,000**	**965,000**	**965,000**	**965,000**
Total Revenues	**5,965,000**	**5,965,000**	**965,000**	**965,000**	**965,000**
EXPENDITURES					
Projects	**(8,239,400)**	**(6,334,700)**	**(2,184,000)**	**(1,200,000)**	**(4,160,000)**
Total Expenditures	**(8,239,400)**	**(6,334,700)**	**(2,184,000)**	**(1,200,000)**	**(4,160,000)**
Ending Working Capital	**$2,788,142**	**$4,692,842**	**$3,473,842**	**$3,238,842**	**$43,842**

SANITATION SYSTEM EXPANSION/UPGRADE FUND

WORKING CAPITAL SUMMARY

	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-5
Beginning Working Capital	**$3,872,194**	**$3,872,194**	**$3,216,794**	**$3,356,594**	**$3,471,394**
REVENUES					
Connection Fees	**175,000**	**217,000**	**175,000**	**150,000**	**150,000**
Interest	**70,500**	**50,000**	**50,000**	**50,000**	**50,000**
Total Revenues	**245,500**	**267,000**	**225,000**	**200,000**	**200,000**
EXPENDITURES					
General Fund Reimbursement	**(126,100)**	**(126,100)**	**(85,200)**	**(85,200)**	**(85,200)**
Projects	**(796,300)**	**(796,300)**	**0**	**0**	**0**
Total Expenditures	**(922,400)**	**(922,400)**	**(85,200)**	**(85,200)**	**(85,200)**
Ending Working Capital	**$3,195,294**	**$3,216,794**	**$3,356,594**	**$3,471,394**	**$3,586,194**

SANITATION FUNDS

CONSOLIDATED ENDING WORKING CAPITAL SUMMARY

	BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-5
Ending Operations Fund Working Capital	**$6,849,070**	**$7,280,170**	**$6,625,070**	**$5,953,570**	**$5,265,270**
Reserves:					
Vehicle Replacement Reserve	**806,755**	**806,755**	**1,036,355**	**1,120,155**	**1,348,755**
Sanitation Replacement Reserve	**(536,233)**	**559,867**	**396,467**	**420,067**	**43,667**
Sewerline Replacement Reserve	**2,788,142**	**4,692,842**	**3,473,842**	**3,238,842**	**43,842**
Ending Replacement Reserve Fund Working Capital	**3,058,664**	**6,059,464**	**4,906,664**	**4,779,064**	**1,436,264**
Ending Sanitation System Expansion/ Upgrade Fund Working Capital	**3,195,294**	**3,216,794**	**3,356,594**	**3,471,394**	**3,586,194**
Ending Working Capital - All Funds	**$13,103,028**	**$16,556,428**	**$14,888,328**	**$14,204,028**	**$10,287,728**

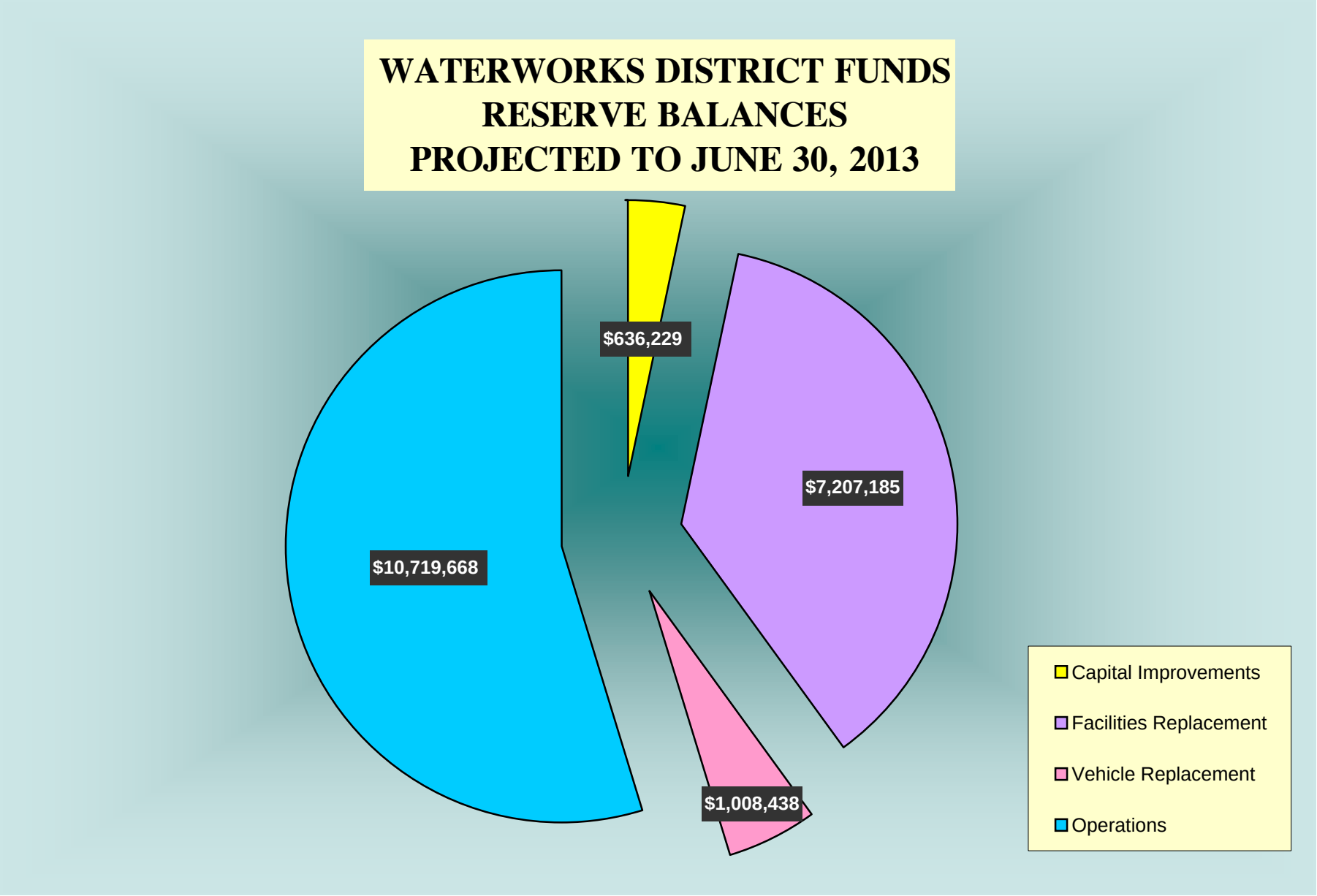
SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Administration:			
Assistant Public Works Director	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	2.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0
Management Analyst	0.0	0.0	1.0
Secretary	2.0	2.0	2.0
SUBTOTAL	9.0	9.0	10.0
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
Plant Operator III (Lead Worker)	2.0	2.0	2.0
Plant Operator III	7.0	7.0	7.0
Plant Operator II	3.0	3.0	1.0
Plant Operator Trainee	0.0	0.0	2.0
Laboratory Supervisor	1.0	1.0	1.0
Laboratory Chemist	1.0	1.0	1.0
Senior Laboratory Technician	1.0	1.0	1.0
Laboratory Technician	2.0	2.0	2.0
Plant Maintenance Program Technician	1.0	1.0	1.0
Plant Maintenance Technician III	3.0	3.0	2.0
Plant Electrician	0.0	0.0	1.0

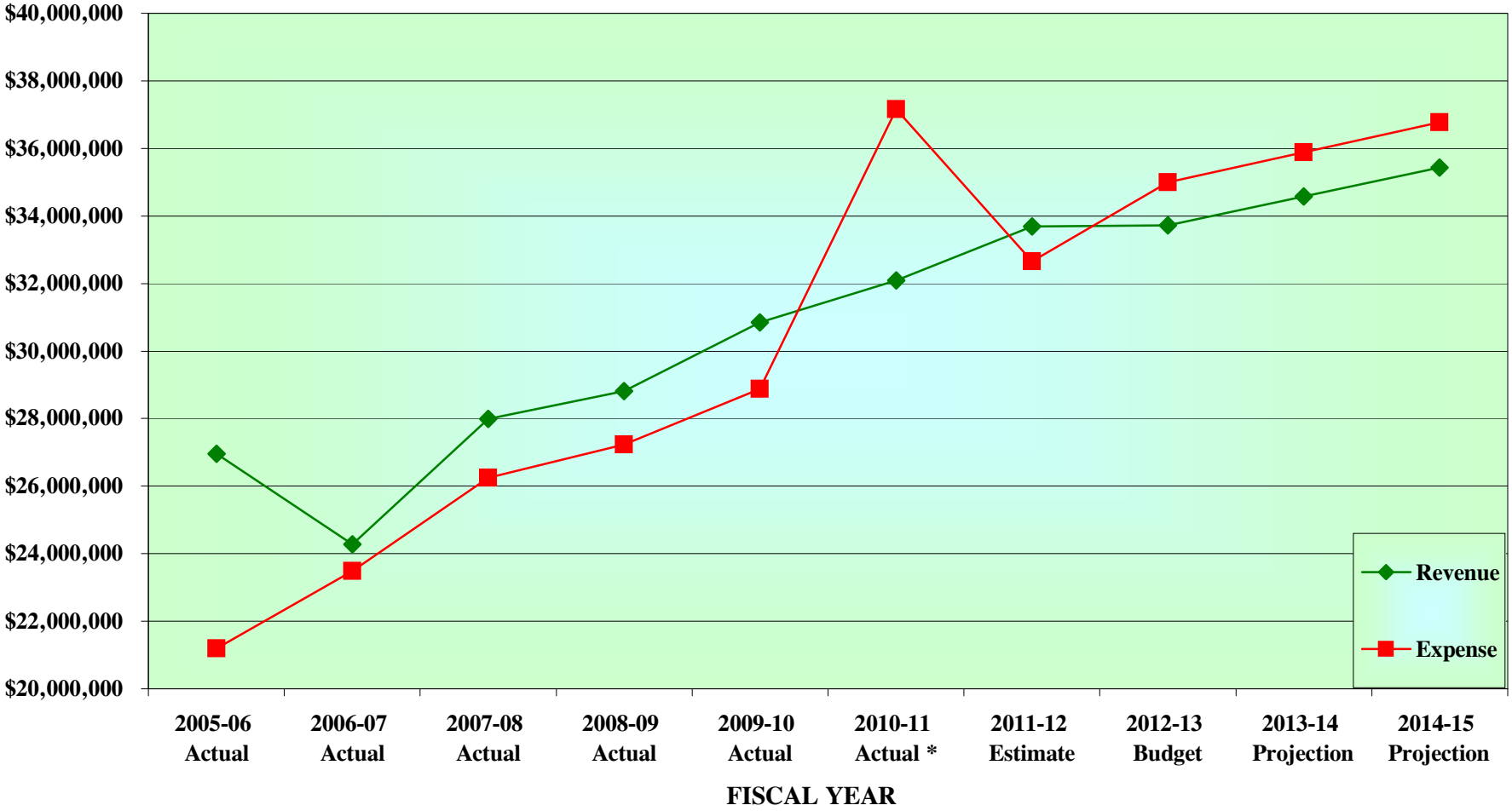
SIMI VALLEY SANITATION FUND
AUTHORIZED POSITIONS (CONT'D)

	FY 2010-11	FY 2011-12	FY 2012-13
Plant Operations (Cont'd):			
Plant Maintenance Technician II	3.0	3.0	3.0
Plant Maintenance Technician I	1.0	1.0	1.0
Senior Instrumentation Technician	1.0	1.0	1.0
Instrumentation Technician	2.0	2.0	2.0
Maintenance Worker II	1.0	1.0	1.0
Industrial Painter	1.0	1.0	1.0
Secretary	1.0	1.0	1.0
Inventory Support Technician	1.0	1.0	1.0
SUBTOTAL	37.0	37.0	37.0
Sewer Line Maintenance			
Collection Systems Supervisor	1.0	1.0	1.0
Collection Systems Technician II	0.0	1.0	1.0
Collection Systems Technician	8.0	7.0	7.0
SUBTOTAL	9.0	9.0	9.0
Environmental Compliance: (Note 1)			
Deputy Director/Environmental Compliance	1.0	1.0	1.0
Environmental Compliance Program Coordinator	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0
Account Clerk I	1.0	1.0	1.0
SUBTOTAL	5.0	5.0	5.0
TOTAL REGULAR POSITIONS	60.0	60.0	61.0

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, 2013
$636,229
$7,207,185
$10,719,668
$1,008,438
Capital Improvements
Facilities Replacement
Vehicle Replacement
Operations

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



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

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

The Ventura County Waterworks District No. 8 (District) provides reliable and safe water services in Simi Valley to 26,000 customers. In 2011, 6.7 billion gallons of potable water were delivered, averaging 18 million gallons per day. The Calleguas Municipal Water District (Calleguas) provides nearly all of the delivered water. The only potable water supplement comes from the Tapo Canyon Water Treatment Plant, up to one million gallons per day of treated groundwater. The groundwater wells in Tapo Canyon supply untreated water to three irrigation customers as well as the Plant. Recycled water is also delivered, currently to the Simi Valley Landfill and the City's Public Services Center, and a plan to expand into western Simi Valley is being pursued.

FY 2011-12 Goals and Achievements

- Goal: Complete the installation of emergency generators at Oak Knolls, Smith Road, and Station No. 2 Pump Stations. **Achievement: Purchased and installed a gas-driven generator at Oak Knolls Pump Station; in the process of purchasing generators for the Smith Road Pump Station and Pump Station No. 2.**

- Goal: Recoat the interior of Flanagan Water Storage Tank. **Achievement: Inspected the Flanagan Tank and determined that it was not yet in need of interior recoating. This project has been deferred to allow for higher recoating projects to go forward.**

- Goal: Install water-circulating devices in Walnut Tank No. 1 and Walnut Tank No. 2. **Achievement: Installed mixing systems in the Greystone, Upper McCoy, and Marr Ranch No. 1 Tanks.**

- Goal: Establish priorities and schedule replacement of old and/or inadequate water mains. **Achievement: Developing evaluation criteria prior to initiating replacement activities.**

- Goal: Update Water Design and Construction Standards. **Achievement: Updated design standards for potable and recycled water distribution systems.**

- Goal: Obtain funding and employ a consultant to further investigate the feasibility of using groundwater from the West Simi Valley Dewatering Wells. **Achievement: Submitted a grant application for State Proposition 84 funding.**

Other Accomplishments

- Completed the drilling, testing, construction and equipping of new wells 31C and 31D in the Gillibrand Basin in Tapo Canyon.

- Completed the construction of 180 feet of 8-inch water line serving as the inlet-outlet line for the Alta Vista Tanks No. 1 and No. 2.

- Completed the Mitigated Negative Declaration for the West Simi Valley Water Recycling Project.

- Initiated recycled water customer support for planned conversions.

- Developed interior recoating priorities for potable water storage tanks.

- Completed and submitted the 2010 Urban Water Management Plan Update to the California Department of Water Resources.

- Completed and distributed the Annual Water Quality Consumer Confidence Report.

FY 2012-13 Goals

- Complete the installation of a gas-driven generator at Smith Road Pump Station (Alta Vista and Station No. 1).

- Complete site work for emergency generator installations at Station No. 2 and Station No. 3 Pump Stations.

- Develop specifications for propane-driven generators for use at Station No. 2 and Station No. 3 Pump Stations.

- Recoat the interior of Marr Ranch Tank No. 1.

- Install water storage mixing systems in Walnut Tanks No. 1 and No. 2.

- Replace a corroded section of 16-inch water line in Los Angeles Avenue east of Madera Road.

- Construct a 20-inch recycled water line in conjunction with the West Los Angeles Avenue Improvements.

- Develop recycled water agreements with customers along Cochran Street, Westhills Court, and Park Center Drive.

- Complete the design of 12-inch and 6-inch recycled water line in Cochran Street and Westhills Court.

- Provide public education activities to the community regarding water use efficiency.

- Encourage reduction of high water use turf areas and expansion of low water use planting to reduce water demands.

VENTURA COUNTY WATERWORKS DISTRICT NO. 8

OPERATIONS FUND REVENUES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
OPERATING FUND REVENUES						
34001	Interest	$285,531	$358,800	$320,000	($38,800)	$320,000
34101	Rents & Leases	299,622	295,000	295,000	0	295,000
37003	Returned Check NSF	6,075	0	5,000	5,000	5,000
37401	Engineering Fees	9,067	6,000	500	(5,500)	1,000
37405	Inspection Service Fees	1,944	2,000	1,500	(500)	1,500
37410	Service Charges	29,209,972	31,000,000	30,845,700	(154,300)	30,900,000
37412	Recycled Water Charges	48,778	62,500	90,000	27,500	90,000
37452	Water Sales To District #17	1,161,877	1,206,800	1,200,000	(6,800)	1,200,000
37453	Water Standby Charges	6,332	4,700	6,000	1,300	6,000
37454	Sale of Meters	15,935	11,600	11,600	0	11,600
37456	Water Lift Charges	747,937	750,000	713,000	(37,000)	713,600
37461	Doorhanger Charges	201,044	180,000	170,000	(10,000)	170,000
37499	Other Service Charges	17,960	8,000	15,000	7,000	10,000
38001	Sale of Surplus Property	21,900	7,000	12,400	5,400	5,000
38003	Miscellaneous	11,211	0	400	400	0
38004	Damage Recovery	5,979	0	7,900	7,900	0
39805	Transfer From Worker's Comp.	33,000	0	0	0	0
	TOTAL - REVENUES	$32,084,164	$33,892,400	$33,694,000	($198,400)	$33,728,700

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

OPERATIONS FUND EXPENDITURES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
PERSONNEL						
41010	Regular Salaries	$2,573,956	$3,005,600	$2,627,500	$378,100	$2,937,200
41020	Temporary Salaries	2,288	0	0	0	0
41040	Overtime	54,127	55,000	55,000	0	54,700
41200	Deferred Compensation - 401k	10,038	11,800	10,000	1,800	10,900
41210	Deferred Compensation - 457	9,244	13,600	8,600	5,000	13,600
41300	Vision Care	10,468	11,900	10,300	1,600	11,700
41350	Disability	11,490	13,700	10,700	3,000	10,000
41400	Group Ins/Health	476,380	585,800	466,400	119,400	564,000
41450	Life Insurance	7,964	9,200	7,200	2,000	6,900
41500	Group Ins/Dental	37,181	41,400	35,600	5,800	40,600
41600	Retirement/PERS	453,933	583,200	517,400	65,800	586,500
41650	Medicare	32,859	44,400	35,300	9,100	42,700
41700	Workers' Compensation	139,400	120,400	120,400	0	155,400
41800	Payroll Accruals	43,102	87,900	56,900	31,000	60,000
41620	Retirement/HRA	0	0	0	0	2,400
41900	Personnel Savings	0	(198,600)	MET	(198,600)	(198,600)
	Subtotal - Personnel	3,862,430	4,385,300	3,961,300	424,000	4,298,000
CURRENT EXPENSES - SUPPLIES/MATERIALS						
42100	Utilities	706,238	876,000	710,000	166,000	766,800
42150	Communications	29,347	35,200	34,900	300	36,100
42230	Office Supplies	4,450	11,000	11,000	0	11,000
42235	Furnishings and Equip (Non-Cap)	6,165	2,400	2,400	0	19,100
42310	Rentals	325	2,000	1,700	300	2,000
42410	Uniform/Clothing Supply	7,805	11,400	10,400	1,000	11,400

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

OPERATIONS FUND EXPENDITURES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CURRENT EXPENSES - SUPPLIES/MATERIALS (CONT'D)						
42440	Memberships and Dues	$11,929	$13,200	$12,500	$700	$16,500
42450	Subscriptions and Books	791	1,800	1,700	100	1,800
42520	Water Meters	451,382	452,100	450,100	2,000	452,100
42540	Water Purchase	20,798,449	22,672,000	22,559,000	113,000	24,564,800
42541	Recycled Water Purchases	35,002	34,300	46,400	(12,100)	48,000
42550	Small Tools/Equipment	11,741	16,500	16,500	0	16,500
42560	Operating Supplies	22,061	218,000	203,000	15,000	168,000
42720	Travel, Conferences, Meetings	1,771	4,100	3,300	800	4,500
42730	Training	4,430	20,300	7,400	12,900	11,200
42790	Mileage	181	1,000	500	500	1,000
	Subtotal Supplies and Materials	22,092,067	24,371,300	24,070,800	300,500	26,130,800
CURRENT EXPENSES - SERVICES						
44010	Professional/Special Services	233,500	185,500	185,600	(100)	197,800
44310	Maintenance of Equipment	448,271	459,700	433,100	26,600	440,700
44410	Maint of Buildings/Grounds	4,650	5,000	4,800	200	15,000
44490	Other Contract Services	226,223	289,200	269,000	20,200	281,300
44590	Insurance Charges	123,600	99,300	99,300	0	113,200
44491	FIS Operations	0	23,700	23,700	0	23,700
44492	GIS Operations	0	21,000	21,000	0	33,500
	Subtotal - Services	1,036,244	1,083,400	1,036,500	46,900	1,105,200
REIMBURSEMENTS/TRANSFERS						
45805	Reimb From Workers' Comp.	0	(110,100)	(110,100)	0	0
46100	Reimb to General Fund	1,786,500	1,584,800	1,584,800	0	1,783,900

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

OPERATIONS FUND EXPENDITURES

		ACTUAL 2010-11	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
REIMBURSEMENTS/TRANSFERS (CONT'D)						
49297	Transfer to Retiree Benefits	$145,700	$71,900	$71,900	$0	$39,900
49648	Transfer to Computer Equip.	54,100	87,000	87,000	0	87,000
49600	Transfer to Streets & Roads	60,000	100,000	100,000	0	190,000
49649	Transfer to GIS Capital	0	82,700	82,700	0	82,700
49656	Transfer to FIS Capital	0	32,100	32,100	0	32,100
49763	Transfer to Vehicle Replacement	100,200	144,900	144,900	0	116,400
49763	Transfer to Facilities Replacement	7,960,000	1,460,000	1,460,000	0	1,460,000
	Subtotal - Reimbursements, Transfers and Capital Outlay	10,106,500	3,453,300	3,453,300	0	3,792,000
	Subtotal - Current Expenses	33,234,811	28,908,000	28,560,600	347,400	31,028,000
CAPITAL OUTLAY						
47020	Furnishings & Equipment	45,246	126,000	126,000	0	25,000
47028	Computers	16,700	3,300	3,300	0	0
47030	Vehicles	0	0	0	0	0
	Subtotal - Capital Outlay	61,946	129,300	129,300	0	25,000
	Anticipated Underexpenditures	0	(350,000)	0	(350,000)	(350,000)
	TOTAL - EXPENDITURES	$37,159,187	$33,072,600	$32,651,200	$421,400	$35,001,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)
REPLACEMENT RESERVE FUND PROJECTS LISTING

		PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
MAINTENANCE PROJECTS						
9763	TCWTP Water Pipeline Repl	$300,000	$208,600	$208,600	$0	$0
9763	SCADA Historical Server	12,000	12,000	12,000	0	0
9763	Patricia Ave Supply Line (Design)	50,000	50,000	50,000	0	0
9763 (A)	Paving/Slurry Seal at Tank Sites	--	70,000	70,000	0	25,000
9763 (B)	Landscaping/Noise Barriers	--	20,000	20,000	0	20,000
9763 (C)	Painting Water Tanks/Facilities	--	138,500	138,500	0	50,000
9763 (D)	Refurbish Pumping Facilities	--	55,000	55,000	0	55,000
9763 (E)	Valve Box Replacement	--	15,000	15,000	0	15,000
9763 (F)	Main Line Valve Replacement	--	125,000	125,000	0	135,000
9763 (G)	District Telemetry System	--	100,000	100,000	0	100,000
9763 (H)	Vulnerability Assessment Upgrade	--	40,000	40,000	0	40,000
9763 (I)	Interior Tank Recoating	--	671,400	671,400	0	320,000
	Subtotal - Maintenance Projects	362,000	1,505,500	1,505,500	0	760,000
IMPROVEMENT PROJECTS						
9763 (J)	Recycled Water Projects	15,750,000	1,285,900	1,285,900	0	1,000,000
9763 (K)	LA Ave Pipeline Replacement	700,000	325,000	325,000	0	375,000
9763 (L)	Stearns St Storage (Walnut Yard)	120,000	60,000	60,000	0	60,000
9763 (M)	Small Tank Replacements	500,000	0	0	0	400,000
	Subtotal - Improvement Projects	17,070,000	1,670,900	1,670,900	0	1,835,000
	TOTAL - REPLACEMENT RESERVE FUND PROJECTS	--	$3,176,400	$3,176,400	$0	$2,595,000

VENTURA COUNTY WATERWORKS DISTRICT NO. 8 (CONT'D)
CAPITAL IMPROVEMENTS FUND PROJECTS LISTING

		PROJECT BUDGET	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	VARIANCE 2011-12	BUDGET 2012-13
CAPITAL IMPROVEMENT PROJECTS						
9762	Knolls Zone Water Facilities	$3,688,000	$100,000	$100,000	$0	$0
9762	Sand Cyn Water Oversizing	900,000	145,300	145,300	0	0
9762	Tapo Street Pump Station Repl.	250,000	45,000	45,000	0	0
9762	TCWTP Earthquake Repairs	6,748,500	483,300	483,300	0	0
9762	Water Master Plan Update	209,000	21,100	21,100	0	0
9762	Tapo Cyn Groundwater Well #3	1,690,500	589,800	589,800	0	0
9762	(O) Oversizing of Water Facilities	1,374,400	125,000	125,000	0	125,000
9762	(P) Emergency Generators	--	477,900	477,900	0	120,000
9762	(Q) Water Storage Mixing Systems	870,000	394,600	394,600	0	125,000
	TOTAL - CIP FUND PROJECTS	$15,730,400	$2,382,000	$2,382,000	$0	$370,000

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

	FINAL BUDGET 2010-11	ESTIMATED ACTUAL 2010-11	BUDGET 2011-12	PROJECTION 2012-13	PROJECTION 2013-14
Beginning Working Capital	**$10,949,168**	**$10,949,168**	**$11,991,968**	**$10,719,668**	**$9,415,568**
REVENUES					
Operating Revenues	**33,892,400**	**33,694,000**	**33,728,700**	**34,571,900**	**35,436,200**
EXPENDITURES					
Operating Expenditures	**(33,072,600)**	**(32,651,200)**	**(35,001,000)**	**(35,876,000)**	**(36,772,900)**
Ending Working Capital	**$11,768,968**	**$11,991,968**	**$10,719,668**	**$9,415,568**	**$8,078,868**

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

	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
VEHICLE REPLACEMENT RESERVE					
Beginning Vehicle Replacement Funds	$840,538	$840,538	$962,738	$1,008,438	$1,012,538
REVENUES					
Replacement Contributions	144,900	144,900	116,400	119,900	123,500
EXPENDITURES					
Vehicle Purchases	(158,200)	(22,700)	(70,700)	(115,800)	(46,700)
Ending Vehicle Replacement Funds	827,238	962,738	1,008,438	1,012,538	1,089,338
FACILITIES REPLACEMENT RESERVE					
Beginning Facilities Replacement Funds	10,492,585	10,492,585	8,555,585	7,207,185	3,226,785
REVENUES					
Transfer from Operating Fund	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000
Recycled Water Grants	0	0	0	2,000,000	2,000,000
Total Revenues	1,460,000	1,460,000	1,460,000	1,460,000	3,460,000
EXPENDITURES					
General Fund Reimbursements	(220,600)	(220,600)	(213,400)	(213,400)	(213,400)
Replacement Reserve Projects	(3,176,400)	(3,176,400)	(2,595,000)	(5,227,000)	(6,270,000)
Total Expenditures	(3,397,000)	(3,397,000)	(2,808,400)	(5,440,400)	(6,483,400)
Ending Facilities Replacement Funds	$8,555,585	$8,555,585	$7,207,185	$3,226,785	$203,385

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

	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Beginning Working Capital	**$3,161,129**	**$3,161,129**	**$891,529**	**$636,229**	**$397,929**
REVENUES					
Interest	**90,600**	**60,000**	**88,000**	**85,000**	**80,000**
Capital Improvement Charges	**150,000**	**290,000**	**160,000**	**175,000**	**190,000**
Total Revenues	**240,600**	**350,000**	**248,000**	**260,000**	**270,000**
EXPENDITURES					
General Fund Reimbursements	**(237,600)**	**(237,600)**	**(133,300)**	**(133,300)**	**(133,300)**
Capital Improvements Projects	**(2,382,000)**	**(2,382,000)**	**(370,000)**	**(365,000)**	**(495,000)**
Total Expenditures	**(2,619,600)**	**(2,619,600)**	**(503,300)**	**(498,300)**	**(628,300)**
Ending Working Capital	**$782,129**	**$891,529**	**$636,229**	**$397,929**	**$39,629**

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

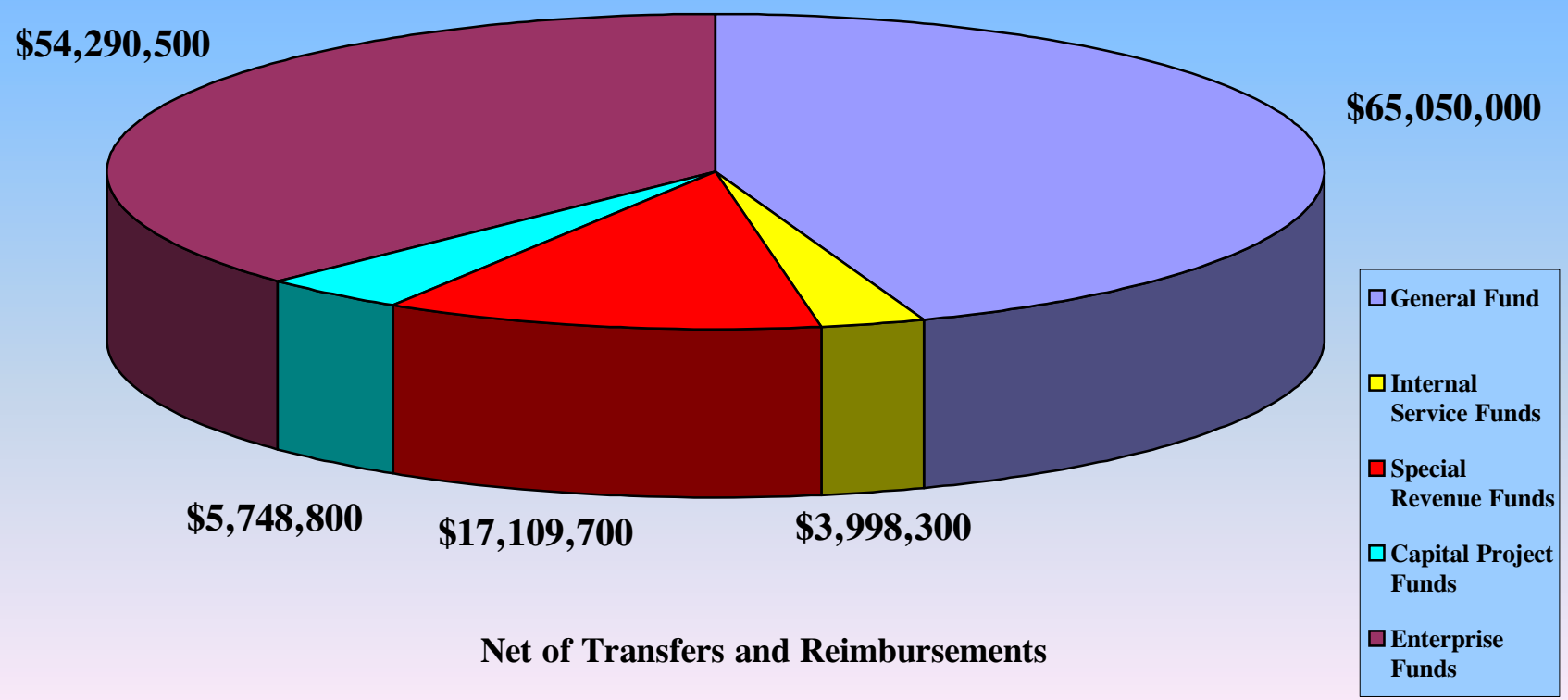
	FINAL BUDGET 2011-12	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13	PROJECTION 2013-14	PROJECTION 2014-15
Ending Operations Fund Working Capital	$11,768,968	$11,991,968	$10,719,668	$9,415,568	$8,078,868
Reserves:					
Vehicle Replacement Reserve	827,238	962,738	1,008,438	1,012,538	1,089,338
Facilities Replacement Reserve	8,555,585	8,555,585	7,207,185	3,226,785	203,385
Ending Replacement Reserve Fund Working Capital	9,382,823	9,518,323	8,215,623	4,239,323	1,292,723
Ending Capital Improvement Fund Working Capital	782,129	891,529	636,229	397,929	39,629
Ending Working Capital - All Funds	$21,933,920	$22,401,820	$19,571,520	$14,052,820	$9,411,220

VENTURA COUNTY WATERWORKS DISTRICT NO. 8
AUTHORIZED POSITIONS

REGULAR POSITIONS:	FY 2010-11	FY 2011-12	FY 2012-13
Deputy Director/Waterworks Services	1.0	1.0	1.0
Assistant Waterworks Services Manager	1.0	0.0	0.0
Water Operations Supervisor	1.0	1.0	1.0
Water Distribution Supervisor	1.0	1.0	1.0
Principal Engineer	1.0	1.0	1.0
Senior Engineer	2.0	2.0	2.0
Associate Engineer	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0
Management Analyst	1.0	0.0	0.0
Senior Management Analyst	0.0	1.0	1.0
Environmental Compliance Program Analyst	0.0	1.0	1.0
Secretary	2.0	2.0	2.0
Waterworks Services Worker III	4.0	4.0	4.0
Waterworks Services Worker II	8.0	9.0	9.0
Waterworks Services Worker I	8.0	7.0	7.0
Waterworks Meter Reader	2.0	2.0	2.0
Waterworks Systems Technician	1.0	1.0	1.0
Plant Operator II (Waterworks)	1.0	1.0	1.0
Customer Services Manager (Note 1)	1.0	1.0	1.0
Administrative Aide (Note 1)	1.0	1.0	1.0
Senior Customer Services Representative (Note 1)	1.0	1.0	1.0
Customer Services Representative (Note 1)	5.0	5.0	5.0
TOTAL REGULAR POSITIONS	47.0	47.0	47.0

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

COMBINED EXPENDITURES AND DISBURSEMENTS SUMMARIZED BY FUND TYPE - FY 2012-13 BUDGET
$146,197,300



Net of Transfers and Reimbursements

COMBINED EXPENDITURES AND DISBURSEMENTS

(Net of Transfers and Reimbursements)

FUND	ACTUAL 2010-11	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13
General Fund:	$58,624,319	$62,133,000	$65,050,000
Total - General Fund	58,624,319	62,133,000	65,050,000
Internal Service Funds:			
Liability Insurance Fund	873,631	1,008,500	1,230,200
Workers' Compensation Fund	2,084,909	2,412,100	2,489,100
Geographic Info. and Permit System Operating Fund	58,771	83,600	93,000
Financial Information System Operating Fund	108,835	96,000	186,000
Total - Internal Service Funds	3,126,146	3,600,200	3,998,300
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	594,929	550,100	411,000
CDA Success or Housing Agency - Housing Fund	3,889,439	1,417,100	13,712,900
Local Housing Fund	19,030	119,000	416,500
CalHome Program Fund	0	30,000	870,000
Law Enforcement Grants Fund	106,829	35,000	0
Forfeited Assets Fund	57,412	129,000	67,400
Retiree Medical Benefits Fund	1,357,743	1,547,905	1,631,900
Total - Special Revenue Funds	$6,025,382	$3,828,105	$17,109,700

COMBINED EXPENDITURES AND DISBURSEMENTS (CONT'D)

(Net of Transfers and Reimbursements)

FUND	ACTUAL 2010-11	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13
Capital Improvement Funds:			
Streets & Roads Program Fund	$4,669,545	$7,206,800	$9,051,000
Vehicle Replacement Fund	631,700	1,037,700	303,300
Computer Equipment Replacement Fund	609,314	907,700	1,029,300
Geographic Info. and Permit System Capital Fund	15,105	4,400	247,500
Financial Information Systems Capital Project Fund	5,400	39,100	324,500
Building Improvement Fund	1,211,619	892,606	4,147,500
Total - Capital Improvement Funds	7,142,683	1,843,806	5,748,800
Enterprise Funds:			
Transit Fund	7,741,035	6,109,400	6,623,300
Sanitation Funds	12,120,905	19,286,900	13,422,500
Ventura County Waterworks District No. 8 Funds	29,723,914	34,779,000	34,244,700
Total - Enterprise Funds	49,585,854	60,175,300	54,290,500
Total Combined Expenditures and Disbursements	$124,504,384	$131,580,411	$146,197,300

REVENUE SUMMARY BY FUND

(Including Transfers In From Other Funds)

FUND	ACTUAL 2010-11	ESTIMATED ACTUAL 2012-13	BUDGET 2011-12
General Fund:	$57,724,435	$57,530,000	$61,319,200
Subtotal - General Fund	$57,724,435	$57,530,000	$61,319,200
Internal Service Funds:			
Liability Insurance Fund	1,640,106	1,409,900	1,443,100
Workers' Compensation Fund	2,665,478	2,539,300	2,894,100
Geographic Information System Operating Fund	640	66,200	91,800
Financial Information Systems Operating Fund	0	124,900	131,000
Subtotal - Internal Service Funds	4,306,224	4,140,300	4,560,000
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	6,090,246	4,898,400	2,510,200
CDA Success or Housing Agency - Housing Fund	5,340,290	2,068,900	1,485,000
Local Housing Fund	72,685	80,100	109,200
Home Program Fund	104,207	152,800	81,900
CalHome Program Fund	0	23,300	870,000
Community Development Block Grant Fund	1,394,062	597,600	601,100
New Dwelling Fees Fund	28,067	45,500	43,000
Development Agreement Fund	2,189,858	250,000	278,000
Traffic Impact Fees Fund	86,447	43,000	48,500
Law Enforcement Grants Fund	206,674	23,900	111,400
Forfeited Assets Fund	84,365	172,500	346,000
Retiree Benefits Fund	1,354,373	1,341,400	1,774,500
Local Transportation Fund	3,137,500	3,913,500	4,026,400

REVENUE SUMMARY BY FUND (CONT'D)

(Including Transfers In From Other Funds)

	ACTUAL 2010-11	ESTIMATED ACTUAL 2012-13	BUDGET 2011-12
Special Revenue Funds (Cont'd):			
Landscape Zones Augmentation Fund	$1,232,749	$246,600	$932,800
Landscape Maintenance District No. 1 Fund	1,877,660	1,060,000	1,746,500
Gasoline Tax Fund	2,985,417	3,429,600	3,429,600
Subtotal - Special Revenue Funds	26,184,600	18,347,100	18,394,100
Capital Improvement Funds:			
Streets & Roads Program	5,421,949	3,155,900	9,051,000
Vehicle Replacement Fund	566,900	308,600	565,900
Computer Equipment Replacement Fund	729,363	783,100	789,900
Geographic Information System Capital Fund	2,251	261,000	290,400
Financial Information Systems Capital Fund	3,562	177,800	182,700
Building Improvement Fund	937,080	577,500	4,126,800
Subtotal - Capital Improvement Funds	7,661,105	5,263,900	15,006,700
Enterprise Funds:			
Transit Fund	9,049,835	7,272,000	8,046,400
Sanitation Operations Fund	14,997,250	14,794,200	14,781,100
Sanitation System Expansion/Upgrade Fund	217,773	267,000	225,000
Sanitation Plant Replacement Reserve Fund	2,168,200	7,272,600	3,240,800
Waterworks District No. 8 Operations Fund	32,084,164	33,694,000	33,728,700
Waterworks District No. 8 Capital Improvement Fund	805,942	350,000	248,000
Waterworks District No. 8 Replacement Reserve Fund	8,110,557	1,604,900	1,576,400
Subtotal - Special Revenue Funds	67,433,721	65,254,700	61,846,400
Total Revenues - All Funds	$163,310,085	$150,536,000	$161,126,400

EXPENDITURE SUMMARY BY FUND

(Including Transfers to and Reimbursements from Other Funds)

FUND	ACTUAL 2010-11	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13
General Fund:			
General Fund	$54,673,835	$57,361,400	$64,538,400
Subtotal - General Fund	54,673,835	57,361,400	64,538,400
Internal Service Funds:			
Liability Insurance Fund	1,097,631	1,208,400	1,449,600
Workers' Compensation Fund	2,900,809	5,187,800	3,411,500
Geographic Information System Optimization Fund	58,771	83,600	93,000
Financial Information Systems Fund	108,835	96,000	186,000
Subtotal - Internal Service Funds	4,166,046	6,575,800	5,140,100
Special Revenue Funds:			
CDA Successor Agency - Administrative Fund	6,090,246	4,898,400	2,510,200
CDA Success or Housing Agency - Housing Fund	6,008,512	2,954,900	14,361,900
Local Housing Fund	160,274	121,600	416,500
Home Program Fund	10,435	15,200	0
CalHome Program Fund	0	30,000	870,000
Community Development Block Grant Fund	1,295,885	581,717	601,100
New Dwelling Fees Fund	0	218,000	0
Development Agreements Fund	490,000	336,000	4,391,800
Traffic Impact Fees Fund	0	0	62,500
Law Enforcement Grants	187,772	44,400	0
Forfeited Assets Fund	57,412	134,900	67,400
Retiree Medical Benefits Fund	1,357,743	1,547,905	1,631,900
Local Transportation Fund	3,137,500	3,913,500	4,026,400
Landscape Zones Augmentation Fund	1,056,758	245,400	931,600

EXPENDITURE SUMMARY BY FUND (CONT'D)

(Including Transfers and Reimbursements to Other Funds)

	ACTUAL 2010-11	ESTIMATED ACTUAL 2011-12	BUDGET 2012-13
Special Revenue Funds (Cont'd):			
Landscape Maintenance District No. 1 Fund	$1,887,594	$1,529,500	$1,733,700
Gasoline Tax Fund	2,985,417	3,429,600	3,429,600
Subtotal - Special Revenue Funds	24,725,548	20,001,022	35,034,600
Capital Improvement Funds:			
Streets & Roads Program	1,173,178	7,206,800	9,051,000
Vehicle Replacement Fund	1,177,700	1,037,700	590,500
Computer Equipment Replacement Fund	609,314	907,700	1,029,300
Geographic Information System Capital Fund	15,105	4,400	247,500
Financial Information Systems Capital Fund	5,400	39,100	324,500
Building Improvement Fund	4,195,354	892,606	4,147,500
Subtotal - Capital Imaprovement Funds	7,176,051	10,088,306	15,390,300
Enterprise Funds:			
Transit Fund	9,049,835	7,272,000	8,046,400
Sanitation Operations Fund	13,489,145	18,589,300	15,436,200
Sanitation System Expansion/Upgrade Fund	719,442	922,400	85,200
Sanitation Plant Replacement Reserve Fund	3,503,043	9,700,000	4,393,600
Waterworks District No. 8 Operations Fund	37,159,187	32,651,200	35,001,000
Waterworks District No. 8 Capital Improvement Fund	2,329,920	2,619,600	503,300
Waterworks District No. 8 Replacement Reserve Fund	493,405	3,419,700	2,879,100
Subtotal - Enterprise Funds	66,743,977	75,174,200	66,344,800
Total Expenditures	$157,485,457	$169,200,728	$186,448,200

BUDGET FORMULATION AND ADOPTION

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

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

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

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

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

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

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

BUDGET AND FISCAL POLICIES

I. Policy Framework: The following policies have been established by the City Council to guide the administration of the City's budgetary/fiscal functions:

A. The City will adopt and maintain a balanced budget by ensuring that annual operating revenues meet or exceed operating expenses.

B. The City will maintain a prudent General Fund balance for emergencies and catastrophic events. This balance has been established by City Council policy at 17% of General Fund budgeted expenditures.

C. The City's Water and Sanitation Enterprise funds shall be self-supporting such that fees for operating services will be maintained at a level adequate to cover all operating expenses. The City's Transit Enterprise will establish fees that both recover a portion of the cost of providing the service and encourage the community to use public transportation.

D. One-time revenues shall not be used to fund ongoing operating program expenses. Any such revenues shall be used to pay for one-time expenditures, if authorized by the City Council, or placed in the appropriate fund balance.

E. One-time expenditures that result in long-term cost savings, efficiencies, or both will be considered money well invested.

II. Budget Development Guidelines: To direct staff in the preparation of the Preliminary Base Budget, the following budget development guidelines have been established by the City Council:

A. Performance objectives will be incorporated in each department's budget, including the result achieved for each objective established in the prior fiscal year. Performance objectives should emphasize providing and maintaining a high level of service to the City's residents, businesses, and other constituents. The use of measurable performance objectives is encouraged.

B. Line items in the Preliminary Base Budget will not be greater than the current year budget unless full justification is provided. A general inflation factor will not be appropriate justification for any across-the-board increase.

C. Policy Items are to be submitted only for budgetary needs that have previously received support from the City Council or have a significant potential for expenditure savings, revenue enhancement, public or employee safety, or productivity improvement. Policy Items will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with detailed justification.

D. Capital Asset Requests, for replacement of capital items, will not be included in the Preliminary Base Budget, but will be identified separately in the Supporting Document with expanded justification.

E. Departments are to develop and prioritize Reverse Priority Items, which are recommendations for reducing expenditures should budget reductions be necessary. These Reverse Priority Items should total 10% of the upcoming fiscal year departmental base budget and should identify impacts on existing programs and service levels if approved.

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

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

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

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

IV. Accounting System and Budgetary Control

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

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

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

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

V. Financial Reporting

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

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

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

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

i. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion. (Note: auditors express an unqualified opinion on the client's financial statements when they have no material exceptions as to the fairness of the application of accounting principles, and there have been no unresolved restrictions on the scope of their engagement. The unqualified opinion is the most desirable report from the client's point of view.)

ii. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting program.

iii. The City will issue audited financial statements in the form of a Comprehensive Annual Financial Report (CAFR) within 180 days following fiscal year-end.

VI. User Fees and Rates

A. Purpose: User fees are established by the City Council to achieve the following objectives:

i. To establish an equitable basis for costing services to the public;

ii. To accommodate special requests for services, while ensuring that the public-at-large does not incur the cost;

iii. To provide for reasonable cost recovery for providing these services, including the direct cost of providing each service and the indirect costs as identified in the City's Cost Allocation Plan;

iv. To ensure that fees do not exceed the cost of providing services.

B. Adoption: User fees are adopted biennially by City Council resolution. Any new fees or fee modifications may also be presented to the City Council for consideration on an "as needed" basis.

C. External Review: The City's proposed user fees are submitted to the Simi Valley Chamber of Commerce and Building Industry Association for review and comment before presentation to the City Council. It is the City's goal that proposed user fees are supported by these organizations before being adopted by the City Council.

CITY PROFILE

GENERAL INFORMATION

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

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

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

City government is divided into five 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 activities are managed out of the City Manager's Office.

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

STATISTICAL OVERVIEW

Physical Size

Incorporated Area	42.4 Square Miles
Growth Area	92.7 Square Miles

Population (January 1, 2012)

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

Population Distribution By Age

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

* SOURCE: 2010 U.S. Census

Population Distribution By Ethnicity

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

Housing Characteristics as of June 30, 2012 **

	Number	Percentage
Single Family Units	32,722	77.66%
1-4 Unit Structures	1,869	4.44%
5 or More Unit Structures	6,672	15.83%
Mobile Homes	874	2.07%
Total	42,137	100.00%

Households By Type

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

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

Streets & Lights
Fiscal Year 20111-12

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

Building Permits Issued
Fiscal Year 2011-12

Number of Permits	4,222
Value of Permits	$49,992,154

Business Tax
Fiscal Year 2011-12

Applications/Renewals Processed	10,257
Receipts Issued	9,163

Simi Valley Transit
Fiscal Year 2011-12

Fixed-Route Bus Ridership	456,396
Paratransit/Dial-A-Ride Passengers	45,756

Sanitation Services
(Wastewater Collection & Treatment
Fiscal Year 2011-12

Customer Accounts	36,604	
Sewer Lines	362.0	Miles
Treatment Plant Capacity	12.5	MGD
Average Daily Plant Flows	9.2	MGD

Water Services
(Retail Sale of Water)
Fiscal Year 2011-12

Customer Accounts	25,059	
Water Delivered to Customer Accounts	6,305	MG
Sales to Other Agencies	2	
Water Delivered to Other Agencies	385	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 2011

Secured	$14,407,261,728
Unsecured	384,620,402
Utility	2,322,792
Total	$14,794,204,922

Tax Roll Year 2011
Computation of Legal Debt Margin

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

Ending Balance of Long-Term Debt
Fiscal Year 2011-12

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.	25,415,000
City of Simi Valley 2004 Certificates of Participation, interest rates 3.75% to 5.0%, maturing September 1, 2006-2034	22,900,000
Simi Valley Public Financing Authority 1995 Variable Rate Lease Revenue Bonds, interest rates at 4.00% - 5.75%, maturing September 1, 1998-2015.	3,385,000
Liability Claims and Legal Services Liability	2,088,492
Workers' Compensation Claims and Legal Services Liability	6,603,532
Accrued Employee Benefits	6,909,424
Total	$67,301,448

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

City	Population	General Fund Authorized FTE Positions	General Fund Budgeted Expenditures	Capital Projects Budget
Burbank (1)(3)	108,469	598	$96,445,519	$22,328,000
Ventura (3)	109,946	516	55,326,508	28,924,000
Thousand Oaks (3)	130,209	485	63,186,491	27,244,697
Simi Valley	***124,237***	***455***	***64,538,400***	***22,497,600***

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

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Account Clerk I	$2,728	-	$3,479	$32,739	-	$41,746
Account Clerk II	3,002	-	3,832	36,026	-	45,989
Accounting Projects Analyst	5,327	-	6,830	63,925	-	81,960
Accounting Specialist	4,288	-	5,479	51,450	-	65,743
Accounting Supervisor	5,937	-	7,623	71,245	-	91,476
Accounting Technician	3,299	-	4,210	39,582	-	50,523
Administrative Aide	4,080	-	5,208	48,956	-	62,501
Administrative Intern	2,338	-	2,832	28,059	-	33,987
Administrative Officer	6,516	-	8,375	78,190	-	100,505
Administrative Secretary	3,845	-	4,904	46,144	-	58,846
Assistant City Attorney	8,564	-	11,038	102,767	-	132,456
Assistant City Clerk	5,460	-	7,098	65,518	-	85,174
Assistant City Manager	10,266	-	13,345	123,189	-	160,146
Assistant Engineer	5,441	-	6,979	65,297	-	83,743
Assistant Planner	4,682	-	5,991	56,180	-	71,891
Assistant Public Works Director	9,384	-	12,104	112,606	-	145,246
Assistant to the City Manager	7,474	-	9,622	89,694	-	115,460
Assistant Waterworks Services Manager	6,187	-	7,948	74,243	-	95,375
Associate Engineer	5,954	-	7,645	71,449	-	91,742
Associate Planner	5,336	-	6,841	64,031	-	82,097
Budget Officer	6,771	-	8,708	81,256	-	104,490
Building Inspector I	3,862	-	4,928	46,342	-	59,134
Building Inspector II	4,248	-	5,418	50,981	-	65,021
Building Maintenance Technician	3,141	-	4,009	37,690	-	48,110
Chief of Police	12,609	-	16,392	151,306	-	196,698
City Attorney *	-----	-	14,750	-----	-	177,000
City Manager *	-----	-	16,625	-----	-	199,500
Clerk I	-----	-	2,605	-----	-	31,262
Clerk II	2,605	-	3,307	31,262	-	39,686
Code Enforcement Manager	6,198	-	7,939	74,378	-	95,263
Code Enforcement Officer	4,353	-	5,564	52,236	-	66,765
Code Enforcement Supervisor	5,653	-	7,253	67,832	-	87,040
Code Enforcement Technician	3,342	-	4,264	40,102	-	51,168

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Collection System Supervisor	$4,957	-	$6,349	$59,488	-	$76,192
Collection System Technician I	3,207	-	4,089	38,480	-	49,067
Collection System Technician II	3,527	-	4,498	42,328	-	53,976
Collection System Technician Trainee	2,915	-	3,718	34,986	-	44,616
Communication Systems Coordinator	6,006	-	7,713	72,076	-	92,557
Communications Manager	6,036	-	7,752	72,432	-	93,020
Community Services Specialist	4,575	-	5,853	54,903	-	70,232
Computer Operator	3,080	-	3,933	36,962	-	47,195
Contract Compliance Technician	4,143	-	5,285	49,712	-	63,419
Counter Services Technician	3,631	-	4,631	43,576	-	55,578
Counter Technician	3,877	-	4,945	45,530	-	59,342
Court Liaison	4,575	-	5,853	54,903	-	70,232
Crime Analysis and Reporting Manager	6,012	-	7,716	72,147	-	92,592
Crime Analyst	4,825	-	6,177	57,894	-	74,120
Crime Analyst Technician	3,841	-	4,917	46,093	-	59,010
Crime Scene Investigator	3,921	-	5,004	47,050	-	60,050
Crime Scene Investigator Trainee	3,137	-	3,999	37,648	-	47,986
Crossing Guard	1,823	-	2,208	21,882	-	26,499
Cultural Arts Center Assistant Manager	4,412	-	5,641	52,946	-	67,688
Cultural Arts Center Manager	5,945	-	7,634	71,345	-	91,607
Cultural Arts Center Technical Coordinator	4,207	-	5,377	50,486	-	64,526
Custodian	2,721	-	3,475	32,656	-	41,704
Customer Service Representative	2,924	-	3,734	35,090	-	44,803
Customer Services Manager	6,036	-	7,752	72,432	-	93,020
Deputy Building Official	6,444	-	8,282	77,330	-	99,386
Deputy Building Official/Plan Check	7,086	-	9,116	85,029	-	109,396
Deputy City Attorney	7,076	-	9,198	84,908	-	110,380
Deputy City Manager	8,841	-	11,399	106,097	-	136,784
Deputy Director/Building Official	7,851	-	10,112	94,216	-	121,339
Deputy Director/Citizen Services	7,689	-	9,901	92,269	-	118,808
Deputy Director/City Clerk	5,957	-	7,648	71,479	-	91,781
Deputy Director/City Engineer	8,551	-	11,021	102,606	-	132,247
Deputy Director/City Planner	7,987	-	10,288	95,847	-	123,459

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Deputy Director/Community Programs & Facilities	$7,689	-	$9,901	$92,269	-	$118,808
Deputy Director/Economic Development	8,193	-	10,555	98,313	-	126,664
Deputy Director/Environmental Compliance	7,755	-	9,987	93,065	-	119,842
Deputy Director/Fiscal Services	7,715	-	9,934	92,576	-	119,206
Deputy Director/Housing & Special Projects	7,689	-	9,901	92,269	-	118,808
Deputy Director/Human Resources	8,384	-	10,804	100,611	-	129,653
Deputy Director/Information Services	8,612	-	11,101	103,349	-	133,211
Deputy Director/Maintenance Services	7,755	-	9,986	93,057	-	119,833
Deputy Director/Police Administration	7,860	-	10,123	94,323	-	121,478
Deputy Director/Public Works Administration	7,860	-	10,123	94,323	-	121,478
Deputy Director/Sanitation Services	7,755	-	9,986	93,057	-	119,833
Deputy Director/Support Services	7,074	-	9,101	84,889	-	109,214
Deputy Director/Traffic Engineer	8,551	-	11,021	102,606	-	132,247
Deputy Director/Transit	7,689	-	9,901	92,269	-	118,808
Deputy Director/Waterworks Services	7,755	-	9,986	93,057	-	119,833
Director, Administrative Services	9,776	-	12,708	117,306	-	152,497
Director, Community Services	9,567	-	12,437	114,807	-	149,249
Director, Environmental Services	9,565	-	12,434	114,778	-	149,210
Director, Public Works	10,423	-	13,550	125,076	-	162,599
Electrical Inspector	4,460	-	5,691	53,518	-	68,286
Emergency Services Coordinator	5,722	-	7,344	68,669	-	88,128
Engineering Aide	3,318	-	4,231	39,811	-	50,773
Engineering Technician	4,143	-	5,285	49,712	-	63,419
Enterprise Systems Analyst	6,943	-	8,931	83,315	-	107,168
Environmental Compliance Inspector	4,248	-	5,418	50,981	-	65,021
Environmental Compliance Program Analyst	5,016	-	6,425	60,188	-	77,102
Environmental Compliance Program Coordinator	5,653	-	7,253	67,832	-	87,040
Executive Assistant	4,976	-	6,374	59,717	-	76,490
Field Laboratory Technician	3,364	-	4,297	40,373	-	51,563
Geographic Information System Technician	5,025	-	6,408	60,299	-	76,898
GIS Coordinator	6,689	-	8,596	80,274	-	103,157
Graphics Media Coordinator	4,264	-	5,448	51,164	-	65,371
Graphics/Support Services Technician	3,292	-	4,205	39,499	-	50,461

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Heavy Equipment Operator	$3,292	-	$4,205	$39,499	-	$50,461
Home Rehabilitation Coordinator	4,998	-	6,403	59,980	-	76,831
Human Resources Analyst	5,342	-	6,849	64,100	-	82,188
Human Resources Technician	2,999	-	3,832	35,984	-	45,989
Industrial Painter	3,806	-	4,860	45,677	-	58,323
Information Services Analyst I	5,354	-	6,865	64,249	-	82,382
Information Services Analyst II	5,817	-	7,467	69,802	-	89,599
Instrumentation Technician	4,600	-	5,871	55,203	-	70,450
Inventory Support Technician	2,779	-	3,548	33,342	-	42,578
Laboratory Chemist	5,623	-	7,215	67,477	-	86,577
Laboratory Supervisor	6,181	-	7,940	74,172	-	95,281
Laboratory Technician	4,105	-	5,240	49,254	-	62,878
Landscape Architect	6,639	-	8,536	79,673	-	102,434
Lead Crossing Guard	2,090	-	2,536	25,085	-	30,430
Legal Clerk	3,002	-	3,829	36,026	-	45,947
Legal Secretary	4,020	-	5,131	48,239	-	61,569
Maintenance Superintendent	6,118	-	7,858	73,413	-	94,295
Maintenance Supervisor	4,957	-	6,349	59,488	-	76,192
Maintenance Worker I	2,721	-	3,475	32,656	-	41,704
Maintenance Worker II	3,002	-	3,832	36,026	-	45,989
Maintenance Worker III	3,302	-	4,215	39,624	-	50,586
Management Analyst	5,216	-	6,685	62,590	-	80,225
Mechanic I	3,148	-	4,020	37,773	-	48,235
Mechanic II	3,928	-	5,015	47,133	-	60,174
Neighborhood Council Coordinator	4,983	-	6,383	59,794	-	76,591
Nutrition Services Worker	2,595	-	3,314	31,138	-	39,770
Paralegal	3,361	-	4,288	40,331	-	51,459
Permit Services Coordinator	4,800	-	6,241	57,604	-	74,892
Planning Intern	2,338	-	2,832	28,059	-	33,987
Planning Technician	3,902	-	4,992	46,821	-	59,904
Plant Electrician	4,191	-	5,346	50,294	-	64,147
Plant Maintenance Program Technician	4,401	-	5,613	52,811	-	67,350
Plant Maintenance Supervisor	5,347	-	6,856	64,163	-	82,270

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Plant Maintenance Technician I	$3,458	-	$4,411	$41,496	-	$52,936
Plant Maintenance Technician II	3,806	-	4,857	45,677	-	58,282
Plant Maintenance Technician III	4,191	-	5,346	50,294	-	64,147
Plant Operations Manager	6,316	-	8,115	75,789	-	97,384
Plant Operations Supervisor	5,347	-	6,856	64,163	-	82,270
Plant Operator I	3,491	-	4,458	41,891	-	53,498
Plant Operator II	3,838	-	4,898	46,051	-	58,781
Plant Operator III	4,222	-	5,389	50,669	-	64,667
Plant Operator Trainee	2,850	-	3,643	34,195	-	43,722
Plant Support Systems Manager	6,316	-	8,115	75,789	-	97,384
Plumbing/Mechanical Inspector	4,460	-	5,691	53,518	-	68,286
Police Captain	9,109	-	11,747	109,313	-	140,963
Police Dispatcher	3,931	-	5,016	47,174	-	60,195
Police Dispatcher Trainee	-----	-	3,481	-----	-	41,766
Police Lieutenant	7,963	-	10,257	95,560	-	123,083
Police Maintenance Coordinator	3,883	-	4,954	46,592	-	59,446
Police Maintenance Supervisor	4,552	-	5,823	54,629	-	69,876
Police Maintenance Technician	3,002	-	3,832	36,026	-	45,989
Police Officer	4,874	-	6,724	58,490	-	80,683
Police Officer Trainee	-----	-	4,269	-----	-	51,230
Police Records Manager	5,229	-	6,702	62,748	-	80,429
Police Records Supervisor	4,825	-	6,177	57,894	-	74,120
Police Records Technician I	2,706	-	3,453	32,469	-	41,434
Police Records Technician II	2,928	-	3,746	35,131	-	44,949
Police Sergeant	6,373	-	8,783	76,482	-	105,394
Police Services Assistant	2,983	-	3,812	35,797	-	45,739
Principal Engineer	7,797	-	10,041	93,567	-	120,496
Principal Information Services Analyst	6,988	-	8,990	83,859	-	107,874
Principal Planner/Zoning Administrator	6,956	-	8,947	83,469	-	107,368
Printer	2,747	-	3,503	32,968	-	42,037
Property Officer	3,704	-	4,729	44,450	-	56,742
Property Technician	3,286	-	4,193	39,437	-	50,315
Public Works Dispatcher	2,837	-	3,623	34,050	-	43,472

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Public Works Inspector	$4,276	-	$5,457	$51,314	-	$65,478
Recording Secretary	3,155	-	4,025	37,856	-	48,298
Risk Manager	6,773	-	8,709	81,271	-	104,510
Secretary	3,002	-	3,829	36,026	-	45,947
Senior Accountant	5,970	-	7,666	71,645	-	91,996
Senior Administrative Officer	7,134	-	9,179	85,609	-	110,151
Senior Assistant City Attorney	9,410	-	12,138	112,924	-	145,659
Senior Building Inspector	4,671	-	5,963	56,056	-	71,552
Senior Center Aide	2,595	-	3,314	31,138	-	39,770
Senior Code Enforcement Officer	4,959	-	6,351	59,502	-	76,210
Senior Crime Analyst	6,012	-	7,716	72,147	-	92,592
Senior Custodian	3,302	-	4,215	39,624	-	50,586
Senior Customer Service Representative	3,361	-	4,288	40,331	-	51,459
Senior Engineer	6,802	-	8,748	81,626	-	104,972
Senior Engineering Technician	4,566	-	5,827	54,787	-	69,930
Senior Human Resources Analyst	6,095	-	7,828	73,141	-	93,937
Senior Human Resources Technician	3,299	-	4,210	39,582	-	50,523
Senior Information Services Analyst	6,371	-	8,187	76,451	-	98,244
Senior Instrumentation Technician	5,060	-	6,457	60,715	-	77,480
Senior Laboratory Technician	4,498	-	5,746	53,976	-	68,952
Senior Management Analyst	6,006	-	7,713	72,076	-	92,557
Senior Planner	6,089	-	7,820	73,064	-	93,841
Senior Police Dispatcher	4,527	-	5,775	54,330	-	69,306
Senior Police Maintenance Technician	3,295	-	4,207	39,541	-	50,482
Senior Police Officer	5,283	-	7,155	63,398	-	85,862
Senior Police Records Technician	3,510	-	4,474	42,120	-	53,685
Senior Services Assistant Manager	4,412	-	5,640	52,941	-	67,681
Senior Services Manager	5,726	-	7,348	68,708	-	88,178
Senior Transit Dispatcher	3,049	-	3,893	36,587	-	46,717
Senior Tree Trimmer	3,637	-	4,642	43,638	-	55,702
Staff Accountant	5,243	-	6,720	62,911	-	80,643
Supervising Building Inspector	5,427	-	6,959	65,119	-	83,513
Supervising Public Works Inspector	5,427	-	6,959	65,119	-	83,513

* Flat Rate Salary

PERSONNEL CLASSIFICATIONS AND SALARY RANGES
FISCAL YEAR 2012-13

JOB TITLE	MONTHLY			ANNUALLY		
	Minimum		Maximum	Minimum		Maximum
Support Services Worker	$2,610	-	$3,331	$31,325	-	$39,978
Theater Technician I	1,777	-	2,267	21,320	-	27,206
Theater Technician II	2,505	-	3,198	30,056	-	38,376
Transit Coach Operator	3,165	-	4,044	37,981	-	48,526
Transit Dispatcher	2,851	-	3,640	34,216	-	43,680
Transit Finance Manager	5,942	-	7,629	71,304	-	91,553
Transit Operations Assistant	3,782	-	4,820	45,386	-	57,845
Transit Superintendent	6,278	-	8,066	75,332	-	96,790
Transit Supervisor	4,628	-	5,922	55,541	-	71,062
Treasury Officer	5,949	-	7,639	71,391	-	91,666
Tree Trimmer I	3,002	-	3,836	36,026	-	46,030
Tree Trimmer II	3,302	-	4,219	39,624	-	50,627
Utilities Specialist	4,193	-	5,349	50,315	-	64,189
Utility Services Specialist	4,772	-	6,113	57,262	-	73,262
Victim Advocate	3,292	-	4,205	39,499	-	50,461
Water Distribution Supervisor	5,425	-	6,957	65,096	-	83,483
Water Operations Supervisor	5,425	-	6,957	65,096	-	83,483
Waterworks Meter Reader	2,747	-	3,503	32,968	-	42,037
Waterworks Services Worker I	3,014	-	3,853	36,171	-	46,238
Waterworks Services Worker II	3,319	-	4,240	39,832	-	50,877
Waterworks Services Worker III	3,749	-	4,789	44,990	-	57,470
Waterworks Services Worker Trainee	2,747	-	3,505	32,968	-	42,058
Waterworks Systems Technician	4,600	-	5,873	55,203	-	70,470
Work Experience/Clerical *	-----	-	1,387	-----	-	16,640
Work Experience/Maintenance *	-----	-	1,387	-----	-	16,640
Workers' Compensation Adjuster	2,563	-	5,208	30,756	-	62,501
Workers' Compensation Manager	5,937	-	7,623	71,240	-	91,470

* Flat Rate Salary

COST ALLOCATION PLAN

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

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

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

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

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

identifying total program costs, can be used to determine this level of support and to reimburse the General Fund through interfund transfers for the indirect costs incurred. The Cost Allocation Plan can also be used in billing for City services and in establishing service fees designed for cost recovery by ensuring that all costs, both direct and indirect, are included in the cost analysis.

Due to the extensive calculations required, the Cost Allocation Plan is prepared as a separate document each fiscal year based upon the adopted annual budget. The Cost Allocation Plan for FY 2012-13 is available upon request from the Department of Administrative Services.

ACRONYMS AND ABBREVIATIONS

ADA
Americans With Disabilities Act

APCD
Air Pollution Control District

ARRA
American Recovery and Reinvestment Act

BTC
Business Tenancy Certificate

CAC
Simi Valley Cultural Arts Center

CAFR
Comprehensive Annual Financial Report

Cal EMA
California Emergency Management Agency

CAL/OSHA
California Occupational Safety and Health Administration

CARB
California Air Resources Board

CDA
Simi Valley Community Development Successor Agency

CEB
Continuing Education of the Bar

CDBG
Federal Community Development Block Grants Program

CDIAC
California Debt and Investment Advisory Commission

CEQA or C.E.Q.A.
California Environmental Quality Act

CERT
City Emergency Response Team

CFD
Mello-Roos Community Facility District

CHP
California Highway Patrol

CIP
Capital Improvement Program

CIT
Crisis Intervention Team

CLETS
California Law Enforcement Telecommunications System

CNG
Compressed Natural gas

CMWD
Calleguas Municipal Water District

COA
Simi Valley Council on Aging

CPI-U
Consumer Price Index for All Urban Consumers

CSMFO
California Society of Municipal Finance Officers

DAR
Dial-A-Ride Service

DBE
Disadvantaged Business Enterprise

DMV
California Department of Motor Vehicles

EIR
Environmental Impact Report

EOC
Emergency Operations Center

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

ESRI
Environmental Systems Research Institute

FBRR
Fare Box Recovery Ratio

FEMA
Federal Emergency Management Agency

FIS
Simi Valley Financial Information System

GFOA
Government Finance Officers Association

GIS
Geographic Information System

HUD
Federal Department of Housing and Urban Development

IACG
Ventura County Inter-agency Coordination Group

IPS
Integrated Police Systems

JPA
Joint Powers Agreement

LAFCO
Local Agency Formation Commission

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

LEED
Leadership in Energy and Environmental Design

LTF
Local Transportation Funds

MCC
Mortgage Credit Certificate Program

MCLE
Minimum Continuing Legal Education

MOA
Memorandum of Agreement

MOU
Memorandum of Understanding

MOW
Meals-On-Wheels Program

MS4
Municipal Separate Storm Sewer System

MUSTS
Municipal Unsafe Structure Tracking System

NEPA
National Environmental Policy Act

NIMS
National Incident Management System

NPDES
National Pollutant Discharge Elimination System

PERS
California Public Employees Retirement System

PSA
Police Services Assistant

PSAP
Primary System Answering Point

POA
Simi Valley Police Officers' Association

POST or P.O.S.T.
Police Officer Standardized Training

PSC

Simi Valley Public Services Center

RFP
Request for Proposals

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

SCAG
Southern California Association of Governments

SEP
Simplified Express Permitting

SRO
School Resource Officer

SSC
Schedule of Service Charges

SVMC
Simi Valley Municipal Code

SWT
Special Weapons and Tactics

TARP
Teen Assistance and Resource Program

TEA
Tax Equity Allocation

TRAK
Technology to Recover Abducted Kids System

USEPA
United States Environmental Protection Agency

VCAT
Ventura County Combined Agency Task Force

VCIJIS
Ventura County Integrated Justice Information System

VCOG
Ventura Council of Governments

VCTC
Ventura County Transportation Commission

VERSATERM
Integrated Police Systems Software

VPN
Virtual Private Network

WAN
Wide Area Network

YES
Youth Employment Services Program

GLOSSARY

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

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

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

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

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

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

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

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

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

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

Capital Improvement Program (CIP)
A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Capital Outlay
A budget appropriation category for equipment items.

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

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

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

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

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

Deficit
An excess of expenditures or expenses over revenues.

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

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

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

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

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

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

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

Fund Balance
Fund balance is the difference between assets and liabilities.

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

Goal
A statement of broad direction, purpose, or intent.

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

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

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

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

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

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

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

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

Personnel Savings
Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. However, past experience indicates that personnel expenditures for salaries and benefits are consistently less than budgeted amounts, due at lease 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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